



## RxPad CHEAT SHEET

### Entering medications into RxPad (nursing and pharmacy)

1. Access RxPad by selecting the patient and clicking on the “**Clinical**” tab and selecting “**RxPad**” or typing “rx” in the command window (lower right).
2. Double click on the current account number (usually at the top).
3. Click on the “**Alpha**” button to get an alphabetical listing of the drugs (brand or generic name).
4. Double click on the alphabetic category that you need.
5. Double click on the exact drug product.
6. Fill in all **RED** spaces (these are required fields).
7. The “**DAW**” field should be “N” (this is not a prescription).
8. “**# of Refills**” will either be “N” or “0” (this is not a prescription).
9. Hit the **F1** button or **right-click** the mouse to see the frequency and MD options (when the cursor is on that particular field).
10. “**misc,d**” can be used for the MD name if the actual name is unknown (provider numbers also work).
11. Click the “**Outside**” button to add the drug to the patient’s list (this is for medications the patient takes outside the facility and will not generate a prescription).
12. “**Unlisted**” and “**None**” are additional medication options.
13. The “**Correct**” button allows you to edit an entry in RxPad as long as it is within 24 hours from the initial entry. Click on the individual medication on the RxPad home list of meds and then click on the “**Correct**” button. This will take you back into the entry field and allow you to edit the info.
14. The “**Detail**” button allows you to see the detailed information about the individual medication (who entered the medication, when it was entered, the last date/time it was taken prior to admission, if the prescription was faxed to a retail pharmacy, etc.).

### Printing the RxPad “Home Medication List” (admit and transfer)

1. Pull up the patient’s name in Echart
2. Click on the “**Reports**” button (on the base screen) and double click on “**RxPad/Med Reconciliation Reports**”
3. Select report “**1**” *RxPad Home Medications List* for all admissions and transfers.
4. Select report “**11**” *Patient Medication Handout* for discharges.

5. Select report “**12**” *Medications D/C'd Within 2 Days* (if applicable) for discharges. This report tells the patient which home medications to stop taking (it includes anything discontinued from the RxPad list within the last 48 hours).
6. Select the printer.
7. Leave all else blank.

### Using RxPad for prescriptions (for physicians)

1. Physicians will also use RxPad to generate discharge prescriptions.
2. The prescriber uses the same procedure to input the data into RxPad ([see above](#)) and includes the “**Ordered Amount**” to indicate the quantity. S/he then clicks either the “**Print Rx**” button or the “**Fax**” button.
3. A printed prescription will default to the printer on the nursing unit and includes the physician’s name. **The physician must sign the prescription for it to be legal.**
4. The “**Fax**” button allows the physician to electronically fax the prescription directly to a retail pharmacy. The patient must specify which retail pharmacy s/he wants and then the physician uses the [blue down arrow](#) (on the toolbar at the top of the screen) to scroll down to the correct pharmacy. Select the retail pharmacy and then click on “**Select and Fax**” to send the prescription to the pharmacy.
5. The “**Fax**” option also allows the physician to generate a prescription for a patient after s/he has left the building, if s/he has access to Legacy’s Physician Portal in his/her office or home S/he can “fax” a prescription to the selected pharmacy by accessing RxPad through the Portal. The only exception to this is Schedule II drugs.
6. The MD can use the “Reorder” button (on the base screen of RxPad) to select a pre-existing home medication and create a new prescription for discharge.

### Faxing the medication list to the next provider

The fax numbers of many physicians (including non-Legacy) can be found in E-Chart:

1. Type “**PRVR**” into the command window (lower right corner).
2. Type in the physician’s last name.
3. Select the correct physician’s name and click on the “**Display Details**” button.
4. The fax number is in the lower right corner (if available).

### Setting up “Frequently used Medications” (for nursing and physicians)

1. Use the “**My Meds**” button (found on the RxPad base screen) to program the medications you repeatedly enter into RxPad.
2. Select the drug you want to add to your list (using the [same process](#) as for any new entry into RxPad) and fill in the **RED** fields the way you want the drug set up.

3. Before completing the entry, click on the small box that says “**Add To My Meds**” on the right side of the screen below the “**Outside**” button.
4. Any medication you “Add To My Meds” will now show up on your “**My Meds**” button on the RxPad base screen.
5. The next time you need to enter a medication you have added to your “My Meds” list, simply click on the “**My Meds**” button and select the medication from your personal list of frequently used medications.
6. You may add as many medications to your “My Meds” list as are appropriate for your needs.
7. Be aware that you cannot remove medications from this list once you have added them (IR must remove them for you).