



WebConnect Facility Training Guide

Service Pack 5.0

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QS/1

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Service Pack 5.0

Acknowledgments:

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Technical Support: Matthew Roberts

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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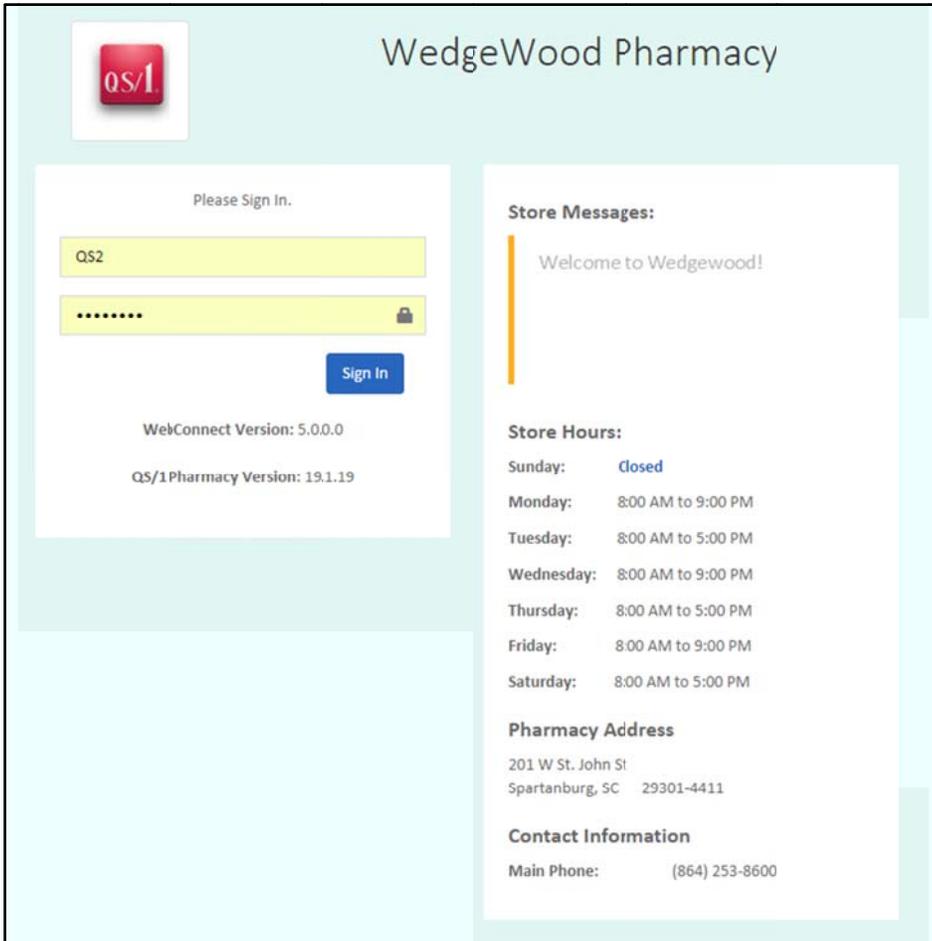
Getting Started

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.



WedgeWood Pharmacy

Please Sign In.

Q52

.....

Sign In

WebConnect Version: 5.0.0.0
QS/1 Pharmacy Version: 19.1.19

Store Messages:

Welcome to Wedgewood!

Store Hours:

Sunday: **Closed**
Monday: 8:00 AM to 9:00 PM
Tuesday: 8:00 AM to 5:00 PM
Wednesday: 8:00 AM to 9:00 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.*

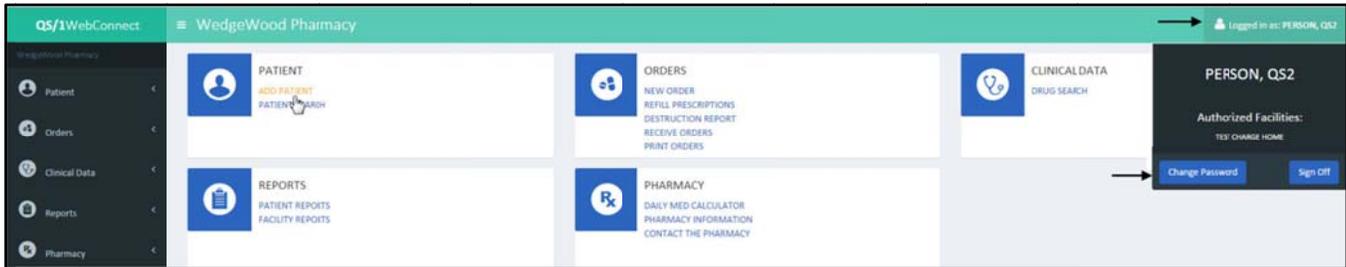
Single Sign on

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

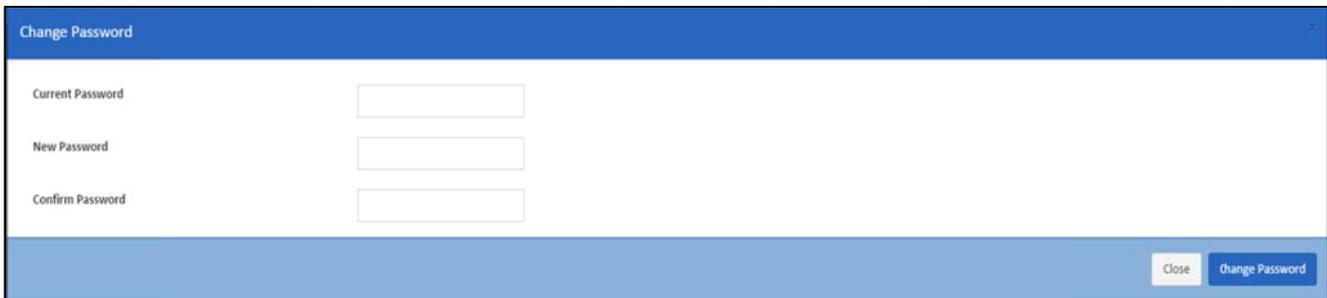
1. On the WebConnect screen, click the **Log in** section. A drop-down list displays the name of the person currently logged in and the facilities that WebConnect can access.

2. Click  .



3. Populate the **Current** and **New Password** fields.

4. Confirm the new password. Click  .



The screenshot shows the 'Change Password' form. It has a blue header with the title 'Change Password'. Below the header are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. At the bottom right of the form are two buttons: 'Close' and 'Change Password'.

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

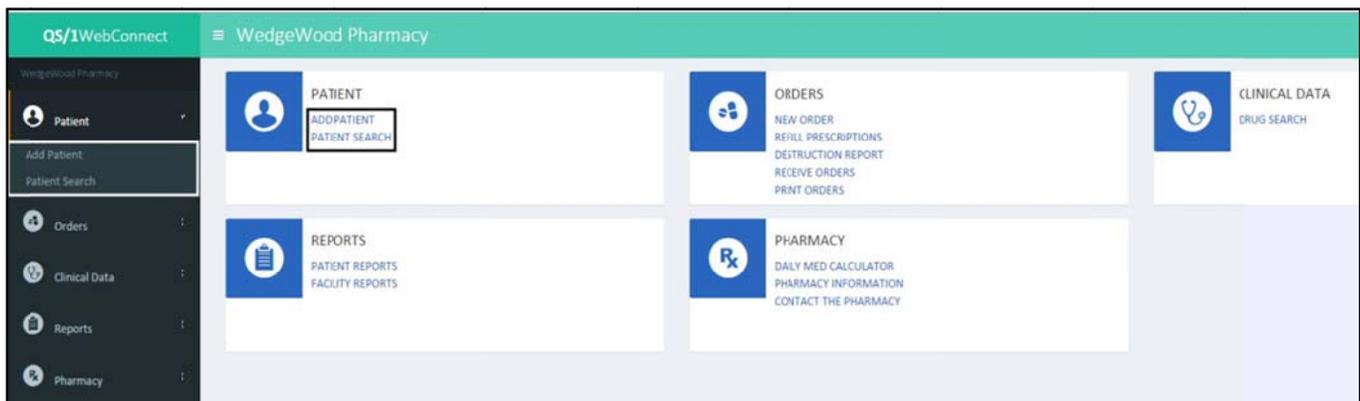
Patient File



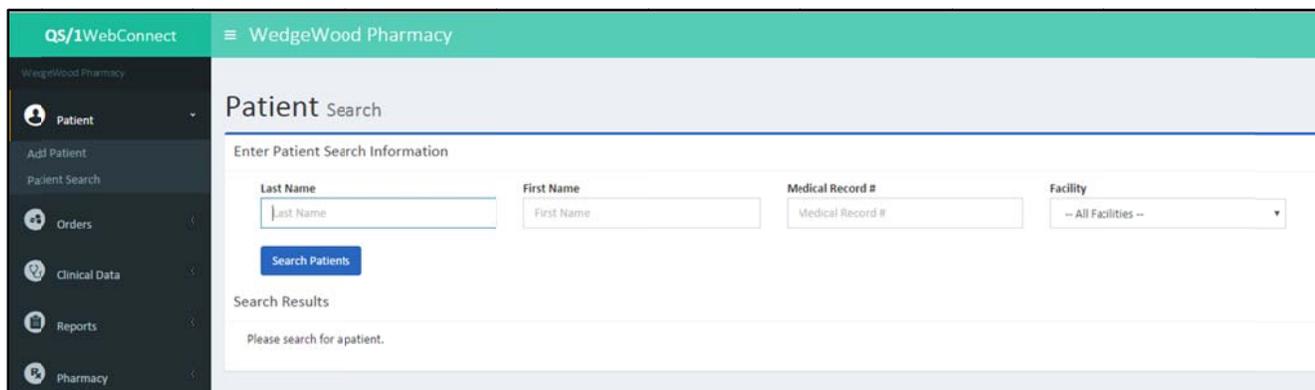
The Patient File contains demographic information, allergy and medical conditions, admit/discharge and transfer information, ancillary orders and the patient's medication profile. This is also where new orders and refills are sent to the pharmacy and can be used to generate a number of different patient 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

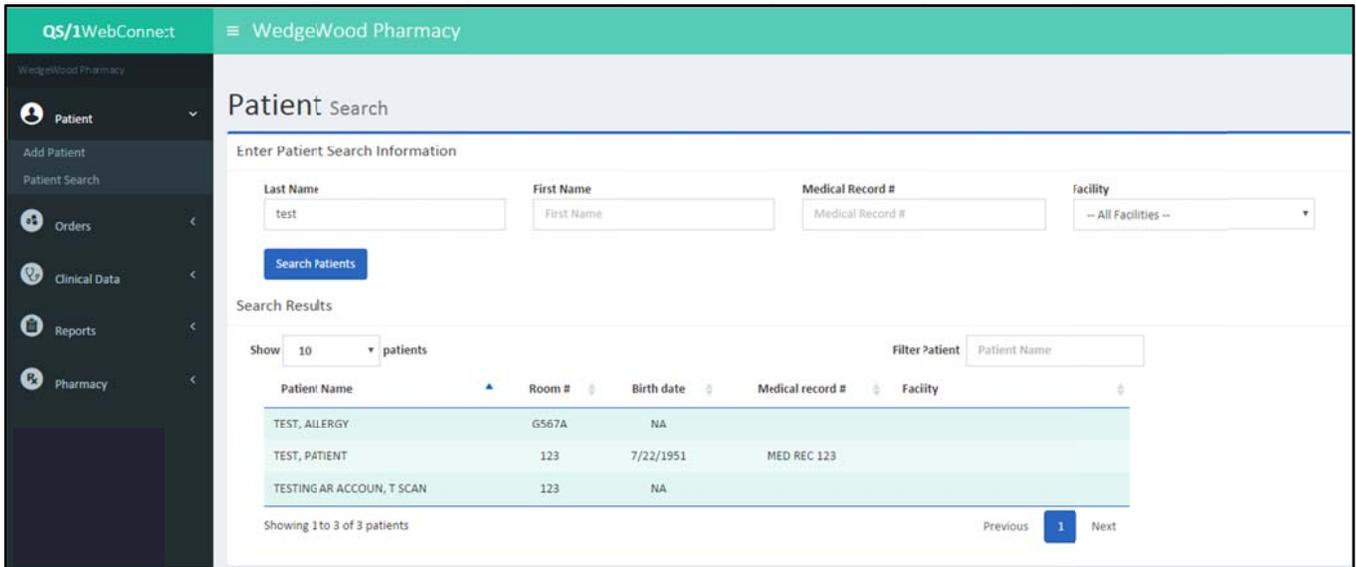
1. From the WebConnect home page, click **Patient, Patient Search** on the vertical tool bar or click **Patient Search** to the right of the **Patient** icon. The Patient Search screen displays.



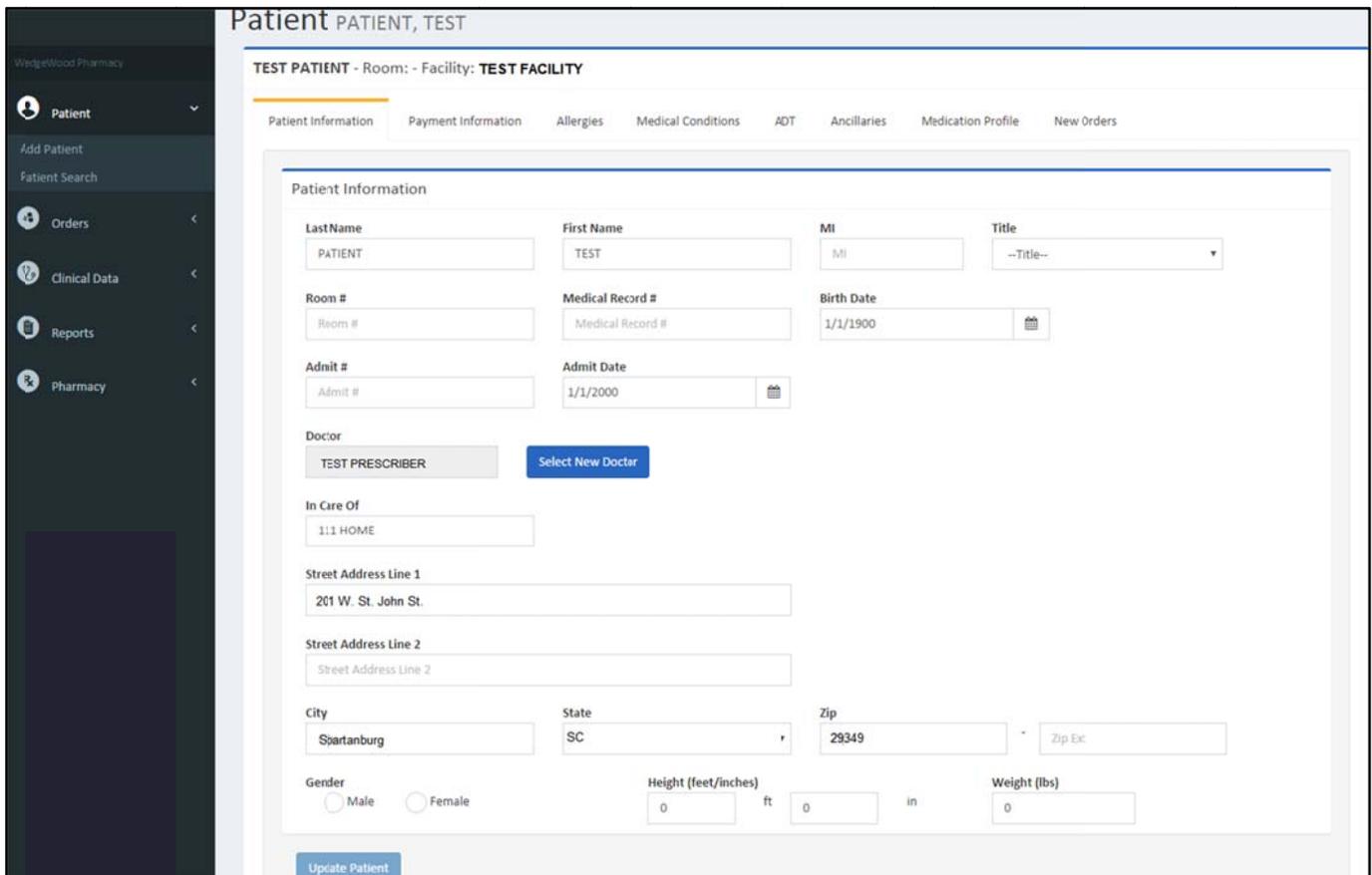
2. Populate one of the following fields to search for the patient:
 - Patient's Last Name
 - Medical Record Number
3. Click the **Facility** drop-down list. Select the necessary facility name from the list.
4. Click **Search Patients** or press **Enter**.



- 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.



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



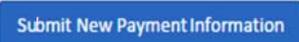
Patient Record Menu Bar

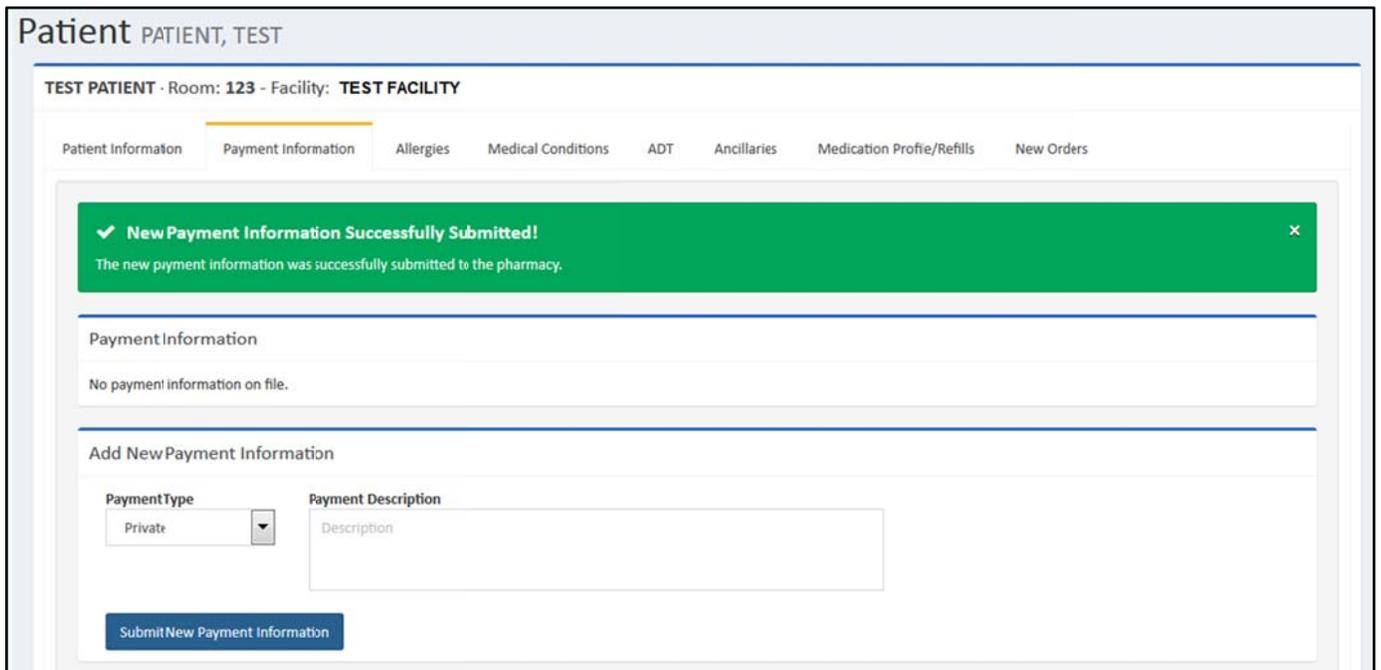
Use the following instructions to navigate the Patient Record menu bar.



- **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.

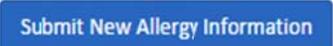
Submit Payment Information

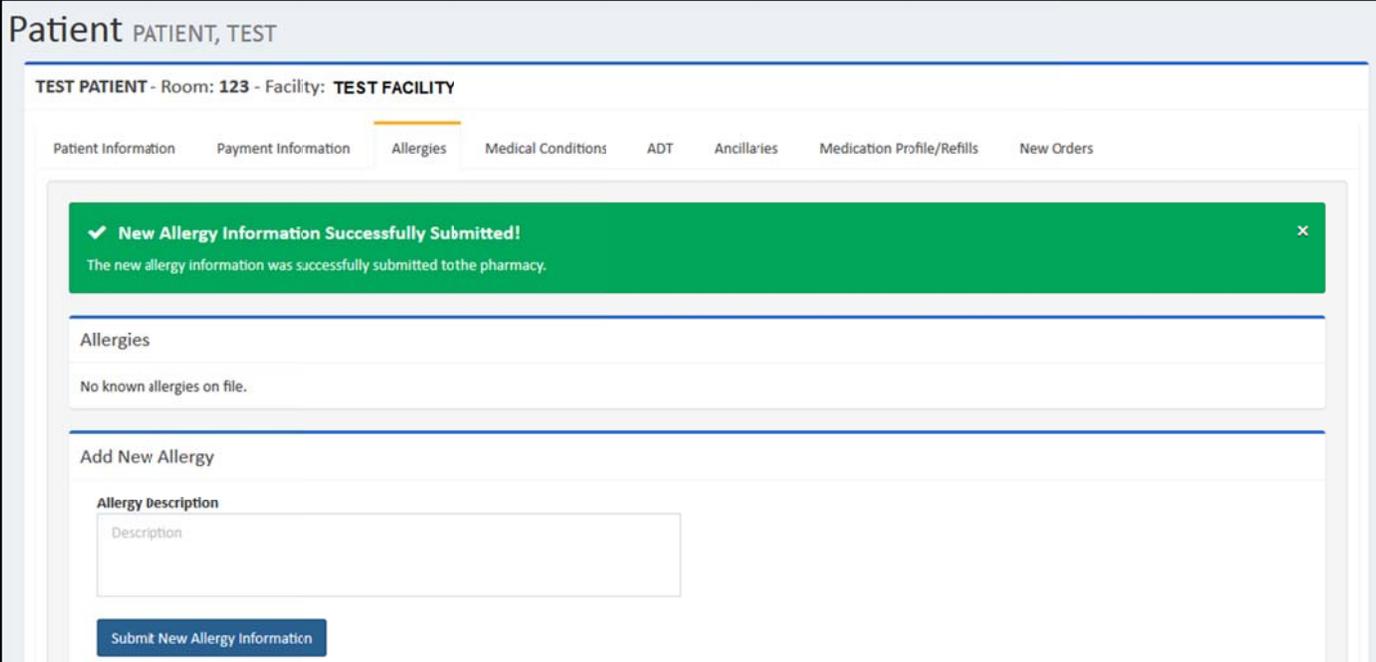
1. From the patient record, click **Payment Information** on the menu toolbar; the system displays the Patient Payment Information screen.
2. Click the **Payment Type** drop-down list. Select the payment type from the list of payment and populate the **Payment Description** field.
3. Click . The system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



The screenshot shows the 'Patient PATIENT, TEST' interface. At the top, it displays 'TEST PATIENT · Room: 123 - Facility: TEST FACILITY'. Below this is a navigation bar with tabs for 'Patient Information', 'Payment Information', 'Allergies', 'Medical Conditions', 'ADT', 'Ancillaries', 'Medication Profile/Refills', and 'New Orders'. The 'Payment Information' tab is active. A green success message box at the top of the content area reads: '✓ New Payment Information Successfully Submitted! The new payment information was successfully submitted to the pharmacy.' Below the message, the 'Payment Information' section shows 'No payment information on file.' The 'Add New Payment Information' section contains a 'Payment Type' dropdown menu with 'Private' selected and a 'Payment Description' text input field with the placeholder 'Description'. A 'Submit New Payment Information' button is located at the bottom of this section.

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 . The system displays: **The new allergy information was successfully submitted to the pharmacy.**



The screenshot shows a web interface for a patient record. At the top, it says "Patient PATIENT, TEST". Below that, it says "TEST PATIENT - Room: 123 - Facility: TEST FACILITY". There is a navigation bar with tabs: "Patient Information", "Payment Information", "Allergies" (which is selected), "Medical Conditions", "ADT", "Ancillaries", "Medication Profile/Refills", and "New Orders". A green success message box is displayed, stating "✓ New Allergy Information Successfully Submitted! The new allergy information was successfully submitted to the pharmacy." Below this, the "Allergies" section shows "No known allergies on file." There is an "Add New Allergy" section with an "Allergy Description" label and a text input field containing the word "Description". At the bottom of this section is a blue button labeled "Submit New Allergy Information".

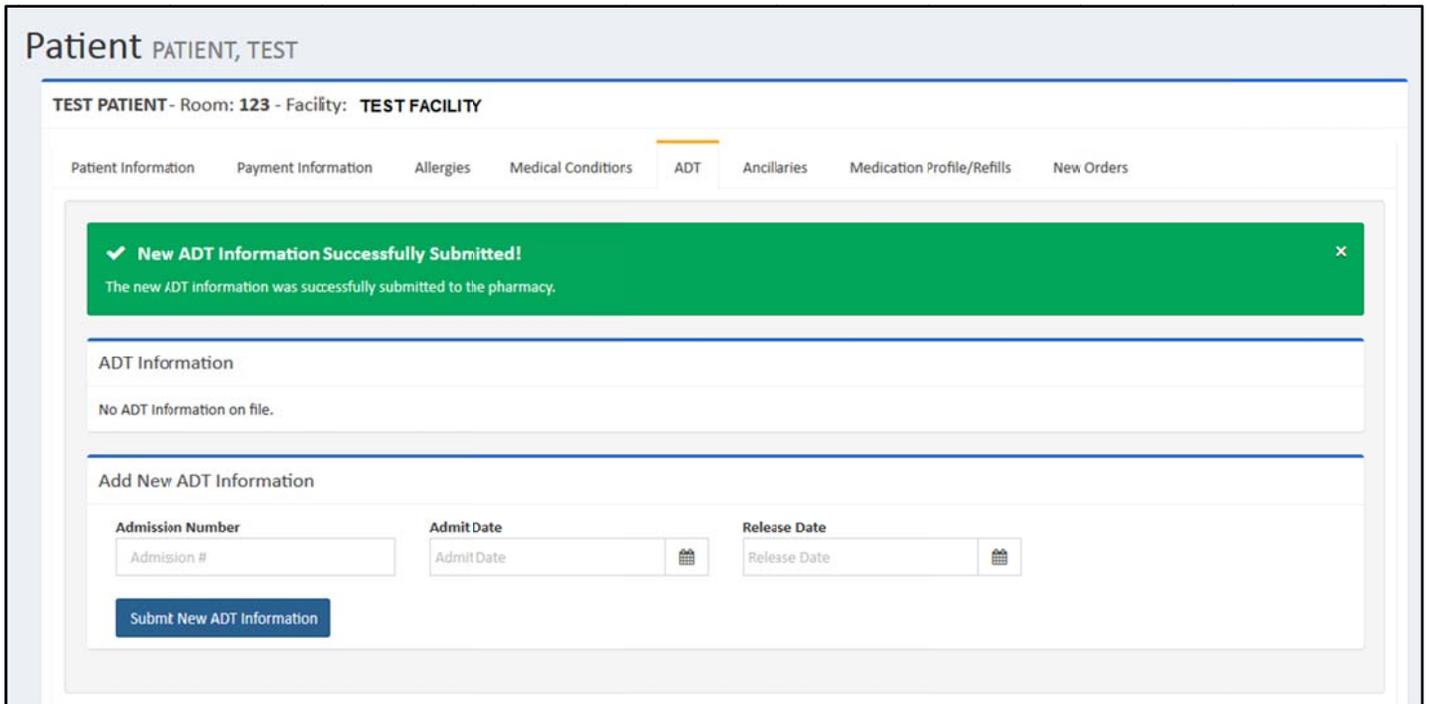
Submit Medical Condition Information

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.

The screenshot shows a web interface for a patient's medical conditions. At the top, it says "Patient PATIENT, TEST" and "TEST PATIENT - Room: 123 - Facility: SOUTHERN TEST HOME". Below this is a navigation bar with tabs: Patient Information, Payment Information, Allergies, Medical Conditions (which is selected), ADT, Ancillaries, Medication Profile/Refills, and New Orders. A green success message banner reads: "✓ New Medical Condition Information Successfully Submitted! The new medica condition information was successfully submitted to the pharmacy." Below the banner, there are sections for "ICD-9 Medical Conditions" and "ICD-10 Medical Conditions", both showing "No ICD-9 MedicalConditions on file." and "No ICD-10 Medical Conditions on file." respectively. At the bottom, there is a section titled "Add New Medical Condition" with a "Medical Condition Description" label and a text input field containing the word "Description". A blue button labeled "Submit New Medical Condition Information" is positioned below the input field.

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  The system displays: **The new ADT information was successfully submitted to the pharmacy.**



Patient PATIENT, TEST

TEST PATIENT - Room: 123 - Facility: TEST FACILITY

Patient Information Payment Information Allergies Medical Conditions **ADT** Ancillaries Medication Profile/Refills New Orders

✓ **New ADT Information Successfully Submitted!**
The new ADT information was successfully submitted to the pharmacy.

ADT Information

No ADT information on file.

Add New ADT Information

Admission Number Admission #	Admit Date Admit Date 	Release Date Release Date 
--	---	---

Submit New ADT Information

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  The system displays: **The new Ancillary information was submitted to the pharmacy.**

Patient PATIENT, TEST

TEST PATIENT - Room: 123 - Facility: SOUTHERN TEST HOME

Patient Information Payment Information Allergies Medical Conditions ADT **Ancillaries** Medication Profile/Refills New Orders

✓ **New Ancillary Information Successfully Submitted!**
The new Ancillary information was successfully submitted to the pharmacy.

Patient Ancillaries

No ancillaries on file.

Add New Ancillary

HOA: HOA Type: Miscellaneous or Custom Type Status: Active

Ancillary Description
CLEANSERT OUTER HEEL W/NS AND GAUZE, PAT DRY WITH GAUZE. APPLY DRESSING WRAP W/KLING ROLL

Submit New Ancillary Information

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.

REMOTE#1 PATIENT - Room: - Facility: **REMOTE #1 FACILITY**

[Patient Information](#)
[Payment Information](#)
[Allergies](#)
[Medical Conditions](#)
[ADT](#)
[Ancillaries](#)
Medication Profile/Refills
[New Orders](#)

Medication Profile Actions

Patient Reports
 Profile Drug Interactions
 Send Note To Pharmacy

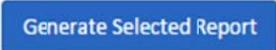
Medication Profile / Refills

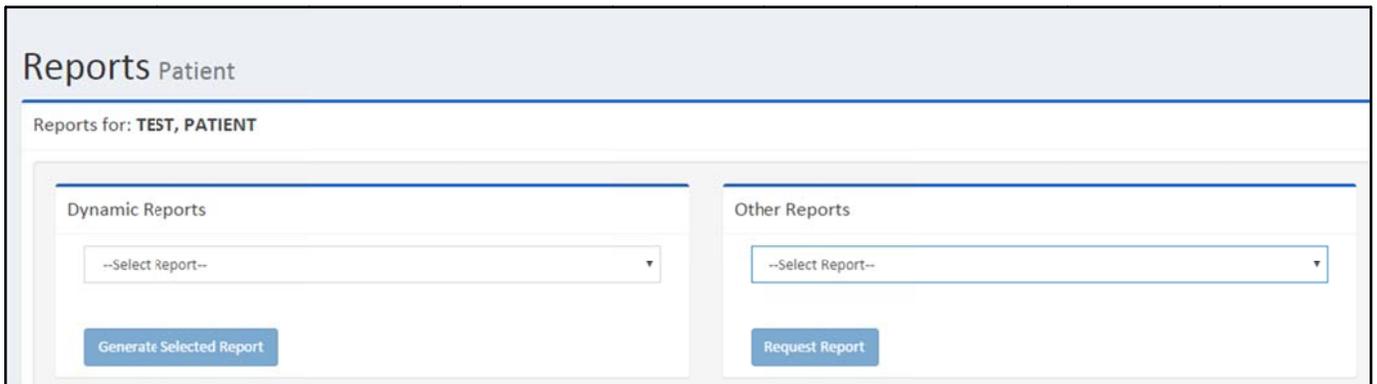
Submit Selected Prescription(s) for Refill
Show Inactive Prescriptions:

Show 10 prescriptions
 Search Med Profile

Rx Number	Drug Name	Start Date	Refills Remaining	Last Fill Date	Refill
16200042	YOCON 5.4MG TABLET	3/12/2015	6	3/12/2015	<input type="checkbox"/>
<p>Ready for refill.</p> <p> Stop Date: 3/11/2016 Route: PO Sig: TAKE 1 TABLET ONCE DAILY </p> <p> Fill List: Quantity: 30 Unit: TAB </p>					
<p>Other Actions</p> <p> Check Interactions Send Note To Pharmacy View Monograph View/Print Prescription Info </p>					
16200041	YOCON 5.4MG TABLET	12/11/2012	6	12/11/2012	<input type="checkbox"/>
<p>This prescription has expired.</p> <p> Stop Date: 12/11/2013 Route: PO Sig: TAKE 1 TABLET ONCE DAILY </p> <p> Fill List: Quantity: 30 Unit: TAB </p>					

Generate Patient Reports from the Medication Profile

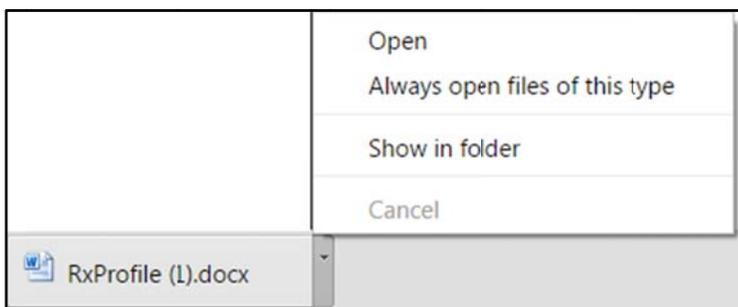
- From the patient's medication profile, click  or click **Reports, Patient Reports** on the vertical toolbar. The Patient Reports screen displays with the patient's name auto-populated
- Click the **Dynamic Reports** drop-down list. Select one of the following reports from the list;
 - Active Medication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



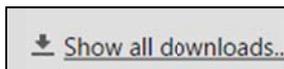
Export Reports



1. On the report screen, click the  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.



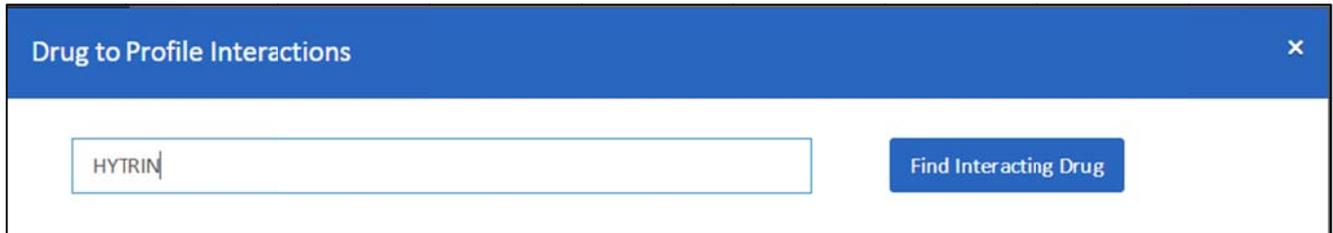
NOTE: To display all files in the Windows Downloads folder Click the **Show All Downloads** hyperlink at the lower right side of the screen.



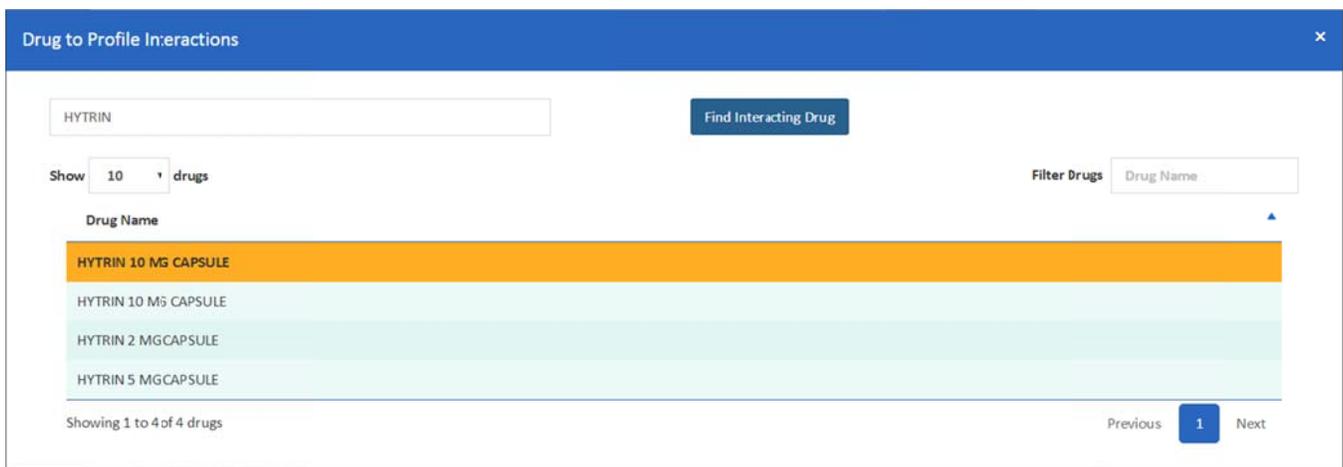
NOTE: Close the report to return to the patient's profile.

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

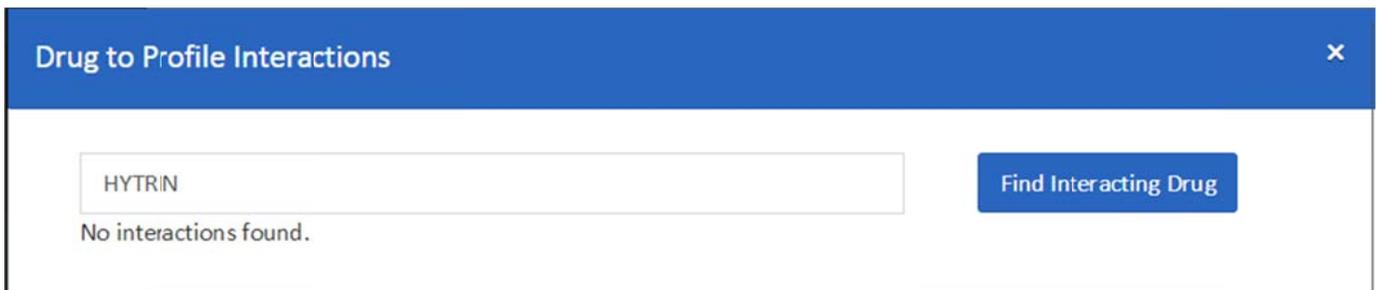
- From the patient’s medication profile, click  at the top of the screen or click  in the **Other Actions** section beneath the name of the drug to be checked. The Drug to Profile Interactions screen displays.



- Type the drug name in the field provided. Click . A drug scan displays.
- Double-click a drug on the scan. The system displays the medication interaction message.

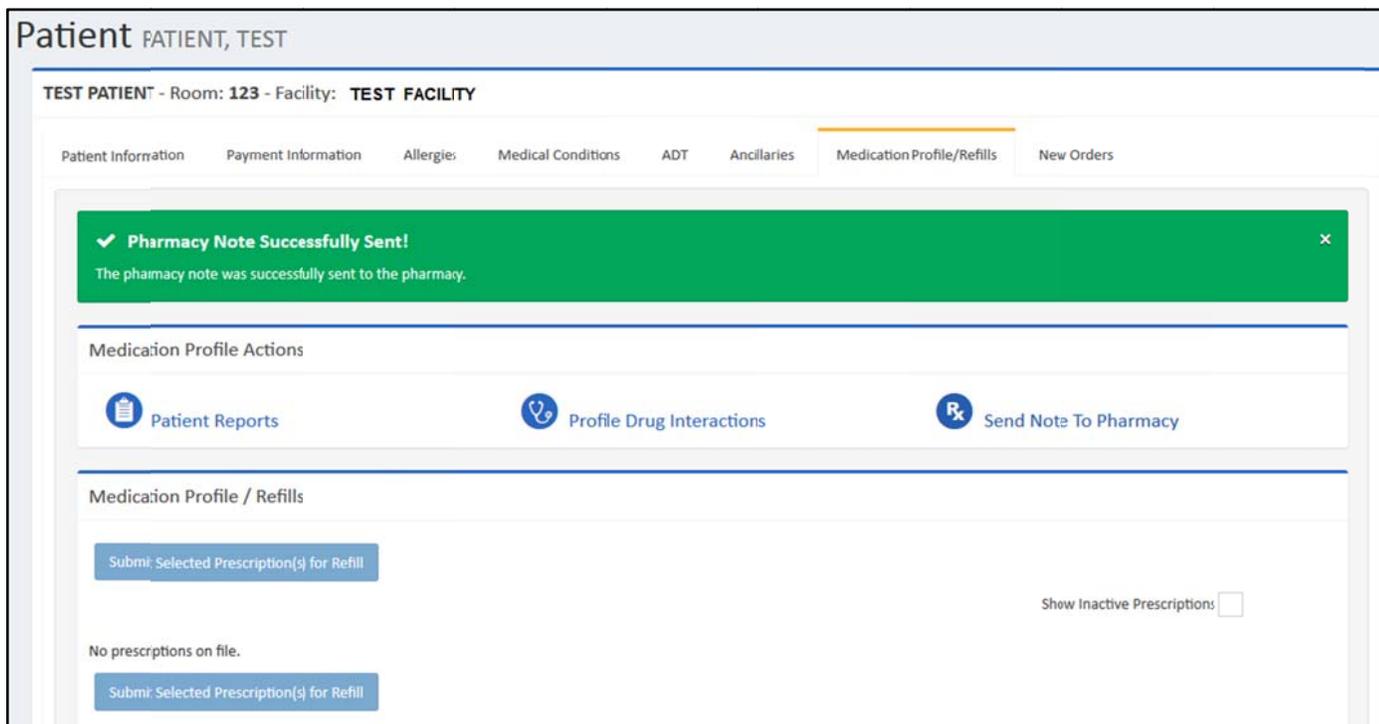


- Click the  to close the Drug to Drug Interactions window and return to the patient’s Medication Profile screen.



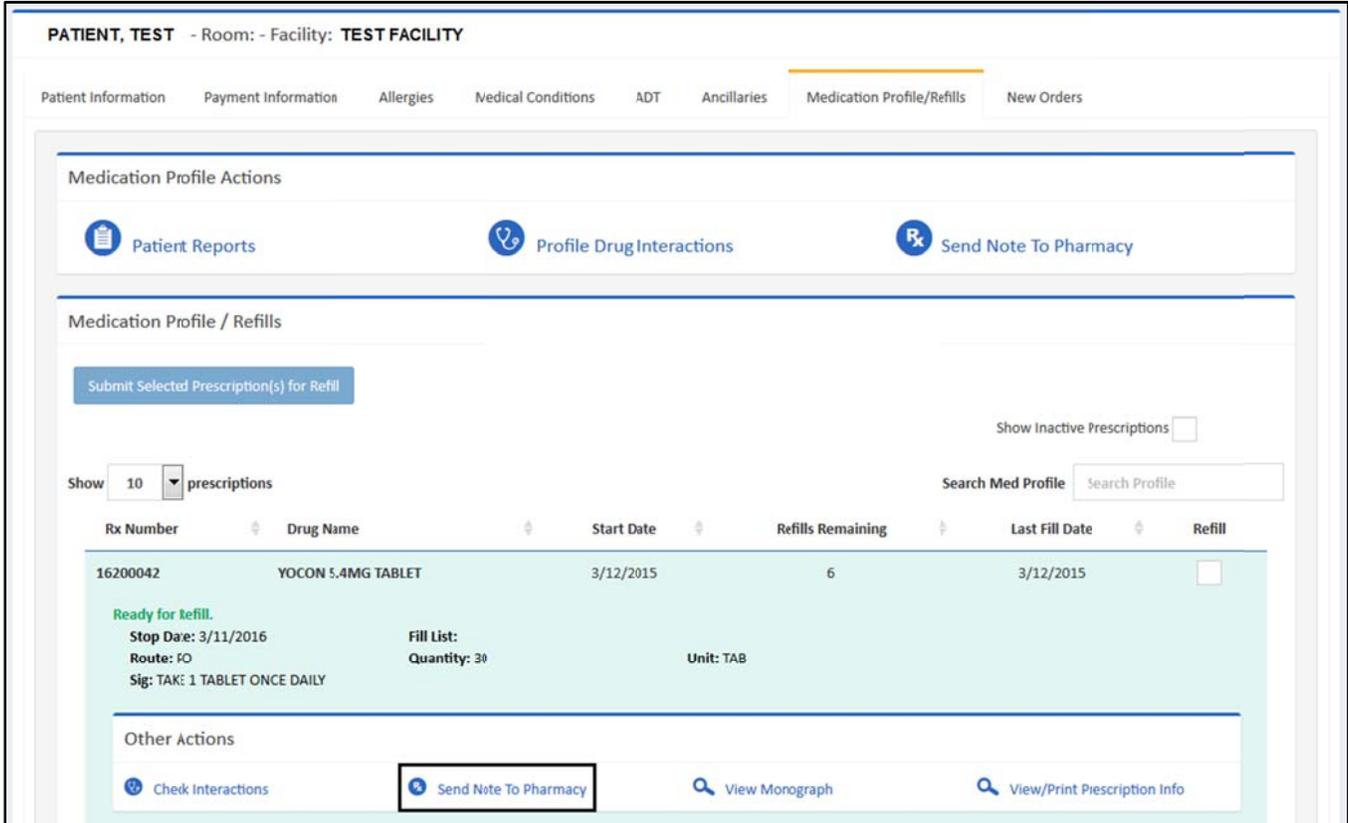
Send a Note to the Pharmacy about the Patient

1. From the patient’s medication profile, click . 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 . The system displays: **The pharmacy note was successfully sent to the pharmacy.**



Send a Note to the Pharmacy about a Specific Medication

- 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.



PATIENT, TEST - Room: - Facility: TEST FACILITY

Patient Information Payment Information Allergies Medical Conditions ADT Ancillaries **Medication Profile/Refills** New Orders

Medication Profile Actions

 Patient Reports  Profile Drug Interactions  Send Note To Pharmacy

Medication Profile / Refills

Submit Selected Prescription(s) for Refill

Show Inactive Prescriptions

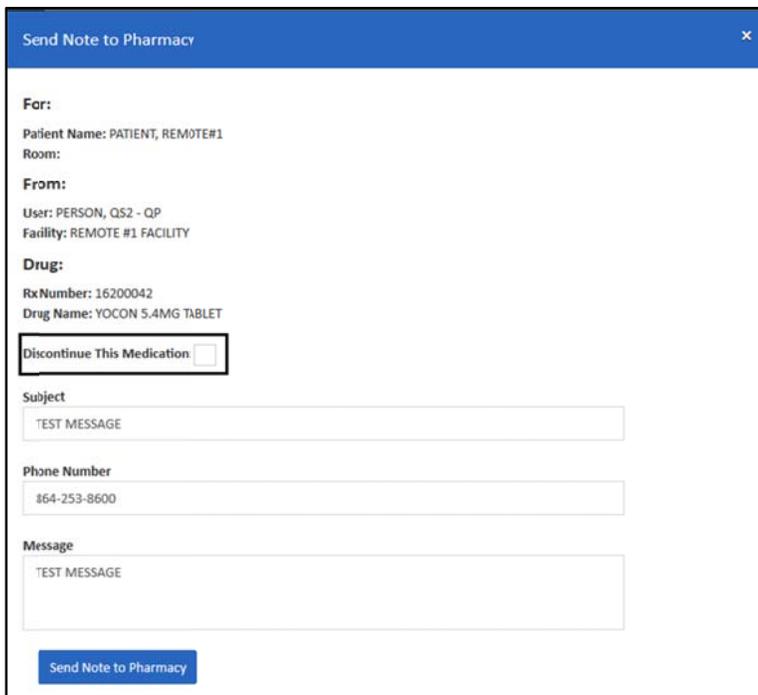
Show prescriptions Search Med Profile

Rx Number	Drug Name	Start Date	Refills Remaining	Last Fill Date	Refill
16200042	YOCON 5.4MG TABLET	3/12/2015	6	3/12/2015	<input type="checkbox"/>

Ready for refill.
 Stop Date: 3/11/2016 Fill List: Unit: TAB
 Route: PO Quantity: 30
 Sig: TAK: 1 TABLET ONCE DAILY

Other Actions

 Check Interactions  **Send Note To Pharmacy**  View Monograph  View/Print Prescription Info



Send Note to Pharmacy

For:
 Patient Name: PATIENT, REMOTE#1
 Room:

From:
 User: PERSON, QS2 - QP
 Facility: REMOTE #1 FACILITY

Drug:
 Rx Number: 16200042
 Drug Name: YOCON 5.4MG TABLET

Discontinue This Medication

Subject

Phone Number

Message

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

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

Example Pharmacy Medication Note Confirmation

PATIENT, TEST Room: - Facility: **TEST FACILITY**

[Patient Information](#)
[Payment Information](#)
[Allergies](#)
[Medical Conditions](#)
[ADT](#)
[Ancillaries](#)
[Medication Profile/Refills](#)
[New Orders](#)

×
✓ Pharmacy Note Successfully Sent!
 The pharmacy note was successfully sent to the pharmacy.

Medication Profile Actions

Patient Reports
 Profile Drug Interactions
 Send Note To Pharmacy

Medication Profile / Refills

Submit Selected Prescription(s) for Refill

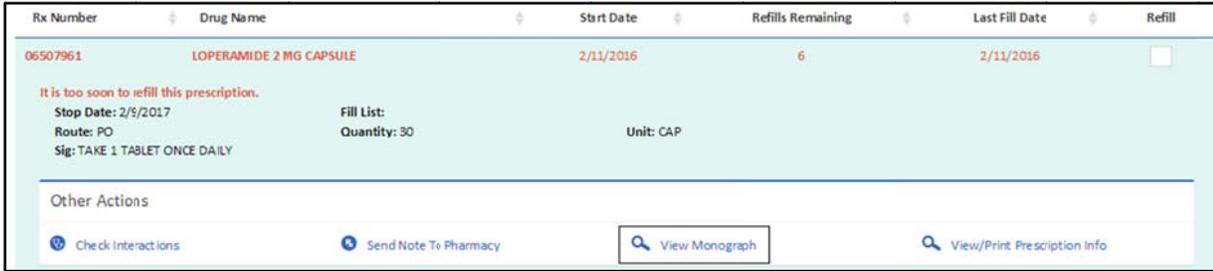
Show Inactive Prescriptions

Show prescriptions Search Med Profile

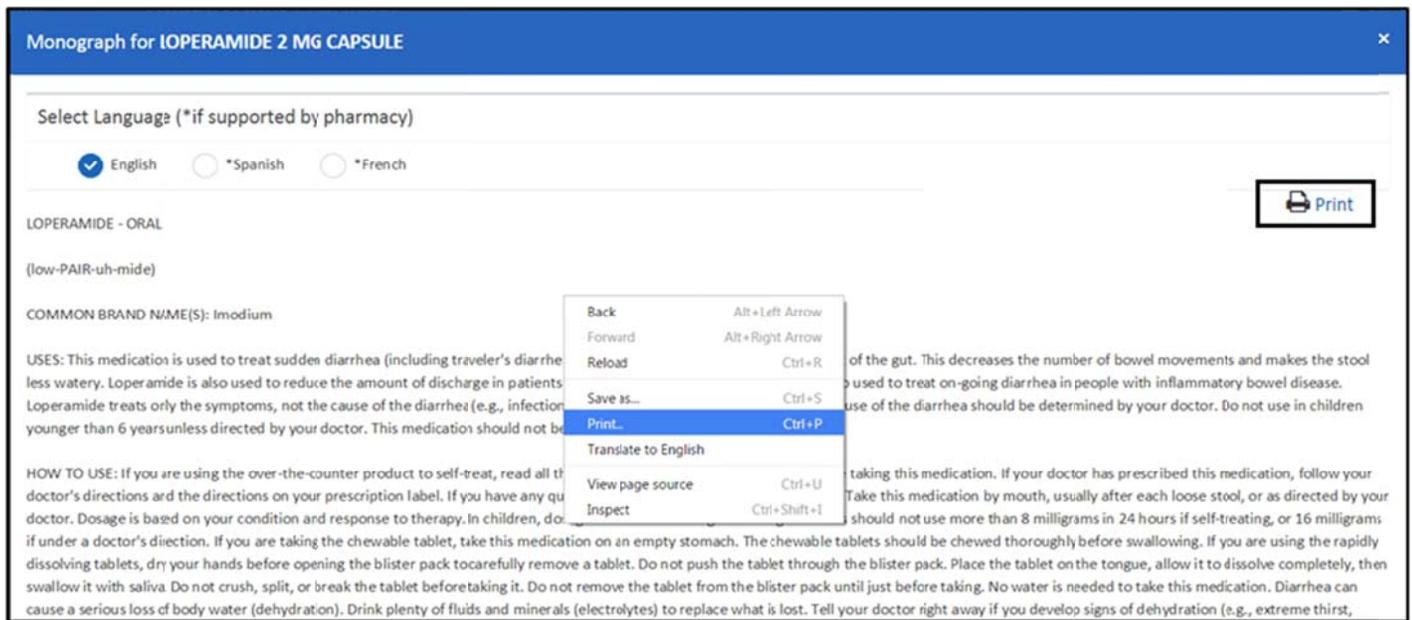
Rx Number	Drug Name	Start Date	Refills Remaining	Last Fill Date	Refill
16200042	YOCON 5.4MG TABLET	3/12/2015	6	3/12/2015	<input type="checkbox"/>
<p>Ready for Refill.</p> <p> Stop date: 3/11/2016 Fill List: </p> <p> Route: PO Quantity: 30 Unit: TAB </p> <p>Sig: TAKE 1 TABLET ONCE DAILY</p>					

Print and View Patient Education Monographs (PEMs)

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



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



- Click the  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.

3. Click [Print Information](#), the system prints a hardcopy of the e-Rx.
4. Click the to close the window and return to the patient's Medication Profile screen.

<p>Print Information</p> <p>↑</p>	<p>DISP. PHARMACIST PHARMACIST, TEST Rx Origin: 2</p>	<p>WEBCONNECT 5.0 201 W. ST. JOHN ST. SPARTANBURG, SC 29306</p>	<p>Rx Number: 06507960 Price Code: AA Total: \$ 85.43</p>
	<p>PATIENT, TEST 201 W. ST. JOHN ST. SPARTANBURG, SC 29306</p>		<p>Patient Group: AA Patient DOB: 02/02/1970</p>
	<p>Prescription Information APRI 28 DAY TABLET NDC #: 00555904358 Manufacturer: BARR</p>		<p>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:</p>
	<p>SIG: TAKE 1 TABLET ONCE DAILY</p>		
	<p>SUBSTITUTION PERMITTED (X) DISPENSE AS WRITTEN ()</p>		
	<p>Prescriber Information PRESCRIBER, TEST DEA #: QS12345 Phone: (864) 583-8600</p>		

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  to the right of the **Drug Name** field; the Select Drug window displays.

Patient PATIENT, TEST

PATIENT, TEST - Room: - Facility: TEST FACILITY

Patient Information Payment Information Allergies Medical Conditions ADT Ancillaries Medication Profile/Refills **New Orders**

New Order for **PATIENT, TEST** in facility **THERAPEUTIC INTERCHANGE H**

NOTE: New orders for controlled substances are permitted. However, you will need to also call the order in to (864) 253-8600.

New order request will be submitted by: PERSON, QS2 - QP

Drug Name
 

Doctor
 

Sig

Start Date  **Stop Date** 

Quantity **Refills Authorized** **DAW**



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

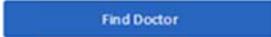
Select Drug x

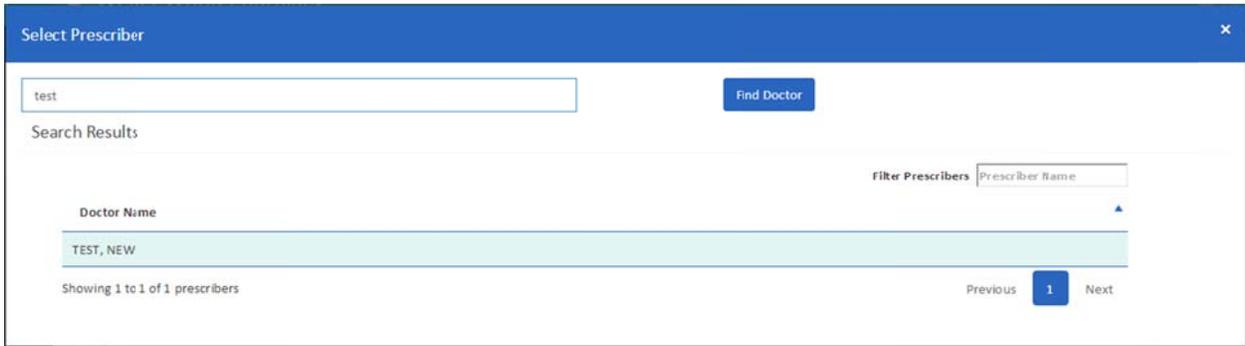
Show drugs Filter Drugs

Drug Name

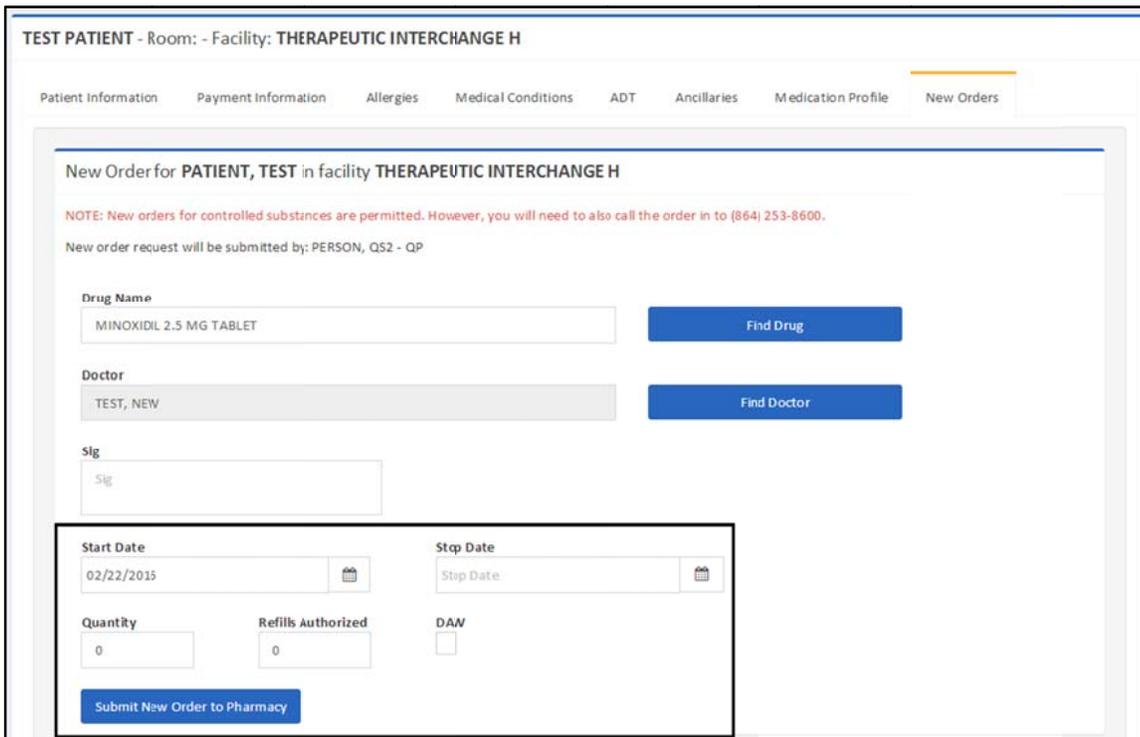
- MINOXIDIL 10 MG TABLET
- MINOXIDIL 2.5 MG TABLET**

Showing 1 to 2 of 2 drugs Previous Next

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



- 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.
- Click ; the system prompts to confirm the order.



7. Verify the order is correct. The system displays **Order Submitted Successfully**.
8. Click the  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

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.

The screenshot shows the 'Patient Medication Profile' for 'PATIENT, TEST' in Room 'T987H' at 'TEST FACILITY'. The 'Medication Profile/Refills' tab is selected. The interface includes a 'Medication Profile Actions' section with 'Patent Reports', 'Profile Drug Interactions', and 'Send Note To Pharmacy'. Below this is the 'Medication Profile' section with 'Submit Refills' and 'Print Profile' buttons. A table lists three prescriptions, each with a 'Refill' checkbox. The first and third prescriptions are highlighted in yellow, indicating they are ready for refill. The second prescription is highlighted in light blue. Each prescription entry includes details like 'Rx Number', 'Drug Name', 'Start Date', 'Refills Remaining', 'Last Fill Date', and 'Sig'. Below each entry is an 'Other Actions' section with 'Check Interactions', 'Send Note To Pharmacy', 'View Monograph', and 'View/Print Prescription Info' options.

Rx Number	Drug Name	Start Date	Refills Remaining	Last Fill Date	Refill
0650777	ETODOLAC 3 400 MG TABLET	10/15/2015	6	10/19/2015	<input checked="" type="checkbox"/>
0650778	IBUPROFEN 400 MG TABLET	10/15/2015	6	10/19/2015	<input type="checkbox"/>
0650777	DAYPRO 600 MG CAPLET	10/15/2015	6	10/19/2015	<input checked="" type="checkbox"/>

3. Click . The system prompts to confirm the prescriptions submitted for refill are correct.
4. Click . The system displays **Order Submitted Successfully**.
5. Click the  to close the window and return to the patient's Medication Profile screen.

Confirm Refills for PATIENT, TEST ×

Please confirm the following prescriptions before submitting or refill.

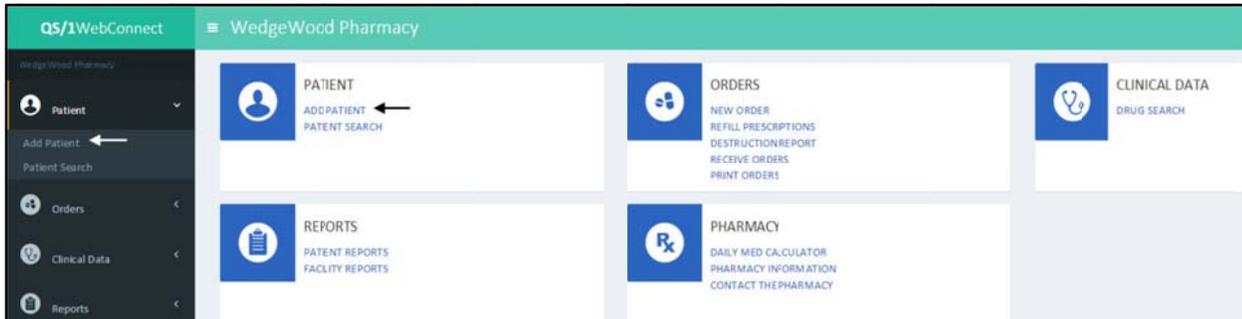
Rx Number	Drug Name	Status	Delete?
06507779	ETODOLAC 3 400 MG TABLET	Ready for Refill.	
06507777	DAYPRO 500 MG CAPLET	Ready for Refill.	

Showing 1 to 2 of 2 prescriptions

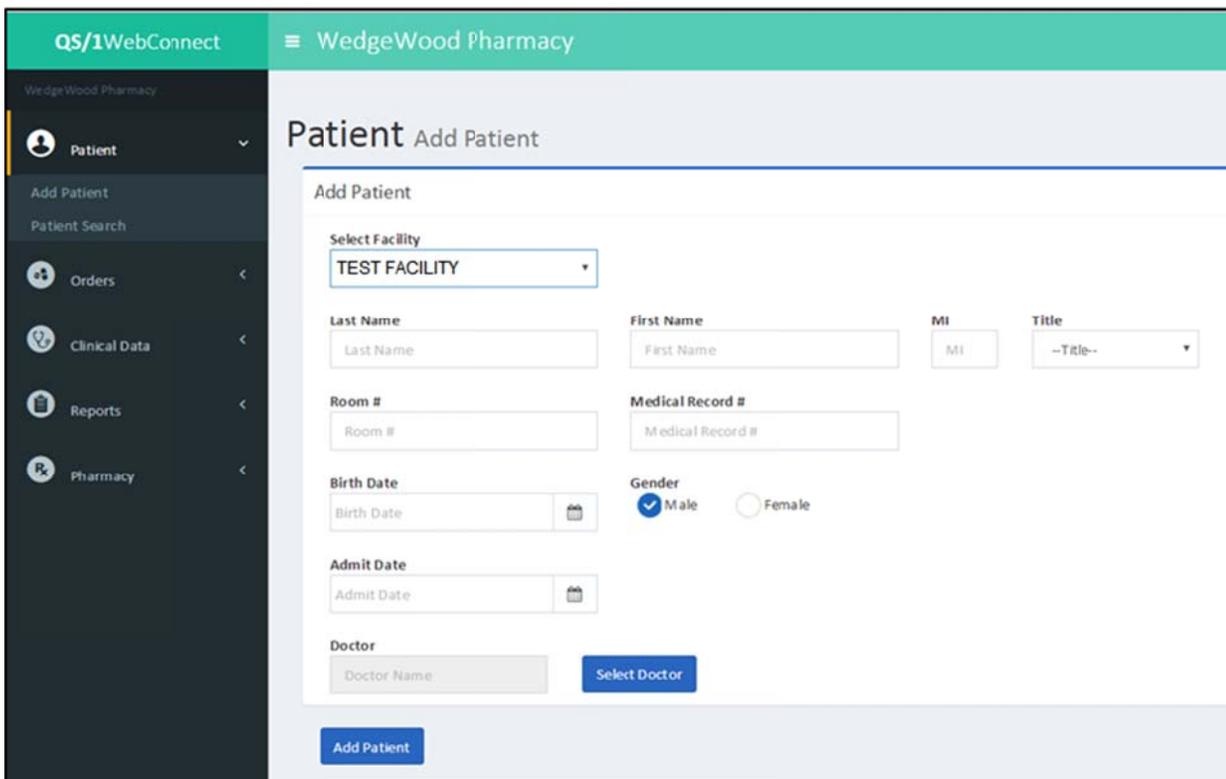
 

Add a Patient

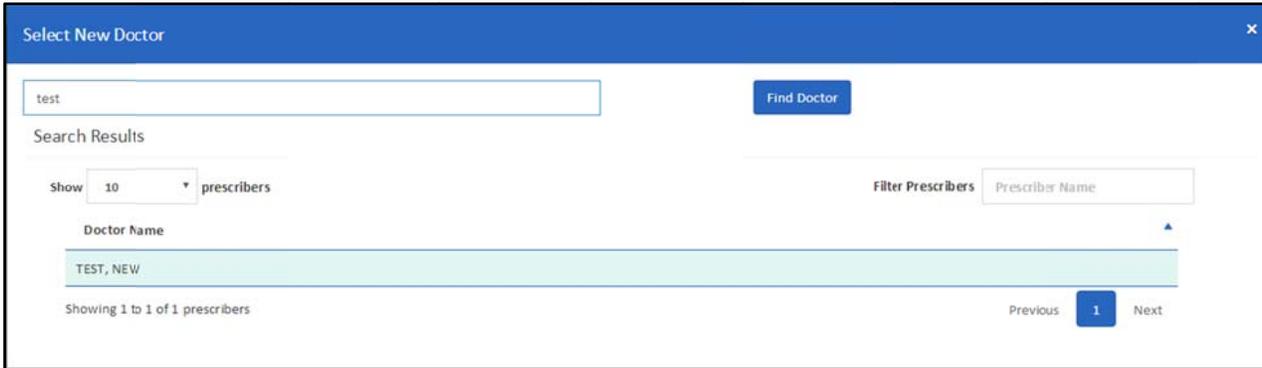
- From the Home page, click **Patient File, Add Patient** on the vertical tool bar or click **Add Patient** by to the right of the **Patient** icon. The Add Patient screen displays.



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



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

Submit New Orders and Refills

Learning Objectives

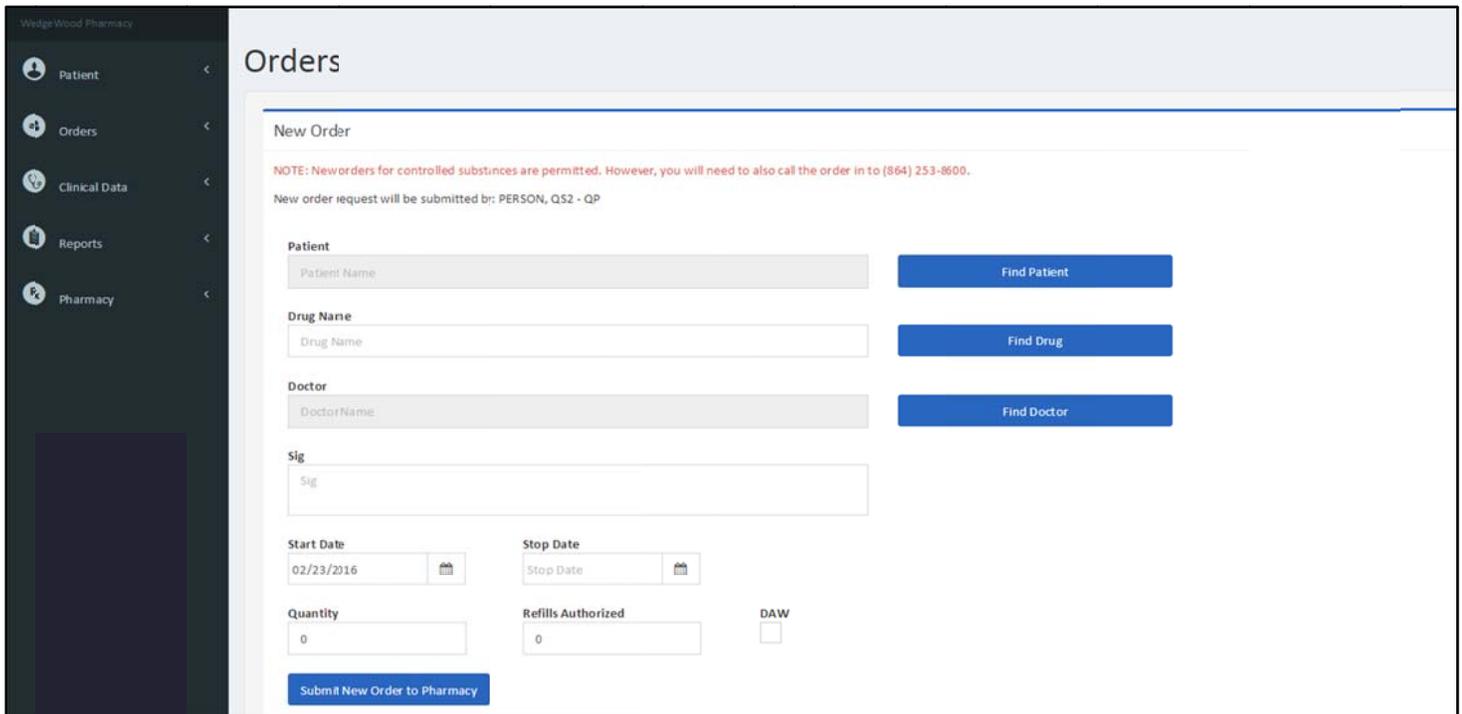
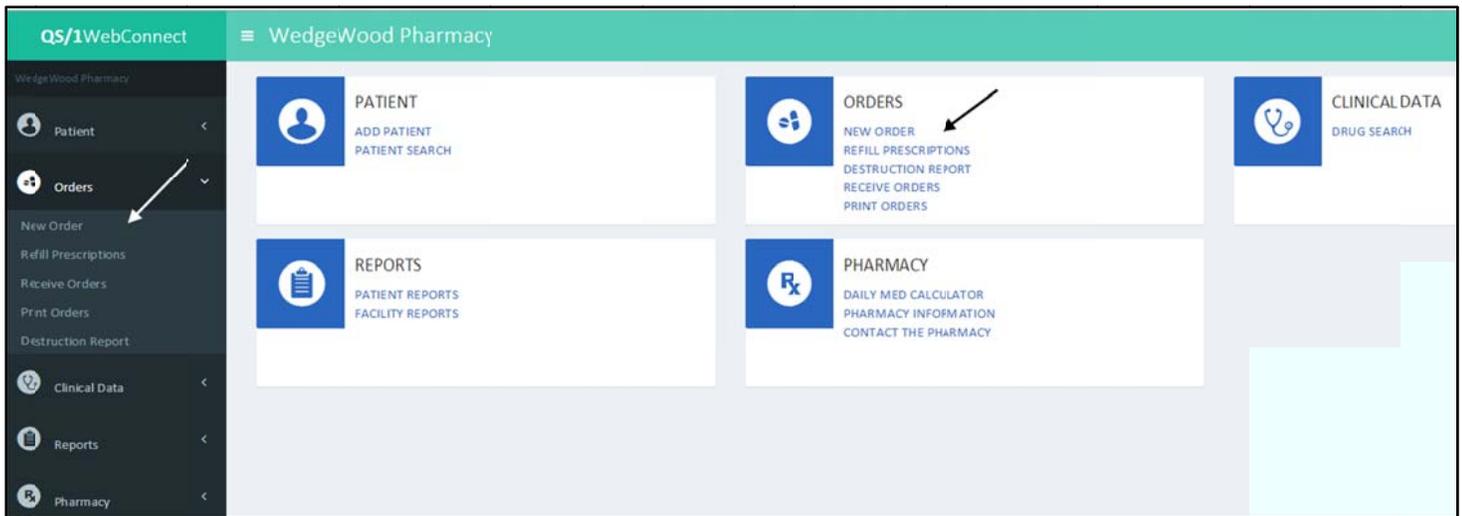
- Submit a New Order
- Refill an Order
- Receive Orders
- Print Orders
- Run Destruction Reports

Orders

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.

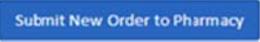
1. From the Home page, click **Orders, New Order** on the vertical tool bar or click **New Order** to the right of the **Orders** icon. The New Order screen displays.



- Click **Find Patient** next to the **Patient Name** field; the Select Patient window displays.
- 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**.

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

Patient Name	Room #	Birth date	Medical record #	Facility
TEST, ALLERGY	G567A	NA		INTEGRATION HEALTH & REHA
TEST, PATIENT	123	7/22/1951	MED REC 123	HAPPY HOME
TESTING AR ACCOUN, T SCAN	123	NA		TESTING AR ACCOUNT SCAN

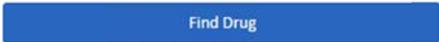
7. Type a portion of the drug name in the **Drug Name** field. Click ; the Select Drug screen displays. Click the necessary drug to select it from the list.
8. Click ; the Select Prescriber screen displays. Click the necessary name to select the doctor from the list. The system returns to the New Order 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 ; the system prompts to confirm the order.

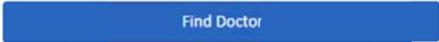
New Order

NOTE: New orders for controlled substances are permitted. However, you will need to also fax the order to (804) 358-0426.

New order request will be submitted by: PERSON, QS2 - QP

Patient
STARK, TONY 

Drug Name
WARFARIN SODIUM 10 MG TABLET 
Drug is required. Make sure you have selected a drug from the list.

Doctor
TEST, NEW 

Sig
Sig

Start Date 04/26/2016  **Stop Date** 04/27/2016 

Quantity 30 **Refills Authorized** 0

DAW



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

14. Click the  to close the window and return to the patient’s Medication Profile screen.

Confirm New Order ✕

Please confirm the following information.

Patient Name:	TEST, PATIENT
Drug Name:	WARFARIN SODIUM 10MG TABLET
Doctor Name:	DOCTOR, TEST
Sig:	T1T1D
Start Date:	02/23/2016
Stop Date:	02/29/2016
Quantity:	1
Refills Authorized:	1
DAW:	NO

The above order will be submitted by: QS2 - QP

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.

Orders Refill Prescriptions

Scan or Key the Rx Order Number(s). Click Submit when finished.

Rx Number Add Rx

Rx Number is required.

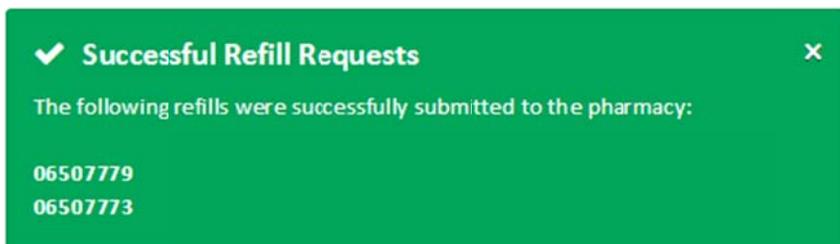
Show All prescriptions

Rx Number	Patient Name	Drug Name	Refills Remaining	Last Fill Date	Delete
06507779	PATIENT, TESF	ETDOLAC3 400 MG TABLET	6	10/19/2015	
Ready for Refill.					
06507773	PATIENT, TESF	ETDOLAC3 400 MG TABLET	6	10/16/2015	
Ready for Refill.					

Showing 1 to 2 of 2 prescriptions Previous 1 Next

Submit
Clear

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



Receive Orders

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

1. From the Home page, select Orders and Receive Orders from the vertical tool bar or select the **Receive Orders** 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 . The selected Rx Number/Prescription Numbers display.
5. Click .
6. Click  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

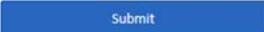
Select Facility
WORKFLOW HOME

Scan or Key by one of the following options. Click Submit when finished.

Delivery Sheet Number(s) Prescription Number(s)

Rx Number
Rx Number 

Rx Number	Delete
6508003	
6508004	



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

02/01/2016
📅

End Date

02/23/2016
📅

Update

CONSOIIDATED DELIVERY SHEETS - WORKFLOW HOME

02/01/2016 - 02/23/2016

Print

Patient Name	Rx Number	Qty	Unit	Drug	Doctor	Received On	Initials
	06508003	30.0000	TAB	YOCON 5.4M G TABLET	KAT CORA		
	06508004	30.0000		GREER'S GOO	KAT C.CORA		

DELIVERY EXCEPTIONS REPORT - WORKFLOW HOME

02/01/2016 - 02/23/2016

Patient Name	Drug Name	Order Number	Next Task	Work Flow Notes
	HOT & COLD PACK	06507930	QUALITY CHECK	
	HOT & COLD PACK	06507930	QUALITY CHECK	
	LOPERAMIDE 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

<p style="text-align: center;">WedgeWood Pharmacy WORKFLOW HOME ORDER DELIVERY REPORTS - 2/23/2016 4:05:16 PM</p>							
<p style="text-align: center;">CONSOLIDATED DELIVERY SHEETS - WORKFLOW HOME 02/01/2016 - 02/23/2016</p>							
Patient Name	Rx Number	Qty	Unit	Drug	Doctor	Received On	Initials
	06508003	30.0000	TAB	YOCON 5.4MG TABLET	KAT CORA		
	06508004	30.0000		GREER'S GOO	KAT CORA		

<p style="text-align: center;">DELIVERY EXCEPTIONS REPORT - WORKFLOW HOME 02/01/2016 - 02/23/2016</p>				
Patient Name	Drug Name	Order Number	Next Task	Work Flow Notes
	HOT & COLD PACK	06507930	QUALITY CHECK	
	HOT & COLD PACK	06507930	QUALITY CHECK	
	LOPERAMIDE 2 MG CAPSULE	06507514	LABEL ORDER	
	GABAPENTIN 300 MG CAPSULE	06507485	LABEL ORDER	
	SEREVENT DISKUS 50 MCG	06507989	LABEL ORDER	
	YOCON 5.4MG TABLET	06507934	LABEL ORDER	
	XANAX XR 0.5 MG TABLET	04001146	READY FOR DLVRY	REJECTED PLAN=U&C
	XANAX XR 0.5 MG TABLET	04001147	READY FOR DLVRY	REJECTED PLAN=U&C

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  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.

Report Functions

Learning Objectives

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

Reports

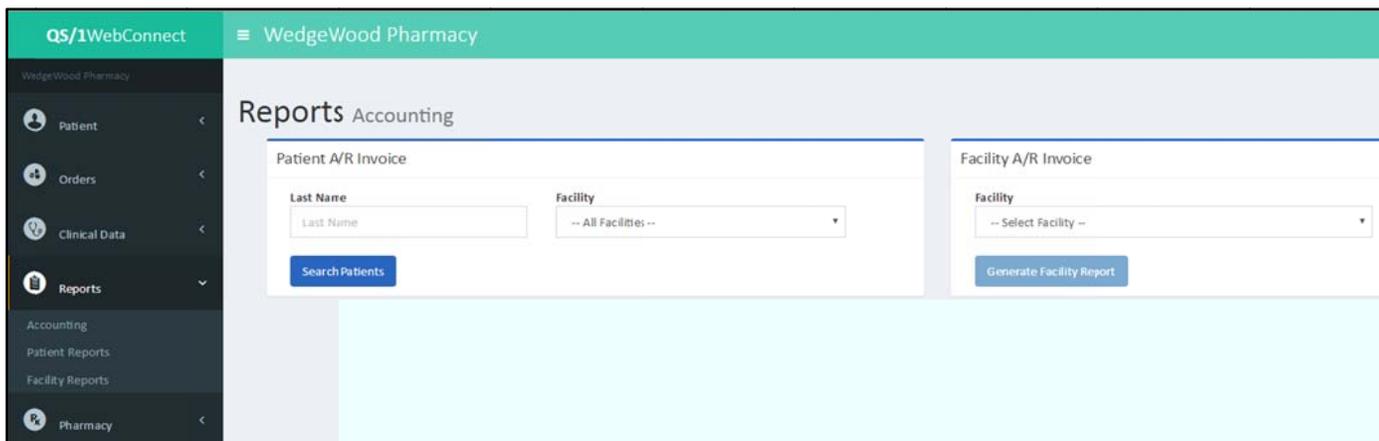
Run Accounting Reports

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

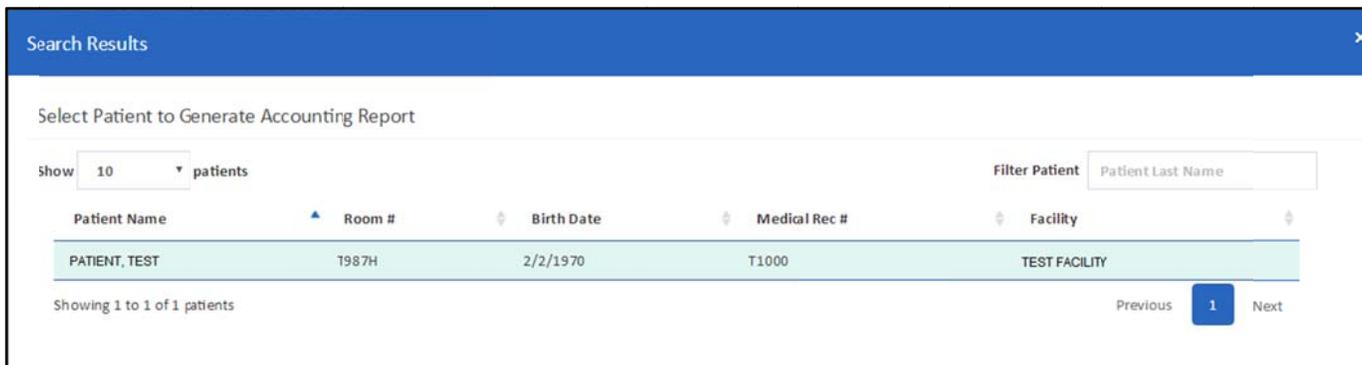
From the Home page, click **Reports, Accounting** on the vertical tool bar or click **Accounting** next to the **Reports** icon. The Accounting screen displays.

Patient A/R Invoice

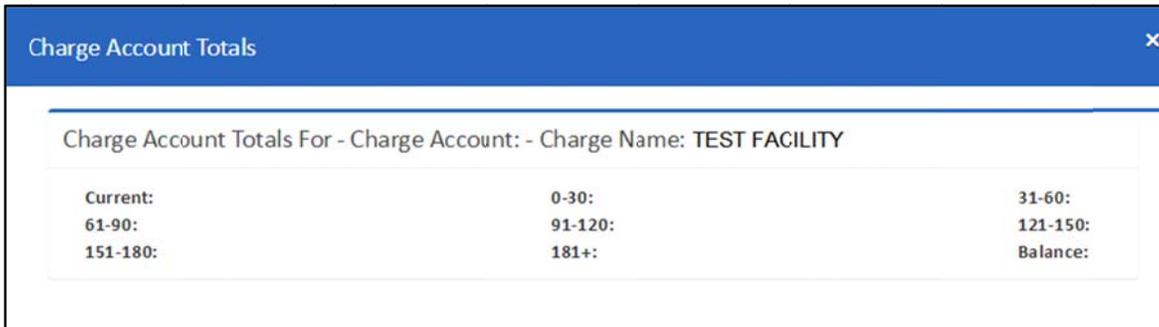
1. Populate the **Last Name** field with the patient’s last name.
2. Click the **Facility** drop-down list. Select the necessary facility from the list or leave at the default All Facilities.
3. Click **Search Patients**; the system displays the patient name(s) and the associated facility.



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



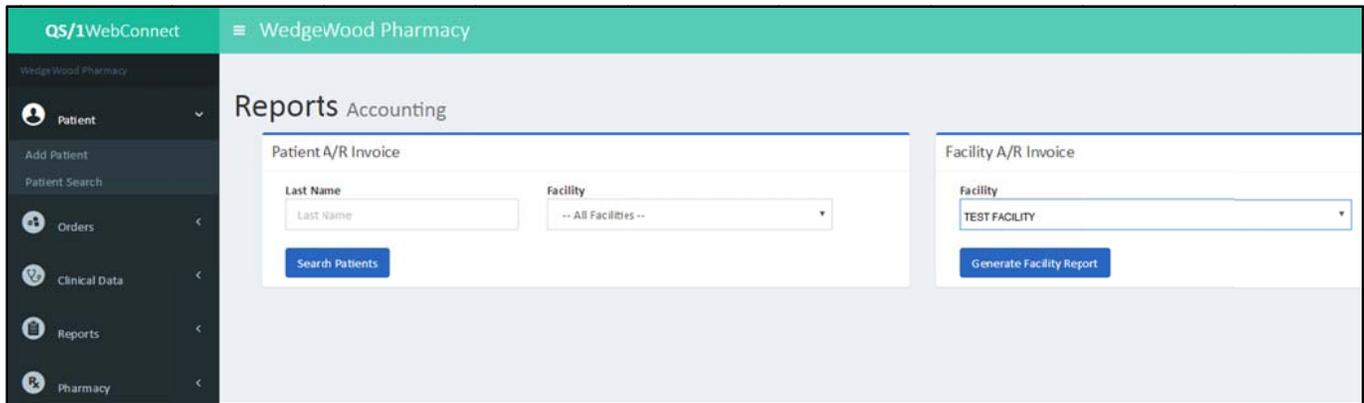
Example Charge Account Totals screen



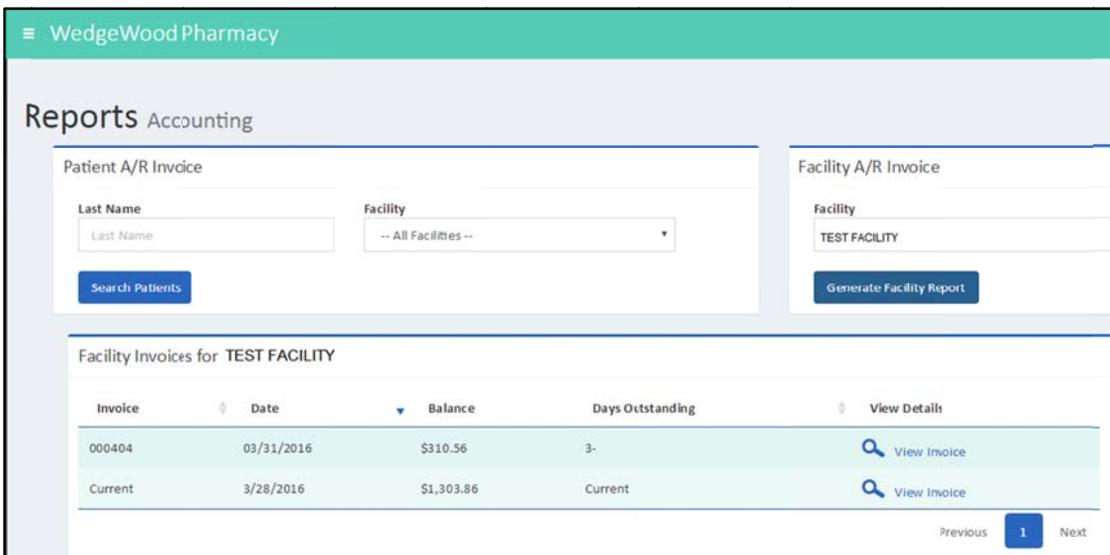
Facility A/R Invoice

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 **Generate Facility Report** ; a report scan displays.



3. On the necessary invoice, click **View Invoice** the system displays charge account totals for the selected facility invoice.



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

Charge Account Totals for Facility Invoice: Current

Invoice	Date	Charge Account	Balance	View Details
Current	3/28/2016	PATIENT 1, TEST	\$852.91	View Invoice
Current	3/28/2016	PATIENT 2, TEST	\$215.22	View Invoice
Current	3/28/2016	PATIENT 3, TEST	\$220.00	View Invoice
Current	3/28/2016	PATIENT 4, TEST	\$15.73	View Invoice

Previous **1** Next

[Back to Accounting](#)

5. Click . The system returns to the Accounting screen.

Details for PATIENT 1, TEST on Invoice: Current

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

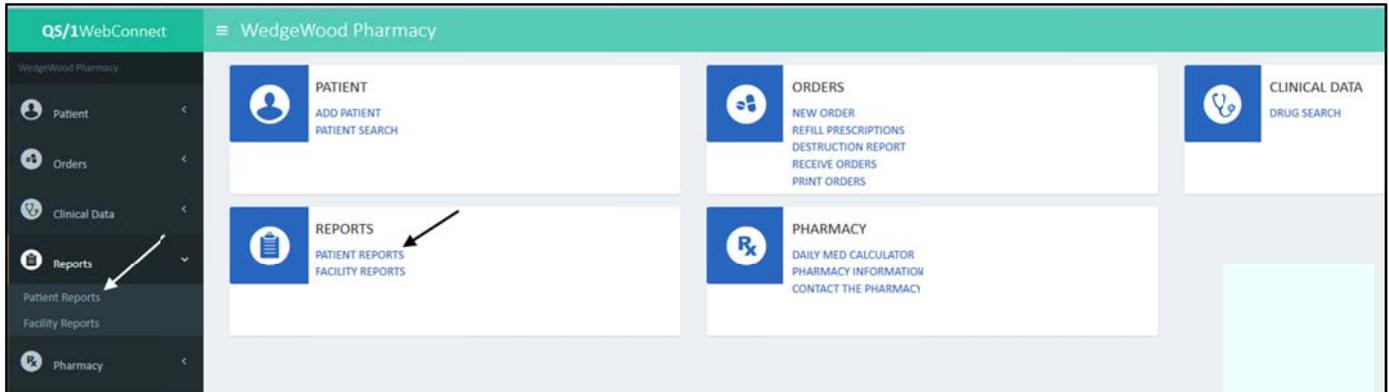
Previous **1** 2 3 4 Next

[Back to Accounting](#) [Close This Window](#)

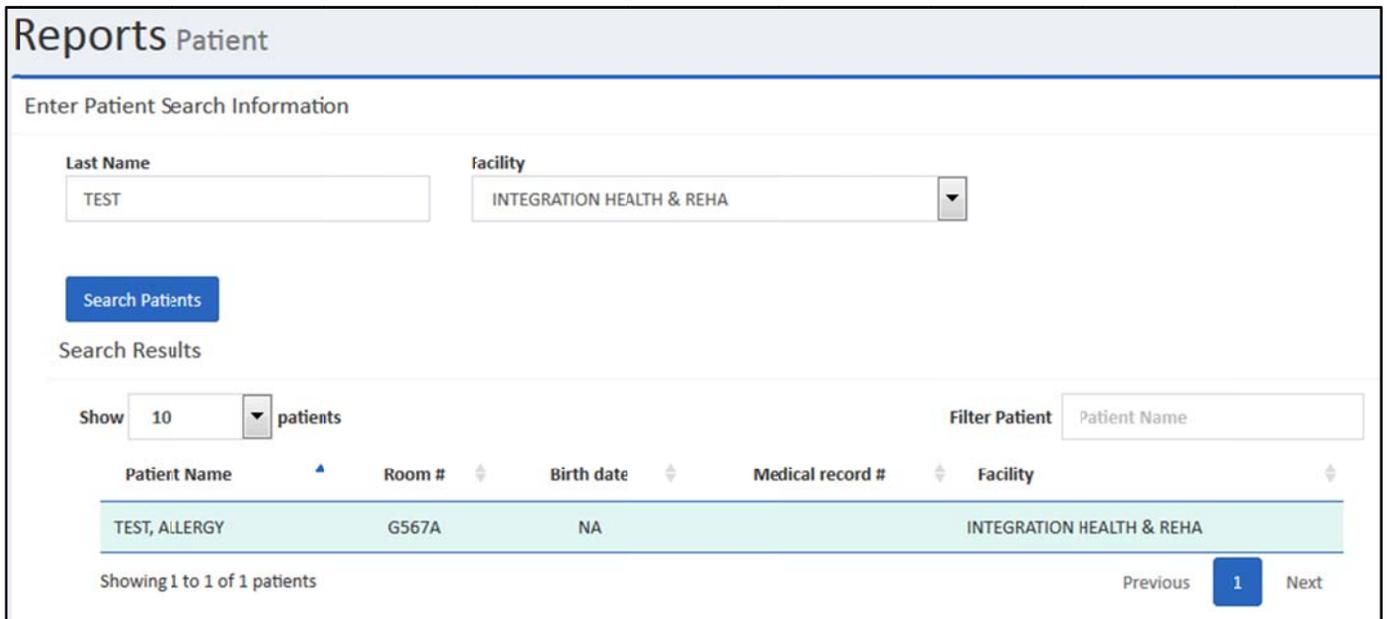
Run Patient Reports

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.



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.



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.

Reports Patient

Reports for: **TEST, ALLERGY**

Dynamic Reports

Medication Reconciliation Sheet

--Select Report--

Active Medication Profile

Daily Med Sheet

Leave of Absence Sheet

Medication Discharge Sheet

Medication Reconciliation Sheet

Other Reports

--Select Report--

Request Report

Recent Reports from 2/9/2016 to 2/24/2016

Show Reports From Date Range

Start Date: 02/09/2016 End Date: 02/24/2016 Show Reports for Range

No reports available for the selected date range.

WEDGEWOOD PHARMACY
(864) 253-3600

Medication Reconciliation Sheet - INTEGRATION HEALTH & REHA Date Printed: 02-24-2016

Patient Name: TEST, ALLERGY **Admit Date:** 1/1/1900

DOB: 1/1/1900 **Room:** G567A **Doctor:** CORA, KAT

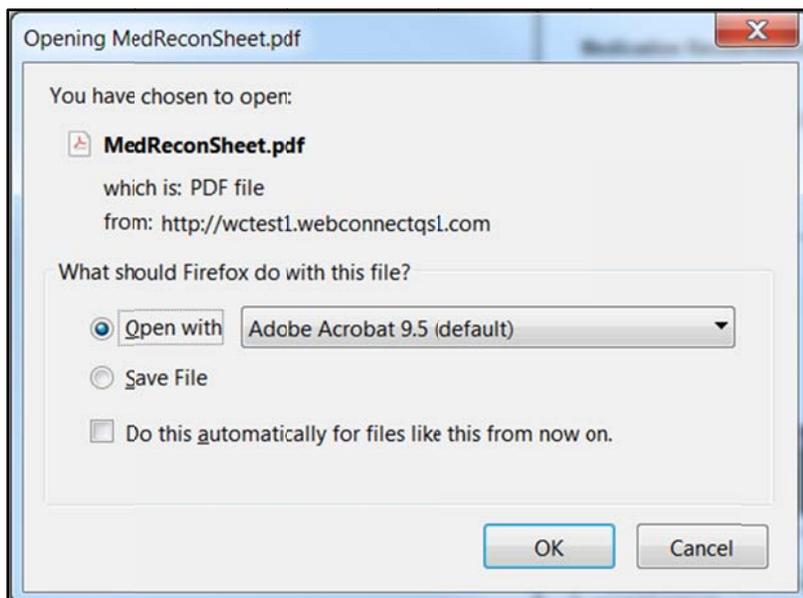
Med Rec Nbr: **Age:** 116 **Weight:** 0 LBS

Allergies: MILK
Diagnosis:
Ancillary: MILK

Start Date	Drug Dispensed	DC?	QTY	Refill	Date	Comments
Rx #	Drug Ordered	Y/N	Disp	Y/N	Last Dose	
<p>I, _____ assume full responsibility for medications released to (Responsible Party Name) me belonging to _____, I understand that these medications (Patient Name) may not be in child-proof containers and assume responsibility for safe handling and prevention of unauthorized use. I understand that this facility will not be held responsible for any and all medication errors, loss, or improper administration while the medication is in my possession. I understand that counseling is available from dispensing pharmacy regarding possible side effects and the proper use of these medications. This counseling may be obtained by calling a Pharmacist during normal business hours for medications dispensed by our facility. For patients not served by us, please call the pharmacy, which provided the medication. The telephone number may be located on the prescription label.</p>						
<p>_____ Print Responsible Party Name</p>			<p>_____ Signature of Responsible Party</p>			
<p>_____ Print Name of Nurse Releasing Medication(s)</p>			<p>_____ Signature of Nurse Releasing Medication(s)</p>			



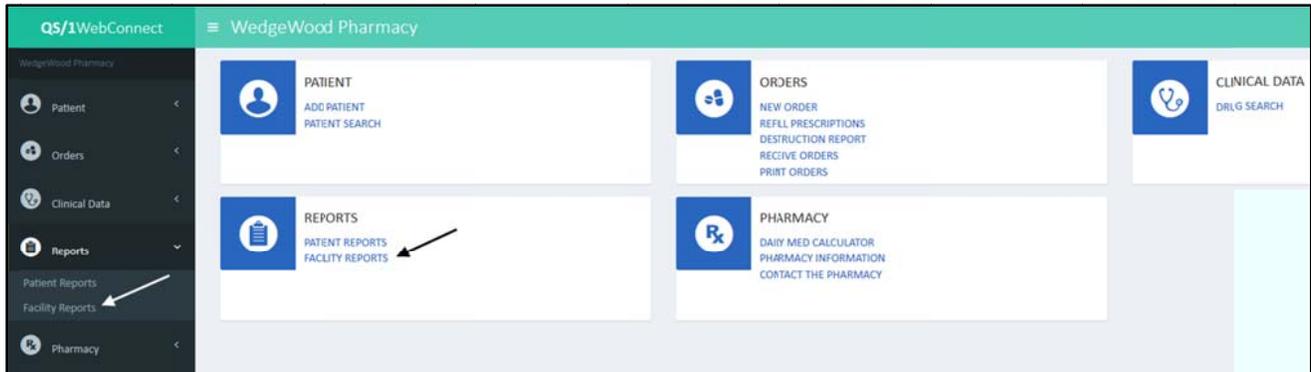
7. Click the  icon. From the drop-down list, select the format in which the report will be printed (e.g., PDF).
8. Click **Open**; the system opens the report in the selected format. Click **File, Print**. The system prints the report. Close the report when printing is complete.
9. Click the  to close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



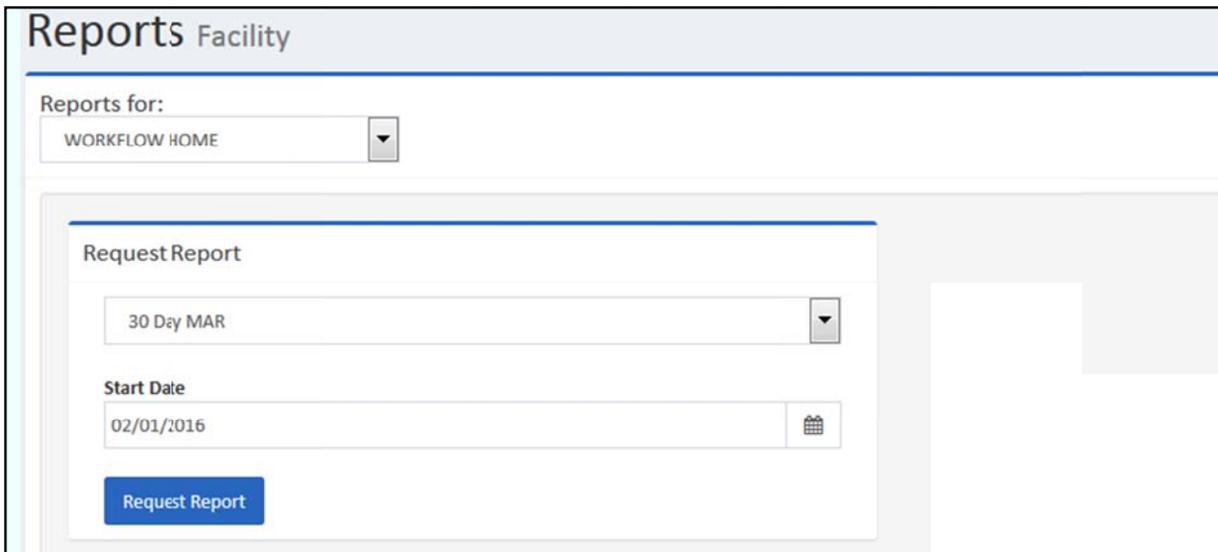
Run Facility Reports

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.



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.**



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

Reports Facility

Reports for:
WORKFLOW HOME ▼

✓ **Report Successful!** ×
 The report was successfully generated. Please view the report below.

Request Report

30 Day MAR ▼

Start Date
02/01/2016

Request Report

Recent Reports from 2/9/2016 to 2/24/2016

Show Reports From Date Range

Start Date

02/09/2016

End Date

02/24/2016

Show Reports for Range

Report Type	Date 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

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 . The Drug Scan displays.
3. Double-click the necessary drug name; the Geriatric/Food Precautions screen displays.

Clinical Data Drug Search

Enter Drug Name



Results

Show  drugs Filter Drugs

Drug Name
COUMADIN 10 MG TABLET
COUMADIN 2 MG TABLET
COUMADIN 2.5 MG TABLET
COUMADIN 2.5 MG TABLET
COUMADIN 3 MG TABLET
COUMADIN 4 MG TABLET

Clinical Data COUMADIN 4 MG TABLET

Geriatric/Food Precautions
Drug Monograph
Drug Counseling
Drug Interactions

Geriatric Precautions

Severity	Renal	Hepatic	Cardiac	Pulmonary	Neurotic	Endocrine
2	NO	NO	NO	NO	NO	YES

Precautions: INC. RISK OF HEMORRHAGE; POSS. LOWER MAINTENANCE DOSE
Drug Class: WARFARIN (SODIUM)

Food Precautions

Severity	Drug Class	Food Precaution
2	COUMARIN ANTICOAGS	FOOD HIGH IN VITAMIN K MAY DECREASE EFFECT. KEEP VITAMIN K CONTENT OF DIET CONSISTENT.

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

The screenshot shows the 'Drug Monograph' tab selected in a navigation bar. Below the navigation bar, there is a language selection section with radio buttons for English (selected), Spanish, and French. The main content area is titled 'COUMADIN 4 MG TABLET' and includes the following information:

- WARFARIN - ORAL
- (WARF-uh-rin)
- COMMON BRAND NAME(S): Coumadin
- WARNING:** Warfarin can cause very serious (possibly fatal) bleeding. This is more likely to occur when you first start taking this medication or if you take too much warfarin. To decrease your risk for bleeding, your doctor or other health care provider will monitor you closely and check your lab results (INR test) to make sure you are not taking too much warfarin. Keep all medical and laboratory appointments. Tell your doctor right away if you notice any signs of serious bleeding. See also Side Effects section.
- USES:** This medication is used to treat blood clots (such as in deep vein thrombosis-DVT or pulmonary embolus-PE) and/or to prevent new clots from forming in your body. Preventing harmful blood clots helps to reduce the risk of a stroke or heart attack. Conditions that increase your risk of developing blood clots include a certain type of irregular heart rhythm (atrial fibrillation), heart valve replacement, recent heart attack, and certain surgeries (such as hip/knee replacement). Warfarin is commonly called a "blood thinner," but the more correct term is "anticoagulant." It helps to keep blood flowing smoothly in your body by decreasing the amount of certain substances (clotting proteins) in your blood.

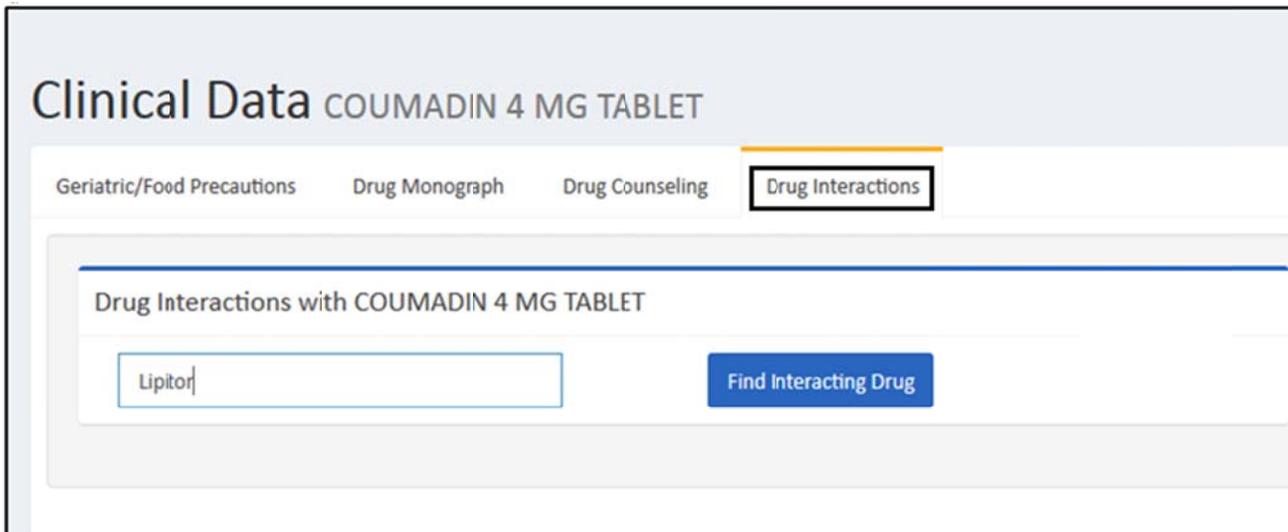
5. Click **Drug Counseling** text to view Patient Counseling messages.

The screenshot shows the 'Drug Counseling' tab selected in a navigation bar. The main content area is titled 'Clinical Data COUMADIN 4 MG TABLET' and 'Drug Counseling'. Below this, there is a section for 'Patient Counseling Messages' with the following text:

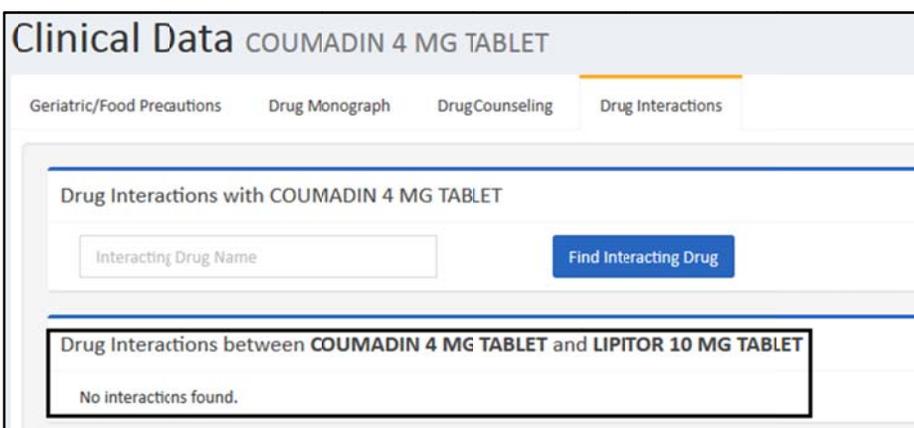
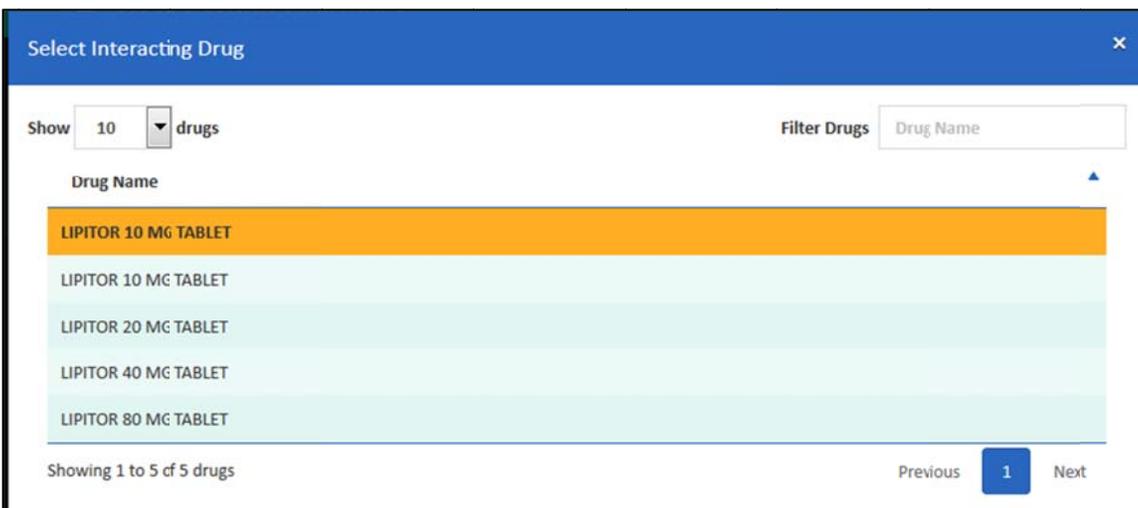
- Do not take if pregnant contact your doctor
- Tell doctor & dentist you are using this medicine
- Review all drugs you are taking with your doctor
- Call MD NOW if persistent or severe bleeding occurs
- Have your INR(PT) checked regularly:A Clotting test
- Before use, important to read the Medication 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.



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



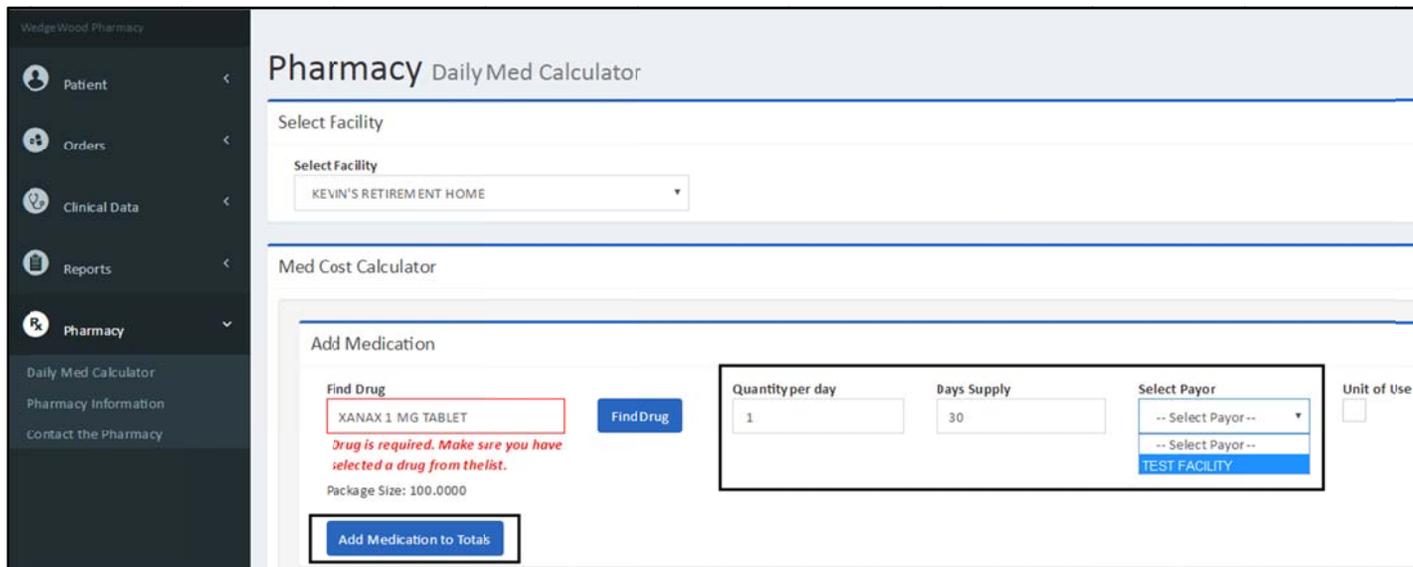
Use the Daily Medication Calculator

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.

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

Drug Name	Package Size	Min Qty
KANAX 0.25 MG TABLET	100.0000	9999.9999
KANAX 0.5 MG TABLET	100.0000	9999.9999
KANAX 1 MG TABLET	100.0000	9999.9999
KANAX XR 0.5 MG TABLET	60.0000	.0000
KANAX XR 3 MG TABLET	60.0000	9999.9999

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



- 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.

Med Cost Calculator

Add Medication

Find Drug: Drug Name Find Drug

Quantity per day: Qty Days Supply: D/S Select Payor: KEV1 Unit of Use:

Package Size:

Add Medication to Totals

Daily Med Calculator

Drug Name	Qty	D/S	Payor	Cost Per Day			Cost Per Period			Remove
				Brand	Generic	Savings	Brand	Generic	Savings	
XANAX 1 MG TABLET	1	30	KEV1	\$5.44	\$5.44	\$0.00	\$163.09	\$163.09	\$0.00	X
ATENOLOL 25 NG TABLET	1	30	KEV1	\$0.78	\$0.78	\$0.00	\$23.30	\$23.30	\$0.00	X
Totals:				\$6.22	\$6.22	\$0.00	\$186.39	\$186.39	\$0.00	

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 the Pharmacy
×

From:

User: PERSON, QS2 - QP

Facility:

Subject

Phone Number

Message

Send Note to Pharmacy

Close