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Procedure: Entering Medications

Medication lists will be entered in the EHR side of NextGen. Enter the patient's medication list in the encounter date which the Medication list was received. Highlight the encounter date by clicking on it and select the RX module below. Please note that if the encounter is more than five days old that the encounter will be locked and can only be unlocked by Dr. Reddy. In this case you will have to ask her to unlock it for you with valid reason. After clicking the RX module a new window will pop open and click *prescribe new* and search the name of the medication, one by one. Follow the on screen prompts, being sure to select the appropriate dosage. From there you may need to edit details of the medication such as if the medication is taken daily or how many pills the patient takes. Next fill the date out that Dr. Reddy prescribed the medication. If the medicine was not prescribed by Dr. Reddy put the date to January 01, 2012 and click accept. At this point a precaution window may pop up warning of any interactions or risks. Acknowledge this precaution and highlight the medicine on the medication list that will be kept in the patient's physical chart so that Dr. Reddy may also review these precautions. On some occasions you may need to select that the medication is discontinued by the patient. Select the medication and check the box that says stop and enter the date which the patient discontinued that specific medication. If a medication has been entered as a mistake, right click on the medication and click delete. This can only be done to encounters that are not locked.