Logging In:

- 1. To log in, simply go to:https://www.biote.us
- 2. Type in your (username, password and click LOGIN) SITE ID is only needed for users that have access to multiple locations.

Users must login at least once a month to avoid being disabled in the system.

To Assign Pellets Administered to Patients:

1. Click the **DISPENSING** tab, then click "New Order" or "Dispense"

2a. First Time Patient:

- 1. Required fields are **RED**. Type in patient's **FIRST NAME, LAST NAME, DOB, & GENDER**.
- 2. Select Provider via drop down menu (if only one provider you will skip this step).
- 3. Click CART

2b. Existing Patient:

- 1. Enter in patient's last name in the existing patient search box & click patients name when it appears.
- 3. Select the **Provider** via the drop down. *If there is only 1 provider you will not see this option.
- 4. Select Discount Type for patient if applicable.
- 5. Click Cart or Proceed to Cart

Steps:	Patient Det	ail:						
Patient Cart Checkout	First Name: Middle Name: Last Name: Address: Apt/Ste: City/State/Zip: DOB/Gender: Cell Phone:	Minnie Mouse IRVING 12/12/12	TX ¢	[75038-3225]Q	Provider:	HOUSE, GREGORY MD	\$ + Help	He I

6. Click "Services" to choose the desired procedure type.

Step	is:	NDC/Id	Qty	Description	Lot	Exp	Price	InHouse	De
Patient				En	npty Ca	art			
	Checkout	Update	Check	out Cancel					

7. Choose the procedure type by clicking on the "shopping cart" icon.

Code	Name		Description	Cost	Price		Тах	Gender	Mutex Category
08FB	Female Boost Procedure	ì				Edit		Female	Procedure
03MB	Male Boost Procedure	7				Edit		Male	Procedure
06NFP	New Female Procedure	¥			350.00	Edit		Female	Procedure
09NMMP	New T100 Male Procedure	¥			525.00	Edit		Male	Procedure
04NLMP	New T200 Large Male Procedure	¥			725.00	Edit		Male	Procedure
01NMP	New T200 Male Procedure	¥			725.00	Edit		Male	Procedure
NP	Nutraceutical Purchase	¥				Edit			
07RFP	Repeat Female Procedure	¥			350.00	Edit		Female	Procedure
07MMP	Repeat T100 Male Procedure	¥			550.00	Edit		Male	Procedure
05RLMP	Repeat T200 Large Male Procedure	¥			725.00	Edit		Male	Procedure
02RMP	Repeat T200 Male Procedure	¥			725.00	Edit		Male	Procedure

8. Click "Inventory" for list of pellet strengths.



9. Select the correct pellet lot # by clicking on the shopping cart icon.

		Add Inventory * Add Bulk	Inventory * Add Sh	ipment * Order Medications *	Adjust Levels * Form	ulary * Expo	ort * Biennial Sign	Off She	eet
NDC	в	Brand	Generic	Form/Qty	OnHand	Lot	Exp		
51808-0008-01		PELLET - ESTRADIOL	ESTRADIOL	10MG PELL (Bulk)	5	234	56 12/31/201	8 Edit	đ
51808-0008-01		PELLET - ESTRADIOL	ESTRADIOL	10MG PELL (Bulk)	15	Y T19	9492 12/12/201	8 Edit	đ
51808-0009-01		PELLET - ESTRADIOL	ESTRADIOL	12.5MG PELL (Bulk)	3	¥ 3450	57 12/31/201	8 Edit	đ

10. Enter the quantity administrated to patient and click Submit.

Dispense From Bulk											
NDC	В	Brand	Generic	С	Desc	Lot	Exp				
51808-0022-01	В	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	8 (Bulk) 200MG PELL	123456	12/31/2018				
Quanti v: Supmit											

*Continue steps 8-10 until you have recorded all pellets that were administered to the patient.

11. Then, click update.

Steps:	NDC/Id	Qty	Description	Lot	Exp	Price	InHouse	De
✓ Patient 51808-0022-01 ✓ Cart Checkout Provider Initials:		01 2 Sig:	PELLET - TESTOSTERONE 200MG PELL Administered to patient in office. Supply: ICD-10:	123456	12/31/2018	0.00		
Provider Initia	s: Provider:	IOUSE, GR	EGORY MD (SANDPOINT ID)					
	UpdateC	heckout	Cancel					

12. Once all of the item(s) are loaded in the cart, click "CHECKOUT" on the left.

Steps:	NDC/Id	Qty	Description	Lot	
 ✓ Patient ★ ✓ Cart 	51808-0022-01	2 Sig:	PELLET - TESTOSTERONE 200MG PELL Administered to patient in office.	123456	12
Checkout Provider Initials:)	Days	Supply: ICD-10:		2
GH	Provider: HOU Update Chec	ISE, GR	EEGORY MD (SANDPOINT ID)		

13. The order is now complete.

Go to Orders > View Orders to see all patients entered on a specific date range.

Steps to Add Shipment:

- 1. On your toolbar click Inventory, then Medications
- 2. Click Add Shipment



2. Click Add Items

					A	dd Shi	ipme	nt					
					View C	ptions: e Added _ Sh	ow Deleted	Submit					
	Help * Back to Inventory The system found the following ahipments for your site:												
	Shipped	Delivered	Source	Invoice	PO#	All Added	# Items	\frown	Tracking	Status			
0	8/15/18 1:05 PM		Carie Boyd	11111			(Add Items	EDEX 782315324120	OTHER: Shipment information sent to FedEx			
	8/15/18 1:05 PM		Carie Boyd	22222			4	Add items	FEDEX 782315319246	OTHER: Shipment information sent to FedEx			
	8/15/18 1:05 PM		Carie Boyd	33333			5	Add Items	FEDEX 782315315089	OTHER: Shipment information sent to FedEx			
	8/15/18 1:05 PM		Carie Boyd	44444		~	4	Add Items	FEDEX 782315315089	OTHER: Shipment information sent to FedEx			
	8/15/18 1:05 PM		Carie Boyd	55555		~	4	Add Items	FEDEX 782315319246	OTHER: Shipment information sent to FedEx			
	Delete Selected	Mark All Added	Clear All Added										

- 3. Confirm the following are correct: # of pellets you received, Lot #, Exp Date
- 4. Click Add to Inventory

			Please selec	Back to Help * P ct the items shipped and veri	Add Shipment rint WorkSheet fy the number of cont	ainers to add to inv			
D	Added	NDC	Ref NDC	Name	Generic Name	Description	#	Lot	Exp Date
•		99999-8025-01		PELLET - TESTOSTERONE	TESTOSTERONE	25MG PELL #1	10	072418@10	12/19/18
2		99999-8038-01		PELLET - TESTOSTERONE	TESTOSTERONE	37.5MG PELL #1	10	071818@17	12/19/18
2		99999-9006-01		PELLET - ESTRADIOL	ESTRADIOL	6MG PELL #1	10	071218@07	12/25/18

5. Return to your inventory.

How to Place an Order for Pellets:

- 1. Click on Inventory > Medications
- 2. Click on ORDER MEDS

	Medications									
View	Options:									
Search:	:	Form/Qty:	Sort By: Bi	rand Name	GroupName:	\$				
	Show NDCs Show Controls Only Show Prices Show Ref NDCs Hide Lot/Exp Hide Shipment Info Submit									
	Add Inventory * A	dd Bulk * Add Shipment	Order Meds	Adjust Levels * E	Export * Biennial Sign Off * Formulary					

3. Click Formulary

Help	• Auto Ship * Previous Orders * Previous Shipments
Order Me	dications Using:
Formulary	List of medications typically available for your site.
Inventory	List of medications currently in inventory at your site.
Duplication	Copy all the medications from last order.
Analysis	Uses dispensing history to recommend medications to order
Auto Ship	Shows what would be generated with Auto Ship logic.

- 4. Type in the quantity you would like to order next to the correct pellet strength.5. Click Add to Order when you are ready to proceed.

NDC	В	Brand	Generic	С		OnHand	Total	Alert	Warn	Restock	Order	Last Wk	Last 4 Wks	Last Disp
73271-0010-01		PELLET - ESTRADIOL	ESTRADIOL		10MG PELL (Bulk)						5			
73271-0125-01		PELLET - ESTRADIOL	ESTRADIOL		12.5MG PELL (Bulk)						5			
73271-0015-01		PELLET - ESTRADIOL	ESTRADIOL		15MG PELL (Bulk)									
73271-0006-01		PELLET - ESTRADIOL	ESTRADIOL		6MG PELL (Bulk)									
73271-1100-01	в	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	100MG PELL (Bulk)									
73271-1200-01	В	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	200MG PELL (Bulk)						50			
73271-1025-01	в	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	25MG PELL (Bulk)									
73271-1375-01	В	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	37.5MG PELL (Bulk)									
73271-1050-01	В	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	50MG PELL (Bulk)						10			
73271-1875-01	В	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	87.5MG PELL (Bulk)									
73271-1004-01	В	TESTOSTERONE/ANASTROZOLE	TESTOSTERONE	C-III	100/4MG PELL (Bulk)									
73271-0754-01	В	TESTOSTERONE/ANASTROZOLE	TESTOSTERONE	C-III	75/4MG PELL (Bulk)									
	A	dd to Order Cancel												

- 6. Verify quanitity of pellets that will be ordered. Check the "I AGREE" box.
- 7. Click SEND ORDER

Delete	NDC	Name	Generic		С	Qty	Unit Cost	Cost
	51808-0008-01	PELLET - ESTRADIOL	ESTRADIOL	10MG PELL #1		6		
	51808-0008-01	PELLET - ESTRADIOL	ESTRADIOL	10MG PELL #0		3		
	71138-0006-01	PELLET - ESTRADIOL	ESTRADIOL	6MG PELL #1		5		
	71138-0006-01	PELLET - ESTRADIOL	ESTRADIOL	6MG PELL #0		5		
	Delete Selected	Update Quantities	Send Order					Total:
anastrozole) or estradiol pellets placed by you or your office was made because you have a clinical need for those compounded pellets, which need includes, without limitation, one or more of the following: · you have determined that certain of your patients require a per pellet testosterone dosage that is different from the 75mg offered by the commercially available pellet; and/or · you have determined that it is necessary to dose certain of your patients with more testosterone per procedure than the 750mg permitted by the commercially available pellet; and/or · estradiol pellets are not commercially available and you have determined that certain of your patients require treatment involving estradiol pellets; and/or · testosterone with anastrozole pellets are not commercially available and you have determined that certain of your patients require treatment involving testosterone with anastrozole pellets. ⊘ I Agree								

How to Void an Order

4.

- 1. Go to Orders, View Orders
- 2. Select date range needed to find order that needs to be voided.
- 3. Click on any of the blue numbers to the left of pellet strength.

=						9 66438 -	BioTE Demo Ca	irie Boyd (Irvi	ng, TX) DEMO	Jam
	Home <	Home / Orders								
				ì	Orde	rs/Dis	penses	5		
			7	/iew Options:						
2) Orders ~			Date Range: 🧿 🕅	day \$					
5 0				0	eek 38 💠 2018 ptember 🗘 18	¢ 2018 :	€ → Septembe	r \$) 18 \$)	2018 \$	
8				Filter Doctor:	\$	r Rx #:	Hide Voide	d i Hide State	ises	
				Subm	it.					
-				Date range: Tue	9/18/18 12:00:00 Sort by Most Rec	AM CDT to Ti cent * View Las	ue 9/18/18 11:59: It Checkout	59 PM CDT		
La			Date Patien	DOB SSM	Provider	Reir	n			
			Tue 9/18/2018 9:01 AM MOUSE	MINNE 12/12/2012	HOUSE GREGO	RY MD Cas	DANEP	NFW Female F	Procedure	
e	Druginfo <						100023 0-11	ESTRADIOL 68 PELLET - TEST	VG PELL #1 OSTERONE 87.5N	IG PELL #1
Click Void Orde	r/Items	Order Deta MINNIE MOUS IRVING TX 750 Female DOB: 1	il: K3AF2QQ85J 定 👔 层 仰晟 💿 Creat Billin 038-3225 12/12/2012 (5 yrs old)	ed: 9/18/18 9:01 / 1 Type: Cash Price: 350.00 Patient Pays: 350.00	M 66438 BioTi 1875 W Wal STE 100 Irving TX 75 Provider: H1 Use: Janue	E Demo Carie nut Hill Ln 038-3225 DUSE, GREGO Winter (iami	Boyd			
		Rx M	NDC/Id Description		Davs AWP	Price Discou	et Plan/Reason	Patient Pava	Status	
		CPT 06	NEW Female Pro	edure	3	50.00		350.00		
		100022 🚯 99	1999-9006-01 ESTRADIOL 6MG 1999-8088-01 PELLET - TESTOS	PELL #1 TERONE 87.5MG PELL #1						
				1	otals:			350.00		
		Pr 9 9 9 9	rinting Options: hint Pharmacy Labels hint Monographs hint Invoice & eSign hint Invoice & eSign hint Prescriptions	Post Order Process R: Write/Print Prescripti Void Order/Items Discount Rems Edit Reimbursement Edit AWP/Price/Cost	ing: Add F	Patient Pa	yment:			
		P	THE Prescriptions X4	Edit Qty/Lot Numberi						

- 5. Fill in Reason for Void & Click Void Selected Items.
- 6. All numbers will now have lines through them, to show item has been voided.

Void	Rx #	NDC	Brand Name	Generic Name	Form	Lot #
		06NFP06NFP	NEW Female Procedure			
	100022	99999-9006-01	PELLET - ESTRADIOL	ESTRADIOL	6MG PELL #1	071218@07
	100023	99999-8088-01	PELLET - TESTOSTERONE	TESTOSTERONE	87.5MG PELL #1	071918@06
Void Pre	escriptions:	✓ ← Check box	to also void the prescription	s for voided items		
Invent	tory Return:	✓ ← Check box	to restock voided items			
Reas	on for Void:		+	Required to void		

Expired, Dropped & Damaged Pellets

*After you send your pellets back to pharmacy you will follow the below steps.

- 1. Go to Inventory > Medications. Click EDIT next to correct lot #.
- 2. Change the Bulk Quantity
 - a. Expired pellets change to "0."
 - b. Damaged/Dropped- Change to quantity on hand now. If you have 5 and one is dropped. Put 4 in Bulk Quantity.
- 3. Click Reason for Change drop down option. Choose the correct reason.
- 4. Click Submit.

Bulk Quantity:	11 Total quantity of PELL
Reason for change:	•
Lot #:	337239 Exp Date: 1/27/2022
Barcode:	337239 021821 012722

How to Track a Pellet Order

When you see *black telephones* in your inventory your order is being processed with the pharmacy. Once you see *black shipping trucks* that means your order has shipped and you can track your order by doing the following steps:

- 1. Go to Inventory > Medications
- 2. Click "Add Shipment"
- 3. Click the blue FedEx link to track your order.

How to Locate Patient ID

Every patient is assigned a Patient ID number. This patient ID will be used to identify each patient in Biote Method (this number will show up on your invoice).

- 1. Go to Patients > View Patients
- 2. Type in the patients last name or D.O.B
- 3. Click on the name in blue when it appears.
- 4. Listed just below the name you will see an ID number.

🛎 MOUSE, MINNIE	< Back to Patients ⊖ Print Chart ARPad ⊟ Dispense				
ID: DB8S7TFWLX DDB: 9/26/1992 (28 yrs old) Female Address: ,	Billing: ① Queued: ① Not approved Not queued				
Q Details Prescriptions T Dispenses Allergies/Meds Billing	Sommunication 🛗 Appointments 📑 Documents 🏵 History				
ID: DB8S7TFWLX Added: 2/17/2020 12:16 PM + Add Note Add Alert Visit Documentation R Assistance					

Recommended Reports for Managing Inventory

Reports > Instant

Items Dispensed - can show you the total number of procedures performed within a date range. It's great for comparing your Method cart each reporting period.

Inventory Counts- shows each inventory count submitted at your clinic.

Dispense Log- select date range and check-mark next to Show Lot/Exp date. This will show each patient and the lot # assigned to those patients.

Med Shipments Added- list of all shipments added to your inventory.

Inventory Adjustments- list of all adjustments made in your inventory. Can show if you removed expired, damaged, or dropped pellets.

If additional support is needed please contact us at support@mdscripts.com