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How to Complete Patient Information (eRX)

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It is important that the Patient's required information has been added in order for the Provider to prescribe medications.

The required fields are:

- First Name
- Last Name
- Address
- City
- State
- Phone Number
- Date of Birth
- Weight
- Height

As a Provider, you cannot prescribe for a Patient whose information is not completed. You would have to ask the Patient their details during the call so you can fill it up for them.

1. Fill in Patient details: **First Name, Last Name, Address, City, State, Zip, Phone Number** until **Date of Birth**.

2. As soon as you added all of the information from First Name to Date of Birth, there are 2 more required fields that will show up: **Weight (lbs.)** and **Height (in)**. Fill in those fields as well and then click on **Update**.

The screenshot shows a 'PRESCRIPTION' form with the following fields and values:

- First Name ***: Aileen
- Last Name ***: White
- Address ***: 2264 Fair Oaks Blvd.
- City ***: Sacramento
- State ***: California
- Zip ***: 95825
- Phone Number ***: (909) 282-4647
- Date Of Birth ***: 10-01-16
- Weight (lbs) ***: (empty)
- Height (in) ***: (empty)

An 'Update' button is located at the bottom of the form. Red boxes and numbers 1 and 2 highlight the patient information fields and the Update button, respectively.

Once you have successfully added all the required fields, the DoseSpot window will launch and you can now start prescribing for the Patient.

The screenshot shows the 'PRESCRIPTION' window with the following sections:

- Patient Information**: Aileen White, Female, 5 yrs. Includes buttons for 'Add/Edit Drug Allergies' and 'Add/Edit Pharmacies'.
- Coverage Details**: No eligible coverages found. Includes 'Add Prescription' and 'Add Patient Reported' buttons.
- Medication History**: Tabs for 'Active Medications', 'Inactive Medications', and 'Medication History'. The 'Active Medications' tab is selected, showing 'Simple' and 'Detailed' views. A search bar and a table with columns 'Medication', 'Dispense', 'Date', 'Dispensings', and 'Status' are visible. The table currently shows 'No Active Medications'.

Note: For your next sessions with the Patient, you no longer have to fill in those same details as it is only a one-time setup.

Related Article:

- [How to Use eRx \(DoseSpot\)](#)

For further assistance, please contact us [here](#).

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