BioTRACKer Quick Start Guide

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

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

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

Code	Name	Description	Cost	Price	Tax	Gender	Mutex Category
08FB	Female Boost Procedure				Edit	Female	Procedure
03MB	Male Boost Procedure				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.
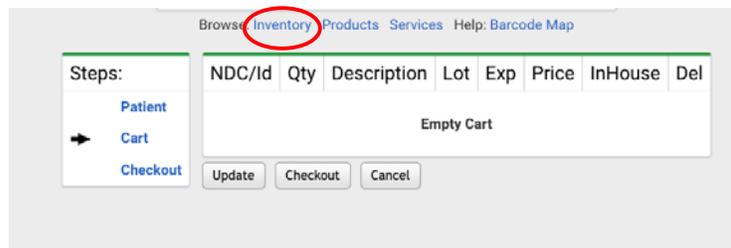
9. Select the correct pellet lot # by clicking on the shopping cart icon.
    .

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

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

11. Then, click update.

11.

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

13. The order is now complete.

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

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<u>Steps to Add Shipment:</u>

1. On your toolbar click Inventory, then Medications
2. Click Add Shipment
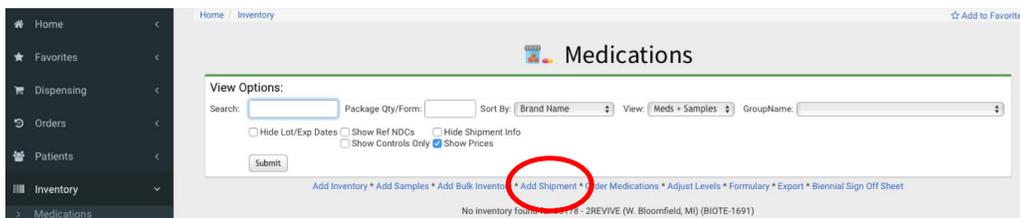
2. Click Add Items
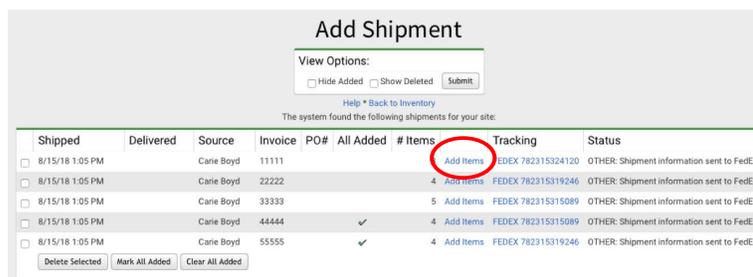
3. Confirm the following are correct: # of pellets you received, Lot #, Exp Date
4. Click Add to Inventory

5. Return to your inventory.

<u>How to Place an Order for Pellets:</u>

1. Click on Inventory > Medications
2. Click on ORDER MEDS
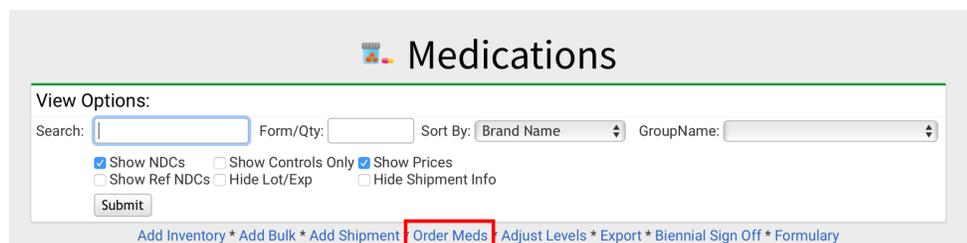
3. Click Formulary

📞 Order Medications

Help * Auto Ship * Previous Orders * Previous Shipments

Order Medications 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	B	Brand	Generic	C		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	B	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	100MG PELL (Bulk)									
73271-1200-01	B	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	200MG PELL (Bulk)						50			
73271-1025-01	B	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	25MG PELL (Bulk)									
73271-1375-01	B	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	37.5MG PELL (Bulk)									
73271-1050-01	B	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	50MG PELL (Bulk)						10			
73271-1875-01	B	PELLET - TESTOSTERONE	TESTOSTERONE	C-III	87.5MG PELL (Bulk)									
73271-1004-01	B	TESTOSTERONE/ANASTROZOLE	TESTOSTERONE	C-III	100/4MG PELL (Bulk)									
73271-0754-01	B	TESTOSTERONE/ANASTROZOLE	TESTOSTERONE	C-III	75/4MG PELL (Bulk)									

Add 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		C	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:

Thank you for your order. By clicking "I Agree" below, you, on behalf of yourself and your office, hereby represent and warrant that the order for compounded testosterone (including testosterone with 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

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How to Void an Order

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.
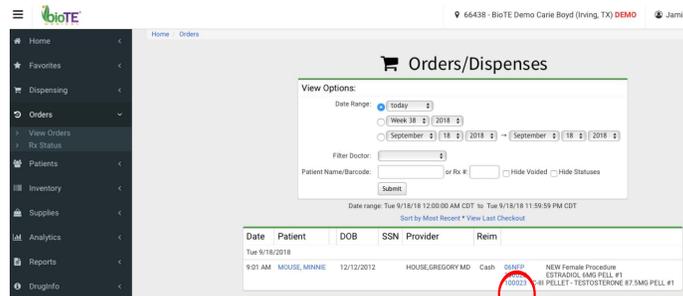
4. Click Void Order/Items
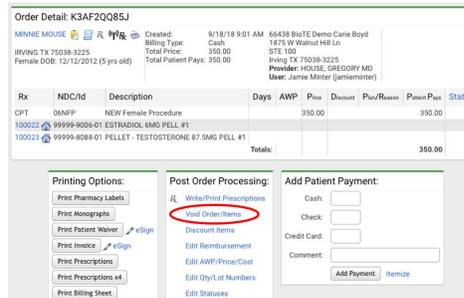
5. Fill in Reason for Void & Click Void Selected Items.
6. All numbers will now have lines through them, to show item has been voided.
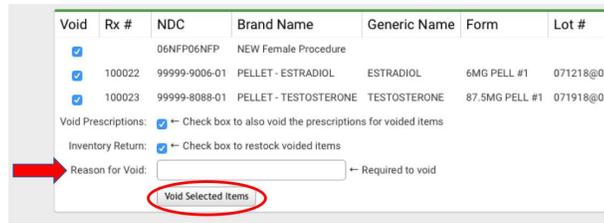
Expired, Dropped & Damaged Pellets

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.

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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.

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