



CompliPak Report

November 2019

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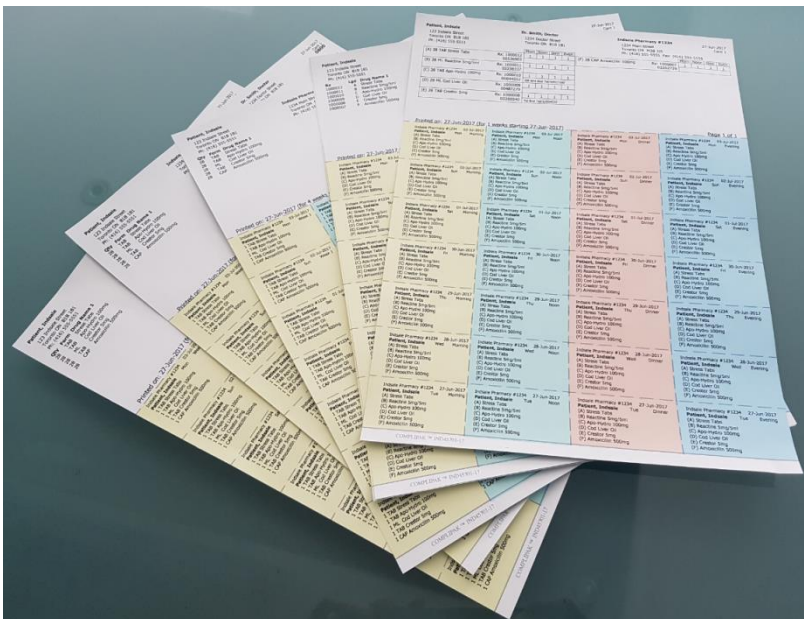
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CompliPak Report

The CompliPak packaging solution was created to prevent errors in medication dispensing. This innovative, patented, cold-sealed, multi-dose packaging system provides a safe and effective solution for dispensing medication. Each pack contains 28 individual blisters with a patient’s medication for a specific intake time (passtimes). Each column in the packaging represents a passtime; each row represents a day of the week.

Located at the top of each individual blister pack lists the patient’s name, medications within, and the time it should be taken. CompliPak packaging in Kroll allows for various customizations that make organizing and dispensing medication simple.

A completed CompliPak Report will look similar to the following:



NOTE: All CompliPak Reports stock must be purchased by the pharmacy from CompliPak or directly from CompliPak. Kroll is not affiliated with the vendors of CompliPak packaging supplies.

CompliPak's Contact Information

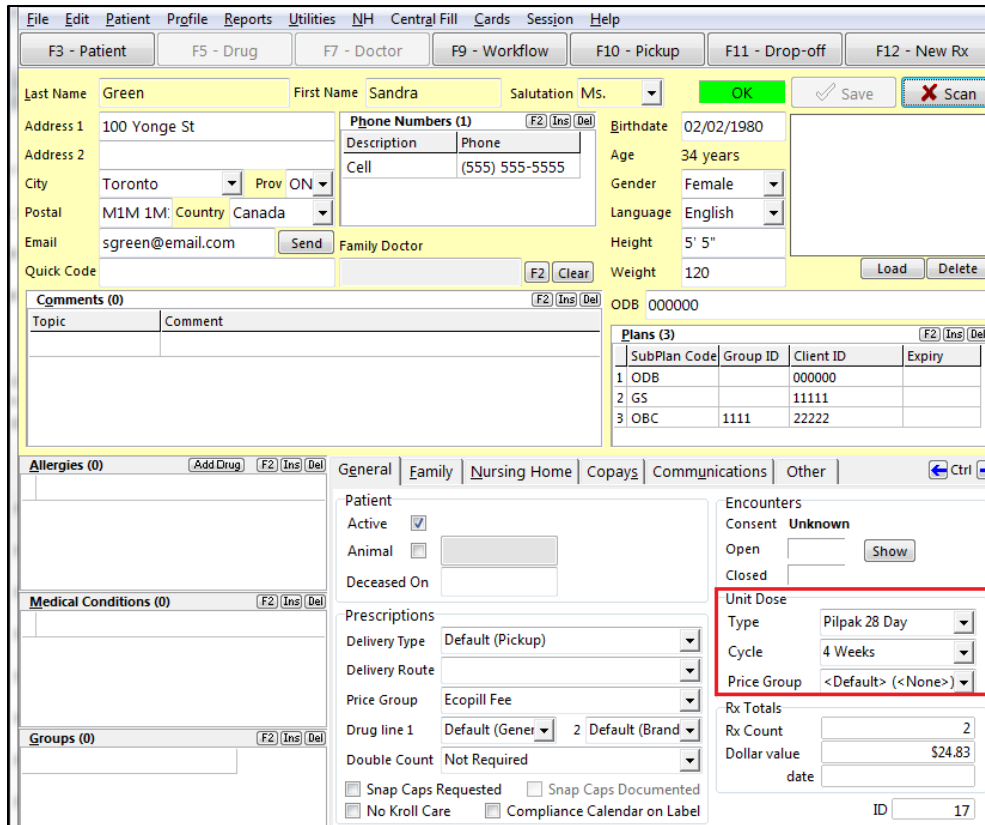
P.O Box 161 Trenton, ON K8V 5R2.

1-833-667-2667

www.complipak.com

Patient Set Up (Retail Patients)

Configuring the F3-Patient Card for Retail CompliPak Report requires only a few steps. Firstly, access the **Extra Info** tab of the patient you are setting up the CompliPak Report for and look for the **Unit Dose** configuration area.



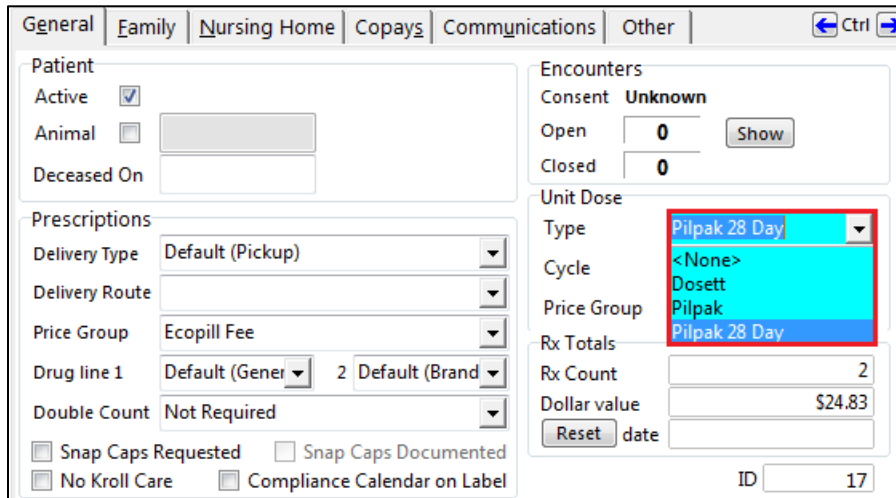
The screenshot shows a patient setup window for 'Sandra Green'. The 'Unit Dose' section is highlighted with a red box. Below is a summary of the visible data and configuration options:

Plans (3)			
SubPlan Code	Group ID	Client ID	Expiry
1 ODB		000000	
2 GS		11111	
3 OBC	1111	22222	

Unit Dose	
Type	Pilpak 28 Day
Cycle	4 Weeks
Price Group	<Default> (<None>)

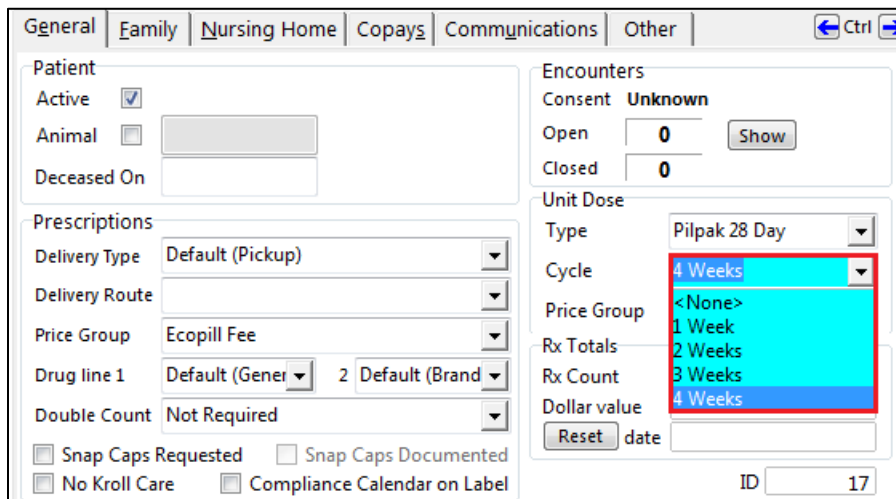
Rx Totals	
Rx Count	2
Dollar value	\$24.83
date	
ID	17

- Type:** there are 3 different types of unit dose packaging available: Dossett, Pilpak and Pilpak 28 Day. For CompliPak, it is recommended that **Pilpak 28 Day** is selected. This accurately reflects the number of blisters available in a CompliPak card (4 intake times x 7 days = 28 blisters).



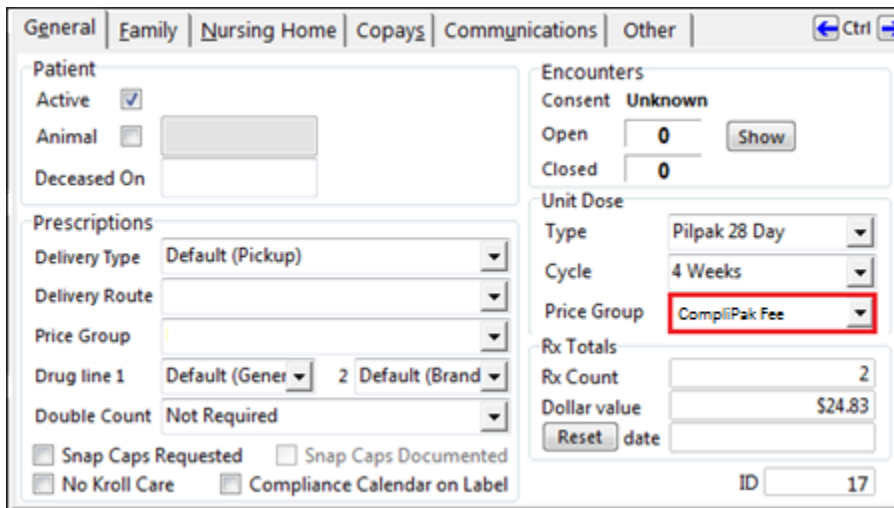
The screenshot shows a software interface with several tabs: General, Family, Nursing Home, Copays, Communications, and Other. The 'General' tab is active. On the left, there are sections for 'Patient' (Active checked, Animal unchecked, Deceased On empty), 'Prescriptions' (Delivery Type: Default (Pickup), Delivery Route empty, Price Group: Ecopill Fee, Drug line 1: Default (Gener) 2 Default (Brand), Double Count: Not Required), and checkboxes for Snap Caps and No Kroll Care. On the right, there are sections for 'Encounters' (Consent: Unknown, Open: 0, Closed: 0), 'Unit Dose' (Type: Pilpak 28 Day, Cycle: <None>, Price Group: Pilpak, Rx Totals: Pilpak 28 Day), 'Rx Count' (2), 'Dollar value' (\$24.83), and an ID field (17). A dropdown menu is open for the 'Type' field, showing options: <None>, Dossett, Pilpak, and Pilpak 28 Day (highlighted in blue).

- Cycle:** you may also optionally select a unit dose **Cycle** to indicate the number of weeks that the patient would like packaged at one time. Users can choose from 1 week, 2 weeks, 3 weeks, or 4 weeks.



The screenshot shows the same software interface as above, but with the 'Cycle' dropdown menu open. The 'Type' dropdown is still set to 'Pilpak 28 Day'. The 'Cycle' dropdown shows options: <None>, 1 Week, 2 Weeks, 3 Weeks, and 4 Weeks (highlighted in blue). All other fields and sections remain the same as in the previous screenshot.

- Price Group:** If the pharmacy is charging a different cost structure or a supplementary fee for Report prescriptions and has already created a **strategy** in pricing configurations, simply select the **strategy** from the **Price Group** drop down menu (please call Kroll Software at 1-800-263-5876 ex. 1) if you require assistance setting up a special pricing strategy. Take note that this **strategy** only applies to prescriptions that have **Unit Dose** activated at the prescription level.

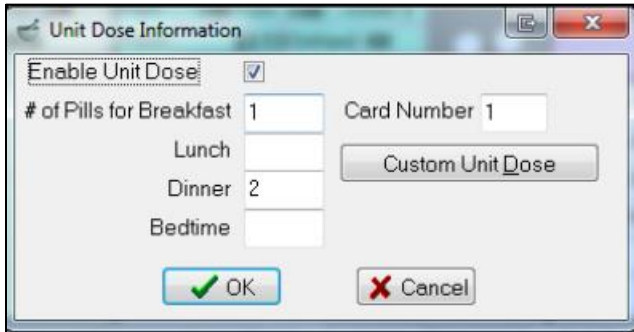


Filling Retail CompliPak Report Prescriptions

- When filling for CompliPak Report (unit dose) prescriptions, the patient, doctor, drug, SIG and dispense information must be entered as usual. Keep in mind the **cycle** that was selected in the patient card in order to fill the prescription for the correct dispense quantity.
- Once all prescription information has been entered and searches are complete, the **Unit Dose Information** window will appear. Users can also manually access this window by pressing **CTRL+U** on the keyboard or by clicking the word “Unit Dose” on the F12-Filling Screen.



- Enter the appropriate amount of medication to be taken at the corresponding time of day in the '**# of Pills for...**' field. There are four (4) choices to choose from: Breakfast, Lunch, Dinner, and Bedtime. (The figure below shows the configuration for a medication that is taken 1 tablet at breakfast and 2 tablets at Dinner).



Unit Dose Information

Enable Unit Dose

of Pills for Breakfast 1 Card Number 1

Lunch

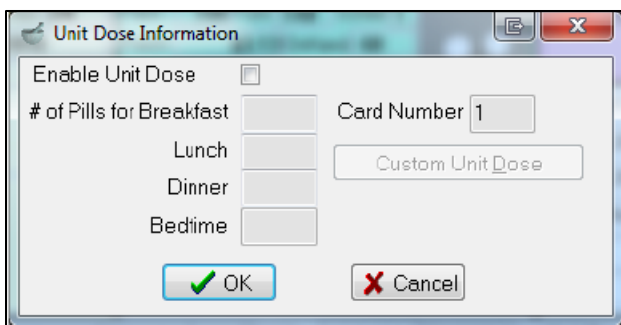
Dinner 2

Bedtime

Custom Unit Dose

OK Cancel

- Should the medication be in a form that cannot be included in the CompliPak Report, turn OFF the **Enable Unit Dose** flag by clicking on the checkbox and removing the checkmark. Once unit dose is disabled in this section, the prescription will not be included in the CompliPak report.



Unit Dose Information

Enable Unit Dose

of Pills for Breakfast Card Number 1

Lunch

Dinner

Bedtime

Custom Unit Dose

OK Cancel

- Click **OK** or press **Enter** on the keyboard to save the unit dose configurations for the prescription and return to the F12-Filling Screen. Notice that the **Unit Dose** section of the filling screen will be populated with passtime abbreviation(s) followed by corresponding number of pills when unit dose is enabled.

<table border="1"> <tr> <td>APX</td> <td>APX</td> </tr> <tr> <td>Sched 1</td> <td></td> </tr> <tr> <td>and -60</td> <td></td> </tr> <tr> <td>Qty 0</td> <td></td> </tr> </table>	APX	APX	Sched 1		and -60		Qty 0		<table border="1"> <tr> <td>Address</td> <td>Hospital</td> <td>Toronto</td> </tr> <tr> <td>Phone</td> <td>(416) 383-1010</td> <td>Lic# 99999</td> </tr> </table>	Address	Hospital	Toronto	Phone	(416) 383-1010	Lic# 99999																							
APX	APX																																					
Sched 1																																						
and -60																																						
Qty 0																																						
Address	Hospital	Toronto																																				
Phone	(416) 383-1010	Lic# 99999																																				
<table border="1"> <tr> <td>Init</td> <td>KC</td> <td>Auth Qty</td> <td>140</td> <td>5</td> </tr> <tr> <td>Disp Qty</td> <td>28</td> <td>Refills(+)</td> <td>140</td> <td>5</td> </tr> <tr> <td>Days</td> <td>28</td> <td>G.P. %</td> <td>92.49</td> <td></td> </tr> <tr> <td>Prod Sel</td> <td>None</td> <td>Cost</td> <td>\$0.75</td> <td></td> </tr> <tr> <td>D/W</td> <td></td> <td>Markup</td> <td>\$0.22</td> <td></td> </tr> <tr> <td>Labels</td> <td>1 F2</td> <td>Fee</td> <td>\$10.74</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>\$11.71</td> <td></td> </tr> </table>	Init	KC	Auth Qty	140	5	Disp Qty	28	Refills(+)	140	5	Days	28	G.P. %	92.49		Prod Sel	None	Cost	\$0.75		D/W		Markup	\$0.22		Labels	1 F2	Fee	\$10.74				Total	\$11.71		<table border="1"> <tr> <td>Unit Dose (Ctrl-U):</td> <td>Brk:1, Din:2</td> </tr> </table>	Unit Dose (Ctrl-U):	Brk:1, Din:2
Init	KC	Auth Qty	140	5																																		
Disp Qty	28	Refills(+)	140	5																																		
Days	28	G.P. %	92.49																																			
Prod Sel	None	Cost	\$0.75																																			
D/W		Markup	\$0.22																																			
Labels	1 F2	Fee	\$10.74																																			
		Total	\$11.71																																			
Unit Dose (Ctrl-U):	Brk:1, Din:2																																					

- Continue to fill the prescription by pressing **F12-Fill Rx** as usual.

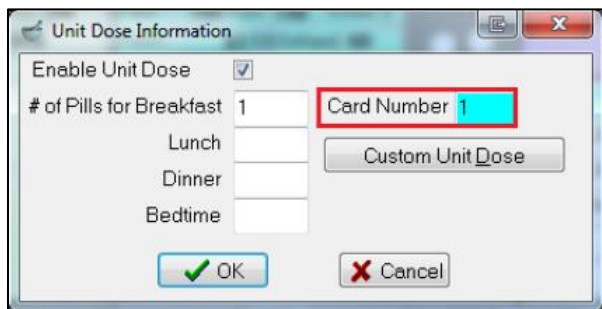
Extra Functions from the Unit Dose Information Window

The following section explains how and when to use the two extra functions located on the **Unit Dose Information** window.

Card Number

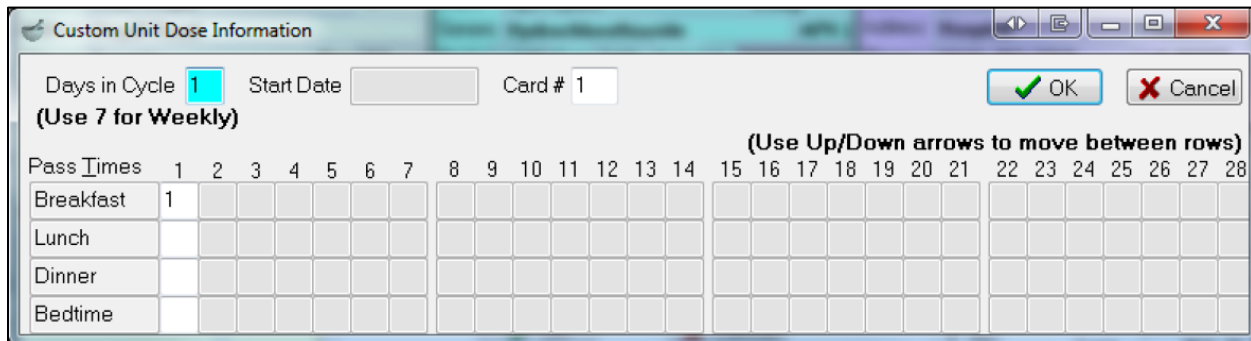
Each individual cell in a **CompliPak** Report card can hold a certain number of pills depending on the size and shape of the medications being packaged; therefore, users can manually allocate which medications they would like to print on which card. A patient may have numerous cards for each week depending on the number of medications they are required to take daily. As well, patients may have more than one card if they want certain medications packaged separately.

If a user does not manually allocate a specific card number for a prescription it will default to “1” up to a maximum of 12 prescriptions/card at which time the card number will default to “2”.



Custom Unit Dose

The **Custom Unit Dose** option is used for medications that have staggered or varied dosing (e.g. 1 tablet every other day; 1 tablet once a week; 1 tablet on Monday, Wednesdays and Fridays). Invoke the option by clicking on the **Custom Unit Dose** button or by pressing **CTRL+D** on the keyboard from the **Unit Dose Information** screen; this will call up the **Custom Unit Dose Information** window.



Custom Unit Dose Information

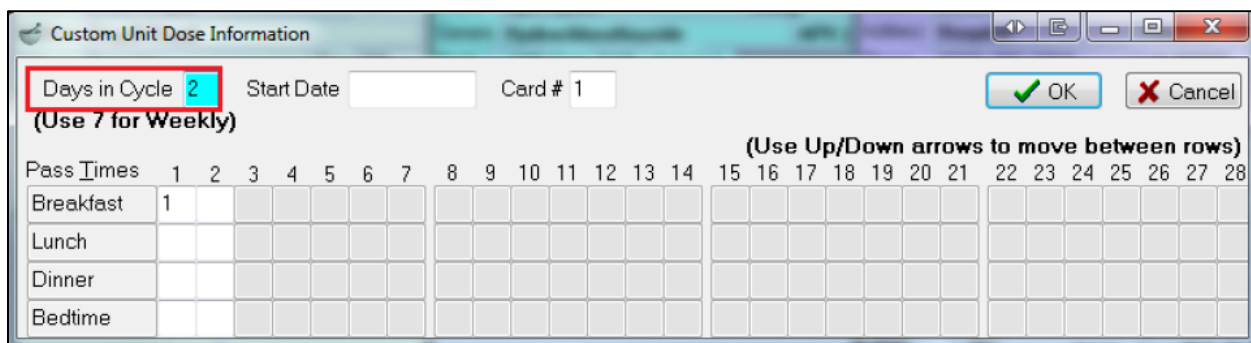
Days in Cycle Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

- **Days in Cycle:** This field represents the number of days that elapse before a medication cycle repeats itself. For example, a SIG instruction to “Take 1 tablet in the mornings every other day” will have a “Days in Cycle” of 2 days.



Custom Unit Dose Information

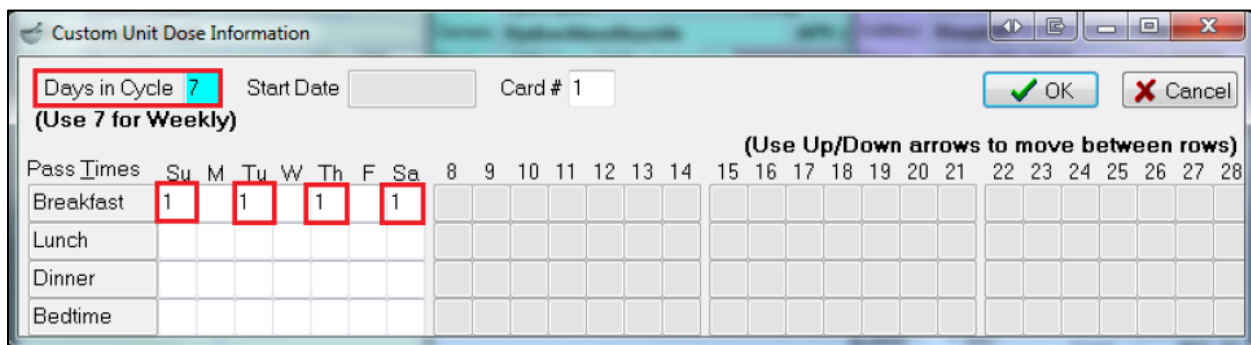
Days in Cycle Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

- A SIG instruction to “Take 1 tablet on Sunday, Tuesday, Thursday and Saturday” will have a “Days in Cycle” of 7 days.



Custom Unit Dose Information

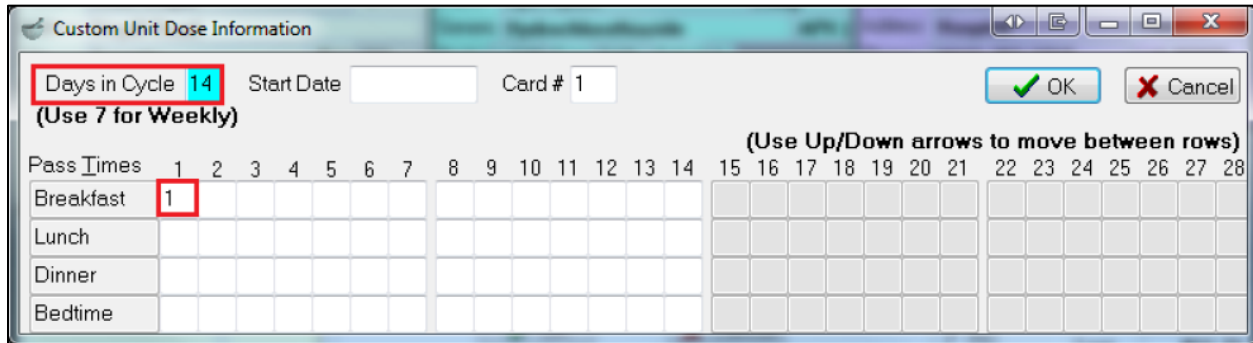
Days in Cycle Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	Su	M	Tu	W	Th	F	Sa	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1		1		1		1																					
Lunch																												
Dinner																												
Bedtime																												

- A SIG instruction to “Take 1 tablet once every 2 weeks in the morning” will have a “Days in Cycle” of 14 days.



Custom Unit Dose Information

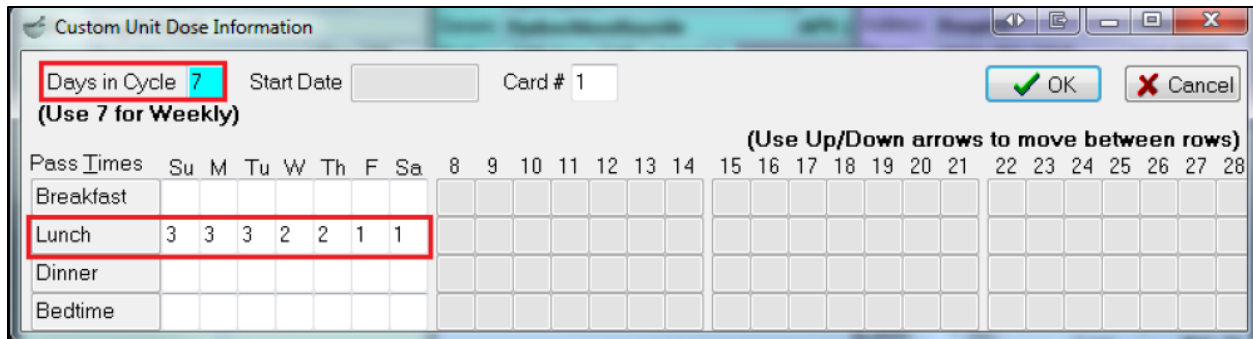
Days in Cycle **14** Start Date Card # 1 OK Cancel

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

- Tapering doses with a weekly cycle may look something like this:



Custom Unit Dose Information

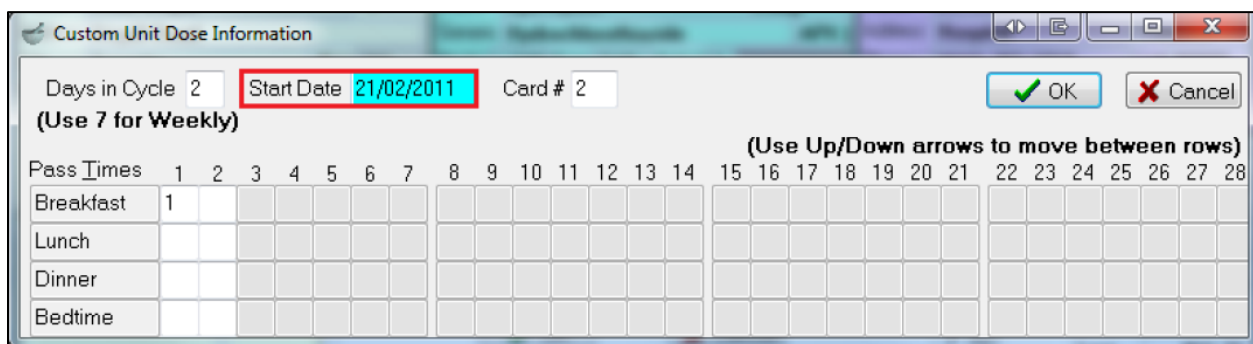
Days in Cycle **7** Start Date Card # 1 OK Cancel

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	Su	M	Tu	W	Th	F	Sa	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast																												
Lunch			3	3	3	2	2	1	1																			
Dinner																												
Bedtime																												

- **Start Date:** This is the date the patient starts the CompliPak package. **Start Dates** are required for proper configuration of custom unit dose prescriptions.



Custom Unit Dose Information

Days in Cycle 2 Start Date **21/02/2011** Card # 2 OK Cancel

(Use 7 for Weekly)

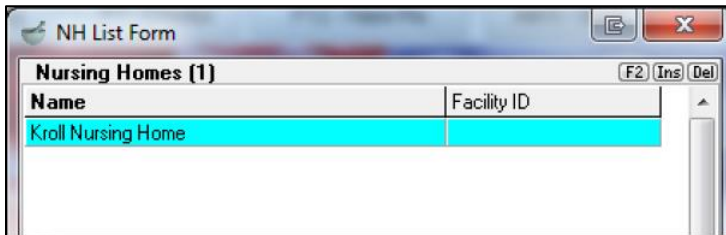
(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

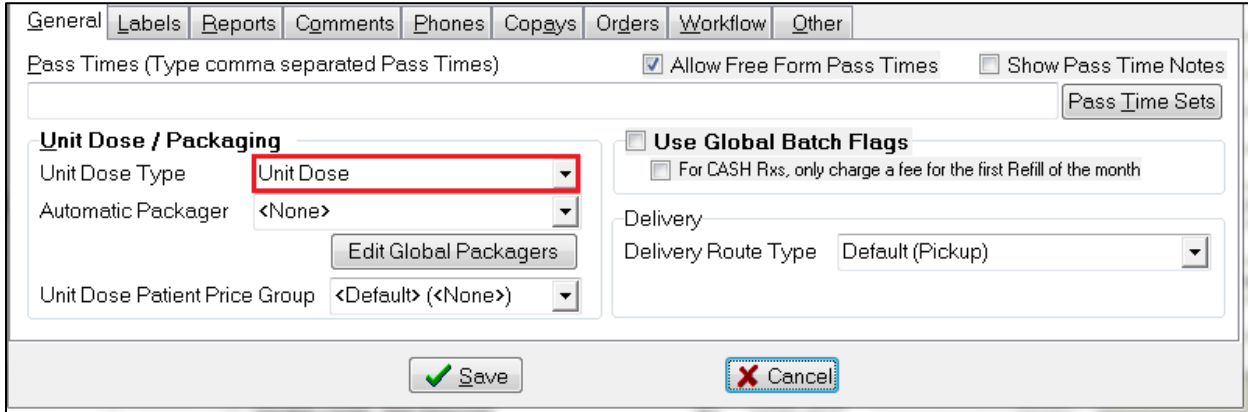
Nursing Home CompliPak Report Setup

CompliPak Report setup for Nursing Home patients is slightly different than for retail patients as it is done at the Nursing Home configuration level. Access the **Nursing Home Form** as follows:

1. Go to **NH > Edit Nursing Home List**.
2. Login with your Kroll Initials and Password to bring up the **NH List Form**.
3. Double click on the nursing home you want to configure CompliPak Report packaging for.



4. From the **General** tab of the **Nursing Home Form**, locate the **Unit Dose/Packaging** section.
5. Select **Unit Dose** from the **Unit Dose Type** dropdown menu.



General | Labels | Reports | Comments | Phones | Copays | Orders | Workflow | Other

Pass Times (Type comma separated Pass Times) Allow Free Form Pass Times Show Pass Time Notes Pass Time Sets

Unit Dose / Packaging

Unit Dose Type: **Unit Dose** (dropdown menu)

Automatic Packager: <None> (dropdown menu)

Edit Global Packagers

Unit Dose Patient Price Group: <Default> (<None>) (dropdown menu)

Use Global Batch Flags

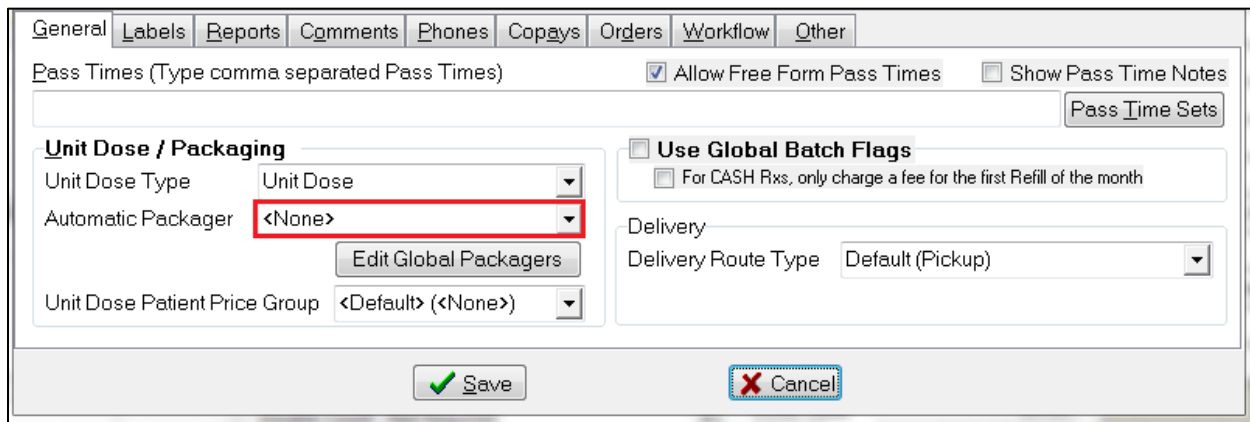
For CASH Rxs, only charge a fee for the first Refill of the month

Delivery

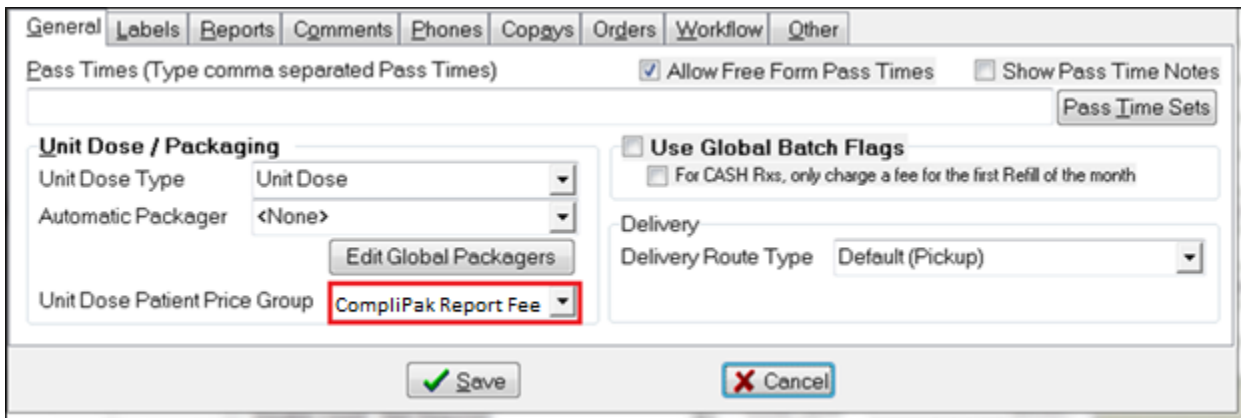
Delivery Route Type: Default (Pickup) (dropdown menu)

Save Cancel

- Set the Automatic packager to **<None>**.



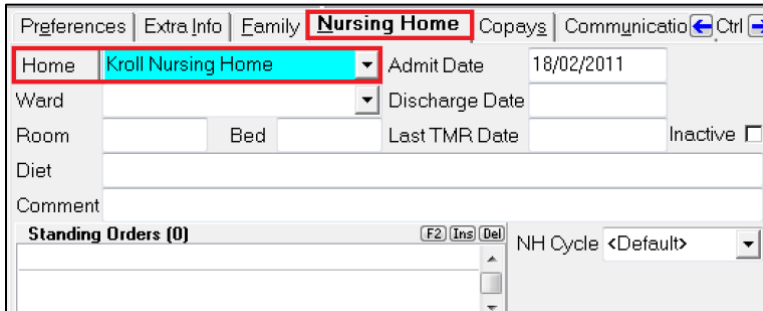
- Select **CompliPak Report Fee** from the **Unit Dose Patient Price Group** dropdown menu.



- Click **Save** or press **Enter** on the keyboard to save changes to the **Nursing Home Form**.

NOTE: By configuring Unit Dose at the nursing home level, every patient in the home, and all the patients added to the home will automatically be set for unit dose dispensing; therefore, there is no initial set up at the patient level (unlike Retail CompliPak).

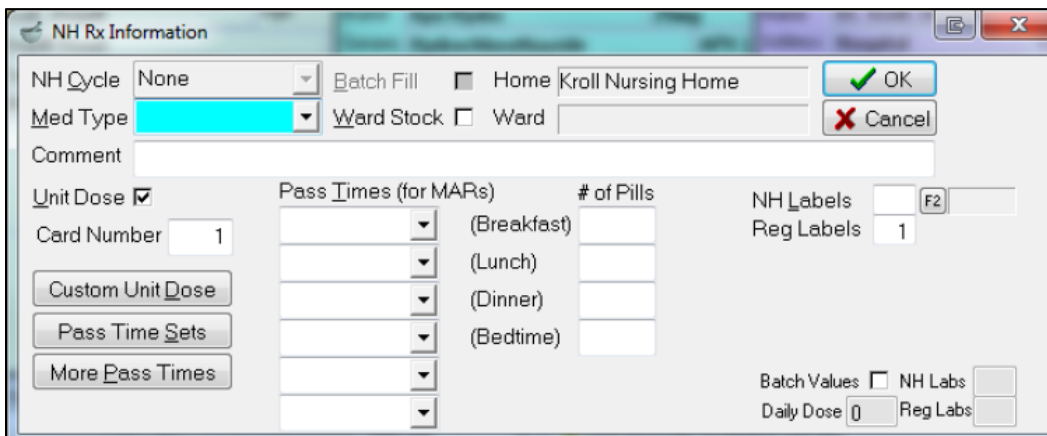
Add a new patient to an existing home by going into the F3-Patient Card and click on the **Nursing Home** tab. Select the correct nursing home from the dropdown menu as well as the corresponding ward and other supplementary information as required.



Filling Nursing Home CompliPak Prescriptions

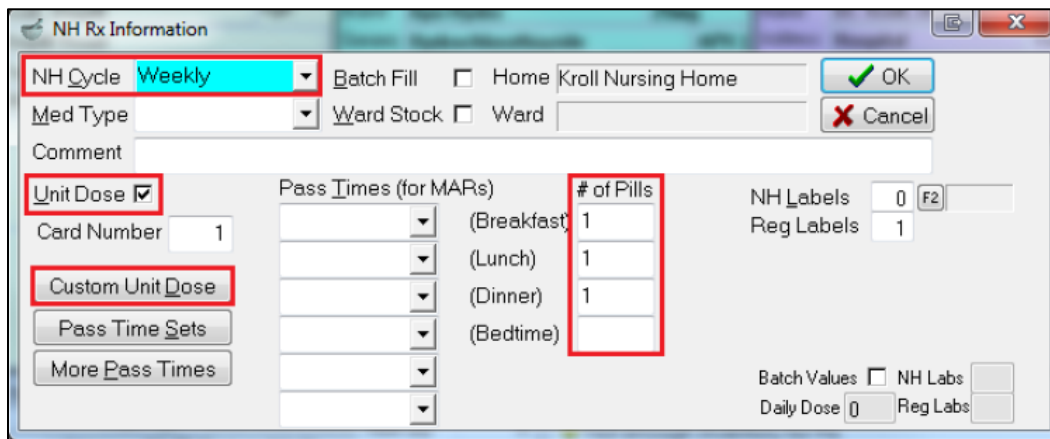
When filling Nursing Home CompliPak prescriptions, the unit dose window is slightly different than the window displayed for Retail prescriptions. The **Nursing Home Rx Information (ALT+N)** window replaces the Unit Dose (CTRL+U) window and allows more information to be entered in regards to **Cycles, Med Types, Unit Dose, Card Number, Passtimes, Labels** and **Batch Filling**. Not all of this information is required in order to fill the prescription as CompliPak, but this window displays any and all Nursing Home related information.

1. When filling a NH CompliPak prescription, the patient, doctor, drug, SIG and dispense information must be entered as usual. Keep in mind the **cycle** that was selected in the **Nursing Home Form** in order to fill the prescription for the correct dispense quantity.
2. Once all prescription information has been entered and searches are complete, the **NH Rx Information** window will appear. Users can also manually access this window by pressing **ALT+N** on the keyboard or by clicking the word "NH" on the F12-Filling Screen.



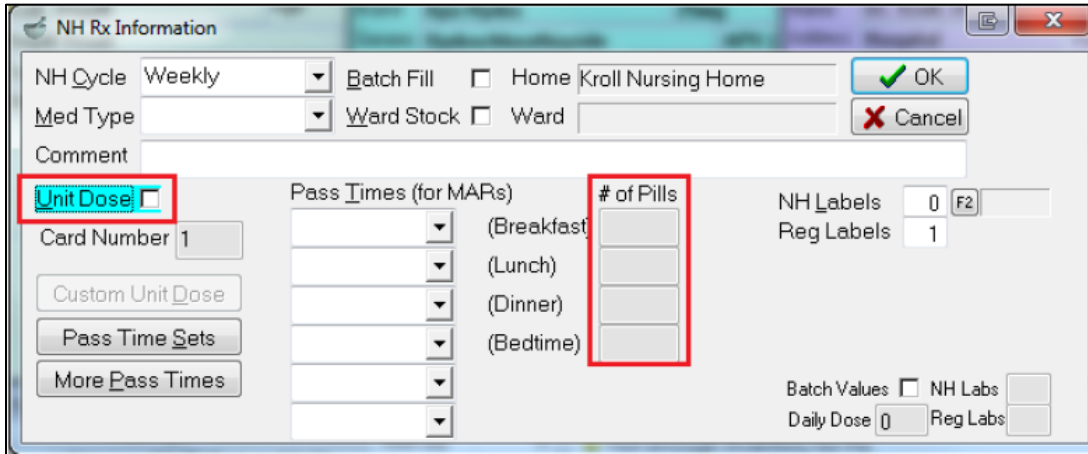
3. The minimum required information in order to process nursing home CompliPak prescriptions correctly is as follows:

- The **Unit Dose** Flag must be checked.
- The **# of Pills** section must be populated to correspond with the times at which the medication is to be taken.
- The **Card Number** Field has to be populated with a number. Kroll will automatically fill this number in, but users can modify this to have certain medications show up on specific cards.
- The **Custom Unit Dose** window is available from the **NH Rx Information** window and will allow users to specify particular days which the medication is to be taken if it is not dosed the same from day to day.



NOTE: The **Med Type** field, **Pass Times**, **Pass Time Sets** and **More Pass Times** fields are required for the purposes of MAR sheet production, not CompliPak packaging.

- If the medication is in a form that cannot be included in the CompliPak packaging, turn OFF **Unit Dose** by clicking on the checkbox and removing the checkmark. Notice that the **# of Pills for...** fields will be greyed out.



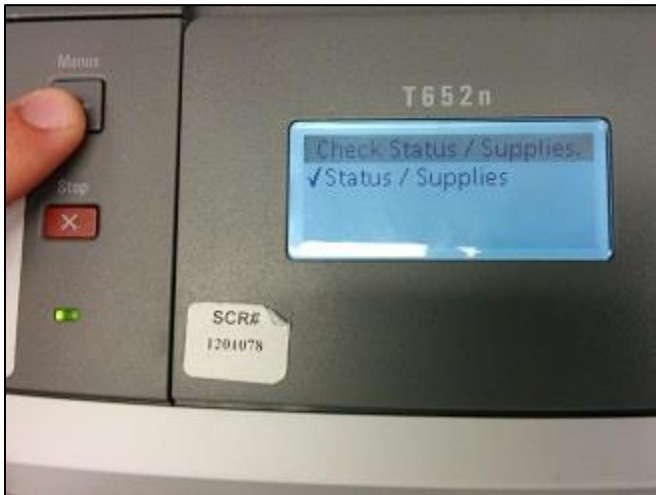
- Click **OK** or press **Enter** on the keyboard to save the unit dose configurations for the prescription and return to the F12-Filling Screen. Notice that the **NH (ALT+N)** section of the filling screen will be populated with passtime abbreviation(s) followed by corresponding number of pills when unit dose is activated.

APX	Address	Hospital	Toronto
	Phone	(416) 383-1010	Lic# 99999
	Init	KC	Auth Qty 140 5
	Disp Qty 28	Refills(+)	Rem Qty 140 5
	Days 28	G.P. %	92.49
	Prod Sel None	Cost	\$0.75
	O/W	Markup	\$0.22
	Labels 1 F2	Fee	\$10.74
		Total	\$11.71
Counselling	NH (Alt-N): -Brk:1		

- Continue to fill the prescription by pressing **F12-Fill Rx** as usual.

Printer Setup

This section explains how to setup your Lexmark printer to print the CompliPak Report for standard use. Press the **Menu** button on the printer.



7. Use the arrow buttons to select **Paper Menu** and press the ✓ button.



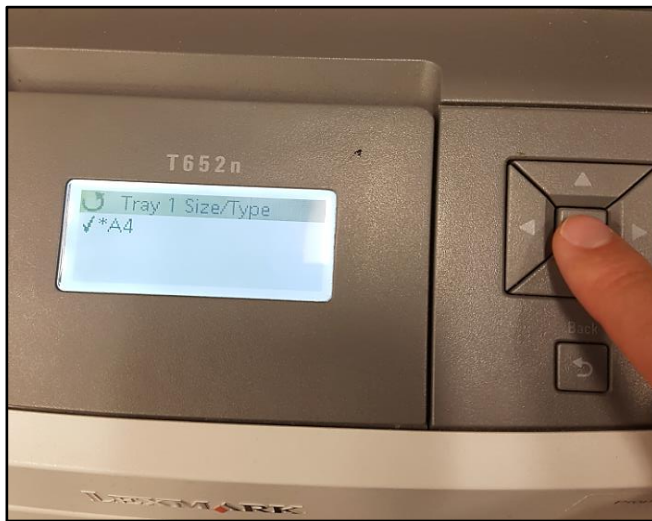
8. Select **Paper Size/Type** and press the ✓ button.



9. Select the tray that contains the CompliPak labels and press the ✓ button.

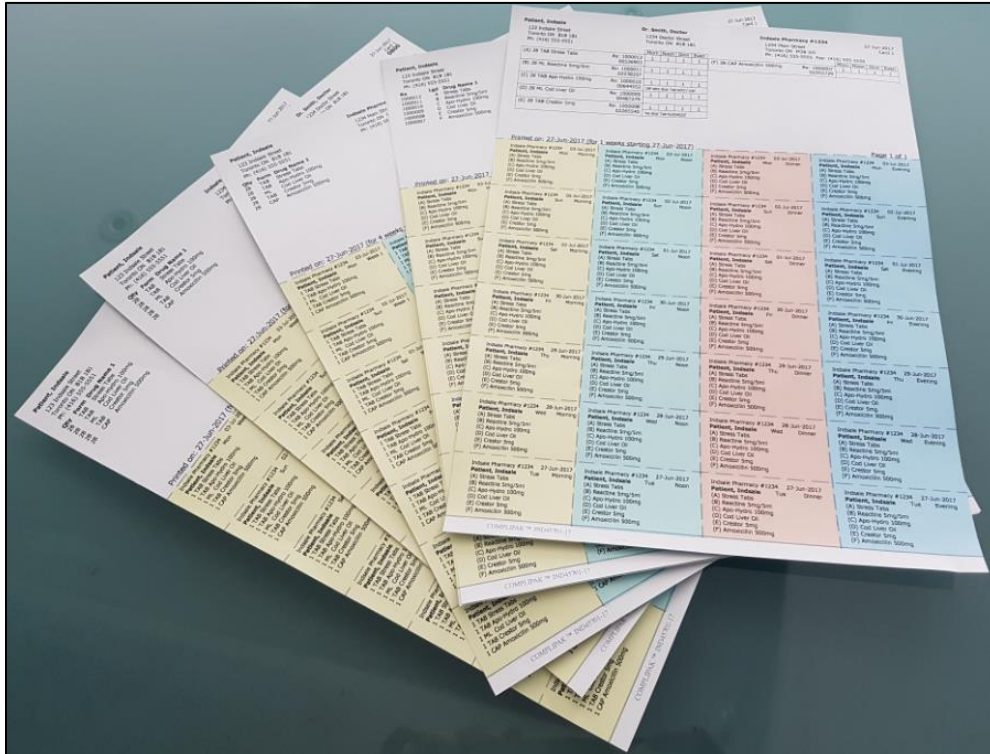


10. Select **A4** size if it has not already been selected and press the ✓ button.



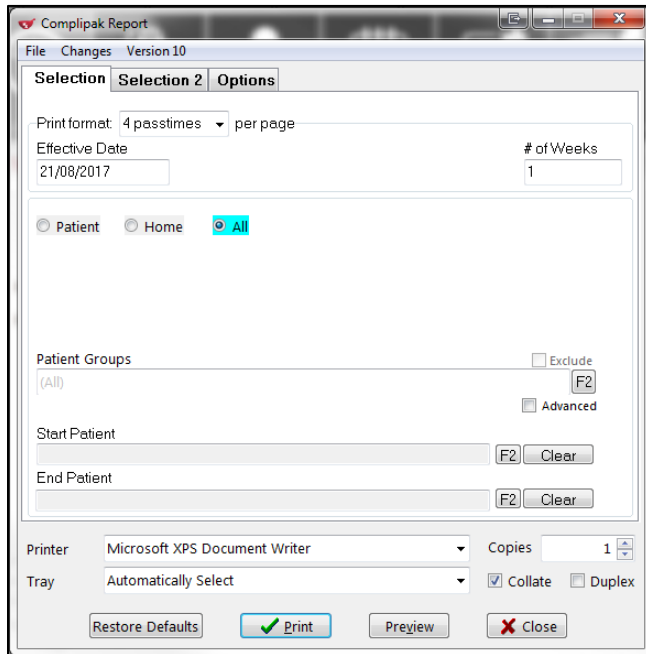
Running the CompliPak Report

Once all of the CompliPak prescriptions have been properly configured and processed in Kroll, the user can generate the **CompliPak Report**. The CompliPak report is the lid that will be applied to the adhesive coated plastic tray of blisters. The report lid does not contain adhesive. CompliPak labels must be purchased from the pharmacy's preferred wholesaler.



To generate the **CompliPak Report**, go to **Reports > Patient > CompliPak Report**, or bring up the **F3-Patient Card** and select **Reports > CompliPak Report**.

Selection Tab

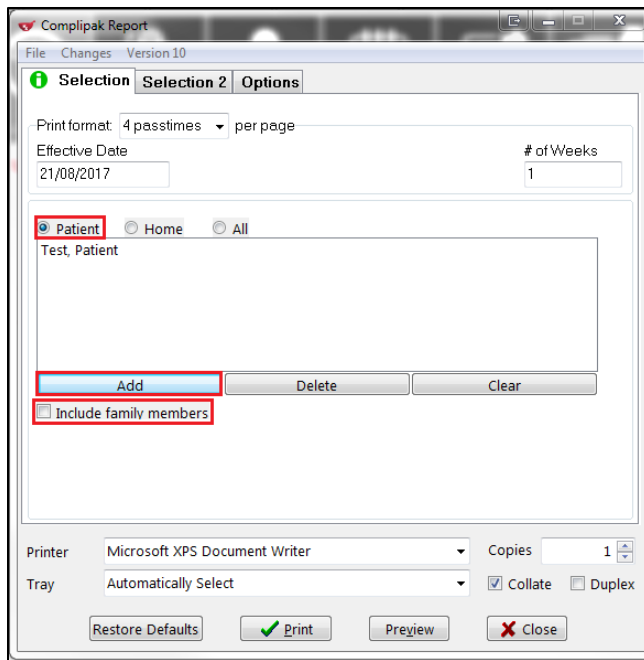


- **Print Format [4 Passtimes] per page:** The report will print each card with 4 timeslots (Breakfast, Lunch Dinner and Bedtime) that will supply one week worth of all medications being packaged.
- **Print Format 4 Weeks Per Page:** The report will print one card for each timeslot and each card will hold 4 weeks' worth of medication (e.g. One card for Breakfast with Week 1, Week 2, Week 3, Week 4, and then repeated for Lunch, Dinner and Bedtime).
- **Effective Date:** This field denotes the first day that the patient starts taking the medication.
- **# of Weeks:** This option is only available when a print format **4 passtimes per page** is selected. The number entered in this field indicates the number of weeks of medication that is packaged each time the patient picks up their medication.

The Patient/Home/All frame allows users to generate the report for specific patient(s), nursing homes, or all patients.

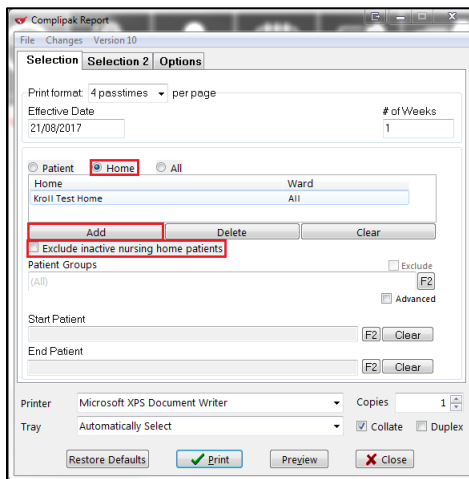
- To generate the report for specific patients, select the **Patient** radio button and click **Add**. Perform a patient search, highlight the patient record, and click **Select**. Repeat this step for each patient you want included in the report.

If you want the patient's family members included in the report, check **Include family members**.

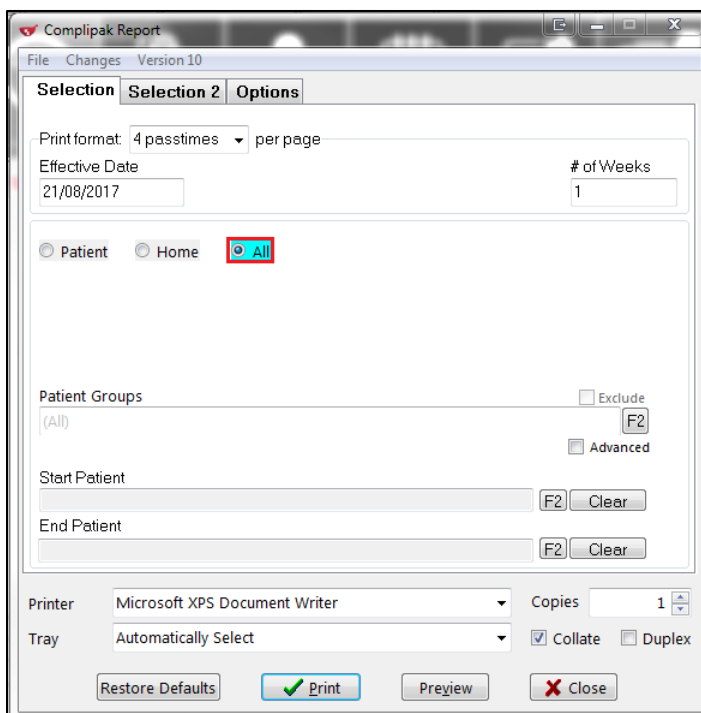


- To generate the report for a nursing home, select the **Home** radio button and click **Add**. Select the nursing home from the **Home** dropdown menu and click **OK**. Repeat this step for each home you want included in the report.

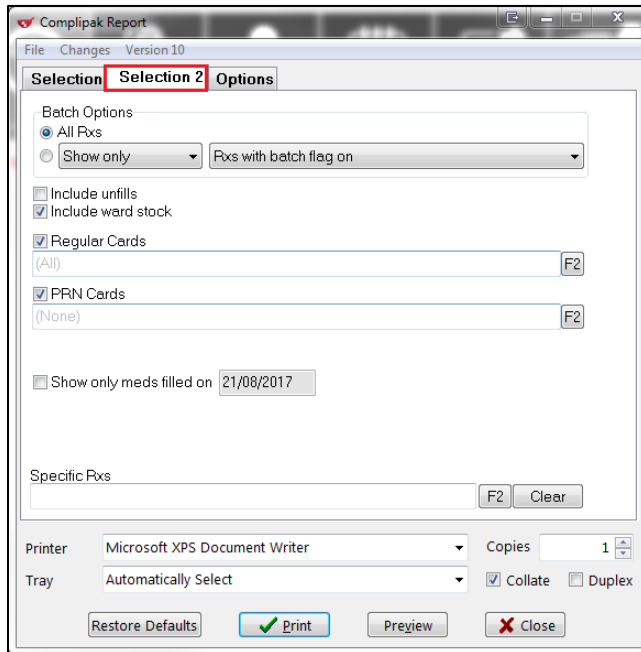
If you want to exclude inactive nursing home patients from the report, check **Excluded inactive nursing home patients**.



- To generate the report for all patients with CompliPak - configured prescriptions, select the **All** radio button



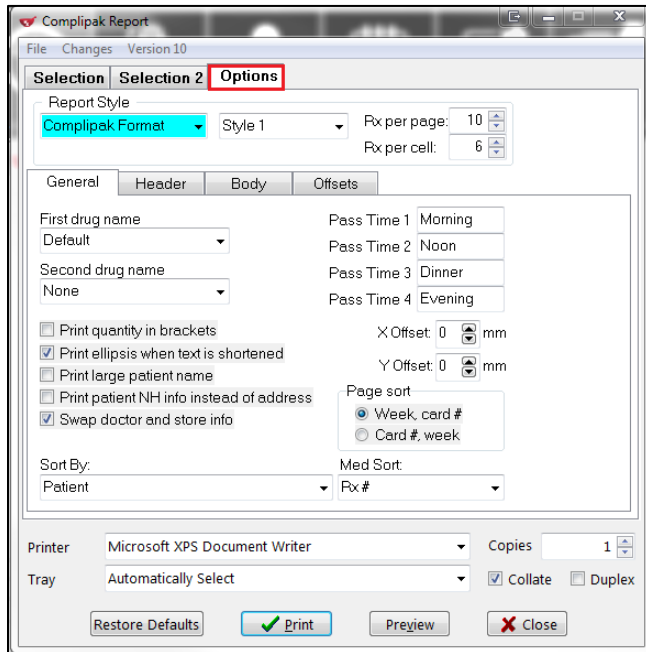
Selection 2 Tab



The screenshot shows the 'CompliPak Report' application window with the 'Selection 2' tab active. The 'Batch Options' section includes radio buttons for 'All Rxs' (selected) and 'Show only', and a dropdown menu for 'Pxs with batch flag on'. The 'Include unfills' checkbox is unchecked, while 'Include ward stock', 'Regular Cards', and 'PRN Cards' are checked. The 'Show only meds filled on' field is set to '21/08/2017'. The printer is set to 'Microsoft XPS Document Writer' with 1 copy. The 'Print' button is highlighted in green.

- **Batch Options:** The options under this heading allow users to include or exclude prescriptions that were batched, that have the batch flag on or off, or to include all prescriptions regardless of batch status
- **Include Unfills:** If this option is flagged, then Unfilled prescriptions will be included in the CompliPak report.
- **Include Ward Stock:** If this option is flagged, then Ward Stock prescriptions will be included in the CompliPak report.
- **Regular Cards:** If the patient has more than one regular card of medication, this option allows you to print specific cards. Regular cards are considered any medication that is taken on a regular basis and not taken only when needed.
- **PRN Cards:** If the patient has more than one PRN card of medication, this option allows users to print specific cards. PRN cards are considered to be any medication that is only taken when needed and not on a regular basis.
- **Show only meds filled on DD/MM/YYYY:** This option allows user to print CompliPak cards based on the specific date that the prescription(s) were filled. All prescriptions NOT filled on the specified date will be ignored by the report and will not be printed.
- **Specific Rxs:** This option allows users to manually input prescription numbers and choose only specific ones to print on the report. To select the Rx(s) click or press **F2**.

Options Tab

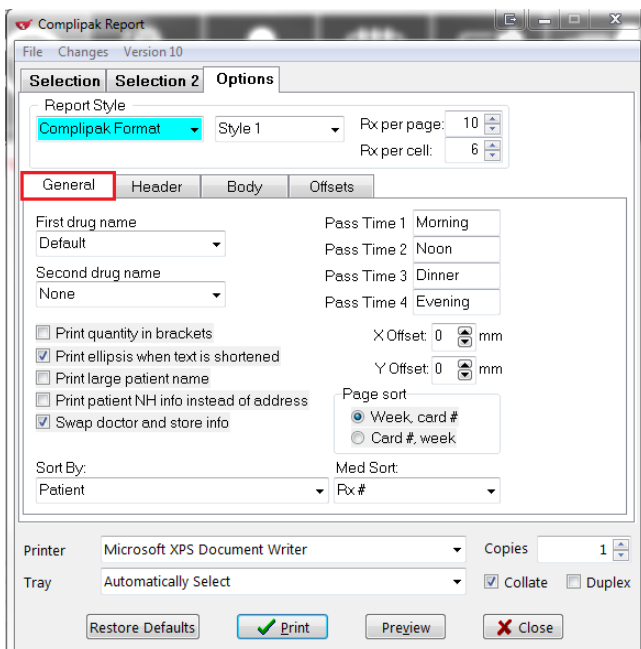


The screenshot shows the 'Options' tab of the 'Complipak Report' application. The 'Report Style' is set to 'Complipak Format' and 'Style 1'. The 'Rx per page' is 10 and 'Rx per cell' is 6. The 'General' sub-tab is active, showing settings for drug names, pass times, and various checkboxes for printing options. The printer is set to 'Microsoft XPS Document Writer' and 'Copies' is 1. The 'Print' button is highlighted.

Users can configure up to two report styles. The report can accommodate a maximum of 16 Rxs per page and 12 Rxs per blister cell.

General Sub Tab

A number of customizable options are listed in the **General** sub tab. All of these options can be turned on or off depending on the information that needs to be printed on the report.



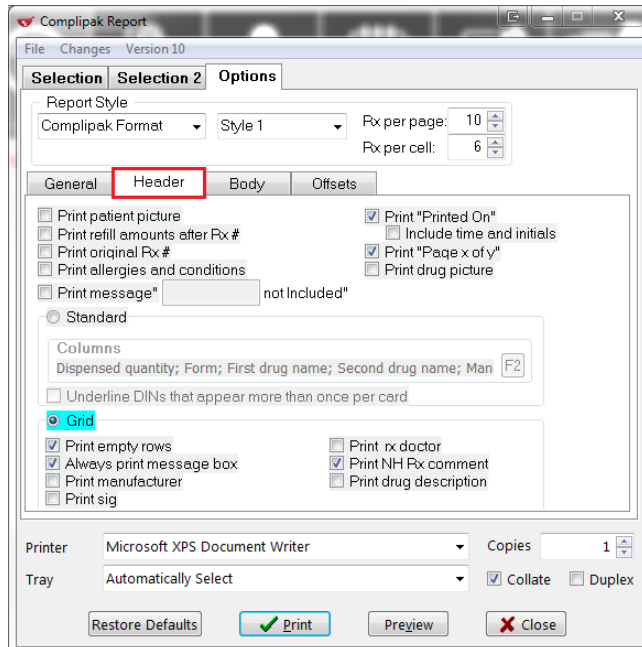
The screenshot shows the 'General' sub-tab of the 'Complipak Report' application. The 'General' sub-tab is highlighted with a red box. The settings for drug names, pass times, and checkboxes are visible. The printer and tray settings are also shown. The 'Print' button is highlighted.

- **First Drug Name:** Select from Brand or Generic name if diverging from the default setting.

- **Second Drug Name:** Select from None, Brand, Generic, Description or 'equivalent to' if diverging for the default setting.
- **Pass Time 1, 2, 3 and 4:** The pass time fields allow users to change the naming of the pass times. For example, the pass times can be set to 8:00am, 12:00pm, 5:00pm, and 10:00pm, OR Morning, Noon, Evening, Dinner.
- **X Offset and Y Offsets:** The **X** and **Y** offsets allow the user to move the entire report up and down (Y-Axis) and left and right (X-Axis) to center the report so that it prints properly on the sticky **CompliPak** paper.
- **Print quantity in brackets:** When this option is ON, the quantities of medication in the header and the body will have brackets around them.
- **Print ellipsis when text is shortened:** When this option is ON and there is not enough room on the report to accommodate certain text, an ellipsis will print (...) to alert the user that here is more text than was printed.
- **Print Large Patient Name:** When this option is ON, the patient name prints large in the upper left hand corner of the report header. The size of the patient name on the blister cells remains the same.
- **Print Patient NH info instead of Address:** When this option is ON, the Nursing Home information (NH name, ward, etc.) is printed on the report header instead of the patient's home address information.
- **Swap Doctor and Store Info:** This option switches the placement of the Doctor and Store Info on the report.
- **Page Sort:** Users can sort either by the Week number first or the Card number first.
- **Sort By:** This option allows the report to be sorted by different options. For the **CompliPak** report, the default is sort by patient which is the standard setting.
- **Med Sort:** This option allows medications to be sorted by certain options such as Rx#, MAR sort order, and Fill Date. The default is by Rx#.

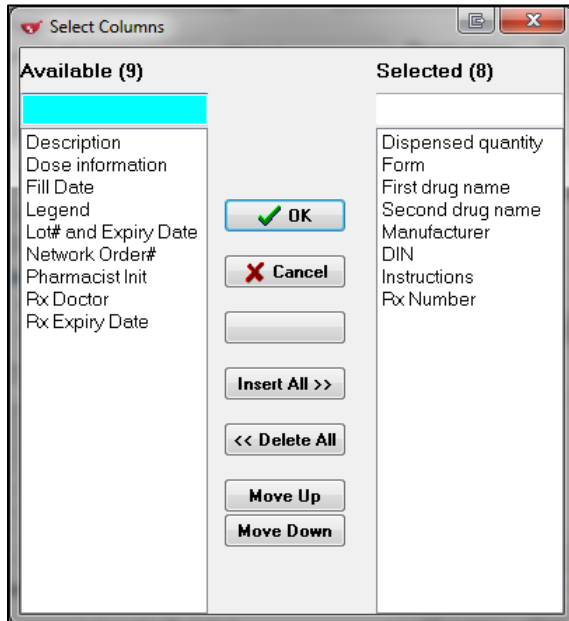
Header Sub Tab

The **Header sub tab** controls what is printed on the top of the CompliPak report which contains information regarding the patient and the medications being packaged in the blister.



- **Print Refill Amounts After Rx #:** When this option is ON, the number of refills will print in brackets after the Rx # on the header.
- **Print Original Rx #:** When the option is ON, the original Rx number will be printed in the header, not the current Rx number.
- **Print Allergies and Conditions:** When this option is checked, a patient's allergies and conditions are printed on the lower middle portion of the header.
- **Print "_____ not Included" Message:** This option allows users to enter a word to fill in the blank to notify the patient that something is not included on this CompliPak Report. The message will print to the far bottom left side of the header.
- **Print "Printed On":** When this option is ON, the date the CompliPak report was printed will print on the header.
- **Include Time and Initials:** When the "Print Printed On" option is ON, you may also choose to print the time and the initials of the Kroll User that printed the report.
- **Print "Page x of y":** If there are multiple pages for the same patient, this option notifies what number in the chain it is (e.g. Page 1 of 3).

- The **Standard** header is the regular header option that displays information in columns with headers but no grid lines. Users have the option to choose what information is required in the header of the **CompliPak** report. To access the list of choices, click on the **F2** button to bring up the **Select Columns** form.



- **Underline DINs that appear more than once per card:** When the standard header is selected and a particular DIN appears more than once on a **CompliPak** card, it will be underlined as a means of informing the user.

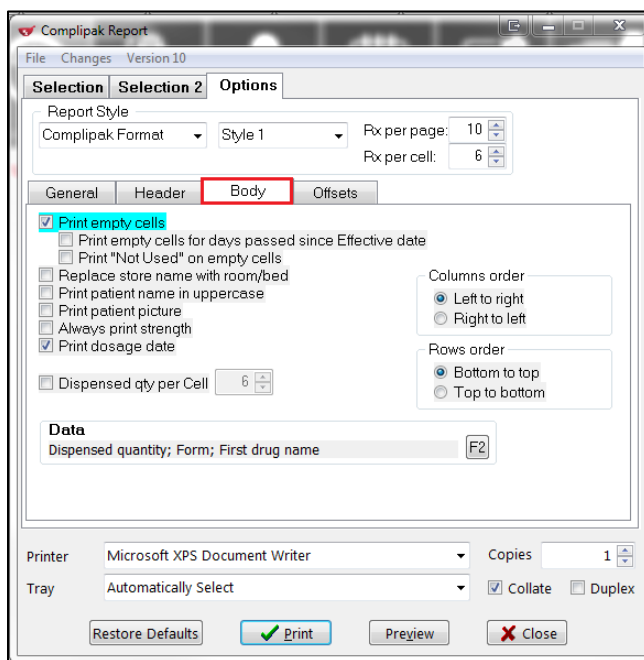
The **Grid** header is the other way of displaying header information. With this option ON, there are grid lines in place between information. The options available when using a grid header is listed below.

- **Print Empty Rows:** When this option is ON, the Grid will be printed out to the maximum, even if there is only one row of populated information. With this option OFF, there will only be a grid drawn around the information provided.
- **Always Print Message Box:** This option reduces the size of the “# of pills per pass time” boxes to allow for a printed message box.
- **Print manufacturer:** This option allows the user to include the manufacturer of the drug to the header of the report.
- **Print SIG:** This option allows the user to include the prescription SIG in the report header.
- **Print Rx Doctor:** This option allows the user to include the name of the prescribing doctor to the report header.

- **Print NH Rx Comment:** This option allows the comments that are entered for NH Rx's in the ALT+N screen to print in the Message Box. If the Drug Description is flagged to print, this option will be inaccessible since both these options print in the same area of the header.
- **Print Drug Description:** This option allows the user to include the description of the drug to the report header.

Body Sub Tab

The **Body** of the CompliPak Report refers to information printed on the actual blister cell. A number of configurable options are listed for this section of the report:

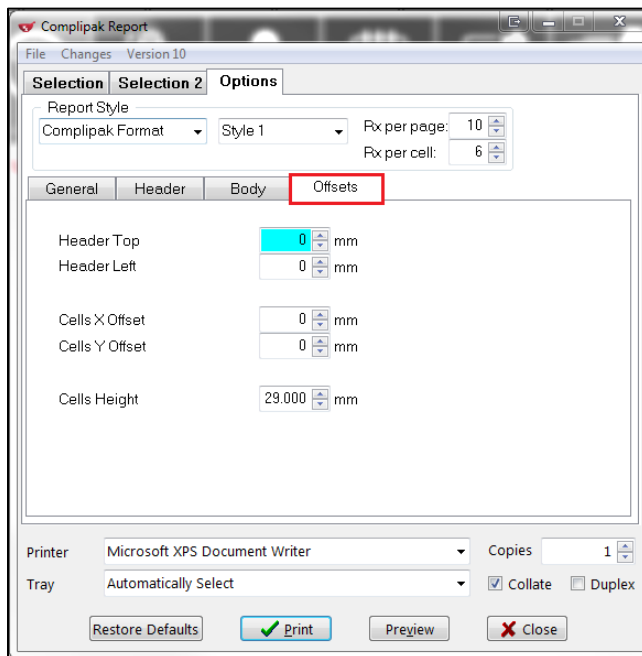


- **Print Empty Cells:** When this option is ON, all cells will print on the report whether they contain data or not.
 - **Print empty cells for days passed since Effective date:** This option is only available if the "Print empty cells" option is ON. When this flag is checked, cells will be printed for days in the blister that are past the inputted effective date.
- **Replace store name with room/bed:** When this option is ON, the store name will NOT print on the cells, but will be replaced with the patient's Room # and Bed # if they are in a Nursing Home.
- **Print Patient Name in Uppercase:** The patient's name within the cells will be printed in UPPERCASE.
- **Always Print Strength:** The strength of the medication will always print on the cells.

- **Print Dosage Date:** When this flag is ON, the date the medication is to be taken will be printed on the medication cells.
- **Dispensed Quantity Per Cell:** This option allows users to restrict the number of medications that will be printed on each cell of the report.
- **Columns order:** Left to Right, or Right to Left; this modifies the position of the cells so that Breakfast starts on the left or on the right and then proceeds with the other pass times.
- **Rows order:** Bottom to Top, or Top to Bottom; this modifies the position of the cells so that the first day of the blister cycle starts on the top or on the bottom and then proceeds with the other days.
- **Data:** This function allows the user to select specific data displayed on the cells of the report. To modify selections, click on the **F2** button or press **F2** on the keyboard.

Offsets Sub Tab

The **Offsets** sub tab allows you to offset the position of the header and cells on the report. Increasing or decreasing these values will impact the header and cell positions.



When you have finished configuring the CompliPak Report, click **Preview** to preview the report, or **Print** to print the report.

Sample CompliPak Report

Summary style:

Patient, John 123 Main Street Toronto ON B1B 1B1 Ph: (416) 555-5551		My Pharmacy #1234 1234 Main Street Toronto ON M3B 3J5 Ph: (416) 555-5555 Fax: (416) 555-5556		Dr. Smith, Doctor 1234 Doctor Street Toronto ON B1B 1B1		22-Aug-2017 Card 1 0800	
Qty	Form	Drug Name	Mfr	DIN	Instructions	Rx	
28	TAB	Stress Tabs	DLL	00536903	TAKE AS DIRECTED	1000012	
28	TAB	Apo-Hydro 100mg	APX	00644552	TAKE AS DIRECTED	1000010	
28	ML	Cod Liver Oil	DLL	00487279	TAKE AS DIRECTED	1000009	
28	TAB	Crestor 5mg	AZC	02265540	TAKE AS DIRECTED	1000008	
28	CAP	Amoxicillin 500mg	SNS	02352729	TAKE AS DIRECTED	1000007	

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My Pharmacy #1234 28-Aug-2017 Patient, John Mon Week 1	My Pharmacy #1234 04-Sep-2017 Patient, John Mon Week 2	My Pharmacy #1234 11-Sep-2017 Patient, John Mon Week 3	My Pharmacy #1234 18-Sep-2017 Patient, John Mon Week 4
1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 27-Aug-2017 Patient, John Sun Week 1	My Pharmacy #1234 03-Sep-2017 Patient, John Sun Week 2	My Pharmacy #1234 10-Sep-2017 Patient, John Sun Week 3	My Pharmacy #1234 17-Sep-2017 Patient, John Sun Week 4
1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 26-Aug-2017 Patient, John Sat Week 1	My Pharmacy #1234 02-Sep-2017 Patient, John Sat Week 2	My Pharmacy #1234 09-Sep-2017 Patient, John Sat Week 3	My Pharmacy #1234 16-Sep-2017 Patient, John Sat Week 4
1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 25-Aug-2017 Patient, John Fri Week 1	My Pharmacy #1234 01-Sep-2017 Patient, John Fri Week 2	My Pharmacy #1234 08-Sep-2017 Patient, John Fri Week 3	My Pharmacy #1234 15-Sep-2017 Patient, John Fri Week 4
1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 24-Aug-2017 Patient, John Thu Week 1	My Pharmacy #1234 31-Aug-2017 Patient, John Thu Week 2	My Pharmacy #1234 07-Sep-2017 Patient, John Thu Week 3	My Pharmacy #1234 14-Sep-2017 Patient, John Thu Week 4
1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 23-Aug-2017 Patient, John Wed Week 1	My Pharmacy #1234 30-Aug-2017 Patient, John Wed Week 2	My Pharmacy #1234 06-Sep-2017 Patient, John Wed Week 3	My Pharmacy #1234 13-Sep-2017 Patient, John Wed Week 4
1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 22-Aug-2017 Patient, John Tue Week 1	My Pharmacy #1234 29-Aug-2017 Patient, John Tue Week 2	My Pharmacy #1234 05-Sep-2017 Patient, John Tue Week 3	My Pharmacy #1234 12-Sep-2017 Patient, John Tue Week 4
1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg

Grid style:

Patient, John 123 Main Street Toronto ON B1B 1B1 Ph: (416) 555-5551		My Pharmacy #1234 1234 Main Street Toronto ON M3B 3J5 Ph: (416) 555-5555 Fax: (416) 555-5556		Dr. Smith, Doctor 1234 Doctor Street Toronto ON B1B 1B1		22-Aug-2017 Card 1 0800			
		Morn	Noon	Dinn	Even	Morn	Noon	Dinn	Even
28 TAB Stress Tabs	Rx: 1000012 00536903	1	1	1	1				
28 TAB Apo-Hydro 100mg	Rx: 1000010 00644552	1	1	1	1				
28 ML Cod Liver Oil	Rx: 1000009 00487279	1	1	1	1				
28 TAB Crestor 5mg	Rx: 1000008 02265540	1	1	1	1				
28 CAP Amoxicillin 500mg	Rx: 1000007 02352729	1	1	1	1				

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My Pharmacy #1234 28-Aug-2017 Patient, John Mon Week 1 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 04-Sep-2017 Patient, John Mon Week 2 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 11-Sep-2017 Patient, John Mon Week 3 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 18-Sep-2017 Patient, John Mon Week 4 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 27-Aug-2017 Patient, John Sun Week 1 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 03-Sep-2017 Patient, John Sun Week 2 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 10-Sep-2017 Patient, John Sun Week 3 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 17-Sep-2017 Patient, John Sun Week 4 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
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My Pharmacy #1234 24-Aug-2017 Patient, John Thu Week 1 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 31-Aug-2017 Patient, John Thu Week 2 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 07-Sep-2017 Patient, John Thu Week 3 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 14-Sep-2017 Patient, John Thu Week 4 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 23-Aug-2017 Patient, John Wed Week 1 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 30-Aug-2017 Patient, John Wed Week 2 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 06-Sep-2017 Patient, John Wed Week 3 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 13-Sep-2017 Patient, John Wed Week 4 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg
My Pharmacy #1234 22-Aug-2017 Patient, John Tue Week 1 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 29-Aug-2017 Patient, John Tue Week 2 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 05-Sep-2017 Patient, John Tue Week 3 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg	My Pharmacy #1234 12-Sep-2017 Patient, John Tue Week 4 1 TAB Stress Tabs 1 TAB Apo-Hydro 100mg 1 ML Cod Liver Oil 1 TAB Crestor 5mg 1 CAP Amoxicillin 500mg

Kroll Helpdesk Information

Head Office – Toronto

220 Duncan Mills Road Suite 201

Toronto, Ontario

M3B 3J5

Tel: 416-383-1010

Toll Free: 1-800-263-5876

Fax: 416-383-0001

support@kroll.ca

Western Canada – Edmonton

9622 – 42nd Avenue NW Suite 313

Edmonton, Alberta

T6E 5Y4

Eastern Canada – Dartmouth

33 Ochterloney Street, Suite 260

Dartmouth, Yukon

B2Y 4P5