



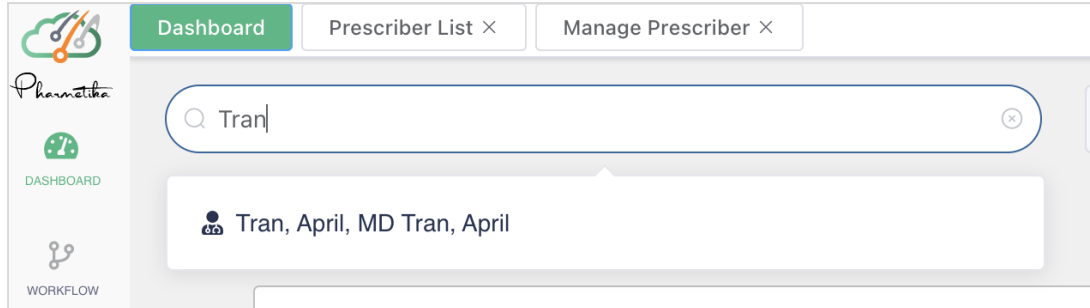
Provider Portal User Manual

Table of Contents

Creating a New Provider Account	3
Logging In to your Account	4
Patient List	5
Creating a New Patient Profile	5
Patient Summary	6
RxPad	7
Selecting a Medication from the Pharmacy Templates	7
Pending Medication Orders	8
Patient Refill Requests	10
Locating Refill Requests	10
Approving Refill Requests	10
Denying Refill Requests	11
Clinical Messaging - Coming Soon	11
Reports	11
Manage Clinics	12
Creating a New Clinic Profile	12
Creating a New Staff Profile and Setting Staff Permissions	13
Template Editor - Prescriber Template	14
Editing the prescriber medication template	14
Adding favorite formulas to the prescriber template	15

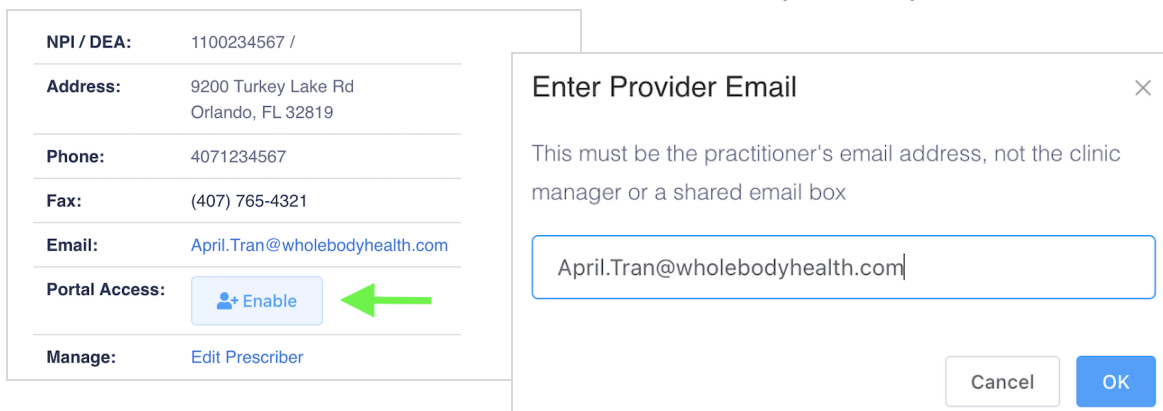
Creating a New Provider Account

To initiate setting up a new provider account, search for the provider's profile in ION.



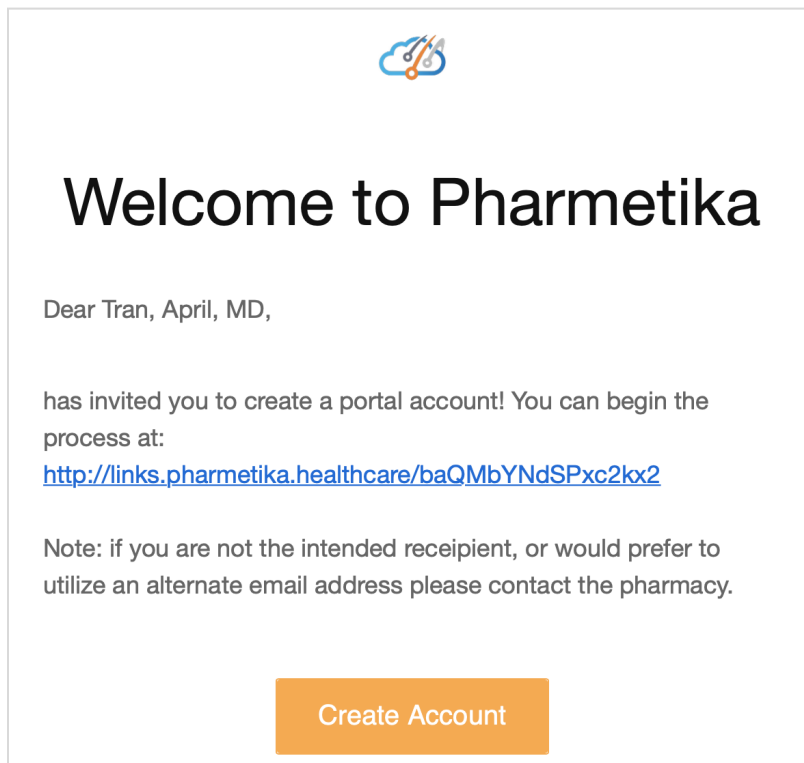
The screenshot shows the Pharmetika dashboard with a search bar containing 'Tran'. The search results display 'Tran, April, MD Tran, April'. The dashboard includes a sidebar with the Pharmetika logo, a 'DASHBOARD' section, and a 'WORKFLOW' section. The top navigation bar has tabs for 'Dashboard', 'Prescriber List', and 'Manage Prescriber'.

Select "Enable" in the "Portal Access" section. The Pharmacy will verify the email address.



The screenshot shows the Pharmetika provider profile page. The 'Portal Access' section has a blue '+ Enable' button, which is highlighted with a green arrow. A modal titled 'Enter Provider Email' is open, showing the email address 'April.Tran@wholebodyhealth.com' and buttons for 'Cancel' and 'OK'. The profile page includes fields for NPI / DEA, Address, Phone, Fax, Email, and Manage.

The provider will receive an email to set up their portal account.



The screenshot shows the 'Welcome to Pharmetika' email template. It includes the Pharmetika logo, the text 'Welcome to Pharmetika', and a personalized message to 'Dear Tran, April, MD,'. The message states that the provider has been invited to create a portal account and provides a link to begin the process: <http://links.pharmetika.healthcare/baQMbYNdSPxc2kx2>. A note at the bottom states: 'Note: if you are not the intended recipient, or would prefer to utilize an alternate email address please contact the pharmacy.' An orange 'Create Account' button is located at the bottom right.

Complete the provider and clinic sections. Add a Collaborating provider if applicable.

Provider

* First Name

April

* Last Name

Tran

* Middle Initial

R

Credential

MD

NPI

DEA

State License #

* Email

Atran@wholebodywellness.com

* Username

Atran99

Primary Phone

Primary Fax

* Address Line 1

9300 Turkey Lake Rd

Address Line 2

* City

Orlando

* State

FL

* Postal Code

32819

Has collaborating provider?

☒

Collaborating provider

* First Name

* Last Name

Credential

Select

NPI

DEA

Submit to receive a welcome email with a link to login.

Clinic

* Clinic Name

Whole Body Health

Clinic NPI

* Clinic Email

April.Tran@wholebodyhealth.com

Clinic Phone

4071234567

Clinic Fax

* Clinic Address Line 1

9300 Turkey Lake Rd

Clinic Address Line 2

* Clinic City

Orlando

* Clinic State

FL

* Clinic Postal Code

32819

Password


Confirm Password


Submit

Logging In to your Account

Login by clicking on the link in the welcome email.


Pharmetika, LLC

 Manage Refills


 Adherence Monitoring

SIGN IN TO YOUR ACCOUNT

Username



Password



Sign In

Forgot Password?

Patient List

The patient list page contains a list of clinic patients, [refill requests](#), and [pending medication orders](#). Clicking on a patient's name directs you to their [patient summary](#) page.

The screenshot shows the 'Patient List' page. On the left is a sidebar with navigation icons: 'PATIENT SUMMARY', 'RX PAD', 'NEW PATIENT' (highlighted with a green box), 'CLINICAL MESSAGING', 'REPORTS', and 'MANAGE CLINICS'. The main area has a search bar at the top with a placeholder 'Name, Rx#, DOB (YYYY-MM-DD), Phone'. Below the search bar is a table of patients. To the right of the table is a 'Patient Refill Requests' section with a table of requests. At the bottom is a 'Pending medication orders' section with a table of orders.

Name	DOB	Address
Andrew Jackson	1990-04-04	1600 Pennsylvania Avenue, N.W., Washington, DC 20500
William Harrison	1990-05-05	1600 Pennsylvania Avenue, N.W., Washington, DC 20500
John Tyler	1990-06-06	1600 Pennsylvania Avenue, N.W., Washington, DC 20500
James Polk	1990-07-07	1600 Pennsylvania Avenue, N.W., Washington, DC 20500
Martha Washington	1991-01-01	441 4th Street, NW, Washington, DC 20001
Abigail Adams	1991-02-02	441 4th Street, NW, Washington, DC 20001
Marth Jefferson	1991-03-03	441 4th Street, NW, Washington, DC 20001
Dolley Madison	1991-04-04	441 4th Street, NW, Washington, DC 20001
Elizabeth Monroe	1991-05-05	441 4th Street, NW, Washington, DC 20001
Louisa Adams	1991-06-06	441 4th Street, NW, Washington, DC 20001
Emily Donelson	1991-07-07	441 4th Street, NW, Washington, DC 20001

Patient Refill Requests	Date Due
SIMVASTATIN TAB 10MG	12/18
Monroe, James Clomiphene Citrate 25 MG Capsule	12/20
Jackson, Andrew Anastrozole 0.125 MG Capsule	12/20
Harrison, William Diliazem 2% Ointment	12/20
Tyler, John Imiquimod Rectal Suppository 6.25 MG	12/20
Washington, Martha Estradiol 0.01% Cream	12/20
Adams, Abigail Diliazem 2% Ointment	12/20

Prepared	Prepared by	Patient	Status	Send to RxPad
----------	-------------	---------	--------	---------------

Creating a New Patient Profile

Click the New Patient menu item to enter a new patient:

The screenshot shows the 'New Patient' form. The left sidebar has the same navigation icons as the previous page, with 'NEW PATIENT' highlighted by a green box. The form fields include: 'Family: Adams Given: Abigail', 'DOB: 1991-02-02', 'Gender: Female', 'Weight: [] kg', 'Height: [] in', 'Contact information' (phone, email, language preference), 'Point of Contact' (Add Contact), 'Status' (Is Active, Is deceased), 'Address information' (Add, Edit, Delete), and 'Identity information' (Add). At the bottom are 'Create New Patient' and 'Cancel' buttons.

Family: Adams Given: Abigail

DOB: 1991-02-02

Gender: Female

Weight: [] kg

Height: [] in

Is Active ☒ Is deceased ☐

Address information

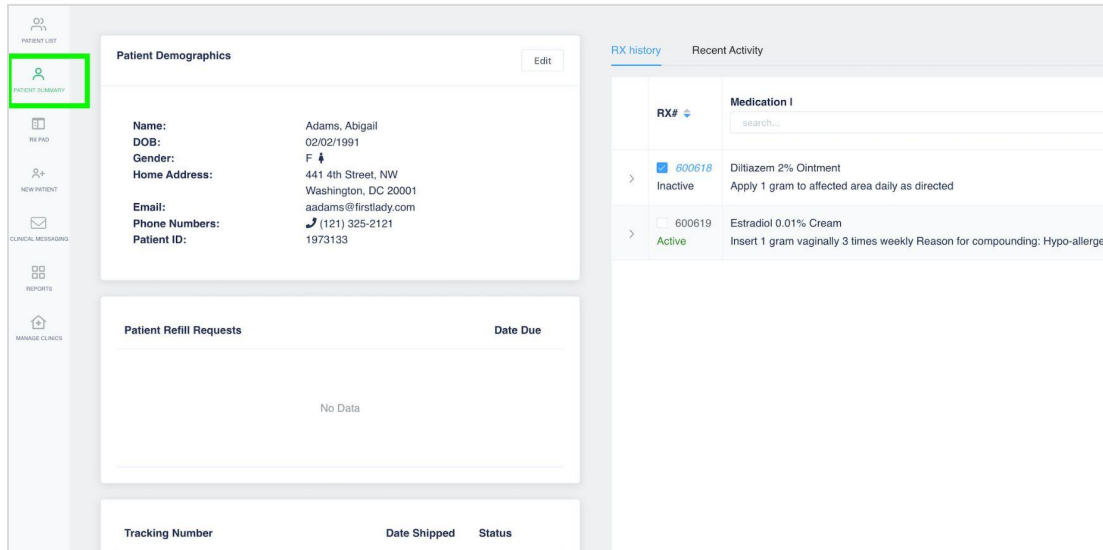
Addresses

441 4th Street, NW
Washington, DC 20005
Last updated a few seconds ago

Create New Patient Cancel

Patient Summary

The patient summary page contains patient demographics, prescription history, refill requests, and all shipments and tracking numbers.



Patient Demographics Edit

Name: Adams, Abigail
DOB: 02/02/1991
Gender: F
Home Address: 441 4th Street, NW
Washington, DC 20001
Email: aadams@firstlady.com
Phone Numbers: (121) 325-2121
Patient ID: 1973133

Patient Refill Requests Date Due

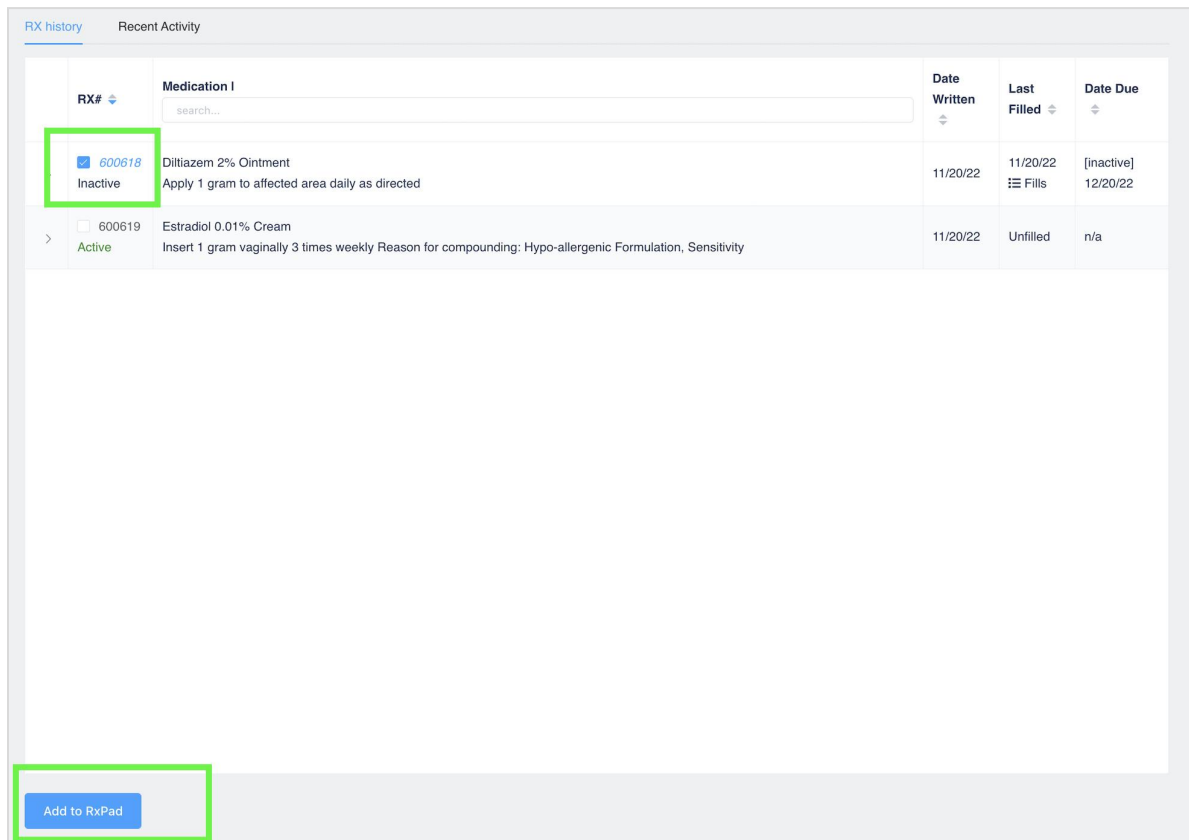
No Data

Tracking Number Date Shipped Status

RX history Recent Activity

RX#	Medication I	Date Written	Last Filled	Date Due
<input checked="" type="checkbox"/> 600618 Inactive	Diltiazem 2% Ointment Apply 1 gram to affected area daily as directed	11/20/22	11/20/22 Fills	[inactive] 12/20/22
<input type="checkbox"/> 600619 Active	Estradiol 0.01% Cream Insert 1 gram vaginally 3 times weekly Reason for compounding: Hypo-allergenic Formulation, Sensitivity	11/20/22	Unfilled	n/a

Quickly send a refill for any prescription in the Rx history by checking the white box next to the Rx# then clicking the "Add to RxPad" button below.



RX history Recent Activity

RX#	Medication I	Date Written	Last Filled	Date Due
<input checked="" type="checkbox"/> 600618 Inactive	Diltiazem 2% Ointment Apply 1 gram to affected area daily as directed	11/20/22	11/20/22 Fills	[inactive] 12/20/22
<input type="checkbox"/> 600619 Active	Estradiol 0.01% Cream Insert 1 gram vaginally 3 times weekly Reason for compounding: Hypo-allergenic Formulation, Sensitivity	11/20/22	Unfilled	n/a

Add to RxPad

RxPad

Open the Rx Pad by clicking the menu item on the left, opening a refill request, or by adding items from a patient's prescription history to the Rx Pad.

The screenshot shows the RxPad interface. On the left is a sidebar menu with icons for Patient List, Patient Summary, Rx Pad (highlighted with a green box), New Patient, Clinical Messaging, Reports, and Manage Clinics. The main area is divided into two panels. The left panel, titled 'Patient List', contains a table of patients:

Name	DOB
Andrew Jackson	1990-04-04
William Harrison	1990-05-05
John Tyler	1990-06-06
James Polk	1990-07-07
Martha Washington	1991-01-01
Abigail Adams	1991-02-02
Marth Jefferson	1991-03-03
Dolley Madison	1991-04-04
Elizabeth Monroe	1991-05-05

The right panel shows the details for Patient: Abigail Adams. It includes fields for DOB (1991-02-02), Address (441 4th Street, NW, Washington, DC 20001), and Handoff Method (Patient Pick Up). Under the 'Medications' section, there is a text input for 'Imiquimod Rectal Suppository', a dose of '6.25 MG', and a frequency of '48' with a dropdown set to 'Suppository' and a quantity of '1'. There is also a checkbox for 'As needed' and a text input for 'Insert 1 suppository rectally three times per week for 16 weeks'. At the bottom, there are buttons for 'Add Another', 'Verify Rx' (highlighted with a blue box), and 'Templates'.

Selecting a Medication from the Pharmacy Templates

Quickly add medications by clicking the "Templates" button near the bottom of the RxPad.

This close-up shows the bottom section of the RxPad form. It includes an 'Add:' section with buttons for 'Diagnosis', 'DAW', 'Start/Stop Date', 'Note', and 'Flavor'. Below this are three buttons: 'Add Another', 'Verify Rx' (highlighted with a blue box), and 'Templates' (highlighted with a green box).

Select a medication, dose, instructions, and quantity. Then select "Add to Rx Pad".

The screenshot shows the medication selection interface. At the top, there are tabs for 'Hormones & Wellness', 'ENT', 'Gastrointestinal Health' (selected), 'Pain Management', 'Prescriber Favorites', and 'Veterinary'. Below the tabs, there are three medication options with expandable details:

- Anal Fissure and Thrombosed External Hemorrhoids
- Hemorrhoids and Anorectal Irritation, Swelling, Itching
- Eosinophilic Esophagitis

The 'Eosinophilic Esophagitis' option is expanded, showing details for 'Budesonide Oral Viscous Gel (OVB)'. It includes a 'Suggested Use, EoE' section, a 'Dose' section with radio buttons for '1-MG per 5-ML' (selected), '2-MG per 5-ML', and 'Other', a 'Sig' section with radio buttons for 'Take 5-ML by mouth TWICE daily. Refrain from eating and/or drinking 1 hour after using the medicine.' (selected) and 'Take 5-ML by mouth ONCE daily. Refrain from eating and/or drinking 1 hour after using the medicine.', and a 'Quantity' section with radio buttons for '140' (selected), '70', and 'Other', with a 'Milliliter' label. At the bottom right, there are buttons for 'Edit', 'Cancel', and 'Add to Rx Pad' (highlighted with a blue box).

Add refills to the Rx, then click the "Verify Rx". Next you can submit the Rx, Edit it, Print a record, or Reset the Rx Pad to a blank pad.

Medications

Budesonide Oral Viscous Gel (OVB)

1-MG per 5-ML

140

Milliliter

2

☐ As needed

Take 5-ML by mouth TWICE daily. Refrain from eating and/or drinking 1 hour after using

Reason for compounding

Add:

Diagnosis

DAW

Start/Stop Date

Note

Flavor

Add Another

Verify Rx

Templates

Patient: Louisa Adams

DOB: 1991-06-06

Address: 441 4th Street, NW

Washington, DC 20001

Handoff Method:

Patient Pick Up

Medications

Medication: Budesonide Oral Viscous Gel (OVB)

Dose: 1-MG per 5-ML

QTY: 140 Milliliter

Instructions: Take 5-ML by mouth TWICE daily. Refrain from eating and/or drinking 1 hour after using the medicine.

Refills: 2

Date Issued: 2022-11-20 09:55:00 PM

Submit Rx

Edit

Reset

Print Record

Pending Medication Orders

All orders prepared by staff members who do not have the “can prescribe” or “can sign medication orders” permission settings will appear in this section. Also, orders prepared by office staff, other than the provider themselves, for controlled substance medications will require the provider to sign the order from this section.

Once the provider is ready to sign a medication order, select the “Send to RxPad” arrow

Pending medication orders						
	Prepared	Prepared by	Prepared for	Patient	Status	Send to RxPad
>	2023-02-20 23:00:35	test-staff-1	rp-practitioner	Martha Jefferson	prepared	➔
>	2023-02-20 23:01:32	test-staff-1	rp-practitioner	James Polk	prepared	➔
>	2023-02-20 23:02:51	test-staff-1	rp-practitioner	John Adams	prepared	➔
>	2023-02-20 23:03:50	test-staff-1	rp-practitioner	James Monroe	prepared	➔
>	2023-02-20 22:59:19	test-staff-1	rp-practitioner	Andrew Jackson	prepared	➔

Expanding the order shows all medications that are part of the pending order.

▼	2023-02-20 23:03:50	test-staff-1	rp-practitioner	James Monroe	prepared	→
Medications: <ul style="list-style-type: none">• Diltiazem Ointment QTY: 60 Dose: 2%						
▼	2023-02-20 22:59:19	test-staff-1	rp-practitioner	Andrew Jackson	prepared	→
Medications: <ul style="list-style-type: none">• Testosterone Gel QTY: 90 Dose: 50 MG/GM• Anastrozole Capsule QTY: 10 Dose: 0.125 MG						

If a provider approves an order, by clicking the “Submit Rx” button, a “successfully sent” message will appear.

Rx Pad

Patient:

John Adams | 1990-01-01

DOB:

1990-01-01

Address:

1600 Pennsylvania Ave NW
Washington, DC 20006

Handoff Method:

Medications

Medication:

Enclomiphene Citrate Capsule

Dose:

12.5 MG

QTY:

30 Capsule

Instructions:

Take 1 capsule by mouth 3 times weekly

Refills: 2

Date Issued:

2023-02-20 06:02:00 PM

Prescriber:

Name: rp practitioner
Address: uu AE, 09809
DEA: AB1234563

Submit Rx

Edit

Reset

Print Record

Cancel Order

Patient:

John Adams | 1990-01-01

DOB:

1990-01-01

Address:

1600 Pennsylvania Ave NW
Washington, DC 20006

Handoff Method:

Medications

Medication:

Enclomiphene Citrate Capsule

Dose:

12.5 MG

QTY:

30 Capsule

Instructions:

Take 1 capsule by mouth 3 times weekly

Refills: 2

Date Issued:

2023-02-20 06:02:00 PM

Prescriber:

Name: rp practitioner
Address: uu AE, 09809
DEA: AB1234563

Print Record

Successfully sent

Return to patient list

If a provider denies an order, by clicking the “cancel order” button, an “order cancelled” message will appear.

Rx Pad

Patient:

Martha Jefferson | 1991-03-03

DOB:

1991-03-03

Address:

441 4th Street, NW
Washington, DC 20001

Handoff Method:

Medications

Medication:

Estradiol/Estriol (80/20) / Testosterone Topical Cream

Dose:

0.625 MG/GM / 0.1 MG/GM

QTY:

90 Gram

Refills:

0

Instructions:

Apply 1 ml daily

Date Issued:

2023-02-20 06:00:00 PM

Prescriber:

Name: rp practitioner
Address: uu AE, 09809
DEA: AB1234563

Submit Rx

Edit

Reset

Print Record

Cancel Order

Patient:

Martha Jefferson | 1991-03-03

DOB:

1991-03-03

Address:

441 4th Street, NW
Washington, DC 20001

Handoff Method:

Medications

Medication:

Estradiol/Estriol (80/20) / Testosterone Topical Cream

Dose:

0.625 MG/GM / 0.1 MG/GM

QTY:

90 Gram

Refills:

0

Instructions:

Apply 1 ml daily

Date Issued:

2023-02-20 06:00:00 PM

Prescriber:

Name: rp practitioner
Address: uu AE, 09809
DEA: AB1234563

Order Cancelled

Return to patient list

Patient Refill Requests

Locating Refill Requests

Refill Requests appear on the Patient List page as well as within a [patient summary](#) page. Refills on the [Patient List](#) page can be filtered by toggling the “All” or “Pharmacy requested” button.

- **All:** An auto-generated request made after all refills are used on a prescription.
- **Pharmacy Requested:** the patient has asked the pharmacy to request a refill on a prescription.

Selecting a request from the queue enables you to approve or deny the request.

Approving Refill Requests

To approve a refill request:

1. Select a Clinic from the dropdown
2. Enter the amount of refills authorized
 - a. Note: if “0” is entered in the refills field, the request will be sent to the pharmacy as DENIED. See [Denying Refill Requests](#) for more information.
3. Select the ‘Verify Rx’ button to move to the next screen
4. Select the ‘Submit Rx’ button to send the refill approval to the pharmacy
 - a. This screen allows you to print a copy for your records if desired.

The image displays two screenshots of the Rx Pad interface, illustrating the steps to approve a refill request.

Left Screenshot (Initial Form):

- Header:** Rx Pad
- Form Fields:**
 - Select a Clinic:** Body Wellness (highlighted with a green box and circled in green with a '1').
 - Patient:** Andrew Jackson | 1990-04-04
 - DOB:** 1990-04-04
 - Address:** 1600 Pennsylvania Avenue, N.W. Washington, DC 20500
 - Handoff Method:** Patient Pick Up
 - Medications:**
 - Anastrozole 0.125 MG Capsule
 - (as indicated)
 - 15** (highlighted with a green box and circled in green with a '2')
 - Unit of Measure:** (dropdown menu)
 - 2** (highlighted with a green box and circled in green with a '2')
 - ☐ As needed
 - Take 1 Capsule by mouth every other day as directed
 - Reason for compounding (dropdown menu)
 - Add:** Diagnosis, DAW, Start/Stop Date, Note, Flavor
 - ☐ Discontinue Medication - Do Not Fill
 - ☐ Have the patient contact my office (highlighted with a green box and circled in green with a '3')
 - Buttons:** Add Another, Verify Rx (highlighted with a green box and circled in green with a '3'), Templates, Cancel Order

Right Screenshot (Final Screen):

- Header:** Rx Pad
- Form Fields:**
 - Patient:** Andrew Jackson | 1990-04-04
 - DOB:** 1990-04-04
 - Address:** 1600 Pennsylvania Avenue, N.W. Washington, DC 20500
 - Handoff Method:** Patient Pick Up
 - Medications:**
 - Medication:** Anastrozole 0.125 MG Capsule
 - Dose:** (as indicated)
 - QTY:** 15
 - Refills:** 2
 - Instructions:** Take 1 Capsule by mouth every other day as directed
 - ☐ Discontinue Medication - Do Not Fill
 - ☐ Have the patient contact my office
 - Date Issued:** 2022-11-20 07:25:00 PM
 - Buttons:** Submit Rx (highlighted with a green box and circled in green with a '4'), Edit, Reset, Print Record, Cancel Order

Denying Refill Requests

To Deny a refill request:

1. Select a Clinic from the dropdown
2. Enter '0' in the refills field
3. Select any optional messages if desired
4. Select the 'Verify Rx' button to move to the next screen
5. Select the 'Submit Rx' button to send the refill denial to the pharmacy
 - a. This screen allows you to print a copy for your records if desired.

The image displays two screenshots of the 'Rx Pad' interface, illustrating the steps to deny a refill request. Red boxes and numbers (1) through (5) highlight the specific actions required.

Screenshot 1 (Left):

- (1) A red box highlights the 'Select a Clinic' dropdown menu, which currently shows 'Body Wellness'.
- (2) A red box highlights the 'Refills' field, which contains the value '0'.
- (3) A red box highlights the 'Verify Rx' button at the bottom of the form.
- (4) A red box highlights the 'Submit Rx' button at the bottom of the form.

Screenshot 2 (Right):

- (5) A red box highlights the 'Submit Rx' button at the bottom of the form.

The form contains the following information:

- Patient:** Martha Washington | 1991-01-01
- DOB:** 1991-01-01
- Address:** 441 4th Street, NW, Washington, DC 20001
- Handoff Method:** Patient Pick Up
- Medications:** Estradiol 0.01% Cream (as indicated), 45, Unit of Measure: 0, As needed
- Instructions:** Insert 1 gram vaginally 3 times per week
- Reason for compounding:** (dropdown menu)
- Add:** Diagnosis, DAW, Start/Stop Date, Note, Flavor
- Options:** ☒ Discontinue Medication - Do Not Fill, ☒ Have the patient contact my office
- Date Issued:** 2022-11-20 05:04:00 PM
- Refills:** 0

Clinical Messaging - Coming Soon

Reports

Click the Reports menu item to run different reports.

The image shows the 'Reports' menu in the Rx Pad interface. The 'Reports' menu item is highlighted with a green box. The menu includes the following options:

- Recent Fills
- Audit Event Logs
- Audit Medication Order Logs

Manage Clinics

Manage clinics and clinic staff from this page. Edit clinic information, designate a default clinic, and invite clinic staff users to a clinic. Clicking on Staff member will bring up options to invite them to a clinic, or alter their permissions

The screenshot shows the 'Clinic Management' page. At the top, there's a search bar for 'Name, Rx#, DOB (YYYY-MM-DD), Phone' and a user profile indicator for 'rp-practitioner'. Below the search bar, the 'Clinic Management' section is active. It contains two main tables: 'Clinic List' and 'Clinic Staff'.

Clinic List

Name	Description	NPI	Actions
MedHealth	Main Location	0124312435	[Delete] [Edit] [Make default]
Oregon Med	Hospital	5738321432	[Delete] [Edit] [Make default]
Body Wellness	Downtown Location	3820912321	[Delete] [Edit] [Make default]
EFG Clinic	West Location	8592049493	[Delete] [Edit] [Make default]

Clinic Staff

Username	Email	Clinics
efg-staff	rp@pmk.im	EFG Clinic
collab-test	testcollab@pmk.im	
goneppp	gshalashkov@gmail.com	EFG Clinic

Creating a New Clinic Profile

Create new clinics with the "New Clinic" button to the top right of the Clinic list. Creating new clinics allows larger medical groups to organize their patients and staff by locations (e.g., Skin Care Solutions just opened a Downtown Location so a New Clinic was created; staff that work at this location can be created or if staff work at multiple locations, and already have an account, can be invited to this new clinic).

The screenshot shows the 'Manage Clinic' form for 'Skin Care Solutions'. The form is divided into several sections: 'Name', 'Address Information', 'Contact Information', 'Description', and 'Users'.

Name

Clinic Name: Skin Care Solutions Clinic NPI: 1234567890

Address Information

Address: 111 SW 1st Street Address Line 2: Postal Code: 90210 State: CA City: Beverly Hills

Contact Information

Primary Phone: 3103333333 Primary Fax: 3102222222 Primary Email: support@skincareolutions.com

Description

Description: Downtown Location

Users

Username	Email	User Type
No Data		

Buttons: Cancel, Save

Creating a New Staff Profile and Setting Staff Permissions

Create new staff profiles with the "New Staff" button to the top right above the staff list. After entering the new staff information, hit the "Save" and the new user will receive an email with login and password information.

The screenshot shows a web application interface for 'Clinic Management'. A modal window titled 'Clinic Staff | Priya Patel' is open, allowing the creation of a new staff profile. The form includes the following fields and sections:

- Name:** Clinic Staff | Priya Patel
- Default Clinic:** A dropdown menu currently showing 'Body Wellness'.
- Name:** Priya Patel
- Username:** Priya-Patel-rn
- Email:** Priya.Patel@Bodywellness.com
- Phone Extension:** (Empty field)
- Permissions:**
 - ☐ Can prescribe
 - ☒ Can prepare medication orders
 - ☒ Can approve prescription re-authorization requests
 - ☐ Can sign medication orders
- Clinic Access:**
 - ☐ MedHealth
 - ☐ Oregon Med
 - ☒ Body Wellness
 - ☐ EFG Clinic
 - ☐ Skin Care Solutions

At the bottom right of the modal are 'Cancel' and 'Save' buttons. The background shows a sidebar with a 'Clinic List' and a '+ New Staff' button.

Permissions:

- ☐ **Can prescribe:** prepare and submit a non-controlled prescription on behalf of the prescribing provider.
- ☐ **Can prepare medication orders:** prepare prescriptions for the prescribing provider's review and approval.
- ☐ **Can approve prescription re-authorization requests:** authority to approve non-controlled prescription reauthorization (refill) requests.
- ☐ **Can sign medication orders:** Counterpart to "Can prepare medication orders" - this is permission to sign a prepared order (prescribe it).

[Only the prescribing provider can approve controlled prescriptions with the use of an authentication token. The provider will need to sign up for EPCS (Electronically Prescribed Controlled Substances) and receive a hard token in order to prescribe controlled substances.]

Template Editor - Prescriber Template

Editing the prescriber medication template

To edit or enable the prescriber template, click on Template Editor at the bottom left of the page.

Medication orders			
Prepared	Prepared by	Patient	Status
No Data			

TEMPLATE EDITOR

At the top right, click on Add Template, select Prescriber. Click Add Category and name the category. Click the blue checkmark to add the entry. Click Save when complete.

RxPad Medication Template Editor

Add template +

☒ Dr Mikes Quick Picks - Prescriber

+ Add Category

Save

+ Hormones and Wellness

+ Add Medication ^

+ Men's Health

+ Add Medication ^

+ Women's Health

+ Add Medication ^

+ Topical Pain

+ Add Medication ^

Select Add Medication to enter a medication to any template category. Add the desired information and click the blue checkmark to add the entry. Click Save when finished.

+ Hormones and Wellness

+ Add Medication ^

+ Estriol/Estradiol (80/20) Topical Cream

✓

^

Description:

Suggested Use: HRT

Default Sig(s):

Apply 1 mL topically once daily

Add Sig +

Doses:

0.5 MG/GM

1 MG/GM

1.5 MG/GM

+

Quantities:

30

90

+

Unit of Measure:

gm

Adding favorite formulas to the prescriber template

To copy a medication from the pharmacy template and add it to the prescriber template, go to the pharmacy template (Rx Pad → Templates) and find the medication you would like to add to the prescriber template.

Click the green copy icon next to the medication you want to copy; “Medication template copied” message will appear. Next Click on the edit button in the bottom right.

The screenshot shows the 'Rx Pad' interface with a 'Templates' window open. At the top, a green notification bar says 'Medication template copied'. The 'Templates' window has tabs for 'Hormones & Wellness', 'ENT', 'Gastrointestinal Health', 'Pain Management', 'Dr Mikes Quick Picks', and 'Veterinary'. Under 'Hormones & Wellness', there is a section for 'Testosterone Replacement Therapy' and a list of medications. 'Anastrozole Capsule' is selected, and a green circle highlights the copy icon next to it. Below the medication name, there are fields for 'Dose' (0.125 MG, 0.25 MG, Other), 'Sig' (Take 1 capsule by mouth two times weekly, three times weekly, daily), and 'Quantity' (10, 30, 45, Other). At the bottom right of the window, the 'Edit' button is highlighted with a green box, along with 'Cancel' and 'Add to Rx Pad' buttons.

Click on the blue arrow and paste the medication into the desired category. Click Save when finished. You may add directions, quantities or new strengths before saving.

The screenshot shows the 'RxPad Medication Template Editor' interface. At the top, it says 'Dr Mikes Quick Picks - Prescriber'. There are buttons for '+ Add Category' and 'Save'. Below, there is a list of categories: 'Hormones and Wellness', 'Estriol/Estradiol (80/20) Topical Cream', 'Men's Health', 'Women's Health', and 'Topical Pain'. The 'Hormones and Wellness' category is selected, and a green box highlights the 'Paste Anastrozole Capsule' button next to it. There is also an 'Add Medication' button next to the paste button.