NPS Web Ordering Support Guide

CardinalHealth
Essential to care™

Internet browser

The Cardinal Health Nuclear Web Ordering application functions best when used with Google Chrome v56.0, Microsoft Internet Explorer (IE) 10.0 or higher, Mozilla Firefox 52.0.1 or 10.0 Safari. It may be helpful to add the website to the Favorites list, and a shortcut to the desktop, for easy access.

Logging in

The Cardinal Health Nuclear Web Ordering Champion will enable customers for Web Ordering and build the product catalog for each customer.

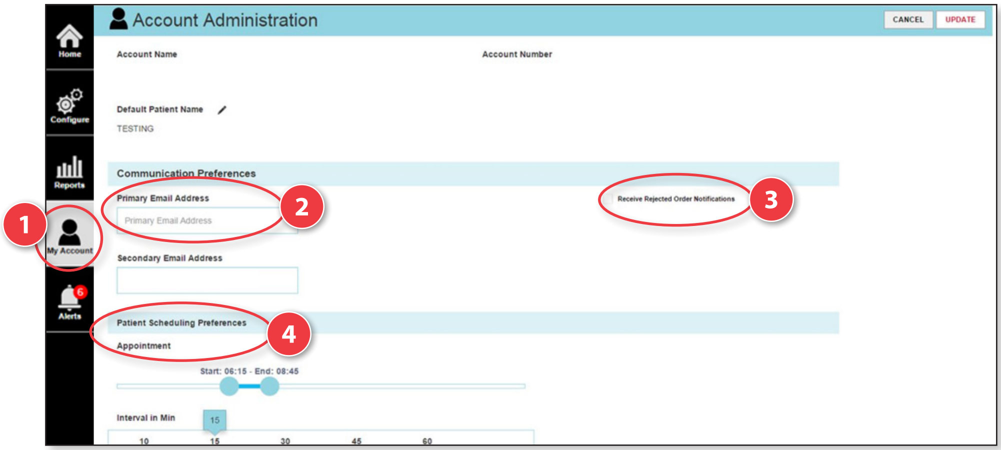
Customers will receive an email with a user name and a link to change the temporary password, and set up security questions.

Note: *cardinalhealth.com security will require that users change their passwords every 90 days.*

Enter your Cardinal Health Nuclear Web Ordering email and password to login.

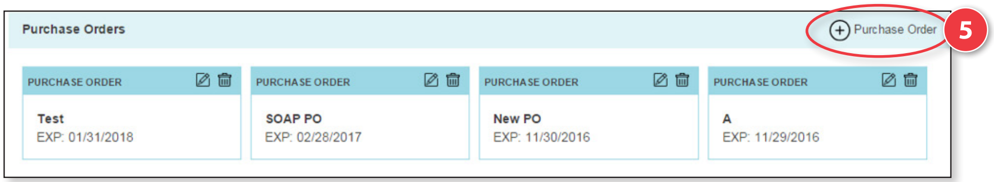
Account Administration

The Account Administration screen allows the administrator to modify settings such as email notifications, schedule configurations, and time intervals for the account.



Process flow

1. Select **My account** on the left navigation screen.
2. Enter or modify account information.
3. If you select Receive Rejected Order Notifications, you will need to enter a valid email address to receive email notifications.
4. Patient Scheduling Preferences
   - Select the time the first patient will be seen each day by sliding the bar from the left. This will be reflected on the ordering schedule.
   - Select the time the last patient will be seen each day by sliding the bar from the right. This will be reflected on the ordering schedule.
   - Select the appointment intervals for the facility by sliding the box (10, 15, 30, 45 or 60 minutes). This will be reflected on the ordering schedule.
5. Purchase Orders — Add, Edit or Delete
   - Add by selecting the plus symbol next to Purchase Order, fill out the required information and select **Save.**
   - Edit by selecting the **Edit** button and making the needed changes and select Save.
   - Delete by selecting the **Delete** button and selecting Yes that you want to delete it.
6. Select **Update** to save any changes made to the settings.
7. Select **Cancel** to cancel any changes and return to the previous state.



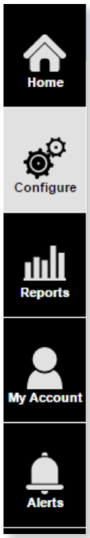
Dashboard

Overview

The Dashboard provides at-a-glance information for your orders.

The Dashboard:

- Allows users to get a quick view of orders that are scheduled for today.
- Statuses for the orders are listed at the top of the page in the order status boxes.



Left navigation bar includes:

Configure: Components, Procedures, Recurring Orders.

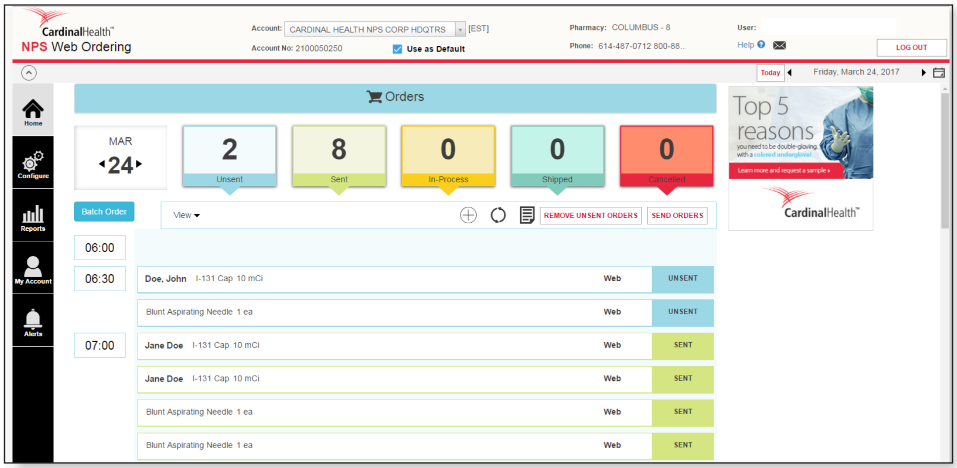
Reports: Invoices, Physician Signoff Report, Order Search Report.

My Account: Opens the account administration page.

Alerts: Opens alerts page.

The Dashboard is the first screen displayed in the Web Ordering application. If the customer has more than one account, they must select the account to display. The customer can select a default account to be displayed at log in or they can select the last logged in order to bypass this selection each time.

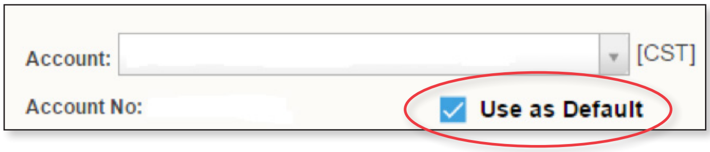
Return to the Dashboard from any screen in the system by clicking **Close** or using the home button.



Account Default

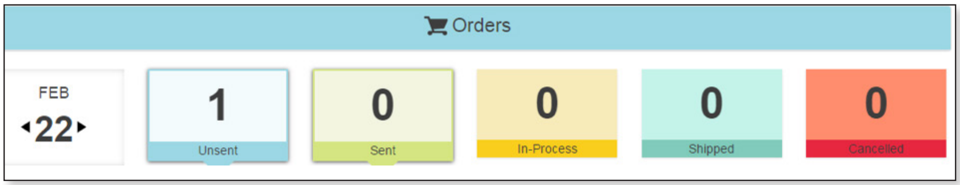
Users can select a default account to be displayed each time they log in by accessing the account and selecting the use by default option.

If a user is assigned to more than one account (traveling technologist), it is important for the user to change the account from the default, in order for the requested doses to be shipped to the appropriate location.



Order status

Each order placed will display a status for easy reference. Once an order has been accepted by the pharmacy, the order will move through the series of statuses shown. Additional information about each status is detailed below.



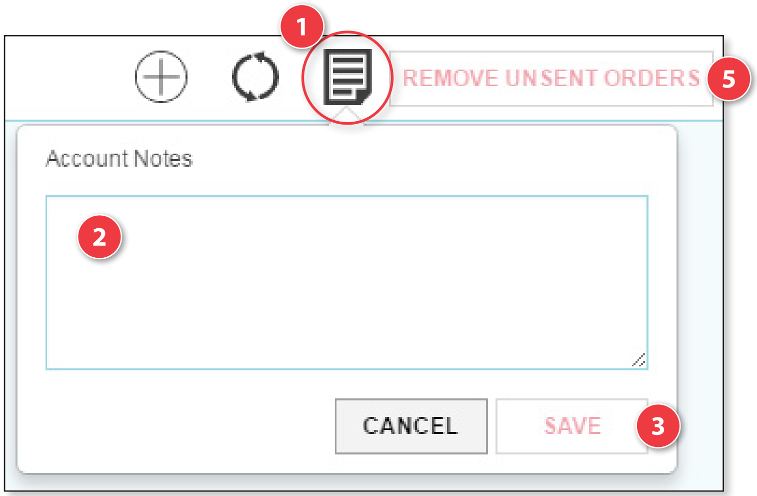
Web Ordering order status

- **Unsent** Order has not been sent.
- **Sent** Order has been sent but has not been processed by the pharmacy.
- **In Process** means the order will go through being filled by the pharmacy and packaged for shipment.
- **Shipped** Order has been shipped to the customer.
- **Cancelled** Order is a cancellation by the customer.

By default, all order statuses will be visible. You can also select to see them individually by clicking on them. When you click again then the orders for that status, will go away. For example, if I'm viewing all orders in Unsent status and I want to see my orders in Sent status only, I can click the Sent status and then click on Unsent so that only the Sent items appear.

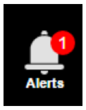
Order bar details

The Notes section of the Dashboard allows users to create notes. . These notes are for customer internal use only and do not transmit to the pharmacy.



Process flow

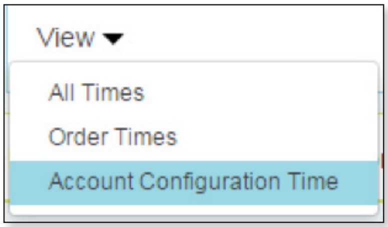
1. Click to create a note.
2. Add notes.
3. Click **Save.**
4. Note history will appear in the Alerts.
5. There is also an option to remove unsent orders. By selecting this, any orders that are in Unsent status, will be removed.



View

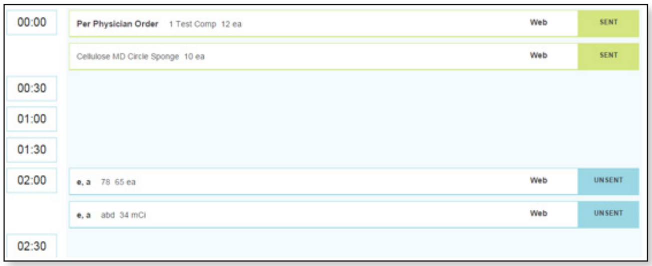
When selecting the View drop down, you can choose from the following:

- All Times
- Order Times
- Account Configuration Time



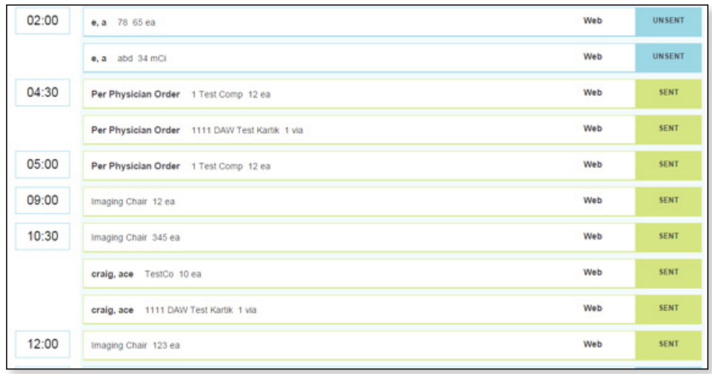
Process flow

When selecting **All Times** then you will see all times listed on the dashboard for the whole day from 00:00 – 24:00.

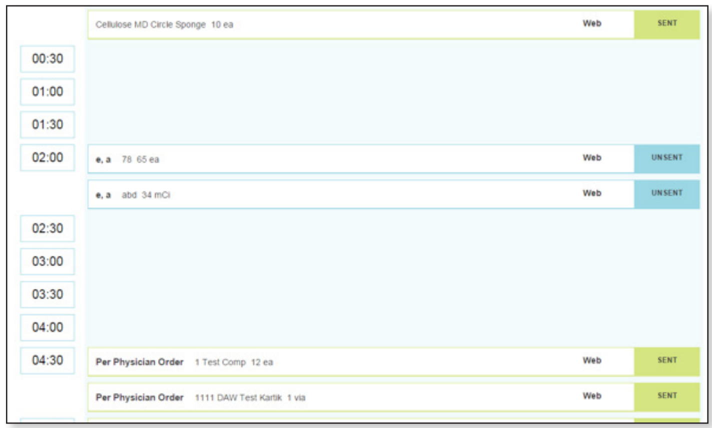


Order status continued

If you select **Order Times**, then it will only show the times that you have an order.



If you select **Account Configuration Time** then you will see all times listed on the dashboard based on your scheduling preferences, along with the intervals that have been set up. For example If your preferences are to start the day at 8:00 a.m. and end the day at 10:00 p.m. and have scheduling intervals for every 30 minutes then the schedule would look like this:

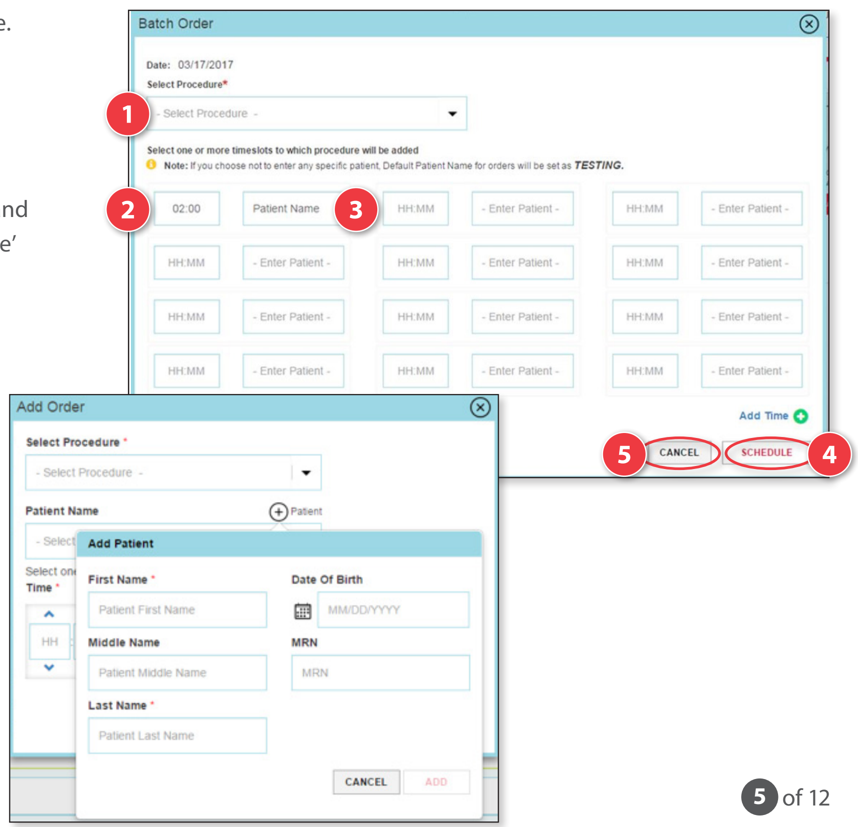


Batch Order Link

This link will bring up a pop up to add multiple orders at once.

Process flow

1. Select procedure from the drop down menu.
2. Select all time slots needed for the orders.
3. Add patient names to each time, or leave the field blank and it will automatically use the account 'Default Patient Name' that was set up on the Account Administration page.
4. Select **Schedule.**
5. If you decide not to order, select **Cancel.**



Create Order

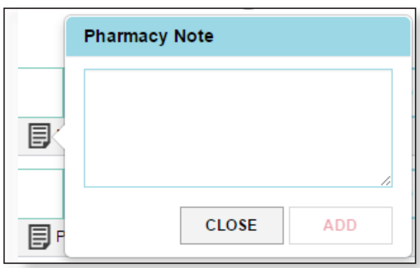
When choosing a specific time:

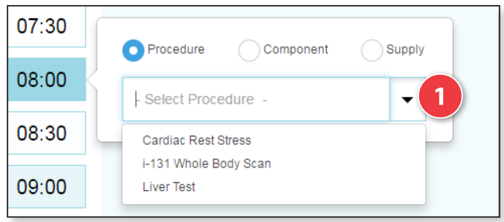
1. Select the time for the order.
2. A pop up will appear giving the option of selecting a Procedure, Component or Supply.

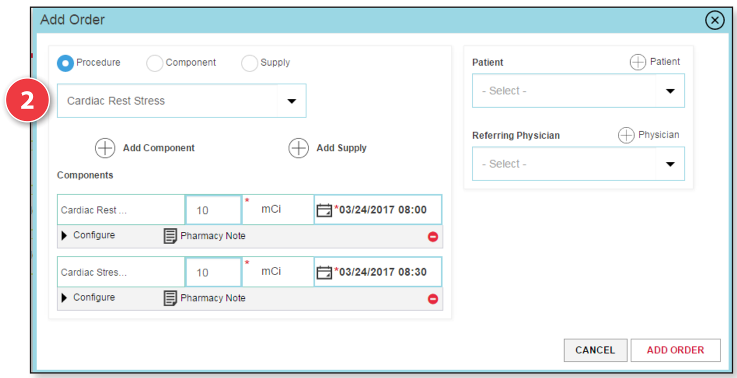
Process flow when choosing a procedure:

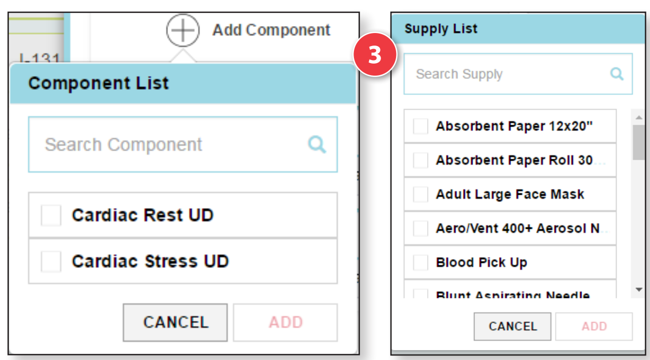
1. Select a procedure from the drop menu.
2. Make any changes needed for the components already set up for the procedure.
3. Add a new Component or Supply. The components or supplies will be added to the existing for the order.

Next you can add notes. These notes will be sent up to Isotrac when the order is placed.







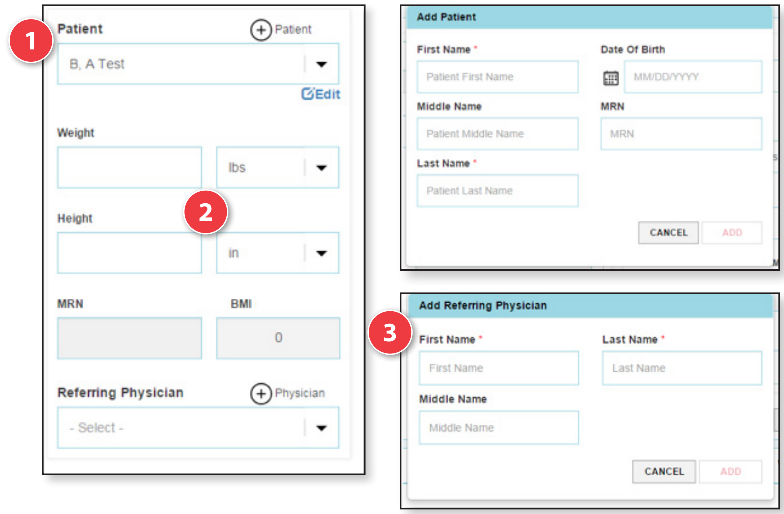


Create Order continued

Next there is the option to add patient information.

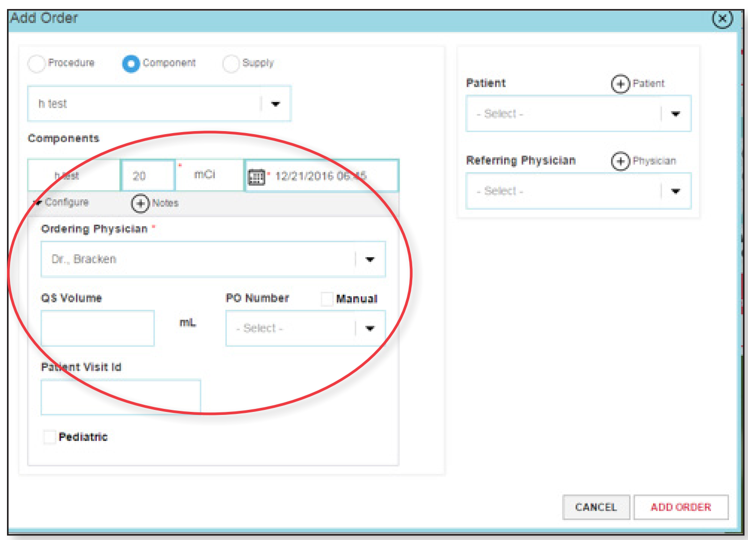
Process flow:

1. Select patient name from the drop down or add a new patient. If selecting to add a new patient, only the first and last name are mandatory.
2. Select weight and weight unit, then select the height and height unit. The BMI will be configured automatically , or you can fill this in manually.
3. Select referring physician if there is one or choose to add a new physician. If selecting to add a new physician, only the first and last name are mandatory.
4. After you have made updates to the procedure for the order, you can select **Add** order. An error message will occur if not all necessary information is filled out. Or you can select **Cancel.**
5. To send an order, press the **Send Order** button on an individual order, or press **Send Orders** on the order bar to send all unsent orders.



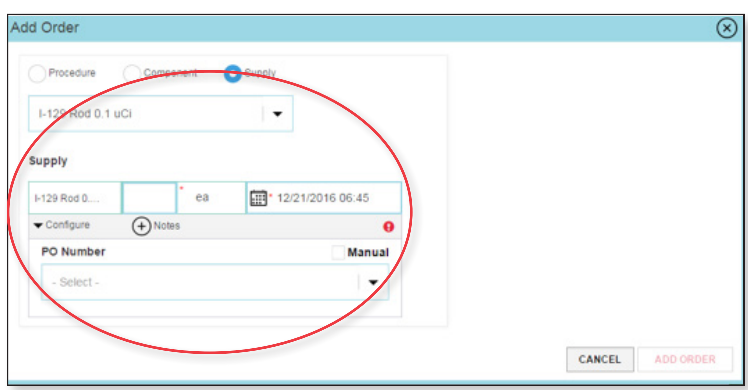
Component process flow

The process flow when choosing a component will be similar but you will not have the option to add an additional component or supply within this screen. You can make any changes necessary as listed above as well as selecting or adding a new patient or referring physician.



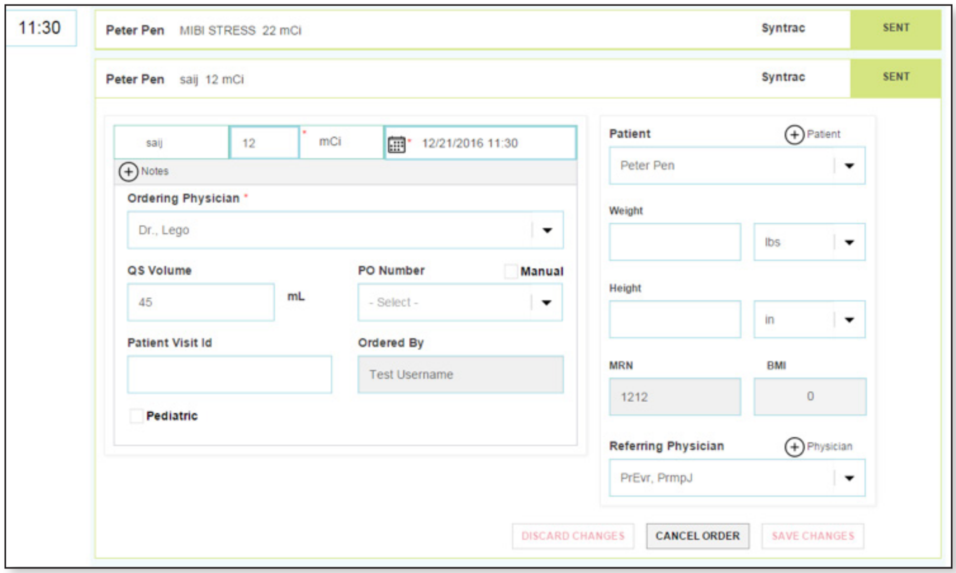
Supply process flow

The process flow when choosing a supply will give you the option to enter the amount of supplies, the date, the PO number and any notes needed.



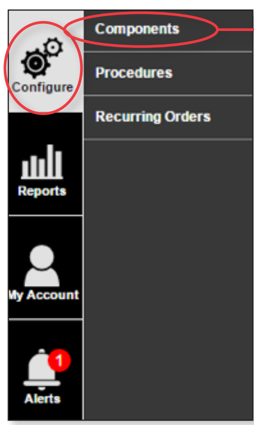
Create Order continued

When on the Dashboard, you may view the details of your order by selecting that order. It will open the order in the same window and you can make any changes needed based on what status the order is in. Following this, you can choose to discard your changes, remove the order, save the changes or send the order updates.



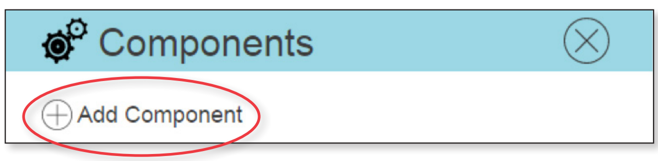
Creating Components

Select **Configure** from the left navigation bar.

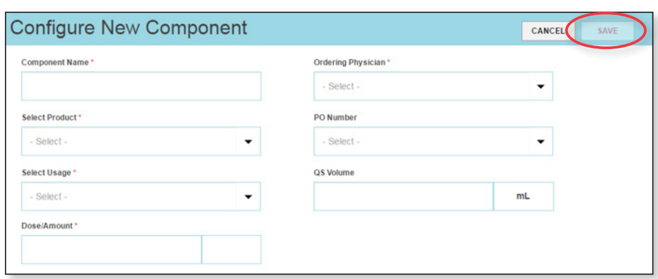


Choose **Components**

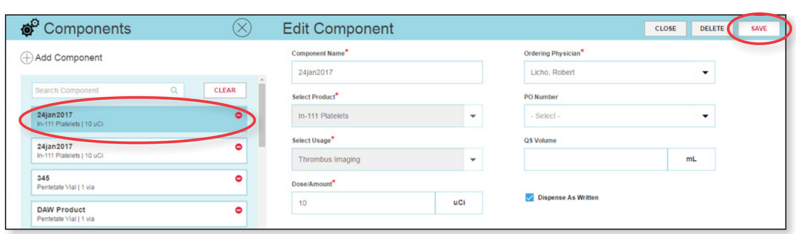
Select to add a component.



Fill in all mandatory information and select **Save.**

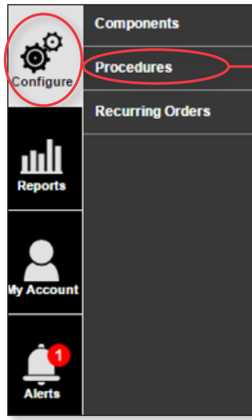


When editing an existing component, select that component from the drop down menu and make any changes necessary and select **Save.**



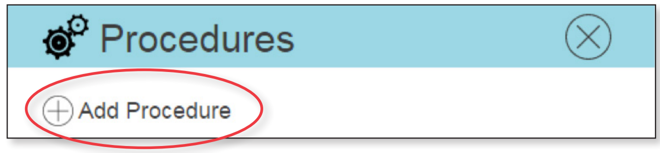
Creating Components continued

Select **Configure** from the left navigation bar.

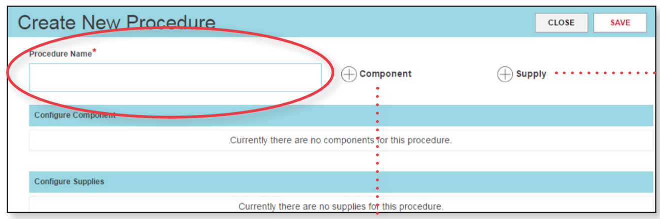


Choose **Procedures**

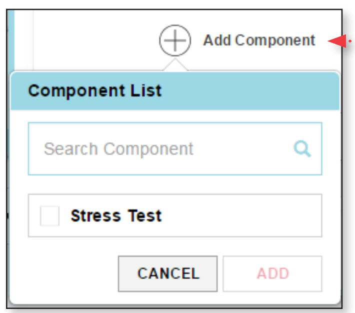
Select to add a procedure.



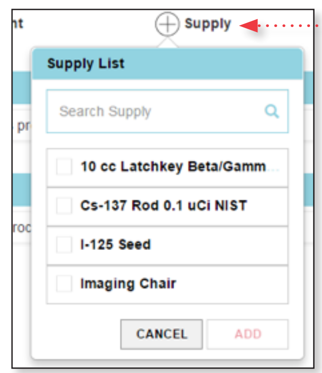
Enter a procedure name.



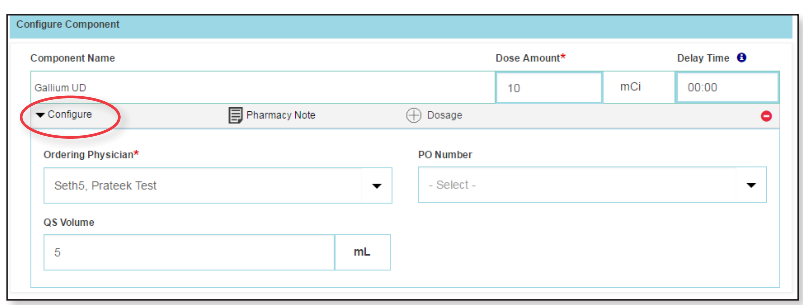
Choose which component/s you wish to have in the procedure.



Choose which supply you wish to have in the procedure.

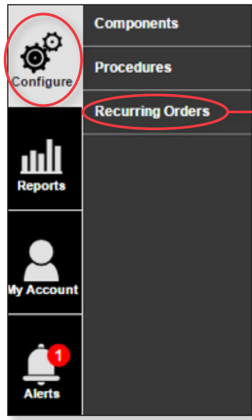


Within the component you may update the dose amount and delay time if needed. Select Configure and select an ordering physician from the drop down (mandatory). Select a PO number and the QS volume if needed. You may also check if the component needs to be Dispense as Written. After completing the procedure, you may click on **Save.**



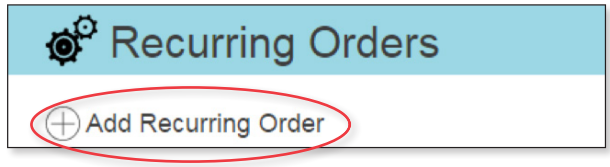
Creating Components continued

Select **Configure** from the left navigation bar.

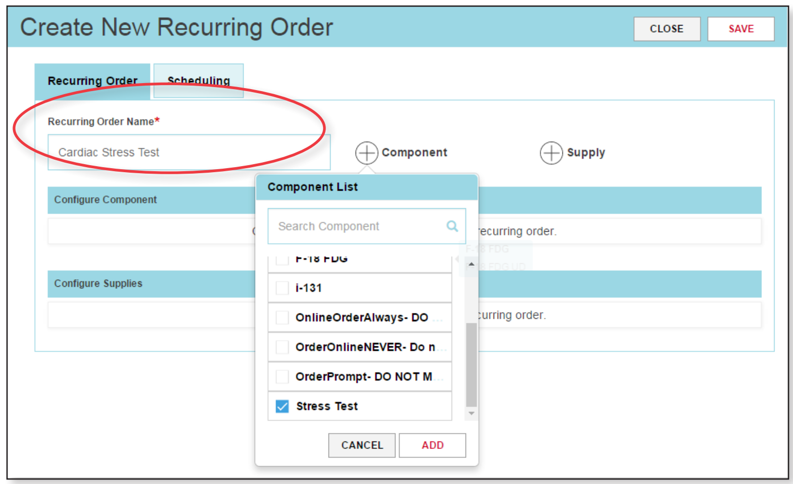


Choose **Recurring Orders**

Select to add a Recurring Order.



Enter a Recurring Order name.



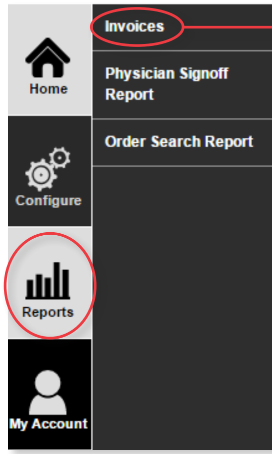
Choose which component/s you wish to have in the recurring order.

Choose which supply you wish to have in the recurring order.

Within the component enter or update the name of the component, the dose amount and delay time if needed. Select Configure and select an ordering physician from the drop down (mandatory). Select a PO number and the QS volume if needed. If needed, check Dispense as Written. After completing the recurring order, you may click on **Save.**

Reports

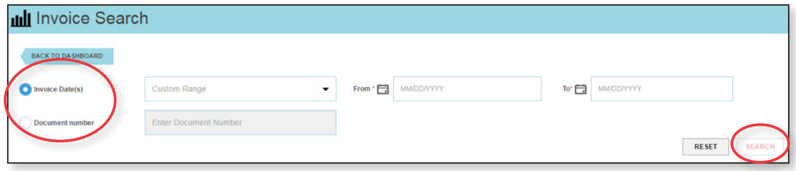
Select **Reports** from the left navigation bar.

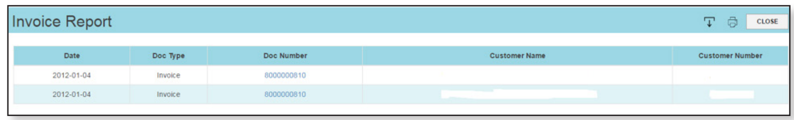


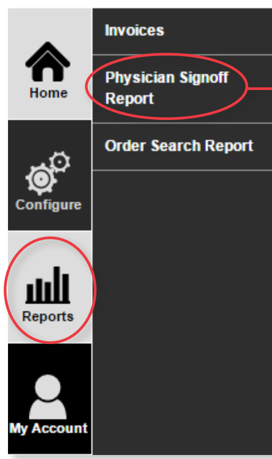
Choose **Invoices** *(if applicable)*

Find an invoice using a data range or a document number. Select **Search.**

Note: *Search range cannot be more than 90 days.*





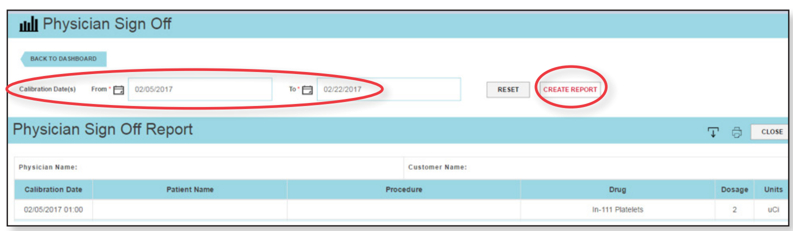


Choose **Physician Sign Off**

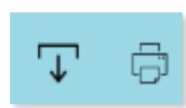
You can find a Physician Sign Off report using a calibration date range.

Select **Create Report.**

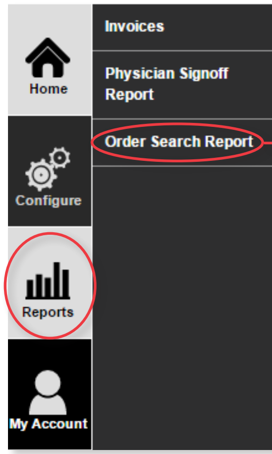
Note: *Calibration From date cannot be more than 30 days from current date.*



The report can be downloaded into Excel or can be printed.

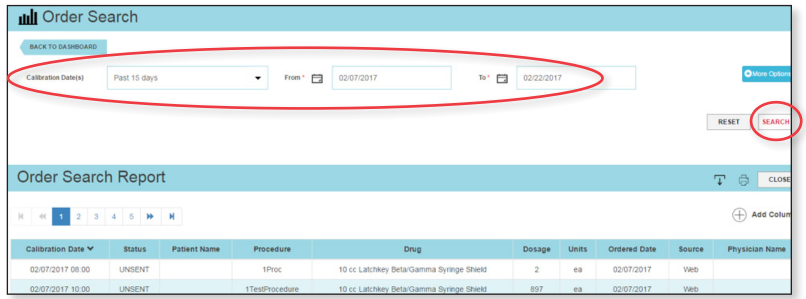


Select **Reports** from the left navigation bar.

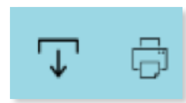


Choose **Order Search**

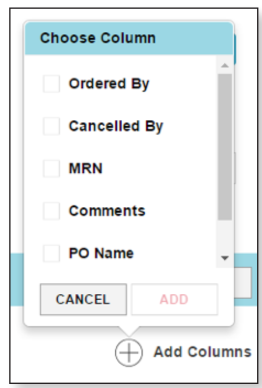
Choose a calibration date custom range or choose specific dates. Select **Search.** ***Note:*** *Search range cannot be more than 90 days.*



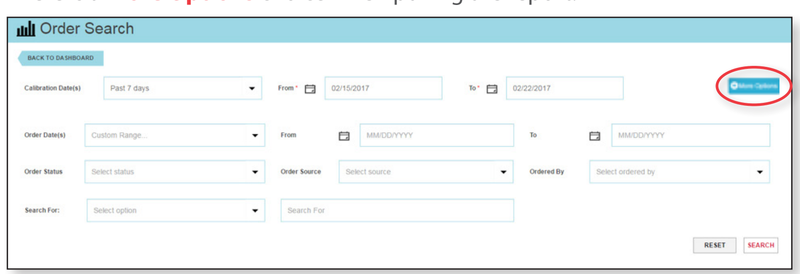
The report can be downloaded into Excel or can be printed.



There is also the option to add more columns to the Order Search report.



There is a **More Options** choice when pulling the report.



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