Med Software LLC
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Prescriptions

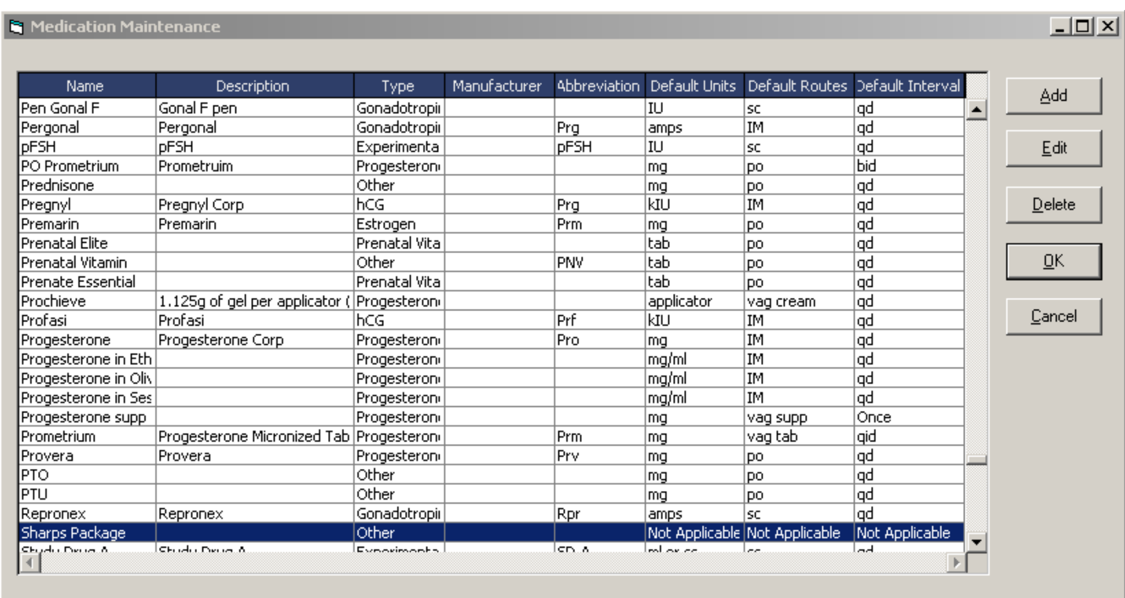
Admin Set Up

In order to prescribe, track, and modify medications and appropriate apparatus during a cycle, there are two set up tasks for the administrator to complete. First, all medications used by your practice must be entered individually. Then, creating templates to group medications for each cycle type, stim type, etc. The user will then have easy access to commonly grouped medications.

Medications

To enter medications, select Maintenance on the main Toolbar, select Admin, Cycle Data Maintenance, and Cycle Medications. From this window 'Medication Maintenance', you can add, edit or delete medications.

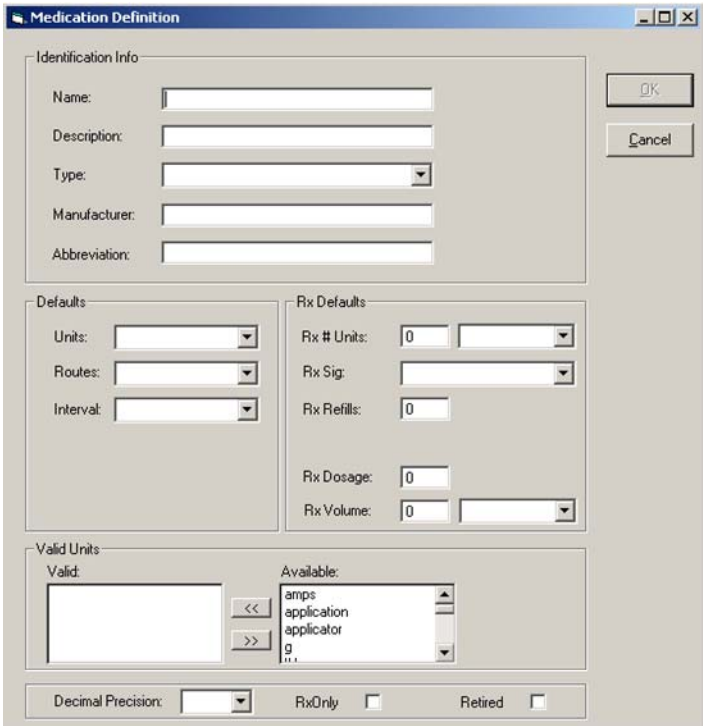
TIP: An administrator will have a base list of medications that accompanies the software upon initial installation. However, adding additional medications can still be a time consuming task. A helpful suggestion would be to take a comprehensive prescription list that you may have acquired from a larger pharmaceutical company. You can use these sheets to make "mock" cycle prescription regimens which can be saved as templates in REsource. Using this list as a reference will expedite the process for setting up a medication list as well as creating templates.



Name	Description	Type	Manufacturer	Abbreviation	Default Units	Default Routes	Default Interval
Pen Gonal F	Gonal F pen	Gonadotropi			IU	sc	qd
Pergonal	Pergonal	Gonadotropi		Prg	amps	IM	qd
pFSH	pFSH	Experimenta		pFSH	IU	sc	qd
PO Prometrium	Prometruim	Progesteron			mg	po	bid
Prednisone		Other			mg	po	qd
Pregnyl	Pregnyl Corp	hCG		Prg	kIU	IM	qd
Premarin	Premarin	Estrogen		Prm	mg	po	qd
Prenatal Elite		Prenatal Vita			tab	po	qd
Prenatal Vitamin		Other		PNV	tab	po	qd
Prenate Essential		Prenatal Vita			tab	po	qd
Prochieve	1.125g of gel per applicator (	Progesteron			applicator	vag cream	qd
Profasi	Profasi	hCG		Prf	kIU	IM	qd
Progesterone	Progesterone Corp	Progesteron		Pro	mg	IM	qd
Progesterone in Eth		Progesteron			mg/ml	IM	qd
Progesterone in Oli		Progesteron			mg/ml	IM	qd
Progesterone in Ses		Progesteron			mg/ml	IM	qd
Progesterone supp		Progesteron			mg	vag supp	Once
Prometrium	Progesterone Micronized Tab	Progesteron		Prm	mg	vag tab	qid
Provera	Provera	Progesteron		Prv	mg	po	qd
PTO		Other			mg	po	qd
PTU		Other			mg	po	qd
Repronex	Repronex	Gonadotropi		Rpr	amps	sc	qd
Sharps Package		Other			Not Applicable	Not Applicable	Not Applicable

To add a new medication

Click on '**Add'** to add a new medication. This displays the 'Medication Definition' window. The window is broken up into several sections: Identification Info, Defaults, Rx Defaults, and Value Units.



Identification Info: This section describes the medication:

- **Name** – name of medication

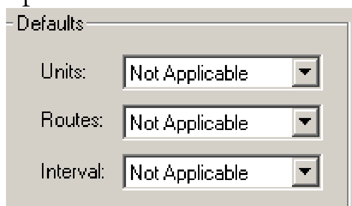
- **Description** – this field can be used to further explain the drug

- **Type** – displays the type or 'class' of medication. Example of 'type' would be contraceptive, antibiotic, or needle /syringe. This drop down list is created in the Lookup Table Manager under lkupmedicationtypes. You can update or delete types in this table to affect the drop down list. (Lookup Table Manager is found under Admin on the main REsource page.)

- **Manufacturer** – the company that produces the drug

- **Abbreviation** – nickname e or abbreviated name for the medication

Defaults: The values entered in this section will also be displayed in the Stim Sheet, by default, when this medication is prescribed.



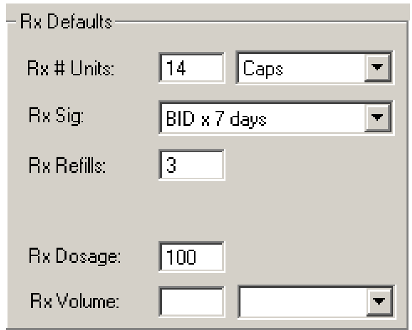
- **Default Units**
  Describes the type of unit that will auto populate for this medication such as mg for milligrams or amps for ampoules. Options in this dropdown can be added/edited via the Lookup Table Manager – lkupUnits.

- **Default Routes**
  Describes the route of administration that will auto populate for this medication such as po for orally or vag for vaginally. Options in this dropdown can be added/edited via the Lookup Table Manager – lkupRoutes.

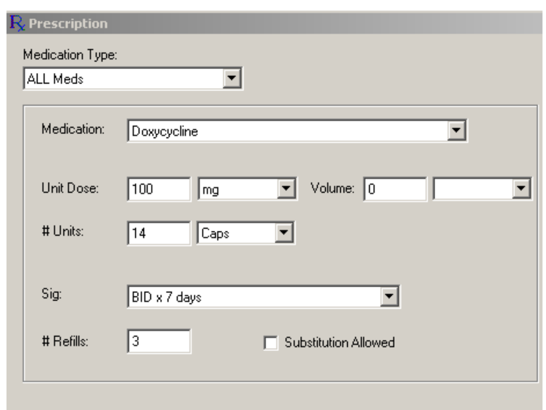
- **Default Interval**
  Describes the time interval that will auto populate for this medication for how often it should be administered. For example, qd means once a day and tid means three times a day. Options in this dropdown can be added/edited via the Lookup Table Manager – lkupIntervals.

NOTE: Assigning values to these three default columns (Units, Routes, and Interval) for a medication, will automatically populate these values in the Stim Sheet as well as the Prescription window when a user chooses it. (The Prescription window will be addressed in the Prescription section.) The default settings for these columns should be the most commonly used measurement, route of administration and time interval associated with this medication.

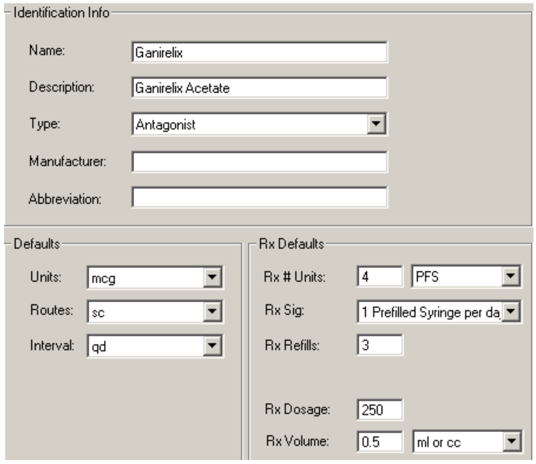
Rx Default: Is similar to the Default field section in that any values assigned here will automatically populate the 'Prescription' window whenever this medication is selected. (Again, the Prescription window will be addressed in the Prescription creation section.) It is not mandatory to fill out all these fields.



- **Rx # Units**
  The number of units and the unit of measurement. Example: ‘14 caps’ meaning capsules.
- **Rx Sig**
  The directions for administering the medication. Example: ‘BID x 7 days’ meaning twice a day for seven days.
- **Rx Refills**
  The number of refills for the medication can be entered in this field. Example: ‘3’
- **Rx Dosage**
  The dose or concentration of the medication. This field will automatically populate with the ‘Unit’ value in the Default section of the ‘Medication Definition’ window. Example: Doxycyline medication use 100 in the Rx Dosage field and mg is the setting for Units in the Default section. See below: in the ‘Prescription’ window, it will read as 100 mg.



- **Rx 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 ‘Rx Dosage’. Example is 250 mcg of Ganirelix in a total volume of .5 ml. See below:



Displayed below is Ganirelix medication viewed on printed prescription:

Item	Dosage	Disp #	Units	Sig	Refills
Ganirelix	250 mcg/0.5ml or cc	4	PFS	1 Prefilled Syringe per day as directed	3
Bravelle	75 amps	60	Vial	75-300 IU qd as directed	3

Valid Units

Units available when entering a medication instruction in a Stim Sheet. For example, if the Default value for a gonadotropin med is IU, you may also want to allow amps as another available unit of measurement in the Stim.

Decimal Precision

Allows decimal entry for a medication. If a medication requires, .25, for example, the decimal precision should be set to 2.

Rx Only

When this box is checked, this particular medication or apparatus is not available for viewing in the Stim Sheet. For example, this box could be checked for a needle or syringe because it is not necessary to view this information in the Stim Sheet; it is just needed for prescription.

Retired

This box should be checked when a medication is no longer in use. A good example is if a medication is discontinued or replaced with another brand. Checking off this box removes it from the drop down list for ‘Medications’ in the ‘Prescription’ window so that it cannot be selected by users going forward. Once a medication has been entered into the system AND is utilized in a patient cycle, it cannot be deleted from Medication Maintenance. Instead, meds can be “retired” so they no longer appear as active, but will remain in the Stim Sheet and Prescription History of any applicable previous patients. (Note: Prescription and Prescription History are accessed by selecting Patient, then Prescriptions from the Main Toolbar.)

Not only can you add medications from the Medication Maintenance Window; but you can also edit and delete medications:

To Edit a Medication

1. Click Maintenance on the main REsource page.
2. Click Admin, Cycle Data Maintenance, and Cycle Medications.
3. Click on the medication to highlight it, then click **Edit.** In this window, proceed to make necessary changes.
4. When finished, click **OK.** This will return you to the 'Medication Maintenance' window.

To Delete a Medication

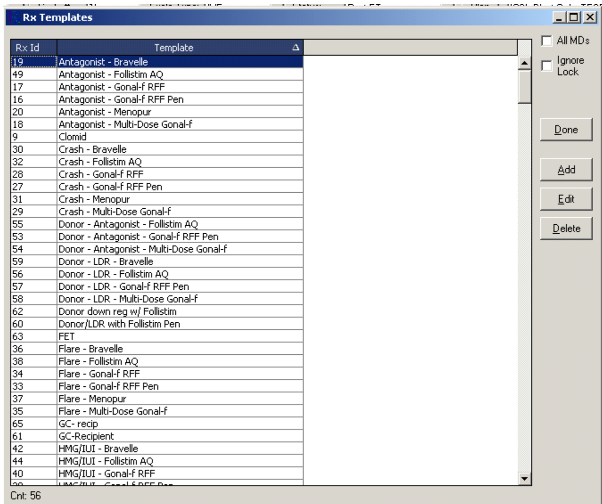
1. Click Maintenance on the main REsource page.
2. Click Admin, Cycle Data Maintenance, and Cycle Medications.
3. To delete a medication, click on the medication to highlight it, then click **Delete.**
4. Click **Yes** at the prompt.

Prescription Templates

Now that you have entered all the medications your practice will regularly use, it is time to set up prescription templates for each cycle type. The purpose of the template is to enter a list of medications that are typically used for a particular cycle or stim type. By doing this, a user does not have to add each medication individually but rather choose the template that fits and the medication list will auto populate. The user can always selectively choose to add/remove medications and to edit medication amounts to fit the particular patient's needs; however, keeping the default settings of other medications set up in the template. This allows for versatility; yet still saves on time.

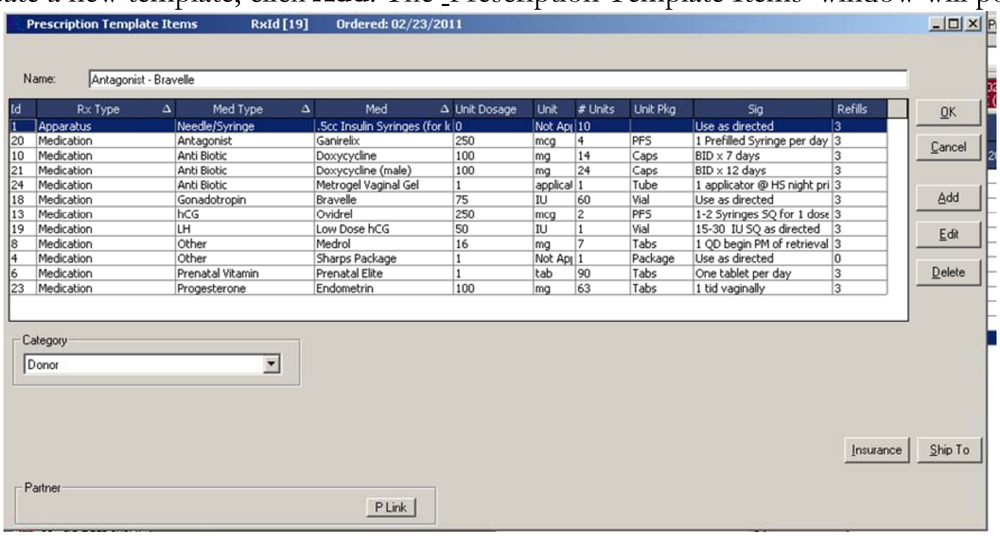
To Create an Rx Template

Click on Maintenance on main REsource Toolbar. From here, choose Admin Rx, then Rx Template.



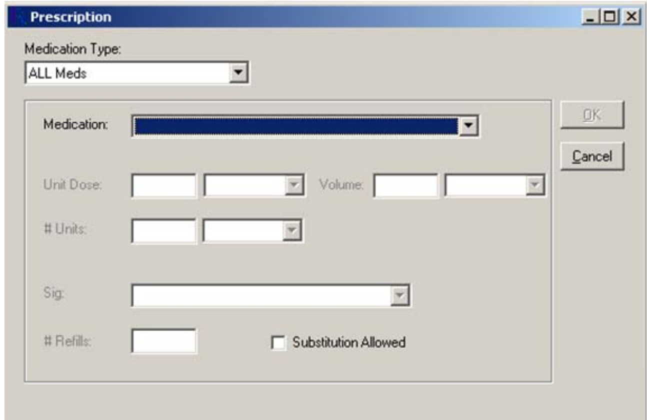
The "Rx Template" window displays all created Prescription templates. REsource comes with some pre-loaded templates that can be used as a reference and a starting point for creating new ones. Therefore, you can choose to edit an existing pre-loaded template or add a new one.

To create a new template, click **Add**. The 'Prescription Template Items' window will pop up.



Adding Medication/Items to Template

1. Click **Add** to select a medication to add to Prescription Template Items window. The window 'Prescription' will appear.



The field definitions are as follows:

- **Medication Type** – displays the type or class of medication. Example of 'type' would be contraceptive, antibiotic, or needle /syringe.
- **Medication –** displays medication name
- **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'.
- **Unit Dosage –** dose of medication to be administered. This is associated with the 'Unit' field below. Example: 75 in 'Unit Dosage' field and IU in 'Unit' field would be 75 IU of medication administered.
- **Unit –** unit of measurement. See example above.
- **# 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.
- **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.

2. Select the name of the medication in the drop down list in the '**Medication**' field. Default values will appear for 'Unit Dose', 'Volume', '# Units', and 'Sig'. Edit these as necessary.
3. When finished selecting medication and its parameters, click **'Ok'** and you will return to the **'Prescription Template Item'** window.
4. Continue to add medications by repeating the steps above until you have completed your list of medications for this designated template.

After returning to the **'Prescription Template Item'** window, there are other fields available for customization in this window:

- **Name**
  Enter a name in this field for the prescription template you are creating.
- **Category**
- **Insurance Link**
  Click to view insurance information for this patient which may have a prescription plan.
- **Ship To**
  Click to view or verify patient address or alternate address where medication is to be shipped if delivery method is via mail.
- **Partner P Link**
  Clicking on this link 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, both active and non active, for this patient.

NOTE: When a user creates a prescription from 'Patient' on the main REsource Toolbar, the '**Prescription Template Item'** window is available with slightly more options. Also, the fields 'Insurance Link', 'Ship To', and 'Partner P Link' are more useful in this application. Here, there is also an option to save the prescription created for a particular patient as a template. For more information, please refer to the 'Ordering Prescriptions' section.

To Edit a Template

1. Click on Maintenance on main REsource Toolbar. Scroll to Admin Rx, then Rx Template. Click on the template to highlight it, then click **Edit.**
2. In Prescription Template Items window, you can make changes two ways:
   a. First, select the medication by highlighting it, then click on any column in this highlighted row and type the necessary changes directly into the box.
   b. Or select the medication by highlighting it and simply click on the edit button to open up the Prescription Window and make your changes here.
3. When finished in Prescription, click **OK** and you will return to the Prescription Template Items.
4. Click **OK** again and this will return you to the 'Rx Template' window.

To Delete a Template

a. Click on Maintenance on main REsource page.

b. Choose Admin Rx, then Rx Template.

c. To delete a template, click on the template to highlight it, then click **Delete.**

d. Click **Yes** at the prompt.