Doc-U-Scrip

Prescription Writing Program

Instruction Manual

Page	Topic
Page 2	Getting Started
Page 5	Main Program Window
Page 7	New Prescription Process
Page 10	Note Creation Process
Page 11	Preventive Care

Getting Started

General

There are several key factors that will help you successfully integrate the Doc-U-Scrip program into your practice. As with any new computer system, entering required data is the most time consuming step. To help streamline this process, the patient database has been designed to contain the minimal amount of data necessary. With only 4 required fields and one button, data entry is very rapid. The sooner you have your patient database near completion, the more valuable the Doc-U-Scrip program becomes. Following the steps outlined below will help you in this process:

1. Have your staff do most of the data entry for you. Each morning, have your nurse or aide enter in all the patients you are scheduled to see that day. Alternatively, they could do this the day before. Then when you see the patient, it is as easy as entering the account number.

2. Enter patients yourself as you come across charts for prescription refills, lab reports, and phone messages.

3. Fill up your "Favorites" list and use it a lot. This greatly reduces the amount of time it takes to complete prescriptions.

4. Have your staff use their "down time" to add patients to the database.

Saving Data:

It is strongly recommended that you take advantage of the compact flash backup feature daily. Native database files such as those used by Doc-U-Scrip are not supported by the current Version of Micorsoft's ActiveSync. (version 3.5). Your files will not be saved if you rely on "sync-ing" to your desktop. If your device does not have Compact Flash or PCMCIA card capability, you must run the "Back up" option found in ActiveSync under Tools->Backup/Restore, in order to save your files. You should do this periodically even if you *do* use a compact flash card.

Installing the Program:

After downloading the file to your desktop computer (the host computer for your handheld device) use WinZip or other unzip utility to unzip the files. Choose Start -> Run in the lower left hand corner of your desktop screen. Then enter the line below in the Run Box. Substitute the path to Microsoft ActiveSync on your computer for *YourPath* and the path to the folder where you downloaded the Doc-U-Scrip file for *AlsoYourPath*:

"C:*Your Path*\Microsoft ActiveSync\CeAppMgr.exe" /report "C:*Also Your Path*\Doc-U-Scrip.ini"

Hints: 1. Highlight the line above, and use Ctrl-C to copy it, then use Ctrl-V to paste it in the Run Box)

2. Include the 4 double quotation marks.
3. Make sure you substitute the correct path to your installation of ActiveSync and the Download folder.

For example, if you have downloaded the .zip file into a folder called C:\download, and if your Microsoft ActiveSync folder is in the "\Program Files" folder under the C: drive, your run line would be:

"C:\Program Files\Microsoft ActiveSync\CeAppMgr.exe" /report "C:\download\Doc-U-Scrip.ini"

If you are not sure of the path of your files, find them in Windows Explorer and right click the file icon. Choose 'Properties', and the information listed after 'Location:' in the 'General' tab is the path to the file. To this information, add a backslash and the full file name. For example, if the 'Location:' of CeAppMgr.exe is : C:\Program Files\Microsoft ActiveSync, you would add \CeAppMgr.exe so that the full path would be:

C:\Program Files\Microsoft ActiveSync\CeAppMgr.exe

Just plug this in between the first " and /report", and repeat the process for the Doc-U-Scrip.ini file, which is not likely to be in the same path as the CeAppMgr.exe file.

When done correctly, clicking OK in the Run box should launch Installation Manager, which should then lead you through installation of the program. Choose 'OK' on all option boxes.

How to Start

Tap the Start on the device (top left corner) to display the Today Menu, and tap on the Doc-U-Scrip Icon that is displayed. This will start the program and display the main window and the Program Menubar.

To Enter the Provider Data:

1. Select Options-> User Info
2. Follow the prompts to enter your specific information.
3. Tap the 'More' button to fill in the second page of information.

To Enter your Display Choices

1. Select Options -> Options and Select either the RxPerPage or PediDrug List options. If you do not provide Pediatric care, you will probably want to disable the Pedi Option.

To Begin Writing Prescriptions and Notes:

1. Select File->New Patient to display the New Patient Dialog.

2. If you think the patient you want to enter already exists in the database, enter the Account Number first and tap the Search button. If

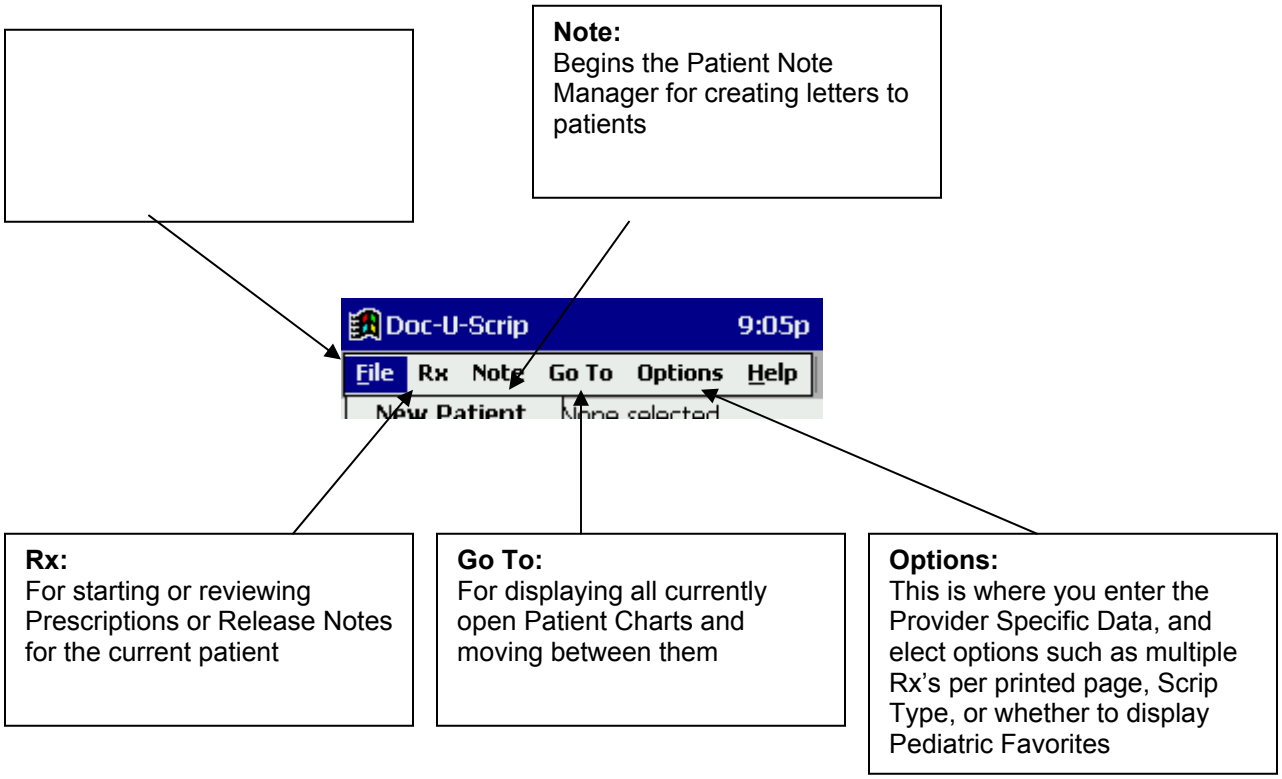
the patient record is found, it will be displayed. If this is the record you want, tap the Accept button.

3. You can also search by Last Name. In fact, if there is anything in the Last Name field, the Search button will look for a matching last name and ignore the Account Number field. When searching by name, you can use the Next or Previous buttons to scroll through the matching choices to make your selection. Here are the functions of the other buttons:

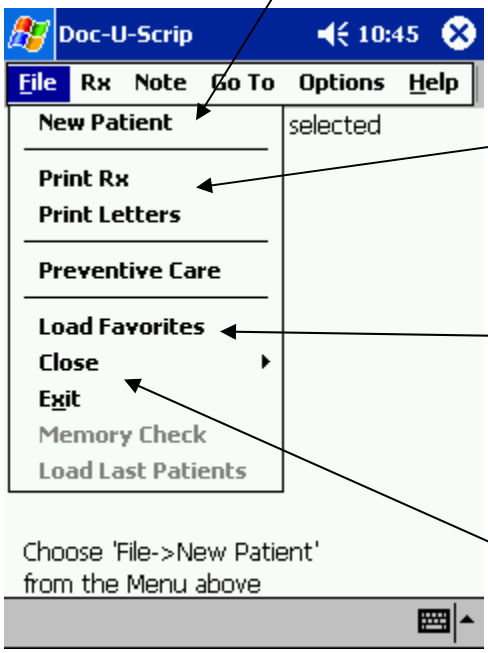
   New: Clears the fields and resets to take a new entry
   Delete: Permanently deletes the selected record
   Date: Displays or closes the DateTimePicker control that is used to select dates. This can be used instead of manually entering the DOB.

4. After you choose Accept, if the entry is correct and complete, you will be returned to the Main Window. If there are prior prescriptions on file for this patient, you will be notified. You can view and select these by choosing Rx->LoadOld.

This is the MenuBar of the Main Program Window:



The 'File' Choices:



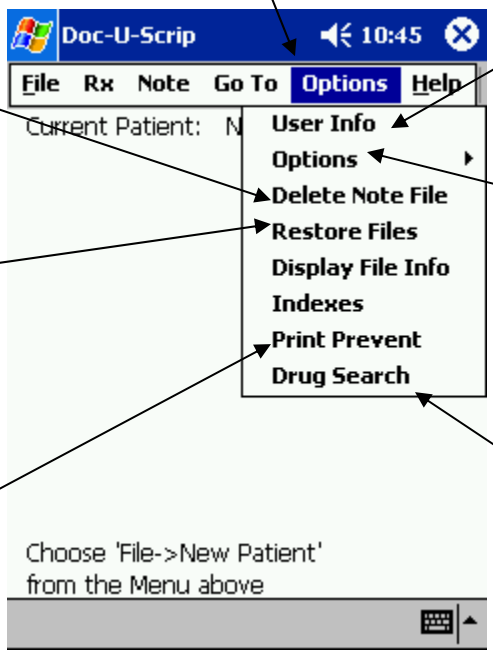
New Patient:
Brings up the Patient Info Dialog for opening a new Patient Record

Print Functions:
For Printing Prescriptions or Patient letters (Notes)

Favorites:
Brings up the list of Favorite Drugs, either Adult or Pediatric. This is where your favorite list is created

Close and Exit:
Use Close to close one or more open charts, and Exit to exit the Doc-U-Scrip Program

The 'Options' Choices:



Options:
Various User functions are started here

User Info:
Enter Prescriber Name, Practice Name, DEA, License Number, Address, State Drug Number, phone numbers

Delete Note File:
Will delete a saved note file. May be used if the Note file was saved after printing and later it is necessary to delete it.

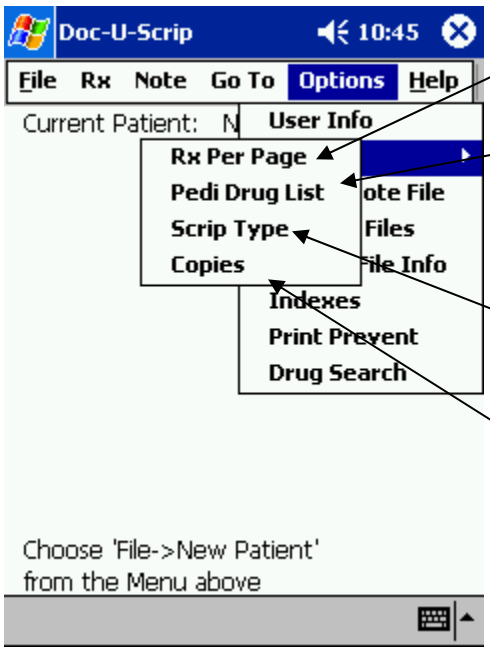
Options:
Additional options. See Next illustration below for displayed options

Restore Files:
Restores the Database files from a Flash card. It is recommended that files are routinely backed up to a flash card

Print Prevent:
Prints a list of Patients for whom the selected Preventive care item is past due

Drug Search:
Generates a list of patients for whom the selected Drug has been prescribed

The Options Sub-List:



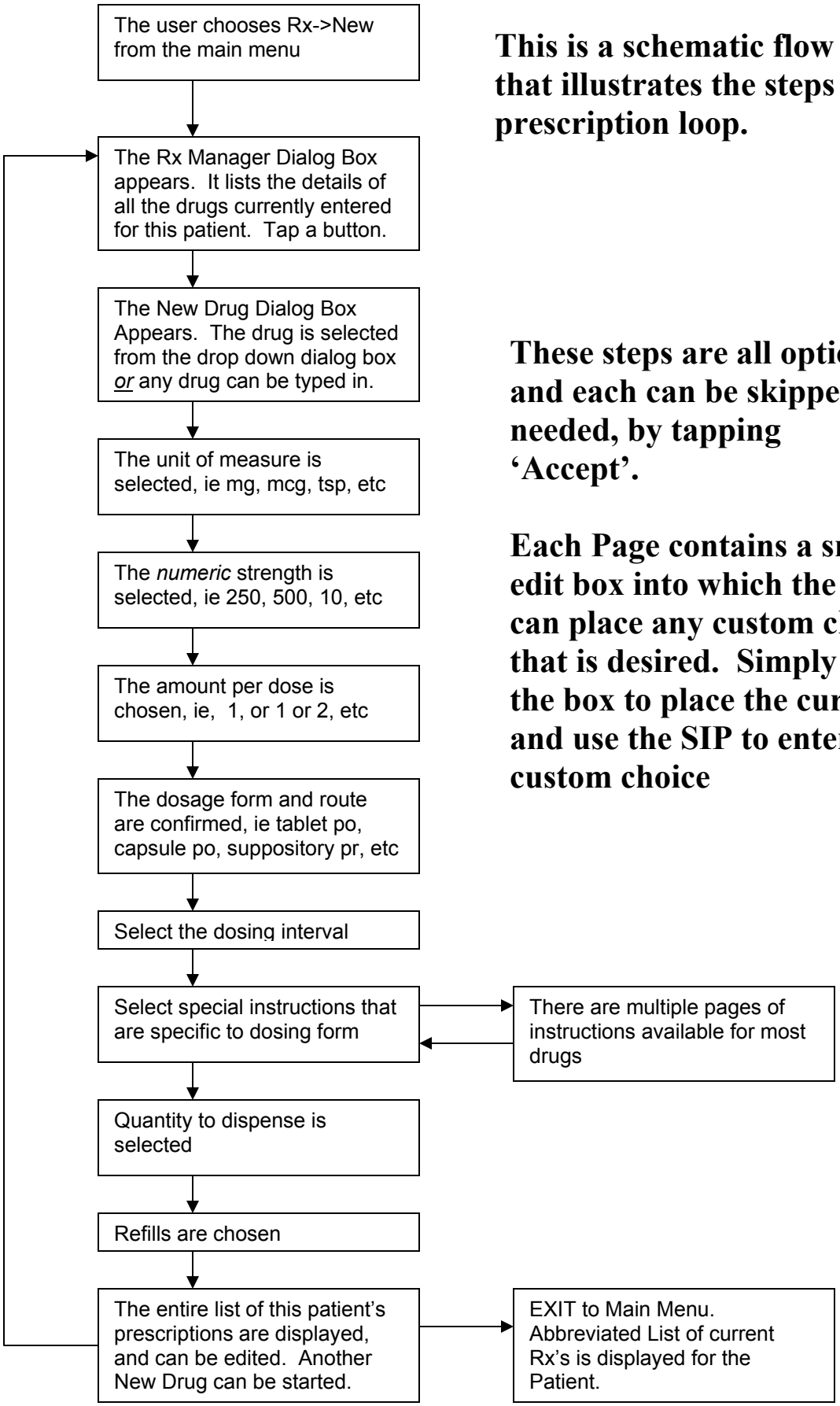
Rx Per Page:
Select one Rx per Scrip Page, or 4 Rx's per Scrip Page

Pedi Drug List:
Turn off the Pediatric Drug Favorite list if it is not needed. Otherwise, user is asked if Pediatric list is to be displayed when 'Favorites' are selected

Scrip Type:
Select the Prescription format preferred in your area

Copies:
Choose to print a duplicate of all prescriptions

The New Prescription Process:

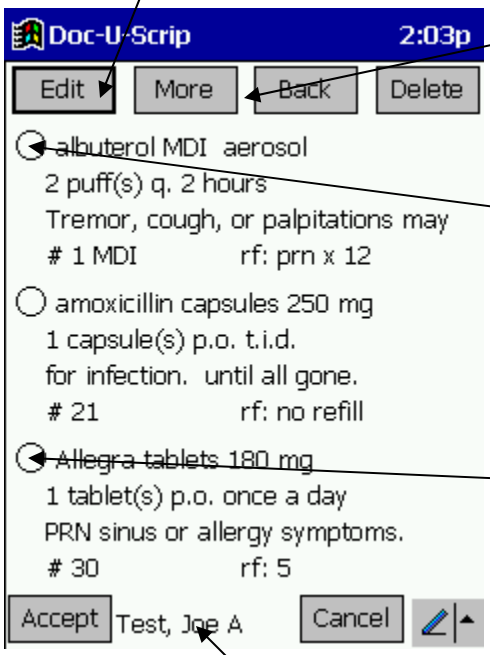


This is a schematic flow chart that illustrates the steps of the prescription loop.

These steps are all optional and each can be skipped as needed, by tapping 'Accept'.

Each Page contains a small edit box into which the user can place any custom choice that is desired. Simply tap the box to place the cursor, and use the SIP to enter the custom choice

The Rx Manager Dialog Box



The Edit button brings up a dialog that lets you edit every feature of a prescription.

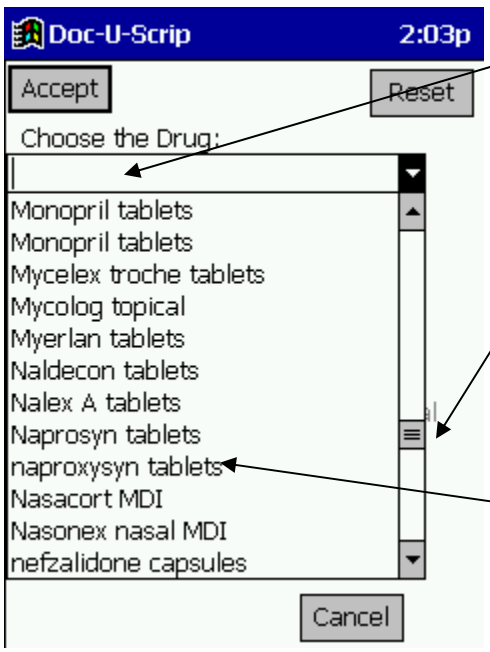
This will display up to 15 drugs per patient. Scroll between them by using the 'More' and 'Back' buttons.

To start a prescription, you must select an available button. (These will be blank when no Rx's have been entered)

When using Edit or Delete, tap the button of the desired Rx.

The currently selected patient

The Start New Drug Dialog Box

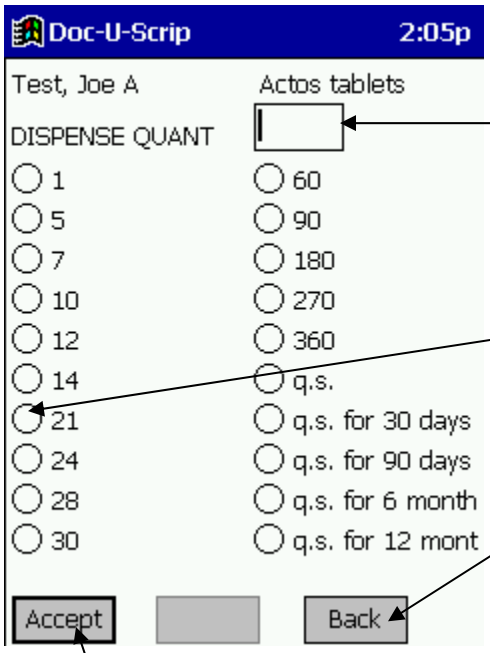


Typing in the first few letters of the drug and *then* dropping down the list will begin the selection at the appropriate place in the alphabet

Use the scroll button to scroll through the choices

Highlight the desired choice, and the box closes. If the proper drug is displayed, choose 'Accept'

One of the Info Dialog Boxes for Prescription Composition

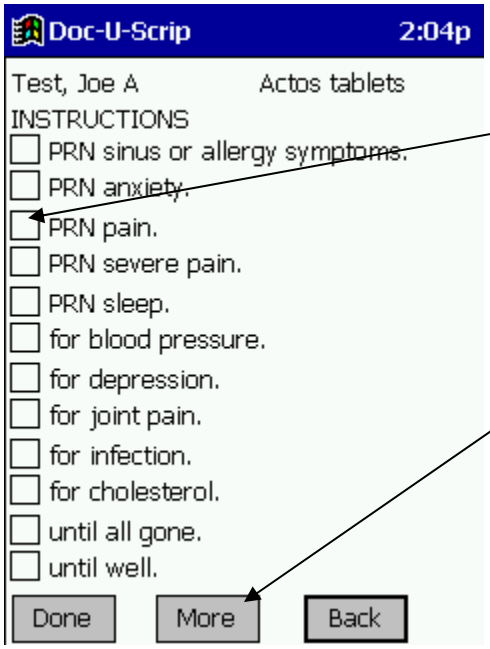


Custom entries are made here. Bring up the SIP panel to enter custom choices. Tap 'Accept' when you are done.

If you click any of the radio buttons (the round ones) you will automatically be taken to the next Info Box. If you made an error, just tap 'Back', or choose 'Edit' in the Rx Manager Dialog Box.

Sometimes, you will want to skip an Info Dialog Box (for example, you may not want to enter a strength for Tessalon Perles). You can skip by tapping 'Accept' without making any choice.

This is the 'Instruction' Info Dialog Box



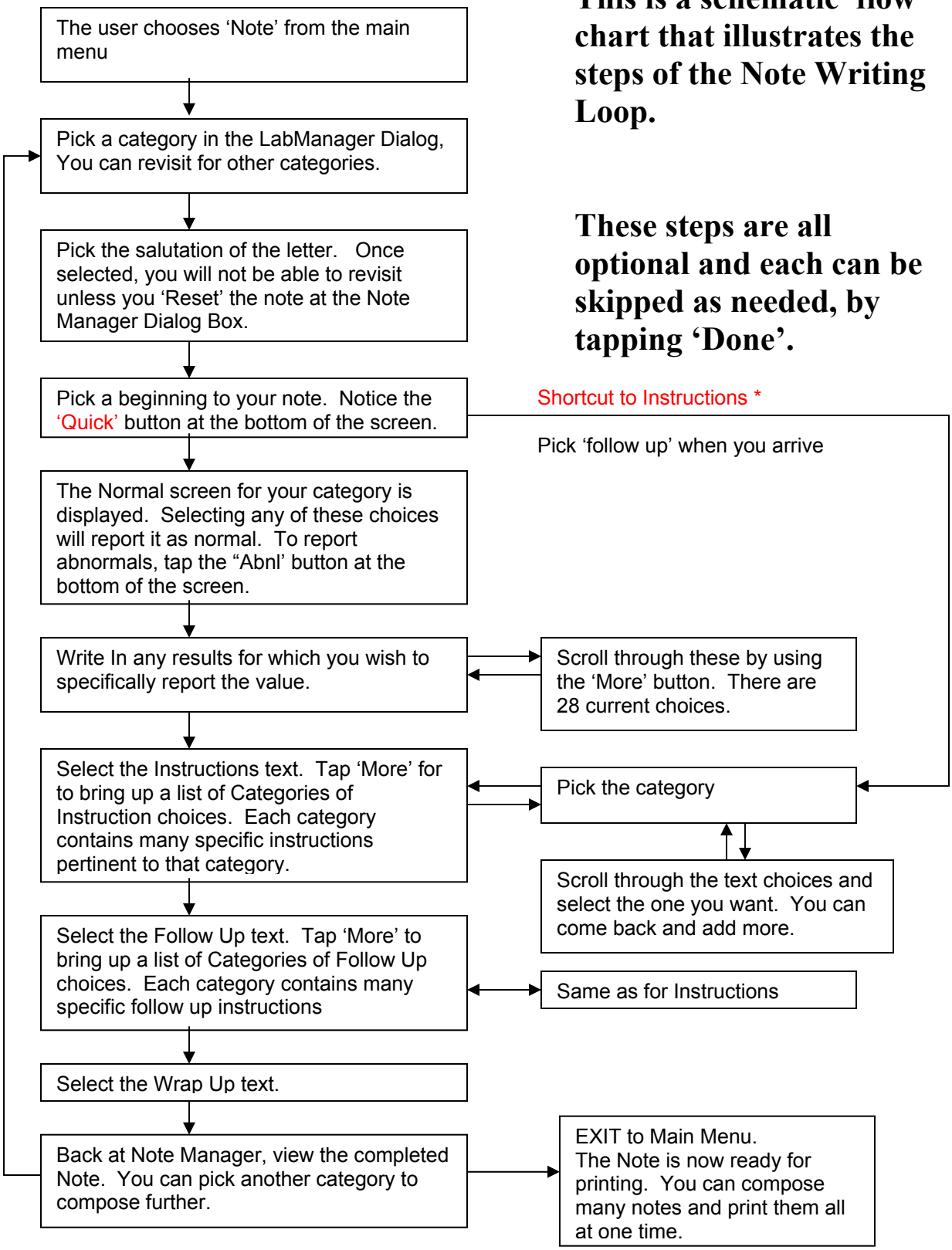
The square boxes mean that you can choose multiple items. As you view 'More' choices, your current choices will be saved.

If there are more choices available, clicking here will display them.

The Note Writing Process:

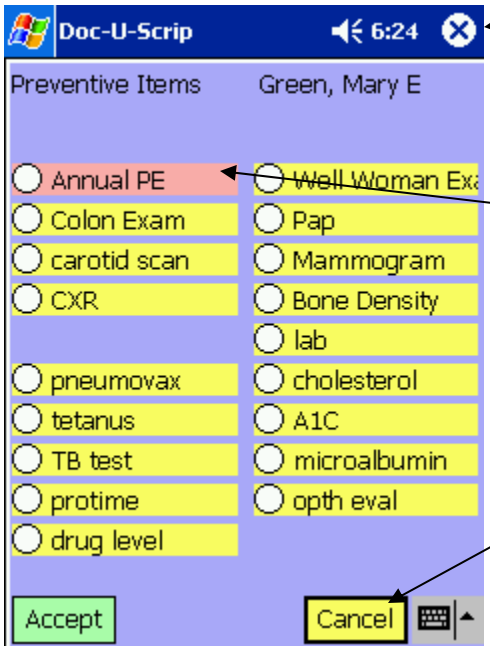
This is a schematic flow chart that illustrates the steps of the Note Writing Loop.

These steps are all optional and each can be skipped as needed, by tapping 'Done'.



***The 'Quick' shortcut is used to generate a quick note to patients that a follow up of some sort is needed. Scroll through the 'follow-up' choices after selecting 'Quick', and you will get the idea. I frequently use this when handling phone requests for refills.**

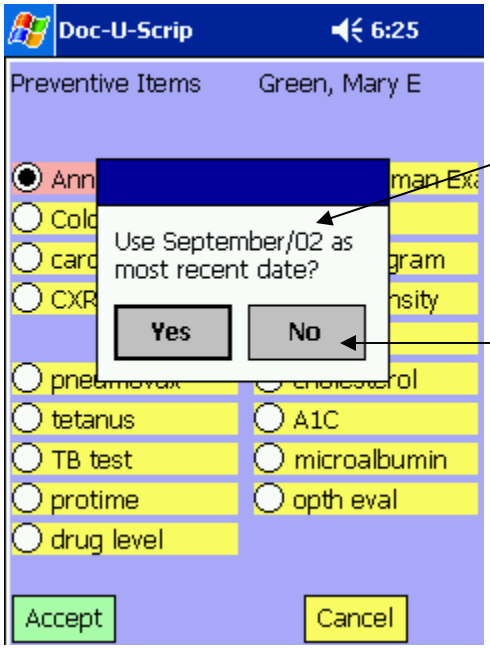
Preventive Care:



This is the initial Screen. There must be an open patient chart to begin recording preventive care data

Buttons are color coded.
Red means the item is past due
Yellow means that no data has been recorded, and
Green means that the item is current

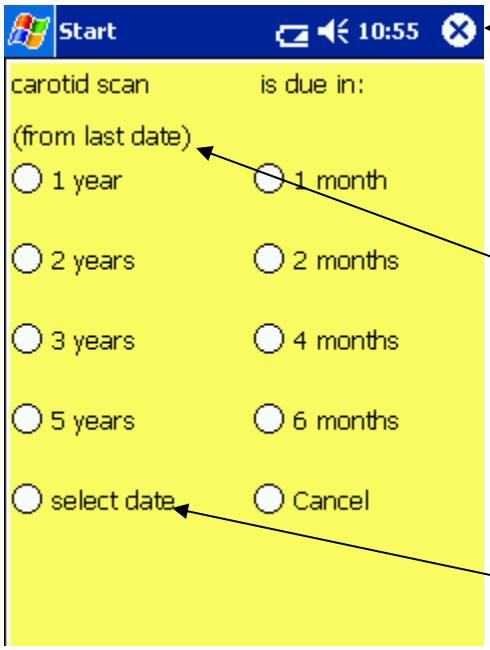
Choosing 'Cancel' willnot save any of the choices the user has entered.



When you select an item, you will be given the opportunity to enter the current month as the start date

Choose 'No' if you want to use a custom date. The granularity is month and year.

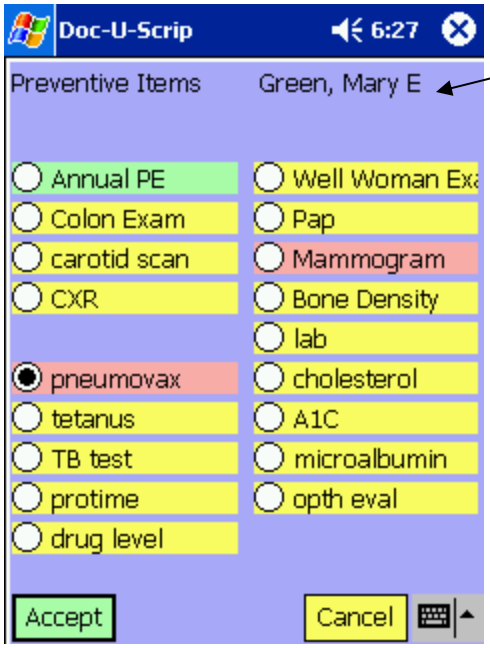
Preventive Care (con't)



Use this next Dialog to quickly enter an interval from the intial date to recall the preventive item

Remember, this is the interval from the date entered in the first step

Use the 'select date' feature to enter a custom date if the desired interval is not displayed



When you are done, updated items will display the appropriate button color, but the data will not be saved until the 'Accept' button is selected