



Wolf EMR

New Prescriber User Guide

v2018.3

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Medications and prescriptions

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

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

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

Wolf EMR tracks a patient's active medications (current) and inactive medications (previous) in the medical summary, and displays the patient's medication history, along with the patient's allergies, in the prescription entry window. This way, you can view pertinent information at-a-glance when making decisions on what medication(s) to prescribe to a patient.

If your clinic receives refill requests from pharmacies, front-end staff and other clinical staff can queue requested prescriptions and send the prescriptions to the patient's provider for review.

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 in the instructions field. Using a variety of 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 21](#))

- Prescriptions for compound medications (see ["Prescribing compound medications" on page 20](#))
- Concurrent dose prescriptions (see ["Creating concurrent dose prescriptions" on page 23](#))
- Sequential dose prescriptions (see ["Creating sequential dose prescriptions" on page 25](#))
- Variable dose prescriptions (see ["Creating variable dose prescriptions" on page 27](#))
- Adjust-as-directed prescriptions (see ["Creating adjust-as-directed prescriptions" on page 29](#))
- Prescriptions for medical devices and other non-medication treatments (see ["Prescribing medical devices and other non-medication treatments" on page 30](#))

You can print more than one medication on a single prescription printout (see ["Prescribing multiple medications" on page 17](#)). Additional medications on a prescription can be new medications for the patient, or refilled medications.

When 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.

amox

Creating basic prescriptions



View video tutorial:


[Create basic prescriptions and refills](#)

If the video does not play, click [here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

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.

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

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient, (including a patient's medical summary, or SOAP note), right-click and choose **Enter New Medication**.
2. If the **Medications and Allergies** window is already open, click **New Medication** . The EMR displays the **Search Criteria** area.

The patient's medications (active and inactive) and allergies (active and inactive) display in the left pane. See ["Viewing patient medications"](#) on page 47 and ["Viewing patient allergies and intolerances"](#) on page 93.

3. Search for a medication to prescribe:
 - a) In the **Search Criteria** area, in the **Medication** field, enter part or all of the medication name. You must enter at least three characters.
 - b) 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.
Sounds like	Displays medications that phonetically match your search term, even if the search term is misspelled. Tip: Select this option for hard-to-spell medications.
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.

Option	Description
Include Discontinued	Includes medications that are no longer available on the market in your search results.
Route	To display only medications that are administered through a specific route (for example, "oral"), select an option.
Dose Form	To display only medications that are available in a specific form (for example, "capsule"), select an option.

**Tip:**

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

1. From the WorkDesk menu, choose **Configure > Configure Workdesk > Medications** tab.



Note: Users with administrator authority in Wolf EMR can set medication search option defaults for the entire clinic. See ["Configuring medication preferences" on page 78](#).

- a) On your keyboard, press **Enter**, or click **Search**. The EMR displays a list of matching medications, grouped by generic name and a list of matching medication favourites. See ["Creating prescriptions using favourites" on page 43](#).

Add New Medication Search Criteria

Medication

☐ Include Generic ☐ Starts with Route

☐ Include OTC ☒ Contains Dose form

☐ Include IV ☐ Sounds like

☐ Include Discontinued

No Matching Drug Favourites

No Matching Compound Favourites

Medication Name	Route	Form	Strength
▼ Acetazolamide	Oral		
Diamox	Oral		
▼ amoxicillin	Oral	tablet, chewable	
Novamoxin	Oral	tablet, chewable	
▼ amoxicillin	Oral	capsule	
Amox	Oral	capsule	
Apo-Amoxi	Oral	capsule	
Gen-Amoxicillin	Oral	capsule	
Novamoxin	Oral	capsule	
Nu-Amoxi	Oral	capsule	
Pro Amox	Oral	capsule	
▼ amoxicillin	Oral	powder for reco...	
Amox 5	Oral	powder for reco...	
Apo-Amoxi	Oral	powder for reco...	



Tip: If you cannot find the medication you are looking for, in the **Medication** field, enter only the first three letters of the medication name, and then click **Search** once more.

- In the list of matching medications, click the medication you want. The EMR displays strength options for the selected medication.
- Double-click the strength you want. The **Prescription SIG Directions** area opens.

Rx Amoxicillin (Apo-Amoxi oral capsule) 250 mg
1 CAP Oral Three times daily for 10 Days

Prescriber: Rays MD, MD ☒ Print Medications

Pharmacy: Guardian Pharmacy Westview Plaza North Va...

Prescription SIG Directions: Simple ☐ Anticoagulant ☐ Information Rx ☐ Continuous ☒ Short Term

Dosing: 1 to 10 CAP PO TID prn Duration: 10 Day(s) Start Date: 21-May-2018

Problem:

Other Directions:


Refill Details: Dispense Quantity: CAP Refills: 0

Pharmacist Instructions:

Interval: Week(s) Max Disp Qty: CAP

☒ Allow Substitutions



Tip: If at this point you decide to prescribe a different medication, on the top right of the **Rx** area, click **Back** . The EMR displays the medication **Search Criteria** area again. You can now search for a new medication to prescribe.

4. Manage any medication interaction warnings (see "[Managing medication interaction warnings](#)" on page 33).
5. If you want to prescribe on behalf of another provider, in the **Prescriber** field, select the provider. This provider's name will be printed on the prescription.
6. If your clinic has multiple locations sharing the same EMR, in the **Location to print on Rx** list, select the location you are seeing the patient at.
7. If you want a list of the patient's active medications to display on the prescription print-out, select the **Print Medications** check box (if it is not already selected), otherwise, clear this check box.
8. In the **Pharmacy** list, select the patient's pharmacy or, if the patient does not have a regular pharmacy, choose **<<None>>**.



ALWAYS ASK THE PATIENT WHAT PHARMACY THEY WILL GO TO, even if they have a default pharmacy selected. The patient may wish to use an alternative pharmacy.



Note:

For new prescriptions, the patient's main pharmacy as entered in the **Patient Maintenance** window (**Main Pharmacy** field) is selected by default. For refills, the last selected pharmacy for that prescription is selected by default.

If you change the pharmacy, it remains as the default one for the remainder of the prescription session (until you close the prescription window).

If the pharmacy you want is not in the list, or if a pharmacy's information is incorrect, you can add or modify pharmacies:

- a) Beside the **Pharmacy** list, click .
- b) Add or modify pharmacies as needed.

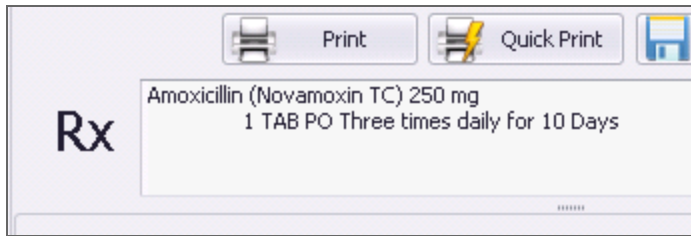


Tip:

Pharmacy search tips

- You can filter the list by any column, using the search fields below the column headers. For example, to view only Coop pharmacies, in the **Pharmacy Name** field, type "Coop".

9. If your clinic has multiple locations sharing the same EMR, in the **Location to print on Rx** list, select the location you are seeing the patient at.
10. If you want a list of the patient's active medications to display on the prescription print-out, select the **Print Medications** check box (if it is not already selected), otherwise, clear this check box.
11. Using the following table, in the **Prescription SIG Directions** area and the **Refill Details** area, enter the prescription dose, frequency, duration, and other instructions. As you enter prescription instructions, the **Rx** area previews what the prescription description will look like when it is printed.



Print Quick Print


Rx





Amoxicillin (Novamoxin TC) 250 mg
1 TAB PO Three times daily for 10 Days


XXXXXX





Note: If the selected medication has prescription defaults set, the **Short Term/Continuous, Dose, Frequency, Duration, PRN, Anticoagulant** and **Other Directions** fields and check boxes may auto-populate. You can edit these default values if needed (see "[Modifying defaults for specific medications](#)" on page 84).

Field	Description
Prescription type list (top-left of the Prescription SIG Directions area)	<p>The prescription type you select determines what entry fields are available in the Prescription SIG Directions area. Options include:</p> <ul style="list-style-type: none"> ■ Simple: Displays basic dose, route, frequency, and duration fields. ■ Sequential: Enables you to add multiple dosage lines for prescriptions where dose directions are different each day or each week. Each dosage line is connected by a THEN statement. See "Creating sequential dose prescriptions" on page 25. ■ Concurrent: Enables you to add multiple dosage lines for prescriptions where dose directions are different for different times in the day. Each dosage line is connected by an AND statement. See "Creating concurrent dose prescriptions" on page 23. ■ Variable: Enables you to add multiple dosage lines for prescriptions where dose instructions change between days, or weeks in a patterned manner. The EMR automatically creates dosage lines for you based on the Initial Dosage, Final Dosage, and the Vary By amount. See "Creating variable dose prescriptions" on page 27. ■ Adjust as Directed: Enables you to free-type prescription directions without having to fill-in dosage fields. See "Creating adjust-as-directed prescriptions" on page 29. ■ External: Enables you to record that a patient is taking or has previously taken a medication without prescribing the medication. When you select this option, you do not have the option to enter any details about medication dose, frequency, duration and other prescription details, in structured fields. Instead, you can enter any prescription instructions in the Other Directions area. See "Recording medications (without prescribing)" on page 31.
Anticoagulant	<p>Select if this is an anti-coagulation medication that requires regular INR testing. The EMR links the prescription, and future changes you make to the prescription, to INR test results.</p> <div data-bbox="527 1539 1474 1680">  <p>Note: If the medication being prescribed is an anticoagulant medication, this check box is selected by default.</p> </div>


Field	Description
Information Rx	<p>If you are recording the medication for informational purposes only, and do not require a printed prescription for the medication, for example, if this is a new patient and you are entering the medications the patient is currently taking, select this check box.</p> <div>  Note: If you select this option, if you print this prescription, the following message displays on the prescription: "Instructions to Pharmacist: Informational Only, DO NOT FILL." </div>
Continuous	<p>To indicate that the patient will be using the medication for an extended period of time (greater than 30 days), select this option.</p> <div>  Note: Continuous medications do not automatically drop-off the Active Medications list. </div>
Short Term	<p>To indicate that the patient will be using the medication for a short period of time, select this option.</p> <div>  Note: Short term medications are automatically removed from the Active Medications list as soon as the prescription is calculated to be exhausted. </div>
Dosing	<p>Enter the number or range of capsules, applications, and so on, the patient should take at a time.</p> <p>Select the dose type, for example TAB, or mg.</p> <div>  Note: The options available in the Dosing list vary, depending on the medication being prescribed or recorded. </div> <p>Tip: If the option you want is not available in the dosage type list, select <ALL>. The EMR displays a more complete list of dosage type options.</p>
Route	<p>Select the route in which the medication is to be taken.</p> <p>Tip: Type the short-form of the route to quickly filter the list. For example, type "PO" for oral.</p>

Field	Description
Frequency	<p>Select a frequency. If none of the options are appropriate, select OTH (other) and then, in the Other Frequency field, enter the frequency. For example, you can enter "Up to 8x/day".</p> <p>Tip: You can type the short-form for the frequency to quickly filter the list. For example, type "TID".</p>
prn	<p>Select this check box to indicate that a medication is to be taken on an as needed basis instead of regularly (for example, a pain medication or a rash cream). If you choose PRN, you do not need to specify a duration as long as you enter a quantity. You must, however, specify a dose, route, and frequency. See "Prescribing PRN (take-as-needed) medications" on page 21.</p>
Duration	<p>Enter the duration in weeks, months, or years.</p> <ul style="list-style-type: none"> ■ Duration determines when a short term medication will fall off the Active Medications list. ■ The Duration field is not available if STAT is selected in the Frequency list.
Other Directions	<p>Enter any specific instructions for the patient when taking the prescribed medication (for example, "take with food", or "apply sparingly"). The pharmacy will print these instructions on the label they affix to the medication.</p> <p>If you are entering an external medication, or an adjust as directed prescription, enter all prescription instructions in this area.</p> <p>Tip: In the Other Directions list, you can select pre-defined instructions. The EMR populates the selected instructions in the Other Directions text area. You can add more than one pre-defined instruction if desired.</p>
Problem	<p>To link this medication to one of the patient's active problems, select the problem.</p> <div>  <p>Note: Only problems listed in the patient's Problems list are available in the list.</p> </div>

Field	Description
Dispense Quantity	<p>Enter a dispense quantity, or to calculate the quantity based on the dose, frequency, and duration details, click .</p> <p>If the  icon is not available, this indicates that there is not enough information recorded in the dosing line for the EMR to produce an accurate value.</p> <p>If the prescription is for a pm, you must enter the dispense quantity if you do not enter a duration.</p> <p>In the Dispense Quantity list, select the quantity type.</p> <p>Tip: If the option you want is not available in the Quantity Type list, click <ALL>. The EMR displays a more complete list of dosage type options.</p>
Refills	<p>Enter the number of refills.</p> <p>If you enter a 0 in the Refills field, the text "Refills: None" displays on the printed prescription to inform the pharmacist that it is a one-time only prescription. This is useful for sensitive prescriptions.</p>
Pharmacist Instructions	Enter any special instructions for the pharmacy (for example, "patient has arthritis; needs an easy-open bottle"). These instructions are not meant to be included on the medication label for the patient.
Start Date	Enter the date the patient is to start taking the medication.
Max Disp Qty	Enter a value to specify the maximum amount that the pharmacist should dispense.
Prescriber	If you are a provider, your name is selected by default. You cannot create a prescription under another provider's name.
Interval	Enter a value to specify the minimum time period between dispenses (for example, 30 days between dispenses for a narcotic.)
Allow Substitutions	<p>This option is selected by default.</p> <p>Clear if the pharmacist should not substitute with a generic version or another brand.</p>




12. If the prescription requires a PharmaCare special authority request form, click the **Spec Auth** button. The form is populated with the patient and medication information.

13. Perform one of the following actions:


- To save the current prescription and prescribe another new medication, click **Save and New** . If the next medication you are adding has previously been prescribed to the patient, you can refill the prescription. See "[Refilling prescriptions](#)" on page 59.



Note: If you have prescribed multiple medications, you can print them on the same prescription print-out. See ["Prescribing multiple medications"](#) below.

- To save a single-medication prescription and print it from the printer of your choice, click **Print** .
- To save the single-medication prescription and print it from your default printer, click **Quick Print** .
- To save the prescription, and print it later, click **Save** .



Note: To print a saved prescription later in the day, navigate back to the **Medications and Allergies** window, and then click **Print All** .

Regardless of the method of distribution you choose, the prescription is always recorded in the patient's medical summary, and in the patient's active medications list on the **Medications and Allergies** window.

When you print a prescription, a table of the patient's active allergies is included on the prescription. You can also choose if your prescription print-outs are to include patient medication lists by default. Users with administrator authority can enable or disable this option for you. See ["Setting prescription printouts to include patient medication lists by default"](#) on page 87.



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 medications, the EMR lists the medications in the patient's **Active Medications** list in bold text. This way, you can track what prescriptions were created today. When you go to print or send the prescriptions, you can select what medications are to be included in the prescription print-out.

Steps

1. Prescribe the first medication. See [step 3 to step 13](#) in ["Creating prescriptions"](#) on page 5.
2. Perform one of the following actions to prescribe the next medication:

- To prescribe a medication that was not previously prescribed to the patient, click **Save and New** . The EMR saves the previous medication and displays the medication search. Prescribe the next medication. See [step 3 to step 13](#) in "Creating prescriptions" on page 5.
 - To prescribe a medication that the patient was previously prescribed, click **Save**  and then refill the medication. See ["Refilling or editing a single prescription"](#) on page 59.
3. To add additional medications to the prescription, repeat the above step.



Note:

You can track the medications you prescribed during this visit in the patient's **Active Medications** list. All medications that were prescribed today display in bold text.

Test, Janet

Active Medications Inactive Medications

Chronological ☐ Multiple Rx Actions

Drug	Dose	FQ	PRN	
Amoxicillin (Amoxicillin oral capsule) 250 mg	1 ...	QD	No	Te
Salbutamol (Ventolin HFA inhalation aerosol) 100 mcg	2 ...	QID	Yes	Te
Citalopram (Accel-Citalopram oral tablet) 20 mg	1 ...	QD	No	Te
Gabapentin (Apo-Gabapentin oral capsule) 300 mg	2 ...	TID	No	Te
Tinzaparin (Innohep 20,000 units/mL subcutaneous solution)	0....	QD	No	Te

4. To print the prescription:

- a) Click **Print All** . The **Select Prescriptions to Fulfill** window opens, with a list of the medications you or other providers prescribed, refilled and discontinued today.



Written Date: 21/07/2017

Medication	Status	Pharmacy
<input checked="" type="checkbox"/> Amoxicillin (Amoxicillin oral capsule) 250 mg		
<input checked="" type="checkbox"/> Salbutamol (Ventolin HFA inhalation aerosol) 100 mcg		


Location to print on Rx: Wolf Clinic 2805 SE Knig...

☐ Also Print Reference Report

Preview Quick Print Print Close

- b) To remove medications from the prescription print-out, clear the check box beside the medication name.
 - c) Medications that were discontinued today are listed but are not selected to be included on the printout. To include a discontinued medication on the printout, select the check box beside the medication name.
 - d) To print a medication list for the patient's reference, select **Also Print Reference Report**. See ["Printing an Rx Reference Report \(medication summary list\)" on page 38](#).
 - e) If you want the patient's complete list of active medications to display on the prescription print-out, select the **Print Medications** check box (if it is not already selected).
 - f) If your clinic has more than one clinic location, in the **Location to print on Rx** list, select your current location.
 - g) If you want to select a different pharmacy than specified in the individual prescriptions, select one in the **Pharmacy Override** list. If the pharmacy does not appear in the list, click the  icon to search for or add it.
 - h) Perform one of the following actions:
 - To go back to the Medications and Allergies window without printing, click **Close**.
 - To view a PDF preview of the final prescription printout, click **Preview**.
 - To print the prescription from your default printer, click **Quick Print**.
 - To print the prescription from the printer of your choice, click **Print**.
5. To save the prescription, and print it later today, click **Save** .



Note: To print a saved prescription later in the day, navigate back to the Medications and Allergies window and click **Print All** . See "Re-printing prescriptions" on page 37.

Prescribing compound medications



View video tutorial:
[Prescribing compounds](#)


If the video does not play, Click [here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

Compound medications are comprised of two or more ingredients that are combined by a pharmacist before dispensing. The multitude of potential compound ingredient combinations are not available in the Wolf EMR's drug database. For this reason, when you prescribe a compound medication, you must free type compound names and ingredients.



Important : Because the EMR cannot recognize free-typed medication names, when you prescribe compound medications, you do not receive interaction warnings.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. At the top of the window, click **New Compound** . A compound prescription entry area opens.
3. In the **Compound Contents** text area, enter the compound ingredients.
4. (Optional) In the **Compound Name** field, type a name for the compound medication.. This name is printed on the prescription.
5. In the **Prescription SIG Directions** and **Refill Details** areas, enter dose, frequency, duration, and quantity information similar to how you would for basic prescriptions. See [step 11](#) in "Creating basic prescriptions" on page 6.

The screenshot shows a prescription form with the following sections:

- Compound Contents:** Hydrocortisone cream 1% / equal part Nystatin
- Compound Name:** Skin cream for breast feeding
- Pharmacy:** Please indicate pharmacy of choice
- Location:** Wolf Clinic 2805 SE Knight...
- Prescription SIG Directions:**
 - Simple (selected), Anticoagulant (unchecked)
 - Continuous (unchecked), Short Term (selected)
 - Dosing: 1 to [blank]
 - Route: APPLN
 - Frequency: QID
 - Duration: 30 Day(s)
 - Other Directions: [blank]
 - Form: CRM
- Refill Details:**
 - Dispense Quantity: 1
 - Refills: 0
 - Start Date: 24-Jul-2017
 - Max Disp Qty: TUB
 - Prescriber: Test, Doctor, MD
 - Interval: Week(s)
 - Allow Substitutions: checked

6. In the **Other Directions** area, type any additional application and dosage directions.
7. Print or save the prescription. See [step 11](#) in "Creating basic prescriptions" on page 6.

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 duration as long as you enter a quantity. You must, however, specify a dose, route, and frequency (unless the prescription type is adjust-as-directed). In the **Other Directions** area, you can also 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. Start a prescription similar to how you would a basic prescription. See [step 1](#) to [step 11](#) in "[Creating basic prescriptions](#)" on page 6. For PRN prescriptions, in the **Prescription SIG Directions** area:
 - a) Select the **PRN** check box.
 - b) Enter the dose, frequency, and optionally duration details in the fields provided.
 - c) In the **Frequency** list, if none of the options are appropriate, select **OTH** (other) and then, in the **Other Frequency** field, enter the frequency. For example, you can enter "Up to 8x/day".
 - d) In the **Other Directions** area, enter any explicit directions on when to take the medication. For example, you can enter "Take 15 min prior to exercise".

**Tip:**

If you want to enter prescription directions using free-text, instead of using the dose, frequency, and duration fields, in the prescription type list, select **Adjust as Directed**. You can now enter the prescription directions in the **Other Directions** area.

You are still required to enter a quantity.

Rx

Acetaminophen/caffeine/codeine (Tylenol No 3 300 mg-15 mg-30 mg TAB)
1 TAB PO Once daily As Needed for 10 Days

Pharmacy: Please indicate pharmacy of choice

Location: Wolf Clinic 2805 SE Knight...

Prescription SIG Directions

Simple ☐ Anticoagulant ☐ Information Rx ☒ Continuous ☐ Short Term

Dosing: 1 to 10 TAB PO QD prn 10 Day(s)

Other Directions

Refill Details

Pharmacist Instructions

Dispense Quantity: 10 TAB

Start Date: 03-Mar-2017 Max Disp Qty: TAB

Prescriber: Test, Beata C. (MD...) Interval: Week(s)

☒ Allow Substitutions

- If you did not enter a duration, in the **Dispense Quantity** field, enter a quantity. The EMR cannot calculate a quantity without duration information.
- Print or save the prescription. See [step](#) in "Creating basic prescriptions" on page 6.

Creating concurrent dose prescriptions





View video tutorial:

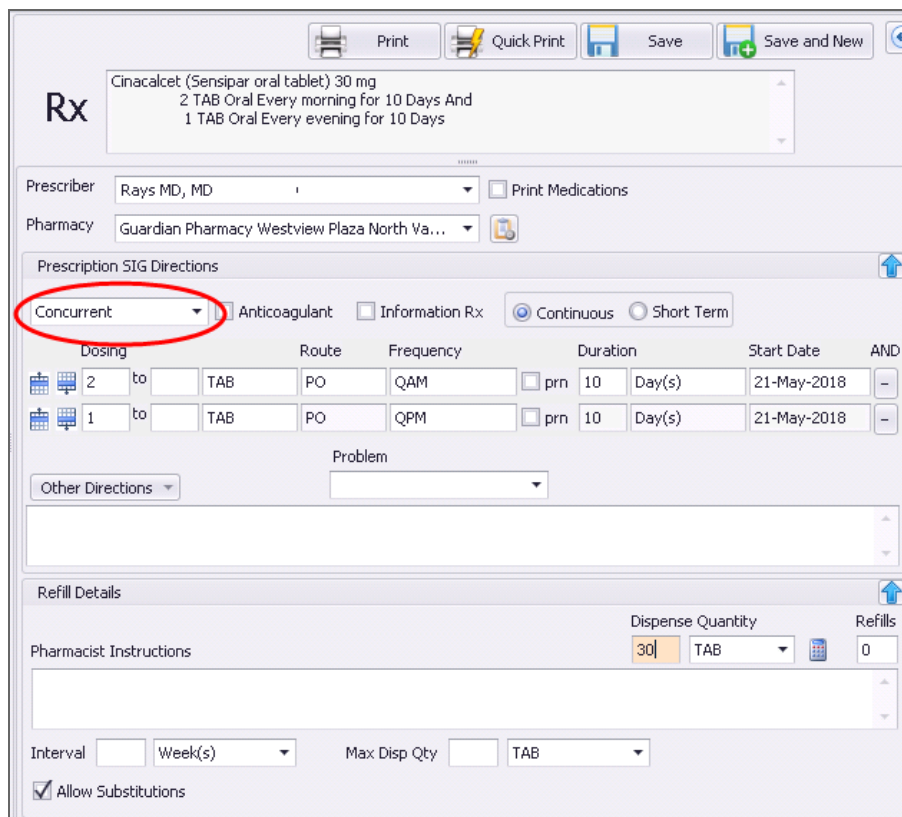
[Prescribing multiple doses](#)

If the video does not play, [Click here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.


Concurrent doses are used when a patient is to take different doses of the same medication concurrently. For example, you can instruct a patient to take 2 capsules of Tylenol in the morning, and 1 capsule at night, or you may instruct a patient to take 3 tablets of Warfarin every-other-day, and 4 tablets of Warfarin every-other-day (on the days between).


Steps

1. Start a prescription, and search for and select the medication you want to prescribe. See [step 1](#) to [step 4](#) in "Creating basic prescriptions" on page 6.
2. In the **Prescription SIG Directions** area, in the prescription type list, select **Concurrent**. The prescription entry area changes to enable multiple dosage lines for concurrent prescriptions.
3. Enter the first set of **Dosing**, **Frequency**, and **Duration** instructions. For example, 2 tablets in the morning for 10 days. See [step 11](#) in "Creating basic prescriptions" on page 6.
4. Perform one of the following actions:
 - To add another dose line below the first dose line, click .
 - To add another dose line above the first dose line, click .
5. Enter the next set of **Dosing**, **Frequency**, and **Duration** instructions. For example, 1 tablet in the evening for 10 days.



Rx Cinacalcet (Sensipar oral tablet) 30 mg
2 TAB Oral Every morning for 10 Days And
1 TAB Oral Every evening for 10 Days

Prescriber: Rays MD, MD ☐ Print Medications
Pharmacy: Guardian Pharmacy Westview Plaza North Va... 


Prescription SIG Directions 

Concurrent ☐ Anticoagulant ☐ Information Rx ☒ Continuous ☐ Short Term


Dosing	Route	Frequency	Duration	Start Date	AND
2 to TAB PO QAM <input type="checkbox"/> prn 10 Day(s) 21-May-2018 -					
1 to TAB PO QPM <input type="checkbox"/> prn 10 Day(s) 21-May-2018 -					

Problem:

Other Directions:

Refill Details 

Pharmacist Instructions:


Dispense Quantity: 30 TAB  Refills: 0

Interval: Week(s) Max Disp Qty: TAB

☒ Allow Substitutions



Note: The word **AND** displays between the two dosage lines. This indicates that the two doses are to be taken simultaneously.

6. To enter additional dose lines, repeat [step 4](#) and [step 5](#).
7. In the **Dispense Quantity** field, enter a dispense quantity, or to have the EMR calculate the quantity, click .
8. In the **Refills** field, enter the number of refills.
9. Print or save the prescription. See [step 13](#) in "Creating basic prescriptions" on page 6.

Creating sequential dose prescriptions



View video tutorial:

[Prescribing multiple doses](#)

If the video does not play, [Click here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

Sequential dose prescriptions are used when a patient is to take different doses between days or between weeks, but not necessarily in a patterned manner. For example, If you prescribe prednisone to treat an allergic reaction, you can instruct the patient to take a high dose for several days, and then progressively reduce the dosage over several days.



Important :

When creating prescriptions that use STAT as the frequency for the first dosage, the dispense quantity and next refill date are calculated to take in account today's (STAT) quantity. Move your mouse over the calculate button to see a description of the calculation.

If you want the patient to start the first STAT dosage in the morning, and the next dosage in the afternoon, you must manually adjust the dispense quantity.

Steps

1. Start a prescription, and search for and select the medication you want to prescribe. See [step 1](#) to [step 4](#) in "Creating basic prescriptions" on page 6.

- In the **Prescription SIG Directions** area, in the prescription type list, select **Sequential**. The EMR displays a prescription entry area that enables multiple dosage lines to be added for sequential prescriptions.
- Enter the first set of **Dosing**, **Frequency**, and **Duration** instructions. For example, 2 tabs BID for one day. See [step 11](#) in "Creating basic prescriptions" on page 6.



Note: You can enter a frequency of STAT only in the first line.

- Perform one of the following actions:
 - To add another dose line below the first dose line, click .
 - To add another dose line above the first dose line, click .
- Enter the next set of **Dosing**, **Frequency**, and **Duration** instructions. For example, 1 tablet TID for one day.

Rx Cinacalcet (Sensipar oral tablet) 30 mg
 1 TAB Oral Once daily for 7 Days Then
 2 TAB Oral Once daily for 7 Days Then
 3 TAB Oral Once daily for 7 Days

Prescriber: Rays MD, MD ☐ Print Medications
 Pharmacy: Guardian Pharmacy Westview Plaza North Va...

Prescription SIG Directions

Sequential ☐ Anticoagulant ☐ Information Rx ☒ Continuous ☐ Short Term

Dosing	Route	Frequency	Duration	Start Date	THEN
1 to TAB PO OD <input type="checkbox"/> prn 1 Week(s) 21-May-2018					
2 to TAB PO OD <input type="checkbox"/> prn 1 Week(s) 28-May-2018					
3 to TAB PO OD <input type="checkbox"/> prn 1 Week(s) 04-Jun-2018					

Problem:

Other Directions:


Refill Details

Pharmacist Instructions:

Dispense Quantity: 42 TAB Refills: 0

The word **THEN** displays between the two dosage lines. This indicates that the patient is to complete the first dosage instructions, then move onto the next.

- To enter additional dose lines, repeat [step 4](#) and [step 5](#).

7. In the **Dispense Quantity** field, enter a dispense quantity, or to have the EMR calculate the quantity, click .
8. In the **Refills** field, enter the number of refills.
9. Print or save the prescription. See [step 13](#) in "Creating basic prescriptions" on page 6.

Creating variable dose prescriptions



View video tutorial:

[Prescribing multiple doses](#)


If the video does not play, [Click here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

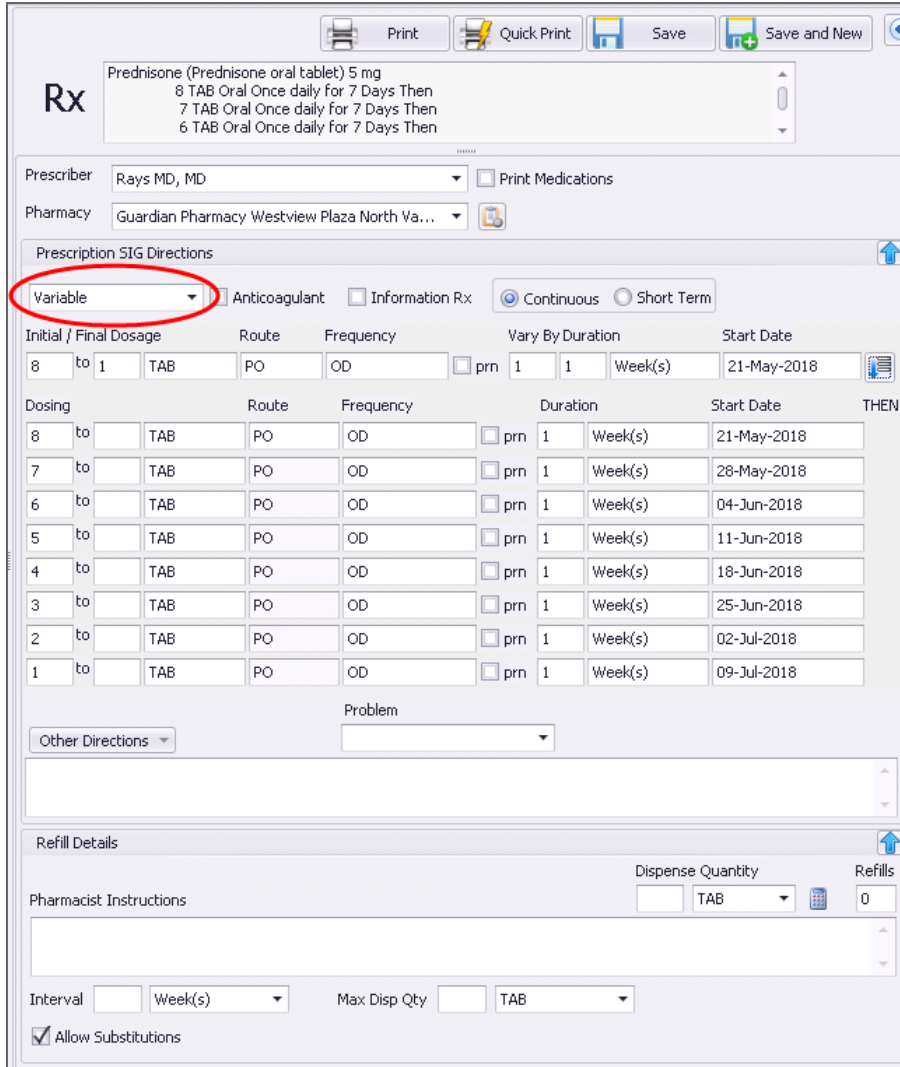
Variable dose prescriptions are used when a patient is instructed to reduce or increase doses between days or weeks in a step-wise manner. For example, if you are weaning a patient off of prednisone, you can indicate that the patient is to reduce their daily intake, by a set amount each week. For variable dose prescriptions, you enter an initial dose and final dose, and then indicate how much the medication should increase or decrease at each step. Based on this information, the EMR creates all of the dosage lines for you.

In the medical summary and medication history, variable dosage prescriptions display VARIOUS as the dosage.


Steps


1. Start a prescription, and search for and select the medication you want to prescribe. See [step 1](#) to [step 4](#) in "Creating basic prescriptions" on page 6.
2. In the **Prescription SIG Directions** area, in the prescription type list, select **Variable**. The EMR displays a prescription entry area that enables details to be added for a patterned dosage change.
3. In the **Initial Dose** field, enter the daily dose that the patient is to start at. For example, 8 tablets.
4. In the **Final Dose** field (to the right of the Initial Dose field), enter the daily dose that the patient is to finish at. For example, 0 tablets.
5. In the **Vary By** field, enter the amount the daily dose is to increase/decrease with each change. For example 1 (tablet).
6. In the **Duration** field, enter the duration for each dosage step. For example, 1 week.

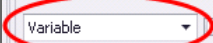
7. If the patient is starting the prescription on a day other than today, in the **Start Date** calendar, double-click the start date.
8. Click **Calculate** . The EMR displays multiple dosage lines with most of the fields populated.



Rx Prednisone (Prednisone oral tablet) 5 mg
8 TAB Oral Once daily for 7 Days Then
7 TAB Oral Once daily for 7 Days Then
6 TAB Oral Once daily for 7 Days Then

Prescriber: Rays MD, MD ☐ Print Medications
Pharmacy: Guardian Pharmacy Westview Plaza North Va... 


Prescription SIG Directions 

Variable  Anticoagulant ☐ Information Rx ☐ Continuous ☒ Short Term ☐


Initial / Final Dosage	Route	Frequency	Vary By Duration	Start Date
8 to 1 TAB	PO	OD	prn 1 1 Week(s)	21-May-2018

Dosing	Route	Frequency	Duration	Start Date	THEN
8 to	TAB	PO	OD	prn 1 Week(s)	21-May-2018
7 to	TAB	PO	OD	prn 1 Week(s)	28-May-2018
6 to	TAB	PO	OD	prn 1 Week(s)	04-Jun-2018
5 to	TAB	PO	OD	prn 1 Week(s)	11-Jun-2018
4 to	TAB	PO	OD	prn 1 Week(s)	18-Jun-2018
3 to	TAB	PO	OD	prn 1 Week(s)	25-Jun-2018
2 to	TAB	PO	OD	prn 1 Week(s)	02-Jul-2018
1 to	TAB	PO	OD	prn 1 Week(s)	09-Jul-2018

Other Directions Problem


Refill Details 

Pharmacist Instructions

Dispense Quantity: TAB  Refills: 0

Interval: Week(s) Max Disp Qty: TAB

☒ Allow Substitutions

9. Modify text or selections in any of the dosage line fields as needed. For example, you can modify the frequency.
10. In the **Dispense Quantity** field, enter a dispense quantity, or to have the EMR calculate the quantity, click .
11. In the **Refills** field, enter the number of refills.
12. Print or save the prescription. See [step 13](#) in "Creating basic prescriptions" on page 6.

Creating adjust-as-directed prescriptions

Adjust-as-directed prescriptions are used when a patient requires regular changes in dosage directions based on their monitored state. For example, if you have a patient on Warfarin, you regularly provide the patient with new directions based on their INR lab results.

When you create an adjust-as-directed prescription you can enter more general instructions without completing the standard dosage fields.

Steps

1. Start a prescription similar to how you would a basic prescription. See [step 1](#) to [step 4](#) in "Creating basic prescriptions" on page 6.
2. In the prescription type list, select **Adjust as Directed**. The prescription detail entry area opens with no dosing, frequency or duration fields.
3. In the **Other Directions** text area, enter your general instructions to the patient.

The screenshot shows the EMR interface for creating a prescription. At the top, there are buttons for Print, Quick Print, Save, and Save and New. The prescription is for Warfarin (Coumadin oral tablet) 2 mg, with the instruction 'Adjust as Directed'. The Prescriber is Rays MD, MD, and the Pharmacy is Guardian Pharmacy Westview Plaza North Va... The Prescription SIG Directions section shows 'Adjust as Directed' selected, with checkboxes for Anticoagulant, Information Rx, and Continuous (selected). The Start Date is 21-May-2018, and the Route is PO. The Other Directions text area contains the instruction: 'Take as instructed. You will receive prescription directions from the clinic following each INR lab test.' The Refill Details section shows a Dispense Quantity of 0 and Refills of 0. The Interval is set to Week(s) and Max Disp Qty is set to TAB. The Allow Substitutions checkbox is checked.

4. In the **Dispense Quantity** field, enter the amount of medication you want the pharmacy to dispense.



Note: The EMR cannot calculate the dispense quantity for adjust-as-directed prescriptions.

5. In the **Refills** field, enter the number of refills.
6. Print or save the prescription. See [step 13](#) in "Creating basic prescriptions" on page 6.

Prescribing medical devices and other non-medication treatments



View video tutorial:

[Prescribing non-medication treatments](#)


If the video does not play, [Click here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

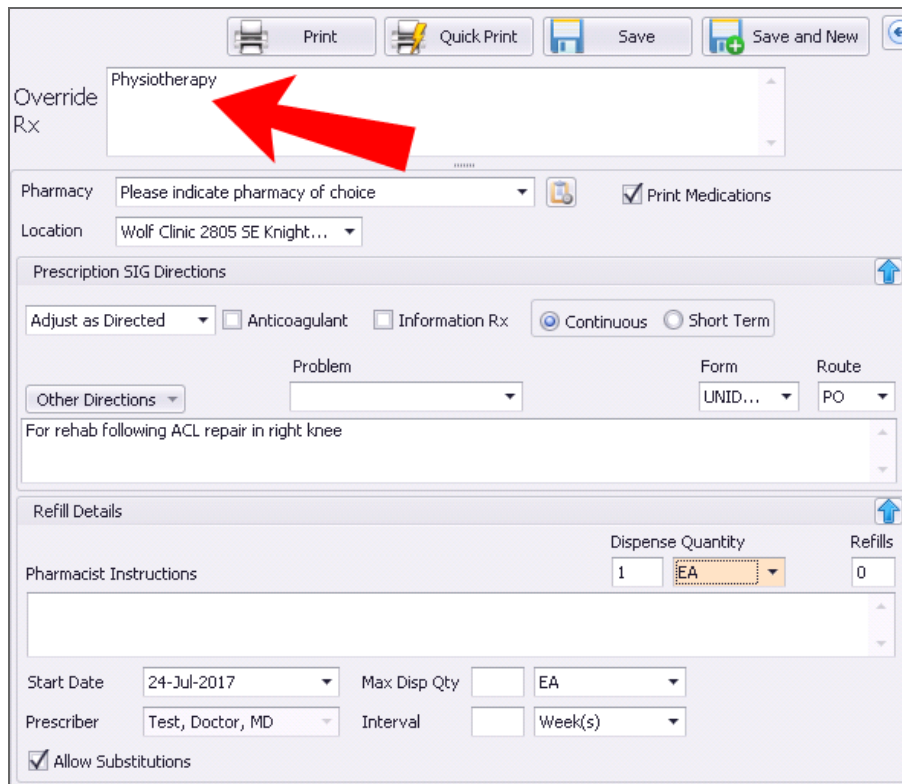
When you create a prescription for a medical device or another non-medication treatment, you do not have to search for the treatment as you do for medications, unless you have created a customized medication for the treatment (see the tip below). Instead, you can free-type the device or treatment name in the **Rx** area.



Note: Because the EMR cannot recognize free-typed medication names, when you prescribe non-medication treatments, you do not receive interaction warnings.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. At the top of the window, click **New Override** . The prescription entry area displays with an editable **Override Rx** area, and **Adjust as Directed** selected as the prescription type.
3. In the **Override Rx** field, enter the name of the device, therapy, or other treatment.
4. Perform one of the following actions:
 - If you do not want to enter dosage details, in the prescription type list, leave **Adjust as Directed** selected.
 - If you want to include dosage details, in the prescription type list, select **Simple**, and then enter information in the **Dosing**, **Frequency**, and **Duration** fields. See [step](#) in "Creating basic prescriptions" on page 6.
5. In the **Other Directions** area, enter any additional directions. For example, if the prescription is for physiotherapy, you can enter "For rehab following ACL repair in the right knee".



Print Quick Print Save Save and New

Override Rx: Physiotherapy

Pharmacy: Please indicate pharmacy of choice

Location: Wolf Clinic 2805 SE Knight...

Prescription SIG Directions

Adjust as Directed Anticoagulant Information Rx Continuous Short Term

Other Directions Problem Form Route

UNID... PO

For rehab following ACL repair in right knee

Refill Details

Dispense Quantity Refills

1 EA 0

Pharmacist Instructions

Start Date: 24-Jul-2017 Max Disp Qty: EA

Prescriber: Test, Doctor, MD Interval: Week(s)

Allow Substitutions

6. In the **Dispense Quantity** field, enter a quantity. If you are creating a prescription for a general therapy or device, where a quantity is not appropriate, enter **1 EA**.
7. Print or save the prescription. See [step 13 in "Creating basic prescriptions" on page 6](#).

Recording medications (without prescribing)



View video tutorial:

[Recording medications without prescribing](#)

If the video does not play, [Click here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

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. When you record external medications, you are not required to enter any details about the dose, frequency, duration, and so on, however you can record this information if you choose. You are only required to search for and select the medication, or to manually enter the medication name if it is a compound.



Note: If you are a front-end staff member, you can record medications without requiring provider approval.



Note: You cannot print external medications as prescriptions. If you want print a prescription for a medication recorded as **External** or as an **Information Rx**, you must refill the prescription and then print it. See "Refilling prescriptions" on page 59.

Steps

1. Open the **Medications and Allergies** window, and then search for and select the medication (see step 1 to step 3 in "Creating basic prescriptions" on page 6). If the medication is a compound, enter the compound name (see step 1 to step 4 in "Prescribing compound medications" on page 20).
2. Perform one of the following actions:
 - If you want to record the medication without including prescription details, in the **Prescription SIG Directions** area, in the prescription type list, select **External**. The EMR hides the dosing, frequency, duration, and quantity fields, and selects the **Information Rx** check box.

The screenshot shows the 'Prescription SIG Directions' form. At the top, there are buttons for 'Print', 'Quick Print', 'Save', and 'Save and New'. Below these, the medication name 'Atorvastatin (Lipitor oral tablet) 20 mg' is entered. The 'Pharmacy' field is set to 'Please indicate pharmacy of choice' and the 'Location' is 'Wolf Clinic 2805 SE Knight...'. In the 'Prescription SIG Directions' section, the 'External' option is selected in the dropdown menu, which is circled in red. The 'Information Rx' checkbox is checked. Other fields include 'Problem' and 'Start Date' (24-Jul-2017).



Optionally, in the **Other directions** area, enter any prescription directions or notes.

- If you want to record the patient's current dosage directions with the medication, select the **Information Rx** check box, and then enter the prescription details as if you were prescribing the medication (see "Creating prescriptions" on page 5).



Note: When you select **Information Rx**, most prescription detail fields are optional. You can record information in as many or as few of the fields as you please.

3. Perform one of the following actions:

- To save the medication and record another medication, click **Save and New** .
- To save the medication, click **Save** .

Managing medication 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.




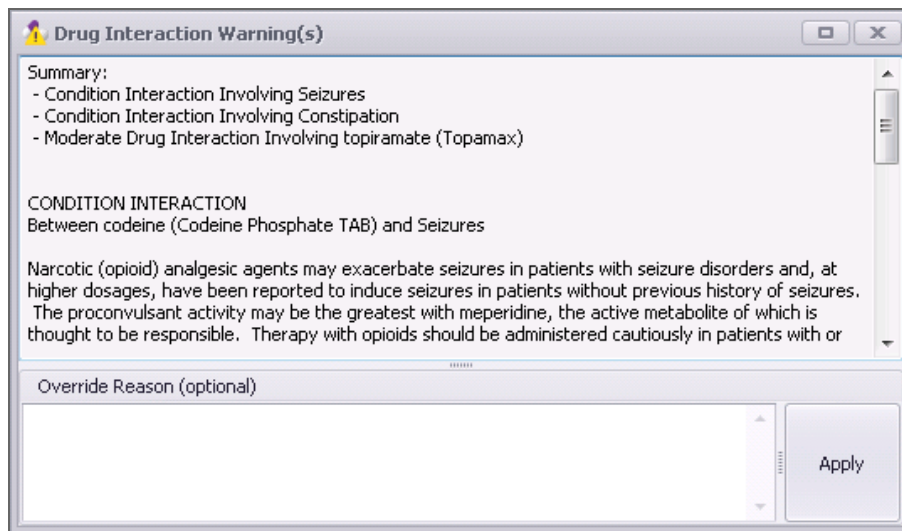
Important : The EMR does not check for high or low dosages. For example, if you prescribe a medication dose that is too high for the patient's weight or age, you are not notified.

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 ["Re-printing prescriptions" on page 37](#).

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


Steps

1. If your EMR is configured to not display interaction warnings as pop-up notifications, after you search for and select a medication to prescribe, at the top of the Medications and Allergies window, click **Interactions** . If interactions are found, the EMR opens the **Drug Interaction Warning(s)** 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 EMR opens the **Drug Interaction Warning(s)** window.




If no interactions are found, the message “No interactions found” appears.

2. 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 click Apply. ■ If you do not want to enter an override reason, close the Drug Interaction Warning(s) 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 Warning(s) window. 2. Above the Rx area, click Back . The EMR displays the Search Criteria area. You can now 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. In the left pane, in the Active Medications list, click the medication you want to discontinue. The EMR displays a dialog box with the following message: "This medication has not been saved. Close the current medication?" 3. Click Yes. 4. You can now discontinue the prescription for the interacting medication. See "Discontinuing medications" on page 51.
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)	<ol style="list-style-type: none"> 1. Close the Drug Interaction Warning(s) window. 2. In the left pane, in the Active Allergies list, click the allergy you want to refute. The EMR displays a dialog box with the following message: "This medication has not been saved. Close the current medication?" 3. Click Yes. 4. You can now refute the allergy. See "Refuting allergies and intolerances" on page 103.
Stop the prescription	<ol style="list-style-type: none"> 1. Close the Drug Interaction Warning(s) window. 2. Close the Medications and Allergies window. The EMR displays a dialog box with the following message: "This medication has not been saved. Close the current medication?" 3. Click Yes.

4. If you entered and applied an override reason, but want to add another reason:

- At the top of the Medications and Allergies window, click **Interactions** . The EMR opens the Drug Interaction Warning(s) window.
- In the **Override Reason (optional)** area, enter your reason, and then click **Apply**.
- Close the **Drug Interaction Warning(s)** window.

After the prescription is saved. The EMR displays any interaction warnings along with your override reason(s) in the **Current Medication** detail tab for the medication. See "Viewing patient medications" on page 47.

Rx Citalopram (Accel-Citalopram oral tablet) 20 mg
Generic Form citalopram

Current Medication

Dosage Range	Frequency	Duration	PRN	Start Date
1 TAB	QD	30 Day(s)	No	11-Apr-2017

Other Directions

Pharmacist Instructions

Drug Interaction Override History

- Moderate Drug Interaction Involving gabapentin (Neurontin)
- Moderate Drug Interaction Involving tinzaparin (Heparin Low Molecular)
- Moderate Drug Interaction Involving food

Reason for override:
Has previously used without issue

Details

<i>Prescribed QTY:</i> 30 TAB	<i>Substitution:</i> Allowed
<i>Refills:</i> 6	<i>Prescriber:</i> Test, Doctor, MD
<i>Route:</i> Oral	<i>Disp Interval:</i> N/A
<i>Drug Use:</i> Continuous	<i>Status:</i> Active
<i>Delivered:</i>	<i>Pharmacy:</i>
<i>Problem:</i> Depression	

History Details

Prescribed Date	Change Date	Medication	Reason	Initials
20-Jul-2017		Citalopram (Accel-Citalop...		DT

Re-printing prescriptions




View video tutorial:

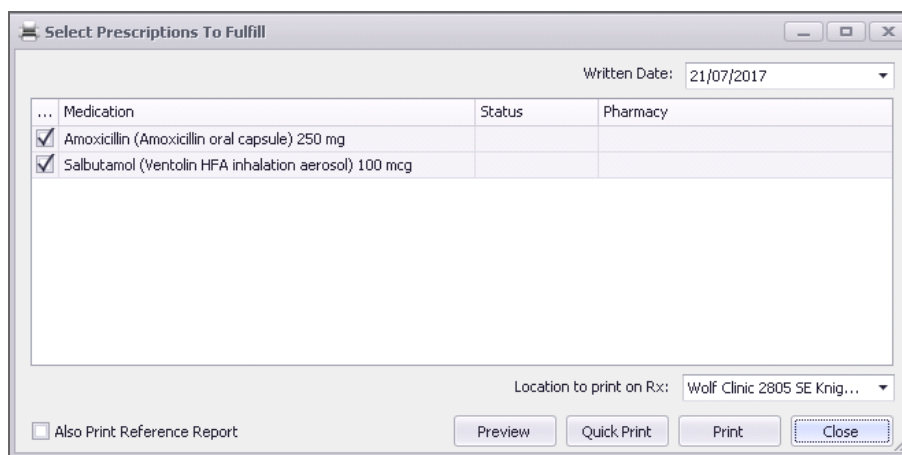
[Reprinting prescriptions](#)

If the video does not play, Click [here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

If a patient loses or forgets their prescription, you can re-print the original prescription at any time using the **Print All** option at the top of the **Medications and Allergies** window.

Steps


1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. Click **Print All** . The **Select Prescriptions to Fulfill** window opens.
3. At the top of the Window, in the **Date** field, enter the date that the original prescription was created, or to select a date from a calendar, click the down arrow. A list of medications prescribed on the selected date is displayed. If the prescriptions were printed, "Printed" is displayed in the **Status** column.



Medication	Status	Pharmacy
<input checked="" type="checkbox"/> Amoxicillin (Amoxicillin oral capsule) 250 mg		
<input checked="" type="checkbox"/> Salbutamol (Ventolin HFA inhalation aerosol) 100 mcg		



Tip: In the **Status** column, you can view at-a-glance if the listed prescriptions were printed.

4. To remove any medications from the prescription print-out, clear the check box beside the medication name.
5. If your clinic has more than one clinic location, in the **Location to print on Rx** list, select your current location.
6. To print a medication list for the patient's reference, select **Also Print Reference Report**. See ["Printing an Rx Reference Report \(medication summary list\)"](#) below.
7. If you want the patient's complete list of active medications to display on the prescription print-out, select the **Print Medications** check box (if it is not already selected), otherwise, clear this check box.
8. If you want to select a different pharmacy than specified in the individual prescriptions, select one in the **Pharmacy Override** list. If the pharmacy does not appear in the list, click the  icon to search for or add it.
9. Perform one of the following actions:
 - To view a PDF preview of the final prescription printout, click **Preview**.
 - To print the prescription from your default printer, click **Quick Print**.
 - To print the prescription from the printer of your choice, click **Print**.
 - To go back to the Medications and Allergies window without printing, click **Close**.

Printing an Rx Reference Report (medication summary list)

If you want to provide a patient with a list of the medications you are prescribing for a visit, or with a complete list of their active medications, from the **Medications and Allergies** window, you can print an Rx Reference Report. An Rx Reference Report contains a list of a patient's medications and active allergies and looks similar to a prescription, however, the text **Rx Reference Report, This is NOT a Prescription** displays in the letterhead of the report. Rx Reference Reports also contain less detail than actual prescriptions. For example, they do not include any instructions to the pharmacist.

Wolf Clinic 2805 SE Knight Court Morley, AB A7Y 3M9 Phone: (403) 531-9757 Fax: (403) 531-9752	Written Date: 20-Jul-2017 Rx Reference Report <i>This is NOT a Prescription.</i>
Janet Test 123 Test Street Bearspaw, AB Home: 111-1111 x11 Cell: (222) 222-2222	Birth Date: 05-May-1949 - Female PHN: 77777-7777

1) Citalopram (Accel-Citalopram oral tablet) 20 mg 1 TAB Once daily for 30 Days	Start On Date: 11-Apr-2017
2) Gabapentin (Apo-Gabapentin oral capsule) 300 mg 2 CAP Three times daily for 30 Days	Start On Date: 10-Apr-2017
3) Tinzaparin (Innohep 20,000 units/mL subcutaneous solution) 0.7 mL Once daily for 30 Days	Start On Date: 14-Mar-2017

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. Above the **Active Medications** list, select the **Multiple Rx Actions** check box.
3. In the **Active Medications** list, select the check box beside each of the medications you want to include in the report, or to select all active medications at once, select the **Active Prescriptions** check box.

Test, Janet

Active Medications Inactive Medications

Chronological

☒ Multiple Rx Actions

Drug	Dose	FQ	PRN
<input type="checkbox"/> Active Prescriptions (4)			
<input type="checkbox"/> Amoxicillin (Amoxicillin oral capsule) 250 mg	1 ...	QD	No Te
<input checked="" type="checkbox"/> Citalopram (Accel-Citalopram oral tablet) 20 mg	1 ...	QD	No Te
<input checked="" type="checkbox"/> Gabapentin (Apo-Gabapentin oral capsule) 300 mg	2 ...	TID	No Te
<input checked="" type="checkbox"/> Tinzaparin (Innohep 20,000 units/mL subcutaneous sol.	0.7 ...	QD	No Te

4. Click **Print Reference Report** . A preview of the report opens.

5. Click one of the following options:

- **Print**  : To print or fax the Rx Reference Report on a selected printer.
- **Quick Print**  : To print the Rx Reference Report on your default printer.

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.



Note: Favourites can include only one medication. You cannot create a favourite that includes multiple medications.

You can add a medication favourite using the following methods:


- As you are in the process of writing a prescription for a patient (see ["Adding favourites when prescribing medications" below](#))
- Based on a previously prescribed medication (see ["Adding favourites based on previously prescribed medications" on the next page](#))
- From scratch, before you prescribe the medication to a patient (see ["Adding favourites for medications that were not yet prescribed" on page 42](#))



Adding favourites when prescribing medications

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.

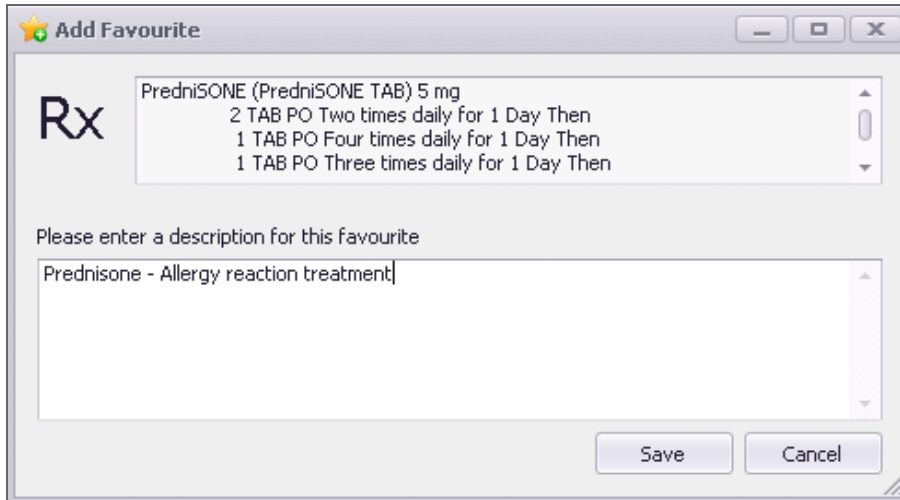
Steps

1. Create the prescription for a patient. See ["Creating basic prescriptions" on page 6](#).

- Before you print or save the prescription, at the top of the window, click **Add to Favourites** , and then select one of the following options:

- **My Favourites**  : To create a favourite for your use only.
- **Clinic Favourites**  : To create a favourite that can be used by any prescriber in the clinic.

The **Add Favourite** window opens.



- In the text area, enter a short description for the favourite.



Note: The description you enter can be searched when selecting a medication to prescribe. For example, if you include the word Diabetes in the description for a metformin favourite, when you search for a medication and you enter the word "Diabetes", the metformin favourite displays.

- Click **Save**. The medication is added to the favourites list.
- Continue on with the prescription.

Adding favourites based on previously prescribed medications

If a patient has been prescribed a medication, from the patient's **Medications and Allergies** window, you can save the prescription as a favourite.



Steps

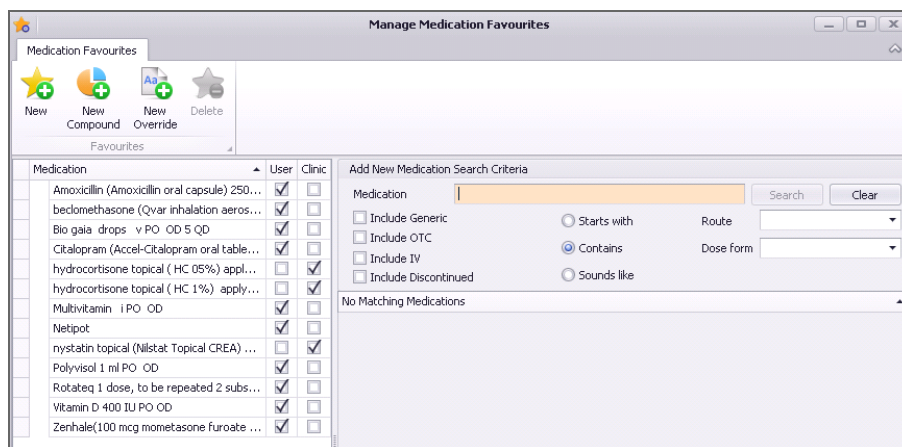
1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. In the **Active Medications** or **Inactive Medications** list, click the medication you want to add to your favourites. The medication's prescription directions display in the right pane.
3. Add the medication as a favourite. See step 2 to step 4 in "Adding favourites when prescribing medications" on page 40.

Adding favourites for medications that were not yet prescribed




If there are complex prescriptions you want available as favourites before you prescribe them, you can create the favourites from scratch from the Manage Medication Favourites window.

Steps

1. Open the **Medications and Allergies** window: On any window related to a patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. At the top of the window, click **Manage** . The **Manage Medication Favourites** window opens.
3. Click **New** . The medication **Search Criteria** area displays in the right pane.




4. Search for the medication you want, and then enter the prescription directions as if you are prescribing the medication:
 - For basic prescriptions, see "Creating basic prescriptions" on page 6.

- For compound prescriptions, click **New Compound** , and then enter the compound name and prescription directions. See "Prescribing compound medications" on page 20.
 - For PRN prescriptions, see "Prescribing PRN (take-as-needed) medications" on page 21.
 - For concurrent dose prescriptions, see "Creating concurrent dose prescriptions" on page 23.
 - For sequential dose prescriptions, see "Creating sequential dose prescriptions" on page 25.
 - For variable dose prescriptions, see "Creating variable dose prescriptions" on page 27.
 - For adjust-as-directed prescriptions, see "Creating adjust-as-directed prescriptions" on page 29.
 - For non-medication treatments, see "Prescribing medical devices and other non-medication treatments" on page 30.
5. In the **Notes** area, type a short description for the favourite.
 6. Click **Save** and then, in the list, select one of the following options:
 - **Save As My Favourite**  : To create a favourite for your use only.
 - **Save As Clinic Favourite**  : To create a favourite that can be used by any prescriber in the clinic.

Creating prescriptions using favourites

If you have user-specific or clinic-wide medication favourites created, when you prescribe a medication, a list of your favourites displays in the **Search Criteria** area. Compound medication favourites display as a separate list below other medication favourites. 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 **Medication** field.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient, (including a patient's medical summary or SOAP note), right-click and choose **Enter New Medication**. The **Medications and Allergies** window opens, with the medication **Search Criteria** area displayed.
2. If the **Medications and Allergies** window is already open, click **New Medication**  to display the **Search Criteria** area.

Your **Drug Favourites** and **Compound Favourites** are listed in the middle of the **Search Criteria** area.

Add New Medication Search Criteria

Medication

☐ Include Generic ☐ Starts with Route

☐ Include OTC ☒ Contains Dose form

☐ Include IV ☐ Sounds like

Drug Favourite	Dose and Frequency	Notes	Clinic
Amoxicillin (Amoxicillin oral ca...	1 CAP Once daily	Amox 250	<input type="checkbox"/>
beclomethasone (Qvar inhala...	Two times daily		<input type="checkbox"/>
Bio gaia drops v PO OD	Once daily		<input type="checkbox"/>
Citalopram (Accel-Citalopram ...	1 TAB Once daily	Citalopram depression	<input type="checkbox"/>

Compound Favourites	Dose and Frequency	Contents	Clinic
Skin cream for breast feeding, ...	1 APPLN Four times daily	Hydrocortisone cream 1% / equ...	<input type="checkbox"/>

No Matching Medications

3. In **Search Criteria** area, in the **Medication** field, enter part or all of the favourite medication name or description. The EMR filters both your **Drug Favourites** and **Compound Favourites** lists to display only medications that match your search term.
4. Double-click the favourite you want. The EMR displays the **Prescription SIG Directions** area, with information pre-populated.
5. Modify the prescription directions as needed. See [step 11](#) in "Creating basic prescriptions" on [page 6](#).
6. Print or save the prescription. See [step 13](#) in "Creating basic prescriptions" on [page 6](#).

Managing your medication favourites

If you created a medication favourite you can modify the favourite's prescription directions, or remove the favourite from your favourites list.

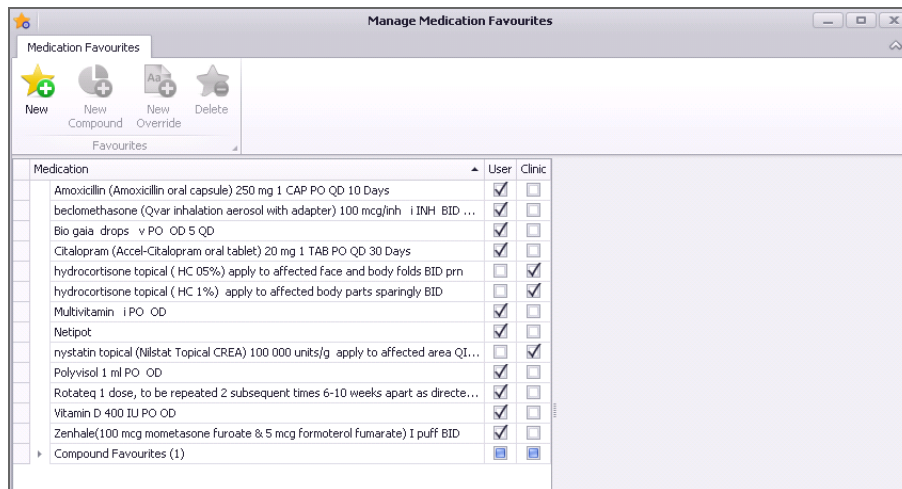



Note: Only users with administrator authority can remove or modify clinic-wide medication favourites.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.

- At the top of the window, click **Manage** . The **Manage Medication Favourites** window, opens and displays a complete list of your favourites and the clinic's favourites. Favourites for compound medications are listed under **Compound Favourites**.




- Click the favourite you want to edit or remove. The EMR displays the favourite's prescription directions on the right.
- To edit the favourite's prescription directions, edit the information as needed, and then click **Save**.
- To change the favourite from a user favourite to a clinic favourite and vice versa, in the right pane click **Save** and then, in the list, choose to either **Save As My Favourite** or **Save As Clinic Favourite**.
- To remove the favourite from your list, click **Delete** .
- When you are done, close the Manage Medication Favourites window.

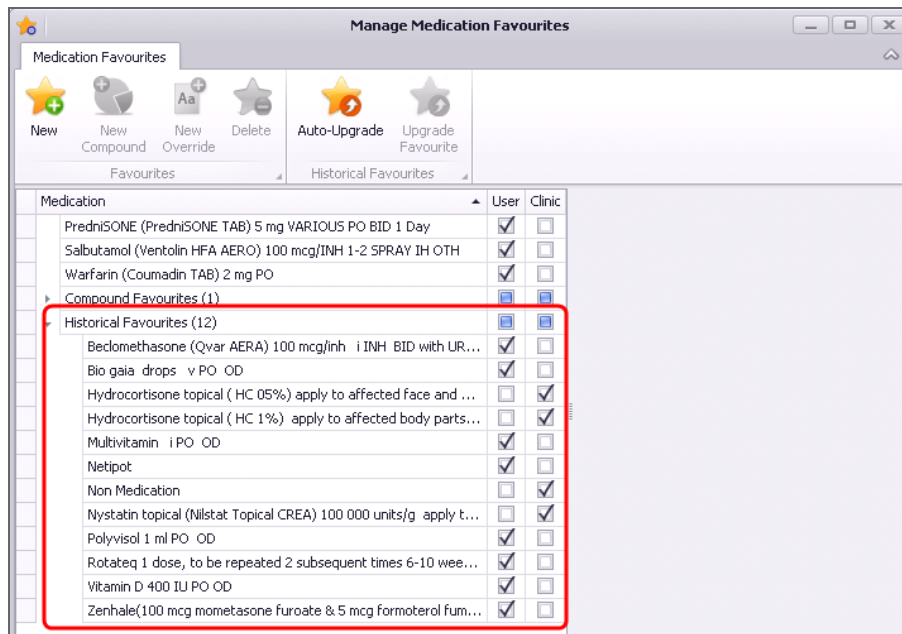
Upgrading favourites added using the old Wolf EMR prescriber





When your clinic is first upgraded to the new Wolf EMR prescriber, you may notice that you can no longer use some of the prescription favourites you created in the old prescriber. Don't worry, your favourites have not been lost. You can manually upgrade these favourites so they can be used in the new prescriber.

Steps

- Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.

- At the top of the window, click **Manage** . The Manage Medication Favourites window opens and displays a list of your favourites and the clinic's favourites.
- To view any unrecognized favourites that were created using the old prescriber, in the list of favourites, expand **Historical Favourites**.



- To delete any unwanted old favourites, click the favourite, and then click **Delete** .
- Perform one of the following actions:
 - To convert only one historical favourite (for example, if you want to upgrade only your personal favourites and not the clinic-wide favourites), click the favourite, and then click **Upgrade Favourite** .
 - To convert all historical favourites at once, click **Auto-Upgrade** . The EMR converts most historical favourites to a form that can be used in the new prescriber. If some of your favourites cannot be auto-upgraded, they remain in the Historical Favourites list. You can upgrade these favourites one-at-a-time by clicking **Upgrade Favourite** .
- If a favourite you are upgrading is for a medication that is no longer available on the market or for a medication that is not recognized, the EMR displays a dialog box with the following prompt: "Drug is Inactive do you wish to discontinue Favourite?". Perform one of the following actions:
 - To change the medication used for the favourite, click **Yes**. The medication **Search Criteria** area displays. You can now search for and select a medication for the favourite.
 - To keep the favourite as-is with the inactive medication, click **No**.

7. To modify an upgraded favourite (for example, if you want to add instructions, or modify dosage details):
 - a) In the list of **Medication** favourites, click the upgraded favourite. The medication favourite's **Prescription SIG Directions** displays in the right pane.
 - b) Modify the prescription directions as needed.
 - c) Click **Save** and then, in the list, select one of the following options:
 - **Save As My Favourite:** To save the favourite as a personal favourite that only you can use.
 - **Save As Clinic Favourite:** To save the favourite as a clinic-wide favourite that any prescriber can use.
8. When you are done, close the window.

Viewing patient medications

When you create or modify a prescription for a patient, in the **Medications and Allergies** window, you can view at-a-glance the patient's current (active) and previous (inactive) medications. For each medication, you can view:

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

You can also view any recorded allergies for the patient (see "[Viewing patient allergies and intolerances](#)" on page 93).

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**. The **Medications and Allergies** window opens with the patient's active medications displayed in the left pane.

Test, Janet - Medications and Allergies

Home | New Medication | New Compound | New Override | Add to Favourites | Manage | Interactions | Print All | New Drug Allergy | New Non Drug Allergy | No Known Allergies

Test, Janet Born 05-May-1949 Sex F PHN 77777777 Status

Active Medications | Inactive Medications

Chronological | Multiple Rx Actions

Drug	Dose	FQ
Amoxicillin (Amoxicillin oral capsule) 250 mg	1 ...	QD
Citalopram (Accel-Citalopram oral tablet) 20 mg	1 ...	QD
Gabapentin (Apo-Gabapentin oral capsule) 300 mg	2 ...	TID
Tinzaparin (Innohep 20,000 units/mL subcutaneous solution)	0....	QD

Active Allergies (1) | Inactive Allergies (0) | Group by Category

Allergen	Category	Severity
Pollen	NDA	Mild

If a listed medication is crossed out, this indicates that the medication was discontinued and is no longer available on the market.

Salbutamol (Ventolin HFA AERO) 100 mcg/INH	1-...	OTH	Yes	S,
Warfarin (Coumadin TAB) 2 mg	Ta...			S,
Adefovir (Hepsera TAB) 10 mg	wn...			S,
Topiramate (Topamax)	2	BID	No	S,
Melatonin (NA)		QHS	No	S,
PEG 3350 7.5		QD	No	S,

- By default, medications are displayed in chronological order, to re-sort the list, perform one of the following actions:
 - To sort the list by the contents of a column, click the column header. For example, to sort the list by medication name, click the **Drug** column header.
 - To group the medications by category (Continuous, Short Term, and External), above the list, in the list, select **Categorical**.

Users with administrator authority in Wolf EMR can change the clinic's default view from Chronological to Categorical and vice versa. See ["Modifying prescription window defaults"](#) on page 81.

- To view historic medications that the patient is no longer taking, click the **Inactive Medications** tab. To go back to viewing the patient's active medications, click the **Active Medications** tab.

**Note:**

Medications that display on the **Active Medications** list include:

- Medications that the patient is estimated to be currently or recently taking. (Based on prescription directions.)
- Continuous medications that were not discontinued (even if the medication is completed)

4. To view more medication list columns, click and drag the right border of the medication list pane, or click and drag the pane's horizontal scroll bar.
5. To view detailed information about a medication and its prescription history:
 - a) In the patient's **Active Medications** or **Inactive Medications** list, click the medication. In the right pane, the medication's current prescription directions are displayed.

Rx Escitalopram (Cipralex oral tablet) 20 mg
 Generic Form escitalopram

Current Medication

Dosage Range	Frequency	Duration	PRN	Start Date	End Date
1 TAB	OD	30 Day(s)	No	21-May-2018	20-Jun-2018

Other Directions

Pharmacist Instructions

Details

Prescribed QTY: 30 TAB	Substitution: Allowed
Refills: 0	Prescriber: Akin, Javier R.
Route: Oral	Disp Interval: N/A
Drug Use: Continuous	Status: Active
Delivered:	Pharmacy:
Problem:	

History Details

Medication History **Refill History**

Next Refill	Last Refill	Written ...	Duration	Quantity	Repeats	Ph Call	Refill Status	Initials	Notes
▶ 20-Jun-2...	21-May-...	21-May-...	30 Days	30 TAB	0	No	Okayed	JRA	

The current prescription dosage, frequency and duration information is located at the top of the **Current Medication** tab. Information regarding the prescription's print or delivery status, pharmacy, and more, is located in the **Details** area.

If there was an interaction warning for the prescription, and the prescriber entered an override reason for the warning, an additional section displays. You can expand this section to view the interaction warning(s) and the override reason.

- b) To view any collapsed areas (for example, the **Other Directions** area), click **Show Extra Details** .

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




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

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

Accessing the change log for patient medications

If you want to see a history of changes made to one of a patient's medications, you can view the medication log. The log includes information such as who has made changes, what changes were made, and when the changes were made.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. In the **Active Medications** or **Inactive Medications** list, click the medication you want to view a history for.
3. Click **Log** .

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 inactive medication). From the Active Medications (and in some cases Inactive Medications) list, you can:

- Discontinue medications (see "[Discontinuing medications](#)" on the next page)
- Record adverse reactions to medications (see "[Discontinuing medications due to adverse reactions](#)" on page 53)
- Edit prescription directions (see "[Editing prescription dosage directions](#)" on page 55)
- Link a medication to a problem (see "[Linking medications to problems](#)" on page 57)

- Refill prescriptions (see "Refilling prescriptions" on page 59)
- Delete medications (see "Deleting medications" on page 58)

Discontinuing medications



View video tutorial:

[Discontinuing prescriptions](#)

If the video does not play, [Click here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.


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 have the choice to print a discontinuation report, which can be sent to the pharmacy.



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

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note, and the medical summary), right-click and choose **View Medication List**.
2. Perform one of the following actions:
 - To discontinue only one medication, in the **Active Medications** list, click the medication you want to discontinue, and then click **Discontinue** . In the right pane, the EMR displays the **Discontinue Prescription** area.

Rx Acetaminophen/caffeine/codeine (Tylenol No 3 300 mg-15 mg-30 mg TAB)
 Generic Form acetaminophen/caffeine/codeine

Print Quick Print Save Save and New Cancel

Discontinue Prescription

* Reason Rx no longer required

Comments

* Effective Date 18-Aug-2016

Details

Rx Start	09-Aug-2016	Status	Active
Prescriber	S, Janna (MD PhD FRCPC)		

- To discontinue several medications at once:

a) Above the Active Medications list, select the **Multiple Rx Actions** check box and then, in the **Active Medications** list, select the check boxes beside the medications you want to discontinue.

b) Click **Discontinue** . In the right pane, the **Discontinue Prescription** area displays.

Print Quick Print Save Save and New Cancel

Discontinue the following prescriptions:

Amoxicillin (Novamoxin TC) 250 mg

Acetaminophen/caffeine/codeine (Tylenol No 3 300 mg-15 mg-30 mg TAB)

Melatonin (NA)

To modify the list , reselect prescriptions and press Discontinue.

Details

* Reason Rx no longer required





Comments

* Effective Date 18-Aug-2016

3. In the **Reason** list, select your reason for discontinuing the medication. If none of the options are appropriate, select **Other** and then, in the **Comments** field, enter your reason.



Tip: The **Reason** defaults to **Rx no longer required**. You can modify the default reason if required. See "[Modifying prescription window defaults](#)" on page 81.


4. To add additional notes regarding your reason for discontinuing the medication, in the **Comments** area, enter your notes.
5. To change the discontinue date (for example, if you want the medication to be discontinued next week), in the **Effective Date** field, enter a date, or click the down arrow to select a date from a calendar.
6. Perform one of the following actions:
 - To discontinue the selected medication(s), click **Save** .
 - To discontinue the selected medication(s) and prescribe or record another medication, click **Save and New** .
 - To discontinue the selected medication(s), and print a discontinuation report from the printer of your choice, click **Print** .
 - To discontinue the selected medication(s), and print a discontinuation report from your default printer, click **Quick Print** .

In most cases the EMR removes the prescription(s) from the **Active Medications** list and displays the medication in the **Inactive Medications** list.

Discontinuing medications due to adverse reactions

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

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. In the **Active Medications** list, click the medication you want to discontinue, and then click **Discontinue** . In the right pane, the EMR displays the **Discontinue Prescription** area.
3. In the **Reason** list, select **Allergy**.

Rx Amoxicillin (Novamoxin CAP) 250 mg
Generic Form amoxicillin

Print Quick Print Save Save and New Cancel

Discontinue Prescription


* Reason **Allergy**

Comments

* Effective Date 24-Aug-2016

Details

Rx Start	24-Aug-2016	Status	Active
Prescriber	S, Janna (MD PhD FRCPC)		

- Optionally, in the **Comments** area, enter any additional reasons why you are discontinuing the medication. You do not have to enter any details about the allergic reaction, as you will soon be provided another entry window to record this information.
- Click **Save** . The **Add Drug Allergy** area displays, with the medication already selected as the allergen.

Add Drug Allergy

Amoxicillin (Novamoxin CAP) 250 mg

Type

☐ Intolerance ☒ Allergy * Reaction Type

Details

Reaction Date * Status

* Reported Date 8/24/2016 * Severity

Comments

Save Cancel

- Using the following table, record the allergy details.

Field	Description
Intolerance	Select if the reaction is due to an intolerance.
Allergy	Select if the reaction is due to an allergy.
Reaction Type	In the list, select the type of reaction the patient experienced. If none of the options are appropriate, select Other and then, in the Comments field, enter the reaction type.
Reaction Date	Optionally, enter the date the reaction took place. Tip: You can enter partial dates. For example, you can enter “Jan 2015”
Status	In the Status 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.
Reported Date	The Reported Date defaults to today. If the patient reported the reaction prior to today, enter the reported date. Use the format DD-MM-YYYY or, or to select a date from a calendar, click the down arrow.
Severity	In the Severity listed, select the level of severity the reaction was.
Comments	Enter any additional notes about the reaction. If in the Reaction Type list, you selected Other , enter the reaction type here.

7. Click **Save**. The EMR adds the allergy or intolerance to the patient's **Active Allergies** list.

Editing prescription dosage directions



View video tutorial:


[Editing prescriptions and medications](#)

If the video does not play, Click [here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

If you instruct a patient to change their medication dose, but the patient still has a supply of the medication, using the EMR's prescription change dosage feature, you can quickly document the dosage change without refilling the medication. You can modify dosage directions for an active medication, as long as it was not recorded as an external prescription, was not recorded as an information Rx, or was not prescribed using the old Wolf EMR prescriber.

When you modify dosage details using the change dosage feature, the medication's dosage changes are documented in the medication's **History Details** area, in the **Medication History** tab. See "Viewing patient medications" on page 47.


Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. In the **Active Medications** list, click the medication you want to edit, and then click **Change Dosage** . The prescription opens in the **Edit** area, with the **Dosing**, **Frequency**, **pm**, and **Other Directions** fields available for editing.

Edit

Print Quick Print Save Save and New

Rx Gabapentin (Apo-Gabapentin oral capsule) 300 mg
1 CAP PO Three times daily for 30 Days

Pharmacy Please indicate pharmacy of choice  ☒ Print Medications

Location Wolf Clinic 2805 SE Knight...

Prescription SIG Directions

Strength 300 mg

Simple ☐ Anticoagulant ☒ Continuous ☐ Short Term

Dosing 1 to CAP Route PO Frequency TID ☐ prn Duration 30 Day(s)

Problem

Other Directions

Refill Details

Dispense Quantity 180 CAP Refills 6

Pharmacist Instructions Dosage Change Only, DO NOT FILL.

Start Date 10-Apr-2017 Max Disp Qty CAP

Prescriber Test, Doctor, MD Interval Week(s)

☒ Allow Substitutions

History Details

Medication History Refill History

Prescribed Date	Change Date	Medication	Reason	Initials
20-Jul-2017		Gabapentin (Apo-Gabape...		DT






Note: The **Pharmacist Instructions** field defaults to “Dosage Change Only, DO NOT FILL.” This is because the edit feature is designed only to note changes to a patient’s dosage information, not to refill a prescription.



Note: If the field you want to edit is greyed-out, or if you want the edited prescription to be filled, you must refill the prescription instead. See ["Refilling prescriptions" on page 59](#).

3. Modify the prescription dose and direction information as needed.

4. Perform one of the following actions:

- To save the edited prescription without printing it, click **Save** .
- To save the edited prescription and prescribe another medication, click **Save and New** . If the next medication you are adding has previously been prescribed to the patient, you can refill the prescription. See ["Refilling prescriptions" on page 59](#).
- To save the edited prescription and print it from the printer of your choice, click **Print** .
- To save the edited prescription and print it from your default printer, click **Quick Print** .



Note: The printed prescription contains the following note beside **Instructions to Pharmacist**: “Dosage Change Only, DO NOT FILL”.

Linking medications to problems

If a patient is taking a medication to treat a specific medical problem, from the **Medications and Allergies** window, you can link the medication to the problem. You can link medications only to problems that are already recorded in the patient’s problem list. If a medication is linked to the wrong problem, you can also modify what problem the medication is linked to.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.

2. In the patient's **Active Medications** or **Inactive Medications** list, click the medication you want to link to a problem.
3. At the top of the window, click **Link Problem** . The **Link Medication to Problem** area displays in the right pane.
4. In the **Problem List**, select the problem you want to link the medication to.

Rx Citalopram (Accel-Citalopram oral tablet) 20 mg
Generic Form citalopram

Save Save and New Cancel

Link Medication to Problem

Problem List: Depression


Problem	Active
Brain Cancer - Glioblastoma	Yes
Depression	Yes
Pulmonary Embolism (PE)	Yes

5. Click **Save**.

Deleting medications

If a prescription is created or a medication is recorded for a patient in error (for example, you create a prescription in the wrong patient's record), you can completely delete the medication from the patient's list of active medications or inactive medications.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. In the patient's **Active Medications** or **Inactive Medications** list, click the medication you want to delete.
3. At the top of the window, click **Delete** . The EMR displays a dialog box with the following prompt: "Are you sure you want to delete prescription?"



Note: If the **Delete** option is unavailable (greyed-out), this means that the selected medication cannot be deleted. Discontinue the medication instead. See "Discontinuing medications" on page 51

4. Click **Yes**. The EMR permanently deletes the medication and its prescription history from the patient's list of medications. If the medication was on the **Active Medications** list, the EMR removes the medication without adding it to the **Inactive Medications** list.

Refilling prescriptions



View video tutorial:
[Refilling prescriptions](#)

If the video does not play, Click [here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

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

You can refill a prescription for a single-medication or for multiple medications at once. If you refill prescriptions for multiple medications at once, you cannot modify the prescriptions' details before the prescriptions are printed (see "Refilling multiple prescriptions at once" on page 62). 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 or editing a single prescription" below).



Note: If a prescription was not properly migrated from the old Wolf EMR prescriber, you cannot refill this prescription. Instead, you are prompted to discontinue the prescription and to create a new prescription.

Refilling or editing a single prescription


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.



Best practice: Avoid refilling prescriptions that are no longer available on the market (crossed-out). Instead, discontinue the medication, and then create a new prescription for an available medication.

For prescription refills, the last selected pharmacy for that prescription is selected by default. If you change the pharmacy, it remains as the default one for the remainder of the prescription session (until you close the prescription window).

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. In the patient's list of **Active Medications** or **Inactive Medications**, click the medication you want to refill. The medication's prescription directions display on the right side of the window.
3. Click **Fill/Edit** . The prescription detail fields on the right side of the window become editable.

Refill

Print Quick Print Save Save and New

Rx Citalopram (Accel-Citalopram oral tablet) 20 mg
1 TAB PO Once daily for 30 Days

Pharmacy Please indicate pharmacy of choice ☐ Print Medications

Location Wolf Clinic 2805 SE Knight...

Prescription SIG Directions

Strength 20 mg

Simple ☐ Anticoagulant ☒ Continuous ☐ Short Term

Dosing 1 to TAB Route PO Frequency QD Duration 30 Day(s)

Problem Depression

Other Directions

Refill Details

Pharmacist Instructions

Dispense Quantity 30 TAB Refills 6

Start Date 24-Jul-2017 Max Disp Qty TAB

Prescriber Test, Doctor, MD Interval Week(s)

☒ Allow Substitutions

History Details


Medication History Refill History

Prescribed Date	Change Date	Medication	Reason	Initials
20-Jul-2017		Citalopram (Accel-Citalop...		DT

- To view the patient's history of prescriptions, prescription edits, and discontinuations for this medication, at the bottom of the window, click the **Medication History** tab.
- To view the patient's refill history for this medication, click the **Refill History** tab.
- If you want the patient's complete list of active medications to display on the prescription print-out, select the **Print Medications** check box (if it is not already selected), otherwise, clear this check box.
- To modify the medication strength, or the prescription's directions, in the **Prescription SIG Directions** area, modify the information as needed. See [step 11](#) in "Creating basic prescriptions" on page 6.



Tip: If you are refilling a Variable Rx, Sequential Rx, or Concurrent Rx, you can also add or delete dosage lines at this point.

8. In the **Dispense Quantity** field, enter a quantity, or to calculate the quantity based on the dose, frequency, and duration details, click .
9. Print or save the prescription. See [step 13](#) in "Creating basic prescriptions" on page 6.

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 "bubble pack"), you can select which medications you want to refill, and then refill all selected medications in one click. When you refill multiple prescriptions at once, you:

- Can refill only medications listed in the patient's **Active 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 **Inactive 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 or editing a single prescription"](#) on page 59.



Best practice: Avoid refilling prescriptions that are no longer available on the market (crossed-out). Instead, discontinue the medication, and then create a new prescription for an available medication.

For prescription refills, the last selected pharmacy for that prescription is selected by default. If you change the pharmacy, it remains as the default one for the remainder of the prescription session (until you close the prescription window).

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. Above the **Active Medications** list, select the **Multiple Rx Actions** check box.
3. Select the check box beside each medication you want to refill, or to:
 - Select all displayed medications, select the **Active Prescriptions** check box.

- Select all continuous or all short term prescriptions, in the list, select **Categorical**, and then select the **Continuous** or **Short Term** check box.


Test, Janet

Active Medications | Inactive Medications

Categorical

☒ Multiple Rx Actions

Drug	Dose	FQ	PRN
Active Prescriptions (5)			
Continuous (3)			
<input checked="" type="checkbox"/> Citalopram (Accel-Citalopram oral tablet) 20	1 ...	QD	No
<input checked="" type="checkbox"/> Gabapentin (Apo-Gabapentin oral capsule) 300 mg	2 ...	TID	No
<input checked="" type="checkbox"/> Tinzaparin (Innohep 20,000 units/mL subcutaneous	0...	QD	No
Short Term (2)			
<input type="checkbox"/> Amoxicillin (Amoxicillin oral capsule) 250 mg	1 ...	QD	No
<input type="checkbox"/> Physiotherapy	Po...		Te
External (0)			

4. Click **Fill** . The **Multiple Rx Refill** area opens in the right side of the window, with a list of the medications you are refilling.

Multiple Rx Refill

Print | Quick Print | Save | Save and New | Cancel

Refill the following prescriptions ☒ Print Medications


Citalopram (Accel-Citalopram oral tablet) 20 mg
 Gabapentin (Apo-Gabapentin oral capsule) 300 mg
 Tinzaparin (Innohep 20,000 units/mL subcutaneous solution)

To modify list, reselect prescriptions and press Refill again. Please note that all existing Refills will be cancelled.

Refill

Duration of Therapy 90 Day(s) *Applies to All Simple Rx's.*
 Number of Additional Refills 3 *Applies to any Rx Type that is not set to PRN.*

Prescriber Test, Doctor, MD
 Pharmacy Please indicate pharmacy of choice
 Location Wolf Clinic 2805 SE Knight...

5. If at this point you decide to modify what medications you want to refill, in the **Active Medications** list, select or clear the check boxes beside medications you want to add or remove, and then click **Fill** . When prompted "These medications have not been saved. Close the current medications?", click **Yes**.
6. If you want the patient's complete list of active medications to display on the prescription print-out, select the **Print Medications** check box (if it is not already selected), otherwise, clear this check box.
7. In the **Refill** area, in the **Duration of Therapy** field, enter the number of days the patient is to take all listed medications.
8. In the **Number of Additional Refills** field, enter the number of refills for all listed medications.

**Note:**

- You cannot enter a unique **Duration of Therapy** and **Number of Additional Refills** for each continuous medication. If you want to enter unique values, you must refill each medication separately. See ["Refilling or editing a single prescription" on page 59](#).
- If you have included short term prescriptions in the multi-prescription refill, the **Duration of Therapy** and **Number of Additional Refills** are not applied to the short term medications. Instead, short term medications use the duration and refill information from the original prescription.
- **Duration of Therapy** does not apply to Concurrent, Sequential, and Adjust as Directed, and PRN prescriptions.



Tip: The **Duration of Therapy** defaults to **90**, and the **Number of Additional Refills** defaults to **0**. If you are a user with administrator authority in Wolf EMR, you can change your clinic's default settings if needed. Default settings are applied to all clinic users, you cannot have unique settings for each user. See ["Modifying defaults for specific medications" on page 84](#).

9. If your clinic has multiple clinic locations, in the **Location** list, select the location you are working out of.
10. Print or save the prescription. See [step 13 in "Creating basic prescriptions" on page 6](#).

Queued prescriptions and refill requests

Residents, nurses, medical office assistants (MOA), or other staff members who aid providers in creating prescriptions or who manage refill requests from pharmacies can “queue” prescriptions for providers — that is, create and submit prescriptions to providers for review. When you queue prescriptions, you create and refill prescriptions similar to how a provider does. When you finish the prescription, the prescription is added to the provider’s queued prescriptions list, where the provider can view, modify, and approve (or deny) the prescription.

Providers who are too busy to manually enter a patient’s prescription(s) can instruct a resident, or other clinical staff member to enter the prescription(s) on their behalf, in advance of or during a patient visit. Providers can then review the prescription, make modifications as necessary, and then print it.

Using queued prescriptions:

- Nurses and other clinical staff members can create queued prescriptions for providers (see ["Queueing prescriptions for providers" below](#))
- Nurses and other clinical staff members can manage queued prescriptions (see ["Managing queued prescriptions - queuer workflow" on page 73](#))
- Providers can receive and respond to queued prescriptions (see ["Processing queued prescriptions and refill requests - provider workflow" on page 68](#))

You create and manage queued prescriptions from your WorkDesk.



Note: If you use the provider WorkDesk, but you queue prescriptions for other providers without creating prescriptions from yourself (for example, if you are a resident), a user with administrator authority in Wolf EMR must enable you to queue prescriptions. See ["Configuring prescription queueing" on page 89](#). By default, all users who use the front-end staff WorkDesk can queue prescriptions for providers.

Queueing prescriptions for providers

When you queue a prescription, you create or refill a prescription using the same method a provider does. When you finish the prescription, the provider is notified and they can then choose to approve, modify or reject the queued prescription. You can track and manage prescriptions that are approved or rejected from your workdesk (see ["Managing queued prescriptions - queuer workflow" on page 73](#)).


When a patient has a prescription that is pending within a provider's queue, a **Pending Rxs**  indicator appears in the patient header within the patient's medical summary, SOAP notes,

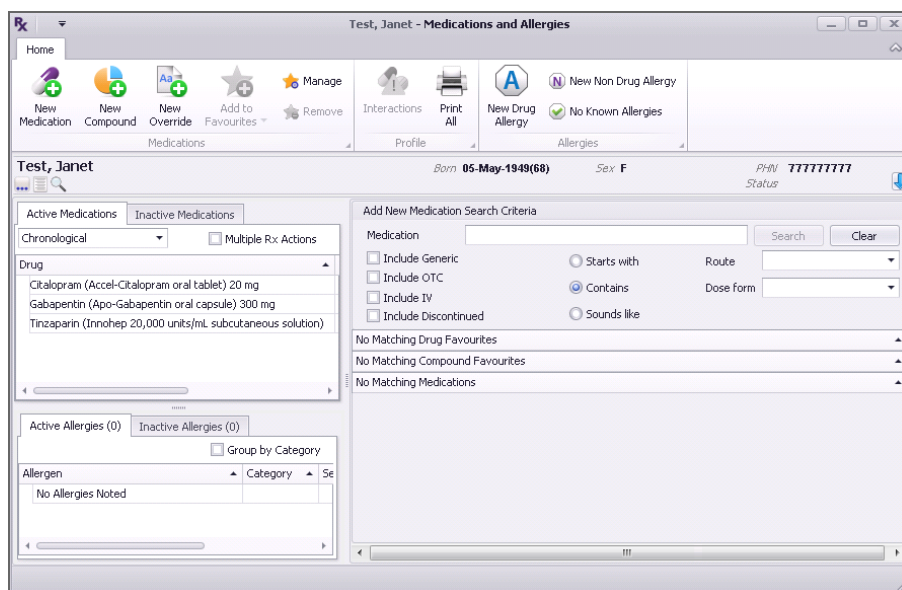
appointments, and in the prenatal CPX. While in the patient's chart, providers can double-click the icon to view the prescriptions pending review and take appropriate action.


If administrators granted front-end staff users the permission (**Configuration > View > Employees > Prescribe as Provider** check box), you can save and print prescription on behalf of providers.

Steps


1. If you have the patient's chart open (including the vitals entry window or the medical summary window), right-click and then, in the SMART menu, choose **Enter New Medication**.
2. If you do not have the patient's chart open, and you use the front-end staff WorkDesk:
 - a) On the WorkDesk, in the **Data Entry** area, click **Refill Request**. The **Patient Search** window opens.
 - b) Search for and select the patient.


The **Medications and Allergies** window opens, with the **Search Criteria** area displayed. If the **Search Criteria** area is not displayed, at the top of the window, click **New Medication** .



3. If you are queuing a prescription for a medication that the patient has never been prescribed, search for and select a medication to prescribe. See [step 3 to step 2 in "Creating basic prescriptions" on page 6](#).
4. If you are prescribing a compound medication, click **New Compound** , and then enter the compound ingredients and compound name. See ["Prescribing compound medications" on page 20](#).




Tip: If at this point you decide to queue a prescription for a different medication, on the top right of the **Rx** area, click **Back** . The medication **Search Criteria** area displays again. You can now search for a new medication to prescribe.

5. If you are queuing a prescription for a medication that the patient has previously been prescribed, refill the prescription: In the **Active Medications** or **Inactive Medications** list, click the medication you want to refill, and then click **Fill/Edit** . The EMR displays editable prescription detail fields on the right side of the window. For detailed information on how to refill prescriptions, see ["Refilling prescriptions" on page 59](#).
6. In the **Prescriber** list, select the provider you are queueing a prescription for.



Note: If the provider you want is not available in the list, the provider must be enabled to receive queued prescriptions. See ["Configuring prescription queueing" on page 89](#).

7. In the **Pharmacy** list, select the patient's pharmacy, or if you do not want to select a pharmacy, choose **<<None>>**.
8. If the pharmacy you want is not in the **Pharmacy** list, or if a pharmacy's information is incorrect, you can add or modify pharmacies:
 - a) Beside the **Pharmacy** list, click . The **Pharmacy Address Book** opens.
 - b) Add or modify pharmacies as needed.
9. If your clinic has more than one location, in the **Location to print on Rx** list, select your current location.
10. In the **Prescription SIG Directions**, and **Refill Details** area, enter or modify information for the prescription:
 - For basic prescriptions, see [step 11 in "Creating basic prescriptions" on page 6](#).
 - For a compound prescriptions, see ["Prescribing compound medications" on page 20](#).
 - For PRN prescriptions, see ["Prescribing PRN \(take-as-needed\) medications" on page 21](#).
 - For concurrent dose prescriptions, see ["Creating concurrent dose prescriptions" on page 23](#).
 - For sequential dose prescriptions, see ["Creating sequential dose prescriptions" on page 25](#).
 - For variable dose prescriptions, see ["Creating variable dose prescriptions" on page 27](#).

- For adjust-as-directed prescriptions, see ["Creating adjust-as-directed prescriptions"](#) on page 29.
- For non-medication treatments, see ["Prescribing medical devices and other non-medication treatments"](#) on page 30.

11. To print or save the prescription (only if you have the permission), select the **Act as Provider** check box and select the provider with whom you are working. The patient's primary provider is selected by default. Once selected, the print actions are available instead of only the **Queue** action. The provider's name is printed on the prescription. These actions are recorded in the system audit log.

12. Click **Queue** . The EMR adds the prescription to your **Prescriptions Pending Review** list.

Processing queued prescriptions and refill requests - provider workflow

This information applies to providers. If you are front-end staff, see ["Managing queued prescriptions - queuer workflow"](#) on page 73.

If another EMR user queues a prescription for you, you are notified on your WorkDesk. You can view, edit, approve, and deny queued prescriptions. You can also create a To Come In task for a patient with a queued prescription before you approve the request.

If you are covering for another provider, you can manage queued prescriptions for that provider, as long as you have signed-out their Workdesk.



Tip: If patient has a prescription that is pending within a provider's queue, a **Pending Rx** indicator appears in the patient header within the medical summary, SOAP notes, appointments, and in the prenatal CPX. Within the **Medications and Allergies** window, pending medications appear in their own tab. Double-click the icon (or click the tab) to view the prescriptions pending review and take appropriate action.

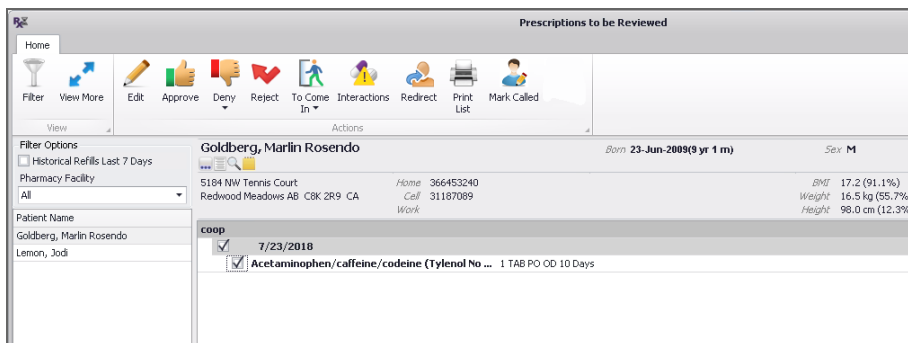


Note: You can view and respond to queued prescriptions only if your WorkDesk is configured to display Prescriptions Pending Review. See ["Configuring prescription queueing"](#) on page 89.

Steps

1. On your WorkDesk, in the **Tasks** tab > **Refill Requests** area, click **# Prescriptions Pending Review**, where # indicates the number of requests waiting for your review.

The **Prescriptions to be Reviewed** window opens and shows a list of patients in alphabetical order, with un-reviewed queued prescriptions or renewal requests in the left pane and a list of the patient's queued prescriptions on the right.



- In the left panel, under **Patient Name**, click a patient. The patient's queued prescriptions appear on the right pane.

For refill requests initiated by front-end staff:


- The first line indicates the status of the queued medication (see list of icons below), date of the request, and the provider's name and clinic location (if using multiple locations).
- The second line indicates the medication details.



Status icon	Description
no icon	Pending; no action was yet taken
	Approved
	Denied
	Patient must come in
	Recalled

















Tip: To see more information about the requests, such as queue notes, quantity, refills, last prescribed date, and indication, click **View More**

- To filter the list of patients according to the pharmacy that is requesting a refill or by location if you have multiple Wolf EMR locations, choose an option in the **Filter Options**.
- To view all queued prescriptions managed in the within the last 7 days, select the **Historical Refills Last 7 Days** check box.
- If your EMR is configured to not display interaction warnings as pop-up notifications, you can check for interaction warnings:

- a) Select a queued prescription and click **Interactions** . The prescription opens in the **Medications and Allergies** window. If any interactions are identified, the EMR also opens the **Drug Interaction Warning(s)** window. If no interactions are identified, the message “No drug hazards found” appears.
 - b) You can now manage any interaction warnings.
6. Select one or more queued prescription(s) to manage and perform one of the following actions:

To do this...	Do this...
Approve a prescription without modifications	<ol style="list-style-type: none">1. Click Approve .2. If the request was initiated by your staff, no further action is required. The EMR removes the prescription from your queued prescription list and notifies the queuing nurse or MOA that the queued prescription is Approved. The nurse/MOA can now print and fax the prescription report or call the pharmacy. <div> Tip: To both approve and print the prescription, click Print Rx.</div> <p>The prescription(s) appear(s) in the patient's list of active medications.</p>

To do this...	Do this...
Edit a queued prescription or to print the prescription	<ol style="list-style-type: none"> Click Edit . The EMR opens the prescription in the Medications and Allergies window. Modify the prescription as needed. <div data-bbox="574 436 1474 653" style="border: 1px solid green; padding: 10px; margin: 10px 0;">  Tip:  </div> <ol style="list-style-type: none"> Perform one of the following actions: <ul style="list-style-type: none"> To save the edited prescription, and notify your front-end staff that the prescription is edited and approved, click Save . The EMR marks the edited prescription as Approved, notifies the front-end staff, and removes the prescription from your queued prescriptions list. <div data-bbox="634 1010 1474 1226" style="border: 1px solid purple; padding: 10px; margin: 10px 0;">  Note: If the patient has more than one prescription to approve, select this option for each prescription. You can then print or send all prescribed medications on the same prescription print-out. </div> To save the edited prescription, and to prescribe another medication, click Save and New . To print the prescription from the printer of your choice, click Print . To print the prescription from your default printer, click Quick Print . <div data-bbox="634 1640 1474 1822" style="border: 1px solid purple; padding: 10px; margin: 10px 0;">  Note: No matter which action you perform, the EMR notifies the queuing nurse or MOA that the status of the edited queued prescription is Approved. </div>

To do this...	Do this...
Deny a queued prescription	<ol style="list-style-type: none"> 1. To deny the prescription without including a note, click Deny . 2. To include a note on why you're denying the prescription, click Deny  > Deny with Note. Select a reason or to type your own reason, choose Other. 3. If the request was initiated by your staff, no further action is required. The EMR removes the prescription from your queued prescription list and notifies the queuing nurse or MOA that the queued prescription is Denied. The nurse/MOA now knows to NOT print the prescription and to inform the pharmacy or patient of the prescription denial.
Indicate to your front-end staff that the patient is to come in for a visit	<p>When you choose any of the To Come In options, the status of the prescription becomes To Come In and the patient is removed from your Prescriptions Pending Review. The patient is NOT added to the Patients to Notify list. Perform one of the following:</p> <ul style="list-style-type: none"> ■ To change the prescription status to To Come In, and to produce a follow-up task, click To Come In . A follow-up task opens, and is assigned to you by default. Modify the task as needed, and then click Close & Save . ■ To change the prescription status to To Come In, and to include a note for the front-end staff, click To Come In  > With Note. ■ To change the prescription status to To Come In, without producing a follow-up task or adding a note, in the To Come In list, select With No Follow-up. <p>If the request was an electronic renewal request, the pharmacy is notified that the request is under review because the patient needs an appointment.</p>

4. When you are done, close the window.

Managing queued prescriptions - queuer workflow

This information applies to front-end staff who queue prescriptions for providers. If you are a provider, see "Processing queued prescriptions and refill requests - provider workflow" on page 68.

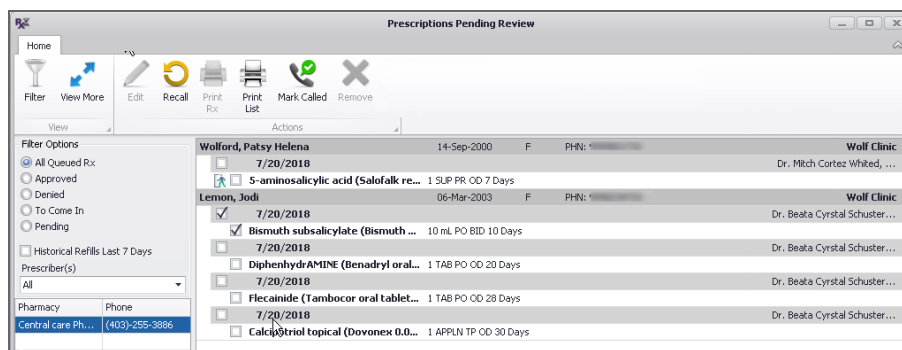
From the WorkDesk, you can view and manage all of your clinic's incomplete queued prescriptions. This includes new prescription or refill requests that were queued for providers by front-end staff (see "Queueing prescriptions for providers" on page 65). Incomplete queued prescriptions include any

queued prescriptions that were not yet actioned by providers, or printed/sent, called-in, or removed by front-end staff. From this list, you can:

- View prescription statuses (approved, declined, or pending) of each queued prescription
- Cancel prescriptions (if they were not approved or declined)
- Indicate that you have called the pharmacy or patient who requested a refill
- Print prescription request reports
- Print prescriptions (if they were approved by a provider)
- Recall a request (if it was created in error)

Steps

1. On the WorkDesk, in the **Clinic Tasks** area, under **Telephone/Fax Refills**, click **# Prescriptions Pending Review**, where # indicates the number of requests in the queue. The **Prescriptions Pending Review** window opens.



2. In the **Filter Options** area, optionally filter the list of queued prescriptions.





Option	Description
All Queued Rx	Includes all incomplete queued prescriptions.
Approved	Includes only approved prescriptions that were not printed or sent.
Denied	Includes only declined prescriptions.
To Come In	Includes only prescriptions with a status of To Come In (where the provider has requested that the patient comes in for a visit to receive their refill)
Pending	Includes only prescriptions that are still pending a provider's response.

Option	Description
Historical Refills Last 7 Days	Includes completed queued prescriptions (queued prescriptions that were printed or sent) within the last 7 days.
Prescriber(s)	Shows queued prescriptions for a specific provider.
Location(s)	If your clinic has multiple locations, shows queued prescriptions for a specific location.


3. Select a pharmacy in the left pane. A list of patients who have queued prescriptions from that pharmacy appears in the right pane.

For refill requests initiated by front-end staff:

- The first line indicates the status of the queued medication (see list of icons below), date of the request, and the provider's name and clinic location (if using multiple locations).
- The second line indicates the medication details.

Status icon	Description
no icon	Pending; no action was yet taken
	Approved
	Denied
	Patient must come in
	Recalled















Tip: To see more information about the requests, such as queue notes, quantity, refills, last prescribed date, and indication, click **View More** .

4. Select a queued prescription to manage and perform one of the following actions:



Note: You cannot recall queued prescriptions that were already actioned by a provider (approved, denied, or marked for the patient to come in).

To do this...	Do this...
Cancel queued prescriptions (and remove from the provider's list)	<ol style="list-style-type: none"> 1. Select the queued prescription(s) to remove. 2. Click Recall . The status of the queued prescription(s) changes to Recalled. 3. Select the recalled prescription(s) and then click Remove .
Edit a queued prescription	<ol style="list-style-type: none"> 1. Select the queued prescription to edit. 2. Click Recall . The status of the queued prescription(s) changes to Recalled. 3. Select the recalled prescription and then click Edit . The prescription opens in the Medications and Allergies window. 4. Modify the prescription details as needed, and then click Queue .
Indicate that you notified the pharmacy by telephone that the prescription(s) was approved or denied	<ol style="list-style-type: none"> 1. Select the prescription(s). 2. Click Mark Called . <p>The prescription(s) are removed from the queue.</p> <p>Mark Called is available only for Approved or Denied prescriptions.</p>

To do this...	Do this...
Print a refill request response report for the pharmacy	<ol style="list-style-type: none"> 1. Select the prescription(s). 2. Click Print List . A preview opens. 3. Click one of the following options: <ul style="list-style-type: none"> ■ Print : To print or fax the report on a selected printer. ■ Quick Print : To print the report on your default printer. <p>Printing a refill request response report is available only for Approved or Denied prescriptions.</p>
Print an approved prescription	<ol style="list-style-type: none"> 1. Click the approved queued prescription. 2. Click Print Rx . A preview opens. 3. Click one of the following options: <ul style="list-style-type: none"> ■ Print : To print or fax the report on a selected printer. ■ Quick Print : To print the report on your default printer. <p>Separate prescriptions print for each patient. If the approved prescription includes multiple medications, they are included in the same printout.</p>

Configuring medications and prescriptions

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

You can:

- Set defaults for medication interactions (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 defaults for the patient active medication list view - chronological vs. categorical (see ["Modifying prescription window defaults" on page 81](#))
- Modify the prescription detail defaults for all medications (see ["Modifying prescription window defaults" on page 81](#))
- Modify the discontinue medication reason default (see ["Modifying prescription window defaults" on page 81](#))
- Modify the defaults for a specific medication (see ["Modifying defaults for specific medications" on page 84](#))
- 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 87](#))
- Enable and disable prescription queueing for providers and restrict certain users from being able to queue prescriptions (see ["Configuring prescription queueing" on page 89](#))

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 option to enable substitutions when prescribing is enabled. You can clear this option.

Interaction warnings

If you create or queue prescriptions, you can control if and how you receive interaction warnings. You can specify if:


- Interaction warnings are to display as pop-up notifications
- You are to manually check for interaction warnings, without receiving pop-up notifications

- The EMR is not to check for interactions at all


Default history display

You can choose to have the **Refill History** tab open by default when you view the patient's medication instead of the **Medication History** tab.

Steps

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



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

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.

Add New Medication Search Criteria

Medication

☐ Include Generic ☐ Starts with Route

☐ Include OTC ☒ Contains Dose form

☐ Include IV ☐ Sounds like

☐ Include Discontinued

Drug Favourite	Dose and Frequency	Notes	Clinic
Amoxicillin (Amoxicillin oral cap...	1 CAP Once daily	Amox 250	<input type="checkbox"/>
beclomethasone (Qvar inhalat...	Two times daily		<input type="checkbox"/>
Bio gaia drops v PO OD	Once daily		<input type="checkbox"/>
Citalopram (Accel-Citalopram ...	1 TAB Once daily	Citalopram_depression	<input type="checkbox"/>
Hydrocortisone topical / HC OF	Once daily		<input type="checkbox"/>

Compound Favourites	Dose and Frequency	Contents	Clinic
Skin cream for breast feeding, ...	1 APPLN Four times daily	Hydrocortisone cream 1% / equ...	<input type="checkbox"/>




No Matching Medications

	To set a default for the following option...	Do this...
1	Starts with vs Contains	In the Medication search list, select the option you want selected by default.
2	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.
3	How similar medication names must be to be included in search matches	In the Degree of similarity for partial search list, select a level.
4	Include Generic	Select or clear the Include Generics in search check box.
5	Include OTC	Select or clear the Include OTC in search check box.
6	Include IV	Select or clear the Include IV in search check box.

- To clear the option to allow substitutions by default when prescribing, clear the **Allow Substitutions Default** check box.
- 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:

The screenshot shows the 'Medications' tab in a settings application. The 'User Setting' column contains several options with dropdown menus or checkboxes. The 'Multum Drug Interaction' dropdown is open, showing three options: 'Manual' (highlighted in blue), 'Always On', and 'Always Off'. A red rectangle highlights the 'Multum Drug Interaction' row and its dropdown menu. The 'Apply Clinic Setting' column has checkboxes for each row, with the checkbox for 'Multum Drug Interaction' being unchecked.

Setting	User Setting	Apply Clinic Setting
Medication search	Contains	<input checked="" type="checkbox"/>
Use partial match for medication search	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Degree of similarity for partial search	High	<input checked="" type="checkbox"/>
Include Generics in search	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Include OTC in search	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Include IV in search	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Multum Drug Interaction	Manual	<input type="checkbox"/>
Default History Display	Refill	<input checked="" type="checkbox"/>

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 Interactions  icon 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 Interactions  icon is not available.
Manual	The EMR checks for interactions, but does not notify you automatically. Instead, you can view any interaction warnings by clicking Interactions  .

- To choose whether to open the **Refill History** or **Medication History** tab by default when you view the patient's medication, select an option in the **Default History Display** list.
- Click **Save settings and exit** .

Modifying prescription window defaults

Users with administrator authority in Wolf EMR can modify the clinic-wide default selections in the **Medication and Allergies** window. Each provider can modify their own personal preferences and override the clinic ones. You can:

- Set defaults for the patient active medication list view - chronological vs. categorical. In the **Medications and Allergies** window, a patient's active medications are listed in chronological order by default. You can, however, change the clinic-wide default so that active medications are grouped by category (Continuous, Short Term, and External) instead.
- Modify the prescription detail defaults for medications
- Modify the discontinue medication reason default



Tip: If you resized and changed the layout of the Medications and Allergies window and the information is no longer legible, you can reset the layout back to its original size. From the **Maintenance** tab, choose **Reset Saved Screen Layout**.

Steps

- From the Wolf EMR home page, click the **Maintenance** tab.
- From the **Maintenance** toolbar, in the **Rx** area, click **Configure Preferences** . The **Rx Preferences** window opens.

The screenshot shows a 'Preferences' window with a tab labeled 'Rx Preferences'. It contains two sections: 'Personal Preferences' and 'Clinic Preferences'. Each section has identical settings: 'Default Medication View' with 'Chronological' selected, 'Multiple Refill' with 'Duration of therapy' at 90 days and 'Number of Additional Refills' at 0, 'Rx Status Changes' with 'Discontinue Rx Reason' set to 'Rx no longer required', and 'Dosing Form Options' with 'Collapse All' selected. 'Save' and 'Cancel' buttons are at the bottom right.

Preferences

Rx Preferences

Personal Preferences

Default Medication View: ☐ Categorical ☒ Chronological

Multiple Refill:
Duration of therapy: 90 Day(s) Number of Additional Refills: 0

Rx Status Changes:
Discontinue Rx Reason: Rx no longer required

Dosing Form Options: ☐ Open All ☒ Collapse All

Clinic Preferences

Default Medication View: ☐ Categorical ☒ Chronological

Multiple Refill:
Duration of therapy: 90 Day(s) Number of Additional Refills: 0

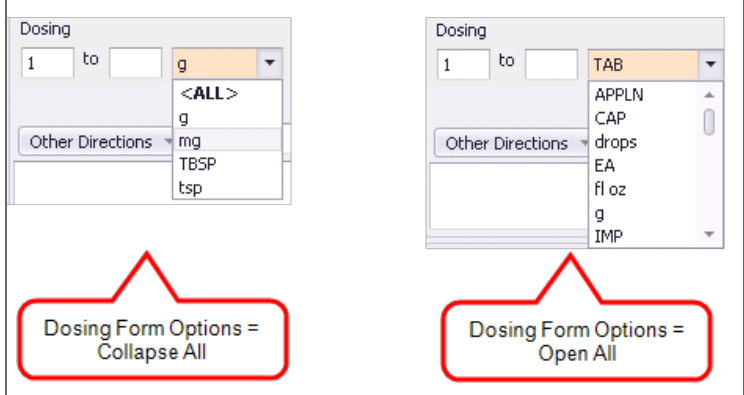
Rx Status Changes:
Discontinue Rx Reason: Rx no longer required

Dosing Form Options: ☐ Open All ☒ Collapse All

Save Cancel

3. Using the following table, modify your prescription defaults.

Field	Description																																
Default Medication View	<p>In the Medications and Allergies window, a patient's active medications are listed in chronological order by default. You can change the order to instead group active medications by category (Continuous, Short Term, and External).</p> <table><thead><tr><th>Drug</th><th>Dose</th><th>FQ</th><th>PRN</th></tr></thead><tbody><tr><td colspan="4">Active Prescriptions (3)</td></tr><tr><td colspan="4">Continuous (2)</td></tr><tr><td>Detrol LA 4 mg</td><td>1</td><td>QD</td><td>No</td></tr><tr><td>Ramipril 5</td><td>1 ...</td><td>QD</td><td>No</td></tr><tr><td colspan="4">Short Term (1)</td></tr><tr><td>Amoxicillin (Amox oral capsule) 250 mg</td><td>1 ...</td><td>TID</td><td>No</td></tr><tr><td colspan="4">External (0)</td></tr></tbody></table>	Drug	Dose	FQ	PRN	Active Prescriptions (3)				Continuous (2)				Detrol LA 4 mg	1	QD	No	Ramipril 5	1 ...	QD	No	Short Term (1)				Amoxicillin (Amox oral capsule) 250 mg	1 ...	TID	No	External (0)			
Drug	Dose	FQ	PRN																														
Active Prescriptions (3)																																	
Continuous (2)																																	
Detrol LA 4 mg	1	QD	No																														
Ramipril 5	1 ...	QD	No																														
Short Term (1)																																	
Amoxicillin (Amox oral capsule) 250 mg	1 ...	TID	No																														
External (0)																																	
Multiple Refill	<p>When you refill multiple prescriptions at once for a patient, the Duration of Therapy defaults to 90, and the Number of Additional Refills defaults to 0. Enter your preferred values in the Duration of Therapy and Number of Additional Refills fields.</p> <p>Multiple Rx Refill</p> <p>Refill the following prescriptions <input checked="" type="checkbox"/> Print Medications</p> <p>Citalopram (Accel-Citalopram oral tablet) 20 mg Gabapentin (Apo-Gabapentin oral capsule) 300 mg Tinzaparin (Innohep 20,000 units/mL subcutaneous solution)</p> <p>To modify list, reselect prescriptions and press Refill again. Please note that all existing Refills will be cancelled.</p> <p>Refill</p> <p>Duration of Therapy 90 Day(s) <i>Applies to All Simple Rxs.</i> Number of Additional Refills 3 <i>Applies to any Rx Type that is not set to PRN.</i></p> <p>Prescriber Test, Doctor, MD Pharmacy Please indicate pharmacy of choice Location Wolf Clinic 2805 SE Knight...</p>																																
Discontinue Rx Reason	<p>When you discontinue a medication for a patient, you are required to select a reason for discontinuing the medication. Rx no longer required is selected by default. You can modify the default reason.</p>																																

Field	Description
Dosing Form Options	<p>When you prescribe a medication, the Form/Unit and Dispense Quantity type units show only units suggested by the Multum database by default. You can modify this to expand the list and show all units.</p>  <p>Dosing Form Options = Collapse All</p> <p>Dosing Form Options = Open All</p>

4. Click **Save**.

Modifying defaults for specific medications


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

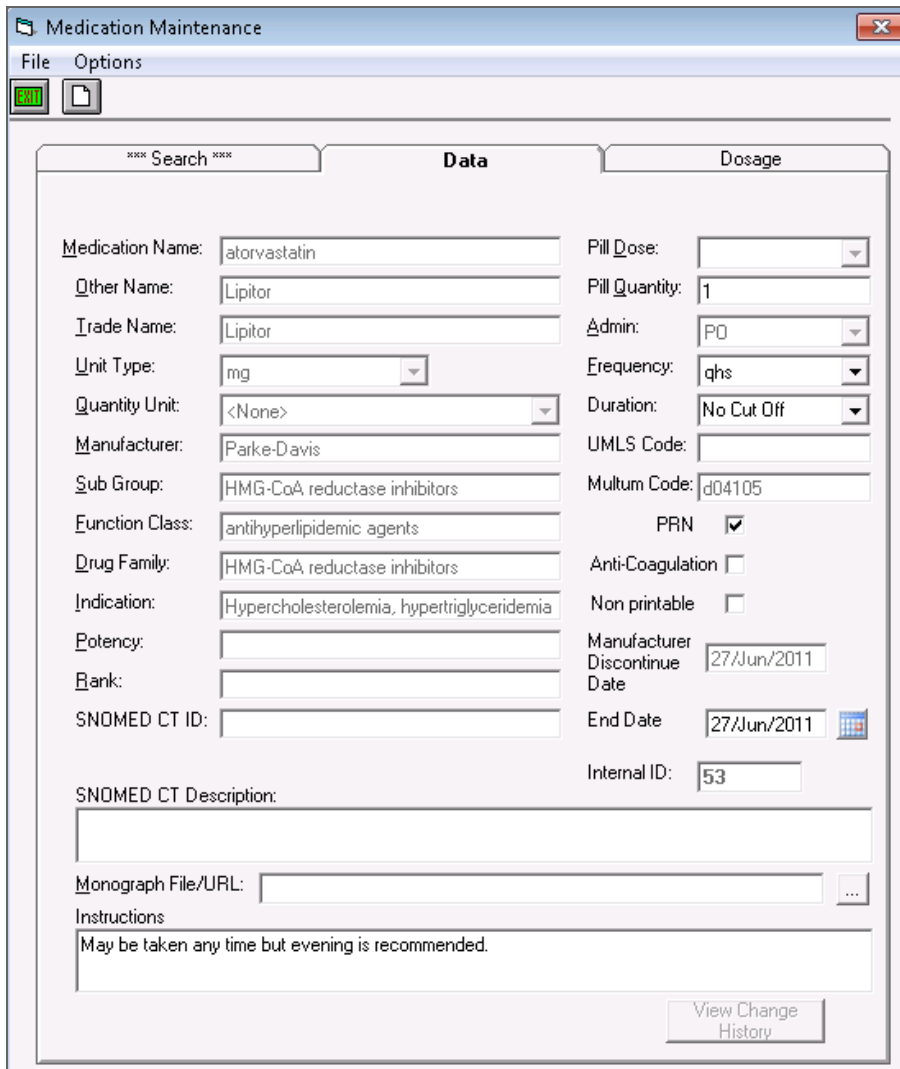
- Dosing
- Anticoagulant designation
- Frequency
- PRN
- Duration
- Other directions

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 page, click **Configuration** .
2. From the **Configuration** menu, choose **View > Patient Reference Tables > Medication Index**. The **Medication Maintenance** window opens.
3. In the **Search** tab, in the **Medication Name** field, type 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

Dosage

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:

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

SNOMED CT Description:


Monograph File/URL:






Instructions

May be taken any time but evening is recommended.

View Change History


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


To set a default value for the following field in the prescription	Do this...
First Dosing field	In the Pill Quantity list, enter the default dose.
Frequency	Select the default frequency.
Duration	<p>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. <div style="border: 1px solid purple; padding: 10px; margin-top: 10px;">  Note: If you select a specific number of days or weeks, the prescription defaults to a short term prescription. </div>
PRN check box	Select to have the PRN check box selected by default on the prescription.
Anticoagulation check box	Select to have the Anticoagulation check box selected by default on the prescription.
Other Directions	In the Instructions area, type 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")


 Print
  Quick Print
  Save
  Save and New
 


Rx

Atorvastatin (Lipitor TAB) 20 mg
 1 TAB PO Once daily

Pharmacy Please indicate pharmacy of choice 

 ☒ Print Medications

Location Wolf Clinic 2805 SE Knight... 

Prescription SIG Directions 

Simple

☐ Anticoagulant

☐ Information Rx

☒ Continuous
 ☐ Short Term

Dosing

Route

Frequency

Duration

1 to TAB

PO

QD

☐ prn

 Day(s)

Other Directions

May be taken any time but evening is recommended.

New prescriber:

The screenshot shows a legacy prescription form with the following fields and labels:

- Dosage:** 10 (with a label 'a' pointing to the input field)
- Units/Dose:** 1
- Units:** mg
- Route:** PO
- Frequency:** BID (with a label 'b' pointing to the dropdown menu)
- Anticoagulant:** ☐ (with a label 'e' pointing to the checkbox)
- Manufacturer:** Pfizer Canada Inc
- Indications:** Hypercholesterolemia, hypertriglyceridemia
- Potency:**
- Rank:**
- Notes:** May be taken any time but evening is recommended. (with a label 'f' pointing to the text)
- Problem:**
- *Duration:**
- *Date Prescribed:** 18-May-2017 (with a label 'c' pointing to the date field)

Legacy prescriber:

6. Click **Save Changes** .

Setting prescription printouts to include patient medication lists by default

For each user who prescribes medications, you can choose if their prescription printouts are to include patient medication lists by default.

Rx: **Gregory Test** Birth Date: 21-Apr-2007 - male
 5333 S Calyer Street PHN: 99956
 Penhold, AB N9N 1A8
 Home: (247) 766-4554

1) Rx 01-Mar-2017
Salbutamol (Ventolin HFA AERO) 100 mcg/inh
2 SPRAY Every 4 hours As Needed
SIG Instructions:
 Medication note

Refills:	2	Drug Use:	Continuous
Route:	Inhalation		
Quantity:	2 INHLR	Subst:	Not Allowed

Signature: _____

*** Please take this prescription to your pharmacist. ***

Allergies/Intolerances:

MetFORMIN (Act MetFORMIN TAB)	Drug Allergy	Anaphylaxis, Severe
Dust Mites	Non-Drug Allergy	Rash - other, Moderate

Current Medication List:

Mometasone nasal (Nasonex SPR) 50 mcg/inh
 Two times daily

Salbutamol (Ventolin HFA AERO) 100 mcg/inh
 2 SPRAY Every 4 hours As Needed

Varenicline (Champix TAB) 1 mg
 1 TAB Once daily for 30 Days


Acetaminophen/caffeine/codeine (Tylenol No 3 300 mg-15 mg-30 mg TAB)
 1 TAB Once daily As Needed for 30 Days

Cephalexin (Keflex TAB) 250 mg
 1 TAB Once daily for 60 Days

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 page, click **Configuration** .
2. From 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
 Change Password
 Last Change: 13/Jun/2013

Locum Information
 For Service Provider:
 <None>

Investigation Codes
 2001914 (Lab ID)
 Edit Codes

Usage Metrics
☒ Collect

Appointment Style
 Length: 15 min
 Long Length: 30 min
 Patients per Appointment: 1

Primary Hospital
 <None>

Service Provider Type
 Licensed Physician

Data Share Address
 <None>

Time Definition Type
☐ Out of Office Hours
☒ Office Hours

☐ Walk-in Physician

Working in Clinic
 Start: 01/Sep/2008
 Up To: <None>

Use of Online Records
 Start: 01/Jan/2010
 Up To: <None>

Prescription Options
☒ Print Medications on Rx
☐ Non-Prescriber

☒ Include in Reporting

Daysheet Report
☐ Print Border
☐ Extra Lines
 Portrait

Default Appt Reason
 Search: <None>

5. Click **Save** .

Configuring prescription queueing



You can configure three different aspects of prescription queueing (see "Queued prescriptions and refill requests" on page 65).

- "Enabling providers to receive queued prescriptions" below
- "Enabling providers to queue prescriptions for other providers" on the next page
- "Restricting users from queueing prescriptions" on page 91

Enabling providers to receive queued prescriptions

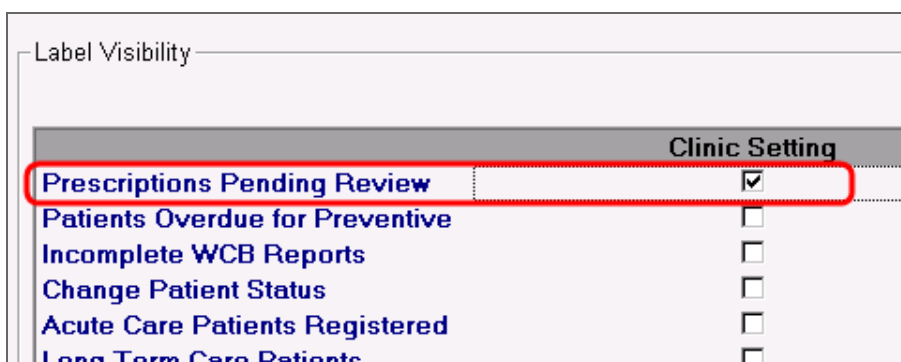
If you are a provider, other users can queue prescriptions for you only if your WorkDesk is enabled to view **Prescriptions Pending Review**. You can enable your own WorkDesk to view prescriptions pending review, or if you have administrator authority in Wolf EMR, you can enable all clinic providers to view them by default.

Steps

1. Perform one of the following actions:
 - If you are enabling queued prescriptions for yourself only, from the WorkDesk menu, choose **Configure > Configure Workdesk** .
 - If you are enabling queued prescriptions for all providers in your clinic, from the Wolf EMR home page, choose **Configuration**  > **Runtime Configuration** tab > **WorkDesk Preferences**.

The **WorkDesk User Preferences** window opens.

2. On the **General** tab, in the **Label Visibility** area, beside **Prescriptions Pending Review** select the **User Setting** or **Clinic Setting** check box.



Label Visibility	
	Clinic Setting
Prescriptions Pending Review	<input checked="" type="checkbox"/>
Patients Overdue for Preventive	<input type="checkbox"/>
Incomplete WCB Reports	<input type="checkbox"/>
Change Patient Status	<input type="checkbox"/>
Acute Care Patients Registered	<input type="checkbox"/>
Long Term Care Patients	<input type="checkbox"/>

3. Click **Save settings and exit** .

Enabling providers to queue prescriptions for other providers

Clinical staff members or providers (such as residents, nurses, medical office assistants (MOA)) can queue prescriptions for other providers as long as they do not create any prescriptions under their own name.

A user with administrator authority in Wolf EMR can enable such providers to queue prescriptions for other providers.

Steps

1. From the Wolf EMR home page, click **Configuration** .


- From the **Configuration** menu, choose **View > Physicians / Service Providers > Office Service Providers**. The **Physicians / Service Providers in Clinic** window opens.
- In the **Office Service Provider** list, select the provider.
- In the **Other Data** tab, in the **Prescription Options** area, select the **Non-Prescriber** check box.

- Click **Save** , and then close the window.

Restricting users from queueing prescriptions

By default, all front-end staff member can queue prescriptions for providers. If you do not want a user, or a group of users, to queue prescriptions, users with administrator authority in Wolf EMR can create a security rule for the user or user group and remove their access to create queued prescriptions.

Steps

- From the Wolf EMR home page, click **Configuration** .
- From the **Configuration** menu, choose **View > Security > Security Rules**. The **Security** window opens with the **Security Rules** tab selected.
- In the left pane, click the user or user group you want to restrict and then, at the bottom of the window, click **New Security Rule**. The **New Security Rule** window opens.
- Using the following table, set a security rule to prevent the user(s) from queueing prescriptions.

New Security Rule

* Module: Medications/Prescriptions

Field:

* User/Group: Cotter, Levi (Staff)

Change Reason: Select Change Reason

Notes:

Rule allows user/group to

Add ☐ Yes ☒ No ☐ Use Inherited

Change ☐ Yes ☒ No ☐ Use Inherited

Delete ☐ Yes ☒ No ☐ Use Inherited

View ☐ Yes ☒ No ☐ Use Inherited

Print ☐ Yes ☒ No ☐ Use Inherited

Apply Rule to IP or Workstation

To enable, select "<All>" from User/Group dropdown.

☐ IP Address:

☐ Workstation:

OK Cancel

Field/area	Value
Module	Select Medications/Prescriptions .
Rule allows user/group to	Beside each of the actions you do not want the user to be able to perform on patient medications and prescriptions (Add , Change , Delete , View , and Print), select No .

- Click **OK** and then close the window.

Allergies and intolerances

From a patient's medical summary, you can view a basic list of the patient's allergies and intolerances. When you click an allergy to view more detailed information, the allergy opens in the **Medications and Allergies** window. This window contains a detailed list of a patient's active and inactive (refuted) allergies and intolerances (see "Viewing patient allergies and intolerances" below). From here, you can do the following for a patient:

- Record allergies and intolerances (see "Recording allergies and intolerances" on page 96)
- Modify allergies and intolerances (see "Modifying allergies and intolerances" on page 102)
- Refute allergies and intolerances (see "Refuting allergies and intolerances" on page 103)
- Permanently delete allergies and intolerances (see "Deleting allergies and intolerances" on page 104)
- View the change history of an allergy or intolerance (see "Accessing the change log for patient allergies or intolerances" on page 105)

Viewing patient allergies and intolerances

Although you can view a basic list of allergies and intolerances in a patient's medical summary, you can view more detailed information about allergies and intolerances only from the **Medications and Allergies** window.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**. The **Medications and Allergies** window opens with the patient's active allergies displayed in the lower left pane.

Test, Janet - Medications and Allergies

Home | New Medication | New Compound | New Override | Add to Favourites | Manage | Remove | Interactions | Print All | New Drug Allergy | New Non Drug Allergy | No Known Allergies

Test, Janet Born 05-May-1949(t) Sex F PHN TTTTTTTT Status

Active Medications | Inactive Medications

Chronological | Multiple Rx Actions

Drug	Dose	FQ	PRN	Te
Citalopram (Accel-Citalopram oral tablet) 20 mg	1 ...	QD	No	Te
Gabapentin (Apo-Gabapentin oral capsule) 300 mg	1 ...	TID	No	Te
Tinzaparin (Innohep 20,000 units/mL subcutaneous s	0.1 ...	QD	No	Te
Physiotherapy	Po...			Te

Active Allergies (2) | Inactive Allergies (0) | Group by Category

Allergen	Category	Severity	Status
Amoxicillin (Amoxicillin oral capsule) 25...	DA	Severe	Confirmed
Pollen	NDA	Mild	Confirmed



Note: If you are viewing a patient's medical summary, and you click an allergy to view more detailed information, the allergy displays in the **Medications and Allergies** window.

2. By default, a patient's allergies and intolerances display chronologically according to the date they were reported/refuted/updated, in the following order:

- Drug allergies (DA)
- Drug intolerances (DI)
- Non-drug allergies (NDA)
- Non-drug intolerances (NDI)

Drug-related allergies and intolerances display with red text. To re-sort the list by the contents of a column, click the column header. For example, to sort the list by how severe the reactions were, click the **Severity** column header.

3. To group the allergies and intolerances by category (Drug Allergies, Drug Intolerances, Non-Drug Allergies, and Non-Drug Intolerances), above the list, select the **Group by Category** check box.

Active Allergies (2) Inactive Allergies (0)

☒ Group by Category

Allergen	Category	Severity	Status
Drug Allergies (1)			
6-mercaptopurine	DA	Allergy, Mild	Suspected
Drug Intolerances (0)			
Non-Drug Allergies (1)			
Peanuts	NDA	Severe	Confirmed
Non-Drug Intolerances (0)			

- To view the patient's refuted allergies and intolerances, click the **Inactive Allergies** tab. To go back to viewing the patient's active allergies, click the **Active Allergies** tab.
- To view more allergy list columns, click and drag the right border of the allergy list pane, or click and drag the pane's horizontal scroll bar.
- To view detailed information about an allergy or intolerance, in the **Active Allergies** or **Inactive Allergies** list, click the allergy. In the right pane, the EMR displays the reaction details.

Drug Allergy

Amoxicillin (Novamoxin 250 mg/5 mL PWDR)

Detail

Details

Date of Reaction

Reported Date 31-Aug-2016

Status Confirmed

Severity Severe

Reaction Type Anaphylaxis

Comments

Recording allergies and intolerances



View video tutorial:

[Recording allergies](#)

If the video does not play, [Click here](#) to copy the web address and then paste it into a web browser outside the Wolf EMR data centre.

You can record that a patient has an allergy or intolerance to a:

- Specific drug (see ["Recording drug allergies and intolerances" below](#))
- Non-drug allergen (see ["Recording non-drug allergies and intolerances" on page 99](#))

Also, if the patient has no known allergies or intolerances, you can record this information in the patient's chart (see ["Recording that a patient has no known allergies or intolerances" on page 101](#)). If you record that a patient has no known allergies or intolerances, everywhere the patient's allergies and intolerances are programmed to pull (for example, letters, the prenatal form, and requisition forms) the statement "No Known Allergies" populates.

Recording drug allergies and intolerances

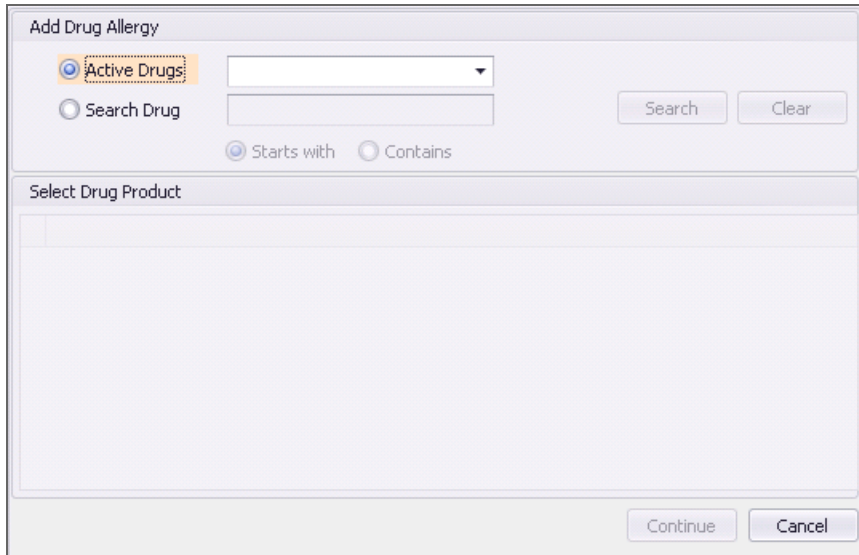
If a patient has a reaction to a medication, you can record the reaction as an allergy or intolerance. You can record a reaction only to a specific medication (including strength). You cannot record a reaction to a general medication group (for example, "penicillins"). The EMR does however recognize that the patient is allergic to all medications with similar ingredients to the medication you record. For example, if you select Amoxicillin, the EMR recognizes that the patient is allergic to all penicillins. You therefore receive interaction warnings for all penicillins.

If you are recording a reaction to a medication that the patient is currently taking, you can discontinue the prescription and record the reaction at the same time. See ["Discontinuing medications due to adverse reactions" on page 53](#).

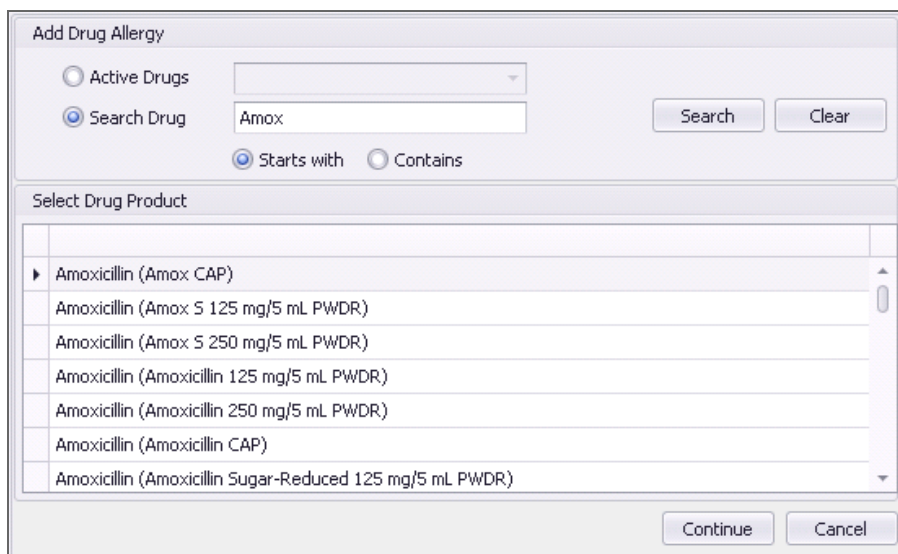
Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (such as the medical summary, vitals entry, or SOAP note), right-click and choose **New Allergy**. The **Medications and Allergies** window opens, with the **Add Drug Allergy** area displayed.

2. If you already have the patient's **Medications and Allergies** window open (for example, if you have just prescribed a medication), at the top of the window, click **Add Drug Allergy** . The **Add Drug Allergy** area displays.



3. In the **Add Drug Allergy** area, select the medication the patient had a reaction to:
- If you are recording a reaction to a medication listed in the patient's active medication list, select **Active Drugs** and then, in the list, select the medication.
 - If you are recording a reaction to a medication not listed in the patient's active medication list:
 - a) Select **Search Drug** and then, in the entry field, enter part or all of the medication name.
 - b) Click **Search**. The EMR displays a list of matching medications.







Tip: By default, the EMR displays matching medications that **Starts with** your search term. To include medications that contain your search term (anywhere in the name), select **Contains**.

- c) Click the medication, and then click **Continue**. The **Type** and **Details** entry areas display.

4. Using the following table, record the reaction details.

Field	Description
Intolerance	If the reaction is due to an intolerance, select this option.
Allergy	<p>If the reaction is due to an allergy, select this option.</p> <div>  Note: Allergic reactions display in red in the patient's list of Active Allergies. </div>
Reaction Type	<p>Select the type of reaction the patient experienced.</p> <p>If none of the options are appropriate, select Other and then, in the Comments field, enter the reaction type.</p>
Reaction Date	<p>Optionally, enter the date the reaction took place.</p> <div>  Tip: You can enter partial dates. For example, you can enter "Jan 2015" </div>


Field	Description
Status	<p>Select one of the following options:</p> <ul style="list-style-type: none"> ■ Unknown: To indicate that the existence of the allergy is unknown. ■ Suspected: To indicate that an allergy is suspected but not confirmed. ■ Confirmed: To indicate that an allergy is confirmed.
Reported Date	<p>The Reported Date defaults to today.</p> <p>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.</p>
Severity	Select the level of severity the reaction was.
Comments	<p>Enter any additional notes about the reaction.</p> <p>If in the Reaction Type list, you selected Other, enter the reaction type here.</p>

5. Click **Save**.

Recording non-drug allergies and intolerances

If a patient experiences a reaction to a non-drug allergen such as dander or nuts, you record the reaction as a non-drug allergy or intolerance.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**. The **Medications and Allergies** window opens, with the **Add Non Drug Allergy** area displayed.
2. If you already have the patient's Medications and Allergies window open (for example, if you have just prescribed a medication), at the top of the window, click **Add Non Drug Allergy** . The **Add Non Drug Allergy** area displays.

Add Non Drug Allergy

* Agent

Type

☐ Intolerance ☒ Allergy Reaction Type

Details



Reaction Date Status

* Reported Date Severity

Comments

Save Cancel

3. Using the following table, enter the reaction details.

Field	Description
Agent	Enter the allergen. For example, hay or dander.
Intolerance	If the reaction is due to an intolerance, select this option.
Allergy	<p>If the reaction is due to an allergy, select this option.</p> <div>  Note: Allergic reactions display in red in the patient's list of Active Allergies. </div>
Reaction Type	<p>Select the type of reaction the patient experienced.</p> <p>If none of the options are appropriate, select Other and then, in the Comments field, enter the reaction type.</p>
Reaction date	<p>Enter the date the reaction occurred.</p> <div>  Note: You do not have to use a specific date format. For example, you can enter "1st week of February". </div>

Field	Description
Status	<p>Select one of the following options:</p> <ul style="list-style-type: none"> ■ Unknown: To indicate that the existence of the allergy is unknown. ■ Suspected: To indicate that an allergy/intolerance is suspected but not confirmed. ■ Confirmed: To indicate that an allergy/intolerance is confirmed.
Reported Date	<p>The Reported Date defaults to today.</p> <p>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.</p>
Severity	Select the level of severity the reaction was.
Comments	<p>Enter any additional notes about the reaction.</p> <p>If in the Reaction Type list, you selected Other, enter the reaction type here.</p>

4. Click **Save**.

Recording that a patient has no known allergies or intolerances

If a patient does not have any allergies or intolerances, you can record this information in the patient's chart. If you record that a patient has no known allergies, when you create referral letters, SOAP notes, consult letters, SMART forms, or any other forms/templates that pull the patient's allergies, the text "No Known Allergies" displays wherever allergies are programmed to pull.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including the medical summary, Vitals Entry window, or SOAP note), right-click and choose **New Allergy**.
2. At the top of the window, click **No Known Allergies** .



Note: If the **No Known Allergies** option is unavailable (greyed-out), this indicates that the patient has allergies/intolerances recorded. If the allergies/intolerances should not be in the patient's record, you must refute or delete the listed allergies/intolerances before you can record that the patient has no known allergies.

3. When prompted with : "Reviewed with patient and no known allergies or intolerances exist." , click **Ok**. In the **Active Allergies** area, the text, **No Known Allergies** is recorded.

The screenshot shows a software interface for managing allergies. At the top, there are two tabs: 'Active Allergies (0)' and 'Inactive Allergies (0)'. Below the tabs is a checkbox labeled 'Group by Category'. A table with three columns is visible: 'Allergen', 'Category', and 'Severity'. The 'Allergen' column contains the text 'No Known Allergies', which is highlighted by a red rectangular box. The 'Category' and 'Severity' columns are empty. A horizontal scrollbar is located at the bottom of the table area.

Modifying allergies and intolerances

After you record an allergy or intolerance for a patient, you can later modify the reaction details if needed. You cannot change an allergy to an intolerance and vice versa. If you want to change an allergy to an intolerance, refute the allergy (see "Refuting allergies and intolerances" on the next page) and then re-enter the reaction as an intolerance (see "Recording allergies and intolerances" on page 96).

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.

The **Medications and Allergies** window opens, with the patient's active allergies displayed in the lower left pane.

2. In the **Active Allergies** list, click the allergy or intolerance you want to modify and then, at the top of the window, click **Modify** . The **Allergy Details** area opens.

3. Modify details for the allergy or intolerance as needed:

- For drug allergies, see step 4 in "Recording drug allergies and intolerances" on page 96.
- For non drug allergies, see step 3 in "Recording non-drug allergies and intolerances" on page 99.



Note: You cannot change an allergy to an intolerance and vice versa. If you want to change an allergy to an intolerance, refute the allergy and then re-enter the reaction as an intolerance.

4. Click **Save**.

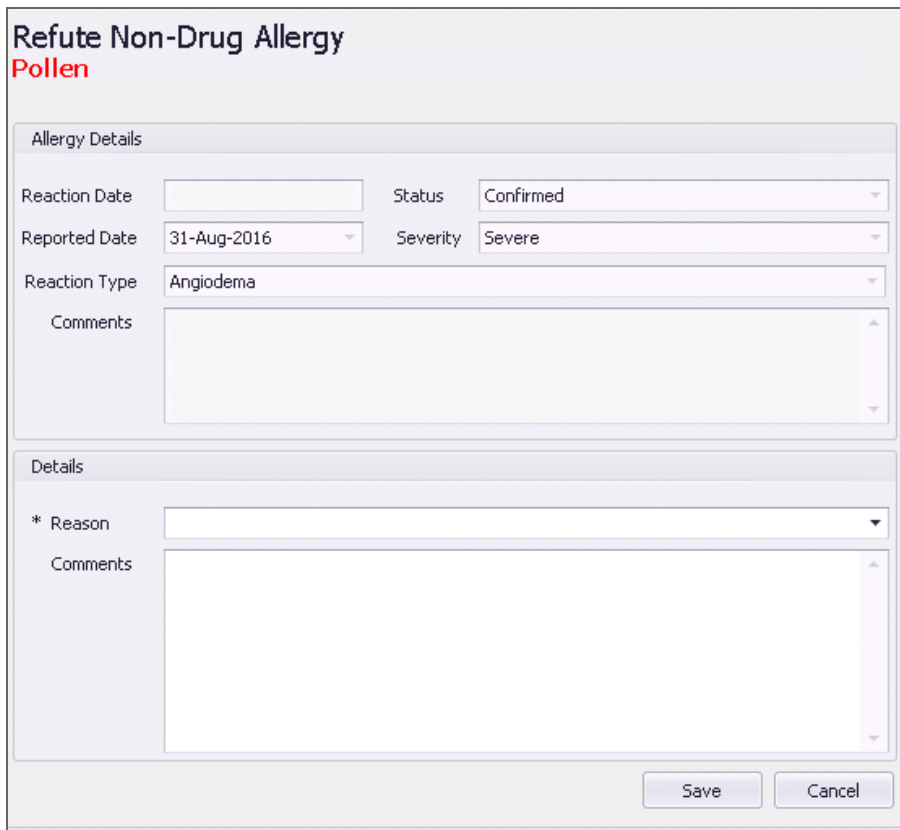
Refuting allergies and intolerances

If a suspected allergy or intolerance turns out to be false, you can refute it. When you refute allergies and intolerances, they are moved to the inactive allergies list where you can reference them if needed.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**. The **Medications and Allergies** window opens, with the patient's active allergies displayed in the lower left pane.

- In the **Active Allergies** list, click the allergy or intolerance you want to refute and then, at the top of the window, click **Refute** . The **Refute <allergy type>** area opens.



Refute Non-Drug Allergy
Pollen

Allergy Details

Reaction Date Status

Reported Date Severity

Reaction Type

Comments

Details

* Reason


Comments

- In the **Details** area, in the **Reason** list, select your reason for refuting the allergy. If none of the options are appropriate, select **Other - see text information** and then, in the **Comments** field, enter your reason.
- In the **Comments** area, enter any additional notes.
- Click **Save**. The allergy or intolerance moves to the **Inactive Allergies** list.

Deleting allergies and intolerances

If you record an allergy or intolerance in error (for example, if you enter an allergy in the wrong patient's chart), you can permanently delete the allergy or intolerance from the **Active Allergies** or **Inactive Allergies** list. Deleted allergies and intolerances are not added to the patient's **Inactive Allergies** list.


Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**.
2. In the **Active Allergies** list or the **Inactive Allergies** list, click the allergy or intolerance you want to delete and then, at the top of the window, click **Delete** .
3. When prompted, click **Yes**.

Accessing the change log for patient allergies or intolerances

If you want to see a history of changes made to one of a patient's allergies, you can view the allergy log. The log includes information such as who has made changes, what changes were made, and when the changes were made.

Steps

1. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note or the medical summary), right-click and choose **View Medication List**. Open the **Medications and Allergies** window: On any window related to the patient (including a SOAP note, and the medical summary), right-click and choose **View Medication List** or **New Allergy**.
2. In the **Active Allergies** or **Inactive Allergies** list, click the allergy you want to view a history for.
3. Click **Log** .

Vaccinations

When you record patient vaccinations, you can note who administered the vaccination, if the vaccination was administered at another facility, or if the patient refused a recommended vaccination.

If you enter patient vaccination information appropriately, you can make use of the reminder and reporting tools available for vaccinations. Using the Wolf EMR vaccination recommendation tool, you can view at-a-glance what vaccinations your patients are due for. Also, using the Immunization report, you can produce reports of vaccinations administered over a defined period of time.

To manage patient vaccinations, you can:

- Record a vaccination for a patient or group of patients ("[Recording group vaccinations](#)" on [page 113](#))
- View and modify a patient's vaccinations ("[Viewing and modifying patient vaccinations](#)" on [page 117](#))
- Record that a patient had an adverse reaction to a vaccination ("[Recording adverse reactions to vaccinations](#)" on [page 118](#))
- Identify when a patient is due for a vaccination ("[Identifying when patients are due for vaccinations](#)" on [page 120](#))
- Produce immunization reports ("[Producing immunization reports](#)" on [page 121](#))
- Configure lists and features around vaccination management ("[Configuring vaccinations](#)" on [page 123](#))

Recording a vaccination


You can record a patient vaccination from any window related to a patient via the SMART (right-click) menu. The information required for recording a vaccination depends on who administered the vaccination. If the vaccination was administered outside of your clinic, you are only required to enter the vaccination name and approximate date.

If your clinic uses the Multum database, you can check for possible interactions (with a patients current medications and medical problems) before you administer the vaccination.

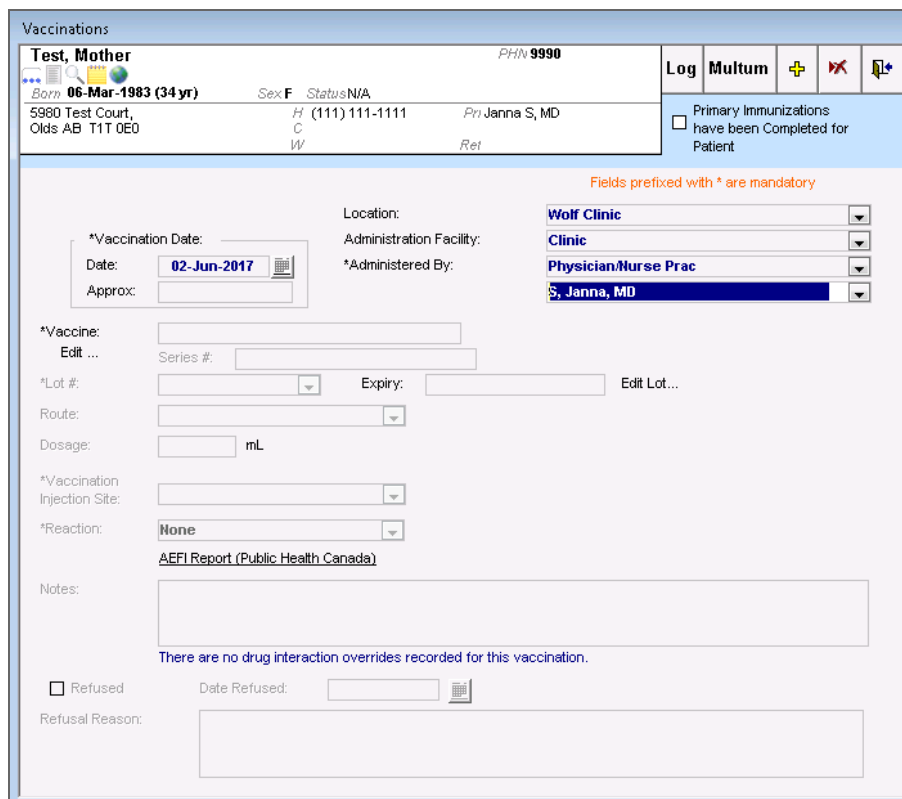
You can also record that a patient refused a vaccination (see "Recording refused vaccinations" on page 112) and record a vaccination for an entire a group of patients at once (see "Recording group vaccinations" on page 113).

Steps

1. Perform one of the following actions:




- If you have the patient's medical summary open, on the **Current Hx** tab, in the **Vaccinations** area, click **<<Add Vaccination>>**.
- If you have another window of the patient's medical record open (for example, a SOAP note, or the Vitals Entry window), right-click and then, in the SMART menu, click **New Vaccination**.
- If you already have the Vaccinations window open, click **Enter New Vaccination** .

The **Vaccinations** window opens.



Vaccinations

Test, Mother PHN: 9990

Log Multum   

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

5980 Test Court, H (111) 111-1111 Pri Janna S, MD
Olds AB T1T 0E0 W C Ret

☐ Primary Immunizations have been Completed for Patient

Fields prefixed with * are mandatory

*Vaccination Date: Date: **02-Jun-2017** Approx:

Location: **Wolf Clinic** Administration Facility: **Clinic** *Administered By: **Physician/Nurse Prac**
S, Janna, MD

*Vaccine: Edit ... Series #:

*Lot #: Expiry: Edit Lot...

Route:

Dosage: mL

*Vaccination Injection Site:

*Reaction: **None**

[AEFI Report \(Public Health Canada\)](#)



Notes:


There are no drug interaction overrides recorded for this vaccination.





☐ Refused Date Refused:


Refusal Reason:

2. Using the following table, record the vaccination:

Field	Description
Vaccination Date	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> ■ If you know the date the vaccination was administered, in the Date field, enter a date, or to select a date on a calendar, click . ■ If you are recording a previous vaccination and are unsure of the administration date, in the Approx field, enter an approximate date. EMR translates the approximate date into a full date and displays the date in the Date field. <p>You can enter the approximate date as:</p> <ul style="list-style-type: none"> ■ Month only: The EMR records the date as the first day of this month in the current year. ■ Year only: The EMR records the date as January 1 of the selected year. ■ Month and Year: The EMR records the date as the first day of the entered month in the entered year. You can enter the month in full or as an abbreviation. The year must be a four-digit year.
Location	If your clinic has multiple locations, select the location where the vaccination was administered.
Administration Facility/Location	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> ■ If the vaccination was administered in your clinic, select Clinic. ■ If the vaccination was administered at a facility outside of your clinic, select the facility. If the facility you want is not available in the list, enter the facility in the field. <div style="border: 1px solid purple; padding: 10px; margin-top: 10px;"> <p> Best practice: If you enter a new Administration Facility, you can choose to add the facility to the list. Add facilities to the list only if you or other users will be selecting the location often.</p> </div> <p>If needed, you can modify or delete Administration Facility list options (for example, to “clean-up” duplicate or miss-spelled list items), see "Managing the administration facility/location list for recording vaccinations" on page 130.</p>

Field	Description
Administered By	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> ■ If the individual who administered the vaccination was a practitioner in your clinic, in the drop-down list, select Physician/Nurse Prac, and then in the lower drop-down list, choose the practitioner. ■ If the individual who administered the vaccination was a front end staff member, in the drop-down list, select Staff, and then in the lower drop-down list, choose the staff member. ■ If the individual who administered the vaccination was from a facility outside of your clinic, in the drop-down list, select Public Health, and then in the field enter the name of the provider, pharmacy, or clinic.
Vaccine	<p>Type all or part of the vaccination name (for example, flu or dpt), and then on your keyboard, press Enter.</p> <p>In the list of matching vaccinations, click the vaccination you want. The full vaccination name populates the Vaccine field.</p> <div>  <p>Note: If the vaccine you want is not available, users with administrator authority can add vaccines to your clinic's vaccine list. See "Managing your clinic vaccine list" on page 123.</p> </div>
Series	Enter the series number of the vaccine, if applicable.

Field	Description
Lot #	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> ■ Choose a lot number from the list, if it was already entered on the computer you are currently using. The Expiry date field is automatically populated. ■ Type a new lot number, and then in the Expiry field, type the lot's expiry date. You are prompted to register the lot number for future use. <div>  Tip: If you want to edit the Expiry date, click Edit Lot, change the date, and then close the window. </div> <div>  Note: A particular lot number is not available in the drop-down list if it expired or if the lot was marked as "Finished" </div>
Route	<p>In the drop-down list, select the vaccination route.</p> <div>  Note: If the route you want is not in the list, you cannot enter the value. Users with administrator authority can add options to the Route list if needed via Configuration. See "Managing the route list for recording vaccinations" on page 127. </div> <div>  Tip: You can set a default value to automatically populate the Route field. See "Managing your clinic vaccine list" on page 123. </div>
Dosage	<p>Enter the vaccination dose.</p> <p>Tip: You can set a default value to automatically populate the Dosage field. See "Managing your clinic vaccine list" on page 123.</p>

Field	Description
Vaccination Injection Site	<p>Select the site where the vaccination was administered. If the injection site you want is not available, then manually enter the value.</p> <div>  Best practice: If you enter a new injection site, you are prompted to add the injection site to the drop-down list. Add injection sites to the list only if: <ul style="list-style-type: none"> ■ You or other users will be selecting the option often ■ You can confirm that the option is not already available on the list (perhaps as a different name?) ■ You know you have spelled the injection site correctly </div> <p>If needed, you can modify or delete Vaccination Injection Site drop-down list options (for example, to “clean-up” duplicate or miss-spelled list items). See "Managing the injection site list for recording vaccinations" on page 127. See "Managing the injection sites and reaction types lists for recording vaccinations" on page 129.</p>
Notes	Enter any notes regarding the patient's vaccination.


- To review possible interactions for the vaccination, at the top of the window, click **Multum**.

**Note:**

You can check for possible interactions only if:

- Your clinic has the Cerner Multum database enabled
- The vaccine has a Multum code assigned. See ["Managing your clinic vaccine list" on page 123](#).

- If the patient experiences an immediate adverse reaction to the vaccination, record the reaction. See ["Recording adverse reactions to vaccinations" on page 118](#).
- If all of the patient's primary immunizations are completed, at the top of the window, select the **Primary Immunizations have been Completed for this Patient** check box. The EMR indicates the completion of Primary Immunizations on the **Current History** tab in the **Medical Summary** window.
- Perform one of the following actions:

- To record another vaccination click **Enter New Vaccination**  and repeat steps [step 2](#) to [step 6](#).
- To save the vaccination and close the window, click **Close Form** .

Recording refused vaccinations

If a patient refuses a vaccination, you can record and reference the refusal. This way, you know not to offer the vaccination again, or to provide the patient with more information.



Note: If you record refused vaccinations, you can produce practice search reports detailing patients who refused certain vaccinations. In Practice Search, use the search parameter: **Refused Vaccinations**.

Steps

1. Open the **Vaccinations** window and record information in the following fields:

- **Vaccination Date** (date you offered the vaccination)
- ***Administered By**
- **Vaccine**

See [step 1](#) to [step 2](#) in "Recording a vaccination" on [page 106](#).

2. Select the **Refused** check box.

Vaccinations

Test, Mother PHN: 9990

Log Multum + - X

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

5980 Test Court, H (111) 111-1111 Pr: Doctor Test, MD PhD F...
Olds AB T1T 0E0 C W Ret

☒ Primary Immunizations have been Completed for Patient

Fields prefixed with * are mandatory


*Vaccination Date: Date: 02-Jun-2017 Administration Location: Clinic
Approx: *Administered By: Physician/Nurse Prac
Test, Doctor, MD PhD FRCPC

*Vaccine: flu vaccine Search Brand Name:
Edit ... Series #:
*Lot #: Expiry: Edit Lot...
Route:
Dosage: mL
*Vaccination Injection Site:
*Reaction: None
AEFI Report (Public Health Canada)

Notes:

There are no drug interaction overrides recorded for this vaccination.

☒ Refused Date Refused: 02-Jun-2017
Refusal Reason: Patient concerned about adverse reactions

3. If the patient refused the vaccination on a date other than today, in the **Date Refused** field, enter the date, or to select a date on a calendar, click .
4. In the **Refusal Reason** field, enter the patient's reason for refusing the vaccination.
5. Save and close the window, or enter the next vaccination or refusal. See step 6 in "Recording a vaccination" on page 106.

Recording group vaccinations

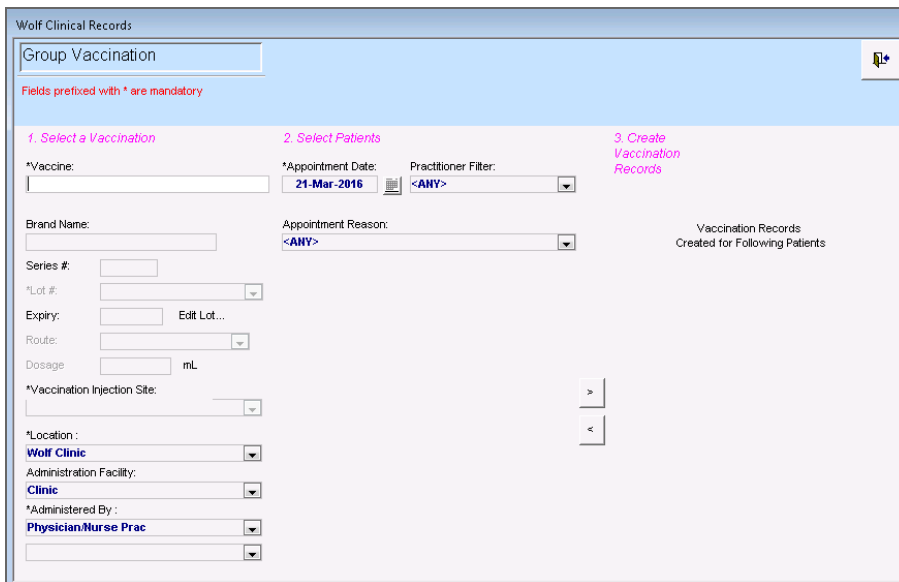
If you administer the same vaccination to a group of people (for example, if you administer a vaccine to a family, or if you host a flu shot clinic), you can record the vaccination for all patients at once.



Note: You can record group vaccinations only for patients who have appointments booked on the date the vaccinations took place.



Steps


- From the WorkDesk menu, click **Patients > Group Vaccination** . The **Group Vaccination** window opens.



- Using the following table, under **1. Select a Vaccination**, enter the vaccination information.

Field	Description
Vaccine	<p>Enter all or part of the vaccination name (for example, flu or dpt), and then on your keyboard, press Enter. The EMR displays a list of matching vaccinations.</p> <p>Click the vaccination you want. The EMR displays the full vaccination name in the Vaccine field.</p>
Series #	Enter the series number of the vaccine, if applicable.
Lot #	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> ■ To select a lot number that has previously been entered on the computer you are currently using, in the list, click the vaccine's lot number. The EMR displays the Expiry date for the selected lot. ■ To enter a new lot number that has not been entered previously for another patient, in the Lot # field, enter the lot number.
Expiry	Enter the lot's expiry date.

Field	Description
Route	<p>Select the vaccination route.</p> <div>  Note: If the route you want is not in the list, you cannot enter the value. Users with administrator authority can add options to the Route list if needed via Configuration. See "Managing the route list for recording vaccinations" on page 127. </div>
Dosage	Enter the vaccination dose.
Vaccination injection Site	<p>Select the site where the vaccination was administered. If the injection site you want is not available, then manually enter the value.</p> <div>  Best practice: If you enter a new injection site, you are prompted to add the injection site to the list. Add injection sites to the list only if: </div> <ul style="list-style-type: none"> ■ You or other users will be selecting the option often ■ You can confirm that the option is not already available on the list (perhaps as a different name?) ■ You know you have spelled the injection site correctly <p>If needed, you can modify or delete Vaccination Injection Site list options (for example, to “clean-up” duplicate or miss-spelled list items). See "Managing the injection sites and reaction types lists for recording vaccinations" on page 129 "Managing the injection site list for recording vaccinations" on page 127.</p>



Field	Description
Location	If your clinic has multiple locations, in the list, select the location the vaccination was administered at.
Administration Facility	<p>perform one of the following actions:</p> <ul style="list-style-type: none"> ■ If the vaccination was administered in your clinic, in the drop-down list, select Clinic. ■ If the vaccination was administered at a facility outside of your clinic, in the list click the facility. If the facility you want is not available in the list, enter the facility in the field. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  Best practice: If you enter a new Administration Facility, you can choose to add the facility to the list. Add facilities to the list only if you or other users will be selecting the location often. </div> <p>If needed, you can modify or delete Administration Facility list options (for example, to “clean-up” duplicate or miss-spelled list items), see "Managing the administration facility/location list for recording vaccinations" on page 130.</p>
Administered By	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> ■ If the individual who administered the vaccination was a provider in your clinic, in the list, select Physician/Nurse Prac, and then in the lower list, click the provider. ■ If the individual who administered the vaccination was a front end staff member, in the list, select Staff, and then in the lower list, click the staff member. ■ If the individual who administered the vaccination was from a facility outside of your clinic, in the list, select Public Health, and then in the field enter the name of the provider, pharmacy, or clinic.

3. Under **2. Select Patient**:

- a) In the ***Appointment Date** field, select the date the vaccinations took place.
- b) In the **Practitioner Filter** list, select the provider whose patient's were vaccinated, or if patient's from multiple providers were vaccinated, select **<ANY>**.

- c) If the patients whom were vaccinated had a common appointment reason (for example, "injection", or "vaccination"), in the **Appointment Reason** drop-down list, select the reason, otherwise, leave **<ANY>** selected.

The EMR displays a list of patients whom meet the criteria outlined in this step.

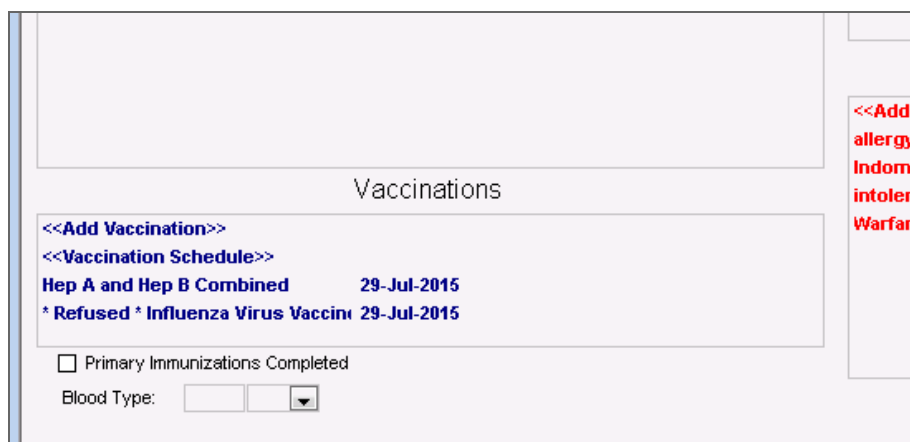
4. In the list of patients, click a patient whom you want to record the vaccination for, and then click . The EMR adds the patient to the **Vaccination Records Created for Following Patients** area.
5. Repeat [step 4](#) for all patients you want to record the vaccination for.
6. When you are done, click **Close Form** . The EMR records the vaccination in the medical summary of all selected patients.

Viewing and modifying patient vaccinations

You can view a complete list of a patient's recorded vaccinations in the patient's medical summary. If you want to view information about or modify information for a particular vaccination, in the list of vaccinations, you double-click the vaccination.

Steps

1. Open the patient's medical summary. The **Vaccinations** area displays:
 - The patient's administered vaccinations.
 - The patient's refused vaccinations.
 - The **Primary Immunizes Completed** check box.



Vaccinations

<<Add Vaccination>>
 <<Vaccination Schedule>>
 Hep A and Hep B Combined 29-Jul-2015
 * Refused * Influenza Virus Vaccin 29-Jul-2015

☐ Primary Immunizations Completed

Blood Type: ▼

<<Add
 allergy
 Indom
 intoler
 Warfar



Note: To quickly indicate that a patient (no matter what age) has received all required Primary Immunizations, select the **Primary Immunizations Completed** check box.

2. To view more detailed information about a vaccination, in the **Vaccinations** area, double-click the vaccination. The **Vaccinations** window opens.
3. To view details on any interaction warning override(s), below the **Notes** area, click **Drug Interaction Overrides**. The **Drug Interaction Override History** window opens.
4. In the **Vaccinations** window, modify information as needed. See [step 2](#) in "Recording a vaccination" on [page 106](#).

Recording adverse reactions to vaccinations

If a patient experiences an adverse reaction to a vaccination, you can record the reaction in the Vaccinations window and record an allergy or intolerance in the Medications and Allergies window at the same time.

Steps

1. Open the vaccination record in the **Vaccinations** window: Open the patient's medical summary and then, in the **Current Hx** tab, in the **Vaccinations** area, double-click the vaccination.
2. In the **Reaction** list, select the type of reaction the patient experienced. The **Medications and Allergies** window opens, with the **Add Drug Allergy** entry area open.

The screenshot shows a medical software window titled "Test, Jay - Medications and Allergies". The window is divided into several sections:


- Top Bar:** Includes a "Home" button and a "Multiple Rx Actions" dropdown menu. Below this are icons for "Add Medication", "New Compound", "New Override", "Add to Favourites", "Manage", "Interactions", "Print All", "Add Drug Allergy", and "Add Non Drug Allergy".
- Patient Information:** Displays "Test, Jay", "Born 24-Sep-1980(3)", "Sex F", "PHN 111111111", and "Status Left Practice".
- Medications Section:**
 - Buttons for "Active Medications" and "Inactive Medications".
 - A "Chronological" dropdown menu.
 - A list of drugs: Cephalixin (Keflex TAB) 500 mg, Indapamide-perindopril (Coversyl Plus HD 2.5 mg-8 mg TAB), PrednisONE (PrednisONE TAB) 5 mg, Warfarin (Coumadin TAB) 6mg OD even days 2mg OD odd days, Ramipril (Altace CAP) 1.25 mg, and Cortisone (Cortisone Acetate TAB) 25 mg.
- Allergies Section:**
 - Buttons for "Active Allergies (8)" and "Inactive Allergies (0)".
 - A "Group by Category" checkbox.
 - A table of allergens:

Allergen	Category
Acetaminophen/caffeine/codeine (Tylenol)	DA
Hepatitis A-hepatitis B vaccine (Twinrix)	DA
Penicillin G sodium (Crystapen PWDI)	DA
dogs	NDA
dust	NDA
- Add Drug Allergy Section:**
 - Radio buttons for "Active Drugs" (selected) and "Search Drug".
 - A search input field with "Search" and "Clear" buttons.
 - Radio buttons for "Starts with" and "Contains".
 - A "Select Drug Product" section with a large empty text area.
 - "Continue" and "Cancel" buttons at the bottom.



Note: If your clinic still has the legacy allergy functionality (ie. you have not upgraded to the new prescriber), the **Clinical Records** window opens instead. Here, you can record the reaction details. See [Managing allergies and intolerances using Wolf EMR legacy functionality](#).

3. Record the reaction details, and then close the Medications and Allergies window. See "Recording drug allergies and intolerances" on page 96.
4. If the patient has an adverse reaction that should be reported to the Public Health Agency of Canada, in the **Vaccinations** window:
 - a) On the Vaccinations window, click the **AEFI Report (Public Health Canada)** link (located below the ***Reaction** field). The Report of Adverse Events Following Immunization (AEFI) SMART form opens with much of the patient's information pre-populated.


Public Health
 Agency of Canada
 Agence de la santé
 publique du Canada

REPORT OF ADVERSE EVENTS FOLLOWING IMMUNIZATION (AEFI)

INSTRUCTIONS: For more complete instructions and definitions, refer to the user guide at: www.phac-aspc.gc.ca/im/aeafi

Report events which have a temporal association with a vaccine and which cannot be clearly attributed to other. A causal relationship does not need to be proven, and submitting a report does not imply causality.

Of particular interest are those AEFIs which:

- a) Meet one or more of the seriousness criteria
- b) Are unexpected regardless of seriousness

Refer to the user guide, Background Information and for additional clarification

Note:

- the numbers below correspond to the numbered sections of the form.
- All dates should be captured in the following format: YYYY / MM / DD.
- When reporting an AEFI, check one of the boxes on the top right hand corner of the first page of the form to indicate whether it is an INITIAL or FOLLOW UP report. For all follow up reports, please specify the U

1a) The **UNIQUE EPISODE NUMBER** is assigned by the Province / Territory. Leave it blank unless au

1b) The **REGION NUMBER** is a number that corresponds to a given health unit. Leave it blank if it doe


b) Complete, save, and optionally print or fax the form.

5. On the **Vaccination** window, click **Close Form** .

Identifying when patients are due for vaccinations

In Wolf EMR, you can create automatic notifications that display for patients who are due for vaccinations (see "Managing automated vaccination recommendations" on page 131). These automatic notifications are called vaccination recommendations. When a patient is due for a vaccination, you are notified in the patient banner.

Steps

1. Open any window of the patient's record (including the medical summary, the **Vitals Entry** window, or a SOAP note).
2. In the SMART patient banner, click  **# Vaccinations** (where **#** = the number of vaccinations the patient is due for). The EMR displays the patient's **Vaccination Schedule**, with:
 - Upcoming (pending) vaccinations highlighted in dark blue
 - Overdue vaccinations highlighted in orange
 - Refused vaccinations highlighted in red
 - Vaccinations administered late highlighted in light blue

Vaccination Schedule

Test, Baby Daughter PHN

Born: 15-Jun-2014 (13 wk 2 d) Sex: F Status: N/A

123 Test Street, H C W Pr: Dana Know-Four, MD Fam Ret

Quick Print

View schedules for:

Vaccination: <<ALL>>

From Date: Last 5 years To Date: Next 3 years

16-Sep-2009 16-Sep-2017

Double click highlighted row below to edit vaccination record

Immunization	Schedule	Admin Age	Admin Date
Meningococcal C Conjugate #0	2 mo	Overdue	Due 14-Aug-2014
Pneumococcal 23-Polyvalent #0	2 mo	Overdue	Due 14-Aug-2014
Meningococcal C Conjugate #0	4 mo	Pending	Due 13-Oct-2014
Pneumococcal 23-Polyvalent #0	4 mo	Pending	Due 13-Oct-2014
Meningococcal C Conjugate #0	12 mo	Pending	Due 10-Jun-2015
Pneumococcal 23-Polyvalent #0	12 mo	Pending	Due 10-Jun-2015
MMR #0	12 months	Pending	Due 15-Jun-2015

Color Legend: Refused Overdue Administered Late Pending or Completed



Note: As soon as you record an administered vaccine for a patient, the associated vaccination recommendation no longer displays as “outstanding” on the patient's **Vaccination Schedule**.

Producing immunization reports

You can produce a report of immunizations performed in your clinic over a defined period of time. The report can detail administrations of a specific vaccine, and/or vaccinations administered by a specific person.

Report of Immunization By Physician: From 03-Mar-2011 and 04-Mar-2016


Clinic: Wolf Clinic
2805 SE Knight Court
Morley AB

Phone Office: (632) 791-2356
Fax: (963) 229-3243
EMail: Morley@nowhere.com

Staff: Shondra G


Patient Information				Immunization Administered					
Patient / PHN	Birthdate / Gender	Address, City, Province	Parent / Phone	Date / Location	Agent / Immunogen	Lot # / Manufacturer	Injection Site / Series #	Route / Dose (mL)	Notes
Farrar, T		7883 SW Ryerson Street		21-Mar-2011	hepatitis a&b	AHABB187AC	im rt deltoid		
9991123229	M	Spruce View, AB	43545501			glaxosmithkline	4		
Collette, C	15-Oct-2004	2001 SE Cameron Court		22-Mar-2011		AHABB200CA	im rt deltoid		
9991928831	M	Arviat, AB	271903707		Twinnix JR		2		
Hammer, C	26-Jan-2008	7588 N Grove Place		22-Mar-2011		AHABB200CA	im rt deltoid		
9991892482	F	Armstrong, AB	(254) 628-8395		Twinnix JR		2		
Irons, L	14-Jun-2007	4728 E Essex Street		03-May-2011	hepatitis a&b	AHABB196AC	im rt deltoid		
9999821731	F	, AB	(233) 560-3090			glaxosmithkline	1		


Steps

1. From the WorkDesk menu, choose **Reports > Immunization Records** . The **Immunization Report** window opens.

Wolf Clinical Records




Immunization Report

From: **03-Mar-2011** 

To: **04-Mar-2016** 


Administered By:


Vaccine:

Wolf Clinical Records

Immunization Report

From: **01-Apr-2017** 




To: **01-Apr-2017** 

Administered By:



Vaccine:

☐ Include Public Health / External




☐ Include Refusals (CSV only)

2. Using the following table, enter criteria to define what immunizations should display in the report.

Field	Description
From	Enter the start date from which administered immunizations are to be included, or to select a date from a calendar, click  .
To	Enter the end date to which administered immunizations are to be included, or to select a date from a calendar, click  .
Administered By (Optional)	To include only vaccinations administered by a specific person, in the list select the person.
Vaccine (Optional)	To produce a report for only a specific vaccine, in the Vaccine list, select the vaccine.
Include Public Health / External	To include records that were administered externally or by public health (those that have an Administered by value of External or Public Health)
External or Include Refusals (CSV only)	To include vaccination refusals. This option applies only if you save the report in CSV (comma separated value) file.

3. Click one of the following options:

- **Create CSV Extract File** : To save the report as a CSV file that can be opened in various spreadsheet and statistical analysis applications (for example, Microsoft Excel).
- **Print to Default Printer** : To print the prenatal record to your default printer.
- **Print** : To print or fax the report on a selected printer or fax machine.

Configuring vaccinations

To customize the process around recording vaccinations, you can:

- Add and modify vaccines in your clinic's vaccine list (see "Managing your clinic vaccine list" below)
- Customize the **Route** list (see "Managing the route list for recording vaccinations" on page 127)
- Customize the **Injection Site** list (see "Managing the injection sites and reaction types lists for recording vaccinations" on page 129 "Managing the injection site list for recording vaccinations" on page 127)
- Customize the **Administration Facility/Location** list (see "Managing the administration facility/location list for recording vaccinations" on page 130)
- Configure automated vaccination recommendations (see "Managing automated vaccination recommendations" on page 131)

Managing your clinic vaccine list

If a vaccine you want is not available in the vaccine list, you can add it if you have administrator authority in Wolf EMR. You can also modify vaccines that are already on your clinic's list, for example, you can:

- Modify vaccine names.
- Set a default route and a default dosage for a vaccine. This way, when the vaccine is recorded in patient charts, the **Route** and **Dosage** fields are populated automatically.
- Configure vaccines to display in CDM flowsheets using CDM codes.

Steps

1. From the Wolf EMR home page, click **Configuration** .

- From the **Configuration** window menu, click **View > Patient Data Codes > Vaccination Types > Vaccination Type Maintenance**. The **Vaccine Type Maintenance** window opens.

Vaccine Type Maintenance

File View

Description: Notes:

Brand Name:

Manufacturer:

Route:

Dosage: mL

Care Type:


End Date:

CDM Code:


Multum Code:




Vaccine Types Currently in Database

Description	Brand Name	Manufacturer	Route	Dosage
<Missing Description>	hepatitis a&b	glaxosmithkline		
BCG				
Depo_Provera		Pfizer		
DPT				
DTP				
Engerix B				
flu vaccine				
Flumist Nasal Spray				
Gardasil		Merck Frosst		
havrix 1440	Hepatitis A	Glaxosmithkline		
havrix 720jr	hepatitis a	glaxosmithkline		
hbv				
Hepatitis B				
Inflenza				
Menactra		sanofi pasteur		
Meningococcus C				

- Perform one of the following actions:
 - If you are adding a vaccine, at the top of the window, click .
 - If you are modifying or removing a vaccine, in the **Vaccine Types Currently in Database** list, click the **Description** of the vaccine.
- Using the following table, enter or modify the vaccine's details.

Field	Description
Description	Enter the vaccine name.
Brand Name	Enter the brand name.
Manufacturer	Enter the manufacturer.

Field	Description
Route	<p>To set a default route for when this vaccine is recorded in patient charts, in the list, select the route.</p> <div>  Note: If the route you want is not in the list, you cannot enter the value. You can, however, add options to the Route list if needed (via Configuration). See "Managing the route list for recording vaccinations" on page 127. </div>
Dosage	To set a default dosage for when this vaccine is recorded in patient charts, enter the dosage.
Care Type	To associate this vaccine with a specific care type (for example, influenza), in the list, select the care type.
End Date	If you are removing the vaccine from your clinic's vaccine list, enter the date you want the vaccine to drop off the list.


Field	Description
CDM Code	<p>If you want the vaccine to display in chronic disease management (CDM) flowsheets, select one of the following options:</p> <ul style="list-style-type: none"> ■ Influenza: To have vaccination dates display in the Influenza column of CDM flowsheets ■ Pneumococcal: To have vaccination dates display in the Pneumococcal column of CDM flowsheets ■ AbnormalPAPS: To have vaccination dates display in the Abnormal PAPS column of CDM flowsheets ■ LastPAPS: To have vaccination dates display in the LastPAPS column of the CDM flowsheet ■ PAPS: To have vaccination dates display in the PAPS column of the CDM flowsheet <div>  Note: You can also perform patient searches or create automated clinical patient reminders (rules) using vaccination CDM Codes. For this reason, you can add additional CDM Codes to be used for patient searches and rules. </div> <div>  Note: If the CDM Code you want is not available in the list, any user with administrator authority in Wolf EMR can add codes to this list. See "Managing your clinic vaccination CDM codes" on page 134. </div>
eMS Code	<p>Select the vaccination code used by Electronic Medical Summary tools. You can add codes to this list from Configuration > View > Patient Data Codes > Vaccination Types > eMS Codes (BC).</p>
Multum Code	<p>If your clinic uses the Cerner Multum interactions feature, enter the vaccine's Cerner Multum ID here.</p> <div>  Important : In assigning the correct Multum code, the EMR can identify possible interactions for each patient. </div>
Notes	<p>Enter any notes about the vaccine. These notes are for internal purposes only, they do not populate patient vaccine entries.</p>

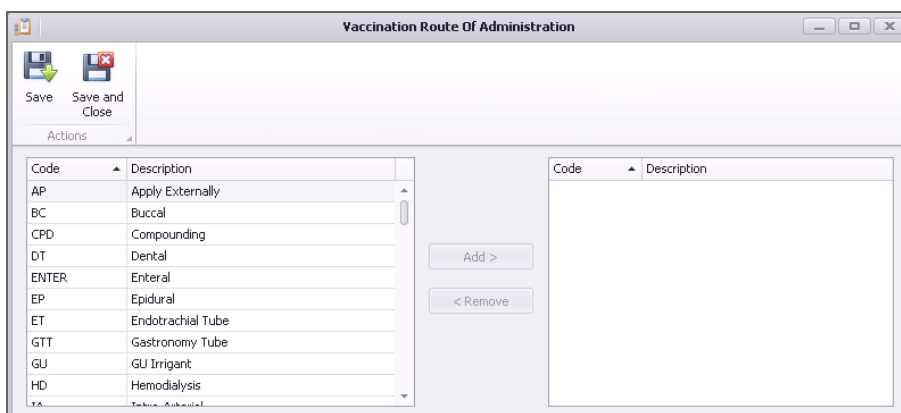
5. When you are done, click , and then close the window.


Managing the route list for recording vaccinations

When you record a vaccination for a patient, to record the route, you select an option in the **Route** list, you cannot enter the value. If the option you want is not available in the list, users with administrator authority can add options to the list via Wolf EMR Configuration.

Steps

1. From the Wolf EMR home page, click **Configuration** .
2. From the **Configuration** menu, choose **View > Patient Data Codes > Vaccination Types > Route Maintenance**. The **Vaccination Route of Administration** window opens.



3. To add an option to the list, in the left pane, click the option you want, and then click **Add >**.
4. To remove an option from the list, in the right pane, click the option, and then click **< Remove**.
5. When you are done, click **Save and Close** .

Managing the injection site list for recording vaccinations

When you record a vaccination for a patient, and you enter a new **Injection Site**, you can choose to add the injection site to the list. Unfortunately, the ability to add injection sites on-the-fly can result in a messy list of duplicate options, misspelled options, and so on. For this reason, you can “clean-up” or modify the injection site list options if needed.

Steps

1. Open the Vaccinations window. See [step 1](#) in "Recording a vaccination" on page 106.
2. Double-click the **Vaccination Injection Site** field tag.

Vaccinations

Test, Mother PHN 9990

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

5980 Test Court, *H* (111) 111-1111 *Pr* Doctor Test, MD PhD F...
 Olds AB T1T 0E0 *C* *W* *Ret*

Fields pr

*Vaccination Date: **02-Jun-2017** *Administration Location:* **Clinic**
Date: *Approx:* **Administered By:* **Physician/Mur**
Test, Doctor

*Vaccine: **flu vaccine** *Search* *Brand Name:*
Edit ... *Series #:*

*Lot #: **12345** *Expiry:* **16-Aug-2017** *Edit*

Route:

Dosage: mL


*Vaccination *Injection Site:*

*Reaction: **None**

[AEFI Report \(Public Health Canada\)](#)

The **Vaccination Injection Site Field List** window opens.

Field List

Vaccination Injection Site 

<input checked="" type="checkbox"/>	Buttock IM
<input type="checkbox"/>	im lt. Deltoid
<input type="checkbox"/>	im rt deltoid
<input type="checkbox"/>	intranasal
<input type="checkbox"/>	Lt thigh IM
<input type="checkbox"/>	nose
<input type="checkbox"/>	Oral
<input type="checkbox"/>	RT thigh IM
<input type="checkbox"/>	*

3. Perform one of the following actions:

- To add an injection site, in the bottom row, enter the site.
- To edit a injection site name, click the injection site line, and then modify the text as needed.
- To delete a site, click the injection site line, and then on your keyboard, press **Delete**.

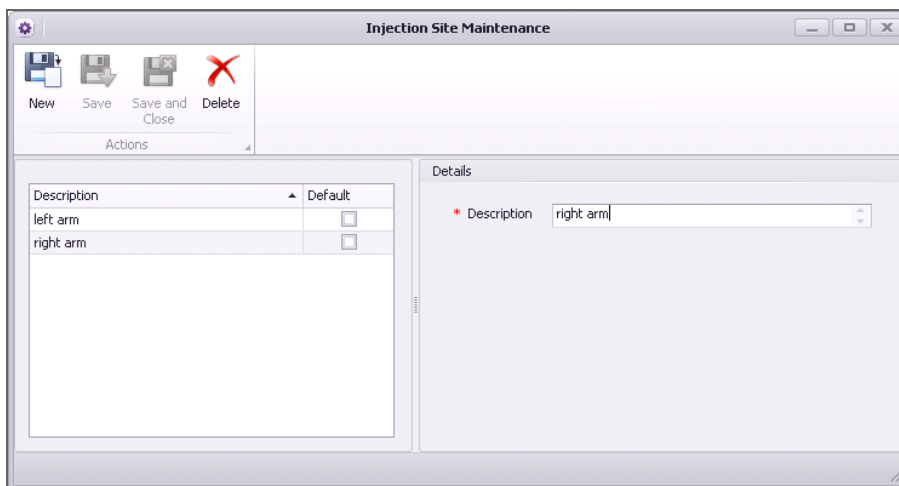
4. When you are done, Click **Close Form** .

Managing the injection sites and reaction types lists for recording vaccinations

When you record a vaccination for a patient, you must select a **Vaccination Injection Site** and a **Reaction** from a list. If the option that you want is not available in the list, users with administrator authority can add options to the list via Wolf EMR Configuration.

Steps

1. From the Wolf EMR home page, click **Configuration** .
2. To manage injection sites:
 - a) In the Configuration window menu, click **View > Patient Data Codes > Vaccination Types > Injection Site Maintenance**. The **Injection Site Maintenance** window opens.



Description	Default
left arm	<input type="checkbox"/>
right arm	<input type="checkbox"/>

Details

* Description: right arm

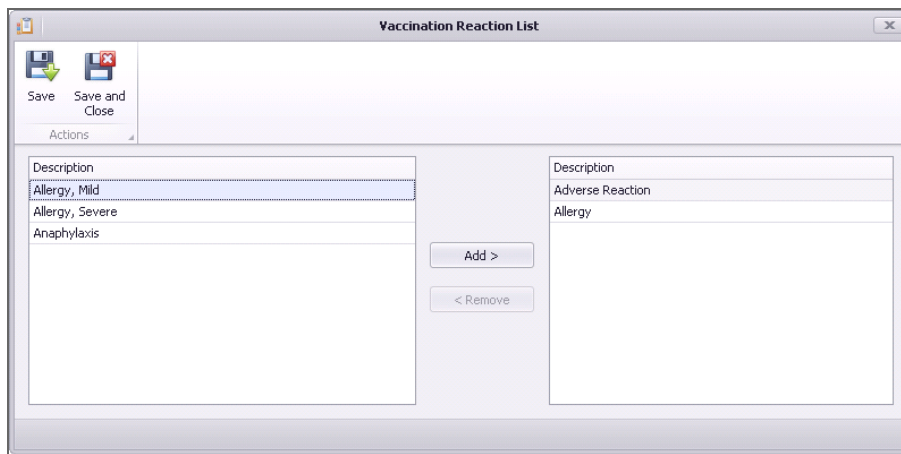
- b) To add an injection site, Click the **New** button and type a description. If you want to make the side the default one, select the check box in the **Default** column. The injection site will appear in the vaccination windows.
- c) To modify an injection site, select the site and type a new description.
- d) To delete an injection site, select the site and click the **Delete** button.



Note: You cannot delete injection sites that were already used in patient records.

3. To manage reactions:

- a) From the **View** menu, choose **Patient Data Codes > Vaccination Types > Reaction Type Maintenance**.



- b) Do one or more of the following:
- To add a reaction, in the left pane, click the reaction and click **Add >**.
 - To remove a reaction, in the right pane click the reaction and click **< Remove**.

Managing the administration facility/location list for recording vaccinations


When you record a vaccination for a patient, and you enter a new **Administration Facility/Location**, you can choose to add the facility to the list. Unfortunately, the ability to add Administration Facilities on-the-fly can result in a messy list of duplicate options, misspelled options, and so on. For this reason, you can “clean-up” or modify the Administration Facility list options if needed.

Steps

1. Open the Vaccinations window. See [step 1](#) in "Recording a vaccination" on page 106.
2. Double-click the **Administration Facility/Location** field tag.

The **Administration Facility/Location Field List** window opens.

The screenshot shows a software window titled "Field List" with a sub-header "Administration Facility". Below the header is a list of facility types, each with a small icon in a box to its left. The list includes "immunization clinic", "Pharmacy", "Walk-in clinic", and an empty row with an asterisk icon. A "Close Form" button with a document icon is located in the top right corner of the window.

3. Perform one of the following actions:
 - To add a facility name, in the bottom row, enter the name.
 - To edit a facility name, click the line, and then modify the text as needed.
 - To delete a location, click the location line, and then on your keyboard, press **Delete**.
4. When you are done, click **Close Form** .

Managing automated vaccination recommendations

Because there are numerous vaccinations patients are recommended to take throughout their lifetime, it can be hard to track if a patient is due for or missing a vaccination.


In Wolf EMR, you can create automatic notifications that displays for patients who are due for vaccinations. To manage vaccination recommendations, you can:

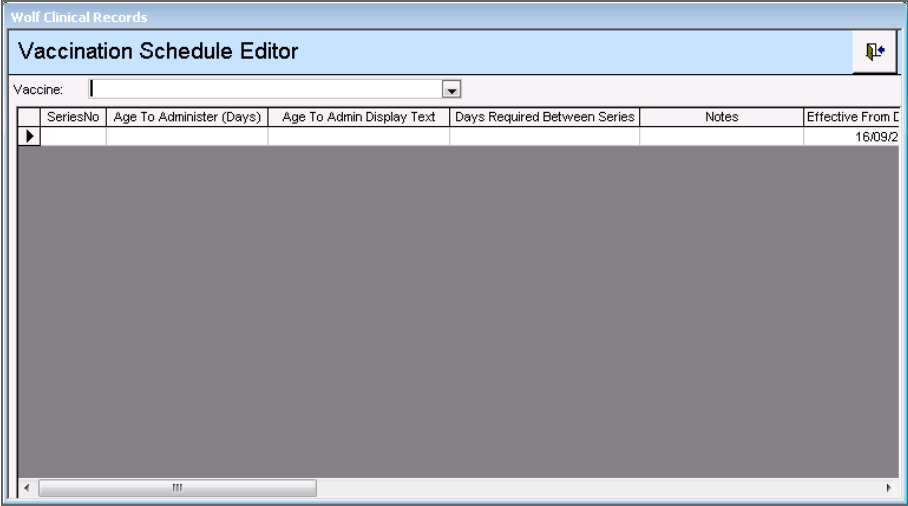
- Define what criteria patients must meet to be flagged as overdue for a vaccination (see "[Creating vaccination recommendations](#)" below)
- Halt vaccination recommendations; for example, if a vaccination is taken off the market, or if clinical guidelines for a vaccination changes (see "[Stopping vaccination recommendations](#)" on page 133)

Creating vaccination recommendations

You set criteria for overdue vaccination notifications by creating vaccination recommendations. Refer to your province's health authority for recommendations. Any user can create vaccination recommendations via the WorkDesk menu.

Steps

1. From the WorkDesk menu, click **Configure > Vaccination Schedules** . The **Vaccination Schedule Editor** window opens.

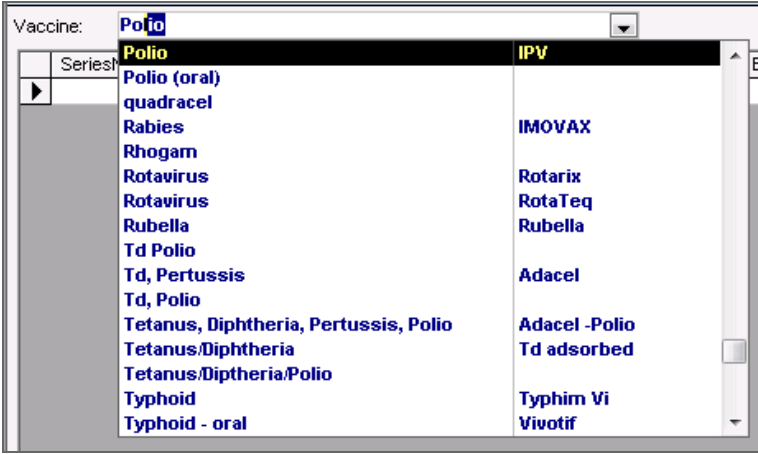


2. In the **Vaccine** list, select a vaccine.



Tip:

If you are having trouble finding the vaccination you want, in the **Vaccine** field, begin to enter the vaccine name. The EMR takes you to the appropriate place in the list.



Note: The list of vaccines originates from the Multum database. This list is regularly updated.

3. Using the following table, enter the schedule for the vaccine.

Column	Description
Age to Administer (Days)	Enter the recommended age, in days.
Age to Administer Display Text	Enter the recommended age in the format you want the age to display on the Vaccination Schedule (for example, 12 months.)
Days Required Between Series	If the vaccination is a series, enter the number of days required between each vaccination in a series. For example, if two months is required between each vaccination in the series, enter 60 to indicate 60 days.
Notes	Enter any notes you want regarding the recommended vaccination.
Effective From DOB	If the vaccine is new for infants/children, enter a starting date. The EMR displays the vaccination recommendation only on the Vaccination Schedule of patients who's date of birth is AFTER the date specified.
Display	Select to activate the vaccination schedule.




Tip: Use the horizontal scroll bar at the bottom of the Vaccine Schedule Editor window to view the last few columns.

4. When you are done, click **Close Form** .

Stopping vaccination recommendations

If a vaccination is taken off the market, or if clinical guidelines for a vaccination changes, you can halt automated recommendations for that vaccination.

Steps




1. On your **WorkDesk**, click **Configure > Vaccination Schedules** . The Vaccination Schedule Editor window opens.
2. From the **Vaccine** list, select the vaccination you want to stop recommendations for. The EMR displays the recommendations associated with the selected vaccine in the table below.
3. In the **Effective To DOB** column, enter an end date (Typically today's date or an earlier date). The EMR removes the recommendation for any patient born after the date specified.

Managing your clinic vaccination CDM codes

Vaccination CDM codes are used to define what vaccines are to be tracked in the various chronic disease management (CDM) flowsheets. You can also use CDM codes to produce searches and automated patient reminders (rules) based on all vaccines defines by the same CDM code. Wolf EMR does not come with a default set of CDM codes; However, if you use CDM flowsheets, you should add the following codes:

- Influenza
- Pneumococcal
- AbnormalPAPS
- LastPAPS
- PAPS

Steps

1. From the Wolf EMR home page, click **Configuration** .
2. From the **Configuration** menu, choose **View > Patient Data Codes > Vaccination Types > CDM Codes**. The **CDM Vaccination Code Maintenance** window opens.
3. Perform one of the following actions:
 - If you are adding a vaccination CDM code, at the top of the window, click .
 - If you are modifying or removing a vaccination CDM code, search for the code:
 - a) In the **Description** field, enter part or all of the CDM code name, and then click **Search**.
 - b) In the search results list, click the **Internal Wolf ID** of the CDM code you want to modify.
4. In the **Data** tab, in the **Description** field, enter a description for the CDM code (for example, you can describe what flowsheets or searches this code is used for).
5. Enter the vaccination CDM code used by the Chronic Disease Management tools.
6. When you are done, click , and then close the window.

