Copying a Prescription (Copy Rx and Deactivate)

EnterpriseRx Quick Steps

NOTES:

When to use Copy:

- When you receive a New Rx that is nearly the same as an older Rx on the patient’s profile.

The benefits:

- You will not need to re-type the new Rx. The information will be copied over from the older prescription.
- Helps to ensure that the most current Rx is filled.
- Keeps the Patient Profile cleaner.
- Promotes patient safety.
- The old Rx is deactivated so that it can’t be filled accidentally.
- If you attempt to refill the old prescription, the new Rx opens automatically.
- The new prescription contains the Rx number of the old Rx on the Linked Rx # field on the Reception Detail window.

Prerequisite:

- The patient must have an existing Rx for the same product as the new Rx.

Other linking options:

- **Profile and Link** - You may want to link prescriptions but leave both active. When the refills on the first Rx are exhausted, EnterpriseRx will continue with the new Rx. (See the Link & Profile Rx topic.)

START A REFILL FOR THE OLD RX

1. Select Activities > Rx Intake (or press F2).
2. Initiate a refill for the old Rx.
3. Select the Promise Time.

COPY THE OLD RX

1. In the Copy column of the Order Items window, click inside the Copy checkbox.
2. Select the Next Workflow Step button in the upper right corner to create the new prescription.

CONTINUE PROCESSING THE NEW RX AS USUAL

The new Rx moves to Data Entry.

1. Select the undo arrow in the top left of the window then choose the option to Rescan Rx Image.
2. Scan the new Rx.
3. Edit the Rx information as necessary.
4. Select Next to move the Rx forward in workflow.