APPENDIX 4

PART TWO
Enter user name and password

User Name: keaton
Password: ********

Select the correct store from the drop down.

- California Medical Facility Pharmacy
- California State Prison - Sacramento
- Folsom State Prison Pharmacy
- Mule Creek State Prison
CDCR Employee Refill (Folsom State Prison Pharmacy)

- **Inmate ID**: D12345
- **Prescription Number**: 116006308

**Enter in the Inmate number**

**Enter in the prescription number**
Two digit pharmacy # and 7 digit prescription number

**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.
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

Repeat process or to change Patients enter a new Inmate number.
The MAR system allows you to request and pull all information for the current month. Here's a breakdown of the options:

- Complete MAR: Pulls all information for the current month.
- Supplemental MAR (Today): Pulls all new prescriptions as of today.
- Supplemental MAR (Yesterday): Pulls all new prescriptions as of yesterday.
- Complete MAR by CDCR #: Pulls all information for a specified CDCR number.

Select the desired option and click 'Submit' to pull the information.
Medication Review - Complete MAR

MAR Type: Complete MAR

Unit 1

Submit

Click Submit

For Narcotic it will pull back only information for prescribed or are currently on this type of medication. To complete MAR by CDCR, you will have to select a unit.
When the MAR is finished running Click on the printer to print.

<table>
<thead>
<tr>
<th>Medication Administration Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Patient</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td><strong>KOP</strong> ASPIRIN 61 MG TABLET 6C (00163-1081-66)</td>
</tr>
<tr>
<td>TAKE 1 TABLET BY MOUTH EVERY DAY</td>
</tr>
<tr>
<td><strong>KOP</strong> ERYTHROMYCIN 5% SOLUTION (90168-0714-66)</td>
</tr>
<tr>
<td>APPLY TO AFFECTED AREA TWICE DAILY (PARENTERAL)</td>
</tr>
<tr>
<td><strong>KOP</strong> PERINDOPRIL 5 MG TABLET (08064-4724-35)</td>
</tr>
<tr>
<td>Day 1: 1 TAB IN AM AND 1 TAB IN PM Day 2: 1 TAB IN AM</td>
</tr>
<tr>
<td>Day 3: 1 TAB IN AM Day 4: 1 TAB IN AM Day 5: 1 TAB IN AM</td>
</tr>
<tr>
<td><strong>KOP</strong> PERINDOPRIL 5 MG TABLET (08064-4754-35)</td>
</tr>
<tr>
<td>Day 1: 1 TAB IN AM AND 1 TAB IN PM Day 2: 1 TAB IN AM Day 3: 1 TAB IN AM Day 4: 1 TAB IN AM Day 5: 1 TAB IN AM</td>
</tr>
<tr>
<td><strong>KOP</strong> PERINDOPRIL 5 MG TABLET (08064-4754-35)</td>
</tr>
<tr>
<td>Day 1: 1 TAB IN AM AND 1 TAB IN PM Day 2: 1 TAB IN AM Day 3: 1 TAB IN AM Day 4: 1 TAB IN AM Day 5: 1 TAB IN AM</td>
</tr>
<tr>
<td>Fill Date: 7/6/2007</td>
</tr>
</tbody>
</table>

Discussions not available on https://maxsource.maxor.com/
Make sure that you have the correct printer selected

Click OK
Medication Review

**Medication Reconciliation**

- Refills
- MAR
- Medication Reconciliation

**CDCR#:**

- Short Form
- Full Form

---

**Instructions:**

- You are prompted to view medication orders on a special tab.
- Select either the Short Form or Full Form.
- If you choose Short Form, this will show you only active orders on the patient (orders that are expired will not show up).
- If you choose Full Form, it will show every order that is on the patient, including expired orders.
**Enter in the CDCR #**

CDCR#: d12345

**Select Short or Full Form**

- Short Form
- Full Form

---

**MEDICATION RECONCILIATION (07/06/2006 TO 07/06/2007)**

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Form</th>
<th>Refills</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTRADIOL 2 MG TABLET</td>
<td>(08055969784)</td>
<td></td>
</tr>
<tr>
<td>• KOP</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ERYSILOSIS 2% CLE</td>
<td>(00074632113)</td>
<td></td>
</tr>
<tr>
<td>• KOP</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NORVASC 10 MG TABLET</td>
<td>(0665154041)</td>
<td></td>
</tr>
<tr>
<td>• KOP</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Notes and Instructions**

- **Estradiol**: Take 1 tablet by mouth every other day while on parole or out to lunch or gone fishing.
- **Erysilosis**: Take 1 tablet by mouth twice a day.
- **Norvasc**: Apply to affected area twice daily.

---

**Discussion**

Discussions not available on https://maxsource.maxor.com/
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**
- **Day supply**

**Status Codes:**

- **ON file** - 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 or expired.
- **Pending** - The pharmacy has received the order, but it has not left the pharmacy.
- **On file** - There has never been any dispenses on this prescription number or the order is expired and the date is d/c or expired.

**Sample Drug Information:**

- **KCP** - PRESCRIPTION 5 MG TABLET 000548672451
- **ERYTHROMYCIN 200 MILLION SOLUTION TICD11115215GO**
- **ASPIRIN 81 MG TABLET EC 1002821783#**
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

0600
Pick Up
Meds. MARS, Filled Orders, TTA
Transfer list, Night Orders, and any all
orders left over from previous day.

0605
Return to B Clinic

0630
Review
Orders, Transfer
List

Call Transferring
Clinic for Inmate's
Meds & MARS

Court
NARCs, Syringes, 
Tools

0600

Remove med bins
from locker & place
on counter by window

0630

Place NARCs in
drawer in front of
nurse assigned to
pass meds.

OPEN Med Window

Inmate presents ID to Nurse

0830

Med Pass Ends
Window Closes

0830

Nurse SORTS
Early AM pick up
DOTs & KOPs
placed in appropriate
bins.

Tx Nurse reviews
renewal & print
med profile for MD to
review.

Orientation Inmate
escorted to Clinic to
receive meds

0830

Med Nurse checks
MARS for No-Shows
& calls the building
for inmate

Tx Nurse picks out
missing MARS & new
MARS for new meds.

0830

Nurse SORTS
Early AM pick up
DOTs & KOPs
placed in appropriate
bins.

Nurse verifies ID:
Inmate

ReCount
NARCs

Orientation Inmate
escorted to Clinic to
receive meds

Tx Nurse takes extra
stickers from KOPs,
places them on MARS,
aligns/dates/refiles
MARS in bin

Check ID wth
Med rug & MARS

Administer meds to
Inmate in small cap
DOT performed

Nurse gives Insulin to
Diabetics

Handling out KOPs

ReCount
NARCs

October 25, 2007
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

Select your Store from the drop down menu
Guardian Login Screens

• Printer(s) Setup:

Be sure to select the correct tray for each function.

Check this box

©2004 CarePoint, Inc
Guardian Login Screens

- Select "Retail Dispensing":

![Screenshot of CarePoint login screen with Retail Dispensing selected]
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

<table>
<thead>
<tr>
<th>Keyboard Navigation Control</th>
<th>Patient Profile</th>
<th>Partial Price Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispense History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quick Add Patient</td>
<td>Insurance</td>
<td>Price Quote</td>
</tr>
<tr>
<td>Quick Edit Patient</td>
<td>Print Drug Monograph</td>
<td>Activate Product</td>
</tr>
<tr>
<td>Drug Prescribed</td>
<td>Sig Codes</td>
<td>Product Reference</td>
</tr>
<tr>
<td>Prescriber</td>
<td>Transfer Rx</td>
<td>Rx Workflow Queue</td>
</tr>
<tr>
<td>Product Dispensed</td>
<td>Print Refill Auth</td>
<td>Show Queue</td>
</tr>
<tr>
<td>Renew Rx</td>
<td>Edit Original Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td></td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Insurer</th>
<th>SELF-PAY ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage</td>
<td>Primary</td>
</tr>
<tr>
<td>Status</td>
<td>Inactive</td>
</tr>
<tr>
<td>3rd Party Plan</td>
<td></td>
</tr>
<tr>
<td>Cardholder</td>
<td>TEST, PHARMACY</td>
</tr>
<tr>
<td>Plan Name</td>
<td></td>
</tr>
<tr>
<td>Policy No</td>
<td></td>
</tr>
<tr>
<td>Cardholder Id</td>
<td></td>
</tr>
<tr>
<td>Person No</td>
<td></td>
</tr>
<tr>
<td>Home Plan</td>
<td></td>
</tr>
<tr>
<td>Coverage Start</td>
<td>1/1</td>
</tr>
<tr>
<td>Coverage End</td>
<td>1/1</td>
</tr>
<tr>
<td>Max. Benefits</td>
<td>$0.00</td>
</tr>
<tr>
<td>Deductible</td>
<td>$0.00</td>
</tr>
<tr>
<td>Signature on File</td>
<td>Signature not on File</td>
</tr>
<tr>
<td>Verified Date</td>
<td>2/7/2006 2:23 PM</td>
</tr>
<tr>
<td>Verified By User</td>
<td>Verify</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Num.</th>
<th>Store</th>
<th>Rx #</th>
<th>Qty</th>
<th>Lst Disp Prod</th>
<th>Lst Disp Date</th>
<th>Status</th>
<th>Date Written</th>
<th>Prescriber</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01</td>
<td>62045122</td>
<td>120</td>
<td>ACETAMINPHEN 600 MG TABLET</td>
<td>12/7/2006</td>
<td>0</td>
<td>12/7/2006</td>
<td>DAVID GINOSAR</td>
</tr>
<tr>
<td>2</td>
<td>01</td>
<td>6204522</td>
<td>120</td>
<td>IBUPROFEN 600 MG TABLET</td>
<td>12/7/2006</td>
<td>0</td>
<td>12/7/2006</td>
<td>DAVID GINOSAR</td>
</tr>
<tr>
<td>3</td>
<td>01</td>
<td>6204504</td>
<td>90</td>
<td>HYDROMORPHONE 2 MG TABLET</td>
<td>12/7/2006</td>
<td>0</td>
<td>12/7/2006</td>
<td>DAVID GINOSAR</td>
</tr>
<tr>
<td>4</td>
<td>01</td>
<td>2012422</td>
<td>30</td>
<td>MORPHINE SULF 30 MG TAB SA</td>
<td>12/7/2006</td>
<td>0</td>
<td>12/7/2006</td>
<td>DAVID GINOSAR</td>
</tr>
<tr>
<td>5</td>
<td>01</td>
<td>2012413</td>
<td>30</td>
<td>ZYPREXA 20 MG TABLET</td>
<td>12/6/2006</td>
<td>0</td>
<td>12/6/2006</td>
<td>DAVID GINOSAR</td>
</tr>
</tbody>
</table>

Account #: 96855
DOB: 1/6/1953
Chart #: 2649521

Acct #: 96855
Bal: $
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.
“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.
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.
Click on the column heading "Patient Name" to sort alphabetically and scroll to locate your patient.

<table>
<thead>
<tr>
<th>Store Rx #</th>
<th>Fill</th>
<th>Patient Name</th>
<th>Type</th>
<th>Status</th>
<th>Payor</th>
<th>Code</th>
<th>Pat. Paid</th>
<th>CoPay</th>
<th>Authorization #</th>
<th>DUR</th>
<th>Msg</th>
<th>Disp. Dat</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>6275059</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>DHMP-A 5.1</td>
<td>$6.30</td>
<td>$6.30</td>
<td>06259136582214</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6236068</td>
<td>6</td>
<td>3Pty</td>
<td>P</td>
<td>DHMP-M 5.1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>06259130170403</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6266079</td>
<td>2</td>
<td>3Pty</td>
<td>P</td>
<td>MFG COST SHARE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0625912743715</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6274993</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>Mcare-SierraRx</td>
<td>$1.00</td>
<td>$1.00</td>
<td>0634230137601</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6223992</td>
<td>7</td>
<td>3Pty</td>
<td>P</td>
<td>Mcare-SierraRx</td>
<td>$1.00</td>
<td>$1.00</td>
<td>0634230094003</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6197517</td>
<td>10</td>
<td>3Pty</td>
<td>P</td>
<td>Mcare-SierraRx</td>
<td>$1.00</td>
<td>$1.00</td>
<td>06342329932805</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6275004</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>SELF-PAY ALL.</td>
<td>$14.00</td>
<td>$14.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6275086</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>MFG COST SHARE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6275057</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>CICP-N.</td>
<td>$5.00</td>
<td>$5.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6275058</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>MFG COST SHARE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6250760</td>
<td>3</td>
<td>3Pty</td>
<td>P</td>
<td>MFG COST SHARE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6266053</td>
<td>2</td>
<td>3Pty</td>
<td>P</td>
<td>NuvaRing</td>
<td>$6.00</td>
<td>$6.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6250003</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>Mcare-CareRx</td>
<td>$5.00</td>
<td>$5.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>6275007</td>
<td>1</td>
<td>3Pty</td>
<td>P</td>
<td>CICP-E.</td>
<td>$10.00</td>
<td>$10.00</td>
<td>06259130107396</td>
<td>Submit 12/8/200</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 #.

```plaintext
<table>
<thead>
<tr>
<th>Store Rx #</th>
<th>Fill</th>
<th>Patient Name</th>
<th>Type</th>
<th>Status</th>
<th>Payor</th>
<th>Code</th>
<th>Pat. Paid</th>
<th>CoPay</th>
<th>Authorization #</th>
<th>DUR</th>
<th>Msg</th>
<th>Disp. Dat</th>
</tr>
</thead>
<tbody>
<tr>
<td>6275059</td>
<td>1</td>
<td></td>
<td>3Pty</td>
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Click on a Row to see messages here
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.

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**Cash Style Claim, Processed as Cash Claim**
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

Inventory Items

On Hand: 295
Package Size: 90

NDC: 00071015723
Item#: 1495
Description: LIPITOR 40MG TABLET
Class: Mfr:
UPC Code:
SKU:
Exclude From Dispensing:
Primary Vendor: AAC:
Supply:

Min To Be On Hand:
Max To Be On Hand:

Cancel  Save
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

1. **Click on “adjustments”**
2. **Click on “Add”**
3. **Search by NDC number or drug name**

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### Diagram:

- **Patients**
- **Sig Codes**
- **Claims Hold Queue**
- **Inventory**
  - Items/Vendors
    - Inventory Items
    - Inventory Vendors
  - Purchase Orders
  - Receipts
  - Adjustments
- **X.12**
- **Accounts Receivable**
  - Activity
  - Account Admin
  - System Admin
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