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Electronic Medication Review Quick Tips

Automatic Electronic Medication Reviews

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


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.


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.


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.
NOTE: If you do not have an electronic signature tablet connected to your workstation, print the Medication Review Report, have both the patient and the pharmacist sign the report, and scan it back into the system.

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.