McKESSON
Empowering Healthcare

PRACTICE PARTNER®

ePrescribing Module

Installation Guide

McKesson Provider Technologies
Practice Partner
2401 Fourth Avenue, Suite 700
Seattle, WA 98121
1.800.770.7674
www.practicepartner.com

Produced in Ireland

February 11, 2010

Copyright © 2010 McKesson Information Solutions LLC. All rights reserved.

Practice Partner® is a registered trademark of McKesson Information Solutions LLC. All rights reserved.

This publication, or any part thereof, may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, without the prior written permission of McKesson Information Solutions LLC.

The information in this guide has been carefully checked and is believed to be accurate. McKesson assumes no responsibility for any inaccuracies, errors, or omissions in this guide.

McKesson reserves the right to revise this publication and to change its content without obligation to notify any person of the revision or changes.

Microsoft and Windows are registered trademarks of Microsoft Corporation. Other brands and their products may be registered or unregistered trademarks of their respective owners.

Table of Contents

Introduction 2

Included in this Release 2

ePrescribing Module Configuration Checklist 2

Installation 4

What Next? 9

Introduction

This guide takes you step-by-step through the process of installing the Practice Partner Electronic Prescribing ("ePrescribing") module. The Practice Partner ePrescribing module allows you to send and receive prescription-related messages to and from pharmacies, to view real-time pharmacy benefits eligibility data on your patients, to see up-to-date formulary and coverage information for specific drugs during the prescribing process, and to view information about prescriptions your patients have had filled, even from other providers.

The ePrescribing module installer will install the ePrescribing interface, ePrescribing Configuration Utility, and the files needed to use the ePrescribing module with Patient Records 9.4.

Important: To use the ePrescribing module you must have an always-on Internet connection.

Included in this Release

This release contains the following items:

- ePrescribing Module CD-ROM
- ePrescribing Module Installation Guide
- ePrescribing Module User's Guide

ePrescribing Module Configuration Checklist

- ☐ Install Patient Records 9.4
- ☐ If you are not already subscribed to the Drug Interaction database, you must subscribe to it and install it before using the ePrescribing module.
- ☐ Enroll your providers with Practice Partner ePrescribing. To do this, please contact the Practice Partner EDI enrollment by sending an e-mail to edienrollment@practicepartner.com. The EDI enrollment specialist will then contact you to obtain information about your practices and providers and complete the enrollment process for you. Please note that even if you have been using the Practice Partner "SureScripts Interface" product prior to installing the ePrescribing module, you still need to complete the enrollment step.
- ☐ Add the ePrescribing Provider Identifiers provided to you by the EDI enrollment specialist to your Practice Partner system. Note that if you are already using the Practice Partner "SureScripts Interface" then SureScripts identifiers will already have been entered for your Providers. See the **Adding ePrescribing Provider Identifiers to your System** section in the *ePrescribing Module User's Guide*.
- ☐ Add your Providers' NPIs (National Provider Identifiers) and DEA (United States Drug Enforcement Administration) numbers into Practice Partner (if you have not already done so). See the **Adding NPIs and DEAs to your System** section in the *ePrescribing Module User's Guide* for more information.
- ☐ Install the ePrescribing Module (see below).

- ☐ If needed, activate your installation of the ePrescribing module to the Practice Partner Clearinghouse. This process, by default, occurs during the installation of the ePrescribing interface, though you may choose to skip that step of the installation. If you do, you can activate your installation of RxHub and/or SureScripts to the Practice Partner Clearinghouse at a later time by running the standalone activation utility, which has the filename PMSI.CH.Activation.exe and is located in your database folder (usually p:\ppart). The activation utility must be run locally from the server.

- ☐ If needed, use the ePrescribing Configuration Utility to configure the settings for the ePrescribing interface and the Pharmacy Download Utility. This utility runs automatically when the ePrescribing interface is installed. You can also run the utility at any time after the installation if you need to update the settings. You can find the utility, which has the filename PMSI.ePrescriptionConfiguration.exe in your database folder (usually p:\ppart). The ePrescribing Configuration Utility must be run locally from the server. See the **ePrescribing Configuration Utility** section in the *ePrescribing Module User's Guide* for more information.

    - ☐ One important step in configuring the ePrescribing module is to use the ePrescribing Configuration Utility to specify cross-reference relationships between Providers and Operators. The ePrescribing module will use these cross-reference relationships to appropriately route ePrescribing-related messages to the appropriate Practice Partner Operator.

    - ☐ If needed, your system administrator can specify the approach for recording patient consent to collect prescription fill history by adjusting the ppart.ini file setting, "RxFillHxCheckConsent ". You can also adjust the "Number of days back to look for formulary data" setting on the **Rx Defaults** tab of the Prescription Defaults screen. See the **Optional Configuration Settings** section for more information.

Installation

Important: If you are installing the Practice Partner ePrescribing Module for the first time please contact Practice Partner Customer Support to coordinate a time for a Practice Partner Interface Analyst to assist you with the implementation.

Note: If your site is using a Practice Partner version prior to 9.4, and you already have a previous version of the ePrescribing Module installed, you will first need to upgrade to Practice Partner 9.4, and then run the ePrescribing Module 9.4 installer.

To install the ePrescribing module:

1. Insert the ePrescribing module CD into your server's CD-ROM drive.
   If the installation does not start automatically with the **Welcome** screen:
   a. On the taskbar, click the Start button, and then click Run. The Run dialog box displays (Figure 1).
   b. Type `d:\PP_ePresciptions.exe` in Open, where `d:\` is the drive letter the CD-ROM drive.
   c. Click **OK**. The **Welcome** screen displays.

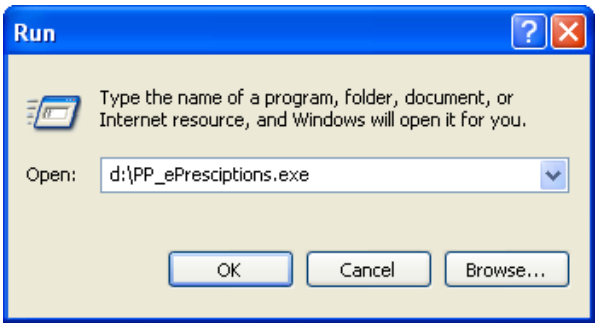
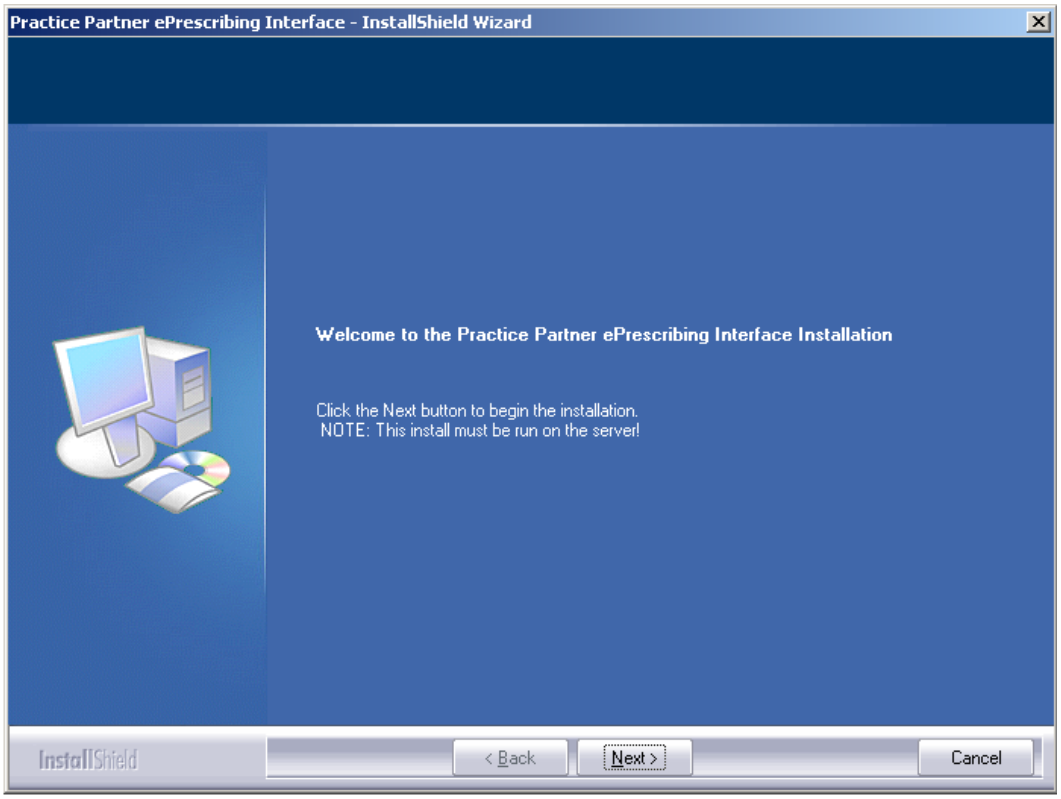


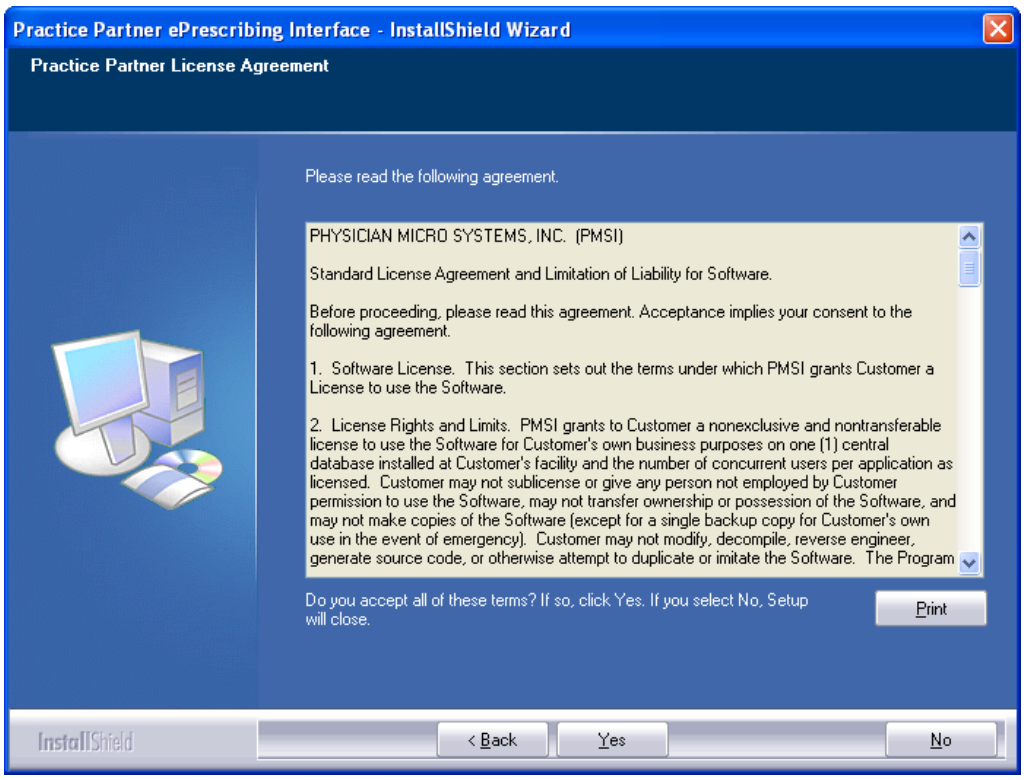
Figure 1. The Run dialog box

Important: The ePrescribing module installation must be run on your Practice Partner server, not on a workstation.



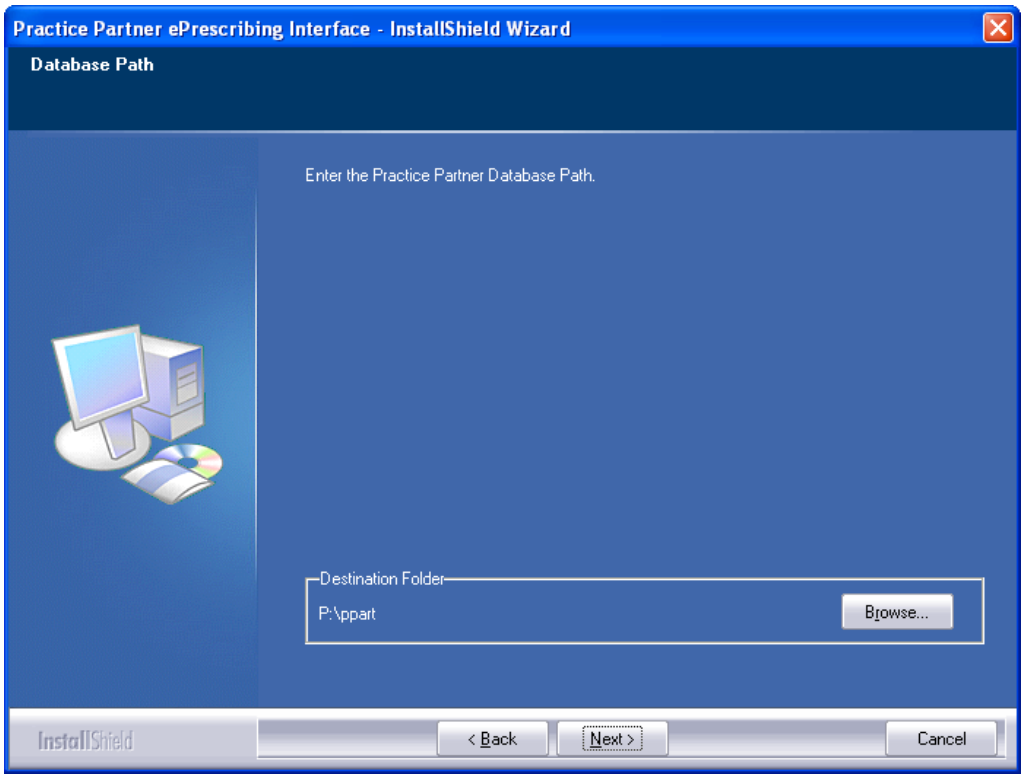
Welcome screen

2. Click **Next**. A message is displayed which asks whether the ePrescribing module is being installed on a test implementation of Practice Partner. Click **Yes** only if you are installing the ePrescribing module in a test environment (if you intend to do this, we recommend you contact the Practice Partner Customer Support Department for assistance). Please note if you select **Yes**, the installation of the ePrescribing module will not be able to communicate with the Practice Partner Clearinghouse. The **License Agreement** screen displays.



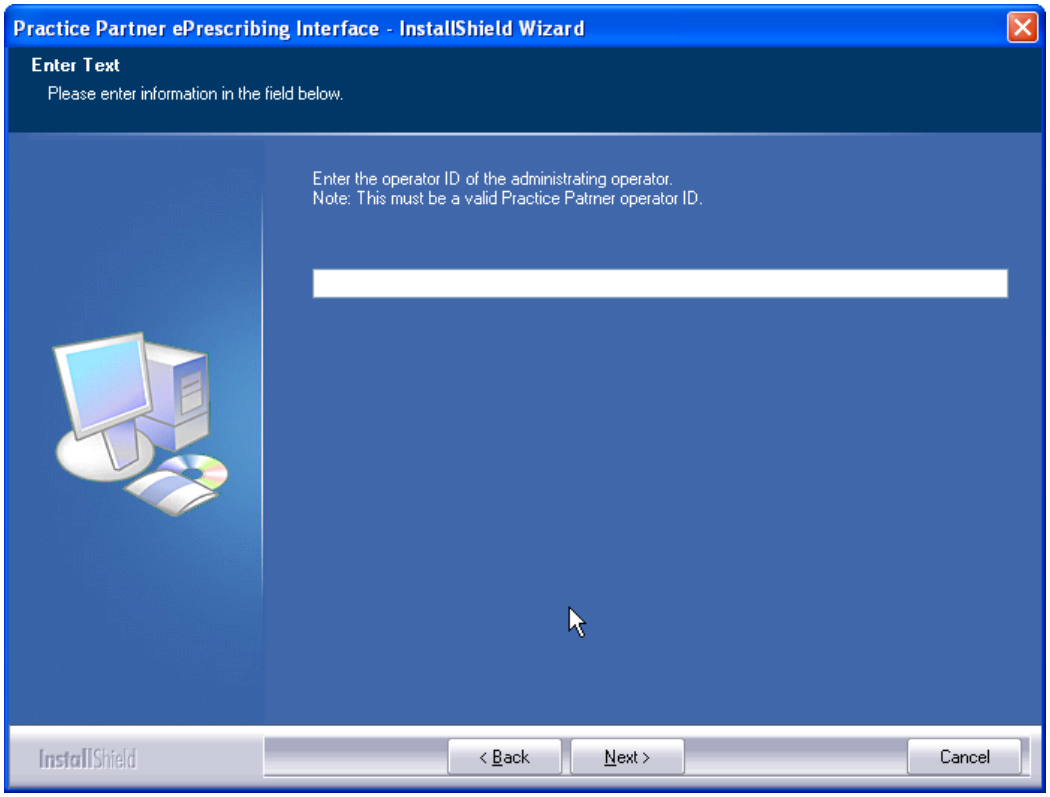
License Agreement screen

3. Click **Yes** to accept the license agreement. The **Database Path** screen displays.



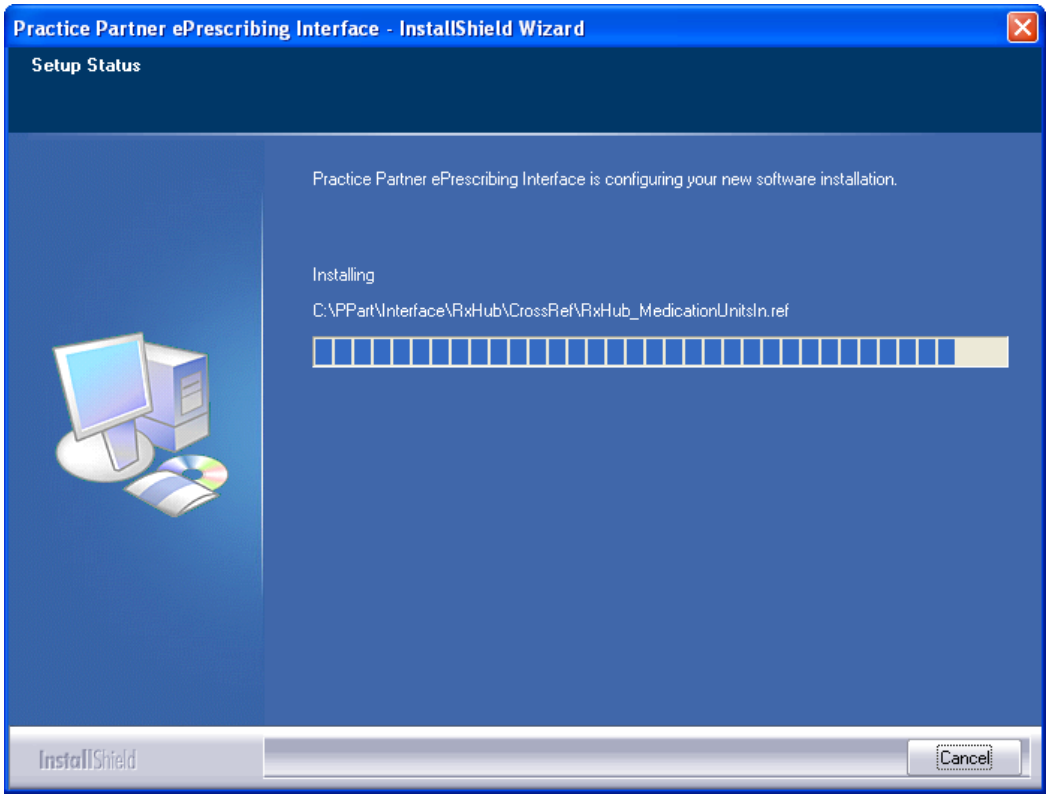
Database Path screen

4. Select the drive and path of the Practice Partner database directory (usually `p:\ppart`). Click **Next**.
5. Select the drive and path of the Practice Partner database as it resides locally on the server (cannot be a mapped drive). Click **OK**.
6. **This step will not appear if you previously installed the SureScripts Interface** Enter the operator ID of the Administrator Operator in the field provided (must be the ID of a valid Practice Partner Operator). The ePrescribing module will route important messages to this Operator, including certain error messages. Click **Next**.



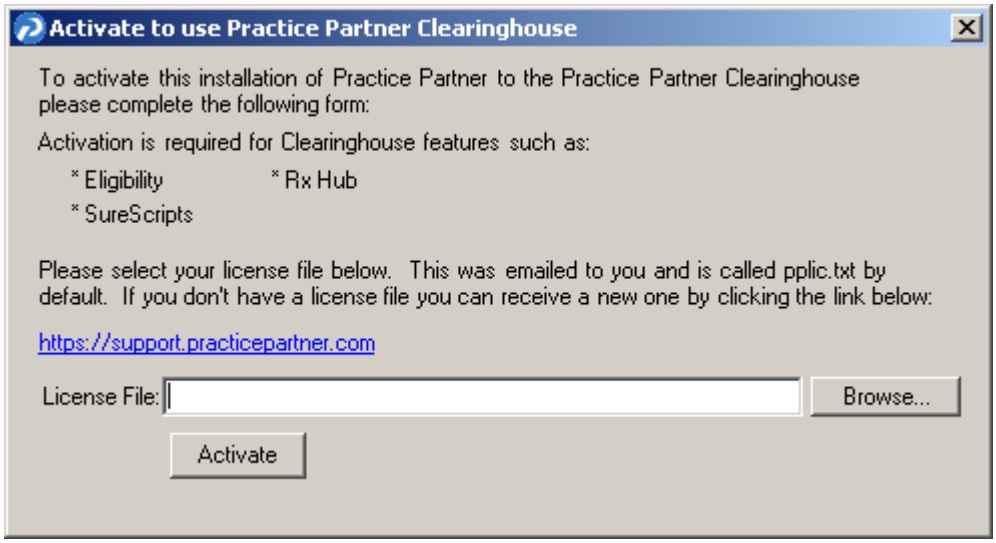
Administrator Operator dialog

7. Click the **Next** button to begin copying the ePrescribing files.
8. The Setup Status screen displays the installation status.



Setup Status screen

9. **This step will not appear if you previously installed the SureScripts Interface** After successfully installing the ePrescribing files, the **Activate to use Practice Partner Clearinghouse** screen appears.



Activate to use Practice Partner Clearinghouse screen

Enter the local drive and path of your Practice Partner license file in the **License File** field. You can also use the **Browse** button to browse to the location of your license file. Click the **Activate** button to activate the installation of Practice Partner to the Practice Partner Clearinghouse.

You will receive a confirmation message if the activation is successful. If the activation failed, you will receive an error message explaining what caused the error. Click  to close the screen.

Note: If you do not have a license file you can receive a new one by going to: https://support.practicepartner.com

Note: If the location of the Practice Partner database folder changes, you must re-activate the installation. You can re-activate by double-clicking the **pmsi.ch.activation.exe** located in the \ppart directory.

10. The **ePrescribing Configuration Utility** is displayed. You can use this utility to configure the various settings for the ePrescribing module. See the *ePrescribing Module User's Guide* (located on the ePrescribing Module CD) for a complete overview of the ePrescribing Configuration Utility. When finished, click the **Save Config** button, and then click **Close**. The following message appears:

    "The next scheduled formulary download is scheduled to begin in 30 minutes. If you use a proxy server to connect to the internet you should run the PMSI.ePrescriptionConfiguration utility and enter your proxy settings under the formulary download section to enable the formulary downloader to connect to the internet.

    The next scheduled download after the initial download will occur every Saturday at 8:00pm and will take approximately anywhere between 4 to 8 hours to complete depending upon your internet connection speed. If this regularly scheduled download day and time conflicts with any scheduled maintenance or operational hours for any of your clinic(s) then please use the PMSI.ePrescriptionConfiguration utility to change the scheduled download time to be a different day and time."

    See the *Formulary Download tab* section and the *Formulary Download and File Update Process* section in the *ePrescribing Module User's Guide* for more information.

11. Click the **OK** button. The InstallShield Wizard Complete screen appears. Click **Finish**.

What Next?

- Read the *ePrescribing Module User's Guide* for important information on configuring and using the ePrescribing module.