

Instructions for Creating Medication Favorites in Electronic Health Record (EHR) Systems



Table of Contents

1	Instructions	3
2	Considerations	3
3	Background	4
4	Notes	4
5	Allscripts	5
	5.1 Allscripts Professional	5
	5.2 Allscripts TouchWorks	5
6	Athenahealth	6
7	Cerner	7
8	eClinicalWorks	8
9	Epic	9

Sections 1-4 Overview

1. Instructions

Boehringer Ingelheim has developed instructions to assist healthcare providers in creating medication favorites in electronic health record (EHR) systems: Allscripts Professional, Allscripts TouchWorks, Athena, Cerner, eClinicalWorks, and Epic. These instructions can be used only for this purpose and will not work for other EHR systems.

2. Considerations

- The customer shall be solely responsible for implementation, testing, and monitoring of the instructions to ensure proper orientation in each individual EHR system
- Capabilities, functionality, and set-up (customization) for each individual EHR system vary. Boehringer Ingelheim shall not be responsible for revising the implementation instructions it provides to any customer in the event that customer modifies or changes its software or the configuration of its EHR system after such time as the implementation instructions have been initially provided by Boehringer Ingelheim
- While Boehringer Ingelheim tests its implementation instructions on multiple EHR systems, the instructions are not guaranteed to work for all available EHR systems and Boehringer Ingelheim shall have no liability thereto
- While EHRs may assist providers in identifying appropriate patients for consideration of assessment and treatment, the decision and action should ultimately be decided by a provider in consultation with the patient, after a review of the patient's records to determine eligibility, and Boehringer Ingelheim shall have no liability thereto
- The instructions have not been designed to and are not tools and/or solutions for meeting Meaningful Use and/or any other quality/accreditation requirement
- All products are trademarks of their respective holders, all rights reserved. Reference to these products is not intended to imply affiliation with or sponsorship of Boehringer Ingelheim and/or its affiliates

3. Background

Electronic Health Records (EHRs) offer thousands of available medications at the provider's fingertips—making the process to find the appropriate medication time-consuming. Beyond selecting the medication, additional information such as the medication dosing, routing, frequency, etc. need to be completed—often duplicating previously entered information. As pressures continue to increase on providers, gaining EHR efficiencies without sacrificing clinical quality is high on a provider's priority list. Setting up a medication as a favorite is a smart way to reduce clicks, eliminating a repetitive and duplicative process, and ensure the ePrescribing process runs more smoothly without sacrificing clinical quality and patient safety.

4. Notes

- These instructions may be provided to healthcare providers and institutions for their educational purposes
- End users using this resource should be informed of the availability, content, and target audience. Some end users may already use the described functionality so training may require minimal effort

Allscripts TouchWorks® is a registered trademark of Allscripts Healthcare Solutions, Inc.
Cerner® is a registered trademark of Cerner Corporation.
eClinicalWorks® is a registered trademark of eClinicalWorks LLC.
Epic® is a registered trademark of Epic Systems Corporation.

Section 5

Allscripts

5.1 Allscripts Professional

1. Favorite medications may be added to the Medication Short Lists
2. **Access the Clinical Customization Module**
3. **Select the Short Lists Folder**
4. **Select** the existing **Assessment/Plan Folder** or **create** a new **Assessment/Plan Folder** if one is not available
5. **Click** the **+ sign** and **select Items**
6. **Select Medications** and **find the desired medication**
7. **Complete** the medication profile (dosing, routing, frequency, etc.) and **click OK**
8. The **Short List** with the favorite medication may be released to selected or all providers

5.2 Allscripts TouchWorks

1. **Click RX/Orders Tab**
2. **Click the RX Tab** or **Add Clinical Item (ACI) Tab**
3. **Select My Favorites** from the dropdown menu
4. **Click “Q” icon** button to turn the Quick List on. **Add medication to Quick List**
5. **Search** medication name
6. **Right-click selected medication** > Quick List Item

Section 6

Athenahealth

6.1 Athenahealth

1. **Select** a **patient** and **open** the encounter or face sheet
2. Click the **Begin The Exam Button** to start the encounter
3. **Navigate** to the **Medications** and/or **Orders Section** and select the desired medication (complete dosing, routing, frequency, and any other information)
4. **Check** the **Quickpick Button** to add the medication to the Quickpick list of favorite medications
5. Alternatively, custom templates and order sets may be modified to add the desired medications as they may be used for routine visits

Section 7

Cerner

7.1 Cerner

1. **Select the Medications or Orders selection** in the navigator and **select Add (+ sign)**
2. Start typing the medication and all available medications will be listed. **Select the medication to be added** to the **Favorites Folder**
3. **Right-click the medication.** A new window will appear giving the option to **Add the Medication as a favorite**
4. **Optional:** Favorites may be organized in existing folders or a new folder may be created. Use the **Organize Favorites Folder** to make the desired changes

Section 8

eClinicalWorks

8.1 eClinicalWorks

1. From the Select Rx window, **select the Rx category** using the **Type dropdown list**
2. Using the **Find box**, **search for the medication**, using wildcards if needed
3. **Highlight the medication** and make any desired changes to the **Name** and **properties of the medication**
4. Using the **More (...)** **Button**, **add the NDC code** to the medication
5. **Click OK**

Section 9

Epic

9.1 Epic

1. Open the **medication order screen**
2. **Start typing the name of the medication.** All medications will be shown
3. **Select** the desired medication and complete all options
4. A star sign allows for the medication to be **saved as a favorite**
5. Multiple favorite medications may be created of a medication, for example in cases where different dosing regimens are commonly prescribed
6. Alternatively, the **Preference List Composer** under **Patient Care Tools** may be leveraged to manually set up medications as favorites