



# 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

**Patient Charts** Add New Patient Main Menu

Show  entries Search:

Last Name	First Name	DOB	Ext Patient ID	Address 1	City	State	Phone	
Doe	John	06/11/1964		123 Main St.	Denver	CO	555-555-5555	Details <b>Order</b>

Showing 1 to 1 of 1 entries (filtered from 2,688 total entries) ◀ Previous Next ▶

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.**

*continued on next page >*

### STEP 3:

## SELECT SMARTVEST

- 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.
- Fill out the order form as follows:
  - Fields in red are required.
  - Notate medical history, tried and failed, prescription settings, and diagnosis.
  - Click **Update Order** at the bottom of the screen.

The screenshot shows a 'Products' section with a search bar containing 'Airway Clearance System' and a red 'Add to Order' button. Below this is a 'DME Item Catalog' with a search field containing 'Airway Clearance System' and a list of categories including 'Popular Products', 'DME', and 'Respiratory'.

### STEP 4:

## REVIEW AND SUBMIT

- Review and confirm your order details are correct. Click **Process Order** when ready to submit.
- Search **"SmartVest"** in the search field when prompted for available DME Suppliers.
- Click **"Select"** beside your preferred supplier.
- On the Order Checkout page, review the patient information and enter any special instructions for the DME.  
**NOTE:** Adjust the Order Date if needed.
- Click **Complete Order**.
- 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.

The screenshot shows the 'Current Order' section with patient and physician information. Below is the 'Airway Clearance System' form with various fields for medical history, diagnosis, and length of need. A red circle highlights the 'Process Order' button at the bottom.

### 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.

The screenshot shows the 'View Referral (Id = 1381373)' page. It includes a success message, patient information, supplier information, and referral details. A red circle highlights the 'Print' button at the top right.

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