

ScriptSure® Cloud E-Prescribing (ERX)

Quick Start Guide Version 2.0

TABLE OF CONTENTS

BROWSER – IMPORTANT INFORMATION	
DEFINITIONS	
INTRODUCTION	
LAUNCHING SCRIPTSURE	
LOGIN WINDOW	3
LOGOUT	3
NAVIGATING SCRIPTSURE - TOOLBAR	4
ADD A NEW PATIENT	5
FINDING A PATIENT	6
OPEN A PATIENT CHART	7
OPEN A PATIENT CHART (CONTINUED)	8
FINDING A MEDICATION	10
SELECTING A MEDICATION TO PRESCRIBE	10
PRESCRIPTION PREVIEW SCREEN	12
SENDING A PRESCRIPTION ELECTRONICALLY TO A PHARMACY	13
CREATE A FAVORITE MEDICATION LIST	14
STORING A NEW FORMAT	14

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:

<u>https://www.google.com/chrome/</u>. Scriptsure is not compatible with Internet Explorer (IE) as Microsoft no longer provides security updates or technical support for IE. Google Chrome, Apples Safari and FireFox compatible, but Google Chrome and Apple Safari are the preferred browser choices. (Edge is also not a compatible browser).

DEFINITIONS

- 1. Electronic prescription: an electronic prescription message sent, for either a new or refill medication, directly to a pharmacy. These message are sent over the secure SureScripts network.
- 2. SIG: the instructions for a prescription.
- 3. Refills: the number of refills indicated on a prescription (for pharmacy use).
- 4. Refill Request: An electronic message received from a pharmacy requesting a refill or update to a prescription.
- 5. Eligibility: information related to a patient's prescription drug benefit coverage.
- 6. Formulary: indicated the coverage for a medication under a patient's insurance or health plan
- 7. Drug History Download (medication history): list of medications that a patient has been prescribed in the previous 18 months. ScriptSure shows this information, which may be incomplete, from the patient's health plan, PBM, or pharmacy. (Do not rely on this list as a complete list; always verify with the patient).

INTRODUCTION

Welcome to the ScriptSure Cloud ERX application. This document is designed to provide a brief introduction on the use of the application – it is not a comprehensive feature explanation. A full help menu is available here: Help Menu. There are two types of users of this application. Those that use ScriptSure as a stand-alone and those that use the application as a module integrated into their EHR system. Slight variations in launch, login to the application and screen views exist depending on which type of user you are.

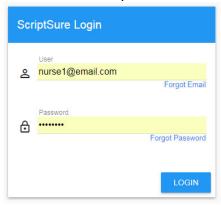
LAUNCHING SCRIPTSURE

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.



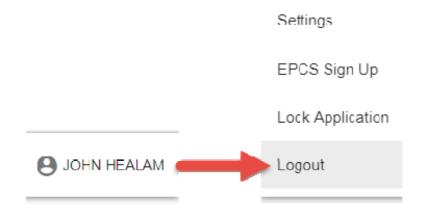
LOGIN WINDOW

To login, each user must enter a User Name and password, unless your EHR system launches and accesses ScriptSure directly, in which case you are enrolled in single sign-on and do not have to enter this information on each login to the application. This username and login is provided by your system administrator or EHR system. Your username is always an E-Mail address.



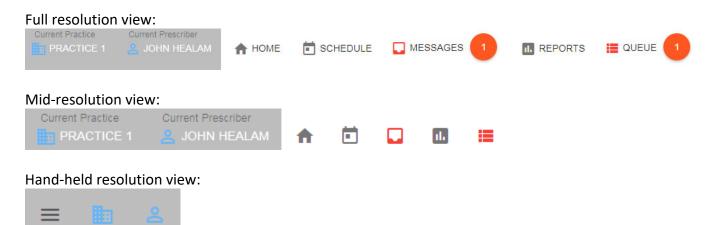
LOGOUT

To logout of the application, you can either close the browser window or click your username that appears in the top right of the application and then click Logout:



NAVIGATING SCRIPTSURE - TOOLBAR

Appearing at the top left and extending to the right there is an informational and navigation toolbar. Below are three examples of this toolbar. Depending on the device you are using (desktop, laptop, touchscreen, iPad, smartphone, etc.) and your screen resolution, you may see one of the following toolbars. Each does the same thing, just appear differently.

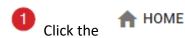


From left to right, the toolbar shows the following:

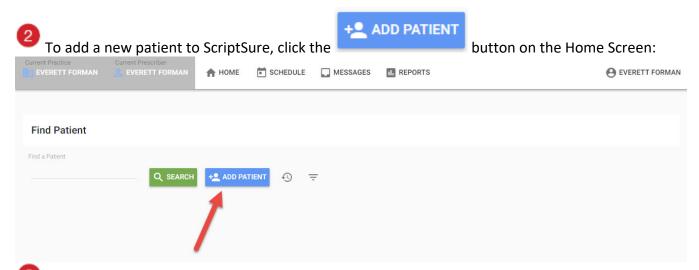
- Current practice selected practice puts the name, address and contact information for the currently selected practice on the prescriptions and stores that for history.
- urrent prescriber selected for prescription writing (this can different from the logged in user, if the logged in user has permissions to create non-controlled prescriptions for a provider).
- Home screen button navigated user back to Home screen in the application from any screen.
- Scheduler button navigates user to scheduler list.
- Messages button navigates user to messages window to handle new prescriptions, refills, electronic Prior Authorization (ePA) messages and to view history or approved and declined prescription related messages for the practice.
- Reports button navigates user to the reports window where reports and metrics can be run for the practice, user or patient.
- Queue button opens a drop down of all medications that have been queued, but not
 yet sent across the entire practice. This button does not appear if there are no items in
 the queue.



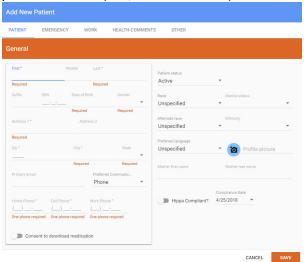
ADD A NEW PATIENT



button on the toolbar at the top of the screen.

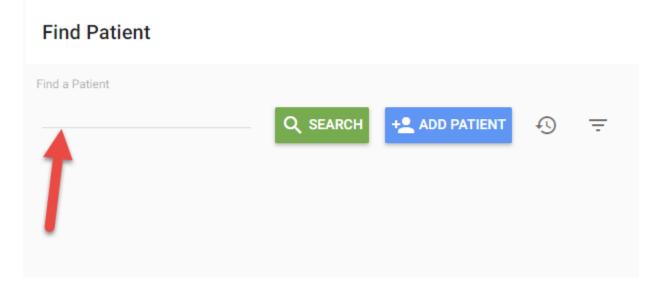


The Add Patient Window will open, allowing you to enter the new patient's information in the fields. *Note:* Several fields are required to create prescriptions; first name, last name, DOB, gender, ZIP, address and atleast one phone number (cell, home or work). Click Save when complete.

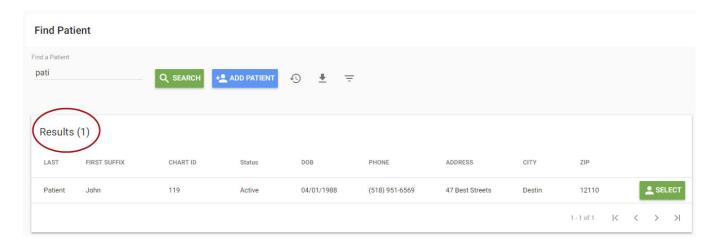


FINDING A PATIENT

To retrieve a patient record, begin at the Home (patient search screen). If you are not currently at the Home screen, click at the top of the screen. In the search box (see red arrow below) you can type a patient's last name and click to locate that patient.

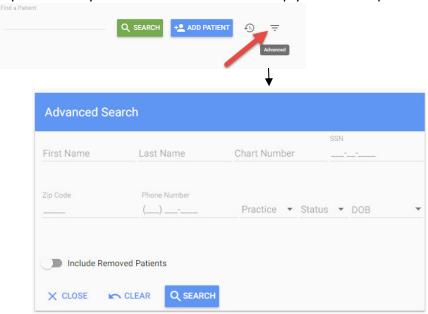


Patient's that match the name entered will appear in the results area. Select the desired patient by double-left clicking on the patient row. In the example below, the search is for **Patient, John**



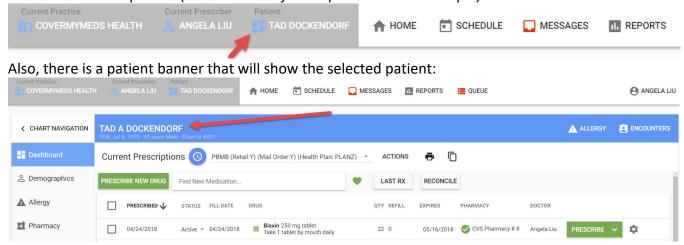
NOTE: The icon next to the add patient button gives you recently selected patient history.

Additional Search options: There is an **Advanced Search** button next to the search box. Click to expand it and you will see other fields to help you locate a patient.



OPEN A PATIENT CHART

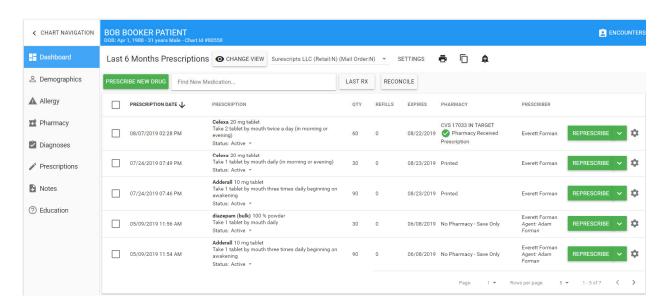
- When the patient is selected, the screen will change to the selected patients chart. You will have 2 indicators showing what patient you are working on and have currently selected. The top toolbar will show the selected patient (*Tad Dockendorf is the patient in this example*):



Click through the tabs at left side of the window to view areas of patient chart. After the Patient Chart has opened, you can enter and view dashboard, prescriptions, demographics, allergies, pharmacies, etc.



The Patient Chart (show below) will open initially to the Dashboard which shows the Last 6 Months of Prescriptions; (downloaded medication history for the patient appears below this medication table when available

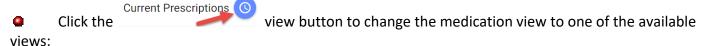


TIP: You can re-prescribe a medication from history by clicking medication row. Clicking the down-arrow next to the prescribe button will reveal two additional prescribe features that. The first is Add to Queue and the second is Show Confirmation.



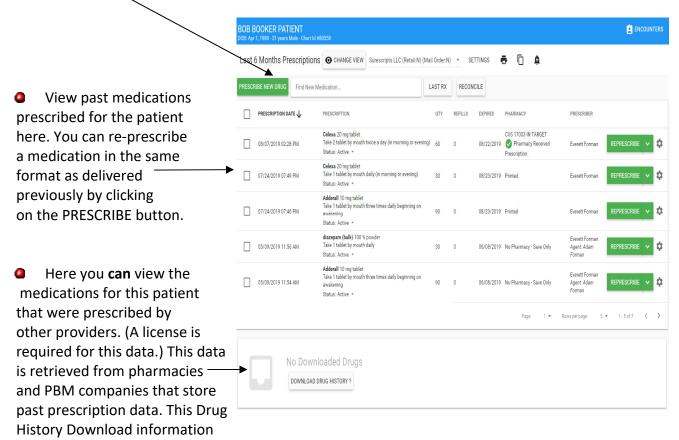
- Add to Queue this selects the medication to re-prescribe it and immediately places the script in the queue to send later with the same information visible on the row.
- Show Confirmation this selects the medication to re-prescribe and places the user at the confirmation window (last step before sending to the pharmacy) bypassing the PREVIEW window which allows a user to make alterations to the medication. This is a useful shortcut if there are no changes to drug number, SIG or pharmacy selected.

OPEN A PATIENT CHART (Continued)



ALL
ARCHIVED
CURRENT
LAST CURRENT
EXPIRED
DELETED

Click to Prescribe a new drug:



can be helpful in determining what the patient has taken or is currently taking. *Please note that this download list may not represent all medications the patient has been prescribed and includes up to 12 months of data. DISCLAIMER: Certain information may not be available or accurate in this report including items that the patient asked not be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient, or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.*

FINDING A MEDICATION

There are multiple ways to find a medication. After selecting a patient, you can find a medication to prescribe by using one of the following:

PRESCRIBE NEW DRUG

Find New Medication...

- PRESCRIBE NEW DRUG BUTTON changes the screen to the find a drug search window.
- **FIND A NEW MEDICATION** at the top of the screen is a search box that will display a drop-down of medications based on the drug name.

Antibiotics Q ₩ = FILTER Surescripts LLC (Retail:N) (Mail Order:N FAVORITE ANTIBIOTICS BRONCHODILATOR CARDIAC DECONGESTANT ENDOCRINE / GYN HTN / K+ OPHTH / ENT SALVES / DERM PSYCHOTROPIC Abacavir Baraclude ② Dicloxacillin ? atazanavir-cobicistat oral abacavir-dolutegravir-lamivudine oral ② ▲Cipro ? Clotrimazole vagl ② Didanosine Atovaquone Abacavir-lamivudine Biktarvy Occupion O Dificid Abacavir-lamivudine-zidovudine ② A Diflucan Bismuth subcit K-metronidz-tcn Complera ② Dolutegravir Augmentin ② Cayston inhalation ? Crixivan Alinia Augmentin ES-600 S Cefaclor A S ciprofloxacin HCl oral daclatasvir oral O Doryx Amantadine HCI ② Daklinza oral Augmentin XR ② A S Clarithromycin ② Doryx MPC oral ? Amoclan AVC Vaginal vagl Cleocin ② Doxycycline calciur ? cefditoren pivoxil oral ? Cleocin vagl ② Darunavir ② S Doxycycline hyc A S Azithromycin ? Cefixime S Clindamycin HCl ② darunavir-cobicistat oral ② S Doxycycline mo Ampicillin Aztreonam lysine inhl S Clindamycin palmitate HCl Delavirdine ♠ E.E.S. 400 Aptivus Bactrim A E.E.S. Granules Cefprozil ? Clindamycin phosphate vagl ? Demeclocycline Atazanavir Bactrim DS ② Cefuroxime axetil ? Clindesse vagl ② Descovy oral ② A Edurant

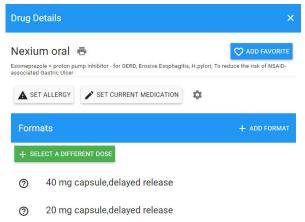
TIP: The



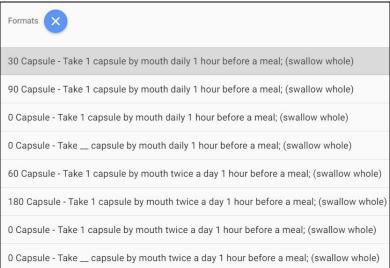
icons have drug filtering and drug group viewing capabilities.

SELECTING A MEDICATION TO PRESCRIBE

- Select a patient.
- Click the PRESCRIBE NEW DRUG button and then search for the drug you would like to prescribe.
- Click on the drug name and a slider will appear to select the desired format (slider pictured below).



Once a format (strength) is selected, you will be able to select the specific number and SIG for the prescription from a pre-programmed list.



Note: If you would like to modify the drug format, you can do so at the Prescription Preview window which will appear after a format is selected. ANY FIELDS CAN BE MODIFIED.

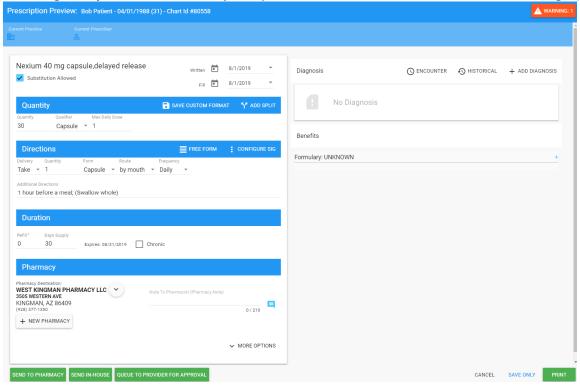
PRESCRIPTION PREVIEW SCREEN

Modifications can be made to a prescription prior to printing or sending to a pharmacy. This is done at the Prescription Preview screen. All fields can be modified and the send method for the medication can be chosen from this screen.

- Select a patient.
- Find the medication you would like to prescribe.
- 3 Select the medication and the format.
- The Prescription Preview window opens, the format selected will be expressed in the fields. You can make any modifications necessary at this point: change the quantity, set refill amount, add a comment, etc.).
- **5** When ready to produce the prescription, click one:

SEND TO PHARMACY SEND IN-HOUSE QUEUE TO PROVIDER FOR APPROVAL CANCEL SAVE ONLY PRINT

(NOTE: Add Diagnosis fields and Formulary compliance and class alternatives are shown on right)



You can send to pharmacy, Send to In-house pharmacy, queue to provider for sending later, save only and print prescriptions.

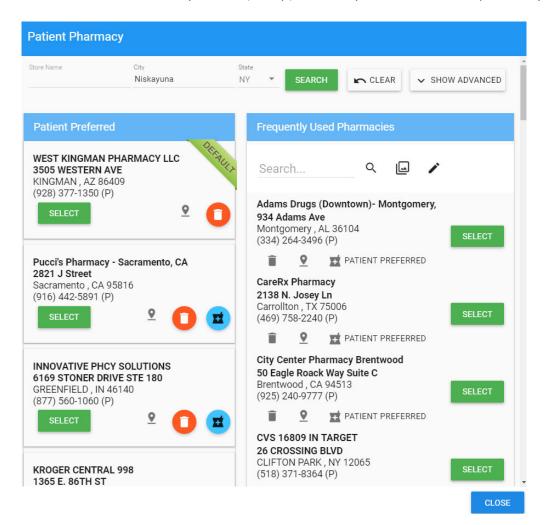
SENDING A PRESCRIPTION ELECTRONICALLY TO A PHARMACY

After selecting a patient and then a medication, you can send a prescription electronically to the pharmacy location indicated on the prescription preview window and then clicking the

+ NEW PHARMACY

button on the Prescription Preview window:

- Click the Pharmacy drop down to to view other preferred patient pharmacies.
- If you want to select or search for a new Pharmacy to send a prescription to, click the select or search for another pharmacy. There are three different tabs of this screen that will show:
 - Patient Preferred pharmacies
 - Frequently Used Pharmacies
 - Pharmacy Search (at top) allows you to search for a pharmacy

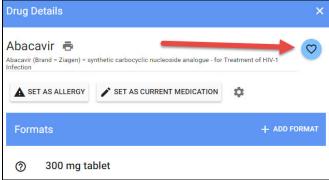


CREATE A FAVORITE MEDICATION LIST

ScriptSure allows you to select a medication and add it to a Favorite List so that it can be located easily in the future.

Add a Medication to Favorite Medication list:

- Select a patient.
- 2 Find the medication you would like to add to your favorite list.
- Select the medication by clicking on it and when the formats window slides open, click the
- to add to your favorites list. When it is orange , the medication is on the Favorites list.



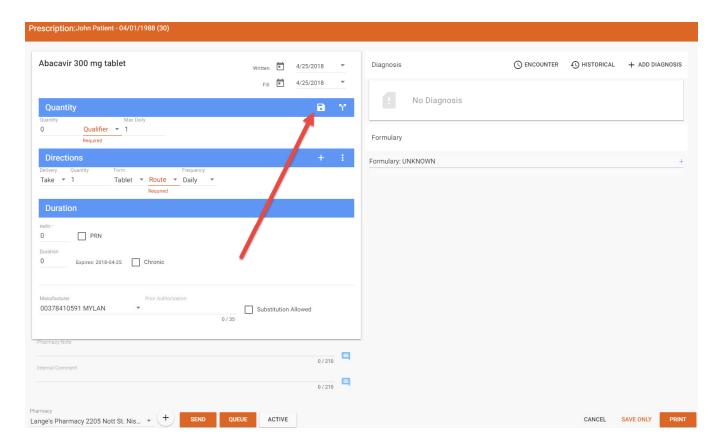
STORING A NEW FORMAT

ScriptSure allows you to customize the formats attached to any medication for easy selection in the future.

- Select a Patient.
- 2 Find the medication you would like to prescribe.
- Click on the medication name and then click on Add Format:



- Select the strength to create and store a format for and the prescription preview window will open.
- Next, enter any required information and customize the SIG details for the medication and click the save format button:



When you clicvk Save, you will be prompted to enter a title for the format – the format will then be available anytime you select the medication it was entered for.

Medication Format			
Would you like to include the fo	llowing elements	with the medicati	on format:
Prescription Status			
Format Title			
OPTIONAL: Enter Custom Format Title	0/35		
		SAVE	CANCEL

