Compliance Packaging

User Guide

TELUS® Health

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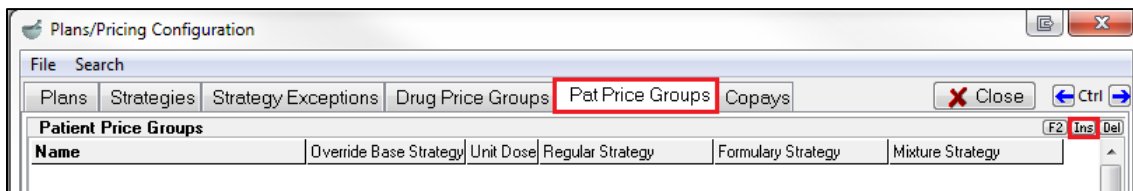
Compliance Packaging

This user guide explains how to set up compliance packaging (i.e., unit dosing) in Kroll. Compliance packaging is available for both retail and nursing home patients.
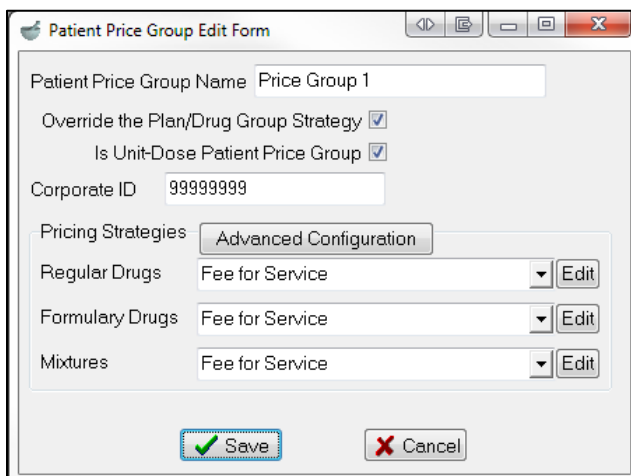
Retail

This section outlines how to set up compliance packaging for retail pharmacies. It explains how to set up patient price groups, how to configure patients for compliance packaging, and how to fill unit dose Rxs.

Setting up Patient Price Groups

1. From the **Alt-X Start** screen, go to **Edit** > **Plans/Pricing**.

2. The **Plans/Pricing Configuration** screen will appear. Select the **Pat Price Groups** tab and click **Ins.**
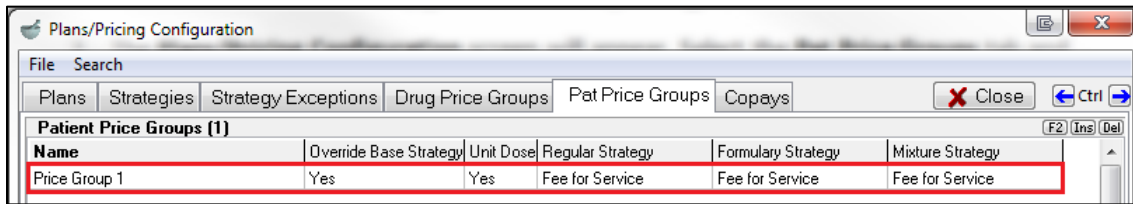

3. Complete the **Patient Price Group Edit Form**, ensuring the Is **Unit-Dose Patient Price Group** flag is enabled. Click **Save**.

The price group will be added to the patient price groups list on the **Plans/Pricing Configuration** screen.
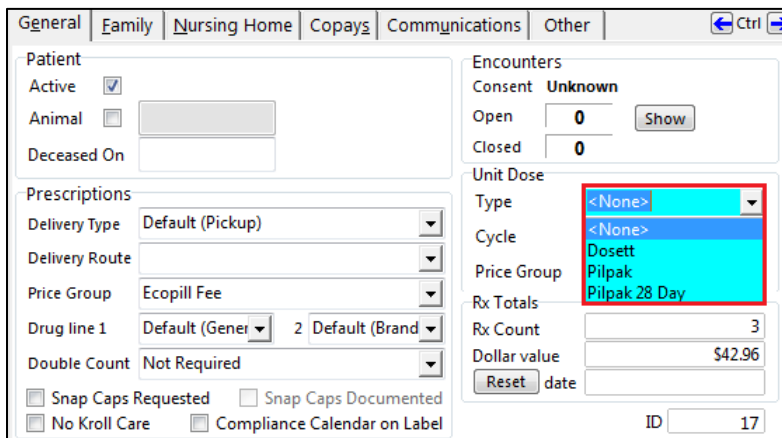

4. Repeat steps 2-3 for each price group you want included in the patient groups list.

5. Click Close to exit the Plans/Pricing Configuration screen.

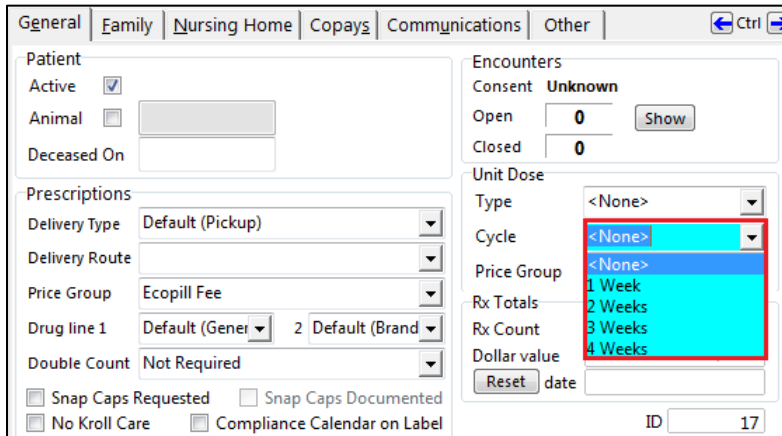## Configuration Patients for Compliance Packaging

The following patient profile configuration settings are optional; they are not required in order for compliance labels to print.

1. Call up the patient record for the selected patient.

2. Navigate to the **General** tab and select the appropriate unit dose packaging type from the **Type** dropdown menu.
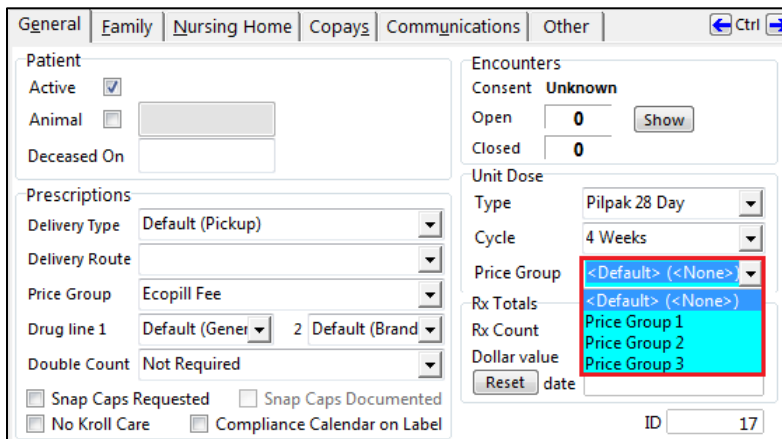

NOTE: When a unit dose type is set on the patient profile, the system will automatically prompt you to enroll Rxs filled for that patient into unit dosing.

3. Select the appropriate unit dose cycle from the **Cycle** dropdown menu. This will indicate the number of weeks that will elapse before the pharmacy refills the patient's medication.

4. Select the appropriate price group from the **Price Group** dropdown menu.

Filling Unit Dose Rxs

1. Begin filling an Rx, keeping in mind the unit dose cycle set on the patient card. When all the Rx information has been entered, select **Unit Dose Info** from the right navigation pane.

2. The **Rx Information** screen will appear. Complete the following:

   ■ Ensure the **Unit Dose** flag is enabled

   ■ Select dosing frequency from the **Frequency** dropdown menu

   ■ Enter a **Card Number**

   ■ Complete the unit dose chart

> **NOTE:** Each card can only hold a certain number of medications, depending on the compliance packaging you use; therefore, you way with to manually allocation which medication you would like to print on which card of pilpak. If you do not manually allocate the specific car number for the medication to be contained in, Kroll will default the Card Number field to '1'.
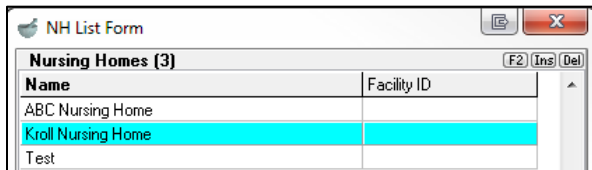
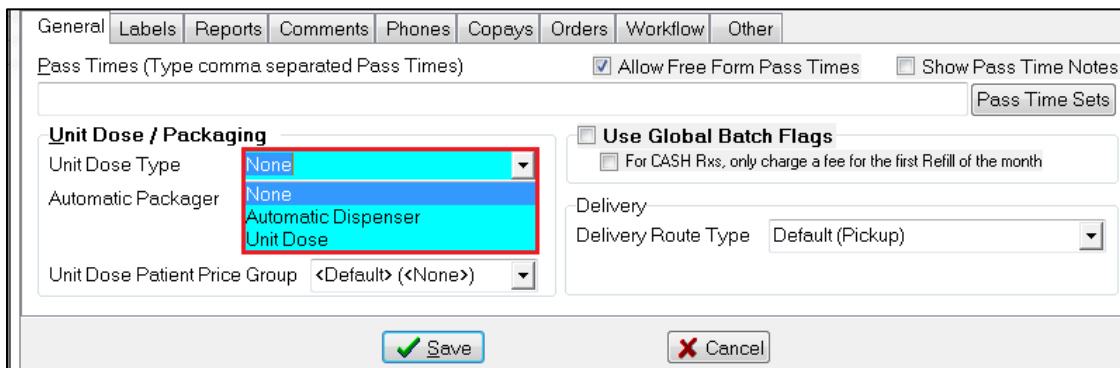3. Click **OK** to close the **Rx Information** screen.

Nursing Homes

This section outlines how to set up compliance packaging for nursing homes. It explains how to set up nursing homes and how to fill unit does Rxs.

Setting up Nursing Homes

1. From the **Alt-X Start** screen, go to **NH** > **Edit Nursing Home List**.

2. The **NH List Form** screen will appear. Double-click the nursing home you want to set up compliance packaging for.

3. The **Nursing Home Form** will appear. Navigate to the **General** tab and select a **Unit Dose Type** from the dropdown menu. If your pharmacy uses a packaging machine such as AutoMed, select **Automatic Packager**; otherwise, select **Unit Dose**.

> **NOTE:** The selected unit dose type will apply to all patients in the nursing home; no patient-level set up is required.

Filling Unit Dose Rxs

1. Begin filling an Rx. When all the Rx information has been entered, select **Nursing Home Info** from the right navigation pane.

2. The **NH Rx Information** screen will appear. Complete the following:

- Ensure the **Unit Dose** flag is enabled

- Enter any dosing information that pertains to the Rx

- Select a dosing **Frequency** from the dropdown menu

- Complete the dosing chart

NOTE: Each card can only hold a certain number of medications, depending on the compliance packaging you use; therefore, you way with the manually allocation which medication you would like to print on which card pilpak. If you do not manually allocate the specific car number of the medication to be contained in, Kroll will default the **Card Number** to field to '1'.