ScriptSure® Cloud E-Prescribing (ERX)

Account Management *Version 1.0*

Contents

BROWSER – IMPORTANT INFORMATION

The preferred browser is Google Chrome for stability and security. ScriptSure was specifically designed using Material Design, which is a Google code set. Google Chrome can be downloaded here: **https://www.google.com/chrome/**. *Scriptsure is not compatible with Internet Explorer (IE) as Microsoft no longer provides security updates or technical support for IE. Google Chrome, Apples Safari, FireFox and Edge are compatible, but Google Chrome is the preferred browser choice.*

LAUNCHING SCRIPTSURE

To begin using the application, navigate to www.ScriptSure.com and click the login link at the top right, or go to this site: https://us.scriptsure.com/#/login. *If your ScriptSure Cloud ERX application is provided to you by your EHR, simply click the prescribe or launch ScriptSure button in the EHR and the automatic Single Sign-On process will both launch ScriptSure and log you in.*

ACCOUNT MANAGEMENT

Management for ScriptSure accounts can be performed from either within the ScriptSure **Application** or from within the ScriptSure **Platform**. Each is explained below:

ScriptSure Application:

Practice settings, settings for the logged in user, managing and adding users and billing information can be managed from with the ScriptSure Application settings.
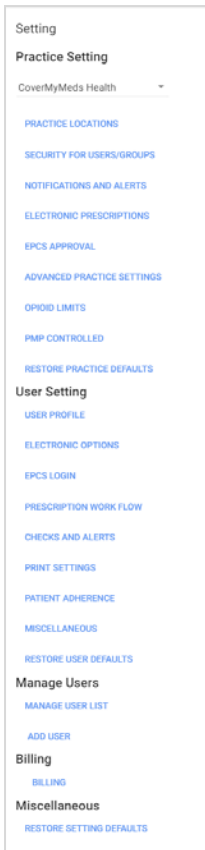
To access the ScriptSure Application Settings:

1.   Using Chrome, login to ScriptSure with your username and password at:
https://us.scriptsure.com/#/login.
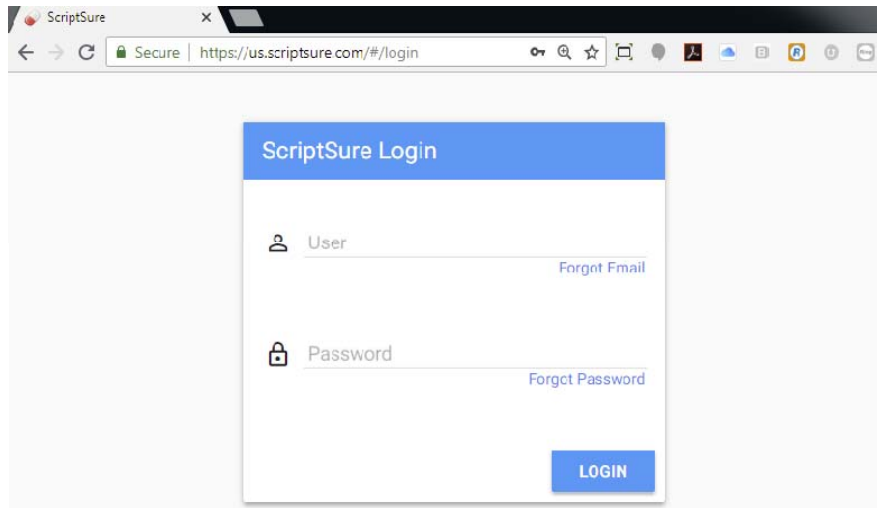
2.   Click the logged in User name in the top right of ScriptSure: and the from the drop-down click Settings:
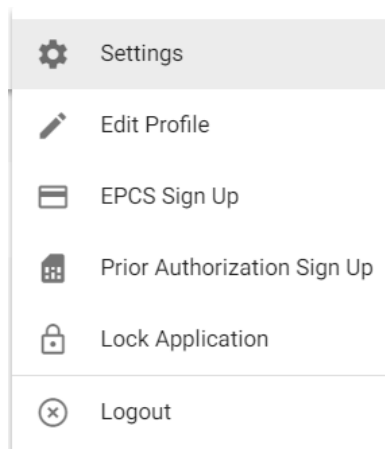
3. The Settings screen navigation on the left shows the categories and titles for each setting.

- **Practice Settings** are only visible to practice Administrators. These settings are for practice addresses, global ScriptSure Settings and Defaults. *Note: Practice administrators are set when a user is created/modified in the user's profile.*

- **User Settings** are for the logged in User Only. These settings allow user's to configure their individual accounts and profile and manage their registration and preferences. *Note: some of these settings may be overridden by the practice settings.*

- **Manager Users** Settings are only visible to Practice Administrators and are used to Manage and Add Users to the ScriptSure Account.

- **Billing Settings** are for viewing bills, invoices and managing credit cards for the account. *Note: If a vendor or third party is providing ScriptSure to you, you may not be authorized to view or update any billing settings.*

Adding New Users:

To add a user to your ScriptSure Account, enter the settings menu and click

1. The add user window will open and you can begin entering on the first General tab the information for the user. Only those items that say Required Field need to be completed. When complete, you can click Next to continue on to the next setup items. *Note: The setup for each user, depending on whether they are a supporting user (i.e. front desk or nurse, etc.) or a prescriber (physician, DDS, PA, APRN, etc.), there may be as many as 8 tabs to complete.*

2. Tab 2 - An important distinction between users of the ScriptSure is whether the user is a prescriber or a supporting user. On the second Tab, you will select the user type:

3. Tab 3 of the setup process asks what practices the users will have access to that are attached to the account. *Note: You can have an unlimited number of practice locations attached to your account. Practices are setup in the Platform.*

4. Tab 4 specifies the application the user will have access to – ScriptSure should be checked.

5. Tab 5 allows you to specify who the user can prescribe for – click Add Prescriber to select one from prescribers that are already added to ScriptSure.

6. Tab 6 only applies to Prescribers – here the prescriber can authorize any current user in ScriptSure to prescriber for the prescriber.

7. Tab 7 only applied to prescribers – asks for DEA and state credentials and NPI.

8. Tab 8 is the final step where you can select what Electronic Prescribing options the user wants to register for. Check all boxes on the left that apply and click Register.
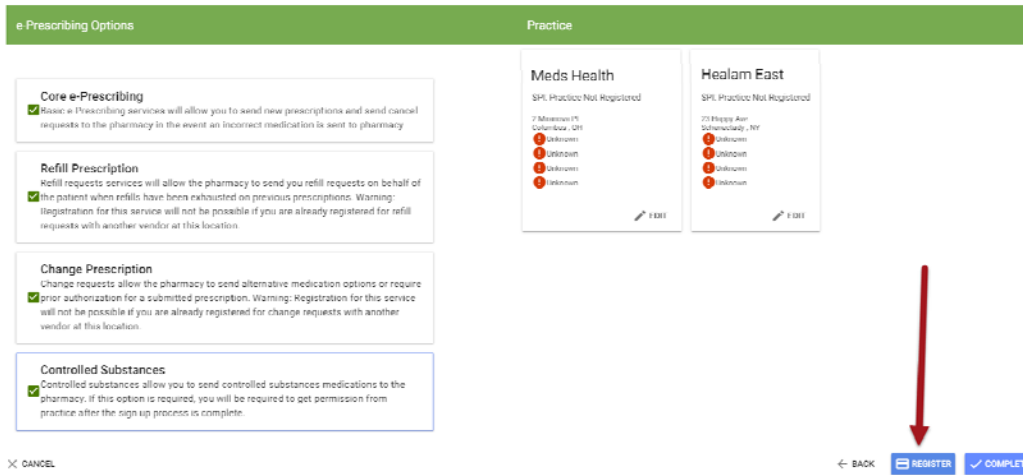
9. The user will then be added to ScriptSure and emailed a Welcome email to their registered E-Mail address that allows them to click a link in the email to then create a password. The user can then login.

Managing Users:

To manage existing users, enter the settings menu and click Manage User List and then Edit next to the User name. You can click the Reset Button to send a reset password link to the Users email address as well.
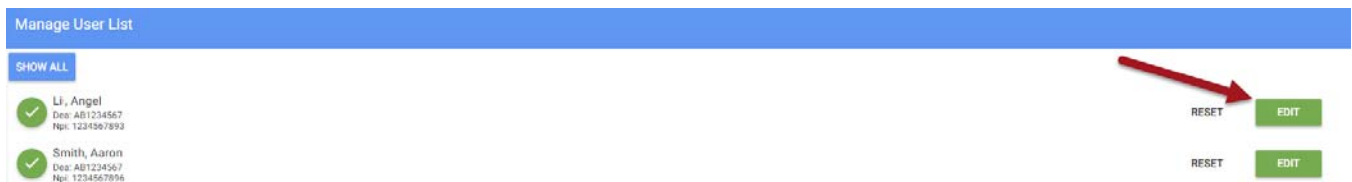

ScriptSure Platform:

The ScriptSure Platform is separate from, but linked to, the ScriptSure Application. The ScriptSure platform is used solely to Add and manage user, practices and to centrally manage account management. All of the settings in the platform are available for each individual user from their own logins to the platform.

To access the platform, you must be an administrator on an account. You can login to the platform using the **SAME USERNAME AND PASSWORD** for the application. To access the platform, go to

1. Using Chrome, login to ScriptSure with your username and password at: https://platform.scriptsure.com/#/login.
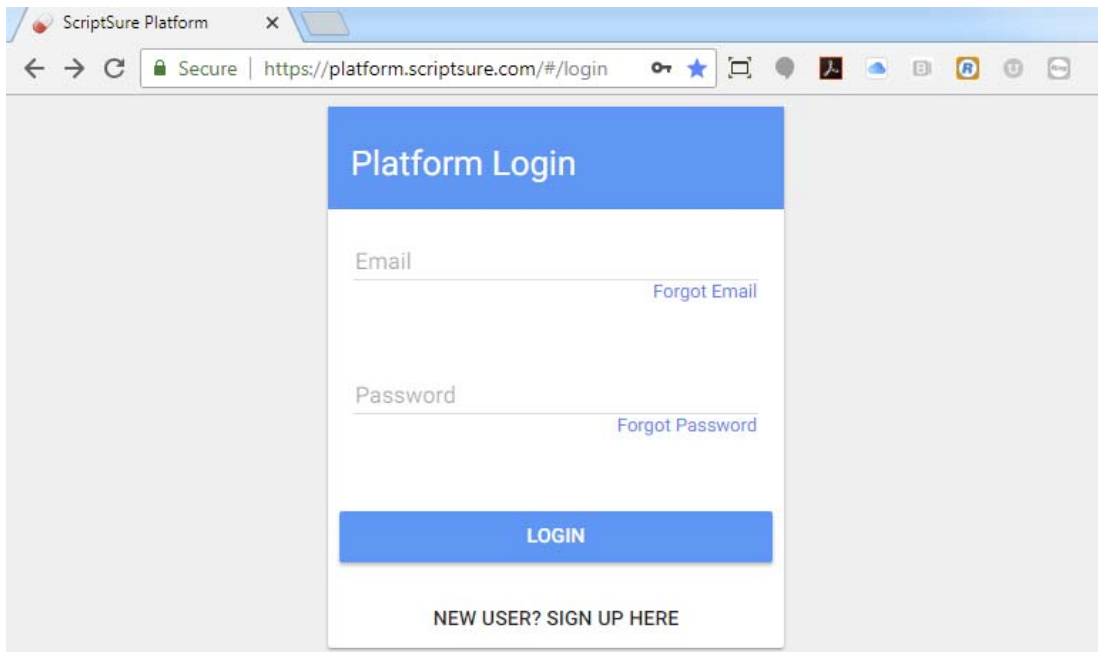
2.	Once logged in to the Platform, you will see a dashboard that allows you to search for existing users as well as add new practices, invite users, and view metrics for your account:
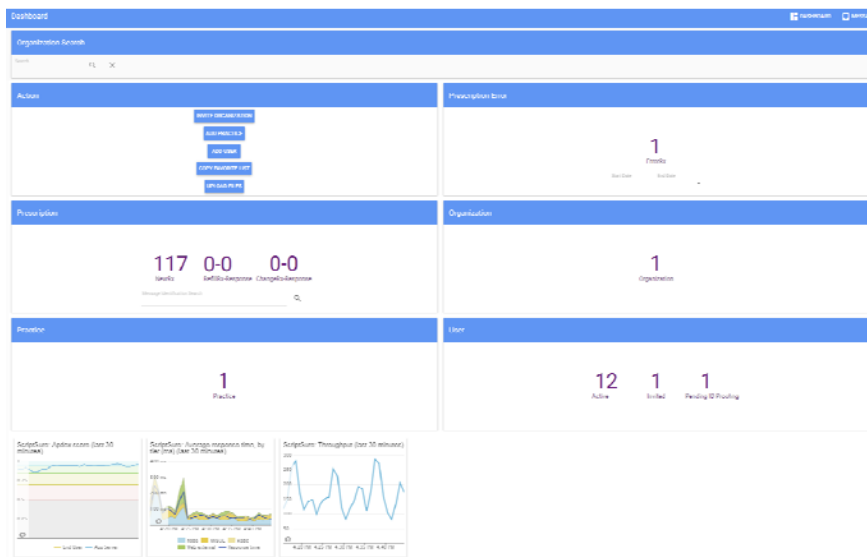
3.	Use the actions buttons to add control the account.