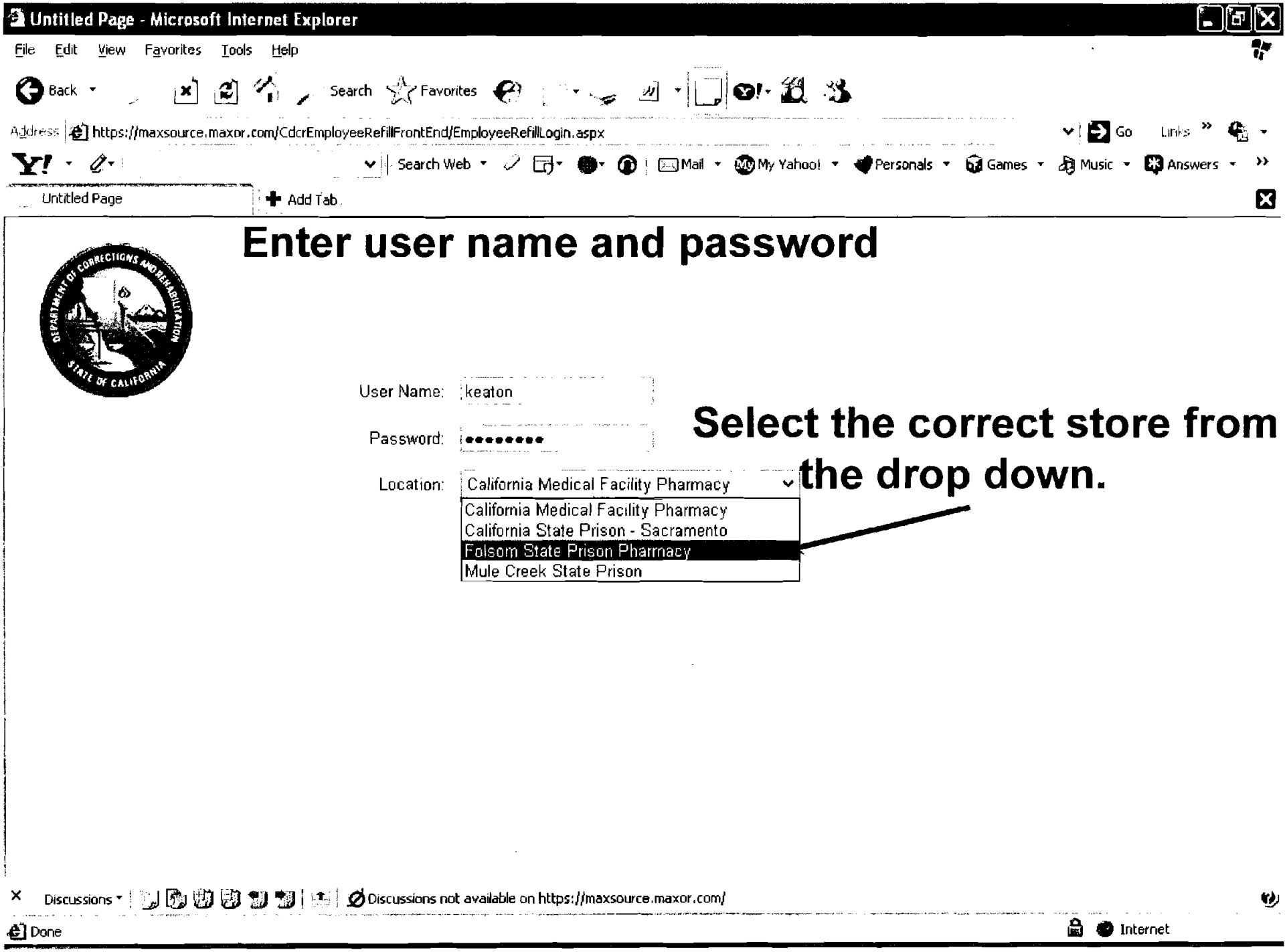
APPENDIX 4

PART TWO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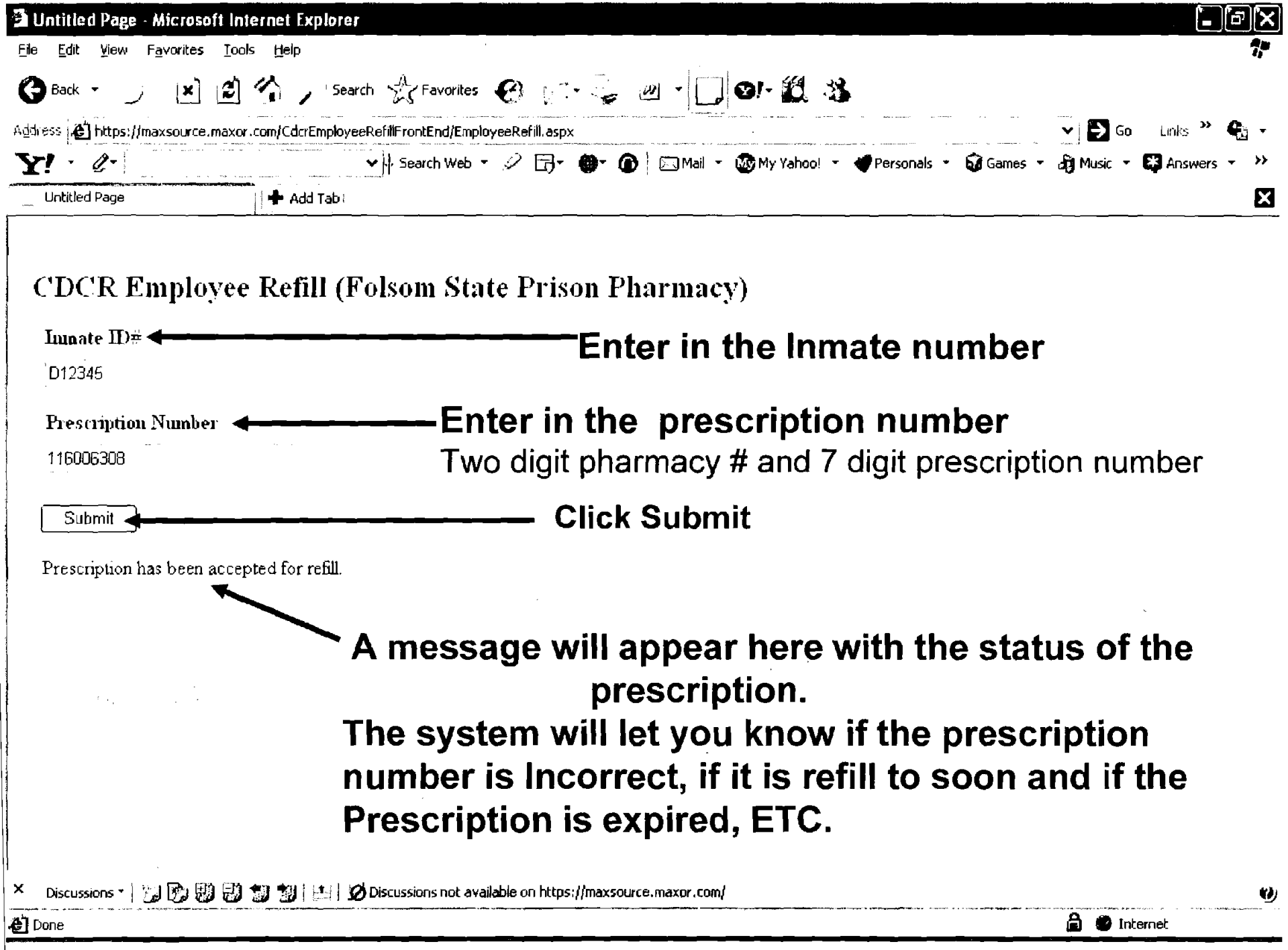
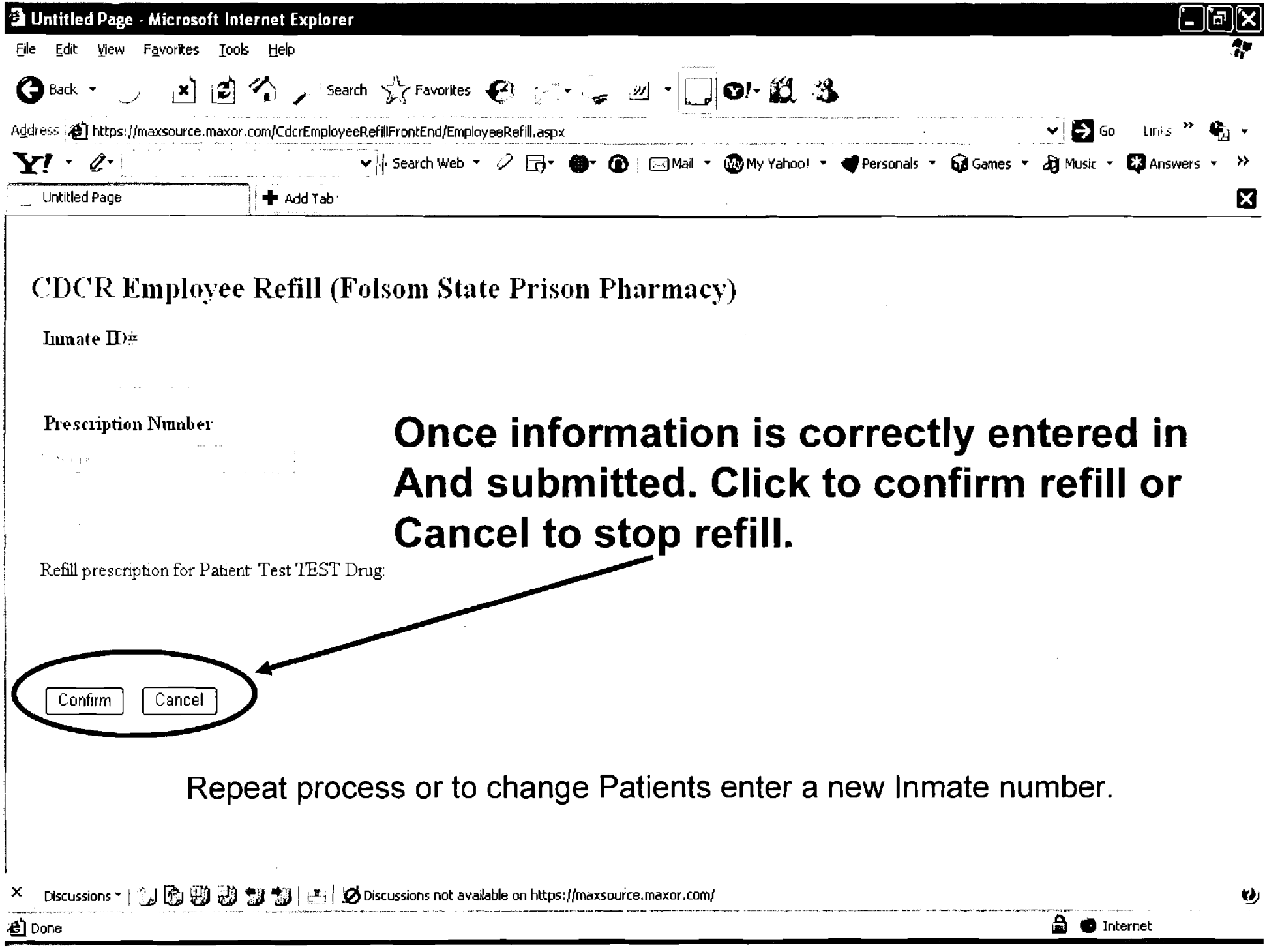
File Edit View Favorites Tools Help
Back Search Favorites
Address https://maxsource.maxor.com/CdcrEmployeeRefillFrontEnd/EmployeeRefillLogin.aspx
Go Links
Search Web Mail My Yahoo! Personals Games Music Answers
Untitled Page
Add Tab
Enter user name and password
DEPARTMENT OF CORRECTIONS AND REHABILITATION
STATE OF CALIFORNIA
User Name: keaton
Password:
Location: California Medical Facility Pharmacy
California Medical Facility Pharmacy
California State Prison - Sacramento
Folsom State Prison Pharmacy
Mule Creek State Prison
Select the correct store from the drop down.
Discussions
Discussions not available on https://maxsource.maxor.com/
Done
Internet


Untitled Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://maxsource.maxor.com/CdcrEmployeeRefillFrontEnd/EmployeeRefill.aspx
Go Links
Search Web Mail My Yahoo! Personals Games Music Answers
Untitled Page
Add Tab
CDCR Employee Refill (Folsom State Prison Pharmacy)
Inmate ID#
D12345
Enter in the Inmate number
Prescription Number
116006308
Enter in the prescription number
Two digit pharmacy # and 7 digit prescription number
Submit
Click Submit
Prescription has been accepted for refill.
A message will appear here with the status of the prescription.
The system will let you know if the prescription number is Incorrect, if it is refill to soon and if the Prescription is expired, ETC.
Discussions
Discussions not available on https://maxsource.maxor.com/
Done
Internet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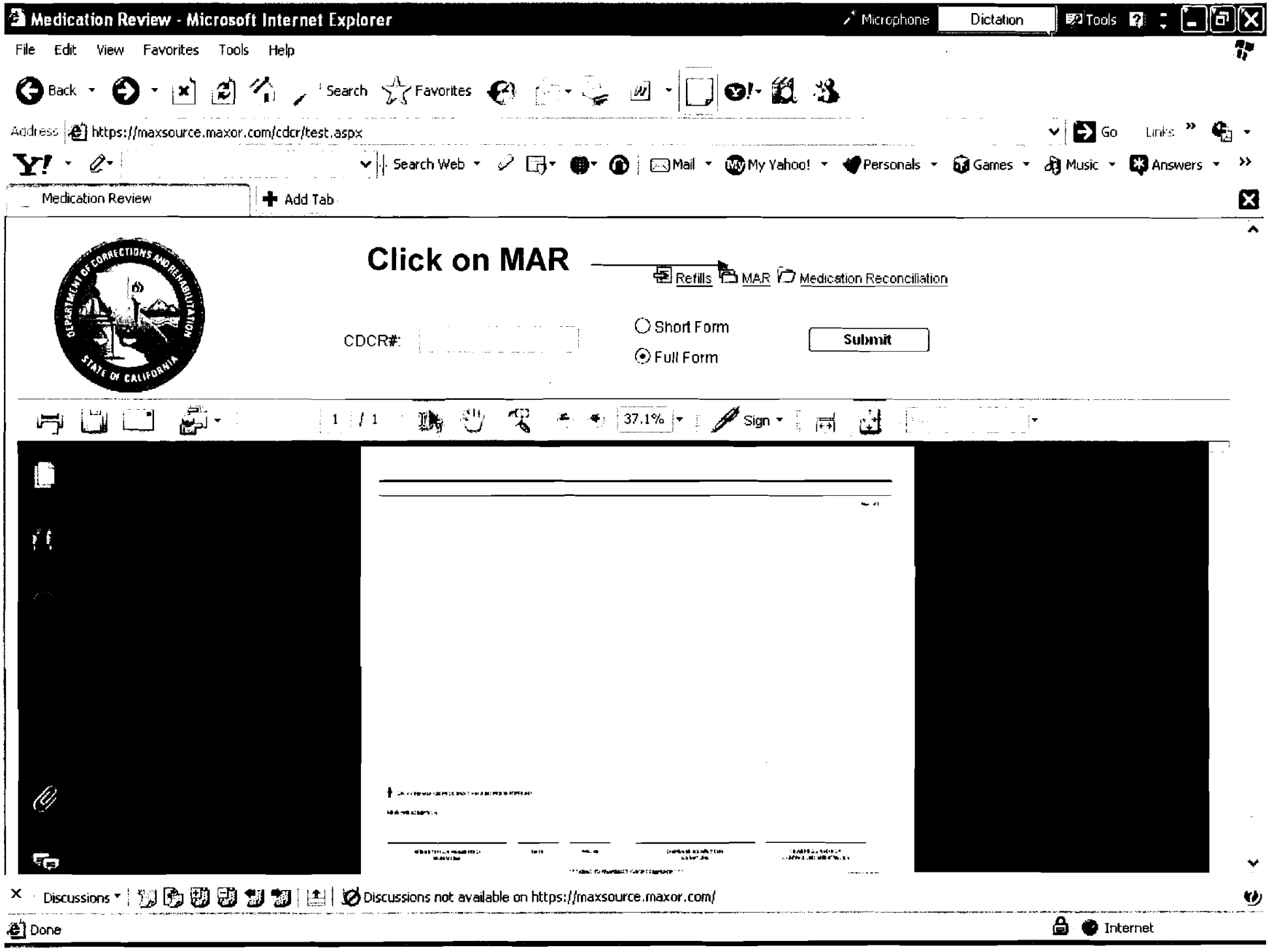
Address https://maxsource.maxor.com/CdcrEmployeeRefillFrontEnd/EmployeeRefill.aspx
Go Links
Search Web Mail My Yahoo! Personals Games Music Answers
Untitled Page
Add Tab
CDCR Employee Refill (Folsom State Prison Pharmacy)
Inmate ID#
Prescription Number
Once information is correctly entered in And submitted. Click to confirm refill or Cancel to stop refill.
Refill prescription for Patient Test TEST Drug
Confirm
Cancel
Repeat process or to change Patients enter a new Inmate number.
Discussions
Discussions not available on https://maxsource.maxor.com/
Done
Internet


Medication Review - Microsoft Internet Explorer
Microphone
Dictation
Tools
File Edit View Favorites Tools Help
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Search
Favorites
Address https://maxsource.maxor.com/cdcr/test.aspx
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Search Web
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My Yahoo!
Personals
Games
Music
Answers
Medication Review
Add Tab
Click on MAR
Refills
MAR
Medication Reconciliation
CDCR#:
Short Form
Full Form
Submit
1 / 1
37.1%
Sign
Discussions
Discussions not available on https://maxsource.maxor.com/
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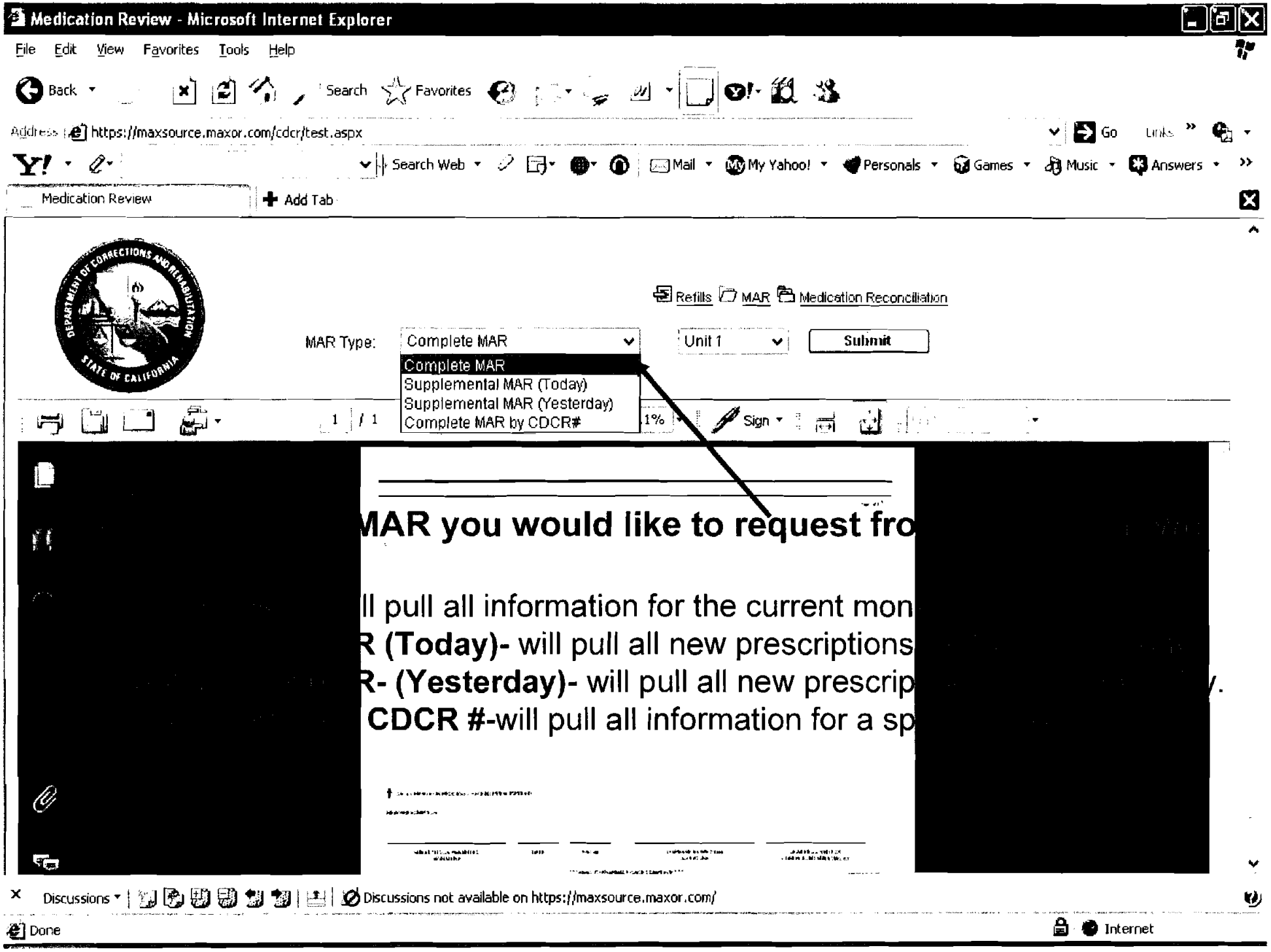
Internet


Medication Review - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://maxsource.maxor.com/cdcr/test.aspx
Go Links
Search Web Mail My Yahoo! Personals Games Music Answers
Medication Review
Add Tab
Refills MAR Medication Reconciliation
MAR Type:
Complete MAR
Unit 1
Submit
Complete MAR
Supplemental MAR (Today)
Supplemental MAR (Yesterday)
Complete MAR by CDCR#
Sign
MAR you would like to request fro
ll pull all information for the current mon
R (Today)- will pull all new prescriptions
R- (Yesterday)- will pull all new prescrip
CDCR #-will pull all information for a sp
Discussions
Discussions not available on https://maxsource.maxor.com/
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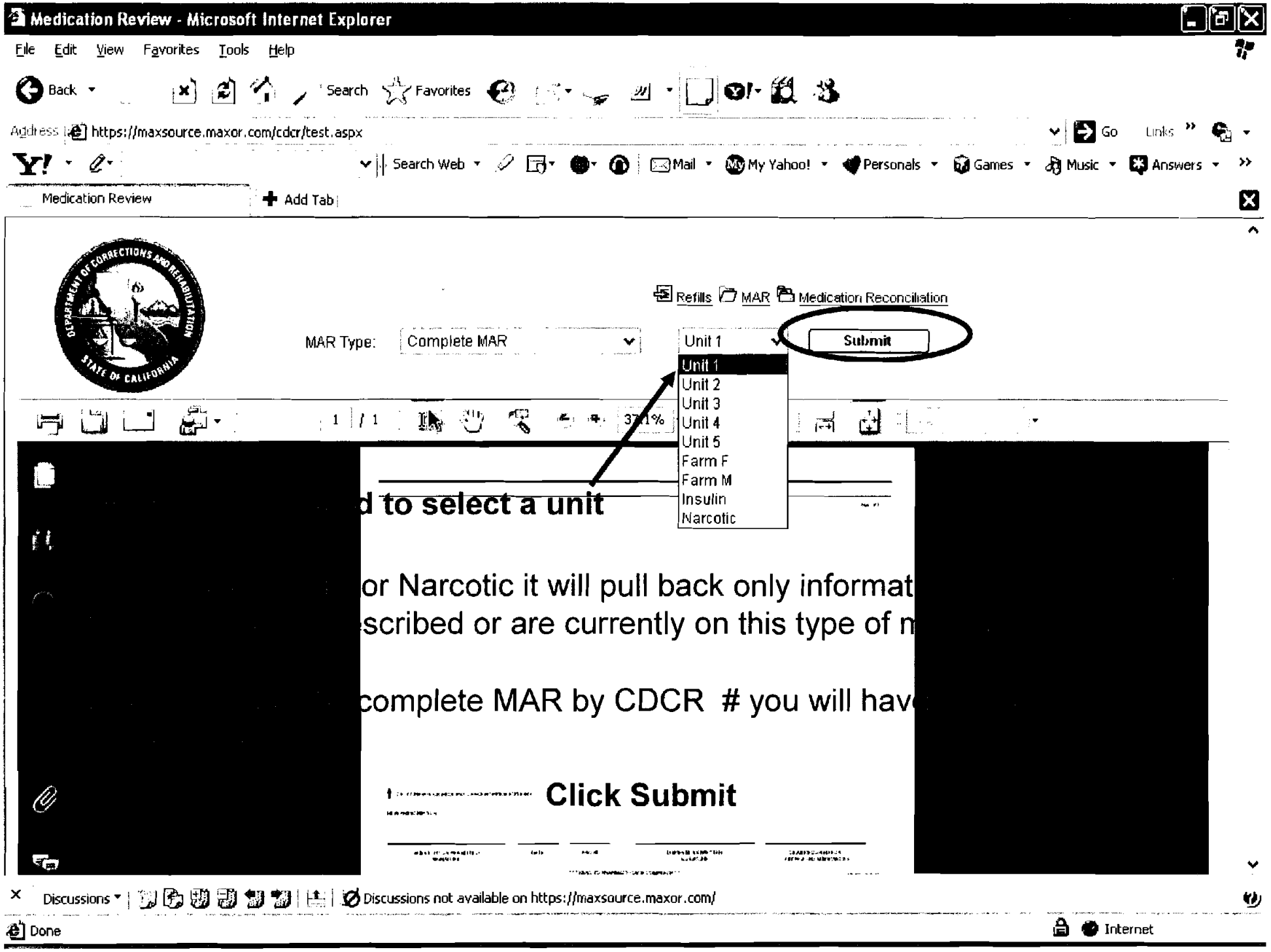
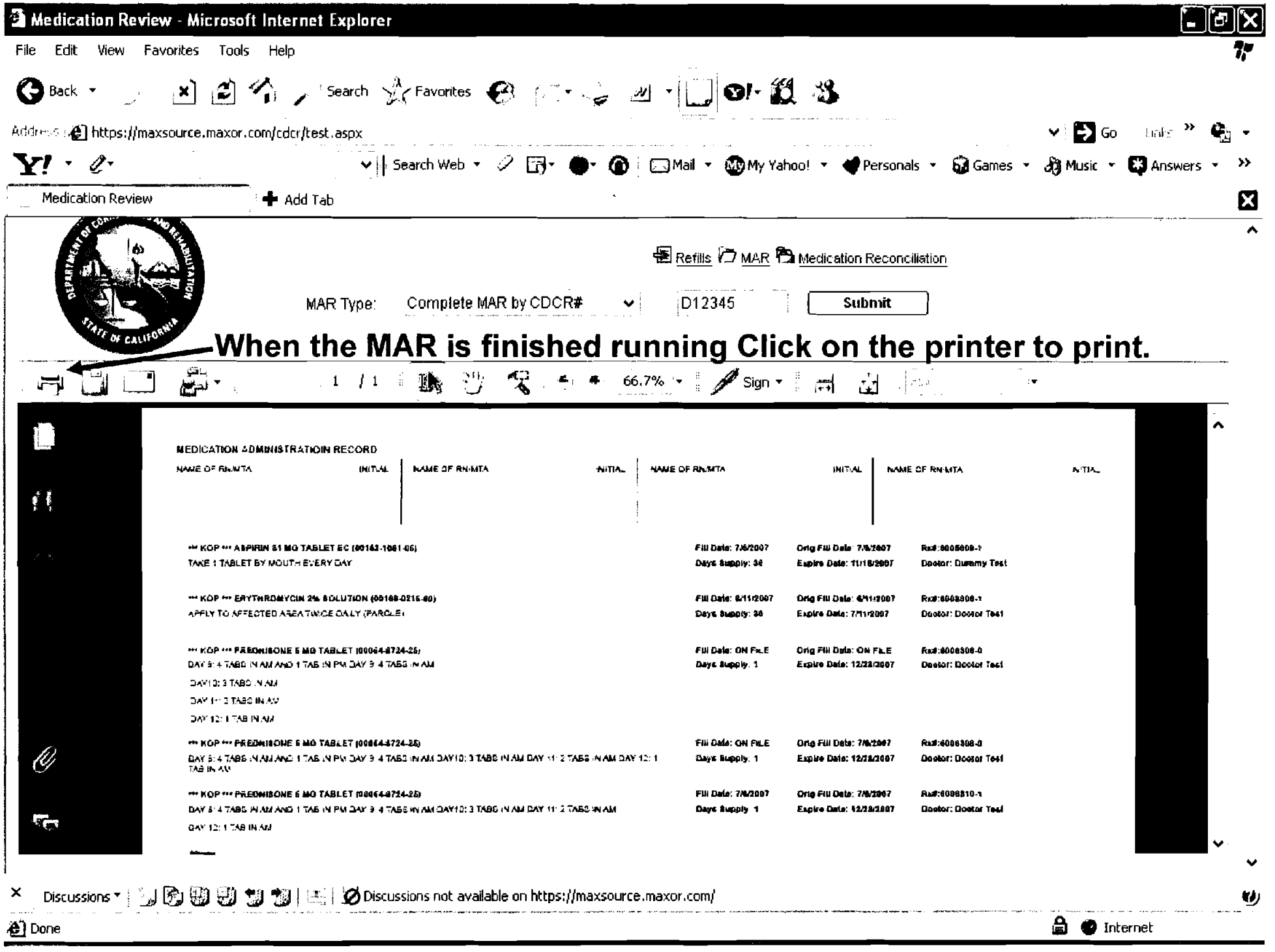
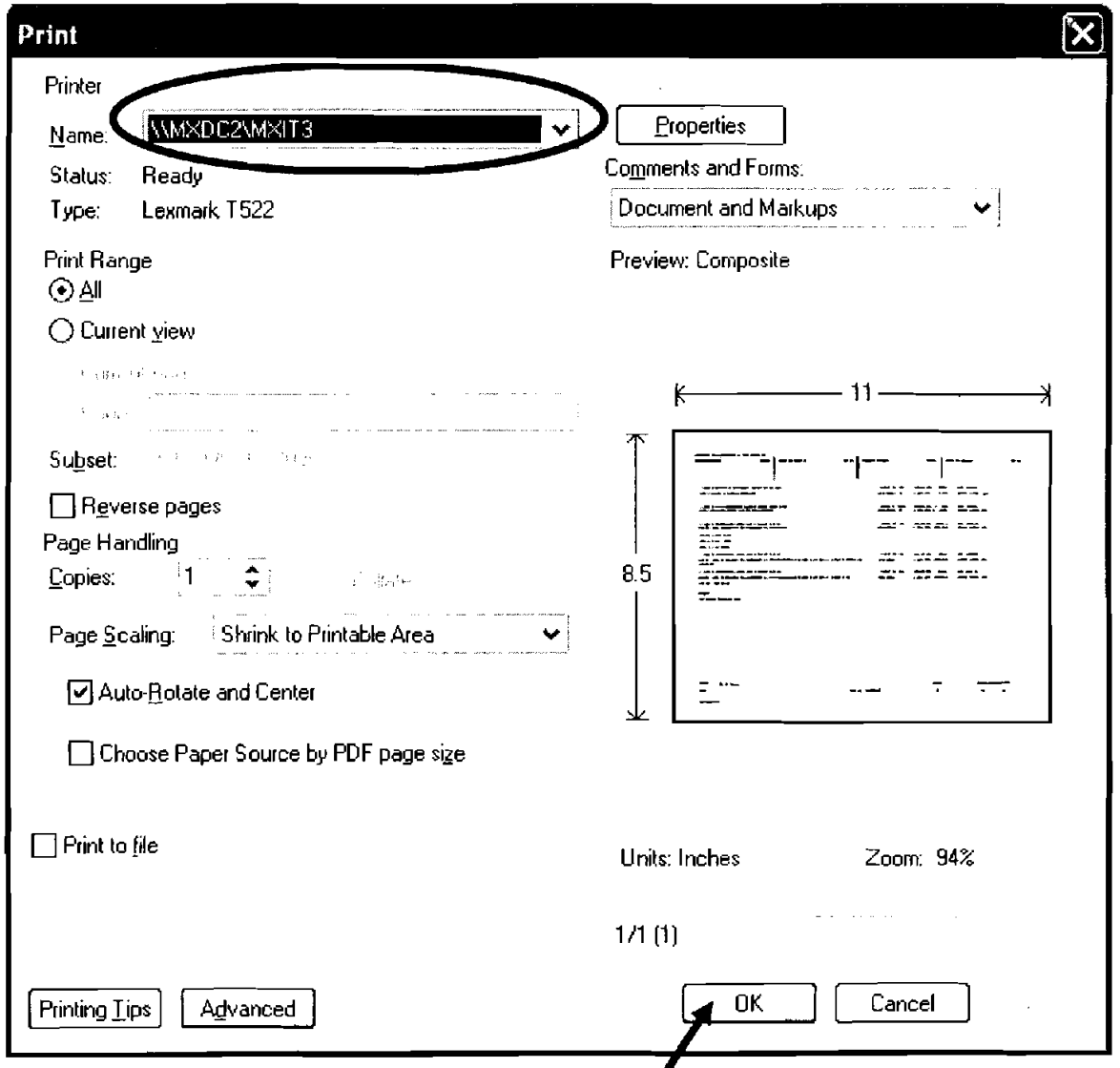
Internet

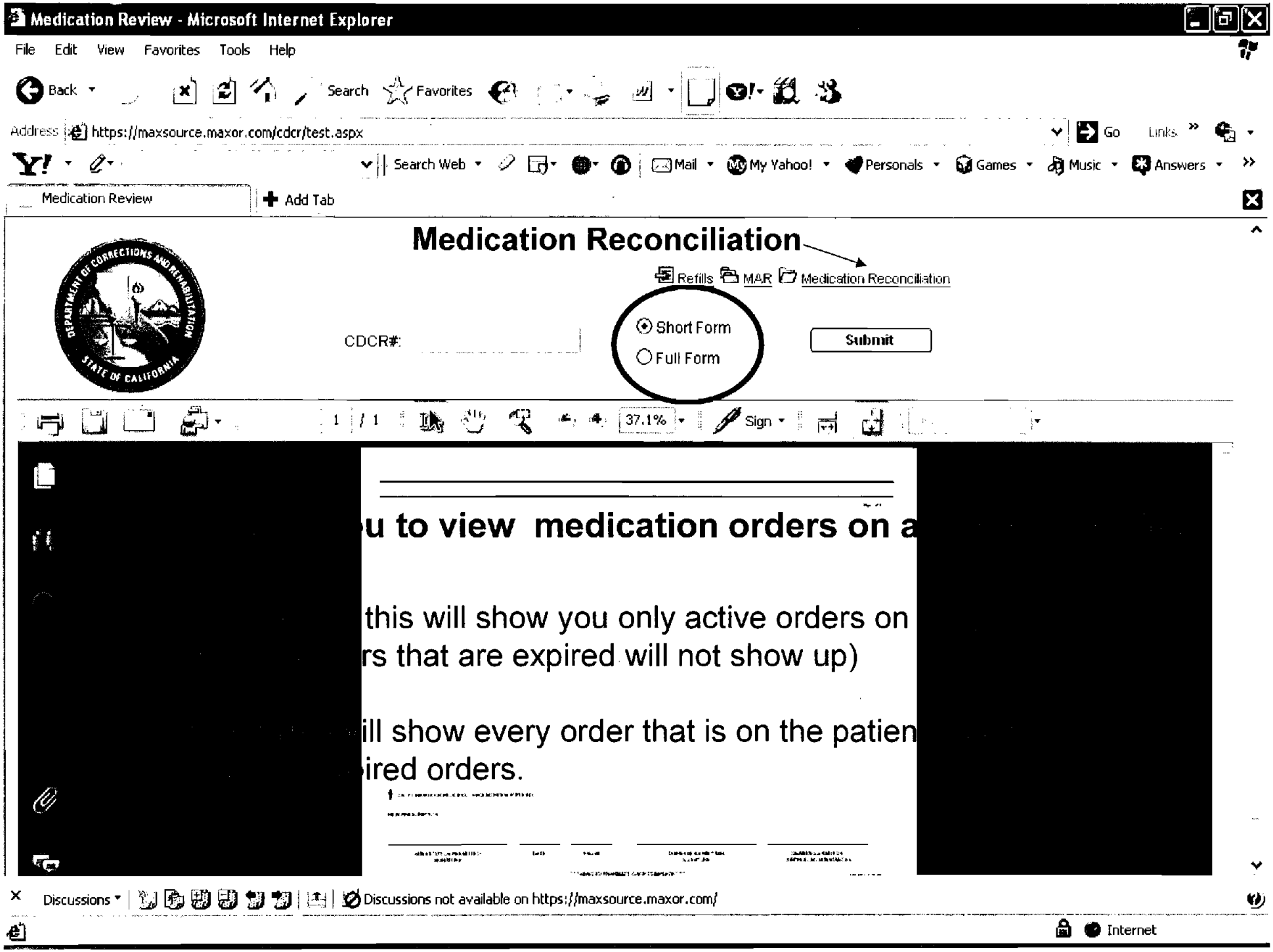

Medication Review - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://maxsource.maxor.com/cdcr/test.aspx
Go Links
Search Web Mail My Yahoo! Personals Games Music Answers
Medication Review
Add Tab
Refills MAR Medication Reconciliation
MAR Type:
Complete MAR
Unit 1
Submit
Unit 1
Unit 2
Unit 3
Unit 4
Unit 5
Farm F
Farm M
Insulin
Narcotic
d to select a unit
or Narcotic it will pull back only informat
scribed or are currently on this type of m
complete MAR by CDCR # you will hav
Click Submit
Discussions
Discussions not available on https://maxsource.maxor.com/
Done
Internet

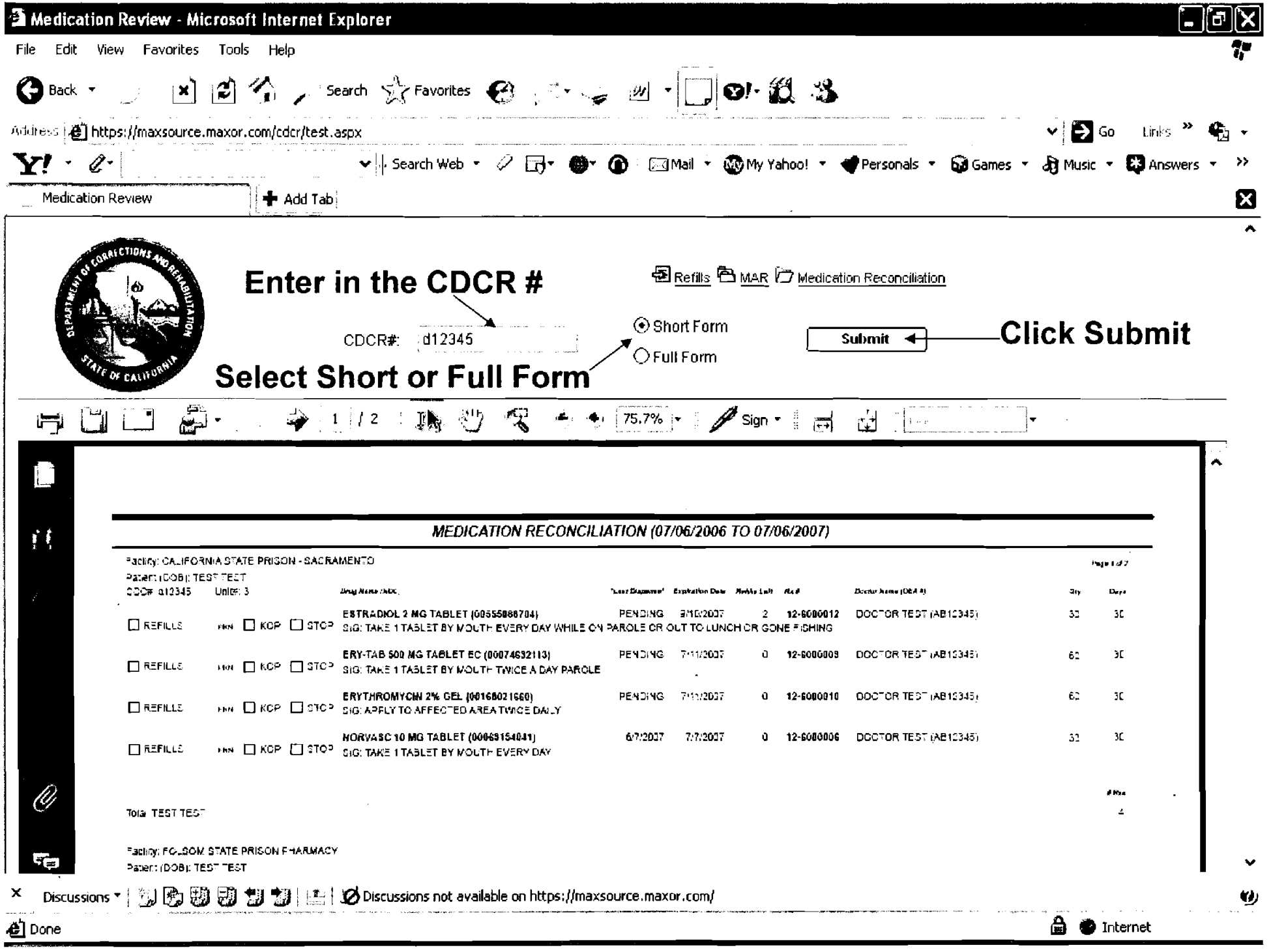

Medication Review - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
https://maxsource.maxor.com/cdcr/test.aspx
Go
Search Web Mail My Yahoo! Personals Games Music Answers
Medication Review
Add Tab
Refills MAR Medication Reconciliation
MAR Type: Complete MAR by CDCR#
D12345
Submit
When the MAR is finished running Click on the printer to print.
1 / 1
66.7%
Sign
MEDICATION ADMINISTRATION RECORD
NAME OF RN/MTA INITIAL
NAME OF RN/MTA INITIAL
NAME OF RN/MTA INITIAL
NAME OF RN/MTA INITIAL
*** KOP *** ASPIRIN 81 MG TABLET EC (00143-1081-05)
TAKE 1 TABLET BY MOUTH EVERY DAY
Fill Date: 7/6/2007 Orig Fill Date: 7/6/2007 Rx#:6006809-1
Days Supply: 30 Expire Date: 11/18/2007 Doctor: Dummy Test
*** KOP *** ERYTHROMYCIN 2% SOLUTION (00168-0215-60)
APPLY TO AFFECTED AREA TWICE DAILY (FARGLE)
Fill Date: 6/11/2007 Orig Fill Date: 6/11/2007 Rx#:6006808-1
Days Supply: 30 Expire Date: 7/11/2007 Doctor: Doctor Test
*** KOP *** PREDNISONE 5 MG TABLET (00064-8724-25)
DAY 5: 4 TABS IN AM AND 1 TAB IN PM DAY 9: 4 TABS IN AM
DAY10: 3 TABS IN AM
DAY 11: 2 TABS IN AM
DAY 12: 1 TAB IN AM
Fill Date: ON FILE Orig Fill Date: ON FILE Rx#:6006306-0
Days Supply: 1 Expire Date: 12/28/2007 Doctor: Doctor Test
*** KOP *** PREDNISONE 5 MG TABLET (00064-8724-25)
DAY 5: 4 TABS IN AM AND 1 TAB IN PM DAY 9: 4 TABS IN AM DAY10: 3 TABS IN AM DAY 11: 2 TABS IN AM DAY 12: 1 TAB IN AM
Fill Date: ON FILE Orig Fill Date: 7/6/2007 Rx#:6006306-0
Days Supply: 1 Expire Date: 12/28/2007 Doctor: Doctor Test
*** KOP *** PREDNISONE 5 MG TABLET (00064-8724-25)
DAY 5: 4 TABS IN AM AND 1 TAB IN PM DAY 9: 4 TABS IN AM DAY10: 3 TABS IN AM DAY 11: 2 TABS IN AM
DAY 12: 1 TAB IN AM
Fill Date: 7/6/2007 Orig Fill Date: 7/6/2007 Rx#:6006810-1
Days Supply: 1 Expire Date: 12/28/2007 Doctor: Doctor Test
Discussions
Discussions not available on https://maxsource.maxor.com/
Done
Internet

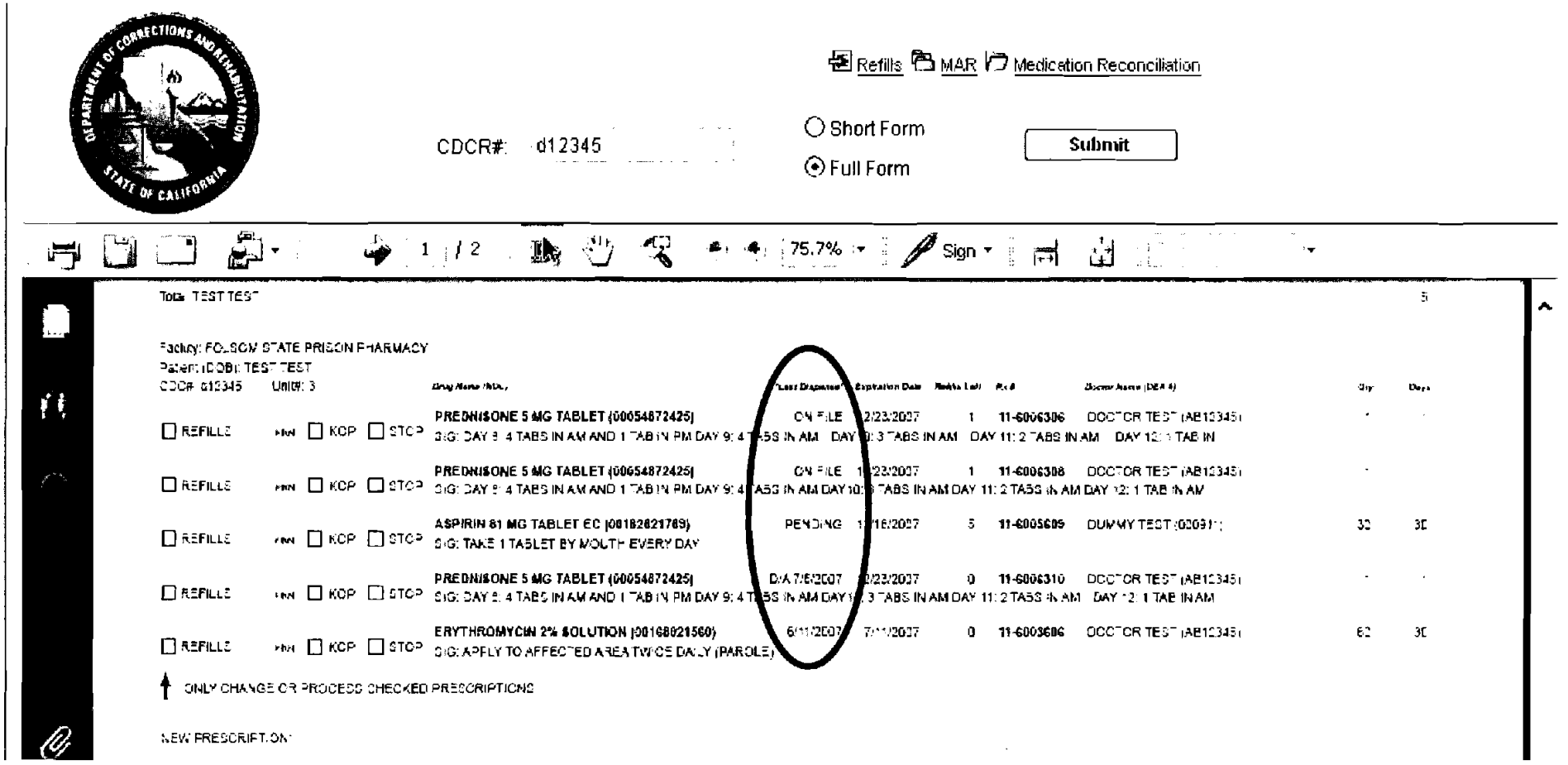
Make sure that you have the correct printer selected



Click OK


Medication Review - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://maxsource.maxor.com/cdcr/test.aspx
Go Links
Search Web Mail My Yahoo! Personals Games Music Answers
Medication Review
Add Tab
Medication Reconciliation
Refills MAR Medication Reconciliation
CDCR#:
Short Form
Full Form
Submit
37.1%
Sign
u to view medication orders on a
this will show you only active orders on
rs that are expired will not show up)
ill show every order that is on the patien
ired orders.
Discussions
Discussions not available on https://maxsource.maxor.com/
Internet


Medication Review - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://maxsource.maxor.com/cdcr/test.aspx
Go Links
Search Web Mail My Yahoo! Personals Games Music Answers
Medication Review
Add Tab
Enter in the CDCR #
Refills MAR Medication Reconciliation
CDCR#: d12345
Short Form
Full Form
Submit
Click Submit
Select Short or Full Form
1 / 2
75.7%
Sign
MEDICATION RECONCILIATION (07/06/2006 TO 07/06/2007)
Facility: CALIFORNIA STATE PRISON - SACRAMENTO
Patient: (DOB): TEST TEST
CDCR# d12345 Units: 3
REFILLS PRN KOP STOP
ESTRADIOL 2 MG TABLET (00555088704) PENDING 2 12-6000012 DOCTOR TEST (AB12345) 30
SIG: TAKE 1 TABLET BY MOUTH EVERY DAY WHILE ON PAROLE OR OUT TO LUNCH OR GONE FISHING
REFILLS PRN KOP STOP
ERY-TAB 500 MG TABLET EC (00074632113) PENDING 0 12-6000009 DOCTOR TEST (AB12345) 60
SIG: TAKE 1 TABLET BY MOUTH TWICE A DAY PAROLE
REFILLS PRN KOP STOP
ERYTHROMYCIN 2% GEL (00168021660) PENDING 0 12-6000010 DOCTOR TEST (AB12345) 60
SIG: APPLY TO AFFECTED AREA TWICE DAILY
REFILLS PRN KOP STOP
NORVASC 10 MG TABLET (00069154041) 6/7/2007 7/7/2007 0 12-6000006 DOCTOR TEST (AB12345) 30
SIG: TAKE 1 TABLET BY MOUTH EVERY DAY
Total TEST TEST 4
Facility: FOLSOM STATE PRISON PHARMACY
Patient: (DOB): TEST TEST
Discussions
Discussions not available on https://maxsource.maxor.com/
Done
Internet

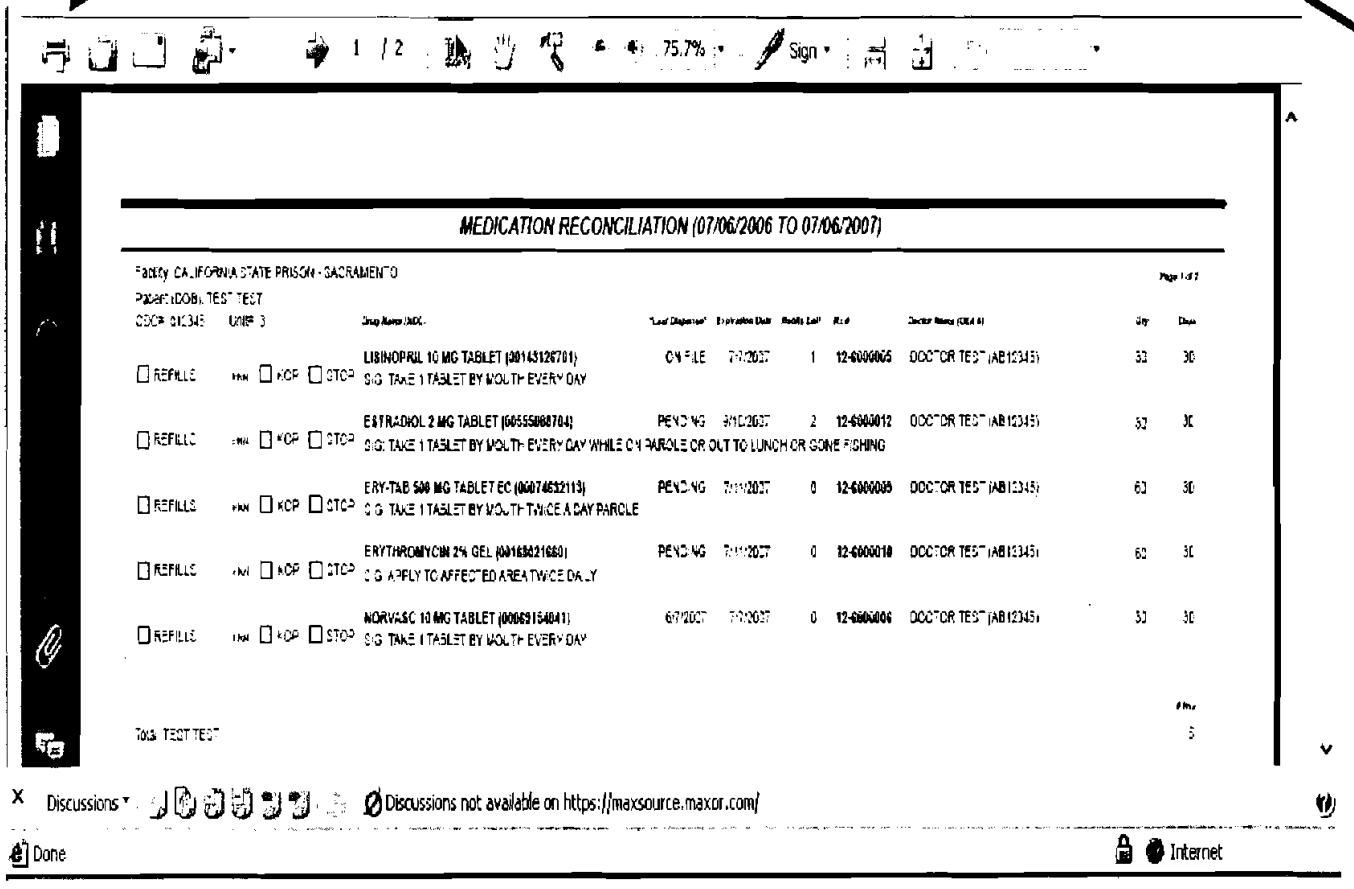


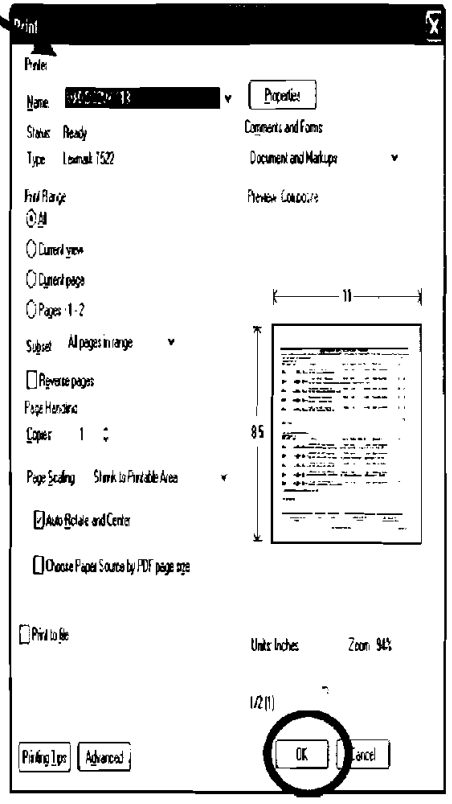
Information you will see on the Medication Reconciliation report

Drug Name, Sig, Last dispense date, expiration date, refills left. Rx number, Doctor name, Quantity dispensed and day supply.

Pending- the pharmacy has received the order, but it has not left the pharmacy.
D/A 00/00/00-discontinued order or the order is expired and the date it d/c or expired
On file- there has never been any dispenses on this prescription number
00/00/00- last dispense date

To print medication reconciliation report click on the printer make sure the correct printer is selected



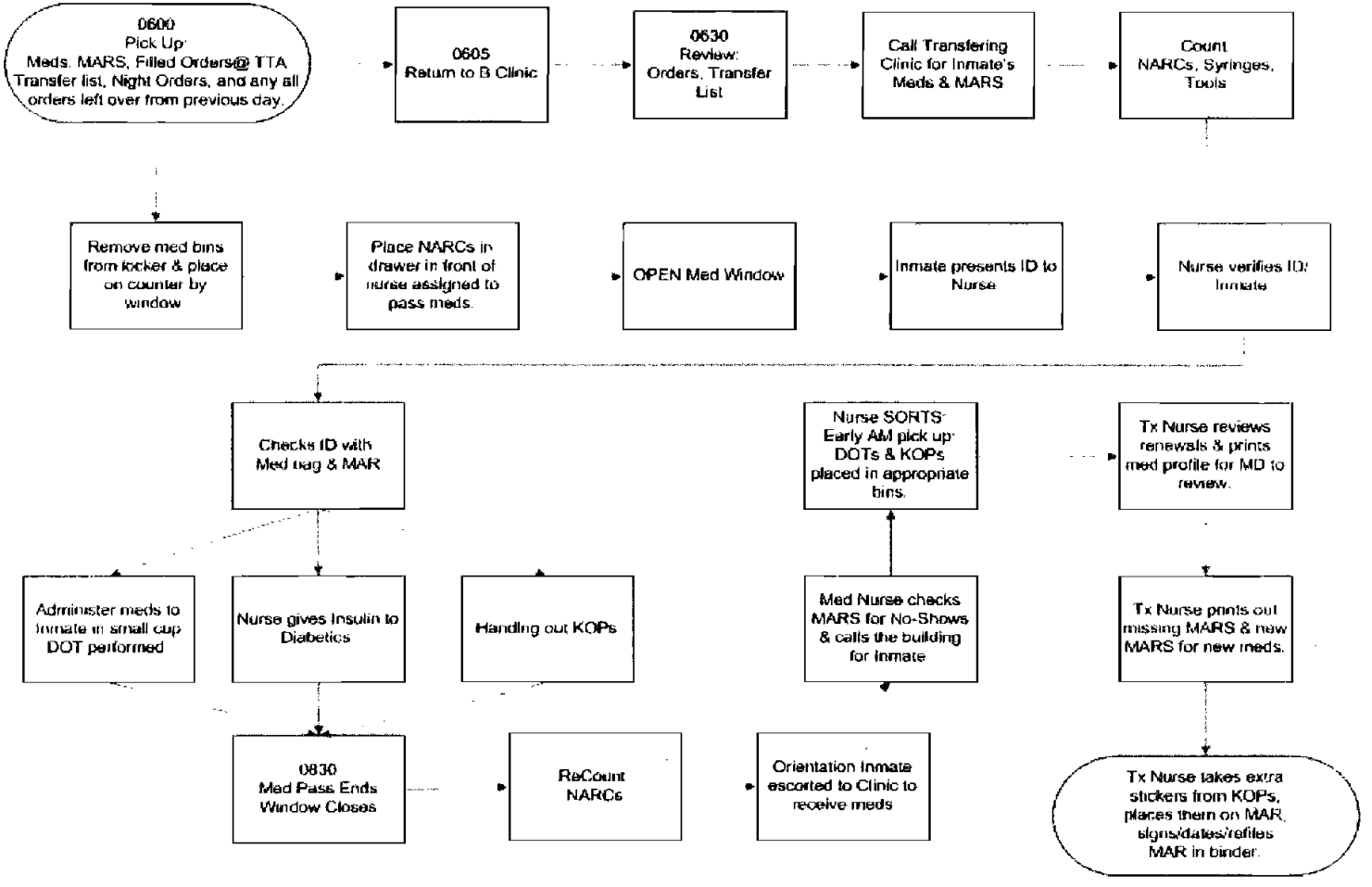


Click OK

Nursing Workflow Processes with Guardian Touch Points

Nursing Workflow Processes

AM MEDICATION PASS – B FACILITY



Guardian Pharmacy System

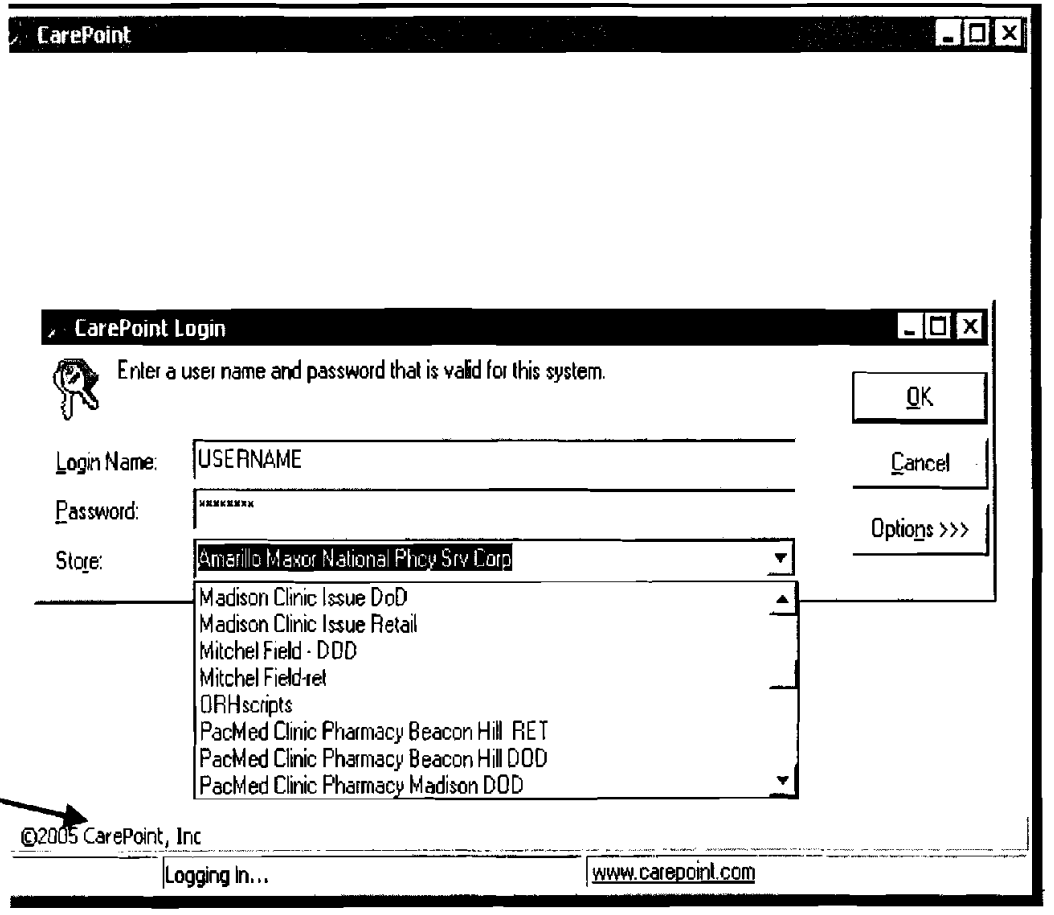
Guardian Pharmacy System

Also Known As

CarePoint

Guardian Login Screens

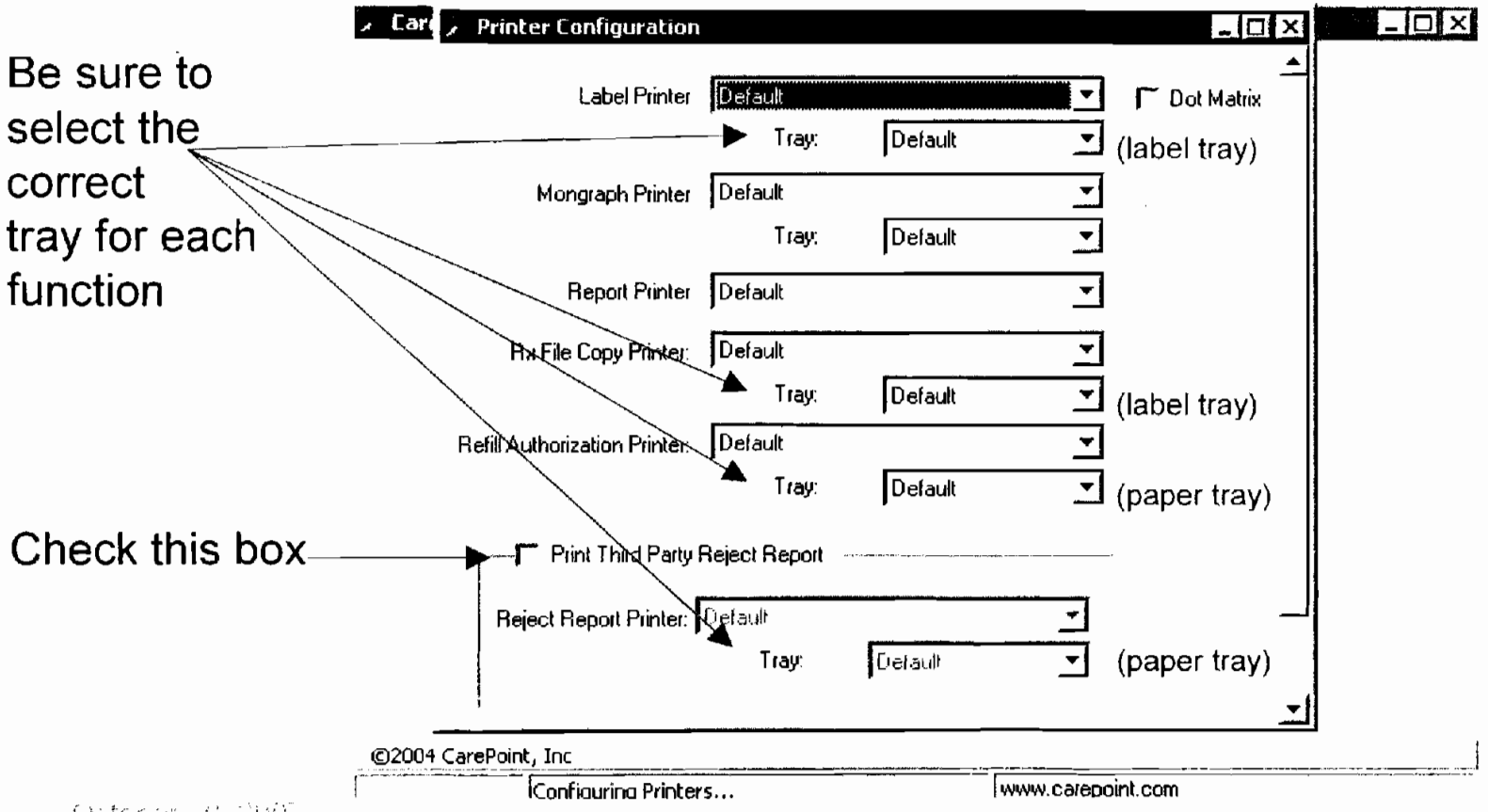
- Login Name, Password, and Store:



Select your Store from the drop down menu

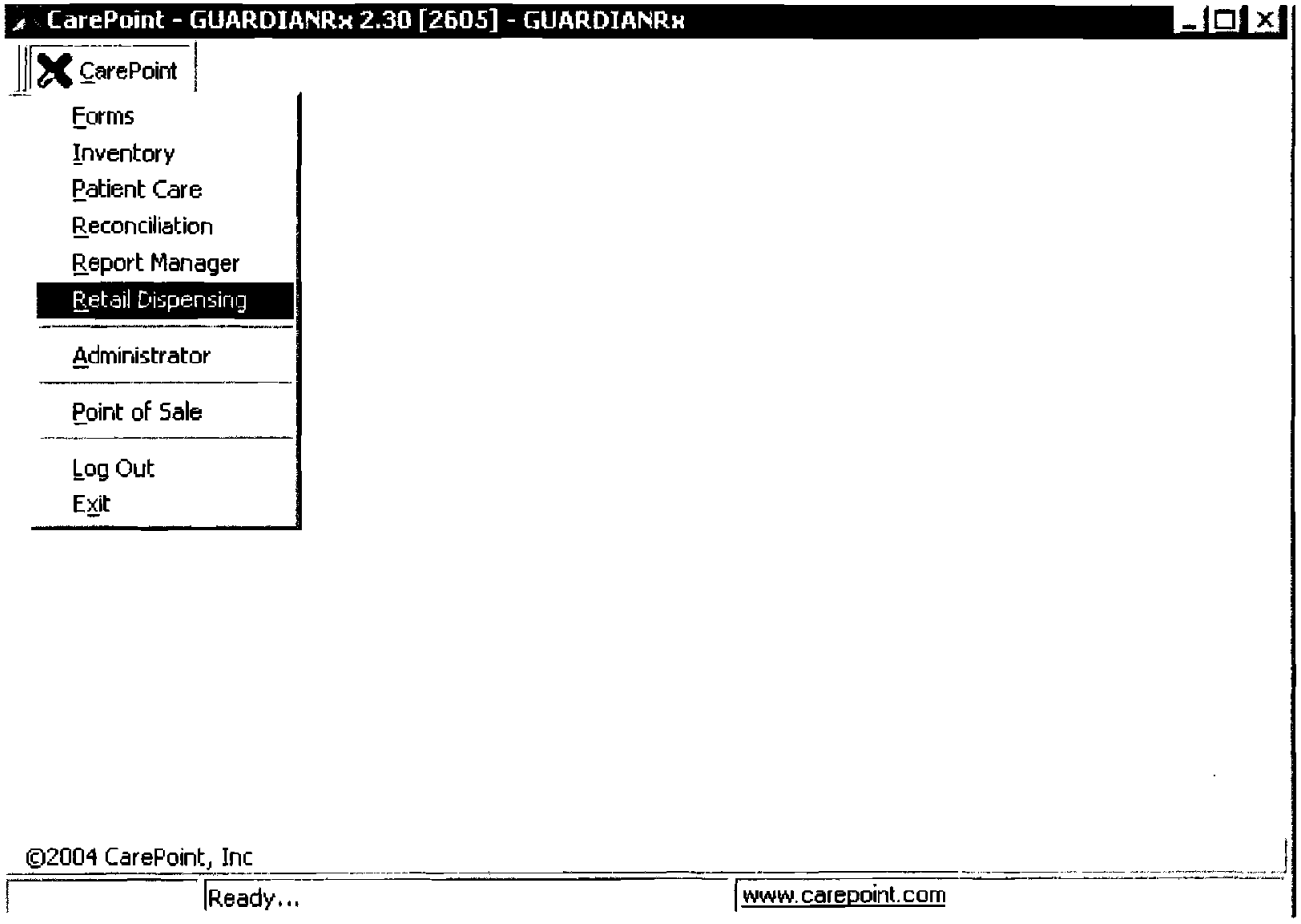
Guardian Login Screens

- Printer(s) Setup:



Guardian Login Screens

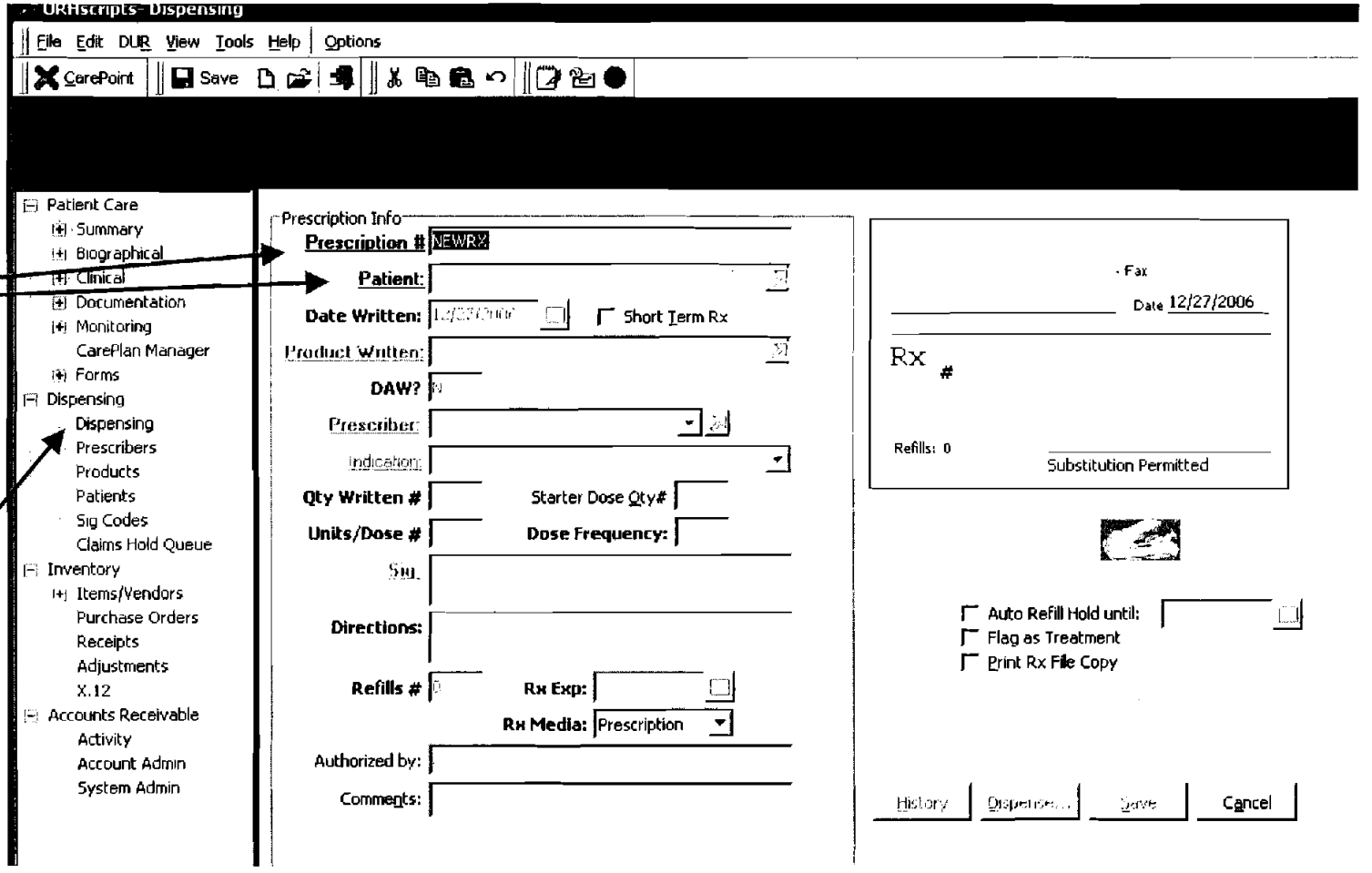
- Select “Retail Dispensing”:



Searching Patients in Guardian

You can search on either the Patient's name or the Medical Record Number and then press Tab

Note that we previously selected 'Retail Dispensing' and it is highlighted here in the navigation menu

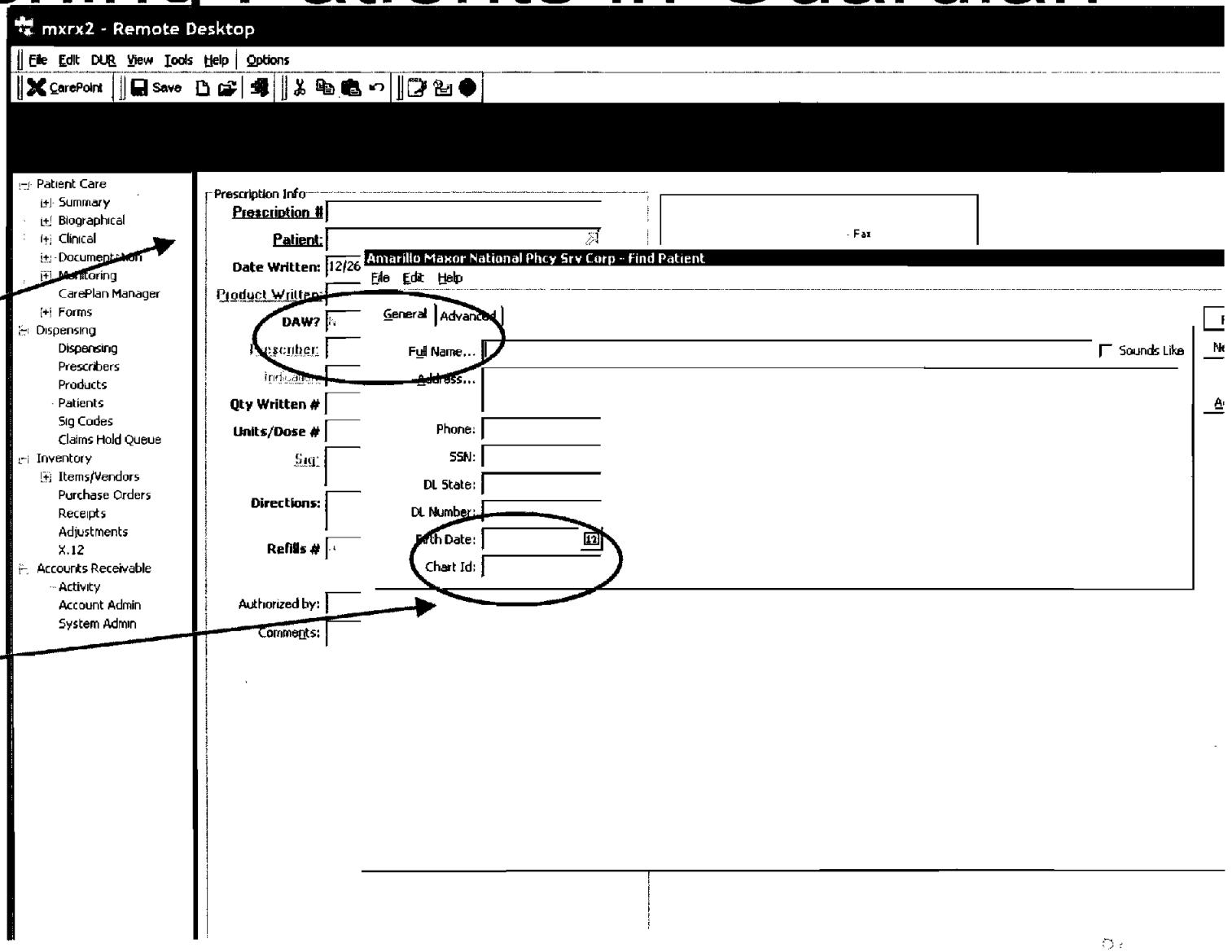


Searching Patients in Guardian

By clicking on "Patient"

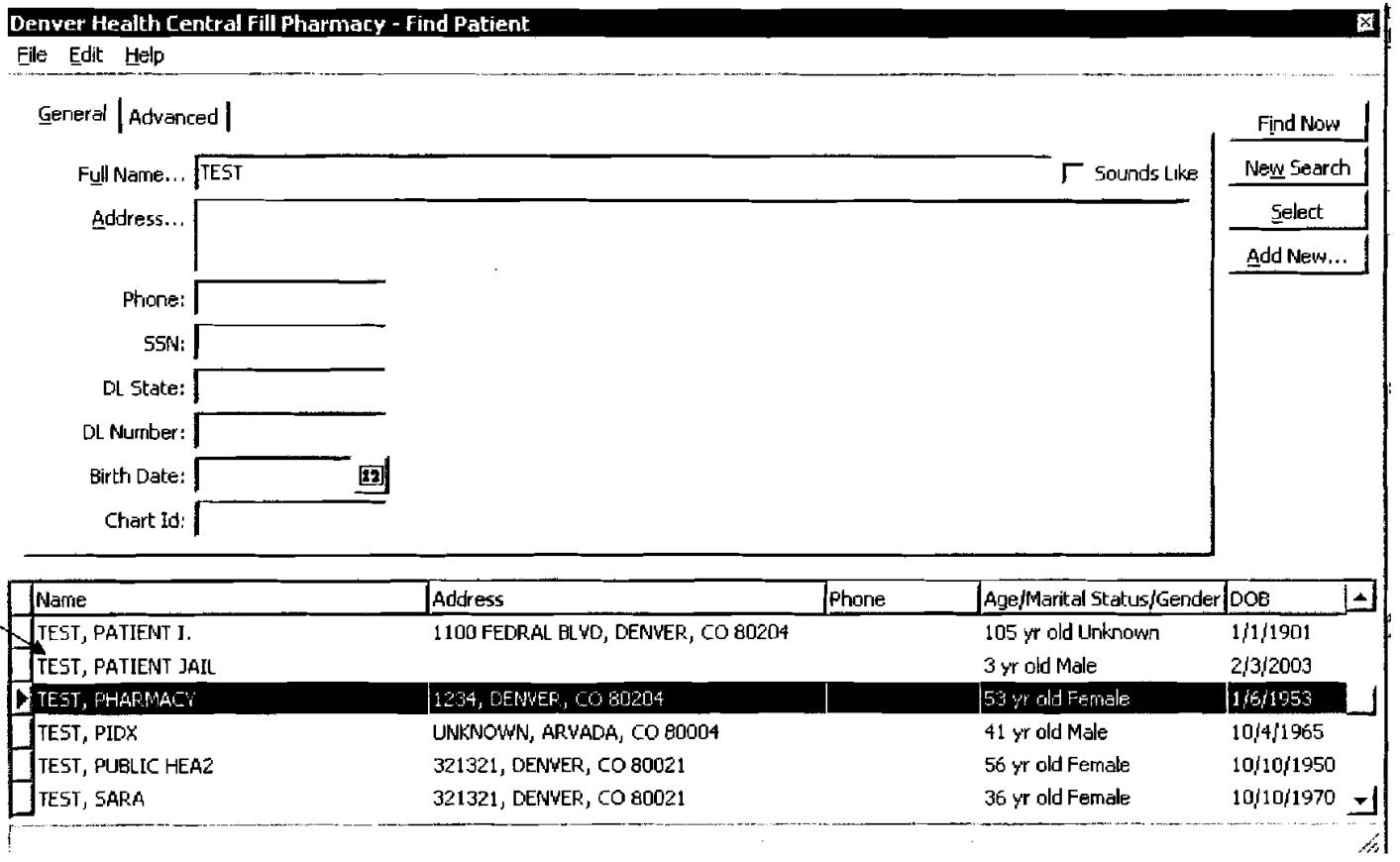
This will allow you to search by address and/or patient birthday

Search by chart ID +123456



Searching Patients in Guardian

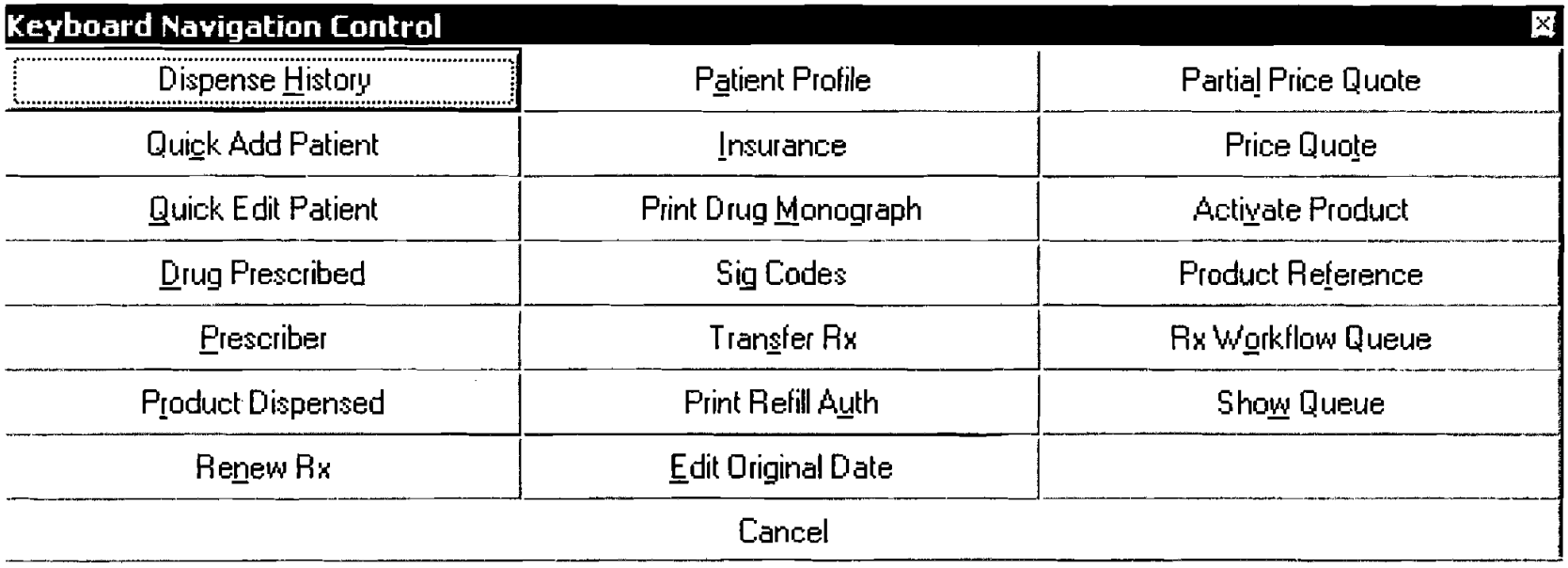
- Verify Patient Identity, Address, Date of Birth



Beware of patients with similar or the same name.
ALWAYS Verify.

Updating Patient Information

- Press '**Ctrl**' to access the Keyboard Navigation Control



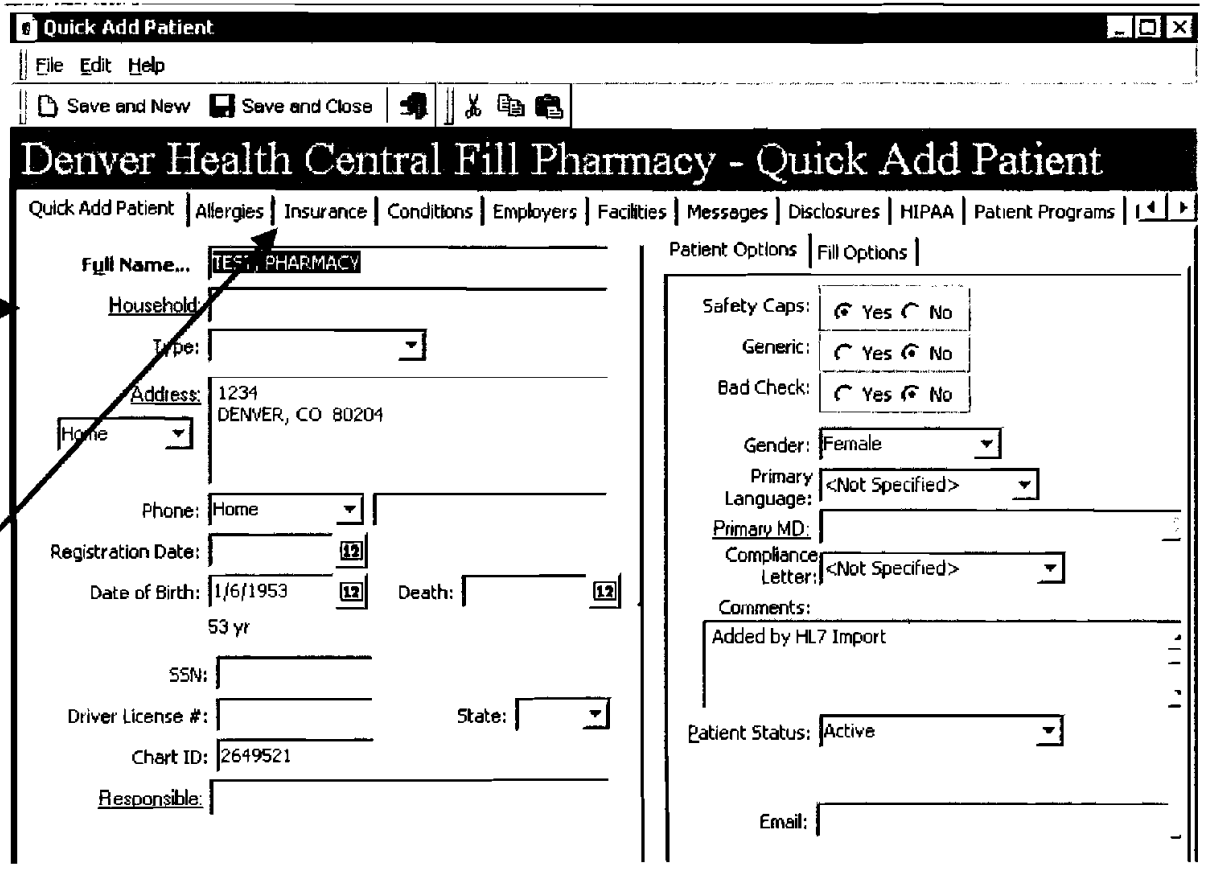
- Each option has a keyboard shortcut letter underlined (e.g. '**Ctrl**'+ **Q** will take you to Quick Edit Patient) or you can just select it with your mouse

Updating Patient Information

- Press 'Ctrl' + Q to edit the Quick Add Patient tab

Note the different Information Tabs in which you can edit/add patient information

After changes are made to the patient data, be sure to click 'Save and Close'



Updating Patient Information

- Updating/Adding Allergies ('**Ctrl**' + **Q**)

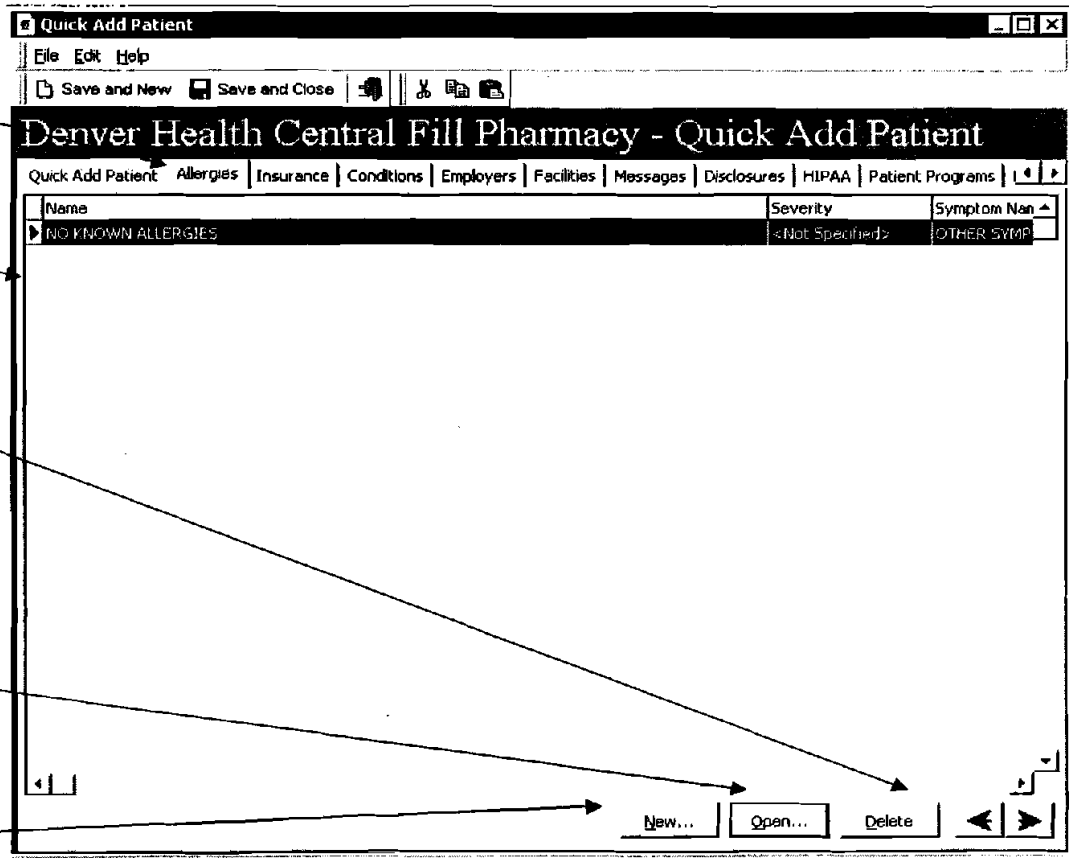
Click the 'Allergies' Tab

Allergy Profiles will be listed here

Delete.... deletes an existing allergy profile

Open... opens an existing allergy profile for editing

New... creates a new allergy profile



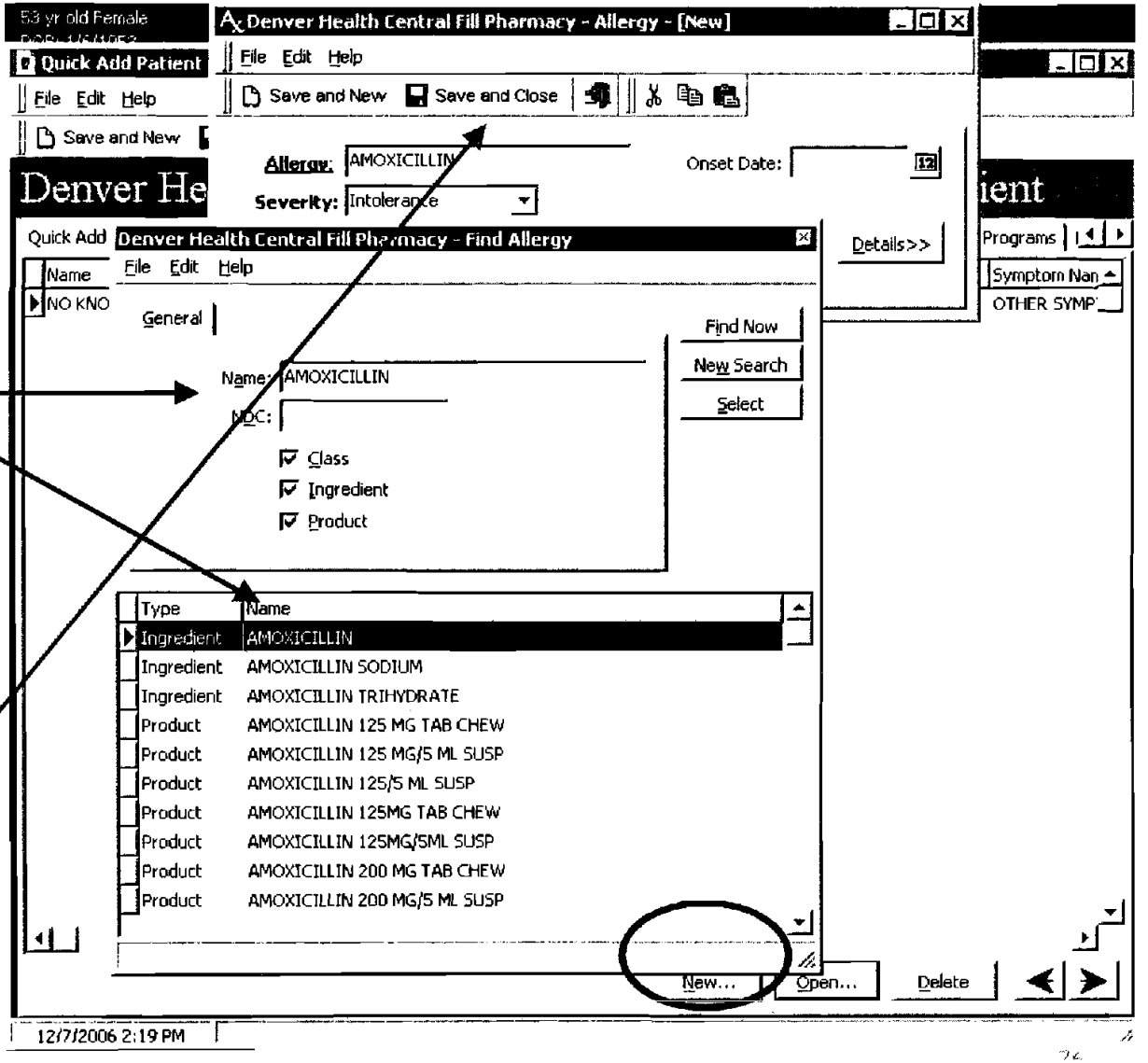
Updating Patient Information

Click New… to add an Allergy.

This box will appear for you to
type in the Allergy and then press Enter.

This box will then appear to validate the exact Allergy specifications. Double click the
one that matches.

After changes are made to the Allergy data, be sure to click 'Save and Close'



Updating Patient Information

- Press 'Ctrl' + Q & select the Insurance tab

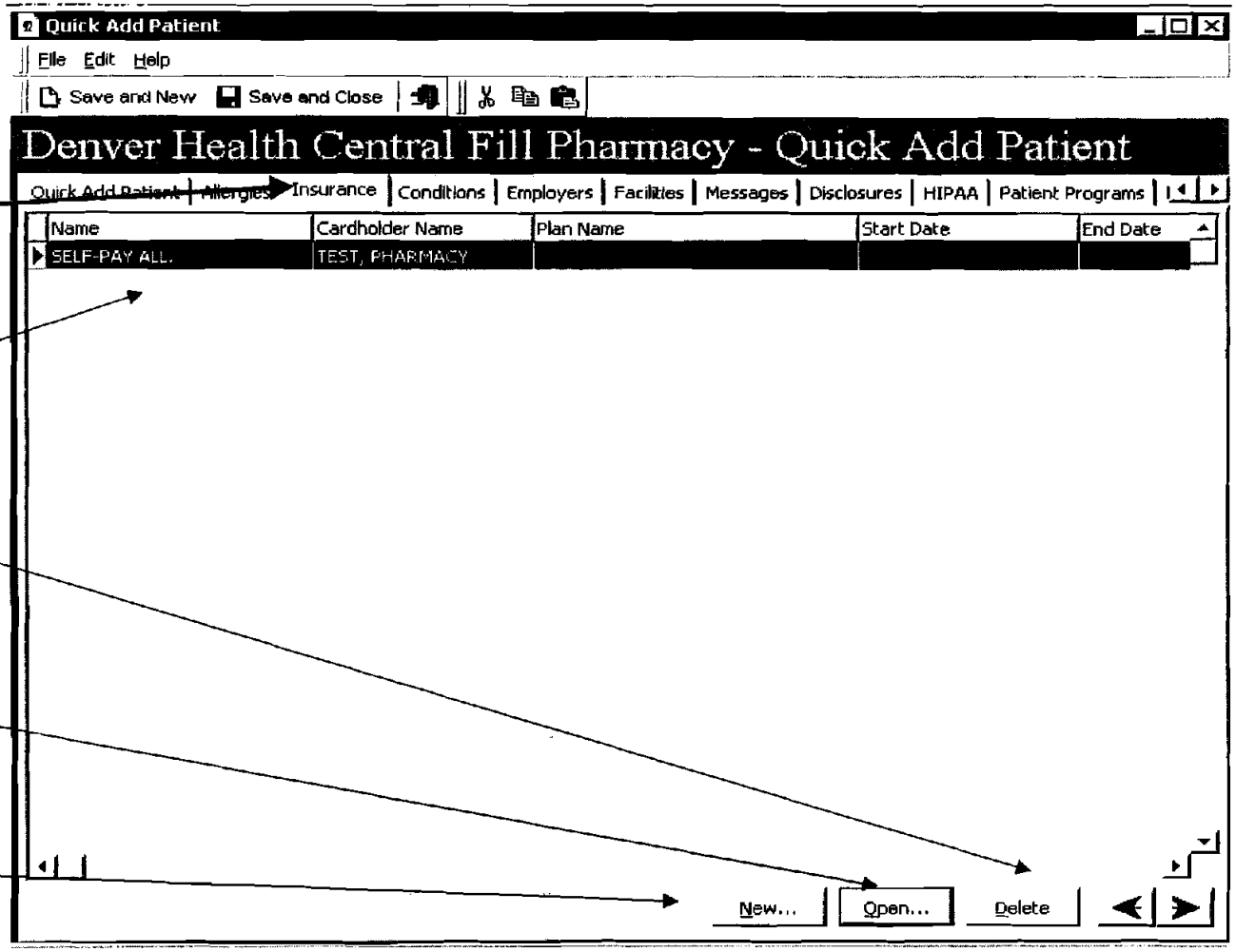
Note the different Information Tabs in which you can edit/add patient information

Insurance Profiles will be listed here

Delete.... deletes an existing insurance profile

Open... opens an existing insurance profile for editing

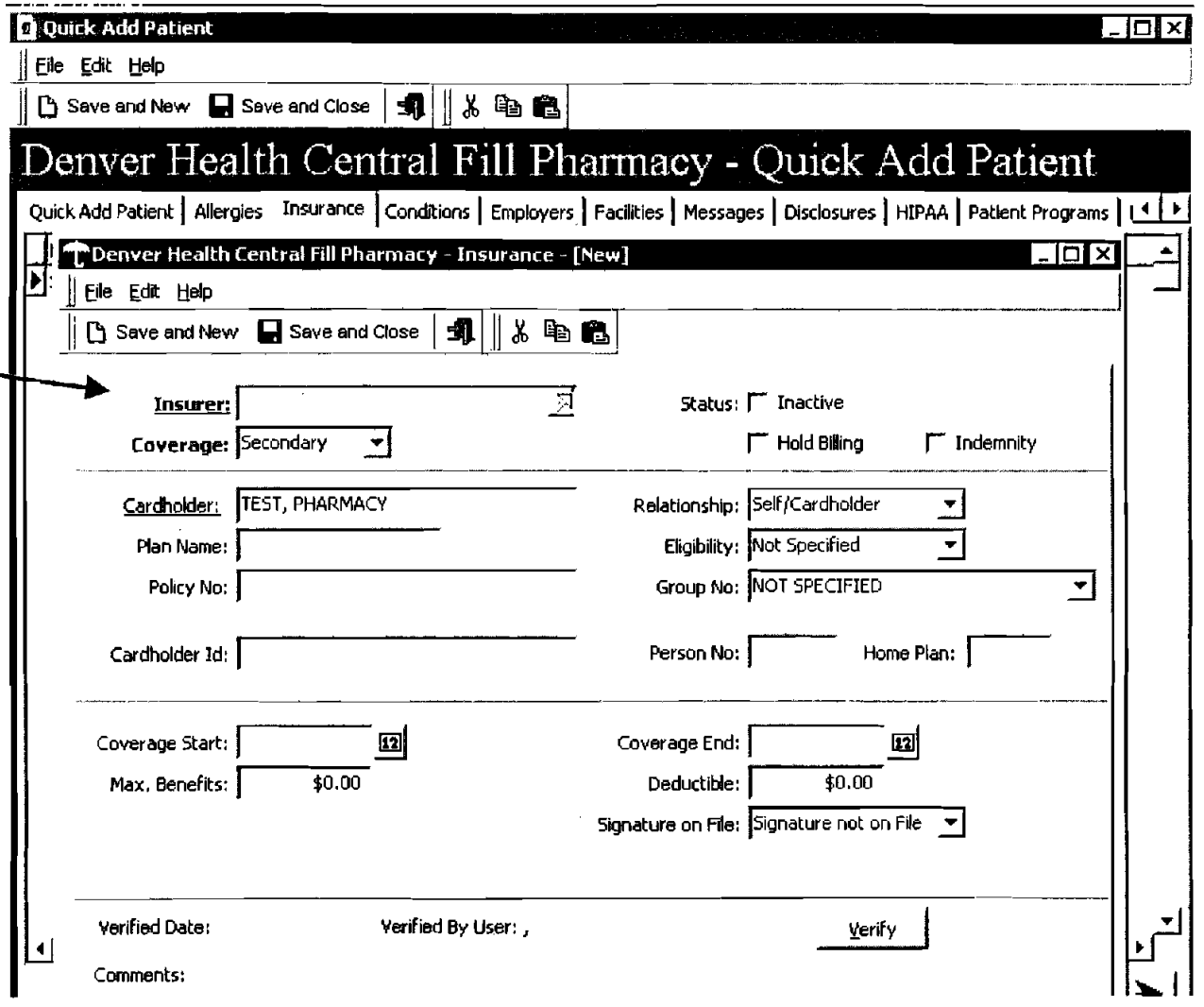
New... creates a new insurance profile



Updating Patient Information

Click New... to add an Insurance.

This box will appear for you to type in the Insurance Co and then press Enter.

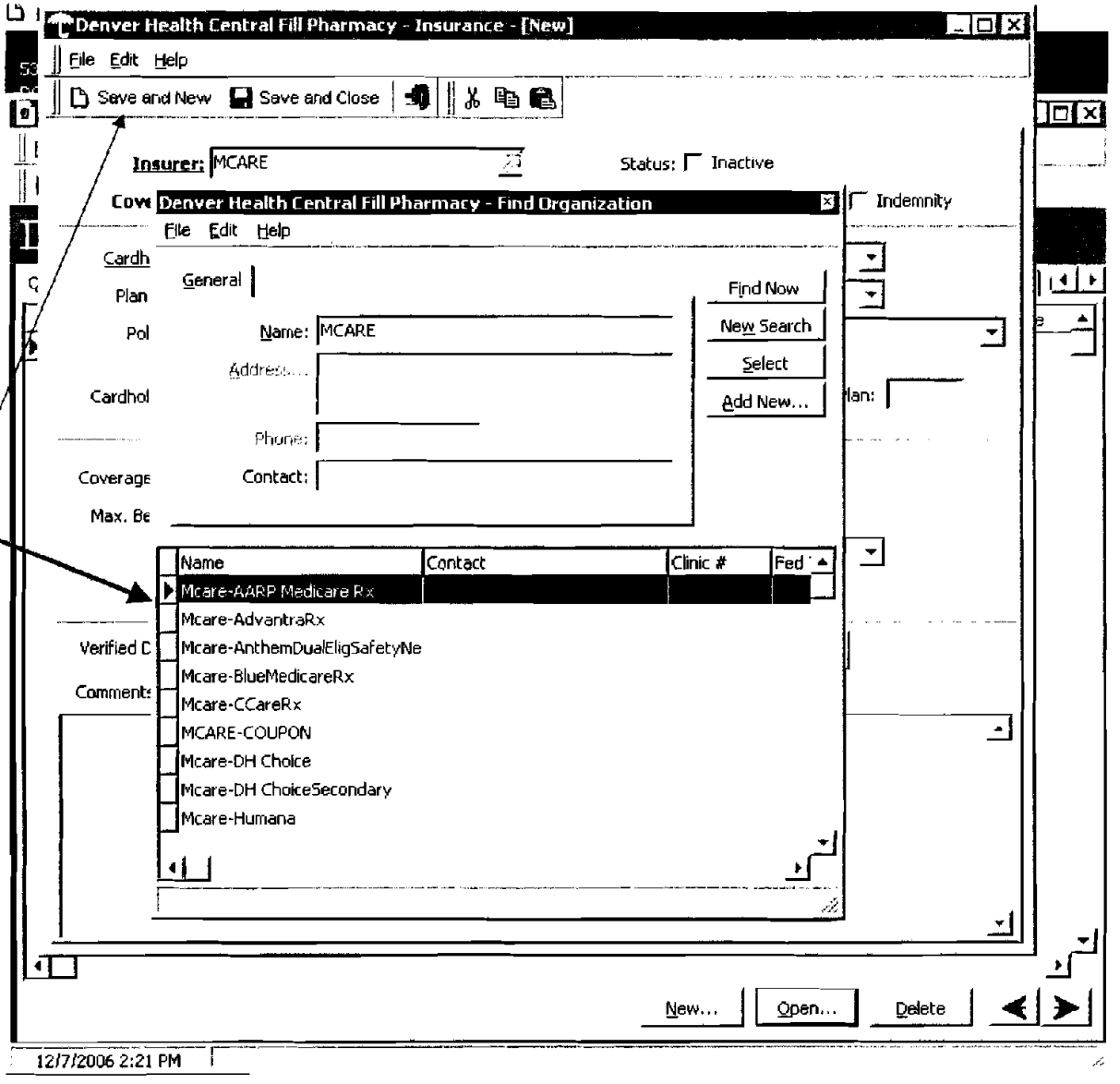


Updating Patient Information

This box will appear to validate the exact Insurance Company. Double click the one that matches.

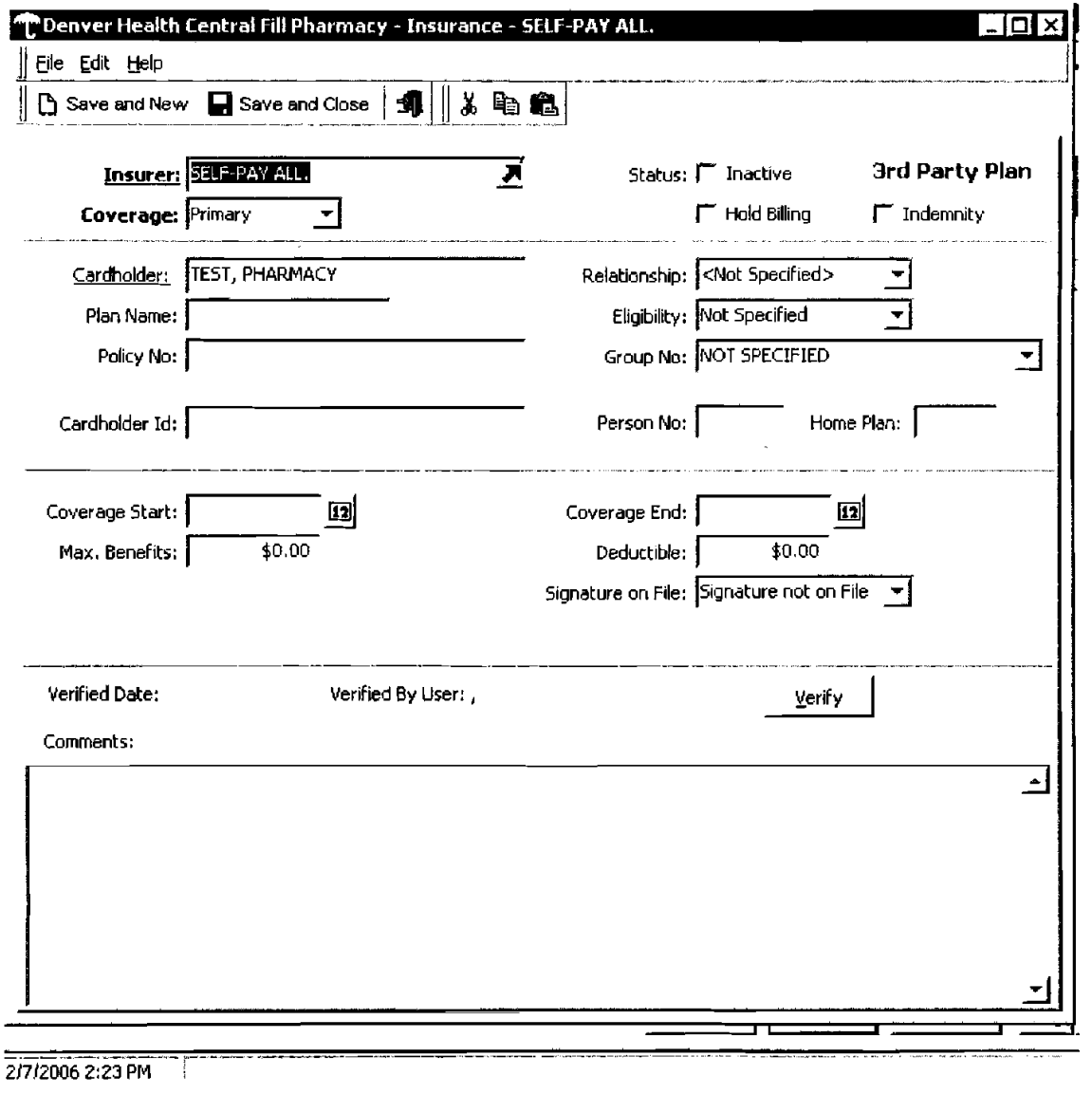
If the company is not present, call the Help Desk. **Never** select Add New…

After changes are made to the Insurance data, be sure to click 'Save and Close'



Updating Patient Information

- KOP or NONKOP



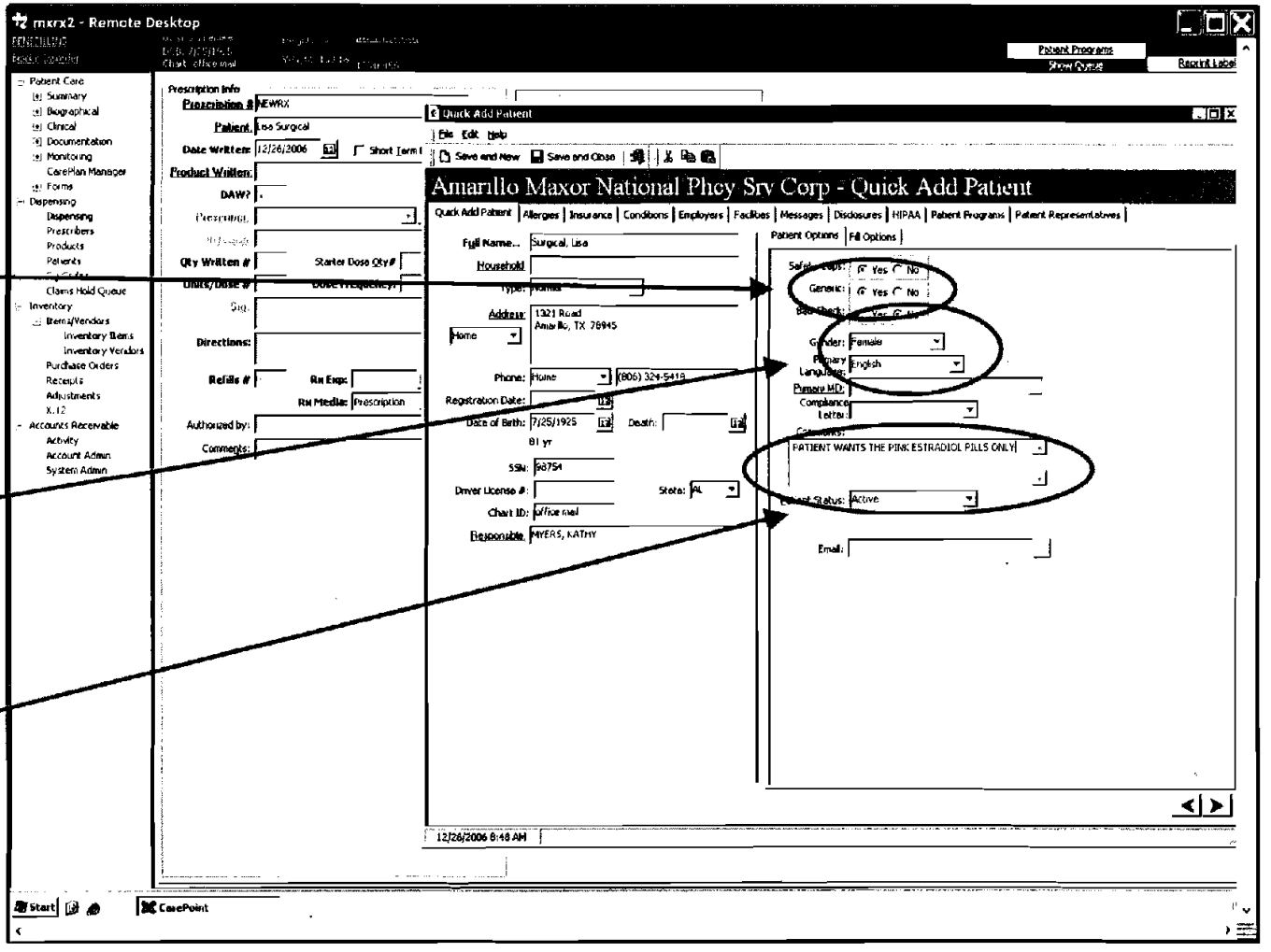
Updating Patient Information

Here is where you would update the patient's preferences for safety caps on their prescriptions

You can record their gender here

You can add comments to their profile in this box

"patient wants pink estradiol pills only"



Updating Patient Information

- Press 'Ctrl' + Q & select the Conditions tab

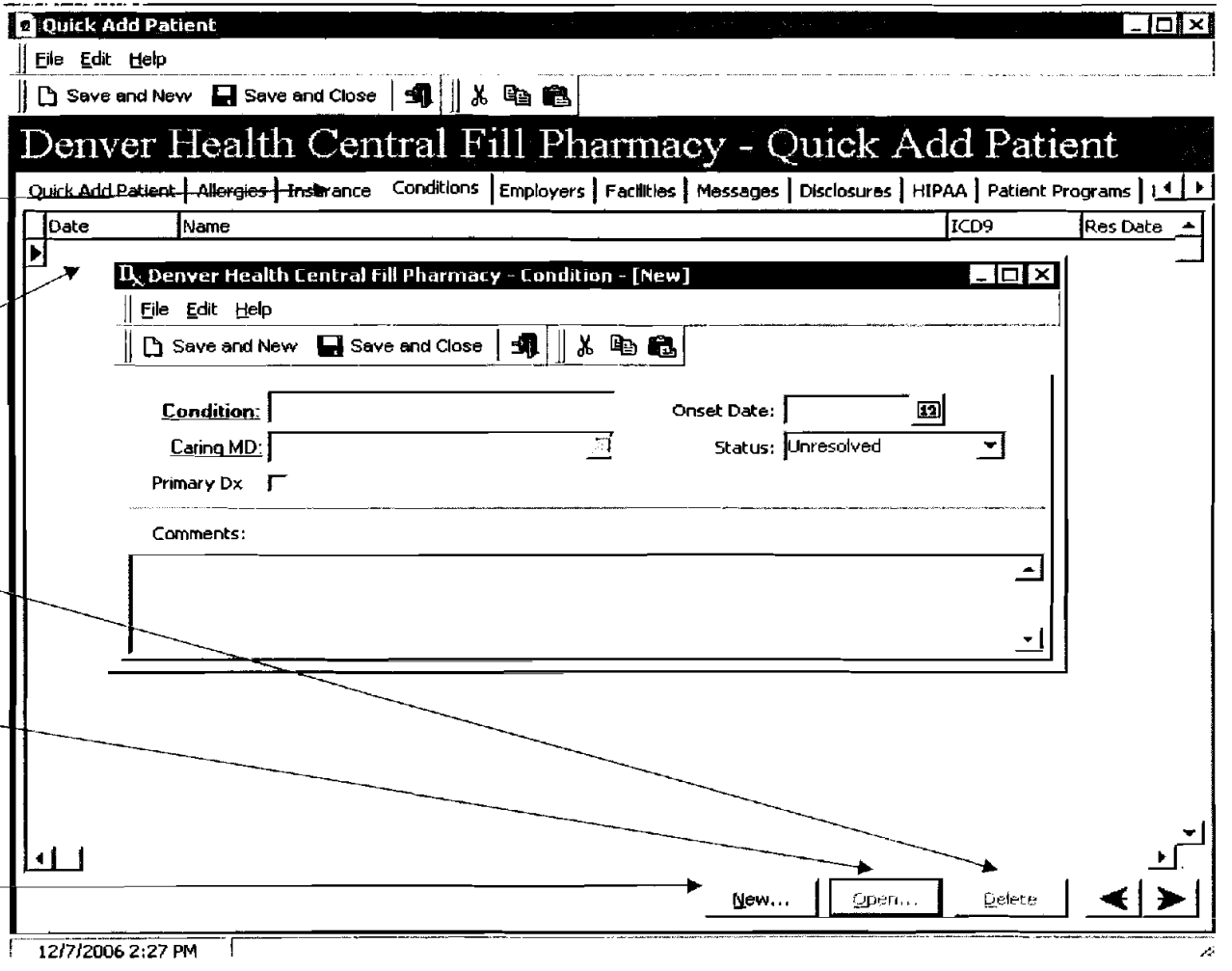
Note the different Information Tabs in which you can edit/add patient information

Health Conditions will be listed here

Delete.... deletes an existing conditions profile

Open... opens an existing conditions profile for editing

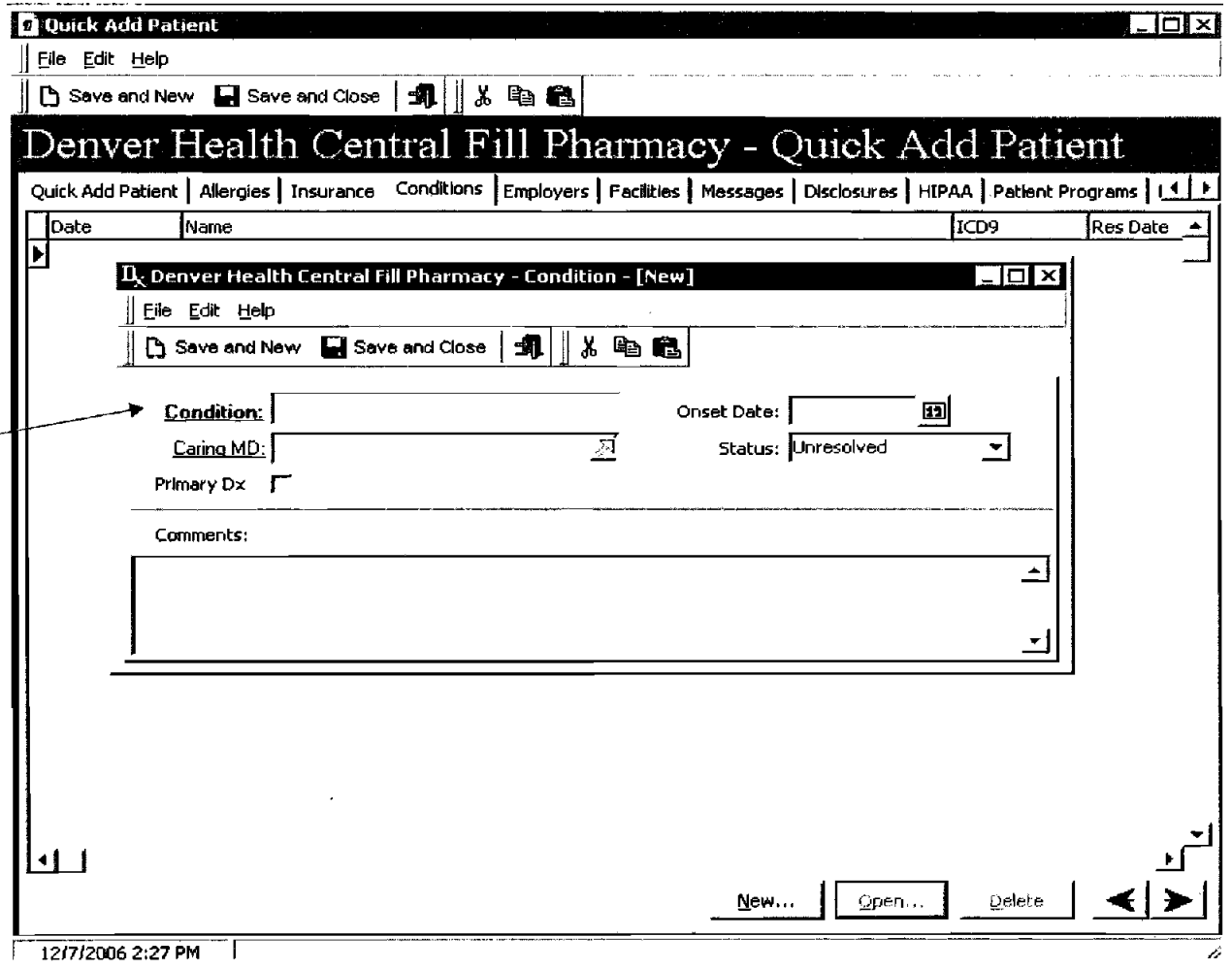
New... creates a new health condition



Updating Patient Information

Click New... to add a Condition.

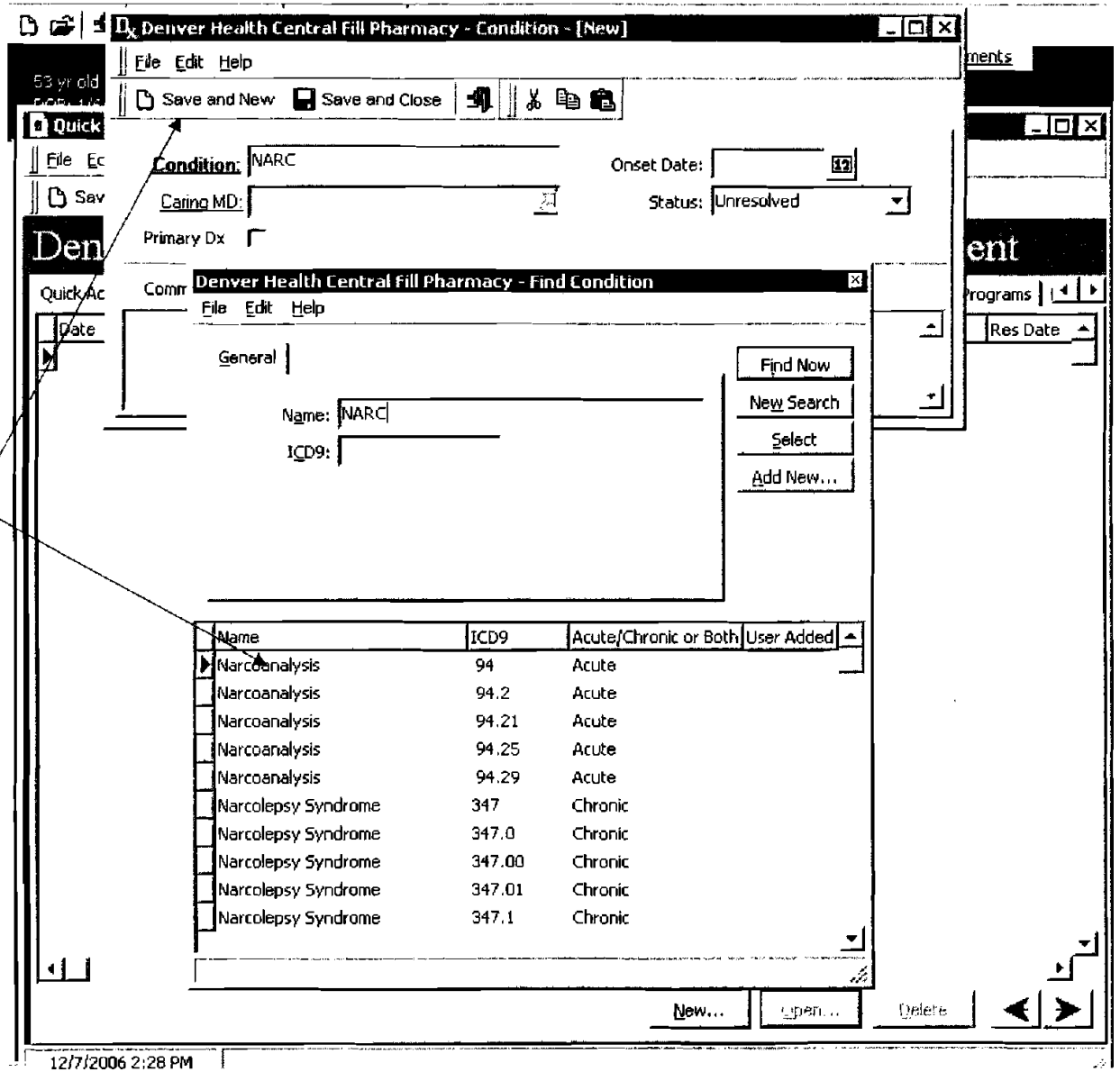
This box will appear for you to type in the Condition and then press Enter.



Updating Patient Information

This box will appear to validate the exact Health Condition. Double click the one that matches.

After changes are made to the Conditions data, be sure to click 'Save and Close'



Reviewing Patient Information

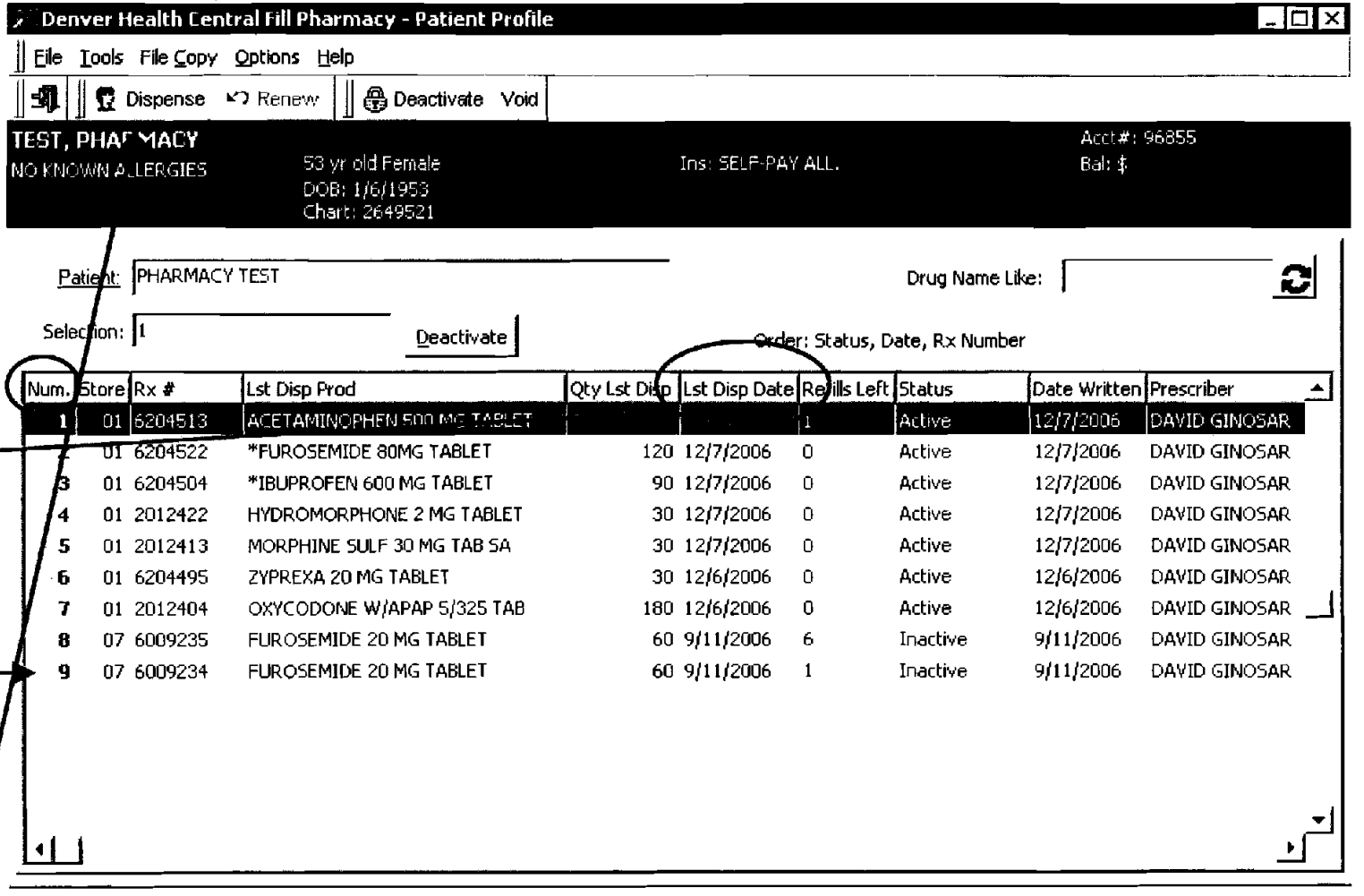
- Ctrl + A to access Patient Profile

Dispensing Information

Double click the medication to see the various dispenses

Double click the column heading to sort by date

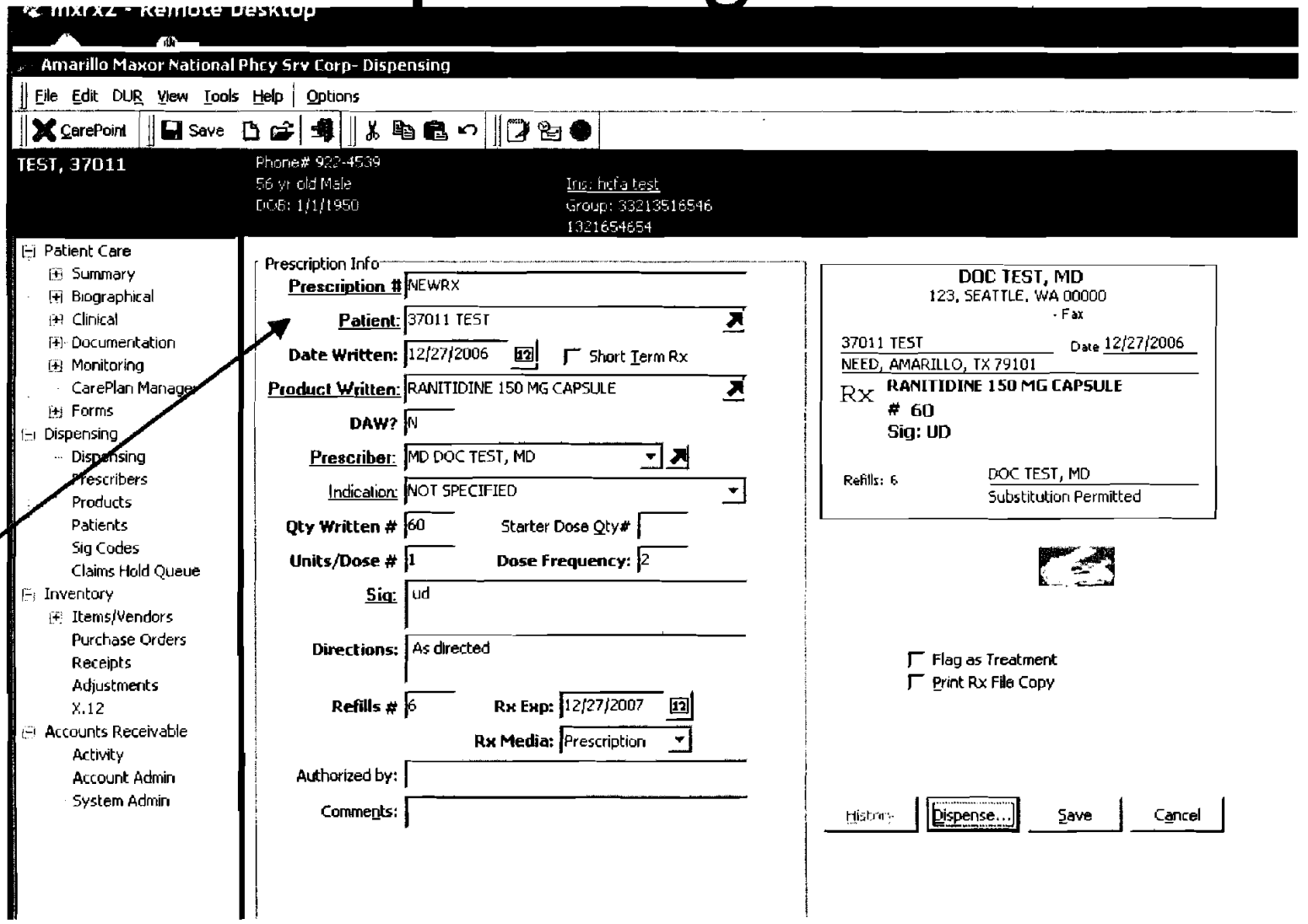
Refills can be processed here by highlighting the Num. and clicking Dispense



Num.	Store	Rx #	Lst Disp Prod	Qty Lst Disp	Lst Disp Date	Refills Left	Status	Date Written	Prescriber
1	01	6204513	ACETAMINOPHEN 500 MG TABLET			1	Active	12/7/2006	DAVID GINOSAR
2	01	6204522	*FUROSEMIDE 80MG TABLET	120	12/7/2006	0	Active	12/7/2006	DAVID GINOSAR
3	01	6204504	*IBUPROFEN 600 MG TABLET	90	12/7/2006	0	Active	12/7/2006	DAVID GINOSAR
4	01	2012422	HYDROMORPHONE 2 MG TABLET	30	12/7/2006	0	Active	12/7/2006	DAVID GINOSAR
5	01	2012413	MORPHINE SULF 30 MG TAB SA	30	12/7/2006	0	Active	12/7/2006	DAVID GINOSAR
6	01	6204495	ZYPREXA 20 MG TABLET	30	12/6/2006	0	Active	12/6/2006	DAVID GINOSAR
7	01	2012404	OXYCODONE W/APAP 5/325 TAB	180	12/6/2006	0	Active	12/6/2006	DAVID GINOSAR
8	07	6009235	FUROSEMIDE 20 MG TABLET	60	9/11/2006	6	Inactive	9/11/2006	DAVID GINOSAR
9	07	6009234	FUROSEMIDE 20 MG TABLET	60	9/11/2006	1	Inactive	9/11/2006	DAVID GINOSAR

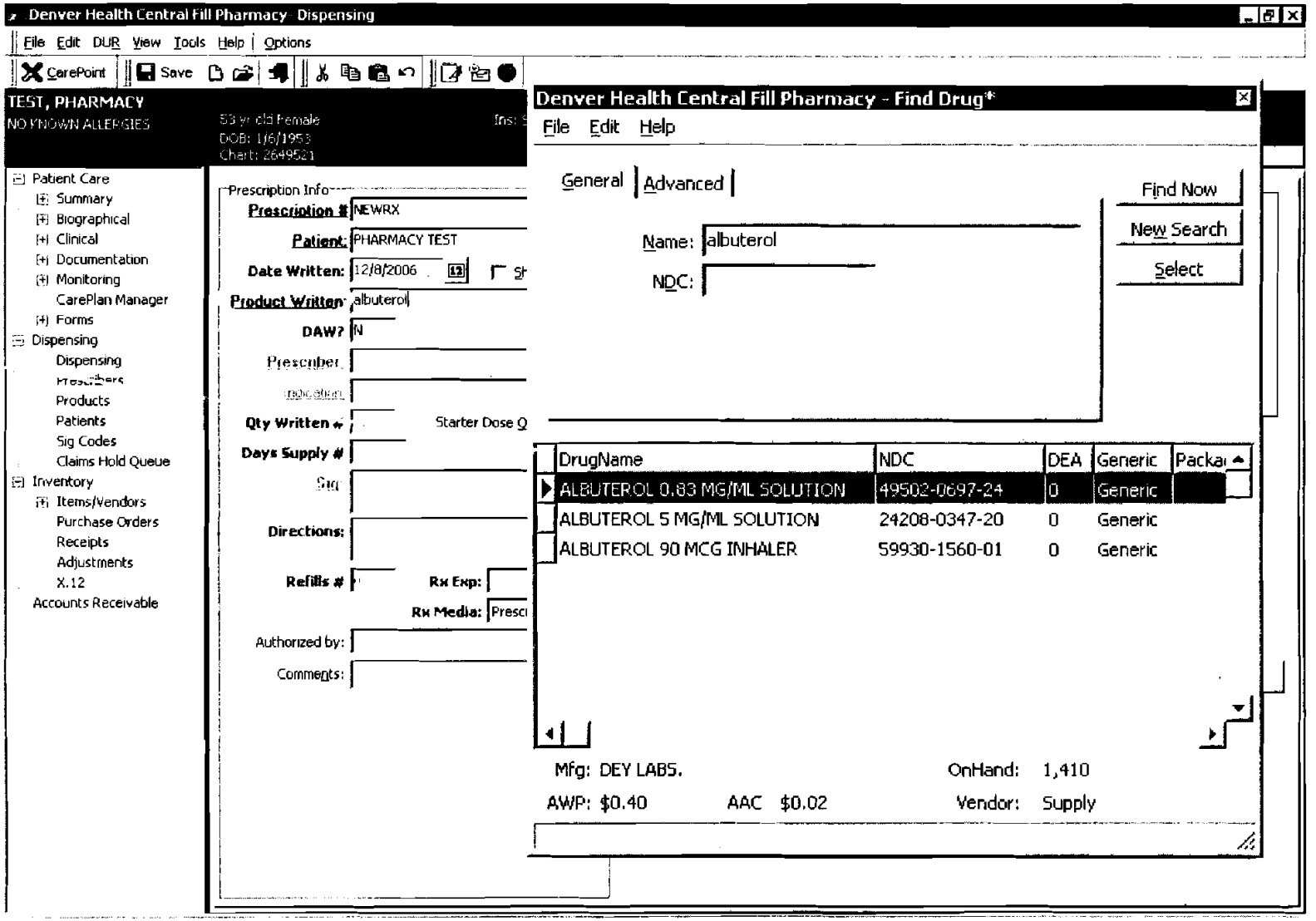
Dispensing

Enter the information in order and press Tab to proceed to the next field highlighted in red.



Dispensing

"Product Written" will pop up this box for you to select the appropriate medication

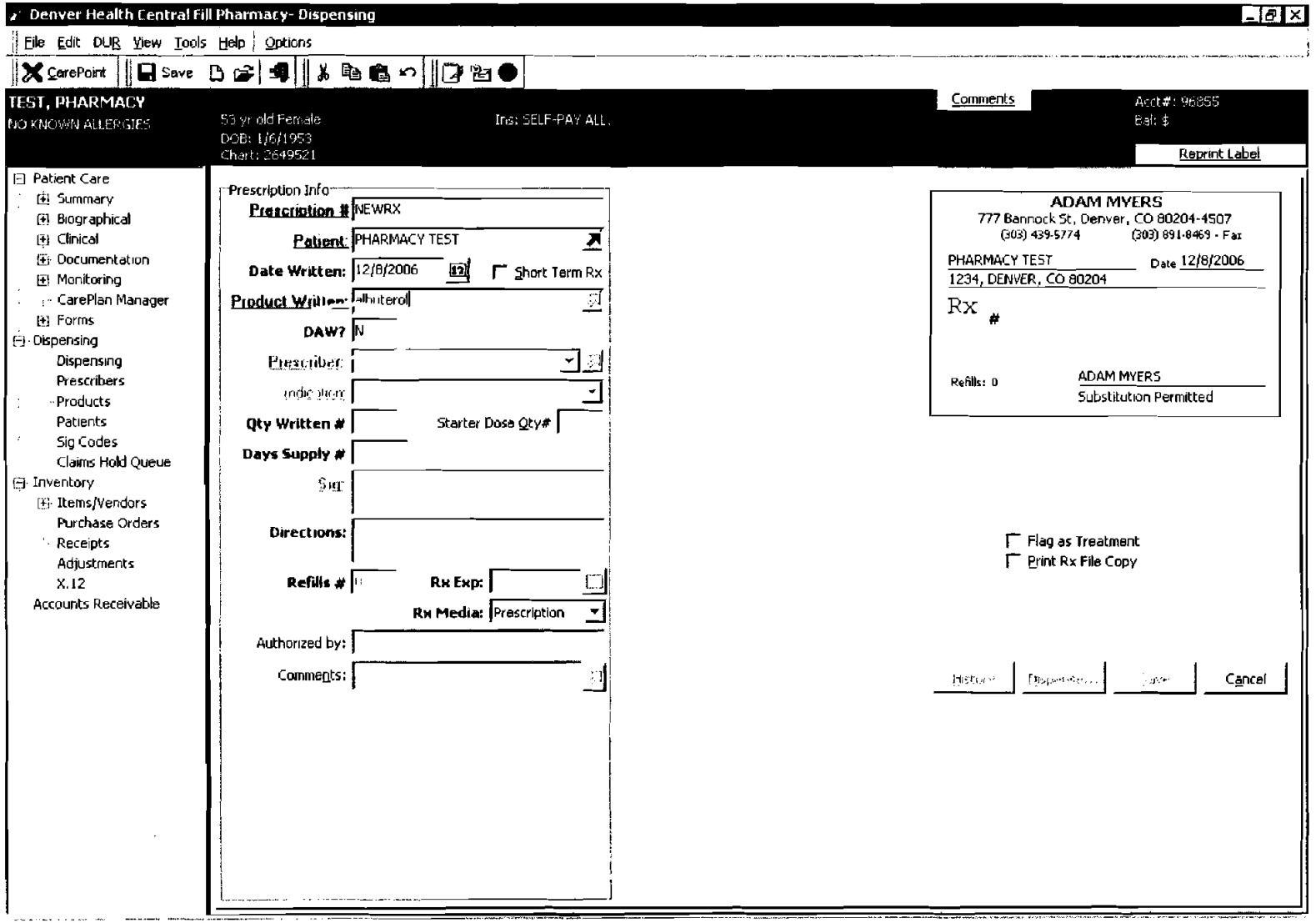


Dispensing

"DAW?" –

Mark 'Y' only if Dispense As Written is indicated on the prescription

Otherwise mark 'N'

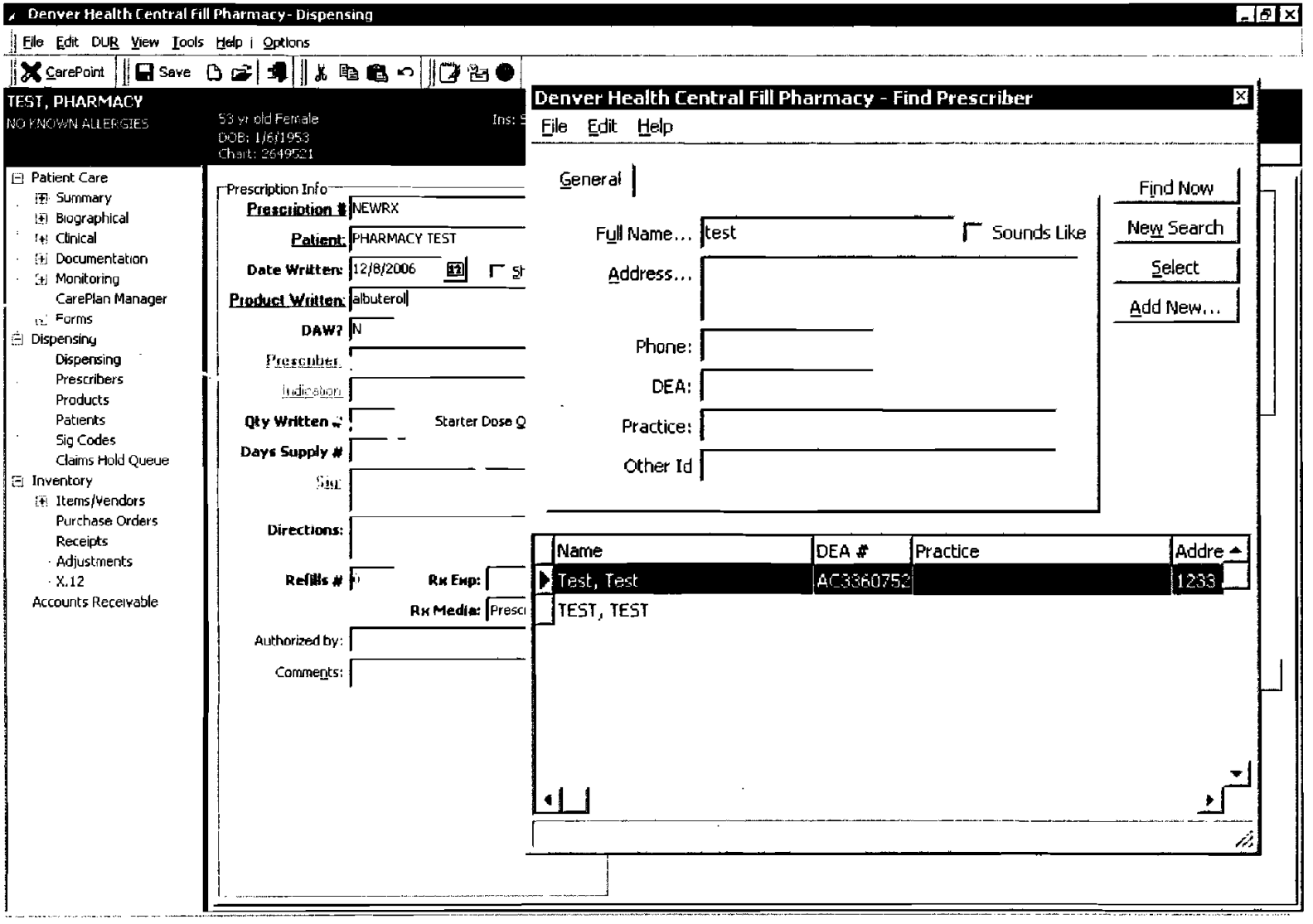


Dispensing

"Prescriber" will pop up this box for you to select the appropriate Doctor

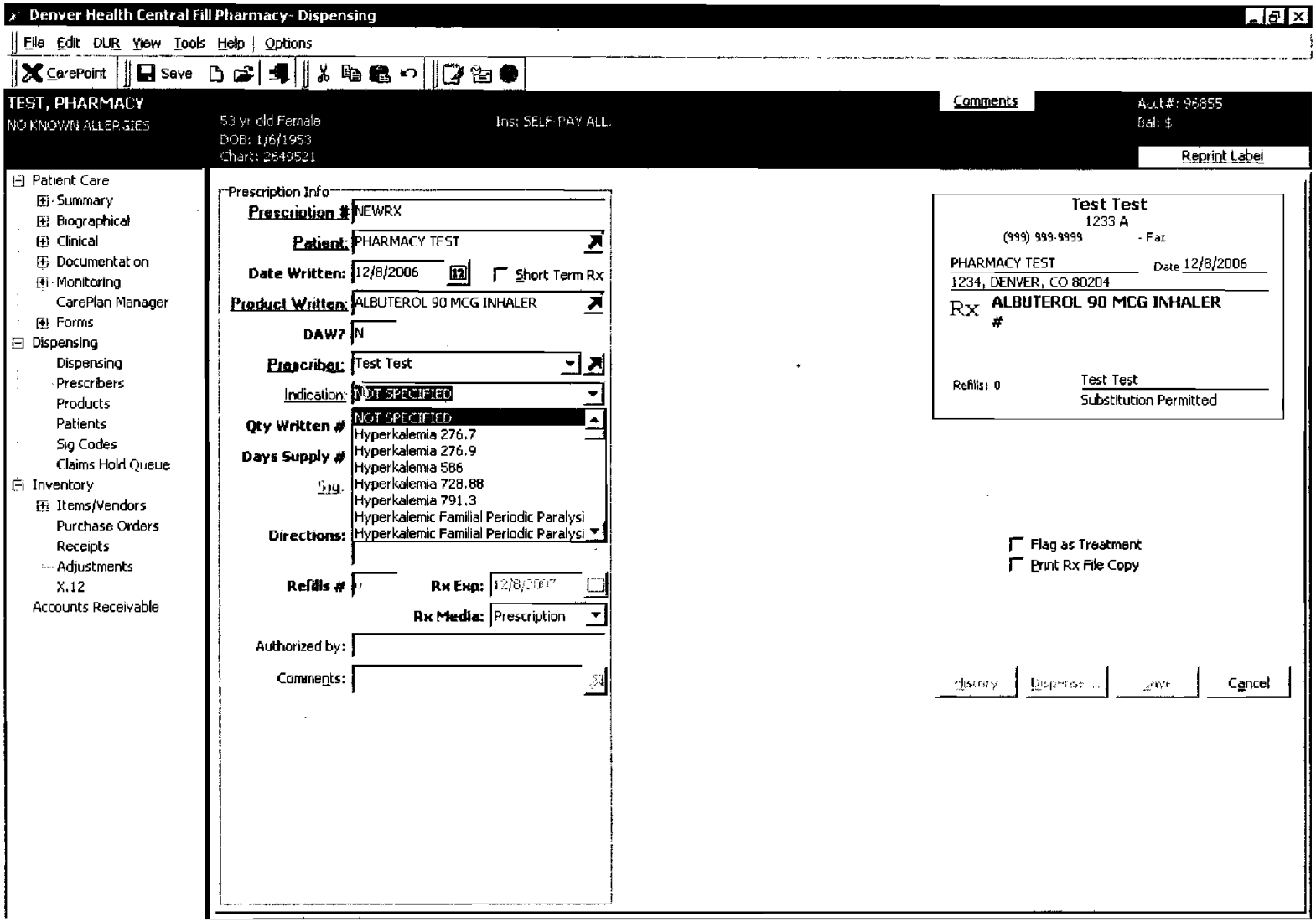
Beware of prescribers with similar or the same name.

ALWAYS Verify.



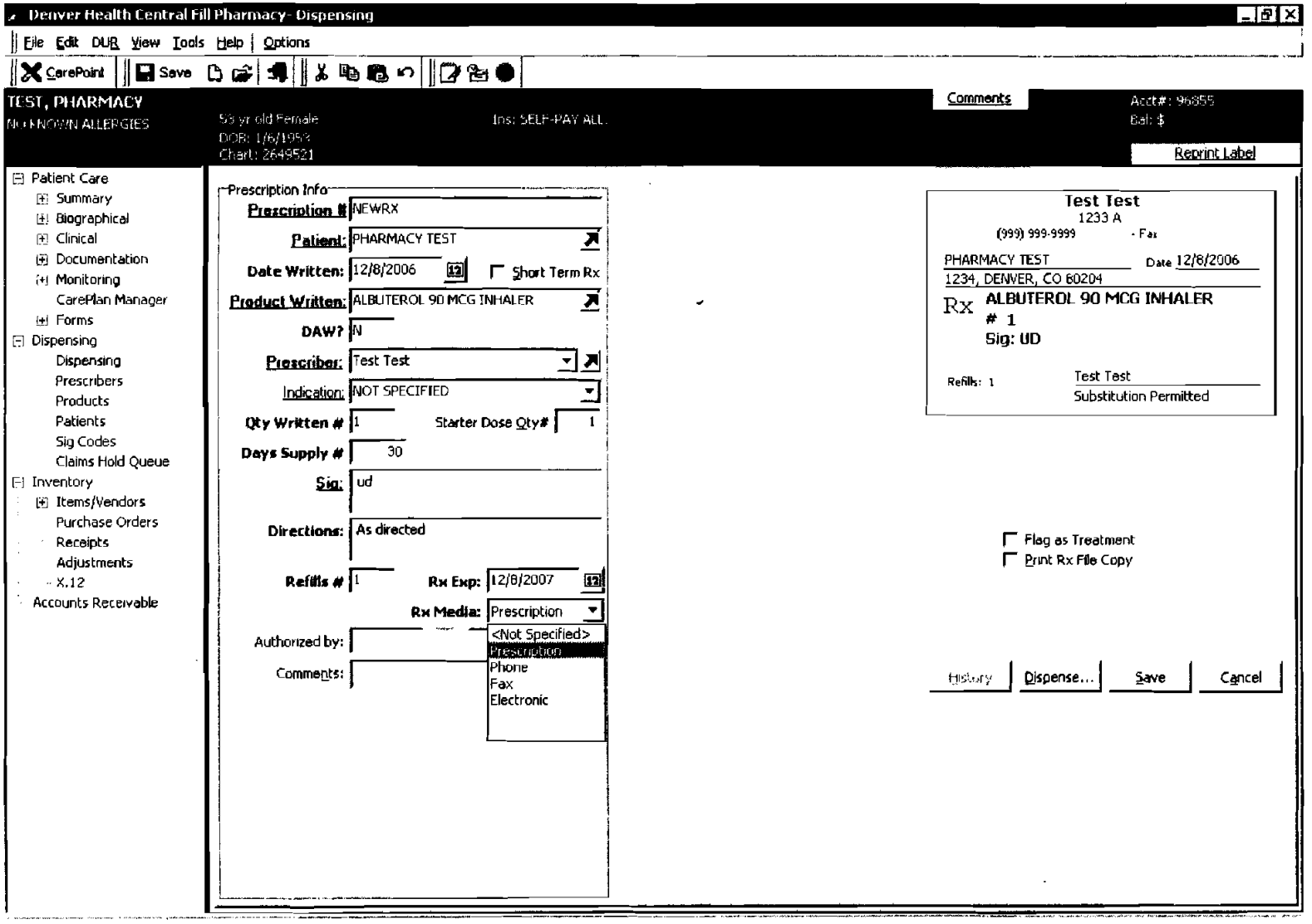
Dispensing

Select the correct "Indication" from the drop down menu. This is necessary for all medical billing.



Dispensing

Optional: Select the correct "Rx Media" from the drop down menu to indicate how the prescription data was received

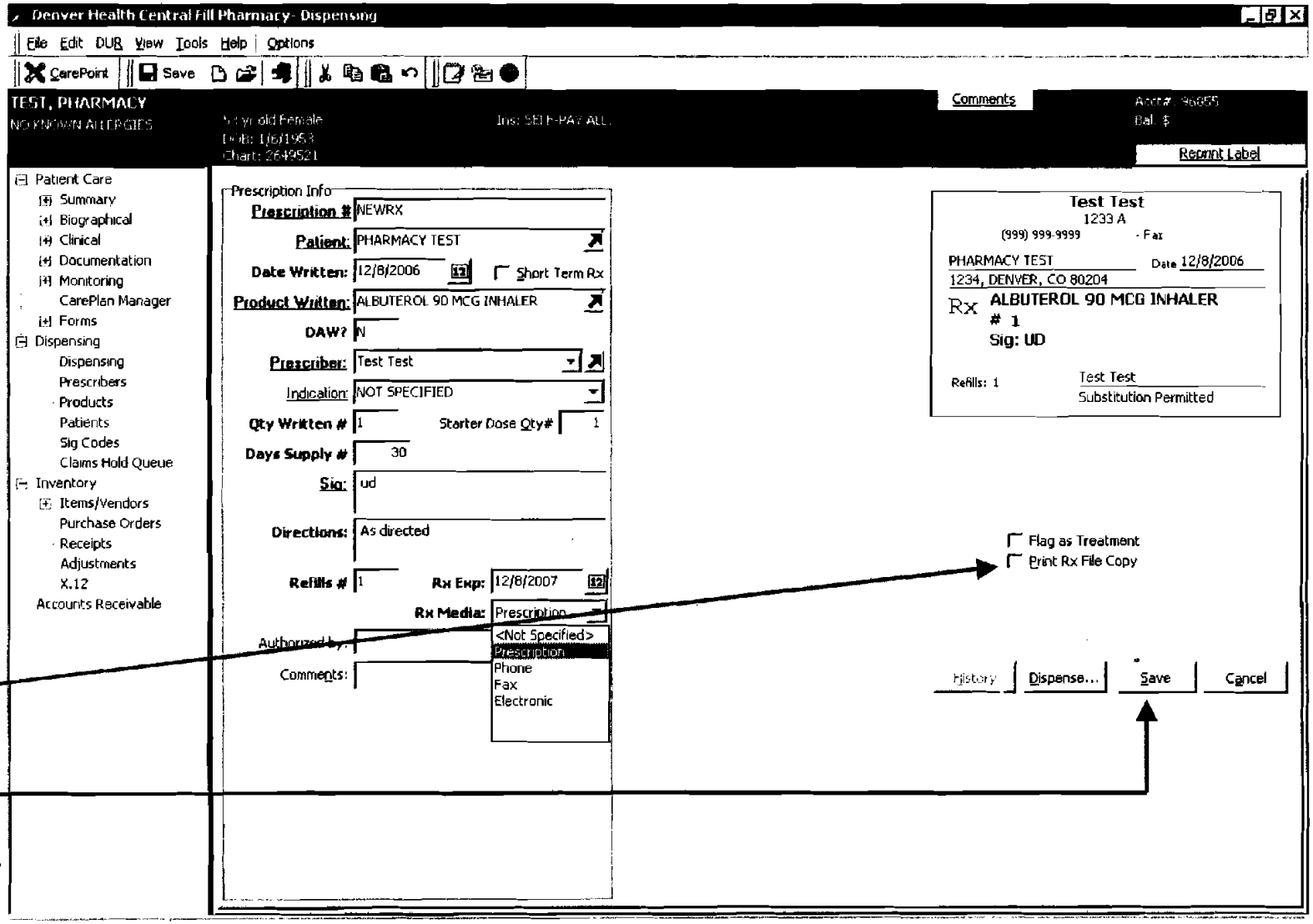


Dispensing

Click "Dispense" to proceed after all of the fields have been completed

OR

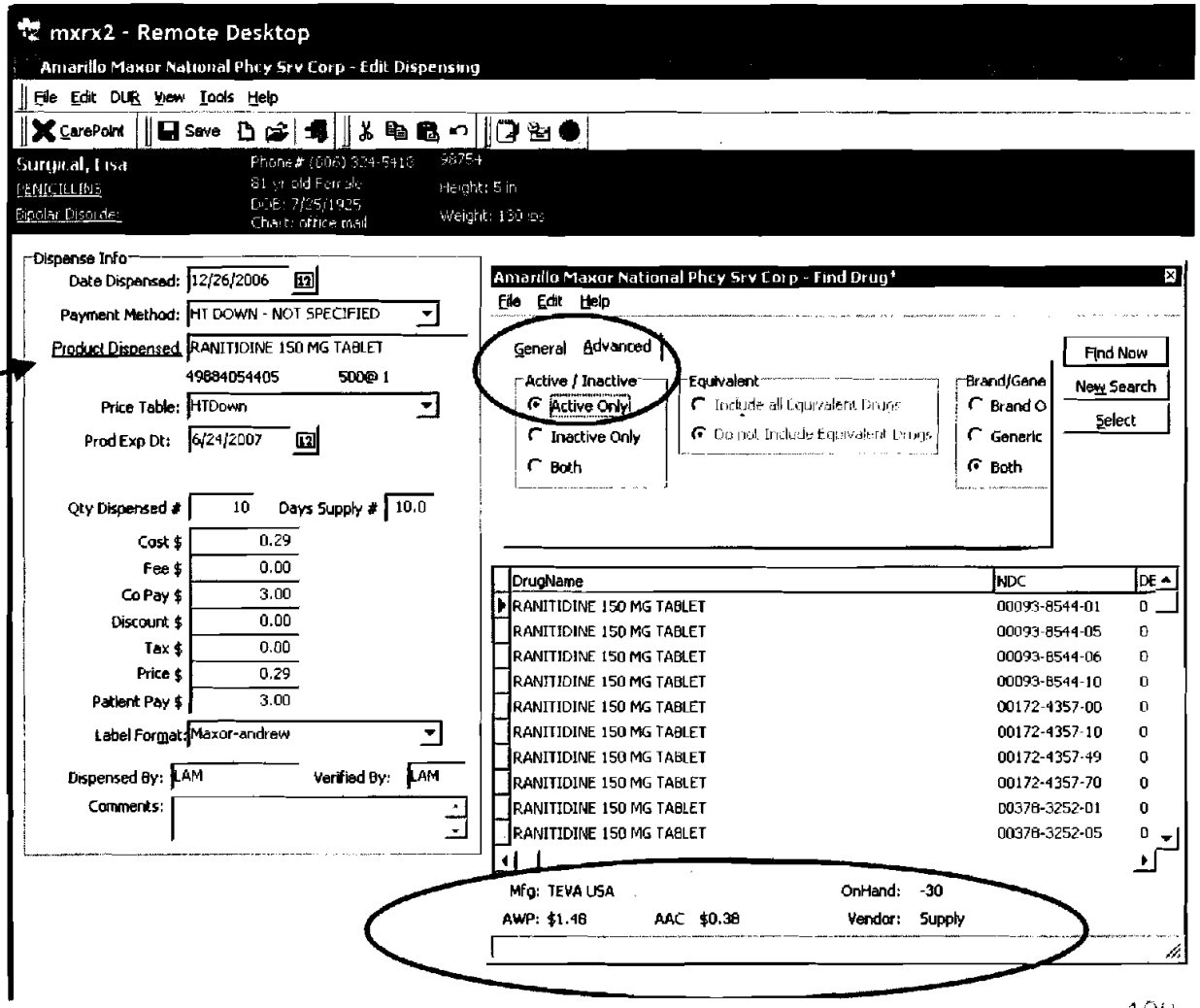
If you want to print a Rx File Copy, click the box and click Save rather than Dispense



Dispensing

Before dispensing you will want to make sure you are selecting an NDC that has a positive qty on hand.

It is very important that you select only "**active products**" when brand swapping

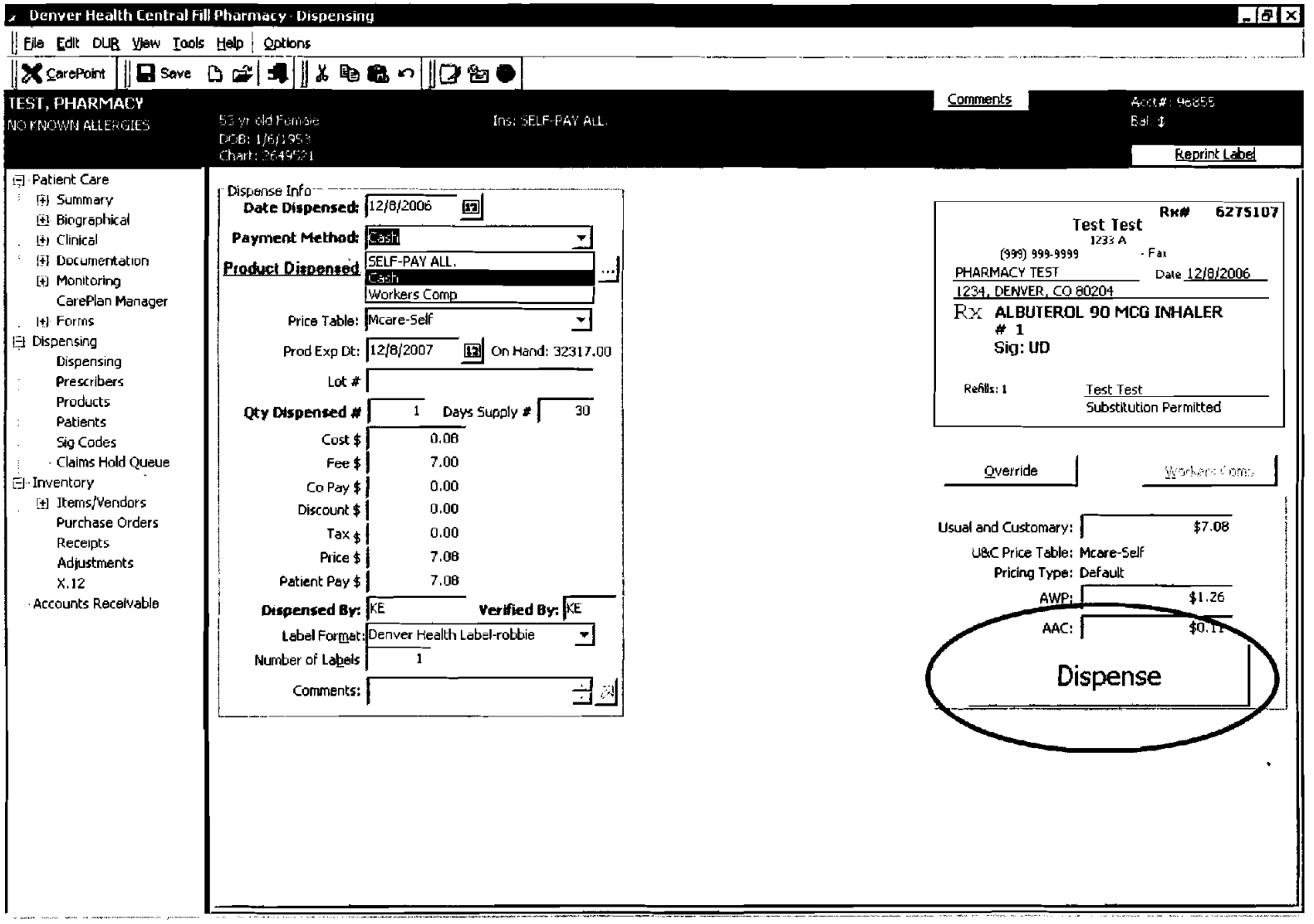


Dispensing

Final Review

Verify the Date Dispensed, the correct Payment Method, the Qty Dispensed, the Pricing, the Tech's Initials and the Pharmacist's Initials.

Click Dispense

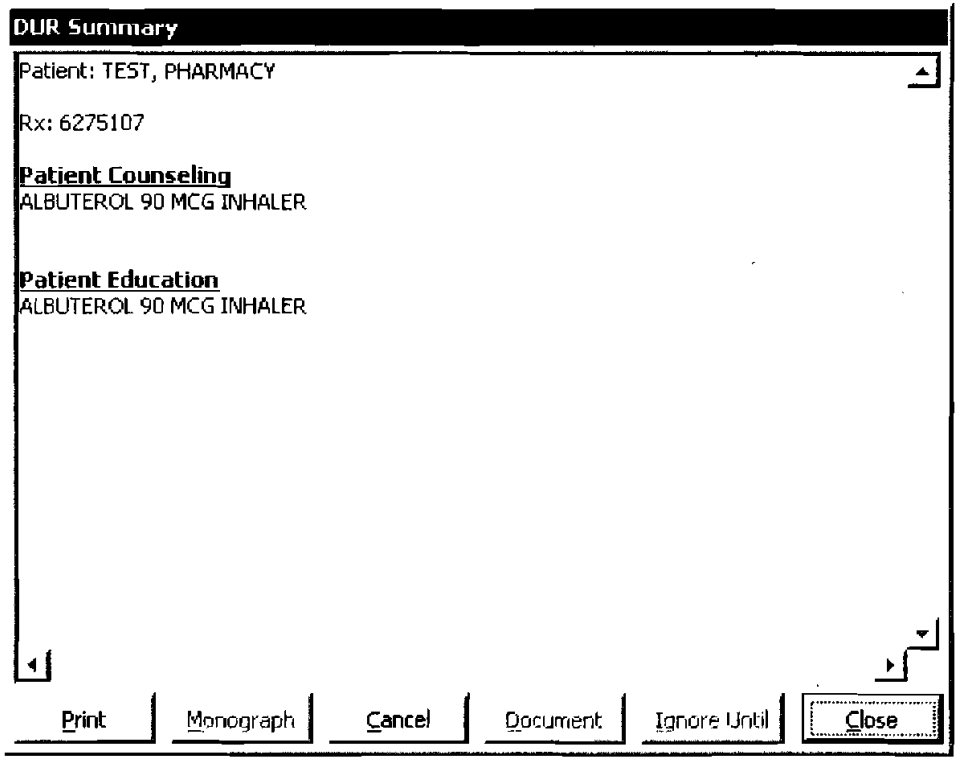


Dispensing

- Drug Utilization Review (DUR)

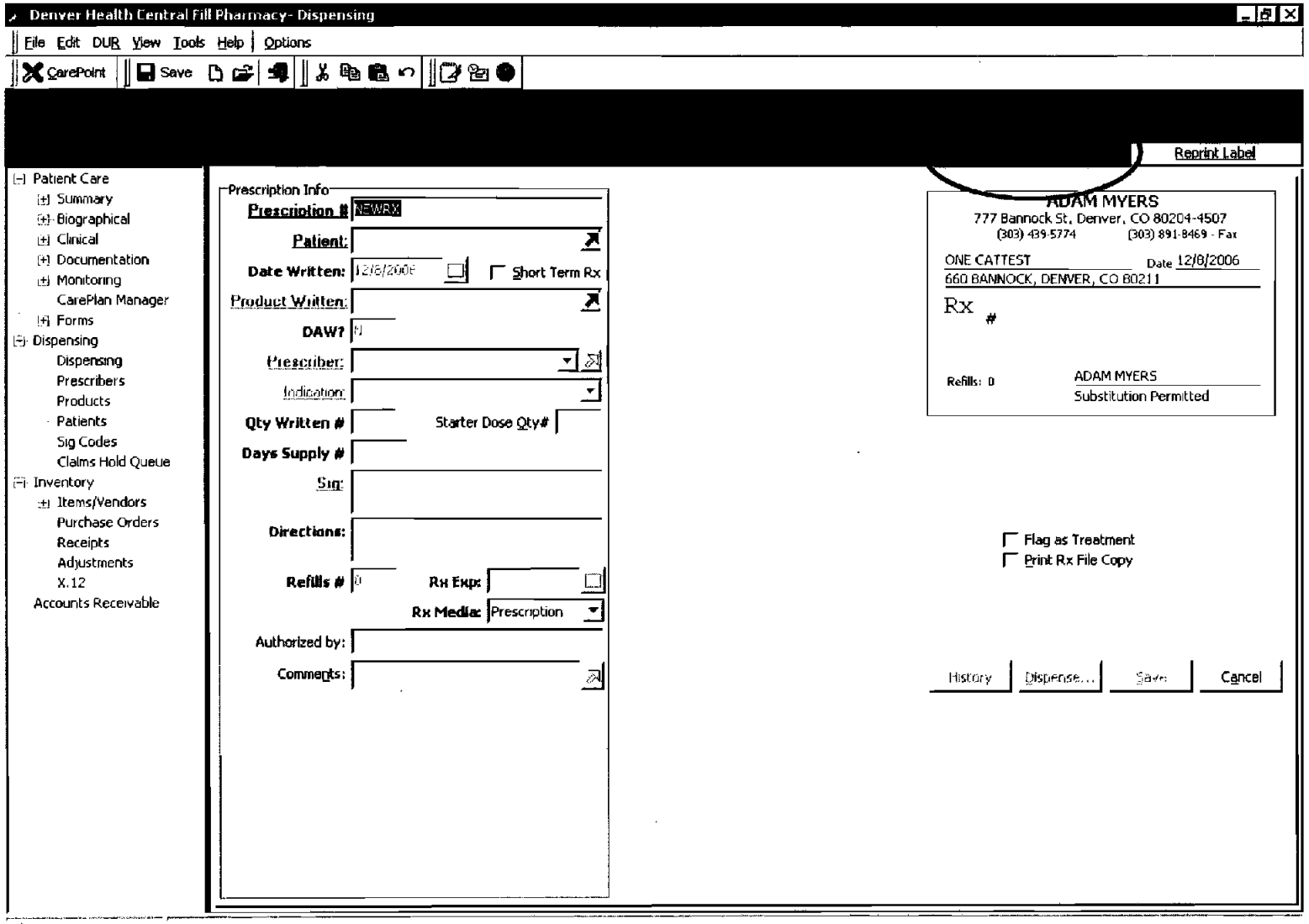
A DUR Summary or a sequence of DUR Summaries may appear after clicking Dispense.

Review this information carefully before clicking Close or Print for Pharmacist Review if the text is in Red.



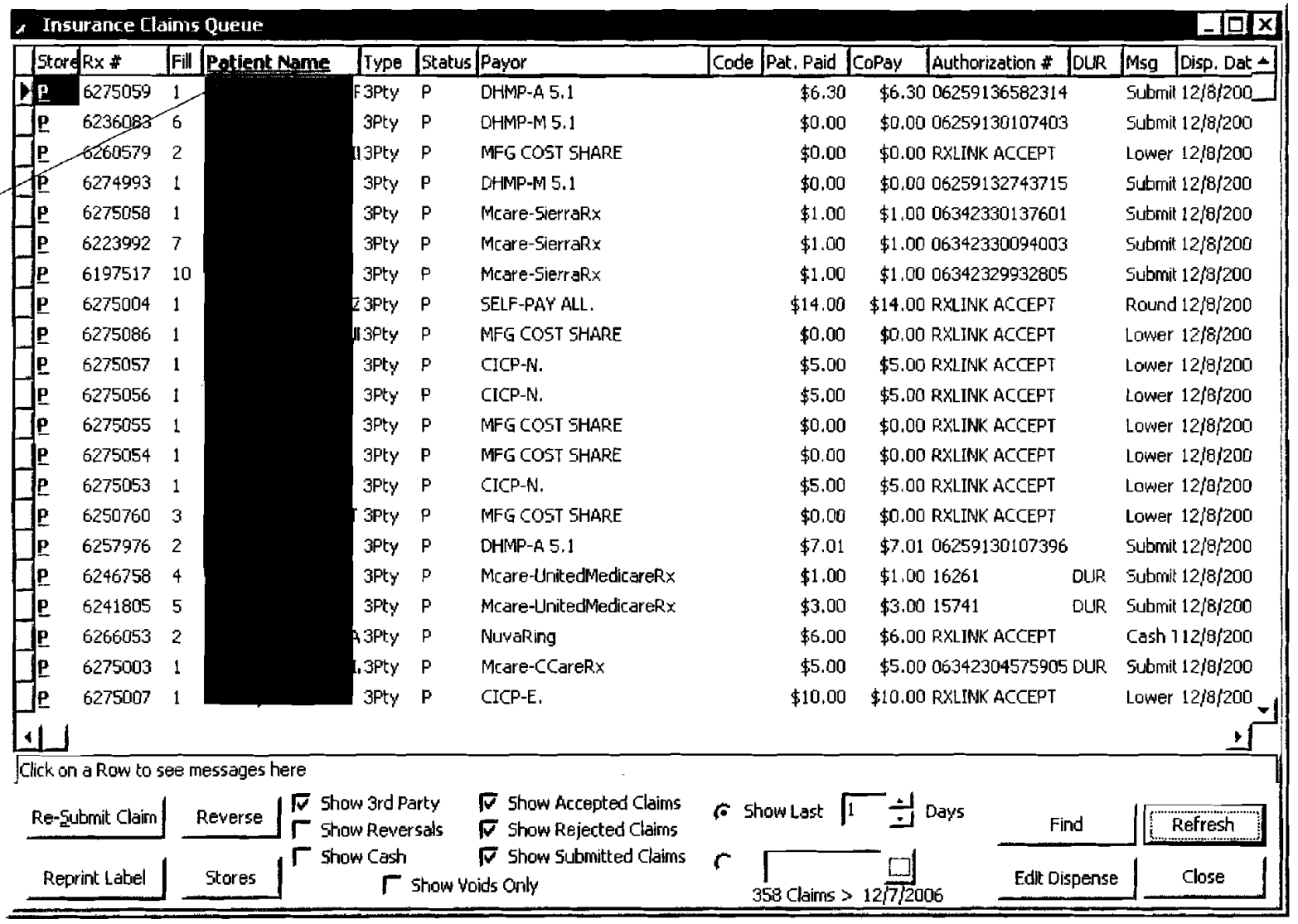
Reviewing Dispensing Data

Click the "Show Queue" tab to access prescription dispensing data.



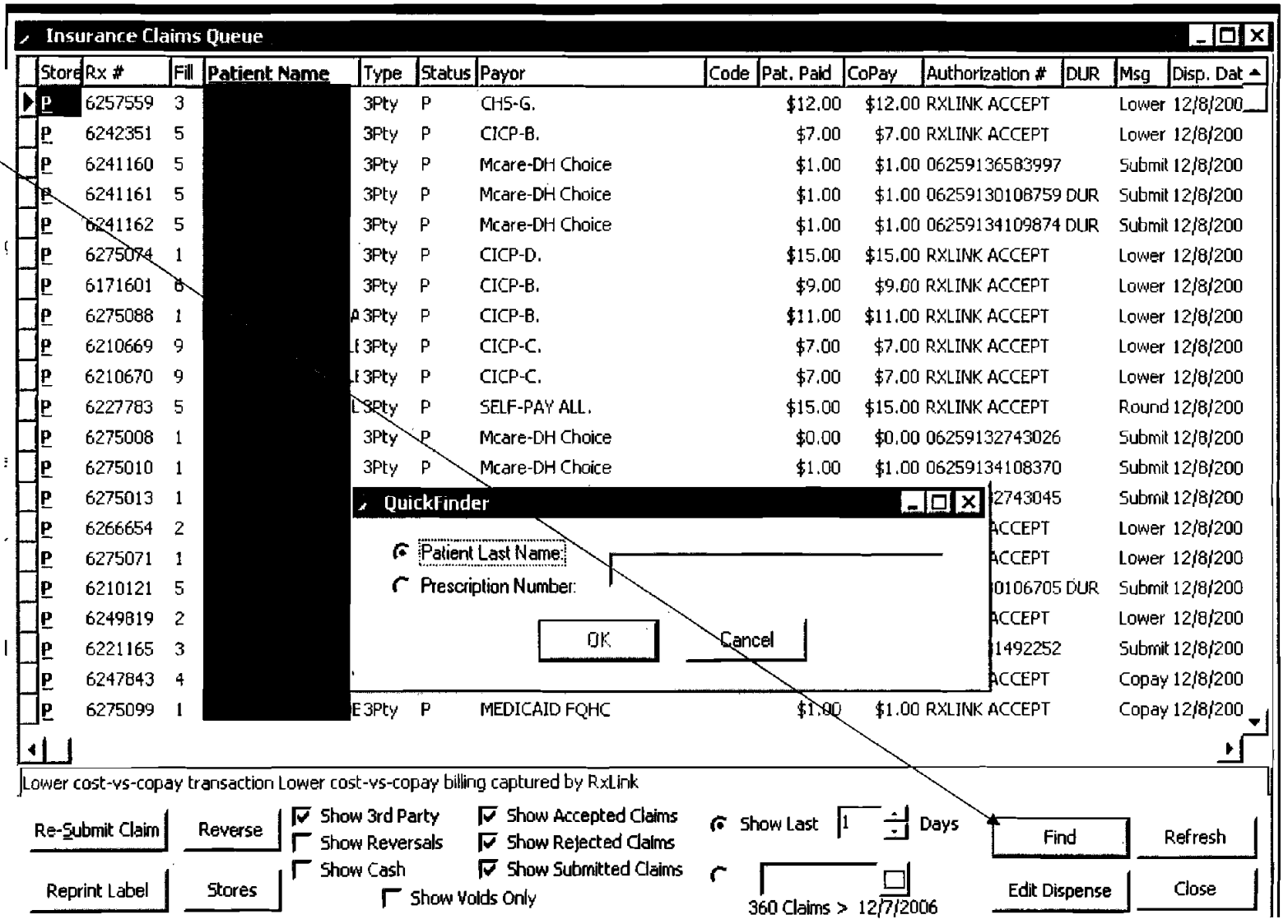
Reviewing Dispensing Data

Click on the column heading "Patient Name" to sort alphabetically and scroll to locate your patient.



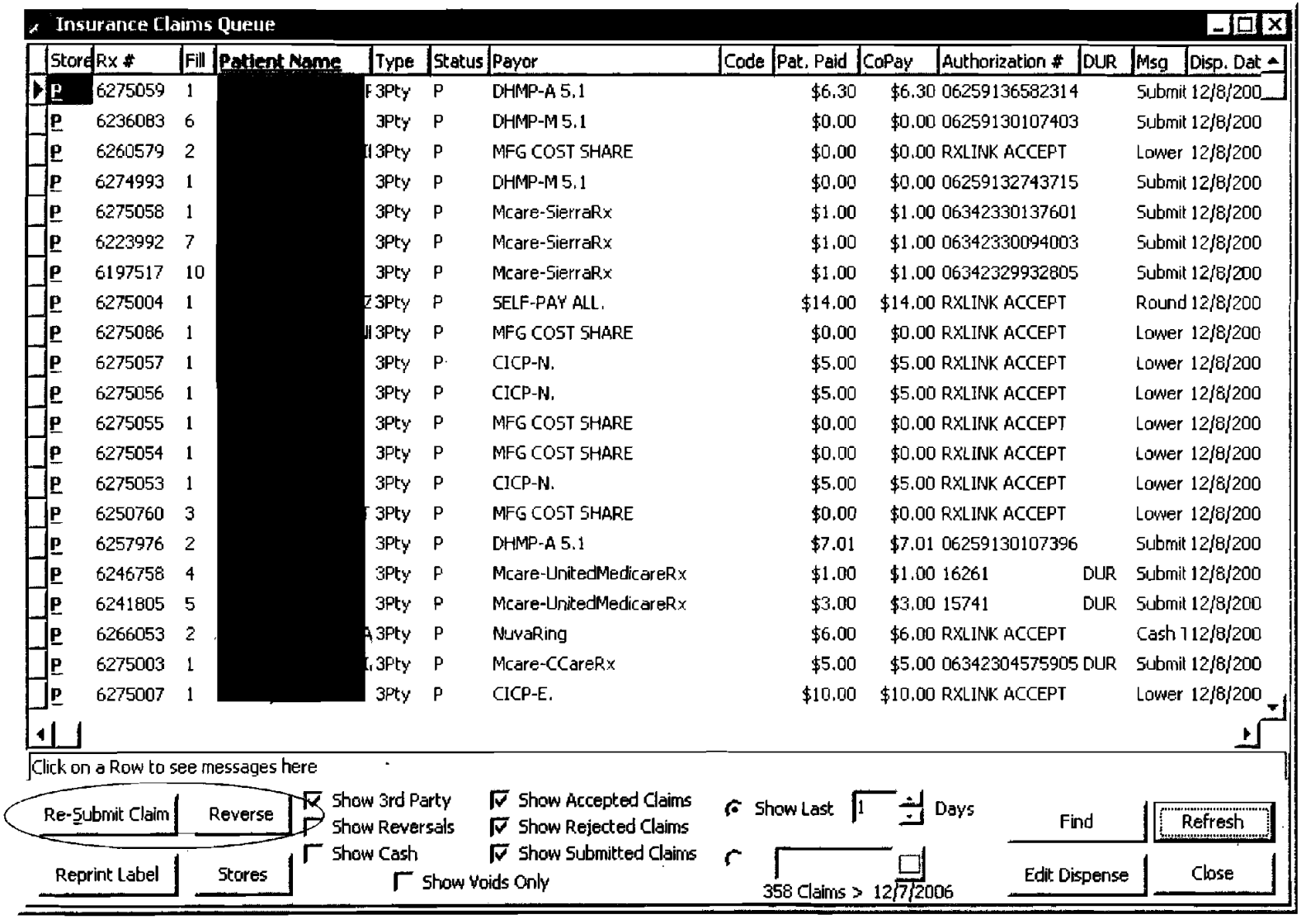
Reviewing Dispensing Data

You can also click "Find" to bring up the QuickFinder and locate your patient by name or prescription number.



Reversing, Editing, & Re-Submitting

From this screen you can Reverse a claim if you find an error after it has been paid and received an Authorization #.

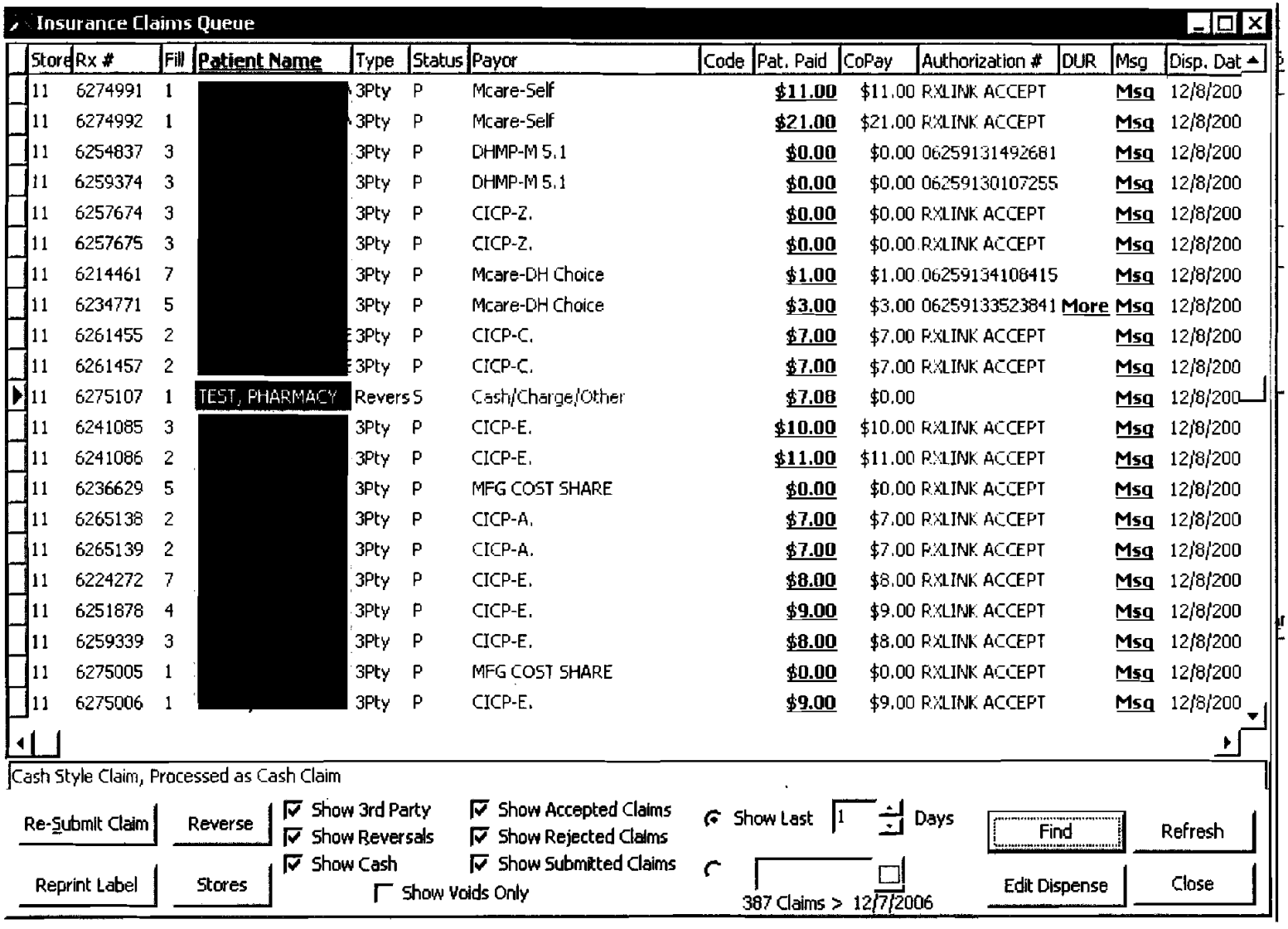


Reversing, Editing, & Re-Submitting

The "Type" column, will indicate which claims have been Reversed.

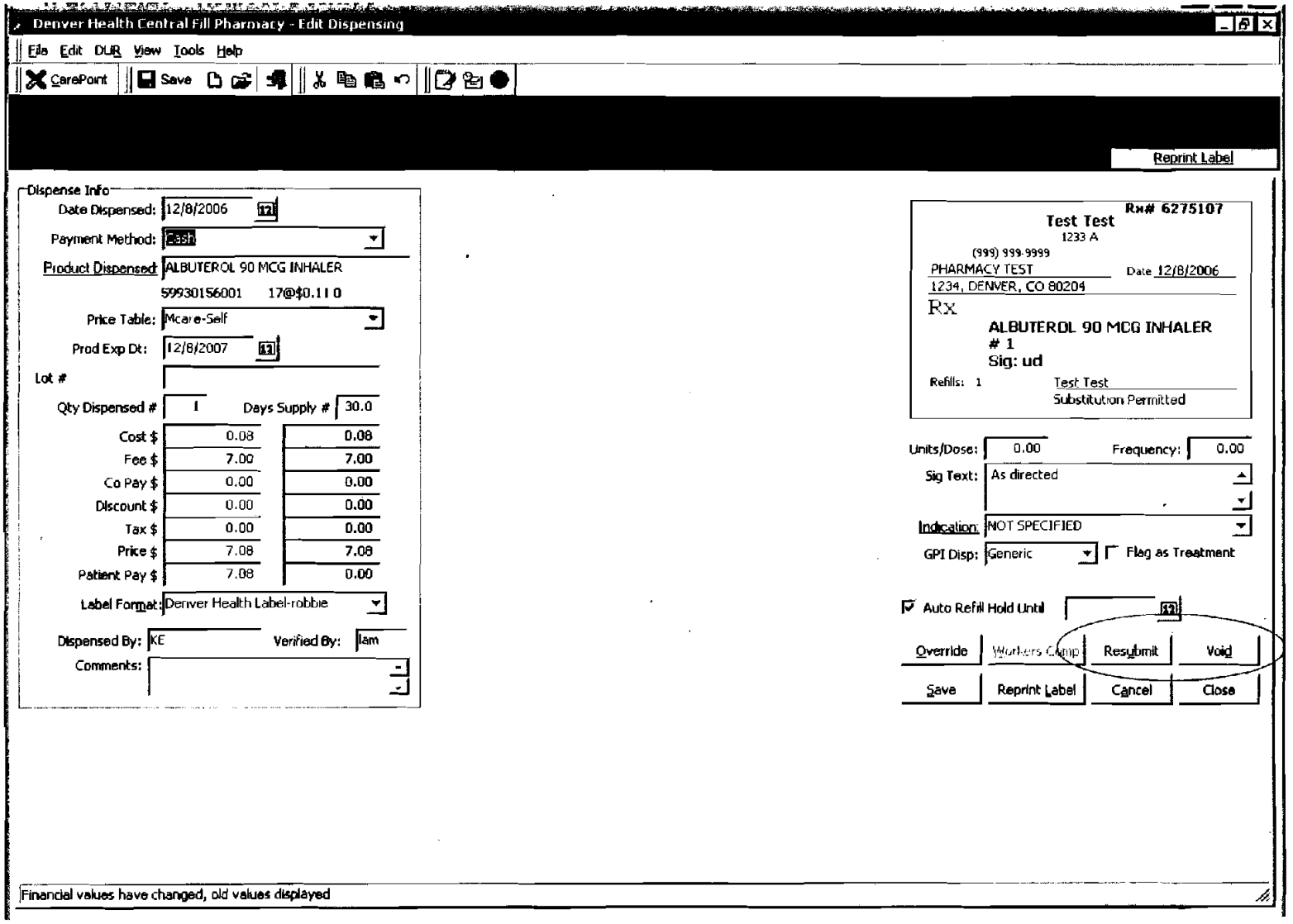
These claims can then be Edited and Re-Submitted.

All paid claims should have a "Type" of 3Pty and a "Status" of P



Reversing, Editing, & Re-Submitting

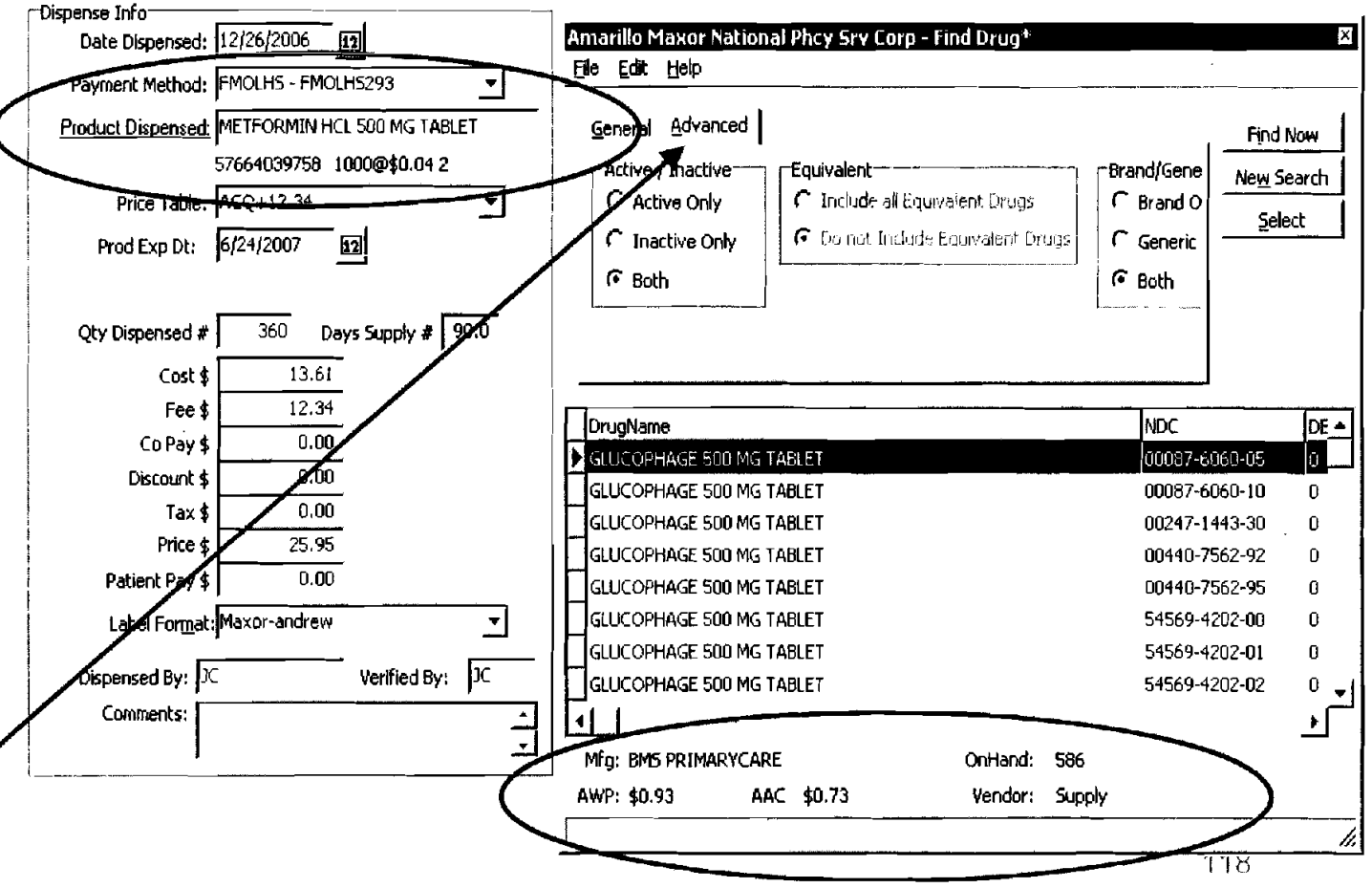
From this screen you can make changes and click Resubmit or you can click Void to void the Dispense



Reversing, Editing, & Re-Submitting

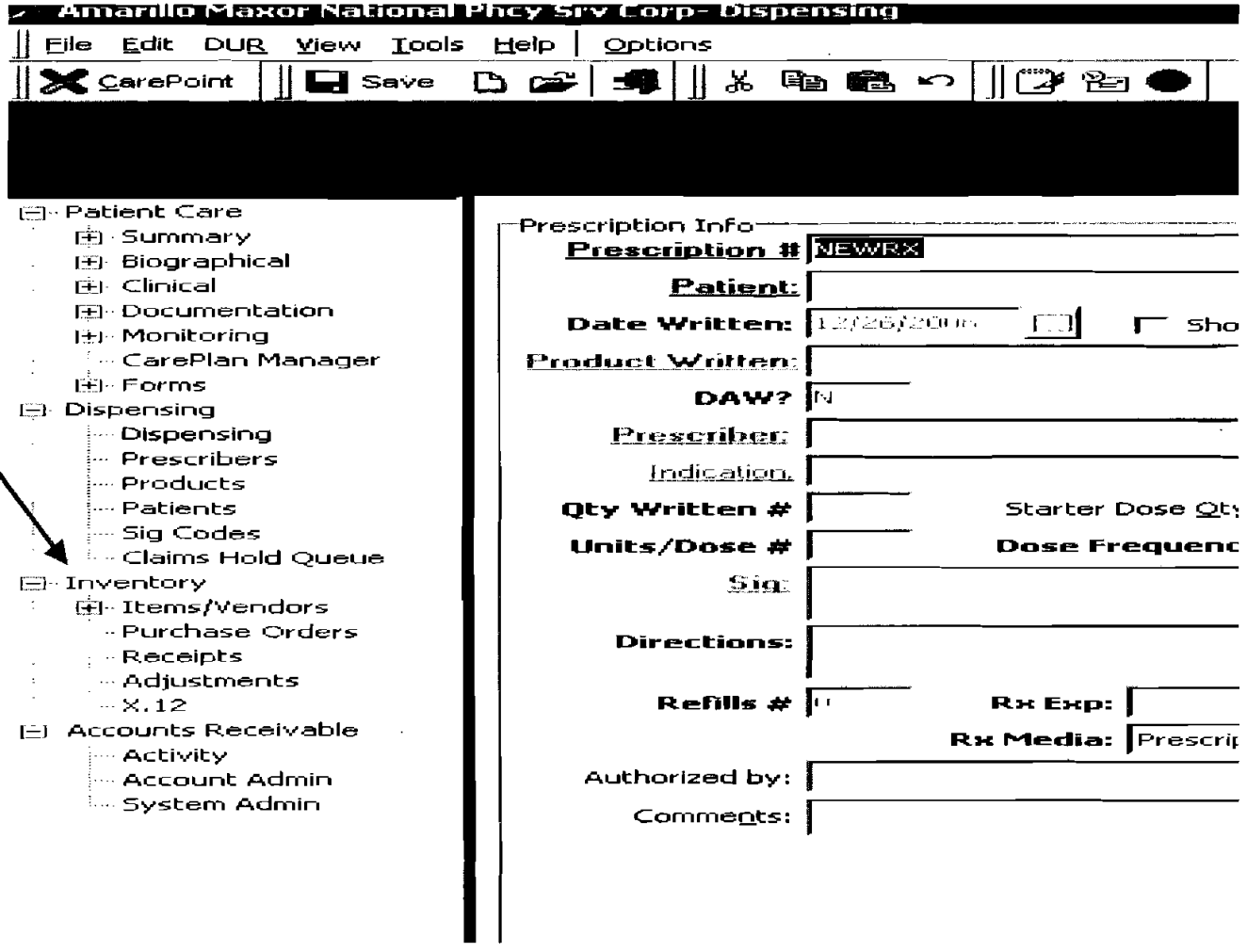
- Brand Swapping

Occasionally a particular NDC may not be available and you will have to swap the medication that was originally dispensed for an equivalent one before Re-Submitting.
Very important that you select the advance tab and select "active" inventory only.



Guardian Inventory

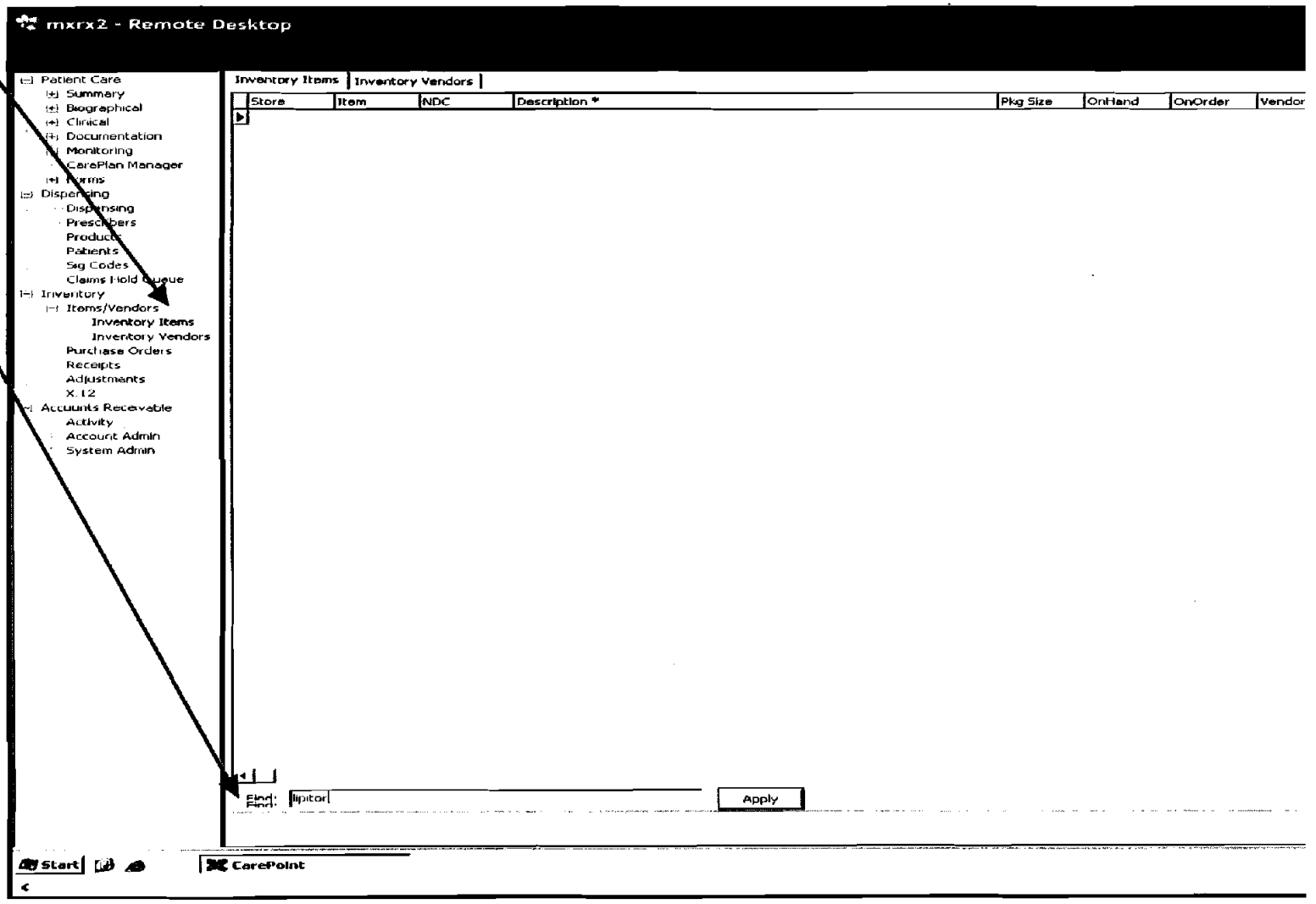
How to check your qty on hand, acquisition cost and how to active NDC



Guardian Inventory

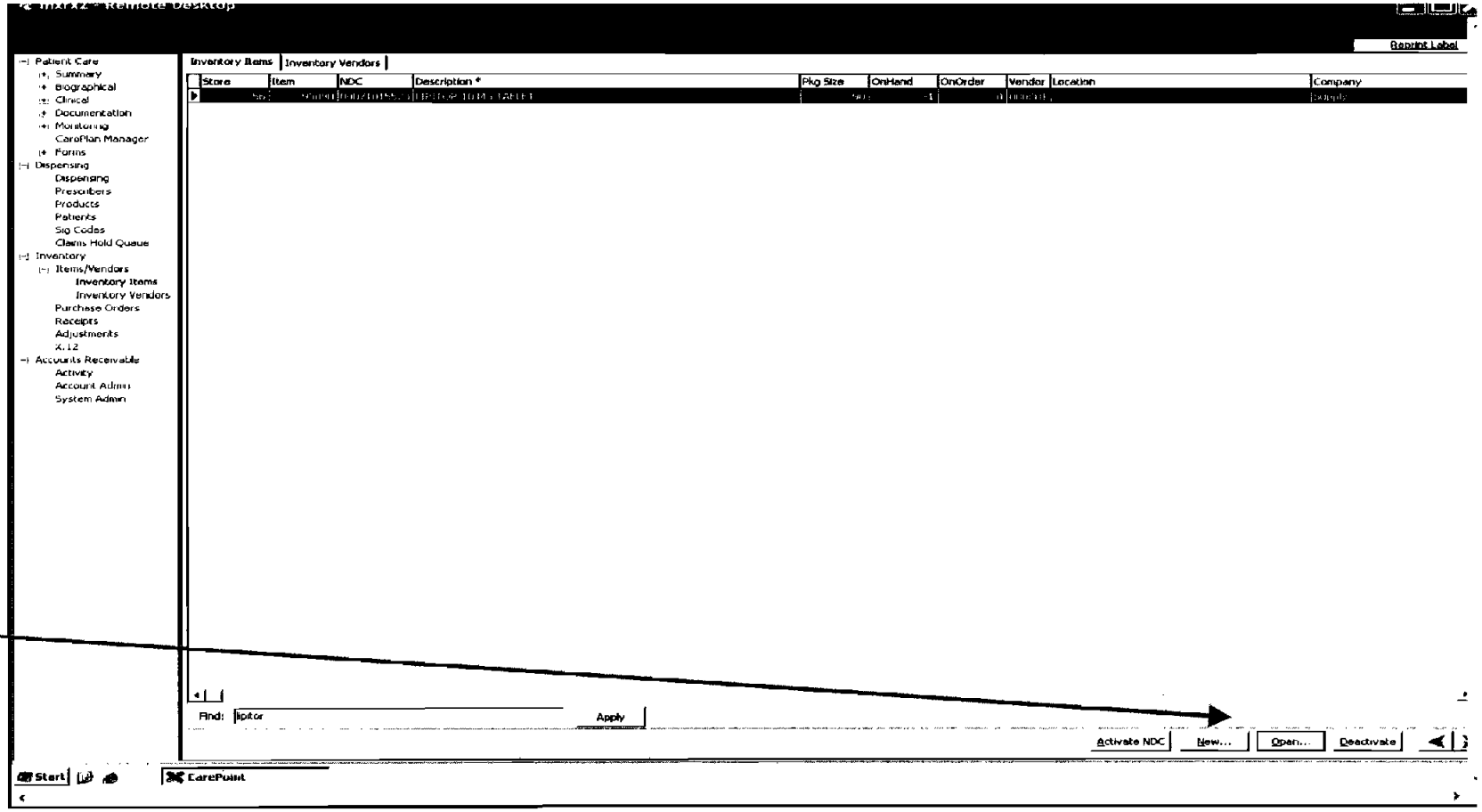
Click on Inventory Item

Enter drug name in the find field and click "apply"



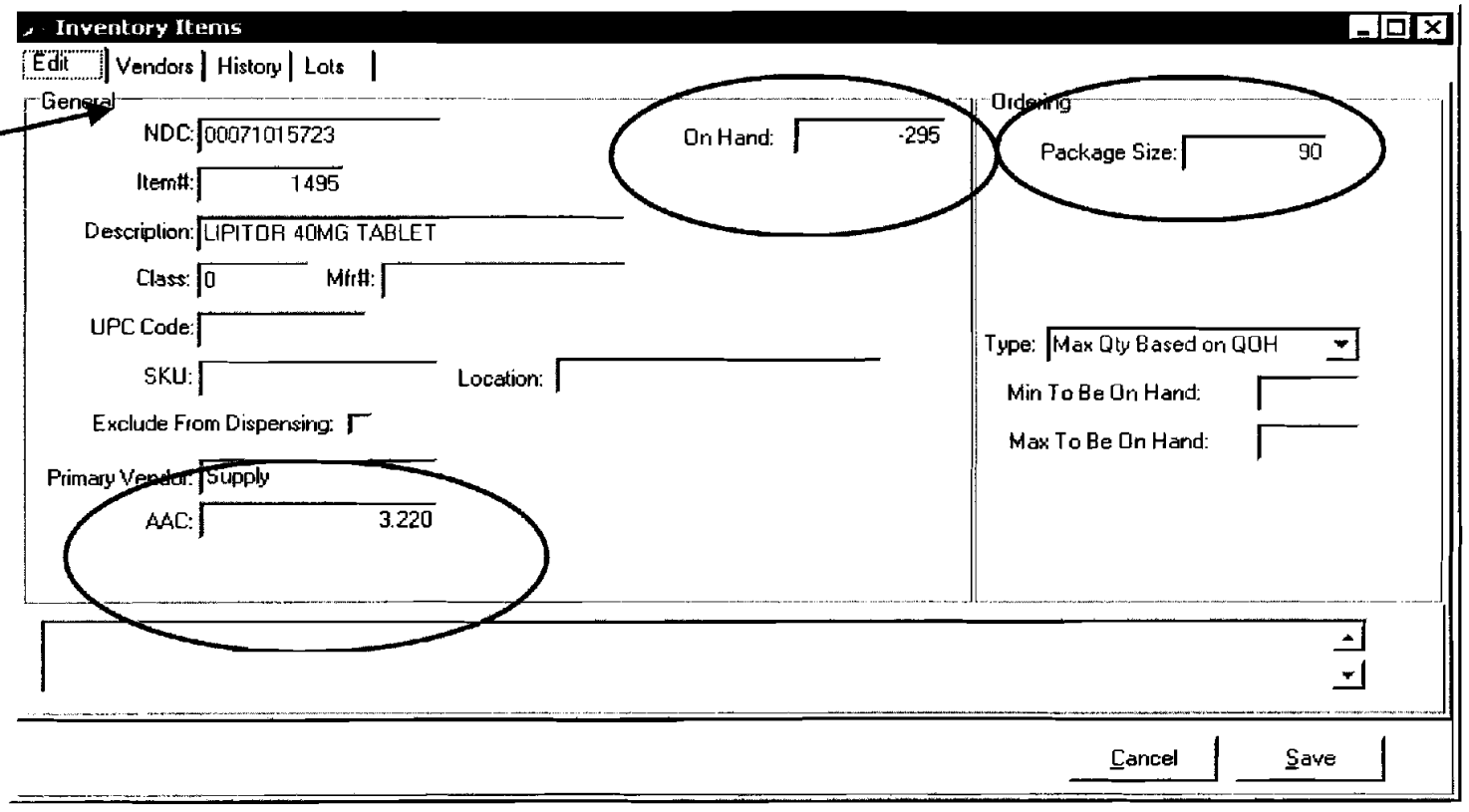
Select Inventory item

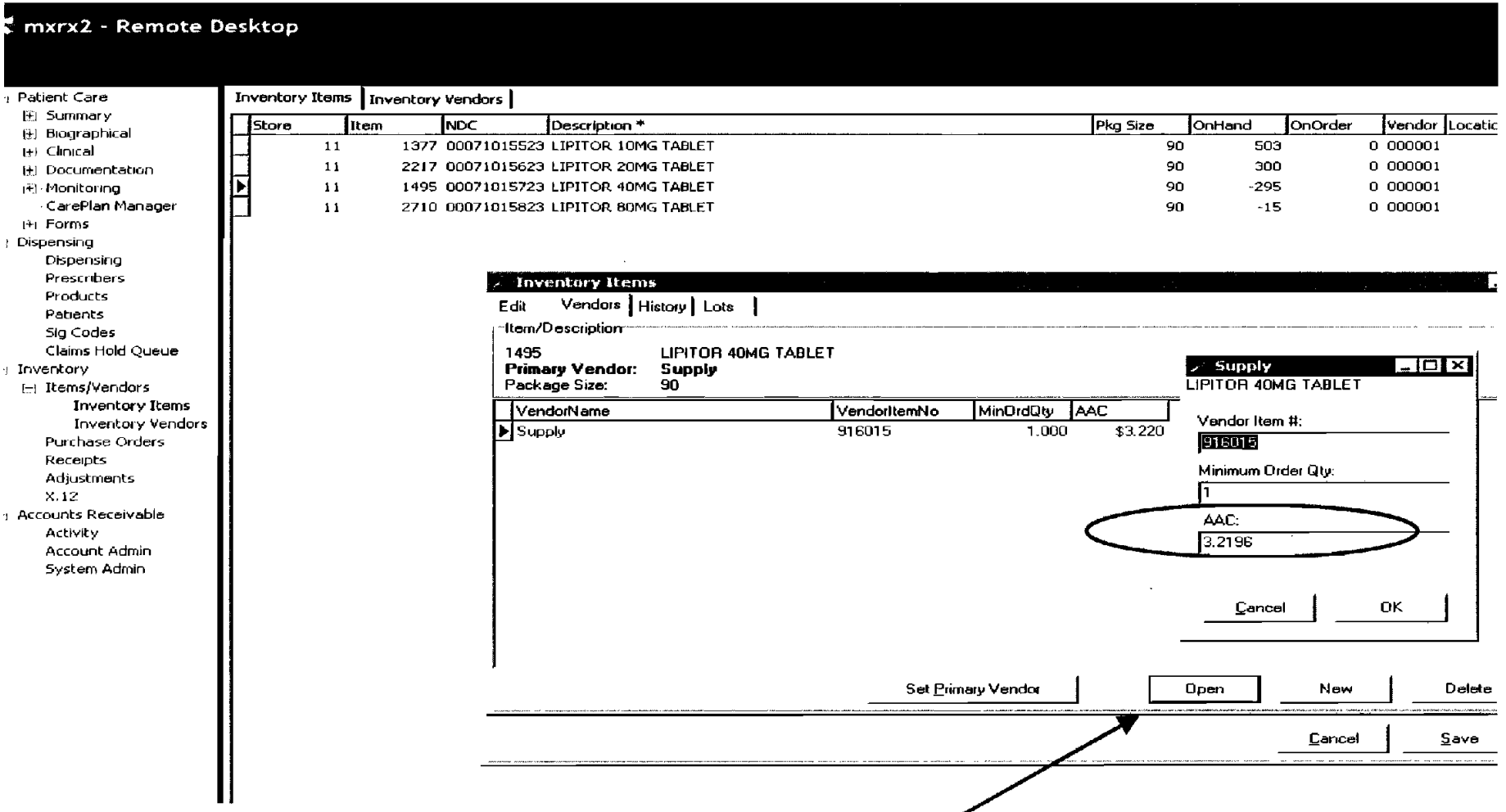
Find the correct ndc and click on the "open" button



Updating AAC

Click on Vendors





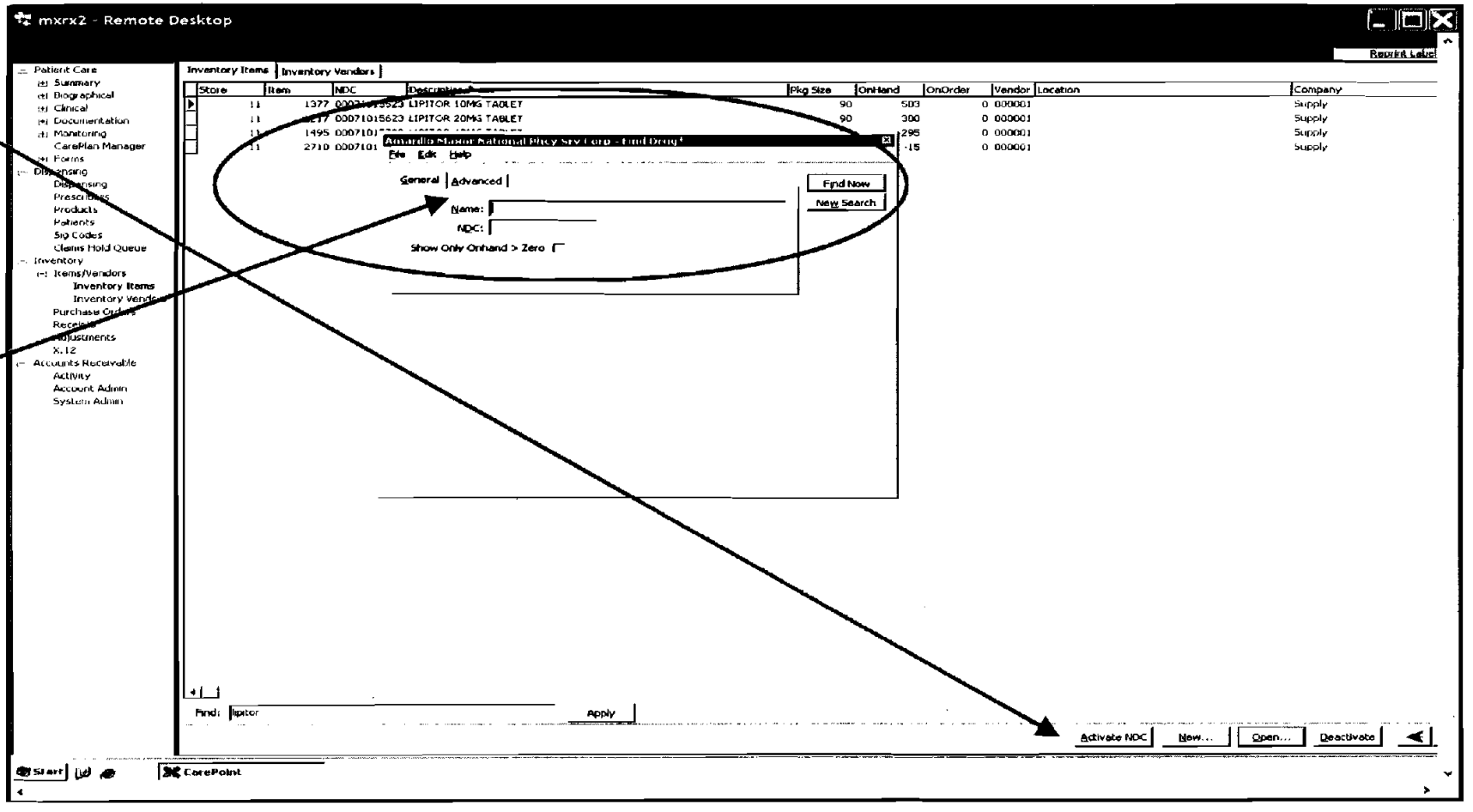
Click “open”

You must enter the aac per each

Activating NDC

Click on "activate NDC"

Click on the advance tab and search by NDC or Name of drug

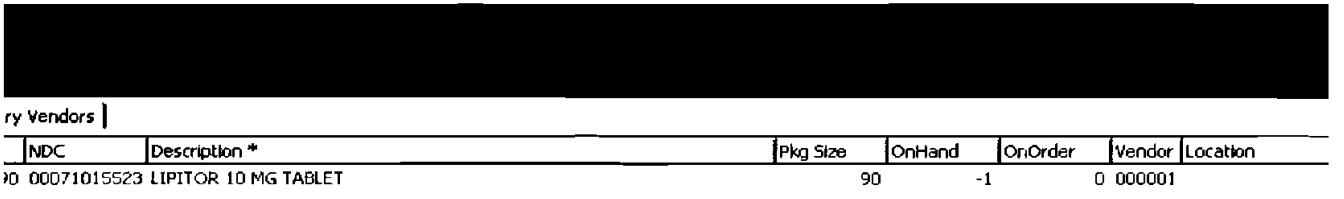


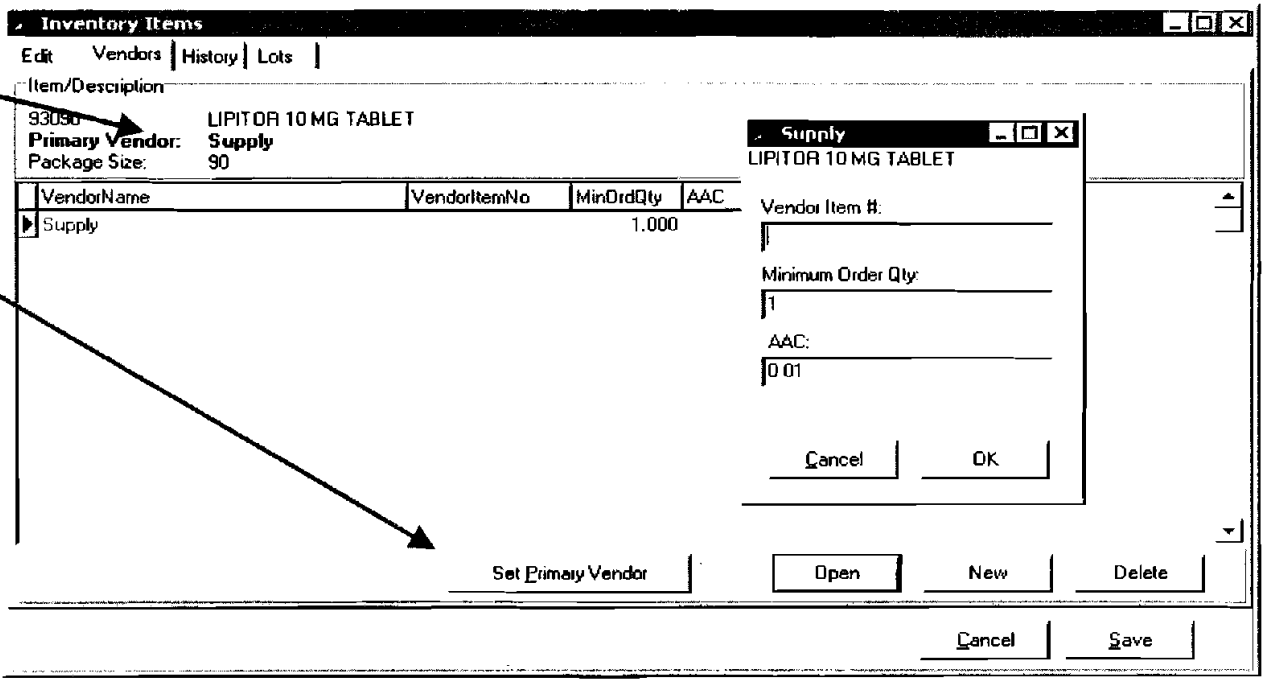
Activating NDC

Make sure that the aac is correct per each (pill, ml, patch

Make sure the "primary Vendor is **supply**

if not, click on "set primary vendor"



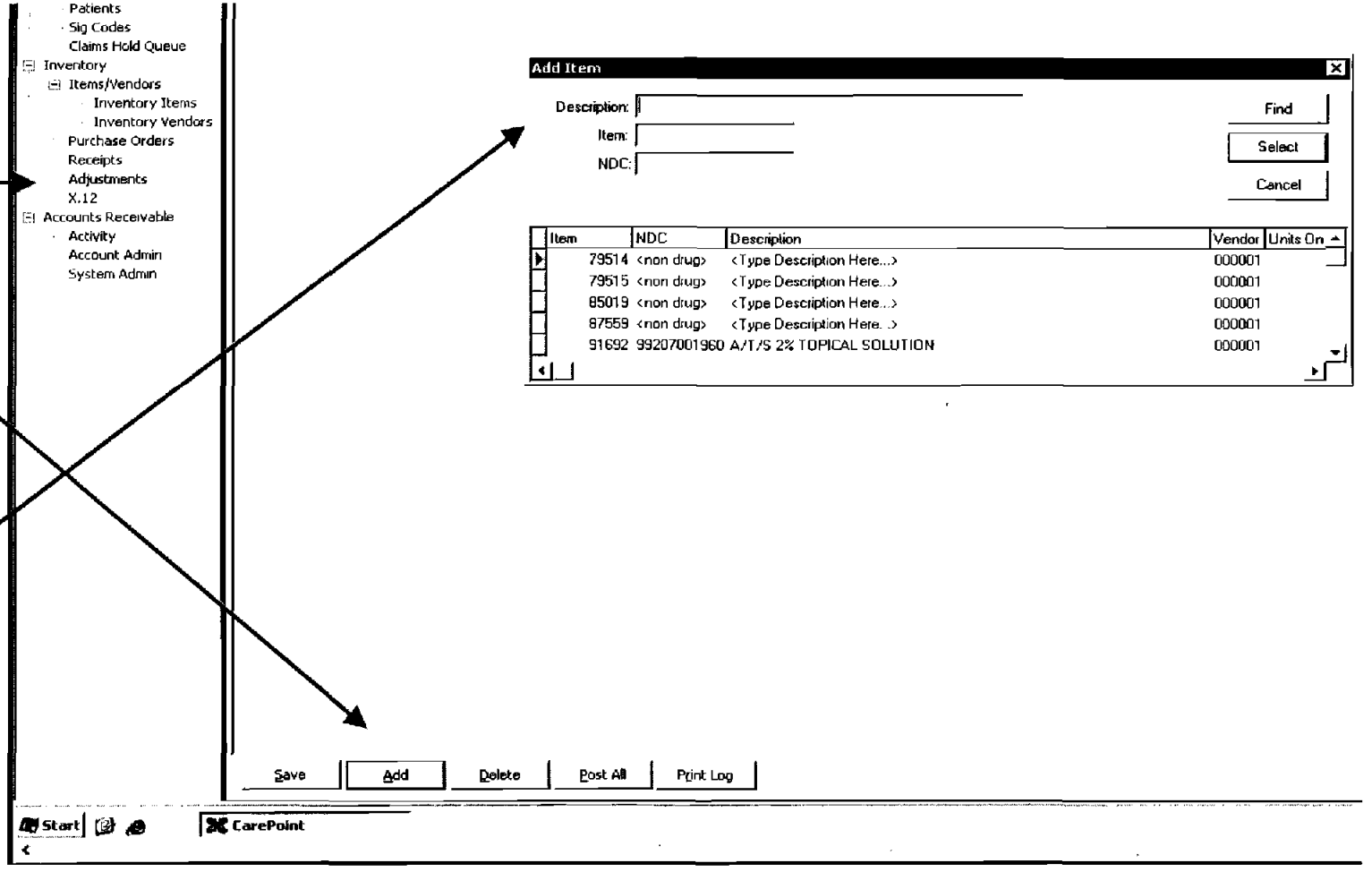


Adjusting Inventory

Click on "adjustments"

Click on "Add"

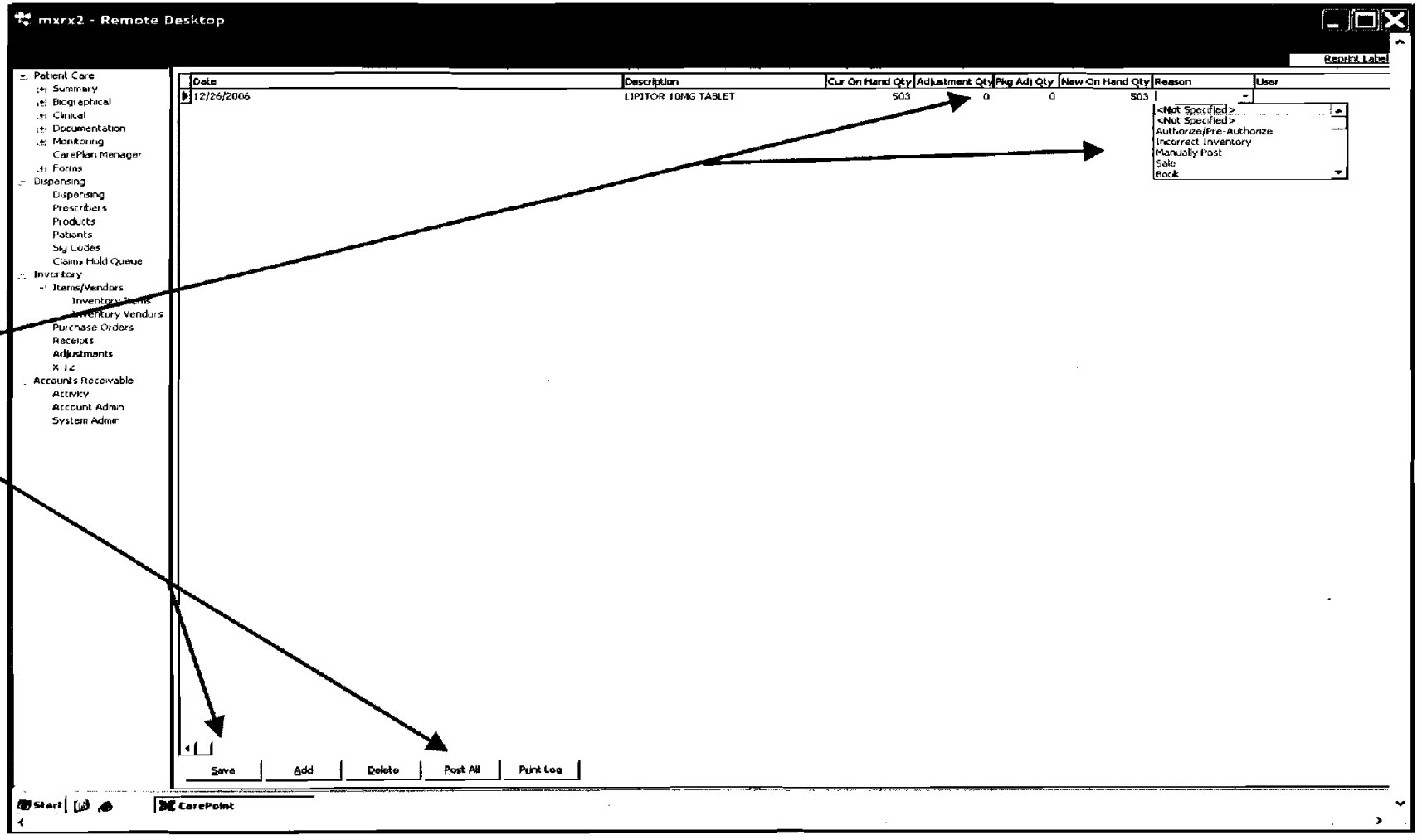
Search by NDC number or drug name



Adjusting Inventory Reason

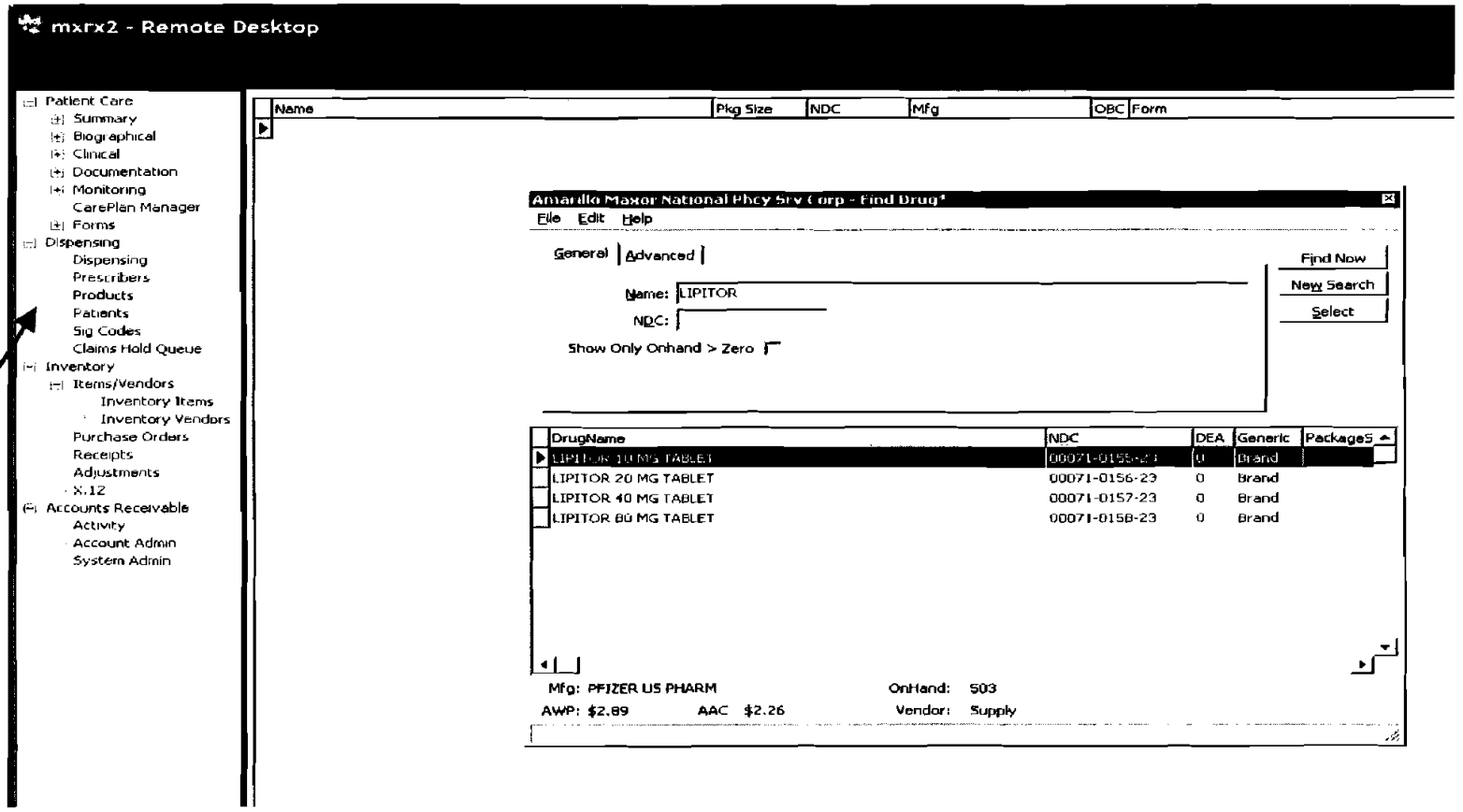
Correct the qty on hand and select a "reason" in the drop down menu

Click "post all" and "save



Products

You can find all "first data bank drugs" under the "products"



Awp under products