



These instructions will walk you through setting up CONVENIA and CYTOPOINT in ImproMed®. 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 the infinity icon in the top left corner.



From the drop down menu, choose "Setup."

From there, you can choose to either set up an inventory code or a product code.



For injections, you will ultimately be setting up both of these because they are considered services provided to your patients, and you need to track the inventory that is used.

CONVENIA



Set up as an inventory code:

- Choose "Inventory Item"
- Now you can edit or create using the box on the right side of the screen.

Set up as a product code:

- Click on "Create product" on the right side of the screen.
- This will auto-populate a product code. You can then complete the empty fields.
- If you click on "Pricing," it will allow you to set up the structure that you desire.



Your pricing structure could be one in which the markups are set to decrease as the volume goes up. Another option is to set a higher injection fee and a lower markup across the board.



Begin as you did for CONVENIA:

- Set up inventory and product codes for each size vial (see above instructions for CONVENIA)

Create a Bundle Code:

CYTOPOINT



Click the icon in the top left corner of the home screen



Click on "Products"



Click on "Products Attachments"

This will bring up a bundle set up screen. Here you will set up a bundle for each weight range provided on the CYTOPOINT chart. For each weight range you will want to associate the respective vials, and number of vials. You also want to make sure you choose these as fixed values, so that the staff cannot accidentally change the quantity of vials when it is being invoiced.