



How to E-Prescribe the SmartVest with GoScripts™

This reference guide is intended for physicians and authorized staff members who want details about sending a SmartVest order electronically via GoScripts.

STEP 1:

SIGN IN

1. Sign in to GoScripts as follows:
 - a. Go to <https://app.goscripts.com>
 - b. Enter your credentials.

NOTE: You can use the GoScripts Smart Order catalog to electronically submit a detailed written order to your chosen DME. Smart Order catalog items require you to answer qualifying questions. This helps improve efficiency by ensuring that you enter all payor-required information before submitting the order.

STEP 2:

SELECT PATIENT CHARTS

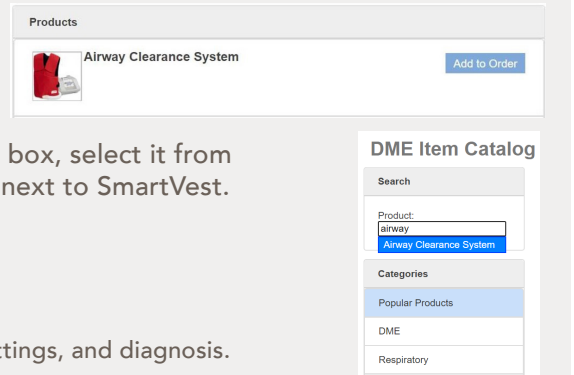
2. On the Main Menu Page, click **Patient Charts**.
3. On the Patient Charts page:
 - For existing patients, type the patient's last name in the Search field and click **Order** next to the desired patient in the search results.
 - For new patients, click **Add New Patient**, enter the patient information, click **Add** and **Place Order**.
4. If you are an authorized staff member, select the ordering physician.
5. Select the practice location.
6. Click **D.M.E.**

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STEP 3:

SELECT SMARTVEST

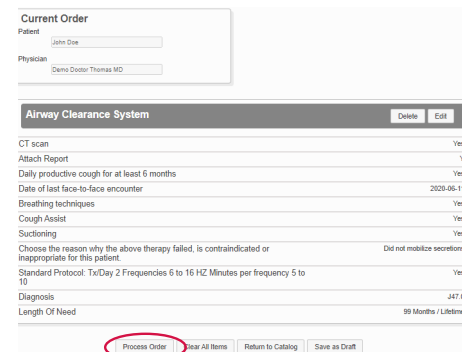
7. Search **"Airway Clearance System"** in the product search box, select it from the drop-down, and on the product list click **Add to Order** next to SmartVest. This will open the order form.
8. Fill out the order form as follows:
 - a. Fields in red are required.
 - b. Notate medical history, tried and failed, prescription settings, and diagnosis.
 - c. Click **Update Order** at the bottom of the screen.



STEP 4:

REVIEW AND SUBMIT

9. Review and confirm your order details are correct. Click **Process Order** when ready to submit.
10. Search **"SmartVest"** in the search field when prompted for available DME Suppliers.
11. Click **"Select"** beside your preferred supplier.
12. On the Order Checkout page, review the patient information and enter any special instructions for the DME.
NOTE: Adjust the Order Date if needed.
13. Click **Complete Order**.
14. If you are an authorized staff member, request the physician's authentication (signature) as follows:
 - If the ordering physician is available, ask the physician to enter their password and click **Sign Order**. GoScripts will immediately send the signed order to the applicable DME supplier.
 - If the ordering physician is unavailable, click **Mark as Validated**. At a later time, the ordering physician can sign into GoScripts to sign the order.



OPTIONAL:

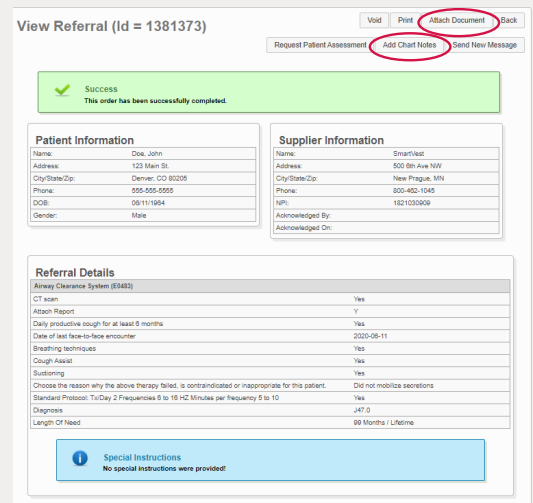
ATTACH DOCUMENTS

Attach supporting documents to the GoScripts referral order (e.g. physician notes, face-to-face documentation, x-rays, testing, etc.) as follows:

- **Upload a file:** Click **Attach Document**. You can upload the following file types: .OSA, .tif, .tiff, .gif, PDF, .text, or .docx.
- **Copy and paste:** If your EHR does not allow you to export files to your desktop, you can click **Add Chart Notes** to copy and paste the document information to your GoScripts order. The pasted information appears on the second page of the printed order.

CREATE A PDF

Click **Print** to generate a PDF version of the order.



Questions? Contact SmartVest at **800.462.1045** or visit **smartvest.com**.