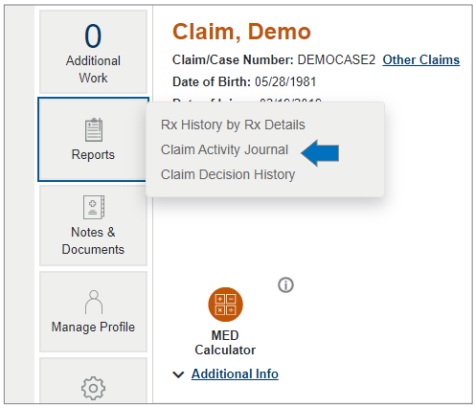
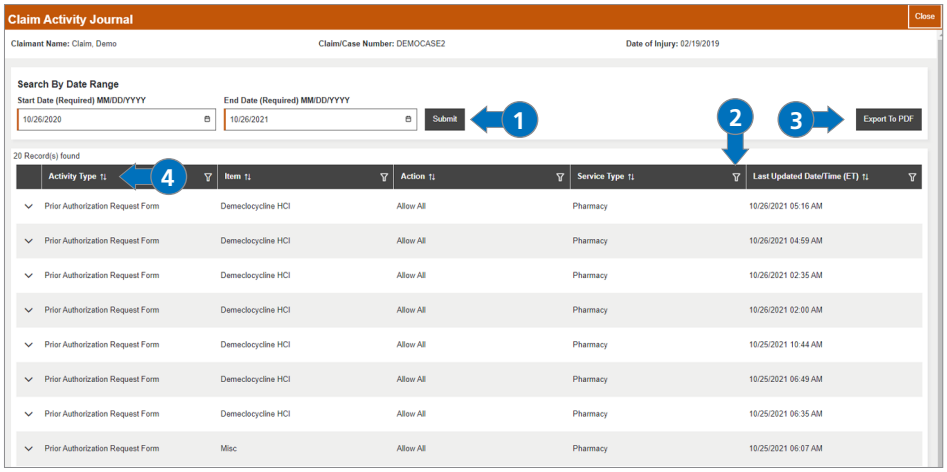
Claim Activity Journal

In the OWCP FECA VitalPoint® portal, use the **Claim Activity Journal** to view records of a claim's activity under the pharmacy benefit management program.



Click on **Reports** from the menu on the left-hand side. Then select **Claim Activity Journal**.



The **Claim Activity Journal** will display a record each time an activity occurs on a claim. This includes manage medications, manage prescribers, Rx point-of-sale authorizations, claim notes, claim administration, clinical alerts, and Prior Authorization Request Forms and decisions.

1. The report will default to display the last 365 days of prescriptions for this claim. Select a **date range** to modify the list of activities you would like to view and click **Submit**.
2. Each column can be sorted and **filtered**.
3. The report can be **exported** to PDF.
4. The **Activity Type** column classifies the type of journal entry.

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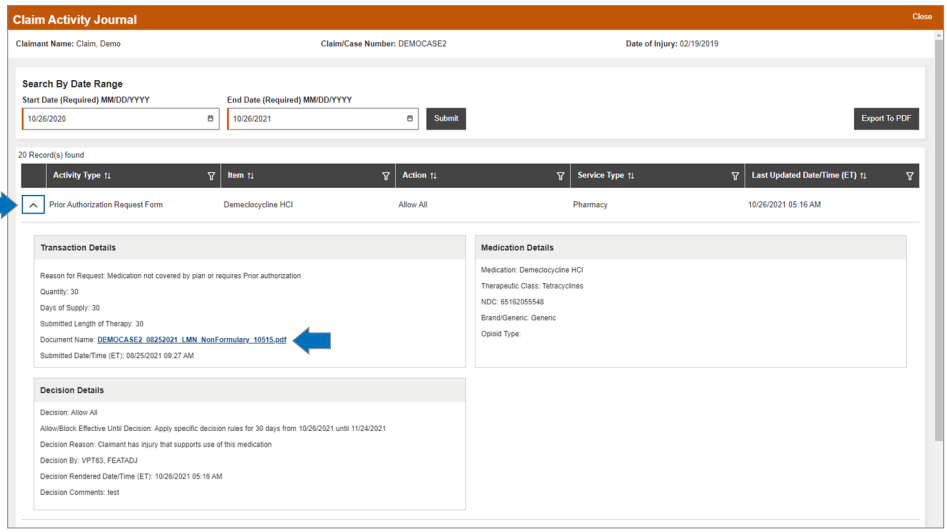

Click on the **chevron** to the left of a record to expand and view the activity details. The details include sections for Transaction, Medication, Notification, Recommendation, and Decision information related to the activity. If the activity was for a compounded medication, the details will include an **Ingredient Details** section.

To view a PDF of a prior authorization request form that the prescriber submitted for a compound, opioid, or non-formulary medication, click on the document name link in the **Transaction Details** section.

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