E-Prescribing
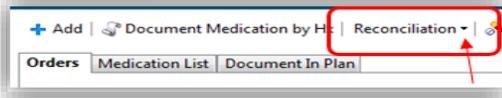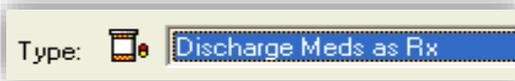
1. Click on the *Orders Tab*.
2. Click the Drop down arrow next to Reconciliation button and select *Discharge*.

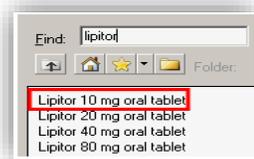4. To add a new med, click the blue plus *Add* button. Note: Check to make sure the type: is *Discharge Med as Rx.*

*Note: Type should be Prescriptions in the Ambulatory spaces.*

5. Type the *first 3-4 letters* of the drug name in the *Find* box. As you type, the system will search.

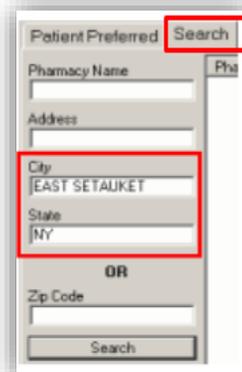6. Select the desired *drug* from the *list* below.
7. When finished searching, click *done*.

Sending the Prescription Electronically to the Pharmacy

1. Complete the required *Details* for all medications indicated by

2. Click the *Select Routing* button on the right side of the details window.

3. Select *Pharmacy* from the *Select Routing* drop down.
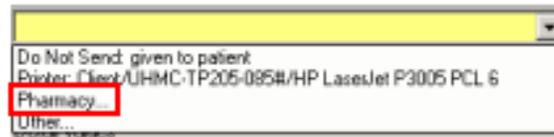
4. The *Pharmacy Search* window will open. The *City* and *State* will default from the Patient's demographic information.

5. Select the desired *Pharmacy* from the list.
6. Click *OK*.
7. Click *Sign*.
8. Click *Refresh*.

Note: once a pharmacy is selected, it will appear on the Patient Preferred tab.

Tips and Tricks

- City and State *OR* Zip Code are required in the Pharmacy Search. Try searching by one of the above including the street name. You may also search by Pharmacy name and street name. If you are unsure which town to search, type * in front of the general town name to reveal all related choices, *i.e.: *SET will reveal Setauket, East Setauket and South Setauket.*

- If all prescriptions will be going to the same pharmacy, select the *All Pending Prescriptions* radio button in the *Apply to* section in the top left corner of the window.
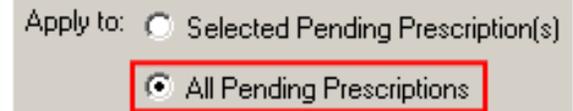
- *Surescripts.com* has a list of participating pharmacies and mail away pharmacies on their website.

Tips and Tricks continued

- Those who practice in multiple sites have an opportunity to changes their address.

- It prescription fails, best course of action is discontinue and write a new Rx from scratch.
- If all else fails, call the pharmacy.
- Make sure you pick a product, you will know it's good if you can find a pharmacy. If you choose a medication and you can't select a pharmacy you may have picked a Historical med.
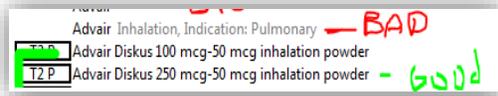
You may receive a message that states, **'Send to Pharmacy - is not available because one of your unsigned prescriptions is not eligible.'**

Narcotics, sedatives and some steroids have to be ordered electronically. You will have to use fingerprinting or a token passcode with you Powerchart password when prescribing the medication electronically.

Providers that are not known to Surescripts, *will have to apply for SPI #.*

- **To cancel a prescription sent in error, CALL THE PHARMACY DIRECTLY.**

During Downtime:

Inpatient Areas: Pharmacy will distribute prescription Pads. Providers that have own Prescription pads are encouraged to use their own.

Ambulatory Areas: Utilize Prescription Pads from Own supply.

Stony Brook University Medical Center

Quick Reference Guide
For Providers

ePrescribe

Electronic Prescribing & Printing

See your Champion for Additional help using *PowerChart* OR Call the HELP desk At 4-HELP (4-4357)