



DoseSpot™

User Guide

Prescribing Application

Version 2.10
May 2023

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Updates

Spring 2023

[Prescribing Features/Add New Prescription](#): New note about common note feature; removed references to Detox/NADEA requirements; updated screenshot; DaysSupply now a required field

Winter 2023

Patient Features/Active Medications List: New Fill Status section

Prescribing Features/Add New Prescription/Add New Medication/Step Three: New note about possible link to GoodRx.

Fall 2022

Patient List: Can now search for a patient with a minimum of two characters

Summer 2022

Patient List/Add New Patient: updated screenshot

Patient Features/Patient Information: updated screenshot

Prescribing Features/Add New Prescription/Add New Medication: Updated screenshot

Prescribing Features/Add New Prescription/Add New Supply: Updated screenshot

Prescribing Features/Add New Prescription/Add New Compound: Updated screenshot

Prescribing Features/Add New Prescription/Add New Compiled Compound: Updated screenshot

Overview

This User Guide is a detailed reference of the patient and prescribing features in the DoseSpot Prescribing Application.

It will demonstrate how to add the prescribing and prescription data that is needed to create and maintain patient demographics and medication information. Patient information will automatically transfer from your HER to the DoseSpot Application, which you will access through your HER. This demographic information is used to match the patient with their insurance company and is ultimately the basis for Eligibility, Formulary, and Medication History function.

Patient List

After a clinician successfully logs in to the Prescribing App, they are brought to the Patient List page. This page allows users to search for a patient within their clinic, view a list of their recent patients, and add a new patient to their clinic.

The screenshot shows the Patient List interface. At the top, there's a navigation bar with 'DASHBOARD PATIENTS REPORTS LOGOUT' and a user welcome message 'Welcome Steve Schneeberger' for 'Staging Sweep Clinic'. A 'Change' button is highlighted with a callout: 'If a clinician is in multiple clinics, they can change the clinic by clicking **Change**, and selecting the desired clinic from the drop-down list.' Below this is a 'Find A Patient' search bar with 'kara' entered and a 'Search' button. A callout explains: 'To search for a patient, enter the patient's name (min: 2 characters) and click **Search**. The table will display any results that match the search query.' To the right is a 'Show Recent Patients' button with a callout: 'Click **Show Recent Patients** to load recently viewed patients from the clinic'. Below the search bar is a 'My Recent Patients' section with an 'Add New Patient' button and a callout: 'Click **Add New Patient** to navigate to add a new patient to the Clinic'. A table displays patient information for 'Kara Whiteside', including age (66 yrs), gender (Female), and birth date (Oct 11, 1952). A 'View' button is highlighted with a callout: 'Recent patients and search results will be displayed in the Patient List table. Click **View** to navigate to the patient's Patient Details page.' The footer indicates 'DoseSpot Version 7.2'.

Add New Patient

Users in the DoseSpot Prescribing Application can add new patients to their clinics by clicking “Add New Patient” in the Patient List page and entering their demographic information through the Add Patient form. This demographic information is used to match the patient with their insurance company and is the basis for Eligibility, Formulary, and Medication History functions. Once the patient is created in DoseSpot, their profile will be saved for future use. **Note:** Proxy Users and Prescribing Agents can add new patients **on behalf of** a Prescribing Clinician.

The screenshot shows the 'Add Patient' form. It contains various input fields for patient information: Prefix, First Name*, Middle Name, Last Name*, Suffix, Date of Birth*, Gender*, Medical Record Number, Height, Height Unit, Weight, Weight Unit, Address Line 1*, Address Line 2*, City*, State*, Zip Code*, Primary Phone Type*, Primary Phone Number*, Phone Type 2, Phone Number 2, Phone Type 3, and Phone Number 3. A 'Save' button is highlighted with a callout: 'To add a new patient, fill in the required fields (marked with a *) and click **Save**. This will add the new patient to the user's clinic and bring you to the Patient Details page.' There is also a 'Cancel' button and a checkbox for 'Hospice / Terminally Ill'.

Patient Features

Patient Details

The Patient Details page is the starting place for using most of DoseSpot ePrescribing features.

[dosespot](#) DASHBOARD PATIENTS REPORTS LOGOUT
 Welcome Steve Schneeberger 2 Provider Notifications
 QA Test Clinic 1 Please be sure to run, print, and sign your daily Prescriptions Report today!

Kara Whiteside, Female, 66 yrs +

Coverage Details +
 Plan: PBMS (LANA4)

Drug/Allergy Interactions x
 This patient is allergic to acetaminophen.

Alerts from "Pending" Medications x
Moderate Drug Interaction - Tylenol Cold & Flu Severe and OxyCONTIN

Pending Medications

Select All Search:

Medication	Dispense	Date	Refills	Prescriber (Agent)	Pharmacy	
<input type="checkbox"/> Tylenol Cold & Flu Severe 325 mg-10 mg-200 mg-5 mg tablet <small>NO Substitutions Allowed Sig: Take daily after breakfast</small>	30 Tablets	Feb 15, 2019	2	Steve Schneeberger	VA Pharmacy Store 10.6	<input type="button" value="Actions"/>

Showing 1 to 1 of 1 entries
 PIN:

Active Medications
Inactive Medications
Medication History

2 Existing Interactions Walk Me Through ^

Here you can:

- Edit a patient’s information
- Add and send a new prescription
- Check a patient’s insurance eligibility and formulary information
- Review medication history
- Add patient reported medications
- Add patient allergies
- Add a preferred pharmacy

Patient Information

The top left of the patient details page contains the patient’s demographic information. It also contains information about the patient’s drug allergies, and their preferred pharmacy.

To view Patient information, click the “+” icon on the top left to expand the section.

Kara Whiteside, Female, 66 yrs ✕

Edit Patient Info

Add/Edit Drug Allergies

Add/Edit Pharmacies

DOB: Oct 11, 1952 Address: 23230 SEAPORT AKRON, OH 44306 Patient Phone Number(s): (330) 554-7754	Tylenol	VA Pharmacy Store 10.6 Address: 2800-1 Crystal Dr Arlington, VA 22202 Phone: (703) 515-4445 Fax: (703) 414-5556 Specialties: Long-Term Care Pharmacy, Retail, EPCS
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Edit Patient Information To edit a patient’s demographic information, click “Edit Patient Info.” Edit the desired fields and click “Save.”

Edit Patient Information ✕

Reset Fields

Prefix	First Name*	Address Line 1*	
<input type="text" value="Prefix"/>	<input type="text" value="Rick"/>	<input type="text" value="716 Main Street"/>	
Middle Name		Address Line 2	
<input type="text" value="Middle Name"/>		<input type="text" value="2nd Floor"/>	
Last Name*	Suffix	City*	State*
<input type="text" value="Johnson"/>	<input type="text" value="Suffix"/>	<input type="text" value="Waltham"/>	<input type="text" value="Massachusetts"/>
Zip Code*			
<input type="text" value="02451"/>			
Date of Birth*	Gender*	Primary Phone Type*	Primary Phone Number*
<input type="text" value="01/24/2001"/>	<input type="text" value="Male"/>	<input type="text" value="Cell"/>	<input type="text" value="(781) 444-4444"/>
Medical Record Number		Phone Type 2	Phone Number 2
<input type="text"/>		<input type="text" value="Home"/>	<input type="text" value="(781) 777-5577"/>
Height	Height Unit	Phone Type 3	Phone Number 3
<input type="text" value="00.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="XXX-XXX-XXXX"/>
Weight	Weight Unit	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid orange; padding: 10px 20px; background-color: #e67e22; color: white; border-radius: 5px;">Save</div> <div style="border: 1px solid orange; padding: 10px 20px; background-color: #f39c12; border-radius: 5px;">Close</div> </div>	
<input type="text" value="140"/>	<input type="text" value="lb"/>		

Hospice / Terminally Ill

Patient Allergy Information

One of the key features of DoseSpot is the ability to alert prescribers of any potential allergy interactions when prescribing. The default patient setting is “No drug allergy information.” All added drug allergies are displayed both in the Patient Information section and under Current Drug Allergies in the Add Drug Allergy section.

Add Known Allergy

- From the Patient Details page, click “Add/Edit Drug Allergies” in the Patient Information section. This will open the Add Drug Allergy section.

- In the Add Drug Allergy form, complete the following fields.
 - Name* (select a drug from the autocomplete drop-down, or type in a free-text allergy)
 - Status* (Active or Inactive)
 - Reaction Type* (Allergy or Adverse Reaction)
 - Reaction
 - Onset Date

Note: Required fields are marked with a red asterisk (*) in the form.

- Click “Save” to add the allergy to the Patient’s Current Drug Allergies list.

No Known Allergies

If a patient has no known allergies, check “No Known Allergies” in the Add Drug Allergy form. This will update the Current Drug Allergies list to display “No Known Allergies” and hide the Add Drug Allergy form.

Manage Patient’s Preferred Pharmacy

Add Patient Pharmacy

- From the Patient Details page, click “Add/Edit Pharmacies” in the Patient Information section. This will open the Manage Patient’s Pharmacies section.
- Search for a pharmacy using the Pharmacy Search form. You can search for pharmacies by:
 - Pharmacy’s Address, Name, Specialty, and/or Phone/Fax (enter at least one field and click “Search”)
 - Patient’s Address (by clicking “Search By Patient”)

- Results that match the specified parameters will be displayed in the Pharmacy Results table. To add a pharmacy to the patient’s preferred pharmacies, hover over and click on the desired pharmacy.

Pharmacy Results		
<p>VA Pharmacy Store 10.6 2800-1 Crystal Dr Arlington, VA 22202 (703) 515-4445 Fax: (703) 414-5556 Retail, Long-Term Care Pharmacy EPCS</p>	<p>EPCS VA Pharmacy Store 2800 Crystal drive 10th floor Arlington, VA 22203 (703) 921-2121 Fax: (703) 921-3245 Retail, 24 Hour Pharmacy EPCS</p>	<p>EPCS VA pharmacy store EDIFACT 2800 Crystal drive 10th floor Arlington, VA 22203 (703) 921-2121 Fax: (703) 921-3245 Retail EPCS</p>

- The pharmacy will be added to the Current Pharmacies list. To set a pharmacy as default, check “Set As Default” corresponding to the pharmacy:

Remove Patient Pharmacy

In the Current Pharmacies list, click the “x” corresponding to the pharmacy in the Current Pharmacies list. A popup will appear to confirm the action. Click “Yes” to remove the pharmacy from the patient’s Current Pharmacies.

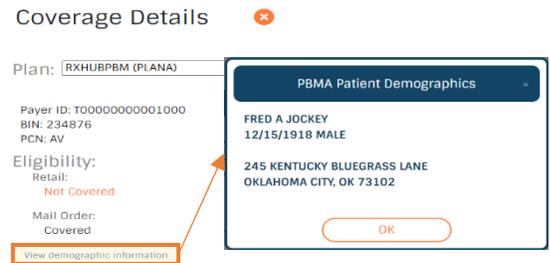


Check Insurance Eligibility

The patient’s insurance eligibility and plan details are in the top right of the Patient Details page in the Coverage Details section. The coverage details display a patient’s Payer ID, BIN, and PCN.

To view information on the retail and mail order coverage, select the plan from the drop down list and click the “+” on the top right corner.

To view patient demographics, click “View demographic information.”



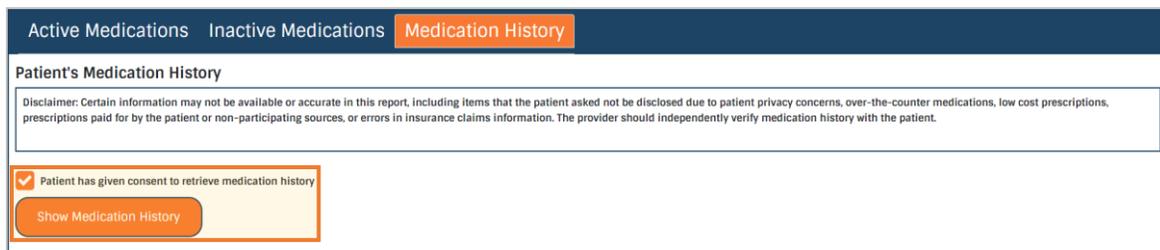
Check Medication History

This feature provides a quick way to review a patient’s medication history. It is useful for making informed point of care decisions and for preventing any potential medication misuse.

Medication history displays a list of the patient’s previously prescribed medications. The list also includes medications prescribed by other providers.

Show Medication History

1. In the Patient Details page, click the “Medication History” tab toward the bottom of the page.
2. Check “Patient has given consent to retrieve medication history” and click “Show Medication History.”



- The page will load the patient’s medication history list. The list can be sorted by Last Fill Date, Dispense, Refills, or Medication Name.

Active Medications Inactive Medications **Medication History**

Patient's Medication History

Disclaimer: Certain information may not be available or accurate in this report, including items that the patient asked not to be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.

Show 10 entries

Search:

Medication	Dispense	Refills Remaining	Last Fill Date	Actions
LORazepam 2 mg tablet Supply of 30 days	60	0	Apr 12, 2022	Actions
Flulaval Quadrivalent vaccine 0.5 ML pre-filled syringe Supply of 0 days	1	0	Apr 10, 2022	Actions
Vimpat 50 mg tablet Supply of 35 days	100	0	Mar 28, 2022	Actions
Vimpat 50 mg tablet Supply of 35 days	100	0	Mar 28, 2022	Actions
Cotempla XR-ODT 17.3 mg tablet Supply of 30 days	30	0	Mar 9, 2022	Actions
bupirone HCL 10 mg tablet Supply of 30 days	60	1	Feb 22, 2022	Actions

Note: If your patient acknowledges that they are actively taking a medication found in the Medication History list, you can add the medication to the Active Medications list via the “Action” button. If the medication can be found in DoseSpot’s database, you will have the option to add a Prescription or a Patient Reported Medication. If not, only the Add Patient Reported button will appear. Clicking this will bring you to Step 3 of the Add Patient Reported or Add Prescription workflow.

Actions

- Add Patient Reported
- Add Prescription

Drug and Allergy Interactions

DoseSpot will automatically check for Drug–Drug and Drug–Allergy Interactions between new and existing medications and provide advisory information on the Patient Details page at the time of prescribing. Drug–Allergy Interactions and Drug–Drug Interactions from pending medications are displayed below the Patient Information section.

Fred A Jockey, Male, 99 yrs

+

Add/Edit Drug Allergies Add/Edit Pharmacies

Coverage Details

+

Plan: PBMA

Add Prescription

Add Patient Reported

Drug/Allergy Interactions

This patient is allergic to acetaminophen.

Alerts from "Pending" Medications

Minor Drug Interaction - Tylenol and Lomotil

There is also a highlighted bar across the Active Medication List noting the number of interactions within existing/active medications. Click on the “+” icon to expand the list to show the different interactions.

The screenshot shows the 'Active Medications' tab selected. Below it, a yellow bar indicates '5 Existing Interactions'. There are 'Simple' and 'Detailed' view options. A 'Show 10 entries' dropdown is present. A search bar is on the right. The table below has the following data:

Medication	Dispense	Date	Dispensings	Status	Actions
NexiUM 20 mg delayed release capsule Sig: Take daily after breakfast. View Pharmacy View Prescriber	10 Capsules	Aug 3, 2018	3		Actions
aMiloride 5 mg tablet	12 Tablets	Aug 2, 2018	3		

The severity of the Drug–Drug Interaction (Minor, Moderate, Severe) is depicted by the color of the alert. Alerts are ordered by the severity of the interactions, with the most severe at the top of the list.

To learn more about specific drug interactions, click on the alert. This will open a pop up with the relevant information as it relates to the interaction. Click “OK” to close the pop up and return to the Patient Details page. Click “Print” to open a new tab with a printer-friendly version of the information.

Minor Drug Interaction between NexiUM and Clarithromycin

Clarithromycin may increase the plasma concentration of esomeprazole. The mechanism may be related to clarithromycin inhibition of hepatic cytochrome P450 enzymes responsible for esomeprazole metabolism. The systemic exposure (AUC) to esomeprazole doubled after coadministration with clarithromycin 500 mg twice daily. The clinical significance is unknown and dose adjustments are not required.

Cerner Multum - Cerner Multum, Inc.: Australian Product Information, 0

OK
Print

Active Medications List

The patient’s Active Medications list is the main source for reviewing a patient’s situation either before, during or after an appointment/consult. Here, the user can search for medications and filter medications by columns. There are two views: **Simple** and **Detailed**.

Simple View

Medication	Status	Actions
aMILoride 5 mg tablet Sig: test View Pharmacy View Prescriber		Actions ▾
Clarithromycin 500 mg tablet Sig: Test View Pharmacy View Prescriber		Actions ▾
Paxil 20 mg tablet		Actions ▾

Detailed View

The detailed view shows additional prescription details, including dispense, date, and number of dispensings.

Medication	Dispense	Date	Dispensings	Status	Actions
aMILoride 5 mg tablet Sig: test View Pharmacy View Prescriber	12 Tablets	Aug 2, 2018	3		Actions ▾
Clarithromycin 500 mg tablet Sig: Test View Pharmacy View Prescriber	123 Tablets	Aug 2, 2018	3		Actions ▾
Paxil 20 mg tablet	20 Capsules		3		Actions ▾

The user can do the following in the Active Medications List:

View Drug Monographs

Click on the medication name to open a new tab with the drug monograph. This is only available if Drug Monographs are enabled in the clinic’s configurations.

View Pharmacy and Prescriber Details

In the Medication column, click “View Pharmacy” or “View Prescriber” to open a pop up with the corresponding demographic details (address and phone number(s)). Click “OK” to close the pop up and return to the Patient Details page.



View Past Prescriptions

In the Medication column, click “View Past Prescriptions” to open the Past Prescriptions section. Here, the user can view details on the past prescriptions of the selected medication.

Medication	Dispense	Date	Dispensings	Status	Actions
NexIUM 20 mg delayed release capsule Sig: Take daily after breakfast. View Pharmacy View Prescriber View Past Prescriptions	10 Capsules	Aug 7, 2018	3		Actions ▾

Past Prescriptions

Show 10 entries Search:

Medication	Dispense	Date	Dispensings	Status	Actions
NexIUM 20 mg delayed release capsule Sig: Take daily after breakfast. View Pharmacy Reprint Prescription	10 Capsules	Aug 2, 2018 02:08 PM	3		Actions ▾
NexIUM 20 mg delayed release capsule Sig: Take daily after breakfast. View Pharmacy Reprint Prescription	10 Capsules	Aug 5, 2018 12:49 PM	3		Actions ▾

Showing 1 to 2 of 2 entries Previous 1 Next

View Prescription Status

Status Key

Status	
	Sending: Prescription is en route to pharmacy
	eRx Sent: Prescription has successfully reached pharmacy
	Printed: Prescription printed
	Self Reported: Medication was self-reported by patient to prescriber
	Pharmacy Verified: The pharmacy has confirmed the medication

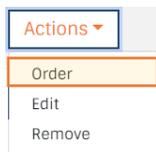
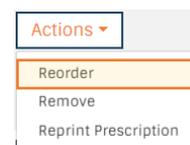
The Sending, eRx Sent, and Pharmacy Verified status types are all statuses in the process of sending a prescription to the pharmacy. **Sending** means DoseSpot is in the process of sending the prescription to the pharmacy. **eRx Sent** means that DoseSpot has successfully sent the prescription to the pharmacy, and **Pharmacy Verified** means that the pharmacy has confirmed that they have received the prescription. The time between **eRx Sent** and **Pharmacy Verified** can sometimes vary depending on the pharmacy.

Fill Status

For Pharmacy Verified prescriptions, clicking on the Pharmacy Verified button gives more information on the prescription, including Fill Status: **FullFill**, **PartialFill**, **NoFill**.

Order/Reorder Medication

From the Actions dropdown list, select “Reorder” to make a copy of a printed or electronic prescription and move the copy to the Pending Medications list.



If the medication is patient-reported, select “Order” from the Actions dropdown list. This will open Step 3 of the Add Prescription workflow. Add or edit any prescription details and click “Save Prescription” to add the prescription to the Pending Medications list.

Remove Medication

From the Actions dropdown list, select “Remove.” This will open a popup asking for a reason for removing the medication. Select a reason and click “OK.”

If Cancel, Completed, or Discontinued was selected, the medication will move to the Inactive Medications list.

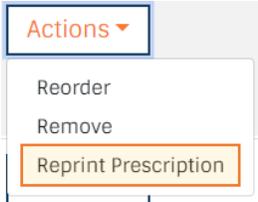
Note: If Discontinued was selected, the user must provide a comment describing why the medication was discontinued.



Edit Patient Reported Medication

From the Actions dropdown list, select “Edit” to open Step 3 of the Add Patient Reported Medication workflow. Make any edits and click “Save Medication.”

Reprint Prescription



From the Actions dropdown list, select “Reprint Prescription” to open a new window with a printer-friendly version of the prescription.

Inactive Medications List

The patient’s Inactive Medication list displays a list of the patient’s medications that have been cancelled, discontinued, and/or completed. These are medications that had been moved from the patient’s Active Medications list. Here, the user can Search for medications and filter medications by columns.

There are two views: **Simple** and **Detailed**.

Simple View

Medication	Status	Actions
aMILoride 5 mg tablet Sig: test View Pharmacy View Prescriber	⊙	Actions ▾
Amoxicillin 250 mg capsule Sig: Test View Pharmacy View Prescriber View Past Prescriptions	⊙	Actions ▾
Clarithromycin 500 mg tablet Sig: Test View Pharmacy View Prescriber	✕	Actions ▾
Amoxapine 150 mg tablet Sig: Take one daily after breakfast. View Pharmacy View Prescriber	✕	Actions ▾
Lipitor 40 mg tablet Sig: Test View Pharmacy View Prescriber	✕	Actions ▾

Showing 1 to 5 of 5 entries

Detailed View

The detailed view shows additional prescription details, including dispense, date, and number of dispensings.

Medication	Dispense	Date	Dispensings	Status	Actions
aMILoride 5 mg tablet Sig: test View Pharmacy View Prescriber	12 Tablets	Aug 2, 2018	3	⊙	Actions ▾
Amoxicillin 250 mg capsule Sig: Test View Pharmacy View Prescriber View Past Prescriptions	100 Capsules	Aug 2, 2018	3	⊙	Actions ▾
Clarithromycin 500 mg tablet Sig: Test View Pharmacy View Prescriber	123 Tablets	Aug 2, 2018	3	✕	Actions ▾
Amoxapine 150 mg tablet Sig: Take one daily after breakfast. View Pharmacy View Prescriber	100 Tablets	Aug 8, 2018	3	✕	Actions ▾
Lipitor 40 mg tablet Sig: Test View Pharmacy View Prescriber	20 Tablets	Aug 2, 2018	3	✕	Actions ▾

Showing 1 to 5 of 5 entries

The user can do the following in the Inactive Medications List:

View Drug Monographs

Click on the medication name to open a new tab with the drug monograph. This is only available if Drug Monographs are enabled in the clinic’s configurations.

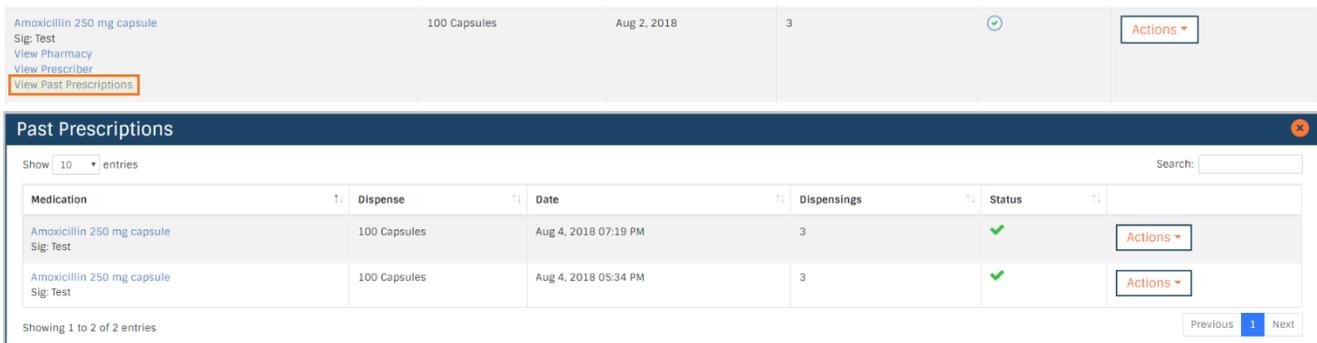
View Pharmacy and Prescriber Details

In the Medication column, click “View Pharmacy” or “View Prescriber” to open a pop up with the corresponding demographic details (address and phone number[s]). Click “OK” to close the pop up and return to the Patient Details page.



View Past Prescriptions

In the Medication column, click “View Past Prescriptions” to open the Past Prescriptions section. Here, the user can view details on the past prescriptions of the selected medication.



View Medication Status

Status Key

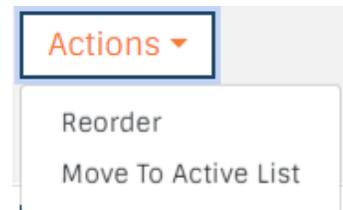
Status	
	Prescription discontinued
	Prescription completed
	Cancel requested
	Cancel denied
	Cancel approved

Reorder Medication

From the Actions dropdown list, select “Reorder” to make a copy of the medication and move the copy to the Pending Medications list.

Move to Active List

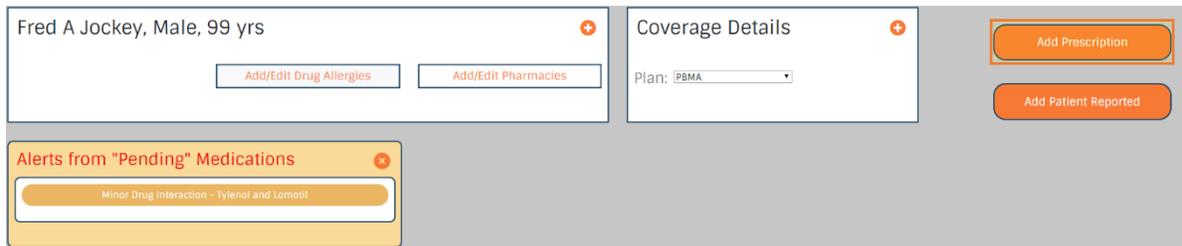
From the actions dropdown list, select “Move to Active List.” This will move the medication to the Active Medications list.



Prescribing Features

Add New Prescription

To begin the three step process of adding a new prescription, click the “Add Prescription” button in the upper right hand corner of the Patient Details page.

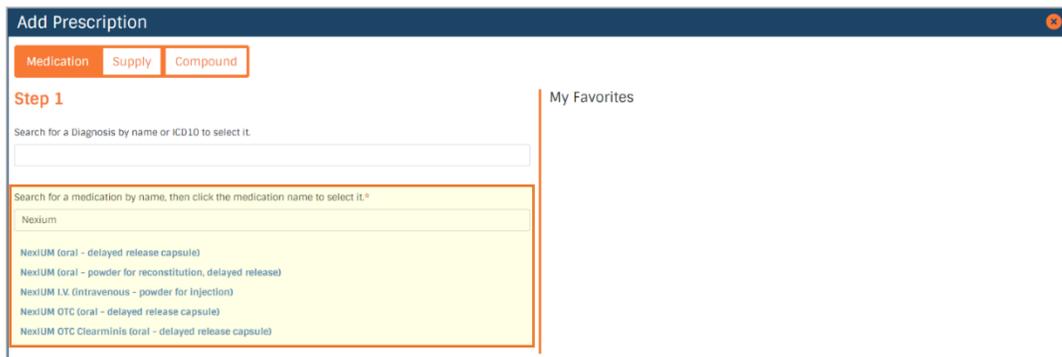


There are three types of prescriptions that a clinician can add: Medication, Supply, and Compound.

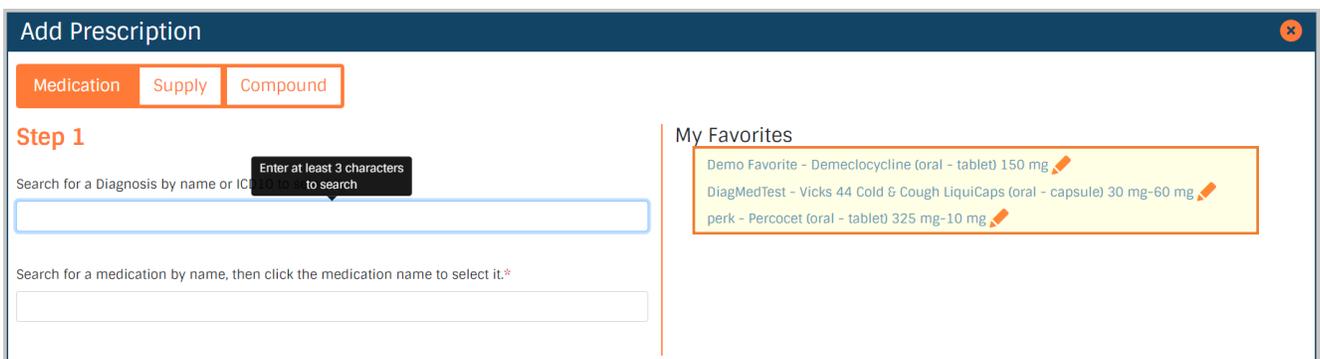
Add New Medication

Step One

Search for a medication by typing in the name of the medication. An autocomplete dropdown will be triggered if the user enters a string of three or more characters. Select the medication from the autocomplete drop-down list.



The user also has the option to select a medication from the “My Favorites” list, if the user has any saved favorites. This will bring the user directly to Step 3 of the workflow.

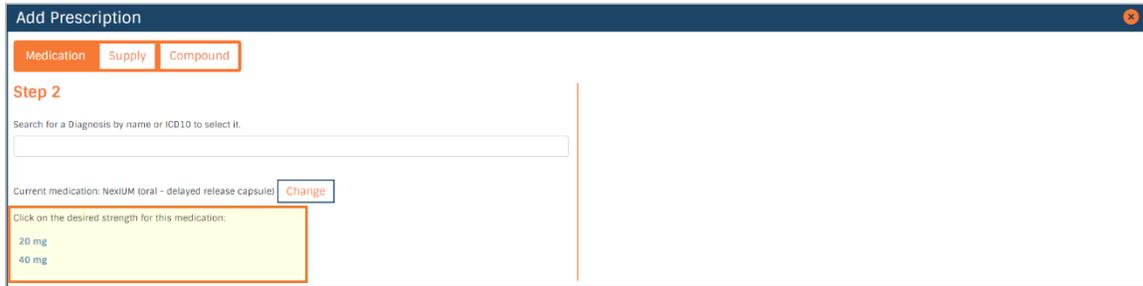


Note: If diagnosis is enabled in the clinic’s configurations, the user has the option to select a diagnosis for the prescription. ICD diagnosis codes can support up to two diagnoses per prescription. CDT diagnosis codes can

support one diagnosis code per prescription. **A diagnosis is required if the clinician is adding an EPCS prescription.**

Step Two

Select the desired strength for the medication. Only the legal variations of the drug will be available to prevent any errors.



Step Three

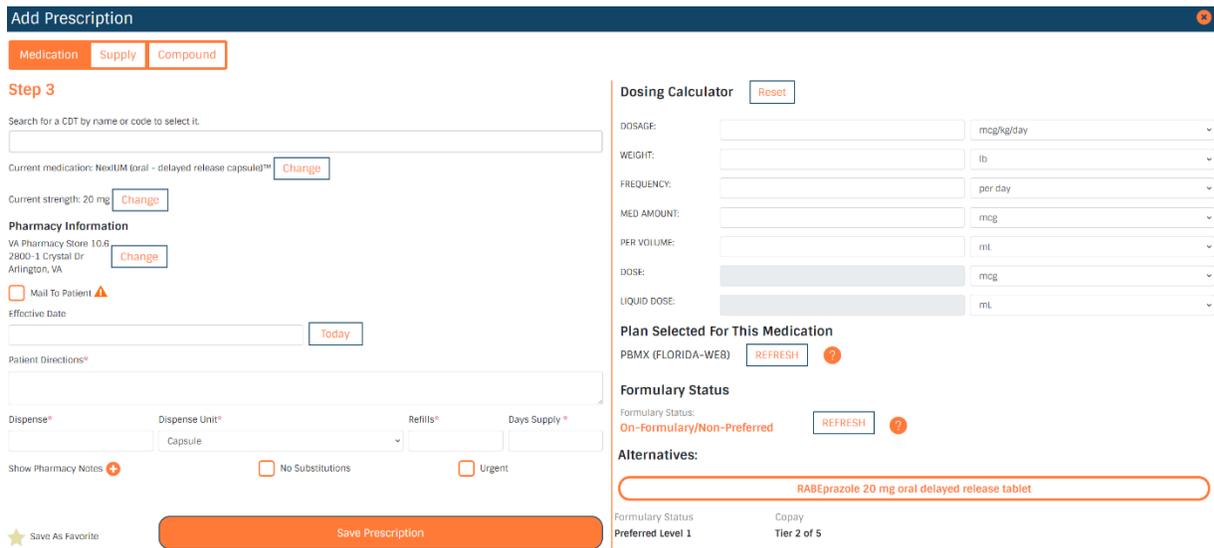
Fill in the prescription details by completing the following fields:

- Effective Date
- Patient Directions* (1000 characters)
- Dispense*
- Dispense Unit*
- Refills*
- Days Supply*
- No Substitutions (check if substitutions are not allowed)
- Urgent
- Pharmacy Notes (click the “+” icon next to Show Pharmacy Notes to show the field)
 - o Common pharmacy notes can be added from the dropdown menu in the pharmacy notes section

Insert Common Note: ▼

Pharmacy Notes Select...
Acute Pain
Hospice
Non-Acute Pain
PDMP reviewed
Shipping

Note: EPCS prescriptions require an Effective Date. Required fields are marked with a red asterisk (*) in the form.



If the patient has eligibility information saved, formulary information will display on the screen. This includes formulary status, copay details, and alternative medications if applicable. This gives the user the option to select any alternative medications if desired.

For patients with no eligibility information, a link may be included to a GoodRx coupon that can be used. This link is to an external site.

Click “Save Prescription” to add the prescription to the patient’s Pending Medications list.

Add New Supply

Step One

Search for a supply by typing in the name of the medication. An autocomplete drop-down will be triggered if the user enters a string of three or more characters. Select the supply from the autocomplete drop-down list. This will automatically load Step 2 of the workflow.

If the supply does not appear in the autocomplete drop-down, enter the supply as a free-text entry and click “Next” to go to Step 2.

The user also has the option to select a supply from the “My Favorites” list, if the user has any saved favorites. This will bring the user to Step 2 of the workflow with the saved prescription details.

Note: If diagnosis is enabled in the clinic’s configurations, the user has the option to select a diagnosis for the prescription.

Step Two

Fill in the prescription details by completing the following fields:

- Effective Date
- Patient Directions* (1000 characters)
- Dispense*
- Dispense Unit*
- Refills*
- Days Supply*
- No Substitutions (check if substitutions are not allowed)
- Urgent

- Pharmacy Notes (click the “+” icon next to Show Pharmacy Notes to show the field)
 - o Common pharmacy notes can be added from the dropdown menu in the pharmacy notes section

Insert Common Note:

Pharmacy Notes

- Select...
- Acute Pain
- Hospice
- Non-Acute Pain
- PDMP reviewed
- Shipping

Note: Required fields are marked with a red asterisk (*) in the form.

Add Prescription ✕

Medication
Supply
Compound

Step 2

Search for a CDT by name or code to select it.

Current supply: Wheelchair Cushion Miscellaneous Change

Pharmacy Information

VA Pharmacy Store 10.6
2800-1 Crystal Dr
Arlington, VA Change

Mail To Patient ▲

Effective Date Today

Patient Directions*

Dispense* Dispense Unit* Refills* Days Supply*

Show Pharmacy Notes + No Substitutions Urgent

★ Save As Favorite

Save Prescription

Dosing Calculator Reset

DOSAGE: mcg/kg/day

WEIGHT: lb

FREQUENCY: per day

MED AMOUNT: mcg

PER VOLUME: mL

DOSE: mcg

LIQUID DOSE: mL

Plan Selected For This Medication

PBMX (FLORIDA-WEB) REFRESH

Formulary Status

Formulary Status: Unknown REFRESH ?

NDC not found

If the supply is a free-text entry, the clinician must confirm that the prescription is not for a controlled substance. Check the checkbox next to “This is not a controlled substance” and click “Save Prescription.”

Medication
Supply
Compound

Step 2

Search for a CDT by name or code to select it.

Current supply: wheelchair Change

Pharmacy Information

VA Pharmacy Store 10.6
2800-1 Crystal Dr
Arlington, VA Change

Mail To Patient ▲

Effective Date Today

Patient Directions*

Dispense* Dispense Unit* Refills* Days Supply*

Show Pharmacy Notes + No Substitutions Urgent

This is not a controlled substance

★ Save As Favorite

Save Prescription

Click “Save Prescription” to add the prescription to the patient’s Pending Medications list.

Add New Compound

Step One

Enter a free-text compound and click “Next.”

The user also has the option to select a supply from the “My Favorites” list, if the user has any saved favorites. This will bring the user to Step 2 of the workflow with the saved prescription details.

Note: If diagnosis is enabled in the clinic’s configurations, the user has the option to select a diagnosis for the prescription.

Step Two

Fill in the prescription details by completing the following fields:

- Effective Date
- Patient Directions* (1000 characters)
- Dispense*
- Dispense Unit*
- Refills*
- Days Supply*
- No Substitutions (check if substitutions are not allowed)
- Urgent
- Pharmacy Notes (click the “+” icon next to Show Pharmacy Notes to show the field)

- Common pharmacy notes can be added from the dropdown menu in the pharmacy notes section

Note: Required fields are marked with a red asterisk (*) in the form.

Add Prescription

Medication
Supply
Compound

Step 2

Search for a CDT by name or code to select it.

Current compound: test coumpound Change

Pharmacy Information

VA Pharmacy Store 10.6
2800-1 Crystal Dr
Arlington, VA Change

Mail To Patient ▲

Effective Date Today

Patient Directions*

Dispense*

Dispense Unit* Select...

Refills*

Days Supply*

Show Pharmacy Notes + No Substitutions Urgent

This is not a controlled substance

★ Save As Favorite
Save Prescription

The clinician must also confirm that the prescription is not for a controlled substance. Check the checkbox next to “This is not a controlled substance.”

Click “Save Prescription” to add the prescription to the patient’s Pending Medications list.

Add New Compiled Compound

Step One

Search for a compound ingredient by typing in the name of the ingredient. An autocomplete dropdown will be triggered if the user enters a string of three or more characters. Select the ingredient from the autocomplete drop-down list.

If the compound ingredient does not appear in the autocomplete drop-down, enter the compound ingredient as a free-text entry and click “Next” to go to Step 2.

Add Prescription

Medication | **Supply** | Compound

Step 1

Current diagnosis: Other problems related to medical facilities and other health care Change

Build a custom compound from one or more ingredients. Search for a medication and select it, or enter a free text ingredient with strength then click the plus sign to add to the compound in the right hand panel. Free text ingredients must not be controlled. Once all ingredients have been specified, name the compound and click 'Build Compound'.

Ingredient*
Vitamin C (oral - tablet)

Current strength* 250 mg Change

Dispense* 1 Dispense Unit* Capsule

My Favorites

- prescriber fav 1 - compound04182202
- prescriberfav2 - compound04182

The user also has the option to select a medication from the “My Favorites” list, if the user has any saved favorites. This will bring the user directly to Step 5 of the workflow.

Note: If diagnosis is enabled in the clinic’s configurations, the user has the option to select a diagnosis for the prescription.

Add Prescription

Medication | **Supply** | Compound

Step 1

Current diagnosis: Other problems related to medical facilities and other health care Change

Build a custom compound from one or more ingredients. Search for a medication and select it, or enter a free text ingredient with strength then click the plus sign to add to the compound in the right hand panel. Free text ingredients must not be controlled. Once all ingredients have been specified, name the compound and click 'Build Compound'.

Ingredient*
Vitamin C (oral - tablet)

Current strength* 250 mg Change

Dispense* 1 Dispense Unit* Capsule

My Favorites

- prescriber fav 1 - compound04182202
- prescriberfav2 - compound04182

Step Two

Select the desired strength, dispense unit, and dispense unit amount for the ingredient. Only the legal variations of the drug will be available to prevent any errors.

Step Three

Add ingredient to compiled compound. The favorites tab will disappear and be replaced by the compiled compound screen.

Step Four

Repeat steps one through three until every ingredient has been added. Ingredients can be removed by selecting the (-) next to the ingredient on the right part of the add prescription tab. When all ingredients have been added, name and build the compound.

Step Five

Fill in the prescription details by completing the following fields:

- Effective Date
- Patient Directions* (1000 characters)
- Dispense*
- Dispense Unit*
- Refills*
- Days Supply*
- No Substitutions (check if substitutions are not allowed)
- Urgent
- Pharmacy Notes (click the “+” icon next to Show Pharmacy Notes to show the field)
 - o Common pharmacy notes can be added from the dropdown menu in the pharmacy notes section

Insert Common Note:

Pharmacy Notes

- Select...
- Acute Pain
- Hospice
- Non-Acute Pain
- PDMP reviewed
- Shipping

Note: Required fields are marked with a red asterisk (*) in the form.

Medication
 Supply
 Compound

Step 2

Search for a Diagnosis by name or ICD10 to select it.

Current compound: Compiled 145

- ethambutol 400 mg oral tablet - 25 Milliliters
- deferasirox 360 mg oral tablet - 25 Milliliters

Pharmacy Information

Pharmacy: VA Pharmacy Store 10.6 2800-1 Crystal Dr Arlington, VA

Mail To Patient

Effective Date

Patient Directions*

Dispense*

Dispense Unit*

Refills*

Days Supply

Show Pharmacy Notes

No Substitutions

Urgent

Click “Save Prescription” to add the prescription to the patient’s Pending Medications list.

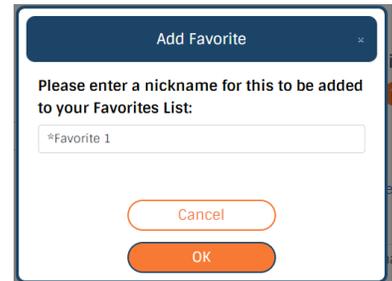
Save As Favorite

Saving a prescription as a favorite saves all entered prescription details. Clinicians can access their favorites through the My Favorites list in Step 1 of the Add Prescription workflow. This will take the clinician directly to Step 3 to edit any prescription details and submit the form. To save a prescription as a favorite:

1. In the final step of the Add Prescription workflow, fill in prescription details.
2. Click the Star icon next to “Save As Favorite” and click “Save Prescription.”

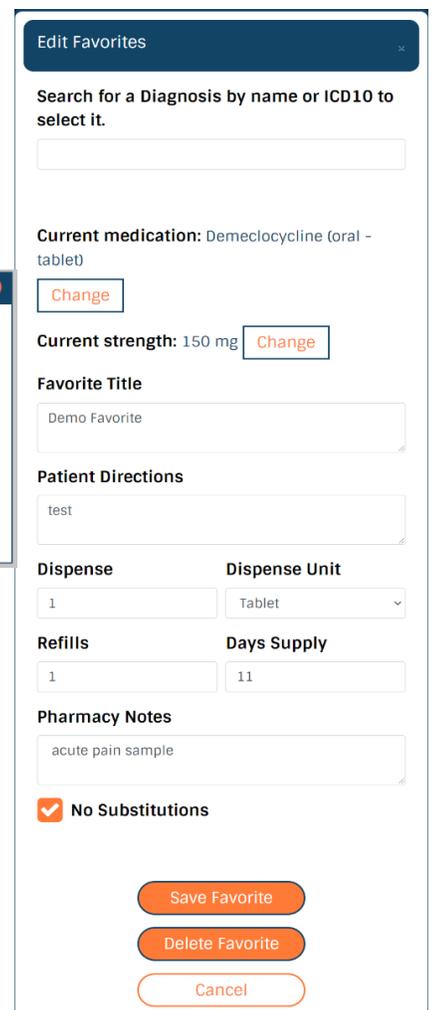
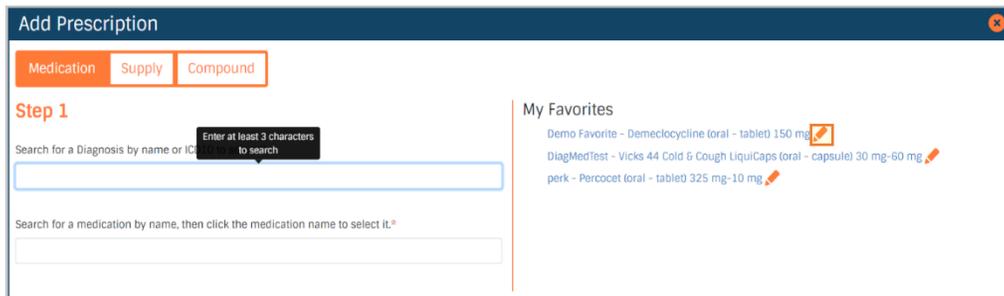


- A pop up will appear. Enter a nickname for the favorite and click “OK”. If you would like to save this as a Master Favorite, add an asterisk (*) to the beginning of the nickname.
- The prescription will be added to the Pending Medications list, and a copy of the prescription will be saved as a favorite.



Edit Favorites

Favorites can be edited from the “Add prescription” workflow by clicking the pencil next to the favorited medication. Clinicians can make changes to the prescription amount, refills, title, direction, and pharmacy notes. Clinicians can also use this window to delete any favorites that they no longer want. Proxy and prescribing agents will see three sections in their favorites window: My Favorites, Clinic Favorites, and On Behalf Of Favorites.



Note: Prescribers can view Clinic Favorites but cannot edit them. Proxy users and Prescribing Agents can view Clinic Favorites and On Behalf of Favorites but cannot make any edits. Clinic Favorites can only be edited by users in the Admin Console.

Specialty Favorites

Clinics can have sets of Clinic Favorites grouped by specialty type. These favorites will appear for a clinician with the same specialty type. Clinicians will not see favorites of a different specialty type unless they are prescribing On Behalf Of another clinician. If a clinician prescribes On Behalf Of another clinician, they will instead see favorites based on the specialty of that clinician and not their own.

If a clinic favorite does not have a specialty set, all clinicians in the clinic will be able to see that favorite regardless of their specialty.

Pending Medications List

Newly added prescriptions will appear in the patient’s Pending Medications list. The Pending Medications list displays prescriptions that have not yet been sent to a pharmacy or printed by the clinician. Here, you can review prescription information, change prescription’s pharmacy, as well as edit or delete the prescription.

Send Electronic Prescription (NewRx)

When you are ready to send the prescription to the pharmacy

1. Select the medication(s) using the checkboxes corresponding to the medication
2. If the clinician has a PIN on file, enter the PIN in the PIN field
3. Click “Approve and Send”. The prescription will be moved to the Active Medications list

Pending Medications

Select All Search:

	Medication	Dispense	Date	Refills	Prescriber	Pharmacy	
<input checked="" type="checkbox"/>	NexIUM 20 mg delayed release capsule NO Substitutions Allowed Sig: Take daily after breakfast.	10 Capsules	Aug 3, 2018	2	Steve Schneeberger	VA Pharmacy Store 10.6 Arlington, VA	Actions ▾

Showing 1 to 1 of 1 entries

PIN:

Print Prescription (NewRx)

Note: Popups must be enabled within your browser to print a print prescription

1. Select the medication(s) using the checkboxes corresponding to the medication.
2. If the clinician has a PIN on file, enter the PIN in the PIN field.
3. Click “Approve and Print.” The printed prescription will open in a new window. The prescription will be moved to the Active Medications list.

Pending Medications

Select All Search:

	Medication	Dispense	Date	Refills	Prescriber	Pharmacy	
<input checked="" type="checkbox"/>	NexIUM 20 mg delayed release capsule NO Substitutions Allowed Sig: Take daily after breakfast.	10 Capsules	Aug 3, 2018	2	Steve Schneeberger	VA Pharmacy Store 10.6 Arlington, VA	Actions ▾

Showing 1 to 1 of 1 entries

PIN:

Print without Pharmacy

Note: Popups must be enabled within your browser to print a print prescription

If a pharmacy does not appear within the pharmacy search, you can print the prescription without selecting a pharmacy:

1. Select the prescription(s) using the checkboxes corresponding to the medication
2. Click “Change Pharmacy.” This will open the Change Pharmacy popup.

Pending Medications

Select All Search:

Medication	Dispense	Date	Refills	Prescriber	Pharmacy	Actions
<input checked="" type="checkbox"/> Nexium 20 mg delayed release capsule NO Substitutions Allowed Sig: Take daily after breakfast.	10 Capsules	Aug 3, 2018	2	Steve Schneeberger	VA Pharmacy Store 10.6 Arlington, VA	<input type="button" value="Actions"/>

Showing 1 to 1 of 1 entries

PIN:

3. Select “No Pharmacy (for printing only)” and click “OK.”

Change Pharmacy

No Pharmacy (for printing only)

Pharmacy Name	City/State	Specialties	Is EPCS?
<input type="checkbox"/> VA Pharmacy Store 10.6	Arlington, VA	Retail, Long-Term Care Pharmacy	Yes

4. The Pharmacy will change to “No Pharmacy Selected.” Click “Approve and Print.” The printed prescription will open in a new window. The prescription will be moved to the Active Medications list.

Pending Medications

Select All Search:

Medication	Dispense	Date	Refills	Prescriber	Pharmacy	Actions
<input checked="" type="checkbox"/> Nexium 20 mg delayed release capsule NO Substitutions Allowed Sig: Take daily after breakfast.	10 Capsules	Aug 3, 2018	2	Steve Schneeberger	No Pharmacy Selected	<input type="button" value="Actions"/>

Showing 1 to 1 of 1 entries

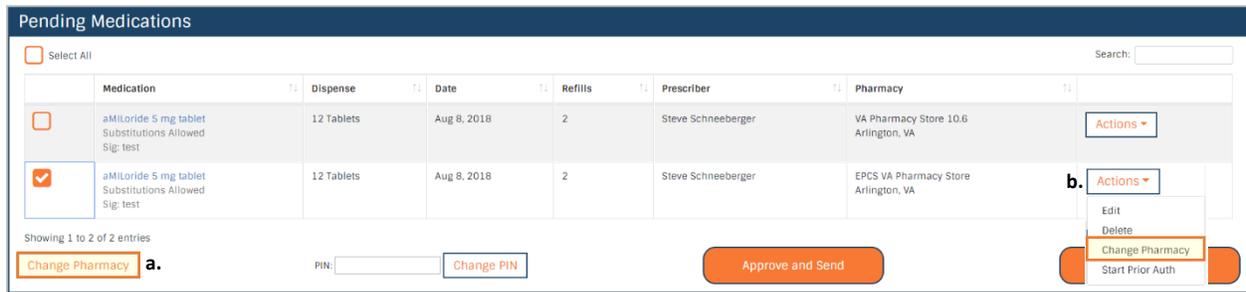
PIN:

Change Prescription Pharmacy

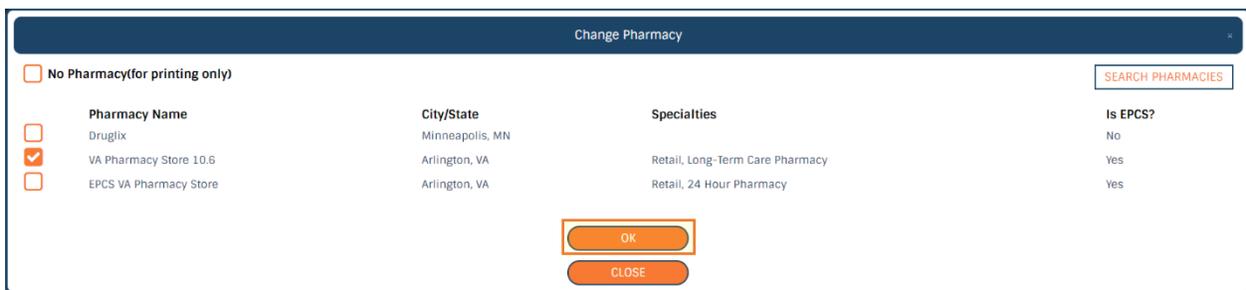
There are three ways to open the Change Pharmacy modal

From the Pending Medication List

1. Either:
 - a. Select the prescription(s) using the checkboxes corresponding to the medication and click the “Change Pharmacy” button, OR;
 - b. From the Action’s dropdown list, select “Change Pharmacy.”



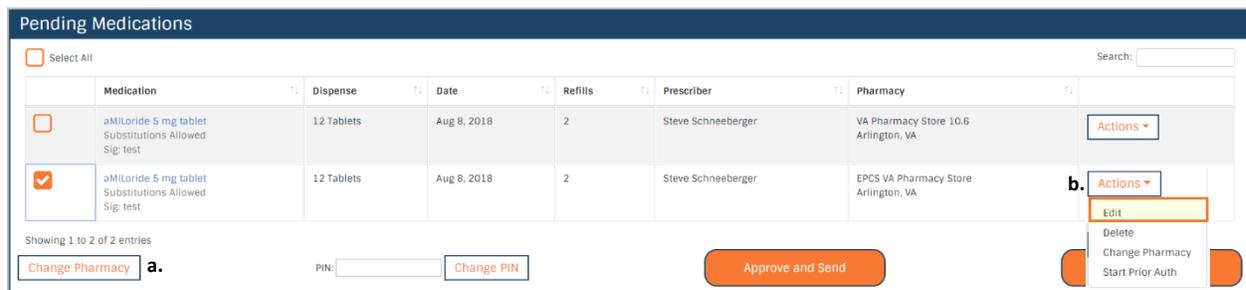
2. The popup will show a list of the patient’s preferred pharmacies. Select the desired pharmacy and click “OK”:



Note: If the desired pharmacy is not shown, the user can search for and add a preferred pharmacy by clicking the “Search Pharmacies” button. See [\[Manage Patient’s Preferred Pharmacies\]](#) for more details.

From the Add/Edit Prescription modal

1. From the Action’s dropdown list, select “Edit.”



- Under the “Pharmacy Information” section, select “Change.” A list of the patient’s registered pharmacies will appear.

Medication Supply Compound

Step 3

Search for a CDT by name or code to select it.

Current medication: NexIUM (oral - delayed release capsule)™ Change

Current strength: 20 mg Change

Pharmacy Information

Pharmacy: VA Pharmacy Store 10.6 2800-1 Crystal Dr Arlington, VA CHANGE

Mail To Patient

Effective Date Today

Patient Directions*

Dispense* Dispense Unit* Refills* Days Supply

Capsule No Substitutions Urgent

Show Pharmacy Notes +

★ Save As Favorite Save Prescription

- Select the desired pharmacy and click “Save Prescription.”

Add Patient Reported Prescription

To begin the process of adding a medication that is self reported by the patient, click the “Add Patient Reported” button in the upper right hand corner of the Patient Details page.

Fred A Jockey, Male, 99 yrs +

Add/Edit Drug Allergies Add/Edit Pharmacies

Coverage Details +

Plan: PBMA ▾

Add Prescription

Add Patient Reported

Alerts from "Pending" Medications ×

Minor Drug Interaction - Tylenol and Lomotil

Add Simple

1. Click on the “Simple” tab to trigger the Simple Patient Reported Medication workflow
2. Search for a medication by typing in the name of the medication. An autocomplete drop-down will be triggered after the user enters a string of three or more characters. Select the medication from the autocomplete drop-down list

The screenshot shows the 'Add Patient Reported Medication' window with the 'Simple' tab selected. A search bar contains the text 'Lipitor', and a dropdown menu below it displays 'Lipitor (oral - tablet)'. A 'Save' button is located at the bottom center of the form.

3. Click Save. The medication will be added to the Active Medications list.

The screenshot shows the 'Active Medications' tab selected in the application. Below the tab is a section for 'Existing Interactions' with a '2' icon. Below that, the 'Simple' tab is selected. A table lists the active medication:

Medication	Dispense	Date	Dispensings	Status
Lipitor 10 mg tablet				ⓘ Actions

Add Detailed

1. Click on the “Detailed” tab to trigger the Detailed Patient Reported Medication workflow
2. **Step 1:** Search for a medication by typing in the name of the medication. An autocomplete dropdown will be triggered after the user enters a string of 3 or more characters. Select the medication from the autocomplete dropdown list.

The screenshot shows the 'Add Patient Reported Medication' window with the 'Detailed' tab selected. It is labeled 'Step 1'. The search bar contains 'Lipitor' and the dropdown shows 'Lipitor (oral - tablet)'.

3. **Step 2:** Select the strength for the medication.

The screenshot shows the 'Add Patient Reported Medication' window with the 'Detailed' tab selected. It is labeled 'Step 2'. The current medication is 'Lipitor (oral - tablet)'. A dropdown menu is open, showing the following strength options: 10 mg, 20 mg, 40 mg, 80 mg, and Unspecified.

- Step 3:** Fill in the prescription details where applicable and click “Save Medication.” The medication will be added to the Active Medications list.

Lipitor 10 mg tablet Sig: Take daily after breakfast.	20 Tablets	3	Actions
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Check Insurance Formulary

DoseSpot will automatically check insurance formulary and medication tier status for the selected plan when preparing a new prescription.

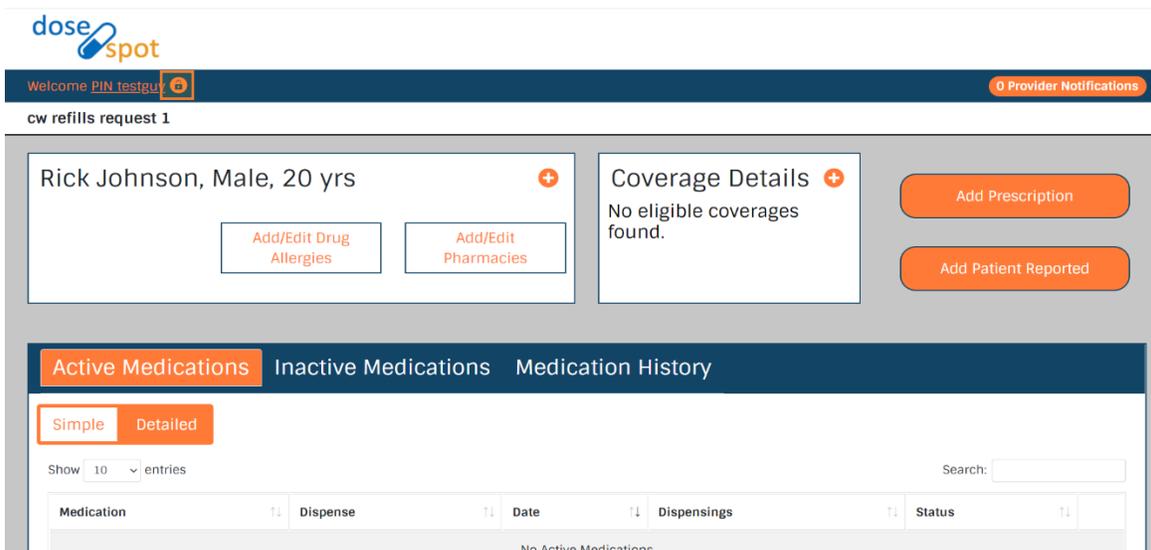
When you reach Step 3 of adding a new prescription, the right hand side of your screen will provide the up-to-date formulary status based on the given medication name and dosage. This also gives the user the option to select any alternative medications if desired.

PIN

DoseSpot requires pins for all prescribing clinicians who wish to send controlled substances. They are optional for all other users.

Add PIN

1. Click on the lock symbol in the upper corner, by the prescriber's name



2. Enter your desired four digit PIN
 - a. **Note: PINs** cannot contain four repeating digits (i.e., 1111) or the string 1234
3. Reenter your pin and click ok

Set PIN(Required for controlled substances and optional for others) ✕

Please enter your 4 digit PIN:

Please confirm your 4 digit PIN:

Edit PIN

1. Click on the lock symbol in the upper corner, by the prescriber's name

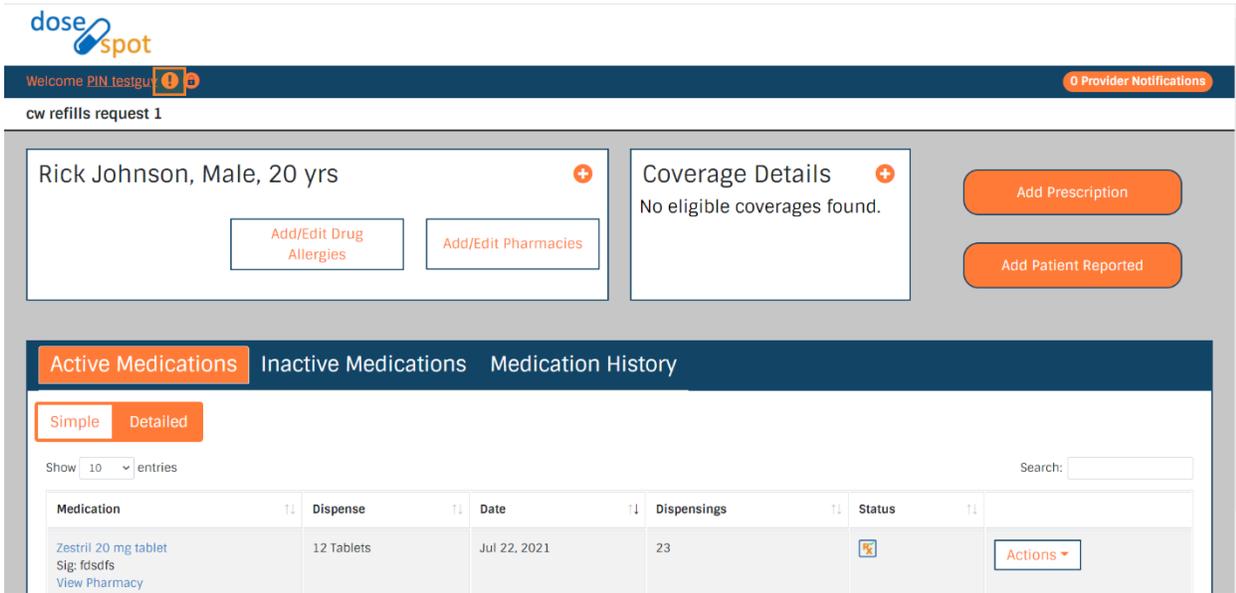
The screenshot shows the DoseSpot interface for a patient named Rick Johnson. At the top left, the DoseSpot logo is visible. Below it, a dark blue header bar contains the text "Welcome PIN testgu" followed by a lock icon in a square box. To the right of this bar is a notification badge that says "0 Provider Notifications". Below the header, the patient's name "Rick Johnson, Male, 20 yrs" is displayed with a plus sign icon to its right. Underneath the name are two buttons: "Add/Edit Drug Allergies" and "Add/Edit Pharmacies". To the right of the patient information is a "Coverage Details" section with a plus sign icon, containing the text "No eligible coverages found." and two orange buttons: "Add Prescription" and "Add Patient Reported". Below this is a navigation bar with three tabs: "Active Medications" (selected), "Inactive Medications", and "Medication History". Under the "Active Medications" tab, there are two sub-tabs: "Simple" (selected) and "Detailed". Below the sub-tabs, there is a "Show 10 entries" dropdown and a "Search:" input field. A table with columns "Medication", "Dispense", "Date", "Dispensings", and "Status" is shown, but it is empty and contains the text "No Active Medications" at the bottom.

2. Enter your current four digit PIN
 - a. if you have forgotten your pin, it must be reset from the admin console
3. Enter your new four digit pin twice, then click okay

The screenshot shows a "Change PIN" dialog box. It has a dark blue header with the title "Change PIN" and a close button (X). The dialog contains three input fields: "Please enter your current 4 digit PIN:", "Please enter your new 4 digit PIN:", and "Please confirm your 4 digit PIN:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Add PIN from TFA activation workflow

1. Click on the ! symbol in the upper corner, by the prescriber's name



2. From the activate TFA workflow, click "Set PIN"
3. Clinician will be moved to the Add PIN workflow. Upon completing, they will be returned to the TFA activation workflow

DUO Token Activation
✕

Credential ID

If you completed IDP and received a letter, you will have to enter your Reference Number. If you used the Experian OTP method, it will be displayed in a disabled state.

Reference Number

After entering your PIN and clicking the "Save" button, you should see a "Success" message. Immediately sync your token by clicking the shield icon near the Welcome Greeting.

PIN

Set PIN

Save
Cancel

Prescribing Agent

A Prescribing Agent is a non-prescribing user type that can act on behalf of a Prescribing Clinician to manage prescriptions and print and/or send non-EPCS prescriptions.

Any prescriptions added or modified by a Prescribing Agent will include their name in the Prescriber column of the Pending Medications list.

Pending Medications

Select All Search:

	Medication	Dispense	Date	Refills	Prescriber (Agent)	Pharmacy	
<input type="checkbox"/>	Advil Junior Strength 100 mg tablet NO Substitutions Allowed 30 Days Supply Sig: TEST 123	100 Tablets	Feb 13, 2019	1	Steve Schneeberger (Prescribing Agent)	VA Pharmacy Store 10.6	Actions ▾
<input type="checkbox"/>	Advil Allergy Sinus 2 mg-200 mg-30 mg tablet Effective Date: Feb 13, 2019 NO Substitutions Allowed Sig: TEST	100 Tablets	Feb 13, 2019	2	Steve Schneeberger (Prescribing Agent)	VA Pharmacy Store 10.6	Actions ▾

Showing 1 to 2 of 2 entries

PIN:

Prescribing Agents can approve and send or print prescriptions on behalf of a Prescribing Clinician. The Prescribing Agent's information will be included in the prescription.

Steve EPCS Schneeberger
Prescribing Agent: Prescribing Agent
 18 Crawford Street
 Needham, MA 02494

(781) 723-2123
 Fax: (234) 768-9888
 DEA# : AQ2321234 NPI# : 1508959719

Patient: Kara Whiteside (Female)
 Date: February 13, 2019 12:10:18 PM
 Effective Date: February 13, 2019

DoB: Oct 11, 1952
 23230 Seaport 111
 Akron, OH 44306
 Advil Allergy Sinus 2 mg-200 mg-30 mg tablet
 100 Tablets (One Hundred)

(330) 554-7755
 Refills: **2**
 Sig: TEST

VA Pharmacy Store 10.6
 2800-1 Crystal Dr
 Arlington, VA 22202

(703) 515-4445
 Fax: (703) 414-5556

Signature: _____

Write 'No Substitutions' Here: _____
 Interchange is mandated unless the practitioner indicates 'no substitution' in accordance with the law

Security Features: * surrounds Quantity and Refill numbers, Quantity dispensed shows as text, the signature line is micro-printed with 'THIS IS AN ORIGINAL PRESCRIPTION' and is viewable under 5x or > magnification.

Proxy

A Proxy user is a non-prescribing user type that can act on behalf of a Prescribing Clinician to add and edit prescriptions. Proxy users **cannot** send or print prescriptions.

Any prescriptions added or modified by a Proxy User will include their name in the Prescriber column of the Pending Medications list.

Pending Medications							
Medication	Dispense	Date	Refills	Prescriber (Agent)	Pharmacy		
<input type="checkbox"/> Lisinopril 40 mg tablet Effective Date: Feb 13, 2019 NO Substitutions Allowed 25 Days Supply Sig: Test	50 Tablets	Feb 13, 2019	1	Steve Schneeberger (Proxy User)	VA Pharmacy Store 10.6	<input type="button" value="Actions"/>	

Showing 1 to 1 of 1 entries

Proxy users can also reprint prescriptions in the patient’s Active Medications List. The printed prescriptions cannot be used to prescribe new medications. A “Copy not for Dispensing” watermark will be displayed.

TEST Schnee
 18 Crawford St
 Needham, MA 02494

(620) 624-8311
 Fax: (620) 624-8311
 DEA#: AA9384754 NPI#: 1518417369

Patient: Kara Whiteside (Female)
 DoB: Oct 11, 1952
 23230 Seaport
 Akron, OH 44306
 (330) 554-7754

Date: November 28, 2018 1:41:32 PM
 Effective Date: November 28, 2018

Famotidine 20 mg tablet
 234 Tablets (Two Hundred Thirty Four)
 Substitutions Allowed
 Refills: **3**
 Sig: Test
 ICD: T33011S

VA Pharmacy Store 10.6
 2800-1 Crystal Dr
 Arlington, VA 22202
 (703) 515-4445
 Fax: (703) 414-5556

Signature: _____

Write 'No Substitutions' Here: _____
 Interchange is mandated unless the practitioner indicates 'no substitution' in accordance with the law

Security Features: * surrounds Quantity and Refill numbers, Quantity dispensed shows as text, the signature line is micro-printed with 'THIS IS AN ORIGINAL PRESCRIPTION' and is viewable under 5x or > magnification.

Reporting

View Reports

Clinicians who have “Reporting” enabled as a clinician role are able to run reports for their own actions in the Prescribing Application.

Note: Reporting clinicians cannot view other clinician’s information. Only EPCS Coordinators with this functionality enabled can run reports for all clinicians within their clinic.

Access Reports Page

- **If clinician is EPCS enabled, or in an OHIO clinic:** click the “Please be sure to run, print, and sign your daily Prescriptions Report today!” link in the page header.

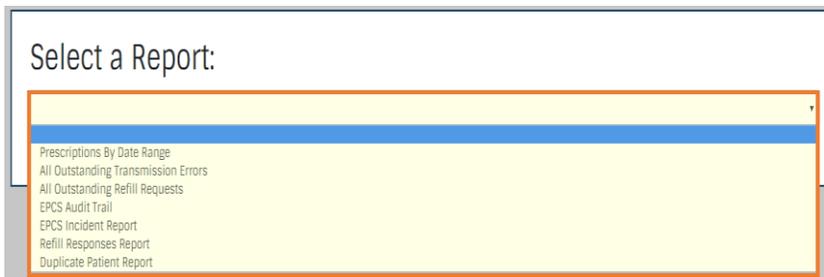


- **If clinician is not fully EPCS enabled, or not in an OHIO clinic:** click the “Click here to view your reports” link in the page header.
- **If Navigation Bar is enabled in the clinic configurations:** click the “REPORTS” tab in the navigation bar.



View Report

1. Navigate to clinician’s Reports page.
2. From the drop-down list, select a report to view.



- The clinician can filter the report by different filters, such as date range and clinic (if clinician is in multiple clinics). Click “View Report” to load the report in the Prescribing Application.

Select a Report:

Prescriptions By Date Range ▼

Clinic: Start Date:

Prescription Status: End Date:

Prescriptions By Date Range

07-November-2018 through 08-November-2018

Show entries

Date (UTC)	Clinician Name	Agent Name	Patient ID	Patient Name / DOB	Drug Name	Dispense	Refills	Instructions	Subs	Schedule
11/7/2018 9:49:27 PM	Steve Schneeberger	Proxy User	292702	Fred Jockey / 12/15/1918	Tylenol (oral - capsules) 325 mg	20 Capsule(s)	3	Test	No	0
11/7/2018 9:21:58 PM	Steve Schneeberger		292702	Fred Jockey / 12/15/1918	Xanax (oral - tablets) 2 mg	10 Tablet(s)	0	Test	Yes	4
11/7/2018 8:24:00 PM	Steve Schneeberger		292702	Fred Jockey / 12/15/1918	Xanax (oral - tablets) 2 mg	10 Tablet(s)	0	Test	Yes	4
11/7/2018 8:19:06 PM	Steve Schneeberger		291622	Kara Whiteside / 10/11/1992	Rosuvastatin (oral - tablets) 20 mg	2 Tablet(s)	2	TEST	No	0

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I hereby certify that I have reviewed the prescriptions on this report. Signature: _____ Date: _____

Report generated on: Thu, 08 Nov 2018 14:16:27 GMT

- The clinician has the option to export the report as PDF or CSV files. To do this, click “PDF Export” or “CSV Export.”

Notifications

The clinician’s Notifications page shows a summary of all the clinician’s notifications, including transmission errors and pending prescriptions. If the clinician is enabled for refills and rxChange, the Notifications page also will also display any pending requests.

Click “View Details” to view more details about the notification in the Patient Details page.

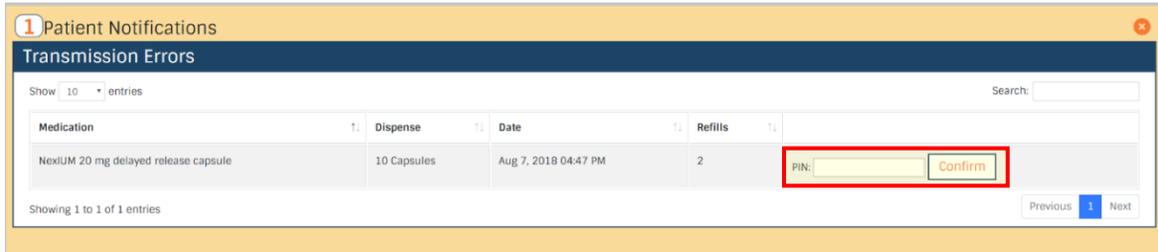
Transmission Errors

Transmission errors notify the clinician of any prescription errors related to prescription pharmacy routing. Errors are displayed in the Patient Notifications section on the Patient Details page. Click the “+” icon on the top right to open the section.

The clinician has the option to print the prescription instead. To do this:

1. In the Transmission Errors table, click the “Print” button corresponding to the selected prescription.

2. If the clinician has a PIN on file, enter the PIN and click “Confirm.” The printed prescription will open in a new tab.



Note: Popups must be enabled within your browser to print a print prescription.

Refills

For more information, please refer to the Refills Supplement Guide.

Frequently Asked Questions

Where do I view my refill requests?

Refill requests from the pharmacy can be found in the Patient Notifications section on the Patient Details page, and on the Clinician Dashboard page.

What is a transmission error?

A transmission error occurs when the pharmacy does not receive the transmitted prescription. This is typically caused by a temporary loss of network connectivity on the pharmacy end. If a transmission error appears, click on the transmission error link located at the top right of the screen.

Why am I receiving a security validation error?

If you receive a Security Validation Error please email support@dosespot.com.

Can I check which pharmacy a prescription was sent to?

Yes, this information is viewable by clicking the Detailed tab on the medication list. Once the Detailed tab has been clicked, find the desired medication and click the View Pharmacy link.

Why are my prescriptions not printing?

If a prescription does not appear after clicking the Approve & Print button, please go to your browser settings and allow popups. This should solve the issue.

Why am I not receiving my refill requests from a pharmacy?

Pharmacies will begin sending refill requests electronically once a prescriber sends at least five (5) new prescriptions electronically through DoseSpot. This is mainly due to the fact that the pharmacies need time to update their prescriber directories once they recognize that you are using DoseSpot to send new prescriptions electronically. The amount of time varies by pharmacy.

Why can't I find a pharmacy?

More than 95% of the nation's pharmacies are enabled for electronic prescribing including all of the major drug store chains (i.e., CVS, Walgreens, Walmart, Target, etc.). On occasion you may search for a pharmacy within DoseSpot and no results are provided. This may be due to a number of reasons, but the most important thing to understand is that if a pharmacy is not within DoseSpot then an electronic prescription cannot be sent to that pharmacy. Please proceed to print the prescription instead. For a full listing of all pharmacies connected to DoseSpot, please visit <http://surescripts.com/locate-e-subscribers/find-e-prescribing-pharmacies.aspx>

What is the difference between refill and reorder?

A Refill is initiated by the pharmacy and the number of Refill Requests will be listed in the upper right hand corner of your screen.

The Reorder function can be used when a prescriber would like to "Reorder" the same medication for a patient. The prescription will automatically be entered into the "Patient's New Prescriptions (to be approved)" and the prescriber simply needs to click on the check box and then click "Approve & Send" or "Approve & Print."