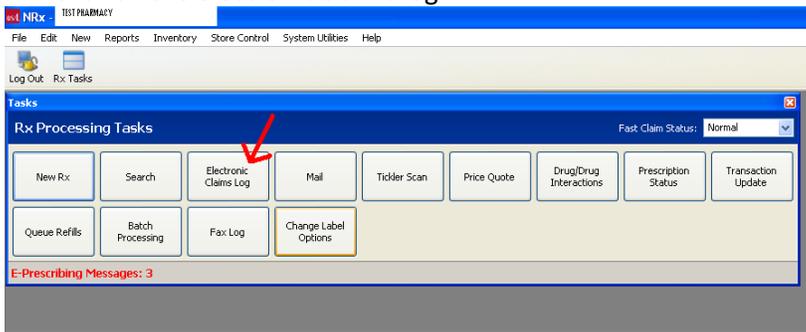
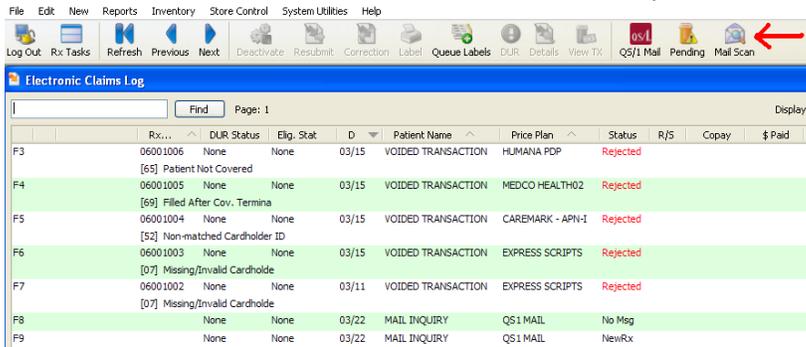


Processing Electronic Prescriptions in QS/1

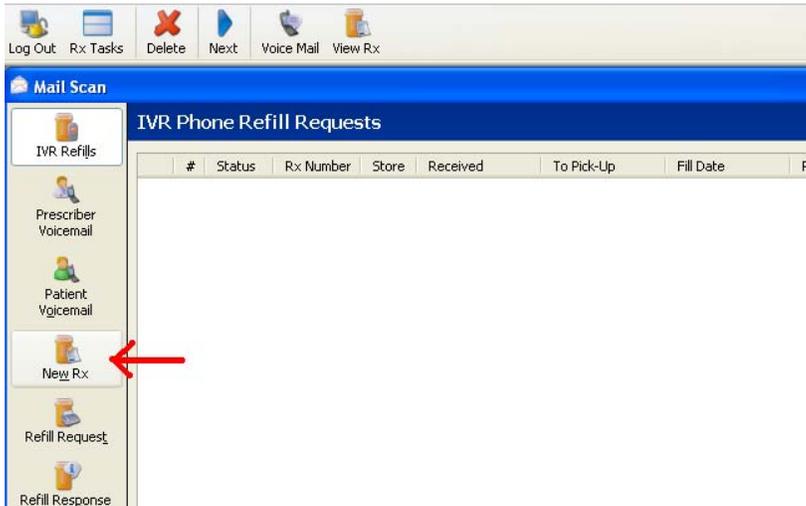
1. Click on the electronic claims log



2. Click on the Mail Scan icon in the tool bar at the top



3. Click on New Rx in the vertical tool bar on the left



- If to the left of the patient name is an * then the prescription is new and needs to be processed. If to the left of the patient name is a P then the prescription has already been process (assigned an Rx number). If the space to the left of the patient name is blank, that indicates that someone has started but not finished processing that electronic claim. If to the left of the patient name is a # that indicates that the prescription has been deleted and it will not be processed.

The screenshot shows the 'Mail Scan' application window with a sidebar on the left containing icons for 'IVR Refills', 'Prescriber Voicemail', 'Patient Voicemail', 'New Rx', and 'Refill Request'. The main window title is 'New Prescription Mail Scan' and it contains a table with the following data:

#	Name	Date	Time	Drug Information
F3	P TEMPLE, ERMA	02/16/11	10:40	PROZAC 20MG CAPSUL
F4	* TEMPLE, ERMA	02/16/11	10:40	PROZAC 20MG CAPSUL
F5	# TEMPLE, ERMA	02/16/11	10:40	PROZAC 20MG CAPSUL

- Double click on the electronic prescription you wish to process.

- The patient scan will pop up, search for and select (by double clicking) the patient name.

The screenshot shows the 'Patient Scan' application window with a search results section. It displays 'New Rx Info for Patient:' with the following details:

Name: TEMPLE,ERMA Phone: 444-986-0333 Facility:
 Address: 123 LINCOLN RD Birth Date: 03/09/1957 Room/Bed: /

Below the info is a search bar with a dropdown menu set to 'Patient Name' and a 'Find' button.

The search results table is as follows:

Opt	Stat	Group	Patient Name	Address	Date of Birth	Phone Number
F3			TEMPLE, ERMA	123 LINCOLN RD	03/09/1957	444-986-0333

7. If the patient is not in your system, click New Patient in the tool bar at the top. When the patient profile box pops up click Update in the tool bar at the top and the screen will auto-populate with the patient's information from the electronic script.

The screenshot shows the 'Patient Scan' window. At the top, a toolbar contains icons for 'Log Out', 'Rx Tasks', 'New Patient' (highlighted with a red arrow), 'Previous', and 'Next'. Below the toolbar is a 'Search Results' section with the following information:

New Rx Info for Patient:
Name: TEMPLE,ERMA Phone: 444-986-0333 Facility:
Address: 123 LINCOLN RD Birth Date: 03/09/1957 Room/Bed: /

Below this information is a search box with a 'Patient Name' dropdown and a 'Find' button. At the bottom of the search results is a table with columns: Opt, Stat, Group, Patient Name, Address, Date of Birth, and Phone Number.

At the bottom of the window, a second toolbar contains icons for 'Log Out', 'Rx Tasks', 'Save', 'Update' (highlighted with a red arrow), 'New', and 'Search'.

8. Click on New Prescription in the tool bar at the top.

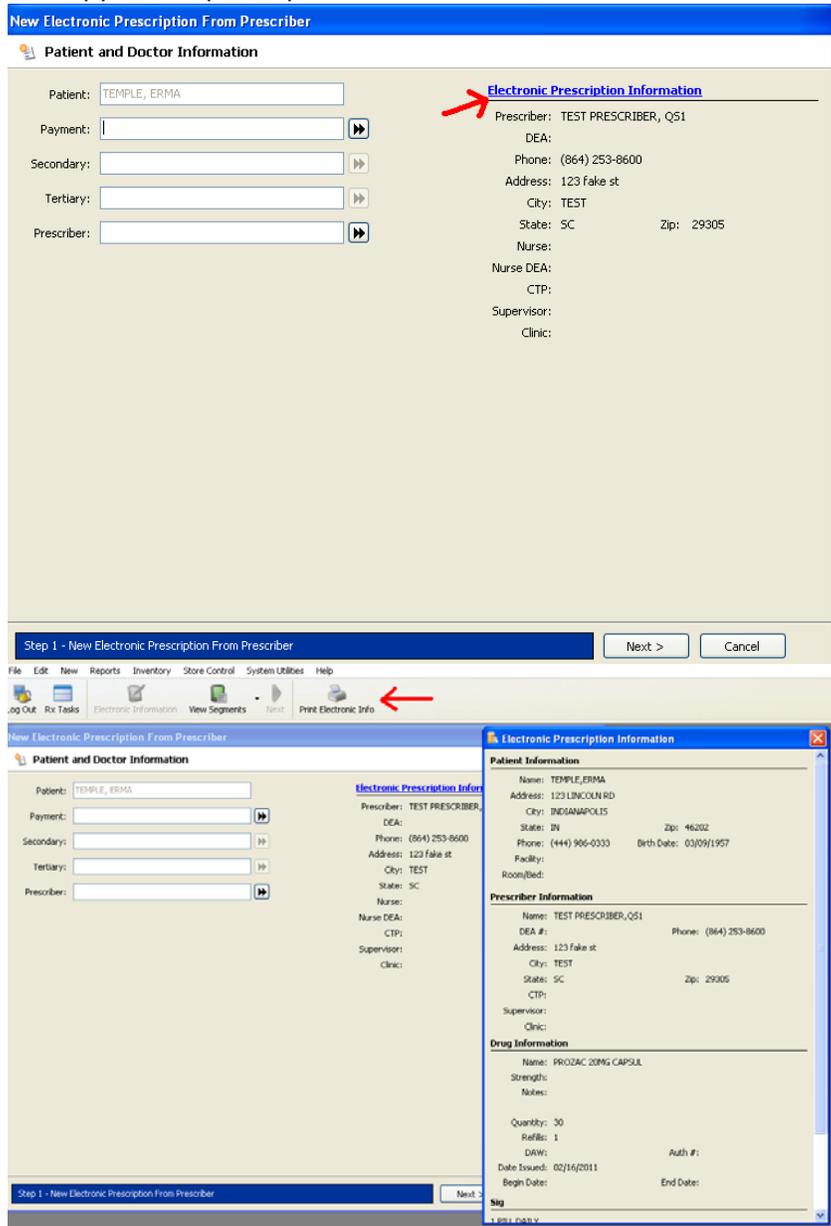
The screenshot shows the 'Patient Record' window for 'TEMPLE, ERMA'. At the top, a toolbar contains icons for 'Log Out', 'Rx Tasks', 'Save', 'Update', 'New Rx' (highlighted with a red arrow), 'New', and 'Search'. The main content area is divided into several sections:

Patient Information (Status: Normal):
Last Name: [TEMPLE] First Name: [ERMA] MI: []
In Care Of: [] Title: [] Full Name: []
Address: [123 LINCOLN RD] Alternate: [Create]
City: [INDIANAPOLIS] State: [IN] Zip: [46202]
Phone (H): [(444) 986-0333] SSN: [] Sex: [Female]
Phone (W): [() -] HIC ID: [] Birth Date: [03/09/1957]
Cell Phone: [() -] E-mail: []
Alternate Phone: [() -] Doctor: []

Additional Information
Medical Record: [] Location: [00 - Not Specified] Group: []

New Rx Info for Patient
Name: TEMPLE, ERMA
Address: 123 LINCOLN RD
INDIANAPOLIS, IN 46202
Phone: 444-986-0333
Birth Date: 03/09/1957
Sex: Female
Medical Rcd: []
DL Number: []
Facility: []
Room/Bed: []
Primary: []
BNI: []
Name: []
Cardholder ID: []
Cardholder Name: []
Group Number: []

- When the first box pops up you will see a blue hyperlink to the right that says Electronic Prescription Information. Click that link, another box will pop up. Then click on Print Electronic Info. This will print the electronic prescription out and will serve as the hard copy for the prescription.



- After you have printed the hard copy you can close the electronic prescription information box.

11. Then you will need to select your prescriber. Click on the double arrows to the left of the prescriber box, the prescriber scan will pop up. Double click on the prescriber that wrote the electronic script.

New Electronic Prescription From Prescriber

Patient and Doctor Information

Patient:

Payment: ▶

Secondary: ▶

Tertiary: ▶

Prescriber: ▶

Electronic Prescription Information

Prescriber: TEST PRESCRIBER, Q51
DEA:
Phone: (864) 253-8600
Address: 123 fake st
City: TEST
State: SC Zip: 29305
Nurse:
Nurse DEA:
CTP:
Supervisor:
Clinic:

Step 1 - New Electronic Prescription From Prescriber Next > Cancel

Prescriber Record Scan

Search Results

New Rx Info for Prescriber:
Name: TEST PRESCRIBER,
DEA:

Name Find

Opt	Stat	Name	DEA	NPI	Address	Phone	Group	NP
F3		TEST, PRESCRIBER				000-000-0000		
F4		TEST, DOCTOR	AB1234567			000-000-0000		

12. If the prescriber is not in your system, click New Prescriber in the tool bar at the top. When the prescriber profile box pops up click on Update in the tool bar at the top and the screen will auto-populate with the prescriber's information that was sent over with the electronic script.

The screenshot shows two windows from a software application. The top window is titled "Prescriber Record Scan" and has a toolbar with "Log Out", "Rx Tasks", "New Prescriber", "Previous", and "Next". A red arrow points to the "New Prescriber" button. Below the toolbar is a "Search Results" section with "New Rx Info for Prescriber:" and fields for "Name: TEST PRESCRIBER," and "DEA:". There is a search box with a "Find" button. Below that is a table with columns: Opt, Stat, Name, DEA, NPI, Address, and Phone. The table contains one row: F3, TEST, DOCTOR, AB 1234567, and 000-000-0000. The bottom window is titled "Prescriber Record" and has a toolbar with "Log Out", "Rx Tasks", "Previous", "Next", "Save", "Delete", "Copy", "Update", "Search", and "Request Info". A red arrow points to the "Update" button. The main area is titled "Prescriber Information" and has a sidebar with "General Information", "Additional Information", and "Payment Exceptions". The "General Information" section has fields for "Name" (Last, First, Label Name) and "Contact Information" (Address, City, State, Zip). A "New Rx Info for Prescriber" sidebar on the right shows: Name: TEST PRESCRIBER, Q51; DEA: ; Address: 123 fake st, TEST, SC 29305; Phone: 864-253-8600.

13. After you have selected your prescriber, click Next.

The screenshot shows the "New Electronic Prescription From Prescriber" screen. The title bar is "New Electronic Prescription From Prescriber". Below the title bar is a section titled "Patient and Doctor Information". On the left, there are input fields for "Patient:" (containing "TEMPLE, ERMA"), "Payment:", "Secondary:", "Tertiary:", and "Prescriber:" (containing "TEST PRESCRIBER, Q51"). Each field has a right-pointing arrow button. On the right, there is a section titled "Electronic Prescription Information" with the following text: "Prescriber: TEST PRESCRIBER, Q51", "DEA:", "Phone: (864) 253-8600", "Address: 123 fake st", "City: TEST", "State: SC", "Zip: 29305", "Nurse:", "Nurse DEA:", "CTP:", "Supervisor:", and "Clinic:". At the bottom of the screen, there is a blue bar with the text "Step 1 - New Electronic Prescription From Prescriber" and two buttons: "Next >" and "Cancel". A red arrow points to the "Next >" button.

14. Then click the double arrows next to Drug.

New Electronic Prescription From Prescriber

Drug and Dosage Information

Drug:  

Sig: 1 PILL DAILY

Quantity Authorized: 30 Date Written: 02/16/2011

Quantity Dispensed: DAW: Y

Days Supply: PRN:

Refills Authorized: 1

Rx Origin: 3 - Electronic

Health Minder Rx:

Electronic Prescription Information

Drug: PROZAC 20MG CAPSUL
NDC:
Generic:
NDC:
DAW:
SIG: 1 PILL DAILY

Issued: 02/16/2011

Quantities

Authorized: 30
Days Supply:
Qty Qualifier: Original Quantity

Refills

Authorized: 1
Refill Type: Number of Refills

Free Text

20MG EXTRA FREE TEXT

Step 2 - New Electronic Prescription From Prescriber

< Back Finish Cancel

15. When the drug scan box pops up search for and select the drug by double clicking on the drug.

Drug Record Scan

Search Results

New Rx Info for Drug:
Name: PROZAC 20MG CAPSUL
NDC:

Find

Opt	Stat	Description	Pack Size	NDC	Manufacturer	Drug Type	On-Hand
F3		PROZAC 10 MG PULVULE	100	00777-3104-02	DISTA		
F4		PROZAC 20 MG PULVULE	100	00247-0372-00	PRESC		
F5		PURINETHOL 50 MG TABLET	25	00173-0807-25	GATE		
F6		PYRAZINAMIDE 500 MG TABLET	100	61748-0012-01	VERSA		
F7		RANITIDINE 150 MG CAPSULE	60	00781-2855-60	SANDO		
F8		RANITIDINE 150 MG TABLET	60	53746-0253-60	AMNEA		
F9		RAPAMLONE 2 MG TABLET	100	00008-1042-05	WYETH		
F10		RELENZA 5 MG DISKHALER	20	00173-0681-01	GLSMK		
F11		RELISTOR 12 MG/0.6 ML KIT	7	00008-2513-02	WYETH		

16. Make sure the directions in the SIG field are appropriate. For example, if the directions say '1 pill daily' you might want to modify that to say 'Take 1 tablet by mouth daily'. That way there is no confusion when the patient reads the directions.

17. Press the tab key on your keyboard after you have modified the sig. Tab through the quantity authorized field and it will auto-populate the quantity dispensed and days supply fields.

18. Make sure that your days supply is correct. QS/1 auto-populates this field as if the directions were once daily. If the patient is taking the medication more than that then you will need to manually change the days supply to be the correct number.

19. Then click Finish.

New Electronic Prescription From Prescriber

Drug and Dosage Information

Drug: PROZAC 20 MG PULVULE

Sig: TAKE ONE TABLET BY MOUTH DAILY

Quantity Authorized: 30 Date Written: 02/16/2011 Issued: 02/16/2011

Quantity Dispensed: 30 DAW: Y

Days Supply: 30 PRN:

Refills Authorized: 1

Rx Origin: 3 - Electronic

Health Minder Rx:

Electronic Prescription Information

Drug: PROZAC 20MG CAPSUL
NDC:
Generic:
NDC:
DAW:
SIG: 1 PILL DAILY

Quantities

Authorized: 30
Days Supply:
Qty Qualifier: Original Quantity

Refills

Authorized: 1
Refill Type: Number of Refills

Free Text

20MG EXTRA FREE TEXT

Step 2 - New Electronic Prescription From Prescriber

< Back Finish Cancel

20. Then the Rx Summary screen will appear. Review the information and then you may click Fill or Profile Only in the tool bar at the top. Click Fill if you are ready to fill the prescription now. Click Profile Only if you would like to put this prescription on hold for the patient because the patient is not ready to pick it up yet or because you don't yet have their prescription insurance information.

Log Out Rx Tasks Fill Profile Only Add Rx to Patient Profile Only (F6) Clinical Check Print Access Files Pricing

Rx Summary: New Rx for TEMPLE, ERMA

General Information

Rx Number: 06??????

Patient: TEMPLE, ERMA

Prescriber: TEST PRESCRIBER, QS1

Primary: UBC

U&C Plan:

Secondary:

Tertiary:

Drug: PROZAC 20 MG PULVULE

Generic:

Sig: TAKE ONE TABLET BY MOUTH DAILY

Rx Notes:

Quantity Information

Authorized: 30 Days Supply: 30

Dispensed: 30 Refills Authorized: 1

Remaining: 60 Refills Remaining: 1

Rx Dates

Last Filled: / / Written: 02/16/2011

Stop: 02/16/2012 Original Rx: 03/22/2011

Expiration: 03/21/2012

Other Information

Auth Number: Status: Active

DAW: Y Special:

Pricing Information

Price: 197.53 Full Part

Acquisition: \$0.00 Secondary: \$0.00

Profit %: 9999.99% Tertiary: \$0.00

Copy: \$0.00 Third Party: \$197.53

Messages

Primary Errors

No Refills Authorized By Plan
Prescriber Phone Number - 864-253-8600
Price Plan = UBC
Allergies-
Drug Strength Is 20 MG

Drug Image



Additional Rx Information

Place of Service:

Type of Service:

Unit Dose:

Rx Origin: 3 - Electronic