

Manually Adding a Product in an EHR

Manually Adding

If you have chosen to prescribe a product and it is not available in your EHR, 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 to the Database

If you want to prescribe a drug that is not in the drug list (because the EHR vendor update has not yet occurred), many EHRs enable the ability to manually add a medication to the drug list.

When a medication is manually added to the drug list, it will appear when you search for it. Manually added drugs can be saved as favorites.

Some EHRs do not offer the capability to manually add a drug. For these situations, you have the ability to write a one-time prescription for the new drug.

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 your EHR 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

Generic EHR



Most EHR systems offer the concept of **favorites** (similar to Bookmarks in a web browser) to enable you to create a shortcut for frequently written prescriptions. Favorites are time-savers because they are saved with the appropriate variables already selected. Additionally, favorites reduce the number of clicks needed to create a prescription and help ensure consistency in selecting the correct dose, quantity, and Sig.*

Each EHR handles this feature differently. Some EHRs do not have the ability to explicitly save prescriptions as favorites; however, they save most frequently written prescriptions automatically, creating a list similar to favorites.

The following shows how a product can be saved as a favorite in an EHR:

1

Favorites can be saved by the individual HCP or shared across the practice or integrated delivery network (IDN).

2

Business policies may govern whether drugs can be saved as shared favorites.

3

Using favorites in the EHR can assist you in selecting the appropriate dosing, providing accurate patient instructions and dispense quantities.

The ability to save as a Favorite may be limited to select users with specific security privileges

In small practices,

the physician and practice administrator typically have appropriate privileges to save favorites.

In medium-size practices,

privileges are typically extended to an EHR super-user or a system administrator.

In large practices,

privileges are reserved for local IT technical support staff, clinical managers, or system administrators.

*(Sig), abbreviation for Latin "signetur"... "let it be labeled."