DxScript®

REFERENCE GUIDE

CUSTOMER CARE
212-967-1944 (local)
877-626-8471 (toll free)
877-266-6752 (24/7 pager)
customercare@dx-web.com

DxScript Reference Guide Version 6.20
www.dx-web.com

TABLE OF CONTENTS

GETTING STARTED

Thank you for choosing DxScript®! Our application will add value to your healthcare service and increase efficiency within your practice.

DxScript® is dedicated to delivering productivity tools that enable medical professionals to raise the level of patient care while increasing the efficiency of their practices. We are committed to the development of healthcare through technologies that enable medical professionals to access critical medical information at the point of care.

DxScript® provides medical professonals with a great deal of useful functionality, such as access to patient information stored in their practice management systems and patient-specific formularies. DxScript® enables all of these functions to be carried out from a wireless device or through a Web browser, with accuracy, speed and convenience. DxScript® provides HIPAA- compliant e-prescribing from a physician's wireless device:

- prescription drug interaction information
- drug reference guide
- patient medication history
- formulary referencing

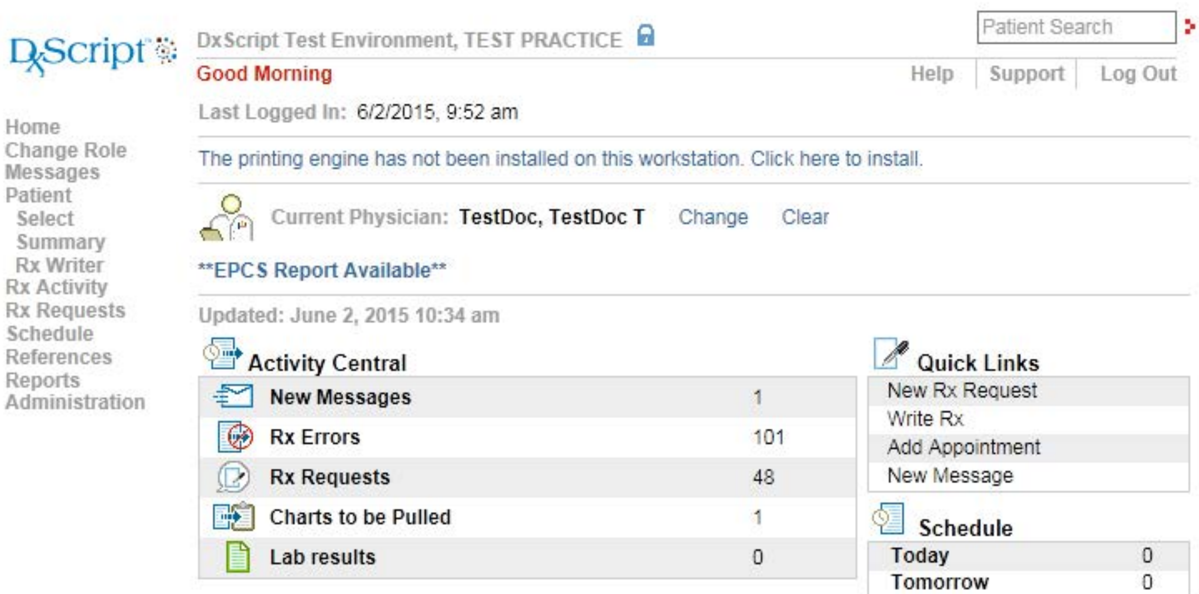
DxScript® is a software application suite that integrates with your existing practice management system and enables you to access your schedule of patients, refer to medical information that is specific to patients at the point of prescribing, have a handy drug reference available at all times, and perform numerous other informational transactions from your preferred handheld device or computer.

Please enjoy the full benefits of our application. Our DxScript®/Dx-Web® Client Services department is available to answer and train you on any and all of our features.

If you have any question about the DxScript® System, Contact Customer Support at 212-967-1944. Our offices are open 8:30am – 5:00pm EST. You can also email us at customercare@dx-web.com.

HOME PAGE

After logging in to DxScript®, users will be greeted by the home page, seen below. From here, it is possible to quickly navigate to any of the different parts of the application. This section will briefly describe the functionality of the links found on the left hand side of this screen, as well as explain the two notifications visible in the center.



Home – immediately returns to this screen from any other screen in DxScript.

Change Role – switch between physical practice locations. If your practice involves only one physical location, this option will not be present.

Messages – view, send and respond to messages.

Patient Select – search for patients, view patient demographics, and add new patients to DxScript system. Bear in mind that, if your site uses a Practice Management System, new patient and additional patient information added directly to the DxScript® system will not be sent to that system. Patient information should be updated via the Practice Management System in this case.

Patient Summary – displays all patient demographic information, including insurance and currently active medications. You may also view the patient's medication history, any relevant clinical information and any recent events pertaining to the patient within DxScript®. It is also possible to add or view personalized notes about the patient, if there is anything else you may wish to keep in mind for future visits. If a patient is not currently selected, this link will prompt you to select a patient.

RX Writer – write a new prescription for the currently selected patient. If a patient is not currently selected, this link will prompt you to select a patient.

RX Activity – search for scripts that have been or are in the process of being sent, have been canceled or encountered an error, or all prior scripts. The content on the page includes Scripts Status, Physician, Destination, Date, and Patient.

RX Requests – view, approve or decline requested prescriptions by regular users and pharmacies.

Schedule – view uploaded patient appointments from your Practice Management System.

References – search for drug information provided by First DataBank, Inc.

Reports – view and print Prescription, Appointment and Patient reports.

Administration – allows site admins control of various features of DxScript® including user setup, library setup and print manager setup. This section is covered in detail in pages 15-21.

Notifications

If your home screen contains a link that reads "The printing engine has not been installed on this workstation. Click here to install", this means the printer plugin is absent and printing will not be possible on the current workstation. Simply click the link to install the software and enable printing. Every workstation used to access DxScript® will need this plugin to be able to print.

The **EPCS Report Available** link indicates that the monthly audit of controlled substance prescriptions is available to be viewed. This report is physician specific, and according to DEA regulation, each physician is required to review this report to ensure no controlled substances are being prescribed in their name without their knowledge.

MESSAGES

SENDING A MESSAGE

1. Login to DxScript®.
2. Click the Messages link.
3. Click the new messages link.
4. Fill out the form and click send.

RECEIVING AND REPLYING TO A MESSAGE

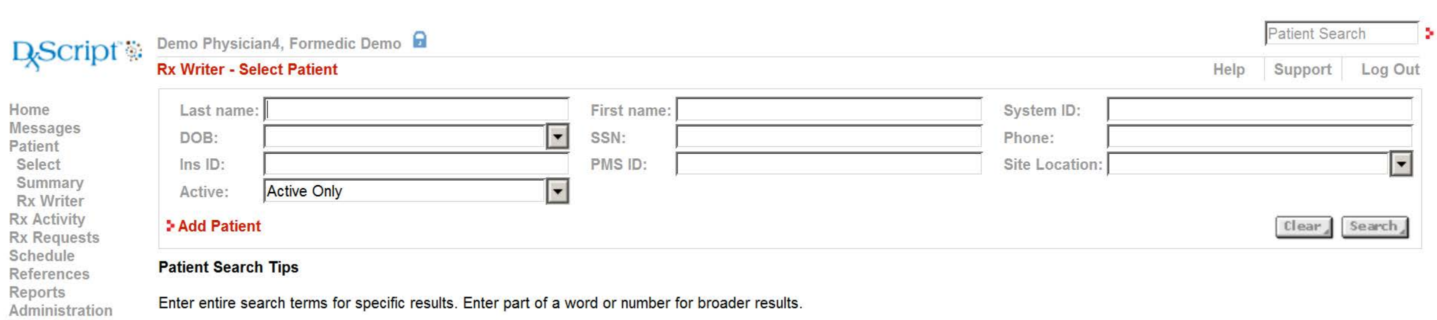
1. Login to DxScript®.
2. Click the Messages link.
3. Click the icon to view message.

PATIENT

SELECTING A PATIENT

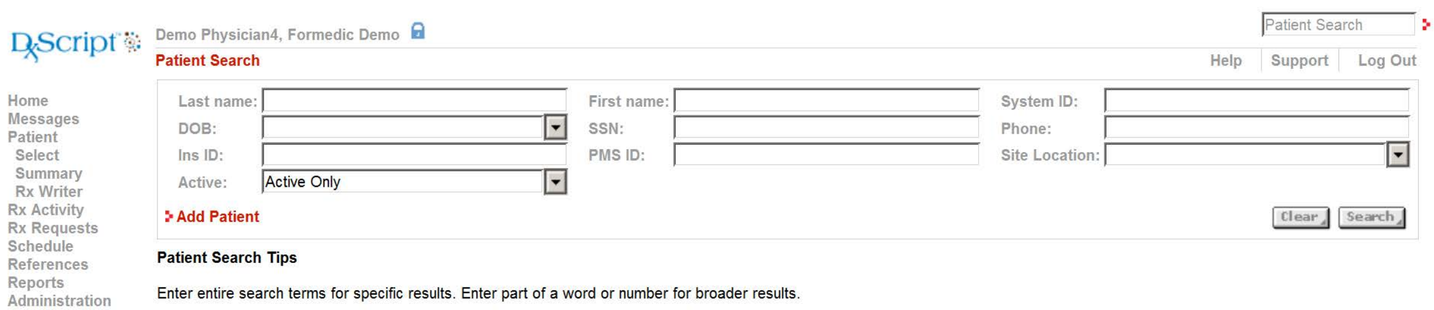
You may search for a patient using any combination of available demographics. The date of birth, site location and active status dialogs are drop-down menus that will only allow certain input, while the remainder of the dialog boxes will allow any input, including partial entries. Keep in mind that this search is exclusionary, meaning that the system will exclude all entries that do not match your search terms. It is therefore possible to enter a blank search, which will then reveal all patient entries. From any screen in DxScript®, follow the steps below to select a new patient.

1. Login to DxScript®.
2. Click the Select link.
3. Type in the search criteria for the patient.
4. Click the search button.
5. Select the desired patient.



ADDING A PATIENT MANUALLY

1. Login to DxScript®.
2. Click on Select link from the navigation menu.
3. Click on the Add Patient link, found below the search dialogs.
4. Enter the patient's demographic information.
5. Click Save.



Please note that patients added in this manner will not be associated with patients uploaded from your practice management system, so be careful not to create duplicate patients. If you have an interface for DxScript® which sends reports that upload to our server, DO NOT manually enter patient information. You should update your Practice Management System and then the report will automatically update DxScript® and be reflected in the patient's profile.

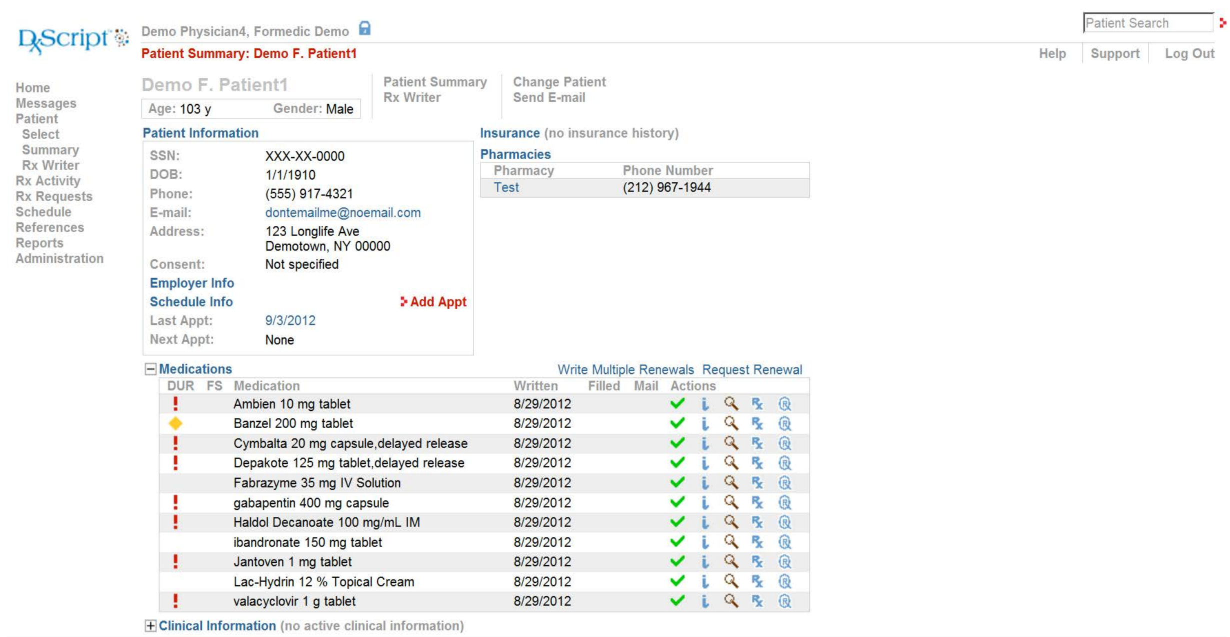
Enhanced Insurance Eligibility Check

After entering basic patient demographics into DxScript®, such as name, DOB, sex, address, and telephone number, you may then perform an eligibility check from the Patient Insurance page. This will retrieve the patient's insurance plan information and medication history, saving it to the Patient's Summary page. This will save time over manually collecting and entering insurance information for a patient.

SUMMARY

The Patient Summary page is the main access point for all patient-centered tasks and information inquiries, such as viewing medications, clinical information, insurance companies, and pharmacies in the patient's profile.

1. Login to DxScript®.
2. Click the "Summary" link.
- If you have not previously selected a patient, you will be prompted to search for a record.



ADDING INSURANCE INFORMATION

1. Click the Insurance Link on the patient summary page
2. Click on "Add New" to add the insurance carrier.
3. Fill out the insurance information making sure to complete the required fields marked by a red arrow.
4. Click Save

ASSOCIATING A PHARMACY TO A PATIENT

Prescriptions that are sent to pharmacies for a patient get automatically saved to the patients history.

1. Click the Pharmacies Link on the patient summary page.
2. Click on the Add Pharmacy link.
3. Click the pharmacy name in the dropdown box or do an advanced search to add a new pharmacy to the list.
4. Click Save.

MEDICATION HISTORY

This page displays medication history information for a selected patient. This information comes from three sources:

1. Patient history files received from partner PBMs.
2. Patient reported medications manually entered into the database.
3. Medications from prescriptions created using the DxScript® application.

The default for this page allows you to view the entire medication history. You may choose to view the entire history or you may search for a specific medication for that patient. To view certain medications you may search by name, date or inactive/active medication.

MANUALLY ADD A MEDICATION

1. Click the Medications Link for the desired patient.
2. Click the red "Add Medication" link.
3. Fill out the prescription information.
4. Click Save.

Keep in mind that this is simply adding the medication to the patient's medication history. This will not actually send a prescription to a pharmacy.

ADDING CLINICAL INFORMATION

Here you can add clinical information such as allergies, diagnoses, etc.

1. Click the Clinical Information link from the patient summary screen.
2. Click the red "Add Clinical" link.
3. Fill out the clinical information for the patient.
4. Click save.

RECENT EVENTS

View all events related to the DxScript® application involving a selected patient. This screen is similar to a logbook, capturing all activity related to eligibility checks, updating patient demographic information, prescription writing, and other significant events.

Recent Events

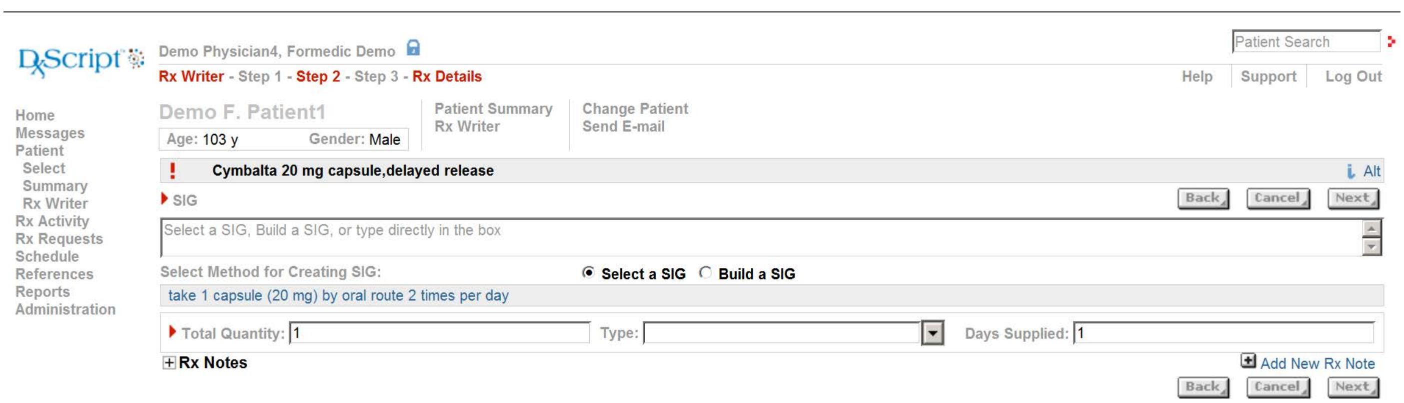
Date/Time	Event	Actions
4/11/2006 2:05 pm	Patient consent set to No	
4/11/2006 2:05 pm	Patient demographic information updated	
4/11/2006 1:59 pm	Eligibility: Not Found	
4/11/2006 1:56 pm	Prescription was completed	
4/11/2006 11:42 am	Chart copy reprinted	
4/11/2006 11:40 am	Chart copy reprinted	
4/11/2006 11:39 am	Chart copy reprinted	

RX

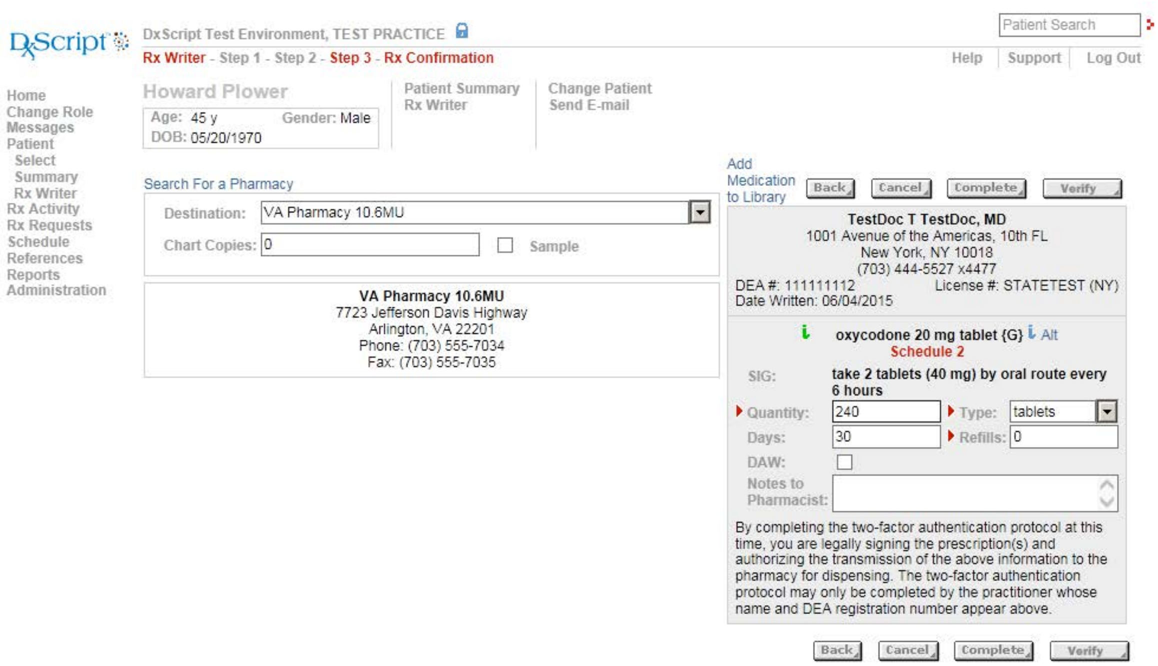
WRITING AN RX AS AN APPROVED PHYSICIAN OR TRUSTED AGENT

1. Login to DxScript®.
2. Click RxWriter link.
3. Search for patient.
4. Click on the icon.
5. Select a medication from Physician Library, Patient History or Search for a medication.
   - If the medication is selected from patient history or physician's library, the next step is RX Confirmation. The user can then complete the prescription.
   - If not, the next step will be RX details.

6. Fill out RX details, including at least a SIG and a quantity. You may either select a pre-built SIG or build a SIG from scratch.
   - If the SIG was already setup from the medication library, the RX will go directly to the confirmation page.
   - SIGs that are already setup on in the medication library can be modified by hitting the back button on the page.



7. Optionally, you may check any number of Rx Notes, which will allow you to further specify how, when and where the medication is taken.
   - Click on the Plus sign to the left of Rx Notes.
   - Check as many relevant instructions needed.
   - This list is editable. Further instructions can be found in the User Feature section.
8. Click the Next button.
9. Select destination of RX. This will either be a pharmacy or a printer. Further instructions on adding pharmacies or printers to this list can be found in the User Feature section.
10. The prescription is now ready for completion. If you are not EPCS enabled, you may hit complete to send the prescription. If you are EPCS enabled, proceed to the next step for completing.
11. For those who are EPCS enabled, this step will differ based on the substance being prescribed.
   - If this is not a controlled substance, there will be no schedule listed in red underneath the drug name. You may simply hit complete to send the prescription to the destination specified.
   - If this is a controlled substance, as in the example below, it will be necessary to verify your identity before you are able to hit complete. Follow the instructions in the next section to perform this verification.



PBM AND THERAPEUTIC ALTERNATIVES

During the prescription writing process, DxScript® will display alternate medications based on the formulary status and therapeutic class of the selected drug. This will depend on whether the medication is covered by the insurance of the patient selected, or if a DUR alert is set off by a particular drug. This will help you avoid manually searching for alternative medications in the event that a selected medication is not covered by the patient's insurance or the patient is unable to take the selected medication for any reason.

EPCS NOTES FOR TRUSTED AGENTS

Please bear in mind that a trusted agent is unable to send controlled substance prescriptions electronically, under any circumstances. A faxed prescription is NOT considered an electronic prescription, so this does not apply to providers who are not EPCS enabled. **As per DEA regulation, only a provider with a DEA number and a verified identity will be able to electronically send controlled substance prescriptions.**

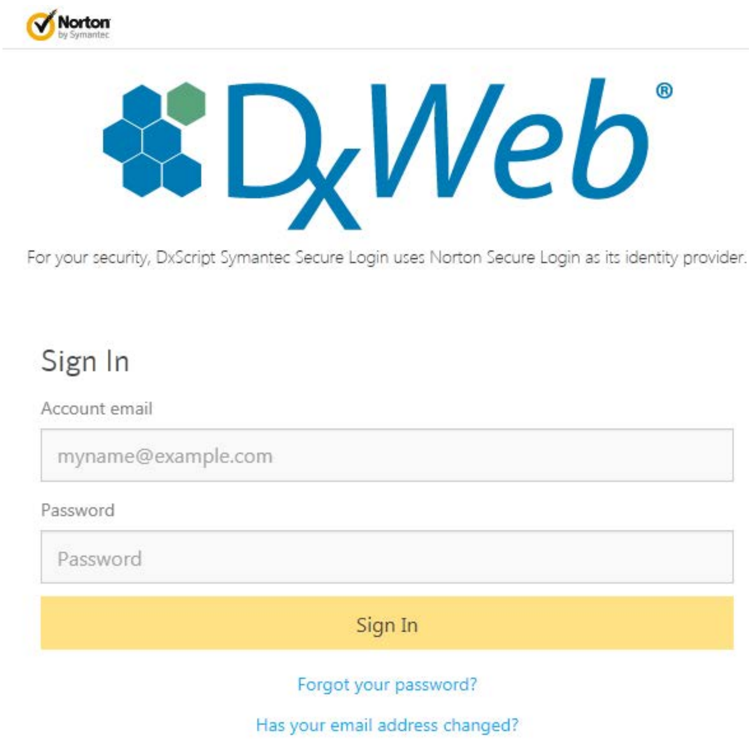
For EPCS enabled providers, trusted agents will still be able to send regular prescriptions, but will only be able to queue controlled substance prescriptions. The provider must then approve those prescriptions whenever they are able, verifying their identity each time. For the trusted agent queueing, this is identical to the process for regular users who have not been designated as trusted agents and all prescriptions.

IDENTITY VERIFICATION FOR EPCS

This portion of the guide assumes that you have already completed the ID proofing necessary to complete a two factor authentication, as well as the EPCS verification process described on page 24.

If you have not, and would like to be enabled for EPCS, please follow the instructions at http://dx-web.com/idproof and let us know at 212-967-1944.

Upon opening the Rx Confirmation page, a popup will open as seen below:



1. Enter the email address and password you previously set up during the ID proofing process.
2. Click sign in and you will be taken to the next page.
- Norton may ask you to complete a CAPTCHA. This can be triggered for a number of different reasons, but is an additional layer of security intended to protect against automated attacks. If a CAPTCHA appears, simply enter the word or numerals visible in the image and re-enter your username and password, if necessary.
3. At this point you will be asked to enter your second factor from either your hardware token or mobile app, previously set up at the completion of the ID proofing process.
   - If using a hardware token, simply hit the button to create a new six digit code. Enter this code into the screen below and hit verify to complete ID verification.
   - If using a smartphone app, start the app up if it is not currently running. The app will automatically generate a code every thirty seconds. Enter the code currently being displayed into the screen below and hit verify to complete ID verification.
4. Upon successful ID verification, the popup will close, and the Verify button will be grayed out. You are now able to hit complete, and the script will be sent electronically.
   - If the verification is not completed, or the verify popup closes before verification is complete, you may restart the verification process by clicking the Verify button. The popup will reopen.
   - If there is an interruption in the system, it will still be possible to fax the prescription as a fail-over option, provided the faxing of controlled substance prescriptions is still legal in your state. A popup will warn you before sending in this manner; clicking OK on this warning will send by fax. You can click cancel at this point to go back and verify.

Enter Security Code

Enter the security code generated by your VIP mobile app or hardware token with credential ID: [redacted]

Security Code [ ] ?

Verify and continue

Need to receive your code another way?

Verify

Cancel

WRITING AN RX AS A NON-PROVIDER - QUEUEING AN RX REQUEST

1. Login to DxScript®.
2. Click RxWriter link.
3. Search for a patient or select a patient for from the list
   - If the medication is selected from patient history or a completed sig in the Physician's library, the next step is RX Confirmation. The user can then queue the RX.
4. Choose physician from the RX Information section.
5. Select medication from Physician Library, Patient History or Search for medication.
6. Fill out RX details. Either select a premade SIG or build a SIG using the tool.
7. Click Next button.
8. Select destination of RX.
9. Choose current printer or search for a pharmacy.
10. Confirm the RX by clicking the queue button.
    - The prescription will be logged as an Rx Request for the physician you selected. Upon logging on, that physician will be able to approve, change or deny the prescription.

RX ACTIVITY

This section provides the status of all prescriptions sent through DxScript®. This page should be monitored by a nurse or administrator periodically throughout the day to ensure that all faxed prescriptions have gone through without an error.

1. Login to DxScript®.
2. Click on RX Activity link on the navigation menu
3. Enter the search criteria
   - This can be any combination of the following: script status, date, physician, patient, destination and Rx control ID.
4. Click the search button.
   - If your search comes back empty, try broadening your search by removing search criteria.

RX REFILL

This allows an approved physician or agent to quickly resend a prescription that has been written previously.

1. Login to DxScript®.
2. Click on Summary on the left side of the page
3. Search for and choose the desired patient.
4. Click the icon next to a prescription that you would like to resend
   - If the medication is not visible, click on the plus sign next to Medications to show all.
5. You will now be brought to the Rx Confirmation page, you can either click "complete" to send the prescription as is, or you can click the back button to make changes.

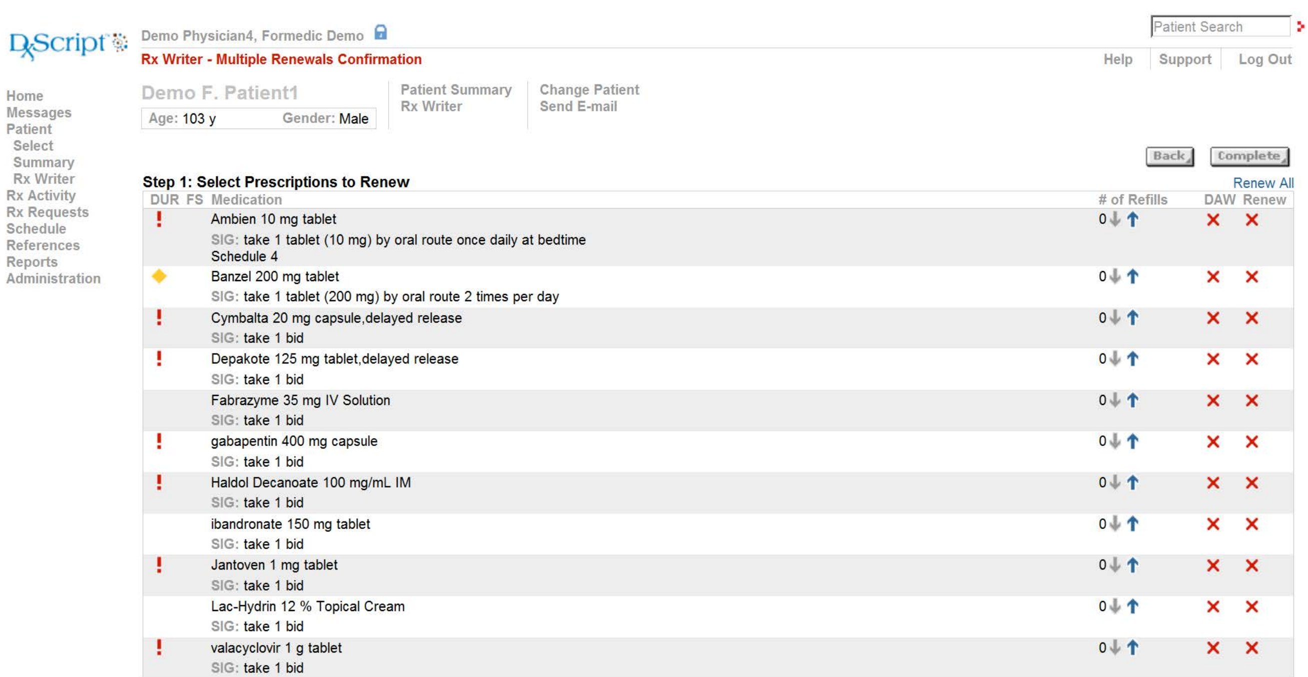
RX RENEWAL

This allows a non-provider to quickly queue a prescription that has been written previously to a physician.

1. Login to DxScript®.
2. Click on Summary on the left side of page.
3. Search for and choose the desired patient.
4. Click on the plus sign next to “Medications” if the medication information is not already shown.
5. Click the ℞ icon next to a prescription that you would like to resend.
6. You will now be brought to the Rx Confirmation page, you can either click “queue” to queue the prescription as is, or you can click the back button to make changes.

WRITE MULTIPLE RENEWALS

1. To refill a drug you can click on the **X** icon under the Renew column for each drug or you can click the Renew All link to refill all prescriptions.
2. To mark a drug as dispense as written you can click the **X** icon and it will change to ✓a which marks the drug as DAW: Yes
3. To increase or decrease the number of refills you can click on the ↑↓arrows.
4. The next step is to select a destination. To select a destination you have two options.
5. You may print the prescription or fax the prescription to a pharmacy by clicking the
6. Search For a Pharmacy link.
7. The last step is completing the multiple renewals by clicking the Complete button.



Please note that, as each EPCS prescription must be individually verified, all controlled substances will be removed from this list after a site becomes EPCS enabled. Non-EPCS enabled sites will retain multiple renewal functionality for controlled substances.

SCHEDULE

DxScript® allows users to schedule appointments for physicians in a practice. Once the physician logs into their account, they will be able to see how many appointments they have for the present day and the next day.

SEARCHING FOR SCHEDULED APPOINTMENT

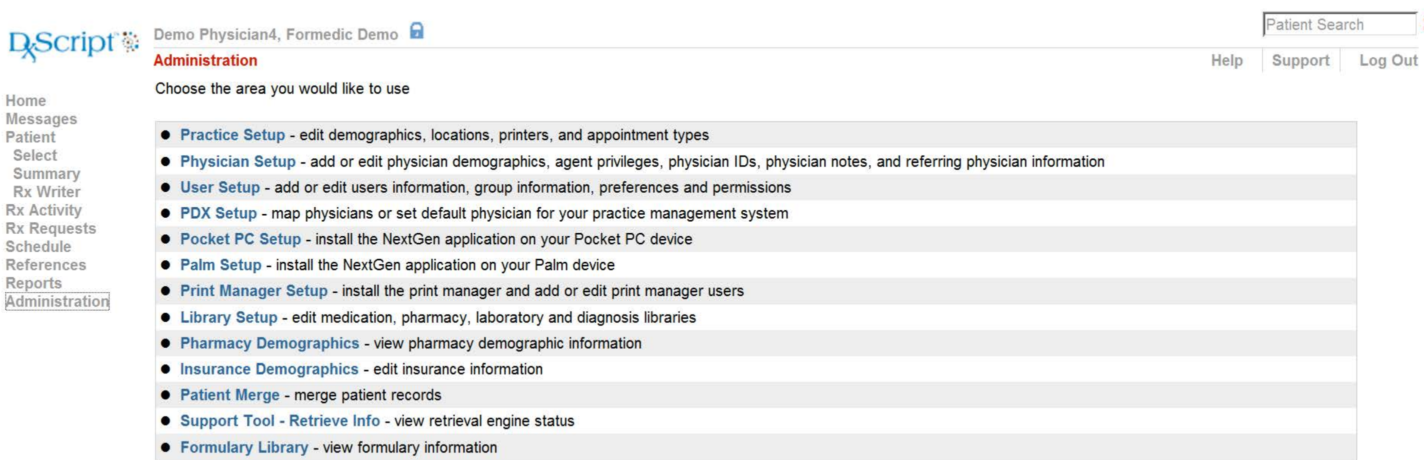
1. Login to DxScript®.
2. Click on Schedule.
3. Select appropriate fields for the days or day for which you are searching.
4. Click on Search.

ADDING AN APPOINTMENT FOR A PHYSICIAN

1. Login to DxScript®.
2. Click on Schedule on the left side of the page.
3. Click on “Add Appt”.
4. Fill out the form to reflect the date of the appointment.
    - Before appointment types can be assigned, they must be created. See page 27.
5. Click on Save at the bottom.

ADMINISTRATION

The Administration page displays all the information the user needs to start up and maintain the DxScript® System.



PRACTICE SETUP

The Practice Setup screen allows administrators to configure site level preferences, and should only be rarely accessed, and only then by site level administrators.

Practice Demographics – allows an administrator to change site information such as address or phone number.

Locations – allows an administrator to set up multiple physical site within a single practice.

Printers – allows an administrator to add printers to DxScript®, as well as select a default printer and configure print manager usage.

Appointment Types – allows an administrator to add appointment types to enhance the functionality of the scheduling portion of DxScript®.

USER SETUP

The User Setup screen allows users to update a number of aspects of their accounts. The more important sections are further detailed on the next few pages.

User Demographics – enables you to add a user, search for a user, update user information, activate or deactivate a user, reset a user's password and send a message to the user. You can only add un-approved users or approved agents. To add a new physician you must contact us at 212-967-1944.

Current Users Logged In - lists users currently logged into the application, change the user's password and send the user a message.

Change Password - allows the current user to change his/her own password.

Group Lists - allows the user to add a group or view and edit existing group information.

Group Assignment - allows the user to link users to the groups.

Preferences - permits the user to setup, add or update preferences for the practice site, user group, or user.

Permissions - permits the user to setup, add or update the permissions for the practice site, user group ,or user.

USER DEMOGRAPHICS

CREATING NON-PROVIDER USERS

Non-Provider users are users that cannot complete prescriptions. This usually includes office staff, assistants and some nurses. These users can queue prescriptions for a physician to later approve.

1. Click Administration link.
2. Click User Setup.
3. Click User Demographics.
4. Click Add User.
5. Fill out information. Every box with a ▶ next to it must be completed.
    - User names should be built from the first initial of the user's first name followed by their complete last name. For example John Doe would become "jdoe". If a jdoe already exists, make the username "jdoe2", then jdoe3, etc.
6. Assign a default password.
    - This default password must still contain a capital letter, a lowercase letter and a number, while being at least eight characters in length.
7. By default the "User must change password on login" checkbox is selected. This will prompt the user to change their password automatically when they first log in.
8. Click Save.

PASSWORD CHANGE

This will allow any user to change their own password.

1. Login to DxScript® using your current password.
2. Click on Administration.
3. Click on User Setup.
4. Click on Change Password.
5. Type your current password in the Old Password field.
6. Then type your desired password in the New Password field.
7. Re-type your desired password in the Verify Password field.
8. Click on the Save button.
9. Log out of DxScript® and Log In using the new Password.

RESETTING USER'S PASSWORDS

1. Click on Administration.
2. Click on User Setup.
3. Click on User Demographics.
4. On the list of users click on the Key Icon to reset the respective user's password.
5. Type in a new Password in the New Password field.
6. Re-type your desired password in the Verify Password field.
7. Leave the User must change password on login checked.
8. Click Save button and have user login with reset password.

EPCS LOGICAL ACCESS CONTROL

Before it will be possible to send a prescription for a controlled substance electronically, it is necessary to enable and verify them via the Physician Demographics screen. This process is in addition to the third party identity verification process that each physician wishing to use EPCS must go through. These very strict requirements are in accordance with DEA regulations and are necessary to have in place to offer EPCS.

Minimally, it will take two other users to verify a physician for EPCS, one of which must also be a physician with a DEA number. This means that the absolute minimal site configuration for EPCS is two physicians with DEA numbers and one regular user. In this case, the regular user should follow the steps to enable the physician, while the verifying physician will follow the steps to verify. The two physicians can then switch roles, with the regular user enabling the second physician and the first physician verifying.

In the event that a site with only one physician wishes to be enabled and verified for EPCS, it will be necessary to make additional arrangements to have a second, DEA number holding physician on site to perform the verification. If you need assistance facilitating this or any other part of this process, please call customer support at 212-967-1944.

ENABLING A PHYSICIAN FOR EPCS

This step must be completed first, and if only one other physician is available for this entire process, should be completed by a regular user to allow the physician to complete the next step.Login to DxScript® using your current password.

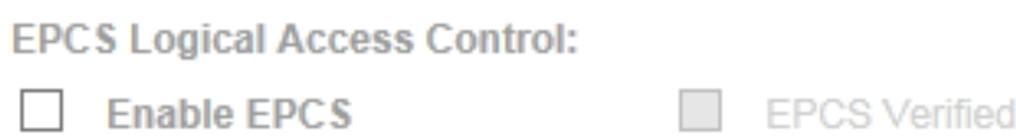
1. Login to DxScript®.
2. Click on Administration.
3. Click Physician Setup.
4. Click Physician Demographics.
5. Select the physician from this list.
    - If the physician is not visible, perform a search using the dialog boxes.
6. Check the Enable EPCS box.
7. Click Save.

VERIFYING A PHYSICIAN FOR EPCS

This step can only be completed after the physician has been enabled, and can only be completed by a physician with a DEA number. Additionally, it is only after this step has been completed that a physician will be able to utilize EPCS functionality.

1. Login to DxScript®.
2. Click on Administration.
3. Click Physician Setup.
4. Click Physician Demographics.
5. Select the physician from this list.
    - If the physician is not visible, perform a search using the dialog boxes.
6. Check the EPCS Verified box.
7. Click Save.

Upon completing this process, both of these boxes should be checked:



Please always keep in mind that this process is in place due to the very serious security challenges posed by controlled substances, and as a result, is reversible. If at any time you are not confident that the physician you have verified is not prescribing controlled substances in a responsible and ethical manner, it is your responsibility to deactivate them by unchecking the box.

We must also note that we are unable to complete this process for your practice. We are able to facilitate the process by creating a regular account for an individual that can confirm your identity, like a spouse or office worker, to finish the first part of this process. We may also be able to contact a physician to complete the second part, but we are not permitted to in any way circumvent this process.

SETTING UP PHYSICIAN AGENTS

Physicians have the option to add a trusted agent to their site. Once a trusted agent is set up, the agent is able to send prescriptions without having each prescription individually reviewed by the doctor. The prescription will be sent with the doctor's name and DEA number, as well as with the agent's name. Only an approved physician or a DxScript®/Dx-Web® Client Service Representative can setup a trusted agent. At a site that has been EPCS enabled, trusted agents will not be able to prescribe controlled substances on the doctor's behalf.

1. Ensure that the person in question has a user account.
2. Click on Administration.
3. Click Physician Setup.
4. Click Physician Agent Setup.
5. From the physician drop down menu, choose your name if it is not already selected
6. Click the search button to see all users, or type the first few letters of a user's name and then click search to find a specific user.
7. Click the add link next to the desired users name.

It is vital that you ensure the user being assigned is the intended user and is trustworthy, as you are granting this individual prescribing rights. They will be prescribing on your behalf.

LIBRARY SETUP

The DxScript® application allows users to create and save libraries consisting of either medications, pharmacies, laboratories or diagnoses.

MEDICATION LIBRARY SETUP

The Medication Library is a list of commonly used medications significant to the physician's specialty.

CREATING A NEW MEDICATION LIBRARY

1. Login to DxScript®.
2. Click on Administration link.
3. Click on Library Setup link.
4. Click Medication Library link.
5. Click Add New Library.
6. Enter Library name.
7. Click Save.

ADDING A MEDICATION

1. Login to DxScript®.
2. Click Administration link.
3. Click Library Setup link.
4. Click Medication Library link.
5. Click the desired Medication Library link.
6. Click Add Medication.
7. Begin typing the name of the drug into the Medication box.
    - The dropdown list will populate as you type. When the desired drug appears, click its name in the dropdown list.
    - If the drug does not appear, click the Advanced Search link. This will open a popup that will give you the same extra search options as the Rx Writer page.
8. You can click on the + sign next to SIG Setup and add a SIG to the drug if you would like.
    - You can also add your own description or put the medication in a group from here. These are optional steps.
9. Click Save at top of page.

Best practice is to keep the library to less than 50 medications. More than this tends to take a longer time to display while hindering usability. If a doctor has more than 50 medications in the library, they are advised to put the medications into groups.

ADDING A MEDICATION GROUP

1. Login to DxScript®.
2. Click Administration link.
3. Click Library Setup link.
4. Click Medication Library link.
5. Click the desired Medication Library link.
6. Click Group Setup link.
7. Click Add Group link.
8. Enter a group name.
    - You are also able to optionally select a parent group.
9. Click the save button.

DELETING MEDICATIONS FROM A LIBRARY

1. Login to DxScript®.
2. Click Administration link.
3. Click Library Setup link.
4. Click Medication Library link.
5. Click the desired Medication Library link.
6. Click the desired Medication Library.
7. On the right side of list click the delete link of the Medication/group you wish to delete.

LINKING A MEDICATION LIBRARY TO A PHYSICIAN

1. Login to DxScript®.
2. Click Administration link.
3. Click physician setup.
4. Click physician Demographics.
5. Search for physician or select from list.
6. In Medication Library drop down menu select the Medication Library Created.
7. Click on the Save button.
8. Log out and then log back in. Library association changes will not be visible until completing this step.

PHARMACY LIBRARY SETUP

The Pharmacy Library is created automatically when the physician's account is created. This library is then automatically populated based on the area code entered when creating the physician.

A Pharmacy library is a list of commonly used pharmacies your physicians prescribe to. Only DxScript®/Dx-Web Customer Care can change any incorrect information regarding the pharmacy.

CREATING A NEW PHARMACY LIBRARY

1. Login to DxScript®.
2. Click Administration link.
3. Click Library Setup link.
4. Click Pharmacy Library link.
5. Click Add New Library.
6. Enter Library name.
7. Click Save.

ADDING A PHARMACY TO A LIBRARY

1. Login to DxScript®.
2. Click Administration link.
3. Click Library Setup link.
4. Click Pharmacy Library link.
5. Click the desired Pharmacy Library link.
6. Click Add Item link.
7. Begin typing the name of the pharmacy.
8. When the full name of your pharmacy appears, click it in the dropdown menu.
    - If the pharmacy is not visible, use the Advanced Search option and search by zip code or some other more general identifier.
9. Click Save at top of page

SEARCHING FOR A PHARMACY

1. Login to DxScript®.
2. Click on Administration link.
3. Click on Pharmacy Demographics link.
4. Perform a search for a pharmacy.
5. Click on the pharmacy you want to view information for.

DELETING A PHARMACY FROM A LIBRARY

1. Login to DxScript®.
2. Click Administration link.
3. Click Library Setup link.
4. Click Pharmacy Library link.
5. Click the desired Pharmacy Library link.
6. Click the desired Pharmacy Library.
7. On the right side of list click the delete link of the pharmacy/group you wish to delete.

LINKING A PHARMACY LIBRARY TO A PHYSICIAN

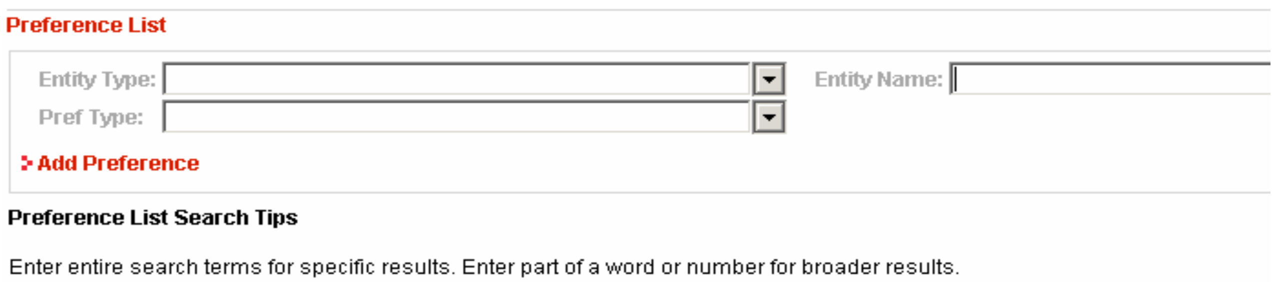
1. Login to DxScript®.
2. Click Administration link.
3. Click Physician setup.
4. Click Physician Demographics.
5. Search for Physician or select from list below.
6. In Pharmacy Library drop down menu select the Pharmacy Library Created.
7. Click on the Save button.
    - Please note that the physician may have to log out and then log back in to see library changes

USER SETUP

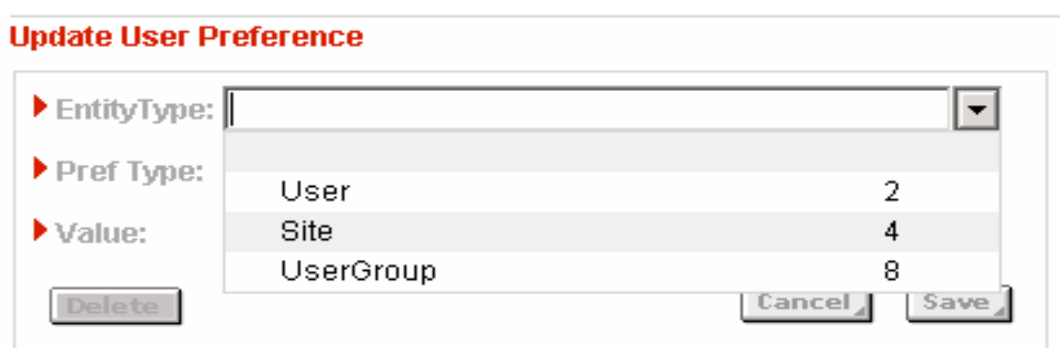
This section displays the various ways DxScript® may be customized to fit your Practice's workflow. Please note that any changes made to DxScript® at the site level will apply uniformly to all users. Individual preferences must be set at the level of the individual user.

PREFERENCES

1. Click on Administration.
2. Click User Setup.
3. Click Preferences. You will see the following screen:



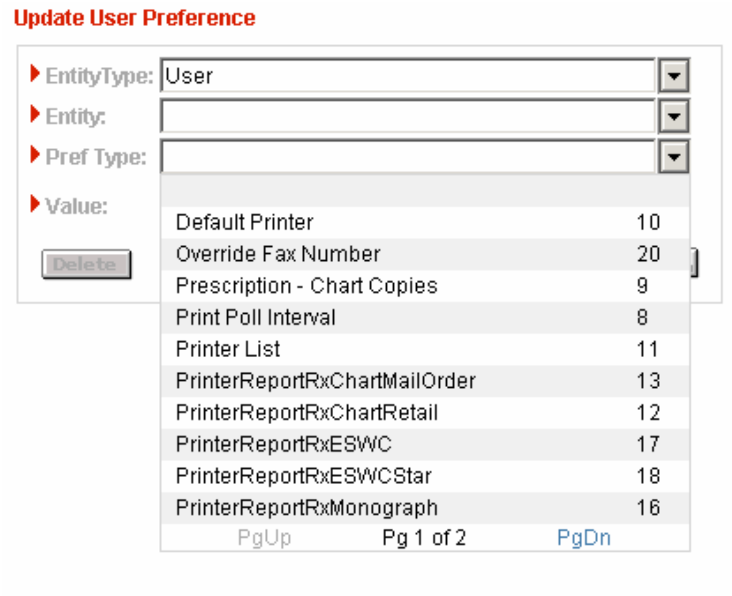
4. Click on Search to display any preferences.
5. Click on the Magnifying Glass on the right hand side of the screen to update the associated preference.
6. Once in the Update Preference Screen, you can edit or delete the preference.
7. To add a Preference, from the Default Preference Screen, click on Add Preference.
8. Select an Entity Type from the drop down menu.



ENTITY TYPES:

User - applies a preference to a single, defined user.
Site – applies a preference to all users and physicians for the entire site.
User Group – applies a preference to a user group. User groups are created under User Administration/Group List and assigned under User Administration/Group Assignment.

9. After selecting your Entity type and/or Entity, you will need to select the Preference Type.



Preference Types are quite numerous and allow for very granular control of a number of behaviors in DxScript®. These are several examples, along with their associated values:

Default Printer- Scripts and/or Chart Copies will print to this printer.
Value - Select a printer from the drop down.
Prescription - Chart Copies – Default number of chart copies to print with each script.
Value – Specify number of copies.
Provider Name - Designates a default provider for a user.
Value - Select name from a list of providers.
Defaults Medication Select Tab – Designates the view for choosing a medication.
Values - Physician Library, Patient History, Search or Sample.

RX NOTES

This section describes how to customize the Rx Notes section of the Rx Writer.

ADDING RX NOTE

1. Click on Administration.
2. Click on Physician Setup.
3. Click on Physician Rx Notes.
4. Click on Add Rx Note
5. Type in the Note on the Rx Note field.
   - You can also add a New Rx Note within the Rx Writer Screen. You will be taken to step 5 of this process.
6. Click Save.

EDITING RX NOTES

1. Click on Administration.
2. Click on Physician Setup.
3. Click on Physician Rx Notes.
   - Click Search to show all notes, or enter a physician's name to show notes for only that physician. You will then be able to perform the following functions:
   - Click on the up and down arrows to reorder the appearance of the notes on the list.
   - Click on the word "Delete" to remove the note from your list.
4. Click on the Magnifying Glass to update the associated note.
5. Click save.

PATIENT MERGE

The Patient Merge Page gives you a tool to merge duplicate patients in your DxScript® practice. This tool will generate a list of patients that are likely to be duplicates, which you are then free to examine and edit it as you wish. You may then approve the list for merging, but bear in mind this this process is permanent and irreversible. Do not complete this process unless you are absolutely sure that it should be done. You must have permission to complete a merge, which can be granted under User Administrator/ Permissions.

INDIVIDUAL PATIENT MERGE

1. Log in to DxScript®.
2. Click on Administration.
3. Click on Patient Merge.
4. Click on Patient Merge a second time.
5. Fill out search criteria
6. Click Search
7. Select the desired patients by clicking the + icon to the right of the patient's name.
8. The names should appear at the bottom.
    - The record at the top of the list is the master record. The other records will disappear into the master.
    - To remove records from the list click the icon. To view the record click the icon.
9. Click the merge button.
10. Verify this action.
    - Once again, this action ***cannot be undone***.

BATCH PATIENT MERGE

1. Log in to DxScript®.
2. Click on Administration.
3. Click on Patient Merge.
4. Click on Batch Patient Merge.
5. Fill out search criteria
6. Click Search
7. Groups of potential duplicate patients will be displayed.
8. Merge the desired groups by clicking the icon to the right side of the group.
9. The names should appear at the bottom.
    - The record at the top of the list is the master record. The other records will disappear into the master.
    - To remove records from the list click the icon. To view the record click the icon.
10. Click the merge button.
11. Verify this action.

- Once again, this action ***cannot be undone***.