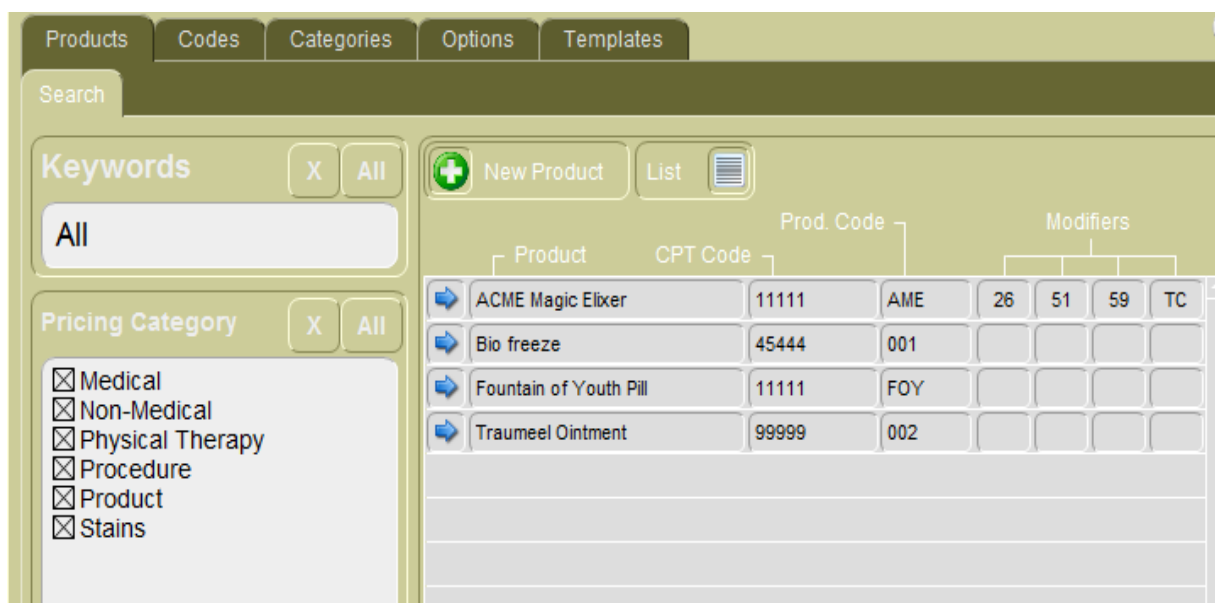


Entering Products into the Library



Products Entry Instructions

- Go to the **Libraries** menu and select the **Products** tab.
- First, do a search to be sure the product you are entering is not already in the library.
 - In the “Keywords” box, click “**All**”.
 - In the “Pricing Category” box click “**All**.”
 - Review the list to the right to see if the product is already entered
If there are a lot of products, you can then refine your search by typing keywords into the “Keywords” search box.



- Once you are confident that your product is not already in the library, create a new product by clicking on the green plus sign labeled “**New Product**.”
- Enter the “Product Name.”
- Select a product “Pricing Category” (The list can be added to or modified in **Libraries** menu, **Category** tab.)
- Enter the “Product Code” and “Status”.

Entering Products into the Library

The screenshot shows a software interface for entering product information. The main title is 'Bio freeze' with a sub-ID 'EBA3'. The 'Description' field contains 'Bio freeze'. The 'Unit Code' is set to 'UN'. The 'CPT (Procedure Code)' is '45444' and the 'Product Code' is '001'. The 'Manufacturer' is 'Bio Freeze Nation' and the 'Vendor' is 'Medical Supplies of NM'. There are also several checkboxes for pricing and status categories.

- Enter a “Description”.
- “Picture” is optional.
- Select a “CPT” code that properly and directly identifies the product.
- Enter the “Product Code” if the product has a specific code from the manufacturer to help identify it later for ordering, etc.
- Enter the “Unit Code” (UN Is classic).
- For “Manufacturer”, click on the down arrow and see if the manufacturer is in the list. If it is not in the list, go to the **Manufacturers** tab and click on the green plus sign labeled **“Add a New Manufacturer”**.



- Enter the manufacturer information. Then, return to the **Info** tab and the “Manufacturer” field will be filled in with the new manufacturer.

Entering Products into the Library

- Fill in the “Vendor” field (only if you have a Vendor to enter), choose the down arrow. If the Vendor you want is not in the list, go up to the **Vendors** tab and click the “**Add a New Vendor**” button. Enter the Vendor information. Then, go back to the **Info** tab. The “Vendor” field will be filled with the newly entered Vendor.
- When you are ready to place an order for the product, go to the **Purchasing** tab. Click the green plus sign labeled “**Add New Purchase.**”

Date	Qty Ordered	Qty Received	Unit Cost	Purchase Order #	Amount On Order
03/15/2010	12	12	12.49	PO4684645546	0

- Enter the correct purchase “Date”, “Purchase Order #”, “Quantity Ordered”, “Quantity Received” and/or “Quantity Pending” to track inventory accurately.

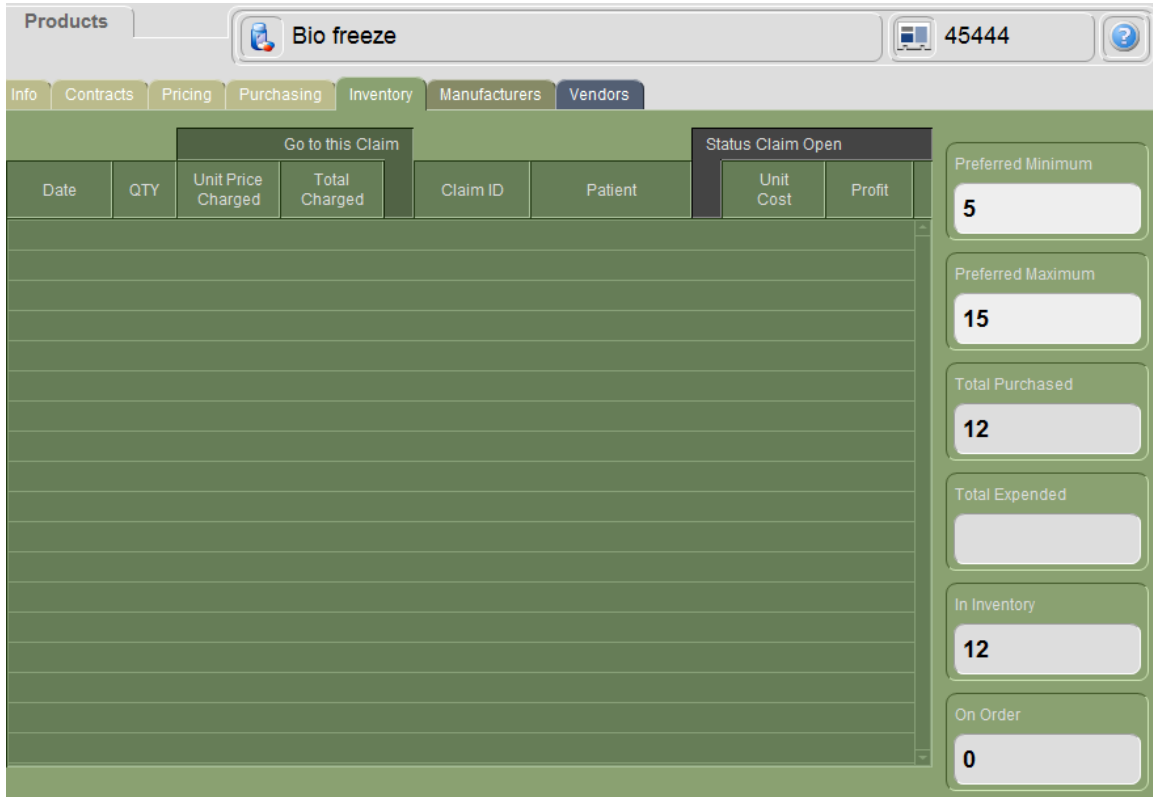
Quantity

Ordered - Received = Pending

Received All

- Next, go to the **Inventory** tab to enter the “Preferred Minimum” and “Preferred Maximum”, if applicable. This tab is used to track how much of the product is remaining, has been expended, and/or is on back-order; as well as to see all orders for the Product.

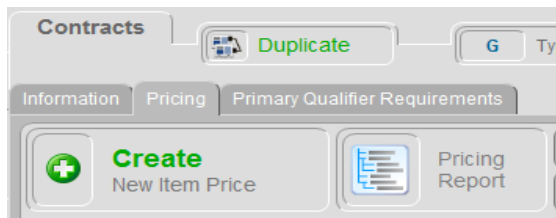
Entering Products into the Library



- Once the product is entered and/or ordered, the product and price need to be entered into a Contract.
 - Go to the **Contracts** menu.
 - Choose the contract you want to add the product to.

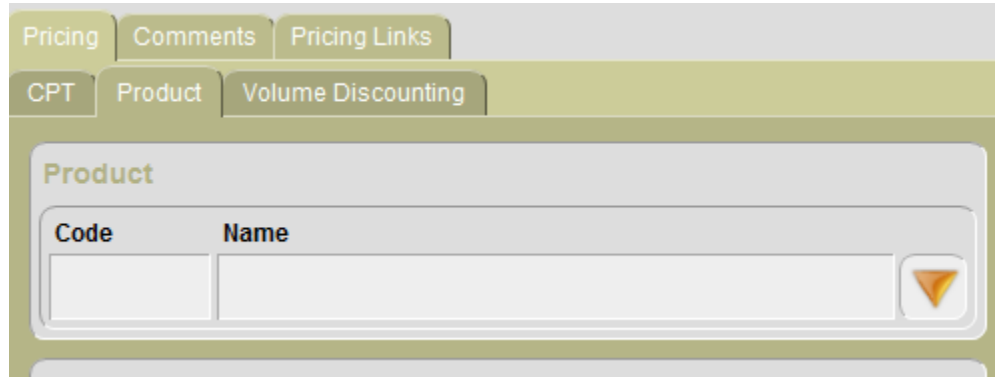
Contract Name	Type	Patient Plan Name	Expires
Default Bellevue Pathology Lab	G		12/31/2018
Default Medical Clinic of NM	G		12/31/2018
Medicare MCNM	GC		12/31/2018

- Go to the **Pricing** tab.
- Click the green plus icon to labeled “**Create New Item Price**” to create a new price schedule for this contract.



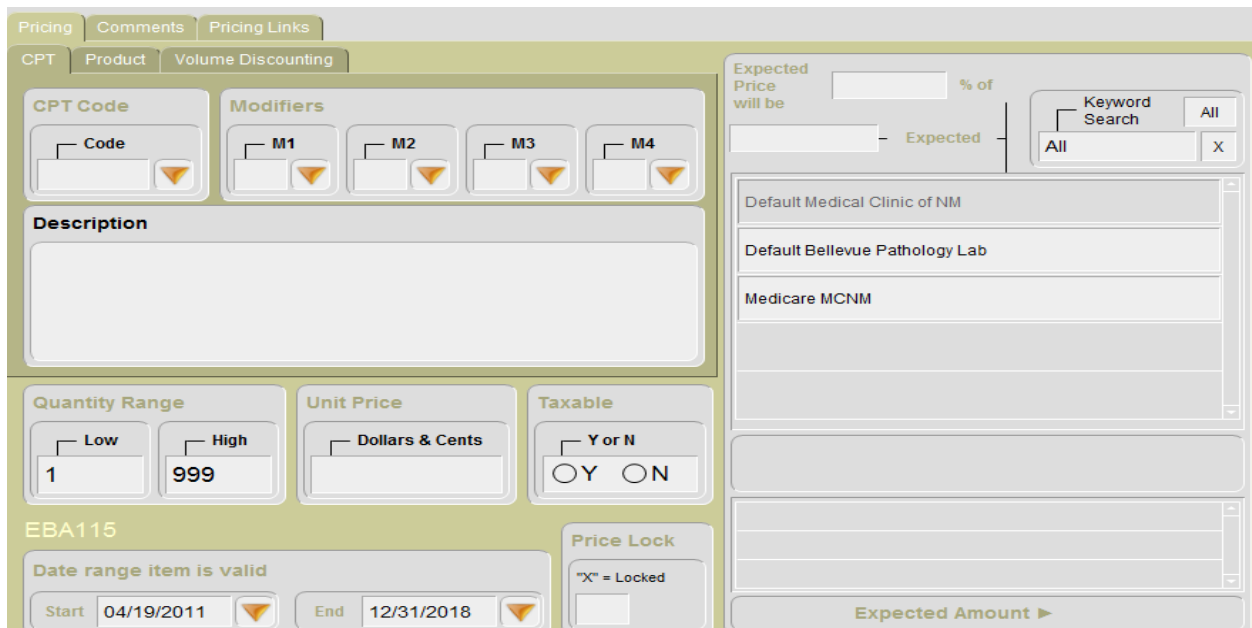
Entering Products into the Library

- On the **Product** tab, choose the product you want from the list.



The screenshot shows the 'Product' tab selected in a software interface. At the top, there are tabs for 'Pricing', 'Comments', and 'Pricing Links'. Below these are tabs for 'CPT', 'Product', and 'Volume Discounting'. The 'Product' tab is active, displaying a form with two input fields: 'Code' and 'Name'. A dropdown arrow is visible on the right side of the 'Name' field.

- On the **CPT** tab, add the correct CPT code and “Modifiers”, “Quantity Range”, “Unit Price”, “Taxable”, “Date range item is valid”, “Price Lock” and “Expected Price” percentage, if applicable. Then, choose the correct contract from the list on the right side of the screen.

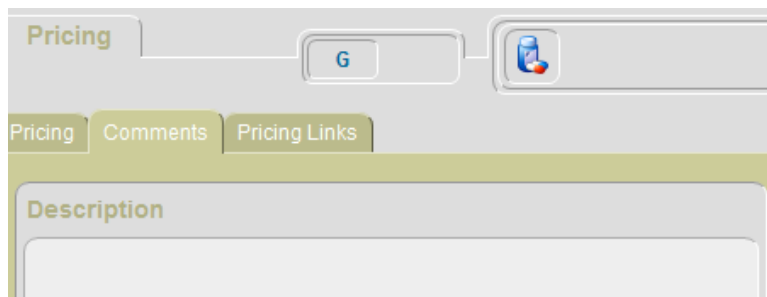


The screenshot shows the 'CPT' tab selected in the software interface. The 'CPT Code' field is empty. The 'Modifiers' section has four dropdown menus labeled M1, M2, M3, and M4. The 'Description' field is empty. The 'Quantity Range' section has 'Low' set to 1 and 'High' set to 999. The 'Unit Price' field is empty. The 'Taxable' section has radio buttons for 'Y' and 'N', with 'N' selected. The 'Date range item is valid' section has 'Start' set to 04/19/2011 and 'End' set to 12/31/2018. The 'Price Lock' section has a checkbox labeled 'X' = Locked, which is unchecked. On the right side, there is a search area with 'Expected Price will be' and '% of' fields, and a 'Keyword Search' dropdown menu. Below the search area is a list of contracts: 'Default Medical Clinic of NM', 'Default Bellevue Pathology Lab', and 'Medicare MCNM'. At the bottom right, there is an 'Expected Amount' field with a right-pointing arrow.

- If there is Volume discounting, go to the **Volume Discounting** tab and enter in the discount information.

Entering Products into the Library

- You can add comments on the **Comments** tab.



- The **Pricing Links** tab shows how the price is linked to the contract.

