

# Paper Medication Review Quick Tips

## Automatic Paper Medication Reviews

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An auto-prompt will appear for patients who meet the criteria for a Medication Review.

1. Select **Print Report Now** from the Medication Review prompt.
2. When you are ready to complete the Medication Review, call up the patient card and select **Medication Review/Dialogues** from the right navigation pane.
3. Complete steps 5-12 of the [Manual Paper Medication Review](#) section.

## Manual Paper Medication Reviews

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Based on your professional judgement, you can determine whether the patient would benefit from a Medication Review and perform a manual review as follows:

1. Bring up the patient card using the **F3 Patient** search.
2. Select **Medication Review/Dialogs** from the right navigation pane.
3. The Medication Review queue will appear. Click **N – New Review/Dialog**.
4. The **Medication Review/Dialog** screen will appear. Select a review type from the dropdown menu and click **Print Now**. If you wish to print the Medication Review later, click **Save for Later**.
5. The **Medication Review Rx Selection** screen will appear. Rxs under the **Pre-Selected** tab are selected by default; Rxs on the other tabs are not. Proceed through each tab and check the Rxs you want included in the report. When you are finished, click **OK**.
6. The **Medication Review Report** form will appear. Select the appropriate print options and click **Print**. The report will generate.
7. Sign the **Medication Review Report** and have the patient do the same.

## Scanning Medication Review Reports

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1. From the **Alt-X Start** screen, go to **Utilities > Printed Document Scan/Import**.
2. The **Import Scanned Documents** screen will appear. Place the report pages face down on the scanner hopper and click **Start Scanning**.

3. When scanning is complete, the screen will indicate how many pages were scanned successfully and how many will need to be manually reconciled. When you are finished, click **Process and Reconcile**.
4. The **Document Scan Reconciliation** screen will appear. Click **Process Pending Documents**. Click **Cancel** to close the **Document Scan Reconciliation** screen.

## **Billing a Medication Review**

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1. Once scanning is complete, the Fee For Service claim will automatically populate in the **F12** screen. Perform a doctor search and ensure all the information entered on the **F12** screen is correct.
2. Click **F12 - Fill Rx** to bill the claim.

## **Viewing a Medication Review Report**

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1. Bring up the patient card using the **F3 Patient** search.
2. Select **Medication Review/Dialogs** from the right navigation pane.
3. Highlight the completed Medication Review and click **F2 - View Details**.
4. The **Medication Review View** screen will display the scanned image of the completed Medication Review. Scanned Medication Reviews are also viewable from Patient Documents.

See the Medication Review user manual on our website for more information about Medication Reviews.