# ADMINISTRATOR'S MANUAL

## Amplifi
## by
## Pharmacy OneSource, Inc.

Fall 2007 Edition

# Table Of Contents


About This Manual ..... 1
Technical Requirements ..... 3
Contacting Pharmacy OneSource ..... 5
At A Glance: Administrator Home Page ..... 7
Chapter 1: Selecting and Managing Formulary Items ..... 9
  Adding, deleting, or changing status of a formulary item ..... 10
  Indicating Therapeutic Interchanges ..... 13
  Attaching notes ..... 18
  Integrating patient safety messages: alerts, recalls, shortages ..... 20
  Adding/Editing price information ..... 26
  Adding/Editing Comments and Custom Fields ..... 27
Chapter 2: Customizing Your Formulary OneSource ..... 29
  Preferences Set By The Administrator ..... 29
    Site preferences: Administrator & Clinician Package ..... 29
    The Contains Searching Feature ..... 31
    Sub-formularies ..... 33
    Custom drugs and other formulary items ..... 36
  Preferences Set By Formulary OneSource Specialist ..... 48
    Custom fields ..... 48
    Customized tab headings & patient tab/site ..... 49
    Custom note types: Quantity Limit, Prior Authorization, and Medical Necessity ..... 50
Chapter 3: Communicating and Sharing Your Formulary ..... 51
  Clinician web site ..... 51
  Printed and intranet reports ..... 53
  Administration Stats ..... 57
  Usage Stats ..... 58
  PDA: Palm & Pocket PC ..... 62
  Export Formularies (csv file) ..... 64
Chapter 4: Including Pertinent Pharmacy Information (Pharmacy Portal) ..... 67
  Adding News, Notes, Links and Medication Safety ..... 67
Chapter 5: Security & Site Access ..... 71
  Authorizing Administrators ..... 71
Glossary ..... 73
Index ..... 75

# About This Manual

This manual is organized by uses of Amplifi. It is assumed that you are signed in as an Administrator prior to your performance of any step-by-step procedures. Updated frequently and often, Amplifi service continually evolves and subsequently so does this User Manual. Please check your Administrator's Tools box periodically for updates.

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# Technical Requirements

Amplifi:
Internet Explorer - 5.5 service pack 2 or higher
Netscape - 6.0 and higher

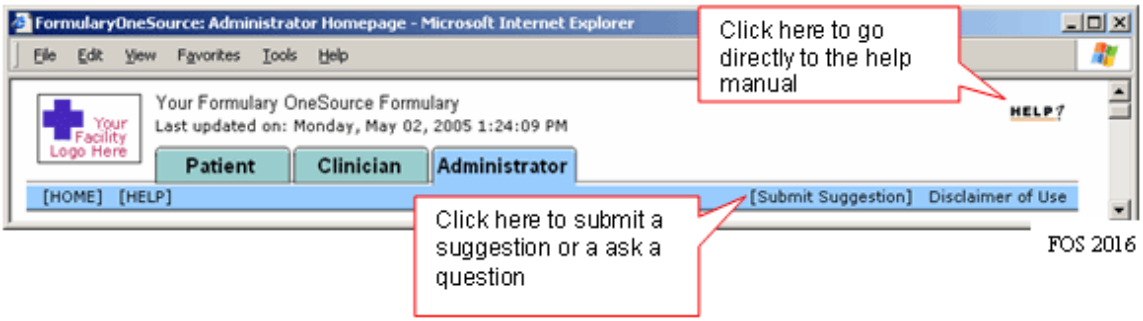
Amplifi PDA:
Palm OS - version 3.5 or higher
Pocket PC - version 2003 or higher

# Contacting Pharmacy OneSource

Your purchase of Amplifi service entitles you to unlimited customer support during your term of use of Amplifi. We're available from 7:00am – 7:00pm Central Time Monday – Friday.

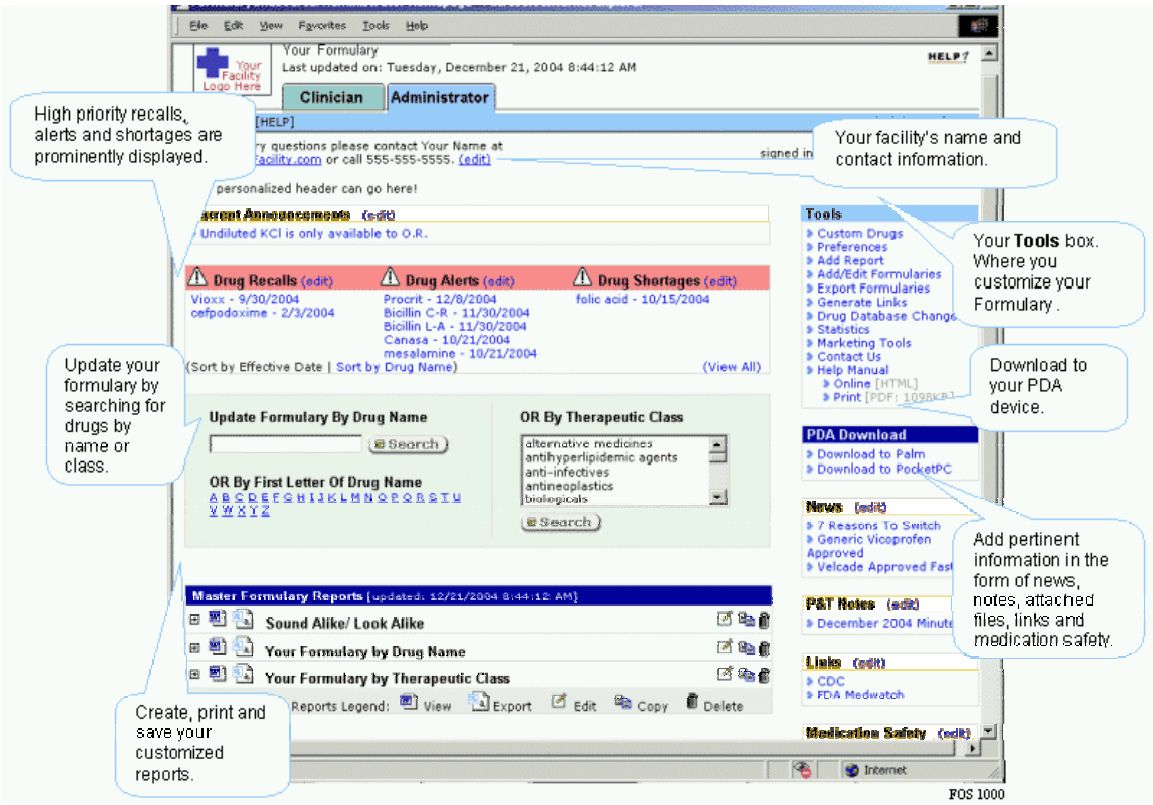
We're located at:
7780 Elmwood Ave., Suite 210
Middleton, Wisconsin 53562 USA

Phone: (608) 829-7300
(800) 654-8395
Fax: (608) 829-7301
Email: support@pharmacyonesource.com
Web: http://www.pharmacyonesource.com




You may also submit a suggestion or bug from your Amplifi website. Click on the link and fill out the form. You will get a response from an Amplifi customer service representative or implementation specialist within one business day.

# At A Glance: Administrator Home Page




**Amplifi Administrator Home Page**

# Chapter 1: Selecting and Managing Formulary Items

**Managing your formulary items is always done at the drug/agent level in Amplifi Administrator.** Your first three steps (**Preliminary Steps**) to updating formulary are:

1. Visit your Amplifi site and sign into Amplifi Administrator. *You will be at the **Administrator Home** page.*

2. Select the item you choose to manage. Follow these steps:

a. In the **Update Formularies by Drug Name** search box (green), type the name of the item (drug/agent) you wish to manage, then press [Enter] or click [Search]. *You will be taken to the **Search Results** page.*

**NOTE**: When searching by name, you can enter your item by complete or partial brand or generic agent name.

OR

b. In the **Update Formularies by Therapeutic Class** search box, click on the category Therapeutic Class that contains the item you choose to manage, then press [Enter] or click [Search]. You will be taken to a list of sub-categories and directed to select a sub-category (class). You continue this until you reach the most specific sub-category, then *you are taken to the **Search Results** page.*

**Note:** An example of the class structure of therapeutic classes: *Cardiovascular Agents >> angiotensin II inhibitors*

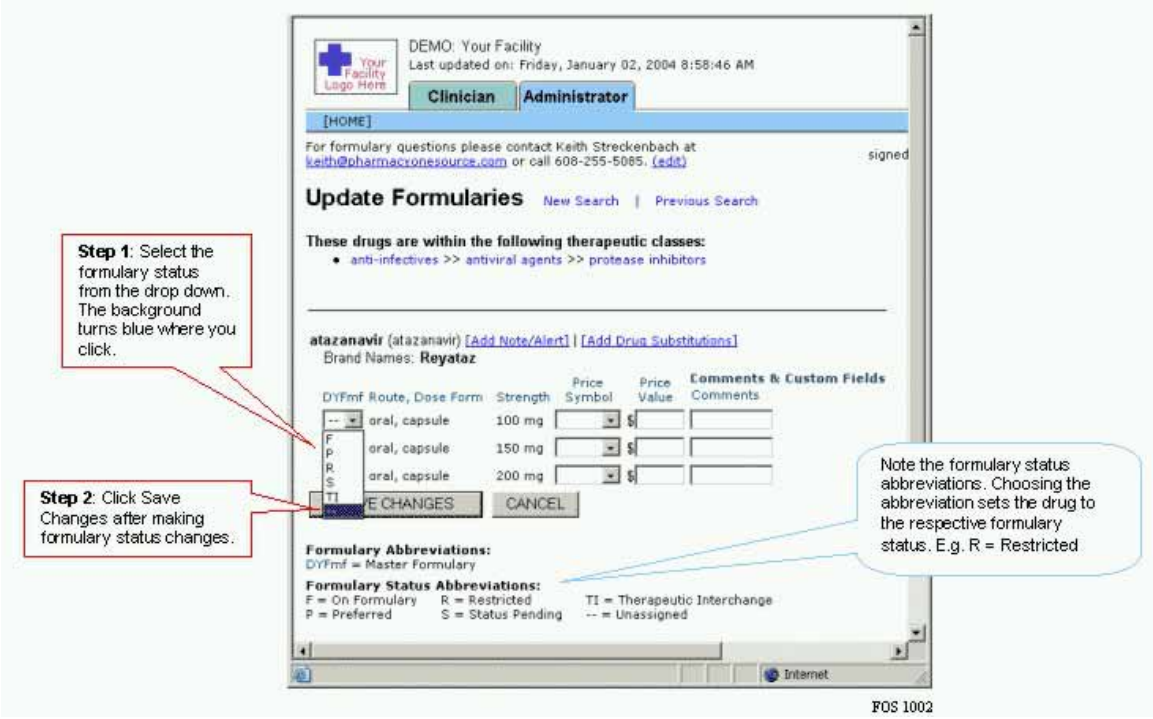
3. In the **Search Results** box on the right side of the screen, click on the respective drug name sought. *You will be taken to the **Formulary Management page**.*

The **Formulary Management Page** enables you to perform the following actions:

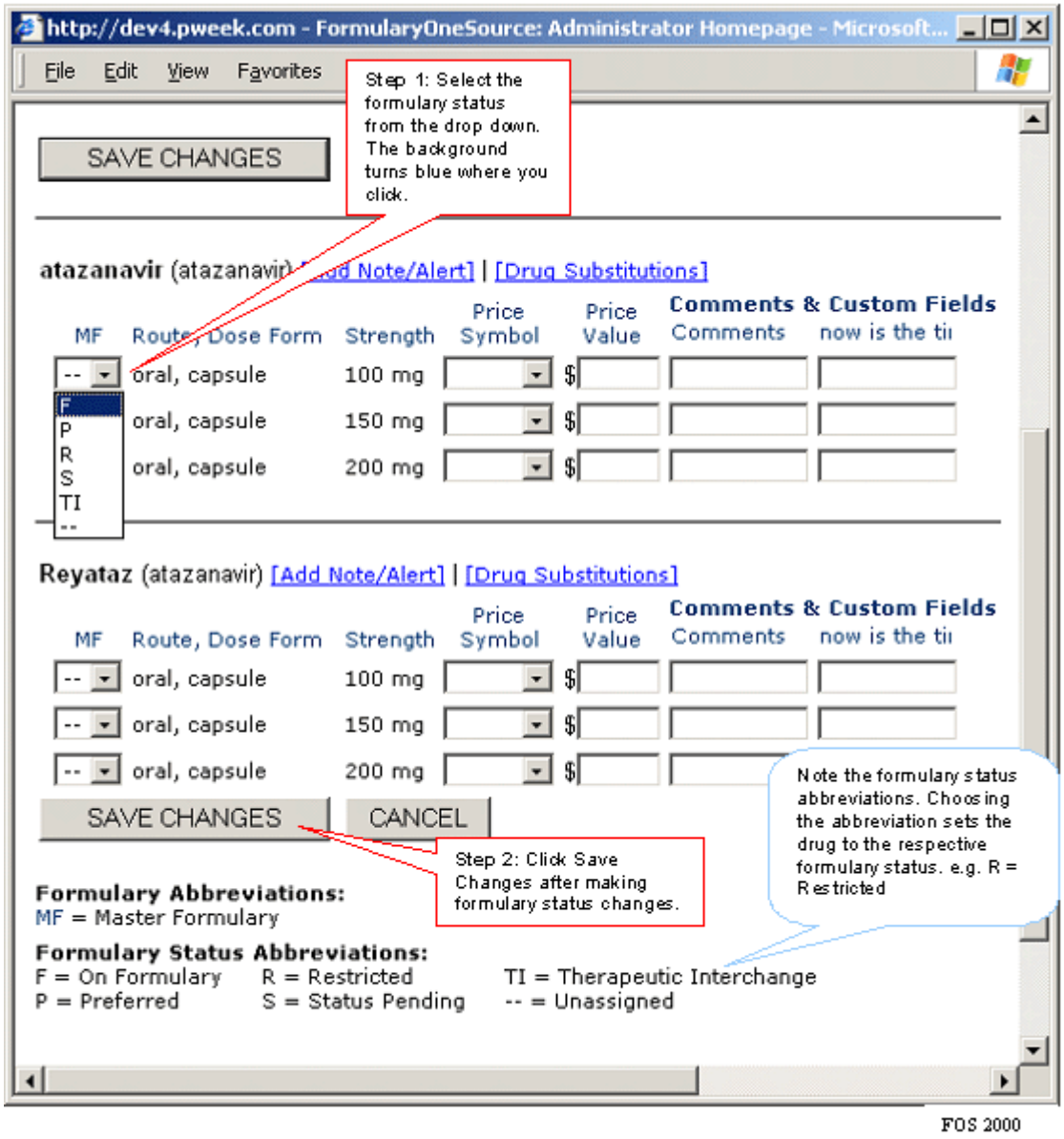
- Add, delete, or change the status of a formulary item
- Indicate therapeutic interchanges
- Attach notes, guidelines, and hyperlinks to specific items
- Attach patient safety messages: alerts, recalls, shortages, comments
- Add/edit cost information
- Add/edit comments and custom fields

**Each action is detailed step-by-step on the following pages.**

# Adding, deleting, or changing status of a formulary item




**Formulary Management page used to change formulary status**




**Formulary Management page used to change formulary status**

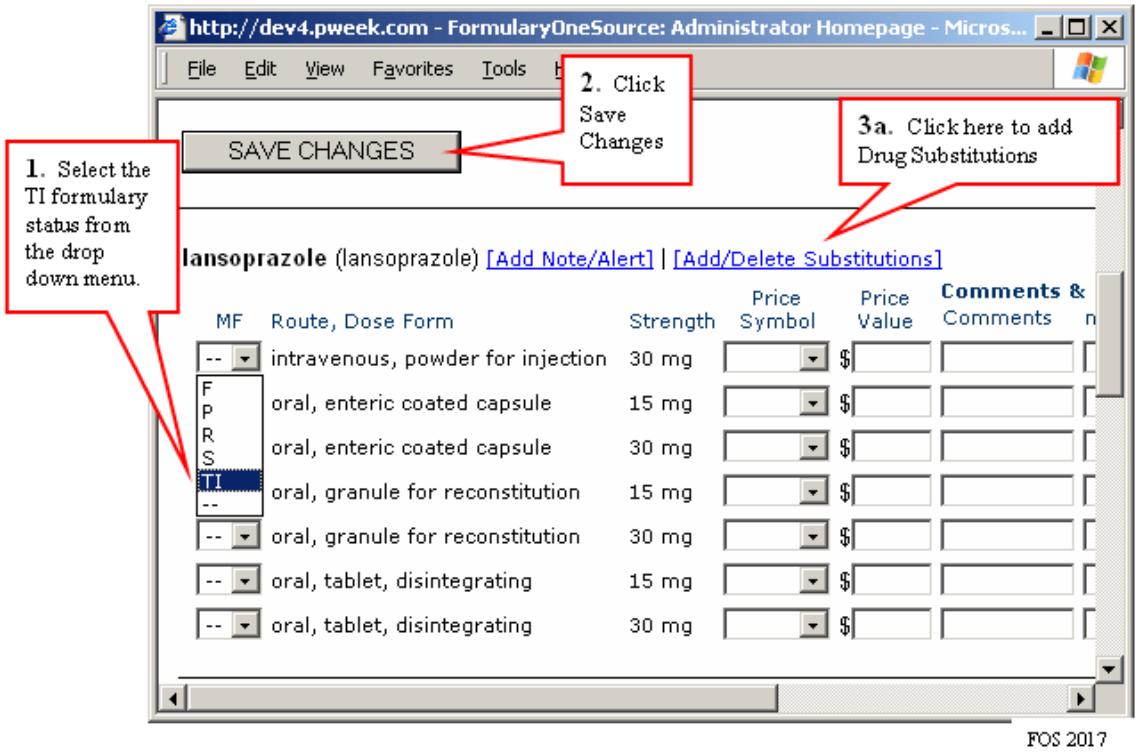
First, get to the Formulary management page by following the preliminary steps detailed on page 8. Now you are ready to proceed to the next step.

1. **Set formulary status**
   - Click on the drop down arrow at beginning of the row accompanying the specific route/dose/strength formulation you are updating. If you are adding a brand/trade name to the formulary, remember to add the corresponding generic/agent name as well.
   - Choose the appropriate formulary status abbreviation. To add a new formulary item, choose "F" and to delete a formulary item choose " - - ".
2. **Save Changes**: Click the [SAVE CHANGES] button

3. You will return to the Formulary Management Page with an acknowledgement that "**Your changes have been saved**."

**NOTE**: If you need to add a formulary item not listed, you add it through the custom drugs tool.

# Indicating Therapeutic Interchanges




**Formulary management page used to add therapeutic interchange**

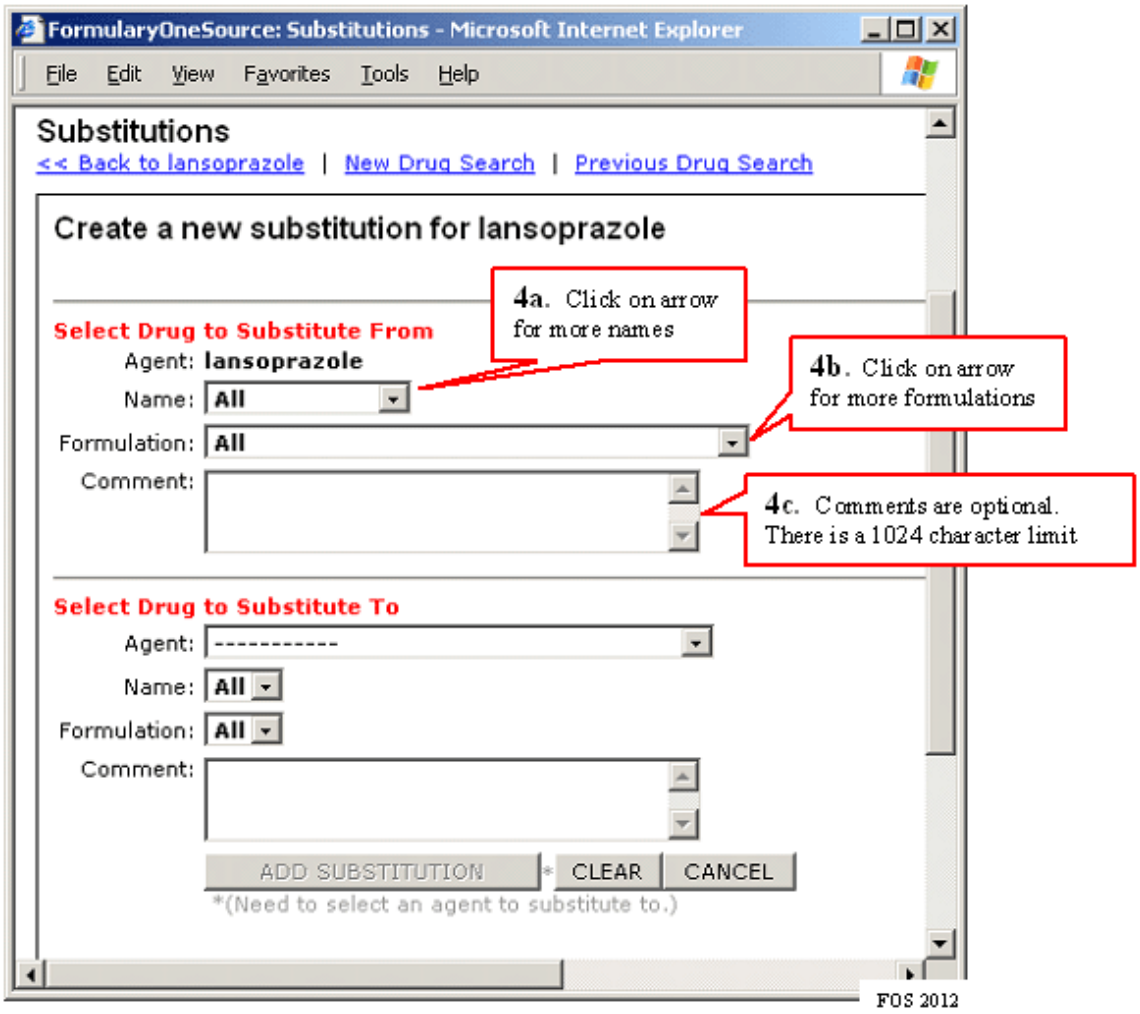
Indicating a therapeutic interchange is a six step process. Proceed as follows:

**Note:** You can only substitute with drugs that are on formulary.

1. First change the formulary status of the drug you wish to substitute to Therapeutic Interchange [TI]. (Follow the steps for the steps for **adding, deleting or changing status of a formulary item** earlier in this manual and select TI for the formulary status).

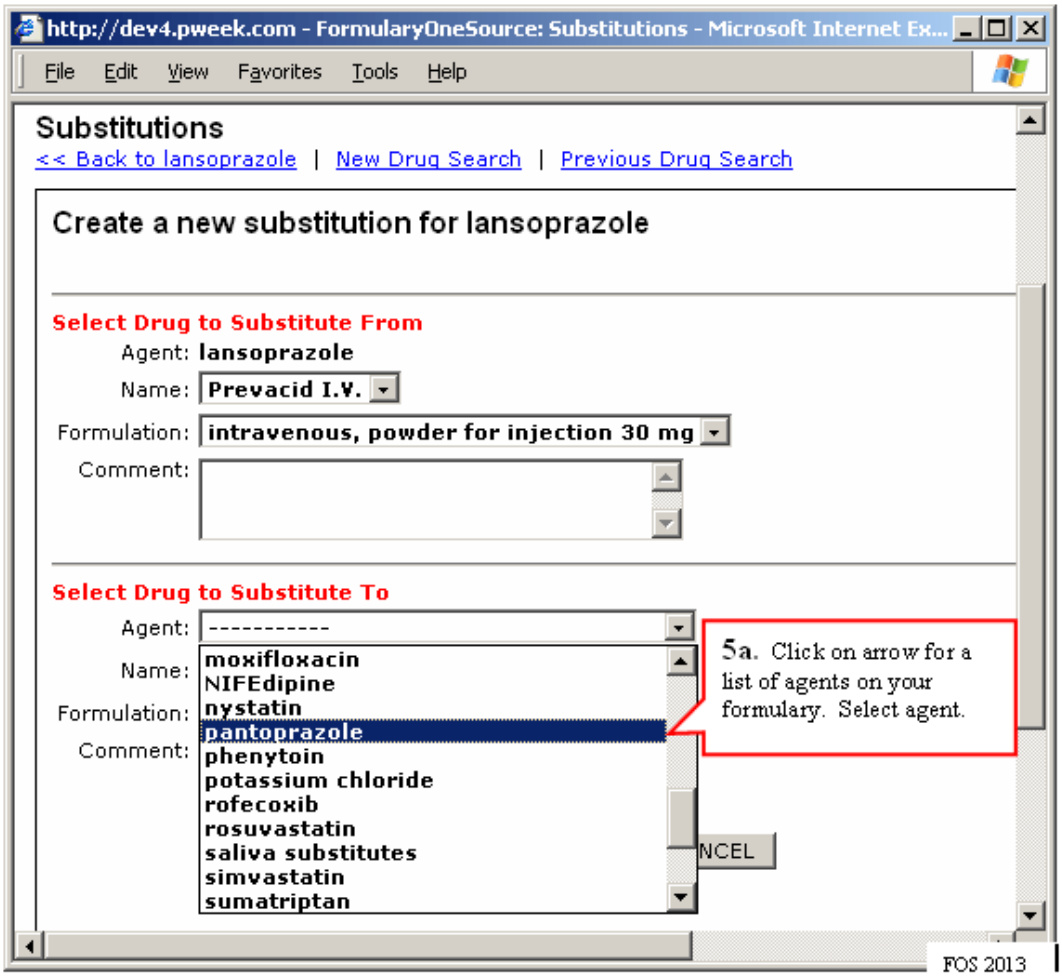
2. **Save Changes**: Click the [SAVE CHANGES] button.

3. Next, add the drug substitution as follows: Click the Add/Delete Substitutions link. *You are taken to the **Substitutions** page.*

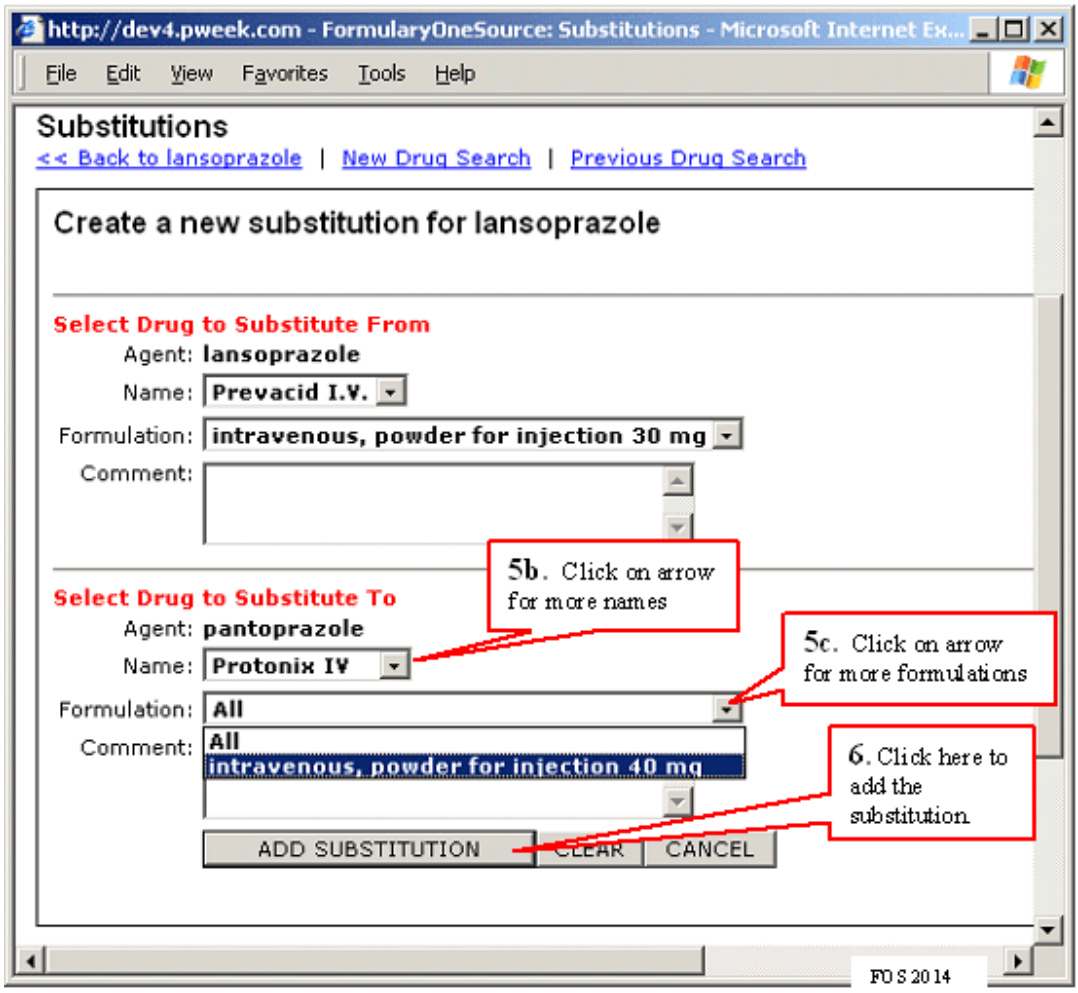



**Substitutions Page**

4. Make the appropriate selections for the drug being substituted.
    a. Choose whether you want to create the substitution for all drugs, the generic or specific brand(s).
    b. Choose from all formulations or a particular formulation.
    c. Add comments *(Optional)*.




**Substitutions Page**

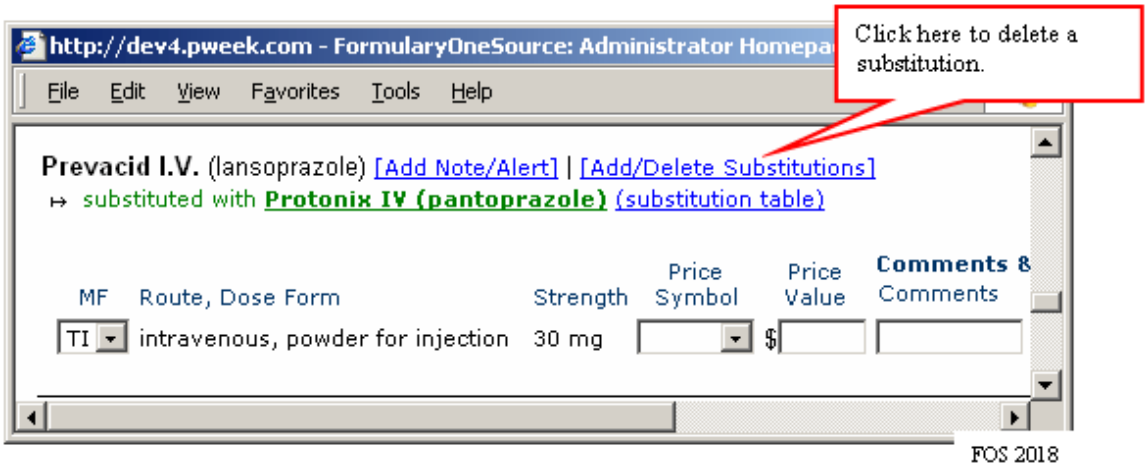



**Substitutions Page**

5. Select the name of the substitute.
   a. Choose the generic name of the substitute, from the drop down menu.
   b. Choose whether you want to create the substitution for all drugs, the generic or specific brand(s).
   c. Choose from all formulations or a particular formulation.
   d. Add comments *(Optional)*.

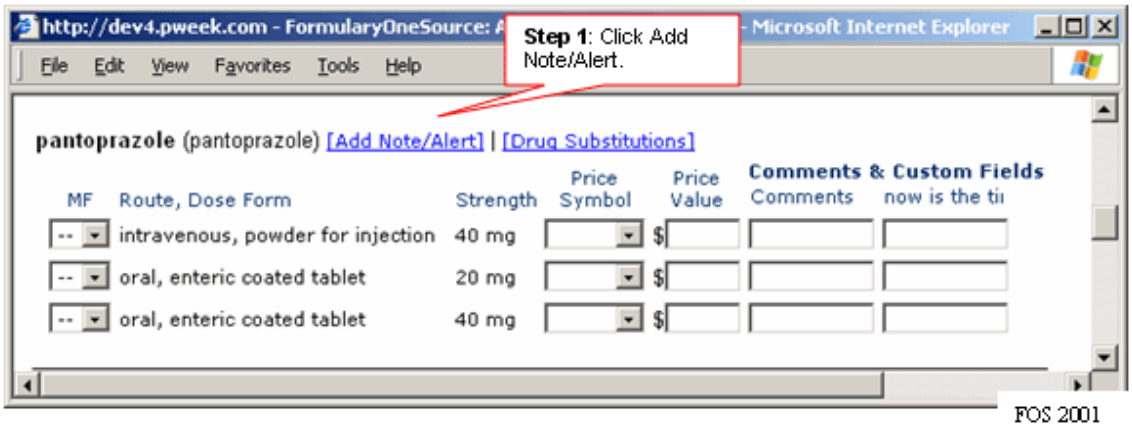
6. Click the [Add Substitution] button.

This completes Adding a Therapeutic Interchange. To **delete** a therapeutic interchange, just click on the Add/Delete Substitutions link.




**Formulary management page used to delete a therapeutic interchange**

# Attaching notes




**Formulary Management page - illustrating adding notes**

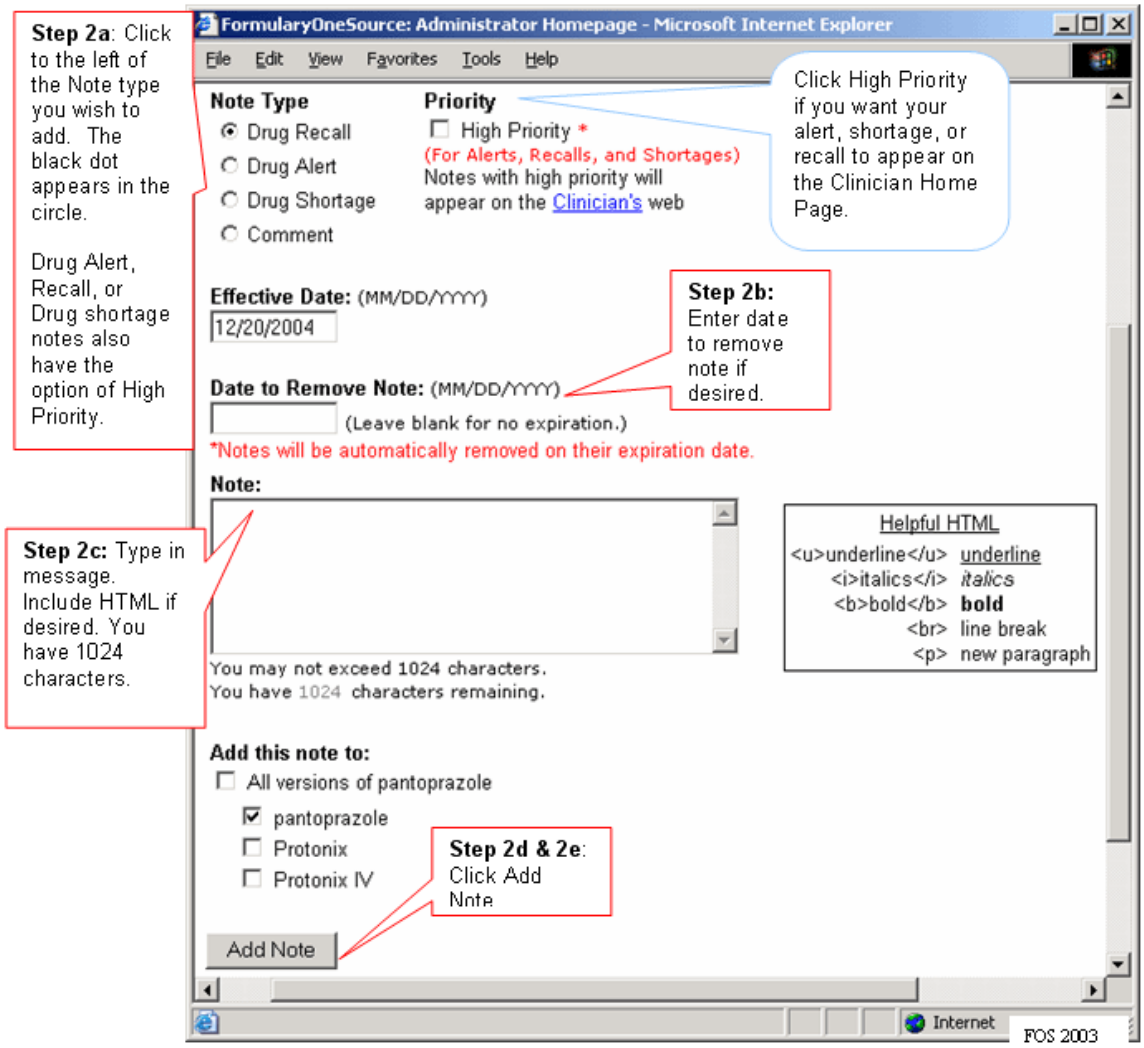
Attaching a note is a two-step process beginning on the **Formulary Management** page listing the drug/agent to which you wish to add a note. Proceed as follows:

1. Click the Add Note/Alert link. You are taken to the **Note/Alert Editing** page.
2. You now select the note type, expiration date and enter the note:
   a. Click in the circle to the left of "**comment**"
   b. Enter an expiration date in the **Expiration Date** field if you want the note to automatically remove itself on the expiration date entered date. Otherwise leave blank.
   c. Type your note in the **Note** box. You have 1024 characters and can use HTML.

      **Inserting a Link, to a Web site, Into a Note**: HTML is often used to link a document, form or web site to a specific drug note. Displayed below is the text string that has to be entered into the note. The BLUE parts of the string are your instructions or web site title. The BLACK parts of the string are required as mandatory syntax for the link to function properly. The RED section of the string is the actual web address, or network path, you supply. Pay careful attention to the spaces and punctuation:

      Click here to go to MedWatch **<a target = new href="**http://www.fda.gov/medwatch**">** MedWatch **</a>**

      d. In the **Add this note to:** section, choose to add the note to all versions of the agent or choose only specific names.
      e. To finish click the **Add Note** button. You will be returned to the **Formulary Management** page and receive confirmation that your note has been added.


Step 2a: Click to the left of the Note type you wish to add. The black dot appears in the circle.
Drug Alert, Recall, or Drug shortage notes also have the option of High Priority.
FormularyOneSource: Administrator Homepage - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Note Type
Drug Recall
Drug Alert
Drug Shortage
Comment
Priority
High Priority *
(For Alerts, Recalls, and Shortages)
Notes with high priority will appear on the Clinician's web
Click High Priority if you want your alert, shortage, or recall to appear on the Clinician Home Page.
Effective Date: (MM/DD/YYYY)
12/20/2004
Step 2b: Enter date to remove note if desired.
Date to Remove Note: (MM/DD/YYYY)
(Leave blank for no expiration.)
*Notes will be automatically removed on their expiration date.
Note:
Step 2c: Type in message. Include HTML if desired. You have 1024 characters.
Helpful HTML
<u>underline</u> underline
italics italics
bold bold
<br> line break
<p> new paragraph
You may not exceed 1024 characters.
You have 1024 characters remaining.
Add this note to:
All versions of pantoprazole
pantoprazole
Protonix
Protonix IV
Step 2d & 2e: Click Add Note
Add Note
Internet
FOS 2003

# Integrating patient safety messages: alerts, recalls, shortages

Attaching an alert, recall, or shortage note is a two-step process beginning on the **Formulary Management** page listing the drug/agent to which you wish to add a note. Proceed as follows:

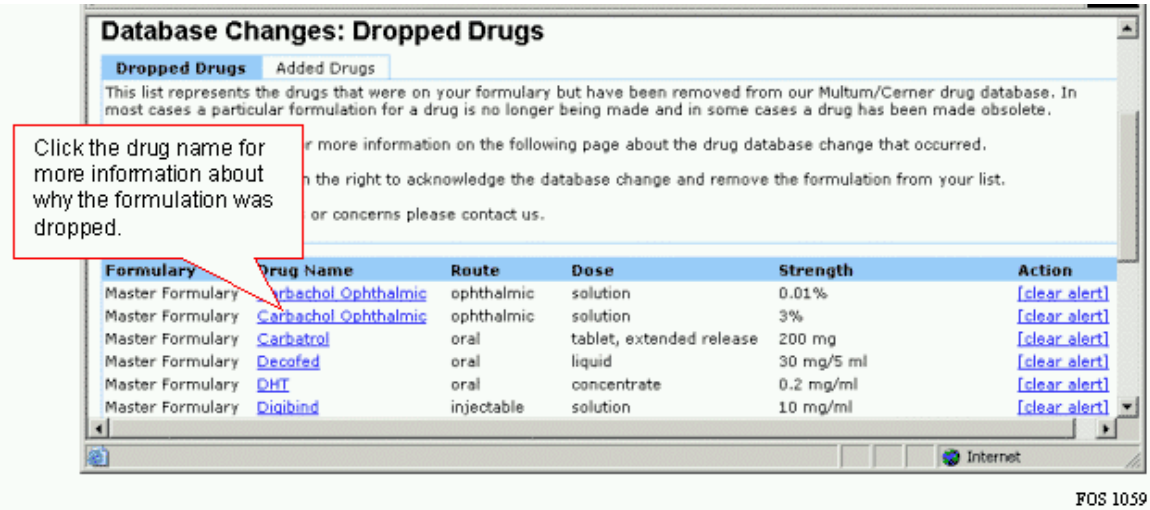
1. Click the Add Note/Alert link. You are taken to the **Note/Alert Editing** page.
2. You now select the note type, expiration date and enter the note: (**see diagram above**)
   a. Click in the circle to the left of Drug Recall, Drug Alert or Drug Shortage. (Optionally check **High Priority** if you want this message to appear on the **Clinician Home Page**)
   b. Enter an expiration date in the **Expiration Date** field if you want the note to automatically remove itself on the expiration date entered date. Otherwise leave blank.
   c. Type your note in the **Note** box. You have 1024 characters and can use HTML.

      **NOTE**: HTML is often used to link a document, form or site to a specific drug note. For example, including <a target = new href="http://www.fda.gov/medwatch"> MedWatch </a> adds a link for MedWatch to the note.

   d. To finish click the **Add Note** button. You will be returned to the **Formulary Management** page and receive confirmation that your note has been added.

## Database Changes: Dropped and Added Drugs

Dropped Drugs

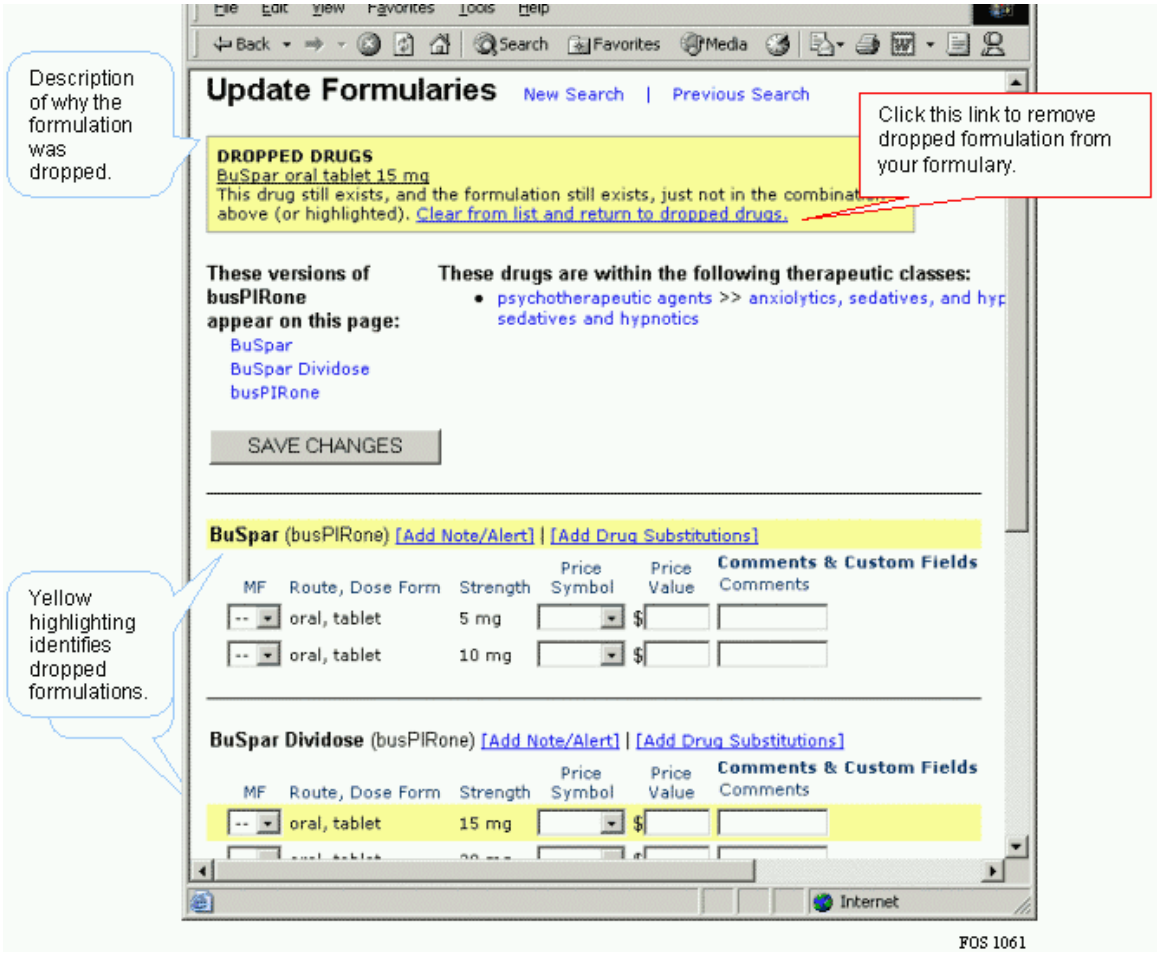


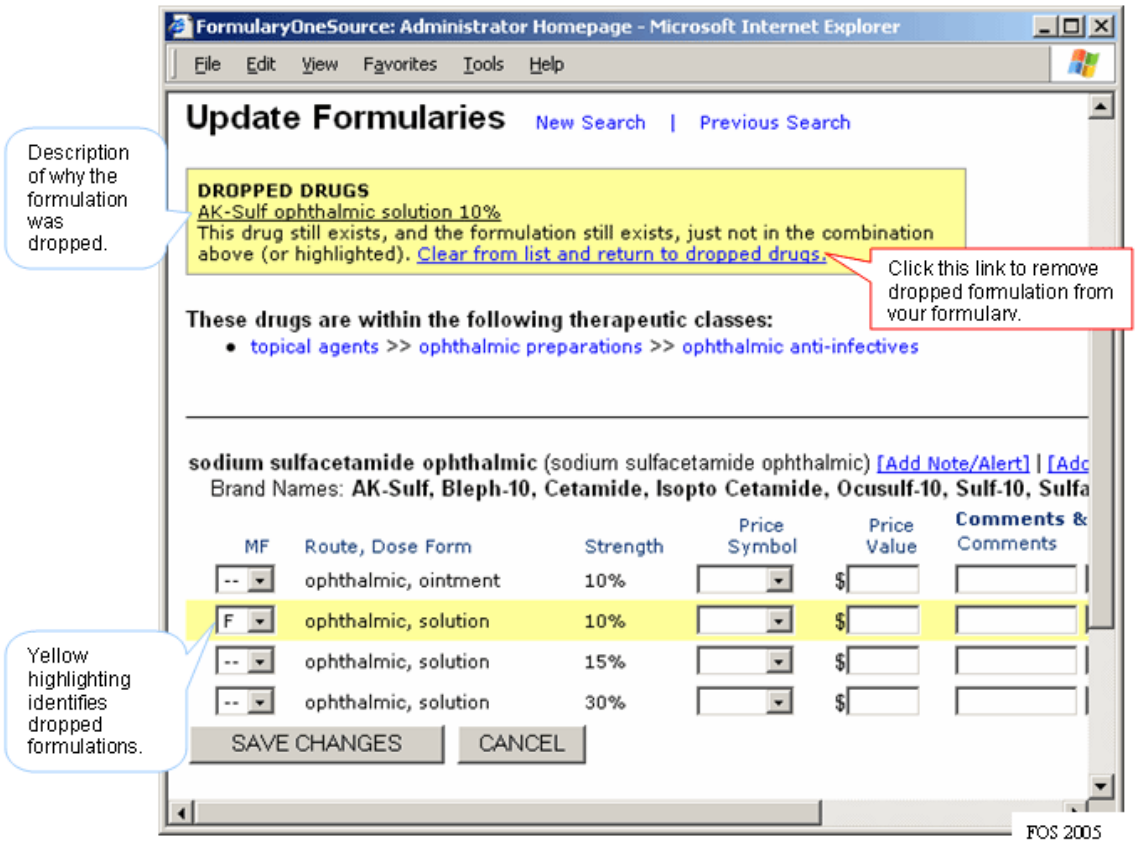
FOS 1059

The Dropped Drugs page provides a list of any formulations currently on your formulary that have been dropped from the Multum drug database. Formulations are dropped because they are no longer manufactured and/or they have been withdrawn from the market.

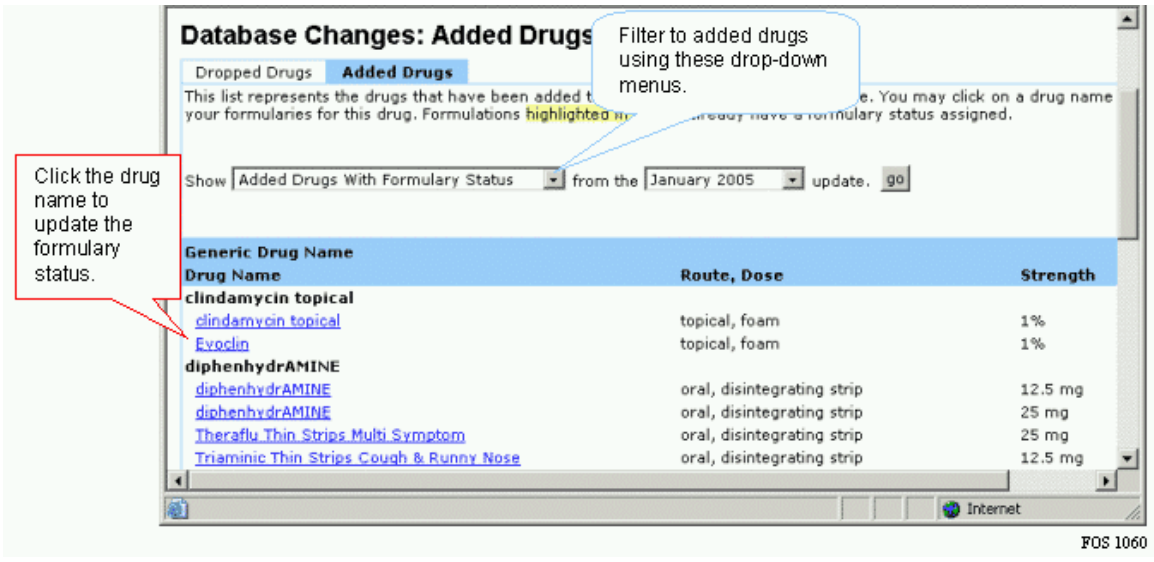
IMPORTANT: Dropped Drugs WILL NOT appear on your formulary because they no longer exist in the database.

We recommend that you update your formulary to specify an alternate formulation where appropriate. Clicking on the drug name provides further information about the dropped formulation and allows you to update your formulation accordingly.


Description of why the formulation was dropped.
Click this link to remove dropped formulation from your formulary.
Yellow highlighting identifies dropped formulations.
Update Formularies
New Search | Previous Search
DROPPED DRUGS
BuSpar oral tablet 15 mg
This drug still exists, and the formulation still exists, just not in the combination above (or highlighted). Clear from list and return to dropped drugs.
These versions of busPIRone appear on this page:
BuSpar
BuSpar Dividose
busPIRone
These drugs are within the following therapeutic classes:
psychotherapeutic agents >> anxiolytics, sedatives, and hypnotics sedatives and hypnotics
SAVE CHANGES
BuSpar (busPIRone) [Add Note/Alert] | [Add Drug Substitutions]
MF Route, Dose Form Strength Price Symbol Price Value Comments
-- oral, tablet 5 mg $
-- oral, tablet 10 mg $
BuSpar Dividose (busPIRone) [Add Note/Alert] | [Add Drug Substitutions]
MF Route, Dose Form Strength Price Symbol Price Value Comments
-- oral, tablet 15 mg $
Internet
FOS 1061




Added Drugs



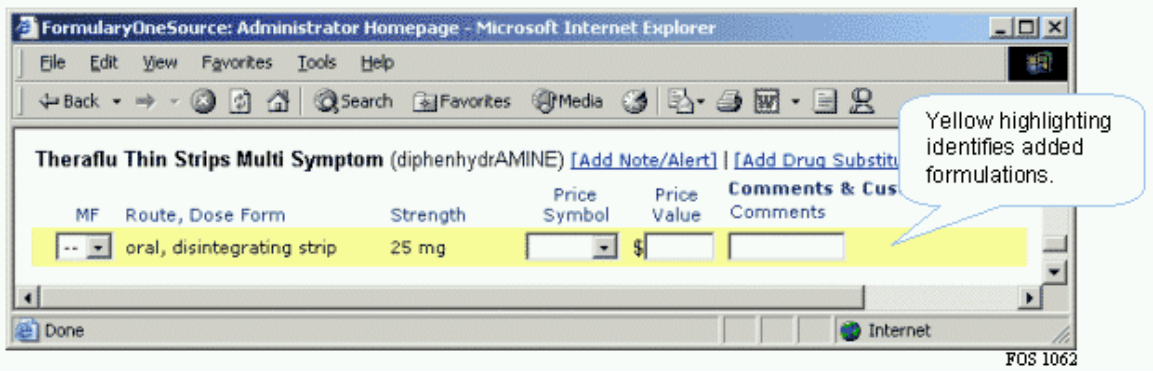

The Added Drugs page provides a list of any formulations that have been added to the Multum drug database. Use the “Added Drugs” and “Update Month” drop-downs to filter the added formulations.

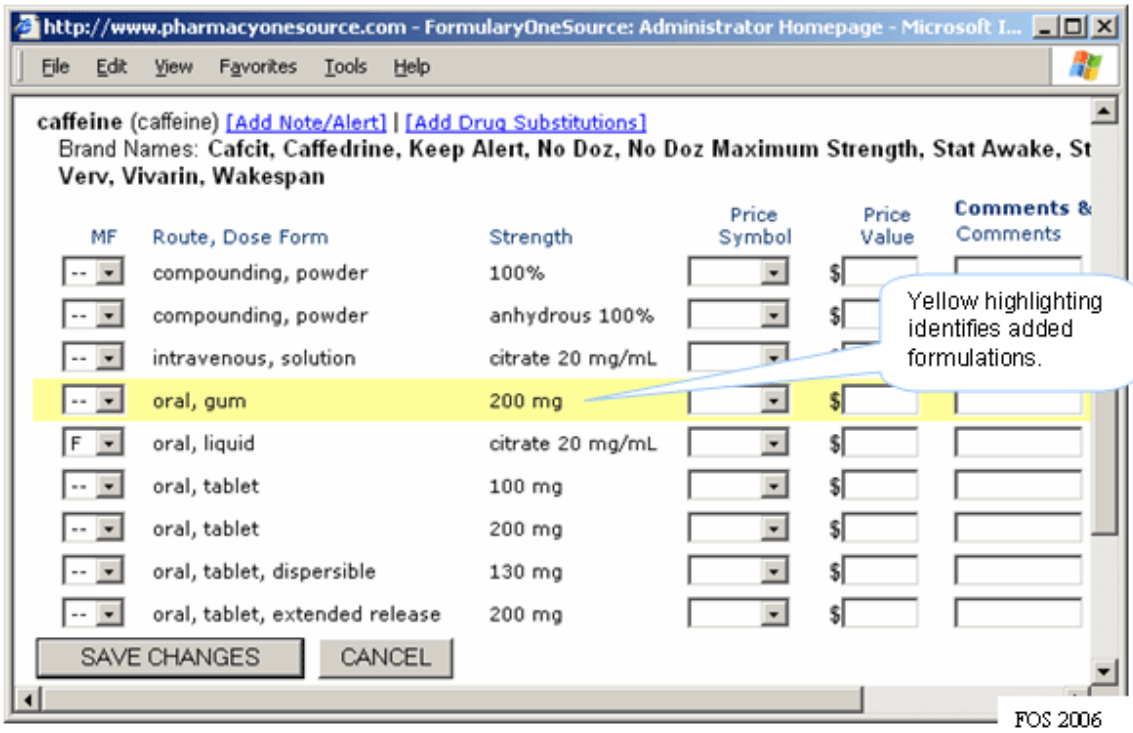
“Added Drugs” Drop-Down Options:

- **Added Drugs With Formulary Status** – Lists new formulations that have been added to drugs that already has formulary status values on your formulary.
- **Added Drugs With No Formulary Status** – Lists new formulations that have been added to drugs that DOES NOT current have formulary status values on your formulary.
- **All Added Drugs** - Lists all new formulations that have been added to drugs regardless of formulary status.

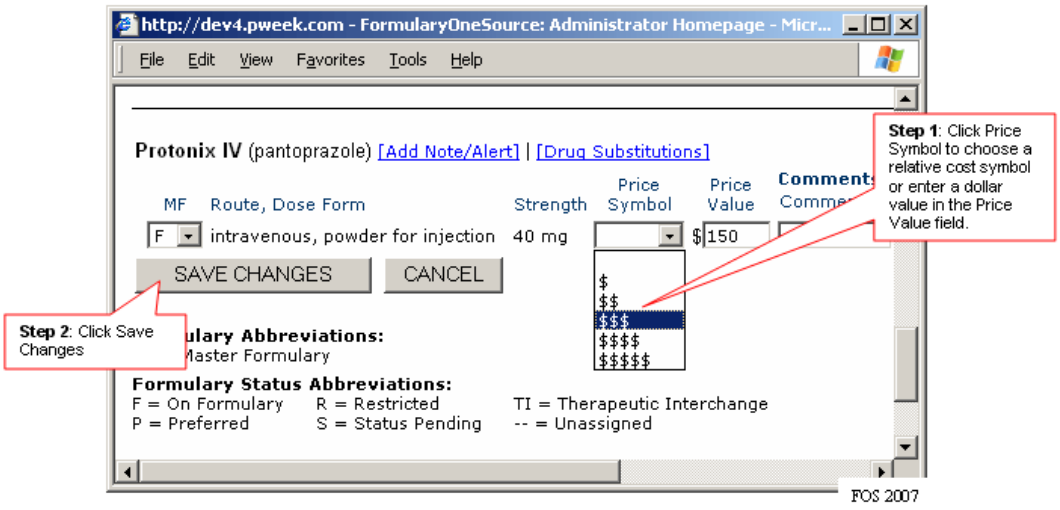
“Update Month” Drop-Down Options:

- **Month Year** – Select the Month/Year that you want to see added formulations from.




http://www.pharmacyonesource.com - FormularyOneSource: Administrator Homepage - Microsoft I...
File Edit View Favorites Tools Help
caffeine (caffeine) [Add Note/Alert] | [Add Drug Substitutions]
Brand Names: Cafcit, Caffedrine, Keep Alert, No Doz, No Doz Maximum Strength, Stat Awake, St
Verv, Vivarin, Wakespan
MF
Route, Dose Form
Strength
Price Symbol
Price Value
Comments & Comments
-- compounding, powder 100%
-- compounding, powder anhydrous 100%
-- intravenous, solution citrate 20 mg/mL
-- oral, gum 200 mg
F oral, liquid citrate 20 mg/mL
-- oral, tablet 100 mg
-- oral, tablet 200 mg
-- oral, tablet, dispersible 130 mg
-- oral, tablet, extended release 200 mg
SAVE CHANGES
CANCEL
Yellow highlighting identifies added formulations.
FOS 2006

# Adding/Editing price information




**Formulary management page - Adding price information**

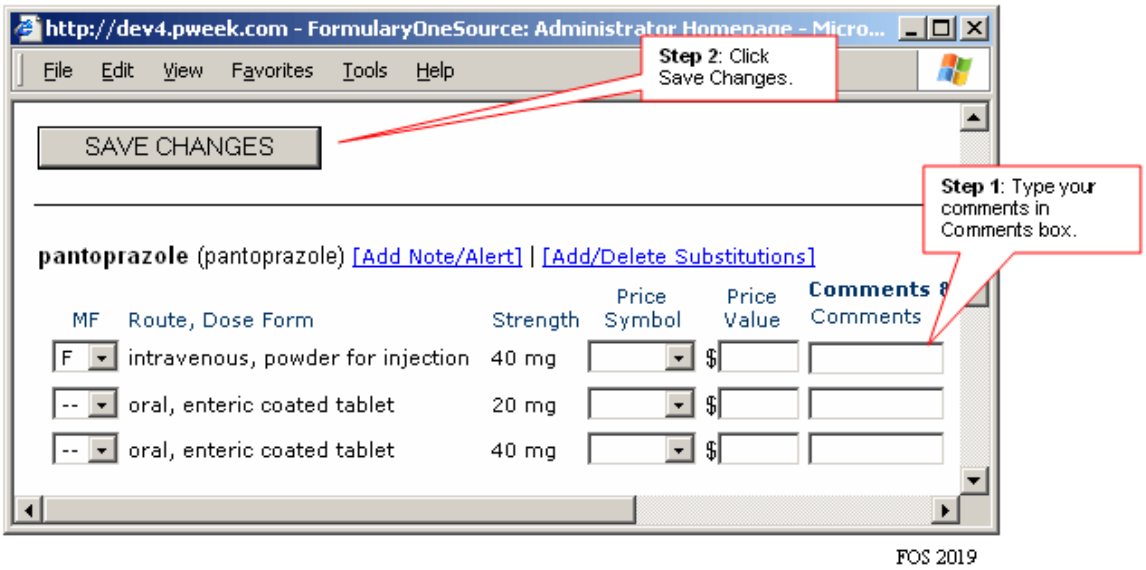
Adding/Editing price information is a two-step process beginning on the **Formulary Management** page listing the drug/agent to which you choose to make a price entry. Proceed as follows:

1. Enter price information by either clicking the drop down arrow for Price Symbol (relative cost) or entering a dollar value in the Price Value field.

   **NOTE**: The price field names and drop-down values can be customized to anything you wish. If you would like to rename your price fields and values contact Pharmacy OneSource team and we'll make the change within one business day.

2. Click **Save Changes**

# Adding/Editing Comments and Custom Fields




**Formulary management page - adding comments**

Adding/Editing comments and custom fields is a two-step process beginning on the **Formulary Management** page listing the drug/agent to which you choose to make an entry. Proceed as follows:

1. Type your comments in the **Comments** or **Custom Field** boxes for the respective formulation.

   **NOTE**: The comment field accepts 25 characters. If you have a longer message/comment to include, add it as a Note as detailed earlier in the **Attaching Notes** section.

2. Click **Save Changes**

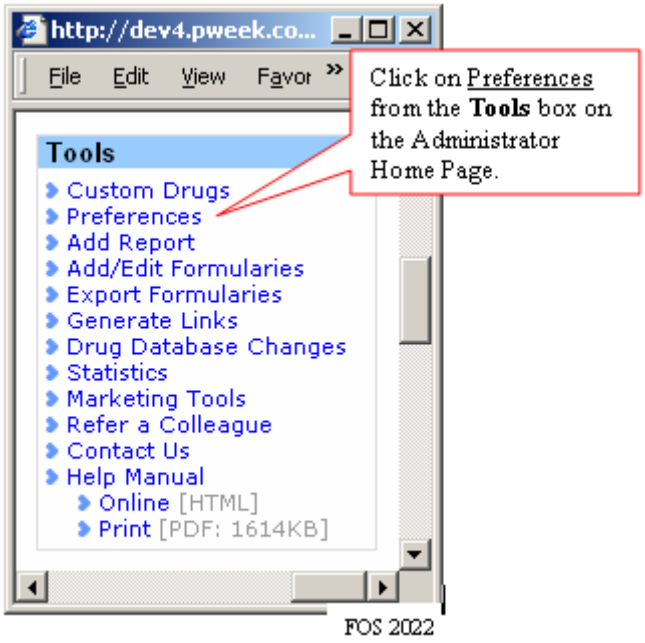
## Adding Custom Fields

Custom fields first need to be added by a Amplifi implementation specialist. To have custom fields added, just send an email to support@pharmacyonesource.com or call (800) 654-8395. We require one business day.

# Chapter 2: Customizing Your Formulary OneSource

## Preferences Set By The Administrator

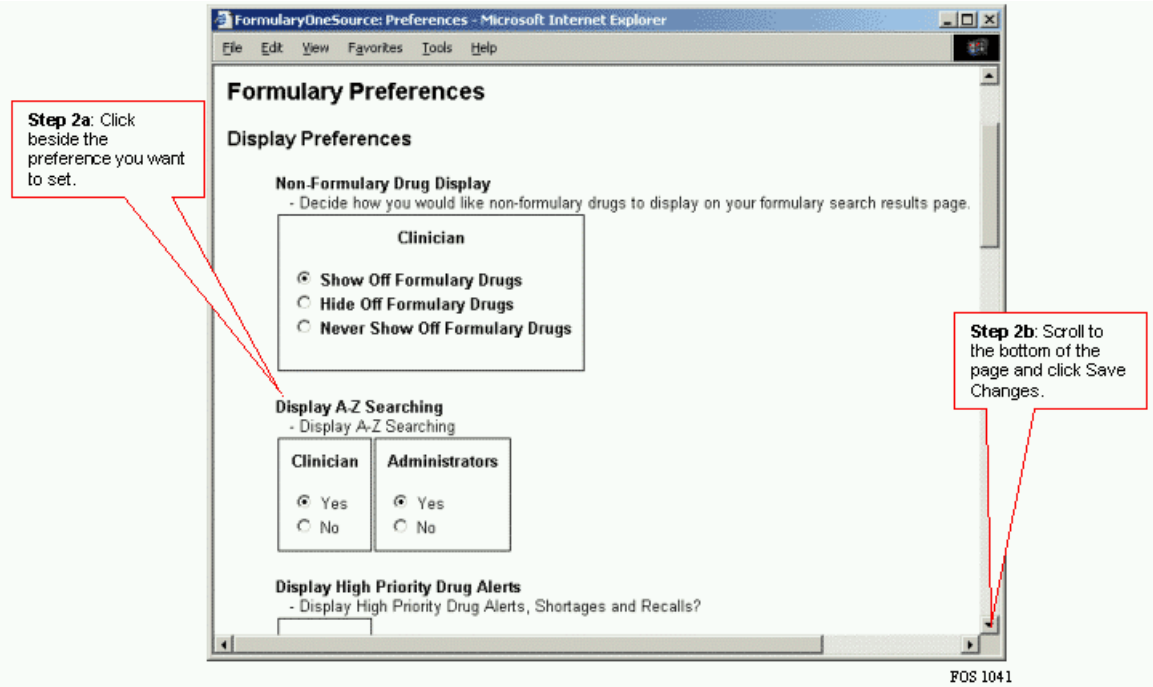
### Site preferences: Administrator & Clinician Package




**Administrator Home Page - showing Preferences link**

Setting your Preferences is achieved in two steps. Proceed as follows:

1. Click the Preferences link from the **Tools** box on the **Administrator Home Page**.




**Formulary Preference Page**

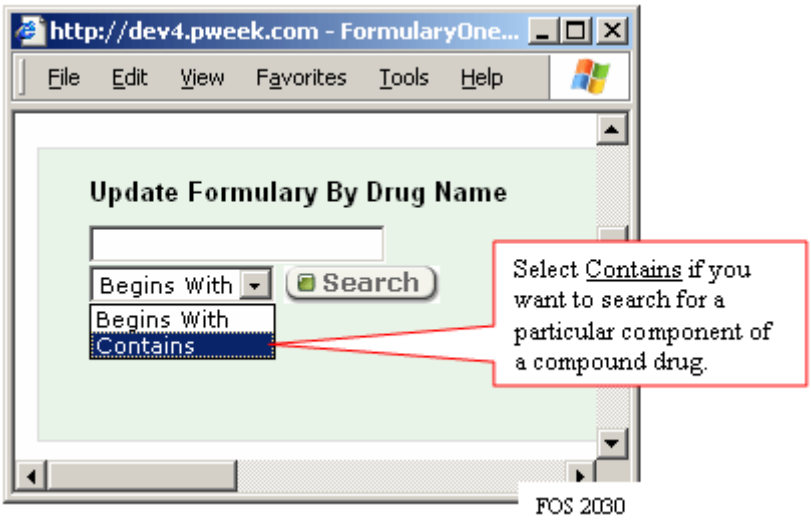
2. Identify the preference(s) you want to set and save changes (see above)

a. Click beside your preference choice [a black dot appears]

b. Scroll to the bottom of the page and click Save Changes

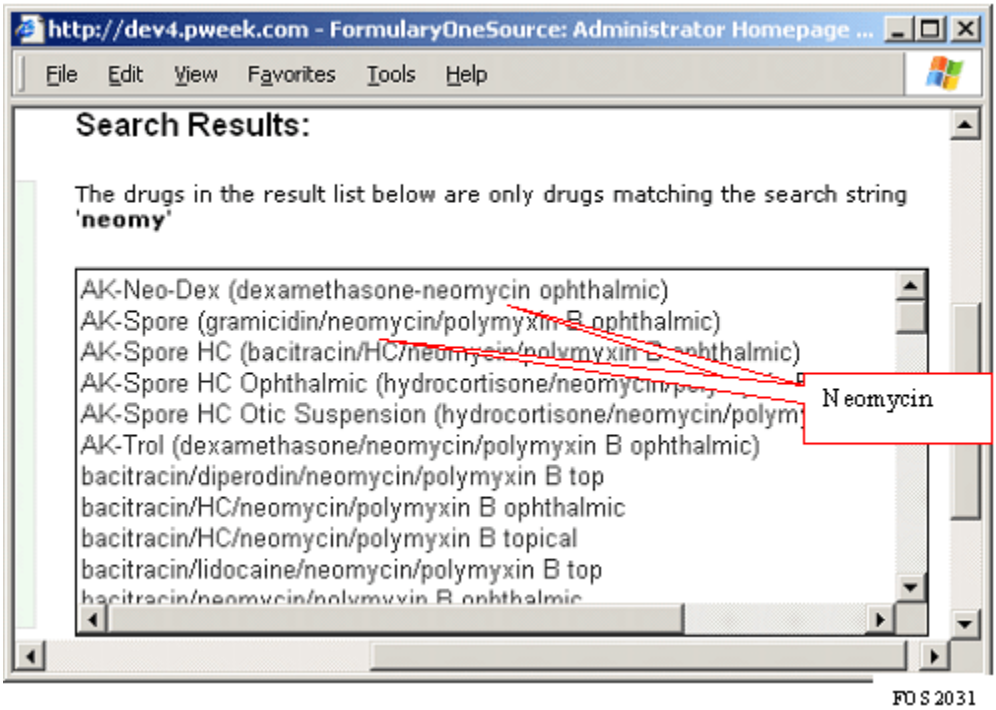
## The Contains Searching Feature

The contains searching feature allows the end user to search for any component of a compound drug. However, the component must be listed as a part of the agent.



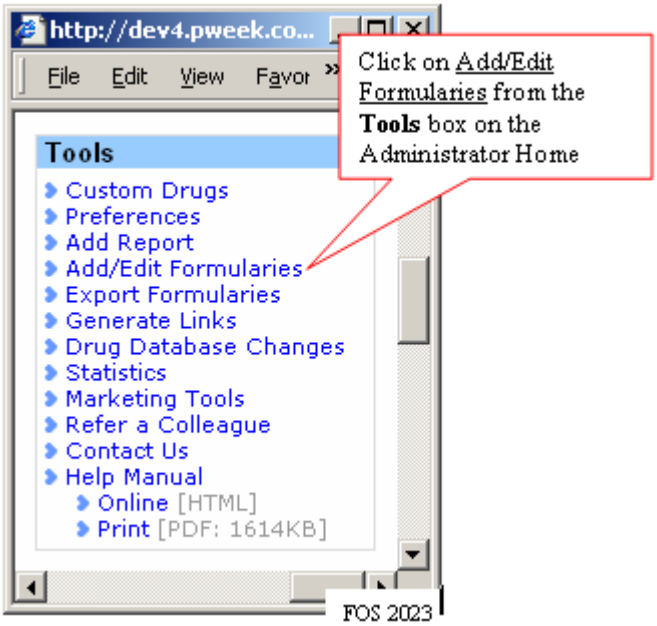

**Administrator/Clinician Home Page**

For example, searching for neomycin results in a listing of every agent that has neomycin listed as a component.




**Search Results Page**

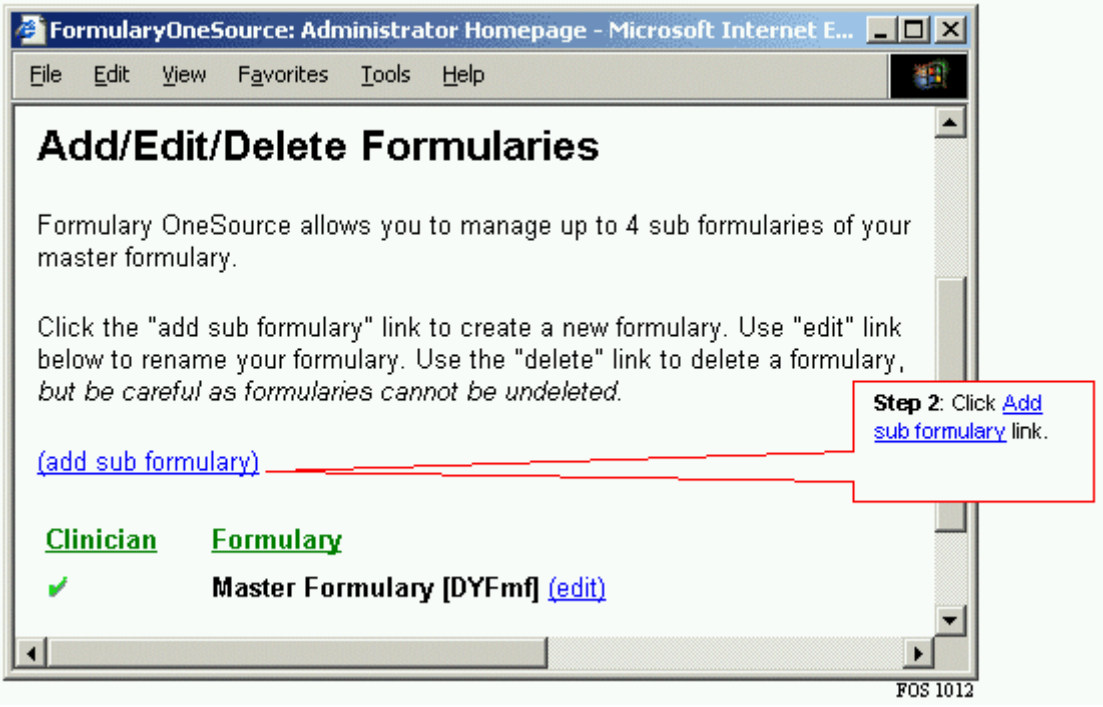
## Sub-formularies




**Administrator Home Page - Tools Box**

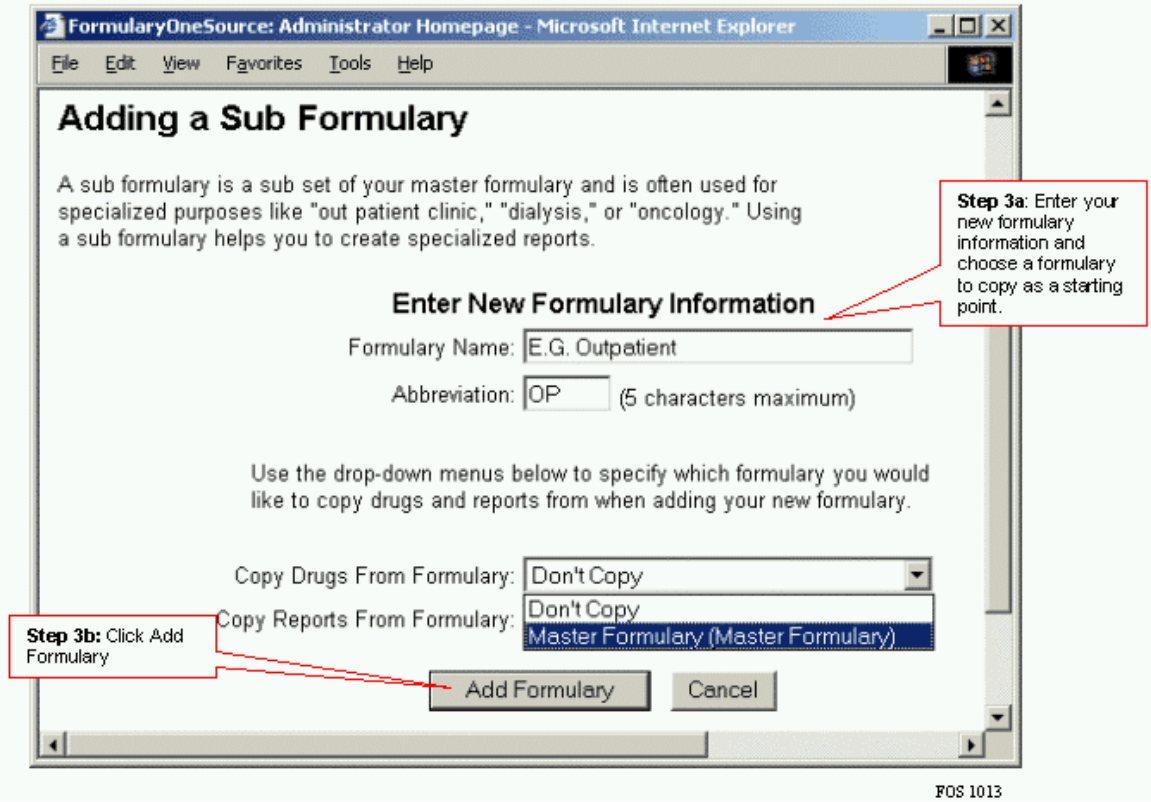
You can add up to four **sub-formularies** with your Amplifi. A sub-formulary is a subset of your master formulary and is often used for specialized purposes like "outpatient clinic," "dialysis," or "oncology." Using a sub formulary helps you to create specialized reports. A sub-formulary is established in **three steps** as follows:

1. Click the Add/Edit Formularies link from the **Tools** box on the Administrator Home Page. (*above*)




**Add Formularies Page**

2. Click the "add sub formulary" link to create a new formulary. Use the “edit" link to rename your formulary. Use the "delete" link to delete a formulary, *but be careful as formularies cannot be undeleted!*
3. Now you establish your sub-formulary and save it:
   a. Enter your Formulary Name, Abbreviation, and choose which formulary (if at all) to copy formulary information from.
   b. Click the **Add Formulary** button




**Sub Formulary Details page**

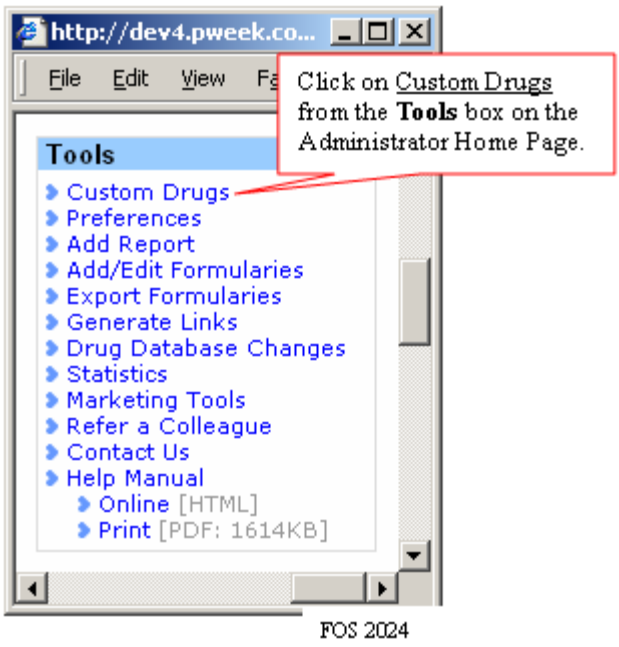
## Custom drugs and other formulary items

One of the more powerful applications within Amplifi is the custom drugs application. It permits formulary inclusion of compounded drugs, various volume/dose forms of existing drugs, or non-drug items – all by therapeutic class and specific route/dose /strength combinations.

**Creating or Editing a Custom Drug is a four step process**

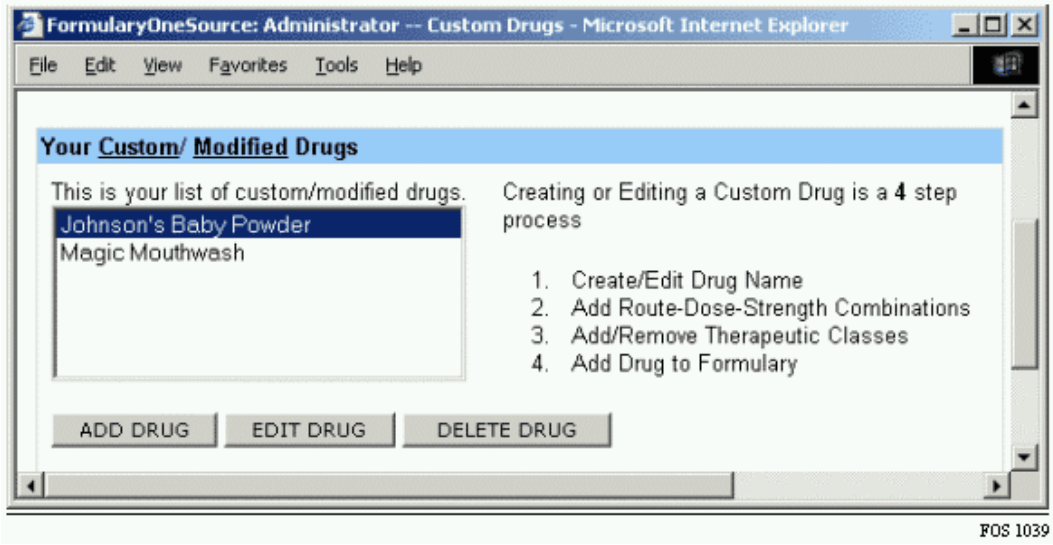
1. Create/Edit Drug Name
2. Add Route-Dose-Strength Combinations
3. Add/Remove Therapeutic Classes
4. Add Drug to Formulary

As a rule, you should always first check to see if your possible custom item already exists in Formulary Administrator. If it does, add it to your formulary as noted earlier in this manual. If it does not, then proceed as follows:




**Administrator Home Page - Tools Box**

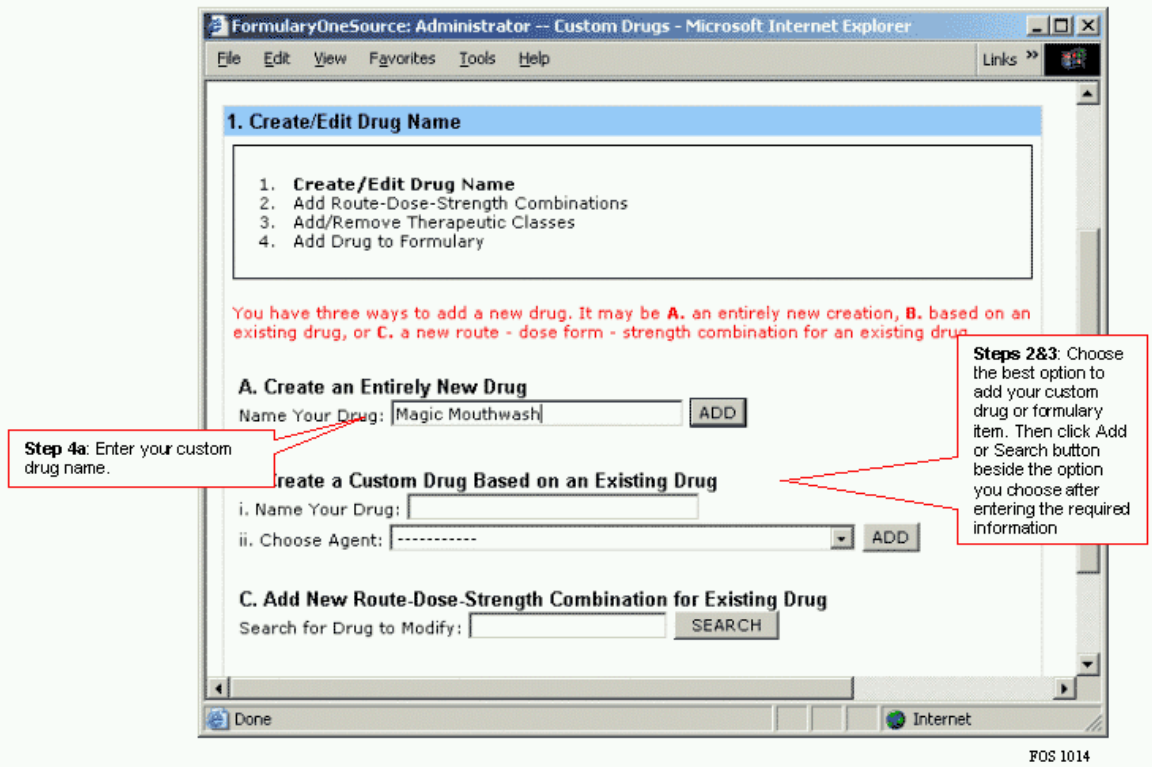
1. Click the Custom Drugs link from the **Tools** box on the Administrator Home Page. You're taken to the **Custom Drug** start page.




**Custom Drug Modification Page**

1. To add a drug, click Add Drug. If other custom items exist, they'll appear in a list on this page. To edit or delete, click the related button to carry out the action.
2. After clicking Add Drug, you have three ways to add a new drug. It may be **A.** an entirely new creation, **B**. based on an existing drug, or **C**. a new route - dose form - strength combination for an existing drug.

**NOTE**: If you are creating a **custom compound**, adding a medical device or supply, you should use option A. If you are adding a **new name** for an existing drug (E.g. if you have a non-US drug from the UK on formulary), you would add it via option B. If you are adding an **additional dose form, volume, or route** to an existing drug, use option C. This is the most common use of Custom drugs. E.g. you receive furosemide repackaged in several differing volumes, although all have the same strength.




**Custom Drug Start Page – Illustrating Option A**

4. Following **Option A**:

a. Enter the name of your custom drug: (e.g. Magic Mouthwash) and Click ADD to the right of your entry

b. Now you need to choose the route dose, strength formulations (see next page for illustration)

i. Click drop downs to select Route and Dose form.

ii. "Free text" enter your strength. This can be anything you wish to enter. If no strength is indicated, you must enter a "-" dash.

iii. Click the **Add** >> button. Your custom drug formulation will appear in the list on the right.

iv. Repeat the preceding steps until all formulations are added, then click **GO TO STEP 3** button.

c. Now you need to set the Therapeutic class(es) so that your custom drug can be cross referenced with others in your formulary.

i. Scroll down the inner screen, clicking beside the class(es) that best fit your custom drug.

d. Once completed, click the Edit Classes button at the bottom of the page

e. You have completed creating/editing your custom drug. The final step to the custom drug process is to add it to your formulary. Click Go to Step 4 button

f. Now you add your custom drug to formulary.

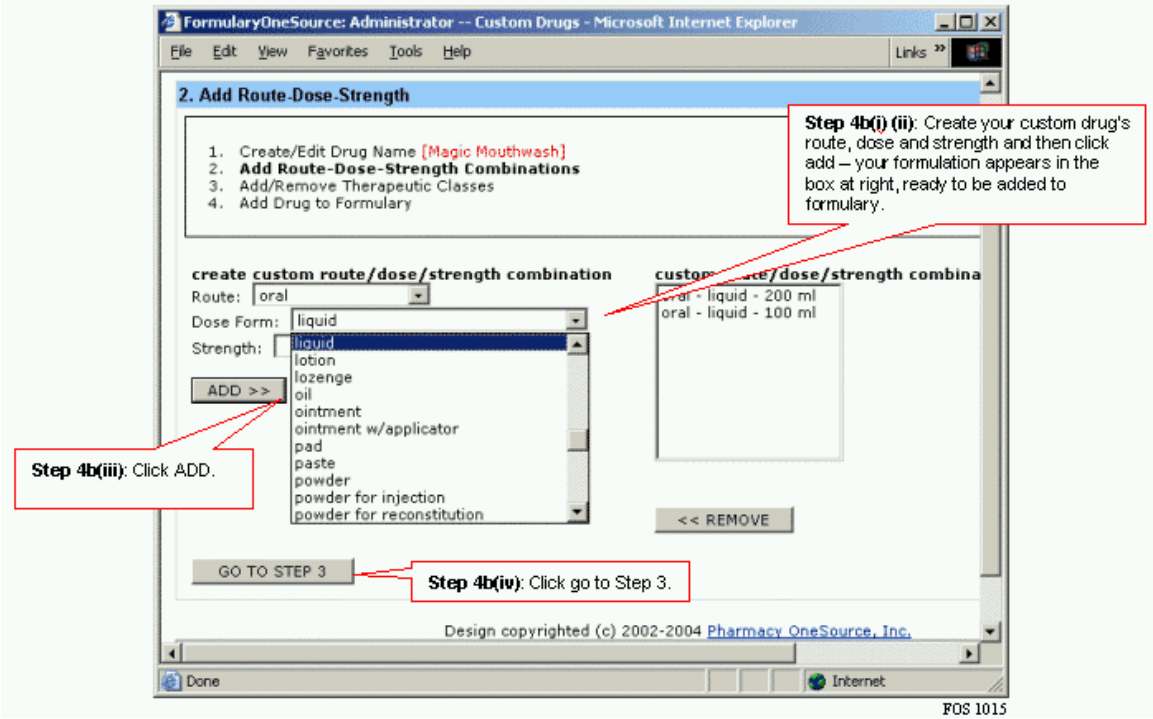
i. Click on the drop down arrow at beginning of the row accompanying the specific route/dose/strength formulation you are updating.

ii. Choose the appropriate formulary status abbreviation. To add a new formulary item, choose "F".

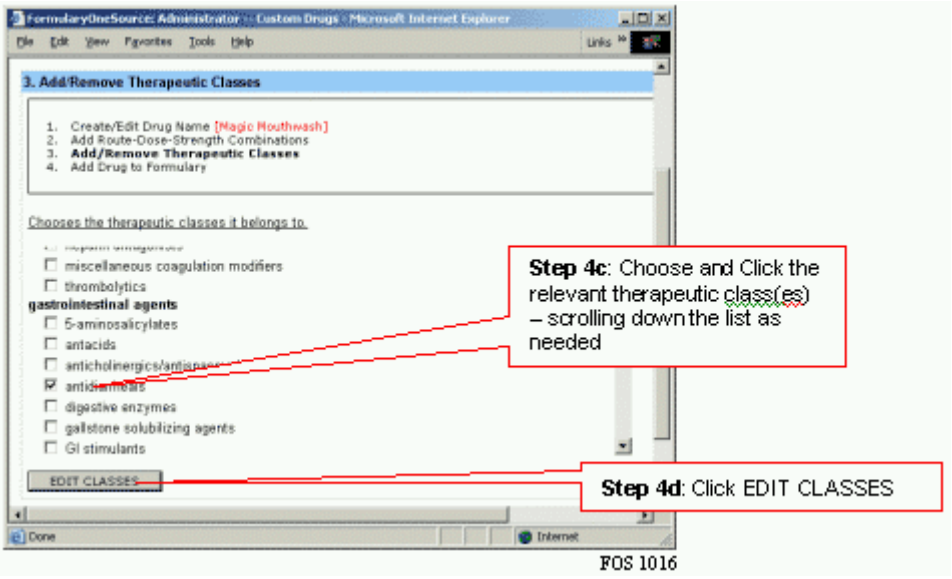
iii. Save Changes: Click the [SAVE CHANGES] button

iv. You will return to the Formulary Management Page with an acknowledgement that "Your changes have been saved." This completes adding a custom drug via Option A.

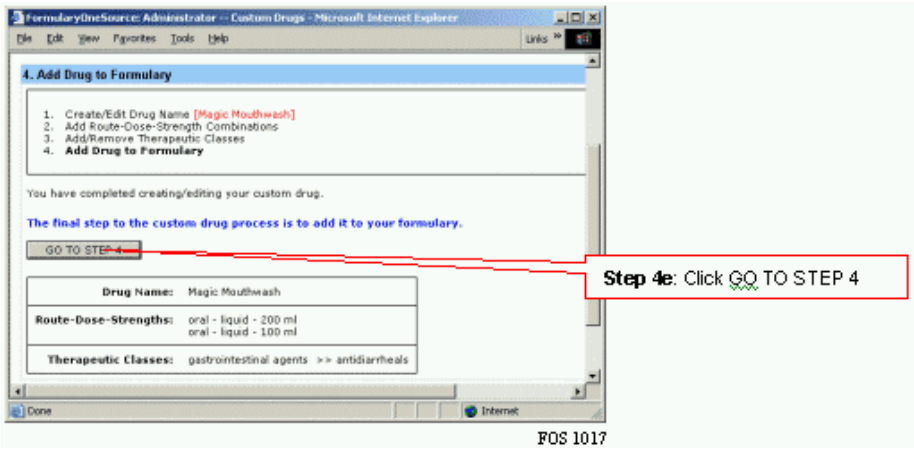
## ILLUSTRATIONS FOR CUSTOM DRUGS VIA OPTION A



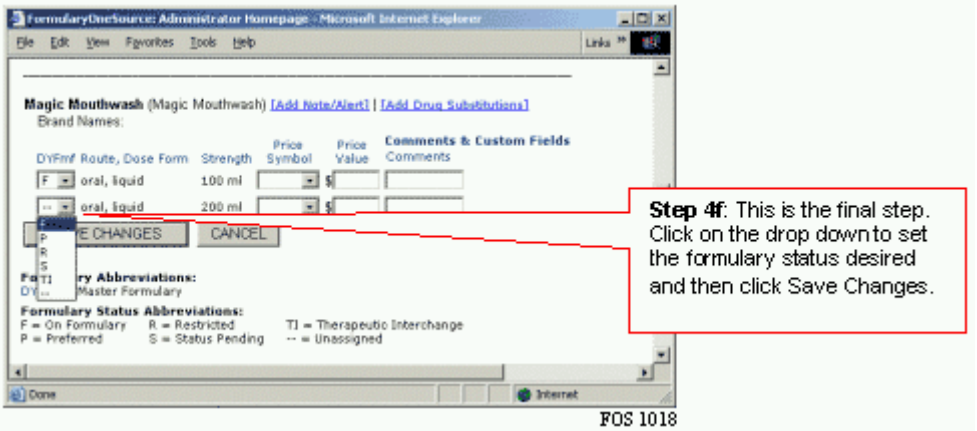

**Custom Drug - Adding Route/Dose/Strength**




**Custom drugs - adding therapeutic class(es)**




**Custom drugs - confirmation page**

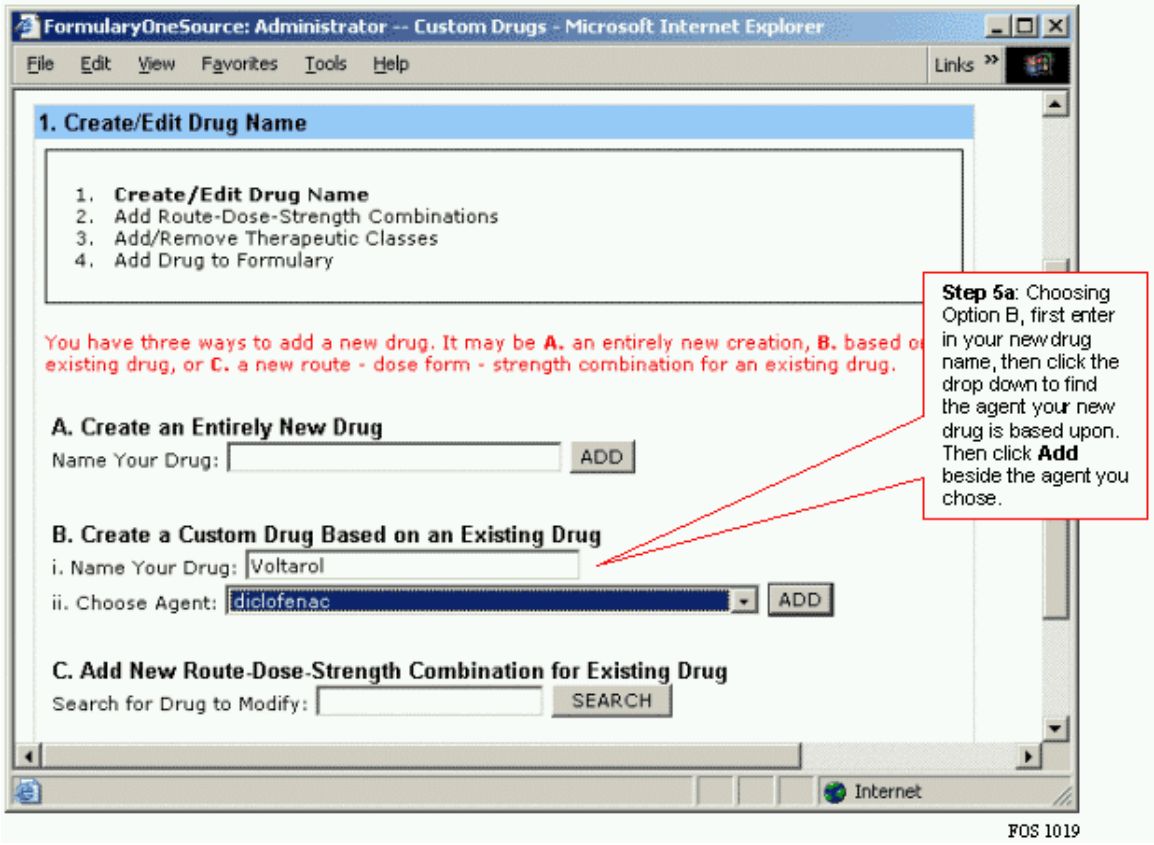


**Formulary Administrator page - setting status**

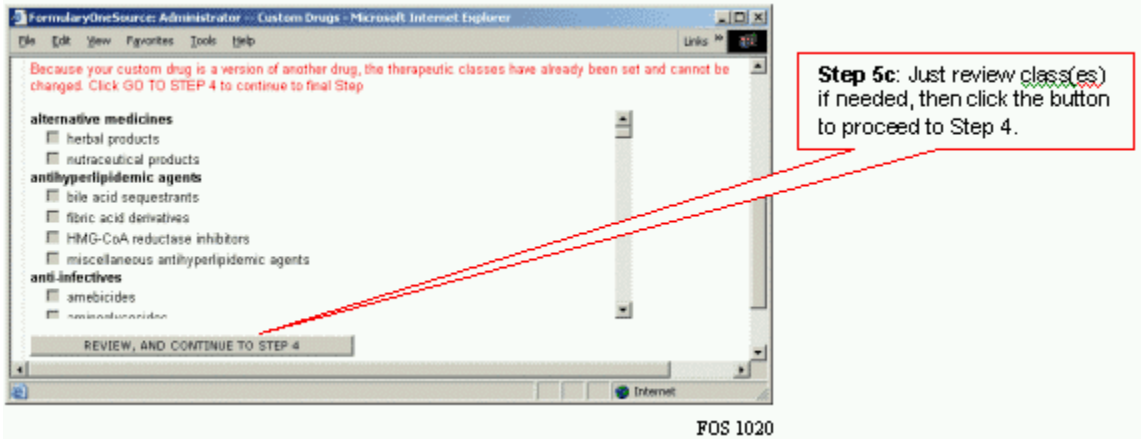
**Custom Drug Start Page – Illustrating Option B**

5. Following **Option B**:
   a. Enter the name of your custom drug: (e.g. Voltarol), then choose the agent (agent combination) it is based upon (e.g. diclofenac), and lastly click ADD to the right of your entry.
   b. Now you need to choose the route/dose/strength formulations (see next page for illustration)
      i. Since you are building this custom drug based upon an existing agent, you are presented with existing route/dose/strength formulations to choose from. Either click on one of those and then click **ADD** >>, or follow these steps to add a new route/dose/strength:
         1. Click drop downs to select Route and Dose form
         2. "Free text" enter your strength. This can be anything you wish to enter. If no strength is indicated, you must enter a "-" dash.
         3. Click the **ADD** >> button. Your custom drug formulation will appear in the list on the right.
      ii. Repeat the preceding steps until all formulations are added, then click GO TO STEP 3 button
   c. Therapeutic class(es) are predetermined since you are basing your custom drug on an existing agent. Click the **Review, And Continue to Step 4** button
   d. You have completed creating/editing your custom drug. The final step to the custom drug process is to add it to your formulary. Click **Go to Step 4** button.
   e. Now you add your custom drug to the formulary.
      i. Click on the drop down arrow at beginning of the row accompanying the specific route/dose/strength formulation you are updating.
      ii. Choose the appropriate formulary status abbreviation. To add a new formulary item, choose "F".
      iii. Save Changes: Click the **SAVE CHANGES** button
      iv. You will return to the **Formulary Management** page with an acknowledgement that "**Your changes have been saved**." This completes adding a custom drug via Option B.

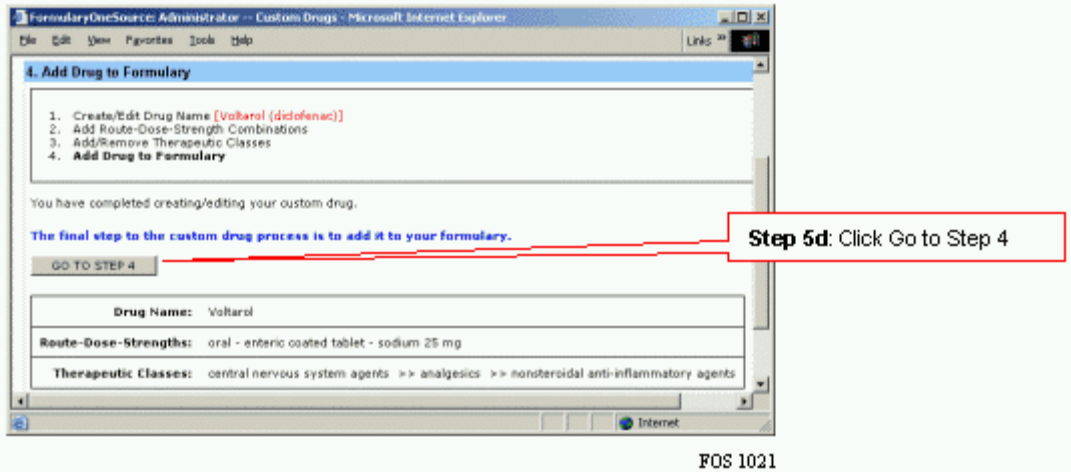
**ILLUSTRATIONS FOR CUSTOM DRUGS VIA OPTION B**



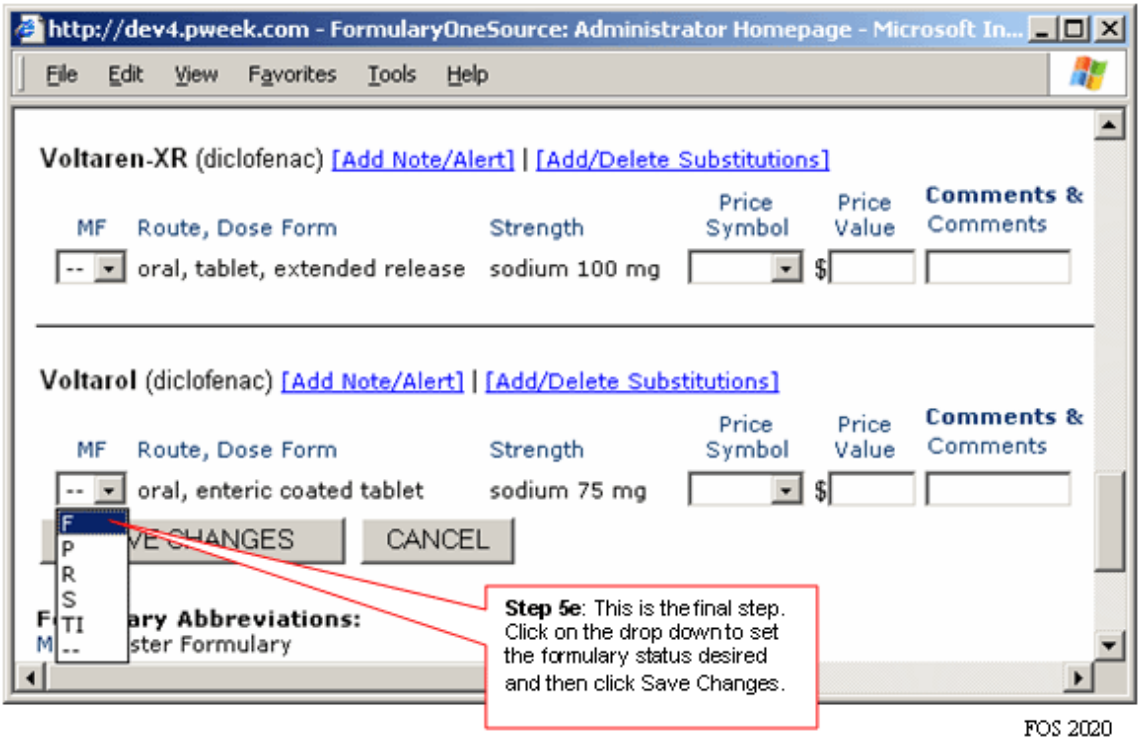

**Custom Drug - Adding Route/Dose/Strength (option B)**



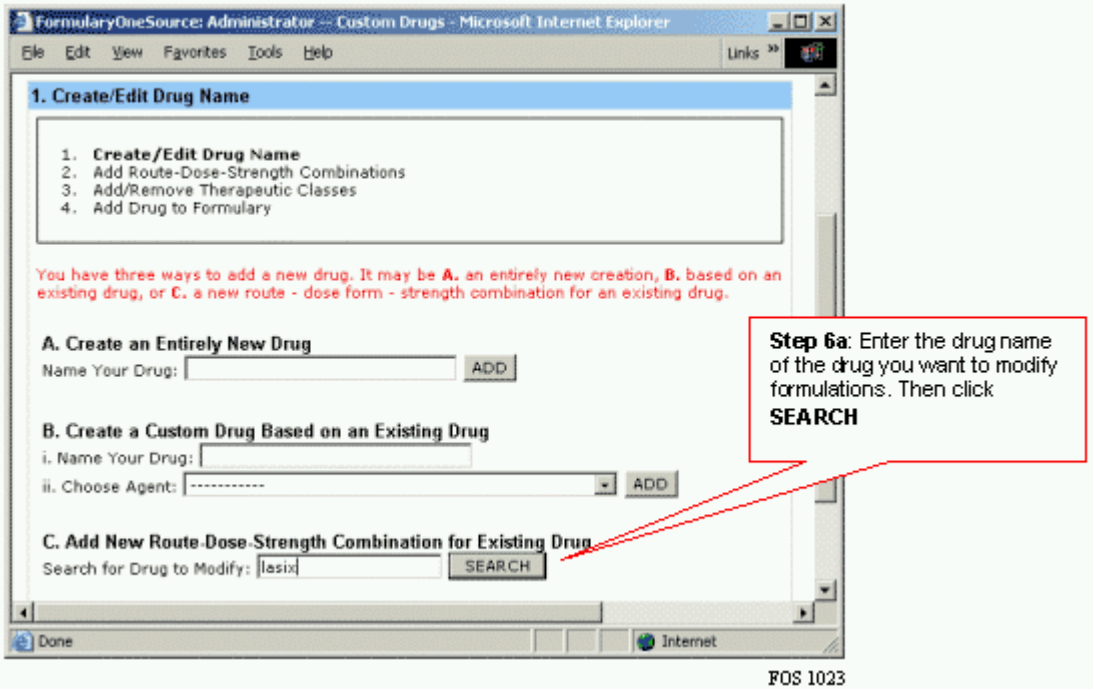

**Custom drugs - confirming therapeutic class(es)**




**Custom drugs - confirmation page**




**Formulary Administrator page - setting status**




**Custom Drug Start Page – Illustrating Option C**

6. Following **Option C**:
   a. Find drug/agent to base custom drug upon:
      i. Enter the name of the drug/agent your custom drug is based upon (e.g. Lasix), and click **SEARCH** to the right of your entry.
   b. On the next screen, click the drug/agent name in the list (the background will turn blue) that matches your search choice, then click the **Select** button
   c. Now you need to choose the route/dose/strength formulations (see next page for illustration).
      i. Since you are building this custom drug based upon an existing agent, you are presented with existing route/dose/strength formulations to choose from. As well, in the bottom right corner you will see the current route/dose/strength formulations already on formulary – these need not be added again. Either click on one of those listed in the top left box and then click add, or follow these steps to add a new route/dose/strength:
         1. Click drop downs to select Route and Dose form
         2. "Free text" enter your strength. This can be anything you wish to enter. If no strength is indicated, you must enter a "-" dash.
         3. Click the **Add** >> button. Your custom drug formulation will appear in the list on the right.
      ii. Repeat the preceding steps until all formulations are added, then click **GO TO STEP 3** button.
   d. Therapeutic class(es) are predetermined since you are basing your custom drug on an existing agent. Click the **Review, And Continue to Step 4** button

e. You have completed creating/editing your custom drug. The final step to the custom drug process is to add it to your formulary. Click **Go to Step 4** button

f. Now you add your custom drug to formulary:

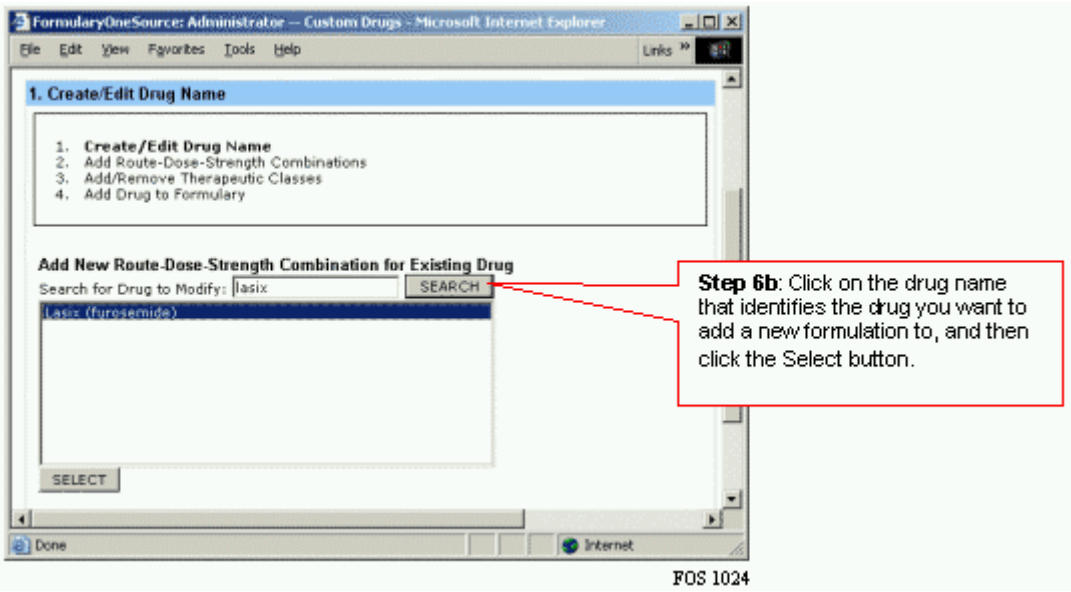
i. Click on the drop down arrow at beginning of the row accompanying the specific route/dose/strength formulation you are updating.

ii. Choose the appropriate formulary status abbreviation. To add a new formulary item, choose "F"."

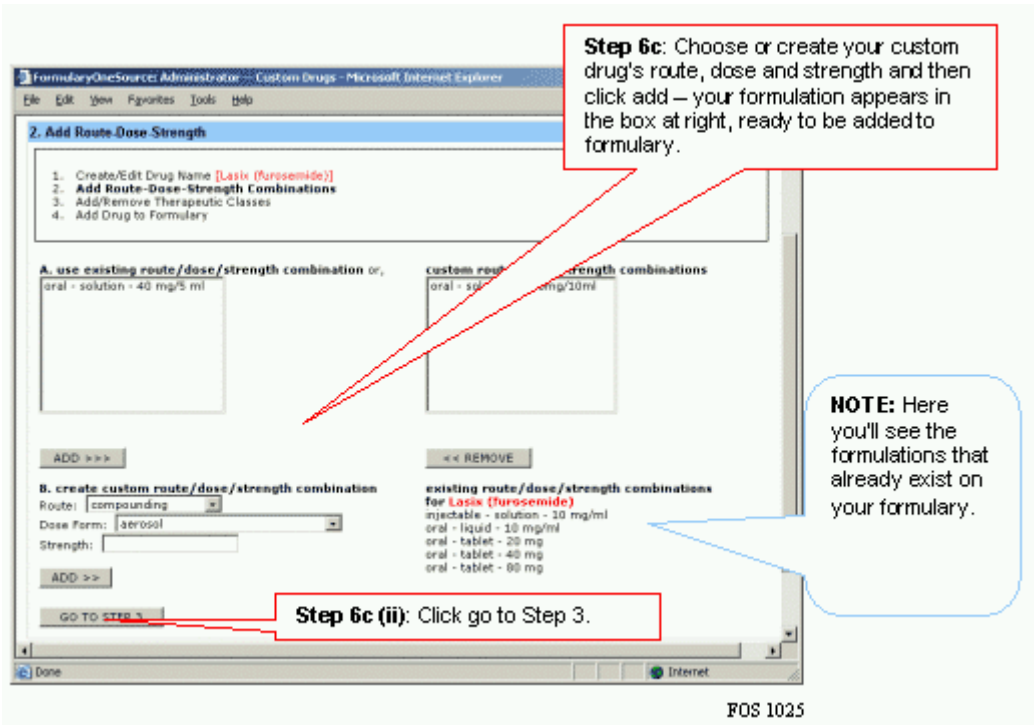
iii. Save Changes: Click the [SAVE CHANGES] button

iv. You will return to the Formulary Management Page with an acknowledgement that "Your changes have been saved." This completes adding a custom drug via Option C.

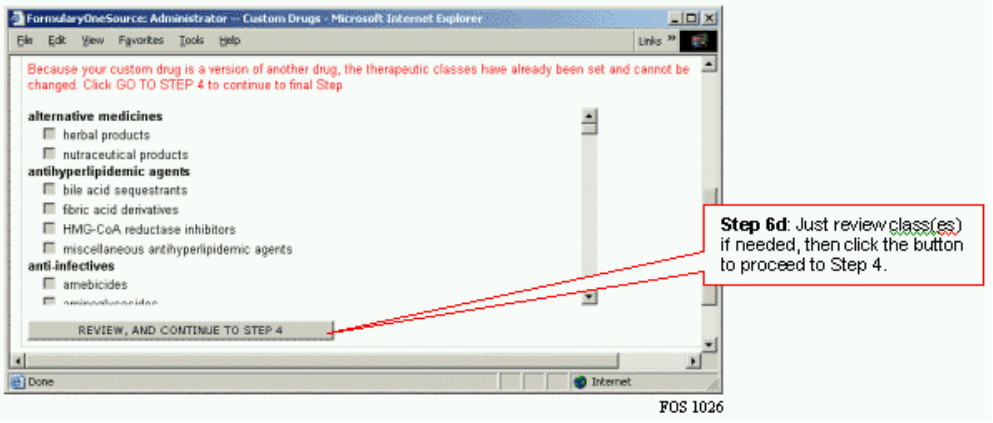
## ILLUSTRATIONS FOR CUSTOM DRUGS VIA OPTION C



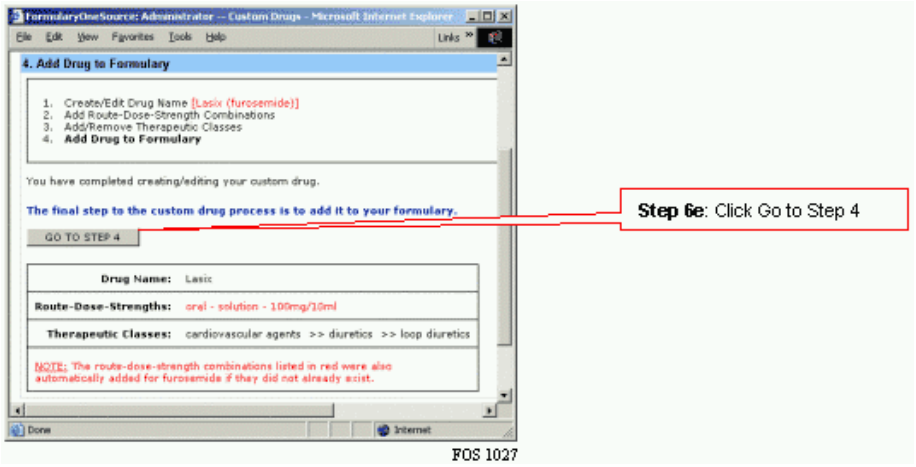

**Custom Drugs - Search Results Page (Option C)**



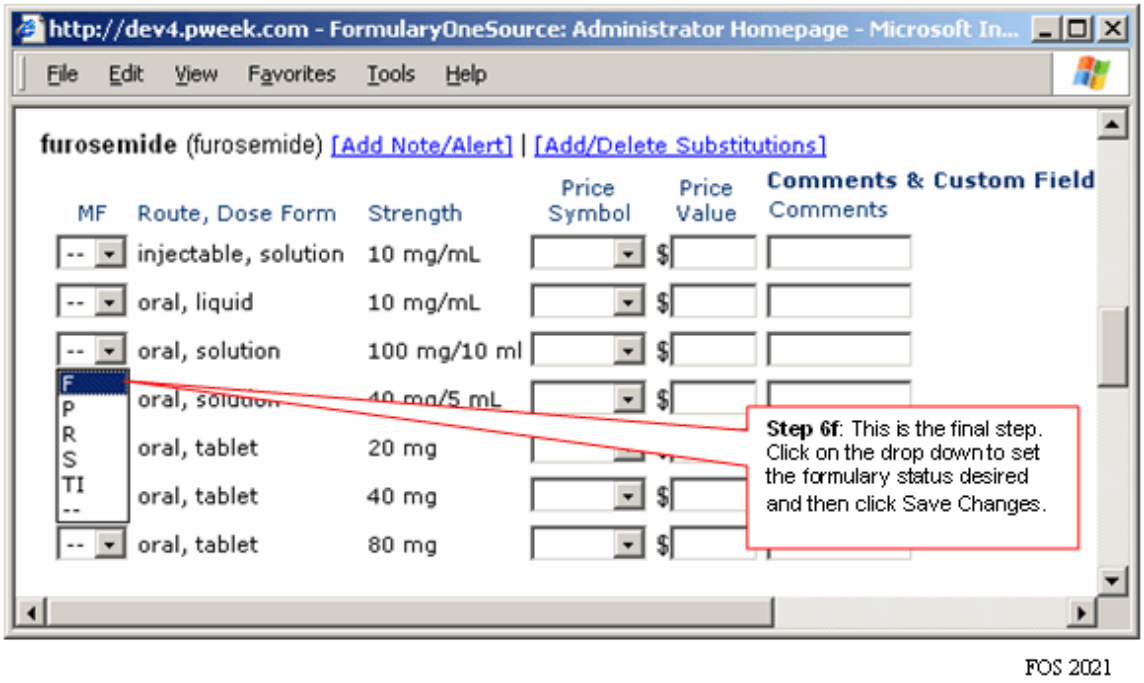

**Custom Drug - Adding Route/Dose/Strength (option C)**




**Custom drugs - confirming therapeutic class(es)**




**Custom drugs - confirmation page**




**Formulary Administrator page - setting status**

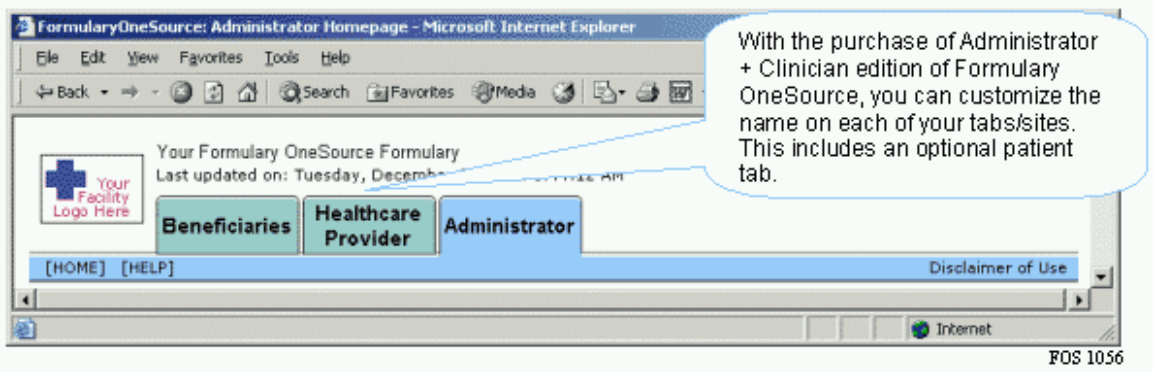
# Preferences Set By Formulary OneSource Specialist

## Custom fields

You can add up to three custom fields for display on the Clinician web site and inclusion in printed reports. Custom fields are alphanumeric. For example, many pharmacy directors at hospitals without 24-hr pharmacy coverage are adding a field labeled “Location” so that nurses know where to find drugs after-hours.

Custom field headers need to be added by a Amplifi implementation specialist for you. To have custom fields added, just send an email to support@pharmacyonesource.com or call (800) 654-8395. We require one business day.

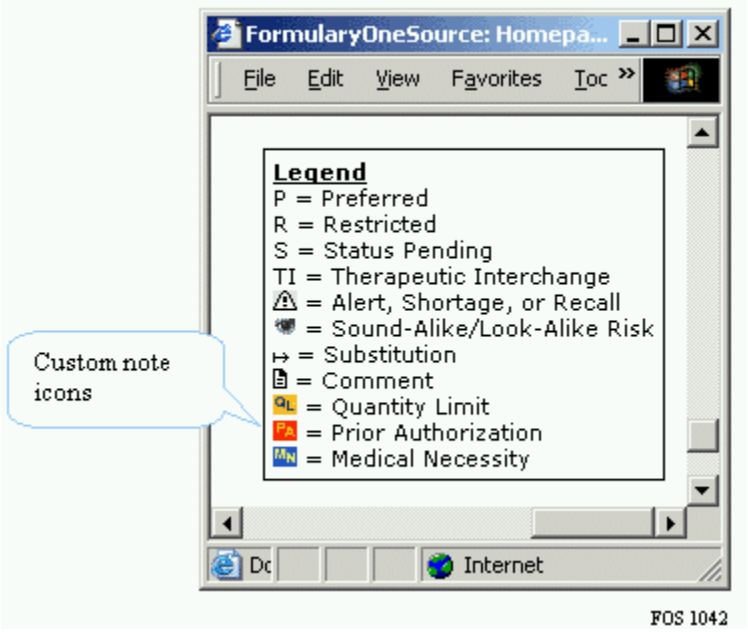
## Customized tab headings & patient tab/site




**Custom Tabs**

You can add an additional tab and respective site to Amplifi. Typically this is done for organizations that want to provide formulary information to healthcare providers and patients. As well, you can customize the name of each of your tabs. By default you have an Administrator and Clinician tab (if you purchased a version including Clinician.) These can be renamed by contacting your Amplifi implementation specialist.

## Custom note types: Quantity Limit, Prior Authorization, and Medical Necessity




**Formulary Note Type Legend**

Amplifi comes with Drug Alert, Recall, Shortage and Comments notes by default. You can add three additional note types: **Quantity Limit, Prior Authorization, and Medical Necessity**. By adding these notes types you're able to convey these characteristics with icons on the Clinician web site, and output custom reports that show only drugs with notes of a certain type. For example, you might make a report of all drugs requiring a prior authorization.

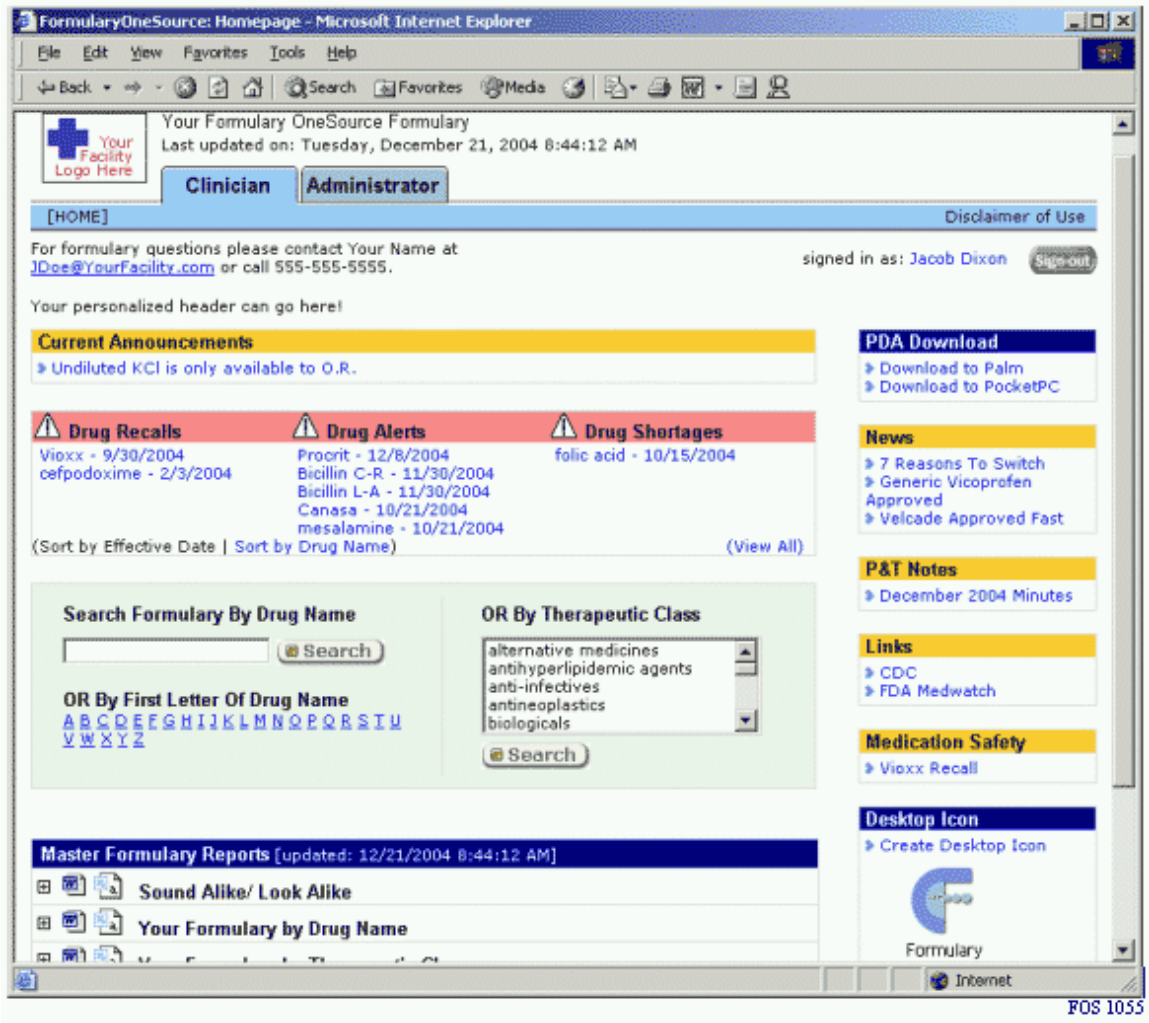
Contact an Amplifi implementation specialist to have custom note types added/removed.

# Chapter 3: Communicating and Sharing Your Formulary

## Clinician web site

This is where your physicians, nurses, pharmacist and other staff easily and swiftly learn what's on formulary, patient safety messages, therapeutic interchanges, and equivalents to non-formulary drugs. If you purchased an edition of Amplifi that includes Clinician, all which is needed to access the Clinician web site is an Internet browser and the specific site address. [NOTE: Internet Explorer 5.5 SP2 or Netscape 6.0 or higher are required]

The data posted to the Clinician website is done automatically for you after you post it to the Administrator pages. You can control many of the Clinician interface features through Administrator Preferences.




**Clinician Home Page**

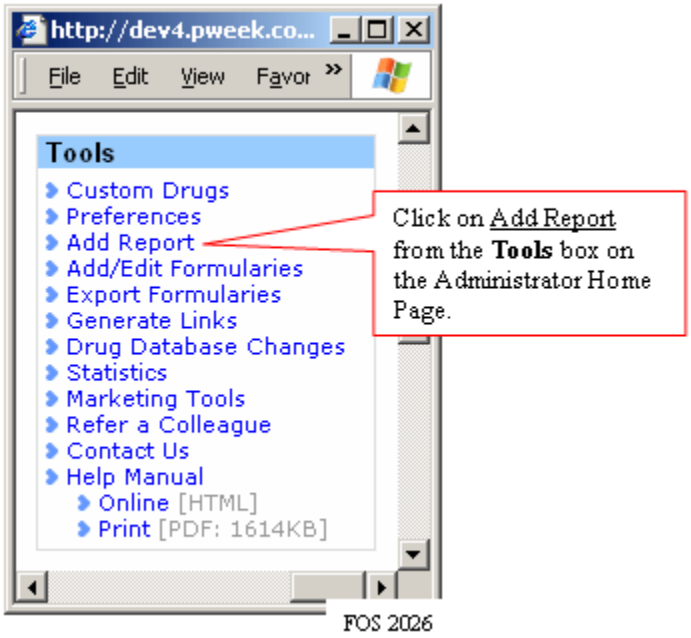
# Printed and intranet reports

The Amplifi Administrator edition includes a proprietary application that enables you to create custom reports. You make choices among the following to create custom reports based upon: data set, structure, content, and output format.

The content choices include: Drugs Filter (allows you to limit report to only brand or generic drugs), Strength, Route/Dose Form, Custom Fields, Price, Alerts, Recalls, Shortages, Black Box Warnings, Notes, [optional: Quantity Limit, Prior Authorization, Medical Necessity], Drug Substitutions, Sound-Alike/Look-Alike Drugs, Formulary Status.

Amplifi builds your professional reports – bolding where needed, including icons, page counts, organization and report titles, and much more. To add a custom report, follow these two steps:

1. From the **Administrator Home** page, click the Add Report link in the **Tools** box.

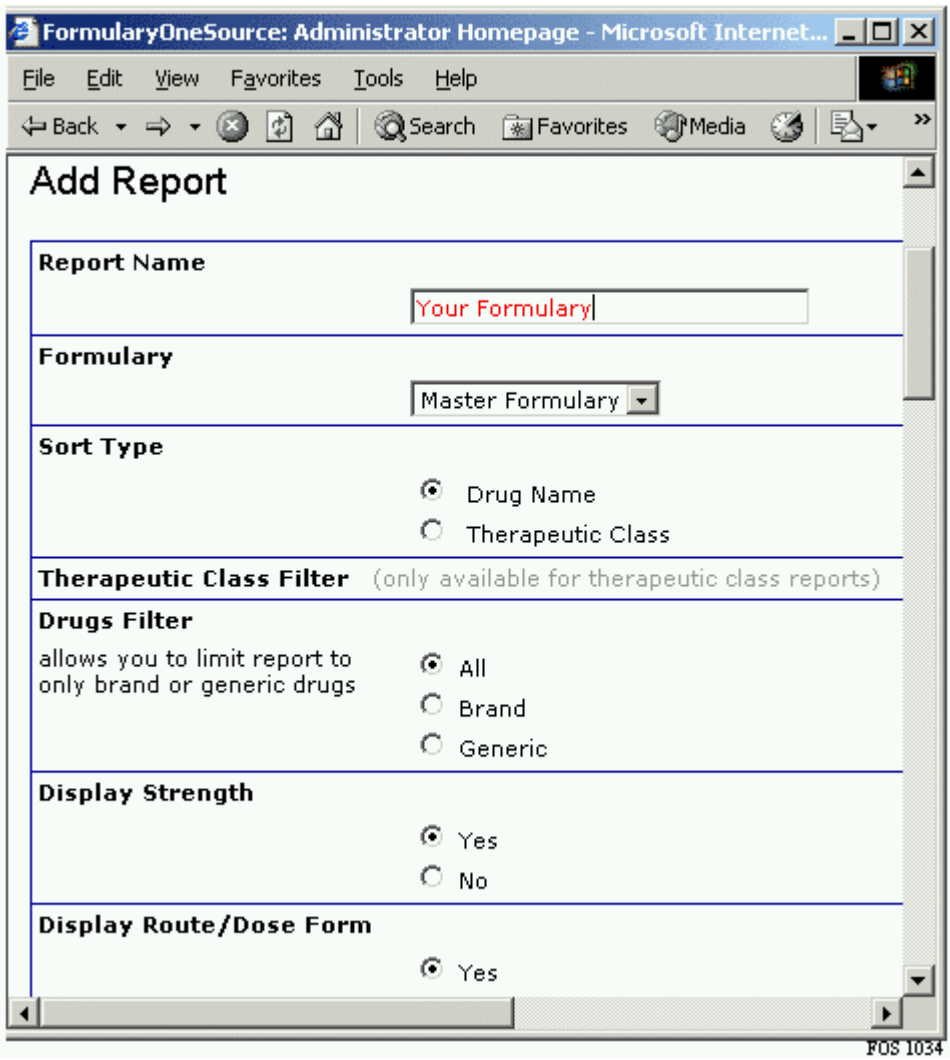



2. Now you need to make your choices of what to include, how to output the report and who has access.
   - Name the report what you want it called
   - Choose the formulary to draw the data from
   - Choose whether to output by Therapeutic class (includes an alphabetical index that is cross referenced to class) or alphabetically by Drug Name

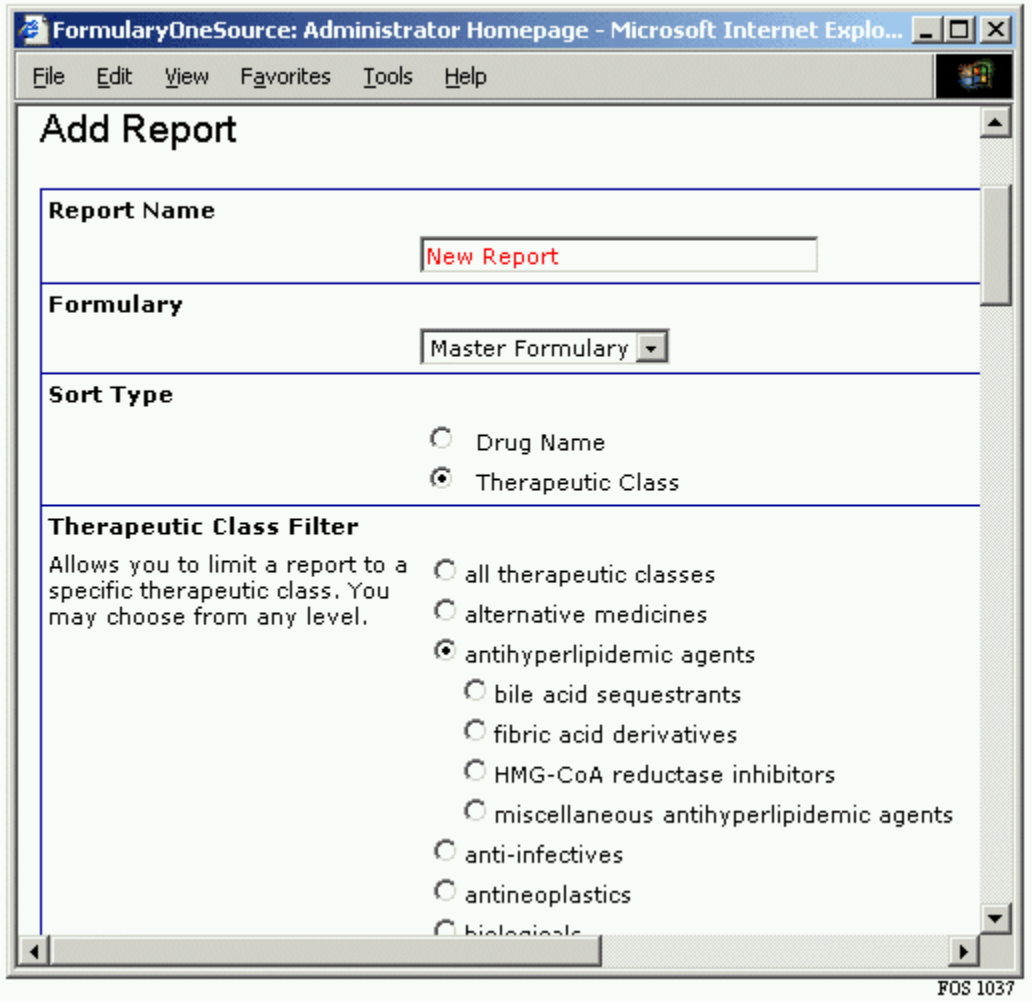
   **Note:** The Therapeutic class filter has two options: you may choose to create a

report with all therapeutic classes or you may restrict the report to a specific class or sub-class.

- Choose whether to include all drugs on formulary or just brand or generics
- Choose among content options. (Choosing “Yes, but limit report to only show drugs with…” limits report to only drugs with that characteristic. This is a good way to make a formulary specific look-alike/sound-alike wall chart, etc.)
- Choose output formats
- Choose Accessibility
- Click the Create button and follow the prompts.

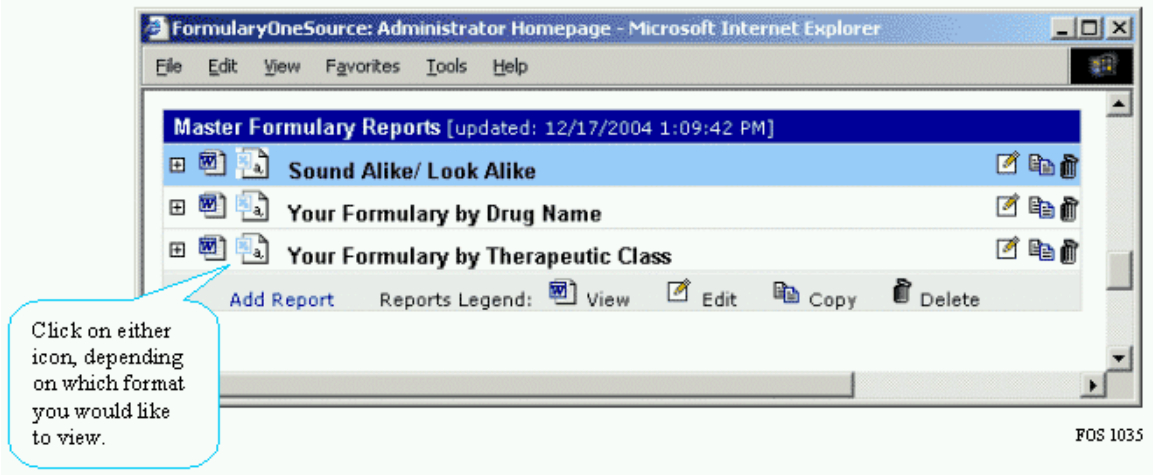



**Partial screen of Add report page (drug filter)**




**Partial screen of Add report page (Therapeutic Filter)**

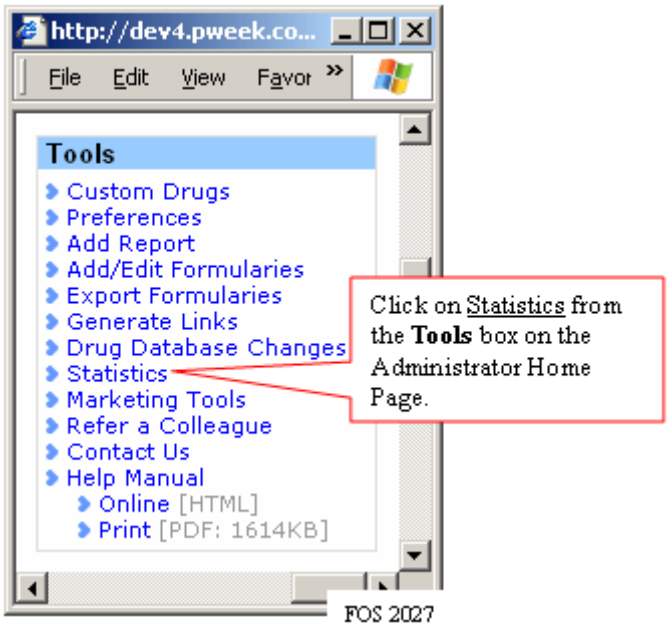
To view, edit, copy, or delete your formulary reports, you click on the corresponding icons from the Administrator Home Page. Once viewed, you can print out to a desktop printer or save to a shared drive on your intranet.



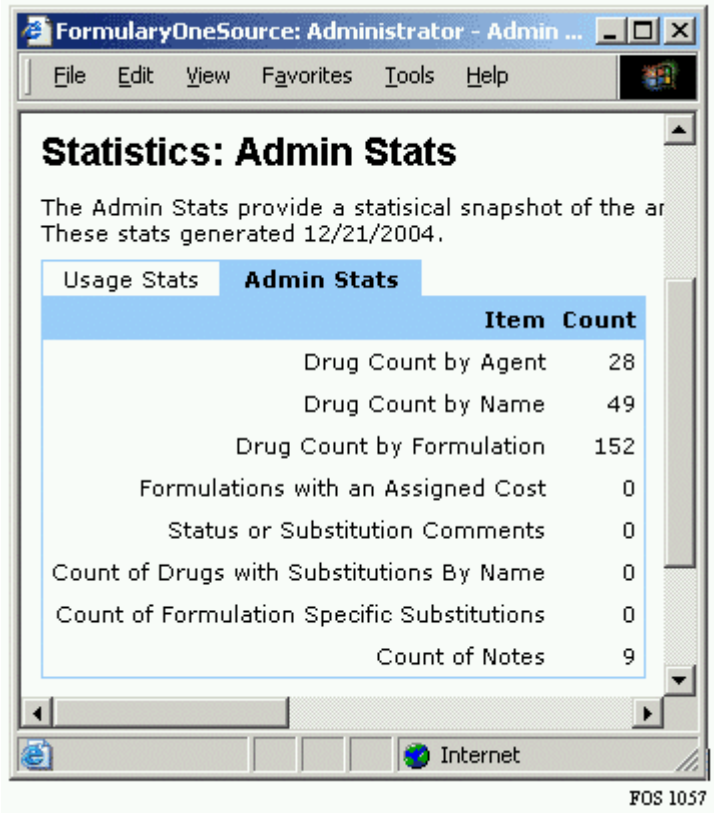

**Formulary Report Interface (Administrator)**

### Statistics: Administrator & Usage Stats

# Administration Stats




Administration Stats provides statistics about the items currently on your formulary. These statistics are updated nightly.



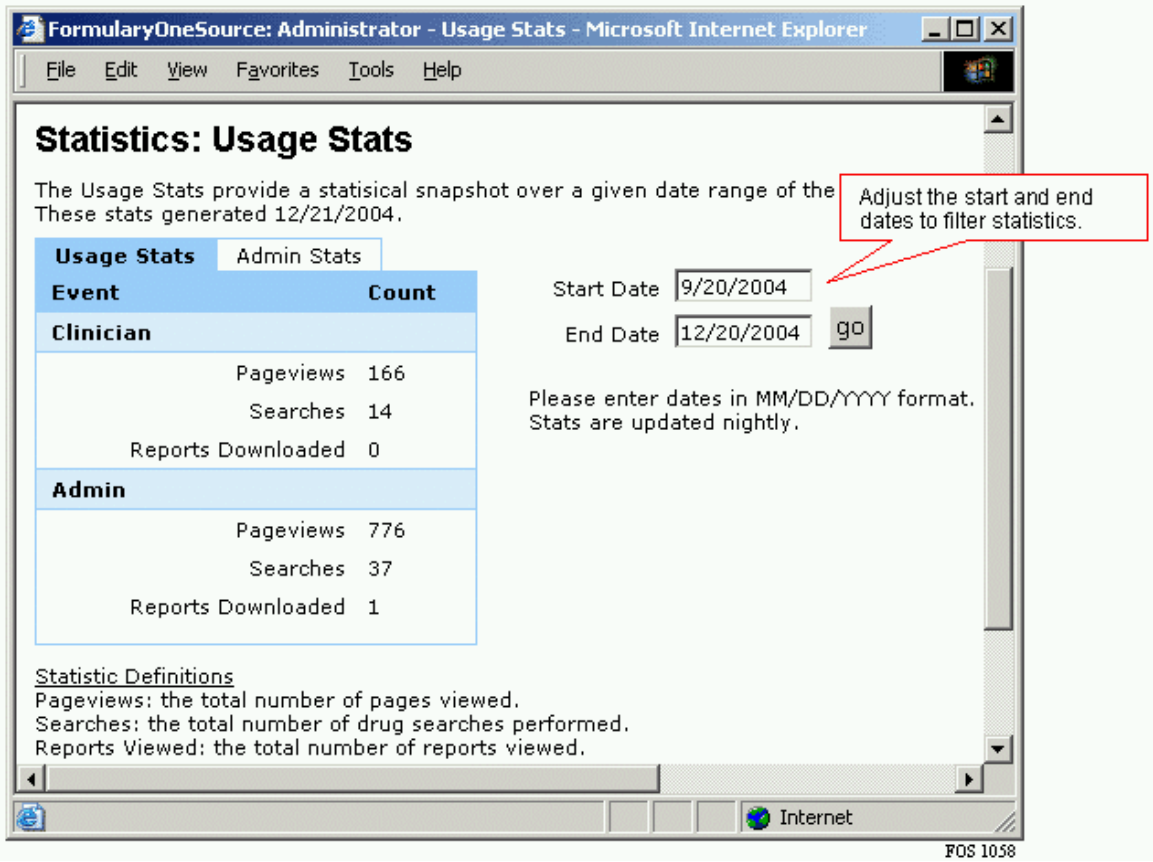

Definitions:

- Drug Count by Agent – Unique number of agents (eg. rosuvastatin) on your formulary.
- Drug Count by Name – Unique number of drug names (eg. Crestor, rosuvastatin) on your formulary.
- Drug Count by Formulation – Unique number of formulations (eg. Crestor oral tablet 5 mg) on your formulary.
- Formulations with an Assigned Cost – Number of formulations on your formulary with cost values assigned.
- Status or Substitution Comments - Number of formulations on your formulary with status or substitution comments assigned.
- Count of Drugs with Substitutions By Name – Unique number of drug names (eg. Crestor, rosuvastatin) on your formulary with an assigned substitution.
- Count of Formulation Specific Substitutions – Unique number of formulations (eg. Crestor oral tablet 5 mg) on your formulary with a substitution defined at the formulation level.
- Count of Notes – Unique number of notes linked to drug names on our formulary.

# Usage Stats

Usage Stats provides statistics about how often each section of your Amplifi website is being used. These statistics are updated nightly.

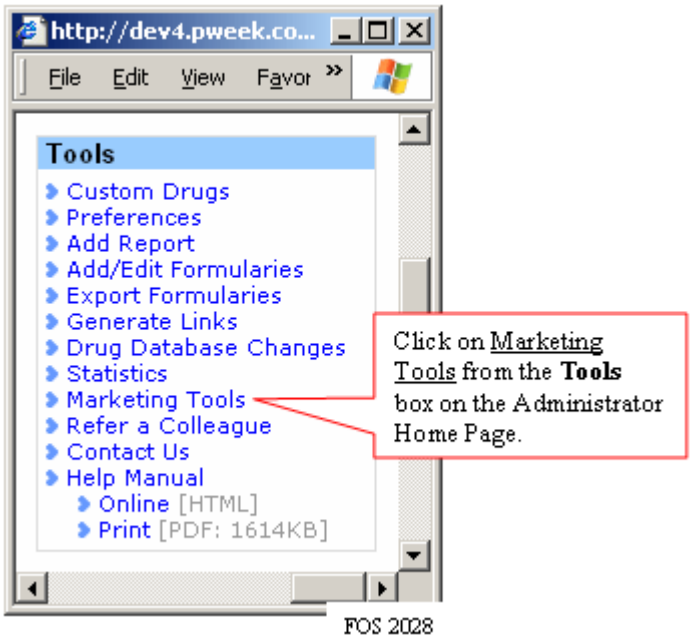
Adjust the Start and End Dates to provide statistics on a certain date range.




Definitions:

- Pageviews – Number of times any webpage on your Amplifi website within that section (eg. Clinician or Admin) is viewed.
- Searches – Number of formulary searches performed.
- Reports Downloaded – Number of formulary reports viewed and/or downloaded.

## Marketing Tools




This is an area designed to help the Administrators promote and increase the usage of Amplifi to their clinicians.

**Clinician Presentation** includes:

- *PowerPoint*- A quick slideshow for clinicians to demonstrate how easy Amplifi is to use.
- *Word Document*- This is a copy of the PowerPoint presentation in standard Microsoft Word format.

**Poster Template**- This customizable poster is a fantastic way to display the basic functions of Amplifi.

To Customize your poster:

- There is a “Special Notes” field that appears at the bottom of the poster.
- Click “Generate Poster”
- The poster can be saved as a Word Document. The text can be altered in this format, yet still maintains the pictures, title and fonts

**Email Template**- The e-mail template allows you to create a message to your end users so they can easily get access to your Amplifi application.

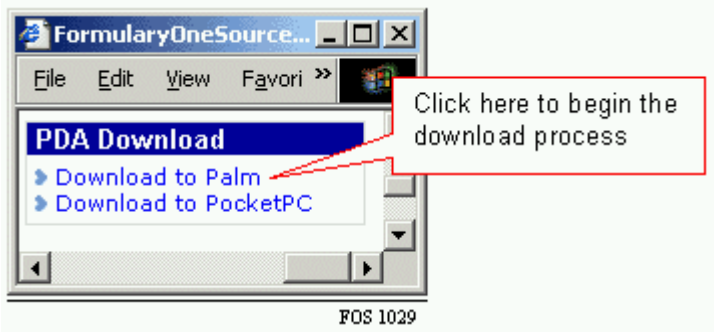
**Note**: We are always looking for new ideas or suggestions for this aspect of Amplifi. If you have any suggestions on new notifications and training tools, please let us know. Simply click the “Submit

Suggestion or Bug” link on the blue Administrator tab above the “signed in as:” queue.

# PDA: Palm & Pocket PC

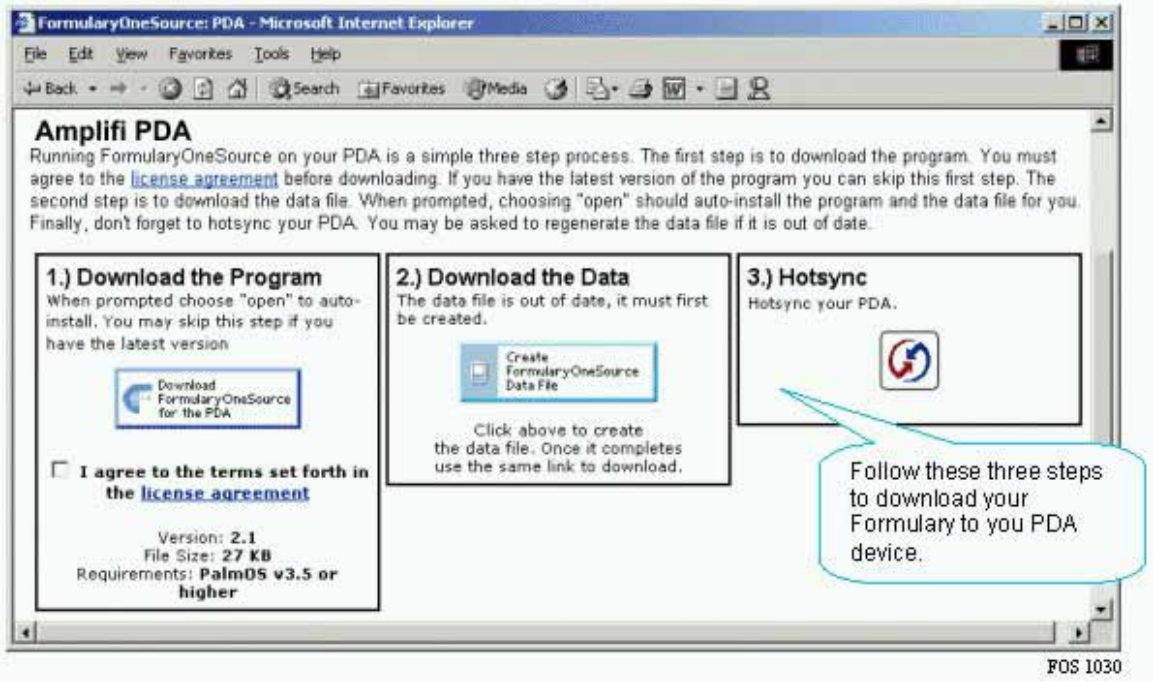
If you purchased the Amplifi edition including PDA access, your PDA file for download is automatically updated each time you update your formulary. Your PDA clients will need to download the updated data each time you update your formulary (however they only need to download the program application once).

From either the Administrator or Clinician Home page, click on the link for the version of PDA download you are seeking. Then, follow the steps to download to your PDA.




To download your formulary to a PDA device (Palm OS 3.5 or higher)
(If you do not know what version you have, you can find it by clicking on Home/Time/Options/About Applications)

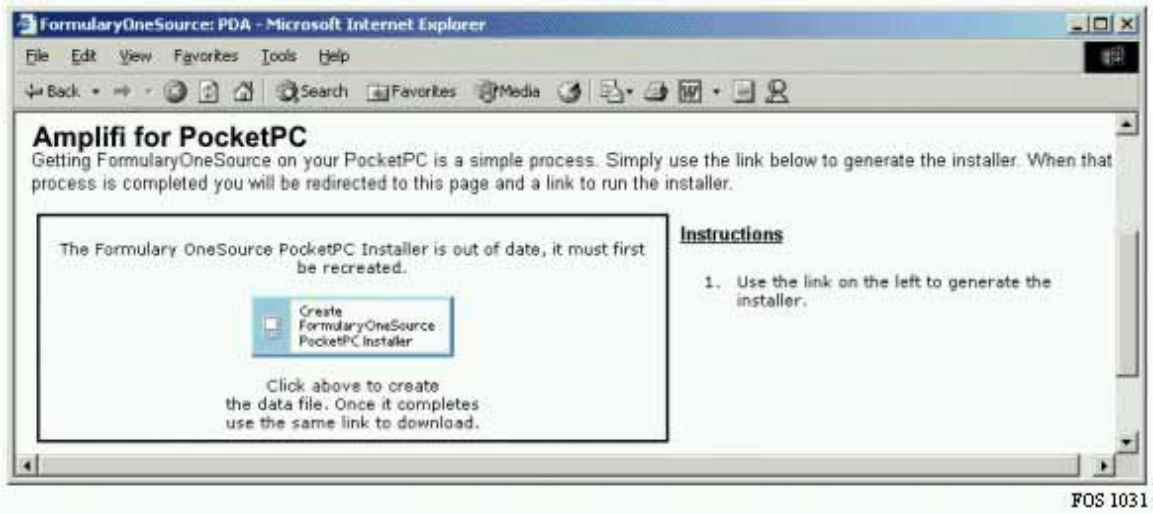
1. Click open, check the PRC File, Close. (The Palm must be in its base) Download the Data
2. Click on "Create FOS data file", the box will change, click on "Download data file".
3. Click the Hotsync button at the bottom of the Palm.




**Download PDA Palm OS® Interface**

To download your formulary to a Pocket PC

1. Click on Create.
2. Click on Install. A pop-up appears. Click on Open.
3. A message will appear asking for upgrades. Click on yes, next and finish.



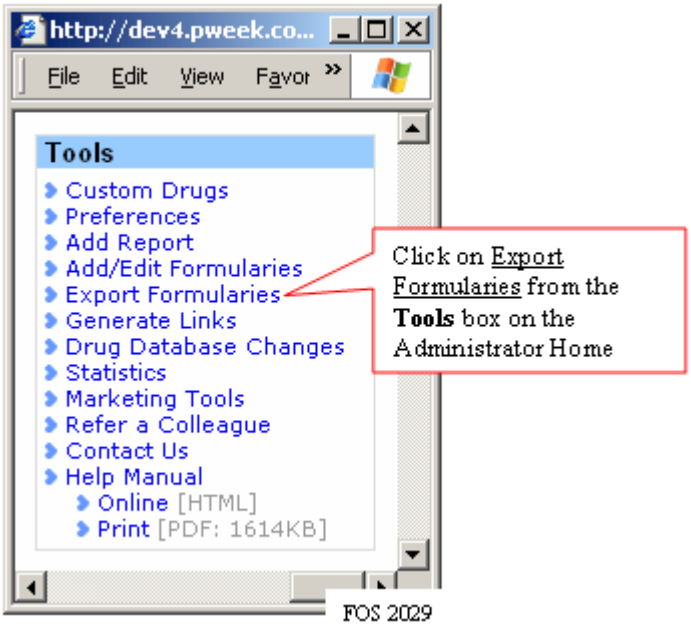

**Download PDA PocketPC® Interface**

# Export Formularies (csv file)

You can export your formulary in CSV (comma separated value) format so that it can be imported into most any program needing a dataset of formulary information.

Follow these steps:

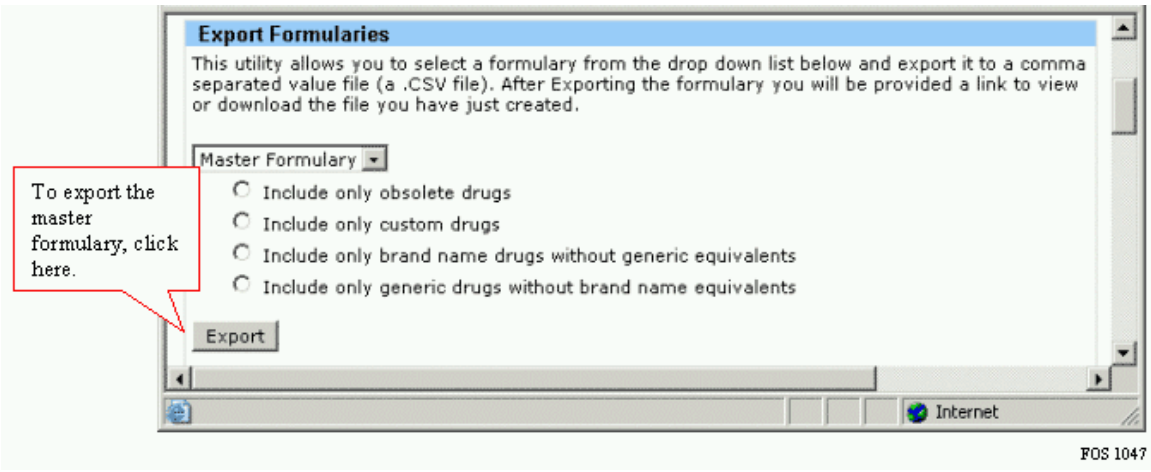
1. From the **Administrator Home** page, click the Export Formulary link in the **Tools** box



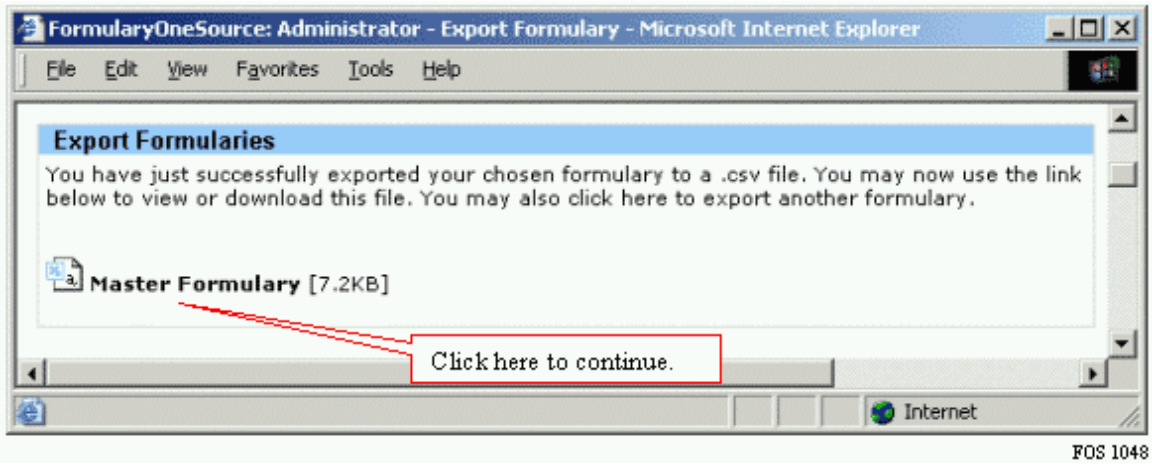

2. Choose the formulary to export (*no option if you only maintain one formulary*)

**NOTE:** There are several additional exporting options (see the radio buttons on the diagram below). At any given time you may choose to export obsolete or discontinued drugs on your formulary, custom drugs, brand names only or generic names only.

3. Click the **Export** button. A file will render and a link will appear
4. Click the **Master Formulary** (*the name will reflect the formulary you chose to download*) link. The file size is indicated in brackets.
5. Save or open the file as your computer prompts you.




**Export Formularies Interface – Level I**




**Export Formularies Interface – Level II**

# Chapter 4: Including Pertinent Pharmacy Information (Pharmacy Portal)

## Adding News, Notes, Links and Medication Safety

In addition to communicating vital formulary information, many pharmacy directors choose to use Amplifi as a portal to pertinent pharmacy information. Adding/editing this information always begins on the Administrator Home page.

You can add content in one of four categories: News, P&T Notes, Links and Medication Safety. Information/links are added the same way in all four categories. The only difference is where you click (Edit) which determines which category your note, document or link is listed on the Clinician web site.

**Administrator Home page - Highlighting News, P&T Notes, Links and Medication Safety**

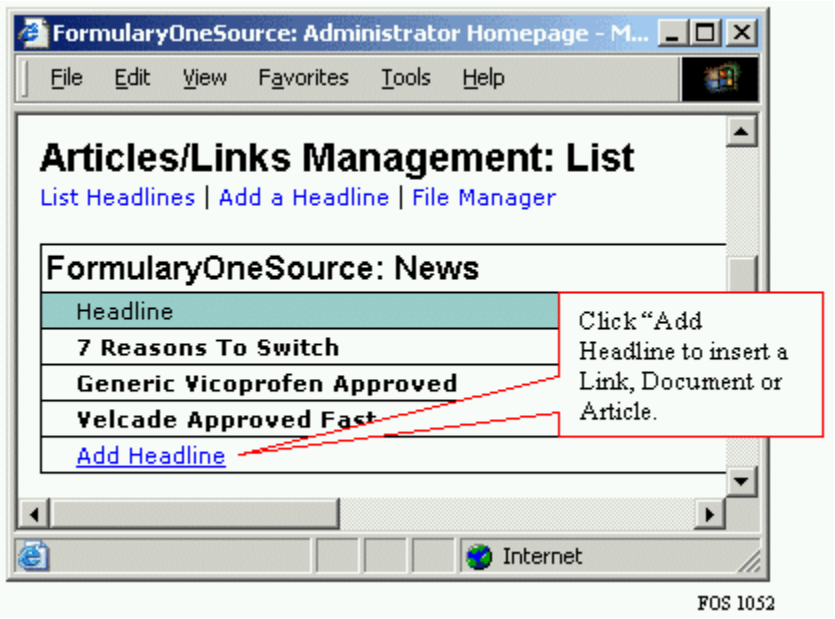
1. Once you've clicked (edit) beside News, P&T Notes, Links or Medication Safety, proceed as follows:
2. Click Add A Headline link
3. Now you enter your Headline (the title that appears on the Clinician web site), enter a URL for links, a file (such as a Word document) OR enter text for an article.

**NOTE:** If you are importing a file you will need use file manager to browse for the document located on your hard drive or shared network. (See diagram below **Articles/Links Management page -**

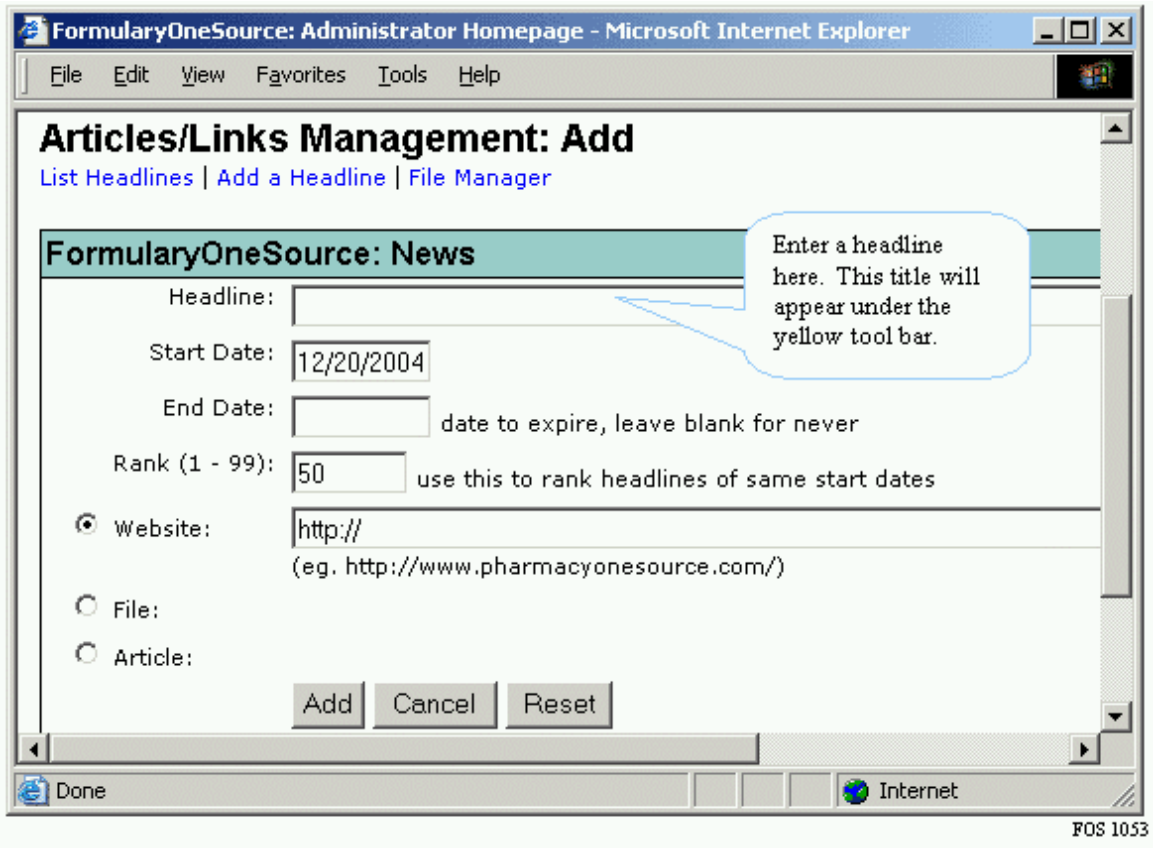
**adding a file)** After the file has been uploaded, return to add headline screen and choose the selected file from the drop down menu.

4. Once you are finished, click the **ADD** button at the bottom of the screen

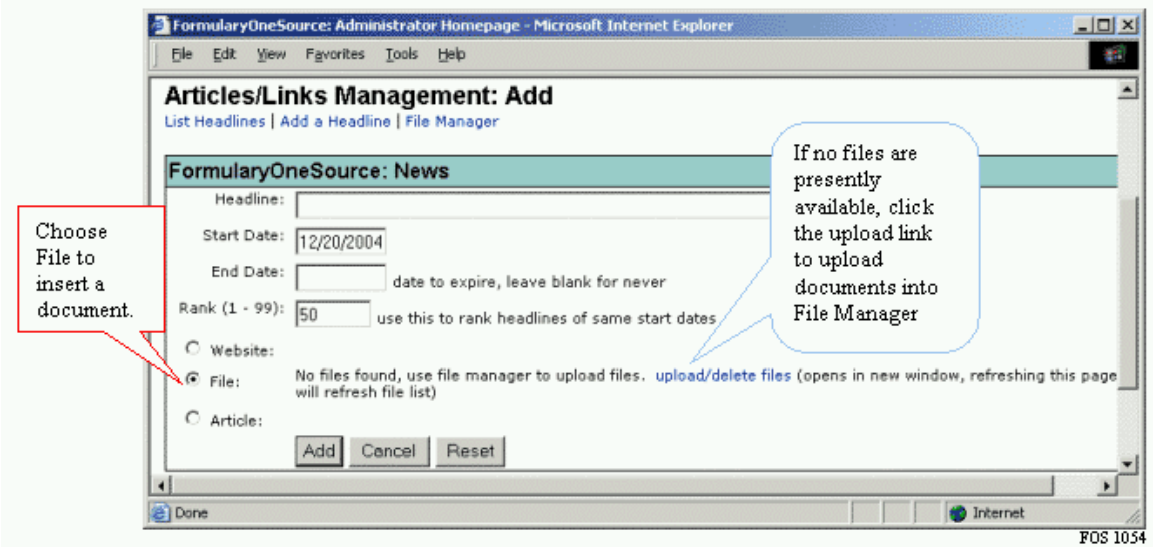
**NOTE**: Should you wish to import a full document, please send it to your Pharmacy OneSource contact and they will upload it for you within one business day. We handle it this way to ensure no viruses are imported. We recommend that you link to shared documents on your shared drive as opposed to uploading to our servers. We recommend this so that only one instance of your document exists – assuring continuous accuracy. If you choose to include text instead of a link, enter your text directly in the Article box. You can type directly and use HTML for formatting. Otherwise, you can copy-n-paste html from Word or FrontPage or similar software.




**Articles/Links Management page**




**Articles/Links Management page - adding content and links**




**Articles/Links Management page - adding a file**

# Chapter 5: Security & Site Access

## Authorizing Administrators

Although you are able to have as many authorized administrators of your Amplifi as you wish, we recommend the number keeps to a minimum. Authorized Administrators have full capability to add/delete/change any content on your Amplifi site – so we strongly recommend giving these rights cautiously.

Setting up a user as an Authorized Administrator must be done through Pharmacy OneSource. It takes one business day or less for us to complete. We need the following details about the person being authorized from you to enable an authorized administrator:

1. First and last name
2. Email address
3. Phone number

Either call or email (from your account) this information to us. We will verify your request via email if received via email.

# Glossary

## C

**Custom Drugs:** These are completely new drugs that you have created from scratch. You give it a name and create all of the route-dose-strength combinations.

## M

**Modified Drugs:** These are existing drugs that you, in some way, modify. You can create new versions for existing drugs or create new route-dose-strength combinations for existing versions of drugs.

# Index


**A**

Add
- Headline ..... 67
- notes ..... 18

Add ..... 10
Add ..... 18
Add ..... 20
Add ..... 26
Add ..... 27
Add ..... 36
Add ..... 48
Add ..... 50
Add ..... 53
Add ..... 67
Add Formularies Page ..... 33
Add Note/Alert ..... 18, 20
Add Report ..... 53
Add/delete/change ..... 71
Add/edit ..... 9
Add/Edit Formularies ..... 33
Added Drugs ..... 21, 36
Adding price information ..... 26
Adding/Editing ..... 26, 67
Administrator ..... 36, 49, 62, 64
Administrator Home Page ... 7, 36, 64
Administrator Preferences ..... 51
Alerts ..... 20, 53
Amplifi PDA ..... 3
Appendix ..... 1
Article ..... 67
Articles/Links Management ..... 67
Authorized Administrators ..... 71

**B**

Black Box Warnings ..... 53

**C**

Change ..... 10, 26, 27, 36, 62
Clinician ..... 20, 49, 50, 51, 57, 62
Clinician Home ..... 20, 62
Clinician Home Page ..... 20, 51, 62
Clinician website ..... 51
Comments ..... 27, 50, 57
Contacting ..... 5
Contains ..... 31
CSV ..... 64
Custom Fields
- display ..... 48

Custom Fields ..... 48
Custom Fields ..... 53
Custom Tabs ..... 49

**D**

Database Changes ..... 21
Delete
- formulary item ..... 10

Delete ..... 10
Delete ..... 36
Display
- custom fields ..... 48

Display ..... 48
Download ..... 57, 62, 64
Download PDA Palm OS® Interface ..... 62
Download PDA PocketPC® Interface ..... 62
Dropped Drugs ..... 21
Drug Alert ..... 20, 50
Drug Shortage ..... 20
Drug Substitutions ..... 53
Drug/agent
- listing ..... 18, 20

Drug/agent ..... 18
Drug/agent ..... 20
Drug/agent ..... 26
Drug/agent ..... 27
Drug/agent ..... 36
Drugs Filter ..... 53

**E**

Editing
- Custom Drug ..... 36

Editing ..... 36
Email ..... 5, 48, 71
Enter
- URL ..... 67

Enter ..... 20, 26, 36
Enter ..... 67

Expiration Date ..... 18, 20
Export ..... 64
Export Formulary ..... 64
**F**
Formulary
  Add Drug ..... 36
  PDA ..... 62
  Pocket PC ..... 62
  updating ..... 9
Formulary ..... 1, 5
Formulary ..... 9
Formulary ..... 10
Formulary ..... 20
Formulary ..... 26
Formulary ..... 27
Formulary ..... 36
Formulary ..... 50
Formulary ..... 57
Formulary ..... 62
Formulary ..... 64
Formulary item
  delete ..... 10
Formulary item ..... 9
Formulary item ..... 10
Formulary item ..... 36
Formulary Management 9, 10, 20, 26, 27, 36
Formulary management page 10, 20, 26, 27, 36
Formulary Report Interface ..... 53
Formulary Status ..... 53
FrontPage ..... 67
**H**
Headline
  Add ..... 67
Headline ..... 67
Help@pharmacyonesource.com ... 48
High Priority ..... 20
Highlighting News ..... 67
Hotsync button ..... 62
HTML ..... 18, 20, 67
Hyperlinks ..... 9
**I**
IN UNIVERSAL MODE ..... 18
Including
  PDA ..... 62
Information/links ..... 67
Inpatient Mode
  presents ..... 1
Inpatient Mode ..... 1
Install ..... 62
Internet Explorer ..... 3
Intranet ..... 53
**L**
Legend ..... 50
Links ..... 20, 36, 57, 62, 64, 67
Listing
  drug/agent ..... 18, 20, 26
Listing ..... 18
Listing ..... 20
Listing ..... 21
Listing ..... 26
Location ..... 48
**M**
Master Formulary ..... 64
Medical Necessity ..... 50, 53
Medication Safety ..... 67
MedWatch ..... 18, 20
Multum ..... 21
**N**
Netscape ..... 3
News ..... 10, 20, 36, 67
Note/Alert Editing ..... 18, 20
Notes
  Count ..... 57
Notes ..... 20, 27, 50, 53
Notes ..... 57
Number ..... 57
**P**
Palm ..... 62
Palm OS ..... 3, 62
Palm OS 3.5 ..... 62
PDA
  formulary ..... 62
  including ..... 62
PDA ..... 62
PDA file ..... 62
Pharmacy OneSource
  Contacting ..... 5
Pharmacy OneSource ..... 1
Pharmacy OneSource ..... 5
Pharmacy OneSource ..... 26

Pharmacy OneSource..... 50
Pocket PC
formulary ..... 62
Pocket PC..... 3
Pocket PC..... 62
Posted
Clinician website..... 51
Posted..... 51
PPC ..... 62
Preferences ..... 29
Preferences link ..... 29
Presents
Inpatient Mode..... 1
Presents..... 1
Presents..... 36
Price..... 26, 53
Price Symbol..... 26
Price Value ..... 26
Printed reports ..... 48
Prior Authorization ..... 50, 53
**Q**
Quantity Limit..... 50, 53
**R**
Recall..... 20, 50, 53
Reports Downloaded ..... 57
Route/dose/strength..... 10, 36
**S**
Searching..... 31
Send
email..... 48
Send ..... 48
Shortage..... 20, 50, 53
Sound-Alike/Look-Alike Drugs..... 53
Statistics..... 57
Sub Formulary Details..... 33
Sub-formularies..... 33
Sub-formulary..... 33
support@pharmacyonesource.com 5, 48
**T**
Technical Requirements..... 3
Therapeutic ..... 27, 36, 53
Therapeutic Class ..... 9, 36
Therapeutic Filter ..... 53
Therapeutic interchange..... 27
Tools ..... 29, 36, 64
Tools Box ..... 36, 64
**U**
Universal Mode ..... 1
Update Formularies..... 9
Update Month..... 21
Updating
formulary..... 9
Updating..... 9
URL
enter ..... 67
URL..... 67
Usage Stats..... 57
User Manual..... 1
**W**
Www.pharmacyonesource.com ..... 5