

Viewing and/or printing a signature

Situations occur that require you to either visually confirm a signature that has been collected or generate printed proof of a collected signature. This can be accomplished a few different ways.

#1 – Viewing a signature while refilling a prescription

If you are refilling a prescription, you can simple press f4 (View Signature) from the displayed refill screen. This will open a program that shows every time this prescription has been filled, shown below.

View Signature(s) - RX #: 145909

Signature on file									
	Rx Number	Refill #	Sequence #	Date Dispens	Sig #	Patient Name	Drug Name	Drug NDC	Plan Nam
	0000145909	000	000000	20130715	175529	TEST_PATIE	ASPIRIN 325	00182055501	
▶	0000145909	001	000001	20130715	175530	TEST_PATIE	ASPIRIN 325	00182055501	

Awaiting signature									
	Rx Number	Refill #	Sequence #	Date Dispens	Sig #	Patient Name	Drug Name	Drug NDC	Plan Nam

Test Patient

RX # 0000145909 Date Dispensed 07/15/2013 Date Signed 07/15/2013 Plan
Ref # 001 Time Signed 13:15 Auth #
Patient TEST_PATIENT Drug ASPIRIN 325MG (5GR) NDC 00182-0555-01

PROSCRIPT f11 - Exit

You can click on any of the prescriptions in the list to view the collected signature as well and the date and time the signature was captured. You can print individual signature information by clicking the printer button in the lower right had corner of the screen.

#2 – Using the Signature Print program

The Signature Print program is a flexible tool that allows you to view both signed and unsigned prescriptions, collected HIPAA signatures, and collected No Safety Cap signatures. This program gives you the ability to search the signature database by patient name or prescription number. You can also employ date ranges within the search to drill down to the information you need. Another added feature is that the program will show you every prescription that was signed for based on the specific prescription you are currently viewing.

To access the Signature Print program, right click your mouse on the large blank area of the ProScript Main Menu. This will display a drop down list of options. Highlight the "Signature Print" option and click to open. You will see the screen shown below:

The screenshot shows the 'Signature Print' application window. At the top, there is a title bar with the text 'Signature Print' and standard window control buttons (minimize, maximize, close). Below the title bar is a menu bar with 'File' and 'Reports'. The main content area is divided into several sections:

- Search Type:** A green box containing three radio buttons: 'Prescription Signature' (selected), 'HIPAA Signature', and 'Safety Cap Signature'.
- Search Parameters:** A green box containing two radio buttons: 'Search Prescription by Name (Last Name, First Name)' (selected) and 'Search Prescription by Rx Number'. Below these is a text input field labeled 'Enter Patient Name'.
- Date dispensed parameters - OPTIONAL:** A green box containing two input fields for 'Start Date' and 'End Date', a 'Clear Dates' button, and the text 'MM/DD/CCYY format'.
- Search Results:** A large, empty white rectangular area with a green border, intended for displaying search results.
- RX Status:** A green box containing two radio buttons: 'Signed' (selected) and 'Unsigned'.
- Print:** A button labeled 'Print' located at the bottom right of the window.

Select the type of search you wish to do; Prescription signature, HIPAA signature or Safety Cap signature. For this example, we've selected prescription signature.

You may then select to search by patient name or by prescription. After selecting, type the desired search parameters in the text box and press Enter. You will be presented with a screen that looks like the one shown below. For this example, we are looking up by patient name.

The screenshot shows the 'Signature Print' application window. The interface includes a menu bar with 'File' and 'Reports'. Below the menu bar, there are three main sections: 'Search Type', 'Search Parameters', and 'Date dispensed parameters - OPTIONAL'. The 'Search Type' section has three radio buttons: 'Prescription Signature' (selected), 'HIPAA Signature', and 'Safety Cap Signature'. The 'Search Parameters' section has two radio buttons: 'Search Prescription by Name (Last Name,First Name)' (selected) and 'Search Prescription by Rx Number'. Below these is a text box labeled 'Enter Patient Name' containing the text 'test'. The 'Date dispensed parameters - OPTIONAL' section has two text boxes for 'Start Date' and 'End Date', and a 'Clear Dates' button. Below these sections is a table with the following content:

Patient Name
▶ TEST =SOME=%,PATIENT
TEST,PATIENT
*

Below the table is a large empty text box. To the right of the text box is a section for 'RX Status' with two radio buttons: 'Signed' (selected) and 'Unsigned'. Below this is a 'Print' button.

Select the desired patient by clicking on the name. You will now see all prescriptions for the selected patient that have been signed for. Clicking any of the prescriptions will display a screen like the one shown below:

Signature Print

File Reports

Search Type

Prescription Signature

HIPAA Signature

Safety Cap Signature

Search Parameters

Search Prescription by Name (Last Name,First Name)

Search Prescription by Rx Number

Enter Patient Name


Date dispensed parameters - OPTIONAL

Start Date End Date

MM/DD/CCYY format

	RX#	Refill #	Sequence #	Patient Name	Date Dispensed	Drug Dispensed	Drug NDC	Signed?
▶	145623	001	000001	TEST,PATIENT	1/17/2013	ASPIRIN 325MG (5GR)	00182055501	Y
	145625	001	000001	TEST,PATIENT	1/17/2013	VALIUM 10MG TABLETS	00087277232	Y
	145761	000	000000	TEST,PATIENT	11/28/2012	ASPIRIN 325MG (5GR)	00182055501	Y
	145761	001	000001	TEST,PATIENT	1/17/2013	ASPIRIN 325MG (5GR)	00182055501	Y

Rx #	<input type="text" value="145623"/>	Patient	<input type="text" value="TEST,PATIENT"/>	Doctor Name	<input type="text" value="TEST,DOCTOR"/>	Date Dispensed	<input type="text" value="1/17/2013"/>
Refill #	<input type="text" value="001"/>	Cardholder ID	<input type="text"/>	Doctor ID	<input type="text"/>	Signed?	<input type="text" value="Y"/>
Seq. #	<input type="text" value="000001"/>	Plan Name	<input type="text"/>	Drug Name	<input type="text" value="ASPIRIN 325MG (5GR)"/>	Date Signed	<input type="text" value="02/13/2013"/>
		Authorization #	<input type="text"/>	Drug NDC	<input type="text" value="00182055501"/>	Time Signed	<input type="text" value="1621"/>



RX Status

Signed

Unsigned

ALL Prescriptions associated with this signature

	RX#	Refill #	Sequence #	Patient Name	Date Dispensed	Drug Dispensed	Drug NDC	Signed?
▶	145623	001	000001	TEST,PATIENT	1/17/2013	ASPIRIN 325MG (5GR)	00182055501	Y
	145761	001	000001	TEST,PATIENT	1/17/2013	ASPIRIN 325MG (5GR)	00182055501	Y

You can now see when the selected prescription was signed. Any other prescriptions that are associated with this signature are displayed under the signature. You can print this signature by using the "Print" button.