

# **Rx & Orders Writer 3.0 Manual**

**By: Dr. Eyes (Richard Mata, MD)**

Desktop Version (Xp or Vista or 7)

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[How to add a New Patient Name in the Pop-up List](#)

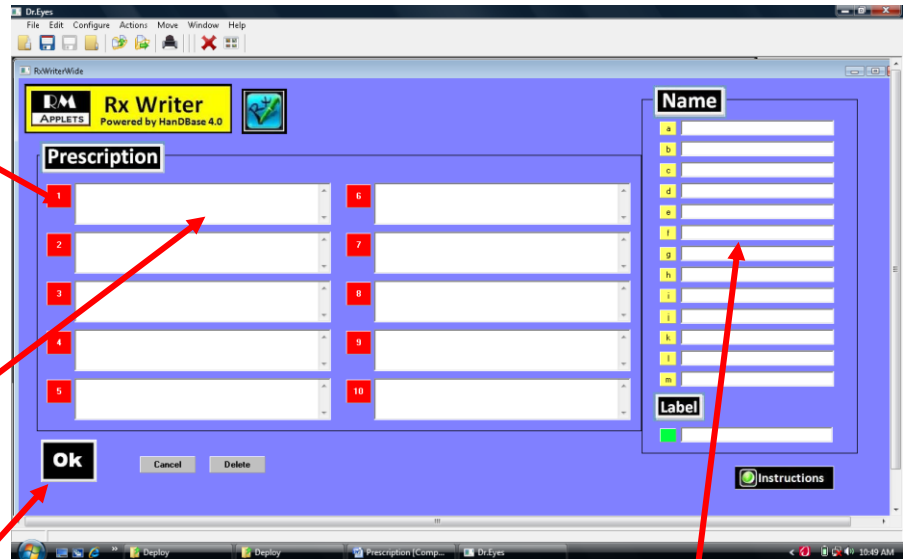
# How to make a prescription:

Open rmRxWriter database and click New icon and follow the steps below:

## STEP 1

Click the Red numbered box. This allow you to enter the storage of drugs database (the rmRxPopup)  
Search the drug by just entering the first letter or two.

Note : Choosing no.1 will print the Rx at the top portion of the paper.



## STEP 2

A pre-made template will appear in the blank .  
Just do some editing to fit the current need of your patient. Example: adjust dosage or days, etc.

## STEP 4

Once you're ready to print, just click the Ok button to close the screen to go to the list view.

## STEP 5

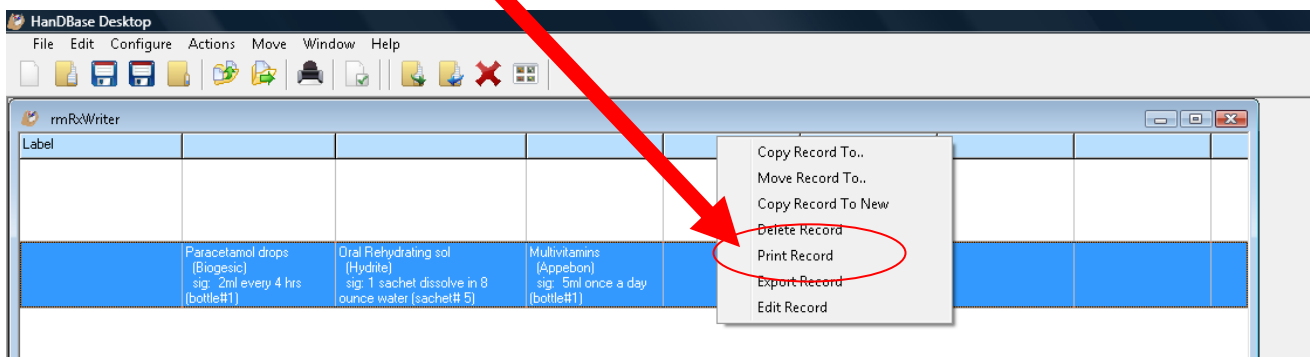
At the list view , you will see that the Rx you just made is highlighted. Right click that and click Print Record

## STEP 3

To add the patient's name, choose a blank from A to M where you will add the name of the patient that will allow it to be printed at the blank for name in the Rx paper you are going to use. You may do a trial and error printing at the start to determine the best letter.

Or if you are in a hurry, just print the prescriptions and just handwrite the name.

The label area below is optional for diagnosis, etc.



## A shortcut tip

Once you are done printing, you may delete the prescription you just did or you may just keep it in the database for future patients with the same illness and just edit the small details to make things a bit faster. (Optional)

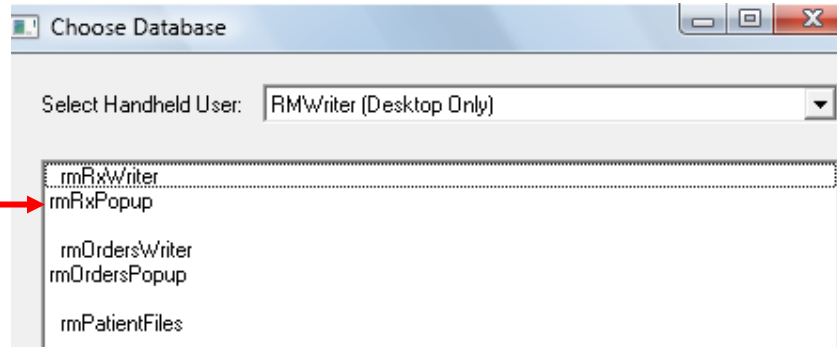
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# How to Add a New Drug in the Pop-up List:

You have to go to Database list view.

## STEP 1

Open the rmRxPopup database and click New...

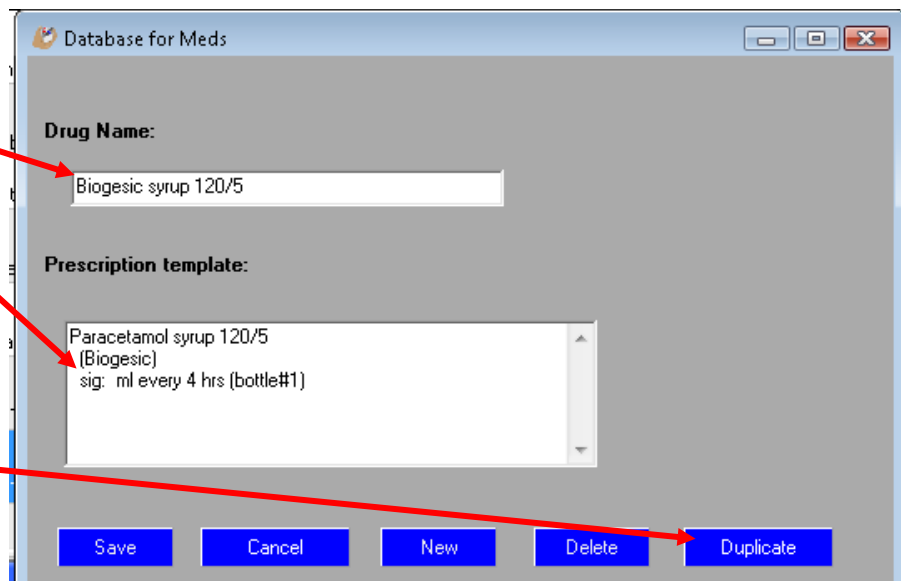


## STEP 2

Add the Brand name or any 'lead name' at the Drug Name blank. Add the full prescription template that you want to appear. You may leave the dosage as blank.

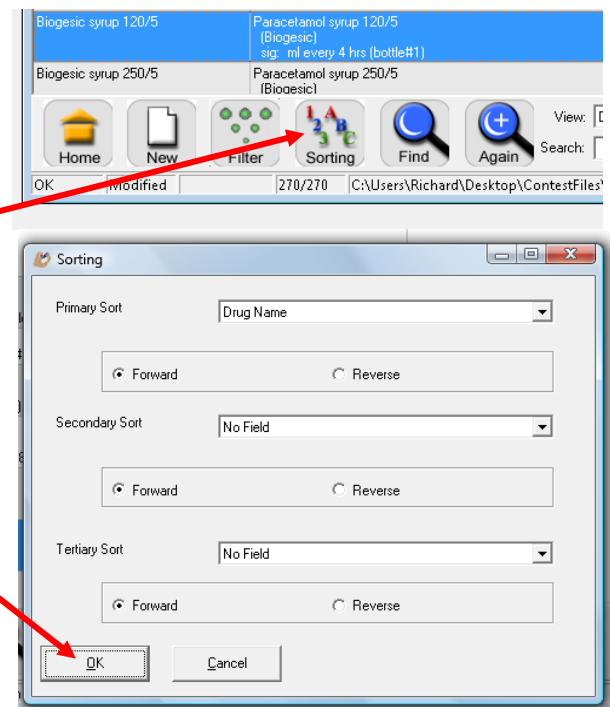
### A shortcut tip

If the drug you are going to add has the same dosage instructions with a previously recorded drug, just look for that old drug and click Duplicate, then just edit the new copy to match the new drug.



## STEP 3

Once you're done, click Save. At the list view click the Sorting icon seen at the bottom area. It will open a dialogue box and just click the Ok button. This will arrange the drugs alphabetically.



Note: The sample drug database that goes with the download of this software are the author's personal daily drug list. But go run through those drug lists so you will have a feel on how it is done and just edit or create anew to match your style and practice. Please delete those that are not applicable to your practice.

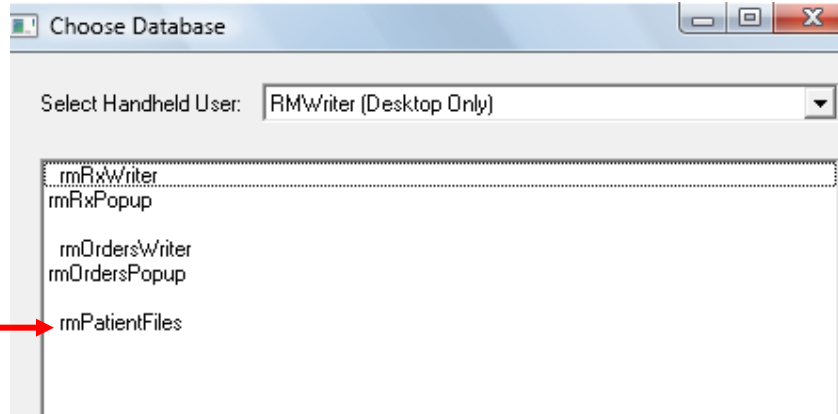
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# How to add a New Patient Name in the Pop-up List:

You have to go to Database list view.

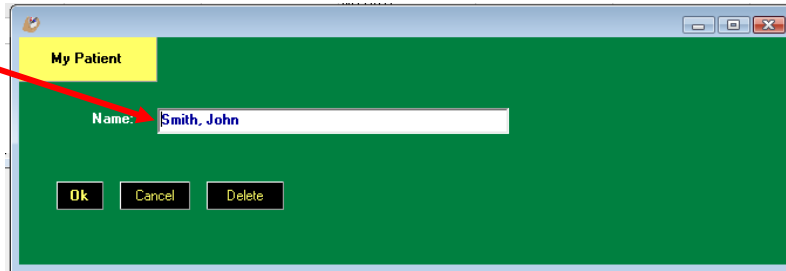
## STEP 1

Open the rmPatientFiles database and click New...



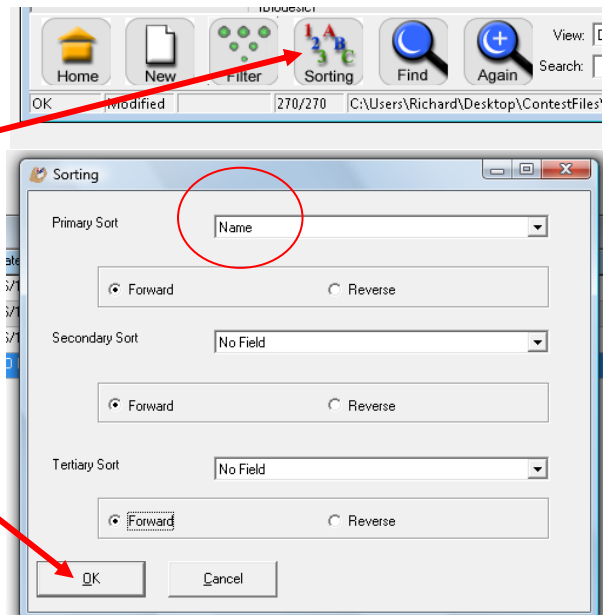
## STEP 2

Add the Patient's Name at the blank provided. Last name first.

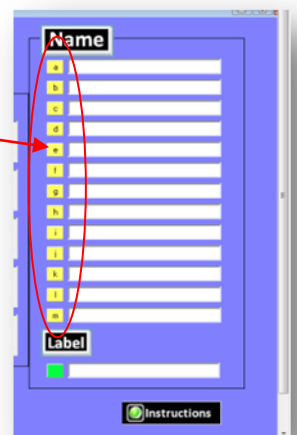


## STEP 3

Once you're done, click Ok. At the list view click the Sorting icon seen at the bottom area. It will open a dialogue box. Make sure that the Primary Sort is set Name then just click the Ok button. This will arrange the Names alphabetically.



Once you click the yellow boxes at the Name area of rmRxWriter. You will see the patient's names pop-up list for you to choose.



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# How to make an Admitting note:

Open rmOrdersWriter database and click New icon and follow the steps below:

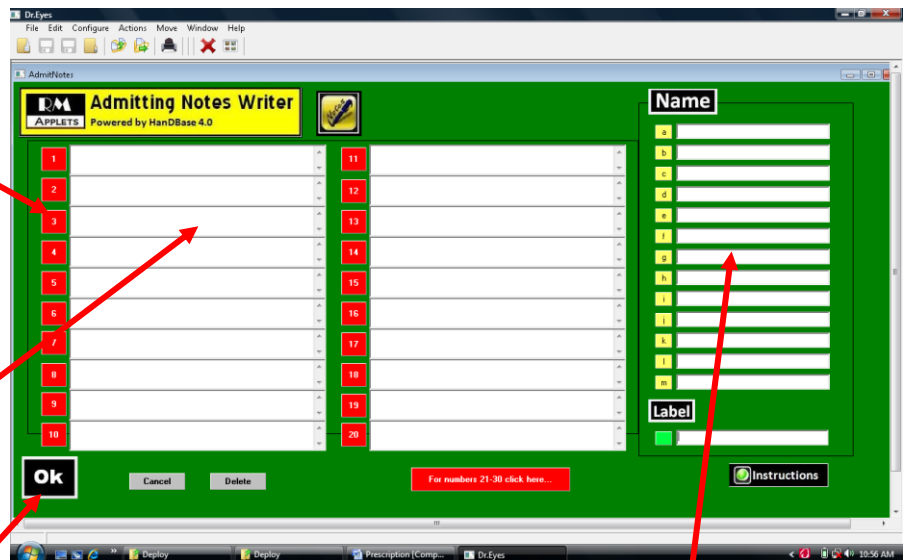
## STEP 1

Click the Red numbered box. This will allow you to enter the storage of your usual orders database (the rmOrdersPopup) Search a particular order by just entering the first letter or two of the first word of the sentence/phrase..

Note : Choosing no.1 will print the first order at the top portion of the paper.

## STEP 2

A pre-made order template will appear in the blank . Just do some editing to fit the current need of your patient. Example: adjust the dosage



## STEP 4

Once you're ready to print, just click the Ok button to close the screen to go to the list view.

## STEP 5

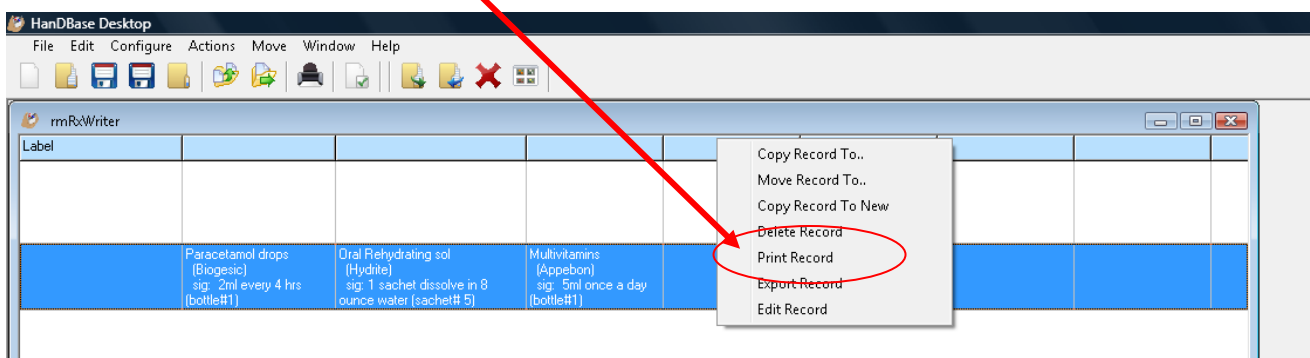
At the list view , you will see that the orders you just made are highlighted. Right click that row and click Print Record.

## STEP 3

To add the patient's name, choose a blank from A to M. This will allow you to be print the name at the blank designated for name in the Rx paper you are going to use. You may do a trial and error printing at the start to determine the best letter.

Or if you are in a hurry, just print the admitting note and just handwrite the name.

The label area below is optional for diagnosis, etc.



### A shortcut tip

Once you are done printing, you may delete the admitting note you just did or you may just keep it in the database for future patients with the same illness and just edit the small details to make things a bit faster (Optional).

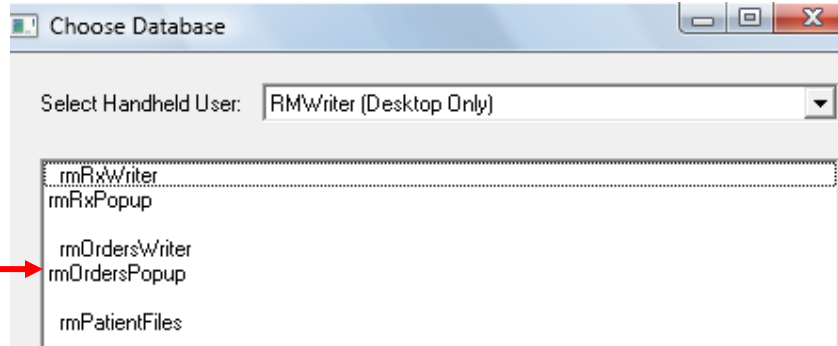
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# How to add a New Template in the Pop-up List:

You have to go to Database list view.

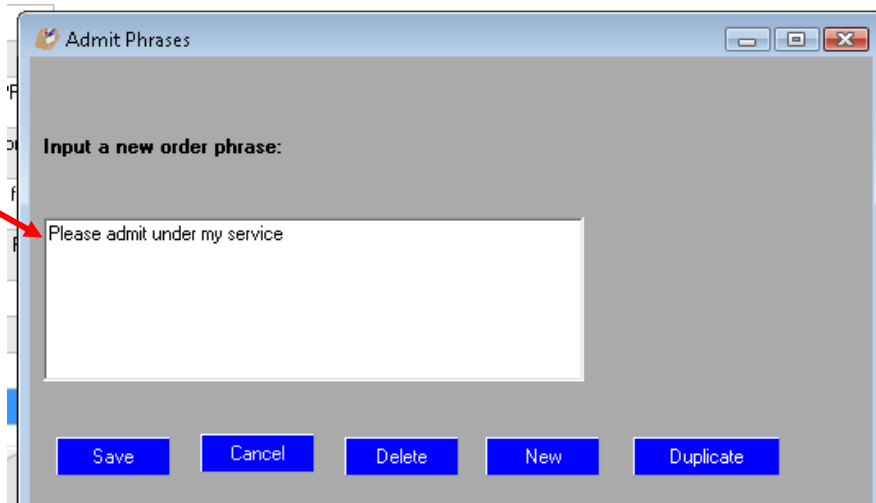
## STEP 1

Open the rmOrdersPopup database and click New...



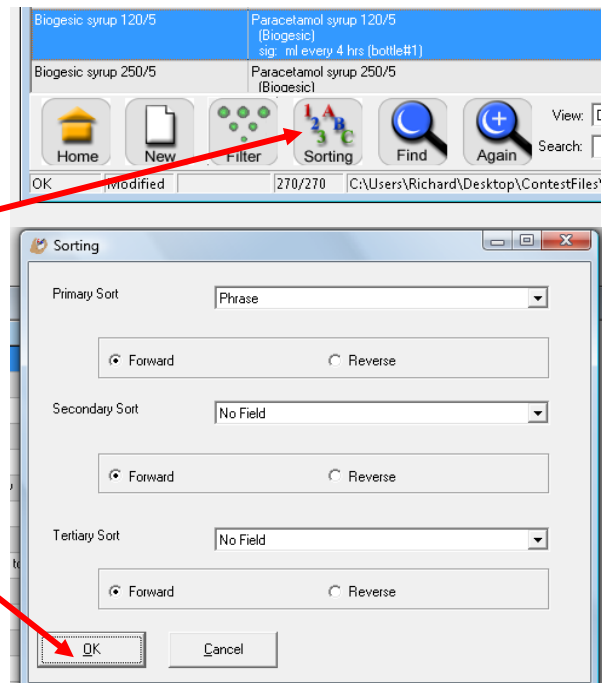
## STEP 2

Add the Brand name or any 'lead name' at the Drug Name blank. Add the full prescription template that you want to appear. You may leave the dosage as blank.



## STEP 3

Once you're done, click Save. At the list view click the Sorting icon seen at the bottom area. It will open a dialogue box. Make sure that the Primary Sort is set to Phrase then just click the Ok button. This will arrange the order phrases alphabetically.

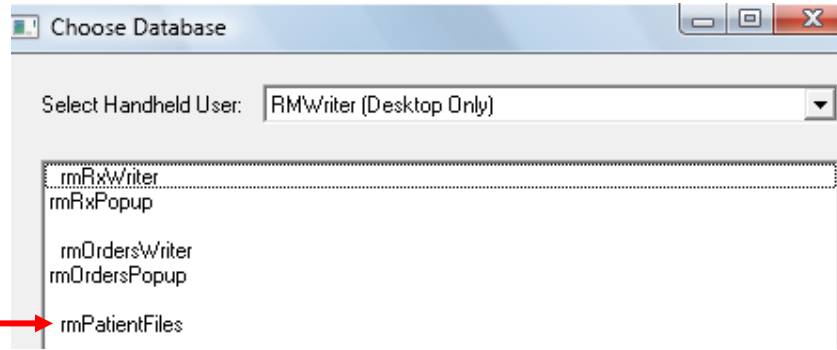


Note: The sample orders database that goes with the download of this software are the author's personal list. But go run through that list so you will have a feel on how it is done and just edit or create anew to match your style and practice. Please delete those that are not applicable to your practice.

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# How to add a New Patient Name in the Pop-up List:

You have to go to Database list view.



## STEP 1

Open the rmPatientFiles database and click New...

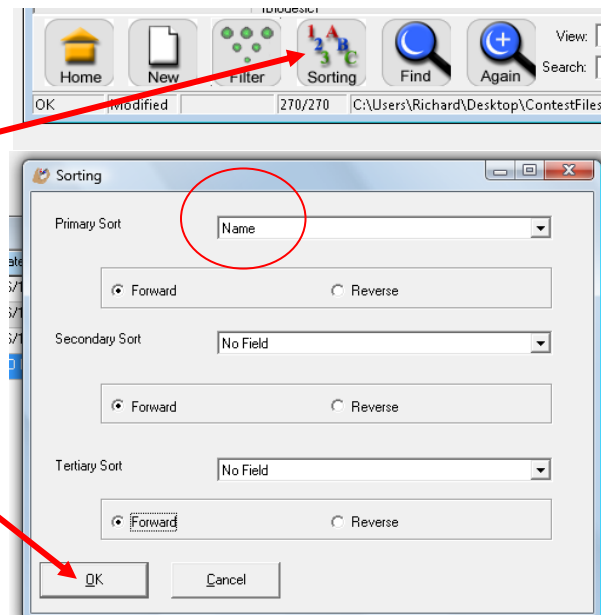
## STEP 2

Add the Patient's Name at the blank provided. Last name first.

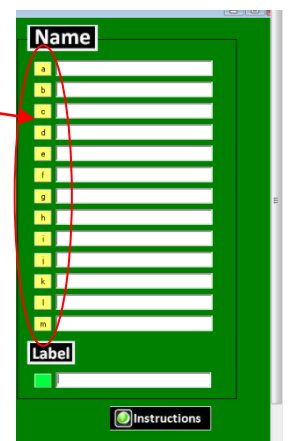


## STEP 3

Once you're done, click Ok. At the list view click the Sorting icon seen at the bottom area. It will open a dialogue box. Make sure that the Primary Sort is set Name then just click the Ok button. This will arrange the Names alphabetically.



Once you click the yellow boxes at the Name area of rmOrdersWriter. You will see the patient's names pop-up list for you to choose.



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