

This Quick Reference Guide (QRG) reviews how to ePrescribe controlled substances.

### Common Buttons & Icons

	Add icon
	Missing Details icon
	Printer Ellipsis icon

### Ordering a Controlled Substance

➤ From the Provider View of the patient's chart:

**STEP 1:** Click **Home Medications** from the left-side menu.

**STEP 2:** Click the **Add** icon.

**NOTE:** At the Add Order window double-check the Type is set to Ambulatory Orders and Prescriptions.

**STEP 3:** Click the **search** field.

**STEP 4:** Type in the name of the medication into the Search field; then, press **Enter**.

**STEP 5:** Click the **appropriate medication**.

**STEP 6:** Click the **appropriate order sentence**.

**STEP 7:** Click **OK**.

**STEP 8:** Click **Done**.

**STEP 9:** Click the medication with missing details one at a time to edit the details of the narcotic as appropriate in the scratch pad.

**NOTE:** The Missing Details icon will appear if there is information needed before the order can be signed.

**STEP 10:** Edit order details as needed by clicking the appropriate fields.

**NOTE:** Required fields are yellow.

Clicking the details fields will populate suggestions. Typing what is needed will narrow to a more specific list.

If needed, the Diagnosis tab can be used to associate the order with an appropriate diagnosis.

**STEP 11:** Use the **Order Comments** tab in the scratch pad as needed.

**STEP 12:** Click the **Send To** dropdown arrow and select the appropriate location.

**NOTE:** If a preferred pharmacy needs to be set or altered, use the Ellipsis icon to open the prescription routing window.

**STEP 13:** Review the order details; then, click **Sign**.

**STEP 14:** Review the order and patient details for accuracy.

**NOTE:** Both controlled and non-controlled prescriptions will populate. Click the **Modify** hyperlink as needed to make changes to the Order.

**STEP 15:** Select the radio button of orders to sign.

**STEP 16:** Click **Sign**.

### **Confirm Identity**

When the medication prescribed is a controlled substance, signing the order triggers a two-factor authentication.

➤ **In the Imprivata pop up window:**

**STEP 1:** Click the **Network Password** field.

**STEP 2:** Enter network password.

**STEP 3:** Click **Enter**.

**STEP 4:** Accept the soft token on smart phone or enter the code from the smart phone application or the token fob.

**STEP 5:** Click the **Refresh** screen icon.