⭐ Set and Use Favorites

1. Add favorites through Utilities from the menu, on the Review screen when prescribing, or from Prescription Management on patient summary screen.

2. To select a favorite, click ⭐ icon near top of the screen.

   a) **Org Favorites:** an organization list controlled by admins.

   b) **My Favorites:** your personal list.

   c) **Recent:** 10 most recently prescribed prescriptions from the past 10 days.

3. Sign and send prescriptions at the bottom of the screen.

🚗 Renewal Requests

1. Click on the **mortar and pestle** icon.

2. Filter list by provider as necessary.

3. Select desired action in dropdown list.

4. Add appropriate comments as needed.

5. Enter signature password, and click **Send** to process.

🔄 Renew Medications

1. On the patient summary screen, click the **Renew** icon to re-create and process a medication.

2. Click the **Prescribe** icon to change an active medication's dose, directions, quantity, and/or number of refills to process.

3. Renew active medications by checking the box next to the medication name.

4. Click the blue **Renew from Medication** icon.

5. Sign pending prescriptions at the bottom of the screen.

✈ Bulk Sign-Off Pending Prescriptions

1. Locate pending prescriptions within **Prescription Management** on patient summary or click the **Prescription Report** link in the top toolbar.

2. Change filter settings as needed.

3. Click **Search**.

4. Review and modify prescription(s) as needed.

5. Sign and send prescriptions at the bottom of the screen.
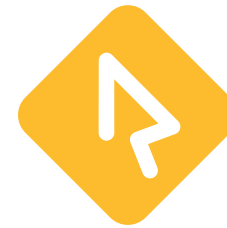
Rcopia®

Partner Pocket Guide

Last Updated: 02/2020

◆ **DrFirst**®
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Add Medication Allergy

1. Click blue **checkamrk** icon, or navigate to the Allergies panel.

2. Click **Mark Patient NKDA** or the black **+** icon.

3. If adding, search and select medication name, or click the black **+** icon.

4. Enter optional information (reaction, severity, onset date) if desired.

5. Listed allergies can help prevent drug-allergy interactions.

Add Diagnosis

1. Click the **Add Diagnosis** button from the Diagnoses/Problems panel.

2. Enter diagnosis name or appropriate code to search.

3. Select from the dropdown or click the **Search** icon.

4. Click in the row of the diagnosis you wish to select.

5. Enter the onset date for the diagnosis (optional).

6. Click **OK**.

7. Listed diagnoses can help prevent drug-diagnosis interactions.

Set Patient Default Pharmacy

1. Click **Please set the default pharmacy** link or click the **Search** icon in the Patient info panel.

2. Filter the search using the radio buttons on the left, and enter minimal search criteria (pharmacy type, name, and zip code).

3. Click the **Search** button. Hover over the pharmacy types listed on the far right for descriptions.

4. Click on the name of the desired pharmacy to select. Rcopia will store up to five pharmacies for each patient.

Write Prescription

1. Select one of your favorites from the ⭐ icon, or click the **Create New Prescription** button to create a new one.

   a) If using a favorite, make sure to fill in missing information.

2. To continue with a new manual prescription, enter medication name to search, and select from results.

3. Click on a medication strength.

4. Enter details including the sig, duration, quantity, refills, etc.

   a) Additional directions or the entire sig can be entered in the **Directions to Patient** box.

   b) Additional directions to the pharmacist can be entered in the **Directions to Pharmacist** box.

5. Click **Review** to review the prescription.

6. Select the desired action at the bottom.

7. Locate any pending prescriptions within the **Prescription Management** panel.

8. Select the desired action for completing the prescription by clicking **Send, Send and Print, Print without Sending,** or **Sign without Sending.**

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