fdb
First Databank

OptimiseRx Installation Guide for SystmOne

OptimiseRx

Fully integrated with the patient record to enable the delivery of prescribing best practice and to optimise cost savings.

At a Glance

OptimiseRx is fully integrated into the workflow of SystmOne. Before OptimiseRx can be used by prescribers it must first be activated within the practice, then the Medicines Optimisation button is added to the toolbar to enable OptimiseRx to be used for medicines reviews and managing repeats. An additional step, testing the connectivity prior to activation can also be completed if desired. All of these steps are quick and simple and are explained in detail in the two sections below.

Test OptimiseRx connectivity ahead of activation

Your CCG may require you to verify that your practice can connect to the OptimiseRx service in advance of your go-live date. In order to test the connection to OptimiseRx in your practice a unique code called a GUID has to be entered into SystmOne. This step needs only to be done once and it will test the OptimiseRx connection for all users at your practice, including any branch surgeries.

The code is held by your CCG, if you do not yet have your code please contact your CCG directly.

To test the OptimiseRx connectivity you should follow the instructions in the sections "Activating OptimiseRx" and "Testing the GUID".

In order to ensure that OptimiseRx does not remain activated in your practice, the GUID needs to be removed from the **Prescribing > Meds Optimisation** screen once the test has been carried out.

Please notify your CCG if you are unable to successfully run the GUID test or if you receive an error message.

Activating OptimiseRx

Before you can use OptimiseRx in your practice it needs to be activated, this is done by adding a unique code called a GUID into SystmOne. This step needs only to be done once and it will turn on OptimiseRx for all users at your practice, including any branch surgeries.

The code is held by your CCG, if you do not yet have your code please contact your CCG directly.

To enter the GUID into SystmOne:

1. Log on to SystmOne with Administrator rights
2. Navigate to **Setup > Users and Policy > Organisation Preferences**
3. Select **Prescribing > Meds Optimisation**
4. Paste the GUID directly into the box labelled 'Practice GUID'
5. Press the 'Test' button to verify that your practice can communicate with the OptimiseRx service
6. If the tests pass press 'Ok'

Disclaimer: The OptimiseRx module is intended for the use of healthcare professionals and provided on the basis that the healthcare professionals will retain FULL and SOLE responsibility for deciding what treatment to prescribe or dispense for any particular patient or circumstance.

Testing the GUID

As per step 5 in the process above, when you press the 'Test' button to verify that your practice can communicate with the OptimiseRx service you will receive a response in the form of a pop-up message.

If the GUID installation has been successful you will receive the following message:
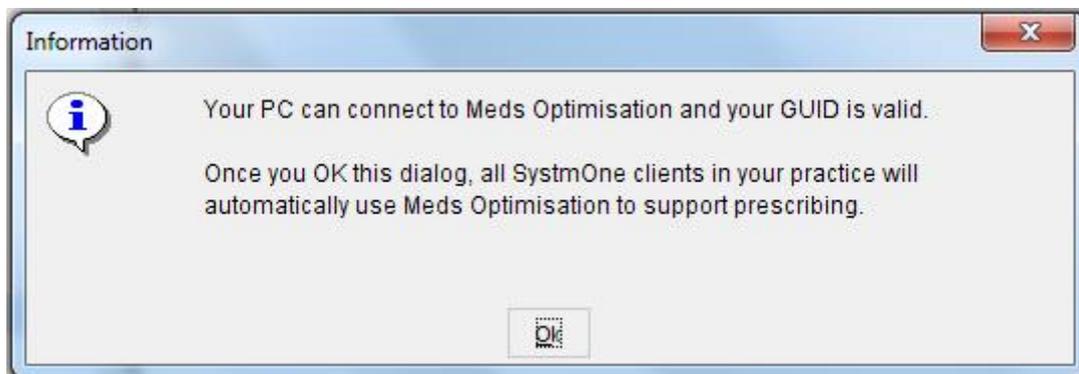
If an error has been encountered then you will receive an error message similar to the one shown below, the specific nature of the error will be reported within the message:

If the GUID installation errors then this should be logged immediately with the local helpdesk as a network issue, and your Medicines Management Team should be notified.

Preparing OptimiseRx for first use

- FDB recommends that OptimiseRx is activated out of prescribing hours, ideally in the morning before surgery.

- The GUID should be entered into SystmOne on one PC, with all other PCs within the practice logged out of SystmOne.

- If the GUID test (as described above) is successful then a test prescription should be carried out. The parameters of the prescription will be provided to you by your FDB Implementation Consultant, it is important that the test prescription and prescribing workflow are followed exactly in order to ensure that OptimiseRx will generate a message.

- In some circumstances this first prescription may take 2-3 minutes to complete. It is important that SystmOne is not shut down during this period.

- On successful completion of the test prescription, all other PCs within the practice can be logged on to SystmOne.

Adding the Medicines Optimisation Button to the Toolbar

Whilst in a patient record, OptimiseRx can be called to inform a review of a patient's repeat medications or a medicines review. In order to carry out this task the OptimiseRx button needs to be added to the toolbar. Whether individual users are allowed to configure their toolbars or whether this is a central function within a practice is subject to individual practice choice, therefore this maybe a task to be completed once, centrally, or on a user by user basis.

To configure the OptimiseRx button in SystmOne:

- Right-click on your toolbar and select **Configure Toolbar**

- Select the toolbar you wish to add the button to and click **Amend Toolbar**

- Either   Type "OptimiseRx" into the **Search** field and click **Search**

  Or   Open the prescribing folder on the left hand side tree and select fdb OptimiseRx

- Double-click on the 'fdb OptimiseRx' option in the tree to move it into the right hand pane

- Click **Ok** on the Toolbar Configuration dialog
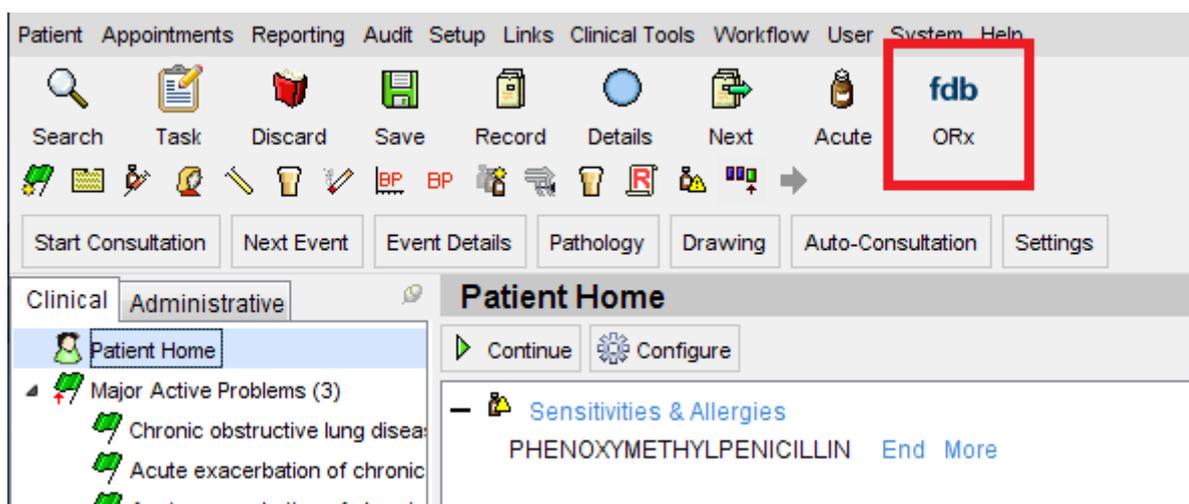
The OptimiseRx button can be added to any toolbar and to templates to support medicines reviews.
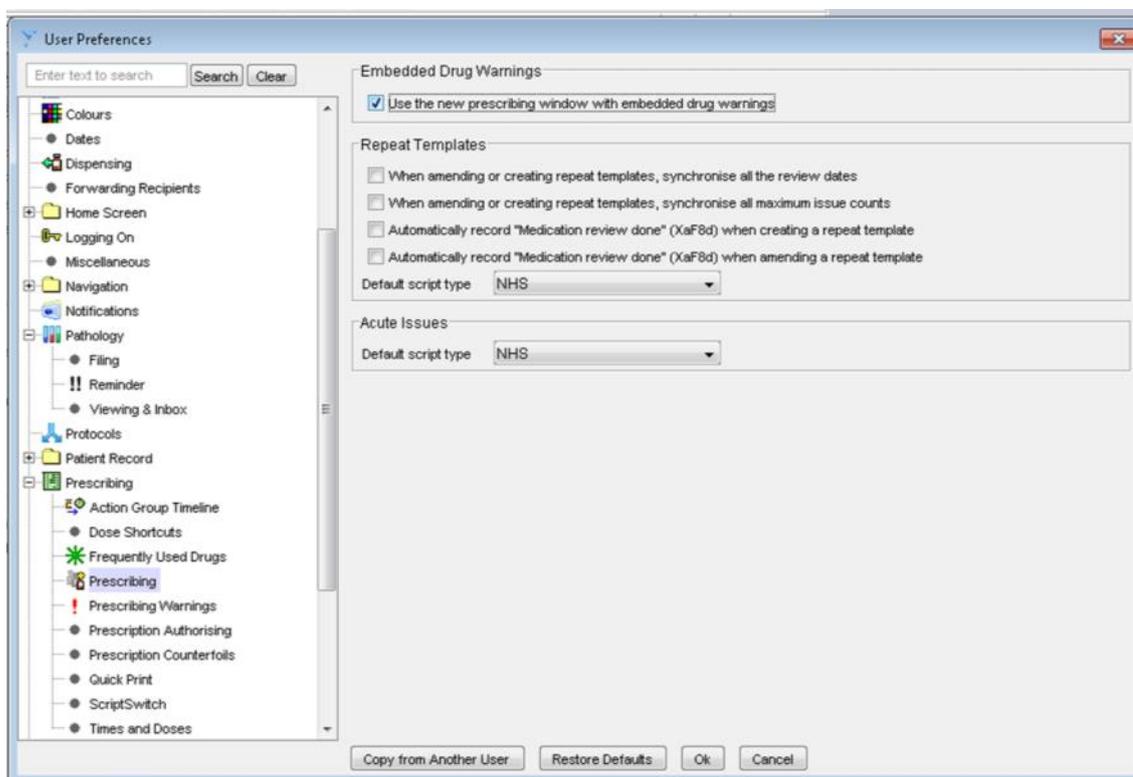
Simplifying Popup Alert Windows in SystmOne

Within SystmOne it is possible to configure the prescribing screens to show the existing Clinical Decision Support (CDS) window in line with the prescribing dialog, instead of using a popup window, thus reducing the volume of popup windows presented whilst prescribing. OptimiseRx will continue to use the popup window format.

To configure SystmOne to display CDS in line with prescribing dialog navigate to:

1. User > User Preferences

2. Navigate to the 'Prescribing' element in the left hand pane and expand it

3. Select the sub-icon 'Prescribing'

4. Click the box next to 'Use the new prescribing window with embedded drug warnings'

5. Click OK

Swallowtail House, Grenadier Road, Exeter Business Park, Exeter EX1 3LH
Tel +44 (0) 1392 440 100 • Fax +44 (0) 1392 440 192 • fdbhealth.co.uk
Other Locations: San Francisco, California • Indianapolis, Indiana • St. Louis, Missouri