



## RxPad CHEAT SHEET for Physicians

### Entering medications into RxPad

1. Access RxPad by selecting the patient and clicking on the “**ED/Clinic Record**” 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. RxPad will alert you if there is a drug interaction, duplication, etc.
7. Fill in all **RED** spaces (these are required fields).
8. Fill in the “**DAW**” (dispense as written) field either “Y” or “N.”
9. Fill in the “**Ordered Amount**” (quantity).
10. Fill in “**# of Refills**” as appropriate
11. Hit the **F1** button or **right-click** the mouse to see the frequency options (when the cursor is in the frequency box).
12. Click the appropriate button to prescribe the medication:
  - a. “**Print Rx**” generates a paper prescription on the unit for you to sign
  - b. “**Fax**” brings up the fax function. If you know the patient’s preferred pharmacy you can electronically fax it (not valid with CII). You can use the **blue down arrow** to move down the list or pick the pharmacy directly.
  - c. Click the “**Outside**” button to add the drug to the patient’s medication list (this is for medications the patient takes outside the facility and will not generate a prescription).

### Existing Medications

1. Access RxPad by selecting the patient and clicking on the “**ED/Clinic Record**” tab and selecting “**RxPad**” or typing “rx” in the command window (lower right)
2. Double click on the current account number (actually any account will work).
3. Click the line of the medication you want to reorder (to generate a prescription).
4. Click “**Reorder**” button.
5. Continue from #6 above.

## Setting up “Frequently used Medications”

1. Use the “**My Meds**” button (found on the RxPad base screen) to program the medications you repeatedly use 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).