

# Order Connect NX

myUnity User Guide



**Netsmart**

---

[www.ntst.com](http://www.ntst.com)

1959 East Kerr Street  
Springfield, MO 65803

# Table of Contents

Overview.....	3
Access.....	4
Prerequisites: .....	4
For sites not using Single Sign-On.....	4
Establishing Single Sign-On for OC-NX.....	4
Accessing OC-NX from myUnity Back Office .....	5
Accessing OC-NX from myUnity Clinical .....	5
Order Connect Prescribing Events .....	7
Facesheet.....	7
Facesheet Icons.....	7
Prescribing Scenarios .....	8
Order Entry Review.....	13
Activating Orders in myUnity.....	16
Prescribers' Queue of Verbal Orders .....	17
Prescriber: Retrieving Verbal Orders for Controlled Substance Prescriptions .....	18
Prescriber: Signing Verbal Orders for Controlled Substance Prescriptions .....	20
"Supervised By" Field (Supervised Prescribers) .....	26
Prescriber Events from Existing Active Orders .....	26
Transmission Status Indicator.....	27
Resources Tab .....	27
Close Chart .....	29
Appendix A: Information about eRX Transactions.....	31
Appendix B: Glossary.....	32

# Overview

OrderConnect-NX (OC-NX) is a secure, web-based and medication management system that integrates with myUnity to enhance patient safety and increase physician productivity. Within OrderConnect-NX there are multiple tabs that allow a user to navigate around the solution and perform certain activities.

This User Guide is arranged to familiarize you with the basic functions of the OrderConnect-NX application, and each tab of the application has a section in this document.

If you have any questions or need assistance using the OrderConnect-NX application, please call the OrderConnect-NX administrator within your facility.

## Access

### Prerequisites:

- Windows computer
- OC-NX works on any browser
  - OrderConnect (<https://orderconnectnx.netsmartcloud.com>) must be listed as a trusted site.
  - OrderConnect (<https://orderconnectnx.netsmartcloud.com>) must be viewed in Compatibility Mode.

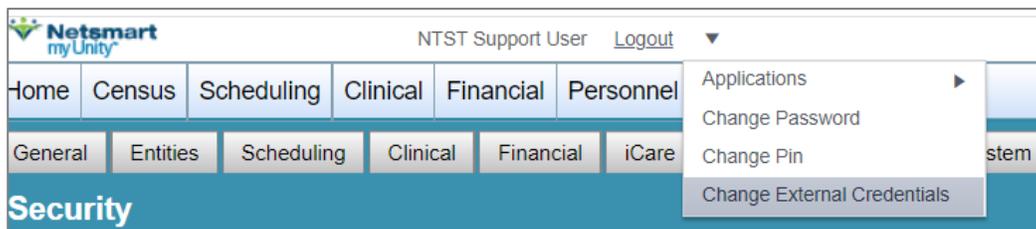
### For sites not using Single Sign-On

- Log into OrderConnect at <https://orderconnectnx.netsmartcloud.com>

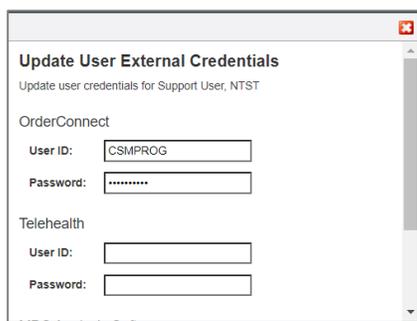
### Establishing Single Sign-On for OC-NX

When first accessing OrderConnect, it is important that the change/external credentials for each end user is updated. The user will need to enter their OrderConnect username and password here in order to Single sign on into OrderConnect. Below are the steps on how to update those credentials:

1. First time Login- User must click on Administration Menu.
2. Choose “Change External Credentials” then go to the dropdown and select Change External credentials.



3. Enter the OrderConnect-NX username and password and click Enter. Do not include the Facility code. Example- if a username is 1234CSMPROG then the username in the change external credentials will be CSMPROG.


 A screenshot of a web form titled 'Update User External Credentials'. The subtitle is 'Update user credentials for Support User, NTST'. The form is divided into two sections: 'OrderConnect' and 'Telehealth'. Under 'OrderConnect', there are two input fields: 'User ID:' with the value 'CSMPROG' and 'Password:' with masked characters. Under 'Telehealth', there are two empty input fields: 'User ID:' and 'Password:'.

## Accessing OC-NX from myUnity Back Office

Once logged into myUnity, these are steps to open OC-NX:

1. Search for the patient and select the clinical chart.
2. Select the Medication profile.
3. Click on **Add Medication** (if all orders are going into OrderConnect). **Click on Add Controlled Substance** (if only Controlled Substances or Discharge medication orders are entered in OrderConnect).

Order Date	Start Date	Medication	Frequency	Route	Status	Order Note/Instructions	Instructions	Diagnosis	Physical Monitors	Ordering Physician	Physician Returned	Change History
3/19/2021	3/19/2021	Morphine-Dextrose 5%-1 MG/1 ML Solution (2 Tablet) Tablet	Every One Day for 15 Days	Intravenous	Draft		View	IS6 812		Prescriber: Netsmart		
3/18/2021	3/18/2021	amoxicillin 25 mg tablet (1 Tablet)	Every One Day for 30 Days	Oral	Active (Current)		View	IS6 812		Prescriber: Netsmart		History
3/18/2021	3/18/2021	amoxicillin 125 mg chewable tablet (1 Tablet)	Every One Day for 15 Days	Oral	Active (Current)		View	W09 2XXS		Prescriber: Netsmart		History
3/18/2021	3/18/2021	Lasix 20 mg tablet (2 Tablet)	Every One Day for 60 Days	Oral	Active (Current)		View	IS6 812		Prescriber: Netsmart		History
3/18/2021	3/18/2021	MS Contin 30 mg tablet extended release (2 Tablet)	Two Times Daily for 60 Days	Oral	Draft		View	W09 2XXS		Prescriber: Netsmart		
3/18/2021	3/18/2021	Baclofen 400 mg-90 mg tablet (2 Tablet)	Two Times Daily for Seven Days	Oral	Draft		View	IS6 812				
3/18/2021	3/18/2021	benzoyl peroxide 2.5 % topical gel (1 Application)	One Time Daily for One Day	Topical	Draft		View	W09 2XXS				
3/18/2021	3/18/2021	oxyCODONE 5 mg tablet (1 Tablet)	Every One Day for 15 Days	Oral	Active (Current)		View	IS6 812		Prescriber: Netsmart		History

## Accessing OC-NX from myUnity Clinical

If the clinician's default login application is myUnity Clinical, then proceed to selecting a patient > select patient chart > Medication Profile > Edit Medications.

**MEDICATION PROFILE**

Printer-Friendly Version | Audit Trail

(Select an Action)

Caregiver: (System) Visit Date: 11/24/2020

Start Date	Code	Medications	Route	Dose	Frequency	Class	Indication	Date Teaching Performed	D/C Date
11/24/2020		gabapentin 300 mg capsule	Oral	100mg	Every 6 Hours for 5 Days	Anticonvulsant - GABA Analogs			11/28/2020
11/25/2020		doxycycline monohydrate 40 mg capsule, immediate - d4	Oral	40mg	Every 1 Day for 13 Days	Dermatological - Rosacea Therapy			12/07/2020
03/18/2021		Sunscreen 4.0%-2.0% Lotlan	Topical	1 Application	Every 1 Day for 1 Day				03/18/2021
03/18/2021		Tylenol Arthritis Pain 650 mg tablet, extended release	Oral	1 Tablet	Every 1 Day	Analgesic or Antipyretic Non-Opioid			
03/18/2021		amoxicillin 125 mg chewable tablet	Oral	2 Tablet	3 Times Daily for 15 Days	Aminopenicillin Antibiotic	infection		04/01/2021
03/18/2021		Lasix 20 mg tablet	Oral	2 Tablet	Every 1 Day for 15 Days	Diuretic - Loop			03/30/2021
03/18/2021		Lasix 20 mg tablet	Oral	1 Tablet	Every 2 Days for 15 Days	Diuretic - Loop			03/30/2021
03/18/2021		MS Contin 30 mg tablet, extended release	Oral	2 Tablet	2 Times Daily for 15 Days	Analgesic Opioid Agonists			03/30/2021
03/30/2021		morphine concentrate 100 mg/5 mL (20 mg/mL) oral s	Oral	0.2 Milliliter	PRN Every 1 Hour for 15 Days	Analgesic Opioid Agonists			04/13/2021
04/28/2021		acetaminophen 325 mg tablet	Oral	2 Tablet	2 Times Daily	Analgesic or Antipyretic Non-Opioid			
04/28/2021		morphine (PFI) 0.5 mg/mL injection solution	Other	0.5 Milliliter	3 Times Daily for 90 Days	Analgesic Opioid Agonists			06/29/2021
04/28/2021		hydrocodone 10 mg-chlorphentermine 8 mg/5 mL oral s	Oral	8 Milliliter	Every 1 Day for 90 Days	Opioid Antitussive-1st Generation A			06/29/2021
04/28/2021		Coumadin 2 mg tablet	Oral	2 mg	Every 8 Hours	Anticoagulants - Coumadin			
04/28/2021		Tylenol Arthritis Pain 650 mg tablet, extended release	Oral	1 Tablet	2 Times Daily for 30 Days	Analgesic or Antipyretic Non-Opioid			05/27/2021

- Then the clinician will see the Add Medication/Add Controlled Substance from the Medication Order Entry screen.

[Netsmart](#) | [Home](#) | [Calendar](#) | [My Orders](#) | [My Alerts](#) | [My Profile](#) | [My Settings](#) | [My Reports](#) | [My Favorites](#) | [My Recent](#) | [My History](#) | [My Dashboard](#) | [My Alerts](#) | [My Settings](#) | [My Reports](#) | [My Favorites](#) | [My Recent](#) | [My History](#)

**Order: 800 (2498) Blue Team** | Allergies: **Peanuts, penicillin** | Primary Physician: Dr. Craig Andersen

[Medications](#) | [Treatments](#) | [Lab Orders](#) | [Diagnostic Orders](#) | [Other Orders](#) | [Advance Directives](#)

Items marked with an asterisk are Active/On Hold FDA medications and should be converted to FDE medications

Order ID	Order Date	Status	Description	Hospice Details	Copy	Teaching Instructions
174	12/8/2020	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	Tylenol 325 mg capsule PRN (Max: 7 Doses)	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
787	12/8/2020	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	Green Coffee Bean 400 mg capsule Every Morning for 8 Weeks	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
864	1/29/2021	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	Tylenol 6 Hour 650 mg tablet extended release PRN	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
865	1/29/2021	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	Free and Clear shampoo PRN	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
870	1/29/2021	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	Hygienic (witch hazel) Cleans 50 % topical pads PRN	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
1372	3/18/2021	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	Tylenol 325 mg capsule PRN	<a href="#">Recast / Recast FI</a>	<a href="#">Copy</a>	<a href="#">View</a>
1373	3/18/2021	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	Coumadin 4 mg tablet Every 6 Hours	<a href="#">Non-Covered</a>	<a href="#">Copy</a>	<a href="#">View</a>
2155	3/30/2021	Discontinued (History) (06/15/2021) <input type="checkbox"/> Acknowledge Discontinue	coumadin (bulk) powder Every 12 Hours	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2268	4/26/2021	Active (Current)	 Coumadin 2 MG Tablet (1 Tablet); 2 Times Daily for 80 Days	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2271	5/3/2021	Discontinued (History) (07/19/2021)	Coumadin 2 mg tablet Every 8 Hours	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2272	5/3/2021	Active (Current)	Green Coffee Bean 400 mg capsule PRN	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2273	5/3/2021	Active (Current)	Furadantin 25 mg/5 mL oral suspension 2 Times Daily	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2274	5/3/2021	Active (Current)	Janette 26 gauge Every 12 hours	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2407	6/25/2021	Active (Current)	HYDROMORPHONE 1 mg/mL injection solution 2 Times Daily for 5 Days	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2408	6/25/2021	Draft	acetaminophen 325 mg tablet Every 1 Day for 1 Day	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2409	6/25/2021	Active (Current)	Green Tea 250 mg capsule Every 1 Day for 1 Day	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2410	6/25/2021	Active (Current)	Dilaudid 2 mg tablet Every 1 Day for 1 Day	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2411	06/30/2021	Draft	*morphine (PF) 1 mg/mL injection solution <input type="text" value="1"/> mg/mL	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2412	06/18/2021	Draft	vitamin E 100 unit capsule <input type="text" value="100"/> unit	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2413	06/18/2021	Draft	vitamin E 100 unit capsule <input type="text" value="100"/> unit	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>
2414	06/18/2021	Draft	aspirin-acetaminophen-caffeine 250 mg-250 mg-65 mg tablet <input type="text" value="250-250-65"/> mg	<a href="#">Recast</a>	<a href="#">Copy</a>	<a href="#">View</a>

Check Interactions On Submit

[Display Details](#) [Update Order's Status](#)

- From here, OCNX will launch in a new browser.

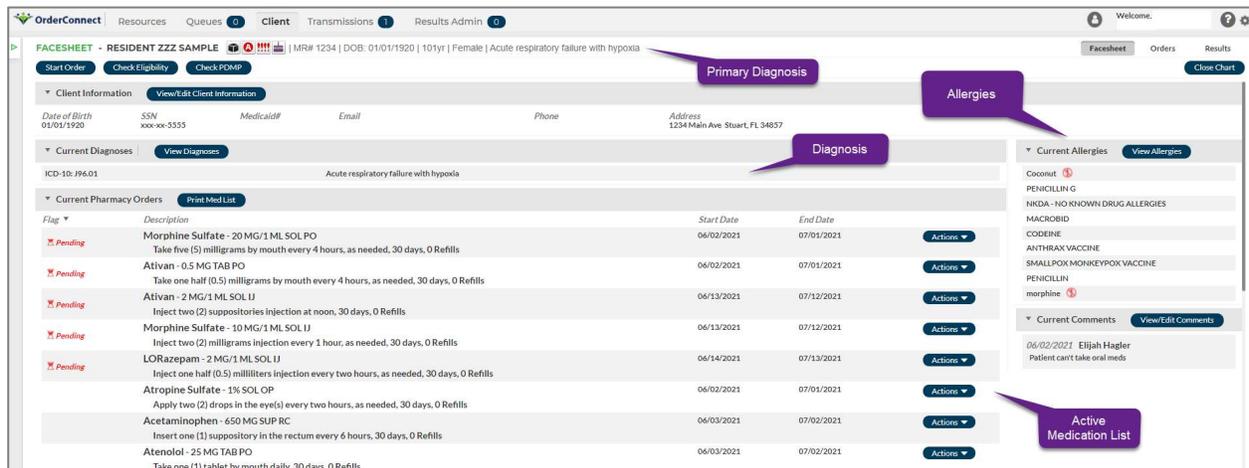
## Order Connect Prescribing Events

### Facesheet

The Facesheet tab is the home page of all client records. This tab provides a high-level overview of the patient record as well as providing navigation to other areas within OrderConnect-NX, and this is the screen from which most of your work will originate.

The Facesheet will list

- all active diagnoses
- basic demographic information
- any known allergies
- all current medications
- icons indicating if there are possible adverse drug to drug/food interactions, etc., or black box warnings.



Note: the demographic information displayed on the Facesheet is coming from myUnity. If any information needs to be updated for the patient, it should be updated in myUnity.

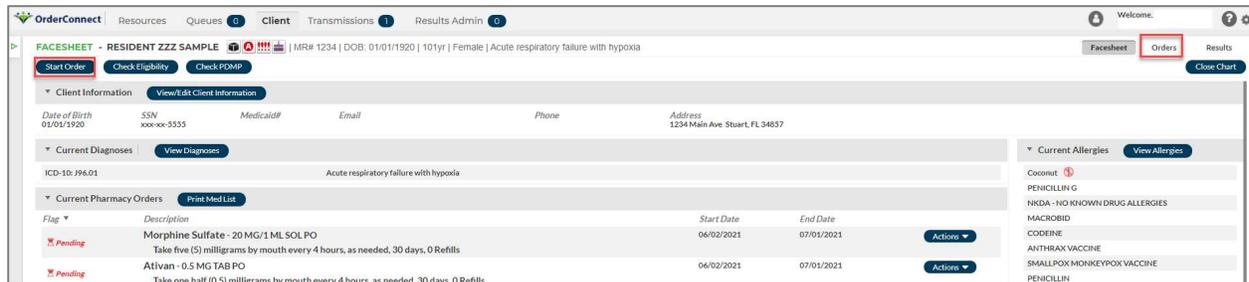
### Facesheet Icons

Icon	Description
	Potential drug to drug/food interactions: the number of exclamation points changes based on the severity of the interaction. Selecting the icon will display the interactions.
	Medication Allergies
	Age-based Prescribing Guidelines: if enabled will provide information for medications with age-based suggestions.
	Allergy Interactions: <b>Icon indicates that no allergy interactions were not checked for this allergy displayed</b>
	Blackbox warnings: used to communicate rare but dangerous side effects. Selecting the icon will display the interactions.

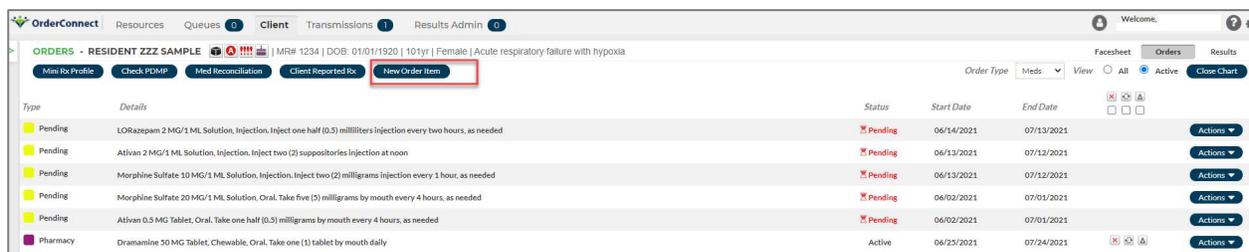
## Prescribing Scenarios

### Entering a NEW Medication Order

- To start a new Medication Order, navigate to the Facesheet of the patient and select the Orders tab or Start Order.



- On the Orders tab, select New Order Item.



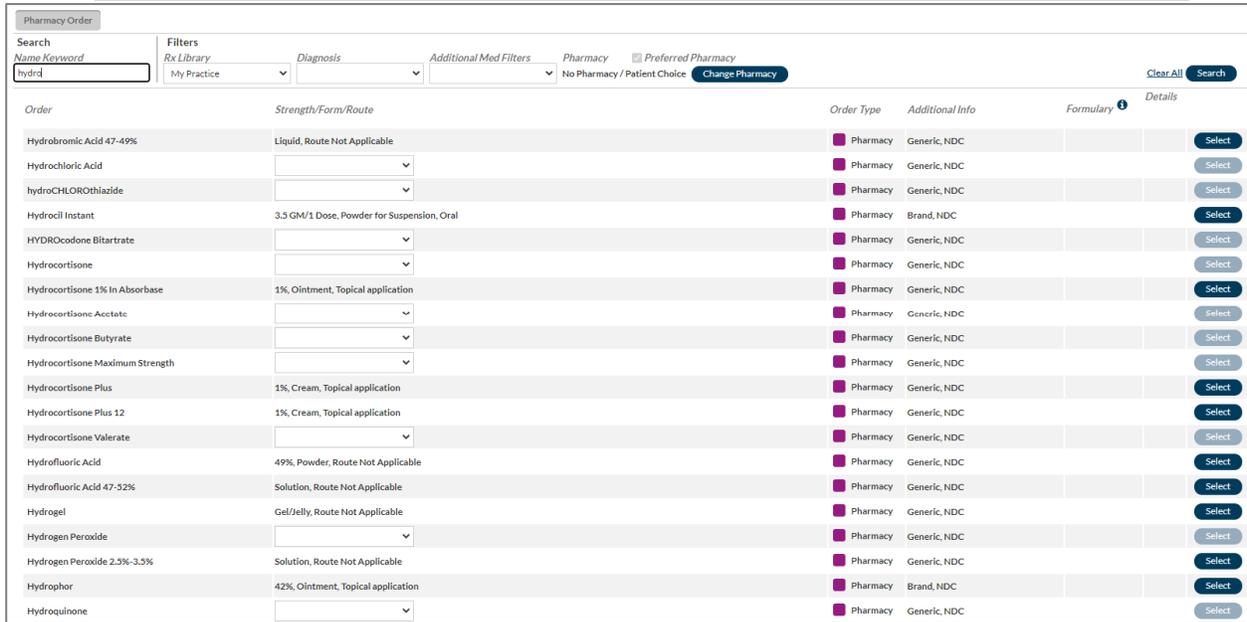
- Begin by searching for a medication. The RX library will default to My Practice but can be changed.



- **My Practice-** This library is based on the **prescriber** that's currently logged into OrderConnect. This library refreshes nightly.
  - **My Group-** This library is based on all prescriber orders at the facility but **excludes the prescriber logged into OrderConnect**. This library refreshes nightly.
  - **OrderConnect Practice-**This library is based on all prescribers utilizing OrderConnect across the United States, but **excludes the prescriber logged into OrderConnect**. This library refreshes nightly.
  - **All Drugs-** This library simply displays medication names found in the Micromedex master library that match the search criteria.
- Enter in first few letters of desired medication, or add the diagnosis to narrow the search.
  - Can also use Additional Med filters.
- Click search and Medication options will display with different strength/form/routes of the medications.
  - Select the appropriate medication for the order.

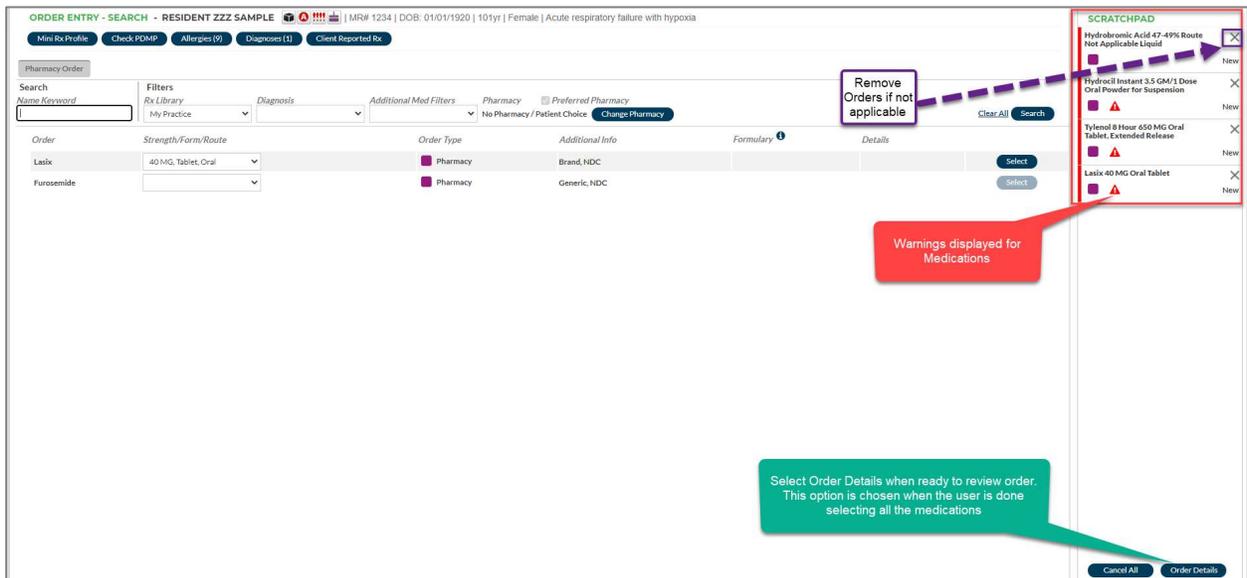
- Click on appropriate selection for Strength/Form/Route in the drop-down.

**Note:** Only medications and their doses that are currently available on the market will display in the dropdown. Medication availability and all interaction information as well as medication leaflets are updated every 30 days.



Order	Strength/Form/Route	Order Type	Additional Info	Formulary	Details
Hydrobromic Acid 47-49%	Liquid, Route Not Applicable	Pharmacy	Generic, NDC		Select
Hydrochloric Acid		Pharmacy	Generic, NDC		Select
hydroCHLOROthiazide		Pharmacy	Generic, NDC		Select
Hydrocil Instant	3.5 GM/1 Dose, Powder for Suspension, Oral	Pharmacy	Brand, NDC		Select
HYDROcodone Bitartrate		Pharmacy	Generic, NDC		Select
Hydrocortisone		Pharmacy	Generic, NDC		Select
Hydrocortisone 1% In Absorbase	1%, Ointment, Topical application	Pharmacy	Generic, NDC		Select
Hydrocortisone Acetate		Pharmacy	Generic, NDC		Select
Hydrocortisone Butyrate		Pharmacy	Generic, NDC		Select
Hydrocortisone Maximum Strength		Pharmacy	Generic, NDC		Select
Hydrocortisone Plus	1%, Cream, Topical application	Pharmacy	Generic, NDC		Select
Hydrocortisone Plus 12	1%, Cream, Topical application	Pharmacy	Generic, NDC		Select
Hydrocortisone Valerate		Pharmacy	Generic, NDC		Select
Hydrofluoric Acid	49%, Powder, Route Not Applicable	Pharmacy	Generic, NDC		Select
Hydrofluoric Acid 47-52%	Solution, Route Not Applicable	Pharmacy	Generic, NDC		Select
Hydrogel	Gel/Jelly, Route Not Applicable	Pharmacy	Generic, NDC		Select
Hydrogen Peroxide		Pharmacy	Generic, NDC		Select
Hydrogen Peroxide 2.5%-3.5%	Solution, Route Not Applicable	Pharmacy	Generic, NDC		Select
Hydrophor	42%, Ointment, Topical application	Pharmacy	Brand, NDC		Select
Hydroquinone		Pharmacy	Generic, NDC		Select

- As medications are added, the orders will display on the scratchpad (right hand side of screen). Repeat steps as needed until all medications have been added.
- Select Order Details (bottom right corner) to review the orders.



ORDER ENTRY - SEARCH - RESIDENT ZZZ SAMPLE | MR# 1234 | DOB: 01/01/1920 | 101yr | Female | Acute respiratory failure with hypoxia

Mini Rx Profile | Check PDMP | Allergies (9) | Diagnoses (1) | Client Reported Rx

Pharmacy Order

Search: Name Keyword | Filters: Rx Library | My Practice | Diagnosis | Additional Med Filters | Pharmacy | Preferred Pharmacy | No Pharmacy / Patient Choice | Change Pharmacy | Clear All | Search

Order	Strength/Form/Route	Order Type	Additional Info	Formulary	Details
Lasix	40 MG, Tablet, Oral	Pharmacy	Brand, NDC		Select
Furosemide		Pharmacy	Generic, NDC		Select

SCRATCHPAD

- Hydrobromic Acid 47-49% Route Not Applicable Liquid
- Hydrocil Instant 3.5 GM/1 Dose Oral Powder for Suspension
- Tylenol 8 Hour 650 MG Oral Tablet, Extended Release
- Lasix 40 MG Oral Tablet

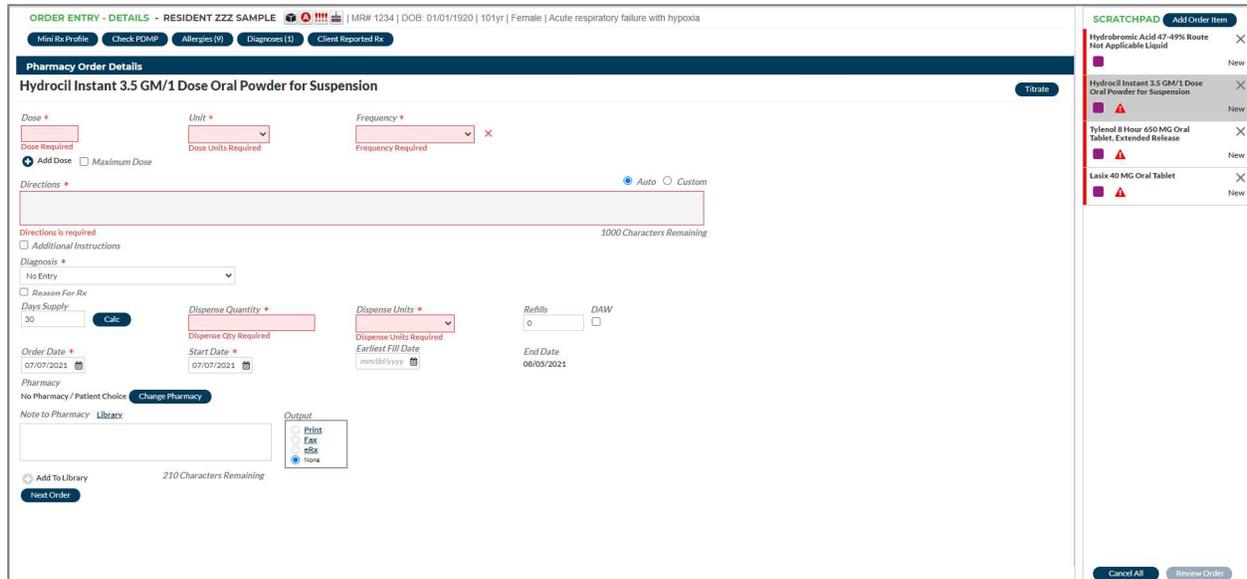
Remove Orders if not applicable

Warnings displayed for Medications

Select Order Details when ready to review order. This option is chosen when the user is done selecting all the medications

Cancel All | Order Details

- Required fields are in red.
  - After Dose, Unit, and Frequency have been entered the directions are auto-calculated.



**Pharmacy Order Details**  
**Hydrocil Instant 3.5 GM/1 Dose Oral Powder for Suspension**

Dose \* [ ] Unit \* [ ] Frequency \* [ ]

Directions \* [ ]

Additional Instructions [ ]

Diagnosis \* [ ]

Order Date \* [ ] Start Date \* [ ] Earliest Fill Date [ ] End Date [ ]

Pharmacy [ ]

Output: [ ] Print [ ] Fax [ ] eRx [ ] None [ ]

SCRATCHPAD: Hydrobromic Acid 47-49% Route Not Applicable Liquid, Hydrocil Instant 3.5 GM/1 Dose Oral Powder for Suspension, Tylenol 8 Hour 650 MG Oral Tablet, Extended Release, Lasix 40 MG Oral Tablet.

- If choosing custom directions, a warning will emphasize that the user should check Dose, Unit, and Frequency.
- Directions flow back to the notes of the order in myUnity.



**Pharmacy Order Details**  
**Tylenol 8 Hour 650 MG Oral Tablet, Extended Release**

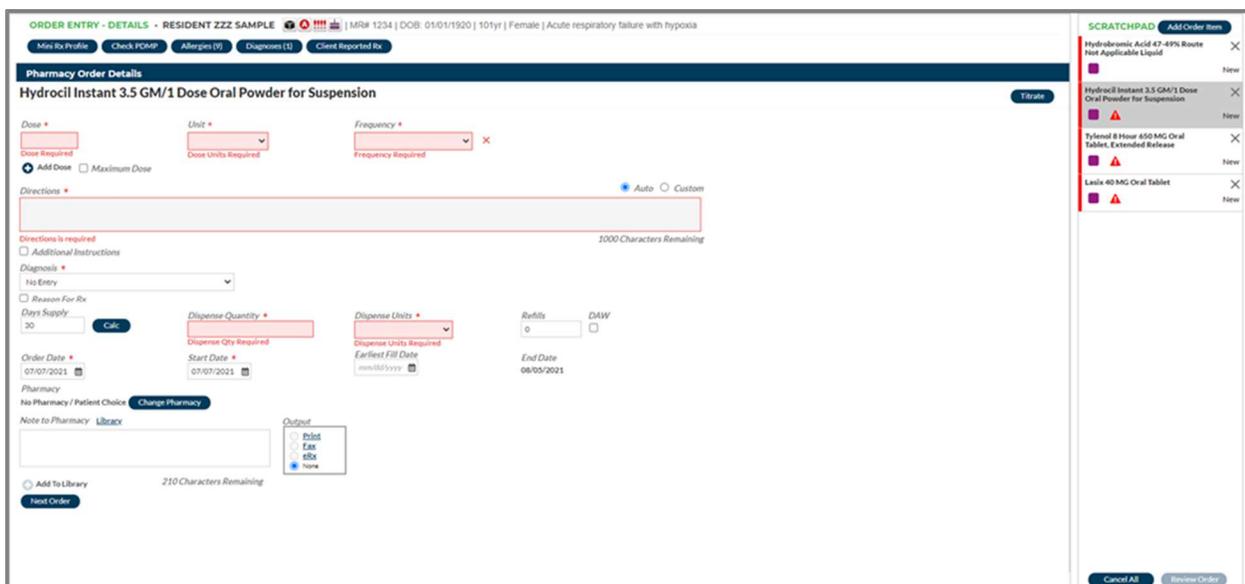
Dose \* 2 Unit \* Tablet Frequency \* Twice a Day

Directions \* Take two (2) tablets by mouth twice a day

Please ensure these directions match the dosages and maximum dose information

- Select Add Dose to add additional doses, which will allow for multiple frequencies.
  - For example, if you have a medication order for two times daily but also PRN, the user can select Add Dose to add the additional frequency.
  - Tip: If multiple strengths and forms of a medication are desired, users may click on the small plus sign (+) to the left of the medication name on the Custom Orders screen to create an additional entry on the order for the same medication. Each entry would then be dosed separately.
- Additional instructions can be entered, but these will stay in OrderConnect and not flow back to myUnity.
- A diagnosis can be tied to an order and is typically required for a controlled substance, creating an association between the medication and the client diagnosis.
  - This builds the user libraries accessible from Order Entry > Search as well as in OrderConnect reports.
    - Failure to select a diagnosis will trigger a reminder message.
    - OC-NX does not check for off-label prescribing.

- Tip: If the medication being ordered is not related to a listed diagnosis, the user may select “No Entry” to proceed with the order.
- Reason for RX can be added to the order, and will be sent to the pharmacy in the Note to Pharmacist field.
- Day supply quantity defaults but can be changed, and can be left blank for open ended orders.
- Dispense quantity is calculated from Dose/Unit/Frequency and Days supply of the order. If Days Supply is adjusted the Dispense Quantity will be re-calculated.
- Dispense Units are typically the same as the unit of the order.
- Refills are only used for non-controlled meds or controlled meds, schedules III-V. Schedule II medications cannot have refills.



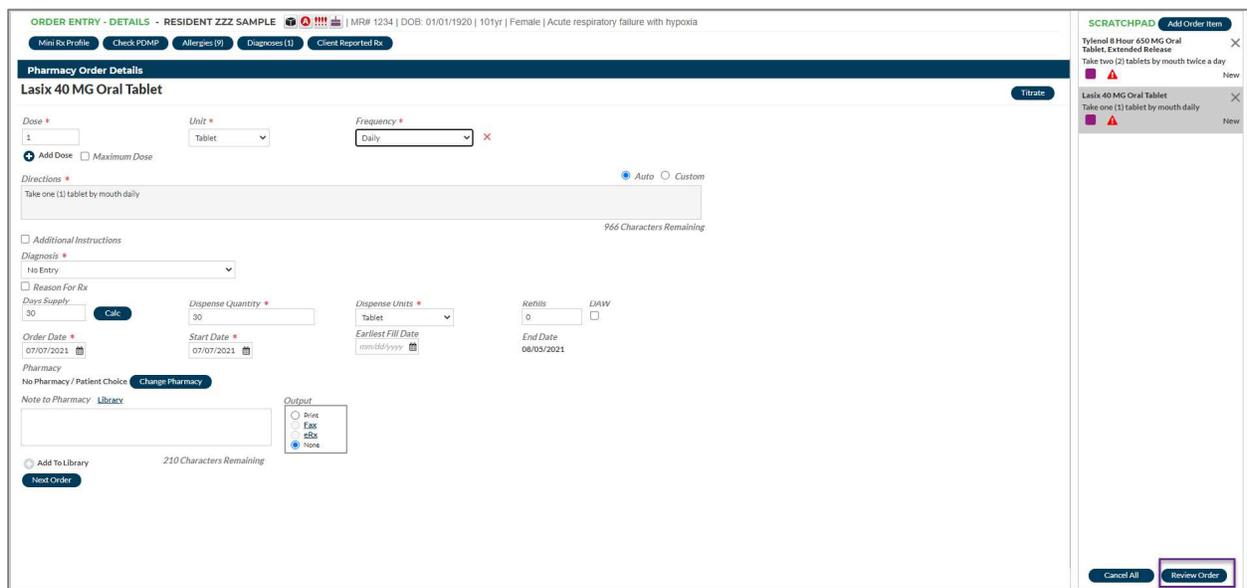
- Enter the Order date and Start date. These will default to current date but can be changed and can be different from one another, although the start date cannot be earlier than the order date.
  - The End date of the medication is not an editable field. It is auto-calculated based on start date, number of days supply plus refills (if applicable).
- Earliest fill date: The DEA states that this field should be completed if (1) a prescriber or agent prescribes more than one schedule II medication of the same strength, form and route at a time or if there is already an active order for the same medication of the same strength, form and route; or (2) if a prescriber or agent reorders a schedule II medication with days remaining.

*For organizations that have gone through Netsmart’s implementation of EPCS, OrderConnect makes this a required field under these workflows. Although the field is not required in other circumstances it can be used anytime a prescriber wishes to convey to the pharmacy an Earliest Fill Date for the medication. This date will appear on all prescription output types.*

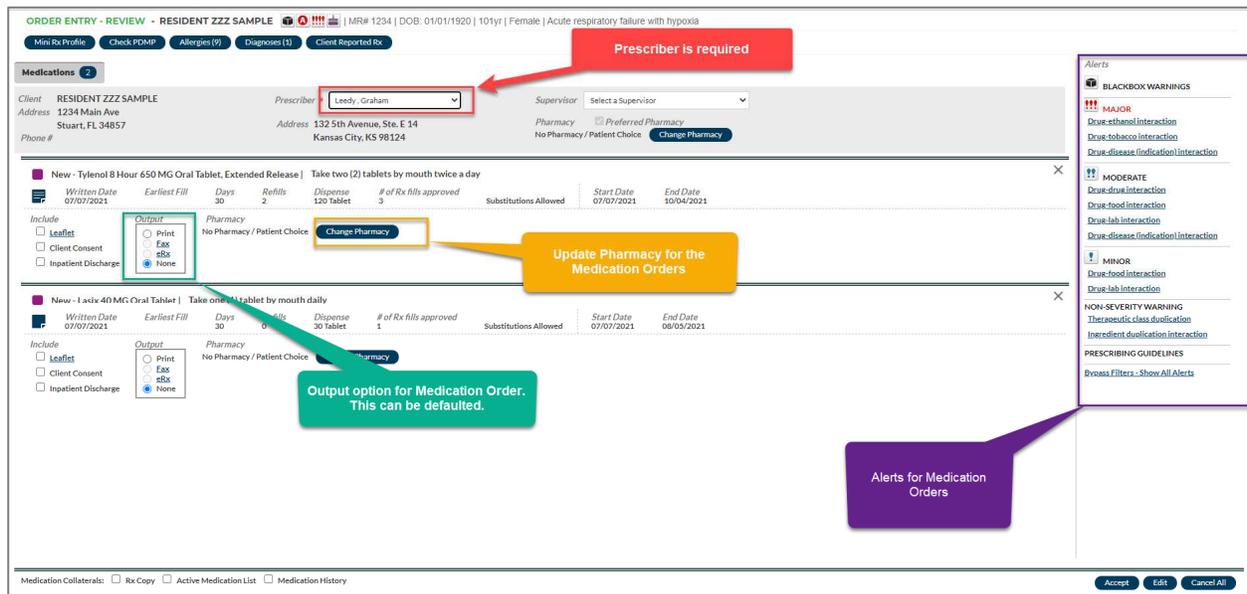
- Indicate DAW if the medication is to be Dispensed as Written; orders not selected as DAW will be recorded and output as Substitutions Allowed.
- Select the pharmacy from the Order Entry screens.
- The Note to Pharmacy will go directly to the pharmacy. All notes can be kept in a library to easily select for other medication orders.
  - Each individual user has a Note to Pharmacist library that cannot be shared among users.



- Verify all items are correct before proceeding to the next order; select the next order from the scratchpad or select Next Order.
- After verifying all orders items are correct select Review Order for validation.



## Order Entry Review



**ORDER ENTRY - REVIEW - RESIDENT ZZZ SAMPLE** | MR# 1234 | DOB: 01/01/1920 | 101yr | Female | Acute respiratory failure with hypoxia

Mini Rx Profile | Check PDMP | Allergies (9) | Diagnoses (1) | Client Reported Rx

**Medications (2)**

Client: RESIDENT ZZZ SAMPLE  
 Address: 1234 Main Ave, Stuart, FL 34857  
 Phone #: [Redacted]

Prescriber: **Leebly, Graham** (Selected)  
 Supervisor: Select a Supervisor  
 Pharmacy: Preferred Pharmacy (Selected) | No Pharmacy / Patient Choice | **Change Pharmacy**

**Alerts**

- BLACKBOX WARNINGS
- MAJOR
  - Drug-ethanol interaction
  - Drug-tobacco interaction
  - Drug-disease (indication) interaction
- MODERATE
  - Drug-drug interaction
  - Drug-food interaction
  - Drug-lab interaction
  - Drug-disease (indication) interaction
- MINOR
  - Drug-food interaction
  - Drug-lab interaction
- NON-SEVERITY WARNING
  - Theoretical class duplication
  - Ingredient duplication
  - Interaction
- PRESCRIBING GUIDELINES
- Process Filters - Show All Alerts

Medication Collaterals:  Rx Copy  Active Medication List  Medication History

Buttons: **Accept** | **Edit** | **Cancel All**

- Selecting a prescriber is required for the Medication orders. The prescriber selected here is the prescriber/provider that is ordering the medication(s).
  - If the user logged in is a prescriber, their name will automatically appear in the prescriber box. If the user logged in is entering an order on behalf of a prescriber, the dropdown box must be used to select the prescriber on whose behalf the Verbal Order is being written. The order cannot be submitted without a valid prescriber name in the 'prescriber' box.
  - A supervised staff member may be required to select a supervising physician.
- The user can select all warnings for the medication orders. The warnings for the medication orders will be displayed by severity.

**Note:** Your facility system administrator may require that users acknowledge and/or input an override reason when certain types of alerts are present during the prescribing event. Please check with your facility administrator regarding the policy at your facility.

- Output option- In UAT Environments, this will default to NONE. In Production environments, this will default to e-RX. The clinician can always print the order or fax the order as well. These options can be updated before accepting the order.
  - **Print**- Sends the order to a local printer using the computer's Windows print manger.
  - **Fax**- Sends the order directly from the application to the fax number associated with the pharmacy selected at the top of the confirmation/review. The fax option will be available if the selected pharmacy has a valid fax number within their listing in OrderConnect.
  - **eRx**- Sends the order via electronic transmission to the pharmacy selected at the top of the confirmation/review screen. The eRx option will be available for an order under the following circumstances.
    - The client record contains a valid date of birth and full address.

- The Prescriber and Pharmacy are both Surescripts-certified.
- The order does not contain a controlled substance.

**Note:** The type of output for a facility can be defaulted by the facility administrator in the OrderConnect Admin Tool. This is a facility setting. If the desired option is not available, the application will default to PRINT.

- TIP: If a desired output option is not available, users can hold the cursor over the desired option and obtain an explanation as to why that output option is not being presented as available.
- Pharmacy for Medication orders- The pharmacy can be selected pertaining to the order or the patient. To select the pharmacy of choice when sending the prescription electronically, the user will select 'Change Pharmacy.'
  - The user can search by location. If the pharmacy has an **eRX** icon then that means that is a e-RX pharmacy that has been registered with Surescripts. If an eRX icon is not located by the pharmacy, then that pharmacy would not be eligible for electronic prescription orders. These orders would need to be efaxed to the pharmacy.
  - The user will start by searching for the Pharmacies. Once the appropriate pharmacy is located, the user will select it and that will be the Pharmacy attached to the order.
  - TIP: After pharmacy is selected, you may associate it as the patient's Preferred Pharmacy by clicking on the Preferred Pharmacy check box to the right of the pharmacy option. The word SAVED will appear in red when a new pharmacy is saved as the patient's default. A prompt will appear on the screen asking if you'd like to use the selected pharmacy as the default for all medications in the order.

**Note:** If the patient's preferred pharmacy cannot be located in the pharmacy search, please contact your facility's system administrator for assistance. OrderConnect Support does not have access to add a pharmacy for a facility.

**PHARMACY SEARCH**

Pharmacy Keyword \*     Mile Radius: All    Location: Patient's Home    Pharmacy Type: All    Search    Filter By Pharmacy Flags    Chosen By Patient

Miles	Pharmacy ▲	Address	City, State, Zip	Phone	Type	Assigned Flags	
N/A	WALGREENS DRUG STORE #03110	692 SW Prima Vista Blvd	Port Saint Lucie, FL 34983	(772) 879-0522	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #03828	2110 SE Ocean Blvd	Stuart, FL 34996	(772) 283-1045	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #04001	280 SW Port St Lucie Blvd	Port Saint Lucie, FL 34984	(772) 878-6353	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #04075	100 NW Park St	Okeechobee, FL 34972	(863) 357-1754	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #04174	3053 SW Martin Downs Blvd	Palm City, FL 34990	(772) 288-0105	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #04391	2501 Virginia Ave	Fort Pierce, FL 34981	(772) 595-3077	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #04727	4950 S US Highway 1	Fort Pierce, FL 34982	(772) 466-7106	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #04804	1661 NW Saint Lucie West Blvd	Port Saint Lucie, FL 34986	(772) 873-1892	Retail	eRx 24H	<span>Select</span>
N/A	WALGREENS DRUG STORE #05255	3180 SE Federal Hwy	Stuart, FL 34994	(772) 288-6468	Retail	eRx	<span>Select</span>
N/A	WALGREENS DRUG STORE #05335	7620 S US Highwav 1	Port Saint Lucie, FL 34983	(772) 878-1505	Retail	eRx	<span>Select</span>

Cancel

- The user can include Leaflets, Client Consents, and an Inpatient Discharge flag to the medication orders. The user also has the ability to select 'RX Copy' (which will give an RX copy of the order submitted), Active Medication List, and Medication History. If these items are selected they will print when submitting the order.
  - **Leaflet-** Patient Education Leaflets are written on a 6th grade reading level and are available in up to 17 languages. They are updated every 30 days.
  - **Consent-** The Client Consent form is a standardized consent form that cannot be customized by the facility. Each Client Consent automatically generates a copy of the Education Leaflet. Therefore, the leaflet option will be grayed out whenever Client Consent is selected.
  - **Inpatient Discharge-** Used for discharge medication orders.



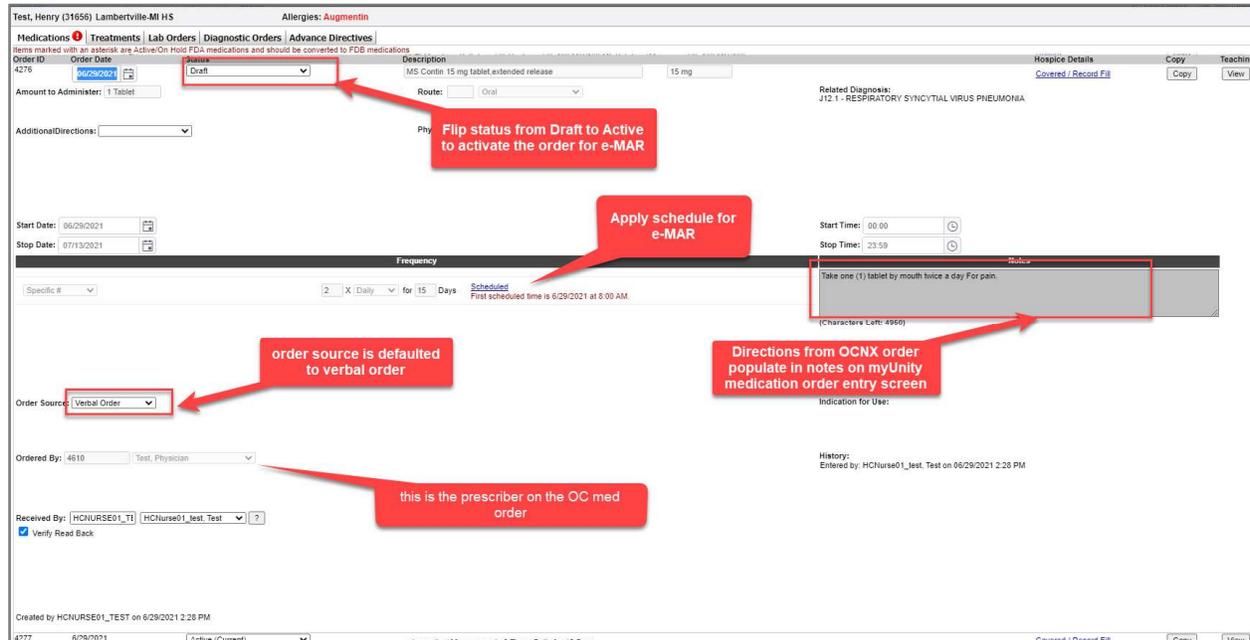
The screenshot shows a medication order form for Tylenol 8 Hour 650 MG Oral Tablet. The form includes fields for 'Written Date', 'Earliest Fill', 'Days', 'Refills', 'Dispense', '# of Rx fills approved', 'Substitutions Allowed', 'Start Date', and 'End Date'. There are two main sections for 'Include' and 'Output' options. The 'Include' section has checkboxes for 'Leaflet', 'Client Consent', and 'Inpatient Discharge'. The 'Output' section has radio buttons for 'Print', 'Fax', 'SMS', and 'None'. A callout box points to the 'Include' section with the text: "Options to select if the user wants it included when the pharmacy distributes to Medication". Another callout box points to the 'Output' section with the text: "Can select these options prior to submitting the order and these options will print when selected". At the bottom of the form, there are checkboxes for 'Medication Collaterals', 'Rx Copy', 'Active Medication List', and 'Medication History'. A callout box points to these checkboxes with the text: "Accept to submit the order. Edit to return to order details. Cancel All to cancel the order". The 'Accept', 'Edit', and 'Cancel All' buttons are highlighted in red.

- Accept the Order to submit.
  - To change the order before submitting, select Edit.
  - To cancel the order, select Cancel All and the entire order will be cancelled.

## Activating Orders in myUnity

After the orders are added with Single Sign On (SSO) from myUnity to OC-NX, then the orders will populate on the medication profile inside of myUnity. The nurse/agent is typically required to activate the medication for Medication Administration (e-MAR). The nurse can select the Status dropdown and select Active (Current) to activate the order. The active medication status is used to provide an accurate list of Active medications on the medication profile.

**Enterprise ONLY:** When the medications become activated on Medication Entry Screen they will also populate as active medications inside of Clinical.



- During the 'Activation' process in myUnity, the 'standard clinical times' that can auto populate the schedule, the org parameters that allow them to auto populate the source, and the 'Add/Update Drug Classes' option that allows 'phys mons' to be auto-added based on the drug class.
- **Enterprise Outpatient ONLY-** The Outpatient Controlled substance medication orders can be auto-activated prior to the orders being approved by the providers. This allows for medication administration for the patient.
- When finished up with the order, Submit the order at the bottom. Orders become activated on Medication Profile.



- **Enterprise ONLY-** Active/Discontinued Medications will be displayed on Medication profile inside of myUnity Clinical.

Home > MEDICATION PROFILE Printer-Friendly Version | Audit Trail

**MEDICATION PROFILE**

Patient: Test, Henry - 31656 (Select an Action)

Chart: 1 Benefit Period: 1 Caregiver: (System) Visit Date: 11/24/2020

Edit Medications

Allergies		Start Effective Date		Discontinued Date	
Augmentin		11/24/2020			

List all medications and treatments (include over-the-counter medications, herbal, and other alternative treatments).

Start Date	Code	Gray medications are active	Route	Dose	Frequency	Class	Indication	Date Teaching Performed	D/C Date
11/24/2020		gabapentin 100 mg capsule	Oral	100mg	Every 6 Hours for 5 Days	Anticonvulsant - GABA Analogs			11/28/2020
11/25/2020		doxycycline monohydrate 40 mg capsule, immediate - d	Oral	40mg	Every 1 Day for 13 Days	Dermatological - Rosacea Therapy,			12/07/2020
03/18/2021		Sylvestrol 0.1%-2.0% Lotion	Topical	1 Application	Every 1 Day for 1 Day				03/18/2021
03/18/2021		Tylenol Arthritis Pain 650 mg tablet, extended release	Oral	1 Tablet	Every 1 Day	Analgesic or Antipyretic Non-Opioid			
03/18/2021		amoxicillin 125 mg chewable tablet	Oral	2 Tablet	3 Times Daily for 15 Days	Aminopenicillin Antibiotic	Infection		04/01/2021
03/18/2021		Lasix 20 mg tablet	Oral	2 Tablet	Every 1 Day for 15 Days	Diuretic - Loop			03/30/2021
03/18/2021		Lasix 20 mg tablet	Oral	1 Tablet	Every 2 Days for 15 Days	Diuretic - Loop			03/30/2021
03/18/2021		MS Contin 30 mg tablet, extended release	Oral	2 Tablet	2 Times Daily for 15 Days	Analgesic Opioid Agonists			03/30/2021
03/20/2021		morphine concentrate 100 mg/5 mL (20 mg/mL) oral sol	Oral	0.2 Milliliter	PRN Every 1 Hour for 15 Days	Analgesic Opioid Agonists			04/13/2021
04/28/2021		acetaminophen 325 mg tablet	Oral	2 Tablet	2 Times Daily	Analgesic or Antipyretic Non-Opioid			
04/28/2021		morphine (PF) 0.5 mg/mL injection solution	Other	0.5 Milliliter	3 Times Daily for 90 Days	Analgesic Opioid Agonists			06/29/2021
04/28/2021		hydrocodone 10 mg-chlorpheniramine 8 mg/5 mL oral s	Oral	8 Milliliter	Every 1 Day for 90 Days	Opioid Antitussive-1st Generation A			06/29/2021
04/28/2021		Coumadin 2 mg tablet	Oral	2 mg	Every 6 Hours	Anticoagulants - Coumatin			
04/28/2021		Tylenol Arthritis Pain 650 mg tablet, extended release	Oral	1 Tablet	2 Times Daily for 30 Days	Analgesic or Antipyretic Non-Opioid			05/27/2021

- Medication statuses can only be updated inside of OrderConnect-NX. For orders submitted in OC-NX, the statuses cannot be updated through myUnity, only OC-NX.

## Prescribers' Queue of Verbal Orders

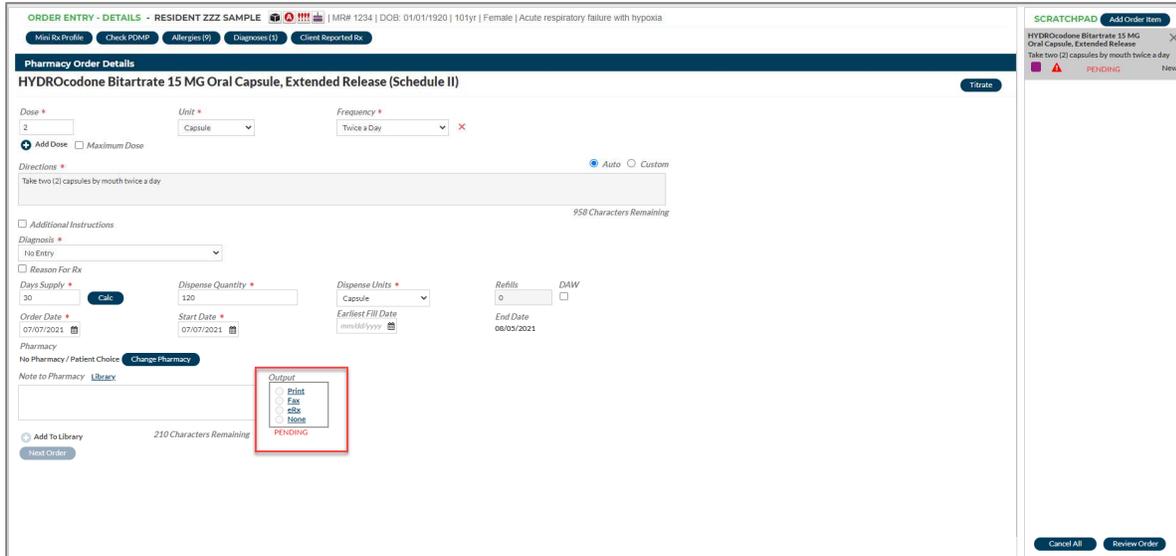
For organizations who wish to have verbal orders go to a queue prior to them being issued a facility setting in the OrderConnect Admin Tool allows this. An organization can decide if they want:

- no verbal orders going to the queue (this is the default);
- all verbal orders going to the queue;
- only verbal orders for controlled substances going to the queue.

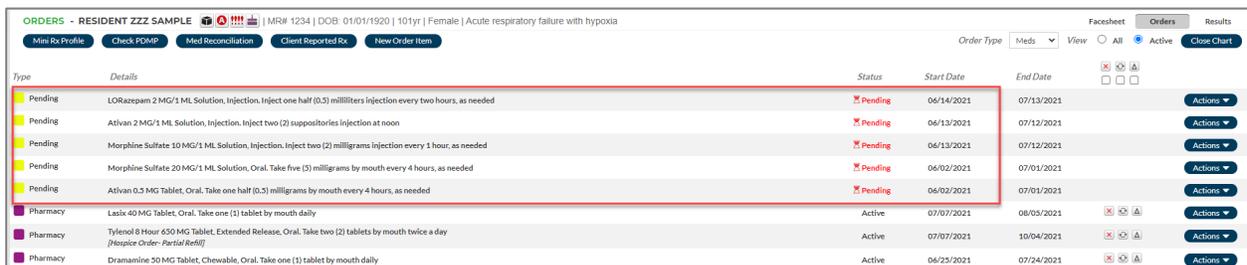
The organization's system administrator can adjust the setting for this in the OC Admin Tool, Options tab. [As a note, when organizations go through Netsmart's implementation of EPCS, the DEA mandates that at a minimum, all verbal orders for controlled substances go to the Prescribers' Queue.]

## Example of How the Queue Works: Creating a Verbal Order for a Controlled Substance Prescription Agent:

If a prescriber agent creates a verbal order for a controlled substance she can proceed as usual through the application. However, she will notice on the Order Confirmation screen that there are not any output options for the prescription. Rather, she will see the word "Pending."



- After the prescriber agent clicks the “Accept” button, the prescription will go into a Pending status until the prescriber “signs” it. It will show as “Pending” on the Orders screen and be labeled as such.



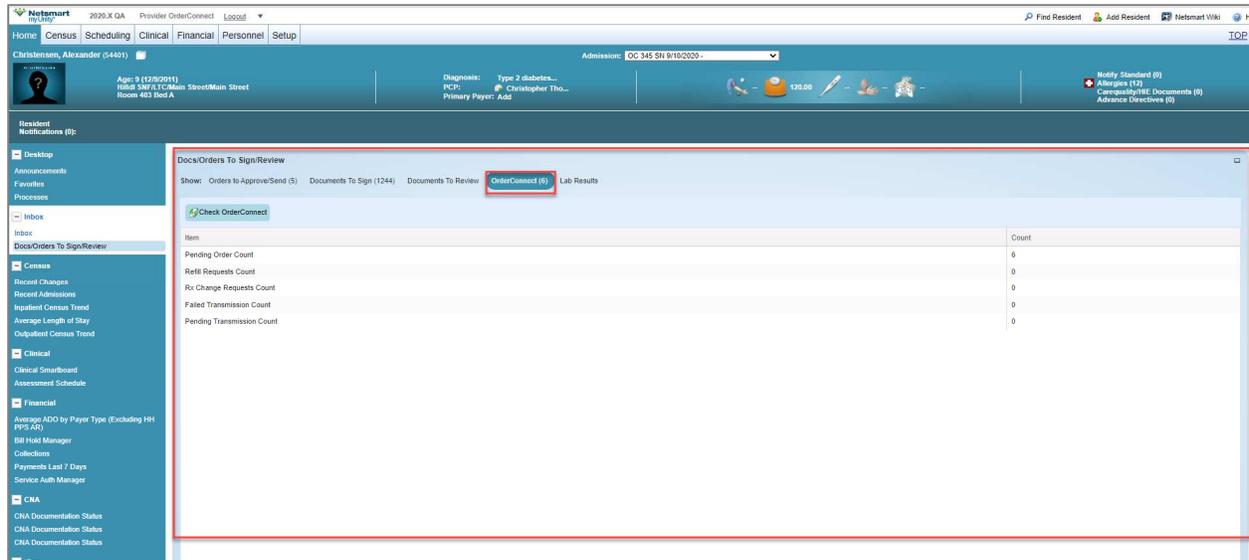
Type	Details	Status	Start Date	End Date	Actions
Pending	LORazepam 2 MG/1 ML Solution, Injection, Inject one half (0.5) milliliters injection every two hours, as needed	Pending	06/14/2021	07/13/2021	Actions
Pending	Ativan 2 MG/1 ML Solution, Injection, Inject two (2) suppositories Injection at noon	Pending	06/13/2021	07/12/2021	Actions
Pending	Morphine Sulfate 10 MG/1 ML Solution, Injection, Inject two (2) milligrams injection every 1 hour, as needed	Pending	06/13/2021	07/12/2021	Actions
Pending	Morphine Sulfate 20 MG/1 ML Solution, Oral, Take five (5) milligrams by mouth every 4 hours, as needed	Pending	06/02/2021	07/01/2021	Actions
Pending	Ativan 0.5 MG Tablet, Oral, Take one half (0.5) milligrams by mouth every 4 hours, as needed	Pending	06/02/2021	07/01/2021	Actions
Pharmacy	Lasix 40 MG Tablet, Oral, Take one (1) tablet by mouth daily	Active	07/07/2021	08/03/2021	Actions
Pharmacy	Tylenol 8 Hour 450 MG Tablet, Extended Release, Oral, Take two (2) tablets by mouth twice a day [Hospital Order- Partial Refill]	Active	07/07/2021	10/04/2021	Actions
Pharmacy	Dramamine 50 MG Tablet, Chewable, Oral, Take one (1) tablet by mouth daily	Active	06/25/2021	07/24/2021	Actions

- In myUnity, pending medications will have an asterisk\* next to the name of the medication order until approved by the provider.

Order ID	Description	Status	Teaching In
1060434	* ibuprofen-oxycodone 400 mg-5 mg tablet	Draft	View
1060437	* Zoloft 25 mg tablet	Draft	View

## Prescriber: Retrieving Verbal Orders for Controlled Substance Prescriptions

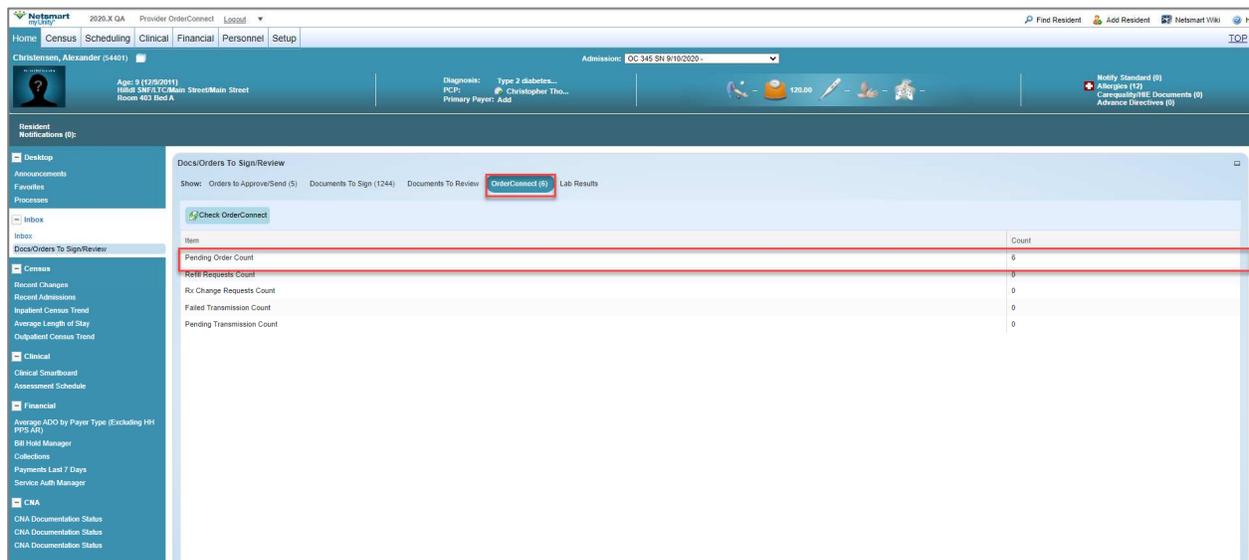
If logged in as a provider inside of myUnity, the provider can access his/her queue from their home screen of the application. The Docs/Orders to Sign/Review widget will be a Home Widget on their Home Screen of myUnity.



The screenshot shows the Netsmart myUnity interface for a provider. The top navigation bar includes Home, Census, Scheduling, Clinical, Financial, Personnel, and Setup. The user is logged in as Christopher, Alexander (54401). The main content area is titled 'Docs/Orders To Sign/Review' and shows a list of items to review. The 'OrderConnect (6)' link is highlighted with a red box. Below the link is a table with the following data:

Item	Count
Pending Order Count	6
Refill Requests Count	0
Rx Change Requests Count	0
Failed Transmission Count	0
Pending Transmission Count	0

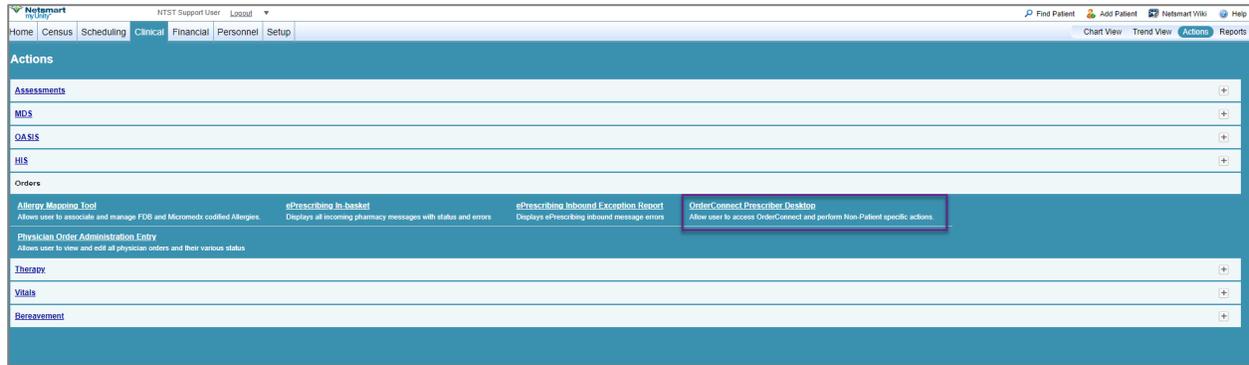
- The provider can access and SSO into OC-NX from myUnity by selecting **Pending Order Count** and this will launch OC-NX in another tab. Once logged into OC-NX, the provider can see their queue count.



The screenshot shows the same Netsmart myUnity interface as above. The 'Pending Order Count' row in the table is highlighted with a red box. The table data is as follows:

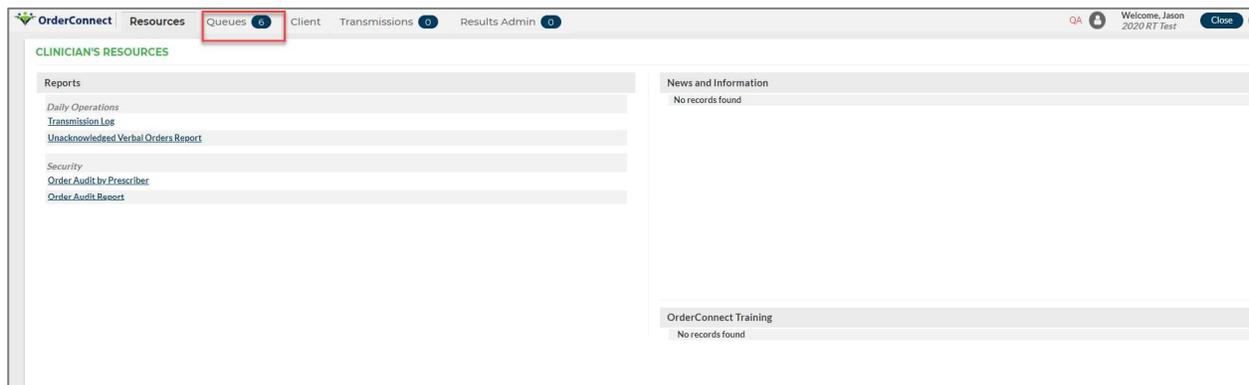
Item	Count
Pending Order Count	6
Refill Requests Count	0
Rx Change Requests Count	0
Failed Transmission Count	0
Pending Transmission Count	0

- Providers can also access OC-NX with SSO from back office. Clinical-Actions-Orders-OrderConnect Prescriber Desktop. From here, the provider can select it and SSO into OC-NX.



## Prescriber: Signing Verbal Orders for Controlled Substance Prescriptions

After a prescription has been created by a prescriber agent it will stay in a pending status until the prescriber ‘signs’ it. There will be an indication of how many verbal orders a prescriber has in his queue at the top of the screens in OrderConnect-NX and on the Prescribers Desktop screen. It does not matter which patient record a prescriber is in, the number reflected at the top of the screen indicates the total number of verbal orders in the prescriber’s queue across all his patients.



- When the prescriber clicks the Queue tab they will be taken to their verbal order queue. This is the same place where they’ll see any electronic refill requests that have come in. (if they have elected to use that functionality).

OrderConnect Resources Queues Client Transmissions Results Admin

PRESCRIBERS QUEUE Provider: Jackson, Jason

Verbal Orders (5) Rx Change Requests (0) Renewal Requests (0) Unmatched Requests (0)

Received	Patient Name	Prescriber	Prescription	Schedule	Diagnosis	Pharmacy																	
12/09/2020	<a href="#">Murphy, Justin E</a>	J. Jackson	<table border="1"> <thead> <tr> <th>Received</th> <th>Agent</th> <th>Order ID</th> <th>Action</th> <th>Prescription</th> <th>Schedule</th> <th>Diagnosis</th> <th>Pharmacy</th> </tr> </thead> <tbody> <tr> <td><a href="#">review</a></td> <td>12/09/2020</td> <td>C. Thompson</td> <td>307490</td> <td>New Order</td> <td>Mixed Amphetamine Salt - 5 MG, CER, PO Take one (1) capsule by mouth daily</td> <td>2</td> <td>Post-traumatic stress disorder, chronic</td> <td>420 Test Pharmacy</td> </tr> </tbody> </table>	Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy	<a href="#">review</a>	12/09/2020	C. Thompson	307490	New Order	Mixed Amphetamine Salt - 5 MG, CER, PO Take one (1) capsule by mouth daily	2	Post-traumatic stress disorder, chronic	420 Test Pharmacy	2	Post-traumatic stress disorder, chronic	420 Test Pharmacy
Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy																
<a href="#">review</a>	12/09/2020	C. Thompson	307490	New Order	Mixed Amphetamine Salt - 5 MG, CER, PO Take one (1) capsule by mouth daily	2	Post-traumatic stress disorder, chronic	420 Test Pharmacy															
12/21/2020			<table border="1"> <thead> <tr> <th>Received</th> <th>Agent</th> <th>Order ID</th> <th>Action</th> <th>Prescription</th> <th>Schedule</th> <th>Diagnosis</th> <th>Pharmacy</th> </tr> </thead> <tbody> <tr> <td><a href="#">review</a></td> <td>12/21/2020</td> <td>C. Thompson</td> <td>312263</td> <td>New Order</td> <td>Adderall - 5 MG, TAB, PO Take one (1) tablet by mouth daily</td> <td>2</td> <td>No Entry</td> <td>420 Test Pharmacy</td> </tr> </tbody> </table>	Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy	<a href="#">review</a>	12/21/2020	C. Thompson	312263	New Order	Adderall - 5 MG, TAB, PO Take one (1) tablet by mouth daily	2	No Entry	420 Test Pharmacy	2	No Entry	420 Test Pharmacy
Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy																
<a href="#">review</a>	12/21/2020	C. Thompson	312263	New Order	Adderall - 5 MG, TAB, PO Take one (1) tablet by mouth daily	2	No Entry	420 Test Pharmacy															
12/29/2020	<a href="#">Richesin, Phillip</a>	J. Jackson	<table border="1"> <thead> <tr> <th>Received</th> <th>Agent</th> <th>Order ID</th> <th>Action</th> <th>Prescription</th> <th>Schedule</th> <th>Diagnosis</th> <th>Pharmacy</th> </tr> </thead> <tbody> <tr> <td><a href="#">review</a></td> <td>12/29/2020</td> <td>C. Thompson</td> <td>314322</td> <td>New Order</td> <td>oxyCODONE HCl-ibuprofen - 400 MG-5 MG, TAB, PO Take one (1) tablet by mouth as directed</td> <td>2</td> <td>Side Effects</td> <td>420 Test Pharmacy</td> </tr> </tbody> </table>	Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy	<a href="#">review</a>	12/29/2020	C. Thompson	314322	New Order	oxyCODONE HCl-ibuprofen - 400 MG-5 MG, TAB, PO Take one (1) tablet by mouth as directed	2	Side Effects	420 Test Pharmacy	2	Side Effects	420 Test Pharmacy
Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy																
<a href="#">review</a>	12/29/2020	C. Thompson	314322	New Order	oxyCODONE HCl-ibuprofen - 400 MG-5 MG, TAB, PO Take one (1) tablet by mouth as directed	2	Side Effects	420 Test Pharmacy															
01/28/2021	<a href="#">ROE, CHASE</a>	J. Jackson	<table border="1"> <thead> <tr> <th>Received</th> <th>Agent</th> <th>Order ID</th> <th>Action</th> <th>Prescription</th> <th>Schedule</th> <th>Diagnosis</th> <th>Pharmacy</th> </tr> </thead> <tbody> <tr> <td><a href="#">review</a></td> <td>01/28/2021</td> <td>C. Thompson</td> <td>324870</td> <td>New Order</td> <td>Adderall - 5 MG, TAB, PO Take one (1) tablet by mouth daily</td> <td>2</td> <td>Bipolar disorder, current episode hypomanic</td> <td>-- Chosen by Patient --</td> </tr> </tbody> </table>	Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy	<a href="#">review</a>	01/28/2021	C. Thompson	324870	New Order	Adderall - 5 MG, TAB, PO Take one (1) tablet by mouth daily	2	Bipolar disorder, current episode hypomanic	-- Chosen by Patient --	2	Bipolar disorder, current episode hypomanic	-- Chosen by Patient --
Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy																
<a href="#">review</a>	01/28/2021	C. Thompson	324870	New Order	Adderall - 5 MG, TAB, PO Take one (1) tablet by mouth daily	2	Bipolar disorder, current episode hypomanic	-- Chosen by Patient --															
01/28/2021	<a href="#">Strickland, Bobby E</a>	J. Jackson	<table border="1"> <thead> <tr> <th>Received</th> <th>Agent</th> <th>Order ID</th> <th>Action</th> <th>Prescription</th> <th>Schedule</th> <th>Diagnosis</th> <th>Pharmacy</th> </tr> </thead> <tbody> <tr> <td><a href="#">review</a></td> <td>01/28/2021</td> <td>C. Thompson</td> <td>325399</td> <td>New Order</td> <td>Percocet - 325 MG-10 MG, TAB, PO Take one (1) tablet by mouth as needed</td> <td>2</td> <td>Senile degeneration of brain, not elsewhere classified</td> <td>420 Test Pharmacy</td> </tr> </tbody> </table>	Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy	<a href="#">review</a>	01/28/2021	C. Thompson	325399	New Order	Percocet - 325 MG-10 MG, TAB, PO Take one (1) tablet by mouth as needed	2	Senile degeneration of brain, not elsewhere classified	420 Test Pharmacy	2	Senile degeneration of brain, not elsewhere classified	420 Test Pharmacy
Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy																
<a href="#">review</a>	01/28/2021	C. Thompson	325399	New Order	Percocet - 325 MG-10 MG, TAB, PO Take one (1) tablet by mouth as needed	2	Senile degeneration of brain, not elsewhere classified	420 Test Pharmacy															
05/13/2021	<a href="#">Baggins, Bilbo</a>	J. Jackson	<table border="1"> <thead> <tr> <th>Received</th> <th>Agent</th> <th>Order ID</th> <th>Action</th> <th>Prescription</th> <th>Schedule</th> <th>Diagnosis</th> <th>Pharmacy</th> </tr> </thead> <tbody> <tr> <td><a href="#">review</a></td> <td>05/13/2021</td> <td>C. Thompson</td> <td>377863</td> <td>New Order</td> <td>HYDROcodone Bitartrate - 30 MG, CER, PO Take two (2) capsules by mouth twice a day</td> <td>2</td> <td>No Entry</td> <td>-- Chosen by Patient --</td> </tr> </tbody> </table>	Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy	<a href="#">review</a>	05/13/2021	C. Thompson	377863	New Order	HYDROcodone Bitartrate - 30 MG, CER, PO Take two (2) capsules by mouth twice a day	2	No Entry	-- Chosen by Patient --	2	No Entry	-- Chosen by Patient --
Received	Agent	Order ID	Action	Prescription	Schedule	Diagnosis	Pharmacy																
<a href="#">review</a>	05/13/2021	C. Thompson	377863	New Order	HYDROcodone Bitartrate - 30 MG, CER, PO Take two (2) capsules by mouth twice a day	2	No Entry	-- Chosen by Patient --															

Show 10 entries Showing 1 to 5 of 5 entries

- If the prescriber wants to review the patient's current or historical medications, or if she wants to review the patient's allergies or diagnoses, click on the patient's name on the left side of the screen and a box will open up displaying the information.

PRESCRIBERS QUEUE Provider: Jac

**Patient Profile**

**Patient Name:** Justin E. Murphy  
**MR#:** 93440  
**Age:** 81  
**Weight:**

**Gender:** Male  
**Birthdate:** 04/11/1940

Current Diagnosis		Known Allergies	
Diagnosis	Primary	Allergy	Type
ICD10: F43.12 - Post-traumatic stress disorder, chronic	<input checked="" type="checkbox"/>	STREPTOCOCCUS PNEUMONIAE EXTRACT	MEDICATION
		MELALEUCA	MEDICATION
		CAT'S CLAW	MEDICATION
		chocolate hazelnut flavor	<input checked="" type="checkbox"/>
		A-FREE ULTRA FREEDA	MEDICATION
		ALPHA-KETOGLUTARIC ACID	MEDICATION
		MORPHINE	MEDICATION

**Current Medication Profile** Medication History

Medication Order	Start	End
Adderall - Take one (1) tablet by mouth three times a day	06/04/2021	07/03/2021
Aspirin Adult Low Strength - Take one (1) tablet by mouth as directed	05/28/2021	06/26/2021
Dramamine - Take one (1) tablet by mouth as directed	05/28/2021	06/26/2021
Ora-Plus - four (4) drops as directed every afternoon	04/30/2021	05/29/2021
Alercap - Take one (1) capsule by mouth three times a day	04/28/2021	05/27/2021
Acetaminophen - Take three (3) tablets by mouth daily	01/20/2021	02/18/2021
Tylenol - Take one (1) tablet by mouth as needed	12/21/2020	01/19/2021
Finasteride - Take one (1) tablet by mouth one time only	12/16/2020	12/16/2020
Sepia - Take one (1) tablet by mouth one time only	12/16/2020	12/16/2020
Acetaminophen - Take one (1) tablet by mouth every 3 hours	12/15/2020	01/13/2021
Acetadryl - Take one (1) tablet by mouth every 30 minutes	12/15/2020	01/13/2021

Close

- To approve or deny the verbal order, the prescriber clicks on the review button.

**PRESCRIBERS QUEUE** Provider: Jackson, Jason

Verbal Orders (6) Rx Change Requests (0) Renewal Requests (0) Unmatched Requests (0)

Received	Patient Name	Prescriber	Prescription
12/09/2020	<a href="#">Murphy, Justin E</a>	J. Jackson	<div style="border: 1px solid gray; padding: 2px;">                     Receiv                      review 12/09/2020                 </div>
12/29/2020	<a href="#">Richesin, Phillip</a>	J. Jackson	<div style="border: 1px solid gray; padding: 2px;">                     Receiv                      review 12/29/2020                 </div>
01/28/2021	<a href="#">ROE, CHASE</a>	J. Jackson	<div style="border: 1px solid gray; padding: 2px;">                     Receiv                      review 01/28/2021                 </div>
01/28/2021	<a href="#">Strickland, Bobby E</a>	J. Jackson	<div style="border: 1px solid gray; padding: 2px;">                     Receiv                      review 01/28/2021                 </div>
05/13/2021	<a href="#">Baggins, Bilbo</a>	J. Jackson	<div style="border: 1px solid gray; padding: 2px;">                     Receiv                      review 05/13/2021                 </div>

**Verbal Order Review**

**Verbal Order Request Detail**

Patient Name: Murphy, Justin E Agent: C. Thompson Date of Verbal Order: 12/09/2020

Approve	Deny	Action	Prescription	Schedule	Diagnosis	Pharmacy
<input type="radio"/>	<input checked="" type="radio"/>	New Order	Mixed Amphetamine Salt - 5 MG, CER, PO Take one (1) capsule by mouth daily	2	Post-traumatic stress disorder, chronic	420 Test Pharmacy

Show 10 entries

- The prescriber can then choose to approve or deny the verbal order. If the prescriber denies it, the reason for denial will populate to document the denial.

**Verbal Order Review**

**Verbal Order Request Detail**

Patient Name: Murphy, Justin E Agent: C. Thompson Date of Verbal Order: 12/09/2020

Approve	Deny	Action	Prescription	Schedule	Diagnosis	Pharmacy
<input type="radio"/>	<input checked="" type="radio"/>	New Order	Mixed Amphetamine Salt - 5 MG, CER, PO Take one (1) capsule by mouth daily	2	Post-traumatic stress disorder, chronic	420 Test Pharmacy

Reason for Denial:

not applicable for patient

By Clicking Submit, any Rx records selected for Denial will be permanently deleted from the order.

- If the prescriber approves of the order, it will require her to review the order prior to sending it to the pharmacy.

**Verbal Order Review**

**Verbal Order Request Detail**

Patient Name: Murphy, Justin E Agent: C. Thompson Date of Verbal Order: 12/09/2020

Approve	Deny	Action	Prescription	Schedule	Diagnosis	Pharmacy
<input checked="" type="radio"/>	<input type="radio"/>	New Order	Mixed Amphetamine Salt - 5 MG, CER, PO Take one (1) capsule by mouth daily	2	Post-traumatic stress disorder, chronic	420 Test Pharmacy

ORDER ENTRY - DETAILS - JUSTIN EDWARD MURPHY | MR# 93440 | DOB: 04/11/1940 | 81yr | Male | Post-traumatic stress disorder, chronic

Mini Rx Profile Check PDMP Allergies (7) Diagnoses (1) Client Reported Rx

**Pharmacy Order Details**

**Adderall 5 MG Oral Tablet (Schedule II)** Titrate

Override Route

Dose \* 1 Unit \* Tablet Frequency \* Daily

Add Dose  Maximum Dose

Directions \* Take one (1) tablet by mouth daily Auto Custom

Additional Instructions

Diagnosis \* No Entry

Reason For Rx

Days Supply \* 30  Dispense Quantity \* 30 Dispense Units \* Tablet Refills 0 DAW

Order Date \* 07/07/2021 Start Date \* 07/07/2021 Earliest Fill Date \* 07/07/2021 End Date \* 08/05/2021

Pharmacy 420 Test Pharmacy

Note to Pharmacy  Output: Print Fax eRx None

210 Characters Remaining

- The e-Rx option will be the default output type if working in a production environment. In UAT environments, the default output type will be none. After reviewing the order and confirming the pharmacy information the prescriber will **Accept** the order.

ORDER ENTRY - REVIEW - JUSTIN EDWARD MURPHY | MIR# 93440 | DOB: 04/11/1940 | 61yr | Male | Post-traumatic stress disorder, chronic

Mini Rx Profile | Check POM | Allergies (7) | Diagnoses (1) | Client Reported Rx

**Medications (1)**

Client: JUSTIN EDWARD MURPHY  
 Address: 124 Starbuck Ave, Kansas City, MO 74011  
 Phone #

Prescriber: Jackson, Jason  
 Supervisor  
 Pharmacy: 420 Test Pharmacy (Preferred Pharmacy) | Change Pharmacy

**New - Adderall 5 MG Oral Tablet (Schedule II) | Take one (1) tablet by mouth daily**

Written Date	Earliest Fill	Days	Refills	Dispense	# of Rx fills approved	Substitutions Allowed	Start Date	End Date
07/07/2021		30	0	30 Tablet	1		07/07/2021	08/05/2021

Include:  Leaflet |  Client Consent |  Inpatient Discharge

Output:  Print |  Rx |  None

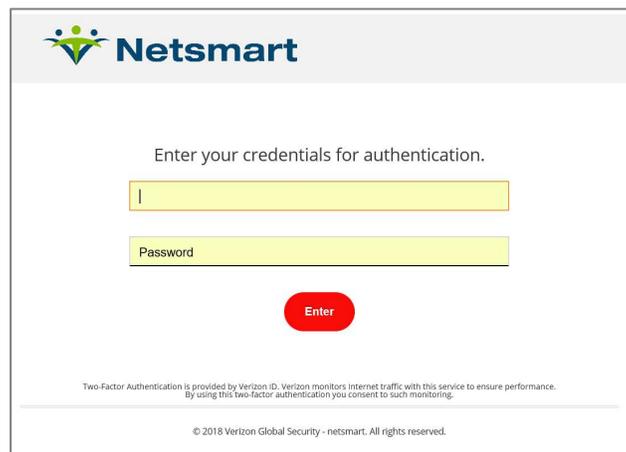
Pharmacy: 420 Test Pharmacy | Change Pharmacy

Medication Collaterals:  Rx Copy |  Active Medication List |  Medication History

Alerts: BLACKBOX WARNINGS, CONTRAINDICATED, MAJOR, NON-SEVERITY WARNING, PRESCRIBING GUIDELINES

Accept | Edit | Cancel All

- When the prescriber approves of the Order, she will be required to enter her OrderConnect-NX Login and then use her hard or soft token if it is a controlled medication.



**Netsmart**

Enter your credentials for authentication.

Password

**Enter**

Two-Factor Authentication is provided by Verizon ID. Verizon monitors Internet traffic with this service to ensure performance. By using this two-factor authentication you consent to such monitoring.

© 2018 Verizon Global Security - netsmart. All rights reserved.

- The token will create a code that the prescriber enters as the 'one-time passcode' when sending out the electronic prescription.

Please choose how you will enter your One-Time Passcode:

**Hard Token (Fob)** | **Soft Token (Cell Phone)**

- After the prescriber has finalized the prescription the medication will now show up on the Orders screen as an active medication. The asterisk (\*) will also fall off on the myUnity medication profile.

FACESHEET - JUSTIN EDWARD MURPHY   MR# 93440   DOB: 04/11/1940   81yr   Male   Post-traumatic stress disorder, chronic			Facesheet	Orders	Results
Start Order	Check Eligibility	Check PDMP			
Take one (1) milliliter by mouth at noon, 30 days, 0 Refills					
Darzalex - 20 MG/1 ML SOL IV	12/10/2020	01/08/2021	Actions		
Inject one (1) milligram intravenously as directed, 30 days, 0 Refills					
Afrin Sinus - 0.05% SPR NS	12/14/2020	01/12/2021	Actions		
Spray two (2) sprays in nostril(s) every 30 minutes, as needed, 30 days, 0 Refills					
12-Hour Nasal - 0.05% SPR NS	12/14/2020	01/12/2021	Actions		
Spray two (2) sprays in nostril(s) every 30 minutes, 30 days, 0 Refills					
Acetaminophen - 80 MG CTB PO	12/15/2020	01/13/2021	Actions		
Take one (1) tablet by mouth every 3 hours, 30 days, 0 Refills					
Acetadryl - 500 MG-25 MG TAB PO	12/15/2020	01/13/2021	Actions		
Take one (1) tablet by mouth every 30 minutes, 30 days, 0 Refills					
Aspirin - 81 MG CTB PO	12/15/2020	01/13/2021	Actions		
Take one (1) tablet by mouth every 2 hours, 30 days, 0 Refills					
Finasteride - 1 MG TAB PO	12/16/2020	12/16/2020	Actions		
Take one (1) tablet by mouth one time only, 1 days, 0 Refills					
Sepia - TAB PO	12/16/2020	12/16/2020	Actions		
Take one (1) tablet by mouth one time only, 1 days, 0 Refills					
Tylenol - 325 MG TAB PO	12/21/2020	01/19/2021	Actions		
Take one (1) tablet by mouth as needed, 30 days, 0 Refills					
Acetaminophen - 80 MG CTB PO	01/20/2021	02/18/2021	Actions		
Take three (3) tablets by mouth daily, 30 days, 0 Refills					
Alercap - 25 MG CAP PO	04/28/2021	05/27/2021	Actions		
Take one (1) capsule by mouth three times a day, 30 days, 0 Refills					
Ora-Plus - SYR NA	04/30/2021	05/29/2021	Actions		
four (4) drops as directed every afternoon, 30 days, 0 Refills					
Aspirin Adult Low Strength - 81 MG ECT PO	05/28/2021	06/24/2021	Actions		
Take one (1) tablet by mouth as directed, 30 days, 0 Refills					
Dramamine - 50 MG CTB PO	05/28/2021	06/24/2021	Actions		
Take one (1) tablet by mouth as directed, 30 days, 0 Refills					
Adderall - 5 MG TAB PO	06/04/2021	07/03/2021	Actions		
Take one (1) tablet by mouth three times a day, 30 days, 0 Refills					
<i>Hospice Medication order</i>					
Adderall - 5 MG TAB PO	07/07/2021	08/05/2021	Actions		
Take one (1) tablet by mouth daily, 30 days, 0 Refills					

- If a user clicks on the name of the medication, a Medication Details box will indicate it was a verbal order and that it was acknowledged by the prescriber.

**MEDICATION DETAILS**    Details    Comments    Order History    ✕

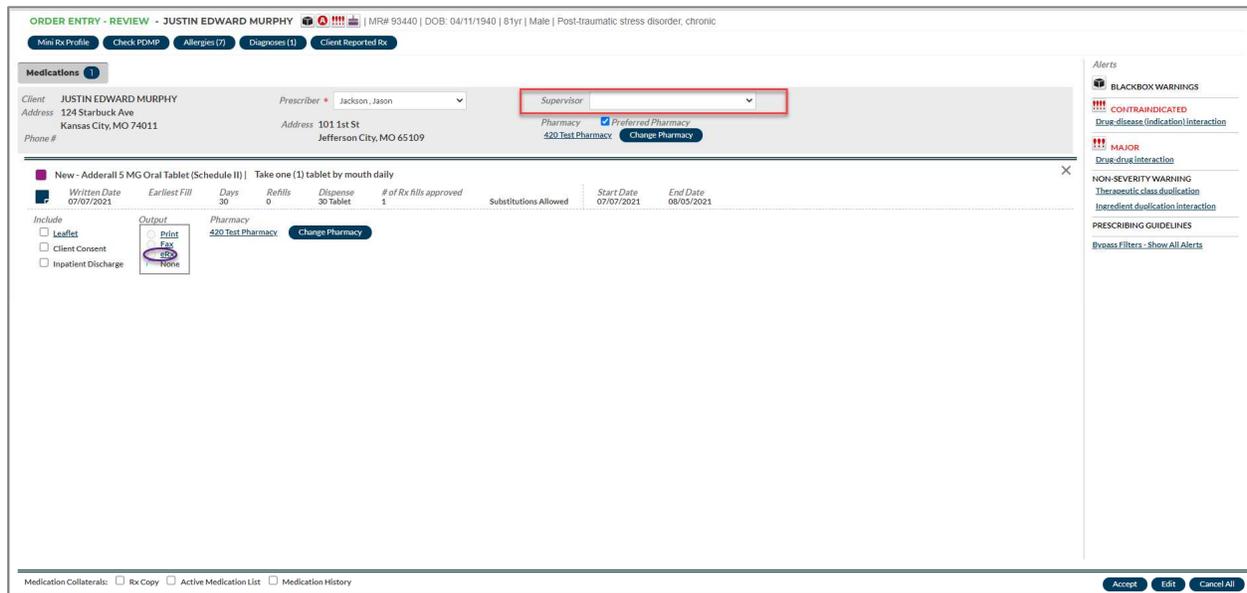
<i>Prescriber</i>	<i>Pharmacy</i>	<i>Client</i>
Jackson, Jason	420 Test Pharmacy	Justin Edward Murphy
DEA#:	3500 Blue Lake Dr	MR#: 93440
NADEAN#:	Ste 410	124 Starbuck Ave
2020 RT Test	Vestavia, AL 35243-1901	Kansas City, MO 74011
101 1st St	Phone: (205) 437-3100	Phone:
Jefferson City, MO 65109	Fax: (404) 728-3226	DOB: 04/11/1940
Phone: (825) 543-9317		Gender: Male
Fax:		

**Darzalex - 20 MG/1 ML, Solution, Intravenous**

Rx Type: New  
 Directions: Inject one (1) milligram intravenously as directed  
 Additional Instructions:  
 Order Date: 12/10/2020  
 Start Date: 12/10/2020  
 Earliest Fill Date:  
 Duration: 30 Days  
 Refills: 0  
 # Dispensed by Pharmacy: 1  
 Dispense As Written Y/N: N  
 Note to Pharmacist:  
 Prescribing Diagnosis: Transitory Illness  
 Reason For Prescribing:  
 Inpatient Discharge Rx: No  
 Supervisor Name:  
 Verbal Order entered & read back by: Thompson, Chris - 12/10/2020  
 Prescriber Order Number: 30783878

## “Supervised By” Field (Supervised Prescribers)

For non-physician prescribers who are required by their state to be supervised by other prescribers there is a new field in the provider registration screens that allows a non-physician prescriber to indicate they are supervised. This new field is found in the OrderConnect Providers Tool and in a provider’s profile in the system administrator’s OrderConnect Admin Tool. When the checkbox is checked, anytime a non-physician prescriber who is supervised creates a prescription, he/she can choose the name of the supervisor on the order review screen. Once a supervisor’s name is chosen it will remain the same unless changed. The prescriber’s name and supervisor’s name will appear on prescriptions and eRx transactions.



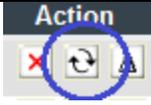
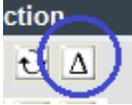
The screenshot shows the 'ORDER ENTRY - REVIEW' screen for patient JUSTIN EDWARD MURPHY. The 'Supervisor' dropdown menu is highlighted with a red box. Below the medication details, there are checkboxes for 'Leaflet', 'Client Consent', and 'Inpatient Discharge'. The 'Output' section shows 'Print', 'Fax', and 'None' options. The 'Alerts' panel on the right lists various warnings such as 'BLACKBOX WARNINGS', 'CONTRAINDICATED', and 'MAJOR Drug-Drug Interaction'.

## Prescriber Events from Existing Active Orders

Once medications have been ordered and appear on the Orders screen, Reorders, Discontinues and Changes make the ordering process quicker.

- A user may reorder, change, discontinue and add new medications all with a single pass through the application. There’s no limit to the number of prescribing events that can be contained in a single order.

Steps	Actions
1) From the Orders tab, click on the red X to the right of the current medication order to indicate the medication will be discontinued.	Once confirmed this will allow the user to discontinue the selected medication 
2) From the Orders Tab, click on the circular arrows to the right of the current medication order to indicate the medication will be reordered.	Once taken to the Custom Orders screen, the user will be allowed to modify Order Date, Start Date, etc...

	
3) From the Orders Tab screen, click on the delta symbol to the right of the current medication order to indicate the medication order will be changed.	Will take user to the Custom Orders screen to change the details of the selected prescription 
4) From the Orders Tab, click on the New Order Item at the top of the screen to indicate a new medication order will be added.	Will take the user through all pages of a prescribing event.

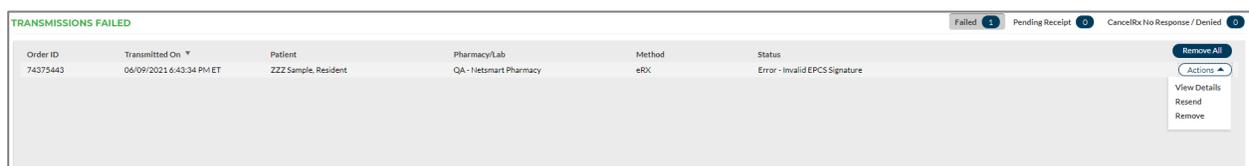
### Transmission Status Indicator

If a transmission is in a pending or failed status for the user currently logged in, the user will see a Transmission Status indicator at the top of the Orders screen of all records. Clicking on this link provides the user the opportunity to review all transmissions that may have failed or have not yet completed and may allow the user to resend any prescriptions that have a 'failed' status directly from within the option.

- To obtain more detail regarding which transmissions are pending or failed, just click on the button in the upper portion of the screen.



- When you click on the Transmission Status option a new screen will appear and will show you the status of the transmission. If the transmissions show a failed status, then the user can click on Actions dropdown and the resend option may appear on the right side of the screen. If the transmission is in pending status, the resend option will not appear.

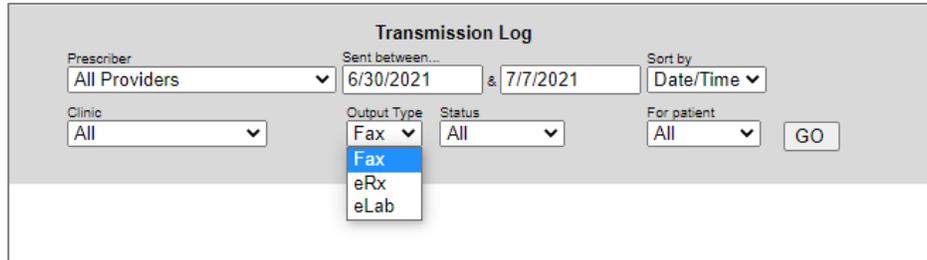


### Resources Tab

The Resources tab allows the clinician to view the Transmission Log and the Order Audit by Prescriber Report.



- The Transmission Log is used to see all the orders that were sent either by Fax or e-RX.



The screenshot shows the "Transmission Log" search form. It includes the following fields and options:

- Prescriber:** All Providers (dropdown)
- Sent between...:** 6/30/2021 & 7/7/2021 (date range)
- Sort by:** Date/Time (dropdown)
- Clinic:** All (dropdown)
- Output Type:** Fax (dropdown menu is open, showing options: Fax, eRx, eLab)
- Status:** All (dropdown)
- For patient:** All (dropdown)
- GO** button

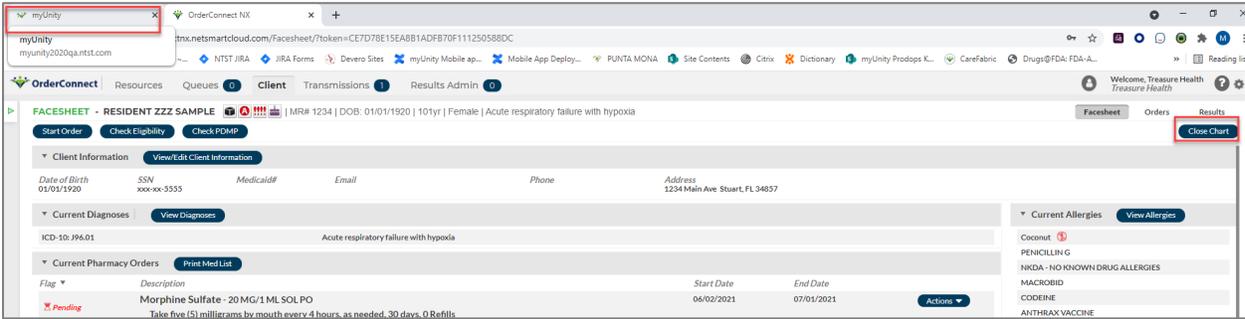
27   28   29   30		
<b>eRx Prescription Request 74642414 Jun 19 2021 6:02PM</b> <span style="float: right;">Resend</span>		
Patient:	Prescriber: Ivanelsie Delgado	Entered By: Dalila Santos
MR #: 122350		
Sent to: BUTTERFIELD DRUG 1770 SE Hillmoor Dr, Port St Lucie, FL, 34952-7534 Tel: (772) 446-1100 Fax: (772) 489-3797		
Date:	Status:	Sent By:
6/19/2021 6:10:57 PM - PON: 118263217	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 6:10:56 PM - PON: 118263216	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 6:10:55 PM - PON: 118263215	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 6:10:54 PM - PON: 118263214	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
<b>eRx Prescription Request 74642363 Jun 19 2021 5:42PM</b> <span style="float: right;">Resend</span>		
Patient:	Prescriber: Ivanelsie Delgado	Entered By: Dalila Santos
MR #: 122348		
Sent to: BUTTERFIELD DRUG 1770 SE Hillmoor Dr, Port St Lucie, FL, 34952-7534 Tel: (772) 446-1100 Fax: (772) 489-3797		
Date:	Status:	Sent By:
6/19/2021 5:50:39 PM - PON: 118263074	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 5:50:37 PM - PON: 118263073	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 5:50:36 PM - PON: 118263072	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 5:50:35 PM - PON: 118263071	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 5:50:33 PM - PON: 118263070	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 5:50:32 PM - PON: 118263069	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 5:50:30 PM - PON: 118263068	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
6/19/2021 5:50:28 PM - PON: 118263067	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
<b>eRx Prescription Request 74616719 Jun 18 2021 9:27AM</b> <span style="float: right;">Resend</span>		
Patient:	Prescriber: Ivanelsie Delgado	Entered By: Dalila Santos
MR #: 122348		
Sent to: BUTTERFIELD DRUG 1770 SE Hillmoor Dr, Port St Lucie, FL, 34952-7534 Tel: (772) 446-1100 Fax: (772) 489-3797		
Date:	Status:	Sent By:
6/18/2021 9:37:21 AM - PON: 118218577	NewRx - Successfully accepted by ultimate receiver	IDelgado@treasurehealth.org
<b>eRx Prescription Request 74452937 Jun 13 2021 11:14PM</b> <span style="float: right;">Resend</span>		
Patient:	Prescriber: Danielle Davis	Entered By: Elizabeth Robasson
MR #: 123652		
Sent to: BUTTERFIELD DRUG 1770 SE Hillmoor Dr, Port St Lucie, FL, 34952-7534 Tel: (772) 446-1100 Fax: (772) 489-3797		
Date:	Status:	Sent By:
6/13/2021 11:18:18 PM - PON: 117943559	NewRx - Successfully accepted by ultimate receiver	DDavis@treasurehealth.org
<b>eRx Prescription Request 74452162 Jun 13 2021 4:17PM</b> <span style="float: right;">Resend</span>		
Patient:   F	Prescriber: Richard Pena-Ariet	Entered By: April Cheeks
MR #: 123578		
Sent to: WALGREENS DRUG STORE #04804 1661 NW Saint Lucie West Blvd, Port Saint Lucie, FL, 349862106 Tel: (772) 873-1892 Fax: (772) 873-1897		
Date:	Status:	Sent By:
6/13/2021 4:17:19 PM - PON: 117941592	NewRx - Successfully accepted by ...	RPenaAriet@treasurehealth.org

- The Order Audit by Prescriber report will create a report to show the level of activity that is being performed by all Prescribers and all Agents. You can filter this by Agencies, specific users, order types, and the dates of the order.

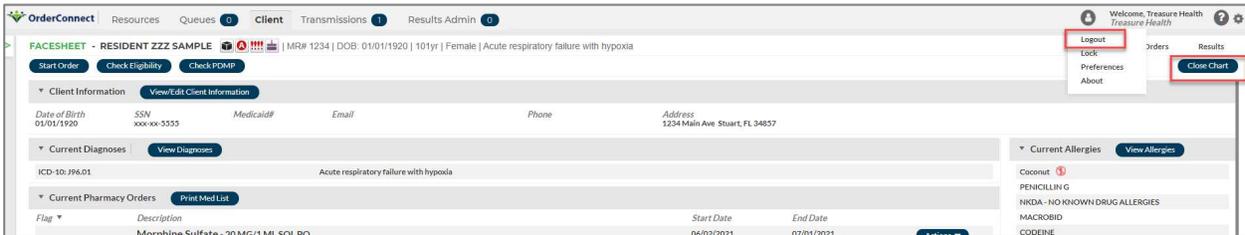
## Close Chart

Once a patient's prescribing event has been completed and the user has returned to the Current Medication Profile, there will be two options from which to choose in order to leave the current record. The Close Chart and Log Off options are located at the top right-hand side of the screen.

- Selecting Close Chart will close the chart for the current patient. This will take the user back to the Prescriber's Desktop to select a new patient record. For users of single sign on (myUnity) the close chart option, return the user to myUnity.



- Selecting Log Off will return the user to the OrderConnect login screen. For users of Single Sign On (myUnity) the log off option is not available.



**Order Audit By Prescriber**

Treasure Health Order Detail for 6/1/2021 - 6/19/2021  
Report Generated: 7/7/2021

PRESCRIBER: Jawad Ahmad      Signature \_\_\_\_\_      Date \_\_\_\_\_

Prescriber's Agent	Order ID	Written Date	Patient	Order	Destination	Faxed	Printed	eRx / eLab
Saint Victor, Myrta	74642010	6/10/2021 3:55:15 PM ET		Glycopyrrholate Novaspine - 0.2 MG/1 ML, Solution, Injection (0.2 [one fifth])Milligram Every Two Hours, As Needed	-- Chosen by Patient --	N	N	N
Allen, Nicola	74625805	6/18/2021 12:58:41 PM ET		Zithromax - 500 MG, Powder for Solution, Intravenous (500 [five hundred])Milligram Daily	-- Chosen by Patient --	N	N	N
Brutus-Nunes, Emelie	74625649	6/18/2021 12:55:26 PM ET		Decadron - 4 MG, Tablet, Oral (1 [one])Tablet Daily	BUTTERFIELD I.P.S. - LTC	N	N	N
Carpentier, Sabrina	74616565	6/18/2021 9:21:54 AM ET		Acetaminophen - 650 MG, Suppository, Rectal (1 [one])Suppository Every 8 Hours, As Needed Atenolol - 25 MG, Tablet, Oral (1 [one])Tablet Daily	-- Chosen by Patient --	N	N	N
Allen, Nicola	74601732	6/17/2021 3:35:37 PM ET		Dexamethasone - 4 MG, Tablet, Oral (4 [four])Milligram Daily Eulbyrox - 137 MCG, Tablet, Oral (137 [one hundred thirty seven])Microgram Daily Metoprolol Succinate ER - 25 MG, Tablet, Extended Release, Oral (25 [twenty five])Milligram Twice a Day Pantoprazole Sodium - 40 MG, Tablet, Delayed Release, Oral (40 [forty])Milligram Twice a Day	-- Chosen by Patient --	N	N	N
Allen, Nicola	74600484	6/17/2021 3:20:13 PM ET		Morphine Sulfate - 20 MG/5 ML, Solution, Oral (0.25 [one quarter])Milliliter Every 1 Hour, As Needed	-- Chosen by Patient --	N	N	N
Allen, Nicola	74592862	6/17/2021 1:34:54 PM ET		Neurontin - 300 MG, Capsule, Oral (1 [one])Capsule At Bedtime	-- Chosen by Patient --	N	N	N

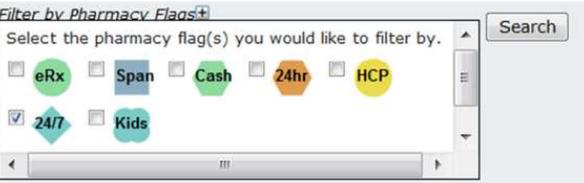
## Appendix A: Information about eRX Transactions

The following items are checked by the system before allowing the eRx option to display on the Order Confirmation Page:

- **Date of birth** must be present in the record
- The **Prescriber** must be Surescripts-enabled and have a DEA number in their OrderConnect registration. An SPI (unique identifier) will be visible in the provider's registration.
- The **Pharmacy** must be Surescripts-enabled. The pharmacy must have been selected from the "OrderConnect Pharmacies" list when being added on the Pharmacies tab in the admin tool. CUSTOM PHARMACIES ARE INELIGIBLE FOR THE eRX OUTPUT OPTION.
- The **Medication Schedule** for all medication contained in the order. No medications that are schedules II-V can be sent via eRx unless the prescriber has completed the EPCS certification process. This is a separate implementation process. Please contact your System Administrator or Netsmart representative for details on this process.
- If the eRx output option is not available a flyover will alert users as to the reason eRx may not be available. Simply hold the cursor over the eRx option for details.

### Searching for Pharmacy Flags in the Main Application (Optional Feature)

If a user wishes to locate a pharmacy with a specific flag, he can do so on either the Order Confirmation screen and/or the Patient Demographic screen.

Steps	Actions																					
Click the Change button next to the Pharmacy field	Opens up the pharmacy screen																					
Click the link labeled "Filter by Pharmacy Flags"																						
Indicate the flag or flags for which you are searching and click the Search button																						
Returns results meeting criteria to select from	<table border="1"> <thead> <tr> <th></th> <th>Miles</th> <th>Pharmacy</th> <th>Address</th> <th>City, State</th> <th>Phone</th> <th>Assigned Flags</th> </tr> </thead> <tbody> <tr> <td><a href="#">select</a></td> <td>n/a</td> <td>A &amp; B Corner Pharmacy</td> <td>1213 Travis Ave</td> <td>Lebanon, TN 37087</td> <td>(615) 443-4250</td> <td> </td> </tr> <tr> <td><a href="#">select</a></td> <td>n/a</td> <td>abc123 test pharmacy</td> <td>123 maple street</td> <td>san diego, CA 98754</td> <td>(555) 555-5555</td> <td></td> </tr> </tbody> </table>		Miles	Pharmacy	Address	City, State	Phone	Assigned Flags	<a href="#">select</a>	n/a	A & B Corner Pharmacy	1213 Travis Ave	Lebanon, TN 37087	(615) 443-4250		<a href="#">select</a>	n/a	abc123 test pharmacy	123 maple street	san diego, CA 98754	(555) 555-5555	
	Miles	Pharmacy	Address	City, State	Phone	Assigned Flags																
<a href="#">select</a>	n/a	A & B Corner Pharmacy	1213 Travis Ave	Lebanon, TN 37087	(615) 443-4250																	
<a href="#">select</a>	n/a	abc123 test pharmacy	123 maple street	san diego, CA 98754	(555) 555-5555																	

## Appendix B: Glossary

### User Type

OrderConnect has the following user types available on the Prescriber Registration Page. These user type designations do not display on any documentation output from OrderConnect. They are used for the purposes of determining user permissions only. The permissions associated with each user type are intended to address the legal abilities of the user types in most states and do not imply equal permissions in all states. Please refer your state's individual permissions when assigning a user type.

Type	Description
Admin (Supervisory):	Ability to merge/delete records, strike items from a client chart, and update certain pieces of client data that other users would not.
Data Conversion (Prescriber Agent)	This user can enter orders on behalf of a Prescriber but CANNOT print a legal copy of the script. All orders generated will indicate they are a verbal order. This type of user account is best for initial prescription data entry and ongoing data entry where the user does not have a need for a legal copy of the prescription.
Data Entry (Prescriber Agent)	This user can enter orders on behalf of a Prescriber and CAN print a legal copy of the script. All orders generated will indicate they are a verbal order. This user type is best used for a generic type of user that may have to generate an original legal copy of a prescription.
Dental Assistant (Prescriber Agent)	This user can enter orders on behalf of a Prescriber user type and CAN print a legal copy of the script. All orders generate will indicate it was a verbal order.
Dental Hygienist (Non-Prescribing User)	The user can enter all information into the system with the exception of having the ability to enter a medication order
Dentist (Prescriber)	Able to generate an order under their own DEA
DO – Other (Prescriber)	Able to generate an order under their own DEA
DO – Psychiatrist ( Prescriber)	Able to generate an order under their own DEA
Guest	This user can enter all information into the system with the exception of having the ability to enter a medication order.

MD – Other (Prescriber)	Able to generate an order under their own DEA
MD – Psychiatrist (Prescriber)	Able to generate an order under their own DEA
MP-Medical Psychologist (Prescriber)	Psychologist (Currently in the state of Louisiana only) who is able to legally prescribe under their own DEA
Non-Physician Prescriber – Clinical Nurse Practitioner (Prescriber)	Able to generate an order under their own DEA
Non-Physician Prescriber – Nurse Practitioner (Prescriber)	Able to generate an order under their own DEA
Non-Physician Prescriber: Other (Prescriber)	Able to generate an order under their own DEA
Non-Physician Prescriber: Pharm D (Prescriber)	Able to generate an order under their own DEA
Non-Physician Prescriber: Physician Assistant (Prescriber)	Able to generate an order under their own DEA
Non-Prescribing User	This user can enter all information into the system with the exception of having the ability to enter a medication order.
Nurse: RN (Prescriber Agent)	This user can enter orders on behalf of a Prescriber user type. All orders generate will indicate it was a verbal order.
Nursing: Other (Prescriber Agent)	This user can enter orders on behalf of a Prescriber user type. All orders generate will indicate it was a verbal order.
Pharmacist	This user can enter all information into the system with the exception of having the ability to enter a medication order.
System Administrator (Prescriber Agent)	This user can enter orders on behalf of a Prescriber user type. All orders generate will indicate it was a verbal order.