Authorized prescribers may use **EPIC** to electronically transmit orders to the Investigational Drug Service, if desired.
Study medication records have been built for this purpose.
Research medications are searchable using "GCO" in the order entry field.

Please Note:

> To e-prescribe **controlled substances**, you will need to go through an enrollment process to gain the appropriate level of permission to e-prescribe controlled substances in Epic. If you have not enrolled to e-prescribe controlled substances, please contact your administrative director about meeting your designated department's enrollment supervisor for further assistance in getting yourself enrolled. Information is available on the Mount Sinai Intranet EPIC page:
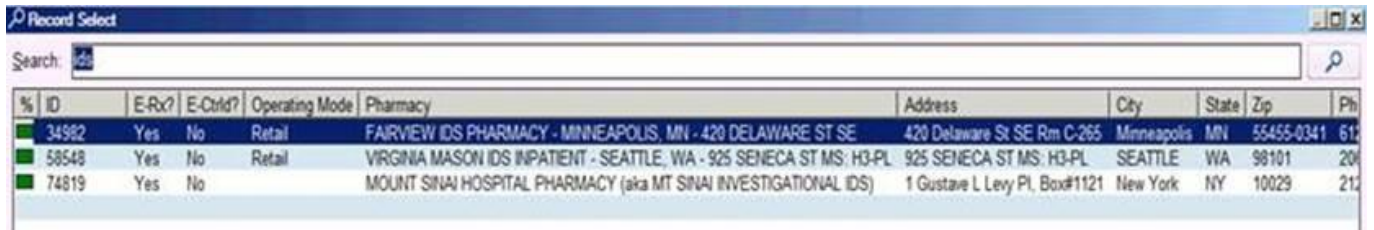> http://intranet1.mountsinai.org/epic/ambtips.html

OUTPATIENT WILLOW
The directions below describe how to transmit an electronic prescription to the Investigational Drug Service (IDS).

- Select subject
- Enter the GCO number of the study (GCO#xx-xxxx) into the medication field
  - GCO entry must be selected to avoid protocol deviations. If not available select "INVESTIGATIONAL" and type in study number and name
- Select the study medication record
  - Edit prescribing information as per the protocol.
  - Enter appropriate dose, route, & frequency
  - The prescriber **MUST** be authorized and delegated by the study
    - If your name is not available as an authorized prescriber, this is not a hard stop.
    - As a delegate of the prescriber, select the Principal Investigator (PI) and both your name and the PI's will appear on the electronic prescription
    - Refills are **NOT** authorized for investigational agents

To electronically transmit the prescription
  - Select E-prescribing
    - Select **Mount Sinai Hospital Pharmacy** (ID#**74819)**
    - Search "**IDS" or "investigational" or "Mount Sinai" or "Mount Sinai Research"**

%	ID	E-Rx?	E-Ctrld?	Operating Mode	Pharmacy	Address	City	State	Zip	Ph
	34982	Yes	No	Retail	FAIRVIEW IDS PHARMACY - MINNEAPOLIS, MN - 420 DELAWARE ST SE	420 Delaware St SE Rm C-265	Minneapolis	MN	55455-0341	61
	58548	Yes	No	Retail	VIRGINIA MASON IDS INPATIENT - SEATTLE, WA - 925 SENECA ST MS: H3-PL	925 SENECA ST MS: H3-PL	SEATTLE	WA	98101	20
	74819	Yes	No		MOUNT SINAI HOSPITAL PHARMACY (aka MT SINAI INVESTIGATIONAL IDS)	1 Gustave L Levy Pl, Box#1121	New York	NY	10029	21

NOTE: For future medication orders, please remember to change the pharmacy to the patient's preferred pharmacy in order to electronically prescribe discharge medication to patient's home pharmacy

To **print a hard-copy prescription**
- o Select normal, and the prescription will print to your local printer
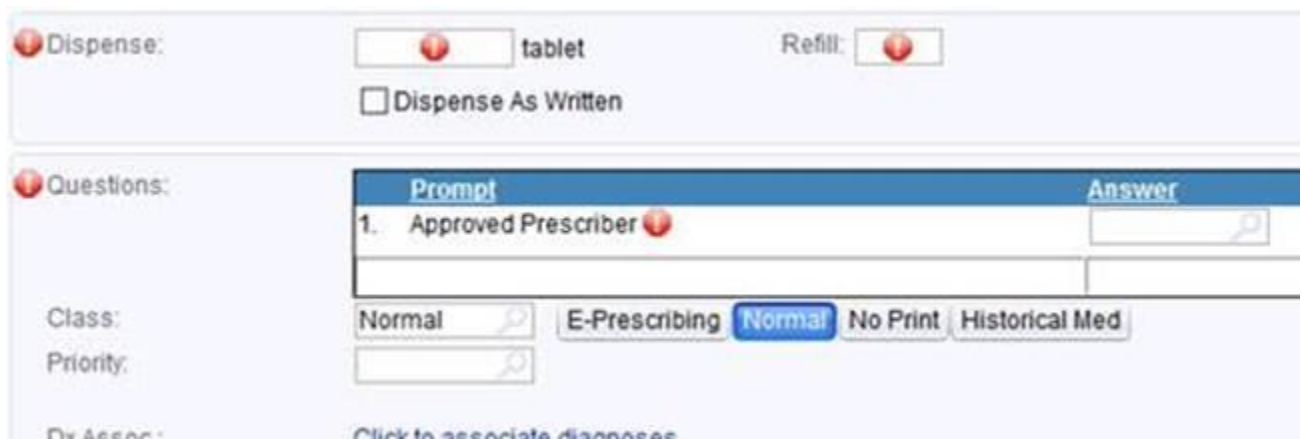
If you have any questions or need assistance, please call the IDS at x42437.