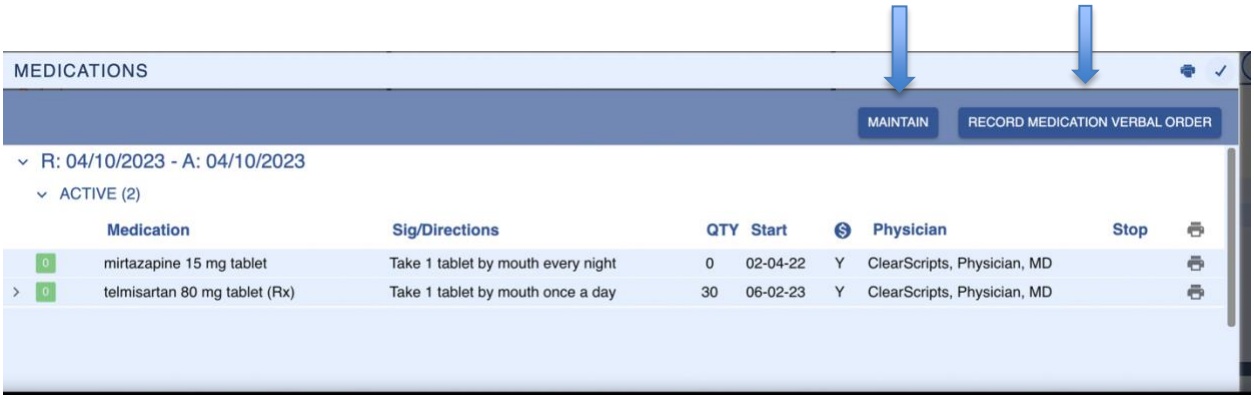
Medication Orders

hummingbird™

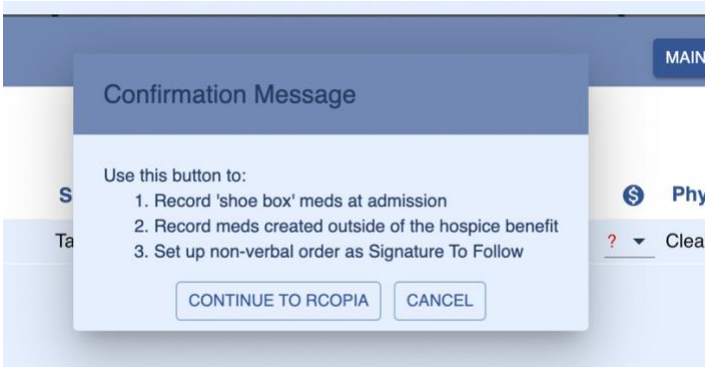
Clinical

To enter a new medication order in SmartChart (this includes new meds, changes, stopping meds, etc.):

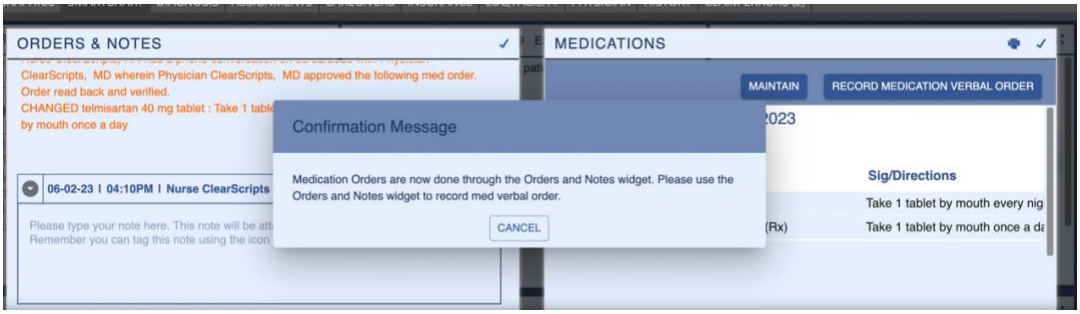
Open the Medications widget, and you will have two options:



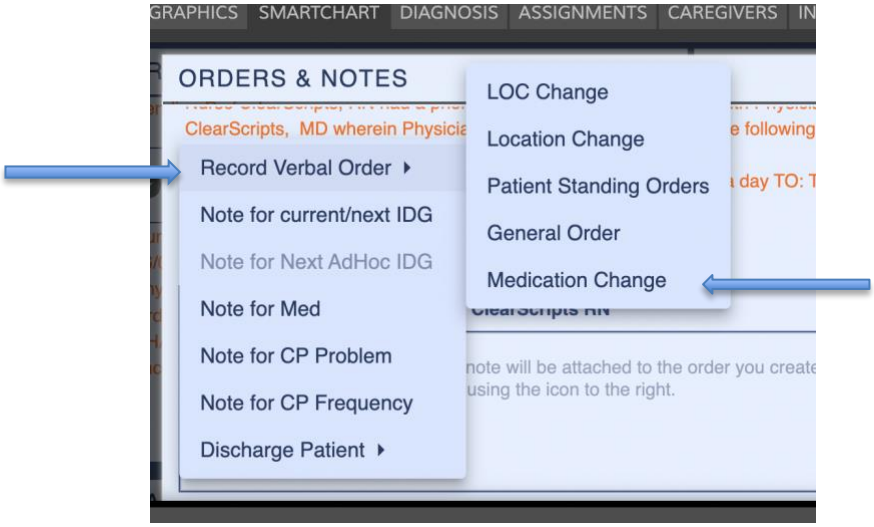
'Maintain' is used when adding medications for your medical director to approve that you are not filling right away and will allow you to continue directly to Rcopia.



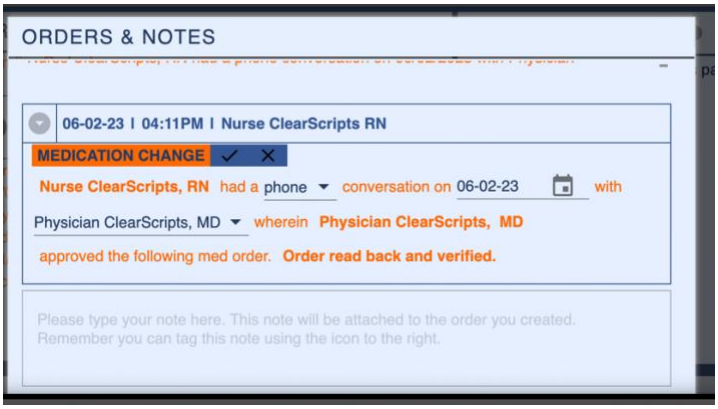
‘Record Medication Verbal Order’ is used to create a new prescription to send to the pharmacy. First you will get a confirmation message. Click cancel to clear it from the screen.



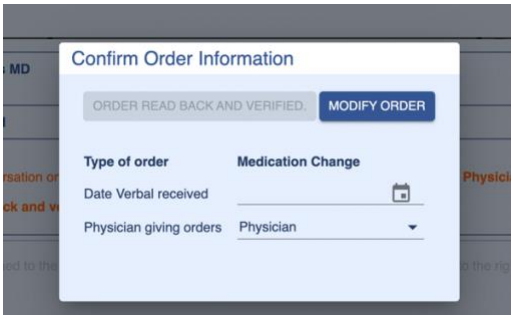
Once the confirmation message is gone, use the order function in the Orders and Notes widget to put in the verbal order. It follows the same format as any other order. Click the circle next to the date in the text box, then Record Verbal Order > Medication Change. (Use Medication Change even if it is a brand new order. It’s a medication change for the patient).

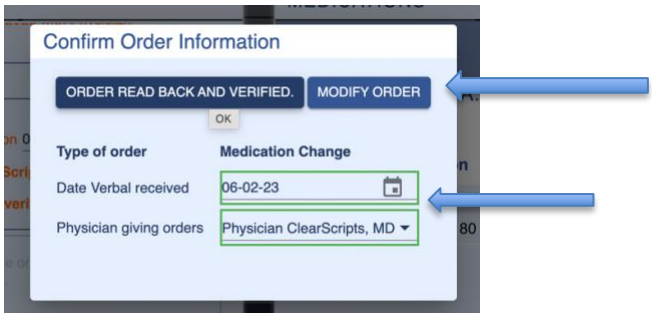


This will open the verbal order verbiage that the system uses for all verbal orders. Use the drop down boxes to indicate the type of conversation, the date, and the provider giving the order, then click the check mark.



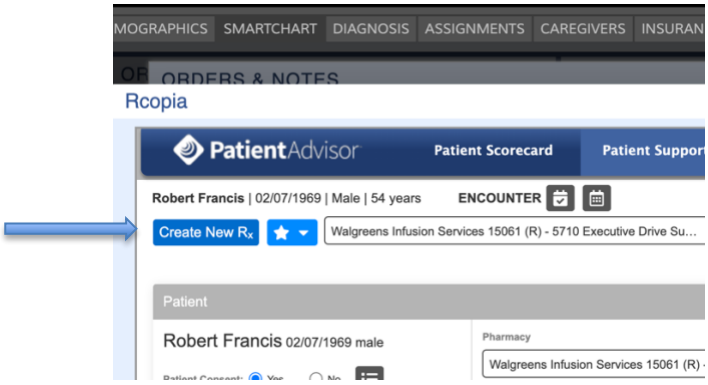
The new order confirmation box will pop up. Here you have to re-enter the date and provider. If the information doesn't match what was originally entered, the box will be red and you have the option to modify the original order or correct the info entered here. When these are correct, the boxes will be green and you should click Order Read Back and Verified to be taken directly to Rcopia.





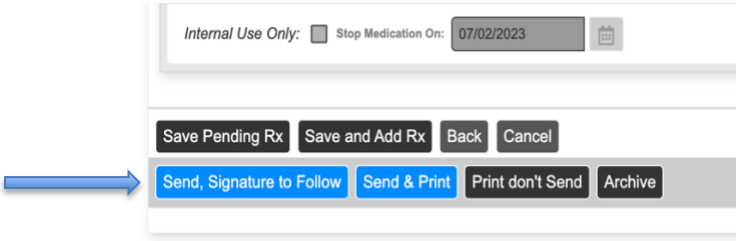
Once in Rcopia, you have the option to:

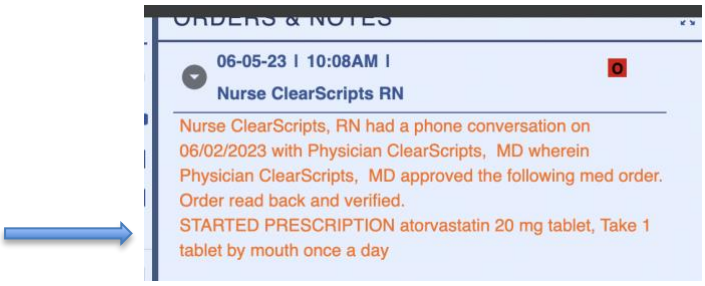
A. create a **new prescription** for the pharmacy by clicking the Create New Rx button,



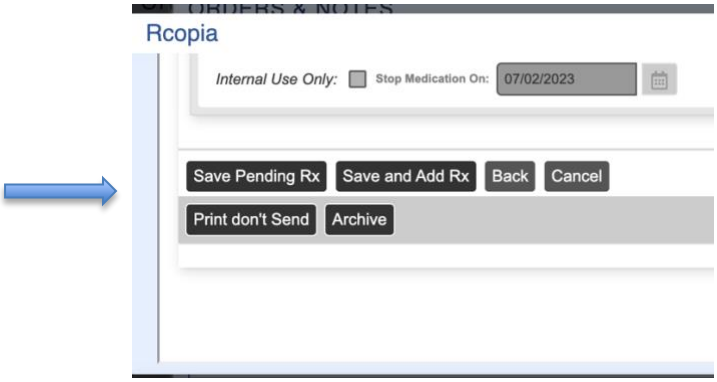
In Rcopia, entered the required fields.

If the medication can be sent to the pharmacy to be filled, with the provider signing it later, choose "Send, Signature to Follow" or "Send and Print." The order for this medication will populate the Orders and Notes widget with the medication information, labelled as a prescription and the order will go to Doclink for signature.

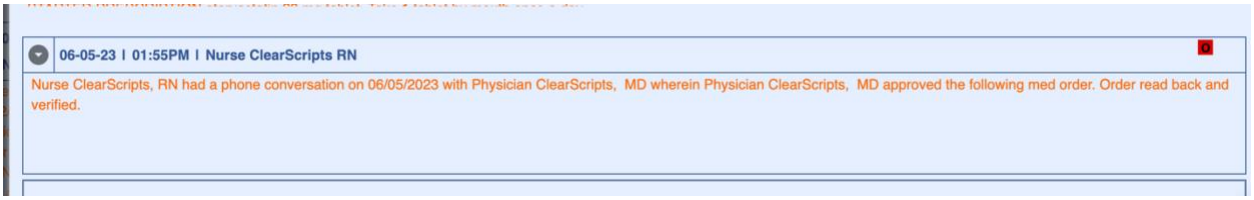




If the medication is a controlled substance or your state regulations do not allow verbal orders for prescriptions, use the "Save Pending Rx" or "Print Don't Send" button in Rcopia.



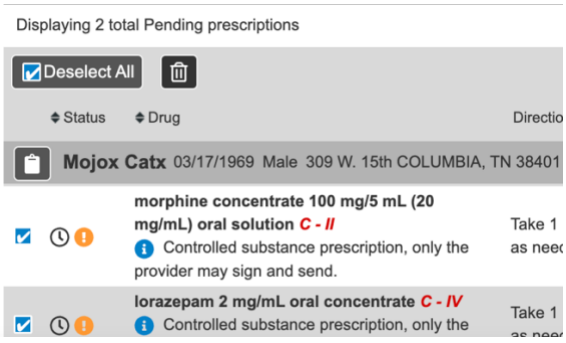
****NOTE: THESE MEDICATIONS WILL <u>NOT</u> SHOW IN THE ORDERS ENTERED IN THE ORDERS AND NOTES WIDGET. A BLANK ORDER WILL SHOW WHICH WILL BE <u>DELETED</u> BY THE SYSTEM.**



These medications will ONLY show in Rcopia, not on the medication list, until they are signed by the provider. They will then populate to the Medications widget.

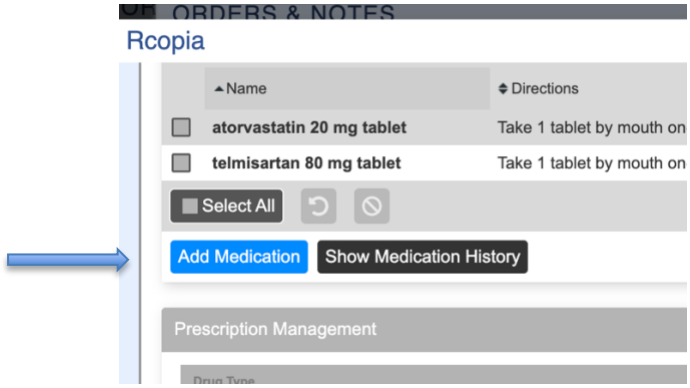
There will <u>NOT</u> be a corresponding order.

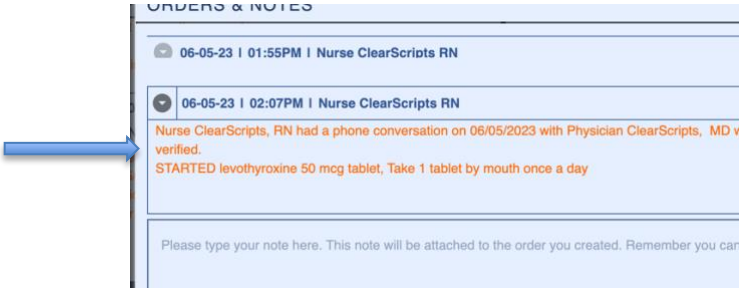
Pending prescriptions in Rcopia:

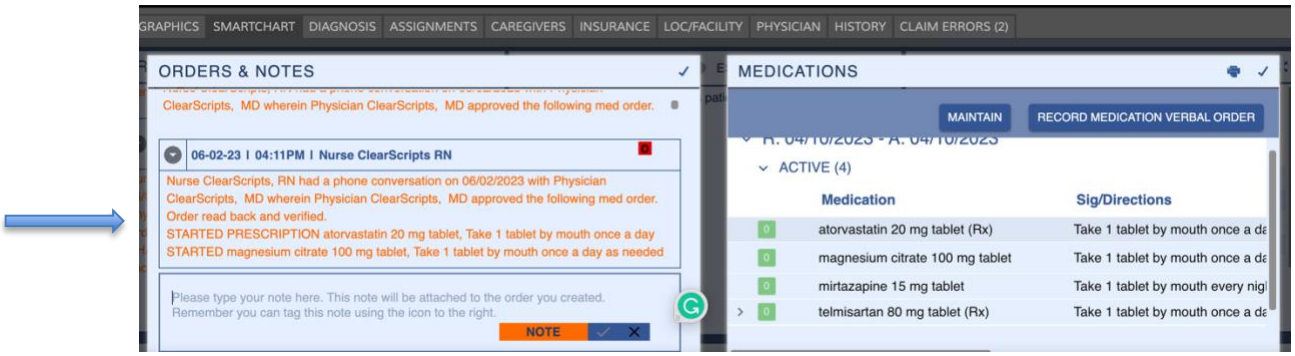


B. The second option in Rcopia is to enter medications for your medical director to approve that do not need to be filled by a pharmacy yet.

In Rcopia, choose the "Add Medication" button and fill in the appropriate information. Once reviewed, those medications populate to the Orders and Notes widget but are not designated as prescriptions.





The medication order may have a combination of these, and they will populate to the order as applicable.

****NOTE: PRESCRIPTIONS NOT SENT TO THE PHARMACY WILL NOT BE ON THE ORDER****