QUICK TIPS

Navigating the Home Page
- To begin writing a prescription, select a patient by tapping the 'Patient' field. Alternatively enter the first few letters of the patient's last name in the text window and then tap on the 'Patient' field. If the patient exists in the database you will be taken directly to the Prescription page.
- Tap the 'Log' field to view past prescriptions
- Tap the 'New' field to enter the details of a new patient
- Tap the 'Menu' button to access Options and Help or tap anywhere in the top of the screen to bring up the drop down menus.
- Tips are available on most pages by tapping the '?' icon in the upper right corner of the screen.

Patients
- Click on the patient's name to begin writing a prescription.
- Tap the icon to the left of the patients name to view or edit the patient's details.
- Tap the 'New' button to enter the details of a new patient.
- Use the scroll buttons to page up and down through the patient list.
- Enter the first letters of the patient's last name in the 'Find' field to jump to that patient.
- To delete a patient tap the icon next to their name, tap the 'Edit' button and then the 'Delete' button. Alternatively tap the 'Trashcan' icon and then select the patient.
- If a patient has allergy information entered in the allergies window an icon will display to the left of their name. Tap the icon to view or edit the information.
- Tap the home icon in the top right corner of the screen to jump to the home page.

Patient Details
- Tap the 'in' and 'lbs' icons to toggle the units.
- To delete a patient from the database tap the 'Delete' button.
- When finished entering the patient details tap the 'Done' button.
- To view or edit patients allergies or notes select the respective icons in the top right of the screen.

Allergies/Notes
- Toggle between Allergies and Notes by clicking on the fields between the 'Done' and 'Cancel' buttons

Rx
- Tap on any field name to select an option from the drop down list or tap above the dotted line to the right of the field name to enter your own custom information.
- When finished writing a prescription save it to your 'favorites' by clicking on the 'Add to Favorite' face icon.
- To select a favorite tap the smiley face icon in the top right of the screen.
- You can add multiple lines of notes or write your own notes in the Rx Notes field.
- To view or edit a patient's details click on the icon to the left of the patient's name.
- To send prescriptions wirelessly press the Send button. You will be asked to enter your signature and if verified your prescription will be wirelessly sent to our server and then faxed automatically to the Pharmacy you have chosen. A confirmation email will be sent to the email address entered in the User Details form.
- To print your prescription via an infra red (IR) enabled printer select 'Print Only' and point your handheld at the IR port of the printer you wish to print to. Your prescription will NOT be sent wirelessly.

Favorites
- Select your favorite Rx from the list. The information saved with this drug will populate the Rx window.
- To delete a favorite tap on the trashcan icon and select the drug you wish to delete.
- Use the scroll buttons to page up and down through the favorites list.

- Enter the first letters of the drug name in the 'Find' field to jump to that drug.

Pharmacy
- Tap the pharmacy name to select the desired pharmacy.
- Edit the pharmacy details by tapping the icon to the left of the pharmacy name.
- Tap the 'New' button to enter details of additional pharmacies. Bluefish delivers the prescription to the pharmacy by fax so it is essential that you have the pharmacy fax number.
- To delete a pharmacy tap on the trashcan icon and select the Pharmacy you wish to delete.

Insurer
- Tap on the 'New' button to add a new insurer to your list.

Log
- The icon to the left of the patient name gives the status of the Rx as either printed, sent wirelessly or pending (clock icon). Tapping this icon will allow you to view the details of this Rx. Tapping the checkbox to the left of the 'Status' text will give you a quick view of the status of the Rx's in the log.
- Tap the 'Send' button to restart a failed wireless send attempt.
- Select a patients name to view the previously written prescription. By clicking 'Send' or 'Print Only' you will generate a refill and a new entry in the log.
- Tap the 'New' button to begin writing a new prescription.
- Enter the first letters of a person's last name in the 'Find' field to jump to that person's last prescription. To jump to the next prescription for that person simply click on the 'Find:' text in the bottom left of the screen. You can continue searching through the various prescriptions for that person by tapping on 'Find:'

Drug Selection
- Tap the drug name to make a selection. If the drug is available in multiple forms you will be given a list of the forms available.
- Enter the first letters of the drugs name in the 'Find' field to jump to that drug in the list.
- To add a drug to the database tap the 'Custom' button and enter the drug name, form and details.
- To view a list of drugs in the Custom database check the box next to 'Custom' at the top of the screen. To delete a drug from the Custom database click on the trashcan icon and then select the drug from the list. Uncheck the 'Custom' box to return to the full drug list.
- To see the full list of drugs and all their forms check the box next to 'Full' in the top of the screen.
- Use the scroll buttons to page up and down through the drug list or lick on the arrows at the top and bottom right of the window.

User Details
- The first time you launch Bluefish Rx you will be asked to enter your user details in the appropriate fields. This information will be encrypted and sent along with the Rx to the Pharmacy.
- After completing the User details you will be asked to enroll your signature. You will need to provide three samples of your signature in the window and then enter a password. In order to guard against fraud BluefishRx uses a powerful biometric signature verification system that is activated after you select 'Send' in the Prescription window. You will get three tries to enter your signature after which you will have to use your password. Bluefish has no way of retrievi ng a lost password!

General
- BluefishRx is very easy to navigate. If ever you want to return to the home page tap the 'Home' icon in the upper right corner of the screen.
- Drop down lists are represented by an upside down triangle. Tap the word to the right of the triangle to access the default list. If the list is too long to fit within the one window you can use the scroll buttons to page up or down or tap the triangles at the top and bottom of the window.
- You can enter your own text by tapping above the dotted line to the right of the field name you wish to modify. When you enter data in this way it will not be saved in the dropdown list associated with this field.

- BluefishRx encrypts all patient data and prescription logs. Bluefish assumes that you have protected access to your device by some other third party software package.

Wireless Sending of the Rx
- You can send your Prescription wirelessly via the capabilities of your Palm i705, Palm Tungsten W, Palm Tungsten T with Bluetooth connection to a GPRS enabled phone or a Handspring Treo. You can also send wirelessly by beaming to a Bluefish access point. For compatibility with other Palm OS based wireless devices please visit www.bluefishwireless.com
- Prescriptions are encrypted and sent to our backend server where they are faxed to the selected Pharmacy just as if you had printed and faxed the prescription yourself. An email confirming the fax will be sent to your email address designated in the user details screen.

Infra Red Printing of the Prescription
- You can print your finished prescription directly to any Infra Red enabled printer. You may need to install an appropriate print driver or the default one may suffice. Most printers can be infrared enabled by attaching an infrared port to the printer's parallel port. You will need to exit the Bluefish application to setup your printer. Select the appropriate driver for your printer by clicking on the 'PrintSetup' icon on your launcher screen. Tap the 'Set As Default' button and click the 'Edit' button to check that the IRDA port is selected. Click OK and then exit the application. The print functionality of BluefishRx uses third party software from Bachmann Software.
- Compatible devices and more information are available from www.bluefishRx.com

Device Hard Keys and 5–way button
- The 5-way button can be used to scroll and make selections (by pushing the button) in most windows. Your device will normally have 4 hard keys. These buttons are usually used to select the address book and date book functions among others. While in the BluefishRx application they are re-designated to allow for quick navigation. If you are in a window with a number of button icons the general rule is that the left most hard key is mapped to the left most button. The furthest right button is always mapped to the home page.
- By way of example, while at the home page, press the left most hard key (date book button) and you will jump to the patient list. Pressing the address book button will take you to the Rx log window. Pressing the 2nd button from the right (often the 'To Do' button) will take you to the new patient window.

REGISTERING YOUR APPLICATION

When you first load BluefishRx onto your handheld computer, you will have to configure it to set up security settings.

Doctor Information Page
Once launched, you will first encounter a registration page. The registration page consists of your personal information. Required fields include, your name, DEA Number and email address.

Signature Verification
You will then be asked to provide your signature three separate times. The application will use these signatures to set up a template for signature verification when sending prescriptions. Your sample signatures must be fairly consistent for the program to come up with a template. If your signatures are too inconsistent, then you will be asked to provide three more signatures. This process will repeat until BluefishRx can come up with a secure, standard template.

The signature verification software is most reliable when the signature makes use of the height of the screen. Long signatures without a lot of vertical change often are difficult to be authenticated by the signature software. Below are examples of good and bad signatures:

Good Signature   **Bad Signature**
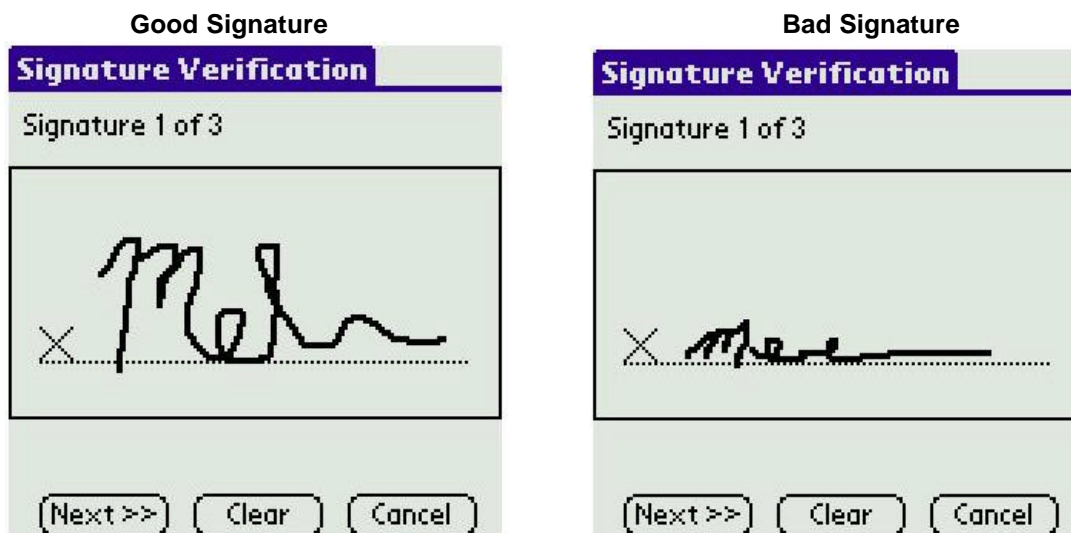
Your signature does not appear on the fax. If the software is having trouble authenticating your signature, you may want to try just signing your first name or initials.

Password
You must then provide a password as a fall back in the case that your signature doesn't match when writing prescriptions. Make sure that you are the only person that knows your password. Your password is used to encrypt the device data. If you lose your password there is no way for Bluefish to recover your patient data and log files.

GETTING STARTED

Main Menu
From the Main Menu, you can directly access three screens: your patient list, your prescription logs, and the new patient screen. You can also search for a patient directly by typing in their last name, or portion thereof, in the provided field and tapping "patient".

Basic Navigation

There are two icons that appear on every page in BluefishRx. They are the "Home" button and the

"Help" button. Tap the "Home" button every time you want to go back to the Main Menu. Tap the "Help" button anytime you need some BluefishRx quick tips.

PATIENT DETAILS

Adding a New Patient
To add a new patient, tap the "New" button at the bottom center of the Main Menu or at the bottom of the patient list view. You will be brought to a form to fill out the patient's details. Though the only mandatory

field is the patient's first and last name, it is best to fill out as many details as possible for future reference. Click on the 'in' and 'lbs' icons to toggle the units.

Insurer
If a carrier already on your list insures the new patient, simply choose it from the drop down menu. If the patient has health insurance that does not appear on your list, click on the 'New' button to add a new Insurer.

Allergies/Notes
You can add, view or edit notes or allergies for a particular patient's record. To do this, simply tap the corresponding icon at the top right hand corner of the page.

 Brings you to the allergies page.

 Brings you to the Notes page.

You can toggle back and forth between the two pages by tapping the appropriate link at the bottom of the page, once in the Allergies/Notes view. When you complete your allergies/notes, simply tap "Done" to save the information or "Cancel" to cancel the operation.

After all your patient details are complete, tap "Done" to save the patient into your patient database or "Cancel" to cancel the operation. You can update or change patient details at any time.

Accessing Patient Information
You can access a patient's information at any time but tapping the "Patient" button from the Main Menu of BluefishRx.
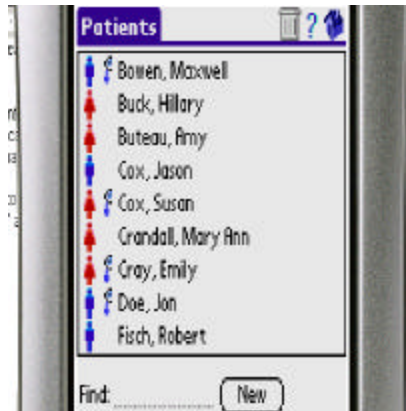
From this view, you can:

- Scroll down the list to find your patient, or begin writing the patient's last name in the "Find" field. As you write the name, the list will scroll to applicable matches.
- View a patient's details by tapping the gender icon next to their name. If a patient has an Allergy entered in the allergies window an icon will display to the left of their name.
- Write a prescription for the patient by tapping their name.
- Create a new patient record by tapping the "New" box at the bottom of the page.
- Delete a patient record by tapping the icon next to their name, tapping "Edit" and then "Delete".

PRESCRIPTIONS

Writing a Prescription
You can write a prescription by tapping on the patient name in the patient database. If the patient doesn't exist in the database, you must first create a patient record. When you tap the patient's name, you will be brought to the prescription form. The prescription form must be filled out in entirety before transmitting a prescription.

1. Click on any of the fields drop down lists to select an option from the list or simply click above the dotted line to the right of the field to enter your own custom information.
2. You can add multiple lines of notes or write your own notes in the Rx Notes field.
3. To view or edit a patient's details from this screen, click on the icon to the left of the patient's name.

<u>Drug Selection</u>
The drug field brings you to a database of over 2,500 drugs from which to choose. If the drug is available in multiple forms you will be given a list of those available.

- Use the scroll buttons to page up and down through the drug list or tap on the arrows at the top and bottom right of the window.
- Begin writing the name of the drug in the "find" line. As you write, it will scroll down to that point on the list.
- Click on the drug name to make a selection.

If the drug you are searching for does not appear in the list, you can create a custom drug by tapping the "Custom" button at the bottom of the screen. Simply write the name of the drug on the first line of the form and then tap "done" to enter it into your database.

You can access your custom drugs by tapping the "Custom" box at the top of the drugs list. To go back to the main list of drugs, tap the "Full" box at the top of the drugs list.

To delete a drug from the Custom database click on the trashcan icon and then select the drug from the list.

<u>Favorites</u>
When you are writing a prescription for the first time but know that you will be prescribing the same drug repeatedly with similar dosages, it is advised to add it to your favorites in order to save time at a later date. To save a prescription to your favorites, simply tap the face icon next to the 'Add to Favorites' text when you are finished writing a prescription (but before you send it).

In the future, you will be able to pre-populate all the fields when prescribing a drug in your favorites.
1. When on the new prescription form, tap the smiley face icon in the top right of the screen.
2. Select your favorite from the list. You can use the scroll buttons to page up and down through the Favorites list or enter the first letters of the drug name to jump to that drug.
3. The information saved with this drug will populate the Rx window.

To delete a favorite, when viewing your list of favorite prescriptions, tap on the trashcan icon and select the drug you wish to delete. Tap "OK" to delete and "Cancel" to cancel the operation.

<u>Pharmacy</u>
The pharmacy details works like most other fields in BluefishRx. When you tap the pharmacy field, a list of pharmacies comes up. Simply click on the pharmacy name to select it.

If the pharmacy does not appear on the list, you can add it by tapping the "New" button at the bottom of the page and filling in the appropriate data. Required fields are the pharmacy name and fax number.

Bluefish delivers the prescription to the pharmacy by fax so it is essential that you have the correct pharmacy fax number.

Because there is likely more than one pharmacy with the same name in a give area, it is recommended that you add a qualifier to the name, such as "Walgreens – 123 Polk St".

To delete a pharmacy tap on the trashcan icon and select the pharmacy you wish to delete.

Sending a Prescription
<u>Wireless Sending</u>
To send prescriptions wirelessly, tap the Send button. You will be asked to verify your prescription using your signature. Your prescription will be faxed to the pharmacy you have chosen via your wireless Palm.

<u>Infrared Printing</u>
Before you can print a prescription from your device, you must set up your Print Manager.

1. From the main menu on your Palm, tap "Print Setup".
2. Select your infrared-enabled printer from the provided list.
3. Select the "Edit" button in the bottom right hand corner of the screen.
4. In the "Port" field, make sure the "IrDa" is selected and then tap "OK"
5. Tap the bottom middle button that says "Set As Default"

To print your prescription via an infra red (IR) enabled printer select 'Print Only' and point your handheld at the IR port of the printer to which you wish to print. You will notice "Printing…" appears in the top left corner of your screen. Keep your handheld pointed at the printer until you receive a confirmation. Your prescription will not be sent electronically. You do not have to verify your signature prior to printing the prescription. However, you will need to sign the printed document prior to giving it to your patient for submission to their pharmacy of choice.

LOG FILES

Your log file will list all activity done through BluefishRx. You can reach your log file by tapping "Log" on the BluefishRx home page.

Navigating the Log files
The icon to the left of the patient name gives the status of the Rx as either printed (printer icon), sent wirelessly (radio wave icon) or pending (clock icon). Tapping this icon will allow you to view the details of the corresponding prescription. Tapping the checkbox to the left of the 'Status' text will give you a quick view of the status of the Rx's in the log, how they were delivered, if applicable, and the date and time it was sent.

If your prescription failed to send, highlight the prescription and tap the 'Send' button to make another attempt.

Select a patients name to view the previously written prescription. By clicking 'Send' or 'Print Only' you will generate a refill and a new entry in the log.

Tap the 'New' button to begin writing a new prescription.

Enter the first letters of a person's last name in the 'Find' field to jump to that person's last prescription. To jump to the next prescription for that person simply click on the 'Find:' text in the bottom left of the screen. You can continue searching through the various prescriptions for that person by tapping on 'Find:'

TROUBLESHOOTING / FAQs

I am trying to send a prescription to my printer and it won't connect.
There are two possible reasons for your prescriptions not printing.

You haven't set up your print manager.
1. From the Pam application screen, tap the "Print Setup" application logo.
2. Select from the provided list of printers.
3. Tap the bottom middle button that says "Set As Default"
4. Tap the 'Edit' button and check the port is set to IrDA

Your Printer isn't set up to send via infrared.
1. From the main menu, tap "Print Setup".
2. If your printer has not been selected, go to the previous troubleshooting tip. If it has, select the "Edit" button in the bottom right hand corner of the screen.
3. In the "Port" field, make sure the "IrDa" is selected and then tap "OK"

Does every Pharmacy accept BluefishRx Prescriptions?
Pharmacies will almost always accept faxed prescriptions. When a prescription is sent to a pharmacy, your contact information is made available to the pharmacist to confirm delivery.

How do I set up pharmacies in my BluefishRx application?
When registering a pharmacy in your application, you need to input the pharmacy's fax number. When the prescription is sent, it gets routed to the fax number you input.

What if I don't have a wireless handheld computer?
If you do not have a wireless handheld, such as a Palm i705, you can print prescriptions using an infrared-enabled printer. You can purchase an infrared adaptor for your printer from Bluefish.

How secure is the sending on my prescriptions wirelessly?
The prescription is encrypted on the handheld and wirelessly sent through our network where it is converted and faxed electronically.