



Drug Editor Overview

Specific steps are found in other Drug Editor documents

The top of the hierarchy in your formulary of drugs in FormWeb is the generic drug. So, when you add a new drug to your FormWeb formulary you always start by adding a new generic first.

Entering the name, it is important that you type the first 4 letters or more to let the database find the drug you are looking for. This ensures proper spelling and any tall man lettering that is already build in.

The **Drug Editor** page is really one long web page, as are all pages in the Editor. The three columns of links near the top of that page merely jump you to the corresponding place in that page, eliminating a lot scrolling.

On the home page of your hospital FormWeb website (left frame) are several links of different colors, e.g., High Alert, Black Box Warnings, FDA Safety Alerts, Sound Alike Look Alike. These are called Listings (lists of drug that fall under that category or categories). How to populate these listings is described in the Add a Generic Drug to a Listing document.

Working with the generic:

Start with the generic drug. Most of the work on a drug takes place in the generic drug: Adding, modifying, and deleting, customizing, using the Visual Editor for as much information as you wish. The Listings fields are found in the generic drug.

Therapeutic Class/ASHP code link for monograph:

Adding a therapeutic class is done in the when adding or modifying a generic drug. A simple search therapeutic class search field will allow you to type a T-class code or description to find the T-class. If a drug has multiple classes, you can add as many as needed. This shows in the drug monograph.

Working with the brand:

When the brand name for a generic drug is added you must associate the brand name with the generic name (code number). Whenever the code is called for, there is a convenient link that will list all generics and their codes.

Forms and Strengths (found in brand drug):

The forms and strengths are always added or modified under the Brand drug. *For each new form, you must "Add a Brand"*, even if it is the same brand name. The names will not be duplicated in the monograph if spelled exactly the same. The strength field is a text field, so you may enter the strengths, plus any pertinent info as well, such as "(Available in Generic Only)" all in the Strengths field.