



Rx Login Training Guide

Introduction

The Lincoln Pharmacy Rx Login is a web based platform that syncs directly with our pharmacy software to enhance the communication between patients, your facility and our pharmacy. The Rx Login allows facilities and doctors to request refills and print MARS online among other features, saving time and calls about prescription status and delivery updates.



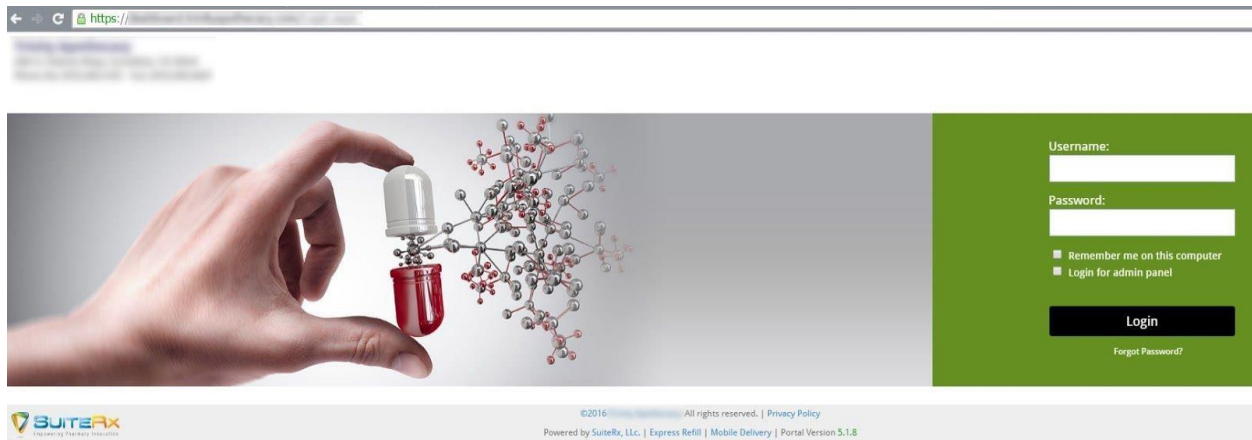
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Logging into the Rx Login

Step 1 - Point your web browser to <https://www.lincolnrx.net> (note the "https://" at the beginning of the address). Make sure you type the address exactly as you see above.

Step 2 - Once you successfully navigate to the above address, bookmark this location so that you can easily return in the future.

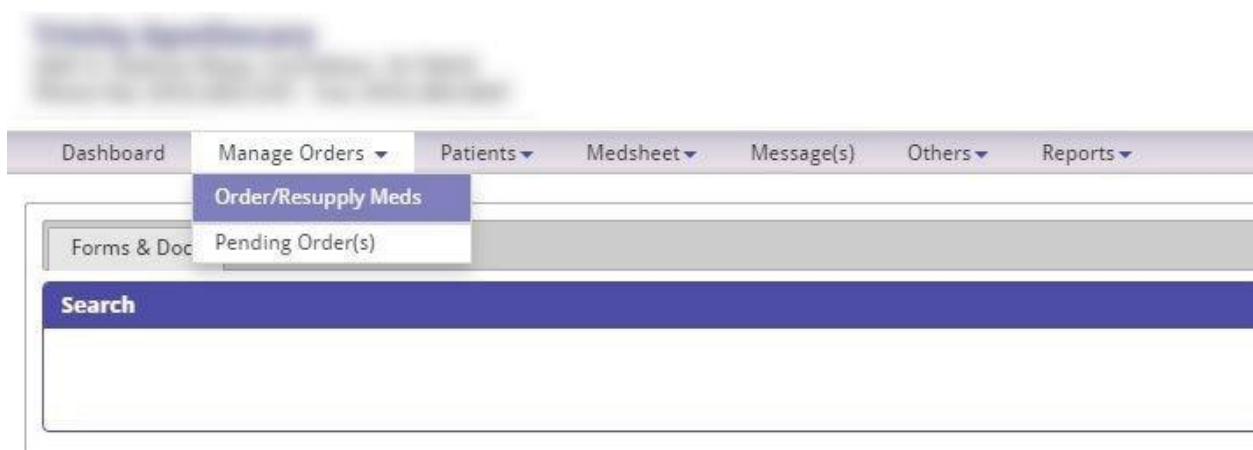


Step 3 - Type in your username and password and click login (your community administrator will assign you the proper username and password).

How to Order Refills thru Rx Login

Step 1 - On the top bar of the Rx Login, click on [Manage Orders](#), then click [Order/Resupply Meds](#)

Rx Login



Step 2 - Open the patient profile you wish to see with the following steps:

- Select the station (aka - floor/house) the resident resides*
- Select the patient/resident*
- Choose the type of medication you want to refill (regular/prn/other)
- Click [Search](#)

* Alternatively, you may select “all” for station/patient if you wish to see a full list of all residents in which to choose the refills you wish to request



Step 3 - Select the left checkbox for any prescriptions you wish to request a refill and click the “[Order Refill](#)” button on the bottom left. You are done.

Rx Login

Step 4 (Optional) - Click “[Manage Orders](#)” on the top bar and select “[Pending Orders](#)”. You can view each request that has been sent to the pharmacy and verify when it has been executed by pharmacy staff.

OPTIONAL At Step 2 above, you may click the “[Refill Request by Rx No.](#)” and type or scan rx numbers in, confirm they are correct, type a note if needed to the pharmacy staff and click “[Process Refill Request](#)”.

Understanding the Refill Request Screen

The screenshot shows the 'Refill Request' screen. At the top, there are buttons for 'Suggest Order' and 'Order Refill'. Below these are fields for 'Facility:' and 'Station:1'. A table lists various medications under three categories: Regular, PRN, and Other. Each row includes a checkbox, medication name, status (e.g., 'Due in next 28 days', 'Overdue by 39 days'), 'Last Delivered' date, 'DS' (Days Supply), 'Rem. Refill' (Remaining Refills), and 'Rx No.'. Arrows A, B, and C point to the Facility/Station header, the status column, and the Rx No. column respectively.

Facility: [redacted] Station:1						
			Last Delivered	DS	Rem. Refill	Rx No.
Regular						
<input type="checkbox"/>	AMITIZA 24 MCG CAPSULE (HARD, SOFT, ETC.)	Due in next 28 days	08/16/16	30	2	[redacted]
<input type="checkbox"/>	ASPIR-LOW 81 MG TABLET, DELAYED RELEASE (ENTERIC COATED)	Due in next 13 days	08/01/16	30	0	[redacted]
<input type="checkbox"/>	BUMETANIDE (P) 1 MG TABLET	Overdue by 39 days	06/10/16	30	0	[redacted]
<input type="checkbox"/>	ESCITALOPRAM OXALATE 10 mg TABLET	Overdue by 97 days	04/13/16	30	0	[redacted]
<input type="checkbox"/>	GABAPENTIN 300 MG CAPSULE (HARD, SOFT, ETC.)	Due in next 6 days	07/25/16	30	0	[redacted]
<input type="checkbox"/>	MECLIZINE HCL 12.5 mg TABLET	Due in next 28 days	08/16/16	30	5	[redacted]
<input type="checkbox"/>	MONTELUKAST SODIUM 10 MG TABLET	Due in next 13 days	08/01/16	30	0	[redacted]
<input type="checkbox"/>	POTASSIUM CHLORIDE 20 MEQ TABLET, SUST.RELEASE,PARTICLES/CRYSTALS	Due in next 2 days	07/21/16	30	0	[redacted]
<input type="checkbox"/>	SENSIPAR 30 mg TABLET	Due in next 13 days	08/01/16	30	0	[redacted]
<input type="checkbox"/>	VITAMIN D3 400 unit TABLET	Due in next 2 days	07/21/16	30	1	[redacted]
PRN						
<input type="checkbox"/>	KETOCONAZOLE 2 % CREAM (GRAMS)	Due in next 32 days	07/21/16	60	0	[redacted]
<input type="checkbox"/>	POLYETHYLENE GLYCOL 3350 17 gram/dose POWDER (GM)	Due in next 24 days	08/12/16	30	0	[redacted]
<input type="checkbox"/>	TRAMADOL HCL 50 MG TABLET	Overdue by 129 days	04/04/16	7	0	[redacted]
Other						
<input type="checkbox"/>	ADVAIR HFA 45-21 MCG/ACTUATION HFA AEROSOL WITH ADAPTER (GRAM)	Due in next 20 days	08/08/16	30	2	[redacted]
<input type="checkbox"/>	DEXAMETHASONE 2 mg TABLET	Due in next 16 days	08/04/16	30	0	[redacted]
<input type="checkbox"/>	FLUTICASON PROPIONATE 50 MCG/ACTUATION SPRAY, SUSPENSION			30	1	[redacted]
<input type="checkbox"/>	FUNGOID TINCTURE 2 % TINCTURE	Overdue by 20 days	06/29/16	30	0	[redacted]
<input type="checkbox"/>	PREMARIN 0.625 mg TABLET	Due in next 13 days	08/01/16	30	0	[redacted]
<input type="checkbox"/>	TERBINAFIN HCL 250 MG TABLET	Overdue by 21 days	06/28/16	30	0	[redacted]
<input type="checkbox"/>	VOLTAREN 1 % GEL (GM)	Overdue by 116 days	04/04/16	20	0	[redacted]

A. Information in Column A as marked on the image above include:

- Facility Name, Station (floor), Resident Name and DOB

- b. Three categories of prescriptions (blue horizontal bars):
 - i. Regular - Meds given routinely and ordered regularly (if you are on cycle fill these arrive automatically)
 - ii. PRN - Meds given only as needed and reorder irregularly
 - iii. Other - Meds that do not fall under the first two categories and generally will include topicals, inhalers, and short term therapy meds
 - c. List of every medication we have active on the resident's profile
- B. Information in Column B as marked on the image above include:
- a. At-a-glance color coding to see when med(s) needs to be refilled with due dates based on days supply from the prescription
 - i. Green - means no refill should be needed at this time
 - ii. Yellow - means it is recommended to request the refill now
 - iii. Red - means the med is past due
 - b. Last Delivered column showing the last time the pharmacy delivered the med
- C. Information in Column C as marked on the image above include:
- a. DS - Days Supply - how long the prescription is written to last
 - b. Rem. Refills - how many refills the pharmacy has for this active prescription
 - c. E - if a red E appears just before the Rx number, then the prescription has expired and can no longer be filled (even if it has refills remaining).
 - d. Rx No. - The prescription currently assigned to this active prescription

How to Print New/Updated MARs

Step 1 - On the top bar, click "[Medsheet](#)", then click "[Medsheet Report](#)"

Rx Login

Dashboard Manage Orders ▾ Patients ▾ **Medsheet ▾** Message(s) Others ▾ Reports ▾

Medsheet Report

Order/Resupply Meds Refill Request by Rx No. **Medsheet Report Status**

Step 2 - Type at least the first 4 letters of the resident's last name in the "Patient:" field and click the "Search" button to the far right

Search

Facility: PWC ▾ Patient: Enter text to search Store: ▾ Status: Active ▾

Medsheet By: Facility ▾ ☐ Display All **Search**

Step 3 - Find the resident you wish to print MARs and select them with the check box to the left of their name. Verify the start date you wish to be printed on the MAR and click "Request Print"

Request Print

Report: MAR ▾ ☒ Design: Trinity One V4_21WP ▾ Group By: Default ▾ Time Format: Regular ▾ Start Date: 08/18/2016 Time Slots: 1 ☒ Time ☒ Regular Only ☒ Other ☒ PRN **Request Print**

<input type="checkbox"/>	Patient DOB(G)	R/B/S	Facility	Address	Patient No.
<input checked="" type="checkbox"/>	345/A/3				



Page 1 of 1 (Total Records: 1) Go To Page No: Show Records: 10 ▾ **Go** [View Prescript](#)

Step 4 - Click the "Click Here" link as shown below to be taken to the "Med Sheet Report Status" screen. Alternately, you may also click "Medsheet" on the top bar and then click "Medsheet Report Status" to arrive at the same location or return at a later time

Request Print

Report: MAR ▾ ☒ Design: Trinity One V4_31WP ▾ Group By: Default ▾ Time Format: Regular ▾ Start Date: 08/18/2016 Time Slots: 1 ☒ Time ☒ Regular Only ☒ Other ☒ PRN **Request Print**

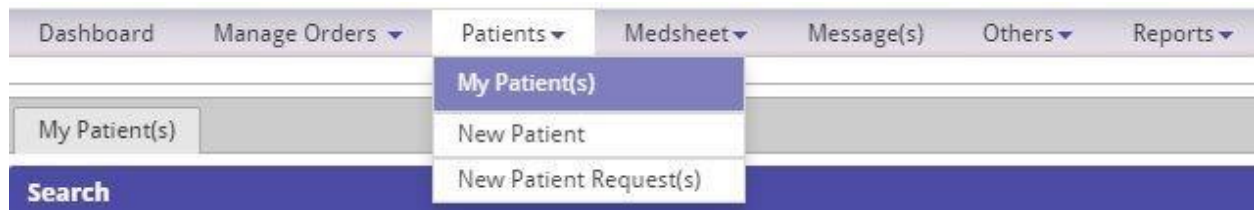
Report request has been queued successfully. Please wait until your report is available for print. Your report queue no. is 5. [Click here to view Report Status](#)

Step 5 - Find the MAR you wish to download/print from the list. Each request for a MAR print is logged by a sequential “Queue #” and will also display the “Date Time” the request was made from Step 3. Click the download  icon to download the MAR to your computer. From here you may open the download and print the MAR. If you are unsure of which MAR you need to download, you may also click the magnifying glass  to see the name of the resident on the MAR.

Accessing the patient profile

From the patient profile, you can access every medication the resident is currently taking, lookup drug information, request refills, print hard copies of prescriptions, check drug interactions, update the status of residents at your facility, and more.

STEP 1 - On the top bar of the Rx Login, click “Patient” then click “My Patient(s)”



STEP 2 - Find the resident you wish to view from the list using the navigation buttons at the bottom or narrowing your search parameters (using name or DOB) and clicking “Search” to quickly locate the resident.



STEP 3 - Click on the name of resident and then click “[Profile](#)” on the popup box

Printing a Copy of Rx Hardcopy

STEP 1 - Find the medication from the profile list that you wish to view/print the rx hardcopy





Profile Detail



Search

Profile From Last: 2 Years And More From: 10/11/2006 To: 08/19/2016 ☐ Medical Records ☐ Order Status ☐ Inactive Meds [Search](#) [Print](#)

[View Details](#) Name: [\[Name\]](#) 05/19/1930(F)
Allergy: No Known Drug Allergies

Medication Profile

Rx No.	Drug	Med. Type	Qty.	Sig	Last Fill	Last Del.	Status	Rem. Refill.	Doctor
 	CARBIDOPA-LEVODOPA 25-100 MG TABLET	Regular	135.0000	TAKE 1 & 1/2 TABLETS BY MOUTH THREE TIMES A DAY GIVE THIS MED ON TIME	07/26/16	07/26/16	Active	0	[Doctor]
 	CLONAZEPAM 0.5 mg TABLET	Other	15.0000	TAKE 1/2 TABLET (0.25MG) BY MOUTH EVERY NIGHT AT BEDTIME	08/09/16	08/09/16	Active	0	[Doctor]
 	DOCUSATE SODIUM 100 MG CAPSULE	Regular	30.0000	TAKE 1 CAPSULE BY MOUTH DAILY	07/27/16	07/27/16	Active	0	[Doctor]
 	DONEPEZIL HCL 10 MG TABLET	Regular	30.0000	TAKE 1 TABLET BY MOUTH EVERY NIGHT AT BEDTIME	08/11/16	08/11/16	Active	2	[Doctor]

STEP 2 - To view the rx hardcopy, click the  picture symbol next to the medication to open the hardcopy. To print the rx hardcopy, click the download  symbol next to the medication. Once it downloads, open the download and print it.

Looking up drug information

STEP 1 - Locate the name of the medication on the resident's profile you wish to learn more about.

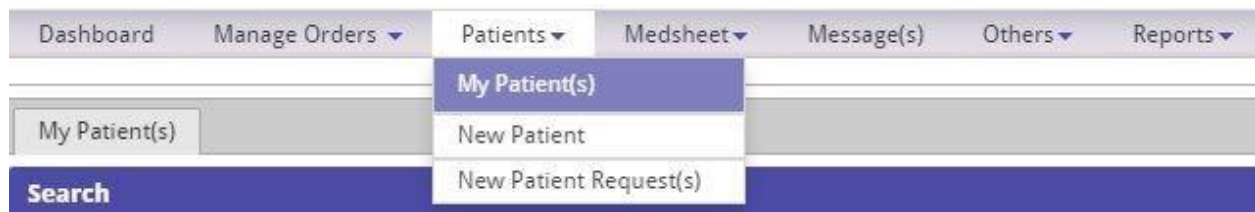
STEP 2 - Click on any medication listed in the profile to access the drug information as well as pictures of the medication and interaction information.

Drug Info.		
	NDC: 00228-2539-96	<u>Indication / Contra Indication</u>
	Drug: CARBIDOPA-LEVODOPA 25-100 MG	Form: TABLET
	Color: yellow Shape: round	Imprint: 539 <- logo
Print		
Drug Information		
<p>Caution: Be careful not to stand up too quickly May take with food if stomach upset occurs Tell doctor your complete medical history Review all drugs you are taking with your doctor May make you drowsy or dizzy. Drive with caution MD may need to reduce the dose before you stop it. Urine, sweat, & tears may turn red, brown or</p>		<p>HOW TO USE: Take this medication by mouth with or without food as directed by your doctor, usually 3 to 4 times a day. Taking this medication with food may help to decrease nausea. It is best to avoid a high-protein diet (it decreases the amount of levodopa that your body takes in) during treatment, unless directed otherwise by your</p>











Updating the Status of Resident to Pharmacy

It is crucial to always let the pharmacy know when the status of the resident changes (such as being discharged or going to hospital).

STEP 1 - On the top bar of the Rx Login, click "[Patient](#)" then click "[My Patient\(s\)](#)"



STEP 2 - Find the resident you wish to view from the list using the navigation buttons at the bottom or narrowing your search parameters (using name or DOB) and clicking "[Search](#)" to quickly locate the resident.

	Patient DOB(Gender)	R/B/S
	 05/19/1930(F)	302/A/3
	 09/22/1923(F)	2
	 05/05/1926(F)	3
	 07/05/1928(F)	3
	 09/21/1928(M)	3

- Profile
- Refill
- Picture
- Check Drug Interaction(s)
- Patient Maintenance
- Contact(s)
- Allergy(ies)

STEP 3 - Click on the name of the resident and click "[Patient Maintenance](#)"

STEP 4 - A new pop window will open with selection for updating the resident's status at the community. Always remember to include a precise note so pharmacy staff will understand the request. *NOTE: This doesn't change any data on the pharmacy side but sends a notice to the pharmacy staff. It will still be the pharmacy staff's responsibility to update this information.*

The screenshot shows a web form titled "Patient Maintenance" with a purple header. Below the header, it says "Patient: DOG, PLUTO(05/13/1967(M))". There is a section titled "Please confirm your request to" with four radio button options: "Discharge patient from facility", "Hold drugs for patient", "Patient in hospital", and "Patient returned to facility from hospital". Below these options is a text input field labeled "Note/Reason(s):". At the bottom of the form, there is a section titled "E-MedPass" with two checkboxes: "Exclude From E-MedPass" and "Temporary Hold E-MedPass". At the bottom right of the form are two buttons: "Save" and "Close".

Communicating with Pharmacy Staff via Rx Login

STEP 1 - On the top bar of the Rx Login, click "[Messages](#)"



STEP 2 - Compose a message to pharmacy staff. Click the "[Compose](#)" button on the far left.

Rx Login



STEP 3 - In the "To" line, click Pharmacy



STEP 4 - If your message is concerning a specific resident and/or a specific medication for a resident then select the appropriate Patient and then the appropriate Rx Number. If the message is more generalized, then do not select a specific resident. Compose your message and hit "send".

The screenshot shows the message composition form. It includes fields for 'To:' (set to Pharmacy), 'Patient:' (set to --Select--), 'Subject:', and 'Rx Number:'. There is also a 'Recipient:' dropdown showing '1 of 1 selected'. Below these fields is a rich text editor with various formatting options like Bold, Italic, Underline, and a 'Format' dropdown.

STEP 5 - The rest of the messaging system works just like an email system. You can even drag/drop files on the right side of the screen to attach and send to the pharmacy. **JUST REMEMBER!** If you send a message using the Rx Login then your response from the pharmacy will also come back into Rx Login. You **MUST** remember to periodically check the Rx Login if you are expecting a response.

Rx Login

The screenshot shows the 'Delivery Report' tab in the Rx Login system. At the top, there is a search bar with several filters: Facility (dropdown), Patient (dropdown), From (date range), To (date range), Type (dropdown), Status (dropdown), and Delivery No. (text input). Callout A points to the Facility dropdown, B points to the Type dropdown, C points to the Status dropdown, and D points to the Delivery No. input field. Below the search bar is a table with columns: Delivery No., Batch No., Date, Delivery By, Type, Facility, Status, Tracking No., and Note. The table contains four rows of delivery data. Each row has a small icon to the left of the Delivery No. column.

Delivery No.	Batch No.	Date	Delivery By	Type	Facility	Status	Tracking No.	Note
DL00007663	213210	08/16/16	DRIVER, [Signature]	Regular	Fac	Delivered		PDA Note: [Signature]
DL00007664	213210	08/16/16	DRIVER, [Signature]	Regular	Fac	Delivered		PDA Note: [Signature]
DL00007665	213210	08/16/16	DRIVER, [Signature]	Regular	Fac	Delivered		PDA Note: [Signature]
DL00007713	213236	08/17/16	DRIVER, [Signature]	Regular	Fac	Delivered		PDA Note: [Signature]


Delivery Reports

The delivery reports allow you to browse through your delivery manifest, search for a specific resident to see what has been delivered, and to see who signed for a delivery.

STEP 1 - On the top bar of the Rx Login, click "[Reports](#)", then click "[Delivery Reports](#)".



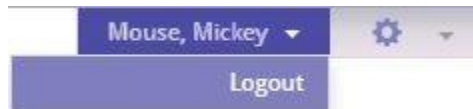
STEP 2 - A list of your most recent deliveries will populate the page. You now have several options

- A. Clicking the  icon allows you to see the signature of who signed for the delivery
- B. Clicking the blue delivery no. allows you to see the manifest of everything delivered for that specific date.

- C. Clicking the patient, you may search for any specific resident at your community and then click search to the far right to narrow the deliveries down to only those that contained at least 1 item for the resident you selected.
- D. You will see the typed name of the person who signed for the delivery in A. above.

How to logout of Rx Login

In the upper right corner of the screen, click on your user name and then click [Logout](#).



By default, the Rx Login will automatically logout after 15 minutes of inactivity.

For further questions please contact:

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