

ePrescribe User Manual

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Table of Contents

ePrescribe User Manual	2
Create Local Rx (ePrescribe)	2
Create Local Rx (Transfer)	6





ePrescribe User Manual

ePrescribe is prescription service used by Nova Scotia and Alberta DIS that allows healthcare providers, pharmacies, and health plans to share patient information. This user guide explains how to create and dispense Rxs that have been received via ePrescribe, and how to transfer eRxs from other pharmacies.

Create Local Rx (ePrescribe)

ePrescribe allows physicians to create electronic-authoritative prescriptions; a paper prescription is not provided to the patient. Prescriptions that have been ePrescribed are noted with the eRx icon on the Network Profile and will show a status of 'Unfilled' or 'Unassigned'. Before an ePrescribe Rx can be dispensed, you must use the Create Local Rx function to add the prescription to your local system.

1. Call up the patient's Network profile. Click the ePrescribe order and select **Extra Functions** > **Create Local Rx**.

v (1	Vetwork) Patient Profile					_			
Pat	ient: Winters, Ange	la					Male	DOB: 06-1	Dec-1933
Pro	ofile (5) Allergies A	Adv Reactions	Conditions Im	munizations	Services	Observations	Notes		🗲 Ctrl ⋺
5	<u>S</u> tatus (All)	✓ <u>O</u> rder	Type (All)	•	·	🗖 Advar	nced 🛛 🖉 F	ilter 🛛 🔀	Reset
c	Picked Up	Status	Doctor				DIS Order	# Orde	er Date
A T	Last Qty Dr	ug				Code	Manufactur	rer Lo	ocal
A	Directions					Stop Date	Fillable	Auth	Rem
	o®x Unfilled	Active	Default, Phy				2072	- 196-	
	NC	VO-PRAMINI		-		00021512	NOP	Unas	<mark>signed</mark>
	Take 1 Tablet	(s) swallow, oral	at bedtime for (30 day(s) as	needed.	Create Local R	x		360
	ALC: NOTE: N	Autom	Dates A.Phy	dialest -		Refusal to Fill		-	- 17 C
		and the second	a neva ter	CORR.		Release (Resur	me) Rx		
	TeleColde		construction in a	100 0000		Hold (Suspend	d) Rx		
	PERMIT	Action	Date: A Pre-			Stop (Abort) R	x		E .
		SAULTS REPORT	CHARLES AND A	55 C		Add Note			
	Take Corport	al reaction of	1	1.0.00		Record advers	e reaction to		
	ALC: NOT THE OWNER.	A State	Extend (Fig			Print Order			1000
	50	and the second second	0.00000			Retract			
	And a second second	Coloradore de la coloradore		a barrier	1000 (C	Detail			
	10.1,000 ct	ALC: NO.	Stat. No.	1000		Refresh		F5	2007 C
		COLORED P	1860, FARDS	0.000004	E:	аларовол и на	IEV	Una	
	Detail Extra Fu	unctions					× 0	Cancel	🗸 ОК

2. If your store has 'Prompt to remind me when order is electronic-authoritative' enabled in the Store Level Configuration Parameters screen (**File > Configuration > Store > Rx > 8 - CeRx**), the DIS 'Create Local Rx' Validation screen will appear indicating the order is an electronic authoritative Rx.



Kroll

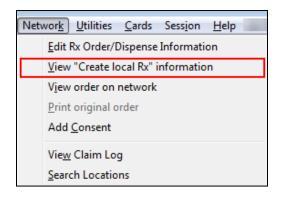
DIS "	Create Local Rx	" Validation		
		Please review the validation results	below. Onl	y checked items will be processed.
	Order #	Drug	Status	Message
V V	2072	NOVO-PRAMINE 25 MG SWALLOW, O	Active	This order is an electronic-authoritative eRx. Patient is not required to present a prescription.
		Continue		X Cancel

This prompt will appear for each eRx order until the volume of eRxs reaches the configured percentage of the store's weekly dispensing.

✓ Store Level Configuration Parameters								
General Patient Drug Doctor Rx FDB Adjudication Labels Reports Security Interfaces Order	X - AR Y							
1 - General 2 - Pricing 3 - Prompting 4 - Nursing Home 5 - Background Rx Filling 6 - Workflow 7 - Counseling 8	8 - CeRx							
Copy Sig when creating local Rxs from network orders								
CeRx "Create Local" authorization reminders								
Prompt to remind me When order is electronic-authoritative (eR 💌								
Automatically turn prompting off when > 25 % of weekly Rxs are eRx								
Automatically prompt on non-eRx when > 75 % of weekly Rxs are eRx								

3. Click Continue.

4. An electronic copy of the order will appear. You can move this screen to the side to verify the Rx information, or close it and recall it via **Network > View "Create local Rx"** information.



The following options are available from the Create Local Rx - Network Rx Order screen:





🤝 Create Local Rx - Network Rx Order									
Med	lication								
Name Desc	APO-OXYCODONE CR 20 MG SWALLOW, ORAL								
Form	12 Hour Extended Release Tablet								
DIN	02366762 Mfr APX (Apotex Incorporated)								
Provide	Provider								
Name	Champion, Jeffrey								
Туре	Medical Doctor ID 7170								
Start Da TEST	this sig code text in the Rx.								
Dispen Qty Authori Qty	50 Days 25 23-Mar-2015								
Remain Qty	0 Fills No sub								
Prior Order Id Copy From Prior Rx This screen can be re-displayed while filling this Rx by selecting									
	reate local Rx' information" from the Network menu. een can remain open for reference while filling this Rx.								
	Detail Close Copy From Px								

a. **Medication**: If the medication is a compound containing a monitored product, select this button to reveal the Qty of the monitored product.

b. **Desc**: If the full description is not visible, hover over the **DESC** field with the mouse and it will expand, showing the full description.

c. Use this SIG code text in the Rx: Transposes the sig from the electronic order into the local system.

d. **Device**: Indicates this is a device on the Network.

e. **No Sub**: Indicates the Rx a 'no sub' order on the Network.

f. **Copy from Prior Rx**: Links the new Rx to an existing Rx on the patient's profile, if you have not already prompted to do so.

g. Detail: Displays the Detailed Order Information from the Network.

h. Copy From Rx: Same as Copy from Prior Rx.





1. Select **Copy from Prior Rx** or **Copy From Rx** to begin filling the order.

2. Information from the order will populate on the F12 screen. Complete the fill or unfill as per usual.

NOTE: You are unable to override the Auth and Rem Qty fields. If you want to change these values, copy the Rx to a new number. A future software release will address this issue.

File Edit Rx View Labels Profile Repor	ts Network Utilities NH	Cards Session Help	0	
F3 - Patient F5 - Drug F7	7 - Doctor F9 - Work	flow F11 - Drop-o	off F12 - Fill Rx	Alt-X - Start
New Rx Pending Adj	Rx Start Date Late	est Fill Qty	Init	Lookup 🗙 Cancel
				Pieluur,
-	in 19 mins Forward			
Patient Search	Drug Search	Pack 100 👻		Loc Office 🚽
Name Winters, Angela Age:81	Brand Novo-Pramine	25mg	Name Dr. Default, Phys	ician
Address 56 Happy Lane Male City Halifax Prov NS	Generic Imipramine HCI Pack 100 Form TAB	NOP (No Sched 1		D 10
City Halifax Prov NS Phone Home (902) 979-8555	Pack 100 Form TAB APSI \$16.50 OnHa		City Phone	Prov NS
Plan NSDIS Client ID	DIN 00021512 Min Q			c# DFMD99
Allergies (0)	Sig		Init	Auth Qty 360 12
			Disp Qty 30 Refills(+)	
			Days 30	G.P. % 69.87
Conditions (0)			Prod Sel 3 - Pharma -	Acq Cost \$4.95
			O/W DIS -	Cost \$4.95 Markup \$0.49
	Route of Admin Oral	•	Labels 1 F2	Markup \$0.49 Fee \$10.99
	Dosage Form Tablet	-		Total \$16.43
Plans Pricing Dates Comments Indications	Images Other 🗲 Ctrl 🔿	Warnings Counselling	Unit Dose (Ctrl-U): D	
Rx Plans Plan Pays Extra Info (F2	<u> </u>			
NSDIS Not Adjud. DUE Only		Message		
Cash 16.43 Deduct: \$16.4	3	V No Sig Code		
		ToDo Drug Name	e:NOVO-PRAMINE 25 MC	5 SWALLO
		This rx is linked to		
		Patient is over 65		
Next Disp Oty Min Interval	Enable Auto-Refill	Delivery Label wil		
Next Disp Qty Min Interval	Rx Comments (0)	Drg Pack Tier Id:		
			1	

NOTE: It is important to note the 'Unit of Measure' for ePrescribes, especially for anything dispensed in milligrams or units (e.g., creams, lotions, and inhalers). You may need to adjust the dispensed, authorized, and remaining quantities to reflect the unit of measure used by your system.

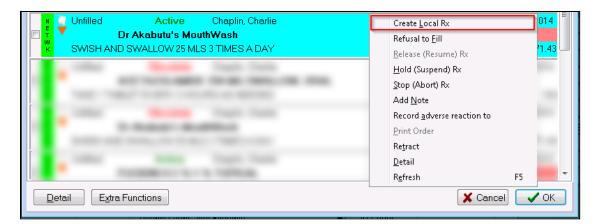




Create Local Rx (Transfer)

When transferring a prescription in from another Nova Scotia pharmacy, call the other pharmacy and request a transfer. That location will perform the Transfer Out function. Once complete, access the **(Network) Patient Profile**, locate the Rx and use the **Create Local Rx** function. By doing so, the original prescription order will be maintained on the DIS.

1. Call up the patient's Network profile. Click the ePrescribe order and select **Extra Functions** > **Create Local Rx**.



NOTE: If the user at the transferring pharmacy has not yet transferred the Rx order or has transferred it to an incorrect location, you will be presented with the following error:

Order #	Drug	Status	Message
7 	Dr Akabutu's MouthWash	Active	This order currently belongs to another location.
	Continue		Cancel

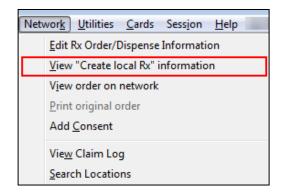




2. The Transfer Rx from other store form will appear. Enter the transfer store information and click OK.

Transfer Rx from ot	her store			e 💌
Search for a stor	re. Type its name, add	lress, or other information		
				New
Store Name			Pharmacist Name	
Chain				
Address			Comments	
City		Prov		
Postal				
Phone				
Fax		Edit		
			🔲 Store is closed down	
- Rx information f	rom other store			
First fill date	11/11/2013			
Last fill date				
Px#				
Total original fil	Is			
		🗸 ок	X Cancel	

3. Once the order has been transferred to the local system, and electronic copy of the order will appear. You can move this screen to the side to verify the Rx information, or close it and recall it via **Network** > **View** "**Create local Rx**" information.







The following options are available from the Create Local Rx - Network Rx Order screen:

🤝 Create Local Rx - Network Rx Order									
Med	dication								
Name	APO-OXYCO	DONE CR 20	MG SWALLOW, ORAL						
Desc									
Form	12 Hour Extended Release Tablet								
DIN	02366762	Mfr APX (/	Apotex Incorporated)						
Provide	r								
Name	Champion,	Jeffrey							
Туре	Medical Do	ctor ID	7170						
Directio	ons								
Start Da			Duration						
TEST									
			Ŧ						
🔲 Use	this <u>s</u> ig code te:	xt in the Rx.							
Dispen			Effective date						
Qty		25	23-Mar-2015						
Authori: Qty		25 Fills	Expiry date 17-Apr-2015						
Remai									
Qty	0	Fills	No sub						
Prior O	rder Id		Copy From Prior Rx						
			ling this Rx by selecting the Network menu.						
			ce while filling this Rx.						
	<u>D</u> etail	🗸 Close	Copy From Px						

a. **Medication**: If the medication is a compound containing a monitored product, select this button to reveal the Qty of the monitored product.

b. **Desc**: If the full description is not visible, hover over the **DESC** field with the mouse and it will expand, showing the full description.

c. Use this SIG code text in the Rx: Transposes the sig from the electronic order into the local system.

d. **Device**: Indicates this is a device on the Network.

e. No Sub: Indicates the Rx a 'no sub' order on the Network.

f. **Copy from Prior Rx**: Links the new Rx to an existing Rx on the patient's profile, if you have not already prompted to do so.

g. Detail: Displays the Detailed Order Information from the Network.





- h. Copy From Rx: Same as Copy from Prior Rx.
- 4. Information from the order will populate on the F12 screen.

F3 - Patient F5 - Drug F7	- Doctor F9 - Worldlow F11 - Drop-o	ff F12 - Fill Rx Alt-X - Start	
New Rx Pending Adj (Tra	ansfe 11/11/13 81 Last Fill Information	\$0.00 Init 💽 🗸 Lookup 🗶 Cancel	Rx Bake Rx Unfilled
Priority Default Wait Time 💌 😰 Due	in 19 mins Forward Rx F2 Work Order	0 F2 Delivery Pickup 💌	Make Rx Not Dispensed
Patient Search	Drug Search 200012752 Pick 🗸	Dgc Search #2224 _oc	Make Rx Stock Transfer
Name Mickey, Kroll Age55 Address 34 St.George Ave Male	Brand	Name Address	😭 Add Rx Image
City Halifax Prov NS	Pack Form Sched	City Prov	Call Doctor
Phone Home (902) 015-7655 Plan NSDIS Client ID	Purch OnHand Ø No image DIN Min Qty Ø	Phone Lic# Alt. Lic#	Scounsel Patient on Pickup
	cure min quy e	ALCON	∀View
			🔠 Plan Information
Allergies	Sig	Init Auth Qty 120 1	👆 Patient Plan Information
		Disp Qty 90 Befills(+) Rem Qty 120 1	E Patient Encounters
		Days 30 G.P. % 0	Transfer In Details
Conditions		Prod Sel 1 - Prescrit Acq Cost Cost S0.00	C Unit Dose Info
		0/W V Markup \$0.00	💠 Work Order
	Route of Admin	Labels 1 F2 Fee S0.00	Rx Counseling History
	Dosage Form	Total \$0.00	Workflow
Plans Pricing Dates Comments Indications		Unit Dose (Ctrl-U): Disabled	diew Workflow Detail
Rx Plans Plan Pays Extra Info (F2	Edits) Message		
Cash _ DUE Only			
Next Disp Qty Min Interval External Ref: 7974 Note on the Order	Enable Auto-Refill Rx Comments (1) V ToDo Doc Name: V No Sig Code This rx is linked to Patient's birthday	an ERx	

If the Rx is for a mixture, the mixture name will populate in the **Drug Search** field.

PHONO	Derault	waichnie		Due	11 13 1	iiiis r		2 WORK Order	U	Delivery F	скир	
<u>P</u> atient S	earch				<u>D</u> rug Sea	arch <mark>Dr Aka</mark>	<mark>butu's Mo</mark> rPack	_	D <u>o</u> c Sear	rh #2225 נ	.pc	-
Name	Kroll, B	etty		Age35	Brand				Name			
Address	12 Hap	py Ville Dr.		Female	Generic				Address			
City	Truro		Prov	NS	Pack	Form	Sched	(City		Pro	v
Phone	Home	(902) 035-7655		Purch		OnHand O	No image	Phone			
Plan	MSI	Client ID	576516191	7	DIN		Min Qty 0		Lic#	Alt. Lie	;#	
Allergies	;				Sig				Init		Auth Qty	26,07: 26
									Disp <u>Q</u> ty	1,000 <u>R</u> efills(+)	Rem Qty	,071.4 26
									Days	14	G.P. %	0
											Acq Cost	:
Conditions							Prod Sel	5 - Priarrie V	Cost	\$0.00		
				Pouto o	f Admin		-	o/w		Markup	\$0.00	
				1.oute 0				<u>L</u> abels	1 F2	Fee	\$0.00	
					Dosage	Form		•			Total	\$0.00

Complete the fill or unfill as per usual.