Prescriptions

The Prescription Labels feature allows you to:

- Create, refill, correct, or void a prescription (Rx)
- Quickly add stored instructions to a prescription
- Print a prescription on a blank or preprinted label
- Apply prescriptions to invoices through the Patient Visit List (PVL)
- Review prescription information generated through this window in detailed prescription reports

Tip: Right-click a prescription on the Patient Clipboard* to access prescription menu options.

Create a new prescription

1. With the client’s account open in the Patient Clipboard*, right-click the patient name in the Patient list area and click Prescribe.
   OR
   Add the item directly to a Patient Visit List (PVL); in the PVL, click the prescription icon if the Prescription label does not open automatically.

2. In the Item ID box, type the ID, or press F2/double-click to search for the item.

3. In the Quantity box, enter the dispensed amount.

4. (Optional) In the Refills box, enter the number of refills, or select Refill as needed.

5. Accept or edit the dates in the Date provided and Expiration date boxes.

6. In the Prescribed by box, type the staff ID, or press F2/double-click to search for a staff member.

7. In the Filled by box, type the staff ID, or press F2/double-click to search for a staff member.

8. For a controlled substance, enter the number of days in the Days Supply box (this box may be set as required).

9. In the Instruction ID box, type the ID for the instructions or press F2/double-click to search for them.

10. Edit the prescription instructions if needed. Edits apply only to this label.

11. Click Spell Check. If no words are displayed for editing, the words are spelled correctly.

12. Click OK to process the prescription. You can also cancel the prescription, preview the label, and print the label.
   Note: If your practice uses the Pharmacy Formulary and you have the proper security access, you can click Pharmacy to view the pharmacy information associated with the item.

13. Accept or modify the printing information and click OK. This will also send the item to the PVL as dispensed/ performed.
Note: When you work in the Prescription Labels window, the following options are available at the bottom of the window:
- To apply the item to the invoice, select the **Apply to invoice** check box.
- To select a revenue center for the item, enter the revenue center ID in the **Revenue center** box.
- Edit the price that will be applied to the invoice.

### Other prescription actions

<table>
<thead>
<tr>
<th>To…</th>
<th>Do this…</th>
</tr>
</thead>
<tbody>
<tr>
<td>View a prescription</td>
<td>With the patient's name selected on the Patient Clipboard, click the <strong>Rx</strong> tab.</td>
</tr>
</tbody>
</table>

| Refill or renew a prescription | 1. With the patient's name selected on the Patient Clipboard, click the Rx tab.  
2. Right-click the prescription and select **Refill** or **Renew**.  
3. Make changes in any of the available fields and click **OK**.  
4. If the item is currently on the PVL, you can override or add the new prescription to the PVL. Click **OK** to print. This will also send the item to the PVL as dispensed/performed. |

| Correct a prescription | 1. With the patient's name selected on the Patient Clipboard, click the **Rx** tab.  
2. Right-click the prescription and select **Correct**. Make changes in any of the available fields. Click **OK**. Click **OK** to print. |

| Void a prescription | 1. With the patient's name selected on the Patient Clipboard, click the **Rx** tab.  
2. Right-click the prescription and select **Void**.  
3. When prompted, click **Yes**. The prescription will be hidden in the **Patient history** area. To view voided items, clear the **Hide Voided Items** check box. |

### Keyboard shortcuts

- **F1**: Display onscreen help for the current window.  
- **F2**: Look up values for a field, such as an ID field.  
- **F7/F8**: Move through the Rx list.  
- **Tab**: Move the cursor to the next field.  
- **Shift+Tab**: Move the cursor to the previous field.  
- **Ctrl+Enter**: Move cursor to the next line in note areas.

### Right-click menus

Use right-click menus for quick access to many tools.

**Tip:** Double-click in an ID field to search for an item.

### For more information

For prescription label setup and detailed instructions, see the "Prescription Labels" section of the Cornerstone* Help.  
Find this document on [idexx.com/cornerstoneresources](http://idexx.com/cornerstoneresources)