

 **Write Prescription**

1. Click **Create New Prescription**
2. Enter the medication name and select from the drop-down or click **Search**
3. Click on the medication strength to launch the **Prescribe Medication** widget
4. Enter all details including SIG, duration, quantity, refi lls etc...
5. Additional directions to the pharmacist can be entered in the **Directions to Pharmacist** box
6. Click **Review** to review the prescription
7. Select the desired action at the bottom
8. Locate any pending prescriptions within **Prescription Management**
9. Select the desired action for completing the prescription by clicking on either **Send, Send and Print, Print w/out Sending, or Sign w/out Sending**

 **Set Patient Pharmacy**

1. Click **Please set the default pharmacy** link or click the **Search** icon in the Patient Info widget
2. Filter the search using the radio buttons on the le” and enter minimal search criteria (pharmacy name and zip code) and click **Search**
3. Click on the name of the desired pharmacy
4. Pharmacy types are listed on the far right. Simply hover over the icon for a description.
5. Rcopia will store up to 5 pharmacies for each patient

 **Set and Use Favorites**

1. When prescribing a medication, and on the review screen, click the **Star** icon
2. Favorite prescriptions include the dose of the medication, directions, quantity, # of refills, and any other additional comments, excluding any internal comments for office use only
3. In the future when prescribing from the patient summary screen, the favorite list will allow a prescription to be created with 2 clicks by clicking on the **Favorites** drop-down within the context bar
4. Favorites can also be added through the **Utilities**

Bulk Sign-off Pending Prescriptions

1. Locate any pending prescriptions within **Prescription Management** or Click **Prescription Report**
2. Change filter settings if needed
3. Click **Search**
4. Review and modify any prescriptions as needed
5. Enter signature password
6. Select and click desired action for completing Rx

Renewal Requests

1. Click on the **Pharmacy Message** notification icon
2. Filter list by provider if necessary
3. Select desired action in dropdown list
4. Add appropriate comments as needed
5. Enter signature password
6. Click **Perform**

Renew Medications

1. On the patient summary screen, click the **Renew** icon to recreate and process a single medication
2. Click the **Prescribe** icon to change an active medication's dose, directions, quantity, and/or # of refills to process
3. Renew multiple active medications by checking the selection box next to the medication name
4. Click the **Renew Selected** icon
5. Sign pending prescriptions at the bottom of the screen