

RxPlan (Mac) Getting Started Guide

- Introduction
- Selecting Plans
- Using the Selection Page
- Associating RxPlan With a Drug Guide

Introduction

Congratulations on your purchase of RxPlan, Skyscape's industry-leading Formulary Resource. With RxPlan, you'll be able to save time and money for you and your patients and be able to focus more on providing optimal patient care.

RxPlan shares most of the same basic installation and navigation techniques that are used in all Skyscape products. There are two functions that are unique to RxPlan which will be covered in this Guide:

- Selecting and Uploading Formulary Plans
- Associating RxPlan with a drug guide

Step 1: Selecting Plans

RxPlan allows you to select which formulary plans to upload to your handheld device. When you purchase RxPlan on the Skyscape website, you will automatically be directed to the plan selection page after you check out and pay for the product. You can also return to the plan selection page at any time to modify your selections. Just go to the Skyscape website (www.skyscape.com), log into your Skyscape account, and click on the Formulary Plan Selection link.

The screenshot shows a web browser window with the URL <http://www.skyscape.com/secure/myaccount.aspx>. The page title is "Skyscape: My Account". The browser's address bar shows the URL. The page features a navigation menu with links for Products, Physicians, Nurses, Students, Groups/Institutions, What's New, About Us, and Skyscape STAT. The main content area is titled "My Account" and includes a sub-header "(If you're not Vivek Khatri, [click here.](#))". The page is organized into several sections:

- My Personal Information:**
 - [My Profile](#) (Vivek Khatri, vivek@skyscape.com)
 - [Change Password](#)
 - [Change Email Address & Preferences](#)
 - [Cell Phone Services](#)
 - [My Wallet](#)
 - [My Past Orders](#)
- My Products:**
 - [My Products](#)
 - [Text Message History](#)
 - [Windows transition manager](#)
- My Subscriptions:**
 - [Renew Subscriptions](#)
 - [My Trials](#)
 - [Formulary Plan Selection](#) (highlighted with a red box)
- My CME Activity:**
 - [CME Vault](#)
 - [CME STAT Specialty interests](#)
 - [Change CME STAT Device](#)
 - [POC CME Verification Form](#)
 - [POC Credit Balance](#)

On the right side of the page, there are additional sections:

- SkyGold Member:**
 - [Upgrade to SkyPlatinum](#)
 - Rewards Balance:** You have 0 points available, [Redeem now](#)
 - SkyBlue Member:**
 - [Redeem Gift Certificates](#) (Your current balance: \$0.00)
- Product Preference:**
 - [MedAlert Specialty Interests](#)
 - [Product Updates \(SmartUpdate\)](#)
 - [MedStream](#)
 - [Medline](#)

At the top right, there is a search bar, a "Logout" link, and a "Welcome back Vivek" message. The "My Account" link is also visible in the top right corner.

Using the Selection Page

Drop down boxes at the top of the page enable you to select plans by state and/or by type of health plan.

Skyscape: Formulary Plan Selection

File Edit View History Bookmarks Window Help

http://www.skyscape.com/secure/FormularyPlans.aspx

Apple Amazon eBay Yahoo! News (87)

Search Skyscape [More Search Options](#) [Logout](#)

skyscape TODAY IS YOUR LUCKY DAY! Click Here for instant savings. Welcome back Vivek [My Account](#) [My Cart \(1\)](#) [Support](#)

Products Physicians Nurses Students Groups/Institutions What's New About Us Skyscape STAT

Formulary Plan Selection

Select type of formulary plans and state of practice

State

Organization Type

Select formulary plans to add or remove

[Abbreviations Key](#)

Available Plans

Chosen Plans

Aetna MA 2T Clsd

Clicking **"Add"** or **"Add All"** will transfer plans from the "Available Plans" column to the "Chosen Plans" column. Whatever is in the "Chosen Plans" column will ultimately be installed on your handheld device.

Be sure to click **SAVE** when you are done to save your selections.

The screenshot shows the Skyscape Formulary Plan Selection web application. The browser address bar displays <http://www.skyscape.com/secure/FormularyPlans.aspx>. The page header includes the Skyscape logo, a search bar, and user information: "TODAY IS YOUR LUCKY DAY! Click Here for instant savings." and "Welcome back Vivek". The navigation menu contains: Products, Physicians, Nurses, Students, Groups/Institutions, What's New, About Us, and Skyscape STAT.

The main content area is titled "Formulary Plan Selection" and includes the following sections:

- Select type of formulary plans and state of practice:**
 - State:
 - Organization Type:
- Select formulary plans to add or remove:**
 - [Abbreviations Key](#)
 - Available Plans:**
 - Aetna AK PPO 2T Cisd
 - Aetna AK PPO 2T Open
 - Denali Transportation Corp
 - Fairbanks N Star Borough School District
 - Fibertech
 - TRICARE W AK
 - Workers Comp-AK
 - Buttons:
- Chosen Plans:**
 - Aetna AK PPO 3T
 - Aetna MA 2T Cisd
 - AIDS Drug Asst Program AK
 - AK State Medicaid
 - American Transportation Corp.
 - CIGNA HlthCare of AK PPO 3T
- Buttons:

a. Select all plans in a state

In order to select all the plans in a state, choose the state in the top drop down box and click "**Add All.**" You can limit the selection to a specific type of health plan by using the second drop-down box.

b. Select multiple plans

To select multiple plans, hold down the Control key (CTRL) while clicking on each plan name. To select multiple plans that appear consecutively, click on the first one in the series, hold down the SHIFT key and then click on the last one in the series. Then click "**Add**" to select the plans you have highlighted.

c. Save your selection

When you have completed your selection, click the "Save" button at the bottom of the screen.

The screenshot shows a web browser window with the URL <http://www.skyscape.com/secure/FormularyPlans.aspx>. The page title is "Skyscape: Formulary Plan Selection". The interface includes a search bar, a navigation menu with items like "Products", "Physicians", "Nurses", "Students", "Groups/Institutions", "What's New", "About Us", and "Skyscape STAT". The main content area is titled "Formulary Plan Selection" and contains the following elements:

- A heading: "Select type of formulary plans and state of practice".
- Two dropdown menus: "State" (set to "Alaska") and "Organization Type" (set to "PPO").
- A section titled "Select formulary plans to add or remove" with a link to "Abbreviations Key".
- A list of "Available Plans" including: "Aetna AK PPO ZT Clsd", "Aetna AK PPO ZT Open", "Denali Transportation Corp", "Fairbanks N Star Borough School District", "Fibertech", "TRICARE W AK", and "Workers Comp-AK".
- Four buttons: "Add ->", "Add All ->>", "<- Remove", and "<<- Remove All".
- A list of "Chosen Plans" including: "Aetna AK PPO 3T", "Aetna MA ZT Clsd", "AIDS Drug Asst Program AK", "AK State Medicaid", "American Transportation Corp.", and "CIGNA HlthCare of AK PPO 3T".
- At the bottom, two buttons: "Save" (highlighted with a red box) and "Cancel".

After you complete plan selection, you will be directed to a web page that will confirm that your selections have been saved.

If you need to install (or re-install) RxPlan on your device, proceed to click the **DOWNLOAD** link for your type of system.

If you have never previously installed (or you need to re-install) RxPlan on your device, proceed to click the first **DOWNLOAD** link under "Mac Users".

Skyscape: Formulary Plan Selection

File Edit View History Bookmarks Window Help

http://www.skyscape.com/secure/FormularyPlansSelection.aspx?s=ma&pk=

Apple Amazon eBay Yahoo! News (87)

Search Skyscape >

Logout

More Search Options

Welcome back Vivek

My Account

My Cart (1)

Support

Products Physicians Nurses Students Groups/Institutions What's New About Us Skyscape STAT

Formulary Plan Selection

Your formulary selections have been saved.

Windows Users

Please read the [RxPlan Getting Started Guide \(Windows\)](#) for important information about installation and setup.

- To install RxPlan, you will first need to [download](#) the product.
- If you already have RxPlan and only want to update your Formularies, sync your device now, while connected to the Internet.

Further instructions are included in the [Quick Start Guide \(Windows\)](#).

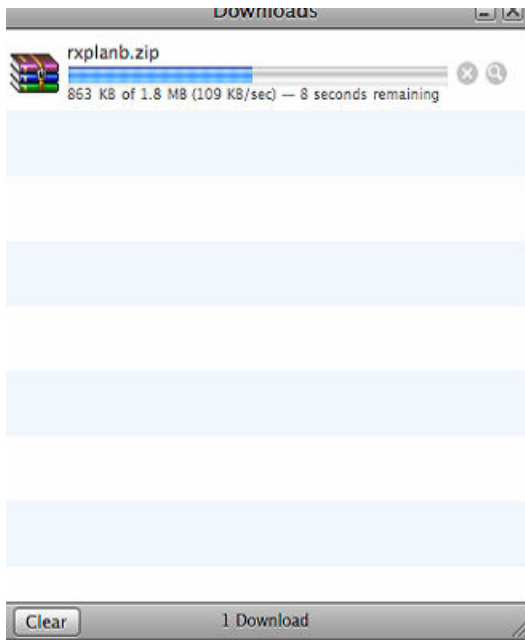
Mac Users

Please read the [RxPlan Getting Started Guide \(Mac\)](#) for important information about installation and setup.

- To install RxPlan, you will first need to [download](#) the product.
- To install your selected Formulary information, you will then need to [download](#) the plan information.

Further instructions are included in the [Getting Started Guide \(Mac\)](#).

Then, the download will commence.



Step 2: Setup on Your Desktop

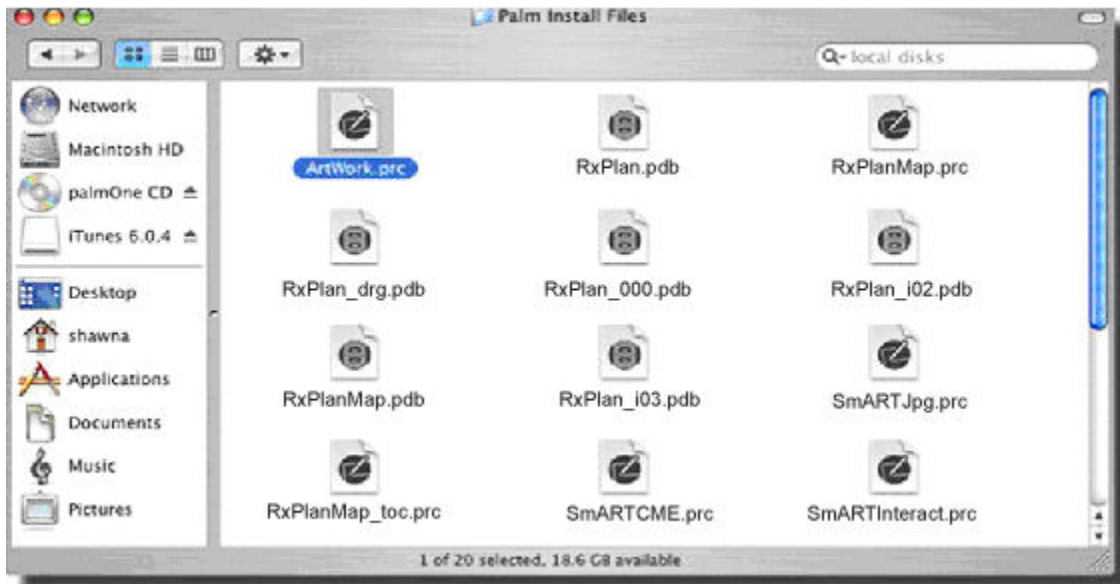
After you've downloaded and unzipped the file, the program folder will appear on your desktop.



Double click the program to view the content of the folder, and then open up the subfolder “Palm Install Files.”



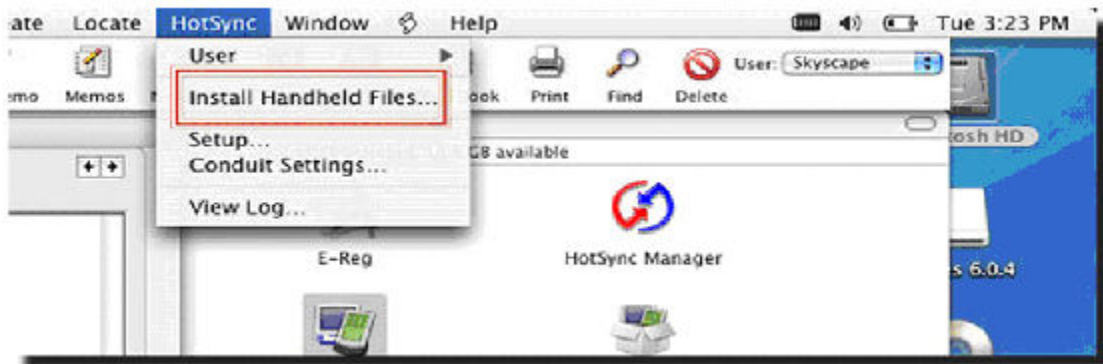
This is what it should look like:



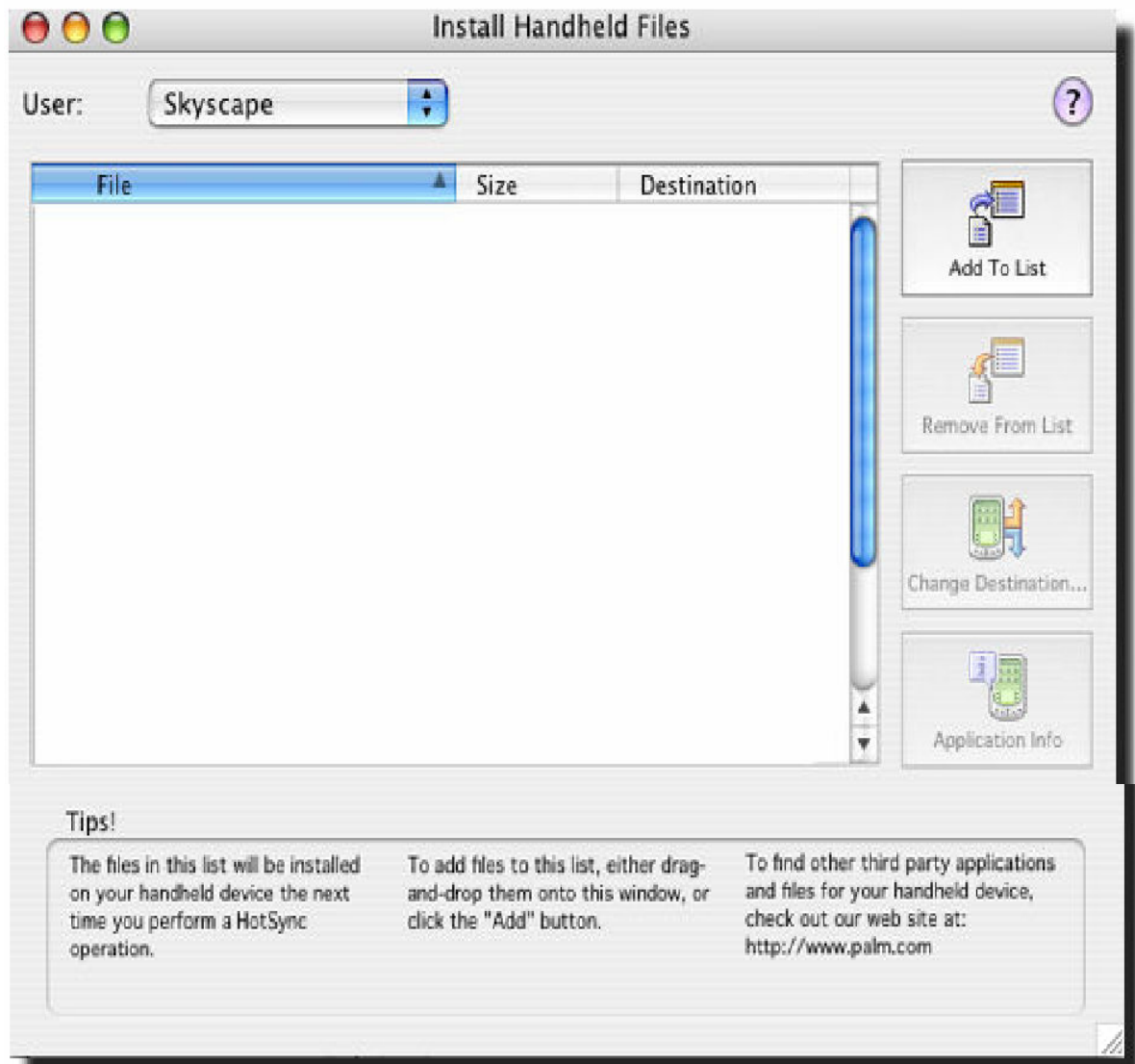
Then, you should open up Palm Desktop from Macintosh HD/Palm/Palm Desktop.



Under the "HotSync" menu on Palm Desktop, choose "Install Handheld Files."

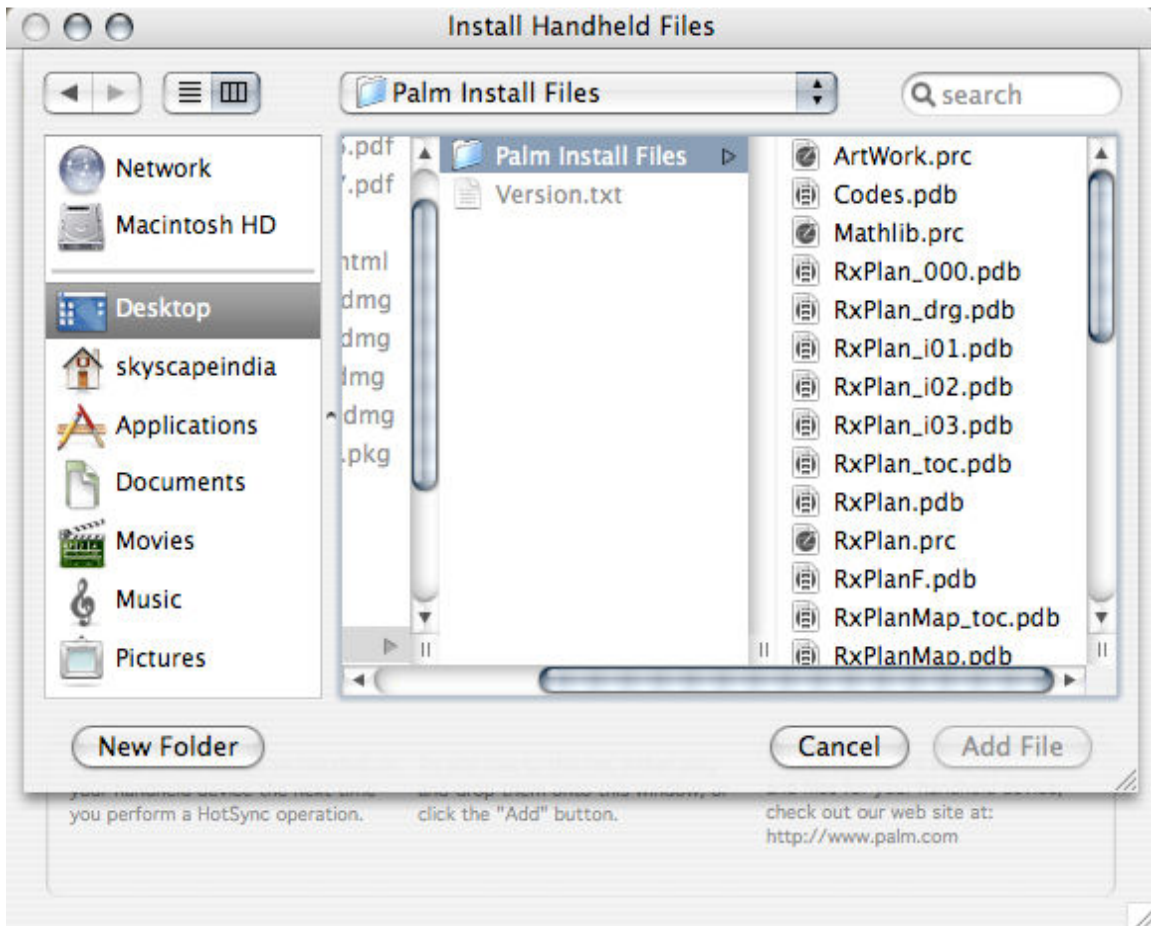


It will open this screen:

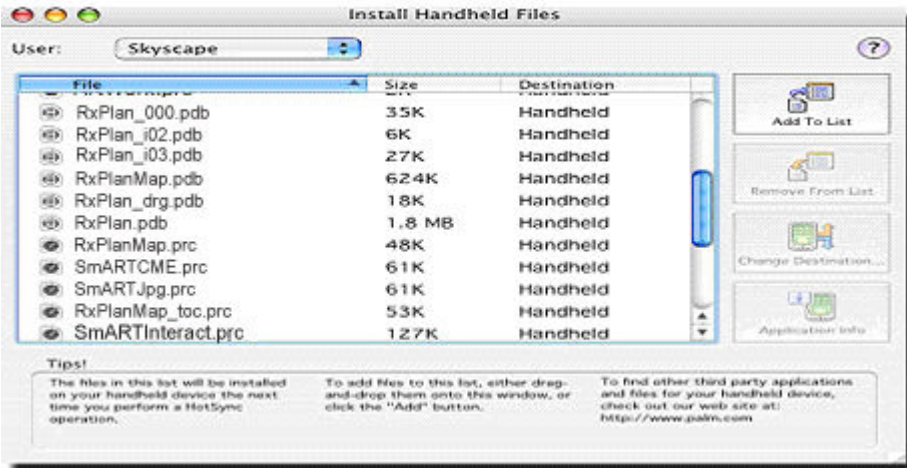


Now, you will need to manually move all the files with extension .pdb and .prc from your "Palm Install Files" folder to your "Install Handheld Files" on the Palm Desktop.

If you wish to install all these files on a memory card instead of main memory, please click the "Change destination" button on the right-hand side of the "Install Handheld Files" tool. **IMPORTANT:** Be sure to move the .pdb files to the card, but still put the .prc files on the main memory.



After moving all the files, you should see them listed in the Install Handheld Files folder as listed below:

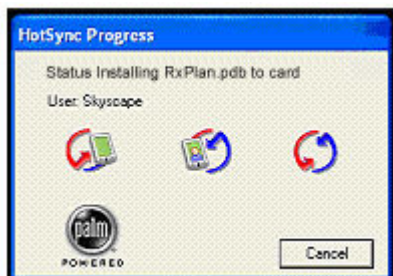


Step 3: Installation Onto Your Device

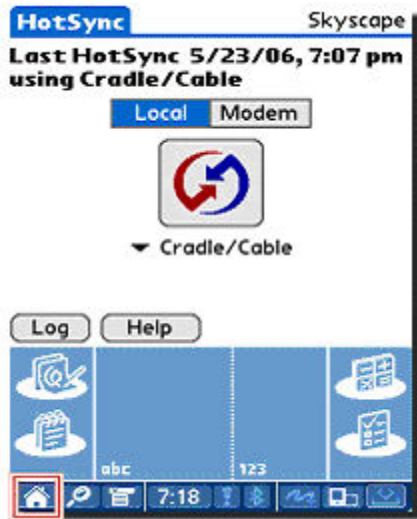
If you are using your Palm for the very first time, please make sure that you have already installed the Hotsync software that came with your device.

Please connect your device to the desktop either via its Hotsync cable, or put the device onto its cradle. Locate Hotsync on your device & press the Hotsync logo on the screen to begin synchronizing.

Your handheld should be "synchronizing." On your desktop, you should see a prompt that looks like this:



After you've successfully Hotsynced, you will see a screen on your PDA that looks like this:



To access the program you just installed, click on the "Home" icon in the bottom left of your screen. Then, click on the menu in the top right area of your screen and select "Skyscape".

Associating RxPlan With a Drug Guide

RxPlan is designed to be used in conjunction with a drug guide in order to provide integrated formulary and drug information.

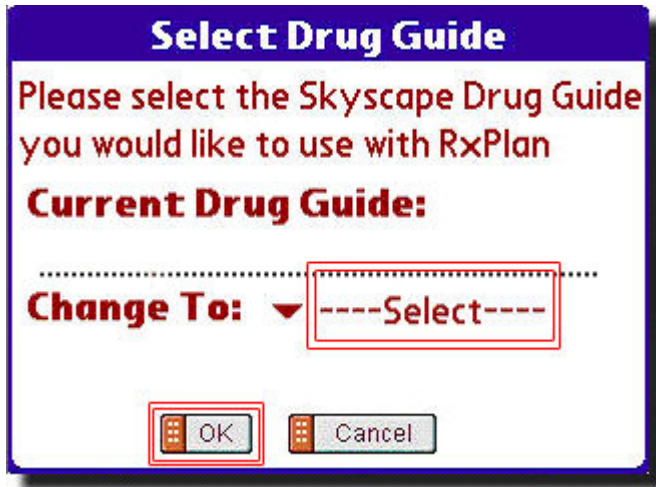
You may select any Skyscape drug guide that is installed on your handheld for this purpose. If you own multiple Skyscape drug guides, you will need to choose only one of them to associate with RxPlan. However, you may change your selection at any time.

For more information about drug guides available from Skyscape, please visit our website at www.skyscape.com.

a. Associating a Drug Guide at Initial Installation

When you open RxPlan for the first time after installation, you will see a pop-up screen that prompts you to select the drug guide you want to associate with RxPlan. Illustrations below are from the Palm handheld. PocketPC and Desktop will have a different appearance but the same functionality.:

Click on the drop down box and highlight your selection. Then tap the "OK" button.



The drug guide you select to associate with RxPlan will continue to function as usual when you access it directly. However, you will have the added benefit that the information in that guide will now be conveniently accessible to you from within RxPlan as well.

b. Changing the Drug Guide associated with RxPlan

If you have multiple drug guides from Skyscape, you may want to change which one is associated with RxPlan. To do this:

- i. Go to the Main Index view within any plan



ii. Tap on the plan name and select the "Edit" drop down box



iii. Tap on "Select Drug Guide". A pop-up screen will appear that will prompt you to select which drug guide you want to associate with RxPlan. Click on the drop down box and highlight your selection. Then tap the "OK" button.