

FAQ – Viewing Specific Medications

How to look up orders for a specific medication.

Use a View Screen

Two ways to get there:

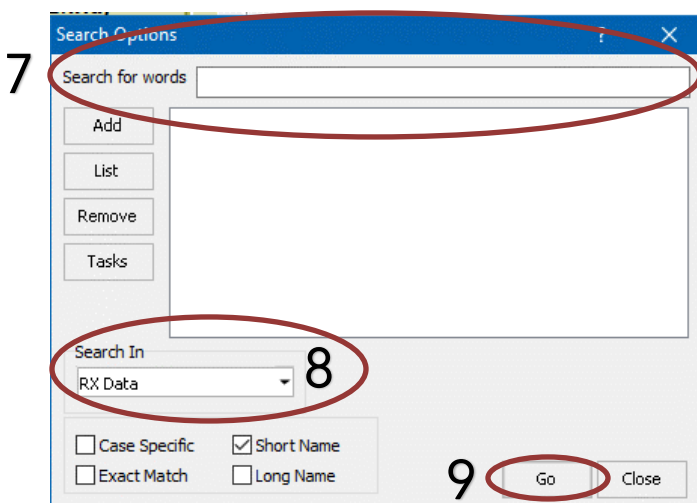
1. Click on the “View Chart” button on your Easy Access screen.
- OR
1. Select the green “View” icon from your toolbar.

From the view screen:

2. Select your residents from the name selection screen that pops up.
3. Choose “Topic” from the menu bar at the top of the screen.
4. Choose the tab called “Physician Orders” from the options.
5. Double-click on the folder labeled “Medications.”
6. At the bottom-left of the window, choose “Search.”

Searching for Medications:

7. In the search box, type the name of the medication that you are looking for next to “Search for words,”
8. Use the drop-down box below “Search In” to change from “Current Tab” to “RX Data.”



9. Click Go
 - a. This will bring up a list of all available dose forms of the medication. You may select one specific dosage, or use “select all” to choose all of the available options.
10. Once you have chosen the dosages to search for, click OK to return to the view screen.
11. The search window will close. Click “Go” on the view screen to bring up the entries/orders containing that medication.

