



WebConnect Facility Training Guide

Service Pack 5.0

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WebConnect Facility Training Guide

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Disclaimer:

This booklet was developed as a training aid. While it will be a useful reference tool after training, it is not a manual or reference guide. We recommend that customers always refer to HELP for up-to-date information, instruction and assistance.

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Unit 1:

Getting Started

Learning Objectives

Access WebConnect



Access WebConnect

The pharmacy will assign a user name and default password. After initially logging in, QS/1 recommends changing the password to maintain security within WebConnect.

0s/1 Wed	lgeWood Pharmacy
Please Sign In.	Store Messages:
Sign In	Welcome to Wedgewood!
WebConnect Version: 5.0.0.0	Store Hours:
Q5/1Pharmacy Version: 19.1.19	Sunday: Closed Monday: & 800 AM to 9:00 PM
	Tuesday: 8:00 AM to 5:00 PM
	Thursday: 8:00 AM to 5:00 PM
	Friday: 8:00 AM to 9:00 PM
	Saturday: 8:00 AM to 5:00 PM
	Pharmacy Address
	201 W St. John St Spartanburg, SC 29301-4411
	Contact Information
	Main Phone: (864) 253-8600

Security Login

From the WebConnect Login screen, type the necessary user name and password (case-sensitive). Click **Sign In**. The WebConnect Home page/Main Menu screen displays.

NOTE: Be sure to monitor the Pharmacy Announcements section for news and important information.

Single Sign on

Facility users can access up to 65 authorized facilities at once. The application displays drop-down boxes from which to access facilities. WebConnect also enables a facility to make specific requests or a facility. User Settings enables viewing up to 65 facilities in with PrimeCare access.





Change Passwords

1. On the WebConnect screen, click the **Log in** section. A drop-down list displays the name of the person currently logged in and the facilities that WebConnect can access.



- 3. Populate the **Current** and **New Password** fields.
- 4. Confirm the new password. Click Change Password

Change Password	×
Current Password	
New Password	
Confirm Password	
	Close Change Password



Unit 2:

Patient File

Learning Objectives

- Access a Patient Record
- Submit Patient Information
- Submit Allergy Information
- Submit Medical Condition Information
- Submit ADT Information
- Submit Ancillary Information
- Access the Patient Medication Profile
- Generate Reports from the Medication Profile.
- Export Reports
- Check Drug Interactions with All Medications on the Patient's Profile.
- Send a Note to the Pharmacy about the Patient.
- Send a Note to the Pharmacy about a Specific Medication.
- Print and View Patient Education Monographs (PEMs)
- View/Print Electronic Prescriptions and Hard Copy Prescriptions
- Submit New Orders
- Submit Refills
- Add a Patient



Patient File



The Patient File contains demographic information, allergy and medical conditions, admit/discharge and transfer information, ancillary orders and the patient's medication profile. This is also where new orders and refills are sent to the pharmacy and can be used to generate a number of different patient reports. The system enables searching for patients within all authorized facilities with no need to change the facility from which the search is made. The search can be limited from one to 65 facilities for which the user is authorized in PrimeCare.

Access a Patient Record

1. From the WebConnect home page, click **Patient**, **Patient Search** on the vertical tool bar or click **Patient Search** to the right of the **Patient** icon. The Patient Search screen displays.



- 2. Populate one of the following fields to search for the patient:
 - Patient's Last Name
 - Medical Record Number
- 3. Click the Facility drop-down list. Select the necessary facility name from the list.
- 4. Click Search Patients or press Enter.

QS/1WebConnect	■ WedgeWood Pharmac	Σ Υ			
WespeWood Pharmacy					
• Patient	Patient Search				
	Enter Patient Search Informatio	n			
	Last Name	First Name	Medical Record #	Facility	
Orders	Last Name	First Name	Medical Record #	All Facilities	•
🛞 Clinical Data	Search Patients				
~	Search Results				
U Reports	Please search for apatient.				
B Pharmacy					



5. If there are multiple patients with the same last name, a patient scan displays. Click the necessary name on the scan; the Patient Record displays.

QS/1WebCon	nnest	■ WedgeWood Pharmacy									
WedgeWood Pharmacy											
Patient		Patient Search									
		Enter Patient Search Information									
		Last Name	First Name			Medical Reco	rd #		Facility		
Orders		test	First Name			Medical Red	ord #		- All Fac	lities	
🕑 Clinical Data		Search Patients									
Reports		Show 10 • patients					Filter Patient	Patient Name			
Pharmacy		Patient Name	Room #	Birth date 🕴 🌐	Medical	record #	Facility		¢		
		TEST, ALLERGY	G567A	NA							
		TEST, PATIENT	123	7/22/1951	MED R	EC 123					
		TESTING AR ACCOUN, T SCAN	123	NA							
		Showing 1 to 3 of 3 patients						Previous	1 Next		

NOTE: If adding or editing information on this screen, click Update Patient in the lower left corner to save all changes.

	Pat	ient patient, test						
WedgeWood Pharmacy	TES	T PATIENT - Room: - Facility: TE	ST FACILITY					
Patient	•	atient Information Payment Informa	ation Allergies Medical Conditions	ADT	Ancillaries Medication	Profile	New Orders	
Add Patient								
		Patient Information						
Orders		LastName	First Name		мі	Title		
•		PATIENT	TEST		MI	Title-		*
🧐 Clinical Data	· · · · ·	Room #	Medical Record #		Birth Date			
Reports	<	Reom #	Medical Record II		1/1/1900	1		
		Admit #	Admit Date					
Pharmacy	*	Admit #	1/1/2000	ii i				
		Doctor						
		TEST PRESCRIBER	Select New Doctor					
		In Care Of						
		111 HOME						
		Street Address Line 1						
		201 W. St. John St.						
		Street Address Line 2						
		Street Address Line 2						
		City	State		Zip			
		Spartanburg	SC	,	29349		Zip Ext	
		Gender	Height (feet/inches)			Weight (I	bs)	
		Male Female	0 ft	0	in	0		
		Concession of the local division of the loca						
		Update Patient						



Patient Record Menu Bar

Use the following instructions to navigate the Patient Record menu bar.

Patient TEST,	PATIENT						
PATIENT TEST - Roo	om: 123 - Facility: TEST	FACILITY					
Patient Information	Payment Information	Allergies	Medical Conditions	ADT	Ancillaries	Medication Profile	New Orders

- **Patient Info**: Stores all patient demographic information including name, address, facility, in care of, birthdate, sex, admit date and physician.
- **Payment Info**: Payment type (Private, Medicare, Medicaid or Other) and the description if the pharmacy uses the billing matrix.
- Allergies: Stores patient allergy information. Provides the ability to add new allergies and send them to the pharmacy.
- **Medical Conditions**: Stores all medical conditions. Provides the ability to add new medical conditions and send them to the pharmacy.
- ADT: Stores admit number, admission date and discharge date.
- Ancillary: Stores non-drug orders (Active Order, Inactive Order, Header and Protected from Purge) and the description. Provides the ability to add new non-drug orders and send them to the pharmacy.
- **Medication Profile**: Displays the patient's medication profile including drug name, route (RA), quantity, units, HOA, patient education monographs and start and stop dates. Enables to running patient reports, drug interactions and sending notes to the pharmacy.
- New Order: Enables entering and transmitting new orders to the pharmacy.
- **Refills**: Enables requesting and transmitting refill orders to the pharmacy.



Submit Payment Information

- 1. From the patient record, click **Payment Information** on the menu toolbar; the system displays the Patient Payment Information screen.
- 2. Click the **Payment Type** drop-down list. Select the payment type from the list of payment and populate the **Payment Description** field.
- 3. Click Submit New Payment Information . The system displays: The new payment information was successfully submitted to the pharmacy.

	m: 123 - Facility: TES	T FACILITY					
atient Information	Payment Information	Allergies	Medical Conditions	ADT	Ancillaries	Medication Profie/Refills	New Orders
🗸 New Payı	nent Information Suc	cessfully Su	omitted!				
The new plymen	t information was successfu	lly submitted to	the pharmacy.				
PaymentInfor	mation						
No payment inform	nation on file.						
Add New Payr	nent Information						
Add New Payr	nent Information Payment I	Description					
Add New Payr Payment Type Private	Payment Information Payment I Descript	Description					



Submit Allergy Information

- 1. From the patient record, click **Allergies** on the menu bar; the system displays the patient's known allergy information.
- 2. Type any allergy information in the **Description** field.
- 3. Click Submit New Allergy Information . The system displays: The new allergy information was successfully submitted to the pharmacy.

ST PATIENT - Roo	NT, TEST m: 123 - Facility: TES	T FACILITY						
Patient Information	Payment Information	Allergies	Medical Conditions	ADT	Ancillaries	Medication Profile/Refills	New Orders	
✓ New Aller	rgy Information Succ	essfully Subr	nitted!					×
The new allergy in	ntormation was successfully	submitted totr	ne pharmacy.					
Allergies	con filo							
NO KIOWI MIEIGIE	s on me.							
Add New Aller	ВУ							
Allergy Descript	tion							
Description								



Submit Medical Condition Information

- 1. From the patient record, click **Medical Conditions** on the menu bar; the system displays the patient's known medical conditions.
- 2. Type any medical condition information in the **Description** field.
- 3. Click Submit New Medical Condition Information . The system displays: The new medical condition information was successfully submitted to the pharmacy.

T PATIENT - Roo	m: 123 - Facility: SOU	THERN TEST	HOME				
tient Information	Payment Information	Allergies	Medical Conditions	ADT	Ancillaries	Medication Profile/Refills	New Orders
✓ New Mee The new medica	lical Condition Inform	nation Succe	essfully Submitted!				
ICD-9 Medica	Conditions						
No ICD-9 Medical	Conditions on file.						
ICD-10 Medica	al Conditions						
No ICD-10 Medica	l Conditions on file.						
Add New Med	ical Condition						
Medical Condit	ion Description						
Description							



Submit ADT (Admit/Discharge/Transfer) Information

- 1. From the patient record, click **ADT** on the menu bar; the ADT screen displays. These functions enable accurate record keeping.
- 2. Type the Admission number, Admission Date or Discharge Date.
- 3. Click Submit New ADT Information The system displays: The new ADT information was successfully submitted to the pharmacy.

	m: 123 - Facility: TES	T FACILITY						
tient Information	Payment Information	Allergies	Medical Conditions	ADT	Ancillaries	Medication Profile/Refills	New Orders	
✓ New ADT	Information Success	fully Submit	ted!					>
The new ADT info	ormation was successfully su	ibmitted to the	pharmacy.					
ADT Informati	on							
No ADT Informatio	on on file.							
NO ADT mormatic								
Add New ADT	Information							
Add New ADT	Information	AdmitDa	te		Release Date			
Add New ADT Admission Num Admission #	Information	Admit Da	te ate	#	Release Date			



Submit Ancillary Information

- 1. From the patient record, click **Ancillaries** on the menu bar.
- 2. Populate the **HOA** and **Type** fields. Click the **Status** drop-down list and select the necessary status from the list (e.g., Active, Protected, Inactive or Header). Populate the **Description** field.
- 3. Click Submit New Ancillary information The system displays: The new Ancillary information was submitted to the pharmacy.

ient Information	Payment Information	Allergies	Medical Conditions	ADT	Ancillaries	Medication Profile/Refills	New Orders	
	,							
	1		Landar all					
The new Ancilary	information was successful	cessfully Su	bmitted:					
Patient Ancilla	ries							
No ancillaries on fi	le.							
Add New Anci	llary							
Add New Anci	llary Туре						Status	
Add New Anci HOA	llary Type Miscella	aneous		or	Custorn Ty	уре	Status Active	•
Add New Anci HOA HOA	Type Miscella	aneous		or	Custon Ty	уре	Status Active	•
Add New Anci HOA HOA Ancillary Descri	Type Miscella ption	aneous JZE, PAT DRY W	TH GAUZE. APPLY DRESSI	or NG WRAP	Custon Ty	/pe	Status Active	•



Access the Patient Medication Profile

From the patient record, click Medication Profile/Refills on the menu bar The Medication Profile screen displays.

The Medication Profile lists all prescriptions for a patient, including drug name, route, quantity, start and stop date, SIG, prescription number and last fill date. In addition, this screen profiles drug interactions, enables sending notes to the pharmacy, and is a location to generate patient reports.

NOTE: Check Show Inactive Prescriptions if necessary.

ent Information Payment In	formation A	llergies Me	dical Condition	as ADT	Ancillaries	Medication Profil	le/Refills New Or	rders	
Medication Profile Action	s								
Patient Reports			😵 Profile	Drug Inter	actions	G	Send Note To	Pharmacy	
Medication Profile / Refill	s								
Submit Selected Prescription(s) for Refill								
							Show Ina	active Prescription:	;
show 10 - proscriptions							Search Med Brof	la Coarch Droff	44
Show 10 rescriptions							Search Med Profi	Search Profi	e
Show 10 rescriptions	DrugName		¢	Start Date	¢	Refills Remaining	Search Med Profi	Il Date \$	e Refill
Show 10 prescriptions Rx Number \$ 16200042	Drug Name YOCON 5.4MG TA	ABLET	¢	Start Date 3/12/2015	¢	Refills Remaining	Search Med Profi	Il Date \$	Refill
Show 10 rescriptions Rx Number 16200042 Ready for 3efill.	Drug Name YOCON 5.4MG TA	ABLET	¢	Slart Date 3/12/2015	¢	Refills Remaining	Search Med Profi	Il Date \$	Refill
Show 10 prescriptions Rx Number 16200042 Ready for Refill. Stop Date: 3/11/2016	Drug Name YOCON 5.4MG TA	ABLET Fill List:	0	Slart Date 3/12/2015	0	Refills Remaining	Search Med Profi	Il Date \$	Refill
Show 10 prescriptions Rx Number \$ 16200042 Ready for Refill. Stop Date: 3/11/2016 Route: PO	Drug Name YOCON 5.4MG TA	ABLET Fill List: Quantity: 30	0	Slart Date 3/12/2015	¢ Unit: TAB	Refills Remaining	Search Med Profi	ile Search Profi	Refill
Show 10 prescriptions Rx Number \$ 16200042 \$ Ready for Refill. \$ Stop Date: 3/11/2016 \$ Route: PO \$ Sig: TAKE 1 TABLET ONG \$	Drug Name YOCON 5.4MG TA	ABLET Fill List: Quantity: 30	¢	Slart Date 3/12/2015	¢ Unit: TAB	Refills Remaining	Search Med Profi	ile Search Profi	e Refill
Show 10 prescriptions Rx Number \$ 16200042 Ready for Refill. Stop Date: 3/11/2016 Route: PO Sig: TAKE 1 TABLET ONG Other Actions	Drug Name YOCON 5.4MG TA	ABLET Fill List: Quantity: 30	¢	Slart Date 3/12/2015	¢ Unit: TAß	Refills Remaining	Search Med Profi	ile Search Profi	e Refill
Show 10 prescriptions Rx Number Rx Number Ready for Refill. Stop Date: 3/11/2016 Route: PO Sig: TAK: 1 TABLET ONG Other Actions Check Interactions Check Interactions	Drug Name YOCON 5.4MG TA	ABLET Fill List: Quantity: 30	¢ te To Pharmacy	Slart Date 3/12/2015	¢ Unit: TAB	Refills Remaining 6	Search Med Profi	Il Date 🔶 /2015 Print Prescription I	e Refill
Show 10 prescriptions Rx Number \Rightarrow 16200042 Ready for Refill. Stop Date: 3/11/2016 Route: PO Sig: TAKE 1 TABLET ONG Other Actions ③ Check Interactions 16200041	Drug Name YOCON 5.4MG TA CE DAILY YOCON 5.4MG TA	ABLET Fill List: Quantity: 30	¢ te To Pharmacy	Slart Date 3/12/2015	¢ Unit: TAB	Refills Remaining 6 konograph	Search Med Profi	Il Date \$ (2015) Print Prescription II (2012)	e Refill
Show 10 prescriptions Rx Number \$ 16200042 Ready for Refill. Stop Date: 3/11/2016 Route: PO Sig: TAKE 1 TABLET ONG Other Actions Other Actions Check Interactions 16200041 This prescription has even	Drug Name YOCON 5.4MG TA	ABLET Fill List: Quantity: 30	¢ te To Pharmacy	Slart Date 3/12/2015 12/11/2012	¢ Unit: TAB	Refills Remaining 6 onograph 6	Search Med Profi	Il Date \$ /2015 Print Prescription I	e Refill
Show 10 prescriptions Rx Number \$ Rx Number \$ Rx Number \$ Ready for Refill. Stop Date: 3/11/2016 Route: RO Sig: TAKE 1 TABLET ONG Other Actions Other Actions Check Interactions 16200041 This prescription has expl Stop Date: 12/11/2013	Drug Name YOCON 5.4MG TA CE DAILY YOCON 5.4MG TA red.	ABLET Fill List: Quantity: 30	¢ te To Pharmacy	Slart Date 3/12/2015 12/11/2012	¢ Unit: TAB	Refills Remaining 6 onograph 6	Search Med Profi	Il Date \$ /2015 Print Prescription I	e Refill



Generate Patient Reports from the Medication Profile

- 1. From the patient's medication profile, click Patient Reports or click **Reports**, **Patient Reports** on the vertical toolbar. The Patient Reports screen displays with the patient's name auto-populated
- 2. Click the **Dynamic Reports** drop-down list. Select one of the following reports from the list;
 - Active Medication Profile
 - Daily Med Sheet
 - Leave of Absence Sheet
 - Medication Discharge Sheet
 - Medication Reconciliation Sheet
- 3. Click Generate Selected Report . The system generates the report.

eports for: TEST,	PATIENT					
Dynamic Repo	rts			Other Repo	rts	
Select Repo	rt		٧	Select R	eport	
Generate Sele	cted Report			Request R	eport	
4 1 of 1	⊳ ⊳I ¢ ⊌, • (
	WEDG	WOOD PH	HARMACY			
		(864) 253-860	0			
MEDICATION	ADMINISTRATION REC		IOME Date	Printed:	02-19-2016	
Patient Name:			Adm	it Date: 1/1/1	900	
DOB: 9/9/1989	Room:	Doctor:				
Med Rec Nbr: PAT	IENT, TEST Age	: 27	Weight:	0 LBS		
Cycle: 2/19/2016		MAR VERIFIED		_		
Allergies:						
Diagnosis:						
Ancillary:						
Rx Number	Order Information		но	A Initials		
06507779 Start: 10/19/2015 Stop: 10/17/2016	ETODOLAC3400 MG TABLE (MOTRIN 400 MG TABLET)	T	8P)	۰		
	TAKE 1 TABLET ONCE DAIL	Y				
06507778 Start: 10/19/2015 Stop: 10/17/2016	IBUPROFEN 400 MG TABLE (MOTRIN 400 MG TABLET)	т	8P1	۸ <u> </u>		



Export Reports



- 1. On the report screen, click the word drop-down list. Select the format in which the report will be printed from the list.
- 2. In the left lower part of the screen, click the drop-down list to the right of the name of the report being printed.
- 3. Click **Open**; the system opens the report in the selected format. It can then be printed.

	Open Always open files of this type
	Show in folder
	Cancel
🕙 RxProfile (1).docx	•

NOTE: To display all files in the Windows Downloads folder Click the **Show All Downloads** hyperlink at the lower right side of the screen.

Show all downloads...

NOTE: Close the report to return to the patient's profile.



Check Drug Interactions with All Medications on the Patient's Profile

From the patient's medication profile, click Profile Drug Interactions at the top of the screen or click
 Check Interactions in the Other Actions section beneath the name of the drug to be checked. The Drug to Profile Interactions screen displays.

Drug to Profile Interactions		×
HYTRIN	Find Interacting Drug	

- 2. Type the drug name in the field provided. Click **Find Interacting Drug**. A drug scan displays.
- 3. Double-click a drug on the scan. The system displays the medication interaction message.

g to Profile Interactions		
HYTRIN	Find Interacting Drug.	
Show 10 ' drugs		Filter Drug Name
Drug Name		*
HYTRIN 10 MS CAPSULE		
HYTRIN 10 MG CAPSULE		
HYTRIN 2 MGCAPSULE		
HYTRIN 5 MGCAPSULE		

4. Click the 🔀 to close the Drug to Drug Interactions window and return to the patient's Medication Profile screen.

ug to Profile Interactions	×
HYTRIN No interactions found.	Find Interacting Drug



Send a Note to the Pharmacy about the Patient

- 1. From the patient's medication profile, click <u>Send Note To Pharmacy</u>. The Send Note to Pharmacy screen displays. The system auto-populates **Facility Name**, **User**, **Patient Name** and **Room Number** fields.
- 2. Populate the **Phone Number** and **Subject** fields.
- 3. Type a message and click Send Note to Pharmacy. The system displays: The pharmacy note was successfully sent to the pharmacy.

	m: 123 - Facility: TES	T FACILITY				
itient Information	Payment Information	Allergies	Medical Conditions	ADT Ancillaries	Medication Profile/Refills	New Orders
Pharmacy The pharmacy no	v Note Successfully Sector was successfully sent to the successfulll	e nt! the pharmacy.				
Medication Pr	ofile Actions					
Patien	t Reports		V Profile D	rug Interactions	R Sen	d Note To Pharmacy
	ofile / Refills					
Medication Pr						
Medication Pr	d Prescription(s) for Refill					



Send a Note to the Pharmacy about a Specific Medication

1. From the Medication Profile, click Send Note To Pharmacy below the necessary drug in the Other Actions section. The Send Note to Pharmacy screen displays.

ATIENT, TEST	- Room: - F	acility: TES	ST FACILITY								
tient Information	Payment Inf	formation	Allergies	Nedical Condit	tions ADT	Ancillaries	Medication Prof	file/Refills	New Orders		
Medication Pr	ofile Actions										
Patien	t Reports			😯 Pro	file Drug Inter	ractions	•	Send I	Note To Pha	rmacy	
Medication Pr	rofile / Refills										
Submit Selecte	d Prescription(s) for Refill									
									100111-0112-012		
									Show Inactive	Prescription	S
Show 10 🔻	prescriptions							Search	Show Inactive	Search Profi	s
Show 10 • Rx Number	prescriptions	Drug Name		φ	Start Date	\$	Refills Remaining	Search	Med Profile Last Fill Dat	Search Profi	le Refill
Show 10 Rx Number 16200042	prescriptions	Drug Name YOCON 5.4MG	5 TABLET	. ¢.	Start Date 3/12/2015	¢	Refills Remaining	Search	Show Inactive Med Profile Last Fill Dat 3/12/2015	Search Profi	s Refill
Show 10 Rx Number 16200042 Ready for 1 Stop Da Route:	Refill.	Drug Name YOCON 5.4MG	i TABLET Fill List: Quantity:	\$	Start Date 3/12/2015	¢ Unit: TAB	Refills Remaining	Search	Med Profile Last Fill Dat 3/12/2015	Search Profi	s
Show 10 Rx Number 16200042 Ready for Stop Da Route: F Sig: TAK	Refill.	Drug Name YOCON 5.4MG E DAILY	Fill List: Quantity:	¢ 30	Start Date 3/12/2015	¢ Unit: TAB	Refills Remaining	Search	Med Profile Last Fill Dat 3/12/2015	Search Profi	s
Show 10 Rx Number 16200042 Ready for 1 Stop Da Route: f Sig: TAK Other A	prescriptions	Drug Name YOCON 5.4MG E DAILY	i TABLET Fill List: Quantity:	30	Start Date 3/12/2015	¢ Unit: TAB	Refills Remaining	Search	Med Profile Last Fill Dat 3/12/2015	search Profi	s Refill



NOTE: The system auto-populates the Patient Name, Room Number, User, Facility, Rx Number and Drug Name

- 2. Check **Discontinue this Medication** as necessary.
- 3. Populate the **Subject**, **Phone Number** and **Message** fields.
- 4. Click Send Note to Pharmacy. The system displays: The pharmacy note was successfully sent to the pharmacy.



Example Pharmacy Medication Note Confirmation

nformation Allergies cessfully Sent! sfully sent to the pharmad 15	s Medical Cond	litions ADT	Ancillaries	Medication Profil	 Kerfills X Send No 	New Orders	
cessfully Sent! sfully sent to the pharmad	ey. Ve Pro	ofile Drug Inter	ractions		× Send No	ote To Pharmacy	
15	😢 Pro	ofile Drug Inter	ractions	(Send No	ote To Pharmacy	
	😵 Pro	ofile Drug Inter	actions	ſ	Send No	ote To Pharmacy	
ls							
(s) for Refill							
					Sł	how Inactive Prescripti	ons
5					Search Me	ed Profile Search Pro	ofile
Drug Name	\$	Start Date	ð :	Refills Remaining	ó	Last Fill Date	Refill
YOCON 5.4MG TABLET		3/12/2015		6		3/12/2015	
Fill Qua	List: antity: 30		Unit: TAB				
	(s) for Refill ; Drug Name YOCON 5.4MG TABLET Fill Qu ICE DAILY	(s) for Fefili Drug Name YOCON 5.4MG TABLET Fill List: Quantity: 30 ICE DAILY	(s) for Fefili Drug Name • Start Date YOCON 5.4MG TABLET 3/12/2015 Fill List: Quantity: 30 ICE DAILY	(s) for Fefili Drug Name © Start Date © YOCON 5.4MG TABLET 3/12/2015 Fill List: Quantity: 30 Unit: TAB	(s) for Fefil Drug Name • Start Date • Refills Remaining YOCON 5.4MG TABLET 3/12/2015 6 Fill List: Quantity: 30 Unit: TAB	(s) for Fefil (s) for Fefil Trug Name (c) Start Date (c) Refills Remaining (c) Fill List: Quantity: 30 Unit: TAB	(s) for Fefil (s) for Fefil Fill List: Quantity: 30 Unit: TAB (s) for Fefil Show Inactive Prescription Search Med Profile Search Pri Search P



Print and View Patient Education Monographs (PEMs)

- 1. From the patient's medication profile, click view Monograph drug in the **Other Actions** section. The system displays the PEM
- 2. If supported by the pharmacy, check the necessary field to display the PEM in Spanish or French.

Rx Number	Drug Name	\$	Start Date	Refills Remaining	- 0	Last Fill Date	0	Refill
06507961	LOPERAMIDE 2 MG CAPSULE		2/11/2016	6		2/11/2016		
It is too soon to refill th Stop Date: 2/9/2017 Route: PO Sig: TAKE 1 TABLET (his prescription. 7 Fill List Quanti DNCE DAILY	: ty: 30	Unit: CAP					
Other Actions								
Check Interaction	ns 📀 Se	nd Note To Pharmacy	Q View Mono	ograph	٩	View/Print Prescription	on Info	

3. Click **Print** on the right side of the screen or right-click the mouse and click **Print** to print the PEM.

Monograph for IOPERAMIDE 2 MG CAPSULE			×
Select Language (*if supported by pharmacy)			
Contraction Contra			
LOPERAMIDE - ORAL			🖨 Print
(low-PAIR-uh-mide)			7
COMMON BRAND N/ME(S): Imodium	Back Forward	Alt+Left Arrow Alt+Right Arrow	
USES: This medication is used to treat sudden diarrhea (including traveler's diarrhe	Reload	Ctrl+R	of the gut. This decreases the number of bowel movements and makes the stool
less watery. Loperanide is also used to reduce the amount of discharge in patients	Save as	Ctrl+S	b used to treat on-going diarrhea in people with inflammatory bowel disease.
vounger than 6 years unless directed by your doctor. This medication should not be	Print.	Ctrl+P	use of the darmea should be determined by your doctor, up not use in children
	Translate to English		
HOW TO USE: If you are using the over-the-counter product to self-treat, read all the doctor's directions and the directions on your prescription label. If you have any que doctor. Dosage is baged on your condition and response to therapy. In children, do	View page source Inspect	Ctrl+U Ctrl+Shift+I	taking this medication. If your doctor has prescribed this medication, follow your Take this medication by mouth, usually after each loose stool, or as directed by your should not use more than 8 milligrams in 24 hours if self-treating, or 16 milligrams
if under a doctor's direction. If you are taking the chewable tablet, take this medicati	ion on an empty stom	ach. The chewable	tablets should be chewed thoroughly before swallowing. If you are using the rapidly
dissolving tablets, dry your hands before opening the blister pack tocarefully remove swallow it with saliva Do not crush, split, or break the tablet beforetaking it. Do not cause a serious loss of body water (dehydration). Drink plenty of fluds and minerals	e a tablet. Do not pus remove the tablet fro (electrolytes) to repla	h the tablet throug om the blister pack ice what is lost. Tell	h the blister pack. Place the tablet on the tongue, allow it to dissolve completely, then until just before taking. No water is needed to take this medication. Diarrhea can I your doctor right away if you develop signs of dehydration (e.g., extreme thirst,

4. Click the \times to close the window and return to the patient's Medication Profile screen.



View/Print Electronic Prescriptions (e-Rx) and Hard Copy Prescriptions

e-Rx

- 1. From the patient's medication profile, locate the necessary electronic prescription.
- 2. Click View/Print Prescription Info; the system displays the e-Rx information.

507959	VYTONE 1-1 CREAN	1 2	/10/2016	006	02/10/16
Ready for Refi Electronic P Stop Date: 2 Route: TP Sig: USE AS	II. Prescription 2/8/2017 DIRECTED	Fill List: Quantity: 5	Unit: GM		
Other Act	ions				1
Check In	nteractions	Send NoteTo Pharmacy	Q View Monogr	aph 🔍	View/Print Electronic Rx Info

- 3. Click **Print Information** , the system prints a hardcopy of the e-Rx.
- 4. Click the \times to close the window and return to the patient's Medication Profile screen.

Prescription Information				×
Print Information	DISP. PHARMACIST PHARMACIST, TEST Rx Origin: 2 PATIENT, TEST 201 W. ST. JOHN \$T. SPARTANBURG, SC 29306	WEBCONNECT 5.0 201 W. ST. JOHN ST. SPARTANBURG, SC 29306	Rx Number: 06507960 Price Code: AA Total: \$ 85.43 Patient Group: AA Patient DOB: 02/02/1970	
	Prescription Information APRI 28 DAY TAELET NDC #: 00555904358 Manufacturer: BARR SIG: TAKE 1 TABLET ONCE DAILY		Date: 02/10/16 Date Written: 02/10/16 Stop Date: 02/08/17 Qty: 30.0000 Unit: TAB Dispensed: 30.0000 Refills Remaining: 06 D/S: 30 Class: Tech:	
	SUBSTITUTION PERMITTED () DISPENSE AS WFITTEN () Prescriber Information PRESCRIBER, TEST DEA #: QS12345 Phone: (864) 583-8600			





Hard Copy Prescriptions

- 1. From the patient's medication profile, locate the necessary hard copy prescription.
- 2. Click View/Print Prescription Info; the system displays the non e-Rx (hard copy) prescription.

02365 OXYCODON	ACETOMINOPHEN 7		
eady for Refill			
Stop Date: 8/7/2016	Fill List:		
Route: 38		Unit: 07	
Route: 38 Sig: INFUSE1 BAG (1.5GM) Other Actions	Quantity: 5 INTRAVENOUSLY OVER 30 MINUTES	Unit: 07	

- 3. Click **Print Information** , the system prints a hardcopy of the e-Rx.
- 4. Click the \times to close the window and return to the patient's Medication Profile screen.

```
DISP.PHARMACIST QS/1
PERSON, QS1 201 W. ST. JOHN ST
Rx Origin- 2 SPARTANBURG SC 29306
                                          RX NO-02002365
                                                31.59 F
  PATIENT, TEST
                                     GRP-HH DATE-05/20/15
                                              DW -05/20/15
  123 PINE STREET SPARTANBURG
                                              SC29301
  AGE-045
                                               TRANS- 3603
  NDC# 00591-0824-01 OXYCCDON-ACETAMINOPHEN 7.
                                                  QTY- 30
                                                  UNIT- TAB
                                                  DISP-30
  MANUF- WATSO
                                                  TECH-
    SIG-INFUSE 1 BAG INTRAVENEOUSLY OVER
        30 MINUTES
  SUBSTITUTION PERMITTED ( ) CLASS-2C DAYS SUPPLY 30
  DISPENSE AS WRITTEN ( ) NO REFILLS SD-07/19/15
        DEA NBR- DLK12456
                               PRESCRIBER, TEST
        AUTH-
                                000-000-0000
```



Submit New Orders from the Medication Profile

IMPORTANT: WebConnect is NOT a certified CPOE system and it is not NCPDP Script 10.6 compliant for new RXs. WebConnect is not an e-prescribing system and should only be used to submit refills.

1. Type a portion of the drug name in the Drug Name field. Click **FindDrug** to the right of the **Drug Name** field; the Select Drug window displays.

ent Information Payment Information Allers	gies Medical Conditions	ADT Ancillaries	Medication Profile/Refills	New Orders
New Order for PATIENT, TEST in facility TH	ERAPEUTIC INTERCHANG	ΕH		
NOTE: New orders for controlled substances are permit	tted. However, you will need to a	ilso call the order in to (864) 253-8600.	
New order request will be submitted by: PERSON, QS2	QP			
Drug Name				
MINDXIDIL 2.5 MG TABLET			Find Drug	
Doctor				
TEST, NEW			Find Doctor	
TEST, NEW			Find Doctor	
test, new sig sig			Find Doctor	
TEST, NEW Sig Sig			Find Doctor	
TEST, NEW Sig Sस्ट Start Date	Stop Date		Find Doctor	
TEST, NEW Sig Sig Sig Sig O2/22/2016	Stop Date Stop Date	-	Find Doctor	
TEST, NEW Sig Sig Sig Sig Output Start Date 02/22/2016	Stop Date Stop Date	1	Find Doctor	

2. Click the drug name to select the drug from the list. The system returns to the New Order screen.

Select Drug	×
Show 10 * drugs Drug Name	Filter Drugs Drug Name
MINOXIDIL 10 MG TABLET MINOXIDIL 2.5 M G TABLET	
Showing 1 to 2 of 2 drugs	Previcus 1 Next



- 3. Type a portion of the prescriber's name in the **Doctor** field. Click **Find Doctor** to the right of the field; the Select Prescriber window displays.
- 4. Click the doctor's name to select it from the list. The system returns to the New Order screen.

test Find Doctor Search Results Fiker Prescriber Name	Select Prescriber	×
Filter Prescribers Prescriber Rame	test Search Results	Find Doctor
Doctor Name	Doctor Nime	Filter Prescribers Prescriber Name
TEST, NEW Showing 1 to 1 of 1 prescribers Previous I Next	TEST, NEW Showing 1 to 1 of 1 prescribers	Previous 1 Next

- 5. Populate the **Sig** field. Populate the **Start** and **Stop** date fields or select the dates from the drop-down calendars. Populate the **Quantity** and **Refills Authorized** fields. Check the **DAW** box if necessary.
- 6. Click Submit New Order to Pharmacy; the system prompts to confirm the order.

tient Information	Payment Information	Allergies	Medical Conditions	ADT	Ancillaries	Medication Profile	New Orders
New Order for	PATIENT, TEST in fac	ility THERA	PEUTIC INTERCHANC	GE H			
NOTE: New orders	for controlled substances a	ire permitted. I	lowever, you will need to	also call the	order in to (864	253-8600.	
New order request	will be submitted by: PERS	ON, QS2 - QP					
1211112-0110							
Drug Name	5 MG TARI ET				5	ad Drug	
WINGAUL 21	o mo rabeer				- 1 8	ind Drug	
Doctor				_			
TEST, NEW					Fir	d Doctor	
Sig							
Sig							
Start Date			Stop Date				
02/22/2015		m	Stop Date				
Quantity	Refills Author	ized	DAN				
	0						



- 7. Verify the order is correct. The system displays **Order Submitted Successfully**.
- 8. Click the \mathbf{X} to close the window and return to the patient's Medication Profile screen.

Confirm New Order			x
Please confirm the following information.			
Drug Name:	MINOXIDIL 2.5 MG TABLET		
Doctor Name:	TEST, NEW		
Sig:	t1t1d		
Start Date:	02/22/2016		
Stop Date:	02/29/2016		
Quantity:	1		
Refills Authorized:	0		
DAW:	NO		
The above order will be submitted by: QS2 - QP			
		Cancel Submit New Order	



Submit Refills From the Medication Profile

On the Medication Profile, the system displays the RX Number and Patient Name above the prescription refill message. The profile also displays the Drug Name, Refills Remaining, Last Fill Date, Fill List number (if applicable) and a Refill Selection check box.

1. Follow the instructions on Pages 12-13 to access the patient record. Click the

Medication Profile/Refills tab

2. Check the refill box(es) for the selected prescriptions; the prescription box(es) turn yellow.

TIENT, TES	T Room: T987H - Facility: "	TEST FACILITY				
atient Informat	tion Payment Information	Allergies Medical Conditions	ADT Ancillaries	Medication Profile	e/Refills New Orders	
Medicatio	on Profile Actions					
() P	atent Reports	😵 Profile D	Orug Interactions	•	Send Note To Pharmacy	
Medicatio	on Profile					
Submit R	efils Print Profile				Show Inactive Prescription	s
Show 10	0 • prescriptions				Search Med Profile Search Pro	file
Rx N	unber 🕴 Drug Name	- ÷	Start Date 🔅	Refills Remaining	🗄 Last Fill Date 👙	Refill
06507 Rea S	779 ETODOLAC3 40 dy for Refill. too Date: 10/17/2016 too te: PO	00 MG TABLET Fill List: Quantity: 30	10/15/2015 Unit: TAB	6	10/19/2015	1
s 0	ig:TAKE 1 TABLET ONCE DAILY					
e	Check Interactions	Send Nite To Pharmacy	Q View N	lonograph	Q View/Print Prescription Info	
06507	773 IBUPROFEN 40	0 MG TABLET	10/19/2015	6	10/19/2015	
Rea S R S	dy for Refill. too Date: 10/17/2016 totte: PO ig: TAKE 1 TABLET ONCE DAILY	Fill List: Quantity: 30	Unit: TAB			
0	ther Actions					_
C	Check Interactions	Send Note To Pharmacy	Q View M	tonograph	Q View/Print PrescriptionInfo	
06507	777 DAYPRO 600 N	1G CAPLET	10/19/2015	6	10/19/2015	
Rea S R S	dy for Refill. toy Date: 10/17/2016 loute: PO ig:TAKE 1 TABLET ONCE DAILY	Fill List: Quantity: 30	Unit: TAB			Т
0	ther Actions					
0		Sand Neto To Dharman	Q View N	tonograph	Q View/Print PrescriptionInfo	



- 3. Click Sutmit Selected Prescription(s) for Refill . The system prompts to confirm the prescriptions submitted for refill are correct.
- 4. Click Submit Refills . The system displays Order Submitted Successfully.
- 5. Click the \bowtie to close the window and return to the patient's Medication Profile screen.

Confirm Refills for PATIEN	IT, TEST	-	×
Please confirm the following press Rx Number	criptions before submitting (or refill. Drug Name	Status	Delete?
06507779	ETODOLAC3 400 MG TABLET	Ready for Refill.	×
06507777	DAYPRO 500 MG CAPLET	Ready for Refill.	×
Showing 1 to 2 of 2 prescriptions			
		_	Cancel Submit Refills



Add a Patient

1. From the Home page, click **Patient File**, **Add Patient** on the vertical tool bar or click **Add Patient** by to the right of the **Patient** icon. The Add Patient screen displays.

QS/1WebConnect	WedgeWood Pharmacy
Add Patient Add Patient Patient Search	PATIENT ORDERS CLINICAL DATA AD DPATIENT AD OPATIENT NEW ORDER DRUG SEARCH PATENT SEARCH ORDERS DRUG SEARCH DRUG SEARCH
Clinical Data	REPORTS PATENT REPORTS FACILITY REPORTS PACILITY REPORTS PACILITY REPORTS

- 2. Use the following instructions to populate the fields.
 - a. Click the down arrow to select the facility.
 - b. Type the Patient's Name, Room number, Medical Record Number, Birth Date and Admit Date.
 - c. Select the Birth Date and Admit date from the calendar.
 - d. Select the patient's gender.
- 3. Click Select Doctor to display the Select New Doctor window.

QS/1WebConnect	WedgeWood Pharmacy			
WedgeWood Pharmacy				
Patient ~	Patient Add Patient			
Add Patient	Add Patient			
Patient Search	Select Facility	_		
Orders <	TEST FACILITY	•		
	Last Name	First Name	мі	Title
Clinical Data <	Last Name	First Name	MI	Title *
Reports <	Room #	Medical Record #		
	Room #	Medical Record #		
Real Pharmacy C	Birth Date	Gender		
	Birth Date	Male Female		
	Admit Date			
	Admit Date			
	Doctor			
	Doctor Name	Select Doctor		
	Add Patient			



- 4. Type the Doctor's last name and click **Find Doctor** or press **Enter**. The doctor scan displays.
- 5. Select the desired doctor from the scan. The system returns to the Add Patient screen.
- 6. Verify the information is correct and click Add Patient. The system transmits the new patient information to the pharmacy and creates the new patient's medication profile.

Select New Doctor				×
test]	Find Doctor		
Search Results				
show 10 * prescribers		Filter Prescribers	Prescriber Name	
Doctor Name				
TEST, NEW				
Showing 1 to 1 of 1 prescribers			Previous 1	Next

Unit 3:

Submit New Orders and Refills

Learning Objectives

- Submit a New Order
- Refill an Order
- Receive Orders
- Print Orders
- Run Destruction Reports





Submit a New Order

IMPORTANT: WebConnect is NOT a certified CPOE system and it is not NCPDP Script 10.6 compliant for new RXs. WebConnect is not an e-prescribing system and should only be used to submit refills.

1. From the Home page, click **Orders**, **New Order** on the vertical tool bar or click **New Order** to the right of the **Orders** icon. The New Order screen displays.

QS/1WebConnect	≡ WedgeWood Pharmacγ
Wedge Wood Pharmany Patient	PATIENT ADD PATIENT PATIENT SEARCH ORDER NEW ORDER REFILL PRESCRIPTIONS DESTRUCTION REPORT DESTRUCTION REPORT
orders New Order Refull Prescriptions Receive Orders Print Orders Destruction Report	RECEIVE ORDERS PRINT ORDERS PATIENT REPORTS FACILITY REPORTS FACILITY REPORTS
Clinical Data Reports Pharmacy	
Wedge Wood Pharmacy Patient	Orders
Orders <	New Order
Clinical Data <	NOTE: Neworders for controlled substinces are permitted. However, you will need to also call the order in to (804) 253-8800. New order iequest will be submitted by: PERSON, QS2 - QP
Reports <	Patient Patient Name Find Patient
Pharmacy <	Drug Name Find Drug Doctor DoctorName DoctorName Find Doctor Sig Sig Sig Stor Date 0 Boto
	Submit New Order to Pharmacy



- 2. Click Find Patient next to the Patient Name field; the Select Patient window displays.
- 3. Type either the patient's full last name or a portion of it. Click the **Facility** drop-down list or leave at the default, **All Facilities**.

Select Patient		×
Patient Last Name	Facility	
Patient Last Name	All Facilities	*
Find Patient		
Search Results		
Please search for a patient.		

- 4. Type either the patient's full last name or a portion of it.
- 5. Click Search Patients ; the patient scan displays.
- 6. Click the necessary patient's name. The system returns to the New Order screen auto-populated with the patient's information.

Patient	v Pa	atlent Search						
	En	ter Patient Search Information						
	_	Last Name	First Name		Medical Reco	ord#	à	Facility
Orders	۲.	TEST	First Name	2	Medical Re	cord #		All Facilities
Clinical Data		Search Patients						
Reports	< Se	arch Results						
		Show 10 * patients			Filte	r Patient	Patient Name	
Pharmacy	<	Patient Name	🔺 Room # 🔅	Birth date 🔅	Filte	Facility	Patient Name	¢
Pharmacy		Patient Name TEST, ALLERGY	 Room # 9 G567A 	Birth date 🍦	Filte	Facility	Patient Name	\$
Pharmacy	*	Show 10 • patients Patient Name TEST, ALLERGY TEST, PATIENT	• Room # 🔅 G567A 123	Birth date 🔅 NA 7/22/1951	Filte Medical record #	Facility INTEGRA HAPPY H	Patient Name TION HEALTH & REHA OME	¢

- 7. Type a portion of the drug name in the **Drug Name** field. Click Find Drug ; the Select Drug screen displays. Click the necessary drug to select it from the list.
- 8. Click Find Doctor ; the Select Prescriber screen displays. Click the necessary name to select the doctor from the list. The system returns to the New Order screen.
- 9. Populate the **Sig** field.
- 10. Populate the **Start** and **Stop** date fields or select the dates from the drop-down calendars.
- 11. Type the Quantity, Refills Authorized and check the **DAW** box if necessary.
- 12. Click Submit New Order to Pharmacy; the system prompts to confirm the order.

New Order				
NOTE: New orders for controlled substances	are permitted. However, you wil	I need to also fax the order to (804) 358-0426.		
New order request willbe submitted by: PER	ISON, QS2 - QP			
Patient				
STARK, TONY				Find Patient
Drug Name				
WARFARIN SODIUM 10 MG TABLET				Find Drug
Drug is required. Nake sure you have se	lected a drug from thelist.			
Doctor				
TEST, NEW				Find Doctor
Sig				
Sig				
				-
Start Date		Stop Date		
04/26/2016	`	04/27/2016		
Quantity		Refills Authorized		
30		0		
DAW				
	Submit New Order to	Pharmacy		

QS/1



13. Verify the order is correct. Click Submit New Order. The system displays Order Submitted Successfully.

14. Click the \times to close the window and return to the patient's Medication Profile screen.

Confirm New Order		×
Please confirm the following information. Patient Name: Drug Name: Doctor Name: Sig: Start Date: Stop Date: Quantity: Refills Authorized: DAW: The above order will be submitted by: QS2 - QP	TEST, PATIENT WARFARIN SODIUM 10MG TABLET DOCTOR, TEST T1T1D 02/23/2016 02/29/2016 1 1 NO	
		Cancel Submit New Order



Refill an Order

- 1. From the Home page, click **Orders, Refill Prescriptions** on the vertical tool bar or click **Refill Prescriptions** to the right of the **Orders** icon. The Refill Prescriptions screen displays.
- 2. Scan or type the Rx Order Number(s). After adding each number, click **Add Rx**. The selected Rx Number(s) display.

NOTE: Click an *in the Delete column to remove a refill from the list.*

for key the Kx Jrde	er Number(s). Click Submit	t when finished.				
Rx Number						
Rx Number	Add	l Rx				
Rx Number is required.						
All * presciptio	ns					
Rx Number	Patient Name	Drug Name	Refills Remaining	\$ Last Fill Date	0 Del	ete
06507779	PATIENT, TESF	ETODOLAC3 400 M G TABLET	6	10/19/2015	>	:
Ready for Refill.						
06507773	PATIENT, TEST	ETODOLAC3 400 M G TABLET	б	10/16/2015	,	
Ready for Refill.						

- 3. Click **Submit**; the system displays that the refill requests were successfully submitted to the pharmacy.
- 4. Click the \bowtie in the right upper corner of the confirmation to close it or click \bowtie to clear the screen.





Receive Orders

This function allows the facility to verify that the prescription was received.

- From the Home page, select Orders and Receive Orders from the vertical tool bar or select the <u>Receive Orders</u> option by clicking on the text next to the Orders icon. The Receive Orders screen displays.
- 2. Click the **Select Facility** drop-down list. Select the necessary facility from the list. The Receive Orders screen displays.
- 3. Click the radio button that corresponds with one of the following: Delivery Sheet Number(s) or Prescription Number(s).
- 4. Scan or type the Rx Number(s)/Delivery Sheet Number(s). Click Add. The selected Rx Number/Prescription Numbers display.
- Click Submit
 Click Print to print the Receive Orders Report.
- 7. Click **QS/1 WebConnect** in the upper left corner of the screen to return to the Home page.

■ WedgeWood Pharmacy			
Orders Receive Orders			
Select Facility			
Select Facility			
WORKFLOW HOME			
Scan or Key by one of the following options. Click Submit when finished.	Rx Number	•	Delete
Delivery Sheet Number(s) Prescription Number(s)	6508003		×
Rx Number	6508004		×
Rx Number Add			
		Submit	



Print Orders

This function enables the facility to view order at the pharmacy.

- 1. From the Home page, select **Orders** and **Print Orders** from the vertical tool bar or click **Print Orders** to the right of the Orders icon. The Print Orders screen displays.
- 2. Click **the Facility** drop-down list. Select the necessary facility from the list. The Print Orders screen displays the Consolidated Delivery Sheets and the Delivery Exceptions Report for the selected facility. The system Start Date and End Date default to the current date.
- 3. Use the default dates or select a date range and click. Update . The system displays the Consolidated Delivery Sheets and the Delivery Exceptions Report for the selected time period.
- 4. Click **Print**; the system prints the Order Delivery Reports. Click **QS/1 WebConnect** in the upper left corner of the screen to return to the Home page.

Select Facility WORKFLOW HOME	×				
Select date range for report Start Date	End Date				
02/01/2016	02/23/2016	Update			
	CONS	DIIDATED DELIVERY SHEETS - WORKFLOV 02/01/2016 - 02/23/2016	/ HOME		Print
Patient Name	 Rx Number Qty 	🗢 Unit 🔅 Drug	Doctor	Received On 🕴 Initials	0
	06508003 30.000	TAB YOCON 5.4M G TABLET	KAT CORA		
	06508004 30.000	GREER'S GOO	KAT CORA		
	C	ELIVERY EXCEPTIONS REPORT - WORKFL 02/01/2016 - 02/23/2016	DW HOME		
Patient Name	Drug Name	0 Order Number	0 Next Task	Work Flow Notes	φ
	HOT & COLD PACK	06507930	QUALITY CHECK		
	HOT & COLD PACK	06507930	QUALITY CHECK		
	LOPERANIDE 2 MG CAPSULE	06507514	LABEL ORDER		
	GABAPENTIN 300 M G CAPSULE	06507485	LABEL ORDER		
	SEREVENT DISKUS 50 MCG	06507989	LABEL ORDER		
	YOCON 5.4M G TABLET	06507934	LABEL ORDER		
	XANAX XR 0.5 M G TABLET	04001146	READY FOR DLVRY	REJECTED PLAN=U&C	
	XANAX XR 0.5 M G TABLET	04001147	READY FOR DLVRY	REJECTED PLAN=U&C	



Example Order Delivery Report

	We	edge	Wo	ood Phar	macy		
		V	NORK	FLOW HOME			
	ORDER	DELIVE	RY RE	PORTS - 2/23/20	16 4:05:16 P	М	
C		TED DE		RY SHEETS - V		/ HOME	
Ũ	ONO OLIDA	02				TIONE	
		02	/01/20	10-02/23/2010	0		
Patient Name	Rx Number	Qty	Uni t	Drug	Doctor	Received On	Initials
	00500000	30,0000	TAB	YOCON 5.4MG TABLET	KAT CORA		
	00000003						
	06508004	30.0000	TIONS			HOME	
	06508004	30.0000 EXCEP ⁻ 02	TIONS /01/20	GREER'S GOO S REPORT - WO 016 - 02/23/2010	KAT CORA DRKFLOW I	HOME	
Patient Name	06508004 DELIVERY I Drug Name	30.0000 EXCEP ⁻ 02	TIONS /01/20	GREER'S GOO S REPORT - WO 016 - 02/23/2010 Order Number	KAT CORA ORKFLOW I 6 Next Task	HOME Work Flow N	otes
Patient Name	06508004 DELIVERY I Drug Name HOT & COLD P	30.0000 EXCEP ⁻ 02 Аск	TIONS /01/20	GREER'S GOO CREPORT - WO 016 - 02/23/2010 Order Number 06507930	KAT CORA DRKFLOW I 6 Next Task QUALITY CHECK	HOME Work Flow N	otes
Patient Name	DELIVERY I Drug Name HOT & COLD P HOT & COLD P	30.0000 EXCEP [•] 02 Аск	TIONS /01/20	GREER'S GOO CREPORT - WO 016 - 02/23/2010 Order Number 06507930 06507930	KAT CORA DRKFLOW I 6 Next Task QUALITY CHECK QUALITY CHECK	HOME Work Flow N	otes
Patient Name	DELIVERY I Drug Name HOT & COLD P HOT & COLD P LOPERAMIDE 2	30.0000 EXCEP [®] 02 ACK 2 MG CAPSULE	TIONS /01/20	GREER'S GOO CREPORT - WO 016 - 02/23/2010 Order Number 06507930 06507930 06507514	KAT CORA ORKFLOW I 6 Next Task QUALITY CHECK QUALITY CHECK LABEL ORDER	HOME Work Flow N	otes
Patient Name	DELIVERY I Drug Name HOT & COLD P HOT & COLD P LOPERAMIDE 2 GABAPENTIN 3	30.0000 EXCEP 02 ACK ACK 2 MG CAPSULE 300 MG CAPSU	TIONS /01/20	GREER'S GOO CREPORT - WO 016 - 02/23/2010 06507930 06507930 06507514 06507485	KAT CORA DRKFLOW I 6 Next Task QUALITY CHECK QUALITY CHECK LABEL ORDER	HOME Work Flow N	otes
Patient Name	DELIVERY I Drug Name HOT & COLD P HOT & COLD P LOPERAMIDE 1 GABAPENTIN 3 SEREVENT DIS	30.0000 EXCEP 02 ACK 2 MG CAPSULE 300 MG CAPSULE 300 MG CAPSULE 300 MG CAPSULE	TIONS /01/20	GREER'S GOO CREPORT - WO 016 - 02/23/2010 016 - 02/23/2010 06507930 06507930 06507930 06507930 06507930 06507930 06507930	KAT CORA ORKFLOW I ORKFLOW I O	HOME Work Flow N	otes
Patient Name	DELIVERY I Drug Name HOT & COLD P HOT & COLD P LOPERAMIDE 2 GABAPENTIN 3 SEREVENT DIS YOCON 5.4MG	30.0000 EXCEP 02 ACK ACK 2 MG CAPSULE 300 MG CAPSULE SKUS 50 MC3 TABLET	TIONS /01/20	GREER'S GOO CREPORT - WG 016 - 02/23/2010 06507930 06507930 06507930 06507930 06507930 06507930 06507930 06507930 06507930 06507930	KAT CORA ORKFLOW I 6 Next Task QUALITY CHECK QUALITY CHECK LABEL ORDER LABEL ORDER LABEL ORDER	HOME Work Flow N	otes
Patient Name	DELIVERY I Drug Name HOT & COLD P HOT & COLD P LOPERAMIDE 2 GABAPENTIN 3 SEREVENT DIS YOCON 5.4MG XANAX XR 0.5	30.0000 EXCEP O2 ACK ACK 2 MG CAPSULE 300 MG CAPSULE 300 MG CAPSULE SKUS 50 MC3 TABLET MG TABLET	TIONS /01/20	GREER'S GOO CREPORT - WO 016 - 02/23/2010 06507930 06507930 06507930 06507514 06507485 06507485 06507989 06507934 04001146	KAT CORA ORKFLOW I ORKFLOW I Next Task QUALITY CHECK QUALITY CHECK LABEL ORDER LABEL ORDER LABEL ORDER LABEL ORDER LABEL ORDER READY FOR DLVRY	HOME Work Flow N	otes



Run Destruction Reports

This report prints items that are to be destroyed.

- 1. From the Home page, click **Orders**, **Destruction Report** on the vertical tool bar or click **Destruction Report** option by clicking on the text next to the Orders icon. The Destruction Report screen displays.
- 2. Click the **Facility** drop-down list. Select the necessary facility from the list. The Destruction Report screen displays.
- 3. Scan or type the Rx Order Number(s).
- 4. Check the **Print Name** field if applicable. Click Add Rx The selected Rx Number(s)/Delivery Sheet Number(s) display. The system displays a preview report automatically. Check that all entries are correct.
- 5. Click Generate Destruction Report PDF; the system creates the report. Click QS/1 WebConnect in the upper left corner of the screen to return to the Home page.

elect Facility					
Select Facility					
WORKFLOW HOME	•				
dd Prescriptions					
Rx Number	Quantity	Date	Reason		
06508003	Qty	Date	Select Reason	Add Rx	Clear List
Print Name In Report				Ť	
→				L. L.	
Patient Name	R Number		Drug Name	DEA?	Remove
PATIENT TEST	05508003	v	OCON 5 4MG TABLET	N	×
	0000003				
Submitted Prescript	ions With Issues	+			
Submitted Prescript	ions With Issues N	* WedgeW	ood Pharmacy		
Submitted Prescript	ions With Issues	+ WedgeW	ood Pharmacy		
Submitted Prescript	ions With Issues w	+ WedgeW wor IFICATE OF INVENTORY ANI	COOD Pharmacy KFLOW HOME D DESTRUCTION - 2/24/2016	8:58:26 AM	
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Submitted Prescript struction Report Preview Address, City, State Directions: List all informationf Rx Number 06508003 We, whose signatures appear b On://	ions With Issues	+ WedgeWw wor iFICATE OF INVENTORY ANI ed. DEA? N n reconciled, accounted for and de _o'clock.	COOD Pharmacy KFLOW HOME D DESTRUCTION - 2/24/2016	8:58:26 AM Date	Reason
Submitted Prescript Submitted Preview struction Report Preview Address, City, State Directions: List all information Rx Number 06508003 We, whose signatures appear b On:/ Destroyed By:	ions With Issues	+ WedgeWw wor iFICATE OF INVENTORY ANI ed. DEA? N n reconciled, accounted for and de o'clock.	Cod Pharmacy KFLOW HOME D DESTRUCTION - 2/24/2016	8:58:26 AM	Reason
Submitted Prescript struction Report Preview address, City, State Directions: List all information Rx Number 06508003 We, whose signatures appear b On:// Destroyed By:	for each medication as it is stored and secure Orug Name YOCON 5.4MG TABLET elow, certify that these substances have bee A:	+ WedgeWw wor iFICATE OF INVENTORY ANI ed. DEA? N n reconciled, accounted for and de _o'clock	Cod Pharmacy KFLOW HOME D DESTRUCTION - 2/24/2016	8:58:26 AM	Reason
Submitted Prescript estruction Report Previes Address, City, State Directions: List all information Rx Number 06508003 We, whose signatures appear 5 On:/ Destroyed By: 1. Signature/Title	ions With Issues	+ WedgeWw wor iFICATE OF INVENTORY ANI ed. DEA? N n reconciled, accounted for and de e'clock	Cod Pharmacy KFLOW HOME D DESTRUCTION - 2/24/2016 aty stroyed.	8:58:26 AM Date/	Reason

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Report Functions

Learning Objectives

- Run Accounting Reports
- Run Patient Reports
- Run Facility Reports



Reports



Run Accounting Reports

This function is only available if the facility is authorized for A/R Invoicing in the Security Options of PrimeCare.

From the Home page, click **Reports**, **Accounting** on the vertical tool bar or click **Accounting** next to the **Reports** icon. The Accounting screen displays.

Patient A/R Invoice

- 1. Populate the Last Name field with the patient's last name.
- 2. Click the **Facility** drop-down list. Select the necessary facility from the list or leave at the default All Facilities.
- 3. Click **Search Patients**; the system displays the patient name(s) and the associated facility.

QS/	1WebConnec	t	WedgeWood Pharmad	τγ			
WidgeWoo	od Pharmacy		244 (1997)				
🕑 Pat	tient		Reports Accounting				
B or	Anns		Patient A/R Invoice			Facility A/R Invoice	
	uer a		Last Name	Facility		Facility	
😵 clir	nical Data		Last Name	All Facilities	Ŧ	Select Facility	
🕚 Reg	ports		Search Patients			Generate Facility Report	
Patient R							
🥴 Pha	armacy						

4. Double-click the patient's name; the system displays the facility's Charge Account Totals screen.

arch Results					
elect Patient to Generate	Accounting Report				
ow 10 • patients				Filter Patient	Patient Last Name
Patient Name	Room #	Birth Date	Ø Medical Rec #	🕴 Facility	¢



Example Charge Account Totals screen

rge Account Totals		
Charge Account Totals For - C	Charge Account: - Charge Name: TEST FACILI	TY
Current:	0-30:	31-60:
	01,120:	
61-90:	51-120.	121-150:

Facility A/R Invoice

2.

From the Home page, click **Reports**, **Accounting** on the vertical tool bar or click **Accounting** next to the **Reports** icon. The Accounting screen displays.

1. Click the **Select Facility** drop-down list. Select the necessary facility from the list.

2. Click Genera	; a report scan displays.	
QS/1WebConnect	WedgeWood Pharmacy	
Wedge Wood Pharmacy		
Patient	Reports Accounting	
Add Patient	Patient A/R Invoice	Facility A/R Invoice
Patient Search	Last Name Facility	Facility
Orders	Last Name All Facilities •	TEST FACILITY *
🛞 Clinical Data	Search Patients	Generate Facility Report
Reports		
B Pharmacy		

3. On the necessary invoice, click Q view invoice the system displays charge account totals for the selected facility invoice.

ting			
			Facility A/R Invoice
	Facility		Facility
	All Facilities	٣	TEST FACILITY
			Generate Facility Report
Date	🗸 Balance	Days Outstanding	View Details
03/31/2016	\$310.56	3-	Q View Invoice
3/28/2016	\$1,303.86	Current	Q View Invoice
	ting r TEST FACILITY Date 03/31/2016 3/28/2016	ting Facility All Facilities r TEST FACILITY Date Balance 03/31/2016 \$310.56 3/28/2016 \$1,303.86	Facility Facility All Facilities • r TEST FACILITY • Date • 03/31/2016 \$310.56 3/28/2016 \$1,303.86 Current



4. For the necessary patient, click Q View Invoice ; the system displays invoice details.

Charge Account 1	fotals for Facility Invoice: Curre	ent			
Invoice	Date	Chage Account	Balance	View Details	
Current	3/28/2016	PATIENT 1, TEST	\$852.91	Q View Invoice	
Current	3/28/2016	PATIENT 2, TEST	\$215.22	Q View Invoice	
Current	3/28/2016	PATIENT 3, TEST	\$220.00	Q View Invoice	
Current	3/28/2016	PATIENT 4, TEST	\$15.73	Q View Invoice	
					Previous 1 Next
					Back to Accounting

5. Click Back to Accounting

. The system returns to the Accounting screen.

Date	Rx/Item Number	- Quantity	Description	Price
03/02/2016	06508195	30	YOCON 5.4MG TABLE *	\$10.00
03/02/2016	06508194	30	MOBAN 50M G-BLAH *	\$10.00
03/02/2016	06508193	30	YOCON 5.4MG TABLE *	\$10.00
03/02/2016	06508192	30	MOBAN 50M G-BLAH *	\$10.00
03/02/2016	06508191	30	YOCON 5.4MG TABLE *	\$10.00
03/02/2016	06508190	30	MOBAN 50M G-BLAH *	\$10.00
03/02/2016	06508189	30	YOCON 5.4MG TABLE *	\$10.00
03/02/2016	06508188	30	MOBAN 50M G-BLAH *	\$10.00
03/02/2016	06508187	30	YOCON 5.4MG TABLE *	\$10.00
03/02/2016	06508186	30	MOBAN 50MG-BLAH *	\$10.00
				Previous 1 2 3 4 Next



Run Patient Reports

WebConnect can generate several patient specific reports.

1. At the home page, select **Reports**, click **Patient Reports** from the drop-down list or click Patient Reports to the right of the **Reports** icon; The Patient reports screen displays.

QS/1WebConnect	≡ WedgeWood Pharmacy
Weappeload Planmacy Patient Orders	PATIENT ADD PATIENT PATIENT SEARCH ORDERS NEW ORDER PATIENT SEARCH CLINICAL DATA Drug SEARCH ORDERS NEW ORDER REFILL PRESCRIPTIONS DESTRUCTION REPORT RECEIVE ORDERS PRINT ORDERS CLINICAL DATA
Clinical Data C Reports Patient Reports Facility Reports	PHARMACY PATIENT REPORTS FACILITY REPORTS FACILITY REPORTS PARMACY DAILY MED CALCULATOR PHARMACY INFORMATION CONTACT THE PHARMACY
Pharmacy <	

- 2. Type all or a portion of the patient's last name and select the facility.
- 3. Click Search Patients The system displays a list of patient names.

er Patient Search Information	n						
Last Name		facility					
TEST		INTEGRATION HEA	TH & REHA	A Contraction of the second seco	•		
Search Patients							
Search Patients Search Results Show 10 💌 patient	15				Filter Patient	Patient Name	
Search Patients Search Results Show 10 v patient Patiert Name	ts Room #	Birth date	¢	Medical record #	Filter Patient	Patient Name	



- 4. Click the necessary name from the list. The Report Selection screen displays.
- 5. Click the **Dynamic Reports** drop-down list. Select the necessary report from the list.
- 6. Click Generate Selected Report the system displays the report.

orts for: TEST, ALLERGY					
Dynamic Reports			_	Other Reports	
Medication Recorciliation	on Sheet			Select Report	•
Select Report Active Medication Profile Daily Med Sheet Leave of Absence Sheet Medication Dischage She Medication Reconciliation	et Sheet			Request Report	
Recent Reports from 2/	/9/2016 to 2/24	/2016			
Show Reports From Dite Ran Start Date	ige	End Date			
02/09/2016	6	02/24/2016	m	Show Reports for Range	
No reports available for the se	elected date range.				

	WEDGEWO	OOD FHARMA (864) 253-4600	CY	
Medication Reconci	liation Sheet - INTEGRATION REHA	I HEALTH &	Date Printed:	02-24-2016
Patient Name:	TEST, ALLERGY	1	Admit Date:	1/1/1900
DOB: 1/1/1900	Room: G567A Do	ctor: CORA, KAT		
Med Rec Nbr:	Age: 116	Weight	0 LBS	
Diagnosis: Ancillary: MLK Start Date Drug (isp. Rx # Drug (orde Directons) I,	ensed red assume full (Name) oof containers and assume resp the medication is in my possess regarding possible side effects regarding possible side effects alling a Pharmacist during norm of by us, please call the pharmac e prescription label.	DC? QTY Refi Y/N Disp Y/N responsibility for medic I uncerstand that the nonsibility for safe handli onsible for any and all m on. I understand that co and the poper use of that a business hours for m y, which provided the me	II Date Last Dose ations release mese medicatii edication erro unseling is av lese medicati edication. The	Comments ed to ons ntion of unauthorized ris, loss, or improper allable from ons. This counseling pensed by our facility. telephone number
1 <u></u>	rty Name	Signature o	fResponsible	Party
Print Responsible Pa				



B , •	
	Excel
	PDF
	Mond

- 7. Click the word icon. From the drop-down list, select the format in which the report will be printed (e.g., PDF).
- 8. Click **Open**; the system opens the report in the selected format. Click **File**, **Print**. The system prints the report. Close the report when printing is complete.
- 9. Click the \times to close the window and return to the Patient Reports screen.

pening MedReconSh	eet.pdf	Balloutor In
You have chosen to	open:	
A MedReconSh	eet.pdf	
which is: PDF	file	
from: http://w	ctest1.webconnectqs1.com	
What should Firefo	ox do with this file?	
Open with	Adobe Acrobat 9.5 (default)	
Save File		
Do this auto	omatically for files like this from	now on
E DO UND BUK	inducany for mes nee and from	
		OK Canc



Run Facility Reports

WebConnect can generate several facility specific reports.

1. At the home page, click **Reports**, **Facility Reports** from the drop-down list or click **Facility Reports** to the right of the Reports icon. The Reports Request screen displays.

QS/1WebConnect	■ WedgeWood Pharmacy
WedgeWood Pharmacy	
Patient <	Content of the second s
• Orders ·	PRIERLY SEARCH DESKUTION REPORT RECIVE ORDERS PRINT ORDERS
😵 Clinical Data <	REPORTS PHARMACY
Reports ~	BATENT REPORTS
Patient Reports	CONTACT THE PHARMACY
Pharmacy <	

- 2. Click the **Select Facility** drop-down list. Select the necessary facility from the list.
- 3. Click the Request Report drop-down list. Select the necessary report (e.g., 30 Day MAR) from the list
- 4. Populate the **Start Date** field or click the calendar drop-down list.
- 5. Click **Request Report**; The system displays: **The report was successfully generated. Please view the report below**.

Reports Facility			
Reports for: WORKFLOW HOME	•		
Request Report			
30 Day MAR		•	
Start Date			
02/01/2016		Ê	
Request Report			



6. Click **View Report**; the system displays the selected report.

ports Facility					
DORTS FOR: NORKFLOW HOME	·				
Report Successful The report was successfully	! generated. Please vi	ewthe report below.			
Request Report				-	
30 Day MAR			•		
Start Date					
02/01/2016			#		
Request Report Recent Reports from 2, Show Reports From Date Rai Start Date	/9/2016 to 2/24 nge	:/2016 End Date			
02/09/2016	#	02/24/2016	#		Show Reports for Range
Report Type	\$ D	ate Created	•	Status	
MAR - M75	2/:	24/2016 12:47:01 PM		Success	View Report
MAR - M75	2/:	24/2016 12:30:53 PM		Success	View Report
MAR - M75	2/:	24/2016 12:30:23 PM		Success	View Report



Example Medication Administration Report (MAR)

ROUTINE		01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 01 02
AVALIDE 150-12.5 MG TABLET	06507276	HYPOCHLOREMIC ALKALOSIS, HYPONATREMIA, HYPOKALEMIA, DISORDER OF ELECTROLYTES, SKIN RASH, EDEMA, INFLUENZA, CHEST PAIN
TAKE 1 TABLET ONCE DAILY		8PM
MOBAN 50MG-BLAH	06507215	TARDIVE DYSKINESIA, EXTRAPYRAMIDAL DISEASE, PARKINSONISM, AKATHISIA, DEPRESSION, ACQUIRED DYSTONIA, SKIN RASH
TAKE 1 TABLET ONCE DAILY		8PM
MOBAN 50MG-BLAH	06507217	TARDIVE DYSKINESIA, EXTRAPYRAMIDAL DISEASE, PARKINSONISM, AKATHISIA, DEPRESSION, ACQUIRED DYSTONIA, SKIN RASH
TAKE 1 TABLET ONCE DAILY		8PM
MOBAN 50MG-BLAH	06507219	TARDIVE DYSKINESIA, EXTRAPYRANIDAL DISEASE, PARKINSONISM, AKATHISIA, DEPRESSION, ACQUIRED DYSTONIA, SKIN RASH
TAKE 1 TABLET ONCE DAILY		8PM
MORPHINE SULF ER 100 MG TAB	02002345	URTICAFIA, SKIN RASH, ANGIOEDEMA, BRONCHOSPASTIC PULMONARY DISEASE, INVOLUNTARY MUSCLE MOVEMENT
MS CONTIN 100 MG IABLET S		8PM
TAKE I TABLET ONCE DAILT		
TRANDATE 100 MG TABLET	06504047	DEPRESSION, CHRONIC HEART FAILURE BRONCHOSPASTIC PULMONARY DISEASE DIZZINESS, IMPAIRED COGNITION
TAKE 1 TABLET ONCE DAILY		
YOCON 5.4MG TABLET	06507216	TACHYARRHYTHMIA, HYPERTENSION, AGRANULOCYTOSIS HEADACHE DISORDER, DIZZINESS, NERVOUSNESS, IRRITABLITY, TREMORS
TAKE 1 TABLET ONCE DAILY		8PM
	and the second	
YOCON 5.4MG TABLET	06507218	TACHYAIRHYTHMIA HYPERTENSION AGRANULOCYTOSIS HEADACHE DISORDER, DIZZINESS NERVOUSNESS JIRRITABLITY, TREMORS
TAKE 1 TABLET ONCE DAILY		8PM
DIAG-		ALLERGIES
NOSIS		
RESIDENT	BIRTHD	DATE UNIT PHYSICIAN Page 1 of 30 EERDUARY 2015
	TEST PATIE	NT A100A TEST PHYSICIAN Fage Tor 50 FEDRUARY 2016

Clinical Data and Pharmacy Information Functions

Learning Objectives

- Access Clinical Data Functions.
- Use the Daily Medication Calculator
- Access Pharmacy Information Resources



Access Clinical Data Functions



- 1. At the home page, click **Clinical Data**, **Drug Search** on the vertical tool bar or click **Drug Search** to the right of the Clinical Data icon. The Drug Search screen displays.
- 2. Type the drug name or part of the name in the field provided and click Search. The Drug Scan displays.
- 3. Double-click the necessary drug name; the Geriatric/Food Precautions screen displays.

Clinical Data Drug Search	
Enter Drug Name	
coum	
Search	
Results	
Show 10 v drugs	Filter Drugs Drug Name
Drug Name	<u>ـ</u>
COUMADIN 10 MG TABLET	
COUMADIN 2 MG TABLET	
COUMADIN 2.5 MG TABLET	
COUMADIN 2.5 MG TABLET	
COUMADIN3 MG TABLET	
COUMADIN4 MG TABLET	

/Food Precaut	tions Drug M	nograph Drug Counsel	ing Drug Interactions			
iatric Prec	autions					
Severity	Renal	Hepatic	Cardiac	Pulmonary	Neurotic	Endocrine
2	NO	NO	NO	NO	NO	YES
Precautions: Drug Class: V	INC. RISK OF HEMO VARFARIN (SODIUN	RRHAGE; POSS. LOWER MAIN	NTENANCE DOSE			
d Precauti	ons					
Severity	Drug Class	Food Precaution				
	COUMARIN	FOOD HIGH IN VITAMIN K	MAY DECREASE EFFECT.			



4. Click **Drug Monograph_**to view and print the Drug Monograph.

atric/Food Precautions	Drug Monograph Dru	Counseling Drug Interactions	
Select Language (*i	if supported by pharmacy		
● English	nish 🔘 *French		
COUMADIN 4MG	TABLET		⊖ Prin
WARFARIN - ORAL			
(WARF-uh-rin)			
COMMON BRAND NA	ME(S): Coumadin		
WARNING: Warfarin c	an cause very serious (possibly f	tal) bleeding. This is more likely to occur when you first start taking this med	lication or if you take too much warfarin. To decrease your risk
for bleeding, your doo laboratory appointme	ctor or other health care provide ents. Tell your doctor right away i	will monitor you closely and check your lab results (INR test) to make sure you notice any signs of serious bleeding. See also Side Effects section.	ou are not taking too much warfarin. Keep all medical and
USES: This medcation	is used to treat blood clots (suc	as in deep vein thrombosis-DVT or pulmonary embolus-PE) and/or to preve	ent new clots from forming in your body. Preventing harmful
blood clots helps to re valve replacement, re	educe the risk of a stroke or hear cent heart attack, and certain su	attack. Conditions that increase your risk of developing blood clots include a geries (juch as hip/knee replacement). Warfarin is commonly called a "blood rise the amount of contain substances (clotting restrict) in your blood.	a certain type of irregular heart rhythm (atrial fibrillation), heart d thinner," but the more correct term is "anticoagulant." It helps

5. Click **Drug Counseling** text to view Patient Counseling messages.

Clinical Data coumadin 4 mg tablet	
Geriatric/Food Precautions Drug Monograph Drug Counseling Drug Interactions	
Drug Counseling Patient Counseling Messages	
Do not take if pregnant contact your doctor	
Tell doctor & dentist you are using this medicine	
Review all drugs you are taking with your doctor	
Call MD NOW if persistent or severe bleeding occurs	
Have your INR(PT) checked regularly:A Clotting test	
Before use, important to read the Medication Guide	
Maintain a balanced diet.	
No alcohol/aspirin-like meds. Ask MD re: aspirin.	



- 7. Click **Drug Interactions** to perform drug interactions.
 - a. Populate the Drug Interactions field. Click Find Interacting Drug A drug list displays.

MADIN 4 MG TABLET		
3 Monograph Drug Counseling	Drug Interactions	
g	g Monograph Drug Counseling	g Monograph Drug Counseling Drug Interactions

b. Double-click the necessary drug on the list. The system displays drug interactions (if any) on the Clinical Data screen.

ow 10 🔽 drugs			Filter Drugs	Drug Name	
Drug Name					
LIPITOR 10 MG TABLET					
LIPITOR 10 MG TABLET					
LIPITOR 20 MG TABLET					
LIPITOR 40 MG TABLET					
LIPITOR 80 MG TABLET					
Showing 1 to 5 of 5 drugs	MG TABLET			Previous	1 Ne
riatric/Food Precautions Drug Monograph	DrugCounseling	Drug Interactions			
Drug Monograph Drug Interactions with COUMADIN 4 M	DrugCounseling	Drug Interactions			
Drug Interactions With COUMADIN 4 M	DrugCounseling	Drug Interactions			

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Use the Daily Medication Calculator

- 1. From the Home page, click **Pharmacy**, **Daily Med Calculator** on the vertical tool bar or click **Daily Med Calculator** to the right of the Pharmacy icon. The Daily Med Calculator screen displays.
- 2. Click the Select Facility drop-down list. Select a facility from the list.
- 3. Click **Find Drug**; the drug scan displays.

QS/1WebConnect	≡ WedgeWood Pharmacy
WedgeWood Pharmacy	
Patient C	Pharmacy Daily Med Calculator
(Orders	Select Facility Select Facility
😢 Clinical Data 🔇	TEST FACILITY *
Reports	Med Cost Calculator
🚯 Pharmacy 🔷	Add Medication
Daily Med Calculator Pharmacy Information Contact the Pharmacy	Find Drug Quantity per day Days Supply Select Payor Unit of Use XANAX Find Drug Days Days Days Select Payor Unit of Use Drug is required. Make sue you have selected a drug from the list. Caty Days Select Payor Unit of Use

4. Double-click the necessary drug name; the system redisplays the Med Cost Calculator screen.

Select Drug		×
Show 10 * drugs		Filter Drugs Drug Name
Drug Name	Package Size	Min Qty
KANAX 0.25 MG TABLET	100.0000	9991.9999
KANAX 0.5 MG TABLET	100.0000	9991.9999
KANAX 1 MG TABLET	100.0000	9999.9999
KANAX XR 0.5 MG TABLET	60.0000	.0000
KANAX XR 3 MG TABLET	60.0000	9991.9999
Showing 1 to 5 of 5 drugs		Previous 1 Next



- 5. Populate the Quantity per Day field. Click the **Select Payor** drop-down list. Select the necessary payor from the list.
- 6. Click Add Medication to Totals; the system calculates and adds the drug to the total.

Wedge Wood Pharmacy	
Patient	Pharmacy Daily Med Calculator
Orders	c Select Facility Select Facility
🛞 Clinical Data	KEVIN'S RETIREMENT HOME
Reports	< Med Cost Calculator
Pharmacy	Add Medication
Daily Med Calculator Pharmacy Information Contact the Pharmacy	Find Drug Days Supply Select Payor Unit of Use XANAX 1 MG TABLET Find Drug 30 Select Payor Drug is required. Make sure you have selected a drug from thelist. Select Payor Select Payor Package Size: 100.0000 Select Payor Select Payor
	Add Medication to Totals

7. Repeat Steps 2 through 6 to continue adding the necessary drugs to obtain the total cost per day and cost per period.

NOTE: The Daily Med Calculator function does not work unless the customer is using the Billing Matrix in *PrimeCare*.

Find Drug			Quantity per day		Days Supply	Selec	ct Payor	Unit of U	se
Drug Name		Find Drug	Qty		D/S	KE	EV1	•	
Package Size:									
aily Med Calculate	or Oty D	b/S Pavor	Cost Per Day			Cost Per Perio	d		Remove
aily Med Calculate Drug Name	or Qty C)/S Payor	Cost Per Day Brand	Generic	Savings	Cost Per Perior Brand	d Generic	Savings	Remove
aily Med Calculate Drug Name XANAX 1 MG TABLET	or Qty E	D/S Payor KEV1	Cost Per Day Brand \$5.44	Generic \$5.44	Savings \$0.00	Cost Per Perio Brand \$163.09	d Generic \$163.09	Savings \$0.00	Remove X



Access Pharmacy Information Resources

Emergency Procedures

Click the heading to view information on pharmacy emergency procedures.

After Hours Procedures

Displays information and steps to take when the pharmacy is closed, including pharmacy staff phone numbers and email addresses. Accessing this function will take the user to a page which contains procedural documents that the pharmacy must follow.

Frequently asked Questions

Displays answers to some of the pharmacy's most frequently asked questions.

External Resources

Contains Internet links to some of the pharmacy's external healthcare associates.

Pharmacy Contact Information

This function provides the ability for the facility to send a message to the pharmacy similar to an email.

Contact th	e Pharmacy	×
From:		
User: Facility:	PERSON, QS2 - QP Select Facility *]
Subject	L	
Subject (Ma	ax 25 Characters)	
Phone Numb	er	1
(###)###-#	*** **	
Message		1
Message (N	lax 100 Characters)	
Send	Note to Pharmacy Close	1