

# Prescriptions Orders

## via Electronic Medical Record System

**1. Locate the pharmacy in the state of New York. We have two pharmacies, but all scripts should initially be sent to VLS Pharmacy.**

VLS Pharmacy  
4402 5th Ave  
Brooklyn, NY 11220

**2. Include all patient demographics, including:**

- Full name
- Home address
- Phone number
- Date of birth
- Email address (if you wish for tracking information to be sent)
- Known drug allergies

**3. Select the medication and provide dosing instructions.**

- Search for one of the ingredients of the compound and select “compound” from the EMR list, if it is an option.
- If you are unable to locate the medication that you're trying to prescribe, choose something that is close and be sure to read the **step four** below.
- Select the correct quantity/volume to be used.
- Provide instructions for use, also known as the “sig,” which is latin for “let it be labeled.” This section instructs the patient on how to properly utilize their medication.

**4. Include relevant notes for the pharmacy.**

- We always read the “notes to pharmacist/pharmacy notes” or free text section. If you were unable to locate the medication in the EMR list, you can include the name here.
- Also note any patient allergies, including none if applicable.

**See below for examples of correctly written prescriptions.**

- Dispense Vitamin C 500mg/mL #50mL x 3 vials 25G IV weekly
- Dispense Clindamycin 1%/Spironolactone 1%/Niacinamide 2% topical cream #30G apply to skin QD
- Dispense tacrolimus 1% ointment 5gm apply to skin as instructed by MD
- Dispense T3 100mcg/T4 12mcg caps #30 Daily AC

**Quick Troubleshooting Tips**

- Be sure to set the state to NEW YORK in order to find “VLS Pharmacy” in your list of pharmacies.
- Search ONE of the active ingredients in the compound you wish to order and select the correct compound from your EMR's auto-generated list. If it is not listed, be sure to be very specific when typing in the Pharmacy Notes section.
- To avoid delays, always include all patient demographics, including known allergies, in the Pharmacy Notes field of your e-script. Incomplete demographics will result in the pharmacy reaching out to you for the missing information.