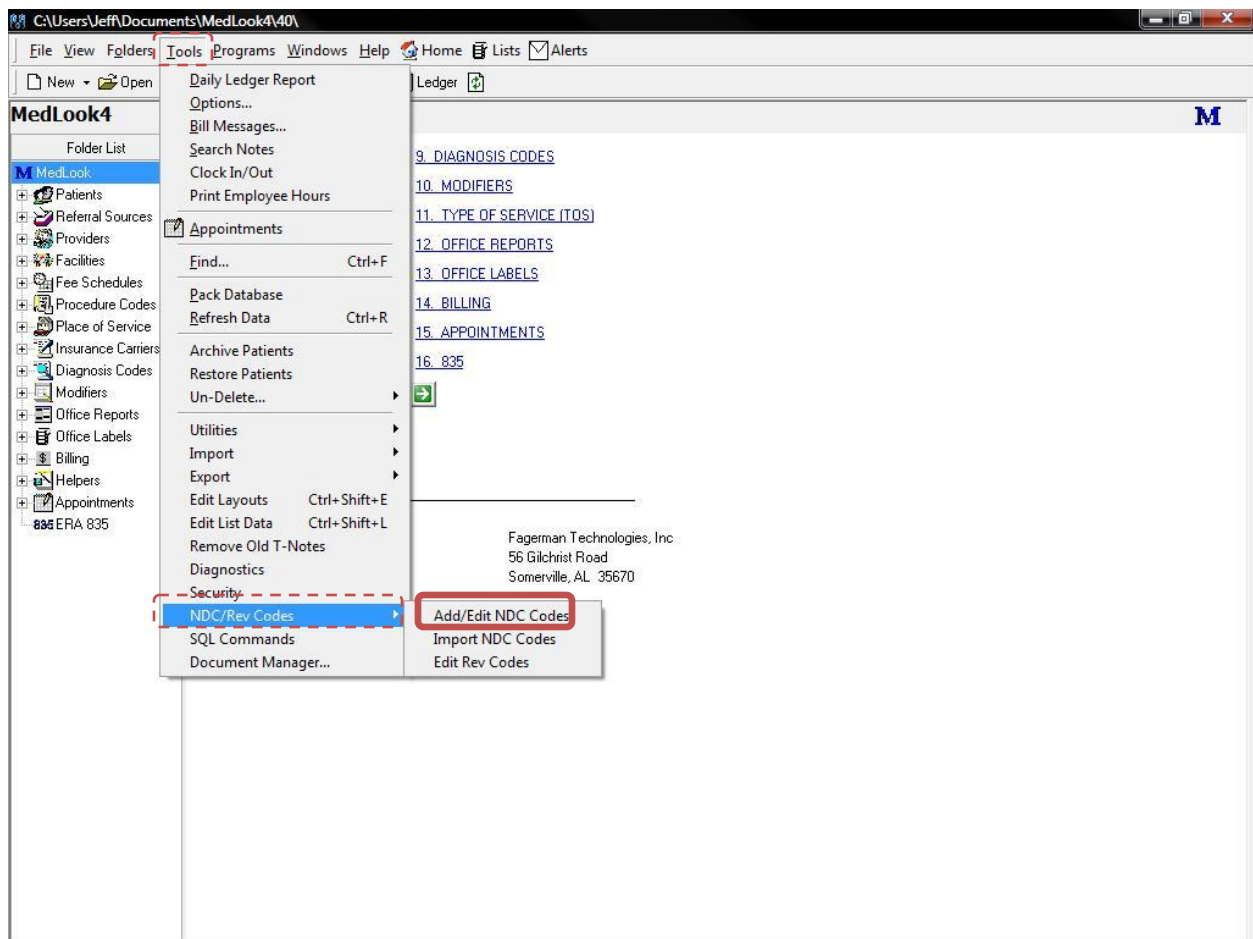


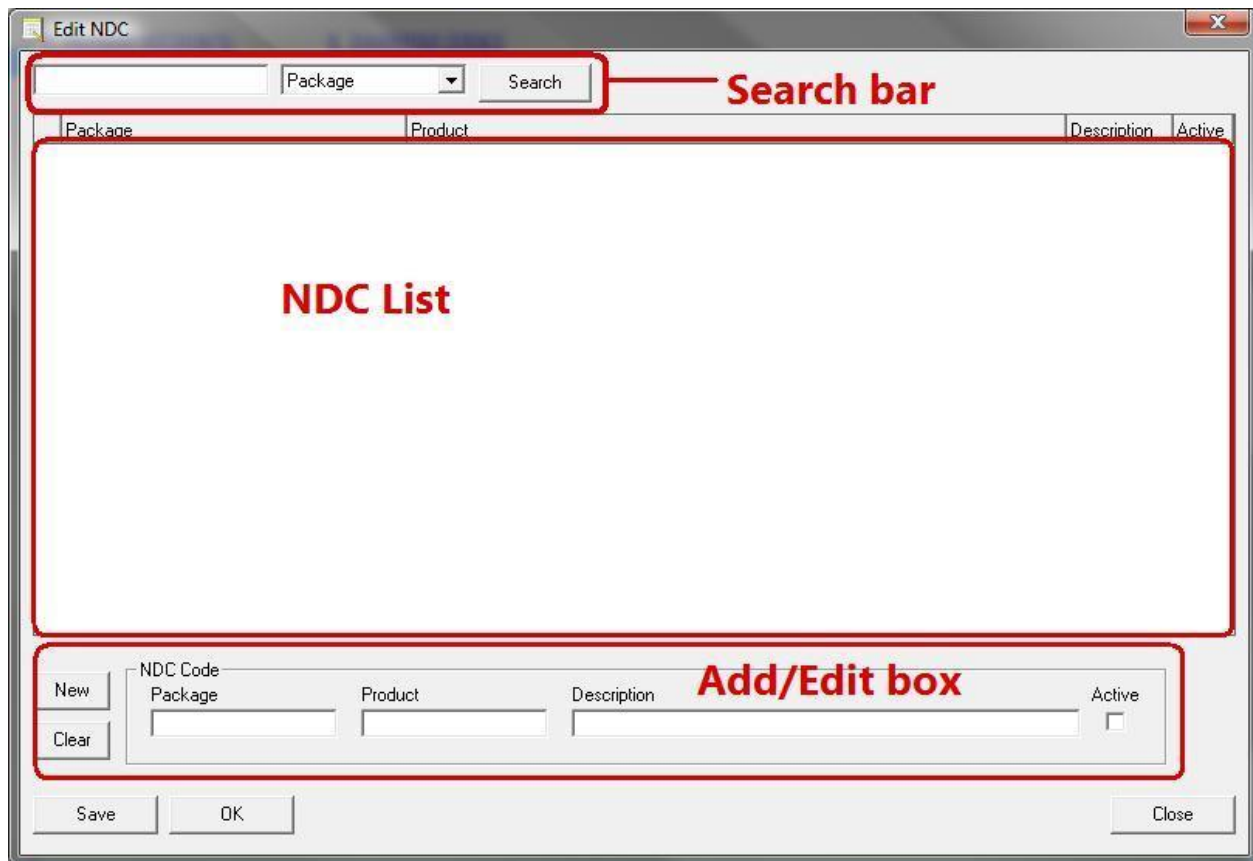
## How to Add NDC Codes to the Charge Screen

NDC codes are used to identify prescription drugs. This tutorial will show you how to add one to the *Charge* screen.

From the MedLook home page, select *Tools* from the Toolbar at the top of the window. Then towards the bottom of the drop-down list, hover over *NDC/Rev Codes*. Then click *Add/Edit NDC Codes*.



Once you click on this, the *Edit NDC* dialog will pop up. Below is a screen shot of this window.



The search bar in the top allows you to search by *Package*, *Product*, *Description*, *Active*, and *ID*.

The NDC List is just where all the NDC codes you have entered appear.

The *Add/Edit* box is where we will be working now.

Starting out under the *Package* heading, you enter is a 10-digit, 3-segment number. Make sure to separate the segments by using a hyphen. For this example, I will use the *NDC* code *0777-3105-02*.

The screenshot shows a software window titled "Edit NDC". At the top, there is a search bar with a dropdown menu set to "Package" and a "Search" button. Below this is a table with four columns: "Package", "Product", "Description", and "Active". The table is currently empty. At the bottom of the window, there is a form with the following fields and controls:

- A "New" button.
- A "Clear" button.
- A label "NDC Code" above a dropdown menu set to "Package".
- A text input field containing "0777-3105-02", which is highlighted with a red rectangle.
- A "Product" text input field.
- A "Description" text input field.
- An "Active" checkbox.
- "Save", "OK", and "Close" buttons at the bottom.

The next heading is entitled *Product*. Typically, the first 8 digits are the *Product* number. Make sure to use the hyphen again. I will need to enter in *0777-3105*.

The screenshot shows a software window titled "Edit NDC". At the top, there is a search bar with a "Package" dropdown menu and a "Search" button. Below this is a table with columns for "Package", "Product", "Description", and "Active". The table is currently empty. At the bottom of the window, there is a form with the following fields:

- "NDC Code" label
- "Package" field containing "0777-3105-02"
- "Product" field containing "0777-3105", which is highlighted with a red rectangular box.
- "Description" field (empty)
- "Active" checkbox (unchecked)

At the bottom of the form, there are buttons for "New", "Clear", "Save", "OK", and "Close".

The next heading is entitled *Description*. Here you can enter in whatever description you would like to help you remember or search for the NDC code. For this example, I will enter *Prozac 20 mg*. You do not have to put the name of the drug in the description; I am simply using this for the example.

The screenshot shows a software window titled "Edit NDC". At the top, there is a search bar with a "Package" dropdown menu and a "Search" button. Below this is a large empty table with columns labeled "Package", "Product", "Description", and "Active". At the bottom of the window, there is a form with the following fields:

NDC Code		Product	Description	Active
Package	0777-3105-02	0777-3105	Prozac 20 mg	<input type="checkbox"/>

Buttons for "New", "Clear", "Save", "OK", and "Close" are also visible.

Once done entering in the information under all 3 headings, make sure to check the *Active* box.

The screenshot shows a software window titled "Edit NDC". At the top, there is a search bar with a dropdown menu set to "Package" and a "Search" button. Below this is a table with the following headers: "Package", "Product", "Description", and "Active". The table is currently empty. At the bottom of the window, there is a form with the following fields and controls:

- "New" button
- "Clear" button
- "NDC Code" label
- "Package" field with value "0777-3105-02"
- "Product" field with value "0777-3105"
- "Description" field with value "Prozac 20 mg"
- "Active" checkbox, which is checked and highlighted with a red box.
- "Save" button
- "OK" button
- "Close" button

Then **MAKE SURE TO PRESS SAVE**. If you do not press save, then the information you entered will not be saved.

Edit NDC

Package Search

Package	Product	Description	Active
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New Clear

NDC Code

Package	Product	Description	Active
0777-3105-02	0777-3105	Prozac 20 mg	<input checked="" type="checkbox"/>

Save OK Close

Edit NDC

Package Search

Package	Product	Description	Active
▶ 0777-3105-02	0777-3105	Prozac 20 ...	<input checked="" type="checkbox"/>

New

Clear

NDC Code

Package	Product	Description	Active
0777-3105-02	0777-3105	Prozac 20 mg	<input checked="" type="checkbox"/>

Save OK Close



The *NDC Code* you entered will then be saved into the NDC list.

The screenshot shows a software window titled "Edit NDC". At the top, there is a search bar with a "Package" dropdown menu and a "Search" button. Below this is a table with the following data:

Package	Product	Description	Active
0777-3105-02	0777-3105	Prozac 20 ...	<input checked="" type="checkbox"/>

Below the table is a form for adding a new NDC code. It includes a "New" button and a "Clear" button. The form fields are:

- NDC Code Package: 0777-3105-02
- Product: 0777-3105
- Description: Prozac 20 mg
- Active:

At the bottom of the window, there are buttons for "Save", "OK", and "Close".

To enter in a new charge, after the first one is created, click the *Clear* button and enter in the information as shown above.

The screenshot shows a software window titled "Edit NDC". At the top, there is a search bar with a "Package" dropdown menu and a "Search" button. Below this is a table with the following columns: Package, Product, Description, and Active. The table contains one row of data: Package: 0777-3105-02, Product: 0777-3105, Description: Prozac 20 ..., and Active: checked. Below the table is a form for entering new NDC information, with fields for Package, Product, Description, and an Active checkbox. The "Clear" button is highlighted with a red rectangle. At the bottom of the window are "Save", "OK", and "Close" buttons.

Package	Product	Description	Active
0777-3105-02	0777-3105	Prozac 20 ...	<input checked="" type="checkbox"/>

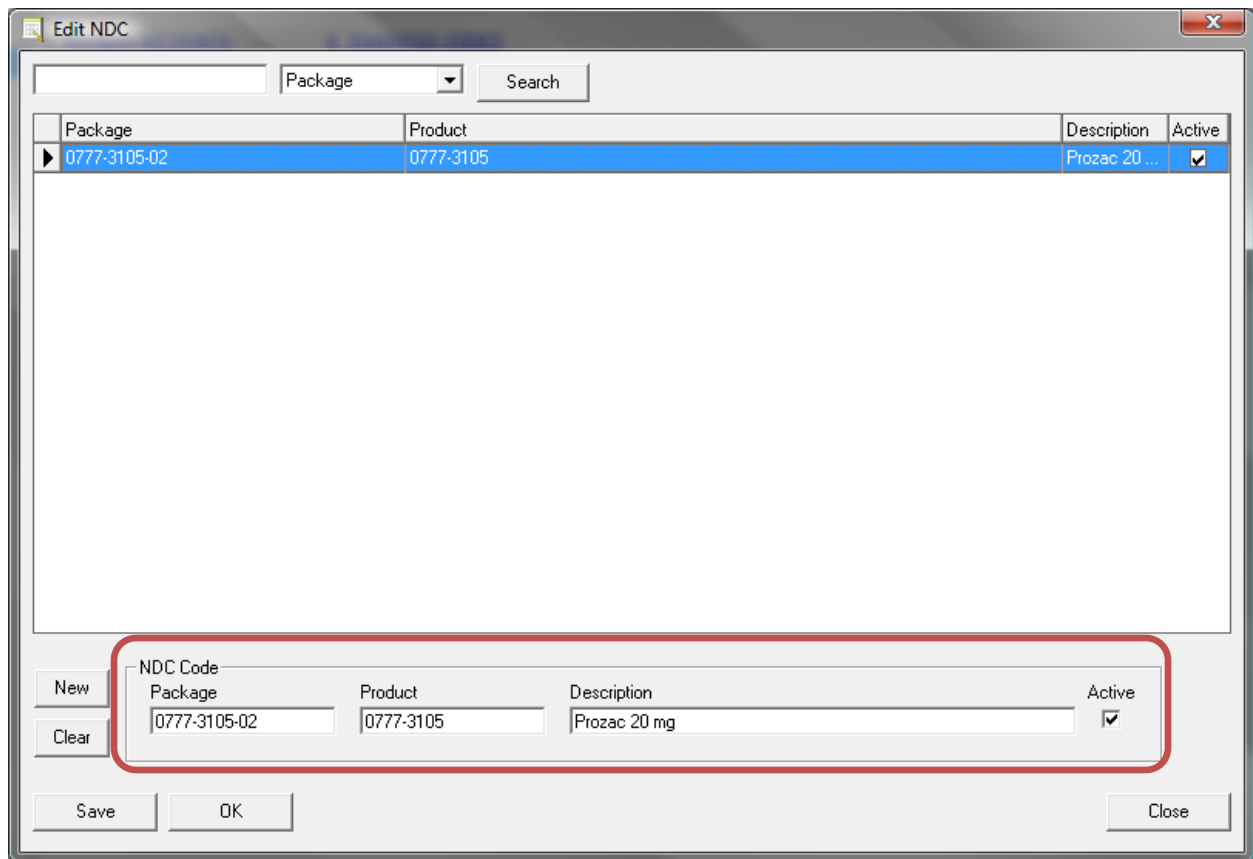
Form fields:

NDC Code

Package:  Product:  Description:  Active:

Buttons: New, Clear, Save, OK, Close

To edit a NDC Code, double-click on the code in the NDC list. Then you can edit the information in the *NDC Code* box.



The screenshot shows a window titled "Edit NDC". At the top, there is a search bar with a "Package" dropdown and a "Search" button. Below this is a table with the following data:

Package	Product	Description	Active
0777-3105-02	0777-3105	Prozac 20 ...	<input checked="" type="checkbox"/>

Below the table is a large empty text area. At the bottom, there is an "NDC Code" section with a red border, containing the following fields:

Package	Product	Description	Active
0777-3105-02	0777-3105	Prozac 20 mg	<input checked="" type="checkbox"/>

At the very bottom of the window are buttons for "New", "Clear", "Save", "OK", and "Close".

After editing, **MAKE SURE TO PRESS SAVE.**