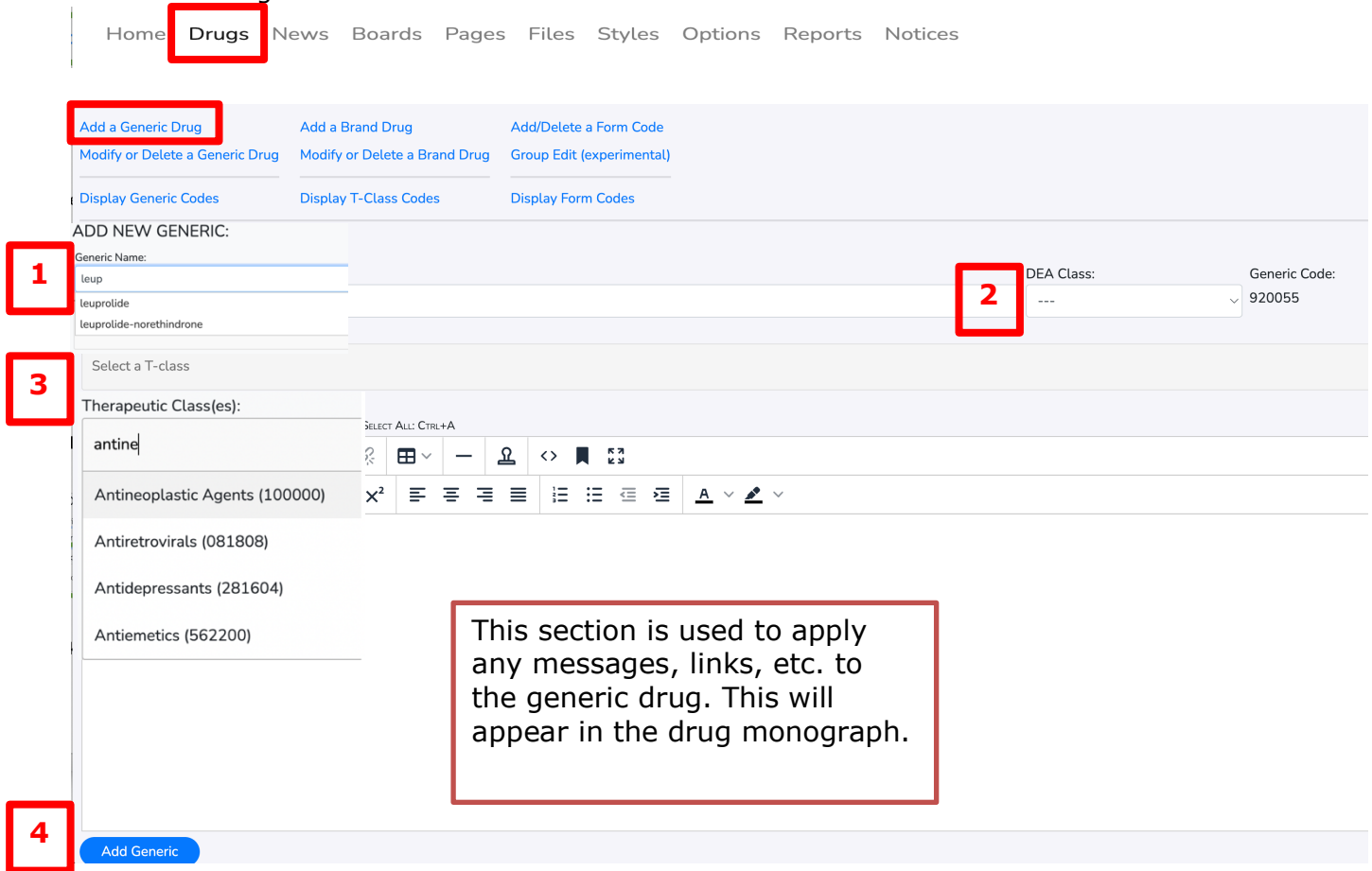


How to Add a New Drug to Your Formulary

- Add the Generic Drug first, then Add the Brand Drug(s)

To add a new drug to your formulary, the generic drug must be added first. The generic is the top of the hierarchy in your FormWeb formulary.

Login to your FormWeb Editor.
Go to the Drug Editor >



Home **Drugs** News Boards Pages Files Styles Options Reports Notices

Add a Generic Drug Add a Brand Drug Add/Delete a Form Code
 Modify or Delete a Generic Drug Modify or Delete a Brand Drug Group Edit (experimental)
 Display Generic Codes Display T-Class Codes Display Form Codes

ADD NEW GENERIC:

Generic Name: leup DEA Class: --- Generic Code: 920055

Select a T-class

Therapeutic Class(es): antine
 Antineoplastic Agents (100000)
 Antiretrovirals (081808)
 Antidepressants (281604)
 Antiemetics (562200)

Add Generic

This section is used to apply any messages, links, etc. to the generic drug. This will appear in the drug monograph.

1. In the Generic Name field, type the first few letters of the drug, until you see the drug in the dropdown. Select from the dropdown. This method ensures correct spelling, and any tall manlettering that may apply.
2. Select a DEA Class if appropriate.

*Note the Generic Code. This code is assigned by the software and cannot be changed. When you need it, a convenient "Display Generic Code" link is always there for you.

3. Click in the box where you see "Select a T-class". When you begin typing (either the therapeutic class name or number), you will see a list of choices begin to show up. Type as much as you want, but when you see what you are looking for click on it to select it. Once you have selected it, you will see it has been added to the field.

a. If you need to add more than one T-class, you can continue to type, and select as many as applies to the generic.

4. Scroll down and click Add Generic.

Add Generic

You should see your Success reported to you as in this sample:

Success x

pentazocine has been entered in the database.
GCODE: 920053

OK

Add Brand:

Home Drug Editor News Editor Board Editor Page Editor Style Editor Options Reports / Uploads

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[Add a Generic Drug](#) [Add a Brand Drug](#) [Add/Delete a Form Code](#)

[Modify or Delete a Generic Drug](#) [Modify or Delete a Brand Drug](#) [Add/Delete a T-Class Link](#)

[Group Edit \(experimental\)](#)

[Display Generic Codes](#) [Display T-Class Codes](#) [Display Form Codes](#)

You must Add a Brand drug to add the form(s) and strength(s) seen in the generic monograph.

You must associate the Brand drug with its Generic drug.

NOTE: For every new form (capsule, tablet, solution, etc.), you Add a Brand even if same Brand.

ADD NEW BRAND:

Brand Name: Brand Code: 88982 Generic Code: Form Code: Strength:

[Display Generic Codes](#) [Display Form Codes](#)

Type the first few letters until you see the brand you want in the dropdown, and select it from the list.

Associate the Brand to the Generic: Click on Display Generic Codes to find your generic code.

Add the Form Code: Click on Display Form Codes to find the form (i.e., ENTERIC COATED TABLET)

Type as many strengths as necessary. This is a free text field. If entering multiple strengths, make sure to separate them using a comma or semicolon.

If your facility is using the table view for brand drugs, here is where you will check the boxes that apply. Your "categories" may differ from this image, because categories/table headings are custom for each customer.

acetaminophen

Drug Name	Form	Strength	Formulary	Non-Formulary	Specialty	Restricted
Acetaminophen	LIQUID, ORAL	650 mg/20.3 mL	✓			
Acetaminophen	SUPPOSITORY, RECTAL	120 mg	✓			
Acetaminophen	SUPPOSITORY, RECTAL	650 mg	✓			
Acetaminophen	SUSPENSION, ORAL	160 mg/5 mL	✓			
Tylenol	TABLET, ORAL	325 mg	✓			
Tylenol Extra Strength	TABLET, ORAL	500 mg	✓			

Categories:

- Formulary Unrestricted
- Formulary Restricted
- Non-Formulary
- Interchange

Don't forget to click the Add Brand button to save your work!

Add Brand



**The listings that you see in the Brand section will appear on drug search results for brand drugs. Any entries made in these fields automatically update ALL brand drugs with this name, and will only show on search results, and not in the drug monograph.*