

ih^sConnect

Quick Reference Guide



IHS Pharmacy

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Phone: 1-800-638-3104 • www.ihsparmacy.com

FACILITY LOGIN



Enter the following in the User name field
ihs-rx\ (followed by Facility ID)

USE the Facility Password in the Password
field. Both the Facility ID and Password
should have been sent to your supervisor
or our main contact in an email.

This screen requires the FACILITY PASSWORD.

IF it does not already display your facility ID
following the IHS-RX\ , you will need to click
on the “Use another account”:



INDIVIDUAL LOGIN



Login To ihsConnect

Contact your administrator if you do not have a username and password.
Database SQL Server
Connected to IHSSQL1, CIPS

User Name

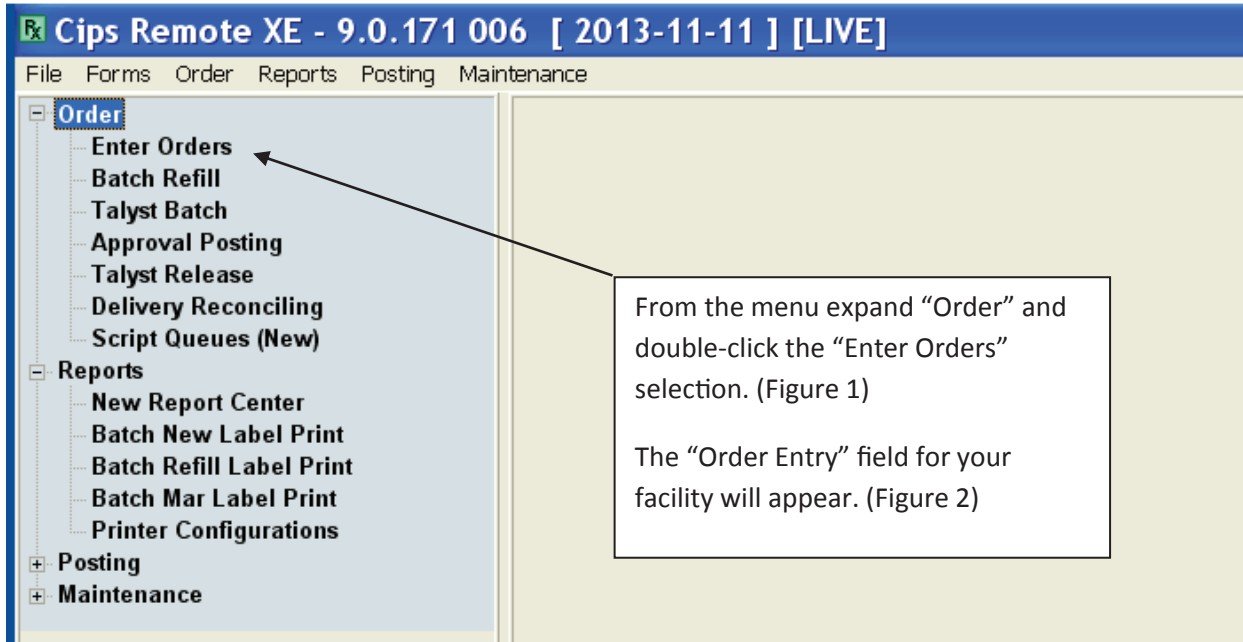
Password

Ok Cancel

This screen requires the personal ID and password for the individual requesting access to the system. This should have been provided via email to the supervisor or main contact. If you do not have one, please contact IHS.

LOOK UP PATIENT PROFILE

Figure 1



The screenshot displays the Cips Remote XE software interface. The title bar reads "Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE]". Below the title bar is a menu bar with options: File, Forms, Order, Reports, Posting, and Maintenance. The "Order" menu is expanded, showing a list of options: Enter Orders, Batch Refill, Talyst Batch, Approval Posting, Talyst Release, Delivery Reconciling, and Script Queues (New). Below this are the "Reports" section with options: New Report Center, Batch New Label Print, Batch Refill Label Print, Batch Mar Label Print, and Printer Configurations. At the bottom are "Posting" and "Maintenance" sections, both with a plus sign icon. An arrow points from a text box to the "Enter Orders" option in the menu.

From the menu expand "Order" and double-click the "Enter Orders" selection. (Figure 1)

The "Order Entry" field for your facility will appear. (Figure 2)

Figure 2



LOOK UP PATIENT PROFILE





Rx Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Enter Orders

File Forms Order Reports Posting Maintenance


Order Entry for T5

1 Patient   F12 - Advanced Patie

Account # Booking # DOB 

Location 

Encounter

2 Rx # 

Patient History (Alt + G) History Limit 180 Days

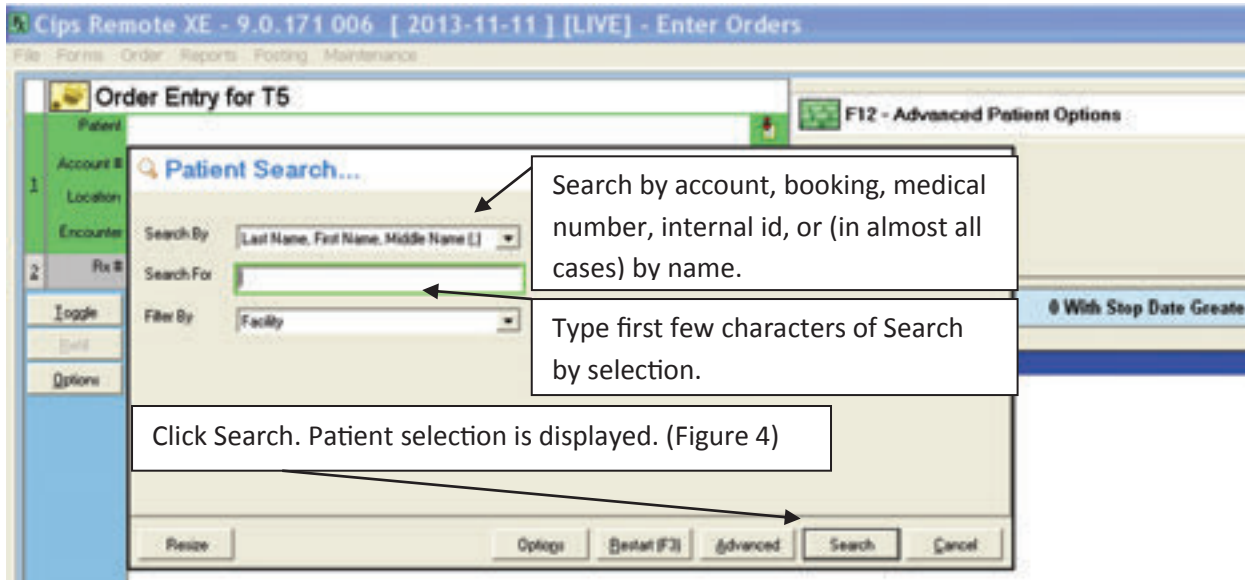
Status	Start D	Doctor	Org Qty	Printed	Sig

Select the "Patient" field and insert the first few letters of last, first name. (Figure 2)

Or press enter to bring up the patient search field. (Figure 3)

LOOK UP PATIENT PROFILE

Figure 3




Search by account, booking, medical number, internal id, or (in almost all cases) by name.

Type first few characters of Search by selection.

Click Search. Patient selection is displayed. (Figure 4)




LOOK UP PATIENT PROFILE

Figure 4

 Patient Search...

	Last Name	First Name	Middle Name	Account Number	Booking Number	Facility ID	Status	Date Of Birth
A	BADGUY	BILLY	JOE	ACCOUNT#1	BOOKING	T5	Not Released	11/13/1974
B	BADMAN	BILLY	A	XYZ123	XYZ123	T5	Released	1/1/1980

Select the patient from list and press finish or double-click the highlighted patient. The patient information will be displayed. (Figure 5)

Resize Options Restart (F3) Advanced Finish Cancel

LOOK UP PATIENT PROFILE

Figure 5

Rx Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Enter Orders

File Forms Order Reports Posting Maintenance

Order Entry for T5

Patient **BADGUY, BILLY, JOE**

Account # **ACCOUNT#1** Booking # **BOOKING** DOB **11/13/1974**

Location **T5 - IHS TEST FACILITY (ACH) - T5**

Encounter **NEW ENCOUNTER...** Print

Rx # The Patient's Location Standard Orders

Patient History (Alt + G) History Limit **180** Days **27 With**

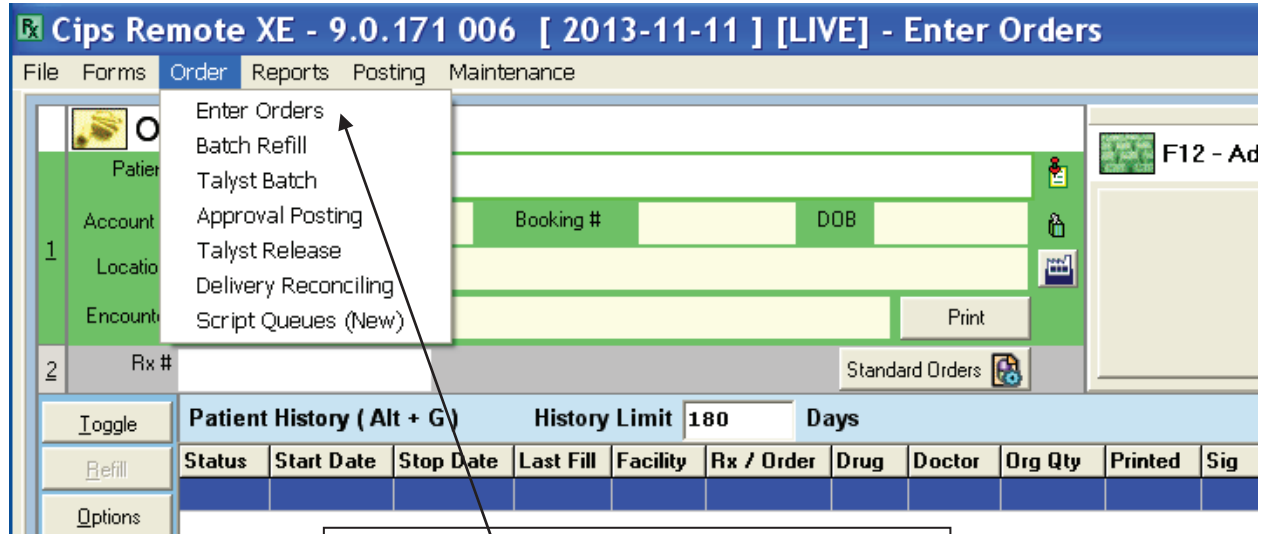
Refill	Status	Start Date	Stop Date	Last Fill	Facility	Rx / Order	Drug
<input type="checkbox"/>	C. Not Active or Refillable	05/15/14	10/11/14	05/14/14	T5	1914241	ZONEGRAN, 100MG, CAP
<input type="checkbox"/>	C. Not Active or Refillable	05/23/14	05/23/14	05/22/14	T5	1922712	TIC TAC'S, NONE, TAB
<input type="checkbox"/>	C. Not Active or Refillable	05/23/14	05/23/14	05/22/14	T5	1922715	SWEET TARTS, TANGY, TAB
<input type="checkbox"/>	C. Not Active or Refillable	09/17/14	02/13/15	09/16/14	T5	2054418	SKITTLES, NONE, TAB

Patient Demographic Information

Patient Medication History

ENTER NEW PATIENT

Figure 6



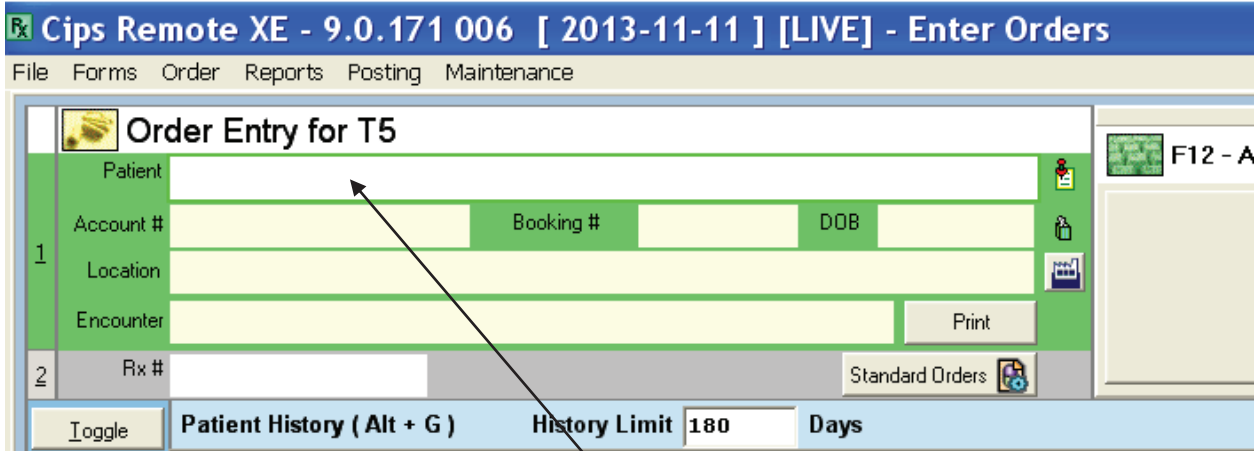
The screenshot displays the 'Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Enter Orders' window. The 'Order' tab is selected, and a drop-down menu is open, showing the following options: Enter Orders, Batch Refill, Talyst Batch, Approval Posting, Talyst Release, Delivery Reconciling, and Script Queues (New). An arrow points to the 'Enter Orders' option. The interface includes a menu bar (File, Forms, Order, Reports, Posting, Maintenance), a patient information section (Patient, Account, Location, Encounter), a 'Booking #' field, a 'DOB' field, a 'Print' button, and a 'Standard Orders' button. Below these fields is a 'Patient History (Alt + G)' section with a 'History Limit' of 180 Days. The history table has the following columns: Status, Start Date, Stop Date, Last Fill, Facility, Rx / Order, Drug, Doctor, Org Qty, Printed, and Sig.

Status	Start Date	Stop Date	Last Fill	Facility	Rx / Order	Drug	Doctor	Org Qty	Printed	Sig

Click the "Order" tab and then the "Enter Orders" selection from the drop-down box. (Figure 6)

ENTER NEW PATIENT

Figure 7



Order Entry for T5

Patient

1 Account # Booking # DOB

Location

Encounter Print

2 Rx # Standard Orders

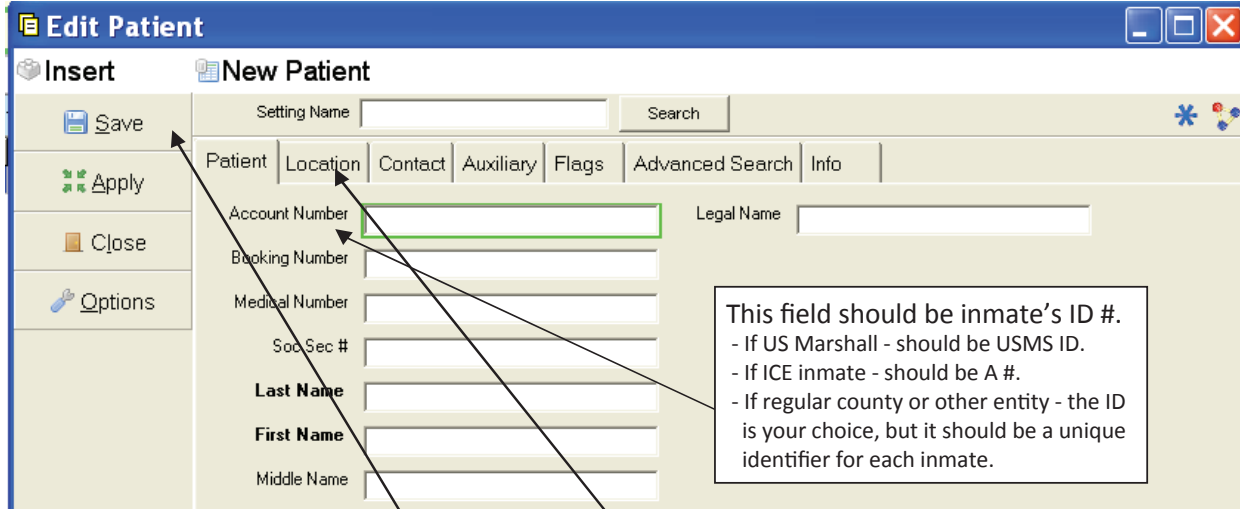
Toggle Patient History (Alt + G) History Limit 180 Days

Once in the Order Entry screen make sure the cursor is in the "Patient" field and press the F9 key. (Figure 7)

The "New Patient" screen will appear. (Figure 8)

Figure 8

ENTER NEW PATIENT



Edit Patient

Insert **New Patient**

Setting Name Search

Patient Location Contact Auxiliary Flags Advanced Search Info

Account Number Legal Name

Booking Number

Medical Number

Soc Sec #

Last Name

First Name

Middle Name

This field should be inmate's ID #.
- If US Marshall - should be USMS ID.
- If ICE inmate - should be A #.
- If regular county or other entity - the ID is your choice, but it should be a unique identifier for each inmate.

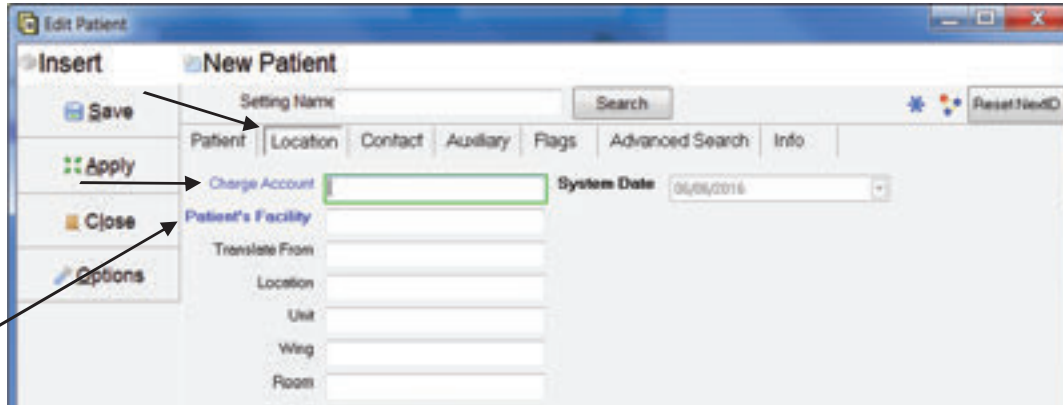
Next, enter the required fields for New Patients;

Account Number, Last Name, First Name, DOB (no dashes needed) and any additional identifying information you would like.

After entering patient information click on "Location" and enter your Patient Facility Code (Figure 9) and press enter. Then click the "Save" button.

ENTER NEW PATIENT

Figure 9



The screenshot shows the 'Edit Patient' window with the 'New Patient' form. The 'Location' tab is active. The 'Charge Account' field is highlighted with a green border. The 'System Date' is set to 06/08/2016. The 'Patient's Facility' section includes fields for Translate From, Location, Unit, Wing, and Room. The 'Save', 'Apply', 'Close', and 'Options' buttons are visible on the left side of the window.

Required fields under the Location Tab:

Always start with Patient's Facility –if there is only one charge acct, the Charge Account field will automatically populate with this info.

Charge Account—enter the 2 letter group code and hit enter to pull up choices if your facility has more than one.

ENTER NEW ORDER

Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Enter Orders

File Forms Order Reports Posting Maintenance

Order Entry for T5
 Patient BADGUY, BILLY, JOE

Account # ACCOUNT#1 Booking # BOOKING DOB 11/13/1974

1 Location T5 - IHS TEST FACILITY (ACH) - T5

Encounter NEW ENCOUNTER... Print

2 Rx # The Patient's Location Standard Orders

Patient History (Alt + G)		History Limit	Days					27 With
Refill	Status	Start Date	Stop Date	Last Fill	Facility	Rx / Order	Drug	
<input type="checkbox"/>	C. Not Active or Refillable	05/15/14	10/11/14	05/14/14	T5	1914241	ZONEGRAN, 100MG, CAP	
<input type="checkbox"/>	C. Not Active or Refillable	05/23/14	05/23/14	05/22/14	T5	1922712	TIC TAC'S, NONE, TAB	
<input type="checkbox"/>	C. Not Active or Refillable	05/23/14	05/23/14	05/22/14	T5	1922715	SWEET TARTS, TANGY, TAB	
<input checked="" type="checkbox"/>	C. Not Active or Refillable	09/17/14	02/13/15	09/16/14	T5	2054418	SKITTLES, NONE, TAB	

Click in the "RX #" field and press "Enter" to begin filling a new order. The New Order screen will appear. (Figure 10)

ENTER NEW ORDER

Figure 10

Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Enter Orders

File Forms Order Reports Posting Maintenance

New Order :: BILLY JOE BADGUY for T5

Patient BADGUY, BILLY, JOE

Account # ACCOUNT#1 Booking # BOOKING DOB 11/13/1974

Location T5 - IHS TEST FACILITY (&CH) - T5

Encounter NEW ENCOUNTER... Print

Rx # NEW ORDER Standard Orders

Diagnosis ICD-9

Drug NDC

Directions

Qty / Dose

Daily Qty

Start 09/19/2014 Stop 09/18/2014 Days Supply 0 Qty

Schedule Consent (None) Dispense As Med Cart

Profile

Doctor TESTER, JOHN, E DEA

DUR

Complete Check All Notes Clear Clear Patient

F12 - Advanced Drug Options

Route MedSpan Default

Mfg

The cursor will now be in the "Drug" field. Type in the first few letters of the drug then a comma and the strength (example AMOX,500) and a screen will appear with possible choices. (Figure 11)

ENTER NEW ORDER

Figure 11

Drug AMOX, 500 NDC

Drug Search...

	Name	Strength	Dosage	Pur Qty	Disp Qty	Formulary	Dormant	Generic	NDC	GPI
A	AMOX/CLAY	500MG	TAB	20	None	No	No	Yes	00093227434	01990002
B	AMOXICILLIN	500MG	CAP	500	None	Yes	No	Yes	43598020505	01200010

Double-click on the correct medication and it will be entered into the "Drug" field.

Buttons: Resize, Class, Options, Restart (F3), Advanced, Finish, Cancel

27 With

ENTER NEW ORDER

Figure 12

- A
- B
- C
- D
- E
- F
- G
- H

Rx Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Enter Orders

File Forms Order Reports Posting Maintenance

New Order :: BILLY JOE BADGUY for T5

Patient BADGUY, BILLY, JOE

Account # ACCOUNT#1 Booking # BOOKING DOB 11/13/1974

1 Location T5 - IHS TEST FACILITY (&CH) - T5

Encounter NEW ENCOUNTER... Print

2 Rx # NEW ORDER Standard Orders

3 Diagnosis ICD-9

4 Drug AMOXICILLIN, 500MG, CAP NDC 43598020505

Directions 1 BID

5 Qty / Dose 1.00 TAKE 1 CAPSULE(S) BY MOUTH TWICE DAILY

Daily Qty 2.00

6 Start 09/19/2014 Stop 02/15/2015 Days Supply 150 Qty 300.00

7 Schedule 2D Consent (None) Dispense As Med Cart

8 Profile

9 Doctor TESTER, JOHN, E DEA

10 DUR Medication Not Available

Complete Check All Notes Clear Clear Patient

Toggle Patient History (Alt + G) History Limit 180 Days 2

Refill	Status	Start Date	Stop Date	Last Fill	Facility	Rx / Order	Drug
<input type="checkbox"/>	Not Active or Refillable	05/15/14	10/11/14	05/14/14	T5	1914241	ZONEGRAN 100MG CAP

Drug Image Advanced Batch

F12 - Advanced Rx Opti

Release

ENTER NEW ORDER

After selecting the drug, enter the following;

- A. Dosage directions. You can use SIG codes and the directions will automatically generate in the field below or the directions can be entered longhand which will generate as specified in the field below.
- B. Quantity per Dose
- C. Daily Quantity
- D. Start Date
- E. Stop Date

Entering B C D and E will automatically calculate (F) Days Supply and (G) Quantity. If profiling for MAR, but you do not want order sent, check the "Profile" box above the doctor field

- H. A Doctor must be selected

← When you have completed and verified your order, click "Complete"

Figure 13

DISCONTINUE SCRIPT

Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Enter Orders

File Forms Order Reports Posting Maintenance

Order Entry for T5

Patient BADGUY, BILLY, BA

Account # [] Booking # [] DOB []

1 Location T5 - IHS TEST FACILITY (ACH) -

Encounter 09/18/2014 13:38 Print

2 Rx # [] Standard Orders

F12 - Advanced P

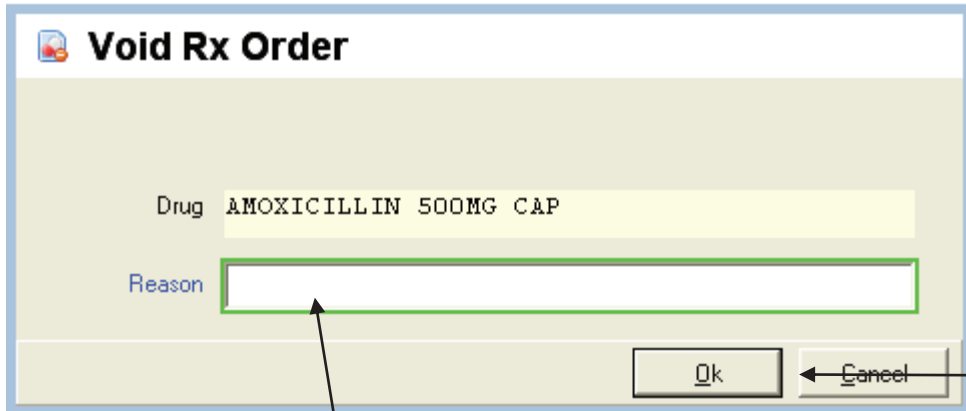
Toggle
Patient History (Alt + G)
History Limit **180**
Days

Refill	Status	Start Date	Stop Date	Last Fill	Facility	Rx / Order	Drug	Doc
<input type="checkbox"/>	H. Waiting	09/19/14	02/15			0 - 90839	AMOXICILLIN, 500MG, CAP	TES

- Refresh
- Void
- Rollover
- Script Viewer
- Print MAR Label
- Print MAR
- Sort Colors

In the patient history, find the prescription you would like to discontinue and Right Click. Then click Void (or DC if script has already been approved) from the drop-down menu.

DISCONTINUE SCRIPT

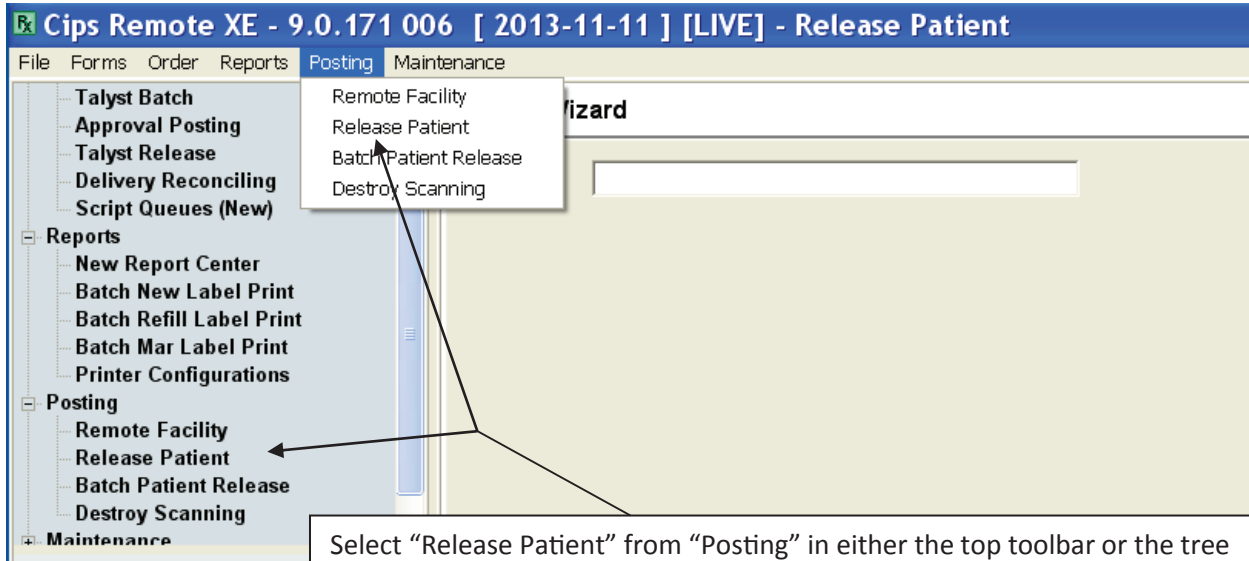


The screenshot shows a dialog box titled "Void Rx Order" with a small icon of a pill bottle. The "Drug" field contains the text "AMOXICILLIN 500MG CAP". The "Reason" field is empty and highlighted with a green border. At the bottom right, there are two buttons: "Ok" and "Cancel".

Click in the "Reason" field and type the first few letters (rel, err, dc, dupl.) and press enter. Another drop-down box will appear with the matching reason. Verify and press enter again. Then click "Ok".

RELEASE PATIENT

Figure 14



Select "Release Patient" from "Posting" in either the top toolbar or the tree menu to the left. (Figure 14)

Type the name in the Patient Field. If more than one name appears make sure to select the correct patient and then click "Next" at the bottom of the page. The screen in Figure 15 will now appear.

RELEASE PATIENT

Figure 15

Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Release Patient

File Forms Order Reports Posting Maintenance

CIPS Wizard

Patient **DOE, JANIE**
Inmate #
Location **T5 - IHS TEST FACILITY (ACH) -**
Current Status **Not Released**

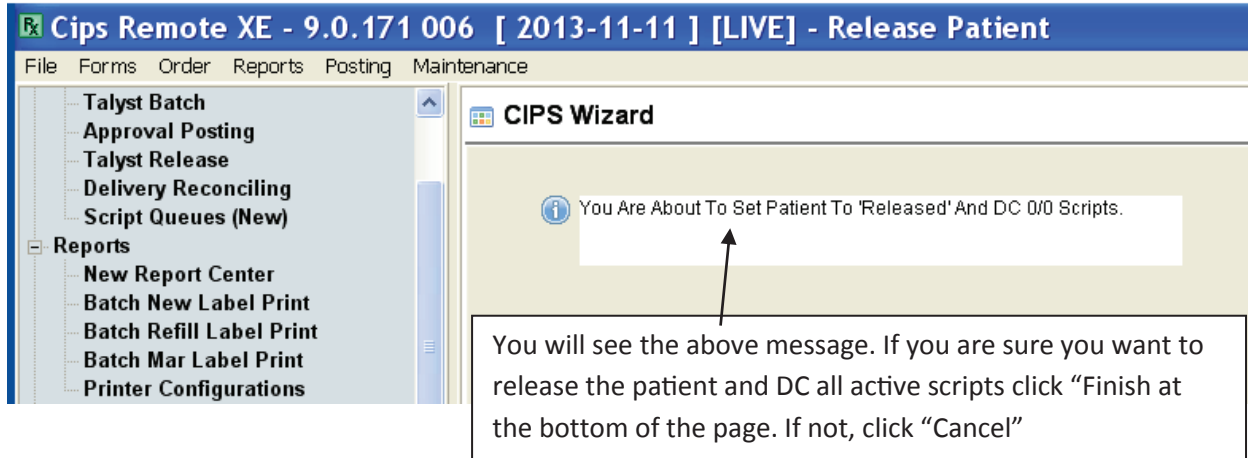
New Status: DC Reason:

DC	Status	Last Fill	Facility	Rx / Order	Drug	Doctor	Org Qty	Printed	Sig
<input checked="" type="checkbox"/>	<input type="text" value="Released"/>								
	<input type="text" value="Transferred Out"/>								
	<input type="text" value="Inactive"/>								

From the drop down list click on "Released". Type DC in the "DC Reason" field, make sure DC is checked, and then click "Next" at the bottom of the page. Figure 16 screen will now appear.

RELEASE PATIENT

Figure 16



Cips Remote XE - 9.0.171 006 [2013-11-11] [LIVE] - Release Patient

File Forms Order Reports Posting Maintenance

- Talyst Batch
- Approval Posting
- Talyst Release
- Delivery Reconciling
- Script Queues (New)
- Reports
 - New Report Center
 - Batch New Label Print
 - Batch Refill Label Print
 - Batch Mar Label Print
 - Printer Configurations

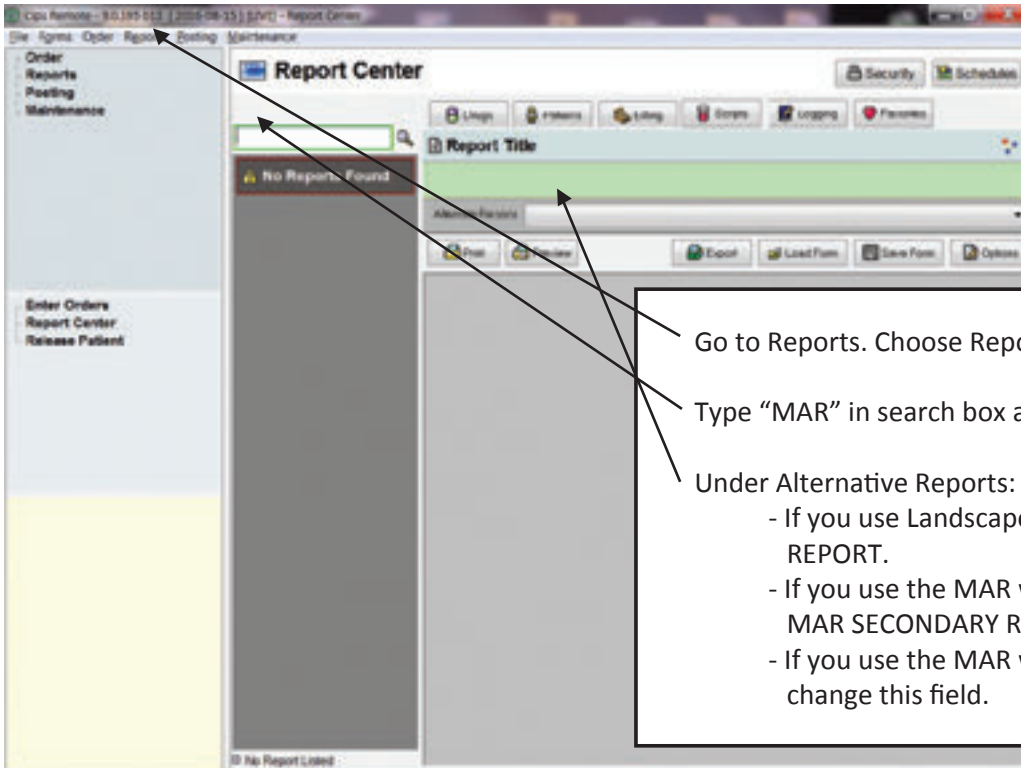
CIPS Wizard

You Are About To Set Patient To 'Released' And DC 0/0 Scripts.

You will see the above message. If you are sure you want to release the patient and DC all active scripts click “Finish at the bottom of the page. If not, click “Cancel”

PRINTING MARS

Figure 17



Go to Reports. Choose Report Center from drop down list.

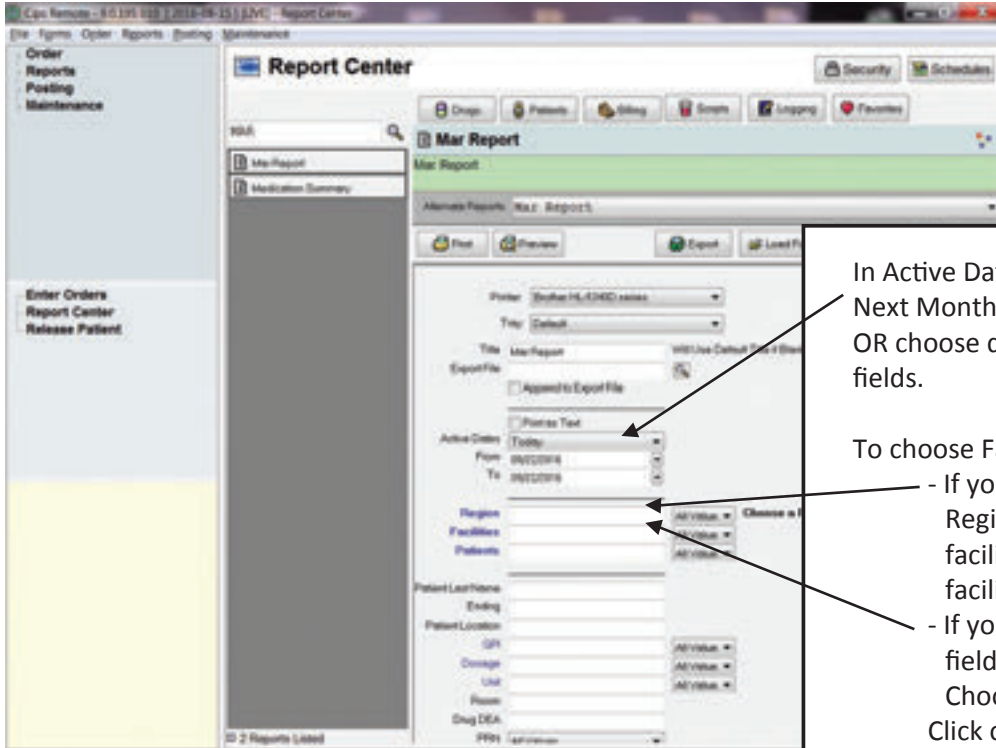
Type "MAR" in search box and hit ENTER. Chose MAR Report.

Under Alternative Reports:

- If you use Landscape MARS, choose MAR TERTIARY REPORT.
- If you use the MAR with 6 places for meds, choose MAR SECONDARY REPORT.
- If you use the MAR with 9 places for meds, do not change this field.

PRINTING MARS

Figure 18



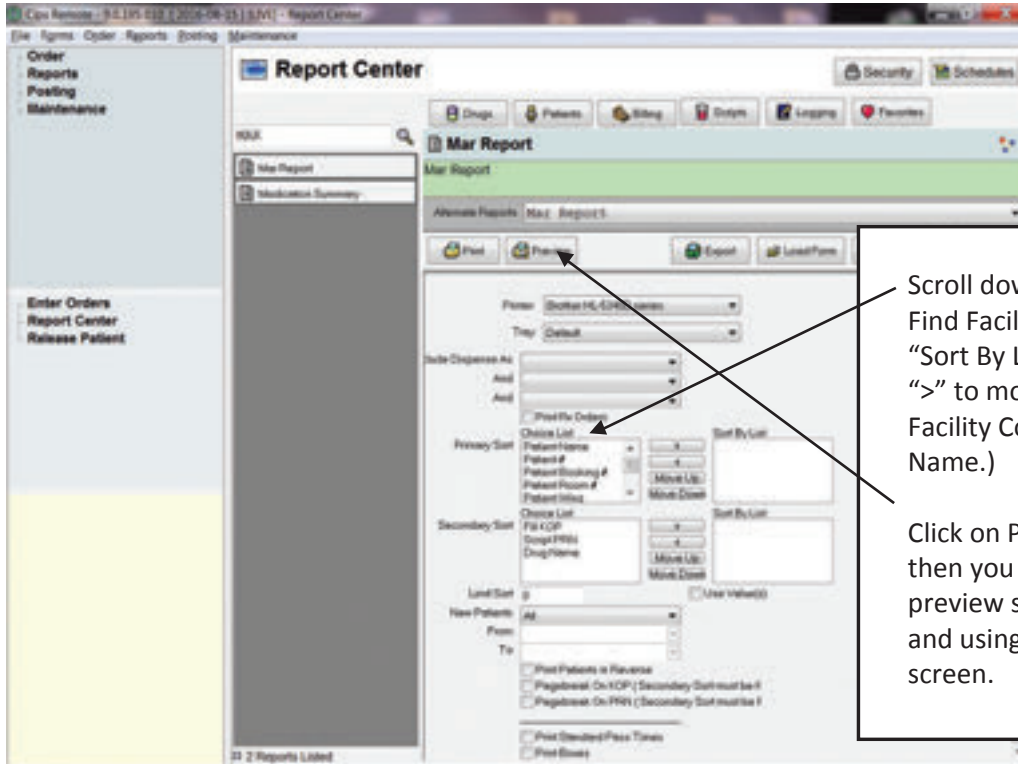
In Active Dates field use drop down list to choose Next Month, This Month, etc for appropriate range OR choose date manually in the TO and FROM fields.

To choose Facility:

- If you have more than one group code use Region field. Type in first few letters of your facility name and hit ENTER. Choose correct facility region from list.
 - If you have only one group, use Facilities field. Type in facility code & hit ENTER. Choose facility from list.
- Click on CLOSE in Facility Batch window.

PRINTING MARS

Figure 19



Scroll down screen until you find Primary Sort. Find Facility Name and click on ">" to move it to "Sort By List," then find Patient Name, click on ">" to move it to "Sort By List." (This will sort by Facility Code first, then alphabetize by Patient Name.)

Click on Preview button to see what will print, then you can print from the printer icon on the preview screen or by closing the preview screen and using the print button on the Report Center screen.



KEYBOARD KEY SHORTCUT LIST

F1= Open/Close Tree menu view

F2= Search

F5= Refresh

F7=Return to the previous screen

F8= Exit system

F9= Enter “New Patient” from the
“Order Entry” screen

F10= Edit

F11= Change ID/Password (New User)

Enter Key= Complete task and skip field

Tab= Skip to the next field

Shift + Tab= Return to the previous field

Arrow= Scroll and skip to the next field

Page Up/Page Down= Scroll by page

Ctrl + Tab= Next

Shift + Ctrl + Tab= Previous



IHS Pharmacy

FREQUENTLY USED SIG CODES

.5D Take ½ (Tab/Cap) Once Daily

1QD Take 1 (Tab/Cap) Once Daily

2QD Take 2 (Tab/Cap) Once Daily

.5BID Take ½ (Tab/Cap) 2 Times Daily

1BID Take 1 (Tab/Cap) 2 Times Daily

2BID Take 2 (Tab/Caps) 2 Times Daily

.5TID Take ½ (Tab/Cap) 3 Times Daily

1TID Take 1 (Tab/Cap) 3 Times Daily

2TID Take 2 (Tab/Cap) 3 Times Daily

.5QID Take ½ (Tab/Cap) 4 Times Daily

1QID Take 1 (Tab/Cap) 4 Times Daily

2QID Take 2 (Tab/Cap) 4 Times Daily

.5HS Take ½ (Tab/Cap) At Bedtime

1HS Take 1 (Tab/Cap) At Bedtime

2HS Take 2 (Tab/Cap) At Bedtime

1PM Take 1 (Tab/Cap) In Evening

2PM Take 2 (Tab/Cap) In Evening

FREQUENTLY USED SIG CODES

** Use a space between the following abbreviations and the SIG or other words.

Ex: AAA BID= apply to affected area 2 times daily

AAA Apply to Affected Area

AS In Left Ear

PRN As Needed

AU In Both Ears

KOP Keep on Person

SOB Shortness of Breath

OD In Right Eye

HA Headache

OS In Left Eye

OU In Both Eyes

AD In Right Ear



IHS Pharmacy

FREQUENTLY USED SIG CODES

** An order for 1 TAB in the morning & 2 TABS in the evening can be entered as 1 RX;

Ex: 1QD & 2HS= Take 1 Tab in the morning and Take 2 Tabs at bedtime

Ex: 2QD & 1PM= Take 2 Tabs in morning and Take 1 Tab in evening

- Use a space between 1st directions, the symbol &, and 2nd directions
- You can always write the directions in longhand if needed but when available a SIG Code is best as the system will recognize these and generate the directions appropriately
- Any additional directions can also be entered longhand such as Crush, Float, With Snack, etc.
- If you have an order to be taken once a week or some schedule other than daily please specify in the directions in longhand which day(s) of the week to be given

If you have any questions about your ihsConnect please feel free to contact IHS Pharmacy and we will be more than happy to help.



IHS Pharmacy

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