Pulling A Usage Report

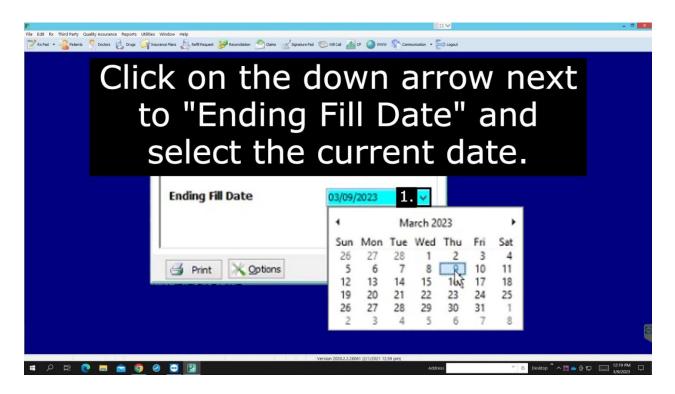
1. From the main screen of the Cerner Etreby software you will see several tabs at the top. Hover over the "Reports" tab to open a drop-down menu. In this drop-down menu you will hover over the "Patient Reports" option and click on "Patient Drug History (Pat \$ Only)".

P		- 0 ×
File Edit Rx Third Party Quality Assurance Reports Utilities Window Help Rx Pad + Prescription Reports + Refl Request Prescription Reports + Refl Reports + Refl Request Prescription Reports + Refl Repo	🚽 Sgratur Pad 🔊 😋 🖓 🕐 🕥 WWW 👫 Communication 🔹 🚔 Lagust	
Financial Reports Drug Reports Sid Farry Reports Refill Reminder Letter Refill Reminder Letter Refill Reminder Report Refill Reminder Refiller Refill Reminder Refiller		
Hover over "Reports" and then hover over	Financial Reports	
"Patient Reports". Click on "Patient	Drug Reports 3rd Party Reports 2. Patient Reports Billing Forms/Reports Generate Disk Refill Reminder Letter Refill Reminder Report Refill Reminder Story (No \$ info)	
Drug History (Pat \$ Only)"	Miscellaneous 3. Patient Drug History (Pat \$ Only) Signature Audit Patient Sub\$mary Custom Reports Inactive Patients Views Patient Mailing Labels	
# A H • • = • • • • • •	Version 2000.2.2.2001 (2/)/0021 12.39 pm) Address C C Destop C C C Control C C C C C C C C C C C C C C C C C C C	12:19 PM

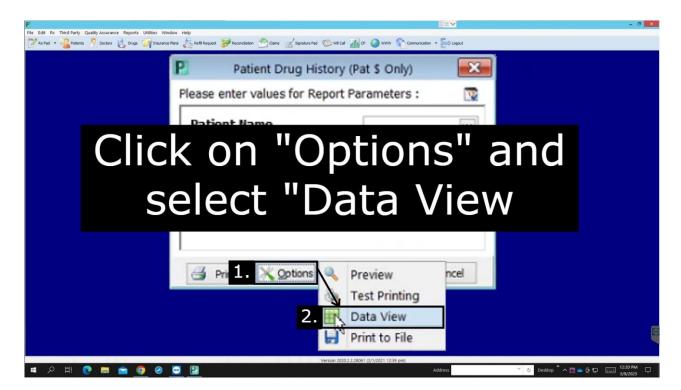
2. This will open a small pop-up window. In this window you will see two different dates. Click the down arrow on the first date called "Starting Fill Date". For this date, make it 90 days from the current date.

P File Edit Rx Third Party Quality Assurance Reports Utilities Window Help				××				- 8 ×
Pie edit kot inito karty Quality Assurance kaports Utilities Vindow Help PR Rv Pad + Patents ? Doctors 👸 Drugs 🏹 Insurance Plans 🔬 Refli Request 💈	Reconcilation 🔗 Claims 🥳 Signature Pad 🍥 Will Cal	₫ œ () www (Communication	an 🔹 📑 Logout				
P Pati Please enter v	select a	rting date	, Fi th	ll Da nat is	te" 90	an da	id ays	
Patient Na		e the	e ci	urren	t d	ay.		
Starting Fi	II Date 12/	/01/2022	1.	✓				ļ
Ending Fill	Date		Decer	mber 2022		•		
		un Mon 27 28	Tue 29	Wed Thu	Fri	Sat		j .
		4 5	6	7 8	R	10		
🗳 Print	X Ontions		13 20 27	14 15 21 22 28 29	165 23 30	17 24 31		
		1 2	3	4 5	6	7		G
ा 🔉 🗄 💽 🚍 🧰 🥥 🔗 🔁 📳	Version 2020.2	c.2.28061 (2/1/2021 12:39	pm)	Address		~ ð Desk	top 🔭 ^ 🔀 📥 🖗 ⊊	12:19 PM 3/9/2023

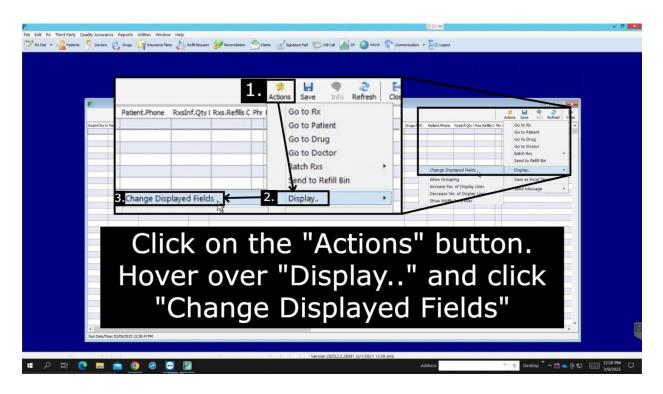
3. On the second date that you see named "Ending Fill Date", you will need to select the current date.



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.



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.

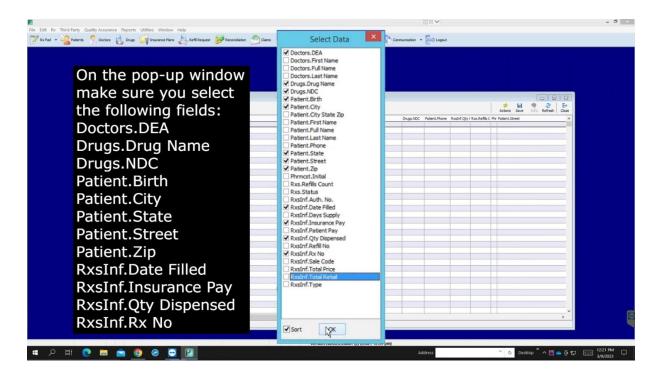


6. This will open a small window with the name of "Select Data". Click on the "Sort" checkbox at the bottom left to order it alphabetically.

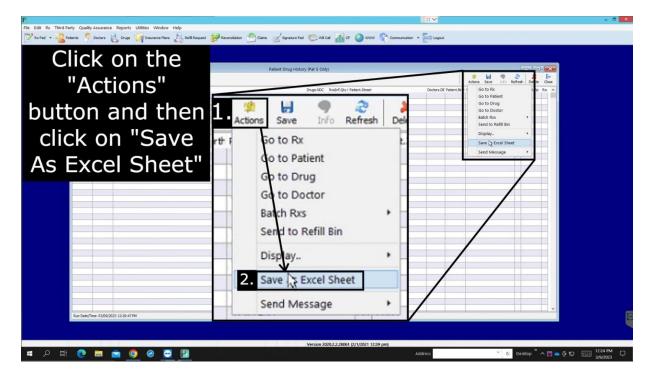
Dogs.NCC Patent-Rome Realist Circles A	/ Actors Sen (r/n Refer) Core / Ras/Reflix CMP Patent/Street A

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, RxsInf.Date Filled, RxsInf.Insurance Pay, RxsInf.Qty Dispensed, RxsInf.Rx No.

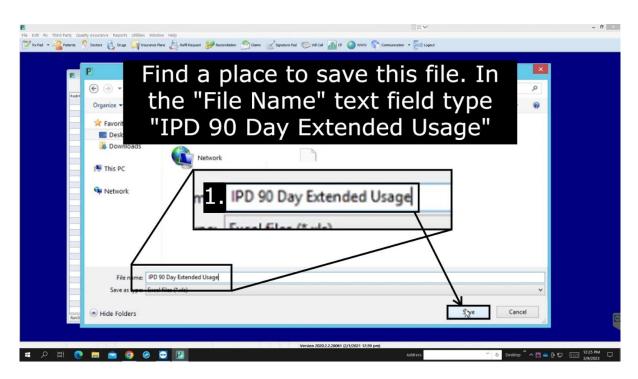
Once you verified that all of these are selected, click "OK" at the bottom of the window.



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.



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 <u>here</u>. Once you fill this form out hit the "Submit" button and that's it! Thank you for reading.