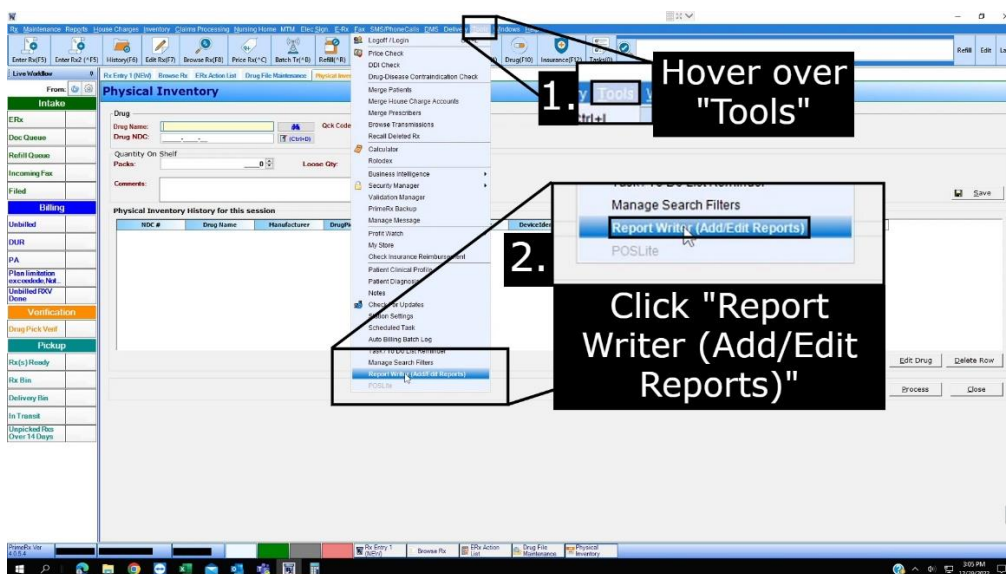


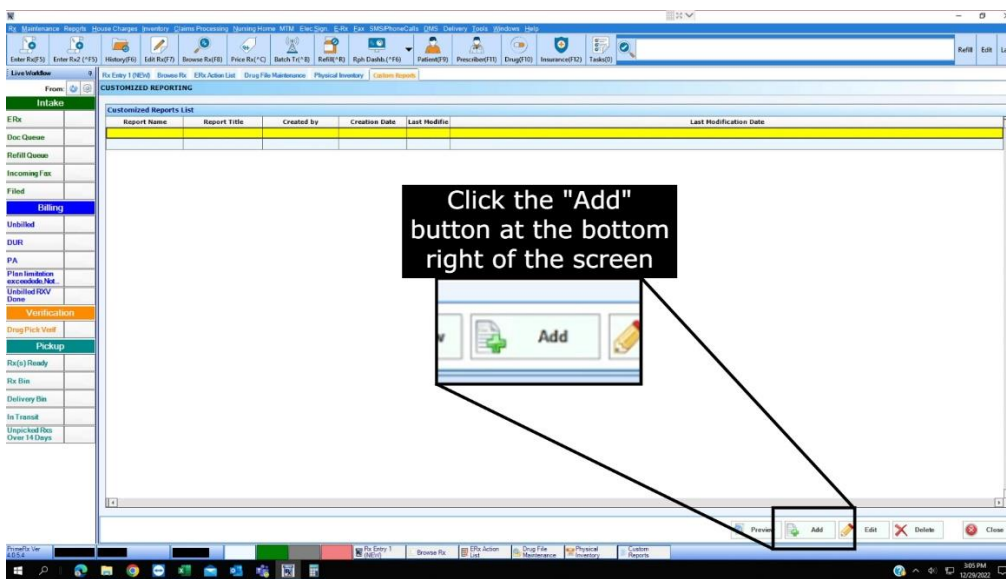
PrimeRX Usage Report Guide

Pulling A Usage Report

1. From the main screen of PrimeRX find and hover over the “Tools” tab at the top of the screen. It will open a drop-down menu, from here you select “Report Writer (Add/Edit Reports)”. This will take you to a new page.

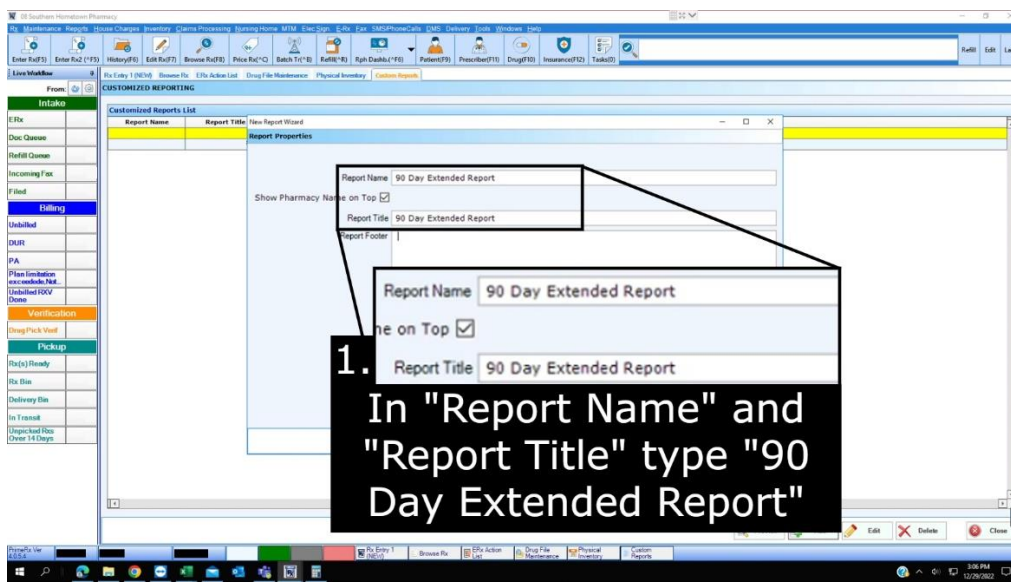


2. At the bottom right of the page you will see an “Add” button. This will open a pop-up window.

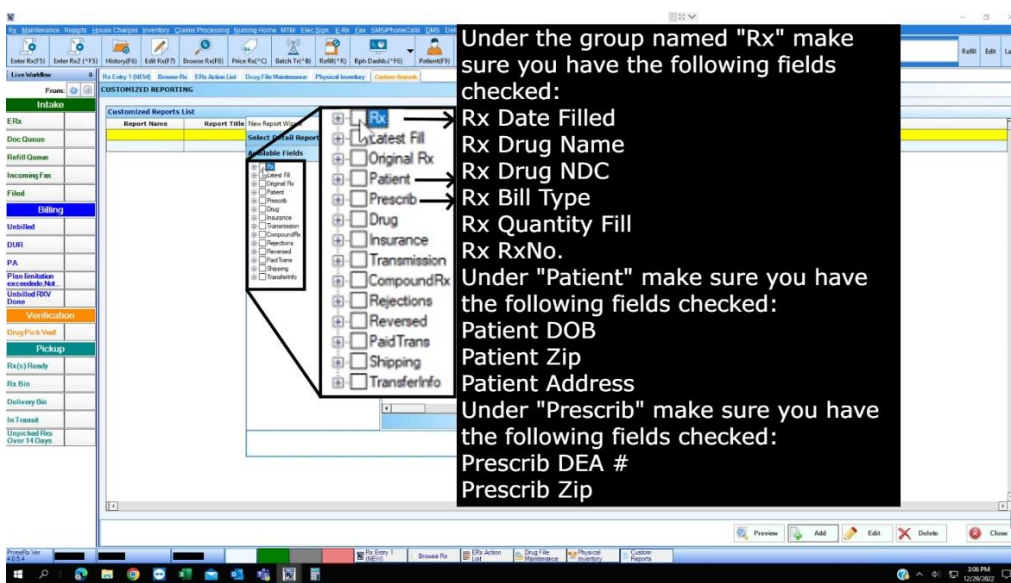


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- In this window you will need to enter the report name as "90 Day Extended Report". You will also enter the report title as "90 Day Extended Report". Hit "Next".

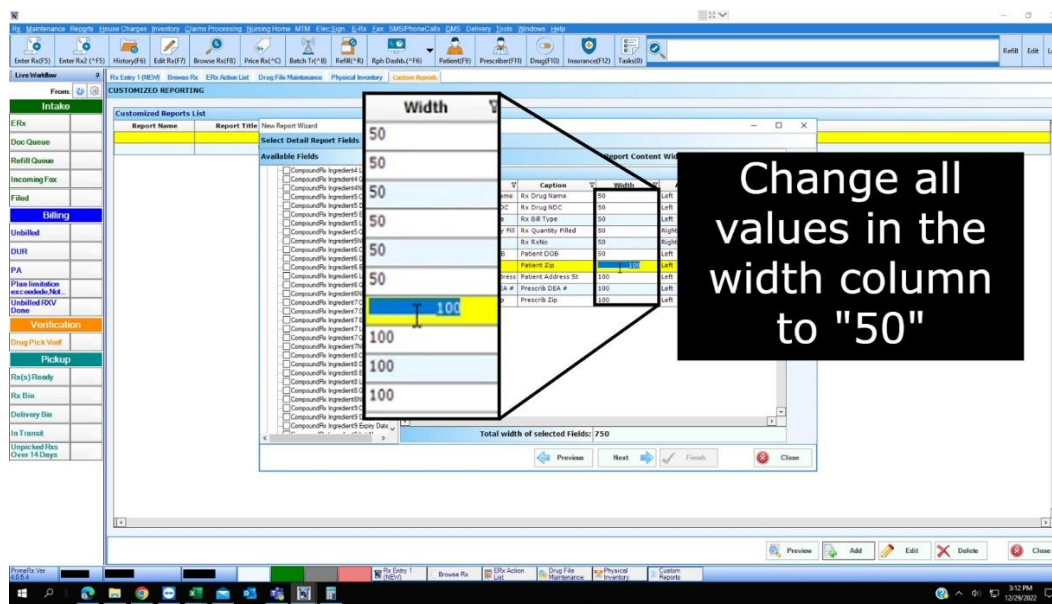


- In this window you will see several groups with fields that can be selected. Under the "Rx" group select "Rx Date Filled", "Rx Drug Name", "Rx Drug NDC", "Rx Bill Type", "Rx Quantity Fill", and "Rx RxNo.". Under the "Patient" select "Patient DOB", "Patient Zip", and "Patient Address". Under the "Prescrib" group select "Prescrib DEA #", and "Prescrib Zip"

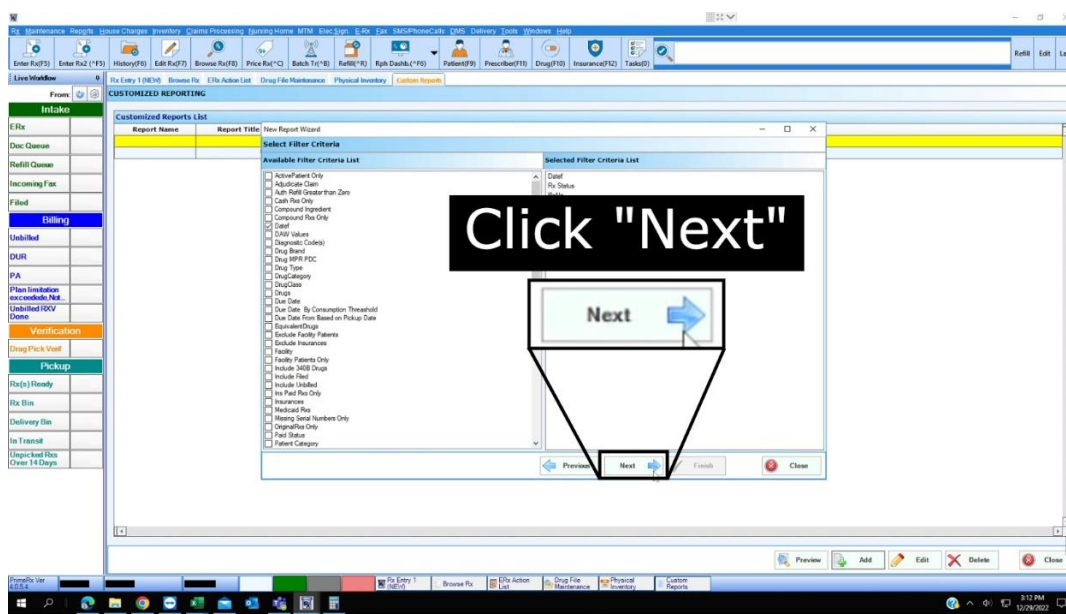


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- Once you have selected all of the fields you will see them to the right of the selection panel. There will be a "Width" column that says "100". Change all of these values that are "100" to "50" and hit the "Next" button.

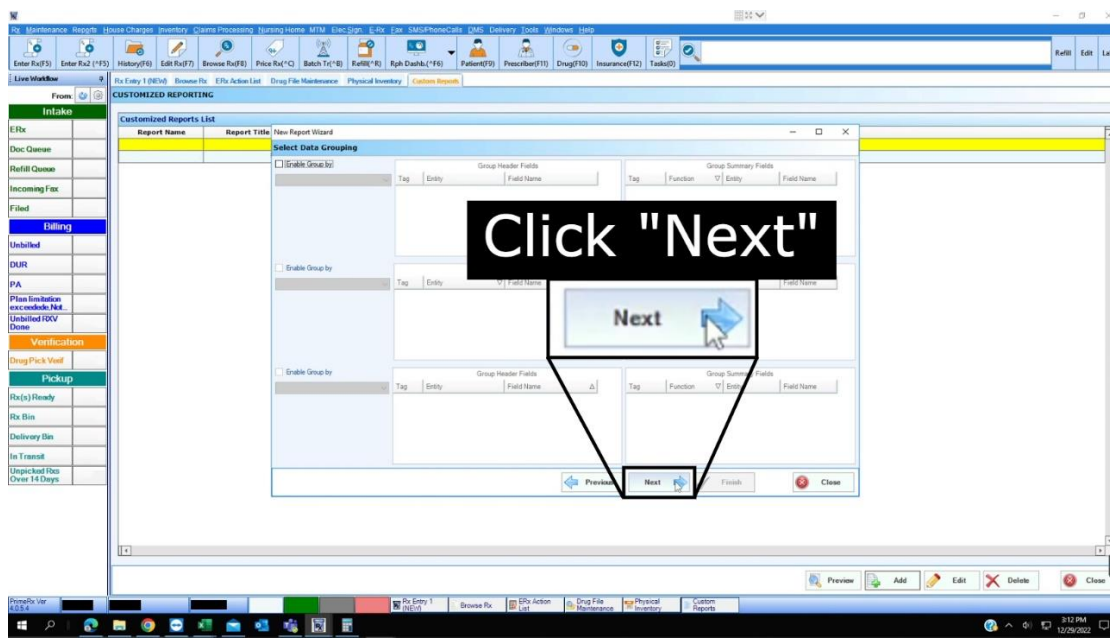


- This will take you to a screen that shows many filters. No need to select anything here so press the "Next" button.

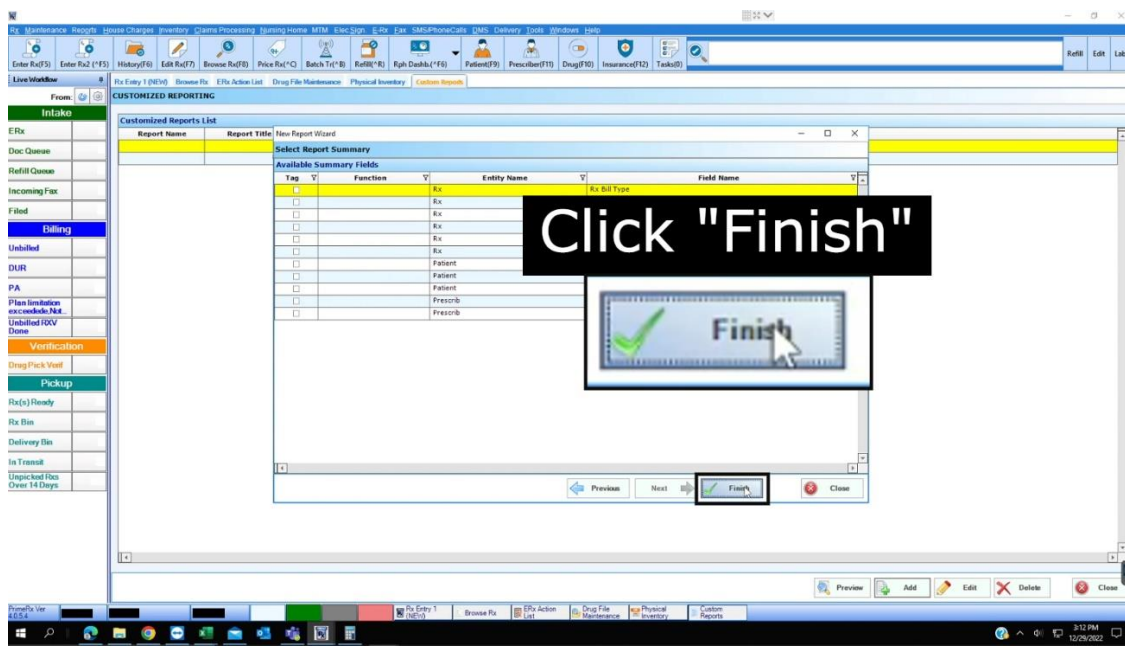


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- This will take you to a data grouping screen. There's nothing to do here as well so press the "Next" button.

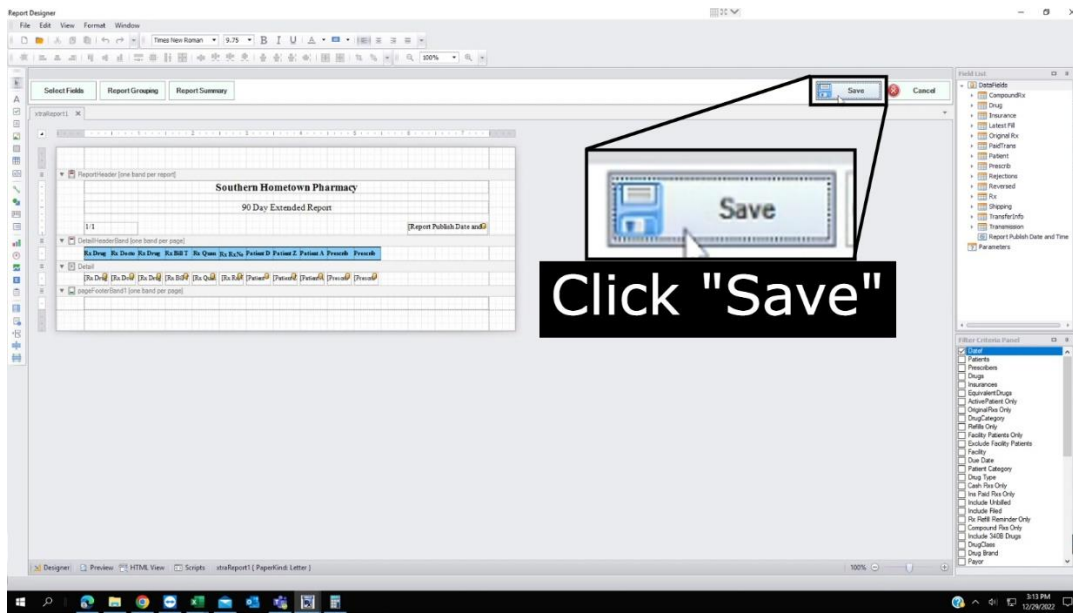


- This will take you to the another screen. There's nothing to do here so hit the "Finish" button. Once you hit "Finish" it will begin opening the report layout.

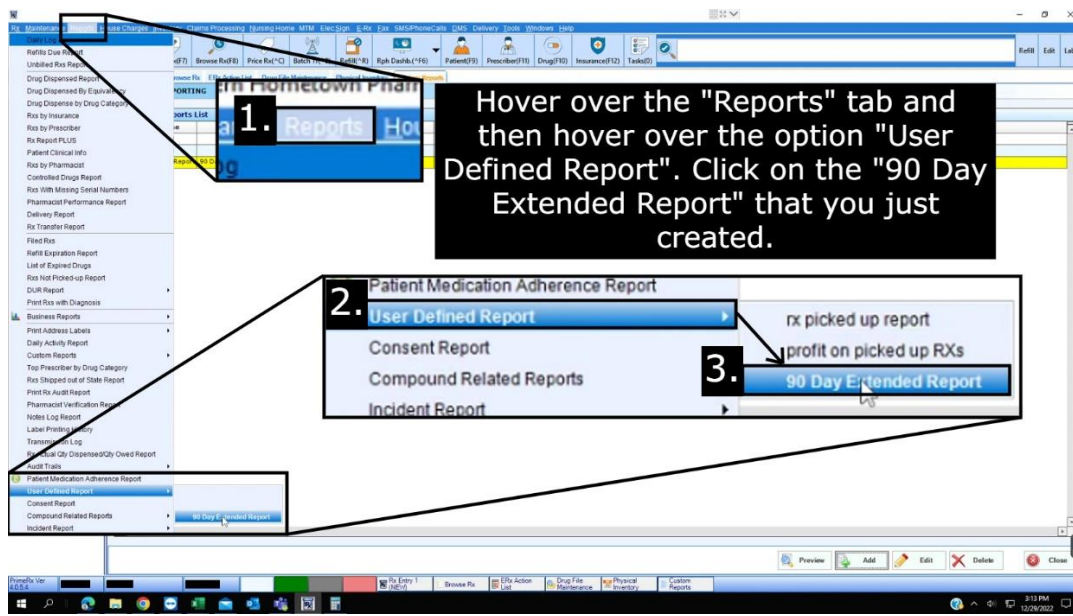


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- At the top right of this screen press the "Save" button to finish. Once you press this you will have created the report successfully.

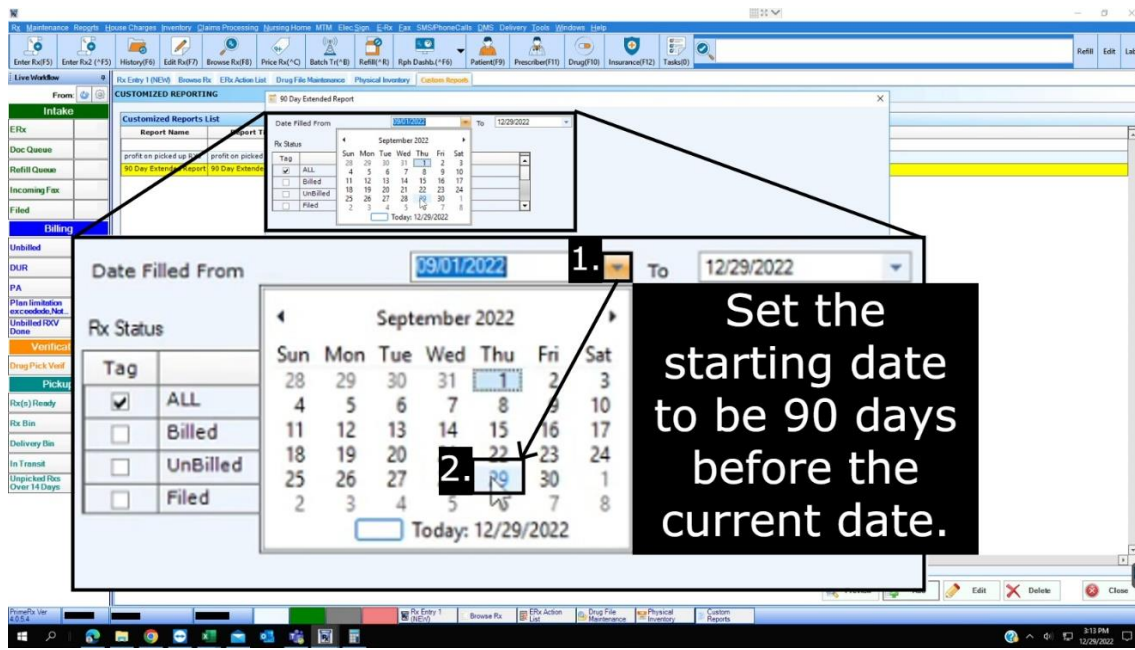


10. At the top of PrimeRX you will see a “Reports” tab. Hover over this tab to show the dropdown menu and then hover of the option that says, “User Defined Report”. You should be able to see the report you just created named “90 Day Extended Report”. Click on this report.

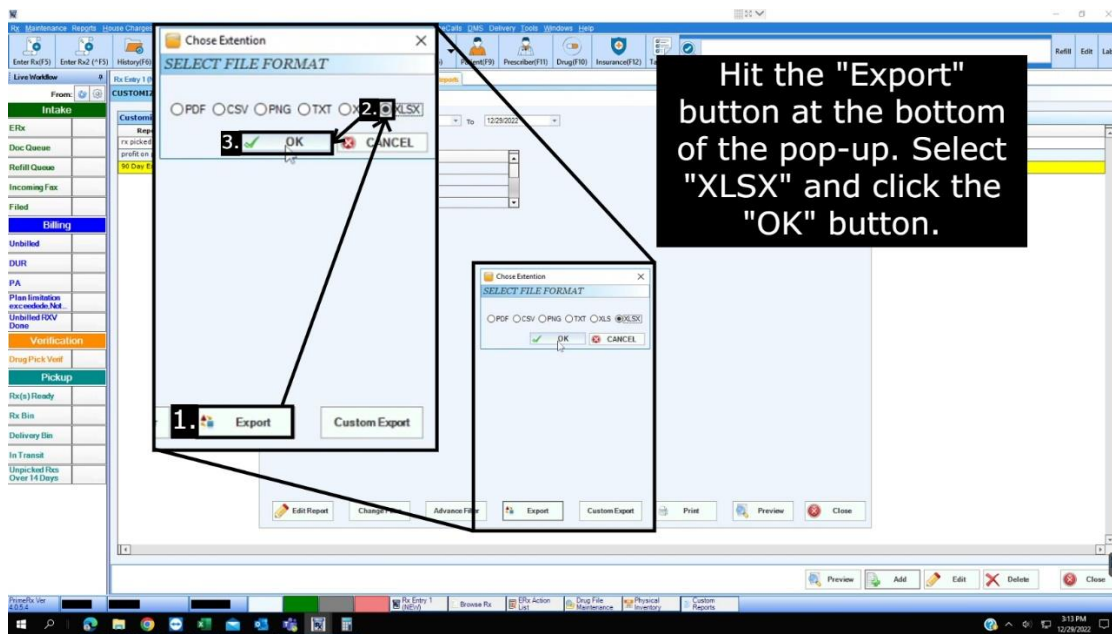


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11. You'll see a date range at the top of this pop-up. Make the first date be 90 days before the current date. The second date will be the current date.

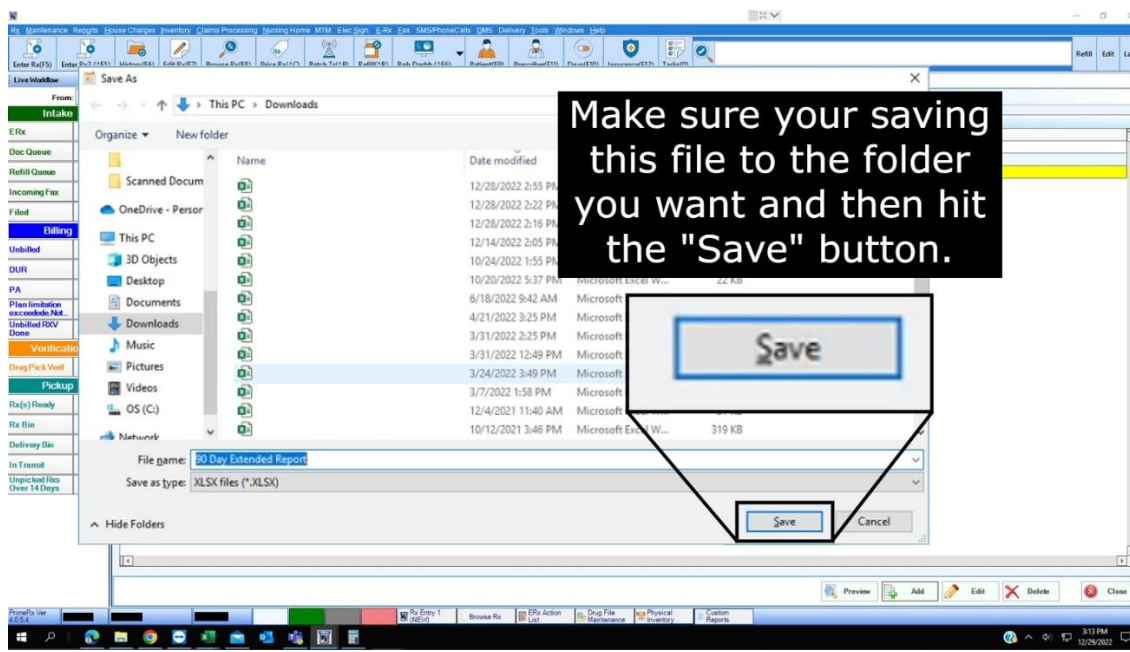


12. At the bottom of this pop-up you will see an "Export" button. Click on the "Export" button and there will be another pop-up. In this pop-up select "XLSX" and press "OK". Doing this will open you file explorer.



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13. Choose a file location for your file and press the “Save” button. You have successfully pulled your usage report!



How to Send the Report

All you have to do is fill out the form on our website. Once you fill this form out hit the “Submit” button and that’s it! The link to the page will be down below. Thank you for reading.

<https://www.ipdpharma.com/dispensing-report-upload>