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.
- (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.
- 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.

ē.	02039	Gabapentin 300mg PER CAPSULE	30.00	\$22.50 No	No 💼 🔰 3	н	04/02/2021	÷ 🕗	

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.

IDEXX Veterinary I 2536 Alpine Ro	•		
Eau Claire, WI 54703			
(800) 695-2877			
4/2/2021 Anne Allen, DVM	345678		
19757 Donald Macomb 711 LaFavette Blvd Eau Claire, WI 5470	Rx#: 2143		
62425 Gertrude Canine Give 1 capsule(s) by mouth every 8-12 h control.	Retriever, Golden		
Expires: 4/2/2022 Refills: 1 Quantity: 30 Gabapentin 300	Omg PER CAPSULE		

Donald Macomb - 19757	Canine	Spayed Female	01
Gertrude - 62425 72.80 r	ounds 5 🏧 Retriever, Golden	6 Yrs. 3 Mos.	Canc
Rx number:			Pre <u>v</u> ie
Item ID: 02039 Gabapentin 300	mg PER CAPSULE (Controlled Substance	Print
Quantity: 30.00 🥑	Total Qty	v. 60.00	<u>1</u> .m.k
Refills: 1 🗦 🗖 Refill as ne	eded Days Suj	pply: 10.00	Pharmad
Date provided: 04/02/2021 🖨 Expiration	on Date: 04/02/2022 🚔		
Prescribed by: 3 Anne Allen,	MVC		
Filled by: MC Michelle Ca	npoli, CVT, CVPI		
Instruction ID: CBID _ Cap BID			
Instructions: Give 1 capsule(s) by mouth e pain control.		peļl Check	
Apply to invoice Revenue center	r: H Hospital	Price: \$22.50	

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

То	Do this
View a prescription.	With the patient's name selected on the Patient Clipboard, click the Rx tab.
Refill or renew a prescription.	 With the patient's name selected on the Patient Clipboard, click the Rx tab. Right-click the prescription and select Refill or Renew. Make changes in any of the available fields and click OK. If the item is currently on the PVL, you can override or add the new prescription to the PVL Click OK to print. This will also send the item to the PVL as dispensed/performed.
Correct a prescription.	 With the patient's name selected on the Patient Clipboard, click the Rx tab. Right-click the prescription and select Correct. Make changes in any of the available fields and click OK. Click OK to print. Note: A refill cannot be corrected, but can be voided.
Void a prescription.	 With the patient's name selected on the Patient Clipboard, click the Rx tab. Right-click the prescription and select Void. 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.	 Go to Reports menu>Prescription Labels>Prescription History report. 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

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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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