Configuration and Use of Allscripts in Crystal PM

Configuration

1. There are 2 versions. The Basic version and the Crystal Enterprise version. You must first sign up for the Basic version, then contact Crystal if you wish to upgrade.

a. The Basic version will let you open Allscripts and add patients from within Crystal. The Enterprise version will open Allscripts to the correct patient as well as import the prescription FROM Allscripts back into the Crystal Drug Rx tab.

2. Please sign up for the Basic version of Allscripts at:

https://erxnowregistration.allscripts.com/home.aspx?eid=79c8371d-c0d9-4a95-af9f-9f2406c39b11

a. All providers in a location wishing to be on the Basic version must be listed under a single "Master" account. To do this, 1 doctor will sign up for Basic, then go to Settings and Add User.

b. All providers in a location wishing to be on the PAID version must be listed under a single "Master" account. To do this, 1 doctor will sign up for Basic, then go to Settings and Add User.

3. Once your Basic accounts are activated, you will enter the providers' usernames and passwords under Admin – Employees. From this point, if you wish to upgrade to Enterprise, please contact Billing@CrystalPM.com and we can take payment and assist in the upgrade. The cost for the Enterprise version is \$360/yr per provider.

NEVER PAY ALLSCRIPTS FOR A DELUXE ACCOUNT! CRYSTAL CANNOT INTEGRATE WHEN YOU HAVE DELUXE ACCOUNT!

Use (Paid Version)

- 1) Importing existing medications and allergies
 - a) From the Patients' record, go to the Drug Rx tab.
 - b) Click the button labeled CCR

File Conf	iguration S	station EH	IR Import /	Export Su	pport Mes	sages Help	Backup	EHR Settings				
	6	2	Line Lin	50°	24			Change User	Class			
Patient	Billing	Tasks	Schedule	Inventory	Reports	Records	Admin	Logout	Close			
Test, Te	st _				Shift F8	No Docto	r Assianed		~ 03/02/201	6 Dics Letter R SI	in Files Spec RX C	RX
I Record	ompleted	Diags Dru	gs Extern	Obs Pro	C RX				03/02/201			
Drug RX today	Specs/CL R today	X ARRA today										
Drescriptic	n 1:								Pri	int F-Prescribe	CCR	
RX:												
SIG:									~			

- c) This will open the patients' Continuity of Care Record. At the top, you will notice buttons for "Import Allergies" and "Import Medications". Clicking either button will show all Allergies or Medications that Allscripts has on record.
 - i) Don't be alarmed if no medications or allergies are listed. There are multiple companies hosting multiple databases at this time, and not all databases are merged with each other.

🖢 E Prescribe Do	ocuments	_		- [
Import Allergi	es Import Medications	Print Export CCR		
Expand All [+] / <u>Collapse All [-]</u>	_		_
Continu	ity of Care Re	ecord	🍁 Import Medications 🛛 🗖 🗆	×
Date	CCR Creation	2016-03-	Medication	
Created: From:	Date Time: (Provider) Eye care and eyewe (Organization) ePrescribe by Allscr (InformationSystem)	02T191401Z ear of Carrollton ipts, LLC. 3.3.2.112 (ERX)		
To:	(Patient)			_
Purpose:	Patient Request			
Patient De Expand/Colla	emographics apse [+/-]		Import Selected Select All Clear All Cano	el .::

d) At this point, you can Import some or all of what is listed. The information imported will be viewable in the Medications and Allergies grids on the ARRA tab.

2) Prescribing medications to patients

- a) From the Patients' record, go to the Drug Rx tab.
- b) Click the E-Prescribe button. This will open the E Prescribe window with the current patient highlighted

	cribe with Cry	/stal PM										
Cryst	Patie Activ Activ Activ Reta Mail	ient: ive allergies: ive problems: ive medications: ail pharmacy: Lorder pharmacy:	Test, Test None entered None entered None entered None entered			Weight: N/A	Gender, DOB:	M, 06/25/1976 (39 Y)	Patient ID: 10004			
Pati	ents	Tasks	Library Re	ports Sett	ings Tools	s My eRx			S.Wot	ers Kltav		
Last N	lame:	First Nam	e: DOB	mm/dd/yyyy Patie	ent ID:	Search 👻						
🕒 Me	dication & Me	ed Allergy reconcili	Medication & Med Allergy reconciliation has not yet been performed on this patient.									
0	Review History Select Dx > Select Med >>											
Revie	ew History	Select Dx I	 Select Med 	••					Document Visi	t		
Revie	ew History Patient ID	Select Dx I Patient Name	Select Med	DOB	Phone Number	Street Address			Document Visi	t		
Revie	Patient ID 912918	Select Dx I Patient Name Brunson, Patric	Select Med	DOB 12/03/1967	Phone Number (903) 818-1543	Street Address 4828 Ash Glen Ln			Document Visi	t^		
Revie	Patient ID 912918 906654	Select Dx I Patient Name Brunson, Patric Caballero, Bian	Select Med	DOB 12/03/1967 03/02/1994	Phone Number (903) 818-1543 (469) 524-9330	Street Address 4828 Ash Glen Ln 2211 Creekridge Dr			Document Visi	t^		
Revie	Patient ID 912918 906654 911892	Select Dx I Patient Name Brunson, Patric Caballero, Bian Test, Record	Select Med	DOB 12/03/1967 03/02/1994 10/12/1963	Phone Number (903) 818-1543 (469) 524-9330 (449) 073-2000	Street Address 4828 Ash Glen Ln 2211 Creekridge Dr FIC			Document Visi	t^		

- c) Click the Select Med button on the bar above
- d) Here you can enter a medication into the box and click Search, which will list all corresponding medications

Choos	e Medic	ation		Aspirin	Search OPati	ient History 🔍 My History 🔍 All I	Meds 🔵 By Group: Sel	ect Group	Write Free Form Rx
🕒 Yo	ur searc	ch retur	rned mo	ore than 50 results. Please consider re	efining your search.(e.g. /	Aspirin 250)			
Covera	ige: Nor	ne Avai	lable						
Back	Sele	ect Sig	j Þ						
				Drug Name		Strength	Unit	Dosage Form	
۲	٢			Aspirin				Powder	

- e) Click the radio button then Select Sig
- f) Here you will add the quantity, refills, SIG (required) and any special instructions.
- g) At this point, you can Add to Script Pad if you want to add additional medications, or Add and Review to begin processing the Rx.
- h) Clicking "Continue" will bring you to the Pharmacy search. You have many options to search by, including address and phone number.

Crystal	Patient: Active allergies: Active problems: Active medications: Retail pharmacy: Mail order pharmacy	Test, Test None entered None entered None entered None entered r: None entered	V	Weight: N/A	Gender, DOB: M, 06/2	25/1976 (39 Y)		Patient ID: 1000
Pharmacy Se	Search: Not all fields Retail Phan earch by: Patient B	are required. rmacies	Mail Order Pharmacies					
Street /	Name:	City: State:	ZIP Code:					
Current Course	Phone:	Search						
Cancel	Continue	162						
• CS	<u>Destination</u> ≑ WAL-MART PHARMA	\CY 2086		Address 1700 DALLAS PARKWAY		City PLANO	State TX	Phone (972) 931-5176

- i) Once a pharmacy is selected, click Continue
- j) The next window will give you the option to Process Script Pad and send to the Pharmacy

Crystal	Patient: Active allergies:	Test, Test None entered		W	eight: N/A	Gender, DOB:	M, 06/25/1976 (39 Y)	Patient ID: 10004
Practice Management	Active problems:	None entered						
	Active medications:	None entered						
	Retail pharmacy:	CS WAL-MART PHARMACY 20	86, 1700 DALLAS PA	RKWAY, , P MOREN				
	Mail order pharmacy	None entered						
Patients	Tasks		Settings					
Script Pad								
Select Med	d Choose Patien	t Change Pharmacy	Process Sc	ript Pad ►				
Rx Date	Medication	% Sig				Destination		Actions
Rx Date 03/02/2016 02:29 PM	Medication Aspirin 120 M QUANTITY 1	& Sig G Rectal Suppository - USE AS I 3uppository - REFILL 0 - Days Si	DIRECTED. upply - 1			Destination Send to Pharmacy	Y	Actions
Rx Date 03/02/2016 02:29 PM	Medication Aspirin 120 M QUANTITY 1	& Sig G Rectal Suppository - USE AS I Suppository - REFILL 0 - Days Si	DIRECTED. upply - 1			Destination Send to Pharmacy	~	Actions
Rx Date 03/02/2016 02:29 PM	Medication Aspirin 120 M QUANTITY 1 S	& Sig G Rectal Suppository - USE AS I Suppository - REFILL 0 - Days Si	DIRECTED. upply - 1			Destination Send to Pharmacy	×	Actions

k) Once the order is sent, closing the E-Prescribe window will import the medications back into the Drug Rx tab in Crystal.