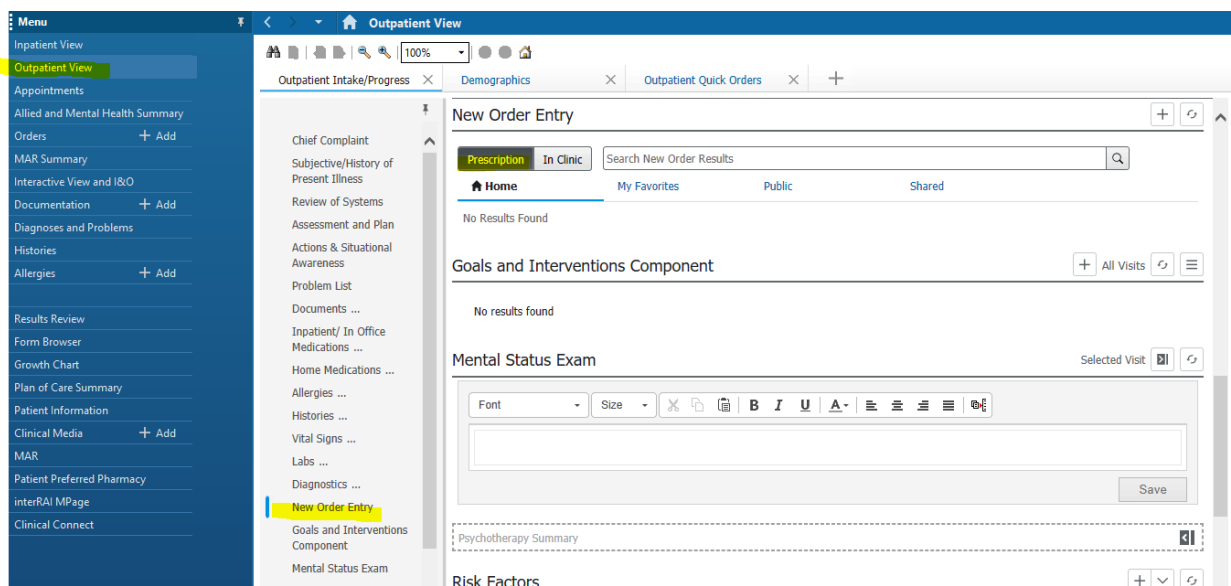# Medication Clinic – Outpatient Mental Health (Clinical)

How to Create Prescription (Prescriber)

- Log into Powerchart
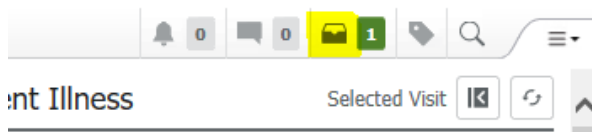- Open the patient chart and ensure you are selecting the Recurring Encounter associated to medication clinic.

Facility	MRN	FIN	Visit Id	Patient Type	Reg Date (DD-MMM-YYYY)	Expected Date of Arrival	Disch Date (DD-MMM-YYYY)	Medical Service	Location
SCS	11055016	22-007087	22-008349	Recurring	2024-Dec-31 10:11			Mental Health	SC MHMCL

- Click on "Outpatient View", then select "New Order Entry" & click on "**Prescription**"

- Search for the required medication in the search bar, and select from the list that populates below. Once selected, the "orders for signature" box will become green. Click on the icon with the green box to the right (shown below).
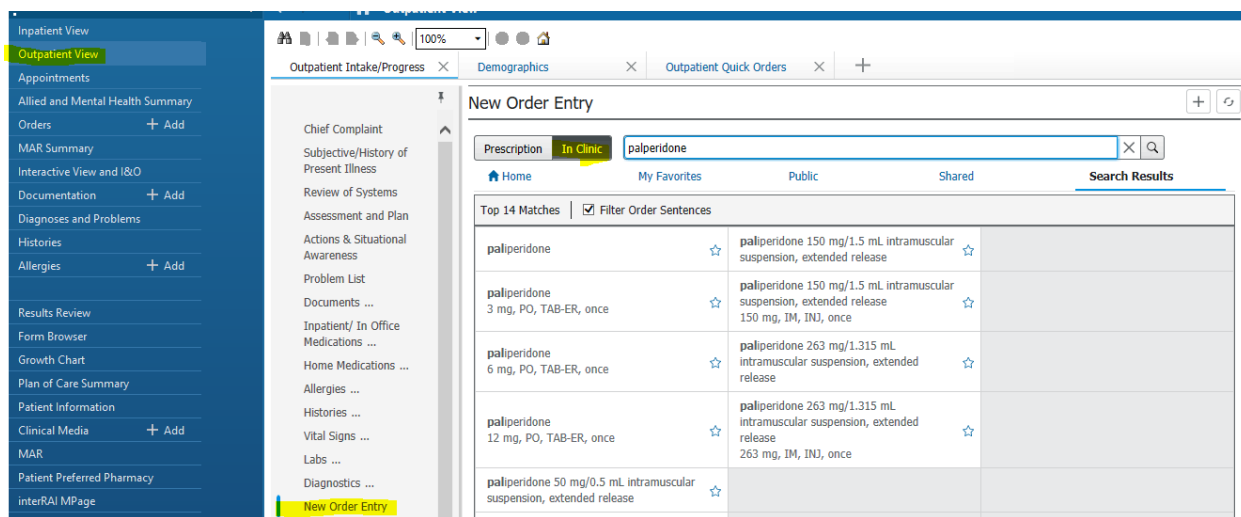

- Click on "sign" and then complete all required fields within the prescription. Print prescription and send to most appropriate pharmacy.

How to Order "In Clinic" Medication for Administration

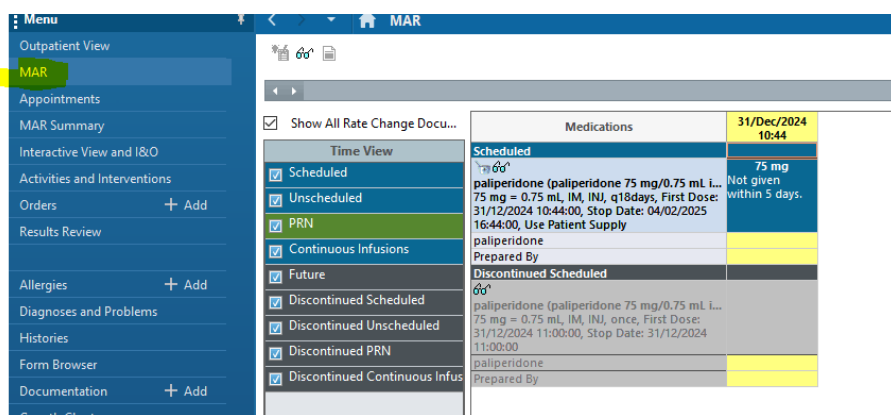- Click on "Outpatient View", then select "New Order Entry" & Click on "**In Clinic**"
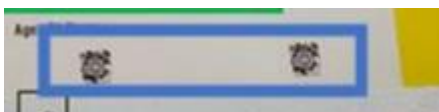

- Search for medication in search bar and select from the populated list. Once selected, the "orders for signature" box will become green. Click on "orders for signature" box.
- Click on "modify details"
- Ensure all mandatory fields are completed.
- It is also important to enter:
    - First dose date/time, which reflects the first medication administration appointment.
    - Stop date/time, which reflects when all the ordered refills will be completed by.
    - Use Patient Supply (select yes)
- Click "sign" when details are completed.

How to Administer Medication (Nursing)

- Log into Powerchart
- Open the patient chart and ensure you are selecting the Recurring Encounter associated to medication clinic.
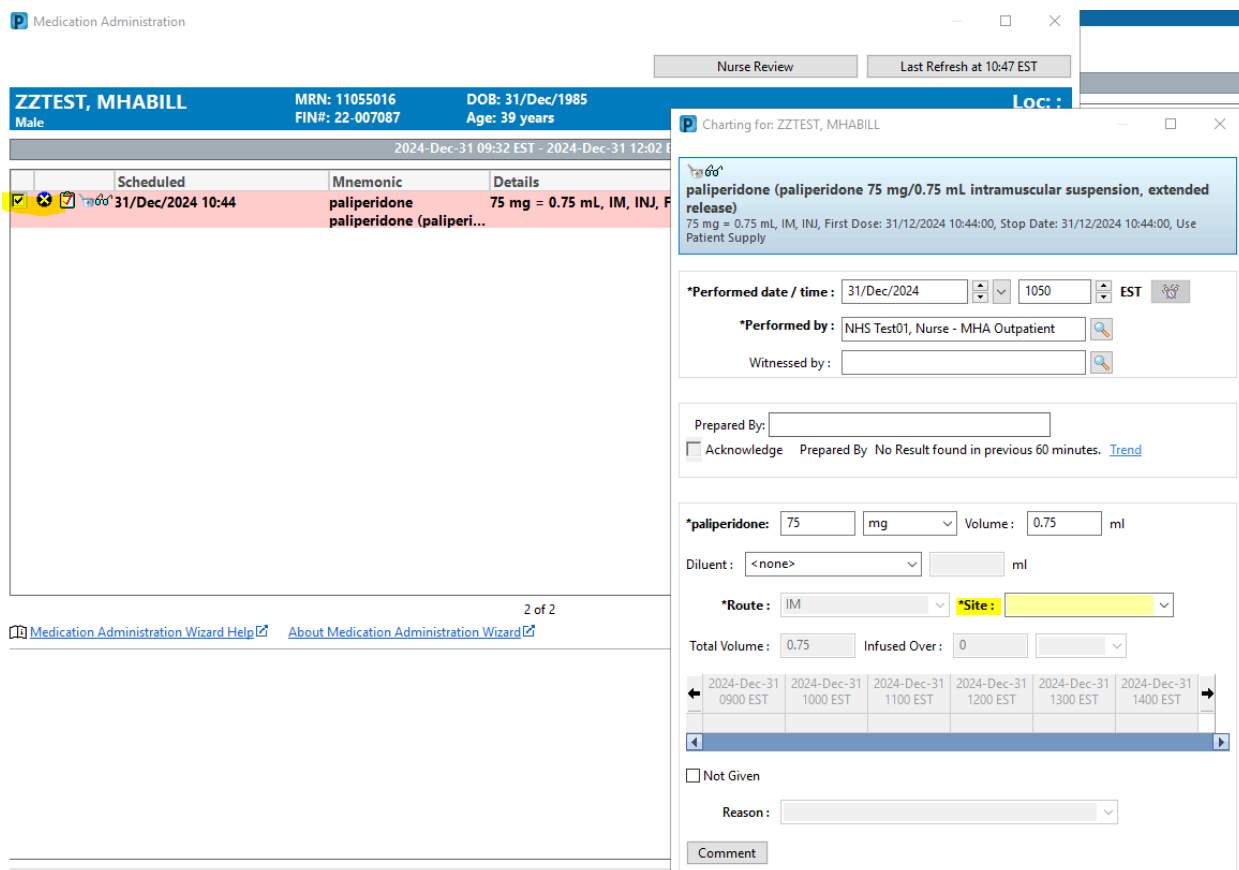- Confirm medication to be administered is reflected in the MAR

- Click on Medication Administration from the upper grey toolbar
- Scan the patient's wristband

- Click on box to the left of time/date (shown below). A medication administration window will populate. Select which site the medication was administered.

  ** if medication does not appear please ensure your time frame is correct by confirming Clinical range in grey banner. If range needs to be change right click, select change search criteria and update time frame. Note: medication will not appear in Medication Administration if attempting to administer more than 24 hours prior to scheduled dose.

- Click "ok", click "sign".
- Med will be marked as complete in the MAR.