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## What are monthly updates?

GE Healthcare is moving to monthly updates to provide more up-to-date Medication and Formulary data to its customers. GE will release either a full or incremental update each month:

### Full update

A *full update* always contains Medication and Formulary data. It may also contain Patient Handouts, Banners, and ICD9 and CPT Codes, as they become available. A full update can be applied over a new database, a full KnowledgeBase update, or an incremental update. A full update may be applied to Logician 5.6, Centricity Physician Office – EMR 2005, Centricity Practice Solution 2006 and 9.0, or Centricity Electronic Medical Record 9.0.

### Incremental update

An *incremental update* contains changes in Medication and Formulary data from the last update. An incremental update can only be installed over the most recent full or incremental KnowledgeBase update. An incremental update may only be applied to Centricity Physician Office – EMR 2005, Centricity Practice Solution 2006, or Centricity Electronic Medical Record v9.0. It is not supported by Logician 5.6.

## What's in this update?

The August 2009 update is an incremental release. You must install the previous update before installing this one.

This full update contains the following updated clinical information for Centricity Practice Solution 2006 and v9.0:

- Formularies
- Medication reference and interaction information



ExitCare Patient Education Handouts are also available in a separate update. The June ExitCare release may be installed over the June Full Knowledgebase Update or the July or August Incremental Updates. Download the *ExitCare Release Notes* from [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com) for more information.

## Where to download this update?

To download the August 2009 update, follow the directions in this release note and go to [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com).

## Who should read this release note?

### *If you are the system administrator...*

You must be an experienced network administrator with

- Ability to download the update and InfoScan .zip files from the Internet
- Ability to execute SQL queries
- Familiarity with Microsoft SQL Server files, programs, data structures, and transaction architecture
- Supervisor/administrator privileges on a network file server

### *If you are the clinic manager...*

- To update your clinic's custom lists, formularies, protocols, clinical kits, and encounter forms with updated information, you must have the ability to use the Formulary Editor and the Encounter Form Editor.
- You must also have certain privileges. On the main menu, click **Administration**. Navigate to **System > User/Location Setup > Security > Main Menu >**
  - **Chart > Add to problem/orders/med custom lists**
  - **Privileges > Change privileges**
  - **Setup > Change formulary settings**
  - **Setup > Change orders settings**
  - **Setup > Import/export clinical content (clinical kits)**

## What you should know about this update

### **New CCC Medication Custom Lists**

New CCC Medication Custom Lists are available on [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com), with updated extended-release Dose Forms to match medication reference data.

### **Extended-release medication dose forms**

The June 2009 update changes the abbreviations used for six tablet and capsule dose forms in the medication reference list. The intent is to help providers and pharmacists recognize continuous-release and extended-release formulations more readily. Note that existing medications in patient charts, medication custom list entries, and medication descriptions in formularies will continue to use the prior abbreviations for now. The following

table shows the old and new abbreviations for these dose forms, along with an example of each:

<b>1. Continuous release capsules with an unspecified dosing interval:</b>		
Old:	CPCR	MICRO-K 10 MEQ CPCR (POTASSIUM CHLORIDE)
	to	to
New:	CR-CAPS	MICRO-K 10 MEQ CR-CAPS (POTASSIUM CHLORIDE)
<b>2. Extended release 12-hour capsules:</b>		
Old:	CP12	DIAMOX SEQUELS 500 MG CP12 (ACETAZOLAMIDE)
	to	to
New:	XR12H-CAP	DIAMOX SEQUELS 500 MG XR12H-CAP (ACETAZOLAMIDE)
<b>3. Extended release 24-hour capsules:</b>		
Old:	CP24	INDERAL LA 80 MG CP24 (PROPRANOLOL HCL)
	to	to
New:	XR24H-CAP	INDERAL LA 80 MG XR24H-CAP (PROPRANOLOL HCL)
<b>4. Continuous release tablets with an unspecified dosing interval:</b>		
Old:	TBCR	AMBIEN CR 6.25 MG TBCR (ZOLPIDEM TARTRATE)
	to	to
New:	CR-TABS	AMBIEN CR 6.25 MG CR-TABS (ZOLPIDEM TARTRATE)
<b>5. Extended release 12-hour tablets:</b>		
Old:	TB12	OXYCONTIN 30 MG TB12 (OXYCODONE HCL)
	to	to
New:	XR12H-TAB	OXYCONTIN 30 MG XR12H-TAB (OXYCODONE HCL)
<b>6. Extended release 24-hour tablets:</b>		
Old:	TB24	METFORMIN HCL 500 MG TB24 (METFORMIN HCL)
	to	to
New:	XR24H-TAB	METFORMIN HCL 500 MG XR24H-TAB (METFORMIN HCL)

## Medication codes

For some medications, you may be unable to find a corresponding Lexi-Comp Online™ medication monograph, because the CPS application and Lexi-Comp databases may be out-of-sync.

## Updated InfoScan formularies

For updated InfoScan formularies, go to [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com) to download only those InfoScan formulary kits that you use. To subscribe to InfoScan formularies, contact your sales representative.



DO NOT download all the kits. Use the **Formularies.txt** file available with this update to look up each formulary you use and determine the corresponding clinical kit number. (This file is displayed from [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com) by clicking **InfoScan Listing by Kit Name.**)

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### *Some medication comments may be truncated*

Medications in InfoScan formularies may include comments describing pre-authorization requirements, recommended dosages, step therapy protocols, or other information useful to the prescribing clinician. As formularies have evolved to provide more information to the clinician, some medication comments have grown to exceed 255 characters, which is the limit that the CPS application can display. Until this limitation can be removed in a future Service Pack, comments exceeding the limit will be truncated, as denoted by "...Truncated" at the end of the comment. The full text of a truncated comment may be obtained through your formulary contact.

## Before you install the update

This is an incremental update that modifies your database with the most recent changes to medication and formulary reference information. **This update relies on having the data from the June 2009 Full and July 2009 Incremental Updates already installed.** You must install the June & July 2009 updates before you install this one. Unless otherwise stated, information in this document applies to all supported computing environments and network operating systems.

- If you use Windows 2000 or Windows 2003 database server, run the setup from the server console.

## Formulary updates

Formulary providers may change their formulary names periodically. If you have created your own formulary using the same name used by a formulary provider, your formulary may be renamed with this update.

To continue using your formulary and to maintain its insurance plan associations, you will need to change the formulary name to a new name prior to installing this update. Otherwise, your formulary will be overwritten. The **formulary\_name\_chgs.txt** and **formulary\_name\_chgs.xls** files included in the update list all formulary name changes in the past six months.

## Plan time to install

The estimated time required to install this update is 5 to 15 minutes, depending on the speed of your server and network connection.

## Users do not need to exit the application

You may install this incremental update while users are logged in to the CPS application. Unlike a full update, it is not necessary to schedule the installation of this update for a time outside of normal clinic activity.

## Have a current backup

It is not required that you have a current verified cold backup of the CPS application database before installing this incremental update. It is recommended, however, that you continue to back up your CPS application database, the LinkLogic network folder, and the Microsoft SQL Server database files on a regular basis.

## Install the update

**Who completes this section?** System administrator

- 1 Updating the MediSpan database also updates any formularies in the Formulary Editor's database. This is the easiest way to update your formularies. To update the database and formularies at the same time, import existing formularies prior to updating. For instructions on importing formularies, see "[Import formularies](#)" on page 7.
- 2 Log into any Windows workstation that has access to your Microsoft SQL Server database. Unlike a full update, you do not need to install this update from the Microsoft SQL Server database server.
- 3 Create a KnowledgeBase Update directory on your system, in which you can save the updated .ZIP files.
- 4 Go to [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com).
- 5 To download the update's .ZIP files, click **August 2009 Incremental KnowledgeBase Update for CPS**. Save and unzip the .ZIP files into the KnowledgeBase Update directory on your workstation.
- 6 To view this note, click **August 2009 Incremental KnowledgeBase Update for CPS Release Notes**.
- 7 In your KnowledgeBase Update directory, locate and open the file ReadMeCPSKB.txt (CPS 2006). Follow the instructions in this file to complete the installation of this incremental update.
- 8 If you disabled anti-virus software or turned off backup scripts, re-enable the anti-virus software and turn the backup scripts on.

## Review your implementation

Once the system administrator installs the update, verify that your clinic's custom lists, formularies, protocols, clinical kits, and encounter forms (including the Visit Manager forms) reflect the August 2009 information. You

may need the assistance of your Formulary Editor and Encounter Form Editor experts to complete the sections below.

## Review medication custom lists and protocols

From time to time, medication codes become obsolete—for example, when a drug is removed from the market or the formulation changes. After you install this update, review your medication custom lists and protocols.

### *Review medication custom lists*

**Who completes this section:** clinic manager or someone with a clinical understanding of equivalent medications

- 1 Review the **med\_chngs\_current.txt** file included in the update for medication codes that are now obsolete.
- 2 From the main menu, click **Charts** then **Reports**. Select the **Reports** tab. In the MedicalLogic folder, select and print the **Uncoded Medication Custom List Entries Report**.
- 3 Go to **Administration** and select **Chart > Medication Custom Lists**.
- 4 For each list that contains an obsolete medication, locate the medication and replace it with an active medication from the MediSpan list.



DO NOT add medications without strengths to a custom list. If chosen, these medications are not associated with patient handouts. (To use medications without strength, install this update.)

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### *Review protocols*

- 1 Review the **med\_chngs\_current.txt** file included in the update for medication codes that are now obsolete.
- 1 From the main menu, click **Administration** then select **Chart > Protocols**.
- 2 Find each protocol that refers to an obsolete medication and click **Change**.
- 3 Switch to the Population section and select **Medications**.
- 4 Select the obsolete medication, then click **Change**. Use **Change Protocol Medication** to select the new code.

## Update formulary names

Formulary providers may change their formulary names periodically. If you have created your own formulary using the same name used by a formulary provider, your formulary may be renamed in the CPS application with this update.

To continue using your formulary and to maintain its insurance plan associations, you will need to change the formulary name to a new name prior to installing this update. Otherwise, your formulary will be overwritten. Review the **Formularies.txt** file available on [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com) to verify that your name is unique.

## Import updated InfoScan formularies

If you use formularies and you have subscribed to the InfoScan formulary database, import formularies for health plans your patients are covered under. If you have subscribed to this service, you can download and import the formulary clinical kits from [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com) into the CPS application.



Before importing formularies from the InfoScan database, you must first install the current KnowledgeBase update.

### Import formularies

**Who completes this section:** Someone with a clinical understanding of formularies

- 1 Make a list of the insurance plans that cover your patient population and identify which of these plans specify formularies you want to use.
- 2 To assist you in this process, use the Crystal Report called **InsPlans.rpt**, available on the KnowledgeBank at [knowledge.medicalogic.com](http://knowledge.medicalogic.com) under **Crystal Reports**. After downloading and installing this report, you can use it to list the insurers and plans currently in your CPS application's database.



Check with the insurers to determine if their plans have formularies.

- 3 Once you have a list of formularies you want to import into the CPS application, refer to the **Formularies.txt** file to get the name of the associated clinical kits.  
**Formularies.txt** lists the formularies by plan name in alphabetical order. For instance, if one of your health plans were Rocky Mountain Medicare, you would find in the report that its clinical kit file is I2783.ckt.  
**FormularyChanges.txt** lists formularies that have been added, dropped, or changed by the plan since the last update.
- 4 Go to [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com).
- 5 In **Current Downloads**, click **InfoScan Download**.
- 6 To list the kits available, click either **InfoScan listing by kit name** or **InfoScan listing by kit number**. To list the contents of the **Formularies.txt** file, click **Formulary List**. To list the contents of the **FormularyChanges.txt** file, click **Formulary Changes**.



If you cannot find the formularies that you use on [centricitypractice.gehealthcare.com](http://centricitypractice.gehealthcare.com), e-mail the following information to [centricityemrservices@ge.com](mailto:centricityemrservices@ge.com): plan name exactly as it appears on the patient's insurance card, any plan ID numbers, the state where the plan originates, and your contact information.

- 7 To download the kits you want, click on the kit's link in the listing.
- 8 Save and unzip the .ZIP file onto your workstation.
- 9 On your workstation, import each kit into the CPS application.

### Associate an insurance plan with a formulary

Once you have imported the formularies into the CPS application, associate each formulary with its corresponding plan(s). Or, choose to preserve the association when re-importing a newer version of a formulary.

- 1 From the main menu, click **Administration** then select **Chart > Formulary Management**.
- 2 Select the formulary and click **Associate**.
- 3 In the **Insurance Company** list, select the insurance company.
- 4 In the **Plan** list, select the insurance plan that you want to associate with this formulary and click **OK**.
- 5 To set up the default formulary for your enterprise, select the formulary and click **Set Formulary as Default**.
- 6 To view details about a formulary, select the formulary and click **Details**.

### Contacting Centricity Services

If you require further help or have any questions regarding this update, contact Centricity Services on 888.436.8491.

When you subscribe to the Centricity Services mailing list, you receive e-mail announcements of Service Pack releases, weekly product alerts, maintenance reminders, tips and tricks, and other information on supporting the CPS application. All Centricity Practice customers can receive this free Listserve. To sign up, send an e-mail to [centricityemrservices@ge.com](mailto:centricityemrservices@ge.com) and place **listserve-subscribe** in the subject line. Include your name, your company name, address, and phone number in the body of the message. You will receive a welcome message confirming your subscription.