**HOW TO…………**

**Check Rx eligibility & External medications via progress Note**

           From the progress notes Medication Reconciliation window

1. Click the External Rx History tab
2. Click Rx Eligibility

On Rx Eligibility window

1. Click the Rx eligibility button



**Once the Rx eligibility has been checked.**

1. Select the payer from the Rx eligibility lookup and click set Formulary
2. Then Close window and send Rx



1. When once the Rx eligibility has been checked. If there is no payer listed
2. Click Close



1. From TE tabs, Click the green arrow next to Current Rx, and select External Rx History



1. Click Retrieve Rx History



1. Click OK