This procedure is used by first and second year students and faculty to issue prescriptions.

**To Enter a Prescription:**

1. Go to the Patient’s EHR
2. Select the Prescriptions tab
3. Click the add new button
4. Select the drug and enter the proper information.
5. Click add when all information is complete

6. The drug will appear in the bottom pane

<table>
<thead>
<tr>
<th>Drug</th>
<th>Dose</th>
<th>Total</th>
<th>Refills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoxicillin</td>
<td>500 mg (prio)</td>
<td>20</td>
<td>0</td>
</tr>
</tbody>
</table>

7. Close the window when complete.

8. If approval is required authenticate with swipe card or credentials

To Re-print a Prescription:

1. Right click on prescription, and select Reprint Prescription from the pull down menu.
2. Choose your printer from the Select Printer box. Click Select.

To Void a Prescription:

1. Select the prescription you wish to void.
2. Click the folder button with the icon.
3. Fill in the required information and click Ok.