

Prescription Drafts

07/24/2024 7:30 pm EDT

Prescription drafts are available in DrChrono. Drafts can be made in the patient's chart or with a refill request. Prescription drafts can be completed by providers to review and send later. Prescription drafts can also be completed by staff members for the provider to complete later. Prescription drafts can be completed anytime. They do not need to be connected to an appointment but can be created before, during, or after a visit.

In this article we will review:

- [Creating a draft for a non-controlled medication](#)
- [Creating a draft for a controlled substance medication](#)
- [Accessing a draft](#)
- [Creating a draft from a refill request](#)

Non-Controlled Medication Drafts

To draft a prescription, go to the **Send eRx** section of the patient's chart.

The screenshot displays the DrChrono interface for creating a new prescription draft. On the left, a sidebar menu lists various patient chart sections: Demographics, Appointments, Clinical Dashboard, Documents, Tasks (2), Problem List (13), Medication List (7), **Send eRx** (highlighted in green with a black arrow pointing to the main form), Allergy List (4), Drug Interactions (1), CQMs, Intake Data, Lab Orders, and Immunizations. The main content area is titled 'New Prescription' and includes a 'Patient's Prescriptions' button with a plus sign. Below this, the 'Medication' form is visible, featuring a 'Favorite medications' dropdown and a close button. The form has three tabs: 'Medication' (selected), 'Compound', and 'Supply'. Fields include 'Type*' (with tabs), 'Medication*' (dropdown), 'SIG*' (with a gear icon), 'Effective Date', 'Dispense*' (with a calendar icon), 'Dispense Unit*' (dropdown), 'DAW' (Yes/No buttons), and 'Refills' (input field with '0'). There are checkboxes for 'Add to Favorites' and 'Add to Medication List' (checked). A 'Notes to Pharmacist' section contains a text area and a note: '* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.'

Complete the prescription as you normally would and click **Preview Prescription**.

New Prescription Patient's Prescriptions +

Medication Favorite medications

Type* Medication Compound Supply

Medication* Controlled Substance Level 0
Aspi-Cor 81 mg oral delayed release tablet

SIG* N/A/U Generic OTC
1 each 3 times a day Effective Date

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Dispense* 30 Dispense Unit* Tablet DAW Yes No Days Supply 0 Refills 0

Add to Favorites Add to Medication List

Notes to Pharmacist
* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

Select Pharmacy

Name / Location / Phone / NCPDP ID Show Favorites Patient's Default Mail Order Retail Other Proximity

WALGREENS #07080 Add to Favorites Set as Patient Default

105 E EL CAMINO REAL, SUNNYVALE, CA 940871937
+1.408.991.9013
Fax: +1.408.991.9025
Retail

[Preview Prescription](#)

On the Prescription Summary page, click **Save Draft** to save the prescription to the patient's chart for completion later.

[Edit Prescription](#) [Start over](#) [Print Prescription](#) [Fax Prescription](#) [Save Draft](#) [Send Prescription](#)

Prescription Summary

One Supervisor

DEA Number: AP9010001
Clinic One 90001 1ST AVE, Washington, DC, 20000
503-906-6300
Date written (UTC): 07/26/2022

WALGREENS #07080

105 E EL CAMINO REAL SUNNYVALE, CA 940871937
+1.408.991.9013
Fax: +1.408.991.9025
Retail

A success message will appear that the draft has been saved.

 **Laurie Sample** (Female | 31 years old | Dec. 8, 1990) [Edit](#)

✓ Saved draft [Dismiss](#)

Phone: (650) 555-5555 Email: sample@sample.com Date Added: Jan. 4, 2022
Address: 328 Gibraltar Dr, Sunnyvale, CA 60005 Last Scheduled Appt: Wed Jul 06, 2022
Next Scheduled Appt:
CDS: [Adult Immunization Schedule Age: 27-49](#)

onpatient access enabled [New Referral](#) [Fax Demographics](#) [Print Demographics](#) [Apple Health App Data](#) [Vitals](#) [+ Schedule New Appointment](#)

Height: 5'5" (recorded 2 month(s) ago) Weight: 135.00 LBS (recorded 2 month(s) ago)

[Edit Prescription](#) [Start over](#) [Print Prescription](#) [Fax Prescription](#) [Send Prescription](#)

Prescription Summary

One Supervisor

DEA Number: AP9010001
Clinic One 90001 1ST AVE, Washington, DC, 20000
503-906-6300
Date written (UTC): 07/26/2022

WALGREENS #07080

105 E EL CAMINO REAL SUNNYVALE, CA 940871937
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Fax: +1.408.991.9025
Retail

Important Information on Prescription Drafts:

- If you need to revisit a draft and make updates to it, clicking **Save Draft** will save those updates to the draft.

- If you have multiple Surescripts provider numbers for different locations you prescribe from, the locations are not saved in the draft.
- Effective dates are not saved in drafts.

Controlled Substance Drafts

Drafts for controlled substances are completed similarly to drafts for non-controlled substances.

Complete the prescription normally and click **Preview Prescription**.

New Prescription Patient's Prescriptions +

Medication Favorite medications x

Type* Medication Compound Supply

Medication* Controlled Substance Level 2
 Adderall 10 mg oral tablet

SIG* 1 a day Effective Date

7 / 140

Dispense* 30 Tablet DAW Yes No Refills 0

Add to Favorites Add to Medication List

Notes to Pharmacist
 * Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

Select Pharmacy

Name / Location / Phone / NCPDP ID Q Show Favorites Patient's Default Mail Order Retail Other Proximity

WALGREENS #07080 Add to Favorites Set as Patient Default

105 E EL CAMINO REAL, SUNNYVALE, CA 940871937
 +1.408.991.9013
 Fax: +1.408.991.9025
 Retail

[Preview Prescription](#)

At the top of the screen, click **Save Draft** to save the prescription to the patient's chart for completion later.

 **Laurie Sample** (Female | 31 years old | Dec. 8, 1990) SAJA000001

Phone: (650) 555-5555 Email: sample@sample.com Date Added: Jan. 4, 2022
 Address: 328 Gibraltar Dr Last Scheduled Appt: Wed Jul 06, 2022
 Sunnyvale, CA 60005 Next Scheduled Appt:
 CDS: Adult Immunization Schedule Age: 27-49

onpatient access enabled New Referral Fax Demographics Print Demographics Apple Health App Data Vitals Schedule New Appointment

Height: 5'5" (recorded 2 month(s) ago) Weight: 135.00 LBS (recorded 2 month(s) ago)

[Edit Prescription](#) [Start over](#)

[Print Prescription](#) [Fax Prescription](#) [Save Draft](#) [Send Prescription](#)

You need to click "Ready to sign" for each CS in order to send or fax this prescription.

Prescription Summary

One Supervisor

DEA Number: AP9010001
 Clinic One 90001 1ST AVE, Washington, DC, 20000
 503-906-6300
 Date written (UTC): 07/26/2022

WALGREENS #07080

105 E EL CAMINO REAL SUNNYVALE, CA 940871937
 +1.408.991.9013
 Fax: +1.408.991.9025
 Retail

A success message will appear that the draft has been saved.

Laurie Sample (Female | 31 years old | Dec. 8, 1990) Saved draft Dismiss

Phone: (650) 555-5555 Email: sample@sample.com Date Added: Jan. 4, 2022

Address: 328 Gibraltar Dr Sunnyvale, CA 60005 Last Scheduled Appt: Wed Jul 06, 2022

Next Scheduled Appt:

CDS: [Adult Immunization Schedule Age: 27-49](#)

onpatient access enabled

Height: 5'5" (recorded 2 month(s) ago) Weight: 135.00 LBS (recorded 2 month(s) ago)

You need to click "Ready to sign" for each **CDS** in order to send or fax this prescription.

Prescription Summary

One Supervisor

- DEA Number: AP9010001
- Clinic One 90001 1ST AVE, Washington, DC, 20000
- 503-906-6300
- Date written (UTC): 07/26/2022

WALGREENS #07080

- 105 E EL CAMINO REAL SUNNYVALE, CA 940871937
- +1.408.991.9013
- Fax: +1.408.991.9025
- Retail

Accessing a Draft

Prescription drafts can be accessed in the patient's chart under the **Medication List**. Click **Review** to access a draft. If you need to remove a draft, click **Delete**.

Medication List 9

- Send eRx
- Allergy List 0
- Drug Interactions 0
- CQMs
- Intake Data
- Lab Orders
- Immunizations

Draft Prescriptions

<input type="checkbox"/>	Medication	Created By	Date	Action
<input type="checkbox"/>	Aspi-Cor 81 mg oral delayed release tablet	Dr. James Smith	07/21/2022	Review Delete
<input type="checkbox"/>	Fasprin 81 mg oral tablet, disintegrating Robaxin 500 mg oral tablet	Dr. James Smith	07/19/2022	Review Delete

After clicking **Review**, any adjustments can be made. Click **Preview Prescription** when ready to send.

New Prescription Patient's Prescriptions +

Medication Favorite medications

Type*

Medication* Controlled Substance Level 0
Aspi-Cor 81 mg oral delayed release tablet

SIG* N/A: U Generic OTC
Effective Date

1 each 3 times a day

23 / 140

Dispense* Dispense Unit* DAW Yes No Days Supply Refills

Add to Favorites Add to Medication List

Notes to Pharmacist

* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

Select Pharmacy

Name / Location / Phone / NCPDP ID

WALGREENS #07080 Add to Favorites
 Set as Patient Default

105 E EL CAMINO REAL, SUNNYVALE, CA 940871937

+1.408.991.9013

Fax: +1.408.991.9025

Retail

The prescription can be sent, faxed, or printed. You will see a **Deleted draft** message when the prescription is sent.


Laurie Sample (Female | 31 years old | Dec. 8, 1990)

Phone: (650) 555-5555 **Email:** sample@sample.com **Date Added:** Jan. 4, 2022

Address: 328 Gibraltar Dr
Sunnyvale, CA 60005 **Last Scheduled Appt:** Wed Jul 06, 2022

CDS: Adult Immunization Schedule Age: 27-49 **Next Scheduled Appt:**

onpatient access enabled

Prescription Status

#		Medication	Status
1	✓	Aspi-Cor 81 mg oral delayed release tablet	OK

Height: 5'5" (recorded 2 month(s) ago) Weight: 135.00 LBS (recorded 2 month(s) ago)

You can create drafts for single or multiple medications or a batch, including controlled substances. Click **Review** to continue.

Draft Prescriptions

<input type="checkbox"/>	Medication	Created By	Date	Action
<input type="checkbox"/>	Adderall 10 mg oral tablet	James Smith	07/21/2022	Review Delete

Draft Prescriptions

<input type="checkbox"/>	Medication	Created By	Date	Action
<input type="checkbox"/>	Lyrica 25 mg oral capsule Adderall 10 mg oral tablet	James Smith	07/21/2022	Review Delete

Draft Prescriptions

<input type="checkbox"/>	Medication	Created By	Date	Action
<input type="checkbox"/>	Adderall 10 mg oral tablet Adderall 10 mg oral tablet Adderall 10 mg oral tablet	James Smith	07/21/2022	Review Delete

Review the medication(s) and click Preview Prescription.

Select Pharmacy

WALGREENS #07080 Add to Favorites
 105 E EL CAMINO REAL, SUNNYVALE, CA 940871937 Set as Patient Default
 +1.408.991.9013
 Fax: +1.408.991.9025
 Retail

Click **Ready to sign** for any controlled substances and send the prescriptions.

Medication List

1 Adderall 10 mg oral tablet (CS Level 2) ✓ Ready to sign					
1 each inhalation 3 times a day after meals	Dispense: 30	Effective Date: 07/21/2022	PUC: Tablet	DaW: No	Refills: 0
Days Supply: 30					
Notes to Pharmacist: CS 2					
2 Adderall 10 mg oral tablet (CS Level 2) ✓ Ready to sign					
1 each inhalation 3 times a day after meals	Dispense: 30	Effective Date: 07/21/2022	PUC: Tablet	DaW: No	Refills: 0
Days Supply: 30					
Notes to Pharmacist: CS 2					
3 Adderall 10 mg oral tablet (CS Level 2) ✓ Ready to sign					
1 each inhalation 3 times a day after meals	Dispense: 30	Effective Date: 07/21/2022	PUC: Tablet	DaW: No	Refills: 0
Days Supply: 30					
Notes to Pharmacist: CS 2					

After multi-factor authentication, the prescriptions will be sent, and the draft will be deleted.

Laurie Sample (Female | 31 years old | Dec. 8, 1990) ✎

Phone: (650) 555-5555 Email: sample@sample.com

Address: 328 Gibraltar Dr
Sunnyvale, CA 60005

CDS: [Adult Immunization Schedule Age: 27-49](#)

Deleted draft

✓ Dismiss

Date Added: Jan. 4, 2022

Last Scheduled Appt: [Wed Jul 06, 2022](#)

Next Scheduled Appt:

✓ onpatient access enabled

New Referral Fax Demographics Print Demographics

Apple Health App Data Vitals + Schedule New Appointment

Prescription Status

#	Medication	Status
1	✓ Adderall 10 mg oral tablet	
2	✓ Adderall 10 mg oral tablet	
3	✓ Adderall 10 mg oral tablet	

Height: 5'5" (recorded 2 month(s) ago) Weight: 135.00 LBS (recorded 2 month(s) ago)

[✎ Edit Prescription](#) [↻ Start over](#)

[Print Prescription](#) [Fax Prescription](#) [Save Draft](#) [Send Prescription](#)

Drafts from Refill Requests

Refill Requests can be found in the message center(



). Click Refill Requests on the left-hand menu and open the request.

ALL MESSAGES

- Incoming Messages
- ★ Starred
- ☰ All Messages
- eRx
- eRx Requests ←
- eRx Change

eRx Requests ?

Mark as Read Mark as Unread Show Archived

<input type="checkbox"/>	From	Title	Status	Associated patient	Assigned to	Assigned by	Workflow	Created	Updated	Download
<input type="checkbox"/>	☆ Shollenberger Pharmacy	New eRx Renewal Request for Laurie Sample		Laurie Sample	Dr. James Smith	Dr. James Smith	Open	July 25, 2022, 6:13 p.m.	July 25, 2022, 6:14 p.m.	

Once the request is open, scroll down to the bottom to complete the request. In this example, we will add some extra text to show how the draft works. Click **Preview Prescription** to continue.

Your Response

Response
 Approve
 Replace
 Deny

Height: 5'5" (recorded 2 month(s) ago)

SIG* Use as directed every 6 hours testing draft

Medication

Type* **Medication** Compound Supply

Medication* tamoxifen 10 mg oral tablet ▲ Controlled Substance Level 0

SIG* Use as directed every 6 hours testing draft

Dispense* 10 Dispense Unit* Tablet DAW Yes No Days Supply Total Fills 1

Add to Medication List

Notes to Pharmacist
 * Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.
 Renewal test

Benefits

Display **Benefits** Alternatives Copy Coverage

Prescription:
Drug Name: tamoxifen 10 mg oral tablet
Dispense: 10

Patient Cost:
 No Prescription Benefit Available.

Notes to Pharmacist
 * Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.
 Renewal test

Click Save Draft.

B	Minor	ciprofloxacin	desogestrel-ethinyl estradiol	Antibiotics may diminish the therapeutic effect of Estrogen Derivatives (Contraceptive).	more
B	Moderate	ciprofloxacin	candesartan	Angiotensin II Receptor Antagonists may enhance the nephrotoxic effect of Angiotensin II Receptor Blockers.	Dismiss
B	Minor	acetaminophen/aspirin/caffeine/salicylamide	desogestrel-ethinyl estradiol	Acetaminophen may increase the serum concentration of Ethinyl Estradiol-Containing Products. Ethinyl Estradiol-Containing Products may decrease the serum concentration of Acetaminophen.	more
B	Moderate	potassium chloride	pregabalin	Potassium Chloride may enhance the hyponatremic effect of Hyponatremia-Associated Agents.	more
B	Minor	aspirin/butalbital/caffeine	calcium carbonate	Antacids may decrease the serum concentration of Salicylates.	more
B	Minor	aspirin/butalbital/caffeine	desogestrel-ethinyl estradiol	Ethinyl Estradiol-Containing Products may decrease the serum concentration of Aspirin.	more
B	Minor	acetaminophen/aspirin/caffeine/salicylamide	HYDRomorphone	Opioid Agonists may decrease the absorption of Acetaminophen. The extent to which this decreases total systemic exposure to acetaminophen is uncertain.	more

Medication List

1 tamoxifen 10 mg oral tablet (CS Level 0)

Use as directed every 6 hours testing draft

Dispense: 10 Effective Date: PUC: Tablet DAW: No Total Fills: 1

Notes to Pharmacist: Renewal test

[Send Prescription](#) [Save Draft](#) [Edit Prescription](#)

The draft will be saved in the patient's chart.

Draft Prescriptions

<input type="checkbox"/>	Medication	Created By	Date	Action	
<input type="checkbox"/>	tamoxifen 10 mg oral tablet	James Smith	07/26/2022	Review	Delete
<input type="checkbox"/>	Obtrex oral tablet 5.5	James Smith	07/18/2022	Review	Delete

Delete Selected Drafts

For controlled substances, open the request and select the **Replace** button. Make any changes, if needed, and click **Preview Prescription**.

- All Messages
- FAX
- Incoming Fax
- ← Outgoing Fax
- Training
- Fax Line: sean
- LAB RESULTS
- Lab Results
- Custom Lab Results
- Custom Lab Results
- ERX
- eRx Requests
- eRx Change
- eRx Cancel
- REFERRALS
- ← Outbound Referrals
- Contacts
- ONPATIENT
- Online Appointments
- Patient Message
- Sent Message
- TASKS
- My Tasks
- Labs
- Saznmateo
- Custom Tasks
- Chair
- Sub task
- Custom Tasks
- DIRECT MESSAGES
- Incoming Direct Messages
- Outbound Direct Messages
- Reorder menu
- Customize Workflow

Renewal Request Details

Total Fills Requested: 2

Note from Pharmacy:

Your Response

This medication is a controlled substance. You may only replace or deny it.

Response

- Replace
 Deny

Height: 5'0" (recorded 19 day(s) ago)

Weight: 100.00 LBS (recorded 19 day(s) ago)

Medication

Favorite medications

Type* **Medication** Compound Supply

Medication* **Controlled Substance Level 2**
Adderall 20 mg oral tablet

SIG* 1 each 3 times a day after meals x1 month

Effective Date

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Dispense* 30 Dispense Unit* Tablet DAW Yes No Days Supply Total Fills 1

Add to Medication List

Notes to Pharmacist

* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

Patient's Prescriptions

Preview Prescription

Click **Save Draft** to save the prescription draft to the patient's chart. The draft can be accessed later to complete the medication order.

eRx Requests

eRx Change

eRx Cancel 5

REFERRALS

Outbound Referrals

Contacts

ONPATIENT

Online Appointments 87

Patient Message 13

Sent Message 1

TASKS NEW TASK

My Tasks 8

Labs 8

Saznmateo 3

Custom Tasks 8

Chair 8

Sub task 8

Custom Tasks 8

DIRECT MESSAGES

Incoming Direct Messages

Outbound Direct Messages

Reorder menu

C	Moderate	aspirin	meloxicam	Agents with Antiplatelet Properties may enhance the adverse/toxic effect of Salicylates. Increased risk of bleeding may result.	more
C	Moderate	carvedilol	meloxicam	Nonsteroidal Anti-Inflammatory Agents r	more
C	Moderate	ketamine	pregabalin	CNS Depressants may enhance the adverse/toxic effect of other CNS Depressants.	more
C	Moderate	candesartan	meloxicam	Angiotensin II Receptor Blockers may enhance the adverse/toxic effect of Nonsteroidal Anti-Inflammatory Agents. Specifically, the combination may result in a significant decrease in renal function. Nonsteroidal Anti-Inflammatory Agents may diminish the therapeutic effect of Angiotensin II Receptor Blockers. The combination of these two agents may also significantly decrease glomerular filtration and renal function.	more
C	Minor	HYDRomorphone	amphetamine-dextroamphetamine	Amphetamines may enhance the analgesic effect of Opioid Agonists.	more
B	Minor	diazepam	desogestrel-ethinyl estradiol	Ethinyl Estradiol-Containing Products may increase the serum concentration of Benzodiazepines.	more
B	Minor	aspirin	desogestrel-ethinyl estradiol	Ethinyl Estradiol-Containing Products may decrease the serum concentration of Aspirin.	more

Medication List

1 **Adderall 20 mg oral tablet (CS Level 2)**

1 each 3 times a day after meals x1 month **Dispense:** 30 **Effective Date:** **PUC:** Tablet **DaW:** No **Total Fills:** 1

Notes to Pharmacist: Testing EPCS preview on Staff account

Send Prescription
Save Draft
Edit Prescription

Prescription Drafts on the iPad