Electronic Medication Reviews Quick Tips

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Automatic Electronic Medication Reviews

An auto-prompt will appear for patients who meet the criteria for a Medication Review.

1. Select **Add to Med Review Queue** from the Medication Review prompt.

2. When you are ready to complete the Medication Review, call up the patient card and select **Medication Review/Dialogues** from the right navigation pane.

3. Complete steps 3-12 of the Manual Electronic Medication Review section.

Manual Electronic Medication Reviews

Based on your professional judgement, you can determine whether the patient would benefit from a Medication Review and perform a manual review as follows:

1. Bring up the patient card using the **F3 Patient** search.

2. Select **Medication Review/Dialogs** from the right navigation pane.

3. The Medication Review queue will appear. Click **N** – **New Review/Dialog.**

4. The **Medication Review/Dialog** screen will appear. Select a review type from the dropdown menu and click **Perform Now**. If you wish to print the Medication Review later, click **Save for Later**.

5. The **Medication Review Rx Selection** screen will appear. Rxs under the **Pre-Selected** tab are selected by default; Rxs on the other tabs are not. Proceed through each tab and check the Rxs you want included in the report. When you are finished, click **OK**.

6. Click **Next** to proceed through the Medication Review tabs, completing the required fields as you go. Click **Finalize Review**.

7. If you do not have electronic signatures enabled, skip to step 10 to print the Medication Review Report; if electronic signatures are turned on, continue to step 8.

Affixing an Electronic Signature (Paperless Only)

1. Have the patient sign his or her name on the electronic signature tablet. Click the **OK** button on the signature tablet.

2. Have the pharmacist sign the electronic signature tablet. Click **OK**.

Printing Medication Review Reports

1. A prompt will appear asking if you want to print the Medication Review. Click **Yes**. The **Medication Review Report** will be printed.

Billing a Medication Review

1. Once printing is complete, the Fee For Service claim will automatically populate in the **F12** screen. Perform a doctor search and ensure all the information entered on the **F12** screen is correct.

2. Click **F12 - Fill Rx** to bill the claim.

Viewing a Medication Review

With Electronic Signatures Enabled

1. Bring up the patient card using the **F3 Patient** search.

2. Select **Medication Review/Dialogues** from the right navigation pane.

3. Highlight the completed Medication Review and click **F2 - View Details**.

4. The **Medication Review View** screen will appear. Click the various tabs to see the Medication Review information that has been entered.

5. Click **Print** to print the Medication Review, or **View Signatures** to view the pharmacist's or patient's electronic signature.

Scanned Reviews with Manual Signatures

1. Bring up the patient card using the **F3 Patient** search.

2. Select **Medication Review/Dialogues** from the right navigation pane.

3. Highlight the completed Medication Review and click **F2 - View Details**.

4. The **Medication Review View** screen will appear. The **Review** tab displays information entered on-screen during the Medication Review; the **Documents** tab displays the scanned image of the signed Medication Review. Scanned Medication Reviews are also viewable from Patient Documents.

5. Click **Print** to print the Medication Review.

See the Medication Review user manual on our website for more information about Medication Reviews.