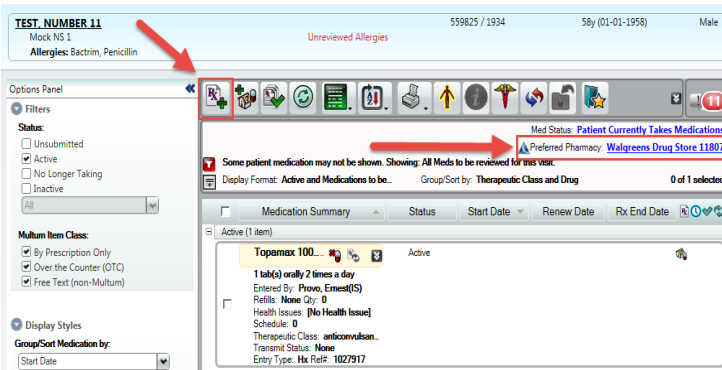


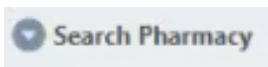
Adding a Patient's Preferred Pharmacy

Preferred Pharmacy

The patient's preferred pharmacy displays in the **Header** area. The entry is also a functional hyperlink that provides the ability to launch the **Preferred Pharmacy** dialog window to add/update the patient's preferred pharmacy information used for electronic prescription transmission.

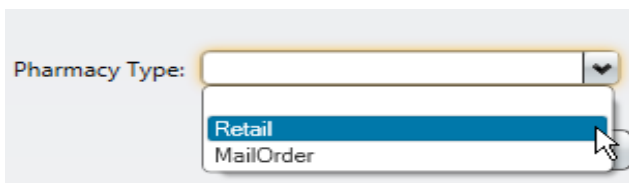


In order to search for pharmacy, you must click the small circle in front of search pharmacy

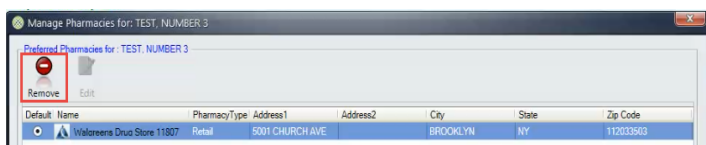
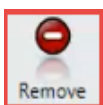


The 'Search Pharmacy' form includes fields for Name, State, Pharmacy Type, City, Zip, Phone, and Fax, along with a Search button.

Narrow your search options by selecting your pharmacy type. Retail for Rx



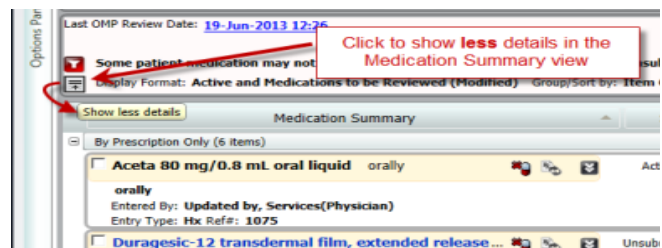
You can remove a listed pharmacy and add a pharmacy, by highlighting the preferred pharmacy, and clicking the "Remove" button.



Medication List Changes

Show More/Show Less Details Button

The **Show More Details / Show Less Details** button provides the ability to see a quick overview of information with minimal scrolling.



Renew Date Column

The **Renew Date** column provides the ability to quickly see the prescriptions displaying renew dates.

Status	Start Date	End Date	Renew Date
Active	24-Aug-2012	22-Sep-2012	26-Sep-2012

A red box highlights the 'Renew Date' column header with the text: 'Click column header to sort'.

Prescription and Home Med History Icons

Prescription and Historical Home Medication icons display to the right of the **Rx End Date** column to quickly identify entries that are prescriptions and which are home medications.

Active	24-Aug-2012	22-Sep-2012	26-Sep-2012	
Active	29-Aug-2011	02-Sep-2011		
Active				
Active				

Red boxes highlight the 'Prescription icon' and 'Home Medication icon' with arrows pointing to their respective icons in the table.

Font Color Change for Un-submitted Prescriptions Un-submitted prescriptions will display in **blue** text.

Aceta 80 mg/0.8 mL oral liquid	orally	Active		
Duragesic-12 transdermal film, extended release	1...	Unsubmitted	06-May-2013	06-May-2013
furosemide 40 mg oral tablet	1 orally x 5 days	Active	29-Aug-2011	02-Sep-2011

A red arrow points to the 'Unsubmitted' status text, which is highlighted in blue.

Font Color Change for Discontinued Medications

To easier differentiate active and discontinued (inactive) medications, items with a status of **Discontinued, No Longer Taking or Completed** will display in *italicized* text.

Medication Summary	Status	Start Date
By Prescription Only (12 items)		
aspirin 81 mg oral enteric coated tablet 1 tab(s)...	Active	
<i>Caduet 2.5 mg-20 mg oral tablet 1 tab(s) orally...</i>	<i>Discontinued</i>	<i>30-Jan-2013</i>
<i>Caduet 2.5 mg-20 mg oral tablet 1 tab(s) orally...</i>	<i>Discontinued</i>	<i>30-Jan-2013</i>
Caduet 2.5 mg-20 mg oral tablet 2 tab(s) orally...	Active	30-Jan-2013

Free-Text Script Display

To better differentiate medications that were added as **free text** entries, these items will display with a **pink** color background. In addition, a **free text** icon will display to the left of the item name.

raloxifene 60 mg oral tablet 1 tab(s) orally once a...	Active
Free Text (non-Multum) (1 item)	
take little white pill tab(s) orally once a day	Active

Medication Search Changes

Search Options

The following changes have been incorporated to better manage the medication search when adding new prescriptions:

Better filter search results

Drug Search	Full catalog	Quick list	Favorites
Tylenol			
Tylenol			
Tylenol 8 Hour Caplet			
Tylenol 8 Hour Extended Relief			

Separate **Search Term** from results – The **bottom half** of the window is the entire list while the **top half** is filtered to match the search item entered.

Drug Search	Full catalog	Quick list	Favorites
Tylenol			
Tylenol 325 mg tablet			
Tylenol Arthritis Caplet 650 mg tablet, extended release			
Acephen 120 mg suppository			
Acephen 325 mg suppository			
Acephen 650 mg suppository			

Ability to **expand the filter area** – You can enlarge the search filter area by dragging the horizontal splitter.

Drug Search	Full catalog	Quick list	Favorites
Q-Pap 325 mg tablet			
Q-Pap 160 mg/5 mL suspension			
Q-Pap 160 mg/5 mL liquid			
Q-Pap Extra Strength 500 mg capsule			
Q-Pap Extra Strength 500 mg tablet			
Acephen 120 mg suppository			
Acephen 325 mg suppository			
Acephen 650 mg suppository			
acetaminophen 120 mg suppository			
acetaminophen 325 mg suppository			

Ability to **refine search filtering** – You can alter the search item without losing the full list from the previous search item.

Drug Search	Full catalog	Quick list	Favorites
Q-Pap 160 mg/5 mL liquid			
Q-Pap 325 mg tablet			
Acephen 120 mg suppository			
Acephen 325 mg suppository			
Acephen 650 mg suppository			
acetaminophen 120 mg suppository			
acetaminophen 325 mg suppository			
acetaminophen 650 mg suppository			
acetaminophen 120 mg/5 mL liquid			
acetaminophen 325 mg tablet			
acetaminophen 160 mg/5 mL liquid			
acetaminophen 500 mg/15 mL liquid			

Back Button

Using the **Back** button in the search field will take you back to the first search screen while retaining your last entered search item.

Drug Search	Full catalog	Quick list	Favorites
Q-Pap 80 mg/0.8 mL oral liquid			
Q-Pap 160 mg/5 mL oral liquid			
Q-Pap 160 mg/5 mL oral suspension			
Q-Pap 325 mg oral tablet			
Q-Pap Extra Strength 500 mg oral tablet			
Acephen 120 mg rectal suppository			
Acephen 325 mg rectal suppository			
Acephen 650 mg rectal suppository			
acetaminophen compounding powder			
acetaminophen 10 mg/mL intravenous solution			

Add Prescription - TEST, NUMBER 11

Generic Name: acetaminophen

Requested By: Me

Instructions: 1 tab(s) orally 2 times a day

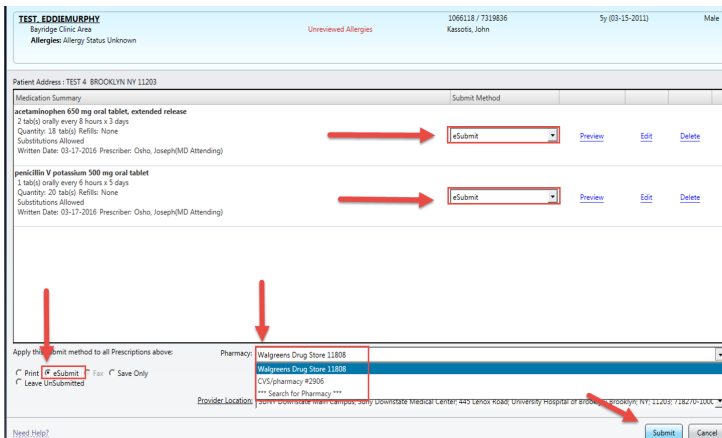
Verify that the correct information has been entered for your prescriptions, dose, dosing units, route, days number of refills, and the quantity.

Click to Review and Submit button.

Processing Selected (1/1)
Click 'Add to List' to continue adding New Rx or click 'Review & Submit' button to Finish.

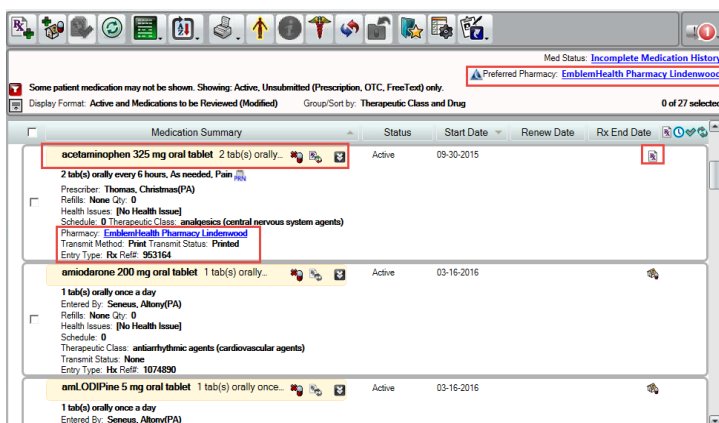
Buttons: Add to List, Review and Submit (3), Close

eSubmit a Prescription



On the prescription submit screen:

1. Choose a pharmacy from the drop-down list or search for a new pharmacy.
2. Verify the Provider Location (Example: 445 Lenox Road)
3. Click the "eSubmit" radio button. (Notice that the medication default now reads eSubmit.)
4. Click the "Submit" button.

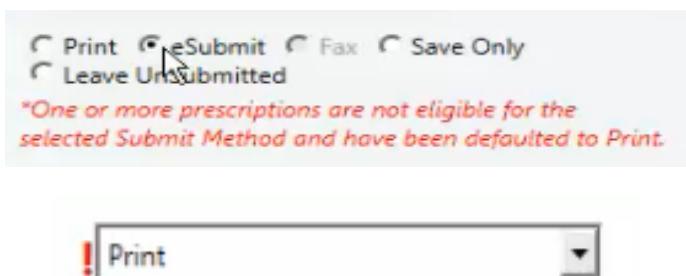


On the Prescription Writer home screen:

1. You can see the Patient's Preferred Pharmacy in the upper right hand area.
2. View the entered medication(s) section to see the method of transmission and the transmission status.

Note:

If you get an error message while submitting an electronic prescription, please try resubmitting your request again:



HelpDesk Assistance

If you continue to get an error, or you have any additional questions or comments, please call the help desk 718-270-4357 option 8

Be sure to provide the patient's:

- a. Name
- b. MRN (Medical Record Number)
- c. Medication Type (Brand or generic, narcotic, routine medication)
- d. Preferred Pharmacy

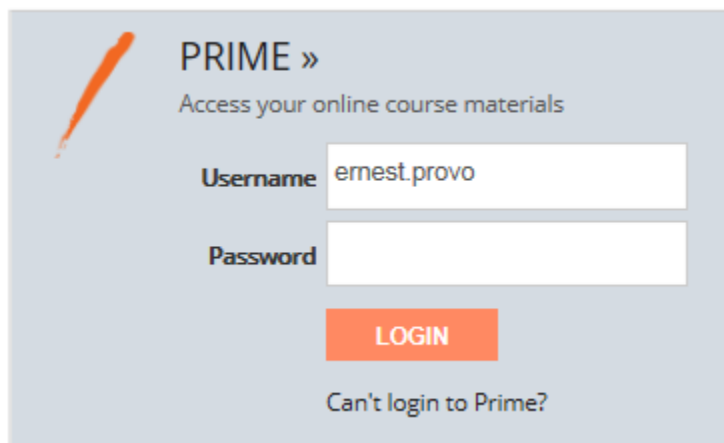
1. Verify the Pharmacy's name.
2. Verify the correct address for SUNY DMC (445 Lenox Road)

Provider Location:

Additional eSubmit Prescription Information

1. Online access to Rx Writer Training Manual - can be accessed from the SUNY DMC home page under the HealthBridge.
2. Online Computer Based Tutorial - can also be accessed from the SUNY DMC home page under the HealthBridge.
3. Online access to FAQ's via the PRIME training. (You must have a PRIME account. (downstate.edu)

Find A Physician | Home | Library | myDownstate | Newsroom |



FREQUENTLY ASKED QUESTIONS FOR ELECTRONIC PRESCRIBING

Revised: January 2016

For the complete document of FAQs please visit:
[http://www.health.ny.gov/professionals/narcotic/
electronic_prescribing/docs/epcs_faqs.pdf](http://www.health.ny.gov/professionals/narcotic/electronic_prescribing/docs/epcs_faqs.pdf)

Q140. How does a practitioner notify the Bureau that an ONYSRx* or oral prescription was issued?

A140. Practitioners should email the use of an exception to the following email address erx@health.ny.gov

Q142. What information needs to be included in the email?

A142. The practitioner's e-mail notification to the Department should include the following:

- That it is a notification to the Department pursuant to Public Health Law Section 281(4) or (5);
- Practitioner's name;
- Practitioner's license number;
- Practitioner's telephone number;
- Practitioner's preferred work e-mail address;
- Practitioner's work address;
- Patient initials only (the Department does not want patient confidential information to be sent); and
- The reason(s) for the exception(s), including the citation(s) to PHL Section(s) 281(3) (b), (d), and (e).

Q150. When is a practitioner required to notify the Bureau of Narcotic Enforcement of a temporary technological failure with the electronic prescribing software and an ONYSRx or oral prescription was issued?

A150. A practitioner is required to file information about the issuance of such prescription with the department as soon as practicable, but in no instance more than 72 hours following the end of the technological failure that prevented the issuance of an electronic prescription.

Q152. When is a practitioner required to notify the Bureau of Narcotic Enforcement that an ONYSRx or oral prescription was issued to prevent patient harm because it was impractical to issue the prescription electronically in a timely manner?

A152. A practitioner who issues a prescription that could cause patient harm because it was impractical to issue the prescription electronically in a timely manner, shall file information about the issuance of such prescription with the department within 48 hours of the date of issue.

*ONYSRX: Official New York State Rx