



Wolf EMR

Managing medications and prescriptions (Legacy prescriber)

v2018.1

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Creating prescriptions and managing medications

In Wolf EMR, you can create and print prescriptions from any window related to a patient's record (via the SMART menu).

Once a medication has been prescribed for a patient, you can:

- Reprint the prescription
- Modify the prescription
- Refill the prescription
- Discontinue the prescription

Wolf EMR tracks a patient's active (current) and inactive (previous) medications in the medical summary, and displays the patient's medications and allergies in the Prescription entry window. This allows you to view pertinent information at-a-glance when you prescribe new medications.

Creating prescriptions

You can prescribe a medication from almost any window related to a patient via the SMART menu. Wolf EMR contains an extensive searchable medications list, enabling you to quickly select an appropriate medication to prescribe.

You can enter prescription directions using discrete entry fields (for example, for dose, frequency, and duration), or you can enter prescription directions as free-text. Using a variety of search and entry options, you can create:

- Basic prescriptions (see ["Creating basic prescriptions" on the next page](#))
- PRN prescriptions (see ["Prescribing PRN \(take-as-needed\) medications" on page 16](#))
- Prescriptions for compound medications (see ["Prescribing compound medications" on page 17](#))
- Variable dose prescriptions (see ["Prescribing variable doses" on page 18](#))
- Prescriptions for medical devices and other non-medication treatments (see ["Prescribing medical devices and other non-mediation treatments" on page 19](#) and ["Prescribing medical devices and other non-medication therapies using SMART Forms" on page 20](#))

- Prescriptions for over-the-counter (OTC) and intravenous medications (see "Prescribing over-the-counter (OTC) and intravenous medications" on page 21)

You can print more than one medication on a single prescription printout (see "Prescribing multiple medications" on page 15). Additional medications can be new medications for the patient, or refilled medications.

If you prescribe multiple medications, the EMR tracks the medications in a visible area, enabling you to review your prescribed medications before printing the complete prescription.

Creating basic prescriptions

When you create a basic prescription, you search for a medication to prescribe, and then enter prescription instructions using discrete entry fields (for example, for dose, frequency, and duration). If you enter complete dosage information, the EMR can calculate a quantity automatically.

When you finish a prescription, you can choose to print the prescription or, if you are prescribing multiple medications, you can also choose to save the prescription.

You can search for a medication to prescribe using one of three methods:

- By medication name
- By medication category
- By medication by a targeted system for treatment

Steps

1. Open the **Add New Medications** window: On any window related to a patient's record (including the SOAP form, the Consult Letter form, the medical summary, a patient message/Follow up, or the Patient tab) right-click and then in the SMART menu, click **Enter New Medication**. The EMR displays the Add New Medication window, with:
 - The medication search area located in the top left area of the window.
 - A list of your medication favourites displayed in middle of the window.
 - The patient's weight, age, and allergies displayed on the top right of the window.
 - The prescription dosage entry area located on the bottom of the window.

2. To search for the medication by name:

- In the **Search** field, enter part or all of the medication name.
- To narrow or expand your medication search criteria, using the following table, select or clear filtering options.

Option	Description
Starts with	Displays only medications with names that start with your search term.
Contains	Displays medications with names that contain (but do not have to start with) your search term.
Dose Form	To display only medications that are available in a specific form (for example, "capsule"), in the list, select an option.
Include Generic	Includes non-brand-name medications in your search results.
Include OTC	Includes over-the-counter medications in your search results.
Include IV	Includes intravenous medications in your search results.

**Tip:**

You can change what medication search options are selected for you by default:

1. In the WorkDesk menu, click **Configure > Configure Workdesk**.
2. Click the **Medications** tab.

Users with administrator authority in Wolf EMR can set medication search option defaults for the entire clinic. See "[Configuring medication preferences](#)" on page 54.

- a) Press **Enter**. The EMR displays matching medications in the **Select medication from list** area.

**Tip:****Medication search**

- In the medication search results list, if a medication displays more than once, there are multiple dosage types for that medication. To view the dosage type and size, click and then hover your cursor over the medication name. The EMR displays the dosage type and size as a pop-up message.
- You can narrow your search results by selecting the form you want the medication to be in. For example, to search for amoxicillin in capsule form, in the **Dose Form** list, click **CAP**. The search results return all amoxicillin options available in capsule form.
- If you are searching for an over-the-counter medication, in the **Search** area, select the **Include OTC** check box.
- If you are searching for a brand name medication, clear the **Include Generic** check box.

**Best practice:** If you are not certain how to spell a medication name, in the **Search**

field, type only the first three letters of the medication name. Wolf EMR will not produce accurate search results for misspelled names.

- b) In the **Select medication from list** area, click the medication you want.

3. To search for a medication by category:

- a) Click the **Drug Category Search** tab. The EMR displays a list of high-level drug categories.

The screenshot shows the 'Drug Category Search' tab selected. The interface includes a search bar at the top with options for 'Starts with' and 'Contains'. There are also checkboxes for 'Include Generic', 'Include OTC', and 'Include IV'. Below the search bar, there are three tabs: 'Favourites', 'Drug Category Search' (which is active), and 'Search by ATC categories'. The main area displays a list of drug categories under the heading 'Drug Category Search:'. The list includes: alternative medicines, analgesics, anti-infectives, anticoagulants, anticonvulsants, antidepressants, antidiabetic agents, antiemetic/antivertigo agents, antifungals, and antihyperlipidemic agents.

- b) Click in the **Drug Category Search** area and then, on your keyboard, press the first letter of the category you want to select. For example, press "c" for "central nervous system agents". The EMR displays that area of the alphabetical list.
- c) Scroll down the list, and then click the category you want. The EMR displays associated sub-categories to the right.

This screenshot shows the same interface as the previous one, but with the 'central nervous system agents' category selected in the main list. To the right of the main list, a secondary list of sub-categories is displayed, including: analgesics, anticonvulsants, antiemetic/antivertigo agents, antiparkinson agents, general anesthetics, muscle relaxants, miscellaneous central nervous system agents, and anorexians.

- d) Click a sub-category. In the **Select medication from list** area, the EMR displays a list of medications classified within that sub-category.
- e) Click the medication you want.

4. >To search for a medication by a targeted system for treatment:

Click the **Search by ATC Categories** tab (Anatomical Therapeutic Chemical). The EMR displays a list of high-level targeted systems.

Search

☐ Starts with ☒ Contains

Dose form: **<Any>**

☐ Include Generic ☐ Include OTC ☐ Include IV

Favourites Drug Category Search Search by ATC categories

Search ATC Category

- Alimentary Tract And Metabolism
- Antinfectives For Systemic Use
- Antineoplastic And Immunomodulating Agents
- Antiparasitic Products, Insecticides & Repellents
- Blood And Blood Forming Organs
- Cardiovascular System
- Dermatologicals
- Genito Urinary System And Sex Hormones
- Musculo-skeletal System

- Choose the system you are targeting for treatment. In the **Select medication from list** area, the EMR displays a list of associated medications.
- To narrow your search results to a specific drug category that targets your selected system, expand a system name, and then select a category.

Search

☐ Starts with ☒ Contains

Dose form: **<Any>**

☐ Include Generic ☐ Include OTC ☐ Include IV

Favourites Drug Category Search Search by ATC categories

Search ATC Category

- Genito Urinary System And Sex Hormones
- Musculo-skeletal System**
 - Anticongestants
 - Antiinflammatory And Antirheumatic Products
 - Drugs For Treatment Of Bone Diseases
 - Muscle Relaxants
 - Other Drugs For Disorders Of Musculo-skeletal Sys
 - Topical Products For Joint And Muscular Pain
- Nervous System

- To narrow your search further to a specific drug sub-category that targets your selected system, expand a category name, and then choose a subcategory.
- In the **Select medication from list** area, click the medication you want.

The EMR displays the selected medication name in the blue **RX** field and populates the prescription details area with default values (if available).

The screenshot shows a medical software interface for creating a prescription. The top section displays the selected medication: **Rx Naproxen (Naprelan 375 ERT) 375 mg i PO OD**. Below this, there are search filters and a list of medications. A red box highlights the 'Dose, Frequency, Duration, PRN, Anticoagulant, and Notes' fields in the bottom right section, which are auto-populated with default values: **375** mg, **1** unit, **OD** (Once Daily), **5x0day** (5 times a day, 0 days), **q6h** (every 6 hours), **q12h** (every 12 hours), **q15m** (every 15 minutes), **QPM** (Quarterly), **q72h** (every 72 hours), and **take with food**.



Note:

If the selected medication has prescription defaults set, the **Dose, Frequency, Duration, PRN, Anticoagulant** and **Notes** fields and check boxes may auto-populate. You can edit these default values if needed.


For information about how to set and modify medication prescription defaults, see "Modifying prescription defaults for medications" on page 58.

- Using the following table, in the prescription details area (located on the bottom right of the window), enter or modify the prescription details.



Note: Depending on the medication you choose, several of the prescription detail fields may populate with default values. You can edit default values if needed.

Field	Description
Dosage	Below Dosage , choose a dosage option (for example, for a 250mg tablet, click 250). If the option you want is not available, enter the dose in the Dosage field.
Units	Select the dose units. For example, for a 250mg tablet, select mg .
Route	Select the dose route. For example, for a tablet that the patient is to take orally, select PO (per Orally).

Field	Description
Units/Dose	Below Units/Dose , click the number of units the patient is to take with each administration. If the number you want is not available, enter a number in the Units/Dose field (for example, 1/2, i,ii).
Frequency list	Select a frequency, or to indicate that the patient is to take the medication as needed, select prn .
Problem	To associate the prescription with a one of the patient's medical summary problems, in the list, click a problem. You can choose only problems that are listed in the patient's problem list. To add a problem to the patient's problem list, select <Add New> .
Duration	Select a duration. If you are having trouble finding the duration you want, in the Duration field, start to enter the duration (for example, to find "4 days", enter "4"). The EMR takes you to the appropriate area on the list. The Duration option you select determines if and when the medication automatically discontinues. If you expect to refill the medication, click No Cut Off . In # Days is selected, then the Single Rx option is selected on the Prescription window.
Date Prescribed	By default the Date Prescribed is today's date. To set the prescription date to another date, enter the date, or to select the date from a calendar, click  .
Anticoagulant	If this is an anti-coagulation medication that requires regular INR testing, select the Anticoagulant check box. The EMR displays the prescription, and future changes you make to the prescription, on the Anticoagulation Summary Sheet. The Anticoagulant check box displays only if your medication is flagged by the EMR as an anticoagulant.
Notes	Enter any additional prescription notes for the patient (for example, "take immediately following a meal").

6. Review possible drug interactions warnings. See "[Prescribing multiple medications](#)" on page 15.
7. Click **Prescribe**. The EMR opens the Prescriptions window, with:
 - The left side of the window displaying lists of the patient's current and medications, and allergies.
 - The right side of the window displaying the input area for the current prescription's quantity, repeats, and duration details.

Prescriptions

Test, Mother PHN 9999 999 999

Born: 27-Oct-1970 (44) Sex: F Status: N/A

1234 Test Street, Squamish BC H (111) 111-1111 Pri: Veta Coles, M.D.

Default Pharmacy:

Multi-Select

Medications

Clobazam (Frisium TAB) 10 mg i PO qhs
Lamotrigine (Lamictal TAB) 150 mg i PO BID
Methylphenidate (Ritalin-SR ERT) 30 mg i PO O
Naproxen (Naprelan 375 ERT) 375 mg i PO OD

Previous Medications:

Allergies:

*Rx Date: 08-Jul-2015

*Prescribing MD: Veta Coles, M.D.

☒ May Substitute Generic ☐ No Substitutions ☐ Print Medications

*Rx: Naproxen (Naprelan 375 ERT) 375 mg i PO OD

Total Dosage Per Day: 375 mg

*Quantity: Repeats: 0

Units: TAB

*Start Date: 08-Jul-2015

Next Refill:

Note: take with food

*Duration: ☒ Long Term ☐ Single Rx


Okayed
To Come In
Chart Requested
Denied
Printed

☒ Refill History ☐ Medication History

Next Refill	Last Refill	Quant	Repeats	Pharm Called	Refill Status	Initials
Current Refill (dbl Click to Delete Prescription Entry):						
MedName	Quant	Repeats	Note			

The **Special Auth** button applies only to British Columbia






Tip: You can go back to the previous window (New Medication window) at any time. At the top of the Prescriptions window, click **Edit Medication Dosing** .

8. Using the following table, enter additional prescription details.






Tip: Use your **Tab** key to jump from field-to-field.

Field	Description
Rx Date	Today's date is selected by default. To set the prescription date to another date, enter the date, or to select the date from a calendar, click  .
Prescribing MD	If you have prescribing authority in Wolf EMR, your name is selected by default. If you are creating a prescription on behalf of another provider, in the list, select the provider's name.
May Substitute Generic	This option is selected by default. If the pharmacist should not substitute another brand, select No Substitutions instead.

Field	Description
No Substitutions	If the pharmacist should not substitute another brand, select this check box.
Print Medications	<p>If you want the patient's complete list of active medications to display on the prescription print-out, select this check box (if it is not already selected), otherwise, clear this check box.</p> <div>  <p>Tip: You can choose if this check box is selected by default. Users with administrator authority can enable or disable this default option for you. See "Setting prescription printouts to include patient medication lists by default" on page 61.</p> </div>
Quantity	<p>Perform one of the following actions</p> <ul style="list-style-type: none"> ■ To enter the medication quantity manually, enter the total amount of medication to be dispensed (for example, the number of capsules). ■ To have the EMR calculate the quantity for you, enter the duration the patient is to take the medication for. <p>If you enter frequency and duration information in the Add New Medication window; then the Quantity field is already populated with the calculated number of tablets, applications, etc.</p>
Units	Choose the appropriate quantity or duration units.
Repeats	Enter the number of repeats, or to indicate that you do not want any repeats, leave the field blank.
Duration	<p>Select one of the following options:</p> <ul style="list-style-type: none"> ■ To indicate that the patient will be on the medication for an extended period of time. select Long Term. ■ To indicate that the patient to be on the medication only until the prescription runs out, select Single Rx.
Start Date	If the patient is to start taking the prescription on a day other than today, enter a new start date, or to select a date on a calendar, click  .

9. (BC only) If the prescription requires a PharmaCare Special Authorization form, complete the Special Authorization form (see ["Requesting PharmaCare Special Authority for prescriptions \(BC only\)"](#) on page 29).
10. Perform one of the following actions:

- To print the prescription on your default printer, click **Quick Print** .

- To select a printer or fax machine to print from, click **Print** .
- To save the current prescription and to prescribe another medication, click **Enter New Medication** . See "Prescribing multiple medications" below.
- To save the prescription, and print it later, click **Close and Save** .

After the prescription prints, the EMR changes the prescription **Status** to 'Printed'. The medication is recorded in the patient's medical summary, and in the patient's Medications list on the Prescriptions window.




Note: If a locum prints a prescription, Wolf EMR adds the text "Locum For 'X' Physician" to the prescription print-out.

Prescribing multiple medications

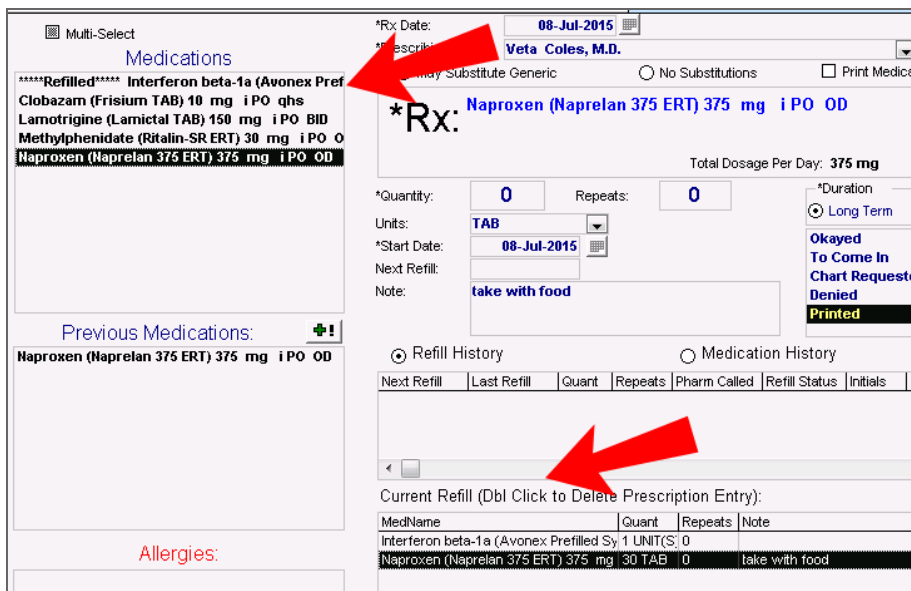
If you prescribe or refill more than one medication during a visit, you can print the medications on a single prescription printout.

As you prescribe multiple medications, the EMR tracks the medications in the **Current Refill** area, enabling you to review your prescribed medications before printing.

Steps

1. Prescribe the first medication. See [step 1](#) in "Creating basic prescriptions" on page 6.
2. In the Prescriptions window, perform one of the following actions:
 - To prescribe a medication that has not been previously prescribed to the patient, click **Add/New** . The previous medication is saved and the Add New Medications window opens. Then, search for the next medication and then enter prescription details.
 - To re-prescribe one of the patient's active medications, refill the prescription. See "[Refilling a single prescription \(for active medications\)](#)" on page 43 to "[Refilling a single prescription \(for active medications\)](#)" on page 43 in "[Refilling a single prescription \(for active medications\)](#)" on page 43.
 - To re-prescribe one of the patient's inactive medications, resume the prescription. See "[Resuming previous medications](#)" on page 45 to "[Resuming previous medications](#)" on page 45 in "[Resuming previous medications](#)" on page 45.

3. To add additional medications to the prescription, repeat the above step. As each medication is added to the prescription, the EMR displays the medication name in the **Current Refill** area. In the **Medications** area, the word **Refilled** also displays beside the medication's name.





The screenshot shows the EMR prescription window. On the left, the 'Medications' list includes 'Interferon beta-1a (Avonex Prefilled Syringe) 1 UNIT(S) 0', 'Clobazam (Frisium TAB) 10 mg i PO qhs', 'Lamotrigine (Lamictal TAB) 150 mg i PO BID', 'Methylphenidate (Ritalin-SR ERT) 30 mg i PO QD', and 'Naproxen (Naprelan 375 ERT) 375 mg i PO OD'. The 'Current Refill' area on the right shows the selected medication, 'Naproxen (Naprelan 375 ERT) 375 mg i PO OD', with a red arrow pointing to the 'Refilled' status. Below this, the 'Refill History' table shows the following data:

MedName	Quant	Repeats	Note
Interferon beta-1a (Avonex Prefilled Syringe) 1 UNIT(S)	0		
Naproxen (Naprelan 375 ERT) 375 mg	30 TAB	0	take with food



Tip: If you add a medication in error and want to remove it from your prescription, double click the medication on the **Current Refill** list.

4. To print the prescription, click one of the following options:

- **Quick Print** : To print the prescription to your default printer.
- **Print** : To select a printer or fax machine to print to.



Note: All medications that display in the **Current Refill** area on the Prescriptions window are included in the printout.

Prescribing PRN (take-as-needed) medications

When you prescribe a PRN (take-as-needed) medication, for example, a pain medication or an inhaler, you do not need to specify a dose, frequency, or duration as long as you enter a quantity. If needed, in an open-ended text field, you can enter detailed information such as:

- In what situations or cases patient is to take the medication

- What dose should be administered depending on the situation
- The maximum amount of medication the patient can take in a day
- The minimum amount of time required between doses

Steps

1. Search for and select a medication to prescribe. See [step 1](#) to [step 2](#) in "Creating basic prescriptions" on page 6.
2. On the Add New Medications window, click **Override** (located below the blue **Rx** field). The EMR enables you to edit text in the blue **Rx** field.
3. In the **Rx** field, click to the right of the medication name, and type **PRN**, followed by prescription directions. Directions can include:
 - Circumstances in which the patient is to administer the medication
 - Maximum dose per day
 - Minimum amount of time between doses

The screenshot shows a software interface for entering a prescription. At the top, there's a header bar with some text and a date. Below that, a blue box contains the text '*Rx iL SOLN) mL i INH QD - PRN take 1-2 puffs for acute asthma symptoms, and prior to exercise'. A red circle is drawn around the 'PRN' part of this text. Below the blue box, there's a light blue bar with an 'Override' button (indicated by a radio button) and a 'Total Dosage Per Day: 8.00 mL' field. To the right of this bar is a checkbox labeled 'Auto save medication as favourite on exit'.

Do not erase or modify the medication name that is populated by the EMR.

4. Optionally, enter information in the **dose**, **units**, and **frequency** fields and complete the prescription. See [step 5](#) in "Creating basic prescriptions" on page 6.

Prescribing compound medications

Compound prescriptions are medications comprised of two or more ingredients that are combined by a pharmacist before dispensing. The multitude of potential compound ingredient combinations are not specifically available in the Wolf EMR's drug database.

Because you cannot select the whole compound from the medication search list, you instead search for the first ingredient. You can then customize the Rx name to include the remainder of the compound ingredients.

Steps

1. Start a prescription as normal, and search for the first compound ingredient. See [step 1](#) in "Creating basic prescriptions" on page 6.

- Below the blue **Rx** field, click **Override**. The blue **Rx** field becomes editable.
- In the **Rx** field, click to the right of the first ingredient's name, and then enter the remainder of the compound ingredients as you want them to display on the prescription.

The screenshot shows a software interface for creating a prescription. At the top, there is a header with 'Rx' and a patient ID '(459) 352-2666'. Below this is a text field containing the text '*Rx Hydrocortisone 1% cream/equal part nystatin for 1 application 4x daily'. Below the text field is a row of controls. On the left, there is a radio button selected next to the word 'Override', which is highlighted by a red rectangular box. To the right of the radio button is a label 'Total Dosage Per Day:'. Further right are two checkboxes: 'Auto save medication as favourite on exit' and 'Include Generic', both of which are currently unchecked.



Note: The name of the first ingredient must remain as is. You cannot edit it.

- In the **Rx** field, beside the compound name, you can also enter your prescription directions.
- Optionally, enter information in the **dose**, **units**, and **frequency** fields and complete the prescription. See [step 5](#) in "Creating basic prescriptions" on page 6.



Note: Compounds are not checked for interactions or low/high dosages since these prescriptions are entered in as text only.

Prescribing variable doses

Variable dose prescriptions are prescriptions where dose changes from week-to-week, day-to-day, or within a day. Some examples include:

- Weening a patient off of a medication by reducing their daily dose each week.
- Instructing a patient to take one capsule in the morning than two capsules in the evening.

These types of prescriptions often have extensive instructions that require greater flexibility for entering.



Best practice: Select the most basic version of a medication name. If possible, do not select a medication with a pill/capsule/application size specified in it's name.

Steps

- Search for and select a medication to prescribe. See [step 1](#) to [step 2](#) in "Creating basic prescriptions" on page 6.
- Below the blue **Rx** field, click **Override**. The blue **Rx** field becomes editable.

3. In the **Rx** field, click to the right of the medication name, and then enter the prescription directions. For example, "Tapering - 8 tabs x 1 day; 7 tabs x 1 day..."

4. Leave the **Dose**, **Units**, and **Frequency** fields blank.
5. Complete the remainder of prescription as you do for a basic prescription. See [step 7](#) in "Creating basic prescriptions" on page 6.

Prescribing medical devices and other non-medication treatments

You can create prescriptions for a number of non-medication treatments, including injections, therapies, and medical devices. If your clinic has added common non-medication treatments to your EMR's medication database, when you create a prescription, you can search for non-medication treatments similar to how you search for medications. If the treatment you want is not in the medication database, you search for "Non Medication", and then you can modify this name to indicate the treatment.



Tip: For information about how to add non-medication treatments to your EMR's medication database, see ["Adding custom treatments to the medication list"](#) on page 63.

Steps

1. Open the Add New Medications window. See [step 1](#) in "Creating basic prescriptions" on page 6.
2. In the **Search** field, type part or all of the treatment name (for example, "Brace"), and then press **Enter**. The EMR displays a list of matching treatment/device options in the **Select medication from list** area.



Best practice: Type only one word as your treatment search term, as the EMR is more likely to find a match. For example, enter "brace" instead of "carbon fiber knee brace." You can then select a more specific description from the resulting search list.

3. Click the appropriate device/treatment. The EMR displays the medical device/treatment name in the blue **Rx** field.
4. If the search produces no matches for the treatment you want:

In the **Search** field, enter **Non Medication**, and then, on your keyboard, press **Enter**.

- a) In the **Select medication from list** area, click "Non Medication".

The screenshot shows a software interface for selecting medications. At the top, there's a header with a blue bar containing '*Rx' and 'Non Medication'. Below this, there are radio buttons for 'Override' and 'Total Dosage Per Day:'. To the right, there's a checkbox for 'Auto save medication as favourite on exit'. A search bar contains the text 'Non Medication', which is circled in red. Below the search bar, there are options for 'Starts with' and 'Contains', a 'Dose form' dropdown set to '<Any>', and checkboxes for 'Include Generic', 'Include OTC', and 'Include IV'. Below these are buttons for 'Favourites', 'Drug Category Search', and 'Search by ATC categories'. A table below shows a list of medications with columns for 'Rx Name', 'Favourite Description', and 'Dura'. The first entry is 'Non Medication'. At the bottom, there's a section titled 'Select medication from list' with a table showing 'GenericName', 'Trade Name', 'Dose Form', 'Dosage', and 'Un'. The first entry in this table is 'Non Medication', which is circled in red.

- b) In the blue **Rx** field, enter the treatment name beside the words "Non Medication": Click **Override**, and then the blue **Rx** field becomes editable.


The screenshot shows the 'Rx' field after clicking 'Override'. The field is now highlighted in blue and contains the text 'Non Medication - Carbon fiber knee brace (Left)'. Below the field, there are radio buttons for 'Override' and 'Total Dosage Per Day:'. The 'Override' radio button is selected.

5. To free-type your prescription directions, click **Override** and then, in the **Rx** field, beside the treatment name, enter your directions (for example, carbon knee brace - to be worn during weight-bearing following ACL surgery on the right knee).
6. Optionally, enter information in the **dose**, **units**, and **frequency** fields and complete the prescription. See [step 5](#) in "Creating basic prescriptions" on page 6.

Prescribing medical devices and other non-medication therapies using SMART Forms

If you want a printed prescription for a medical device, therapy, and other non-medication treatment to contain your clinic logo and other customized features, you can use a customized SMART Form as your "prescription pad". Before you can prescribe using this method, you must create a custom SMART form for prescriptions. For details on how to create custom SMART forms, see the [Wolf EMR SMART Form User Guide](#).

Steps

1. On any window related to the patient, (including a patient's medical summary, SOAP form, Consult Letter Examination form, or Patient tab [CPP]), right-click and then, in the SMART menu, click **SMART Forms**. The Send to SMART Form window opens.
2. In the left pane, expand **Letters**. The EMR displays a list of letter SMART Forms.
3. In the list, double click **Physio Chiro Massage Referral** (or the name of your clinic's customized prescription SMART Form). The your prescription template opens in Microsoft Word.
4. In the Word document, enter the device or treatment prescription details.
5. To print the prescription, in the **Printer** list, select a printer and then click **Print** . The prescription prints, and the EMR saves a copy of the printed prescription in the **Documents** tab on the patient's medical summary..



Important : On the Microsoft Word menu, click **File > Print**.



Best practice: Use SMART forms only for NON-MEDICATION prescriptions. Always enter prescriptions for medications in the Add New Medications window. This way, you can easily reference, re-prescribe, and flag prescribed medications for possible interactions.

Prescribing over-the-counter (OTC) and intravenous medications

In Wolf EMR, over-the-counter (OTC) and intravenous medications are categorized differently than other medications, and by default do not display in medication search results. Before you search for an OTC or intravenous medication, you must indicate that medication search results can contain OTC or intravenous medications.

Steps

1. Open the Add New Medication window. See [step 1](#) in "Creating basic prescriptions" on page 6.
2. In the **Search** area, select the **Include OTC** check box, or the **Include IV** check box depending on the type of medication you are prescribing.



Tip: If you want **Include OTC** and **Include IV** to be selected by default, users with administrator authority can change configuration Wolf EMR to have these options selected by default. See ["Configuring medication preferences "](#) on page 54.

3. Search for the medication and then complete the prescription as normal. See ["Creating prescriptions"](#) on page 5.

Recording externally prescribed medications

If you want to record that a patient is taking, or has previously taken, a medication but you do not want to prescribe the medication at this time, you can record the medication as an external medication.

The quickest way to record external medications is by using Quick Entry. Quick Entry allows you to record only basic medication information; you are not required to enter any details about the dose, frequency, duration, and so on. You are only required to search for and select the medication, or to manually enter the medication name if it is a compound.



Note: You cannot print external medications. Instead, you must refill the prescription and then print it. See ["Refilling prescriptions"](#) on page 43.

Steps

1. On any window related to a patient's record, right-click and then in the SMART menu, click **Quick Entry**. The Quick Entry Form window opens.
2. Click the **Medications** tab.
3. If the treatment is available in the Wolf EMR medication database:

In the **Search** field enter part or all of the medication name, and then press **Enter**.

- a) In the list of matching medications, click the medication you want. The selected medication populates the **Rx** field. The EMR also displays dosage, and frequency entry fields.

Quick Entry Form

Enter Medical History For: Test, Mother

Patient: **Test, Mother** Clinic MD: **Janna S, MD PhD FRCPC**

Social Problems Medications Allergies Procedures & Surgeries

Rx: **Ramipril (Altace oral capsule) 1.25 mg 1 PO OD**

Search: **Ramipri** Override: **Current Medications:**

Select medication from list

Dosage: **1.25** Units/Dose: **1** **PO** **Select >>**

☒ None ☒ None ☐ prn:

1.25	mg	OD
2.5	g	BID
5	mL	TID
10	L	QID
15	mcg	5x/Day
	mg/mL	q4h
	mg/5 mL	q6h
	u/mL	q8h
	u	q12h
	iu	qhs
	mcg/inh	qam

Problem:

Start Date: **23-May-2017** D/C Date:

Default Pharmacy:

b) Optionally, enter dosage and frequency information.



Note:

If your clinic has prescription defaults set up for the treatment, the dosage and frequency fields populate automatically. You can modify this information as needed.

If you do not want any dosage and frequency information included, click **Override**, and then, in the **Rx** field, beside the treatment name, delete the directions.



Tip: When you refill the prescription later, the dosage and frequency information you record here will populate the prescription automatically. Recording the information now will save you time later.

- If the treatment is a compound medication, or another treatment that is not available in the Wolf EMR medication database, click **Override** and then, in the **Rx** field, enter the treatment name, and optionally any prescription directions.

5. To associate the treatment with one of the patient's listed problems, in the **Problem** drop-down, select the problem. Or to add a problem to the patient's problem list, and then associate the treatment to the new problem, select **<<Add New>>**.
6. To set a default pharmacy for this treatment, in the **Default Pharmacy** list, select the pharmacy.
7. In the **Start Date** field, enter the date the patient began taking the medication. The field defaults to today's date.
8. If the treatment is a previous medication that should display in the patient's **Previous Medications** list, in the **D/C Date** field, enter the date the treatment was discontinued.
9. Click **Select >>**. The medication is added to the patient's medications list.

Managing interaction warnings

When you prescribe or refill a medication, the EMR checks the medication against the Cerner Multum database for:

- Drug-to-allergy interactions (with allergies and intolerances listed in the patient's Active Allergies)
- Drug-to-drug interactions (with drugs listed in the patient's Active Medications list)
- Drug-to-condition interactions (with conditions listed in the patient's Problems list)



Best practice: If a patient is no longer taking a medication, but the medication is listed in the patient's Active Medications list, always discontinue the medication. This way, you will not receive interaction warnings against irrelevant medications.




Important : The EMR does not check for high or low dosages. For example, if you prescribe a medication dose that is too high for the patient's weight or age, you are not notified.

If any interactions are found, you may be prompted with a pop-up warning. You can configure the EMR to not display pop-up warnings, and instead allow you to manually check for interaction warnings. You can also configure the EMR to not check for interactions at all. See "[Configuring medication preferences](#) " on page 54.

When you receive an interaction warning, the EMR lists a summary of drug interactions and then provides full details about the interactions.

Steps

1. Select a medication to prescribe, and then record any dose, frequency and duration directions. See step 1 in "[Creating basic prescriptions](#)" on page 6.
2. If your EMR is configured to not display interaction warnings as pop-up notifications, at the top of the Add New Medications window, click **Multum** . If interactions are found, the EMR opens the Drug Interaction Warnings window, containing a list of all identified interactions, followed by complete details about the interactions. If your WorkDesk is configured to display interaction notifications automatically, as soon as you select a medication to prescribe, if the EMR identifies any interactions, the Drug Interaction Warnings window pops-up.

Drug Interaction Warning

Drug Interaction Warnings

Drug Interaction

Summary:
- Moderate Drug Interaction Involving amoxicillin (Amoxil)
- Moderate Drug Interaction Involving food


MODERATE DRUG INTERACTION
Between warfarin (Coumadin TAB) and amoxicillin (Amoxil)

MONITOR: Penicillins may occasionally potentiate the risk of bleeding in patients treated with oral anticoagulants. The exact mechanism of interaction is unknown but may involve penicillin inhibition of platelet aggregation. In one study, defective platelet aggregation occurred with predictability in patients receiving penicillin G 24 million units/day, ampicillin 300 mg/kg/day, and methicillin 300 mg/kg/day. Other penicillins such as nafcillin, piperacillin, and ticarcillin have also been found to affect platelet function, and benzylpenicillin and carbenicillin have been reported to increase bleeding times and cause bleeding in the absence of an anticoagulant. There have been case reports describing increases in prothrombin time and INR as well as spontaneous bruising and bleeding in anticoagulated patients following initiation or completion of penicillin therapy. Although most cases have involved large, intravenous doses of some penicillins (e.g., carbenicillin, penicillin G, ticarcillin), the interaction has also been reported with regular, oral doses of amoxicillin and amoxicillin-clavulanate. In fact, a case-control study found amoxicillin-clavulanate to be one of only two medications to significantly increase the risk of overanticoagulation in previously stable outpatients treated with phenprocoumon or acenocoumarol. In that study, 300 outpatients at a Netherlands anticoagulant clinic who presented with an INR value greater than or equal to 6.0 (median value 6.8) were compared with 302 randomly selected matched controls with INR values within the target range (median value 3.2), and changes in the use of 87 potentially interacting drugs or drug classes in the four weeks prior to the index day were identified and analysed. A course of amoxicillin-clavulanate increased the risk of overanticoagulation even after adjustment for potential confounding factors, particularly in patients treated with acenocoumarol. A follow-up study focusing on antibiotic use in outpatients treated with phenprocoumon or acenocoumarol at a different Netherlands anticoagulant clinic also identified amoxicillin use as a risk factor for overanticoagulation, with the relative risk most strongly increased four days or more after start of the antibiotic. MANAGEMENT: Caution is recommended if a penicillin is prescribed during oral anticoagulant therapy, especially in the elderly and patients with uraemia or hepatic impairment. The INR should be

Override Reason (optional)

- Using the following table, manage any interaction warnings.

To do this...	Complete the following steps...
Continue to prescribe the medication despite the warning(s)	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> ■ To record a reason for continuing with the prescription, in the Override Reason (optional) field, enter your reason, and then close the window. ■ If you do not want to enter an override reason, close the Drug Interaction Warnings window. <p>You can now continue on with the prescription.</p>
Prescribe an alternative medication	<ol style="list-style-type: none"> 1. Close the Drug Interaction Warnings window. 2. In the Add New Medications window, search for a new medication to prescribe.
Discontinue the medication that interacts with the medication you are prescribing	<ol style="list-style-type: none"> 1. Close the Drug Interaction Warning(s) window. 2. Right-click the Add New Medications window and then, in the SMART menu, choose View Medication List. 3. Discontinue the medication. See "Discontinuing medications" on page 40. 4. You can now prescribe the medication without an interaction.

To do this...	Complete the following steps...
<p>Remove an allergy or intolerance from the patient's Active Allergies list (for example, because the allergy or intolerance is unsupported, or was recorded in error)</p>	<ol style="list-style-type: none"> 1. Close the Drug Interaction Warning(s) window. 2. Right-click the Add New Medications window and then, in the SMART menu, choose View Medical Summary. 3. In the Current Hx tab, in the Allergies area, double-click the allergy you want to remove. The selected allergy opens in the Allergy List window. 4. In the Clinical Status list, select one of the following options: <ul style="list-style-type: none"> ■ Resolved ■ Refuted ■ Terminated and Reclassified 5. Optionally, in the Note field, enter your reason for removing the allergy. <div data-bbox="917 997 1312 1249" data-label="Form"> <p>Adverse Reaction</p> <p>acetaminophen containing compo</p> <p>Clinical Status: Refuted</p> <p>Certainty: Suspected</p> <p>Reaction: Adverse Reaction</p> <p>Symptoms: abdominal pain</p> <p>Note: Patient has since taken without issue</p> <p>Date Noted: 23-May-2017</p> </div> <ol style="list-style-type: none"> 6. Click Save & Close . 7. You can now prescribe the medication without an interaction.
<p>Stop the prescription</p>	<ol style="list-style-type: none"> 1. Close the Drug Interaction Warning(s) window. 2. Close the Add New Medications window.

After the prescription is saved. The EMR displays your over ride reason(s) in the patient's Medication Profile. See ["Viewing a patient's medication profile" on page 37](#).

Requesting PharmaCare Special Authority for prescriptions (BC only)

In Wolf EMR, you can complete and print the PharmaCare Special Authority Request form as you enter a prescription (via the Prescription window). You can also print the form for a previously entered prescription.

The EMR completes a majority of the form for you, requiring that you only:

- Select the Indication For Special Authority
- Enter specified details for special authority





Note:

PharmaCare Special Authority grants full benefit status to a drug, medical supply or medical device that otherwise would not be covered or only partially covered. Coverage is provided for patients with specific medical circumstances and the actual reimbursement depends on the patient's PharmaCare plan rules, including any annual deductible requirements.

For the patient to receive coverage, they must ensure that Special Authority approval is in place before they purchase the prescription. Coverage is not provided retroactively.

Steps

1. Search for a medication to prescribe, and then enter any prescription directions. See "[Creating basic prescriptions](#)" on page 6.
2. Perform one of the following actions:
 - If you are in the process of entering the prescription, at the top of the Prescriptions window, click **Spec Auth** .
 - If you want to print a Special Authority form for a previously entered prescription, open the Medication Profile window, click the medication, and then click **Spec Auth** .

The BC Reference Based Pricing Special Authority Form window opens.

Pharmacare BC

BC Reference Based Pricing: Special Authority Form

Indication For Special Authority

☒ Treatment Failure on Reference Product

☐ Adverse Reaction to Reference Product



☐ Drug/Drug Interaction with Reference Product

☐ Other Patient Specific Indications

Specified Details:

Log:

Quick Print

3. In the **Indication For Special Authority** area, select an option.
4. In the **Specific Details** area, enter detailed information regarding the reason for special authority.
5. To print the Special Authority form, perform one of the following actions:
 - To print the form on your default printer, click **Quick Print** .
 - To print the form on another printer, click **Print** . The EMR displays a printer selection window. Click the printer you want, and then click **Print**.

The EMR prints the official provincial form with all fields completed.


	BRITISH COLUMBIA Ministry of Health Services Pharmacare	<h2 style="margin: 0;">SPECIAL AUTHORITY REQUEST</h2>
Fax requests in Victoria to 250-652-5965 or, from elsewhere in BC, to 1-800-688-4884 (toll free). OR mail requests to: Pharmacare, Box 9655, Stn Prov Govt, Victoria, BC V8W 9P2 This form is a Doctor-Patient privilege and contains confidential information intended only for Pharmacare. Any other distribution, copying or disclosure is strictly prohibited. If you have received this fax in error, please destroy it and notify us by telephone at 604-652-6949 in Vancouver/Lower Mainland, 250-652-2895 in Victoria or 1-800-654-0250 in the rest of BC (Monday to Friday, 8 a.m. to 8 p.m.).		
Use this form to request: <ul style="list-style-type: none"> • Exemptions to the Reference Drug Program (RDP) • Exemptions to the Low-Cost Alternative Program (LCA) • Restricted Benefits 		
Forms with information missing will be returned for completion.		
Should approval be granted for this Special Authority request, Pharmacare's authorization is solely for the purpose of providing prescription benefit for the cost of the requested medication. Pharmacare makes no representation about the suitability of the requested medication for the patients, or any other, medical condition or problem. Please see reverse for category definitions and instructions on completing this form.		
SECTION 1 - PRESCRIBER INFORMATION		
NAME & MAILING ADDRESS <input type="checkbox"/> MAIL CONFIRMATION Veta C, M.D. 6970 H Street Agassiz, BC V5F 0E2	APPLICATION DATE YYYY MM DD 2015 - 07 - 08	PRESCRIBER'S TELEPHONE # AREA CODE NUMBER (219) 843-6918 PRESCRIBER'S COLLEGE ID # 12345 PRESCRIBER'S FAX # AREA CODE NUMBER (844) 408-9587
SECTION 2 - PATIENT INFORMATION		
Personal information on this form is collected for the operations of Pharmacare, Ministry of Health Services. The information will be used so that Pharmacare can decide whether prescription benefit will be provided for the cost of the requested medication. If you have any questions about the collection of this information, call (604) 682-4849 in Vancouver/Lower Mainland, (250) 952-2896 in Victoria or 1-800-654-0250 in the rest of BC, and ask to consult a Pharmacist concerning Special Authorities. Personal information will be used and disclosed in accordance with the privacy protection provisions of the Freedom of Information and Protection of Privacy Act.		
PERSONAL HEALTH NUMBER (PHN) 9999999999	PATIENT (FAMILY) NAME Test	
DATE OF BIRTH (YYYY / MM / DD) 1970-10-27	PATIENT (GIVEN) NAME(S) Mother	
When patient available, please complete: I authorize the prescriber to release information to Pharmacare to obtain Special Authority for prescription benefit, including access to specific health information related to the Special Authority request in the custody of the prescriber, as appropriate.		
PATIENT'S SIGNATURE (OPTIONAL)		
SECTION 3 - MEDICATION DETAIL INFORMATION		
REQUESTED DRUG EXEMPTION (INDICATE BOTH MEDICATION AND DOSAGE REQUESTED) <input checked="" type="checkbox"/> NEW REQUEST <input type="checkbox"/> RENEWAL		
Interferon beta-1a (Avonex Prefilled Syringe 30 mcg/0.5 mL KIT) 30 mg i IM weekly		
INDICATION(S) FOR SPECIAL AUTHORITY		
<input checked="" type="checkbox"/> Treatment Failure - on Reference Drug / Low-Cost Alternative / First-Line Agent (please list medications tried)		
<input type="checkbox"/> Adverse Reaction - to Reference Drug / Low-Cost Alternative / First-Line Agent (please list medications tried and specify adverse reaction)		
<input type="checkbox"/> Drug / Drug Interaction - with Reference Drug or First-Line Agent (please list both drugs that may interact)		
<input type="checkbox"/> Diagnosis - and other patient-specific indicators		
Pharmacare may request additional documentation to support this Special Authority request for certain non-reference drugs (e.g., bupropion, interferon, carvedilol, fluoxetine, etc.).		
PRESCRIBER'S SIGNATURE:		
PHARMACARE USE ONLY		
EFFECTIVE DATE YYYY / MM / DD	DURATION OF THERAPY / TERMINATION DATE YYYY / MM / DD	
<input type="checkbox"/> DOES NOT MEET GUIDELINES <input type="checkbox"/> ADDITIONAL INFORMATION REQUIRED (SEE BELOW)		

Reprinting prescriptions

If a patient loses or forgets their prescription, you can re-print the original prescription at any time.

Steps

1. On any window related to the patient's record, right-click and then, in the SMART menu, click **Refill Medications**. The Prescriptions window opens.



- On the Prescriptions window, in the **Rx Date** field, enter the date of the original prescription, or to select the date on a calendar, click . The EMR displays all medications prescribed on the selected date in the **Current Refill** area.



Tip:

If you do not know the date the original prescription was created, you can view the start dates of the patient's current medications in the Medication Profile.

To view a patient's Medication Profile, on the Prescriptions window, right-click and then, in the SMART menu, click **View Medication List**. The EMR opens the patient's Medication Profile, with a list of the patient's current medications and corresponding start times displayed in the **Medications** area.

- Optionally, modify any of the listed medications' prescription details. See ["Editing prescriptions" on page 39](#).
- To print the prescription, click one of the following options:
 - **Quick Print** : To print the prescription to your default printer.
 - **Print** : To select a printer or fax machine to print to.

Medication favourites

If you prescribe certain medications frequently, you can add these medications as favourites. When you prescribe favourite medications, you can simply choose the medication in your favourites list and the EMR populates the prescription directions automatically. You can then make modifications to the prescription directions as needed before printing the prescription.

Medication favourites also enable you to reduce the amount of time it takes to produce prescriptions with long or complicated details (for example, tapering medications and compound medications)

You can make medication favourites for yourself, or you can make medication favourites that any prescriber in the clinic can use.

Adding medication favourites

When you create a prescription, you can add the prescription to your list of favourites at any time during the process. The selected medication, as well as any prescription directions you have entered

are saved as part of the prescription favourite.]



Note: Medication favourites can only be created for one medication at a time. You cannot create a favourite that includes multiple medications.

Steps

1. Start a prescription as normal, and enter any prescription directions in the Add New Medication window. See [step 1](#) in "Creating basic prescriptions" on page 6.



Note: Only prescription details entered in the **Add New Medications** window save as part of the favourite.

2. In the middle of the window, click the **Favourites** tab (if not selected already).
3. In the **Description** field, type a name for the medication favourite.

4. To make the medication favourite available to all providers in your clinic, select the **Clinic-wide** check box.
5. Click **Add Favourite**. The medication displays in your list of favourites.
6. Complete the remainder of prescription as you would for a basic prescription. See [step 7](#) in "Creating basic prescriptions" on page 6.

Creating prescriptions using favourites

If you have user-specific or clinic-wide medication favourites, when you prescribe a medication, a list of your favourites displays on the Add New Medications window, in the **Favourites** area. In the list of favourites, you can double-click a favourite to prescribe it. If your list of favourites is extensive, you can filter the list by entering a search term in the **Search** field.

Steps

1. Open the Add New Medications window. See [step 1](#) in "Creating basic prescriptions" on page 6.
2. Click the **Favourites** tab (if it is not selected already).
3. In the **Search** field, type all or part of the medication name or favourite description, and then press **Enter**. In the favourites area, the EMR displays only matching medication favourites.

The screenshot shows the 'Add New Medications' window with the 'Favourites' tab selected. The search field at the top contains 'Cipro'. Below the search field, a table of favourites is displayed. The first row is highlighted with a red box:

Rx Name	Favourite Description	Duration	Notes	Clinic
Ciprofloxacin (Cipro TAB) 500 mg 1 PO BID		10	Do not take with antacids containing aluminum.	

Below the favourites list, there is a section for 'Select medication from list' with a table of medications:

Generic Name	Trade Name	Dose Form
Ciprofloxacin	Cipro	TAB
Ciprofloxacin	Cipro	PWDR
Ciprofloxacin	Cipro	TAB
Ciprofloxacin	Cipro XL	ERT
Ciprofloxacin ophthalmic	Ciloxan	SOLN
Ciprofloxacin ophthalmic	Ciloxan	OBT
Ciprofloxacin-dexamethasone otc	Ciprodex	SUSP
Ciprofloxacin		
Ciprofloxacin		

At the bottom, there are fields for Dosage, Units/Dose, Problem, and Date Prescribed.

4. Double click the favourite you want. The EMR populates the **Rx** and prescription direction fields with the medication favourite default information.
5. Modify the prescription details as needed, and complete the remainder of the prescription as normal. See [step 5](#) in "Creating basic prescriptions" on page 6.

Managing your favourites

You can manage your list of prescription favourites by:

- Modifying the order of your listed favourites (see ["Modifying the order of your favourites"](#) on the [next page](#))
- Editing the description and share settings of favourites (see ["Modifying medication favourites"](#) on the [next page](#))
- Removing favourites (see ["Removing favourites"](#) on page 36)

All favourite management options are available right from the Add New Medications window, on the right side of the favourites area.

Modifying the order of your favourites




If you have numerous favourites for one medication, with each having different dosage directions, finding the medication favourite you want can be cumbersome. For this reason, you can modify the order of your medication favourites list so that favourites with the most commonly prescribed dosage directions display higher on the list.

Steps

1. Open the Add New Medications window. See [step 1](#) in "Creating basic prescriptions" on page 6.
2. Click the **Favourites** tab (if it is not selected already).
3. In your list of medication favourites, click the favourite you want to move.



Tip: If your medication favourites list is extensive, in the **Search** field, enter all or part of the medication name or favourite description, and then press **Enter**. The EMR displays only matching favourites.

4. On the right of your medication favourites list, click either **Move Up in Favourites List**  or **Move Down in Favourites List** . The EMR moves the prescription favourite up or down a level.
5. Continue to click the arrow until the medication favourite is located where you want.
6. If you are not creating a prescription at this time, at the top of the Add New Medications window, click **Cancel** . The EMR closes the Add New Medications window, and saves the modifications you made to your favourites list.

Modifying medication favourites



After you add a medication favourite, you can later modify the favourite's description or share settings. You cannot modify the medication name or prescription details. If you want to edit the medication name or prescription details, you must remove the favourite (see "Removing favourites" on the next page), and then add a new favourite (see "Adding medication favourites" on page 32).

Steps

1. Open the Add New Medications window. See [step 1](#) in "Creating basic prescriptions" on page 6.
2. Click the **Favourites** tab (if it is not selected already).



Tip: If your medication favourites list is extensive, in the **Search** field, enter all or part of the medication name or favourite description, and then press **Enter**. The EMR displays only matching favourites.

3. In your list of medication favourites, click the favourite you want to modify.
4. To the right of your medication favourites list, click **Edit** . The **Edit Favourite** window opens.
5. To edit the description for the medication favourite, in the **Modify the description** field, modify the text displayed.
6. To change the share settings for the medication favourite, click one of the following options:
 - **Personal:** To make the favourite available on your list only.
 - **Clinic Wide:** To make the favourite available to all clinic users.
7. If you are not creating a prescription at this time, at the top of the Add New Medications window, click **Cancel** . The EMR closes the Add New Medications window, and saves the modifications you made to your favourites list.

Removing favourites


If you no longer use a certain prescription favourite, you can remove it from your list. Removing unnecessary favourites keeps your favourites list lean and easy to use.


Steps

1. Open the Add New Medications window. See [step 1](#) in "Creating basic prescriptions" on page 6.
2. Click the **Favourites** tab (if it is not selected already).
3. In your list of medication favourites, click the favourite you want to remove.



Tip: If your medication favourites list is extensive, in the **Search** field, enter all or part of the medication name or favourite description, and then press **Enter**. The EMR displays only matching favourites.

4. To the right of your medication favourites list, click **Remove Drug from Favourites** . The favourite is removed from your list.

- If you are not creating a prescription at this time, at the top of the Add New Medications window, click **Cancel** . The EMR closes the Add New Medications window, and saves the modifications you made to your favourites list.

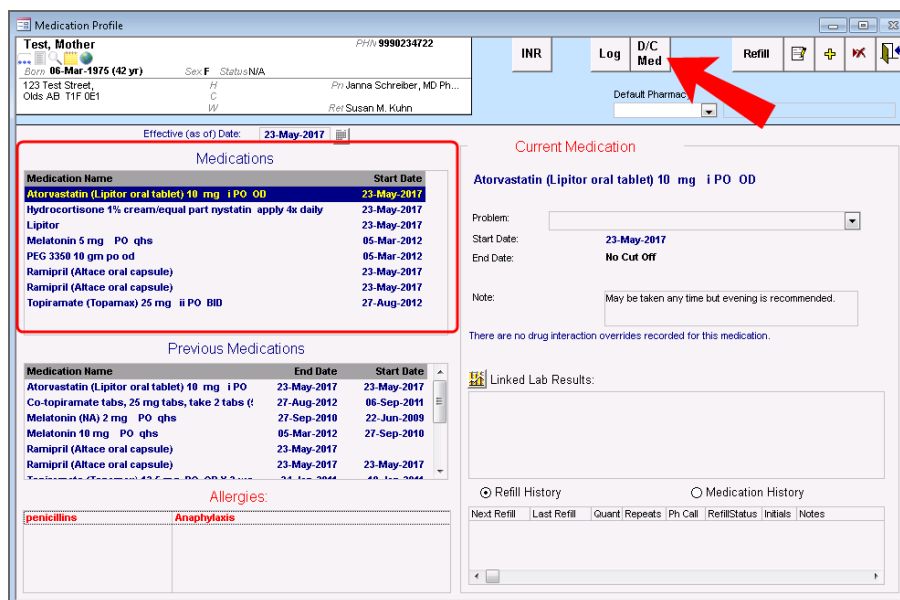
Viewing a patient's medication profile

In a patient's medication profile, you can view at-a-glance the patient's current and previous medications, and current allergies and intolerances. For each medication, you can view:

- The patient's current prescription directions
- A history of refills and prescription direction edits for the medication

Steps

- On any window related to a patient, right-click and then, in the SMART menu, choose **View Medication List**. The Medication Profile window opens, and displays the patient's:
 - Current (active) medications
 - Previous medications
 - Allergies



Medication Profile

Test, Mother Phn 9990234722

DOB: 06-Mar-1975 (42 yr) Sex: F Status: NIA

123 Test Street, Olds AB T1F 0E1

Ph: Janna Schreiber, MD Ph...
Ref: Susan M. Kuhn

Effective (as of) Date: 23-May-2017

Medications

Medication Name	Start Date
Atorvastatin (Lipitor oral tablet) 10 mg i PO OD	23-May-2017
Hydrocortisone 1% cream/equal part nystatin apply 4x daily	23-May-2017
Lipitor	23-May-2017
Melatonin 5 mg PO qhs	05-Mar-2012
PEG 3350 10 gm po od	05-Mar-2012
Ramipril (Altace oral capsule)	23-May-2017
Ramipril (Altace oral capsule)	23-May-2017
Topiramate (Topamax) 25 mg ii PO BID	27-Aug-2012

Previous Medications

Medication Name	End Date	Start Date
Atorvastatin (Lipitor oral tablet) 10 mg i PO	23-May-2017	23-May-2017
Co-topiramate tabs, 25 mg tabs, take 2 tabs (i	27-Aug-2012	06-Sep-2011
Melatonin (NA) 2 mg PO qhs	27-Sep-2010	22-Jun-2009
Melatonin 10 mg PO qhs	05-Mar-2012	27-Sep-2010
Ramipril (Altace oral capsule)	23-May-2017	
Ramipril (Altace oral capsule)	23-May-2017	23-May-2017

Allergies:

penicillins	Anaphylaxis

Current Medication

Atorvastatin (Lipitor oral tablet) 10 mg i PO OD

Problem:

Start Date: 23-May-2017

End Date: No Cut Off

Note: May be taken any time but evening is recommended.

There are no drug interaction overrides recorded for this medication.

Linked Lab Results:

☐ Refill History ☐ Medication History

Next Refill | Last Refill | Quant | Repeats | Ph Call | Refill Status | Initials | Notes

By default, medications are listed in Alphabetical order.

**Note:**

Medications that display on the Active Medications list include:

- Short-term medications that the patient is estimated to be currently or recently taking (based on prescription directions)
- Continuous medications that have not been discontinued (even if the medication is completed)

2. To re-sort the list so that medications are listed in chronological order by start date, click the **Start Date** column header.
3. To view detailed information about a medication and its prescription history:

In the patient's **Medications** or **Previous Medications** lists, click the medication. In the right pane, the medication's latest prescription directions are displayed.

If there was an interaction warning for the prescription, and the prescriber entered an override reason for the warning, the following text displays in red text: "There is 1 drug interaction override recorded for this medication". You can click this text to view the interaction warning(s) and the override reason.

If the patient has any lab results that are linked to this medication, the lab results are displayed in the **Linked Lab Results** area.

- a) To view a history of discontinuations, dosage edits, and refills for the prescription, at the bottom of the window, click **Medication History**.

○ Refill History		● Medication History	
Prescribed	Discontinued	Medication	Reason
05-Mar-2012		Melatonin 5 mg PO qhs	Medication reason
27-Sep-2010	05-Mar-2012	Melatonin 5 mg PO qhs	Medication reason
22-Jun-2009	27-Sep-2010	Melatonin (A) 2 mg PO	Medication reason

- b) To view the refill history for the medication, click **Refill History**.



Note: When a prescription is printed or refilled, it is documented in the **Refill History**.

- c) To view any interaction warnings for the medication, at the top of the window, click **Multum**.

4. If the patient is taking an anticoagulation medication (for example, warfarin), you can open the patient's anticoagulation summary sheet: At the top of the window, click **INR**.
5. To view detailed information about a listed allergy or intolerance, in the **Allergies** area, double-click the allergy. The allergy opens in the Allergy List window.

Modifying patient medications and prescriptions


Once a prescription is created, the medication and it's prescription history is recorded in the patient's chart (first as an active medication, and then later as an previous medication). From the Medications list (and in some cases the Previous Medications list), you can:

- Edit prescription directions (see ["Editing prescriptions" below](#))
- Discontinue medications (see ["Discontinuing medications" on the next page](#))
- Record adverse reactions to medications (see ["Discontinuing medications due to adverse reactions" on page 41](#))
- Delete external medications (see ["Deleting patient external medications" on page 42](#))

Editing prescriptions

If after you print a prescription you realize there is an error on the prescription, from the **Medication Profile** you can edit the prescription details and reprint the prescription. When you edit a prescription, the previous prescription is moved to the Previous Medications list, and the edited prescription is added as a new prescription.

Steps

1. Open the patients medication profile (see ["Viewing a patient's medication profile" on page 37](#)).
2. In the **Medications** area, click the medication you want to edit. The EMR displays the medication's prescription details in the right pane.
3. On the top right of the window, click **Edit Medication Dosing** . The prescription opens in the Add New Medications window with editable fields.
4. Modify the prescription details as needed, and complete the remainder of the prescription as normal. See [step 5 in "Creating basic prescriptions" on page 6](#).

Discontinuing medications

When you instruct a patient to stop taking a medication, you should always discontinue the prescription in the patient's EMR record. This way, the patient's active medications list accurately reflects what medications the patient is currently taking. Also, in keeping a patient's active medications list accurate, you will not receive interaction warnings against medications the patient is no longer taking.


When you discontinue a medication, you can record any adverse reactions to the medication at the same time.



Note: When a medication is discontinued, it can still be referenced or refilled from the patient's medication profile. Discontinued medications are never permanently deleted from a patient's record.

Steps

1. Open the patient's medication profile (see "Viewing a patient's medication profile" on page 37).
2. In the **Medications** area, click the medication you want to discontinue. The EMR displays the medication's prescription details in the right pane.
3. On the top right of the window, click **D/C Med**. The Discontinue Medication window opens, with the **Date Discontinued** defaulted to today's date.

4. To record that the patient stopped taking the medication on a date earlier than today, in the **Date Discontinued** field, enter the date, or to select a date on a calendar, click .
5. In the **Reason** list, select a reason for discontinuing the prescription. If the reason you want is not available, enter your reason in the **Reason** field.

- Click **Discontinue**. The discontinued medication is moved to the **Previous Medications** area of medication profile window.

Discontinuing medications due to adverse reactions

If a patient has an adverse reaction to a medication, you can discontinue the medication and record the reaction in the patient's medical record at the same time.

Steps

- Open the patient's medication profile (see "Viewing a patient's medication profile" on page 37).
- In the **Medications** area, click the medication you want to discontinue. The EMR displays the medication's prescription details in the right pane.
- On the top right of the window, click **D/C Med**. The Discontinue Medication window opens, with the **Date Discontinued** defaulted to today's date.
- Click one of the following options:
 - **Allergy**
 - **Adverse Rx**
 - **Anaphylaxis**

Discontinue Medication

Discontinue: **Amoxicillin (Amox CAP) 250 mg i PO TID** Discontinue Cancel

Date Discontinued: **16-Sep-2014**

☐ Send XML

Allergy **Adverse Rx** **Anaphylaxis**

Reason:

The Clinical Records window opens with the medication and reaction type already populated in the **Allergy To** area.

Clinical Records

Test, Daughter PHN: 9999 999 999

Born: 28-Aug-1999 (15) Sex: F Status: N/A

123 Test Street, Squamish BC H: (111) 111-1111 C: (222) 222-2222 W: Pri: Veta Coles, M.D.

Allergy To: ☒ Medication ☐ Category ☐ Vaccine Type ☐ Other

clobazam

Clinical Status: **Active**

Certainty: **Medication reason**

Reaction: **Medication reason**


Symptoms:

Note:

Date Noted: 09-Jul-2015

5. Using the following table, record the allergy or intolerance details.

Field	Description
Certainty	In the list, select one of the following options: <ul style="list-style-type: none"> ■ Suspected: To indicate that an allergy is suspected but not confirmed. ■ Confirmed: To indicate that an allergy is confirmed.
Severity	In the Severity list, select the level of severity the reaction was.
Symptoms	In the list, select the symptom the patient experienced. If none of the options are appropriate, then enter the symptom into the Symptoms field.
Note	Enter any additional notes about the reaction. If in the Reaction Type list, you selected Other , enter the reaction type here.
Date Noted	This date defaults to today. If the patient reported the reaction prior to today, enter the reported date. Use the format DD-MM-YYYY or click the down arrow and select a date from the calendar.


6. Click **Save & Close** . In the medication profile window, the discontinued medication is moved to the **Previous Medications** area. Allergy is also recorded in the patient's list of allergies.

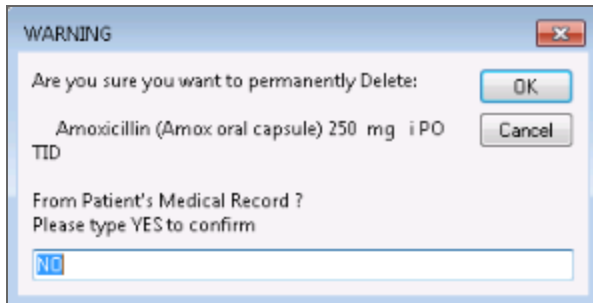
Deleting patient external medications

If you record an external medication for a patient in error (for example, you record a medication in the wrong patient's record), you can permanently delete the medication from the patient's list of medications as long as the medication has not been prescribed.

Medications can be permanently deleted only if the medication was not prescribed.

Steps

1. Open the patient's medication profile (see ["Viewing a patient's medication profile" on page 37](#)).
2. In the **Medications** area, click the medication you want to delete and then, at the top of the window, click **Delete Medication from Record** . The following warning window opens.



3. In the entry field, type **YES** and click **OK**. The medication is permanently removed from the patient's list of medications.

Refilling prescriptions

If a patient has previously been prescribed a medication, and the medication is listed in the patient's active or previous medications, you can quickly refill the prescription.

You can:

- Refill a prescription from a patient's **Medications** list (see ["Refilling a single prescription \(for active medications\)" below](#))
- Resume a prescription from a patient's **Previous Medications** list
- Refill prescriptions for multiple medications at once.

If you refill prescriptions for multiple medications at once, you cannot modify the prescriptions' directions before the prescriptions are printed. If you are refilling multiple prescriptions, but you want to modify the prescription directions for one or more of the prescriptions, you must refill the prescription for one medication at a time (see ["Refilling a single prescription \(for active medications\)" below](#)).

Refilling a single prescription (for active medications)

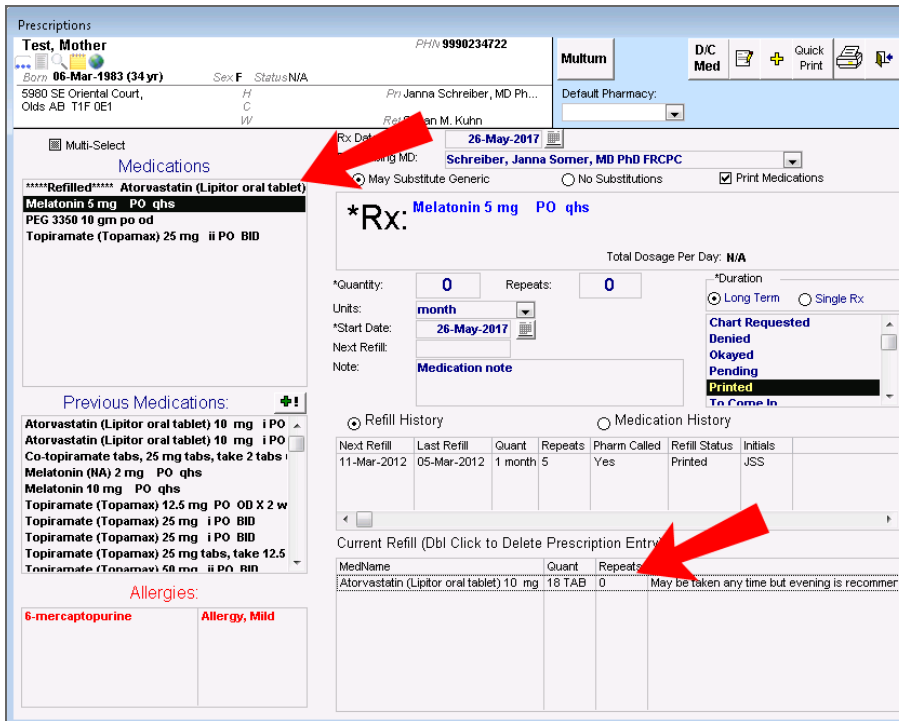
If you refill a prescription for one medication at a time, you can modify the prescription directions (for example, dose, duration, and frequency) before you print or save the refilled prescription.

Steps

1. On any window related to a patient's medical record, right-click and then, in the SMART menu, click **Refill Medications**. The Prescriptions window opens.
2. In the **Medications** area, click the medication you want to refill. The EMR displays the medication's prescription details.
3. To modify any of the prescription's dose, frequency or duration details:

At the top of the window, click **Edit Medication Dosing** . The prescription opens in the Add New Medication window.

- a) Modify the prescription directions as needed, and then click **Prescribe**. See [step 5](#) in "Creating basic prescriptions" on page 6.
4. To refill another prescription:
- In the **Medications** list, click the next medication you want to refill. The EMR displays a dialog box with the following prompt: "Save [medication name and prescription details] on prescription?."
- a) Click **Yes**. The EMR displays the word *******Refilled******* in front of the saved medication, and displays the saved medication in the **Current Refill** area (located on the bottom of the Prescriptions window).



Prescriptions

Test, Mother PHN 9990234722

*** Born: 06-Mar-1983 (34 yr) Sex: F Status: N/A

5980 SE Oriental Court, Olds AB T1F 0E1

Dr. Janna Schreiber, MD PhD FRCPC

Default Pharmacy:

Medications

*****Refilled***** Atorvastatin (Lipitor oral tablet)

Melatonin 5 mg PO qhs

PEG 3350 10 gm po od

Topiramate (Topamax) 25 mg ii PO BID

***Rx:** Melatonin 5 mg PO qhs

Total Dosage Per Day: N/A

*Quantity: 0 Repeats: 0

Units: month

*Start Date: 26-May-2017

Next Refill:

Note: Medication note

Chart Requested: Denied, Okayed, Pending, Printed, To Come In

Previous Medications:

Atorvastatin (Lipitor oral tablet) 10 mg i PO

Atorvastatin (Lipitor oral tablet) 10 mg i PO

Co-topiramate tabs, 25 mg tabs, take 2 tabs i

Melatonin (NA) 2 mg PO qhs

Melatonin 10 mg PO qhs

Topiramate (Topamax) 12.5 mg PO QD X 2 w

Topiramate (Topamax) 25 mg i PO BID

Topiramate (Topamax) 25 mg i PO BID

Topiramate (Topamax) 25 mg tabs, take 12.5

Topiramate (Topamax) 50 mg ii PO BID

Allergies:

6-mercaptopurine Allergy, Mild

Refill History


Next Refill	Last Refill	Quant	Repeats	Pharm Called	Refill Status	Initials
11-Mar-2012	05-Mar-2012	1 month	5	Yes	Printed	JSS

Current Refill (Dbl Click to Delete Prescription Entry)

MedName	Quant	Repeats	Notes
Atorvastatin (Lipitor oral tablet) 10 mg	16 TAB	0	May be taken any time but evening is recommen



Note: All medications that display in the **Current Refill** area on the Prescriptions window are included in the refill printout.

5. Once select all medications you want to refill, click **Save & Close** . A window opens with the following prompt: "Save [last medication name and prescription details] on prescription?."
6. Click **Yes**. A dialog box opens with the following prompt: "Print Prescription?".
7. To print the refill, click **Yes**.

Resuming previous medications

If a patient has previously taken a medication, and the medication is listed in the patient's Previous Medications list, you can easily resume the medication's prescription without having to re-write the prescription. Resuming a medication creates a new prescription in the **Medications** list. The original prescription remains in the **Previous Medications** list.

Steps

1. Open the patient's Medication Profile. See "[Viewing a patient's medication profile](#)" on page 37.
2. In the **Previous Medications** area, click the medication you want to resume.
3. At the top of the window, click **Resume**. A dialog box opens with the following message: "Refill <medication name, dose, and frequency> now?"
4. Click **Yes**. The Prescriptions window opens with:
 - The resumed prescription's details displayed
 - The resumed prescription listed in the **Medications** area.
5. Complete the prescription. See "[Refilling a single prescription \(for active medications\)](#)" on page 43.

Refilling multiple prescriptions at once

If you want to quickly refill several medications at once without changing their original prescription directions (for example, if you are refilling a patient's blister-pack), using the **Multi-Select** check box, you can select which medications you want to refill, and then refill all selected medications in one click. When you refill multiple prescriptions via the **Multi-Select** check box, you:

- Can refill only medications listed in the patient's **Medications** list

- Cannot modify any of the prescriptions' dose, frequency, and quantity details
- Must have the same duration of therapy, and refills for all medications being prescribed

To refill medications listed in the patient's **Previous Medications** list, or to modify the prescription directions for a medication you want to refill, you must refill each medication one-at-a-time. See "Refilling a single prescription (for active medications)" on page 43 and "Resuming previous medications" on the previous page.


Steps

1. On any window related to a patient's medical record, right-click and then, in the SMART menu, click **Refill Medications**. The Prescriptions window opens.
2. Above the Medications list, select the **Multi-Select** check box and then, in the **Medications** area, click the medications you want to refill.

3. Modify information in the **Quantity** field, **Repeats** field, and **Duration** area as needed.



Note: Any instructions you add/modify in the Quantity, Repeats, and Duration fields apply to all selected medications.

4. click **Save & Close** . A dialog box opens with the following prompt: "Save [last medication name and prescription details] on prescription?"
5. Click **Yes**. A dialog box opens with the following prompt: "Print Prescription?"
6. To print the refills, click **Yes**.

Managing refill requests from patients and pharmacies

When refill requests come in from a pharmacy, a nurse or MOA can queue the prescription and initiate a Refill Request. The request is sent to the provider for approval before the refilled prescription is sent back to the pharmacy.

Also, if you are a provider who is too busy to manually enter a patient's prescription(s), you can instruct a resident or other clinical staff member to enter the prescription(s) (via a refill request) in advance of, or during a patient visit. You can then review the prescription, make modifications as necessary, and then print.

Using refill requests:

- Nurses and other clinical staff members can create and manage refill requests for providers (see ["Sending refill requests to providers \(front-end staff\)"](#) below and ["Managing pharmacy callbacks using the Pharmacies to Call list \(front-end staff\)"](#) on page 51)
- Providers can review, approve, modify or decline refill requests (see ["Reviewing and responding to refill requests \(providers\)"](#) on page 49)

Sending refill requests to providers (front-end staff)

When a pharmacy or patient requests a prescription refill, you can queue the prescription for the provider. When you finish queuing the prescription, the provider is notified and they can then choose to approve, modify or reject the queued prescription. From your WorkDesk, you can track and manage prescriptions that are approved or rejected. See ["Managing pharmacy callbacks using the Pharmacies to Call list \(front-end staff\)"](#) on page 51.

Steps

1. From the WorkDesk, in the **Data Entry** area, click **Refill Request**. The Patient Search window opens.
2. Search for the patient and then double-click the patient's name. The the Medication Refills window opens.
3. In the **Pharmacy** list, select the pharmacy requesting a refill for the patient.



Tip: If the pharmacy you want is not available in the list, from your WorkDesk, you can add a pharmacy. See ["Managing your clinic's pharmacy list"](#) on page 53.

4. In the **Medications** list, click the requested medication to refill. The **Refill History** area displays refill information for the medication.



Tip:

If you do not see the requested medication in the list, you can add the medication.

At the bottom of the Medication Refills window, click **Add Medication to List** . The Add New Medications window opens.

Enter the prescription directions similar to how a provider would. See "Creating prescriptions" on page 5.

If you want the refill request to display in the provider's list of refill requests to review, in the Prescriptions window, set the status of the prescription to **Pending**.

***Rx:** Warfarin (Coumadin TAB) 1 mg i PO OD

Total Dosage Per Day: 1 mg

*Quantity: Repeats:

Units:


*Start Date:

Next Refill:

Note:


*Duration: ☒ Long Term ☐ Single Rx

Chart Requested
 Denied
 Okayed
Pending
 Printed
 To Come In



Medication Refills

Test, Emmy Phn 9396

***  **05-Jul-1996 (20 yr)** Sex: **F** Status: **NIA**

739 Test Street, H (555) 555-5555 Pri: Janna S, MD
 Delta AB WVW 1J1 C (444) 444-4444 Ret

*Pharmacy: Rexall Drug Cochrane MD: Janna S, MD PhD FRCP C

Patient Age:

Date of Last Visit:


Medications:

Levothyroxine (Synthroid) 112 mcg PO OD
 Budesonide turbo (Pulmicort Turbuhaler) 200 mcg i inhalation
 Terbutaline (Bricanyl Turbuhaler) 8.5 mg i inhalation q4h prn
Avamys 27.5 mg i nasal to each nare OD with URTIs
 Insulin (Humulin H) 20 u SC q am
 Insulin glargine (rDNA origin) injection (Lantus) 22 units SC at
 Insulin lispro (Humalog) 18 units SC qam and 20 u SC at supper


Refill

Refill History

Refill Due	Last Refil	Quantity	Repeats	Refill Status	Called
	09-Oct-2012	1 inh	2	Printed	Yes

 [Add Medication To List](#)

5. Enter the **Quantity** and then ensure that **Duration** and **Start Date** are appropriate.

6. Click **Close and Save** . A window opens, prompting you to confirm that you want to save the prescription.
7. Click **Yes**. A window opens, prompting you to confirm that you want to print the prescription.
8. Perform one of the following actions:
 - If you want to print the prescription for this single medication, click **Yes**.
 - If you do not want to print the prescription, or if you want to include more refilled medications on the prescription, click **No**.

The EMR returns you to the Medication Refills window.

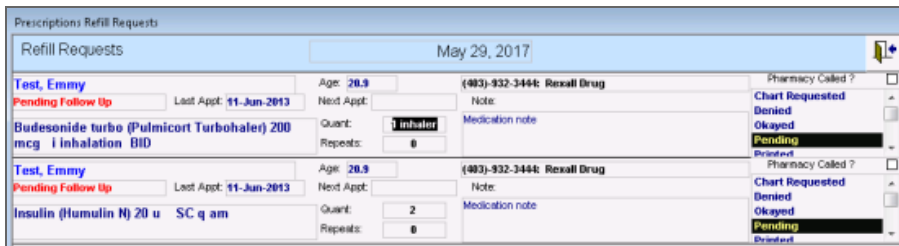
9. To add additional refills to the prescription, repeat step 4 tot 8.
10. Click **Close Form** .

Reviewing and responding to refill requests (providers)

If a front-end staff queues a prescription for a refill request, you are notified on your WorkDesk. From the WorkDesk, you can view, modify, and respond to your refill requests.





Steps


1. On your WorkDesk, in the **Refill Requests** area, click **# Refills to be Approved**. The Prescription Refill Requests window opens, with a list of pending refill requests.




Tip: You can quickly view a patient's medical record before responding to a refill request. To open a patient's medical summary, on the refill request list, click the patient's name.

2. Using the following table, respond to each refill request.

To do this...	Perform the following actions...
Reject a refill request	To the right of the pending refill request, in the status list, click Denied .
Indicate that the patient is to book an appointment for the refill	<p>To the right of the pending refill request, in the status list, click To Come In. The EMR adds the patient to your front end staff's Patient's To Notify list, and displays a follow-up task window with your name selected in the To field.</p> <p>On the Follow-ups window, in the Follow-up Reason field, add any additional details you want to display in the follow-up, and then click Save & Close .</p>
Approve a refill request as-is	To the right of the pending refill request, in the status list, click Okayed .
Modify a refill before you approve it	<p>In list of refill requests, click the medication name. The prescription displays in the Prescription Refill window.</p> <p>Click Refill. The prescription opens in the Prescriptions window.</p> <p>Enter and/or edit quantity and duration details as needed.</p> <div style="border: 1px solid #800080; padding: 10px; margin: 10px 0;"> <p> Note: If you want to edit dosage and frequency directions, at the top of the Prescriptions window, click Edit Medication Dosing . The Add New Medication window opens.</p> </div> <p>Click Save & Close . The EMR displays a dialog box with the following prompt: "Save [last medication name and prescription details] on prescription?."</p> <p>Click Yes. The EMR displays a dialog box with the following prompt: "Print Prescription?"</p> <p>To print the prescription, click Yes; otherwise, click No.</p> <p>In the Refill Requests window, beside the edited refill, in the status list, click Okayed.</p>

- After you finish responding to each of the refill requests, click **Save & Close** . The refill requests are removed from your list and your front-end staff are notified of the status changes.

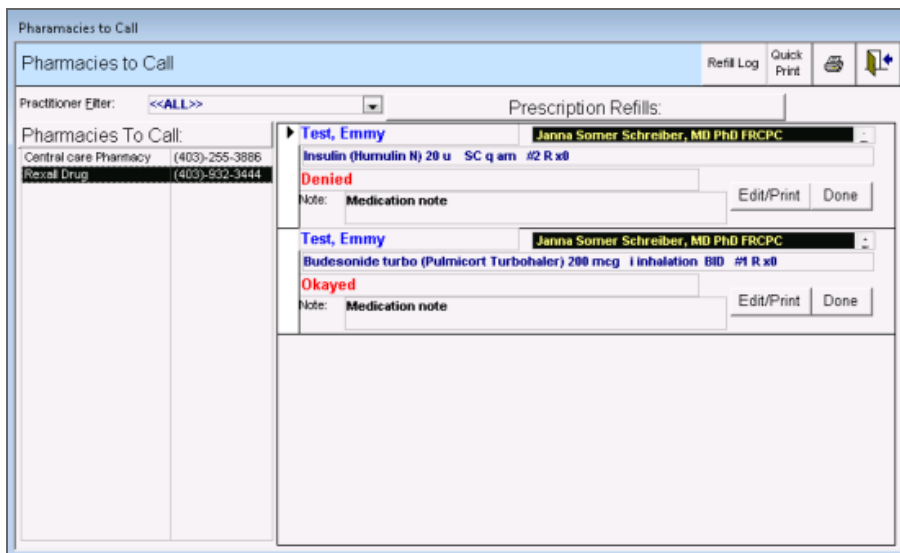
Managing pharmacy callbacks using the Pharmacies to Call list (front-end staff)

When you send a refill request to a provider, you wait until the provider approves or denies the refill before you call the pharmacy. You can track which pharmacies are ready to be called using the **Pharmacies to Call** list. From this list, you can:

- View statuses (okayed, denied, or pending) of each refill request
- Cancel refill requests (if they have not been approved or declined)
- Indicate that you have called the pharmacy or patient who requested a refill
- Print prescription request reports
- Print prescriptions (if it has been approved by a provider)

Steps

1. On your WorkDesk, in the **Clinic Tasks** area, click **<#> pharmacies to call** (where # = the number of pharmacies you need to call). The Pharmacies to Call list opens.







2. In the **Practitioner** list, select the provider you want to manage refill requests for, or to view refill requests for all providers, leave **<<ALL>>** selected.
3. To view a list of queued prescriptions for a specific pharmacy, in the left pane, click the pharmacy. The right pane displays the patients requiring refills and their prescription information. The status of the refill request appears in red text. A status of:

Okayed: Indicates the provider has approved the refill request

Denied: Indicates the provider has denied the refill request

Pending: Indicates the provider has not yet responded to the refill request

4. Using the following table, update or complete each of the refill requests.

To do this...	Perform the following action(s)
Remove (cancel) a refill request (and also remove from the provider's list)	<p>You can remove only refill requests in a state of Pending (ie. provider has not yet responded).</p> <p>Beside the refill request, click Done. When you close the Pharmacies to Call list, the refill request is permanently removed from the list, and from the provider's list.</p>
Edit a refill request	<p>Beside the refill request, click Edit/Print. The refill opens in the Prescriptions window.</p> <p>Edit the Quantity, Repeats, and Duration information as needed, or to edit the prescription frequency or dose, click Edit Medication Dosing .</p> <p>When you are done editing, click Close & Save .</p>
Indicate that you have notified the pharmacy that the prescription(s) have been approved or denied	<p>Only refill requests in a state of Okayed or Denied can be marked as called.</p> <p>Beside a refill request in a state of Okayed or Denied, click Done. The refill request is removed from the list. In the Refill Log, the refill is marked as Called.</p>
Print a Telephone Prescription Refill response letter for the pharmacy	<p>In the left pane, select the pharmacy you want to produce a letter for.</p> <p>At the top of the window, click one of the following options:</p> <ul style="list-style-type: none"> ■ Quick Print : To print the letter from your default printer. ■ Print Report : To print the letter from a selected printer. <p>The status of the refill request is changed to Printed.</p> <p>To finish the refill request (move the refill request to the Refill Log), click Done.</p>
Print an approved prescription	<p>Beside the refill request, click Edit/Print. The refill opens in the Prescriptions window. You can now print the prescription as normal. See "Creating basic prescriptions" on page 6 in "Creating basic prescriptions" on page 6.</p>

5. To view any refill requests that were managed in the past 4 days, at the top of the Pharmacies to Call window, click **Refill Log**.

6. When you finish managing your refill requests, click .

Configuring features around medications and prescriptions (legacy)


You can customize a number of features around medications and prescriptions. You can:

- Add, modify or remove pharmacies in your pharmacy list (see "Managing your clinic's pharmacy list" below)
- Configure if and how medication interaction warnings are to display when you prescribe medications (see "Configuring medication preferences " on the next page)
- Set defaults for medication search options (see "Configuring medication preferences " on the next page)
- Set defaults for enabling medication substitutions (see "Configuring medication preferences " on the next page)
- Set what medications are to print on prescriptions (all medications vs. medications prescribed by a selected provider) (see "Setting what medications to print on prescriptions" on page 57)
- Modify prescription defaults for medications (see "Modifying prescription defaults for medications" on page 58)
- Choose to either include or hide patient medication lists on prescription printouts (see "Setting prescription printouts to include patient medication lists by default" on page 61)
- Add custom treatments to the medication list (see "Adding custom treatments to the medication list" on page 63)

Managing your clinic's pharmacy list

You access the pharmacy list when you create a refill request, when you set a patient's default pharmacy or when you select a pharmacy for a prescription. The pharmacy list is also a handy reference of all of the pharmacies that your clinic uses. You can access this list to look up pharmacy contact information, such as a fax number. Any user can add, modify or remove pharmacies via their WorkDesk menu.

Steps

1. On your WorkDesk menu, click **Reference > Pharmacy/Facility List** . The **Facility Information** window opens.
2. In the **Facility Type** list, select **Pharmacy**.
3. To view and/or modify a pharmacy, in the **Choose Pharmacy** field, begin typing the pharmacy name and then, in the list of matching pharmacies, click the pharmacy. You can now modify information in any of the entry fields.

4. To delete the pharmacy, click
5. To add a pharmacy:
 - a) Click . The EMR displays an empty pharmacy form.
 - b) At minimum, enter information in the **Name**, **City**, and **Fax** fields.
6. When you're finished adding and modifying pharmacies, click .

Configuring medication preferences

You can configure default medication preferences for searching, enabling substitutions, and interaction warnings



Note: Only users with administrator authority in Wolf EMR can set clinic-wide defaults. Providers can set their own defaults, which overwrite the clinic defaults.


Medication search options

When users prescribe or enter medications in patient charts, you can set what medication search options are selected by default. You can also choose if medication search matches can include medications that are similar to the search term, even though they may not start with or contain the exact text entered.


Enabling substitutions

By default, the **May Substitute Generic** option is selected by default when prescribing. You can change the default to instead select the **No Substitutions** option by default.

Steps

1. From the WorkDesk menu, click **Configure > Configure Workdesk** . The **WorkDesk User Preferences** window opens.



Tip: For administrators, from the Wolf EMR home tab, click **Configuration**  > **Runtime Configuration** tab, and then, at the bottom of the window, click **WorkDesk Preferences**.

The screenshot shows the 'WorkDesk User Preferences' window with the 'Medications' tab selected. The window has a title bar and a close button. Below the title bar is a tabbed interface with tabs for General, Spell Check, Message, Miscellaneous, Document Template & Drawings Folders, Medications (selected), Graph, Visit Exams, Referrals, and Follow Up. The main content area is divided into two columns. The left column contains several checkboxes: 'Medication search', 'Use partial match for medication search', 'Degree of similarity for partial search', 'Include Generics in search', 'Include OTC in search', 'Include IV in search', 'Pull Units from Medication definition when Multi-select refill', 'Print Prescriptions for Today's Date (per patient)', and 'Default Rx status for MOA'. The right column contains a 'Clinic Setting' section with a 'Contains' dropdown menu, a checked checkbox, a 'High' dropdown menu, three unchecked checkboxes, and a 'Never' dropdown menu. At the bottom right, there are two dropdown menus: 'ALL Rx created regardless of Provider selected from Prescribing MD list' and '<Pending> from Medication Refills' and '<Printed> from any other screen'.

2. Click the **Medications** tab.
3. To set default medication search options, use the following table to choose an option. If you are setting preferences for yourself, clear the **Apply Clinic Setting** check box beside any options you are modifying.

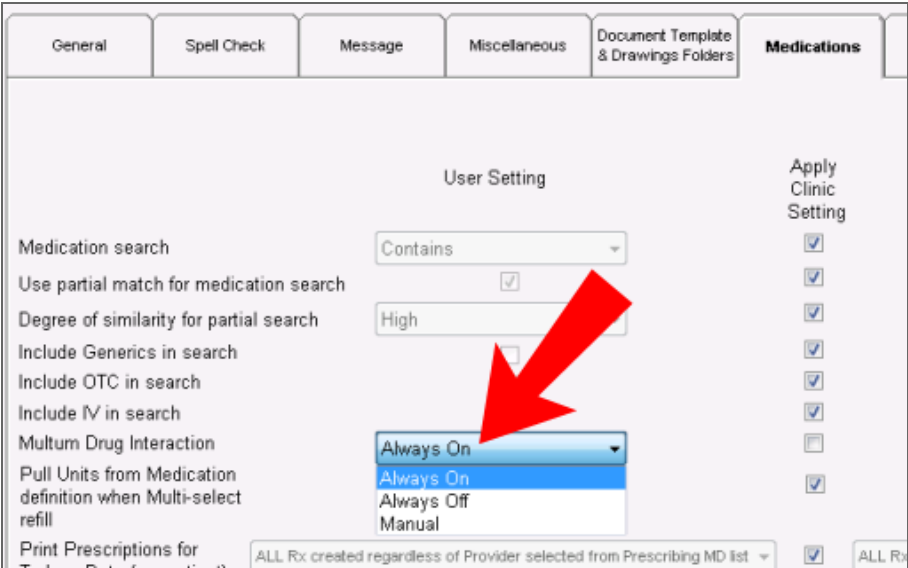
The screenshot shows a dialog box for medication search options. It has a title bar with '*Rx'. Below the title bar is a section with 'Override' (radio button), 'Total Dosage Per Day:' (text), and 'Auto save medication as favourite on exit' (checkbox). The main section is titled 'Search' and contains a search input field, a 'Starts with' radio button, a 'Contains' radio button (selected), a 'Dose form' dropdown menu (set to '<Any>'), and three checkboxes: 'Include Generic' (checked), 'Include OTC' (checked), and 'Include IV' (checked). At the bottom, there are three buttons: 'Favourites', 'Drug Category Search', and 'Search by ATC categories'.

To set a default for the following option...	Do this...
Starts with vs Contains	In the Medication search list, select the option you want selected by default.
Whether medication search matches can include medication names that are similar to the search term but don't necessarily start with or contain the exact search term	Select or clear the Use partial match for medication search check box.
How similar medication names must be to be included in search matches	In the Degree of similarity for partial search list, select a level.
Include Generic	Select or clear the Include Generics in search check box.
Include OTC	Select or clear the Include OTC in search check box.
Include IV	Select or clear the Include IV in search check box.

4. Choose your "allow substitutions" preference:

- Clear the **Allow Substitutions Default** check box to have the **No Substitutions** option selected by default when prescribing.
- Select the **Allow Substitutions Default** check box to have the **May Substitute Generic** option selected by default when prescribing.

5. To set interaction warnings, beside **Multum Drug Interaction**, clear the **Apply Clinic Setting** check box and then, in the list, select one of the following options:



Option	When the EMR identifies interactions...
Always On	The EMR checks for interactions, and if any are found, you receive a pop-up notification. When selected, the Multum button is not available.
Always Off	The EMR does not check for interactions, and you receive no warnings. When selected, you cannot manually check if there are any interaction warnings. The Multum button is not available.
Manual	The EMR checks for interactions, but does not notify you automatically. Instead, you can view any interaction warnings by clicking the Multum button.

6. Click **Save settings and exit** .


Setting what medications to print on prescriptions

When a patient is prescribed more than one medication in a day, you can choose:

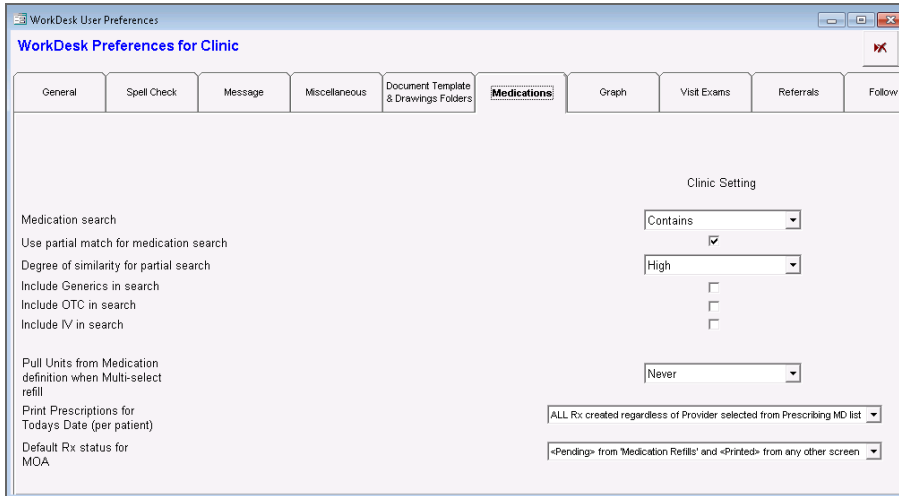
- if all medications prescribed that day, even if several providers prescribed medications, are to display on prescription printouts, or
- if all medications prescribed that day by a certain provider are to display on prescription printouts.

Steps


1. Perform one of the following actions:
 - If you are setting defaults for yourself, at the top of the WorkDesk window, click the **Configure** menu, and then choose **Configure Workdesk** .

- If you are setting defaults for the entire clinic, from the Wolf EMR home tab, click **Configuration** . From the **Runtime Configuration** tab, at the bottom of the window, click **WorkDesk Preferences**.

2. On the WorkDesk Preferences window, click the **Medications** tab.



The screenshot shows the 'WorkDesk User Preferences' window with the 'Medications' tab selected. The window has a title bar and a menu bar. Below the menu bar are several tabs: General, Spell Check, Message, Miscellaneous, Document Template & Drawings Folders, Medications (selected), Graph, Visit Exams, Referrals, and Follow Up. The main area is divided into two columns. The left column contains a list of preferences: Medication search, Use partial match for medication search, Degree of similarity for partial search, Include Generics in search, Include OTC in search, Include IV in search, Pull Units from Medication definition when Multi-select refill, Print Prescriptions for Today's Date (per patient), and Default Rx status for MOA. The right column contains a 'Clinic Setting' section with a 'Contains' dropdown, a checked checkbox, a 'High' dropdown, three unchecked checkboxes, a 'Never' dropdown, and two dropdown menus at the bottom: 'ALL Rx created regardless of Provider selected from Prescribing MD list' and '<Pending> from Medication Refills' and '<Printed> from any other screen'.

3. If you are setting preferences for yourself, beside **Print Prescriptions for Today's Date (per patient)**, clear the **Apply Clinic Setting** check box.
4. In the **Print Prescriptions for Today's Date (per patient)** list, select an option.
5. Click **Save settings and exit** .

Modifying prescription defaults for medications

For a specific medication, you can set prescription defaults for:


- Dosing
- Anticoagulant designation
- Frequency
- PRN
- Duration
- Other Directions

When you prescribe the medication, no matter what strength you choose, prescription detail fields are populated automatically with the medication's defaults. You can then edit the prescription details as needed, and complete the prescription as normal. Medication prescription defaults can save a

significant amount of time as prescribers typically only need to modify one or two fields each time they prescribe the medication.

Medication prescription defaults apply only to simple prescriptions. They are not applied to sequential, concurrent, variable, adjust as directed, or external prescriptions. Defaults are set for all users only. You cannot set different defaults for individual users.

Steps

1. From the Wolf EMR home tab, click **Configuration** .
2. In the Configuration menu, click **View > Patient Reference Tables > Medication Index**. The Medication Maintenance window opens.
3. In the **Search** tab, in the **Medication Name** field, enter part or all of the medication name, and then click **Search**.
4. In the list of matching medications, click the medication you want to modify. In the **Data** tab, the EMR displays the medication's default settings.

Medication Maintenance

File Options

*** Search ***

Data

Medication Name: atorvastatin

Other Name: Lipitor

Trade Name: Lipitor

Unit Type: mg

Quantity Unit: <None>

Manufacturer: Parke-Davis

Sub Group: HMG-CoA reductase inhibitors

Function Class: antihyperlipidemic agents

Drug Family: HMG-CoA reductase inhibitors

Indication: Hypercholesterolemia, hypertriglyceridemia

Potency:

Rank:

SNOMED CT ID:

SNOMED CT Description:

Monograph File/URL:

Instructions
May be taken any time but evening is recommended.

Dosage

Pill Dose:

Pill Quantity: 1

Admin: PO

Frequency: qhs

Duration: No Cut Off

UMLS Code:

Multum Code: d04105

PRN ☒

Anti-Coagulation ☐

Non printable ☐

Manufacturer Discontinue Date: 27/Jun/2011

End Date: 27/Jun/2011

Internal ID: 53

View Change History

5. Using the following table, modify the medication's prescription default settings as needed.

Dosage

Units/Dose: 10 1 prn: ☐

☒ None ☒ None **00**

10 **20** **40** **80**

Units: mg

Route: PO

☐ 1/2 ☒ i ☐ ii ☐ iii ☐ iv

BID **TID** **QID** **5x/Day** **q4h** **q6h** **q8h** **q12h** **qhs** **qam** **QPM** **q72h**

Problem:

*Duration: No Cut Off

*Date Prescribed: 18-May-2017

Anticoagulant: ☐

Manufacturer: Pfizer Canada Inc

Indications: Hypercholesterolemia, hypertriglyceridemia

Potency:

Rank:

Notes: May be taken any time but evening is recommended.

To set a default value for the following field in the prescription	Do this...
Dosage	In the Pill Quantity list, enter the default dose.
Frequency	In the Frequency list, select the default frequency.
Duration	<p>In the Duration list, select either:</p> <ul style="list-style-type: none"> ■ The default number of days or months ■ No Cut Off or <None> to not populate the field with a default number of days or weeks, and to default the prescription as a continuous prescription. <p>If you select a specific number of days or weeks, the prescription defaults to a short term prescription.</p>
PRN	Select the PRN check box, to have PRN selected by default on the prescription.
Anticoagulation	Select the Anti-Coagulation check box, to have the Anticoagulation check box selected by default on the prescription.
Notes	In the Instructions area, enter the directions you want to display by default in the Other Directions field of the prescription (for example, "May be taken any time but evening is recommended")

6. Click **Save Changes** .

Setting prescription printouts to include patient medication lists by default


If you have administrator authority in Wolf EMR, for each user who prescribes medications, you can choose if their prescription printouts are to include patient medication lists by default.

Rx: L, Jodi		18-May-2017
PHN 99902	Born 06-Mar-2003	
Start Date: 18-May-2017		
Atorvastatin (Lipitor oral tablet) 10 mg i PO OD		#: 10 TAB Repeats: 0
May be taken any time but evening is recommended.		
May Substitute Generic Alternative		
X _____		
S. Anna, MD PhD FRCPC		
Allergies/Adverse Reactions:		
6-mercaptopurine	Allergy, Mild	acute on chronic renal failure (raised serum Creat
Current Medication List:		
Atorvastatin (Lipitor oral tablet) 10 mg i PO OD		
Topiramate (Topamax) 25 mg ii PO BID		
PEG 3350 10 gm po od		
Melatonin 5 mg PO qhs		

When you set medication lists to display on prescription printouts by default, every time the prescriber creates a prescription, the **Print Medications** check box is automatically selected.

If the prescriber does not want the medication list to be included on a prescription print-out, they can choose to clear the **Print Medications** check box. This setting is user-specific, so you must enable or disable it for each prescriber individually.

Steps

1. From the Wolf EMR home tab, click **Configuration** .
2. In the Configuration menu, click **View > Physicians/Service Providers > Office Service Providers**. The Physicians/Service Providers in Clinic window opens.
3. In the **Office Service Provider** list, select the provider you want to enable/disable prescription medication lists for.
4. In the **Other Data** tab, in the **Prescription Options** area, select or clear the **Print Medications on Rx** check box.

Office Service Provider: Test, Beata

Name / Address | **Other Data** | Company / Bank | Locum Work Coverage | Billing | Skills | Security | PCR | ePrescribe

Personal <input type="button" value="Change Password"/> Last Change: 13/Jun/2013	Locum Information For Service Provider: <input type="text"/>	Investigation Codes 2001914 (Lab ID) <input type="button" value="Edit Codes"/>	Usage Metrics <input checked="" type="checkbox"/> Collect
Appointment Style Length: 15 min Long Length: 30 min Patients per Appointment: 1	Primary Hospital <input type="text" value="<None>"/>	Data Share Address <input type="text"/>	
Time Definition Type <input type="radio"/> Out of Office Hours <input checked="" type="radio"/> Office Hours	Service Provider Type <input type="text" value="Licensed"/>	Prescription Options <input checked="" type="checkbox"/> Print Medications on Rx <input type="checkbox"/> Non-Prescriber	
<input type="checkbox"/> Walk-in Physician Working in Clinic Start: 01/Sep/2008 Up To:	<input checked="" type="checkbox"/> Uses Appt Scheduler <input checked="" type="checkbox"/> Uses Wolf Work Desk <input checked="" type="checkbox"/> Accept HL7 Data <input checked="" type="checkbox"/> Data Share Enabled	<input checked="" type="checkbox"/> Include in Reporting Daysheet Report <input type="checkbox"/> Print Border <input type="checkbox"/> Extra Lines <input type="text" value="Portrait"/>	Default Appt Reason Search: <input type="text"/> <input type="text"/>

5. Click **Save** .

Adding custom treatments to the medication list

If you regularly prescribe treatments that are not in Wolf EMR's medication database (Multum), you can add these treatments to the medication list. This is most commonly used for non-medication treatments such as physiotherapy, diaphragms, and crutches. After a custom treatment is added to the medication list, when you type the treatment name in the **Search** field on the Add New Medication window, the treatment displays as an option in the results.

*Rx Override

☐ Override Total Dosage Per Day: ☐ Auto save medication as favourite on exit

Search: ☐ Starts with ☒ Contains Dose form: ☐ Include Generic ☐ Include OTC ☐ Include IV

Favourites Drug Category Search Search by ATC categories



Description

Rx Name Favourite Description Duration

Select medication from list

Generic name	Trade Name	Dose Form	Dosage	Unit
LVP solution	Physioneal 40 with 3.86% Dextrose	SOLN		
LVP solution	Physioneal 40 with 2.27% Dextrose	SOLN		
LVP solution	Physioneal 40 with 1.36% Dextrose	SOLN		
physiological irrigating solution	Lactated Ringers Irrigation	SOLN		
physiological irrigating solution	Plegisol	SOLN		
physiological irrigating solution	Tis-U-Sol	SOLN		
physiological irrigating solution	Urologic G	SOLN		
Physiotherapy				

Steps

1. From the Wolf EMR home tab, click **Configuration** .
2. From the **Configuration** menu, click **View > Patient Reference Tables > Medication Index**. The Medication Maintenance window opens.
3. Click **New Medication Record** .
4. In the **Data** tab, in the **Medication Name** field, enter the prescription name (as you want it to appear on prescriptions).

The screenshot shows the 'Medication Maintenance' window with the 'Data' tab selected. The 'Medication Name' field is highlighted with a red rectangle and contains the text 'Diaphragm'. Other fields include 'Other Name', 'Trade Name', 'Unit Type', 'Quantity Unit' (set to '<None>'), 'Manufacturer', 'Sub Group', 'Function Class', 'Drug Family', 'Indication', 'Potency', 'Rank', 'SNOMED CT ID', 'Pill Dose', 'Pill Quantity', 'Admin', 'Frequency', 'Duration' (set to '<None>'), 'UMLS Code', 'Multum Code', 'PRN' (checkbox), 'Anti-Coagulation' (checkbox), 'Non printable' (checkbox), 'Manufacturer Discontinue Date', 'End Date', 'Internal ID', 'SNOMED CT Description', 'Monograph File/URL', and 'Instructions'. There are 'View Change History' and 'Save Changes' buttons at the bottom right.

5. Optionally, enter any default prescription details. See step 5 in "Modifying prescription defaults for medications" on page 58.

6. Click **Save Changes** .

