Paper Medication Review Quick Tips

Automatic Paper Medication Reviews

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


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.


Manual Paper Medication Reviews

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.


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.


7. Sign the Medication Review Report and have the patient do the same.

Scanning Medication Review Reports

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

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

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.