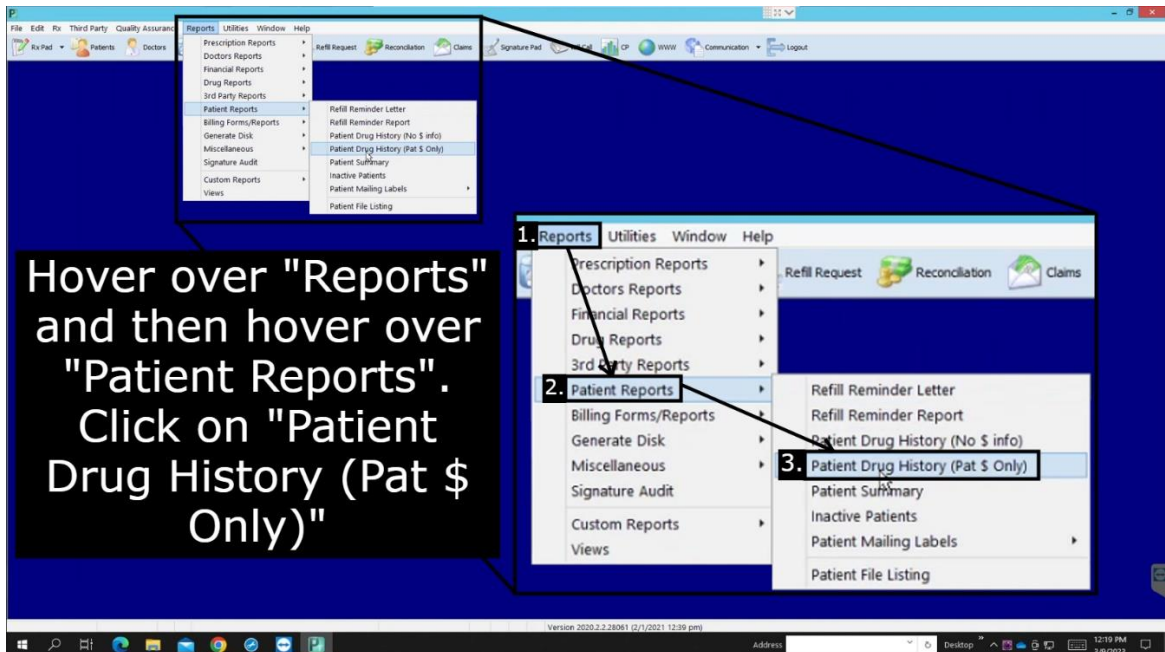


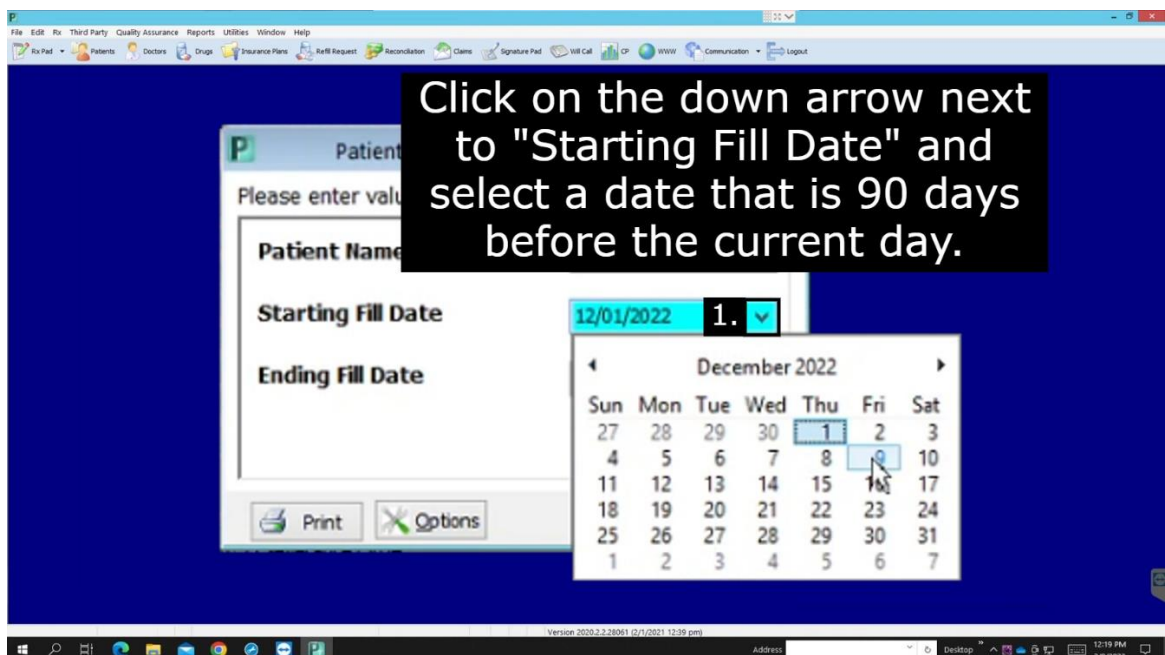
Cerner Etreby Usage Report Guide

Pulling A Usage Report

1. From the main screen of the Cerner Etreby software you will see several tabs at the top. Hover over the "Reports" tab to open a drop-down menu. In this drop-down menu you will hover over the "Patient Reports" option and click on "Patient Drug History (Pat \$ Only)".

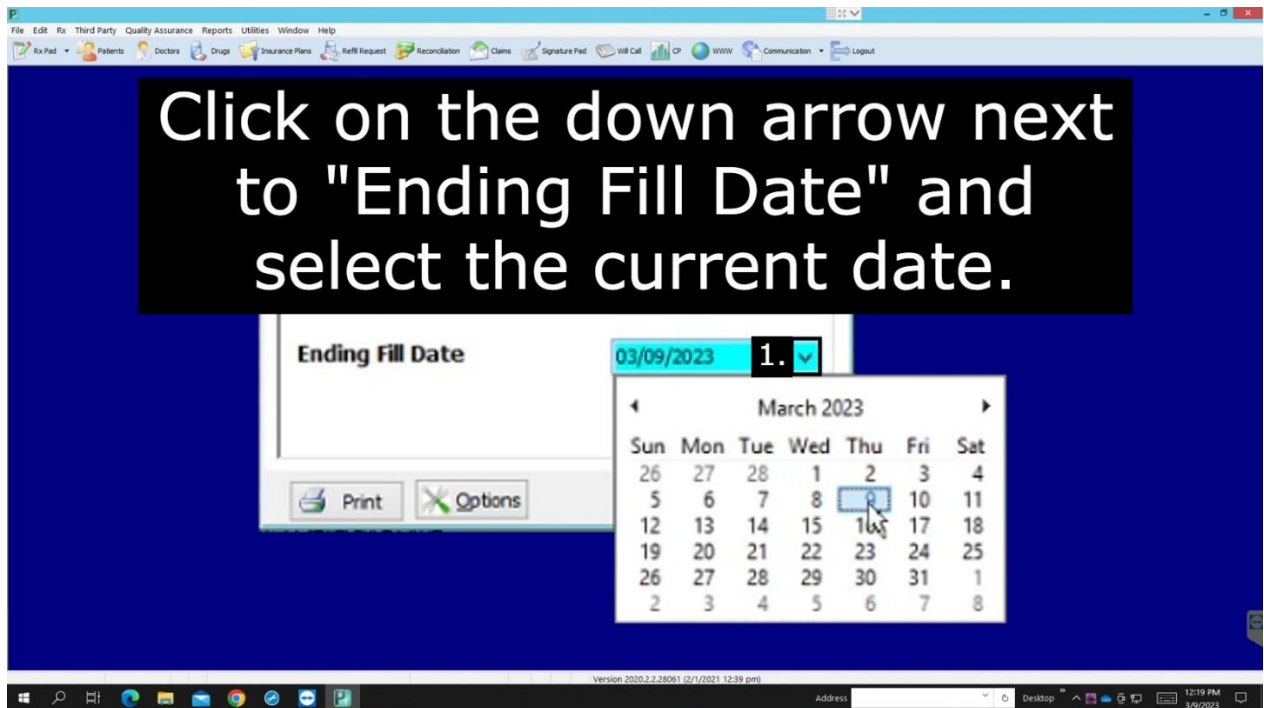


2. This will open a small pop-up window. In this window you will see two different dates. Click the down arrow on the first date called "Starting Fill Date". For this date, make it 90 days from the current date.

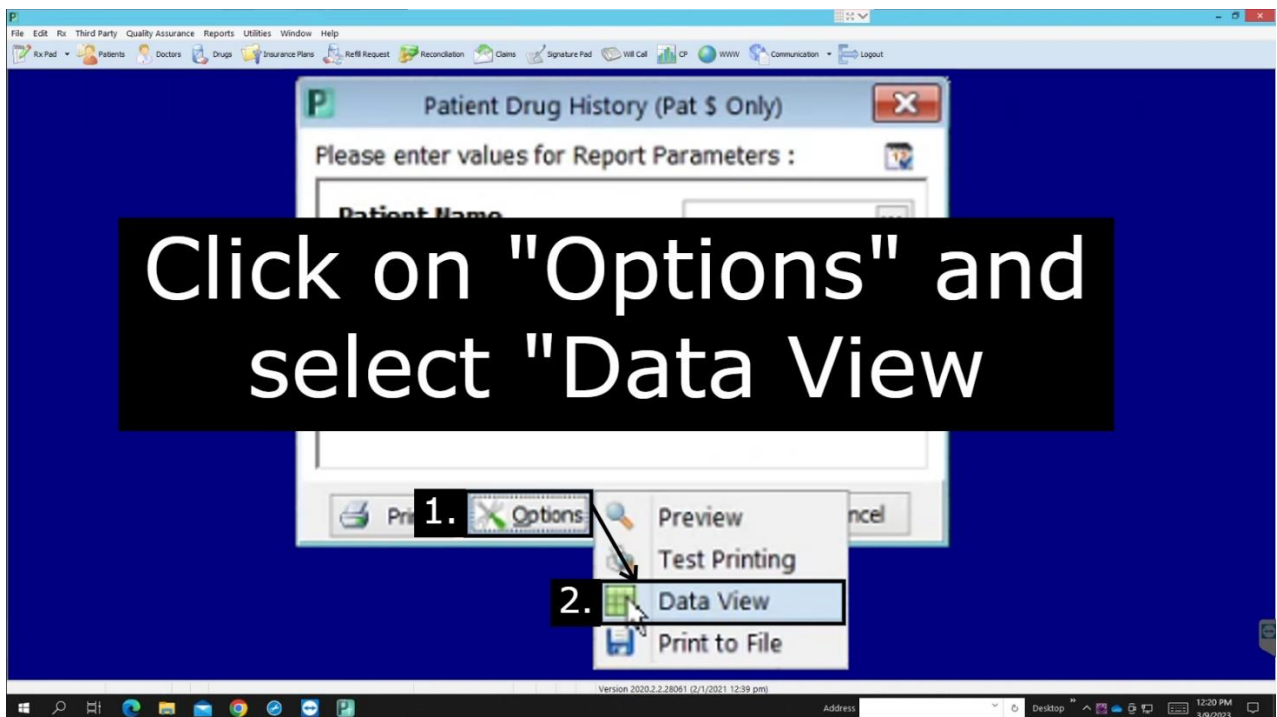


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3. On the second date that you see named "Ending Fill Date", you will need to select the current date.

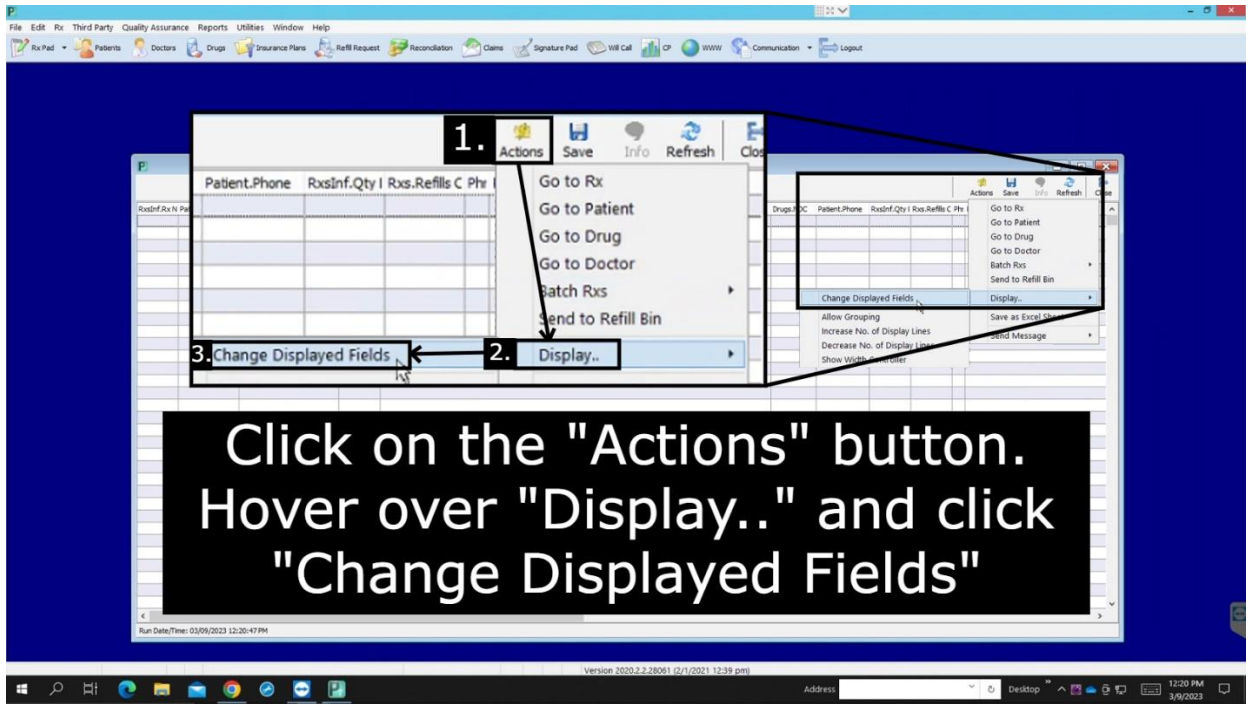


4. At the bottom of the small pop-up window, you will see a few different buttons. Click or hover over the "Options" button. In the drop-down that appears select the "Data View" option.

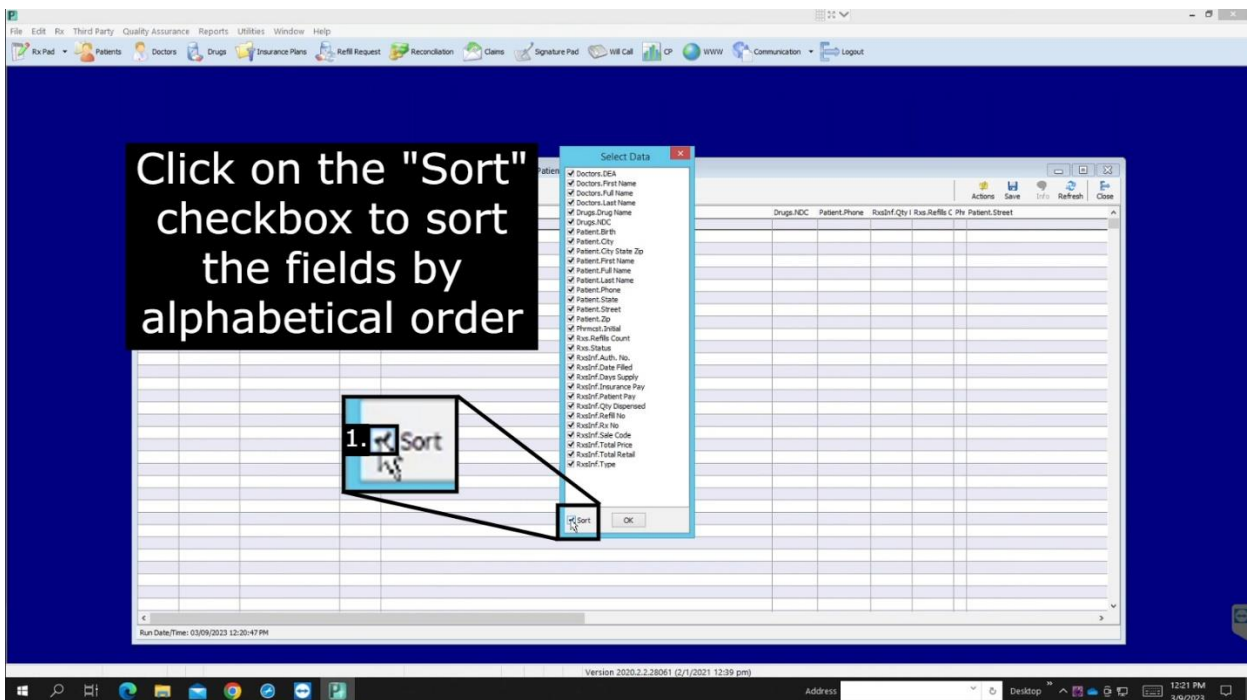


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5. A pop-up will appear, click on the "Actions" button at the top right of the pop-up. This will open a drop-down menu, from here you hover over "Display.." then click "Change Displayed Fields."

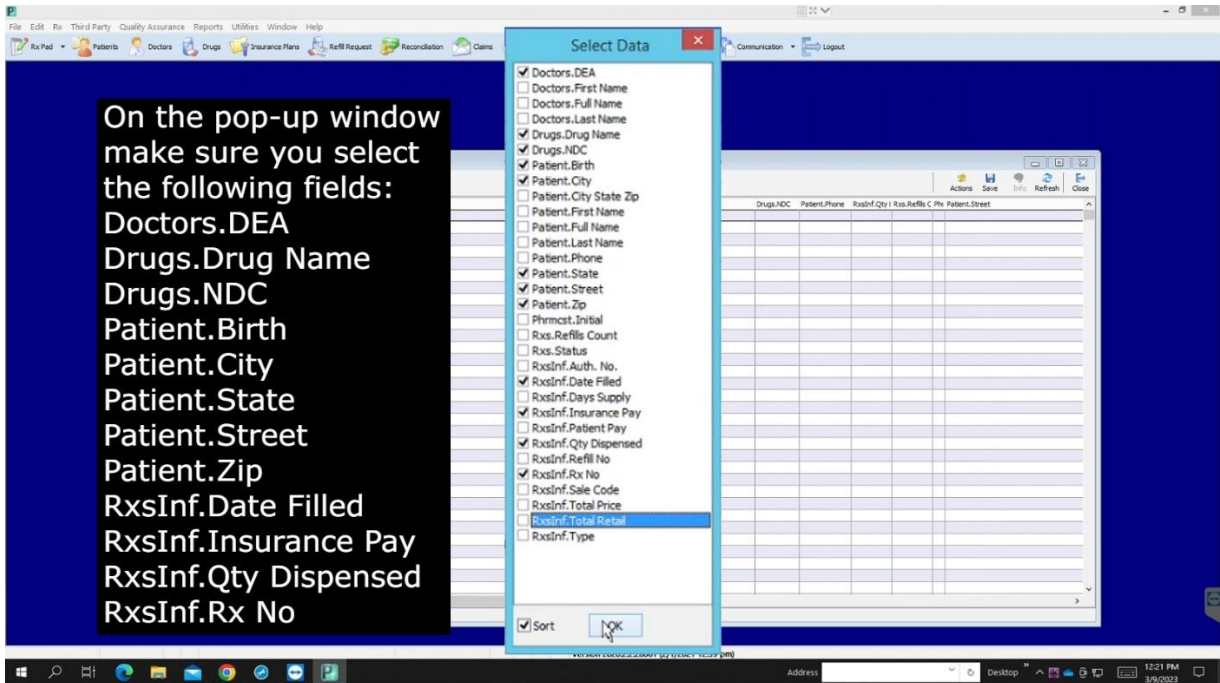


6. This will open a small window with the name of "Select Data". Click on the "Sort" checkbox at the bottom left to order it alphabetically.

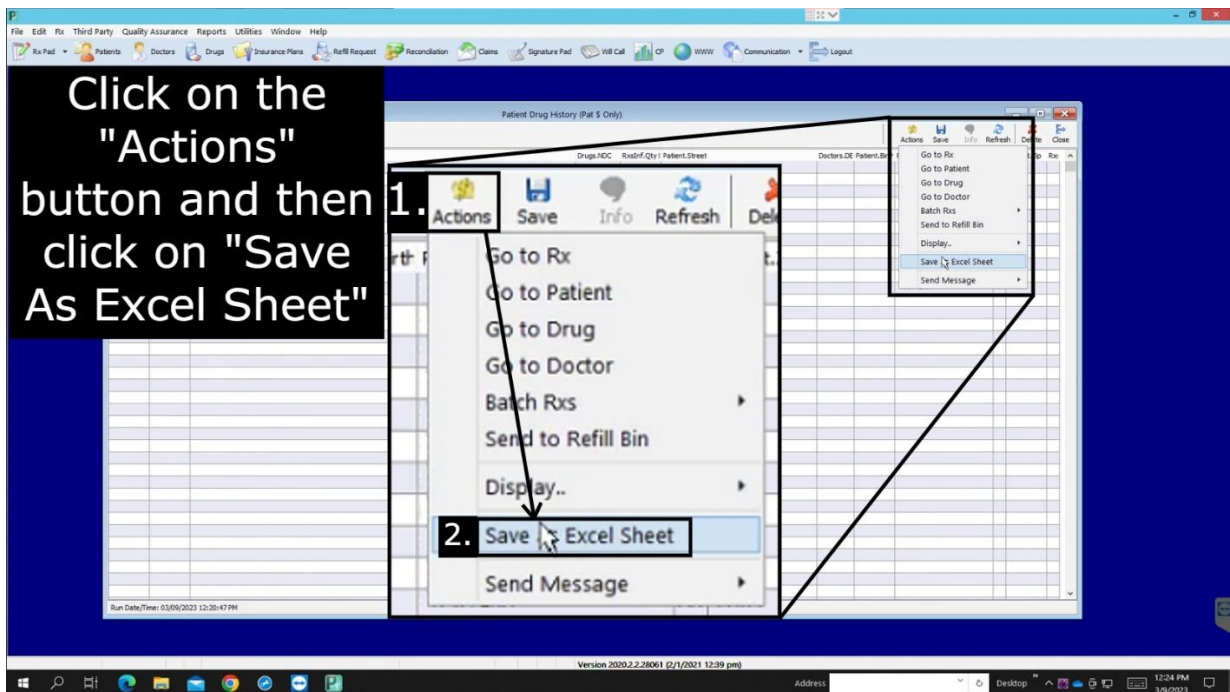


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7. Now you will make sure only the following is selected: Doctors.DEA, Drugs.Drug Name, Drugs.NDC, Patient.Birth, Patient.City, Patient.State, Patient.Street, Patient.Zip, RxInf.Date Filled, RxInf.Insurance Pay, RxInf.Qty Dispensed, RxInf.Rx No.
- Once you verified that all of these are selected, click "OK" at the bottom of the window.

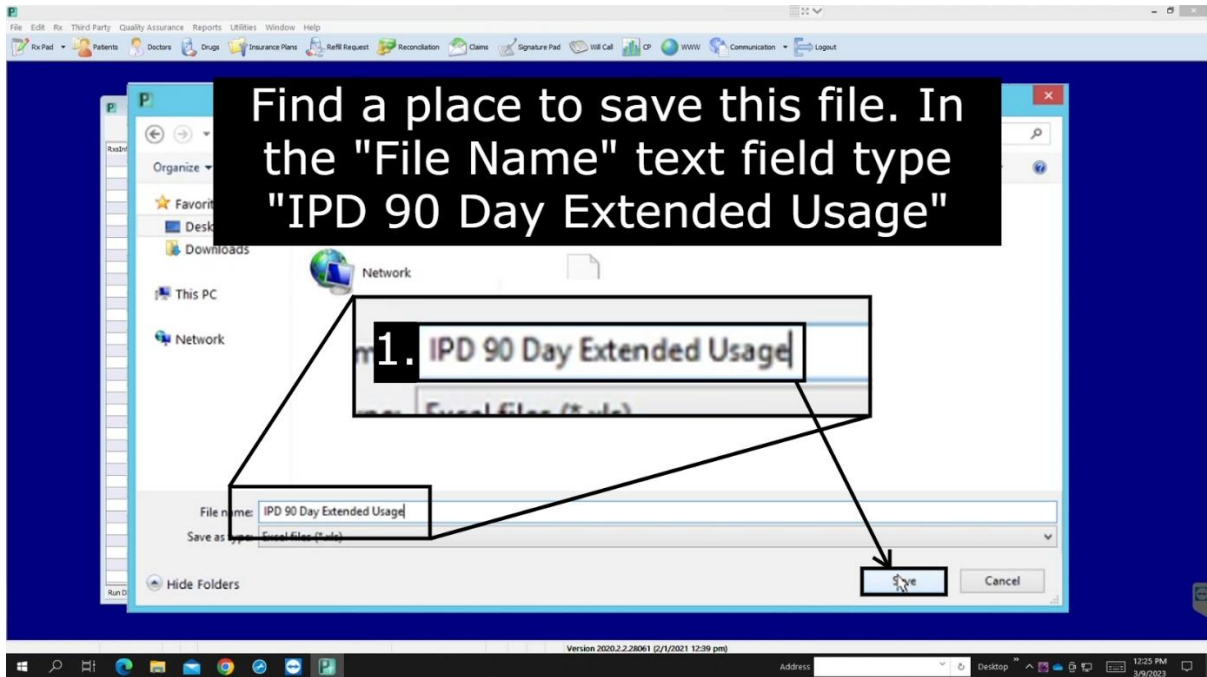


8. Click on the "Actions" button at the top right of the window. On the drop-down menu click on the option that says "Save As Excel Sheet". This will open your file explorer.



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9. On the file explorer, navigate to a place on your computer that you would like to save this file to. Make the "File name:" to be "IPD 90 Day Extended Usage". Once you have done this click "Save" at the bottom right of the file explorer.



How to Send the Report

All you have to do is fill out the form on our website [here](#). Once you fill this form out hit the "Submit" button and that's it! Thank you for reading.