

Assyst Rx-A AIS Drug File Maintenance



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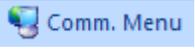
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AIS Drug File Introduction

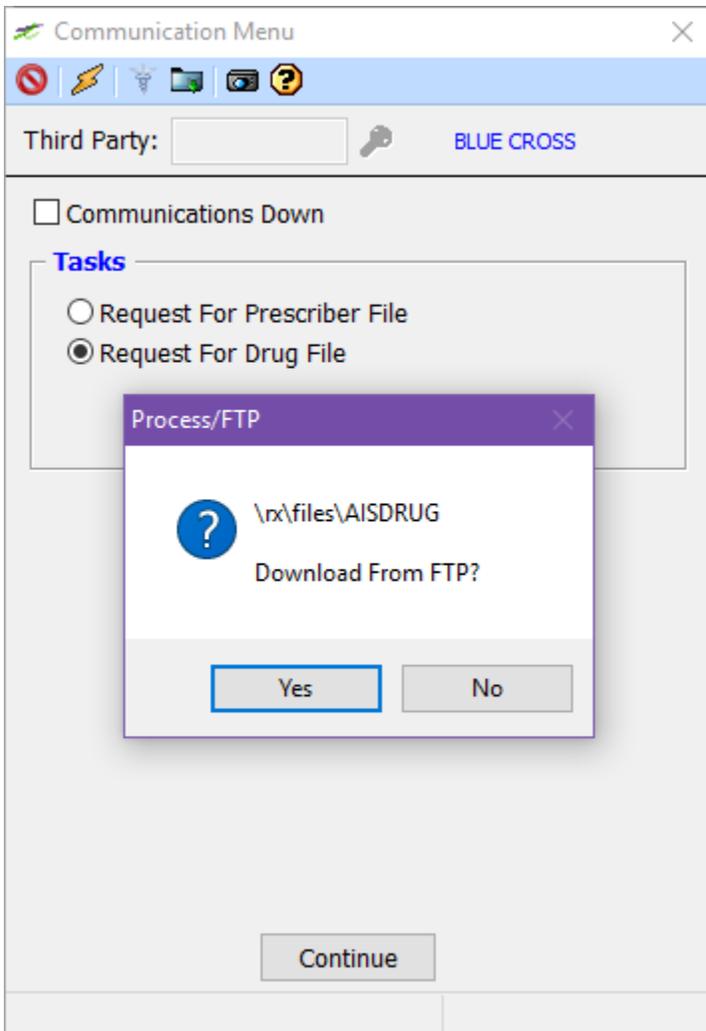
AIS and NHF provide updated drug file records periodically, it is the responsibility of the pharmacy to keep their local drug file up to date with the information in these updates when they become available. This guide will go thru how to ensure you have the latest update as well as how to verify your current drug records contain the proper links to the AIS drug file they provide.

Downloading the Drug file update

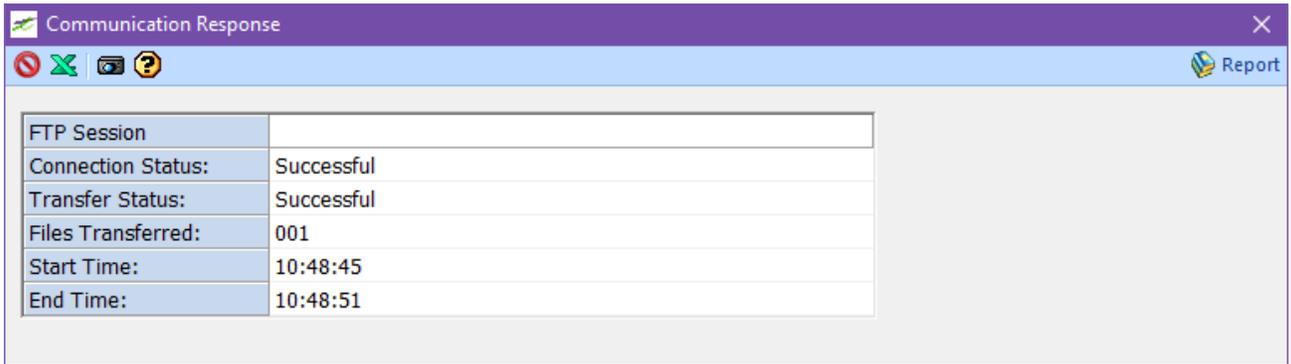
In the Prescription Process window and go into Comm. Menu by clicking on the  button or using the keyboard shortcut **Ctrl & F9**.

Type in the name of any AIS Third Party (such as Blue Cross or NHF) in the Search field or click the lookup to search.

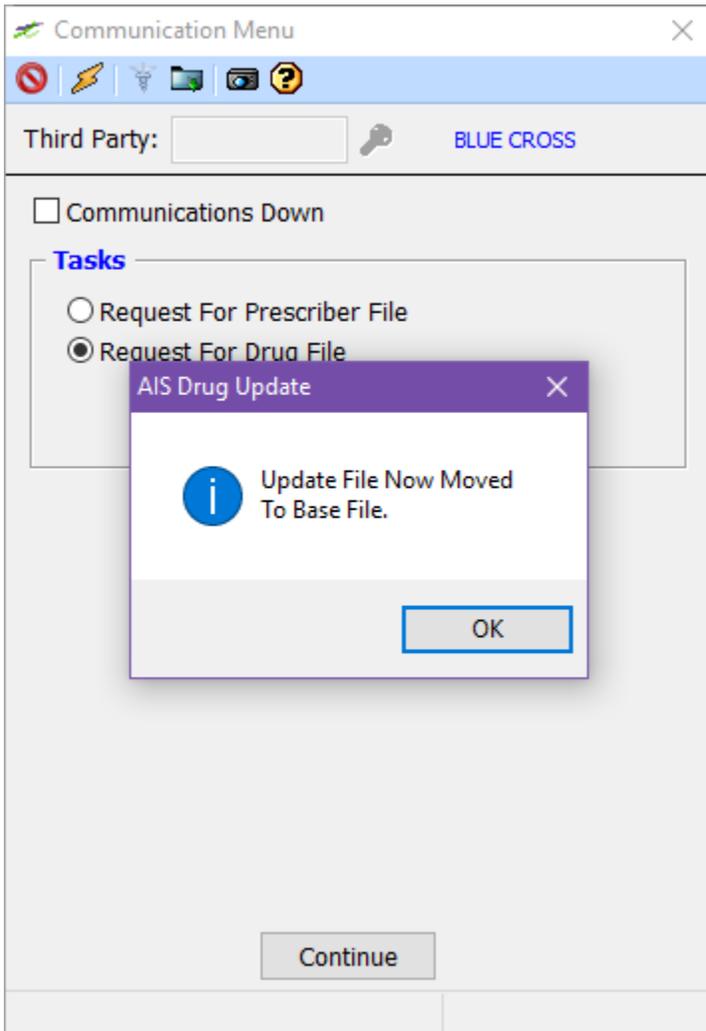
Select **Request for Drug File** then click **Continue**. Click **Yes** in the Process/FTP window that opens to start the download. This process will take a few minutes.



Once this is completed, you will see the following screen:



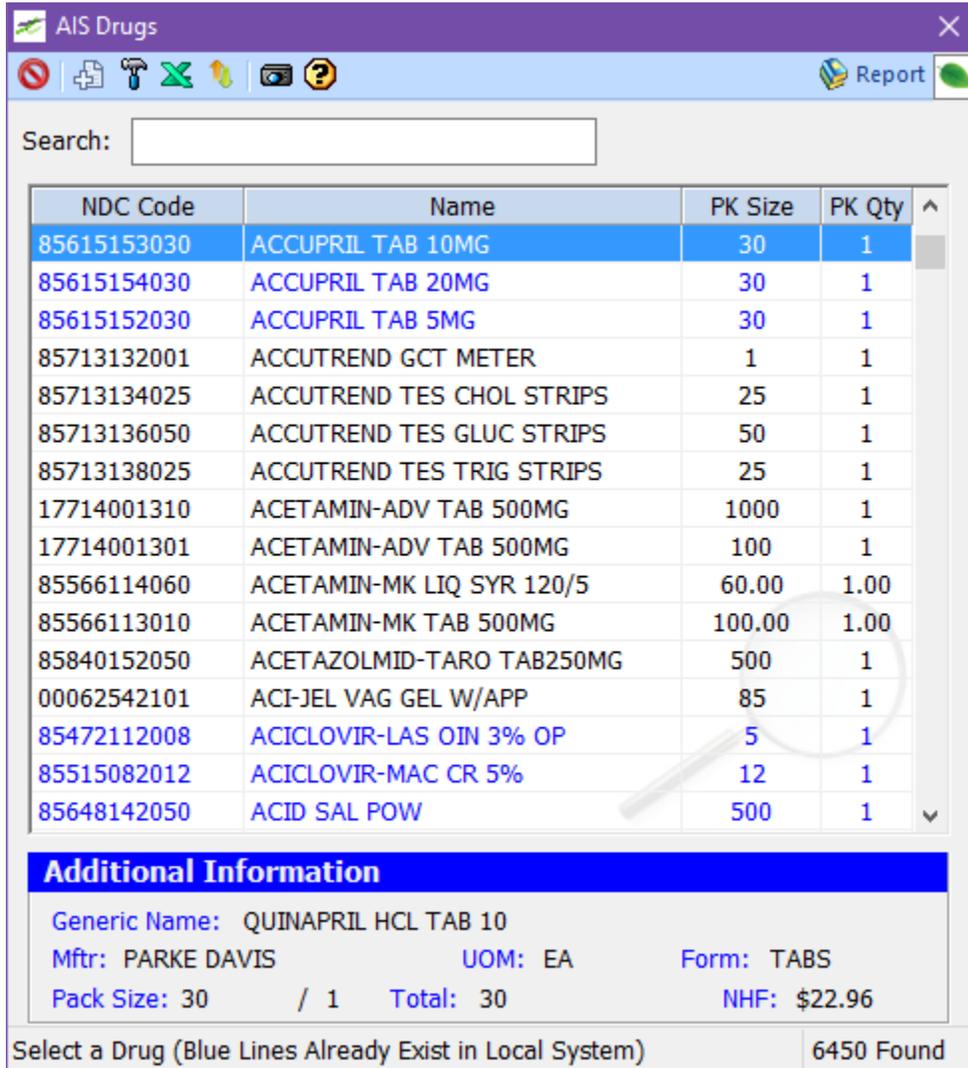
Once you close that window, the downloaded file will be moved to the new AIS base file and the following window appears.



Drug Maintenance

Once you have the most current AIS drug file downloaded, the **Drug Maintenance** window can be used to verify the current NDC code on the local drug file is correct, send a discrepancy report to excel or screen and export the AIS Drug file to excel.

In the **Drug Maintenance** window, click on the **Drug Formulary** icon  or using the keyboard shortcut **Alt+D** to display the AIS Drug list. The file will display a list of all AIS drugs in the grid with their NDC code, Pack Size (Example, number of pills per bottle) and Pack Quantity (Example, number of bottles). Items shown in blue are already linked to at least one drug local drug.



The screenshot shows the 'AIS Drugs' application window. At the top, there is a search bar and a toolbar with icons for search, print, delete, save, and help, along with a 'Report' button. Below the search bar is a table of drugs. The first few rows are highlighted in blue, indicating they are already linked to a local drug. Below the table is a section titled 'Additional Information' which provides details for the selected drug (NDC Code 85615153030).

NDC Code	Name	PK Size	PK Qty
85615153030	ACCUPRIL TAB 10MG	30	1
85615154030	ACCUPRIL TAB 20MG	30	1
85615152030	ACCUPRIL TAB 5MG	30	1
85713132001	ACCUTREND GCT METER	1	1
85713134025	ACCUTREND TES CHOL STRIPS	25	1
85713136050	ACCUTREND TES GLUC STRIPS	50	1
85713138025	ACCUTREND TES TRIG STRIPS	25	1
17714001310	ACETAMIN-ADV TAB 500MG	1000	1
17714001301	ACETAMIN-ADV TAB 500MG	100	1
85566114060	ACETAMIN-MK LIQ SYR 120/5	60.00	1.00
85566113010	ACETAMIN-MK TAB 500MG	100.00	1.00
85840152050	ACETAZOLMID-TARO TAB250MG	500	1
00062542101	ACI-JEL VAG GEL W/APP	85	1
85472112008	ACICLOVIR-LAS OIN 3% OP	5	1
85515082012	ACICLOVIR-MAC CR 5%	12	1
85648142050	ACID SAL POW	500	1

Additional Information

Generic Name: QUINAPRIL HCL TAB 10
Mfr: PARKE DAVIS UOM: EA Form: TABS
Pack Size: 30 / 1 Total: 30 NHF: \$22.96

Select a Drug (Blue Lines Already Exist in Local System) 6450 Found

The following Additional Information about the selected AIS drug also displays, as found in the AIS file not the local drug record:

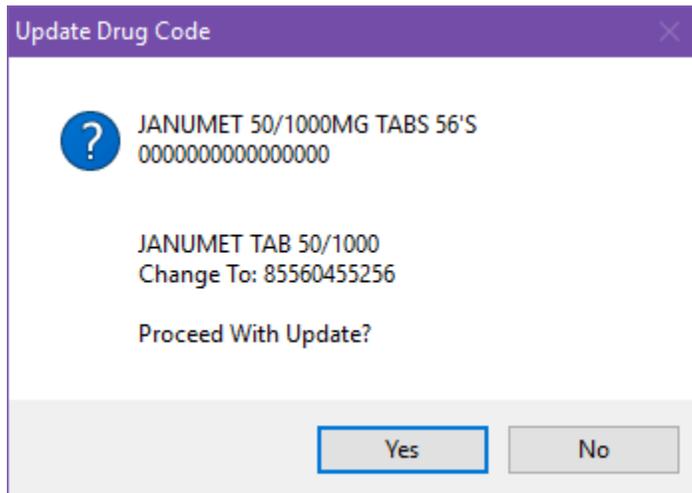
Generic Name, Manufacturer, Unit of Measure, Drug Form, Pack Size (tablets, grams) followed by Pack Quantity (packets, syringes, bottles), Total Units per package (Example, 500 if the pack contains 5X100gm packets) , NHF Subsidy.

Adding NDC Code to Local Drug Record

In the **Drug Maintenance** window, select the local drug record then click on the **Drug Formulary** icon  or using the keyboard shortcut **Alt+D** to display the AIS Drug list. Type in the **Brand or Generic** name of the drug you want the NDC code for in the search field.

Select the appropriate drug from the results provided. Click on the **Modify** icon  or using the keyboard shortcut **Ctrl+M** to update the current drug record.

The following window will display:



If you are sure that you have selected the correct match click **Yes** or press **Enter** to confirm the match. If you are not sure that you have selected the correct match, click **No**.

AIS Drug File Export

If your location has Microsoft Excel installed on a workstation, you can export the results of any search to Excel by clicking the  **Export** icon or using the keyboard shortcut **Ctrl+O**. To export the entire list, allow the grid to finish loading without entering anything in the Search field. You will be prompted to save the excel file with the name and to the location of your choice. Choose a name and location that is meaningful to you. Leave the **Save as type** field set to **Excel files (*.xls)**. Once you have selected your file location and entered a file name, click **Save** or hit **Enter** to generate the file.

The export will display to screen once it has finished generating. The results are the same as the grid in Assyst Rx-A but this will allow you to search all fields or filter results as needed.

Sample of the AIS Drug File Export:

B	C	D	E
NDC Code	Name	PK Size	PK Qty
85560455256	JANUMET TAB 50/1000	56	1
85560455056	JANUMET TAB 50/500	56	1

AIS and MedeCus Drug Code Toggle

We have changed the default view so that AIS will be displayed first with the toggle available to access the MedeCus drug list. The reason for this change was because the MedeCus was not being actively updated at the time.

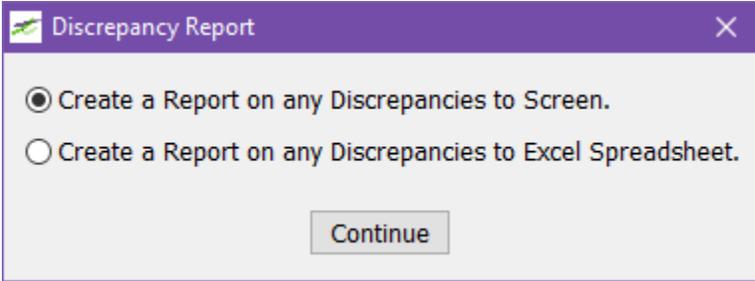
In the Drug Maintenance window, click on the **Drug Formulary** icon  or using the keyboard shortcut

Alt+D to display the AIS Drug list. Click the **Toggle Codes** icon  or using the keyboard shortcut **F6** to access the MedeCus list. Click the **Toggle Codes** icon or using the keyboard shortcut **F6** again to return to the AIS Drug list.

AIS Drug Discrepancy Report

In the Drug Maintenance window, click on the **Drug Formulary** icon  or using the keyboard shortcut

Alt+D to display the AIS Drug list. When the drug list has loaded, you can then click on the  **Report** button in the top right corner of the window to generate a Discrepancy Report. The following options will appear:



When the **Create a Report on any Discrepancies to Screen** option is selected, a report showing a list of all local drugs is displayed in alphabetical order. The report will also display any NDC # found on the local drug file and one of the following status codes in the error column:

AIS Drug code is Blank – This indicates that the drug file needs to have an NDC Drug Code populated before submitting claims for this drug to an AIS plan.

Drug is Not on AIS Drug File – This indicates that the NDC Drug Code on the local Drug file no longer exists on the current AIS file.

Successful Match – This indicates that the NDC Drug Code on the Drug file corresponds to an NDC Code in the AIS Drug file. However, this does not necessarily mean that it is the correct code and descriptions should also be cross checked.

When the **Create a Report on any Discrepancies to Excel Spreadsheet** option is selected, the report is exported to C:\tmp\Discrepancy_Report.xls on the station where the report was generated. The report will show the local drugs in alphabetical order as well as the following fields:

NDC – Number to be submitted to the 3rd party to identify the drug being submitted.

Status – Whether or not the Local drug has a match on the AIS file.

AIS Drug code is Blank – This indicates that the drug file needs to have an NDC Drug Code populated before submitting claims for this drug to an AIS plan.

Drug is Not on AIS Drug File – This indicates that the NDC Drug Code on the local Drug file no longer exists on the current AIS file.

Successful Match – This indicates that the NDC Drug Code on the Drug file corresponds to an NDC Code in the AIS Drug file. However, this does not necessarily mean that it is the correct code and descriptions should also be cross checked.

AIS Description – This is the drug name as found in the AIS file.

PK Size – This is the size of one package. (Example, tablets per bottle or ml per syringe)

PK Qty – This is the number of packages per wholesale unit. (Example, syringes per box or number of bottles)

Sample Discrepancy Report to Excel:

	A	B	C	D	E	F
1	Local Drug	NDC	Status	AIS Description	PK Size	PK Qty
2	4 KIDZ MVT CHEWTAB 100'S	1650000402	Successful Match	ALKA-SELTZER TAB EFFERVES	2	36
3	AMBRIL 7.5MG/ML ORAL DROP	8555312403	Successful Match	AMBRIL ORAL DPS	30	1
4	AMLODIPIDINE	8547213401	Successful Match	AMLODIPINE-LAS TAB 10MG	10	1
5	amLODIPine		AIS Drug code is Blank			
6	AMOEBRIZ SUSP 20MG/10ML	8545512221	Successful Match	AMOEBRIZ SUS BANANA	10	1
7	ANAFRANIL 25MG X 30 TA	8558515301	Successful Match	ANAFRANIL TAB 25MG	1000	1
8	ASENDIN(AMOXAPINE) 25MG	8527001901	Successful Match	BECLATE-N CRE	15	1
9	BECONASE(BECLOMETHASONE)A	8540020400	Successful Match	BECONASE AQ SPR	1	1
10	BENZAC AC GEL 10% 60GM	29936306	Drug is Not on AIS Drug File			