

Send, Print, or Sign a Prescription

Last Modified on 09/08/2022 6:45 am EDT

About

Within NextStep, Providers can easily access Prescription Reports where prescriptions for multiple clients can be managed in one place. From here, Providers can send, print, and sign prescriptions. The report can be filtered by Provider, Patient, Drug Type, and Status. Additionally, prescriptions can be sent, printed, or signed directly from a client's Prescription Management section of the Patient Summary page.

- [Send, Print, or Sign a Prescription from a Client's Prescription Management](#)
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Send, Print, or Sign a Prescription from a Client's Prescription Management

1. Navigate to Prescription Management of the Patient Summary: **Main Menu > Treatment Planning Menu > Medication Plan > DrFirst** button.
2. Select the checkbox(es) of the Prescriptions you want to take action on.
3. If you are a Provider, enter your **Signature Password** (signature passphrase).



The screenshot shows a text input field labeled "Signature Password" with a red border. To the right of the input field are four buttons: "Send" (with a blue circle containing the number 4), "Send & Print", "Print don't Send", and "Sign don't Send" (with an information icon). The "Send" button is highlighted in blue.

4. Click one of the following buttons:
 - If you are a Provider:
 - **Send:** Electronically sends the prescription to the pharmacy.
 - **Send & Print** Electronically sends the prescription to the pharmacy and prints a watermarked copy of the prescription.
 - **Print don't Send:** Prints the prescription but does not send it electronically. This can be used if the client doesn't know which pharmacy they want to use.
 - **Sign don't Send:** Signs the medication and adds it to the active medication list. This does not electronically send a prescription to the pharmacy. This can be used if the client received a sample.
 - If you are a Provider Agent:
 - **Send, signature to follow:** Electronically sends the prescription to the pharmacy and adds it to the queue to be acknowledged.

Send, Print, or Sign a Prescription from the Prescription Report

1. Navigate to the Prescription Report: **Navigation Menu > DRFIRST - REPORT.**
2. Select **Pending** (prescriptions that have not had any action taken on them) from the **Status** drop-down. You can use the Provider, Patient, or Drug Type fields to narrow your search further, if necessary.
3. Take one of the following actions:
 - If you are a Provider:
 - **Send:** Electronically sends the prescription to the pharmacy.
 - **Send & Print** Electronically sends the prescription to the pharmacy and prints a watermarked copy of the prescription.
 - **Print don't Send:** Prints the prescription but does not send it electronically. This can be used if the client doesn't know which pharmacy they want to use.
 - **Sign don't Send:** Signs the medication and adds it to the active medication list. This does not electronically send a prescription to the pharmacy. This can be used if the client received a sample.
 - If you are a Provider Agent:

- **Send, signature to follow.** Electronically sends the prescription to the pharmacy and adds it to the queue to be acknowledged.

Prescription Report

Provider: Doctor, NextStepDe | Patient: Blank for All or Select a Patient | Drug Type: All Drugs | Status: Pending

Search

Displaying 9 total Pending prescriptions for All patients

Deselect All

Status	Drug	Directions	Qty	Rif	Notes	Dir/Staff	Last Modified	Serial #	Actions
<input checked="" type="checkbox"/>	R-Natal OB 20 mg iron-1 mg-320 mg capsule	Take 3 capsule by mouth twice a day	3 capsule	none		ND	07/21/2021	SA-173000691599	
<input checked="" type="checkbox"/>	Decadron 4 mg tablet	Take 2 tablet by mouth once a day after meals	1 tablet	none		ND	07/20/2021	SA-173000686802	
<input type="checkbox"/>	Kisqali 200 mg/day (200 mg x 1) tablet	Take 1 tablet by mouth single dose after meals	1 tablet	none		ND	07/20/2021	SA-173000686800	
<input type="checkbox"/>	labetalol 200 mg tablet	Take 1 tablet by mouth single dose after meals	1 tablet	none		ND	07/20/2021	SA-173000686799	
<input type="checkbox"/>	Jadenu 360 mg tablet	Take 2 tablet by mouth single dose as needed	2 tablet	none		ND	07/08/2021	SA-173000660798	

Deselect All

Signature Password: _____