The Life File System for Prescribers

A state-of-the art, free, secure web based system that allows you and your office staff to manage all your prescribing needs. Life File's patient-centric system ensures that you create the easiest, safest and fastest prescriptions.

Accessing the system

Accessing the system is straightforward. Your pharmacy representative will provide the information that you need: a) The website address, b) your username, and c) a temporary password. Follow these easy steps to access your account:

- Open your choice of Internet browser[1]. (Internet Explorer, Firefox, Safari, etc)
- Enter the web site address provided by your pharmacy representative
- Enter username and temporary password provided by the pharmacy
- Create your new personal password and set your security settings.
- Enter username and new password.

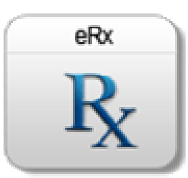
1. Safari is the only recommended browser for iPad.

Finding Patients

Find your patients rapidly entering little or no information.

- Click on **"Select Patient"**. The system will automatically display the most recently viewed patients
- Locate your patient and click on **"select"** or
- Use the search tool to rapidly locate any other patient

Prescribing a new medication



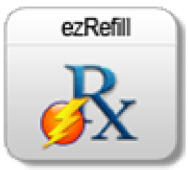
Create legible, accurate, and secure medication prescriptions that will reach the pharmacy instantaneously.

- Click on **"eRx"** to access the e-prescribing module
- Verify patient's basic information. Enter delivery information and special instructions, if needed
- Click on the **"Med information"** button to work on your prescription details. You can always go back to patient information, if needed
- Use your **"Preferred Medication"** List or use any of the multiple methods

to find the medication that you need to prescribe
- Check medication's strength, quantity, flavor, directions, and refill choices
- Click on the **"review and sign"** button to preview order
- Review your order and click on the **"Submit"** button to complete the process [3]

[2] iPad and Mac users can use the "Remote Print" function to remotely print orders.

Refill existing prescriptions



This feature allows you to easily manage online refills for all patients eliminating the need for call-in or fax-in refill prescriptions.

- Click on **"eZrefill"** to access the module
- Locate your medication and click on the **"Additional Refills"** drop down box to select the amount of new additional refills
- Enter **delivery information and special instructions**, if required
- Click on the **"review and sign"** button to preview order
- Review the refill order and click on the **"Submit"** button to complete the process

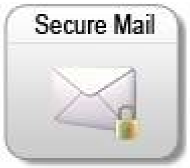
Create a refill prescription from an incoming fax

Life File enables an electronic file cabinet for your business* where you can securely file and find every incoming fax, no matter its original source. Accurate refill prescriptions can effortlessly be created from these documents.

- Click on **"Incoming Faxes"**
- Locate your document and click on **"view"** to display document content
- Copy and paste the RX# written in your document or manually enter the Rx # in the **"Enter Rx# for ezRefill"** field.
- Click on the **"ezRefill"** button to start a refill prescription
- Select your medication and click on the **"Additional Refills"** drop down box to select the new amount of additional refills
- Enter **delivery information** and **special instructions**, if required
- Click on the **"review and sign"** button to preview order
- Review the refill order and click on the **"Submit"** button to complete the process

Secure mail

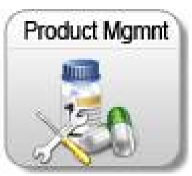
Instantly communicate, through encrypted secure mail, with pharmacy users and patients. Unlike regular e-mail, this format is HIPAA complaint and confidential data may be exchanged. Regular e-mail notifications and SMS text messages can be used to alert patients and pharmacy users to a secure mail.



- Click on the **“Secure Mail”** module to access (the system will display new messages by default.)
    - To write and send a new message :
        - Click on the **“new message”** tab
    - Fill out the fields
    - Review your email and click on the “sent” button

Custom medications

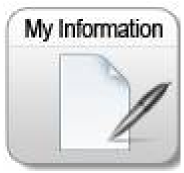
Use this feature to create custom compounds and other prescribed items.



- Click on **“Product Management”**
- Click on the **“Insert”** button
- Enter medication’s name, form, and active element (i.e. Aspirin: Acetaminophen)
- Click on **“insert”**
- Click on the **“medication property”** drop down box to include medication strength, quantity, directions, and flavor
- Click on the **“update”** button to save and load information to the system.
- Use the **“order”** filed to organize and present medication’s strengths, quantities, directions, and flavors in a natural logical sequence
- Click on the **“Update”** button to save and complete process.

My profile

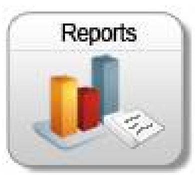
Use this feature to add or change your personal information. You can also set your default preference settings; such as patient search location, delivery method or remove medication from your preferred medication list.



- Click on the **"My Profile"** button
- Click on **"My Information"**
- Click on the **"Unlock"** button locate on the upper side of the screen
- Add/Change information as needed
- Click on the **"update"** button to save changes
- Click on close to complete process

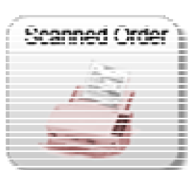
Reports

Customized reports such as number of orders sent within a specified timeframe can be created. For more information contact your pharmacy representative.



- Click on the **"Reports"** button to access the module
- Locate your report
- And click on **"Execute Report"** to view report

Scanning technology



Use this feature to scan and send any document that needs to be passed along to the pharmacy.

- Click on **"Script Scan"** [3.]
- Place document in the scanner document feeder or flat-bed
- Enter patient information, if needed
- Click on **"Scan"**
- Review document and click on **"Submit"** to complete process

[3.] Script Scan is not enabled for iPad or Mac.