

Prescription Authorizations



Course Overview

Use Prescription Authorizations to require formal administrative or clinical approval before specific medications can be administered or ordered.

This guide explains how to configure prescription authorization settings in CorrecTek Spark.

Use This Guide When

- Setting up a prescription category to require authorization (e.g., non-formulary, psychotropic or high-cost medications)
- Configuring authorization workflow requirements for specific medications
- Updating existing prescription authorization settings

What You'll Be Able to Do

- Access Prescription Dictionary Categories
- Configure authorization requirements for a prescription
- Select an authorizing department
- Set authorization conditions

Prescription Authorizations



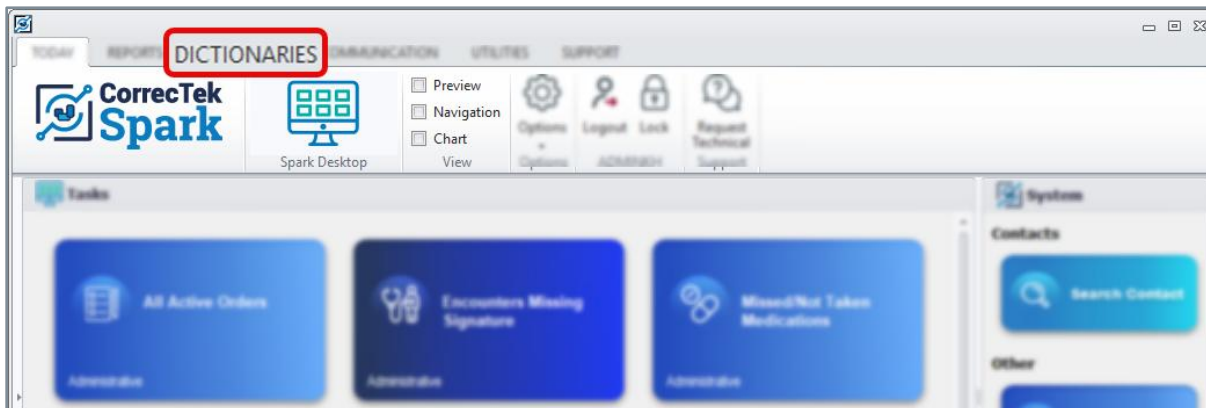
Topics Covered

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Prescription Authorizations

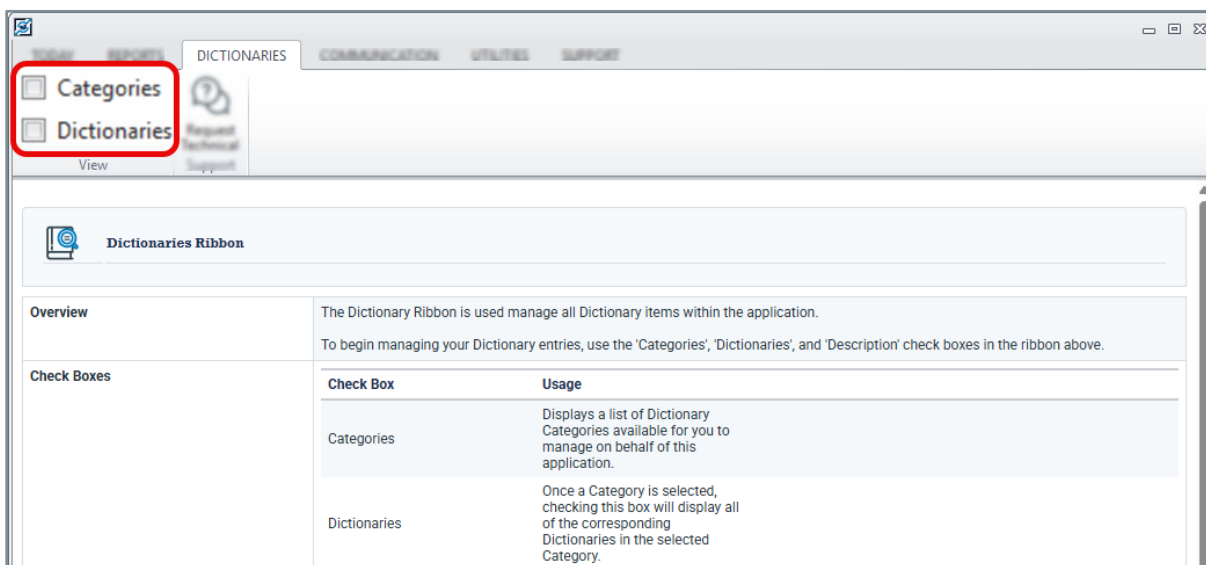
Spark Desktop

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



Dictionaries

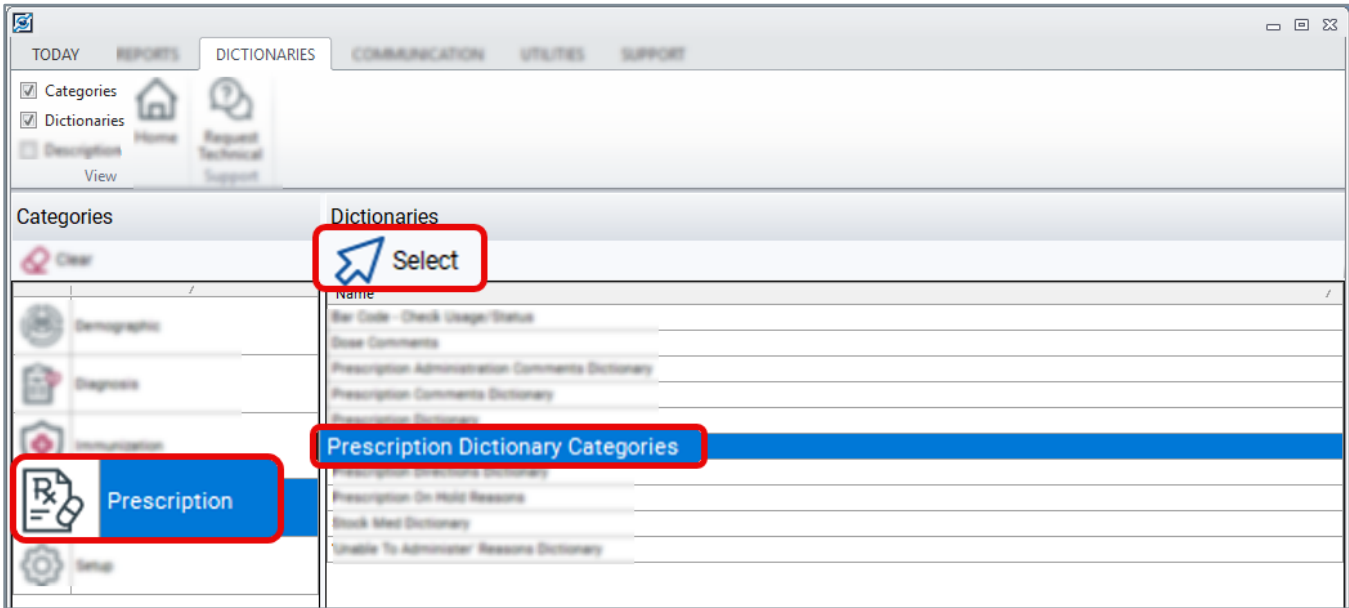
Select **Categories** and **Dictionaries** from the View.



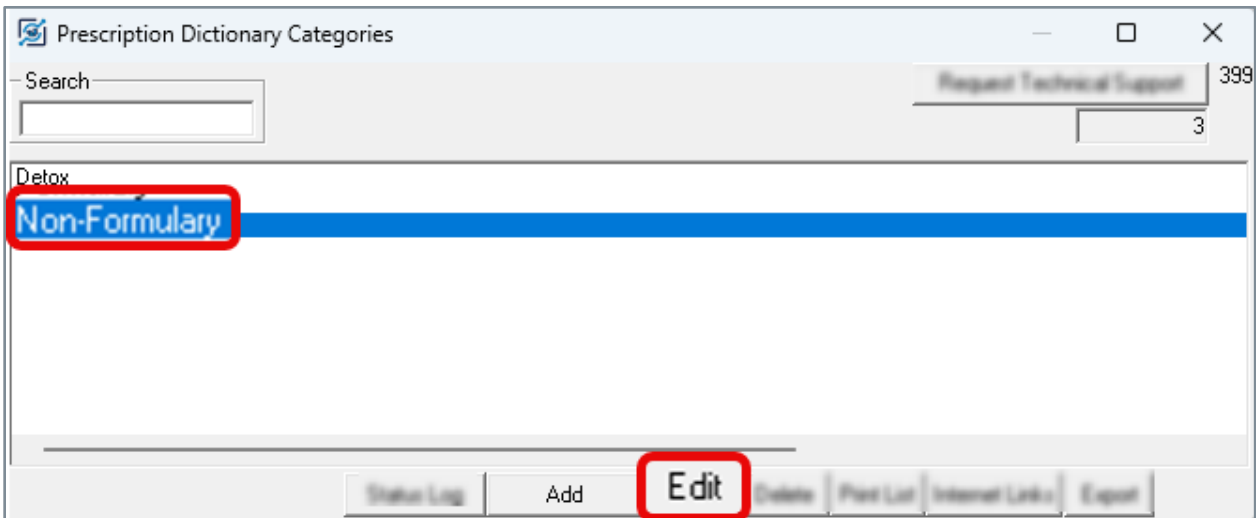
Select **Prescription**, then **Prescription Dictionary Categories**.

Prescription Authorizations

Click **Select** to open the prescription dictionary category list.



Highlight your target **Category** from the list, then click **Edit** on the toolbar.



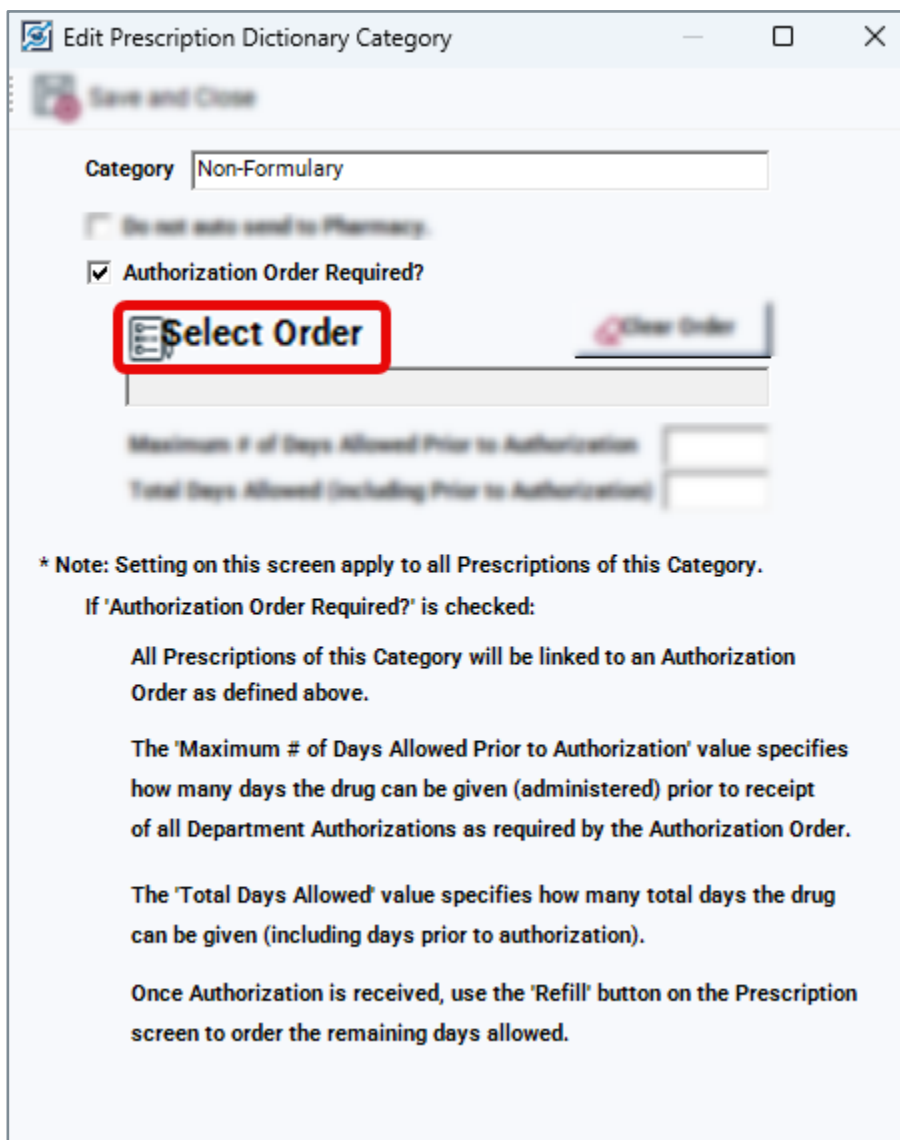
| Tip: Click **Add** if you need to build a brand-new custom category folder instead of modifying an existing one.

Prescription Authorizations

Configure Authorization Requirements

Once inside the category configuration window, you must link it to a tracking order that triggers the approval workflow:

Check the box for **Authorization Order Required?**, then click **Select Order** to open the Order Selection registry window.



Save and Close

Category

☐ Do not auto send to Pharmacy.

☒ Authorization Order Required?

Select Order

Maximum # of Days Allowed Prior to Authorization

Total Days Allowed (including Prior to Authorization)

* Note: Setting on this screen apply to all Prescriptions of this Category.

If 'Authorization Order Required?' is checked:

All Prescriptions of this Category will be linked to an Authorization Order as defined above.

The 'Maximum # of Days Allowed Prior to Authorization' value specifies how many days the drug can be given (administered) prior to receipt of all Department Authorizations as required by the Authorization Order.

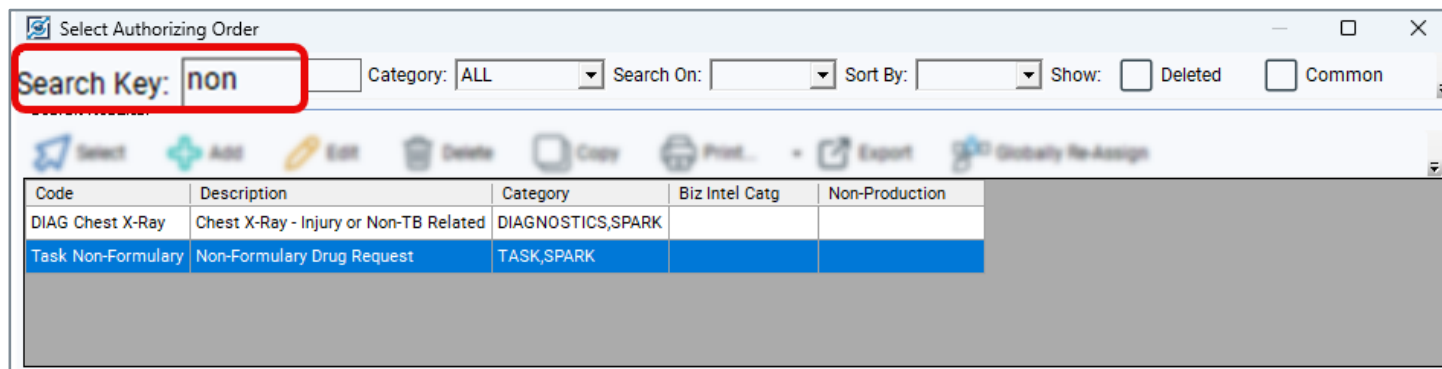
The 'Total Days Allowed' value specifies how many total days the drug can be given (including days prior to authorization).

Once Authorization is received, use the 'Refill' button on the Prescription screen to order the remaining days allowed.

Prescription Authorizations

Find an Order

In the left-hand navigation pane, type keywords related to your authorization request type in the **Search Key** field. The list updates dynamically as you type.



Select Authorizing Order

Search Key: **non** Category: ALL Search On: Sort By: Show: ☐ Deleted ☐ Common

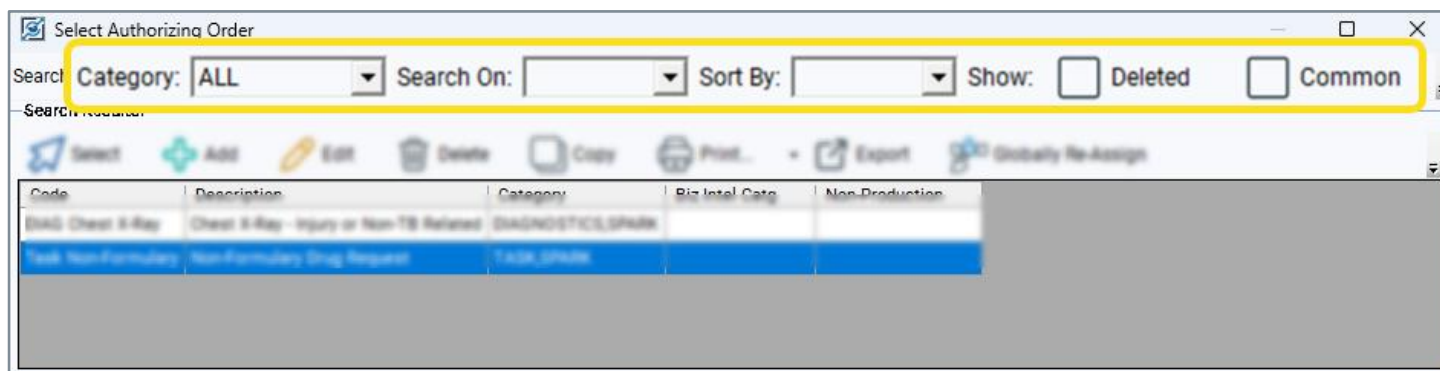
Select Add Edit Delete Copy Print... Export Globally Re-Assign

Code	Description	Category	Biz Intel Catg	Non-Production
DIAG Chest X-Ray	Chest X-Ray - Injury or Non-TB Related	DIAGNOSTICS,SPARK		
Task Non-Formulary	Non-Formulary Drug Request	TASK,SPARK		

Narrow the Results (Optional)

Narrow down large lists using the dropdown options at the top of the screen.

- **Category** – Filters the order by type, such as Visit, Task, Diet or Lab
- **Search On** – Switches the search criteria between order Code or Description
- **Sort By** – Changes how the results are sorted
- **Common** – Filters the grid to display only items marked as frequently used at the facility.



Select Authorizing Order

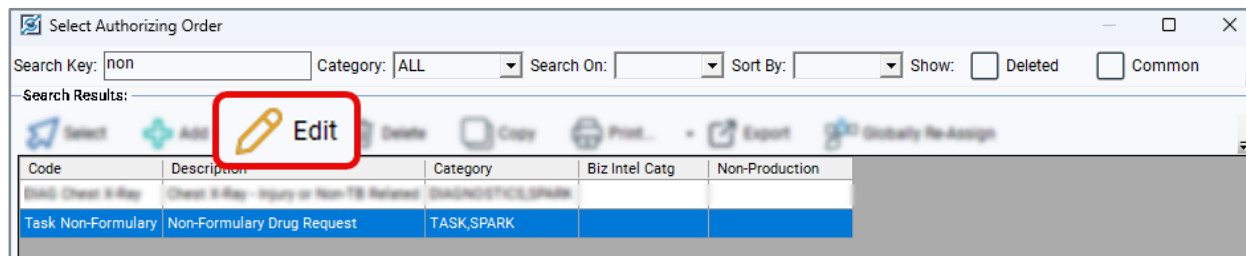
Search: Category: ALL Search On: Sort By: Show: ☐ Deleted ☐ Common

Select Add Edit Delete Copy Print... Export Globally Re-Assign

Code	Description	Category	Biz Intel Catg	Non-Production
DIAG Chest X-Ray	Chest X-Ray - Injury or Non-TB Related	DIAGNOSTICS,SPARK		
Task Non-Formulary	Non-Formulary Drug Request	TASK,SPARK		

Highlight the correct authorization order definition from the search results, then click **Edit**.

Prescription Authorizations



Select Authorizing Order

Search Key: non Category: ALL Search On: Sort By: Show: ☐ Deleted ☐ Common

Search Results:

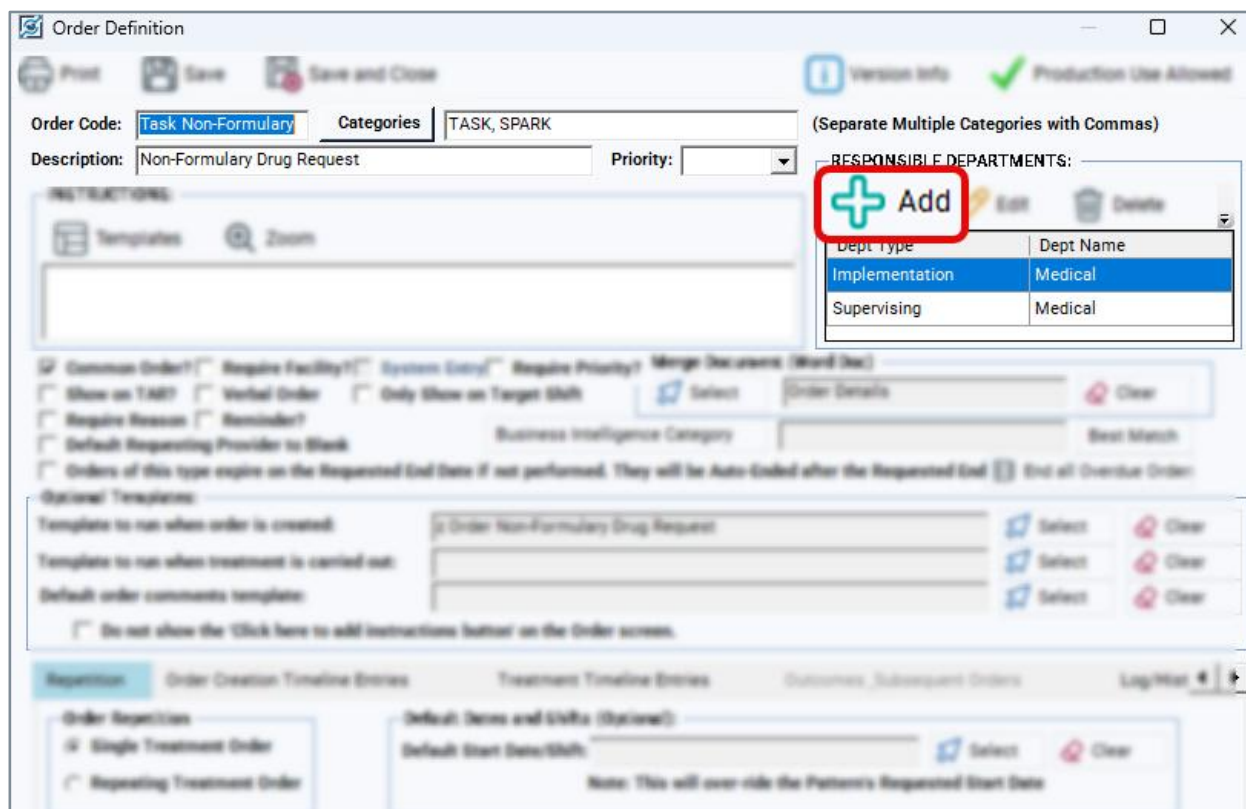
Select Add Edit Delete Copy Print... Export Unassign

Code	Description	Category	Biz Intel Catg	Non-Production
BLDG Chest X-Ray	Chest X-Ray - Injury or Non-TB Related	DIAGNOSTICS,SPARK		
Task Non-Formulary	Non-Formulary Drug Request	TASK,SPARK		

Configure Order Definition

This step determines exactly which internal department receives the authorization tasks and how the prescription behaves while waiting for approval.

On the Order Definition screen, click **Add** to select an authorizing department.



Order Definition

Print Save Save and Close Version Info Production Use Allowed

Order Code: Task Non-Formulary Categories: TASK, SPARK (Separate Multiple Categories with Commas)

Description: Non-Formulary Drug Request Priority:

RESPONSIBLE DEPARTMENTS:

+ Add Edit Delete

Dept type	Dept Name
Implementation	Medical
Supervising	Medical

☐ Common Order? ☐ Require Facility? ☐ System Entry? ☐ Require Priority? ☐ Merge Documents (Word Doc)

☐ Show on TAMP? ☐ Verbal Order ☐ Only Show on Target Shift ☐ Select Order Details Clear

☐ Require Reason? ☐ Reminder? ☐ Default Requesting Provider to Blank ☐ Best Match

☐ Orders of this type expire on the Requested End Date if not performed. They will be Auto-Ended after the Requested End ☐ End all Overdue Order

Optional Templates:

Template to run when order is created:

Template to run when treatment is carried out:

Default order comments template:

☐ Do not show the 'Click here to add instructions button' on the Order screen.

Requisition Order Creation Timeline Entries Treatment Timeline Entries Outcomes Subsequent Orders Log/View

Order Requisitions

☒ Single Treatment Order ☐ Repeating Treatment Order

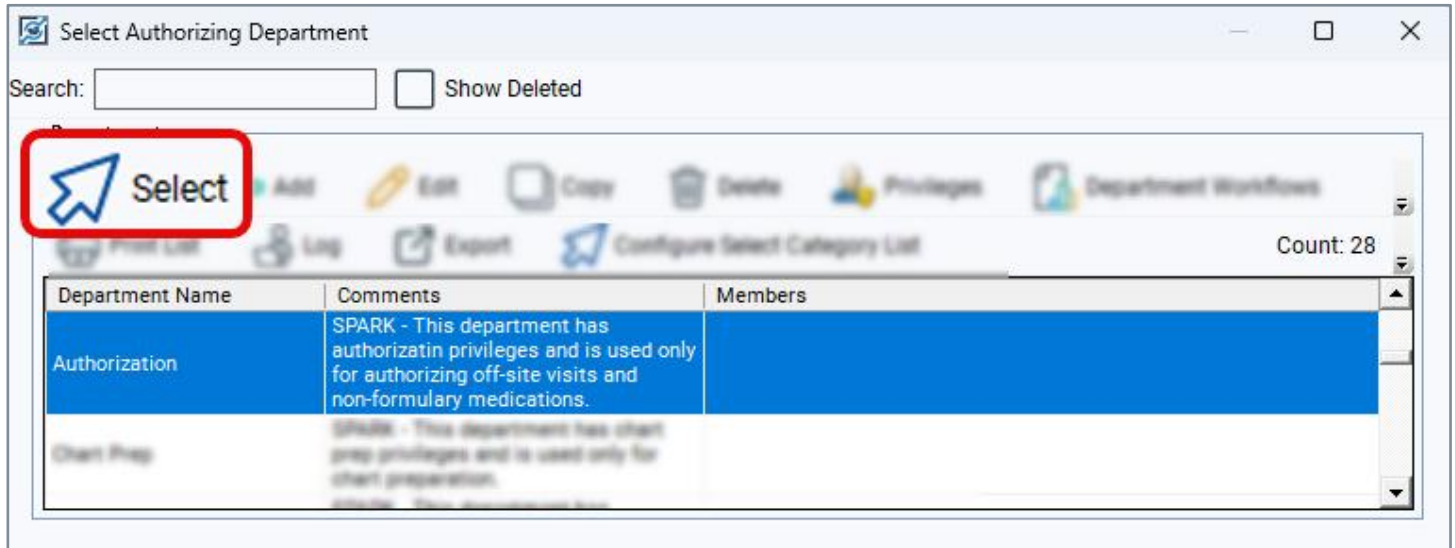
Default Doses and Stocks (Optional):

Default Start Date/Shift:

Note: This will override the Patient's Requested Start Date

Highlight the designated Authorizing Department from the list, then click **Select**.

Prescription Authorizations



Select Authorizing Department

Search: ☐ Show Deleted

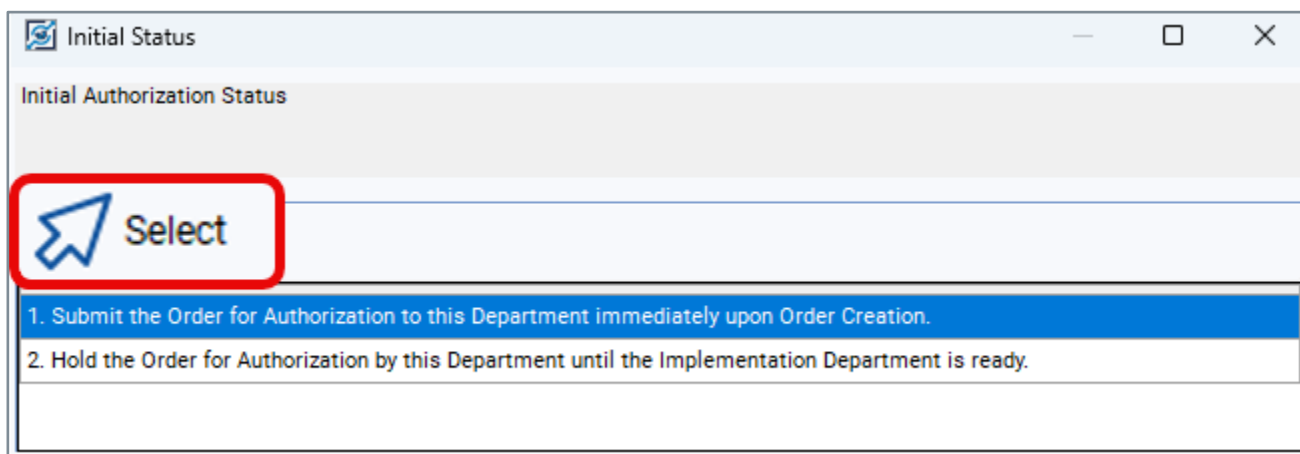
Select Add Edit Copy Delete Privileges Department Workflows
Print List Log Export Configure Select Category List Count: 28

Department Name	Comments	Members
Authorization	SPARK - This department has authorization privileges and is used only for authorizing off-site visits and non-formulary medications.	
Chart Prep	SPARK - This department has chart prep privileges and is used only for chart preparation.	

Choose your preferred system behavior by selecting an Initial Status:

- Submit the Order for Authorization: Immediately pushes the order straight onto the designated department's active workflow queue for review.
- Hold the Order for Authorization: Places the order in a locked, pending state until an administrator manually releases it for review.

Click **Select** to save your status choice and return to the Order Definition screen.



Initial Status

Initial Authorization Status

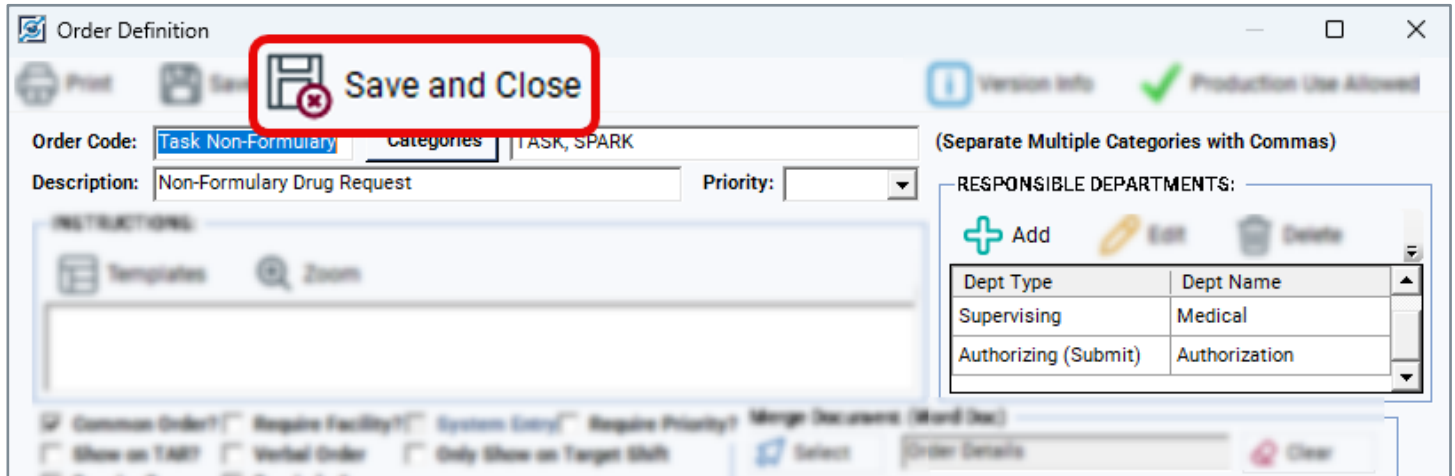
Select

1. Submit the Order for Authorization to this Department immediately upon Order Creation.

2. Hold the Order for Authorization by this Department until the Implementation Department is ready.

Click **Save and Close** on the toolbar to lock in your departmental routing rules.

Prescription Authorizations



Order Definition

Print Save **Save and Close** Version Info Production Use Allowed

Order Code: Task Non-Formulary Categories: TASK, SPARK (Separate Multiple Categories with Commas)

Description: Non-Formulary Drug Request Priority: 1

INSTRUCTIONS: Templates Zoom

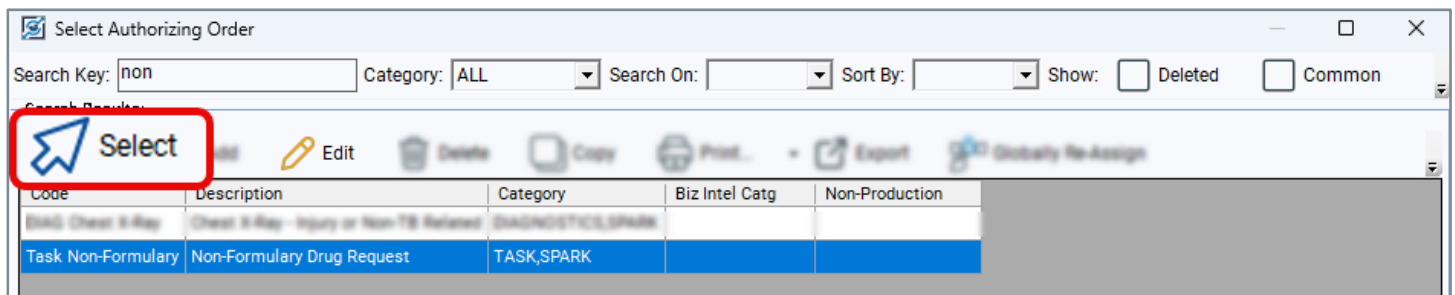
RESPONSIBLE DEPARTMENTS:

Dept Type	Dept Name
Supervising	Medical
Authorizing (Submit)	Authorization

☒ Common Order? ☐ Require Facility? ☐ System Entry? ☐ Require Priority? Merge Documents (Word Doc)

☐ Show on TAB? ☐ Verbal Order ☐ Only Show on Target Shift Select Order Details Clear

Highlight your new order line, then click **Select** to return to the primary Edit Prescription Dictionary Category window.



Select Authorizing Order

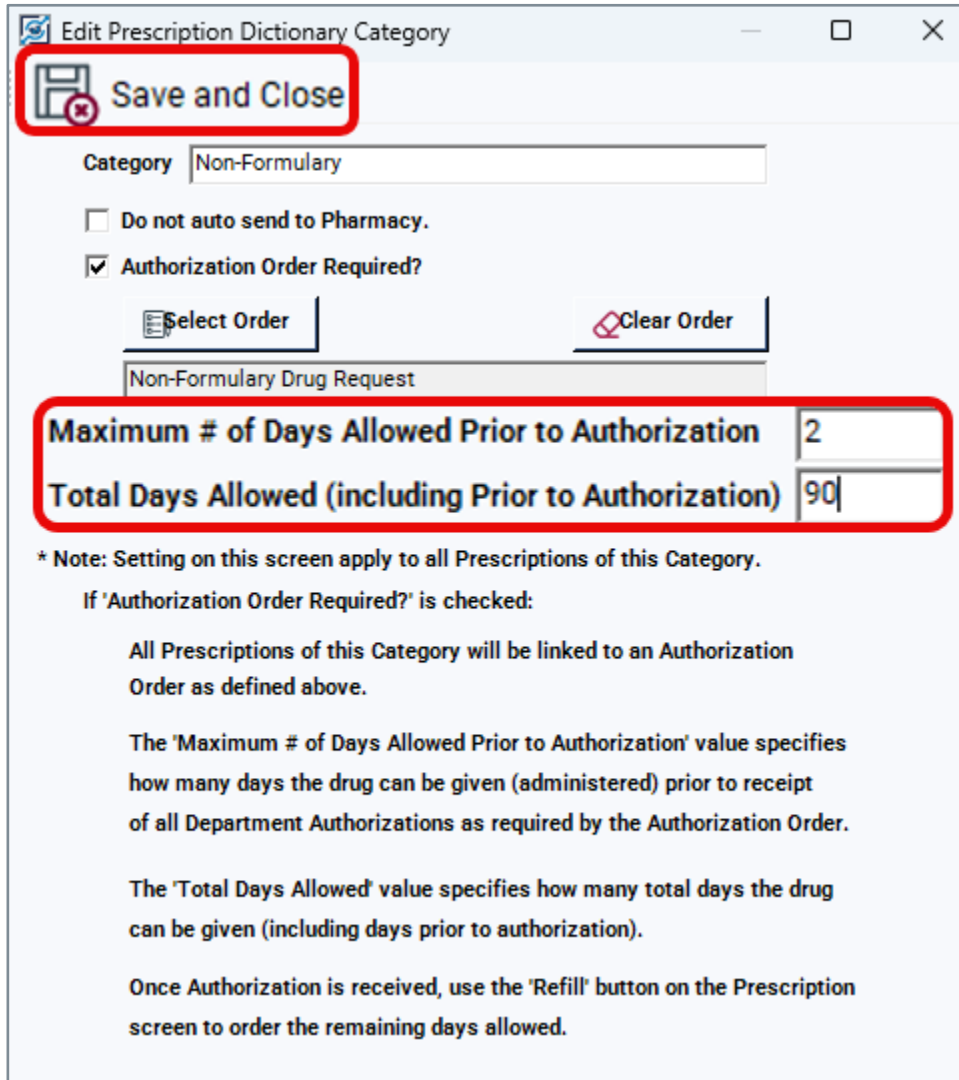
Search Key: non Category: ALL Search On: Sort By: Show: ☐ Deleted ☐ Common

Select Edit Delete Copy Print... Export Globally Re-Assign

Code	Description	Category	Biz Intel Catg	Non-Production
Task Non-Formulary	Task Non-Formulary Drug Request	TASK, SPARK		

Set your maximum and total number of days allowed entries, then click **Save and Close**.

Prescription Authorizations



Edit Prescription Dictionary Category

Save and Close

Category: Non-Formulary

☐ Do not auto send to Pharmacy.

☒ Authorization Order Required?

Select Order Clear Order

Non-Formulary Drug Request

Maximum # of Days Allowed Prior to Authorization 2

Total Days Allowed (including Prior to Authorization) 90

* Note: Setting on this screen apply to all Prescriptions of this Category.

If 'Authorization Order Required?' is checked:

All Prescriptions of this Category will be linked to an Authorization Order as defined above.

The 'Maximum # of Days Allowed Prior to Authorization' value specifies how many days the drug can be given (administered) prior to receipt of all Department Authorizations as required by the Authorization Order.

The 'Total Days Allowed' value specifies how many total days the drug can be given (including days prior to authorization).

Once Authorization is received, use the 'Refill' button on the Prescription screen to order the remaining days allowed.

| Tip: Review the information block at the bottom of the screen for data entry guidelines and category definitions.

The system returns to the Prescription Dictionary Categories. Click **X** to close the screen.

Return to Spark Desktop

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

Prescription Authorizations



TODAY REPORTS Dictionaries COMMUNICATION UTILITIES SUPPORT

☒ Categories ☒ Dictionaries ☐ Description View Home Request Technical Support

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

Related Courses

- Reviewing Authorization Requests