

August 2021





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Document Scanning and 2D Barcodes

This document outlines the process for scanning documents such as hard copies, medication reviews, and other documents that pertain to the patient record. Many documents in Kroll version 10 include 2D barcodes that, when scanned, inform the system of which patient or prescription the document pertains to.

Sample 2D Barcodes

The following section includes sample hardcopies with scannable 2D barcodes. The 2D barcodes on hardcopies appear in the top right corner and the 2D barcodes on MedsCheck Annual reviews in the bottom right corner.

2D barcode on a hardcopy:

| Rx:1154109 Kroll, Test 220 Duncan Mill Road Suite 201 | Wed 30-Jan-2013 9:01 (416)383-1010 |
|--|---|
| Toronto, ON D | OOB: 01-Jan-1959(54 years) |
| 30 TAB Simvastatin Brand Apo-Simvastati DIN: 02247014 | 40mg in 40mg Mfr: APX 87.51/100 On Hand: 100 Days: 30 |
| Dr. Jones, Barnaby 55 Dundast Street Toronto, ON Phone: (416)333-5555 | Doc#99:99999 NEW RX MODIFY REPRINT |
| TAKE 1 TABLET ON | ICE DAILY |
| Orig Rx:1154109 Prev: CostS0.45 Mkupt | Auth:30 Rem:0 Ago: First: 0.00 Fee:10.99 Total: 41.44 |



2D barcode on a MedsCheck Annual review (note that barcodes are included on all pages):

| | | Page 1 of 3 |
|---|--|---|
| | | Prepared on: 03-May-2013 |
| Kroll Computer Systems Pharmacy | | |
| 220 Duncan Mill Rd, Toronto ON M3B 335 | | Prepared by: John Smith |
| Phone: (416) 383-1010 Fax: (416) 383-0001 | | -Spreize |
| MedsCheck / | Annual review | Nes No |
| PATIENT INFORMATION | | / |
| Name Test, Dude | Gender Male | Date of Birth 19-Jan-1967 |
| Address 123 Any Lane, Toronto ON | Phone (416) 555-5555 | OHIP/008 1234567890 |
| Family Physician Name Huxtable, Heathcliffe | Family Physician Phone Num (416) 222-5555 | ber Family Physician Registration Number 123456 |
| Allergies Penicillins; Verified | | |
| Hypertension secondary to endocrine disorders, benign or unspeci Vial Lids Medical Devices Child Proof C Snap Cap BP Machine Glucor Alcohol Intake Catfeline Intake NIA Moderate Heavy NIA Moderate | fied; Confine neter Aero Chamber smok e Heavy ON | Me_L ☐ Other: 99 0 □ Past □ Yes, # per day: |
| Currently Currently Kedication | _ | Comments |
| 60 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Doctor Hos Last Fill Date: 2013-Apr-14 TAKE 1 CAPSULE TWICE A DAY | | |
| 60 TAB Ran-Rabeprazole 20mg [RAN] Dr. Test, Doctor No No Last Fill Date: 2013-Apr-14 TAKE 1 TABLET TWICE A DAY | | |
| 30 TAB Gd-Amlodipine/Atorvastatin 5/20mg [GEM] Dr. Test, Doctor Last Fill Date: 2013-Apr-14 TAKE 1 TABLET DAILY | | |
| 60 CAP Apo-Valproic 250mg [APX] Dr. Test, Doctor No. Last Fill Date: 2013-Apr-14 TAKE 1 CAPSULE TWICE A DAY | | |
| Neshing State Priss-Finasteride Sing [PMS] Dr. Test, Doctor Last Fill Date: 2013-Apr-14 TAKE 1 TABLET DAILY | | |
| MedsCheck is a voluntary program sponsored by the Ontario govern depends on the accuracy and completeness of the information provided The signed and dated MedsCheck demonstrates that both parties and the process; the completed MedsCheck may be shared with ot | nent. The accuracy of the infor by the patient at the time the N have an understanding of the t her health care professionals w | nation in this document fedsCheck was prepared. AedsCheck program thin the circle of care. |



Scanning Hardcopies

This section outlines the process for scanning a hardcopy. It explains how to process successfully scanned hardcopies as well as how to process hard copies that must be manually reconciled.

 From the Start screen, select File > Configuration > Store > Labels > Barcodes and ensure all 2D Bar Coding items except Receipt is checked.

| ♂ Store Level Configuration Parameters | | | | | | | EX |
|--|------------------|----------------|--|------------------|------|-----------|--------|
| General Patient Drug Doctor Rx 1 - General 2 - Vial Label 3 - Hardcopy | FDB Adjudication | Labels Reports | Security Interface Bar Codes | s Order | X-AR | Y · To Do | Etrl 📄 |
| Bar code configuration Type ID | Position Prefix | Owe | 2D Bar Coding Vial Hardcopy Receipt Owe Pick L Vacetic Pi Authorizatic | lp ck Up n | | | |
| Add Edit Print patient id bar code Print patient quick code Print linear bar code on left of vial | Remove | Clear | | | | | |
| | | | | | | | |
| | | | | | | | |
| Search | 🗸 ок | | 🗙 Cancel | | | | |

2. Fill Rxs throughout the day, saving the hardcopies and ensuring each have been signed by a pharmacist.



 When you are ready to begin scanning the hardcopies, select Utilities > Printed Document Scan/Import.

| T-Start Screen | | | | | | | | | |
|-----------------------|---------------------------------|-------|---------|------------|-------|-------------|---------|---------------|--------------------|
| File Edit Reports | Utilities NH Cards Session Help | | | | | | | | |
| F3 - Patient | Drug Ordering | • | rkflow | F11 - Drop | o-off | F12 - New F | Rx A | Alt-X - Start | |
| | Outbound Communications | • | \top | | | | _ | | |
| Last Dy Numbers | Merge | • | | | | | | _ | |
| Last RX Numbers | Unmerge | • | | a | | | | | ╡ੑੑੑੑੑੑੑੑੑੑੑੑੑੑੑੑੑ |
| Regu <u>i</u> ar 1000 | Adjust Current Wait Time | + | | | | | | ין פ | |
| Narcotic 9000 | Check Interactions | | F | ollowups | | Notes | Inbound | Docs Out | bound Fax Mail |
| ht diffe D | Quick Price | Alt+= | | | | | | | |
| | View Batches | | | | | | | | |
| <u>R</u> eprint R | Delivery Orders | + | 0-1 hrs | 1-4 hrs | 4+ hr | s Tomorrow | Trouble | Total | RX Counts |
| Cancel R | View Mail/Messages | | | | | | | | Repeat Rxs 0 |
| | View Packager Batches | | 0 | 0 | 0 | 0 | 0 | 5 | Total Rxs 2 |
| Modify Specifi | View Pending Network Queue | | 0 | 0 | 0 | 0 | 0 | 3 | |
| Reprint Specifi | Labels | + | | | | | | | Details |
| | Script Reentry Mode | | | | | | | | |
| Counsel R | Credit Card Password Manager | | | | | | | | |
| | Database Maintenance | + | | | | | | | |
| | Drug | + | | | | | | | |
| | Patient/Rx Import | | | | | | | | |
| | Printed Document Scan/Import | | | | | | | | |
| | | | | | | | | | |

4. The Import Scanned Documents window will appear.

NOTE: You can scan multiple hardcopies at once if you have the Fujitsu fi-6130 scanner. All other scanners will only allow you to scan 1 page at a time.



5. Place the hardcopies face down on the scanner hopper. Check **Scan both sides of paper** box if you are scanning any hard copies with information on both sides (only if your scanner supports dual side scanning). Click **Start Scanning**.

| Import Scanned Documents | C X |
|--|--|
| Scanner Scanner FUJITSU fi-6130dj Mode Colour Resolution 100 | <u>Start Scanning</u> Scan both sides of paper |
| Document Processing To Process 0 To Reconcile 0 | Process and Reconcile |
| View Scan <u>H</u> istory | X Close |

6. When scanning is complete, the number that appears next to **To Process** indicates the number of Rxs that were scanned successfully. The number that appears next to **To Reconcile** indicates the number of Rxs that were not scanned successfully, and will need to be manually reconciled.

| Import Scanned Documents | C X |
|---|----------------------------|
| Scanner Scanner FUJITSU fi-6130dj Mode Colour | Start Scanning |
| Resolution 100 | Scan both sides of paper 🛄 |
| Document Processing | |
| To Process 1 | Process and Reconcile |
| To Reconcile 2 | |
| View Scan <u>H</u> istory | X Close |

7. Click **Process** and **Reconcile**.

| Scanner Scanner | FUJITSU fi-6130dj | Start Scanning |
|------------------------|-------------------|----------------------------|
| Mode | Colour | |
| Resolution | 100 | Scan both sides of paper 🔲 |
| Document To Process | Processing 1 | Process and Reconcile |
| To Reconci | le 2 | |
| | View Scan History | |



8. The **Document Scan Reconciliation** window will open. Items in the **To Process** list appear in the **Documents to be created** section, and items in the **To Reconcile** list appear in the **Unprocessed Images** section.

| V Document Scan Reconciliation | |
|---|--|
| Documents to be created (1) | |
| Scanned on Status Filed By Type Title Patient | Rx Num Pages Message |
| 18/12/2013 14:18:38 Ready To File Script Image Hardcopy | 1006600 1 |
| | Process Pending Documents |
| 🔚 爹 🗷 Zoom 158.4 % 🔍 🍳 📔 🛅 💭 🏠 🏭 📑 蒙 | Unprocessed Images (2) Current Document |
| Rx:1006600 Test, Kroll Thu 19-Sep-2013 13:18 DC 123 First Avenue (416) 555-1234 Sex: Male Mississauga, ON ODB: 1236549513 DOB: 21-Feb-1950(63 years) ESI: 12-213423 123423452345 | Unprocessed Images (2) Scanned On Type |
| 100 CAP Auro-Gabapentin 100mg Mfr: AUR Gabapentin 100mg Mfr: AUR DIN: 02321203 53 00/500 (008) On Hand: Days: 100 | E |
| Dr. Test, Doctor 321 Kettle Road Mattawa, ON Phone: (555) 555-5555 Doc# 01:32165498 UNFILLED No Script Image MODIFY REPRINT INACTIVE | Document Type Script Image |
| AS DIRECTED Orig Rx:1006600 Auth:100 Rem:100 (1) Prev: Ago: First: Cost:0.00 Mkup:0.00 Fee:0.00 Total: 0.00 Pat:0.00 T.P.:0.00 - ODB(Not Sent); ESI(Not Sent)[DA] | Rx Num Date Patient |

9. If all Rxs were scanned successfully and appear in the **Documents to be created** section, click the **Process Pending Documents** button. Click **Cancel** to close the window.

| 😽 Document Scan F | Reconciliation | | | | | | | | - 0 <mark>- X -</mark> |
|---------------------|----------------|----------|--------------|----------|---------|---------|---------------|---|---------------------------------|
| Documents to be a | created (1) | | | | | | | | |
| Scanned on | Status | Filed By | Туре | Title | Patient | Rx Num | Pages Message | * | |
| 18/12/2013 14:18:38 | Ready To File | | Script Image | Hardcopy | | 1006600 | 1 | | |
| | | | | | | | | E | Process Pending Documents |

The scanning process is now complete.



Reconciling Unprocessed Images

This section outlines the process for reconciling unprocessed images.

1. From the **Document Scan Reconciliation** window, highlight scanned hardcopy in the **Unprocessed Images** list and click **Create New Document**.

| Document Scan Reconciliation | | | | | | |
|---|-----------------------|-------------------|----------------------------|-----------|---------------------|----------------------------------|
| ocuments to be created (1) | | | | | | |
| canned on Status | Filed By Type | Title | Patient | Rx Num | Pages Message | <u> </u> |
| 8/12/2013 14:18:38 Ready To File | Scrip | t Image Hardcopy | | 1006600 |) 1 | |
| | | | | | | Proc Pend Docum |
| 🛛 🎯 🛃 🛛 Zoom 158.4 % 🔍 | • 0 0 0 0 | 1 🖪 😼 | | Unpro | ocessed Images (2) | Curr <u>e</u> nt Document |
| - | e San | weekeel weekeelen | | Jan Unpro | cessed Images (2) |) |
| RX:1006600 |) Thu | 19-Sep-2013 13 | 3:18 | Scanne | d On Type | # Info Message |
| Test, Kroll | | 1 | DC HH | 14.17.5 | 7 Script Image | 1 Douldn't find Rx number: 10066 |
| 123 First Avenue | | (416) 555-1 | 234 | 14.10.3 | o scipriniage | T Deleted (Duplicate) |
| | | A | Sex: Male | | | |
| Mississauga ON | D | OB: 21-Feb-195 | 0(63 years) | | | |
| ODB: 1236549513 | F | SI: 12-213423-123 | 423452345 | | | |
| Gabapentin 100/ DIN: 0232120 | ng 3 53 00/50 | (ODB) On Hand | Mfr: AUR Days: 100 | III. | | |
| Dr. Test, Doctor | No. B. E. | Doc# 0 | 1:32165498 | | | |
| 321 Kettle Road | Ball - | | JNFILLED | Cre | ate New Documen | ıt |
| Taxa Diriya na sa | 2 | No Sc | ript Image | | | - |
| Mattawa, ON | | MODIFY | REPRINT | D | elete This Image | |
| Phone: (555) 555- | 5555 | | INACTIVE | Ade | this image to the | current document |
| AS DIRECTED | | | Construction of the second | Aut | a diis image to die | |
| The printed red | | | | Curr | ent Document Scri | pt Image - Hardcopy |
| | | | | For | Rx: 1006600 - T | est. Kroll |
| Orig Rx:1006600 | A | uth:100 Rei | n:100 (1) | | | |
| Prev: | Ago: | First: | | | | |
| Cost:0.00 MI | kup:0.00 F | ee:0.00 Tota | 0.00 | | | |
| Pat:0.00 | and the second second | 100 C | | | | |
| T P :0.00 - ODB/Not | Sent): ESI/N | of Sent)[DA] | | | Cancel | Next |



 Select Script Image from the Document Type dropdown menu and Hardcopy from the Image Type dropdown menu. Enter the Rx number in the Rx Number field and click Lookup.





3. The **Rx Num**, **Date**, **Patient**, **Drug**, and **Doctor** fields will auto-populate, and the unprocessed image **Type** will be set to **Script Image**. Highlight the line item and click **Save and Proceed to Next**.

| or Document Scan Reconciliation | |
|--|---|
| Documents to be created (1) | |
| Scanned on Status Filed By Type Title Patient | Rx Num Pages Message |
| 18/12/2013 14:18:38 Ready To File Script Image Hardcopy | 1006600 1 |
| | E Process Pending Documents |
| 🔚 👙 🛃 Zoom 158.4 % 🔍 🍭 📳 📮 🖏 📇 📑 📑 | Unprocessed Images (2) Current Document |
| Rx:1006600 Test, Kroll Thu 19-Sep-2013 13:18 DC 123 First Avenue (416) 555-1234 Mississauga, ON ODB: 1236549513 DOB: 21-Feb-1950(63 years) ESI: 12-213423 123423452345 100 CAP Auro-Gabapentin 100mg Gabapentin 100mg Mfr: AUR DINI: 02321203 On Handi Daws 100 | Unprocessed Images (2) Scanned On Type # Info Message 14:17:57 Script Image 1 Couldn't find Rx number: 100660(14:18:30 Script Image 1 Couldn't find Rx number: 100660(E |
| Dr. Test, Doctor 321 Kettle Road Mattawa, ON Phone: (555) 555-5555 AS DIRECTED Doc# 01:32165498 UNFILLED No Script Image MODIFY REPRINT INACTIVE | Document Type Script Image ImageType Hardcopy Rx Number 1006600 Rx Num 1006600 Date 18/12/2013 Patient Test, Kroll |
| Orig Rx:1006600 Auth:100 Rem:100 (1) Prev: Ago: First: Cost:0.00 Mkup:0.00 Fee:0.00 Total: 0.00 Pat:0.00 ODB(Not Sent); ESI(Not Sent)[DA] DUBLED Description | Drug Auro-Gabapentin 100mg Doctor Dr. Test, Doctor X Cancel Save and proceed to next |



4. The hardcopy will appear in the **Documents to be created** list.

| Documents to be | created (2) | | | | | | | 1945 - MA | | | 3.0 |
|--------------------------|---------------------|------------|---------------|-------------|-----------------------|---|---------|-----------------|------------------------|-----------------|-------------|
| canned on | Status | Filed By | Туре | Title | Patient | | Rx Num | Pages Message | i. | | |
| 8/12/2013 14:18:38 | Ready To File | | Script Image | Hardcopy | | | 1006600 | 0 1 | | | |
| 8/12/2013 15:32:11 | Ready To File | | Script Image | Hardcopy | | | 100660 | 0 1 | | | Process |
| 🛯 🏈 🛃 🛛 Zoom | 158.4 % 🤤 | 2 6 | 022 | | | | Unpro | ocessed Image | s (1) Curr <u>e</u> nt | + Document | |
| D 40 | 00000 | e | ess. internet | NUMBER OF | | * | Unpro | ocessed Images | (1) Lula | | |
| RX:10 | 06600 | 6 - T | Thu 19-Se | p-2013 13:1 | 8 1 1 | | Scanne | ed On Type | # Into M | essage | 100000 |
| Test, Kr | oll | | | D | CHRI | | 14:17,3 | oz scipi magi | e Treouiur | n Crind Pranume | er: 1006604 |
| 123 First | Avenue | | (4 | 16) 555-123 | 4 | | | | | | |
| | | | | -5 | lex: Male | | | | | | |
| Mississau | uga, ON | | DOB: 2 | -Feb-1950(| 3 vears) | | | | | | |
| ODB: 123 | 6549513 | | ESI: 12-3 | 13423-12342 | 3452345 | | | | | | |
| Gabape DIN: 02 | ntin 100r 232120 | ng 3 53 | 00/500 (ODB) | On Hand: D | Afr: AUR Days: 100 | Е | | | | | |
| Dr. Test | Doctor | 0 1 1 1 | | Doc# 01:3 | 2165498 | | | | | | |
| 321 Kettl | e Road | 6-9 | P- | UN | FILLED | | Cr | eate New Docum | ent | | |
| | . Rund | 5 | | No Scrip | t Image | | | | | | |
| Mattawa. | ON | | | MODIFY R | EPRINT | | D | elete This Imag | e | | |
| Phone: (| 555) 555- | 5555 | | IN | ACTIVE | | [| | | | |
| AS DIDE | CTED | | | | | | Add | a this image to | the current do | ocument | |
| AS DIRE | UTED | | | | | | Curr | ent Document | Script Image | - Hardconv | |
| | | | | | | | Ecr | Dw 1006500 | Tort Keell | | |
| Oria Ry1 | 008800 | | Auth:10 | Bem. | 100 (1) | | FOr | KX: 1000000 | - Test, Kroll | | |
| Prev: | 00000 | An | o: Fi | rst: | 100 (1) | | | | | | |
| Cost:0 00 | MI | up:0.00 | Fee:0.00 | Total: | 0.00 | | | | | | |
| Pat:0.00 | | | | | | | | | | | |
| T.P.:0.00 | - ODB(Not | Sent): E | SI(Not Sent | (DA) | | | > | Cancel | - | Next | |
| and a start land a start | | ulanate | Caba daris | athen tune | | | - | | | | |



5. If you wish to add the image to a current document, **click Add this image to the current document**. This will result in the current document having 2 pages.

| Documents to be o | created (2) | | | | | 1.02 | 11.12 V.4 | |
|--------------------|----------------------|------------|--------------|-----------------|---------------------|--------|----------------------------|---------------------------------|
| canned on | Status | Filed By | Туре | Title | Patient | Bx Num | Pages Message | |
| 8/12/2013 14:18:38 | Ready To File | | Script Image | Hardcopy | | 100660 | 0 1 | |
| 8/12/2013 15:32:11 | Ready To File | | Script Image | Hardcopy | | 100660 | 0 1 | Process |
| 200m | 158.4 % 🔍 🖲 | | 0 8 8 6 | | | Unpr | ocessed Images (1) Curri | ent Document |
| | | | | | | A Unor | cessed Images [1] | |
| Rx.10 | 06600 | | Thu 19 Co | -2013 12-11 | 346125 | Scann | ed On Type #In | fo Message |
| Toot Ke | | | 1110 13-36 | D-2013 13.10 | | 14:17: | 57 Script Image 1 Co | ouldn't find Rx number: 1006600 |
| 100 First | August | | 14 | 10) EEE 100 | 6.W.1 | | | |
| 123 First | Avenue | | (4 | 10) 555-1234 | Mala | | | |
| | 0.11 | | 000.04 | E L HOROUG | ex: Male | | | |
| Mississau | iga, ON | | DOB: 21 | -Feb-1950(6 | d years) | | | |
| ODB: 1236 | 5549513 | | ESI: 12-2 | 13423 123423 | 3452345 | | | |
| Gabaper DIN: 02 | ntin 100n 2321203 | ng 3 53 | 00/500 (ODB) | M On Hand: D | fr: AUR ays: 100 | Е | | |
| Dr. Test | Doctor | 1 8 4 | | Doc# 01:32 | 2165498 | | | |
| 321 Kettle | Road | 100 | P- | UN | FILLED | Cr | eate New Document | |
| 1000 | S. H. F. | 5 | | No Script | t Image | | | |
| Mattawa. | ON | | 1 | MODIFY RE | EPRINT | C | elete This Image | |
| Phone: (5 | 55) 555-5 | 5555 | | IN | ACTIVE | | | |
| AS DIDE | CTED | | | | | Ad | d this image to the curren | it document |
| AS DIRE | UTED | | | | | Curr | ent Document Script Ima | nge - Hardcony |
| | | | | | | Curr | en boccanen benpe ina | |
| Onio Duriti | 005500 | | Authoriton | Barnet | 00 (1) | For | KX: 1006600 - Test, Kr | 011 |
| Brown | 000000 | | Auth. Tou | rtem. r | 00(1) | | | |
| Cost:0.00 | ML | up:0.00 | Eee:0.00 | Total | 0.00 | | | |
| 0031.0.00 | - MIR | ap.0.00 | 100.0.00 | Total. | 0.00 | | | |
| Pat-0.00 | | | | | | | | |
| Pat:0.00 | ODB(Not | Sent): E | SI(Not Sent) | (DA) | | | Cancel | ✓ Next |



6. Complete the above steps for all other items in the **Unprocessed Images** list. When you are finished, click **Process Pending Documents**. Click **Cancel** to close the window.

| Documents to be o | created (3) | | | | | | | | 10 | | | |
|--|---|---------------------------|---------------------------------|--|--|---|--------------------------|-----------------------------|--|-----------------------|-------------|-----------|
| canned on | Status | Filed By | Туре | Title | Patient | | Rx Num | Pages | Message | | | |
| 3/12/2013 14:18:38 | Ready To File | | Script Image | Hardcopy | | | 1006600 | 1 | | | | <u> </u> |
| /12/2013 15:32:11 | Ready To File | | Script Image | Hardcopy | | | 1006600 | 0 1 | | | | Process |
| /12/2013 15:34:24 | Ready To File | | Script Image | Hardcopy | | | 1006600 |) 1 | | | - | Pending |
| Rx:10 Test, Kr 123 First | 158.4 % Q (06600 oll Avenue | | 다 다 감 등 Thu 19-Se (4 | ep-2013 13:1 Di \$16) 555-123 | | * | Unpro Unpro Scanne | ocesse icesse id On T | d Images (0 I Images (0 ype | Curr <u>e</u> nt Docu | ument ge |] |
| Mississau ODB: 1230 100 CAP Gabaper DIN: 02 | uga, ON 5549513 P Auro-G ntin 100n 232120 | abape | DOB: 2 ESI: 12- ntin 100r | 1-Feb-1950(0 213423-12342 ng N On Hand: D | tex: Male 33 years) 3452345 Mfr: AUR bays: 100 | ш | | | | | | |
| Dr. Test 321 Kettle Mattawa, Phone: (5 AS DIRE | ON (CTED) | 5555 | | Doc# 01:3 UN No Scrip MODIFY R IN | 2165498 FILLED t Image EPRINT ACTIVE | | | | No Docume | nt Type specif | fied | |
| Orig Rx:10 Prev: Cost:0.00 Pat:0.00 T.P.:0.00 | 006600 Mk - ODB(Not | Ag up:0.00 Sent); E | Auth:10 Fee:0.00 | 0 Rem: irst:) Total: t)[DA] | 00 (1) 0.00 | | | Cano | el | ✓ Save and | procee | d to next |

The scanning process is now complete.



Viewing Hardcopy / Rx Image from F12 Screen

The scanned Hardcopy / Rx Image can be viewed from the main F12 screen.

1. From the main **F12 screen**, select **Rx Images** from the right side Rx panel.

| File Ec | dit Rx Vi | ew Labels Profil | e Report | ts Utiliti | es NH | Cards S | ession I | Help | | | | | |
|-------------------|-------------|------------------|-------------|-----------------|-----------|--------------|-------------|--------------------|------------------|---------------------------|---------------|----------|--------------------------------|
| F3 - | Patient | F5 - Drug | F7 | - Docto | r | F9 - Workf | low] | F11 - Drop-o | ff F12 | - Save Change | es Alt-X | - Start | |
| 1534 | 159 Mo | dify Rx | | F | irst Fill | Last | Fill Inform | ation | \$11.42 1 | nit SB | Lookup | X Cancel | ×Rx |
| | | | | | 2/03/13 | | | | 311.42 1 | | | | 🖶 Add Rx Image |
| Priority | 50min | ▼ F2 | Due | 3 hrs, 10 n | nins ago | Forward | Rx F2 | 2 Work Order | 163949 | F2 Delivery | Pickup | • | 🐑 Transfer Rx To Another Store |
| <u>P</u> atient S | earch | | | <u>D</u> rug Se | arch | | Pack | 1000 F2 | D <u>o</u> c Sea | rch | Loc Office | - | 🔁 Inactivate Rx |
| Name | Test, Scann | ing | Age:29 | Brand | Novo-T | etra | | 250mg | Name | Dr. Test, Test | | | 🔞 Cancel Rx |
| Address | 458785-25t | h Street | Male | Generic | Tetracyo | cline HCI | | NOP (No | Address | 123 Any Street | | | Call Doctor |
| City Phone | Brampton | (905) 236-5689 | ON | Pack | 1,000 F | | oched 1 | Noimago | City | Sudbury (705) 222-4444 | Pro | V ON | Counsel Patient on Pickun |
| Plan | | lient ID | | DIN | 0002105 | 59 Min Of | v 0 | No mage | Lic# | 654321 Δlt. | lic# | | Yes |
| | | | | | | ` | | | | | | | View |
| | | | | | | | | | | | | | 🕞 KX Images (2) |
| Allergies | | | | <u>S</u> ig *40 | 2 | | | | Init | SB SB | Auth Qty | 40 1 | U Clinical Interactions |
| | | | | TAKE 1 | CAPSU | LE 4 TIMES A | DAY | | Disp <u>Q</u> ty | 40 Refills(+ |) Rem Qty | 0 | Carlor Refill Information |
| | | | | | | | | | Days | 10 | G.P. % | 93.35 | 👌 Patient Plan Information |
| Conditio | ns | | | | | | | | Prod Sel | None 🚽 | Acq Cost | \$0.76 | E Generic Equivalents |
| Anaphy | lactic shoc | k due to peanuts | | | | | | | 0/W | Written 🖃 | Cost | \$0.70 | 🗑 Rx as it was Filled |
| | | | | Route o | f Admin | | | Ŧ | <u>L</u> abels | 1 F2 | Fee | \$10.49 | E Patient Encounters |
| | | | | Dosage | Form | Capsule (H | lard, Soft | , Etc.) 🚽 | | | Total | \$11.42 | 🔁 Unit Dose Info |
| Plans | Pricing Da | tes Comments Inc | dications | I Images | Other | Ctrl 🔿 | Warnin | gs Counselling | j Un | it Dose (Ctrl-U): [| Disabled | | 🗘 Work Order |
| Rx Plan | s | Plan Pays Ext | ra Info (F2 | Edits) | | | Messa | ge | | | | | Workflow |
| Cash | ~ | 11.42 | | | | | V Rx h | - nas been adju | dicated. | You can't chan | ge certain va | a | V Send Rx to Trouble |
| | | | | | | | V Auto | o Order is dis | abled for | r this drug | | | 🚛 View Workflow Detail |
| | | | | | | | 🖰 Deli | very Label wil | l be print | ted | | | Workflow Push Queues |
| | | | | | | | 🖰 Scri | pt Image avai | lable | | | | ToDo/Data Entry |
| | | | | | | | | | | | | | Package Ry |
| Next Dis | p Qty | Min Interva | d | 6 | Ry Com | ments (0) | | | | | | | Pharmacist Verification |
| | | | | U | Tot Com | incritis (0) | | | | | | | Incomplete Diskups |
| | | | | | | | | | | | | | |
| | | | | | | ^ | | | | | | | |
| | | | | | | Ψ. | | | | | | | |



2. The **Rx Images** window appears. Select **Script Image** tab to view scanned image of the original written prescription.

| tx View Labels Profile Reports Utilities Cards Session Help | |
|--|---|
| nt 🛛 💣 Rx Images | |
| Modia 🚖 Script Image × Hardcopy 🜵 New | |
| 🔜 🕼 🚱 Zoom 73.1 % 🔍 🔍 🗈 🗋 🔂 🗗 📑 | Image |
| re License #123455 | er Rx To An |
| Heathcliff Huxtable M.D. | ate Rx |
| Scott 220 Duncan Mill Rd, Suite 201 2051 | Rx |
| Tel: (416)383-1010 Fax: (416)383-0001 | ctor |
| e (0PB) 1234327846 | el Patient o |
| MS Clie Name: Jim Wilson Are: Aug 7/62 | |
| Address: 120 Avenue Rel Date: Feb. 2/12 | ges (2) |
| Rx/ Torant | I Interaction |
| 11 11 Same | iformation |
| Kellex Overy | Plan Inform |
| Taid x In I - | : Equivalen |
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| Type Script Image Primary Print Script Image Report | |
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| | X |
| X Close | mpletion |
| | |

3. Click **Print Script Image Report** to print the selected Script Image if desired.



4. Select **Hardcopy** tab to view the scanned hardcopy.

| v Labels Profile Reports Utilities Cards Session Help | |
|--|--|
| Rx Images | |
| 🚖 Script Image 🛛 Hardcopy 🗵 🖶 New | |
| 🖬 🥔 🛃 Zoom 56.5 % 🔍 🍳 🗈 🗅 🔯 🚰 | In |
| Rx:1000026 Mon 06-May-2013 11:41 Test, Scott SB 220 Duncan Mill Road (416) 383-1010 Sex: Male Mon 06-May-2013 11:41 Toronto, ON DOB: 25-Sep-1965(47 years) 40 TAB Apo-Cephalex 500mg O/W: Written Cephalexin 500mg Mfr: APX DIN: 00768715 225.00/500 On Hand: 85 Days: 10 Lot: <unk> (40) Mr: APX Dr. Test, Test Doc# 01:123456 5 Any Street SNAP CAPS Toronto, ON Phone: (416) 123-4567 Phone: (416) 123-4567 NEW RX TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS Orig Rx:1000026 Auth:40 Prev: Ago: Cost:19.80 Mkup:0.00 Fee:10.49 Total: 30.29</unk> | er f atte Ro ct al f I r fa P : E w W E i |
| T.P.:0:00- DUP/THP - Beta-Lactams DUP/THP - Beta-Lactams DUP/THP - Beta-Lactams Course! Date Patient Phone Agent: No Had before Reference # Scanned by: Scan Date: 06-May-2013 | Drc 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 |
| X Close | st m |





Scanning MedsCheck Reports

This section outlines the process for scanning MedsCheck Reports. It explains how to process successfully scanned MedsCheck Reports as well as how to process MedsCheck Reports that must be manually reconciled.

 When all the MedsCheck Reports for the day have been signed and you are ready to begin scanning, select Utilities > Printed Document Scan/Import.

| ✓ 1-Start Screen | ine. | | a X |
|------------------------|---------------------------------|---|---------|
| File Edit Reports Util | lities NH Cards Session Help | | |
| F3 - Patient | Drug Ordering | rkflow F11 - Drop-off F12 - New Rx Alt-X - Start | |
| | Merge | ▲ 🚈 🛀 ///// ● I | |
| Last Rx Numbers | Unmerge | | |
| Regu <u>l</u> ar 1000 | Adjust Current Wait Time | | |
| <u>N</u> arcotic 9000 | Check Interactions | Followups Notes Inbound Docs Outbound Fax Ma | ail |
| Modify R | Quick Price | Alt+= | |
| Reprint R | View Batches Delivery Orders | Rx Counts | |
| Cancel By | View Mail/Messages | 0-1 nrs 1-4 nrs 4+ nrs Iomorrow Irouble Iotal New Rxs | 0 |
| | View Packager Batches | 0 0 0 0 0 5 Total Rxs | 0 |
| Modify Specific | View Pending Network Queue | | Details |
| Reprint Specifi | Labels | | Details |
| Counsel R | Script Reentry Mode | | |
| | Credit Card Password Manager | | |
| | Database Maintenance | | |
| | Patient/Rx Import | | |
| | Printed Document Scan/Import | | |
| | | | |

2. The **Import Scanned Documents** window will appear. Place the MedsCheck Reports face down on the scanner hopper. Check **Scan both sides of paper** box if you are scanning any reports with information on both sides (only if your scanner supports dual side scanning). Click **Start Scanning**.

| Import Scanned Documents | |
|--|--|
| Scanner Scanner FUJITSU fi-6130dj Mode Colour Resolution 100 | <u>Scan both sides of paper</u> |
| Document Processing To Process 0 To Reconcile 0 | <u>P</u> rocess and Reconcile |
| View Scan <u>H</u> istory | X Close |





3. When scanning is complete, the number that appears next to **To Process** indicates the number of MedsCheck Reports that were scanned successfully. The number that appears next to **To Reconcile** indicates the number of MedsCheck Reports that were not scanned successfully, and will need to be manually reconciled.

| r Import Scanned Documents | C × |
|---|----------------------------|
| Scanner Scanner FUJITSU fi-6130 Mode Colour | ldj <u>Start Scanning</u> |
| Resolution 100 | Scan both sides of paper 📃 |
| Document Processing | |
| To Process 1 | Process and Reconcile |
| To Reconcile 2 | |
| View Scan <u>H</u> | istory X Close |

4. Click **Process** and **Reconcile**.

| Import Scanned Documents | C X |
|--|--|
| Scanner FUJITSU fi-6130dj Mode Colour Resolution 100 | <u>Start Scanning</u> Scan both sides of paper 🕅 |
| Document Processing To Process 1 To Reconcile 2 | Process and Reconcile |
| View Scan <u>H</u> istory | X Close |

The **Document Scan Reconciliation** window will open. Items in the **To Process** list appear in the **Documents to be created** section, and items in the **To Reconcile** list appear in the **Unprocessed Images** section.

TELUS | Health



| of Document Scan Reconciliation | | | | | | |
|---|-----------------------|---|-------------------|-------------------------------|---|------------------------|
| Documents to be created (1) | | | | | | |
| Scanned on Status Filed By | Туре | Title | Patient | Rx Nur | n Pages Message | A |
| 18/12/2013 14:18:38 Ready To File | Patient Document | MedsCheck Annual Revi | | | 1 | |
| | | | | | | Process |
| | | | | | | E Pending Documents |
| 🔚 爹 🗷 Zoom 158.4 % 🤤 🎕 🛅 💭 🕻 | 6 🗗 🔁 🔯 | | | Unp | rocessed Images (2) Curr | ent Document |
| MedisCheck Have you received a MedisCheck review from another pharmacy is PATIENT INFORMATION | Annual review | / | res IIo | Unp Scan 14:17 14:18 | incecessed Images (2) ined On Type # In 757 Unprocessed 1 3:30 Unprocessed 1 | fo Message |
| Name Test, Scott | Gendor Male | Date of Birth 25-Sep | 1965 | | | |
| Address 220 Duncan Mill Road, Toronto ON, M38 315 | Phone | OHIPYODB | | | | = |
| Painty Physician Norm | Family Physician Phon | e Number Fariny Physician Re | giatration Number | | | |
| Model of Precision Bragic Cap Brad Calo Brad Calo | meter Aero Chan | nber Other: Smoluff Wie Past Yes. # | per day: | 8 | | - |
| 1aking? Medication 30 CAP Ano-Omeorazole 20mc (AFX) | | Comments | | <u> </u> | | |
| Provide Take L CAPSULE ONCE A DAY | | | | Do | cument Type Script Image | <u> </u> |
| 140 TAB Apo-Cephalex S00mg [APX] Dr. Test, Test No. Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS | | | | Ima | ageType Hardcopy | - |
| Yes No TAB Tylenoi With Codeine No.3 300/15/30mg (JAN) Dr. Test, Test Last Fill Date: 2013-Apr-24 AS DIRECTED | | | | Rx I | Number | Date |
| Yas Ao Yas Ao | | | | Pati | ent | |
| 20 CAP Macrociantin 100mg [PGA] | | | | Dru Doo | gtor | |
| A TAB Novo-Sidenafii SDrog [TEV] Tris)Alo Last Fill Dato: 2013 Apr-22 | | | | | X Cancel | ✓ Next |





5. If all the MedsCheck Reports were scanned successfully and appear in the **Documents to be created** section, click the **Process Pending Documents** button. Click **Cancel** to close the window.

| cuments to be c | reated [3] | 0.00 | | | | | | | | |
|--|--|--------------------|-------------------------|------------------------------|---------------------|------|------------|--------------|-------------------|--------|
| nned on | Status | Filed By | Туре | Title | Patient | BxNu | m Pages | Message | | A |
| 2/2013 14:18:38 | Ready To File | | Patient Document | MedsCheck Annual Rev | | | 1 | | | |
| 2/2013 15:32:11 | Ready To File | | Patient Document | MedsCheck Annual Rev | i l | | 1 | | | Proces |
| 2/2013 15:34:24 | Ready To File | | Patient Document | MedsCheck Annual Bev | | - | 1 | | | Pendir |
| G 🗔 700m | 150 4 % 🔾 | A | 3 £1 24 28 | | | Lie | processed | Images (0) | Current Documen | |
| 200m | 158.4 70 0 | | 20,001 🔞 | | | Qu | processed | i images (u) | Current Documer | IC |
| | | | | | | ^ Un | processed | Images (U) | later en | |
| | | MedsChec | k Annual review | 7 | | Sca | nned On Ty | pe | # Info Message | |
| | | | | / | | | | | | |
| ve you received a Me | disCheck review from | n another pharmacy | in the last 12 months ? | | Yes No | | | | | |
| | | | | | | | | | | |
| TIENT INFORMAT | ION | | Gender | Date of Birth | | | | | | |
| | Test, Scott | | Male | 25-Se | p-1965 | | | | | |
| 220 Duncan M | III Road, Toronto I | ON M38-335 | Phone | OHIPYOGB | | | | | | |
| unity Physician Narm | | | Pemily Physicae Pho | no Number Faraiy Physician P | Regularation Number | | | | | |
| ai Lida | Medica | al Devices | _ | | | | | | | |
| Child Preo! 9n | apCap ∐BF | P Machine Glu | cometer 🗌 Aero Cha | mber Other: | | | | | | |
| N/A Moderate | Heavy | N/A AMode | rate 🗌 Heavy | No Past Yes. | Fper day: | - | | | | |
| TIENT MEDICATH | N MIRTORY | | | | | | | | | |
| monthy | A HISTORY | | | an <u>a</u> n sanat araa | | | | | | |
| 30 CAP Anod | Medication | TARYI | | Comments | | | | | | |
| Dr. Test, Test Last Fill Date: TAKE L CAPSUL | 2013-May-06 ONCE A DAY | [AFA] | | | | | | | | |
| 40 TAB Apo-1 Dr. Test, Test Last Fill Date: TAKE 1 TABLET | Cephalex 500mg (2013-May-06 FOUR TIMES A DAT HO | APX] | | | | | Ν | lo Docume | nt Type specified | |
| 50 TAB Tyleno Dr. Test, Test Last Fill Date: AS DIRECTED | With Codeine No.3 2013-Apr-24 | 300/15/30mg [3A | N) | | | | | | | |
| AU AU AS ORECTED | nol 500mg (33C) 2013-Apr-24 | | | | | | | | | |
| 20 CAP Mach | 2013-Apr-22 | GA) | | | | | | | | |
| TAKE I CAPSULE | STREET A CAST. | | | | | | | | | |

The scanning process is now complete.





Reconciling Unprocessed Images

1. From the **Document Scan Reconciliation** window, highlight a MedsCheck Report in the **Unprocessed Images** list and click **Create New Document.**

| Document Scan Reconciliation | | | | | | | | - 0 X |
|---|------------------------|----------------------|---------------------------------|-------------|---------|--------------------------|----------------------|---------------------------------|
| Documents to be created (1) | | | | | | | | |
| Scanned on Status Filed | By Type | Title | Patient | | Bx Num | Pages Message | | |
| 16/05/2013 12:02:50 Beady To File | Patient Dr | cument Meds Ch | eck Test Sr | off | | | | 1 |
| | | | | | | | E | Process Pending Documents |
| 🔒 🎯 🛃 Zoom 36.0 %) 🔍 💽 | 00000 | 5 😼 | | | Unpro | cessed Images (4) | Current Document | |
| | | | Same Same | | Unpro | cessed Images (4) | | (Del) |
| | | | Page | 1 of 4 | Scanne | d On Type | # Info Message | ^ |
| | | P | repared on: 06-May-2013 | 231 | 12:02:5 | | Error reading bar co | de: Backgrou |
| | | Pr | epared by: Scott | | 12:02:5 | 8 Unprocessed | Error reading bar co | de: Backgrou |
| | | Sł | phature | | 12:03:0 |) Unprocessed | Error reading bar co | de: Backgrou |
| | | | - P | | 12:03:0 | 3 Unprocessed | Error reading bar co | de: Backgrou |
| Have you received a MedsCheck review from another PATIENT INFORMATION Name | pharmacy in the last 1 | 2 months ? | Date of Birth | 5 <i>Mo</i> | | | | |
| Test, Scott | | Male | 25-Sep-1965 | | | | | |
| 220 Duncan Mill Road, Toronto ON M38 | 335 Phone | | OHIP/ODB | | | | | * |
| Family Physician Name | Family Pl | ysician Phone Number | Family Physician Registration N | mber | Cre | ate New Document | tin | |
| Vial Lids Medical Devices Child Proof Snap Cap BP Machin Alcohol Intake Caffeine | e Glucometer | Aero Chamber | Other: | | D | elete This Image | | |
| N/A Moderate Heavy N/A | Moderate He | avy 🛛 No [| Past Yes, # per day: | | Ad | d this image to the | current document | |
| PATIENT MEDICATION HISTORY | | | | | Curre | nt Document Patie | ent Document - Med | is Check |
| Currently taking? Medication | | Co | mments | | For 1 | lest, Scott | | |
| Yes to 30 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Last FII Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY 40 TAB Apo-Cephalex 500mg [APX] | | | | | | | | |
| Yes No Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS | 0 | | | | | Consel | Alast | |
| 50 TAB Tylenol With Codeine No.3 300/15, Dr. Test. Test | '30mg [JAN] | | | - | | Cancer | V INEXT | |





2. Select **Patient Document** from the **Document Type** dropdown menu, search for the **Patient** associated with the MedsCheck Report by clicking the **F3** and click **Lookup**.

| Document Scan Reconciliation | - | | | | | | . 0 X |
|---|-------------------------|--------------------|--------------------------|---------|-----------------|-----------------------------|---------------------------------|
| Documents to be created (1) | | | | | | | |
| Scanned on Status Filed By | Type T | itle | Patient | Rx Num | Pages Message | * | |
| 06/05/2013 12:02:50 Ready To File | Patient Document | feds Check | Test, Scott | | 3 | | |
| | | | | | | H. | Process Pending Documents |
| 🔒 🥩 🛃 Zoom 36.0 % 🔍 🍳 📑 📑 | a 🗗 🖪 🔯 | | | Unpr | ocessed Images | (4) Current Document | |
| The second se | | | | Unpre | ocessed Images | (4) | (Del) |
| | | | Page 1 of 4 | Scann | ed On Type | # Info Message | |
| | | Prepared on: 0 | 6-May-2013 | 12:02: | 6 Patient Docur | ment Error reading bar code | e: Backgrou |
| | | Prepared by: S | cott | 12:02: | 58 Unprocessed | Error reading bar code | e: Backgrou |
| | | Signature | | 12:03:0 | 0 Unprocessed | Error reading bar code | e: Backgrou |
| | | - F | | 12:03:0 |)3 Unprocessed | Error reading bar code | e: Backgrou |
| Have you received a MedsCheck review from another pharmacy PATIENT INFORMATION Neme | In the last 12 months ? | / | Yes No | | | | |
| Test, Scott | Male | 2 | 5-Sep-1965 | | | | |
| Address 220 Duncan Mill Road, Toronto ON M3B 335 | Phone | OHIPYODB | | | | | * |
| Family Physician Name | Family Physician Phone | Number Family Phys | cian Registration Number | Doc | ment Type Pati | ent Document | - |
| Vial Lids Medical Devices | | | | Doct | anene type i uu | ene bocument | |
| Child Proof Snap Cap BP Machine Glue | ometer 🔲 Aero Cham | ber 🗌 Other: | | Patie | nt test sc | | E3 |
| Aconor Intake Catheine Intake | ate 🗌 Heavy | No Past | /es, # per day: | Nam | A | DOB | |
| PATIENT MEDICATION HISTORY | | | | Addr | ess | | |
| Currently taking? Medication | | Comments | | City, | Prov | | |
| 30 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Last Fill Oder 2013-May-06 TaKE 1 CAPSULE ONCE A DAY | | | | Rep | ort Type Nor | ie | <u> </u> |
| 40 TAB Apo-Cephalex 500mg [APX] Dr. Test, Test No. Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS | | | | Title | | | |
| 50 TAB Tylenol With Codeine No.3 300/15/30mg [JAN Dr. Test. Test | 1 | | | | Cancel | V Lookup | |





3. The **Patient Name**, **DOB**, **Address**, **City** and **Province** fields will auto-populate, and the unprocessed image **Type** will be set to **Patient Document**. Select **Meds Check** from the **Report Type** dropdown menu and click **Save and proceed to next**.

| 🗹 Document Scan Reconciliation | | | | | | | |
|---|------------------------|-------------------------|---------------------|-----------|--------------------------|-----------------------|---------------------------------|
| Documents to be created (1) | | | | | | | |
| Scanned on Status Filed By T | ype T | itle | Patient | Bx Num F | ages Message | | * |
| 06/05/2013 12:02:50 Ready To File F | atient Document | leds Check | Test, Scott | | 3 | | |
| | | | | | | | Process Pending Documents |
| 🔒 🥩 🛃 Zoom 36.0 % 🤤 🖳 🛅 💭 🔘 | 🗗 🖪 🛛 😼 | | | Unproc | essed Images (4) | Current Document | |
| | | | | Unproce | essed Images (4) | 17 | Del |
| | | | Page 1 of 4 | Scanned | Dn Type | # Info Message | |
| | | Prepared on: 06-M | ay-2013 | 12:02:56 | Patient Documen | t Error reading bar c | ode: Backgrou |
| | | Prepared by: Scott | | 12:02:58 | Unprocessed | Error reading bar c | ode: Backgrou 🥅 |
| | | Signature | | 12:03:00 | Unprocessed | Error reading bar c | ode: Backgrou |
| | | L P | i | 12:03:03 | Unprocessed | Error reading bar c | ode: Backgrou |
| Have you received a MedsCheck review from another pharmacy in PATIENT INFORMATION Nome Test, Scott | Gender | Date of Birth | Yes No | E | | | |
| Address 220 Duncan Mill Road, Toronto ON, M3B 315 | Phone | OHIP/ODB | | | | | - |
| Family Physician Name Vial Lids Medical Devices | Family Physician Phone | Number Family Physician | Registration Number | Docum | ent Type Patient | Document | <u> </u> |
| Child Proof Snap Cap BP Machine Gluce | ometer 🗌 Aero Chaml | ber 🗌 Other: Smoking | | Patient | | | F3 |
| N/A Ly Moderate Heavy N/A W Modera | te 🛄 Heavy | No Past Yes, | # per day: | Name | Test Scott | DOB | 25/09/1965 |
| DATISHT MEDICATION MOTORY | | | | Andre | 220 0 | Mill Baard | |
| PATIENT MEDICATION HISTORY | 1 | | | Addres | 220 Duncan | WIII Koad | |
| taking? Medication | | Comments | | City, Pro | v Toronto, Ol | N | |
| Yes No CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Dat Fill Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY | | | | Report | Type <mark>Meds (</mark> | Check | • |
| 40 TAB Apo-Cephalex 500mg [APX] Dr. Test, Test Yes No. Last Fill Date: 2013-May-06 TaKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS | | | | Title | Meds (| Check | |
| 50 TAB Tylenol With Codeine No.3 300/15/30mg [JAN] Dr. Test. Test | | | | - | Cancel | Save and procee | d to next |





4. The **MedsCheck Report** will appear in the **Documents to be created** list. If you wish to add the image to the current document, click **Add this image to the current document** button.

| ocument Scan Reconci | iliation | | | | | | | | | | | B | - 0 | X |
|---|---|--------------|-----------------|-------------|------------|-------------|---|----------|-----------------|--------|---------------|---------|--------------|------------|
| Documents to be created | 1 (2) | | | | | | | | | | | | | |
| Scanned on Status | Filed | d By T | уре | Title | | Patient | | Bx Num | Pages Message | | | | | |
| 06/05/2013 12:02:50 Beadu | , To File | P | atient Document | Meds Check | | Test Scott | | | 3 | | | _ | 1 | |
| 06/05/2013 12:02:56 Beadu | To File | P | atient Document | Meds Check | | Test Scott | | | 1 | | | | Droce | |
| 0070072010 12.02.00 11000 | | | dicht blocament | mods oncox | | 1030, 0000 | | | · · · · | | | - | Danali | |
| | | | | | | | | | | | | III + | Docum | ng ents |
| 릚 爹 🛃 Zoom 35.6 | % 🔍 🍭 💽 |) 🗘 🗿 | fi 🖪 🔯 | | | | | Unproc | essed Images | (3) | Current Docu | ment | | |
| | | | | | | | | Unproc | essed Images | (3) | | | | Del |
| Mode Chack Annual review | for Test Cost | | | | | | | Scanned | On Type | . 1 | # Info Messag | e | | |
| incus on ock Annual Teview | ior rest, scott | | | | 2 | Page 2 of 4 | | 12:02:58 | Unprocessed | 1 | Error reading | bar co | de: Backgrou | |
| | | | | Prepared or | on: 06-May | 2013 | | 12:03:00 | Unprocessed | t t | Error reading | bar coo | de: Backgrou | |
| | | | | Prenared by | W Scott | | | 12:03:03 | Unprocessed | 1 | Error reading | barco | de: Backgrou | |
| | | | | Signature | 3/2004 | | | | | | | | | Ξ |
| | | | | | / | | | | | | | | | |
| PATIENT MEDICATION HIS | STORY | | | IL- | | | | | | | | | | |
| Currently taking? | Medication | | | Comments | | | | | | | | | | |
| 100 TAB Tylenol With Dr. Test, Test Yes No Last Fill Date: 2013-P | Codeine No.3 300/15 Apr-16 | 5/30mg [JAN] | I | | | | = | | | | | | | |
| TAKE 1 TO 2 TABLETS E | EVERY 4 TO 6 HOURS AS | S NEEDED | | | | | | | | | | | | |
| Yes No Yes No TAB Apo-Amoxi Dr. Test, Test Last Fill Date: 2013-A TAKE 1 CAPSULE 3 TIME | Clav 500/125mg [/ Apr-12 ES A DAY | APX] | | | | | | | | | | | | - |
| 40 CAP Apo-Cloxi 5 | 00mg [APX] | | | | | | | Creat | te New Docum | nent | 1 | | | |
| Yes No Last Fill Date: 2012 4 | | | | | | | | cica | te New Docum | nene | J | | | |
| TAKE 1 CAPSULE 4 TIME | ES A DAY | | | | | | | De | lete This Imag | je |] | | | |
| 30 CAP Apo-Amoxi | 250mg [APX] | | | | | | | Add | this image to | the c | urront docum | oont | 1 | |
| Yes No Last Fill Date: 2013-A | pr-08 | | | | | | | Add | i this image to | the c | urrent docun | nent | | |
| TAKE 1 CAPSULE 3 TIME | IS A DAY | | | | | | | Current | t Document P | atient | t Document | - Med | s Check | |
| Yes No Last Fill Date: 2013-A AS DIRECTED | 7 (21 Day) 7/7/7 [: .pr-02 | JAN] | | | | | | For Te | est, Scott | | | | | |
| Yes No Yes No No No No No No No No No No No No No N | done 0.25mg [APX] pr-02 | 3 | | | | | | | | | | | | |
| Tes No Tes No 100 CAP Celebrex 1 Dr. Test, Test Last Fill Date: 2013-M TAKE 1 CAPSULE ONCE A | .00mg [PFI] lar-26 A DAY | | | | | | Ŧ | × | Cancel | | 🗸 N | lext | | |





5. The **second image** is added to the current document and the page number totals to two pages.

| 😈 Docur | ment Scan R | econciliation | | | | | | | | (1) [] | - 0 X |
|----------------------|--|--|--------------|------------------|--------------------------------|-------------|---|--------------------------------|---|--|------------------------------|
| Docume | ents to be o | reated (2) | | | | | | | | | |
| Scanned | on | Status | Filed By | Type | Title | Patient | L | Bx Num | Pages Message | | |
| 06/05/20 | 13 12:02:50 | Ready To File | | Patient Document | Meds Check | Test. Scott | | | 3 | | 1 |
| 06/05/20 | 13 12:02:56 | Ready To File | | Patient Document | Meds Check | Test, Scott | | | 2 | | Process |
| | | | | | | | | | | E | Pending Documents |
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 Complete the above steps for all other items in the Unprocessed Image list. When you are finished, click Process Pending Documents. Click Cancel to close the window.

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The Scanning process is now complete.

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Viewing Scanned Images Linked to a Patient

The scanned image document can be viewed from the **Patient Profile**.

1. From the **Patient** Card, select **Documents** from the right side **Patient** panel.

| 😽 1-Patier | nt - Doe, Jane | | | | | | | |
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| F3 - Pa | atient F5 - Drug | 7 - Doctor F9 - W | orkflow | F10 - Pickup | F11 - Drop | o-off F12 | - New Rx | Alt-X - Start |
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| Address 1 Address 2 City Postal Email Quick Code Commen Topic | 100 Any St Toronto Prov ON - Country Canada - jane@email.com Send e ts (0) Comment | Phone Numbers (1) Description Phone Numbers (1) Cell (555) Family Doctor | F2 Ins De e 555-5555 F2 Clear F2 Ins De | Birthdate 0 Age 28 Gender F Language E Height 5 Weight 1 ODB Plans (0) SubPlan C | 1/01/1985 8 years emale ▼ 6" 25 ode Group ID C | No image Loa | available d Delete (F2)Ing Del Expiry | Profile All Rxs Active Rxs Active Rxs w/Passtimes Refillable Rxs Pricing Profile Not Disp./OTC Rxs Rxs Filled in Error Suspended Rxs Perform FDB Analysis View |
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2. The **Patient Document List** window will appear with all the documents associated to the selected patient. Double click the document you want to view.

| Patient Document List | | |
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| * | * | X Add New Document ▼ X Close |
| Documents (1) | | (F2) (Ins) (Del) |
| Title | | Init 🛛 Document Type Created 🔻 Retain Until 🔼 |
| MedsCheck Annual Review | | KRL Manual Import 19/12/2013 |
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3. The **Edit Patient Document** window will appear. You enter comments in the **Comments** section if you wish. To view the document, select **Actions** > **Open**.

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|---------------|---|------------|--|
| Title | MedsCheck Annual Review | | Ac <u>t</u> ions ▼ |
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The document will display:

| | | | Page 1 |
|-----------|--|--|-----------------------------------|
| | | Pre | pared on: 06-Max-2013 |
| | | Pre | pared by: Scott |
| | | Sign | ature |
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| | MedsCheck | Annual review | / |
| | | | / |
| nave y | ou received a Medscheck review from another pharmacy in | the last 12 months ? | Yes |
| PATIEN | NT INFORMATION | | |
| Name | Test, Scott | Gender Male | Date of Birth 25-Sep-1965 |
| Address | 220 Dungan Hill Board Terrante ON H28 235 | Phone | OHIP/ODB |
| Family F | Physician Name | Family Physician Phone Number | Family Physician Registration Nur |
| LEat 17d | | | |
| Chi | Id Proof Snap Cap BP Machine Gluco | meter Aero Chamber O | ther: |
| Alcohol | Intake Caffeine Intake | Smoking | 1 |
| | Moderate Heavy N/A Moderat | e 🛄 Heavy 🛛 🖉 No 🗋 | Past Yes, # per day: |
| ATIEN | NT MEDICATION HISTORY | | |
| Currently | Medication | Con | iments |
| 5 | 30 CAP Apo-Omeprazole 20mg [APX] | | |
| Yes No | Dr. Test, Test Last Fill Date: 2013-May-06 | | |
| | TAKE 1 CAPSULE ONCE A DAY | | |
| 6 | 40 TAB Apo-Cephalex 500mg [APX] | | |
| Yes No | Last Fill Date: 2013-May-06 | | |
| Y | TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS | | |
| va Paul | Dr. Test, Test | | |
| C | VLast Fill Date: 2013-Apr-24 AS DIRECTED | | |
| 0 | 100 CAP Tylenol 500mg [JJC] | | |
| Yes) No | Dr. Test, Test Last Fill Date: 2013-Apr-24 | | |
| 1 | AS DIRECTED | | |
| | 20 CAP Macrodantin 100mg [PGA] | | |
| Yes No | Last Fill Date: 2013-Apr-22 | | |
| | TAKE 1 CAPSULE TWICE A DAY. | | |
| 2). | Dr. Test, Test | | |
| No | Last Fill Date: 2013-Apr-22 AS DIRECTED | | |
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| Mé | connect is a voluntary program sponsored by the Ontario governi | ment. The accuracy of the information | in this document |
| depe | nds on the accuracy and completeness of the information provided | d by the patient at the time the MedsC | heck was prepared. |

4. Click **Save** to save the changes.

5. Click **Cancel** to close the window.