

# WELFORD CHART NOTES NEWSLETTER

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## FAXING PRESCRIPTIONS *(User's Manual, pgs. 980-981)*

Last month, we saw how to set up your Fax Options. Now, you're ready to fax your prescriptions. Let's see how!

1. Press Write\Prescriptions.
2. Enter the patient's Name, Rx, Quantity, Sig, etc.
3. Press **FAXING\Fax One**.
4. If you have previously set up your Options to check **Always fax later**, you're done The program will fax in the background.
5. However, if you have not chosen to fax later, you can review the prescription before faxing it. In that case, uncheck the **Always fax later** Option, and when you press **FAXING\Fax One**, the Fax Prescription screen appears.

Fax to:

Pharmacy Name:  
NORTH BEDFORD DRUGS

Pharmacy Fax Number:  
1-815-333-4455

Fax Status:

Fax Later Cancel  
Help Edit  
Log Options  
Fax Now

Beverly McFadden, MD  
North Bedford Internal Medicine  
1234 West 5th Street  
North Bedford, IL 12345  
(815) 222-3333 DEF

Name: DOE, JOHN  
Address: 1313 Mockingbird Lane Rockford IL Date

**Rx** digoxin 0.125 mg

**#** 90

**Sig:** i po qd

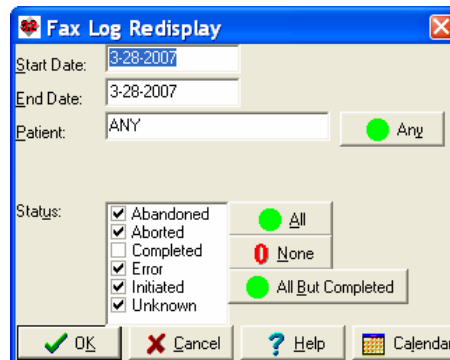
Label  
Refill **NR** times  
 May substitute  
May NOT substitute

6. Choose the patient's **Pharmacy Name**. The program continues to send faxes to this pharmacy for this patient until you specify a different pharmacy. If the patient's Pharmacy isn't listed here, press **EDIT** and add the Pharmacy to the list.
7. Review the prescription in the window for accuracy. Then, either press **Fax Now** to fax it immediately and watch feedback about how the fax is proceeding (this is handy if you have been experiencing trouble faxing prescriptions and want to troubleshoot the process) or **Fax Later** to simply have the prescription faxed in the background and return to working on other parts of the program.

## REVIEWING THE FAX LOG *(User's Manual, pgs. 981-985)*

You can review which prescriptions have been faxed and which failed to reach their destinations using the Fax Log. Let's see how this works.

1. Press View\Fax Log.
2. The Fax Log defaults to showing all of today's faxes.
3. Suppose you want to focus on the Faxes that failed to reach their destinations. For example, the pharmacy's fax number might have changed, or might have been entered incorrectly, or the pharmacy's fax machine might have been malfunctioning that day.
4. Press **REDISPLAY**.
5. Specify the range of dates you want to see in the **Start Date** and **End Date** fields.
6. Leave **Patient** set to ANY (unless you are tracking down problems with a particular patient).
7. For **Status**, click the **ALL BUT COMPLETED** button. This then will list all faxes that failed to reach their destinations. Press **OK**



When troubleshooting a problem fax, look at the **Comment** field for an error message explaining what went wrong. Suppose you discover that the pharmacy has a different fax number:

1. Double-click the line in the Log or highlight it and press **Edit**.
2. In the Fax Log Editor, type in the correct pharmacy fax number in the **Fax Number** box.
3. Press **REFAX**.

If instead the Pharmacy's Fax Number appears to be correct, and you simply want to try faxing it again, then:

1. Highlight the fax in the Fax Log.
2. Press **REFAX\One Highlighted** to send it again.

## APRIL QUARTERLY UPDATE RELEASED

This month we are releasing the April, 2007 Quarterly Update. The update includes new medications, diagnostic terms, drug dosing information, spelling words, drug-disease Alerts, Web Links, algorithms, medication test reminders, cross-reacting allergies, indications, and dozens of new patient education brochures. This update has over 6900 drug interactions with over 2600 references, over 11,600 Alerts, over 9900 Web Links, over 7400 Indications, and over 1400 Brochures, including new or revised Brochures on acne, acromegaly, aortic aneurysm, autoimmune pancreatitis, chronic myelogenous leukemia, concussion, cryptosporidiosis, menopause, monoclonal gammopathy, polycystic ovary syndrome, viral hepatitis, Whipple's disease, cabergoline, darunavir, decitabine, natamycin, nitazoxanide, pegaptinib, pergolide, ranibizumab, solifenacin, tiopronin, and others.

The April Quarterly Update does not contain new drug interaction files. The reason for this is that version 5.1 is unable to read these new files. New drug interaction files will be released in July with version 5.2. If you want new drug interaction files before then, contact **MEDCOM Information Systems** and you will be sent a version 5.2 beta that can read these new files.

## NEWS ON UPCOMING VERSIONS

Version 5.2 lets you adjust the Severity level of each Drug Interaction and record your reasons for overriding drug interaction warnings. You can also forbid certain users from prescribing drugs that cause the most severe interactions.

## SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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