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# User's Manual

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# I. Auto-Rx-Net Quick Facts

For more information about Auto-Rx-Net, please view the tour at www.rx-net-inc.com

#### Upon installation:

- Auto-Rx-Net will automate the retail pricing for up to 2,100 drugs in your system. A unique pricing schedule is created for each drug priced. Price schedules are named (ZRXNET1 through ZRXNET2100) and assigned to items based on item competitive ranking.
- Competitive ranking of each priced drug is zip code based. Zip code based areas are defined by the first two digits of your zip code area.
- All drugs in Pharmaserv must be priced using AWP at the item level. If your items are being priced using ACQ, please contact Pharmaserv support for assistance in price items using AWP.
- Upon installation, Auto-Rx-Net removes all Markup/Down%, Price Schedule and Special Price Schedule fields in the drug record. This is only for initial set-up and will not occur again.
- Your previous schedules will remain in your Pharmaserv system, but will no longer be attached to any drugs.

#### In general practice:

- Generic drugs no longer receive daily price updates. All generic items receive an average AWP which is designed for automatic pricing.
- Brands continue to receive daily price updates through Medispan.
- Auto-Rx-Net pricing schedules are updated monthly.
- All package sizes of a BRAND DRUG of the same STRENGTH are priced in the same price schedule.
- All GENERICS of the SAME NAME and STRENGTH are priced by first assigning an AWP then assigned to the same pricing schedule.
- Drugs can only be priced if there are a sufficient number of pharmacies in your zip area reporting pricing information on drug and quantity for the current month.
- If a drug is not priced with a ZRXNET pricing schedule, the DEFAULT price schedule will price this item (unless specified otherwise).
- Drugs that are no longer part of the top 2100 items in your area will be priced according to the DEFAULT price schedule (unless specified otherwise).
- It is the end user's responsibility to update pricing data each month. The process can be automated. Updates should be verified by the end user. Rx-Net does monitor updates and works to alert customers that do update their software on schedule.

Upon uninstall:

- Rx-Net Inc can disassociate ZRXNET pricing schedules from the drugs previously assigned. Unassociated ZRXNET price schedules will remain within in your Pharmaserv system, but will no longer be attached to any drugs.
- Rx-Net Inc cannot reassociate any previous schedules.

# II. Auto-Rx-Net Overview

Rx-Net Inc, in partnership with McKesson Pharmacy Systems, presents Auto-Rx-Net. Use Auto-Rx-Net to automate retail pricing in Pharmaserv for up to 2100 of the top selling items in your zip code based area.



#### Save More Time

- Eliminate the need to monitor pricing trends. Rx-Net Inc does the pricing research for you.
- Your prices are updated automatically.
- Spend your valuable time managing other aspects of your business. Find more time to provide patient consultation and other services.

#### Profit by Pricing Competitively

- Pricing information is gathered from across the nation.
- Pricing is compared across your zip code based area.
- Choose the type of vendor competition to price against (Chain, Mass Merchant, Independent Pharmacy).
- Realize a competitive edge usually reserved for large-scale chain pharmacies.

### III. Getting Started

#### **General Setup**

Rx-Net Inc assists with installation and initial configuration of Auto-Rx-Net. If need be, your monitor resolution is set to a reasonably standard resolution of 1024 by 768 pixels. In a Pharmaserv network environment there is usually a Sever computer and multiple Client workstations. Auto-Rx-Net is installed on a Client workstation.

#### **Default Pricing Schedule**

Upon installation of Auto-Rx-Net, it is recommended that you verify the DEFAULT price schedule within Pharmaserv. The DEFAULT price schedule is the price schedule generally used by Pharmaserv to determine usual and customary pricing when Auto-Rx-Net is not installed. Upon installation of Auto-Rx-Net, the DEFAULT price schedule will automatically apply to any drugs that do not fall within the top 2100 drugs in your area.

To verify the Default price schedule:

- 1. Click on Modify on the menu bar in Rx Processing
- 2. Select Pricing and then Price Schedule Maintenance
- 3. Select **DEFAULT** in the **Name** field
- 4. Click the Interval button

Verify the Basis, Premium Schedule, and pricing Interval (values may vary).

🔥 Schedule Mai	ntenance				
Schedule Type Pl	RICE	🗾 Na	ame DEFAULT	•	
		Price Sche	dule		
Basis QUANTITY	,	-	Premium Schedule	(None)	-
-Interval					
Minimum	Maximum	Fee Amount	Fee Percent	Next Schedule	
0.00	12.99	\$5.85	41.00	(None) 💌	
14.00	18.99	\$5.85	40.00	(None) 💌	
19.00	28.99	\$5.85	39.00	(None) 💌	
29.00	34.99	\$5.85	38.00	(None) 💌	
35.00	38.99	\$5.85	37.00	(None)	
39.00	48.99	\$5.85	36.00	(None)	
49.00	58.99	\$5.85	35.00	(None)	
79.00	98.99	\$5.85	33.00	(None)	
99.00	99.99	\$5.85	32.00	(None)	
100.00	999,999.99	\$5.85	31.00	(None)	
		Inter	val <u>A</u> dd <u>D</u> ele	te <u>S</u> ave Ca	ncel

# IV. Automatic and Manual Update of Pricing Data

#### **Remain Updated**

New ZRXNET price schedules are available each month from Rx-Net Inc. Rx-Net Inc can configure your system to download these updates automatically each month. However, you may want to update your files manually periodically if, for instance, you add an item to your Pharmaserv system. As part of the update process, Auto-Rx-Net looks for new items added to your system and prices them if they are among the top items in your zip code based area. Properly updated pricing files are essential for correct item pricing.

#### Manual Update

To manually update your pricing information, double-click on the **Shortcut to RxNet\_Update\_FTP.exe**, located on the desktop of your client workstation.



Auto-Rx-Net then verifies that you are using the newest version of the Auto-Rx-Net software, checks for pricing updates, and downloads any updates. After some initial downloading, a countdown begins. Auto-Rx-Net counts down from 10 seconds before it begins applying all of the updates. This is to give you the opportunity to configure the *Select Options* window before updates are applied.

🖳 Coun	tdown 🧴	- 🗆 🗵
	10	
	Click STOP to prevent application from running unattended.	
R	STOP	
		///

To access the Select Options window, click Stop.

When the *Select Options* window displays (see page 9), click **Change Settings** to edit the options. After editing the options, click **Save Settings** to save these preferences. Then, click **Run Update** to apply the updated pricing data according to your preferences.

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You are prompted when the update is completed.

RxNet_Update_Worker	×
Files transfer and updates completed. You may exit now by clicking on Exit bu OK	itton.

Click OK, and then click Exit to close the Auto-Rx-Net update application.

#### Automatic Updates

When configured for automatic update, Auto-Rx-Net will connect electronically to Rx-Net at the beginning of each month. You must leave your client workstation powered on and logged into windows in order for this update to work correctly. At the beginning of the month, you should see the same *RxNet\_Update\_Worker*, "Files transfer and updates completed" message on your client workstation that you see after running the manual update. This indicates that the automatic update did run.

RxNet_Update_Worker
Files transfer and updates completed. You may exit now by clicking on Exit button.
ОК

Click **OK**, and then click **Exit** to close the Auto-Rx-Net update application.

**NOTE:** If you do not see this message at the beginning of the month, please contact Rx-Net Inc for assistance. Properly updated pricing files are essential for correct item pricing.

#### **Verify Pricing Updates**

It is good practice to *verify* your pricing update on the first of each month and when you apply changes to pricing options. Verification involves checking the date of the AWP *Last Update* field in Pharmaserv *Item Maintenance* for one of your area's top generic items.

Pictured below, is the *Item Maintenance* window in Pharmaserv for a popular generic item. The *Last Update* date next to the AWP should reflect the date of your last update. It should be the first of the month or the date of your last manual update. If these dates do not agree, please contact Rx-Net Inc for support.

Item Maintenance [HYDROCODONE/ACETAMINOPHEN]				
Profile				
Type Name HYDROCODONE/ACETAMINO				
NDC 53265-0334-03 Pkg Size 750.000 Code	NP ▼ Cat (None) ▼ Class ▼			
Unit of Measure				
Item Sur	nmary			
Source	Pricing-			
🖸 🖸 Brand 🔲 No Substitutes Allowed	AWP \$328.38 Last Update 08/01/2007			
🖉 🖲 Generic 🔽 Multi-Source	ACQ \$.00 Last Update 00/00/0000			
🖸 🖸 Single Source 🔲 Innovator	MAC \$.00 Last Update 00/00/0000			
-Defaults	Markup/Down % .00			
Preferred 🗌 Inactive Unit Size	Price Sched ZRXNET1			
Lot # Expires	Special Price Sched (None) 🔽			

**NOTE:** The item used for verification must be a top generic item. Your area's top items are listed for you in the *Select Options* window of Auto-Rx-Net.

# V. Select Options Window

Use the Select Options window to adjust the way updated pricing data is applied to your Pharmaserv system. Rx-Net Inc is able to assist you with choosing the right options for your pharmacy.

🔜 Select Options	
Settings	
Select ZIP code ZIP48 Change Zip	Run Update
Price Update Options	< Come Cottings
Update price on All 2000+ drugs. CHAIN BRAND AND CHAIN GENERICS	Evit
Minimum price \$ 10.99 CHAIN BRAND AND INDEP GENERICS	
INDEP BRAND AND MASS GENERICS	
Max Discount Amount \$ 0 INDEP BRAND AND CHAIN GENERICS	
Apply discount	
3rd Party Price Override Brand Only ▼ MASS BRAND AND INDEP GENERICS	
Adjust Brand Pricing None - % Adjust Generic Pricing None - %.	
	Show Rx Table
EXCLUDE RX DESCRIPTION UPC # BRAND/G	ENERIC RANKING #
HYDROCODONE-ACETAMINOPHEN TAB 7.5-750 M 65991702100350 G	1
HYDROCODONE-ACETAMINOPHEN TAB 5-500 M 65991702100310 G	2

Please refer to the image above and the following list of **Select Options Window Preferences** to learn more about each option.

#### **Select Options Window Preferences:**

1) Use the Change Settings / Save Changes toggle button to access options and save your changes.

<-Change Settings <-- Save Settings

2) Use Change Zip to select the first two digits of your zip code.

Change Zip

3) Use the number of drugs drop down menu to select the number of drugs to price.

Update price on	All 2000+	•	drugs.
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4) Use Minimum Price to set a minimum price for all priced drugs.

Minimum price \$ 10.99

5) Use Max Discount Allowed to set the maximum overall discount applicable.

Max	Discount Amount \$	0
		-

6) Use Apply Discount to allow or disallow patient discounts.

**7)** Use **3<sup>rd</sup> Party Price Override** to apply a minimum cash price to **Brands Only** or **Brands and Generics**. This option ensures that the minimum cash price is at least 1% higher than the typical 3<sup>rd</sup> party price submitted by your competition.

3rd Party Price Override Brand Only -

8) Use Adjust Brand Pricing to apply a percentage markup to all brand drugs priced.



9) Use Adjust Generic Pricing to apply a percentage markup to all generic drugs priced.



**10**) Use **Quantity SLOPE Override** to generate pricing per unit based upon the most popular quantity dispensed in your zip code based area. This helps to ensure that the price per unit decreases competitively as the quantity dispensed increases.

Quantity SLOPE Pricing Override	′ [	•	
---------------------------------	-----	---	--

**11)** Select the type of competition you would like to use for pricing. You can choose the type of competition for brand and generic items independently. The default option is Chain Brand and Chain Generics. (The term Chain indicates "large chains" in your zip code based area.)

CHAIN	BRAND	AND	CHAIN	GENERICS
CHAIN	BRAND	AND	MASS	GENERICS
CHAIN	BRAND	AND	INDEP	GENERICS
INDEP	BRAND	AND	MASS	GENERICS
INDEP	BRAND	AND	CHAIN	GENERICS
INDEP	BRAND	AND	INDEP	GENERICS
MASS	BRAND	AND	MASS	GENERICS
MASS	BRAND	AND	CHAIN	GENERICS
MASS	BRAND	AND	INDEP	GENERICS

**12)** Use the check box in the **Exclude** column to exclude an item from pricing by Auto-Rx-Net. This is useful for setting a custom price on any special items.



**13)** Use the column headers in the *Rx Table* area to sort the list of items by **Rx Description**, **UPC** #, **Brand/Generic**, or **Ranking** #. Ranking is based on drug popularity in your zip code based area.

RX DESCRIPTION

**14)** Use **Run Update** to apply updated pricing information to your Pharmaserv system based upon your *Select Options* window preferences.

Run Update

# VI. Sure-Rx Reporting Overview

Auto-Rx-Users may also take advantage of Sure-Rx Reporting. Sure-Rx generates reports based on the pricing information submitted by your competition. Use Sure-Rx to understand how your competition is pricing.

**NOTE:** Pricing reports generated by Sure-Rx are based upon data collected from your zip code based area. Item pricing represents pricing in your area, not specifically in your Pharmaserv system.

To access Sure-Rx, double-click on the **Shortcut to RX-NET1**, located on the desktop of your client workstation.



For more information about Sure-Rx, please view the tour at www.rx-net-inc.com

Generate reports on single drugs, all drugs priced in a specific month, all drugs priced over a date range of months, or view items that may not be priced consistently by popular unit price. This type of reporting can give you vast insight into pricing trends.

# VII. Custom Pricing Advice in Pharmaserv

Auto-Rx-Net permits further price customization using Pharmaserv. In Pharmaserv, you retain the ability to create your own special pricing strategies for high demand items, highly dispensed items, and any other specially priced items.

# NOTE: Altering price schedules or creating your own price schedules or markups in Pharmaserv can alter the effectiveness of using Auto-Rx-Net. Please use care when creating personalized pricing plans.

#### **Premium Price Schedules**

Upon installation of Auto-Rx-Net, a PREMIUM schedule called ZRXNET is created. This premium pricing schedule will add \$2.00 to CLASS 2 drugs to the final price.

🚹 Schedule Maintenance							
Schedule Type PREMIUM	Name ZRXNET						
Premium Schedule							
Form Broken Desc Amount % Lot	Category Broken Desc Amount % Lot						
Class Broken Desc Amount % Lot 2 \$2.00 .00	Type Broken Desc Amount % Lot						
	<u>A</u> dd <u>D</u> elete <u>S</u> ave Cancel						

You retain the ability to customize this price schedule if you choose. Changes to the premium schedule are permanent and will not be altered by monthly Auto-Rx-Net updates.

#### Pricing by Category in Pharmaserv

These steps show how to create generic category, how to assign a drug to a category, and how to create/modify a price schedule associated with the selected category. These changes are permanent and will not be altered by Rx-Net, Inc.

#### Creating a Category:

- 1. Click Modify on the menu bar in Rx Processing
- 2. Select Code
- 3. Select USER CATEGORY in the group field
- 4. Click Add
- 5. Assign a **Code Value** and a **Description** (example shows G for Generic)
- 6. Click Save

🚹 Code Maintenance		
Group USER CATEGORY	Description USER CATEGORY Code Length 4 Description Length 24	System Assigned
Code Value	Description	Inactive 🔺
A	ANTIBIOTIC	
В	BIRTH CONTROL	
C	OTC CONTRACEPTIVE	
CHLD	CHILDREN TABLETS	
D	DIET PILLS	
G	GENERIC	
	INSULIN	
K	OTC DIAPHRAGM	
		-
	Add	Save Cancel

#### Assigning a Drug to a Category:

- 1. Look up and item in Item Maintenance
- 2. Use the Category (Cat) field to select the name of a user category (example shows GENERIC)

I	💱 Item Maintenance [CEPHALEXIN 500MG CAP]
	Profile
	Type DRG Vame CEPHALEXIN 500MG CAP 500MG CAPSULE
	NDC 00172-4074-70 Pkg Size 500.000 Code NP - Cat ENIERIC
	Unit of Measure 📃 Item ID 12623
	Item Summary
	Source Pricing

Assigning a Premium Price Schedule to a Category:

- 1. Click **Modify** on the menu bar in Rx Processing
- 2. Select Pricing and then Price Schedule Maintenance
- 3. Select **PREMIUM** in the **Schedule Type** field
- 4. Select **ZRXNET** in the **Name** field
- 5. Add a **Category**
- 6. Select a Category Description (**Desc**) (example shows **GENERIC**) and enter an **Amount**
- 7. Click Save

🔥 Schedule Maintenance							
Schedule Type PREMIUM	Name ZRXNET						
Premium Schedule							
Form Broken   Desc Amount %   Lot   \$.00 .00	Category Desc Amount % Lot GENERIC   \$2.00 .00						
Class Broken Desc Amount % Lot	Desc Amount % Lot						
	Add Delete Save Cancel						

#### Markup and Special Price Schedules

You retain the ability to assign **Markup/Down%** and **Special Price Schedules** to items priced by Auto-Rx-Net by assigning these values on the *Item Maintenance* window. These changes are permanent and will not be altered by monthly Auto-Rx-Net price updates.

Item Summary	
Pricing-	
AWP \$688.00 Last Update 07/26/2007	
ACQ \$174.29 Last Update 07/26/2006	
MAC \$101.25 Last Update 11/01/1998	
Markup/Down %00	
Price Sched ZRXNET8	
Special Price Sched (None) 👤	

NOTE: Altering price schedules or creating your own price schedules or markups in Pharmaserv can alter the effectiveness of using Auto-Rx-Net. Please use care when creating personalized pricing plans.