

InfoScriber Easy Reference Guide

(Member Support: 888-227-6130)

InfoScriber (prescribing) screens and what they do:

RX PROFILE PAGE: This screen is defined as the client **home page**. This is the first screen you will see once you have chosen a client record from the Avatar. From this screen you may choose to click on any of the three icons that are located under the Action heading next to each medication listed on the client profile.



Select what action you would like to take on each medication listed on the profile and click GO at the bottom of the screen.

Note: Medications that are not in black and only have an X for discontinue under ACTION are Non-ISC meds (meds the client is taking but are not being prescribed by you or your facility) and can only be discontinued.

RX LIBRARIES SCREEN

The only time you will see this screen is when **new meds are being prescribed**. Any time you click on Add New Prescription and GO, you will see this screen. You can search for drugs using the My Practice, My Group, or InfoScriber Practice libraries to access common prescribing methods without having to use the Custom Orders Screen to dose the medication. You can also use the All Drugs category to select just the drug name. **Remember to select all of the medications that you will be prescribing at one time. This will make the prescribing event go faster.** From this screen, you will only have the options to Cancel or Custom Order the medications you have chosen. Or, if you have chosen your drugs from any of the first three libraries you may be able to directly Submit your order.

CUSTOM ORDERS SCREEN

This screen is used to **adjust anything to do with the sig for your order---e.g. dose, schedule, date, special instructions, or titrations**. You will see this screen if you are adding **new orders using the All Drugs library** or doing a **change order** for a currently active med. From this screen you will have the option to Cancel your order, Return to the Rx Libraries to add more medications or Submit your order and move to the Order Confirmation Screen.



Note: To **Titrate and order** click on the button on the left that says “titrate”.

ORDER CONFIRMATION SCREEN

This screen allows you to **review your order** before submitting it. The **Virtual Pharmacist** allows you to see any potential drug to drug/food **interaction alerts, pregnancy alerts, and allergy alerts** based on the medications you are currently prescribing along with any other active prescribed or non-isc meds. This screen also allows you to choose **Dispense As Written, Leaflet, and Patient Consent** form as well as allowing you to choose to **Print, Fax, eRX** (available for general use soon), or **None** (to not generate any form or a legal script). You may also choose to print any of our **Report Output Options** of **Chart copy** (an exact copy of the original script that indicates it is a chart copy instead of a valid script), **Active** (a listing of all meds that are currently active for the client), or **History** (a running history of all actions that have been taken upon medications- eg- D/C, New, Reorders, and Change Orders.)

NOTE: ANYWHERE IN THE APPLICATION THAT YOU HAVE QUESTIONS ABOUT ONE OF OUR ICONS, HOLD YOUR CURSOR OVER THE ICON. YOU WILL GET A FLYOVER THAT INDICATES WHAT THE ICON DOES.

IF YOU GET ‘STUCK’ DURING A PRESCRIBING EVENT, PLEASE CONTACT YOUR ONSITE INFOSCRIBER ADMINISTRATOR OR CALL US AT THE MEMBER SUPPORT HELPDESK AT 888-227-6130.