

Maintaining the Prescription Dictionary



Course Overview

Use the Prescription Dictionary to manually add medications that are not currently available in the CorrecTek Spark system.

This guide explains how to add a prescription to the dictionary database.

Use This Guide When

- Adding a medication that is not indexed in the prescription database yet.
- A required medication cannot be located during the standard clinical ordering process

What You'll Be Able to Do

- Access the Prescription Dictionary
- Configure drug details, including strength, form, and NDC numbers
- Set facility-specific ordering and signature requirements

Maintaining the Prescription Dictionary



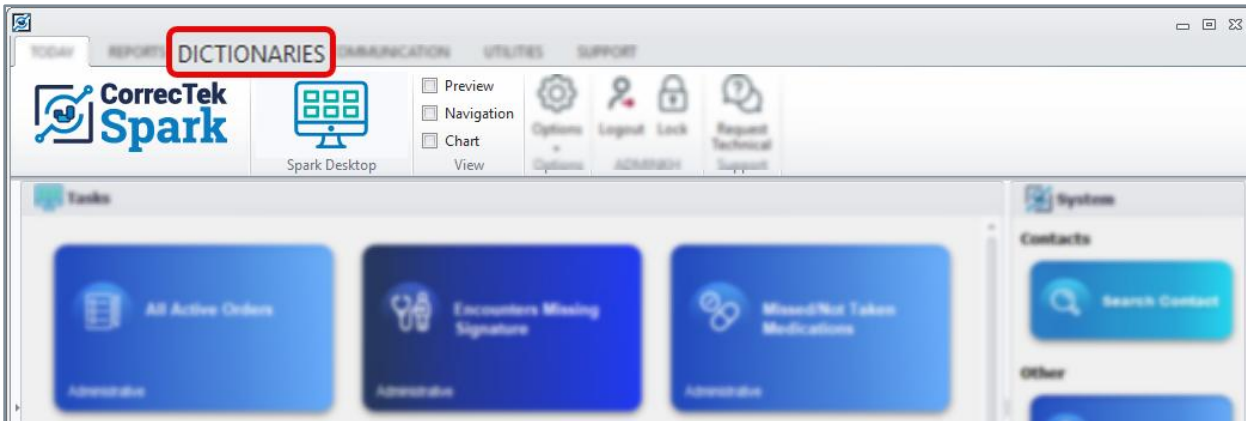
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Maintaining the Prescription Dictionary

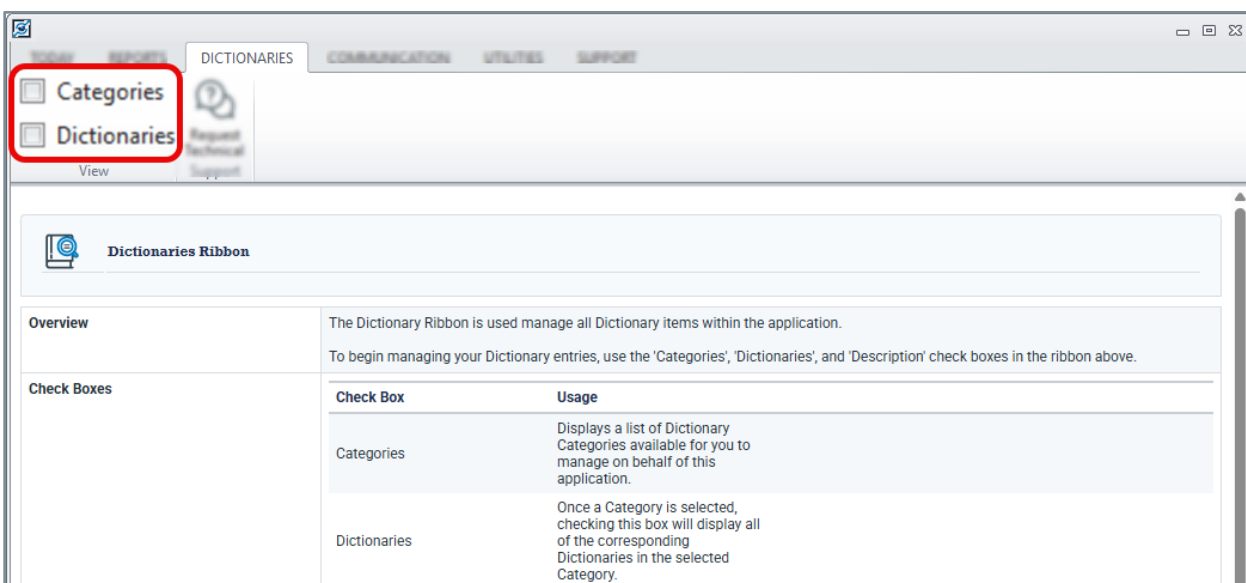
Spark Desktop

From the Spark Desktop, click **Dictionaries**.



Dictionaries

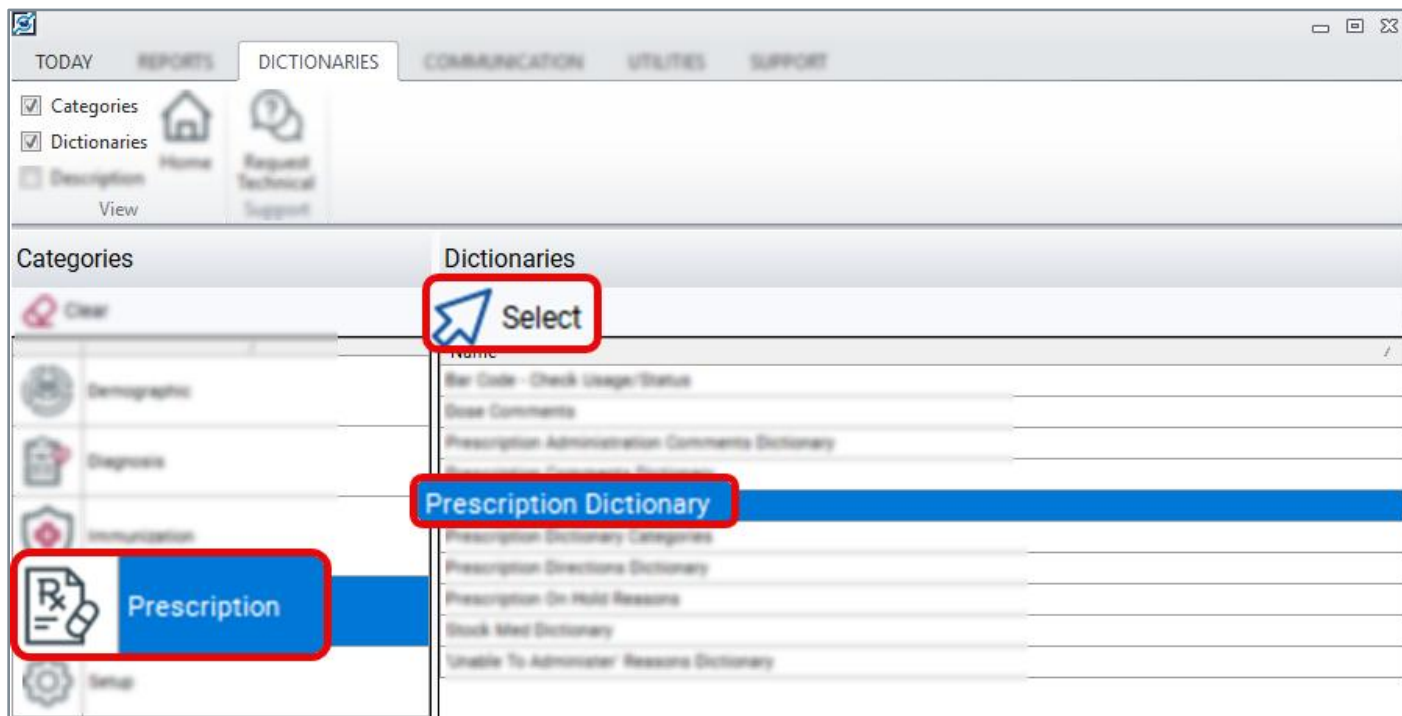
Select **Categories** and **Dictionaries** from the sub-menu layout.



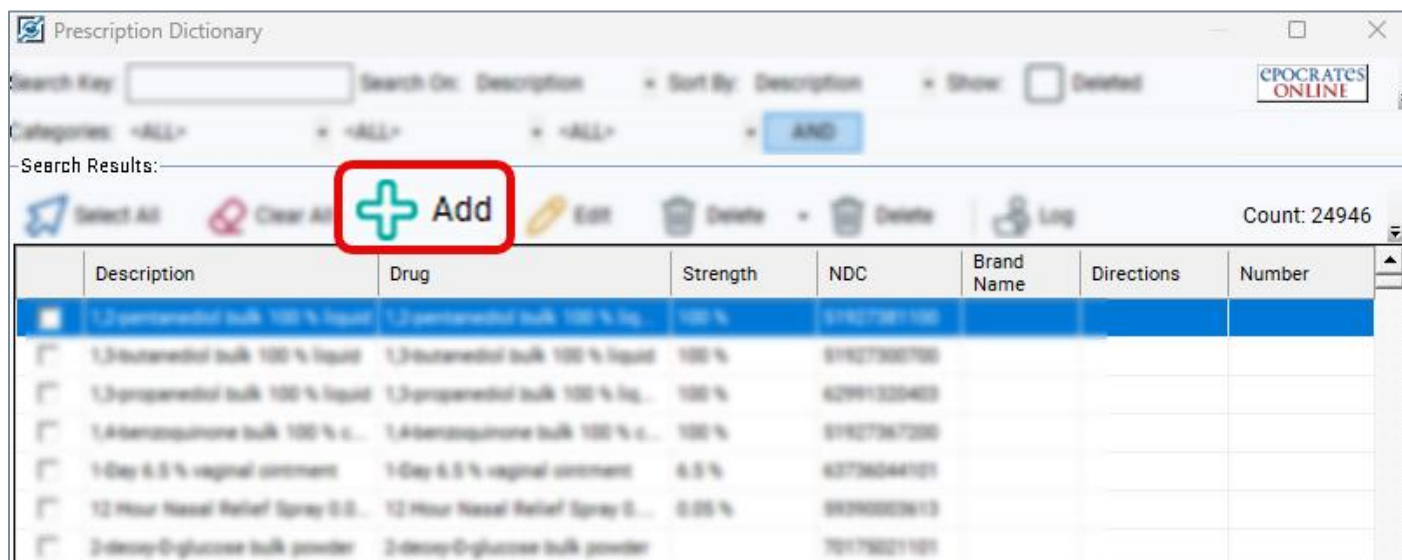
Maintaining the Prescription Dictionary

Select **Prescription**, then choose **Prescription Dictionary**.

Click **Select**.



Then click **Add** on the toolbar to open a blank prescription configuration template.



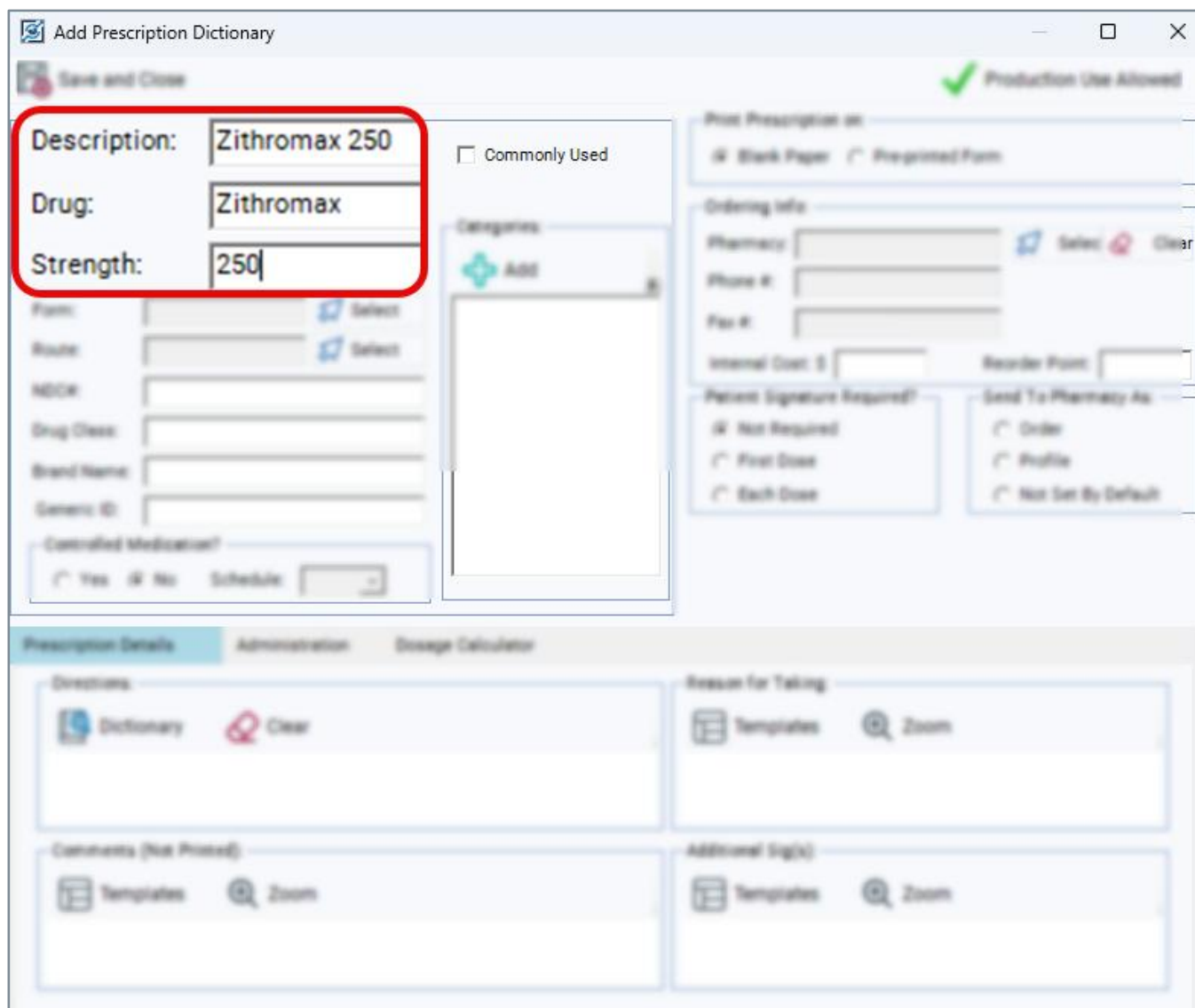
Maintaining the Prescription Dictionary

Enter Drug Information

Fill in the following fields

- **Description:** Enter the standardized, complete drug name combined with its strength
- **Drug:** Enter the name of the medication
- **Strength:** Enter the medication strength

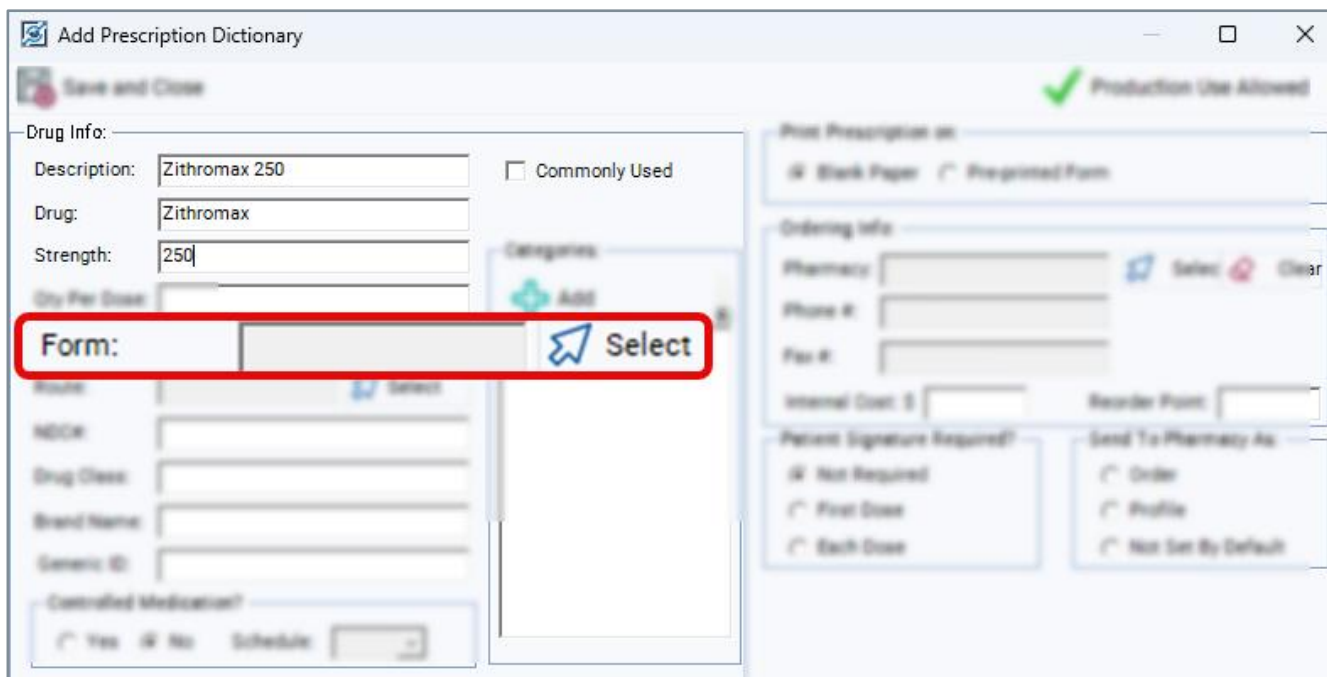
Tip: Check the box for Commonly Used if it is a high-volume medication at your facility.



The screenshot shows the 'Add Prescription Dictionary' window. The 'Description' field is highlighted with a red box and contains 'Zithromax 250'. The 'Drug' field contains 'Zithromax' and the 'Strength' field contains '250'. The 'Commonly Used' checkbox is unchecked. The 'Categories' section has an 'Add' button. The 'Form' and 'Route' fields have 'Select' buttons. The 'NECK' field is empty. The 'Drug Class' field is empty. The 'Brand Name' field is empty. The 'Generic ID' field is empty. The 'Controlled Medication?' section has 'Yes' and 'No' radio buttons and a 'Schedule' dropdown. The 'Print Prescription on' section has 'Blank Paper' and 'Pre-printed Form' radio buttons. The 'Ordering Info' section has 'Pharmacy', 'Phone #', and 'Fax #' fields, a 'Select' button, and a 'Clear' button. The 'Internal Cost \$' and 'Reorder Point' fields are empty. The 'Patient Signature Required?' section has 'Not Required', 'First Dose', and 'Each Dose' radio buttons. The 'Send To Pharmacy As' section has 'Order', 'Profile', and 'Not Set By Default' radio buttons. The bottom section has tabs for 'Prescription Details', 'Administration', and 'Doseage Calculator'. The 'Directions' section has a 'Dictionary' button and a 'Clear' button. The 'Reason for Taking' section has 'Templates' and 'Zoom' buttons. The 'Comments (Not Printed)' section has 'Templates' and 'Zoom' buttons. The 'Additional Sig(s)' section has 'Templates' and 'Zoom' buttons.

Maintaining the Prescription Dictionary

Form & Route: Click **Select** to choose the medication form (tablet, capsule, liquid, or injection). If a route is pre-associated with that form, it will populate automatically.



Add Prescription Dictionary

Save and Close

Drug Info:

Description: ☐ Commonly Used

Drug:

Strength:

Qty Per Dose:

Form: **Select**

Route:

NDC#

Drug Class

Brand Name

Generic ID

Controlled Medication? ☐ Yes ☒ No Schedule:

Categories:

Post Prescription as: ☒ Blank Paper ☐ Pre-printed Form

Ordering Info:

Pharmacy:

Phone #:

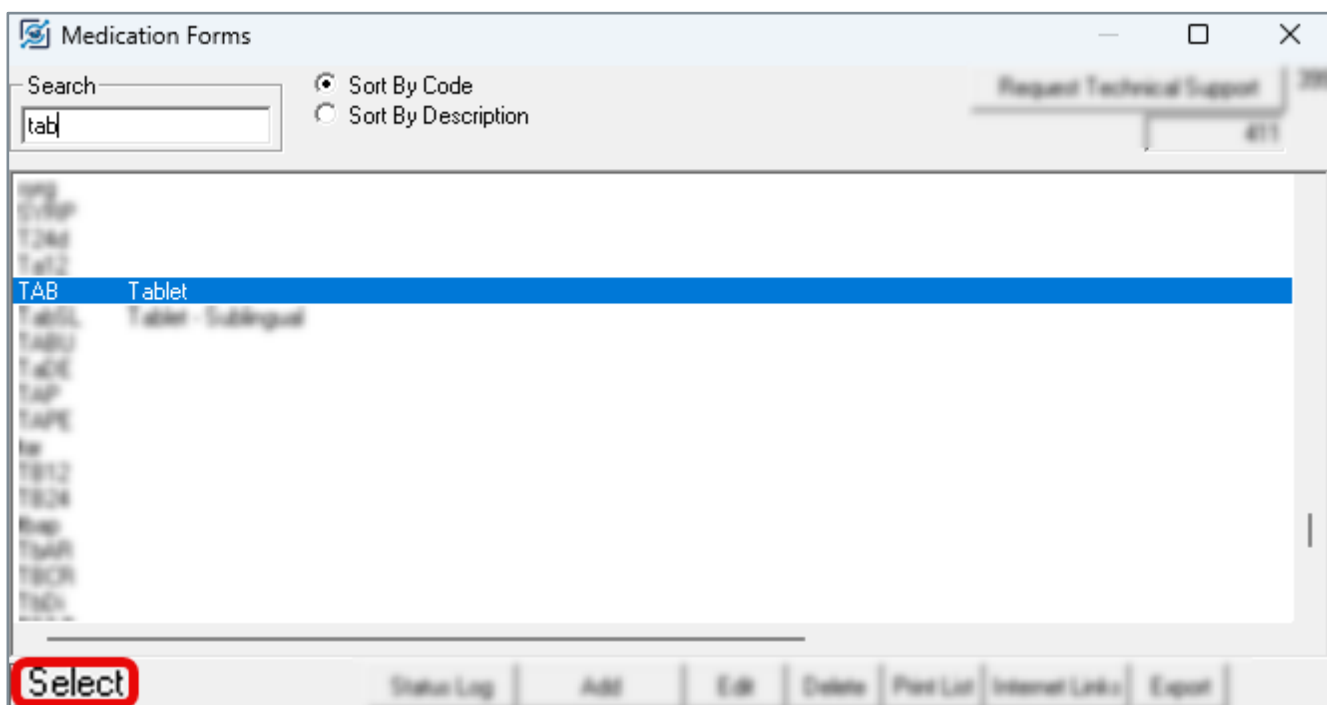
Fax #:

Internal Cost: \$

Reorder Point:

Patient Signature Required? ☒ Not Required ☐ First Dose ☐ Each Dose

Send To Pharmacy As: ☐ Order ☐ Profile ☐ Not Set By Default



Medication Forms

Search:

☒ Sort By Code ☐ Sort By Description

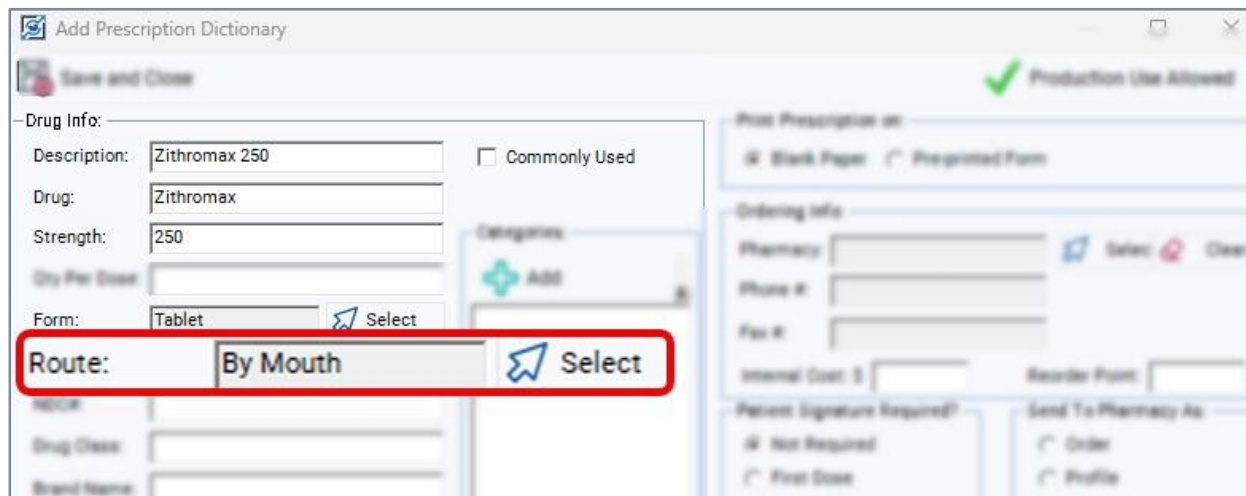
Request Technical Support 389

411

TAB	Tablet
TAB/L	Tablet - Sublingual
TAB/S	
TAB/C	
TAP	
TAPE	
IN	
IN/L	
IN/S	
IN/C	
INP	
INAB	
INCB	
INCL	

Select Status Log Add Edit Delete Print List Internal Links Export

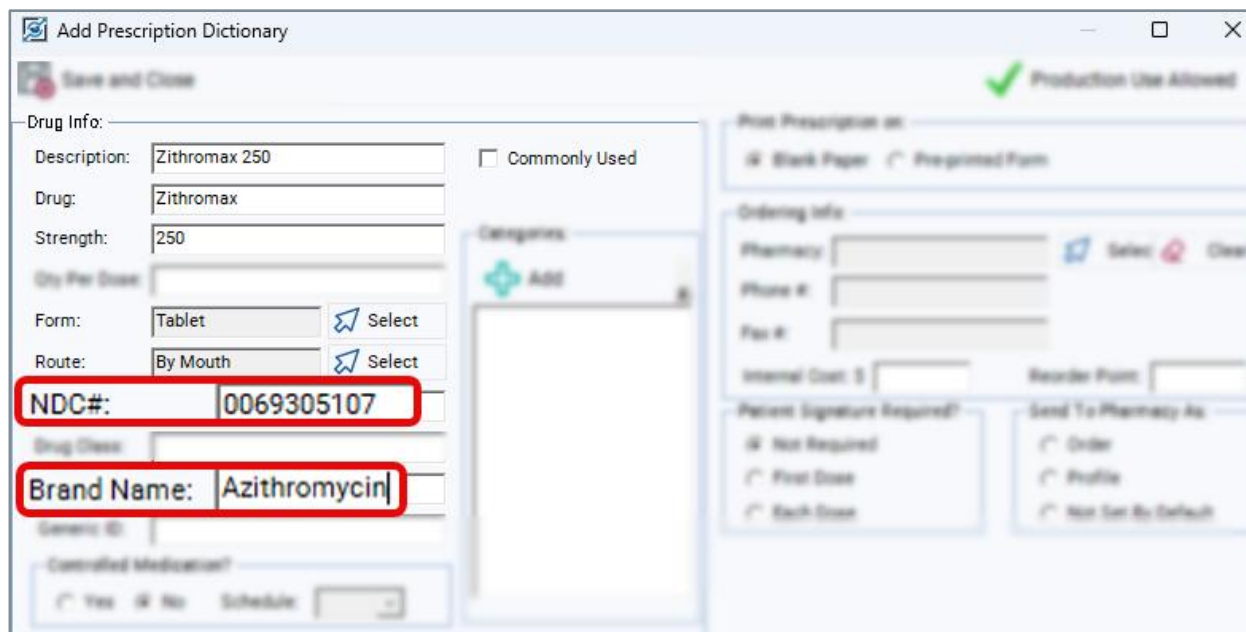
Maintaining the Prescription Dictionary



The screenshot shows the 'Add Prescription Dictionary' window. The 'Drug Info' section contains fields for Description (Zithromax 250), Drug (Zithromax), Strength (250), and Form (Tablet). The 'Route' field is highlighted with a red box and contains the text 'By Mouth'. A 'Select' button is next to it. The 'Categories' section has an 'Add' button. The 'Post Prescription on' section has radio buttons for 'Blank Paper' and 'Preprinted Form'. The 'Ordering Info' section has fields for Pharmacy, Phone #, and Fax #. The 'Patient Signature Required?' section has radio buttons for 'Not Required' and 'First Dose'. The 'Send To Pharmacy As' section has radio buttons for 'Order', 'Profile', and 'Not Set By Default'. A green checkmark and 'Production Use Allowed' text are in the top right corner.

Configure Drug Details

Enter the NDC# and Brand Name.

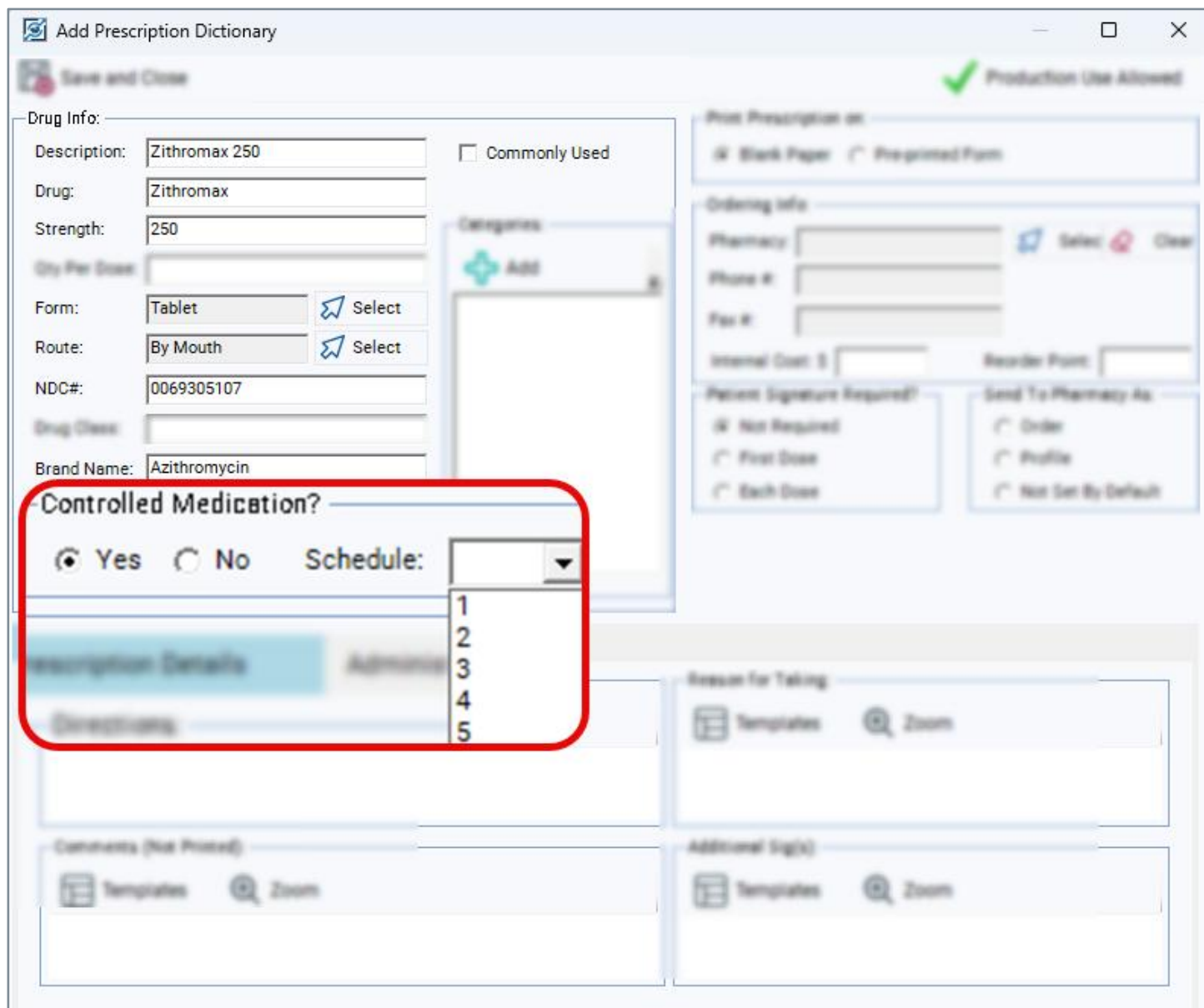


The screenshot shows the 'Add Prescription Dictionary' window. The 'Drug Info' section contains fields for Description (Zithromax 250), Drug (Zithromax), Strength (250), and Form (Tablet). The 'Route' field is highlighted with a red box and contains the text 'By Mouth'. The 'NDC#' field is highlighted with a red box and contains the text '0069305107'. The 'Brand Name' field is highlighted with a red box and contains the text 'Azithromycin'. The 'Categories' section has an 'Add' button. The 'Post Prescription on' section has radio buttons for 'Blank Paper' and 'Preprinted Form'. The 'Ordering Info' section has fields for Pharmacy, Phone #, and Fax #. The 'Patient Signature Required?' section has radio buttons for 'Not Required' and 'First Dose'. The 'Send To Pharmacy As' section has radio buttons for 'Order', 'Profile', and 'Not Set By Default'. A green checkmark and 'Production Use Allowed' text are in the top right corner.

Note: Medications MUST have a NDC number when utilizing a pharmacy interface.

Maintaining the Prescription Dictionary

If applicable, select Yes for “Controlled” and choose the appropriate regulatory schedule class.



The screenshot shows the 'Add Prescription Dictionary' window. The 'Drug Info' section contains the following fields: Description (Zithromax 250), Drug (Zithromax), Strength (250), Qty Per Dose, Form (Tablet), Route (By Mouth), NDC# (0069305107), Drug Class, and Brand Name (Azithromycin). A 'Commonly Used' checkbox is also present. The 'Controlled Medication?' section is highlighted with a red box and contains radio buttons for 'Yes' (selected) and 'No', and a 'Schedule:' dropdown menu with options 1, 2, 3, 4, and 5. The 'Prescription Details' section includes 'Prescription on' (Blank Paper, Preprinted Form), 'Ordering Info' (Pharmacy, Phone #, Fax #, Internal Cost \$, Reorder Point), 'Patient Signature Required?' (Not Required, First Dose, Each Dose), and 'Send To Pharmacy As' (Order, Profile, Not Set By Default). The 'Issues for Taking' and 'Additional Sig(s)' sections each have 'Templates' and 'Zoom' icons. The 'Comments (Not Printed)' section also has 'Templates' and 'Zoom' icons. A 'Save and Close' button is in the top left corner.

Save and Close

Drug Info:

Description: Zithromax 250

Drug: Zithromax

Strength: 250

Qty Per Dose

Form: Tablet Select

Route: By Mouth Select

NDC#: 0069305107

Drug Class

Brand Name: Azithromycin

☐ Commonly Used

Categories

+ Add

Controlled Medication?

☒ Yes ☐ No

Schedule: 1 2 3 4 5

Prescription Details

Prescription on

☒ Blank Paper ☐ Preprinted Form

Ordering Info

Pharmacy Select Clear

Phone #

Fax #

Internal Cost \$

Reorder Point

Patient Signature Required?

☒ Not Required ☐ First Dose ☐ Each Dose

Send To Pharmacy As

☐ Order ☐ Profile ☐ Not Set By Default

Issues for Taking

Templates Zoom

Additional Sig(s)

Templates Zoom

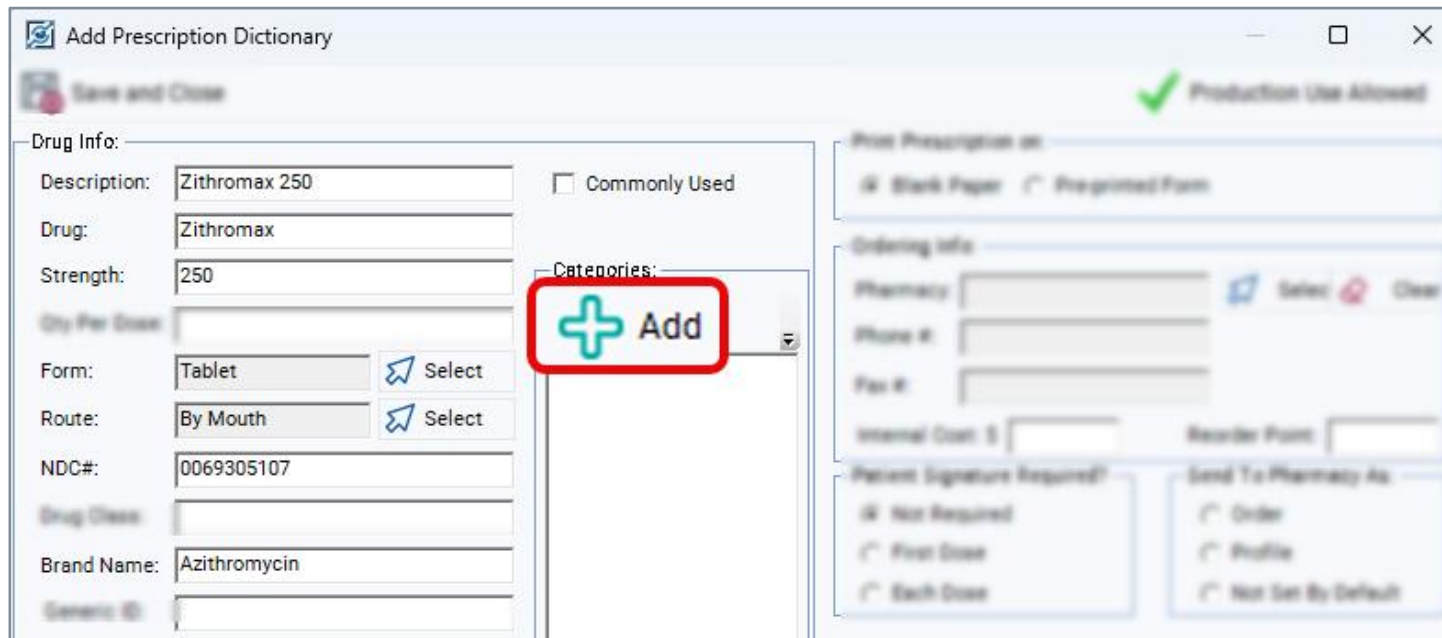
Comments (Not Printed)

Templates Zoom

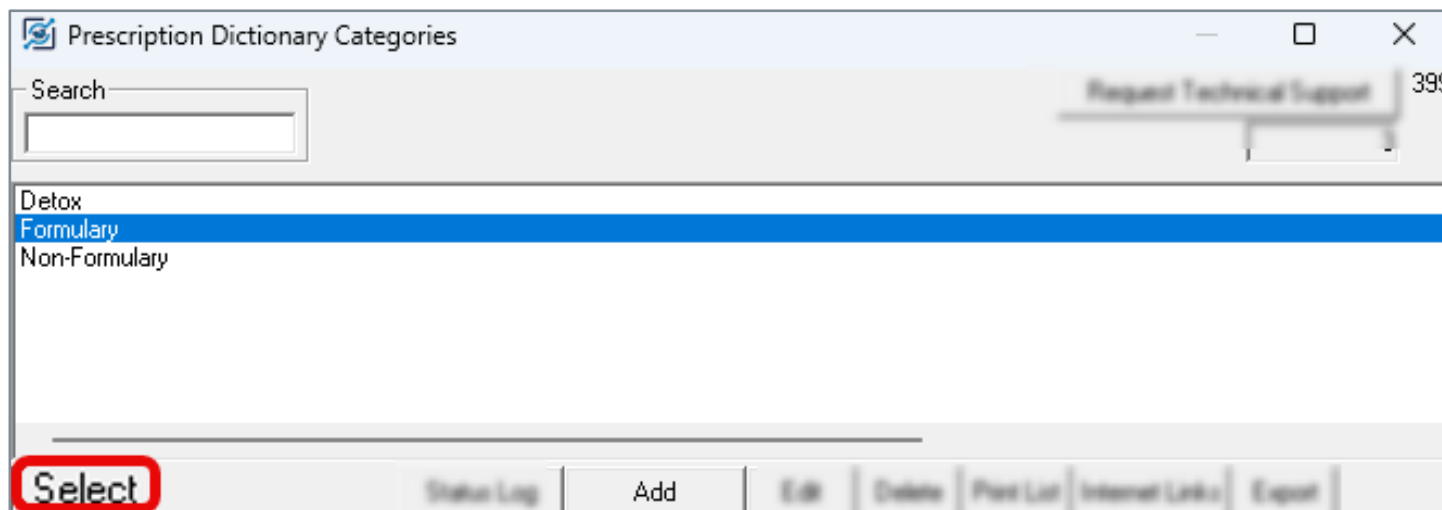
Maintaining the Prescription Dictionary

Assign Category

Click **Add** in the category tracking area. Highlight the correct functional drug group from the list and click **Select**.



Tip: Add a new category by clicking **Add**.

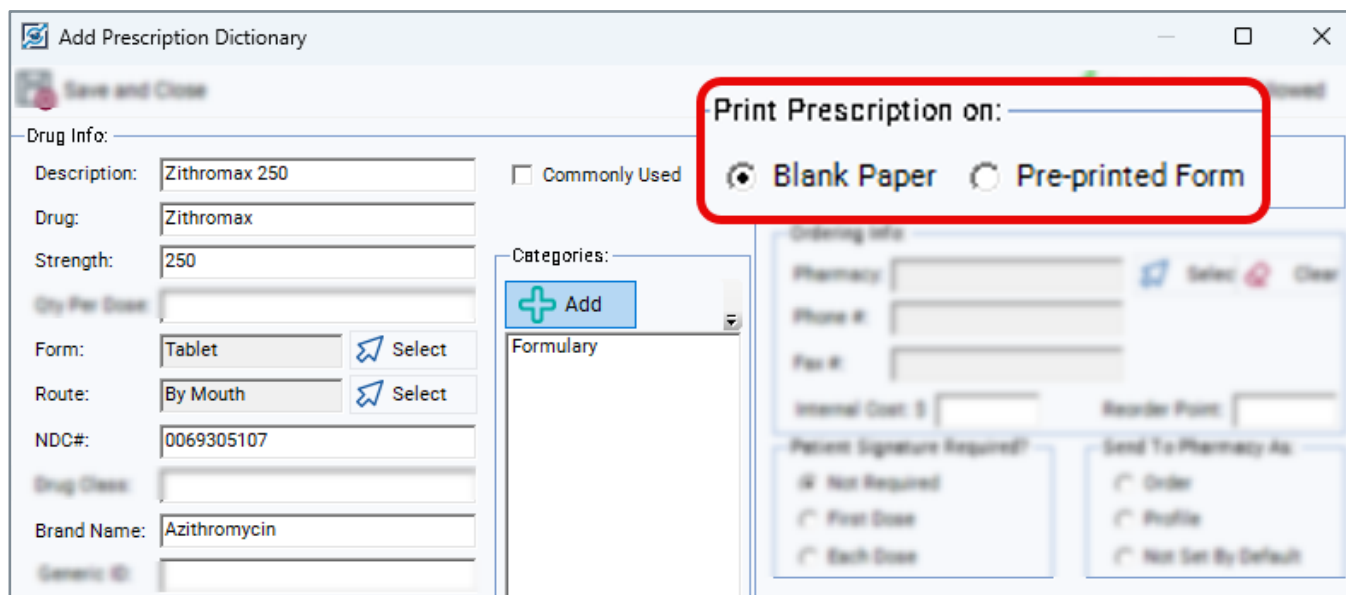


Maintaining the Prescription Dictionary

Configure Print and Ordering Options

Select a print option:

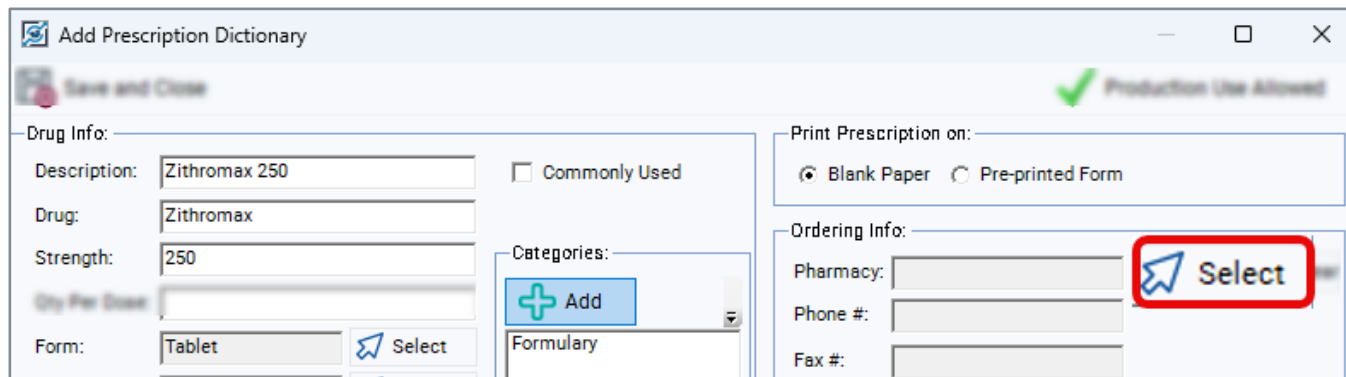
- **Blank Paper:** Prints to blank paper.
- **Pre-printed Form:** Prints to a facility established, pre-printed form.



The screenshot shows the 'Add Prescription Dictionary' window. The 'Drug Info' section contains fields for Description (Zithromax 250), Drug (Zithromax), Strength (250), Form (Tablet), Route (By Mouth), NDC# (0069305107), and Brand Name (Azithromycin). The 'Categories' section has an 'Add' button and a dropdown menu. The 'Print Prescription on:' section is highlighted with a red box and contains two radio buttons: 'Blank Paper' (selected) and 'Pre-printed Form'. The 'Ordering Info' section includes fields for Pharmacy, Phone #, Fax #, Internal Cost \$, and a 'Select' button.

Select a Pharmacy

If your facility utilizes a digital pharmacy interface, complete the Ordering Info by clicking **Select**.



The screenshot shows the 'Add Prescription Dictionary' window with the 'Print Prescription on:' section at the top. The 'Ordering Info' section is highlighted with a red box and contains a 'Select' button. The 'Drug Info' section is the same as in the previous screenshot. The 'Categories' section has an 'Add' button and a dropdown menu. The 'Ordering Info' section includes fields for Pharmacy, Phone #, Fax #, and a 'Select' button.

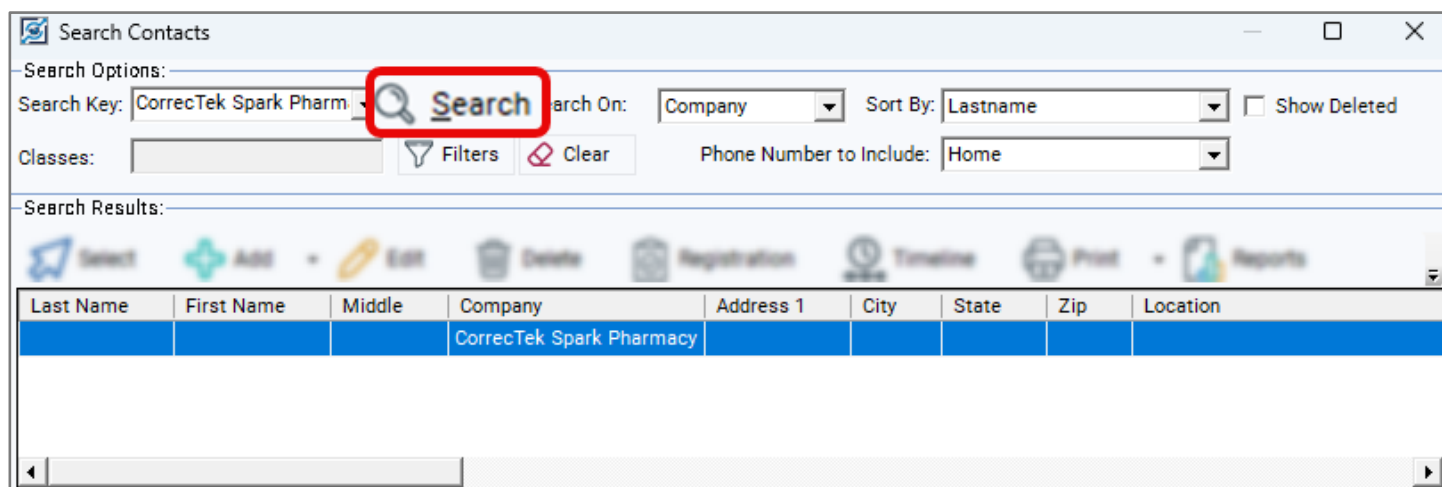
Maintaining the Prescription Dictionary

Search Contact

The Select a Contact screen opens for selecting a pharmacy.

Enter identifiable information in the **Search Key** field, then click **Search**.

Tip: Search using different criteria by selecting the appropriate option in the **Search On** field. Identifiable information may include a company name, fax number, or phone number.



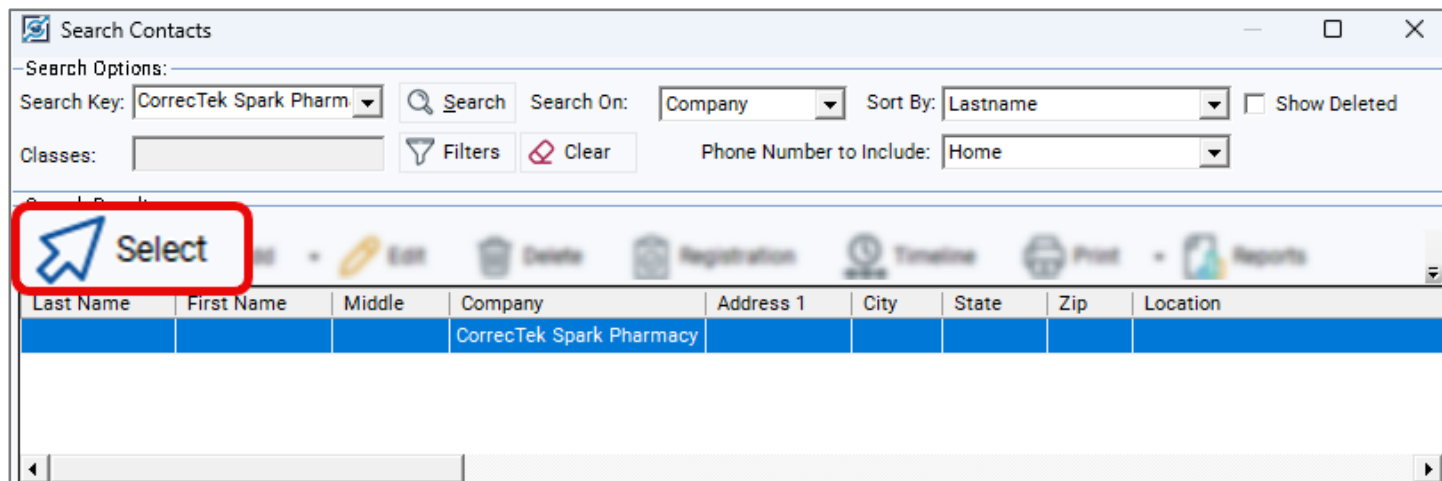
The screenshot shows the 'Search Contacts' window. The 'Search Options' section includes a 'Search Key' field with 'CorrecTek Spark Pharm' entered, a 'Search' button (highlighted with a red box), a 'Search On' dropdown set to 'Company', a 'Sort By' dropdown set to 'Lastname', and a 'Show Deleted' checkbox. Below this are 'Classes', 'Filters', 'Clear', and 'Phone Number to Include' (set to 'Home'). The 'Search Results' section shows a table with one result: 'CorrecTek Spark Pharmacy'.

Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
			CorrecTek Spark Pharmacy					

Select Contact

Highlight the correct contact in the search results.

Click **Select** to return to the add prescription screen.



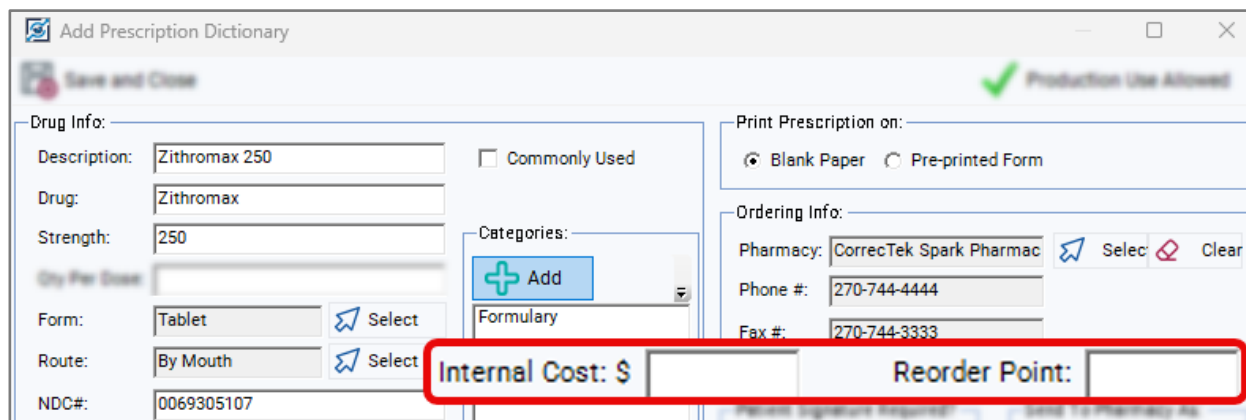
The screenshot shows the 'Search Contacts' window. The 'Search Options' section is the same as in the previous screenshot. The 'Search Results' section shows the same table with one result: 'CorrecTek Spark Pharmacy'. The 'Select' button (highlighted with a red box) is located to the left of the table.

Last Name	First Name	Middle	Company	Address 1	City	State	Zip	Location
			CorrecTek Spark Pharmacy					

Maintaining the Prescription Dictionary

Configure Additional Settings

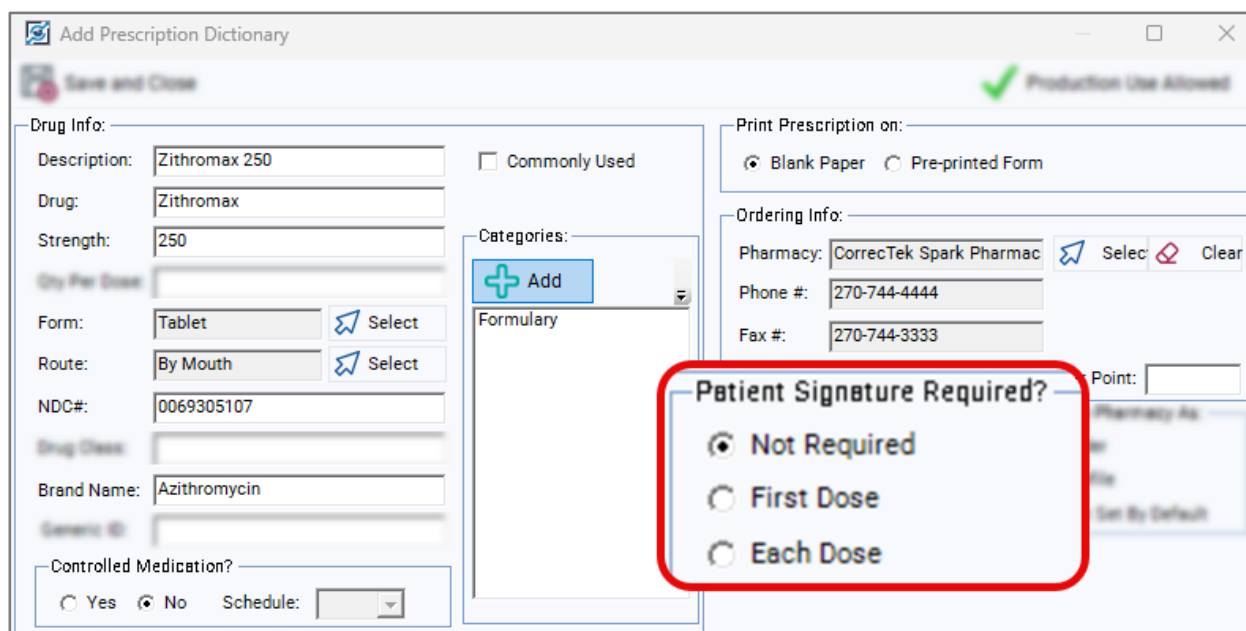
If there is an internal cost or reorder point, enter the information in the applicable fields.



The screenshot shows the 'Add Prescription Dictionary' window. The 'Drug Info' section contains fields for Description (Zithromax 250), Drug (Zithromax), Strength (250), Form (Tablet), Route (By Mouth), and NDC# (0069305107). The 'Categories' section has an 'Add' button and a dropdown menu. The 'Print Prescription on:' section has radio buttons for 'Blank Paper' and 'Pre-printed Form'. The 'Ordering Info' section has fields for Pharmacy (CorrecTek Spark Pharmac), Phone # (270-744-4444), and Fax # (270-744-3333). The 'Internal Cost: \$' and 'Reorder Point:' fields are highlighted with a red box.

Select an option for patient signature:

- **Not Required:** Signature never required.
- **First Dose:** Signature required only on first dose.
- **Each Dose:** Signature always required.

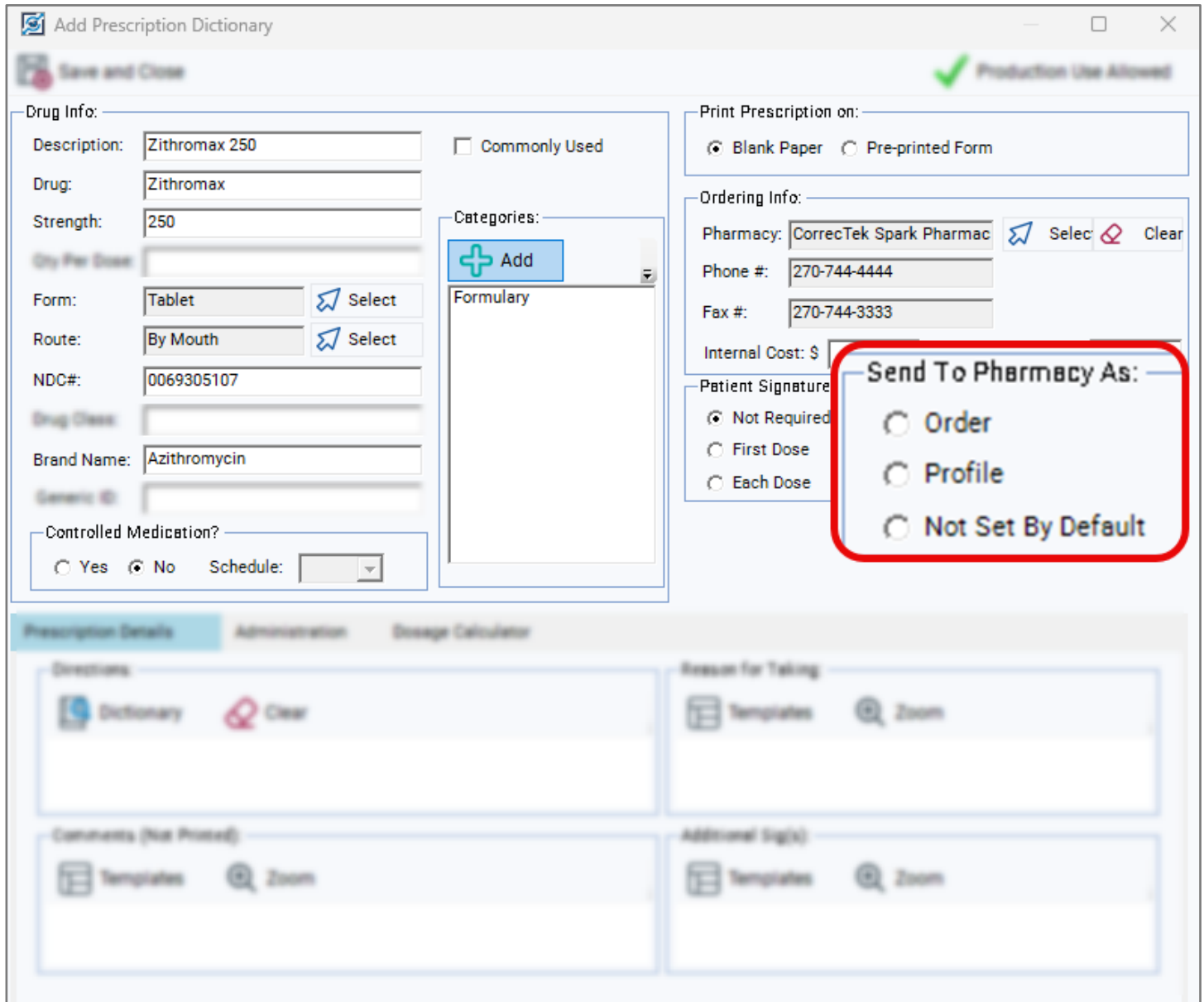


The screenshot shows the 'Add Prescription Dictionary' window. The 'Drug Info' section contains fields for Description (Zithromax 250), Drug (Zithromax), Strength (250), Form (Tablet), Route (By Mouth), and NDC# (0069305107). The 'Categories' section has an 'Add' button and a dropdown menu. The 'Print Prescription on:' section has radio buttons for 'Blank Paper' and 'Pre-printed Form'. The 'Ordering Info' section has fields for Pharmacy (CorrecTek Spark Pharmac), Phone # (270-744-4444), and Fax # (270-744-3333). The 'Patient Signature Required?' dropdown menu is highlighted with a red box, showing options: 'Not Required' (selected), 'First Dose', and 'Each Dose'.

Select how to send the prescription to the pharmacy:

Maintaining the Prescription Dictionary

- **Order:** Always send as an order.
- **Profile:** Always send as a profile.
- **Not Set By Default:** Require the user to select when creating the prescription.



Add Prescription Dictionary

Save and Close

Production Use Allowed

Drug Info:

Description: Zithromax 250 ☐ Commonly Used

Drug: Zithromax

Strength: 250

Qty Per Dose:

Form: Tablet

Route: By Mouth

NDC#: 0069305107

Drug Class:

Brand Name: Azithromycin

Generic ID:

Controlled Medication? ☐ Yes ☒ No Schedule:

Categories:

Formulary

Ordering Info:

Pharmacy: CorrecTek Spark Pharmac

Phone #: 270-744-4444

Fax #: 270-744-3333

Internal Cost: \$

Send To Pharmacy As:

☒ Not Required

☐ Order

☐ Profile

☐ Not Set By Default

Patient Signature:

☒ Not Required

☐ First Dose

☐ Each Dose

Prescription Details Administration Dosage Calculator

Directions:

Reasons for Taking:

Comments (Not Printed):

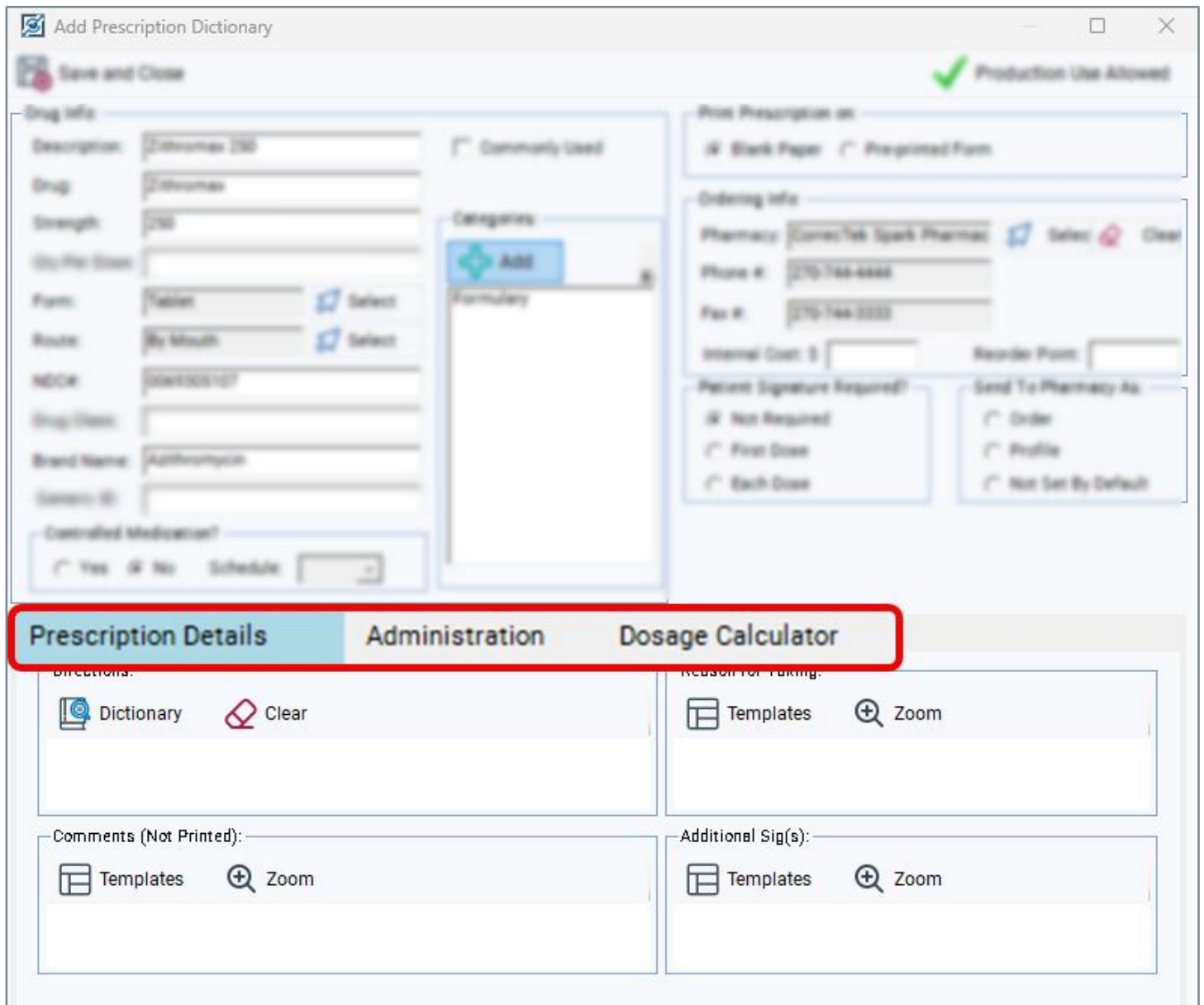
Additional Sig(s):

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Additional Details

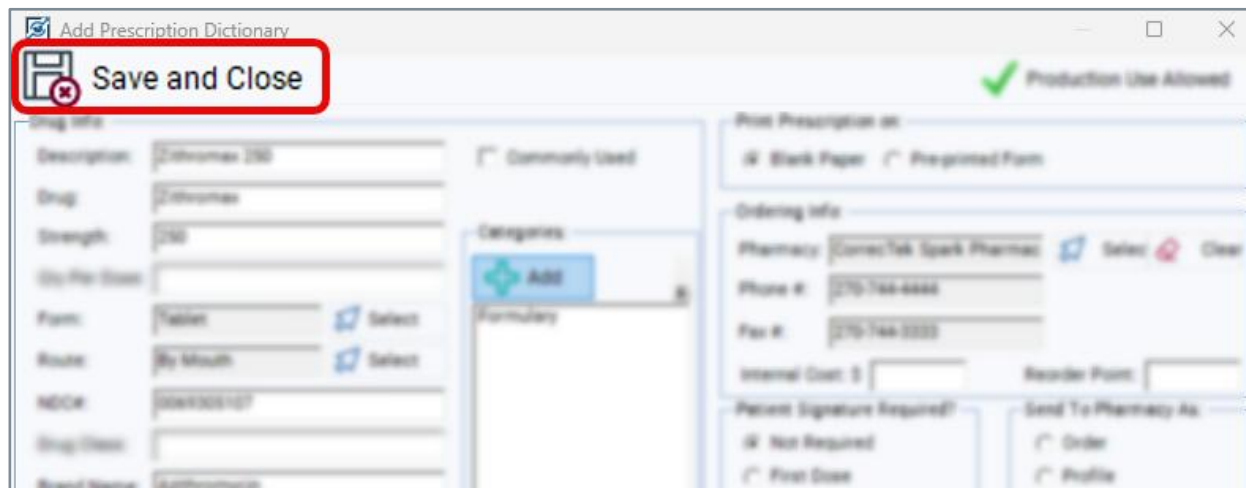
(No action required)

For details about the fields in this section, see the [Error! Reference source not found.](#) reference.



Click **Save and Close** to return to the Prescription Dictionary.

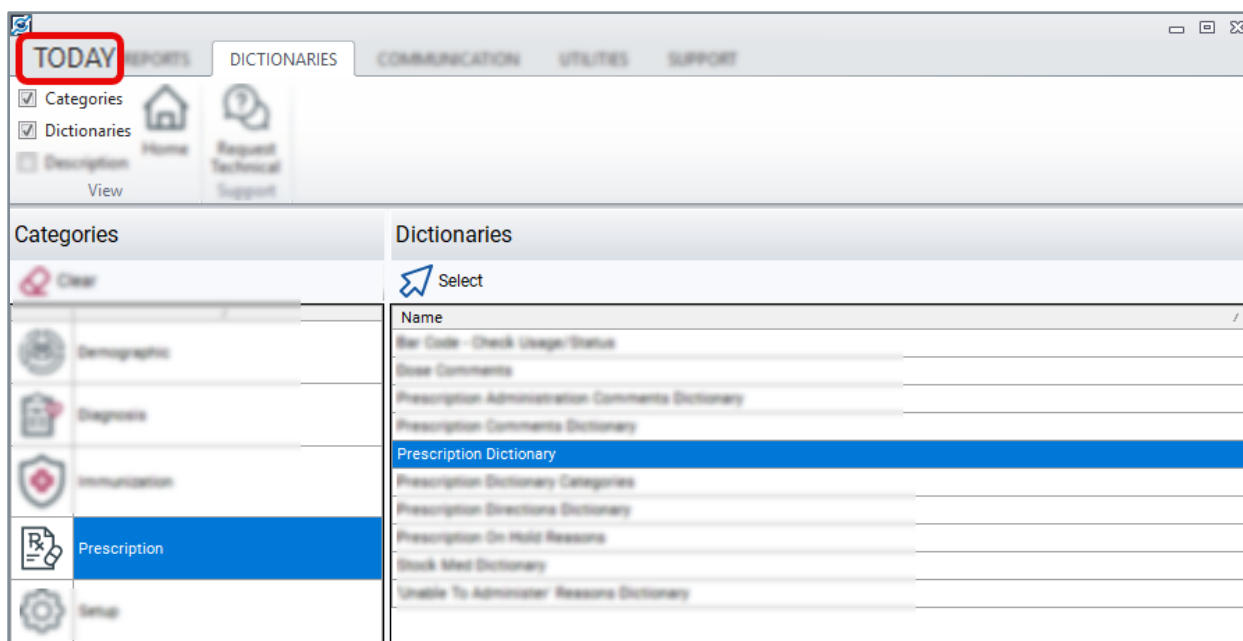
Maintaining the Prescription Dictionary



Click **X** to close the Prescription Dictionary.

Return to Spark Desktop

Click **TODAY** to return to the Spark Desktop.



Categories		Dictionaries	
	Clear		Select
	Demographic	Name	/
	Diagnosis	Bar Code - Check Usage/Status	
	Immunization	Dose Comments	
	Prescription	Prescription Administration Comments Dictionary	
	Setup	Prescription Comments Dictionary	
		Prescription Dictionary	
		Prescription Dictionary Categories	
		Prescription Directions Dictionary	
		Prescription On Hold Reasons	
		Stock Med Dictionary	
		Unable To Administer Reasons Dictionary	

Maintaining the Prescription Dictionary



References

Additional Details

Prescription Details Administration Dosage Calculator

Prescription Details – Adds details such as directions, reason for taking, comments, and additional sig(s).

Administration – Assigns a default administration pattern.

Dosage Calculator – Calculates the appropriate dosage based on the patient's weight or body surface area.

[Return to Additional Details.](#)