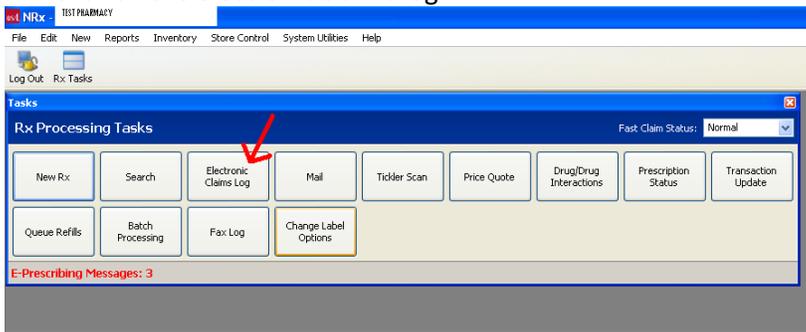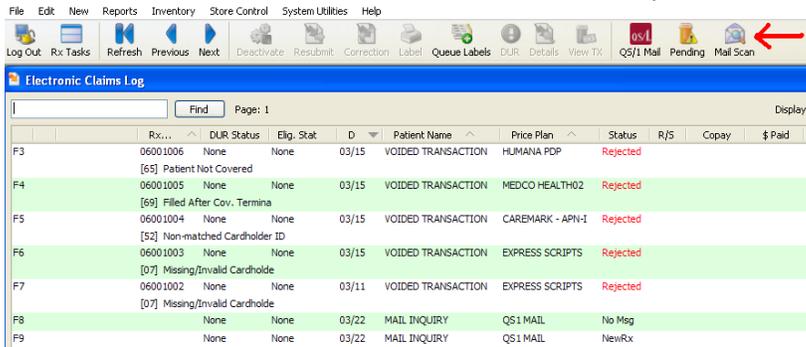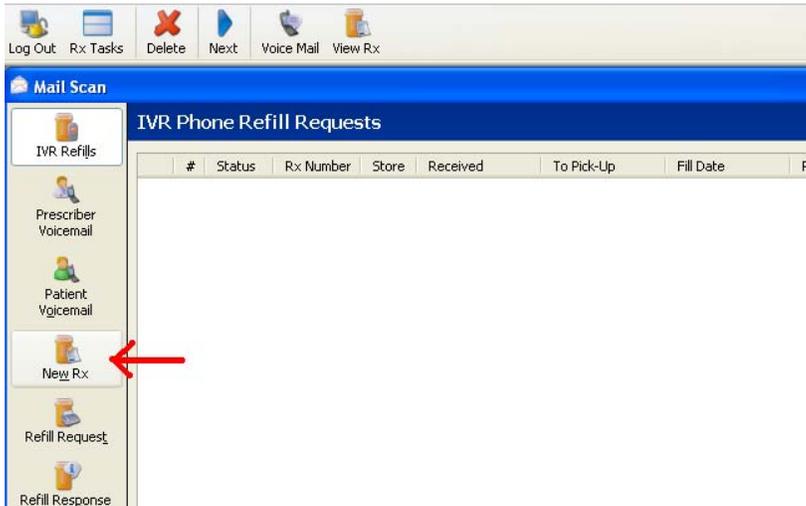# Processing Electronic Prescriptions in QS/1

1. Click on the electronic claims log

2. Click on the Mail Scan icon in the tool bar at the top

3. Click on New Rx in the vertical tool bar on the left

4. If to the left of the patient name is an * then the prescription is new and needs to be processed. If to the left of the patient name is a P then the prescription has already been process (assigned an Rx number). If the space to the left of the patient name is blank, that indicates that someone has started but not finished processing that electronic claim. If to the left of the patient name is a # that indicates that the prescription has been deleted and it will not be processed.

5. Double click on the electronic prescription you wish to process.

6. The patient scan will pop up, search for and select (by double clicking) the patient name.

7. If the patient is not in your system, click New Patient in the tool bar at the top. When the patient profile box pops up click Update in the tool bar at the top and the screen will auto-populate with the patient's information from the electronic script.

8. Click on New Prescription in the tool bar at the top.

9. When the first box pops up you will see a blue hyperlink to the right that says Electronic Prescription Information. Click that link, another box will pop up. Then click on Print Electronic Info. This will print the electronic prescription out and will serve as the hard copy for the prescription.
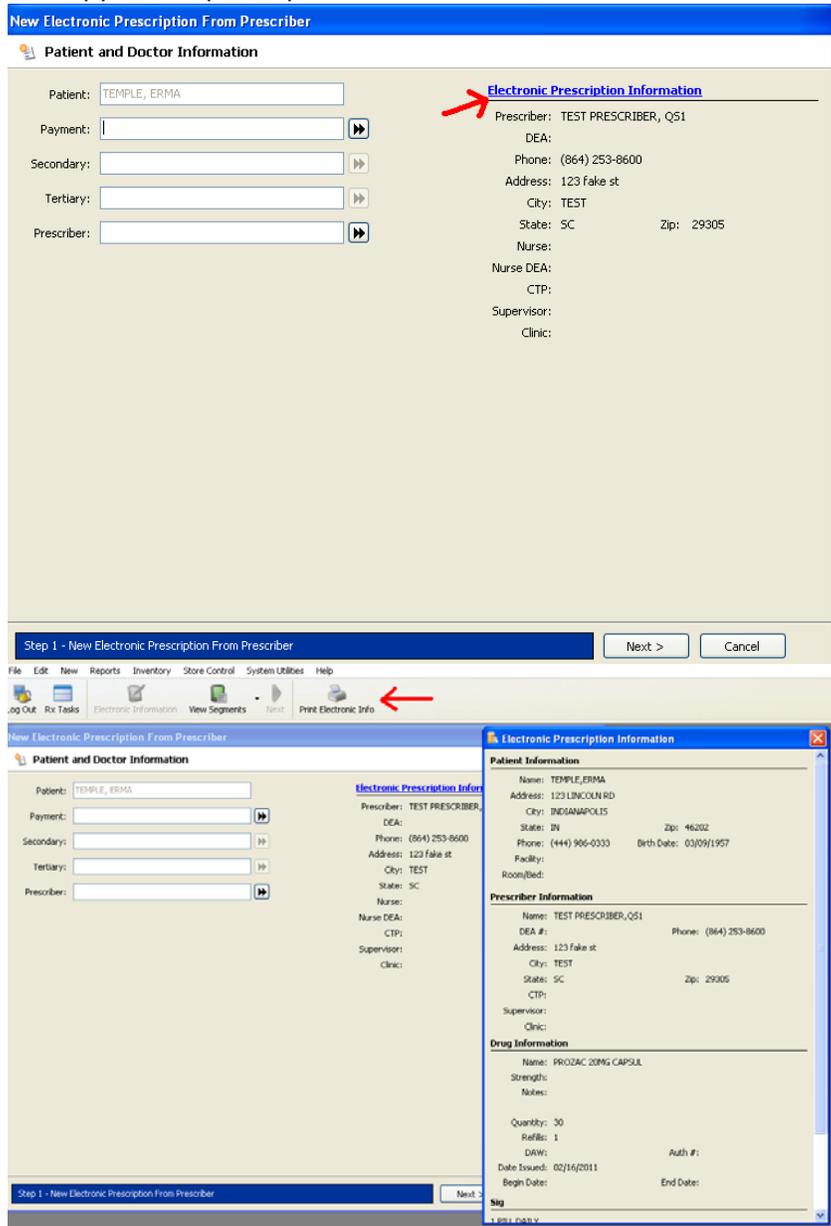
10. After you have printed the hard copy you can close the electronic prescription information box.

11. Then you will need to select your prescriber. Click on the double arrows to the left of the prescriber box, the prescriber scan will pop up. Double click on the prescriber that wrote the electronic script.

12. If the prescriber is not in your system, click New Prescriber in the tool bar at the top. When the prescriber profile box pops up click on Update in the tool bar at the top and the screen will auto-populate with the prescriber's information that was sent over with the electronic script.

13. After you have selected your prescriber, click Next.

14. Then click the double arrows next to Drug.

15. When the drug scan box pops up search for and select the drug by double clicking on the drug.

16. Make sure the directions in the SIG field are appropriate. For example, if the directions say '1 pill daily' you might want to modify that to say 'Take 1 tablet by mouth daily'. That way there is no confusion when the patient reads the directions.

17. Press the tab key on your keyboard after you have modified the sig. Tab through the quantity authorized field and it will auto-populate the quantity dispensed and days supply fields.

18. Make sure that your days supply is correct. QS/1 auto-populates this field as if the directions were once daily. If the patient is taking the medication more than that then you will need to manually change the days supply to be the correct number.

19. Then click Finish.

20. Then the Rx Summary screen will appear. Review the information and then you may click Fill or Profile Only in the tool bar at the top. Click Fill if you are ready to fill the prescription now. Click Profile Only if you would like to put this prescription on hold for the patient because the patient is not ready to pick it up yet or because you don't yet have their prescription insurance information.