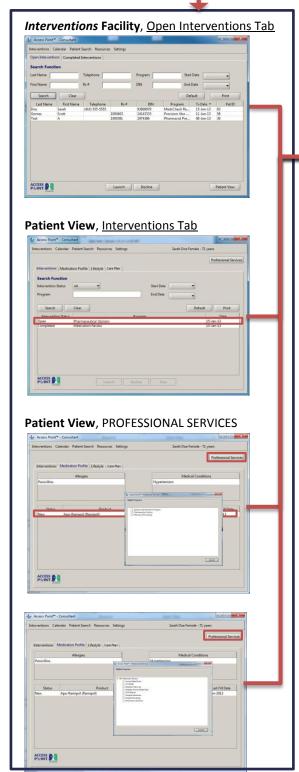


QUICK REFERENCE GUIDE

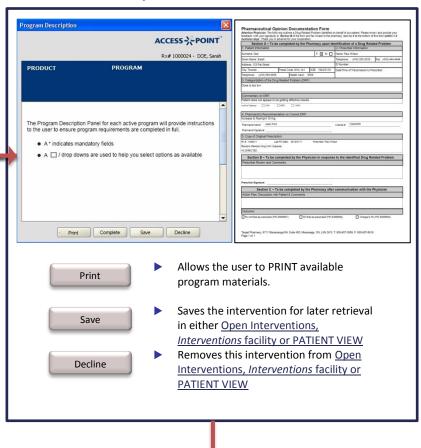


Access Point™ Consultant should remain open during daily activity. To open for the first time, left click the *Starburst* located on the bottom right hand corner of your screen.

1. PROGRAM LAUNCH



2. DOCUMENTATION/PROGRAM MATERIALS



3. COMPLETION



forms to the
Completed
Interventions tab of
the Interventions
facility and the
Interventions tab of
PATIENT VIEW.



Write Back of a billing PIN and/or prescription(s) to the dispensing system as required.



As applicable, schedule a **Follow Up** appointment.



QUICK REFERENCE GUIDE (Cont'd)

1. INTERVENTIONS FACILITY



- Open Interventions tab provides a list of all open interventions for any patient.
- Completed Interventions tab provides a list of all completed interventions on behalf of any patient.
- Search and Print functionality provides the user with the ability to sort lists and print results.
- PATIENT VIEW. Selecting any Open or Completed Intervention and selecting this button will take the user to the same patient's PATIENT VIEW profile.

2. CALENDAR FACILITY



- Calendar Facility allows the user to schedule reminders and appointments with patients by Program Type.
- Search and Print functionality provides the user with the ability to sort lists and print results.
- PATIENT VIEW. Selecting any appointment and selecting this button will take the user to the same patient's PATIENT VIEW profile.

Note: Existing entries in the Calendar Listing will remain until the due date is passed and/or the entry is declined by the user.

3. PATIENT SEARCH FACILITY



- Patient Search Facility allows the user to find a specific patient using one or more search fields.
- PATIENT VIEW. Selecting any patient resulting from the search and selecting this button will take the user to the same patient's PATIENT VIEW profile.

Note: Access Point™ Consultant will only recognize patients after a fill of one DIN in their dispensing system profile.

4. RESOURCES FACILITY



The **Resources Facility** is the electronic filing cabinet of Access Point™ Consultant!

- References tab provides the ability to view and print Pharmacist and Program Information.
- Patient Tools tab provides the ability to view and print information intended for patients.
- Demo Meter tab allows the user to submit demo meters as authorized by a manufacturer (Note: For stores with BGM Warranty and Registration program only).
- Reports tab provides access to all available in-store reports.
- CE Modules tab provides the ability to view/print CE Modules as available.

5. SETTINGS FACILITY



- Help tab provides access to Access Point™ specific training materials, such as:
 - User Manual
 - Training Demo
 - Quick Start Guide
 - End-User License Agreement
- Preferences tab allows the user to customize user identification for Professional Services and/or add appointment types to the Calendar.
- Configuration tab is for use by our Customer Service Representatives.

6. PATIENT VIEW



- Interventions tab displays available Open and Completed Interventions for a specific patient.
- Medication Profile tab displays a specific patient's medication profile as retrieved from the dispensing system profile.
- Lifestyle tab contains non-medication indices for a specific patient.
- CARE PLAN provides a documentation facility for patient care plans, including drug- and non-drug-related issues, goals, recommendations, monitoring, and ongoing follow-ups.

