

RxPertise™ Consulting Software Version 8.5

Medication Updater Guide

The RxPertise Medication Updater is a utility that will update the medication NDCs and related data available in RxPertise. It is available at the RxPertise website and is revised on an ongoing basis to keep your medication list information current.

Medication Updater

The Medication Updater allows you to populate your RxPertise common database with a complete list of medications (at the NDC level). The intent of the Medication Updater is to provide a mechanism to match up NDC codes from the pharmacy dispensing data import (i.e. Rx orders) and have the medications recognized and flagged automatically as psychoactive, unnecessary and/or carrying a Black Box Warning. Note that the Medication Updater is regularly revised, approximately once a month, to accommodate the new NDCs that are entering the market. Because of these revisions, the Medication Updater is provided as a separate installation utility and may be downloaded from the [RxPertise website](#).

The list of medications provided via the Medication Updater is consolidated to contain only 9-digit NDC numbers, which denote the Labeler and Product segments, but leave out the Package segment. This consolidation greatly reduces the database size and increases database performance, while continuing to allow you to import non-recognized NDC numbers into your Common Database.

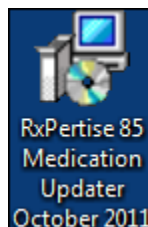
All medications are centrally stored in a single [Common Database](#), and all medication orders will reference medications from this common database. The monthly updating of information, therefore, is only applied to the Common database.

Please note: While the Medication Updater routine is running, do not use RxPertise.

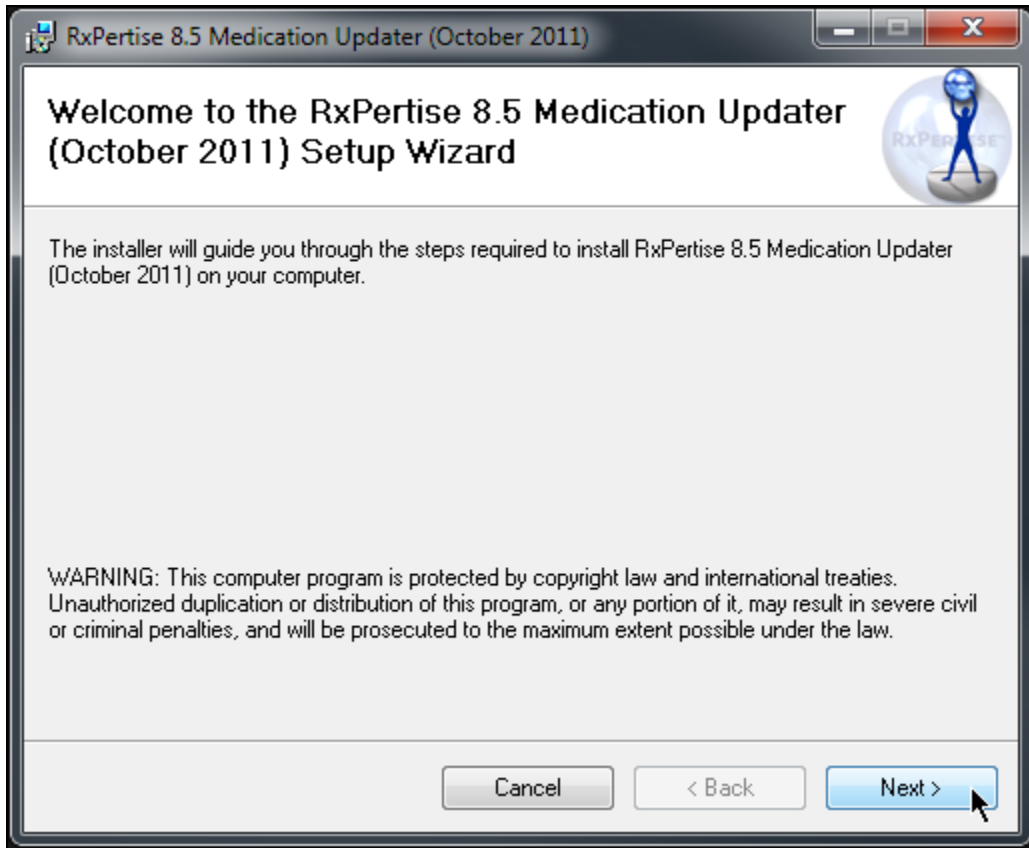
1. To obtain the Medication Updater Installation file, go to www.RxPertise.com. On the left side of the web page click on the 'Downloads' button. On the Downloads page, click on the link for the latest available Medication Updater. When prompted, enter your Product ID code (found under 'Help' > 'About' in RxPertise), click 'Download' and choose to save the zipped installation file to a convenient place on your computer, such as the Desktop.

Note: The file that you have downloaded is a compressed (.zip) file. You will next need to unzip/extract the contents within. You will next need to unzip/extract the contents within. Use either the built-in Windows extracting utility or some commercially available product (ex. WinZip) to extract the files. (Generally, if you right-click the downloaded file you will be presented with an option to open your extraction utility or simply an "extract" option). Extract the files to a folder location that's convenient for access. Your Windows Desktop, for instance, may be a good location.

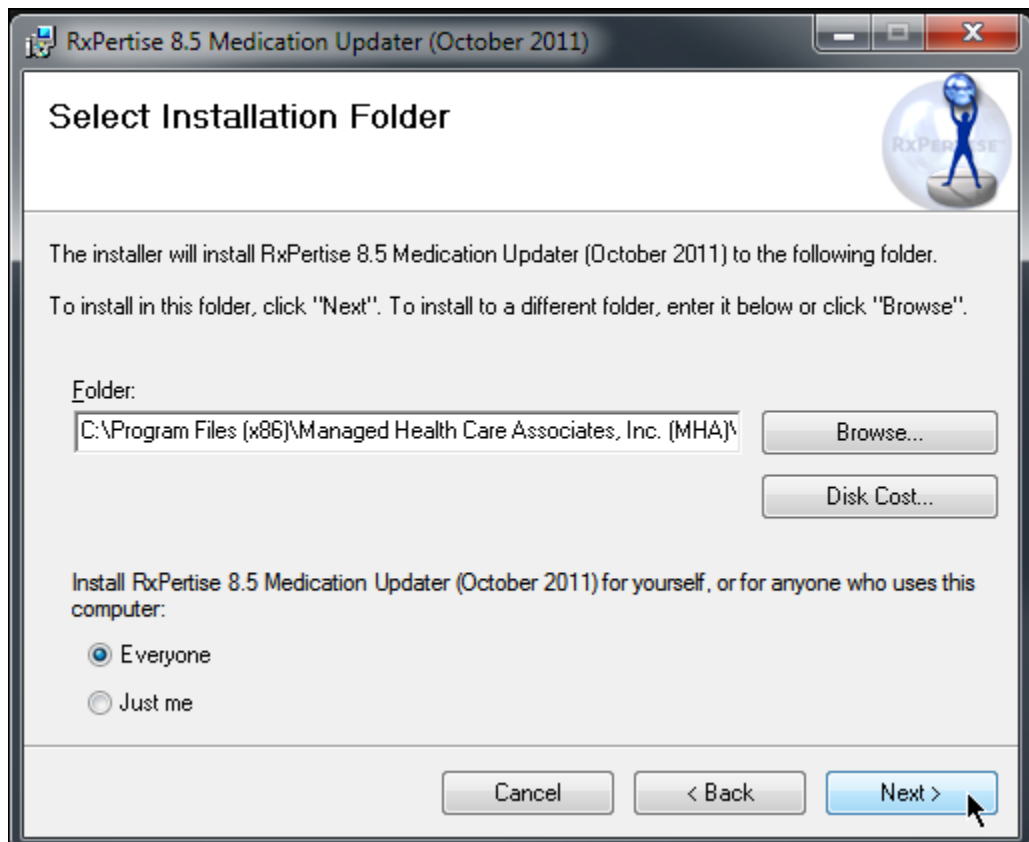
Once the Medication Updater Installation File is extracted, click on its icon to begin the installation:



2. The Setup Wizard window will appear:

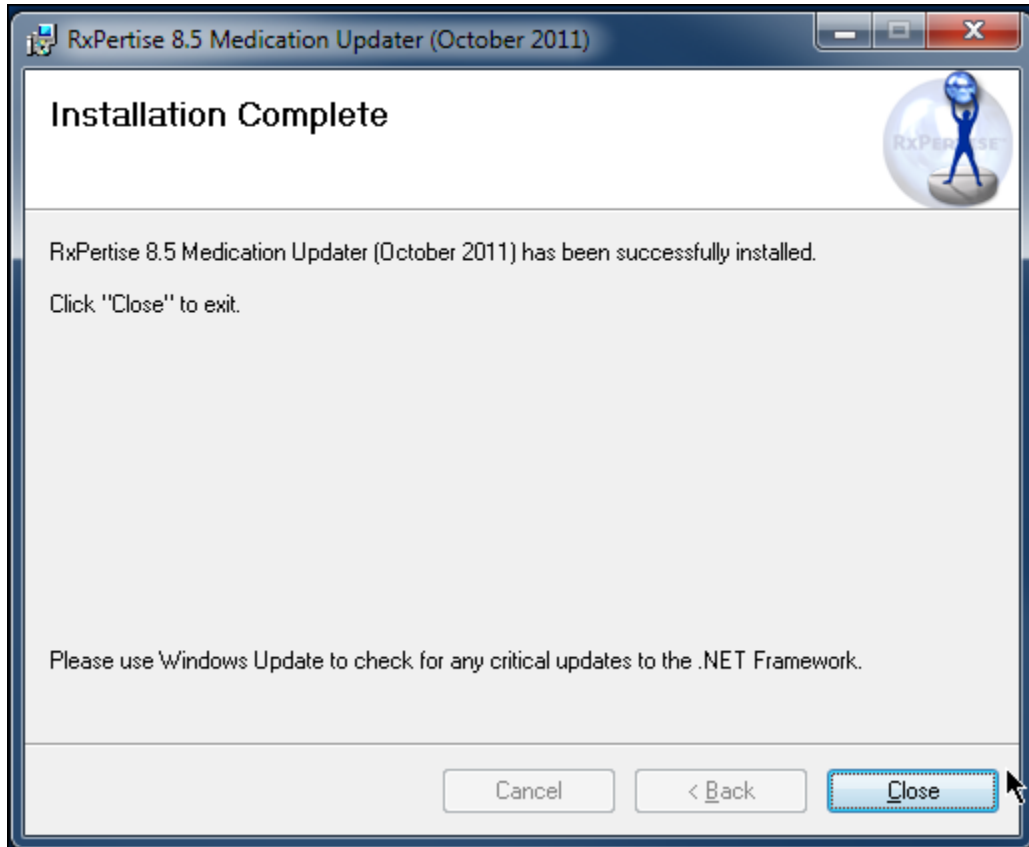


Click 'Next' to continue the installation:

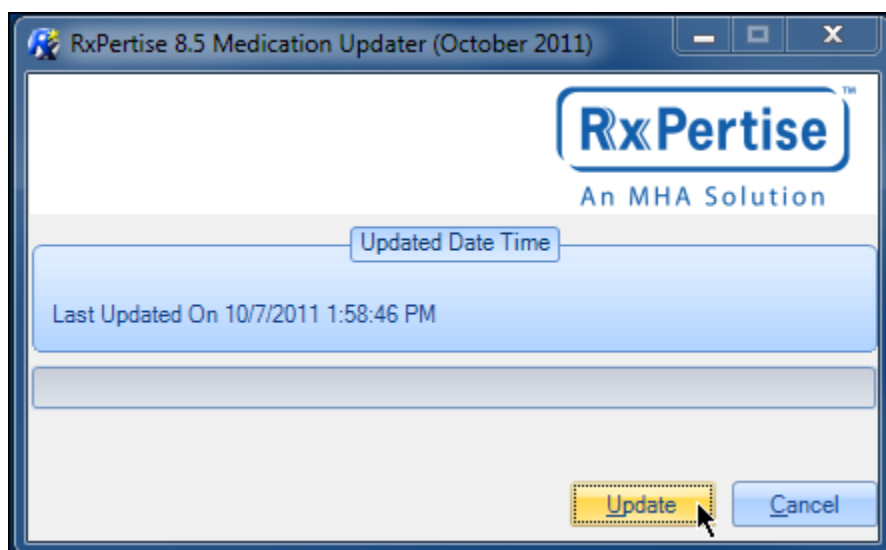


It is recommended to install the Updater in the default folder. Click 'Next' to see the 'Confirm Installation' window. Click 'Next' once more to begin the installation.

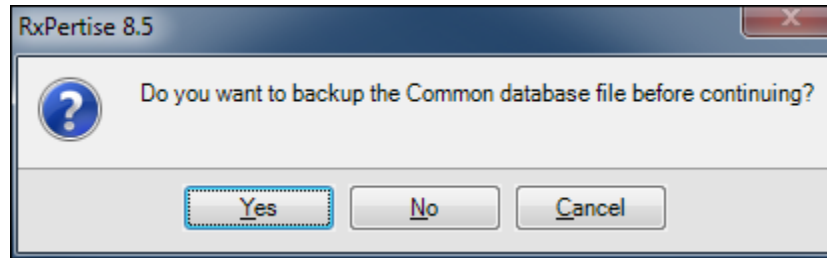
On a Windows Vista or a Windows 7 machine, you may see a User Account Control window that requires you to allow the process to continue. Once you do so the Medication Updater will be installed and when the installation is finished you will see:



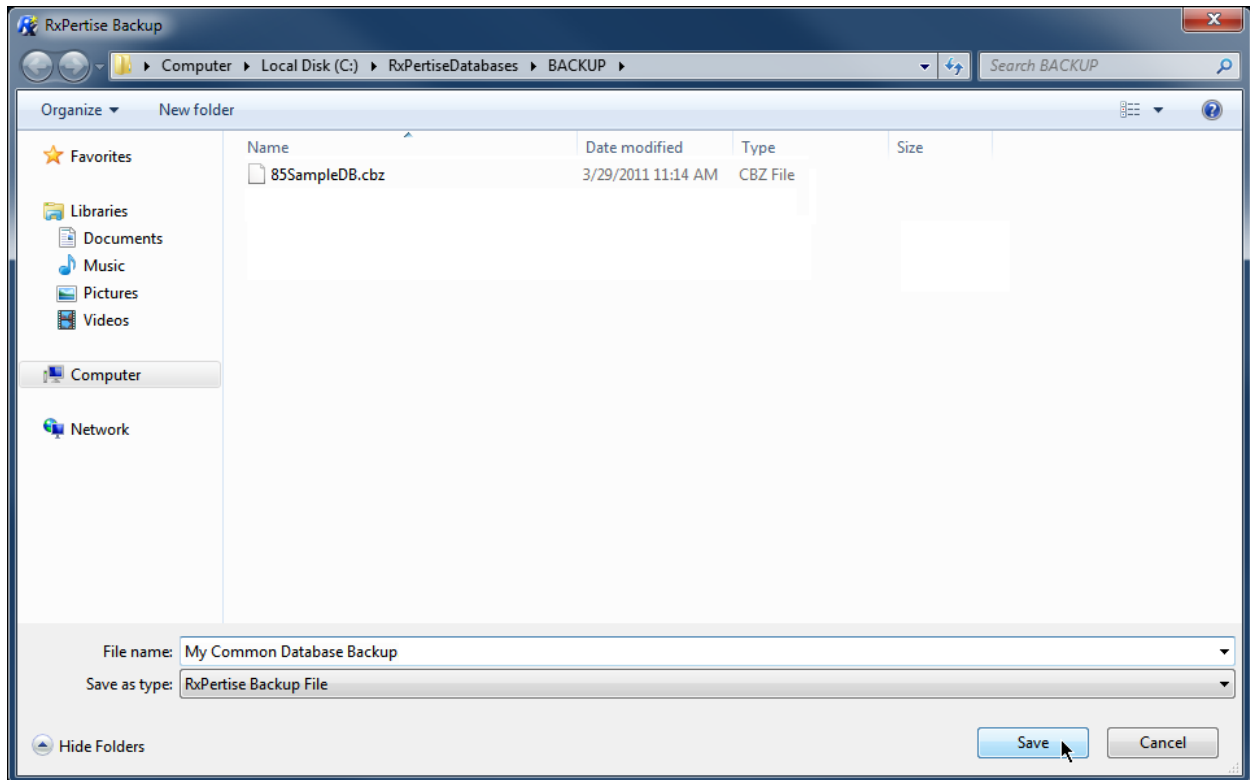
Once the installation is completed, the Medication Updater will begin to run. (If you choose to run it later, you may launch it from its Windows Desktop shortcut):



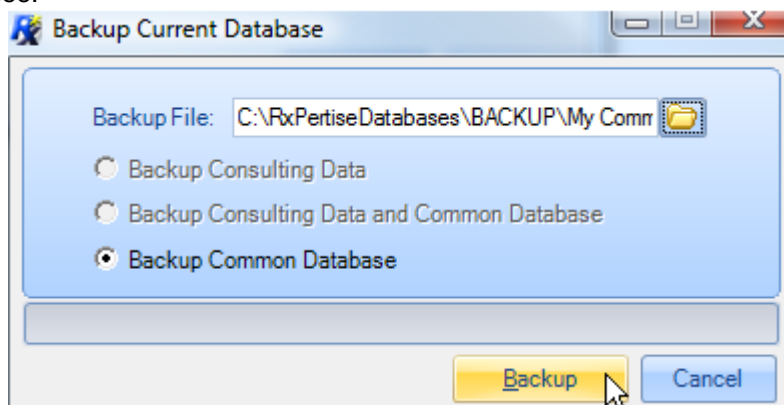
The date/time of your last update to the Common Database will be displayed. Your actual Medication Updater may be more recent than the October 2011 screenshot above. Clicking 'Update' will prompt you to backup your Common Database before proceeding, which is recommended:



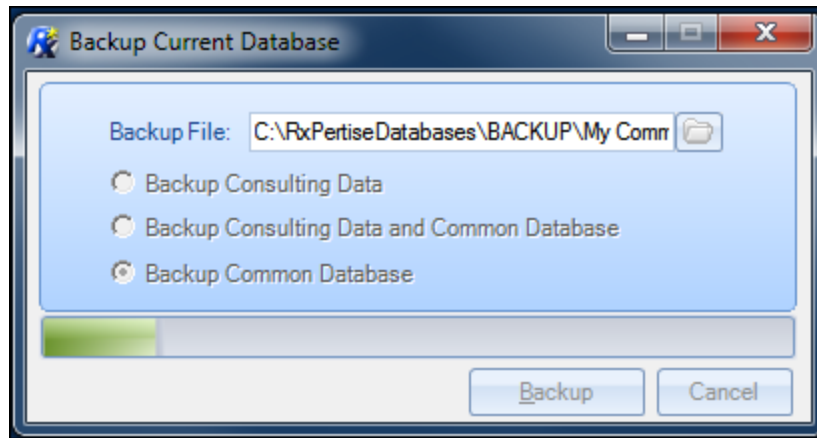
Click 'Yes', and you'll be prompted to save the backup of the common database in the default Backup folder:



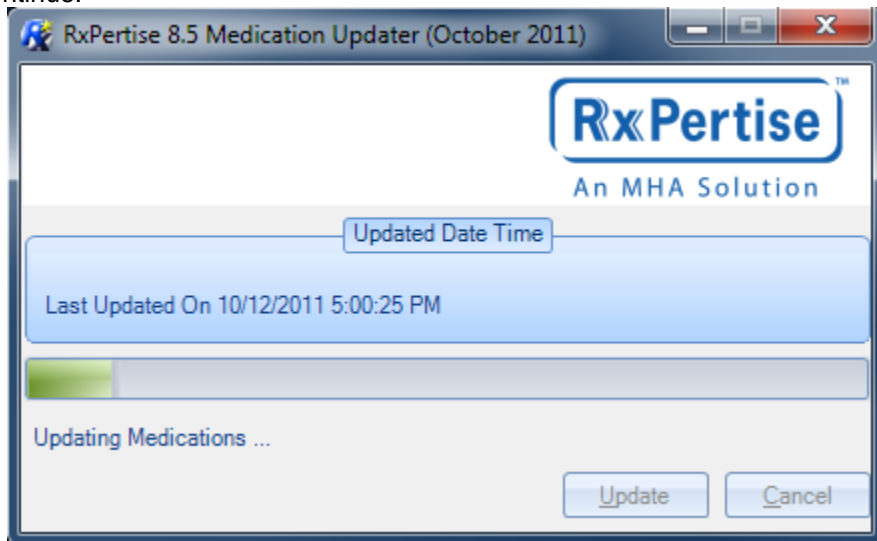
Click 'Save', then you will see:



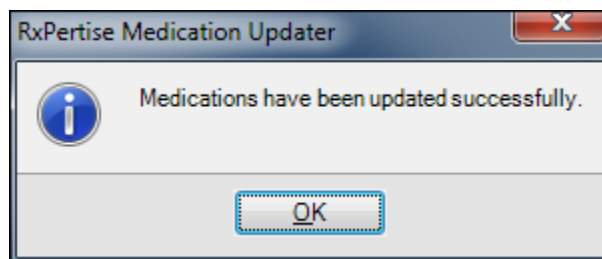
Click 'Backup'. Once the backup has been created, the Medication Updater routine will begin. This process may take several minutes. **Do not use RxPertise during this time.** While in process you will see a window with a progress bar:



And finally, a confirmation window will let you know that the backup process has finished. Click 'OK' and the Medication Updater process will continue:



Once the update is completed you will see a confirmation window:



Click OK to complete the update. As each new Medication Updater is made available by MHA, approximately monthly, this process will need to be repeated in order to keep your medication list current.