


# Medi-Span NDC Code Import from the Pharmacy

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## Configure NDC Code Import

1. The pharmacy needs to provide a list of NDC codes to the facility. This may be a list of the meds they carry in stock, or the meds currently in use at the facility.
  - a. The pharmacy's stock changes daily. It is recommended that the file is updated weekly or monthly.
2. The file must be in the following format, or must be edited to be in the following format:
  - a. Text file only (i.e. Notepad)
  - b. 10 or 11 digit NDC codes only
  - c. No header, footer, or drug names
  - d. No punctuation or spaces, including at the top or the bottom of the file.
  - e. Each NDC must be on its own line
  - f. Each file must contain all desired NDC codes, not just changes from the previous list.
  - g. Duplicate NDC codes are OK.
3. The file can be emailed to the person at the facility designated to import the list into ECS. That person must save the file somewhere he/she can retrieve it.
  - a. If the list from the pharmacy contains any unwanted information, such as page headers, spaces, etc., they may be removed manually prior to importing into ECS, simply by editing the file.
4. Prior to importing the file into ECS, make sure the facility has a localrx.ini in their bin folder  localrx . If you have any questions regarding this setup, please consult with the Technical department. This file should contain the following text:
  - a. [LOCALRX]  
File Name= XXX  
RecordSeparator = 2  
FieldStart = 3  
NDC = 1,11,\*  
**Note:** The File Name is not "XXX", but rather the file name of the file that will be imported. This may be different from facility to facility, so please verify this is set up correctly.
  - b. If a localrx.ini file does not exist in the client's bin folder, you can create one:
    - i. Copy update.ini
    - ii. Paste and rename to "localrx.ini"
    - iii. Delete the contents from the copy in the file and replace with the information outlined in 4a
5. The file is ready to be imported into ECS. This may be done at any workstation:
  - a. In ECS, select the **American Data - ECS** icon and follow the path **Maintenance > Run Custom Utility**.



- b. Select **Pharmacy RX Filter** and select OK.  
\*\*Contact American Data if the Run Utility box is blank. (Internal note: Tell Tech Department that the instructions for adding the utility are on the Wiki)
- c. At the top of the screen, use the pick list box ... to browse for the saved file. Select the file and click **Open**.
- d. Click **Go**.
- e. The screen will close when the import is complete. This should take a few moments.
- f. Restart ECS to see the green pills when writing orders in the Medi-Span Medications screen.