1. Create Telephone Encounter
2. Fill in: caller, reason, provider
3. Messages: Received \_\_\_\_\_\_\_ medication through PAPRX.



1. Select Current Rx



1. If the medication is not on the current list add New Rx
2. For the correct medication click the “C” circle for continue
3. Click ok



1. Back on the telephone encounter click on the medication.
2. In the note section add: LOT, EXP, and amount received
3. Click ok



1. Back on the telephone encounter under action taken document medication was received and documentation of contacting the patient.

