



How To:

Send a Prescription

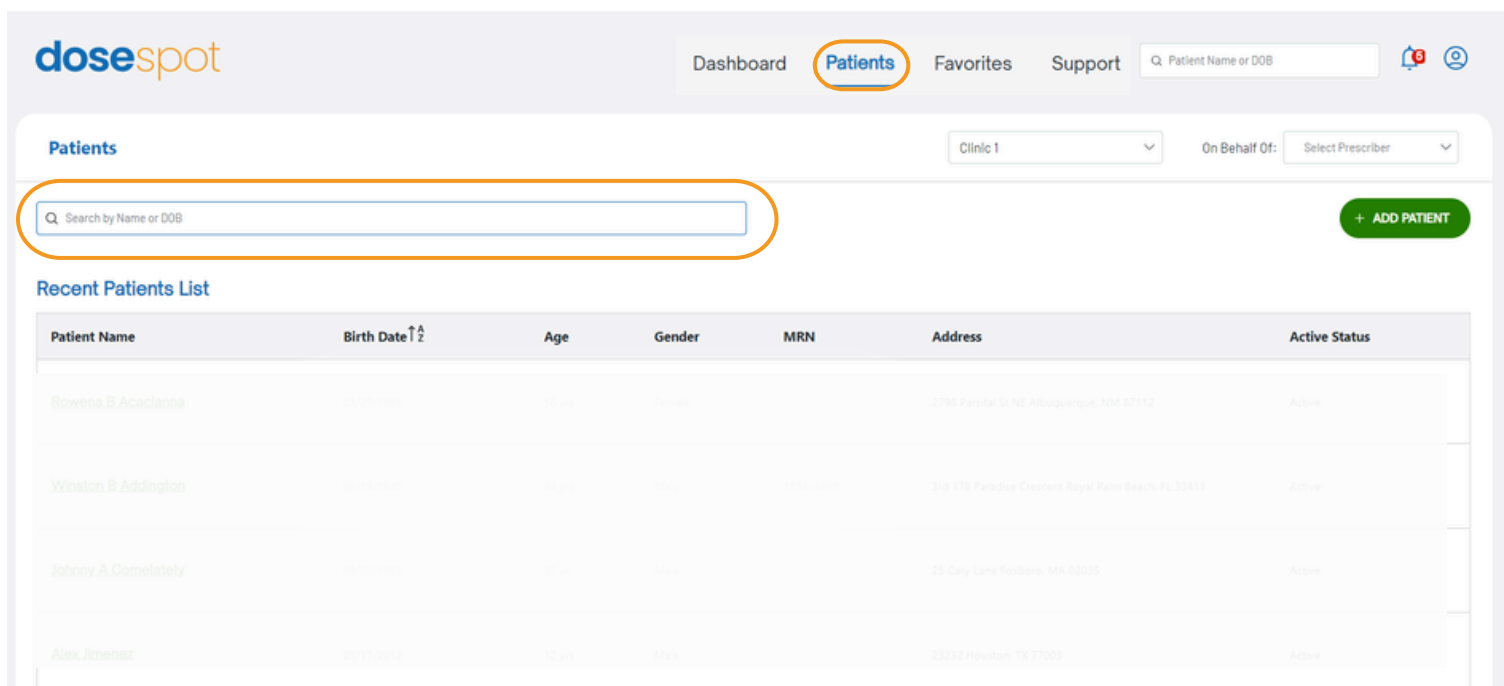
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- Add a Prescription
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How To Send a Prescription

Find the Patient

1. Select the **Patients** tab on the top of your screen.
2. Search for the patient you'd like to send a prescription to by entering their name or date of birth.
3. Once the patient is found, click on their name to view the patient landing page.



The screenshot shows the DoseSpot interface. At the top, there is a navigation bar with the DoseSpot logo, a 'Dashboard' link, a 'Patients' link (circled in orange), 'Favorites', and 'Support'. A search bar for 'Patient Name or DOB' is on the right. Below the navigation bar, there is a 'Patients' section with a dropdown menu set to 'Clinic 1' and a 'Select Prescriber' dropdown. A search bar labeled 'Search by Name or DOB' is circled in orange. To the right of this search bar is a green '+ ADD PATIENT' button. Below the search bar is a 'Recent Patients List' table with the following columns: Patient Name, Birth Date, Age, Gender, MRN, Address, and Active Status. The table contains four rows of patient data.

Patient Name	Birth Date	Age	Gender	MRN	Address	Active Status
Rowena B Acadiana	08/24/1988	35 yrs	Female	11220790	1700 Pershing St NE Albuquerque, NM 87112	Active
Winston B Adlington	04/10/1987	38 yrs	Male	11220790	348 118 Paradise Crescent Royal Palm Beach, FL 33411	Active
Johnny A Cornelately	08/01/1981	43 yrs	Male	11220790	25 Cary Lane Flanders, MA 02033	Active
Alex Jimenez	06/11/2014	10 yrs	Male	11220790	12414 Houston, TX 77060	Active

Edit Patient Information

On the patient landing page, you can:

- 1 View or Edit Patient Information**
Easily view or edit patient information to ensure accurate and up-to-date records, enhancing care and communication.
- 2 View Coverage Details**
Access and review coverage details to ensure patients receive the benefits they need, helping you provide informed care.
- 3 Add or Update Drug Allergies**
Quickly add or update drug allergies to maintain accurate patient records, ensuring safety and informed treatment decisions.
- 4 Manage Preferred Pharmacies**
Manage the patient's preferred pharmacies, including the option to set a default pharmacy that seamlessly carries over into the prescribing flow, saving you time and effort with each prescription.

The screenshot displays the DoseSpot interface for a patient named Perseus Abingdon. The left sidebar contains patient details and navigation options. The main content area is divided into several sections:

- Patient Information:** Displays address, phone, height, weight, insurance plan, retail status, mail order status, and member ID. Callout 1 points to the "View/Edit Patient Information" link.
- Drug Allergies:** Lists allergies (Peanut, Amoxicillin) and includes a callout 3 pointing to the "Add/Edit Drug Allergies" link.
- Tasks (6):** A section for pending tasks.
- Perseus's Prescriptions:** A table of prescriptions with callout 4 pointing to the "Manage Patient Pharmacies" link in the sidebar.

Prescription	Quantities	Pharmacy	Sent By	Sent On	Status
test					
<ul style="list-style-type: none">Addyi Oral Tablet 100 MGAdderall Oral Tablet 10 MG	Dispense: 20 Refills: 0	Gateway Pharmacy, 1048 N McEwan St Clare, MI 486171154	christian prescriber View Details	Jan 7, 2025 5:53 PM MST	Inactive Completed
Substitutions Allowed 20 day supply Sig: test directions Effective Date: 01/08/2025					
Adderall Oral Tablet 10 MG					

Add a Prescription


+ ADD A PRESCRIPTION

4. Select the **+ Add a Prescription** button.

5. If the patient already has a default pharmacy selected, you will be taken directly to the medication entry screen without needing to select a pharmacy.

If the patient doesn't have a default pharmacy, you'll need to select one before adding the medication. You can search by pharmacy name, address, zip code, or phone number. Once you find the desired pharmacy, select it and click **Next** to continue.

The screenshot shows the 'Add Prescription' interface. At the top, it says 'Add Prescription' with a breadcrumb trail: 'Choose Pharmacy > Add Prescriptions > Review'. Below this is a search bar containing 'Brooks'. To the right of the search bar is a map of the Providence, Rhode Island area, with a red location pin and a 'Radius: 50 miles' indicator. Below the search bar, the search results are listed under 'Search Results: Brooks'. Two results are shown: 'Capsule - New York' (122 West 146th Street New York, NY 10039, Phone: (212) 675-3900 Fax: (844) 828-4354) and 'Brooks #1' (548 Dyer Ave Cranston, RI 02920, Phone: (401) 942-9605 Fax: (401) 942-0371). The 'Brooks #1' result is highlighted with an orange bar and labeled 'CURRENT DEFAULT PHARMACY'. At the bottom right of the screen, there are two buttons: 'CANCEL' and 'NEXT'.

 **Note:** If the patient lacks a preferred pharmacy, a popup will prompt them to set the selected pharmacy as their default.

The popup dialog box has a white background and a blue border. It contains the text 'Do you want to make Brooks Pharmacy the preferred pharmacy' in blue. Below the text are two buttons: 'NO' (white with blue border) and 'YES' (green with white border). There is a close button (X) in the top right corner.

6. To add a medication, enter the prescription name in the search bar. Select the desired strength from the results.

Add Prescription

[Choose Pharmacy](#) > [Add Medications](#) > [Review](#)

Q amox

Showing search results by category

Medications & Supplies

Clinic Presets

★ Favorites

Order Sets

→ Amoxicillin Oral Tablet
500 MG

7. Once selected, you can edit the prescription details, including:

- If you prefer that the pharmacy not consider alternatives, choose **No Substitutions**.
- Indicate whether the prescription is **Urgent**.
- Dosage amount, form, days' supply, and number of allowed refills.
- Review or edit the pharmacy where the prescription will be sent.
- Select from the provided pharmacy notes or add custom notes.

NEW: Our SIG builder will automatically populate patient directions and calculate the total dispense amount based on the dosage information provided.

Amoxicillin Oral Tablet 500 MG

Diagnosis Codes (Optional)

Q Search Item

Search for diagnosis codes by name. Max 2 codes per set.

+ Add Second Set of Diagnosis Codes

No Substitutions Urgent

Build Medication Using: **Custom Format** ▼

Effective Date

03/04/2026

Patient Directions *

Take 1 tablet orally, daily for 15 days.

Total Dispense *

15

Total Dispense Form *

Q Tablet

Refills *

0

Day Supply *

15

 **Dose Calculator**

Pharmacy *

Q Shollenberger Pharmacy

Pharmacy Notes

Enter text for Pharmacy

Selected Coverage

PROINFORMA PBM (PRO... ▼

8. Click **Create Medication** to save.



9. After creating a medication, you'll return to the Add Prescription page, where the medication will be listed under **Items to Prescribe**.

10. You can now **bulk prescribe medications**, making it easier and faster for you to manage patient care. Simply follow the same steps outlined above to add any additional medications needed for the patient.

11. Click **Next** to review your prescriptions before sending.

The screenshot shows the "Add Prescription" interface. At the top, it says "Add Prescription" with a breadcrumb "Choose Pharmacy > Add Prescriptions > Review". Below this is a search bar "Search Medication or Supply by Name" and two buttons: "+ Custom Supply" and "+ Custom Compound". Under "Premade Prescription Lists", there are tabs for "Clinic Presets", "Favorites", and "Order Sets". Two examples are shown: "Antibiotic Favorite Example" (Amoxicillin Oral Capsule 250 MG Tablet) and "Clinic Favorite Example" (Tylenol Oral Capsule 325 MG Capsule). On the right, a box titled "Items to Prescribe (2)" contains two items: "Amoxicillin Oral Tablet 500 MG" and "Bactrim DS Oral Tablet 800-160 MG". Each item includes dosage instructions, dispense/refill counts, and a "Drug/Allergy Interaction(s)" warning. To the right of each item is a "Prescription Benefits" icon. At the bottom right, there are "CANCEL" and "NEXT" buttons.

Save a Draft Prescription

When you add a prescription to Items to Prescribe section, it will be saved as a draft. If you leave the prescription workflow while these items are still listed, you can return to them anytime from the patient landing page by selecting the **Continue Prescription** button.

The screenshot shows the 'Add Prescription' workflow. At the top, there's a breadcrumb trail: [Choose Pharmacy](#) > [Add Prescriptions](#) > [Review](#). Below this is a search bar for 'Search Medication or Supply by Name' and two buttons: '+ Custom Supply' and '+ Custom Compound'. Under 'Premade Prescription Lists', there are three tabs: 'Clinic Presets', 'Favorites', and 'Order Sets'. Two items are listed under 'Clinic Presets': 'Antibiotic Favorite Example' (Amoxicillin Oral Capsule 250 MG Tablet Dispense: 10, Refills: 0) and 'Clinic Favorite Example' (Tylenol Oral Capsule 325 MG Capsule Dispense: 30, Refills: 1). To the right, the 'Items to Prescribe (2)' section is highlighted with an orange box. It contains two items: 'Amoxicillin Oral Tablet 500 MG' (Take 1 tablet orally, daily for 15 days. Dispense: 15 Refills: 0) and 'Bactrim DS Oral Tablet 800-160 MG' (Take 1 tablet orally, daily for 30 days. Dispense: 30 Refills: 0). Each item has a 'Prescription Benefits' button. At the bottom right, there are 'CANCEL' and 'NEXT' buttons.

The screenshot shows the patient landing page for 'Perseus Abingdon'. The patient's DOB is 09/01/2012 and Gender is Male. The 'Patient Overview' section shows a red notification badge with the number '6' and a 'CONTINUE PRESCRIPTION' button. Below this, it says 'You have 1 prescription marked as draft'. The 'Patient Information' section includes address, phone, height, weight, insurance plan, retail status, mail order status, and member ID. The 'Tasks (6)' section is also visible. The 'Perseus's Prescriptions' section has tabs for 'Prescriptions' and 'Self-Reported Medications', a search bar, and a table with columns for Prescription, Quantities, Pharmacy, and Sent By.

Send a Prescription

12. Review prescription details in the list to verify that everything is correct. You can update any prescription by clicking on the edit icon.

13. Click the **Approve & Send** button.

Add Prescription
Choose Pharmacy > Add Medications > Review

Prescription Details	Quantities	Pharmacy	Entered By	Entered On	States	
<input checked="" type="checkbox"/> Amoxicillin , 500 MG Capsule Substitutions Allowed SIG : test	Dispense : 10 Refills : 1	Yalaha Pharmacy, 8735 County Rd 48, Yalaha, FL 34797	Test React UI View Details	Oct 23, 2024 11:52 AM EST	Active	
<input checked="" type="checkbox"/> Bactrim DS , 800-160 MG Tablet Substitutions Allowed SIG : test	Dispense : 2 Refills : 2	Yalaha Pharmacy, 8735 County Rd 48, Yalaha, FL 34797	Test React UI View Details	Oct 23, 2024 1:19 PM EST	Active	

[Save As Pending Prescription](#) [Approve & Print](#) [CANCEL](#) [APPROVE & SEND](#)

14. If any outstanding actions need your attention, they will appear in a consolidated **Final Actions Before Sending** view. This ensures you can quickly address all requirements before sending the prescription.

Final Actions Before Sending ×

Reassignment Actions Needed
One or more of the selected prescriptions were entered by another prescriber. To proceed with 'Approve and Send,' please confirm that you want to reassign them to yourself as the primary prescriber.

Prescription Name & Dosage	Patient	Prescriber
Med 1 (generic), 5 mg Tablets	Patient 1	Prescriber 2
Med 2, 10 mg Capsules	Patient 1	Prescriber 2
Med 3 (generic), 5 mg Tablets	Patient 2	Prescriber 3

I confirm to reassign prescriptions to myself as the main prescriber

Pin Required
Enter in your 4-digit pin to successfully Approve & Send prescription(s).
Pin Number

Input your 4-digit Pin number.
[Update your Pin Number](#)

[CANCEL](#) [SEND](#)

14. Once the prescription is sent, you will be automatically navigated to the patient's **Prescriptions** section, allowing you to check the prescription status and confirm its delivery.

Perseus's Prescriptions

Prescriptions | Self-Reported Medications

Q Search medication or prescriber View Inactive Medications

Prescription	Quantities	Pharmacy	Sent By	Sent On	Status		
Xanax Oral Tablet 0.5 MG Substitutions Allowed 30 day supply Sig: Take 1 tablet orally, daily for 30 days. Effective Date: 12/06/2024	Dispense: 30 Refills: 0	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 6, 2024 9:09 PM MST	Active Pharmacy Verified	:	×
First Aid Kits Combination Kit Substitutions Allowed Sig: Use as needed Effective Date: 12/06/2024	Dispense: 2 Refills: 30	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 6, 2024 9:03 PM MST	Active Pharmacy Verified	:	×
NanoVM Adult Oral Powder Substitutions Allowed 30 day supply Sig: Take 1 gram orally, daily for 30 days. Effective Date: 12/05/2024	Dispense: 30 Refills: 0	Brooklyn @ Gates Pharmacy, 92 Gates Ave Brooklyn, NY 11238	jacqueline prescriber View Details	Dec 5, 2024 7:46 PM MST	Active Pharmacy Verified	:	×