Overview

This reference guide provides the steps on how a Provider ePrescribes medications and medication refills for patients at Discharge and how successful receipt and processing by the pharmacy is monitored via Inbasket Pool Managers.

The target audience for this reference guide is Providers in EC, Inpatient, and HOD areas, as well as In Basket Pool Managers.

ePrescribing a Medication at Discharge (Provider)

1. From the Discharge Navigator select Order Management.

2. Search for a new medication order or select from the preference list or an order set.
   You may also refill or modify an existing order.

3. Select the desired medication.

4. Click Accept.
Selecting a Preferred Pharmacy (Provider)

Usually, the patient's pharmacy will have been selected previously by a nurse, but there may be an occasion when the pharmacy needs to change.

5. In order to specify the Order Class of ePrescribe, click the Pharmacy button before signing the order.

Option 1: Select a previously selected pharmacy from the Pharmacy Selection window. Then click Accept.

Option 2: If the desired pharmacy is not on the list, click the Search tab.

6. Click Search.
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7. Search for the pharmacy by name in the Name field.

8. Click the Search button.

9. Select the pharmacy from the drop down list.

10. Click Accept.

11. Click Accept.

Note: You could click the Detail button to display contact information on the highlighted pharmacy.
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The script will be sent to the selected pharmacy when the order is signed.

**Important:** Upon signing the order, the Provider will be prompted to add a diagnosis to associate with the refill order if one is not available.
**Note:** When completing order details, if you exceed the character limits for the SIG text or the Comments, you will see an Order Validation pop-up window when you sign the order.

If the SIG is too long, you can create a SmartPhrase and insert it in the patient instructions to print on the AVS.
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Transfer to a Different Pharmacy (Provider)

If your patient wishes to transfer a prescription from a Harris Health System pharmacy to an external pharmacy, follow these steps.

1. Before the patient is discharged, **Modify** the order from the Discharge Navigator.

2. Select the Order Class of **Print**.

3. **Sign** the order.

After the patient is discharged, the patient will contact the Harris Health System pharmacy, which will make the prescription change.

The external pharmacy must contact the Harris Health System pharmacy for a transfer to occur.
Managing the In Basket Pool (Pool Manager)

The In Basket Pool Manager is responsible for monitoring and responding to messages, including errors and refill requests, received via the ePrescribing interface. To access these messages, the Pool Manager must first access the In Basket Class for their pavilion/area. The Pool Manager forwards to the Provider any messages requiring Provider response.

1. Access the desired In Basket class by means of the path Epic button=> Tools=> Patient Care Tools=> In Basket Class.

2. Search for the desired In Basket Class using the Class Membership search window.
3. Select the **Pool Class** from the list.

4. Click **Accept**.

**Note:** The check box in the **Pool?** column is selected.

6. Search for an Additional Pool Class as needed using the same method.

7. After all Pool Classes have been selected from the list, click **Accept**.
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8. Click the In Basket **Refresh** button if the **Rx Request** folder does not appear immediately.

9. Select the desired **Refill Request**.

   **Note:** Details of the request appear below.

10. Click the **Forward** button.
11. After specifying the Provider and any other recipients for the message, click Accept.

The Rx Request will be forwarded to the authorizing Provider.

**Note:** Before accepting the message, the Pool Manager may enter additional message details using the Options button.

**Note:** If the system sends back a confirmation that the Rx Authorization Request has been forwarded, the In Basket Pool Manager can simply Done that confirmation message.

**Responding to Refill Requests (Provider)**

1. Open the Rx Request folder.
2. After selecting an item from the list, the Provider may approve the request or select another option on the toolbar. **Note:** The Provider may opt not to approve the order and, instead, enter a new order by means of a **Refill Encounter**, accessed via the toolbar.

3. Click **Approve All**.

4. **Associate** the order to be refilled with the diagnosis.

5. Click **Accept**.

6. Enter your **Password**.
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The refill order has been sent to the pharmacy via the interface, and the Rx Request has disappeared from the In Basket.

Responding to Refill Requests without Diagnoses (Provider)

If there is no diagnosis to associate with the order, you will need to add one.

1. Enter a **Diagnosis**.

2. Click the **check box**.

3. Click **Accept**.
4. Enter your **Password** and click **OK**.

The request disappears from the In Basket.