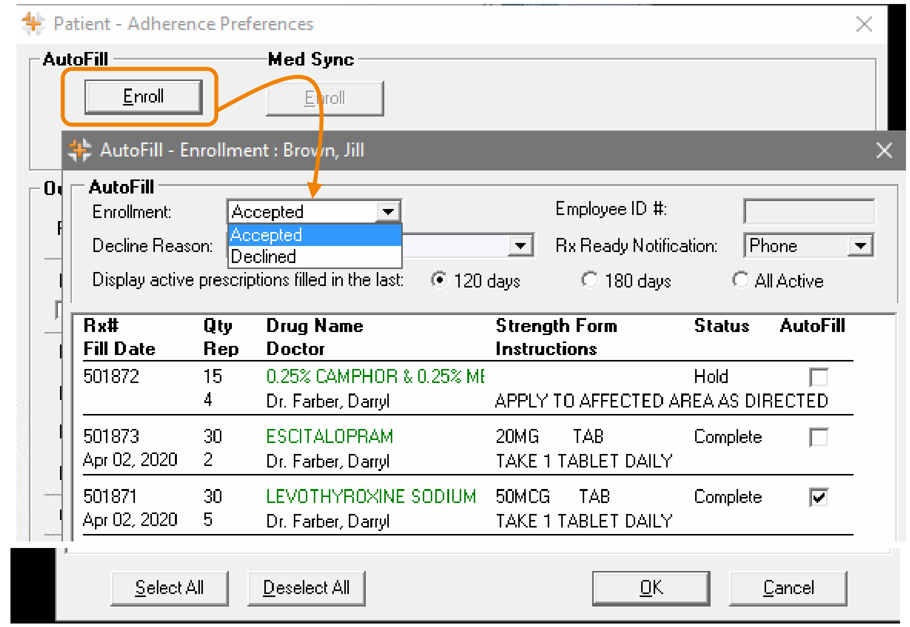
Pharmaclik RX

AutoFill Job Aid

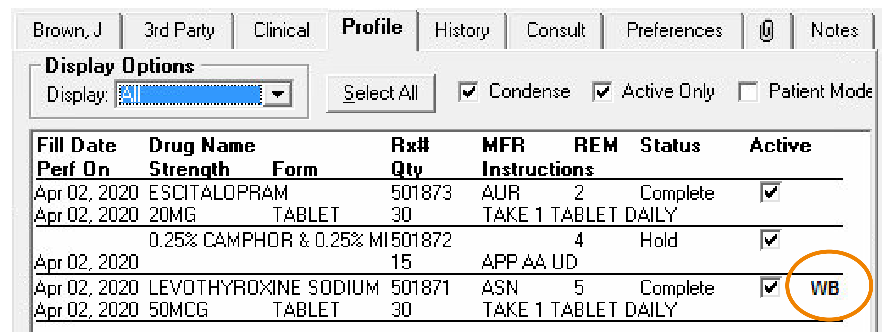
To enroll a patient in AutoFill



1. In the patient's folder, select the **Preferences** tab.
2. Select the **Adherence** button. Patient Adherence Preferences opens.
3. Select the **Enroll** button. The AutoFill Enrollment window opens.
4. Choose **Accepted** from the **Enrollment** dropdown list.
5. The window lists the patient's active prescriptions filled within the last 120 days. Select **All Active** to see all active prescriptions on the patient's Profile.
6. Review the list of prescriptions. Select the **AutoFill** checkbox for each prescription that will be enrolled in AutoFill. (TIP: The **Select All** button turns ON the AutoFill checkboxes for all the prescriptions; **Deselect All** turns the checkboxes OFF).
7. Enter your initials in **Employee ID #** (optional).
8. Select **OK**. The screen returns to the Patient Adherences Preferences window.
9. Select the **OK** button to close the window.

The prescriptions are placed on the Workbench **To Do** tab for the preset number of days before they are due for refill. The indicator **WB** appears on the patient's Profile for the same prescriptions (refer to the screenshot below for an example).

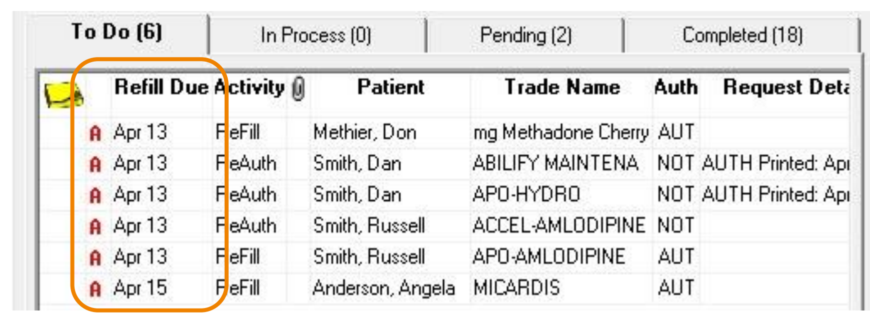
How do I know if a prescription is enrolled in AutoFill?



There are a few ways to check if a prescription is enrolled in AutoFill. The quickest method is to look at the patient's Profile.

- When a prescription is enrolled in AutoFill, the next refill is waiting on the Workbench To Do tab for a future date. A **WB** indicator appears on the patient's Profile for AutoFill prescriptions (**WB** means 'Workbench').
- There is an **AutoFill** checkbox in the Rx Detail **Extended** tab. The box will be checked when the prescription is enrolled in AutoFill.

How are AutoFill prescriptions identified on the Workbench?



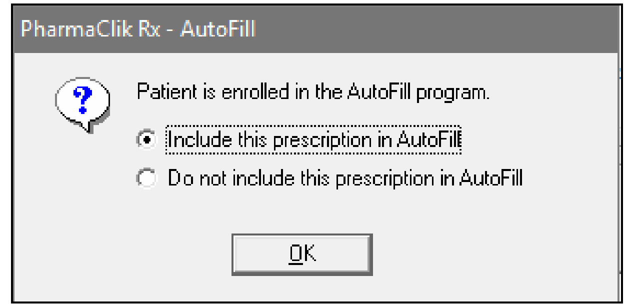
AutoFill prescriptions have a red letter **A** in the Priority column on the Workbench. There is also a **Refill Due** column, which indicates when the prescription is due for refill AutoFill prescriptions are stored in the Workbench **To Do** tab the set number of days prior to the due date.

TIP By default, the **Refill Due** column is located at the end of the Workbench. To move the column, drag and drop it in its new location.

AutoFill Job Aid

To fill a new prescription for an AutoFill patient

Follow these steps when filling a new prescription for a patient who already has other prescriptions on AutoFill. You can choose to enroll the prescription in AutoFill, depending on whether this is a chronic, acute or PRN prescription.



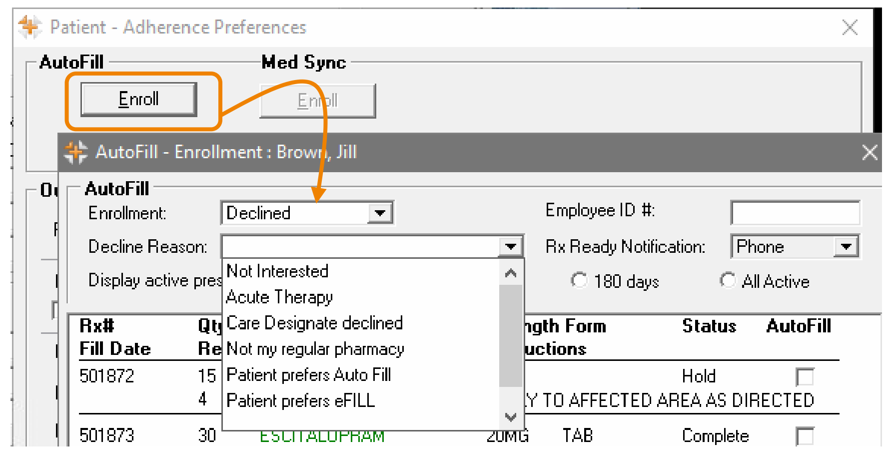
1. Create the new prescription as usual.
2. Upon pressing the **Fill, Queue** or **Multi-Fill** button in Rx Detail, you are prompted to include the prescription in AutoFill. Make a selection from the prompt: **Include this prescription in AutoFill** or **Do not include this prescription in AutoFill**.
3. Select **OK** button. The prescription continues to process as usual.

   When the prescription is added to Autofill: It appears in the profile with a **WB** indicator, and is placed on the Workbench To Do tab for the preset number of days before the next refill is due.

When a patient declines AutoFill enrollment

1. In the patient's folder, select the **Preferences** tab.
2. Select the **Adherence** button. Patient Adherence Preferences opens.
3. Select the **Enroll** button. The AutoFill Enrollment window opens.
4. Choose **Declined** from the **Enrollment** dropdown list.
5. Choose an option from the **Decline Reason** dropdown list.
6. Enter your initials in **Employee ID #** (optional).
7. Select the **OK** button.

TIP If a patient is enrolled in AutoFill and would like to be removed from the program, follow the same process as described above. Any AutoFill prescriptions that are already on the Workbench **To Do** tab are removed and the **WB** indicator is automatically removed from the patient's Profile.



★★ IMPORTANT TIPS TO REMEMBER ★★

Days supply must be accurate.
Since AutoFill calculates the next Refill Due date based on the days supply entered for the prescription, it is CRITICAL that an accurate days supply be entered for each prescription.

ALL prescription receipts must be scanned at POS.
If you have POS integration, all prescriptions must be scanned, even if the patient pays $0.00 copay or if the prescription is a delivery. This tells PharmaClik Rx when prescriptions have been picked up or delivered and accurately calculates the next Refill Due date.