

# Manage a Client's Inactive Medications in DrFirst

Last Modified on 08/29/2022 1:12 pm EDT

**Path: Main Menu > Treatment Planning Menu > Medication Management > DrFirst button > Medications section**

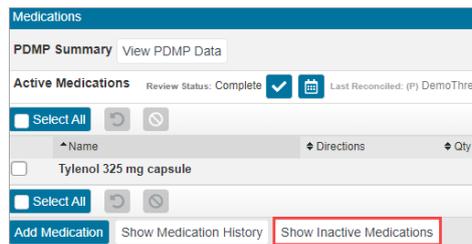
## About

A list of a client's inactive medications can be accessed in the Medications section of the Patient Summary. From the Inactive Medications list, you can view, renew, prescribe, restart and delete medications.

- [Renew an Inactive Medication](#)
- [Prescribe an Inactive Medication](#)
- [Change a Medication from Inactive to Active](#)
- [Delete an Inactive Medication](#)

## Renew an Inactive Medication

1. Navigate to the Medications section of the Patient Summary by following the path above.
2. Click the **Show Inactive Medications** button.



3. Click the **Renew** button next to the prescription you want to renew. The medication is displayed in the Prescription Management section of the Patient Summary.

| Name   | Directions                         | Qty       | Rfl | Start      | Stop       | Reason Stopped | History Source | Actions   |
|--|------------------------------------|-----------|-----|------------|------------|----------------|----------------|---|
| bupropion HCl XL 300 mg 24 hr tablet, extended release | Take 1 tablet by mouth once a day. | 30 tablet | 3   | 05/19/2021 | 09/16/2021 | -              |                |     |

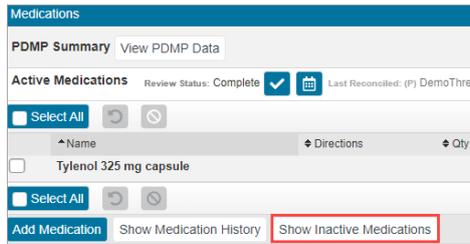


**Note:** If the medication information is incomplete or invalid, this button will be grayed out and you can click the **Prescribe** button instead. See [Prescribe an Inactive Medication](#)

4. Change the prescription details, if necessary, and send or print the prescription.

## Prescribe an Inactive Medication

1. Navigate to the Medications section of the Patient Summary: **Main Menu > Treatment Planning Menu > Medication Management > DrFirst button > Medications section.**
2. Click the **Show Inactive Medications** button.



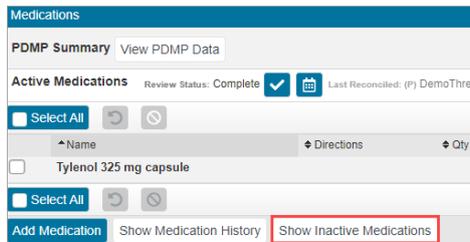
3. Click the **Prescribe** button next to the medication you want to prescribe. The Prescribe Medication window is displayed.

| Inactive Medications                                   |                                    |           |     |            |            |                |                | Actions   |
|--|------------------------------------|-----------|-----|------------|------------|----------------|----------------|---|
| Name   | Directions                         | Qty       | Rfl | Start      | Stop       | Reason Stopped | History Source |   |
| bupropion HCl XL 300 mg 24 hr tablet, extended release | Take 1 tablet by mouth once a day. | 30 tablet | 3   | 05/19/2021 | 09/16/2021 | -              |                |     |

4. Manually enter the prescription details as you would when writing a new prescription, and send or print the prescription.

## Change a Medication from Inactive to Active

1. Navigate to the Medications section of the Patient Summary: **Main Menu > Treatment Planning Menu > Medication Management > DrFirst button > Medications section.**
2. Click the **Show Inactive Medications** button.

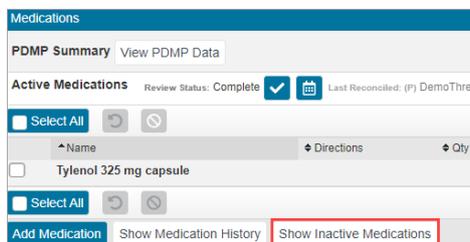


3. Click the **Restart** button next to the medication you wish to change back to active. The medication is displayed under Active Medications in the Medications section.

| Inactive Medications                                   |                                    |           |     |            |            |                |                | Actions   |
|--|------------------------------------|-----------|-----|------------|------------|----------------|----------------|---|
| Name   | Directions                         | Qty       | Rfl | Start      | Stop       | Reason Stopped | History Source |   |
| bupropion HCl XL 300 mg 24 hr tablet, extended release | Take 1 tablet by mouth once a day. | 30 tablet | 3   | 05/19/2021 | 09/16/2021 | -              |                |     |

## Delete an Inactive Medication

1. Navigate to the Medications section of the Patient Summary: **Main Menu > Treatment Planning Menu > Medication Management > DrFirst button > Medications section.**
2. Click the **Show Inactive Medications** button.



3. Click the **Delete** button next to the medication you want to delete.

| Inactive Medications                                   |                                    |           |     |            |            |                |                | Actions   |
|--|------------------------------------|-----------|-----|------------|------------|----------------|----------------|---|
| Name   | Directions                         | Qty       | Rfl | Start      | Stop       | Reason Stopped | History Source |   |
| bupropion HCl XL 300 mg 24 hr tablet, extended release | Take 1 tablet by mouth once a day. | 30 tablet | 3   | 05/19/2021 | 09/16/2021 | -              |                |     |

4. A Warning is displayed stating that deletion should only be used for medications entered in error and that you should

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instead stop a medication if it was not entered in error. Click the **Confirm Delete** button to delete the medication if it was entered in error.

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