



**American Pharmacists Association<sup>®</sup>**

Improving medication use. Advancing patient care.

# American Pharmacists Association

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## 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](http://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.



Figure 1a

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



Figure 2b

Enter the pharmacy name, click submit.

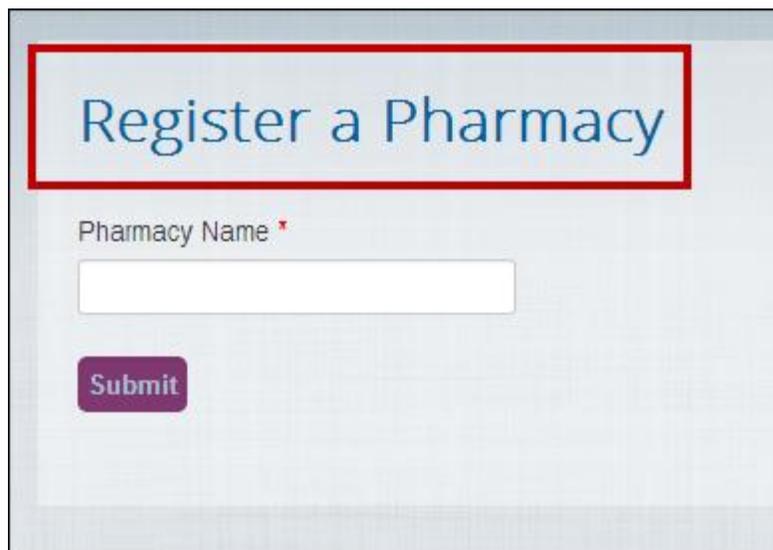


Figure 3c

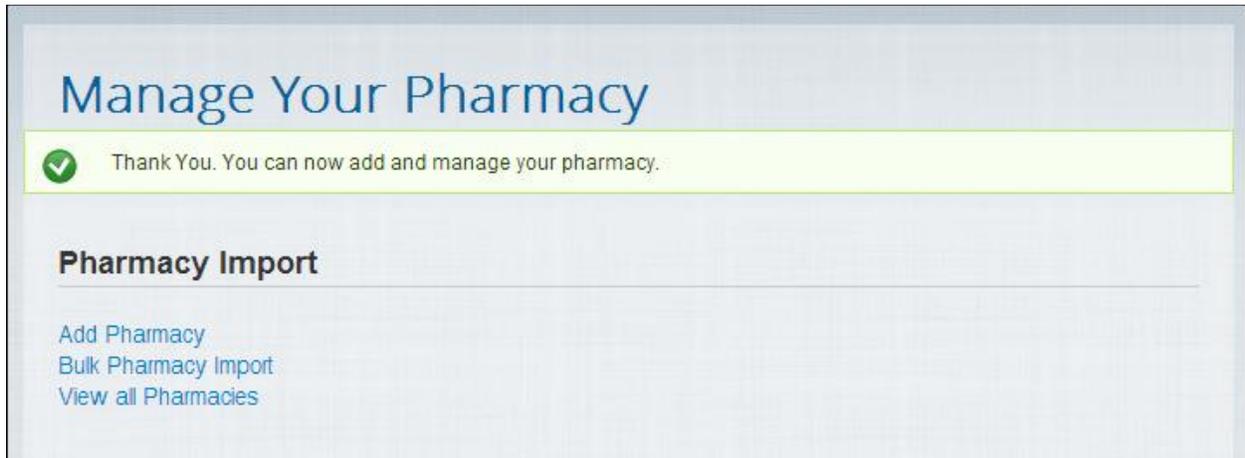


Figure 4d

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

**EXPERIENCE**  
SELECT ONE THAT BEST DESCRIBES YOU

STUDENT     PRACTITIONER     SCIENTIST

**PHARMACY LIBRARY**  
ADVERTISEMENT

**Nexium**  
Get approved at the pharmacy nationwide.  
Important Safety Information about NEXIUM

## 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)

Other MTM services Provided:  
+

[Add another item](#)

Contact First Name \*

Contact Last Name \*

Contact email address \*

[Save](#) [Preview](#)

[Show row weights](#)

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-

**EXPERIENCE**  
SELECT ONE THAT BEST DESCRIBES YOU

**STUDENT** **PRACTITIONER** **SCIENTIST**

**PHARMACY LIBRARY**  
APHA

Advertisement

**Nexium**  
(esomeprazole magnesium)  
Get approved at the pharmacy nationwide.  
Important Safety Information about NEXIUM

## Pharmacy Importer

Import Delete items

### Status

- Last import: 1 hour ago.
- 1 imported items total.

### Import

Import **CSV files** with one or more of these columns: Store Number, City, State, Website URL, Provided MTM services, Other MTM services Provided, Contact First Name, Contact Last Name, Contact email address, Latitude, Longitude, Practice Name, Store Number, Address, Zip Code.

- Column **Store Number** is mandatory and considered unique: only one item per Store Number value will be created.
- [Download a template](#)

Delimiter

The character that delimits fields in the CSV file.

No Headers  
Check if the imported CSV file does not start with a header row. If checked, mapping sources must be named '0', '1', '2' etc.

File

pharmacies.csv  
355 bytes  
text/csv

Browse...

Select a different file from your local system.

Import

Figure 6: Bulk Pharmacy Import

## Structure of CSV

	A	B	C	D	E	F	G	H	I	J	K	L
	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
1												
2												

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 Pharmaco-therapy 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".

Practice Name	Address	City	Contact First Name	Contact Last Name	Provided MTM services	State	Store Number	Zip Code
<a href="#">Simply Drug</a>	416 Water St.	New York	Harrison	Ford	Adult Immunizations, Pharmacotherapy Consults (complex patients referred from specialists)	New York	998 098	10002

Figure 8: List of pharmacy that the logged in user entered so far. Practice name is linked to original content.

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.

**Simply Drug**

[View](#) [Edit](#)

**Address:**  
416 Water St.

**Zip Code:**  
10002

**Store Number:**  
998 098

**City:**  
New York

**State:**  
New York

**Website URL:**

**Provided MTM services:**  
Adult Immunizations  
Pharmacotherapy Consults (complex patients referred from specialists)

**Other MTM services Provided:**  
custom service one  
custom service two

**Contact First Name:**  
Harrison

**Contact Last Name:**  
Ford

**Contact email address:**  
ford1980@yahoo.com

**Advertisement:**  
Nexium (esomeprazole magnesium)  
Get approved at the pharmacy nationwide.

Figure 9: Link to edit pharmacy.

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

**Edit Pharmacy** Simply Drug

[View](#) [Edit](#)

Practice Name \*  
Simply Drug

Store Number \*  
998098

Address \*  
416 Water St.

City \*  
New York

State \*  
New York

Zip Code \*  
10002

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)

Other MTM services Provided: [Show row weights](#)

+ custom service one

+ custom service two

+

[Add another item](#)

Contact First Name \*  
Harrison

Contact Last Name \*  
Ford

Contact email address \*  
ford1980@yahoo.com

[Save](#) [Preview](#) [Delete](#)

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](mailto:cbaker@aphanet.org) and place in the subject line “MTM Map”.

-End-