

# On-Time-Rx®

New PDA users should read the Palm OS® User Manual that came with their handheld device to get thoroughly familiar with the names and locations of the various buttons, features, and other common terms.

These terms are fairly standard on all PDA devices and will be used in this On-Time-Rx® User Instruction leaflet.

On-Time-Rx® has a home screen with buttons and features of its own [as shown below]

The Detailed Drug Entry and Quick Drug List instructions will help new users set up a medication schedule in On-Time-Rx®.

Experienced PDA users should find the application very straightforward and intuitive. Many of the dropdown lists and TIPS are provided on most of the display screens to help to guide the new user.

User questions about handling unusual situations are included to provide ideas and suggestions for setting up more complex scheduling options.



## On-Time-Rx® Main Screen:

- ← *Banner* – This Text is Changeable (password needed)
- ← *Medical Symbol* – Contains disclaimer & general info
- ← *MyMeds* – Lists all medications entered by user
- ← *PillTime* – Displays each scheduled alarm event
- ← *Log* – Records user responses to each alarm
- ← *Menu* – Lists other On-Time-Rx® features available
- ← *911* – Displays personal health data

\* Tap any of these buttons to display or use the feature.

## Instructions for the Basic Features of OnTimeRx®:

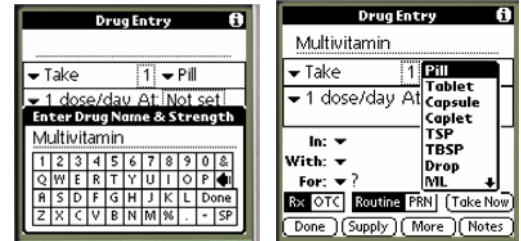
1. – Enter Drug Information – Detailed or Quick List
2. – Select the Frequency
3. – Enter Alarm Time for each Reminder
4. – Set Repeats and End Dates, where appropriate
5. – Enter Supply Data for Refill Reminders
6. – Enter More Information and Notes as needed
7. – Enter Your Personal 911 Data & Medical History
8. – Customize the Dropdown Category lists

## GETTING STARTED

### 1. Entering a Detailed Drug Record

Tap **[New]** to enter a New Drug record. Enter the medication name and strength using the popup keyboard. When finished, tap **[Done]** (right side, second from the bottom). Tap all other  $\nabla$  (down arrows) to display dropdown lists of other standard terms or options. Tap to select each term that applies for this drug entry. If you need different terms on the dropdown list, tap **Edit...** at the bottom of the list and change one of the unused categories.

### Name and Dosage Form – Drug Entry

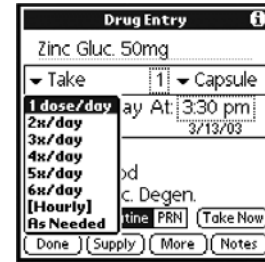


### 2. Selecting Frequency of Doses

Tap **1 dose/day** to display other frequency options. Select from 1 to 6 doses per day to set that number of dosing alarm times.

Select **Hourly** if the doses should be spaced precisely, every **X** hours apart. Select a 12 or 24 hour time period. Select **As Needed** if there is no set frequency.

### Frequency Dropdown – Drug Entry



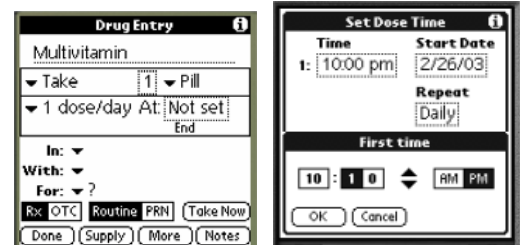
### 3. Setting Dose Time

Tap **Not set** to Set the Dose Time.

Tap the **Time** box and adjust the alarm time by using the up/down arrows ( $\Delta\nabla$ ).

Click **AM/PM**, as appropriate.

### Set Dose Time – Drug Entry



### 4. Setting Repeating Alarms

Tap the **Repeat** box to display options.

Tap **Day**, to enable a daily alarm.

Leave **End on:** (the default setting) if this is to be a recurring alarm.

Tap **No End Date** and then tap **Choose Date**, if a Specific End Date is desired.

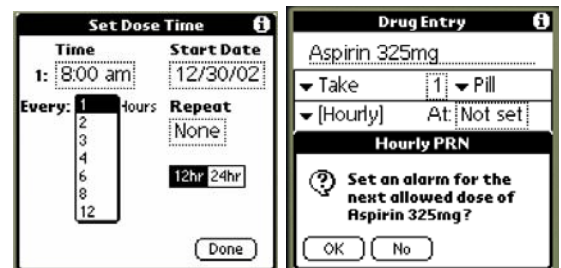
### Change Repeat



### 5. Setting Hourly/PRN Doses

Certain drugs are taken every 4 hrs as needed. To set up a **Routine Drug**, select **Hourly** from the **Frequency** dropdown. Tap the **Time** box to select the dosing interval. The Time showing here **[8:00am]** is the time for the first dose. Select **4** for every 4 hours and Leave **Repeat** set to **None**. Tap **[Done]**, then change **Routine** to **PRN** on the main Drug Entry screen. Tap **Take Now** when a dose is needed and tap **[OK]** if you want an alarm set for the next allowed dose.

### Hourly Dose Time dropdown



**6. Setting Supply Reminders** **Drug Entry – Supply Info**

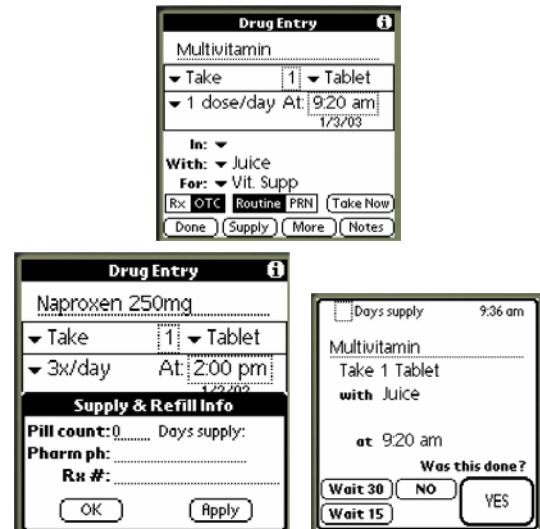
*It is important to maintain an adequate supply of all of your medications at all times. Missing doses of certain types of drugs can be very serious, even life threatening.*

Tap [Supply] to enter the number of pills on hand. The quantity is on the label of a new prescription. Count the actual number of pills if some doses have been taken.

Tap the Pill Count: field, enter the number, and tap [Apply] to calculate the number of days you have remaining.

Entering the Pharmacy phone and prescription numbers (also on the Rx label) and entering this info here will help when phoning in a refill request. Tap [OK]

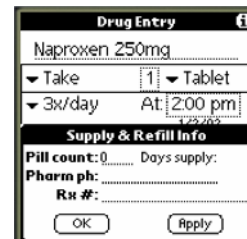
A blank box in the upper left corner of the Alarm screen means an empty Pill Count:



Tap the Pill Count: field to enter the total number of pills on hand for a drug – Rx or OTC.

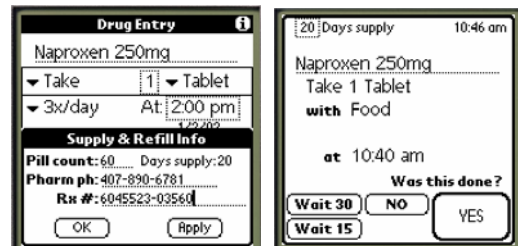
Tap [Apply] and the Days Supply will be calculated.

Since OTC (Over-The-Counter) drugs don't require a prescription, there's no Rx #: field.



The Days supply is displayed at the top of each alarm screen and will change to **BOLD** when you have less than 6 days remaining.

To enter or update this number, tap the box when the alarm screen is active or tap [Supply] to change the Pill Count: at any time.

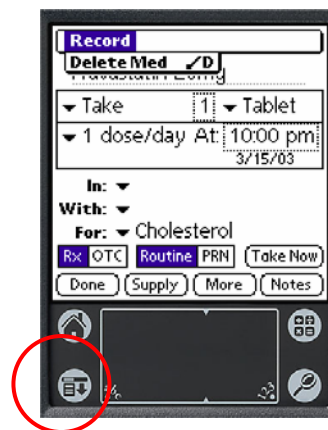


**7. Deleting Drug Items**

From MyMeds or PillTime, tap the item you wish to delete. This will display the full Drug Entry Record so you can be sure this is the one you wish to delete.

With the Drug record displayed, tap the PDA Menu icon (lower left corner near 'abc'). This displays a dropdown with Delete Med.

Tap Delete Med and the record will be gone.



**8. Deleting ToDo Items**

From the **ToDoList** or **ToDoToday**, tap any item you wish to delete.

This example shows the automatic ToDo prompt to register the software.

Follow the same procedure as described above to delete ToDo items

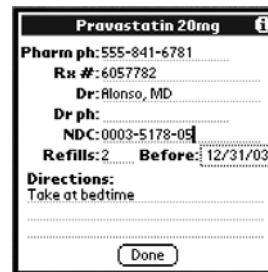


**9. Entering More Information**

Tap the **[More]** button to add additional Details and directions to the Drug Entry, if necessary. Any text in the **Directions:** field (other dosing instructions) will cause a **[Details]** button to display on each Alarm screen for that drug. Enter the **Doctor** and **Pharmacy** phone numbers on the **[More]** screen, to save time when ordering refills. A dropdown list of all Dr names and Dr. phones will let you select a name or number from the list for future new drug entries.

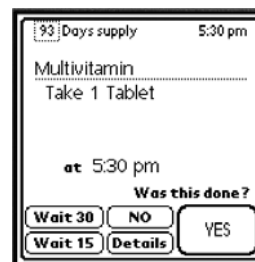
OTC More screen

Rx More screen



If a **[Details]** button appears on an alarm screen, tap **[Details]** to review the information and refresh your memory before taking the dose, if necessary.

Tap **NOTES** on the Drug Entry to add even more detailed information, if required.



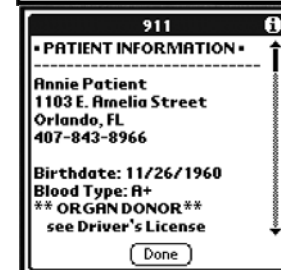
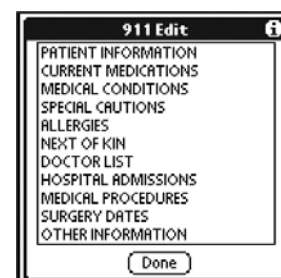
**10. Entering Personal 911 Data**

From the Main Screen, tap the **[Menu]** button, then select **911 Edit**. You can enter any data that you might need in an Emergency Room or at a new doctor's office. Your medical history may be extensive, but limit this data to the most important things a 911 EMT would need to know about you. In case you can't recall the answers to their questions, you can always tap the **[911]** button and scroll through the information.

See Item 18 for additional information on data entry.

**[Menu]**, **911 Edit**

**[911]** Info

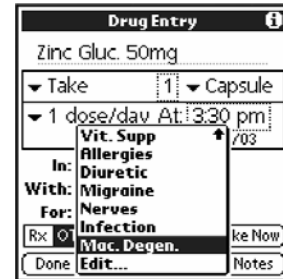


**11. Editing Dropdown Lists**

Drug Entry Dropdown Edit

All dropdown lists in OnTimeRx® are limited to only 16 items, but all lists can be customized to meet your own particular requirements.

Scroll to the bottom of any list and tap **Edit...** Then tap an item that you won't need to use and Rename it to your particular needs. You can also delete items that don't pertain and use the free spaces as you see fit.

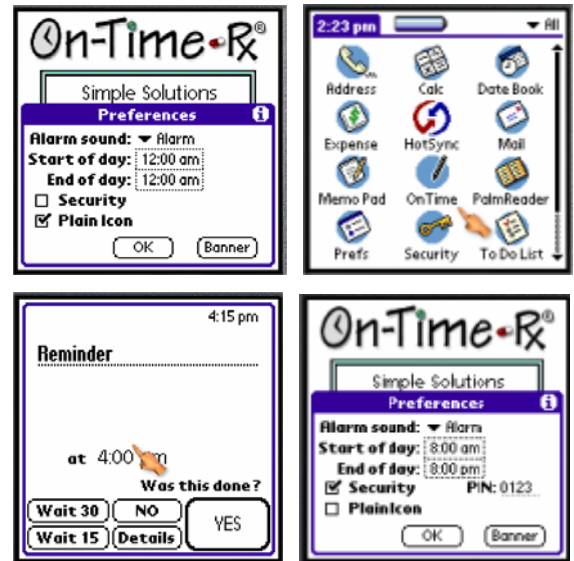


**12. Using the Security Lockout feature**

The Security lockout feature allows you to password protect your personal data. You can also check the Plain Icon box, if you'd prefer not to have any visible reference to medications or Rx on your application launcher screen.

Check the security box to enter a 4-digit PIN number to lock out others from opening the OnTimeRx® application or viewing your medication reminders. With the PIN# enabled, a generic "Reminder" alarm screen will display. Tap the Details button and enter your PIN# to view the actual drug alarm screen.

Choose a PIN# that you can easily recall. If you forget it, you won't be able to access OTRx. It will be necessary to delete the OTRx application and reinstall it, to reset the PIN#.



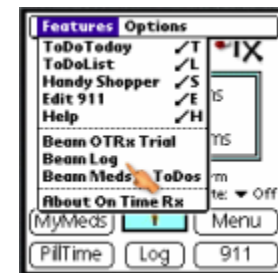
**13. Beaming Log Data**

Beaming the Log Data directly to an IR-enabled PC desktop or laptop is easy to do and this is a feature that can be utilized in research projects.

It is possible to collect data from any Palm OS® PDA, by using Beam Log. This transfers the Log file to the desktop without having to perform a Hot Sync. This data file can then be exported to an Excel table for viewing or printing.

An add-on Windows utility application called OTRxOLE™ is required to capture and export the data.

Contact [OnTime@OnTimeRx.com](mailto:OnTime@OnTimeRx.com) to order the OTRxOLE™ utility.



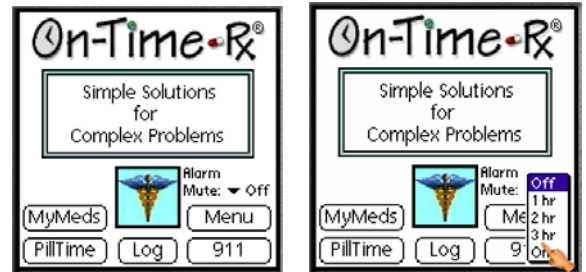


**14. Using the Alarm Mute Option**

The Alarm Mute feature will temporarily silence all OnTimeRx® alarms for a fixed time period. This is useful during a meeting, a movie or a concert. Tap the dropdown and select 1hr, 2hr or 3hr. The alarm screens will display, but there will be no sound alert.

The audible alarms will restart automatically at the end of the selected time period.

If Alarm Mute - ON is selected, it will silence all OTRx alarms indefinitely. Simply tap Alarm Mute OFF to manually restart the normal alarm sequence. It is easy to forget to restart the alarms, so this option is not recommended for use except in very rare circumstances.

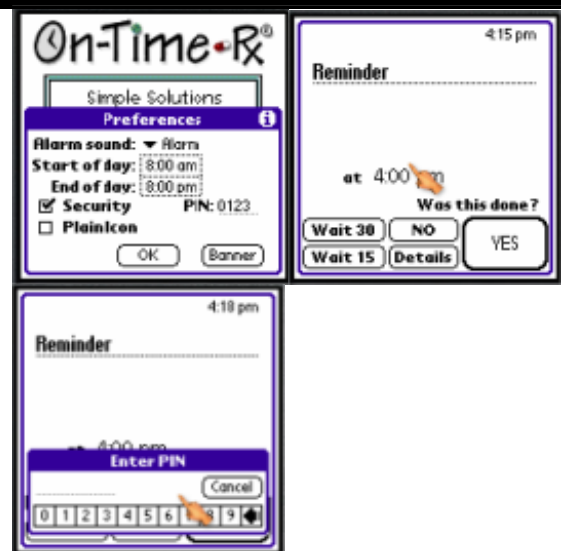


**15. Using Lockout PIN# for Data Security**

Check the security option in Preferences and enter a 4-digit Lockout PIN# to lock the application so others can't access your medical data. A simple "Reminder" screen will display at the alarm time and there is no reference to medications.

Word of CAUTION - so you don't lock yourself out. Use a PIN# that is easy-to-remember, or hide the number (like a "spare key") in your Address book. If you do get locked out, it will be necessary to backup your PDA, delete the OTRx application and reinstall it.

With PIN# enabled, You must tap the "Details" button and enter your 4-digit PIN# in order to unlock the application and access the actual drug alarm screens. When finished logging all doses, tap the Home Icon to exit and relock the OTRx application.



**16. Using a Plain Icon for Privacy**

Check the Plain Icon option to display a simple, non-medical icon on the application launcher screen for additional privacy. The icon is labeled "On Time" and has no Rx or drug reference visible to anyone at any time.



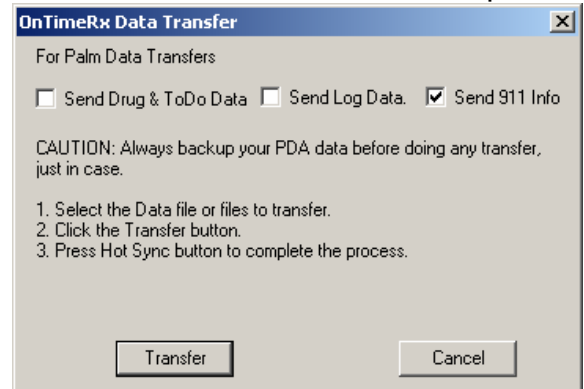
**17. Backing up Your Schedule and Data**

Be sure to backup your data often. This saves a lot of time and prevents having to re-enter all your medications and 911 healthcare information, if your batteries should die unexpectedly.

Many good backup applications can be set to backup everything automatically on a routine schedule, such as: BackUpBuddyVFS and RightBackUp. These have been tested and work very well with OnTimeRx®.

**18. Entering Data from a PC Keyboard**

OnTimeRx® for Windows is our desktop application, which facilitates data entry. It works on Windows XP and Vista. Data entered in OnTimeRx® -Win on a PC can be transferred from the PC to a PDA, and vice versa. This is not the standard data synchronization – our process uses a file overwrite. Users must choose which data they want to transfer and when. They may also utilize different schedules on each device, so a true synchronization would not be practical.



### 19. A New Web-based Service from OnTimeRx®

**OnCellRx® Reminder Service** was launched in 2006. This is a subscription reminder service that is based on the proven OnTimeRx® concept. It features scheduled and automated reminder alerts that can be sent to your cellphone, pager or email system. Data entry and alert scheduling is quick and easy and the data can also be printed out in various formats.

OnCellRx® subscribers are required to use a login name and password to access their account data. This level of security protects your personal data so that it can be safely and securely stored and maintained in your online account. You have access to your data and alert schedule (24/7) from any Internet connection. Since most healthcare facilities have Internet access, this feature can be very helpful in emergencies. Internet accessibility is also good for adjusting alert schedules whenever necessary.

Current OnTimeRx® users may want to schedule email reminders for Rx refills and doctor appointments. Voice alerts can also be used on any phone, in addition to the alarms on their PDA. For more information on how to sign up for these exciting new services, contact: [CustomerService@OnCellRx.com](mailto:CustomerService@OnCellRx.com)

