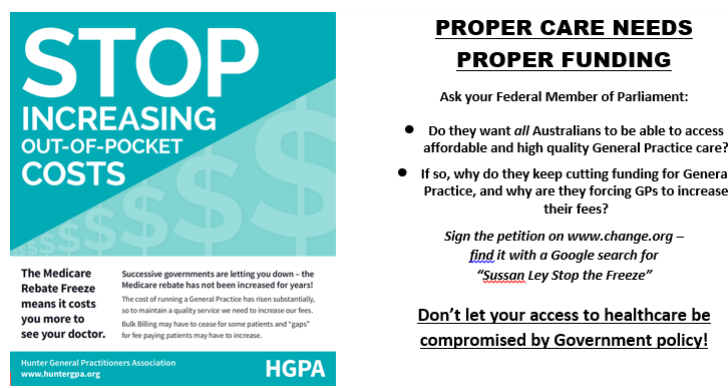


A guide to using the HGPA “STOP INCREASING OUT-OF-POCKET COSTS” Script Flyer



1. Download/save the .docx or .rtf file
2. Open it with Microsoft Word (or an alternative word processing program)
3. Open your PBS script printer tray and take note of the orientation of PBS script paper (i.e. which side is up, and which end is closest to you).
4. Remove the PBS script paper
5. Rotate the stack of PBS script paper (a) 180 degrees, and (b) flip them over
6. Reinsert the PBS script paper into the printer tray, and close the tray
7. Print as many copies of the flyer as you want onto the PBS script paper
8. Open your PBS script printer tray and turn the remaining PBS script paper (a) 180 degrees, and (b) flip them over (i.e. return them to their original orientation – as noted in step [3])
9. Take the PBS script paper with the flyers printed on them, and match their orientation with the PBS script paper in the tray. Insert them into the printer tray, then close it
10. When you print a PBS prescription, instead of tearing off the bottom section, fold it up so the flyer is exposed
11. Hand prescription/flyer to your patient!