Create Prescription

Course Overview

Prescriptions are used in CorrecTek to order medications for a patient. They include medication instructions, administration patterns and pharmacy details. While prescriptions are often created during a workflow, there are times when one must be entered manually.

This guide walks you through how to create a prescription outside of a workflow.

Use This Guide When

- Starting a new prescription outside of a workflow
- Creating a discharge medication
- Entering a verbal order
- Needing a refresher on the prescription screen

What You'll Be Able to Do

- Create a new prescription outside of a workflow
- Enter and configure medication details
- Assign a pattern and duration
- Send and save the prescription

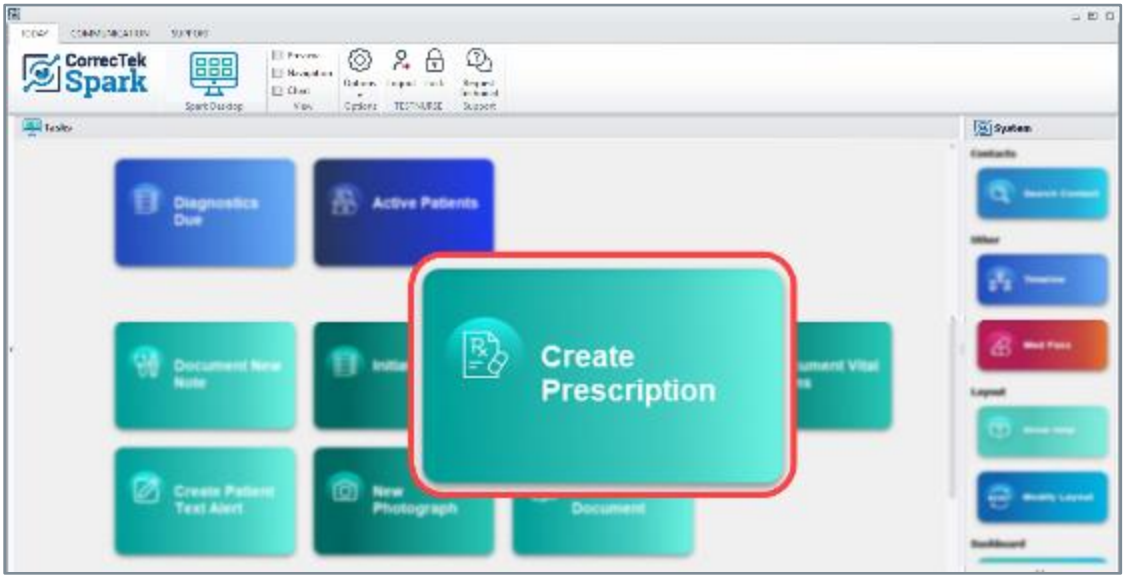
Create Prescription

Topics Covered

Create Prescription

Spark Desktop

From the CorrecTek Spark desktop, click **Create Prescription**.



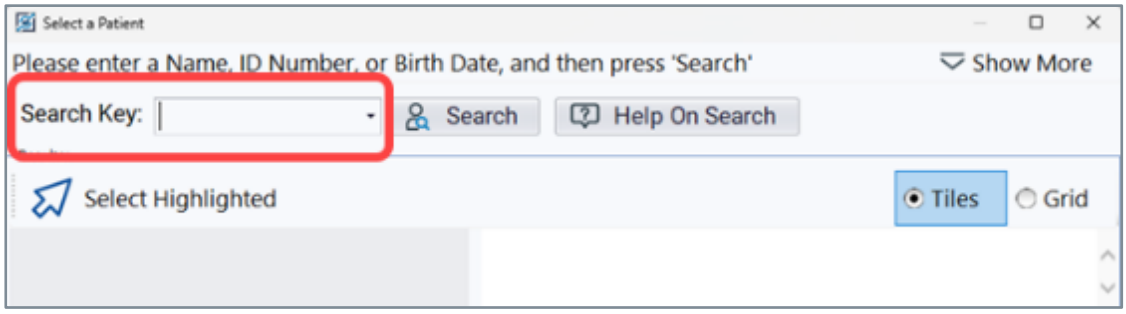
Select a Patient Screen

Once initiated, the Select a Patient dialog box opens to search for a patient.

Search Patient

Use the **Search Key** field to type identifiable information to locate a patient. Then, click **Search**.

| Tip: Identifiable information could include first and/or last name, ID number, or DOB.



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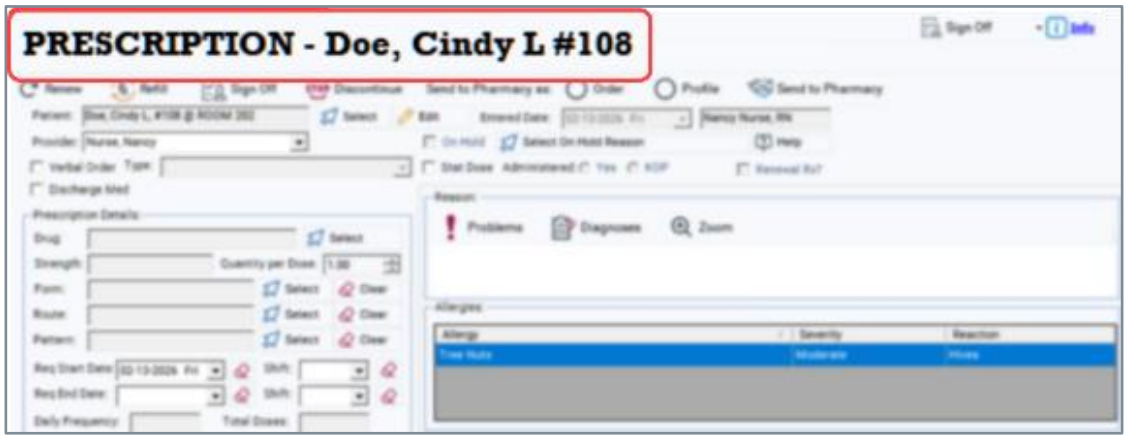
Select Patient

Locate and select the correct patient in the search results. Click **Select Highlighted** to open the Prescription Screen.

| Tip: Demographic and Contact Information displays to the right when a patient is highlighted.

Prescription Screen

After selecting a patient, the Prescription Screen prepopulates with the type of entry being created and the patient's name.

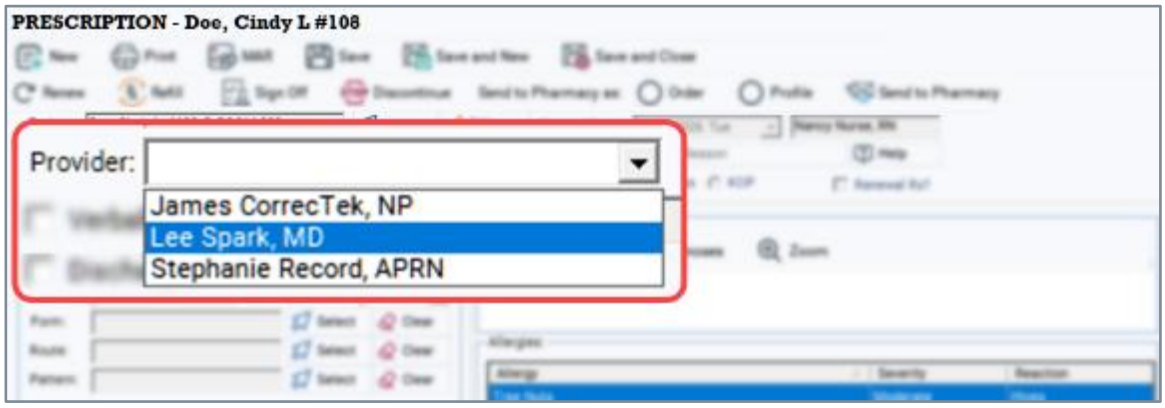


Create Prescription

The **Provider** field defaults to the user logged in to the system.

Use the **drop-down arrow** to select the ordering provider.

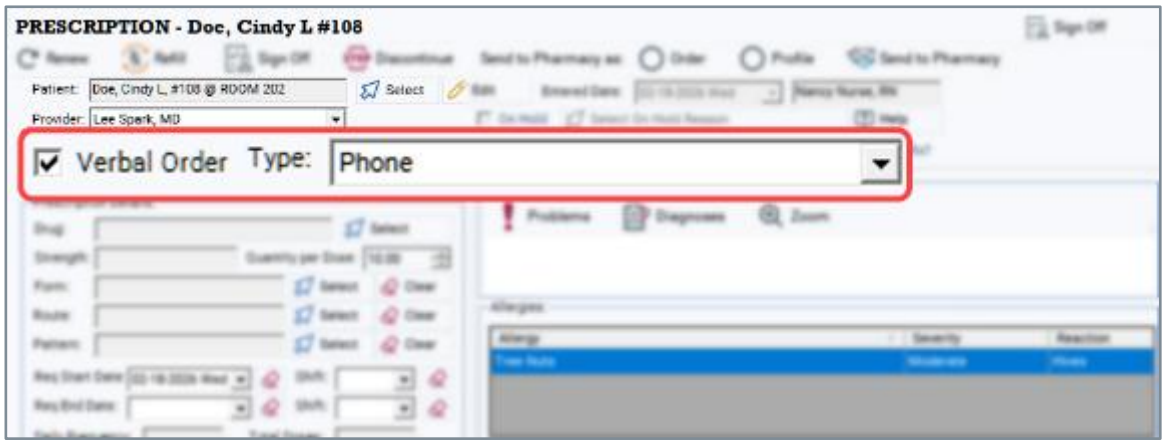
| Tip: This field may be blank for non-prescribers.



Verbal Order

Check **Verbal Order** when the order is based on verbal or administrative instruction from a provider.

Then use the **Type** drop-down to choose the appropriate verbal order type.



Discharge Med

If the prescription is being created for a patient who will be discharged, check **Discharge Med**.

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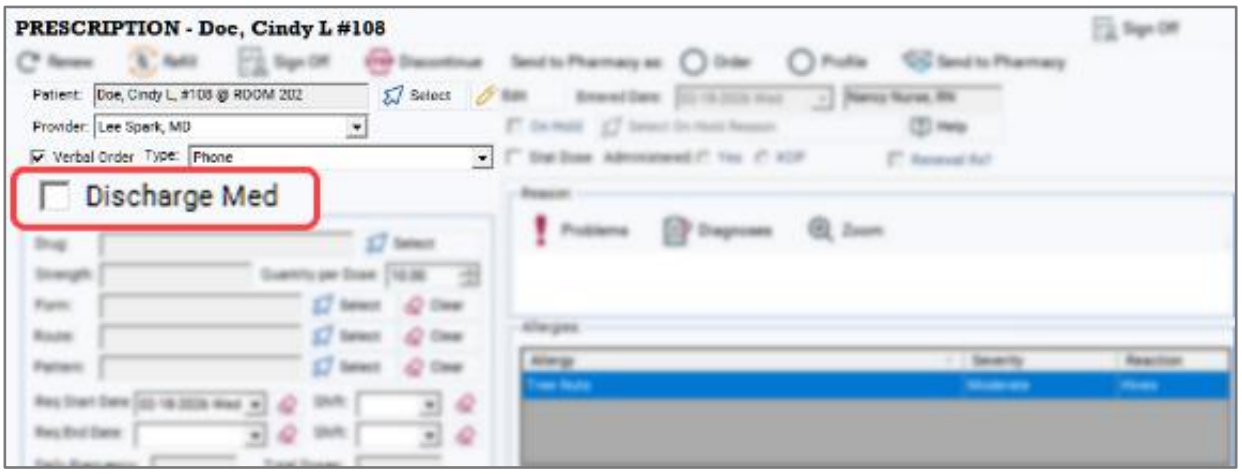
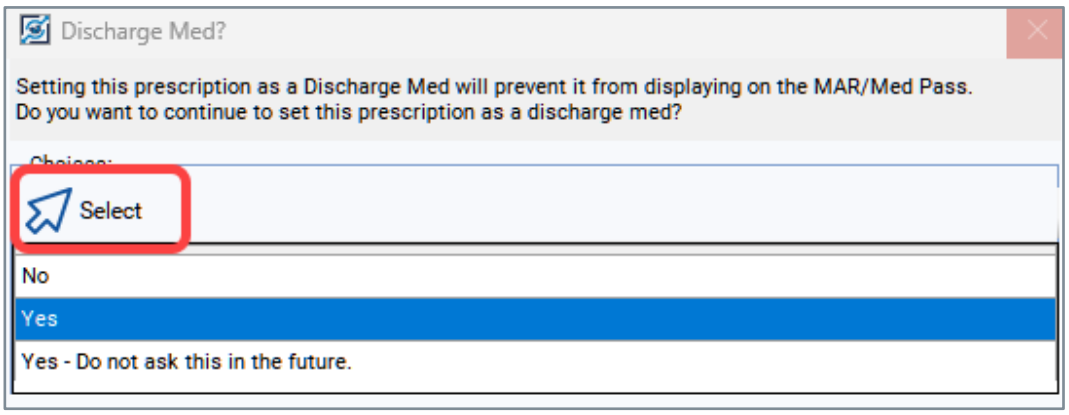


After selecting Discharge Med, review the warning message, select the appropriate response, then click **Select**.

| Tip: Discharge meds do not appear on the patient's MAR or Med Pass. Only use this option for medications the patient will need after leaving the facility.



Prescription Details

Drug

In the Prescription Details section, click **Select** next to Drug.

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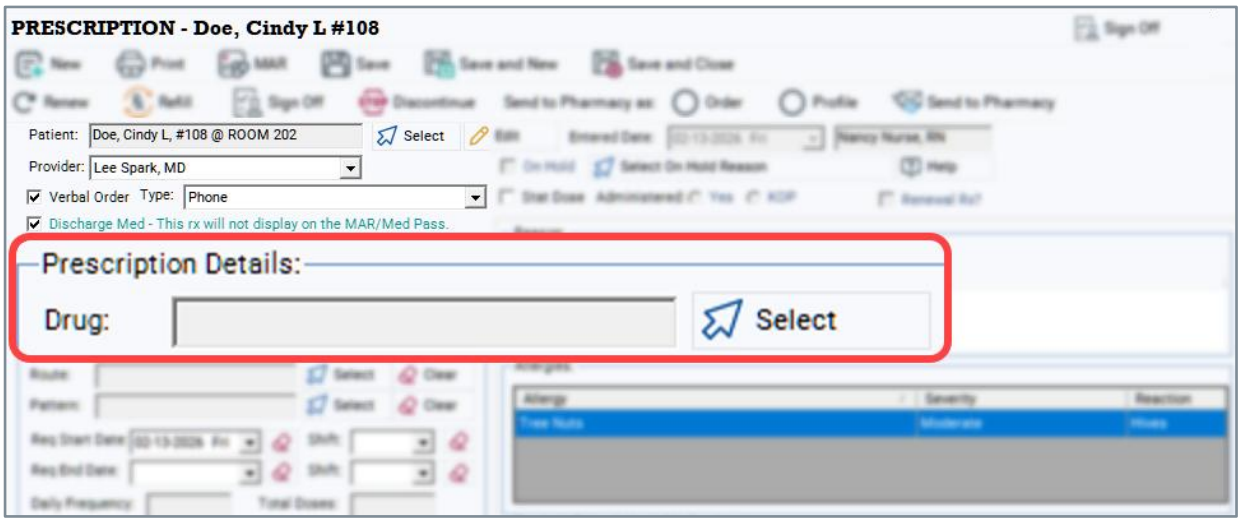
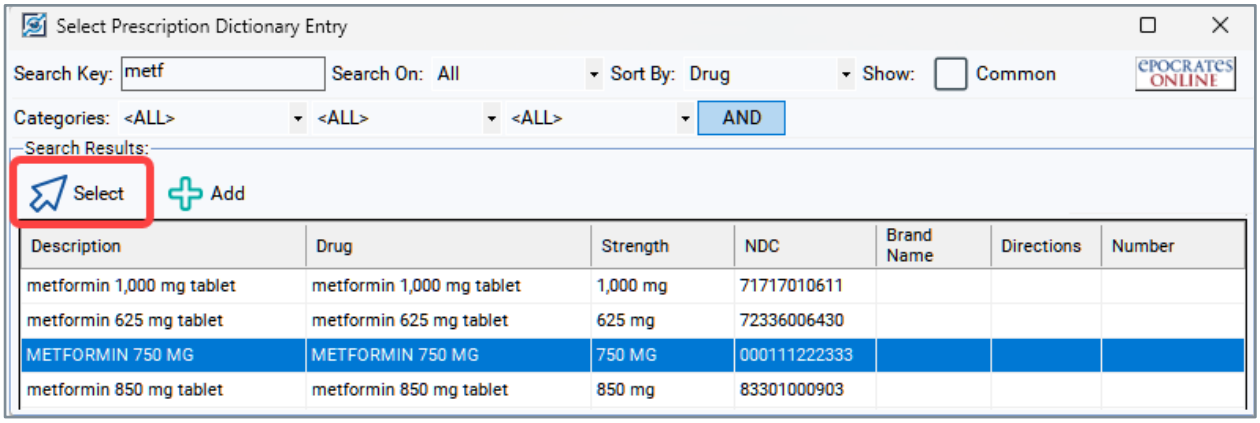


The Prescription Dictionary screen opens.

In the **Search Key** field, type the medication name. Results narrow as you type.

Highlight the correct medication, then click **Select**.



Narrow the Results (Optional)

To refine your search results further, use the options at the top of the Prescription Dictionary.

- **Search On** – Changes how the system searches, e.g., by drug or description.
- **Sort By** – Changes how the results are sorted.
- **Common** – Displays medications marked as commonly prescribed at the facility.
- **Categories** – Filters medications by category, e.g., formulary or non-formulary.

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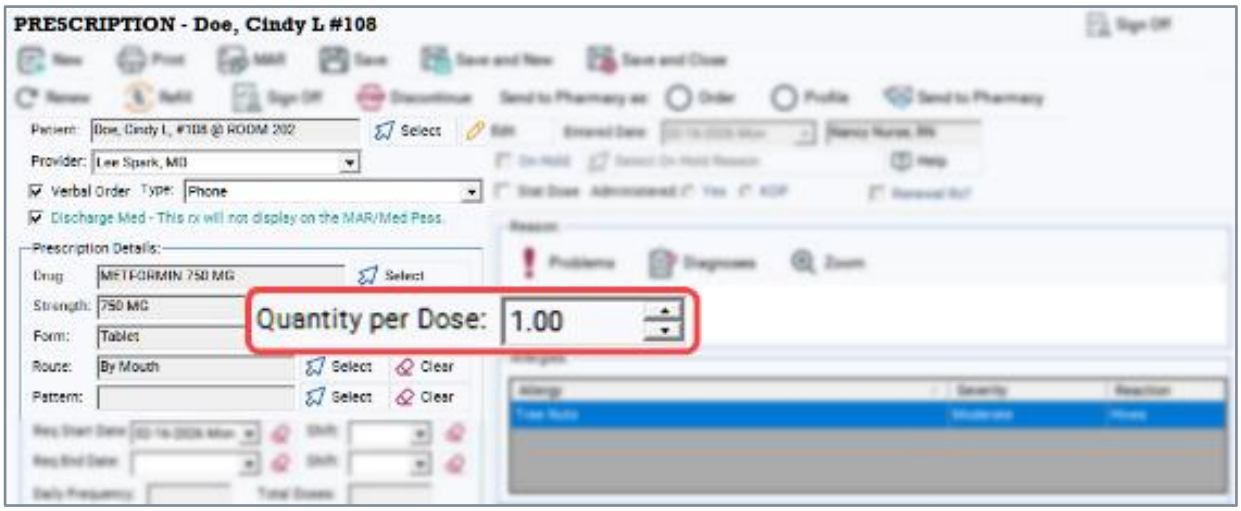
Quantity per Dose

After selecting the medication, the **Quantity per Dose** field populates with a default value of 1.

If needed, adjust the quantity using the arrows or by typing directly in the field.

For a partial dose (e.g., 0.5 tablet), type the exact value.



Form and Route

The **Form** field identifies the physical form of the medication (e.g., tablet or liquid).
The **Route** field identifies how the medication is administered (e.g., oral or topical).

These fields populate based on information provided by the pharmacy.

If either needs to be changed, click **Select** next to the field you want to update.

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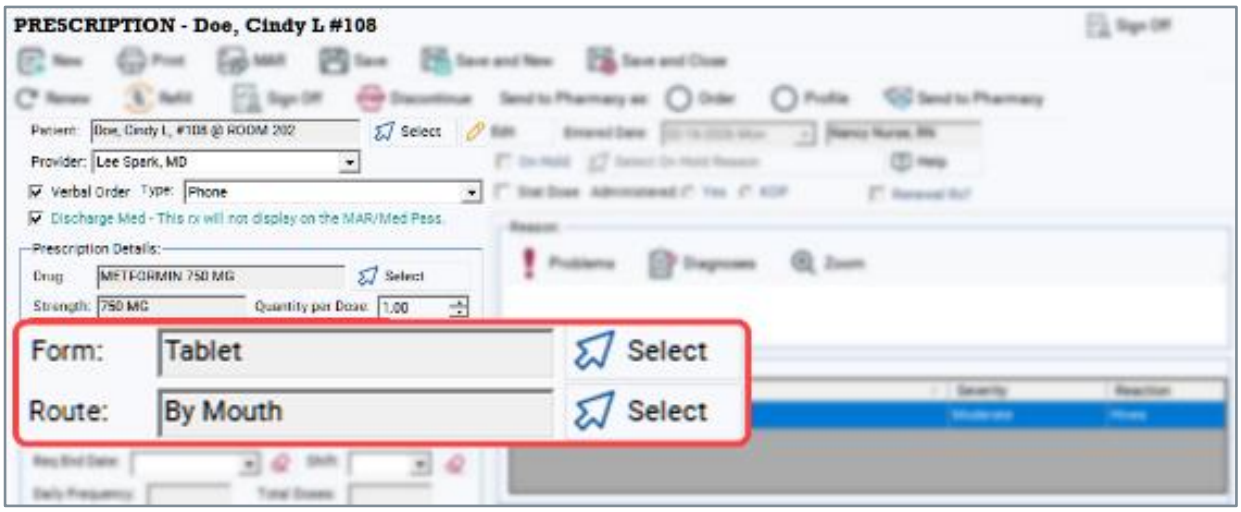
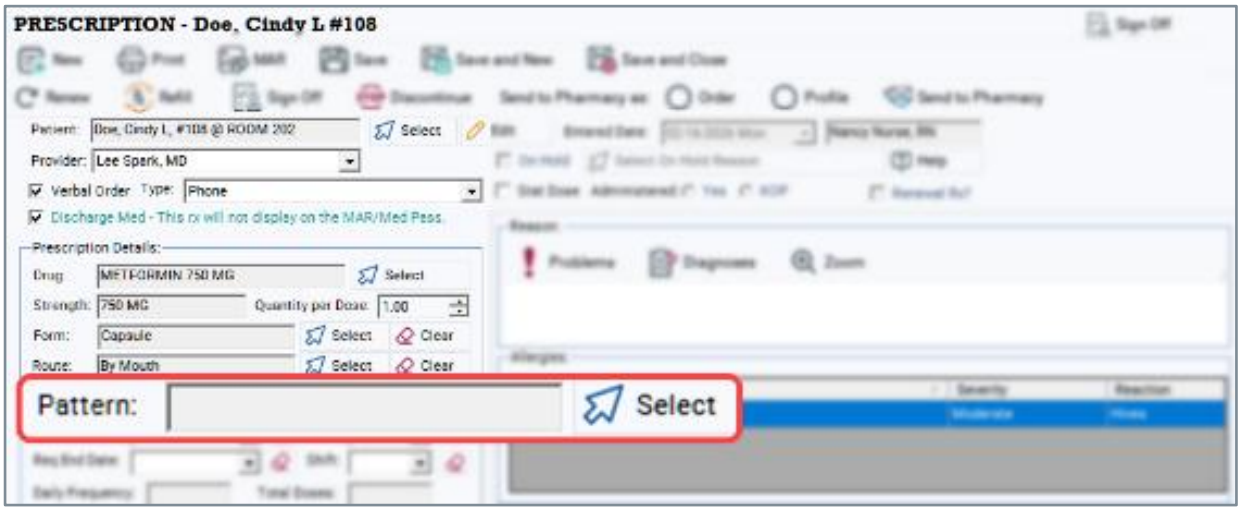


Pattern

The Pattern field determines how often the medication is administered via the Med Pass.

To assign one, click **Select** next to the field.



The Administration Pattern dialog box opens.

In the **Search Key** field, type the pattern name. Results narrow as you type.

Highlight the correct pattern, then click **Select**.

| Tip: Common patterns include Once a Day (Q), Twice a Day (BID), Three Times a Day (TID), and Four Time a Day (QID).

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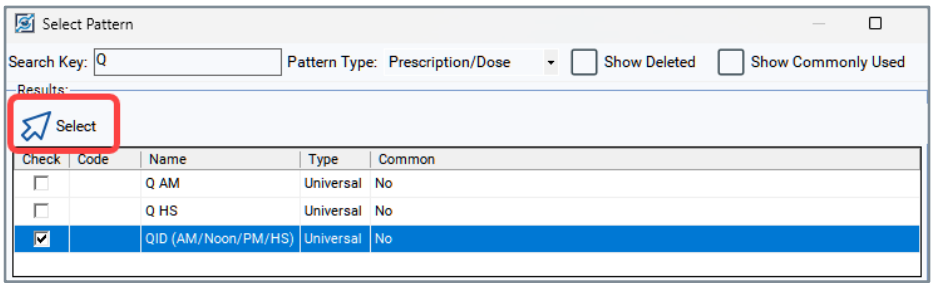
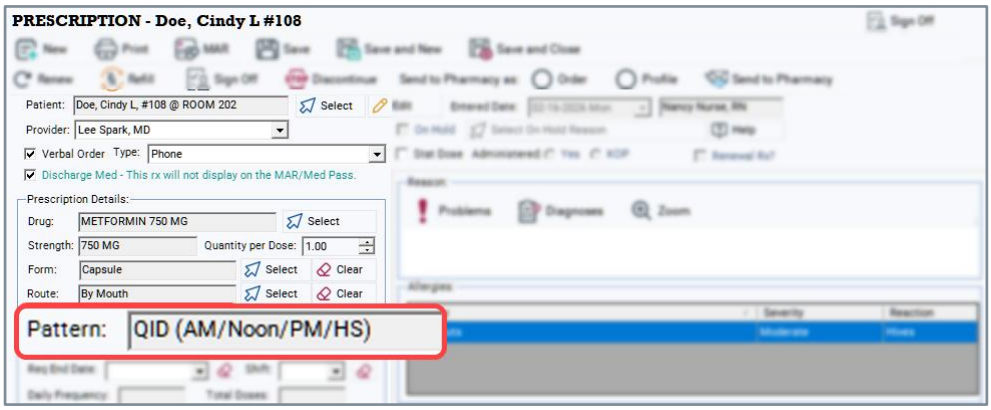


The selected pattern is displayed in the Pattern field.

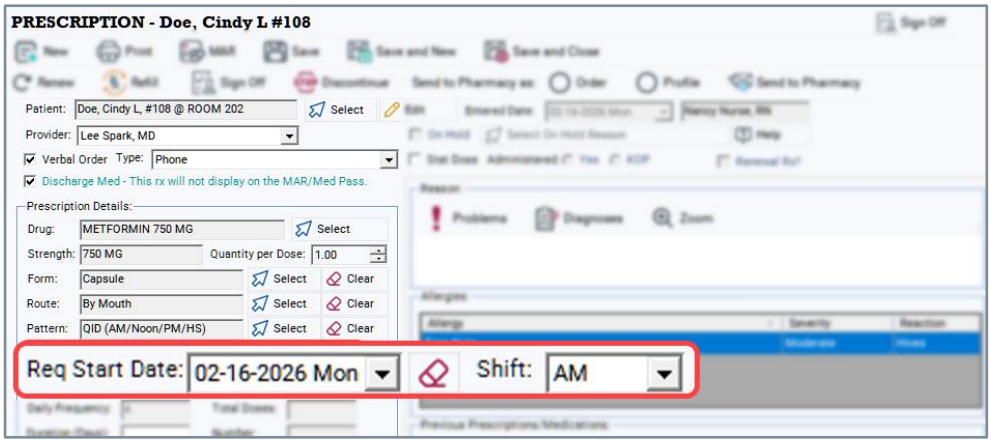


| Tip: For insulin prescriptions, select a pattern that begins with **BS** (Blood Sugar).

| Tip: If the required pattern is not available, contact your Administrator.

Requested Start Date and Shift

Use the drop-down arrow next to **Req Start Date** and **Shift** to change when the prescription begins.



| Tip: Req End Date remains blank until a duration is entered.

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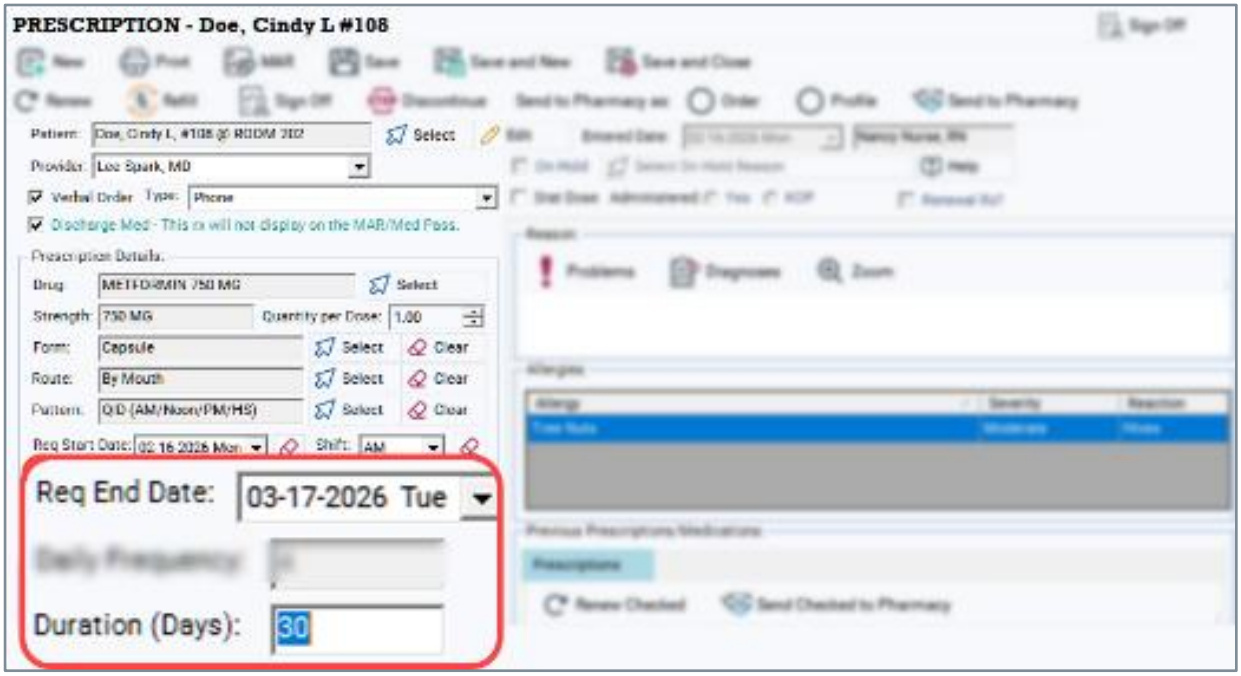
Duration

If the selected Pattern includes a duration, the **Duration** field populates automatically.

If the field does not populate, enter the number of days the medication should be administered.

If the prescriber provides a specific end date, select it using the drop-down arrows next to the **Requested End Date** field.



The End Date calculates automatically based on the selected Start Date and Duration.

| Tip: Total Doses and Number are populated based on the Pattern and Duration.

Dispensing Options

Use the dispensing options to control how the medication is supplied and administered.

Dispense as Written/Do Not Substitute
If the medication must be dispensed exactly as prescribed, select **DAW/DNS**.

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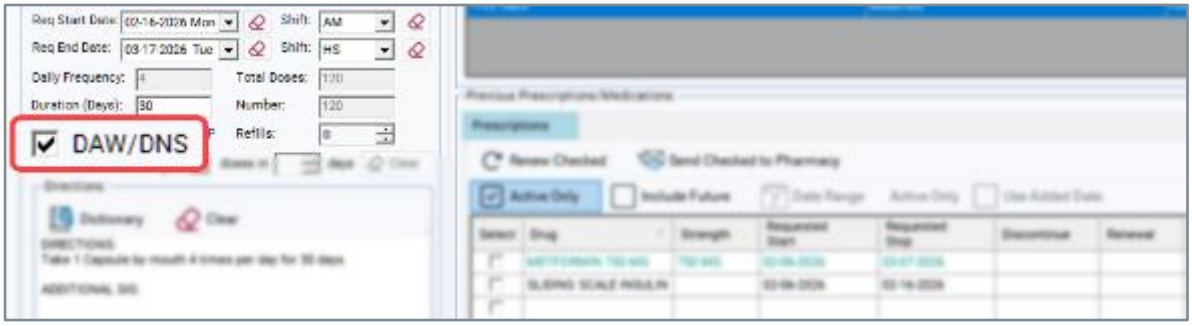
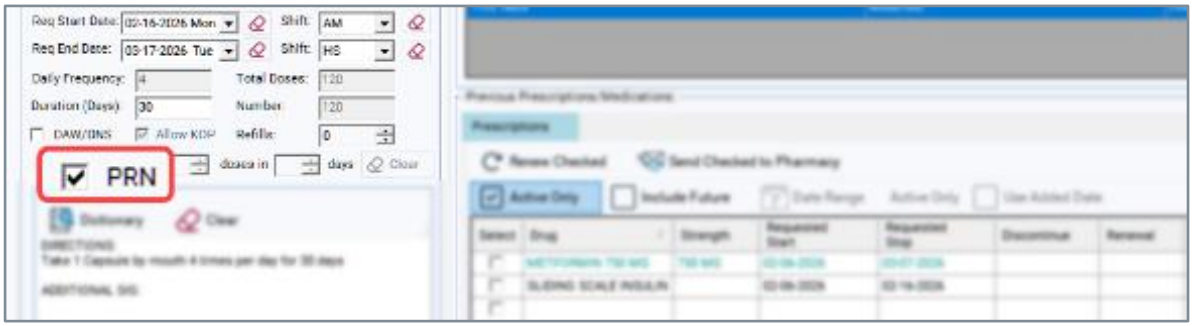
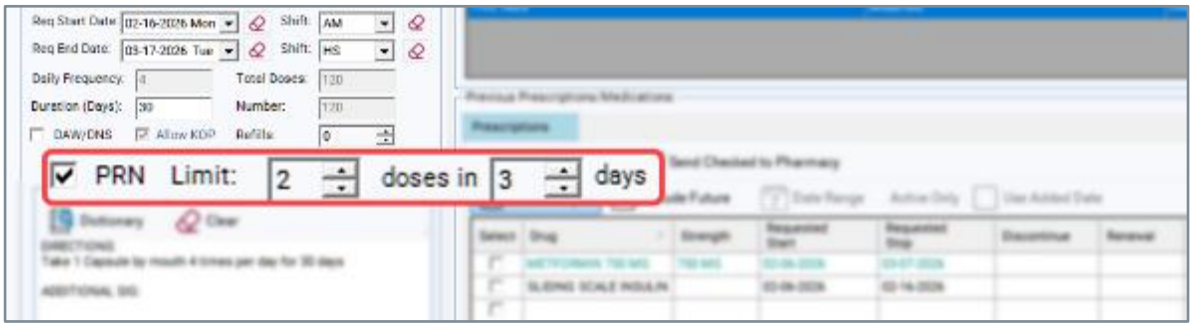


Dispense as Needed (PRN)
If the medication should be administered as needed, select **PRN**.



Limit Doses
To limit the number of PRN doses, enter the allowed number of doses and the time frame based on the prescriber's instructions.



Directions

The **Directions** field populates automatically based on the information entered for the prescription.

The text displays on the patient's MAR and Med Pass.

If needed, you can type additional instructions directly in the field.

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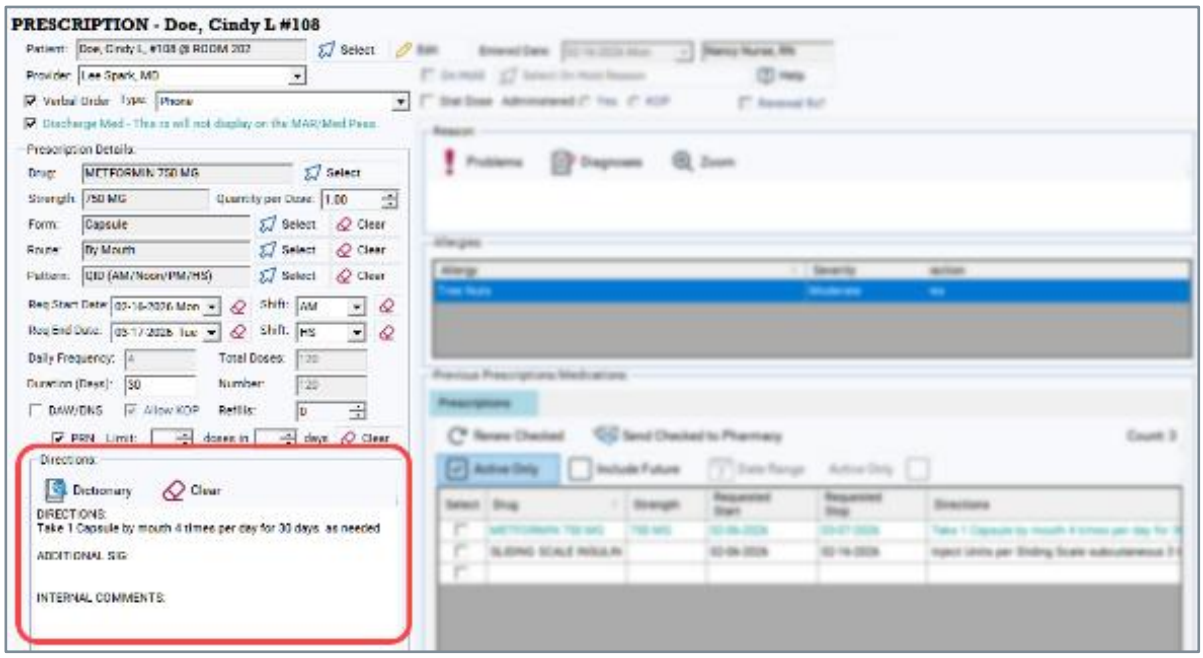
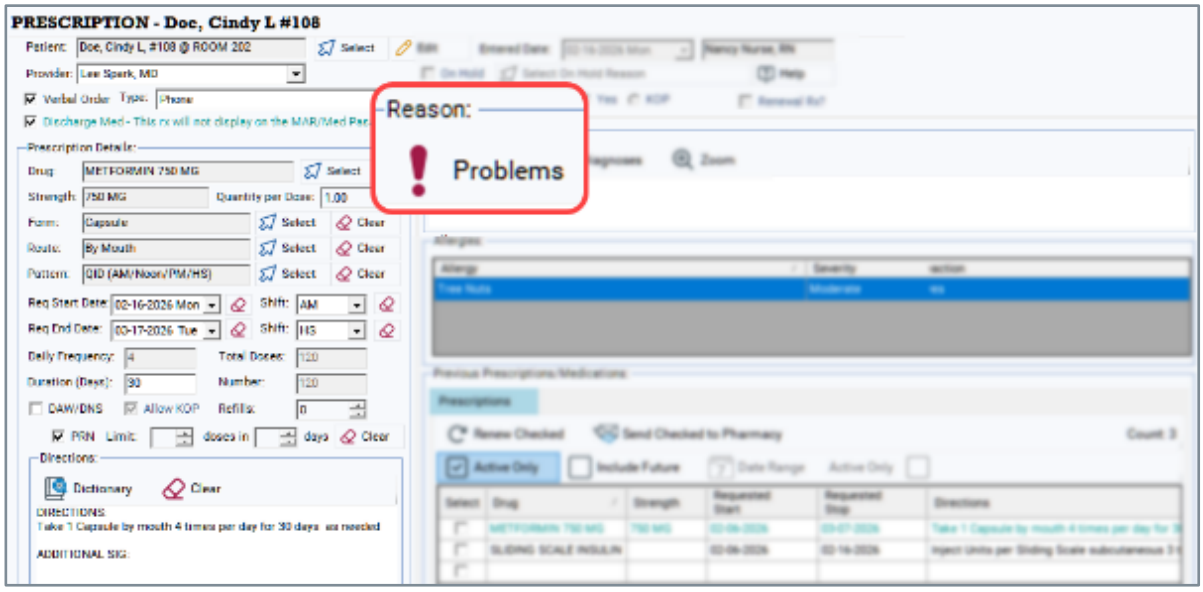


Reason

To associate a reason with the prescription, use Problems or Diagnoses.

If a medication is being prescribed for an existing patient problem, click **Problems**.



Select the applicable problem, then click **Save and Close**.

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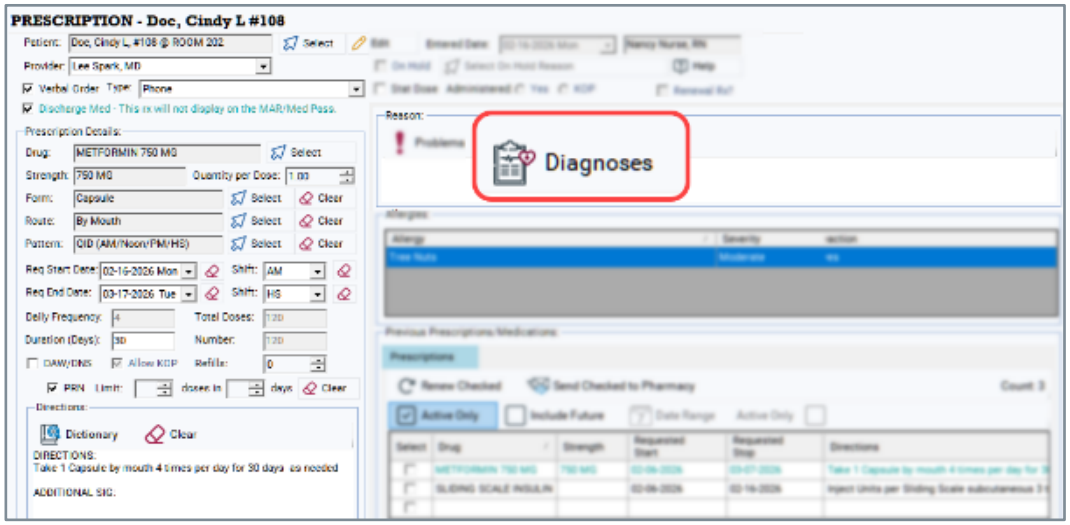
When prompted, choose how the problem should display in the Reason field (code, description or both), then click **Select**.

If the reason is not listed in the patient's current problems, click **Diagnoses**.

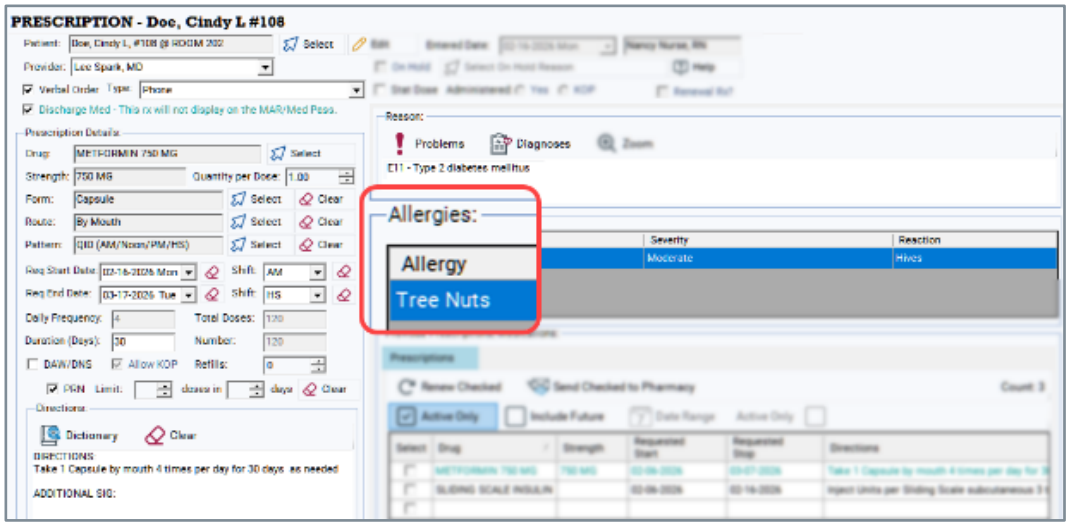


In the **Search Key** field, type the diagnosis name. Results narrow as you type.

Select the appropriate diagnosis, then click **Select**.

Allergies

Documented patient allergies display in the Allergies section. Review the list before finalizing the prescription.



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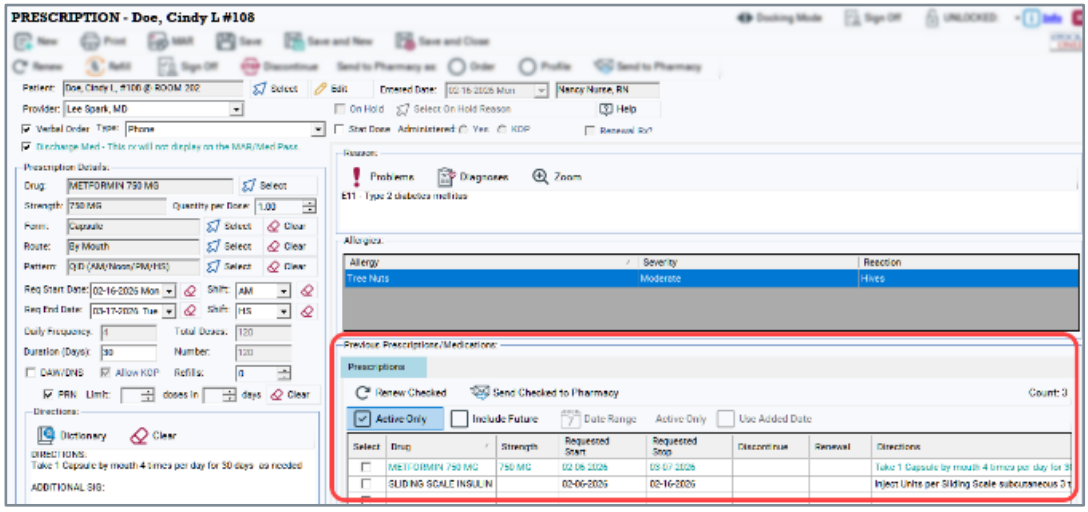
Active and Future Prescriptions

This section displays the patient's current and upcoming medications.

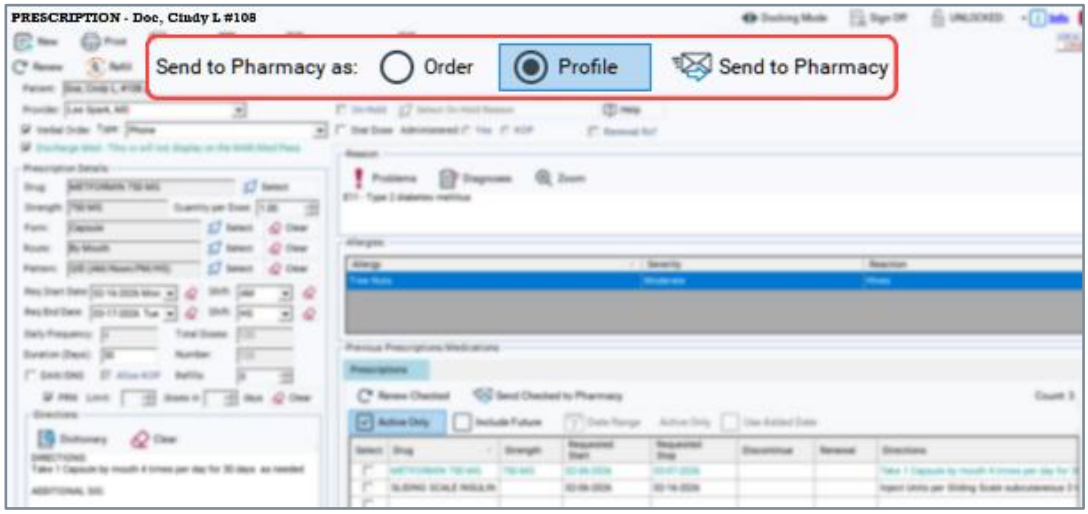
Use **Active Only** and **Include Future** to adjust what displays. Review existing entries before finalizing the prescription.



Send to Pharmacy

Select **Order** if the medication needs to ship from the pharmacy.
Select **Profile** if the medication is a stock medication and does not need to ship.

Click **Send to Pharmacy**.



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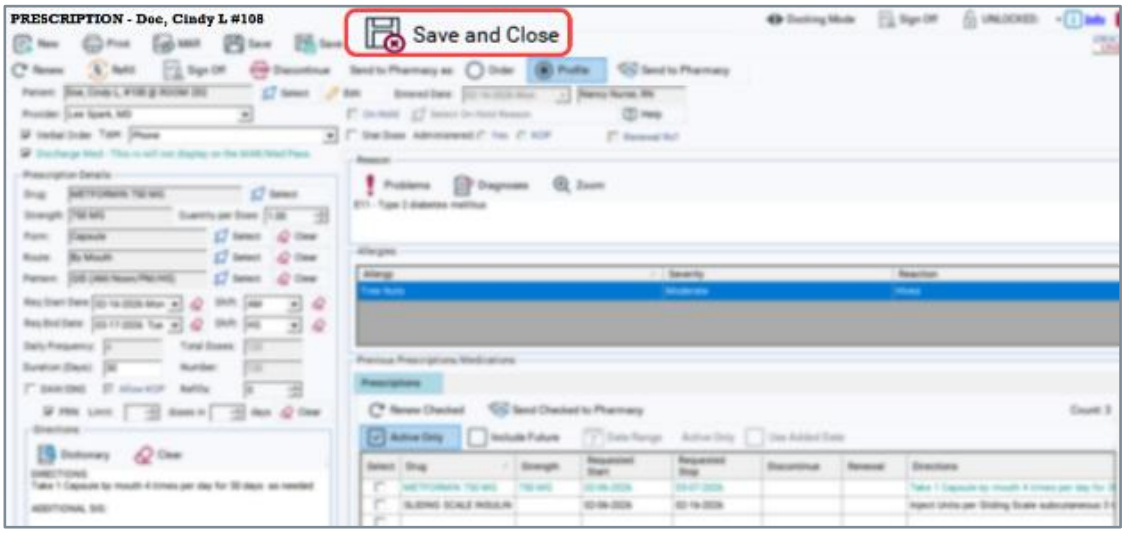
Save the Prescription

Click **Save and Close** to return to the Spark desktop.



| Tip: To create another prescription for the same patient, click **Save and New**.