

Nova Scotia Drug Information System (DIS)



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Nova Scotia Drug Information System (DIS)

The Nova Scotia Drug Information System (DIS) is an electronic system that allows authorized health care providers to access, manage, share, and protect medication information.

An authorized health care provider is a health professional such as a pharmacist, doctor, dentist, nurse practitioner, optometrist, or midwife - who provides health care services to patients. In time, the Drug Information System will contain medication information for all people who have a prescription filled in a pharmacy in Nova Scotia.

The Drug Information System is a part of Nova Scotia's electronic health record (EHR) system called [SHARE \(Secure Health Access Record\)](#). It is a secure, private system, where only authorized health care providers can access a patient's medication profile when needed. The Drug Information System will increase the quality and safety of patient care for all Nova Scotians and those who receive care in Nova Scotia.

The Department of Health and Wellness (DHW) in partnership with Canada Health Infoway have built and implemented a province-wide Drug Information System in Nova Scotia. The Drug Information System will provide authorized health care professionals with access to a comprehensive medication profile for their patients.

For more information on the Nova Scotia Drug Information System (DIS), visit the Nova Scotia Department of Health and Wellness website at <http://novascotia.ca/dhw/ehealth/DIS/>.

Kroll Computer Systems Inc. has been coordinating closely with Nova Scotia Department of Health and Wellness (DHW) and the Drug Information System (DIS) to develop software that supports security, privacy and conformance standards set out by the province. Kroll is an authorized Pharmacy Management System (PMS) for the Nova Scotia DIS.

The Nova Scotia Drug Information System (DIS) is one component of the Nova Scotia Electronic Health Record (EHR), which forms an integrated electronic health record of critical patient information made available to health care providers. This user guide provides instructions on how to navigate the Nova Scotia Drug Information System (DIS) using the Kroll dispensary application.

Who to Call?

For any issues or errors, please contact Kroll Software Support 1-800-263-5876 (Option 1) for assistance; who will determine if this is a Kroll issue or a DIS issue.

Glossary of Terms

CR - Provincial Client Registry: A centralized database of Patient Demographic Information which includes: Name, Date of Birth, Address, Provincial/Federal Health Care numbers, and Alternate Identifiers.

Order: The written or electronic copy of a prescription order.

Dispense: The electronic copy of a fill against a prescription order.

Alternate Identifier: A Personal Health Care number not issued by the province of Nova Scotia. This includes health numbers issued to members of the RCMP and CF.

Kroll User Accounts

In conformance with Nova Scotia DIS security standards, Kroll users must have a password associated with their user account; passwords must be used to log into a Kroll session. The enforcement of local passwords helps to keep patient information private and secure. If you do not currently have individual users and/or user passwords enabled, please contact the Kroll Support Desk.

Kroll Passwords

In conformance with Drug Information System (DIS) standards, Kroll passwords must be complex and meet the following requirements:

- Must be between 8 and 20 characters long;
- Must contain lower and upper case characters;
- Must be changed at least every 120 days;
- Must be different than the last 5 passwords;

- Must not contain an individual's user email or full name.

HINT: You can incorporate a 2-digit number within their password and change the number sequentially each time it expires to facilitate the tracking of passwords that have been previously used.

NURSING HOME NOTE: Users actively doing NH Batching or Retail Batching will want to synchronize these patients prior to starting the batch for the first time after integration with the DIS.

Searching for a Patient

For the most part, searching for a patient in Kroll will function in the same manner as before Nova Scotia DIS integration. That being said, a few extra steps will be required to synchronize data between the local patient record and the Nova Scotia DIS patient record. It is of great importance to patient safety that the correct local patient record is linked to the associated provincial Client Registry (CR) patient record because information will be updated to and from DIS via this link.

The most effective, accurate, and straight-forward method of searching for a patient in Kroll is to enter their MSI or Personal Health Number (PHN) preceded by a number sign (e.g., #697189009). You can also use other patient demographics to search the local database for a patient. If no patient file is found in Kroll, you must create a new file for the patient. Kroll then interacts with the provincial Client Registry (CR), a component of the EHR, to retrieve a list of Network patients that match the criteria entered in Kroll. The CR provides the patient demographic information required to confirm the identity of the patient.

NOTE: Once a patient has been synchronized with the Network, do not unsynchronize them unless instructed to do so by either of the support centres from Nova Scotia or Kroll. If in doubt, call the support centre.

For pharmacies integrated with Nova Scotia DIS, there are five possible scenarios that can be encountered when searching for a patient:

- **Scenario 1 – Existing Local Patient also exists in Client Registry (Not Synchronized)**
Patient is in Kroll, and exists in the Client Registry. All patients with MSI or PMP will be found in the Client Registry (CR).
- **Scenario 2 – Existing Local Patient (Not Synchronized and Not Found in Client Registry)**

- **Scenario 3 – New Patient (Not found in Kroll but exists Client Registry)**

Patient is not found in the Kroll system, and is a new patient to the pharmacy. This patient has an MSI number or has been entered in the Client Registry. Out of Province Patients, may show up with Alternate Identification numbers.

- **Scenario 4 – New Patient (Not found in Kroll or Client Registry)**

Patient is not found in the Kroll System, and has not been entered on the Client Registry. Patient will be added to the Client Registry.

Scenario 1 – Existing Local Patient also exists in Client Registry (Not Synchronized)

Synchronize by Health Care Number

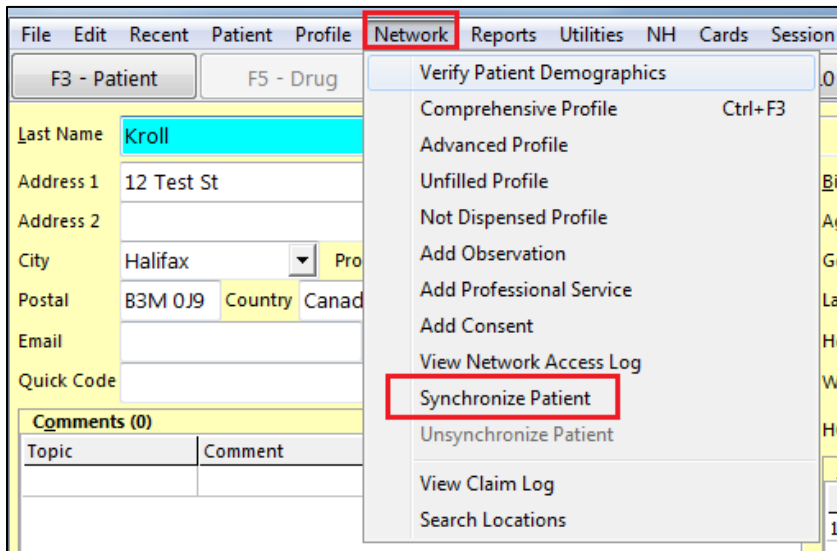
(The local Kroll patient already has a health care number recorded on their file.)

1. Search for the patient using the **F3 - Patient** search (patient is in Kroll and exists in the Client Registry).

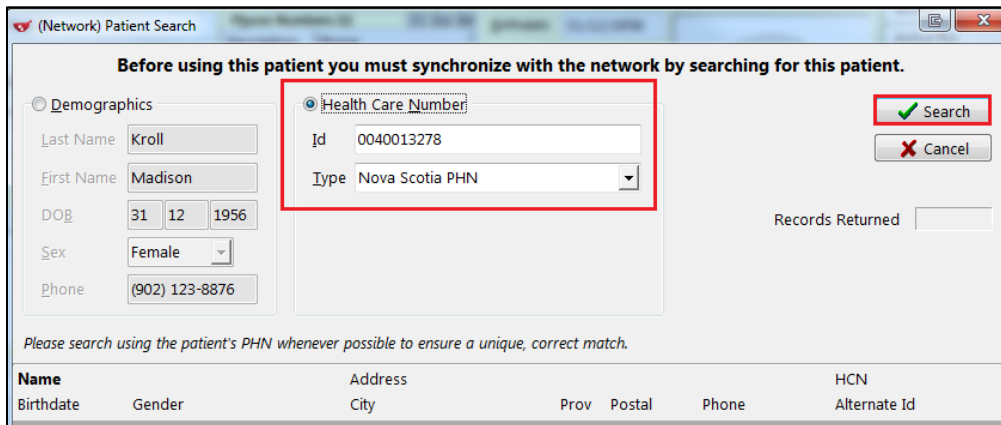
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F10 - Pickup	F11 - Drop-off	F12 - New Rx		
Last,First; Code; Phone; or Bill #		<input type="button" value="Edit"/>	<input type="button" value="Ins Insert"/>	Searching By		Billing Number		
<input type="text" value="#0040013278"/>		<input type="button" value="Cancel"/>	<input type="button" value="Copy Pat"/>	<input type="checkbox"/> Advanced	1 Record Found			
#	Last Name	First Name	Address	City	Age	Phone	Plan	SID
1	Kroll	Madison	12 Test St	Halifax	59	(902) 123-8876 Home	NSDIS	1

NOTE: There is no indicator that this patient is synchronized with the DIS if the patient already has a Plan that is based off the PHN number, IE PMP, MSI.

- From the patient card, go to **Network > Synchronize Patient** and enter your login credentials.



- Patient information from the local Kroll record is automatically copied into the Network Patient Search. The primary search will always be based on the Health Care Number when available. Click **Search**.



- From the list of patients returned from the **Network** search, highlight the matching entry and click **Select**.

(Network) Patient Search

Before using this patient you must synchronize with the network by searching for this patient.

Demographics
 Health Care Number

Last Name:
 First Name:
 DOB:
 Sex:
 Phone:

Id:
 Type:

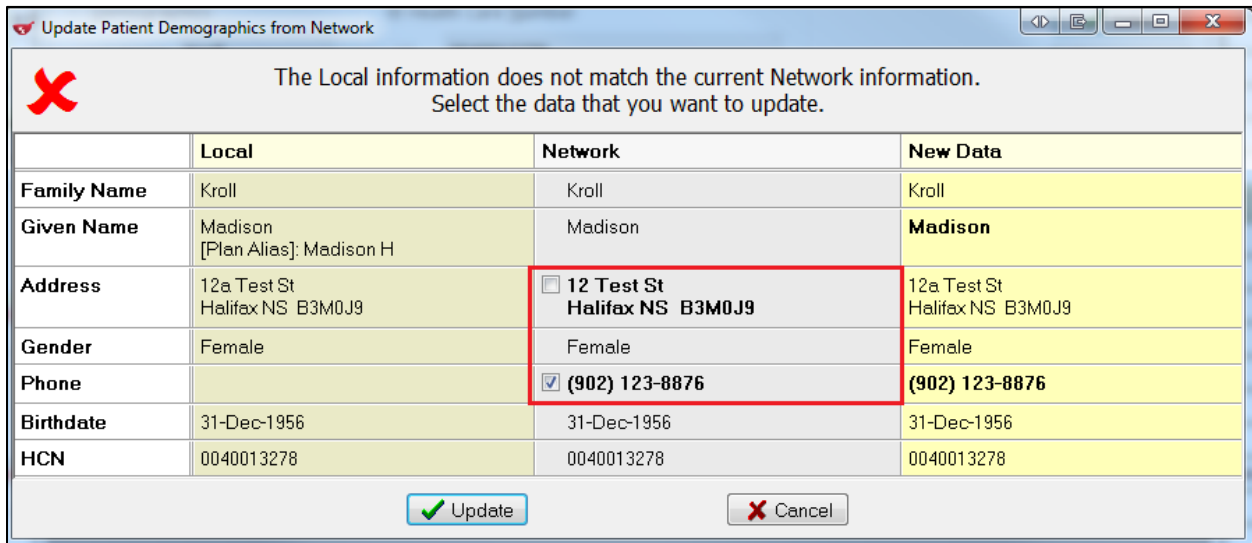
Records Returned:

Please search using the patient's PHN whenever possible to ensure a unique, correct match.

Name	Birthdate	Gender	Address	City	Prov	Postal	Phone	HCN	Alternate Id
Kroll, Madison	31-Dec-1956	Female	12 Test St	Halifax	NS	B3M 0J9	(902) 123-8876	0040013278	
Testing, Alternateid Change	18-Jun-1988	Female	1 Tomchuk Hill	Gander	NL		(902) 895-4488	NB PHN: 65465465	

- The **Update Patient Demographics from Network** window will appear. This screen allows you to compare information between the local and network record. The first column displays current local patient information; the second column displays network (Client Registry) patient information; the last column displays the resulting information that will be updated on the local Kroll patient record. Any mismatched fields will be prefixed with a checkbox. If you place a checkmark next to any of the boxes, the information will be reflected in the New Data column.

When you are finished comparing and optionally selecting the fields to update, click **Update**.



The Local information does not match the current Network information.
Select the data that you want to update.

	Local	Network	New Data
Family Name	Kroll	Kroll	Kroll
Given Name	Madison [Plan Alias]: Madison H	Madison	Madison
Address	12a Test St Halifax NS B3M0J9	<input type="checkbox"/> 12 Test St Halifax NS B3M0J9	12a Test St Halifax NS B3M0J9
Gender	Female	Female	Female
Phone		<input checked="" type="checkbox"/> (902) 123-8876	(902) 123-8876
Birthdate	31-Dec-1956	31-Dec-1956	31-Dec-1956
HCN	0040013278	0040013278	0040013278

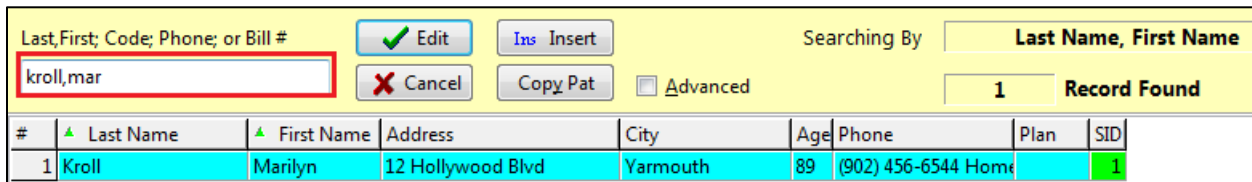
Update Cancel

6. The patient is now synchronized with the DIS.

Synchronize by Demographics

(The local patient does not have a health care number on file.)

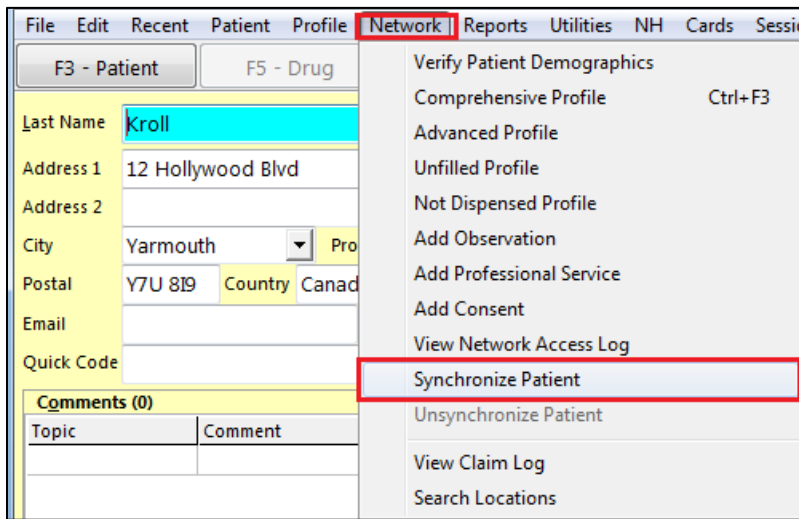
1. When a patient doesn't have a Health Care number, use the patient name to search. Select the patient.



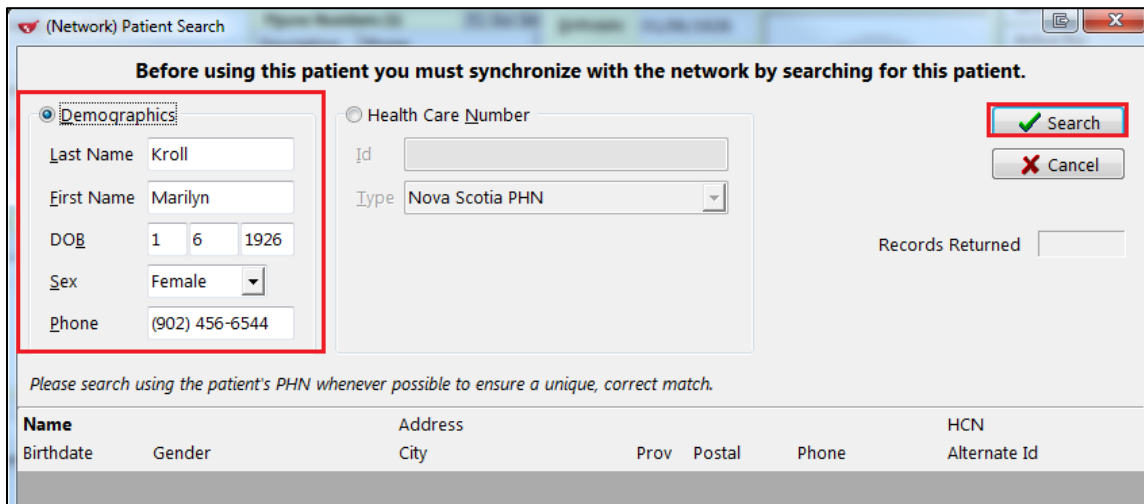
Last,First; Code; Phone; or Bill # Searching By Advanced Record Found

#	Last Name	First Name	Address	City	Age	Phone	Plan	SID
1	Kroll	Marilyn	12 Hollywood Blvd	Yarmouth	89	(902) 456-6544 Home		1

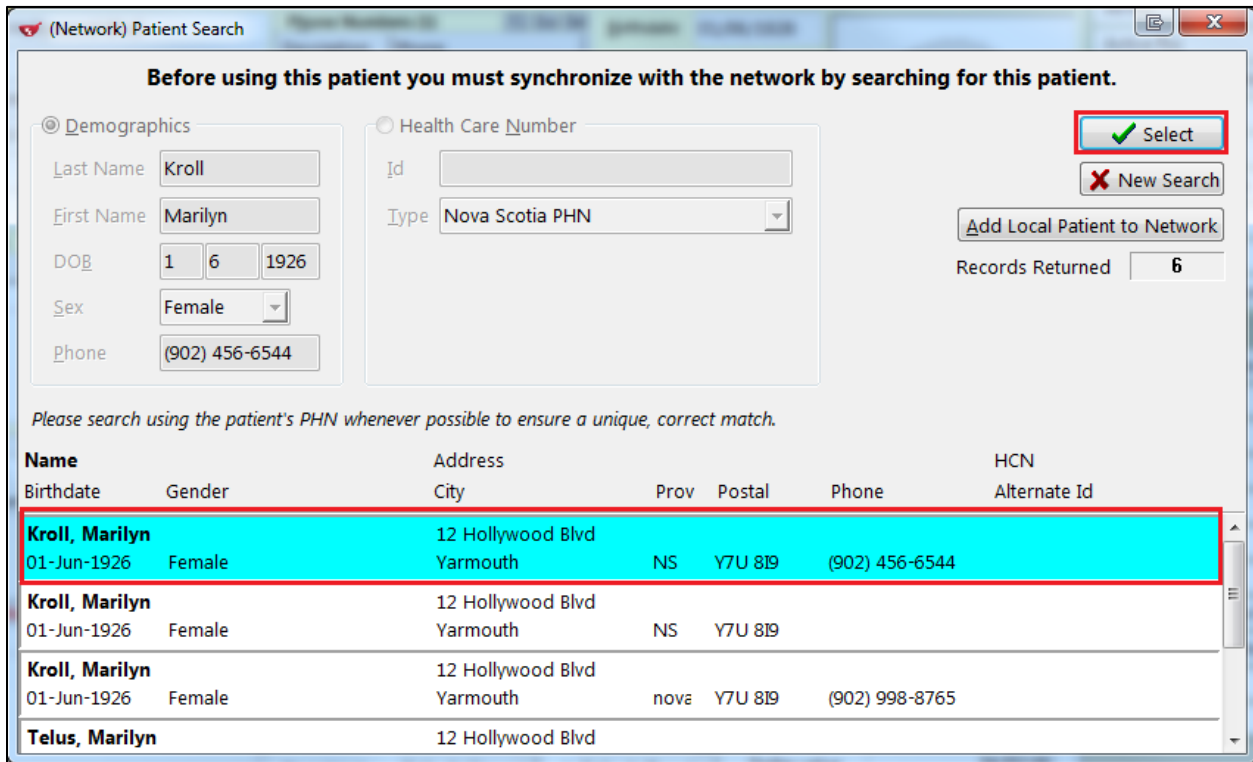
2. From the local patient card, go to **Network > Synchronize Patient**



3. When the Health card is not available, the Demographics search will be enabled. Click **Search**.



- A list of patients closely matching the demographic criteria is displayed. Highlight the patient you want to synchronize to the local record and click **Select**.



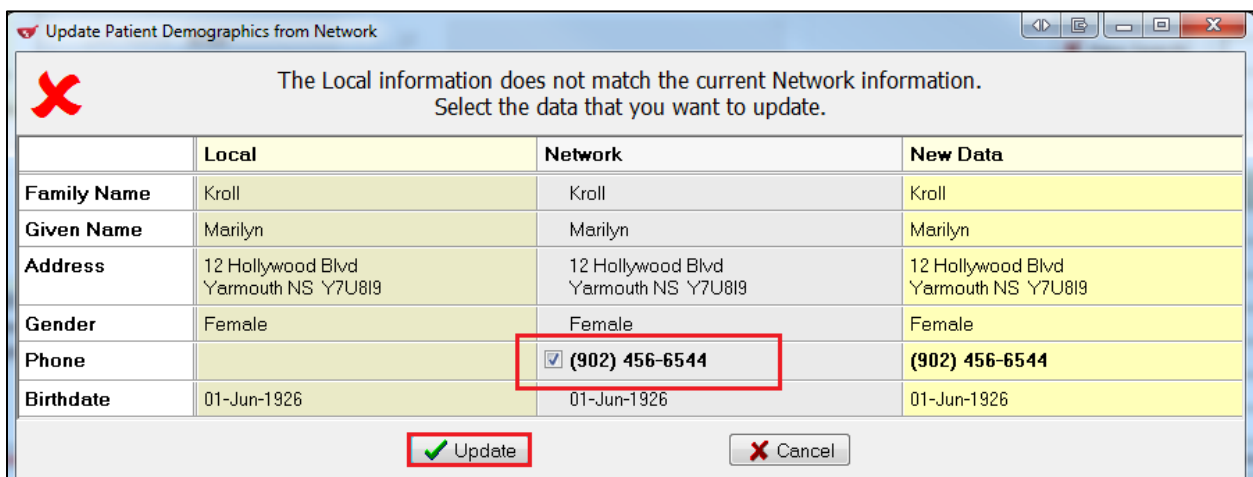
Before using this patient you must synchronize with the network by searching for this patient.

Demographics: Last Name: Kroll, First Name: Marilyn, DOB: 1/6/1926, Sex: Female, Phone: (902) 456-6544. Health Care Number: Type: Nova Scotia PHN.

Please search using the patient's PHN whenever possible to ensure a unique, correct match.

Name	Birthdate	Gender	Address	HCN
			City Prov Postal Phone	Alternate Id
Kroll, Marilyn	01-Jun-1926	Female	12 Hollywood Blvd Yarmouth NS Y7U 8I9	(902) 456-6544
Kroll, Marilyn	01-Jun-1926	Female	12 Hollywood Blvd Yarmouth NS Y7U 8I9	
Kroll, Marilyn	01-Jun-1926	Female	12 Hollywood Blvd Yarmouth nova Y7U 8I9	(902) 998-8765
Telus, Marilyn			12 Hollywood Blvd	

- The **Update demographics from Network** window will appear. This screen allows you to compare information between the local and Network record. Any mismatched fields will be prefixed with a checkbox. Placing a checkmark in any of those boxes will be reflected in the **New Data** column that shows you what you patient record will look like once you update. When you are finished, click **Update**.



The Local information does not match the current Network information. Select the data that you want to update.

	Local	Network	New Data
Family Name	Kroll	Kroll	Kroll
Given Name	Marilyn	Marilyn	Marilyn
Address	12 Hollywood Blvd Yarmouth NS Y7U8I9	12 Hollywood Blvd Yarmouth NS Y7U8I9	12 Hollywood Blvd Yarmouth NS Y7U8I9
Gender	Female	Female	Female
Phone		<input checked="" type="checkbox"/> (902) 456-6544	(902) 456-6544
Birthdate	01-Jun-1926	01-Jun-1926	01-Jun-1926

The patient will be synchronized with DIS and the NSDIS plan will be automatically inserted in the patient card.

F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off F12 - New Rx Alt-X - Start

Last Name: **Kroll** First Name: **Marilyn** Salutation: **OK** Save Scan

Address 1: **12 Hollywood Blvd** Phone Numbers (1): **(902) 456-6544** Birthdate: **01/06/1926**

Address 2: Description: **Home** Phone: **(902) 456-6544** Age: **89 years**

City: **Yarmouth** Prov: **NS** Gender: **Female** Language: **English**

Postal: **Y7U 8B9** Country: **Canada** Height: Weight:

Email: Family Doctor: HCN: **NSDIS**

Quick Code: Send F2 Clear

Comments (0) F2 Ins Del

SubPlan Code	Group ID	Client ID	Expiry
1	NSDIS		

Allergies (2) Add Drug F2 Ins Del

Oxacephems
 Sulfa (Sulfonamide Antibiotics)

Medical Conditions (0) F2 Ins Del

Groups (0) F2 Ins Del

General | Family | Nursing Home | Communication

Patient: Active
 Patient Type: **Human**
 Deceased On:

Prescriptions: **Default (Pickup)**
 Delivery Route:
 Price Group: **<None>**

Drug line 1: **Default (Gener** 2 **Default (Brand**
 Double Count: **Not Required**

Snap Caps Requested Snap Caps Documented
 No Kroll Care Compliance Calendar on Label

Carrier ID: Group ID:
 Client ID: Pat Code:
 Relationship:
 Deduct: **Dollar amount Value:0**

Unit Dose: **<None>**
 Cycle: **<None>**
 Price Group: **<Default> (<None>)**

Rx Totals: Rx Count: **7** Dollar value: **\$4,052.00**
Reset date: ID: **4**

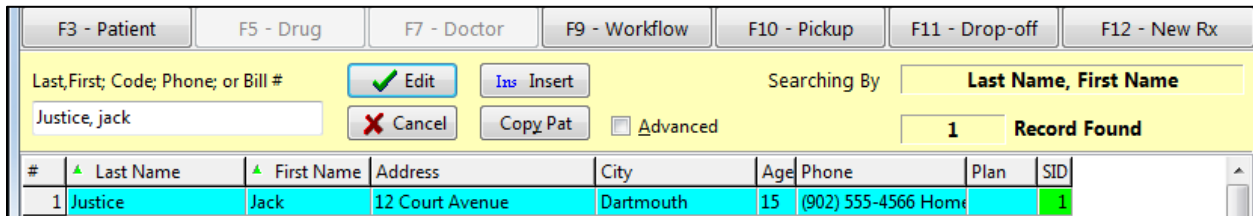
Profile: All Rxs, Active Rxs, Active Rxs w/Passtimes, Refillable Rxs, Pricing Profile, Not Disp./OTC Rxs, Rxs Filled in Error, Suspended Rxs, Perform FDB Analysis

View: Alternate Addresses, Batches, Charting, Consents, Credit Cards, Documents, History, Medication Review/Dialogs, Rx Counseling History, To Do Items, Work Orders

User **KP (Kroll Pharmacist)** DIS 0 NUM 31/03/16 15:39:12

Scenario 2 – Existing Local Patient (Not Synchronized and Not Found in Client Registry)

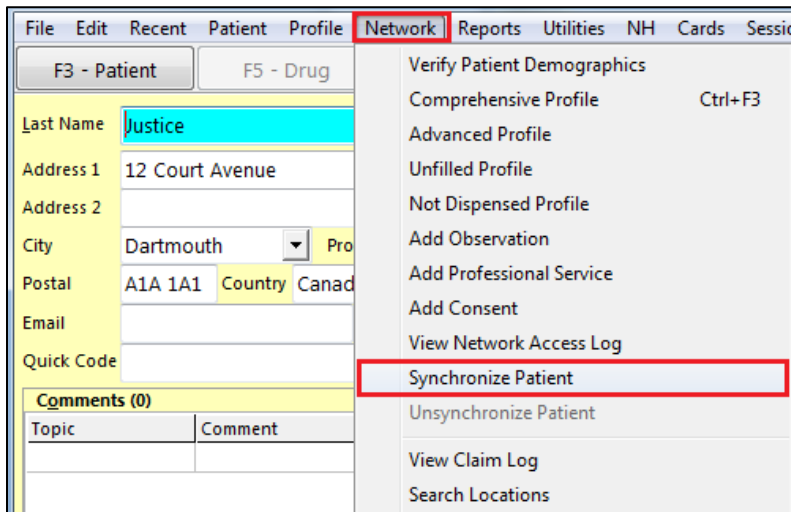
1. Search for the patient using the **F3 - Patient** search; the patient exists locally in your Kroll database, but has not been synchronized with a Network patient record.



Search interface showing results for 'Justice, jack'.

#	Last Name	First Name	Address	City	Age	Phone	Plan	SID
1	Justice	Jack	12 Court Avenue	Dartmouth	15	(902) 555-4566 Home		1

2. From the patient card, go to **Network > Synchronize Patient** and enter your login credentials.

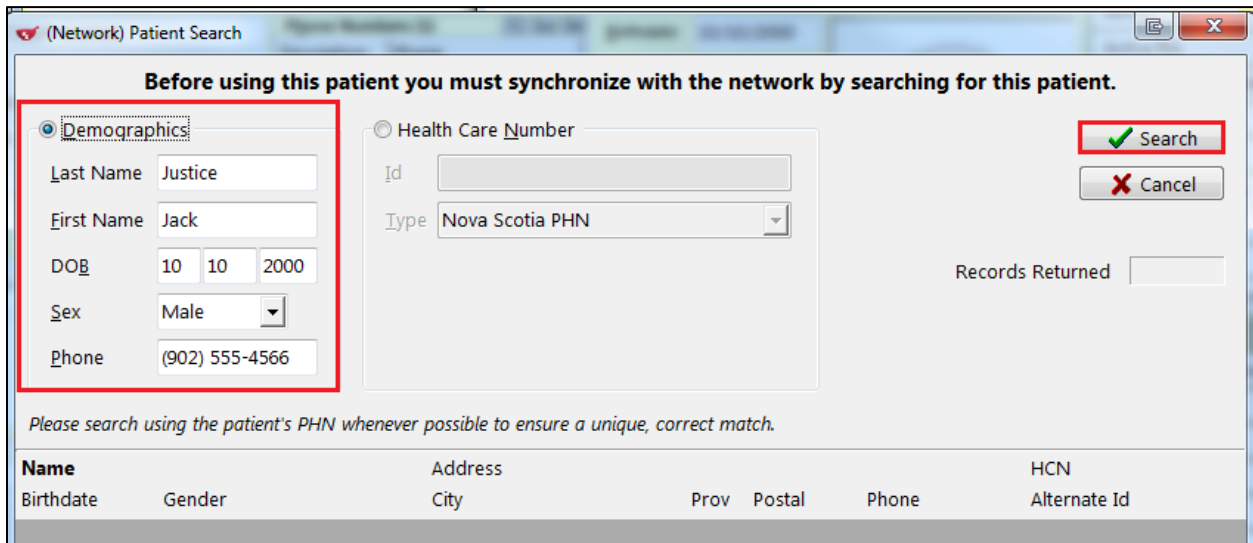


Network menu options:

- Verify Patient Demographics
- Comprehensive Profile (Ctrl+F3)
- Advanced Profile
- Unfilled Profile
- Not Dispensed Profile
- Add Observation
- Add Professional Service
- Add Consent
- View Network Access Log
- Synchronize Patient**
- Unsyncronize Patient
- View Claim Log
- Search Locations

3. Patient information from the local Kroll record will automatically be pulled into the **(Network) Patient Search** and used as search criteria. Click **Search** or press **Enter** on the keyboard to search the CR for a matching patient.

NOTE: When the **Personal Health Number** is not available, the **'Last Name + Given Name'** or **'Last Name + Full Date of Birth'** must be provided in order to initiate the search.



(Network) Patient Search

Before using this patient you must synchronize with the network by searching for this patient.

Demographics

Last Name: Justice
 First Name: Jack
 DOB: 10 / 10 / 2000
 Sex: Male
 Phone: (902) 555-4566

Health Care Number

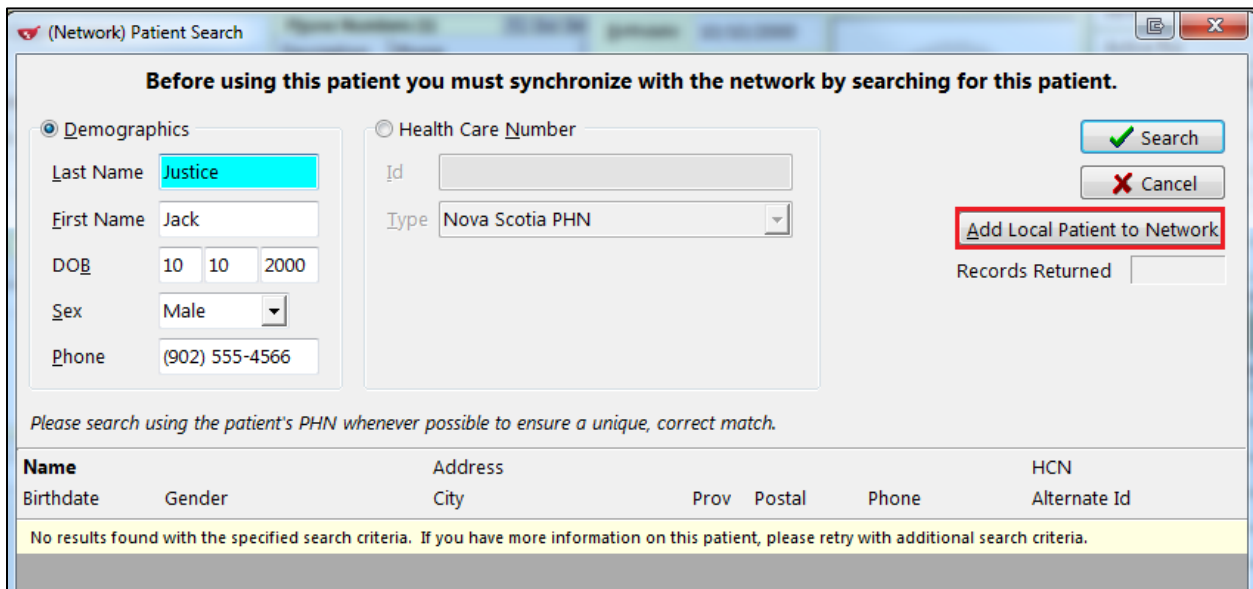
Id:
 Type: Nova Scotia PHN

Records Returned:

Please search using the patient's PHN whenever possible to ensure a unique, correct match.

Name	Gender	Address	City	Prov	Postal	Phone	HCN	Alternate Id
Birthdate								

4. If an exhaustive search on the Network has been made for the local patient, but no records are found, click **Add Local Patient to the Network**.



(Network) Patient Search

Before using this patient you must synchronize with the network by searching for this patient.

Demographics

Last Name: Justice
 First Name: Jack
 DOB: 10 / 10 / 2000
 Sex: Male
 Phone: (902) 555-4566

Health Care Number

Id:
 Type: Nova Scotia PHN

Records Returned:

Please search using the patient's PHN whenever possible to ensure a unique, correct match.

Name	Gender	Address	City	Prov	Postal	Phone	HCN	Alternate Id
Birthdate								

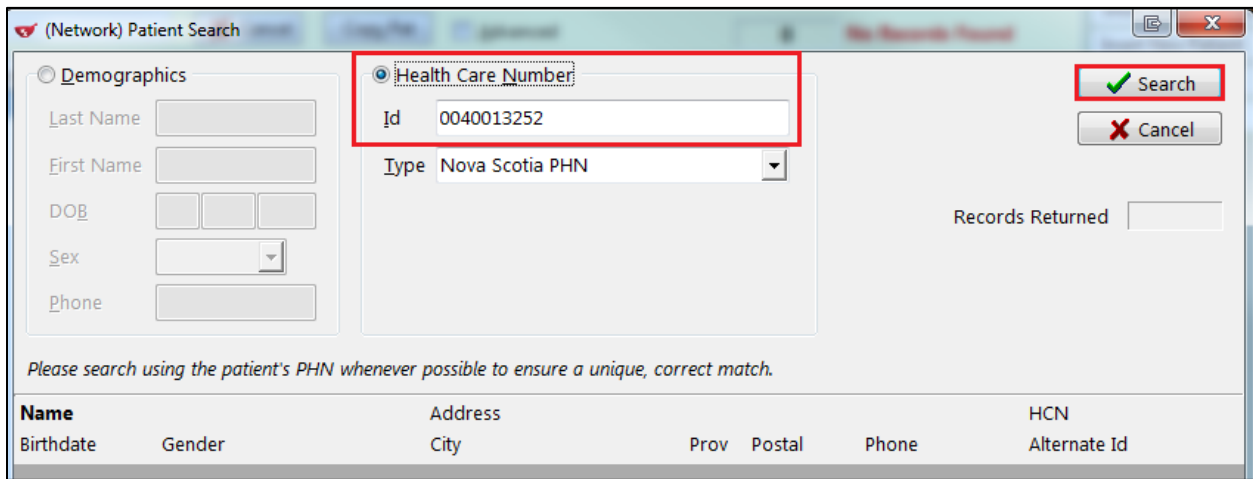
No results found with the specified search criteria. If you have more information on this patient, please retry with additional search criteria.

- The patient will be added to the Network. The NSDIS plan will be automatically inserted in the patient card.

Scenario 3 – New Patient (Not Found in Kroll but exists in Client registry)

- Search for the patient using the **F3 - Patient** search. If provided, use the patient’s HCN as this is the preferred method to search the network. Verify the patient does not exist. Click **Search** or press the **Enter** key on the keyboard to start a **(Network) Patient Search**.

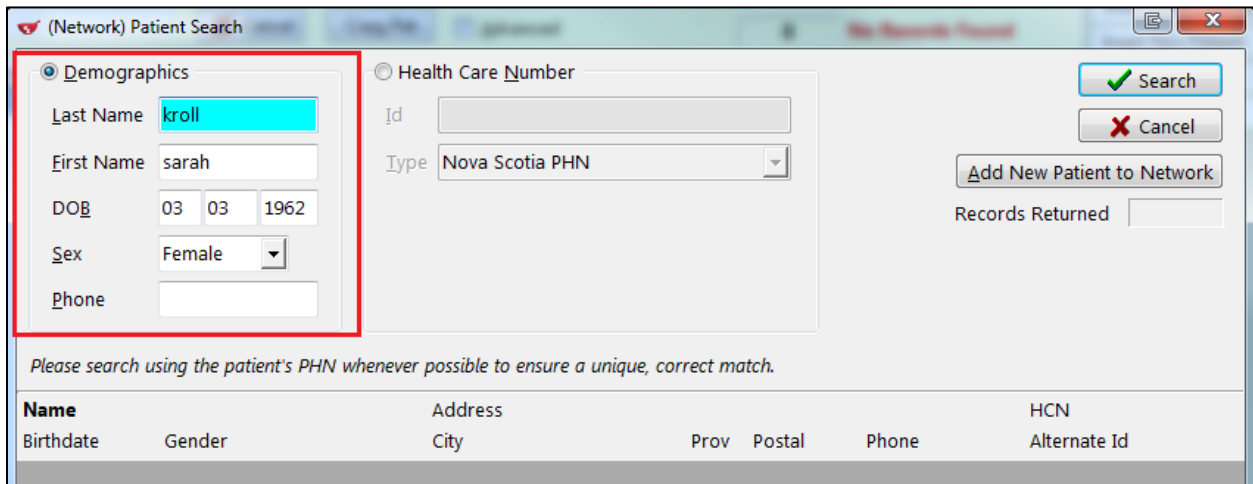
2. The **Health Care Number** will be automatically inserted. Click **Search**.



The screenshot shows the "(Network) Patient Search" window. The "Health Care Number" radio button is selected. The "Id" field contains "0040013252" and the "Type" dropdown is set to "Nova Scotia PHN". The "Search" button is highlighted with a red box. Below the form, a table header is visible:

Name		Address			HCN	
Birthdate	Gender	City	Prov	Postal	Phone	Alternate Id

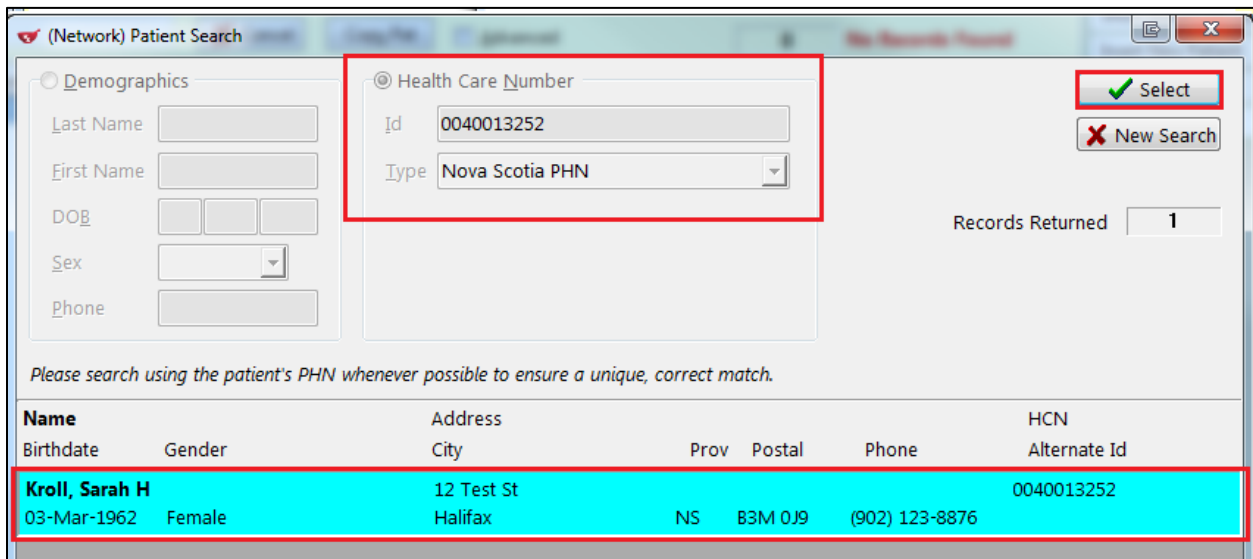
NOTE: When the health care number is not available, search by demographics.



The screenshot shows the "(Network) Patient Search" window with the "Demographics" radio button selected. The "Last Name" field is highlighted in cyan and contains "kroll". Other demographic fields include "First Name" (sarah), "DOB" (03/03/1962), and "Sex" (Female). The "Health Care Number" section is unselected. The "Search" button is highlighted with a red box. Below the form, a table header is visible:

Name		Address			HCN	
Birthdate	Gender	City	Prov	Postal	Phone	Alternate Id

3. With a Health Care Number search, an exact match should be found. Click **Select**.



(Network) Patient Search

Demographics

Health Care Number

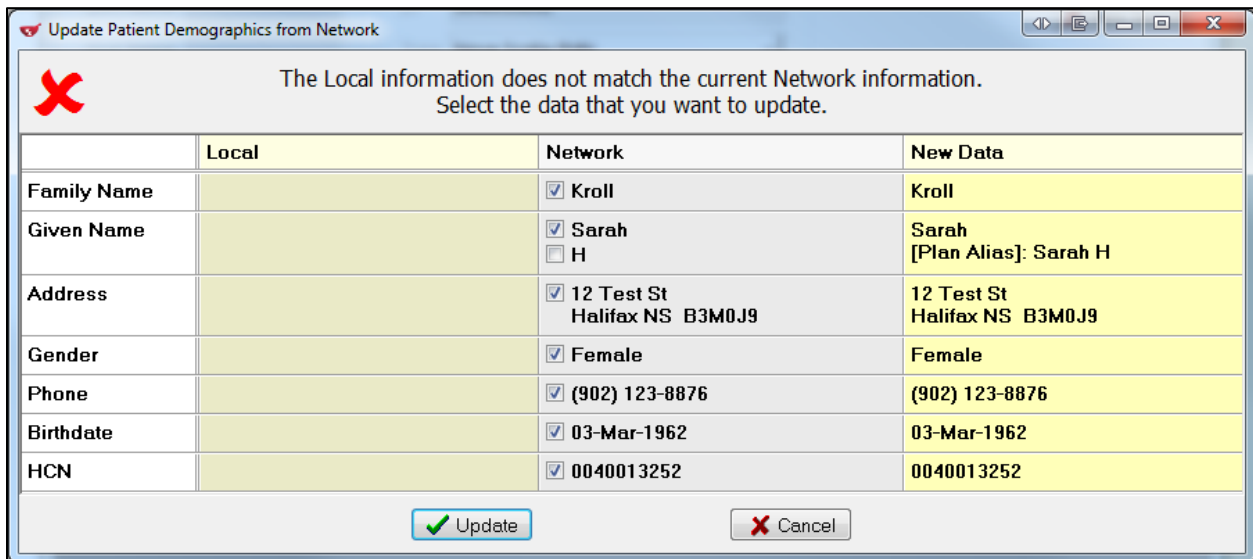
Id: 0040013252
Type: Nova Scotia PHN

Records Returned: 1

Please search using the patient's PHN whenever possible to ensure a unique, correct match.

Name	Address	HCN
Birthdate	City	Alternate Id
Gender	Prov	Postal
Phone		
Kroll, Sarah H	12 Test St	0040013252
03-Mar-1962	Halifax	
Female	NS	B3M0J9
(902) 123-8876		

4. The **Patient Update** screen will open allowing you to select the information to use from the Client Registry to create the local patient record. Click **Update**.



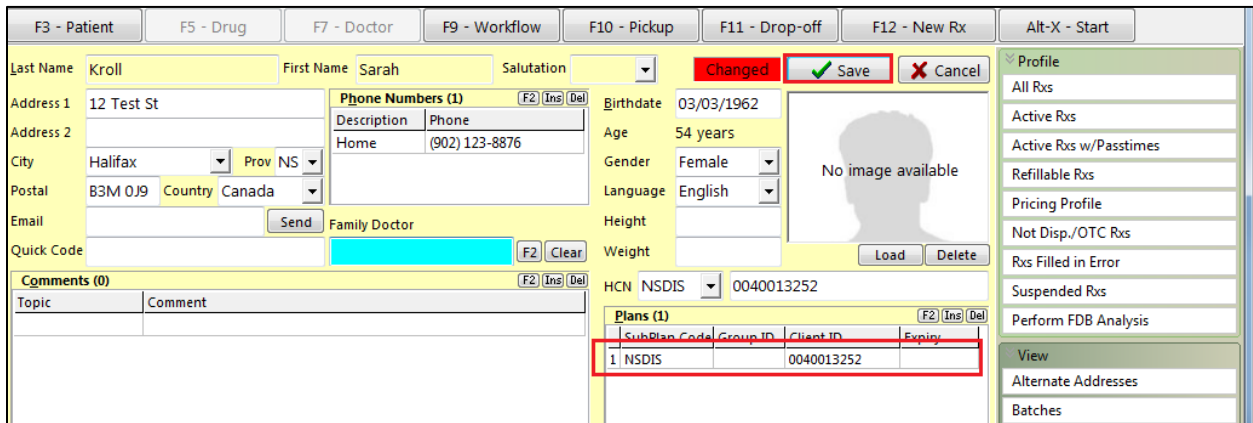
Update Patient Demographics from Network

The Local information does not match the current Network information.
Select the data that you want to update.

	Local	Network	New Data
Family Name		<input checked="" type="checkbox"/> Kroll	Kroll
Given Name		<input checked="" type="checkbox"/> Sarah <input type="checkbox"/> H	Sarah [Plan Alias]: Sarah H
Address		<input checked="" type="checkbox"/> 12 Test St Halifax NS B3M0J9	12 Test St Halifax NS B3M0J9
Gender		<input checked="" type="checkbox"/> Female	Female
Phone		<input checked="" type="checkbox"/> (902) 123-8876	(902) 123-8876
Birthdate		<input checked="" type="checkbox"/> 03-Mar-1962	03-Mar-1962
HCN		<input checked="" type="checkbox"/> 0040013252	0040013252

Update Cancel

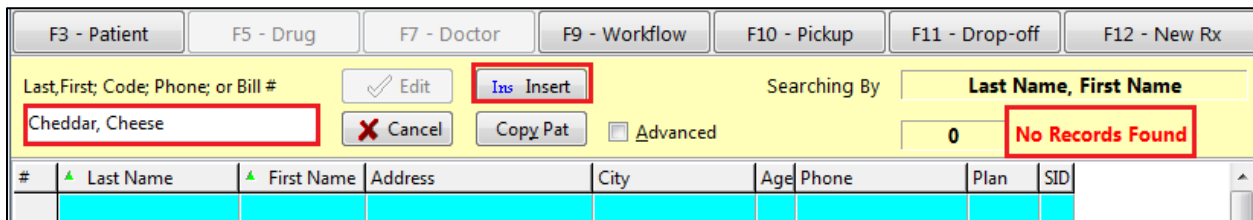
- A patient card will be created created with the NSDIS plan automatically inserted. Click **Save**. This will sync the local record with the Network.



Plans (1)	
SubPlan Code	Group ID / Client ID
1 NSDIS	0040013252

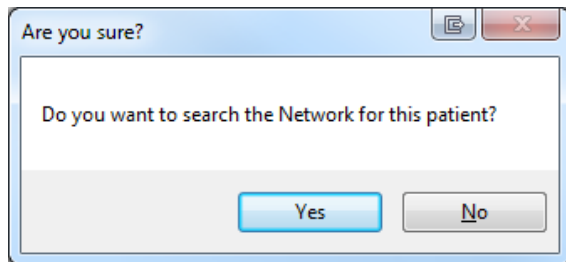
Scenario 4 – New Patient (Not Found in Kroll or CR)

- Search for the patient using the **F3 - Patient** search.
- Verify that the patient does not exist in the local Kroll database, then click **Ins** or press **Insert** on the keyboard.



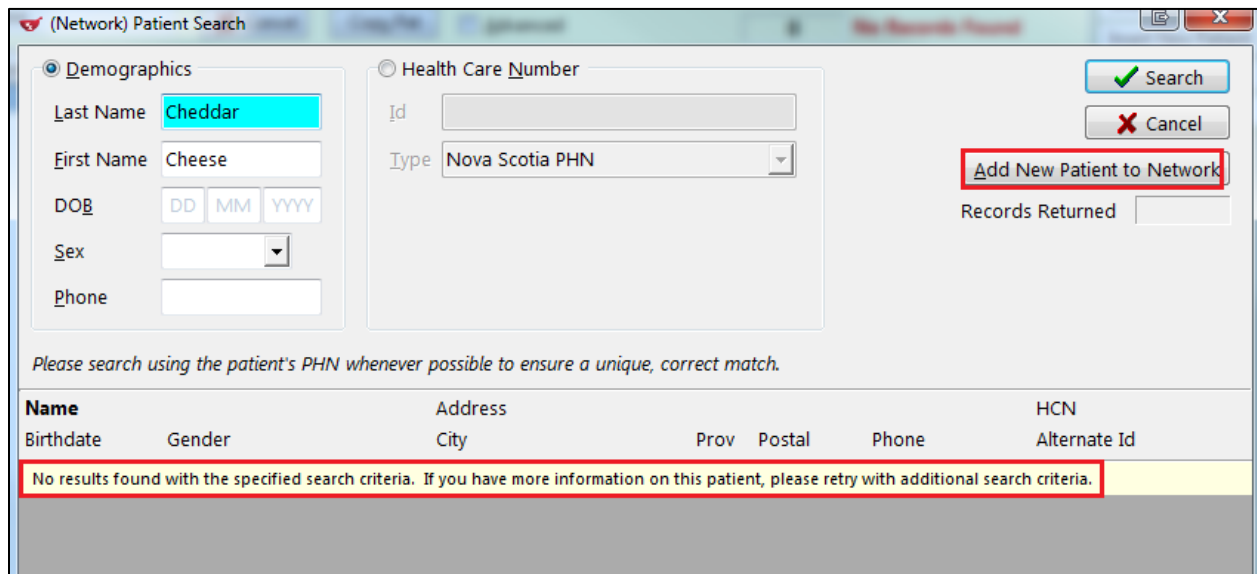
#	Last Name	First Name	Address	City	Age	Phone	Plan	SID
0 No Records Found								

- When asked 'Do you want to search the Network for this patient?' answer **Yes** to search the CR for a matching patient.



- Input all available patient information into the **Network Patient Search** window and click **Search** or press **Enter** on the keyboard to search the CR for the patient.

- If all available patient information has been entered to search for the patient and still no matching results are returned, click **Add New Patient to Network** or **CTRL-A**.



(Network) Patient Search

Demographics
 Health Care Number

Last Name:

First Name:

DOB:

Sex:

Phone:

Id:

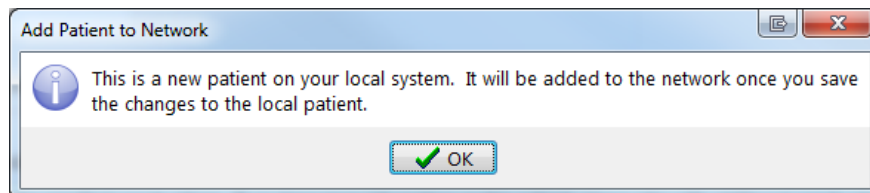
Type:

Records Returned:


Please search using the patient's PHN whenever possible to ensure a unique, correct match.

Name	Address	HCN
Birthdate	Gender	City
	Prov	Postal
	Phone	Alternate Id
No results found with the specified search criteria. If you have more information on this patient, please retry with additional search criteria.		

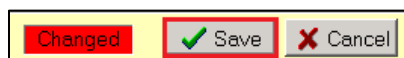
- You will then receive a warning that this is a new patient and they will be added to the Network once you have saved the changes to the local system.



Add Patient to Network

 This is a new patient on your local system. It will be added to the network once you save the changes to the local patient.

- Complete all necessary patient information and click **Save** or press **Enter** on the keyboard to save the patient file. Note that data will now be recorded on Nova Scotia DIS for this patient.

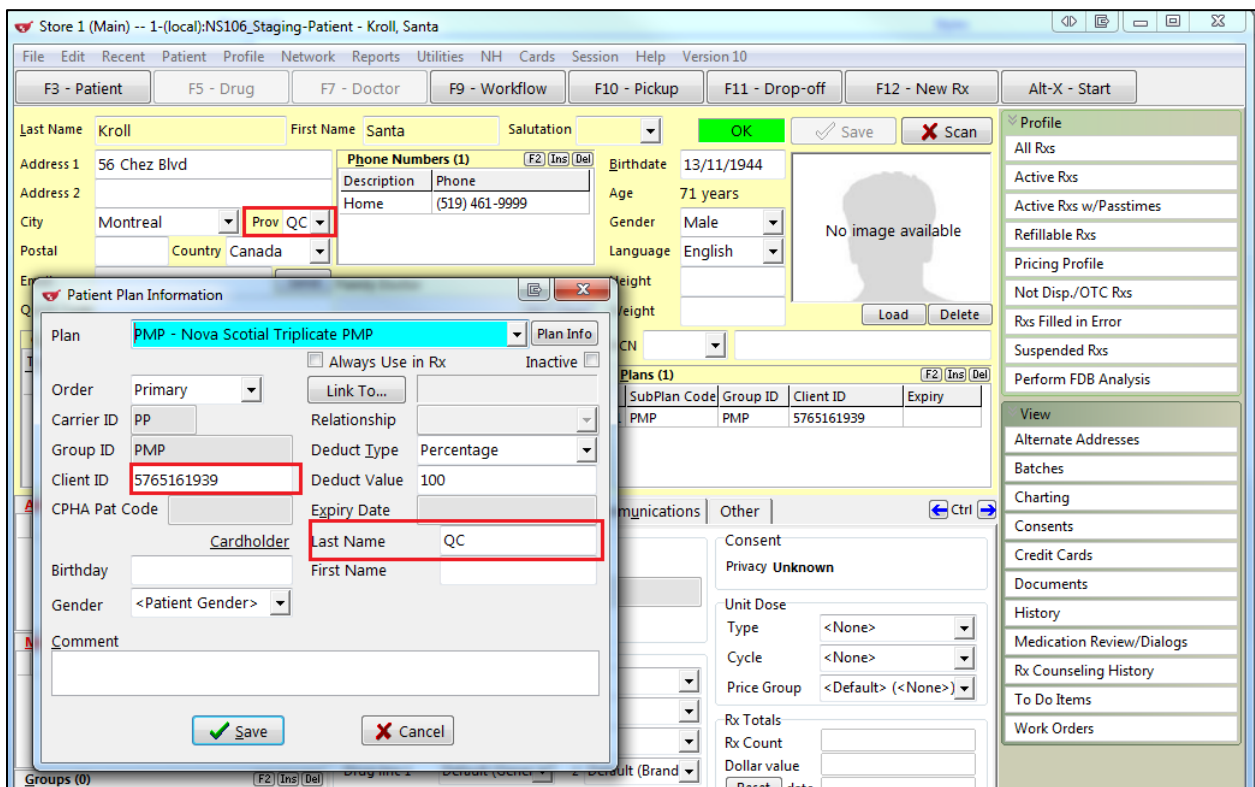


Out of Province Patients (Includes CAF and RCMP Members) – Alternate IDs

Some Nova Scotian patients will have a PHN issued out of province, or from a Federal Agency.

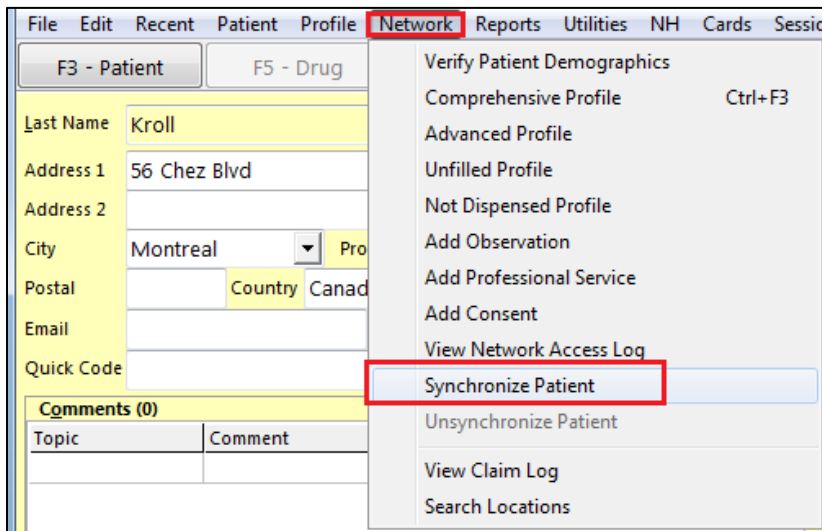
Existing Local Patient

1. For out-of-province patients that have an alternate PHN, will have a PMP plan entered with the patient’s PHN and in the last name field, the province of issue. In the below example, the patient has a PHN from Quebec.

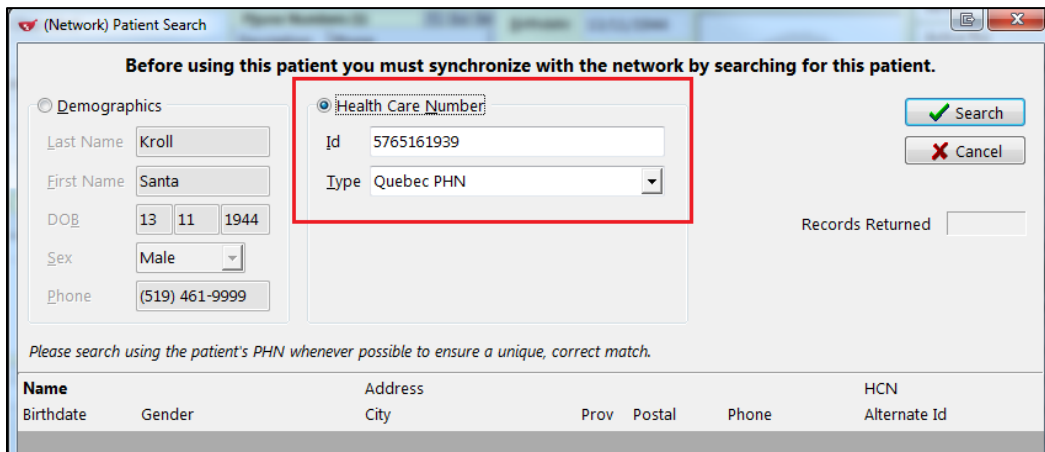


The screenshot displays the 'Patient Plan Information' dialog box in the DIS software. The main patient profile shows 'Santa Kroll' with a birthdate of 13/11/1944 and a home phone number (519) 461-9999. The patient's address is 56 Chez Blvd, Montreal, QC, Canada. The 'Patient Plan Information' window is open, showing a plan named 'PMP - Nova Scotial Triplicate PMP'. The 'Client ID' is 5765161939, and the 'Last Name' is set to 'QC'. The 'Expiry Date' field is empty. The 'Cardholder' section is also visible, with 'Last Name' set to 'QC'.

2. Go to **Network>Synchronize Patient**. Enter your login credentials.



3. On the **(Network) Patient Search**, the **Type** is set to **Quebec PHN**. Click **Search**.



- a) If the patient is found, the CR will return the **Alternate ID** in the field directly below the PHN field

(Network) Patient Search

Before using this patient you must synchronize with the network by searching for this patient.

Demographics: Last Name: Kroll, First Name: Santa, DOB: 13/11/1944, Sex: Male, Phone: (519) 461-9999

Health Care Number: Id: 5765161939, Type: Quebec PHN

Records Returned: 1

Please search using the patient's PHN whenever possible to ensure a unique, correct match.

Name	Address	HCN
Birthdate	Gender	City
		Prov
		Postal
		Phone
		Alternate Id
Kroll, Santa	56 Chez Blvd	
13-Nov-1944	Male	Montreal
		QC
		(519) 461-9999
		QC PHN: 5765161939

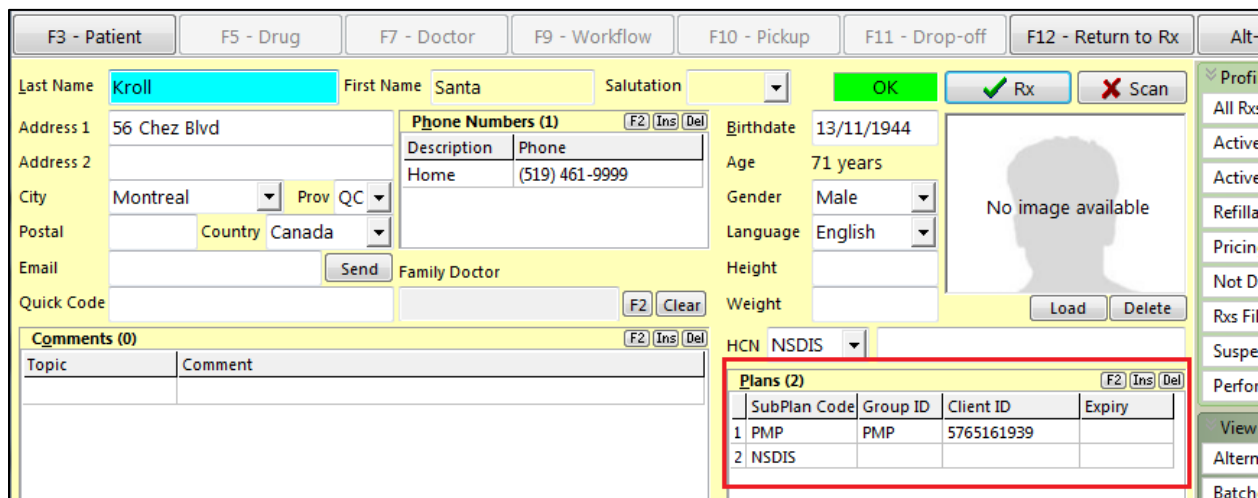
- b) If the patient is not found, perform a new search with patient demographics. If the patient is still not found, add the local patient to Network as outlined in the [Scenario 4 – New Patient \(Not Found in Kroll or CR\)](#) section.
4. Selecting the patient will call up the **Patient Update** window. Select all the parameters that need to be updated into the local Kroll patient card and click **Update** or press **Enter** on the keyboard.

Update Patient Demographics from Network

X The Local information does not match the current Network information. Select the data that you want to update.

	Local	Network	New Data
Family Name	Kroll	Kroll	Kroll
Given Name	Santa	Santa	Santa
Address	56 Chez Blvd Montreal QC	56 Chez Blvd Montreal QC	56 Chez Blvd Montreal QC
Gender	Male	Male	Male
Phone	Home: (519) 461-9999	(519) 461-9999	Home: (519) 461-9999
Birthdate	13-Nov-1944	13-Nov-1944	13-Nov-1944
Alternate Id	QC PHN: 5765161939	QC PHN: 5765161939	QC PHN: 5765161939

5. A blank ID **NSDIS Plan** will be added to the patient card.

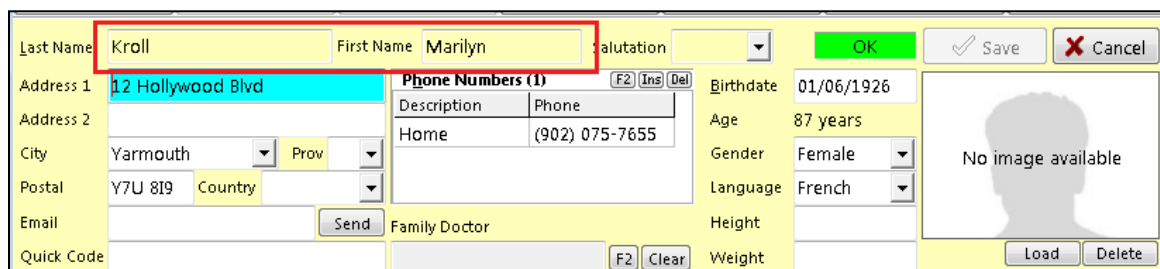


SubPlan Code	Group ID	Client ID	Expiry
1 PMP	PMP	5765161939	
2 NSDIS			

Patient with Multiple Given Names

Pharmacy users will often encounter situations where a patient will go by multiple names. For example, a patient may have registered with Nova Scotia Health under the first name Robert, but would like the name on his vial labels to read Bob. A patient may have registered with Nova Scotia Health using their maiden name, and then get married and adopt their spouse’s last name without informing the provincial Client Registry. In situations like these, users can send one name to DIS (or any Plan) and have another name printed and recorded on the local Kroll patient file. This can be achieved as follows:

1. Search for and call up the local **F3 - Patient Card**.
2. Enter the name that the patient would like printed on the vial label in the **First Name** and/or **Last Name** field.



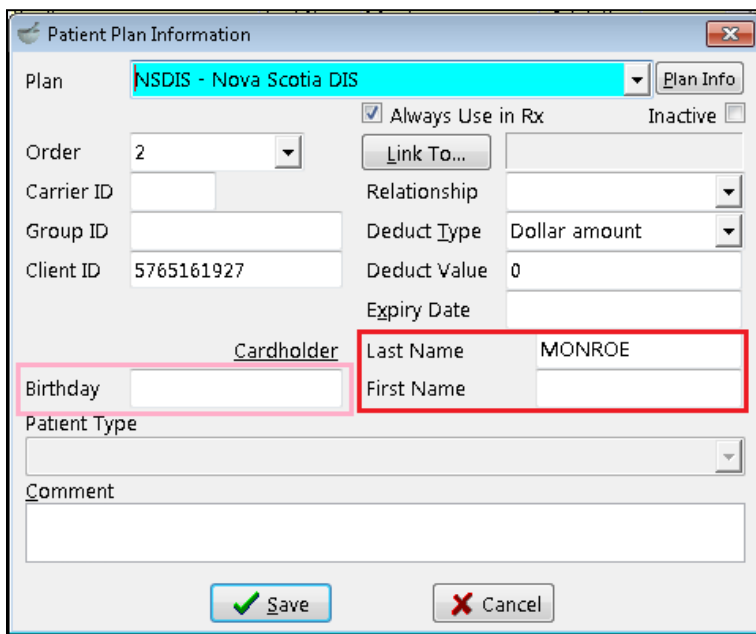
3. Double click the **Nova Scotia DIS** plan under the **Plans** section to call up the **Patient Plan Information** window.

PHN	NSDIS	5765161927	
Plans (2) F2 Ins Del			
SubPlan Code	Group ID	Client ID	Expiry
1 NSPMP	PMP	5765161927	
2 NSDIS		5765161927	

4. From the **Nova Scotia DIS Patient Plan Information** window, enter the name(s) the patient used to register with DIS and click **Save** or press **Enter** on the keyboard. The name(s) entered here will be sent to DIS.

NOTE: The **First Name** or **Last Name Alias** can be left blank if it is the same as the name entered on the main patient card.

NOTE: You may also do DOB alias for specific plans. Enter the patient’s actual DOB on the patient card, and use the birthday alias field on the appropriate plan.



Patient Plan Information

Plan: NSDIS - Nova Scotia DIS Plan Info

Always Use in Rx Inactive

Order: 2 Link To...

Carrier ID: Relationship:

Group ID: Deduct Type: Dollar amount

Client ID: 5765161927 Deduct Value: 0

Expiry Date:

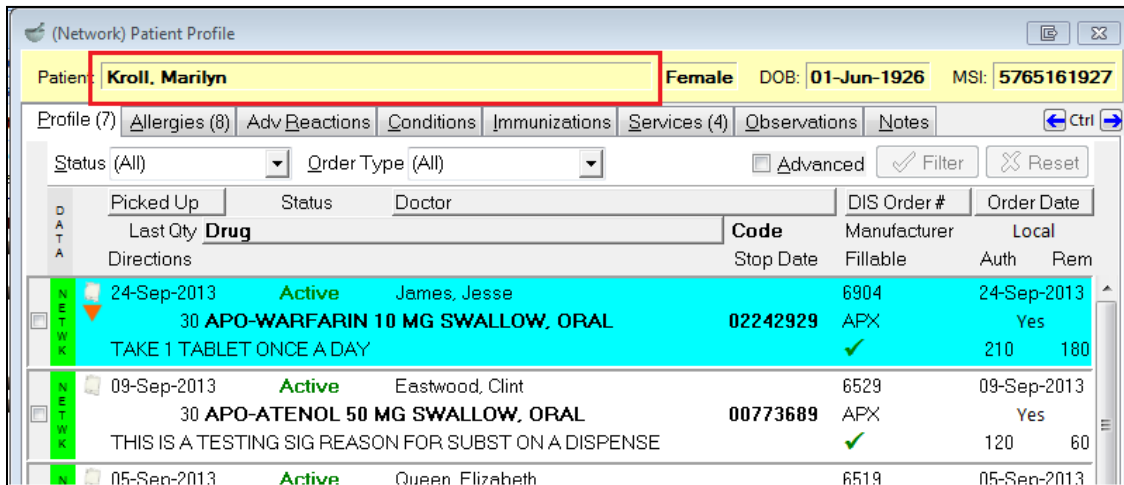
Cardholder:

Birthday Last Name: MONROE
 First Name

Patient Type:

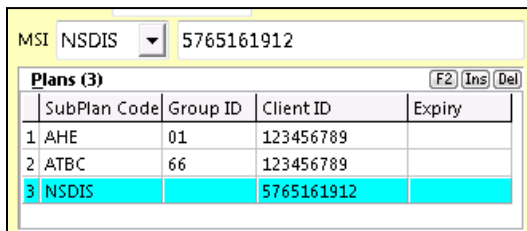
Comment:

5. When the **Network Patient Profile** is retrieved for the patient, the name on the main patient card will be displayed.

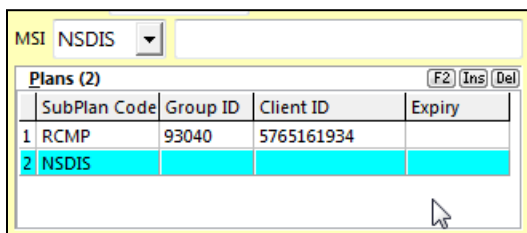


- In order to successfully send a prescription to the network via the DIS plan, the patient will require an **NSDIS** Plan entry. If the Patient has a valid **Nova Scotia PHN**, the NSDIS plan entry will be populated with their Nova Scotia PHN. If the patient does not have a Nova Scotia PHN, this plan will show as a blank entry.

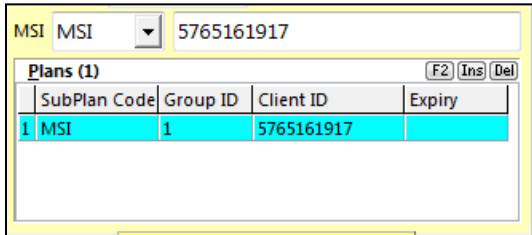
Patient with a Nova Scotia PHN:



Patient without a Nova Scotia PHN:



- Patients with an MSI or family Pharmacare plan entry do not require an additional NSDIS plan, and will only show the provincial plan.

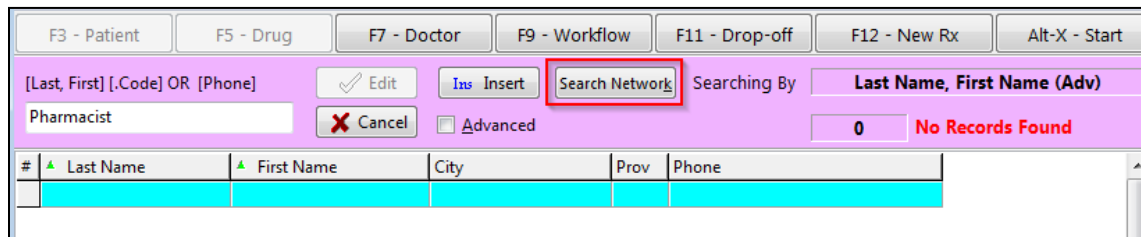


Plans (1)				F2	Ins	Del
SubPlan Code	Group ID	Client ID	Expiry			
1	MSI	1	5765161917			

- Once the DIS plan has been entered on the patient card, ensure that it is set as the last plan.

Searching for a Prescriber on the Provider Registry

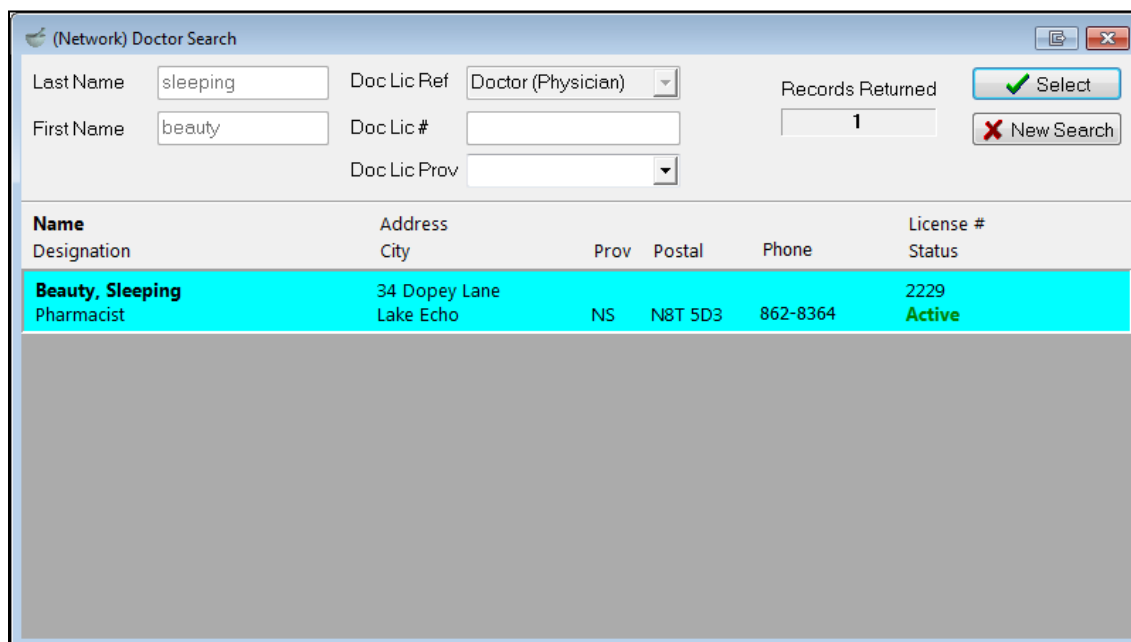
If a prescriber does not yet exist in the local system, click **Search Network** to add the prescriber's information to the local system.



Advanced

 No Records Found

#	Last Name	First Name	City	Prov	Phone



sleeping
 beauty
 Doctor (Physician)
 1

Name	Address	Prov	Postal	Phone	License #
Designation	City				Status
Beauty, Sleeping Pharmacist	34 Dopey Lane Lake Echo	NS	N8T 5D3	862-8364	2229 Active

Once the prescriber is found, you will be prompted to add/update any information if any on the local system.

Update Doctor from Network

The Local information does not match the current Network information.
Select the data that you want to update.

	Local	Network	New Data
Name		<input checked="" type="checkbox"/> Beauty, Sleeping	Beauty, Sleeping
Address		<input checked="" type="checkbox"/> 34 Dopey Lane Lake Echo NS N8T5D3	34 Dopey Lane Lake Echo NS N8T5D3
Phone		<input checked="" type="checkbox"/> 862-8364	862-8364
Designation		<input checked="" type="checkbox"/> Pharmacist	Pharmacist
License #		<input checked="" type="checkbox"/> 2229	2229
Lic. Prov		<input checked="" type="checkbox"/> NS	NS

File Edit Doctor Network Reports Utilities Cards Session Help

F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F11 - Drop-off F12 - New Rx Alt-X - Start

Last Name **Beauty** First Name Sleeping Salutation Dr. QuickCode OK Save Scan

Addresses

Add Modify Delete Primary Location Doctor Active

Locations (1) (F2) (Ins) (Del)

Office

Address 1 34 Dopey Lane

Address 2

City Lake Echo Prov NS (Nova Scotia)

Postal N8T 5D3 Country

Phone 862-8364 Fax

Comments (0) (F2) (Ins) (Del)

Topic Comment

Phone Numbers (1) (F2) (Ins) (Del)

Description Phone

Office 862-8364

Groups (0) (F2) (Ins) (Del)

General

Doctor Information

Dsignation Pharmacist

Specialty

Dispensing Rights Full Rights

Written Language English

Spoken Language

Email Send

Dates

Created On 12/02/2014 20:51:56

Changed On 12/02/2014 20:51:56

Last Rx On

Primary License Number

License 2229

Prov NS (Nova Scotia)

Override Ref ID 36

Signature

Alternate License Number

License

Prov

Override Ref ID

Prescriptions/Refills

No Kroll Care

No Fax Refills

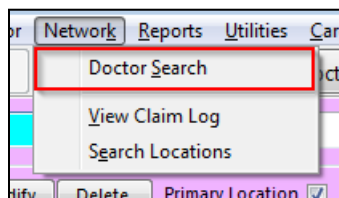
No Phone Refills

No image available

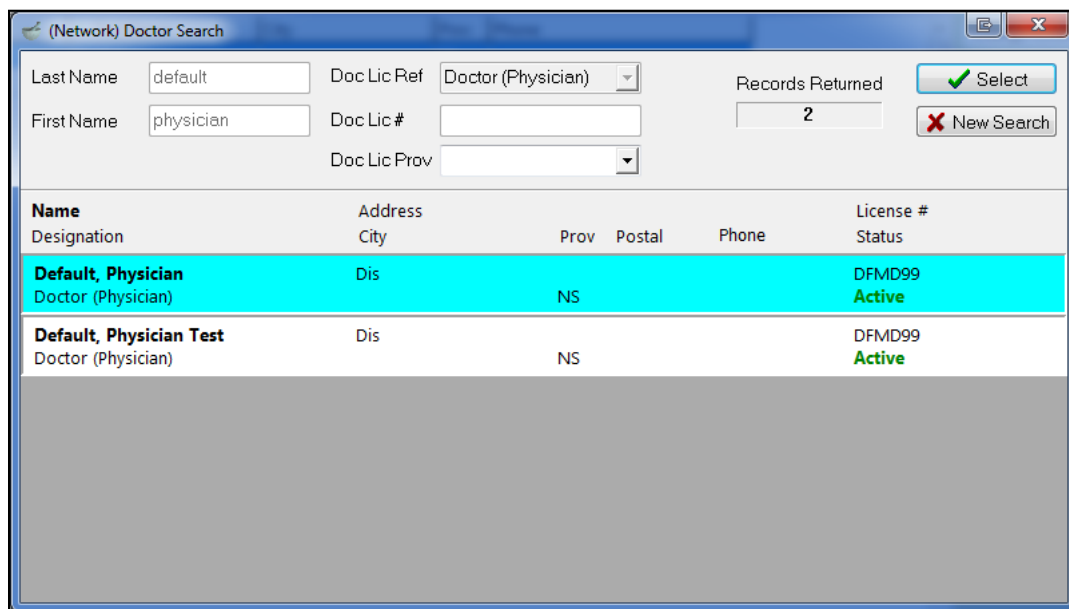
Load Delete

User LSR (Lana) DIS 0 NUM 12/02/14 20:52:00

You may also elect to update existing prescribers using **Network > Doctor Search**.



NOTE: All provincially registered prescribers should exist in the Nova Scotia provider registry. If the prescriber does not exist, search for the 'default' prescriber.



(Network) Doctor Search

Last Name: default Doc Lic Ref: Doctor (Physician) Records Returned: 2

First Name: physician Doc Lic #: Doc Lic Prov:

Name	Address	Prov	Postal	Phone	License #	Status
Default, Physician Doctor (Physician)	Dis	NS			DFMD99	Active
Default, Physician Test Doctor (Physician)	Dis	NS			DFMD99	Active

NOTE: Other "default" providers that can be used.

NAME	Provider Role	Provider Status	License Number	OID Description
DEFAULT DENTALHYGIENIST	DH	active	DFDH99	NS Default Provider - Dental Hygienist
DEFAULT OPTOMETRIST	OPTOPT	active	DFOPT99	NS Default Provider - Optometrist
DEFAULT PHYSICIAN	MD	active	DFMD99	NS Default Provider - Physician
DEFAULT DENTIST	DEN	active	DFDEN99	NS Default Provider - Dentist
DEFAULT MIDWIFE	RM	active	DFRM99	NS Default Provider - Midwife
DEFAULT NURSEPRACTITIONER	RNP	active	DFRNP99	NS Default Provider - Reg Nurse Practitioner
DEFAULT PHARMACIST	PHARM	active	DFPHC99	NS Default Provider - Pharmacist
DEFAULT REGISTEREDNURSE	RN	active	DFRN99	NS Default Provider - Reg Nurse
DEFAULT OTHERPRACTITIONER	MD	active	DFOTHER99	NS Default Provider - Physician
DEFAULT OOP BENZO	MD	active	DFMDBEN99	NS Default Provider - Physician

Filling Prescriptions on Nova Scotia DIS

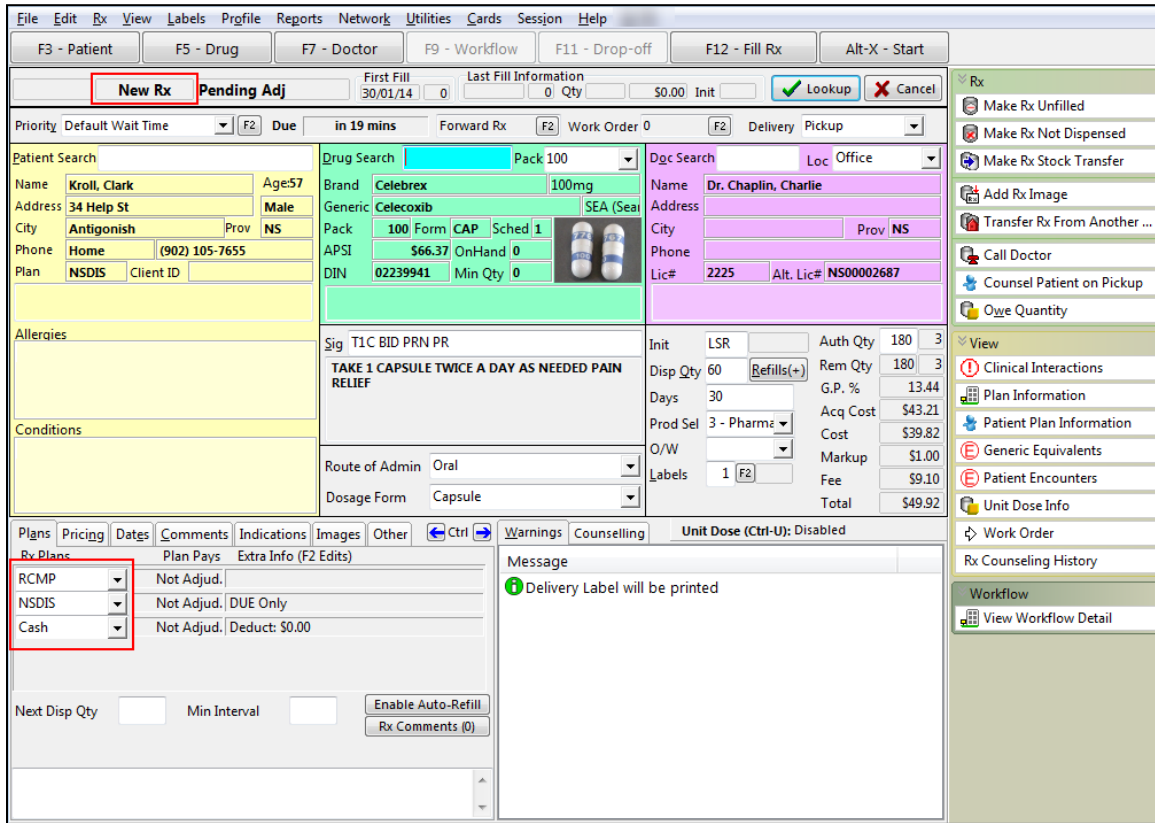
Once Nova Scotia DIS is integrated with Kroll, you must complete the following steps before filling a prescription:

1. Search for the patient in Kroll and synchronize the patient to Nova Scotia DIS.
2. View the patient’s (Network) Patient Profile.
3. Assess the patient (e.g., view Allergies, Detected Issues, Notes, etc.)
4. Assess the prescription that is being filled.

All prescriptions filled for human patients in Nova Scotia must be sent to Nova Scotia DIS for clinical recording. With Nova Scotia DIS integration in Kroll, prescriptions should first be adjudicated to all fiscal plan(s) for financial reimbursement, and then sent to DIS for clinical recording. The “cash” plan will always come after the DIS plan. This sequence of plans allows prescriptions to be billed, and then logged on the Nova Scotia DIS before passing down any remaining co-payment amounts to the patient. In the event that the DIS Network is down, you can bill the fiscal plans, print the label, and then place the Rx in a **Network Pending Queue** until the DIS Network is back up. At which point the Rx can be completed in its entirety (Please see the section on [What to do When the Nova Scotia DIS is Unavailable](#) for more information).

Dispensing a New Rx (Inferred)

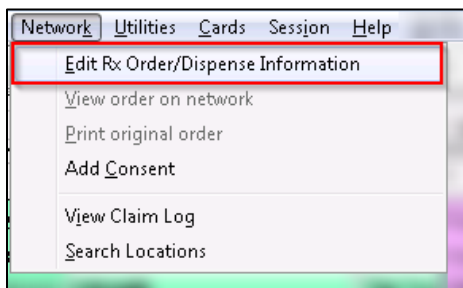
1. Complete the patient, drug, doctor, sig, dispense information, etc. from the **F12 - Filling** screen.



The screenshot displays the 'F12 - Filling' screen with the following details:

- Buttons:** F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F11 - Drop-off, **F12 - Fill Rx**, Alt-X - Start
- Buttons:** New Rx (highlighted), Pending Adj, Lookup, Cancel
- Patient Search:** Name: Kroll, Clark; Age: 57; Address: 34 Help St; City: Antigonish; Phone: (902) 105-7655; Plan: NSDIS
- Drug Search:** Brand: Celebrex 100mg; Generic: Celecoxib; Pack: 100 Form CAP; Price: \$66.37; DIN: 02239941
- Doctor Search:** Name: Dr. Chaplin, Charlie; Loc: Office; City: NS; Lic#: 2225; Alt. Lic#: NS00002687
- Sig:** T1C BID PRN PR; TAKE 1 CAPSULE TWICE A DAY AS NEEDED PAIN RELIEF
- Dispense Info:** Route of Admin: Oral; Dosage Form: Capsule; Labels: 1
- Financials:** Total: \$49.92
- RCMP Dropdown (highlighted):**
 - RCMP: Not Adjud.
 - NSDIS: Not Adjud. DUE Only
 - Cash: Not Adjud. Deduct: \$0.00

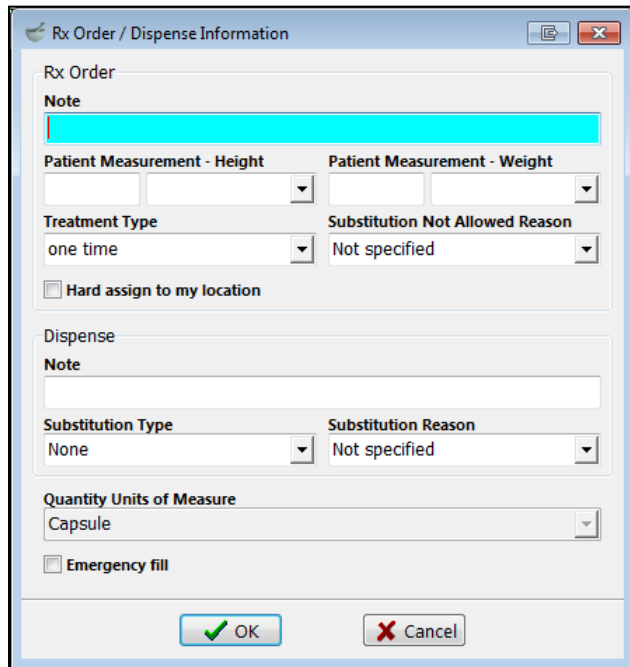
2. You can choose to add supplementary information regarding the dispense. From the **F12 - Filling** screen, select **Network > Edit Rx Order/Dispense Information**.



The screenshot shows the 'Network' menu with the following options:

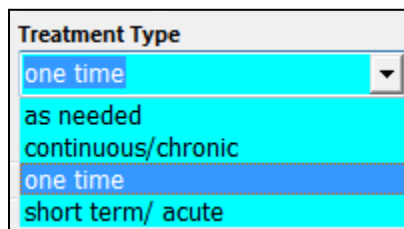
- Edit Rx Order/Dispense Information** (highlighted)
- View order on network
- Print original order
- Add Consent
- View Claim Log
- Search Locations

The **Rx Order / Dispense Information** window will appear displaying both the **Rx Order** and the **Dispense** information.

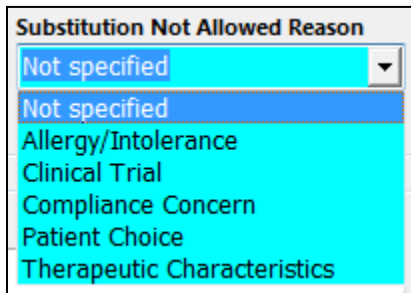


Rx Order:

- a) **Note:** Allows you to add a note to the Rx order;
- b) **Patient Measurement – Height:** Allows you to record the patient’s current height measurement;
- c) **Patient Measurement – Weight:** Allows you to record the patient’s current weight measurement;
- d) **Treatment Type:** Allows you to record the rational for the treatment;



- e) **Substitution Not Allowed Reason:** Allows you to record the reason for 'No Substitutions' on the Rx order;

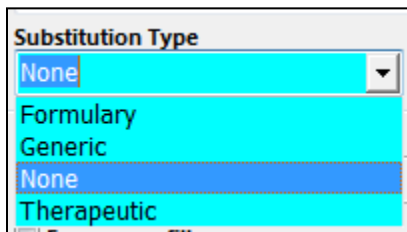


A screenshot of a dropdown menu titled "Substitution Not Allowed Reason". The menu is open, showing a list of options: "Not specified", "Allergy/Intolerance", "Clinical Trial", "Compliance Concern", "Patient Choice", and "Therapeutic Characteristics". The "Not specified" option is currently selected and highlighted in blue.

- f) **Hard Assign to my Location:** Allows you to set this order as only dispensable from this location.

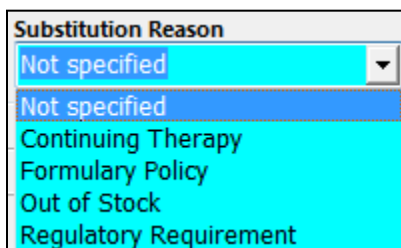
Dispense Information:

- a) **Note:** Allows you to add a note to the dispense;
- b) **Substitution Type:** If a drug substitution was made for this dispense, allows you to indicate the type of substitution;



A screenshot of a dropdown menu titled "Substitution Type". The menu is open, showing a list of options: "None", "Formulary", "Generic", "None", and "Therapeutic". The "None" option is currently selected and highlighted in blue.

- c) **Substitution Reason:** If a drug substitution was made, allows you to indicate the reason for substitution;



A screenshot of a dropdown menu titled "Substitution Reason". The menu is open, showing a list of options: "Not specified", "Continuing Therapy", "Formulary Policy", "Out of Stock", and "Regulatory Requirement". The "Not specified" option is currently selected and highlighted in blue.

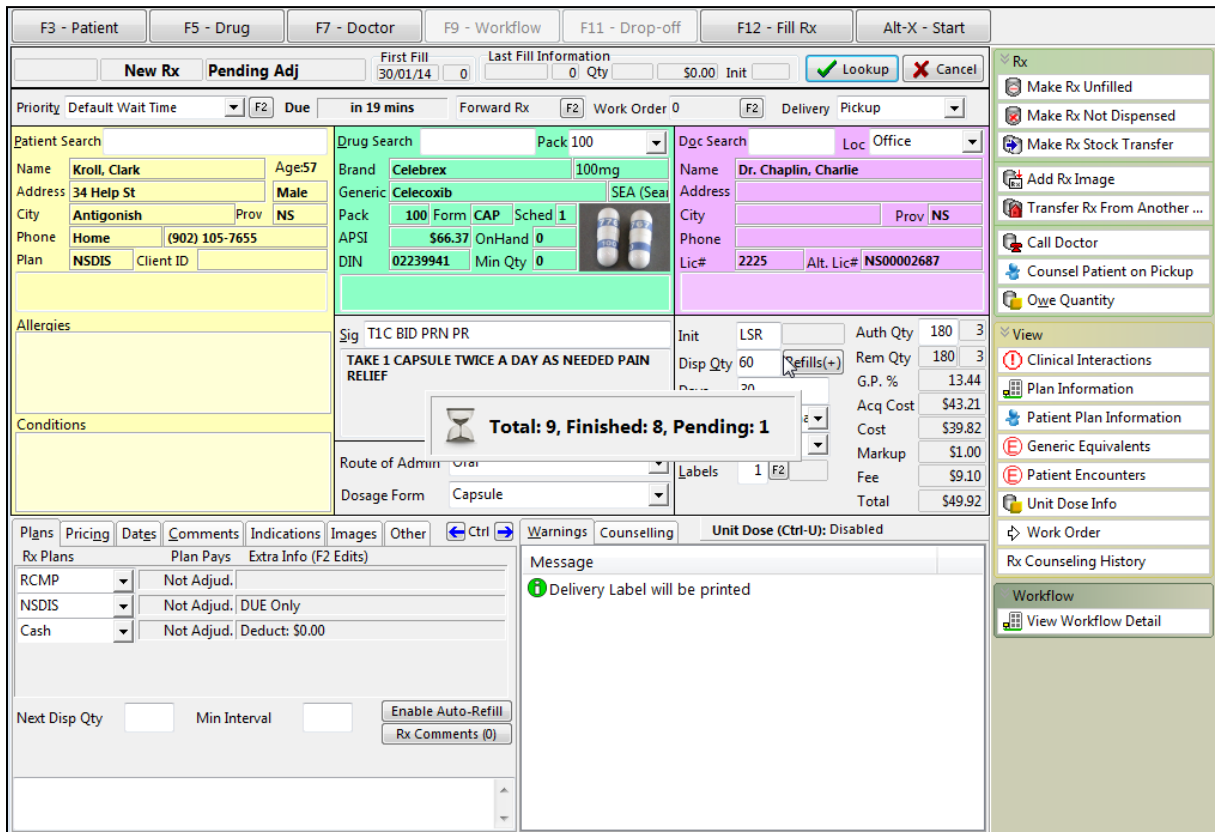
- d) **Quantity Units of Measure:** This field is pre-populated from the units of measure linked on the drug card, or specified on the **F12 - Filling** screen.
- e) **Emergency Fill:** Allows you to specify that this is an emergency fill for the patient.

- Once you have completed the above sections they wish to fill out, press **Enter** or click **OK** to save.
- Ensure that the **Nova Scotia DIS** plan is the last third party plan before 'cash'.

NOTE: The DIS plan is always marked as **Drug Utilization Evaluation Only "DUE Only"**, indicating there is no financial adjudication involved.

Plans	Pricing	Dates	Comments	Indications	Images
Rx Plans	Plan Pays	Extra Info (F2 Edits)			
RCMP	Not Adjud.				
NSDIS	Not Adjud.	DUE Only			
Cash	Not Adjud.	Deduct: \$0.00			

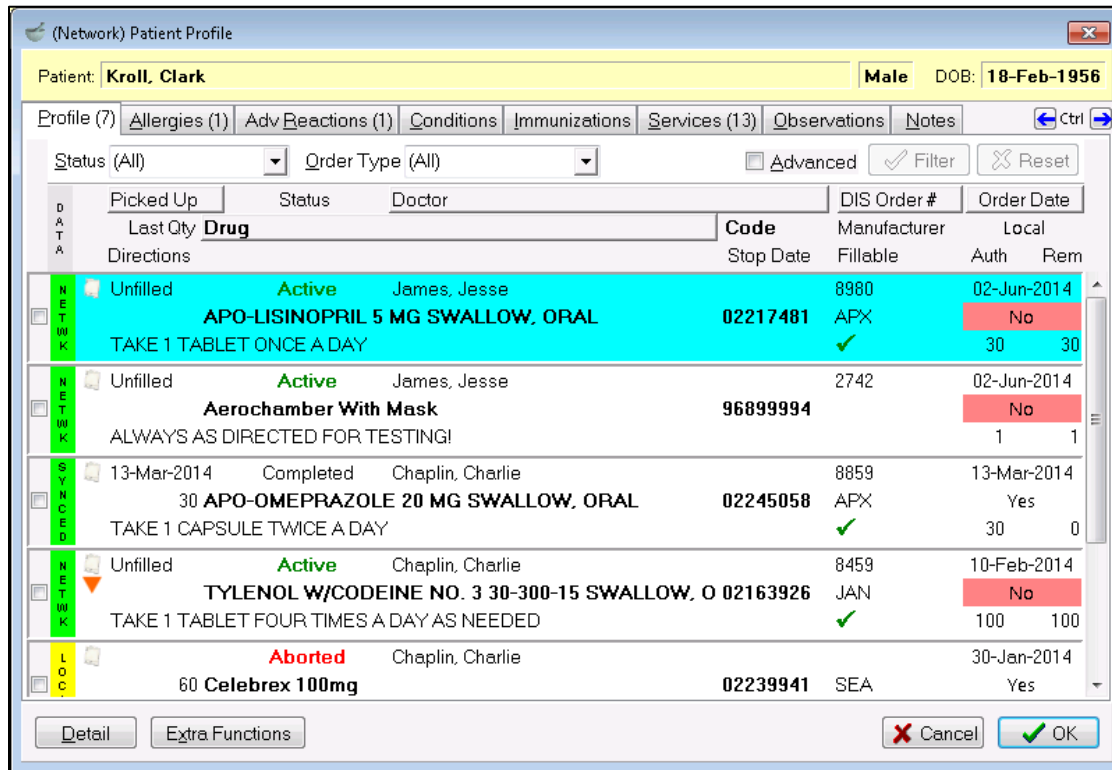
- Once all necessary information is entered into the **F12 - Filling** screen, click **F12 - Fill Rx** or press **F12** on the keyboard to fill the prescription.



F12 - Filling screen details:

- Patient Search:** Name: Kroll, Clark; Address: 34 Help St; City: Antigonish; Phone: (902) 105-7655; Plan: NSDIS.
- Drug Search:** Brand: Celebrex; Pack: 100; Generic: Celecoxib; Pack: 100 Form CAP Sched 1; APSI: \$66.37; DIN: 02239941; Min Qty: 0.
- Physician Search:** Name: Dr. Chaplin, Charlie; License: 2225; Alt. Lic#: NS00002687.
- Summary:** Total: 9, Finished: 8, Pending: 1.
- Rx Plans:** RCMP (Not Adjud.), NSDIS (Not Adjud. DUE Only), Cash (Not Adjud. Deduct: \$0.00).
- Message:** Delivery Label will be printed.

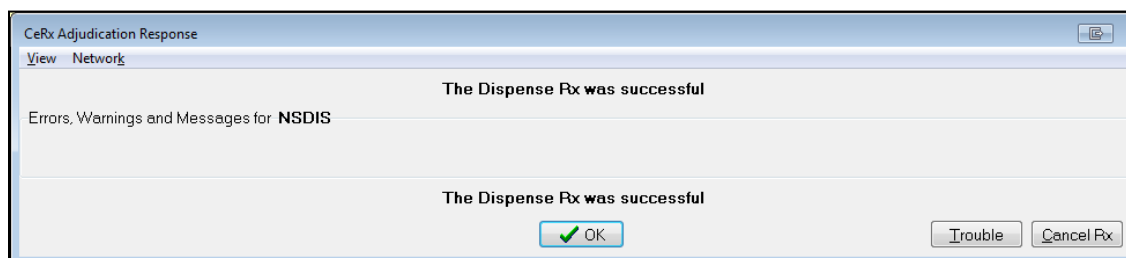
NOTE: The **(Network) Patient Profile** is automatically displayed for a patient with the first prescription filled. The **(Network) Patient Profile** will not be returned for subsequent Rxs unless you escape from the patient card, searches for another patient, and then returns to the original patient again.



Picked Up	Status	Doctor	DIS Order #	Order Date
Unfilled	Active	James, Jesse	8980	02-Jun-2014
APO-LISINAPRIL 5 MG SWALLOW, ORAL				
Code	Manufacturer	Local		
02217481	APX	No		
Directions	Stop Date	Fillable	Auth	Rem
TAKE 1 TABLET ONCE A DAY		✓	30	30
Unfilled	Active	James, Jesse	2742	02-Jun-2014
Aerochamber With Mask				
Code	Manufacturer	Local		
96899994		No		
Directions	Stop Date	Fillable	Auth	Rem
ALWAYS AS DIRECTED FOR TESTING!			1	1
13-Mar-2014	Completed	Chaplin, Charlie	8859	13-Mar-2014
30 APO-OMEPRAZOLE 20 MG SWALLOW, ORAL				
Code	Manufacturer	Local		
02245058	APX	Yes		
Directions	Stop Date	Fillable	Auth	Rem
TAKE 1 CAPSULE TWICE A DAY		✓	30	0
Unfilled	Active	Chaplin, Charlie	8459	10-Feb-2014
TYLENOL W/CODEINE NO. 3 30-300-15 SWALLOW, O 02163926				
Code	Manufacturer	Local		
02163926	JAN	No		
Directions	Stop Date	Fillable	Auth	Rem
TAKE 1 TABLET FOUR TIMES A DAY AS NEEDED		✓	100	100
60	Aborted	Chaplin, Charlie		30-Jan-2014
Celebrex 100mg				
Code	Manufacturer	Local		
02239941	SEA	Yes		

6. Adjudication to the fiscal plan(s) will be completed first, and then the Rx will be sent to **NSDIS - Nova Scotia DIS** for clinical recording.

If there are no **Detected Issues** or **Warnings** returned by Nova Scotia DIS, you will get a message **'The Dispense Rx was successful'** and a prescription label will print.



CeRx Adjudication Response

View Network

The Dispense Rx was successful

Errors, Warnings and Messages for NSDIS

The Dispense Rx was successful

OK Trouble Cancel Rx

7. The prescription order and dispense are then recorded on the Network.

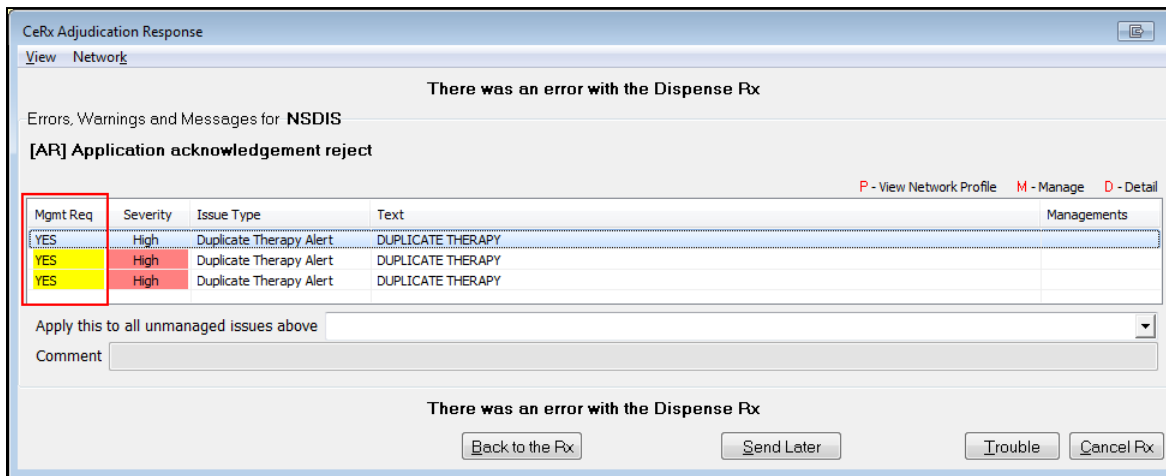
SYNCEB	30-Jan-2014	Active	Chaplin, Charlie	8425	30-Jan-2014
	60 CELEBREX 100 MG SWALLOW, ORAL		02239941	SEA	Yes
	TAKE 1 CAPSULE TWICE A DAY AS NEEDED PAIN RELIEF			✓	180 120

Managing Network Issues

When you fill a prescription, the local FDB interaction checking occurs before the Rx is sent to the DIS. The Nova Scotia DIS has been configured to only return issues for items that were not originated at this location.

1. The Nova Scotia DIS may detect issues that the local system was unable to, such as Rxs or allergies added from other locations. These additional issues will be returned on the **CeRx Adjudication Response** form.

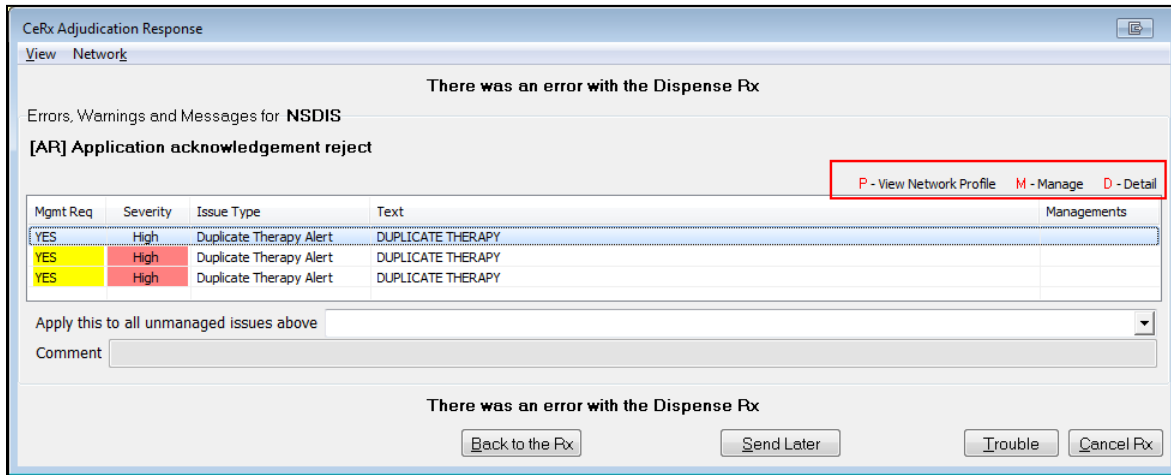
NOTE: Any detected issues that require management from the user will be indicated with a **Yes** in the **Mgmt Req** column.



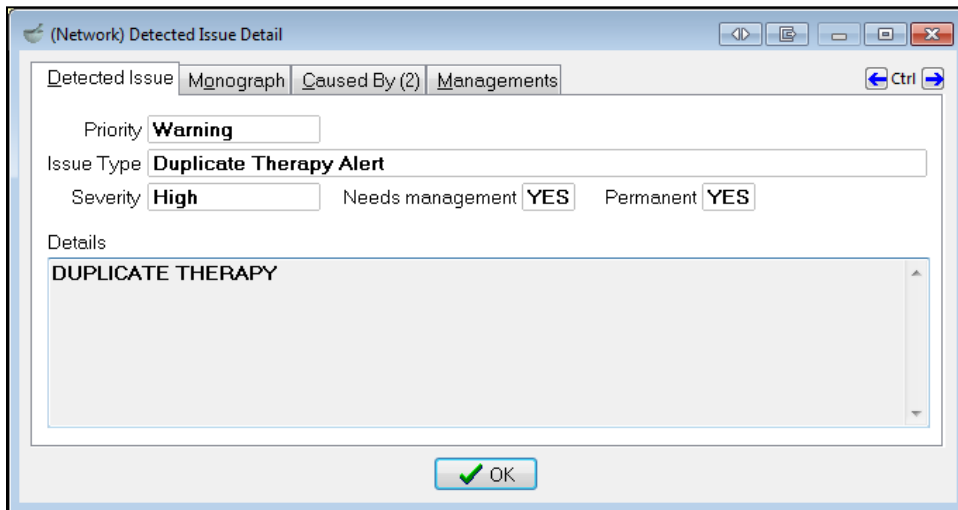
The screenshot shows the 'CeRx Adjudication Response' window. At the top, it says 'There was an error with the Dispense Rx'. Below that, it lists 'Errors, Warnings and Messages for NSDIS' and '[AR] Application acknowledgement reject'. A table of issues is displayed with columns for 'Mgmt Req', 'Severity', 'Issue Type', and 'Text'. Three rows are shown, all with 'High' severity and 'Duplicate Therapy Alert' issue type, and 'DUPLICATE THERAPY' text. The 'Mgmt Req' column for all three rows is highlighted in yellow and contains the word 'YES'. Below the table, there is a dropdown menu set to 'Apply this to all unmanaged issues above' and a 'Comment' field. At the bottom, another error message 'There was an error with the Dispense Rx' is shown, along with buttons for 'Back to the Rx', 'Send Later', 'Trouble', and 'Cancel Rx'.

Mgmt Req	Severity	Issue Type	Text	Managements
YES	High	Duplicate Therapy Alert	DUPLICATE THERAPY	
YES	High	Duplicate Therapy Alert	DUPLICATE THERAPY	
YES	High	Duplicate Therapy Alert	DUPLICATE THERAPY	

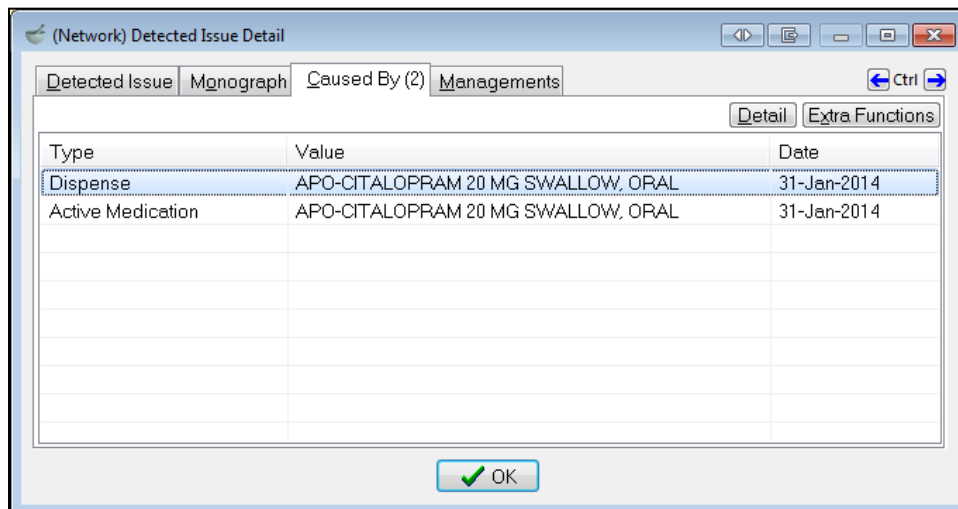
2. The **CeRx Adjudication Response** window contains three (3) options:



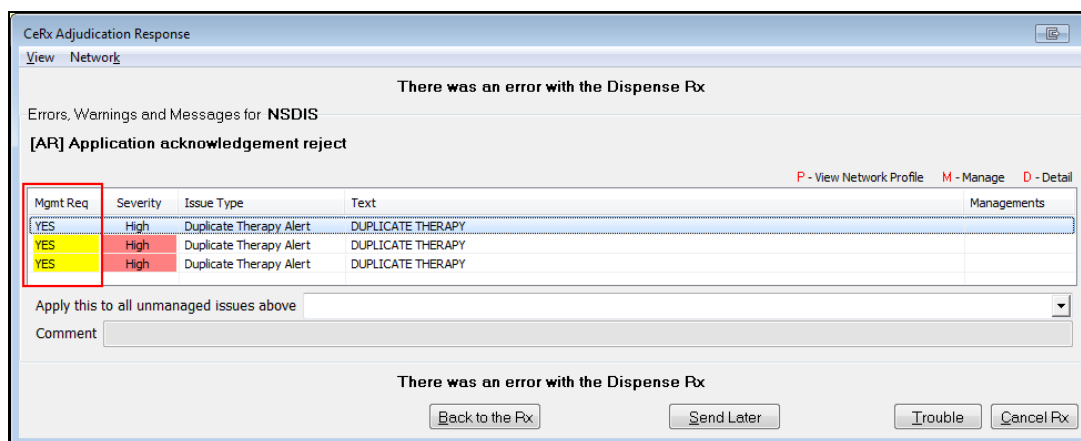
- a) **P-View Network Profile:** This option will call up the **(Network) Patient Profile** so you may cross reference the Rx they are filling with the existing medications on the patient’s Nova Scotia DIS Medication Profile. Accessing the patient profile also allows you to stop Rx’s and make adjustments to allergies, etc. that could be causing detected issues or errors on the Rx being filled.
- b) **D-Detail:** Highlight a **Detected Issue** and press **D** on the keyboard to call up the **(Network) Detected Issue Detail** window which displays extra information regarding the issue. Select the tabs across of the top of the **(Network) Detected Issue Detail** window to access respective information. Click **OK** or press **Enter** on the keyboard to return to the **CeRx Adjudication Response** window.



Selecting **Caused By** will display the items on the DIS that are causing the issue to be returned. You may also further detail down to see additional details if desired.

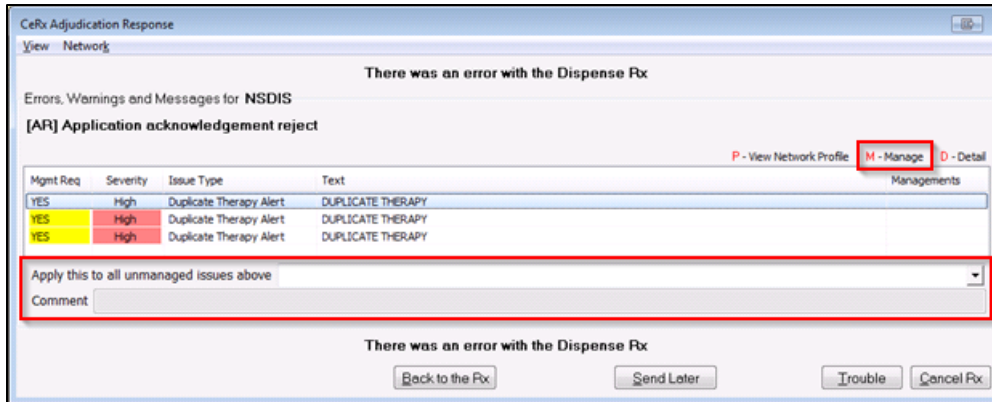


- c) **M-Manage:** This allows you to manage any individually selected issue. Highlight the detected issue you wish to manage and press M on the keyboard to access a list of managements.

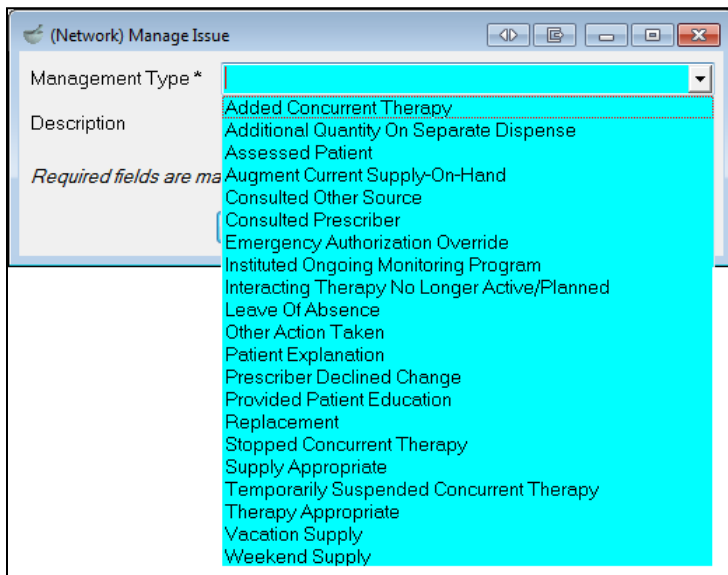


NOTE: All Detected Issues with an 'Mgmt Req' > 'Yes', Nova Scotia DIS must be managed in order to proceed with filling the prescription; those showing 'No' need not be managed.

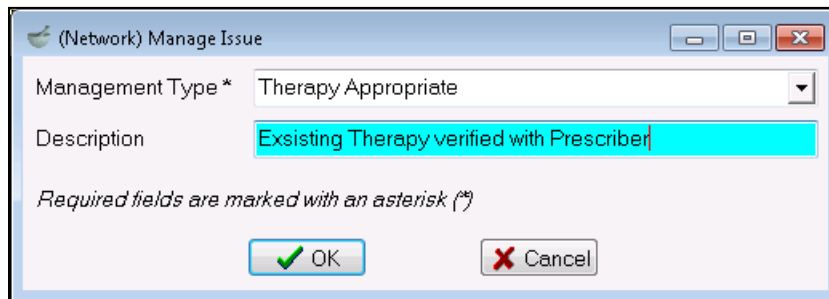
- You may choose to manage each issue individually, or all items at once. Selecting **M - Manage** will manage each issue individually, where selecting a management in the **Apply this to all unmanaged issues above** will apply the same management to all detected issues.



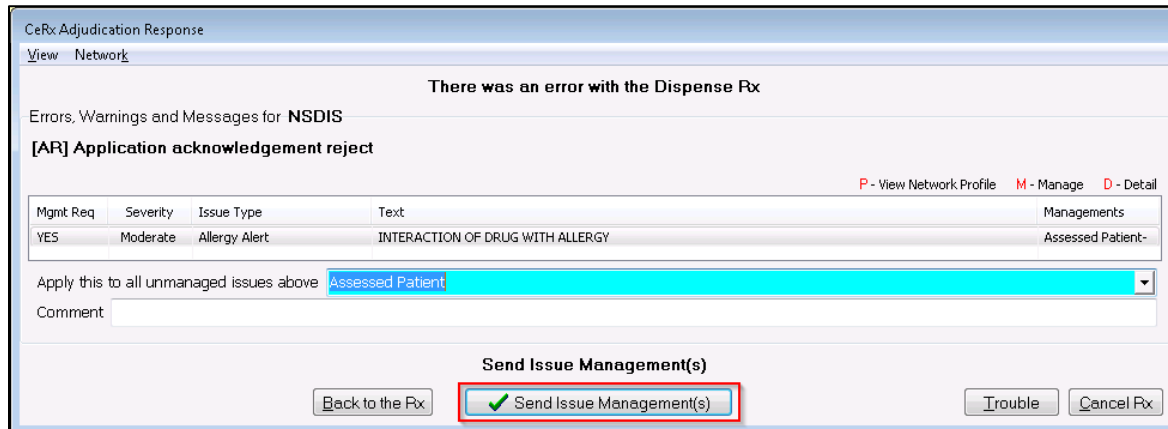
- Select a reason for managing each issue.



5. Enter any supplementary information in the **Description** field.



6. Once all **Mgmt Req** detected issues have been managed, send the issue managements to the Nova Scotia DIS by clicking **Send Issue Managements** or by pressing **Enter** on the keyboard.




Mgmt Req	Severity	Issue Type	Text	Managements
YES	Moderate	Allergy Alert	INTERACTION OF DRUG WITH ALLERGY	Assessed Patient-

NOTE: From the **CeRx Adjudication Response** window, you can click **Back to the Rx** to return to the **F12 - Filling** screen, **Trouble** to send the Rx to the **Trouble Queue** or **Cancel Rx** to reverse the prescription.

Viewing Issue Managements for a Prescription

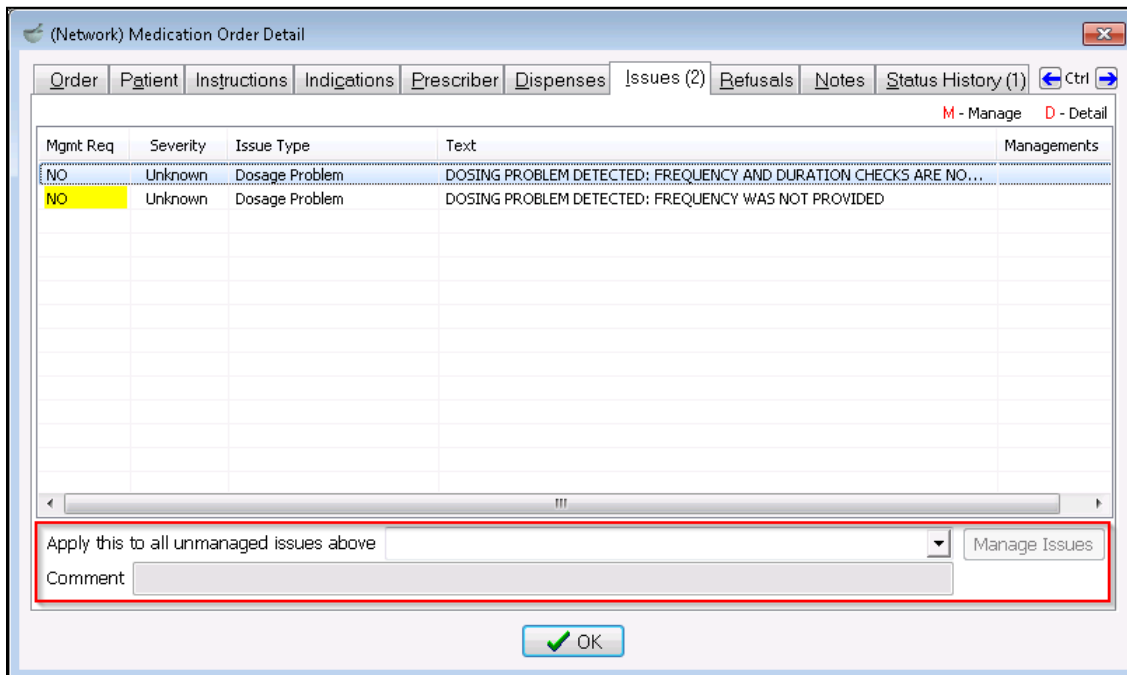
You may retrieve the managements used to address a **Detected Issue** by calling up the patient's **(Network) Patient Profile**:

1. From the **F3 - Patient** card, go to **Network menu**, and select **Comprehensive** or **Advanced Profile**.

- In the **(Network) Patient Profile**, you can identify which prescriptions have recorded issues by the  icon located on the left of the Rx entry.

N E T W O R K	31-Jan-2014	Completed	Eastwood, Clint	8431	31-Jan-2014
	5 APO-CITALOPRAM 20 MG SWALLOW, ORAL			02246056	APX
	TAKE 1 TABLET DAILY			✓	5 0

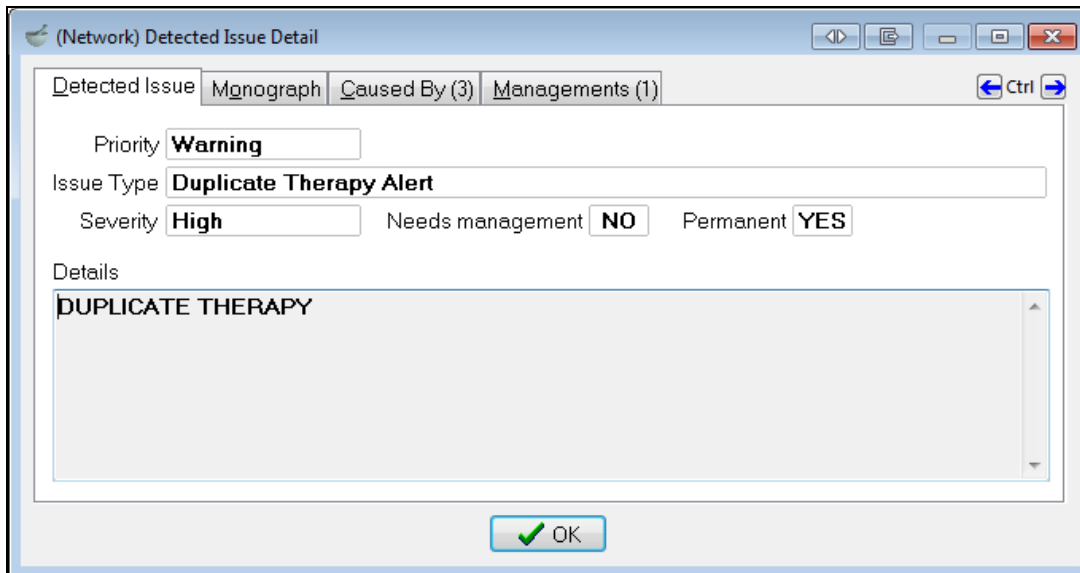
- Retrieve **Issue Managements** by detailing the Rx entry from the **(Network) Patient Profile** to bring up the **(Network) Medication Order Detail** window and then select the **Issues** tab.



Mgmt Req	Severity	Issue Type	Text	Managements
NO	Unknown	Dosage Problem	DOSING PROBLEM DETECTED: FREQUENCY AND DURATION CHECKS ARE NO...	
NO	Unknown	Dosage Problem	DOSING PROBLEM DETECTED: FREQUENCY WAS NOT PROVIDED	

NOTE: You have the ability to add or edit managements.

4. Call up the **Details** of the **Issue** by highlighting the entry and clicking **D-Detail**, pressing **D** on the Keyboard, or double-clicking the entry. Select the tabs located across the top of the **(Network) Detected Issue Detail** window to access supplementary information.



The screenshot shows a software window titled "(Network) Detected Issue Detail". At the top, there are navigation buttons (back, forward, home, search, close) and a "Ctrl" button. Below this is a tabbed interface with three tabs: "Detected Issue", "Monograph", "Caused By (3)", and "Managements (1)". The "Detected Issue" tab is active. The form contains the following fields:

- Priority: **Warning**
- Issue Type: **Duplicate Therapy Alert**
- Severity: **High**
- Needs management: **NO**
- Permanent: **YES**

Below these fields is a "Details" section with a text area containing the text "DUPLICATE THERAPY". At the bottom of the window is an "OK" button with a green checkmark icon.

Creating Prescription Order (Unfill)

When a patient requests the pharmacy to keep a record of a prescription, but not dispense it until a later time, they are unfilling the Rx or “deferring” it. Unfilled prescription orders are recorded both locally and sent to Nova Scotia DIS

To record an unfilled prescription, complete the patient, drug, doctor, SIG and dispense information on the **F12 - Filling** screen and select **Rx > Make Rx Unfilled**, or select the **Make Rx Unfilled** button on the right navigation pane. Click or press **F12** to unfill the Rx.

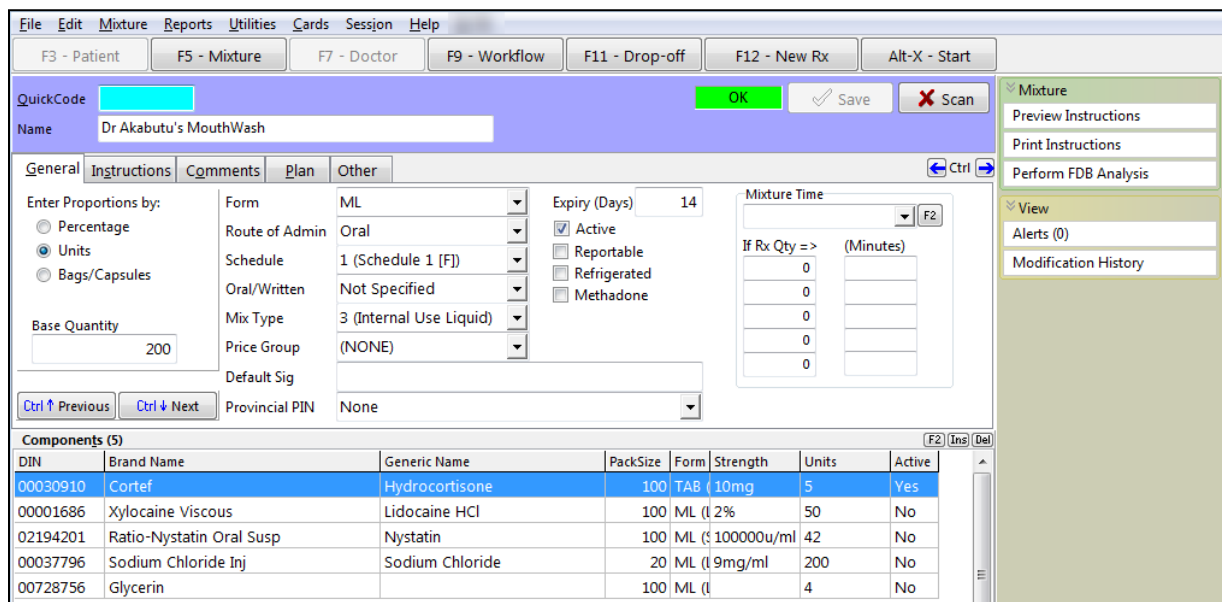
Once the unfilled order is completed, it is recorded on the Network with a status of ‘Unfilled’.

Unfilled	Active	Chaplin, Charlie	8433	31-Jan-2014
APO-CYCLOBENZAPRINE 10 MG SWALLOW, ORAL		02177145	APX	Yes
TAKE 1 TABLET 3 TIMES A DAY AS NEEDED			✓	90 90

Filling Prescription for a Mixture

When sending a mixture to Nova Scotia DIS, components within the mixture are identified by textual format only. In Hydrocortisone Powder 1% in Clotrimaderm Cream for example, only the ingredient descriptions will be sent and logged on the Network; the DINs are not recorded unless the mixture contains a PMP Monitored Product.

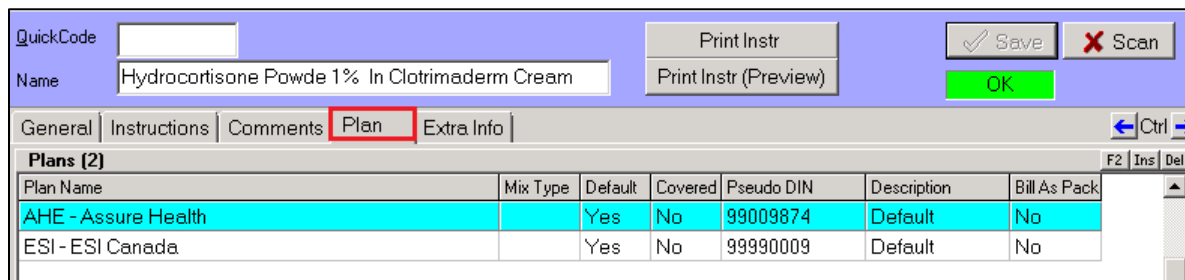
Mixtures are entered into Kroll using the same process as performed before Nova Scotia DIS integration.



Components (5)

DIN	Brand Name	Generic Name	PackSize	Form	Strength	Units	Active
00030910	Cortef	Hydrocortisone	100	TAB	10mg	5	Yes
00001686	Xylocaine Viscous	Lidocaine HCl	100	ML (12%)		50	No
02194201	Ratio-Nystatin Oral Susp	Nystatin	100	ML (≤100000u/ml)		42	No
00037796	Sodium Chloride Inj	Sodium Chloride	20	ML (19mg/ml)		200	No
00728756	Glycerin		100	ML (l)		4	No

Pseudo DINs are NOT required for submission to the Nova Scotia DIS plan. Existing pseudo DINs for third-party plans will work in the same manner as before Nova Scotia DIS integration.



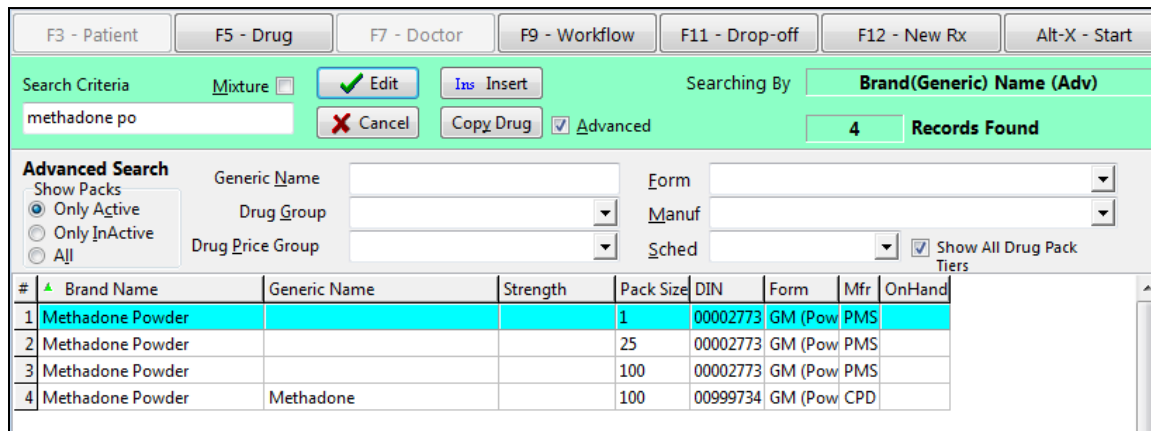
Plans (2)

Plan Name	Mix Type	Default	Covered	Pseudo DIN	Description	Bill As Pack
AHE - Assure Health		Yes	No	99009874	Default	No
ESI - ESI Canada		Yes	No	99990009	Default	No

Narcotic Monitored Prescriptions for Mixtures

Mixtures containing a PMP Monitored product that do not have a DIN assigned require the corresponding PMP Opinions PIN number to be entered on the **Plans** tab of the **Ingredient Drug** card.

1. Search for the Monitored Product from the regular **F5 - Drug** card.



Search Criteria: Mixture Edit Ins Insert Searching By: Brand(Generic) Name (Adv)

methadone po Cancel Copy Drug Advanced 4 Records Found

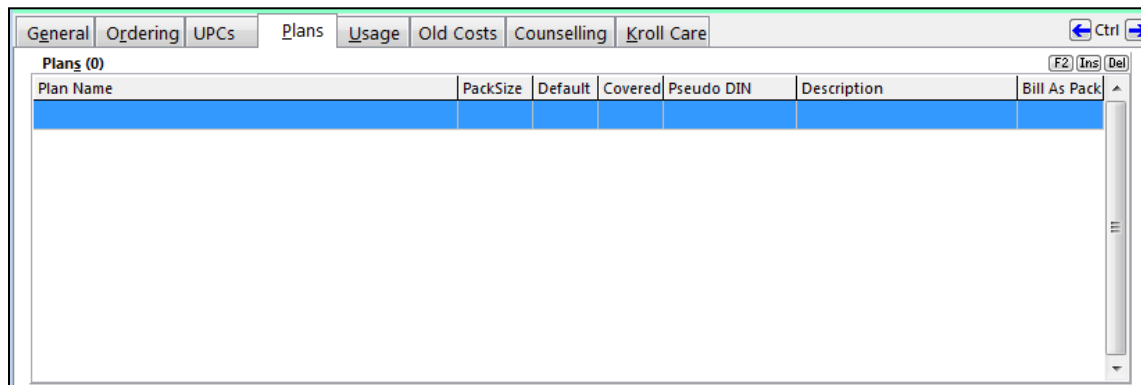
Advanced Search

Show Packs
 Only Active
 Only InActive
 All

Generic Name: Form:
 Drug Group: Manuf:
 Drug Price Group: Sched: Show All Drug Pack Tiers

#	Brand Name	Generic Name	Strength	Pack Size	DIN	Form	Mfr	OnHand
1	Methadone Powder			1	00002773	GM (Pow PMS		
2	Methadone Powder			25	00002773	GM (Pow PMS		
3	Methadone Powder			100	00002773	GM (Pow PMS		
4	Methadone Powder	Methadone		100	00999734	GM (Pow CPD		

2. Select the **Plans** tab.

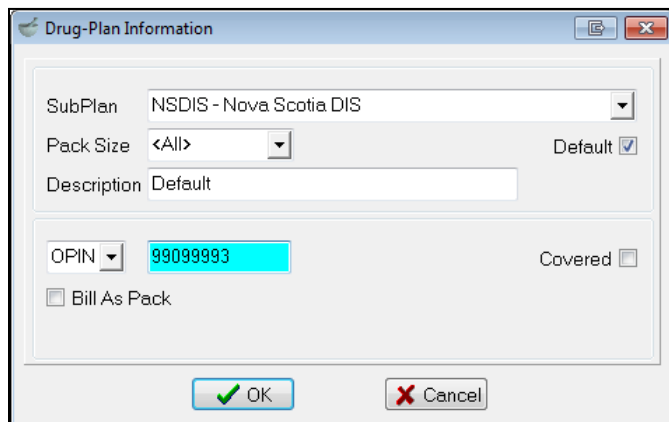


General | Ordering | UPCs | **Plans** | Usage | Old Costs | Counselling | Kroll Care

Plans (0) (F2) (Ins) (Del)

Plan Name	PackSize	Default	Covered	Pseudo DIN	Description	Bill As Pack

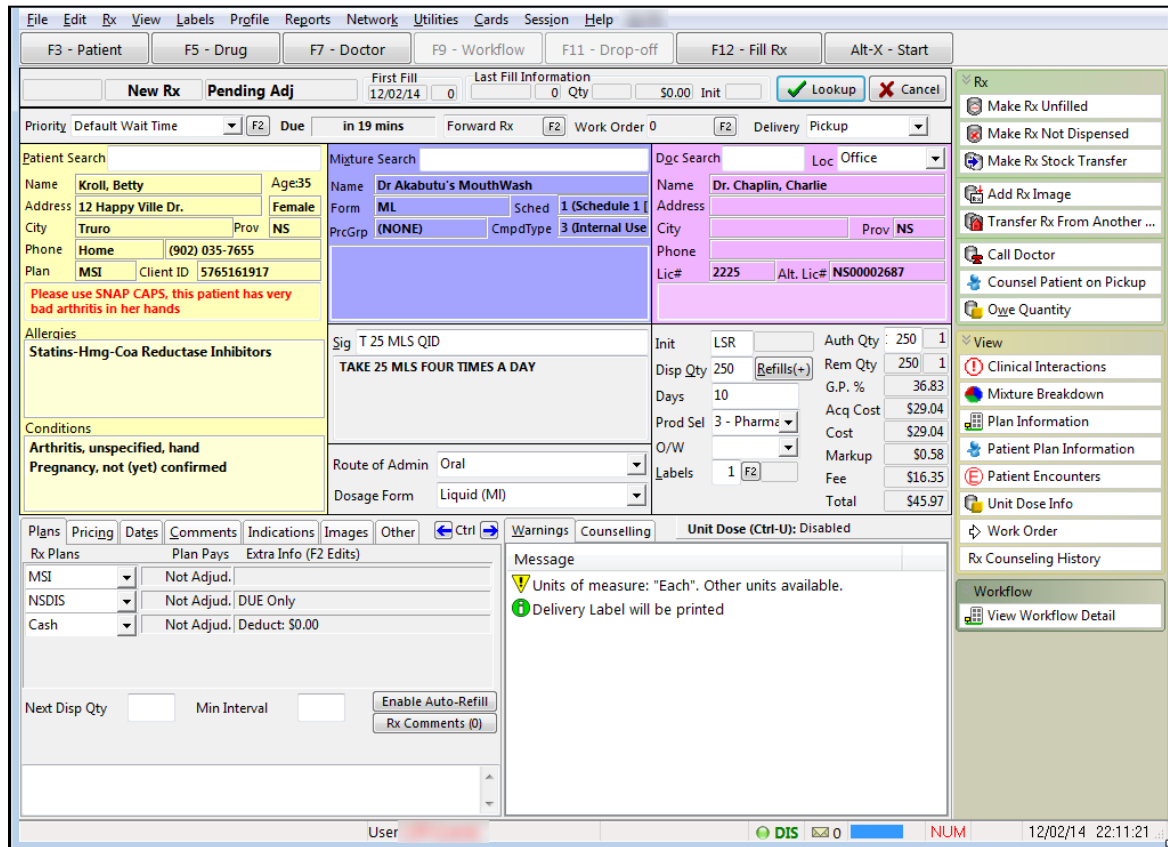
3. Add the entry for the NSDIS plan, selecting the **OPINIONS** Description, and entering the associated OPINIONS number.



Below is the current PMP OPINIONS PIN list at the time of publishing.

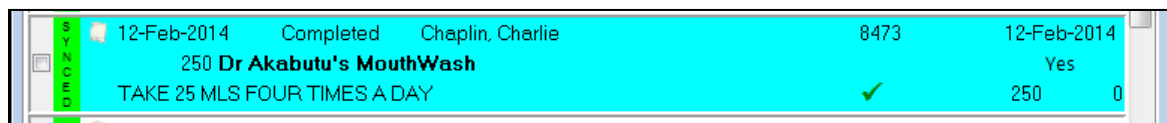
Belladonna Tincture (99099966)	Hydromorphone Powder (99099980)
Cocaine Powder (99099974)	Ketamine Powder (99099981)
Codeine Powder (99099975)	Methadone Powder (99099993)
Dexedrine Trial (99099976)	Methylphenidate Trial (99099984)
DHEA (prasterone) (99099977)	Midazolam Powder (99099964)
Diazepam Powder (99099965)	Morphine Powder (99099986)
Fentanyl Powder (99099978)	Sativex Trial (99099991)
Generic Monitored Ingredient (99099979)	Testosterone Powder (99099963)

Mixture prescription will be entered and filled as usual with the **Nova Scotia DIS** plan listed as the last real-time plan before 'cash'.



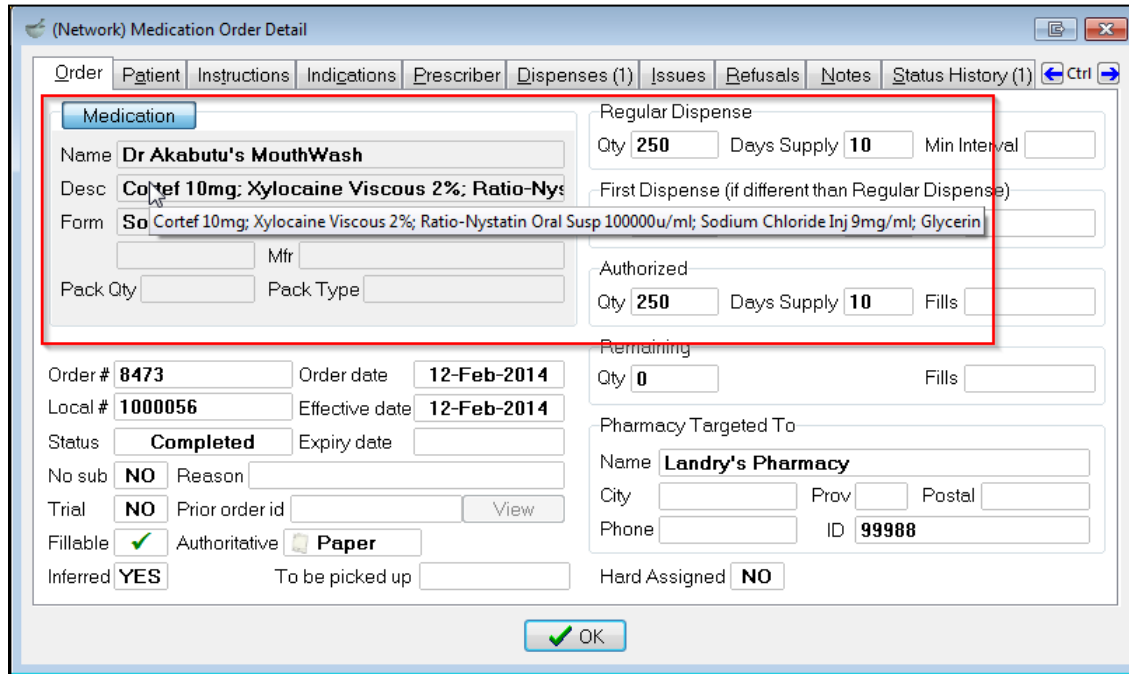
Viewing Mixture Prescription from the Network Profile

To view the mixture prescription from the Nova Scotia DIS medication profile, go back to the **F3 - Patient** card, select **Network > Comprehensive or Advanced Profile**.



From the **(Network) Patient Profile**, highlight the mixture prescription and press **D** or click **Detail** on the bottom of the screen to call up the **(Network) Medication Order Detail** window. This displays the particulars of the mixture prescription.

NOTE: For mixture names and descriptions that are very long, hover the mouse over the respective field and a fly over will display the whole description.



(Network) Medication Order Detail

Order Patient Instructions Indications Prescriber Dispenses (1) Issues Refusals Notes Status History (1) Ctrl

Medication

Name **Dr Akabutu's MouthWash**

Desc **Cortef 10mg; Xylocaine Viscous 2%; Ratio-Ny**

Form **So Cortef 10mg; Xylocaine Viscous 2%; Ratio-Nystatin Oral Susp 100000u/ml; Sodium Chloride Inj 9mg/ml; Glycerin**

Mfr

Pack Qty Pack Type

Regular Dispense

Qty **250** Days Supply **10** Min Interval

First Dispense (if different than Regular Dispense)

Authorized

Qty **250** Days Supply **10** Fills

Remaining

Qty **0** Fills

Pharmacy Targeted To

Name **Landry's Pharmacy**

City Prov Postal

Phone ID **99988**

Hard Assigned **NO**

Order # **8473** Order date **12-Feb-2014**

Local # **1000056** Effective date **12-Feb-2014**

Status **Completed** Expiry date

No sub **NO** Reason

Trial **NO** Prior order id View

Fillable Authoritative **Paper**

Inferred **YES** To be picked up Hard Assigned **NO**

OK

In **(Network) Medication Order Detail** screen, the medication details do not display information on DINs; only the mixture name and description will be listed.

NOTE: While the Network records the ingredient list, it does not record the specific formulation.

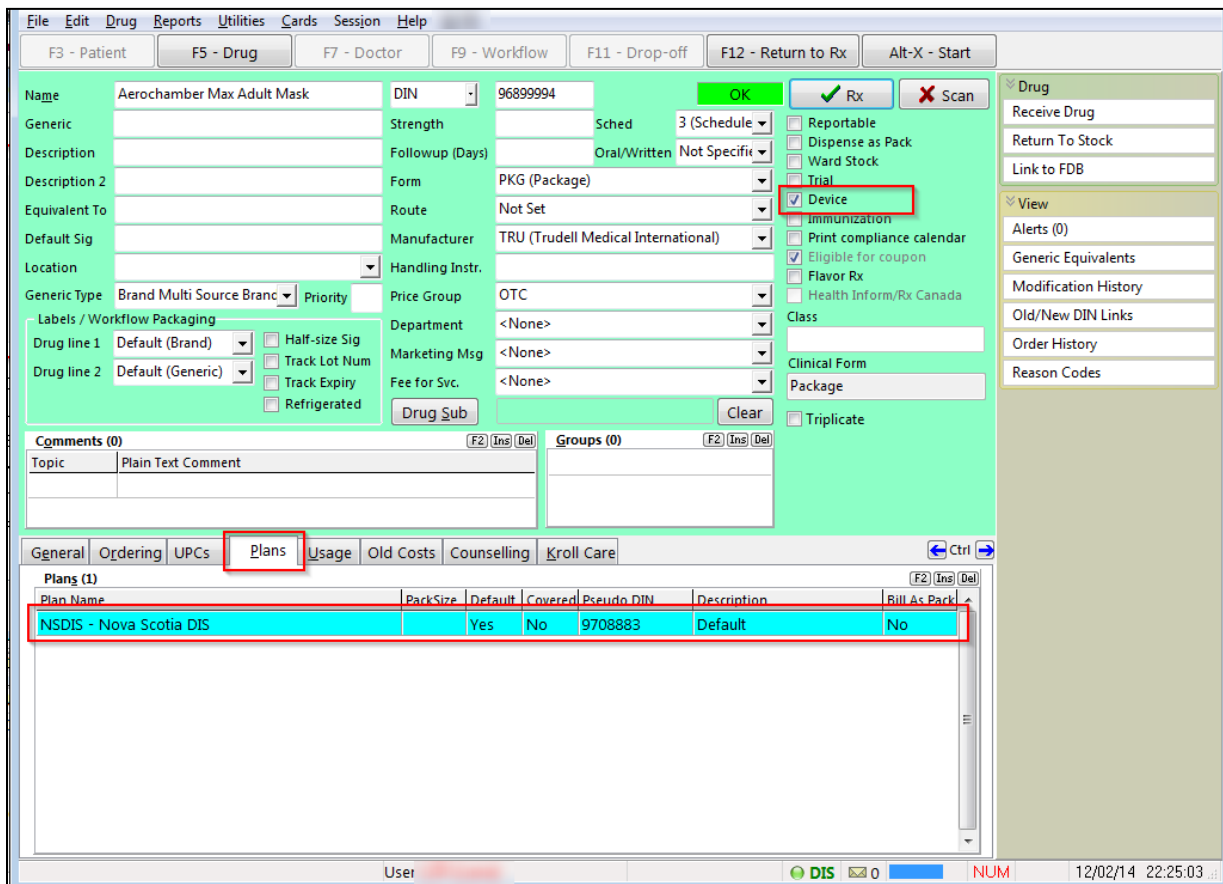
Filling Prescription for a Device Using Opinions

Devices such as diabetic strips, lancets, alcohol swabs, compression stockings, etc., are considered non-drug products. When a prescription is filled for a device, it is sent to the DIS for recording. Fill an Rx for a device as follows:

1. Bring up the **F5 - Drug** card for a device by performing a drug search.

F3 - Patient		F5 - Drug		F7 - Doctor		F9 - Workflow		F11 - Drop-off		F12 - Return to Rx		Alt-X - Start	
Search Criteria		Mixture <input type="checkbox"/>	<input checked="" type="checkbox"/> Edit	<input type="button" value="Ins Insert"/>		Searching By		Brand(Generic) Name (Adv)					
aero		<input checked="" type="button" value="Cancel"/>	<input type="button" value="Copy Drug"/>		<input type="checkbox"/> Advanced		5		Records Found				
#	Brand Name	Generic Name	Strength	Pack Size	DIN	Form	Mfr	OnHand					
1	Aerochamber AC Boys			1	00990089	PKG (Pac)	TMI						
2	Aerochamber Max Adult Mask			1	96899994	PKG (Pac)	TRU						
3	Aerochamber Max Infant Mas			1	96899996	PKG (Pac)	TRU						
4	Aerochamber Max Pediatric M			1	96899995	PKG (Pac)	TRU						
5	Aerochamber Plus With Mout			1	00990091	PKG (Pac)	TMI						

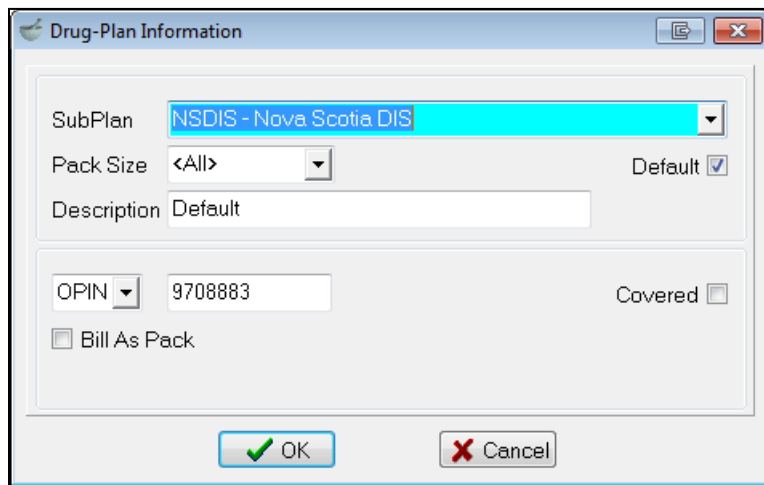
2. The **Device** flag must be checked and there must be a plan entry for the NSDIS with DIN type set to OPINIONS.



The screenshot shows the 'F5 - Drug' card for 'Aerochamber Max Adult Mask'. The 'Device' checkbox is checked, and the 'Plans' tab is active, showing a plan entry for 'NSDIS - Nova Scotia DIS'.

Plan Name	PackSize	Default	Covered	Pseudo DIN	Description	Bill As Pack
NSDIS - Nova Scotia DIS		Yes	No	9708883	Default	No

- OPINIONS PINS are found by accessing the APSI OPINIONS website.
<http://opinions.atlanticpharmaceutical.ca/>



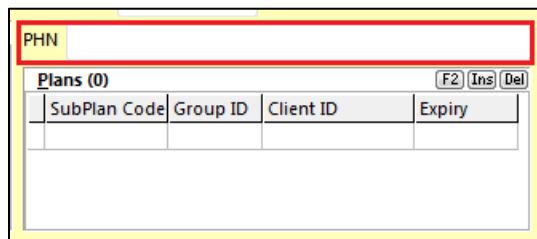
- Click **Save** or press **Enter** on the keyboard to save changes made to the **F5 - Drug** card.
- Start a new prescription and fill out the patient, device, doctor, SIG and dispense information for the prescription as usual.
- Click **F12 - Fill Rx** or press **F12** on the keyboard to complete the Rx.

Filling a Prescription for an Animal


Prescriptions filled for animals are not recorded on DIS. Animals in the database must have the **Animal** indicator enabled. Animal patients will not have a PHN and therefore no **(Network) Patient Profile**.

Fill a prescription for an animal patient as follows:

- From the **F3 - Patient** card ensure that the **PHN** field is blank.



2. Go to the **Extra Info** tab and check off the flag for **Animal**.



General | Family | Communications | Other

Patient

Active

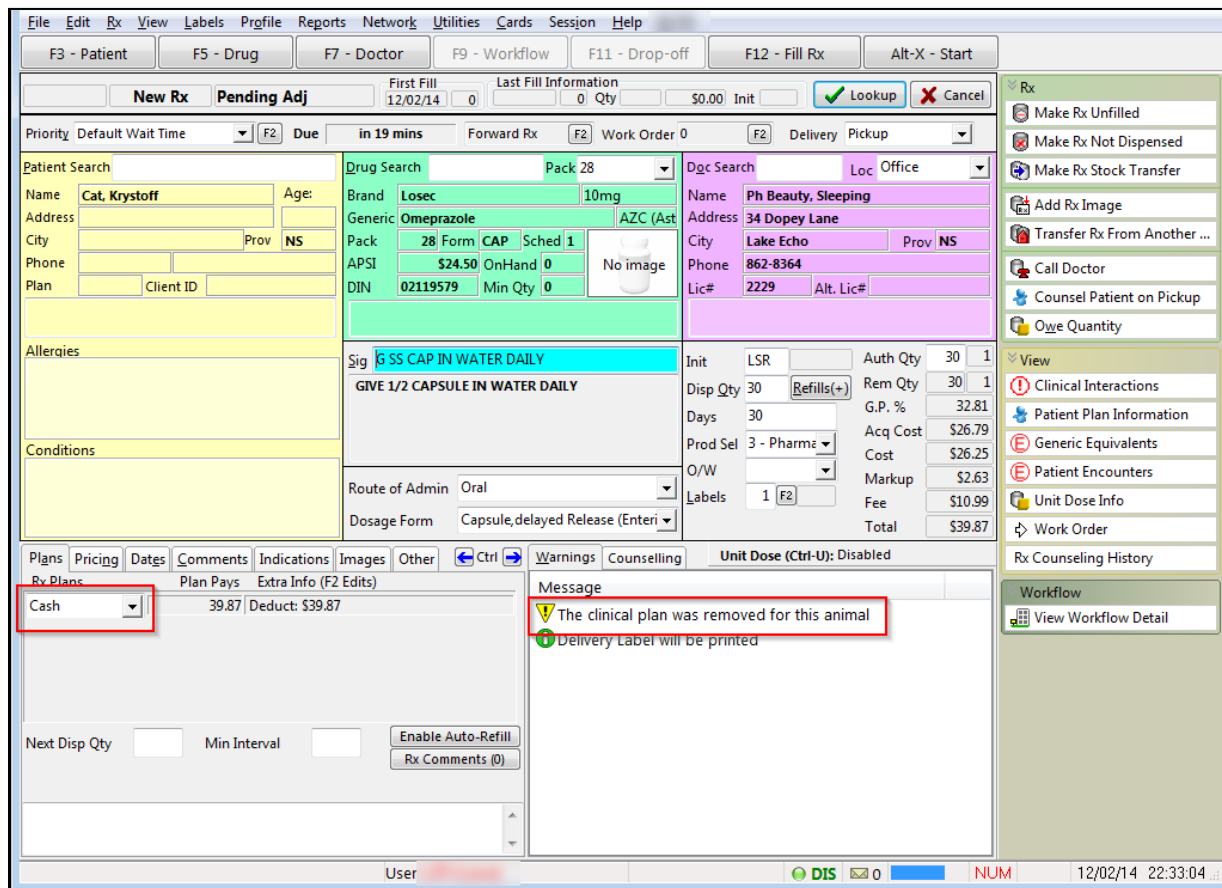
Animal

Deceased On

Prescriptions

3. From the **F3 - Patient** card, click **Save** or press **Enter** to save changes to the patient.

4. Proceed to fill a prescription for the animal. There will not be a **DIS** plan on the Rx, and the prescription will not be sent to Nova Scotia DIS.



File Edit Rx View Labels Profile Reports Network Utilities Cards Session Help

F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F11 - Drop-off F12 - Fill Rx Alt-X - Start

New Rx Pending Adj First Fill 12/02/14 Last Fill Information 0 Qty \$0.00 Init Lookup Cancel

Priority Default Wait Time F2 Due in 19 mins Forward Rx F2 Work Order 0 F2 Delivery Pickup

Patient Search Name Cat, Krystoff Age: Drug Search Pack 28 Dgc Search Loc Office

Address City Prov NS Brand Losec 10mg Name Ph Beauty, Sleeping

Phone Plan Client ID Generic Omeprazole AZC (Ast) Address 34 Dopey Lane

City Lake Echo Prov NS Pack 28 Form CAP Sched 1 APSI \$24.50 OnHand 0 No image Phone 862-8364

Lic# 2229 Alt. Lic#

Allergies Sig 5 SS CAP IN WATER DAILY

Conditions GIVE 1/2 CAPSULE IN WATER DAILY

Route of Admin Oral

Dosage Form Capsule, delayed Release (Enter)

Init LSR Auth Qty 30 1

Disp Qty 30 Refills(+) Rem Qty 30 1

Days 30 G.P. % 32.81

Prod Sel 3 - Pharme Acq Cost \$26.79

O/W Cost \$26.25

Labels 1 F2 Markup \$2.63

Fee \$10.99

Total \$39.87

Plans Pricing Dates Comments Indications Images Other Warnings Counselling Unit Dose (Ctrl-U): Disabled

Rx Plans Plan Pays Extra Info (F2 Edits)

Cash 39.87 Deduct: \$39.87

Message

⚠ The clinical plan was removed for this animal

📄 Delivery Label will be printed

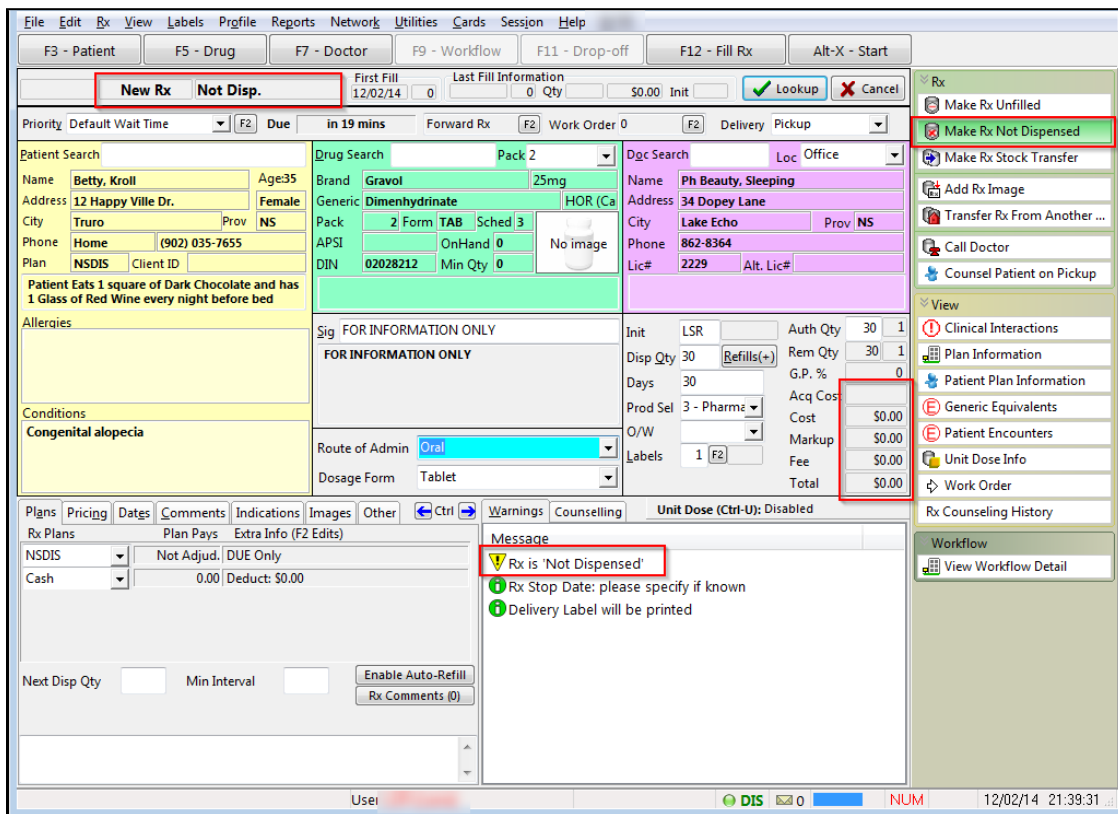
Next Disp Qty Min Interval

User DIS 0 NUM 12/02/14 22:33:04

Recording a Non-prescribed (OTC) Medication (Not Dispensed Rx)

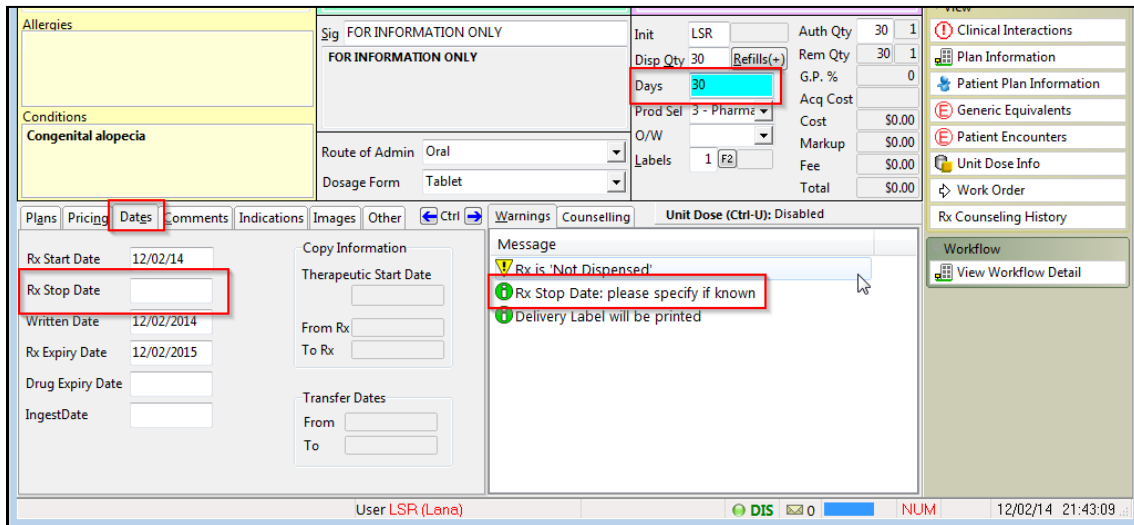
OTC medications such as physician samples, Gravol, Baby Aspirin, Vitamins, Tylenol #1, etc., that are taken by the patient, but not actually dispensed by the pharmacy are considered 'Other Medications' on the Nova Scotia DIS. To record a non-prescribed medication, use the 'Not Dispensed' function as follows:

1. Fill out the **F12 - Filling** screen with the patient, "other medication", doctor, sig, and dispense information as usual and select **Make Rx Not Dispensed** from the right navigation pane.



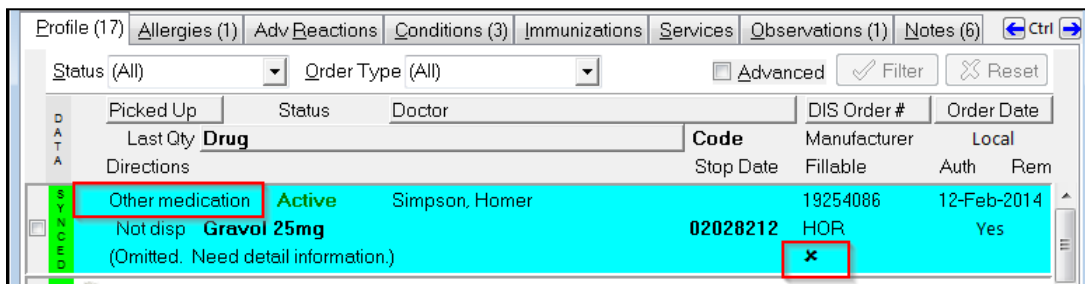
The screenshot displays the 'F12 - Fill Rx' screen in the Nova Scotia Drug Information System. The interface includes a menu bar at the top with options like 'File', 'Edit', 'Rx', 'View', 'Labels', 'Profile', 'Reports', 'Network', 'Utilities', 'Cards', 'Session', and 'Help'. Below the menu, there are tabs for 'F3 - Patient', 'F5 - Drug', 'F7 - Doctor', 'F9 - Workflow', 'F11 - Drop-off', 'F12 - Fill Rx', and 'Alt-X - Start'. The main area is divided into several sections: 'Patient Search' (Name: Betty, Kroil, Age: 35, Address: 12 Happy Ville Dr., City: Truro, Prov: NS), 'Drug Search' (Brand: Gravol, 25mg, Generic: Dimenhydrinate, Pack: 2 Form TAB, Sched 3, DIN: 02028212), and 'Dgc Search' (Name: Ph Beauty, Sleeping, Address: 34 Dopey Lane, City: Lake Echo, Prov: NS). A 'Message' box at the bottom center contains the text: 'Rx is Not Dispensed', 'Rx Stop Date: please specify if known', and 'Delivery Label will be printed'. The right-hand navigation pane includes options such as 'Make Rx Unfilled', 'Make Rx Not Dispensed' (highlighted in red), 'Make Rx Stock Transfer', 'Add Rx Image', 'Transfer Rx From Another ...', 'Call Doctor', 'Counsel Patient on Pickup', 'Clinical Interactions', 'Plan Information', 'Patient Plan Information', 'Generic Equivalents', 'Patient Encounters', 'Unit Dose Info', 'Work Order', and 'Rx Counseling History'. The status bar at the bottom shows 'User: [redacted]', 'DIS', 'NUM', and the date/time '12/02/14 21:39:31'.

- You may choose to enter a specific **Stop Date** on the **Dates Tab**. If no date is entered, the **Stop Date** of the **Other Medication** is automatically calculated by the **Days Supply** entered.



- Click **F12 - Fill Rx** or press **F12** on the keyboard to complete the **Not Dispensed Rx** and to record it on Nova Scotia DIS.
- A **Not Dispensed Rx** will look different from a regular Rx entry on the **(Network) Patient Profile**. Access the **(Network) Patient Profile** from **Network > Profile**; the entry for the Rx filled for an 'other medication' will be labeled as 'Other Medication'. There is no 'Last Dispensed' or 'Picked Up' date.

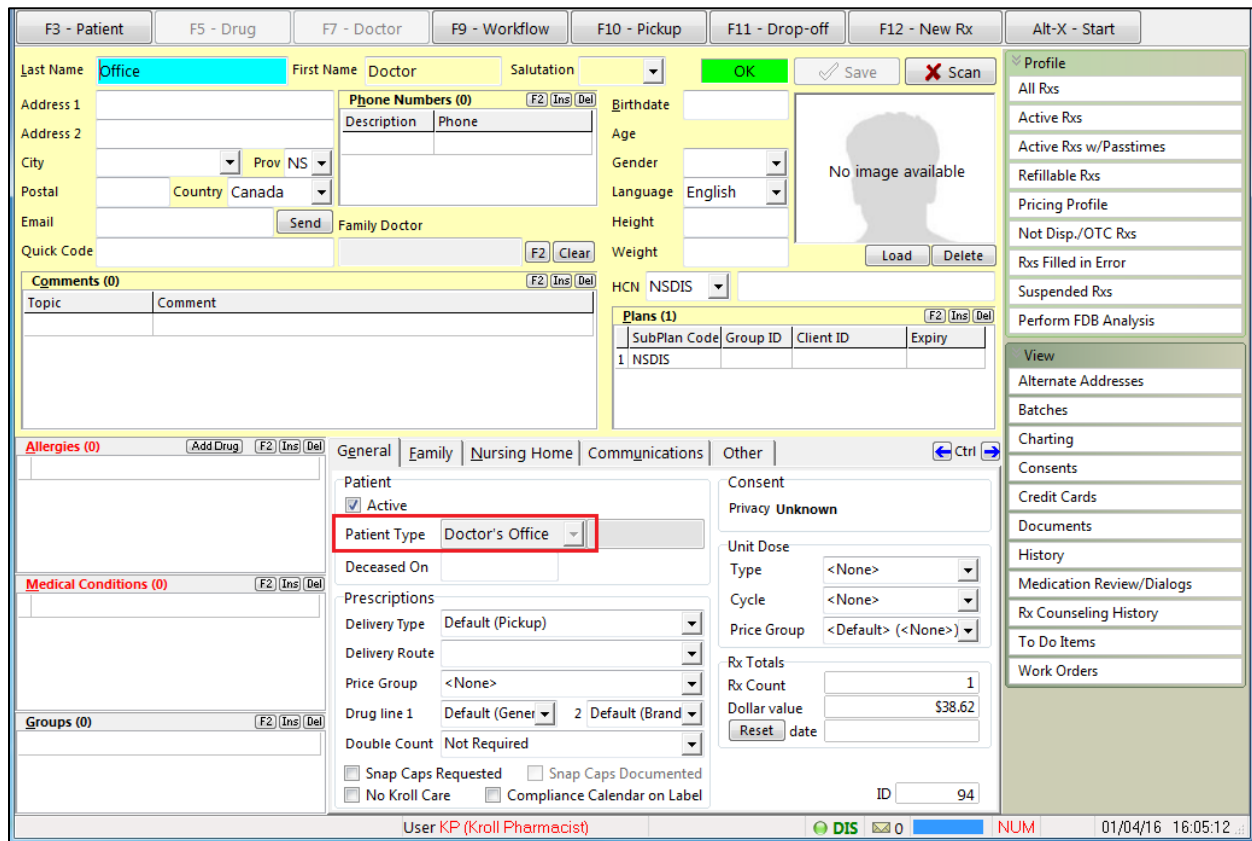
NOTE: Entries for Other Medications on the Network are not fillable. However, they can be refilled on the local system which will not create an entry on the Network.



#	Status	Orig Rx	Rx Num	Date	Agd	Qty	Auth	Rem	Brand Name	Doctor	Sig
1	Not Disp.	1000055	1000055	12/02/2014	0	30	30	30	Gravol 25mg	Beauty	FOR INFORMATION ONLY
2	Unfilled (Inact) (Transfe	1000051	1000051	11/02/2014	1	90	90	90	Fucidin H	Chaplin	AAA TID PRN F RA
3	Unfilled (Inact) (Transfe	1000050	1000050	11/02/2014	1	100	100	100	Apo-Famotidine 40r	Chaplin	T1T QD
4	Unfilled (Inact) (Transfe	9000003	9000003	10/02/2014	2	100	100	100	Tylenol With Codein	Chaplin	T1T QID PRN

Stock Transfer for Locations

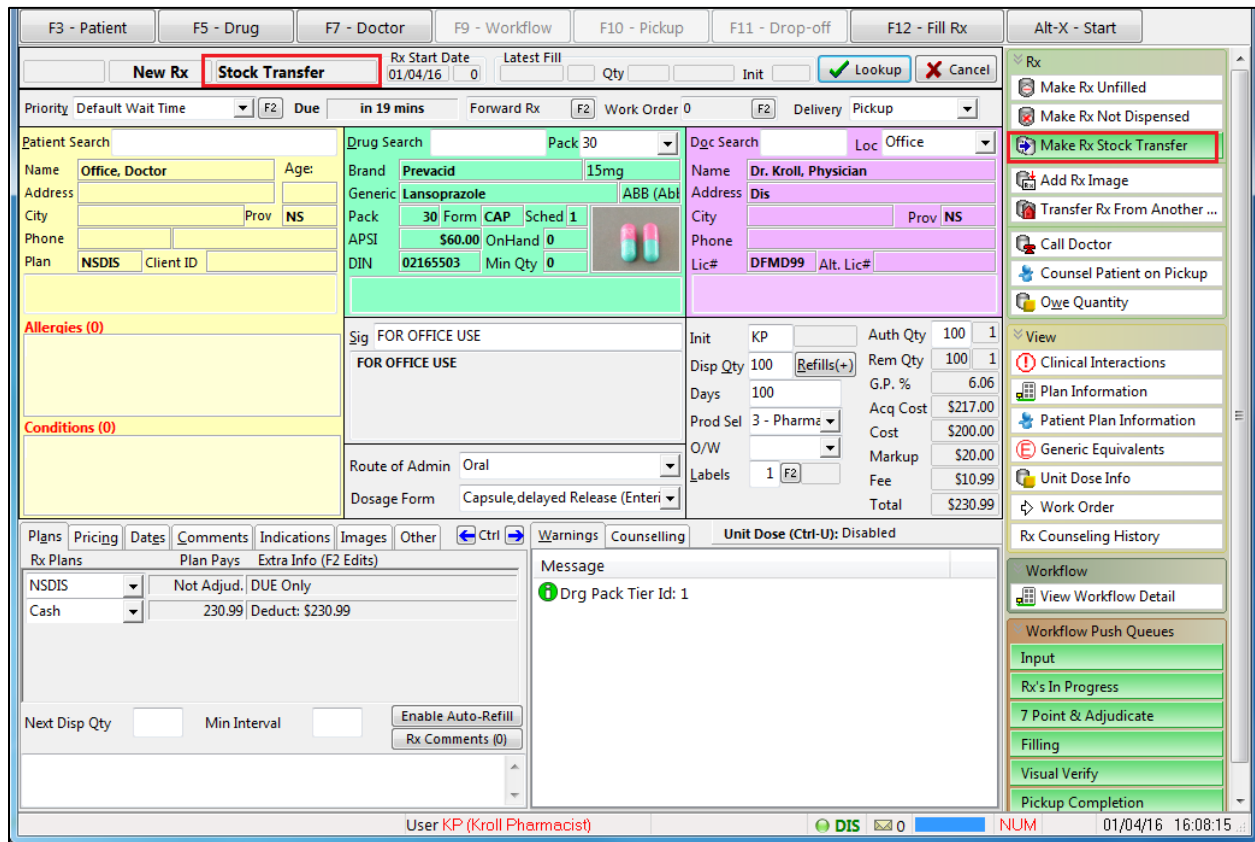
1. Click **F3 - Patient** to search or add the location to local system.
 - a) Input the location information.
 - b) Insert the **NSDIS** plan on the Patient card.
 - c) Set the **Patient Type** to **Doctor's Office**.



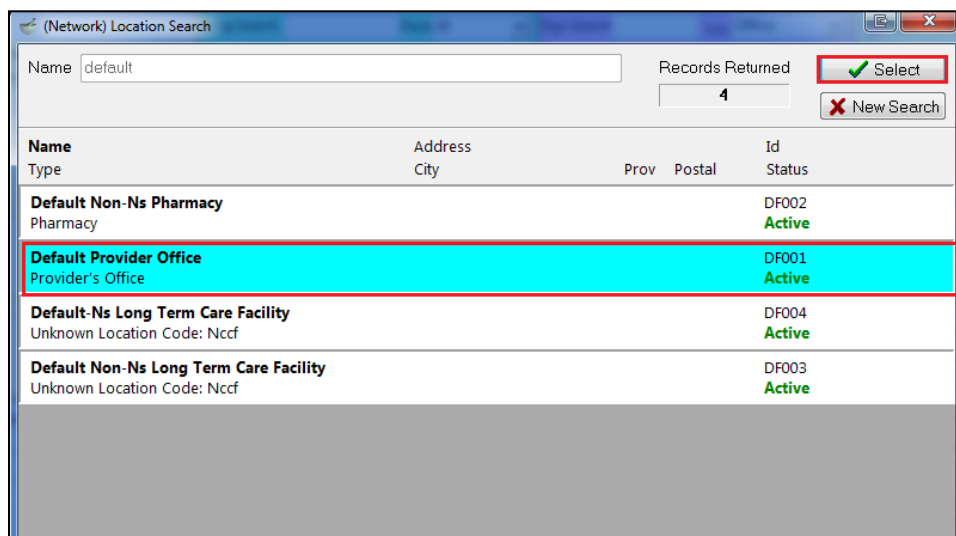
- d) Click **Save** to save the patient information.

NOTE: Only Patient type **Doctor's Office** will send stock transfers to the Network.

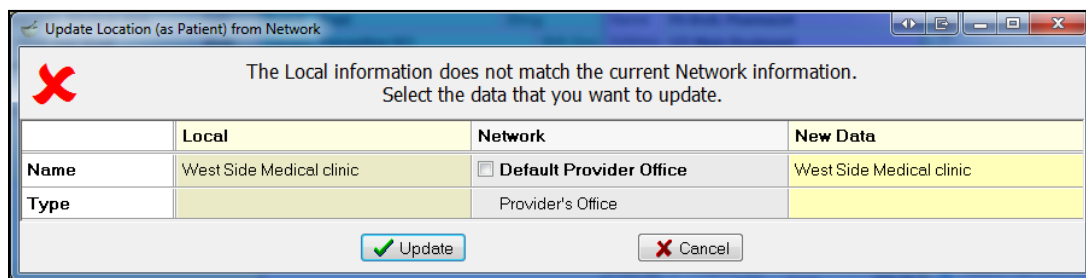
2. From the **Rx Filling** screen, select **Make Rx Stock Transfer** from the right navigation pane.



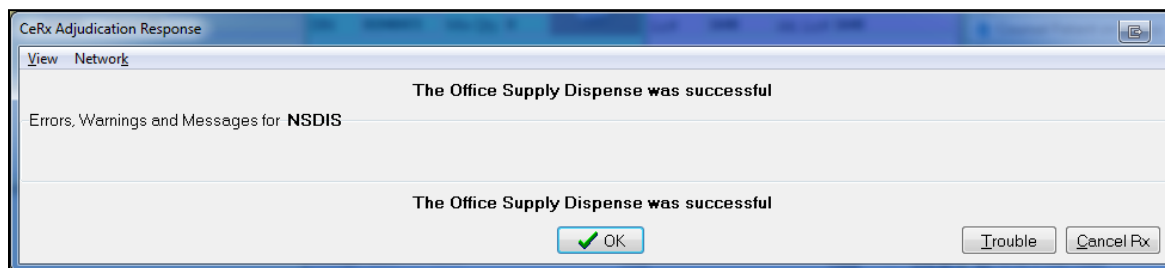
3. If this is the first time you are dispensing for this clinic location, when you click **F12** to record the stock transfer, the **(Network) Location Search** will auto-prompt. Enter 'Default' as location searches do not include medical clinics. Highlight **Default Provider Office** and click **Select**.



- Once you have selected the location, the **Update Location (as Patient) from Network** window will appear. Select the items you wish to update and click **Update**.



- Complete the stock transfer. A successful message will appear.



NOTE: Stock Transfer Rxs can not be viewed under the (Network) Patient Profile

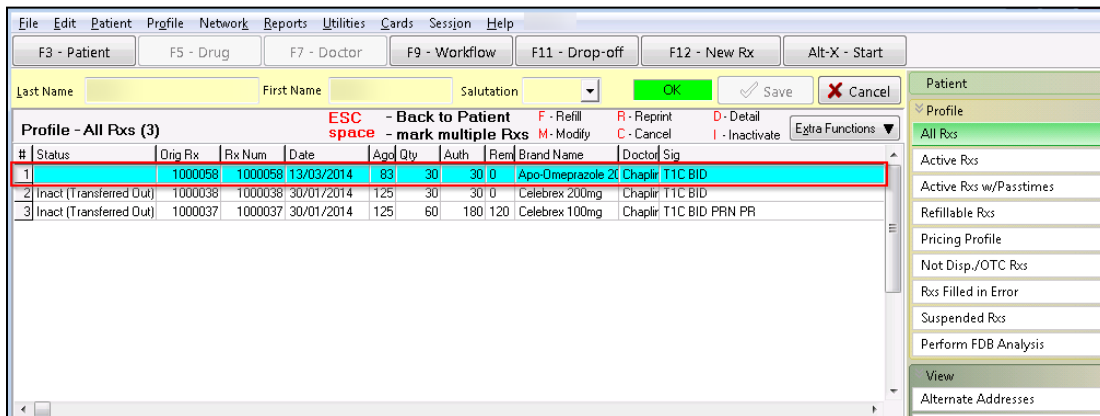
Filling a Prescription with a Natural Product Number (NPN)

A **Natural Product Number (NPN)** is assigned by Health Canada to a product whose manufacturer has submitted enough human evidence to support the health claims they have declared. Natural health products that are dispensed to patients can be recorded on Nova Scotia DIS through Kroll as normal prescription orders. Nova Scotia DIS accepts both DIN and NPN numbers

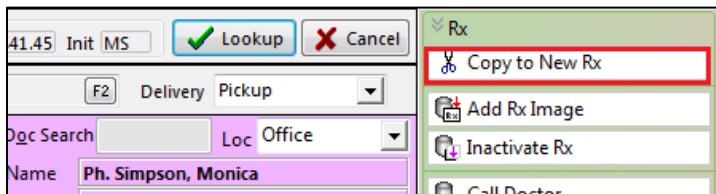
Pharmacist Adaptation or Renewal from an Existing

A pharmacist adapting or renewing an existing local prescription can use the **Copy to New Rx** function to create the new pharmacist prescribed Rx. The link between the original physician Rx and new pharmacist Rx is logged on Nova Scotia DIS. Adapt or renew a prescription as follows:

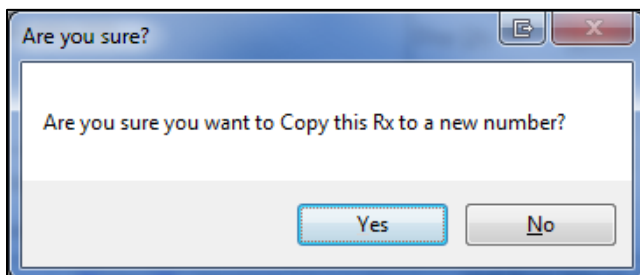
1. Call up the local patient profile (**Shift-F3**) of the patient you are doing a pharmacist prescribe for.



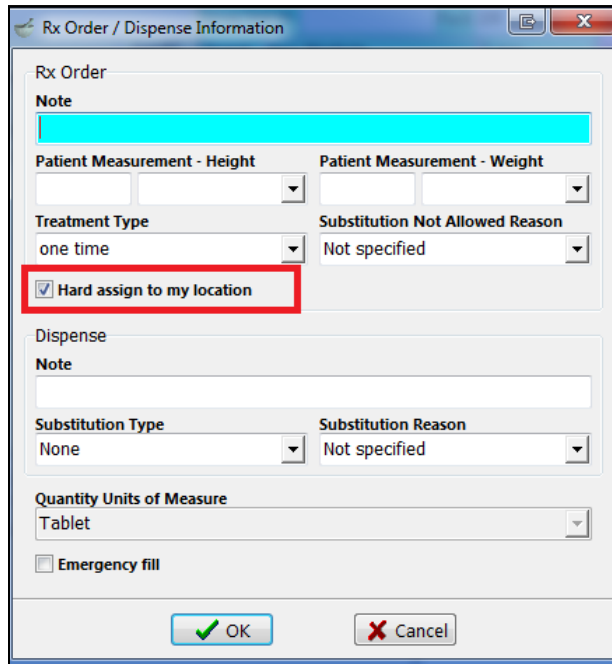
2. Highlight the Rx you would like to copy from and press **F-Refill**.
3. Select **Copy to New Rx** from the right navigation pane.



4. Answer **Yes** to the 'Are you sure you want to Copy this Rx to a new number?' prompt.



5. Make all necessary changes to the new prescription (e.g., change the provider to the prescribing pharmacist, change the sig, change the drug, etc.). Where the prescriber and the user license are the same, the **Rx Order / Dispense Information Screen** will appear. Optionally check or uncheck 'Hard assign to my location'.



The screenshot shows a window titled "Rx Order / Dispense Information". It is divided into two main sections: "Rx Order" and "Dispense".

Rx Order Section:

- Note:** A text area with a blue background.
- Patient Measurement - Height:** A dropdown menu.
- Patient Measurement - Weight:** A dropdown menu.
- Treatment Type:** A dropdown menu with "one time" selected.
- Substitution Not Allowed Reason:** A dropdown menu with "Not specified" selected.
- Hard assign to my location:** A checked checkbox, highlighted with a red box.

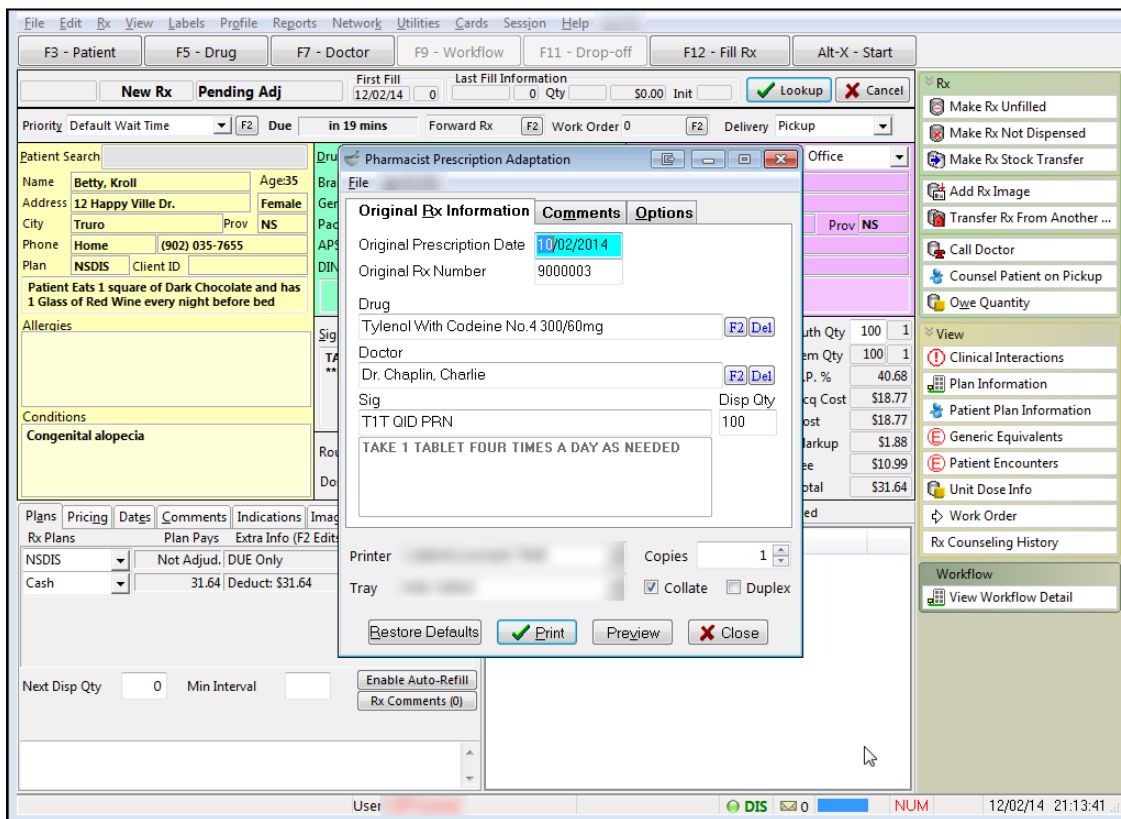
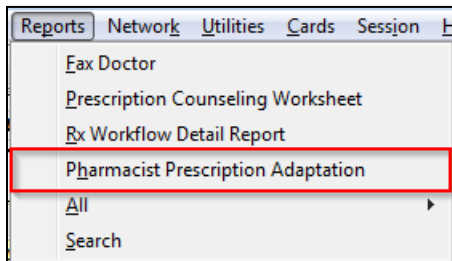
Dispense Section:

- Note:** A text area.
- Substitution Type:** A dropdown menu with "None" selected.
- Substitution Reason:** A dropdown menu with "Not specified" selected.
- Quantity Units of Measure:** A dropdown menu with "Tablet" selected.
- Emergency fill:** An unchecked checkbox.

At the bottom of the window are "OK" and "Cancel" buttons.

NOTE: Hard assigning an order to my location restricts it to be only dispensed at my location.

6. Select **Reports > Pharmacist Prescription Adaptation** to print a report that may be faxed to the physician.



7. Click **F12 - Fill Rx** or press **F12** on the keyboard to fill the pharmacist prescribed Rx.
8. As the new prescription is being sent to Nova Scotia DIS, a message will also be sent to inactivate (stop) the “copied from Rx” on the Network.



- Once the new prescription has been successfully sent to Nova Scotia DIS, a **Prescription Order Hardcopy** is printed and the old prescription will be inactivated locally and will have a status of aborted on Nova Scotia DIS.

Prescription Order

Simpson, Monica

Kroll, Marilyn (01-Jun-1926) - Female
 100 Princess Lane Road
 Halifax NS A1A 1A1
 (902) 998-8765 PHN: 5765161927

DIS Order #: 121 Status: Completed
 Previous DIS Order #: 119

APO-WARFARIN 1 MG SWALLOW, ORAL DIN: 02242924 (Tablet)
 TAKE 1 TABLET ONCE A DAY

Start date: 29-May-2014 Last fill expiry date: 29-May-2015
 Route: Swallow, Oral
 Dispense quantity: 30 Dispense days supply: 30
 Total prescribed quantity: 30 Total days supply: 30

Signature: _____

***** Please take this prescription to your pharmacist. *****

Printed: 29-May-2014 11:22

NOTE: The **Obsolete** status means that no further dispenses can be made against the Rx Order.

Unfilled	Obsolete	Chaplin, Charlie	8460	10-Feb-2014
TYLENOL W/CODEINE NO. 4 300MG-60MG SWAL 02163918				
TAKE 1 TABLET FOUR TIMES A DAY AS NEEDED				
			×	100 100
Unfilled	Active	Chaplin, Charlie	8472	12-Feb-2014
TYLENOL W/CODEINE NO. 4 300MG-60MG SWAL 02163918				
TAKE 1 TABLET FOUR TIMES A DAY AS NEEDED **MAXIMUM OF				
			✓	100 100

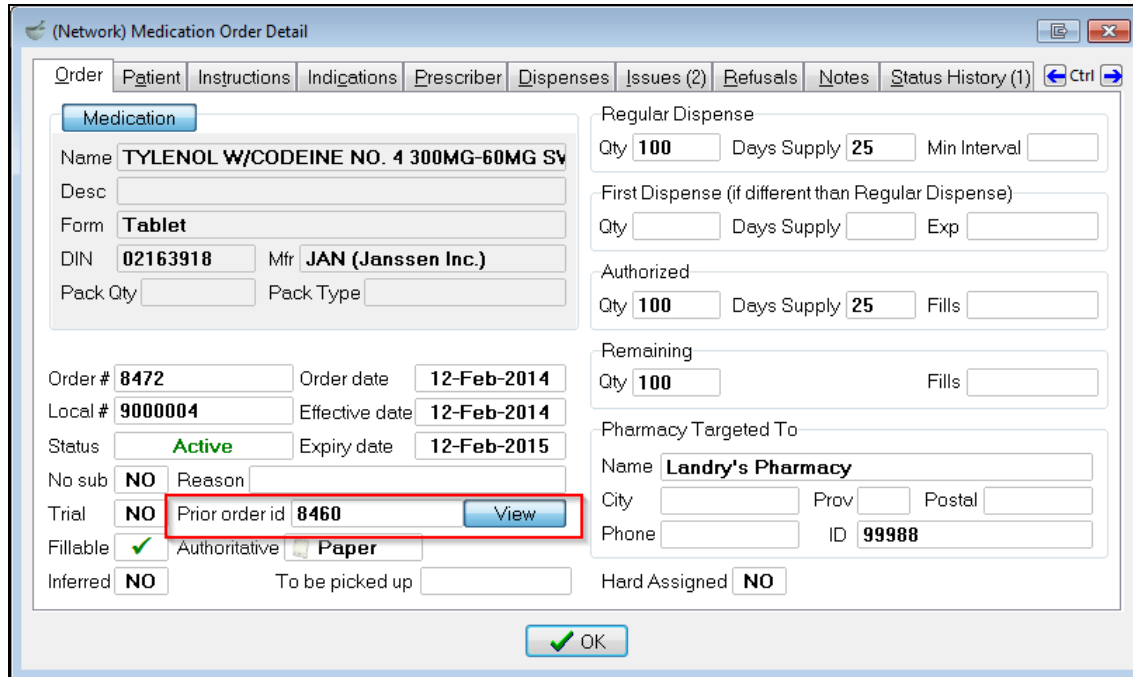
Detail Extra Functions Cancel OK

- Detail the new prescription to call up the **(Network) Medication Order Detail** window.

Unfilled	Obsolete	Chaplin, Charlie	8460	10-Feb-2014
TYLENOL W/CODEINE NO. 4 300MG-60MG SWAL 02163918				
TAKE 1 TABLET FOUR TIMES A DAY AS NEEDED				
			×	100 100
Unfilled	Active	Chaplin, Charlie	8472	12-Feb-2014
TYLENOL W/CODEINE NO. 4 300MG-60MG SWAL 02163918				
TAKE 1 TABLET FOUR TIMES A DAY AS NEEDED **MAXIMUM OF				
			✓	100 100

Detail Extra Functions Cancel OK

- From the **(Network) Medication Order Detail** window, click the **View** button located to the right of the **Prior order id** field to view the information from the Network prescription that this was copied from.



(Network) Medication Order Detail

Order Patient Instructions Indications Prescriber Dispenses Issues (2) Refusals Notes Status History (1) Ctrl

Medication

Name: **TYLENOL W/CODEINE NO. 4 300MG-60MG SV**
 Desc:
 Form: **Tablet**
 DIN: **02163918** Mfr: **JAN (Janssen Inc.)**
 Pack Qty: Pack Type:

Regular Dispense
 Qty: **100** Days Supply: **25** Min Interval:
 First Dispense (if different than Regular Dispense)
 Qty: Days Supply: Exp:
 Authorized
 Qty: **100** Days Supply: **25** Fills:
 Remaining
 Qty: **100** Fills:
 Pharmacy Targeted To
 Name: **Landry's Pharmacy**
 City: Prov: Postal:
 Phone: ID: **99988**
 Hard Assigned: **NO**

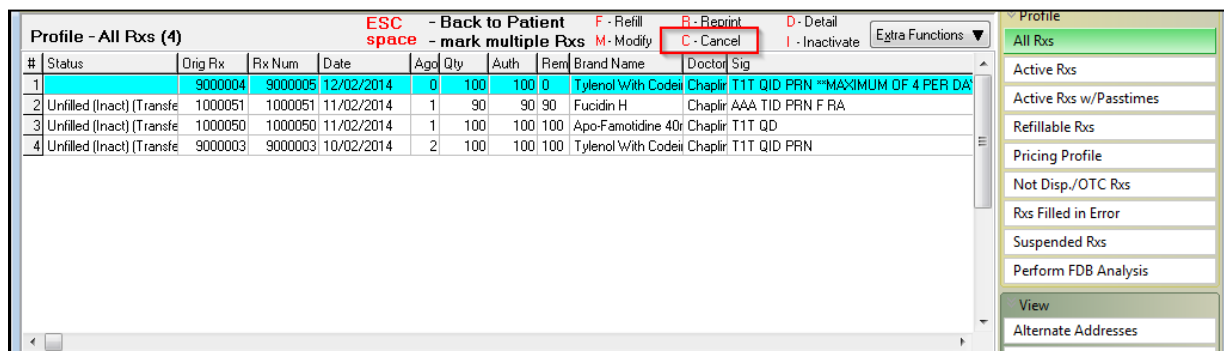
Order #: **8472** Order date: **12-Feb-2014**
 Local #: **9000004** Effective date: **12-Feb-2014**
 Status: **Active** Expiry date: **12-Feb-2015**
 No sub: **NO** Reason:
 Trial: **NO** **Prior order id: 8460** **View**
 Fillable: Authoritative: **Paper**
 Inferred: **NO** To be picked up: Hard Assigned: **NO**

OK

Canceling a Prescription

This section explains how to cancel a prescription.

- Call up the local patient profile from the **F3 - Patient** card by accessing **Profile > All Rxs** or pressing **Shift-F3** on the keyboard.
- Highlight the Rx that needs to be cancelled and click **C - Cancel** or press **C** on the keyboard.



Profile - All Rxs (4)

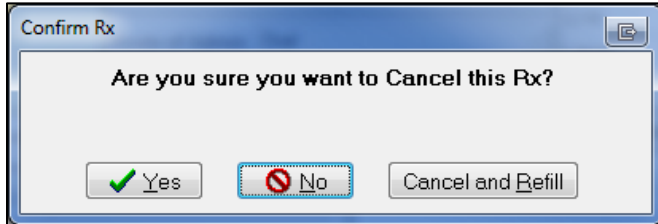
ESC - Back to Patient F - Refill B - Reprint D - Detail
 space - mark multiple Rxs M - Modify C - Cancel I - Inactivate Extra Functions

#	Status	Orig Rx	Rx Num	Date	Agg	Qty	Auth	Rem	Brand Name	Doctor	Sig
1	Unfilled (Inact)	Transfe	1000004	9000005	12/02/2014	0	100	0	Tylenol With Codein	Chaplr	T1T QID PRN **MAXIMUM OF 4 PER DA
2	Unfilled (Inact)	Transfe	1000051	1000051	11/02/2014	1	90	90	Fucidin H	Chaplr	AAA TID PRN F RA
3	Unfilled (Inact)	Transfe	1000050	1000050	11/02/2014	1	100	100	Apo-Famotidine 40r	Chaplr	T1T QD
4	Unfilled (Inact)	Transfe	9000003	9000003	10/02/2014	2	100	100	Tylenol With Codein	Chaplr	T1T QID PRN

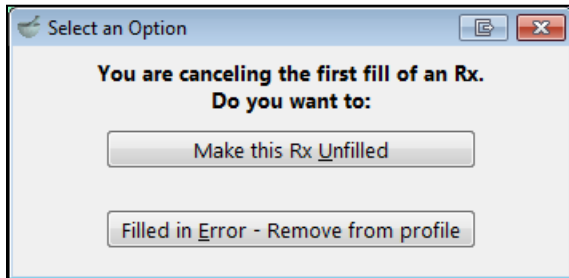
Profile
 All Rxs
 Active Rxs
 Active Rxs w/Passtimes
 Refillable Rxs
 Pricing Profile
 Not Disp./OTC Rxs
 Rxs Filled in Error
 Suspended Rxs
 Perform FDB Analysis
 View
 Alternate Addresses

- If the correct prescription is being called up for cancellation, answer **Yes** when asked ‘**Are you sure you want to Cancel this Rx?**’

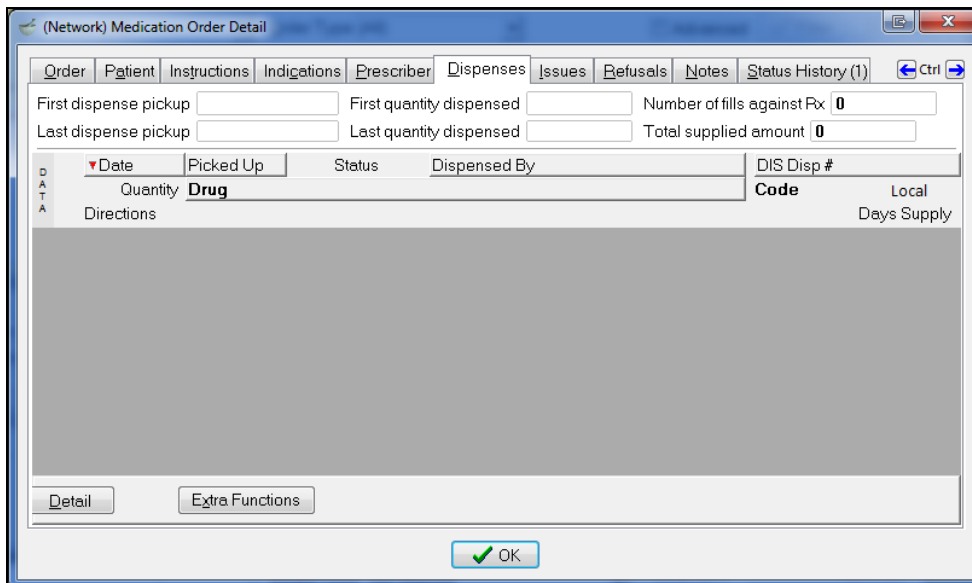
NOTE: Select the option to **Cancel and Refill** if you are looking to reverse the claim, modify it, and then resend it immediately.



- If you are cancelling the first fill of a prescription, the following screen will appear. Select the appropriate option:

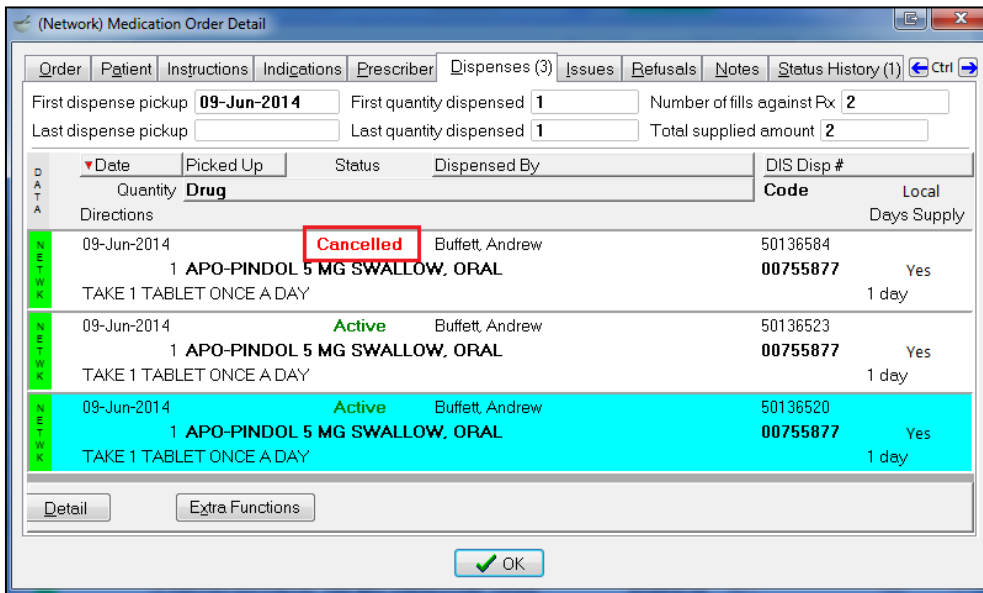


- Make this Rx Unfilled:** Selecting this option will mark the local Rx as ‘unfilled’ and leave the prescription order on the Nova Scotia DIS. The dispense will be retracted.



- b) **Filled in Error – Remove from profile:** Selecting this option will mark the Rx as a mistake on the local system and place it into the **Rxs Filled in Error** profile. The Network entry will be retracted and will not appear in the **(Network) Patient Profile**.

NOTE: Cancelling a refilled Rx prescription in Kroll will mark the associated network dispense as ‘Cancelled’ on Nova Scotia DIS.

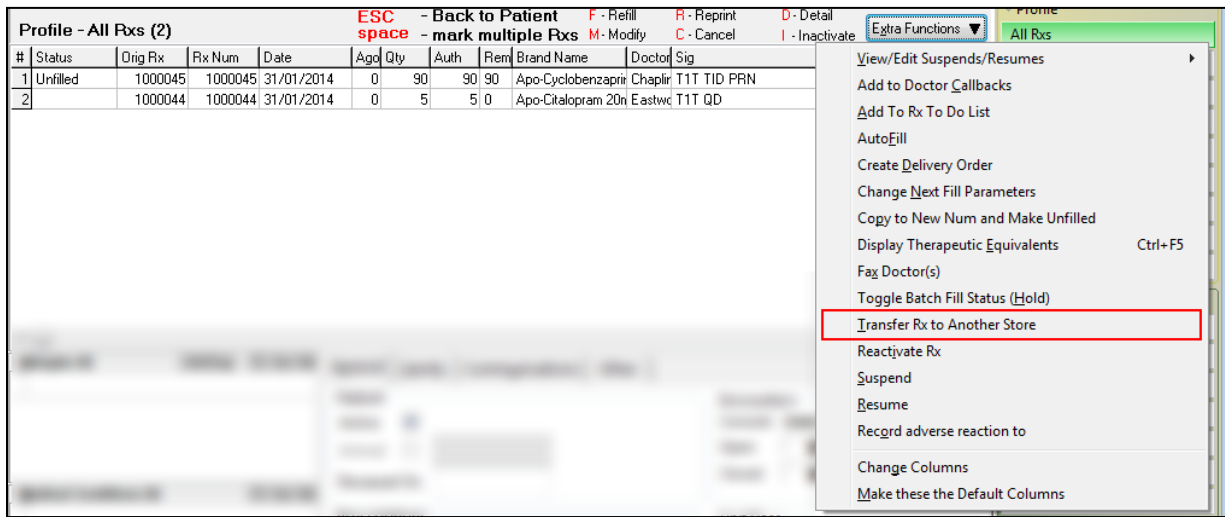


Transferring Prescriptions

Transfer Rx to another Store

When another pharmacy contacts you for a prescription transfer, use the **Transfer Rx to Another Stor’** function as you would have prior to the DIS integration. Your local prescription will be made inactive and the transfer information will be sent to Nova Scotia DIS – the Network prescription will remain active. When the other pharmacy invokes their ‘Transfer From’ function against this Rx, their new dispense will be recorded against their pharmacy.

1. Select **Extra Functions > Transfer Rx to Another Store.**

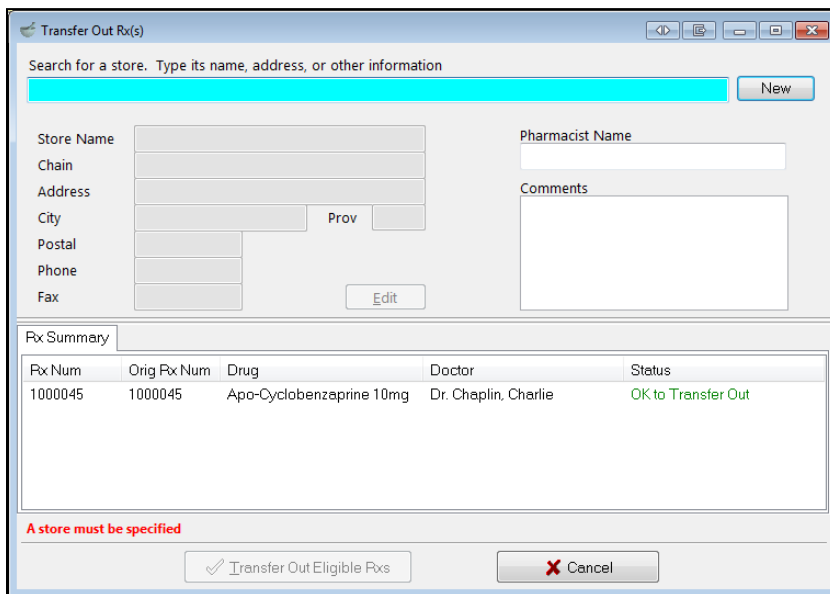


The screenshot shows a software window titled "Profile - All Pxs (2)". At the top, there are several function keys: ESC (Back to Patient), space (mark multiple Pxs), F (Refill), H (Reprint), D (Detail), I (Inactivate), M (Modify), and C (Cancel). Below these is a table of prescriptions:

#	Status	Orig Rx	Rx Num	Date	Ago	Qty	Auth	Rem	Brand Name	Doctor	Sig
1	Unfilled	1000045	1000045	31/01/2014	0	90	90	90	Apo-Cyclobenzaprine	Chaplin	T1T T1D PRN
2		1000044	1000044	31/01/2014	0	5	5	0	Apo-Citalopram 20mg	Eastwic	T1T QD

An "Extra Functions" dropdown menu is open, listing various actions. The option "Transfer Rx to Another Store" is highlighted with a red rectangle. Other options include View/Edit Suspends/Resumes, Add to Doctor Callbacks, Add To Rx To Do List, AutoFill, Create Delivery Order, Change Next Fill Parameters, Copy to New Num and Make Unfilled, Display Therapeutic Equivalents (Ctrl+F5), Fax Doctor(s), Toggle Batch Fill Status (Hold), Reactivate Rx, Suspend, Resume, Recgrd adverse reaction to, Change Columns, and Make these the Default Columns.

2. Search for the **Location** requesting the transfer.

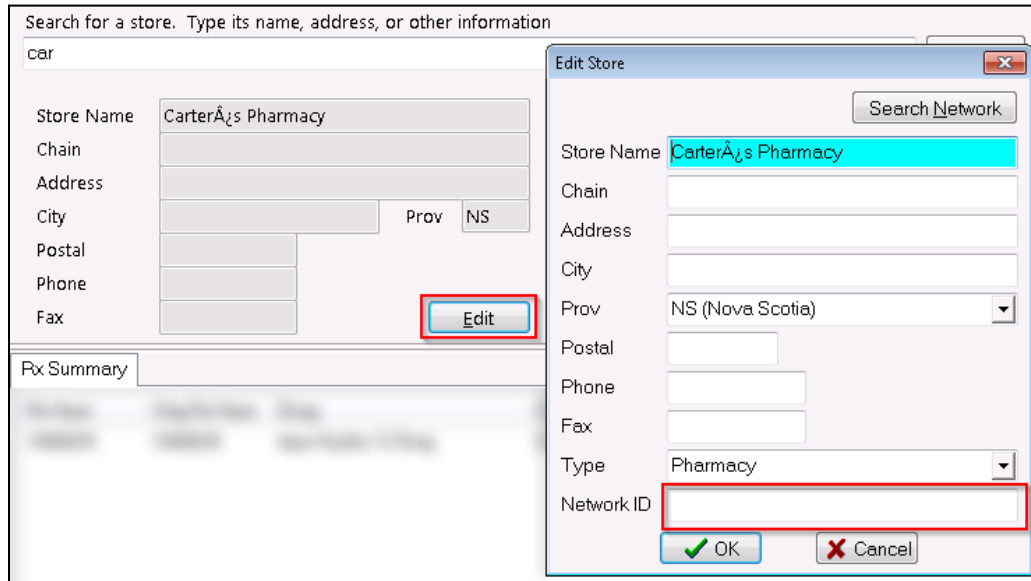


The screenshot shows a dialog box titled "Transfer Out Rx(s)". It contains a search field for a store name, address, or other information, with a "New" button. Below the search field are input fields for Store Name, Chain, Address, City, Postal, Phone, and Fax, along with a "Prov" dropdown and an "Edit" button. To the right, there are fields for Pharmacist Name and Comments. At the bottom, there is an "Rx Summary" table:

Rx Num	Orig Rx Num	Drug	Doctor	Status
1000045	1000045	Apo-Cyclobenzaprine 10mg	Dr. Chaplin, Charlie	OK to Transfer Out

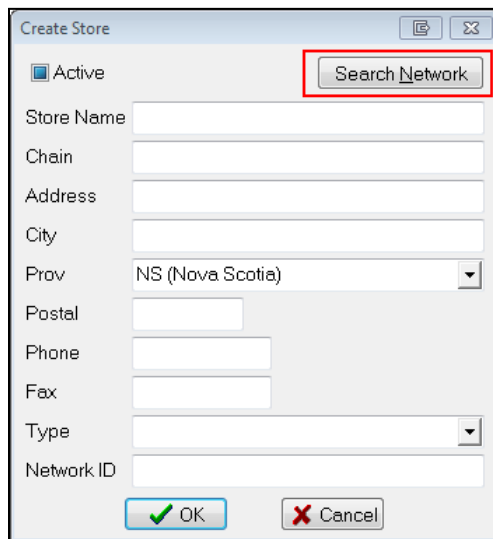
At the bottom of the dialog, there is a red error message: "A store must be specified". Below this are two buttons: "Transfer Out Eligible Pxs" and "Cancel".

NOTE: If selecting an existing **Transfer Location**, select the **Edit** button to open the **Edit Store** form, which will allow you to search the network for the applicable **Network ID**.



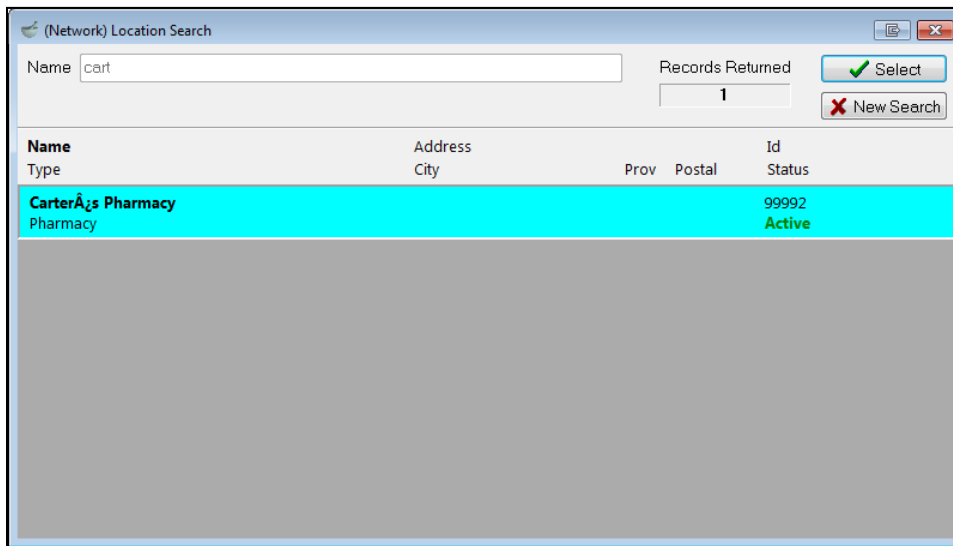
The screenshot shows a search interface for a store. The search term is 'car'. The results show 'Carter's Pharmacy' with fields for Chain, Address, City, Prov (NS), Postal, Phone, and Fax. An 'Edit' button is highlighted. An 'Edit Store' dialog box is open, showing the same information for 'Carter's Pharmacy'. The 'Search Network' button is highlighted, and the 'Network ID' field is also highlighted.

a) **Search Network** will fill in the applicable Network location information.

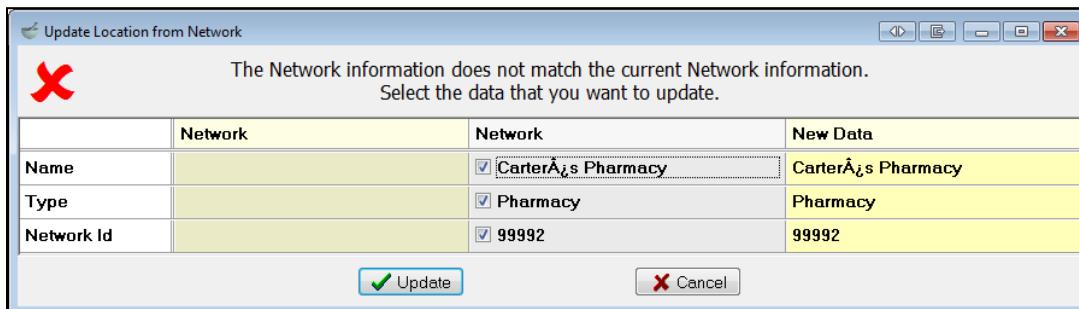


The screenshot shows the 'Create Store' dialog box. The 'Active' checkbox is checked. The 'Search Network' button is highlighted. The dialog contains fields for Store Name, Chain, Address, City, Prov (NS), Postal, Phone, Fax, Type, and Network ID.

b) Enter the desired search criteria on the **(Network) Location Search** screen.

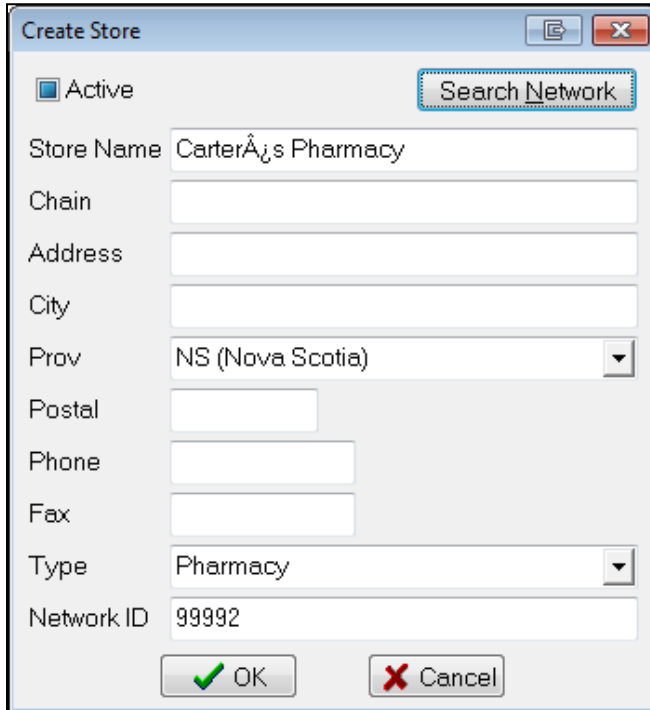


c) Once you have found the desired location in the **Network Search**, click **Select** to open the **Update Location from the Network** screen.



d) Select the **Update** option, to populate the Local location with the information from the **Network**.

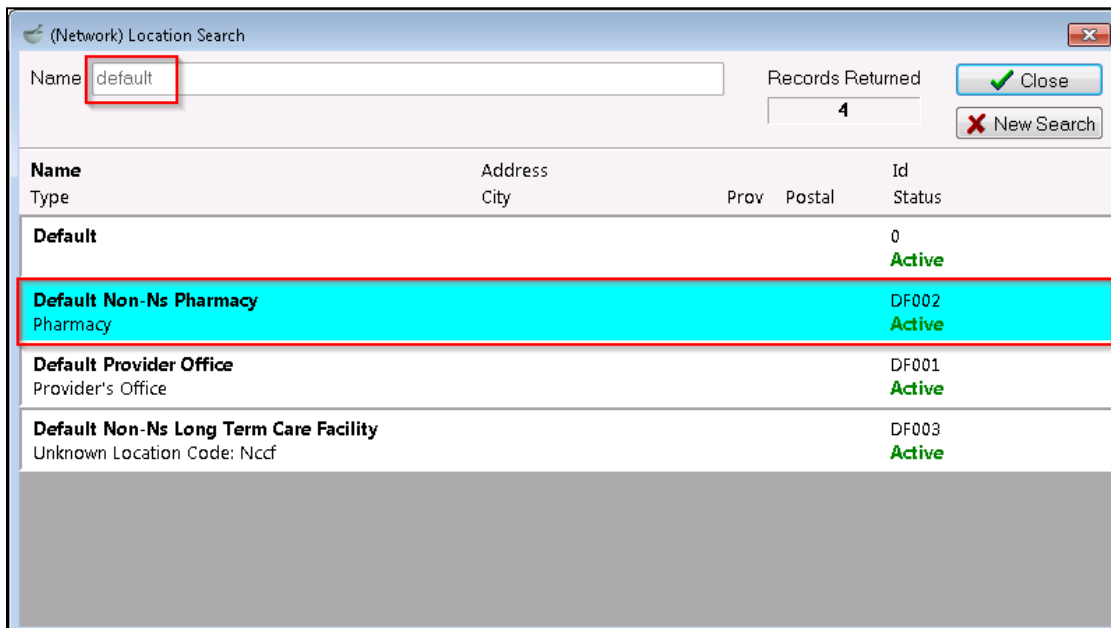
NOTE: Address for the location is required for a transfer. If it is missing on the network, enter it manually.



The 'Create Store' dialog box contains the following fields and controls:

- Active
- Search Network button
- Store Name: Carter's Pharmacy
- Chain: [Empty]
- Address: [Empty]
- City: [Empty]
- Prov: NS (Nova Scotia)
- Postal: [Empty]
- Phone: [Empty]
- Fax: [Empty]
- Type: Pharmacy
- Network ID: 99992
- OK button
- Cancel button

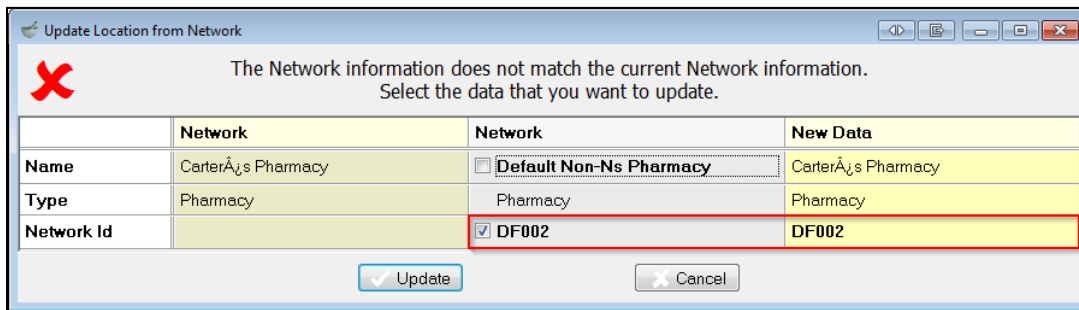
NOTE: If the location requesting the transfer is an out-of-province location, insert the location name and address. Search on the network for **Default** and click **Default Non-NS Pharmacy**.



The '(Network) Location Search' dialog box shows a search for 'default' with 4 records returned. The results are as follows:

Name	Address	Prov	Postal	Id	Status
Type	City				
Default				0	Active
Default Non-Ns Pharmacy				DF002	Active
Default Provider Office				DF001	Active
Default Non-Ns Long Term Care Facility				DF003	Active
Unknown Location Code: Ncdf					

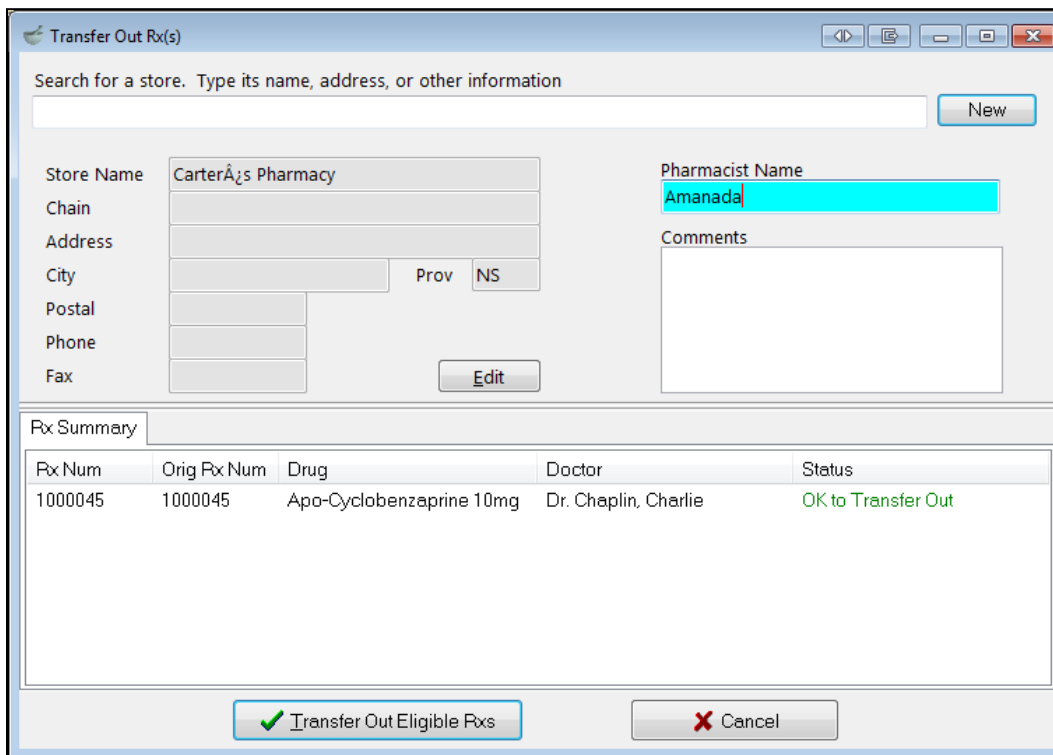
3. Then select the location's **Network ID** and click **Update**.



The Network information does not match the current Network information.
Select the data that you want to update.

	Network	Network	New Data
Name	Carter's Pharmacy	<input type="checkbox"/> Default Non-Ns Pharmacy	Carter's Pharmacy
Type	Pharmacy	Pharmacy	Pharmacy
Network Id		<input checked="" type="checkbox"/> DF002	DF002

4. Once you have completed the remaining required information, you may then complete the transfer by clicking **Transfer Out Eligible Rxs**.



Search for a store. Type its name, address, or other information

Store Name: Carter's Pharmacy

Chain:

Address:

City: Prov: NS

Postal:

Phone:

Fax:

Pharmacist Name: Amanada

Comments:

Rx Summary

Rx Num	Orig Rx Num	Drug	Doctor	Status
1000045	1000045	Apo-Cyclobenzaprine 10mg	Dr. Chaplin, Charlie	OK to Transfer Out

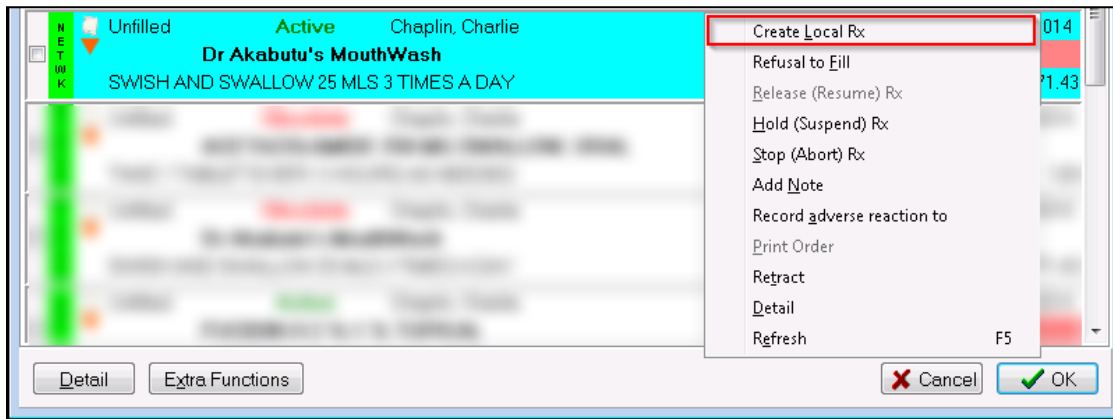
5. Once transferred out, the order will display as belonging to another location

Unfilled	Active	Chaplin, Charlie	8433	31-Jan-2014
APO-CYCLOBENZAPRINE 10 MG SWALLOW, ORAL		02177145	APX	No
TAKE 1 TABLET 3 TIMES A DAY AS NEEDED			✓	90 90

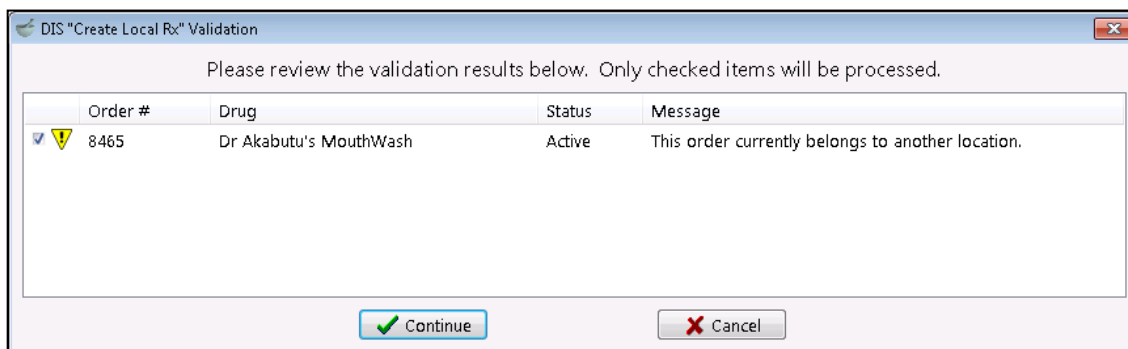
Creating Local Rx (Transferring Rx from another Store)

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 is maintained on DIS. Simply creating a new Rx on Kroll and manually invoking the **Transfer Rx From Another Store** function will create a duplicate order on the DIS with no reference to the original Rx. Both the original and new order will show as active prescriptions, and will generate an unnecessary management error.

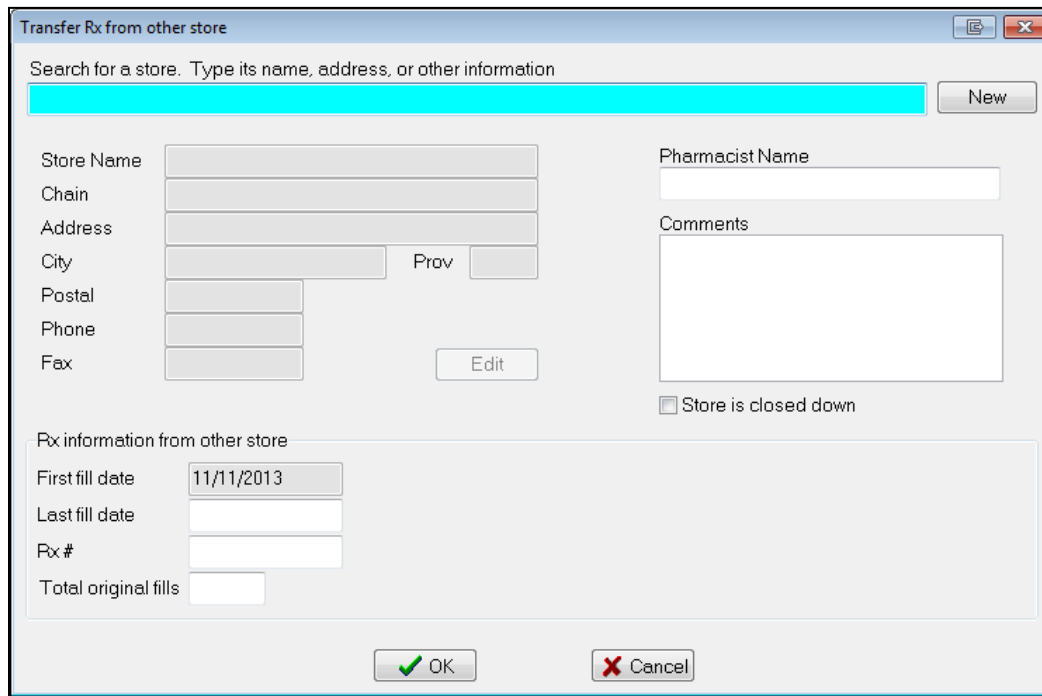
1. From the patient's **Network Profile**, select **Extra Functions > Create Local Rx**.



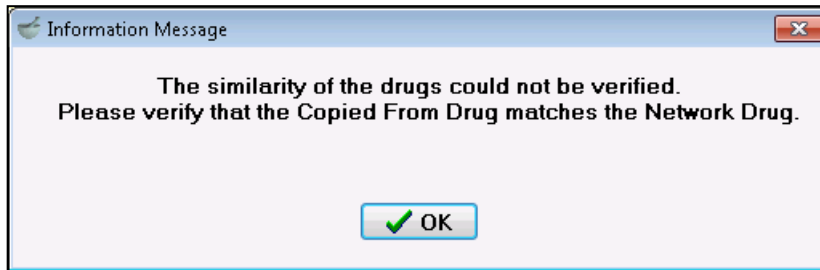
NOTE: If the user at the transferring pharmacy has not yet transferred the Rx order, or has transferred it to the incorrect location, you may see the following error:



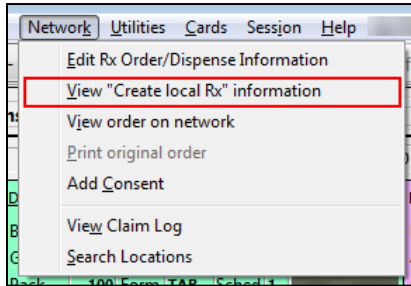
2. Enter the transfer store information and click **OK**.



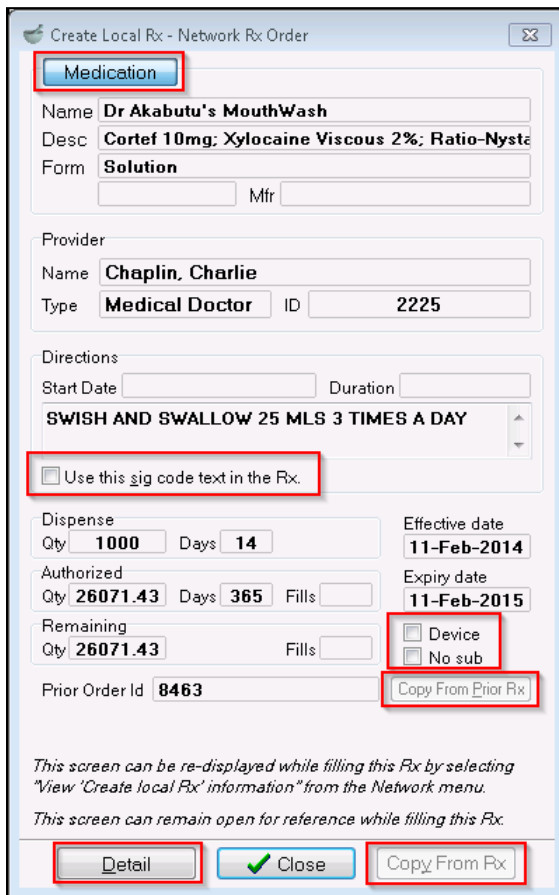
NOTE: In the case of a mixture, you will get the following warning to have them verify the drug prior to completing the order:



- Once you have transferred the prescription into their local system, you will then see an electronic copy of the order. You have the option of moving the **Create Local Rx- Network Rx Order** screen to the side to verify the Rx information. You may also close it and recall it from the **Network > View "Create Local Rx" Information**.



From the **Create Local Rx - Network Rx Order** screen, you have several options:



Medication

Name: **Dr Akabutu's MouthWash**
 Desc: **Cortef 10mg; Xylocaine Viscous 2%; Ratio-Nysta**
 Form: **Solution**
 Mfr: _____

Provider
 Name: **Chaplin, Charlie**
 Type: **Medical Doctor** ID: **2225**

Directions
 Start Date: _____ Duration: _____
SWISH AND SWALLOW 25 MLS 3 TIMES A DAY

Use this sig code text in the Rx.

Dispense
 Qty: **1000** Days: **14** Effective date: **11-Feb-2014**

Authorized
 Qty: **26071.43** Days: **365** Fills: _____ Expiry date: **11-Feb-2015**

Remaining
 Qty: **26071.43** Fills: _____
 Device
 No sub

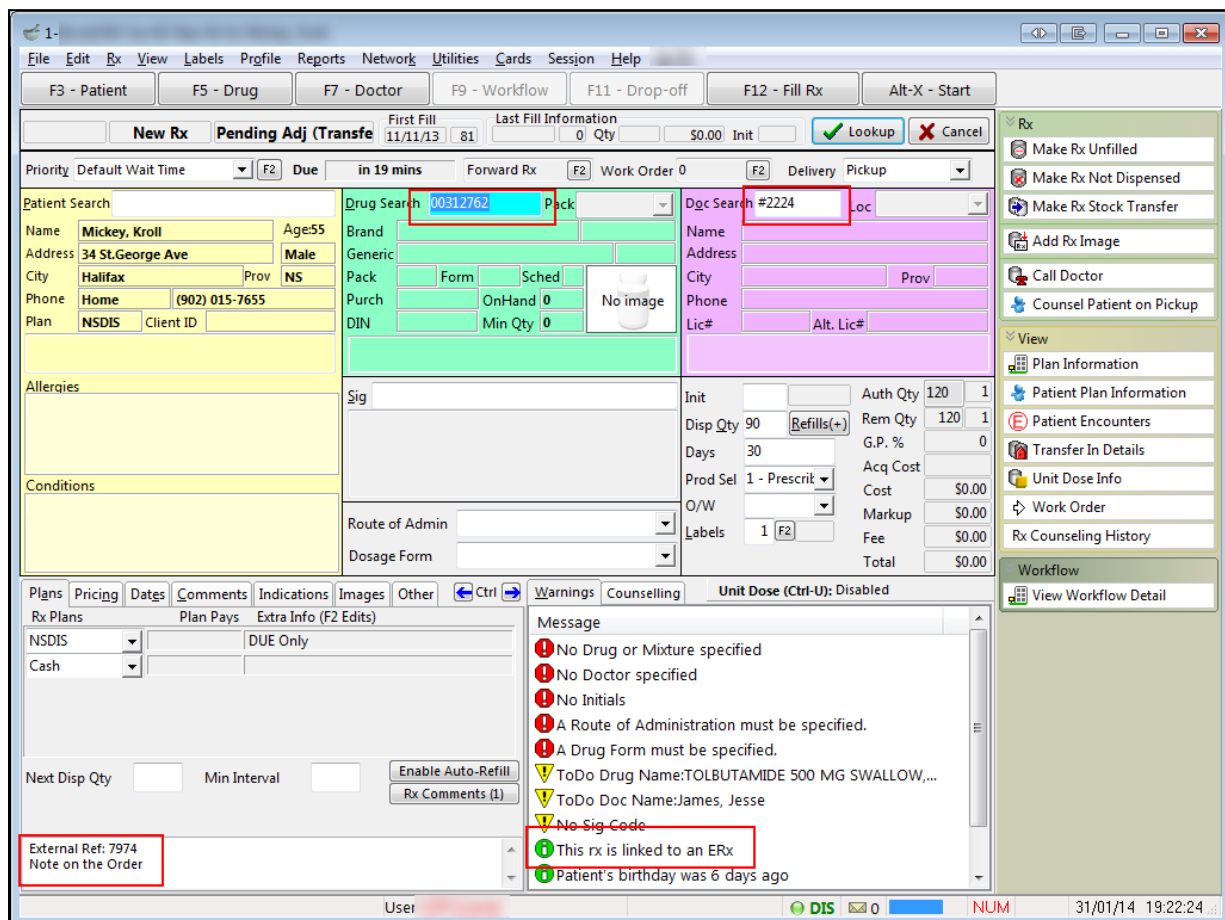
Prior Order Id: **8463**

This screen can be re-displayed while filling this Rx by selecting "View 'Create local Rx' information" from the Network menu.
This screen can remain open for reference while filling this Rx.

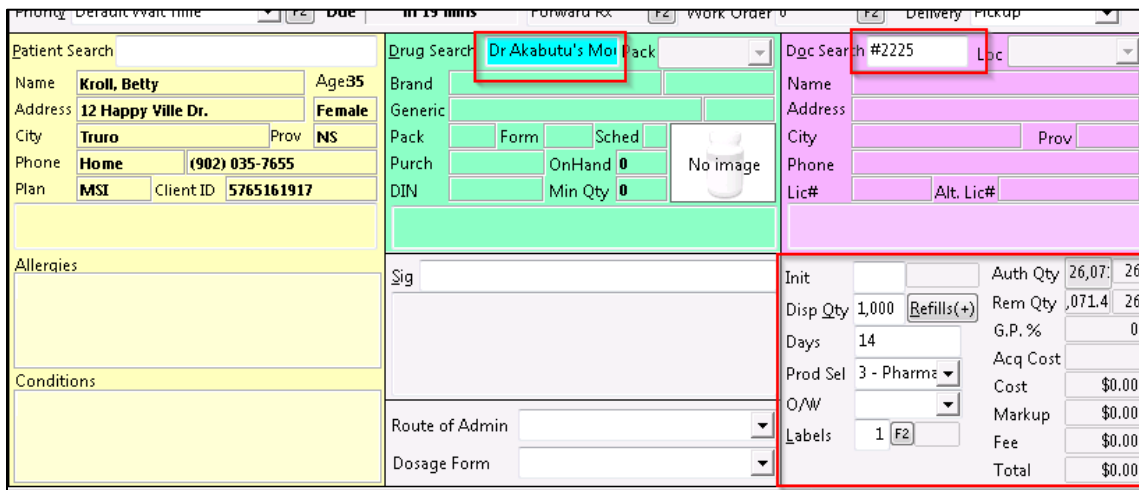
- Medication:** If the medication is a compound containing a monitored product, you may select this button to have it reveal the quantity of the monitored product;

- b) **Desc:** If the full description is not visible, you may hover over this field with the mouse and it will expand;
- c) **Use this SIG code text in the Rx:** Transposes the sig from the electronic order to the local system;
- d) **Device:** Indicates that this is a device on the Network;
- e) **No Sub:** Indicates that is a no-sub order on the Network;
- f) **Copy from Prior Rx:** Allows you to link this new Rx to an existing Rx on the patient's profile, if not already prompted to do so;
- g) **Detail:** Displays detailed order information from the Network;
- h) **Copy From Rx:** Same as 'Copy from Prior Rx'.

4. Information from the electronic order is automatically populated in the fill screen.



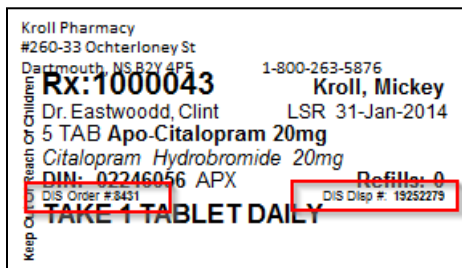
In the case of a mixture, the name of the mixture will pre-populate in the drug search field.



5. Complete the dispense or unfill as per usual.

DIS Order and Dispense Numbers

Prescription orders and dispenses are assigned a Nova Scotia DIS Order Number and a DIS Dispense Number by Nova Scotia DIS. These two numbers are the unique identifiers used to track prescription on the Network. These numbers are printed on the vial label of the prescription and can be viewed on the Network profile.

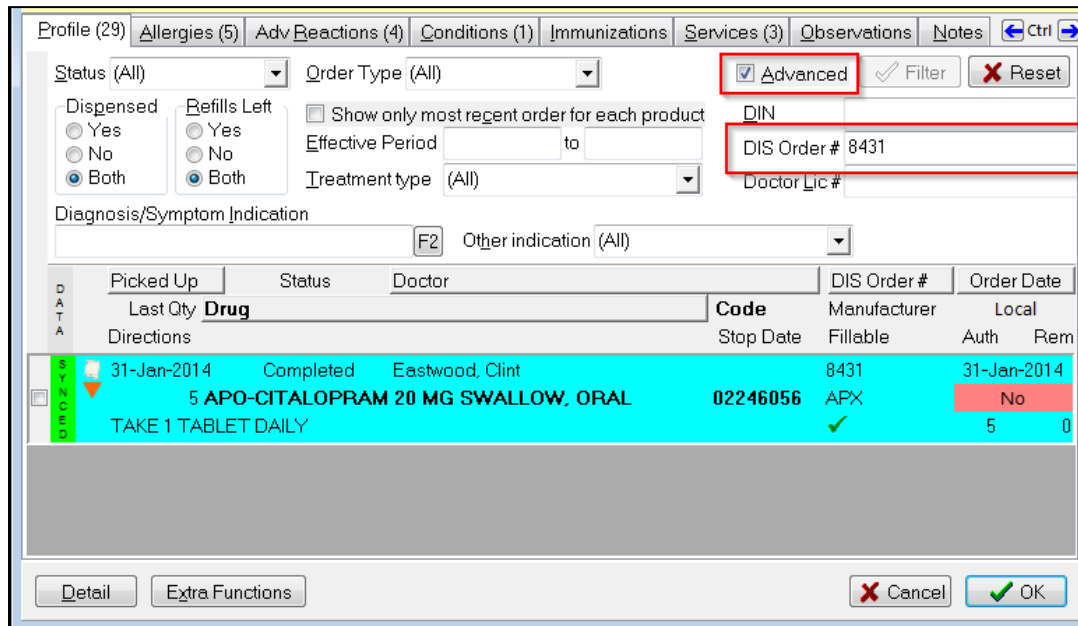


The DIS Order number and Dispense number can be used to reference specific prescription orders or dispenses when speaking with a DIS Helpdesk agent. The DIS Order Number can also be used to search for a specific Rx Order within a Network Patient Profile. This is especially helpful when the Network patient profile has multiple prescriptions for the same drug, or if the profile is very large.

Use the DIS Order Number to search for a specific Rx on the Network Patient Profile as follows:

1. From the **F3 - Patient** card, select **Network > Profile**.

- From the **Network Patient Profile**, check the **Advanced** flag to reveal additional options for searching prescriptions in the medication profile. On the right hand side of the window, look for the **DIS Order #** search field. Type in the **DIS Order #** and click **Filter**, or press **Enter** on the keyboard. The Rx Order entry matching the DIS Order Number will be returned on the **(Network) Patient Profile**.



Profile (29) Allergies (5) Adv Reactions (4) Conditions (1) Immunizations Services (3) Observations Notes Ctrl

Status (All) Order Type (All) Advanced Filter Reset

Dispensed: Yes No Both Refills Left: Yes No Both Show only most recent order for each product Effective Period: to Treatment type (All) Diagnosis/Symptom Indication: F2 Other indication (All)

Picked Up	Status	Doctor	DIS Order #	Order Date
31-Jan-2014	Completed	Eastwood, Clint	8431	31-Jan-2014

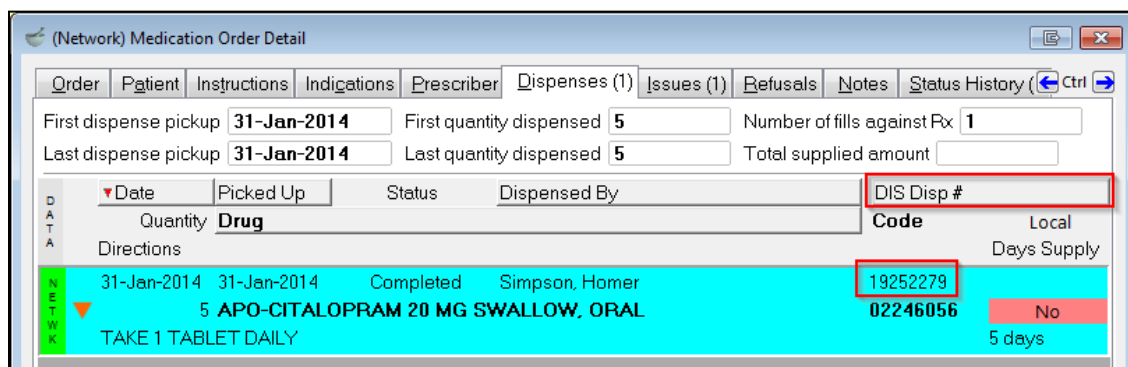
5 APO-CITALOPRAM 20 MG SWALLOW, ORAL 02246056 APX No

TAKE 1 TABLET DAILY

Detail Extra Functions Cancel OK

NOTE: Entering the **DIS Disp #** in this field will not pull up the particular dispense entry.

- Detail the Rx Order by double clicking the entry, clicking the **Detail button** or pressing “**D**” on the keyboard to call up the **Medication Order Detail** form. The **Dispenses** tab is displayed by default. The **DIS Disp #** number for each dispense against the Rx Order is displayed here.



(Network) Medication Order Detail

Order Patient Instructions Indications Prescriber Dispenses (1) Issues (1) Refusals Notes Status History Ctrl

First dispense pickup: 31-Jan-2014 First quantity dispensed: 5 Number of fills against Rx: 1
 Last dispense pickup: 31-Jan-2014 Last quantity dispensed: 5 Total supplied amount:

Date	Picked Up	Status	Dispensed By	DIS Disp #
31-Jan-2014	31-Jan-2014	Completed	Simpson, Homer	19252279

5 APO-CITALOPRAM 20 MG SWALLOW, ORAL 02246056 No

TAKE 1 TABLET DAILY

Nova Scotia DIS Patient Profile

The Nova Scotia DIS Patient Profile consists of a current, consolidated view of the following:

Profile (4)	Allergies	Adv Reactions	Conditions (1)	Immunizations	Services (2)	Observations	Notes
-------------	-----------	---------------	----------------	---------------	--------------	--------------	-------

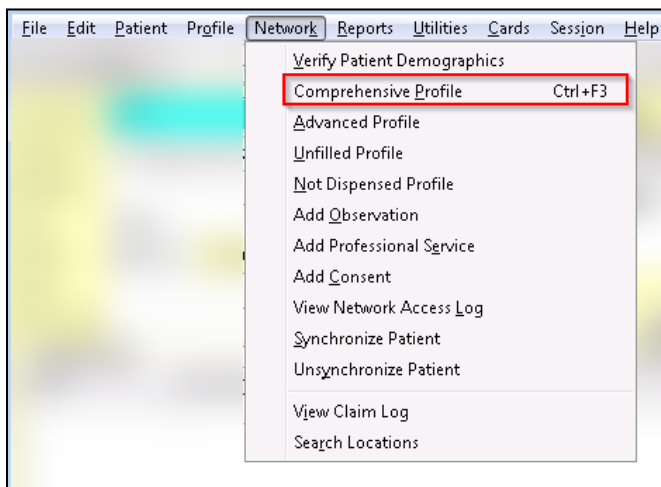
- Profile: Prescriptions, Devices and Other Medications.
- Allergies
- Adverse Reactions
- Conditions
- Immunizations
- Services
- Observations
- Notes

Supplementary information is also available from the Nova Scotia DIS Patient Profile including issues and managements relating to a prescription, and notes concerning a prescription/dispense.

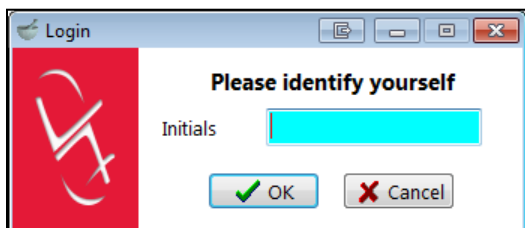
Comprehensive Network Profile (Ctrl F3)

The comprehensive profile for a patient will display all clinically relevant information for this patient from the last 45 days. The comprehensive profile will automatically return all Prescriptions and Other Medications, Devices, Adverse Reactions, Professional Services, Patient Observations that have occurred in the last 45 days. It also displays all Active Allergies, Intolerances, and Medical Conditions.

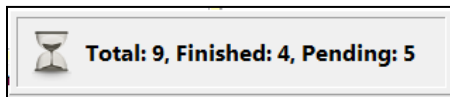
1. Go to the **F3 - Patient** card and select **Network > Profile** (or press Ctrl-F3) to access the **Comprehensive Network Profile**.



2. Enter your login credentials and click **OK**.



- When Kroll is retrieving information from Nova Scotia DIS, a small progress window will appear displaying the action being performed at that moment.



A Nova Scotia DIS (**Network Patient Profile**) will display showing the Prescription Order Summary:

(Network) Patient Profile

Patient: **Kroll, Mickey** Male DOB: **25-Jan-1959** MSI: **5765161912**

Profile (16) Allergies (4) Adv Reactions (1) Conditions (1) Immunizations Services Observations Notes




Status (All) Order Type (All) Advanced Filter Reset







DATA	Picked Up	Status	Doctor	DIS Order #	Order Date
LOCAL	Last Qty Drug	Code	Manufacturer	Local	
	Directions	Stop Date	Fillable	Auth	Rem
LOCAL	Unfilled Active Scissorhands, Edward			14-Jan-2014	
	120 Rogaine 2%	00708925	JJC	Yes	
	APPLY TO AFFECTED AREA(S) AS DIRECTED		✓	600	600
NETWORK	Unfilled Active James, Jesse		7975	11-Nov-2013	
	APO-CITALOPRAM 40 MG SWALLOW, ORAL	02246057	APX	Yes	
	TAKE 1 TABLET EVERY MORNING		✓	210	210
NETWORK	11-Nov-2013 Active James, Jesse		7974	11-Nov-2013	
	90 TOLBUTAMIDE 500 MG SWALLOW, ORAL	00312762	AAP	Yes	
	TAKE 1 TABLET 3 TIMES A DAY		✓	210	120
NETWORK	22-Oct-2013 Aborted James, Jesse		7636	22-Oct-2013	
	30 PONSTAN 250 MG SWALLOW, ORAL	00155225	PFC	Yes	
	TAKE 1 CAPSULE ONCE A DAY		✗	30	0
NETWORK	22-Oct-2013 Active Simpson, Homer		7635	22-Oct-2013	
	30 APO-PINDOL 5 MG SWALLOW, ORAL	00755877	APX	No	
	TAKE 1 TABLET ONCE A DAY		✓	210	180
NETWORK	22-Oct-2013 Obsolete Simpson, Homer		7634	22-Oct-2013	
	30 APO-PINDOL 5 MG SWALLOW, ORAL	00755877	APX	No	
	TAKE 1 TABLET ONCE A DAY		✗	30	0

Detail Extra Functions Cancel OK

(Network) Patient Profile Details

Patient information on the Nova Scotia DIS Patient Profile may reside locally on the Kroll database, and/or on the Nova Scotia DIS database. Many of the patient’s records may be the same on both databases, and some data may exist on only one or the other. Kroll uses indicators to alert you to the source of the data being returned in the Patient’s Network Profile.

-  Indicates that this order exists on the local profile only. This order is displayed for information only, in order to give you a more complete picture of this patient’s profile. No Extra or Detail functions may be performed against this order.
-  Indicates that this order is both on the local and Network DIS Profile.
-  Indicates that this order is from the Network, and does not exist on the local profile.

Profile (6) Allergies Adv Reactions Conditions Immunizations Services Observations Notes Ctrl										
Status (All)		Order Type (All)		<input type="checkbox"/> Advanced		<input checked="" type="checkbox"/> Filter		<input type="checkbox"/> Reset		
Picked Up	Status	Doctor		DIS Order #	Order Date					
Last Qty	Drug	Code	Manufacturer	Local						
Directions	Stop Date	Fillable	Auth	Rem						
	20-Oct-2015	Active	Buffett, Andrew		2351	20-Oct-2015				
15000	HYDERM 1 % TOPICAL	00716839	TAR	No						
TAKE 1 TABLET ONCE DAILY			✓	105000	90000					
	20-Oct-2015	Active	Buffett, Andrew		2350	20-Oct-2015				
30	FUCIDIN H 2 %-1 % TOPICAL	02238578	LEO	Yes						
AS DIRECTED			✓	210000	209970					
	Unfilled	Active	Default, Physician		2072	17-Sep-2015				
	NOVO-PRAMINE 25 MG SWALLOW, ORAL	00021512	NOP	Unassigned						
Take 1 Tablet(s) swallow, oral at bedtime for 30 day(s) as needed.			✓	360	360(12)					
	Unfilled	Active	Default, Physician		2071	17-Sep-2015				
	ROBAXIN 500 MG SWALLOW, ORAL	01930990	WHB	Unassigned						
Take 2 Unit(s) swallow, oral as needed for 7 day(s) as needed for pain.			✓	270	270(6)					
	Unfilled	Active	Default, Physician		2070	17-Sep-2015				
	ALTACE 2.5 MG SWALLOW, ORAL	02221837	SAV	Unassigned						
Take 1 Capsule(s) swallow, oral once a day for 30 day(s) as directed.			✓	120	120(4)					
	Unfilled	Active	Default, Physician		2068	17-Sep-2015				
	RATIO-SALBUTAMOL 5 MG/ML INHALATION, RESPIRA	00860808	TEV	Unassigned						
Inhale 2 Puff(s) inhalation, nebulization, oral as needed for 30 day(s) as need			✓	13	13(13)					











Detail

Extra Functions






Cancel

OK



Network Rx entries on the Nova Scotia DIS (**Network**)**Patient Profile** have indicator icons and colored bars located on either end to quickly give you extra information about an order:

Profile (6)		Allergies	Adv Reactions	Conditions	Immunizations	Services	Observations	Notes	Ctrl
Status (All)		Order Type (All)		Advanced		Filter		Reset	
DATA	Picked Up	Status	Doctor		DIS Order #	Order Date			
	Last Qty	Drug	Code	Manufacturer	Local				
	Directions	Stop Date	Fillable	Auth	Rem				
   	20-Oct-2015	Active	Buffett, Andrew		2351	20-Oct-2015			
	15000 HYDERM 1 % TOPICAL		00716839	TAR	No				
	TAKE 1 TABLET ONCE DAILY			✓	105000	90000			
 	20-Oct-2015	Active	Buffett, Andrew		2350	20-Oct-2015			
	30 FUCIDIN H 2 %-1 % TOPICAL		02238578	LEO	Yes				
	AS DIRECTED			✓	210000	209970			
 	Unfilled	Active	Default, Physician		2072	17-Sep-2015			
	NOVO-PRAMINE 25 MG SWALLOW, ORAL		00021512	NOP	Unassigned				
	Take 1 Tablet(s) swallow, oral at bedtime for 30 day(s) as needed.			✓	360	360(12)			
 	Unfilled	Active	Default, Physician		2071	17-Sep-2015			

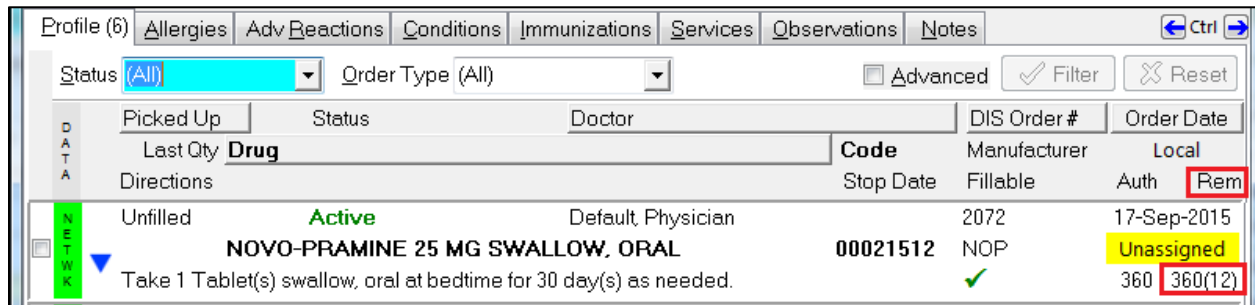
Left-hand indicators:

- The  icon indicates that this is not an electronic-authoritative order. The pharmacy will have a paper prescription copy or a verbal order for this script.
- The  icon indicates the this order was created on the Network by a physician and can be pulled into the pharmacy to fill when it is unassigned
- The  icon indicates that this order has a **Refusal to Fill** recorded against it.
- The  icon indicates that this order has **Detected Issue(s)** recorded against it.
- The  icon indicates that this order has **Note(s)** recorded against it.

Right-hand indicators:

- The  icon indicates that this Order is Fillable.
- The  icon indicates that this Order is no longer Fillable.

- The Rem Qty is indicated with a whole number and the number of refills based on the quantity is in brackets.

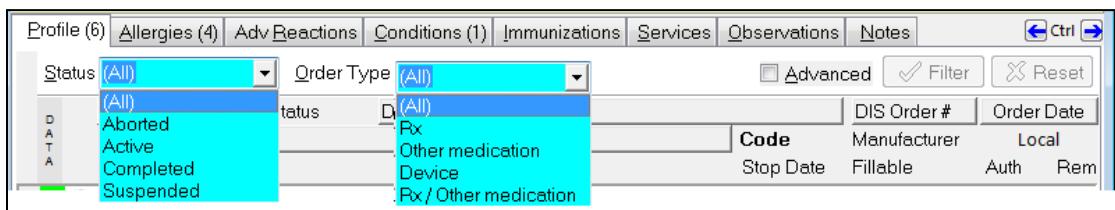


Picked Up	Status	Doctor	DIS Order #	Order Date
Last Qty	Drug	Code	Manufacturer	Local
Directions	Stop Date	Fillable	Auth	Rem
Unfilled	Active	Default Physician	2072	17-Sep-2015
NOVO-PRAMINE 25 MG SWALLOW, ORAL			00021512	NOP
Take 1 Tablet(s) swallow, oral at bedtime for 30 day(s) as needed.			✓	360 360(12)

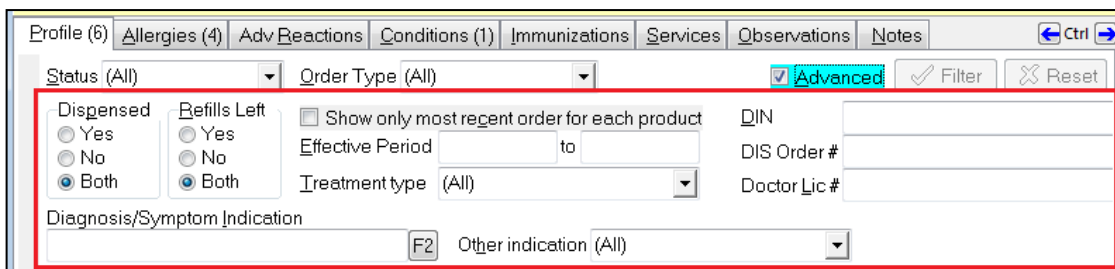
- The colored bars indicate the source of the order:
 - Yes** Indicates that this order is assigned to this location.
 - No** Indicates that this order is assigned to another location.
 - Unassigned** Indicates that this order has not been assigned to a particular location.

Supplementary features about the Nova Scotia DIS Patient Medication Profile:

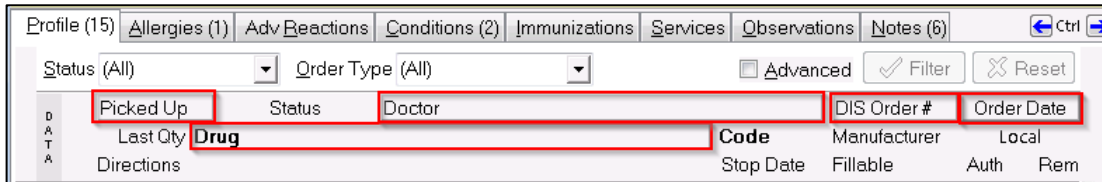
- You can filter the medication entries coming back from Nova Scotia DIS by **Status** or **Order Type**.



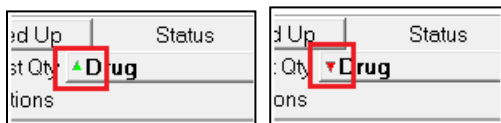
- You may place a check mark next to the **Advanced** flag to display advanced filter option.



- You may choose to sort the returned profile by clicking on the column headers which appear as buttons. **Picked Up, Doctor, DIS Order #, Order Date, and Drug.**



NOTE: When the column being sorted has a green triangle, entries are displayed in ascending order; when the column being sorted has a red triangle, entries are displayed in descending order. Click the column name to change it from ascending (green) to descending (red) or vice versa.



Detailing a Prescription Entry on Nova Scotia DIS

Once you access the Nova Scotia DIS Patient Medication Profile, you may need to access the details of a particular prescription order to obtain supplementary information such as:

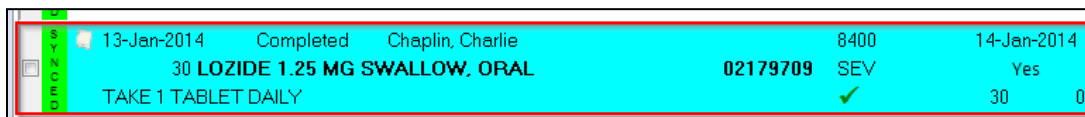
- Dispenses made against a prescription
- Prescription Issues and Managements
- Dispense Notes
- Drug indications
- Refusal to fill

NOTE: You cannot detail the 'local-only' placeholder prescriptions in the **(Network) Patient Profile** (i.e., the yellow 'local' data bar).

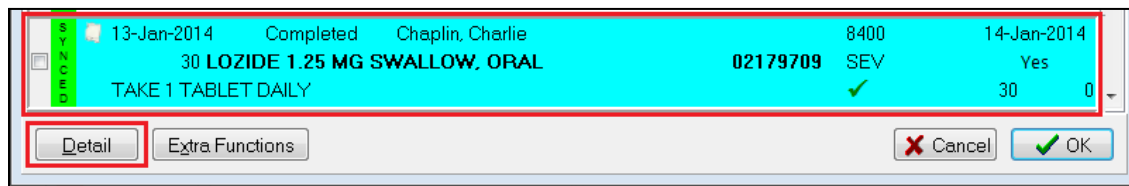


There are multiple ways to retrieve additional details for Network Data:

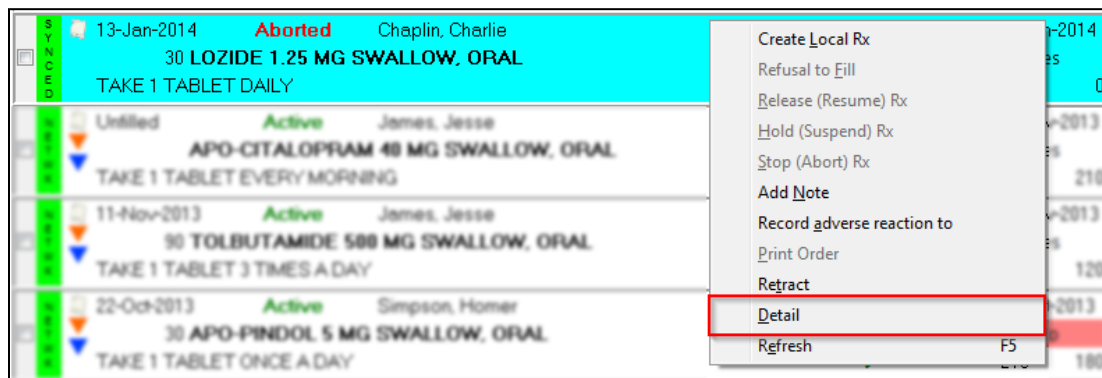
- Use the mouse to double-click the entry.



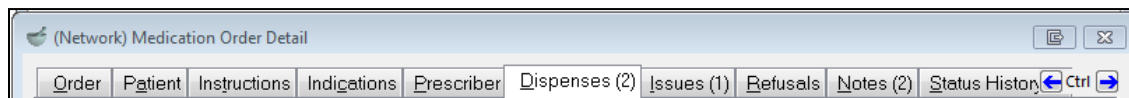
- Highlight the entry and click the **Detail** button on the bottom left of the window or press **CTRL-D** on the keyboard.



- Right-click an entry and select **Detail**.

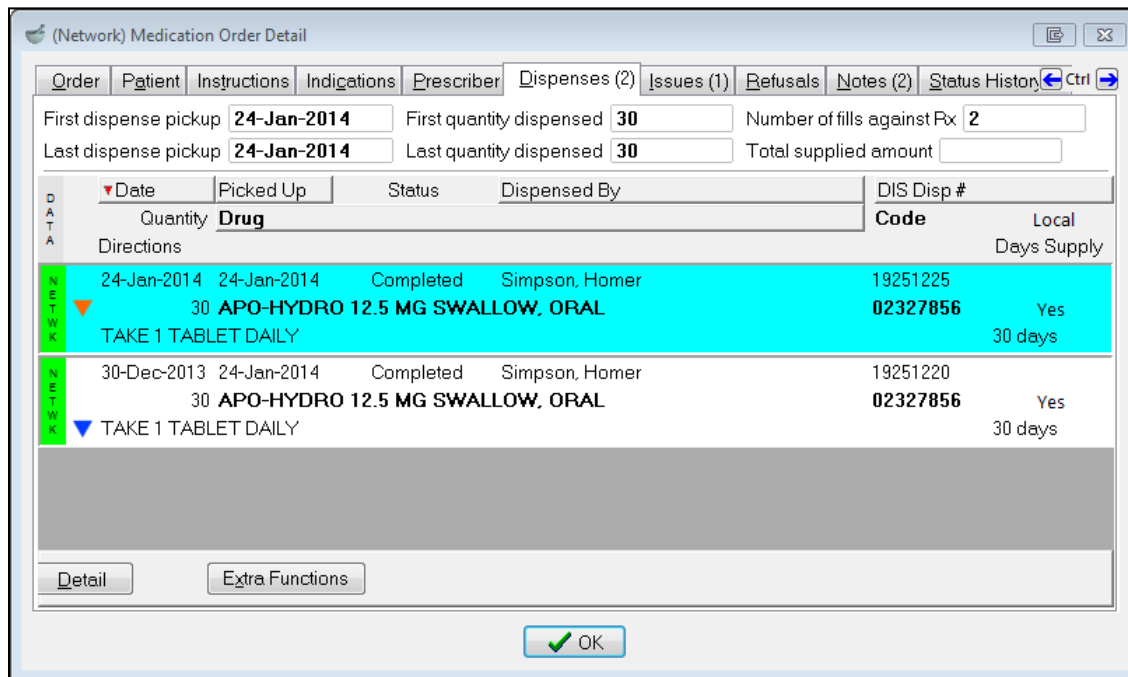


The **(Network) Medication Order Detail** window displays supplementary information regarding the prescription and the related dispenses. Information contained in the **(Network) Medication Order Detail** window is organized into “tabs” across the top of the window. You can select the tabs to access the associated information.



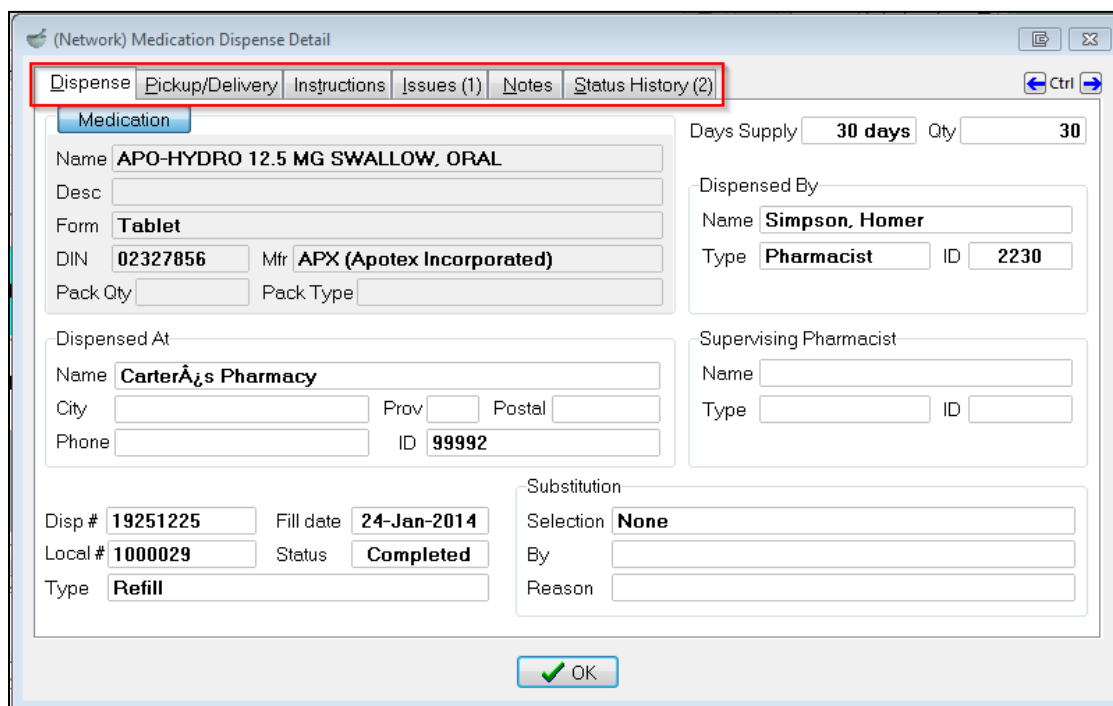
Displaying Dispenses for a Prescription Order

Dispenses for a given prescription order are automatically displayed when you choose to detail an order.



1. You can further **Detail** a dispense to call up the **(Network) Medication Dispense Detail** just like they can detail an Rx order in the following ways:
 - a) Use the mouse to double-click the dispense entry you would like to see details for.
 - b) Highlight the dispense entry and click the **Detail** button.
 - c) Highlight the entry and press **D** on the keyboard.

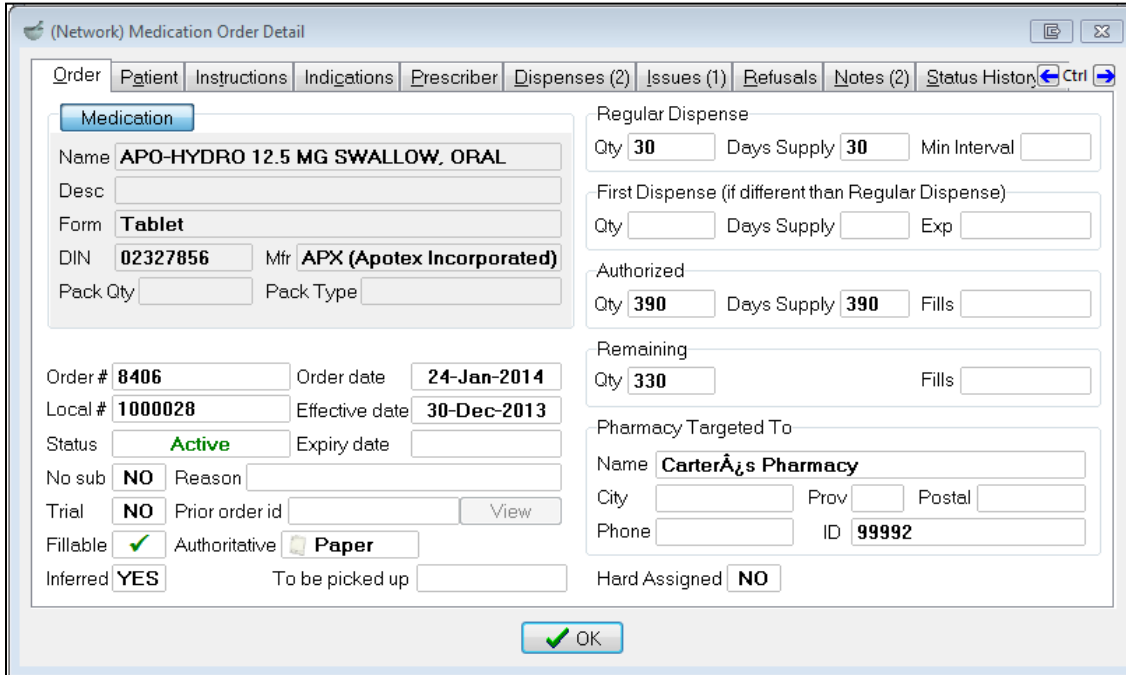
d) Right-click entry to access a menu list, and then click **Detail**.



2. The **(Network) Medication Dispense Detail** window will display information on the following:
 - a) **Dispense:** Displays general Rx information regarding the refill.
 - b) **Pickup/Delivery:** Displays information on whether a dispense was picked up.
 - c) **Instructions:** Displays the sig on the dispense.
 - d) **Issues:** Displays any managements sent with the dispense.
 - e) **Notes:** Displays dispense notes (this is different than patient notes or prescription notes).
 - f) **Status History:** Displays changes in the status of the dispense.

Displaying the Order Detail

1. From the **(Network) Medication Order Detail** screen, select the **Order** tab.



The screenshot shows the "(Network) Medication Order Detail" window with the following data:

Medication		Regular Dispense	
Name	APO-HYDRO 12.5 MG SWALLOW, ORAL	Qty	30
Desc		Days Supply	30
Form	Tablet	Min Interval	
DIN	02327856	First Dispense (if different than Regular Dispense)	
Mfr	APX (Apotex Incorporated)	Qty	
Pack Qty		Days Supply	
Pack Type		Exp	
Order # 8406		Authorized	
Order date	24-Jan-2014	Qty	390
Local # 1000028	Effective date 30-Dec-2013	Days Supply	390
Status Active	Expiry date	Fills	
No sub NO	Reason	Remaining	
Trial NO	Prior order id	Qty	330
Fillable <input checked="" type="checkbox"/>	Authoritative Paper	Fills	
Inferred YES	To be picked up	Pharmacy Targeted To	
		Name Carter's Pharmacy	
		City	
		Prov	
		Postal	
		Phone	
		ID	99992
		Hard Assigned	NO

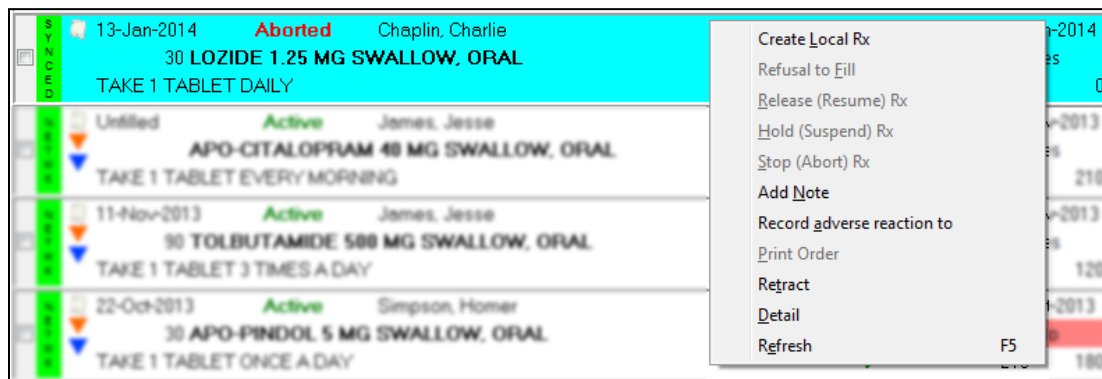
2. The **(Network) Medication Dispense Detail** window will display information on the following:
 - a) **Medication:** List of Ingredients for compounds;
 - b) **Order #:** Electronic Order ID assigned by the NS DIS. This is the Order ID that also prints on the vial label;
 - c) **Local #:** The original Rx number assigned to the prescription at the originating location;
 - d) **Status:** Displays the current status of the order;
 - e) **Order Date:** The date that the DIS received (and created) the order on the Network;
 - f) **Effective Date:** The date that this order came into effect;
 - g) **Expiry Date:** Displays the expiry date of the order (if known);
 - h) **No Sub:** Displays the no substitution status, and the rationale;
 - i) **Trial:** Displays the trial Rx status;
 - j) **Prior Order ID:** Displays the ID of the order this was copied from;

- k) **Fillable:** Displays if the order is still fillable;
- l) **Authoritative:** Displays the source of the order;
- m) **Pharmacy Targeted To:** Displays the pharmacy currently holding the order;
- n) **Hard Assigned:** Indicates if this script is designated to its targeted pharmacy.

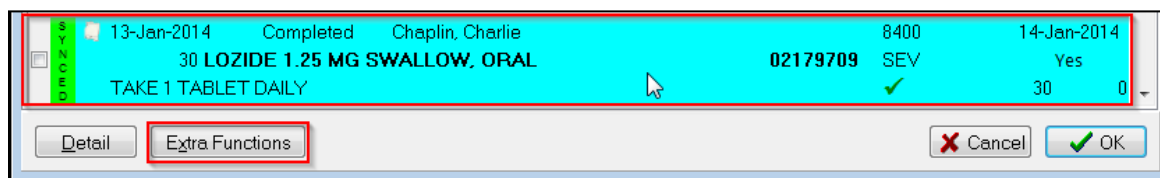
Extra Functions from the Nova Scotia DIS (Network) Patient Profile

Extra functions can be performed for Rx entries on the Nova Scotia DIS (Network) Patient Profile.

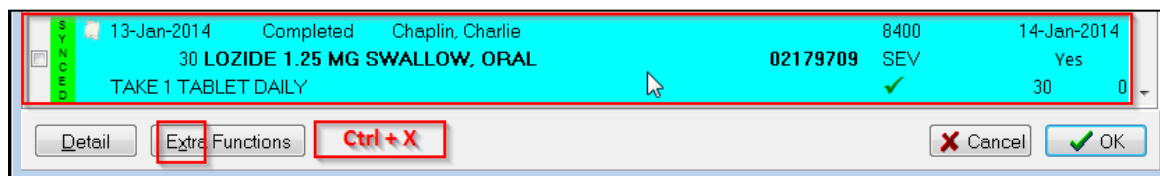
1. Right click the selected entry to access the **Extra Functions** menu list.



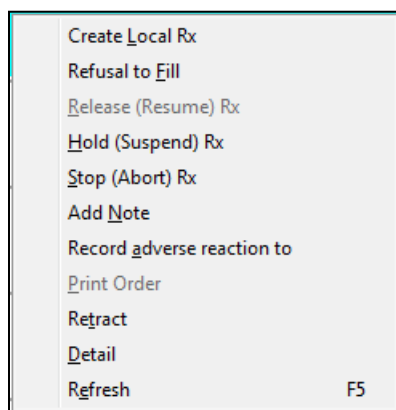
2. Highlight the applicable entry and click the **Extra Functions** button.



3. Highlight the applicable entry and press **CTRL-X** on the keyboard.



The **Extra Functions** menu list contains the following options:

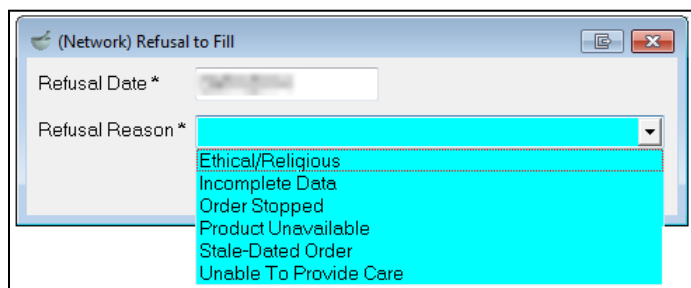


Create Local Rx


Allows you to pull down an Rx Order from the Network into the local system and have the information pre-populated on the local system. Please see the [Create Local Rx \(Transfer Rx from another store\)](#) section for more details on how to create a local Rx.


Refusal to Fill

The **Refusal to Fill** is used when you decide you 'will not' or 'cannot' fill a prescription request for a patient.



Once a refusal to fill is sent to Nova Scotia DIS, it is then viewable by any other provider accessing the same patient profile. Although the prescription has been refused by one provider, it may still be filled by another. A pre-populated list of **Refusal Reasons** is available for selection; you cannot enter a free-form reason in this field.

From the **(Network) Patient Profile**, you can easily determine which prescription entries have Refusals attached to them by looking for the  icon located on the lower-left of the entry.

	14-Jan-2014	Completed	Chaplin, Charlie	8399	14-Jan-2014
	60 APO-HYDRO 25 MG SWALLOW, ORAL		00326844	APX	Yes
	TAKE 1 TABLET TWICE A DAY - EVERY MORNING and AT NOON			✓	60 0

To recall the details of a **Refusal to Fill** from the **Nova Scotia DIS Patient Medication Profile**, highlight the prescription that was refused and click the **Detail** button. This brings up the **(Network) Medication Order Detail** screen. From there, click the **Refusals** tab; the reason for the refusal, date of refusal and the **'Refuser'** will be displayed in this section.

(Network) Medication Order Detail									
Order	Patient	Instructions	Indications	Prescriber	Dispenses (1)	Issues	Refusals (1)	Notes	Status History
D - Detail									
Date	Reason		Refuser						
05-Jun-2014	Product Unavailable		Simpson, Homer						

Holding (Suspend) Rx

A prescription is put on hold when a provider determines that a drug should not be taken by the patient for a specified interval of time. This identifies the intent that the drug therapy be continued in the future, but that it is suspended for the period indicated on the hold. A prescription that is on hold will have a status of 'Suspended' on the patient's Network profile.

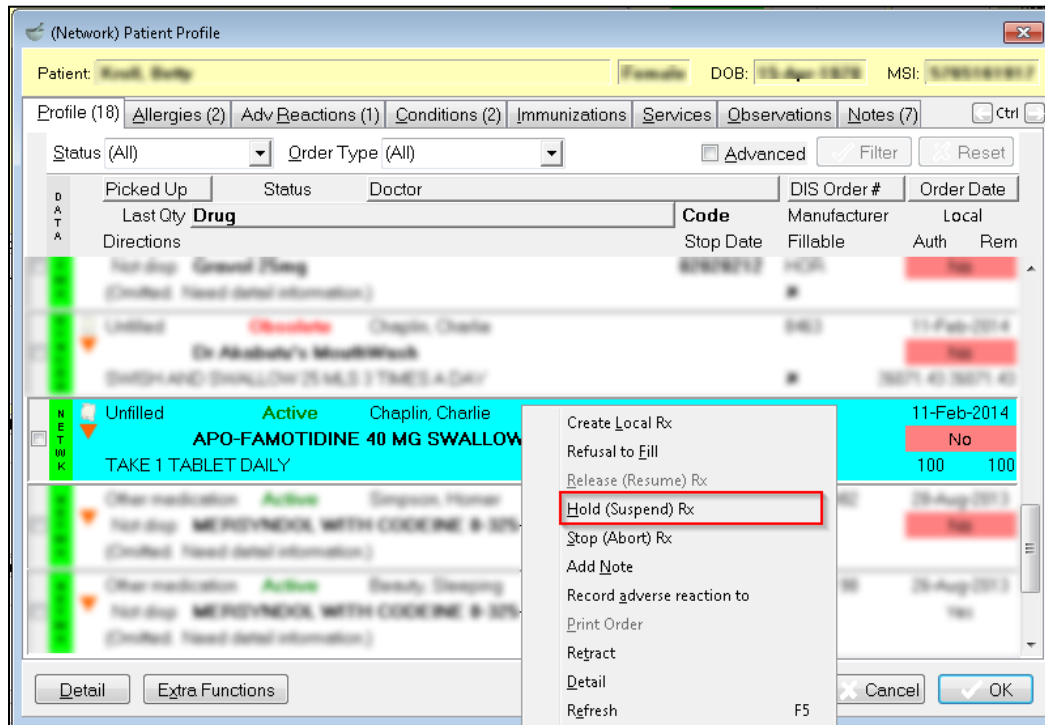
	28-Jan-2014	Suspended	James, Jesse	8423	28-Jan-2014
	30 PROMETRIUM 100 MG SWALLOW, ORAL		02166704	SCH	Yes
	INSERT 1 CAPSULE VAGINALLY NIGHTLY AT BEDTIME			✓	180 150

There are two scenarios for placing an Rx on hold:

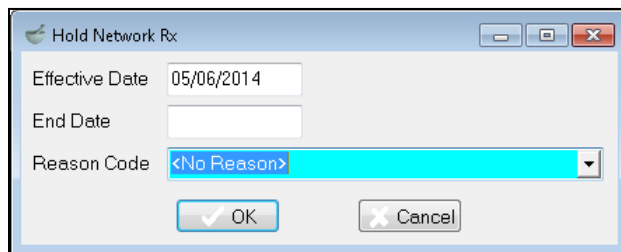
- a) Network Rx not assigned to the local pharmacy;
- b) Network Rx assigned to local pharmacy.

Hold (Suspend) Network Rx not assigned to the Local Pharmacy

1. Highlight the Rx from the **(Network) Patient Profile** and select **Hold (Suspend) Rx** from the **Extra Functions** menu.



2. The **Hold Network Rx** form will appear.



The screenshot shows the 'Hold Network Rx' form. It has three main input fields: 'Effective Date' with the value '05/06/2014', 'End Date' which is blank, and 'Reason Code' with a dropdown menu showing '<No Reason>'. There are 'OK' and 'Cancel' buttons at the bottom of the form.

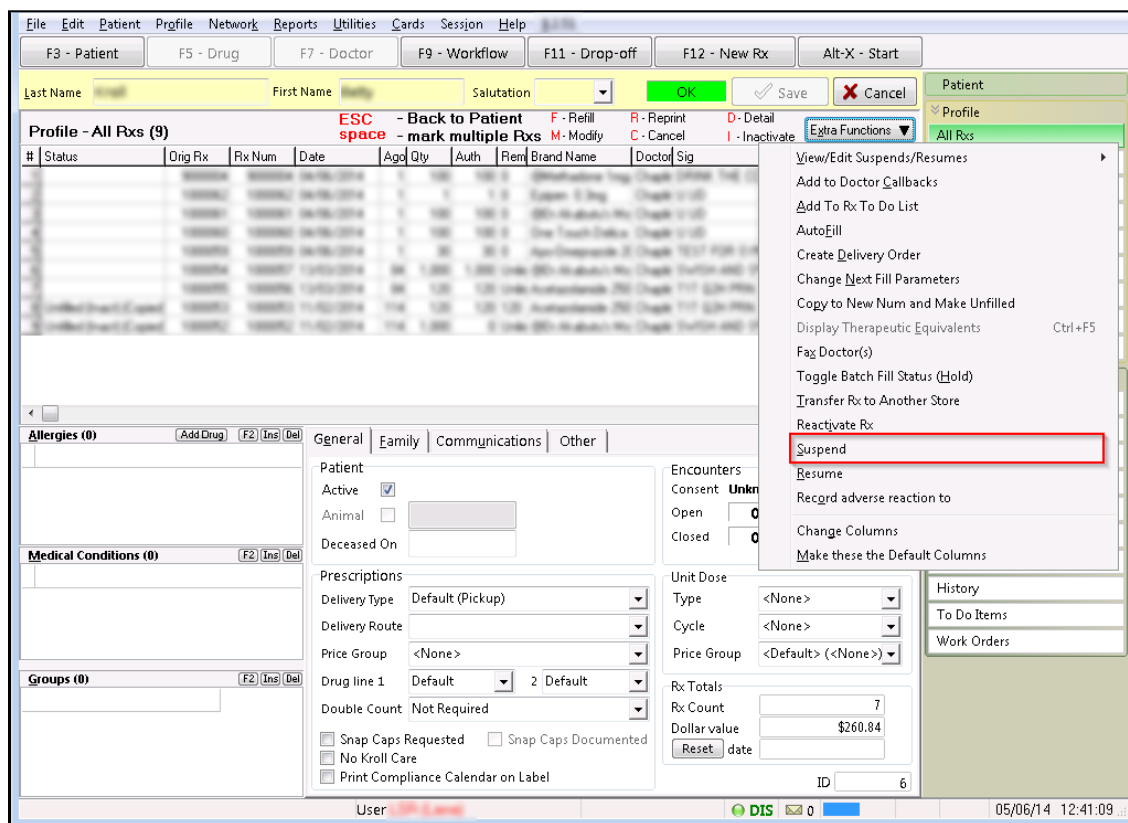
- a) In the **Effective Date** field, enter the date that the hold begins (i.e., when the patient should stop taking the medication).
 - b) In the **End Date** field, optionally enter the date that the hold ends (leaving this field blank means that the hold is indefinite).
 - c) From the **Reason Code** field, access the dropdown menu and select an option to explain why the prescription was placed on hold.
3. Click **OK** or press **Enter** on the keyboard to execute the hold.

NOTE: The Reason Code field cannot be populated free-form. A selection must be made from one of the reasons provided.

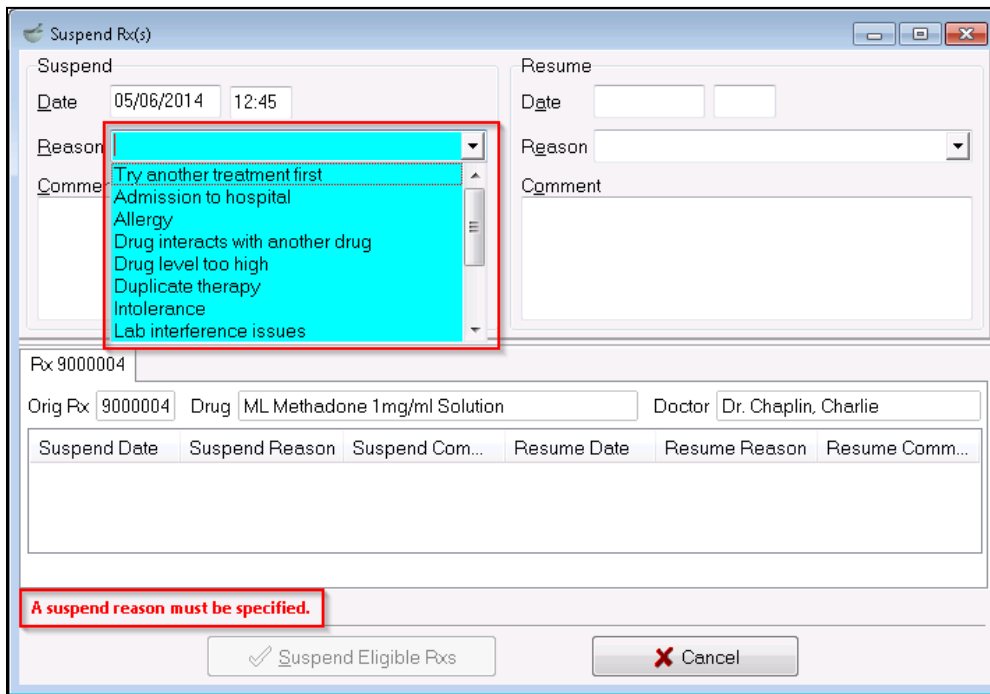
Hold (Suspend) Network Rx Assigned to the Local Pharmacy

An Rx that was created or dispensed locally has to be put on hold locally. If an attempt is made to hold a local Rx on the Network, an error message will be displayed.

1. From the local patient profile, highlight the Rx to suspend and select **Extra Functions > Suspend**.



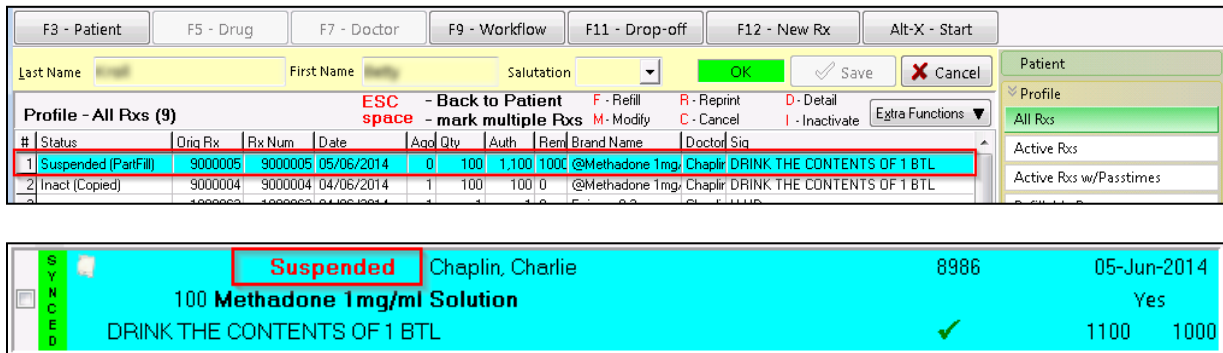
2. The **Suspend Rx(s)** window appears. A **Reason** code must be entered.



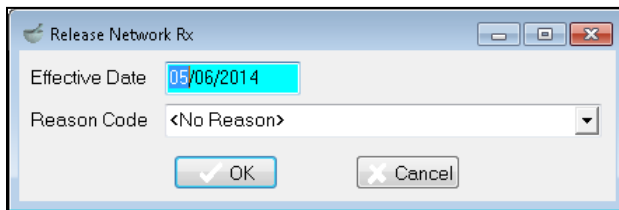
3. Optionally, enter a resume date and reason for when the hold ends (leaving these fields blank means that the hold is indefinite).

4. Click **Suspend Eligible Rxs** to send to the Network.

5. In the local and Network Profile, the Rx is marked as **'Suspended'**.



2. The **Release Network Rx** form will appear.

A screenshot of a Windows-style dialog box titled "Release Network Rx". The dialog box has a title bar with minimize, maximize, and close buttons. It contains two input fields: "Effective Date" with the value "05/06/2014" and "Reason Code" with a dropdown menu showing "<No Reason>". At the bottom, there are two buttons: "OK" and "Cancel".

- a) In the **Effective Date** field, enter the date that the prescription was taken off hold (i.e., suspend) status.
- b) From the **Reason Code** field, access the dropdown menu and select an available option to explain why the prescription was taken off hold.

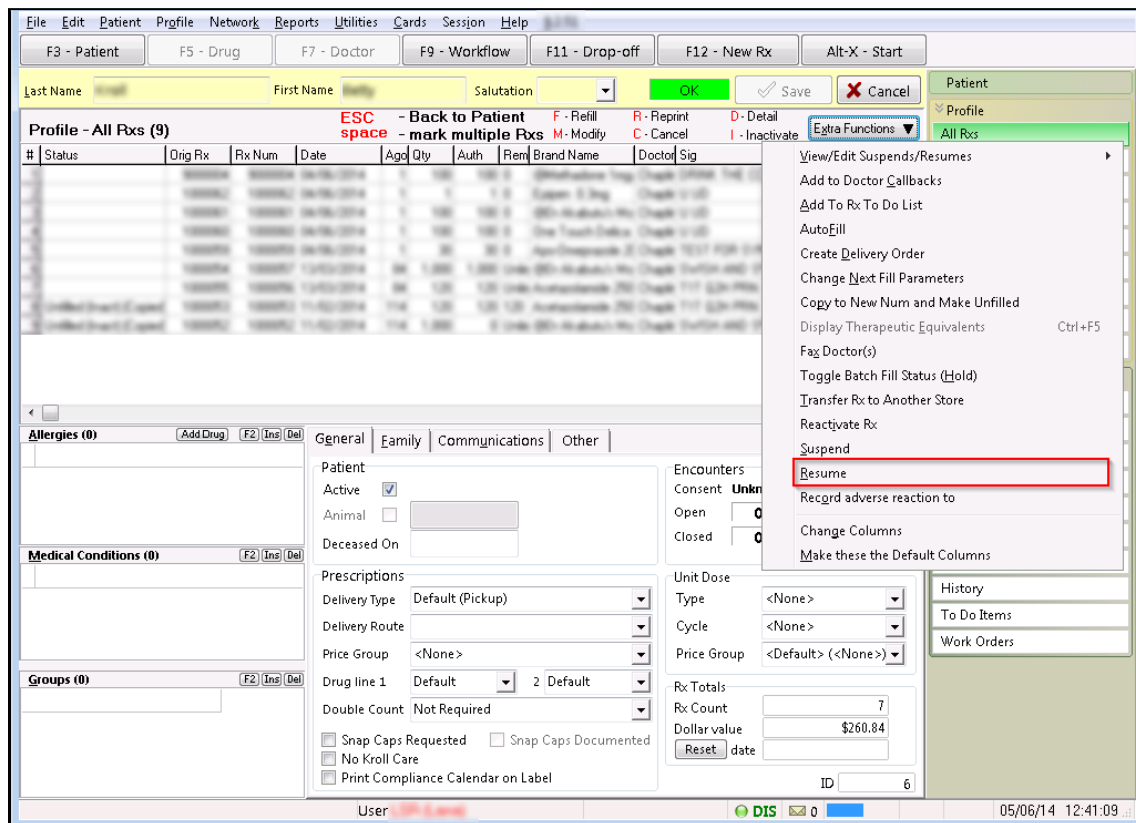
3. Click **OK** or press **Enter** on the keyboard to execute the **Release Rx**.

NOTE: The **Reason Code** field cannot be populated free-form. A selection must be made from one of the reasons provided.

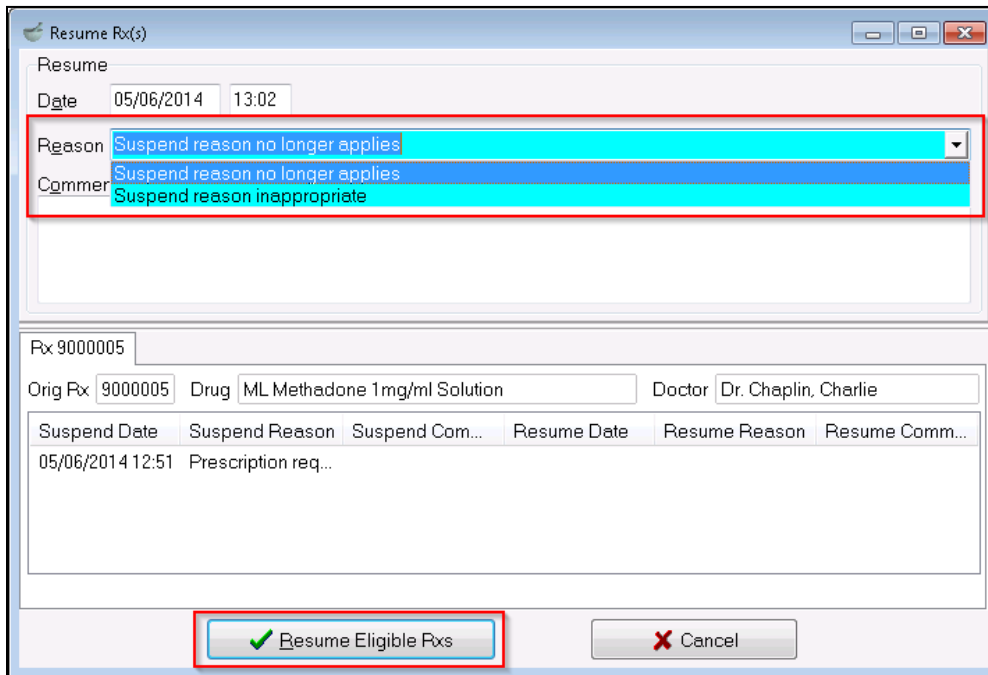
Release (Resume) Suspended Local Rx

A local Rx that has been suspended can only be **Resumed / Released** from the local patient profile.

1. Go to patient profile, highlight Rx and select **Extra Functions > Resume**.

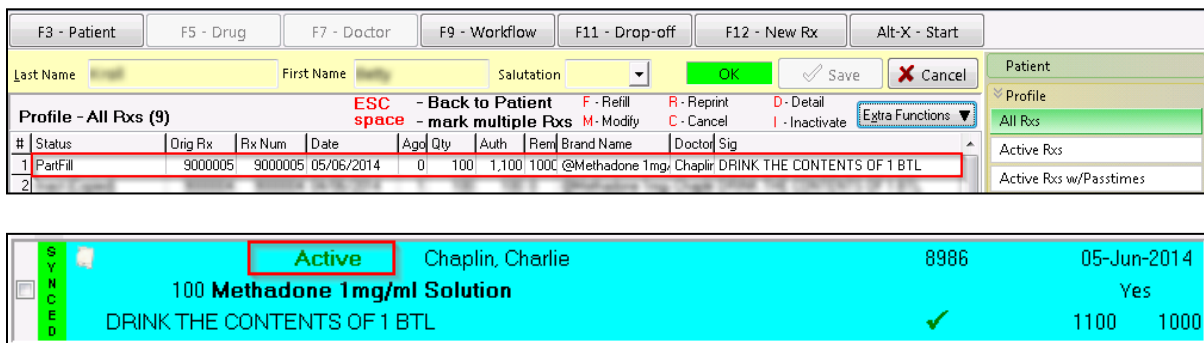


- The **Resume Rx(s)** window will appear. Select a reason for resuming the Rx and then click **Resume Eligible Rx(s)** to send the message to the Network.



Resume Rx(s) window showing the 'Resume' section with a date of 05/06/2014 at 13:02. The 'Reason' dropdown menu is open, showing options: 'Suspend reason no longer applies', 'Suspend reason inappropriate', and 'Suspend reason no longer applies'. The 'Resume Eligible Rx(s)' button is highlighted with a red box.

- The local Rx and associated Network Rx will be available for filling.



Application interface showing patient profile and a list of prescriptions. The 'Active' status of the prescription is highlighted with a red box.

#	Status	Orig Rx	Rx Num	Date	Agg Qty	Auth	Rem	Brand Name	Doctor	Sig
1	PartFill	9000005	9000005	05/06/2014	0	100	1,100	100C @Methadone 1mg, Chaplin	DRINK THE CONTENTS OF 1 BTL	

<div style="background-color: cyan; padding: 5px;"> <p>Active Chaplin, Charlie 8986 05-Jun-2014</p> <p>100 Methadone 1mg/ml Solution</p> <p>DRINK THE CONTENTS OF 1 BTL</p> </div>	<div style="background-color: cyan; padding: 5px;"> <p>✓</p> </div>	<div style="background-color: cyan; padding: 5px;"> <p>1100 1000</p> </div>
---	---	---

Stop (Abort) Rx

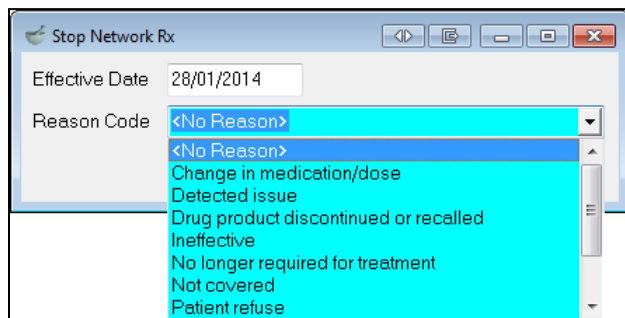
Stop (Abort) Rx is used when you determine that an order should no longer be dispensed and the patient should stop taking the medication. An order may need to be stopped or aborted due to product recalls, therapeutic conflicts, etc. A prescription that has been stopped will have a status of 'Aborted'.



<div style="background-color: cyan; padding: 5px;"> <p>13-Jan-2014 Aborted Chaplin, Charlie</p> <p>30 LOZIDE 1.25 MG SWALLOW, ORAL</p> <p>TAKE 1 TABLET DAILY</p> </div>	<div style="background-color: cyan; padding: 5px;"> <p>02179709 SEV</p> <p>✗</p> </div>	<div style="background-color: cyan; padding: 5px;"> <p>8400 14-Jan-2014</p> <p>Yes</p> <p>30 0</p> </div>
---	---	---

To manually stop/abort an order on Nova Scotia DIS, select the Rx from the **(Network) Patient Profile** and then select **Stop (Abort) Rx**. This will call up the **Stop Network Rx** screen.

NOTE: Kroll automatically sends down a stop/abort when a prescription is inactivated on the local profile.



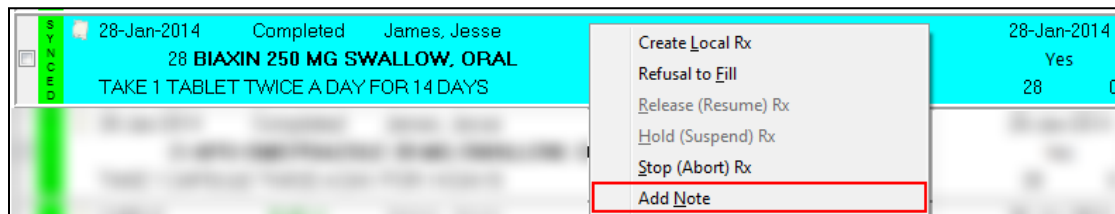
- c) The **Effective Date** field is the date that the prescription was stopped/aborted.
- d) From the **Reason Code** field, access the dropdown menu and select the applicable option to explain why the prescription is being aborted.

Add Note

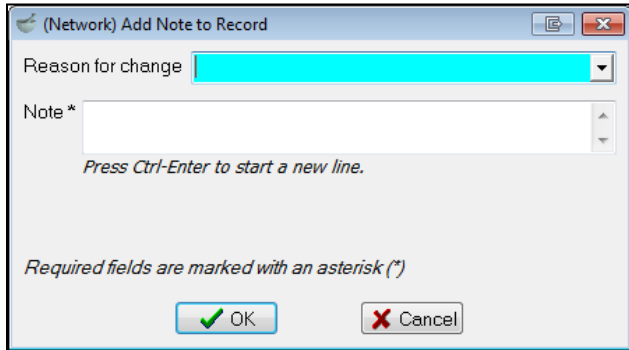
Add Note is used to document additional information concerning an order or dispense. Notes are primarily used to document error corrections, information changes, or add new information, but can be used for any reason deemed fit by the provider.


NOTE: Once a note is added to a patient’s Nova Scotia DIS profile, it is viewable by any other provider accessing this same patient profile.

1. To add a note to an order, highlight the Rx from the **(Network) Patient Profile** and select **Add Note**. This will call up the **(Network) Add Note to Record** screen.



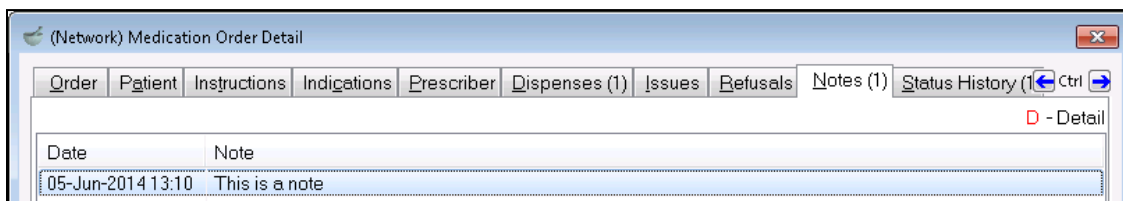
From the **(Network) Add Note to Record** window, enter the optional **Reason for change** by selecting from the drop-down menu or enter a free-form topic reason for the note. Enter the required **Note** and click **OK** or press **Enter** on the keyboard to save information on the patient's Nova Scotia DIS Patient Medication Profile.



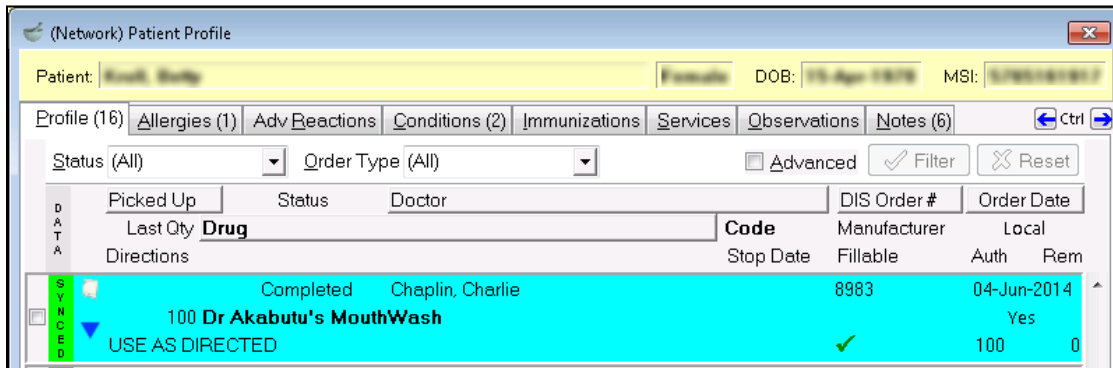
From the **(Network) Patient Profile**, you can easily determine which prescription entries have notes attached to them by looking for the  icon located on the lower-left of the entry.

28-Jan-2014	Completed	James, Jesse	8421	28-Jan-2014
28	BIAXIN 250 MG SWALLOW, ORAL	01984853	ABB	Yes
TAKE 1 TABLET TWICE A DAY FOR 14 DAYS			✓	28 0

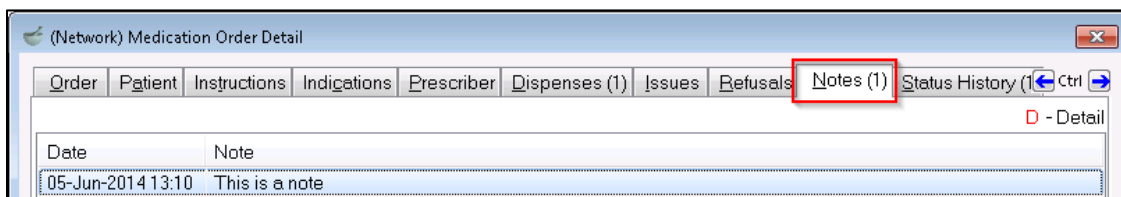
Retrieve prescription notes by detailing the Rx entry to bring up the **(Network) Medication Order Detail** window and then clicking on the **Notes** tab.



Retrieve dispense notes by detailing a prescription entry to call up the **(Network) Medication Order Detail** window and then accessing the **Dispenses** tab. You can easily identify which dispense entry has a dispense note attached to it by looking for a blue arrow on the lower-left of the entry.



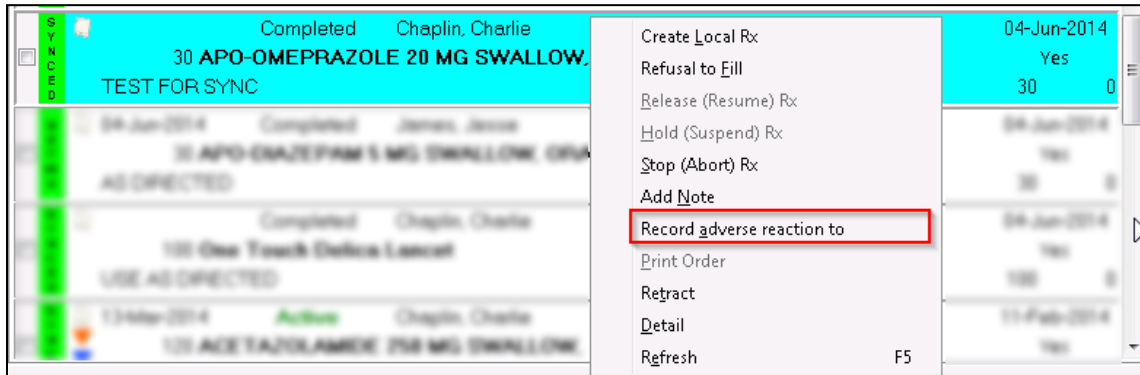
Retrieve **Dispense Notes** by detailing the dispense entry; this will call up the **(Network) Medication Dispense Detail** window. Click the **Notes** tab to view the note(s) for the selected dispense.



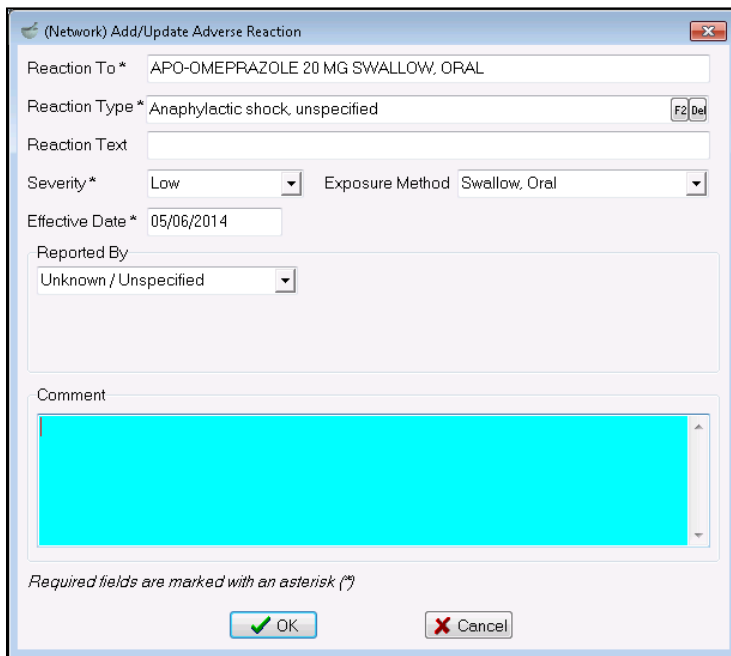
Record Adverse Reaction

The **Record Adverse Reaction** to function allows you to record and report adverse reactions that a patient may have experienced from a drug.

1. To record an adverse reaction on an order, highlight the Rx from the **(Network) Patient Profile** and select **Record adverse reaction to**.



2. This will call up the **(Network) Add/Update Adverse Reaction** screen.



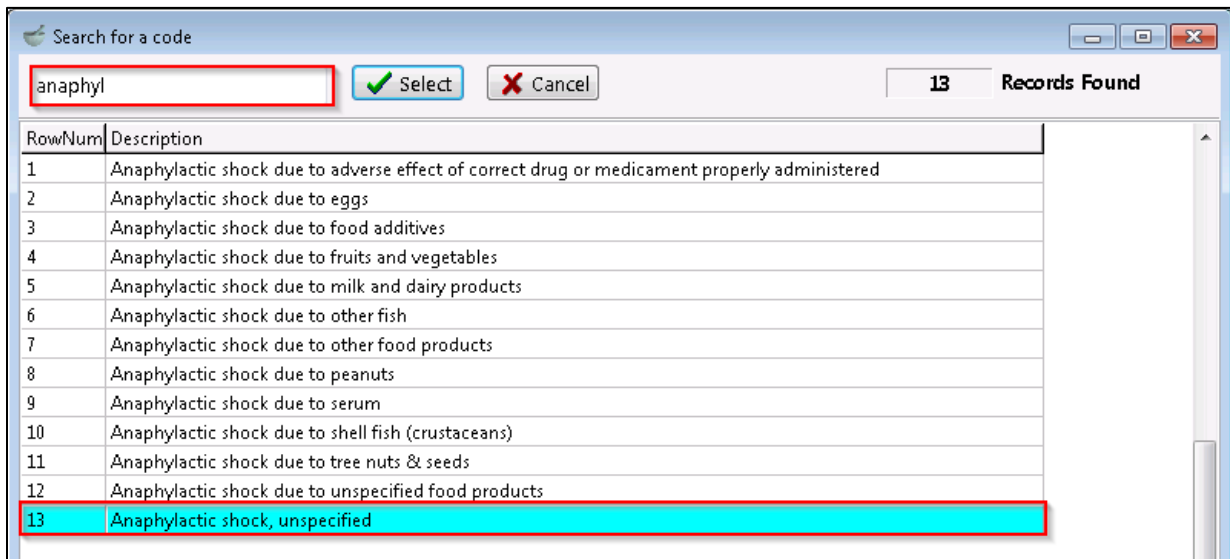
The screenshot shows the '(Network) Add/Update Adverse Reaction' form. The fields are as follows:

- Reaction To*: APO-OMEPRAZOLE 20 MG SWALLOW, ORAL
- Reaction Type*: Anaphylactic shock, unspecified (F2 Del)
- Reaction Text: (Empty)
- Severity*: Low (dropdown)
- Exposure Method: Swallow, Oral (dropdown)
- Effective Date*: 05/06/2014
- Reported By: Unknown / Unspecified (dropdown)
- Comment: (Large empty text area)

Required fields are marked with an asterisk (*). Buttons for 'OK' and 'Cancel' are at the bottom.

- a) The **Reaction To** field will be pre-populated by the order that was selected when the **Record Adverse Reaction To** was invoked.

b) Enter the **Reaction Type** by searching an appropriate type and then click **Select**.



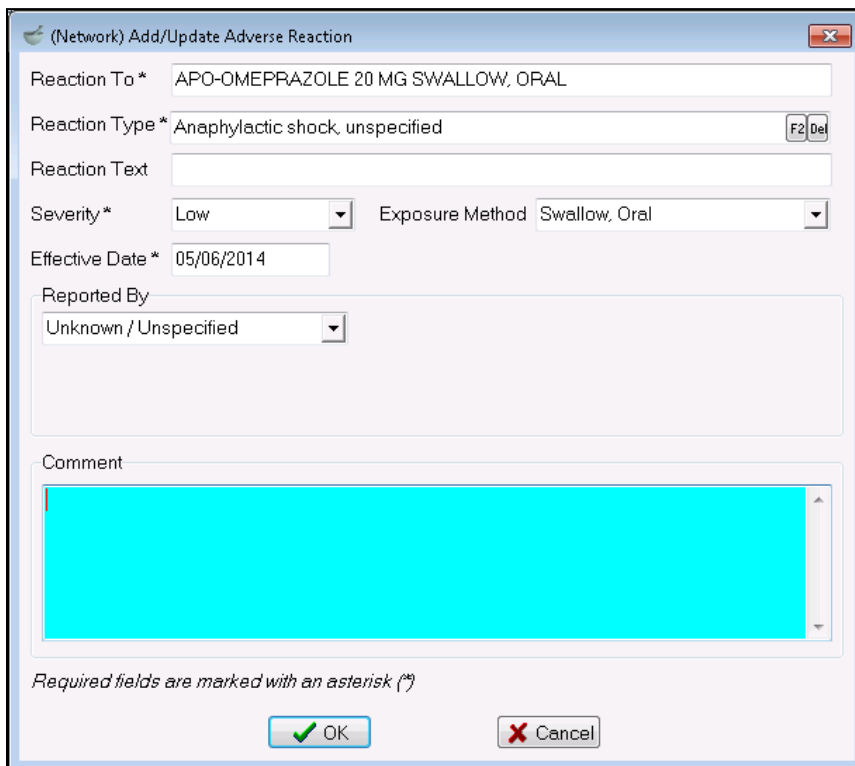
Search for a code

anaphyl

13 Records Found

RowNum	Description
1	Anaphylactic shock due to adverse effect of correct drug or medicament properly administered
2	Anaphylactic shock due to eggs
3	Anaphylactic shock due to food additives
4	Anaphylactic shock due to fruits and vegetables
5	Anaphylactic shock due to milk and dairy products
6	Anaphylactic shock due to other fish
7	Anaphylactic shock due to other food products
8	Anaphylactic shock due to peanuts
9	Anaphylactic shock due to serum
10	Anaphylactic shock due to shell fish (crustaceans)
11	Anaphylactic shock due to tree nuts & seeds
12	Anaphylactic shock due to unspecified food products
13	Anaphylactic shock, unspecified

c) Select **Severity** and complete any other relevant information.



(Network) Add/Update Adverse Reaction

Reaction To * APO-OMEPRAZOLE 20 MG SWALLOW, ORAL

Reaction Type * Anaphylactic shock, unspecified

Reaction Text

Severity * Low Exposure Method Swallow, Oral

Effective Date * 05/06/2014

Reported By
Unknown / Unspecified

Comment

Required fields are marked with an asterisk (*)

NOTE: Kroll does not support allergies by DIN for FDB checking. You will be required to select an associated Allergy Group, Medication, or Ingredient.

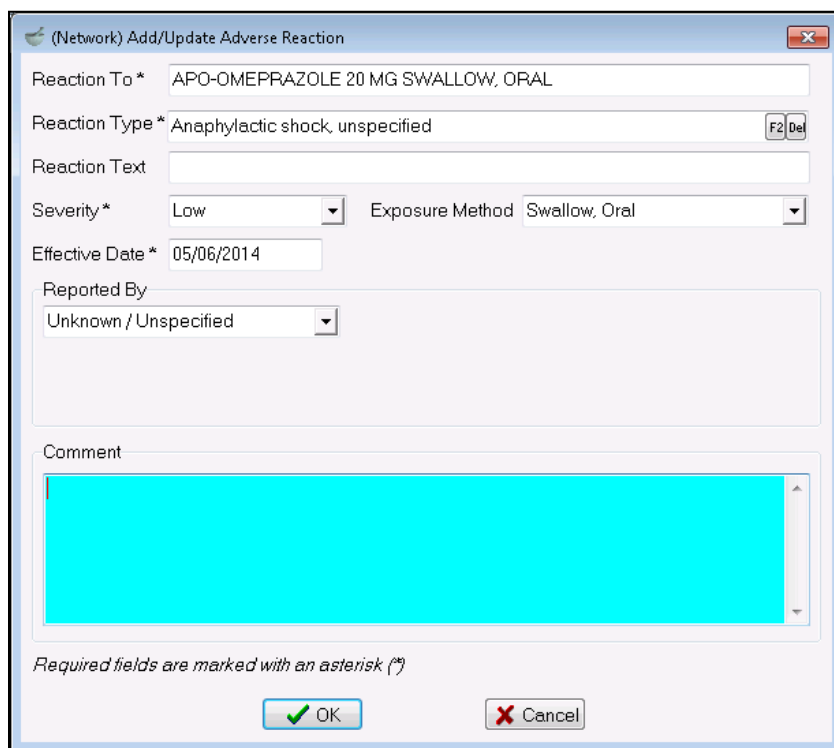
Alternately, you may elect to record an adverse reaction on local prescription order. Highlight the Rx from the **(Local) Patient Profile** and select **Extra Functions > Record adverse reaction to**.

#	Status	Orig Rx	Rx Num	Date	Ago Qty	Auth	Rem	Brand Name
17							30 0	Plendil 2.5mg
18							210 180	Alti-Terazosin 1mg
19	Unfilled (Inact) (Co						30 30	Alti-Terazosin 1mg
20	Not Disp.						35 35	Gravol Adult 100mg
21	Not Disp.						30 30	Apo-Acetaminophen 325mg
22	Inact						30 0	Alti-Terazosin 1mg
23							1 0	Synthroid 0.05mg
24	Inact (Copied)						1 0	Synthroid 0.112mg
25	Cancelled						10 10	Atasol 325mg
26	Cancelled						210 210	Atasol Forte 500mg
27	Inact (Transferred						7 6	Avalide 25/300mg
28	Inact						7 6	Apo-Simvastatin 5mg

ESC	- Back to Patient	F - Refill	R - Reprint
space	- mark multiple Pxs	M - Modify	C - Cancel

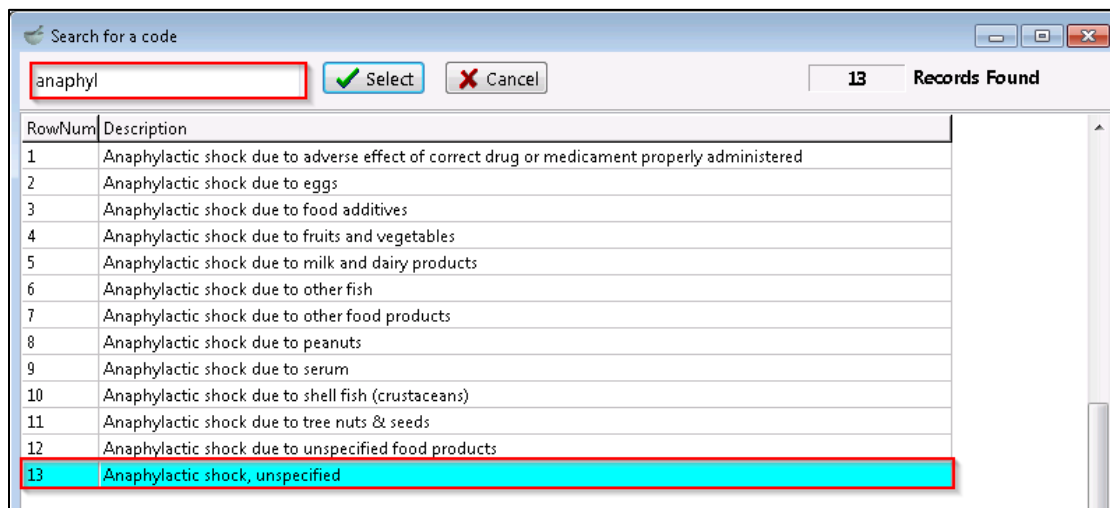
Profile - All Rxs (33)	
Fill	
Modify	
Cancel	
Reprint	
Detail	
Inactivate Rx	
View Workflow Details	
Counsel	
Add to Doctor Callbacks	
Add to Manual NH Batch	
Add To Rx To Do List	
AutoFill	
NH Emergency Fill	
Create Delivery Order	
Change Next Fill Parameters	
Copy to New Num and Make Unfilled	
Display Therapeutic Equivalents	Ctrl+F5
Fax Doctor(s)	
Toggle Batch Fill Status (Hold)	
Transfer Rx to Another Store	
Reactivate Rx	
Suspend	
Resume	
Record adverse reaction to	

This will call up the **(Network) Add/Update Adverse Reaction** form.



The screenshot shows a window titled "(Network) Add/Update Adverse Reaction". It contains several fields: "Reaction To*" with the value "APO-OMEPRAZOLE 20 MG SWALLOW, ORAL"; "Reaction Type*" with the value "Anaphylactic shock, unspecified" and a "F2 Del" button; "Reaction Text" (empty); "Severity*" with a dropdown menu set to "Low"; "Exposure Method" with a dropdown menu set to "Swallow, Oral"; "Effective Date*" with the value "05/06/2014"; "Reported By" with a dropdown menu set to "Unknown / Unspecified"; and a "Comment" text area. At the bottom, there are "OK" and "Cancel" buttons. A note at the bottom left states "Required fields are marked with an asterisk (*)".

Enter the **Reaction Type** by searching an appropriate type and then click **Select**.

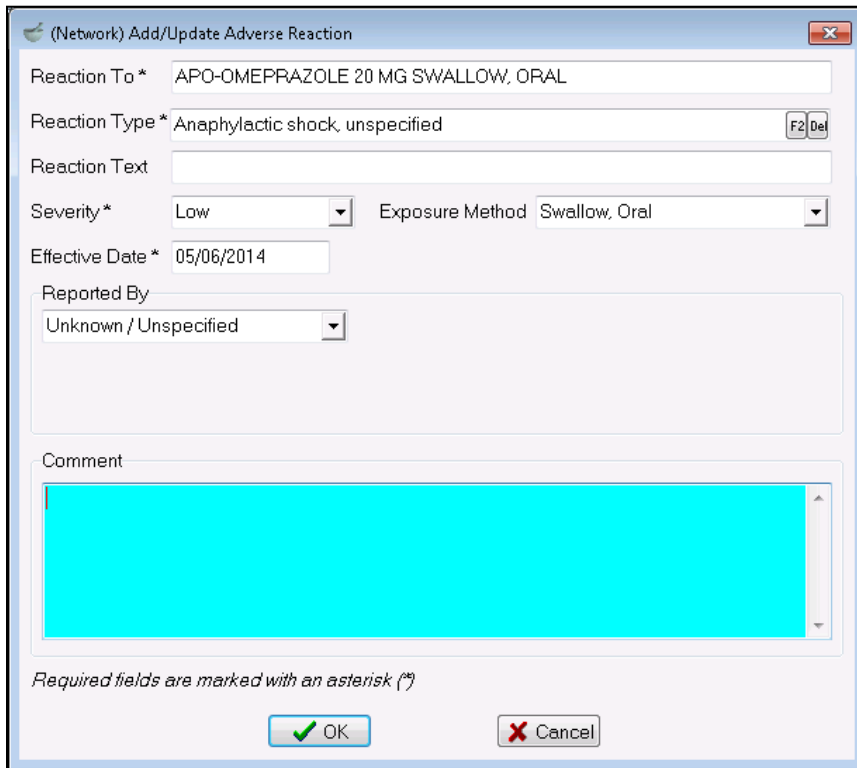


The screenshot shows a "Search for a code" dialog box. The search input field contains "anaphyl" and is highlighted with a red box. To the right of the input field are "Select" and "Cancel" buttons. In the top right corner, it says "13 Records Found". Below the search bar is a table with two columns: "RowNum" and "Description".

RowNum	Description
1	Anaphylactic shock due to adverse effect of correct drug or medicament properly administered
2	Anaphylactic shock due to eggs
3	Anaphylactic shock due to food additives
4	Anaphylactic shock due to fruits and vegetables
5	Anaphylactic shock due to milk and dairy products
6	Anaphylactic shock due to other fish
7	Anaphylactic shock due to other food products
8	Anaphylactic shock due to peanuts
9	Anaphylactic shock due to serum
10	Anaphylactic shock due to shell fish (crustaceans)
11	Anaphylactic shock due to tree nuts & seeds
12	Anaphylactic shock due to unspecified food products
13	Anaphylactic shock, unspecified

The row with "13" in the "RowNum" column and "Anaphylactic shock, unspecified" in the "Description" column is highlighted with a red box.

Select **Severity** and complete any other relevant information. Click **OK**.

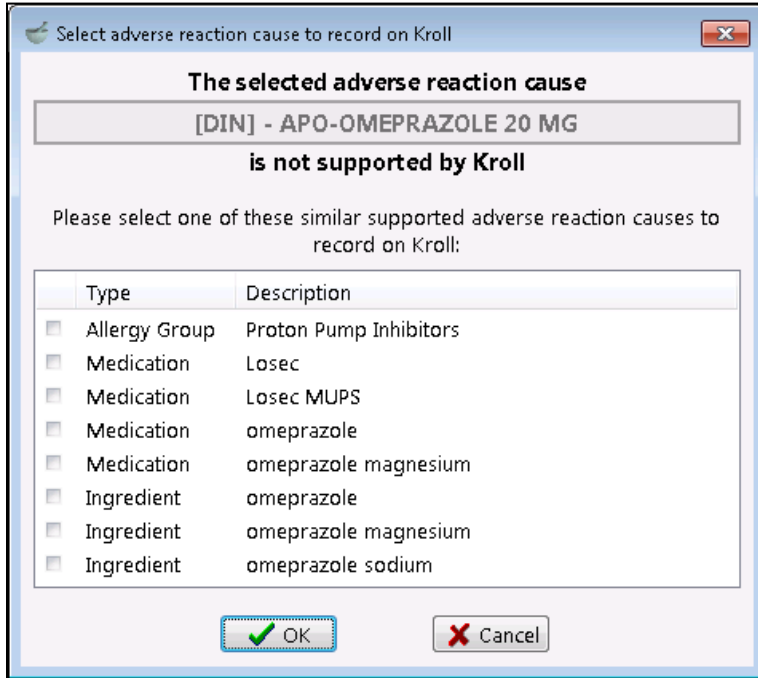


The screenshot shows a dialog box titled "(Network) Add/Update Adverse Reaction". It contains the following fields and controls:

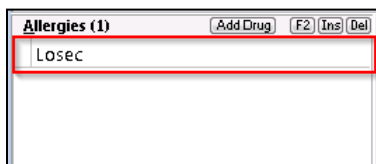
- Reaction To *
- Reaction Type *
- Reaction Text
- Severity* Exposure Method
- Effective Date *
- Reported By
- Comment

Required fields are marked with an asterisk (*)

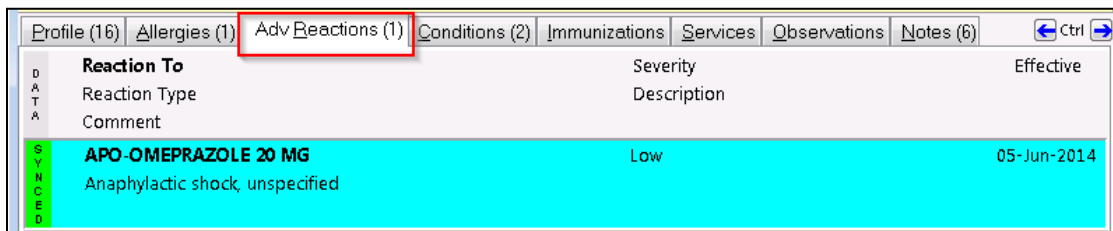
NOTE: Kroll does not support allergies by DIN for FDB checking. You will be required to select an associated Allergy Group, Medication, or Ingredient.



Once you have selected the appropriate FDB equivalent adverse reaction, the **Adverse Reaction** will be recorded in the **Allergies** section on the local patient card.



The **Adverse Reaction** is also now recorded on the patient's Network profile.



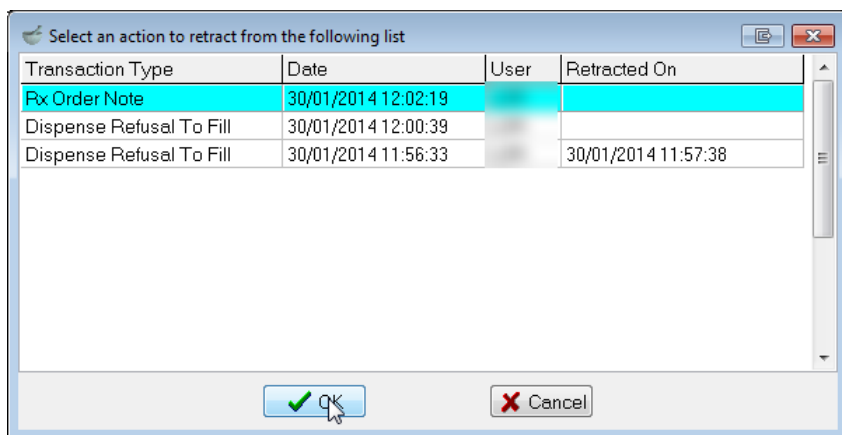
Print Order

Please refer back to the section: [Pharmacist Adaptation or Renewal from an Existing](#) for additional information

Retract

The **Retract** function allows you to retract an action that was performed in error on the Nova Scotia DIS Patient Profile.

To manually retract an action made against a prescription, highlight the network Rx entry and select **Retract** from the **Extra Functions** menu. A screen will appear listing all the retractable Network transactions that were made to the prescription. Highlight the **Transaction Type** that needs to be revoked and press **Enter** or click **OK** to perform the retract.



Refresh (F5)

Refresh (F5) updates the currently viewed screen on the **(Network) Patient Profile**.

Patient Allergies & Intolerances

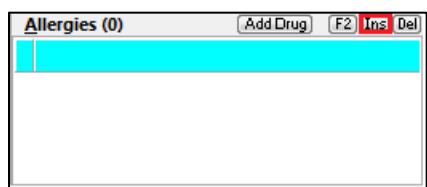
Recording patient allergies and intolerances on Nova Scotia DIS is an integral part of creating a comprehensive **Electronic Health Record (EHR)** for Nova Scotia residents. The availability of this information allows pharmacists and other healthcare professionals to make optimal drug therapy decisions.

With the integration of Nova Scotia DIS in Kroll Windows, any allergy or intolerance entered locally will automatically prompt to be sent to Nova Scotia DIS for clinical recording. You may select **First Data Bank (FDB) Medication** codes or **Ingredient** codes. **Allergy Group** codes are **NOT** accepted by Nova Scotia DIS and will prompt you to select the appropriate accepted DIN type.

Adding a Patient Allergy/Intolerance

When patient allergies are added locally on Kroll, the information is sent and recorded on DIS. Add a patient allergy as follows:

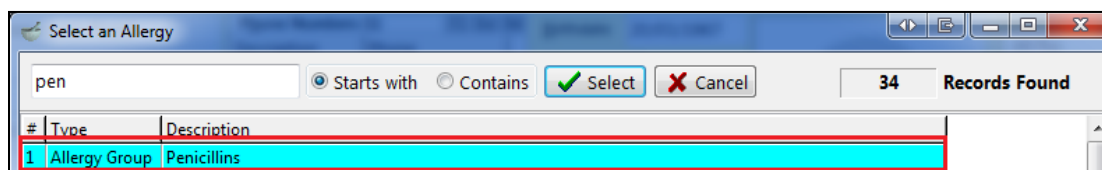
1. Bring up the patient card using the **F3 - Patient** search.
2. From the **Allergies** section of the patient card, click **Ins**, press **Insert** on the keyboard, or start typing the allergy information; to call up the **Select an Allergy** window.



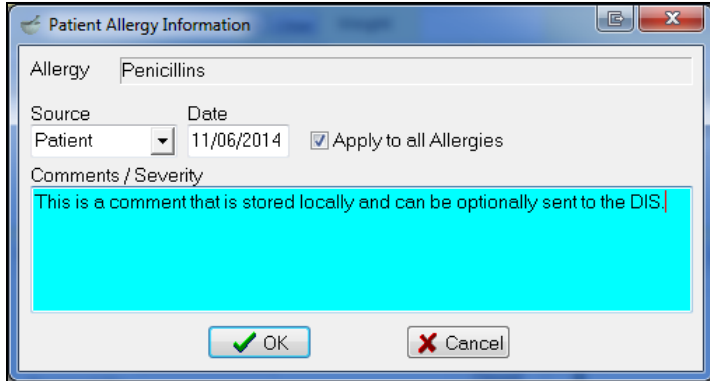
3. Search for an allergy/intolerance from the **Select an Allergy** window and click **Search** or press **Enter** on the keyboard to obtain search results (e.g. Type "sulf" to search for a Sulfonamide allergy/intolerance).

NOTE: Options are available to search the criteria entered by **'Starts With'** or **'Contains'**.

4. Select the Allergy Group by highlighting the entry and pressing **Enter** on the keyboard or clicking **Select**. This will bring up the **Patient Allergy Information** form.

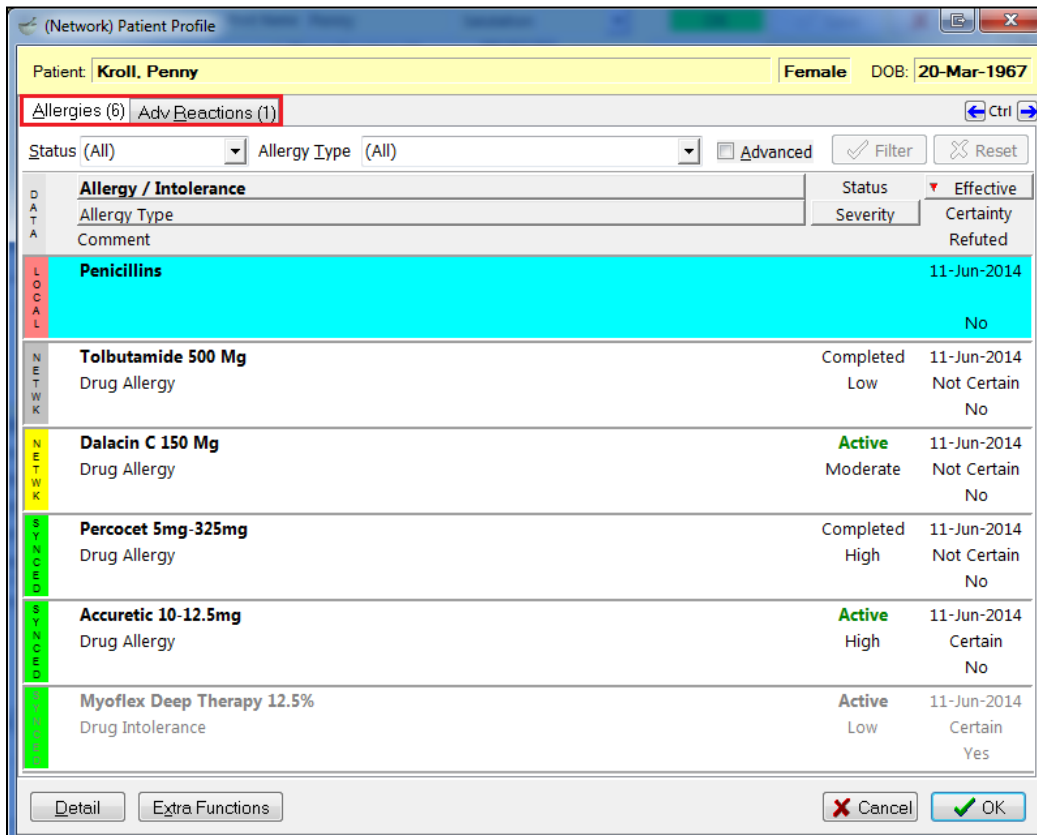


- From the **Patient Allergy Information** form, verify the **Source**, **Date**, and **Apply to all Allergies** options. Enter an optional comment regarding the nature and severity of the allergy/intolerance. Click **OK** or press **Enter** on the keyboard to continue.



- Kroll will automatically establish a connection with Nova Scotia DIS and the **(Network) Patient Profile** will display allergy and intolerances.

NOTE: The bracketed number in the **Allergy** and **Adv Reactions** tabs indicate the number of entries listed in that area. In the screenshot below, there is (6) allergies listed for this patient.



NOTE: The colored data bars on the left side of each allergy/intolerance entry provide information on whether local records match Nova Scotia DIS records.

Red (Local): A red 'Local' data bar indicates that the allergy/intolerance entry exists on the local system only, but is not synchronized to a Nova Scotia DIS record.

LOCAL	Penicillins	11-Jun-2014
		No

Yellow (Network): A yellow 'Network' data bar indicates that the allergy/intolerance entry exists on Nova Scotia DIS only, but is not synchronized with a local allergy record.

NETWORK	Dalacin C 150 Mg Drug Allergy	Active	11-Jun-2014
		Moderate	Not Certain
			No

Green (Synced): A green 'Synced' data bar indicates that the allergy/intolerance entry exists locally and is synchronized with a Nova Scotia DIS allergy record. This is the desired outcome for all allergy/intolerance entries because it indicates consistency between local and Nova Scotia DIS records.

SYNCED	Accuretic 10-12.5mg Drug Allergy	Active	11-Jun-2014
		High	Certain
			No

Gray (Network): A gray 'Network' data bar indicates that an allergy/intolerance is completed/expired on the network and does NOT need to be synchronized to the local system.

NETWORK	Tolbutamide 500 Mg Drug Allergy	Completed	11-Jun-2014
		Low	Not Certain
			No

Muted Gray: The whole entry is a muted gray indicates the record has been refuted.

MUTED GRAY	Myoflex Deep Therapy 12.5% Drug Intolerance	Active	11-Jun-2014
		Low	Certain
			Yes

7. Click **OK** or press **Enter** on the keyboard to continue.

DIN 012 - 01	Accuretic 10-12.5mg Drug Allergy	Active High	11-Jun-2014 Certain No
DIN 012 - 02	Myoflex Deep Therapy 12.5% Drug Intolerance	Active Low	11-Jun-2014 Certain Yes

8. Select the appropriate matching **DIN/Drug** or **NPN** and then click **OK**.

Select allergy to record on DIS

The selected allergy / adverse reaction cause

[Allergy Group] - Penicillins
is not supported by DIS

Please select one of these similar supported allergies to record on DIS:

Type	Description
<input type="checkbox"/>	DIN APO-AMOXI CLAV 250-62.5/5
<input type="checkbox"/>	DIN APO-AMOXI CLAV 400-57MG/5
<input type="checkbox"/>	DIN APO-AMOXI CLAV 500-125 MG
<input type="checkbox"/>	DIN APO-AMOXI CLAV 875-125 MG
<input type="checkbox"/>	DIN APO-AMPI 125 MG/5ML
<input type="checkbox"/>	DIN APO-AMPI 250 MG
<input type="checkbox"/>	DIN APO-AMPI 250 MG/5ML
<input type="checkbox"/>	DIN APO-AMPI 500 MG
<input type="checkbox"/>	DIN APO-CLOXI 125 MG/5ML
<input type="checkbox"/>	DIN APO-CLOXI 250 MG
<input type="checkbox"/>	DIN APO-CLOXI 500 MG
<input type="checkbox"/>	DIN APX-AMOXI 125 MG/5ML
<input type="checkbox"/>	DIN APX-AMOXI 125 MG/5ML
<input checked="" type="checkbox"/>	DIN APX-AMOXI 250 MG
<input type="checkbox"/>	DIN APX-AMOXI 250 MG/5ML
<input type="checkbox"/>	DIN APX-AMOXI 250 MG/5ML
<input type="checkbox"/>	DIN APX-AMOXI 500 MG
<input type="checkbox"/>	DIN AURO-AMOXICILLIN 250 MG
<input type="checkbox"/>	DIN AURO-AMOXICILLIN 500 MG
<input type="checkbox"/>	DIN BICILLIN L-A 1.2MM/2 ML
<input type="checkbox"/>	DIN CLAVULIN 125-31.25/
<input type="checkbox"/>	DIN CLAVULIN 200-28.5/5
<input type="checkbox"/>	DIN CLAVULIN 250-62.5/5

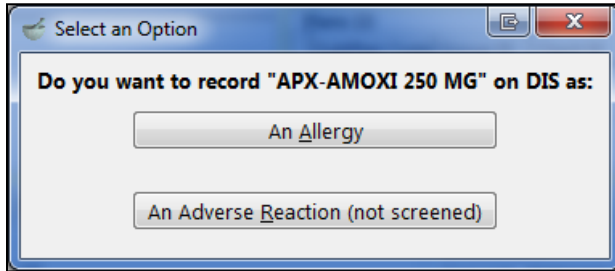
NPN:

9. Select whether it is An Allergy or An Adverse Reaction (not screened).

An Allergy: See [Adding an Allergy/Intolerance.](#)

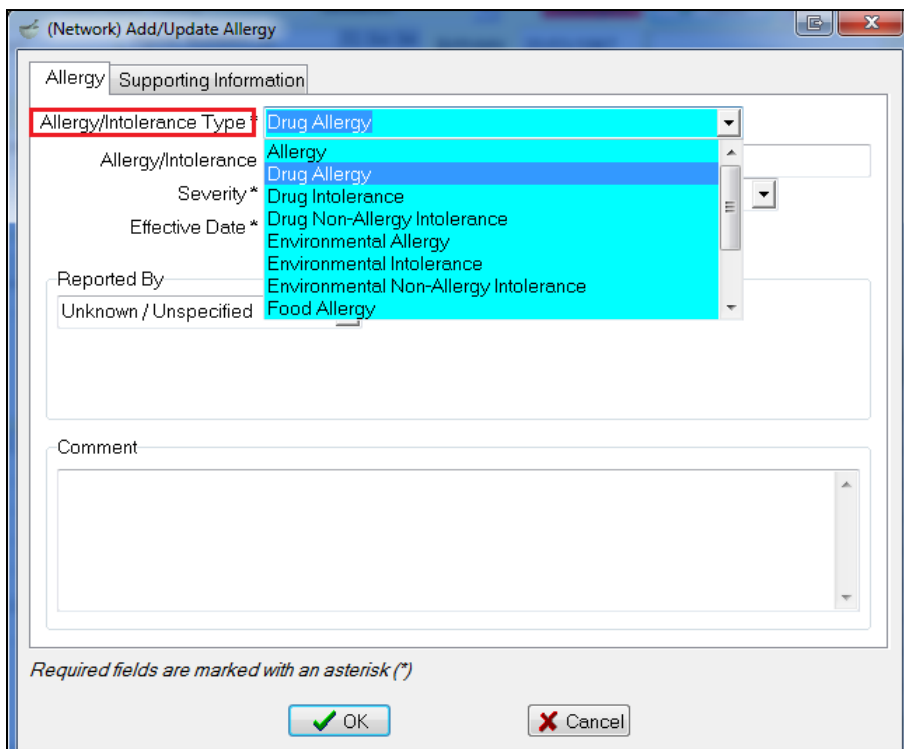
An Adverse Reaction (not screened): See [Adding an Adverse Reaction.](#)

NOTE: Adverse reactions are not screened against drugs, allergies, conditions, etc. to provide warnings during prescription filling.

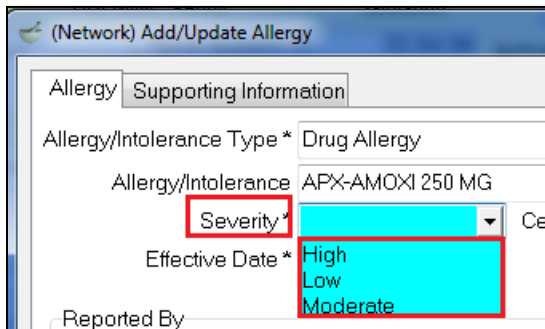


Once the option to send an allergy to DIS is selected, the **(Network) Add/Update Allergy** form will appear.

- a) Select an **Allergy/Intolerance Type** from the list.



- b) Identify the **Severity** of the indicated allergy as **High**, **Low**, or **Moderate**. A selection must be made in this field.



(Network) Add/Update Allergy

Allergy Supporting Information

Allergy/Intolerance Type * Drug Allergy

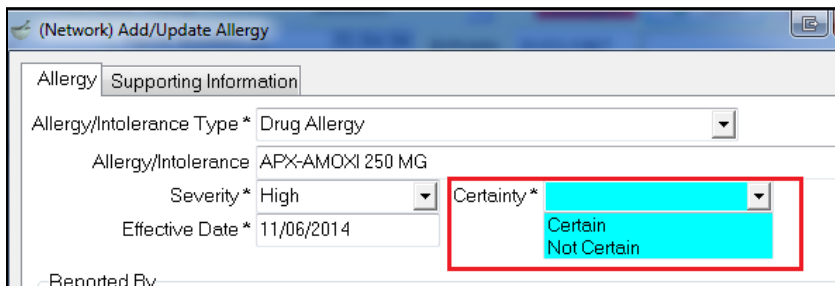
Allergy/Intolerance APX-AMOXI 250 MG

Severity * High
Low
Moderate Ce

Effective Date *

Reported By

10. Identify the **Certainty** of the indicated allergy as **Certain** or **Not Certain**.



(Network) Add/Update Allergy

Allergy Supporting Information

Allergy/Intolerance Type * Drug Allergy

Allergy/Intolerance APX-AMOXI 250 MG

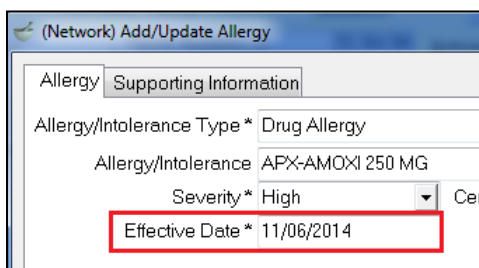
Severity * High

Effective Date * 11/06/2014

Certainty * Certain
Not Certain

Reported By

- a) The **Effective Date** is the date that the allergy was acknowledged by the patient. The date is defaulted to the current date.



(Network) Add/Update Allergy

Allergy Supporting Information

Allergy/Intolerance Type * Drug Allergy

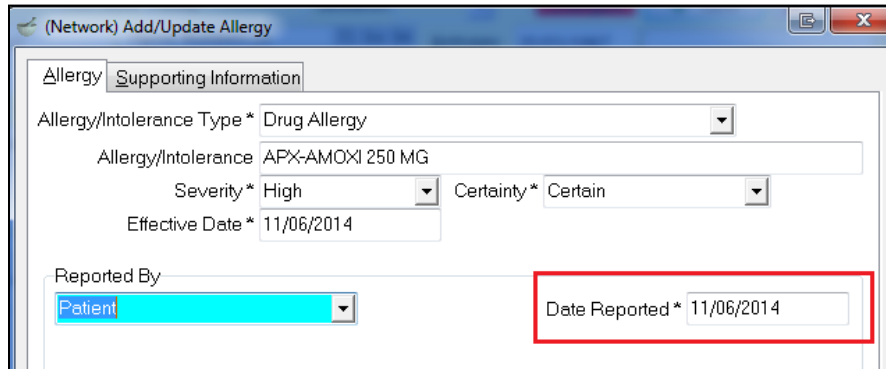
Allergy/Intolerance APX-AMOXI 250 MG

Severity * High

Effective Date * 11/06/2014

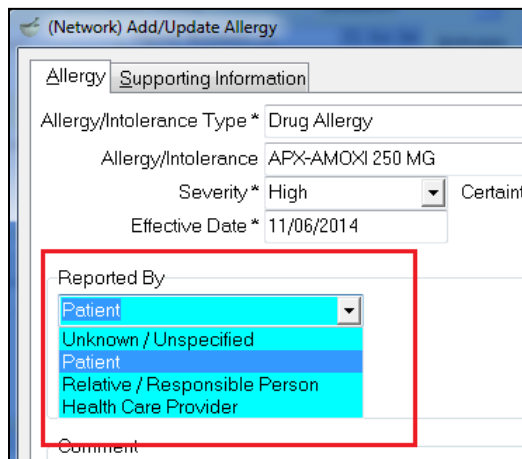
11. Complete the **Reported By** section (optional).

a) **Date Reported:** The date that the pharmacy was made aware of the patient allergy.




The screenshot shows the 'Supporting Information' tab of the 'Add/Update Allergy' form. The 'Allergy/Intolerance Type' is 'Drug Allergy', 'Allergy/Intolerance' is 'APX-AMOXI 250 MG', 'Severity' is 'High', and 'Certainty' is 'Certain'. The 'Effective Date' is '11/06/2014'. The 'Reported By' dropdown is set to 'Patient'. The 'Date Reported' field is highlighted with a red box and contains the date '11/06/2014'.

b) **Reported By:** Select from Patient, Relative/ Responsible Person, or Health Care Provider.



The screenshot shows the 'Supporting Information' tab of the 'Add/Update Allergy' form. The 'Reported By' dropdown menu is open, showing options: 'Patient', 'Unknown / Unspecified', 'Patient', 'Relative / Responsible Person', and 'Health Care Provider'. The 'Relative / Responsible Person' option is highlighted in red. The other fields are the same as in the previous screenshot.

i. When the allergy is reported by the **Patient**, the **Date Reported** field is required.



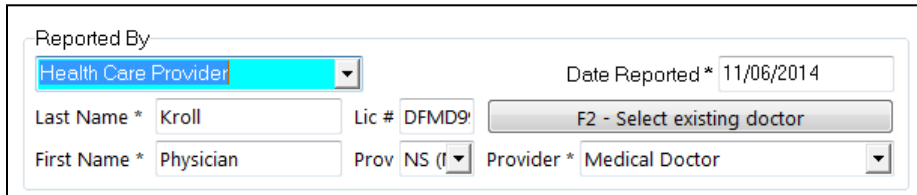
This close-up shows the 'Reported By' dropdown set to 'Patient'. The 'Date Reported' field is highlighted with a red box and contains the date '11/06/2014'.

ii. When the allergy is reported by a **Relative/Responsible Person**, the **Relationship, Last Name, and First Name** of the relative can be entered.



The screenshot shows the 'Reported By' dropdown set to 'Relative / Responsible Person'. The 'Date Reported' field contains '11/06/2014'. Below it, there are fields for 'Last Name *', 'First Name *', and 'Relationship'. A button labeled 'F2 - Select existing patient' is also visible.

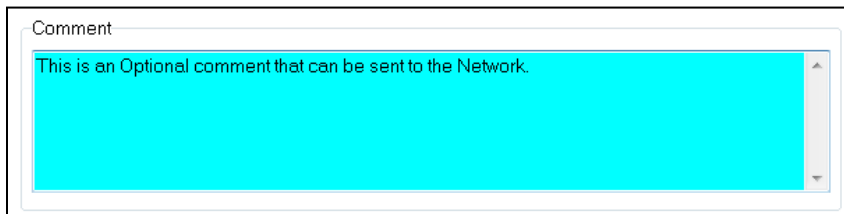
iii. When the allergy is reported by a **Health Care Provider**, the **Provider type**, **Last Name**, **First Name**, and **Lic #** (license #) can be entered.



The screenshot shows a form titled "Reported By" with the following fields and values:

- Reported By: Health Care Provider (dropdown menu)
- Date Reported *: 11/06/2014
- Last Name *: Kroll
- Lic #: DFMD9
- F2 - Select existing doctor (button)
- First Name *: Physician
- Prov: NS (I (dropdown menu))
- Provider *: Medical Doctor (dropdown menu)

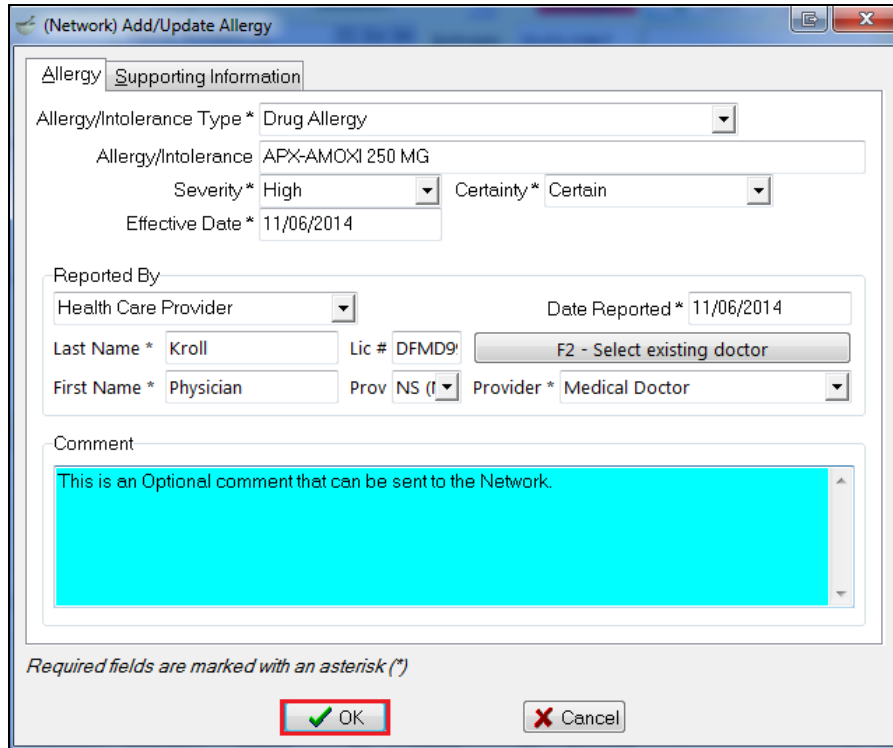
c) Enter an optional **Comment** regarding the nature and severity of the allergy.



The screenshot shows a text area labeled "Comment" containing the text: "This is an Optional comment that can be sent to the Network."

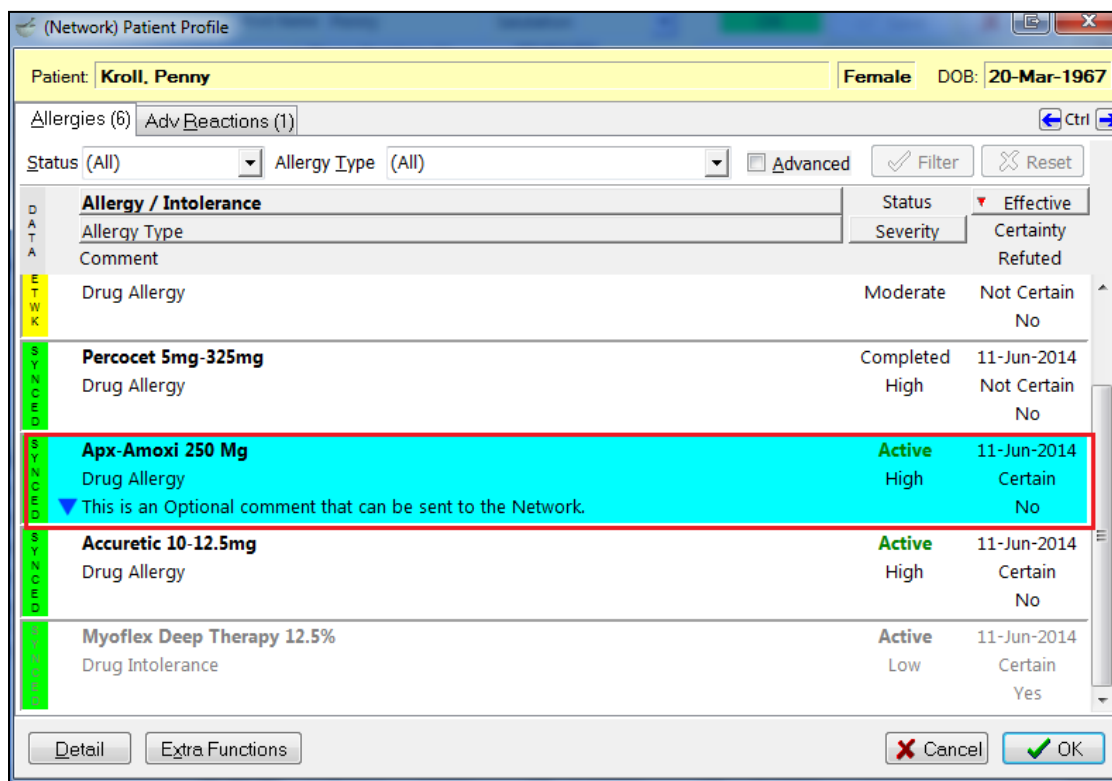
NOTE: If a comment was entered in the local **Patient Allergy Information** form, it will be pulled into this field for recording on NS DIS. You can manually delete the comment if you do not want it to be recorded on NS DIS.

12. Press **Enter** on the keyboard or click **OK** to save changes made to the **CeRx Allergy Form**. This will save changes to the **CeRx Allergy Form** and record the allergy or adverse reaction on **DIS**.



The screenshot shows a software window titled "(Network) Add/Update Allergy". It contains several input fields and buttons. The "Allergy/Intolerance Type" is set to "Drug Allergy". The "Allergy/Intolerance" is "APX-AMOXI 250 MG". The "Severity" is "High" and "Certainty" is "Certain". The "Effective Date" is "11/06/2014". Under "Reported By", the "Health Care Provider" is "Kroll", "Date Reported" is "11/06/2014", "Last Name" is "Kroll", "Lic #" is "DFMD9", and "First Name" is "Physician". The "Prov" is "NS (I)" and "Provider" is "Medical Doctor". There is a button labeled "F2 - Select existing doctor". A "Comment" text area contains the text "This is an Optional comment that can be sent to the Network." At the bottom, there are "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box. A note at the bottom states "Required fields are marked with an asterisk (*)".

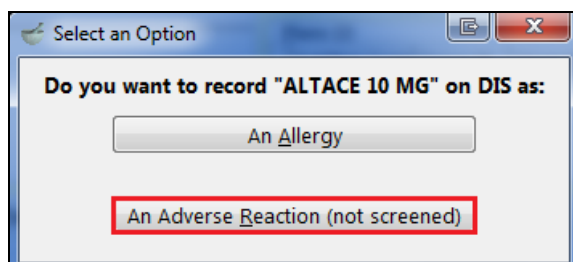
13. On the **(Network) Patient Profile**, the allergy is displayed.



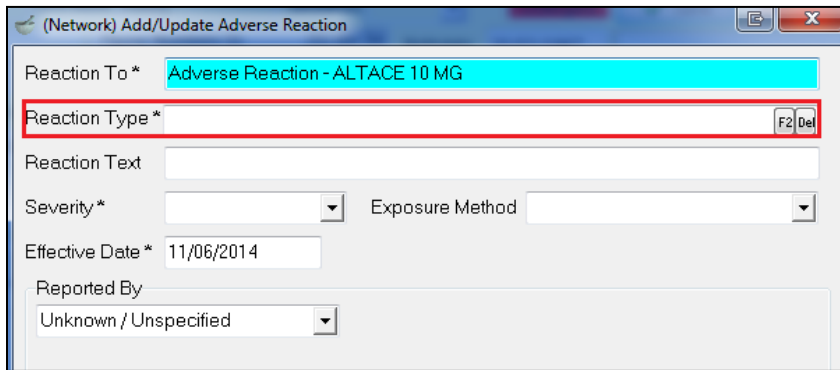
Adding a Patient Adverse Reaction

An adverse reaction is any unexpected or dangerous reaction to a drug. It is an unwanted effect caused by the administration of a drug. The onset of the adverse reaction may be sudden or develop over time.

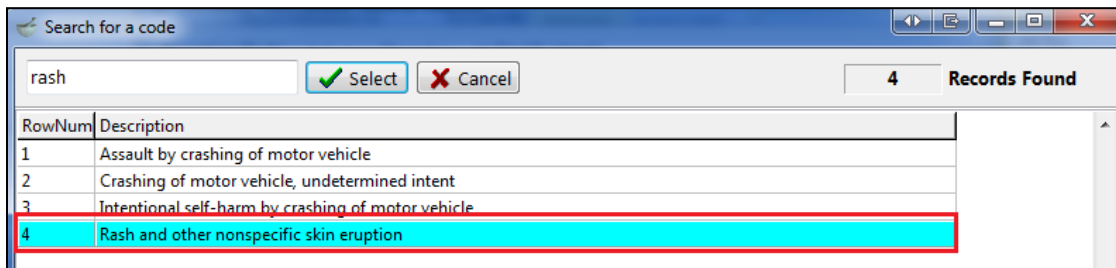
1. Once the option to send 'An Adverse Reaction' to DIS is selected, the adverse reaction form will appear.



2. Search for a **Reaction Type** by clicking/pressing **F2** on the keyboard. This brings up the form where you can search for a reaction type.

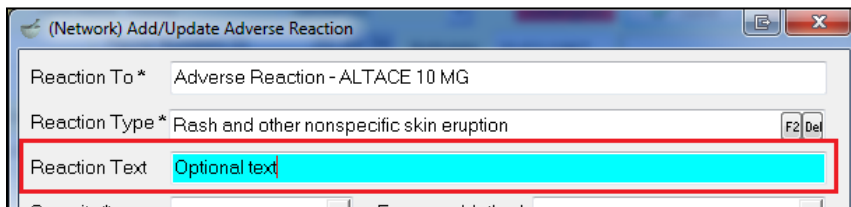


3. Highlight the appropriate reaction type and press **Enter** on the keyboard or click **Select**.

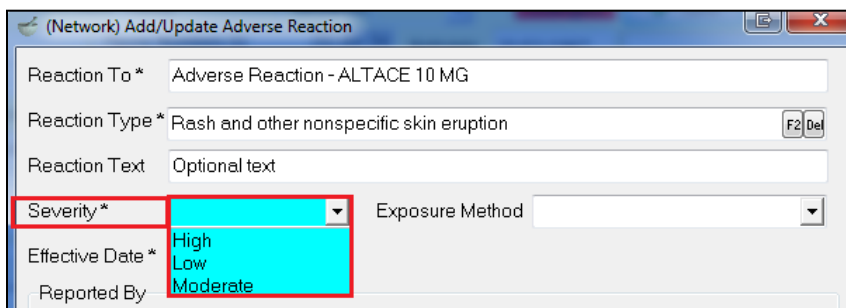


RowNum	Description
1	Assault by crashing of motor vehicle
2	Crashing of motor vehicle, undetermined intent
3	Intentional self-harm by crashing of motor vehicle
4	Rash and other nonspecific skin eruption

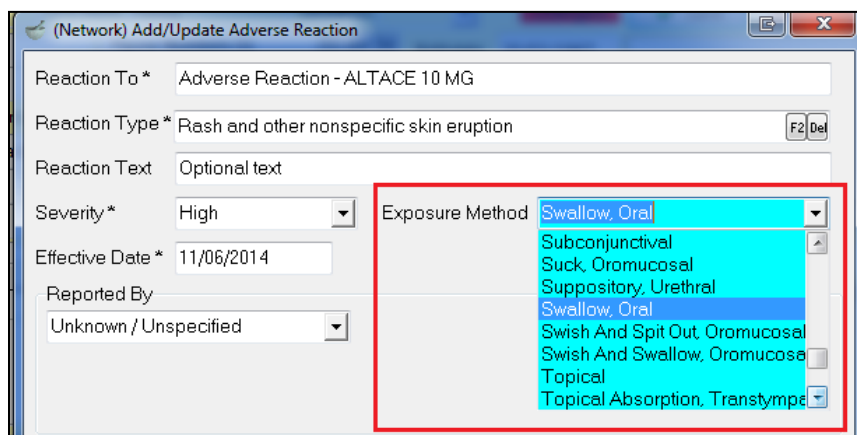
4. Enter a description in the **Reaction Text** field, if required.



5. Identify the **Severity** of the adverse reaction as **High**, **Low**, or **Moderate**.



6. Identify the **Exposure Method**.



(Network) Add/Update Adverse Reaction

Reaction To * Adverse Reaction - ALTACE 10 MG

Reaction Type * Rash and other nonspecific skin eruption [F2 Del]

Reaction Text Optional text

Severity * High

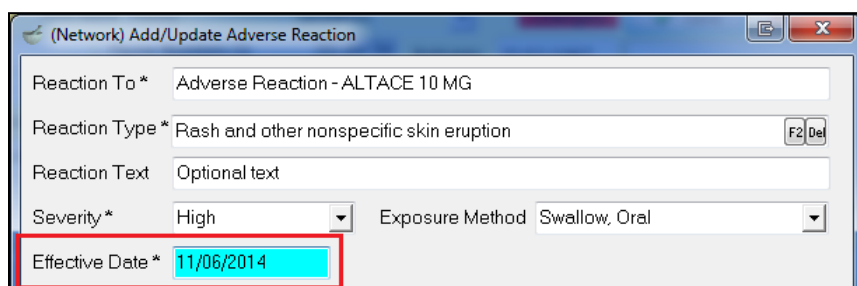
Effective Date * 11/06/2014

Reported By Unknown / Unspecified

Exposure Method Swallow, Oral

- Subconjunctival
- Suck, Oromucosal
- Suppository, Urethral
- Swallow, Oral
- Swish And Spit Out, Oromucosal
- Swish And Swallow, Oromucosa
- Topical
- Topical Absorption, Transtympan

7. In the **Effective Date** field, enter the date the adverse reaction was acknowledged by the patient. The date is defaulted to the current date.



(Network) Add/Update Adverse Reaction

Reaction To * Adverse Reaction - ALTACE 10 MG

Reaction Type * Rash and other nonspecific skin eruption [F2 Del]

Reaction Text Optional text

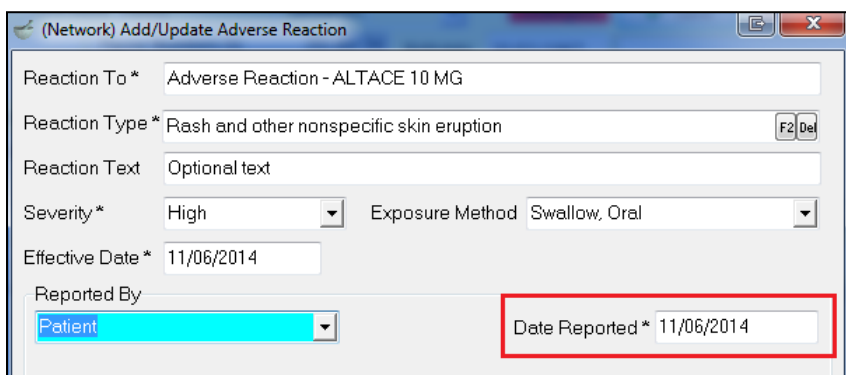
Severity * High

Exposure Method Swallow, Oral

Effective Date * 11/06/2014

8. Complete the **Reported By**:

- a) **Date Reported**: The date that the pharmacy was made aware of the patient's adverse reaction.



(Network) Add/Update Adverse Reaction

Reaction To * Adverse Reaction - ALTACE 10 MG

Reaction Type * Rash and other nonspecific skin eruption [F2 Del]

Reaction Text Optional text

Severity * High

Exposure Method Swallow, Oral

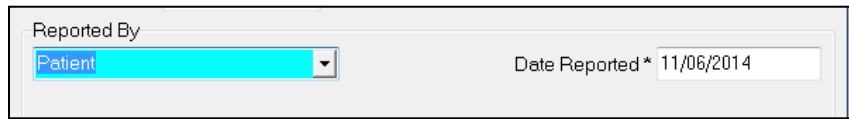
Effective Date * 11/06/2014

Reported By Patient

Date Reported * 11/06/2014

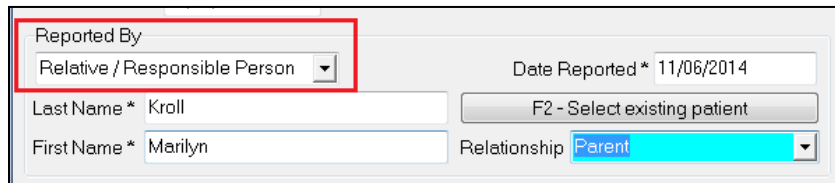
- b) **Reported By**: Select Patient, Relative/ Responsible Person, or Health Care Provider.

When the adverse reaction is reported by the patient, the **Date Reported** is required.



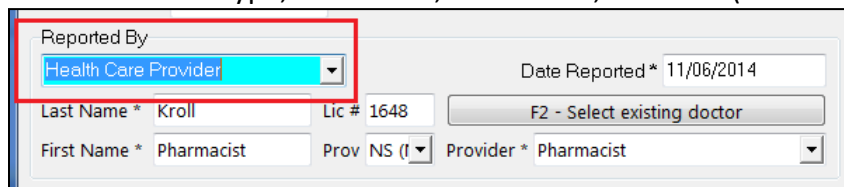
Reported By
Patient
Date Reported * 11/06/2014

- i. When the adverse reaction is reported by a **Relative/ Responsible Person**, the **Relationship, Last Name, and First Name** of the relative/responsible person can be entered.



Reported By
Relative / Responsible Person
Date Reported * 11/06/2014
Last Name * Krill
F2 - Select existing patient
First Name * Marilyn
Relationship Parent

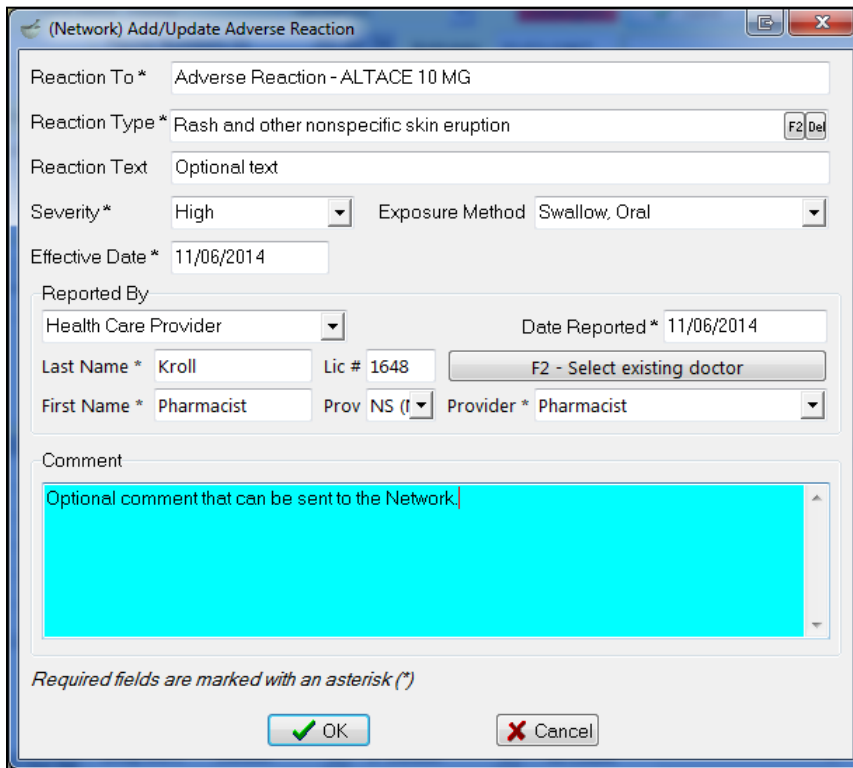
- ii. When the adverse reaction is reported by a **Health Care Provider**, the **Provider type, Last Name, First Name, and Lic # (License #)** can be entered.



Reported By
Health Care Provider
Date Reported * 11/06/2014
Last Name * Krill
Lic # 1648
F2 - Select existing doctor
First Name * Pharmacist
Prov NS (I
Provider * Pharmacist

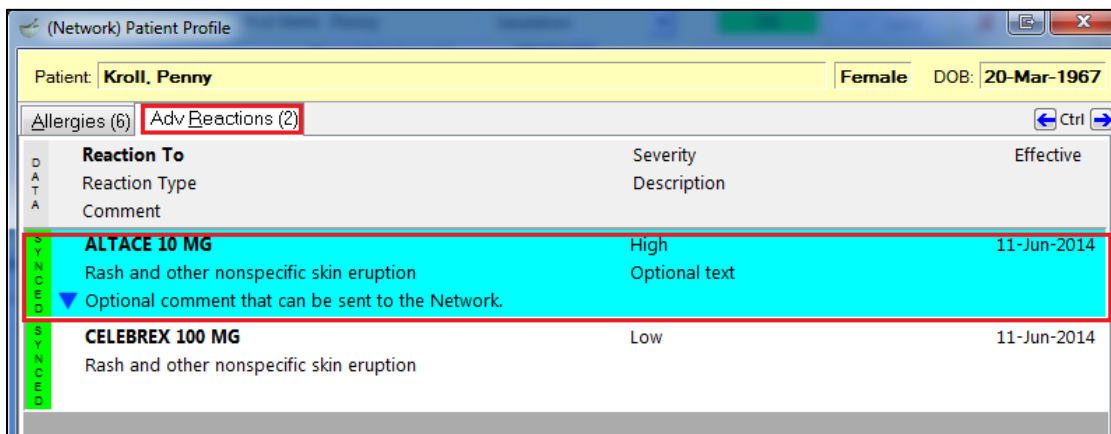
- 9. Optionally, enter a **Comment** regarding the nature and severity of the allergy (this comment will be saved and recorded on NS DIS).

NOTE: If a comment was entered in the local **Patient Allergy Information** form, it will be pulled into this field for recording on NS DIS. You can manually delete the comment if they do not want it to be recorded on NS DIS.



10. Click **OK** at the bottom of the screen or press **Enter** on the keyboard to save changes and record the adverse reaction on DIS.

11. The adverse reaction will appear in the **(Network) Patient Profile**.



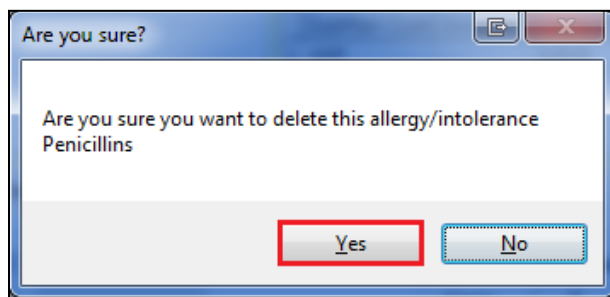
DATA	Reaction To	Severity	Effective
	Reaction Type	Description	
	Comment		
	ALTACE 10 MG	High	11-Jun-2014
	Rash and other nonspecific skin eruption	Optional text	
	Optional comment that can be sent to the Network.		
	CELEBREX 100 MG	Low	11-Jun-2014
	Rash and other nonspecific skin eruption		

Deleting Patient Allergy/Intolerance or Adverse Reaction

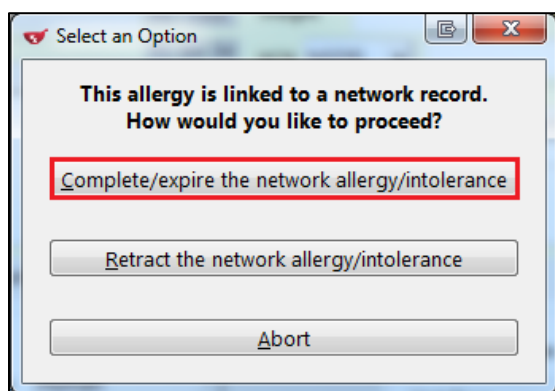
Patient allergies and intolerances can be deleted locally on Kroll. You can decide whether they want to mark the allergy/adverse reaction as completed/ expired on the Network or deleted and removed off the Network.

Complete/Expire patient allergy/intolerance or adverse reaction

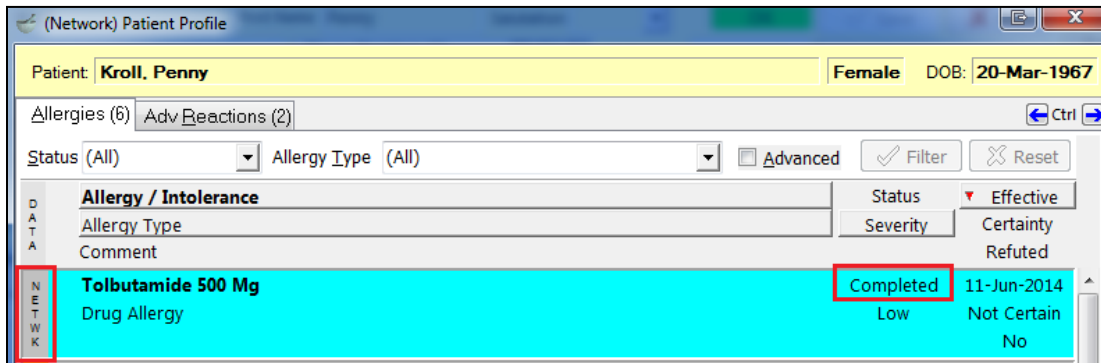
1. Search and call up the **F3 - Patient** card.
2. From the **Allergies** section of the patient card, highlight the allergy/adverse reaction you want to remove and click **Del** or press **Delete** on the keyboard.
3. Answer **Yes** to the '**Are you sure you want to delete this allergy/ adverse reaction**' prompt.



4. Click **Complete/expire the network allergy/intolerance**.

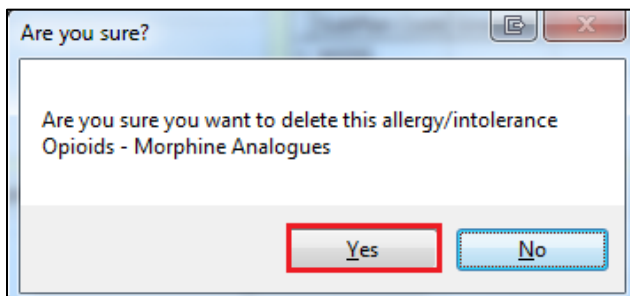


- On the Network, Summary screen show the data bar as **gray** for completed and the Status as **Completed** as well.

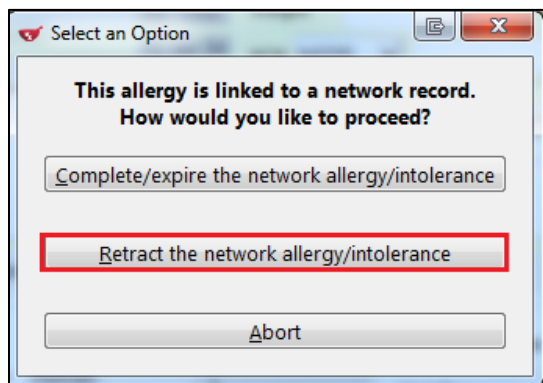


Delete Allergy/Intolerance or Adverse Reaction

- Search and call up the F3 patient card.
- From the **Allergies** section of the patient card, highlight the allergy/adverse reaction you want to remove and click **Del** or press **Delete** on the keyboard.
- Answer **Yes** to the 'Are you sure you want to delete this allergy/adverse reaction Opioids-Morphine Analogues' prompt.

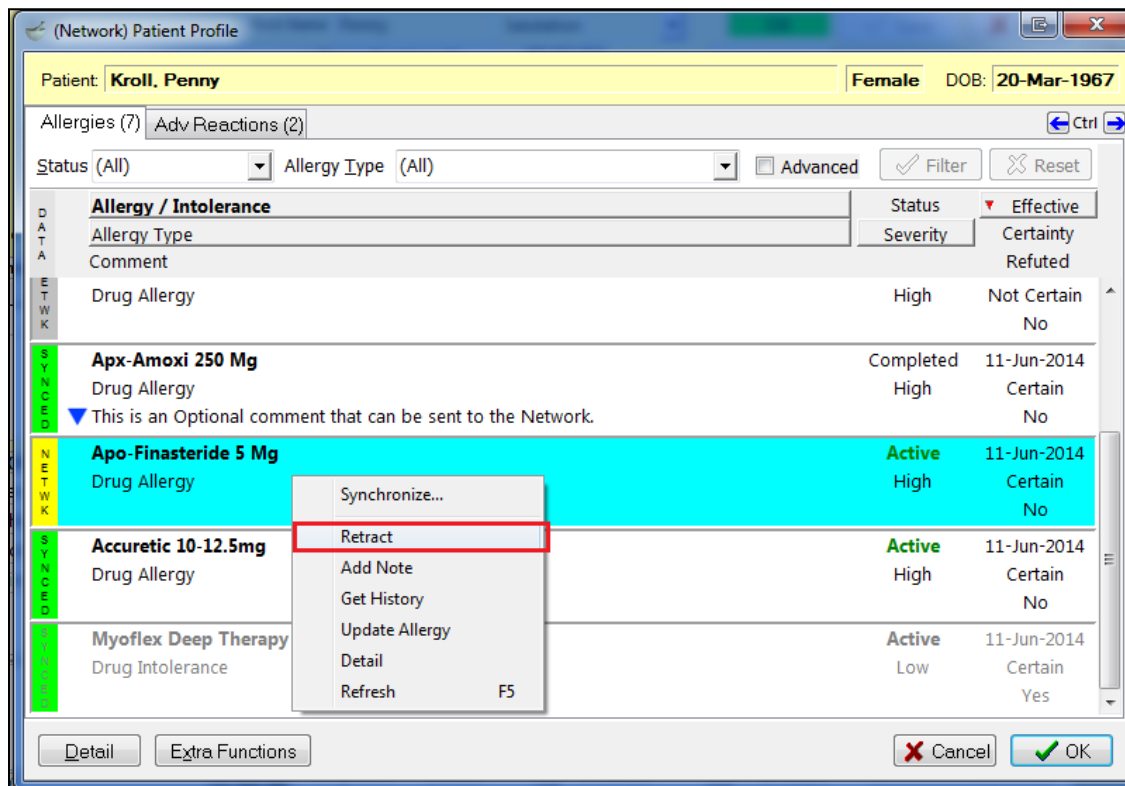


4. Click **Retract the network allergy/intolerance**.



5. The allergy will be removed from the local patient record and from the DIS.

NOTE: An allergy can also be retracted from the Network profile. Right-click the allergy and select **Retract**.



NOTE: Once an allergy or adverse reaction have been retracted it cannot be reversed.

Retract Allergy/adverse reaction with Notes

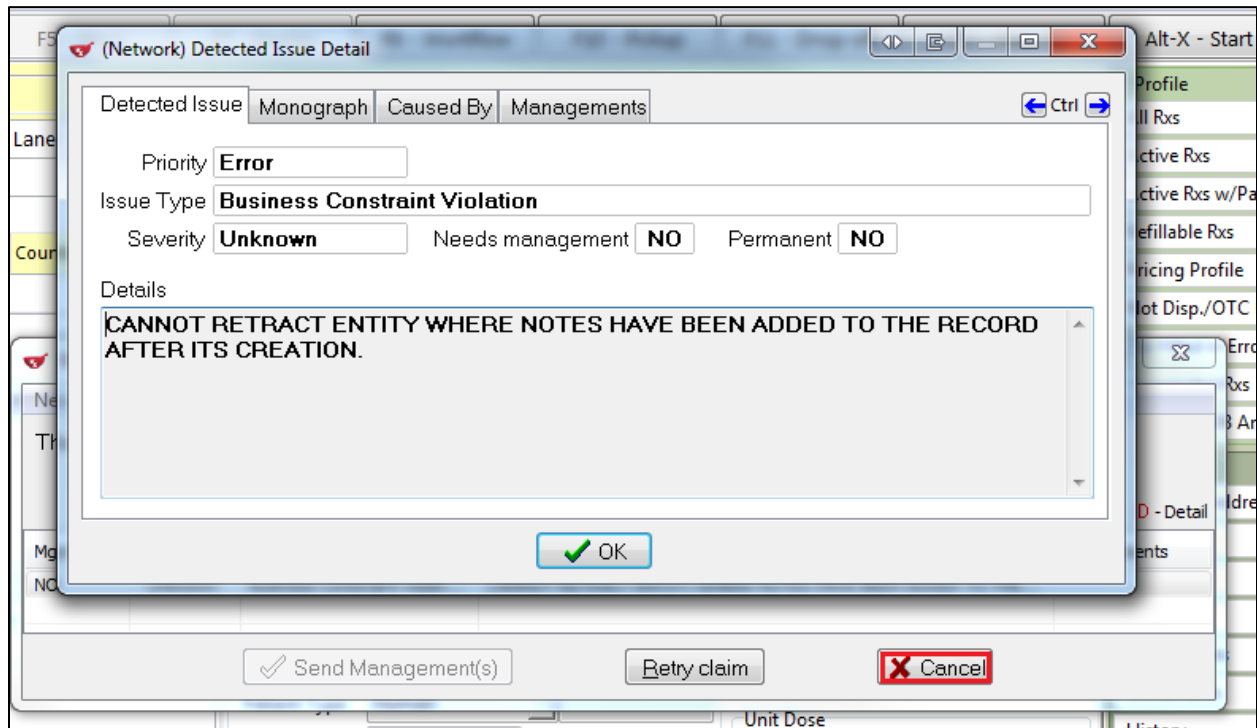
There are times when an allergy will have had notes added on the network.

Allergies (2) Adv Reactions (1)		Status		Effective
Allergy Type		Severity	Certainty	Refuted
D A T A	Allergy / Intolerance			
	Allergy Type			
Comment				
N E T W O R K	Apo-Amoxi 250 Mg	Completed	Low	01-Apr-2016
	Drug Allergy			Not Certain
S Y N C R E D	Accuretic 10-12.5mg	Active	Moderate	01-Apr-2016
	Drug Allergy			Certain
<div style="border: 1px solid red; padding: 2px;"> Patient has indicated that rash was on abdomen </div>				
No				

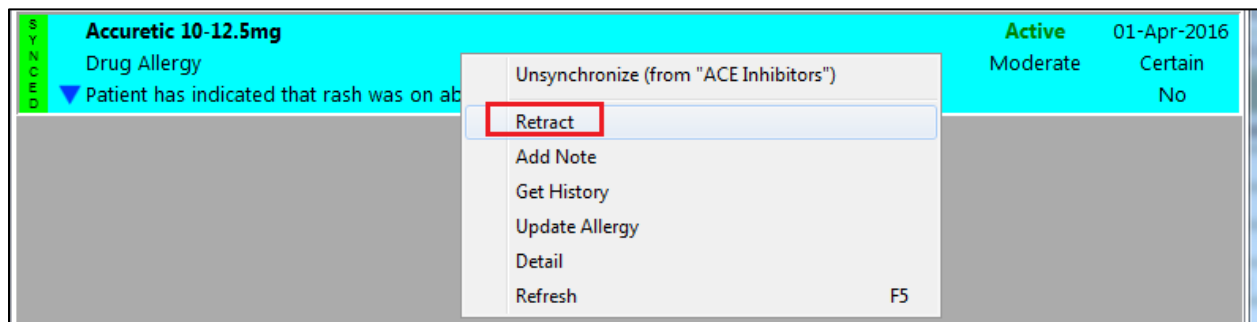
If you attempt to retract the local allergy, you will be stopped. Cancel out of this process.

Mgmt Req	Severity	Issue Type	Text	Managements
NO	Unknown	Business Constraint Violat...	CANNOT RETRACT ENTITY WHERE NOTES HAVE BEEN ADDED TO THE...	

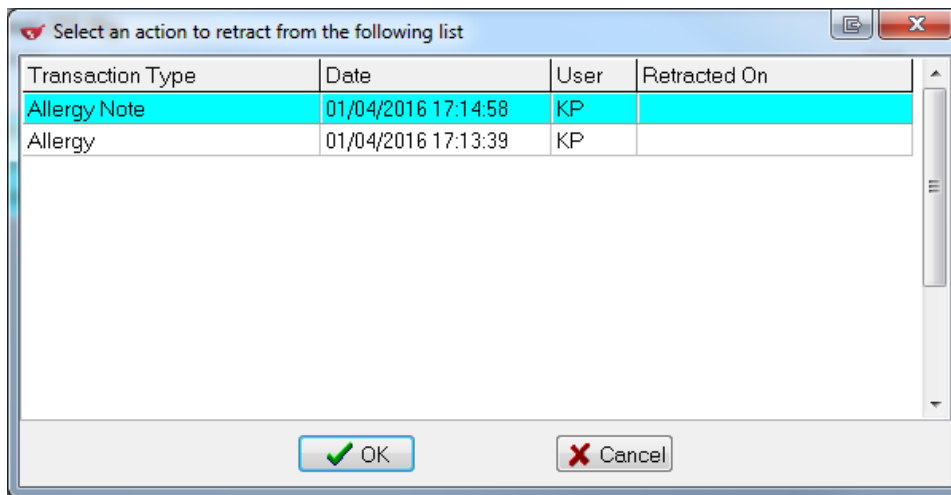
Send Management(s)



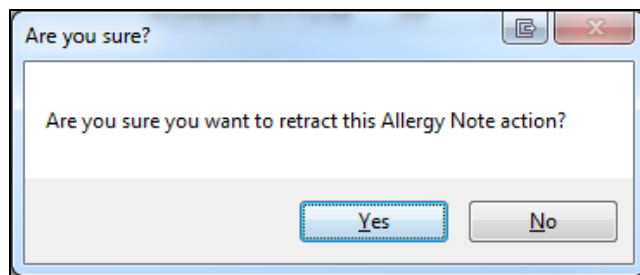
1. From the Network profile, right-click the allergy and select **Retract**.



2. Select to retract the Transaction Type **Allergy Note** and click **OK**.

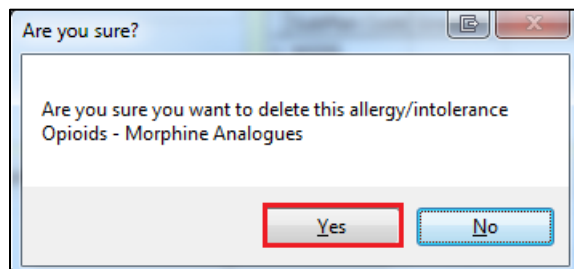


3. Answer **Yes** to Retract the Allergy prompt.

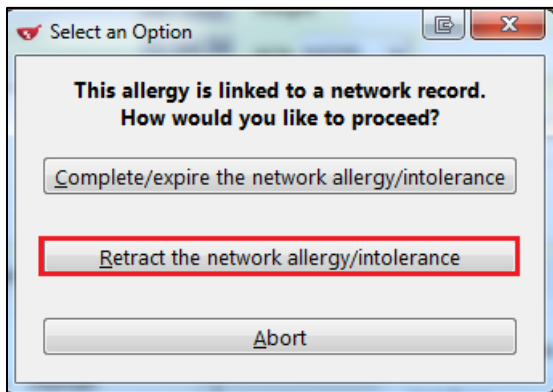


4. Go back to local patient and delete the allergy.

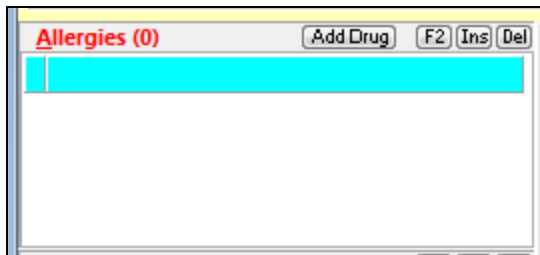
5. Answer **Yes** to the **Are you sure?** prompt.

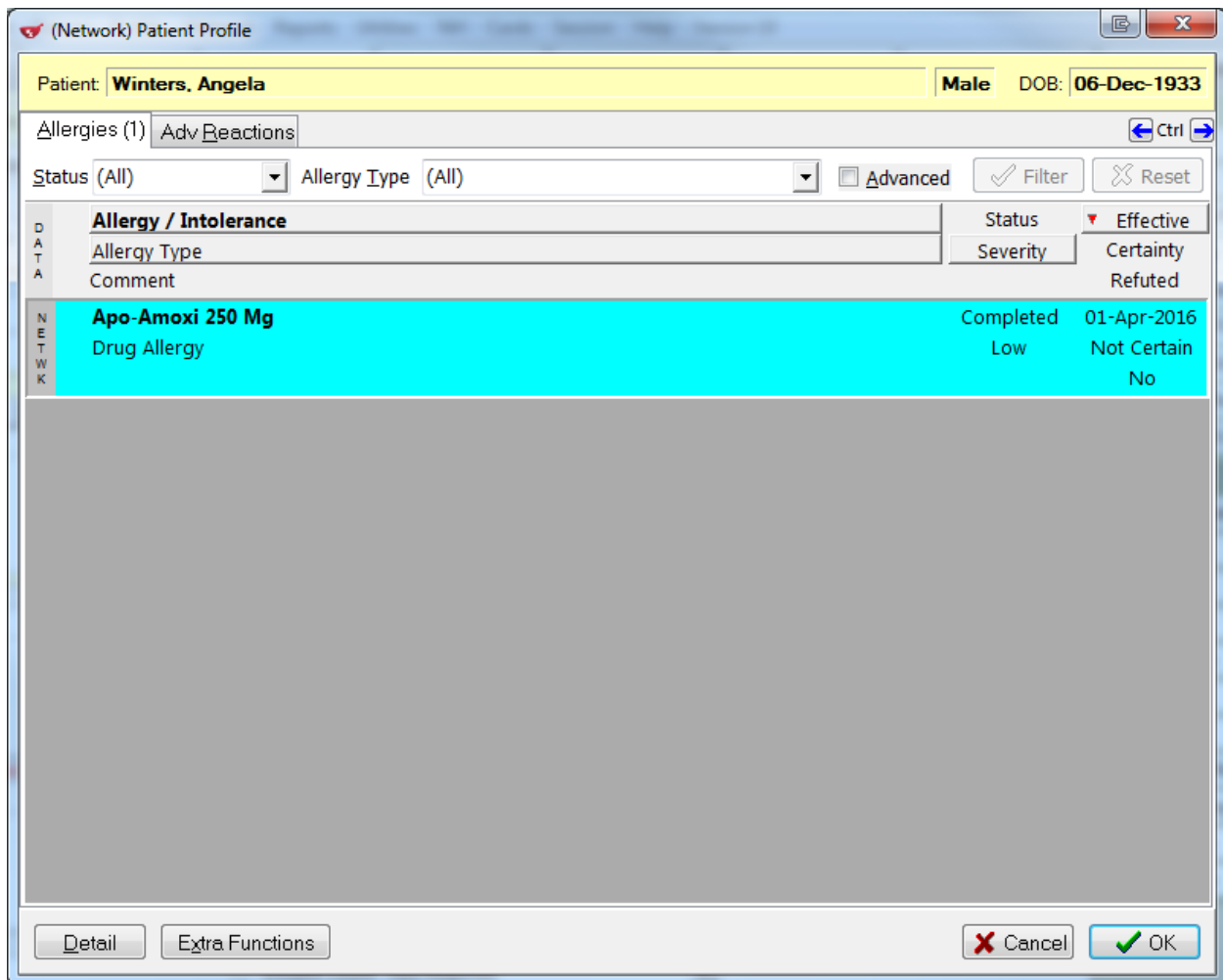


3. Click **Retract the network allergy/intolerance.**



7. Allergy is removed locally and is off the network.





Synchronizing Network and Local Allergies/Intolerances

Consistency between allergy/intolerance records in Kroll and Nova Scotia DIS is integral to the underlying purpose of a patient electronic health record. There are two scenarios where allergy/intolerance records will need to be synchronized so that Kroll entries are consistent with Nova Scotia DIS entries:

1. Allergy/Intolerance entries that exist in Nova Scotia DIS, but not in Kroll.
2. Allergy/Intolerance entries that exist in Kroll, but not in Nova Scotia DIS.

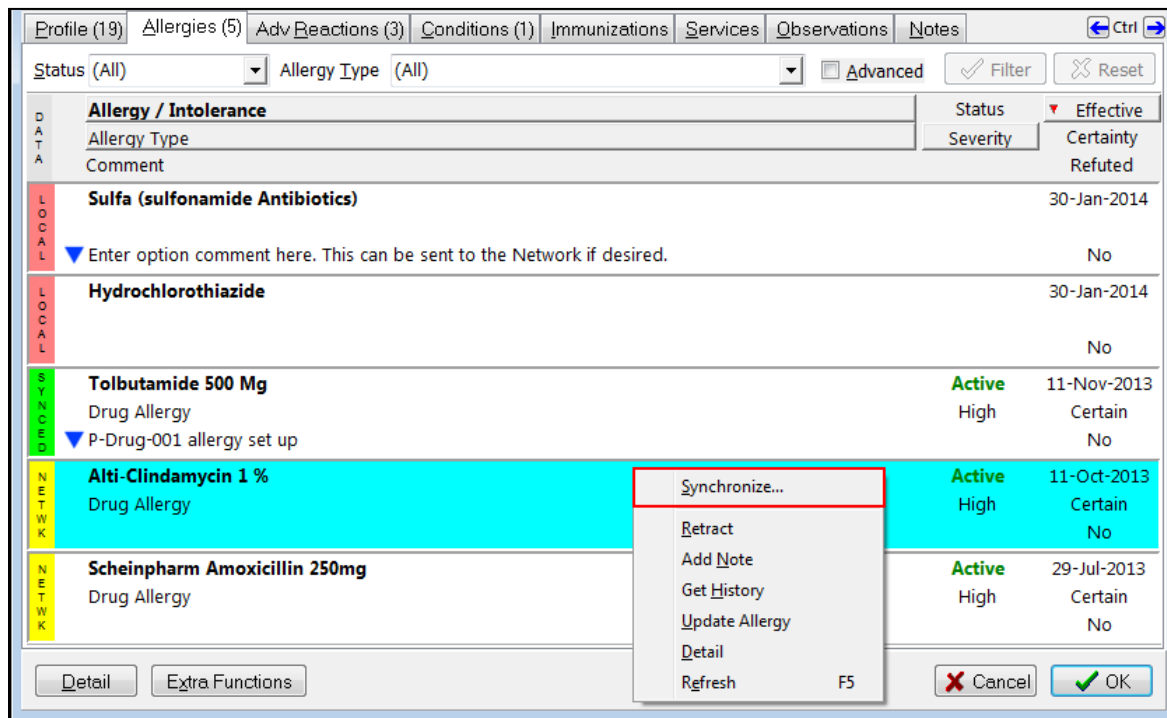
Synchronizing a Nova Scotia DIS Allergy/Intolerance to Kroll

1. From the **Allergies** tab of the **(Network) Patient Profile**, identify entries with a yellow 'Network' data bar; these entries do not exist locally on Kroll and need to be synchronized.

Profile (19) Allergies (5) Adv Reactions (3) Conditions (1) Immunizations Services Observations Notes		← Ctrl →	
Status (All)		Allergy Type (All)	
<input type="checkbox"/> Advanced		<input checked="" type="checkbox"/> Filter	<input type="checkbox"/> Reset
D A T A	Allergy / Intolerance	Status	Effective
	Allergy Type	Severity	Certainty
	Comment		Refuted
L O C A L	Sulfa (sulfonamide Antibiotics)		30-Jan-2014
	▼ Enter option comment here. This can be sent to the Network if desired.		No
L O C A L	Hydrochlorothiazide		30-Jan-2014
			No
S Y N C E D	Tolbutamide 500 Mg	Active	11-Nov-2013
	Drug Allergy	High	Certain
	▼ P-Drug-001 allergy set up		No
N E T W O R K	Alti-Clindamycin 1 %	Active	11-Oct-2013
	Drug Allergy	High	Certain
			No
N E T W O R K	Scheinpharm Amoxicillin 250mg	Active	29-Jul-2013
	Drug Allergy	High	Certain
			No

Detail Extra Functions Cancel OK

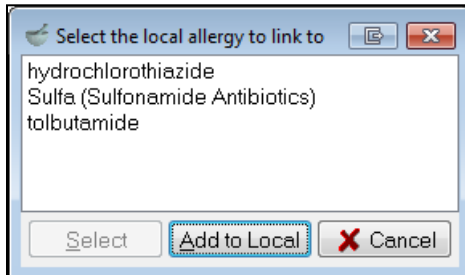
2. Right click the yellow 'Network' entry and select **Synchronize**. This will call up the **Select the local allergy to link to** window.



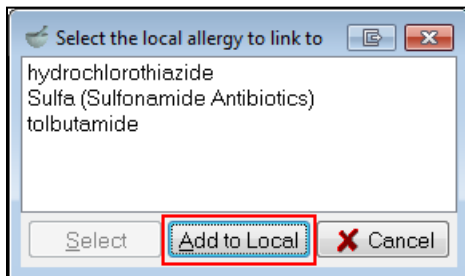
DATA	Allergy / Intolerance	Status	Effective
	Allergy Type	Severity	Certainty
	Comment		Refuted
LOCAL	Sulfa (sulfonamide Antibiotics)		30-Jan-2014
	▼ Enter option comment here. This can be sent to the Network if desired.		No
LOCAL	Hydrochlorothiazide		30-Jan-2014
			No
SYNCHRONIZED	Tolbutamide 500 Mg	Active	11-Nov-2013
	Drug Allergy	High	Certain
	▼ P-Drug-001 allergy set up		No
NETWORK	Alti-Clindamycin 1 %	Active	11-Oct-2013
	Drug Allergy	High	Certain
NETWORK	Scheinpharm Amoxicillin 250mg	Active	29-Jul-2013
	Drug Allergy	High	Certain
			No

3. From the **Select the local allergy to link to** window, a list of local Kroll allergy entries will be displayed.
 - a) If the yellow 'Network' allergy entry matches one of the existing local allergies, highlight the local entry and click **Select** to synchronize the two records.

NOTE: In our example, the yellow 'Network' allergy entry is for Macrolide Antibiotics. This allergy group does not exist in our local system because it is not listed in the **Select the local allergy to link to** window.



- b) If the yellow 'Network' entry does not match any of the existing local allergies, click **Add to Local** or press **CTRL-A** on the keyboard.



Select allergy to record on Kroll

The selected allergy

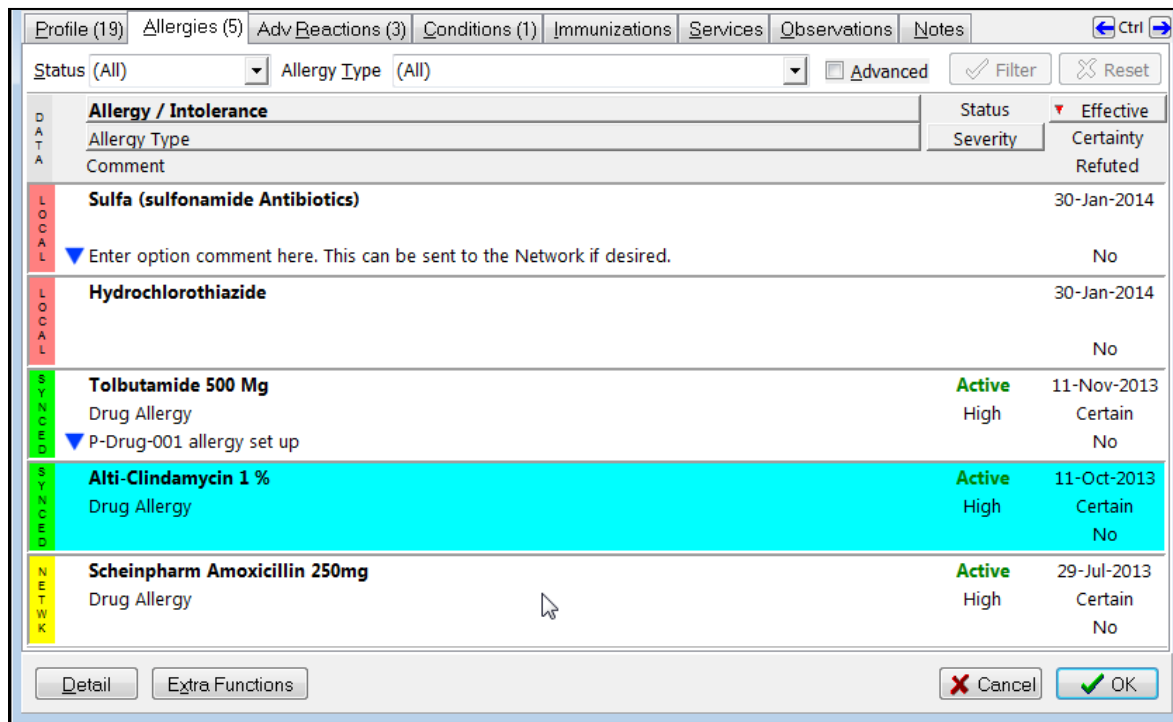
[DIN] - CLINDAMYCIN 150 MG

is not supported by Kroll

Please select one of these similar supported allergies to record on Kroll:

Type	Description
<input type="checkbox"/> Allergy Group	Lincosamides
<input type="checkbox"/> Medication	Benzaclin
<input type="checkbox"/> Medication	Biacna
<input type="checkbox"/> Medication	Clinda-T
<input checked="" type="checkbox"/> Medication	Clindamycin
<input type="checkbox"/> Medication	clindamycin HCl
<input type="checkbox"/> Medication	clindamycin palmitate
<input type="checkbox"/> Medication	clindamycin phosphate
<input type="checkbox"/> Medication	clindamycin-benzoyl peroxide
<input type="checkbox"/> Medication	clindamycin-tretinoin
<input type="checkbox"/> Medication	Clindasol
<input type="checkbox"/> Medication	Clindets
<input type="checkbox"/> Medication	Clindoxyl
<input type="checkbox"/> Medication	Clindoxyl Adv
<input type="checkbox"/> Medication	Dalacin
<input type="checkbox"/> Medication	Dalacin C
<input type="checkbox"/> Medication	Dalacin T
<input type="checkbox"/> Ingredient	clindamycin
<input type="checkbox"/> Ingredient	clindamycin HCl
<input type="checkbox"/> Ingredient	clindamycin palmitate
<input type="checkbox"/> Ingredient	clindamycin palmitate HCl
<input type="checkbox"/> Ingredient	clindamycin phosphate

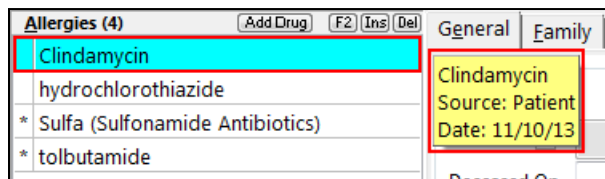
- Once the yellow 'Network' allergy entry is synchronized to the local Kroll system, the data bar will change to a green 'Synced'.



DATA	Allergy / Intolerance	Status	Effective
	Allergy Type	Severity	Certainty
	Comment		Refuted
LOCAL	Sulfa (sulfonamide Antibiotics)		30-Jan-2014
	▼ Enter option comment here. This can be sent to the Network if desired.		No
LOCAL	Hydrochlorothiazide		30-Jan-2014
			No
SYNCED	Tolbutamide 500 Mg	Active	11-Nov-2013
	Drug Allergy	High	Certain
	▼ P-Drug-001 allergy set up		No
SYNCED	Alti-Clindamycin 1 %	Active	11-Oct-2013
	Drug Allergy	High	Certain
			No
NETWORK	Scheinpharm Amoxicillin 250mg	Active	29-Jul-2013
	Drug Allergy	High	Certain
			No

Buttons: Detail, Extra Functions, Cancel, OK

The allergy is also added to the **Allergies** section of the local patient card.



Allergies (4)	General	Family
Clindamycin	Clindamycin	Source: Patient
hydrochlorothiazide		Date: 11/10/13
* Sulfa (Sulfonamide Antibiotics)		
* tolbutamide		

Synchronizing a Kroll Allergy/Intolerance to Nova Scotia DIS

1. From the **Allergies** tab of the **(Network) Patient Profile**, identify entries with a red 'Local' data bar; these entries do not exist on Nova Scotia DIS and need to be synchronized.

Allergies (4)	
Clindamycin	
hydrochlorothiazide	
* Sulfa (Sulfonamide Antibiotics)	
* tolbutamide	

(Network) Patient Profile

Patient: **Kroll, Mickey** Male DOB: **25-Jan-1959** MSI: **5765161912**

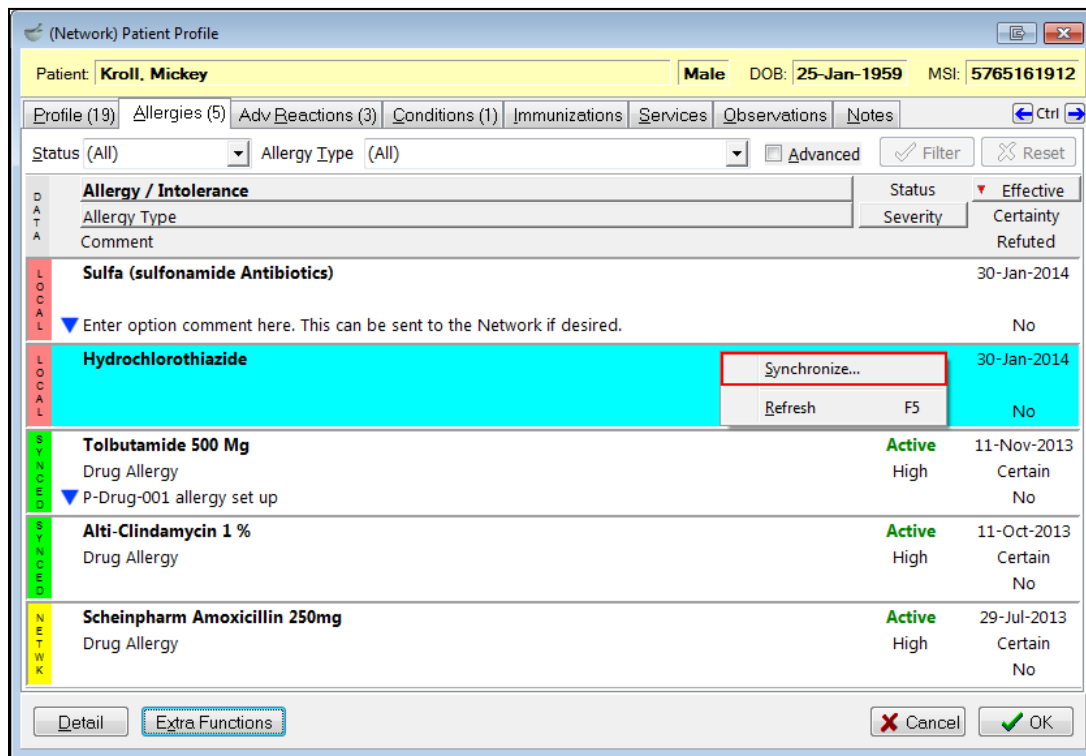
Profile (19) Allergies (5) Adv Reactions (3) Conditions (1) Immunizations Services Observations Notes

Status (All) Allergy Type (All) Advanced Filter Reset

DATA	Allergy / Intolerance	Status	Effective
			Severity
LOCAL	Sulfa (sulfonamide Antibiotics)		30-Jan-2014
	▼ Enter option comment here. This can be sent to the Network if desired.		No
LOCAL	Hydrochlorothiazide		30-Jan-2014
			No
SYNCHRONIZED	Tolbutamide 500 Mg	Active	11-Nov-2013
	Drug Allergy	High	Certain
	▼ P-Drug-001 allergy set up		No
SYNCHRONIZED	Alti-Clindamycin 1 %	Active	11-Oct-2013
	Drug Allergy	High	Certain
			No
NETWORK	Scheinpharm Amoxicillin 250mg	Active	29-Jul-2013
	Drug Allergy	High	Certain
			No

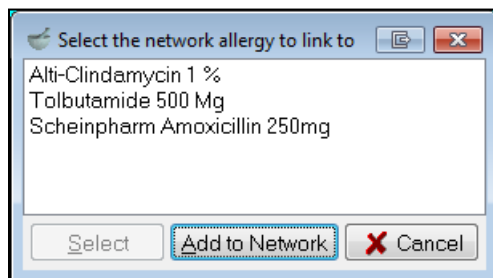
Detail Extra Functions Cancel OK

- Right click the red 'Local' entry and select **Synchronize**. This will call up the **Select the network allergy to link to** screen.

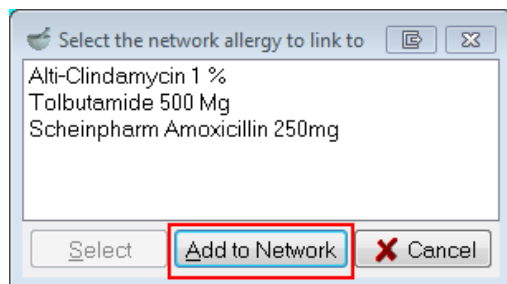


- From the **Select the network allergy to link to** screen, a list of Nova Scotia DIS allergy entries will be displayed.
 - If the red 'Local' allergy entry matches one of the existing Nova Scotia DIS allergies, highlight the entry and click **Select** to synchronize the two records.

NOTE: In our example, the red 'Local' allergy entry is for Hydrochlorothiazide. This allergy group is not listed on Nova Scotia DIS. From the **Select the network allergy to link to** screen, select **Add to Network**.



- b) If the red 'Local' entry does not match any of the existing Nova Scotia DIS allergies, click **Add to Network** or press **CTRL-A** on the keyboard.



The Nova Scotia DIS requires allergy entry to be assigned to a specific DIN. When adding/synchronizing allergies, you will be prompted to select the corresponding allergen from the network.

NOTE: If the allergen is an NPN rather than a DIN, use the optional NPN field below the displayed DIN list.

Select allergy to record on DIS

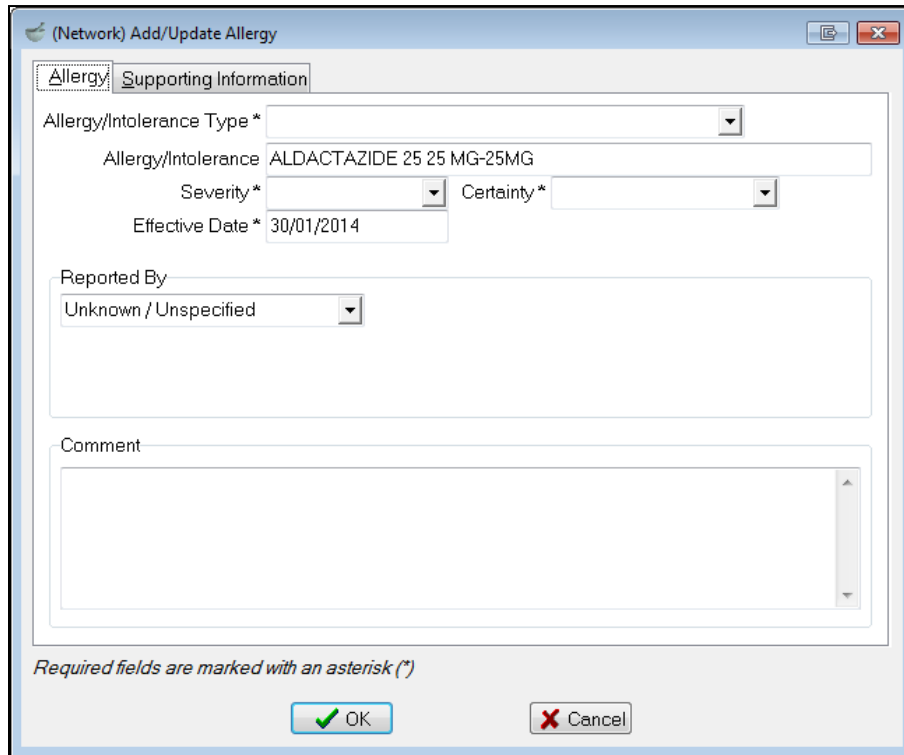
The selected allergy / adverse reaction cause
 [Ingredient] - hydrochlorothiazide
is not supported by DIS

Please select one of these similar supported allergies to record on DIS:

Type	Description
<input type="checkbox"/>	DIN ACCURETIC 10-12.5MG
<input type="checkbox"/>	DIN ACCURETIC 20-12.5 MG
<input type="checkbox"/>	DIN ACCURETIC 20-25MG
<input type="checkbox"/>	DIN ALDACTAZIDE 25 25 MG-25MG
<input type="checkbox"/>	DIN ALDACTAZIDE 50 50 MG-50MG
<input type="checkbox"/>	DIN ALTACE HCT 10-12.5MG
<input type="checkbox"/>	DIN ALTACE HCT 10MG-25MG
<input type="checkbox"/>	DIN ALTACE HCT 2.5-12.5MG
<input type="checkbox"/>	DIN ALTACE HCT 5 MG-25 MG
<input type="checkbox"/>	DIN ALTACE HCT 5MG-12.5MG
<input type="checkbox"/>	DIN AMI-HYDRO 5MG-50MG
<input type="checkbox"/>	DIN APO-AMILZIDE 5MG-50MG
<input type="checkbox"/>	DIN APO-CANDESARTAN/HCTZ 16-12.5MG
<input type="checkbox"/>	DIN APO-CANDESARTAN/HCTZ 32-12.5MG
<input type="checkbox"/>	DIN APO-CANDESARTAN/HCTZ 32MG-25MG
<input type="checkbox"/>	DIN APO-CILAZAPRIL/HCTZ 5MG-12.5MG
<input type="checkbox"/>	DIN APO-ENALAPRIL MALEATE/HCTZ 10MG-25MG
<input type="checkbox"/>	DIN APO-ENALAPRIL MALEATE/HCTZ 5MG-12.5MG
<input type="checkbox"/>	DIN APO-HYDRO 100 MG
<input type="checkbox"/>	DIN APO-HYDRO 12.5 MG
<input type="checkbox"/>	DIN APO-HYDRO 25 MG
<input type="checkbox"/>	DIN APO-HYDRO 50 MG
<input type="checkbox"/>	DIN APO-IRBESARTAN/HCTZ 150-12.5MG
<input type="checkbox"/>	DIN APO-IRBESARTAN/HCTZ 300-12.5MG

NPN:

- Once the corresponding DIN/NPN is selected above, the **(Network) Add/Update Allergy** window will appear. Complete the details of the allergy. (Note that required fields are marked with an asterisk '*'). Once all necessary information regarding the allergy has been entered, click **OK** or press **Enter** to send the information to Nova Scotia DIS.

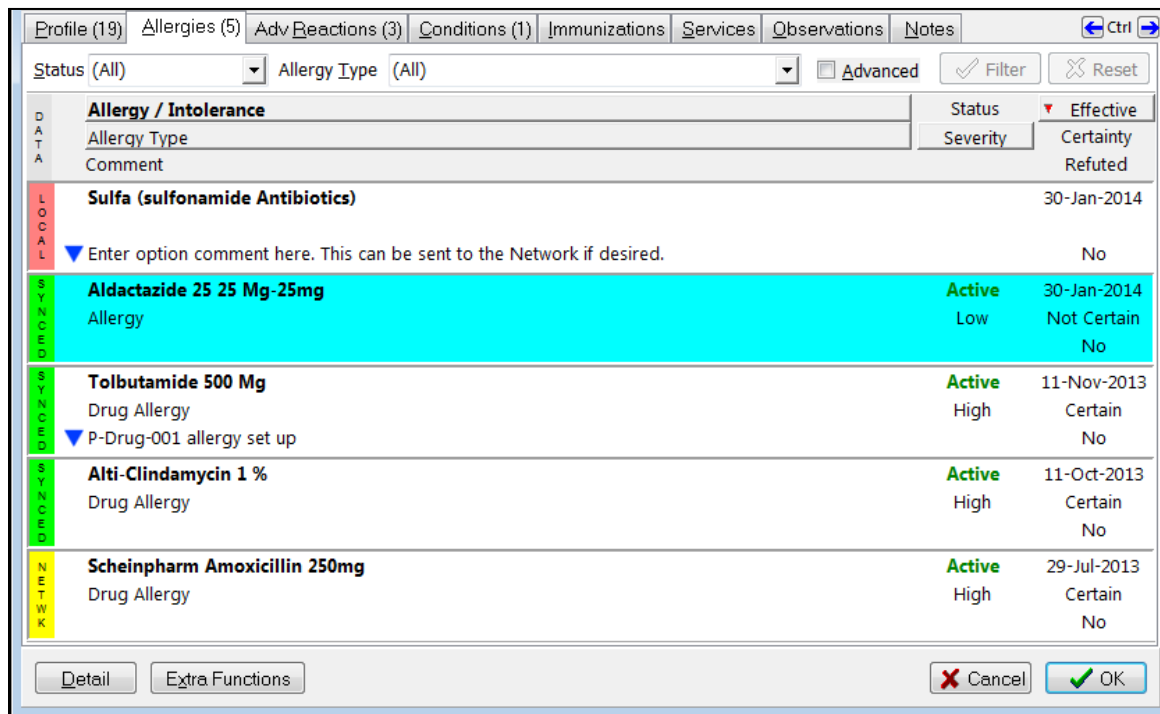


The screenshot shows a software window titled "(Network) Add/Update Allergy". It has two tabs: "Allergy" (selected) and "Supporting Information". The "Allergy" tab contains the following fields:

- Allergy/Intolerance Type ***: A dropdown menu.
- Allergy/Intolerance**: A text field containing "ALDACTAZIDE 25 25 MG-25MG".
- Severity ***: A dropdown menu.
- Certainty ***: A dropdown menu.
- Effective Date ***: A text field containing "30/01/2014".
- Reported By**: A dropdown menu containing "Unknown / Unspecified".
- Comment**: A large text area for entering notes.

At the bottom of the window, there is a note: "Required fields are marked with an asterisk (*)". Below this note are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

- Once the red 'Local' allergy entry is synchronized to Nova Scotia DIS, the data bar will change to a green 'Synced' on the **(Network) Patient Profile**.



The screenshot shows a window titled 'Profile (19) Allergies (5) Adv Reactions (3) Conditions (1) Immunizations Services Observations Notes'. The window contains a table of allergy entries with columns for 'Allergy / Intolerance', 'Status', and 'Effective' date. The entries are categorized by their synchronization status: LOCAL (red), SYNCED (green), and NETWORK (yellow).

Category	Allergy / Intolerance	Status	Effective
LOCAL	Sulfa (sulfonamide Antibiotics) Allergy Type Comment		30-Jan-2014
	▼ Enter option comment here. This can be sent to the Network if desired.		No
SYNCED	Aldactazide 25 25 Mg-25mg Allergy	Active Low	30-Jan-2014 Not Certain No
SYNCED	Tolbutamide 500 Mg Drug Allergy ▼ P-Drug-001 allergy set up	Active High	11-Nov-2013 Certain No
SYNCED	Alti-Clindamycin 1 % Drug Allergy	Active High	11-Oct-2013 Certain No
NETWORK	Scheinpharm Amoxicillin 250mg Drug Allergy	Active High	29-Jul-2013 Certain No

At the bottom of the window, there are buttons for 'Detail', 'Extra Functions', 'Cancel', and 'OK'.

Refute or Complete/Expire a Network Allergy/Intolerance

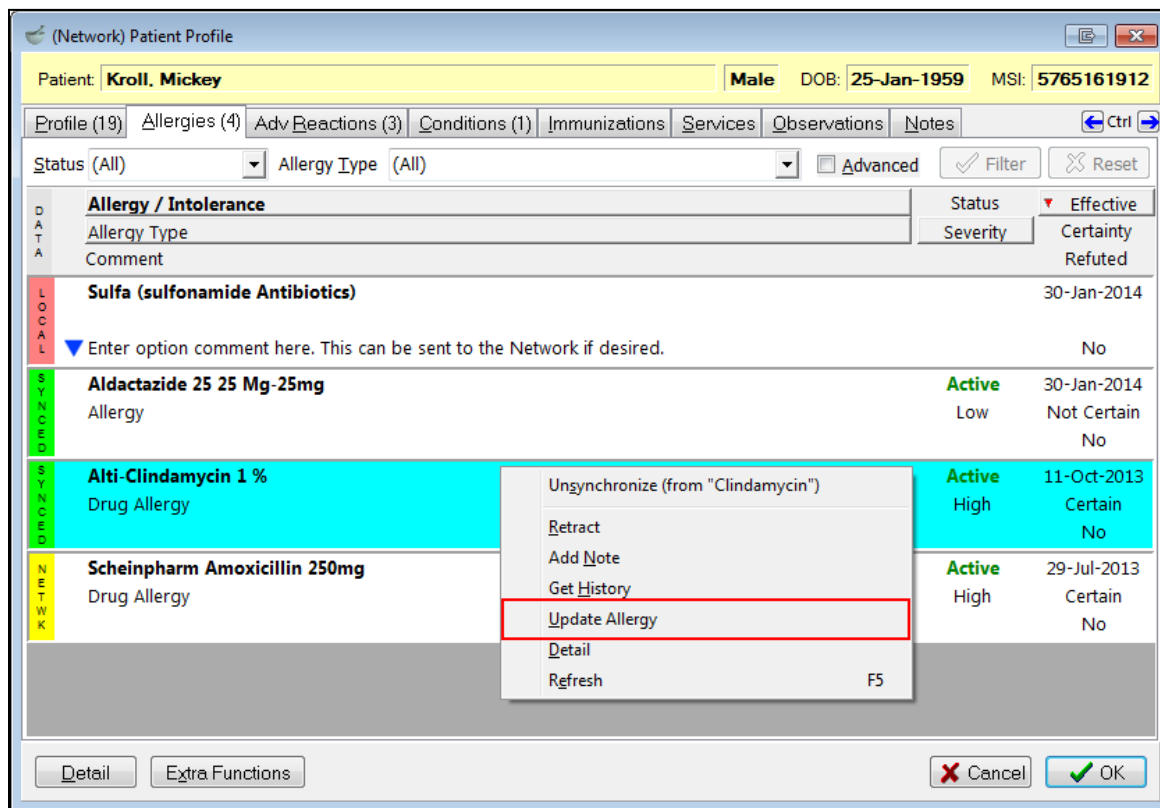
Once an allergy/intolerance record is added in Nova Scotia DIS, it cannot be retracted once viewed by another user. An allergy/intolerance record entered in error may be refuted or completed/expired. Refuted or completed/expired allergies are not displayed in the 45-day **Comprehensive Profile**.

Allergies (4) Adv Reactions (2)		Ctrl	
Status (All) Allergy Type (All)		Advanced	Filter Reset
D A T A	Allergy / Intolerance	Status	Effective
	Allergy Type	Severity	Certainty
S Y N C E D	Comment	Refuted	
		Altace Hct 2.5-12.5mg Drug Allergy	Active Moderate
N E T W K	Unknown Npn: 80007706 Drug Allergy	Completed Low	18-Sep-2013 Not Certain No
N E T W K	Unknown Npn: 80040372 Drug Allergy	Expired Completed Low	18-Sep-2013 Not Certain No
N E T W K	Clindamycin 150 Mg Drug Intolerance	Refuted Active Moderate	05-Jun-2014 Not Certain Yes

Refuting a Network Allergy/Intolerance from the Network

As Kroll only provides space for you to record allergies, many users record both allergies and intolerances in the allergy field on the patient card. There may be an instance where the user wishes to have synchronized information refuted on the Network, but left on the patient's local profile (i.e., the user added an allergy, where it should have been added as an adverse reaction).

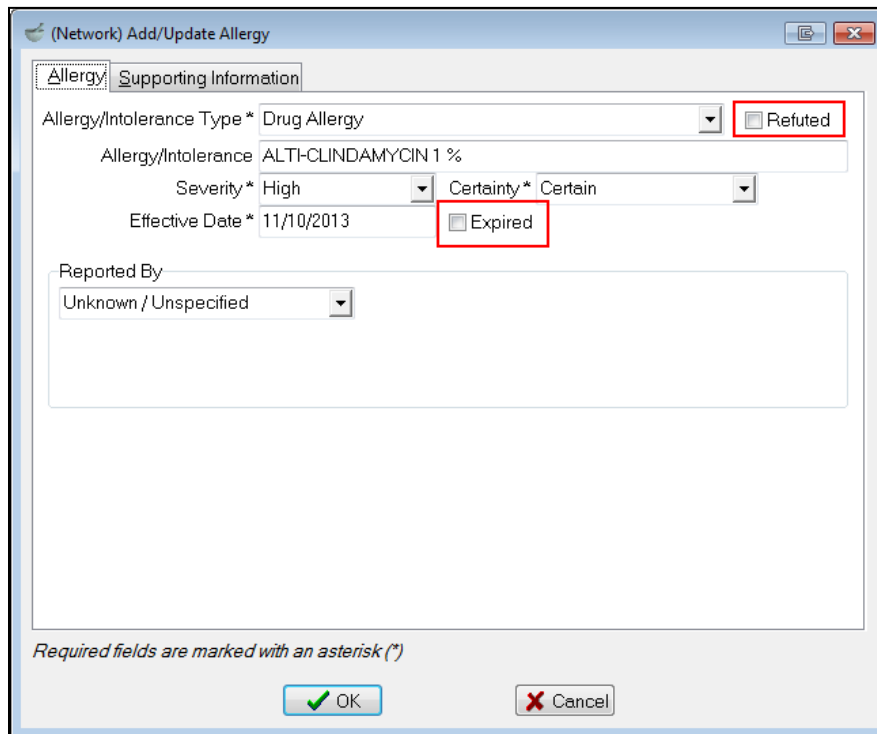
1. From the **(Network) Patient Profile**, right-click an allergy and select **Update Allergy**.



The screenshot shows the "(Network) Patient Profile" window for Mickey Kroll. The patient's profile includes fields for Name, Sex (Male), DOB (25-Jan-1959), and MSI (5765161912). The "Allergies (4)" tab is active, displaying a list of allergies. A context menu is open over the "Scheinpharm Amoxicillin 250mg" allergy, with "Update Allergy" highlighted in red. The menu options include: Un synchronize (from "Clindamycin"), Retract, Add Note, Get History, Update Allergy, Detail, and Refresh (F5).

Category	Allergy / Intolerance	Status	Effective Date
LOCAL	Sulfa (sulfonamide Antibiotics)		30-Jan-2014
LOCAL	Enter option comment here. This can be sent to the Network if desired.		No
SYNCHRONIZED	Aldactazide 25 25 Mg-25mg Allergy	Active	30-Jan-2014
SYNCHRONIZED	Alti-Clindamycin 1 % Drug Allergy	Active	11-Oct-2013
NETWORK	Scheinpharm Amoxicillin 250mg Drug Allergy	Active	29-Jul-2013

2. Check the **Refuted** flag.



(Network) Add/Update Allergy

Allergy Supporting Information

Allergy/Intolerance Type * Drug Allergy Refuted

Allergy/Intolerance ALTI-CLINDAMYCIN 1 %

Severity * High Certainty * Certain

Effective Date * 11/10/2013 Expired

Reported By

Unknown / Unspecified

Required fields are marked with an asterisk (*)

OK Cancel

3. Once the Network allergy has been successfully refuted, it will appear in the Allergies tab of the **(Network) Patient Profile** with status of **Yes** under the **Refuted** column on the right hand side of the profile.
- If an allergy has been marked expired, it will appear in the **Allergies** tab of the **(Network) Patient Profile** with a designation of **Completed**.

- If an allergy has been refuted and expired, it will not appear in the **Allergies** tab of the **(Network) Patient Profile**.

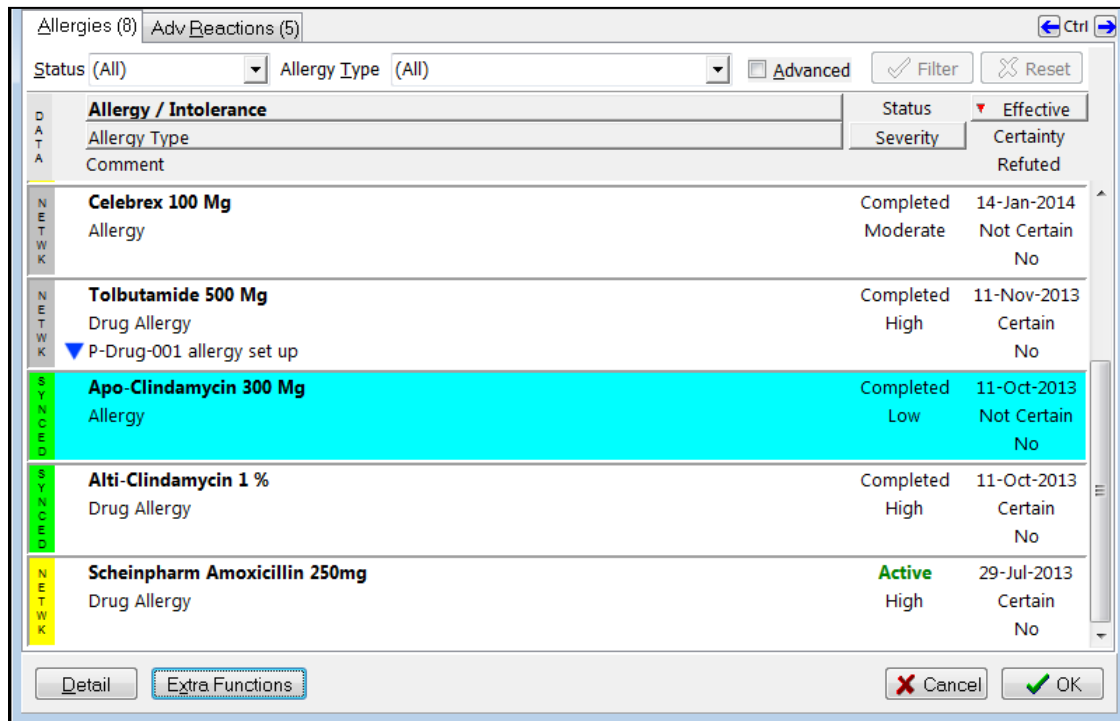
Allergies (4) Adv Reactions (2)		Ctrl	
Status (All) Allergy Type (All)		Advanced	Filter Reset
D A T A	Allergy / Intolerance	Status	Effective
	Allergy Type	Severity	Certainty
S Y S T E M	Comment	Refuted	
		Altace Hct 2.5-12.5mg Drug Allergy	Active Moderate
N E T W K	Unknown Npn: 80007706 Drug Allergy	Completed Low	18-Sep-2013 Not Certain No
N E T W K	Unknown Npn: 80040372 Drug Allergy	Expired Completed Low	18-Sep-2013 Not Certain No
N E T W K	Clindamycin 150 Mg Drug Intolerance	Refuted Active Moderate	05-Jun-2014 Not Certain Yes

Extra Functions from the Nova Scotia DIS Allergies Profile

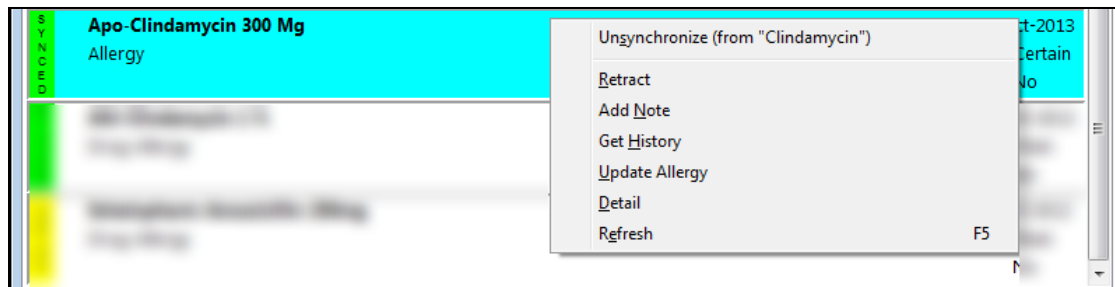
Extra functions can be performed for Network allergy entries listed on the Nova Scotia DIS Patient Profile. Extra functions are not available for local allergy entries because they are not linked to Nova Scotia DIS. There are three ways to access **Extra Functions** from the **(Network) Patient Profile**:

1. Right-click the selected allergy entry to see the **Extra Functions** menu list.
2. Highlight the applicable allergy entry and click the **Extra Functions** button.

3. Highlight the applicable allergy entry and press **Ctrl-X** on the keyboard.



The **Extra Functions** menu list for allergy entries contains the following options:



Synchronize/Unsynchronize

The option to **Synchronize** will create a link between a local allergy record and a Network allergy record. Only yellow 'Network' allergy records and red 'Local' allergy records will have the option to **Synchronize**; this process was explained in the [Synchronizing a Nova Scotia DIS Allergy/Intolerance to Kroll](#) section.

The **Unsyncronize** option will break the link between a local allergy record and a Network allergy record. Only green 'Synced' Network records have the option to **Unsyncronize**.

S Y N C E D	Apo-Clindamycin 300 Mg	Completed	11-Oct-2013
	Allergy	Low	Not Certain
			No

When a green 'Synced' Network record is unsynchronized, the resulting allergy profile will have a yellow 'Network' allergy entry and a red 'Local' allergy entry.

L O C A L	Clindamycin		11-Oct-2013
			No
N E T W O R K	Apo-Clindamycin 300 Mg	Active	11-Oct-2013
	Allergy	Low	Not Certain
			No

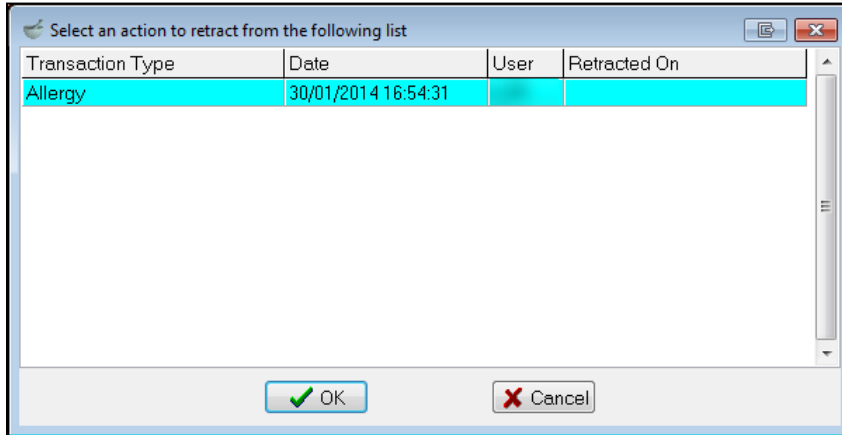
Retract

The option to **Retract** will allow you to undo the last action to the Network allergy record.

S Y N C E D	Apo-Clindamycin 300 Mg	11-Oct-2013 Not Certain No
	Allergy	
N E T W O R K	<ul style="list-style-type: none"> Unsyncronize (from "Clindamycin") <li style="border: 2px solid red;">Retract Add Note Get History Update Allergy Detail Refresh 	
	F5	
	OK	
	Detail Extra Functions	
	Detail Extra Functions	
	Detail Extra Functions	

When the option to **Retract** is selected, Kroll will show you a list of actions that you may attempt to retract.

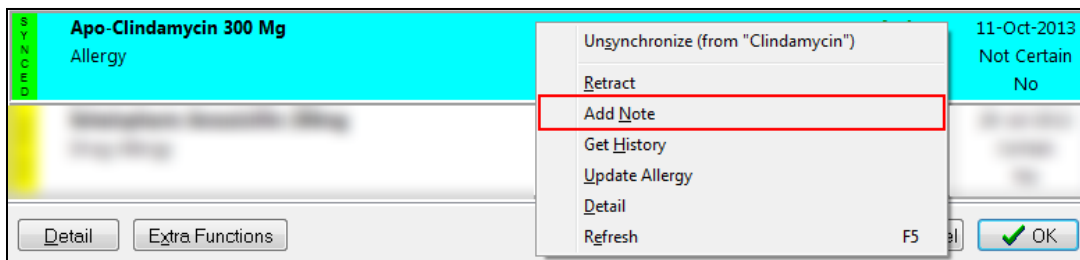
NOTE: If the action you are attempting to retract has been viewed by another user of the DIS, the retraction will not be allowed to proceed.



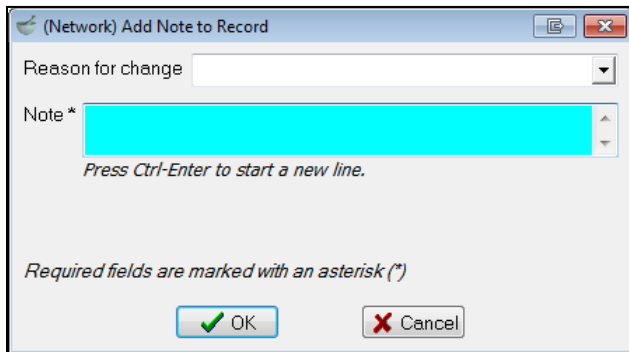
Add Note

You can add supplementary free-form notes to existing Network allergies by using the **Add Note** function. Add a note to a Network allergy record as follows:

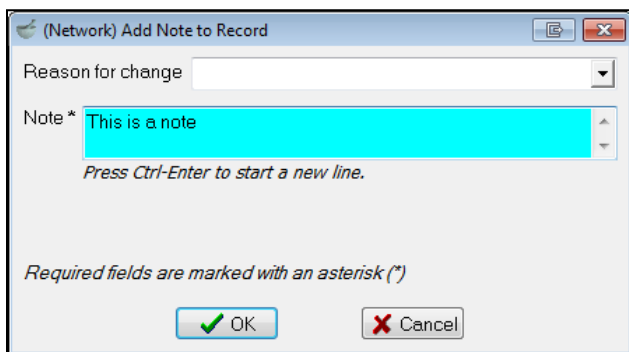
1. From the **Allergies** tab of the **(Network) Patient Profile**, highlight the allergy that you want to add a note.
2. Access the **Extra functions** menu and select **Add Note**. This will call up the **(Network) Add Note to Record** window.



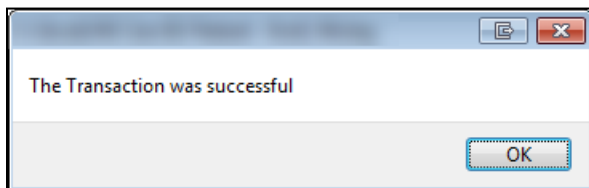
- From the **(Network) Add Note to Record** window, select an optional pre-populated **Reason for change** or enter a free-form topic for the note.



- Enter a free-form note in the **Note** field; press **Ctrl-Enter** to start a new line. Click **OK** or press **Enter** on the keyboard to save and send the allergy note to the DIS.



- Once the note has been successfully saved against the network allergy record in the DIS, the following message will appear:



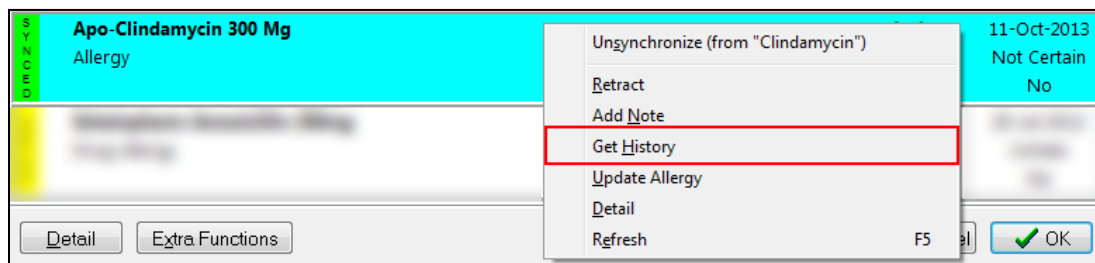
A blue triangle (▼) will appear below the allergy.

S Y N D E C	Apo-Clindamycin 300 Mg	Active	11-Oct-2013
	Allergy	Low	Not Certain
	▼ This is a note		No

Get History

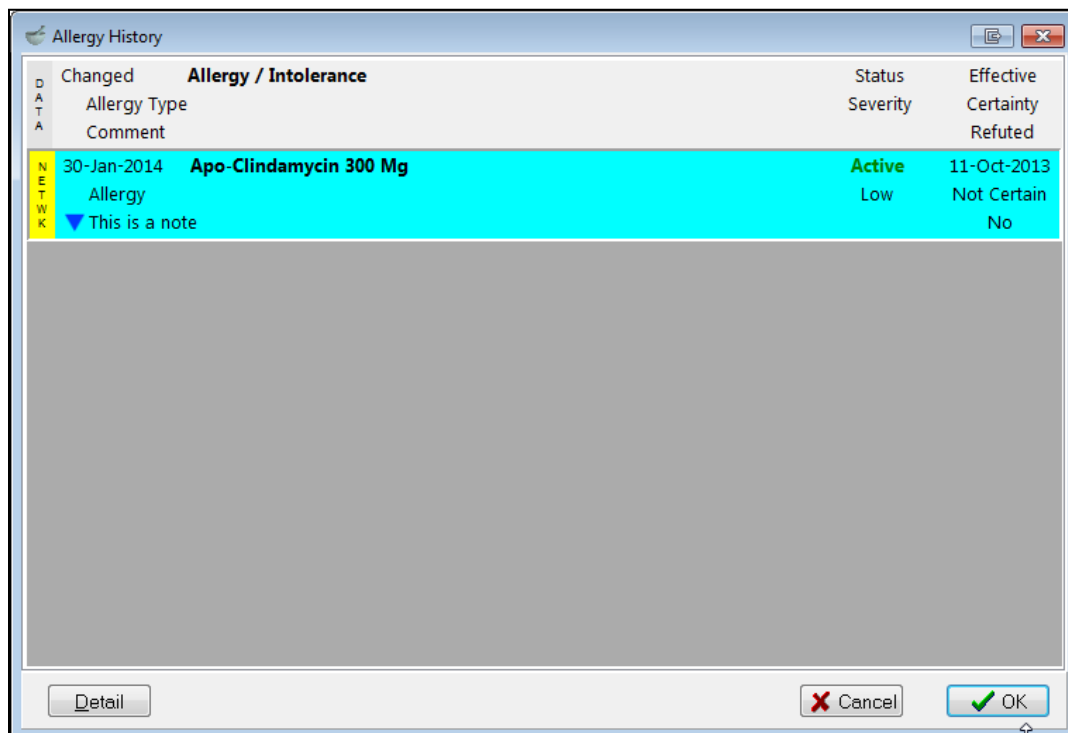
The **Get History** function allows you to track the incremental changes made to a Network allergy record (e.g., displays when a note was added, when an allergy was refuted, etc.)

1. From the **Allergies** tab of the **(Network) Patient Profile**, highlight the allergy entry.
2. Access the **Extra Functions** menu and select the option to **Get History**. This will call up the **Allergy History** window.

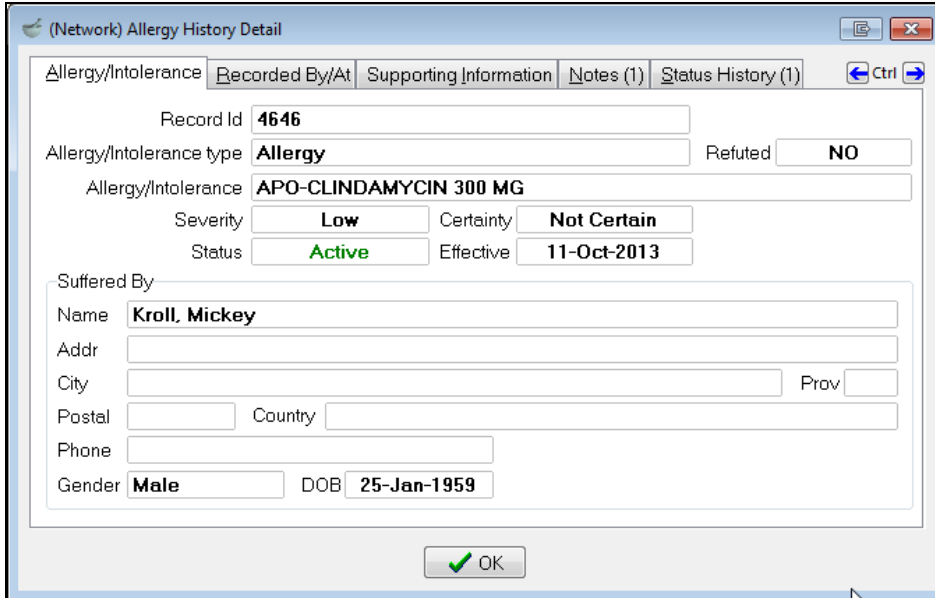


3. The **Allergy History** screen will list an entry for every instance where a change in the allergy record has been made.

NOTE: The date listed on the upper left hand corner of the entry denotes the date that the allergy record was changed. Changes made to allergy records are only logged by the DIS and not locally on Kroll.



- View the details of one **Allergy History Entry** versus another to track the changes that were made. See the details of an **Allergy History Entry** by highlighting an entry and clicking **Details** or pressing **D** on the keyboard; this will call up the **(Network) Allergy Detail** window.



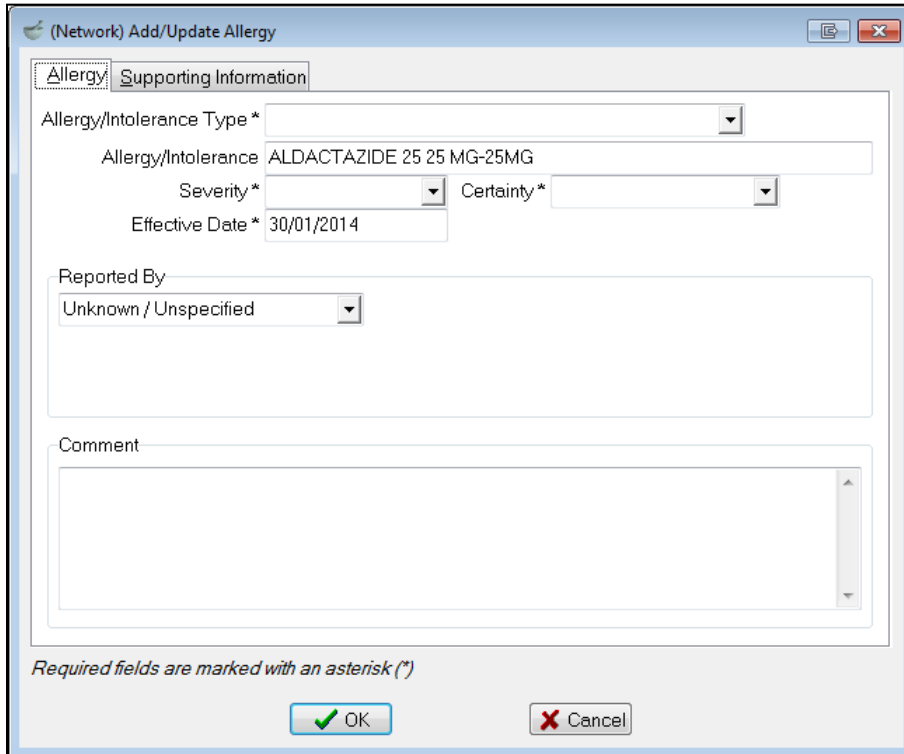
- Click the different tabs across the top of the window to view information in the respective tabs. Click **OK** or press **Enter** on the keyboard to exit from the **(Network) Allergy Detail** window.

Update Allergy

The option to **Update Allergy** allows you to add or change information on the Network allergy entry after it has been initially entered. Note that Network allergy information may only be removed if it has not already been viewed by another user. Update a Network allergy entry as follows:

- From the **Allergies** tab of the **(Network) Patient Profile**, highlight the allergy entry you want to update.
- Access the **Extra Functions** menu and select the option to **Update Allergy**. This will call up the **(Network) Add/Update Allergy** screen where you first entered allergy details.

NOTE: The **Allergy/Intolerance Type** is now grayed out and cannot be changed. If you wish to change the allergy/intolerance type, they will have to refute the existing record and add a new allergy/intolerance record.

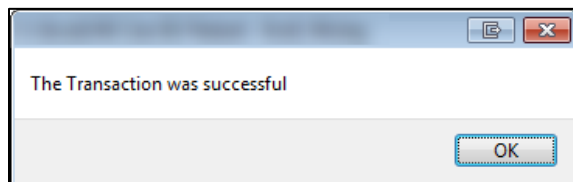


The screenshot shows a window titled "(Network) Add/Update Allergy" with two tabs: "Allergy" and "Supporting Information". The "Supporting Information" tab is active. The form contains the following fields:

- Allergy/Intolerance Type * (grayed out dropdown menu)
- Allergy/Intolerance: ALDACTAZIDE 25 25 MG-25MG
- Severity * (dropdown menu)
- Certainty * (dropdown menu)
- Effective Date * 30/01/2014
- Reported By: Unknown / Unspecified (dropdown menu)
- Comment: (text area)

Required fields are marked with an asterisk (*). At the bottom, there are "OK" and "Cancel" buttons.

- All white (open) fields on the **(Network) Add/Update Allergy** window can be edited, including entries in the **Supporting Information** tab. Once all changes/modifications have been completed, click **OK** or press **Enter** to save the updated allergy information on Nova Scotia DIS.
- Successful transmission of the updated allergy information will yield the following message:



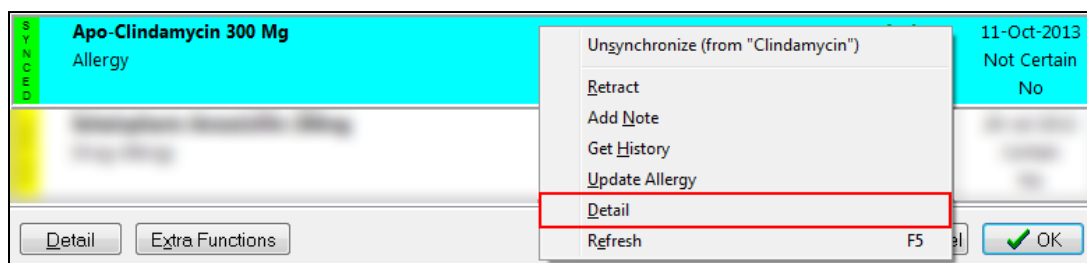
Detail

Once you access the **Allergies** tab of the **(Network) Patient Profile**, you may need to view the details of a particular allergy entry to obtain supplementary information including:

- Who, where, and when the allergy was recorded by/at?
- What were the reported reactions?
- What notes were added, if any?

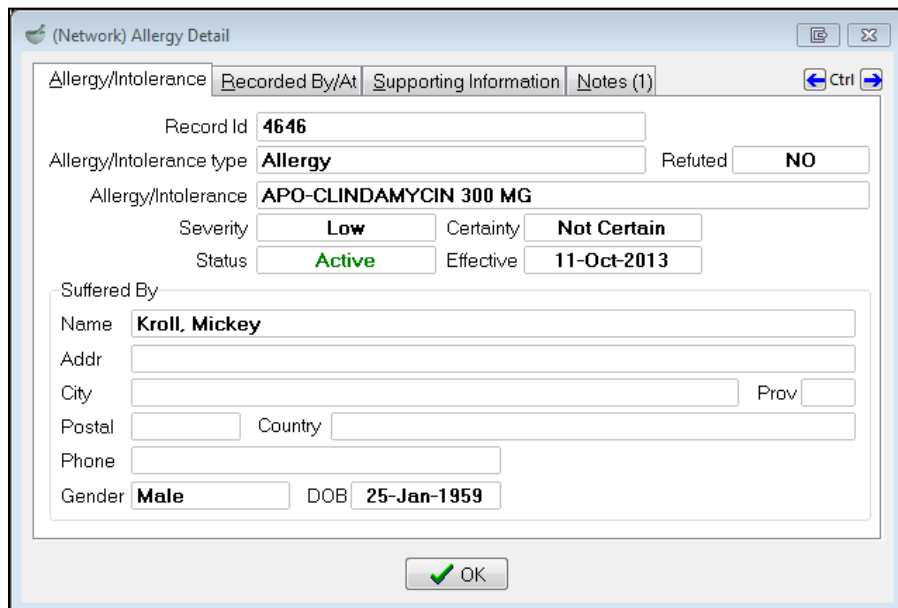
There are four ways to detail an allergy entry from the Network patient profile. Note that only Network allergies will have Network details; allergy entries that only exist locally on Kroll will not have the option to **Detail**.

1. Use the mouse to double-click the allergy entry you would like to see details for.
2. Highlight the allergy entry and click the **Detail** button on the bottom-left of the window.
3. Highlight the entry and press **Ctrl-D** on the keyboard.
4. Right-click an entry and select **Detail**.



Once the Network allergy has been detailed, the **(Network) Allergy Detail** window will be displayed. Click the tabs at the top of the window to view respective information. Accessing the **Supporting Information** tab will show the **Reported Reactions** for the allergy.

Accessing the **Notes** tab will display any supplementary free-from notes that were added to the allergy record.



(Network) Allergy Detail

Record Id: 4646

Allergy/Intolerance type: Allergy Refuted: NO

Allergy/Intolerance: APO-CLINDAMYCIN 300 MG

Severity: Low Certainty: Not Certain

Status: Active Effective: 11-Oct-2013

Suffered By

Name: Kroll, Mickey

Addr: [Empty]

City: [Empty] Prov: [Empty]

Postal: [Empty] Country: [Empty]

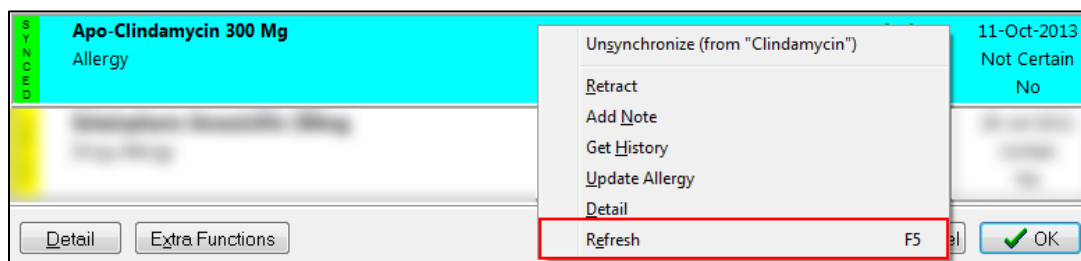
Phone: [Empty]

Gender: Male DOB: 25-Jan-1959

OK

Refresh (F5)

Refreshing the **(Network) Patient Profile** will retrieve on demand, the most current information from Nova Scotia DIS.



Apo-Clindamycin 300 Mg Allergy

11-Oct-2013 Not Certain No

Un synchronize (from "Clindamycin")

Retract

Add Note

Get History

Update Allergy

Detail

Refresh F5

Detail Extra Functions OK

To refresh (F5) the **(Network) Patient Profile**, right click anywhere on the window to access the **Extra Functions** menu and select **Refresh (F5)**, or press **F5** on the keyboard.

Patient Medical Conditions

Recording patient conditions on the Nova Scotia DIS is an added part of creating a comprehensive **Electronic Health Record (EHR)** for Nova Scotians. The availability of this information allows pharmacists and other healthcare professionals to make optimal drug therapy decisions.

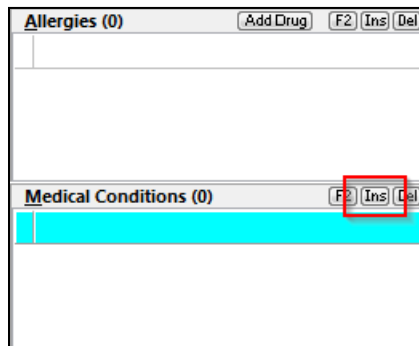
With the integration of Nova Scotia DIS in Kroll Windows, any condition added locally will automatically prompt to be sent to Nova Scotia DIS for clinical recording. Nova Scotia DIS accepts ICD-10-CA Conditions only. FDBDX codes NOT accepted by Nova Scotia DIS and will return an error message when attempted.

Profile (12) Allergies (2) Adv Reactions Conditions (3) Immunizations Services Observations Notes (4) Ctrl		Status	Effective From
D A T A	Medical Condition Comment		Effective To Chronic
S Y S T E M	Arthritis, unspecified, hand	Active	12-Feb-2014
	Severe Arthritis in the hand		Yes
N E T W O R K	Diabetes insipidus	Active	26-Aug-2013
			No
L O C A L	Pregnancy, Not (yet) Confirmed		12-Feb-2014
			No

Detail
Extra Functions
Cancel
OK

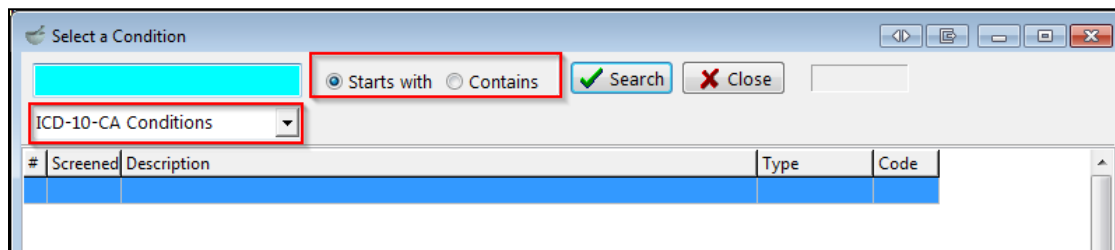
Adding a Patient Medical Condition to the Pharmacy Network

1. Bring up the patient using the **F3 - Patient** search.
2. From the **Medical Conditions** section of the patient card, click **Ins**, press **Insert** on the keyboard, or start typing the condition information to call up the **Select a Condition** screen.

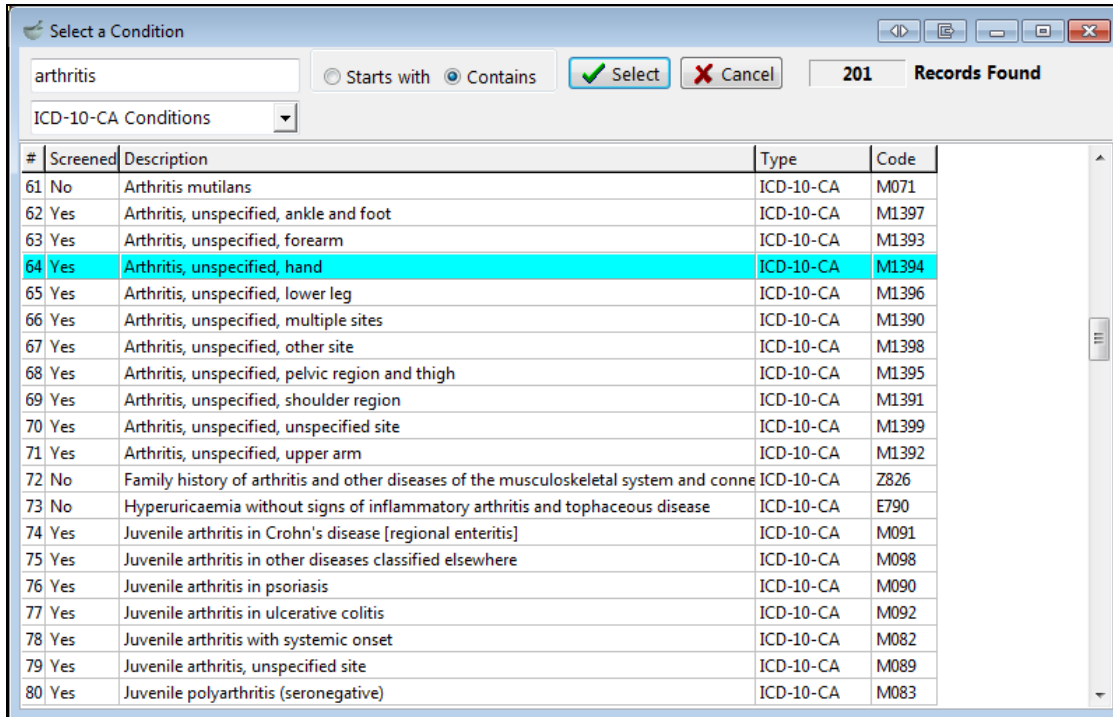


Search for a condition from the **Select a Condition** screen and click **Search** or press **Enter** on the keyboard to obtain search results (e.g., Type “arthritis” and select “contains” to find Arthritis as a condition).

NOTE: Options are available to search the criteria entered by **Starts with** or **Contains**.

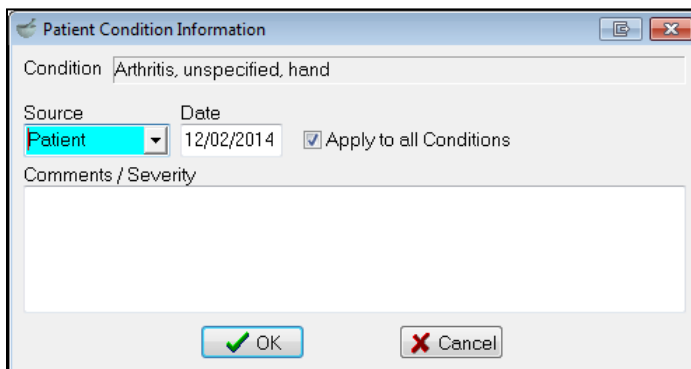


- From the search results, select the applicable **Condition** by highlighting the entry and clicking **Select** or pressing **Enter** on the keyboard; this will bring up the **(Local) Patient Condition Information** form.



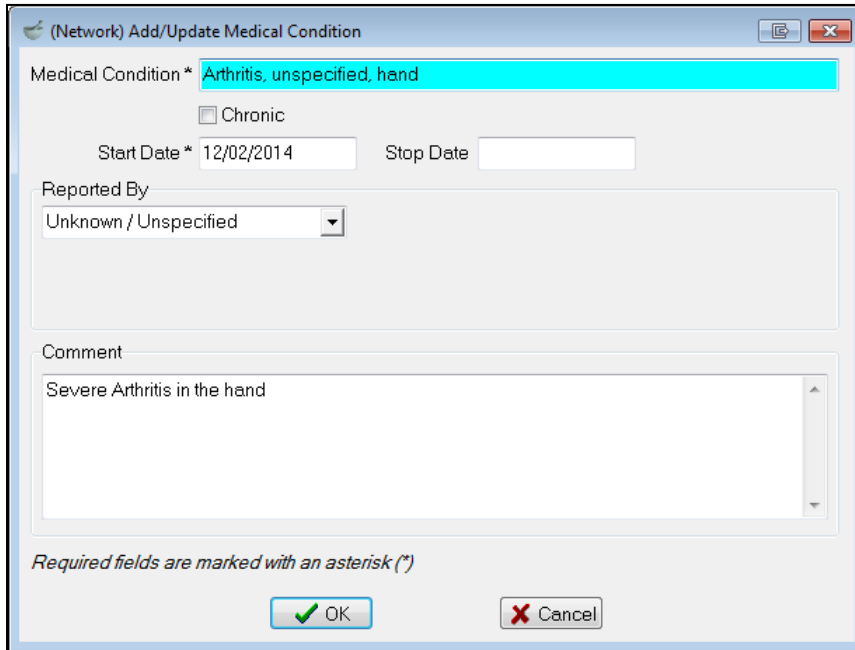
#	Screened	Description	Type	Code
61	No	Arthritis mutilans	ICD-10-CA	M071
62	Yes	Arthritis, unspecified, ankle and foot	ICD-10-CA	M1397
63	Yes	Arthritis, unspecified, forearm	ICD-10-CA	M1393
64	Yes	Arthritis, unspecified, hand	ICD-10-CA	M1394
65	Yes	Arthritis, unspecified, lower leg	ICD-10-CA	M1396
66	Yes	Arthritis, unspecified, multiple sites	ICD-10-CA	M1390
67	Yes	Arthritis, unspecified, other site	ICD-10-CA	M1398
68	Yes	Arthritis, unspecified, pelvic region and thigh	ICD-10-CA	M1395
69	Yes	Arthritis, unspecified, shoulder region	ICD-10-CA	M1391
70	Yes	Arthritis, unspecified, unspecified site	ICD-10-CA	M1399
71	Yes	Arthritis, unspecified, upper arm	ICD-10-CA	M1392
72	No	Family history of arthritis and other diseases of the musculoskeletal system and connective tissue	ICD-10-CA	Z826
73	No	Hyperuricaemia without signs of inflammatory arthritis and tophaceous disease	ICD-10-CA	E790
74	Yes	Juvenile arthritis in Crohn's disease [regional enteritis]	ICD-10-CA	M091
75	Yes	Juvenile arthritis in other diseases classified elsewhere	ICD-10-CA	M098
76	Yes	Juvenile arthritis in psoriasis	ICD-10-CA	M090
77	Yes	Juvenile arthritis in ulcerative colitis	ICD-10-CA	M092
78	Yes	Juvenile arthritis with systemic onset	ICD-10-CA	M082
79	Yes	Juvenile arthritis, unspecified site	ICD-10-CA	M089
80	Yes	Juvenile polyarthritis (seronegative)	ICD-10-CA	M083

- From the **Patient Condition Information** window, verify the **Source**, **Date**, and **Apply to all Conditions** options. Enter any optional comments regarding the nature and severity of the condition; you will have a choice on whether to transmit this local comment to Nova Scotia DIS later on. Once complete, click **OK** or press **Enter** on the keyboard to continue.



Patient Condition Information
 Condition: Arthritis, unspecified, hand
 Source: Patient Date: 12/02/2014 Apply to all Conditions
 Comments / Severity:
 [Empty text area]
 OK Cancel

5. From the **(Network) Add/Update Condition** window, complete the details of the condition. Note that required fields are marked with an asterisk (*).

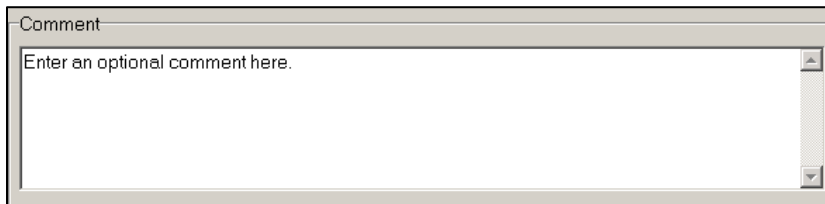


The screenshot shows a window titled "(Network) Add/Update Medical Condition". It contains the following fields and controls:

- Medical Condition ***: A text field containing "Arthritis, unspecified, hand".
- Chronic**: A checkbox that is currently unchecked.
- Start Date ***: A date field containing "12/02/2014".
- Stop Date**: An empty date field.
- Reported By**: A dropdown menu with "Unknown / Unspecified" selected.
- Comment**: A text area containing "Severe Arthritis in the hand".

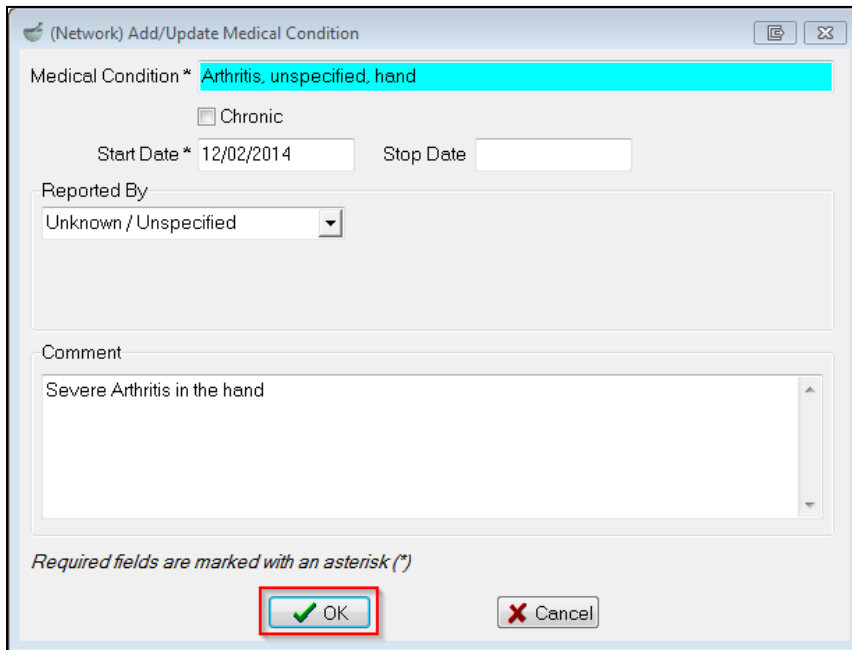
At the bottom of the window, there is a note: "Required fields are marked with an asterisk (*)". Below this note are two buttons: "OK" (with a green checkmark) and "Cancel" (with a red X).

- a) **Medical Condition**: Defaulted from the local condition entry selection;
 - b) **Chronic**: Allows you to indicate that this is a Chronic Condition with no end date;
 - c) **Start Date**: Start date of the condition. Defaults to today's date if unaltered;
 - d) **Stop Date**: End date of the condition if applicable i.e., pregnancy.
6. Enter an optional comment in the **Comment** field. Note that comments entered locally in the **Patient Condition Information** window will automatically be copied to this field, but can be manually removed before sending to Nova Scotia DIS.



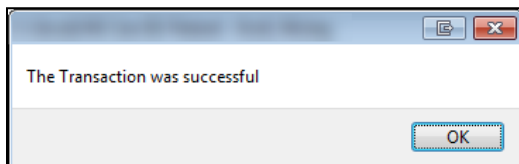
The screenshot shows a text area labeled "Comment" with the placeholder text "Enter an optional comment here." The text area is empty and has a vertical scrollbar on the right side.

7. From the **(Network) Add/Update Condition** screen, click **OK** or press **Enter** on the keyboard to save changes and to send the condition record to the DIS.



The screenshot shows a dialog box titled "(Network) Add/Update Medical Condition". The "Medical Condition" field is highlighted in cyan and contains the text "Arthritis, unspecified, hand". Below this, there is a checkbox for "Chronic" which is unchecked. The "Start Date" field is set to "12/02/2014" and the "Stop Date" field is empty. The "Reported By" dropdown menu is set to "Unknown / Unspecified". A "Comment" text area contains the text "Severe Arthritis in the hand". At the bottom, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon). The "OK" button is highlighted with a red rectangle. A note at the bottom left states "Required fields are marked with an asterisk (*)".

8. Once the new condition has been successfully sent to Nova Scotia DIS, the following message will appear:



Synchronizing Network and Local Medical Conditions

Consistency between condition records in Kroll and the DIS is integral to the underlying purpose of a patient electronic health record. There are two scenarios where condition records will need to be synchronized so that Kroll entries are consistent with Nova Scotia DIS entries:

1. Condition entries that exist in Nova Scotia DIS, but not in Kroll.
2. Condition entries that exist in Kroll, but not in Nova Scotia DIS.

Profile (12) Allergies (2) Adv Reactions Conditions (3) Immunizations Services Observations Notes (4) ← Ctrl →					
D A T A	Medical Condition	Status	Effective From	Effective To	Chronic
	Comment				
S Y N C H R O N I Z E D	Arthritis, unspecified, hand Severe Arthritis in the hand	Active	12-Feb-2014		Yes
N E T W O R K	Diabetes insipidus	Active	26-Aug-2013		No
L O C A L	Pregnancy, Not (yet) Confirmed		12-Feb-2014		No

Detail Extra Functions Cancel OK

NOTE: The coloured data bars on the left side of each condition entry provide information on whether local records match Nova Scotia DIS records.

- **Red (Local):** A red (Local) data bar indicates that the condition entry exists on the local system only, this information has not been recorded on the DIS and should be synchronized.

L O C A L	Pregnancy, Not (yet) Confirmed	12-Feb-2014	No
-----------------------	---------------------------------------	-------------	----

- **Yellow (Network):** A yellow (Network) data bar indicates that the condition entry exists on the DIS only and that this information has not been recorded locally in Kroll and should usually be synchronized.

N E T W O R K	Diabetes insipidus	Active	26-Aug-2013
			No

- **Green (Synced):** A green (Synced) data bar indicates that the condition entry exists locally and is synchronized with a DIS condition record. This is the desired outcome for all condition entries because it indicates consistency between local and DIS records.

S Y N C E D	Arthritis, unspecified, hand	Active	12-Feb-2014
	▼ Severe Arthritis in the hand		Yes

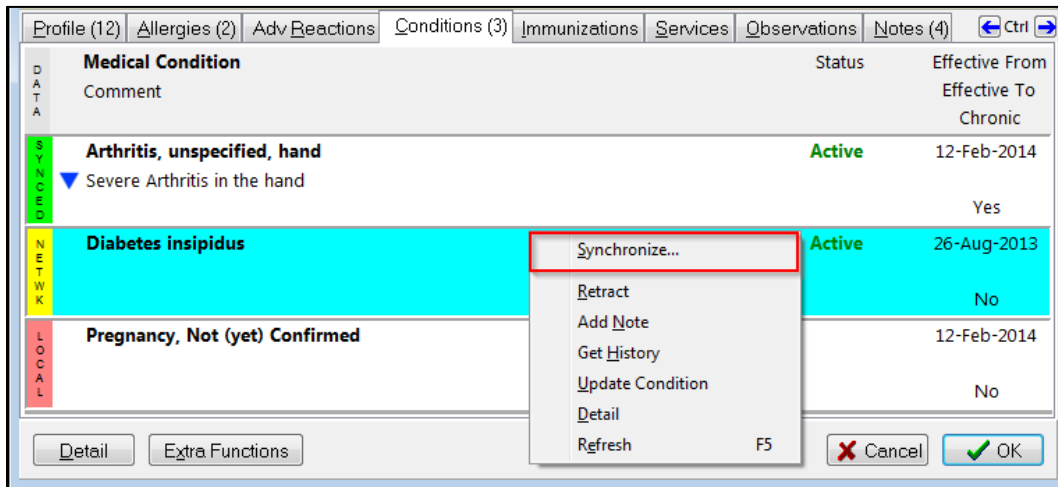
Synchronizing a Nova Scotia DIS Condition to Kroll

1. From the **Conditions** tab of the **(Network) Patient Profile**, identify entries with a yellow (Network) data-bar; these entries do not exist locally on Kroll and may need to be synchronized.

Profile (12) Allergies (2) Adv Reactions Conditions (3) Immunizations Services Observations Notes (4) Ctrl			
DATA	Medical Condition	Status	Effective From Effective To Chronic
S Y N C E D	Arthritis, unspecified, hand ▼ Severe Arthritis in the hand	Active	12-Feb-2014 Yes
N E T W O R K	Diabetes insipidus	Active	26-Aug-2013 No
L O C A L	Pregnancy, Not (yet) Confirmed		12-Feb-2014 No

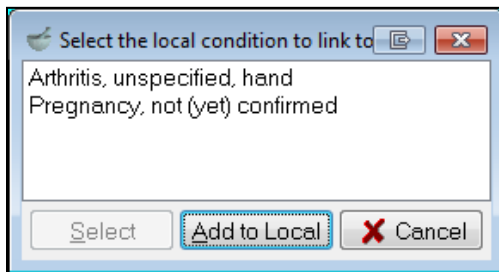
Detail | Extra Functions | Cancel | OK

- Right click the yellow (Network) entry to call up the **Extra Functions** menu and select **Synchronize**. This will call up the **Select the local condition to link to** screen.

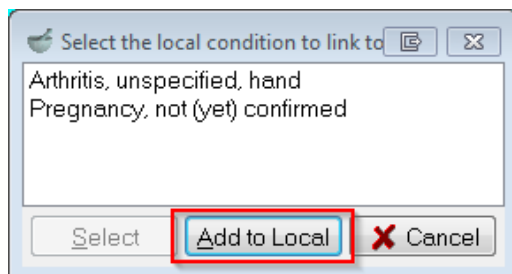


- From the **Select the local condition to link to** screen, a list of local Kroll condition entries will be displayed. If the yellow (Network) condition entry matches one of the existing local conditions, highlight the local entry and click **Select** to synchronize the two records.

NOTE: In our example, the yellow (Network) condition entry is for Diabetes Insipidus. This condition group does not exist in our local system because it is not listed in the **Select the local condition to link to** screen.



- If the yellow (Network) entry does not match any of the existing local conditions, select **Add to Local** or press **Ctrl-A** on the keyboard.



- Once the yellow (Network) condition entry is synchronized to the local Kroll system, the data bar will change to a green (Synced). As well, the condition will be added to the **Medical Conditions** section of the local patient card.

Profile (12) Allergies (2) Adv Reactions Conditions (3) Immunizations Services Observations Notes (4) Ctrl			
DATA	Medical Condition	Status	Effective From
	Comment		Effective To Chronic
SYNCD	Arthritis, unspecified, hand Severe Arthritis in the hand	Active	12-Feb-2014
SYNCD	Diabetes insipidus	Active	26-Aug-2013
LOCAL	Pregnancy, Not (yet) Confirmed		12-Feb-2014
			No

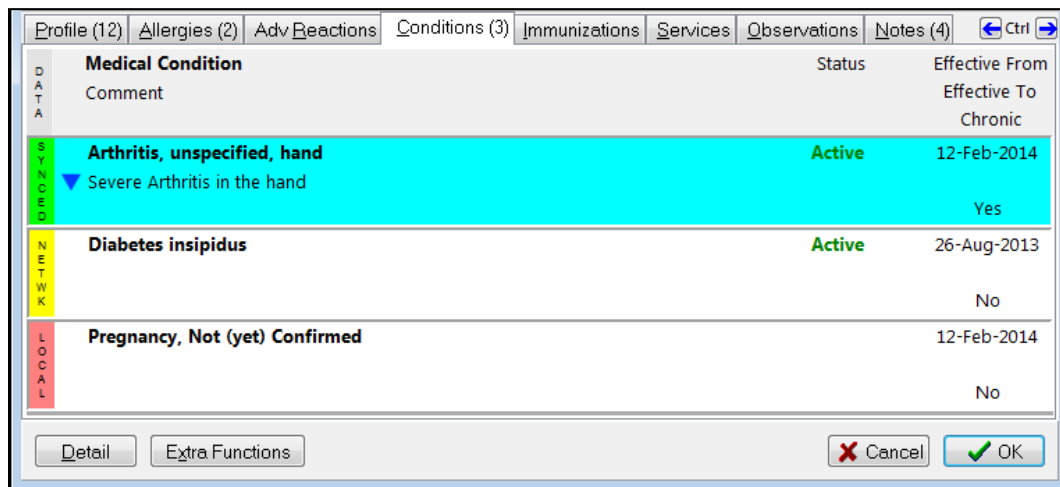
Buttons: Detail, Extra Functions, Cancel, OK

Medical Conditions (3) F2 Ins Del	
* Arthritis, unspecified, hand	
Diabetes insipidus	Diabetes insipidus Source: Patient Date: 26/08/13
Pregnancy, not (yet) confirmed	
	Price Group <No

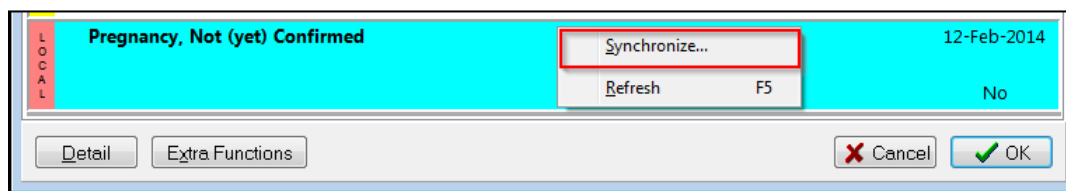
Synchronizing a Local Medical Condition to Nova Scotia DIS

- From the **Conditions** tab of the **(Network) Patient Profile**, identify entries with a red (Local) data-bar; these entries do not exist on the DIS and may need to be synchronized.

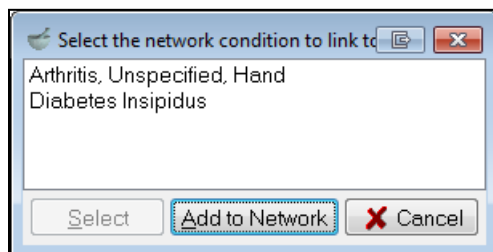
Medical Conditions (3) F2 Ins Del	
* Arthritis, unspecified, hand	
Diabetes insipidus	
Pregnancy, not (yet) confirmed	



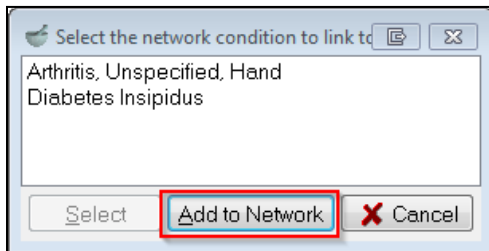
- Right click the red (Local) entry to call up the **Extra Functions** menu and select **Synchronize**. This will call up the **Select the network condition to link to** screen.



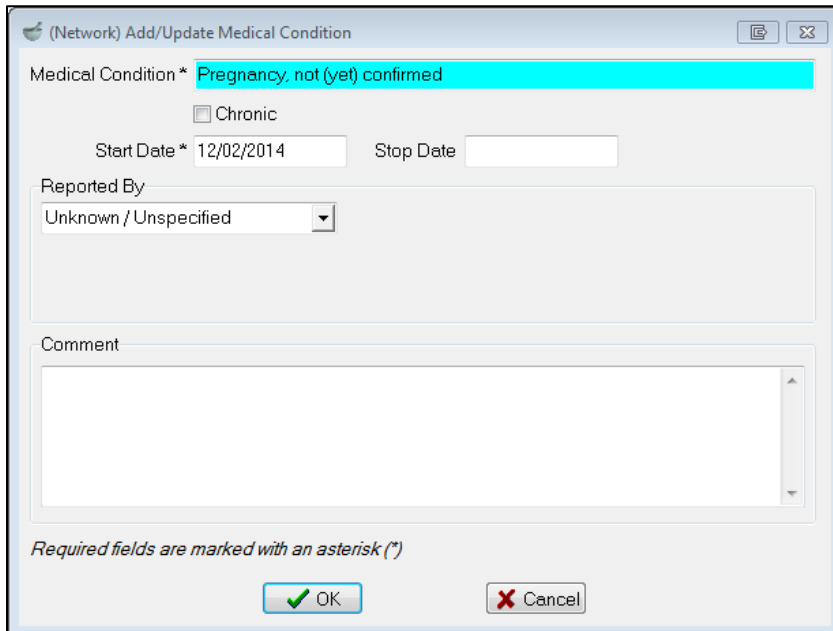
- From the **Select the network condition to link to** screen, a list of DIS condition entries will be displayed. If the red (Local) condition entry matches one of the existing DIS allergies, highlight the entry and click **Select** to synchronize the two records.



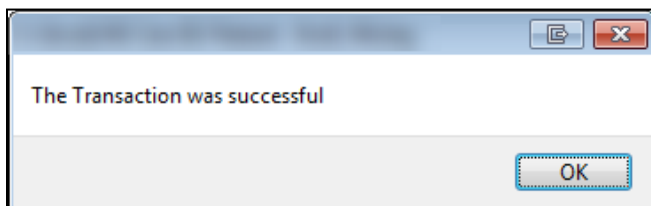
4. If the red (Local) entry does not match any of the existing DIS allergies, click **Add to Network** or press **Ctrl-A** on the keyboard.



5. From the **(Network) Add/Update Condition** screen, click **OK** or press **Enter** on the keyboard to save changes and to send the condition record to the DIS.

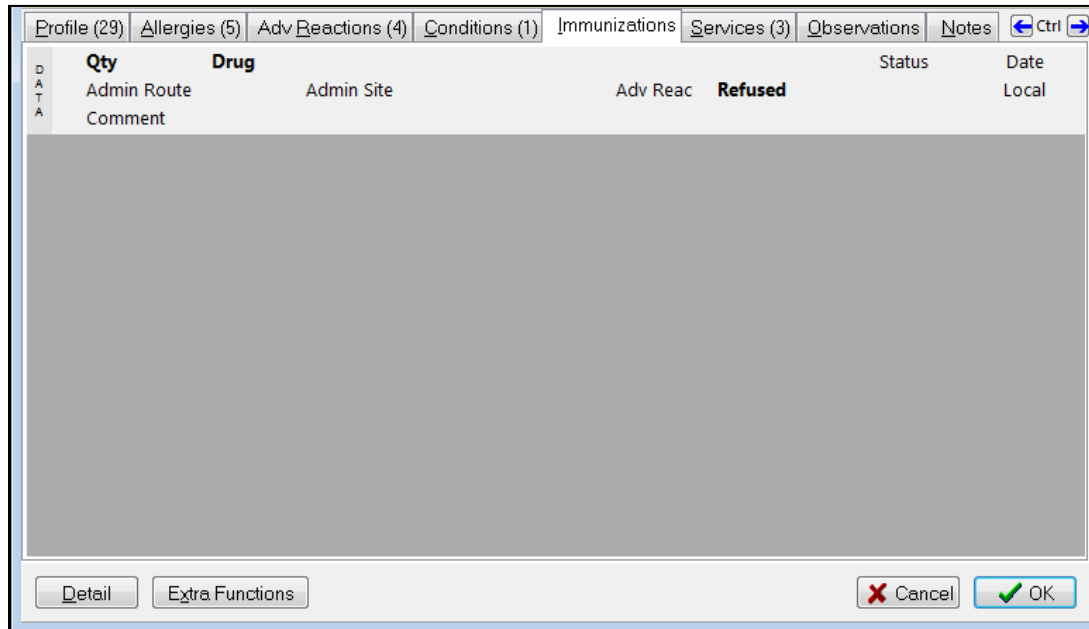


6. Once the new condition has been successfully sent to the DIS, the following message will appear:



Immunizations

This is currently a placeholder tab as this has not been implemented by Kroll. Immunizations added from other sources will display here.



Qty	Drug	Admin Route	Admin Site	Adv Reac	Status	Date
					Refused	Local

Services

Users perform many types of services for patients which they may record on the local Kroll system for their own use, and may also wish to record this information on the DIS to be viewed by all authorized providers.

Medication Administration
Medication Review
Patient Assessment
Patient Device Education And/Or Ins
Patient Education And/Or Instruction
Patient Medication Monitoring
Preparation Of A Care Or Treatment
Research
Self Care Consultation
Smoking Cessation
Wellness And Disease Prevention

Some examples of professional services that may be recorded on the DIS include:

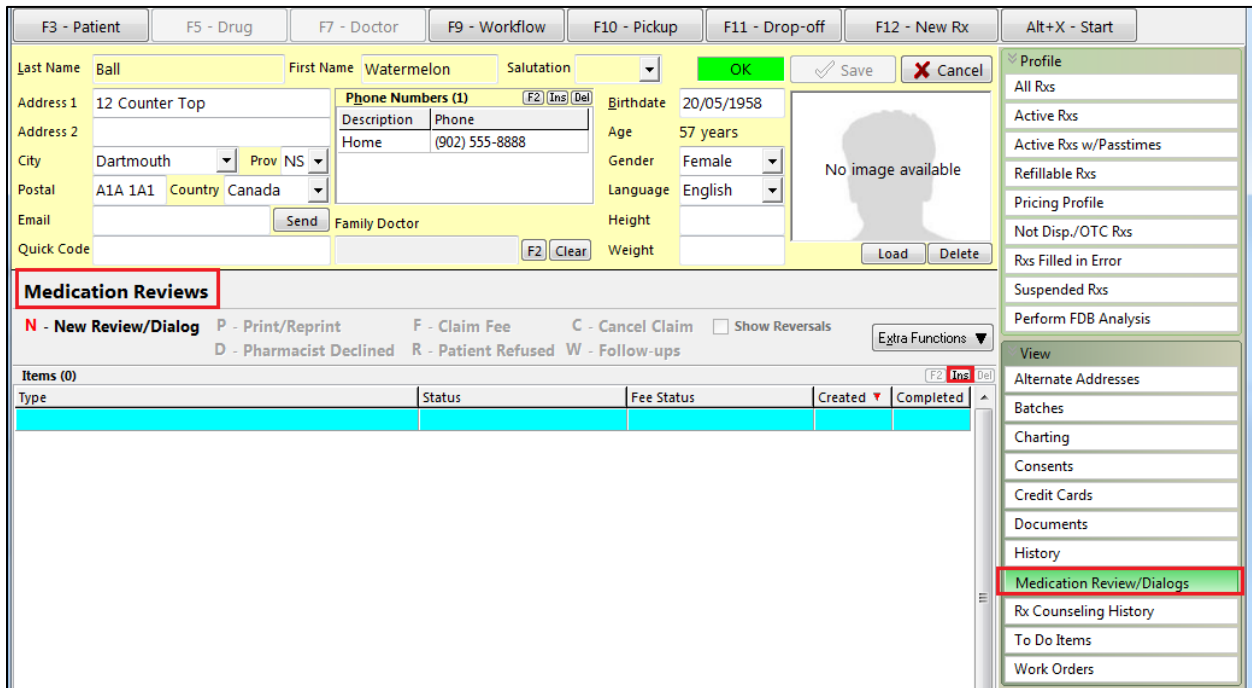
- Training on usage of a device such as blood glucose monitors or peak flow meters;
- Home visits to assess patient compliance/overuse/home supplies;
- Pre-filling syringes.

A professional service may be recorded as a one-time event or may be recorded as an ongoing service with a date range. Examples of services with a date range would be regular home visits, or ongoing pre-fills of insulin syringes. Date range is meant to indicate the length of a service.

Profile (29) Allergies (5) Adv Reactions (4) Conditions (1) Immunizations Services (3) Observations Notes Ctrl		Status	Date
DATA	Service Type	Confidentiality	Local
SYNCD	Medication Administration 30 minutes	Completed N/A	No
LOCAL	Counselling	N/A	05-Feb-2014 Unassigned
LOCAL	Counselling 45 minutes Administration of Twinrix Vaccine	N/A	05-Feb-2014 Unassigned

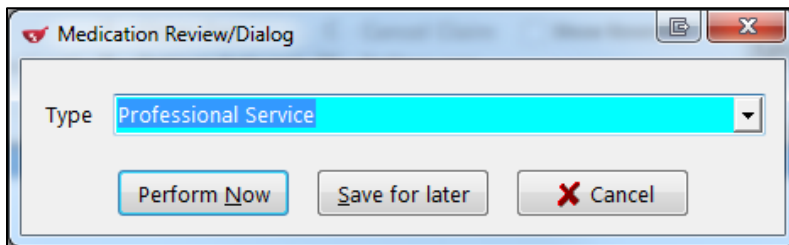
Detail Extra Functions Cancel OK

1. Professional Services can be added from the Network menu or by selecting **Medication Review/Dialogs** from the right navigation pane. Click **Ins** to initiate a new service.



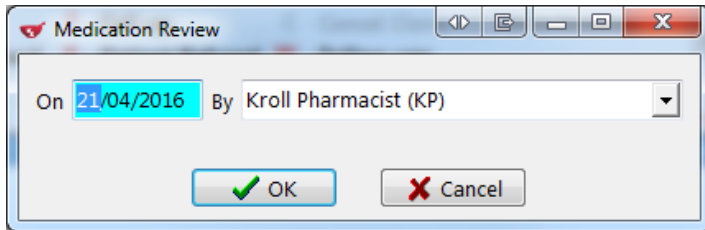
The screenshot shows the patient profile for 'Ball Watermelon'. The 'Medication Reviews' section is highlighted with a red box. The right-hand navigation pane also has 'Medication Review/Dialogs' highlighted with a red box.

2. The **Medication Review/Dialog** screen will appear. Select **Professional Service** from the **Type** list. You can either **Perform Now** or **Save for later**. Click **Perform Now**.

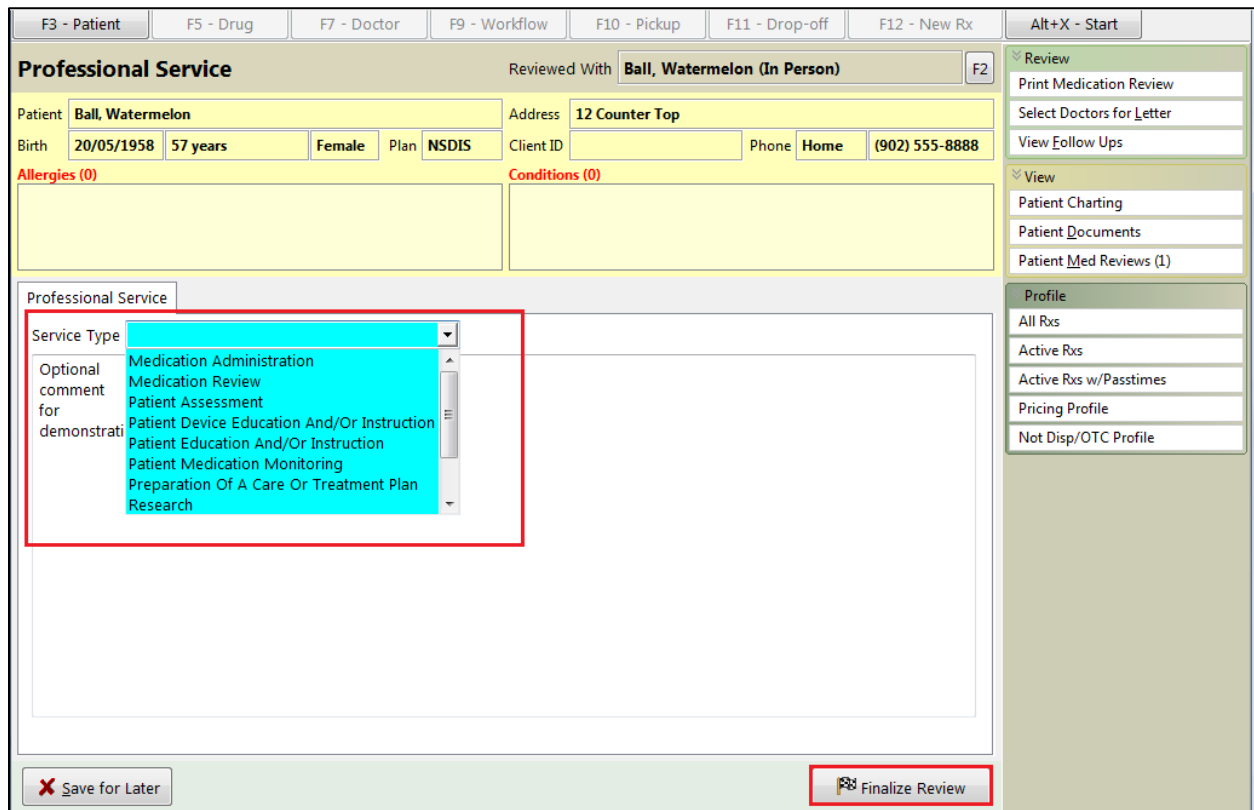


The screenshot shows the 'Medication Review/Dialog' dialog box. The 'Type' dropdown menu is set to 'Professional Service'. The 'Perform Now' button is highlighted.

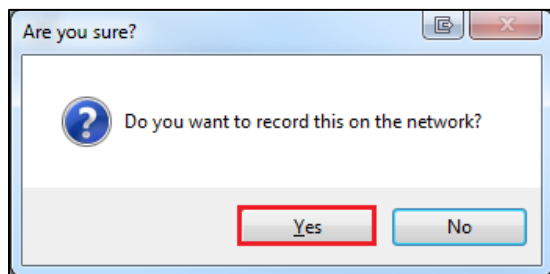
3. **Medication Review** window opens with pre-populated information that is editable. Click **OK**.



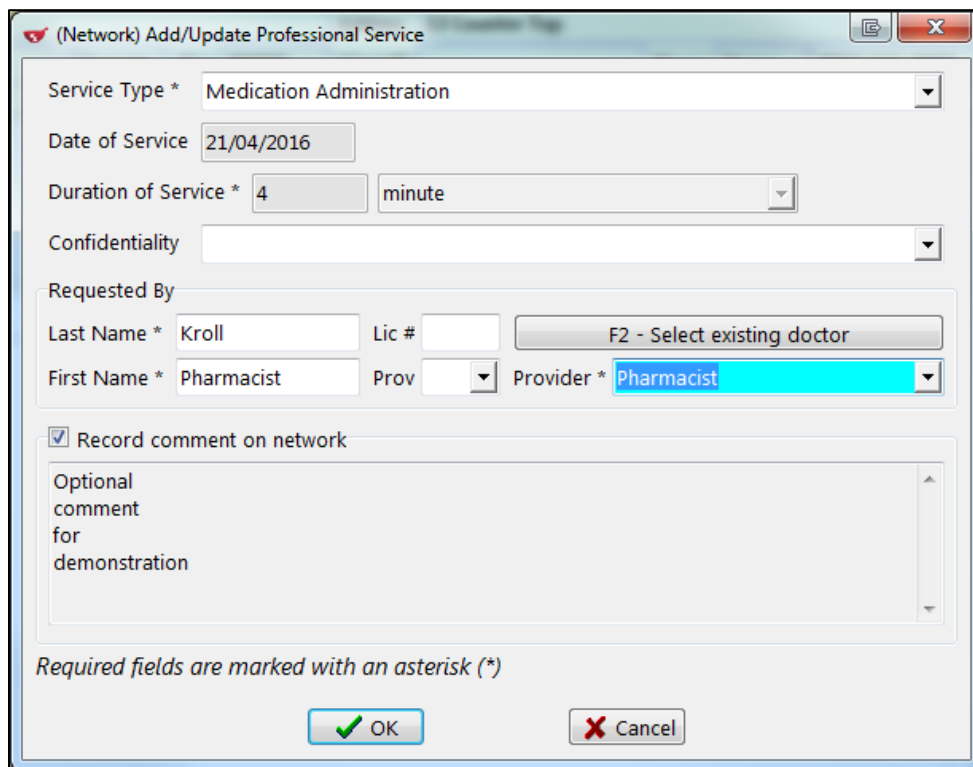
4. The **Professional Service** screen will appear. Choose a service type from the drop down list and enter an optional comment if desired. Click **Finalize Review**.



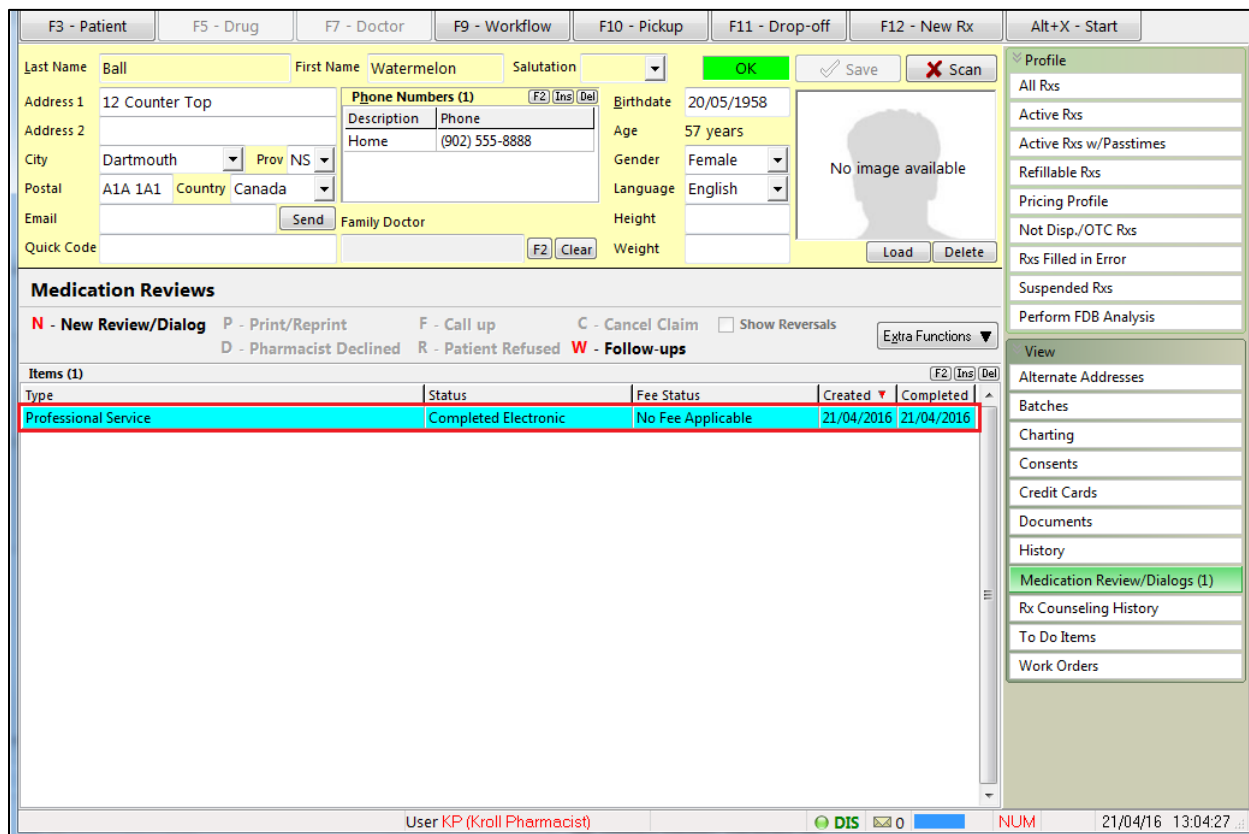
5. You will be prompted to record on Network. Answer **Yes**.



6. **(Network) Add/Update Professional Service** screen will appear. Enter all the required information and click **OK**.



7. The Professional Service will be recorded locally and on the Network.



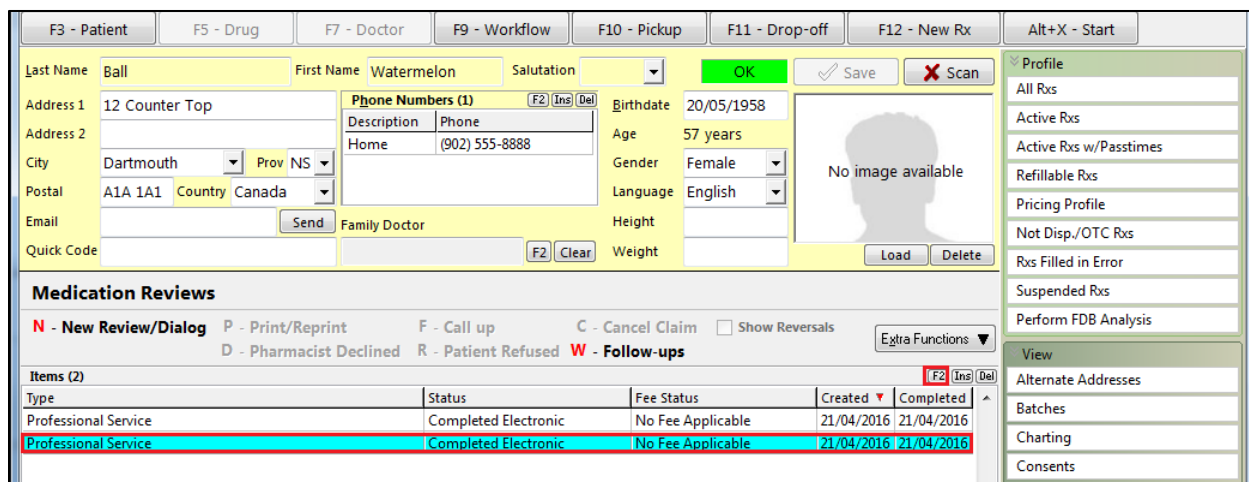
The screenshot shows the patient profile for 'Ball, Watermelon'. The 'Medication Reviews' section contains the following table:

Type	Status	Fee Status	Created	Completed
Professional Service	Completed Electronic	No Fee Applicable	21/04/2016	21/04/2016

Retract Professional Service sent to the Network

If a **Professional Service** was sent to the Network in error you can undo/ retract it locally.

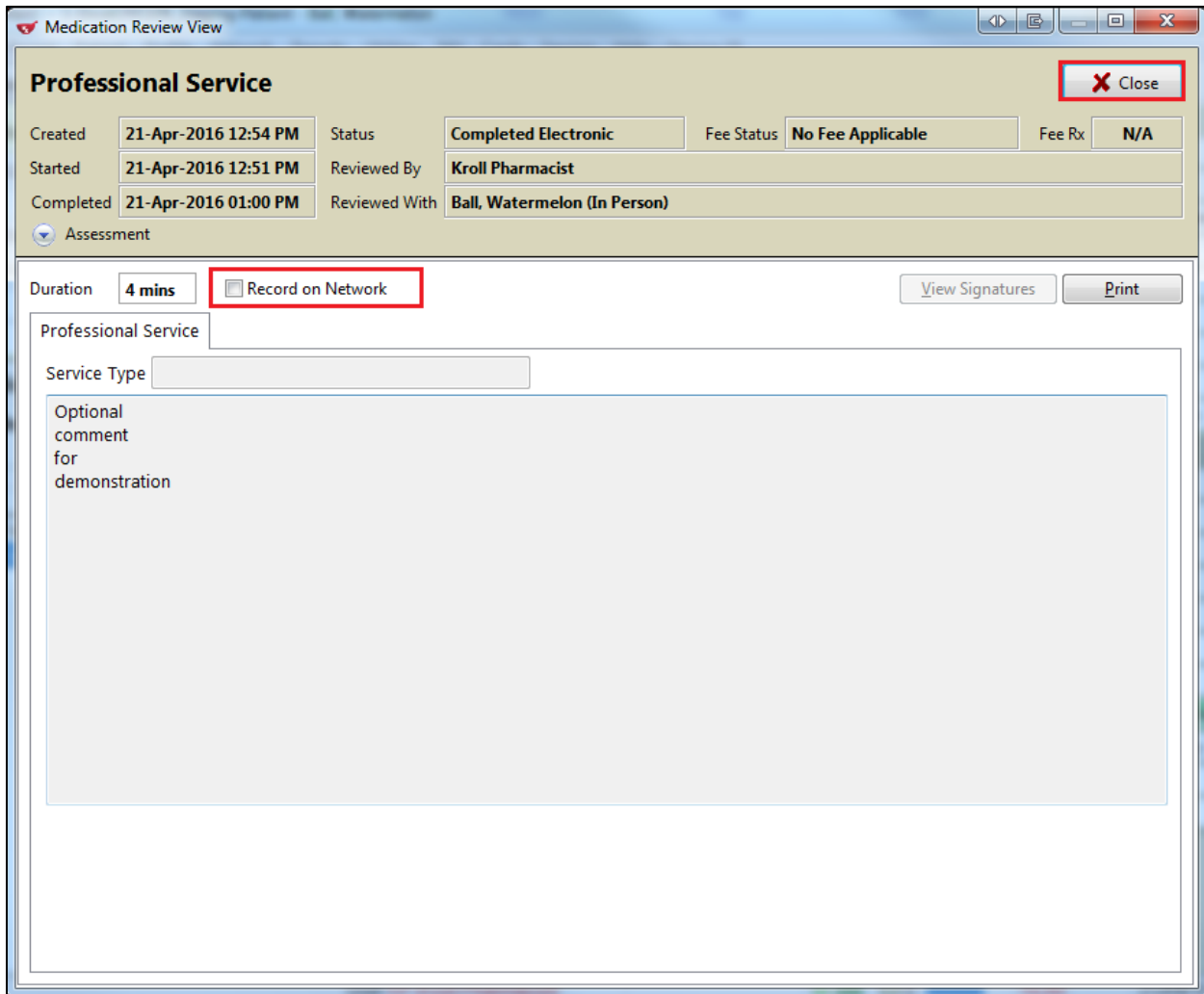
1. Double-click or highlight the entry and press **F2**.



The screenshot shows the same patient profile. In the 'Medication Reviews' table, the entry 'Professional Service' is highlighted with a red border, indicating it is selected for retraction. The table is as follows:

Type	Status	Fee Status	Created	Completed
Professional Service	Completed Electronic	No Fee Applicable	21/04/2016	21/04/2016
Professional Service	Completed Electronic	No Fee Applicable	21/04/2016	21/04/2016

2. Un-check **Record on Network**. Click **Close**. This action sends the retract message to the network and the Professional Service is removed. It will still be recorded locally.



The screenshot shows a window titled "Medication Review View" with a "Professional Service" header. The service details are as follows:

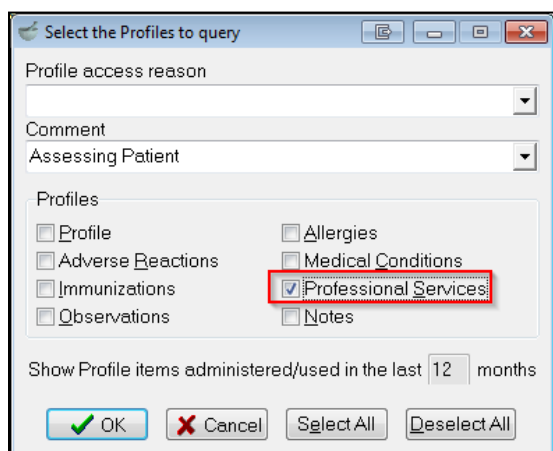
Created	21-Apr-2016 12:54 PM	Status	Completed Electronic	Fee Status	No Fee Applicable	Fee Rx	N/A
Started	21-Apr-2016 12:51 PM	Reviewed By	Kroll Pharmacist				
Completed	21-Apr-2016 01:00 PM	Reviewed With	Ball, Watermelon (In Person)				

Below the details, there is an "Assessment" section with a "Duration" of "4 mins" and a checkbox for "Record on Network" which is currently unselected. To the right of this section are "View Signatures" and "Print" buttons. A large text area for "Optional comment for demonstration" is present but empty.

Retrieve Details of a Professional Service on Nova Scotia DIS

Once a Professional Service is logged on the DIS, it can be retrieved as follows:

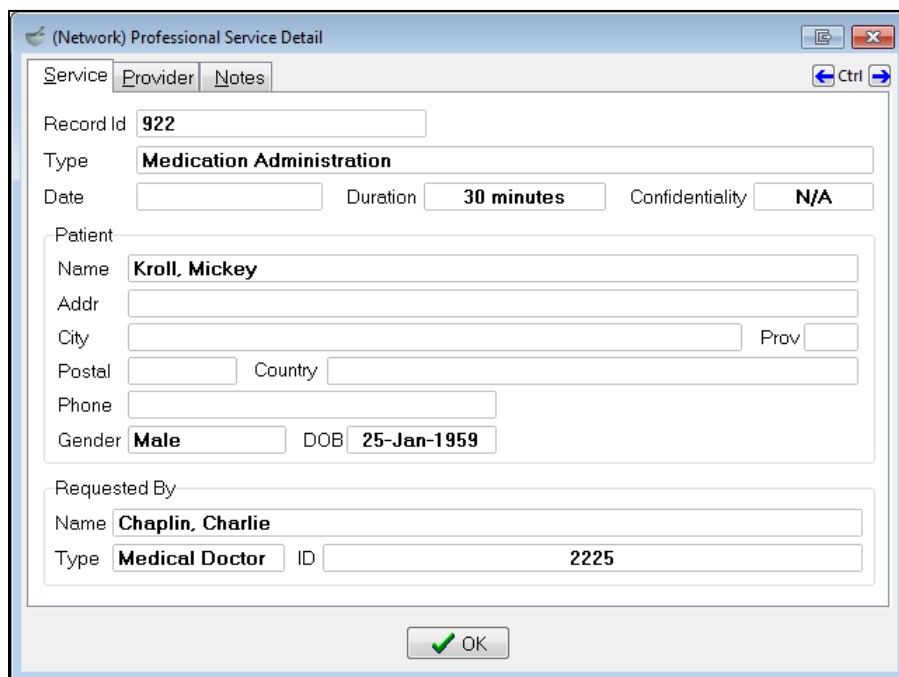
1. From the **F3 - Patient** card, go to the **Network** menu and select either the **Comprehensive** or **Advanced Profile**.
2. From the **Select the Profiles to query** screen, check the **Professional Services** and then click **OK** or press **Enter** to retrieve the **(Network) Patient Profile**.



3. From the **(Network) Patient Profile**, access the **Services** tab.

Profile (19)		Allergies (5)	Adv Reactions (4)	Conditions (1)	Immunizations	Services (1)	Observations	Notes	← Ctrl →
D A T A	Service Type						Status	Date	
	Duration						Confidentiality	Local	
	Comment								
S Y N C H R O	Medication Administration						Completed		
	30 minutes						N/A	Yes	

4. Double-click the applicable Professional Service entry; this will call up the **(Network) Professional Service Detail** screen.



The screenshot shows a software window titled "(Network) Professional Service Detail". The window has three tabs: "Service", "Provider", and "Notes", with "Service" selected. There are navigation buttons for "Ctrl" and "Home". The form contains the following fields:

- Record Id: 922
- Type: Medication Administration
- Date: (empty)
- Duration: 30 minutes
- Confidentiality: N/A
- Patient section:
 - Name: Kroll, Mickey
 - Addr: (empty)
 - City: (empty) Prov: (empty)
 - Postal: (empty) Country: (empty)
 - Phone: (empty)
 - Gender: Male
 - DOB: 25-Jan-1959
- Requested By section:
 - Name: Chaplin, Charlie
 - Type: Medical Doctor
 - ID: 2225

At the bottom center of the window is an "OK" button with a green checkmark icon.

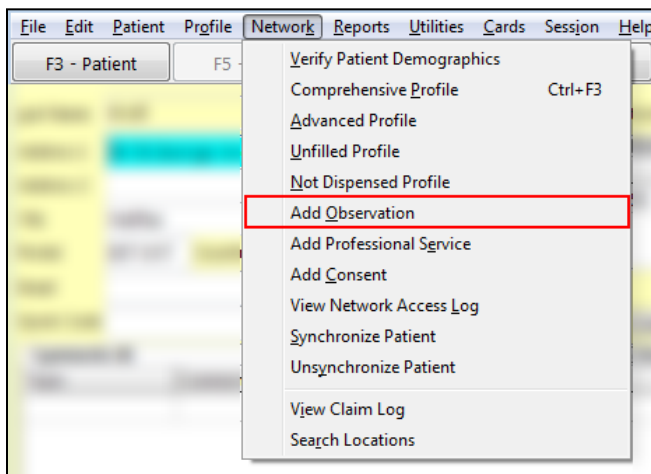
Observations

The **Add Observation** option allows you to record observations about a patient that may be helpful in providing the most complete healthcare to a patient as possible.

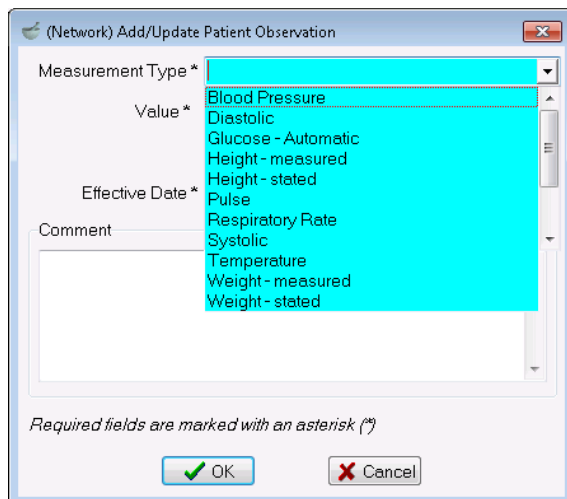
Add Observation

Observations are measurable characteristics. They include blood pressure, individual systolic, and diastolic measurements, blood glucose, height, weight, pulse, respiration rate, or temperature.

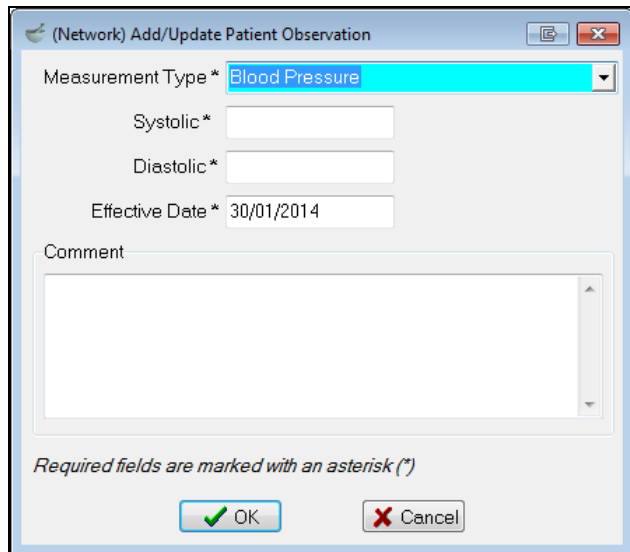
1. From the **F3 - Patient** card, select **Network > Add Observation**.



2. Select the **Measurement Type**, **Value**, and **Effective Date**.



- Once you have selected a measurement type, they are then prompted to input the corresponding measurement values. The effective date defaults to the current date, unless changed by the entering user. You may also choose to add an optional comment.



(Network) Add/Update Patient Observation

Measurement Type * **Blood Pressure**

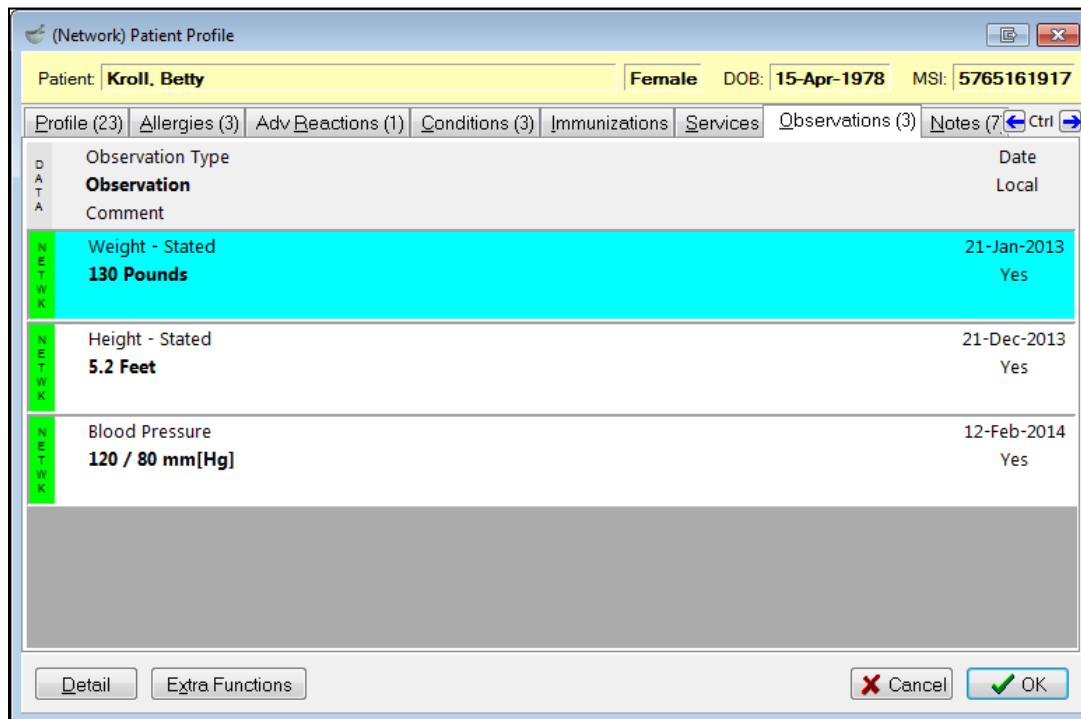
Systolic*

Diastolic*

Effective Date * 30/01/2014

Comment

Required fields are marked with an asterisk ()*



(Network) Patient Profile

Patient: **Kroll, Betty** Female DOB: **15-Apr-1978** MSI: **5765161917**

Profile (23) Allergies (3) Adv Reactions (1) Conditions (3) Immunizations Services Observations (3) Notes (7)

DATA	Observation Type	Date
	Observation	Local
	Comment	
NEW	Weight - Stated 130 Pounds	21-Jan-2013 Yes
NEW	Height - Stated 5.2 Feet	21-Dec-2013 Yes
NEW	Blood Pressure 120 / 80 mm[Hg]	12-Feb-2014 Yes

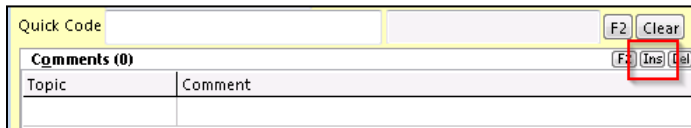
Patient Note

Patient Note(s) are used to document additional information concerning a patient. Patient notes can be used to record any medical/health information you feel should be shared with other health care providers. Once a patient note is recorded on the DIS, it may be viewed by any other user with access to the DIS.

Add Patient Note

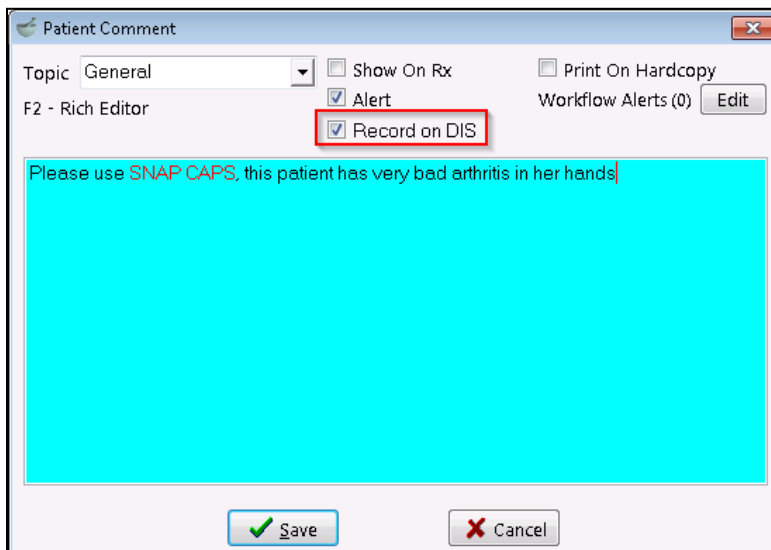
When adding a local patient comment you now have an addition option to **Record on DIS**.

1. From the **Comments** section of the **F3 - Patient** card, click **Ins** or press the **Insert** key on the keyboard.



Topic	Comment
-------	---------

2. Select a **Topic** for the comment, and flag the **Record on DIS** option. If left unchecked, the note is only stored locally. Enter a free-form comment and click **Save**, press **Enter** or **Ctrl-S** on the keyboard to continue.



Topic: General

Show On Rx

Print On Hardcopy

Alert

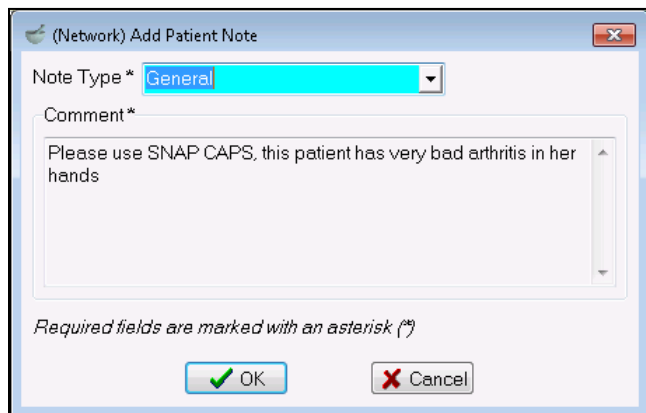
Record on DIS

Workflow Alerts (0) Edit

Please use SNAP CAPS, this patient has very bad arthritis in her hands

Save Cancel

3. **(Network) Add Patient Note** window will open allowing you to edit the **Note Type** before transmitting to the DIS. Click **OK**.



(Network) Add Patient Note

Note Type* **General**

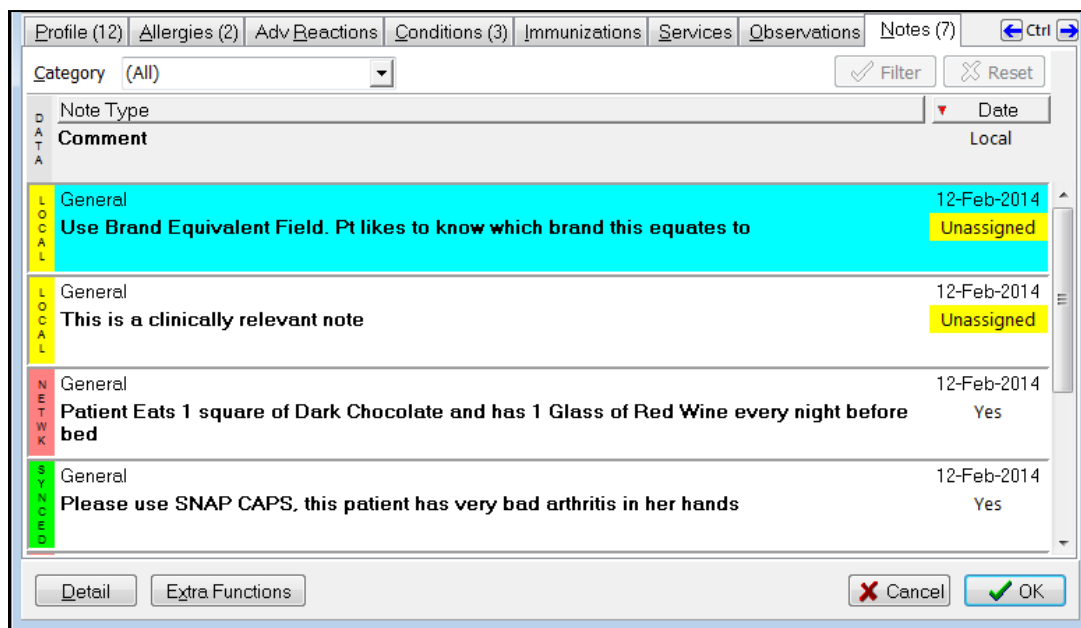
Comment*

Please use SNAP CAPS, this patient has very bad arthritis in her hands

Required fields are marked with an asterisk (*)

OK Cancel

The note will be synced with the Network.



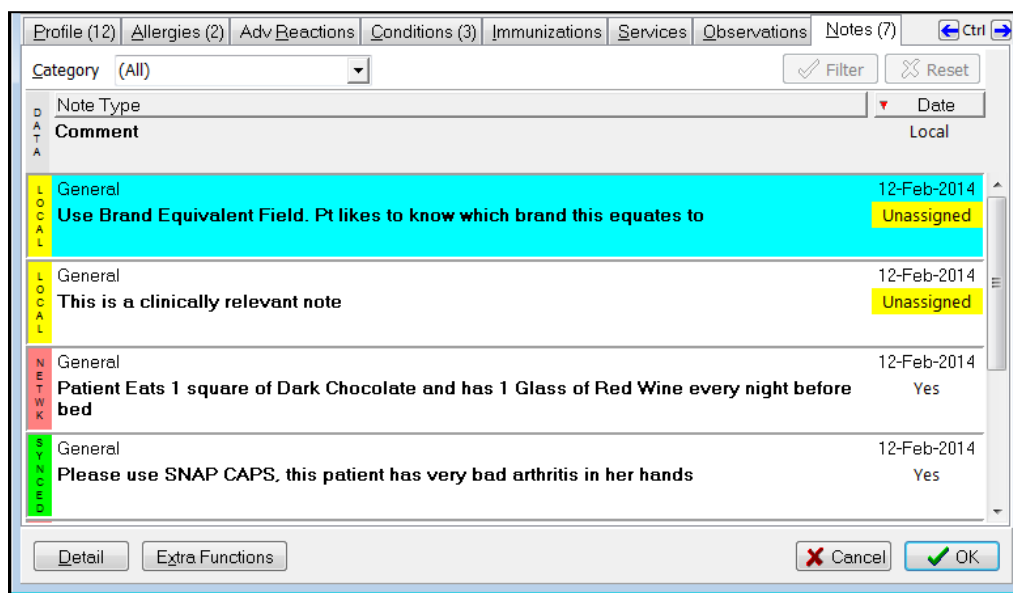
Category	Note Type	Comment	Date
LOCAL	General	Use Brand Equivalent Field. Pt likes to know which brand this equates to	12-Feb-2014
LOCAL	General	This is a clinically relevant note	12-Feb-2014
NETWORK	General	Patient Eats 1 square of Dark Chocolate and has 1 Glass of Red Wine every night before bed	12-Feb-2014
SYNCED	General	Please use SNAP CAPS, this patient has very bad arthritis in her hands	12-Feb-2014

Detail Extra Functions Cancel OK

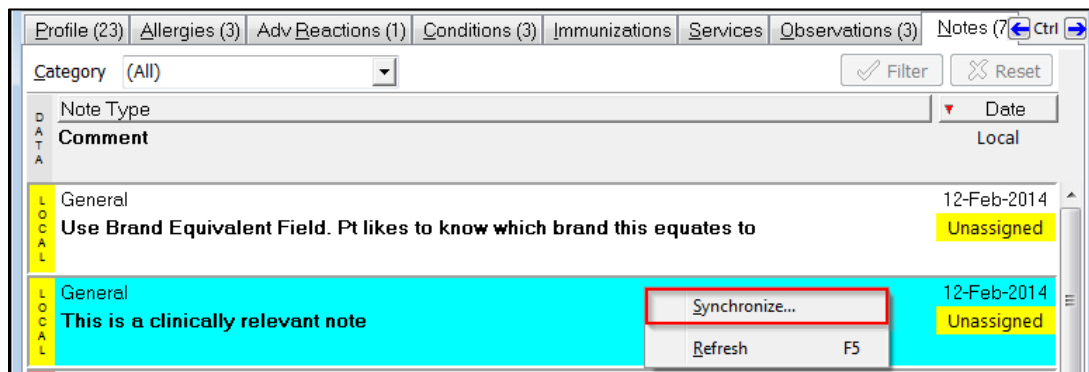
Synchronizing Kroll and DIS Patient Notes

It is the aim of Nova Scotia DIS that all medical and/or health related patient notes residing in Nova Scotia DIS are synchronized with the local system and vice-versa. This promotes a comprehensive patient profile for providers. The following section will show you how to synchronize patient notes:

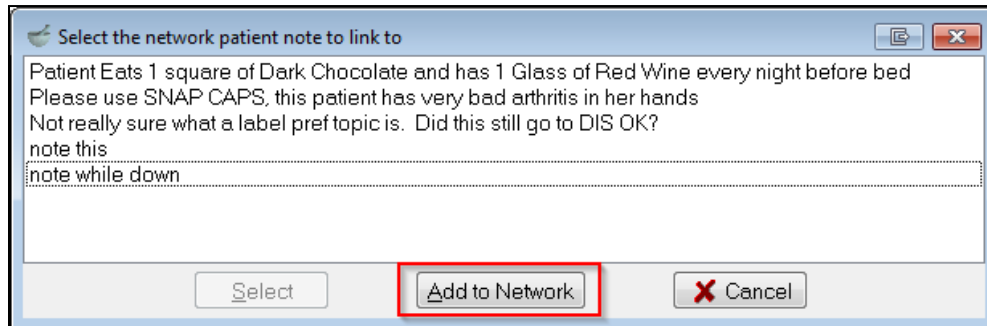
1. From the **F3 - Patient** card, select **Network > Comprehensive or Advanced Profile**.
2. Access the **Notes** tab from the **(Network) Patient Profile**.



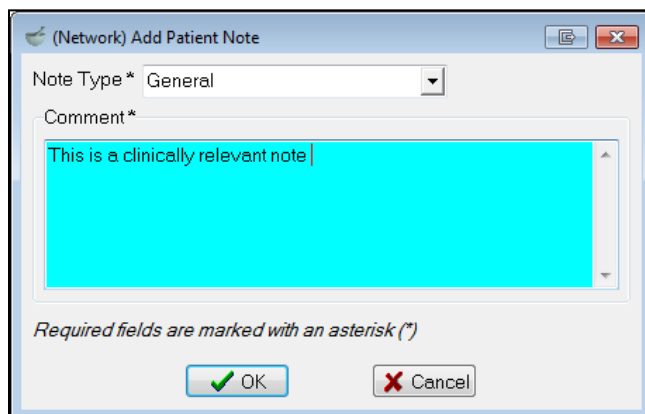
3. Right-click the yellow (Local) note you wish to synchronize with Nova Scotia DIS.



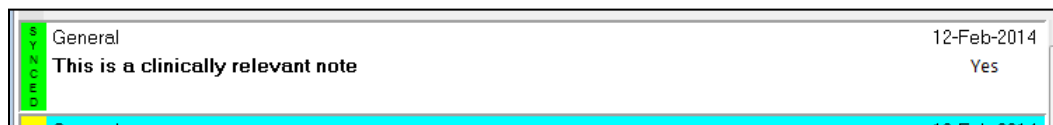
- The **Select the Network patient comment to link to** window will appear. If there is an existing Network comment that matches the local comment, highlight the Network comment and **Select** to synchronize the two entries. If there is no matching **Network Note**, select **Add to Network**.



- The **(Network) Add Patient Note** screen will appear where you can select a **Note Type** and enter a free-form comment. When you are finished, click **OK**.



- Once the yellow local note is synchronized, it will have a green (Synced) data bar.

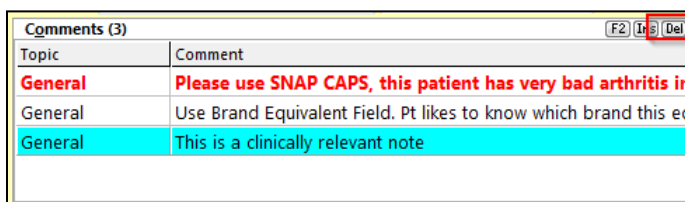


Removing a Patient Note from Kroll and Nova Scotia DIS

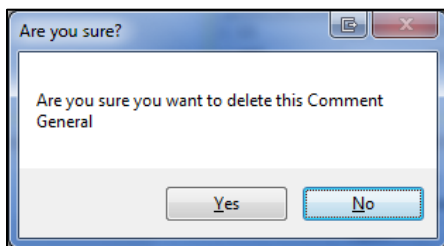
If you decide to remove a patient note locally on Kroll, they should also remove the note from Nova Scotia DIS as well. There are two ways to remove a patient note from Kroll and Nova Scotia DIS.

Removing a Patient Note from Kroll

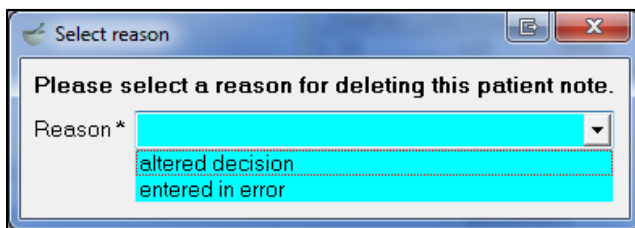
1. From the **F3 - Patient** card, highlight the comment that you would like to remove and click **Del** or press **Delete** on the keyboard.



2. You will be asked if you are sure you want to delete this comment. If you answer **Yes**, the comment will be removed locally and on the DIS.



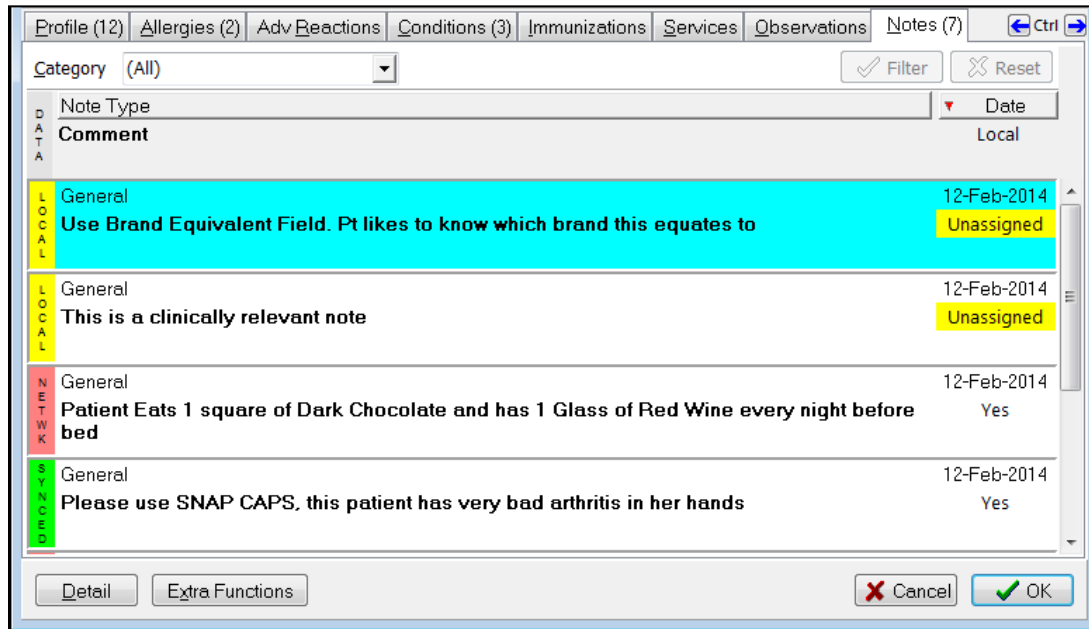
3. Select a reason for deleting the note and click **OK**.



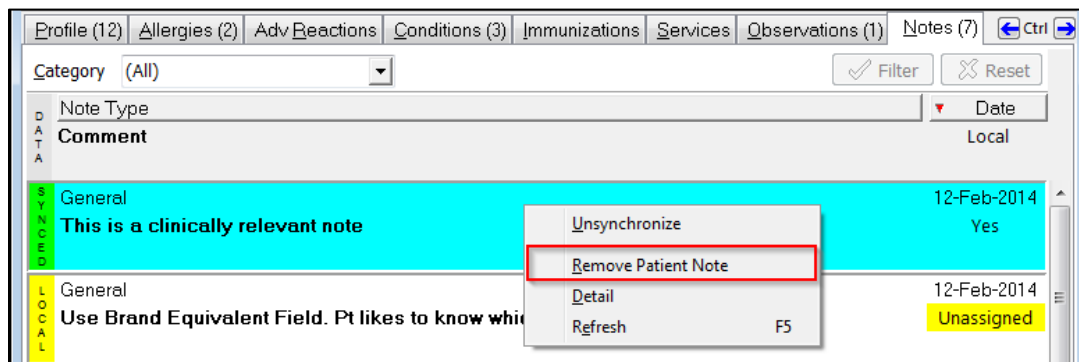
4. The note will be removed locally and from the Network.

Removing a Patient Note from the Network:

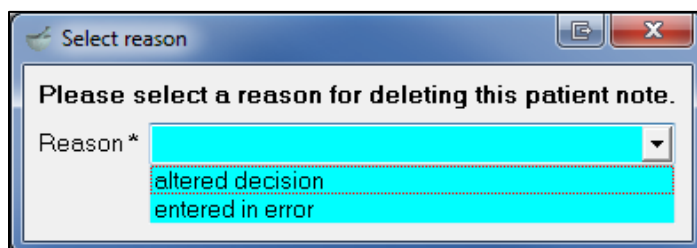
1. From the **F3 - Patient** card, select **Network > Comprehensive or Advanced Profile**.
2. Access the **Notes** tab from the **(Network) Patient Profile**.



3. Right-click the note you want to remove and select **Remove Patient Note**.

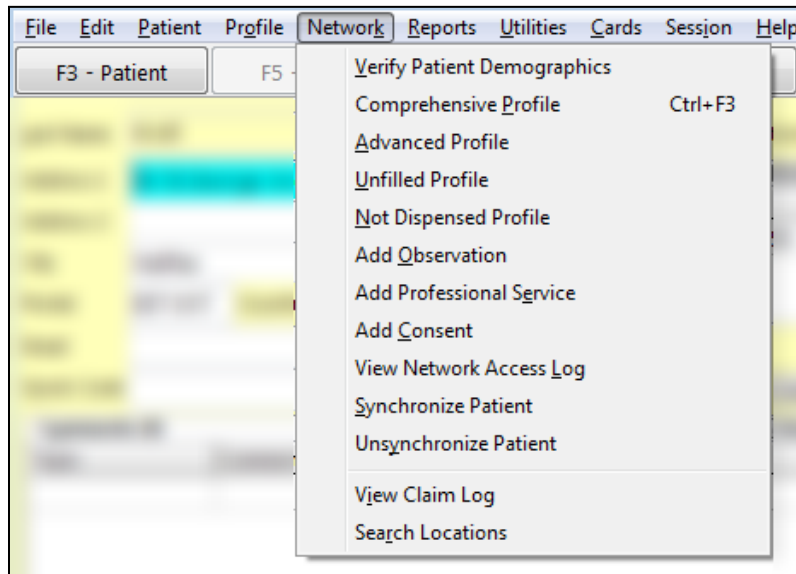


4. Select a reason for deleting the patient note and click **OK**.



Network Options from the F3 - Patient Card

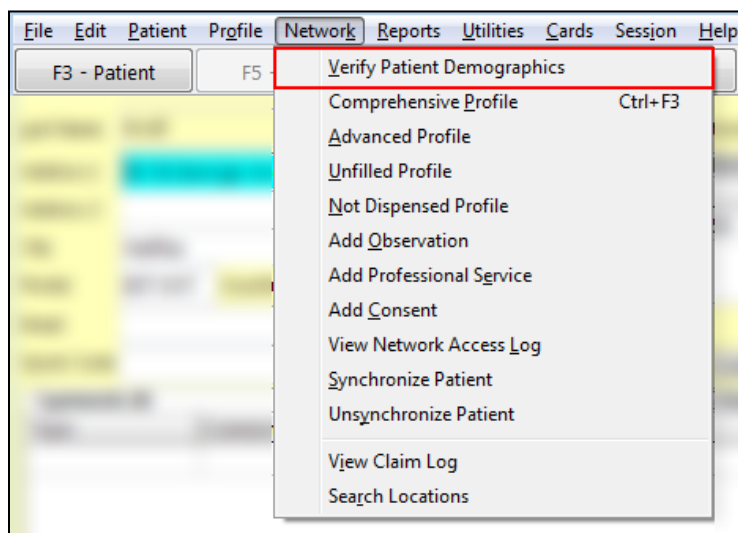
Network options can be accessed from the **F3 - Patient** card under the **Network** dropdown menu. Information entered, changed or removed via these options will be transmitted to the DIS.



Verify Patient Demographics

The **Verify Patient Demographics** Network option is used to validate local patient information, such as name, address, birthdate, gender, and PHN against patient information on the DIS. You will have the option to update their local patient profiles with the demographics listed in Nova Scotia DIS.

1. From the **F3 - Patient** card, select **Network > Verify Patient Demographics**.



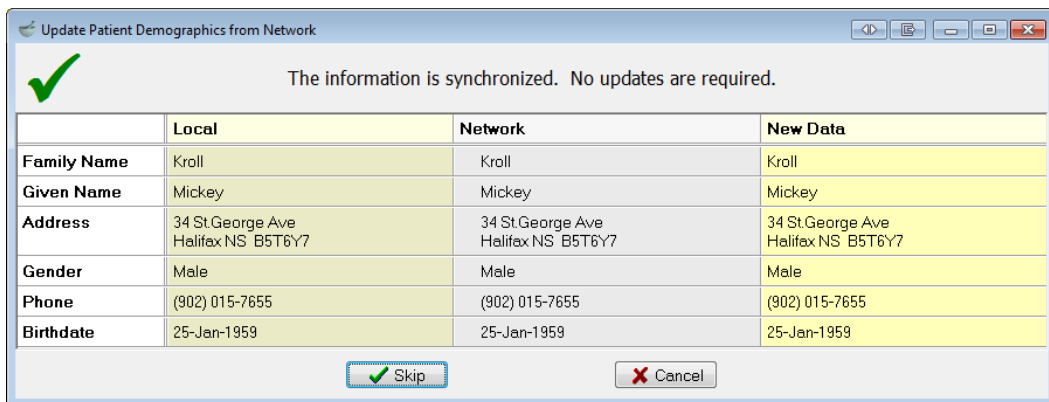
2. Enter your login credentials.

3. The **Patient Update** window will appear with patient demographics and three columns listing **Local**, **Network**, and **New Data** patient information.

a) If there are no differences detected between the DIS and the local system, you will see a




icon and the message **'The Information is synchronized. No updates are required'**.



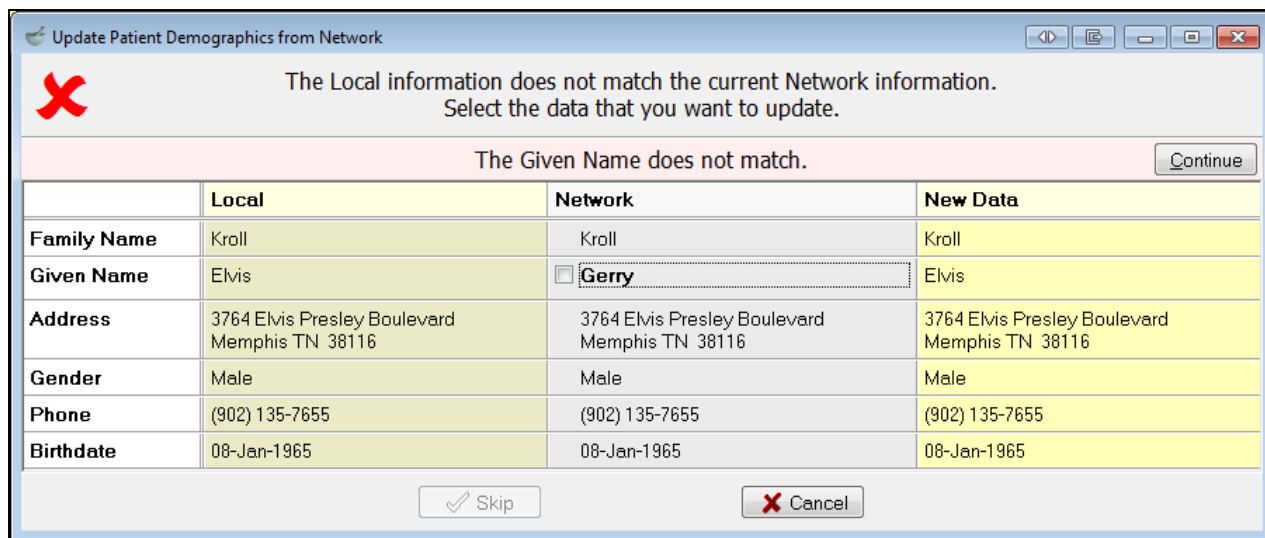
The information is synchronized. No updates are required.

	Local	Network	New Data
Family Name	Kroll	Kroll	Kroll
Given Name	Mickey	Mickey	Mickey
Address	34 St George Ave Halifax NS B5T6Y7	34 St George Ave Halifax NS B5T6Y7	34 St George Ave Halifax NS B5T6Y7
Gender	Male	Male	Male
Phone	(902) 015-7655	(902) 015-7655	(902) 015-7655
Birthdate	25-Jan-1959	25-Jan-1959	25-Jan-1959

Buttons:

b) If there are detected differences, you will see an  icon and the message **'The local information does not match the current Network information. Select the data that you want to update'**.

NOTE: If the patient's first or last name does not match, you must also acknowledge this discrepancy before continuing.



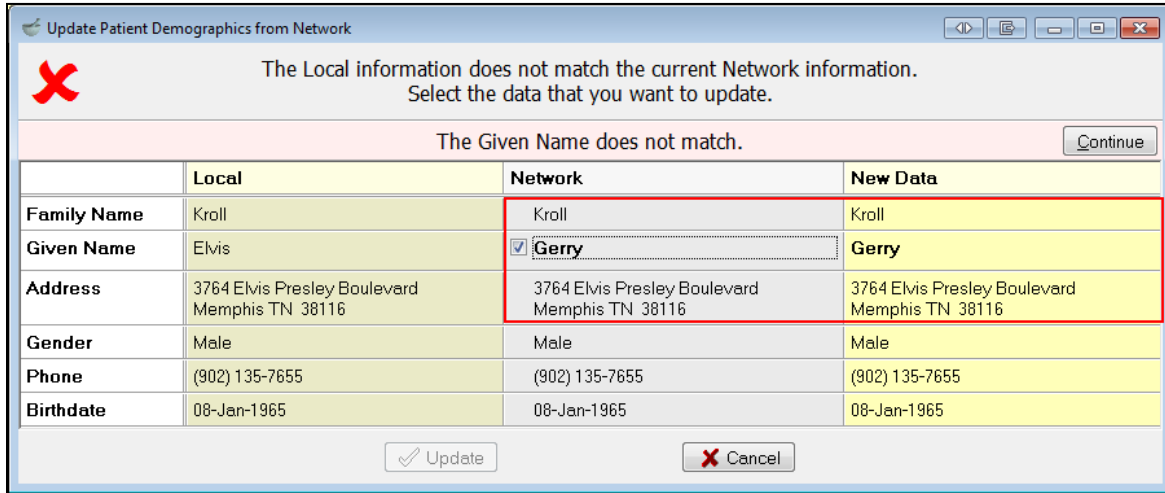
The Local information does not match the current Network information.
Select the data that you want to update.

The Given Name does not match.

	Local	Network	New Data
Family Name	Kroll	Kroll	Kroll
Given Name	Elvis	<input type="checkbox"/> Gerry	Elvis
Address	3764 Elvis Presley Boulevard Memphis TN 38116	3764 Elvis Presley Boulevard Memphis TN 38116	3764 Elvis Presley Boulevard Memphis TN 38116
Gender	Male	Male	Male
Phone	(902) 135-7655	(902) 135-7655	(902) 135-7655
Birthdate	08-Jan-1965	08-Jan-1965	08-Jan-1965

Buttons:

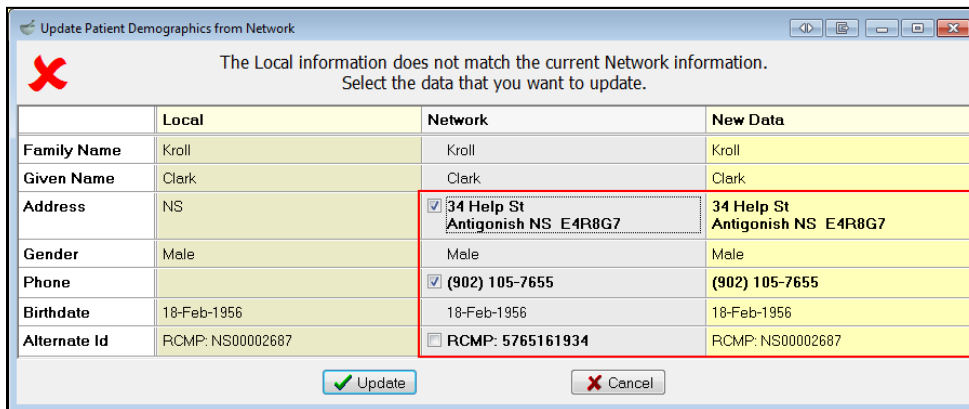
- From the **Network** column, place a check mark next to the Network patient information you want to update into your local record.



	Local	Network	New Data
Family Name	Kroll	Kroll	Kroll
Given Name	Elvis	<input checked="" type="checkbox"/> Gerry	Gerry
Address	3764 Elvis Presley Boulevard Memphis TN 38116	3764 Elvis Presley Boulevard Memphis TN 38116	3764 Elvis Presley Boulevard Memphis TN 38116
Gender	Male	Male	Male
Phone	(902) 135-7655	(902) 135-7655	(902) 135-7655
Birthdate	08-Jan-1965	08-Jan-1965	08-Jan-1965

The **New Data** column on the far right will show you what your local patient record will look like after the changes.

- Once all the applicable Network demographics have been flagged for updating into the local Kroll system, click **Update** or press **Enter** on the keyboard. This will make the update changes to your local patient profile.



	Local	Network	New Data
Family Name	Kroll	Kroll	Kroll
Given Name	Clark	Clark	Clark
Address	NS	<input checked="" type="checkbox"/> 34 Help St Antigonish NS E4R8G7	34 Help St Antigonish NS E4R8G7
Gender	Male	Male	Male
Phone		<input checked="" type="checkbox"/> (902) 105-7655	(902) 105-7655
Birthdate	18-Feb-1956	18-Feb-1956	18-Feb-1956
Alternate Id	RCMP: NS00002687	<input type="checkbox"/> RCMP: 5765161934	RCMP: NS00002687

Comprehensive Patient Profile

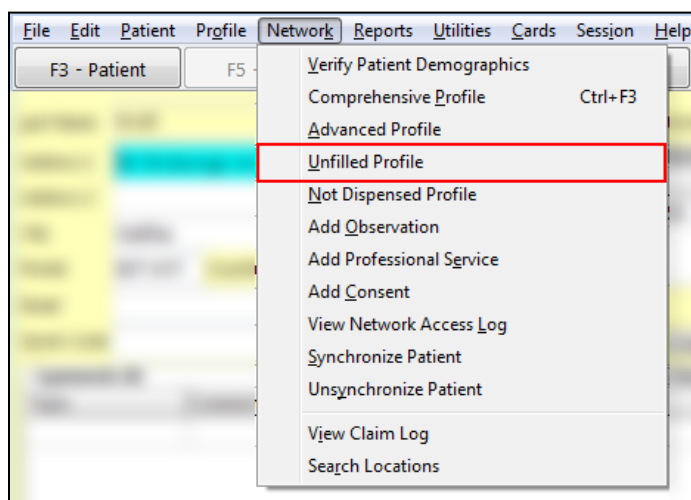
The **Comprehensive Profile** automatically returns all clinically relevant patient data from the last 45 days. For additional details, please refer back to the [Detailed Breakdown of the \(Network\) Patient Profile](#) section of this user guide.

Advanced Patient Profile

The **Advanced Profile** allows you to select the portion(s) of the patient’s Network profile, and the length of time that they wish to go back for. The advanced profile will then display all of the selected data in this time range. For additional details, please refer back to the [Detailed Breakdown of the \(Network\) Patient Profile](#) section of this document.

Unfilled Patient Profile

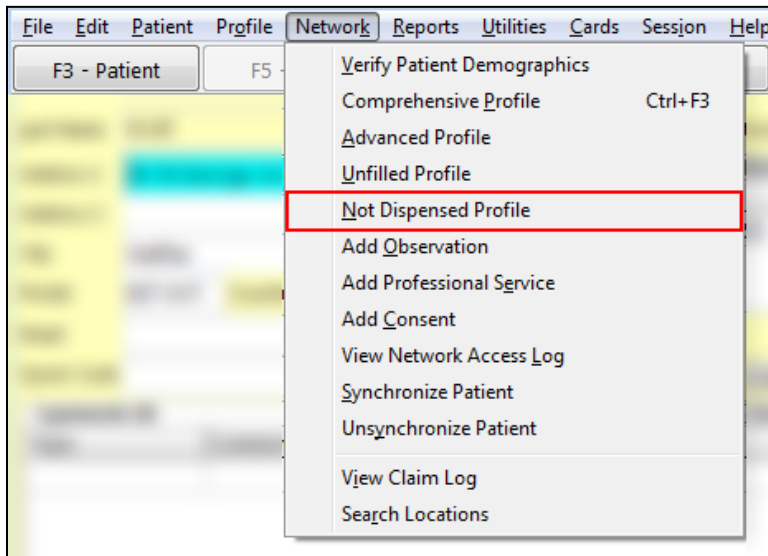
The unfilled profile returns all unfilled orders on the Network for a patient.



DATA	Picked Up	Status	Doctor	Code	Manufacturer	Local	DIS Order #	Order Date
Directions	Drug	Stop Date	Fillable	Auth	Rem			
Unfilled	Active	James, Jesse	02246056	APX	Yes	28-Jan-2014		
180 Apo-Citalopram 20mg								
TAKE 1 TABLET TWICE A DAY								
Unfilled	Active	James, Jesse	02246056	APX	Yes	28-Jan-2014		
APO-CITALOPRAM 20 MG SWALLOW, ORAL								
TAKE 1 TABLET TWICE A DAY								
Unfilled	Active	Scissorhands, Edward	00708925	JJC	Yes	14-Jan-2014		
120 Rogaine 2%								
APPLY TO AFFECTED AREA(S) AS DIRECTED								
Unfilled	Active	James, Jesse	02246057	APX	Yes	11-Nov-2013		
APO-CITALOPRAM 40 MG SWALLOW, ORAL								
TAKE 1 TABLET EVERY MORNING								
Unfilled	Active	Simpson, Homer	02280213	SAV	No	22-Oct-2013		
AVALIDE 300MG-25MG SWALLOW, ORAL								
TAKE 1 TABLET ONCE A DAY								

Not Dispensed Profile

The **Not Dispensed Profile** returns all not dispensed orders on the Network for a patient. These will be items like physician samples, or other items that you have elected to record on a patient's network profile for them.



Profile (2) Ctrl

Status (All) Order Type (All) Advanced Filter Reset

DATA	Picked Up	Status	Doctor	DIS Order #	Order Date
	Last Qty	Drug	Code	Manufacturer	Local
	Directions	Stop Date	Fillable	Auth	Rem
<input type="checkbox"/>	Other medication	Completed	Simpson, Homer	19191189	14-Aug-2013
<input type="checkbox"/>	Not disp	GRAVERGOL 50-1-100MG SWALLOW, ORAL	00116858	HOR	Yes
	(Omitted. Need detail information.)	14-Sep-2013	✘		
<input type="checkbox"/>	Other medication	Completed	Simpson, Homer	19191168	14-Aug-2013
<input type="checkbox"/>	Not disp	TYLENOL COLD 15-30-325 SWALLOW, ORAL	00743283	JJC	Yes
	(Omitted. Need detail information.)	14-Aug-2013	✘		

Detail Extra Functions Cancel OK

Add Observation

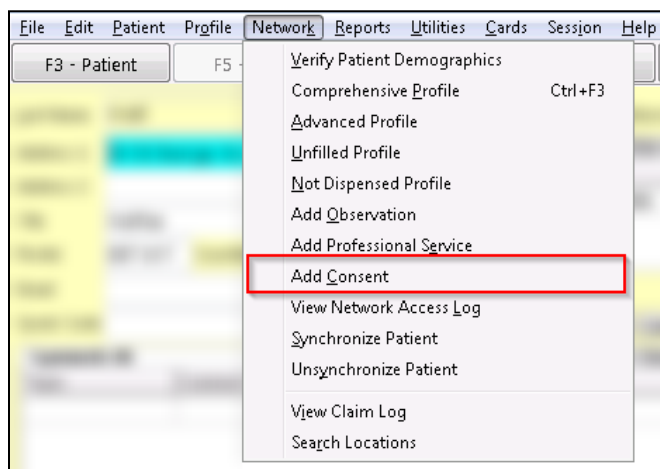
The option to **Add Observation** allows you to record Observations about a patient that may be helpful in providing the most complete healthcare to a patient as possible. For addition details, please refer to the [Observations](#) section of this user guide.

Add Professional Service

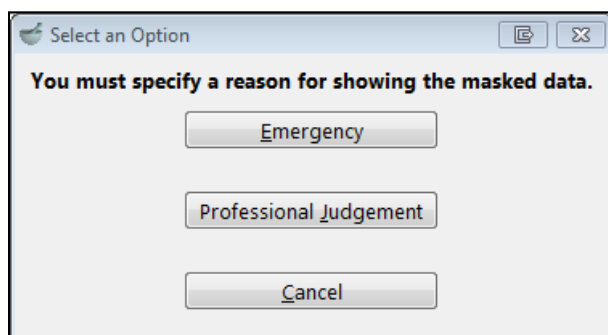
Add Profession Service allows you to log Professional Services performed for this patient. For additional details, please refer to the [Services](#) section of this user guide.

Add Consent

There are some patients who may elect to have their profile masked or restricted from view without authorization. You are unable to view the network profile without adding authorization.



Once you have elected to add consent, you will then be prompted for the reason they are viewing masked data.

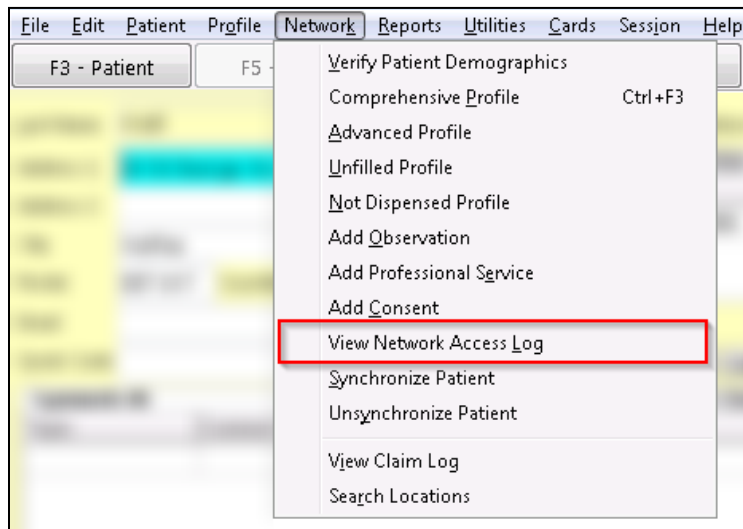


- a) **Emergency:** The patient is in an emergency situation and the user feels it necessary to view the network profile. As this is not considered to be expressed or implied consent, these transactions will normally trigger a pharmacy network audit.
- b) **Professional Judgment:** The patient has given the user expressed or implied consent by virtue of the request to fill a script.
- c) **Cancel:** If you have accessed the add consent option in error, this allows you to back-out without consequences.

View Network Access Log

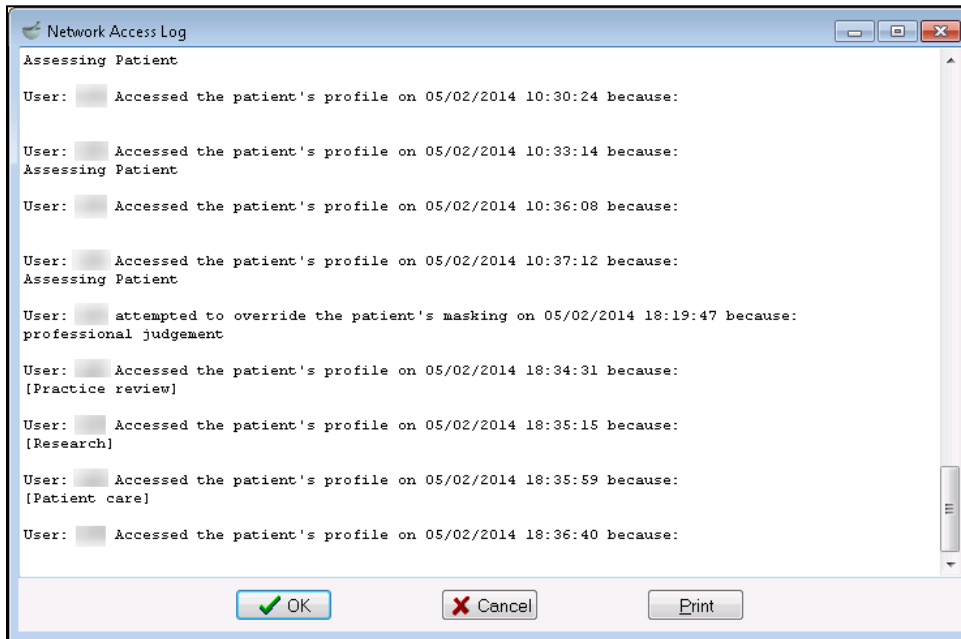
Patients are at liberty to request copies of their Nova Scotia Electronic Health Record as well as a listing of users who have accessed it and why at any time. Nova Scotia Health & Wellness will then request information regarding when and why a patient’s Network profile (including medications, allergies, services and notes) was accessed from the store.

1. From the **Network** menu, select **View Network Access Log**. Enter your login credentials.



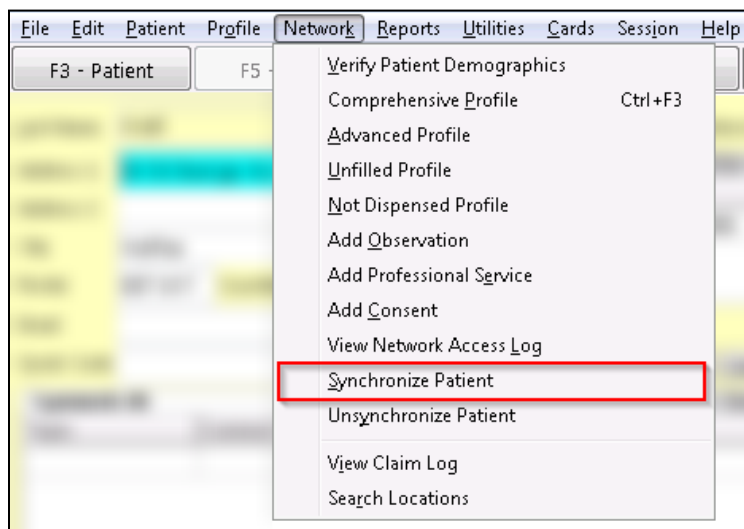
2. The **Network Access Log** displays the **User**, **Date**, **Time of Access**, and **Reason for Access**.

NOTE: While the Network Profile Access Reason is optional, Kroll strongly recommends always entering a reason. Entries are displayed in chronological order



Synchronize Patient

The Network option to **Synchronize** allows all users to synchronize an existing local patient with the corresponding DIS patient record. This option is most often used by newly integrated pharmacies with the DIS; however, you may sometimes be requested by Kroll and DIS to un-sync and re-synchronize a specific patient. For example, where there may have been duplicate patient records discovered or non-human patients have been inadvertently added to the Network



Please refer to the [Scenario 1 – Existing Local Patient \(Not Synchronized to CR\)](#) section for more information.

NOTE: Users who are actively doing NH Batching or Retail Batching, will want to synchronize these patients prior to starting the batch for the first time post-integration.

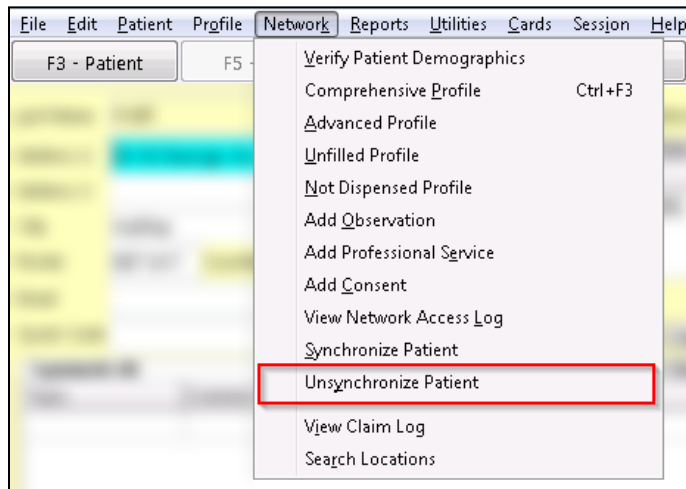
Unsyncronize Patient

Occasionally, there may be situations where you have synced the wrong patient, or where multiple patient records have been discovered on the DIS, and the local Kroll patient record is synced to the record that was subsumed in the merge.

Where you have synced the local patient to the wrong patient file on the network, you will be required to unsyncronize the local patient from the Network record. Then contact the Kroll Support desk, who in turn, will contact the DIS Support Desk.

Where you come across a synced local patient who may have had multiple records, you will be prompted to unsynchronize and re-synchronize the patient.

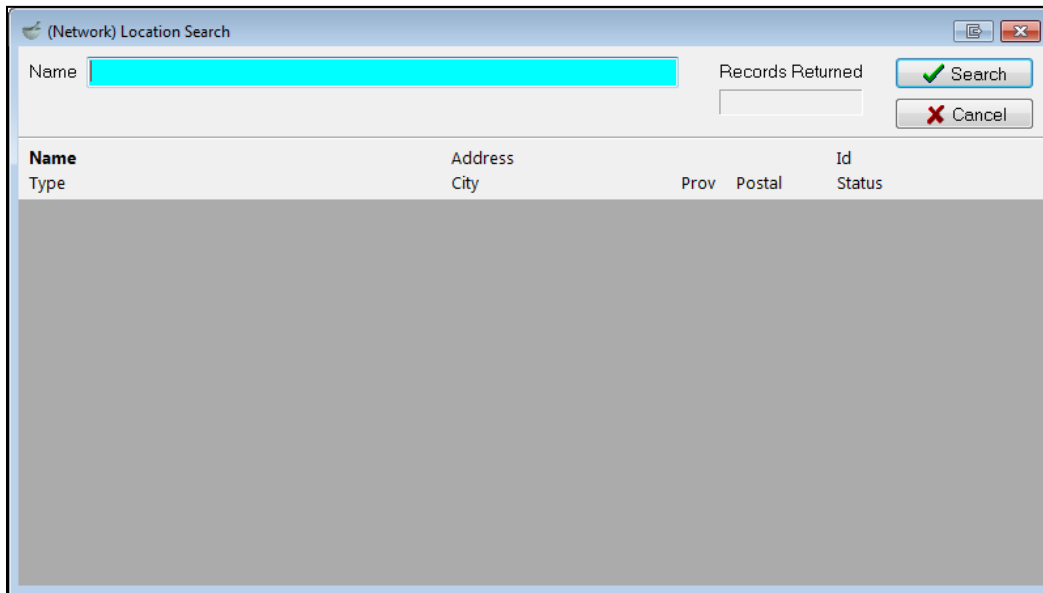
1. Select **Network > Unsynchronize Patient**. Enter your login credentials.



NOTE: Once you have entered your initials and password, the screen will go back to the patient card, and it will not look like anything happened. Kroll recommends you go back and manually sync the affected patient at this point.

Search Locations

The **Search Locations** function allows you to quickly find information from the DIS on another location. This function is for reference only. You are unable to do anything with this information from here.



(Network) Location Search

Name

Records Returned

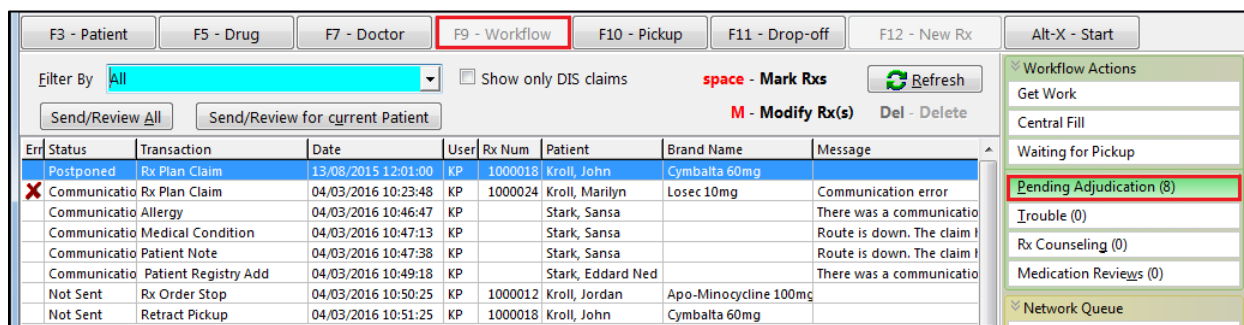
Name	Address	Prov	Postal	Id
Type	City			Status

What Happens When NSDIS Goes Down

In the event the DIS server goes down, Kroll will queue all claims (i.e., allergy adds, Rx orders, Rx dispenses, updates, etc.) in the order of creation so that they can be sent when DIS is up again.

No new claims for a particular patient can be sent to DIS until all queued claims for that patient have been sent to DIS. A prior queued claim may have an impact on the results of another claim that is sent down (e.g., an allergy add request must be sent before more dispenses are sent because that may affect the outcomes of the DUR processing for those subsequent dispenses).

When DIS is down, claims are queued in order of creation in the following area:



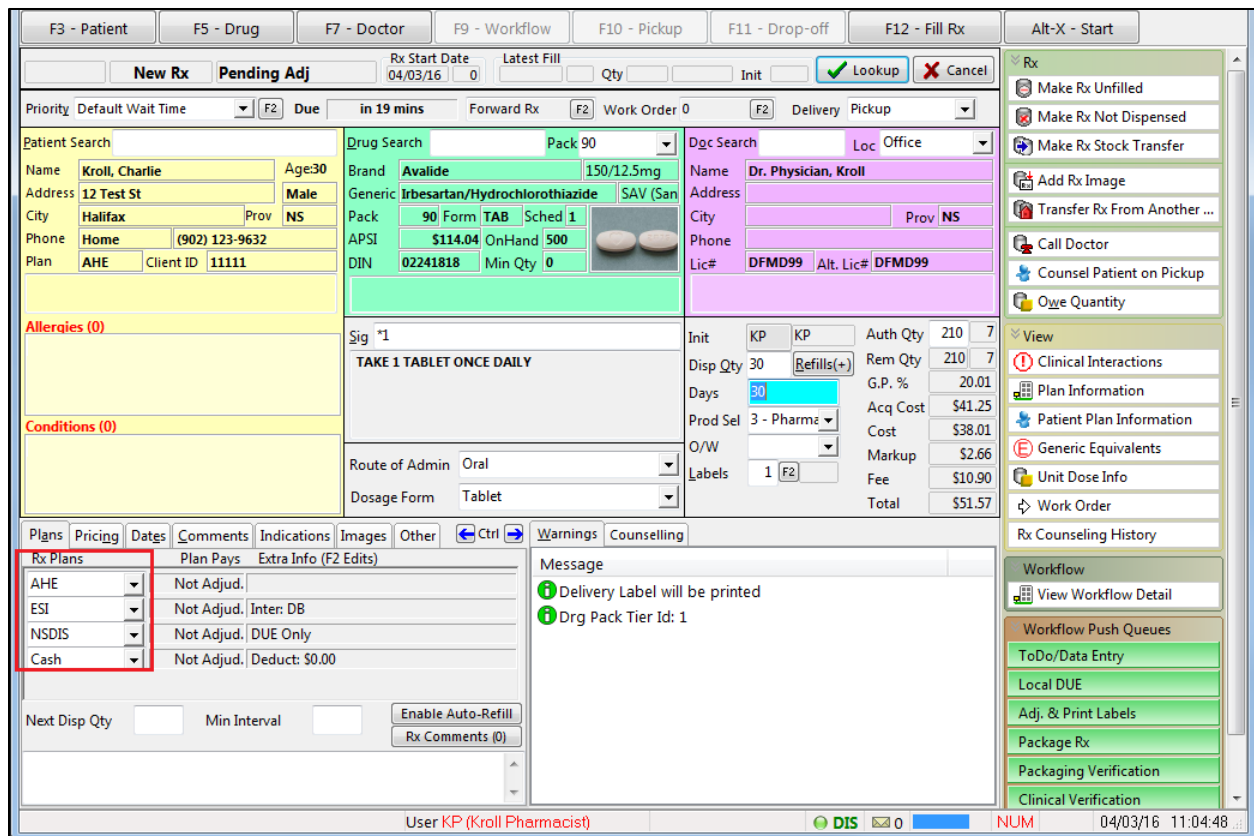
The screenshot shows the 'F9 - Workflow' tab in the NSDIS software. The interface includes a filter dropdown set to 'All', a 'Show only DIS claims' checkbox, and buttons for 'Send/Review All', 'Send/Review for current Patient', 'space - Mark Rxs', 'Refresh', 'M - Modify Rx(s)', and 'Del - Delete'. A table lists various transactions with columns for Status, Transaction, Date, User, Rx Num, Patient, Brand Name, and Message. The 'Pending Adjudication (8)' status is highlighted in red in the right-hand pane.

Err	Status	Transaction	Date	User	Rx Num	Patient	Brand Name	Message
	Postponed	Rx Plan Claim	13/08/2015 12:01:00	KP	1000018	Kroll, John	Cymbalta 60mg	
X	Communicatio	Rx Plan Claim	04/03/2016 10:23:48	KP	1000024	Kroll, Marilyn	Losec 10mg	Communication error
	Communicatio	Allergy	04/03/2016 10:46:47	KP		Stark, Sansa		There was a communicatio
	Communicatio	Medical Condition	04/03/2016 10:47:13	KP		Stark, Sansa		Route is down. The claim
	Communicatio	Patient Note	04/03/2016 10:47:38	KP		Stark, Sansa		Route is down. The claim
	Communicatio	Patient Registry Add	04/03/2016 10:49:18	KP		Stark, Eddard Ned		There was a communicatio
	Not Sent	Rx Order Stop	04/03/2016 10:50:25	KP	1000012	Kroll, Jordan	Apo-Minocycline 100mg	
	Not Sent	Retract Pickup	04/03/2016 10:51:25	KP	1000018	Kroll, John	Cymbalta 60mg	

Printing Labels for Dispensing when DIS is down

When DIS is down, you can adjudicate claims to the fiscal plans first, print labels for dispensing, and then place the Rx in a Network queue for adjudication to DIS once their server is back up.

1. From the **F12 - Filling** screen, the plan sequence should list the fiscal plans first, then the **Nova Scotia DIS** plan, followed by the 'cash' plan.



The screenshot displays the 'F12 - Fill Rx' interface. At the top, navigation tabs include F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, and F12 - Fill Rx. The main area is divided into several sections:

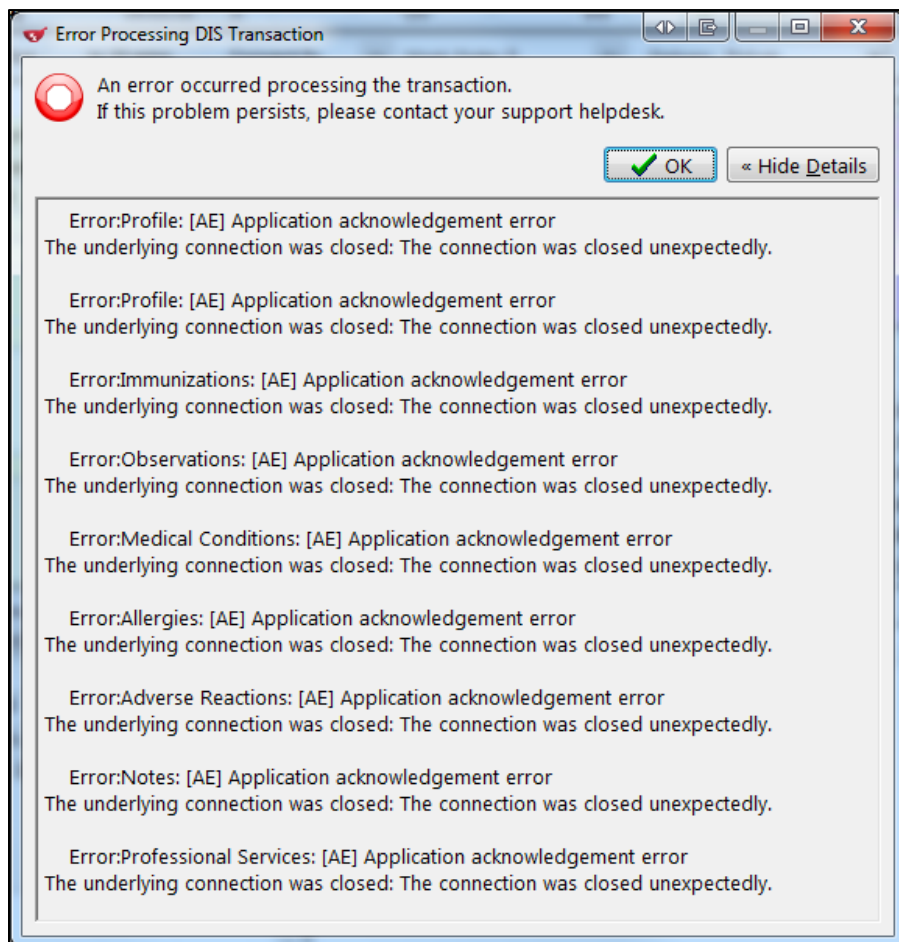
- Patient Search:** Name: Kroll, Charlie; Age: 30; Address: 12 Test St; City: Halifax; Phone: (902) 123-9632; Plan: AHE; Client ID: 11111.
- Drug Search:** Brand: Avalide; Generic: Irbesartan/Hydrochlorothiazide; Pack: 90 Form TAB; Schedule: 1; APSI: \$114.04; On-Hand: 500; DIN: 02241818; Min Qty: 0.
- Physician Search:** Name: Dr. Physician, Kroll; Loc: Office; Prov: NS; Lic#: DFMD99; Alt. Lic#: DFMD99.
- Prescription Details:** Sig: *1 TAKE 1 TABLET ONCE DAILY; Route of Admin: Oral; Dosage Form: Tablet; Labels: 1.
- Rx Plans:** A table listing various plans:

Rx Plans	Plan Pays	Extra Info (F2 Edits)
AHE	Not Adjud.	
ESI	Not Adjud.	Inter: DB
NSDIS	Not Adjud.	DUE Only
Cash	Not Adjud.	Deduct: \$0.00
- Messages:**
 - Delivery Label will be printed
 - Drg Pack Tier Id: 1
- Summary:** Total: \$51.57

The status bar at the bottom shows 'User KP (Kroll Pharmacist)', 'DIS' is down (indicated by a red 'X' icon), and the date/time is 04/03/16 11:04:48.

2. Click **F12 - Fill Rx** or press **F12** on the keyboard to initiate adjudication of the prescription.

NOTE: If the system attempts to access the Patient Network Profile when DIS is down (because this is the first Rx being filled after pulling up the patient card), the following message will appear:



3. Click **OK**.
4. The Rx will go through the fiscal plans and will be paid. Here is an example for **AHE** and **ESI**.

Adjudication Response for AHE

View Rx Network

The claim was accepted

Errors, Warnings and Messages for **AHE**

[DI] Deductible not satisfied.
Message 1

Pricing Adjustments							Rx Total	51.57
	Cost	Markup	Fee	Mix Fee	SSC Fee	Total	Prev Paid	0.00
Submitted	38.01	2.66	10.90	0.00	0.00	51.57	Plan Pays	38.68
Accepted	38.01	2.66	10.90	0.00	0.00	51.57	Balance	12.89
Difference								

OK Trouble Cancel Rx

Adjudication Response for ESI

View Rx Network

The claim was accepted

Errors, Warnings and Messages for **ESI**

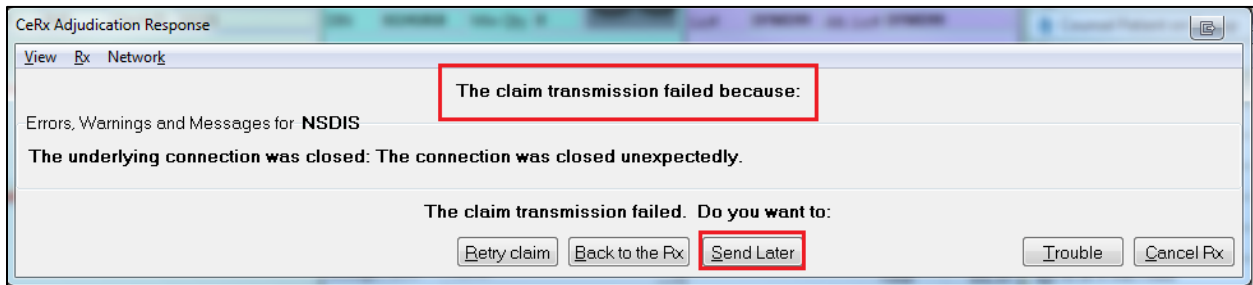
[DI] Deductible not satisfied.
Message 1

Pricing Adjustments							Rx Total	51.57
	Cost	Markup	Fee	Mix Fee	SSC Fee	Total	Prev Paid	38.68
Submitted	38.01	2.66	10.90	0.00	0.00	51.57	Plan Pays	9.67
Accepted	38.01	2.66	10.90	0.00	0.00	51.57	Balance	3.22
Difference								

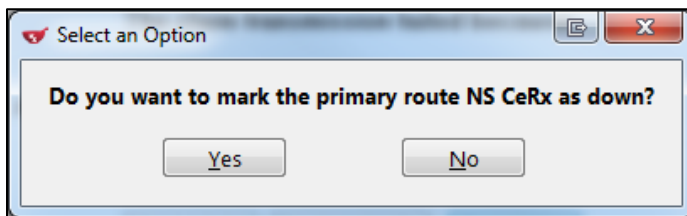
There was a copay amount of 3.22

Adjust it, if desired, and press Enter. OK Trouble Cancel Rx

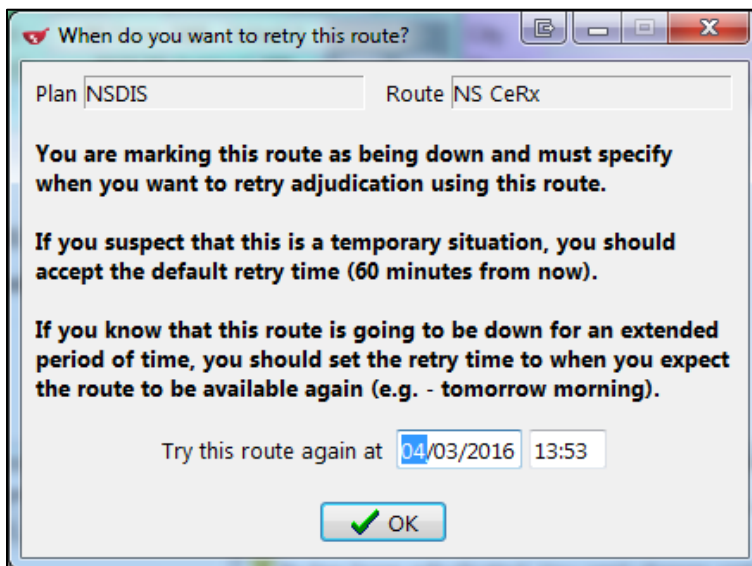
5. Once fiscal adjudication is complete, the prescription will be sent to DIS for clinical recording. Since the DIS server is down, the claim transmission will fail.



6. Select **Send Later**; you will be prompted to mark the DIS as down. Answer **Yes** if you know the DIS server will be down for a while. Answer **No** to retry on the next claims.

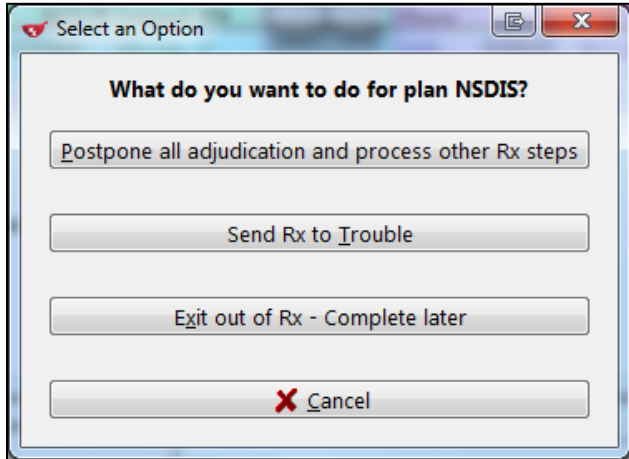


7. If you answer **Yes**, the **When do you want to retry this route?** prompt will appear with a default retry time already entered. Click **OK**.



8. The **Select an Option** screen will appear. You can choose to:
- **Postpone all adjudication and Process other Rx steps:** This option allows the Rx to go through all workflow steps including printing a label. The Rx is in the Pending Adjudication queue for sending later when DIS is online again.

- **Send Rx to Trouble:** This option allows you to troubleshoot any other adjudication issues.
- **Exit out of Rx:** This option allows you to exit the Rx without completing the other workflow steps. No labels will be printed.



9. Select **Postpone all adjudication and process other Rx Steps** to print labels automatically and add the Rx to the Pending Adjudication queue.

NOTE: If you are syncing a patient, you will need to add a blank **NSDIS** patient plan so the prescriptions will queue for these patients

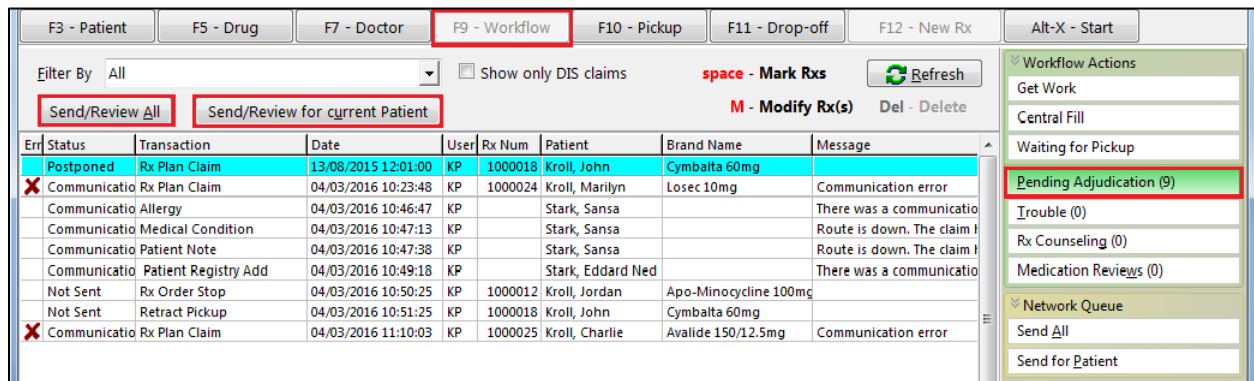
PHN NSDIS

Plans (1)			
SubPlan Code	Group ID	Client ID	Expiry
1 NSDIS			

Sending Queued Nova Scotia DIS Transactions

When the DIS server is back up, any pending claims must be sent.

1. Go to **F9 - Workflow > Pending Adjudication**.
2. Click **Send/Review All** to send everything at once or click **Send/Review for Current Patient** to send for a particular patient only.

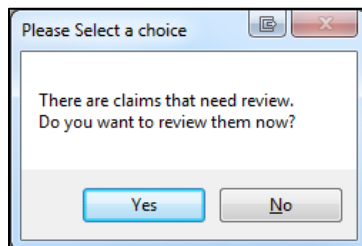


The screenshot shows the F9 - Workflow menu selected. Below the menu, there are buttons for 'Send/Review All' and 'Send/Review for current Patient'. A table of transactions is displayed with columns for Status, Transaction, Date, User, Rx Num, Patient, Brand Name, and Message. The first row is highlighted in blue and has a status of 'Postponed'. The right-hand side of the interface shows a 'Workflow Actions' panel with a 'Pending Adjudication (9)' status highlighted in red.

Err	Status	Transaction	Date	User	Rx Num	Patient	Brand Name	Message
	Postponed	Rx Plan Claim	13/08/2015 12:01:00	KP	1000018	Kroll, John	Cymbalta 60mg	
X	Communicatio	Rx Plan Claim	04/03/2016 10:23:48	KP	1000024	Kroll, Marilyn	Losec 10mg	Communication error
	Communicatio	Allergy	04/03/2016 10:46:47	KP		Stark, Sansa		There was a communicatio
	Communicatio	Medical Condition	04/03/2016 10:47:13	KP		Stark, Sansa		Route is down. The claim I
	Communicatio	Patient Note	04/03/2016 10:47:38	KP		Stark, Sansa		Route is down. The claim I
	Communicatio	Patient Registry Add	04/03/2016 10:49:18	KP		Stark, Eddard Ned		There was a communicatio
	Not Sent	Rx Order Stop	04/03/2016 10:50:25	KP	1000012	Kroll, Jordan	Apo-Minocycline 100mc	
	Not Sent	Retract Pickup	04/03/2016 10:51:25	KP	1000018	Kroll, John	Cymbalta 60mg	
X	Communicatio	Rx Plan Claim	04/03/2016 11:10:03	KP	1000025	Kroll, Charlie	Availide 150/12.5mg	Communication error

Reviewing Responses

If all queued transactions are successful, the queued entries will be removed from the list; however, if any transactions had issues returned, they will be left in the queue and the following prompt will appear:



Answering **Yes** will recall each outstanding transaction. If the transaction was a prescription, you will be presented with the Fill screen and the detected issue(s). You will be provided with the opportunity to respond to those issues or to cancel the Rx. If the transaction was not a prescription, you will only be presented with the detected issue. Depending on the type of transaction, you may be able to retry the transaction or send a management.

The **Delete From Queue** button will remove this entry from the queue but you should note the transaction type and associated Rx and/or patient as you may need to perform a manual reconciliation in order to successfully send the original transaction again, if desired.

The **Stop Processing** button halts the processing of these outstanding transactions, allowing you to return to this screen at a later time.

NOTE: If you leave any outstanding transactions in this queue, they may prevent you from sending new transactions for the same patient. You will need to either resolve the issue or delete the transaction from the queue before proceeding with a new transaction for the same patient.

Prescription Pickup

Pharmacy staff can log the date and time of when a prescription is physically picked up from a pharmacy and who the prescription was picked up by. This information can be entered in Kroll and sent to Nova Scotia DIS for clinical recording.

Recording prescription pickups facilitate health care providers to promote compliancy and prevent or reduce medication abuse.

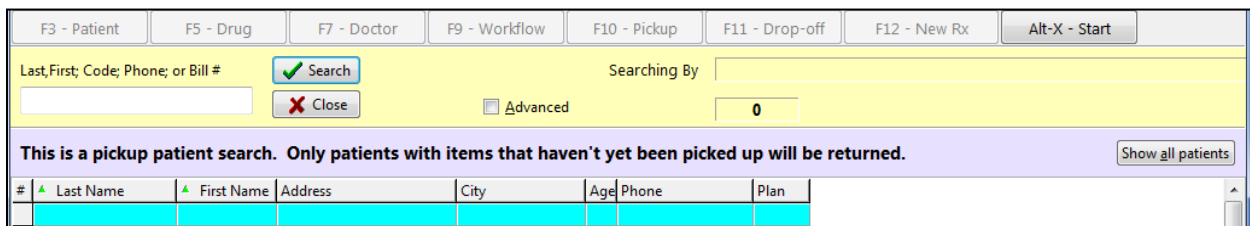
Unless the site has elected to **Manually** send Prescription Pickups, **Pickups** are normally configured in the **Workflow Module** to be sent automatically at the time of fill.

Automatic Pickup

You can send pickups at the time of fill. Please contact Kroll to set up this Workflow.

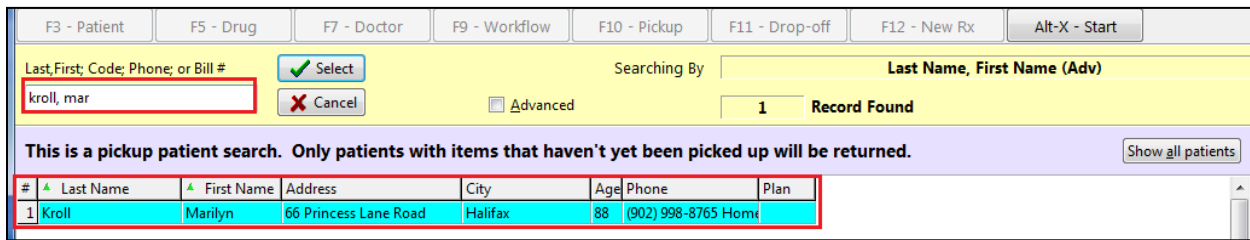
Manual Pickup

1. Select **F10 - Pickup** from the **Alt-X - Start** screen. The pickup patient search screen appears:



#	Last Name	First Name	Address	City	Age	Phone	Plan

2. Type in the name of the patient for the Rx's that are to be picked up.



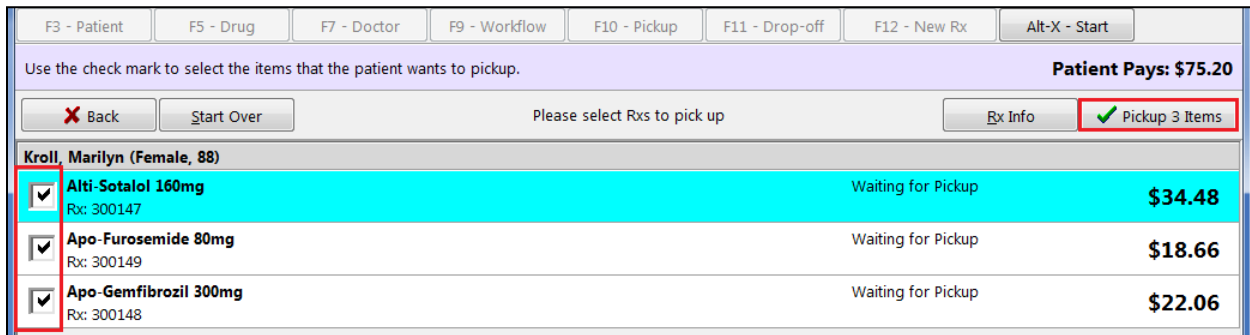
F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off F12 - New Rx Alt-X - Start

Last,First; Code; Phone; or Bill # Searching By Advanced **1 Record Found**

This is a pickup patient search. Only patients with items that haven't yet been picked up will be returned.

#	Last Name	First Name	Address	City	Age	Phone	Plan
1	Kroll	Marilyn	66 Princess Lane Road	Halifax	88	(902) 998-8765 Home	

3. A list of Rx's waiting for pickup will be displayed. You can choose to pick up all the Rx's that are listed or uncheck the Rx's that are not being picked up at this time. Then click **Pickup 3 Items**.



F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off F12 - New Rx Alt-X - Start

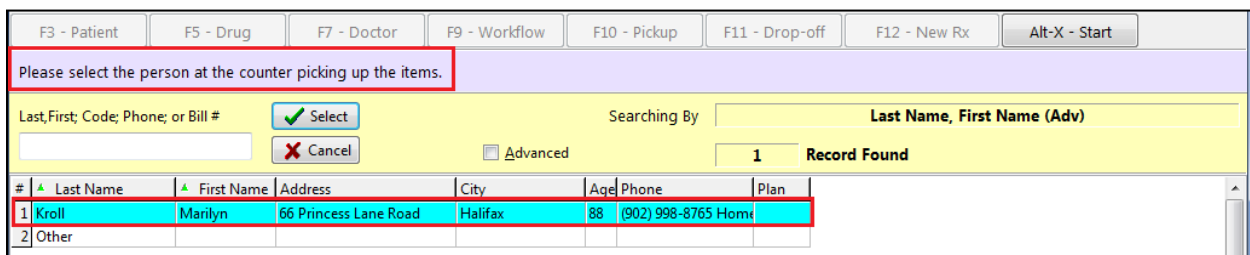
Use the check mark to select the items that the patient wants to pickup. **Patient Pays: \$75.20**

Please select Rx's to pick up

Kroll, Marilyn (Female, 88)

<input checked="" type="checkbox"/>	Alti-Sotalol 160mg Rx: 300147	Waiting for Pickup	\$34.48
<input checked="" type="checkbox"/>	Apo-Furosemide 80mg Rx: 300149	Waiting for Pickup	\$18.66
<input checked="" type="checkbox"/>	Apo-Gemfibrozil 300mg Rx: 300148	Waiting for Pickup	\$22.06

4. Select the person picking up the Rx's. It defaults to the patient. Once you have selected the person picking up the Rx, click **Edit** or press **Enter** on the keyboard.



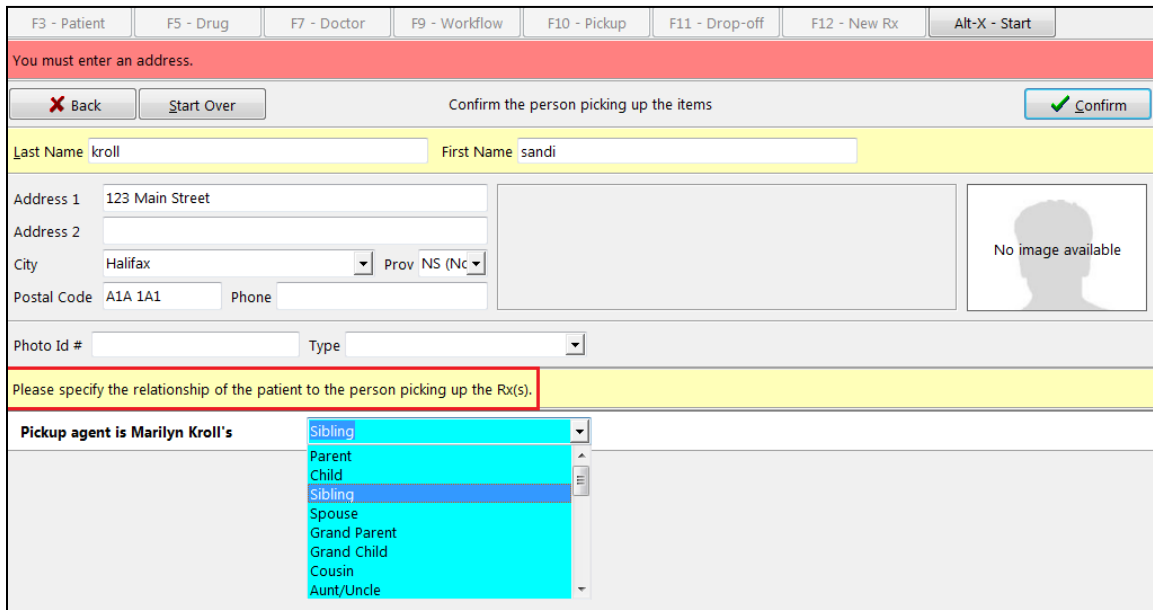
F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off F12 - New Rx Alt-X - Start

Please select the person at the counter picking up the items.

Last,First; Code; Phone; or Bill # Searching By Advanced **1 Record Found**

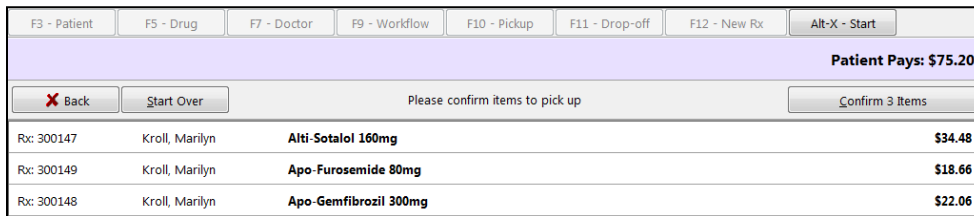
#	Last Name	First Name	Address	City	Age	Phone	Plan
1	Kroll	Marilyn	66 Princess Lane Road	Halifax	88	(902) 998-8765 Home	
2	Other						

- If the Rxs are being picked by someone other than the patient, select the relationship of that person with the patient and then click **Confirm**.



The screenshot shows a web application interface with a navigation bar at the top containing buttons for F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, F12 - New Rx, and Alt-X - Start. A red error banner at the top states "You must enter an address." Below this is a confirmation header "Confirm the person picking up the items" with "Back" and "Start Over" buttons on the left and a "Confirm" button on the right. The form contains fields for "Last Name" (kroll) and "First Name" (sandi). Address fields include "Address 1" (123 Main Street), "Address 2", "City" (Halifax), "Prov" (NS (Nc)), "Postal Code" (A1A 1A1), and "Phone". A "Photo" field shows "No image available". A red box highlights the instruction "Please specify the relationship of the patient to the person picking up the Rx(s)." Below this is a dropdown menu with "Pickup agent is Marilyn Kroll's" and a list of relationship options: Sibling, Parent, Child, Sibling, Spouse, Grand Parent, Grand Child, Cousin, and Aunt/Uncle.

- A list of Rxs that are being picked up is displayed for confirmation. Click **Confirm** three Items.



The screenshot shows the same navigation bar as the previous screenshot. A purple banner at the top right states "Patient Pays: \$75.20". Below this is a confirmation header "Please confirm items to pick up" with "Back" and "Start Over" buttons on the left and a "Confirm 3 Items" button on the right. A table lists three prescriptions:

Rx: 300147	Kroll, Marilyn	Alti-Sotalol 160mg	\$34.48
Rx: 300149	Kroll, Marilyn	Apo-Furosemide 80mg	\$18.66
Rx: 300148	Kroll, Marilyn	Apo-Gemfibrozil 300mg	\$22.06

- When the pickups are successful, you are returned to the pickup screen to enter a new patient if required.

On the **(Network) Patient Profile** the Rxs are now picked up.

(Network) Patient Profile

Patient: **Kroll, Marilyn** Female DOB: **01-Jun-1926** PHN: **5765161927**

Profile (45) Ctrl

Status (All) Order Type (All) Advanced Filter Reset

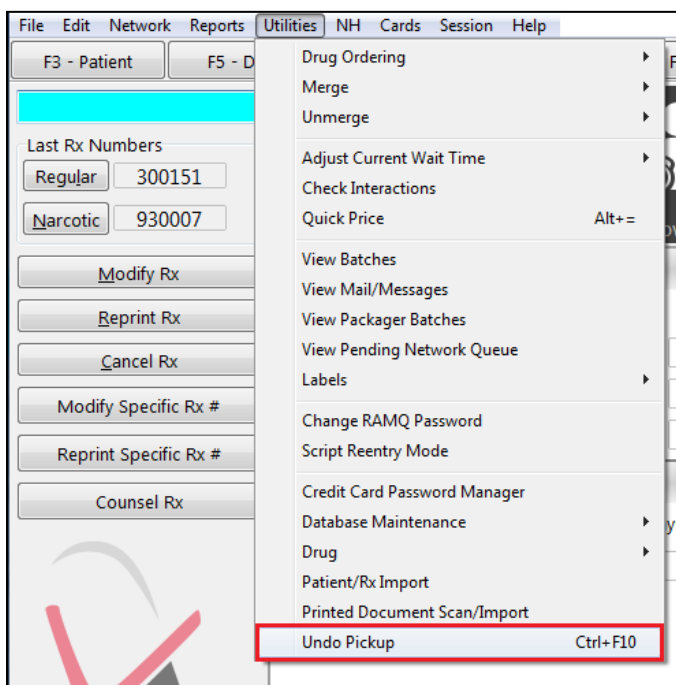
DATA	Picked Up	Status	Doctor	DIS Order #	Order Date
Directions	Last Qty	Drug	Code	Manufacturer	Local
	Stop Date	Fillable	Auth	Rem	
<input type="checkbox"/> 09-Jun-2014 Active Default, Physician				132	09-Jun-2014
30 APO-FUROSEMIDE 80 MG SWALLOW, ORAL		00707570	APX	Yes	
TAKE 1 TABLET ONCE A DAY			✓	210	180
<input type="checkbox"/> 09-Jun-2014 Active Default, Physician				131	09-Jun-2014
30 APO-GEMFIBROZIL 300 MG SWALLOW, ORAL		01979574	APX	Yes	
TAKE 1 CAPSULE ONCE A DAY			✓	210	180
<input type="checkbox"/> 09-Jun-2014 Active Default, Physician				130	09-Jun-2014
30 RATIO-SOTALOL 160 MG SWALLOW, ORAL		02084236	ALT	Yes	
TAKE 1 TABLET ONCE A DAY			✓	210	180
<input type="checkbox"/> Other medication Active Buffett, Andrew				50135692	29-May-2014
Not disp GRAVOL 50 MG SWALLOW, ORAL		00013803	HOR	Yes	
(Omitted. Need detail information.)			✘		
<input type="checkbox"/> 29-May-2014 Completed Default, Physician				124	29-May-2014
10 NARCOTIC TEST COMPOUND				Yes	

Retract Prescription Pickup

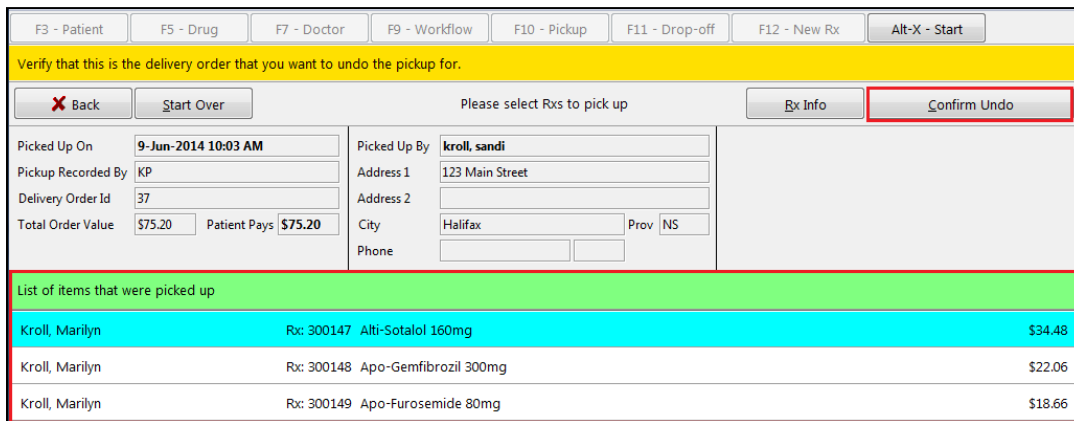
If a prescription has been marked as picked up it is possible to retract the pickup portion only; however, if there is more than one Rx in the work order all the Rxs will have the pickups retracted. They will need to have the pickups resent.

Undo Pickup

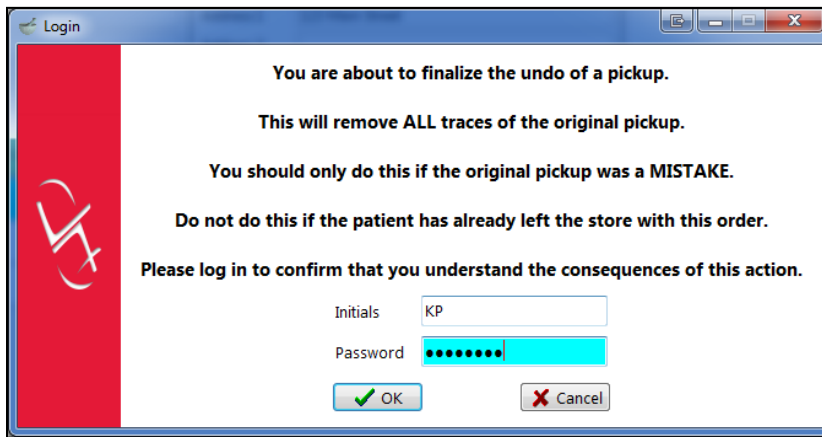
1. From the **Alt-X - Start** screen, select **Utilities > Undo Pickup**.



2. A list of prescriptions will be displayed. Click **Confirm Undo (Ctrl-C)**.



3. Enter your login credentials to confirm the undo of a pickup.



4. The retract pickup will be sent to the Network and when successful, the Rxs are available for pickup again.

F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F10 - Pickup	F11 - Drop-off	F12 - New Rx	Alt-X - Start
Use the check mark to select the items that the patient wants to pickup.							Patient Pays: \$53.14
<input type="button" value="Back"/>		<input type="button" value="Start Over"/>		Please select Rxs to pick up		<input type="button" value="Rx Info"/> <input type="button" value="Pickup 2 Items"/>	
Kroll, Marilyn (Female, 88)							
<input checked="" type="checkbox"/>	Alti-Sotalol 160mg Rx: 300147			Waiting for Pickup			\$34.48
<input checked="" type="checkbox"/>	Apo-Furosemide 80mg Rx: 300149			Waiting for Pickup			\$18.66
<input type="checkbox"/>	Apo-Gemfibrozil 300mg Rx: 300148			Waiting for Pickup			\$22.06
<input type="checkbox"/>	Apo-Pindol 5mg Rx: 300150			Waiting for Pickup			\$15.20
<input type="checkbox"/>	Apo-Pindol 5mg Rx: 300151			Waiting for Pickup			\$15.20

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