



How To:

Create & Manage Favorites

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How To Create & Manage Favorites

Save a Prescription as a Favorite

While prescribing, you can create a Favorite from a medication, compound, or supply prescription.

- 1. When adding a Medication, Supply, or Compound, look for the **Create as Favorite** text when entering the prescription details.

Enter text for Pharmacy

Selected Coverage
PROINFORMA PBM (PRO-NY-12) ▾

 Create as Favorite

Clear

CANCEL

CREATE MEDICATION

- 2. Once clicked, the **New Favorite Name** field will appear. This will be the name your favorite is saved under.

New Favorite Name

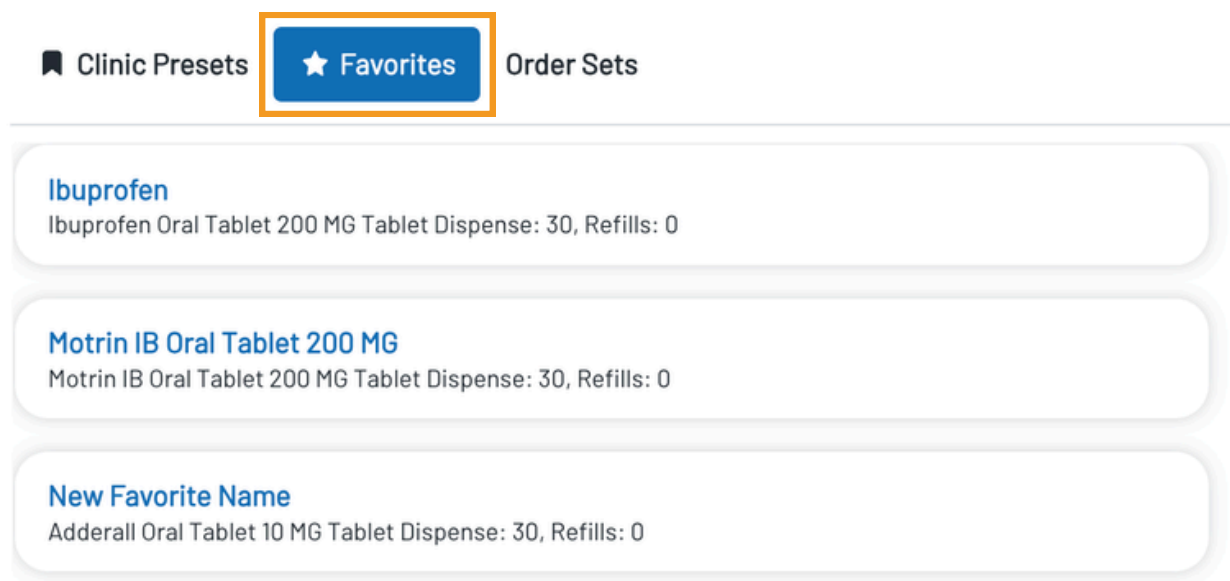
×

Clear

CANCEL

CREATE MEDICATION

3. The favorite will become available for immediate use under the **Favorites** section of the prescribing flow.



View and Manage All Favorites

To view and manage all of your favorites in one place, navigate to the **Favorites** page. Depending on your clinic's configuration, you can access the Favorites page in one of two ways:

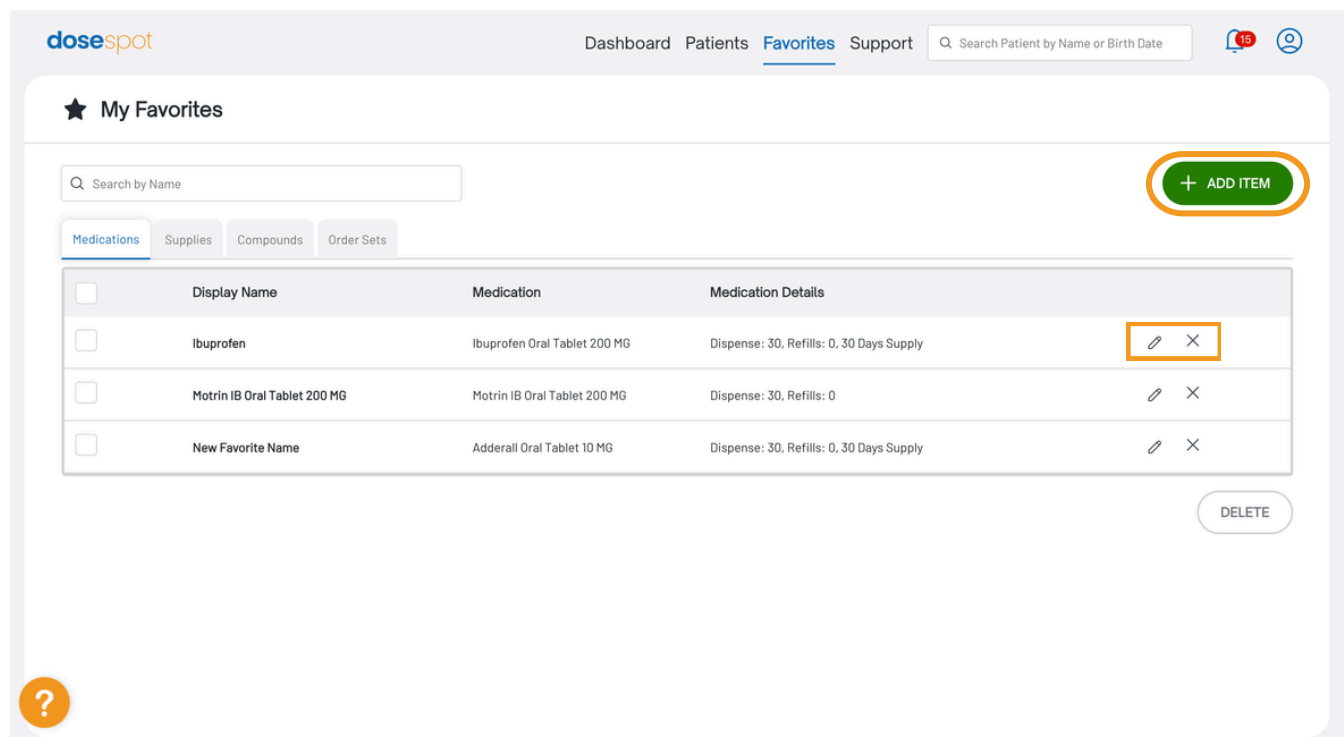
- By selecting **Favorites** from the top navigation.

The screenshot shows the DoseSpot interface with the 'Favorites' tab selected in the top navigation. The main content area displays a table of prescriptions for 'Perseus J. Abingdon'. The table has columns for Patient Name, Prescription, Quantities, Pharmacy, Entered On, and Status. The first prescription is 'diazepam Oral Tablet 5 MG' with status 'Awaiting Approval'. The second is 'Adderall Oral Tablet 10 MG' with status 'Awaiting Approval' and 'Prior Auth. Required'. The third is 'Amoxicillin Oral Tablet 500 MG' with status 'Awaiting Approval'. At the bottom right, there are buttons for 'Print Prescription' and 'APPROVE & SEND'.

- By clicking the profile icon and selecting **My Favorites**.

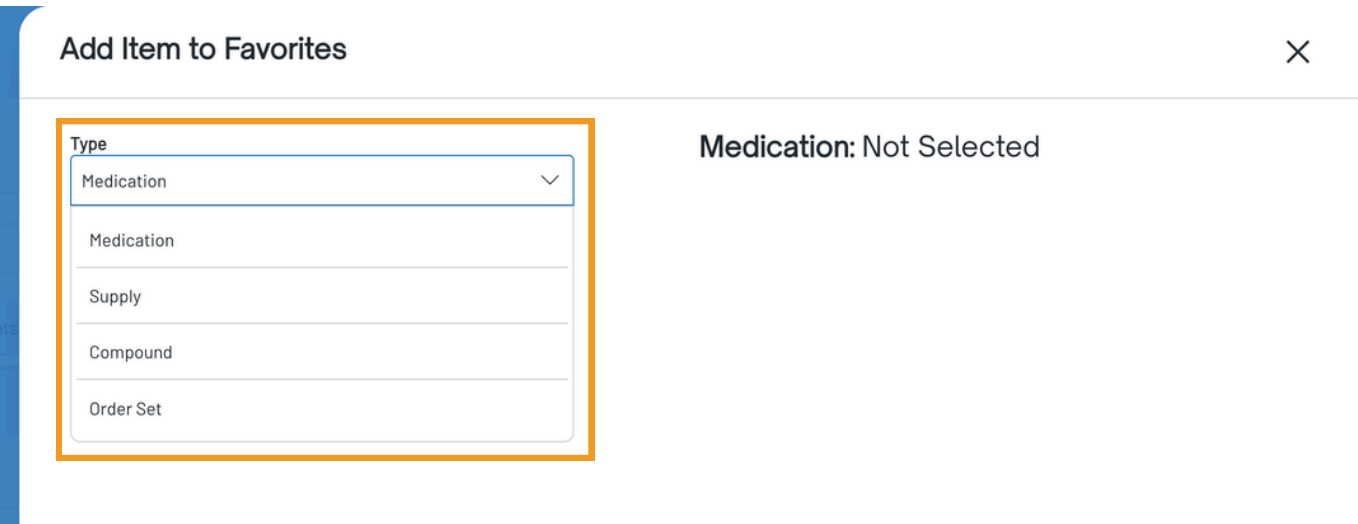
The screenshot shows the DoseSpot interface with the 'Favorites' tab selected in the top navigation. The main content area displays a table of prescriptions for 'Perseus J. Abingdon'. The table has columns for Patient Name, Prescription, Quantities, Pharmacy, Entered On, and Status. The first prescription is 'diazepam Oral Tablet 5 MG' with status 'Awaiting Approval'. The second is 'Adderall Oral Tablet 10 MG' with status 'Awaiting Approval' and 'Prior Auth. Required'. The third is 'Amoxicillin Oral Tablet 500 MG' with status 'Awaiting Approval'. At the bottom right, there are buttons for 'Print Prescription' and 'APPROVE & SEND'. A dropdown menu is open from the profile icon, showing options: 'Prescribing Clinician', 'My Favorites' (highlighted with an orange circle), 'Profile Settings', 'View Tasks & Notifications for: Testing Clinic', and 'Sign out of DoseSpot'.

From the Favorites page, you can manage your favorites in one place. Select the **pencil icon** to edit an existing favorite, the **X icon** to remove a favorite, or **Add Favorite** to create a new one.



Add a Favorite from the Favorites Page

1. To add a new favorite, select the Type of favorite you want to create.



Medication

2. Search for the medication name and strength using the search bar. Then enter the medication details as normal. Once all the required fields are filled, click **Create Medication** to add the favorite.

Add Item to Favorites

Type

Medication

Q Adderall Oral Tablet

Medication: Adderall Oral Tablet 10 MG

Display Name of Medication *

Adderall Oral Tablet 10 MG

Diagnosis Codes (Optional)

Search for diagnosis codes by name. Max 4 codes per prescription.

☐ No Substitutions

Build Medication Using: SIG Builder

Dose Delivery Method

Q Take

Dose Quantity

1

Dose Form

Q Tablet

Route of Administration

Q Oral

Frequency

Q (QD) Daily

Day Supply

30

Patient Directions (SIG) *

CANCEL

CREATE MEDICATION

Supply

3. You will do the same thing for a Supply. Search for the Supply using the search bar. Then enter the prescription details as normal. Once all the required fields are filled, click **Create Supply** to add the favorite.

Add Item to Favorites

Type

Supply

Q J & J Gauze Pad 4"X4"

Supply: J & J Gauze Pad 4"X4"

Display Name of Supply *

J & J Gauze Pad 4"X4"

Diagnosis Codes (Optional)

Search for diagnosis codes by name. Max 4 codes per prescription.

☐ No Substitutions

Patient Directions *

Replace the gauze pad as needed.

Total Dispense *

50

Dispense Unit *

Q Patch

Refills *

0

Day Supply

Pharmacy Notes

Select Custom Note

Enter text for Pharmacy

CANCEL

CREATE SUPPLY

Compound

4. For a Compound, you will need to add each individual ingredient. Once all the ingredients and required fields are filled, click **Create Compound** to add the favorite.

Add Item to Favorites

Type

Compound

Display Name of Favorite *

Enter Display Name of Favorite

Compound Name *

+ Add Compound Ingredient

Diagnosis Codes (Optional)

Search for diagnosis codes by name. Max 4 codes per prescription.

☐ No Substitutions

Patient Directions *

Total Dispense *

Total Dispense Form *

Q Select

Refills *

Day Supply

CANCEL

CREATE COMPOUND

Order Set

5. An **Order Set** is a type of favorite that allows you to group multiple medications or supplies together so they can be prescribed at the same time.

Use the search bar to find and add a **Medication** or **Supply**, or select **Create a Compound** to add a compound. As you add items, they will appear in the **Order Set Items** section, where you can review them before completing the order set.

Add Item to Favorites

Type

Order Set

Q Search by Name

Create a Compound

Display Name of Order Set *

Test Order Set

Order Set Items

Adderall Oral Tablet 12.5 MG

Take 1 tablet orally, daily for 30 days.

Dispense: 30 Refills: 0

MEDICATION

J & J Gauze Pad 4"X4"

Replace gauze pad as needed.

Dispense: 50 Refills: 0

SUPPLY

CANCEL

CREATE ORDER SET

Use Favorites While Prescribing

Once created, **Favorites** and **Order Sets** are immediately available for use in their respective sections of the prescribing workflow.

The image shows two screenshots of a prescribing interface. The left screenshot displays the 'Favorites' section, which is highlighted with an orange box. It lists three items: 'Adderall Oral Tablet 10 MG', 'Allergy Relief Childrens 24-Hr Oral Solution 1 MG/ML', and 'Amoxapine Oral Tablet 150 MG'. The right screenshot displays the 'Order Sets' section, also highlighted with an orange box. It lists two items: 'HTN + Diabetes Maintenance' and 'Test Order Set'.

Favorites Section:

- Adderall Oral Tablet 10 MG**
Adderall Oral Tablet 10 MG Tablet Dispense: 30, Refills: 0
- Allergy Relief Childrens 24-Hr Oral Solution 1 MG/ML**
Allergy Relief Childrens 24-Hr Oral Solution 1 MG/ML Milliliter Dispense: 30, Refills: 0
- Amoxapine Oral Tablet 150 MG**
Amoxapine Oral Tablet 150 MG Tablet Dispense: 1, Refills: 0

Order Sets Section:

- HTN + Diabetes Maintenance**
Lisinopril Oral Tablet 10 MG: Dispense: 30, Refills: 3
amLODIPine Besylate Oral Tablet 5 MG: Dispense: 30, Refills: 3
metFORMIN HCl Oral Tablet 500 MG: Dispense: 60, Refills: 2
- Test Order Set**
Amoxicillin Oral Tablet 500 MG: Dispense: 15, Refills: 0
Tylenol Oral Tablet 325 MG: Dispense: 120, Refills: 0
- Test Order Set**
Tylenol Oral Capsule 325 MG: Dispense: 30, Refills: 0
Nasal Spray Nasal Solution 0.05 %: Dispense: 60, Refills: 0

To quickly find an item while prescribing, enter your search criteria, then select the appropriate section **within the search window** to narrow the results and easily locate the item you need.

The image shows two screenshots of a search window. The top screenshot shows search results for 'amoxi', with the 'Favorites' section highlighted by an orange arrow. The bottom screenshot shows search results for 'test order', with the 'Order Sets' section highlighted by an orange arrow.

Search Window 1 (Search: amoxi):

- Medications
- Supplies
- Clinic Presets
- Favorites**
- Order Sets

Results:

- Amoxapine Oral Tablet 150 MG
Amoxapine Oral Tablet
- Amoxicillin Oral Tablet 875 MG
Amoxicillin Oral Tablet
- Test Favorite
Amoxicillin Oral Tablet

Search Window 2 (Search: test order):

- Medications
- Supplies
- Clinic Presets
- Favorites
- Order Sets**

Results:

- Test Order Set
2 items
- Test Order Set
2 items
- Test Order Set
3 items