# Outgoing Prescriptions Report

Last modified on 10/08/2026 11:22 am EDT

## Location | Searching and Filtering | Report Columns | Exporting Report

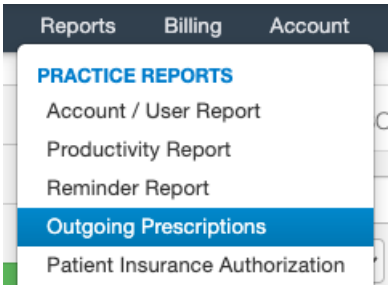
The Outgoing Prescriptions Report gives a detailed view of prescriptions sent from your practice, so you can track prescription statuses and review prescribing activity. You can filter by patient, patient address, drug, controlled substance schedule, pharmacy and date range, then export the results with the columns you choose.

Common uses include:

- Reviewing all prescriptions for a specific medication or group of medications
- Pulling a list of controlled substance prescriptions by schedule level (for example, Schedule II stimulants)
- Reporting on prescriptions for patients in a specific state or zip code, such as for state monitoring or compliance reviews
- Checking which prescriptions were sent, printed/faxed, errored or are still pending

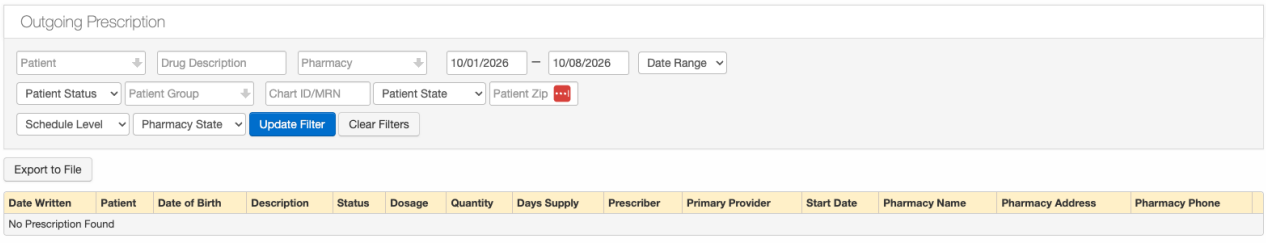
### Location

Go to **Reports > Outgoing Prescriptions.**




### Searching and Filtering

Enter one or more of the filters below, then click **Update Filter** to generate the report. Filters can be combined to narrow results.




| Filter | What it does |
|---|---|
| Patient Name | Shows prescriptions for a specific patient. |
| Chart ID/MRN | Shows prescriptions for the patient with that Chart ID. Requires an exact match; partial IDs return no results. |

| | |
|---|---|
| Patient Status | Limits results to **Active** or **Inactive** patients. |
| Patient Group | Limits results to patients in a selected patient group. |
| Patient State | Limits results to patients whose address is in the selected state. |
| Patient Zip | Limits results by patient zip code. Accepts a full zip or the first digits (for example, 071 returns 07102). |
| Drug Description | Searches by medication name, brand or generic. Separate multiple terms with spaces; results must match all terms entered. |
| Schedule Level | Limits results to controlled substances in Schedule I, II, III, IV or V. Leave blank to include all prescriptions. |
| Prescription Status | Limits results to Sent, Printed/Faxed, Errored or In Progress/Pending prescriptions. |
| Pharmacy | Search for a pharmacy by name as you type. |
| Pharmacy State | Limits results to pharmacies in the selected state. |
| Date Range | Choose a preset (Last 30 days, 60 days, 90 days, 1 year or 2 years) or enter From and To dates. Reports can include up to 2 years of history. |

- Selecting a date preset fills in the From and To dates automatically, ending today. If you then edit From or To, the Date Range dropdown clears and your custom dates are used.
- The 2 years preset covers the last 730 days through today.
- If no prescriptions match, the report shows **No Prescription Found**.

## Report Columns

The report includes the following 14 columns:

| Column | Description |
|---|---|
| Date Written | The date the prescription was written |
| Patient Name | The patient's name |
| Date of Birth | The patient's date of birth |
| Drug Description | The medication prescribed |
| Status | The prescription's current state: Sent, Printed/Faxed, Errored or In Progress/Pending |

| | |
|---|---|
| Dosage | The prescribed dosage |
| Quantity | The quantity prescribed |
| Days Supply | The number of days the prescription covers |
| Prescriber | The provider who wrote the prescription |
| Primary Provider | The patient's primary provider |
| Start Date | The date the patient should start the medication |
| Pharmacy Name | The pharmacy the prescription was sent to |
| Pharmacy Address | The pharmacy's address |
| Pharmacy Phone | The pharmacy's phone number |

## Exporting the Report

Export the report to a CSV file for further review or record-keeping. The export uses the same filters as the report and includes every matching prescription, not just the rows on the current page.

1. Set your filters and click **Update Filter**.
2. Click **Export to File**.
3. Choose the columns to include. Use **Select All** to include every column, or uncheck any optional columns you don't need.
    - **Patient Name** and **Drug Description** are required and are always included.
4. Confirm the export.
5. Open the exported file from the **Message Center**.