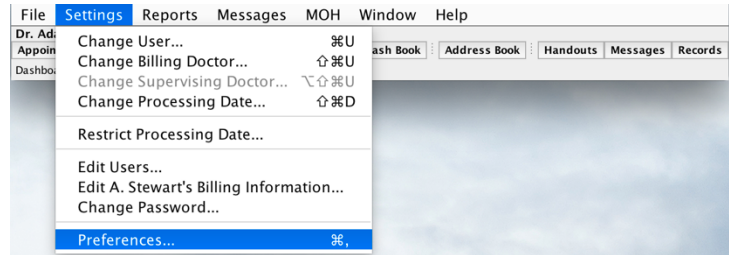


Stewart Medicine EMR Tools

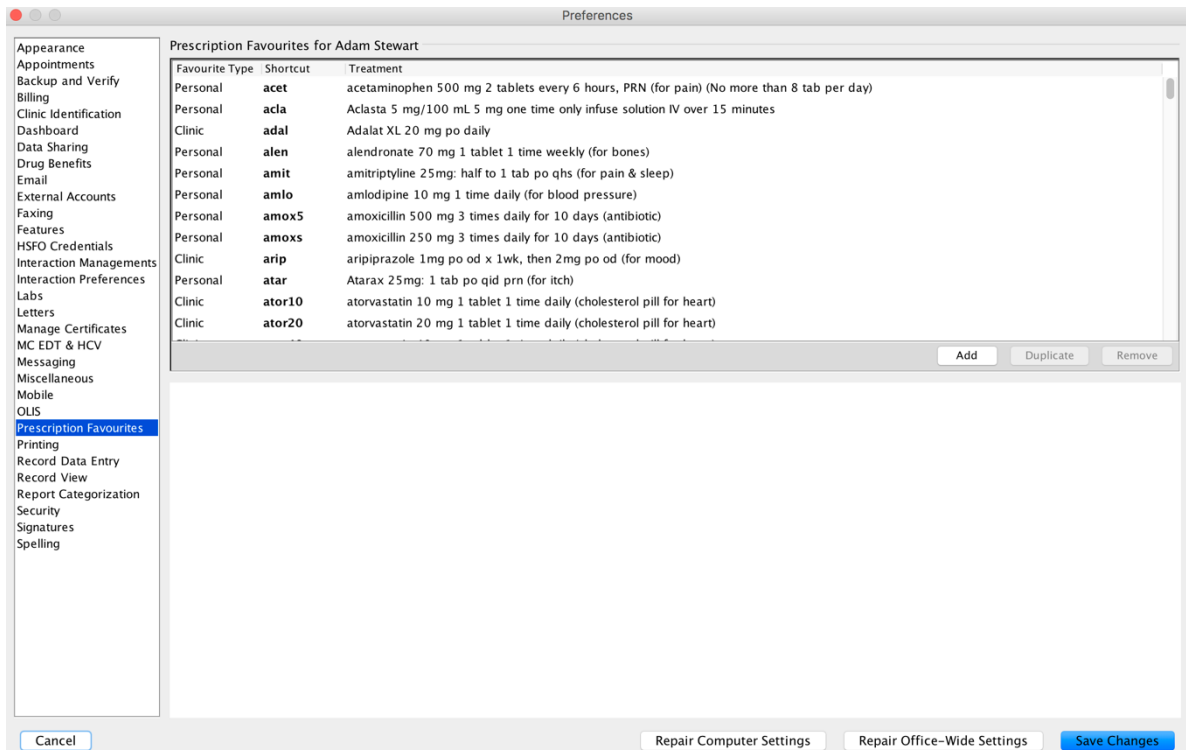
How to Install the Favourite Prescriptions

STEP 1 – Go to Prescription Favourites

- From the main EMR menu, click *Settings* → *Preferences*.
- *Note: you must have administrator privileges to edit favourite prescriptions.*
- You will be prompted to enter your password.

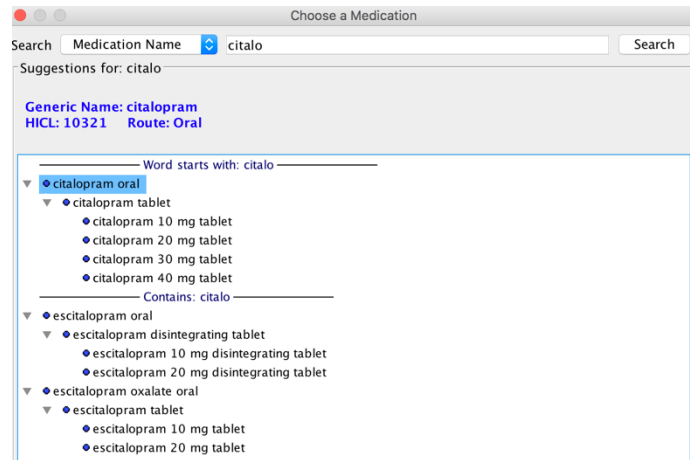


- In the Preferences Window, go to *Prescription Favourites*.



STEP 2 – Add Favourite Prescription(s)

- Click *Add* → you will be prompted to search for a medication.
- In this example, we searched for “citalopram”.
- Here, there are several options for “citalopram” to choose from. Choose whichever one you prefer, whichever way that you normally enter your prescriptions.



- Complete the prescription fields as you normally would for any prescription that you do.
- *For Favourite Prescriptions, it is best to use the typical starting dose and instructions that you would normally give a patient when first starting the medication.*

Prescription Favourite:

Shortcut: cita Favourite Type: Clinic

Description: citalopram hydrobromide 20mg po od (for mood) for 30 days

Name: citalopram hydrobromide

Label Instructions: 20mg po od (for mood)

Quantity/Duration: 30 day(s) Refills: 1 Auto Discontinue

[Less Details](#)
[More Details](#)

- For proper integration with other EMR tools, be sure to click “*Move to Clinic Favourites*” (as opposed to leaving it as a “*Personal*” Favourite)

Prescription Favourite:

Shortcut: cita Favourite Type: Personal [Move to Clinic Favourites](#)

Description: citalopram

- **Ensure the prescription *Shortcut* matches the specific instructions for the EMR tool or package that you have downloaded from Stewart Medicine.**

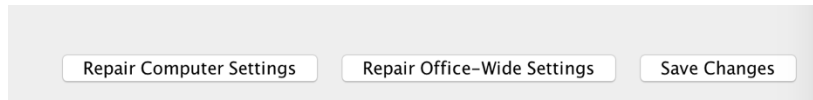
Prescription Favourite:

Shortcut: cita Favourite Type: Clinic

Description: citalopram

- Typically, the *Shortcut* defaults to the first four letters of the medication name, and that is the way it is left. If you already have a *Prescription Favourite* using the same *Shortcut*, then you can use your existing/original Favourite, or override it with the new one.

- To add multiple Favourite Prescriptions, click “Add” and repeat the above process for each medication.
- Click Save Changes to save your progress and/or once you have completed adding all of the favourites.



Be sure to enter all of the Favourite Prescriptions and ensure the Shortcuts for each medication match the specific instructions from Stewart Medicine for the tools or package that you have downloaded.

Favourite Prescription Installation Complete! Your tools are now ready to use on your EMR

*If you ever wish to uninstall, simply “Remove” the medication(s) from your Favourite Prescriptions.
You may wish to refer to the List of Contents to ensure you remove all of the entries.*