

FirstNet Prescription Writer Quick Guide

To Prescribe:

1. If medication is new (not documented or not currently under the Medication List tab) – Click the Depart Process icon, click on pencil next to prescriptions, click on ADD+
2. If you cannot find the medication in the folders: Search for the generic name or trade name in the “Find” window. Choose a **product**, use ordering sentences if possible.
3. To view patient’s medication list, open chart from within FirstNet Depart Process window, choose “Medication List”. You may enter orders here as well.

How do I...	Right click on a med list entry. Select:
Add Refills to an existing RX on Med List	Cancel/Reorder (if choose to Renew , do not use options with “days supply”)
Change Documented Med by Hx → Rx	Convert to prescription , fill in missing details, click Orders for Signature, sign.
Change Rx strength/directions	Cancel/Reorder
Change Rx Drug (e.g., change <i>Atorvastatin</i> to <i>Simvastatin</i>)	Cancel/DC to discontinue old drug, then Prescribe new med.
Discontinue a medication	Cancel/DC
Renew a discontinued RX	Copy
Reprint RX	Resend
Correct the prescription I just wrote	Cancel/Reorder (if choose to Modify without Resend, then must Resend to printer. Also Modify should not be used for dose changes!)
Complete a medication (e.g, <i>antibiotic therapy</i>)	Complete
Remove medication entered on the wrong patient	Delete. Must include delete reason.
Save a medication to my favorites	Add to Favorites before signing the RX
Add Instructions that I want my patient to see on the Discharge Instructions	Enter instructions in the Instructions field
Add comments for pharmacy or to myself	Enter comments in the Order Comments

Before you Sign Orders:

1. Fill in all required fields for anything you are “prescribing”
2. Confirm that all order details are correct
3. Select the desired routing, e.g. the correct printer or “not to print “