# Compass MED D - Documents Available in theSource

[General Information](#_Toc165307180)

[Frequently Asked Questions](#_Toc165307181)

**Description:** This job aid provides general information and answers to frequently asked questions regarding Compass MED D documents becoming available in theSource.

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| General Information |

Documentation created for the Compass system is now searchable for MED D CCRs in theSource. This means that your Search Results will now include many document titles that start with “Compass”.

**Example:** Searching for “New Rx Request” will return both of the following documents:

* Obtaining a New Prescription (Rx) for the Member
* Compass - Obtaining a New Prescription (Rx) for the Member (New Rx Request)

If you are using Compass, refer to the Compass version of the document. If you are still using PeopleSafe, do NOT refer to the Compass version of the document. See the **Frequently Asked Questions** below for tips for searching in theSource.

[Top of the Document](#_top)

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| Frequently Asked Questions |

Refer to the following:

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| **Question** | **Answer** |
| **What is Compass?** | Compass is a new Customer Relationship Manager (CRM) tool in development that will eventually replace PeopleSafe. |
| **Why is this happening now?** | Compass training began for our MED D CCRs on March 11. This means that some of our CCRs will be using PeopleSafe and some will be using Compass. We need all CCRs to have equal access to the documentation they need. |
| **Where can I learn more about Compass?** | * Please refer to the [Compass Communications Index](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=9ae80493-a9fc-4372-b53b-d90c596b63ea) for more information. * The Compass versions of our most commonly used MED D work instructions have been added to the following index: [MED D - Commonly Used Work Instructions Index](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=45cc9b47-1035-4597-b0ca-52d3109f8c8d) |
| **How can I filter my Search Results to show only Compass or PeopleSafe documents?** | You can use the existing **System** search filter to narrow down your Search Results.  From the Search Results page, expand the **System** section in the right sidebar. Then click the **Compass** or **PeopleSafe** checkbox, depending on which documents you want to view: |
| **What if I don’t want to see ANY Compass documents in my Search Results?** | Only if you absolutely do not want to see any Compass documents, you can exclude all documents that contain the word “Compass”.  **The following Search method is NOT intended for frequent use.**  Include “-Compass” in the search bar before pressing **Enter**: |

[Top of the Document](#_top)

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