

## PharMerica Specialized Long Term Care Formulary & Nursing Drug Handbook PDA Download Instructions

Please follow the instructions below for installation and set up of our Specialized LTC Formulary on to your handheld device. Customers must have a license number to access the formulary. Contact your PharMerica representative to obtain access to our online formulary.

1. Visit [www.pharmerica.com](http://www.pharmerica.com) and enter in **Education and Resources** and **click on Specialized Long-Term Care Nursing Drug Handbook and Up Front** to begin. If you have your license number, **click here to begin** at the bottom of the page. Please print out **PDA Instructions** for reference prior to beginning the download process.
2. This will take you to the log in page sponsored by our technology partner, Lexi-Comp. Click on **Sign Up Now!**
3. Fill out your account information. All required fields are in blue. (write your login and password in the space provided) Then click **Submit.**

**Login** \_\_\_\_\_ **Password** \_\_\_\_\_

4. Enter your **12 digit Pre-Purchase Code** (license number provided to you by your PharMerica representative) into the box provided and click **Submit**. Please note any 1's and 0's are ones and zeroes, not l's and o's. This code is only to be used one time. Hereafter use your login and password to access your account.

Congratulations you now have access to PharMerica's Geriatric Formulary. To continue click **download area**.

### **Download**

1. A new page will open titled, "Lexi-Comp Product Downloads". **Click to begin** .
2. A new page will open titled, "Lexi-Connect – Free to all Handheld Software Users." You must first download the Java Software in order to access Lexi-Connect.
3. Once you have successfully loaded Java Web Start, click on the area indicated in the instructions for downloading and installing Lexi-Connect.
4. **A.** Set your download directory where you would prefer to download updates onto your computer.  
**B.** Enter your Lexi-Comp login and password when prompted.
5. Check the Lexi-Comp handheld databases that you would like to install on your handheld device.
6. Select **"Download Updates."** If not selected, program will automatically check for updates after 1 minute of elapsed time.
7. Once the files are successfully downloaded, you will be prompted that updates will be installed next time you sync your device.

**Important:** You must perform two Hot Syncs the first time you run Lexi-Connect.

## Device Registration

1. On your handheld device click on either icon **Lexi-Comp ON-HAND** or **Interact ON-HAND** to open the reader.
2. Directly above where it asks for a license key, you will see a "**Device ID**" (write this Device ID down.)  
  
Device ID \_\_\_\_\_  
It will be an alpha-numeric code with the numbers 0 through 9 and the letters A through G.
3. To obtain the license key(s):
  - Go to [www.pharmerica.com/resource](http://www.pharmerica.com/resource) and click on **Formulary** in the customer corner. At the bottom of the page click **register your software**.
  - When prompted to enter your login and password, use the same login and password as you did previously in the start-up instructions.
4. You will then come to the "Register Handheld Software Products" page. Scroll to the **bottom** of the web page. Enter the Device ID into the box provided.
5. Now click **continue** and you will go to the page, "**Handheld Software Product Keys**," which lists the License Key(s) for each product. This page is always available to you at the handheld software center through the "[view your license key\(s\)](#)" link.
6. Return to your handheld device. You will need to type in the License Key on the line provided at the registration screen. After you have input the License Key, click on "OK (Register)." A license agreement will appear. This will be displayed each time you tap on the *Lexi-Comp ON-HAND* or *Interact ON-HAND* icons unless you checkmark, "don't ask me again." To access the program, tap on "I Accept." You will be taken into an alphabetical listing of monographs provided within the program.

**Congratulations! You now have access to PharMerica Specialized LTC Formulary!**

## Formulary Updates

It is recommended that you update your PDA once a month for the latest changes to the formulary.

1. Future updates only require launching Lexi-Connect (double-click on the Lexi-Connect icon) and sync your device when prompted.

**Important:** You must perform one Hot Sync.

To learn how to use your Lexi-Comp software, please visit [www.lexi.com/tours](http://www.lexi.com/tours). If you have any questions regarding the PDA download process, contact Lexi-Comp Customer Support at [tech\\_support@lexi.com](mailto:tech_support@lexi.com) or call them at 1-800-837-5394.

Customer Support is available:

- Mon - Fri, 8 AM - 5 PM EST
- On a call back basis, Mon - Wed, 5 PM - 10 PM EST, Sat - Sun 9 AM - 4:30 PM EST, please leave a brief message of your problem and include your name, email address, and telephone number. A Lexi-Comp representative is notified when your message is left. We will respond promptly to your inquiry.

For other questions, please contact a PharMerica representative at [solutions@pharmerica.com](mailto:solutions@pharmerica.com)