

WELFORD CHART NOTES NEWSLETTER

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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 know which one is on Water Street.
5. Instead, press the **Edit** button.
6. Note that the **City**, **State**, and **Phone** 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

Pharmacy Name:

Address:

City:

State: Zip code:

Phone: -

Fax: -

Comment:

Buttons: OK, Cancel, Help, Clear, Delete, Fix, Merge, Rename, Search

Edit Pharmacy

Pharmacy Name:

Address:

City:

State: Zip code:

Phone: -

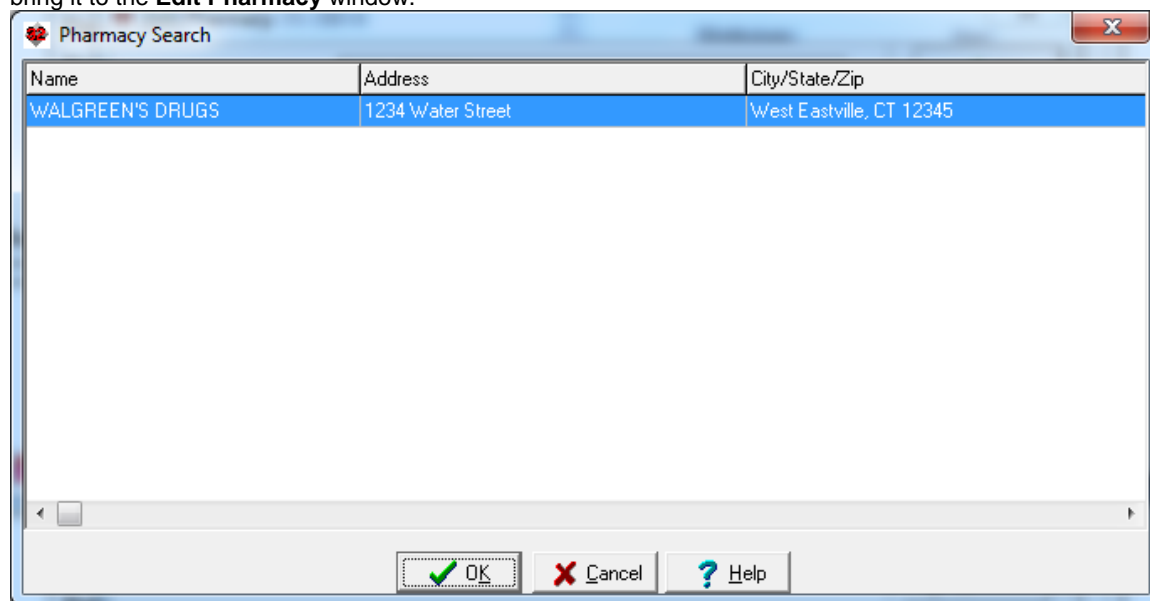
Fax: -

Comment:

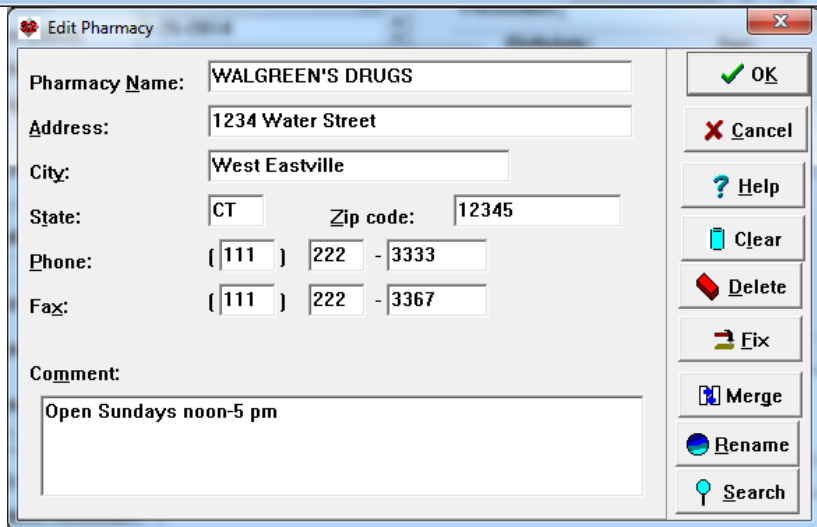
Buttons: OK, Cancel, Help, Clear, Delete, Fix, Merge, Rename, Search

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.

7. In the **Pharmacy Name** box, type in "WALGREEN". (You can type just a portion of a name and the program will search for any pharmacies containing that fragment).
8. In the **Address** box, type in "water". (Again, the program will search for these letters anywhere within the Address). The program doesn't care whether you use uppercase or lowercase.
9. Press the **Search** button.
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.



11. In the Edit Pharmacy window, you can now see the **Phone** number, **Fax** number, and **Comment**.



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.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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

or
MEDCOM Information Systems
2117 Stonington Avenue
Hoffman Estates, IL 60195