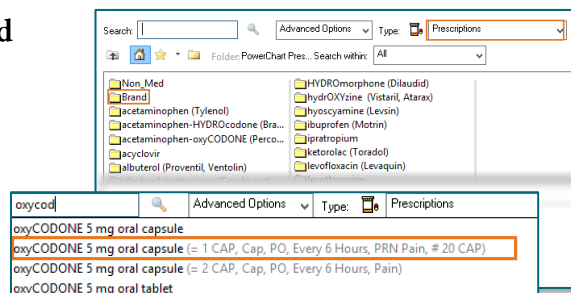


The ePrescription (eRx) process begins with creating a prescription order. New prescriptions can be initiated within the patient's chart via the Quick Orders Workflow MPage and can also be placed during the Discharge Medication Reconciliation.

### Placing a New Prescription Order (Discharge Medication Reconciliation workflow):

➤ In the Order Reconciliation Discharge window, click the + Add button to launch the order search window.

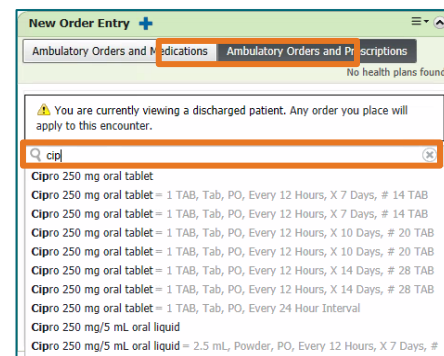
- Be sure Type is set to Prescriptions .
- Click to open the Brand folder.
- In the Brand folder, select the folder containing the medication you would like to prescribe.
- If unable to find the desired medication in the Brand folder, type the prescription name in the Search field and either choose the medication from the drop-down menu or click the magnifying glass icon.



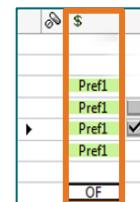
### Placing a New Prescription Order (Ambulatory workflow):

➤ From the Quick Orders Workflow MPage:

- Be sure Type is set to Ambulatory Orders and Prescriptions.
- Type the name of the desired medication in the Search field and either choose the medication from the drop-down menu or select [Enter] and use the scroll to locate the desired medication.



**NOTE:** Formulary Status indicator icons will identify preferred prescriptions based on the patient's insurance coverage, allowing providers to consider this information when choosing a medication for the patient.



### Electronically Transmitting Prescriptions:

➤ Complete Orders (No changes to Pharmacy):

- Once all the order details have been entered, click Done. Review the scratch pad and complete the required fields of the prescriptions.
- When complete, review the Send To: field.

- Ensure it accurately reflects where the patient wants their prescription to be filled. If correct, click **Sign**.
- Click **Sign**.

➤ **Complete Orders with Adding or Updating the Preferred Pharmacy:**

- If a pharmacy needs to be added or updated, click the ellipsis to open the **Prescription Routing** tool.
- The tool opens on the Patient Preferred tab, click Search.



**NOTE:** Less is more when searching for another pharmacy. For most Maine cities, leaving the pharmacy name blank may be beneficial.

- Click OK when pharmacy details are complete.
- Ensure it accurately reflects where the patient wants their prescription to be filled.
- Click **Sign**.

Pharmacy Name	Address	Cross-Street	City
Bangor Drug Company	711 Broadway, Ste 1		Bangor
Bangor Drug LTC	711 Broadway, Ste 2		Bangor
CONCENTRA - BANGOR	34 Gilman Rd, Ste 2		Bangor
CVS 16975 IN TARGET	60 Longview Dr		Bangor
GENOA HEALTHCARE- B...	42 Cedar St, # 1		Bangor
HANNAFORD FOOD & D...	653 Broadway		Bangor
HANNAFORD FOOD & D...	1133 Union St		Bangor
MILLER DRUG RIVERSIDE...	417 State St, Ste 130		Bangor
MILLER DRUG STATE ST ...	210 State St		Bangor
MILLER DRUG STATE ST ...	915 Union St, Ste 7		Bangor
OSCO PHAR			Bangor
PENOBSCOT COMM HE...	1012 Union St, Ste 1		Bangor
Sam's Club Pharmacy 6533	47 Haskell Rd		Bangor
WALGREENS DRUG STOR...	706 Broadway	NWC OF BRO...	Bangor
Walgreens Drugstore #17...	565 Union St	SWC OF 14TH ...	Bangor
Walmart Pharmacy 1856	900 Stillwater Ave		Bangor

**NOTE:** There are times when a pharmacy doesn't populate even though it exists. Historically, it has been because the pharmacy sits on a town's border. In these rare instances, it may be better to search using the Pharmacy and leave the city blank.

➤ **Two Factor Authentication:**

- Review both the controlled and non-controlled prescriptions to be transmitted within the **Electronic Prescription Preview** window.
- Selecting the **Modify** link allows an opportunity to access the order entry details if modifications are needed.
- Once the secondary check is complete, place a check in all the controlled substance prescriptions.
- Click **Sign**; This will enable the two factor authentication steps.

**Electronic Prescription Preview**  
TESTING, ALICIA  
MRN: 2189318  
Address: 165 TESTING, BANGOR, ME 00000000  
Sex: Female  
DOB: 03-22-1970 Home: (000) 000-0000  
Rx Plans (0): No Benefit Found

TEST, EPCS1  
489 STATE ST, BANGOR, ME 044016674 Phone: 8163453456 Fax: 8163453457  
National Provider Identifier:[1887656613] DEA: AB9876543

CA Pharmacy Store 10.6 -- 1313-A S. Harbor Boulevard, Anaheim, CA 92804 Phone: 7142121113 Fax: 7141132224

- zolpidem 5 mg sublingual tablet [Schedule 4]  
1 TAB SL Bedtime  
#12 TAB, Refills:0, DAW:No, Date Written:06-06-2017
- oxyCODONE 5 mg oral capsule [Schedule 2]  
1 CAP PO Every 6 Hours, PRN:Pain  
#30 CAP, Refills:0, DAW:No, Date Written:06-06-2017

By completing the two-factor authentication protocol at this time, you are legally signing the prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

**Sign** **Cancel**

- Enter your network password (the same password as your Cerner login).
- Either accept the soft token on your smartphone or enter the code from the app or token fob.
- The wireless process will complete on its own.

