

# Outgoing Prescriptions Report

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The **Outgoing Prescriptions Report** provides a detailed view of prescriptions that have been sent out, helping users track and manage prescription statuses efficiently. This report can be filtered by patient, drug, pharmacy, and date range, making it easy to find specific records or analyze prescription activity over time.

Outgoing Prescription

Patient

Drug Description

Pharmacy

06/17/2025

06/24/2025

Update Filter

Export to File

Date Written	Patient	Description	Pharmacy	Status
No Prescription Found				

## Location

The Outgoing Prescriptions Report can be accessed by navigating to: Reports > Outgoing Prescriptions

## Searching and Filtering

Users can filter the report by entering one or more of the following criteria:

- Patient Name
- Drug Description
- Pharmacy
- Date Range

After selecting the desired filters, click the **Update Filter** button to generate the report based on your search criteria.

## Report Columns

The generated report includes the following columns:

- Date Written — The date the prescription was written
- Patient Name — The name of the patient
- Description — The drug description
- Pharmacy — The pharmacy to which the prescription was sent
- Status — The current state or progress of the prescription (e.g., sent, filled, pending)
  - The Status column provides a real-time view of each prescription’s processing stage.

## Exporting the Report

Users have the option to export the report for further review or record-keeping. To do this:

1. Click the **Export to File** button.
2. The exported report can then be accessed and viewed within the **Message Center**.