



CENTRAL PROFILE INFORMATION GUIDE— REFILL REMINDERS

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REFILL REMINDERS

1.1. SCHEDULE REFILL REMINDERS

- A) Double Click the Refill Reminders icon on your desktop. It can also be located under the folder amjay on your desktop



- B) Fill in a start date and end date to see what refills reminders need to go out during that period. Fill in when you would like to remind the patient of their refill. (i.e how many days prior to the refill due date)
Click Get Reminders.

The application window titled 'Refill Reminders Version:1.0.0.0' contains several input fields and buttons. At the top, there is a 'Send Reminder to Patient' section with a spinner box set to '-5' and the text 'Days before Due'. Below this is a 'Refill Reminders due between' section with two date pickers: the first is set to '3/8/2018' and the second to '3/9/2018'. A 'Get Reminders' button is located below these date pickers. Three red arrows point to these three elements: the spinner box, the first date picker, and the 'Get Reminders' button. Below the input fields is a tabbed interface with a single tab labeled 'Review/Schedule Reminders'. Under the tab is a header row with the text 'Drag a column header here to group by that column'. Below this is a table with the following columns: Consent, Preference, Email, Cell, DueDate, ReminderDate, Patient, RxNum, and Drug. The table body is empty, displaying '<No data to display>'. At the bottom of the window is a toolbar with four buttons: 'Delete Reminders', 'Schedule Reminders', 'Mark Consent', and 'View Reminder History'.

- C) A List with all the patient refill reminders due will display. To send an email or text you must fill in the consent and preference. Click the Mark Consent to do this

Refill Reminders Version:1.0.0.0

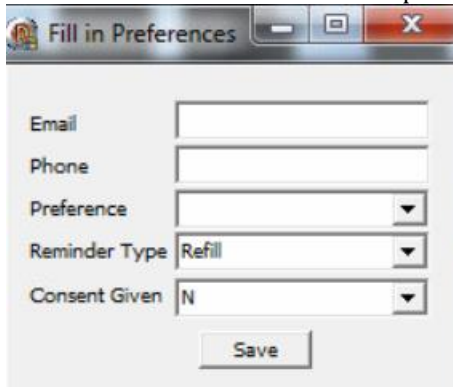
Send Reminder to Patient Days before Due

Refill Reminders due between and

Drag a column header here to group by that column

Consent	Preference	Email	Cell	DueDate	ReminderDate	Pat
N	None			3/13/2018 9:53:23	3/8/2018 9:53:23 A	
N	None			3/13/2018 3:59:57	3/8/2018 3:59:57 PI	
N	None			3/13/2018 1:31:43	3/8/2018 1:31:43 PI	
N	None			3/13/2018 3:55:51	3/8/2018 3:55:51 PI	
N	None			3/13/2018 4:11:05	3/8/2018 4:11:05 PI	

- D) MARK CONSENT – Once you click the mark consent button the following screen will appear. Fill in the info and click save. This will record the preference for the patient and save it for future reminders



The screenshot shows a Windows-style dialog box titled "Fill in Preferences". It contains five input fields: "Email" (text box), "Phone" (text box), "Preference" (dropdown menu), "Reminder Type" (dropdown menu with "Refill" selected), and "Consent Given" (dropdown menu with "N" selected). A "Save" button is located at the bottom center of the dialog box.

- E) DELETE REMINDERS – If there are any reminders that you do not want to send simply remove them from the list by clicking delete reminders

Refill Reminders Version:1.0.0.0

Send Reminder to Patient Days before Due

Refill Reminders due between and

Drag a column header here to group by that column

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N	None			3/13/2018 9:53:23	3/8/2018 9:53:23 A	
N	None			3/13/2018 3:59:57	3/8/2018 3:59:57 PI	
N	None			3/13/2018 1:31:43	3/8/2018 1:31:43 PI	
N	None			3/13/2018 3:55:51	3/8/2018 3:55:51 PI	
N	None			3/13/2018 4:11:05	3/8/2018 4:11:05 PI	



- F) Once you have completed filling in all of the information click on the Schedule Reminders Button.
ONLY the items with Consent = Y and filled in preference will be scheduled

 Refill Reminders Version:1.0.0.0

Send Reminder to Patient Days before Due

Refill Reminders due between and

Drag a column header here to group by that column

Consent	Preference	Email	Cell	DueDate	ReminderDate	Pat
N	None			3/13/2018 9:53:23	3/8/2018 9:53:23 A	
N	None			3/13/2018 3:59:57	3/8/2018 3:59:57 PI	
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N	None			3/13/2018 3:55:51	3/8/2018 3:55:51 PI	
N	None			3/13/2018 4:11:05	3/8/2018 4:11:05 PI	



- G) Click the view reminder history button to see all the scheduled reminders and sent reminders. if you have scheduled a reminder in error you can always click the delete reminder on the screen to stop the reminder from sending

Refill Reminders Version:1.0.0.0

Send Reminder to Patient Days before Due

Refill Reminders due between and

Drag a column header here to group by that column

Consent	Preference	Email	Cell	DueDate	ReminderDate	Patient
N	None			3/13/2018 9:53:23	3/8/2018 9:53:23 A	
N	None			3/13/2018 3:59:57	3/8/2018 3:59:57 PI	
N	None			3/13/2018 1:31:43	3/8/2018 1:31:43 PI	
N	None			3/13/2018 3:55:51	3/8/2018 3:55:51 PI	
N	None			3/13/2018 4:11:05	3/8/2018 4:11:05 PI	



Refill Reminders History

Start Date

End date

Show Reminders

History

Drag a column header here to group by that column

DateSent	Status	Email/Text	Sent To	RxNumber	Subject	Lastname	Firstname	Type
<No data to display>								

Delete Reminder

1.2 REMINDER THE PATIENT RECEIVES

The patient will receive the following message by email

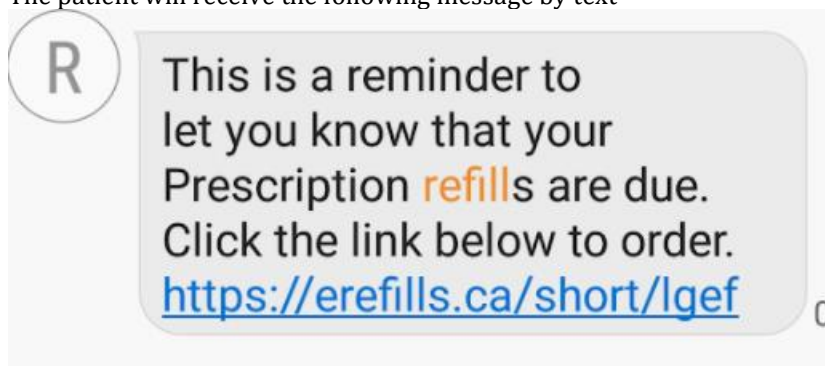
Refill Reminder

The following Prescription(s) are due.

438243

[Click here to Order](#)

The patient will receive the following message by text



When the Patient clicks the link on the email or text they will be sent to the quick refill page with their phone # filled in and the Rx# s filled in. They have the option of unchecking any rx they do not want to order . They simply click the order button and it will order the rxs. The order will appear in the todo of the pharmacy dispensary system

Pharmacy Location Ajays Pharmacy ▼	Review and uncheck any unwanted items. Click the Order Button to Complete your order. ☒ 438243 ☐ ☐ ☐ ☐ ☐
Delivery/Pickup Pickup ▼	
Enter your Phone #(10 digit) 4163689046 	
Email 	
Ajays Pharmacy =All Repeats will be ready for pickup on next business day	
Note 	
Order	