Cornerstone®
CONVENIA® (cefovecin sodium) and CYTOPOINT™ Code Set-Up

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These instructions will walk you through setting up CONVENIA and CYTOPOINT in Cornerstone®. While there are a few ways to set up both of these products, we feel this is the most streamlined option. These structures will leave the least amount of room for user error which will give you the most accurate inventory tracking and charge capture.

TO BEGIN:

- From the home screen, click on "List" in the toolbar. From the drop down menu, choose "Invoice Item."

- If you are editing a current item, search for it by typing in the "Description" field.

- You want to make sure the appropriate items are clicked under "Include."

- If you are setting up the product for the first time, right click in the box with the current items listed, and choose "New."

CONVENIA

Set up as a new code:

- Enter an appropriate ID.
- Choose whether it is a service or inventory code.

For injections, you will ultimately be setting up both of these because it is a service provided to your patients, and you need to track the inventory that is used.

- We will start with an inventory code. Make sure you fill in the following sections under "Info"

  - Item Information
  - Type
  - Classification
  - Pricing
  - Automatic

- Click on the inventory tab . You will want to make sure the units of measure are correct. For example, if you are charging per ml, it will show that a full bottle = 10 ml.

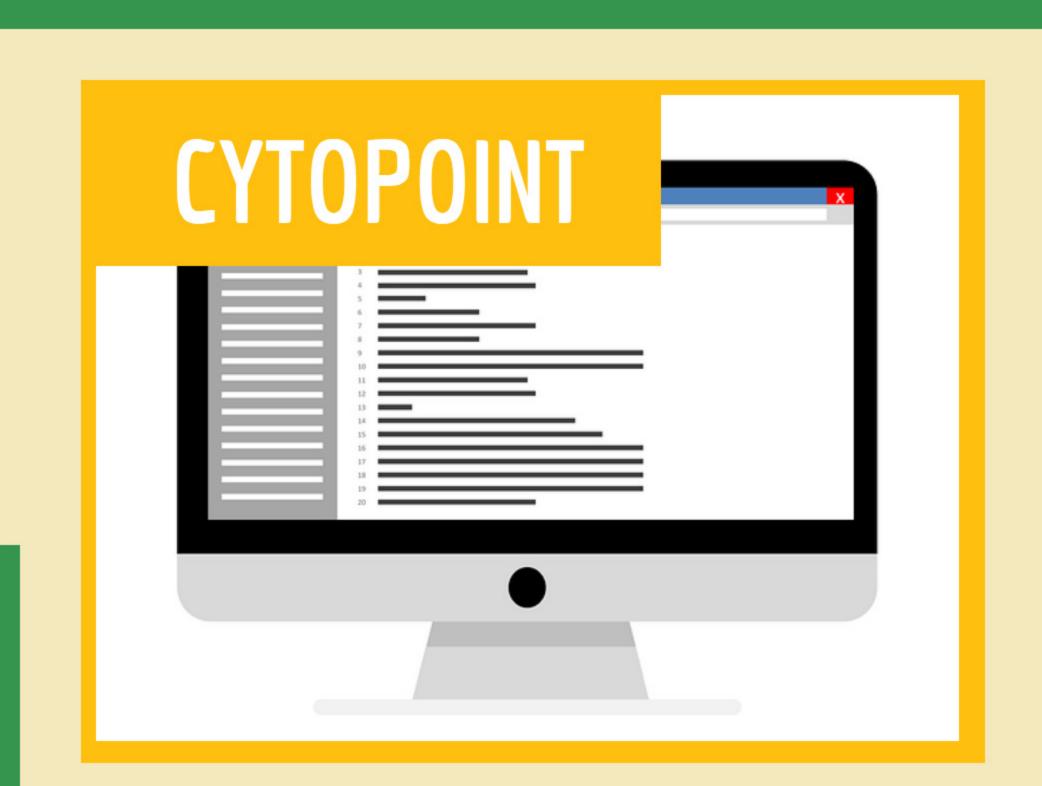**You have completed setting up CONVENIA as an inventory code!**

- Now we will set up an associated service item.
- Go back to the "Invoice Item" screen and click "New" again. Fill out the appropriate fields and choose "Service" at the top.
- Link the inventory item by clicking the "Link Items" tab.
- Search for the CONVENIA inventory item you just set up, choose it, and you are all set with CONVENIA

Begin as you did for CONVENIA:

CYTOPOINT

- Open the screen to set up a new code.
- Fill out the information tab for the first size CYTOPOINT that you are choosing.

For Example:
Let's start with 10mg. Set up an inventory code for each concentration (10, 20, 30 and 40mg). As you are setting them up, make sure that the Inventory buy/sell ratio is set to 1 package = 5ml.

- Next, you will want to create service codes for each weight range, which you will find on the CYTOPOINT dosing chart.

For Example:
Let's use "Cytopoint 40.1 - 50lbs." For each service code, you will want to link the appropriate dosage vials. For this example, we will want to click on the service code "Link" tab and link one 10mg vial and one 40mg vial.

- Complete this service code set-up for all appropriate weight ranges in accordance with Zoetis CYOTPOINT Chart.

Create a master group code:

- This can be initiated as the inventory and service codes were.

Click "Group" at the top of the screen
You will then need to input all of your service codes.

Choose "Yes" under the smart code column
This allows you to set parameters on each service code. Specifically we want to set parameters on the weight of each patient in regards to each service code.

Once this is set up, your staff will be able to use the group code to choose the appropriate service item. The service item will pull the respective number of vials from the inventory, and charge appropriately without the staff having to enter each vial.

TRN-00312