

FULL ADMINISTRATOR STEPS TO INVITE/ADD USERS

This document details the steps Full Administrators can take to add users so that they can prescribe using the ScriptSure ERX application. Each Full Administrator has access within the application to add users as well as through a separate website called the PLATFORM to add users. The steps below will show you how to add users under both options.

OPTION 1: Adding users in ScriptSure is done by logging and adding users at www.scriptsure.com

OR

OPTION 2: Users can be added at the platform management webpage which is accessible here:
<https://platform.scriptsure.com/#/login>

PLEASE NOTE THE FOLLOWING DEFINITIONS FOR USER TYPES AND ADMINS PRIOR TO ADDING USERS:

- **NEW PRESCRIBERS:** New prescribers are MD, DO, APRN's and anyone else that has their own personal NPI that they use to prescribe. New prescribers are NOT nurses that prescribe using a provider's name and NPI, rather these users are referred to as supporting users.
- **SUPPORTING USERS:** Supporting users are RN's, LVN's, nurses, administrators, secretaries, IT, and any other staff you want to provide access to ScriptSure at the practice location. Any of these users can be given permissions to perform tasks in ScriptSure. For example, supporting users can be added and allow them to view patient medication history, run reports, etc. Furthermore, permissions can be given to a supporting user to assist a Provider is preparing prescriptions.
- **BASIC ADMINISTRATOR:** Can change practice and other clinical application settings in ScriptSure, such as print settings, practice name, address and phone #, drug check alert settings, etc.
- **FULL ADMINISTRATOR:** Have all the permissions of basic administrators, but are also permitted to ADD, INVITE AND EDIT users of the practices and organization.

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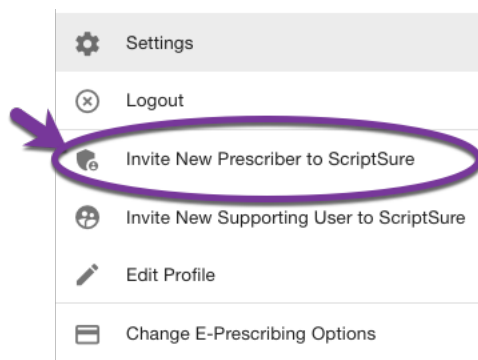
OPTION 1: Adding and Inviting Users in ScriptSure Cloud ERX Application

The easiest way to add a user to ScriptSure is to invite them. You will need the users full name and email address at a minimum to do this.

I. INVITE NEW PRESCRIBER STEPS:

NOTE: Only FULL ADMINISTRATORS on an account can see the invite buttons and add users.

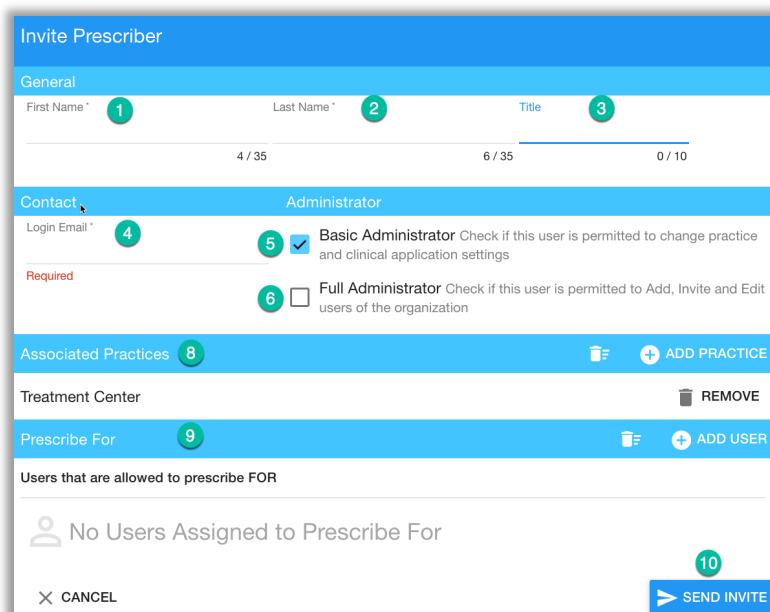
1. Login to www.scriptsure.com using your username (email) and password.
2. In the top right, click your name.
3. When the drop-down appears, you will see two options for adding users:



4. To add a provider, click INVITE NEW PRESCRIBER. The Invite Prescriber window will open. Add the following elements and click SEND INVITE:
 - First Name (required)
 - Last Name (required)
 - Title (optional)
 - Login Email (required)
 - Administrator Setting (optional – you can set any user to be a basic administrator. When the basic administrator setting is a clicked, a secondary setting will appear to add the users as a full administrator. Click Add Practice and check off the desired setting.)
 - Associate Practices (required – this section allows you to view and then add the practices this user will be able to login to and perform tasks in ScriptSure)
 - Prescribe For (optional - this section allows administrators to set who can prescribe for the new provider being added. Clicking the add user function on the blue bar allows you to select nurses, for example, that can have privileges to select this new provider's name and prescribe non-controlled and prepare controlled prescriptions to route to the provider for approval.)

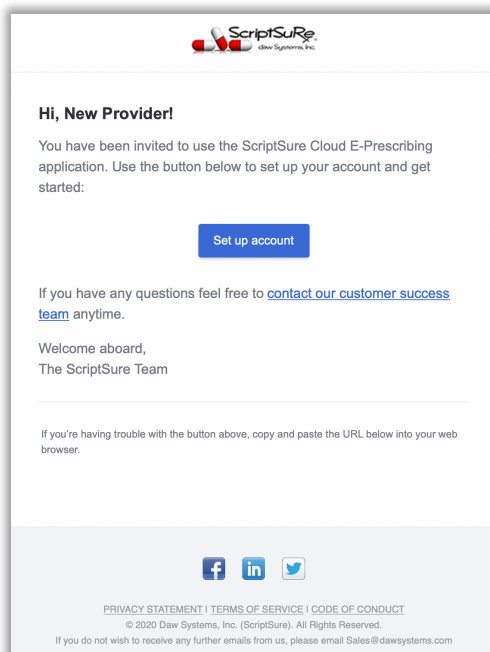
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Example of Invite Prescriber Screen:



- After SEND INVITE is clicked, the application will send an email to the Login Email for the user. The invite will look like this to the new provider and he or she will click SET UP ACCOUNT to complete their sign-up steps. Provider sign up steps can be found by at this link:

<http://dawsystems.com/pdf/partnerproviderstart.pdf>

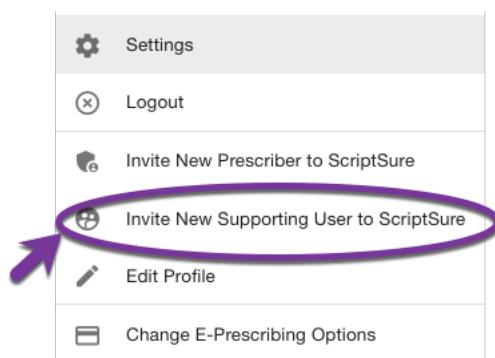


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II. INVITE NEW SUPPORTING USER STEPS:

NOTE: Only FULL ADMINISTRATORS on an account can see the invite buttons and add users.

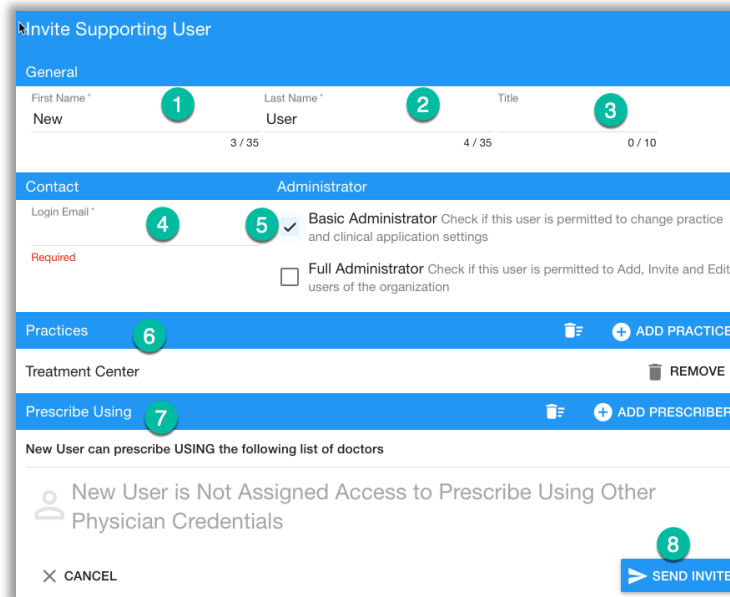
1. Login to www.scriptsure.com using your username (email) and password.
2. In the top right, click your name.
3. When the drop-down appears, you will see two options for adding users:



4. To add a new supporting user, click INVITE NEW SUPPORTING USER. The Invite Supporting User window will open. Add the following elements and click SEND INVITE:
 - **First Name (required)**
 - **Last Name (required)**
 - **Title (optional)**
 - **Login Email (required)**
 - **Administrator Setting** (optional – you can set any user to be a basic administrator. When the basic administrator setting is a clicked, a secondary setting will appear to add the users as a full administrator. Click Add Practice and check off the desired setting.)
 - **Practices** (required – this section allows you to view and then add the practices this user will be able to login to and perform tasks in ScriptSure.)
 - **Prescribe Using** (optional - this section allows administrators to set who can the new supporting user can prescribe for. Clicking the Add Prescriber function on the blue bar allows you to select the providers this supporting user can select and prescribe for while creating prescription orders.)

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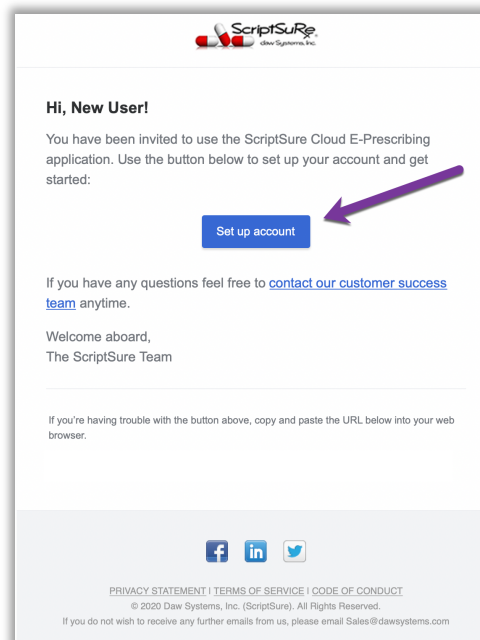
Example of Invite Prescriber Screen:



The screenshot shows the 'Invite Supporting User' form with the following sections and numbered callouts:

- General:**
 - 1: First Name (New)
 - 2: Last Name (User)
 - 3: Title
- Contact:**
 - 4: Login Email (Required)
 - 5: Basic Administrator (checked)
 - Full Administrator (unchecked)
- Practices:**
 - 6: ADD PRACTICE button
- Treatment Center:**
 - REMOVE button
- Prescribe Using:**
 - 7: ADD PRESCRIBER button
- Bottom:**
 - 8: SEND INVITE button

- After SEND INVITE is clicked, the application will send an email to the Login Email for the user. The invite will look like this to the new supporting user will click SET UP ACCOUNT to complete their sign-up steps. Provider sign up steps can be found by <http://dawsystems.com/pdf/supportingstart.pdf>



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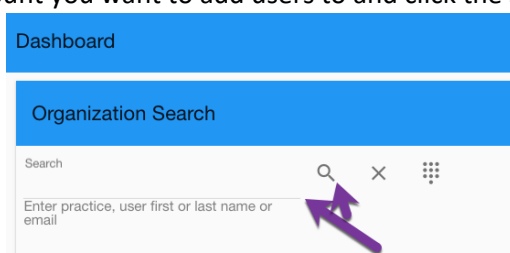
OPTION 2: INVITING USERS FROM THE PLATFORM

Adding users from the platform is nearly identical to option 1 shown above where you invite users to ScriptSure from the ScriptSure ERX application.

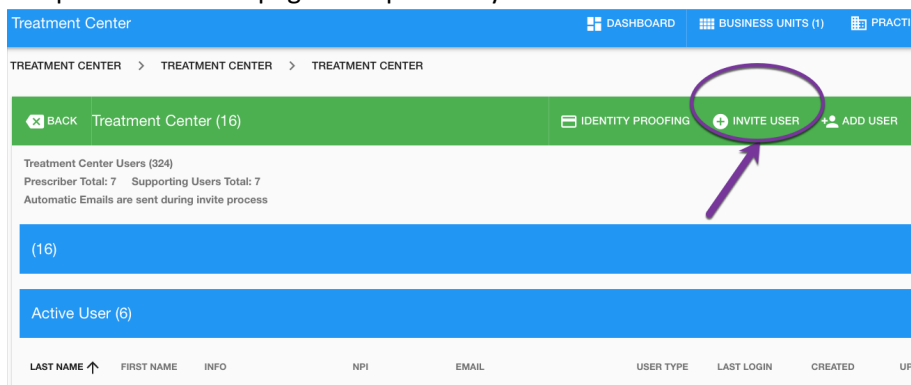
REMINDER: You must be a FULL ADMINISTRATOR to use the platform management site.

INVITE USERS FROM PLATFORM:

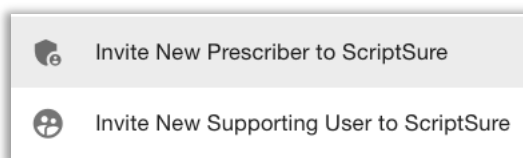
1. Login to <https://platform.scriptsure.com/#/login> using your username (email) and password.
2. If you only have one practice, you will immediately see the users your practice. (If you have multiple practices, you will need to search from them Under Organization Search, enter the name of the practice or account you want to add users to and click the search button:)



3. The practice user list page will open and you can click either Invite User:



4. Clicking Invite User will give you a drop down to select adding either a provider or supporting user. The steps from there are the same as if you were adding from the application (see pages 1-5 above):



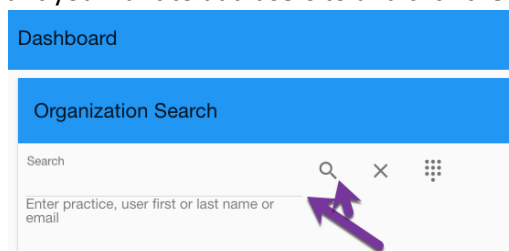
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Add Users From the Platform

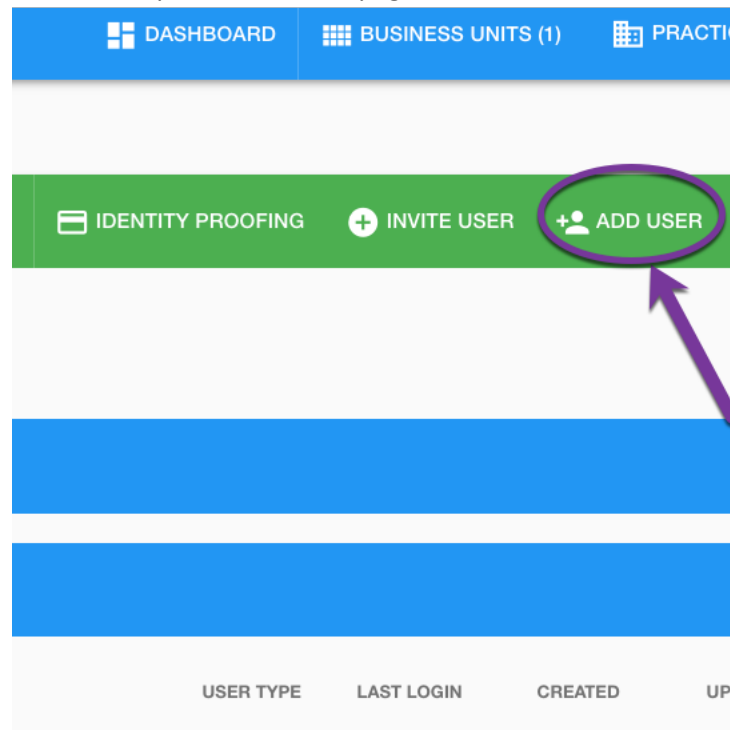
Adding a user and inviting a user the same thing ultimately, however, adding a user is more intensive process for the Full administrator adding the user.

The reason you may want to ADD USER vs INVITE USER is you may want pre-fill all of the data points needed for a user profile before sending the invite to the user. This includes fields such as DEA and NPI number, cell phone, etc.

1. Login to <https://platform.scriptsure.com/#/login> using your username (email) and password.
2. If you only have one practice, you will immediately see the users your practice. (If you have multiple practices, you will need to search from them Under Organization Search, enter the name of the practice or account you want to add users to and click the search button:)



3. After you are at the practice user list page, click ADD USER:



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- The add user screen will open. This screen has 8 sub-screens that can be seen across the top. Each of these must be completed prior to sending the user their invite. All fields marked required must be completed. After completing each sub-screen, click NEXT.

Users - 0

1 General 2 Security 3 Practices (1) 4 Applications (1) 5 Prescribe Using (0) Optional 6 Prescribe For (0) Optional 7 Identification 8 Service Level Optional

General

Salutation First Name * Middle Name Last Name * Suffix (MD, RN, NP)

Required 0 / 35 0 / 35 Required 0 / 35 0 / 10

Specialty Time Zone * Degree Time Type * User Type * User Status Business Unit * External Identification

US/Eastern Full Time Invite Sent Treatment Center 0 / 50

Contact

Cell Phone () - - Account alerts and notifications may be sent by SMS text to this number

Login Email * Account alerts and notifications may be sent to this email when enabled Required

Confirm Email * Required

Duration Administrator

Start Date 8/7/2020 End Date 12/31/2029 ☐ Basic Administrator Check if this user is permitted to change practice and clinical application settings

X CANCEL NEXT →

- At the final step, the platform will add the user to the account and automatically send the user their invite to complete their sign-up.