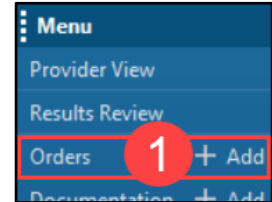# Medication Renewal for Providers

Renewing a Medication via the Orders Tab

When a medication order requires renewal, an alert will display once every 24 hours for each provider opening the chart. To renew medications:

1. Navigate to the **Orders** tab from the dark blue Menu of a patient's chart.

2. Medications requiring renewal will display with an hourglass icon ⌛ or an hourglass with a lock (for a hard stop).
3. Right-click on the medication and select **Renew**.
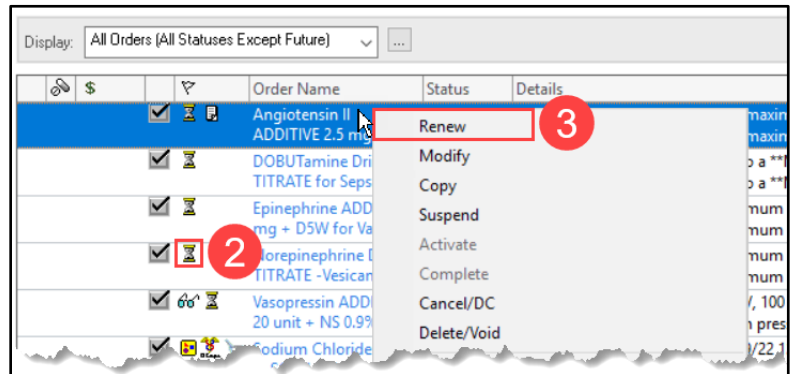
4. Enter Duration and Duration Unit ONLY if the medication needs to be renewed for a specific amount of time. Otherwise, Duration and Duration Unit will be filed automatically per system default.
   a. Enter a numeric value for the Duration and select a Duration Unit (days, hours, etc.).
5. Click **Orders for Signature** and then click **Sign**.
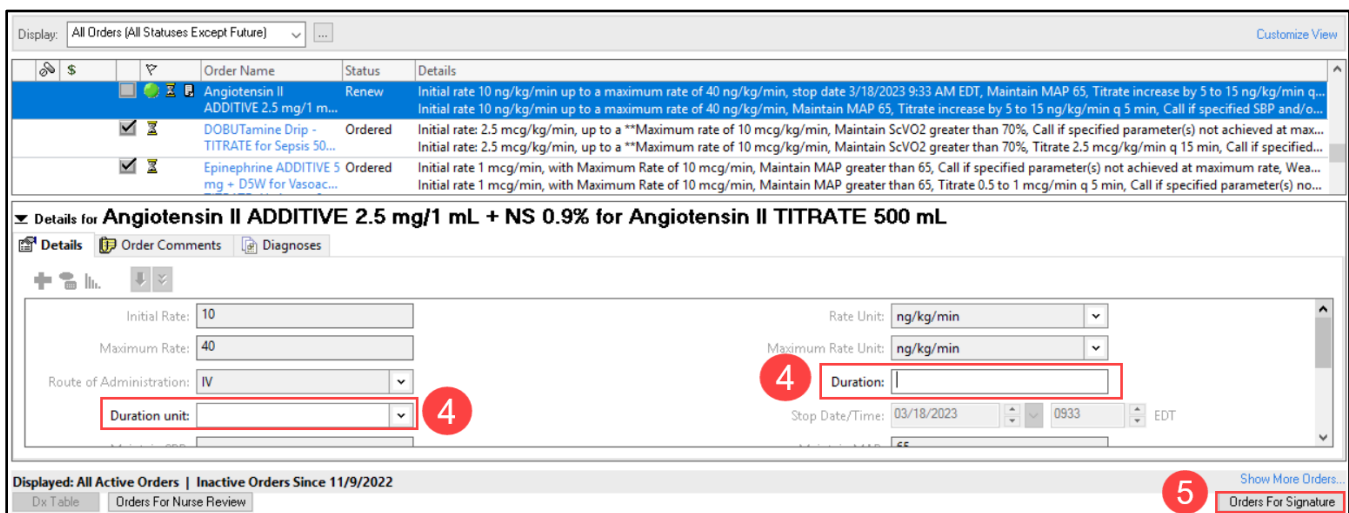
Renewing a Medication via the Message Center

It is recommended that medication orders be renewed via the Orders tab of the patient's chart, not within the Message Center. However, medication renewal may also be completed by the originating provider via the Message Center. The medication renewal notification will display in the Message Center of the originating provider 48 hours prior to stop date.

To renew a medication:

1. Click on Message Center in the top toolbar.
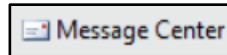
2. Select the Renewal Orders folder under the Orders tab.
3. Select the medication.
4. Click Open to view order details.
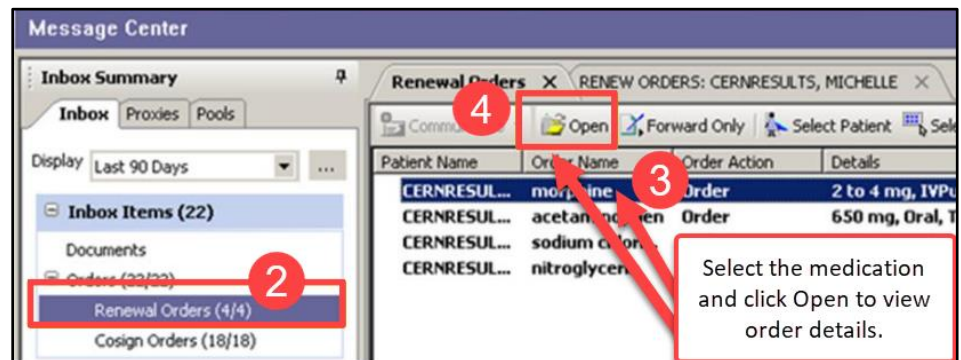
5. Reivew the order details and click OK & Close or OK & Next.

If providers do not wish to renew orders via the Message Center, it is recommended that they simply disregard the Renewal Orders folder. The orders will fall out of the Message Center folder automatically.