



CENTRAL PROFILE INFORMATION GUIDE— PICKUP REMINDERS

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PICKUP REMINDERS

1.1. STEP ONE: SETUP A PATIENT TO RECEIVE PICKUP REMINDERS

- A) Enter the patients email in the Fillware Patient Screen for Email Reminder and enter a mobile # for Text Reminder.

Patient Info

* Last Name:

* First Name:

DOB - Age: Gender:

Address:

City:

State/Prov:

Postal Code:

Country:

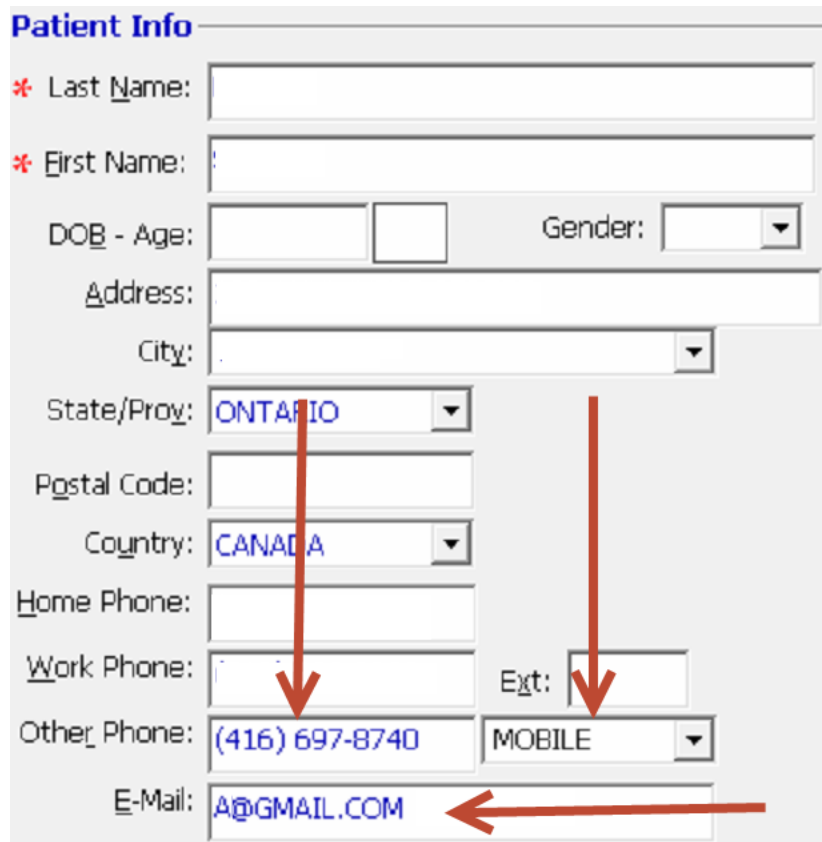
Home Phone:

Work Phone:

Ext:

Other Phone:

E-Mail:

A screenshot of a web form titled "Patient Info". The form contains several input fields for patient information. Red arrows are drawn on the form to highlight specific fields: one arrow points down to the "Other Phone" field, which contains the text "(416) 697-8740"; another arrow points down to the "Ext" field, which is empty; and a third arrow points left to the "E-Mail" field, which contains the text "A@GMAIL.COM". The "Other Phone" field is also accompanied by a dropdown menu currently showing "MOBILE".

- B) Go to the Group Tab. Add the Patient to the PickupreminderEmail Group for Pickup Reminder by Email OR add the Patient to the PickupReminderText Group for Pickup Reminder By Text**

General [F11] **Group [F12]** Other [F5] More...

Family Group:

AutoLink

Add [F7]

Remove

List Of Available Groups

Selected

PICKUPREMINDEREMAIL

PICKUPREMINDERTEXT

Add >

< Remove

PICKUPREMINDEREMAIL

Delivery Driver:

Rx Pickup Agent:

Family Doctor:

Driver's List

Agent's List

Fee

Required

1.2. STEP TWO: SETUP THE MESSAGE YOU WANT THE PATIENT TO RECEIVE

- A) Double Click Online Refills Setup on your Desktop



- B) Click Pickup Reminder Settings



- C) Type in the Email Subject and Message that will be emailed to each patient when a pickup reminder is sent. Type in the Text Message you would like sent for text reminders

Pickup Reminder Settings

EMAIL

Instructions: Fill in the Subject and Message that you would like sent when a Pickup Reminder is Scheduled

Subject

Prescription Pickup Reminder

Message

This is to let you know that your Prescriptions are ready for pickup. Our Store hours are Mon-Fri 9am-6pm Sat 10am-5pm Sun and Holidays: Closed We are unable to respond to any replies to this email. If you have any questions please call us at 1

TEXT

Instructions: Fill in the Message that you would like sent when a Pickup Reminder is Scheduled

NOTE: 160 character LIMIT FOR TEXTS

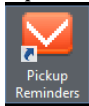
Message

Pharmacy: Your Prescriptions are ready for pickup. Store hours are Mon-Fri 9am-6pm Sat 10am-5pm Sun and Holidays: Closed

Save

1.3 STEP THREE: SEND A PICKUP REMINDER

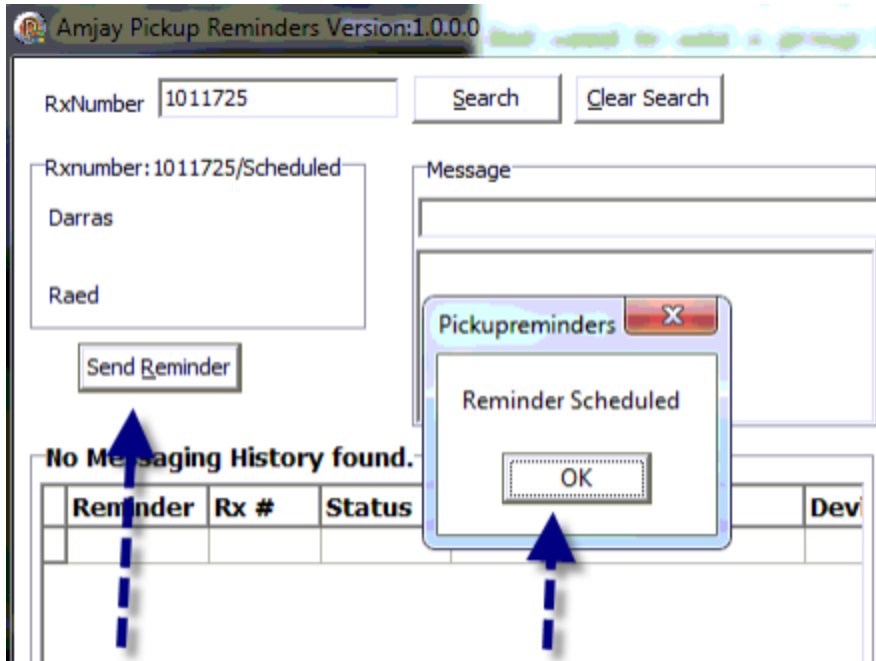
A) Double Click Pickup Reminders on your desktop



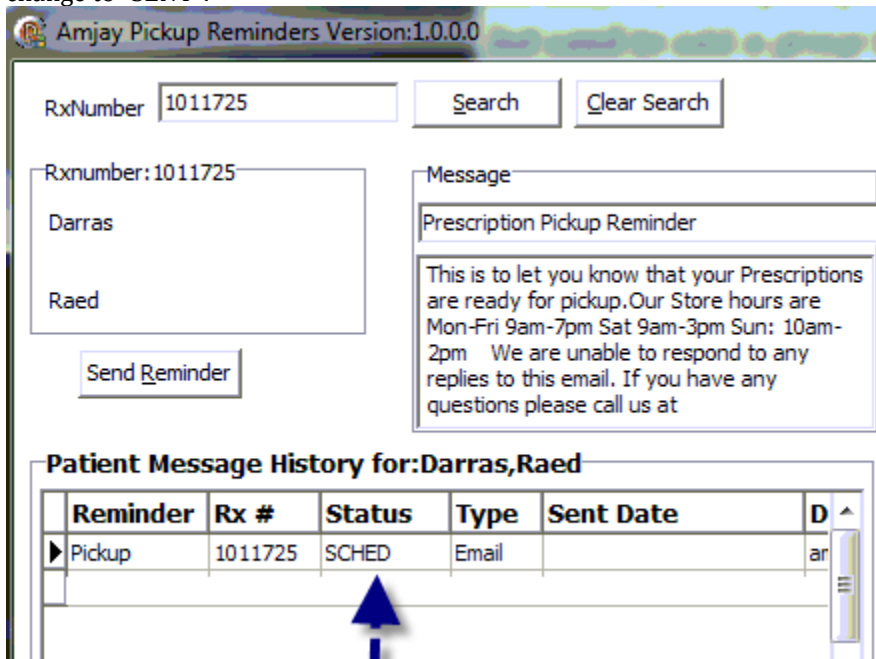
B) Enter a prescription Number and click Search

A screenshot of the 'Amjay Pickup Reminders Version:1.0.0.0' application window. The window has a title bar with the application name and version. Below the title bar, there is a form with several fields and buttons. The 'RxNumber' field contains the text '123456'. To the right of this field are two buttons: 'Search' and 'Clear Search'. Below the 'RxNumber' field is a large empty rectangular box. To the right of this box is a 'Message' field, which is also empty. Below the 'Message' field is another large empty rectangular box. At the bottom left of the form is a 'Send Reminder' button. At the bottom of the window is a table with two columns and two rows. The first row has a small square in the first column and is empty in the second. The second row is empty in both columns.

- C) Click Send Reminder --- A message will pop up that says Reminder Scheduled



- D) The message will appear and the status will be set to "SCHD". Once the reminder is sent the status will change to "SENT".



- E) You can click search again to see that the updated status has changed to sent

Amjay Pickup Reminders Version:1.0.0.0

RxNumber

Rxnumber: 1011725
Darras
Raed

Message
Prescription Pickup Reminder
This is to let you know that your Prescriptions are ready for pickup. Our Store hours are Mon-Fri 9am-7pm Sat 9am-3pm Sun: 10am-2pm We are unable to respond to any replies to this email. If you have any questions please call us at

Patient Message History for:Darras,Raed

Reminder	Rx #	Status	Type	Sent Date	Dev
Pickup	1011725	Sent	Email	10/12/2015 8:35:29 AM	amja

- F) The Patient will receive an email from Yourstorename@erefills.ca if the patient has a note type of PEM (Pickup Reminder Email)

From: <pharmacy@erefills.ca>
Date: Mon, Oct 10, 2016 at 1:15 PM
Subject: Prescription Pickup Reminder
To: anyone@gmail.com

Prescription Pickup Reminder

This is to let you know that your Prescriptions are ready for pickup. Our Store hours are Mon-Fri 9am-6pm Sat 9am-5pm Sun and Holidays: Closed We are unable to respond to any replies to this email. If you have any questions please call us at 999-999-9999

The Patient will receive a text if the patient has a note type of PTE (**Pickup Reminder Text**)

Your
Prescriptions are ready for
pickup. Store hours are Mon-
Fri 9am-6pm Sat 9am-5pm
Sun and Holidays: Closed