Manually Adding a Product in eClinicalWorks

Manually Adding

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

Adding a CustomRx:

1. Using a progress note for a test patient, access the **Treatment** section

2. Choose **Add** in the Rx section. The **Select Rx** window appears

3. In the **Type** dropdown menu, choose **CustomRx**

4. Click **New** at the bottom of the Select Rx window

5. The New Item/Category window displays, in which to add the custom drug detail. Only the drug name is a mandatory field, but it is preferred all data be completed to help ensure ease of prescribing

6. Enter the NDC and then click the ellipsis or look-up button next to the NDC Code field. If found, the valid NDC code will automatically populate in the New Rx window.
   • If the NDC is available for selection, and the drug database includes the new product, you will be able to complete an ePrescription
   • If the NDC code is not available for selection, you will be able to complete a **CustomRx**

7. Click **OK** to complete

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

Electronic Submission: CustomRx 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 eClinicalWorks 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.

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Saving as a Favorite
eClinicalWorks

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, as needed. This is particularly helpful for injectables.

The favorites feature is known as My Favorites in eClinicalWorks, 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 Standard. Shared Standard Favorites are typically managed by the IT staff; My Favorites are typically managed by each individual prescriber. Any drug that is in the drug list can be used in an eClinicalWorks My Favorites or Standard.

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

1

Complete an appropriately formatted prescription for a product.

2

To save as a favorite, select **Add as Favorite**, then select **Apply**.

3

In drug search, search in favorites or the full drug list. **Select** an appropriately formatted prescription for the product, which can be ordered as is or modified, as necessary.