

★ Set and Use Favorites

1. Add favorites through **Utilities** from the menu, on the **Review** screen when prescribing, or from **Prescription Management** on patient summary screen
2. To select a favorite, use ★ icon near top of the screen
 - a. **Org Favorites:** an organization list controlled by admins
 - b. **My Favorites:** personal list
 - c. **Recent:** 10 most recently prescribed prescriptions from the past 10 days
3. Sign and send prescriptions at the bottom of the screen

🚗 Renewal Requests

1. Click on the **Pharmacy Message** notification icon
2. Filter list by provider as necessary
3. Select desired action in dropdown list
4. Add appropriate comments as needed
5. Enter signature password, and click **Send** to process

🔄 Renew Medications

1. On the patient summary screen, click the **Renew** icon to recreate and process a medication
2. Click the **Prescribe** icon to change an active medication's dose, directions, quantity, and/or # of refills to process
3. Renew active medications by checking the box next to the medication name
4. Click Renew Selected icon
5. Sign pending prescriptions at the bottom of the screen

🚀 Bulk Sign-off Pending Prescriptions

1. Locate pending prescriptions within **Prescription Management** on patient summary or click **Prescription Report** in the top toolbar
2. Change filter settings as needed
3. Click **Search**
4. Review and modify prescription(s) as needed
5. Sign and send prescriptions at the bottom of the screen



Rcopia[®]

Pocket Guide

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Sign On

1. Go to <https://web.drfirst.com/#/login>
2. Enter username and password. Click **Login**.
3. Use **Forgot Password?** link to reset password if necessary

Create New Patient

1. Click **Add Patient**
2. Enter known demographic information (* = required)
3. Click **Add Patient** button

Add Medication Allergy

1. Listed allergies can prevent drug-allergy interactions
2. Click red **Please confirm this patient's allergies** link (if none entered), or navigate to the **Allergies** widget
3. Click **NKDA** (No known drug allergies) or **Add Allergy**
4. If adding, search and select medication name or choose from the **Select Common Allergen** dropdown list
5. Enter optional information (reaction, severity, onset date) if desired

Select Patient

1. Search by Last Name, First Name, or ID
2. Select a patient from results to be taken to patient's profile

Add Diagnosis

1. Click on **Add Diagnosis** button in Diagnoses/Problems widget
2. Enter diagnosis name or appropriate code to search
3. Select from the drop-down, or click the **Search** icon
4. Click in the row of the diagnosis you wish to select
5. Enter the onset date for the diagnosis (optional)
6. Click **OK**
7. Listed diagnoses can help prevent drug-diagnosis interactions

Set Patient Default Pharmacy

1. Click **Please set the default pharmacy** link or click the **Search** icon in the Patient Info widget
2. Filter the search using the radio buttons on the left and enter minimal search criteria (pharmacy name and zip code)
3. Click **Search**. Hover over pharmacy types on the far right for descriptions.
4. Click on the name of the desired pharmacy to select. Rcopia will store up to five pharmacies for each patient.

Write Prescription

1. Select one of your favorites from the  icon, or click the **Create New Prescription** button to create a new one
 - a. If using a favorite, make sure to fill in missing information
2. To continue with a new manual prescription, enter medication name to search and select from results
3. Click on a medication strength
4. Enter details including the sig, duration, quantity, refills, etc
 - a. Additional directions or entire sig can be entered in Directions to Patient box
 - b. Additional directions to the pharmacist can be entered in the Directions to Pharmacist box
4. Click **Review** to review the prescription
5. Select the desired action at the bottom
6. Locate pending prescriptions within **Prescription Management** widget
7. Select the desired action for completing the prescription by clicking **Send**, **Send and Print**, **Print w/out Sending**, or **Sign w/ out Sending**