

Manually Adding a Product in Epic

Manually Adding

If you have chosen to prescribe a product and it is not available in your Epic “Willow” pharmacy system, 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

1. Fill in the drug detail information, including **Medication Name, Default Frequency, Allowed Order Units, and Suggested Dose**, and Select **Save**.
2. The added medication is now available for selection in Willow.

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



Electronic Submission: User-defined 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 Epic 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](https://www.novonordisk.com).

Saving as a Favorite

Epic



One of the most helpful features in an ePrescribing system is the ability to save prescriptions as favorites. 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 if needed.

The favorites feature in Epic is known as a **Preference**, and it can save an individual prescriber's favorites. It can also save a practice or facility's shared favorites, which is known as a **Facility List**. Shared **Facility List** favorites are typically managed by the IT staff; individual **Preferences** are typically managed by each individual prescriber. Any drug that is in the drug list can be used in an Epic **Preference or Facility List**.

The following shows how a product can be saved as a Preference in Epic:

1

Select the drug from the drug list and complete an appropriately formatted prescription in the system. The medication will be listed as an **Outpatient Medication** order.

2

Once the prescription is completed, select the **Star Icon** at the top right of the screen to save the prescription as a **Preference**.

3

Selecting the prescription from the list, an appropriately formatted prescription is available, which can be ordered as is or modified, as necessary.