SuiteMed
Beyond EMR

Objectives & Goals - Prescription Setup

- Setup Drug Categories and colors for different Schedule Level Drugs
- Add New Drugs to IMS
- Accessing the built in Drug Database
- Setup Common SIG Codes
- Setup and/or Edit Drug Templates
- Setup Drug/Prescription Formularies
- Setup the Prescription Print Layout
- Setup Dispense Label Layout
- Setup Barcode Format

Hot Keys

F4 - Open Data Entry (Edit) Window
Ctrl + N - Add a New record
Ctrl + E - Edit a record
Ctrl + L - Cancel a record
Ctrl + H - Search a record
Tab – toggle between data entry fields
Shift + TAB – toggle backwards between data entry fields

F5 - Open Search Window
Ctrl + Del - Delete a record
Ctrl + S - Save a record
Ctrl + R - Retrieve all records

IMS has an extensive drug database provided by First DataBank. Updates are provided monthly.

The prescription setup section allows users to organize drugs into templates for easier access when prescribing drugs to a patient.

Setup Drug Category

Setup>>Prescription>> Drug Category

Many drug categories are provided by First DataBank and so these are not editable. However, users can add new categories. A * indicates that the category is already defined by the system, which cannot be changed. The categories can be associated with drugs at a few levels as will be seen in other setup sections.

In the Prescription window within the Visit Note, drugs can be sorted and displayed by category. This is a User Parameter>>Prescription>>Show prescription list by category.

NOTES:

Drug Schedule

Setup>> Prescription>> Drug Schedule

Users can assign colors to the five drug schedules.
This is the color the drug will appear from the Prescription Utility allowing providers to quickly identify the drug schedule.

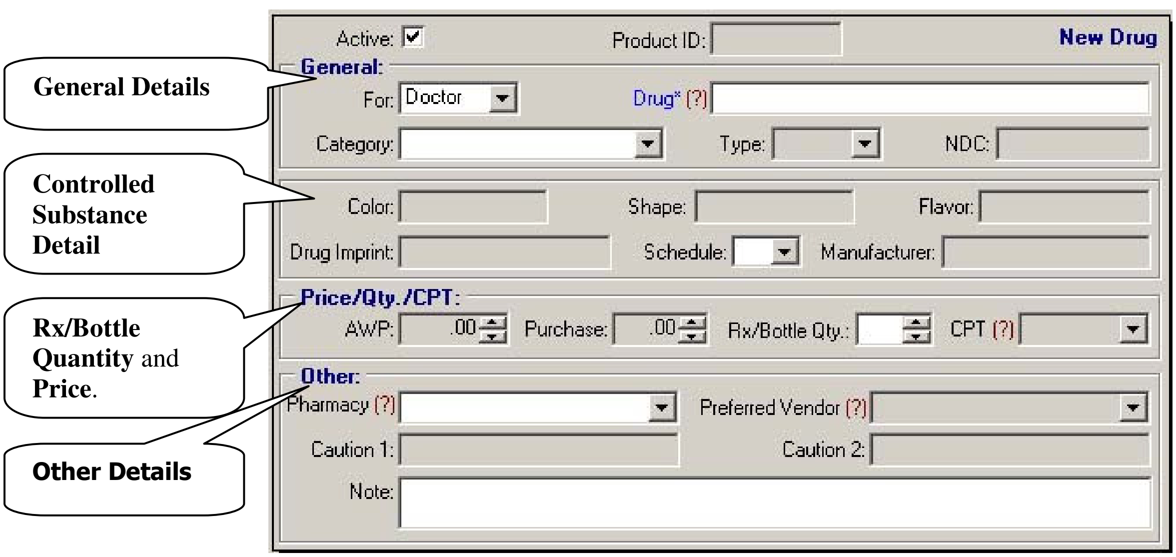
Setup Drug Master

Setup>> Prescription>> Drug

There are three reasons to setup a drug through the Drug Master:

- Quicker access to drug throughout system
- Drug Dispense activity
- Associate drugs with schedules and categories

The entire drug database is searchable throughout the system. From any drug field, users can click on the question mark (or press F5) to open the drug search window or you can type in any drug and tab off the field to search the database. If these drugs are entered into the Drug Master, then when users type in the drug field, the system will complete the name to provide quicker access.



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Drug Field Details:

For - defines the type of record. The options are Doctor, which are the drugs prescribed by the provider; Dispense, which are the drugs that will be handed out to patients through the Drug Dispense activity; and Both. For Doctor, only Drug, Category, Schedule, Rx/Bottle Qty, Pharmacy and Note fields are available. The rest of the fields are only available For Dispense.

Drug - enter the name of the drug. This field is linked to the entire drug database. The Category field pulls from the drug category list. For many drugs, this field is predefined by First DataBank.

Type - is only available for Dispense drugs. The options are Sample and OTC.

NDC - is only available for Dispense drugs. Here users can enter the National Drug Code.

The Color, Shape, Flavor, and Drug Imprint fields are only available for Dispense drugs. These fields are available to print on the drug dispense label.

Schedule - where users can associated a drug with a schedule.

Manufacturer - only available for Dispense drugs. Enter the drug manufacturer.

Rx/Bottle Qty - the number of pills generally prescribed to the patient at a time.

CPT - only available for Dispense drugs. This field links the drug to a CPT code so that when the drug is dispensed to the patient, a charge is filed for the drug.

Pharmacy - allows this drug to be associated with a particular pharmacy.

Preferred Vendor field - only available for Dispense drugs. This field pulls from the Vendors setup in Setup > Other > Vendor.

Caution 1 and Caution 2 - are only available for Dispense drugs.

Note – a text field to enter any notes for the drug that are not included in the drug information already provided.

Dispense NDC(s) icon will link a Doctor drug to a Dispense drug. This icon changes to Doctor Drug for Dispense drugs.

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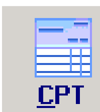
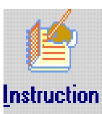
The Lot No icon is only available for Dispense drugs. From here users can enter the beginning quantities of the drug when the system is setup. Also, enter new lot numbers in conjunction with the Drug Purchase feature to record new drugs. The Rec, Issued, On Hand fields pull from data entered in the Drug Purchase screen.

			Bottle Qty.				Drug Qty.			
	Lot No.*	Expire Date*	Open	Rec.	Issued	On Hand	Open	Rec.	Issued	On Hand
1.	101	06/01/2008		5	0	5	.00	10.00	.00	10.00

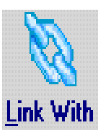


The CPT icon is only available for Dispense drugs. Here users can set a CPT code for the drug based on the insurance. Users can also set the quantity and fee per Insurance Carrier or plan. This feature will allow you to bill out different codes, quantities or prices to different insurances.

The Inventory icon is only available for Dispense drugs. This will display all transactions (purchases and dispenses) related to this drug.



The Instructions icon is only available for Dispense drugs. Here users can setup instructions for this drug for particular insurance carriers. By marking these instructions as alerts, the instructions will appear in a popup window for the users.



Link with Icon – allows users to link this drug with a specific diagnosis, lab order, CPT, Careplan, Reminder, Authorization, Fax or Email and Follow-up

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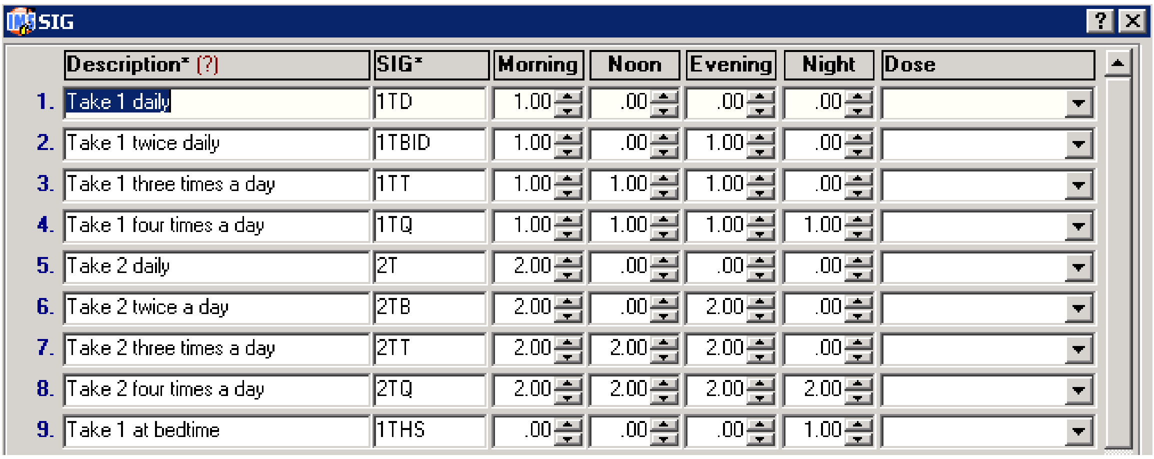
SIG
Setup>> Prescription>> SIG

In the SIG section, users can define available SIGs and how they should be interpreted. The SIG and interpretation can appear on the patient's prescription.



SIG

	Description* (?)	SIG*	Morning	Noon	Evening	Night	Dose
1.	Take 1 daily	1TD	1.00	.00	.00	.00	
2.	Take 1 twice daily	1TBID	1.00	.00	1.00	.00	
3.	Take 1 three times a day	1TT	1.00	1.00	1.00	.00	
4.	Take 1 four times a day	1TQ	1.00	1.00	1.00	1.00	
5.	Take 2 daily	2T	2.00	.00	.00	.00	
6.	Take 2 twice a day	2TB	2.00	.00	2.00	.00	
7.	Take 2 three times a day	2TT	2.00	2.00	2.00	.00	
8.	Take 2 four times a day	2TQ	2.00	2.00	2.00	2.00	
9.	Take 1 at bedtime	1THS	.00	.00	.00	1.00	

Description - is a free text field, but can be built by the SIG selection. Click on the question mark to open the selection window. Here users can create SIG phrases from available items. Simply select a word or phrase from each column to build an SIG. The Add Word button will bring up SIG Words window where users can decide which words appear in which columns.

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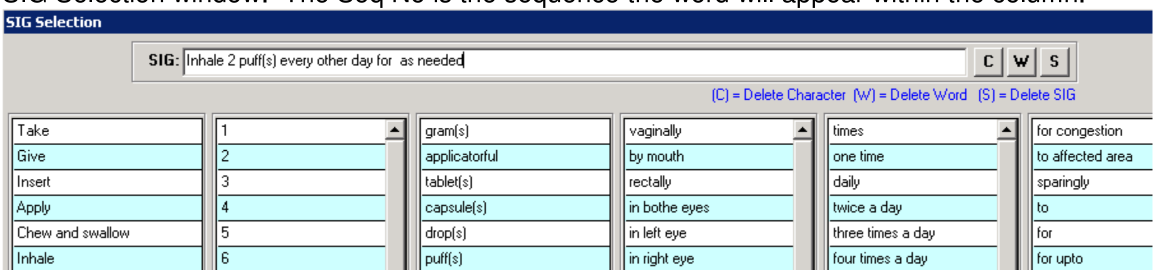
SIG Words

Setup>> Prescription>> SIG Words

SIG - is a short code users can use when entering medications and prescriptions. In the Morning, Noon, Evening and Night field, enter how many the patient should take at the time. In the Dose field, select drops, teaspoons, etc.

Here users can create the words that make up the SIG phrases. These are the words that appear in the SIG Selection window. The Filter by fields determines if all words are displayed, or if just the words from a certain column display. When adding a new word, determine which column in which it will appear in the SIG Selection window. The Seq No is the sequence the word will appear within the column.



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Prescription Template

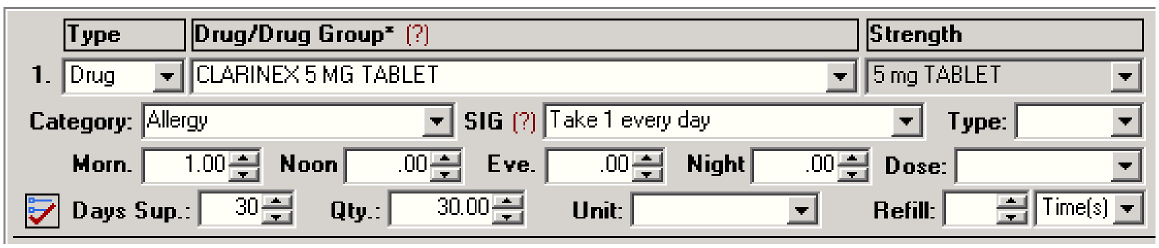
Setup>> Prescription>> Template

The prescription templates are the organizational method of drugs within IMS. When the doctors prescribe medication to the patient, the drugs are organized into templates for quicker search and access. The system comes with templates such as Allergy, Respiratory, etc. These templates contain drugs that are related to these categories. Also, within the templates, users can set the SIG, Dose, etc that will automatically pull onto the patient's prescription so the doctor does not have to select them when prescribing.

Description – Choose a description for the Template.

All Users/Active – Check boxes to include all users and determine if this is an active template

Seq No - determines the order the templates appear in relation to each other.



Next, enter the drugs that are part of this template.

In the First DataBank database, there are two levels of drugs. The Group is the drug, such as Clarinex or Xanax. The drug is the drug/strength combination, e.g. Clarinex 5 mg, Clarinex 5 ml.

Type - determines if this entry will be the Group or a Drug.

Drug/Drug Group - is the drug for this entry, e.g. Clarinex, Clarinex 5 mg.

Strength - is not editable if the type is drug. However, if the type field is Group, users can specify a type in the strength field. This field will be editable when prescribing the medication.

Category -pulls from the database or user defined category items.

The SIG, Type, Morn, Noon, Eve, Night, Dose, Days Sup, Qty, Unit, Refill fields will all be added to the patient's prescription when this item is prescribed to the patient.

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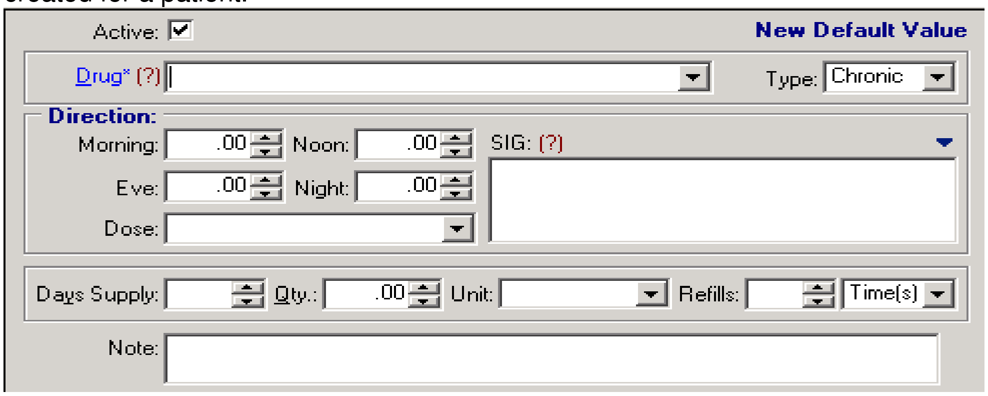
Default Value

Setup>> Prescription>> Default Value

Users can create a default value that will automatically populate drug fields when the prescription is created for a patient.



Drug – name of drug for which we will set default values

Type - either Chronic or Temporary.

Direction – enter the SIG, time to take the medication (Morning, Noon, Evening, Night) and the dose the patient will take.

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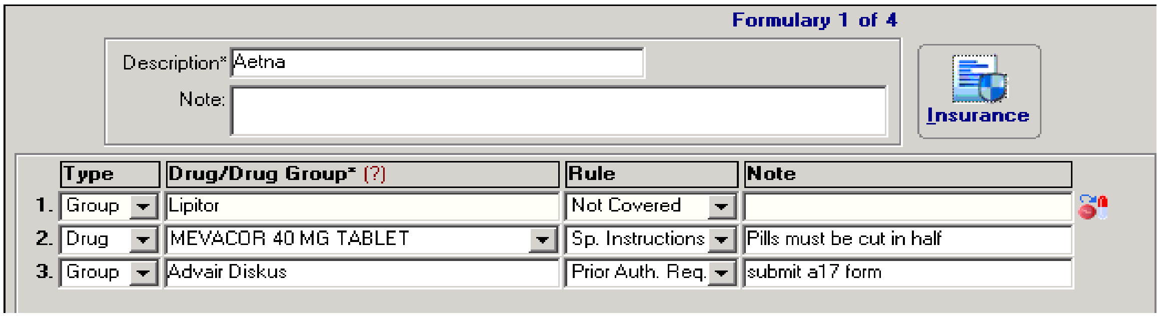
Formulary

Setup>> Prescription>> Formulary

The Formulary allows users to setup Insurance Formularies per Insurance dictating which drugs are covered, require authorization, or special instructions.



Description – your description for this formulary.

Insurance button - allows users associate this formulary with specific insurance carriers or plans.

Type - determines if this particular line will be a drug/strength combination or just a drug.

Rule – allows you to choose between Not Covered, Special Instructions and Prior Authorization
- Not Covered - Select this rule if the Insurance Carrier/Plan does not cover any Drug/Drug Group.
- Prior Authorization Required: Select this rule if any Drug/Drug Group requires Prior Authorization.
- Special Instructions: Select this rule if Special Instructions need to be followed for a particular Drug/Drug Group.

Note - users can enter notes related to this line of the formulary. If the rule is Not Covered, users can select another drug that is covered.

F11 – allows users to select alternate drugs for this formulary.

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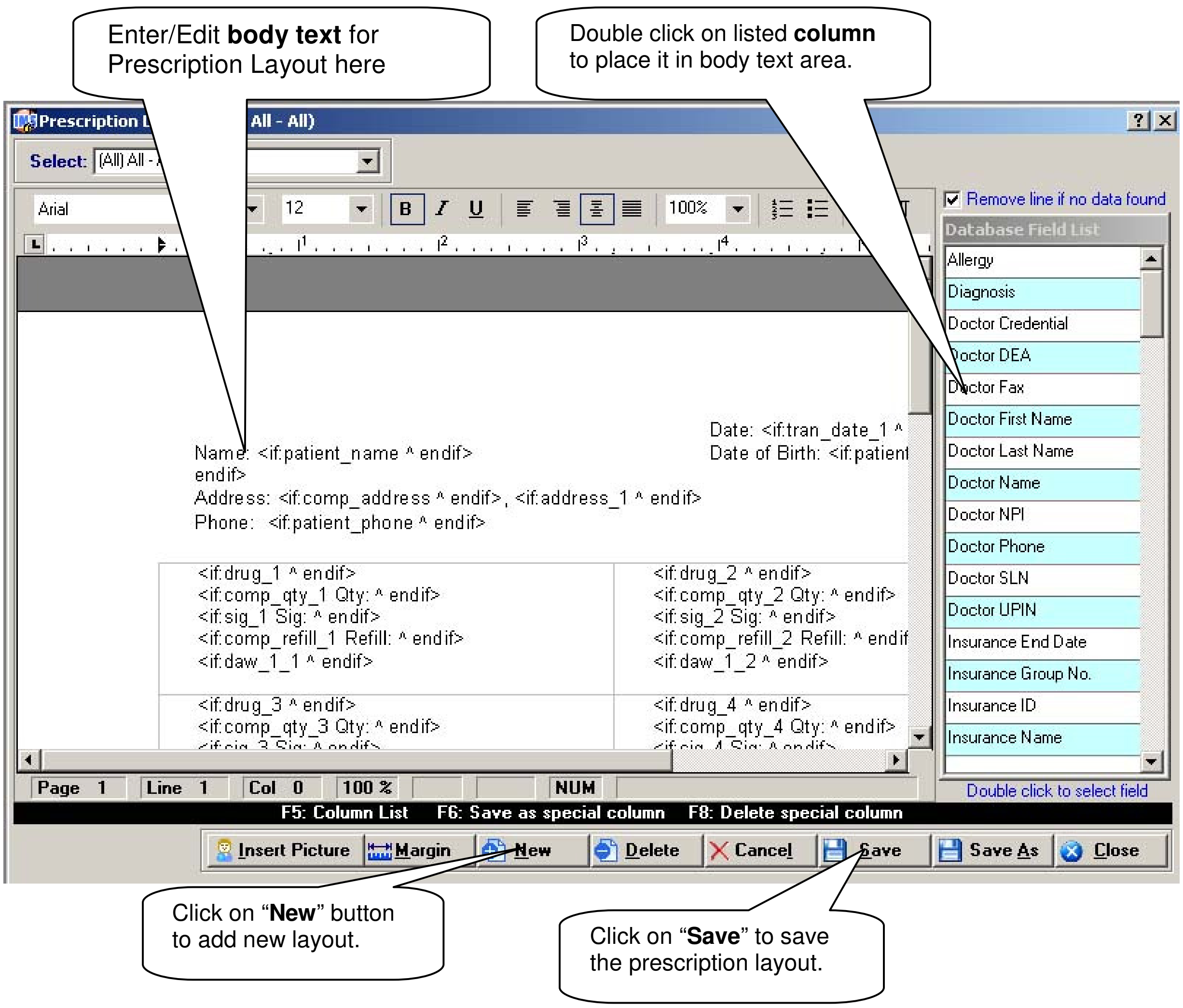
Print Layout

Setup>> Prescription>> Print Layout

The print layout is where users can define the prescription print format. IMS uses its Letter Template editor to create these layouts. The system comes with a default layout.

Any prescription related information can pull into the template, such as drug name, quantity, days supply, SIG, refills, etc. Non prescription information can also be pulled onto the layout, such as doctor information (DEA number, name, and numbers) and insurance information.



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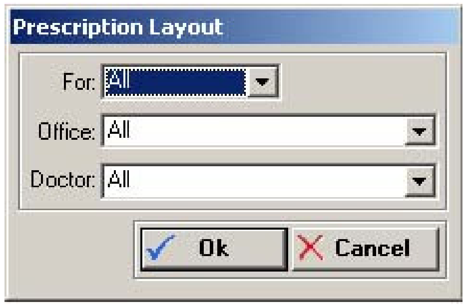
Once you have created the body text of the layout and click on "**Save**" it will open new window.



Specify if the layout is for Fax or Print & Email.

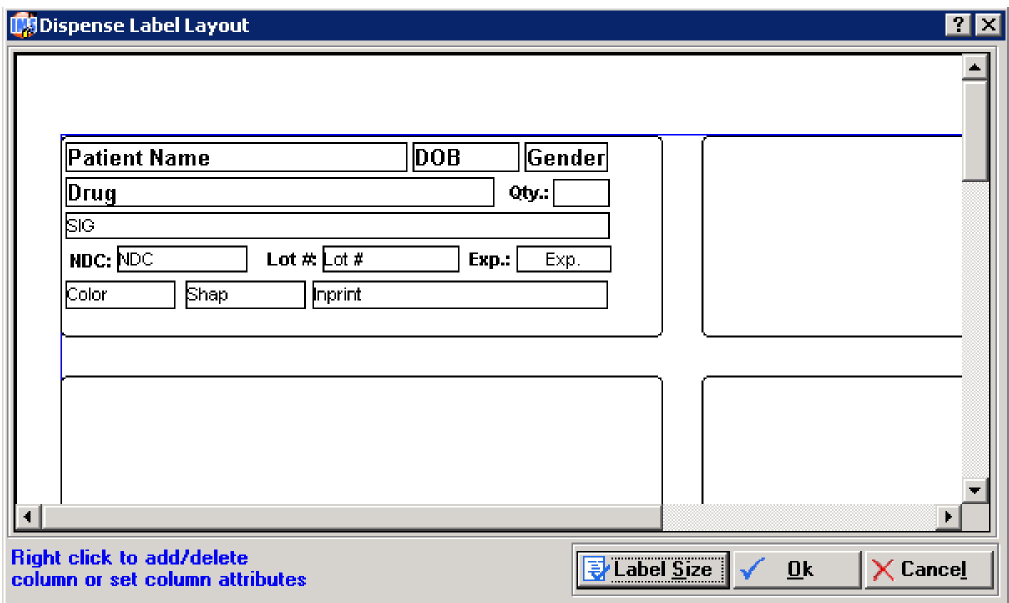
For which office this layout being used.

And which doctor will use it.

Keep "All" for common layout for all office and doctors.

Dispense Label Layout

Setup>> Prescription>> Dispense Label Layout



The dispense label layout is where users can edit how the dispense label will look. The default label contains the information above. Users can pull prescription information onto the label.

Right click on the label body and you will be able to insert columns and edit as needed.

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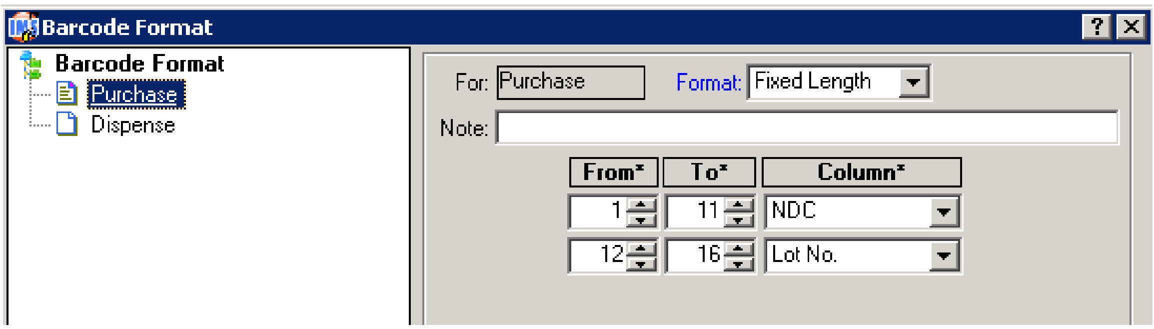
Barcode Format

Setup>> Prescription>> Bar Code Format

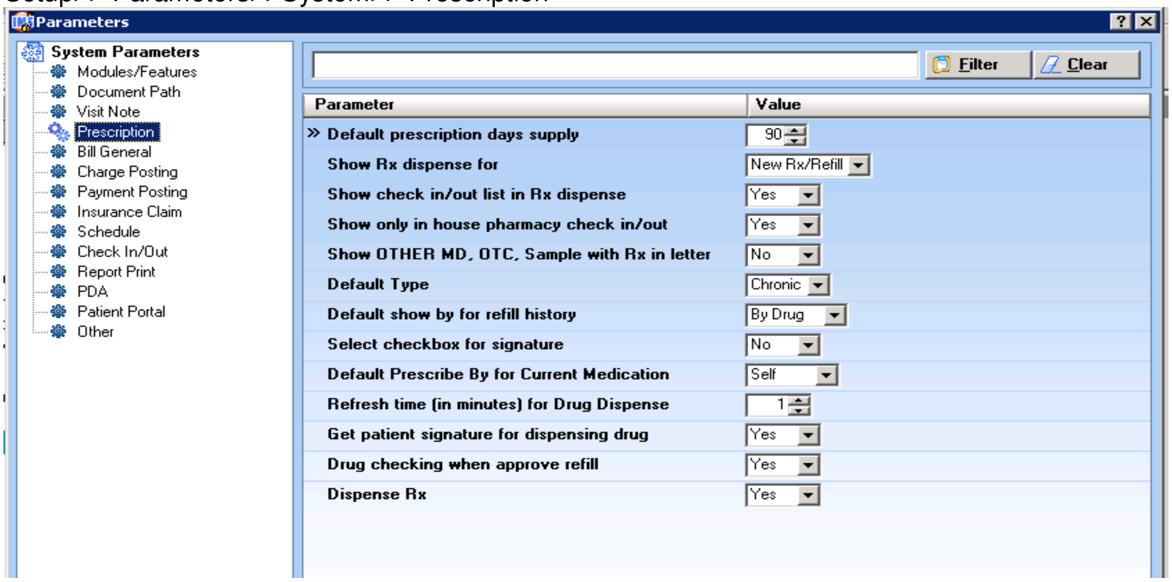


The Barcode Format allows user to define the barcode label layout for purchase and dispense.

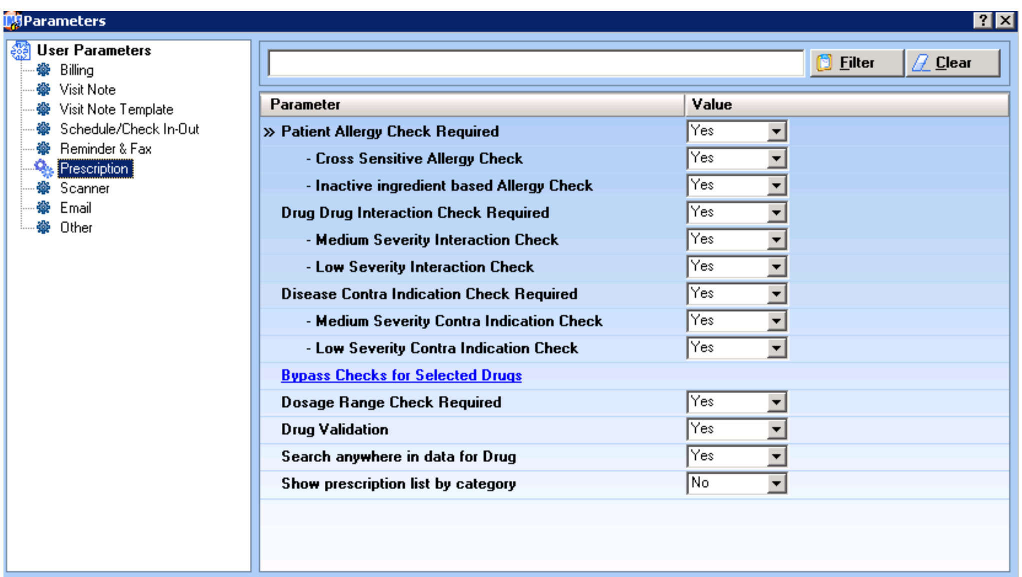
NOTES:

Parameters

Setup>> Parameters>>System>> Prescription



Setup>> Parameters>> User>> Prescription



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