

# EpicEdge Tips & Tricks

## Hospice Medication Ordering

The following workflow is used to generate new medication orders for Community Hospice and Inpatient Hospice that are sent to Long Term Pharmacy Solutions.

1. In Hyperspace select the Search button in the upper right-hand corner, then search for Orders Only and select.



2. In the Patient Lookup window, enter the patients name and select Find Patient.

A screenshot of the 'Patient Lookup' window. The 'Name/MRN' field contains 'zzhsbmodel, rafaela' and is highlighted with a red box. Below the search fields are buttons for 'New', 'Find Patient', and 'Clear'. The 'Find Patient' button is highlighted with a red box. Below the search fields is a table of 'Open Patients'.

Patient Name	MRN	Patient St...	Sex	DOB	Street Address	SSN
Zzhsbmodel, Rafaela	221112	Alive	F	10/25/1954	320 Pawtucket Blvd, LOWELL MA 01...	xxx-xx-0

3. Click on the patient's name, then click Select.

A screenshot of the 'Patient Select' window. It shows search criteria for 'Name/MRN: Zzhsbmodel, Rafaela'. Below is a table with one result selected (highlighted in blue):

MRN	Patient Name	Date of Birth	Sex	Phone	Address	SSN
221112	ZZHSBMODEL, RAFAELA	10/25/1954	F	978-867-5320	320 Pawtucket Blvd, LOWELL MA 01854	xxx-xx-0

Below the table, the patient's details are displayed: 'Zzhsbmodel, Rafaela - 221112'. At the bottom right, the 'Select' button is highlighted with a red box.

4. Enter the ordering physician in the **Provider** field, then click **Accept**.

Automatic Selection for Spinale, Gaetana S

Provider: BURKARTH, BERNICE PCP

Department: TMCAH SCHEDULING

New

View Orders Accept Cancel

5. To order a new medication, enter the medication name in the Add Order field.

✓ Mark as Reviewed Last Reviewed by Spencer Mead, PA on 4/3/2022 at 8:53 AM


LONG TERM PHARMACY SOLNS - LOWELL, MA - 225 STEDMAN ST 978-458-4000

Associate Signed Orders Patient Estimate Providers Current Interactions

SmartSets

morphine + ADD DX (0)

6. Choose the correct medication from the preference list, then click **Accept**.

- If you do not see the medication under the **Preference List**, search for the medication under the **Database** tab.
- Do not select a clinic-administered medication (it will have a syringe icon ). This will prevent the prescription from being transmitted electronically to the pharmacy.

Order Search

morphine Browse Preference List Facility List Database

Panels (No results found)

Medications (Alt+Shift+2)

Name	Dose	Fre...	Di...	Dis...	Ref	En...	Formulary	Copay	Cover...	Drug...	Form...
morphine (MS CONTIN) 12 hr tab 200 mg	200 mg	2 t...	60	ta...	0	S+...				Generi...	

7. Verify the pharmacy is listed as LTPS – OP. The pharmacy can be corrected by clicking on the pharmacy name and selecting the correct pharmacy. Click the medication to verify the medication details.

Dx Association Edit Multiple Estimate Options

After Visit

⚠ bisacodyl (Dulcolax) 10 mg suppository

○ Insert 1 suppository (10 mg) into the rectum if needed each day for constipation.

Normal, Disp-12 suppository

Hospice covered

⚡ LTPS - OP - Lowell, MA - 225 Stedman Street 978-458-4000

8. If needed, change any prescription details and enter a Note to Pharmacy.
  - Enter a note to pharmacy that indicates when the delivery should occur and any other notes using the format below that begins with the current date, such as:
    - 9/22 – deliver to HPH tonight
    - 9/22 – deliver tomorrow before 6pm
    - 9/22 – urgent deliver tonight – patient aware of late delivery
  - Avoid using special characters in the note to pharmacy, like exclamation points, that trigger the “invalid characters” error. This error will prevent the prescription from being transmitted electronically to the pharmacy.
  - **Do not enter a Duration.**

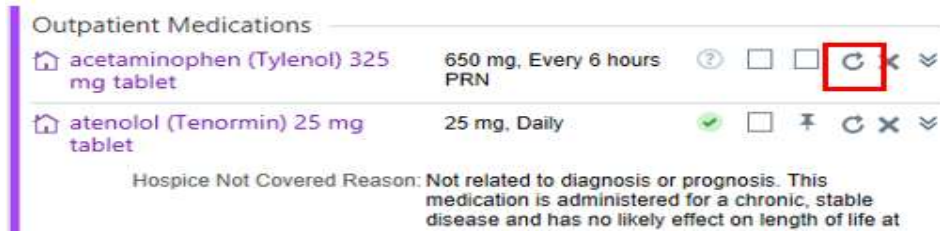
The screenshot shows a prescription entry interface for "glipiZIDE (Glucotrol) 5 mg tablet". The form is divided into several sections:

- Product:** GLIPIZIDE 5 MG TABLET (with a "View Available Strengths" button).
- Sig Method:** Specify Dose, Route, Frequency (selected), Use Free Text, Taper/Ramp, Combination Dosage.
- Dose:** 5 mg (selected), 5 mg, 10 mg. Prescribed Dose: 5 mg, Prescribed Amount: 1 tablet.
- Route:** oral (selected).
- Frequency:** 2 times daily before meals (selected), BID AC.
- Duration:** A dropdown menu with options: Doses, Days (selected), 30 days, 2 months, 1 year. This field is highlighted with a red box.
- Starting/Ending/First Fill:** Starting: 3/31/2023, Ending: [calendar icon], First Fill: [calendar icon].
- Dispense:** Days/Fill: Full (0 Days), 30 Days, 90 Days.
- Quantity:** [input field with error icon], [input field with error icon], [input field with search icon]. Refill: [input field with error icon], 0, 1, 2, 3, 11.
- Total Supply:** Unable to calculate. Options: Do not send renewal requests to me, Dispense As Written.
- Mark long-term:**  GLIPIZIDE.
- Patient Sig:** Take 1 tablet (5 mg) by mouth before breakfast and before evening meal. (highlighted in yellow). + Add additional information to the patient sig.
- Class:** Normal (selected), Print, Phone In, No Print, Sample, Fax, OTC.
- Note to Pharmacy:** A text area with a toolbar containing icons for undo, redo, help, insert smart text, and copy/paste. The text "Free text note to pharmacy here." is entered. This area is highlighted with a red box.
- Hospice Coverage:** Covered, Not Covered (highlighted with a red box).

At the bottom, there is a "Next Required" button and "Accept" / "Cancel" buttons.

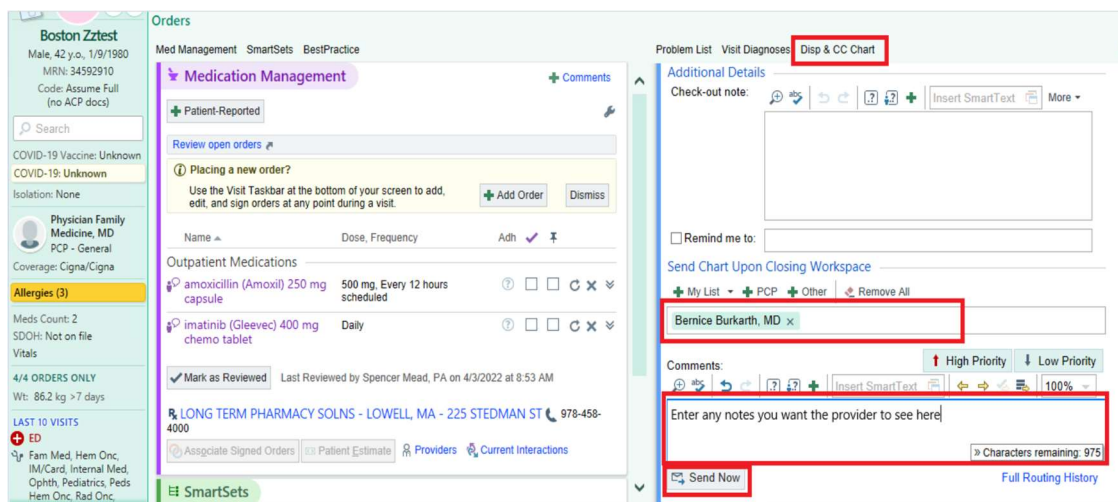
9. For Refills:
  - a. Go to the Medication list
  - b. Select the Medication that needs to be refilled
  - c. Select the Reorder icon.

**Note** – when reordering, please enter a new/current note to pharmacy.

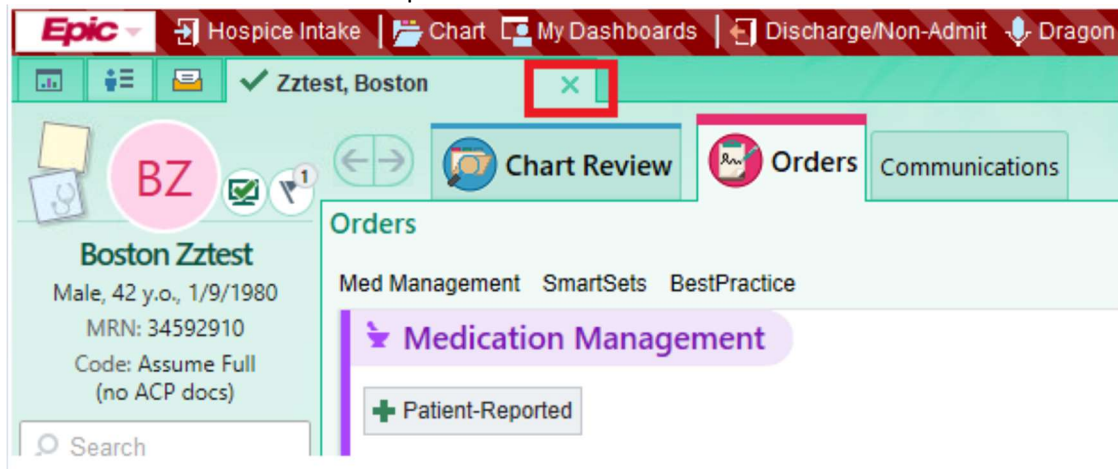


10. Select the **Disp & CC Chart** navigator.

- The **Send Chart Upon Closing Workspace** should be completed so the physician will receive the order in their In-Basket and the medication will be dispensed by the pharmacy.
- Enter the physician or advanced practice practitioner in the **Enter Recipients** field.
- Click the **Send Now** button when you are ready to route the encounter to the physician for signature.



11. Click on the X to close out of the patients encounter and select **Pend** order.



13. Send a Tiger Text message to the physician to inform them of the new order.

- When tiger texting for request for script signature, please provide the following information in the Tiger Text:
  - Patient name
  - Hospice diagnosis
  - Urgency of script (for instance stat, for today, for tomorrow...)

14. Call Long Term Pharmacy **only if** there is a “stat” need.