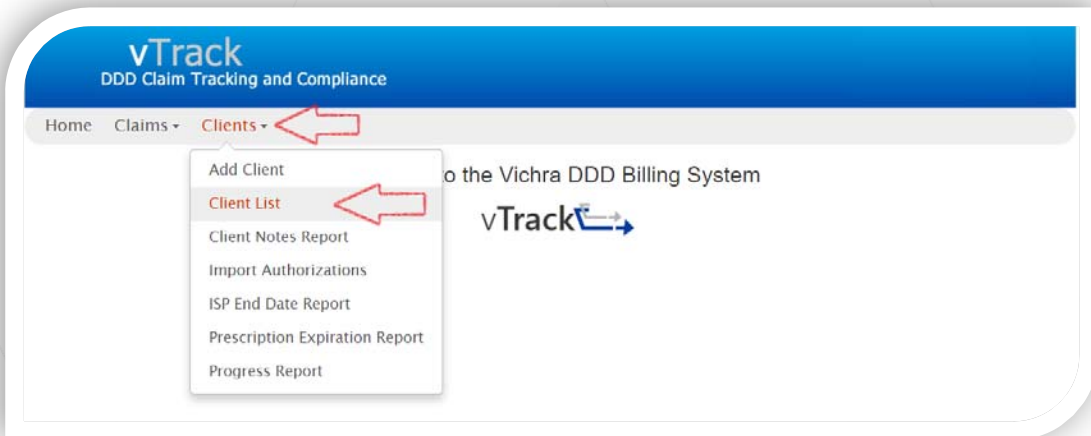
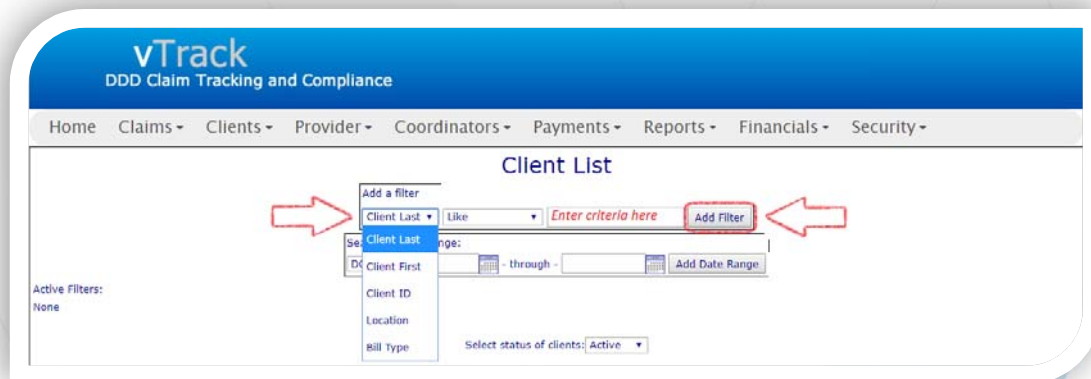


How to Enter a Client Prescription

1. **Navigate to the Clients Drop-Down Menu**
 - Select-> Client List



2. **Use Filters to Locate Client**
 - Select-> Search Criteria from the filter drop-down menu
 - Enter-> Corresponding criteria from your drop-down menu selection
 - Click-> Add Filter



- Click-> Edit to open client's portal

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DDD Claim Tracking and Compliance

Home Claims ▾ Clients ▾ Provider ▾ Coordinators ▾ Payments ▾ Reports ▾ Financials ▾ Security ▾

Client List

Add a filter
Client Last ▾ Like ▾ Add Filter

Search by date range:
DOB ▾ - through - Add Date Range

Active Filters:
Client Last Like "Torrez" Remove

Select status of clients: Active ▾

Total found: 1

<input type="checkbox"/>	View/ Edit	Client Last	Client First	Client ID	DOB	Location	Bill Type
<input type="checkbox"/>	Edit	Torrez	Terri	122222222	01/01/2011	Tucson	TPL + DDD

Delete Selected

V

- Click-> Prescriptions tab

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Client Info Authorizations Insurance Diagnoses Acct Summary **Prescriptions** Waivers Files Notes Changes

- Click-> New Prescription

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Client Info Authorizations Insurance Diagnoses Acct Summary Prescriptions Waivers Files Notes Changes

New Prescription ←
No prescriptions for this client.


- Enter-> Prescription fields
- Select-> Service or All from the Service drop-down menu
- Click-> Add Prescription


Add New Prescription

****Example Prescription Entry****

RX Name

RX Number

RX Delivery Date: 

RX Exp Date: 

Name

Phone Number

Fax

Service

Add Prescription

- Success! The prescription has been entered

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Client Info Authorizations Insurance Diagnoses Acct Summary Prescriptions Waivers Files Notes Changes

New Prescription ****Example Prescription****

RX Name	RX #	Date Delivered	Expiration Date	Name	Phone	Fax	Service	Edit	Delete
Amoxicillin 50mg Capsule	00985AMC0328	06/01/2019	06/21/2019	Jesse Hammond MD	480-555-5555	480-555-5454		Edit	Delete

****For additional support, please contact us at vTrack@Vichra.com****

