

Store Information Overview

The Store Information window lets you view the store name and address information, and authorized users can update pharmacy license numbers, phone numbers, and various Host information fields. In addition, you use the Store Information window to register your store for services such as Rx.com Central Patient and Store-Based Mail Order.

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Edit Store Information

To edit information in the lower portion of the Store Information window:

1. Select **Administration > Store Information**.

The system displays the Store Information window.

2. Select **Edit**.

The system displays the Edit Store Information Login window.

3. Either use the biometrics device to identify yourself or enter your user ID and password select **OK**.

If your user record allows you to edit the store information, the system enables the lower section of the window for editing.

4. Change information as needed.

5. Select **Save**.

Register Store for Rx.com Central Patient Service

In order to enable the Rx.com Central Patient functionality on your system, you must complete a registration process. Rx.com provides a license key code you enter during this process.

To register your store for the Rx.com Central Patient service:

1. Select **Administration > Store Information**.

The system displays the Store Information window.

2. Select the **Register** button to the right of the Central Patient field.

The system displays the Service Registration window.

3. In the **License Key** field, enter the license key code Rx.com gave you.

4. Select **Register**.

If the system successfully completes the registration process, it displays **Enabled** beside the **Central Patient** field.

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Register Store for Rx.com Store-Based Mail Order Service

In order to enable the Rx.com Store-Based Mail Order functionality on your system, you must complete a registration process. Rx.com provides a license key code you enter during this process.

To register your store for the Rx.com Store-Based Mail Order service:

1. Select **Administration > Store Information**.

The system displays the Store Information window.

2. Select the **Register** button to the right of the **SBMO** field.

The system displays the Service Registration window.

3. In the **License Key** field, enter the license key code Rx.com gave you

4. Select **Register**.

If the system successfully completes the registration process, it displays **Enabled** beside the **SBMO** field.

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Store Information Window

To access the Store Information window, select **Administration > Store Information**.

The following describes the fields on the Store Information window.

Store Name	Name of the store
Address	Street address, city, state, ZIP code, and country where the store is located
NCPDP	Default NCPDP number the system uses for online claim adjudication When you submit claims, if the system does not find the provider ID number on the insurance plan record, it checks this field.
NHIN Store	NHIN account number for the store
County	County where the store is located
Main Phone	Main phone number for the store

Store ID Numbers

NHIN Chain	NHIN account number for the chain
NPI	National Provider Identifier assigned to this store
DEA Number	Federal DEA number for the store
DEA Expiration	Date when the DEA number expires
Local License Number	State or local license number for the store
Controlled Substance License	State/province controlled substances license number for the store
Tax ID Number	Federal tax number for the store

Additional Information

Alternate Phone Number	Alternate phone number for the store
Fax Number	Fax number for the store
Prescriber Callback	Prescriber callback number for the store

Prescribers use this number when returning a call to your store to authorize refill requests.

Banner Name Name of your banner graphic in the EPS labels directory
Use this field to group your stores under a banner name and print your chain logo on your labels.

Store License Name Legal name of your store
Note: This field is limited to 60 characters.

Host Information - The fields in this section are assigned by Host operations.

Store Number Host identification number for the store

Store District District number for the pharmacy

Price Region Price region for the store used for price code, discount code, competitive pricing, copay table, base cost, and rounding table updates

Drug Region Drug region for the store used for drug cost updates as well as the following fields on the drug record: **Price Code, Cost Base Type, and Use this Competitive Pricing Record**

Starting Number

Assign Numbers

Select to display the Assign Starting Numbers window where you can define the starting numbers for prescriptions and transactions.

Services

Central Patient Indicates whether the Rx.com Central Patient service is enabled on your system
For more information on enabling this service, see [Register Store for Rx.com Central Patient Service](#).

Register

Select to register your system for the service.
After the registration process is complete, the system changes the button label to **Disable**.

Disable

Select to disable the service on your system.
If you disable the service, you must obtain a new license key from Rx.com and complete the registration process to enable the service.

SBMO

Indicates whether the Rx.com Store-Based Mail Order service is enabled on your system.

For more information on enabling this service, see [Register Store for Rx.com Store-Based Mail Order Service](#).

ICU (Enabled/Disabled)

Indicates whether the Rx.com Independent Cost Update service is enabled on your system. To enable this service, you must register and get licensed through Advanced Registration Services (ARS). Contact your support representative for more information on how to register for this service.

Notes:

When this field is enabled, the system prints the [Independent Drug Cost Update report](#) after the Drug Cost Update system task is completed. This report lists all drugs that were updated and any errors that prevented drug records from being updated. In addition, the report indicates if the drug has a related competitive pricing record and if that record was updated. If no update file exists when the Drug Cost Update system task is completed, the system indicates this on the report.

When you run a drug cost update and the **ICU** field is enabled, the EPS system sends a request to Rx.com requesting all cost update files since the last request. If a cost update exists, Rx.com returns the update files to the EPS system, where the files are validated and the acquisition costs are updated for the drugs in the update files.

You must select **Maintain constant \$ Cost (Block Updates)** in the Host Cost Update Option drop-down list on the [Drug Pricing window](#) so the NHIN/First DataBank cost update does not update your drug acquisition costs.

Details

Select to display the ICU Detail window, where you can view the date the last request was transmitted to Rx.com and the filename of the last applied file.

Data File Status

Details

Select to display the Data Files window where you can review information about data files on your system (First DataBank clinical files, warning labels, fonts, and so on).

Edit

Select to edit the information in the lower portion of the window. For more information, see [Edit Store Information](#).

Save

Select to save changes to an existing record.

Undo Changes

Select to clear the information you entered for a new record or undo changes you made to an existing record.

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Assign Starting Numbers Window

To access the Assign Starting Numbers window, select **Administration > Store Information** and select the **Assign Numbers** button. In each field on this window, the system displays the last number assigned to each record. For example, if the system displays **2000249** in the **Schedule C-II** field, the last prescription you filled for a schedule 2 drug was assigned the prescription number 2000249.

The following describes the fields on the Assign Starting Numbers window.

Rx and Tx Number

Schedule C-II	Starting number for schedule 2 prescriptions The number must begin with 2.
Schedule C-III to C-V	Starting number for schedule 3, 4, and 5 prescriptions The number must begin with 4.
Legend Drugs	Starting number for non-schedule legend prescriptions The number must begin with 6.
OTC Drugs	Starting number for over-the-counter prescriptions The number must begin with 8.
Interaction Rxs	Starting number for non-fillable interaction prescriptions The number must begin with 9.
Transactions	Starting number for transactions

Other Numbers

Purchase Number	Purchase order number used by the Inventory Management Module (IMM)
Fulfillment Queue	ID number for the Fulfillment system's fulfillment queue record
Rx.com Messages	ID number for the messages the system sends to the Electronic Pharmacy Record (EPR)

Save

Select to save changes to an existing record.

Undo Changes

Select to clear the information you entered for a new record or reverse changes you made to an existing record.

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