# American Pharmacists Association

## MTM Pharmacy User Account Manual

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This document outlines how users can upload and manage the MTM MAP pharmacies on the American Pharmacists Association web site, www.pharmacist.com.

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# Pharmacy User Account

For adding, bulk loading, and managing a pharmacy entry.

Login with your APhA Username and Password. http://www.pharmacist.com/user/register
If you do not have an account, you will need to create a Guest Account.

Once you have logged in you will see "Register a Pharmacy" link in the upper right.
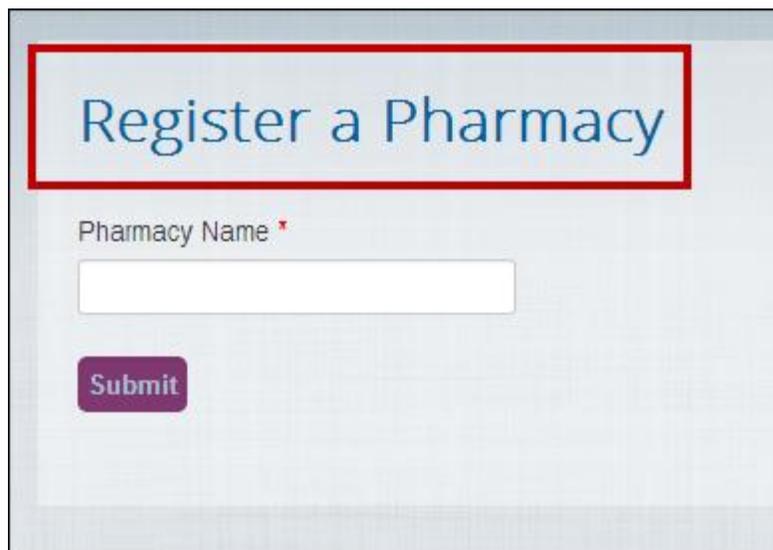Click "Register a Pharmacy".

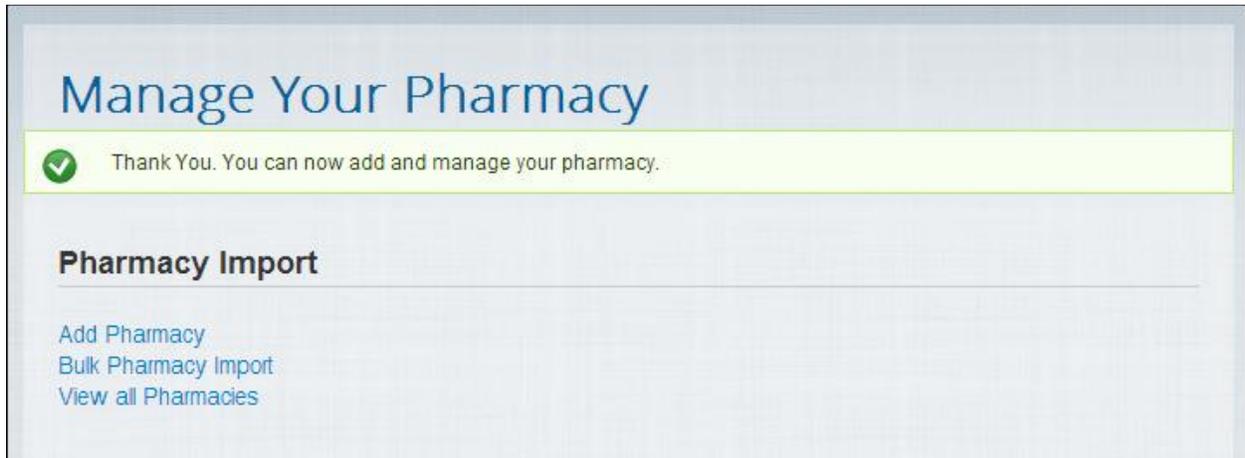Enter the pharmacy name, click submit.

**Figure 4d**

On the Pharmacy Manage page you are able to

- Add Pharmacy (one at a time)
- Bulk Pharmacy Import (bulk import a large list)
- View the Pharmacies you have loaded.

## Pharmacy Import and Add

### Create Pharmacy

Practice Name *

Store Number *

Address *

City *

State *
- Select a value -

Zip Code *

Website URL

Ex: http://www.iana.org/domains/example/

Provided MTM services
☐ Adult Immunizations
☐ Comprehensive Medication Reviews
☐ Disease Education Programs
☐ Disease Management Programs
☐ Health Screenings
☐ Targeted Medication Reviews
☐ Comprehensive and/or Targeted Medication Reviews
☐ Psychiatric Medication Management
☐ Regulatory Agency-Legal affairs-Government
☐ Pharmacotherapy Consults (complex patients referred from specialists)

Show row weights

Other MTM services Provided:
✛

Add another item

Contact First Name *

Contact Last Name *

Contact email address *

Save    Preview

Figure 5: Clicking on "Add Pharmacy" user is taken to a form to add pharmacy

Clicking on "Bulk Pharmacy Import" it takes you to another form where you can upload a CSV file with pharmacy content-



Figure 6: Bulk Pharmacy Import

# Structure of CSV



Figure 7: Template Format

| Store Number | Practice Name | Address | City | State | Zip Code | Website URL | Provided MTM services | Other MTM services Provided | Contact First Name | Contact Last Name | Contact email address |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 998098 | Best Drug 101 | 416 Water St. | New York | NY | 10002 | www.pharmacist.com | Adult Immunizations\|Pharmacotherapy Consults | custom service one\|custom service two | Harrison | Ford | ford1980@yahoo.com |

We have a column for **store number** in the CSV and also have columns for **Zip Code and Address;** these 3 columns are serving as the primary key for the pharmacies. In a single zip code area there must be no multiple same store number and address, if the store number is same it would be placed in different zip code area or address, so the combination of these 3 columns make the Unique ID for the CSV file.

"Provided MTM services" column may contain multiple values. In that case, user will have to separate values with a pipe(|) (*Note: Delimiter for the CSV is ,* ). Possible values for this column are -

Adult Immunizations
Comprehensive Medication Reviews
Comprehensive and/or Targeted Medication Reviews
Disease Education Programs
Disease Management Programs
Health Screenings
Pharmacotherapy Consults
Psychiatric Medication Management
Regulatory Agency-Legal affairs-Government
Targeted Medication Reviews
Travel Immunizations

If the user wishes to add other services, s/he then lists those under "Other MTM services Provided" column separated with pipes (|) e.g custom service 1|custom service 2.

*Note: Any values in the CSV should not contain preceding or trailing blank spaces.*

## Viewing all Pharmacies

Pharmacy user can see the pharmacies s/he entered so far. To view all pharmacies s/he will first need to login and then click "View all Pharmacy ".

*Note: Address of pharmacy must be valid. We are calculating Latitude and Longitude from this address and these Latitudes, Longitudes are being used to show the pharmacies on Google map.*

## Editing and deleting a Pharmacy

In the previous image you can see that the practice name is linked to corresponding pharmacy detail page. On that details page, user will get a link to edit that pharmacy.

Clicking on that "edit" link, it shows an edit form where s/he can delete that pharmacy as well.



Figure 10: Editing or deleting single pharmacy.

## Going back to menu page

To go back to the Manage Pharmacy page, users need to click the "Manage Pharmacy" Link in the upper right.



Figure 11: Going back to menu page.

## Questions/Issues:

Please email Chris Baker cbaker@aphanet.org and place in the subject line "MTM Map".

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