

QUICK START FOR CalMHSA Rx USERS

- Log in to **SmartCare** with your authorized username and password.
- Find the Client you need to prescribe for, using the Client Search, Look for **Client Search**.



- Use the Search function and type **“CalMHSA Rx”** in the Search Bar. See guide for quick link to access CalMHSA Rx – <https://2023.calmhsa.org/making-a-quicklink/>



- The SmartCare CalMHSA Rx Screen launches the prescribing tool to prescribe medications, choose one of these three choices:

- Client Summary** – Allows you to **order Medications**, review the medications list and **add/review allergies**.



The numbers listed in above picture are not links, they are just informational counts of the notification they represent.

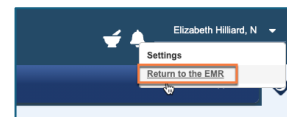
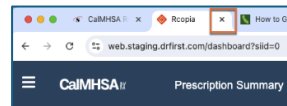
- Prescription Summary**- If you want to review your notifications from your staff such as **pending/queued/undeliverable/canceled prescriptions** or prescriptions that are missing signatures, you can click on “Prescription Summary.”



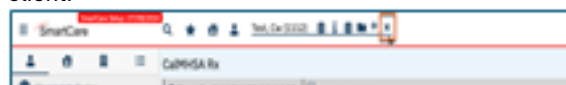
- Pharmacy Messages**- If you want to review your pharmacy notifications, you can click on “Pharmacy Messages” which will give you a list of these notifications
 - Prescription change requests/renewals
 - Awaiting/ cancellation updates that the pharmacy needs you to address.



- If you want to log out of CalMHSA Rx, then either close it by clicking on ‘x’ button to close the CalMHSA Rx window OR click on ‘Back to EMR’ dropdown next to your name.



- If you want to look at a different client, you will need to close the client by using the “X”, and search for a new client.



Frequently Asked Questions (FAQs)

Q1. What information do I enter into CalMHSA Rx?

Ans. Providers must enter the following information in CalMHSA Rx:

- Allergies
- Prescriptions (includes all Outpatient and Discharge medications)
- Missing details in Client demographics – Height and Weight, Pregnancy and Breastfeeding
- Medications

Q2. What information do I not enter into CalMHSA Rx?

Ans. Providers must enter all details in SmartCare except what is listed above in answer to Q1.

Q3. What information pushes from SmartCare to CalMHSA Rx?

Ans. ONLY the information listed below:

- Demographics
- Problems/Diagnoses Codes

Q4. What information pushes from CalMHSA Rx to SmartCare?

Ans. ONLY Notification Counts push to SmartCare

- Signature required
- Pending Prescriptions
- Change Request
- Renewal request