

## How to Send Prescription Orders via EMR

### 1. Find the pharmacy.

Search for the pharmacy under California:

#### **EpitomeRx, Inc.**

140 E Santa Clara St, Ste 23

Arcadia, CA 91006

### 2. Enter complete patient information.

Please include all of the following to avoid delays:

- Full name
- Home address
- Phone number
- Date of birth
- Email address
- Drug allergies (or indicate “NKDA” if none)

### 3. Select the medication and directions.

- Search for one of the active ingredients and choose a **compound option** if available in your EMR
- If you are unable to find the medication, select the closest option and clarify in the notes (see step 4)
- Choose the correct quantity or volume to be dispensed
- Enter clear directions for use (sig) so the patient knows exactly how to take or apply the medication

### 4. Add notes for the pharmacy.

We always review the “**Notes to Pharmacy**” section. Use this area to:

- Specify the full compound if it was not listed in the EMR
- Include any important clinical details
- Confirm allergies (or state none)

### See below for examples of correctly written prescriptions.

- Dispense Bi-Est (E3/E2) 80/20 topical cream #30gm - Apply 2.5mg to skin behind knees qd
- Dispense testosterone 1% cream #30gm - Apply 0.25ml to skin as instructed by MD qam
- Dispense progesterone 100mg SR caps #30 - Take 1 cap po qhs

### Quick Troubleshooting Tips

- Make sure the pharmacy search is set to **California** so EpitomeRx, Inc. appears
- Search using **one active ingredient** to find compound options in your EMR
- If the compound is not listed, clearly write the full formula in the **Pharmacy Notes** section
- Always include complete patient demographics and allergies; otherwise, missing information will require us to follow-up