



Onboarding New ReadyMed Patients

Selecting a Sync Date

Once a patient has agreed to ReadyMed you will need to choose a sync date.

- The sync date is the date that the patient should start taking their next month's bottle of medication.
 - » The sync date will either change every 30 days or will be static.
 - A sync date that changes every 30 days will cycle through the program every 30 days.
Example: A patient with the sync date of 1/1/2020 will have a sync date the next month of 1/31/2020.
 - A static sync date will be one that stays the same each month. *Example: A patient gets paid on the 3rd of every month and would like to pick up their meds that day every month.*
- **You will find the medication(s) that the rest of the medications will be synced around. This is the Anchor Drug(s).** *Examples of an anchor drug are the following:*
 - » An expensive medication that is unit of use. Meaning you will not break the bottle.
 - » Pain management medications
 - » Medications from a doctor that prefers you NOT short filling medications
 - » Birth Control
 - » Controlled medications
- **Once you have selected your anchor drug to sync everything else around you will set their sync date to that day in ComputerRx.**

Short Filling Medications

- **Medications will need to be short filled to line up with the anchor drug and the rest of the medications.**
Example of short filling: The patient's sync date is 1/1/2020 and they filled their medications including Brilinta. On 1/10/2020 their doctor sent in a prescription for lisinopril. You would fill 20 tablets to get them to their next sync date of 1/31/2020.
- **Do not short fill the following medications:**
 - » Unit of use bottles that the pharmacy does not break.
 - » Birth control
 - » Pain management medications
 - » Medications for patients that are Georgia Medicaid
 - » Insulins
 - » Test strips, lancets, syringes, and pen needles
 - » Inhalation medications

Designating a Patient as ReadyMed in ComputerRx

- Change Loyalty Class to “Gold”
- In the “Patient Profile Notes”, designate the patient as ***ReadyMed***. Enter any other pertinent information here—such as, “call after _____”, “speak to wife”, or “hard of hearing”.

Under the Misc/AR tab:

- For “Group Name”, type either “Gold” or “ReadyMed”
- For the “Group Label Type”, select “Grouping ONLY (Standard Label)” on the main profile screen.

Grouping

Group Name

Room Number

Delivery Charge 0

Group Label Type

Batch Refill / Opus Label

Nursing Home Label

Grouping ONLY (Standard Label)

Use Standard Label for Group

Grouping ONLY (Nursing Home Label)

In the blue box, under “Med Sync Options”:

- Check the box next to “Med Sync Monitored Patient”

Most patients will be set to a 30-day sync cycle*. In the blue box, under “Set Sync Cycle - Day of Month Will Vary”:

- For the “Cycle Start Date”, enter the starting sync date.
- For the “Med Sync Cycle”, select “30” in the drop down regardless of 30 or 90 day fills. *The ReadyMed Solution Center reviews each chart every 30 days.*
- Ensure the patient’s home phone and cell phone numbers are entered correctly in their respective fields.
- Navigate to the “MTM Notes” section—under the ReadyMed notes column—and type “ReadyMed Patient” with the enrollment date. *This allows the entire team to know the patient’s original enrollment date.*

Auto Refill Prescriptions Requested

Med Sync Options

Med Sync Monitored Patient

Since

Set Monthly Med Sync Day - Days Vary

Monthly Med Sync Day

OR

Set Sync Cycle - Day of Month Will Vary

Cycle Start Date

Med Sync Cycle

Sync Date 03/10/2020

***NOTE:** If the patient would like their medications the exact same day each month—e.g. “I can only get my meds on the 3rd of every month.”—contact the ReadyMed Solutions Center.

