ASSYST RX-A QUICK REFERENCE

Repeating a Prescription with a Known Prescription Number

- Within Prescription Process, press **F5** - or click the Repeat function button.
- Key in the prescription number and press **Enter**.
- The cursor will be flashing at the cost field. Continue filling the prescription as usual.

Repeating a Prescription with an Unknown Prescription Number

- Within Prescription Process, key in the full or a portion of the patient's last name and press the **,** key.
- Key in the full or a portion of the patient's first name and press the **Tab** key.
- Press **F3** to access the patient's profile.
- Highlight the prescription to be repeated and pres **Enter.**
- The cursor will be at the cost field. Continue filling the prescription as usual.

Filling a Repeat Prescription with a New Number

- Within Prescription Process, key in the patient's last name and press the **,** key.
- Key in the patient's first name and press the **Tab** key.
- Press **F6** – or click the **Repeat New** button to and enter the rx number and hit enter
- If you do not know the rx# blank out the rx# and hit **F3** and highlight the prescription to be refilled with a new Rx # and press **Enter** to select the prescription.
- The system will display the original prescription with a new number. You will need to confirm the settings for the prescription and/or make changes based on the original prescription.
- If the system is set up to stop old Rxs when repeating with a new Rx #, the system will prompt inquiring whether the old prescription number is to be stopped.

Deferring a Prescription

- Within Prescription Process, key in the patient's last name and press the **,** key.
- Key in the patient's first name and press the **Tab** key.
- Press **CTRL+F1 –** or click the defer button to defer the rx to be entered
- Fill the prescription as usual.
- After the Pharmacist ID has been entered, the system will keep track of the unfilled prescription in the profile and indicate its status is Deferred.

Putting a Filled Prescription into a Deferred state

- Identify the prescription to be deferred. If performing a lookup from within a patient profile, press **Esc** to clear the patient file from Prescription Process before proceeding to the next step.
- Press **CTRL+F1 –** or click the defer button to defer the rx to be entered
- Key in the prescription number to be deferred.
- If you do not know the rx# blank out the rx# and hit **F3** and highlight the prescription to be refilled with a new Rx # and press **Enter** to select the prescription.
- If the proper prescription has been selected, key in the Pharmacist ID. Otherwise press **Esc** to start again.
- After the Pharmacist ID has been entered, the system will roll back the prescription to deferred status and will prompt whether reversals are to be sent to third parties for the deferred fill.

Changing the Drug Cost While Filling

- While filling a prescription, upon reaching the Cost field arrow or use the drop down menu to change the cost used
- Or once at the initials field hit the hammer beside the cost to edit the unit cost and fill as per usual.

Printing a Label/Receipt After Filling A Prescription

- Within Prescription Process, navigate to the Utilities Menu then click on **Labels**.
- Key in the prescription number for which the label is required and press **Enter**.
- If require more then 1 label enter the amount of labels required
- Generate the label(s) or receipt(s) by entering the desired label or receipt ID. Typically these are L1 for labels and R1 for receipts.

Modifying/Rebilling/Deleting a Prescription

- Within Prescription Process, press **F10** (or click the modify delete icon to access the **Modify/Delete** menu and select the option you wish to do (Alternatively you can hit **CTRL+F3** simultaneously on your keyboard to modify, **CTRL+F4** to rebill or **CTRL+F5** to delete
- Key in the prescription number to be modified and press **Enter.**
- If you do not know the rx# blank out the rx# field and hit **F3** then highlight the prescription to be modified/rebilled/deleted and press **Enter** to select the prescription.
- If modifying the rx, make any changes needed on the screen then process the rx as per normal
- Otherwise the cursor will display at the initials field and clicking the process button will delete/rebill the rx as requested.

Printing Bulk Labels

- Within Prescription Process, navigate to the **Utilities Menu** then click on **Bulk Labels**.
- Enter the type of Bulk label you require, (example 1 for the B1 label) and hit **Enter**
- Key in the text to appear on the label then press **Tab**.
- Key in the number of labels required and hit **Tab**
- Hit E**enter** or click on **Print**

Entering Manual Usage Directions

- While filling a prescription, press the **,** (comma) key when the SIG is highlighted, then press **Enter.**
- Key in the directions for using the drug as desired.

Entering a Prior Approval

- Within Prescription Process, click the **additional** tab below the patient coverage to access additional prescription functions.
- Enter the prior authorization # in the **Prior Authorization #** field.

Request Third Party Totals

- Within Prescription Process, press **CTRL+F9** to access the **Communications** menu.
- Select a Third Party from the list. Or click the icon to select all third parties.
- Select **Accumulated Totals** and press **Enter**.
- The system prompts for the desired day. Key in the date in YYMMDD format.
- Enter a group# if desired and click or tab and enter to the **continue** buntton

Backdating a Prescription

- Within Prescription Process, click the **additional** tab below the patient coverage to access additional prescription functions.
- Enter the backdated prescription date in the **Back Date (YYMMDD)** field.
- Continue filling the prescription as usual.
- Prescriptions that have been backdated will still appear in the profile with the current date. The letter **"B"** will be displayed next to those dates where a backdate has been used.
- The Back Date, if set, may be viewed by highlighting the prescription and pressing **F8** then **CTRL+P** (or click Special Serv button). If the prescription was not backdated, the date displayed will appear as 00/00/00.