"Request Scripts (formally Script Owing) is a service provided by MedAdvisor to manage and send owing prescriptions to the relevant prescribers.

This document consists of a quick start guide which will assist in setting up Request Scripts for the first time in your pharmacy."

1. Settings:

- The first step in setting up Request Scripts is to configure your settings.

- Click on the Settings in the main menu of Plus One, then select the **Account** tab. Here you need to enter your **Pharmacy Default Area Code** so that faxes are sent correctly.

- You will then need to go to the **Facilities** tab and select **Import Facilities**.

- Once your settings are entered you can click **Apply** and **OK**.
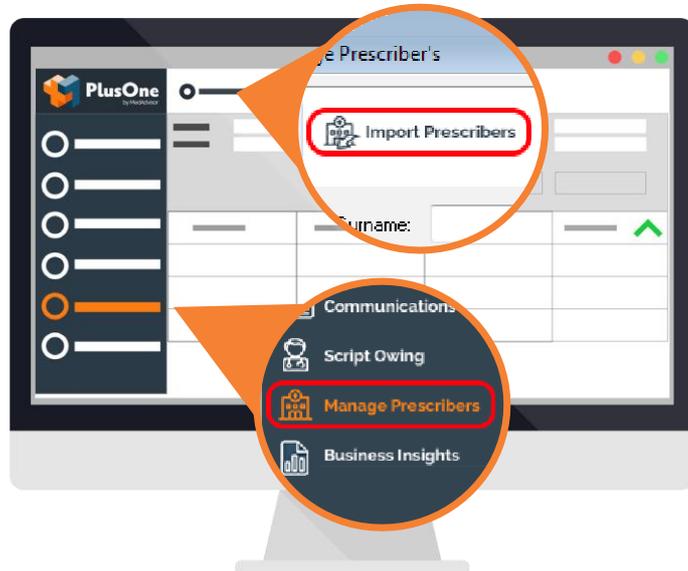
Setting up prescriber... ⌄
✔ Set as WEB Scripts (WEB:SCR)
Set as WEB Summaries (WEB:SUM)
Set as PRINT Scripts (PRINT:SCR)
Set as PRINT Summaries (PRINT:SUM)
✔ Set as FAX Summaries (FAX:SUM)

2. Import Prescribers:

- Next you will need to set up your prescribers.

- Click on **Manage Prescribers** in the main menu of Plus One, then select Import Prescribers. You will then be prompted to select import prescribers with owing scripts or **Import Prescribers,** please select the **Prescribers with Owings.**

  > This import could take some time depending on the volume of prescribers that are in your database, so please wait for loading to complete before exiting or restarting the program.

- Once import is complete you will need to select how the prescriber would like to receive their scripts.

  Plus One allows you to send them via Fax or Online.

  To set up each prescriber you can right click on their name and select either **Set as FAX Summaries** or **Set as ONLINE**.

- Emails and Fax numbers will pre-populate from dispense, but if you require you can right click on the doctor and select **Edit Email** to change the details.

  To edit Fax numbers, you will need to edit the number in dispense, then right click on the doctor and select **Refresh Prescriber Details.**

3. Import Scripts:

- The next step is to import your scripts.

- Click on the **Request Scripts** tab in the main menu, then select **Import Scripts** on the top left-hand corner.
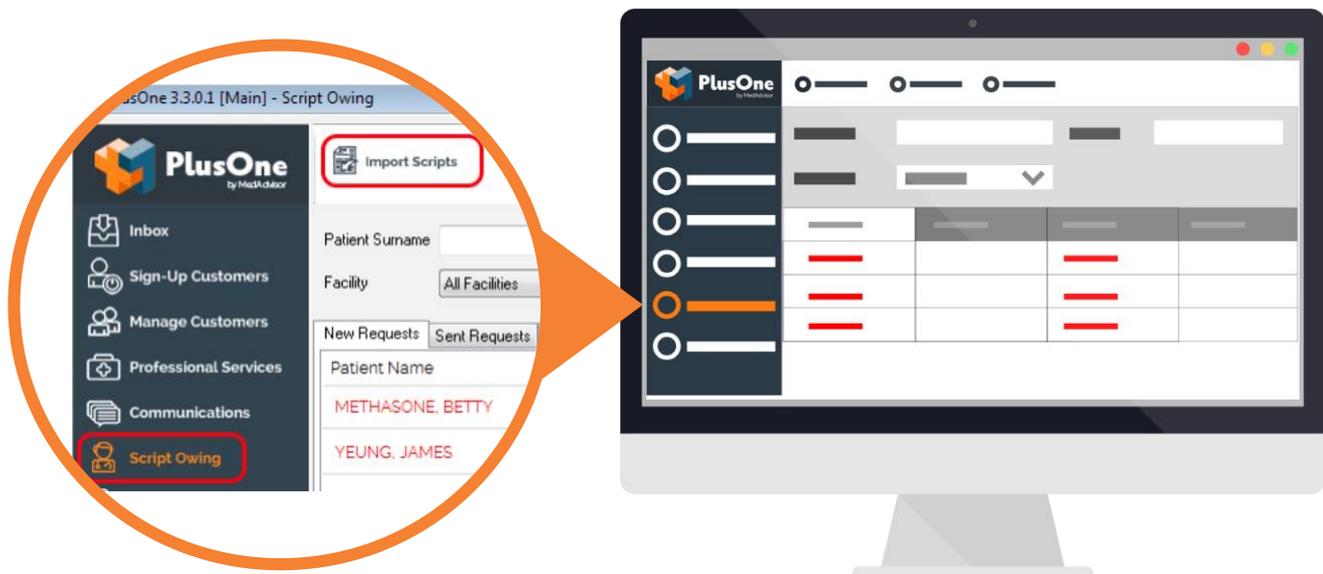
- The settings for importing are preset, but please refer to the picture below and make sure the correct sections are ticked, as well as all your prescribers and facilities that you want to import for.

  If the facility or doctor is not ticked the scripts will not all import.
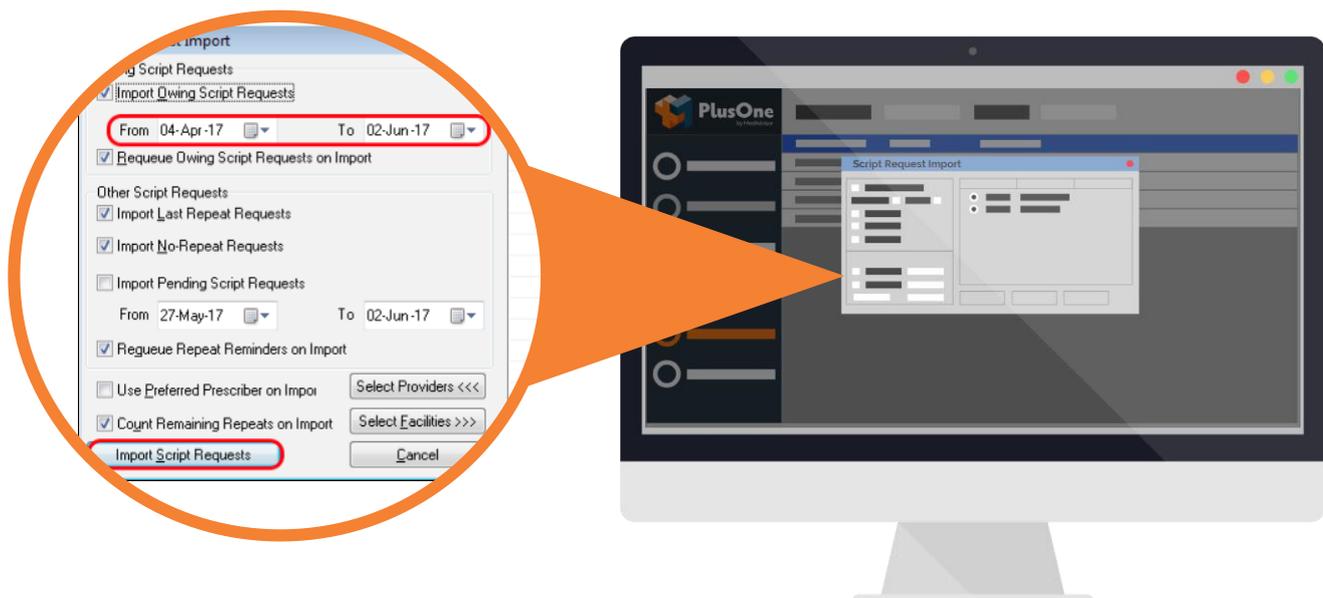
- Select your date range and then select **Import Script Requests.**

Your scripts will then import, which can take a few minutes so please wait for loading to complete before exiting or restarting the program.

4. Sending Scripts:

- Once scripts are imported you will be able to send them.

  - **Red** Scripts are owings
  - **Green** scripts are requeued
  - **Black** scripts have no repeats or are last repeats
  - **Blue** scripts have deferred scripts in dispense

- Once you are happy with your script list you can either click **Send All** at the top of the screen or select the scripts you would like to send and click **Send Selected.**

  A display screen will then appear, and you will need to click **Send Requests.** These will then send to the prescribers in the form you previously set up when you imported your prescribers

  Once sent the prescriber will get either a fax or an email to log into their web portal, print, sign and send the scripts back to the pharmacy so you can reconcile them.