# Quick Steps to Send a Prescription

- Select the Patient
- Click on **View Details** button
- Click on **Add Prescriptions** button
- Enter the Drug Name in the text field located to the left of the blue **Drug Search** button.

| Quick Tip: |
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| **Search Tip:** Use the Generic Drug Name and not the Brand Name<br>Ex: Type *Acetaminophen* instead of *Tylenol* |

- Select the down arrow next to the drug name to open the **Drug Form Options.**
- Select the dosage amount and form for the desired Drug
- Complete the electronic prescription pad; Left to right:
  - **Quantity** = Dosage (how many the patient should take at one time)
  - Select the **Frequency**
  - **Dispense** = Total amount to dispense (place inside bottle)

| Quick Tip: |
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| *Optional: Check the box "Add to Favorites" to add the prescription to your favorites' list.* |

- Click the blue **Prescribe** button in the upper right-hand corner of the prescription pad.
- Select a Pharmacy before transmitting
  - *Option 1:* Choose a pharmacy from your saved location list
  - *Option 2:* Search for a pharmacy using the blue Search button

| Quick Tip: |
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| **Search Tip:** Search Pharmacy by Zip Code or City State |

- Select the blue **Transmit** button.
  - Confirm you see the script with "VOID" watermarks, this means the pharmacy has received the prescription
- If prescribing a **Controlled Substance**:
  - Enter the **4-Digit Pin** you created during EPCS
  - Click the **Enter Pin** button
  - Enter the 6-digit passcode obtained from either your **Authy** cellphone app or **Hardware Token**
  - Once the code has been entered click **Sign & Transmit Rx** to send the controlled substance
  - Confirm you see the script with "VOID" watermarks, this means the pharmacy has received the prescription