

RxPertise™ Consulting Software Version 8.5

Formulary Updater Guide

The RxPertise Formulary Updater is a utility that will provide the latest data from CMS regarding state-specific PDP formulary information. It will allow you to create a formulary database for one or more states as required. This database updater is available at the RxPertise website and is revised on an ongoing basis to keep your state formulary information current.

Formulary Updater Installation Instructions

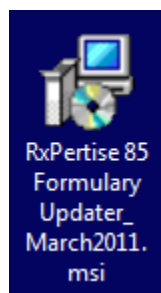
The Formulary Updater is regularly revised, approximately once a month, to accommodate new data as provided by CMS. Because of these revisions, the Formulary Updater is provided as a separate installation utility and may be downloaded from the [RxPertise website](http://www.RxPertise.com).

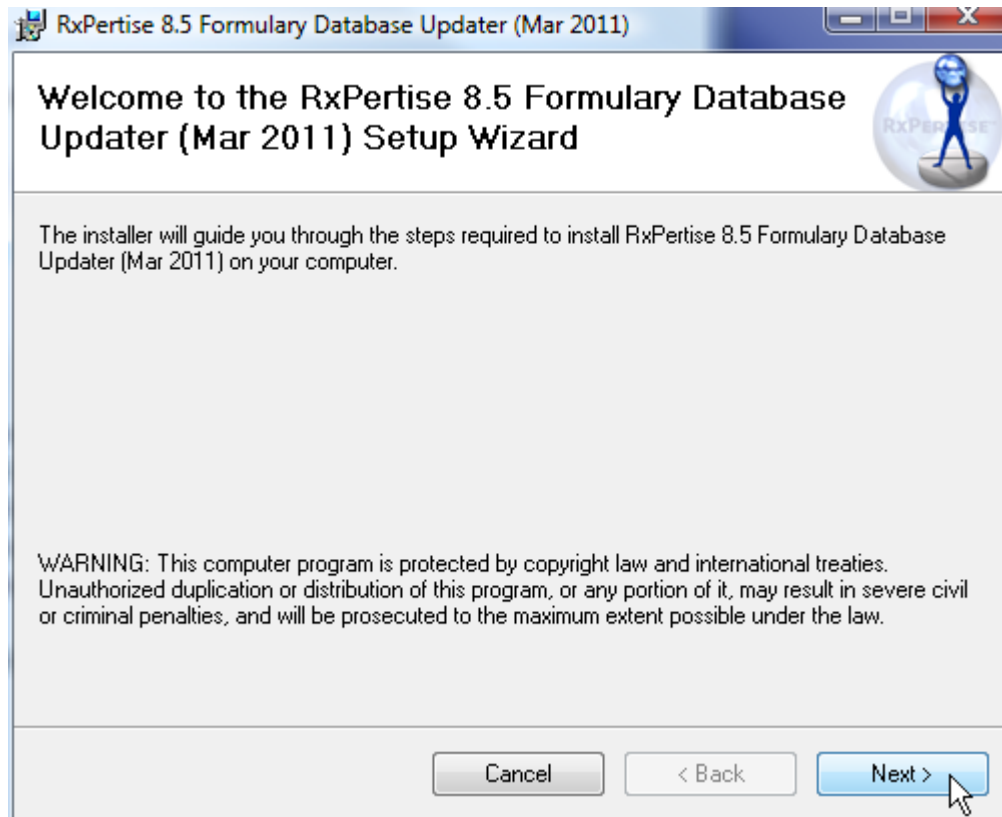
Please note: While the Formulary Updater routine is running, do not use RxPertise.

To obtain the Formulary 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 Formulary Updater. When prompted, choose to save the zipped installation file to a convenient place on your computer, such as the Desktop.

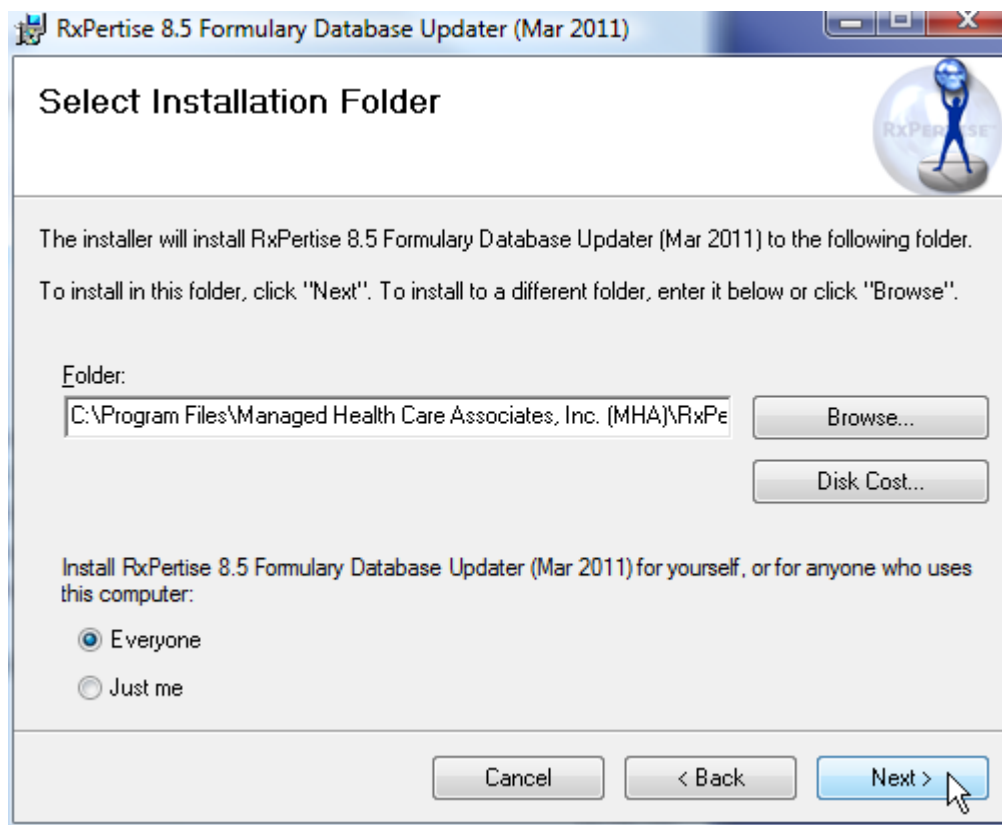
Note: The file that you have downloaded is a compressed (.zip) file. You will next need to unzip/extract the contents within. Use either the built-in Windows extracting utility or some commercially available product (ex. WinZip) to extract the files. (Generally, if you right-click the downloaded file 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 Formulary Updater Installation File is extracted, click on its icon to begin the installation:

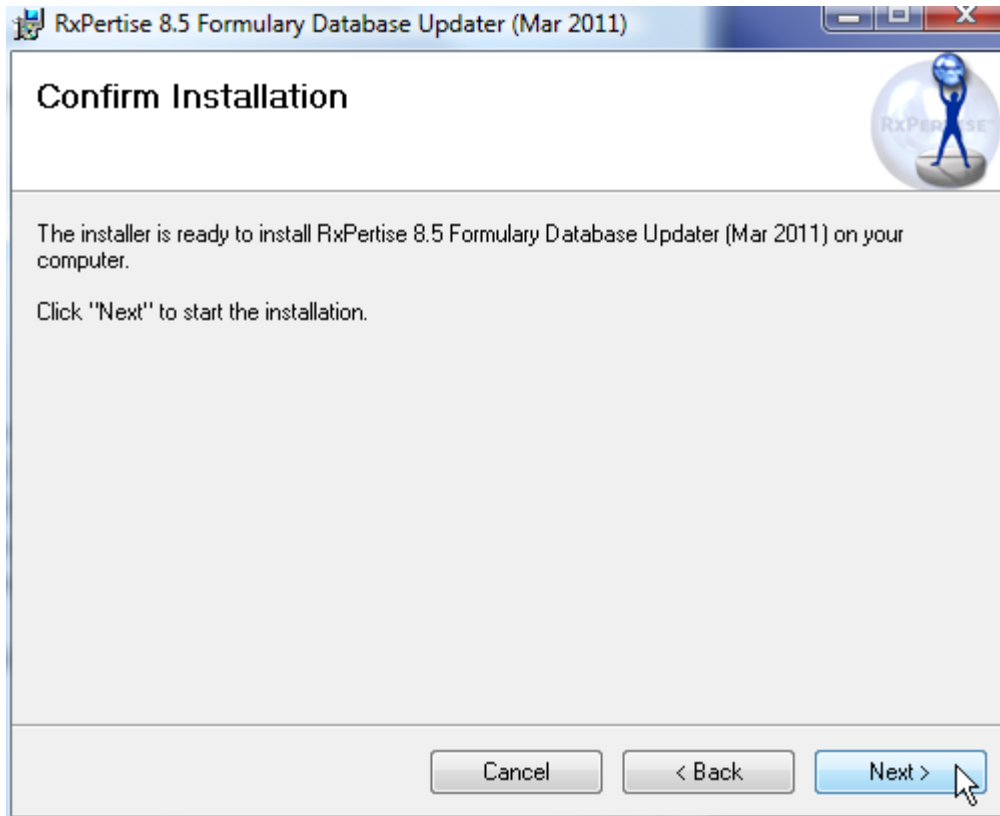




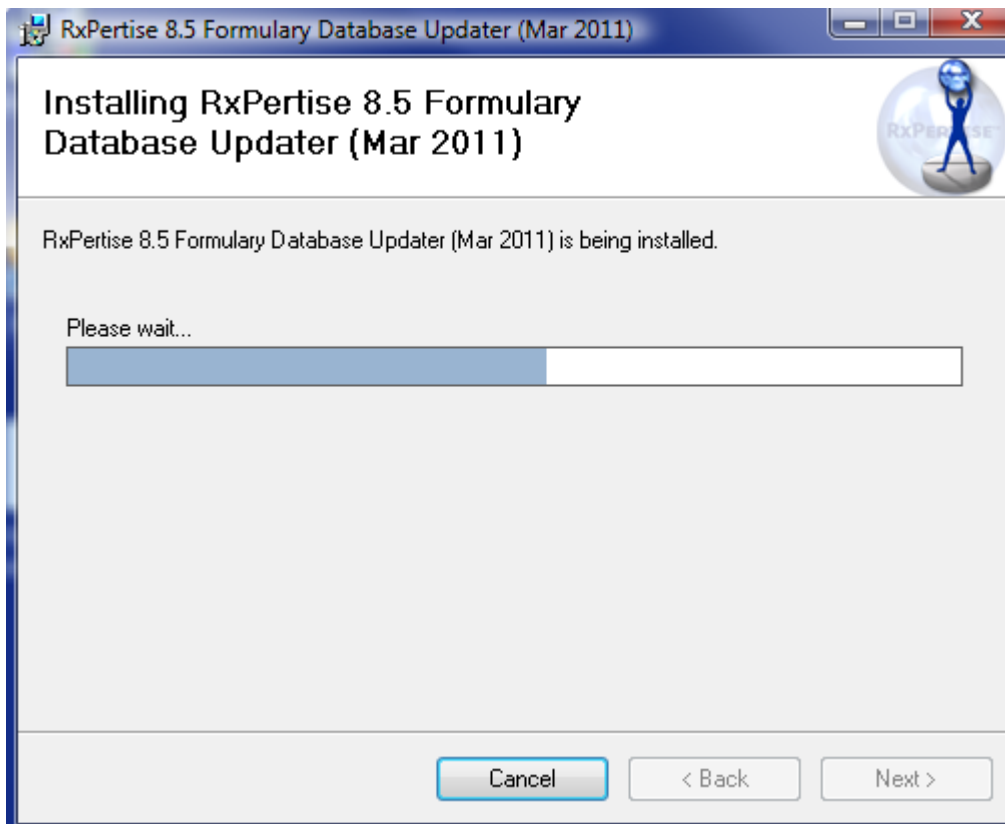
Click 'Next' to continue the installation:



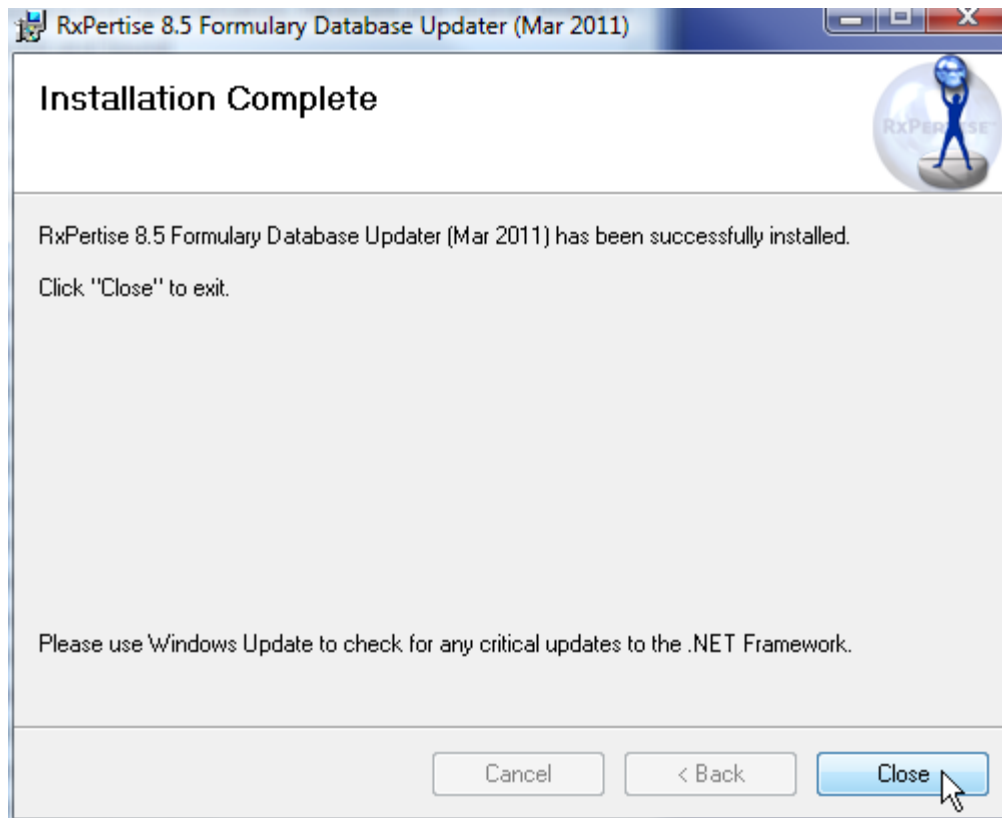
It is recommended to install the Updater in the default folder. Click 'Next' to see the confirmation window:



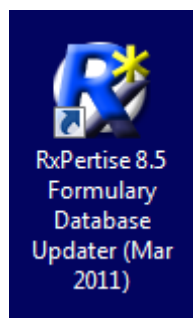
Click 'Back' to change any previous entries or "Next" to continue the installation. You may encounter a Windows User Account Control window which requires you to authorize the installation process. Click 'Allow' to continue:



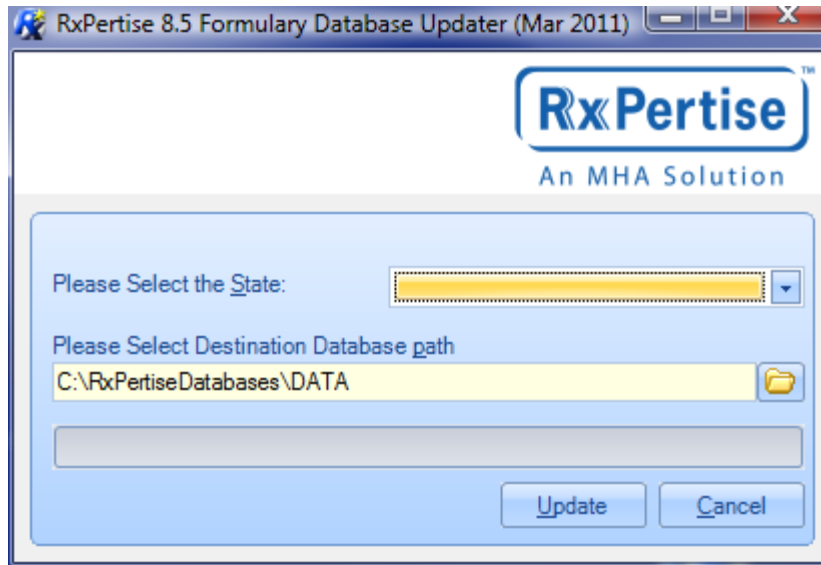
Once the installation is completed, a confirmation window will appear:



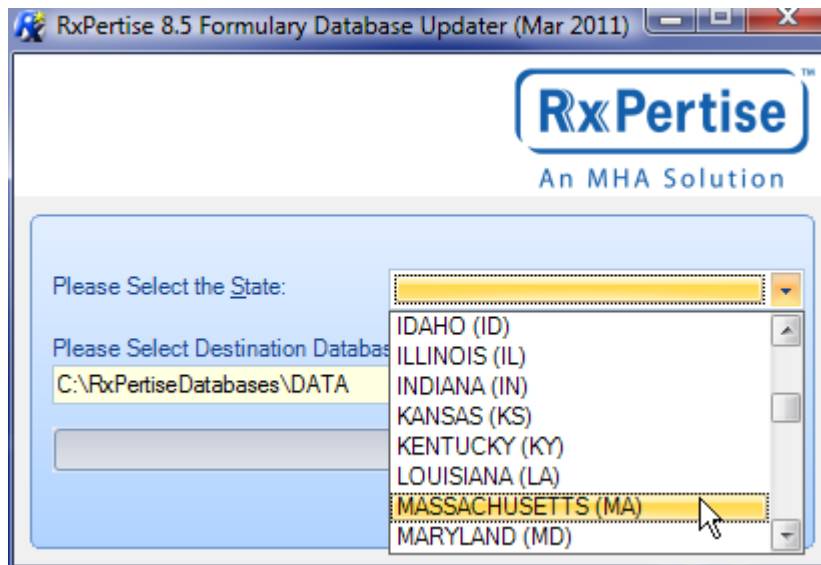
Click 'Close' to complete the installation. Note that the previously installed Formulary Updater will be automatically removed by this process. When completed, the Formulary Database Updater icon will appear:



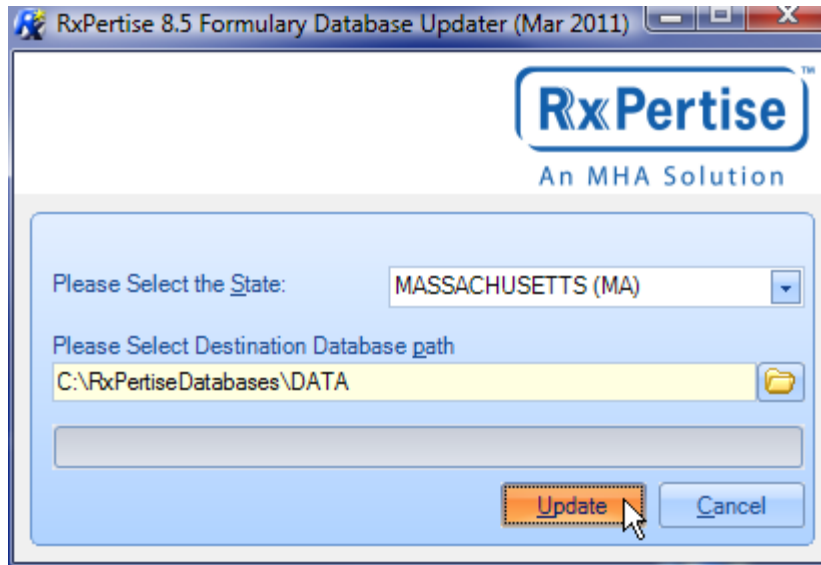
Click on the icon and the Formulary Updater to create your formulary database:



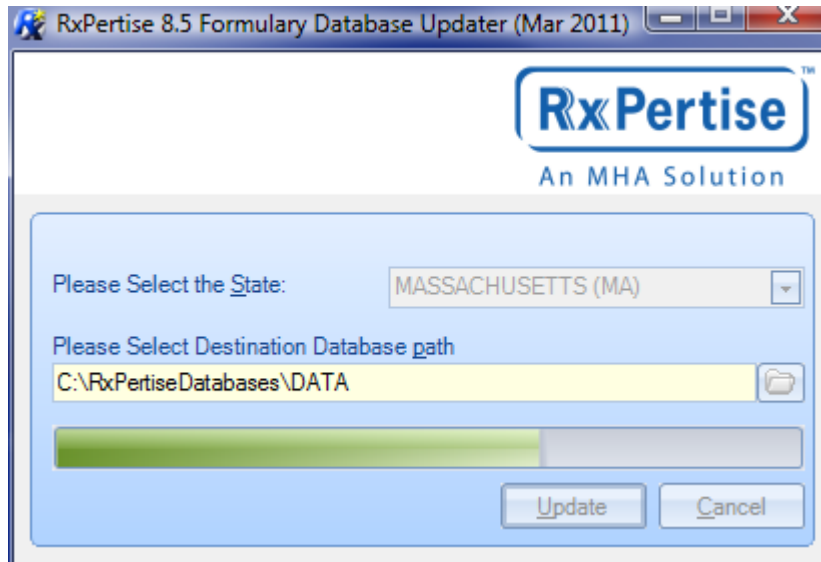
Select your state from the dropdown:



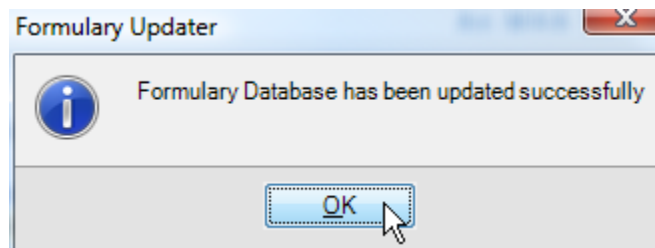
You may also choose a destination folder for the installation. It is suggested that you install into the default folder. When your selections are made click 'Update':



The Progress Bar will show the update to be in process:



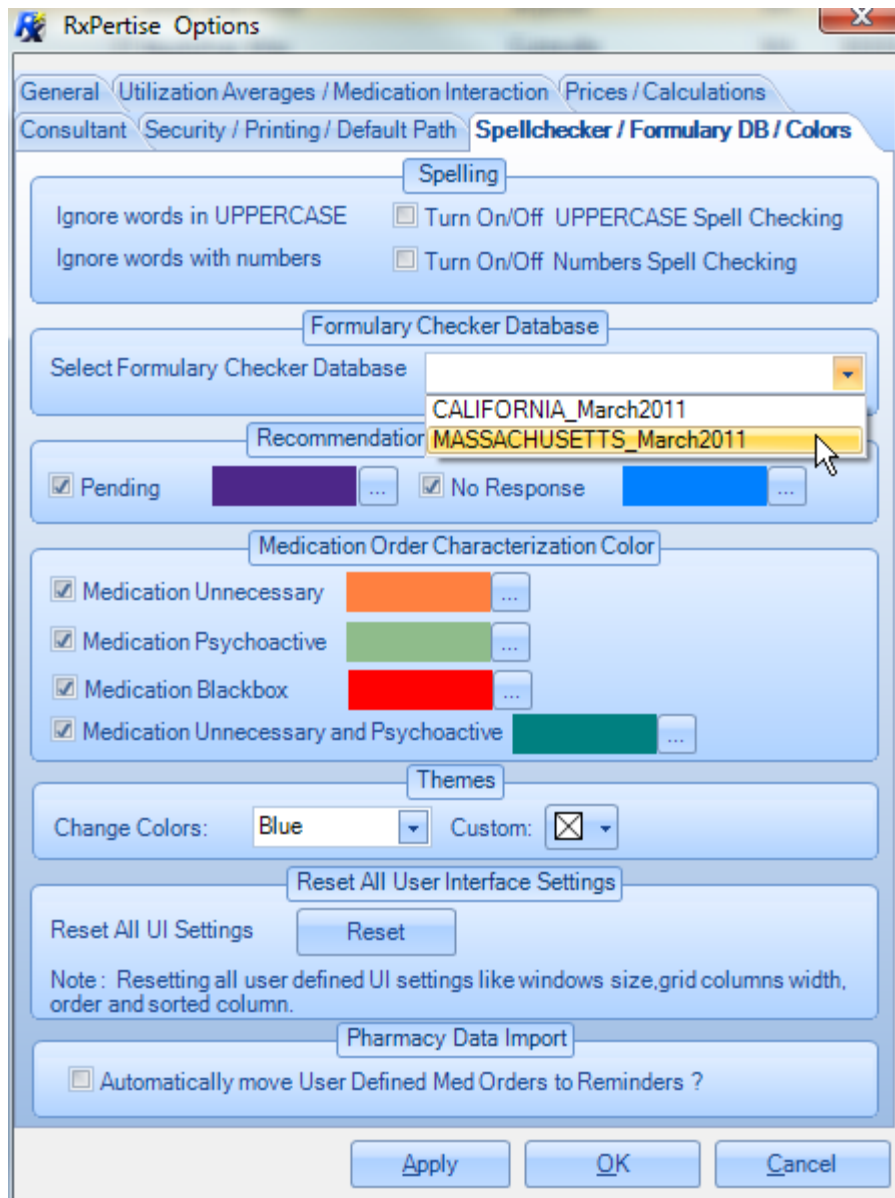
And finally a confirmation window will appear:



Click OK to complete the Formulary Database Update. As each new Formulary Updater is made available by MHA, approximately monthly, this process will need to be repeated in order to keep your formulary information current.

Setup and Access of Formulary Data within RxPertise

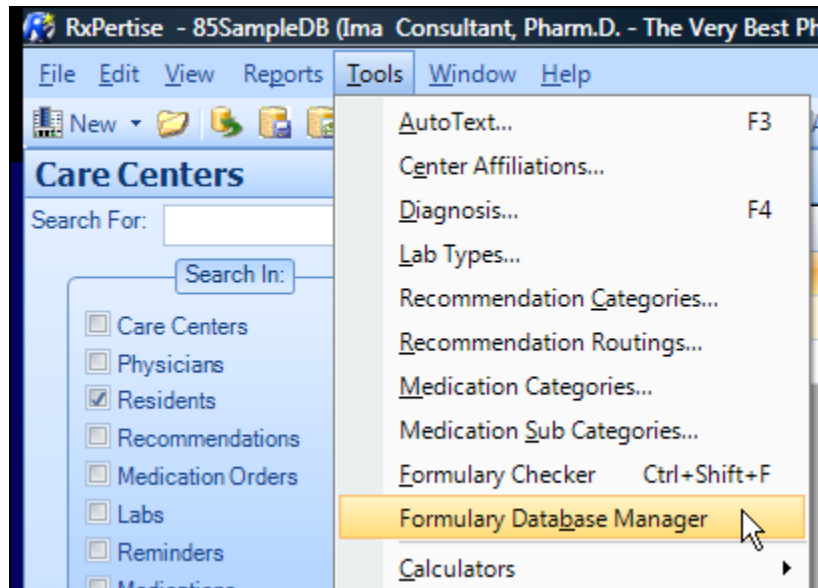
Once the database has been created, launch RxPertise and open any 8.5 database. From the Main Window click on **Tools > Options > Spellchecker/Formulary DB/Colors** to “point” RxPertise to this new database:



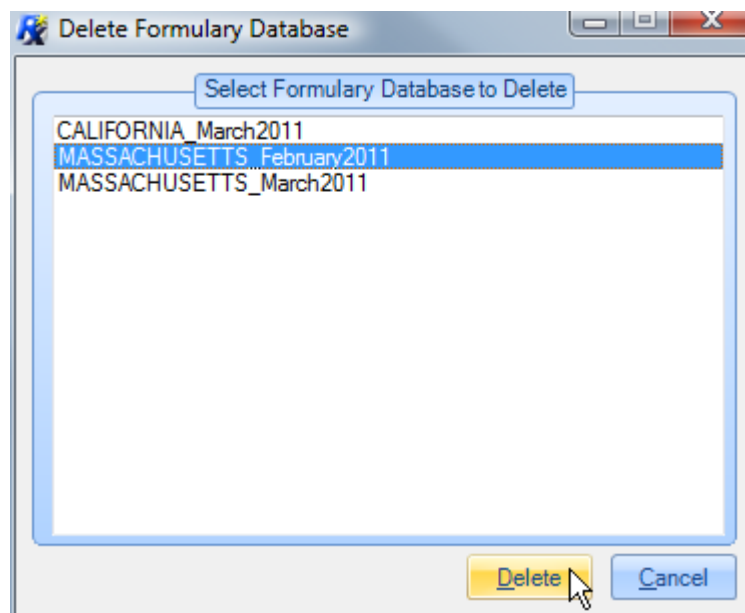
Click 'OK' to save the changes. From this point forward, RxPertise will open the selected database when formulary information is requested.

The Formulary Checker within RxPertise can be accessed from the “Tools” menu in the Main Window, from within a Care Center, or from within a Resident. Ctrl-Shift-F is the hotkey combination that you’ll also find on each menu selection.

Should you need to delete older Formulary Checker databases, this may be done from the Main Window within RxPertise via **Tools > Formulary Database Manager**:



The "Delete Formulary Database" window will appear:



Select the database you wish to remove and click 'Delete'.