GALDERMA

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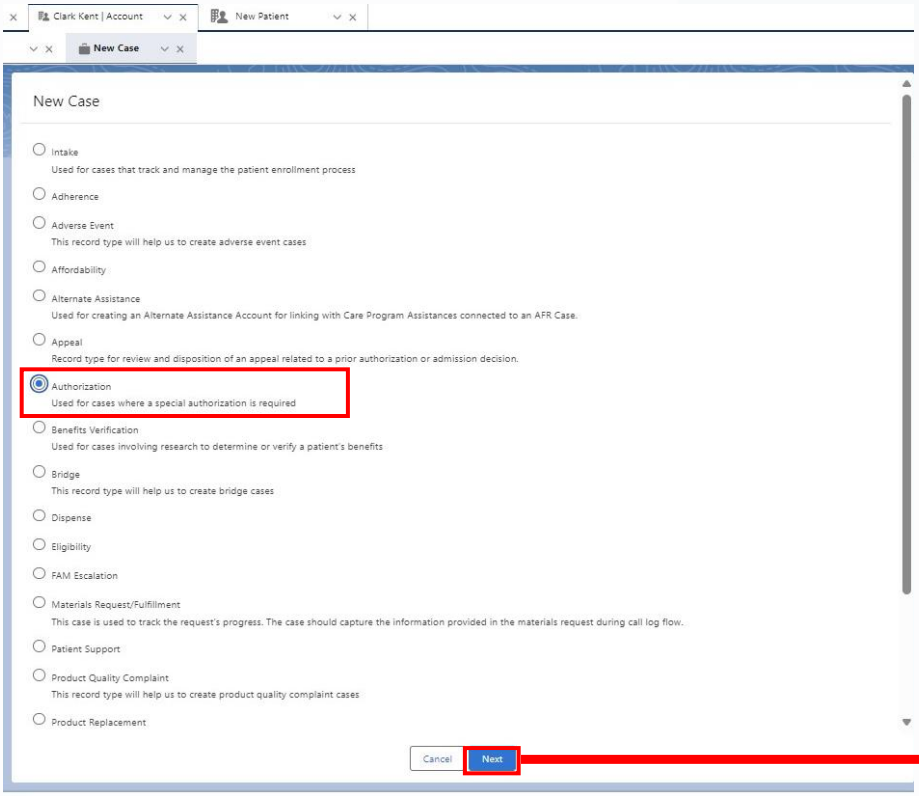
QUICKSTART PROCESSING (ACTICS)

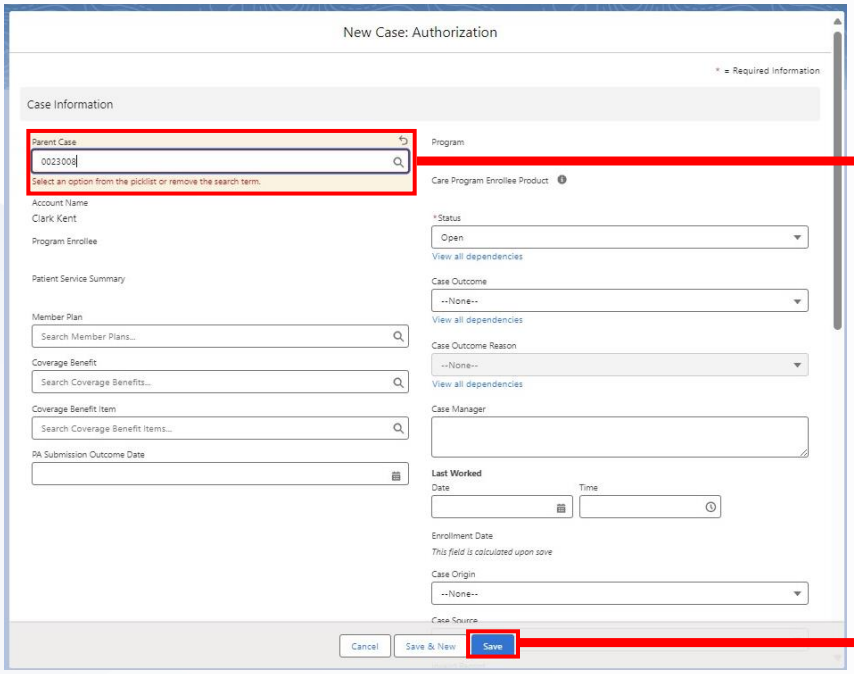
EVERSANA™

Once the **Intake process** and **Benefits Verification** is closed, the user shall create a ***New Authorization Case*** from the **New Case** window.



Click <**Save**>

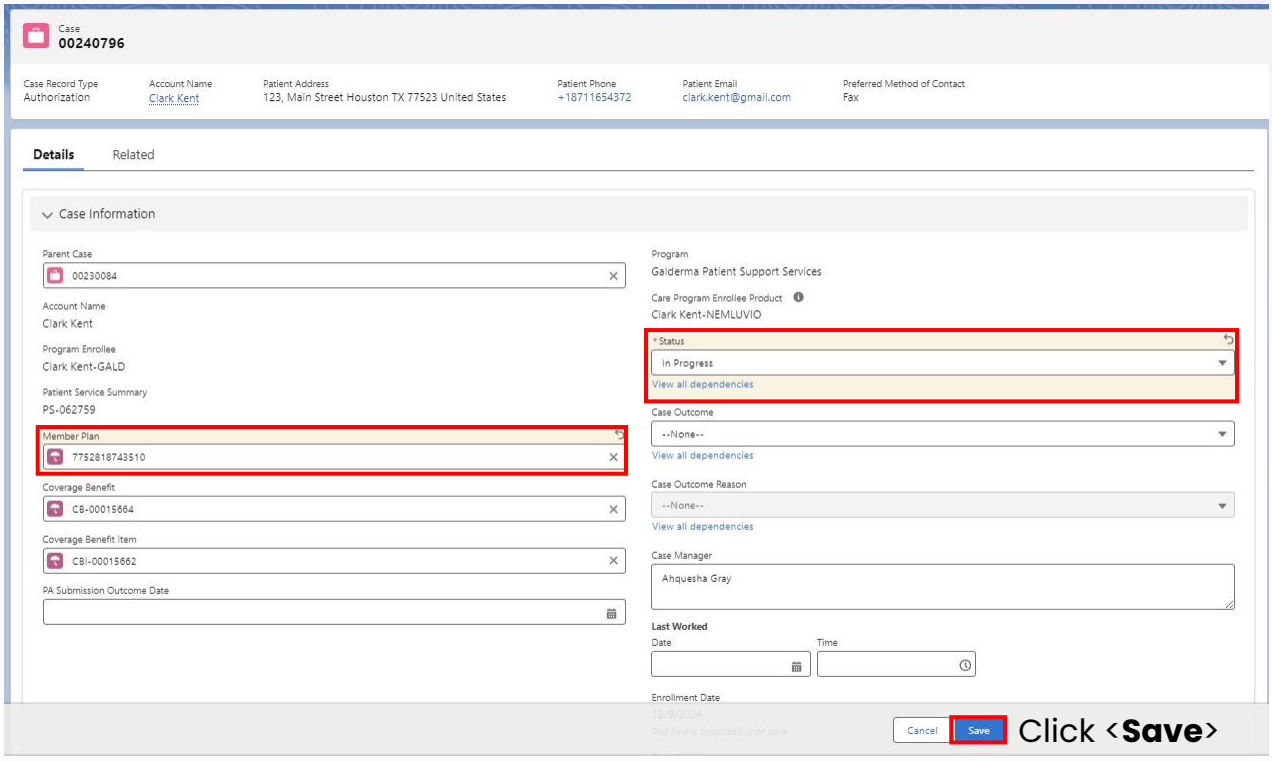
Under **Case Information** in **New Case: Authorization,** the user shall input the ***Parent Case***.



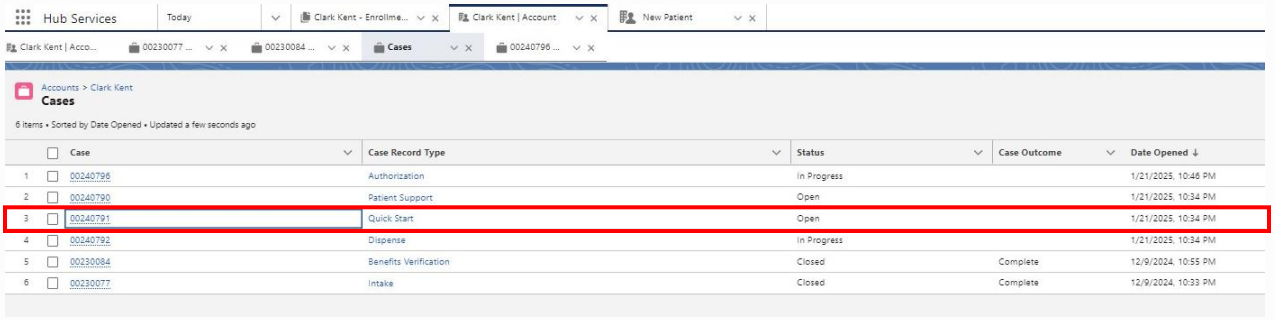
Enter the ***Benefits Verification Case number*** as the **Parent Case**

Click <**Save**>

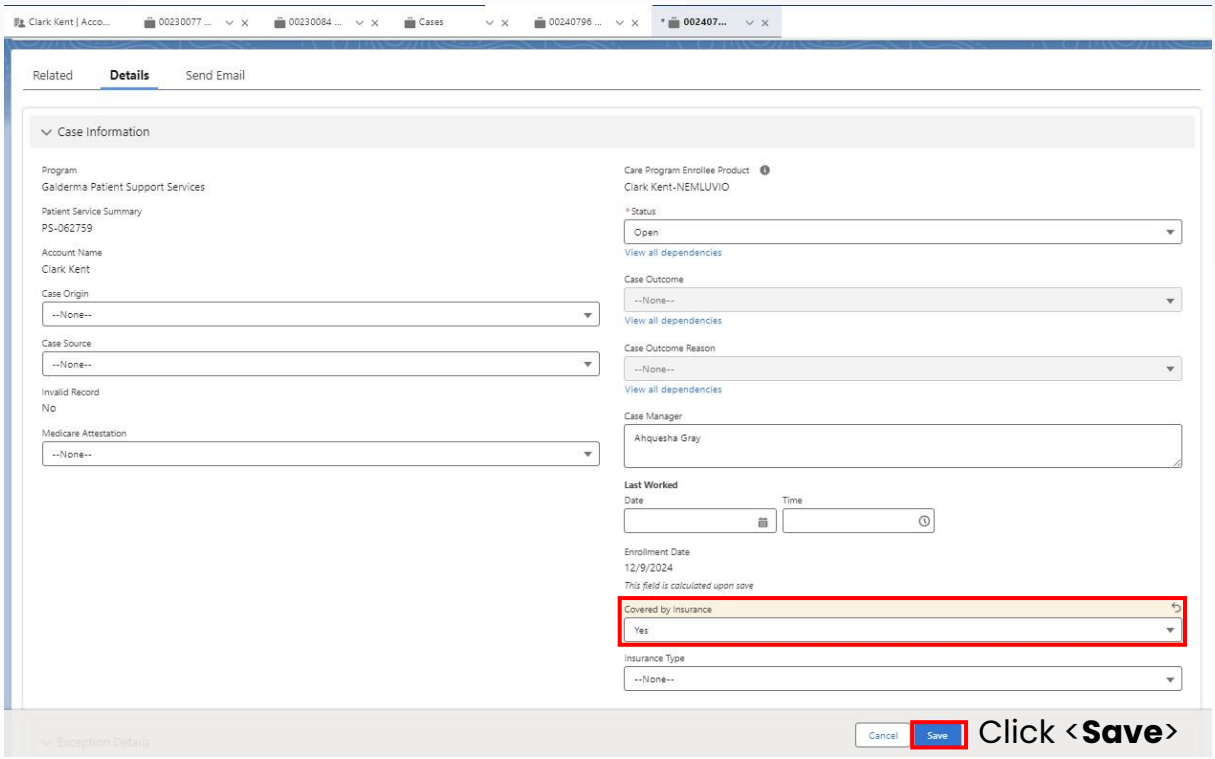
Add the **Member Plan** and change the **Status** as ***In Progress***.



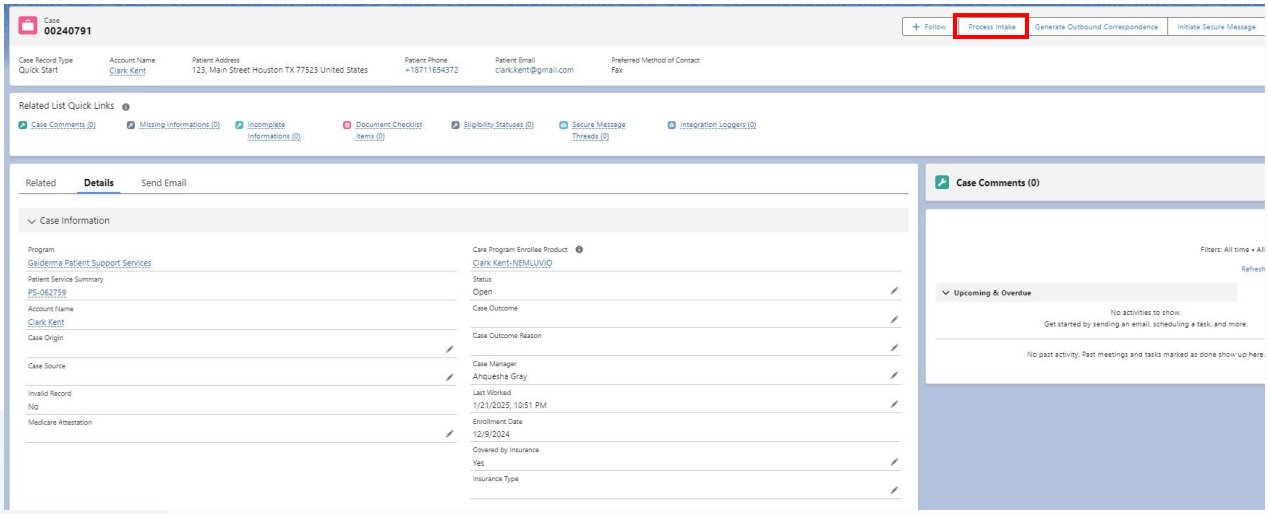
Under the **Cases** tab**,** open the ***Quickstart*** case.



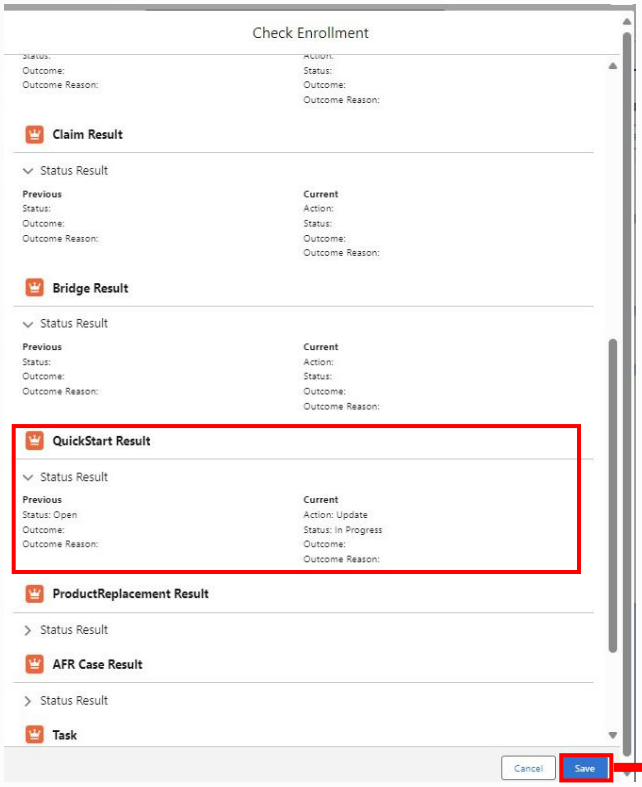
Under **Details** tab, change the **Covered by Insurance** to ***Yes***.



Click on ***Process Intake***.

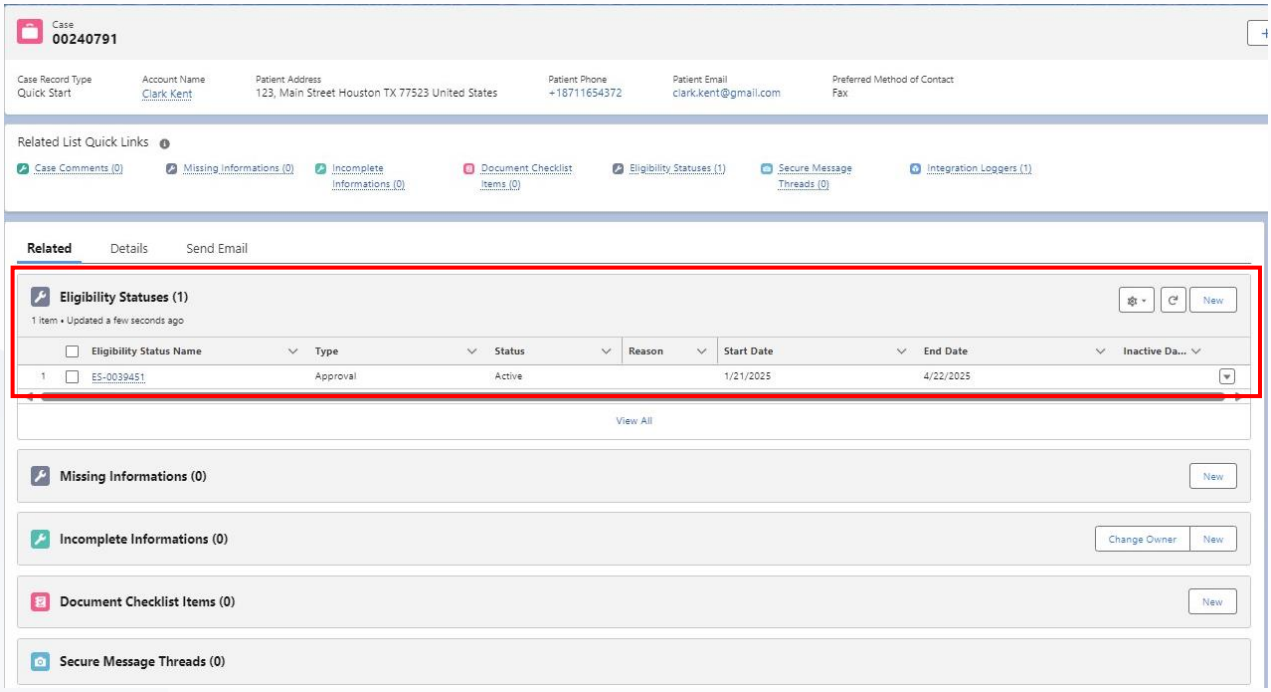


Under **QuickStart Result**, observe the **Current Status** as ***In Progress***.

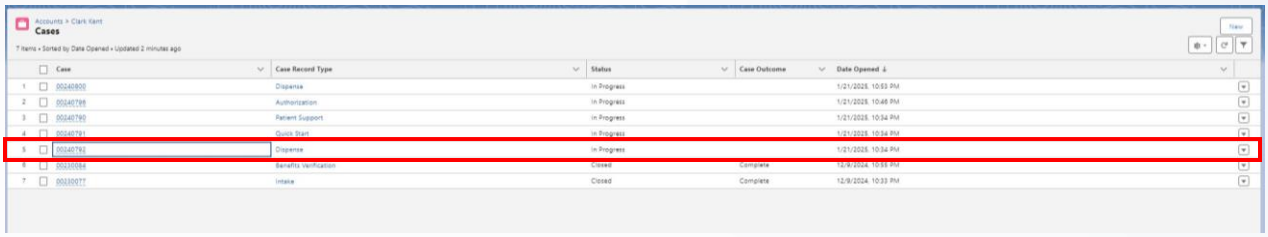


Click <**Save**>

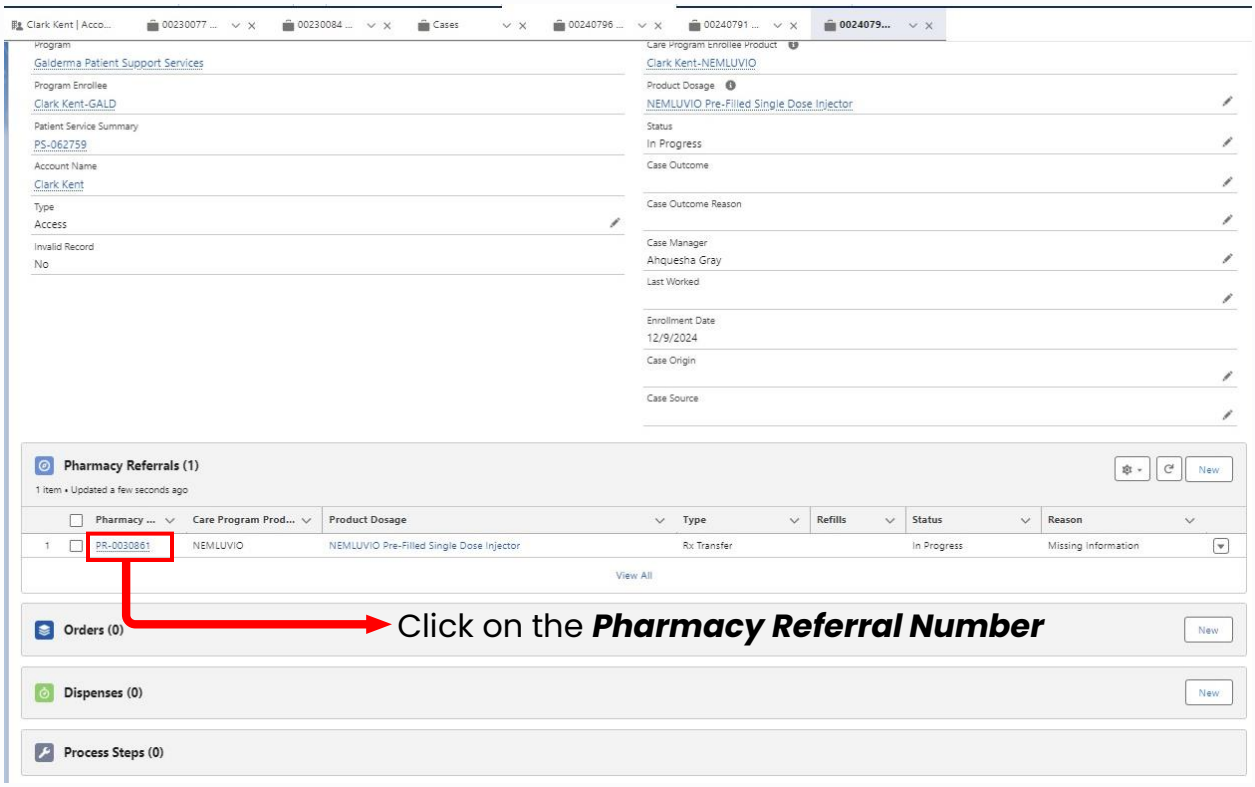
Under **Eligibility Statuses**, observe the **Type** as ***Approval*** and **Status** as ***Active***. Go back to the **Cases** tab.



Under the **Cases** tab, open the ***Dispense (Access)*** case.

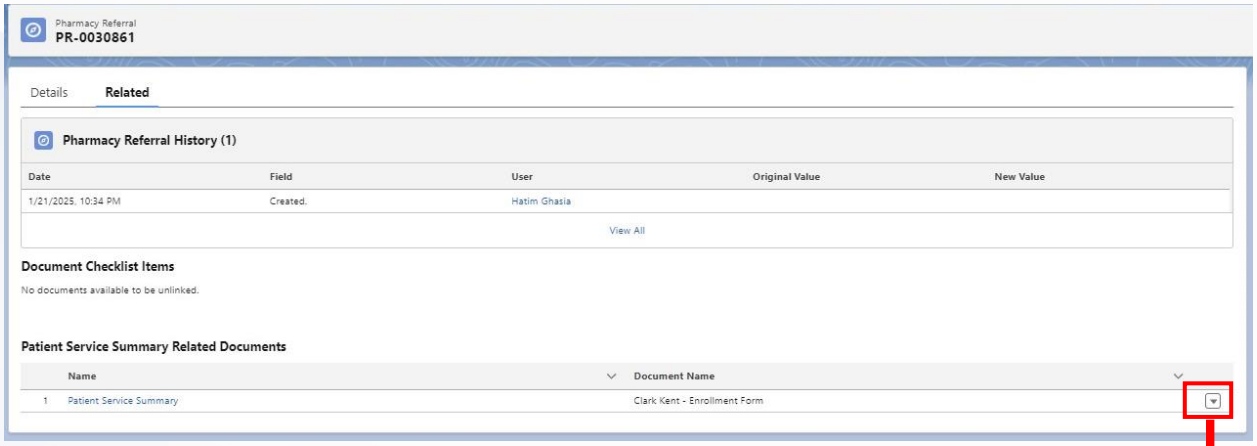


Scroll down and go to the **Pharmacy Referrals**.



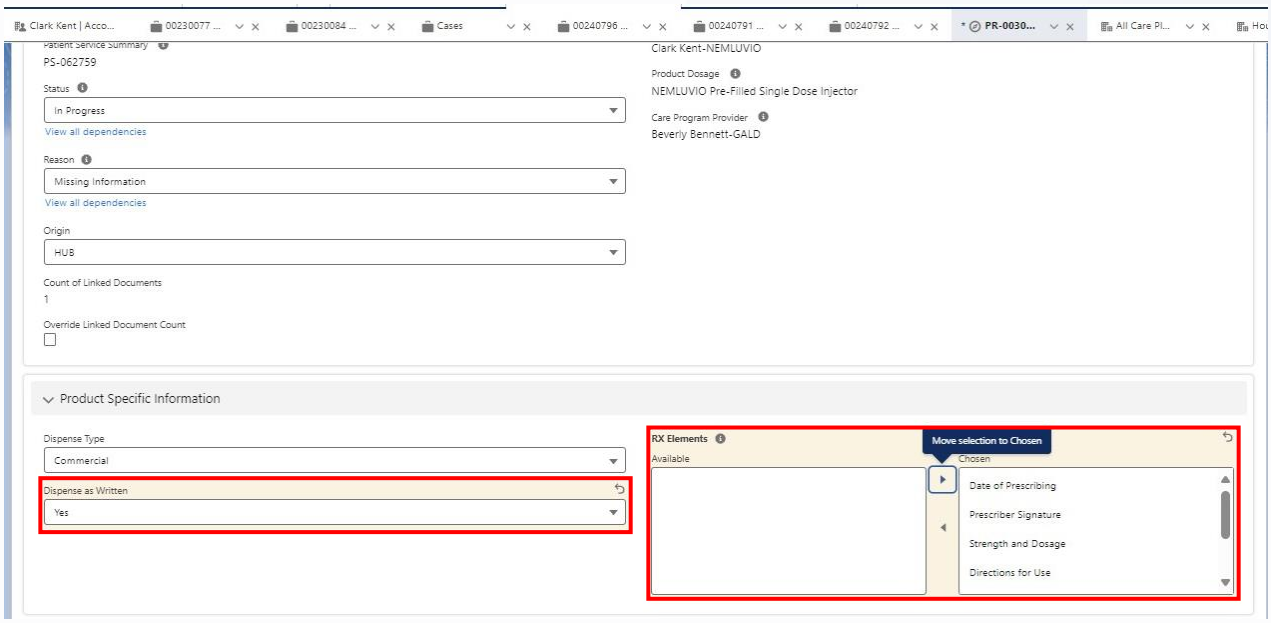
Click on the ***Pharmacy Referral Number***

Scroll to **Patient Service Summary Related Documents**.

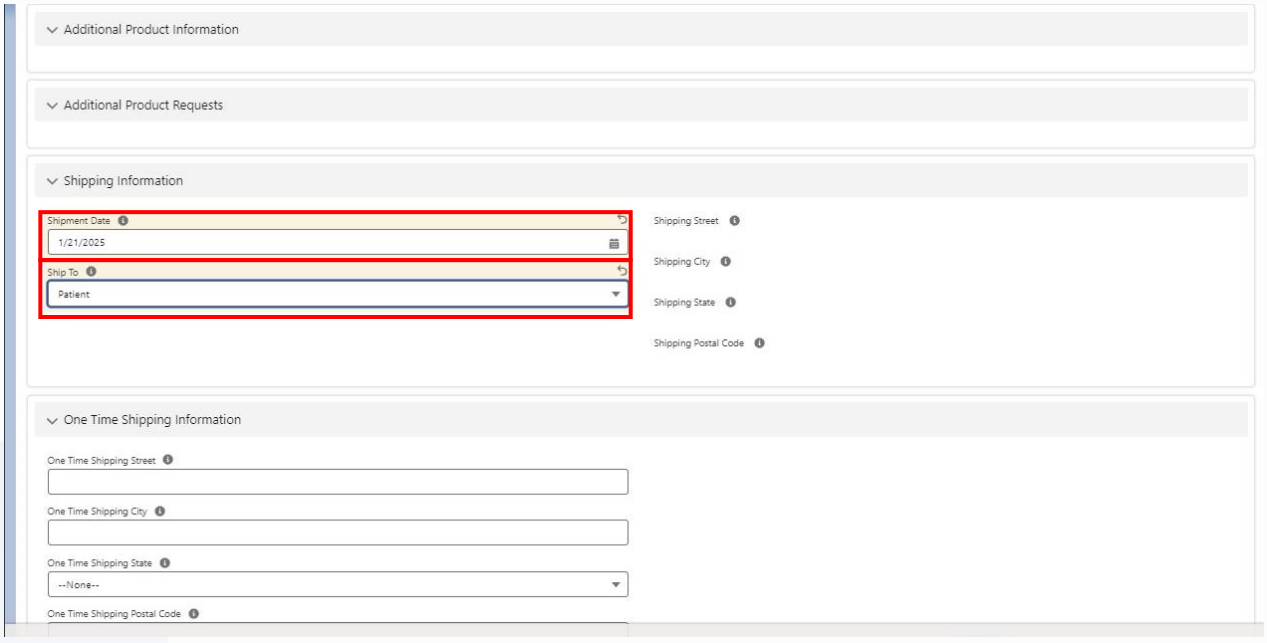


Link the ***Enrollment Form***

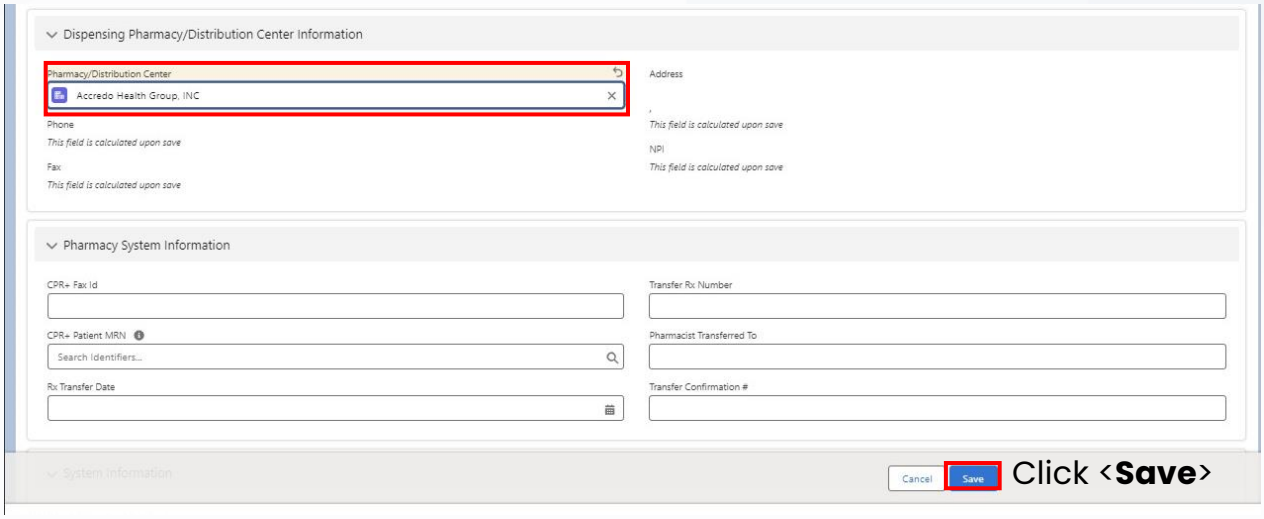
Click on the *pencil* to edit. Scroll down to **Product Specific Information** and change **Dispense as Written** to ***Yes***. Add all the ***Available*** **RX Elements** to ***Chosen***.



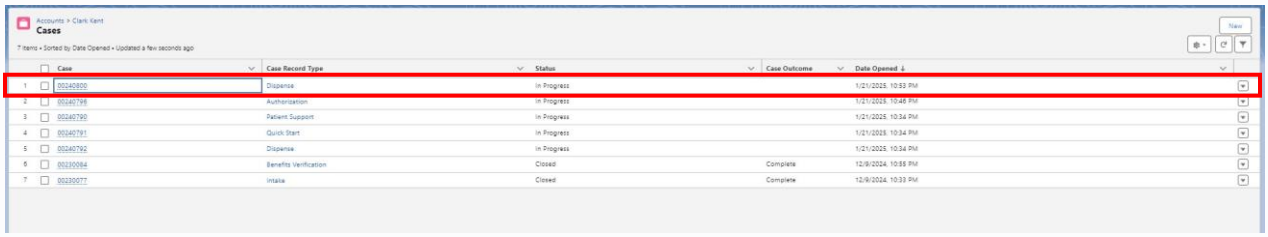
Scroll down further to **Shipping Information**. Add the **Shipping Date** and change **Ship To** to ***Patient***.



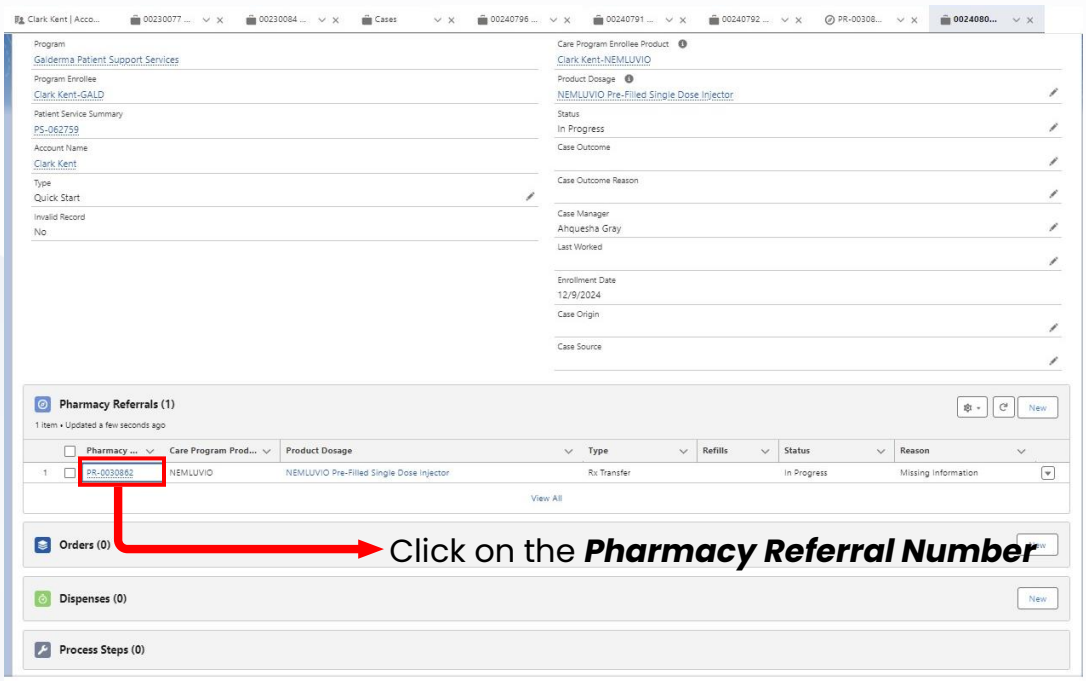
Scroll down further to **Dispensing Pharmacy/Distribution Center Information**. Add the **Pharmacy/Distribution Center**.



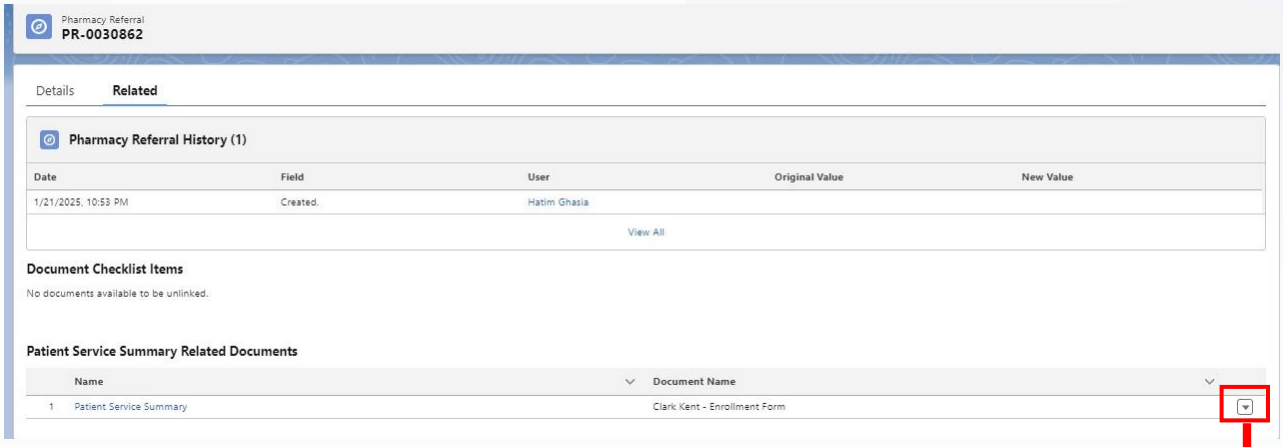
Go back to the **Cases** tab, open the ***Dispense (Quickstart)*** case.



Scroll down and go to the **Pharmacy Referrals**.

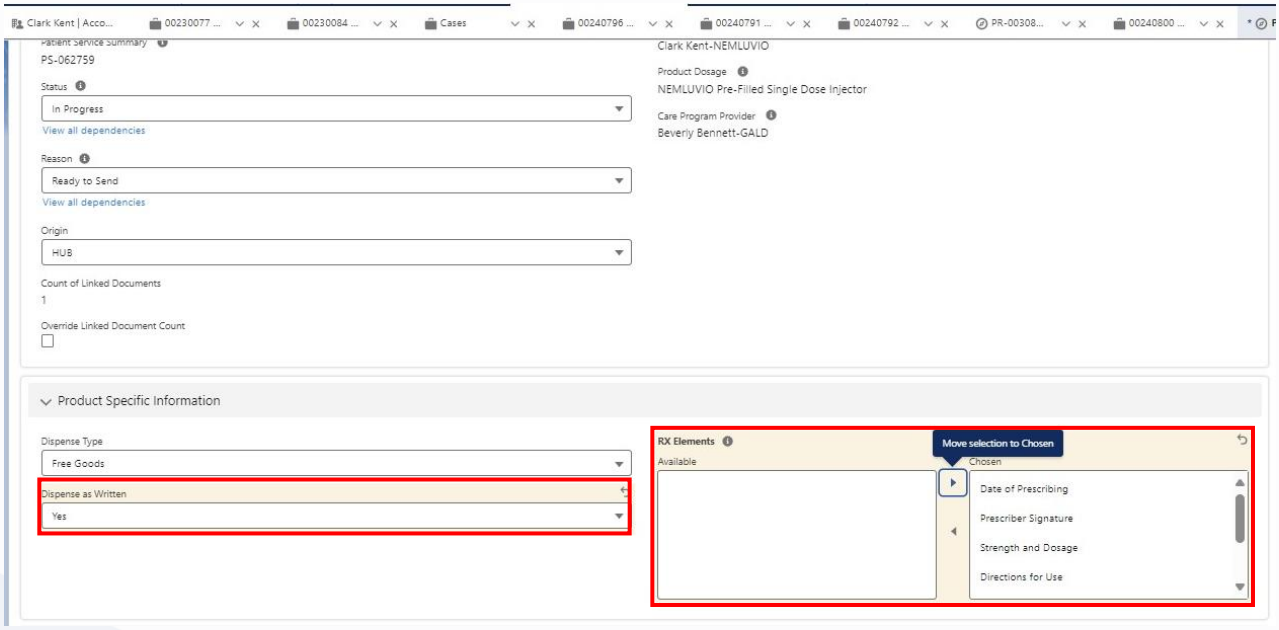


Scroll to **Patient Service Summary Related Documents**.

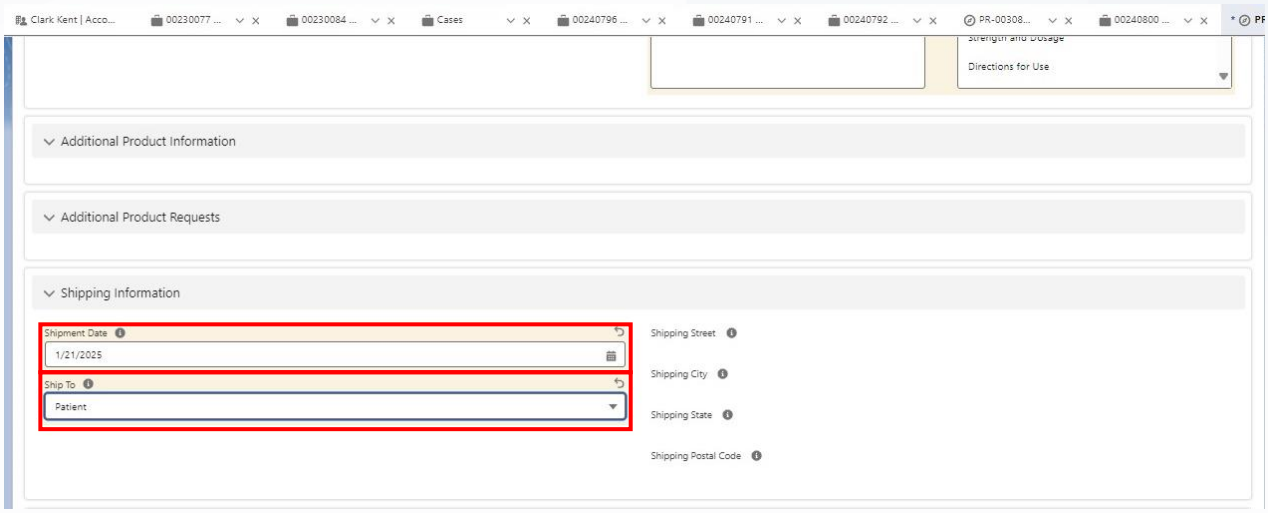


Link the ***Enrollment Form***

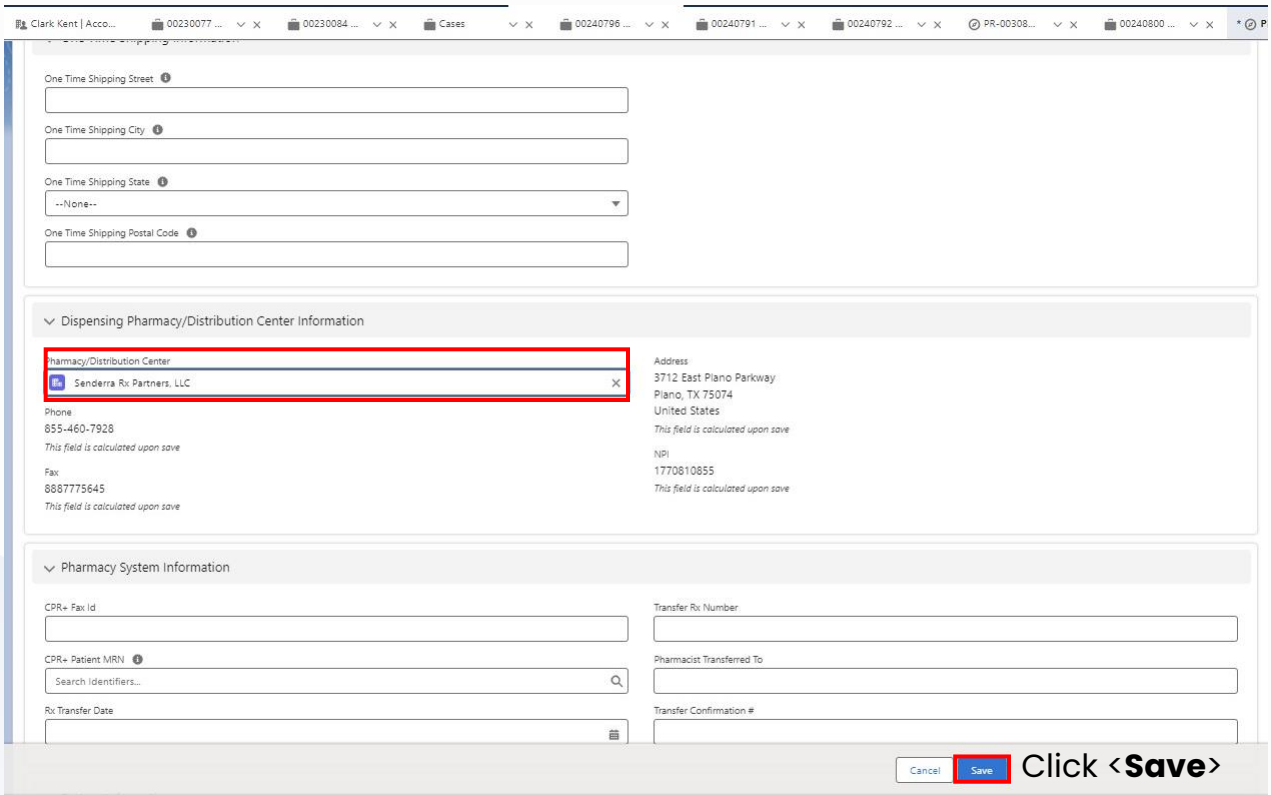
Click on the *pencil* to edit. Scroll down to **Product Specific Information** and change **Dispense as Written** to ***Yes***. Add all the ***Available*** **RX Elements** to ***Chosen***.



Scroll down further to **Shipping Information**. Add the **Shipping Date** and change **Ship To** to ***Patient***.

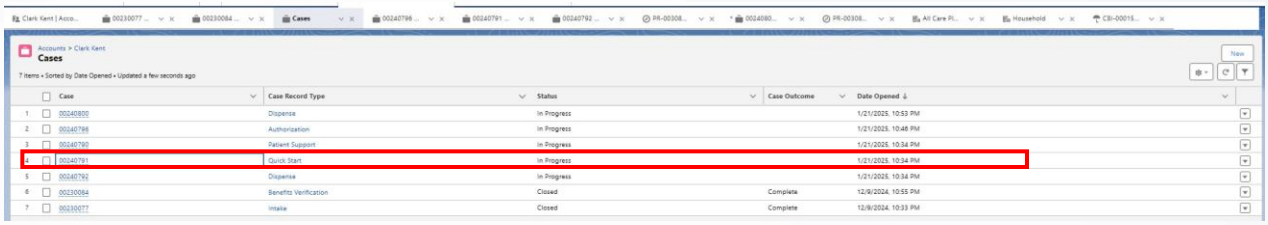


Scroll down further to **Dispensing Pharmacy/Distribution Center Information**. The **Pharmacy/Distribution Center** should be auto-populated to ***Senderra Rx Partners, LLC***.

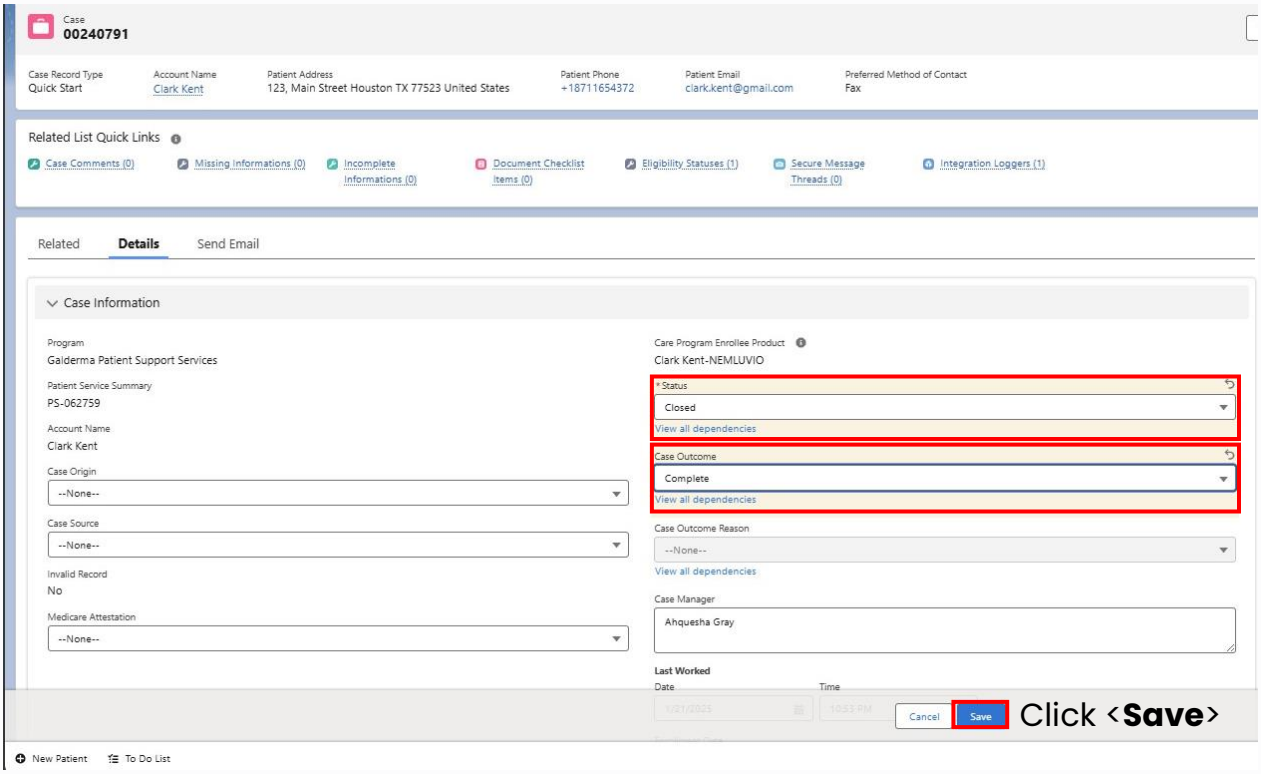


Click <**Save**>

Once the **Dispense** cases have been completed, go back to **Cases** Tab. Click on <**Quick Start**>



Click on the *pencil* to edit. Change **Status** to ***Closed*** and **Case Outcome** to ***Complete***.



Click <**Save**>