

# WELFORD CHART NOTES NEWSLETTER

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## SENDING PRESCRIPTIONS ELECTRONICALLY

Version 5.5, scheduled for release in the beginning of January, 2009, will allow you to send prescriptions electronically via a company called Newcrop. There has been such intense interest on the part of our users on this topic that we have decided to send you a preview of how it will work, rather than issuing the newsletter once the version is actually released. This will give you some time to acquaint yourself with the workflow and be ready to use the feature as soon as possible.

This newsletter will only touch on some of the highlights of how to use this feature. The User's Manual and onscreen help that accompany version 5.5 will give much more detailed information on using this feature.

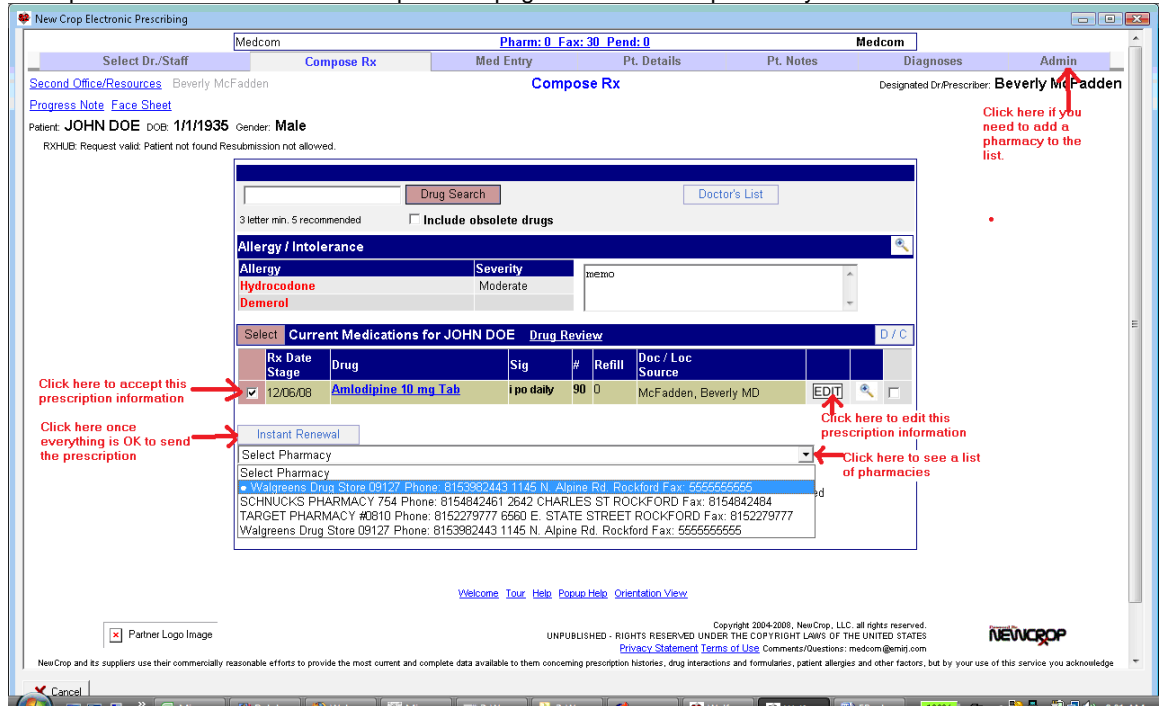
Before you can use this feature, you will need to obtain some files from MEDCOM that specifically are used by this feature. If you have version 5.5 but are not licensed by MEDCOM for electronic prescribing, you will not have the necessary files, and will not be able to prescribe electronically. You also need to have high-speed Internet access at your office.

When you first start using the feature, you'll be in a mode called "preproduction". During this time, your electronic prescriptions will go to Newcrop, but they will not be sent along to actual pharmacies. Newcrop will certify that the process is working correctly. Once this happens, you'll be switched to a mode called "production". At this time, prescriptions which you send to Newcrop will go directly to actual pharmacies.

The process of sending an electronic prescription using Welford Chart Notes works like this:

1. Press WritePrescriptions to open the Prescription Writer.
2. Fill in the Prescription as you have in the past.
3. Press the new **eRx-NewCrop** button near the lower right corner of the Prescription Writer and select **Send one**. You can also send multiple prescriptions at once by loading them into the Prescription Writer from the patient's Medication Editor and selecting **Send all**. You can also electronically send a prescription from the Prescription Log by pressing the same **eRx-NewCrop** button. For example, if one of your staff has sent you a Requested refill in the Prescription Log, you can send that electronically from inside the Prescription Log.
4. Your web browser now takes you to Newcrop's website with the patient's prescription and allergy information loaded on the screen.
5. If the prescription information is correct, simply click on the box to the left of it in order to place a checkmark there. If you need to change something, click the **EDIT** button to the right of it and revise the information.
6. Click the drop-down button in the Select Pharmacy box and choose the pharmacy to which you wish to send the prescription. Newcrop remembers the pharmacies to which you have previously sent prescriptions for this patient, and lists them at the top of the list with a dot to the left of the

name. If the patient's pharmacy does not appear on this list, click on the **Admin** tab in the upper right corner of the screen, select **Location Pharmacy Lists** near the top of the right-hand column, and click **Add Pharmacy** to add a new pharmacy to the list. Then click the **Compose Rx** tab near the top of the screen to return to the previous page and select the pharmacy.



7. Click the **Instant Renewal** button. It will change to say **Working** for a few seconds, then return to saying **Instant Renewal**. Now, the name of the medication will appear near the top of the screen in the **Instant Renewal Confirmation** section.
9. Press **Cancel** (in the lower left corner of the screen) or the <ESC> key to return to **Welford Chart Notes**.

That's all there is to it!

Once you have sent a prescription electronically, this fact is reflected in the Prescription Log. It also automatically imports from Newcrop the name, address, and phone number of the pharmacy you selected, and adds it to the Prescription Log list of Pharmacies if it was not already listed there. From inside the Prescription Log you can press a new button called **ERxData** which shows you information about this electronic transaction. From there, you can press a button called **Newcrop Detail** which takes you to a screen in Newcrop which shows you the status of the electronic prescription. You can tell you whether the prescription was sent to the pharmacy electronically or faxed there. (All prescriptions are initially sent by fax until you are certified by Newcrop to send them electronically. Also, some pharmacies are not equipped to receive prescriptions electronically; in those cases, the prescriptions are faxed to the pharmacies).

**Welford Chart Notes** also automatically generates the appropriate new G-Code as you close out each patient visit in the Writer to reflect whether you have sent prescriptions electronically. These G-Codes are automatically sent to the CPT Background File (assuming you have activated this feature) so that your billing software can import them. They are also displayed when you select the appropriate CPT code for the visit as you store your note. You need to report these G-Codes when you bill Medicare for each visit in order to be eligible for the 2% rebate from Medicare at the end of the year for using electronic prescribing.

You cannot currently send prescriptions for controlled substances electronically. Pharmacies will not recognize such prescriptions as valid. Remember this when using electronic prescribing. This may change in the future if regulations change.

Watch this Newsletter for more information about this exciting new feature. There are more aspects to it than we can cover in a single Newsletter, but there is enough information here to get you started.