

Manually Adding a Product in Allscripts Professional EHR

Manually Adding

If you have chosen to prescribe a product and it is not available in Allscripts Professional, consider consulting your practice EHR IT support team to manually add it to the product list. Manually adding a new product will enable documentation of a sample or prescription in the EHR for future reference.

Adding a Product Using Clinical Customization

1. Navigate to the **Clinical Customization Module**.
2. Within Catalogs, select **Medications**. The Medication screen appears.
3. Click the **Green Plus**.
4. The **Medication Properties** window displays to add details.
5. Enter the Name.
6. Add the Route, Strength, Dosage Form, Strength Unit, and NDC.
7. Click **OK** to save.

Drug Interactions: Manually added medications are not validated for drug interactions, drug allergies, duplicate therapies or other potential adverse drug events, or formulary compliance.



Electronic Submission: Manually added medications are not able to be transmitted electronically to a pharmacy. The script must be printed and given to the patient or phoned into the pharmacy.



Database Management: When the comprehensive product listing from Allscripts Professional is updated to include the product, it is recommended to delete the manually added entries.



This resource is meant to serve as an overview only and should not replace detailed instructions provided to you by your internal or external EHR provider. Always refer or discuss any EHR questions with your practice EHR IT support team.

If you have additional product-related questions, please contact Novo Nordisk Medical Information: 1-833-457-7455 or NovoNordiskMedical.com.

Saving as a Favorite

Allscripts Professional EHR



One of the most helpful features in an ePrescribing system is the ability to save prescriptions as favorites (called **Short Lists** in Allscripts Professional EHR). Similar to bookmarking a favorite site in a web browser, this feature enables you to save a frequently written prescription so it can be accessed quickly and modified, as needed. This is particularly helpful for injectables.

The favorites feature in Allscripts Professional EHR is known as **Short Lists**, and it can save an individual prescriber's favorites or a practice or facility's favorites. Shared Short Lists are typically managed by the IT staff; individual **Short Lists** are typically managed by each individual prescriber. Any drug that is in the drug list can be used in **Short Lists**.

The following shows how a product can be saved to the Short Lists in Allscripts Professional:

1

From the **Clinical Customization Module**, open the **Short Lists** folder and select **Assessment and Plan**. Change source to **Medications**. Enter the product in Search Term and click **Search**.

2

Double click the appropriate products to add to **Short Lists**. Each item can be edited by highlighting the item and selecting **Edit** from the context menu.

3

In drug search, you now have the option of searching **Short Lists** or the full drug list. You can select an appropriately formatted prescription for the product, which can be ordered as is or modified, as necessary.