

Welcome! We are glad you are joining the NCPDP Collaborative Workspace.

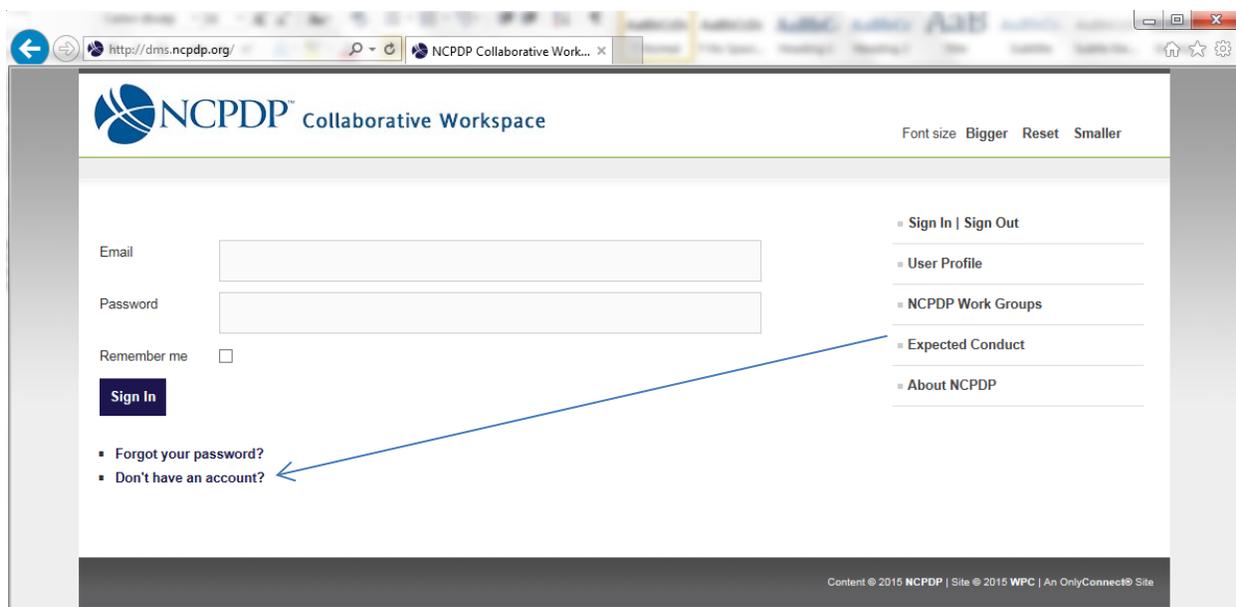
The NCPDP Collaborative Workspace is designed for the NCPDP task groups. It is for the collaborative activity of the pharmacy services and eprescribing sectors of the industry. NCPDP uses this tool for storage of the task group working documents, information on task group calls, and task group notifications. Participants of NCPDP's task groups agree to abide by the NCPDP antitrust policy and the expected conduct (found on the main site). The NCPDP Collaborative Workspace is a separate website and **not tied** to the NCPDP membership login of www.ncdp.org

Topics

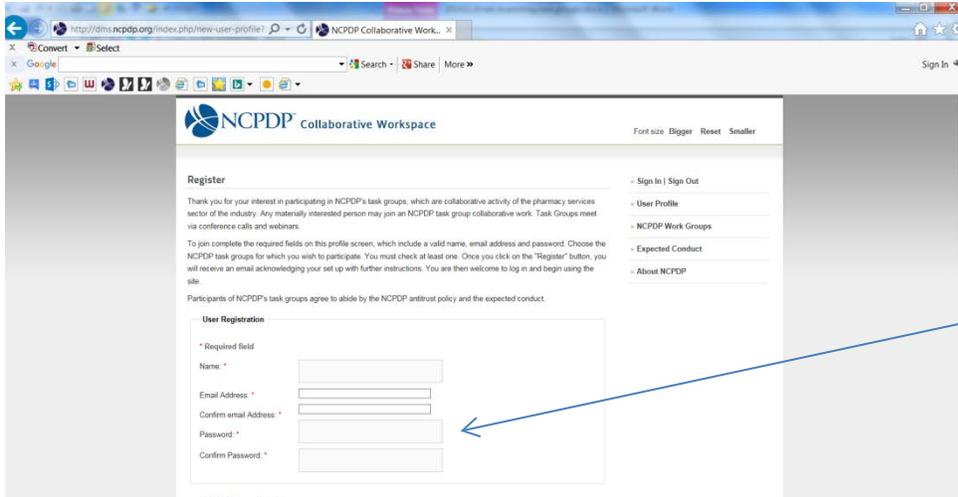
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I. To Join the Collaborative Workspace

The URL for the collaborative space is <http://dms.ncdp.org/>



1. Upon arriving, click on “Don’t have an account?”
2. You will be presented with a profile screen.
 - a. Enter the required fields which include a valid name, email address and password.



b. Under “NCPDP Group Selection”, choose the NCPDP task groups for which you wish to participate. You must **check at least one task group** on your profile.

i. An example:
 NCPDP Group Selection
 Group *

NCPDP Group Selection
 Group (optional)

<input checked="" type="checkbox"/>	MC: API Task Group
<input type="checkbox"/>	MC: ECL Task Group
<input checked="" type="checkbox"/>	MC: Education, Legislation and Regulations Task Group
<input type="checkbox"/>	MC: Emergency Preparedness Task Group
<input type="checkbox"/>	MC: Gender Transition Task Group
<input checked="" type="checkbox"/>	MC: Patient Identification Task Group
<input checked="" type="checkbox"/>	MC: Real Time Prescription Benefit Standard Task Group
<input type="checkbox"/>	MC: Specialty Task Group
<input type="checkbox"/>	MC: X12 TR3 Comment Coordination Task Group
<input type="checkbox"/>	NCPDP SNIP
<input checked="" type="checkbox"/>	WG10: mL White Paper Task Group
<input type="checkbox"/>	WG10: MTM and Pharmacist Clinical Services Task Group

c. Click “Register” at the bottom.

3. You will soon receive an email acknowledging your set up with further instructions. (You may

need to check your Junk/Spam folder if the email does not appear in your inbox.) If email is not received with 24 hours, email tstrickland@ncpdp.org.

4. Follow the instructions on the email. You are now welcome to log in and begin using the site.

II. Not Receiving Emails or Calendar Invitations for a Task Group?

1. If you have signed up for a task group and are not receiving email notices or calendar invites, this may be an indication of emails or calendar invites being blocked in junk/spam/etc.
 - a. Check your profile and verify the task group is checked (step 2 above).
 - i. If the task group is not checked, check that task group and hit Submit.
 - b. Verify with your email system that the emails are allowed.
 - i. If your email system has a "junk" or "spam" folder, check it for these emails.
 - ii. If your email system has an option to "Allow sender" or "Never Block Sender" or "Add to Safe Sender List" etc.

NCPDP-DMS-Admin@ncpdp.org should be allowed.

Example email heading:

From: OnlyConnect for NCPDP <NCPDP-DMS-Admin@ncpdp.org>

To: NCPDP-DMS-Admin@ncpdp.org

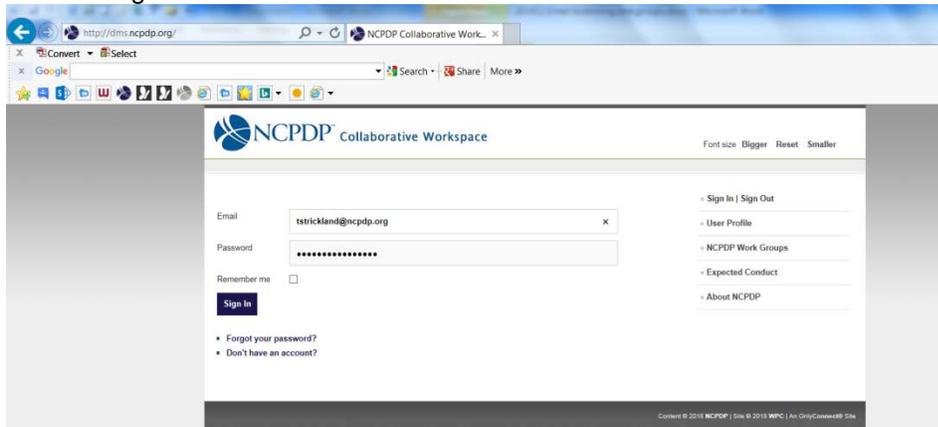
Sent: Thursday, May 23, 2013 8:24 AM

- c. If b. does not work/is not available, please ask your IT department to allow the emails from NCPDP-DMS-Admin@ncpdp.org, originating IP domain: dms.ncpdp.org.

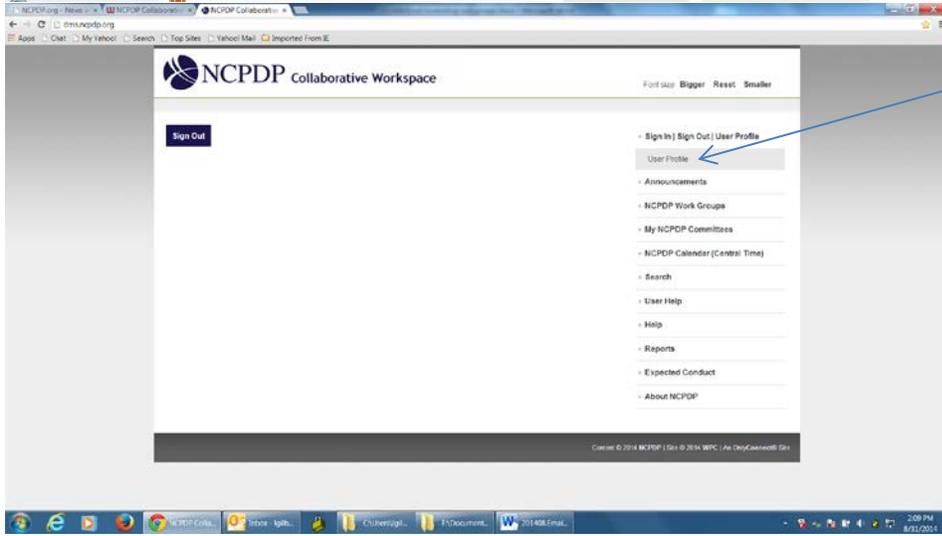
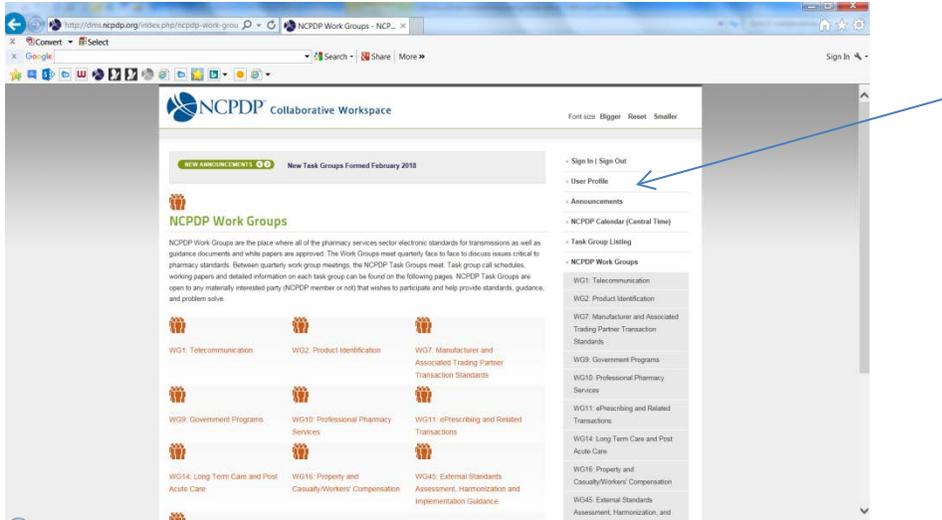
III. To Join a Task Group/To Leave a Task Group

You may at any time log in and join or remove yourself from task groups by updating your profile. *(By unchecking a task group under your profile, you will no longer receive emails from the collaborative site for that specific task group.)*

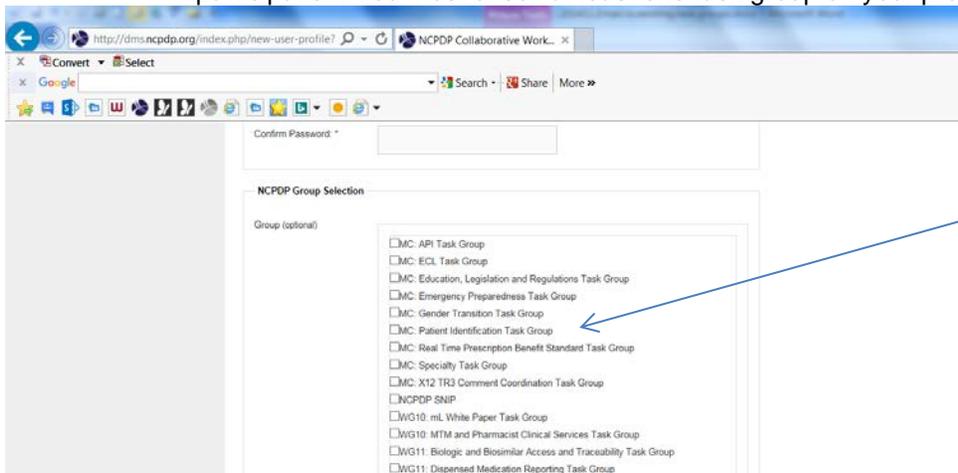
1. Log onto the Collaborative.



2. Click User Profile.



a. Choose the NCPDP task groups for which you wish to participate or remove your participation. You must check at least one task group on your profile to remain active.



b. Click Submit at the bottom to save the changes.

Participants of NCPDP's task groups agree to abide by the NCPDP antitrust policy and the expected conduct.

Inactivity: Users who have signed up for the NCPDP Collaborative and not used the site (logged in) in over six months will be disabled from logging into the site. NCPDP encourages the use of the Collaborative.

Each task group page is set up the same.

1. A title
2. A paragraph about the task group
3. The staff liaison to the task group
4. Folders that contain documents from recent calls.

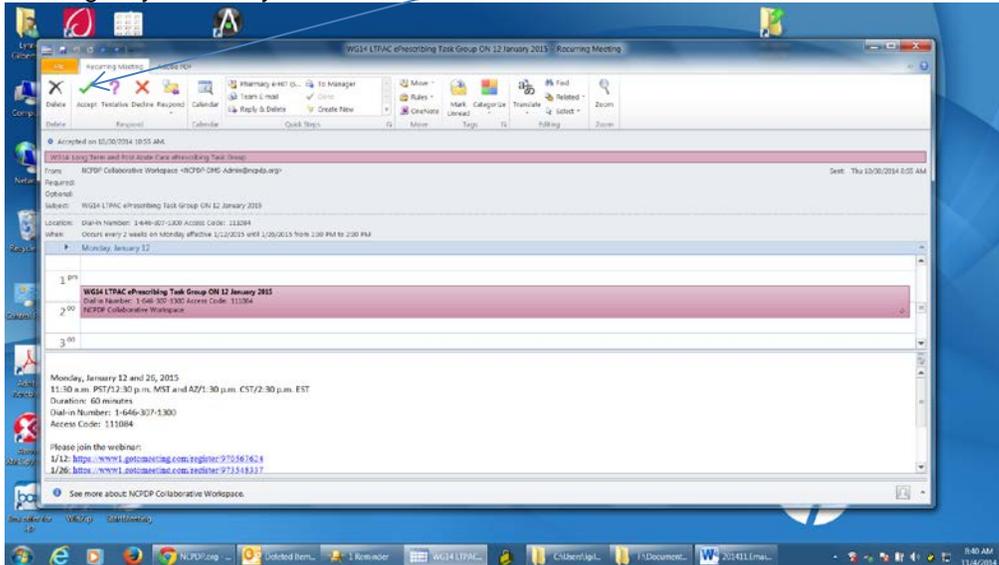
More important functionality follows.

IV. Call Information

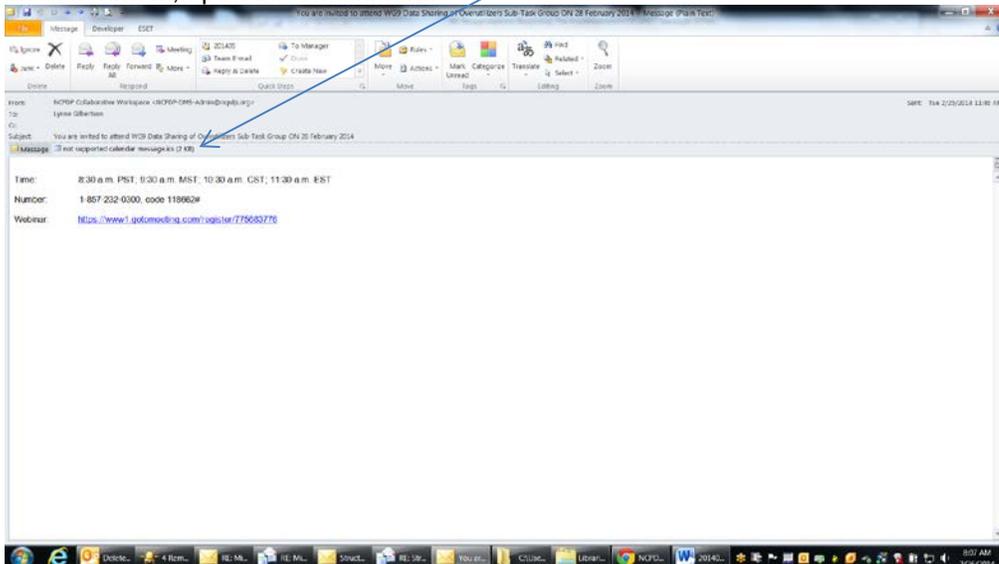
A. Email Invitations

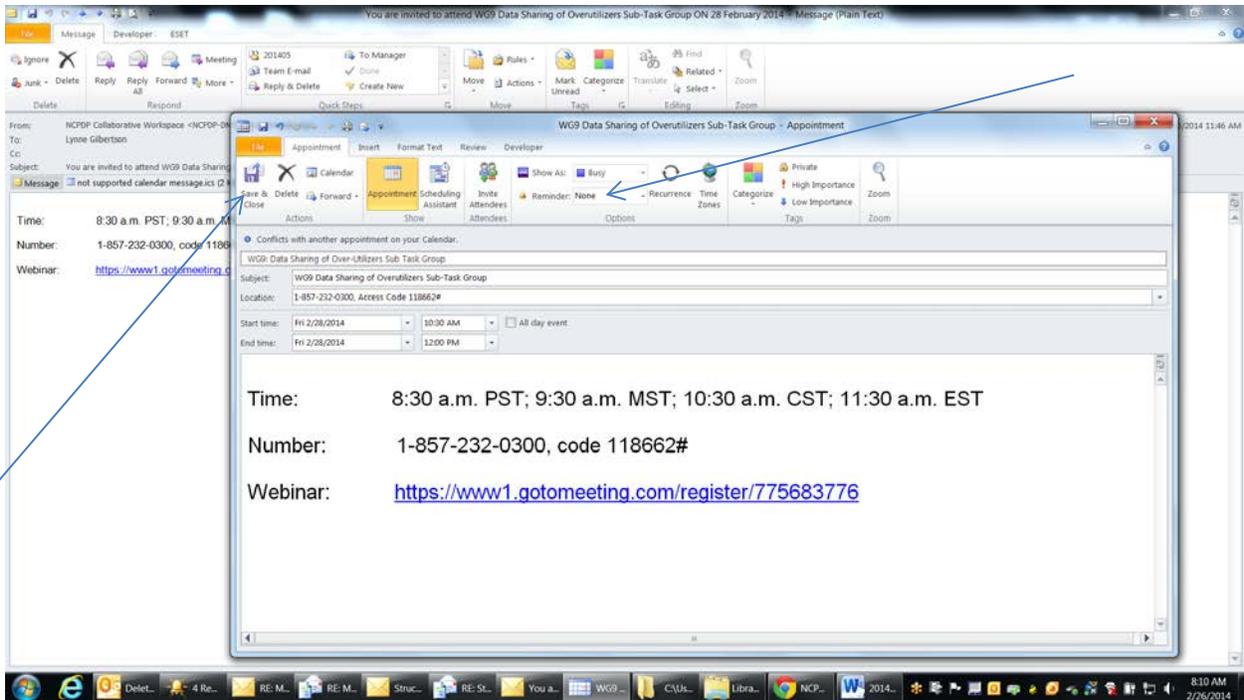
If you are already a participant of the task group on the Collaborative Workspace:

1. NCPDP Staff Liaison will send out calendar invites via the Collaborative Workspace.
2. You will receive the calendar invite.
3. Open up the calendar invite. Note: Different calendar systems function differently.
4. You may receive a “standard” calendar invite your system can handle. If so, then just accept the meeting as you usually do.



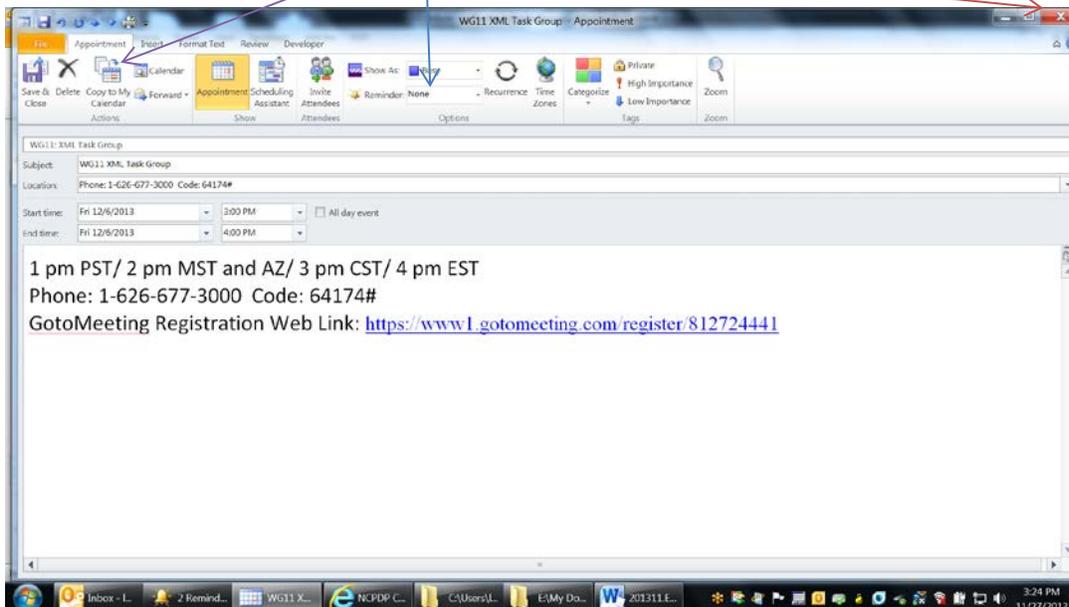
5. If this calendar invite contains a calendar ics file (or a “not supported calendar message.ics”) as an attachment, open the attachment.





- a. Set your Reminder.
- b. Then hit Save and Close to save to your calendar.

6. Or - If the calendar invite has a "Copy to My Calendar" button at the top,
 - a. Set your Reminder.
 - b. Then hit Copy to My Calendar.
 - c. Then close.
 - d. A copy is now on your calendar.



B. To Download or Subscribe to the Collaborative Workspace Calendar

Existing users can download the entire set of Collaborative Workspace calendar events at one time or

even subscribe to the Collaborative Workspace calendar and have the Collaborative Workspace automatically update their electronic calendar. For more information log onto the Collaborative and click on User Help - <http://dms.ncdpd.org/index.php/userhelp/199-to-download-or-subscribe-to-the-cw-calendar>

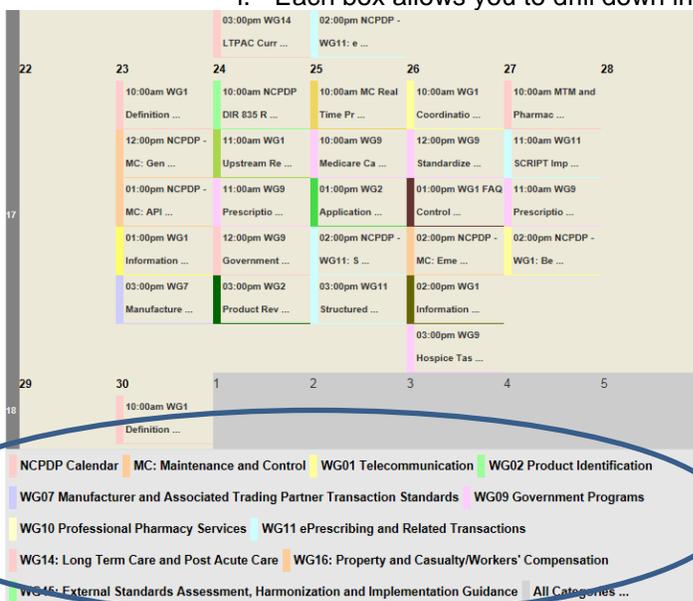
C. Already Scheduled Task Group Calls

If you are joining a task group where the task group has already scheduled calls on the Collaborative Workspace Calendar:

1. Because you are just joining the task group and call invites have already gone out, you need to manually export any existing calls to your personal calendar.
2. You can download or subscribe to the calendar (see section "[To Download or Subscribe to the Collaborative Workspace Calendar](#)").
3. Or check the Collaborative Workspace Calendar (right side menu)



- a. The calendar is set up to drill down into the different work groups and task groups with the boxes underneath the calendar.
 - i. Each box allows you to drill down into the task groups of that work group.



b. Click on the desired work group.

The screenshot shows a calendar grid with various colored blocks representing work groups. Below the calendar is a legend with the following items:

- WG01 Telecommunication
- WG1: Benefit Integration Task Group
- WG1: Compound Task Group
- WG1: Coordination of Benefits (COB) Task Group
- WG1: Definition of a Valid Prescriber Task Group
- WG1: Eligibility Verification Enhancements Task Group
- WG1: Expanded Dollar Fields Task Group
- WG1: Information Reporting Problems Task Group
- WG1: Part D Supplemental Payment Reporting Task Group
- WG1: Post Adjudication Task Group
- WG1: Standardized Subrogation Task Group
- WG1: Telecommunication FAQ Task Group
- WG1: Upstream Reporting of Copy Assistance Task Group
- WG1: Usage of Submission Clarification Code Task Group
- All Categories ...

On the right side of the calendar, there is a vertical menu with the following items:

- User Help
- Expected Conduct
- About NCPDP

a. Click on the desired task group to see calls that have been scheduled.

The screenshot shows the NCPDP Collaborative Workspace interface. The main content area displays a meeting page for the "WG9 Government Programs Encounter Reporting Standards Task Group" by Elise Balden. The meeting is scheduled for Tuesday, March 06, 2016, at 12:00pm - 01:00pm. The page includes a "Previous Repeat" and "Next Repeat" button, a "Calendar Download" button, and a "Task Group Listing" button. The meeting details are as follows:

by Elise Balden

WG9 Government Programs Encounter Reporting Task Group

Tuesdays beginning February 20th, 2017 at

10 AM Pacific 11 AM Mountain, 12 PM Central, 1 PM Eastern

WG9 Government Encounters Reporting

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/187576405>

You can also dial in using your phone:

United States: +1 (571) 317-3122 Access Code: 187-576-405

Joining from a video-conferencing room or system?
 Dial: 67 217 95 2##187576405
 Cisco devices: 187576405@67.217.95.2

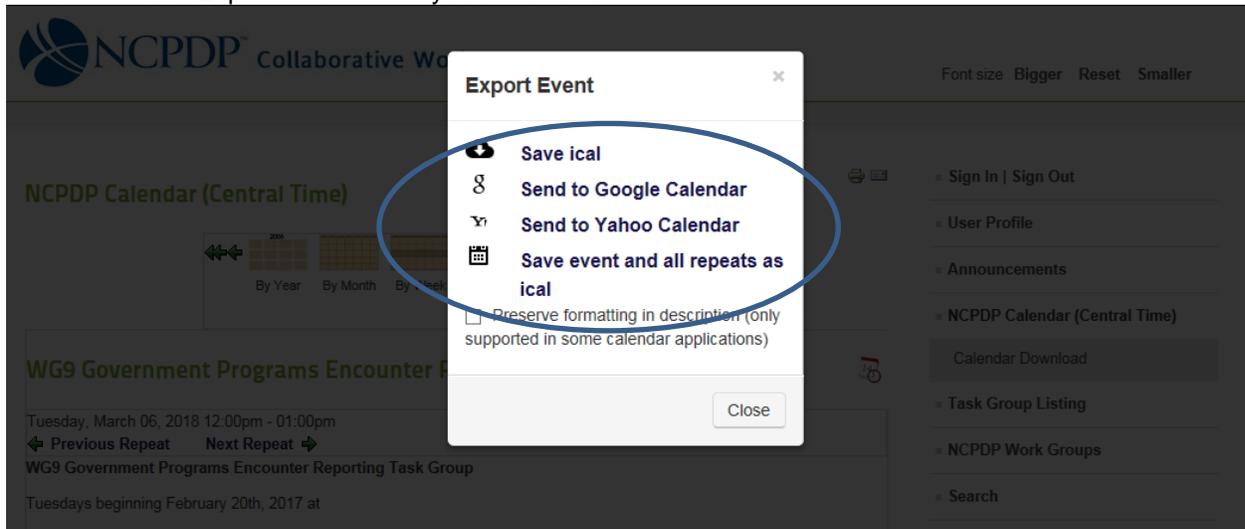
First GoToMeeting? Let's do a quick system check <https://link.gotomeeting.com/system-check>

Location : (571) 317-3122 Access Code: 187-576-405
 Contact : ebalden@ncpdp.org
 Remind me before each repeat

On the right side of the workspace, there is a vertical menu with the following items:

- Sign In | Sign Out
- User Profile
- Announcements
- NCPDP Calendar (Central Time)
- Calendar Download
- Task Group Listing
- NCPDP Work Groups
- Search
- Site Map
- User Help
- Expected Conduct
- About NCPDP

- b. Export this event to your calendar.



- c. Click Back to return to the task groups calls for that work group.
 - d. Click All Categories to return to full calendar.
 - e. For Help
 - i. Log onto the Collaborative
 - ii. Click on User Help - <http://dms.ncpdp.org/index.php/userhelp/197-understanding-collaborative-workspace-calendars-2>
4. Once you join the task group, you will receive **any future emails and future call invitations** sent from the Collaborative Workspace about this task group.

V. Task Group Documentation

Each task group has workspace for collaborative documents under discussion. There may be general documents in the task group's workspace, but many of the items will be under folders per conference call of the task group.

Discussion about documents will take place during task group conference calls.

Participants of NCPDP's task groups agree to abide by the NCPDP antitrust policy and the expected conduct when using this site.

Thank you for your participation.