Chapter 6  Data Entry

Tasks in Data Entry

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- Searching for a Prescriber in Data Entry
- Searching for a Product in Data Entry
- Using the Generic Substitution Window
- Entering Data Entry Detail Information
- Overriding the Manufacturer
- Using the Additional Information Window in Data Entry
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Data Entry Overview

In Data Entry, you enter detailed information into the system about a prescription. This workflow step lets you enter all the prescription information, such as prescriber, product, and Sig, that is required for that prescription to be successfully processed.

Depending on how the workflow steps are set up for your pharmacy, Data Entry might be combined with other workflow steps to make up a larger Activity, such as the Rx Intake Activity.

**Important:** Typically you use the Data Entry workflow step for new prescriptions only. Refill prescriptions typically bypass the Data Entry workflow step. This is because the system already has all Data Entry information needed for a refill prescription.

However, a refill prescription can display in a Data Entry queues if a user declines the prescription at a later workflow step, such as Product Dispensing or Verification, and is sent back to Data Entry to resolve an issue with the prescription.

Furthermore, your pharmacy can be set up to stop all PPI Refill prescriptions in the Data Entry workflow step so you can review the information before you let it move forward in workflow. For example, you might want to ensure the correct generic is selected or print a hardcopy of the PPI prescription when required to do so by your state. This setup can eliminate the need to decline PPI refill prescriptions that were previously automatically moved past the Data Entry workflow step.
Starting Data Entry

Typically, you start Data Entry from the Activities menu.

To start Data Entry from the Activities menu:

1. Select the Activities menu.
2. From the Activities menu, select Data Entry.
   The system opens the Data Entry Activity Queue window which lets you select the prescription you want.

   For details about working with queue windows, go to Prescription Queues in the EnterpriseRx System.

   Note: If a prescriber is already associated with the prescription, as in the case of a refill, the system skips this step.

After you select a new prescription from the queue, the system opens the Prescriber Search window on top of the Data Entry Detail window so you can associate a prescriber to the prescription.

Note: You can also start Data Entry by selecting the Rx Queues menu and Data Entry. In this case, the system opens the Data Entry Queue window. This window displays only those prescriptions with a status of Data Entry. For details about working with queue windows, go to Prescription Queues in the EnterpriseRx System.
After you select a new prescription in the **Data Entry Queue** window, the system opens the **Prescriber Search** window, if a prescriber is not already associated with the prescription.

This window lets you select a prescriber to associate with the prescription.

When the **Prescriber Search** window initially opens in Data Entry, it automatically displays information about the following prescribers:

- The Primary Care Physician for the patient
- Up to five of the most recent validated prescribers associated with the patient

**Note:** If a Primary Care Physician is included in the list of prescribers, it is listed only one time.

This means that if the prescription is from one of the patient’s regular prescribers, information about that prescriber is already displayed in the **Prescriber Search** window and you do not need to manually search your prescriber database. This features lets you quickly and easily select prescribers for many patients.

If the prescriber you want is not in this list, the **Prescriber Search** window lets you manually search for a prescriber to associate with a prescription.

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**Prescriber Search Window in Data Entry**
The Prescriber Search window in Data Entry works the same as the Prescriber Search window you open from the Search menu, except for the following:

- The Prescriber Search window in Data Entry displays an image of the hardcopy prescription, if available. On the other hand, the Prescriber Search window you open from the Search menu does not display an image of the hardcopy prescription.

- The Prescriber Search window in Data Entry has the Bigger Image button. This button lets you display a larger image of the hardcopy prescription. When you are displaying the larger image of the hardcopy prescription, the name of this button changes to Smaller Image. On the other hand, the Prescriber Search window you open from the Search menu does not have these buttons.

- The Prescriber Search window in Data Entry has the Decline button. For details about declining a prescription, go to Decline Button in the Prescriber Search Window. On the other hand, the Prescriber Search window you open from the Search menu does not have this button.

For details about the Prescriber Search window, go to Elements in the Prescriber Search Window.

**Decline Button in the Prescriber Search Window**

You can select the Decline button in the Prescriber Search window and decline a prescription for the following reasons:

- Rescan Rx Image
- DE - Reselect Patient

When you decline a prescription and select one of these reasons, you send it back to the Reception workflow step where the correct patient can be selected for the prescription or so the hardcopy prescription can be scanned again.

This Decline button works the same way as the Decline button in other workflow steps. For details, go to Decline Button - Declining a Fill Item Back to a Previous Workflow Step.

**Selecting Supervising Prescribers in Data Entry**

If the prescriber you select in the Prescriber Search window in Data Entry has one or more supervising prescribers, the system opens the Supervising Prescribers window.

This window displays the list of all prescribers assigned as supervising prescribers for the current prescriber. This window lets you select one of this prescriber’s supervising prescribers for the current prescription. It also lets you add a new supervising prescriber for the current prescriber.
Searching for a Prescriber in Data Entry

Supervising Prescribers Window in Data Entry

To select a supervising prescriber for current prescriber and current prescription:

1. Move the highlight to the line of the supervising prescriber you want to select.
2. Select the OK button.
   
   **Note:** Alternatively, you can double-click the line of the supervising prescriber you want.

   The system performs the following actions:
   
   • Designates the supervising prescriber you selected as the supervising prescriber for this prescriber and this prescription. When you open the Rx Details window from the Rx Profile tab of the Patient Profile window for this patient, the system displays the name and DEA number of the selected supervising prescriber in the Supervising Prescriber area of the window.
   
   • Closes the Supervising Prescribers window.

Adding a New Supervising Prescriber in Data Entry

The Supervising Prescribers window in Data Entry lets you search for and add supervising prescribers for the selected prescriber. Supervising prescriber information is printed on labels and other reports.

To search for and add a supervising prescriber for current prescriber:
1. Optionally, in the text field for **Supervising Prescriber**, you type the complete or partial last name, or first name and last name, of the prescriber you want to add as a supervising prescriber for the selected prescriber.

   **Note:** You can also type a partial last name, or a partial first name and partial last name of the prescriber.

2. Select the **Search** button in the **Supervising Prescriber** field.

   The system opens the **Prescriber Search** window.

   If you typed any part of the name for the prescriber, the system displays the list of prescribers matching the information you typed.

3. In the **Prescriber Search** window, type identifying prescriber information in the **Last Name** field, **Phone Number** field, or the **ID Number** field and then type or select identifying information in any of the other fields.

   Enter as much information as possible to uniquely identify the prescriber you want.

4. Select the **Search Local** button or the **Search Corporate** button.

   - If you select **Search Local**, the system searches for matching prescribers in your store and in the stores set up in your neighborhood network.
   
   - If you select **Search Corporate**, the system searches for matching prescribers in your company’s records.

   The system displays a list of prescribers matching the search information you enter.

   **Note:** If you do not find the prescriber you want, you can add the prescriber to your system. To add a prescriber from the **Prescriber Search** window, select the **Add Prescriber** button.

   For details, go to Adding New Prescribers.

5. Select the prescriber you want to add as a supervising prescriber by using the arrow keys to move the pointer and highlight the line of the prescriber you want, and then press **Enter**.

   **Note:** Alternatively, you can double-click the line of the supervising prescriber you want.

   The system displays the selected prescriber’s name in table of supervising prescribers.

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**Searching for a Product in Data Entry**

After you select a prescriber in Data Entry for a new prescription, the system opens the **Product Search** window so you can search for and select the product specified for the prescription.
Note: If a product is already associated with the prescription, the system skips this step.

The **Product Search** window in Data Entry works the same as the **Product Search** window you open from the **Search** menu, except for the following:

- The **Product Search** window in Data Entry displays an image of the hardcopy prescription, if available.

- The **Product Search** window in Data Entry has a **Bigger Image** button. This button lets you display a larger image of the hardcopy prescription. When you are displaying the larger image of the hardcopy prescription, the name of this button changes to **Smaller Image**.

- The **Product Search** window in Data Entry has a **Decline** button. For details about the declining a prescription, go to **Decline Button in the Product Search Window**.

For details about how to use the standard **Product Search** window, go to **Searching for a Product**.

### Decline Button in the Product Search Window

You can select the **Decline** button in the **Product Search** window and decline a prescription for the following reason:

- **Rescan Rx Image**

When you decline a prescription for this reason, you send it back to the Reception workflow step so the hardcopy prescription can be scanned again.
This **Decline** button works the same way as the **Decline** button in other workflow steps. For details, go to Decline Button - Declining a Fill Item Back to a Previous Workflow Step.

**Generic Substitution Window Overview in Data Entry**

When you use the **Product Search** window and select a multi-source brand product or a generic product specified by a prescriber for new prescription, the system might open the **Generic Substitution** window; it depends on how your system is set up.

Following are some features of the **Generic Substitution** window:

- The system opens the window if your pharmacy has set up substitution rules for the selected multi-source brand product.

  **Important:** Generic substitution cannot occur for single-source brand products. Therefore, if the selected product is a single-source brand product, the system does not open the **Generic Substitution** window.

  **Important:** When the written product is a generic product, the **Generic Substitution** window opens only if your pharmacy has set up user-defined generic substitutes for the written generic product. For more information about user-defined generic substitutes, contact your system administrator.

  **Important:** A new prescription sent to your pharmacy from a prescriber by a Pharmacy Prescriber Interface (PPI) message could successfully complete this generic substitution process and go past Data Entry to Product Dispensing without user intervention, as follows:

  - A prescriber sends your pharmacy a PPI message for a new prescription.
  - The written product in a new prescription is a multi-source brand product or a generic product.
  - Your system is set up to use the auto-populate feature for new PPI prescriptions.
  - The system uses the generic substitution logic set up at your pharmacy to select the generic dispensed product.
  - The new prescription has all the necessary information to complete the fields in the **Data Entry Detail** window.
  - There are no Pre-Edit, Adjudication, or DUR exceptions for the prescription.
  - The system moves the prescription forward in workflow to the Product Dispensing workflow step.
  - In this case, you would not have the opportunity to manually select a generic substitute as the dispensed product in Data Entry unless somebody working Product Dispensing declines the prescription back to Data Entry with a reason...
Generic Substitution Window Overview in Data Entry

- The window lists the equivalent generic substitutes for the written brand-name product and lets you select an equivalent generic substitute.
- The product you initially selected, the written brand-name product, displays on the top line in the list of substitutes in this window.
- The equivalent generic substitutes listed in this window and the order in which they are listed are determined by the substitution rules set up for the product in your pharmacy. For information about the your substitution rules, contact your system administrator.
- If your pharmacy has set up substitution rules and the brand-name product has only a single matching generic substitute, the system bypasses the Generic Substitution window and automatically selects (auto-selects) that single generic substitute and displays it in the Product area of the Data Entry Detail window.
- For pharmacies that have not set up substitution rules for the selected brand-name product, the system does not open the Generic Substitution window. However, in this case, you can open the Generic Substitution window by selecting Reselect Dispensed Product from the drop-down list of the Edit Rx Information icon. When you open the Generic Substitution window this way, initially there will be no products listed in the window because your pharmacy has not set up any substitution rules. In this case, a user can select the Show All button.
- When a user selects the Show All button in the Generic Substitution window, the system displays all equivalent substitutions, including other brands even if your pharmacy has not set up any substitution rules. This substitution information is stored in the system database and is updated regularly from an external database of drug information.

Generic Substitution Window (with icons displayed)
## Elements in the Generic Substitution Window

Following is a description of the elements in the **Generic Substitution** window:

<table>
<thead>
<tr>
<th>Element in Generic Substitution Window</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Substitution List for</strong> field</td>
<td>Displays the name of the written product you selected in the <strong>Product Search</strong> window.</td>
</tr>
<tr>
<td><strong>NDC Number</strong> field</td>
<td>Displays the complete 11-digit National Drug Code number assigned to the product you selected in the <strong>Product Search</strong> window.</td>
</tr>
<tr>
<td><strong>Distributor</strong> field</td>
<td>Displays the name of the distributor of the product you selected in the <strong>Product Search</strong> window. This displayed name might be abbreviated.</td>
</tr>
<tr>
<td><strong>Show All</strong> button</td>
<td>Select this button to display the complete list of all equivalent substitutes, including other brands, and not just the ones identified by the substitution rules of your pharmacy. This substitution information displays regardless of whether your pharmacy has set up any substitution rules. This substitution information is stored in the system database and is updated regularly from an external database of drug information.</td>
</tr>
<tr>
<td><strong>OK</strong> button</td>
<td>After you highlight the line showing the generic substitute you want, select this button to set this product as the dispensed product.</td>
</tr>
</tbody>
</table>
### Element in Generic Substitution Window

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic substitution results table</strong></td>
</tr>
<tr>
<td>Displays the list of equivalent generic substitutes for the product you selected in the <strong>Product Search</strong> window, in the following columns:</td>
</tr>
<tr>
<td>• The first column displays the numerical rank order of the substitutes as assigned by the system, in descending order.</td>
</tr>
<tr>
<td>• The second column displays a device icon if the application is set to display icons and the product is set up in an automated dispensing device.</td>
</tr>
<tr>
<td>• <strong>Product</strong> - Product name</td>
</tr>
<tr>
<td>• <strong>Product Type</strong> - <strong>PM</strong> (Price Maintained), <strong>P</strong> (Preferred), <strong>W</strong> (Warehoused), blank (no product type assigned)</td>
</tr>
<tr>
<td>• <strong>NDC Number</strong></td>
</tr>
<tr>
<td>• <strong>Pack</strong> - Pack size</td>
</tr>
<tr>
<td>• <strong>Distributor</strong></td>
</tr>
<tr>
<td>• <strong>OB</strong> - Orange Book rating</td>
</tr>
<tr>
<td>• <strong>Avail. QTY</strong> - Available quantity in your inventory</td>
</tr>
<tr>
<td>• <strong>OBS Date</strong> - Obsolete date (date the product will no longer be available according to manufacturer)</td>
</tr>
<tr>
<td>• <strong>Chain Item #</strong> - The product number assigned by your pharmacy</td>
</tr>
<tr>
<td><strong>Note:</strong> The written brand-name product is at the top of the list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Displaying results message</th>
<th>Displays information about the number of generic substitute products found.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel button</td>
<td>Select this button to cancel the substitute selection process and close the <strong>Generic Substitution</strong> window.</td>
</tr>
</tbody>
</table>
Using the Generic Substitution Window

The **Generic Substitution** window lets you select a generic substitute for the written multi-source brand product or generic product.

![Generic Substitution Window in Data Entry (without icons displayed)](image)

**Generic Substitution Window in Data Entry (without icons displayed)**

**To select a generic substitute product using the Generic Substitution window:**

1. Observe the highlighted generic substitution. This is the first generic substitute in the list.
   
   **Note:** If your pharmacy has not set up substitution rules for the selected brand-name product, you can open the **Generic Substitution** window by selecting **Reselect Dispensed Product** from the drop-down list of the **Edit Rx Information** icon.

   **Note:** You can select the **Show All** button to display all equivalent substitutions, including other brands. This substitution information displays regardless of whether your pharmacy has set up any substitution rules. This substitution information is stored in the system database and is updated regularly from an external database of drug information.

2. Select **OK** if you want to select the highlighted generic substitute. If not, move the highlight to the one you want and then select **OK**.

   The system performs the following actions:
   - Sets this product as the dispensed product for the prescription.
   - Closes the **Generic Substitution** window.
The **Data Entry Detail** window lets you enter all the information needed to process a new prescription. This window also lets you select links for the patient, prescriber, and product associated with the prescription. It also lets you examine the script image.

**Note:** After you select a prescription and the **Data Entry Detail** window opens, the system might also open one of following windows on top of the **Data Entry Detail** window; it depends on how your system is set up:

- **Transaction Notes** window - This window might open over the middle of the **Data Entry Detail** window when only Transaction Notes are associated with the prescription. This window lets you view and add notes for this transaction. This window remains open until you close it.

- **Notes** window - This window might open over the bottom right of the **Data Entry Detail** window when **Prescription Notes**, **Transaction Notes**, **Patient Notes**, or **Prescriber Notes** are associated with the prescription. This **Notes** window is referred to as a flyout panel and is a view-only window. This window remains open until you close it or until a configurable amount of seconds has elapsed.

- **Enhanced Refill Processing message** window - This message window might open over the middle of the **Data Entry Detail** window when your system is set up to use ERP. The message indicates that the patient or a prescription in the current order is eligible for enrollment in ERP and asks if you want to open the **Enhanced Refill Processing** window.

For details about using the **Enhanced Refill Processing** window, go to Enrolling Patients in Clinical Rx Programs.
Data Entry Detail Window

Elements in the Data Entry Detail Window

Following is a description of the elements in the Data Entry Detail window:

<table>
<thead>
<tr>
<th>Element in Data Entry Detail Window</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>window title bar</td>
<td>Displays the name of the window and the name of the patient.</td>
</tr>
<tr>
<td>workflow toolbar</td>
<td>This toolbar contains the standard elements in the workflow toolbar:</td>
</tr>
<tr>
<td></td>
<td>• Notes icon (Ctrl + N)</td>
</tr>
<tr>
<td></td>
<td>• Edit Rx Information icon (Ctrl + E)</td>
</tr>
<tr>
<td></td>
<td>• View Order Items icon (Ctrl + O)</td>
</tr>
<tr>
<td></td>
<td>• Contact Manager icon (Ctrl + M)</td>
</tr>
<tr>
<td></td>
<td>• Items in order display field</td>
</tr>
<tr>
<td></td>
<td>• Fill Number</td>
</tr>
<tr>
<td></td>
<td>For details, go to Workflow Toolbar and Workflow Toolbar Icons.</td>
</tr>
<tr>
<td>Element in Data Entry Detail Window</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Next Workflow Step</strong> button</td>
<td>Select this button when you finish processing the prescription in Data Entry and you want to follow the prescription to the next workflow step and continue working on it. For details, go to Next Workflow Step Button - Following the Fill Item.</td>
</tr>
<tr>
<td>order processing bar</td>
<td>The order processing bar is an optional feature and displays only when your system is set up to use this feature. For each item in the order, this feature displays the patient name and product. This feature lets you process all items in the order while you stay in the Data Entry Detail window. For details about this feature, go to Order Processing Bar in Workflow Windows.</td>
</tr>
</tbody>
</table>
| workflow header                    | The workflow header contains the following standard elements, which let you view summary information and link to detailed information about the patient, prescriber, and products associated with the prescription:  
  - Patient [F5] area  
  - Prescriber [F6] area  
  - Product area  
  For details, go to Workflow Header. |
| Written Date field                 | Depending on how your pharmacy is set up, the system displays the current date in this field or this field is blank. You can override the displayed date, if needed. For details about entering dates go to Entering Dates. Required field. |
### Data Entry Detail Window

<table>
<thead>
<tr>
<th>Element in Data Entry Detail Window</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expiration Date</strong> field</td>
<td>The system calculates and displays the expiration date of the prescription, based on the product schedule as well as federal and state laws. A prescription cannot be refilled after its expiration date. You can override this date, if needed. For details about entering dates, go to Entering Dates. Required field.</td>
</tr>
<tr>
<td><strong>Sig</strong> field</td>
<td>Type the Sig codes or type the free-form Sig text. If you type the Sig codes, after you press the Tab key to move to the next field or select another field, the system expands and translates the Sig code into directions for the patient that are printed on the label. If you return to the Sig field, these expanded directions remain. If you type the free-form Sig text, the directions you type are printed on the label. If any word you type could be interpreted as a Sig code, type a backslash () before you type the word, otherwise the system might interpret the word as a Sig code and translate it for the label. For examples of Sig codes, go to Sig Code Examples. For information about typing non-alphanumeric characters, go to Typing Non-Alphanumeric Characters in the SIG Field. Required field.</td>
</tr>
<tr>
<td><strong>Written Qty</strong> field</td>
<td>Type the quantity of the product as prescribed. Required field.</td>
</tr>
<tr>
<td>Element in Data Entry Detail Window</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Dispensed Qty field</strong></td>
<td>The system displays a quantity equal to the written quantity. Required field. <strong>Note:</strong> If your pharmacy uses the Partial Fill feature and your pharmacy does not have enough inventory of the dispensed product to fill this prescription, the system displays a message warning you of this condition.</td>
</tr>
<tr>
<td><strong>Refills Allowed field</strong></td>
<td>Type the number of refills allowed as specified by the prescriber on the hardcopy prescription. Optional field.</td>
</tr>
<tr>
<td><strong>Qty Remaining field</strong></td>
<td>The system calculates and displays the amount of the product that is still permitted to be dispensed for the prescription.</td>
</tr>
<tr>
<td><strong>Refill Qty field</strong></td>
<td>Type the refill quantity for subsequent fills as authorized by the prescriber. Required field.</td>
</tr>
<tr>
<td><strong>Refills Remaining field</strong></td>
<td>The system calculates and displays the number of refills still available for the prescription, based on the dispensed quantity and the hardcopy prescription. For new prescriptions, this field is blank.</td>
</tr>
<tr>
<td><strong>Days Supply field</strong></td>
<td>If the system recognizes the information you type in the <strong>Sig</strong> field, it calculates and displays the number of days that the quantity of product dispensed will last when taken as directed. If the system does not recognize the Sig you typed, this field is blank and you need to type the days supply information. Required field. <strong>Important:</strong> This field is not required and is not used for products with certain routes or dosage forms, as set up for your pharmacy. Bulk items, such as ointments and drops, are example products.</td>
</tr>
<tr>
<td>Element in Data Entry Detail Window</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Third Party field</td>
<td>The system displays the Primary Third Party Name, Cardholder ID, and Person Code for the prescription (or Cash). You can change this information if needed. When you open the <strong>Additional Information</strong> window, it displays information about the third party identified in this field.</td>
</tr>
<tr>
<td>Additional Information button</td>
<td>Select this button to open the <strong>Additional Information</strong> window. When you open the <strong>Additional Information</strong> window manually by selecting this button, the window displays all fields required by the third party identified in the <strong>Third Party</strong> field to successfully process a claim. For details, go to <strong>Additional Information Window Overview in Data Entry</strong>.</td>
</tr>
<tr>
<td>Element in Data Entry Detail Window</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| DAW field                         | The Dispense As Written (DAW) code indicates the reason for dispensing a brand-name product instead of a generic one for the prescription. Completing this field accurately ensures that your pharmacy is correctly paid for the prescription. If possible, the system calculates and displays the DAW code, based on the combination of the prescriber instructions for substitutions, third party payor rules for substitutions, and patient requests for substitution. If the system is unable to calculate the code or if you need to override the code, you can select a code. Following is a list of the options for the DAW field:  
  • 0 - No Product Selection Indicated (substitution allowed)  
  • 1 - Substitution Not Allowed by Prescriber  
  • 2 - Substitution Allowed - Patient Requested Product Dispensed  
  • 3 - Substitution Allowed - Pharmacist Requested Product Dispensed  
  • 4 - Substitution Allowed - Generic Drug Not in Stock  
  • 5 - Substitution Allowed - Brand Drug Dispensed As Generic  
  • 6 - Override  
  • 7 - Substitution Not Allowed - Brand Drug Mandated by Law  
  • 8 - Substitution Allowed - Generic Drug Not Available In The Market Place  
  • 9 - Other |
### Table: Data Entry Detail Window Elements

<table>
<thead>
<tr>
<th>Element in Data Entry Detail Window</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Prescription Origin Code field** | This required field allows you to specify how the prescription arrived. Options include:  
• - = Blank (Must be changed.)  
• 0 = Not Known  
• 1 = Written  
• 2 = Telephone  
• 3 = Electronic  
• 4 = Facsimile  
• 5 = Pharmacy  
Your system may be set up with other options. |
| **# of Labels to Print field** | If you need to print more than 1 Rx label, the default value, type the number of labels you need to print.  
The number of Rx labels you enter here will be used for this fill and for all subsequent fills of this prescription. |
| **Product Messages field** | The system displays any notes written about the dispensed product.  
**Note:** These messages are entered into the system on the Messages tab in the Product Profile window. |
| **Product Expiration field** | The system displays the expiration date of the dispensed product. Typically this date is one year from the date the product is dispensed.  
You can override this date, if needed.  
For details about entering dates, go to Entering Dates.  
**Note:** This field displays only when your pharmacy is set up to use it. |
| **Manufacturer field** | Displays the name of the manufacturer of the product you select in the Product Search window. The manufacturer name might be abbreviated.  
The name of the manufacturer prints on the Rx label.  
You can override the value in this field.  
For details, go to Overriding the Manufacturer. |
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<tr>
<th>Element in Data Entry Detail Window</th>
<th>Description</th>
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</table>
| **Eligible for 340B** check box    | This check box is selected if this prescription is eligible for the U.S. government 340B drug discount program.  
**Note:** This field displays only when your pharmacy participates in the 340B program.  
The 340B program lets federally-qualified health centers buy certain prescription and non-prescription medications for their outpatients at reduced costs. A qualified health center can have their own in-house pharmacy or they can contract with local pharmacies to dispense discounted medications to their outpatients.  
For details about 340B processing in Data Entry, go to 340B Processing in Data Entry. |
| **Scheduled Rx Serial #** field    | Type the Scheduled Rx Serial Number for the product or scan its bar code, which are on the face of the hardcopy prescription for the dispensed product.  
Your state might require that prescriptions for some or all product schedules need to have this serial number information included on the hardcopy prescription.  
**Note:** This field displays only when this information is required for the dispensed product, as determined by how your system was set up. |
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<tr>
<th>Element in Data Entry Detail Window</th>
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</table>
| Rx Privacy field                  | This field lets you view and change the minor privacy status of the prescription:  
  - **Patient** - Indicates that no additional minor privacy restrictions are needed for this prescription; same as blank.  
  - **Parent** - Can be used to indicate that the parent knows about the child’s or minor’s prescription and that no additional minor privacy restrictions are needed.  
  - **Minor** - Warns you that the prescription is protected under the minor treatment laws of your state and that you need to limit discussions about the prescription to only the minor patient. It also indicates that no information about this prescription will appear on any Customer Statement when requested by anyone other than the minor patient.  
  - blank - Indicates that no additional minor privacy restrictions are needed for this prescription.  

  **Note:** The Minor option is available only when the minor treatment laws feature is turned on for your pharmacy and when the patient is within the age range set up for your pharmacy.  

  **Note:** When you select the Minor option, the system performs the following actions:  
  - Displays the Minor Treatment Laws window.  
  - Opens the Security Checkpoint window so you can type your User Name and Password to indicate you have reviewed the Minor Treatment Laws and the prescription qualifies for Minor Rx Privacy status. Depending on how your pharmacy is set up, a pharmacist might be required to review this prescription. **Note:** If you are using Federated Security, an Override button appears in the Security Checkpoint window. Clicking Override launches a web view of your corporate identity service and you can provide valid credentials.
### Earliest Fill Date field

The system displays the earliest date when this prescription can be filled.

This field displays in this window only when either of the following conditions are met:

- The product in the prescription is a Schedule II product, regardless of the prescription source (IVR, Fax, EPCS PPI, walk-in) (EPCS = Electronic Prescribing of Controlled Substances)
- OR
  - The source is a PPI message and the message contains an Effective Date, which corresponds to the Earliest Fill Date.

**Note:** When the PPI message contains an Effective Date, the Earliest Fill Date will display even when the dispensed product in your pharmacy is not a Schedule II drug.

This field is used when prescribers send your pharmacy multiple prescriptions for a Schedule II drug. For example, let’s say a prescriber sends you three prescriptions, an original fill and two refills, for the same Schedule II drug and they all have the same written date of today, which is July 1. All three prescriptions are entered into the system. Here is what the system displays in the Earliest Fill Date field for each of these three prescriptions:

- For the first fill, the Earliest Fill Date field will be blank, indicating it can be filled today, July 1.
- The second fill will display an Earliest Fill Date of August 1.
- The third fill will display an Earliest Fill Date of September 1.

Pharmacists are able to change the value displayed in the Earliest Fill Date field. Any date entered must be greater than or equal to the prescription written date, and less than or equal to the value displayed in the Expiration Date field.
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| Prescription image window          | Displays the image of the hardcopy prescription.  
This window lets you rotate, move, and magnify the script image. |
| **Cancel Item** button             | Select this button to cancel the current prescription from the order.  
When you select this button, the system displays a window that lets you Profile or Delete the prescription.  
For details, go to Cancel Button - Leaving a Workflow Window Without Saving Changes. |
| **Order Details** button           | Select this button to open the workflow Order Details window.  
This window displays a list of all items in the order and lets you view and modify information about those items.  
For details, go to Order Details Window in Workflow. |
| **DUR Detail** button              | Select this button to open the Drug Utilization Review window for this prescription.  
**Note:** This button is available only when this prescription has a DUR exception. |
| **View Pricing** button            | Select this button to open the View Pricing window.  
This window shows you detailed pricing information for the prescription and lets you override pricing.  
**Note:** When the prescription is being sold at a loss and your system is set up to display it, the Loss Alert icon (💰) displays on the View Pricing button.  
For details, go to View Pricing Button in Product Dispensing. |
| **Rx Options** button              | Select this button to display a menu with the following options:  
• Send to FOA  
• Partial Fill  
• Transfer Rx In  
• Profile Rx  
• Link Rx |
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<th>Element in Data Entry Detail Window</th>
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<tr>
<td><strong>Send to FOA option</strong></td>
<td>Select this option in the <strong>Rx Options</strong> menu to send the entire prescription to the Fill on Arrival queue. For details, go to Send to FOA Feature in Data Entry.</td>
</tr>
<tr>
<td><strong>Partial Fill option</strong></td>
<td>Select this option in the <strong>Rx Options</strong> menu after the system displays a message warning you that your pharmacy does not have enough inventory of the dispensed product to fill this prescription. For details, go to Partial Fills and the Partial Fill Feature in Data Entry.</td>
</tr>
<tr>
<td><strong>Transfer Rx In option</strong></td>
<td>Select this option in the <strong>Rx Options</strong> menu when a prescription is being transferred into your pharmacy. For details, go to Using the Transfer Rx In Feature in Data Entry.</td>
</tr>
<tr>
<td><strong>Profile Rx option</strong></td>
<td>Select this option in the <strong>Rx Options</strong> menu when you want to save prescription information to the patient profile and place it on hold instead of filling it. The profiled prescription will be available for a possible future fill. The <strong>Profile Rx</strong> option is available only for initial fill prescriptions. If a prescription has any previous fill history, it cannot be profiled. When you profile an initial fill prescription, it does not move forward in workflow past Data Entry to Pre-Edits, DUR, Adjudication, Pricing Product Dispensing, and so on.</td>
</tr>
<tr>
<td><strong>Link Rx option</strong></td>
<td>Select this option in the <strong>Rx Options</strong> menu when you want to link this prescription to a previous prescription that qualifies as a linking candidate for this patient. For details, go to Link Rx Option in Data Entry.</td>
</tr>
<tr>
<td>Element in Data Entry Detail Window</td>
<td>Description</td>
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</table>
| Next button                        | Select this button when you successfully complete all the steps required for Data Entry for the prescription.  
**Timesaver:** You can also select the Next button by scanning your RDAC label or fingerprint (if your pharmacy uses these features to authenticate user credentials).  
For details, go to Next Feature - Completing a Workflow Step. |
| Decline button                     | Select this button to open the **Decline** window. This window lists all the reasons a prescription can be declined in Data Entry.  
When you select a reason listed in the **Decline** window, the system sends the prescription back to the proper workflow step so the problem can be resolved.  
For details about using the **Decline** window, go to Decline Button - Declining a Fill Item Back to a Previous Workflow Step. |
| Skip button                        | Select this button when you want to temporarily stop processing the prescription.  
The system displays a message indicating that any changes you made will be lost and asks you to confirm that you want to leave the current item.  
For details, go to Skip Button - Temporarily Skipping the Current Work Item. |
| Cancel button                      | Select this button to stop processing the prescription in the **Data Entry Detail** window and to close the window.  
The system displays a message indicating that any changes you made will be lost and asks you to confirm that you want to leave the current item.  
For details, go to Cancel Button - Leaving a Workflow Window Without Saving Changes. |
Entering Data Entry Detail Information

You use the fields in the **Data Entry Detail** window to enter or confirm the following information about the prescription, as specified by the prescriber.

![Data Entry Detail Window](image)

To enter information about a prescription in the Data Entry Detail window:

1. Enter and confirm information in the fields of the **Data Entry Detail** window.
   For details about these fields, go to Elements in the Data Entry Detail Window.

2. After you finish entering and confirming information in the **Data Entry Detail** window, select the **Next** button or the **Next Workflow Step** button to save information.
   - Select the **Next** button in the **Data Entry Detail** window when you want to process the next prescription in the Data Entry queue.
     **Timesaver:** You can also select the **Next** button by scanning your RDAC label or fingerprint (if your pharmacy uses these features to authenticate user credentials).
   - Select the **Next Workflow Step** button in the **Data Entry Detail** window when you want to follow the prescription to the next workflow step, typically Product Dispensing.
• When you select the Next button or the Next Workflow Step button, the system opens the Security Checkpoint window where you need to authenticate your user credentials to continue in workflow. In this case, you scan your RDAC label or fingerprint (if these features are enabled), or you type your User Name and Password to continue in workflow. Note: If you are using Federated Security, an Override button appears in the Security Checkpoint window. Clicking Override launches a web view of your corporate identity service and you can provide valid credentials.

Timesaver: If you use your RDAC label or fingerprint to select the Next button, the system bypasses the Security Checkpoint window.

• When you select the Next button or the Next Workflow Step button, and your pharmacy uses the print back tag feature, the system typically prints the back tags associated with the current prescriptions so you can attach them to the back of the hardcopy prescription. Back tags contain the patient, prescription, and prescriber information as required by law in some states.

• For details about the Next and Next Workflow Step buttons, go to Next Feature - Completing a Workflow Step or Next Workflow Step Button - Following the Fill Item.

Overriding the Manufacturer

The Manufacturer field displays the name of the company that manufactured the product. Initially, the value displayed in this field comes from the information recorded in the Product Profile window for that product.

The value displayed in this field prints on the Rx label.

You can override the value in the Manufacturer field.

To override the value in the Manufacturer field:

1. Type over the displayed value with the manufacturer name you want. This is a free-form text field; no spell checks are performed for the information you type.

2. Select another field in the window by pressing the Tab key or by clicking another field.

The system performs the following actions:

• Adds the text (OVERRIDE) to the right of the new manufacturer you typed. This lets everybody know that this is an overridden value.

• Keeps the name of the original manufacturer. The text (ORIGINAL) displays to the right of this name. You can reselect this manufacturer later, as needed.

• Prints the name of the override manufacturer on the Rx label the next time a label is printed. Depending on how your system is set up, new labels might be automatically printed when you override the manufacturer.

• Uses the override manufacturer for the current fill and for all subsequent fills of this prescription. You can override again later, as needed. Only one override
manufacturer can be displayed in this field.

• Uses the override manufacturer in the Distributor field of the product in the Tx Details window available through the Tx Profile tab in the Patient Profile window for the patient.

• Does not change or affect any product information displayed in the Product Profile window for the product.

• Does not change or affect the manufacturer information in any other prescriptions using the same product.

### Partial Fill Overview in Data Entry

The partial fill feature lets you process a partial fill for a prescription when your pharmacy does not have enough inventory of the dispensed product to fill a prescription with the dispensed quantity.

If your pharmacy is set up to use the partial fill feature, the system makes it available to you after a value is entered in the Dispense Qty field of the Data Entry Detail window.

You can select to use the partial fill feature at one of two times in the flow of work while using the Data Entry Detail window:

• After you type a value in the Dispense Qty field (or after the system enters a value in this field) in the Data Entry Detail window.
  This method lets you use the partial fill feature and then continue working on the prescription in the Data Entry Detail window.

• After you select the Next button or the Next Workflow Step button in the Data Entry Detail window.
  This method lets you use the partial fill feature after you finish working on a prescription in the Data Entry Detail window.

### Partial Fills and the Partial Fill Feature in Data Entry

You use this method of processing a partial fill when you want to do a partial fill and then continue working on the prescription in the Data Entry Detail window.

Following is a typical sequence of events for using the Partial Fill option in the Rx Options menu:

1. Enter a value in the Dispense Qty field in the Data Entry Detail window.
2. Select the Next button or the Next Workflow Step button.
3. The system displays the partial fill feature.
4. Select the partial fill feature.
5. Complete the partial fill process.
6. Continue working on the prescription.

This sequence allows you to process a partial fill and then continue working on the prescription in the Data Entry Detail window.
1. You enter a value in the **Dispense Qty** field (or after the system enters a value in this field) of the **Data Entry Detail** window.

   The system performs the following actions:
   - Makes the **Partial Fill** menu option available to you when you select the **Rx Options** button.
   - Checks your pharmacy inventory for the dispensed product and decides whether your pharmacy has enough inventory to fill the prescription.
   - Displays a message warning when you do not have enough inventory of the dispensed product.

   **Note:** The system displays this message only when your pharmacy is set up to do so.

2. You select the **Partial Fill** option in the **Rx Options** menu.

   The system opens a window that lets you enter partial fill information.

3. You type values in the following partial fill fields:
   - **Partial Fill Dispense Quantity** field. (The value you type must be less than the value in the **Dispense Qty** field.)
   - **Partial Fill Days Supply** field.

4. You select the **OK** button.

   The system opens the **Delivery Options** window.

5. Select a **Promise Time** and delivery method, as needed, in the **Delivery Options** window.

6. Select **Save** in the **Delivery Options** window.

   The system performs the following actions:
   - Saves the delivery option information you enter.
   - Closes the **Delivery Options** window.
   - Displays the following information in the **Data Entry Detail** window for this new or refill prescription:
     - **Partial Qty** field to the right of the **Dispense Qty** field
     - **Partial Days Supply** field to the right of the **Days Supply** field
   - Beginning the next time you open a workflow detail window for this new or refill prescription, the system displays the Partial Fill icon and partial fill information to the right of the **Rx Number** field in the **Product** area of the workflow.
7. You continue using the Data Entry Detail window to process the prescription.

8. You select the Next button or the Next Workflow Step button, as needed, to finish working on the prescription in the Data Entry Detail window.

Partial Fills and the Next or Next Workflow Step Buttons in Data Entry

You use this method of processing a partial fill when you want to use the partial fill feature after you finish working on a prescription in the Data Entry Detail window.

Following is a typical sequence of events for using the Next button or the Next Workflow Step button in Data Entry:

1. You enter a value in the Dispense Qty field (or after the system enters a value in this field) of the Data Entry Detail window.

   The system performs the following actions:
   • Makes the Partial Fill menu option available to you when you select the Rx Options button.
   • Checks your pharmacy inventory for the dispensed product and decides whether your pharmacy has enough inventory to fill the prescription.
   • Displays a message warning when you do not have enough inventory of the dispensed product.

2. You do not select the Partial Fill option because you want to continue using the Data Entry Detail window to process the prescription before you do the partial fill.

3. You continue working in the Data Entry Detail window to process the prescription.

4. After you finish using the Data Entry Detail window to process the prescription, you select either the Next button or the Next Workflow Step button.

   The system performs the following actions:
   • Checks your pharmacy inventory for the dispensed product and decides whether your pharmacy has enough inventory to fill the prescription.
   • Displays the Insufficient Stock window when you do not have enough inventory of the dispensed product.
     This window warns you that you do not have enough inventory of the dispensed product and lets you choose option to resolve the issue.
5. In the **Insufficient Stock** window, select one of the following options:

   - **Dispense Product as Entered**
     Select this option when you know your pharmacy does have enough inventory of the dispensed product.

   - **Reselect Dispensed Product**
     Select this option when you want to select another dispensed product to replace the one with insufficient stock.

   - **Create Partial Fill**
     Select this option when you want to create a partial fill. In this case, type values into the following fields: **Partial Fill Dispense Quantity** and **Partial Fill Days Supply**.

   - **Send Rx to Fill on Arrival**
     Select his option when you want to send the entire prescription to the Fill on Arrival queue where it will wait until new inventory for the dispensed product arrives at your pharmacy.

6. Select the **OK** button in the **Insufficient Stock** window.

   The system performs the following actions:

   - Closes the **Insufficient Stock** window.
   - Keeps open the **Data Entry Detail** window.
   - For new and refill prescriptions, displays the **Partial Fill Qty** field to the right of the **Dispense Qty** field, and displays the **Partial Days Supply** field to the right of the **Days Supply** field.
   - Beginning the next time you open a workflow detail window for new and refill prescriptions, displays the Partial Fill icon and partial fill information to the right of the **Rx Number** field in the **Product** area of the workflow header.
7. Select the Next button or the Next Workflow Step button to complete your work in the Data Entry Detail window.

Partial Fill Common Results

Regardless of the method you used to do the partial fill in the Data Entry Detail window, the system performs the following actions:

- Adds the Partial Fill icon and the partial fill dispense information to other windows where dispense quantity information is displayed.
- Calculates the prorated patient pay amount for cash prescriptions based on number and cost of the individual units dispensed.
- Might calculate a patient copay amount for the partial fill, depending on the preferences of the third party. If a third party prefers not to have a copay for a partial fill, there will be a copay for the completion fill.
- Performs Pre-Edit checks only on the partial fill transaction; no Pre-Edit checks are performed on completion fills.
- Performs DUR checks for the partial fill transaction based on the intended dispense quantity and the intended days supply; no DUR checks are performed on the completion fill transaction. (Intended dispense quantity is equal to the written quantity.)
- Performs adjudication only on the completion fill transaction, or on both the partial fill transaction and completion fill transaction, depending on the preferences of the third party.
- Creates a completion fill for the quantity remaining from the written quantity and places this completion fill in the Fill on Arrival queue after the partial fill has an assigned status of Ready (the fill is ready to be released to the patient).
- Adds the Completion Fill icon and the completion fill dispense information to other windows where completion fill dispense quantity information is displayed.
- Assigns different transaction numbers to the partial fill and the completion fill.

Additional Information Window Overview in Data Entry

Sometimes when processing a third party claim in Data Entry, information that is not available automatically from your pharmacy system needs to be added to the claim. For example, perhaps the third party requires a Plan Specific Diagnostic Code or values for Other Payer fields. Or perhaps the third party needs some additional information to process a Medication Therapy Management (MTM) claim or a Vaccine Billing claim. When this happens, you use the Additional Information window to add the required claim information.
Note: The **Additional Information** window is typically used mainly for third party claims. However, the system also has an **Additional Information** window for cash transactions, if needed. Perhaps your pharmacy wants to record a Coupon Type or a Patient Alternate ID for cash transactions.

The **Additional Information** window opens under the following circumstances:

- Automatically after you select the **Next** button or the **Next Workflow Step** button from the **Data Entry Detail** window and the system determines that a third party Pre-Edit exception has occurred because the third party requires some additional claim information.

  In this case, the system does the following:

  - Opens the **Additional Information** window and displays only the fields that are needed as specified by the third party.

    **Note:** For cash transactions, there are no required fields in the **Additional Information** window; all fields are optional. This means that the system will not automatically display the **Additional Information** window for cash transactions.

  - Opens the **Pre-Edit Exceptions** window. For details about this window, go to Pre-Edit Exception Processing Overview in Data Entry.

- When you select the **Additional Information** button in the **Data Entry Detail** window.

  Based on your experience, you might know that certain additional information is needed to successfully process a third party claim. In this case, the window displays all required fields, not just those fields for which no data is available from your pharmacy system.

  **Note:** For cash transactions, the only way to display the **Additional Information** window is to select the **Additional Information** button.

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**Additional Information Window in Data Entry**
Using the Additional Information Window in Data Entry

**Important:** When you use the Additional Information window and enter values in an ID field or its associated ID Qualifier field in a segment, such as the Other Payer ID field and the Other Payer ID Qualifier field in the COB/Other Payments segment, certain associated fields in the segment become required fields. If you do not enter values in these associated required fields, the system displays a message indicating which required information is missing. This ensures that you enter all required information in the Additional Information window and that all the required information is sent to the third party.

**To use the Additional Information window in Data Entry:**

1. When you open the Additional Information window by selecting the Additional Information button, the system displays information about the third party (or Cash) displayed in the Third Party field of the Data Entry Detail window.
   
   **Note:** If more than one third party is processing the prescription, you can select the third party you want from the Third Party Plan field in the Additional Information window.

2. The Additional Information window displays lines of fields information for the third party that requires additional information.
   
   The Segment Name / Field column shows the name of the field of additional information for the third party.
   
   The Pre-Edit Severity column displays the type of Pre-Edit exception message that is displayed when the field on the line is missing or in some cases not correct.
   
   - **None** - No Pre-Edit exception message will be generated indicating that this field is optional.
   
   - **Info** - An Informational message will be generated indicating that you are not required to take any actions.
   
   - **Soft** - A warning message will be generated indicating that you need to override the current value.
   
   - **Hard** - A warning message will be generated indicating that you cannot override the value and that it stops processing of the prescription. The identified problem must be resolved before processing can continue.
   
   The Value lets you add or edit the value of the field.

3. Select the Forward button (right arrow) and Back button (left arrow), as needed to locate the window displaying the field for which you want to add or edit information.

4. Highlight the line containing the field you want to add or edit.

5. Type or edit the Value in the line.

   Depending on the type of value in this column, the field might be one of the following type of fields:
• Text field where you type a value
• Check box where you select the check box
• List where you select the value you want
• Edit button which you select to edit the value

6. Select the Save Value for Refills check box for any values you want to save for all subsequent refills of this prescription.

7. After you finish entering needed information, select the Save button.
   The system saves the third party plan information you enter and closes the Additional Information window.
Sig Code Examples

The term Sig is from the Latin signa, meaning to write or to label. When your pharmacy was initially set up, a basic set of Sig codes was installed. Users who have administrator rights can add Sig codes by using the Sig Maintenance command in the Administration menu.

All Sig codes are company-wide Sig codes; individual stores cannot have separate and distinct Sig codes in the system.

Following are some typical examples for typing information in the Sig field:

• Example 1: Typing a Simple Sig Code
• Example 2: Combining Sig Codes
• Example 3: Typing a Sig Code Along With Text

Example 1: Typing a Simple Sig Code

In this example, you want to type a simple Sig code.

• TID

The system expands this as follows for printing on the label:

• three times a day

Example 2: Combining Sig Codes

In this example, you want to combine Sig codes, such as TID (three times a day), HS (at bedtime) and PRN (as needed). Following is an example of how you type a combination of these Sig codes. In this example, notice how you can type the quantity, how you need to type a space between two successive Sig codes, and how you need to type spaces before and after text.

• 1TID and HS PRN

The system expands this as follows for printing on the label:

• Take 1 tablet by mouth three times a day and at bedtime as needed.
Example 3: Typing a Sig Code Along With Text

In this example, you want to combine Sig codes, such as 2Q6 PRN (take two tablets every 6 hours as needed) with some text, such as for temperature greater than 101. Following is an example of how you type the Sig codes and combine it with text. In this example, notice again how you need to type a space between two successive Sig codes and how you need to type spaces before and after text.

- 2Q6 PRN for temperature greater than 101

The system expands this as follows for printing on the label:

- Take 2 tablets by mouth every 6 hours as needed for temperature greater than 101

Typing Non-Alphanumeric Characters in the SIG Field

When you type any of the following non-alphanumeric characters into the Sig field, they are accepted by the system and are included as typed in the expanded Sig code text without generating any system errors:

- , comma
- . period
- ; semi-colon
- : colon
- ? question mark
- ! exclamation mark
- @ at
- & ampersand
- * asterisk
- ^ carat
- ~ tilde
- ' grave accent (on the tilde key in a standard QWERTY keyboard)
- | pipe
- _ underscore
- # pound sign
- $ dollar sign
- % percent sign
- = equal sign
- + plus sign
- - hyphen or minus sign
- ‘ apostrophe
- “ quotation mark
- / forward slash
- () left and right parentheses
- {} left and right curly brackets
- [] left and right square brackets
- <> left and right angle brackets
Important: This means that except for the backslash (\), all non-alphanumeric characters on the keys of a standard QWERTY keyboard are accepted by the system and are included in the expanded Sig code text as typed without generating any system errors. You type a backslash (\) before you type any word that could be interpreted as a Sig code; otherwise the system might interpret the word as a Sig code and expand it for the Rx label.

Send to FOA Feature in Data Entry

Select the Send to FOA option in the Rx Options menu in the Data Entry Detail window when you want to send the entire prescription to the Fill on Arrival queue. For details about Fill on Arrival, go to Starting Fill on Arrival.

When you select this option, the system performs the following actions:

- Determines if all required fields are complete with valid entries. If not, the system displays a message that tells you the actions you need to take to resolve the issue.

- Performs Pre-Edit and pricing checks but does not perform DUR or adjudication checks. If the prescription fails the Pre-Edit checks, the prescription will be displayed in the Pre-Edit Exceptions window in Data Entry.

  DUR and Adjudication checks are performed when the prescription moves out of the Fill on Arrival queue.

- Opens the Delivery Options window for the prescription, so you can adjust them as needed. This happens if the prescription passes field validation, Pre-Edit checks, and pricing checks.

- Sends the prescription to the Fill on Arrival queue, if it passes field validation, Pre-Edit checks, and pricing checks.

Using the Transfer Rx In Feature in Data Entry

Select the Transfer Rx In option in the Rx Options menu in the Data Entry Detail window when you want to record information about a prescription being transferred into your store from another store.

When you select this option, the system opens the Pharmacy Search window. You use this window to search for and select the sending pharmacy for the transfer prescription and to continue the transfer process while in Data Entry.
**Timesaver:** This **Transfer Rx In** button in the **Data Entry Detail** window works the same as the **Transfer In** button in the **Rx Profile** tab of the **Patient Profile** window. You need to consider recording a prescription transfer by using this feature in the **Patient Profile** window instead of the **Data Entry Detail** window. The advantage of recording a prescription transfer in the **Patient Profile** window is that you can do so during off-peak hours instead of while you are processing a prescription during workflow. If you take all the actions needed to record the transfer while you are processing a prescription during workflow, you could delay the Promise Time for the prescription because of the time it takes to contact the sending pharmacy and obtain all the prescription information you need to complete the transfer.

For details about recording information for a prescription being transferred into your store from another store using the **Transfer In** button in the **Rx Profile** tab of the **Patient Profile** window and other tasks related to transferring a prescription, go to Transferring In a Prescription in Patient Profile and the topics that follow.

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**Link Rx Option in Data Entry**

Select the **Link Rx** option in the **Rx Options** menu in the **Data Entry Detail** window when you want to make a previous prescription inactive and replace it with a new prescription or a prescription with new instructions.

When you select the **Link Rx** option and there are previous prescriptions that qualify as a linking candidate for the current prescription, the system opens the **Link Rx** window. This window displays information about linking candidate prescriptions, both active and inactive. This window lets you select the prescription that you want to link.

When you link a previous prescription with the new prescription, the linked prescription becomes inactive and the new prescription becomes the active one. This ensures that the patient does not have multiple and possibly conflicting prescriptions for the same diagnosis.

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**Pre-Edit Exception Processing Overview in Data Entry**

After you select the **Next** button or the **Next Workflow Step** button in the **Data Entry Detail** window, the system checks the prescription claim for Pre-Edit exceptions before the prescription is submitted to the third party.

This Pre-Edit feature checks for exceptions that might have caused prescription claims to fail during third party processing and lets you resolve prescription claim problems before they are submitted to a third party for adjudication.
This Pre-Edit feature also lets your pharmacy set up your system so that you need to acknowledge certain information about a prescription before it continues in workflow beyond the Data Entry workflow step.

If the system finds any Pre-Edit exceptions, it opens the **Pre-Edit Exceptions** window.

**Important:** The **Pre-Edit Exceptions** window displays as a part of the Data Entry workflow step when your system is set up to use the Data Entry Enhanced Processing (DEEP) feature. The system default is to use the DEEP feature. When you use the DEEP feature, the system rolls the Pre-Edit Exceptions workflow step into the Data Entry workflow step. If your system does not use DEEP feature, the Pre-Edit Exceptions workflow step is a separate workflow step.

**Note:** If the system determines that a third party Pre-Edit exception has occurred because the third party requires some additional claim information, the system also opens the **Additional Information** window. For details about this window, go to Additional Information Window Overview in Data Entry.

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### Pre-Edit Exceptions Window

The **Pre-Edit Exceptions** window displays the following severity levels of Pre-Edit exceptions:

- **Informational** - This severity level displays information for you but you do not need to take any action to resolve the issue.
- **Soft** - This type of exception means that you examine the exception message and then override it by selecting the **Override Soft Message** button.
- **Hard** - This type of exception means that you cannot override a value and that the exception stops processing of the prescription. The identified problem must be resolved before processing can continue. Typically, you go the Data Entry window to resolve these exception messages.

**Note:** Each third party has its own requirements for designating the severity level of each Pre-Edit exception. When your system is initially set up, your third party administrator designates the severity level for each possible Pre-Edit exception as specified by each third party your pharmacy deals with.
Elements in the Pre-Edit Exceptions Window in Data Entry

Following is a description of the elements in the Pre-Edit Exceptions window:

<table>
<thead>
<tr>
<th>Element in Pre-Edit Exceptions Window</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptions table</td>
<td>Displays the list of exception messages associated with the prescription in the following three columns:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Severity</strong> - Displays the severity level of the Pre-Edit exception: <em>Informational</em>, <em>Soft</em>, or <em>Hard</em>.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Source</strong> - Displays where the exception comes from: <em>System</em>, <em>Third Party</em>, <em>Pricing</em>, <em>Controlled Substance Reporting</em>, or <em>Rx Diagnosis</em>.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Message</strong> - Displays as much of the exception message as fits in the text box. The complete exception message for a highlighted line in the list of messages displays in the pane to the right of the exception table.</td>
</tr>
<tr>
<td>Right pane</td>
<td>This pane displays the complete exception message for the line you highlighted in the list of exception messages.</td>
</tr>
<tr>
<td>Override Soft Messages button</td>
<td>Select this button to override the selected Soft exception message.</td>
</tr>
<tr>
<td></td>
<td>For details, go to Resolving Soft Pre-Edit Exception Messages in Data Entry.</td>
</tr>
<tr>
<td></td>
<td>When you select this button, the system opens the <strong>Override</strong> window.</td>
</tr>
<tr>
<td></td>
<td>In the <strong>Override</strong> window, you type your Administrative Authorization code. For your code, contact your system administrator.</td>
</tr>
<tr>
<td>CTRL + ALT or click on the window below to fix the exception.</td>
<td>This message tells you how to get to the Data Entry Detail window so you can resolve a Hard exception message.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> When you go to the Data Entry Detail window, the system displays a smaller Pre-Edit Exceptions window so it does not interfere with your using the Data Entry Detail window.</td>
</tr>
</tbody>
</table>
Resolving Soft Pre-Edit Exception Messages in Data Entry

To resolve Soft Pre-Edit exception messages:

1. In the Pre-Edit Exceptions window, examine each Soft exception message and ensure you want to override them.

2. Select the Override Soft Messages button.
   The system opens the Override window.

3. In the Override window, type your Administrative Authorization code.
   If you do not know your code, contact your system administrator.

4. In the Override window, select OK.
   The system performs the following actions:
   • Closes the Override window.
   • Overrides all Soft exception messages in the Pre-Edit Exceptions window.
   • Displays Override (Soft) in the Severity column of each Soft message in the Pre-Edit Exceptions window.

Resolving Hard Pre-Edit Exception Messages in Data Entry

To resolve Hard Pre-Edit exception messages:

1. In the Pre-Edit Exceptions window, examine the Hard exception message you want to resolve.

2. Select the Data Entry Detail window by pressing Ctrl + Alt, or by clicking the Data Entry Detail window.
   The system collapses the Pre-Edit Exceptions window to make it smaller so it does not interfere with your use of the Data Entry Detail window.
   For details, about the Data Entry Detail window, go to Elements in the Data Entry Detail Window.
   Note: If the Pre-Edit message relates to Rx Diagnosis codes, go to Opening Rx Diagnosis Window in Data Entry.

3. Read the exception message you want to resolve and determine the field in the Data Entry Detail window that needs to be changed or the actions you need to take to resolve the exception so the prescription can continue to be processed in workflow.
   For example, if you need to enter or change the number of refills allowed, move
the pointer to the Refills Allowed field and type the correct value. For example, when the system generates the Hard Pre-Edit message **This drug requires a Reason for GHB**, (GHB = Gamma-Hydroxybutyric Acid) the system tells you that you need to take the following steps to resolve the Pre-Edit:

- Add a Prescription Note to this Rx
- Put GHB: at the beginning of the Note
- Enter a Reason for GHB to continue

Another Hard Pre-Edit message is generated by the system when it determines that an EPCS PPI message for a new Rx is an Emergency Cover Prescription. For details about the Hard Pre-Edit message for an Emergency Cover Prescription, go to PPI New Rx Processing in Data Entry Overview.

4. Go the field In the Data Entry Detail window that needs to be resolved and do so or take the needed actions to resolve the Hard Pre-Edit.

From the Data Entry Detail window you are able to link to other windows that let you make changes, such as patient information, prescriber information, and product information.

For example, if you need to enter the address or phone number of a patient, you select the link for the patient to open the Patient Profile window.

5. Continue resolving the Hard exception messages until there are no longer any more displayed in the Pre-Edit Exceptions window.

## Resolving a High Patient Pay Amount Pre-Edit in Data Entry

Your pharmacy can be set up to display a Pre-Edit message in Data Entry when a prescription exceeds a configurable high patient pay amount.

This Pre-Edit message for a high patient pay amount gives you the opportunity to contact the patient and get authorization from that patient to continue processing the prescription. If the patient authorizes you to continue processing the prescription with a high patient pay amount, it will not be refused during the Release to Patient workflow step. This means you can reduce prescription returns, reduce difficulties with your patients, and improve patient satisfaction.

When you system is set up to use this Pre-Edit message for prescriptions, it applies only to the following prescriptions in Data Entry:

- Cash prescriptions, including cash PPE prescriptions

  **Note:** This also applies to manual third party claims, which are claims sent to a third party who uses manual claim processing instead of e-processing claim
processing.

- All cash payment types, including credit card payments and A/R account payments
- All fill transactions - new prescriptions and refill prescriptions
- All delivery options including Mail
- Patient pay amount of individual prescriptions when they are in an order and not the total patient pay amount for the order

To resolve high patient pay amount Pre-Edit messages in Data Entry:

1. In the Pre-Edit Exceptions window, examine the High Patient Pay Amount message you want to resolve.

2. If you want to call the patient and get authorization to continue processing the prescription while you are working in the Data Entry Detail window:
   a. Obtain the Patient Pay amount for this prescription: Select the Patient [F5] link in the workflow header to open the Patient Profile window for the patient, open the Tx Profile tab, which displays the Patient Pay amount for this prescription.
      For details about the Tx Profile tab in the Patient Profile window, go to Tx Profile Tab Overview in Patient Profile and Elements in the Tx Profile Tab in Patient Profile.
   b. Examine the Patient area in the workflow toolbar to obtain the phone number of the patient, or select the Contact Manager icon and select the Call Patient option. This Call Patient option is available only when your pharmacy is set up to use the Autocall feature.
   c. Talk to the patient and inform them of the high patient pay amount for the prescription.
   d. If the patient authorizes you to continue processing the prescription, select the OK button or Override Soft Message button in the Pre-Edit message window. (Typically, this Pre-Edit is set up as an Informational Pre-Edit or a Soft Pre-Edit and not a Hard Pre-Edit.)
      After you select the OK button or the Override Soft Message button, the system moves the prescription forward in workflow.
      **Note:** If the Patient does not authorize you to continue processing the prescription, select the Cancel Item button in the Data Entry Detail window so you can profile or delete the prescription.

3. If you want to send the prescription to the Contact Manager queue so it can be processed outside the Data Entry workflow step, select the Contact Manager icon, select Create New, select Informational Contact, and enter information in the Create New Contact Event window.
   The system removes the prescription from the Data Entry queue and moves it to the Contact Manager queue.
   For details about the Contact Manager queue, go to Contact Manager.
Opening Rx Diagnosis Window in Data Entry

You use the **Rx Diagnosis** window to resolve Pre-Edit messages related to Rx Diagnosis codes. This Rx diagnosis information might be required by your state or by the third party the prescription is being billed to.

To open the **Rx Diagnosis** window while in the **Data Entry Detail** window:

1. Select the **Edit Rx Information** icon.
   - The system displays the available Edit Rx options.

2. Select **Reselect Rx Diagnosis**.
   - **Note**: Whether the **Reselect Rx Diagnosis** option is listed depends on the workflow step you are using and how your system is set up.

   The system opens the **Rx Diagnosis** window. This window lets you associate a diagnosis with the prescription so the information can be added to the patient profile.

Rx Diagnosis Window Overview

The **Rx Diagnosis** window lets you examine current medical conditions for the patient and associate additional ICD-9 or ICD-10 codes with a prescription as needed.
Rx Diagnosis Window Overview

### Elements in the Rx Diagnosis Window

Following is a description of the elements in the **Rx Diagnosis** window:

<table>
<thead>
<tr>
<th>Element in Rx Diagnosis Window</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief explanation of Diagnosis Code options</td>
<td>Description states, &quot;Rx Diagnosis gives you 3 different options to select a Diagnosis Code and Description for this Rx. Select one option from the 3 below to continue.&quot;</td>
</tr>
<tr>
<td>Element in Rx Diagnosis Window</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **Patient Profile table**     | Displays any medical condition information obtained from the patient profile. Includes two check box options for patient Medical Conditions:  
  - Patient Has Chronic Medical Conditions  
  - No Known Medical Conditions  
  Includes the following columns:  
  - Code Type (ICD-9 or ICD-10)  
  - Code  
  - Description  
  - Reported Date  
  - Date Added  
  - Date Modified  
  - Deactivated Date  
  **Severity** drop-down list - Lets the user set the level of severity of the medical condition that is currently selected in the table. When the **Severity** is modified, the **Date Modified** for the medical condition should also be updated to the date of the modification.  
  **Days** field - Indicates the days activated when the user makes a selection in **Severity** drop-down list. Lets the user enter the duration for the medical condition that is currently selected in the table. |
| **Dispensed Product table**    | Displays the therapy information associated with the dispensed product for the prescription. Includes the following columns:  
  - Code Type (ICD-9 or ICD-10)  
  - Code  
  - Description |
### Using the Rx Diagnosis Window

The **Rx Diagnosis** window lets you examine current medical conditions on record for the patient and associate additional ICD-9 or ICD-10 codes with a prescription as needed.

#### Element in Rx Diagnosis Window

<table>
<thead>
<tr>
<th>Element in Rx Diagnosis Window</th>
<th>Description</th>
</tr>
</thead>
</table>
| Search for Medical Conditions table | The system searches for drug database files containing the ICD-9 or ICD-10 Code or Description you select from the **Diagnosis Code Type** drop-down list and information you enter in the **Diagnosis Name or Description** field and displays the results in the table under the search field. Search results return the information in the following columns:  
  - **Code Type (ICD-9 or ICD-10)**  
  - **Code**  
  - **Description** |
| Diagnosis Code and Description Summary Statement | A summary statement displays at the bottom of the window that states, "This is the Diagnosis Code and Description that will be submitted for the Rx:"
| OK button | Select this button to add the Diagnosis Code and Description to the patient profile. |
| Cancel button | Select this button to cancel the search process and close the **Rx Diagnosis** window. |
Rx Diagnosis Window

The Rx Diagnosis window gives you three different options to select a Diagnosis Code and Description for the Rx associated with the patient profile:

1. Select a Diagnosis for this Rx from [Patient Name]'s Patient Profile
2. Select a Diagnosis for this Rx Based on the Dispensed Product
3. Select a Diagnosis for this Rx with a Medical Condition Search
   a. Select ICD-9 or ICD-10 from the Diagnosis Code Type drop-down list
   b. Enter diagnosis text in the Diagnosis Name or Description fieldSelect OK

Once you have identified a Diagnosis Code and Description for the patient, select OK.

The system saves the Diagnosis Code and Description you select so it will be added to the patient profile when you move from your current workflow step.
PPI New Rx Processing in Data Entry Overview

The Pharmacy Prescriber Interface (PPI) feature lets your pharmacy receive electronic messages for new prescriptions from PPI prescribers, including EPCS PPI prescribers. (EPCS = Electronic Prescribing of Controlled Substances) For new prescriptions, your PPI prescribers send your pharmacy a New Prescription Request message (NEWRX) to start the prescription filling process.

When your system is set up to use the PPI feature, here is an overview what happens when your pharmacy receives a New Prescription Request messages (NEWRX) from a PPI prescriber address.

- When the EnterpriseRx system receives a PPI prescription, including EPCS PPI prescriptions, it tries to match the patient based on the Patient ID (File_Id) if this field is sent in the PPI message.
- If Patient ID is not available, the system tries to match the patient based on the patient last name, first name, and date of birth.
- The system tries to match the prescriber by finding the linked prescriber address, if it exists. The system also checks that the prescriber is active.
- If the patient or prescriber do not match, the system moves the prescription to the Inbound Communication Queue (ICQ) where manual intervention is needed to move the prescription forward into workflow.
- If the patient and prescriber match (and if the PPI Auto-Population application option is enabled), the system moves the prescription to the Data Entry workflow step.
- If the patient and prescriber match, the system tries to auto-populate the required fields in the Data Entry Detail window.
- If the EnterpriseRx system is able to auto-populate all the required fields in the Data Entry Detail window, your pharmacy can be set up to either of the following
  - Move the non-EPCS prescriptions as far forward as possible in workflow; to the Product Dispensing workflow step when there are no prescription exceptions.
  - Make the prescription stay in the Data Entry Detail window so a user can review the information and then manually select to move the prescription forward in workflow.

For details, go to PPI Processing for New Rx’s in Data Entry.

- If your system is set up for HL7 (Health Level 7) processing and the PPI message from your Health Systems Partner includes the HL7 information of discharge date/time stamp (and the “Deliver Option for NewRx via PPI with Valid Discharge Date/Time from HL-7” application option is set), the system uses this to populate Promise Time for the prescription.
Important: When your system is set up to process EPCS (Electronic Prescribing of Controlled Substances) prescriptions and you receive an EPCS PPI NEWRX message, the system checks that message to see if it is an Emergency Cover Prescription. An Emergency Cover Prescription is a prescription, usually for a controlled substance, that an EPCS prescriber sends to your pharmacy to ‘cover’ a prescription that was administered to a patient in an emergency room or other similar environment. These emergency room prescriptions need to be reported and need to be added to the record of prescriptions for the patient. Each time your pharmacy receives an EPCS PPI NEWRX message for one of your patients, it checks the message to see if the EPCS prescriber added the Surescripts recommended Note of “Emergency Cover Prescription - Do Not Fill” for the medication prescribed. When your system finds this text in an EPCS PPI NEWRX message for a patient, it generates a Hard Pre-Edit message in Data Entry and does not let the Emergency Cover Prescription go forward in workflow. Following is the text of the system-generated Hard Pre-Edit message displayed in Data Entry for the patient:

**Hard, System**

*This is an Emergency Cover Prescription - It cannot be filled*

*Link this cover fill to the Dispensed Rx and then deactivate this cover fill from the Patient's Rx Profile.*

Furthermore, the EPCS PPI prescribers type the Surescripts recommended Note into a free-form text field and they might use a variation of this recommended text. Therefore, it is up to your pharmacy to determine whether the EPCS PPI NEWRX messages you receive should be categorized as an Emergency Cover Prescription for a patient and should not be filled.

**PPI Processing for New Rx’s in Data Entry**

When the system moves a new PPI prescription to the Data Entry workflow step, it tries to auto-populate the following fields in the Data Entry Detail window:

- Prescriber information
- Supervising prescriber information
- Patient information
- Written Quantity
- Dispensed Quantity
- Refill Quantity
- Written Product
- Dispensed Product
- DAW code
- SIG

**Note:** Your system must have the correct app option set up specifically to auto-populate the SIG field for private networks, and the auto-populate field cannot be used for the Surescripts network. Even if your system is set up to
auto-populate the SIG field, any SIG is displayed as received in the PPI message; the system will not expand it, translate it or augment it in any way. Nor will it use the SIG code to calculate a day’s supply.

- Refills Allowed
- Days Supply
- Written Date (Note: Written Date is set whether auto-population is on or off)
- Earliest Fill Date and Expiration Date (if Effective Date is sent in the message)

If the system is able to auto-populate all of these fields in the Data Entry Detail window for a new PPI prescription, your pharmacy can be set up to take either of the following options:

- Your system can be set up to move the non-EPCS prescription past Data Entry and move it as far forward as possible in workflow (in private networks only); to the Product Dispensing workflow step when there are no prescription exceptions.

  Important: A new prescription sent to your pharmacy from a prescriber by a private network PPI message could successfully complete the generic substitution process and go past Data Entry and as far as Product Dispensing without user intervention, as follows:
  - A prescriber sends your pharmacy a complete PPI message (with all information necessary for auto-population) for a new prescription via a specifically configured private network.
  - The written product in a new prescription is a multi-source brand product or a generic product.
  - Your system is set up to use the auto-populate feature for new PPI prescriptions and your application options are set to auto-populate SIG and not stop all non-EPCS new prescriptions at Data Entry.
  - The system uses the generic substitution logic set up at your pharmacy to select the generic dispensed product.
  - The new prescription has all the necessary information to complete the fields in the Data Entry Detail window.
  - There are no Pre-Edit, Adjudication, or DUR exceptions for the prescription.
  - The system moves the prescription forward in workflow to the Product Dispensing workflow step.
  - In this case, you would not have the opportunity to manually select a generic substitute as the dispensed product in Data Entry unless somebody working Product Dispensing declines the prescription back to Data Entry with a reason of Reselect Dispensed Product.

- Your system can be set up to have the prescription stay in Data Entry so a user can review the fields displayed in the Data Entry Detail window and then manually select to move the prescription forward in workflow past Data Entry if all the fields meet with their approval.

  Note: If an Approved PPI refill response is declined back to Data Entry, the system treats the prescription as a Refill Rx when the following applies:
– The prescription does not contain notes in the DRU-090 or RES-040 fields
– The SPI number of the original and refill prescribers match in the request and response
– The appropriate application option is set to skip Pre-Verification 1

Otherwise, the prescription is treated as a New Rx. If the system is not able to auto-populate all of these fields in the Data Entry Detail window, the system opens a Transaction Note window, which is discussed in the next topic.

### Using the Transaction Notes Window for Missing PPI Data

If the system is configured for auto-population and is not able to auto-populate all required fields in the Data Entry Detail window, the system opens a Transaction Notes window. This window lists information about the missing or invalid information in the PPI message.

For details about the required fields, go to PPI Processing for New Rx’s in Data Entry.

**Note:** Missing or invalid PPI information is only one category of information that can be displayed in the Transaction Notes window. For details, go to Data Entry Detail Window Overview and Adding Notes for a Prescription or Fill Item.

The Transaction Notes window identifies the required fields that were not auto-populated by the PPI message for the new prescription. The new PPI prescription cannot leave the Data Entry workflow step until all required fields in the Data Entry Detail window contain valid data. This means that you need to enter data in the fields listed in the Transaction Notes window.

The following Transaction Notes window shows an example of a line of text for missing or invalid information in the PPI message.
To complete entry of all required Data Entry Detail window fields listed in the Transaction Notes window:

1. Examine the Transaction Notes window displayed on top of the Data Entry Detail window and note the fields with missing or invalid data.

2. In the Data Entry Detail window, type or select the needed information for each field with missing or invalid information.

3. Select the Next button or the Next Workflow Step button to indicate you are finished processing the prescription in Data Entry.

PPI Processing for Refill Rx’s in Data Entry

If an Approved PPI refill response is declined back to Data Entry, the system treats the prescription as a refill when the following applies:

- The Rx does not contain notes in the DRU-090 or RES -040 fields
- The SPI number matches
- The appropriate application option is set to skip Pre-Verification 1
Only the fields that are editable for refill Rx’s during data entry will be available to edit. You must not have the application option set for to skip Pre-Verification 1 if you want to edit these fields as a NewRx. See Chapter 4 Reception for more information about refills.

340B Processing in Data Entry

**Note:** 340B information displays in Data Entry only when your pharmacy participates in the 340B program.

340B is a U.S. government drug discount program. The 340B program lets federally-qualified health centers buy certain prescription and non-prescription medications for their outpatients at reduced costs. A qualified health center can have their own in-house pharmacy or they can contract with local pharmacies to dispense discounted medications to their outpatients.

The Data Entry workflow step includes the following 340B processing elements:

- There is an **Eligible for 340B** check box in the **Data Entry Detail** window that lets you designate a prescription as eligible for the 340B pricing plan in Data Entry. The check box is enabled when 340B processing is enabled in the application options for your pharmacy. If 340B processing is not enabled, this check box does not display.

- The **Eligible for 340B** check box is set based on how the corresponding check box is set in Reception. If the check box was selected in Reception, it is selected in Data Entry. If the check box was unselected in Reception it is unselected in Data Entry.

- The **Eligible for 340B** check box is editable in Data Entry only for prescriptions processed through Third Parties. If an Rx is processed as Cash, the check box displays but it is unselected and it is not editable.

- If the **Eligible for 340B** check box becomes unselected because the Third Party is changed to cash, the check box remains unselected if it is changed back to a Third Party. In this case, if this prescription is eligible for the 340B pricing plan, you need to manually select the check box.

- Pre-Edit windows display with configurable severity levels when a prescription has been designated as 340B eligible but it does not have an eligible product, prescriber, Third Party, or any combination of these.