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Buddy Fill

Buddy Fill is a Kroll interface that allows pharmacies (the client site) to use the packaging services or devices at another Kroll pharmacy (the host location) for prescription filling. It also allows the host location to track and charge back inventory used by the client.

Buddy Fill operates as a .NET web service and supports both vial and automated compliance packagers. With vial packaging, the client sends a copy of the label to the Buddy Fill Server where it is stored, and printed. The printer and tray are configurable per client so that the host site can use different label stock for each client.

With automatic compliance packagers, the packaging report is generated at the client pharmacy and sent to the Buddy Fill server. The packaging files will be saved in a location accessible by the packaging machine. The destination path is configurable per client.

In both scenarios, inventory will only be deducted at the Buddy Fill host pharmacy, not at the originating pharmacy. Multiple inventory pools can be created at the host pharmacy using the Kroll shared database model, if necessary. The system will also track canceled prescriptions so that the inventory at the host will be compensated accordingly.

The Buddy Fill Server tracks a list of all prescriptions submitted so that simple reporting and accounting can be performed.





Host Configuration

The Buddy Fill host module must be enabled by a Kroll representative in the **Kroll Configuration Parameters** screen.

1. Launch the Buddy Fill program and call up the **Buddy Fill Clients** form. Each of the clients that will be sending prescriptions to the host location must be configured in this screen.

Buddy Fill Clients	Since a	
		F2 Ins Del
User Name	Enabled	
1 buddyfill	True	
2 server	True	
3 BuddyFillClient10s8	True	
Refresh	Close	

2. Click Ins to insert a new client. The Edit Buddy Fill Client form will appear.

🗞 Edit Buddy Fi	Il Client							
User Name Browns Pharmacy Change Password Enabled Automated Packager Data File Path \\Synmed_Server\Inbound_Files Printer Configurations (1)								
Docume	ent Type	Packa	ger Type Printer Name			Printer Tray		
1 Automati	ic Packager	Synme	d	\\TRS80_NEW\ED-Lex	mark T650	Automatically Select		
		(ОК	<u>C</u> anc	el			

 User Name: The name of the client location. This name will be used when setting up the client location and will appear in the Buddy Fill Order Summary Report.





- Change Password: Sets the client password. This password is needed to configure Buddy Fill at the client location.
- Enable: Check the 'Enable' flag when the client location is ready to begin sending prescriptions to the host location.
- Automated Packager Data File Path: The file path where data files for the packager will be deposited.
- Printer Configuration: Client locations can send their packager reports to the host site for manual packaging verification. Use this setting to select the document type, packager type, and printer/tray of where you would like to print these reports. The Document File Path is where the rendered reports are temporarily deposited prior to printing.
- 3. Click **OK** to save your changes.

Client Configuration

The Buddy Fill module must be enabled by a Kroll representative in the **Kroll Configuration Parameters** screen. Once the module is enabled, the Buddy Fill client site will have a **Central Fill** menu at the top of the screen and you can begin configuring the Buddy Fill host.

•												
<u>F</u> ile	<u>E</u> dit	<u>R</u> eports	<u>U</u> tilities	<u>N</u> H	Cen	tr <u>a</u> l Fill	<u>C</u> ards	Sess	<u>i</u> on <u>H</u> elp			
F	F3 - Patient		F5 -	Drug		F7 -	Doctor	•	F9 - Workf	ow	F11 - Dro	p-off
								(<u>@</u>				
Las	st Rx N	lumbers			(

NOTE: Because Buddy Fill is based on Kroll's Central Fill functionality, the **Central Fill** menu appears at the top of the screen if using either Buddy Fill or Central Fill. If you are unsure which service has been configured, click the **Central Fill** menu. If there are only two items in the menu list (**Configure** and **Ping**), the Buddy Fill service has been configured.





1. From the Alt-X - Start screen, select Central Fill > Configure.

ſ	Q							
	File Edit Reports Utili	ties NH	Central Fill	Cards Sess	ion Help			
F3 - Patient F5 - Drug		Configure		F9 - Workfl	ow F11 - Drop-o	off F12 - New	F12 - New Rx	
			Ping	•				
	Last Rx Numbers					8		
	<u>Narcotic</u> 9000007		Dashboar	d Ci	allbacks	Followups	Notes	Inbc

2. Select Ins from the Central Fill Host List screen.

🐨 Central Fill Host List			
Central Fill Hosts (0)			F2 Ins Del
Name	Server		
Clos	e	X Cancel	
▼ 0/00			

3. Complete the Central Fill Host Information form.

<u> </u>
Reconcile
F2 Ins Uel
=
Ŧ





- Name: Enter a name for the Central Fill host. Make sure the name is descriptive to avoid confusion if the client has access to more than one host.
- Type: Select Kroll Buddy Fill.
- User ID: This must match the value entered in the User Name field in the Edit Buddy Fill Client form for the client site.
- **Password**: Enter the password that matches the one created at the host site for this client.
- Server Location: Enter the URL provided by the host in the format 'https://xxx/BuddyFill/BuddyFillHost/asmx' where 'xxx' represents the name or IP address of the Buddy Fill host.





1. The **Central Fill Host Information** form must be saved before packagers can be added. Click **OK** to save the central fill host information. Double-click the host you just saved from the **Central Fill Host List** screen.

of Central Fill Host List	
Central Fill Hosts (1)	(F2)(Ins)(Del)
Name	Server
BF Host	https://Buddy/BuddyFill/BuddyFillHost.asm
Clos	e X Cancel

2. Select Ins from the Packagers section.

	🥑 Central Fill H	lost Information			4) []	
	Name	BF Host				Active 🔽
	Postal Code		IMS Client	ld		
1	Туре	Kroll Buddy Fill 💌	📃 Track if F	🗙 is Shipped		
	User ID	Kroll	📃 Track if F	is Receive	d	
1	Password	######	📃 Use Rob	otics-generat	ted Bar Co	ides to Reconcile
1	Server Locati	on				
	https://Buddy	//BuddyFill/BuddyFill	Host.asmx			
1	D 1 (0)					
1	Description			Host Packar	aer ID	F2 Ins Uel
					<u></u>	
1						=
1						
						•
		🗸 ок		🗙 Cance	1	

3. Complete the **Packagers** form and click **OK**.

🤝 Edit Central Fill Pa	kager							
Description:	Automed							
Host Packager ID:	2	Active 🗵						
Packager Type:	Automed	-						
Use Shipping Schedule 🔲 Update								
	ОК	🗙 Cancel						





- **Description**: Enter a description of the packager.
- **Host Packager ID**: The host packager ID will auto-populate once a Packager Type is selected.
- **Packager Type**: Select the packager type at the host.

NOTE: The Shipping Schedule feature is not available to the Buddy Fill Module.

The packager will be added to the Packagers list in the Central Fill Host Information screen.

🤝 Central Fill H	lost Information			B D X
Name	BF Host			Active 🔽
Postal Code		IMS Client	ld	
Туре	Kroll Buddy Fill 💌	🔲 Track if F	₹x is Shipped	
UserID	Kroll	📃 Track if F	Rx is Received	
Password	######	📃 Use Rob	otics-generated Bar	Codes to Reconcile
Server Locati	on			
https://Buddy	//BuddyFill/BuddyFill	Host.asmx		
Paakagara (1)	1			[2] Two [Dol]
Description			Host Packager ID	
Automed			2	
				E
				T
	🗸 ок		🗙 Cancel	

- 4. Repeat steps 5-6 for each packager you want to add to the host.
- 5. Click OK to close the Central Fill Host Information screen.

Remote Packager Configuration

Once the Buddy Fill host information has been configured, an automatic packager entry must be created and assigned to each packager entered in the **Central Fill Host Information** screen shown above.

1. Go to File > Configuration > Store > General and ensure Enable NH / batch is turned ON.

▼ Store Level Configuration Parameters										
	<u>G</u> eneral	<u>P</u> atient	<u>D</u> rug	D <u>o</u> ctor	<u>R</u> x	<u>F</u> DB	<u>A</u> djudication	<u>L</u> abels	Repor <u>t</u> s	<u>S</u> ecurity
	Allow	w column ble NH / b bys show s	configur atch scan	ation		♥ Pror ♥ Use ■ Sho	mpt to exit wher unit dose packa w alert when se	n closing aging rvices are	fill applica down	tion





- 2. Click OK to close the Store Level Configuration Parameters screen.
- 3. Go to **NH** > **Edit Nursing Home** List. **Double-click** a nursing home from the **NH List Form**.

🍼 NH List Form	E	x
Nursing Homes (2)	F2(Ins Del
Name	Facility ID	~
Kroll Retirement Home		
Kroll Test Home	ODP12345	

4. Select Edit Global Packagers from the General tab.

•	🍠 Nursing Ho	ome Form							EX	
ſ				_	Cycle	es (0)			(F2)(Ins)(Del)	
	Name	Kroll Test Ho	ome		Name	3	Cycle	Next Cycle Date	Last Cycle Date 🔺	
	Address1									
	Address2								=	
	City			-						
	Province		✓ Postal						-	
	Phone		Fax		<u>₩</u> ard	s (0)		L.	F2 Ins Del	
	Facility ID	ODP12345	Code		Name	3			Short Form Code	
	Director of	Care							=	
	Corporate	ID								
	Туре	Nursing Hon	ne	•					-	
r	<u>G</u> eneral L	abels Repo	orts Comments Phones	: Co	pavs (Orders Workflow	Other			-
	 <u>P</u> ass Time	s (Type comi	ma separated Pass Time	s)		Allow Free I	Form Pass	s Times 🔲 Sł	iow Pass Time Notes	٦
			· ·						Pass <u>T</u> ime Sets	
	<u>U</u> nit Dos	se / Packag	jing			🗇 Use Global	Batch Fl	ags		
	Unit Dose	е Туре	Unit Dose		•	For CASH Rx	s, only charg	e a fee for the first Re	fill of the month	
	Automatic	: Packager	<none></none>		-	Delivery				
			Edit Global Pa	ckag	ers	Delivery Route 7	ype De	fault (Pickup)	•	
	Unit Dose	e Patient Price	e Group Cefault> (<non< td=""><td>e>)</td><td>•</td><td></td><td></td><td></td><td></td><td></td></non<>	e>)	•					
-			F			6				-
			<u> </u>	ive		× 0	Cancel			
		-	- Andre Samonan - and	-			-			-





5. Select Ins from the Automatic Packager List.

	🐨 Automatic Packager Lis	t 🕼 🖻 🗖 🖉 🗙	
-	Thi	is represents a list of the automatic packagers that you have installed in your store.	
	Automatic Packagers (0)) F2 Ins D	el
	Description	Packager Type Path	
1			Ш
l		-	
			Ľ
		•	-
		✓ ОК	

6. Complete the Automatic Packager form and click Save.

V Automatic F	Packager		
Description:	Automed		ľ
Active	V		
-Location-			
💿 Local	Remote		
Packager:	Automed	•	
	Save	X Cancel	

- Description: Enter a description of the packager. It is recommended that you use the same description entered in the Edit Central Fill Packager form to avoid confusion.
- **Location**: Select **Remote**.
- **Packager**: Select the packager you configured in the <u>Client Configuration</u> section.





The packager will be added to the Automatic Packager List.

of Automatic Packager Lis	t			
Thi	s represents a lis that you have	t of the automatic pac installed in your store	kagers	
Automatic Packagers (1)				F2 Ins Del
Description	Packager Type	Path		A
Automed	Automed	Remote		
				E
				-
		🗸 ОК		

7. Repeat steps 5-6 for each packager you want to add. Once multiple packagers have been configured, they can be distinguished from local packagers by their respective file paths.

	🐨 Automatic Packager List				
	Thi	s represents a lis that you have	t of the automatic pac installed in your store	kagers	
l	Automatic Packagers (3)				F2 Ins Del
	Description	Packager Type	Path		<u>^</u>
	Fastpack	Compliance Lab	Remote		
	Automed	Automed	Remote		=
	Synmed	SynMed	D:\Packager		
					-
			🗸 ОК		

8. Click OK.





9. In the **Nursing Home Form**, select a packager from the **Automatic Packager** list.

<u>G</u> eneral <u>L</u> abels <u>R</u> ep	ports Comments Phones Copays Orders Workflow Other
Pass Times (Type cor	nma separated Pass Times) 📝 Allow Free Form Pass Times 🗌 Show Pass Time Notes
	Pass <u>T</u> ime Sets
<u>–U</u> nit Dose / Packag	jing
Unit Dose Type	Unit Dose Unit Dose Patient Price Group Content Content Content Content Content Content Content
Automatic Packager	Automed Edit Global Packagers
Delivery Delivery Route Type	Default (Pickup)
🗇 Use Global Batc	h Flags
For CASH Rxs, charg	e a fee for First 1
	✓ <u>Save</u> X Cancel

- 10. Click Save.
- 11. Repeat steps 9-10 for each nursing home that will be using an automatic packager.

Store Configuration

Store-level Buddy Fill configuration settings are found in **File** > **Configuration** > **Store** > **Interfaces** > **Central Fill**.

<u>General Patient Drug Doctor Rx FDB Adjudication Labels</u>	Reports Security Interfaces Order X - AR Y - To Do Pure
<u>1</u> - POS/Robotic <u>2</u> - Central Fill <u>3</u> - Outbound Communication <u>4</u> - Other	
Central Fill parameters Rx options Rx Request counselling	Override default timeouts Connection timeout 5 secs Send timeout 30 secs
Allow backorders	Receive timeout 30 secs
Order options ✓ Prevent order if Rxs need verification ● Prevent order if not billed ■ Request invoice ■ Request packing slip ✓ Dynamically create orders when filling Rxs ✓ Prompt to Send Now Default destination ● Prompt For CF refusal reason ● Prompt For CF refusal reason ● Prompt For Central Fill patient consent if unknown ○ Central Fill requires patient consent Central Fill requires guardian consent for patients under age N/A ▼ ✓ Pre-qualify nursing home Rxs for remote packagers ✓ Send to CF when batching (if previously sent) ● Prompt to update CF order status before receiving	





- Pre-qualify nursing home Rxs for remote packagers: Rxs for nursing homes that use a remote packager will be automatically sent to Buddy Fill.
- Send to CF when batching (if previously sent): Sends batch filled Rxs to Buddy Fill if they were sent previously. This setting is automatically enabled when 'Pre-qualify nursing home Rxs for remote packager's is turned on. If this option is disabled and you attempt to fill a batch, any Rxs that were flagged as 'Buddy Fill' on the original fill will not be flagged as 'Buddy Fill' during the batch. As a result, only local inventory will be deducted.
- Override default timeouts: These settings override the default connection timeouts for sending and receiving responses from the host and should only be overridden by a Kroll representative.

Prescription Filling

Packagers require unit dosing information for each Rx. When filling an Rx, ensure the unit dose information is entered correctly. Prescriptions without unit dose information will not qualify for packagers and will deduct the local inventory. Prescriptions with unit dose information entered and targeted for a remote packager will not have any local inventory deducted; inventory will be deducted from the host location.

NOTE: Unit dose information must contain a numeric passtime, as most packaging machines do not accept non-numeric passtimes.

Non-Nursing Home Unit Dose Prescriptions

When filling an Rx for a Non-NH Patient, if Unit Dose is enabled, the Rx will prompt you at the time of fill to 'Qualify the Rx for Central Fill'.

If you wish to use Buddy Fill for this Rx, select Yes. If you select No the Rx will be filled locally.







If you answered **Yes** to the Central Fill prompt, you will be prompted to select a host and a packager. If there is only one remote packager configured, it will auto-populate. If more than one packager is configured, select the correct packager from the **Host / Packager** list.

√ Central Fill Parameters
Host/Packager BFHost-Automed
✓ <u>O</u> K

- OK: The fill will complete and the Rx will qualify for remote packaging. Local inventory will not be deducted.
- Back to Rx: Exits the remote packager qualification process. You will be prompted to select a host and a
 packager again when you click F12 to fill the Rx.
- **Do Not Send**: Disables remote packaging for the Rx. The Rx will be filled locally.

NOTE: When you qualify an Rx for a packager, no information is sent to the remote site at the time of filling. To send information, execute the appropriate packager report, specifying the patient or nursing home, the number of days to package, etc. The information will be sent to the remote site.

Nursing Home Prescriptions

Without Pre-qualification



When a nursing home Rx with Unit Dose information is filled and pre-qualification has not been enabled, you will be prompted to qualify the Rx for Buddy Fill. If you select **Yes**, the Rx will qualify for Buddy Fill. If you select **No**, the Rx will be filled locally.

Are you sure?	x
This Rx is eligible for Central Fill. Do you want to qualify it for Central Fill	?
Yes No	





If you answered **Yes** to the Buddy Fill prompt, you will be prompted to select a host and a packager. If there is only one remote packager configured, it will auto-populate. If more than one packager is configured, select the correct packager from the **Host / Packager** list.

✓ Central Fill Parameters	- 0 ×
Host/Packager BF Host - Automed	-
✓ <u>O</u> K	ot Send

- OK: The fill will complete and the Rx will qualify for remote packaging. Local inventory will not be deducted.
- Back to Rx: Exits the remote packager qualification process. You will be prompted to select a host and a packager again when you click F12 to fill the Rx.
- **Do Not Send**: Disables remote packaging for the Rx. The Rx will be filled locally.

With Pre-qualification



When a nursing home Rx with Unit Dose information is filled and pre-qualification has been enabled, the Rx will be automatically sent to the packager. A message will appear in the **Warnings** section on the F12 screen indicating the Rx will be sent to Buddy Fill.

NOTE : The drug must be a solid, oral medication (e.g., tab, cap, etc.) to prequalify for non-vial packaging.
Warnings Counselling Message * V No Netcare plan (PHN) for this patient This Rx will be sent to "Automed" on "BF Host". • Delivery Label will be printed • Rx will be charged to AR. •





Overriding Automatic Pre-qualification

When pre-qualification is enabled but you do not want to send the Rx to the packager, Buddy Fill qualification can be manually disabled. To do this, select Rx > Central Fill from the F12 screen:

File Edit	Rx	View Labels Profile Reports Utilities NH Centra	al Fill Cards Session Help
F3 - Par		Inactivate Rx	ow F11 - Drop-off F12 - Save Changes Alt-X - Start
9000007		Transfer Rx To Another Store	ous Fill This Rx Latest Fill Vookup X Cancel
Priority Def		Back Date Rx Add Rx Image Modify Next Fill Parameters	Rx F2 Work Order 25 F2 Delivery Pickup Pack 50 F2 Dgc Search Loc Office
Address 20 City To Phone Ho Plan		Call Doctor Counsel Patient on Pickup Charge to AR Change Rx Pack Size Qty	somg Name Dr. rest, rest s/Codeine Pho PPI (Pent sched N City Prov ON ud -10 Phone uj 0 Lic#
	1	Owe Quantity	
Penicillins		Print Authorization Label Now Print Kroll Care Now	Init KRL KRL Auth Qty 20 1 Disp Qty 20 Refills(+) Rem Qty 0 Days 10 G.P. % 71.01
Conditions Epilepsy, u	✓ ✓	Print Compliance Calendar Print Delivery Label (Send To) Print Wallet Card (Profile) Workflow Comment	Prod Sel 1 - Prescrit _ Acq Cost \$3.65 O/W Written _ Cost \$3.46 Markup \$0.30 \$4.62 \$5.85 Labels 1 F2 Fee \$8.83 Total \$12.59 \$12.59 \$12.59 \$12.59
Plans Pric Rx Plans		Interventions/SA Numbers Make this Doctor the Family Doctor for this Patient	Warnings Counselling Unit Dose (Ctrl-U): Disabled
ODB	√	Central Fill	This Rx will be sent to "Automed" on "BF Host".
Cash	~	Elston (BAP+10% < Acq) Allow more than 2 ODB fees per month	 Owe the patient 10 Drug will be Ordered Delivery Label will be printed

A prompt will appear asking if you are sure you want to remove the Central Fill status for the Rx. Answer Yes.







The 'This Rx will be sent to ...' message will no longer appear in the Warnings section on the F12 screen and a checkmark will no longer appear next to Central Fill in the Rx menu.

File Edit Rx	View Labels Profile Reports Utilities NH Centr	al Fill Cards Session Help
F3 - Pa	Inactivate Rx	ow F11 - Drop-off F12 - Save Changes Alt-X - Start
9000007	Transfer Rx From Another Store Transfer Rx To Another Store	ous Fill This Rx Latest Fill 10 Lookup 🗶 Cancel
Priority Def	Back Date Rx	Rx F2 Work Order 25 F2 Delivery Pickup
Patient Sear	Add Rx Image Modify Next Fill Parameters	Pack 50 F2 Doc Search Loc Office 30mg Name Dr. Test, Test
Address 20 City To Phone Ho Plan	Call Doctor Counsel Patient on Pickup Charge to AR Change Rx Pack Size Qty Owe Quantity	c/Codeine Pho PPI (Penc Address ched N City Prov y 0 Lic# 123123123 Alt. Lic#
Allergies (1) Penicillins	Order Drug Print Authorization Label Now Print Kroll Care Now	Init KRL KRL Auth Qty 20 1 Disp Qty 20 Refills(+) Rem Qty 0 Days 10 G.P. % 71.01
Conditions Epilepsy, u 🗸	Print Compliance Calendar Print Delivery Label (Send To) Print Wallet Card (Profile) Workflow Comment	Prod Sel 1 - Prescrit → Cost \$3.30 O/W Written → Cost \$3.46 Labels 1 F2 Fee \$8.83 Total \$12.59
Plans Pric Rx Plans	Interventions/SA Numbers Make this Doctor the Family Doctor for this Patient	Warnings Counselling Unit Dose (Ctrl-U); Disabled
ODB	Central Fill	Owe the patient 10
Cash	Elston (BAP+10% < Acq) Allow more than 2 ODB fees per month	One are parent to Drug will be Ordered Delivery Label will be printed DDB is a preferred provider subplan.





Remote Packaging

To send packaging information to the remote site, run the appropriate packaging service report (Compliance Label, Dispill, etc.) or packager device report (Automed, Pacmed, etc.).

Packaging Service Reports

UIII	Compliance	Label Report			
F	file				
	Selection	Selection 2	Options		
Ι.	General	Header	Body	Central Fill	
	- Send to	o Central Fill (or	Print only))	
	Packager	: Compliance			
	Resub ba	tch #:			

- Send to Central Fill (on Print only): Sends the packaging information to the Buddy Fill host. This is turned on by default.
- **Packager**: Select the packager you want to send the batch to.
- Resub batch #: Allows you to cancel an existing batch submission and overwrite it with a new one. Inventory will be returned at the host site for the earlier batch and deductions will be applied for the new batch.

Once the report is printed, the Rx(s) will be sent to the Buddy Fill host and inventory will be deducted at the host.

NOTE: No feedback is received from the host site for unmatched drugs or pack sizes selected by the client site. Buddy Fill assumes identical products are always available at the host site.

Packager Device Reports

AutoMed R	eport			
File				
Selection	Selection 2	Packager Batch	Options	
Packager:	Automed			✓ Edit Packagers
Resub bato	ch #:			

- **Packager**: Select the packager you want to send the batch to.
- Resub batch #: Allows you to cancel an existing batch submission and overwrite it with a new one. Inventory will be returned at the host site for the earlier batch and deductions will be applied for the new batch.





Edit Packagers: Calls up the Automatic Packager List screen where you can add and edit packagers.
 See steps 5-7 of the <u>Remote Packager Configuration</u> section for instructions on how to manage packagers.

NOTE: If you are using the resub batch feature with a packaging device, the client site should notify the host. The original file may have already been captured by the packaging device so the processing may need to be aborted and/or the earlier file may need to be manually deleted from the queue.

Once the report is printed, the Rx(s) will be sent to the Buddy Fill host and inventory will be deducted at the host.

NOTE: If you click **Preview** instead of **Print**, you will be prompted to send data to the Buddy Fill host. If you select **Yes**, Rx information will be sent to Buddy Fill; if you select **No**, you will be able to preview the report before sending it to ensure the correct Rxs are captured.

A prompt will appear asking if you want to print the report at the Buddy Fill host. This report will print to the printer designated at the host site.



NOTE: If you choose not to print the report at the host, the packager file will still be sent for packaging. Printing the report at the host site allows the host operator to verify the packaging once complete.





If some or all Rxs in the report have previously been sent to another packager or are eligible but have not been sent to the packager, you will be presented with the **Packager Batch** screen. Select the Rxs next to the Rxs you want to send to the packager and click **OK**.

Packager Batch - Select Rxs to Modify and Send to Packager The following Rxs are not targeted to a packager, are targeted to a different packager, or were previously sent to a different packager.						
Please s	Patient	Medication	Target Packager			
 1000026 1000027 1000029 1000030 1000033 	Patient, Test Patient, Test Patient, Test Patient, Test Patient, Test	Losec 20mg Viagra 25mg Accutane 40mg Ansaid 50mg Reyataz 150mg	"Packager" on "BF Host" "Packager" on "BF Host" "Packager" on "BF Host" "Packager" on "BF Host"			
1000034	Patient, Test	Apo-Indomethacin 25	"SynMed" on "BF Host"			
Note: If you choose to send some of these Rxs to this packager, your local on-hand inventory may become inaccurate. In this case, please review your local on-hand inventory for these medications.						

NOTE: If you send an eligible Rx that was not previously sent to a Buddy Fill host, the local inventory may need to be manually adjusted. At the time of the original fill, the entire dispense quantity would have been deducted from the local inventory. If a subsequent portion of the most recent dispense is now being fulfilled remotely, that quantity must be manually returned to the local inventory.

The **Packager Batch Rxs** screen will appear with the batch ID displayed in the top left corner. If you want to view the dosing information for an Rx, highlight it and press **F2**.

Packager 8	Batch Rxs	and the second	W. Lands	and Sheer		
Batch #	31				Start Date	Per Per Sulta
Description					End Date	WARD IN
Packager	Automed		CF Host Bf	= Host]	
This is the b	atch you have	generated. Do	you want to accep	ot and send data?	✓ Y	es XNo
Packager B	atch Rxs (6)					F2
RxNum	Patient	BrandName	Status	ErrorMessages		^
1000025	Von Baron, Snr	Apo-Warfarin 3	Unconfirmed			
1000026	Von Baron, Sno	Losec 20mg	Unconfirmed			
1000027	Von Baron, Sno	Viagra 25mg	Unconfirmed			
1000029	Von Baron, Sno	Accutane 40m	Unconfirmed			E
1000033	Von Baron, Sno	Reyataz 150m	Unconfirmed			
1000038	Von Baron, Sno	Apo-Omepraz	Unconfirmed			





This will call up the Packager Batch Rx Doses screen.

Packa	ager Batch Rx Doses				E	x
Px#1	000025				🗸 OI	K
Error M	lessages					
Packag	ger Batch Rx Doses (1)					
Bag#	Dose Time	Dose Quantity	Pass Time	Note	Bar Code	~
1		5				

Click **OK** to close the **Packager Batch Rx Doses** screen. Click **Yes** on the **Packager Batch Rxs** screen to send the data to the Buddy Fill host.

Once the packager batch is accepted, the batch ID will print at the top of the report for the selected packager. This ID is necessary in the event that the batch needs to be cancelled or resubmitted.

	AutoMedReport
Batch #: 31, CFOrderId: 14 AutoMedReport	





Cancelling/Resubmitting a Batch

There are two ways to cancel a batch order that was sent to a Buddy Fill host site: you can cancel the order completely or you can replace the order with a resub batch. It is advisable to manually notify the host operator of any batch cancellations or resubmissions in case they have already begun processing the batch.

Cancelling a Batch

1. From the Alt-X Start screen, select Utilities > View Packager Batches.



2. Select the batch you want to cancel and click **Del** or right-click and select **Cancel Batch**.

🐨 Packager Bat	ches	1 total and a	_	10.000	10000		E X
🛛 Active On	ly <u>S</u> how batches for packa	ger: All		•			🗸 ОК
Packager Bate	ches (13)						F2 Del
Batch #	Description	Status		Start Date	End Date	Packager	<u>^</u>
8		Unconfirmed	Vi	ew Batch	F2	Automed	
14		Unconfirmed	C	ancel Batch	Del	Automed	
15		Unconfirmed	D.	seeive Patch	<i>b</i> ci	Automed	
16		Unconfirmed				Automed	E
19		Unconfirmed	U	odate Batch Sta	tus	Automed	
21		Unconfirmed	Re	efresh Grid	F5	Automed	
		Unconfirmed		100200220116	111200220115	Automod	





3. A prompt will appear indicating the batch was successfully cancelled. This will remove all traces of the batch from both the client and host systems. Click **OK**.

1.	
	The packager batch was successfully cancelled.
	ОК

Resubmitting a Batch

In the report form, enter the number of the batch that was sent in error or that you want to replace in the **Resub batch #** field.

Packager Service reports:

Compliance	e Label Report		E	
File				
Selection	Selection 2	Options		
General	Header	Body	Central Fill	
- Send	to Central Fill (o	n Print only)		
Package	er: Compliance	label	•	
Resub b	atch #: <mark>15</mark>			

Packager Device reports:

AutoMed R	eport	•		
File				
Selection	Selection 2	Packager Batch	Options	
Packager:	Automed		•	Edit Packagers
		l		

NOTE: There will be no indication at the host site or the client site that the batch has been replaced.





Buddy Fill Order Summary Report

The Buddy Fill Order Summary Report gives the host a list of Rxs and/or drug and quantities that have been packaged for each client location. This allows the host to "bill back" the inventory cost to the client, if desired.

To run the Buddy Fill Order Summary Report, go to Reports > Other > Buddy Fill Order Summary.



Complete the Buddy Fill Order Summary Report form and click Print to generate the report.

Selection tab:

Buddy Fill Order Summary Report	
File	
Selection Options	
Date Range Starting	Ending
Client: Kroll 💌	
Drug Schedule	🗖 Exclude
(All)	F2
Printer	▼ Copies 1 ★
Tray	▼ 🔽 Collate 🗆 Duplex
Restore Defaults	Pre <u>v</u> iew X Close

- **Date Range**: Enter the time frame for the report.
- **Client**: Select the client.





 Drug Schedule: Allows you to run the report for a specific drug schedule or to exclude a specific drug schedule from the report.

Options tab:

Buddy Fill Order Summary Report	
File	
Selection Options	
 Print Store Logo Print patient / Px details Print drug summary Print Exceptions 	Orientation Portrait Landscape
Printer	▼ Copies 1 ♣
Tray	▼ Collate □ Duplex
Restore Defaults	Pre <u>v</u> iew X Close

- **Print Store Logo**: Prints the host site's logo at the top of the report.
- Print patient/Rx details: Prints a detailed breakdown of the Rx received from the client site, including the date received by the host, patient name, batch file number, Rx number, quantity, drug, DIN, manufacturer, pack size, and acquisition cost at the host.
- Print Drug Summary: Prints a detailed breakdown of each drug used by the specific client during the timeframe selected.
- Print Exceptions: Prints a detailed breakdown of the Rxs sent from the client that could not be fulfilled by the Buddy Fill host. This only indicates the Rxs that were unable to be billed back to the client due to errors; not Rxs that were unable to be packaged.





Patient Rx Details

			Buddy Fill	l Orde AB	er Summary				
ReportParamet Date Range	iers								
Buddy Fill Orde	r Summary						Printed	lon:	
DateReceived	Patient	File #	Rx #	Qty	Drug	DIN	Mfr	Pack size	AcqCost
	Complaince Packaging, Patient	43	1000045	1	Nexium 40mg TAB AZC	02244522	AZC	30	2.37
	Von Baron, Snoopy	42	1000042	1	Nexium 40mg TAB AZC	02244522	AZC	30	2.37
	Von Baron, Snoopy	42	1000043	1	Nexium 40mg TAB AZC	02244522	AZC	30	2.37
					-	00045050	A 70 V	500	0.77

Drug Summary

Ruddy Fill Order Cummary						Drinted en	
Buddy Fill Order Summary						Printed on:	
		SUP	nmar NT: Kr	r y roll			
Drug	Strength	Form	Mfr	DIN	Pack size	Qty	AcqCost
Apo-Omeprazole	20mg	CAP	APX	02245058	500	1	0.77
Marchine	40mg	TAR	A7C	02244522	30	3	7 11

Exceptions

Buddy Fill Orde	r Summary				P	rinted on:		
Inventory Adjustment Exceptions CLIENT: Kroll								
DateReceived	Patient	File #	Rx #	Qty	Drug	DIN	Mfr	Pack size
Drug canno	ot be found in the ho	st system:						
		40	1000044	3	Childrens Chauselle Vitamine TAR NOD	00336300		
	Von Baron, Snoopy	42	1000044		CITICIEIS CIENADE VILAITIIIS TAD NOP	00000000		

Rxs printed in the exceptions list indicate that the host and client users need to work together to resolve the issue. Exceptions may be caused by:

- Drug mismatch between the host and the client.
- Inactive drugs records/pack sizes at the host.
- Missing drug records at the host.



Kroll

To resolve:

- Verify the client is selecting the correct drugs to be packaged.
- Verity the drug record/pack size is active, if applicable.
- Add the missing drug record, or advise the client which drug should be used instead.

KROLL TIP: Create a drug group for Buddy Fill and run an Inventory Report. Send the report to the client as a reference for the drugs they are currently using

Troubleshooting

Verify Buddy Fill Host Response

To verify the Buddy Fill host response, go to **Central Fill** > **Ping** and select the Buddy Fill host whose response you want to test.



If the host is accessible, a 'Ping Successful' message will appear showing a small three-digit number. Larger numbers indicate a possible network issue.







Confirm Buddy Fill (IIS) Communication

Any error that refers to SOAP indicates there is a problem with the IIS server location address.

The server name or	address could not be resolved - URL:https://Buddy/k SOAPAction:http://kroll.ca/BuddyFill/1.1/SubmitPacl	BuddyFill/BuddyFillHost.asmx - kagerReport.
Print	Continue	Details >>

To test if the client can communicate with the host, copy the address from the server location field on the Central

Fill Host Information Configuration screen into the address bar in your internet browser.

✓ Central Fill H	lost Information	-	↓ E					
Name	BF Host			Active 🔽				
Postal Code		IMS Client	ld					
Туре	Kroll Buddy Fill 🗨	🔲 Track if F	₨ Shipped					
User ID	Kroll	📃 Track if F	Rx is Received					
Password	###### 📃 Use Robotics-generated Bar Codes to Reconci							
Server Location								
http://Buddy/BuddyFill/BuddyFillHost.asmx								
Packagers (4) (F2) [Ins (De)								
Description			Host Packager ID	<u>^</u>				
SynMed			77					
Packager			9	E				
Automed			2					
Compliance la	abel		9					
				-				
	🗸 ок		🗙 Cancel					





This will bring you to the BuddyFillHost website.

BuddyFillHost Web Service × +	
Buddy/BuddyFill/BuddyFillHost.asmx	
BuddyFillHost	
The following operations are supported. For a formal definition, please review the Service Description.	
• <u>CancelPackagerBatch</u>	
• <u>CancelRx</u>	
• Ping	
<u>PingWithAuthentication</u>	
<u>SubmitPackagerData</u>	
<u>SubmitPackagerReport</u>	
• <u>SubmitRx</u>	
NOTE: If you encounter any errors, contact your local network administrator or a	a Kroll hardware technician to

have the issue resolved.

Client Authentication Error

Client authentication errors indicate the user ID and/or password entered in the **Central Fill Host Information** form do not match those assigned to the client.

Packager Batch Rxs									
Batch #	38	38 Start Date							
Description	Description End Date								
Packager	Automed CF Host BF Host								
There were errors sending this batch. Please correct all errors to proceed.									
Packager Batch Rxs (8)									
RxNum	Patient	BrandName	Status	ErrorMessages	<u>^</u>				
1000025	Von Baron, Sno	Apo-Warfarin (Unconfirmed	Client Authentication Error					
1000026	Von Baron, Sno	Losec 20mg	Unconfirmed	Client Authentication Error					
1000027	Von Baron, Sno	Viagra 25mg	Unconfirmed	Client Authentication Error					
1000029	Von Baron, Sno	Accutane 40m	Unconfirmed	Client Authentication Error	E				
1000030	Von Baron, Sno	Ansaid 50mg	Unconfirmed	Client Authentication Error					
1000033	Von Baron, Sno	Reyataz 150m	Unconfirmed	Client Authentication Error					
1000034	Von Baron, Sno	Apo-Indometh	Unconfirmed	Client Authentication Error					
1000038	Von Baron, Sno	Apo-Omepraz	Unconfirmed	Client Authentication Error					





Verify the user ID and password are entered correctly and that they have not been changed at the host.

🐨 Central Fill H	lost Information							
Name	BF Host			Active 🗹				
Postal Code		IMS Client	ld					
Туре	Kroll Buddy Fill 👻	🔲 Track if F	Rx is Shipped					
UserID	Kroll	🔲 Track if F	Rx is Received					
Password	#####	🔲 Use Rob	otics-generated Bar (Codes to Reconcile				
Server Location								
http://Buddy/Buddy/Eill/Buddy/EillHost.asmx								
Packagers (4))			F2 Ins Del				
Description			Host Packager ID	<u>^</u>				
SynMed			11					
Packager			9	E				
Automed			2					
Compliance la	abel		9					
				_				
				•				
	🛛 🗸 ок		🗙 Cancel					