Prescriptions

User Instruction

After the administrative set up is complete you can create prescriptions. A user can access the Prescription window on the main Resource Toolbar under Patient or Cycle**,** and then select Prescription. If medications are prescribed under Patient, they will not be associated with any particular cycle. To associate medications with a particular cycle, a user must highlight the designated cycle; then select Prescriptions through Cycle on the main Toolbar in REsource. Doing this allows any cycle specific date such as IVF scheduled start date to be referenced by the prescription.

To Create a Prescription:

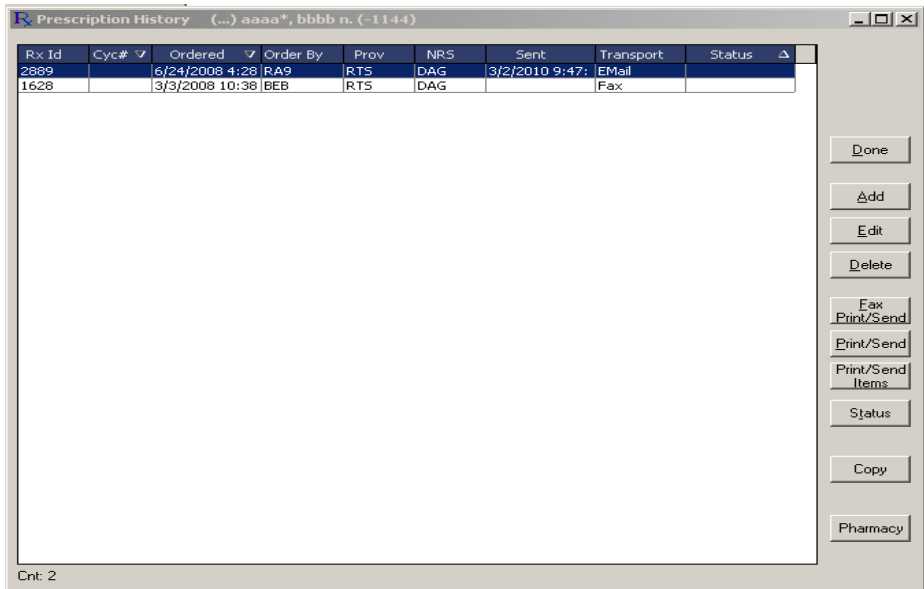
Whether you create a prescription from the patient menu or through a particular cycle, the ordering process is similar.

1 – Select the desired patient in the Patient Explorer

2a. – To create under the patient, go to the Patient option in the main menu and select Prescription.

2b – To create under a cycle, go to the Cycle option in the main menu and select Prescription.

The 'Prescription History' window will appear.



This window shows the history of all medications prescribed (through RESource) for this patient whether ordered under a cycle or not. From here you can add new prescriptions, and edit or delete prescriptions (that are not locked).

NOTE: If ordering under a Cycle, the cycle column will display the associated cycle number.

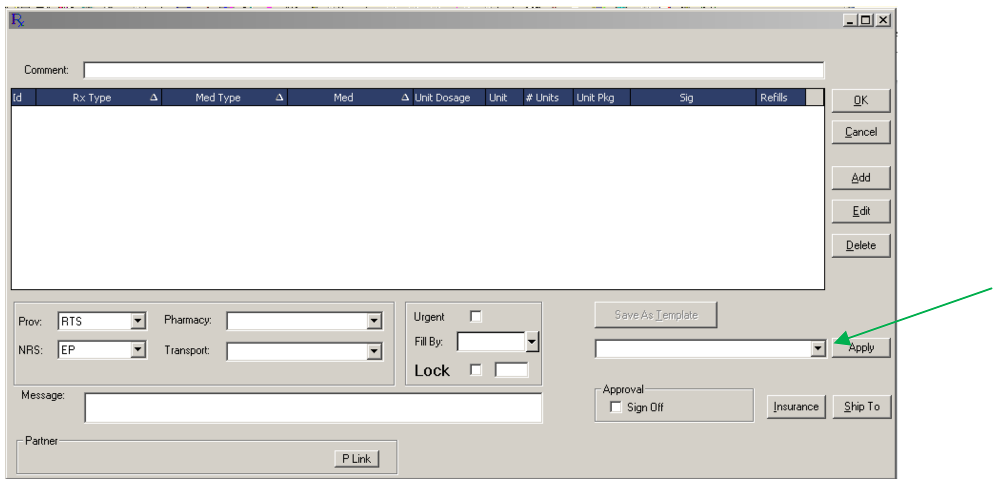
Rx Id	Cyc#	Ordered	Order By	Prov	NRS	Sent	Transport	Status
17986		3/15/2011 1:16	KZM	MJS	ABB		Fax	
15368	30	10/19/2010 12:	NEC	PAB	NEC		EMail	
70	24	5/4/2007 3:03:(	MED	MJS		12/1/2009 10:4	Fax	

Column Definitions of the Prescription History window are as follows:

- **RX ID** – the unique ID that is assigned to this prescription when it was created.
- **Cycle #** - If you were to order the prescription through the cycle menu this will display the corresponding cycle number.
- **Ordered** – the date and time the prescription was ordered.
- **Ordered By** – the initials of the person who placed the Rx order.
- **Prov** – initials of the provider/primary MD

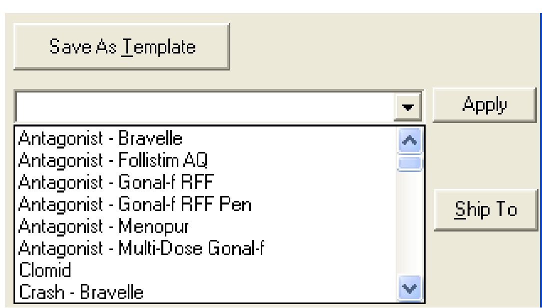
- **NRS –** initials of the primary nurse
- **Sent –** date and time when the Rx was sent
- **Transport** – the mode in which the prescription was delivered to the pharmacy, such as fax or email.
- **Status –** displays the status of the prescription, such as 'Sent'

3 - Click Add to create a new prescription. The Rx window will appear.



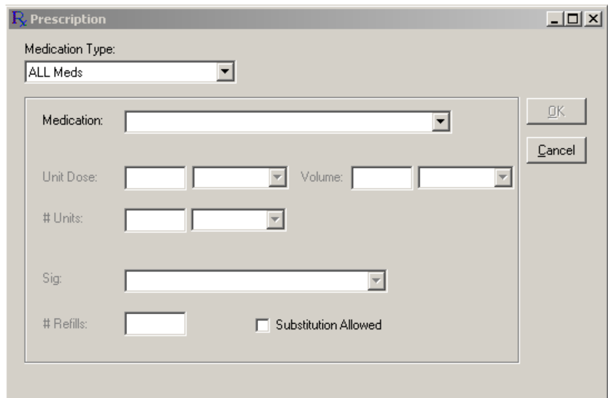
You can add medications to a precriptions individually or through preset templates that have particular medications grouped (green arrow above). When selecting a template, the medication list will auto populate.

4 - To apply a template, select a template from the drop down list and click Apply. The medications will appear in the prescription.



5 - to edit/remove medications from the applied template, click on the individual medication item and click Edit or Delete. To edit, make necessary changes and click OK.

6 - To add medications individually to a prescription, either in conjunction with a template or alone, click Add. The Prescription window will come up:



7 - Select the medication from the Medication drop down list. The medications appearing in this dropdown can be filtered by selecting a type from the Medication Type dropdown at the top of the window.

8 - any default values for the given medication will automatically populate – edit as needed

The field definitions are as follows:

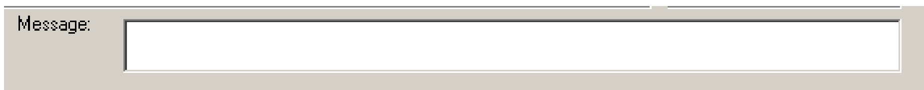
- **Unit Dose –** dose of medication to be administered. The first box is the numerical value of the dose. The second box, with the drop down selection, is the measurement unit. Example: 75 in the first field and selecting 'IU' in the drop down list would be 75 IU of medication administered.
- **# Units** - allows you to enter the quantity of medications associated with the detail in the 'Unit Package' column. Example: 2 = number of cartridges or 7 = number of tabs.
- **Volume** - if a prescription is administered in a liquid or gel form, the measurement is typically a volume. The total 'volume' that will be administered is entered here and the concentration of the medication is entered in 'Unit Dose'.
- **Sig** - allows you enter directions for administering the medication. Example: '1qd begin PM of retrieval'.
- **# Refills** - number of refills for the medication.
- **Substitution allowed** - placing a check in this box, allows the pharmacy to prescribe a substitution for this particular medication.

9 - click OK**.** Repeat steps 6-8 as needed.

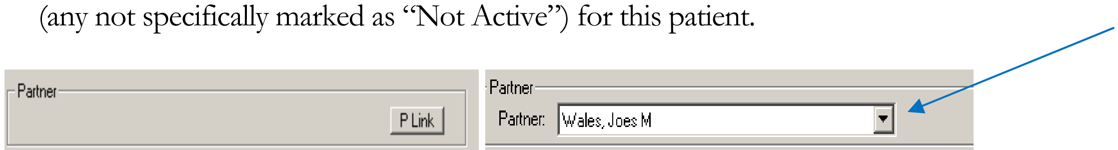
10 - fill out the remaining fields:

- **Pharmacy** - dropdown to select the Pharmacies available in REsource

- **Transport** - mode that the prescriptions will be communicated to the pharmacy such as, fax, mail, or phone.
- **Message** - Any comments entered in this field will display on the printed, faxed or emailed version of the prescription to provide more details to the pharmacist.



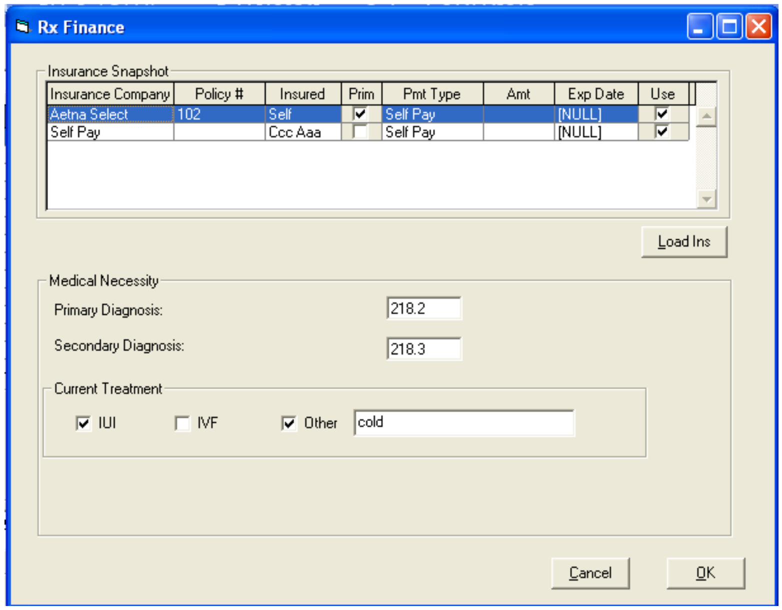
- **Partner P Link**
  Clicking on this button will attach the partner's demographic information to this selected prescription. This link is useful if the medication is for the partner and not the patient. When clicking the drop down, it will provide a list all partners (any not specifically marked as "Not Active") for this patient.



  When a name from the drop down is selected, the icon area will change. (blue arrow above)

- **Urgent** – selecting this box will display a message of urgency on the prescription:

- **Fill By** – allows a drop down that displays a calendar for a user to select a date when the prescriptions needs to be filled.
- **Lock** – selecting this box locks the prescription and makes it 'read only for other users. After creating a prescription, 'locking' is necessary for physicians to sign off on the prescriptions. Anything 'locked' can be considered complete and ready for review. The initials of the user who checked off 'lock' will appear in the field to the right of it.
- **Approval -** when this box is checked, it means that a physician has signed off on this medication and his electronic signature will be attached to the prescription. You must be a member of the MD Group to have permission to sign off. See also the section titles Prescription Sign Off
- **Insurance -** Click to view insurance information for this patient as entered in Patient Details (demographics). The RX Finance window displays.



To complete the Rx Finance form:

1 - Click on the box in the "Use' column to select the insurance that is to be used for the prescription. If no insurance records appear, click the LoadIns button.

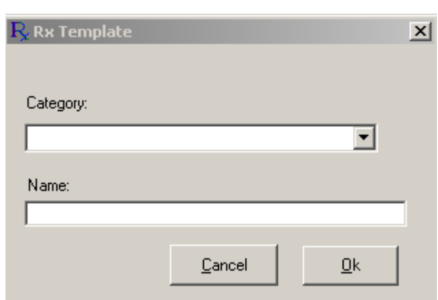
2 - In the Medical Necessity section, fill in the primary and secondary (if applicable) diagnosis pertaining to this prescription.

3 - In the Current Treatment section, choose which treatment that applies: IUI, IVF or Other. In the field next to 'Other', you can manually text the description of the 'Other' treatment.

4 - click OK

- **Ship To** - Click to view /verify patient address or alternate address where medication is to be shipped if delivery method is via mail.
- **Save As Template -** This button allows you to set up a prescription you just created as a template for use in the future.

1 – when prescription is finished, click Save as Template. An Rx templete window will pop up.



2 – select a Category for the template from the dropdown list

3 – enter a Name for the template

4 – click OK

11 – click OK (in the Rx window) to save your prescription

You can also edit and delete existing (unlocked, unsigned) prescriptions. Return to the Prescription History window (Patient menu – Prescriptions)

To edit an existing prescription:

1 - Select the prescription you wish to edit and click Edit. The Prescription window will appear

2 - edit the Prescription one of two ways:

2a - select the medication by highlighting it, click on desired column in the highlighted row and type the necessary changes directly into the box/field

OR

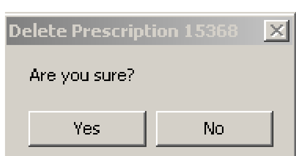
2b - select the medication by highlighting it and click Edit to open up the Prescription Window. Make changes and click OK

To delete an existing prescription:

1 - Select the prescription

2 - Click **Delete**.

3 - Click **Yes** at the prompt.

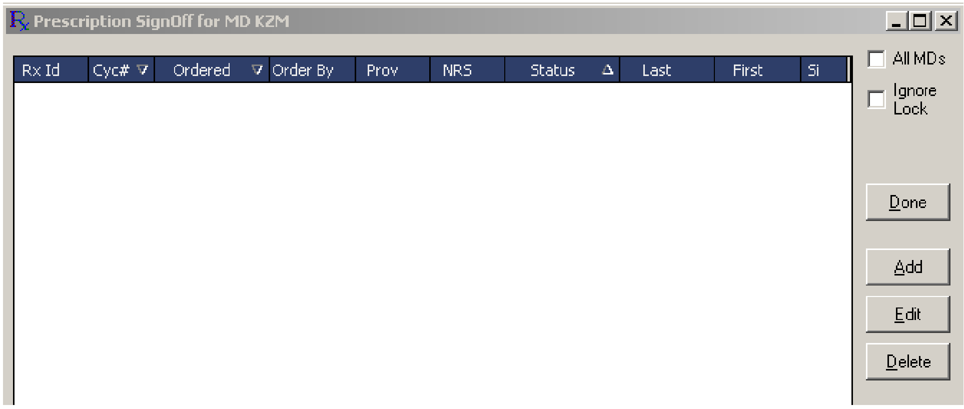


Prescriptions can not only be Signed Off by a provider/MD through the patient record, but they can also be reviewed at a group level which will display all prescriptions needing signing.

Prescription Sign Off

1- go to the main menu, Tools and scroll to Prescription SignOff.

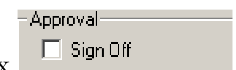
2- The Prescription SignOff for MD window displays:



3- By default, if you are a provider, the list will display all unsigned prescriptions for patients where you are selected as PROV (primary MD)

- **All MDs** – checking this will display all unsigned prescriptions for all MDs
- **Ignore Lock** - both the locked and unlocked prescriptions for the MD(s) will display for review

4 – select a prescription by highlighting it, double click on the row or click Edit. The prescription will open.

5 - Once reviewed check off the Sign Off box 

to electronically sign the prescription. Enter your RESource password when prompted.

Electronic signature files can be created for each MD, with the file location/directory saved in their user account settings. When Sign Off is checked by the provider/MD, the system will place the corresponding signature image at the bottom of the prescription. From Maintenance, Admin, User Manager, an administrator can access the account and save the location in the Signature Path field. Note that the image of the signature must be saved in .gif format. Please contact Med Software for more details.

NOTE: The **Edit**, **Add**, and **Delete** buttons in the 'Prescription for SignOff MD' window work in the same manner as they do in the 'Prescription History' window. Using these buttons, allows a provider to not only add new prescriptions; but also, edit or delete existing prescriptions.

Sending a Prescription

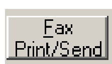
After a provider has reviewed and approved a prescription by signing it (Sign Off), it is ready to be printed/emailed/faxed. This can be done within the patient record for an individual prescription or through Prescription Transmittal which will display all signed prescriptions for all patients (for easier bulk review).

To manage transmittal via the Patient record, from the Rx history window (Patient menu – Prescriptions, or Cycle menu – Prescriptions)

- **Print/Send and Fax Print/Send (both buttons operate the same)** - Currently, a user can print, fax, or email a prescription from either of these icons.
- **Print/Send Items** - Use this option to send each medication item as its own prescription (on individual pages)

To Email:

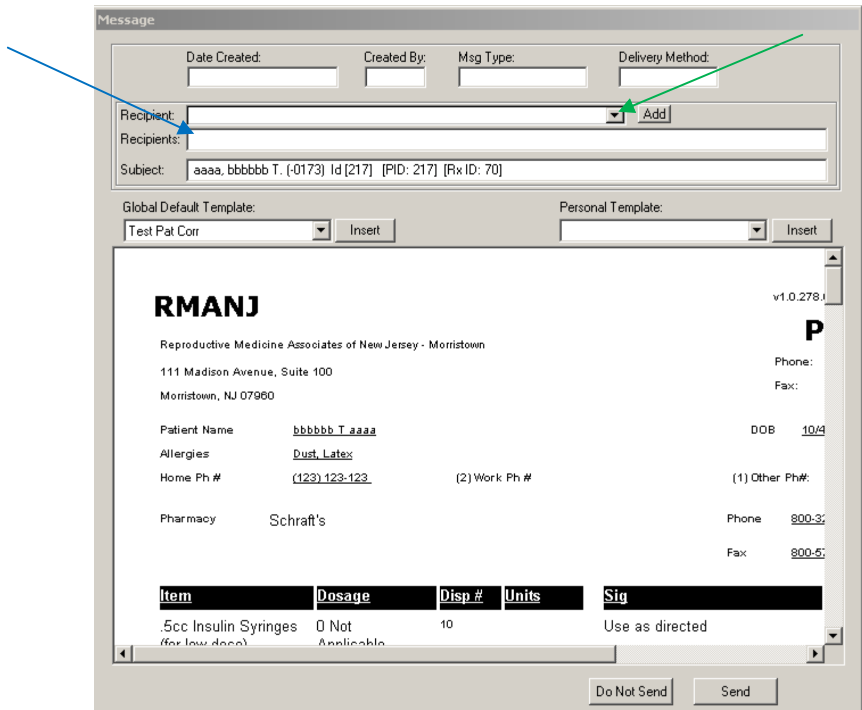
1 – from the history window (Patient – Prescriptions), select the prescription by highlighting it

2 - click 

or 

. The 'RES RX Prescription opens up'

3 - from the toolbar, select either HTML Embedded Email or RTF Attached Email. The Message window will appear with the prescription embedded/attached



4 - Fill in the recipient's email. You can manually enter the email in the 'Recipients' field (blue arrow) or choose a contact from the drop down list (green arrow).

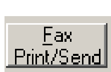
The location your contacts are pulling from is designated in Options (main menu, Tools, Options). In the Options window, in the upper left corner, you will see an eMail Contacts Folder field:

5 - You have the option to choose an applicable global template or personal template – select from the corresponding drop down list and click Insert.

6 - click Send at the bottom of the page to email. Once the email is sent, the fields: Date Created, Created By, Msg Type (message type) and Delivery Method (fax, print, email) will populate.

To Print:

1 - select the prescription in the history window

2 - click 

or 

. The 'RES RX Prescription opens up'.

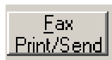
3 - choose 

at the top left of the window to print the prescription. If an electronic sign-off wasn't applied to the prescription, you can have the physician personally sign the Rx print out.

To Fax:

If you have a lanfax set-up in your office, you can use the Print option to "print" to the lanfax, thus faxing the prescription.

1 - select the prescription in the history window

2 - click 

or 

. The 'RES RX Prescription' opens up.

3 - choose 

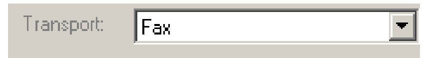
at the top left of the window to print the prescription. Choose the lanfax option and enter the fax number

To manage transmittal through the Prescription Transmittal tool:

1 - go to the main menu and select Tools, Prescription Transmittal. The 'Prescription Transmittal' window will display. This window displays a history all <u>signed</u> prescriptions. This feature is an easier, more efficient way to review and send pending prescriptions without having to go into an individual patient record.

- **Ord Dt** - select date range (the current day's date populates as a default)
- **Prov** - select initials of provider/MD (indicated on prescription)
- **NRS** - select initials of nurse (indicated on prescription)
- **Sent** - provides a filter for viewing only the 'sent' signed off prescriptions
- **Not Sent** - provides a filter for viewing only the prescriptions that have not been sent
- **Unsigned Only** - provides a filter for viewing only the prescriptions that have not been signed off by a provider.

2 - once you have selected any filters at the top of the window, click Load. The filtered list will appear.

3 - to edit the mode in which a prescription will be delivered, click to highlight it. Click Edit Trans. The 'Prescription Items' will display. All fields will be grayed out for editing except for the 'Transport' field: 

. Make necessary changes to this field.

4 - click OK to return to the Prescription Transmittal field. Continue this process through the prescription transmittal list as needed.

5 - when finished reviewing, click Done.

NOTE: The remaining buttons along the right side of the transmittal window are the same as the buttons in the 'Prescription History' window. Please refer to that segment of the document for further details

NOTE: In Release 01.04.2356 and 01.04.2360, the RX print out also has the universal report included. This report has all the pertinent information most commonly requested by insurance companies. *(Example on the next page)* v1.0.292.001 KZM 10/11/2011

RMANJ

Reproductive Medicine Associates of New Jersey - Morristown
111 Madison Avenue, Suite 100
Morristown, NJ 07960

Phone: (973) 971-4600
Fax: (973) 290-8370

Todays Date: **10/11/2011** Anticipated Start Date: Date Medication Needed:

Patient Information

Last Name: **aaa** First Name: **aaa** Middle Init:
PID: **39898** DOB: **6/6/1990** Sex: **F**
Height: **61** Weight: **125**
Allergies: **, pcn; latex**
Address1: **1 One Way** Home Phone: **(111)111-1111**
Address2: **Ste 17** Work Phone:
City, St Zip: **Morristown, NJ 10101** Mobile Phone: **(101)011-0101**

Ship To Patient

Insurance Information

Primary Insurance

Policy Holder Name: Telephone:
PBM: PBM#:
Policy#: PBM ID:
Group#: PBMPh:

Secondary Insurance

Policy Holder Name: Telephone:
PBM: PBM#:
Policy#: PBM ID:
Group#: PBMPh:

Physician Information

Last Name: **Bonser** First Name: **Brooke** Specialty:
License#: DEA#:
NPI#: UPIN #:

Address1: **111 Madison Avenue** Business Phone: **(973)971-4600**
Address2: **Suite 100** Fax: **(973)290-8370**
City, St Zip: **Morristown, NJ 07960**
Office Contact Name: **Marcy Wrege** Contact Phone: **973-871-1269**

Medical Necessity Information

Primary Diagnosis:
Secondary Diagnosis:

Current Treatment:

MD: 31598

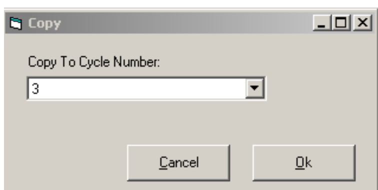
Copy

When managing a patient's prescriptions via the Patient menu you have the option to Copy a prescription from one cycle to the next.
The copy option allows a user to copy a prescription from one cycle to another.

1 – highlight the prescription to be copied

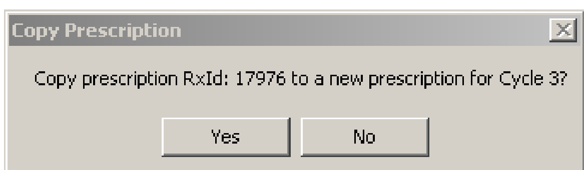
2 – click Copy

3 – choose the cycle you wish to copy the prescription to



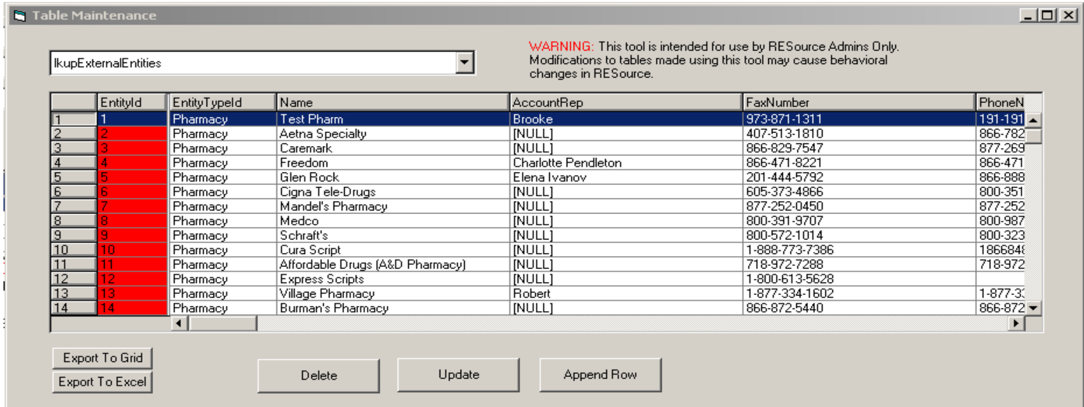
4 – click OK

5 – confirm the copied prescription by clicking Yes at the prompt



Pharmacy

The Pharmacy option will display the lkupExternalEntities table as it exists in the Lookup Table Manager (an admin tool) – it contains the list of pharmacies that are available in Resource. There is an option at the bottom of the window to export to grid (in XML or CSV format) or Excel for easier viewing/editing. However, all changes/additions to the list must occur in the lookup tool and require Admin permissions.



	EntityId	EntityTypeId	Name	AccountRep	FaxNumber	PhoneN
1	1	Pharmacy	Test Pharm	Brooke	973-871-1311	191-191
2	2	Pharmacy	Aetna Specialty	[NULL]	407-513-1810	866-782
3	3	Pharmacy	Caremark	[NULL]	866-829-7547	877-269
4	4	Pharmacy	Freedom	Charlotte Pendleton	866-471-8221	866-471
5	5	Pharmacy	Glen Rock	Elena Ivanov	201-444-5792	866-888
6	6	Pharmacy	Cigna Tele-Drugs	[NULL]	605-373-4866	800-351
7	7	Pharmacy	Mandel's Pharmacy	[NULL]	877-252-0450	877-252
8	8	Pharmacy	Medco	[NULL]	800-391-9707	800-987
9	9	Pharmacy	Schraft's	[NULL]	800-572-1014	800-323
10	10	Pharmacy	Cura Script	[NULL]	1-888-773-7386	186684
11	11	Pharmacy	Affordable Drugs (A&D Pharmacy)	[NULL]	718-972-7288	718-972
12	12	Pharmacy	Express Scripts	[NULL]	1-800-613-5628	
13	13	Pharmacy	Village Pharmacy	Robert	1-877-334-1602	1-877-3
14	14	Pharmacy	Burman's Pharmacy	[NULL]	866-872-5440	866-872