IMS™ Intelligent Medical Software

Prescription Setup User Guide

IMS Build 22

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Contents

Introduction

With the Prescription module, you can create prescriptions in IMS and prescribe drugs to patients. IMS has an extensive drug database provided by First DataBank.

Overview: The Drug Screen

On the **Drug** screen, you can register a drug and specify other details related to the drug, such as its product ID, National Drug Code (NDC), and drug schedule.

To access the **Drug** screen, click **Setup** on the IMS menu bar, and then click **Prescription**. When the **Setup Center** window opens, double-click **Drug** in the left pane.

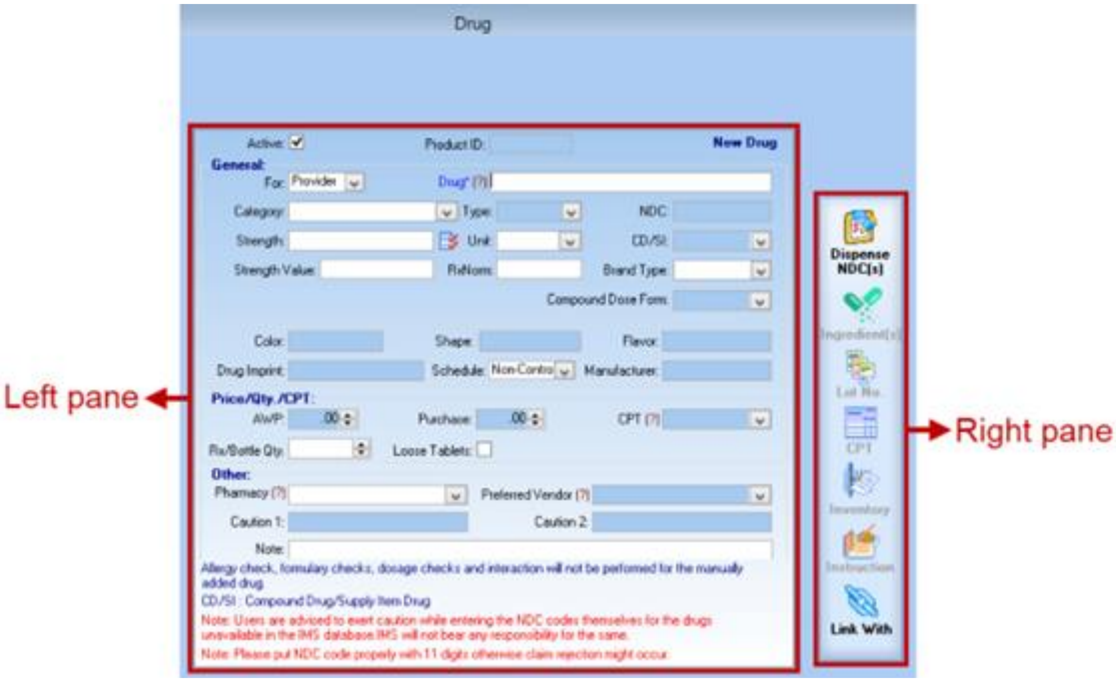

Figure 1 The **Drug** screen

Detailed View: Left Pane

In the left pane of the **Drug** screen, you can enter the necessary details about the drug. The left pane is further divided into five sections.

Upper Section.

In the upper section of the left pane, you can see the following:

- **Active**. The **Active** check box is selected by default, but you may clear this check box if you want to deactivate the drug.
- **Product ID**. In the **Product ID** box, you can see the product identification number of the drug.

General Section.

In the **General** section, you can see the general information about the drug.

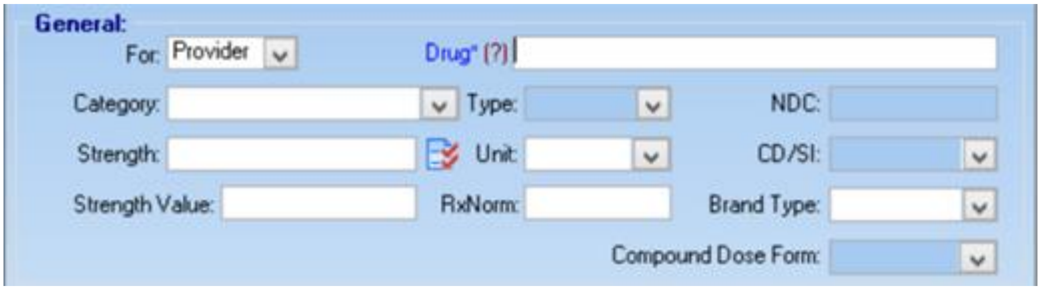

Figure 2 The **General** section of the **Drug** screen

In **General**, enter the applicable information in the following:

- **For**. From the **For** list, select any of the following:
  - **Provider**. Select **Provider** if the drug is prescribed by the provider.
  - **Dispense**. Select **Dispense** if the drug is given to patients through your in-house pharmacy using the Drug module in IMS.

- **Both**. Select **Both** if the drug is prescribed by the provider and given to the patients through your in-house pharmacy.

- **Drug**. In the **Drug** box, type the name of the applicable drug.

  You can also click the red question mark [?] to search for and select a drug.

- **Category**. From the **Category** list, select the applicable drug category.

- **Type**. From the **Type** list, select the applicable drug type.

  The **Type** list appears dimmed if you select **Provider** from the **For** list.

- **NDC**. In the **NDC** box, type the applicable National Drug Code (NDC).

  NDC appears dimmed if you select **Provider** from the **For** list.

- **Strength**. In the **Strength** box, type the applicable NDC strength of the drug.

- **NDC Qualifier Mapping**. Click the **NDC Qualifier Mapping** symbol beside the **Strength** box to select the NDC qualifier and strength applicable to the drug. For more information about NDC qualifiers, see *Add an NDC qualifier*.

- **Unit**. From the **Unit** list, select the applicable NDC unit.

- **CD/SI**. From the **CD/SI** list, select either **Compound** or **Supply Item**, depending on the option applicable to the drug.

- **Strength Value**. In the **Strength Value** box, type the numerical value for the drug's strength.

- **RxNorm**. In the **RxNorm** box, type the US-specific terminology applicable to the drug.

- **Brand Type**. From the **Brand Type** list, select the applicable brand type of the drug.

- **Compound Dose Form**. From the **Compound Dose Form** list, select the applicable dosage form of the compound drug.

Controlled Substance Detail Section.

In the controlled substance detail section, you can see the information about controlled substances. When you select **Provider** from the **For** list, most of the boxes in the controlled substance detail section appear dimmed, except for the **Schedule** list.

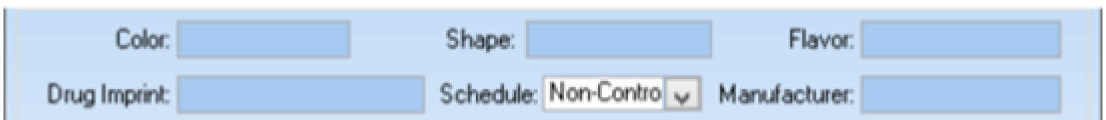

Figure 3 The Controlled Substance Detail section of the **Drug** screen

In the controlled substance detail section, enter the applicable information in the following:

- **Color**. In the **Color** box, type the color of the drug.

- **Shape**. In the **Shape** box, type an accurate description of the drug's shape. This may not be applicable to drugs in liquid form.

- **Flavor**. In the **Flavor** box, type a short description of the drug's flavor.

- **Drug Imprint**. In the **Drug Imprint** box, type the applicable drug imprint.

- **Schedule**. From the **Schedule** list, select the applicable drug schedule of the drug.

- **Manufacturer**. In the **Manufacturer** box, type the manufacturer's name.

Price/Qty./CPT Section. If you select **Provider** from the **For** list, most of the boxes in the **Price/Qty./CPT** section appear dimmed, except for the **Rx/Bottle Qty** box.

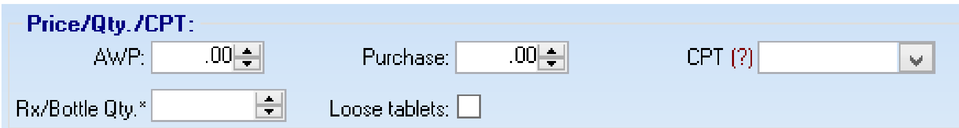

Figure 4 The **Price/Qty./CPT** section of the **Drug** screen

In the **Price/Qty./CPT** section, enter the applicable information in the following:

- **AWP**. In the **AWP** box, enter the applicable average wholesale price of the drug.
- **Purchase**. In the **Purchase** box, enter the applicable purchase price of the drug.
- **CPT**. In the **CPT** box, enter the CPT code that is linked to the drug. When the drug is dispensed to the patient, a charge is filed for the drug. You can also click the red question mark [?] beside **CPT** to search for and select the CPT code from the database.
- **Rx/Bottle Qty**. In the **Rx/Bottle Qty** box, enter the number of pills generally prescribed to the patient at a time.
- **Loose Tablets**. Select the **Loose Tablets** check box to dispense the drug with varying quantities.

Other Section. If you select **Provider** from the **For** list, most of the boxes in the **Other** section appear dimmed, except the **Pharmacy** list and **Note** box.

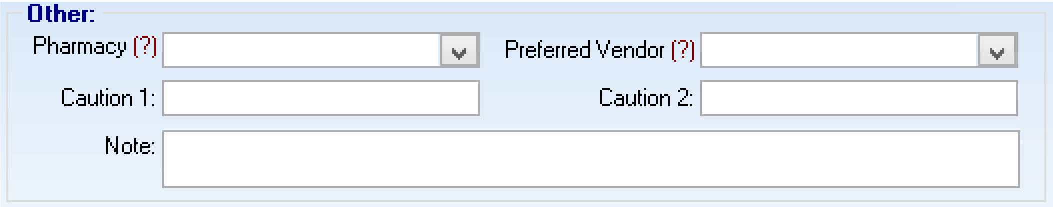

Figure 5 The **Other** section of the **Drug** screen

In the **Other** section, enter the necessary information in the following:

- **Pharmacy**. From the **Pharmacy** list, select the name of the applicable pharmacy. You can also click the red question mark (?) beside **Pharmacy** to search for and select the pharmacy.
- **Preferred Vendor**. From the **Preferred Vendor** list, select the name of your preferred vendor. You can also click the red question mark (?) beside **Preferred Vendor** to search for and select the vendor.
- **Caution 1** and **Caution 2**. In the **Caution 1** and **Caution 2** boxes, type the relevant warnings about the drug's side effects.
- **Note**. In the **Note** box, type additional notes, if necessary.

Detailed View: Right Pane

In the right pane of the **Drug** screen, you can access the following functionalities:

- **Dispense NDC(s)**. Click the **Dispense NDC(s)** symbol to link a **Provider** drug to a **Dispense** drug. This option is only available if you select **Provider** from the **For** list. If you select **Dispense** from **For**, the label changes to **Provider Drug**.

- **Ingredient(s)**. Click the **Ingredient(s)** symbol to open the **Compound Ingredient(s)** window. In **Compound Ingredient(s)**, you can enter the applicable information of the drug ingredient.

Note:

You can click the **Ingredient(s)** symbol when you select **Compound** from the **CD/SO** list.

In the lower pane of the window, click **Add Ingredient(s) from Drug** to add an ingredient from the drug database.

Note:

If you select **Supply Item** from the **CD/SI** list or change the drug and ingredients that are linked with the drug, the "There are compound ingredients linked to this drug. Changing the CD/SI value will remove all the linked ingredients with this drug. Do you want to continue?" message appears.

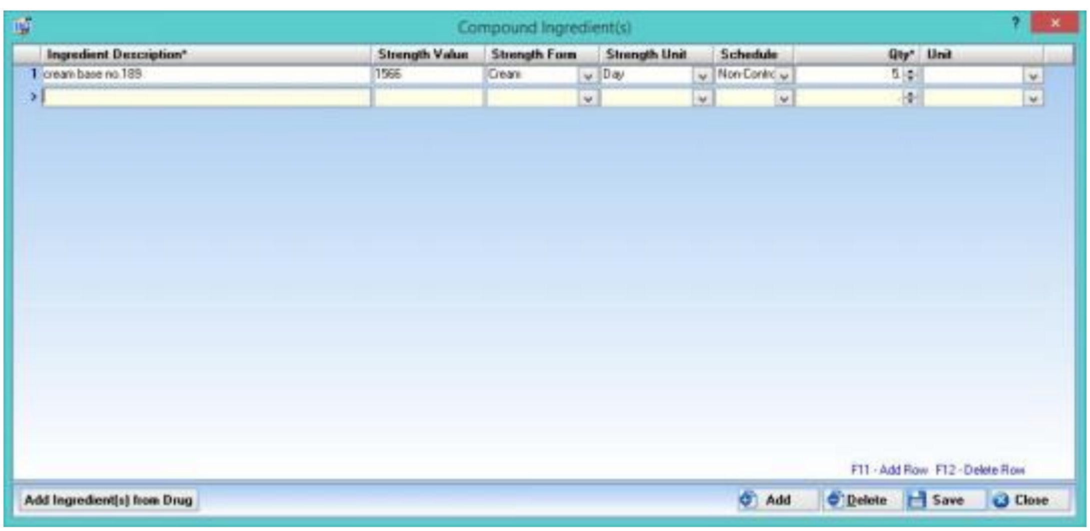

Figure 6 The **Compound Ingredient(s)** window

- **Lot No**. Click the **Lot. No.** symbol to enter the initial quantities of the drug. You can also enter new lot numbers in relation to the **Drug Purchase** functionality to record new drugs. This option is available only if you select **Dispense** from the **For** list.

- **CPT**. Click the **CPT** symbol to set a CPT code for the drug based on the insurance. You can also set the quantity and fee per insurance carrier or plan. This feature also allows you to bill out different codes, quantities, or prices to different insurances.

- **Inventory**. Click the **Inventory** symbol to view and print the transactions related to the drug.

- **Instruction**. Click the **Instruction** symbol to set up instructions about the drug for selected insurance carriers.

- **Link With**. Click the **Link With** symbol to access the **Link With** feature in the Visit Note module.

Prescription Setup

To use the Prescription module, it is necessary to perform the setup procedures in IMS.

Set up drug categories and drug schedules

To properly identify and categorize the drugs or medications listed in the system, you need to set up drug categories and drug schedules.

Set up Drug Categories. To set up drug categories, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.

2. When the **Setup Center** window opens, double-click **Drug Category**.

Figure 7 In the **Drug Category** window, add a new category or delete a selected category.

3. When the **Drug Category** window opens, click **Add**, and then type the description of the new entry.

Note:

If you want to delete a selected entry, click an entry, and then **Delete**. When the message "Are you sure you want to delete this row?" appears, click **Yes**.

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4. Click **Save**, and then click **Close**.

Assign Text Color. When you add a drug in a prescription, the color of the font indicates the drug schedule. You can assign specific colors to drug schedules in the **Drug Schedule** window.

To assign a text color to a drug schedule follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window opens, double-click **Drug Schedule**.

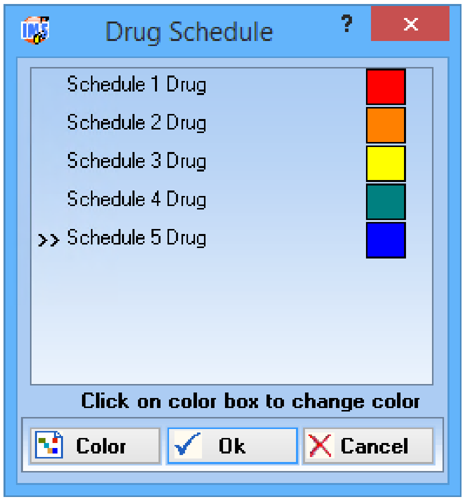


Figure 8 In the **Drug Schedule** window, select a color to assign to the drug schedule.

3. In the **Drug Schedule** window, select a drug schedule, and then click **Color**.
4. In the **Color** window, select a color you want to assign to the drug schedule, and then click **OK**.
5. In the **Drug Schedule** window, click **Ok**.

Note:

These colors will show for the drugs that appear in the **Prescription** window; they allow providers to quickly identify scheduled or controlled drugs.

Sort and Display Drugs. To sort drugs and display those by category in **Visit Note**, follow these steps:

1. On the menu bar, click **Setup**, and then click **User Parameters**.
2. In the left pane of the **Parameters** window, click **Prescription**.
3. In the right pane, select any of the following option from the **Show prescription list grouped by** list:

- **Drug Class**. Select **Drug Class** if you want the prescription list to be grouped according to drug class.
- **Provider**. Select **Provider** if you want the prescription list to be grouped according to the last approving provider.
- **Date**. Select **Date** if you want the prescription list to be grouped according to the last approved date.
- **None**. Select **None** if you do not want the prescription list to be grouped.

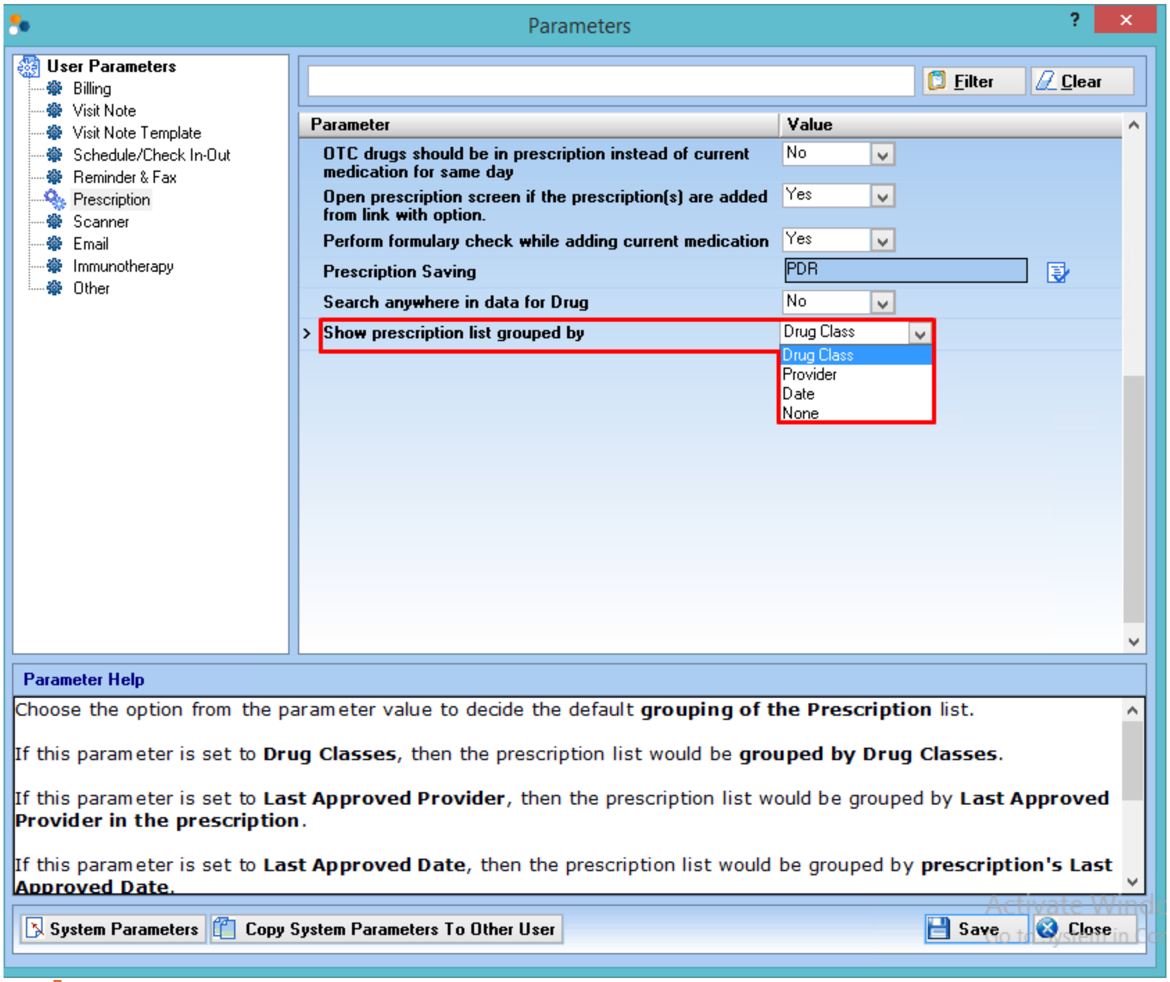


Figure 9 In the right pane of the **Parameters** window, select the applicable option from the **Value** list of the **Show prescription list grouped by** parameter.

4. Click **Save**, and then click **Close**.

Register a drug

If a drug is properly registered, you can access the drug throughout the system. This makes drug dispensing activities more convenient.

To register a new drug, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window, double-click **Drug**.
3. In the left pane of the **Drug** screen, enter the necessary details.

   To know more about the boxes and lists in the left pane of the **Drug** screen, see *Detailed View: Left Pane*.

4. On the action toolbar, click the **Save** symbol .

Note:

The National Drug Code (NDC) of discontinued drugs can be reassigned to another drug. On the **Drug** screen, when you register the drug that has the reassigned NDC, make sure that the drug details are similar with the details in the First DataBank (FDB) drug database. Otherwise, the "This NDC has been reassigned to some other Drug/Product." note appears for the drug, and you cannot prescribe the drug in the Prescription module.

Add an NDC qualifier

When processing professional claims, it is important to document the NDCs and other relevant information when drugs are billed.

Add NDC Qualifier. To add an NDC qualifier, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window, click **NDC Qualifier Mapping**.

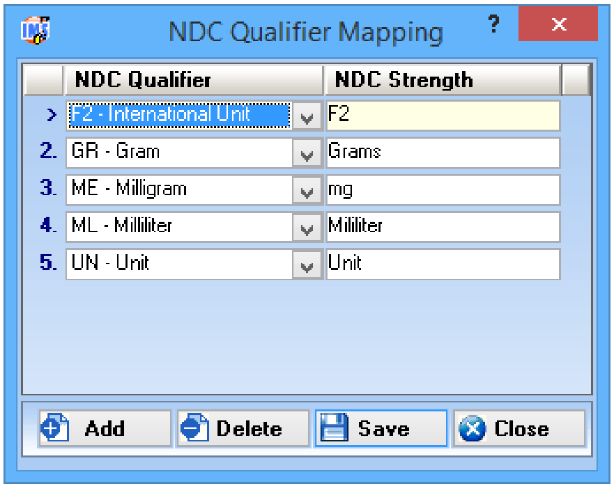


Figure 10 In the **NDC Qualifier Mapping** window, select the applicable unit of measure.

3. In the lower pane of the **NDC Qualifier Mapping** window, click **Add**.

4. Enter the necessary information under the following column headings:

- **NDC Qualifier**. In **NDC Qualifier**, select the applicable unit of measure. The options are the following:
    - **F2 - International Unit**. This is an international unit that is usually used for Factor VIII - Antihemophilic Factor.
    - **GR – Gram**. This is generally used for ointments, creams, inhalers, or bulk powders in a jar.
    - **ML – Milliliter**. This is used if a drug comes in a vial in liquid form.
    - **UN – Unit**. This is used if a drug comes in a vial in powder form and has to be reconstituted.
    - **ME – Milligram**. This is used if an ointment, cream, inhaler, or bulk powder in a jar are dispensed. This unit of measure is primarily used in the retail pharmacy setting and not for physician-administered drug billing.
- **NDC Strength**. In **NDC Strength**, type the applicable NDC strength.

5. Click **Save**, and then click **Close**.

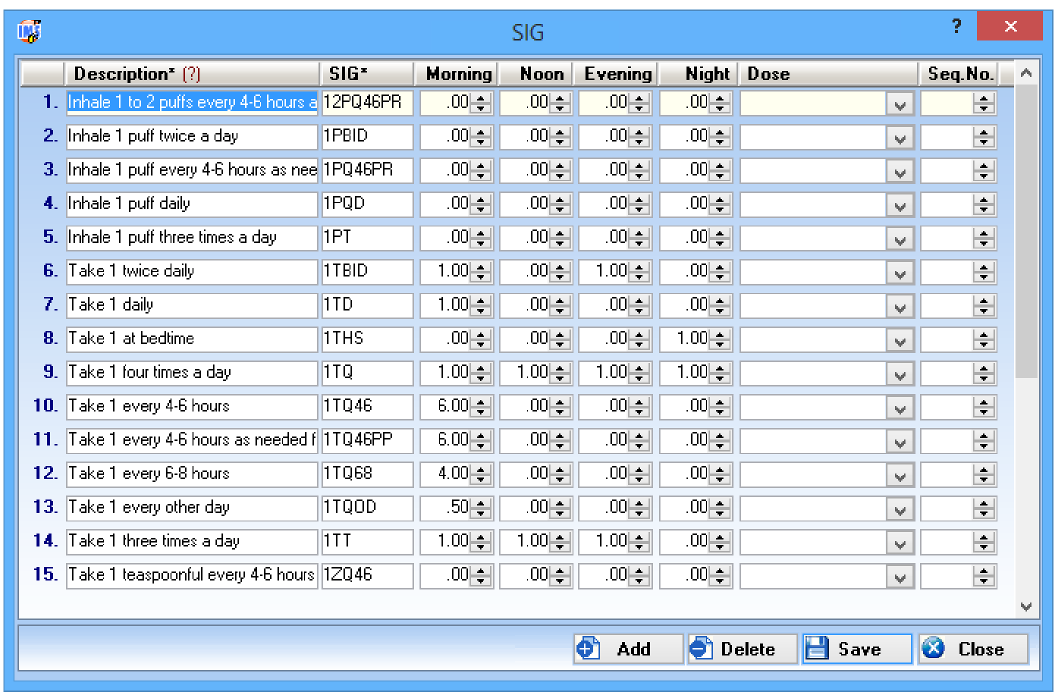
Set up signa

Signa is the code that providers use to write instructions on how patients should take prescribed medications. You can add new or customize existing signa (SIG) that providers use when they write prescriptions. The SIG and interpretation will appear on the patient's prescription.

Add New SIG. To add a new SIG, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.

2. In the left pane of the **Setup Center** window, double-click **SIG**.


SIG

	Description* (?)	SIG*	Morning	Noon	Evening	Night	Dose	Seq.No.
1.	Inhale 1 to 2 puffs every 4-6 hours a	12PQ46PR	.00	.00	.00	.00		
2.	Inhale 1 puff twice a day	1PBID	.00	.00	.00	.00		
3.	Inhale 1 puff every 4-6 hours as nee	1PQ46PR	.00	.00	.00	.00		
4.	Inhale 1 puff daily	1PQD	.00	.00	.00	.00		
5.	Inhale 1 puff three times a day	1PT	.00	.00	.00	.00		
6.	Take 1 twice daily	1TBID	1.00	.00	1.00	.00		
7.	Take 1 daily	1TD	1.00	.00	.00	.00		
8.	Take 1 at bedtime	1THS	.00	.00	.00	1.00		
9.	Take 1 four times a day	1TQ	1.00	1.00	1.00	1.00		
10.	Take 1 every 4-6 hours	1TQ46	6.00	.00	.00	.00		
11.	Take 1 every 4-6 hours as needed f	1TQ46PP	6.00	.00	.00	.00		
12.	Take 1 every 6-8 hours	1TQ68	4.00	.00	.00	.00		
13.	Take 1 every other day	1TQOD	.50	.00	.00	.00		
14.	Take 1 three times a day	1TT	1.00	1.00	1.00	.00		
15.	Take 1 teaspoonful every 4-6 hours	1ZQ46	.00	.00	.00	.00		

Figure 11 In the **SIG** window, enter necessary information under the column headings

3. In the lower pane of the **SIG** window, click **Add**.

4. Enter the necessary information under the following column headings:

- **Description**. In **Description**, type the words or phrase that you prefer to use. You can also click the red question mark to search for and select SIG phrases from the database.

- **SIG**. In **SIG**, enter the applicable SIG code.

- **Morning**, **Noon**, **Evening**, and **Night**. In **Morning**, **Noon**, **Evening**, and **Night**, enter the applicable dosage quantity that the patient should take at a time.

- **Dose**. From the list in **Dose**, select the applicable dose.

- **Seq. No.** In **Seq. No.**, enter the preferred sequence number.

5. Click **Save**, and then click **Close**.

Customize the SIG words

If the existing SIG words do not match the instructions that you want, you can add new words in **Setup Center**. This allows you to add SIG words that more accurately fit your practice's needs.

Set up SIG words.
To set up the available SIG words, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.

2. In the left pane of the **Setup Center** window, double-click **SIG Words**.

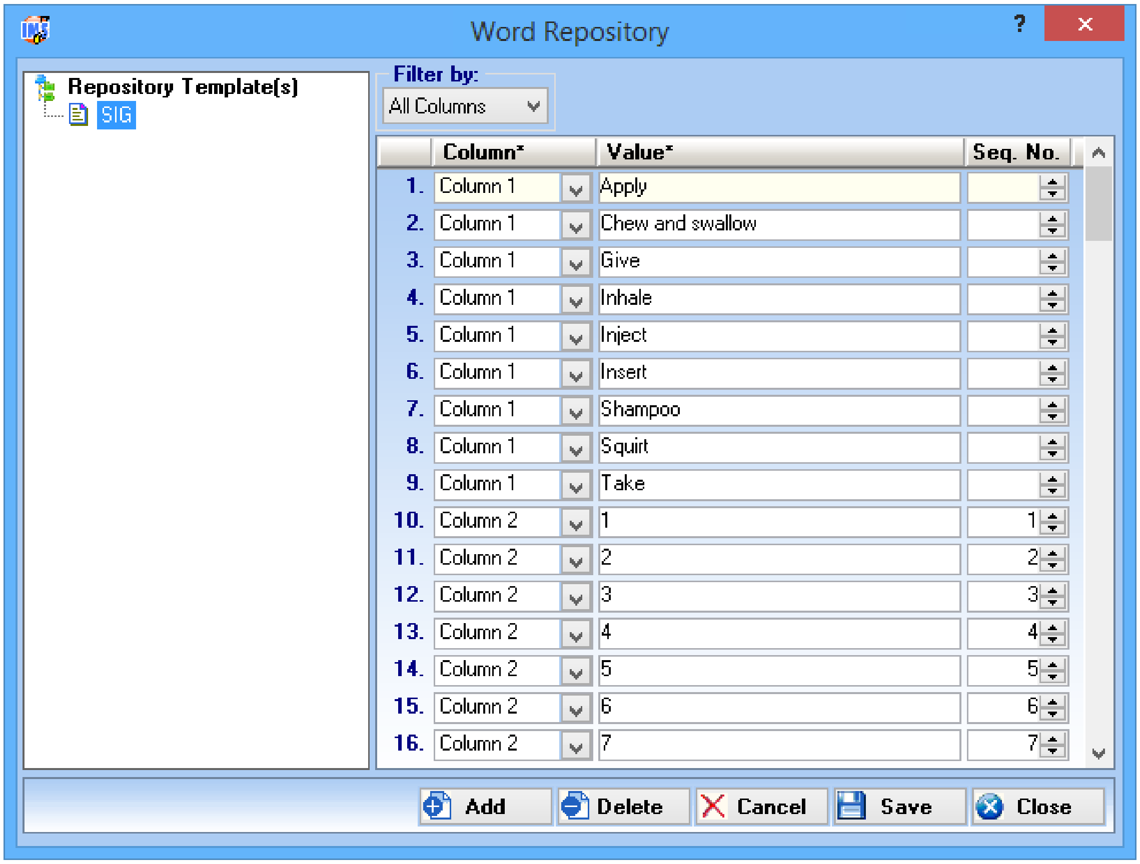


Figure 12 Under **SIG** in the **Word Repository** window, enter necessary information under the applicable column headings.

3. In the **Word Repository** window, click **Add**.

4. Enter the necessary information under the following column headings:

- **Column**. From the list in **Column**, select the column where you want instructions to appear in the **Sig Selection** window.

- **Value**. In **Value**, type the applicable instructions.

- **Seq. No.** In **Seq. No.**, enter the sequence number.

5. Click **Save**, and then click **Close**.

Add a pharmacy

You can register a pharmacy in IMS. By adding the pharmacy, you can select the pharmacy's name when writing prescriptions and current medications.

To add a pharmacy, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window, double-click **Pharmacy**.
3. In the name box of the **Pharmacy** screen, type the name of the pharmacy.

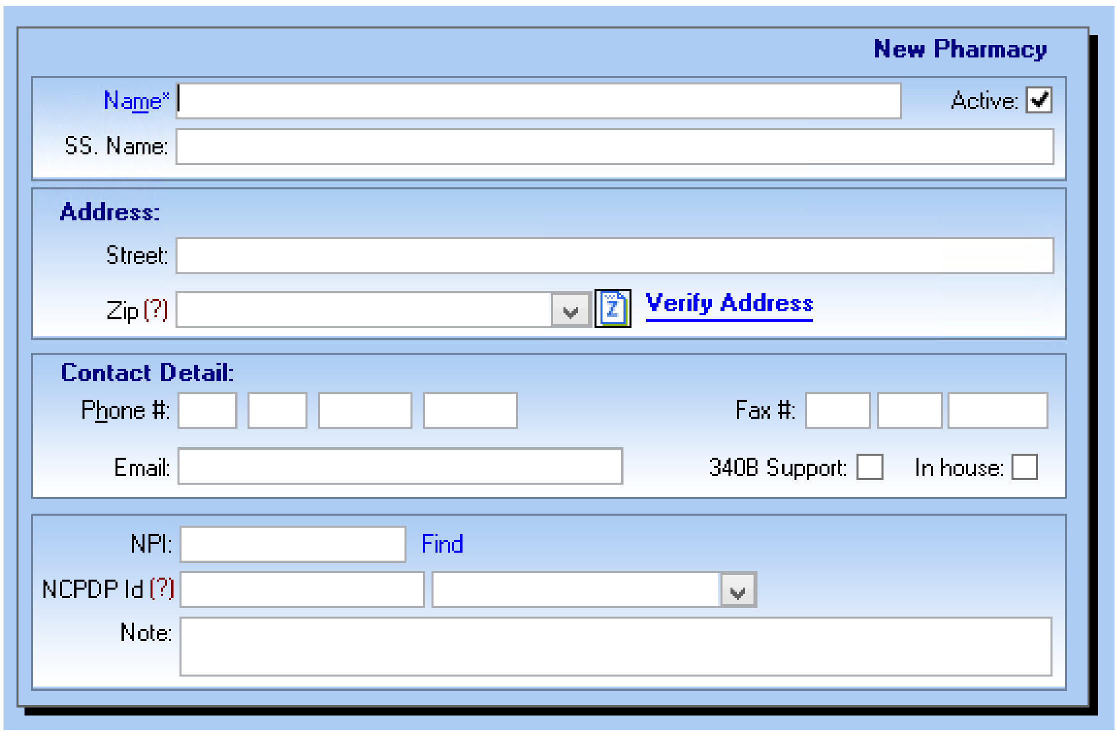


Figure 13 The **Pharmacy** screen

4. Enter the applicable address and contact details.
5. On the action toolbar, click the **Save** symbol .

Note:

You can add a pharmacy directly from the **Prescription** screen. Click the question mark [?] beside **Pharmacy** to open the **Search Option** window, search for and select the pharmacy, and then click **Add Pharmacy** in the lower pane.

Set up prescription templates

You can use prescription templates to group similar drugs together. When doctors prescribe medications to the patients, the templates can help them access only the applicable drugs, instead of searching for the applicable drug in the entire drug database. The system comes with templates such as **Allergy**, **Respiratory**, etc. that contain drugs that are related to these categories. Within the templates, users can set required details that automatically appear in the patient's prescription.

To set the templates, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window, double-click **Template**.

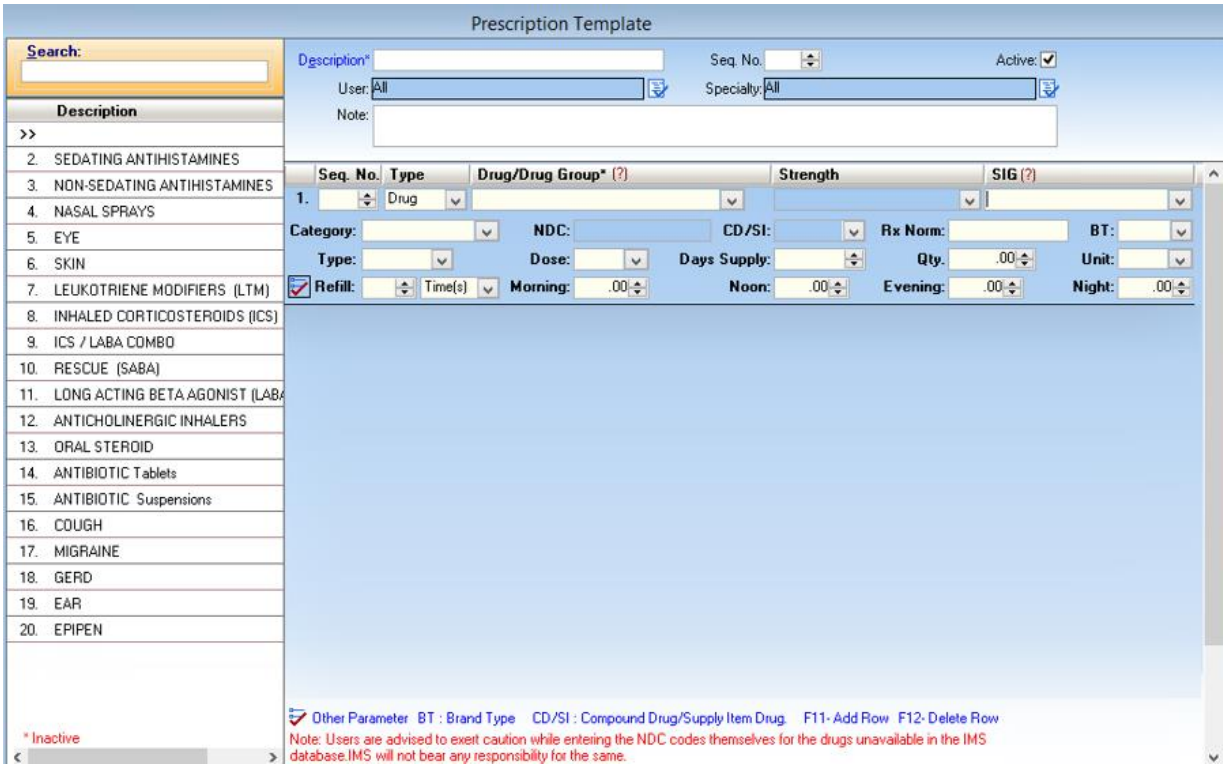


Figure 14 The **Prescription Template** screen

3. In the upper pane of the **Prescription Template** screen, enter the applicable information in the following:

- **Description**. In **Description**, type the label you want to assign to the template.
- **Seq. No**. In **Seq. No.**, enter the preferred sequence number.
- **User** and **Specialty**. Click the **Select** symbol beside the **User** and **Specialty** boxes to select a user or a specialty in the IMS records.
- **Note**. In **Note**, type additional notes if necessary.

4. In the lower pane, enter the following information:

- **Seq. No**. In **Seq. No.**, enter the preferred sequence number for the drug.

- **Type**. From **Type**, select either **Drug** or **Group**.
- **Drug/Drug Group**. If you select **Drug** in **Type**, you can click the red question mark beside **Drug/Drug Group** to search for and select a drug from the database. If you select **Group** in **Type**, you can type the name of the drug group.
- **Strength**. From **Strength**, select the applicable strength that can be assigned to the drug group. You cannot modify this if you select **Drug** in **Type**.
- **SIG**. From **SIG**, select the applicable signa.
- **Category**. From **Category**, select an applicable category from the list.
- **NDC** and **CD/SI**. In **NDC** and **CD/SI**, the details automatically appear depending on the information saved in the drug database.
- **Rx Norm**. In **Rx Norm**, type the US-specific terminology applicable to the drug.

The following details are added to the patient's prescription when the drug is prescribed to a patient:

- SIG
- Type
- Morn
- Noon
- Eve
- Unit
- Night
- Dose
- BT
- Days Sup
- Quantity
- Refill

5. On the action toolbar, click the **Save** symbol .

Set default drug values

If you normally prescribe a drug with the same specifications, you can set up default values to automatically appear in the **Drug** details when you create a prescription.

To customize the default values, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window, double-click **Default Value**.
3. In the **Drug** list of the **Default Value of Prescription** window, select the drug that you want to set the default values for. You may also click the red question mark to search for and select the drug in the database.
4. Enter the other information that you want to apply as default values or directions for the selected drug.

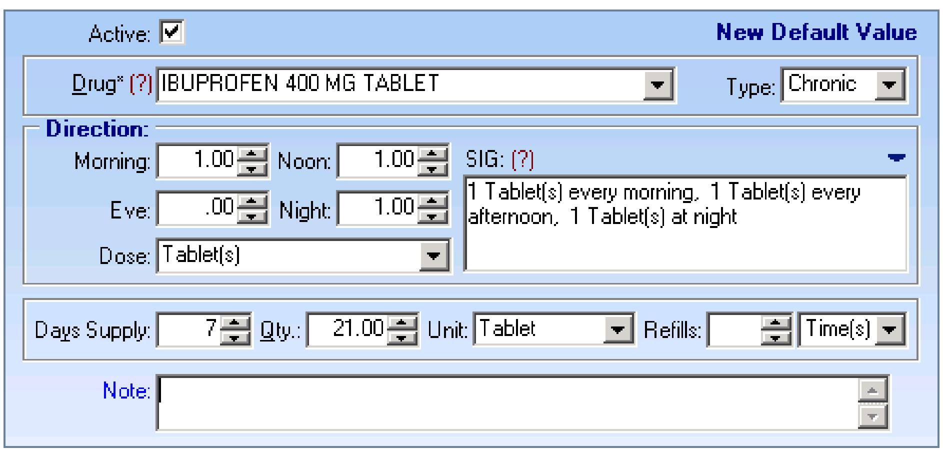


Figure 15 On the **Default Value of Prescription** screen, enter the information that you want to apply as default value.

5. On the action toolbar, click the **Save** symbol .

Set up the default Rx Fill Indicator value

The RxFill Indicator in the Prescription module determines if the drug is dispensed, partially dispensed, not dispensed, or transferred.

You can set up the default RxFill Indicator value in the user parameters.

To set up the default RxFill Indicator value, follow these steps:

1. On the IMS menu bar, click **Setup**, and then click **User Parameters**.
2. In the left pane of the **Parameters** window, click **Prescription**.
3. From the **Default Rx Fill Indicator Value for e-Prescription (Prescription)** list, select the value that you want to set as the default Rx Fill Indicator.
4. Click **Save**.

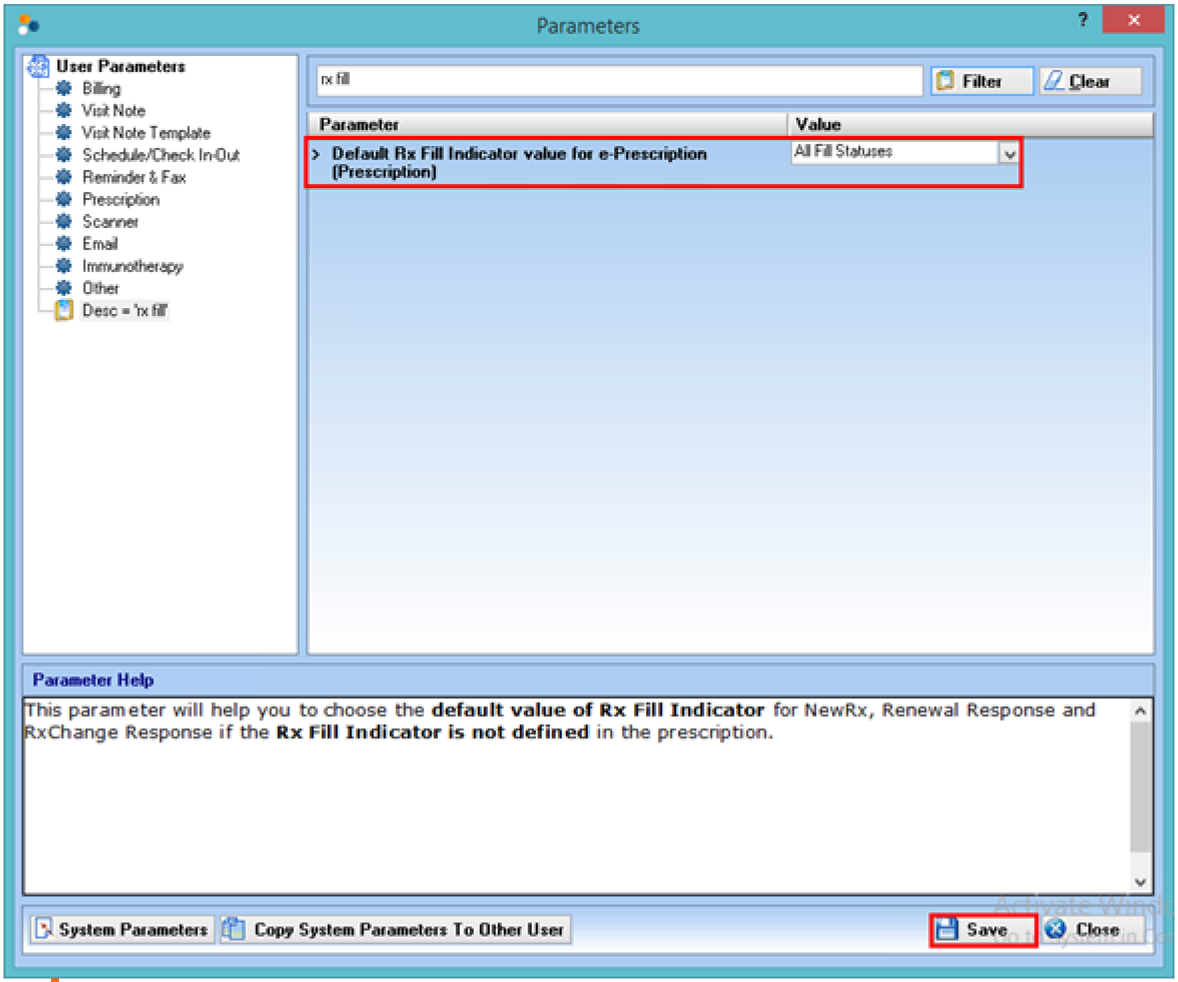


Figure 16 From the **Default Rx Fill Indicator Value for e-Prescription (Prescription)** list, select the value that you want to set as the default Rx Fill Indicator, and then click **Save**.

Set up the IMS formulary

The formulary functionality allows users to set up formularies per insurance, dictating which drugs are covered, require authorization, or need special instructions.

To add a formulary, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window, double-click **Formulary**.
3. In the upper pane of the **Formulary** screen, type the applicable label in the **Description** box.

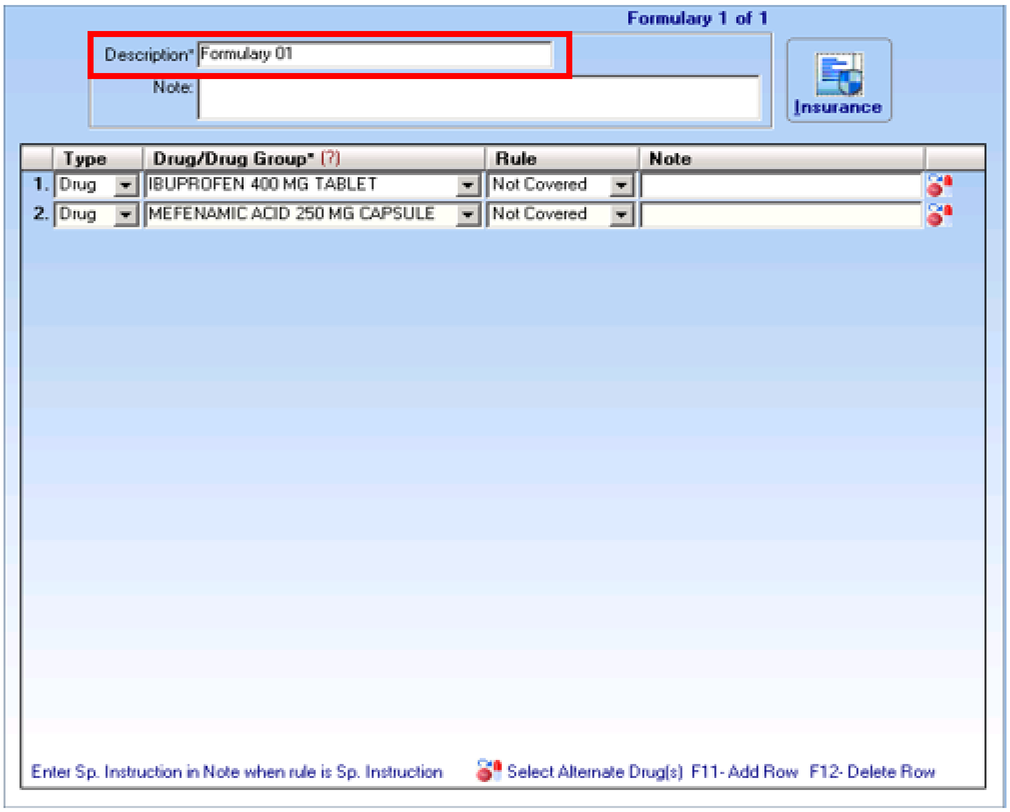


Figure 17 In the upper pane of the **Formulary** screen, type the applicable label in the **Description** box

4. Type additional details in **Note** if necessary.
5. In the lower pane, enter the necessary information under the following column headings:

- **Type**. From **Type**, select either **Drug** or **Group**.

- **Drug/Drug Group**. When you select **Drug** from **Type**, you can also click the red question mark to search for and select a drug from the database. When you select **Group** from **Type**, you can type the name of the drug group.

- **Rule**. From **Rule**, select any of the three options: **Not Covered**, **Prior Auth. Req.**, or **Sp. Instructions**.

- **Note**. In **Note**, type additional notes if necessary.

- **Select Alternate Drug(s)** symbol. Click the **Select Alternate Drug(s)** symbol to select an applicable alternate drug or drug group.

6. On the action toolbar, click the **Save** symbol .

Note:

In the upper-right pane of the **Formulary** screen, you can click the **Insurance** symbol to select an insurance plan or carrier that you want to associate with the newly created formulary.

Customize the print layout

IMS has a letter template editor that can help you customize the prescription print layout. The system also has a default layout that you may modify.

To customize the print layout, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.

2. In the left pane of the **Setup Center** window, double-click **Print Layout**.

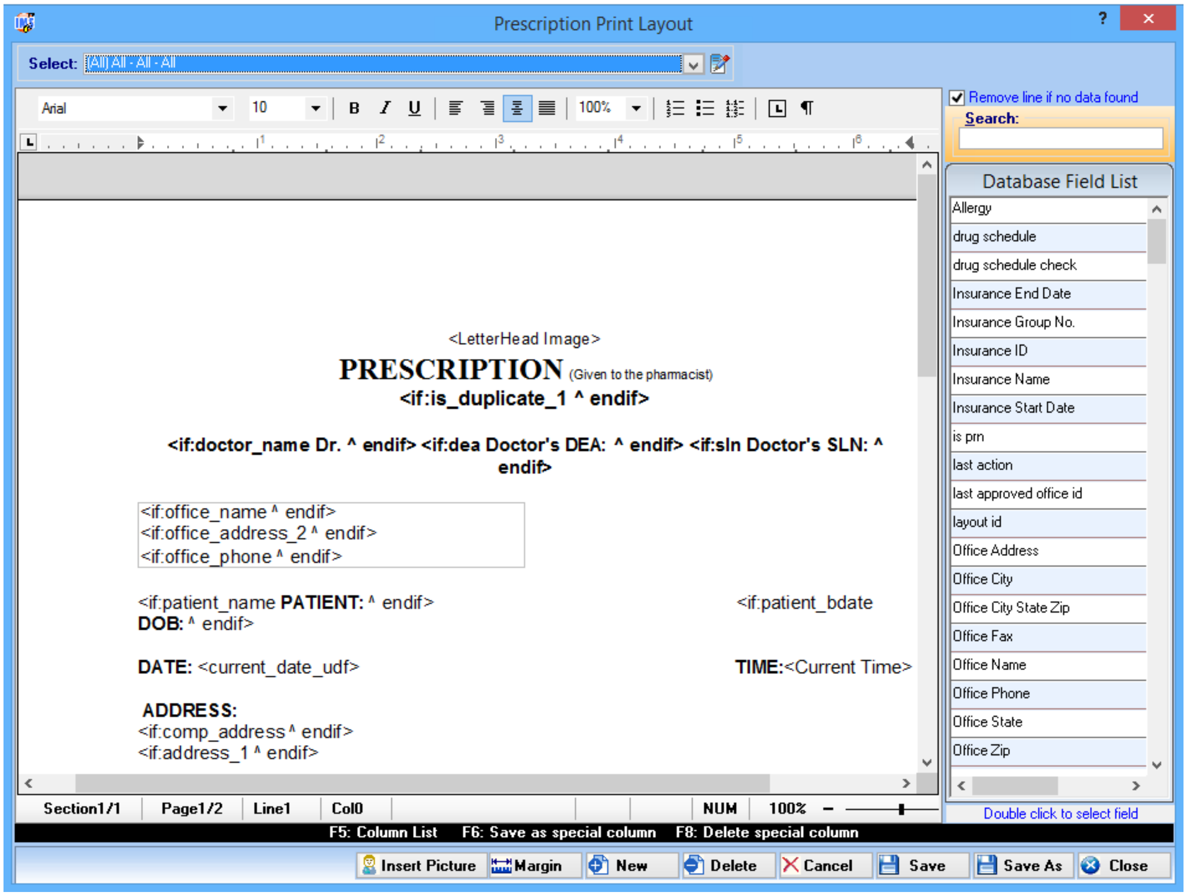


Figure 18 In the **Prescription Print Layout** window, customize print layout by adding information found in the **Database Field List**.

3. In the **Prescription Print Layout** window, click **New** to add a new layout.
4. In the **Database Field List** pane, double-click an item whose information you want to add to the text of the document.
5. Click **Save**, and then click **Close**.

Customize the dispense label layout

If your office also has drugs on stock, it is necessary to label them properly. In IMS, you can customize the dispense labels.

To customize a dispense label, follow these steps:

1. On the menu bar, click **Setup**, and then click **Prescription**.
2. In the left pane of the **Setup Center** window, double-click **Dispense Label Layout**.

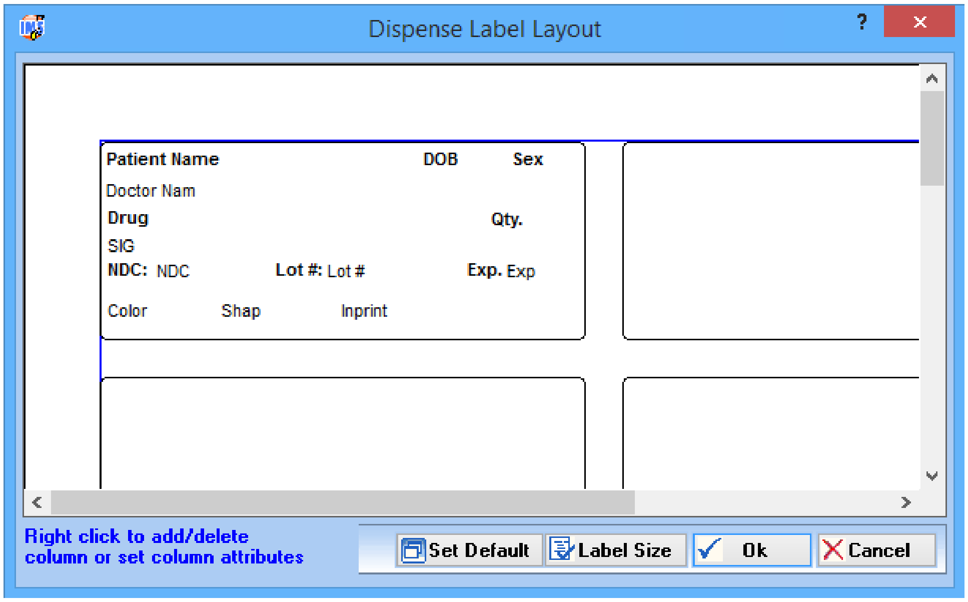


Figure 19 In the **Dispense Label Layout** window, add and delete columns to customize a dispense label. Users can add selected prescription information on the label.

3. If you want to add or delete columns or set column attributes, right-click the label and access additional customization.
4. Click **Set Default** if you want to set the label that you are creating as the default template.

   If you want to further customize the size of the label, click **Label Size**, and then make the changes in the **Label Size** window.

5. Click **Ok**.

Set up text and email notifications

You can set up the text and email notifications that the patients receive.

To set up the text and email notifications, follow these steps:

1. On the IMS menu bar, click **Setup**, and then click **Admin**.
2. In the left pane of the **Setup Center** window, select **Text/Email Templates**.
3. In the **Text/Email Templates** window, click **Add**.
4. In the **Type** column, select either **Text** or **Email** for the type of notification that the patient will receive.
5. In the **Category** column, select the purpose of the notification.

   For prescription notifications, select any of the following categories:

- **Rx Request**. Select **Rx Request** for notifications on new prescription requests.
- **Rx Status Change**. Select **Rx Status Change** for notifications on the changes of the status of a prescription request.

5. In the **Template** column, select the applicable notification template.
6. Click the **Select Type** symbol to select the request type in the **Select Type** window.
7. Click **Save**.

Note:

You can assign only one of each type of notification to each category.

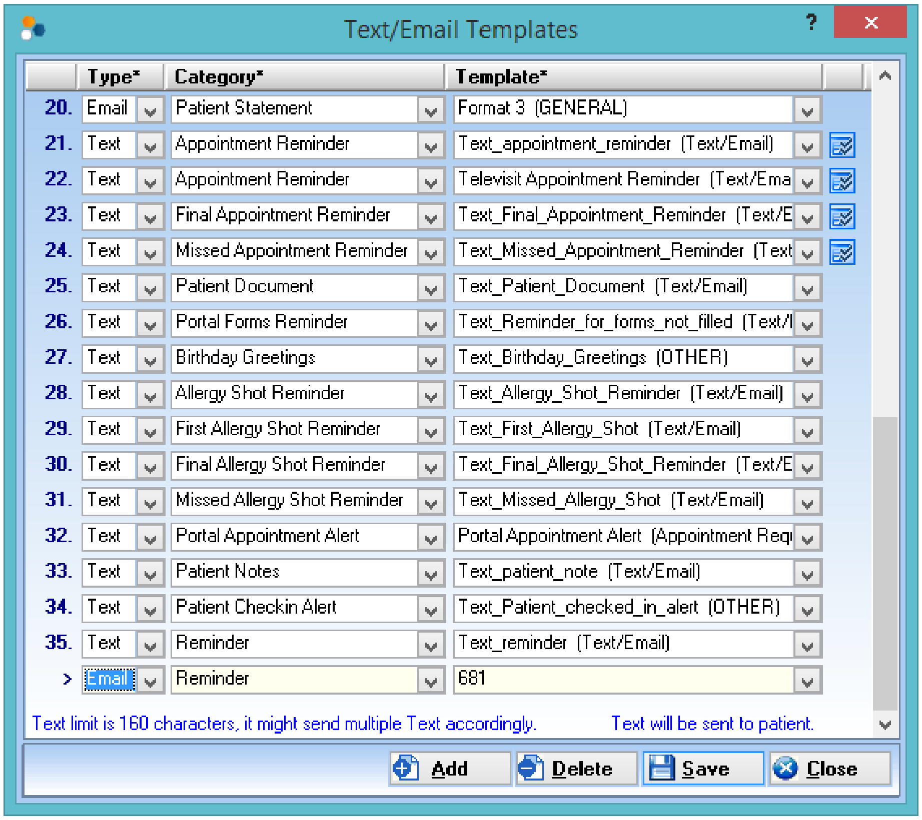


Figure 20 The **Text/Email Templates** window

Set up text and email templates

You can set up the templates for the text and email notifications that you send to the patients.

To set up the text and email templates, follow these steps:

1. On the IMS menu bar, click **Setup**, and then click **Other**.

2. In the left pane of the **Setup Center** window, select **Letter Template**.
3. On the gold bar of the **Letter Template** window, select **Text/Email** from the **Type** list, and then select the applicable category from the **Select** list.

Figure 21 On the gold bar of the **Letter Template** window, select **Text/Email** the **Type** list, and then select the applicable category from the **Select** list.

4. From the **Field List**, click the expand symbol ⊞ beside **Prescription** or **Prescription Request**.

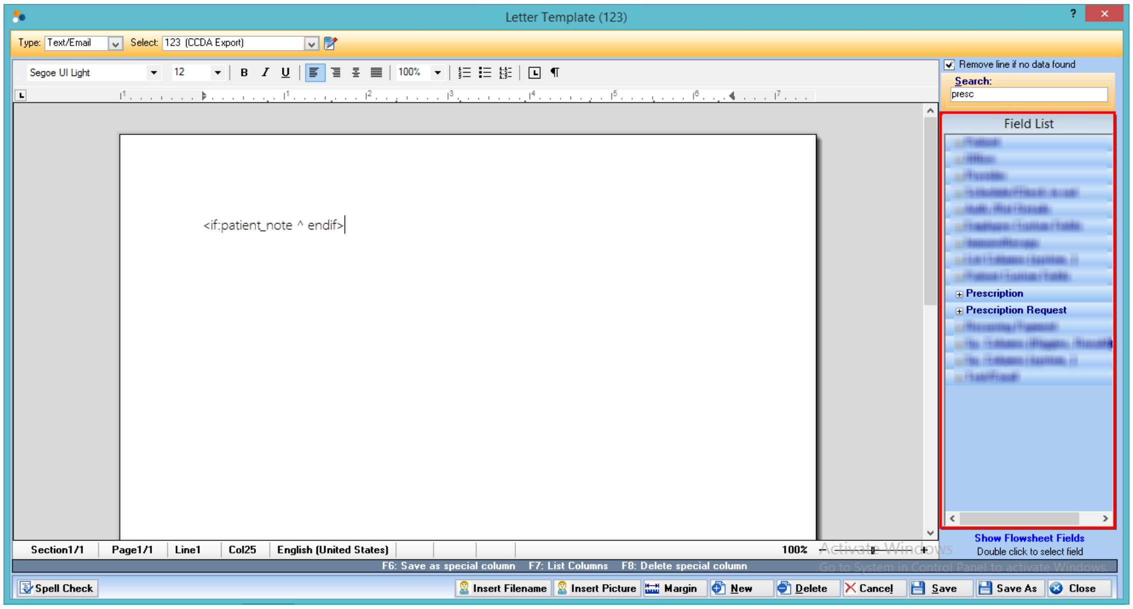


Figure 22 The **Field List**

5. Double-click to select the applicable tags.

Note:

Use the tags under **Prescription Requests** for prescription requests that are not yet approved and sent.

For the Rx Request category in the Text/Email template, use the tags under **Prescription Requests**.

Once prescription requests are approved and sent, use the tags under **Prescription**.

For the Rx Status Change category in the Text/Email template, use the tags under **Prescription**.

For denied prescriptions, you can use the Status tag and the Denial Reason tag under **Prescription**.

The text and email notifications only work if the In Touch functionality is enabled.

Rx Management Setup

To access the **Rx Management** window, it is necessary to give the employee or provider the applicable user right in IMS.

Assign the Activities > Rx Management user rights

A user can access the **Rx Management** window only if he or she has the **Activities > Rx Management** user rights.

To assign the user rights, follow these steps:

1. On the IMS menu bar, click **Setup**, and then click **Security**.

2. On the gold bar of the **Security** window, select **User** from the first list, and then select the applicable user from the **Employee** list.
3. Click the **Grants** tab, and then type Rx Management in the **Grant** box.
4. From the **Disallowed Options** list, select **Activities > Rx Management**.
5. Click the right-arrow symbol, and then click **Save**.

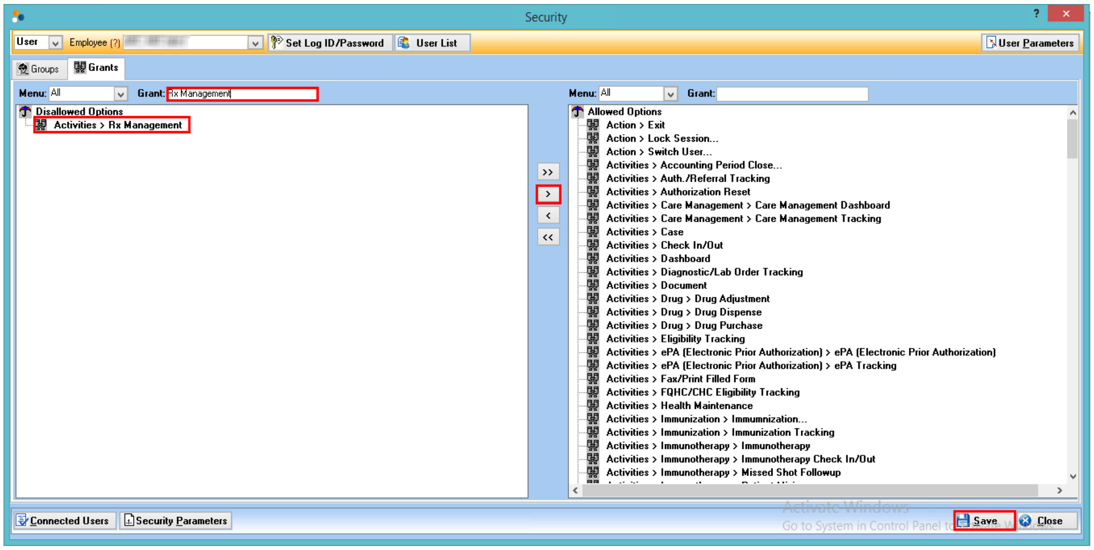


Figure 23 In the **Security** window, select **Activities > Rx Management**, click th
right-arrow symbol, and then click **Save**.

Assign the Activities > Rx Management > Add Rx Request

A user can send prescription requests in the **Rx Management** window only if he or she has the **Activities > Rx Management > Add Rx Request** user rights.

To assign the user rights, follow these steps:

1. On the IMS menu bar, click **Setup**, and then click **Security**.
2. On the gold bar of the **Security** window, select **User** from the first list, and then select the applicable user from the **Employee** list.
3. Click the **Grants** tab, and then type Rx Management in the **Grant** box.
4. From the **Disallowed Options** list, select **Activities > Rx Management > Add Rx Request**.
5. Click the right-arrow symbol, and then click **Save**.

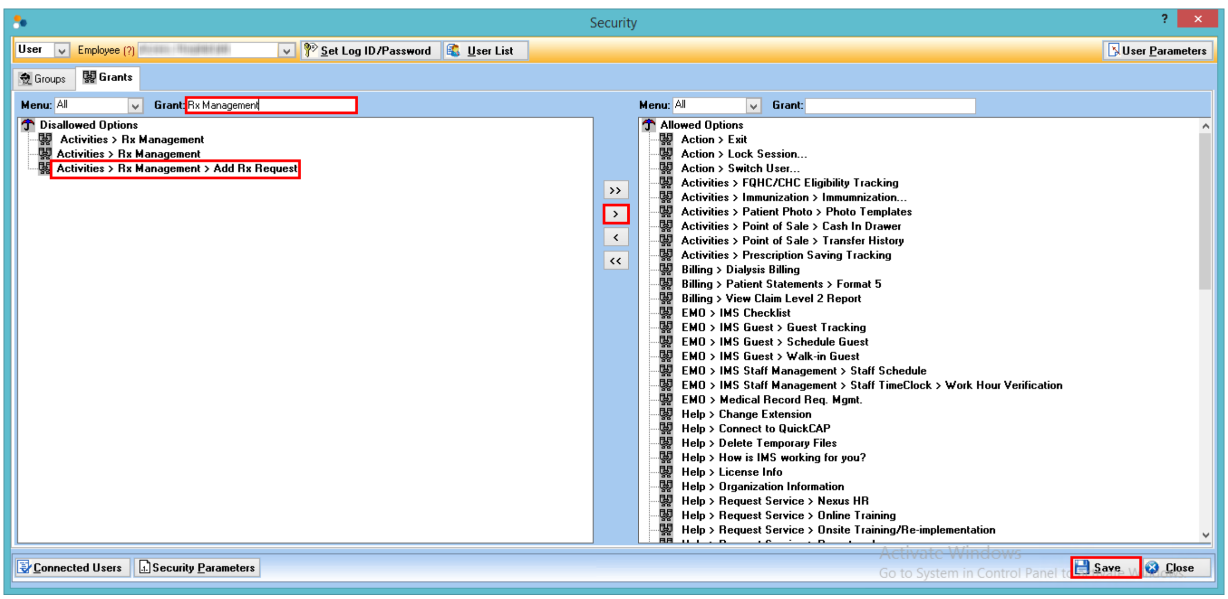


Figure 24 In the **Security** window, select **Activities > Rx Management > Add Rx Request,** click the right-arrow symbol, and then click **Save**.