



# Delivery Order System

January 2020

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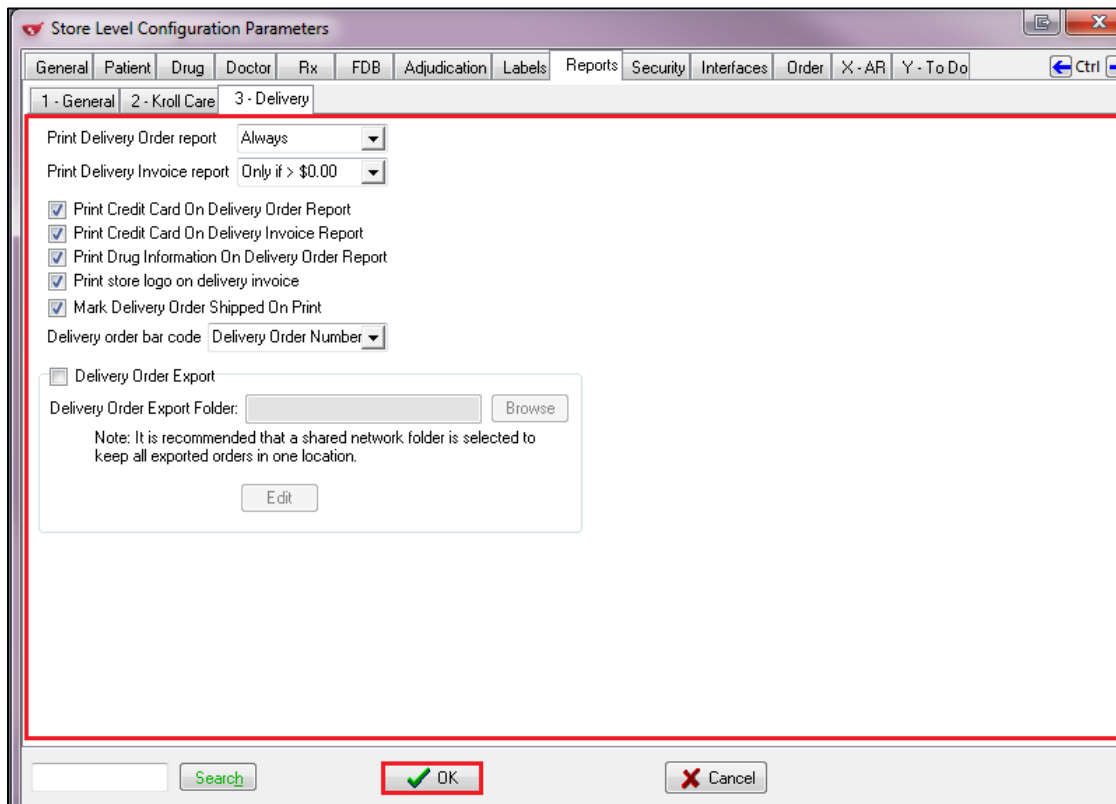
## Delivery Order System

The Delivery Order System in Kroll provides an electronic interface to third party shipping systems. This document outlines the process for setting Delivery Order parameters, as well as how to use the Delivery Order System functionality.

### Configuration

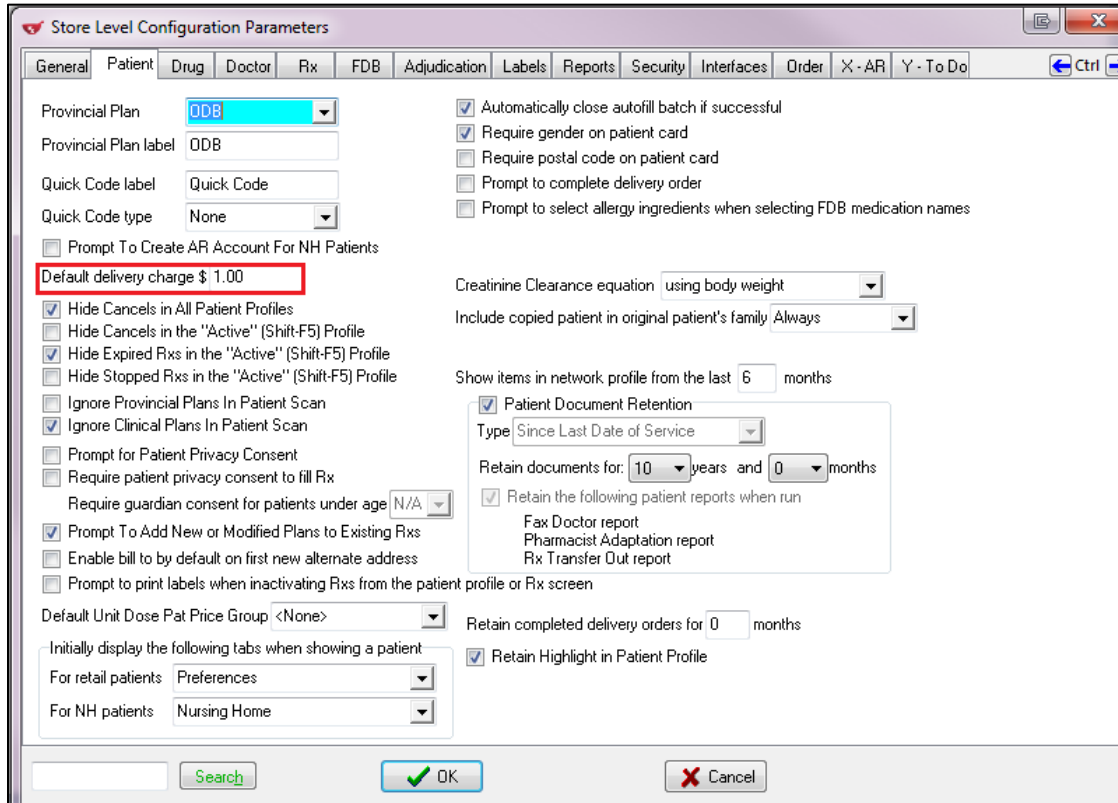
The following section outlines the configuration settings that you can choose to enable for the Delivery Order System.

Go to **File > Configuration > Store > Reports > Delivery**. Enable the options required by your store. When you are finished, click **OK**.



**NOTE:** If you enable the option **Mark Delivery Order Shipped On Print**, 'Shipped on' and 'Shipped by: [Kroll user ID]' will be printed on the Delivery Order Report.

Go to **File > Configuration > Store > Patient** and enter the default delivery charge in the **Default delivery charge** field. If you do not enter a default delivery charge on this screen, you can manually enter the delivery charge when you reach the **Delivery Order Form** screen.



**Store Level Configuration Parameters**

General Patient Drug Doctor Rx FDB Adjudication Labels Reports Security Interfaces Order X-AR Y-To Do

Provincial Plan: ODB  
 Provincial Plan label: ODB  
 Quick Code label: Quick Code  
 Quick Code type: None

Prompt To Create AR Account For NH Patients

**Default delivery charge \$ 1.00**

Hide Cancels in All Patient Profiles  
 Hide Cancels in the "Active" (Shift-F5) Profile  
 Hide Expired Rxs in the "Active" (Shift-F5) Profile  
 Hide Stopped Rxs in the "Active" (Shift-F5) Profile  
 Ignore Provincial Plans In Patient Scan  
 Ignore Clinical Plans In Patient Scan  
 Prompt for Patient Privacy Consent  
 Require patient privacy consent to fill Rx  
 Require guardian consent for patients under age: N/A  
 Prompt To Add New or Modified Plans to Existing Rxs  
 Enable bill to by default on first new alternate address  
 Prompt to print labels when inactivating Rxs from the patient profile or Rx screen

Default Unit Dose Pat Price Group: <None>

Initially display the following tabs when showing a patient  
 For retail patients: Preferences  
 For NH patients: Nursing Home

Automatically close autofill batch if successful  
 Require gender on patient card  
 Require postal code on patient card  
 Prompt to complete delivery order  
 Prompt to select allergy ingredients when selecting FDB medication names

Creatinine Clearance equation: using body weight  
 Include copied patient in original patient's family: Always

Show items in network profile from the last: 6 months

Patient Document Retention  
 Type: Since Last Date of Service  
 Retain documents for: 10 years and 0 months  
 Retain the following patient reports when run  
 Fax Doctor report  
 Pharmacist Adaptation report  
 Rx Transfer Out report

Retain completed delivery orders for: 0 months  
 Retain Highlight in Patient Profile

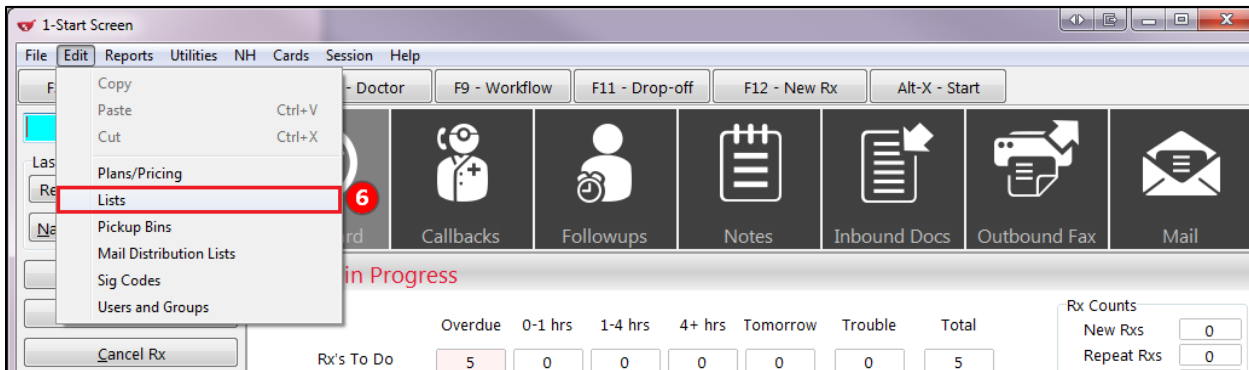
Search OK Cancel

## Adding Delivery Methods, Payment Methods, and Delivery Routes

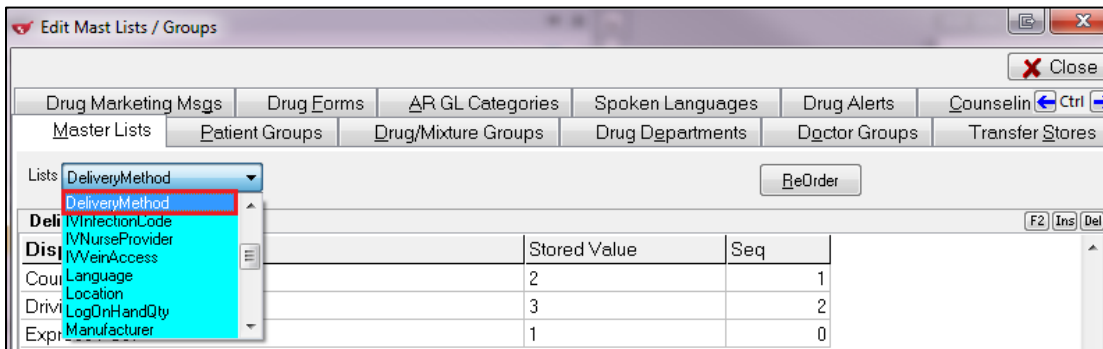
The following section outlines the process for adding delivery methods, payment methods, and delivery routes to your system. Delivery methods added at this stage will be listed in the Delivery Method dropdown menu, and payment methods from the Payment Method dropdown menu on the Delivery Order Form. Delivery Routes added at this stage will be listed in the Delivery Route dropdown menu on the Patient profile.

### Adding a Delivery Method

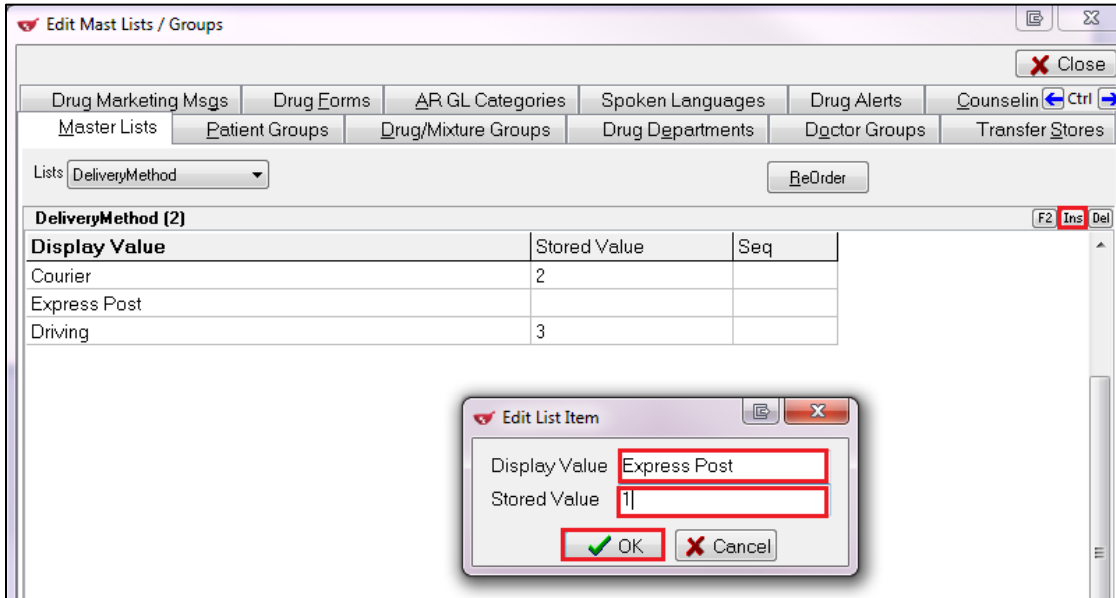
From the Start screen, go to **Edit > Lists**.



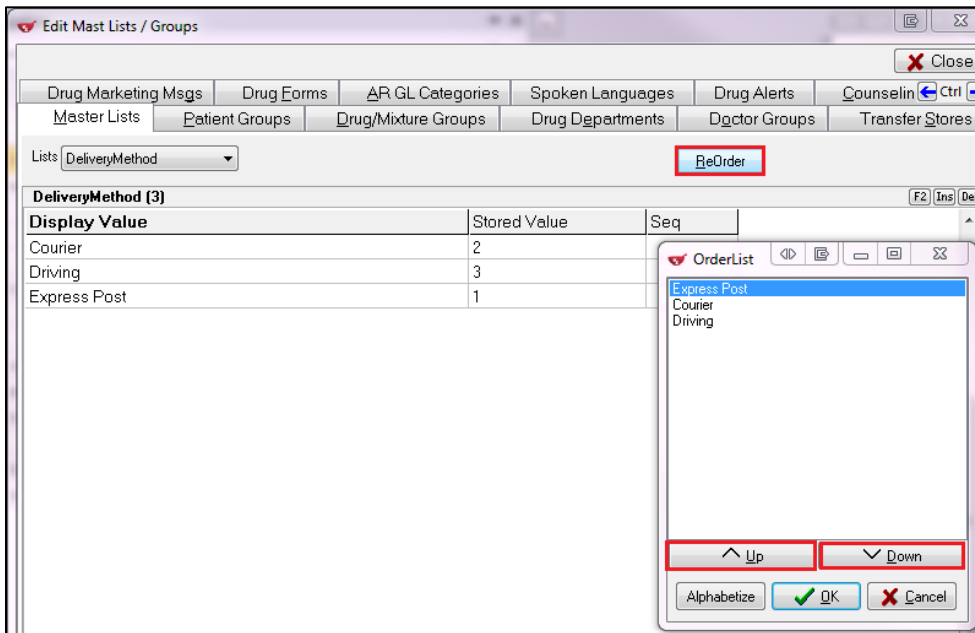
The **Edit Mast Lists / Groups** screen will appear. Select **DeliveryMethod** from the **Lists** dropdown menu.



Click **Ins** to add a delivery method. The **Edit List Item** screen will appear. Enter a delivery type (Express Post, Courier, Driver, etc.) in the **Display Value** field and a numerical value in the **Stored Value** field. When you are finished, click **OK**. Repeat this step for each delivery method you want to add.

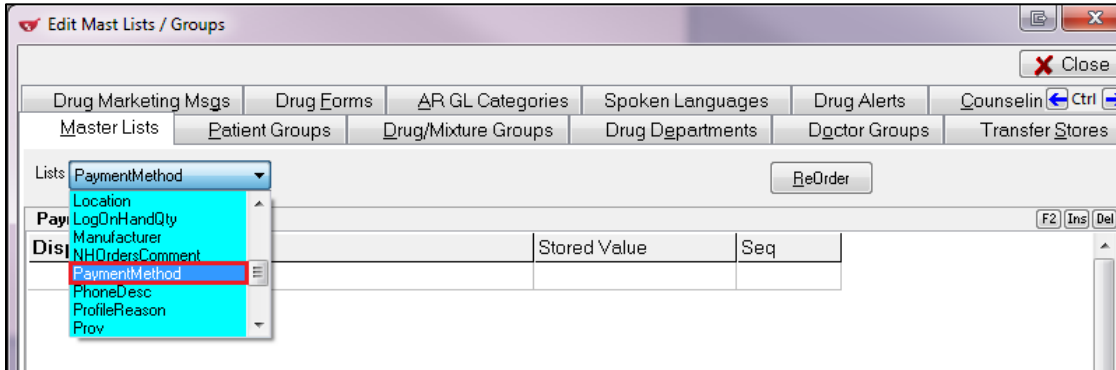


**ReOrder:** Click the **ReOrder** button to reorder the delivery order sequence and the **OrderList** popup form appears. Select the desired delivery method that needs to be reordered and click the Up or Down arrows respectively. Click **OK** to save the changes.

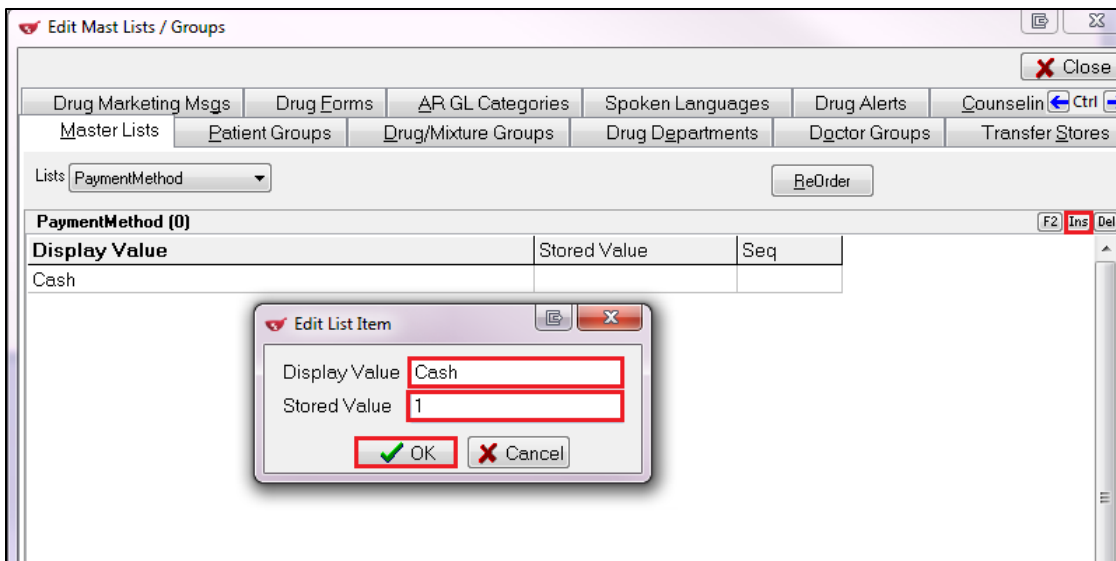


## Adding a Payment Method

Select **PaymentMethod** from the **Lists** dropdown menu.

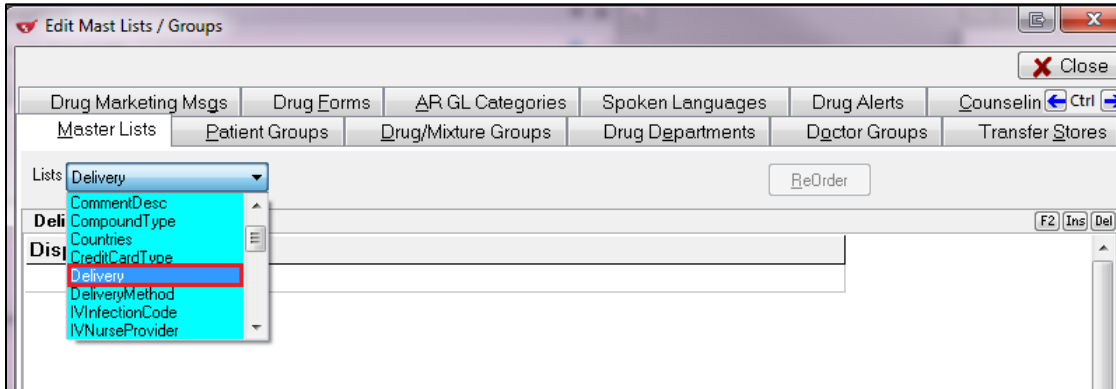


Click **Ins** to add a payment method. The **Edit List Item** screen will appear. Enter a payment type (Cash, Debit, Visa, etc.) in the **Display Value** field and a numerical value in the **Stored Value** field. When you are finished, click **OK**. Repeat this step for each payment method you want to add.

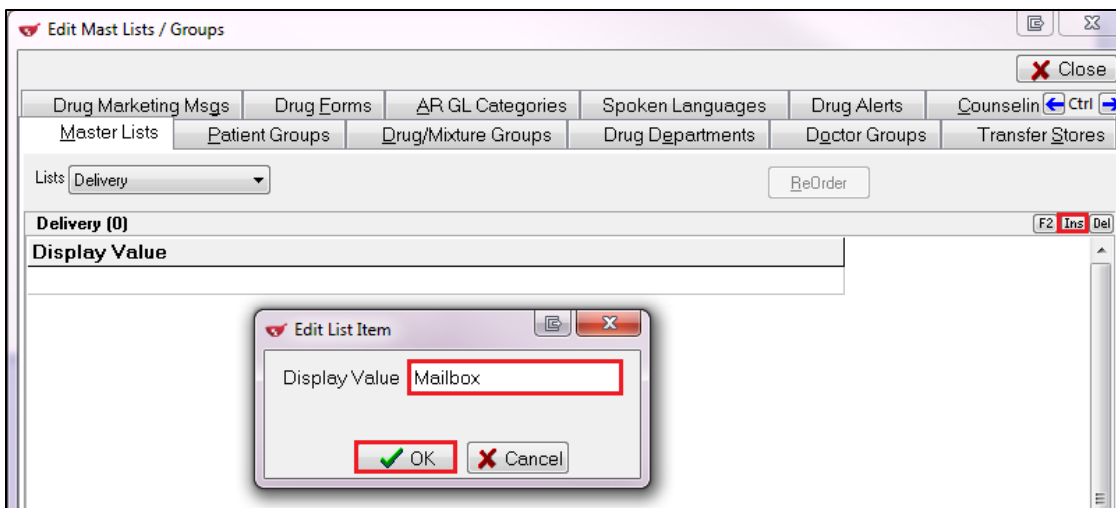


## Adding a Delivery Route

Select **Delivery** from the **Lists** dropdown menu.



Click **Ins** to add a delivery route. The **Edit List Item** screen will appear. Enter a delivery route (Mailbox, Front Door, Side Door, etc.) in the **Display Value** field. When you are finished, click **OK**. Repeat this step for each delivery route you want to add.





## Creating a Delivery Order

The following section outlines the process for creating a Delivery Order. Delivery Orders can be created by highlighting the selected Rx's and selecting the Create Delivery Order option from the right-click menu, or by accessing the Create Delivery Order option in the Extra Functions menu.

View **All Rx's** from a Patient card. Mark the Rx's you want added to the Delivery Order by clicking the Rx entries and pressing the space bar. The selected entries will appear in bold. Right-click and select **Create Delivery Order**, or click the **Extra Functions** button and select **Create Delivery Order**.

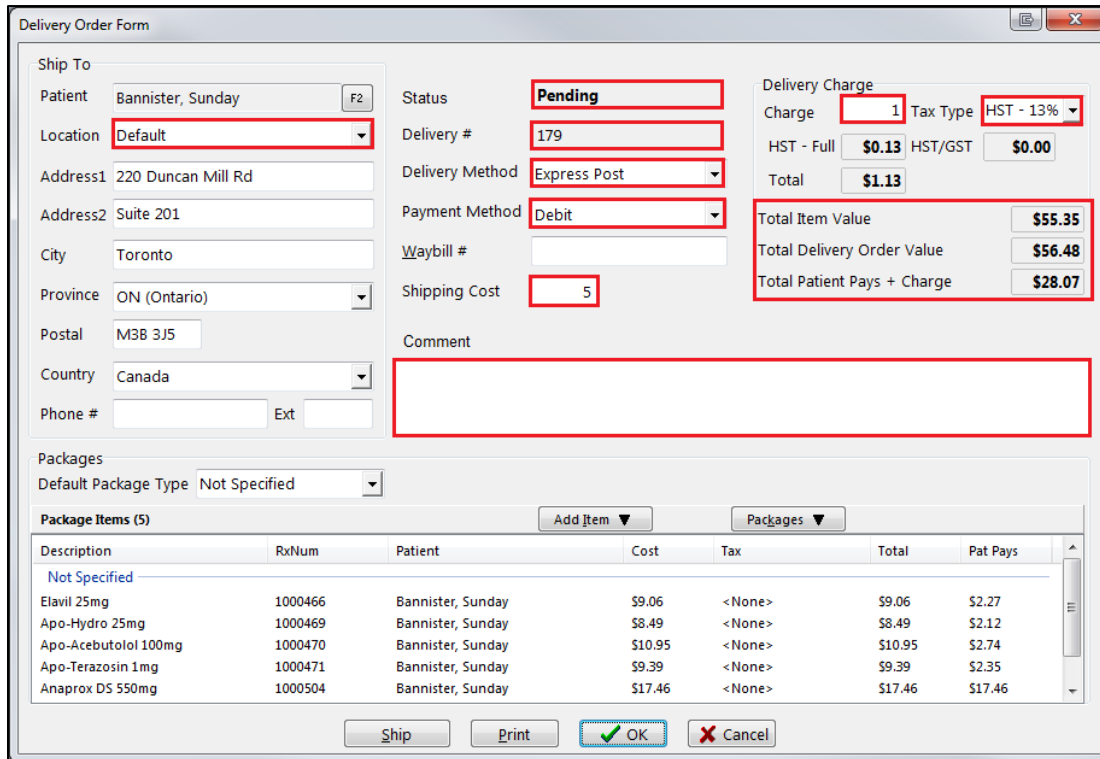
The screenshot shows the TELUS Health software interface for a patient named George Dukes. The main window displays a list of prescriptions under the heading "Profile - All Rx's (2)". The list includes two entries:

#	Status	Orig Rx	Rx Num	Date	Agd	Qty	Auth	Rem	Brand Name	Doctor
1		1000002	1000002	06/08/2014	23	10	10	0	Xanax 1mg	Pharmacist,Test
2		1000001	1000001	06/08/2014	23	10	10	0	Paxil 10mg	Pharmacist,Test

A right-click context menu is open over the Rx list, with the "Create Delivery Order" option highlighted in red. The menu also includes options like "View Workflow Details", "Counsel", "Add to Doctor Callbacks", "Add to Manual NH Batch", "Add To Rx To Do List", "AutoFill", "Change Next Fill Parameters", "Copy to New Num and Make Unfilled", "Display Therapeutic Equivalents", "Fax Doctor(s)", "Limited Use Request", "Section 8 Request", "Toggle Batch Fill Status (Hold)", "Transfer Rx to Another Store", "Reactivate Rx", "Suspend", "Resume", "View/Edit Suspends/Resumes", "Change Columns", and "Make these the Default Columns".

Below the Rx list, there are sections for "Allergies (0)", "Medical Conditions (1)" (listing "Asthma, unspecified, with stated status as"), and "Groups (0)". The bottom of the window shows various settings and a "Reset" button.

The **Delivery Order Form** screen will appear:



**Delivery Order Form**

Ship To

Patient: Bannister, Sunday (F2)

Location: Default

Address1: 220 Duncan Mill Rd

Address2: Suite 201

City: Toronto

Province: ON (Ontario)

Postal: M3B 3J5

Country: Canada

Phone #: [ ] Ext: [ ]

Status: Pending

Delivery #: 179

Delivery Method: Express Post

Payment Method: Debit

Waybill #: [ ]

Shipping Cost: 5

Comment: [ ]

Delivery Charge

Charge: 1 Tax Type: HST - 13%

HST - Full: \$0.13 HST/GST: \$0.00

Total: \$1.13

Total Item Value: \$55.35

Total Delivery Order Value: \$56.48

Total Patient Pays + Charge: \$28.07

Packages

Default Package Type: Not Specified

Package Items (5)

Description	RxNum	Patient	Cost	Tax	Total	Pat Pays
Not Specified						
Elavil 25mg	1000466	Bannister, Sunday	\$9.06	<None>	\$9.06	\$2.27
Apo-Hydro 25mg	1000469	Bannister, Sunday	\$8.49	<None>	\$8.49	\$2.12
Apo-Acebutolol 100mg	1000470	Bannister, Sunday	\$10.95	<None>	\$10.95	\$2.74
Apo-Terazosin 1mg	1000471	Bannister, Sunday	\$9.39	<None>	\$9.39	\$2.35
Anaprox DS 550mg	1000504	Bannister, Sunday	\$17.46	<None>	\$17.46	\$17.46

Buttons: Ship, Print, OK, Cancel

**Location** – contains the default and alternate addresses listed on the Patient Profile. Select the address the patient wants the Delivery Order sent to.

**Status** – denotes the status of the Delivery Order. A status of **Pending** indicates the Delivery Order has not yet been shipped.

**Delivery #** – a unique reference number for the Delivery Order. The delivery # is automatically generated when you access the **Delivery Order Form**.

**Delivery Type** – select the appropriate delivery type from the dropdown menu.

**Delivery Method** – select the appropriate delivery method from the dropdown menu.

**Payment Method** – select the appropriate payment method from the dropdown menu.

**Shipping Cost** – enter the cost associated with using the selected delivery method. This amount gets paid to the delivery provider and is not included in the Total Detail Amount, Total Delivery Order Amount, or Total Patient Pays amounts.

**Comment** – enter any comments or special instructions for the delivery personnel.

**Charge** – displays the configured default delivery charge. This field can be edited if a different delivery charge applies to the Delivery Order.

**Tax Type** – select the applicable tax type from the dropdown menu.

**Total Item Value** – the total value of all items in the delivery order.

**Total Delivery Order Value** – includes the Total Item Value amount plus the delivery charge and delivery charge tax.

**Total Patient Pays + Charge** – displays the sum of the Pat Pays value for each item plus the delivery charge and delivery charge tax.

Select a package type from the **Default Package Type** dropdown menu and click anywhere in the **Package Items** list. The package type will appear in the **Package Items** list.

Delivery Order Form

Ship To  
 Patient: Bannister, Sunday [F2]  
 Location: Default  
 Address1: 220 Duncan Mill Rd  
 Address2: Suite 201  
 City: Toronto  
 Province: ON (Ontario)  
 Postal: M3B 3J5  
 Country: Canada  
 Phone #: [ ] Ext: [ ]

Status: Pending  
 Delivery #: 179  
 Delivery Method: Express Post  
 Payment Method: Debit  
 Waybill #: [ ]  
 Shipping Cost: 5  
 Comment: [ ]

Delivery Charge  
 Charge: 1 Tax Type: HST - 13%  
 HST - Full: \$0.13 HST/GST: \$0.00  
 Total: \$1.13

Total Item Value: \$55.35  
 Total Delivery Order Value: \$56.48  
 Total Patient Pays + Charge: \$28.07

Packages  
 Default Package Type: Box

Package Items (5)

Description	RxNum	Patient	Cost	Tax	Total	Pat Pays
Box						
Elavil 25mg	1000466	Bannister, Sunday	\$9.06	<None>	\$9.06	\$2.27
Apo-Hydro 25mg	1000469	Bannister, Sunday	\$8.49	<None>	\$8.49	\$2.12
Apo-Acebutolol 100mg	1000470	Bannister, Sunday	\$10.95	<None>	\$10.95	\$2.74
Apo-Terazosin 1mg	1000471	Bannister, Sunday	\$9.39	<None>	\$9.39	\$2.35
Anaprox DS 550mg	1000504	Bannister, Sunday	\$17.46	<None>	\$17.46	\$17.46

Buttons: Ship, Print, OK, Cancel

## Adding Additional Package Types

From the **Delivery Order Form**, click the **Packages** button and select **Add New Package**.

Description	RxNum	Patient	Cost	T	Pat Pays
Box					
Elavil 25mg	1000466	Bannister, Sunday	\$9.06	<None>	\$9.06 \$2.27
Apo-Hydro 25mg	1000469	Bannister, Sunday	\$8.49	<None>	\$8.49 \$2.12
Apo-Acebutolol 100mg	1000470	Bannister, Sunday	\$10.95	<None>	\$10.95 \$2.74
Apo-Terazosin 1mg	1000471	Bannister, Sunday	\$9.39	<None>	\$9.39 \$2.35
Anaprox DS 550mg	1000504	Bannister, Sunday	\$17.46	<None>	\$17.46 \$17.46

The **Selected Delivery Order Package Type** screen will appear. Select the package type from the **Package Type** dropdown menu and click **OK**.

The package type will appear in the **Package Items** list. To add items to new package type, click the **Add Items** button. Select **Rx Item** and select the newly added package type.

**Delivery Order Form**

Ship To  
 Patient: Bannister, Sunday  
 Location: Default  
 Address1: 220 Duncan Mill Rd  
 Address2: Suite 201  
 City: Toronto  
 Province: ON (Ontario)  
 Postal: M3B 3J5  
 Country: Canada

Status: Pending  
 Delivery #: 179  
 Delivery Method: Express Post  
 Payment Method: Debit  
 Shipping Cost: 5

Delivery Charge  
 Charge: 1 Tax Type: HST - 13%  
 HST - Full: \$0.13 HST/GST: \$0.00  
 Total: \$1.13

Total Item Value: \$55.35  
 Total Delivery Order Value: \$56.48  
 Total Patient Pays + Charge: \$28.07

Package Items (5)

Description	RxNum	Patient	Total	Pat Pays
Apo-Acebutolol 100mg	1000470	Bannister, Sunday	\$17.46	\$17.46
Apo-Terazosin 1mg	1000471	Bannister, Sunday		\$2.35
Anaprox DS 550mg	1000504	Bannister, Sunday		\$17.46

The **Add Delivery Item Form** screen will appear. Mark the Rx's you want added to the new package type by clicking the Rx entries and pressing the space bar. Click the **Add** button.

**Add Delivery Item Form**

Patient: Bannister, Sunday  
 Change Patient space - mark multiple Pxs Add Cancel

#	Status	Orig Rx	Rx Num	Date	Agol	Qty	Auth	Rem	Drug	Doctor	Sig
1		1000499	1000504	12/03/2013	71	5	30	20	Anaprox DS 550mg	Westheimer,Ruth	*3 CF
2		1000471	1000471	06/03/2013	77	5	30	25	Apo-Terazosin 1mg	Huxtable,Heathcliff	*1 HS
3		1000470	1000470	06/03/2013	77	30	30	0	Apo-Acebutolol 100mg	Huxtable,Heathcliff	*1
4		1000469	1000469	06/03/2013	77	5	30	25	Apo-Hydro 25mg	Green,Jim	*1
5		1000466	1000466	06/03/2013	77	5	30	25	Elavil 25mg	Mcgraw,Phil	*1
6	PartFill	9000001	9000017	25/02/2013	86	10	1,050	890	Testim 1%	Test,Doctor	APPLY 5 G C
7		1000377	1000377	20/02/2013	91	180	900	720	Apo-Omeprazole 20mg	Huxtable,Heathcliff	T2C QD
8		1000376	1000376	20/02/2013	91	90	450	360	Apo-Simvastatin 40mg	Huxtable,Heathcliff	*1 HS
9		1000268	1000268	28/01/2013	114	5	15	10	Zovirax Cream 5%	Weisbrod,G	AAA UD
10		1000260	1000260	25/01/2013	117	30	180	150	Elavil 25mg	Huxtable,Heathcliff	*1 HS
11		1000073	1000158	08/01/2013	134	120	480	240	Pennsaid (1.5% w/w Diclofenac	House,Geory	AAA TID PRI

The items will appear in the **Package Items** list and the **Total Item Value**, **Total Delivery Order Value**, and **Total Patient Pays + Charge** values will update accordingly. Click **OK** to exit the **Delivery Order Form** screen.

**Ship To**

Patient: Bannister, Sunday [F2]

Location: Default

Address1: 220 Duncan Mill Rd

Address2: Suite 201

City: Toronto

Province: ON (Ontario)

Postal: M3B 3J5

Country: Canada

Phone #: [ ] Ext: [ ]

Status: **Pending**

Delivery #: 179

Delivery Method: Express Post

Payment Method: Debit

Waybill #: [ ]

Shipping Cost: 5

Comment: [ ]

**Delivery Charge**

Charge: 1 Tax Type: HST - 13%

HST - Full: **\$0.13** HST/GST: **\$0.00**

Total: **\$1.13**

Total Item Value: **\$239.82**

Total Delivery Order Value: **\$240.95**

Total Patient Pays + Charge: **\$74.19**

Default Package Type: Box

**Package Items (7)** [Add Item] [Packages]

Description	RxNum	Patient	Cost	Tax	Total	Pat Pays
Anaprox DS 550mg	1000504	Bannister, Sunday	\$17.46	<None>	\$17.46	\$17.46
<b>Envelope</b>						
Apo-Simvastatin 40mg	1000376	Bannister, Sunday	\$69.15	<None>	\$69.15	\$17.29
Apo-Omeprazole 20mg	1000377	Bannister, Sunday	\$115.32	<None>	\$115.32	\$28.83

[Ship] [Print] [OK] [Cancel]

**NOTE:** If you want to add an item included in the first package type to the newly added package type, you must delete the item from the original package type and manually add it to the new package type following steps outlined above.

## Assigning a Delivery Order to a Different Patient

From the **Delivery Order Form**, click the **F2** button next to the patient's name.

The **(Pat Search)** screen will appear. Search for the patient you want the delivery order assigned to.

#	Last Name	First Name	Address	City	Age	Phone	Plan
1	Patient	Test	100 King Street	Toronto	34	(555) 555-5555 Cell	

Double-click the patient record. The **Patient Profile** screen will appear. Click the **Select** button.

The **Delivery Order Form** will appear. The new patient's information will appear in the **Ship To** fields. Click **OK** to exit the **Delivery Order Form** screen.

Delivery Order Form
⌵

**Ship To**

Patient Patient, Test F2

Location Default

Address1 220 Duncan Mill Rd

Address2 Suite 201

City Toronto

Province ON (Ontario)

Postal M3B 3J5

Country Canada

Phone #  Ext

Status **Pending**

Delivery # 179

Delivery Method Express Post

Payment Method Debit

Waybill #

Shipping Cost 5

Comment

**Delivery Charge**

Charge 1 Tax Type HST - 13%

HST - Full **\$0.13** HST/GST **\$0.00**

Total **\$1.13**

Total Item Value **\$239.82**

Total Delivery Order Value **\$240.95**

Total Patient Pays + Charge **\$74.19**

**Packages**

Default Package Type Box

**Package Items (7)** Add Item Packages

Description	RxNum	Patient	Cost	Tax	Total	Pat Pays
<b>Box</b>						
Elavil 25mg	1000466	Bannister, Sunday	\$9.06	<None>	\$9.06	\$2.27
Apo-Hydro 25mg	1000469	Bannister, Sunday	\$8.49	<None>	\$8.49	\$2.12
Apo-Acebutolol 100mg	1000470	Bannister, Sunday	\$10.95	<None>	\$10.95	\$2.74
Apo-Terazosin 1mg	1000471	Bannister, Sunday	\$9.39	<None>	\$9.39	\$2.35
Anaprox DS 550mg	1000504	Bannister, Sunday	\$17.46	<None>	\$17.46	\$17.46

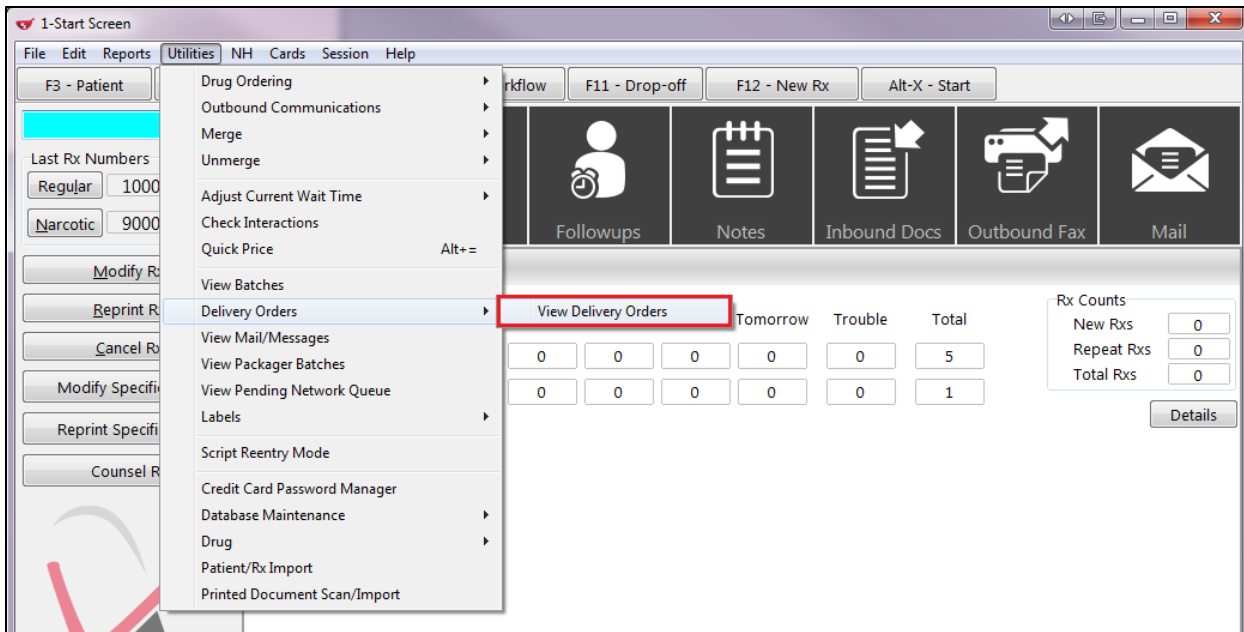
Ship Print OK Cancel



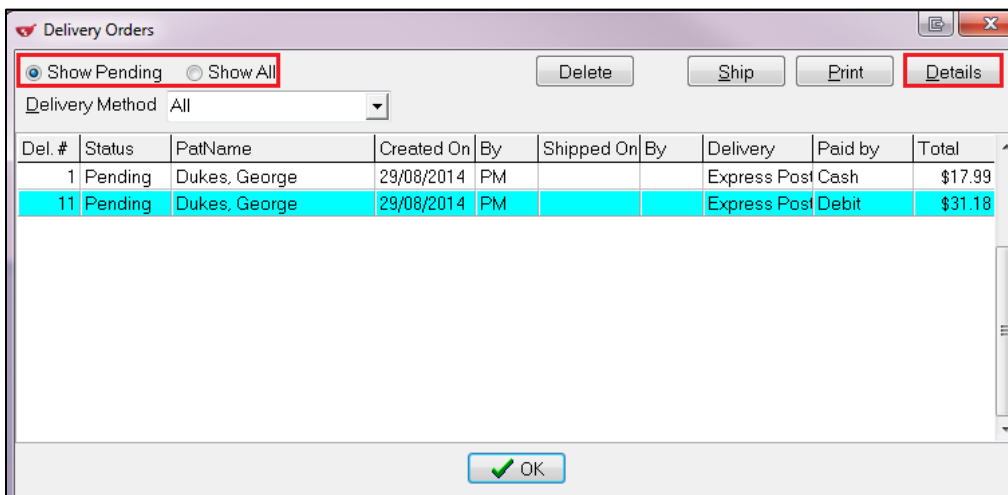
## Viewing a Delivery Order

The following section outlines the process for viewing delivery orders. Patient-specific delivery orders can be accessed by selecting Patient > View Delivery Orders from the Patient profile. All delivery orders can be accessed by selecting Utilities > Delivery Orders > View Delivery Orders from the Start screen.

To view all delivery orders, go to **Utilities > Delivery Orders > View Delivery Orders**.



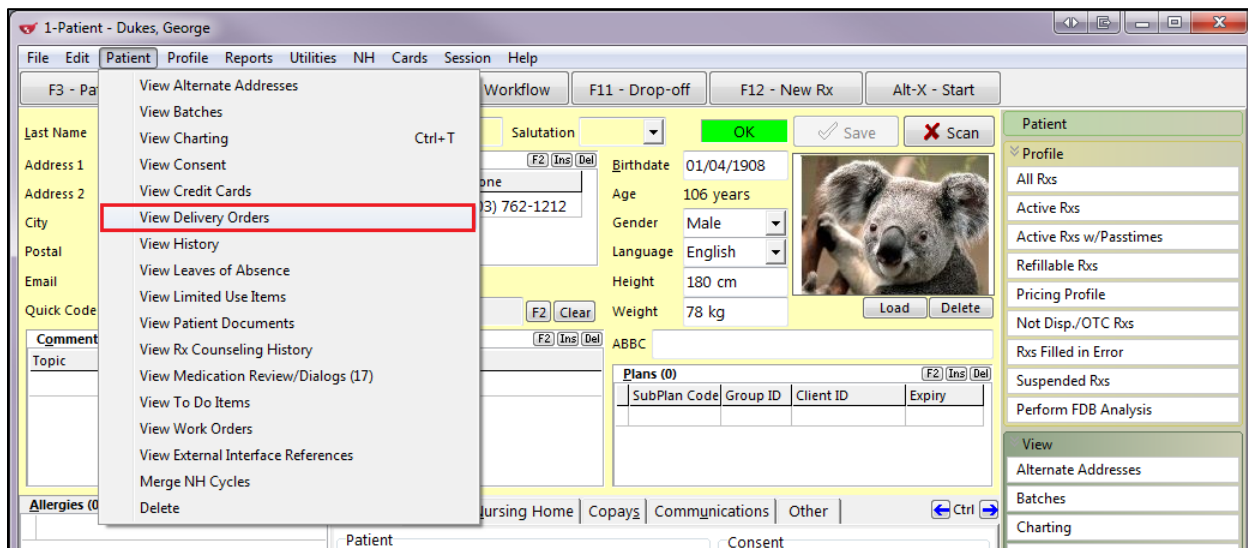
The **Delivery Orders** screen will appear. To view all orders, click **Show All**. To view pending orders only, click **Show Pending**. Select a delivery order and click **Details** to view the **Delivery Order Form** for the selected delivery order.



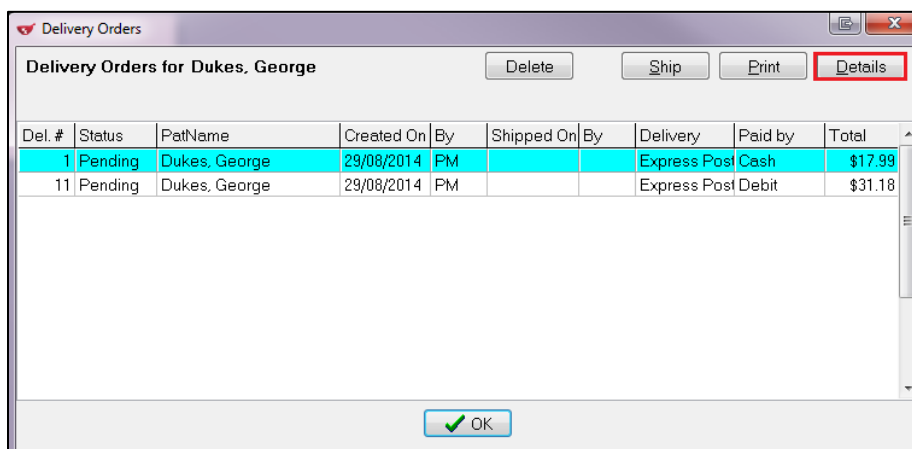
## Modifying a Delivery Order

The following section outlines the process for modifying a delivery order. Only delivery orders with a status of 'Pending' can be modified. Delivery orders with a status of 'Shipped' cannot be modified unless you use the Undo Ship feature. For instructions on how to perform an undo ship, please see the Undo Ship section in this user guide.

From the Patient profile, select **Patient > View Delivery Orders**.



The **Delivery Orders** screen will appear. Click the **Details** button to view the delivery order.



The **Delivery Order Form** screen will appear. To add an Rx to the delivery order, click the **Add Items** button. Select **Rx Item** and select the package type you want to add the Rx to.

The **Add Delivery Item Form** screen will appear. Mark the Rxs you want added to the new package type by clicking the Rx entries and pressing the space bar. Click the **Add** button. The Rxs will be added to the delivery order.

#	Status	Orig Rx	Rx Num	Date	Ago	Qty	Auth	Rem	Drug	Doctor	Sig
1		1000005	1000005	29/08/2014	0	20	20	0	Apo-Atenol 50mg	Pharmacist,Test	*1
2		1000004	1000004	29/08/2014	0	30	30	0	Adalat xL 60mg	Pharmacist,Test	*1
3		1000002	1000002	06/08/2014	23	10	10	0	Xanax 1mg	Pharmacist,Test	*1
4		1000001	1000001	06/08/2014	23	10	10	0	Paxil 10mg	Pharmacist,Test	UD

To delete an Rx from the delivery order, right-click the item you want to delete and select **Delete Packaged Item**. The Rx will be removed from the delivery order.

Ship To
Status **Pending**

Patient: Bannister, Sunday F2

Location: Default

Address1: 220 Duncan Mill Rd

Address2: Suite 201

City: Toronto

Province: ON (Ontario)

Postal: M3B 3J5

Country: Canada

Phone #:  Ext:

Delivery #: 179

Delivery Method: Express Post

Payment Method: Debit

Waybill #:

Shipping Cost: 5

Comment:

Delivery Charge

Charge: 1 Tax Type: HST - 13%

HST - Full: **\$0.13** HST/GST: **\$0.00**

Total: **\$1.13**

Total Item Value: **\$239.82**

Total Delivery Order Value: **\$240.95**

Total Patient Pays + Charge: **\$74.19**

Default Package Type: Box

Package Items (7) Add Item Packages

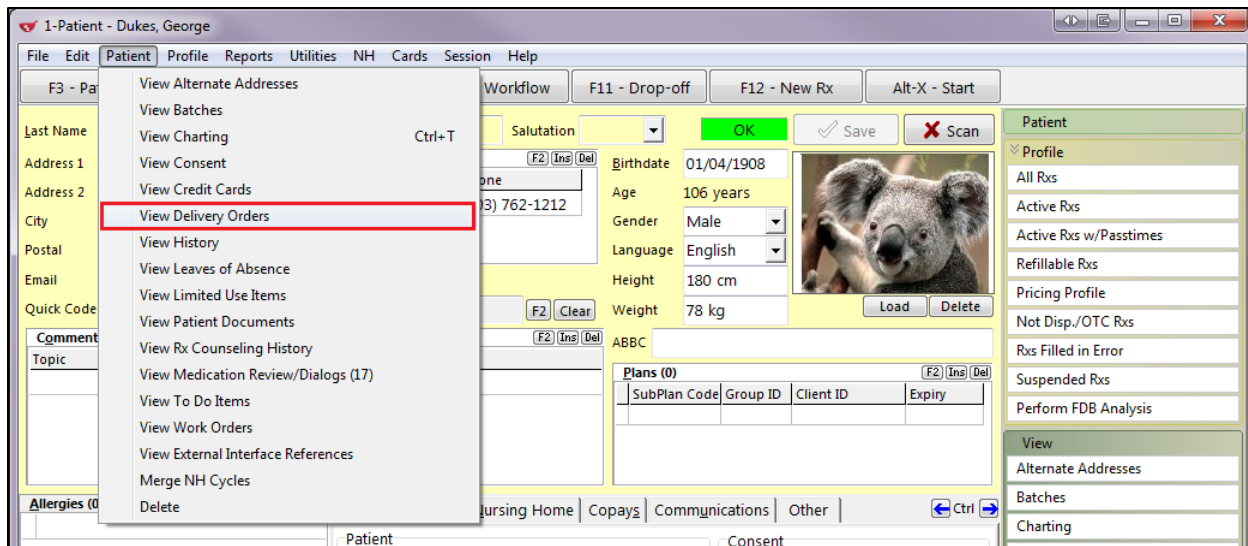
Description	RxNum	Patient	Cost	Tax	Total	Pat Pays
Box						
Elavil 25mg	1000466	Bannister, Sunday	\$9.06	<None>	\$9.06	\$2.27
Apo-Hydro 25mg	1000469	Bann		<None>	\$8.49	\$2.12
Apo-Acebutolol 100mg	1000470	Bann		<None>	\$10.95	\$2.74
Apo-Terazosin 1mg	1000471	Bannister, Sunday	\$9.39	<None>	\$9.39	\$2.35
Anaprox DS 550mg	1000504	Bannister, Sunday	\$17.46	<None>	\$17.46	\$17.46

Ship Print OK Cancel

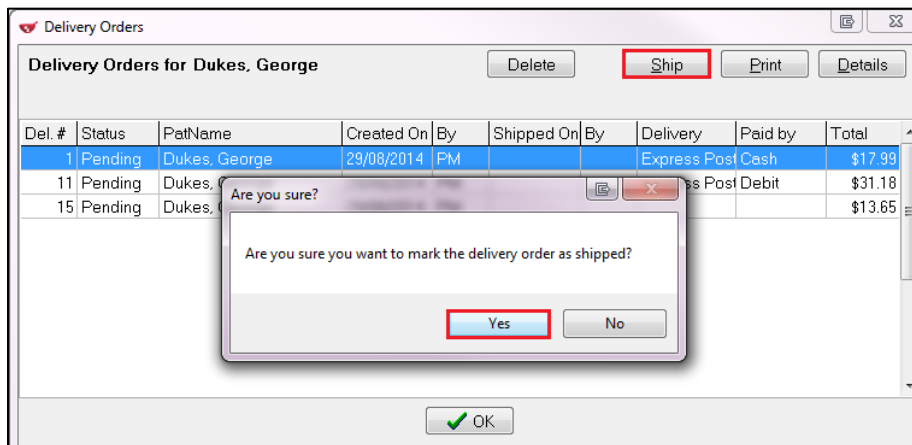
## Shipping a Delivery Order

The following section outlines the process for shipping a Delivery Order. Delivery Orders that have been shipped show a status of 'Shipped', whereas non-shipped Delivery Orders show a status of 'Pending'.

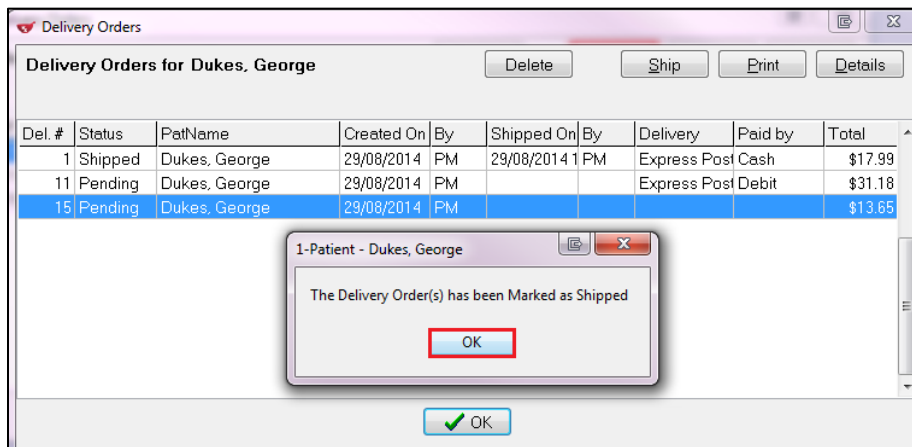
From the Patient profile, select **Patient > View Delivery Orders**.



The **Delivery Orders** screen will appear. Select the delivery order you want to ship and click the **Ship** button. A prompt asking 'Are you sure you want to mark the delivery order as shipped?' will appear; select **Yes**.



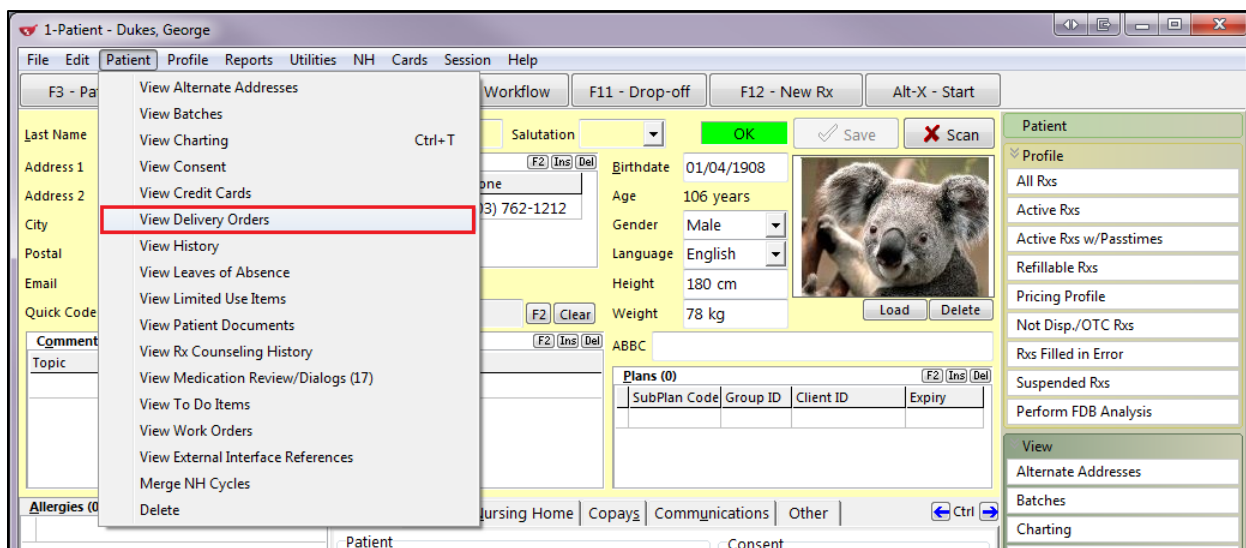
A prompt indicating 'The Delivery Order(s) has been Marked as Shipped' will appear. Click OK.



Click **OK** to exit the **Delivery Orders** screen.

## Undo Shipping

From the Patient profile, select **Patient > View Delivery Orders**.



The **Delivery Orders** screen will appear. Select the order you want to undo shipping for and click the **Details** button.

**Delivery Orders for Dukes, George**

Buttons: Delete, Ship, Print, **Details**

Del. #	Status	PatName	Created On	By	Shipped On	By	Delivery	Paid by	Total
1	Shipped	Dukes, George	29/08/2014	PM	29/08/2014 1 PM		Express Post	Cash	\$17.99
11	Pending	Dukes, George	29/08/2014	PM			Express Post	Debit	\$31.18
15	Pending	Dukes, George	29/08/2014	PM					\$13.65

Buttons: OK

The **Delivery Order Form** screen will appear. Click the **Undo Ship** button.

**Delivery Order Form**

**Ship To**

Patient: **Dukes, George** F2

Location: Default

Address1: 220 Duncan Mill Rd

Address2: Suite 201

City: Toronto

Province: ON (Ontario)

Postal: B3B 4J6

Country: Canada

Phone #: [ ] Ext [ ]

**Status:** Shipped

Delivery #: 1

Delivery Type: Store Delivery

Delivery Method: Express Post

Payment Method: Cash

Waybill #: [ ]

Shipping Cost: 5

Comment: [ ]

**Delivery Charge**

Charge: 1.00 Tax Type: HST - 5%

HST - Full: \$0.05 HST/GST: \$0.00

Total: \$1.05

Total Item Value: \$16.94

Total Delivery Order Value: \$17.99

Total Patient Pays + Charge: \$17.99

**Packages**

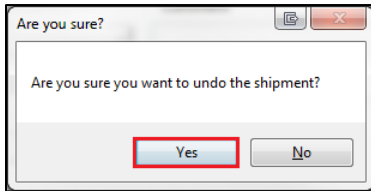
Default Package Type: Box

**Package Items (1)**

Description	RxNum	Patient	Cost	Tax	Total	Pat Pays
Box						
Xanax 1mg	1000002	Dukes, George	\$16.94	<None>	\$16.94	\$16.94

Buttons: **Undo Ship**, Print, OK, Cancel

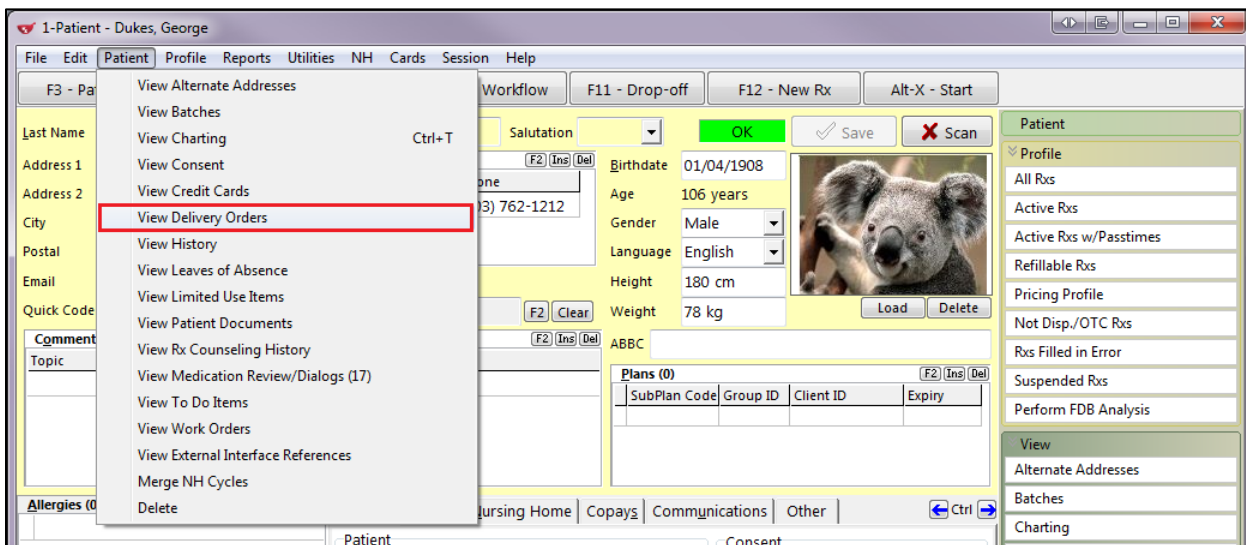
A prompt asking ‘Are you sure you want to undo the shipment?’ will appear. Select **Yes**. The delivery order will show a status of **Pending**.



## Deleting a Delivery Order

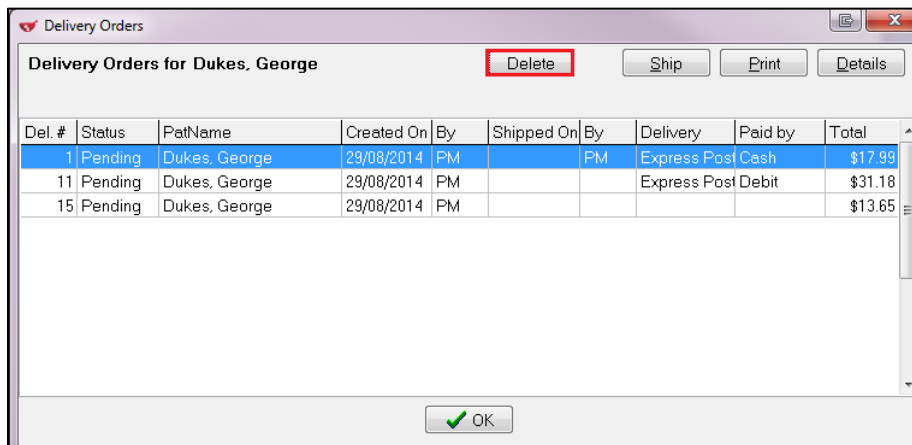
The following section outlines the process for deleting a delivery order.

From the Patient profile, select **Patient > View Delivery Orders**.

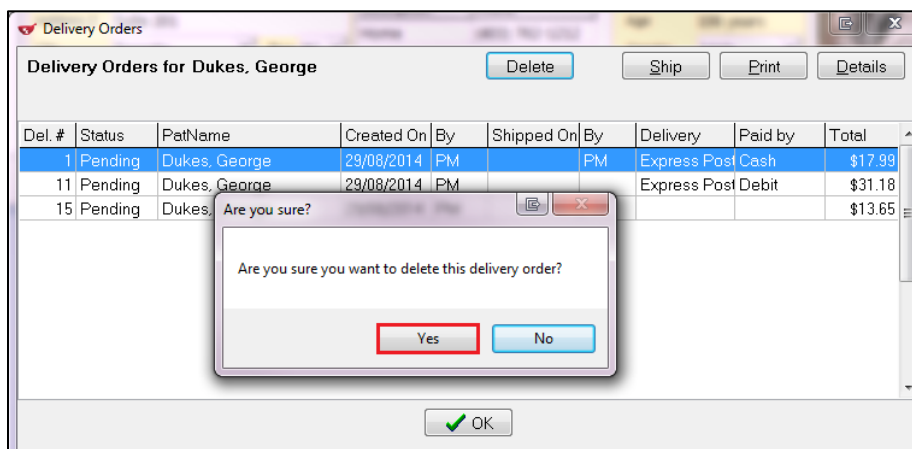




The **Delivery Orders** screen will appear. Select the delivery order you want to delete and click the **Delete** button.



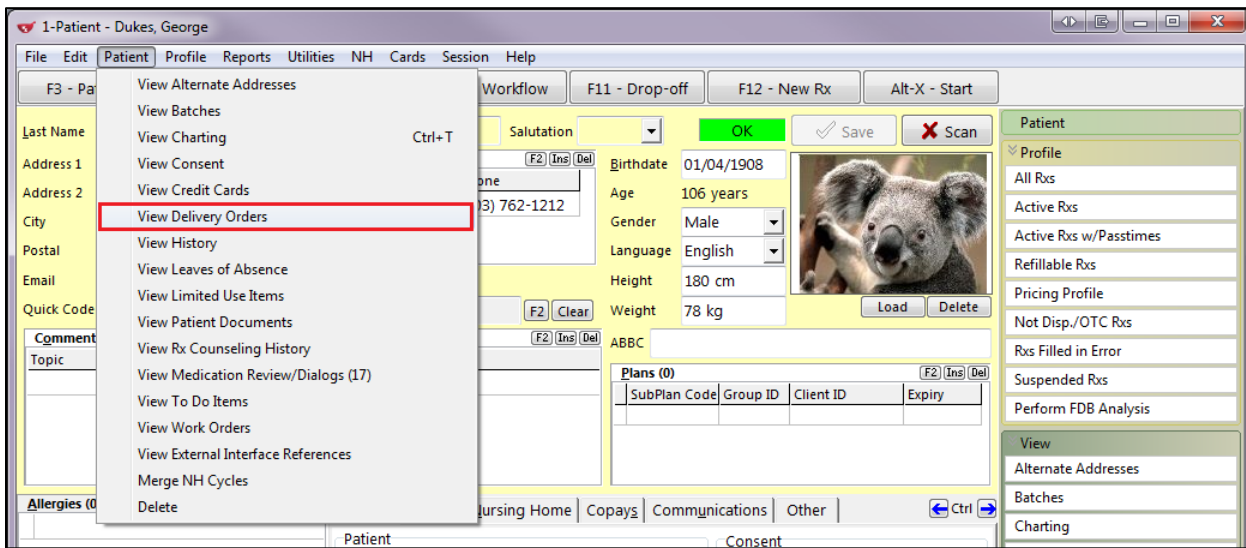
A prompt asking 'Are you sure you want to delete this delivery order?' will appear. Select Yes. Click OK to exit the Delivery Order screen.



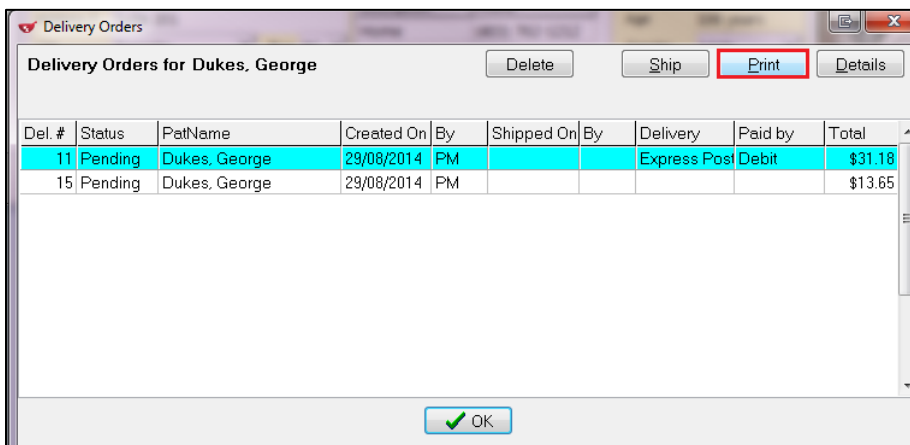
## Generating a Delivery Order Report and Invoice

The following section outlines the process for generating a Delivery Order Report and an Invoice for Delivery Orders.

From the Patient profile, select **Patient > View Delivery Orders**.



The **Delivery Orders** screen will appear. Select the delivery order you want to generate an invoice for and click the **Print** button.



The **Delivery Order Report** and an Invoice will print.

**Delivery Order Report:**

**Delivery Order Report**  
Kroll Pharmacy, 220 Duncan Mill Rd, Toronto ON  
Phone: (416) 383-1010 Fax: (416) 383-0001



HST #:

Delivery # 179  
Status: Shipped  
Created On: 23-May-13 By: BT  
Shipped On: 29-May-13 By: BT  
Delivery Method: Express Post  
Shipping Cost: \$5.00  
Payment Method: Debit

Ship To: Bannister, Sunday  
220 Duncan Mill Rd  
Suite 201  
Toronto ON  
M3B 3J5  
Canada

Delivery Order Report

Printed on: 29/05/2013 09:42:56

Package	No. of Items	Co-pay
1 - Not Specified	5	\$26.94


Total Packages	1
Total Items	5
Delivery Charge	\$1.00
HST	\$0.13
<b>Total Patient Pays</b>	<b>\$28.07</b>

Shipped On	29-May-13
Shipped By	BT

\_\_\_\_\_  
Bannister, Sunday

**Invoice:**

**Invoice**



HST #:

Invoice #179  
Invoice Date: 31-May-2013

To: Bannister, Sunday  
220 Duncan Mill Rd  
Suite 201  
Toronto ON M3B 3J5  
Canada

From: Kroll Pharmacy  
220 Duncan Mill Rd  
Toronto ON  
Tel: (416) 383-1010

Rx	Patient	Drug	Co-pay
1000466	Bannister, Sunday	5 Elavil 25mg	\$2.27
1000469	Bannister, Sunday	5 Apo-Hydro 25mg	\$2.12
1000470	Bannister, Sunday	30 Apo-Acebutolol 100mg	\$2.74
1000471	Bannister, Sunday	5 Apo-Terazosin 1mg	\$2.35
1000504	Bannister, Sunday	5 Anaprox DS 550mg	\$17.46
1000376	Bannister, Sunday	90 Apo-Simvastatin 40mg	\$17.29
1000377	Bannister, Sunday	180 Apo-Omeprazole 20mg	\$28.83

Delivery Charge	\$1.00
HST	\$0.13
<b>Total Patient Pays</b>	<b>\$74.19</b>