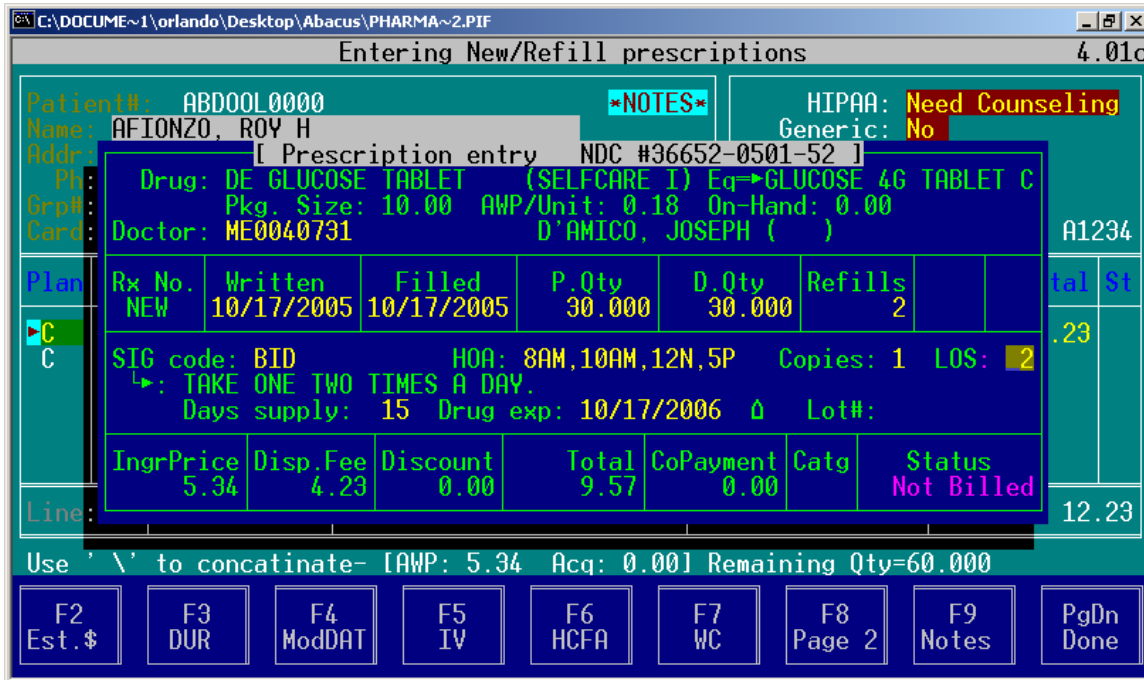


Rx Delivery/Pickup tracking

The Pickup/Delivery status screen allows you to track Rx pickup or Rx deliveries. The Delivery tracking was designed to be use with “Delivery sheets” printed with barcodes, but can be used without. We will first cover tracking deliveries then we will show you how to track Pick-up orders.

DELIVERY



Entering New/Refill prescriptions 4.01c

PatientID: ABDOOL0000 *NOTES* HIPAA: Need Counseling
 Name: AFIONZO, ROY H Generic: No
 Address: [Prescription entry NDC #36652-0501-52]
 Drug: DE GLUCOSE TABLET (SELF-CARE 1) Eq→GLUCOSE 4G TABLET C
 Pkg. Size: 10.00 AWP/Unit: 0.18 On-Hand: 0.00
 Doctor: ME0040731 D'AMICO, JOSEPH () A1234

Plan	Rx No.	Written	Filled	P.Qty	D.Qty	Refills	tal	St
C	NEW	10/17/2005	10/17/2005	30.000	30.000	2	.23	

SIG code: BID HOA: 8AM,10AM,12N,5P Copies: 1 LOS: 2
 ↳: TAKE ONE TWO TIMES A DAY.
 Days supply: 15 Drug exp: 10/17/2006 Δ Lot#:

IngrPrice	Disp.Fee	Discount	Total	CoPayment	Catg	Status
5.34	4.23	0.00	9.57	0.00		Not Billed

Line: 12.23

Use ^ \ to concatenate- [AWP: 5.34 Acq: 0.00] Remaining Qty=60.000

F2 Est.\$ F3 DUR F4 ModDAT F5 IV F6 HCFA F7 WC F8 Page 2 F9 Notes PgDn Done

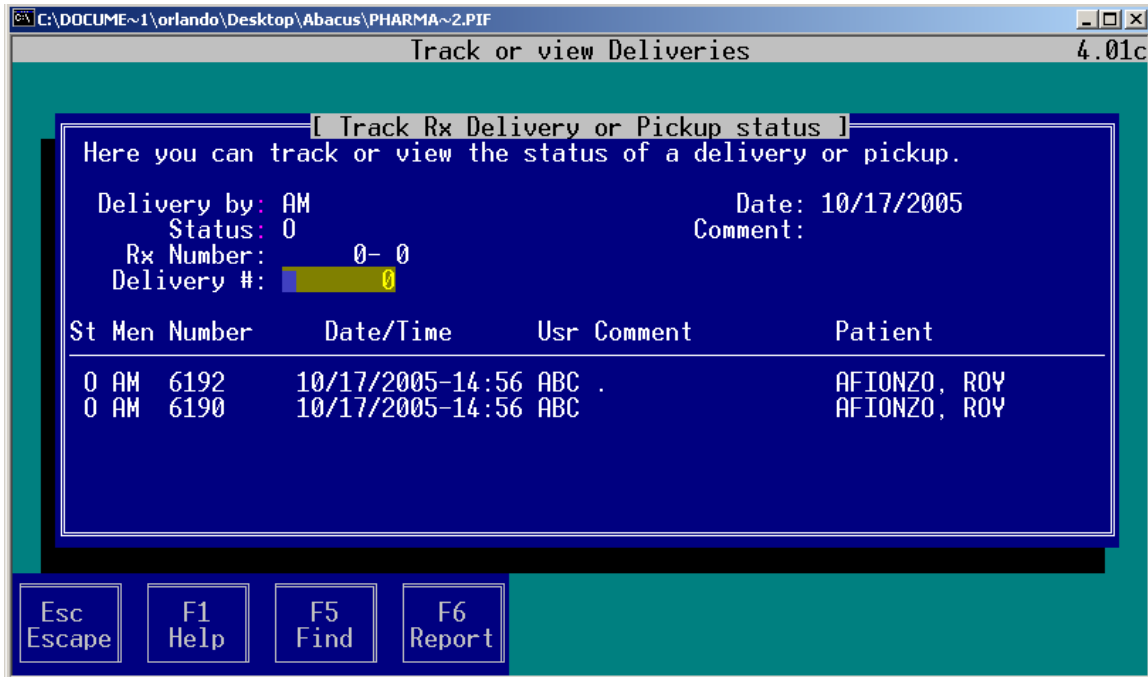
First we need to tell the computer which Rx are for delivery, we do this by putting a “2” under LOS (Level Of Service) when writing a prescription.

Valid “Level Of Service” codes:

- 00 – Not Specified
- 01 – Patient Consultation
- 02 – Home Delivery
- 03 – Emergency
- 04 – 24 Hour Service
- 05 – Consultation-Generic product
- 11 – Mail
- 12 - Pickup

If you do more deliveries than say patient pick-up, you can set the LOS (Level Of Service) field to have a default of 02. See page 4 under “Configuration Preferences”.

TRACK DELIVERIES



If you print "Delivery Sheets", you will begin by entering the initials of the delivery driver that will be delivering the Rx. Then you will enter the Deliver Status as follows:

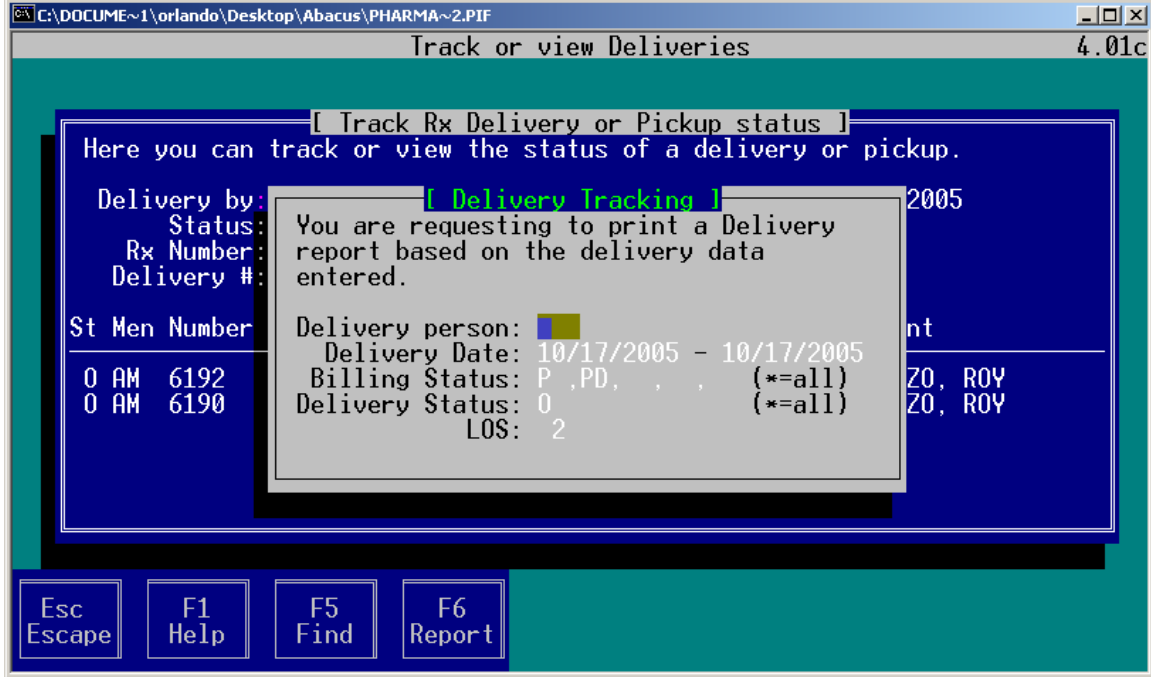
- O** = On route (has been put on a route list and assigned to a driver)
- D** = Delivered (the patient has received it)
- C** = Canceled (the delivery was canceled – no delivery was done)
- H** = Hold (the delivery was put on hold – no delivery should be done until confirmed)
- X** = Undo (undo the Delivery status as if no delivery has been done)
- M** = Mailed (The Rx was mailed to the patient)
- P** = Picked up (The Rx was picked up by the patient or Guardian)

Next, just scan the barcode of the Delivery Sheet for all deliveries assigned to the driver. When the driver returns, scan each Delivery Sheet and assign a new delivery status (this will give you a precise status on the delivery).

If you **DO NOT** print Delivery Sheet, you will first need to know what has not been assigned to be deliver. To do this you will need to print out a report called "Delivery Report" located under the Report menu (look below for information on this report). Then use this report to enter the Delivery # to be assigned to a driver.

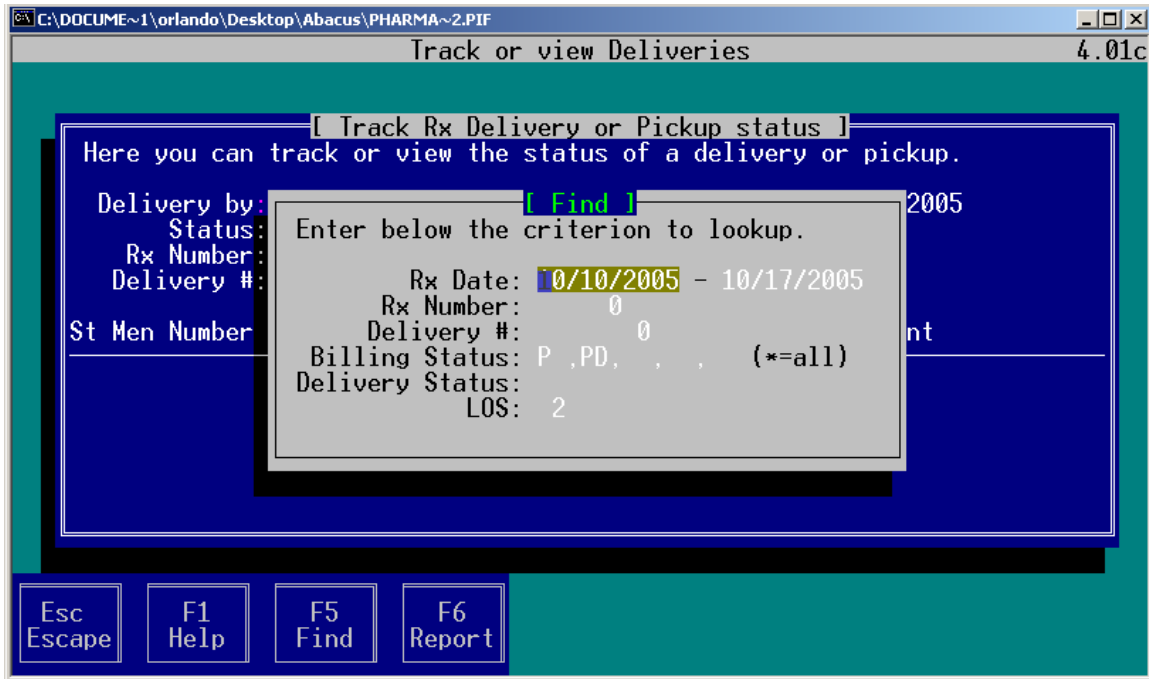
Tip: To keep track of multiple routes during the same day for the same driver, always use only two letters for the driver's initials plus a number for the route (For example, if the drivers name is Albert E. Mendez you may use: AM, AM2, AM3...) This way you can track and request to print only deliveries assigned to AM for the morning or AM2 for noon routes or AM3 for evening routes. You can make up any code you like.

DELIVERY TRACKING REPORT



Here you can request a report of the deliveries scheduled “on route” to a driver. The route will print in zip code order. You may enter multiple billing status or “*” to request all billing status including Rx “Not billed” to insurance. The default is to list only Rx that have been assign a route and that have a “Payable” or “Paid” status. Most of the time all you need is to only enter the driver’s initials and leave the rest of the fields with the defaults.

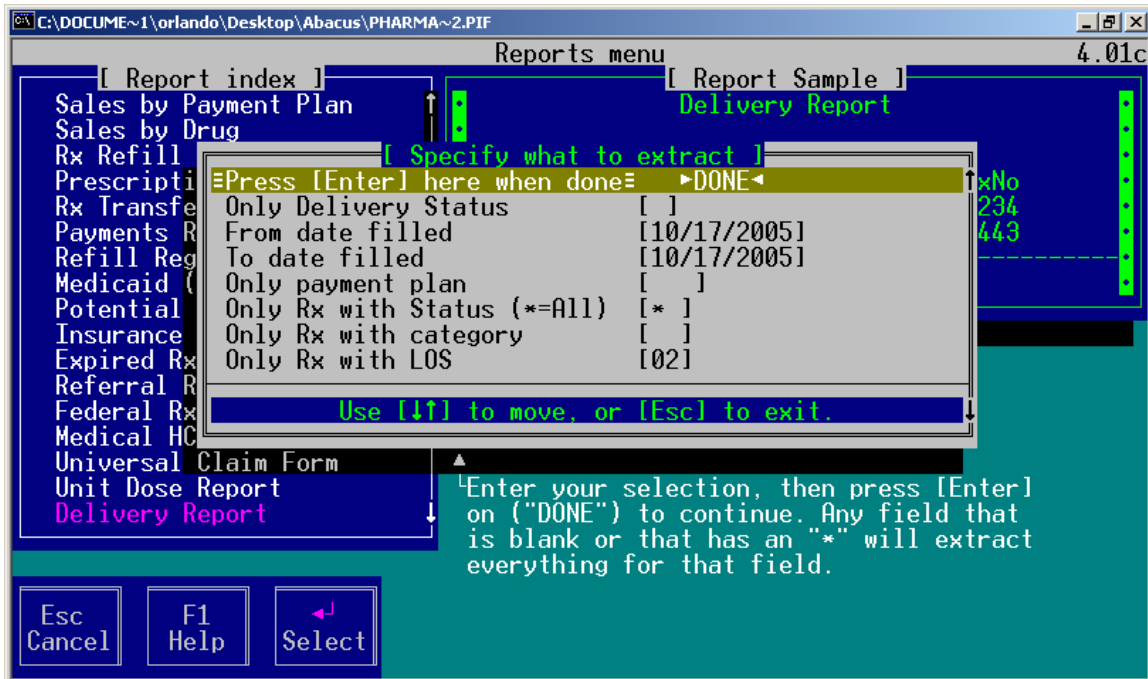
FIND



Here you can look up any delivery to know the status, date & time assigned and comments. You may enter multiple billing status or "*" to request all billing status including Rx "Not billed" to insurance. The default is to list only Rx that have a "Payable" or "Paid" status.

DELIVERY REPORT

The following report can be found under the “Report menu”.



Print the “Delivery report” to produce a report of all patients that have deliveries pending. The report will print the Patients address, Patients name and Delivery number. You may use this report to enter the Delivery number under “Delivery tracking” to track deliveries or if you do not want to track deliveries you can use it by it self to know who to deliver to (This would be recommended only in the case that you have only one driver and has only one route a day).

Delivery Status – The status of the delivery to the patient (O=On route, D=Delivered, C=Canceled, H=On Hold)

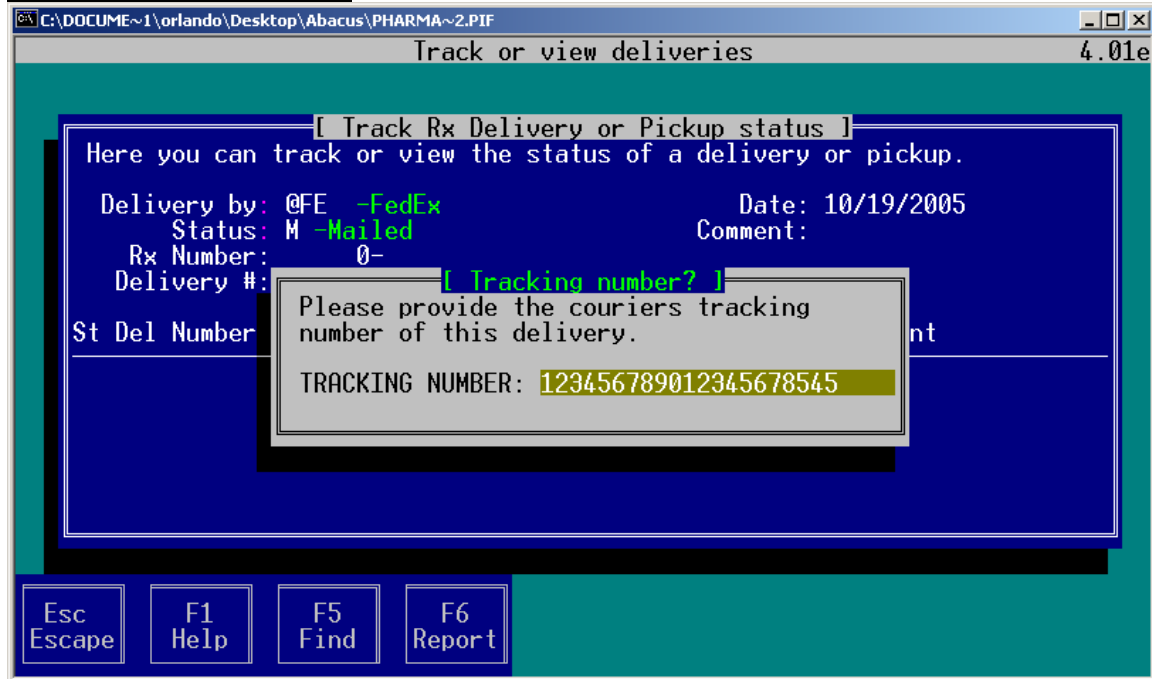
Date filled – The date the Rx was filled.

Payment Plan – The code of how the Rx will be paid (insurance). Leave blank for all.

Status – The billing status of the Rx (P=Payable, PD=Paid, “ “=Un billed). Put “*” for all.

Category – A category assigned to a prescription, this is a way to group Rx.

LOS – The Level Of Service of a Rx. A “02” means the Rx is for delivery.

PICKUP AND MAIL

Patient/Custodian Rx pickup or mailing can also be documented and tracked here.

PICKUP

To track when prescriptions were picked up:

1. Under "Deliver by:", just press [enter] or select "Unknown/NA"
2. Under "Status:", enter a "P" or select "Picked up".
3. Either scan or enter the Rx number or Delivery #.

MAIL

To track when prescriptions were mailed:

1. Under "Deliver by:", enter the courier code or select a courier from the list.
2. Under "Status:", enter a "M" or select "Mailed".
3. Either scan or enter the Rx number or Delivery #.
4. After entering the above, you will be asked to enter a "Tracking number". This is the shippers/couriers reference number.

Note: You can manage all deliveries by entering either a Rx number or a Delivery number (the delivery number is the same thing as the systems Invoice #, and it's used to identified multiple prescriptions for the same patient).