**ePrescribe from a Phone Message – Nurse and Provider**

When a Nurse or Provider receives a call from a patient for a prescription, the following steps are to be followed:

Communicate a Message from the Message Center. (Note: You MUST do this from the Message Center)

1. Select Message Center:



1. Communicate, Message:



1. Change the Subject of the Message to the appropriate office’s “Rx” Message Type and then select the binoculars next to patient name field:



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1. If the patient does not have a “Phone Message” encounter type, Add Encounter:



1. Enter the AmbPhoneMsg Facility. Type AmbPh and hit Enter to select the Facility. Click Ok:



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1. Click Ok:



1. This will take you back to the Message screen. On this screen, click Launch Orders:



1. On the orders screen, click on Add:



1. Verify Ambulatory (Meds as Rx) is selected in drop down box:



1. Search for the Medication to be prescribed.
2. **Nurse Only:**

Enter the patient’s physician and select the appropriate Communication Type:



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1. Finish entering the prescription. If the pharmacy is not presented, enter it by clicking on the drop down arrow next to Send To and select “Find pharmacy”:



1. Enter the patient’s pharmacy. (Note: entering State and Zip Code will narrow down the selections)



1. When the order screen returns, click Sign:



1. On the next screen, verify the ePrescribed Med and Sign:



1. Enter any additional detail under the Order details and click Send:



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1. If the Nurse created the Message, the Physician will see the Order in their Message Center as an Order to Approve.



1. Physician: Open the Message and either Approve or Refuse the order and Click Ok. If refused, pick up the phone and call the Pharmacy to cancel the prescription: 