




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 on the details fields will populate suggestions. You can also begin to type what you need to populate a 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** drop-down 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. You can click the **Modify** hyperlink as needed to make changes to the Order.

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

STEP 16: Click **Sign**.

Confirm your 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 your network password.

STEP 3: Click **[Enter]**.

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

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