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.

All contents, diagrams, and illustrations of this manual are copyrighted @2003 - 2007 Pharmacy OneSource, Inc.

Technical Requirements

<u>Amplifi</u>: Internet Explorer - 5.5 service pack 2 or higher Netscape - 6.0 and higher

<u>Amplifi PDA:</u> 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

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

	For formulary questions please contact Keith Streckenbach at signed keith@pharmacronesource.com or call 608-255-5085. (edit)
	Update Formularies New Search Previous Search
Step 1: Select the formulary status from the drop down.	These drugs are within the following therapeutic classes: anti-infectives >> antiviral agents >> protease inhibitors
The background turns blue where you click.	atazanavir (atazanavir) <u>[Add Note/Alert] [Add Drus Substitutions]</u> Brand Names: Reyataz Price Price Comments & Custom Fields
	oral, capsule 100 mg \$
tep 2: Click Save	F oral, capsule 150 mg \$ R gral, capsule 200 mg \$ D T F CHANGES CANCEL
hanges after making rmulary status changes.	Formulary Abbreviations: the respective formulary status. E.g. R = Restricted
	Formulary Status Abbreviations: F = On Formulary R = Restricted TI = Therapeutic Interchange P = Preferred S = Status Pending = Unassigned

Formulary Management page used to change formulary status

http://dev4.pweek.com - Fo	ormularyOneSource: Adr	ministrator Homepage - Microsoft 💶 🗵
	Step 1: Select the formulary status from the drop down. The background turns blue where you click.	
atazanavir (atazanavir)	d Note/Alert] [Drug Si	ubstitutions]
MF Route Dose Form	Price Strength Symbol	Price Comments & Custom Fields Value Comments now is the til
🔽 foral, capsule	100 mg 💽 \$	
R S oral, capsule	200 mg 📃 \$	
Revataz (atazanavir) [Add N	Note/Alert] [Drug Subs	
MF Route, Dose Form	Price Strength Symbol	Price Comments & Custom Fields Value Comments now is the ti
💌 oral, capsule	100 mg 📃 🗣	
💌 oral, capsule	150 mg 📃 🗣	
💌 oral, capsule	200 mg 💽 🔹 \$	Note the formulary status
SAVE CHANGES	CANCEL	the abbreviation sets the
Formulary Abbreviations MF = Master Formulary	Step 2: Click S Changes after formulary statu	Save making us changes.
Formulary Status Abbrew F = On Formulary R = Re P = Preferred S = Sta	iations: stricted TI = Th atus Pending = Un	nerapeutic Interchange Nassigned
•		▼ ▶
		EOS 2000

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

Formulary OneSource Administrator's Manual

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 <u>custom drugs tool</u>.

🖉 http://	'dev4.pweek.com - FormularyOneSo dit View Eavorites Tools H	urce: Administrator Ho	omepage - Micros 💶 🗙
1. Select the SA	VE CHANGES	Click e nges	3a. Click here to add Drug Substitutions
TI formulary status from the drop lansop	razole (lansoprazole) <u>[Add Note/Al</u>	ert] [Add/Delete Sub	stitutions]
MF	Route, Dose Form intravenous, powder for injection	Price Strength Symbol 30 mg	Price Comments & Value Comments n \$
F P R S	oral, enteric coated capsule oral, enteric coated capsule	15 mg 💽	\$ [[
	oral, granule for reconstitution oral, granule for reconstitution	15 mg 💽 💽	\$
•	oral, tablet, disintegrating oral, tablet, disintegrating	15 mg 💽 🔹	\$
			FOS 2017

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 <u>Add/Delete Substitutions</u> link. You are taken to the **Substitutions** page.

Formulary OneSource Administrator's Manual

FormularyOneSource: Substitutions - Micro	rosoft Internet Explorer					
Eile Edit View Favorites Tools Help						
Substitutions << Back to lansoprazole New Drug Search Previous Drug Search Create a new substitution for lansoprazole						
Select Drug to Substitute From Agent: lansoprazole Name: All Formulation: All	4a. Click on arrow for more names 4b. Click on arrow for more formulations					
Comment:	4c. Comments are optional. There is a 1024 character limit					
Select Drug to Substitute To Agent: Name: All • Formulation: All • Comment: ADD SUBSTITUTION *(Need to select an agent	CLEAR CANCEL to substitute to.)					
<u>i</u>	F0S 2012					

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).

🚰 http://dev4.pweek.com - FormularyOneSource: Substitutions - Microsoft Internet Ex 💶 🔲 🗙
Eile Edit View Favorites Tools Help
Substitutions
< Back to lansoprazole New Drug Search Previous Drug Search
Create a new substitution for lansoprazole
Select Drug to Substitute From
Agent: lansoprazole
Name: Prevacid I.V. 💌
Formulation: intravenous, powder for injection 30 mg 💌
Comment:
Select Drug to Substitute To
Agent:
Name: Marcin Sa. Click on arrow for a
Formulation: nystatin formulary. Select agent.
Comment: phenytoin
potassium chloride
rotecoxib rosuvastatin
saliva substitutesNCEL
sumatriptan
FOS 2013

Substitutions Page

🚈 http://dev4.pweek.com - FormularyOneS	Source: Substitutions - Microsoft Internet Ex 💶 🗙
Eile Edit Yiew Favorites Tools Help	an a
Substitutions	
<< Back to lansoprazole New Drug Se	arch Previous Drug Search
Create a new substitution for I	ansoprazoie
Select Drug to Substitute From	
Agent: lansoprazole	
Name: Prevacid I.V. 🗸	
Formulation: intravenous, powder f	for injection 30 mg 💌
Comment:	A
	-
·	5b. Click on arrow
Select Drug to Substitute To	for more names
Agent: pantoprazole	5c. Click on arrow
Name: Protonix IV	for more formulations
Formulation: All	
Comment: All intravenous, powder fr	or injection 40 mg 6. Click here to
	add the
ADD SUBSTITUTION	SUBSTRUCT
•	

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 <u>Add/Delete Substitutions</u> link.



Formulary management page used to delete a therapeutic interchange

Attaching notes

http://dev4.pweek.com - FormularyOneS	ource: /	Step 1: Click Add	d	- Microsoft Internet Explorer	
Eile Edit View Favorites Tools Help		Note/Alert.			.
pantoprazole (pantoprazole) [Add Note/	Alert] [Drug Substitutions	<u>s]</u>		<u> </u>
MF Route, Dose Form	Stren	Price P gth Symbol V	Price /alue	Comments & Custom Fiel Comments now is the til	ds
🖃 intravenous, powder for injection	40 m(g 🔽 \$			
💌 oral, enteric coated tablet	20 m	g 💽 \$			
💌 oral, enteric coated tablet	40 m	g 💽 \$			

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 <u>Add Note/Alert link</u>. 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 MedWatch

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.



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 <u>Add Note/Alert link</u>. 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 MedWatch 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

Cropped or as	Added Drugs				
This list represen most cases a pa	ts the drugs that were on ticular formulation for a d	your formulary rug is no longer	but have been removed fro r being made and in some ca	om our Multum/Cerner o ases a drug has been m	drug database. In nade obsolete.
lick the drug name	for r more informati	on on the follow	ring page about the drug dat	tabase change that occu	urred.
ore information ab	out h the right to ack	nowledge the d	atabase change and remove	the formulation from y	our list.
hy the formulation ropped.	was or concerns plea	ase contact us.			
Formulary	Prug Name	Route	Dose	Strength	Action
Master Formular	rbachol Ophthalmic	ophthalmic	solution	0.01%	[clear alert]
Master Formular	Carbachol Ophthalmic	ophthalmic	solution	3%	[clear alert]
Master Formular	Carbatrol	oral	tablet, extended release	200 mg	[clear alert]
Master Formular	r Decofed	oral	liquid	30 mg/5 ml	[clear alert]
	r <u>DHT</u>	oral	concentrate	0.2 mg/ml	[clear alert]
Master Formular		iniactable	solution	10 ma/ml	[clear alert]
Master Formular Master Formular	/ Digibind	Injectable			

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.

Formulary OneSource Administrator's Manual

	File Fait Tiem Havourtes Tools Helb
Description	→ Back - → - ③ ④ △ ③ Q Search Favorites ④ Media ③ □ - → ₩ - □ 👷
of why the	Update Formularies New Search Previous Search
formulation was dropped.	DROPPED DRUGS BuSpar oral tablet 15 mg
	above (or highlighted). <u>Clear from list and return to dropped drugs</u>
	These versions of busPIRone appear on this page: BuSpar BuSpar Dividose busPIRone
	SAVE CHANGES
	BuSpar (busPIRone) [Add Note/Alert] [Add Drug Substitutions]
Vellow	Price Price Comments & Custom Fields MF Route, Dose Form Strength Symbol Value Comments
highlighting	🕶 oral, tablet 5 mg 💌 \$
identifies dropped formulations.	• oral, tablet 10 mg • \$
=	BuSpar Dividose (busPIRone) [Add Note/Alert] [Add Drug Substitutions]
7	MF Route, Dose Form Strength Symbol Value Comments
	🗸 oral, tablet 15 mg 💽 \$
	a Internet
-	FOS 1061

	Formulary	OneSource: Admi	nistrator I	Homepage - Mic	rosoft Internet	Explorer	- O ×
	<u> </u>	View Favorites	<u>T</u> ools <u>H</u>	telp			2
Description	Update	e Formula	ries	New Search	Previous Sea	arch	<u> </u>
of why the formulation was dropped.	DROPPED AK-Sulf or This drug	DRUGS phthalmic solution still exists, and the	<u>10%</u> ie formula	ation still exists,	, just not in the	combination	
	These dru	as are within th	e followi	ng therapeuti	c classes:	Click dropp vour 1	this link to remove bed formulation from formulary.
	• topi sodium su Brand N	cal agents >> opf Ilfacetamide op ames: AK-Sulf, I	hthalmic p	(sodium sulfac Cetamide, Ise	ophthalmic and etamide ophthopto Cetamide	ii-infectives almic) <u>[Add N</u> e, Ocusulf-10	lote/Alert] [Adc), Sulf-10, Sulfa
	MF	Route, Dose Fo	rm	Strength	Price Symbol	Price Value	Comments & Comments
	💌	ophthalmic, oin	tment	10%	•	\$	
	F	ophthalmic, sol	ution	10%	•	\$	
Yellow		ophthalmic, sol	ution	15%	•	\$	
identifies	🔻	ophthalmic, sol	ution	30%	•	\$	
formulations.	SAVE	CHANGES	CANC	EL			
	Ĺ						_
							FOS 2005

Added Drugs

	Database Changes: Added Drug	Filter to added drugs	-
	Dropped Drugs Added Drugs	using trese drop-dowin	
	This list represents the drugs that have been adde your formularies for this drug. Formulations highlig	hteom	lick on a drug name signed.
Click the drug name to update the	Show Added Drugs With Formulary Status 🖃	from the January 2005 💽 update. go	
formulary	Generic Drug Name		
status.	Drug Name	Route, Dose	Strength
<u> </u>	clindamycin topical		
	clindamycin topical	topical, foam	1%
	Evoclin	topical, foam	1%
	diphenhydrAMINE		
	diphenhydrAMINE	oral, disintegrating strip	12.5 mg
	diphenhydrAMINE	oral, disintegrating strip	25 mg
	Theraflu Thin Strips Multi Symptom	oral, disintegrating strip	25 mg
	Triaminic Thin Strips Cough & Runny Nose	oral, disintegrating strip	12.5 mg 👻
	•		
	ย้) Internet
_			FOS 106/

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.

Eile Ed	iryOneSo it ⊻jew	urce: Adm Favorites	inistrato <u>T</u> ools	r Homepage - Mic Help	rosoft Interne	t Explorer			
] ↓ Back	• = =	804	3 Q,s	earch 🙀 Favorites	; (@Media (3 3.	3 🖬 • 1	92	Yellow highlighting
Therafl	u Thin S	trips Mult	i Sympt	t om (diphenhydrA	MINE) [Add N Price	ote/Alert] Price	Add Dru	g Substiti ts & Cus	identifies added formulations.
MF	Route,	Dose Form	n	Strength	Symbol	Value	Comment	s	7
•	oral, di	sintegratir	ng strip	25 mg	•	\$		- 4	
4									<u>ب</u>
Done								🕘 Interi	net //
									FOS 1062

🚰 http://www.pharmacyonesource.com - For	mularyOneSource: Adr	ministrator Hor	mepage - Microsoft I 🔳 🔲 🗙			
Eile Edit Yiew 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 Comments & Value Comments			
💌 compounding, powder 💌 compounding, powder	100% anhydrous 100%	•	Yellow highlighting identifies added			
💌 intravenous, solution	citrate 20 mg/mL	v	formulations.			
💌 oral, gum	200 mg		\$			
F 💌 oral, liquid	citrate 20 mg/mL	-	\$			
💌 oral, tablet	100 mg		\$			
💌 oral, tablet	200 mg		s			
💌 oral, tablet, dispersible	130 mg	•	\$			
💌 oral, tablet, extended release	200 mg	•	\$			
SAVE CHANGES CANCEL			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

🖉 http://dev4.pweek.com - FormularyOneSo	urce: Administrator Homenage - Micro	_ 🗆 🗙
<u> </u>	Step 2: Click Save Changes.	N
SAVE CHANGES		
		Step 1: Type your comments in Comments box.
pantoprazole (pantoprazole) <u>Ladd Note/A</u>	price price Comme	nts 8
MF Route, Dose Form	Strength Symbol Value Commer	nts
F 💌 intravenous, powder for injection	40 mg 🔽 🕏	
💌 oral, enteric coated tablet	20 mg 💽 📢	
💌 oral, enteric coated tablet	40 mg 💽 💲	
		FOS 2019

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 OneSource Administrator's Manual



- 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.

http://dev4.pweek.com - Formulary	0ne 💶 🗙
<u> </u>	Help 🥂
Update Formulary By Drug Na	ame
Begins With 💌 🖻 Search Begins With Contains	Select <u>Contains</u> if you want to search for a particular component of a compound drug.
	V F
Administrat	FOS 2030

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 <u>Add/Edit Formularies</u> 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

Formula	aryOne	5ource: Adr	ninistra	tor Homepag	e - Microsoft II	iternet Explore	r j	
<u>E</u> ile <u>E</u> di	: <u>V</u> iew	Favorites	Tools	Help				
Addi	ng a	Sub F	orm	ulary				-
A sub fo speciali a sub fo	ormulary zed pur rmulary	r is a sub s poses like helps you	et of yo "out pat to creat	ur master for ient clinic," " te specialize	rmulary and is 'dialysis," or "o d reports.	often used for ncology." Usin	g	Step 3a: Enter your new formulary information and choose a formulary
				Enter Net	w Formular	y Informatio	on	point.
			For	mulary Name	e: E.G. Outpati	ent		
				Abbreviation	: OP (5	characters max	cimum)	
		Use th like to	ie drop-i copy di	down menus rugs and repo	below to spec orts from when	ify which formu adding your ne	lary you would w formulary.	
		Copy Dr	ugs Fro	m Formulary	Don't Copy		•	
Step 3b: Clic Formulary	k Add	Сору Rep	orts Fro	m Formulary	Master Forn	nulary (Master	Formulary)	
				Add	l Formulary	Cancel		
								FOS 1013

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 <u>Custom Drugs</u> link from the **Tools** box on the Administrator Home Page. You're taken to the **Custom Drug** start page.

🗿 Fo	rmula	ryOneS	iource: Adn	ninistra	tor Cusl	tom Drugs - Microsoft Internet Explorer	
Eile	Edit	⊻iew	F <u>a</u> vorites	Tools	Help		
Yo	ur <u>Cu</u>	stom/	<u>Modified</u> l	Drugs			
Th J	nis is y Iohnso Aagic	your lis on's Ba Mouth	at of custon aby Powde wash	n/modif r	ied drugs.	Creating or Editing a Custom Drug is a 4 step process 1. Create/Edit Drug Name 2. Add Route-Dose-Strength Combinations 3. Add/Remove Therapeutic Classes 4. Add Drug to Formulary	
-	ADD	DRUG	EDIT	DRUG	DE	LETE DRUG	• •
						I	FOS 10

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.
- 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.

🗿 FormularyOneSource: Administrator	Custom Drugs - Microsoft Internet Explorer	-OX
Eile Edit View Favorites Tools Help		Links »
1. Create/Edit Drug Name		
1. Create/Edit Drug Name 2. Add Route-Dose-Strength Com 3. Add/Remove Therapeutic Clas 4. Add Drug to Formulary	ibinations ses	
You have three ways to add a new dr existing drug, or C. a new route - dos	ug. It may be A. an entirely new creation, B. based e form - strength combination for an existing drug-	on an
A. Create an Entirely New Drug Name Your Drug: Magic Mouthwash	ADD	Steps 2&3: Choose he best option to add your custom drug or formulary tem. Then click Add or Search button
drug name. reate a Custom Drug Based o	n an Existing Drug	peside the option
i. Name Your Drug:	- ADD	entering the required nformation
C. Add New Route-Dose-Strength Search for Drug to Modify:	Combination for Existing Drug	لـــــــــــــــــــــــــــــــــــــ
Done	Internet	-
1 100	, , , , , , , , , , , , , , , , , , , 	FOS 1014

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

ormolaryOneSource: Administrator Custom Drugs - Microsoft Internet Explorer	
Edit Yew Pgyantes Icols Help	Links 10
Add/Remove Therapeutic Classes	*
Create/Edit Drug Name [Nagic Houthwash] Add Route-Dose-Strength Combinations Add/Remove Therapeutic Classes Add/Remove Therapeutic Classes	
Chooses the therapeutic classes it belongs to.	
miscellaneous coagulation modifiers thrombolytics	Step 4c : Choose and Click the relevant therapeutic class(es)
gastrolintestinal agents □ 5-aminosaicylates □ antacida	– scrolling down the list as
anticholinergics/antiapase anticholinergics/antiapase antichanteCars antichanteC	
□ digastive enzymes □ galistone solubilizing agents □ Gi stimulants	
EDIT CLASSES	Step 4d: Click EDIT CLASSES
Done	Tubernet R
	FOS 1016

Custom drugs - adding therapeutic class(es)

FormularyOneSource: Administrator — Custom Drugs - Microsoft Externet Expl Ele - Edit - Yew - Pyrorites - Tools - Yelp	Links * EE
4. Add Drug to Formulary	-
Create/Edit Drug Name [Magic Nouthwash] Add Route-Dose-Strength Combinations Add Memore Thereputic Classes Add Drug to Fermulary	
You have completed creating/editing your custom drug. The final step to the custom drug process is to add it to your formul GO TO STEP 4	ary.
Drug Name: Magic Mouthwash	Step 4e: Click QQ TO STEP 4
Route-Dose-Strengths: oral - liquid - 200 ml oral - liquid - 100 ml	
Therapeutic Classes: gastrointestinal agents >> antidiarrheals	
•] © Cone	Internet
	FOS 1017

Custom drugs - confirmation page

FormularyDochoisree:Administrator Homepage -Microsoft Internet Explorer Ele Edit Yew Fyvorkes Iook Yeb	
Magic Mouthwash (Magic Mouthwash) [Add Note/Alert] [Add Drug Substitutions] Brand Names: Price Price Comments & Custom Fields DYEm/ Route, Dose Form Strength Symbol Value Comments F oral, iquid 100 ml \$	Step 4f: This is the final step.
P ECHANGES CANCEL	Click on the drop down to set the formulary status desired and then click Save Changes.
Formulary Status Abbreviations: F = On Formulary R = Restricted TI = Therapeutic Interchange P = Preferred S = Status Pending = Unassigned	
a) Cone	FOS 1018

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

F	ormula	ryOnes	Source: Adr	ninistra	tor Custom Drugs	- Microsoft Inte	rnet Explorer		
File	<u>E</u> dit	⊻iew	Favorites	Tools	Help				Links »
1.	Creat	e/Edit	Drug Nan	10					
	1. 2. 3. 4.	C reate Add Ro Add/Re Add Dri	/Edit Dru ute-Dose-S move Ther ug to Form	g Nam Strength apeutic ulary	e Combinations Classes				
Y	ou hav xisting	e three drug, i	e ways to a or C. a nev Entirely N	idd a ne v route lew Dr	w drug. It may be 4 - dose form - streng	. an entirely ne th combination	w creation, B. for an existing	based or drug.	Step 5a: Choosing Option B, first enter in your new drug name, then click the drop down to find the agent your new
r	Name `	íour Dr	rug:	lew Di	ug	ADD			Then click Add beside the agent yo chose.
E i i	3. Cre . Name i. Choe	ate a (e Your I ose Age	Custom Dr Drug: Volt ent: diclof	ug Bas arol anac	ed on an Existing	Drug	- ADD	L	
(C. Add Search	New for Dr	Route-Dos ug to Modif	se-Strei	ngth Combination	for Existing Dr	ug		
1								Internet	<u> </u>
							, , , ,		ROS 1019

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



Custom drugs - confirming therapeutic class(es)

FormularyOneSource: Administrator — Custom Drugs - Microsoft Internet Explorer	
le Edit Yean Pyronitas Iools Halp	Links 20 and
t. Add Drug to Formulary	<u> </u>
Create/Edit Drug Name [Volkeral (didofenac)] Add Route-Dose-Strength Combinations Add/Remove Therapeutic Classes Add Drug to Formulary	
You have completed creating/editing your custom drug,	
The final step to the custom drug process is to add it to your formulary.	Step 5d: Click Go to Step 4
GO TO STEP 4	
Drug Name: Voltarol	
Route-Dose-Strengths: oral - enteric coated tablet - sodium 25 mg	
Therapeutic Classes: central nervous system agents >> analgesics >> nonsteroidal ar	nti-inflammatory agents
	Internet
	ROS 1021

Custom drugs - confirmation page

🎒 http://	/dev4.pwe	ek.com - Fo	ormular	yOneSource:	Administ	rator Homep	age - Mic	rosoft In 💶 🗖	×
Ele g	dit <u>V</u> iew	Favorites	Tools	Help				_	7
Voltar	en-XR (dio	clofenac) [/	Add Not	e/Alert] [Ad	ld/Delete	Substitution	<u>s</u> l	Comments &	
MF	Route, D	ose Form		Strengt	h	Symbol	Value	Comments	
💌	oral, tab	let, extend	ed relea	ase sodium	100 mg	•	\$		
									_
Voltar	ol (diclofer	nac) <mark>[Add M</mark>	Note/Ale	ert] [Add/De	elete Sub	stitutions]			
MF	Route, D	ose Form		Strenat	h	Price Symbol	Price Value	Comments & Comments	1
💌	oral, ent	eric coated	l tablet	sodium	75 mg		\$		
P	VECHAN	NGES	CAN	ICEL					
FTI M	ary Abbi ster Form	reviations		Step 5 Click or the forr and the	e: This is th in the drop nulary stat en click Sat	he final step. down to set us desired ve Changes.		Þ	.
								FOS 20	020

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

🚰 FormularyOneSource: Administrator — Custom Drugs - Microsoft Internet Explorer	
Ele Edit Yew Favorites Iools Help	Links ³⁰
1. Create/Edit Drug Name	
1. Create/Edit Drug Name 2. Add Route-Dose-Strength Combinations 3. Add/Remove Therapeutic Classes 4. Add Drug to Formulary	
Add New Route-Dose-Strength Combination for Existing Drug Search for Drug to Modify: Idesix SEARCH Lasix (furosemide)	Step 6b : Click on the drug name that identifies the drug you want to add a new formulation to, and then click the Select button.
SELECT	rt a
	FOS 1024

Custom Drugs - Search Results Page (Option C)



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



Custom drugs - confirming therapeutic class(es)

Terrini Fary One Source: Administrator — Custom Drugs - Microsoft Internet Explorer	
Bie Edit Wew Pavorites Tools Belo Links 4. Add Drug te Formulary	· · · · · · · · · · · · · · · · · · ·
1. Creste/Edt Drug Name [Lask: (furosemide)] 2. Add Route-Dose-Strength Combinations 3. Add/Remove Therapeutic Classes 4. Add Drug to Formulary	
You have completed creating/aditing your custom drug. The final step to the custom drug process is to add it to your formulary.	Step 6e: Click Go to Step 4
GO TO STEP 4	
Drug Name: Lasic	
Route-Dose-Strengths: orel - solution - 100mg/10ml	
Therapeutic Classes: cardiovascular agents >> diuretics >> loop diuretic	ics
NOTE: The route-dose-strength combinations listed in red ware also automatically added for furoseroids if they did not already exist.	
🐑 Done 👘 Internet	
F	70S 1027

Custom drugs - confirmation page

http://dev4.pweek.com - Fo	rmularyOneSource: Administrator Ho	mepage - Microsoft In 💶 🛛 🗙
Eile Edit View Favorites	<u>T</u> ools <u>H</u> elp	an 1997
furosemide (furosemide) [A	dd Note/Alert] [Add/Delete Substitu	utions]
MF Route, Dose Form	Strength Symbol Value	Comments & Custom Field Comments
💌 oral, liquid	10 mg/mL 💽 \$	
💌 oral, solution	100 mg/10 ml 📃 🗣	
P oral, solution	40.mg/5 mL 💽 \$	Chan Cf. This is the first star
S oral, tablet	20 mg	Click on the drop down to set
TI oral, tablet	40 mg 💽 📢	and then click Save Changes.
💌 oral, tablet	80 mg 💽 🗣 🗐	
		۲ ۱

Formulary Administrator page - setting status

FOS 2021

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.

FormularyOneSource: Homepage - Microsoft Internet I	Explorer	
Ble Edit Yew Favorites Tools Help		जारे
] ↓ Back • ↔ - 🕥 🛃 🖓 Search 🐻 Favorites	@Media 🧭 🔄 - 🔄 🕅 - 🖃 🖳	
Your Formulary OneSource Formulary Last updated on: Tuesday, December Clinician Administrator	21,2004 8:44:12 AM	<u>•</u>
[HOME]		Disclaimer of Use
For formulary questions please contact Your Name at <u>Doe@YourFacility.com</u> or call 555-555-5555.		signed in as: Jacob Dixon
Your personalized header can go here!		
Current Announcements		PDA Download
Undiluted KCI is only available to O.R.		 Download to Palm Download to PocketPC
A Drug Recalls A Drug Alerts	A Drug Shartages	Nava
Vioxx - 9/30/2004 Procrit - 12/8/2004 cefpodoxime - 2/3/2004 Bicillin C-R - 11/30/21 Bicillin L-A - 11/30/21 Canasa - 10/21/2004 mesalamine - 10/21/2 (Sort by Effective Date Sort by Drug Name)	folic acid - 10/15/2004 004 004 2004 2004 (View A	 7 Reasons To Switch 9 Generic Vicoprofen Approved 9 Velcade Approved Fast
·····		P&T Notes
Search Formulary By Drug Name	OR By Therapeutic Class	December 2004 Minutes
OR By First Letter Of Drug Name	alternative medicines antihyperlipidemic agents anti-infectives antineoplastics biologicals	Links > CDC > FDA Medwatch
VWXYZ	@ Search)	Medication Safety > Vioxx Recall
		Deskton Icon
Master Formulary Reports fundated: 12/21/2004 8	-44-12 AM	Create Desktop Icon
Sound Alike/ Look Alike		
🗉 🖳 🔁 Your Formulary by Drug Name		- Computery
ีต®ी®ถึง ค.ศ. ค.ศ		Formulary
<u>و</u>		Thermet Rock Loss
		FUS 105.

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 <u>Add Report</u> 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.

🖉 FormularyOneSource: Adminis	trator Homepage - Microsoft Internet 💶 🔲 🗙
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> oo	ols <u>H</u> elp
⇔Back • ⇒ • 🙆 😰 🖓 🔇	🞗 Search 📓 Favorites 🎯 Media 🎯 🗟 🗸 🚿
Add Report	<u> </u>
Report Name	
	Your Formulary
Formulary	
	Master Formulary 💌
Sort Type	
	Orug Name
	O Therapeutic Class
Therapeutic Class Filter (only available for therapeutic class reports)
Drugs Filter	
allows you to limit report to	⊙ All
only brand or generic drugs	C Brand
	O Generic
Display Strength	
	Yes
	C No
Display Route/Dose Form	
	● Yes
•	
	FOS 103

Partial screen of Add report page (drug filter)

ē)	For	mular	yOne5	iource: Adm	ninistra	tor H	Iomepage - Microsoft Internet Explo 💶 💌
Eil	е	<u>E</u> dit	<u>V</u> iew	F <u>a</u> vorites	<u>T</u> ools	Hel	p 🦉
A	١d	d R	epor	t			<u> </u>
Г							
י	Rep	ort	lame				
						New	Report
- I	For	mula	iry				
						Mast	ter Formulary 💌
-	Sor	t Typ)e				
						0	Drug Name
						\odot	Therapeutic Class
F	The	rape	utic C	lass Filte	r		
	Allo	ws yo bific ti)u to lir berane	mit a repor	t to a	Сa	II therapeutic classes
1	may	cho	ose fro	m any leve	el.	Сa	Iternative medicines
						Θa	ntihyperlipidemic agents
						0	bile acid sequestrants
						0	fibric acid derivatives
						0	HMG-CoA reductase inhibitors
						0	miscellaneous antihyperlipidemic agents
						Сa	nti-infectives
						O a	ntineoplastics
•						O.F	
_							FOS 1037

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.

	🧃 Fo	rmula	ry0ne5	ource: Ad	ministra	tor Ho	mepage - N	1icrosoft Int	ernet Explore	r		_	
	Eile	<u>E</u> dit	⊻iew	Favorites	Tools	Help							
	M	aster	Formu	lary Rep	orts (up	dated:	12/17/200)4 1:09:42 P	M]				-
	Ð	91 10	So So	und Alik	e/ Look Jary by	Alike	Namo						
	Đ	•	Yo	ur Formu	ilary by	Thera	apeutic Cl	ass			Ø	Pa (*	
		< A	dd Repo	ort Re	ports Le	gend:	🖲 View	🗹 Edit	🗈 Сору	Delete			
Click on ei icon, deper on which f	ther nding ormat								-				ت.
you would to view.	like	ſ										I	70S 1035

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:

- <u>Drug Count by Agent</u> Unique number of agents (eg. rosuvastatin) on your formulary.
- <u>Drug Count by Name</u> Unique number of drug names (eg. Crestor, rosuvastatin) on your formulary.
- <u>Drug Count by Formulation</u> 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.
- <u>Status or Substitution Comments</u> Number of formulations on your formulary with status or substitution comments assigned.
- <u>Count of Drugs with Substitutions By Name</u> Unique number of drug names (eg. Crestor, rosuvastatin) on your formulary with an assigned substitution.
- <u>Count of Formulation Specific Substitutions</u> Unique number of formulations (eg. Crestor oral tablet 5 mg) on your formulary with a substitution defined at the formulation level.
- <u>Count of Notes</u> 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.

🔮 FormularyOneSo	ource: Admini	strato	r - Usa	ige Stats - Microsoft Internet Explorer 📃 🔲 🗙
<u> </u>	F <u>a</u> vorites	<u>T</u> ools	<u>H</u> elp	
Statistics:	Usage S	tats		
The Usage Stats These stats gene	provide a sta rated 12/21/3	tisical 2004.	snapsi	hot over a given date range of the Adjust the start and end dates to filter statistics.
Usage Stats	Admin Stat	:s		
Event		Cou	nt	Start Date 9/20/2004
Clinician				End Date 12/20/2004 90
	Pageviews	166		
	Searches	14		Please enter dates in MM/DD/YYYY format.
Reports	Downloaded	0		stats are upuated highlity.
Admin				
	Pageviews	776		
	Searches	37		
Reports	Downloaded	1		
Statistic Definition Pageviews: the tot Searches: the tot Reports Viewed:	<u>15</u> otal number of al number of the total num	of page drug : ber of	es viev search repor	wed. nes performed. ts viewed.

Definitions:

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

<u>Poster Template</u>- 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

Chapter 3: Communicating and Sharing Your Formulary

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 <u>Export Formulary</u> 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.

Chapter 3: Communicating and Sharing Your Formulary

E: Th se or	xport Formularies is utility allows you to select a formulary from the drop down list below and export it to a comma parated value file (a .CSV file). After Exporting the formulary you will be provided a link to view download the file you have just created.	•
To export the master formulary, click here.	 Include only obsolete drugs Include only custom drugs Include only brand name drugs without generic equivalents Include only generic drugs without brand name equivalents 	•

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.

News (edit)
 7 Reasons To Switch > Generic Vicoprofen > Approved
Velcade Approved Fast
D&T Notoe (adit)
For notes (eur)
December 2004 Minutes
Links (edit)
N CDC
A TRA MILLUIRE
> FDA Medwatch
Medication Safety (edit)
Vioxx Recall
FOS 1051

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 <u>Add A Headline</u> 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.

FormularyOneSource: Administrator H	lomepage - M 💶 🗙					
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u>	elp 👘					
Articles/Links Managerr List Headlines Add a Headline File M	nent: List					
FormularyOneSource: News						
Headline	Click "Add					
7 Reasons To Switch Headline to insert a						
Generic Vicoprofen Approved Link, Document or						
Velcade Approved Fast	Article.					
Add Headline						
	Internet					
	FOS 1052					

Articles/Links Management page
Chapter 4: Including Pertinent Pharmacy Information (Pharmacy Portal)

🚰 FormularyOneSource	e: Administrator Homepage - Microsoft Inl	ernet Explorer	- 🗆 ×
∫ <u>F</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u>	vorites <u>T</u> ools <u>H</u> elp		
Articles/Links	S Management: Add Headline File Manager		_
FormularyOneS	ource: News	Enter a headline	
Headline:		appear under the	
Start Date:	12/20/2004	yellow tool bar.	ノ 📕
End Date:	date to expire, leave blank	for never	
Rank (1 - 99):	50 use this to rank headlines of	same start dates	
• Website:	http://		
	(eg. http://www.pharmacyonesource.co	m/)	
O File:			
O Article:			
	Add Cancel Reset		•
•			
🕘 Done		🕑 Internet	11.
			FOS 105

Articles/Links Management page - adding content and links

	FormularyOneSource: Administrator Homepage - Microsoft Internet Explorer Ele Edit Yiew Favorites Loois Help Articles/Links Management: Add Image Management: Add Image Management: Add Image Management: Add	×
Choose File to insert a document.	List Headlines Add a Headline File Manager If no press FormularyOneSource: News avail Headline: avail Start Date: 12/20/2004 End Date: date to expire, leave blank for never Rank (1 - 99): 50 Use this to rank headlines of same start dates File 1 © Website: No files found, use file manager to upload files. upload/delete files (open will refresh file list)	files are ently lable, click upload link pload uments into Manager
	Article: Add Cancel Reset	Dinternet

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

С

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.

Μ

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

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	20
Add Report	53
Add/delete/change	71
Add/edit	9
Add/Edit Formularies	33
Added Drugs21.	36
Adding price information	26
Adding/Editing26,	67
Administrator	64
Administrator Home Page 7. 36.	64
Administrator Preferences	51
Alerts	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	57
Contacting	0

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	64
Download PDA Palm OS® Interfac	e
	62
Download PDA PocketPC® Interfa	ice
	62
Dropped Drugs	21
Drug Alert20,	50
Drug Shortage	20
Drug Substitutions	53
Drug/agent	
listing18,	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	71
Enter	
URL	67
Enter20, 26,	36
Enter	67

Expiration Date 18, 20
Export
Export Formulary
F
Formulary
Add Drug 36
PDA
POCKET PC 62
updating9
Formulary1, 5
Formulary9
Formulary10
Formulary20
Formulary
Formulary
Formulary 36
Formulary 50
Formulary 57
Formulary 62
Formulary
Formulary
Formulary item
delete 10
Formulary item9
Formulary item 10
Formulary item
Formulary Management9, 10, 20, 26,
27, 36
Formulary management page 10, 20,
26, 27, 36
Formulary Report Interface
Formulary Status53
FrontPage
Н
Headline
Add 67
Headline 67
Help@pharmacyonesource.com 48
High Priority 20
Lightighting News
Highlighting News
Hotsync button
HTML 18, 20, 67
Hyperlinks9
I
IN UNIVERSAL MODE 18
Including
PDA

	.67
Inpatient Mode	
presents	1
Inpatient Mode	1
Install	.62
Internet Explorer	3
Intranet	53
L	
Leaend	.50
Links	67
Listing	•
drug/agent 18, 20	26
Listing	18
Listing	20
Listing	21
Listing	26
Location	48
Μ	0
Master Formulary	64
Medical Necessity 50	53
Medication Safety	67
Med/Watch 18	20
Multum	20
N	~ 1
Netscape	~
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
News 10 20 36	3 67
News	3 67 20
News	3 67 20
News	3 67 20
Netscape News 10, 20, 36, Note/Alert Editing 18, Notes Count	3 67 20 .57
Netscape News	3 67 20 .57 53
Netscape News	3 67 20 .57 53 .57
Netscape News	3 67 20 .57 .57 .57
Netscape News	3 67 20 .57 .57 .57
Netscape News	3 67 20 .57 .53 .57 .57
Netscape   News 10, 20, 36,   Note/Alert Editing 18,   Notes 20, 27, 50,   Notes 20, 27, 50,   Notes 20, 27, 50,   Notes 20, 27, 50,   Number 9   Palm 3,   Palm OS 3,	3 67 20 .57 .57 .57 .57 .62 62
Netscape   News 10, 20, 36,   Note/Alert Editing 18,   Notes 20, 27, 50,   Number 9   Palm 3,   Palm OS 3,   Palm OS 3,	3 67 20 .57 53 .57 .57 .62 .62 .62
Netscape   News   Note/Alert Editing   Notes   Count   Notes   20, 27, 50,   Notes   Number   P   Palm   Palm OS   PDA   formulary	3 67 20 .57 53 .57 .57 .62 62 .62
Netscape   News 10, 20, 36,   Note/Alert Editing 18,   Notes 20, 27, 50,   Palm 20, 27, 50,   Palm 3,   Palm OS 3,   PDA formulary   in cluding in cluding	3 67 20 .57 53 .57 .57 .62 .62 .62 .62
Netscape   News 10, 20, 36,   Note/Alert Editing 18,   Notes 20, 27, 50,   Palm 20, 27, 50,   Palm 3, 20, 20, 20, 20, 20, 20, 20, 20, 20, 20	3 67 20 .57 53 .57 .57 .62 .62 .62 .62
Netscape   News 10, 20, 36,   Note/Alert Editing 18,   Notes 20, 27, 50,   Palm 20, 27, 50,   Palm 20, 27, 50,   Palm 3,   Palm OS 3,   PDA formulary   including 20, 40, 40, 40, 40, 40, 40, 40, 40, 40, 4	3 67 20 .57 53 .57 .57 .62 .62 .62 .62 .62
Netscape   News 10, 20, 36,   Note/Alert Editing 18,   Notes 20, 27, 50,   Palm 05, 3,   Palm OS 3,   PDA formulary   including PDA,   PDA file PL	3 67 20 .57 53 .57 .57 .62 .62 .62 .62 .62 .62
Netscape News	3 67 20 .57 53 .57 .57 .62 .62 .62 .62 .62 .62
Netscape News	3 67 20 .57 53 .57 .57 .62 .62 .62 .62 .62 .62 5
Netscape News	3 67 20 .57 53 .57 .57 .62 .62 .62 .62 .62 .62 5 5
Netscape News	3 67 20 .57 53 .57 .57 .62 .62 .62 .62 .62 .62 5 1

Pharmacy OneSource	)
POCKET PC	
formulary	<u>.</u>
	5
Pocket PC62	<u>'</u>
Posted	
Clinician website51	
Posted	
PPC	2
Preferences	)
Preferences link	)
Presents	
Inpatient Mode1	
Presents1	
Presents	3
Price	3
Price Symbol26	5
Price Value26	3
Printed reports 48	3
Prior Authorization 50, 53	3
Q	
Quantity Limit	3
R	
Recall	3
Reports Downloaded57	7
Route/dose/strength 10, 36	5
S	
Searching	
Send	
email	3
Send	3

Shortage20	), 50, 53
Sound-Alike/Look-Alike Drug	s53
Statistics	57
Sub Formulary Details	33
Sub-formularies	33
Sub-formulary	33
support@pharmacyonesourc 48	e.com5,
Т	
Technical Requirements	3
Therapeutic27	7, 36, 53
Therapeutic Class	9, 36
Therapeutic Filter	53
Therapeutic interchange	27
Tools29	9, 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.co	om5