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Introduction

This document outlines the prescription writing module. The EHR module’s Prescription Tab lets you write and print prescriptions. axiUm does not require electronic signatures on prescription forms, as the doctor will sign the paper after it is printed. axiUm displays the prescription record in read-only format in the EHR module. Prescriptions require a DEA #, this can be handwritten on the prescription or the prescription can be customized to print this number for the school.

axiUm’s prescription feature lets you view details of existing patient prescriptions, enter new patient prescriptions, or void existing prescription records.

Field Definitions

Patient Prescription Entry Window
Patient Prescription Section

Patient
This read-only field displays the name and chart number of the patient.

Provider
This read-only field displays the name of the provider. This field is blank if the user is a non-provider.

Practice
This drop-down field is the name of the practice where the prescription was written.

Doctor
This read-only field (it will be blank until the prescription is saved) displays the name of the prescribing doctor. When a student writes a prescription, this is the name of the approval user.

Presc. #
This read-only field displays the axiUm-assigned internal audit number for this prescription. The field is blank until the prescription is saved. The date cannot be in the future.
Date
This field is the date of the prescription. axiUmm defaults to today’s date.

Approved On
This field displays the date the prescription was approved. This field is blank until you save the prescription.

Prescription Information Section

Drug
This drop-down list displays the drug being prescribed. If you have the ability to prescribe undefined drugs (for instructions, see section User Setup for Students), you can manually enter a drug that is unavailable from the drop-down field. Otherwise, you must select a defined drug from the drop-down list.

Dosage
This drop-down list displays the dosage. You can also manually enter the dosage.

Total
This field displays the total number or amount of the drug being prescribed. For example, 25 pills, or 100ml.

Refills
This field displays the number of refills allowed for this prescription.

Frequency
This text box displays the frequency this drug must be taken. axiUmm automatically enters the Frequency text box if you set up axiUmm with the following:
- a default frequency for the drug / dosage
- the provider does not require approvals

You can select a different frequency than the default by clicking the ellipsis button. You can also manually enter it in the Frequency text box.

Note: If a security level requires approval, the prescription window will not default the Frequency text box, even if the drug is set up with a default frequency. This is for teaching purposes, to encourage the student to learn how to prescribe the drugs in detail.

Note
This text box displays notes about this prescription. For example, “To be taken with food.” axiUmm displays this note on the prescription form when you print it. axiUmm automatically enters the Note text box if you set up axiUmm with the following:
- a default note for the drug / dosage
- the provider does not require approvals

Reference
This field indicates the lot# or seq# of the prescription security pad used. You can use the Reference field to record any unique information about the prescription.

Custom1
This drop-down field is for your own use. You can set up axiUm with a custom field for the prescription (for example an ICD 9 Code field), and enter the information when prompted. You can also set this up to be a required field. For information on setting up custom fields, refer to the Maintenance module’s Basic tab manual.

Custom2
This drop-down field is for your own use. You can set up axiUm with a custom field for the prescription (for example an ICD 9 Code field), and enter the information when prompted. You can also set this up to be a required field. For information on setting up custom fields, refer to the Maintenance module’s Basic tab manual.

Pharmacy
This field displays the name of the pharmacy. To activate this field, you must select one of the following:
- Phone In checkbox
- Faxed In checkbox.

When you click the Pharmacy ellipsis button and select a pharmacy, axiUm automatically displays the phone number in the Phone # field. The pharmacies are defined in the Maintenance module’s Pharmacies window. For information about the Pharmacies window, refer to the Maintenance module’s EHR tab manual.

Phoned In
This checkbox indicates that the prescription is phoned in to the pharmacy indicated. When this check box is selected, axiUm enables the Pharmacy field and the Phone # field, and does not print the prescription when you save it.

Note: If you select the Faxed In checkbox, the Phone In checkbox becomes disabled. To enable the Phone In checkbox, you must deselect the Faxed In checkbox.

Phone #
This field is the phone number of the pharmacy if the prescription was phoned in. When you click the Pharmacy ellipsis button and select a pharmacy, axiUm automatically displays the phone number in the Phone # field. You can change this.

Faxed In
This checkbox indicates that the prescription is faxed in to the pharmacy indicated.
Note: If you select the Phoned In checkbox, the Faxed In checkbox becomes disabled. To enable the Faxed In checkbox, you must deselect the Phoned In checkbox.

Fax #
This field is the fax number of the pharmacy if the prescription was faxed in. When you click the Pharmacy ellipsis button and select a pharmacy, axiUm automatically displays the fax number in the Fax # field. You can change this.

Medical Alerts
This lists the patient’s medical alerts entered into axiUm. For information about medical alerts, refer to the EHR manual.

Current Medications
This lists the patient’s current medications entered into axiUm’s EPR forms in the EHR module’s Forms tab.

Void Patient Prescription Window

Void
This is a read-only field. If you go to the EHR module’s Prescriptions tab and click ☑️ (to void a prescription), axiUm automatically selects the Void checkbox. If you double-click an item in the Prescriptions tab (to view a prescription), axiUm leaves the Void checkbox blank.

Reason
This is a field that lets you enter the reason for voiding the prescription. To enable this field, you must have the Void checkbox selected.

**User**
This read-only field (it will be blank until you void the prescription) displays the name of the user who voided the prescription.

**Date**
This read-only field (it will be blank until you void the prescription) displays the date the prescription was voided.

**Approved By**
This read-only field (it will be blank until you void the prescription) displays the name of the approval user when a student voids a prescription. If the student does not require approval, axiUm leaves this field blank.

**Drug Dose Frequencies Window**

Refer to the Maintenance Reference Guide for field definitions.

**Pharmacies Window**
Setting up axiUm for Prescription Writing

Before you begin writing prescriptions, you must set up axiUm in the following areas:

- User Setup for Students
- User Setup for Instructors

Set up EHR Display to show Prescriptions Tab

To set up the EHR display so users can view the Prescription tab:

1. Go to the Maintenance module and open the EHR Display Options window.
2. From the list view, highlight an item.

In this example, we will select Dental Student.
3. Check that the selected group has access to the Prescriptions tab.

If the selected group does not have access to the Prescription tab, it is grayed out on the access list:

<table>
<thead>
<tr>
<th>Tab Order</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>Yes</td>
</tr>
<tr>
<td>Tx History</td>
<td>Yes</td>
</tr>
<tr>
<td>Tx Plan</td>
<td>Yes</td>
</tr>
<tr>
<td>Forms</td>
<td>Yes</td>
</tr>
<tr>
<td>Attachments</td>
<td>Yes</td>
</tr>
<tr>
<td>Pix</td>
<td>Yes</td>
</tr>
<tr>
<td>Imaging</td>
<td>Yes</td>
</tr>
<tr>
<td>Labs</td>
<td>Yes</td>
</tr>
<tr>
<td>Prescriptions</td>
<td>No</td>
</tr>
</tbody>
</table>

The next step is to give this group access to the Prescriptions tab.

4. Click Access.

axiUm displays the EHR Tab Access by Level window.

5. From the list view, highlight Prescriptions.

6. From the Access drop-down field, select Yes.

7. Click .
User Setup for Students

Students can be set up to prescribe defined and undefined drugs. For defined drugs, you can limit the student to the individual drugs they can prescribe.

To set up students for prescribing defined drugs:

1. Go to the Maintenance module’s EHR tab and open the Drug Definitions window.
2. From the list view, highlight an item.

3. Click .

axiUm displays the Drug Access window.

![Drug Access Window]

4. From the list view, highlight an item that is a student group.

5. In the **Can Prescribe** drop-down field, select an option.

   For more information about the options, refer to the Maintenance module’s EHR tab manual.

6. Click .

   axiUm saves the changes.

**To set up students for prescribing undefined drugs:**

1. Go to the **Maintenance** module and open the **Users** window.

   For instructions on opening the Users window, refer to the axiUm User Guide for Rolodex / Patient Card.

2. Click on the **Clinical** tab.

3. In the **Clinical Options** section, go to the **Can Prescribe undefined drugs** drop-down field and select an option.
For more information about the options, refer to the Maintenance module's Office tab manual.

4. Click **Save** to save the setting.
5. Click **Close** to close the Users window.

**User Setup for Instructors**

For instructors to approve prescription entries made by students, you must set up their user rights.

**To set up instructors for prescription approval rights:**

1. Go to the **Maintenance** module and open the **Users** window.
   
   For instructions on opening the Users window, refer to the axiUm User Guide for Rolodex / Patient Card.

2. Click on the **Clinical** tab.

3. In the **Can Approve** section, select the **Prescriptions** checkbox.
4. Click **Save** to save the setting.

5. Click **Close** to close the Users window.

Using Prescription Writing

Displaying Medications

You can set up axiUm to view patients’ current medication list. This way you can view the patient’s current medication on the EHR, and also on the Patient Prescription Entry window when entering their prescription.

Displaying Medications in the Patient Prescription Entry Window

To display medications in the Patient Prescription Entry window:
1. Go to the **Maintenance** module’s **Form Page Definition** window (EPR form icon - EPR Form Setup window - Form Pages window - Form Item - Question window - Form Item - Checklist Item window).

2. In the **Reference Code** field, enter your reference code.

Note: Make sure the reference code starts with RX, and that each reference field is unique.

For example, if the checklist question is Aspirin, the reference field may be RXASP. The reference field is not required to relate to the medication itself; it could be something unrelated like RXABC.
Note: Schools can also set up EPR form questions with additional information where they can enter the dosage. To enter additional information, click the Additional button to display the Form Item Additional Definitions window. axiUm displays this information in the EHR and Prescription tab. For more information on the Additional Definitions window, refer to the Maintenance module’s EHR tab manual.

3. Click **OK**.
   
   axiUm saves the changes and close the window.

When a checklist item or question is set up with a reference code starting with RX, and a user has answered that question, the medication appears in the Patient Prescription Entry window’s Current Medications section.
The medication is also displayed on the EHR’s Alerts tab. If not, continue reading the next section for instructions on how to set up axiUm to do so.

**Displaying Medications in the EHR’s Alerts Tab**

By setting up the RX reference code, axiUm also displays the patient’s medication in the EHR module’s Alerts tab. If the medication is not displayed here, you must set up axiUm to do so.

**To display medications in the EHR’s Alerts tab:**

1. Follow the steps in “Displaying Medications in the Patient Prescription Entry Window”.
2. Go to the **Maintenance** module’s **EHR Display Options** window.
3. In the **Alerts to Display** section, select the **Medications** checkbox.
In the EHR module’s Alerts tab, axiUm displays a heading called Current Medications and all the patient’s medications.

<table>
<thead>
<tr>
<th>Medical Alerts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Medications:</td>
</tr>
<tr>
<td>ASPIRIN</td>
</tr>
<tr>
<td>Patient Alerts:</td>
</tr>
<tr>
<td>Patient Needs:</td>
</tr>
<tr>
<td>CD Upper Year 4</td>
</tr>
<tr>
<td>Endo Premolar</td>
</tr>
<tr>
<td>Endo anterior</td>
</tr>
<tr>
<td>Patient Office Codes:</td>
</tr>
</tbody>
</table>

**Entering Prescriptions**

**To enter a prescription:**

1. Go to the patient **Prescription Entry** window.
2. In the **Practice** drop-down field, select your practice.
3. In the **Drug** drop-down field, select a drug.
   - axiUm automatically fills some of the fields.
4. Enter the remaining fields.
   - Refer to the section Field Definitions for a description of the fields.
5. Click ![ ]
   - axiUm adds the prescription to the list view.
   - You can click ![ ] and continue entering more prescriptions.
6. Check the prescription.
   - Note: Once you save a new prescription, you cannot delete it. If you have any prescriptions to delete, you must do so before clicking the Done button. For instructions on deleting prescriptions before saving, refer to the section Deleting Prescriptions.
7. Click **Done**.
   - If you require approval, axiUm displays the User Authentication window.

- ![User Authentication](image)

When you are done, axiUm generates a separate printout for each prescription, similar to the one displayed below.

axiUm displays the Select Printer dialog.
8. Select a printer.

9. Click **Select**.

   axiUm prints the prescription to the selected printer.

Note: The prescription print out is fully customizable, and individual drugs can print out in different formats if needed (i.e., for controlled substances).

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**Viewing Patient Prescriptions**

You can view a patient’s prescription in read-only mode.

**To view a patient’s prescription:**

1. Go to the **EHR module’s Prescriptions** tab.
2. From the list view, double-click on an item.

   Alternatively, right-click on an item to display a list of options, then select the View Details option.

   axiUm displays the View Patient Prescription window.
3. Click **Cancel** to close the View Patient Prescription window.

**Refilling Prescriptions**

You can refill a patient’s prescription using the same details as the original prescription. You can also modify the prescription details. axiUm saves prescription refills as a new prescription.

**To refill an existing prescription:**

1. Go to the EHR module’s **Prescriptions** tab.
2. From the list view, right-click on an item.
   - axiUm displays a list of options.
3. Select **Refill Prescription**.
   - axiUm displays the Refill Patient Prescription window.
4. Go to the **Prescription Information** section and enter the fields.

5. Click **OK**.
   axiUm displays the Select Printer window.

6. Select a printer.

7. Click **Select**
   axiUm prints the prescription to the selected printer, and adds a new prescription in the Prescriptions tab.

### Reprinting Prescriptions

To reprint a prescription:

1. Go to the **EHR module’s Prescriptions** tab.
2. From the list view, right-click on an item.
   axiUm displays a list of options.
3. Select **Reprint Prescription**
   axiUm displays the Select Print window.
4. Select a printer.
5. Click **Select**
   axiUm prints the prescription to the selected printer.

### Deleting Prescriptions
You can only delete prescriptions from the Patient Prescription Entry window. This is when you are adding drugs to a new prescription, but have not saved it yet. Once you save a new prescription, you cannot delete it.

**To delete a prescription:**

1. Go to the patient **Prescription Entry** window.
2. From the list view, highlight an item.
3. Click ![](image.png).
   
   axiUm displays a message:
   
   ![Message Box](image.png)
   
   Are you sure that you want to delete this entry?
   
   ![Yes/No Buttons](image.png)
   
   4. Click **Yes**.
      
      axiUm closes the message window and deletes the item from the list view.
   
   5. Click **Cancel**.
      
      axiUm closes the Prescription Entry window.

**Voiding Prescriptions**

Once you save a new prescription, you cannot delete it. Instead, you must void the prescription.

**To void a prescription:**

1. Go to the **EHR** module’s **Prescriptions** tab.
2. From the list view, highlight an item.
3. Click ![](image.png).
   
   axiUm displays the Void Patient Prescription window.
4. In the **Reason** field, enter the reason for voiding the prescription.

5. **Click OK.**

axiUm saves your entries, close the Patient Prescription window, and void the prescription. In the Prescription tab, the item is grayed out to indicate that the prescription is no longer valid.

### Auditing Prescriptions

When adding prescriptions, auto-created notes can be audited. This lets you use the Info Manager module to filter prescription notes (Field name Rx Note) from the general notes.

**To audit prescription-related reports:**

1. **Go to the Info Manager module.**
2. **Click on the Clinical tab.**
3. **From the Category section, select Prescriptions.**
4. **Click Search.**

axiUm displays the Prescriptions report. You can edit this report. For more information on editing Info Manager reports, refer to the Info Manager manual.