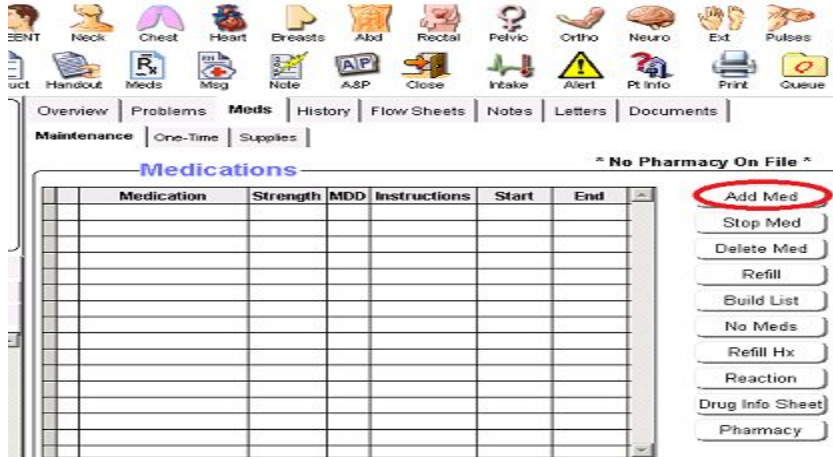# Adding a New Medication to Patient Chart

From Patient Chart, choose **Add Med**.


From **Select Medication** window, you may search for the correct med by choosing Alpha Search or Full Text Search.

Active List has medications your practice has prescribed before. Choosing this will narrow your search field. If you are not sure the medication has been prescribed before, make sure you choose **Master List**. The Master List contains the full directory of medications.

An item selected from the Master List will automatically be added to your Active Table for future use.

Double click on correct medication.
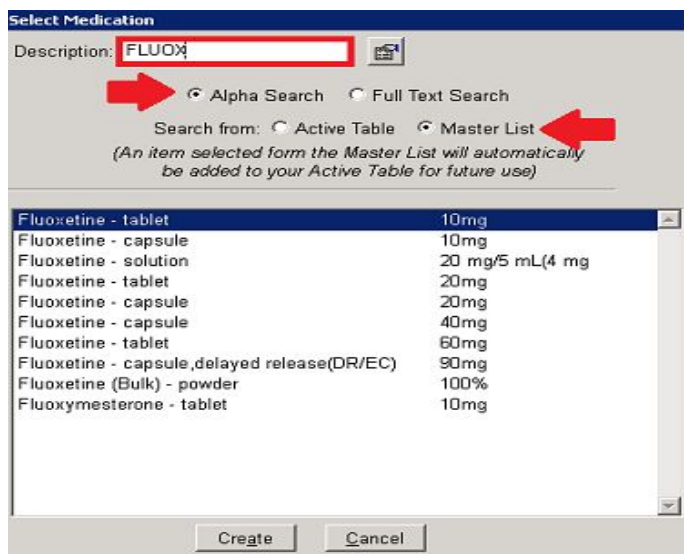
Clicking on the icon to the right of the description field, allows you to browse medications by class such as "Blood" and "Respiratory System".
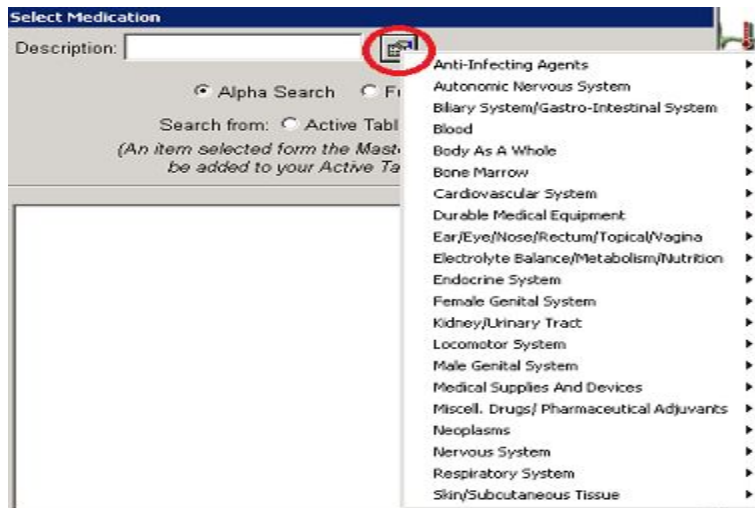

After double clicking on the correct medication, the **Patient Medication** window will open. This is where you will link medication to the patient's chart. This includes linking the diagnosis to the med and filling out labelling information. Save.
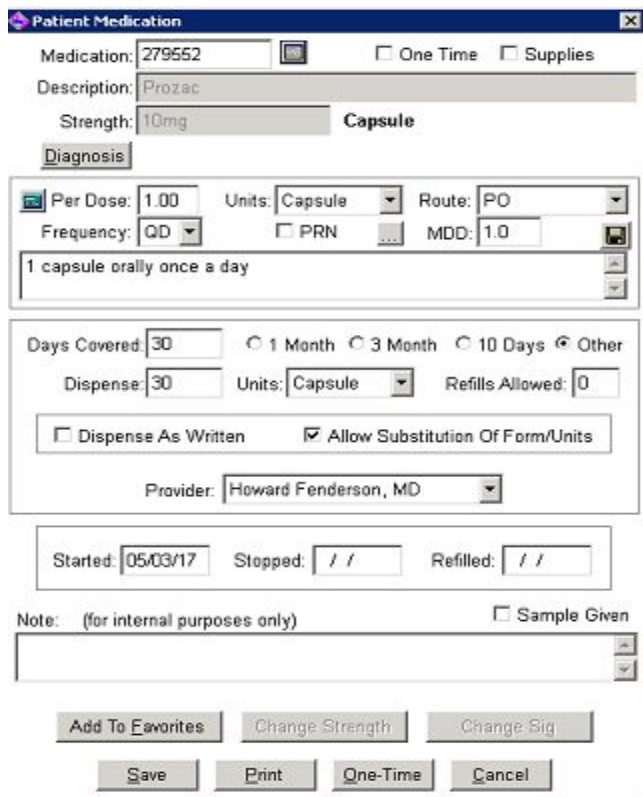
New Medication is now in patient's medication list and added to practice Active List.

Alternate Method of Searching for Meds on Master List

You can also select a Medication from the Master List by choosing Tables, Medication. From the Medication Table window, click on the magnifying glass icon. This will bring up the Select Medication window. Make sure you choose to search from Master List.
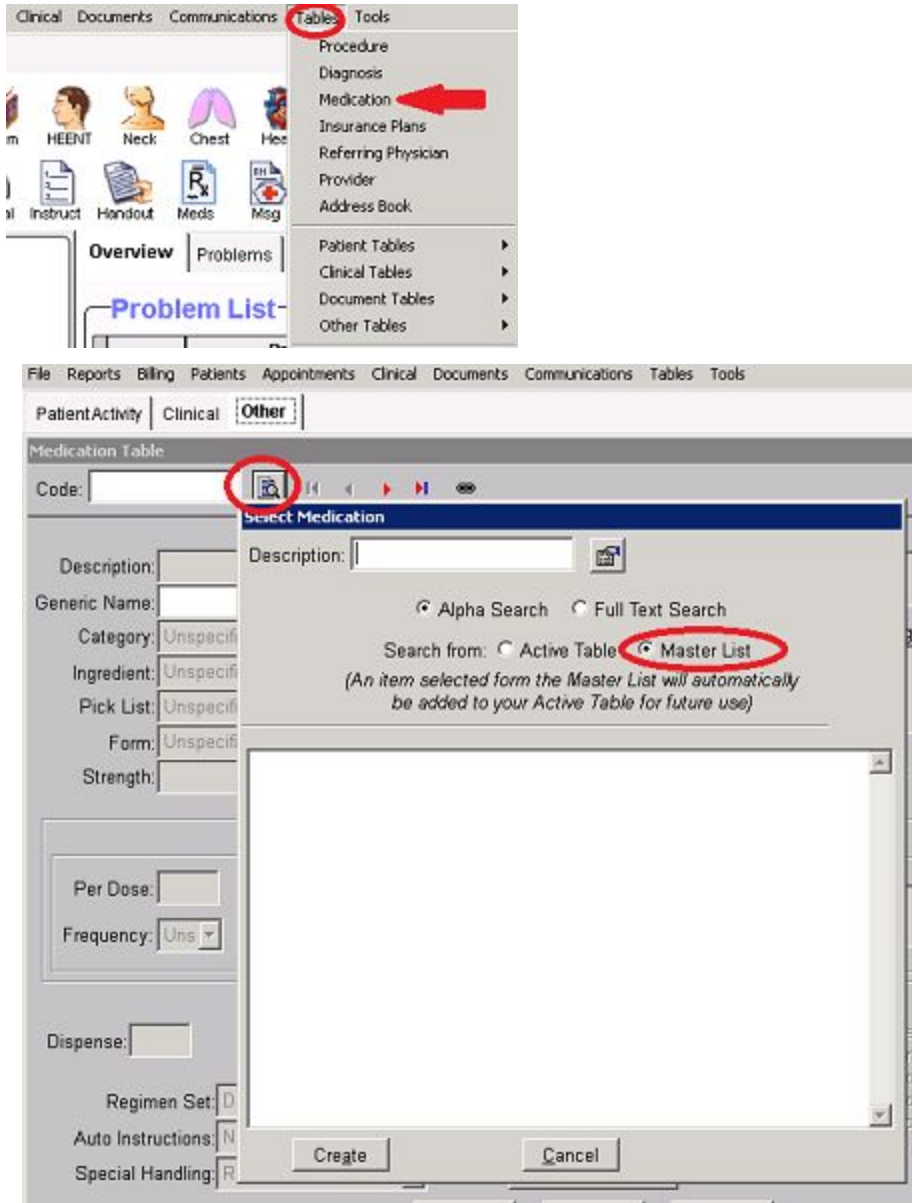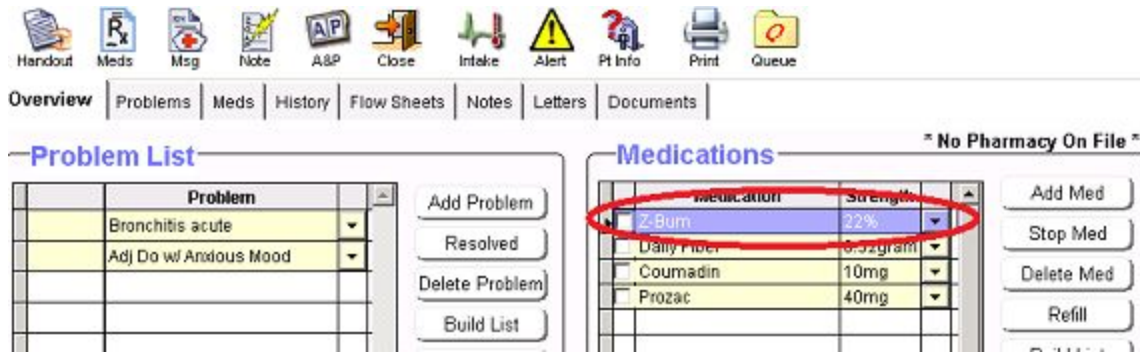

As above, once you have searched in description field, double click or choose **Create** to add the medication to the Active List. Once added to the Active List, you can choose Add Med to prescribe and link it to the patient.

Troubleshooting

Unable to refill previously prescribed medication/Script failing: Script may have slightly changed and needs to be relinked to the updated version on the Master List.

From the Patient's Medication List, **double click on medication**.
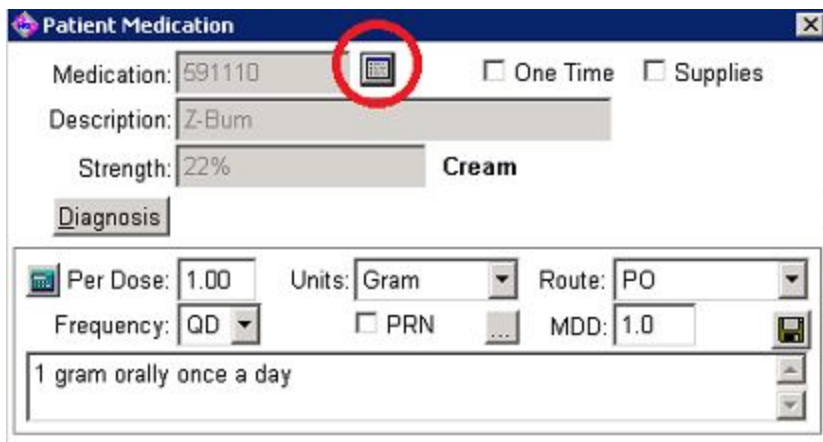
From **Patient Medication** window, click on **Edit Rx Table** button.
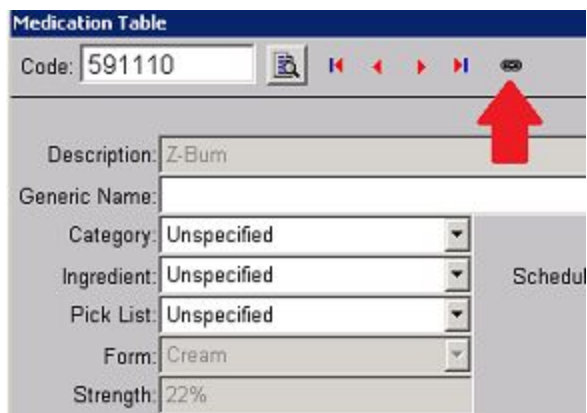
From **Medication Table** window, click on **Link** icon.
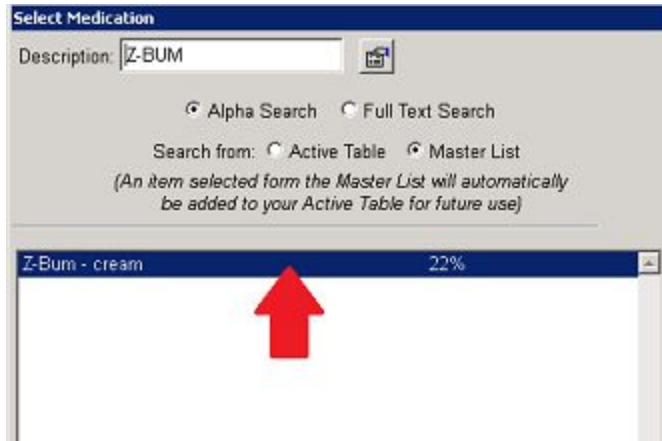
Double clicking on correct medication (there may be a list) will now re-link it to the Master List. Save

Make sure you hit **Save** button from Medication Table window **AND** Patient Medication window for the link to be complete.