# **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

🚾 C:\DOCL	ME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	_ 8 ×					
	Entering New/Refill prescriptions	4.01c					
Patie Name: Addr:	nt#: ABDOOL0000 *NOTES* HIPAA: Need Couns AFIONZO, ROY H [ Prescription entry NDC #36652-0501-52]	eling					
Ph: Grp#: Card:	Drug: DE GLUCOSE TABLET (SELFCARE I) Eq⇒GLUCOSE 4G TABLET C Pkg. Size: 10.00 AWP/Unit: 0.18 On-Hand: 0.00 Doctor: ME0040731 D'AMICO, JOSEPH ( )	A1234					
Plan ▶C	Rx No.         Written 10/17/2005         Filled 10/17/2005         P.0ty 30.000         D.0ty 30.000         Refills 2	tal St 23					
C	C 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 △ Lot#:						
Line:	IngrPrice 5.34Disp.Fee 4.23Discount 0.00Total 9.57CoPayment 0.00Catg Not Billed	12.23					
Use '	<u>V to concatinate- IAWP: 5.34 Acq: 0.001 Remaining Qty=60.000</u>						
F2 Est.\$	F3 DURF4 ModDATF5 IVF6 HCFAF7 WCF8 Page 2F9 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 "<u>Configuration Preferences</u>".

## TRACK DELIVERIES

©\ C:\	DOCU	ME~1\	orlando\Deski	op\Abacus\PHA	RMA~2.PIF						
	Track or view Deliveries							4.01c			
	L Track Rx Del Here you can track or view the Delivery by: AM				k Rx Deliv view the s	livery or Pickup status ] e status of a delivery or pickup. Date: 10/17/2005				5	
	St	Rx Del: Men	Status: Number: ivery #: Number	U 0-1 Date/	0 Time	Usr	l Comment	comment:	Patient		
	0	AM AM	6192 6190	10/17/20 10/17/20	005-14:56 005-14:56	ABC ABC			AFIONZO, AFIONZO,	ROY ROY	
E: Es	sc capo	e	F1 Help	F5 Find	F6 Report						

<u>If you print "Delivery Sheets"</u>, 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)
- $\mathbf{D}$  = Deliverred (the patient has received it)
- **C** = Canceled (the delivery was canceled no delivery was done)
- $\mathbf{H} =$  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)
- $\mathbf{M}$  = Mailed (The Rx was mailed to the patient)
- $\mathbf{P}$  = 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).

<u>If you DO NOT print Delivery Sheet</u>, 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**

C:\D0CUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF					
Track or view Deliveries					
Here you can Delivery by: Status: Rx Number:	[ Track Rx Delivery or Pickup status ] track or view the status of a delivery or pickup. [ Delivery Tracking ] You are requesting to print a Delivery report based on the delivery data	4.010			
Delivery #: St Men Number O AM 6192 O AM 6190	entered. Delivery person: Delivery Date: 10/17/2005 - 10/17/2005 Billing Status: P .PD. , (*=all) Delivery Status: 0 (*=all) LOS: 2				
Esc Escape Help F5 F6 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

C:\DOCUME~1\orlando\Desktop	o\Abacus\PHARMA~2.PIF	
	Track or view Deliveries	4.01c
Here you can tr Delivery by: Status: Rx Number: Delivery #: St Men Number	[ Track Rx Delivery or Pickup status ] ack or view the status of a delivery or pickup. [ Find ] Enter below the criterion to lookup. Rx Date: 10/10/2005 - 10/17/2005 Rx Number: 0 Delivery #: 0 Billing Status: P .PD (*=all) Delivery Status: LOS: 2	
Esc F1 Escape Help	F5 F6 Find Report	

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".

C:\DOCUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	_ 8 ×
Reports menu	4.01c
[ Report index ]       [ Report Sample ]         Sales by Payment Plan       •         Sales by Drug       •	:
Rx Refill       Specify what to extract         Prescripti       =Press [Enter] here when done=       ►DONE         Rx Transfe       Only Delivery Status       []         Payments R       From date filled       [10/17/2005]	• • •
Refill Reg       To date filled       [10/1//2005]         Medicaid (       Only payment plan       []         Potential       Only Rx with Status (*=All)       [*]         Insurance       Only Rx with category       []         Expired Rx       Only Rx with LOS       [02]	•
Referral R       Use [11] to move, or [Esc] to exit.         Medical HC       Iniversal Claim Form         Universal Claim Form <ul> <li>Enter your selection, then press [Enter]</li> </ul>	
Delivery Report on ("DONE") to continue. Any field that is blank or that has an "*" will extract everything for that field.	
Esc F1 Cancel Help Select	

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

C:\DOCUME~1\orlando\Desktop\Abacus\PHARMA~2.PIF	
Track or view deliveries	4.01e
L Track Rx Delivery or Pickup status   Here you can track or view the status of a delivery or pickup. Delivery by: @FE -FedEx Date: 10/19/2005 Status: M -Mailed Comment: Rx Number: 0- Delivery #: St Del Number St Del Number TRACKING NUMBER: 123456789012345678545	
Esc F1 F5 F6 Escape Help Find Report	

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

#### <u>PICKUP</u>

To track when prescriptions where 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 where 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).