

Unprocessed Prescription Alerts Tip Sheet



How are the Unprocessed Prescription alerts setup?

- This setup would be added to a new or existing Escribe folder using the task type Rxunprocessed.
- System Administration > Select Login > Home Screen Folders > Select New or an existing folder > Step 1: Select green icon next to taskType > Step 2: Select taskType > RxUnprocessed > Insert > Ok.

How are the alerts created?

- A new prescription is created and left unprocessed.
- A controlled substance prescription still needs to be signed with DrFirst.
- A medication is imported to Rx Entry through the Clinical Reconciliation process.
- A Discharge Medication Reconciliation is performed and creates unprocessed prescriptions in Rx Entry.

NOTE: The alert displays the Patient Name, Visit #, and a description that reads "Unprocessed Prescriptions: Patient has Unprocessed Prescription within Prescription Entry".

How are alerts addressed?

- The alert can be addressed by: Double clicking the alert > This will launch the provider to that patients Prescription entry screen and visit > the provider can then process all prescriptions > the provider must then hit the blue back arrow to return to the Home Screen.
- The provider can also use multi-select. If using this the provider will be taken through each patient that shows in the list on the Home Screen. The back arrow will launch them to the next patient. If there are no more patients, it will launch them back to the Home Screen.

NOTE: If Prescription Entry is not able to be accessed (ex. The visit has been changed to an IP stay type) then the unprocessed prescriptions can not be accessed until a discharge Medication Reconciliation has been performed.

How are the alerts cleared off the Home Screen?

- The unprocessed prescriptions have been processed.
- The unprocessed prescriptions have been deleted.
- The prescriber on the unprocessed prescriptions has been changed.