WELFORD CHART NOTES NEWSLETTER

Volume 45, No. 6

June, 2014 All rights reserved



PHARMACY SEARCH BY EXAMPLE (User's Manual, pgs. 1329-1330)

You can search the list of Pharmacies in the Prescription Log by name, address, city, or phone number. Let's see how this is done:

- 1. Suppose a patient calls after hours and asks you to call in a prescription to the Walgreen's on Water Street. However, the patient does not know the telephone number, nor do you.
- 2. Press View\Prescription Log\Add.
- 3. Click on the Pharmacy
- box. 4. If at this point, you press Search, you will see a list of all of the pharmacies in your database. However. there are more than one of them named "Walgreen's", and you don't which know is one on
- Water Street. 5. Instead, press the **Edit** button.
- 6. Note that the State. City, Phone and prefix are filled in automatically if you have set these in your Name Options. If you know that the Pharmacy that you are seeking matches these

Edit Pharmacy	and 2 Martine	
Pharmacy <u>N</u> ame: <u>A</u> ddress:		✓ 0 <u>K</u> ★ <u>C</u> anc
Cit <u>y</u> :	West Eastdale	? <u>H</u> elp
s <u>t</u> ate: <u>P</u> hone:		Clear
Fa <u>x</u> :	ī)	<u> </u>
Comment:		<u>⊒</u> <u>F</u> i×
		🚺 Merge
		Renam
		<u> </u>
Edit Pharmacy		<u> </u>
Edit Pharmacy Pharmacy Name:	WALGREEN	<u>Search</u>
Edit Pharmacy Pharmacy Name: Address:	WALGREEN water	♀ Search ✓ OK ★ Cance
Edit Pharmacy Pharmacy Name: Address: City:	WALGREEN water	Ŷ Search
Edit Pharmacy Pharmacy Name: Address: City: State: Phone:	WALGREEN water Zip code:	Ŷ Search
Edit Pharmacy Pharmacy Name: Address: City: State: Phone: Fax:	WALGREEN water	♀ Searcl ✓ OK ✓ OK ✓ OK ✓ OK ✓ Cance ? Help ① Clean ◆ Delete
Edit Pharmacy Pharmacy Name: Address: City: State: Phone: Fax:	WALGREEN water	♀ Searcl ✓ OK ✓ OK ✓ OK ✓ OK ✓ Cance ? Help Î Clear ♦ Delete Ξ Eix
Edit Pharmacy Pharmacy Name: Address: City: State: Phone: Fax: Comment:	WALGREEN water	♀ Search ✓ OK ✓ OK ✓ OK ✓ OK ✓ OK ✓ OK ✓ Delet Ξ Eix ① Merge
Edit Pharmacy Pharmacy Name: Address: City: State: Phone: Fax: Comment:	WALGREEN water	♀ Searcl ✓ OK ★ Cance ? Help ① Clear ● Delete ■ Ei× ● Merge ○ Renam

three elements, you then you can leave them in place before performing the Search. However, in this case, let's assume that you are not sure if these are correct. In that case, press the Clear button to erase them from the screen.

- In the Pharmacy Name box, type in "WALGREEN". (You can type just a portion of a name 7. and the program will search for any pharmacies containing that fragment).
- In the Address box, type in "water". (Again, the program will search for these letters anywhere 8. within the Address). The program doesn't care whether you use uppercase or lowercase.
- Press the Search button. 9.
- 10. If there are any pharmacies which match the criteria that you have specified, they will appear in the Pharmacy Search window. Double-click on any one, or highlight one and press OK to bring it to the Edit Pharmacy window.

Pharmacy Search	Pharmacy Search				
Name	Address	City/State/Zip			
WALGREEN'S DRUGS	1234 Water Street	West Eastville, CT 12345	1		
11. In the Edit Pharmacy window, you can now see the Phone number, Fax number, and Comment .	Edit Pharmacy Pharmacy Name: Address: City:	X Cancel 7 Help WALGREEN'S DRUGS 1234 Water Street West Eastville	✓ OK ✓ OK ✓ Cancel		
NEWS ON VERSION 6.6 We have been busy adding new features to version 6.6. If there are particular features you would like to see in version 6.6, please contact us.	S <u>t</u> ate: <u>P</u> hone: Fa <u>x</u> :	CT ∠ip code: 12345 (111) 222 - 3333 (111) 222 - 3367	Clear ♦ Delete ■ Eix		
SEND US YOUR TIPS If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:	Co <u>m</u> ment: Open Sundays r	noon-5 pm	No. Rename Search		

Welford Medical Computing, Inc. 3779 Hermitage Trail Rockford, IL 6111

> **MEDCOM Information Systems** 2117 Stonington Avenue Hoffman Estates, IL 60195

or