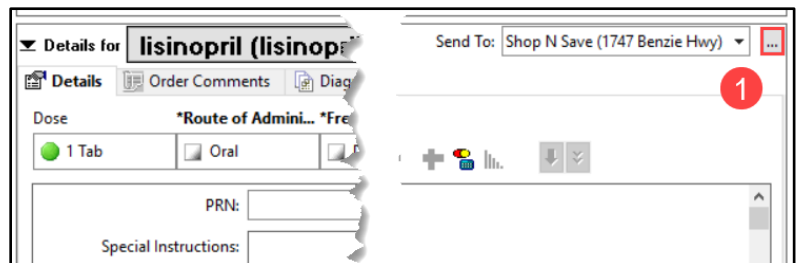


How to Favorite an Rx Printer

While prescribing discharge medications, it may be necessary to print the prescription(s) for a patient instead of ePrescribing. In this instance, it is most helpful to be able to choose a printer that is already in a Favorites folder. Below are the steps to favorite an Rx printer.

1. While prescribing a discharge medication, click the ellipsis next to the Send To dropdown. This will trigger the Prescription Routing window to open.



2. Use the drop-down arrow and select Printer.
3. Click on the Other Output Devices tab.
4. Scroll and find the correct hospital. Click the plus sign to expand the units and select the correct unit.
5. Find the Rx printer, right click, and select Add to Favorites.
6. Click OK.
7. Repeat the process (steps 3-6) until all the desired printers are added.

