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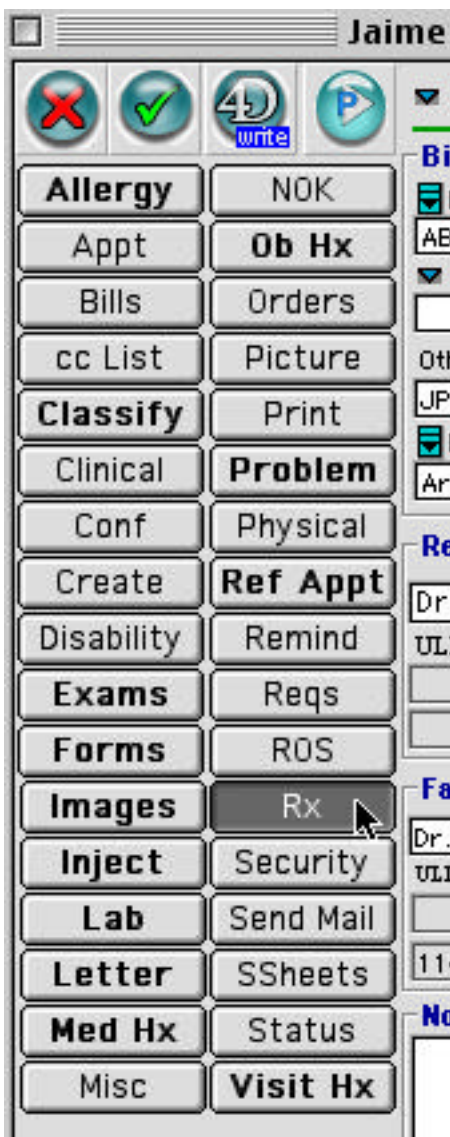
Document Description: Adding Old Prescription Records to a Patient's Chart

Date of Tech Note: Jan 28th, 2002

Description: This technote will describe how to enter in a prescription that a patient is on or was on in the past, without actually prescribing it to the patient for that day. This is helpful for clinics that still have paper charts and want to record all of the patient's previous prescriptions on their chart with out having them print out on a prescription.

The following steps are a description of how to quickly add existing prescriptions to a patients chart.

- 1) Go into the patient's record. This can be done either through Task-->Encounter Daysheet or Productivity -->Patients
- 2) Click on the Rx button on the patient's Info palette, as shown below:

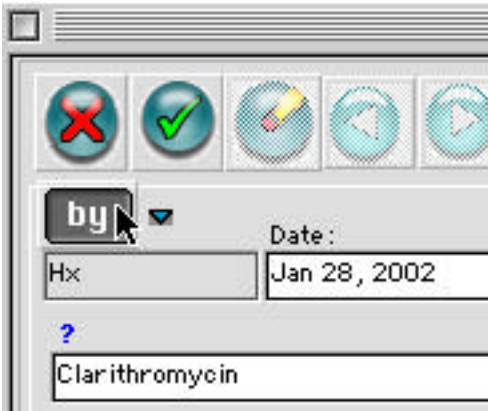


3) Click on the New button to type in a new Rx.



4) Type in your prescription as normal, filling in all of the pertinent information.

5) Click on the 'By' button and change to 'Hx'



6) This will mark the prescription as a medication that the patient is taking, but has not been prescribed today.

7) Click on the green checkmark to save this record, and repeat steps 3-7 if you need to add more prescription records to the patient's chart.