

If you have chosen to prescribe a new product and it is not available in your Epic EHR, consider consulting your practice EHR IT support team to manually add it to the product list. Manually adding a new product will enable documentation of a sample or prescription in the EHR for future reference.

## IMPORTANT TO NOTE:

- Manually added medications may not be checked for drug interactions or adverse reactions
- Manually added medications cannot be transmitted electronically to a pharmacy (ie, eprescribed). These prescriptions must be printed in the office and given to the patient to take to the pharmacy, or phoned into the pharmacy

Please use the following general instructions, as a reference, to manually add a product into your Epic EHR with your practice EHR IT support team:

### Manually Adding ERX Records to Epic

- In Epic's Willow pharmacy system Clinic Administration, navigate to Meds, Allergens, Imms, etc> Medications (ERX), and select **Add ERX Medication Record**
- Fill in the drug detail information, including **Medication Name\***, **Default Frequency**, **Allowed Order Units**, **Allowed Dispense Units**, and **Suggested Doses**. Select **Save**
- The added medication is now available for selection

USER EPIC INITIAL DEPT	Medication Master File	Date:
		Time:
Medication Name -		Medication ID
<b>Outpatient Order Defaults</b>		
Outpatient Display Name:		
Default Frequency.....:		
Allow Non-Discrete Sig.?	Default Discrete?	
Default Weight.....:	Sig SmartText.....:	
Allowed Order Units	Allowed Disp. Units	Allowed Frequencies
		Allowed Weight

*Illustrative image of Epic Medication Master File. Actual screen image may differ.*

Always refer or discuss any EHR questions with your practice EHR IT support team