

## OptimiseRx Go-Live Check-List

- ✓ **ICB will email you a number of documents about a week before your Go-Live date, please contact ICB if you have not received these:**
  - **Link to OptimiseRx explainer video**
  - **OptimiseRx Prescribers User Guide**
  - **OptimiseRx Activation Guide**
  - **OptimiseRx Activation Code (refer to cover email)**
  - **Test Prescription Scenario (optional)**
  - **Deployment Schedule - details when your practice should activate**
- ✓ **Share video and Prescriber User Guide with all relevant practice staff (GPs/Pharmacists/Nurse Prescribers)**
- ✓ **Check you have received the Activation Guide and Code (GUID)**
- ✓ **Refer to deployment schedule for your activation date**
- ✓ **Inform practice staff when you will be activating**
- ✓ **De-activate any other decision support software that may still be running at your practice**
- ✓ **Activate OptimiseRx (need admin rights to do this) - avoiding busy times**
- ✓ **Perform a test prescription to validate messages are appearing (your ICB will provide you with a test prescription)**