Prescriptions

The Cornerstone* Software Prescription Labels feature allows you to:

- Create, refill, renew, correct, or void a prescription (Rx).
- Quickly add stored instructions to a prescription.
- Print a prescription on a blank or preprinted label.
- Apply prescriptions to invoices through the Patient Visit List (PVL).
- Review prescription information generated through this window in detailed prescription reports.

Tip: Right-click a prescription on the Patient Clipboard* to access prescription menu options.
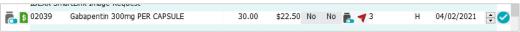
Create a new prescription

1. With the client's account open in the Patient Clipboard, right-click the patient name in the **Patient list** area and click **Prescribe**.
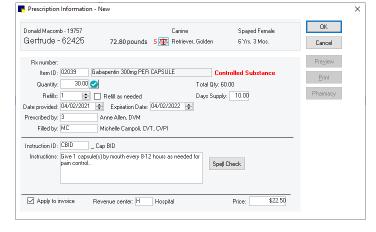
   OR

   Add the item directly to a Patient Visit List (PVL); in the PVL, click the prescription icon if the Prescription label does not open automatically.

2. In the **Item ID** box, type the ID, or press **F2** to search for the item.

3. In the **Quantity** box, enter the dispensed amount.

4. (Optional) In the **Refills** box, enter the number of refills, or select **Refill** as needed. If a controlled substance, enter a **Days Supply** value (may be set as required).

5. Accept or edit the dates in the **Date provided** and **Expiration date** boxes.

6. In the **Prescribed by** box, type the staff ID, or press **F2** to search for a staff member.

7. In the **Filled by** box, type the staff ID, or press **F2** to search for a staff member.

8. For a controlled substance, enter the number of days in the **Days Supply** box (this box may be set as required).

9. To insert or change a premade instruction, in the **Instruction ID** box, type the ID for the instructions or press **F2** to search for them.

10. Edit the prescription instructions if needed. Edits apply only to this label. **Note:** Instruction text will be red if the printable space is exceeded; text will appear in full in the patient record.

11. Click **Spell Check**. If no words are displayed for editing, the words are spelled correctly.

12. Click **OK** to process the prescription. This will also send the item to the PVL as dispensed/performed and add the information to the patient record.

Note: If your practice uses the Pharmacy Formulary and you have the proper security access, you can click **Pharmacy** to view the pharmacy information associated with the item.

13. Accept or modify the printing information and click **OK** to print the label (click **Cancel** if the label is not needed).

Note: When you work in the Prescription Labels window, the following options are available at the bottom of the window:

- To apply the item to the invoice via the Patient Visit List, select the **Apply to invoice** checkbox.
- To select a revenue center for the item, enter the revenue center ID in the **Revenue center** box.
- Edit the price that will be applied to the invoice.

Other prescription actions

To…	Do this…
View a prescription.	With the patient's name selected on the Patient Clipboard, click the **Rx** tab.
Refill or renew a prescription.	1. With the patient's name selected on the Patient Clipboard, click the **Rx** tab. 2. Right-click the prescription and select **Refill** or **Renew**. 3. Make changes in any of the available fields and click **OK**. 4. If the item is currently on the PVL, you can override or add the new prescription to the PVL. 5. Click **OK** to print. This will also send the item to the PVL as dispensed/performed.
Correct a prescription.	1. With the patient's name selected on the Patient Clipboard, click the **Rx** tab. 2. Right-click the prescription and select **Correct**. 3. Make changes in any of the available fields and click **OK**. 4. Click **OK** to print. **Note:** A refill cannot be corrected, but can be voided.
Void a prescription.	1. With the patient's name selected on the Patient Clipboard, click the **Rx** tab. 2. Right-click the prescription and select **Void**. 3. When prompted, click **Yes**. The prescription will be hidden in the **Patient history** area. To view voided items, clear the **Hide Voided Items** checkbox.
View/print a prescription report.	1. Go to **Reports menu>Prescription Labels>Prescription History report**. 2. Select **Sort** and **Range** options, and then click **Preview** or **Print**.

Keyboard shortcuts

F1	Display on-screen Help for the current window.
F2	Look up values for a list, such as ID fields.
F7/F8	Move through the Rx list.
Tab	Move the cursor to the next field.
Shift+Tab	Move the cursor to the previous field.
Ctrl+Enter	Move cursor to the next line in note areas.

Right-click menus

Use right-click menus for quick access to many tools.

Tip: Double-click in an ID field to search for an item.

For more information

For prescription label setup and detailed instructions, see the "Prescription Labels" section of the Cornerstone Help ❓ .

Go to idexxlearningcenter.com to view snippet videos about many other Cornerstone features.

Find this document at **idexx.com/cornerstonehelp**.

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