

Draft Prescriptions

Last modified on 09/10/2025 11:05 am EDT

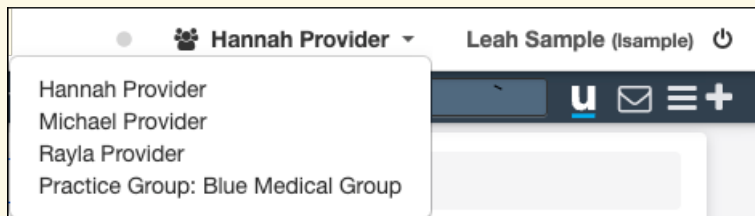
[Create a draft non-controlled substance prescription](#) | [Create a draft controlled substance prescription](#) | [Manage a draft prescription](#) | [Create a draft non-controlled prescription from an eRx renewal request](#) | [Create a draft controlled substance prescription from an eRx renewal request](#)

Create draft prescriptions from within the patient's chart or from a renewal request.

- Providers can create drafts to review and send later.
- Staff members can create drafts for the provider to complete later.
- Draft prescriptions don't need to be associated with an appointment, and can be created before, during, or after a visit.



Staff members acting on behalf of a provider must first select the provider from the practice group dropdown.



Create a draft non-controlled substance prescription

1. In a patient chart, select **Send eRx**.
2. Fill out the prescription and select **Preview Prescription**.

Send eRx

Height: No Records
Weight: No Records

New Prescription

Patient's Prescriptions

+

Supervising prescriber location:

Medication

Favorite medications

×

Type*

Medication

Compound

Supply

Medication*
metformin 500 mg tablet

N/A: U

Generic

RX

SIG*

1/2 a tablet once a day with dinner

Effective Date

35 / 1000

Dispense*

45

Dispense Unit*

Tablet

DAW

Yes

No

Days Supply

90

Refills

4

Diagnosis Codes

* R73.03: Prediabetes

☐ Add to Favorites
☒ Add to Medication List

Notes to Pharmacist

* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

Select Pharmacy

Name / Location / Phone / NCPDP ID

Q

Show Favorites

Patient's Preferred

Mail Order

Retail

Other

WALGREENS #09248

2300 OTIS DR , ALAMEDA, CA 945015722
+1.510.523.7043
Fax: +1.510.523.7021
Retail, 24 Hours

☐ Add to Your Favorite Pharmacies
☐ Add to Patient's Preferred Pharmacies

Preview Prescription

- On the **Prescription Summary** page, select **Save Draft** to save the prescription to the patient's chart for completion later.

Send eRx

Height: No Records
Weight: No Records

Edit Prescription
Start over

Print Prescription
Fax Prescription

Save Draft

Send Prescription

Prescription Summary

One Supervisor

DEA Number: AP9010001
NADEAN Number:
Clinic One 90001 1ST AVE, Washington, DC, 20000
503-906-6300
Date written (UTC): 09/05/2025

WALGREENS #09248

2300 OTIS DR ALAMEDA, CA 945015722
+1.510.523.7043
Fax: +1.510.523.7021
Retail, 24 Hours

The prescription is saved to the patient's chart (**Medication List > Draft Prescriptions**).



- When you revise a draft, select **Save Draft** to save those updates.
- If you have multiple Surescripts provider numbers for different locations you prescribe from, the locations aren't saved in the draft.
- Effective dates aren't saved in drafts.

Create a controlled substance draft prescription

Use the [Create a draft non-controlled substance prescription](#) procedure.

The controlled substance level appears in red above the **Medication** box.

Send eRx

Height: No RecordsWeight: No Records

New Prescription

Patient's Prescriptions

+

Supervising prescriber location:

Medication

Favorite medications

Batch

×

Type*

Medication

Compound

Supply

Medication*

⚠ Controlled Substance Level 2

dextroamphetamine-amphetamine 10 mg tablet

N/A: UGenericRX

SIG*

ⓘ

Daily in the morning

Effective Date

20 / 1000

Dispense*

30

Dispense Unit*

Tablet

DAW

Yes

No

Days Supply

30

Refills

0

Diagnosis Codes

Patient Diagnosis Codes

☐ Add to Favorites

☒ Add to Medication List ⓘ

Notes to Pharmacist

* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

A message appears to complete EPCS setup if you haven't set it up yet. The **Fax Prescription** and **Send Prescription** buttons are disabled until you complete EPCS setup.

Send eRx

Height: No Records

Weight: No Records

Edit Prescription

Start over

Print Prescription

Fax Prescription

Save Draft

Send Prescription

You need to complete EPCS setup in order to send or fax controlled substances.

Prescription Summary

Manage a draft prescription

Draft prescriptions are located in the patient's **Medication List**.

- In a patient chart, select **Medication List**.
- Under **Draft Prescriptions**, below **Actions**, do one of the following:
 - Select **Delete** to remove a draft.
 - Select **Review** to open a draft.

Draft Prescriptions				
<input type="checkbox"/>	Medication	Created By	Created At	Actions
<input type="checkbox"/>	dextroamphetamine-amphetamine 10 mg tablet	Kate Provider	09/05/2025, 2:47 PM	Review Delete
<input type="checkbox"/>	metformin 500 mg tablet	Kate Provider	09/05/2025, 1:16 PM	Review Delete
Showing 2 of 2 records				
<div> <div> <div></div> <div></div> </div> <div> <div>Prev</div> <div>Next</div> </div> </div>				

- Edit the draft as needed and select **Preview Prescription**. To send the prescription, see [Send a draft prescription](#).

Send a draft prescription

- In a patient chart, select **Medication List**.
- Under **Draft Prescriptions**, below **Actions**, select **Review**.
- Edit the draft as needed and select **Preview Prescription**.
- For controlled substance prescriptions, select **Ready to sign**.

The controlled substance level appears in red next to the medication name.

Medication List

1

Adderall 10 mg tablet (CS Level 2)

→

Ready to sign

1 inhalation 3 times a day after meals

Dispense: 30

Effective Date:

PUC: Tablet

DaW: No

Refills: 0

Days Supply: 30

Notes to Pharmacist:

- On the **Prescription Summary** page, select **Send Prescription**.

Send eRx

Height: No Records

Weight: No Records

Edit Prescription

Start over

Print Prescription

Fax Prescription

Save Draft

Send Prescription

Prescription Summary

One Supervisor

DEA Number: AP9010001

NADEAN Number:

Clinic One 90001 1ST AVE, Washington, DC, 20000

503-906-6300

Date written (UTC): 09/05/2025

WALGREENS #09248

2300 OTIS DR ALAMEDA, CA 945015722

+1.510.523.7043

Fax: +1.510.523.7021

Retail, 24 Hours

For non-controlled substance prescriptions, the prescription is sent, and the draft is deleted.


For controlled substance prescriptions, after you complete multi-factor authentication, the prescription is sent, and the draft is deleted.

Create a draft non-controlled substance prescription from an eRx renewal request



You can only use the replace workflow to create draft prescriptions from eRx renewal requests.

eRx renewal requests are located in the **Message Center**.

1. Select **Messages**  in the navigation menu to open the **Message Center**.
2. Select **eRx Requests**.

ALL MESSAGES										
eRx Requests										
<div> <div>Incoming Messages</div> <div>Starred</div> <div>All Messages</div> <div>FAX</div> <div>Incoming Fax</div> <div>Outgoing Fax</div> <div>LAB RESULTS</div> <div>Lab Results</div> <div>ERX</div> <div>eRx Requests</div> </div>										
<div> <div>Mark as Read</div> <div>Mark as Unread</div> <div>Show Archived</div> <div>Search Messages</div> </div>										
	From	Title	Status	Associated patient	Assigned to	Assigned by	Workflow	Created	Updated	Download
<input type="checkbox"/>	Shollenber Pharmacy	New eRx Renewal Request for Kelly Patient		Kelly Patient	Dr. Sara Park	Dr. Sara Park	Open	Sept. 20, 2022, 4:59 p.m.	Sept. 9, 2025, 11:42 a.m.	

3. Select the row to open the eRx renewal request.
4. Scroll down to the bottom under **Your Response** and select **Replace**.
5. Edit the prescription as needed and select **Preview Prescription**.


Renewal Request Details

Total Fills Requested: 4

Note from Pharmacy:

Your Response

Response

☐ Approve
☒ Replace 
☐ Deny

Height: 6'0" (recorded 6 day(s) ago) Weight: 211.64 LBS (recorded 6 day(s) ago)

Supervising prescriber location:

Show/hide legend

Medication Favorite medications ✕

Type* Medication Compound Supply

Medication*

SIG* N/A: U Generic RX

Effective Date

25 / 1000

Dispense* Dispense Unit* DAW Yes No Days Supply Total Fills


Diagnosis Codes

☒ Add to Medication List ?

Notes to Pharmacist

* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

[Patient's Prescriptions](#)

Preview Prescription 

6. Under **Medication List**, select **Save Draft**.

My Tasks 99+

DIRECT MESSAGES 0

Incoming Direct Messages 27

Outbound Direct Messages

ENROLLMENT 0

Status Changes

Reorder menu

Customize Workflow

Medication List

1 cephalexin 500 mg capsule

One capsule every morning Dispense: 20 Effective Date: PUC: Capsule DaW: No Total Fills: 1

Notes to Pharmacist:

Send Prescription  **Save Draft** Edit Prescription

The prescription is saved to the patient's chart (**Medication List > Draft Prescriptions**).

Create a draft controlled substance prescription from an eRx renewal request



You can only use the replace workflow to create draft prescriptions from eRx renewal requests.

Use the [Create a draft non-controlled substance prescription from an eRx renewal request](#) procedure.

Controlled substance renewal requests can only be replaced or denied. The controlled substance level appears in red above the **Medication** box and next to the medication name under **Medication List**.

Renewal Request Details

Total Fills Requested: 1

Note from Pharmacy:

Your Response

This medication is a controlled substance. You may only replace or deny it.

Response

- ☒ Replace
☐ Deny

Height: 5'9" (recorded 1 month(s) ago)

Weight: 174.16 LBS (recorded 1 month(s) ago)

Supervising prescriber location: ⓘ

Show/hide legend

Medication

Favorite medications

Type*

Medication

Compound

Supply

Medication*

⚠ Controlled Substance Level 2

Endocet 5 mg-325 mg tablet

SIG* ⓘ

Effective Date

⚙ 1 tablet once a day

52 / 1000

Dispense*

21

Dispense Unit*

Tablet

DAW

Yes

No

Days Supply

Total Fills

1

Diagnosis Codes

Patient Diagnosis Codes

☒ Add to Medication List ⓘ


Notes to Pharmacist

* Please do not enter SIG, Effective Date, Drug Name, Strength, Quantity or Dispense Unit in this field.

Patient's Prescriptions

Preview Prescription

Medication List

1 Endocet 5 mg-325 mg tablet (CS Level 2)					<input type="checkbox"/> Ready to sign	
1 tablet once a day	Dispense: 21	Effective Date:	PUC: Tablet	DaW: No	Total Fills: 1	
Notes to Pharmacist:						
<div><div>Send Prescription</div><div> Save Draft</div><div>Edit Prescription</div></div>						