

How to Use eRx (DoseSpot)

Chi - 2023-12-18 - eRx

3 Ways to ePrescribe using VSee Clinic

- [Notes tab \(Can be used during a call and outside a call\)](#)
- [Medications tab \(preferably outside a call to review Prescriptions\)](#)
- [eRX tab \(can only be used if there is pending medication\)](#)

You may also read:

- [Types of Status](#)
- [Important Notes](#)

Prescribing through the Notes tab

During a Call with the Patient you will send an ePrescription to

1. Once you are in an ongoing session, with your Visit Details open, click the **Notes** tab.



2. Scroll down to New Prescriptions, then Click **Edit**. This will open the ePrescription tool.



Note: The Patient's information needs to be completed first before you can start prescribing. Click [here](#) to read the guide.

3. Click **Add Prescription**.



4. In the box below Step 1, enter at least 3 characters of the medication you will be prescribing, then select the correct one from the list.



5. Click on the desired strength for the medication.

 Fill in the information needed.

- a. Note: Patient directions, Dispense, Dispense Unit and Refills are required fields.
- b. You may click on the star icon to save a favorite medication.



6. Click **Save Prescription**.



7. Scroll down. You will see the medication you have just saved under Pending Medications. Click the box before the medication to select it.



8. Click **Approve and Send**.



Outside a Call

1. Go to the **Patients** tab.

2. Select the Patient you will send an ePrescription to.



3. To be able to view the Notes tab, you have to select a visit with the patient and click on **View** from the Action column of the Visits table.



4. Click the **Notes** tab.



5. Scroll down at the bottom of the page. Click on **Edit**.



6. Scroll back up to New Prescriptions, then click **Edit**. This will open the ePrescription tool.



Note: The Patient's information needs to be completed first before you can start prescribing. Click [here](#) to read the guide.

7. Click **Add Prescription**.



8. In the box below Step 1, enter at least 3 characters of the medication you will be prescribing, then select the correct one from the list.



9. Click on the desired strength for the medication.



Fill in the information needed.

- a. Note: Patient directions, Dispense, Dispense Unit, and Refills are required fields.
- b. You may click on the star icon to save a favorite medication.



10. Click **Save Prescription**.



11. Scroll down. You will see the medication you have just saved under Pending Medications. Click the box before the medication to select it.



12. Click **Approve and Send**.



Prescribing through the Medications tab

Outside a Call

1. Go to the **Patients** tab.

You can select from **Patients** or **All Visits**.



2. Select the Patient you will send an ePrescription to.



3. Click the **Medications** tab.



4. Right next to Prescriptions, click **Edit**. This will open the ePrescription tool.



Note: The Patient's information needs to be completed first before you can start prescribing. Click [here](#) to read the guide.

5. Click **Add Prescription**.



6. In the box below Step 1, enter at least 3 characters of the medication you will be prescribing, then select the correct one from the list.



7. Click on the desired strength for the medication.



Fill in the information needed.

- a. Note: Patient directions, Disease, Dispense Unit, and Refills are required fields.
- b. You may click on the star icon to save a favorite medication.



8. Click **Save Prescription**.



9. Scroll down. You will see the medication you have just saved under Pending Medications. Click the box before the medication to select it.



10. Click **Approve and Send**.



Prescribing through the eRx tab

Prescribing through the eRx tab can only be done when there is a pending prescription for any of your patients.

1. When you have a pending prescription, you will see a number right next to the eRx tab. Click the **eRx** tab to view the notification.



2. Click on the **+** icon on the Pending Notification bar. This will open a table of your pending prescriptions.



3. Review the list of pending prescriptions and click **View** to open the ePrescription tool specific to the Patient you will be giving a prescription.



4. Click **Add Prescription**.



5. In the box below Step 1, enter at least 3 characters of the medication you will be prescribing, then select the correct one from the list.



6. Click on the desired strength for the medication.



Fill in the information needed.

- a. Note: Patient directions, Dispense, Dispense Unit, and Refills are required fields.
- b. You may click on the star icon to save a favorite medication.



7. Click **Save Prescription**.



8. Scroll down. You will see the medication you have just saved under Pending Medications. Click the box before the medication to select it.



9. Click **Approve and Send**.



Types of Status



Important Notes

- If you prescribed through VSee's MD Toolbox before, you will see your previous successfully sent prescriptions under Medications from the Notes tab and the Medications tab. These are the ones with Patient Directions. The ones without directions are medications that were self-reported by the Patient (either added by them or by yourself).
- We recommend that you take the walkthrough tutorial in the active ePrescription tool. Please note that you can only do it from the eRx tab once you view pending prescriptions. Otherwise, you will receive an error message.
- We cannot add a patient in the eRx tool. A Patient must have a Patient account first before they can be prescribed a medication.

Need more assistance? Send us an email at help@vsee.com or check out the [Help](#) section under the Profile Menu of your VSee Clinic.

This article was last updated on: 12 April 2023

Tags

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Related Content

- [How to Complete Patient Information \(eRX\)](#)