



Document Scanning

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	Wed 30-Jan-2013 9:0	
Kroll, Test	220 Duncan Mill Road	(416)383-1010
Suite 201	Toronto, ON	DOB: 01-Jan-1959(54 years)
30 TAB Simvastatin 40mg		
Brand: Apo-Simvastatin 40mg	Mfr: APX	
DIN: 02247014	87.5/100	On Hand: 180 Days: 30
Dr. Jones, Barnaby	Doc#99:99999	
55 Dundast Street		
Toronto, ON		
Phone: (416)333-5555	NEW RX	MODIFY REPRINT
TAKE 1 TABLET ONCE DAILY		
Orig Rx:1154109	Auth:30	Rem:0
Prev: Cost:0.45	Mkup:0.00	Fee:10.99
Pat:41.44		Total: 41.44
T.P.:0.00 -		
DID Counsel: In Person <input checked="" type="checkbox"/> Via Phone <input type="checkbox"/> Agent <input type="checkbox"/>		
NOT Counsel: Pat Refused <input type="checkbox"/> Language <input type="checkbox"/> Delivered <input type="checkbox"/> Cancel <input type="checkbox"/>		

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

Page 1 of 3

Kroll Computer Systems Pharmacy
220 Duncan Mill Rd, Toronto ON M3B 3J5
Phone: (416) 383-1010 Fax: (416) 383-0001

Prepared on: **03-May-2013**
 Prepared by: **John Smith**
 Signature:

MedsCheck Annual review

Have you received a MedsCheck review from another pharmacy in the last 12 months? Yes 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/DOB 1234567890
Family Physician Name Huxtable, Heathcliffe	Family Physician Phone Number (416) 222-5555	Family Physician Registration Number 123456

Allergies: Penicillins; *verified*

Conditions: Hypertension secondary to endocrine disorders, benign or unspecified; *confirmed*

Vial Lids: Child Proof Snap Cap BP Machine Glucometer Aero Chamber Other:

Alcohol Intake: N/A Moderate Heavy Caffeine Intake: N/A Moderate Heavy Smoking: No Past Yes, # per day:

PATIENT MEDICATION HISTORY

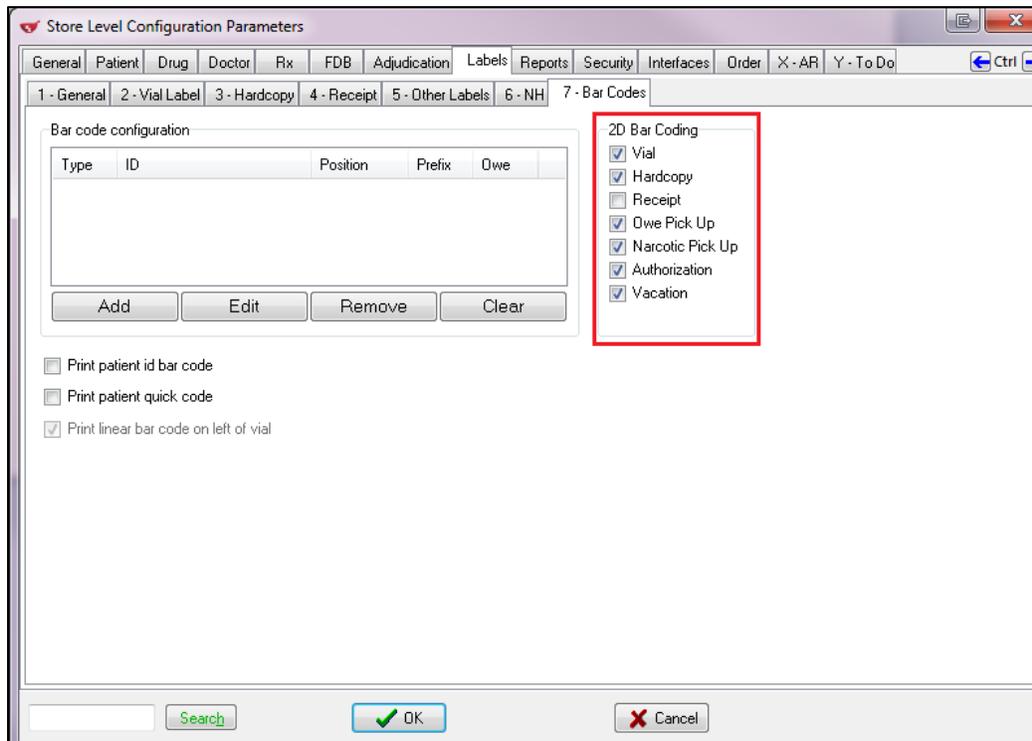
Currently taking?	Medication	Comments
Yes No <i>Yes</i>	60 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Doctor Last Fill Date: 2013-Apr-14 TAKE 1 CAPSULE TWICE A DAY	
Yes No <i>Yes</i>	60 TAB Ran-Rabeprazole 20mg [RAN] Dr. Test, Doctor Last Fill Date: 2013-Apr-14 TAKE 1 TABLET TWICE A DAY	
Yes No <i>Yes</i>	30 TAB Gd-Amlodipine/Atorvastatin 5/20mg [GEM] Dr. Test, Doctor Last Fill Date: 2013-Apr-14 TAKE 1 TABLET DAILY	
Yes No <i>Yes</i>	60 CAP Apo-Valproic 250mg [APX] Dr. Test, Doctor Last Fill Date: 2013-Apr-14 TAKE 1 CAPSULE TWICE A DAY	
Yes No <i>Yes</i>	30 TAB Pms-Finasteride 5mg [PMS] Dr. Test, Doctor Last Fill Date: 2013-Apr-14 TAKE 1 TABLET DAILY	

MedsCheck is a voluntary program sponsored by the Ontario government. The accuracy of the information in this document depends on the accuracy and completeness of the information provided by the patient at the time the MedsCheck was prepared. The signed and dated MedsCheck demonstrates that both parties have an understanding of the MedsCheck program and the process; the completed MedsCheck may be shared with other health care professionals within the circle of care.

Scanning Hardcopies

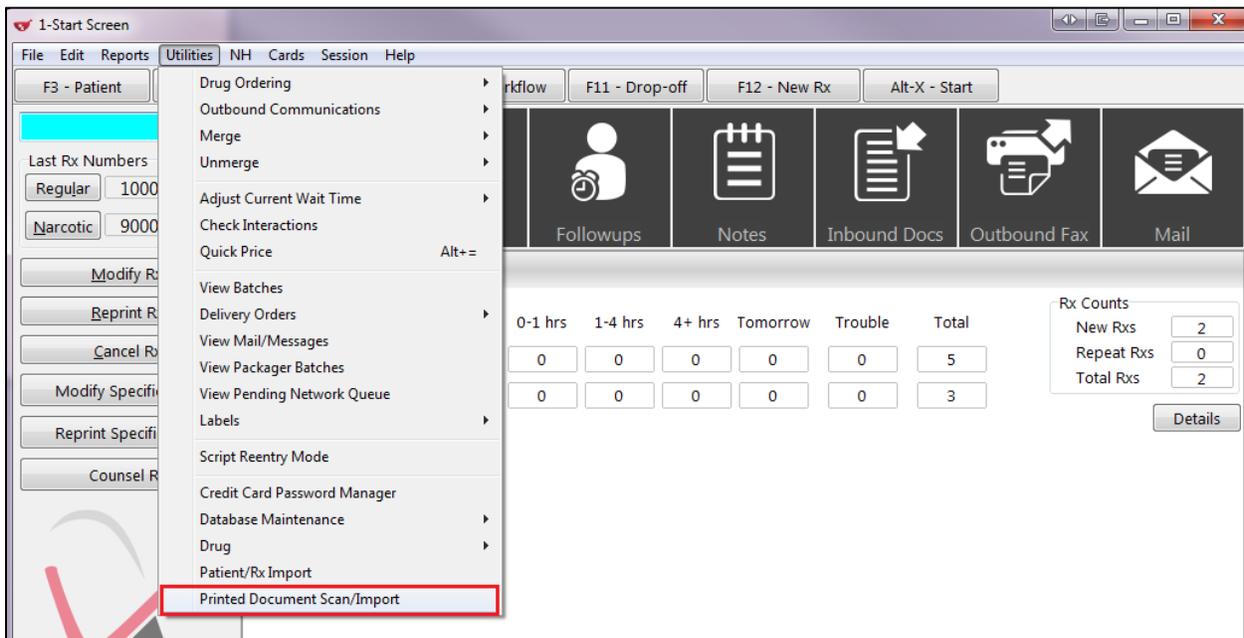
This section outlines the process for scanning a hardcopy. It explains how to process successfully scanned hardcopies as well as how to process hard copies that must be manually reconciled.

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



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

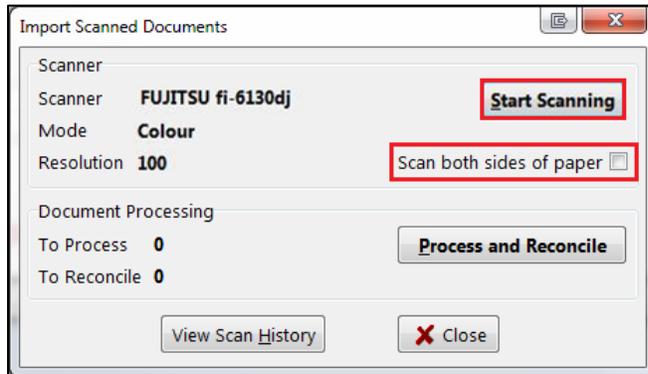
- When you are ready to begin scanning the hardcopies, select **Utilities > Printed Document Scan/Import**.



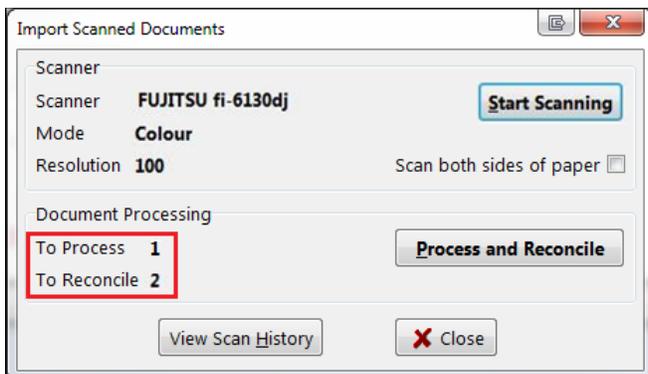
- The **Import Scanned Documents** window will appear.

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.

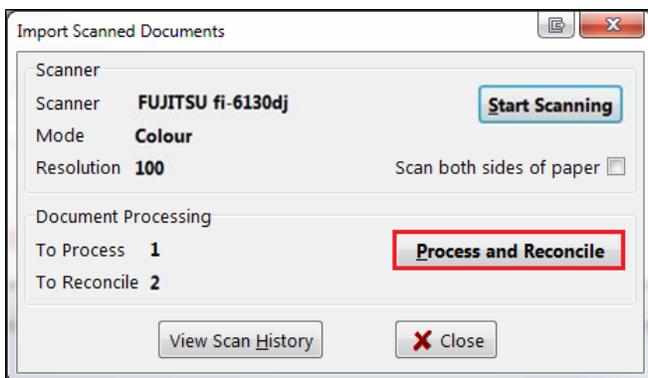
- Place the hardcopies face down on the scanner hopper. Check **Scan both sides of paper** box if you are scanning any hard copies with information on both sides (only if your scanner supports dual side scanning). Click **Start Scanning**.



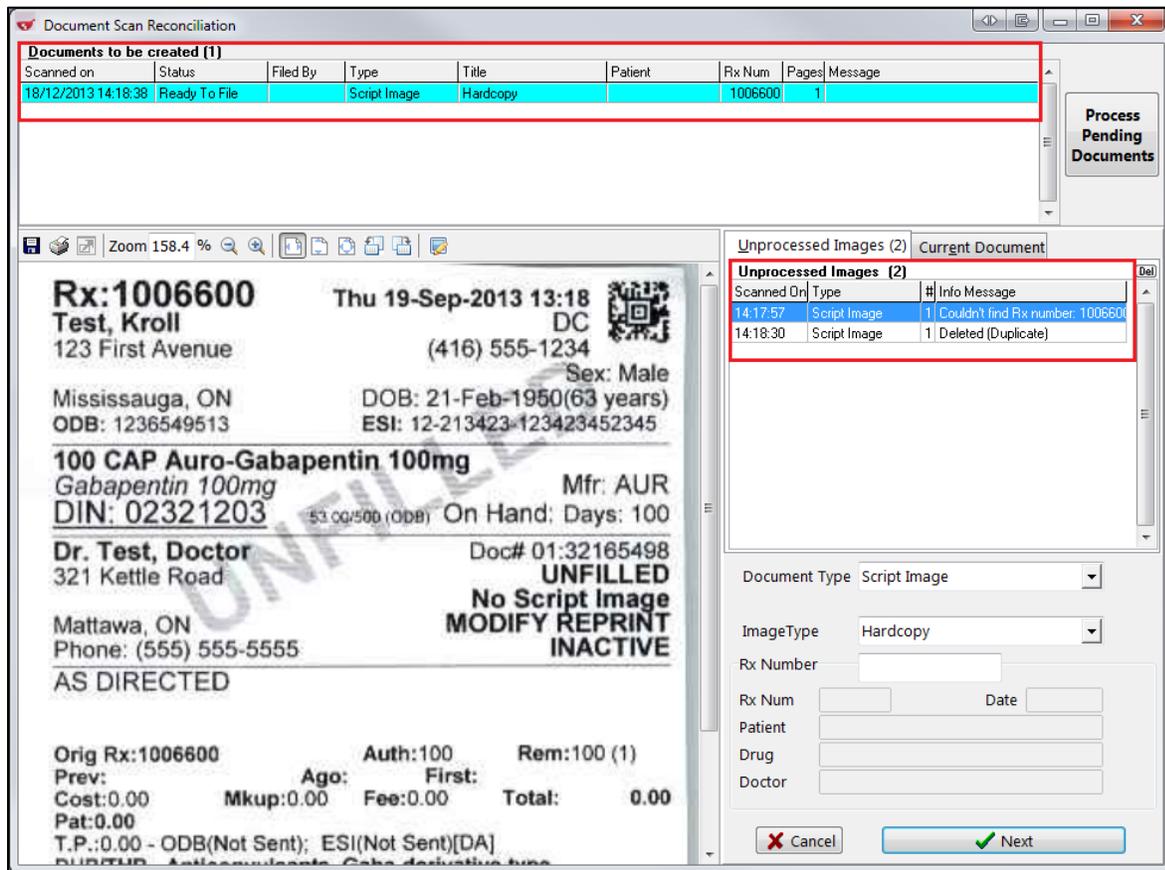
- When scanning is complete, the number that appears next to **To Process** indicates the number of Rx's that were scanned successfully. The number that appears next to **To Reconcile** indicates the number of Rx's that were not scanned successfully, and will need to be manually reconciled.



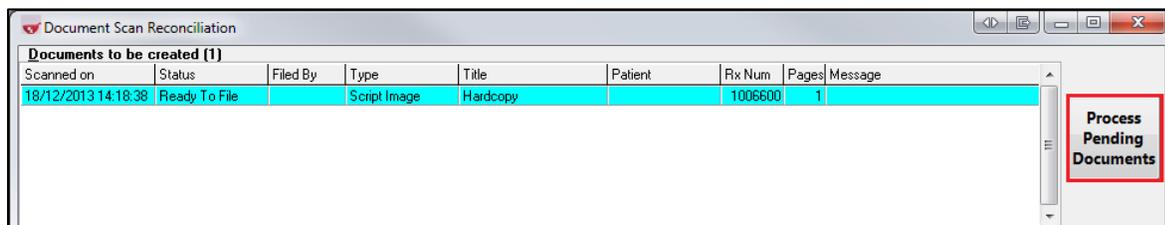
- Click **Process and Reconcile**.



- 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.



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

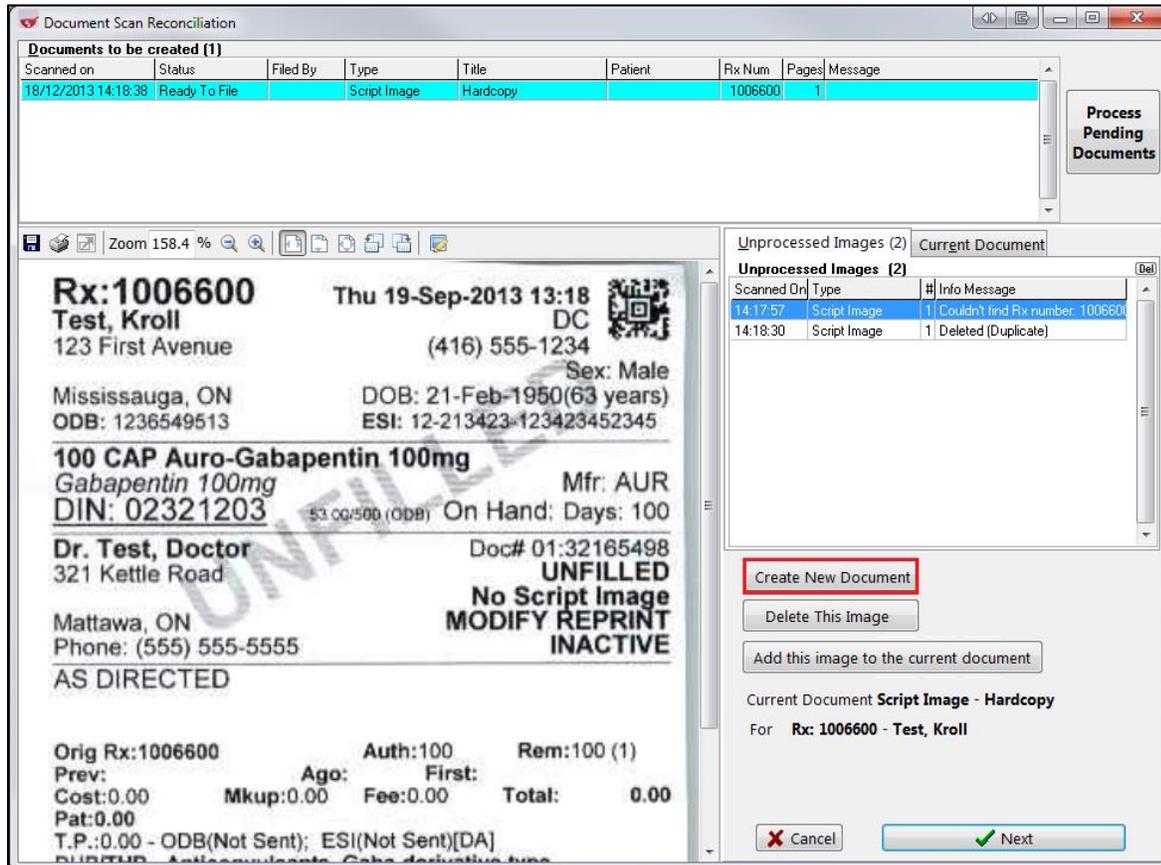


The scanning process is now complete.

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**.



The screenshot shows the 'Document Scan Reconciliation' window. At the top, a table lists 'Documents to be created (1)'. Below this, a scanned document is displayed with the following text:

Rx: 1006600 Thu 19-Sep-2013 13:18 DC
Test, Kroll
 123 First Avenue (416) 555-1234
 Sex: Male
 Mississauga, ON DOB: 21-Feb-1950(63 years)
 ODB: 1236549513 ESI: 12-213423-123423452345

100 CAP Auro-Gabapentin 100mg
 Gabapentin 100mg Mfr: AUR
 DIN: 02321203 53.00/500 (ODB) On Hand: Days: 100

Dr. Test, Doctor Doc# 01:32165498
 321 Kettle Road **UNFILLED**
No Script Image
MODIFY REPRINT
INACTIVE

Mattawa, ON
 Phone: (555) 555-5555
 AS DIRECTED

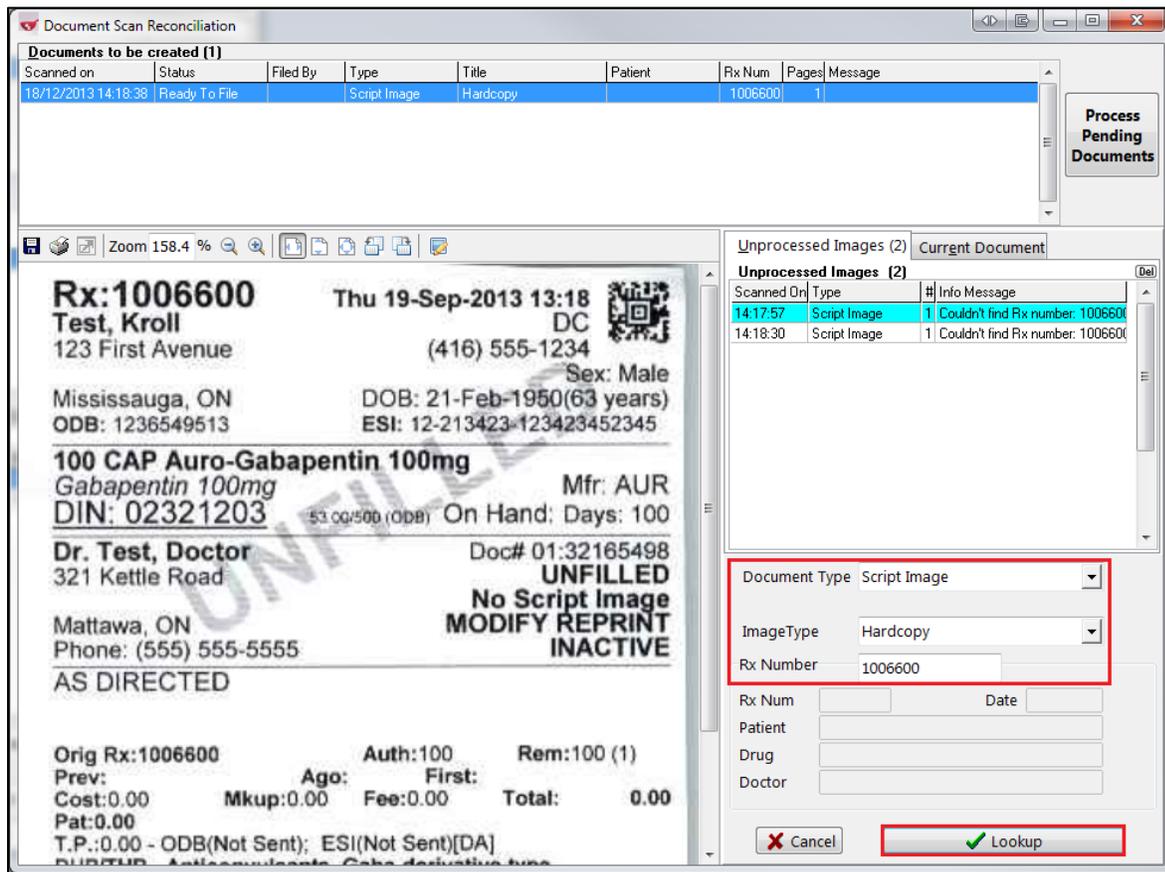
Orig Rx: 1006600 Auth: 100 Rem: 100 (1)
 Prev: Ago: First:
 Cost: 0.00 Mkup: 0.00 Fee: 0.00 Total: 0.00
 Pat: 0.00
 T.P.: 0.00 - ODB(Not Sent); ESI(Not Sent)[DA]

At the bottom of the window, the 'Unprocessed Images (2)' list is visible:

Scanned On	Type	#	Info Message
14:17:57	Script Image	1	Couldn't find Rx number: 1006600
14:18:30	Script Image	1	Deleted (Duplicate)

The 'Create New Document' button is highlighted with a red box. Other buttons include 'Delete This Image', 'Add this image to the current document', 'Cancel', and 'Next'.

2. 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.



The screenshot shows the 'Document Scan Reconciliation' window. The main area displays a scanned document for Rx: 1006600, dated Thu 19-Sep-2013 13:18. The document includes patient information for Test, Krill and a prescription for 100 CAP Auro-Gabapentin 100mg. A large 'UNFILLED' watermark is visible across the document. The reconciliation panel on the right shows 'Unprocessed Images (2)' with a table listing scanned items and their messages. Below the table, the 'Document Type' is set to 'Script Image' and 'ImageType' is set to 'Hardcopy'. The 'Rx Number' field contains '1006600'. At the bottom of the panel, there are 'Cancel' and 'Lookup' buttons, with the 'Lookup' button highlighted by a red box.

Scanned On	Type	#	Info Message
14:17:57	Script Image	1	Couldn't find Rx number: 1006600
14:18:30	Script Image	1	Couldn't find Rx number: 1006600

- 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**.

Document Scan Reconciliation
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Documents to be created (1)							
Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages
18/12/2013 14:18:38	Ready To File		Script Image	Hardcopy		1006600	1

Process Pending Documents

Unprocessed Images (2)
Current Document

Scanned On	Type	#	Info Message
14:17:57	Script Image	1	Couldn't find Rx number: 1006600
14:18:30	Script Image	1	Couldn't find Rx number: 1006600

Document Type Script Image

ImageType Hardcopy

Rx Number 1006600

Rx Num 1006600 Date 18/12/2013

Patient Test, Krill

Drug Auro-Gabapentin 100mg

Doctor Dr. Test, Doctor

✖ Cancel
✔ Save and proceed to next

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

Document Scan Reconciliation

Documents to be created (2)								
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	
18/12/2013 15:32:11	Ready To File		Script Image	Hardcopy		1006600	1	

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Rx: 1006600 Thu 19-Sep-2013 13:18 DC

Test, Kroll (416) 555-1234

123 First Avenue

Mississauga, ON Sex: Male
 ODB: 1236549513 DOB: 21-Feb-1950(63 years)
 ESI: 12-213423-123423452345

100 CAP Auro-Gabapentin 100mg Mfr: AUR
 Gabapentin 100mg
 DIN: 02321203 53.00/500 (ODB) On Hand: Days: 100

Dr. Test, Doctor Doc# 01:32165498
 321 Kettle Road **UNFILLED**
No Script Image
MODIFY REPRINT
INACTIVE

Mattawa, ON
 Phone: (555) 555-5555
 AS DIRECTED

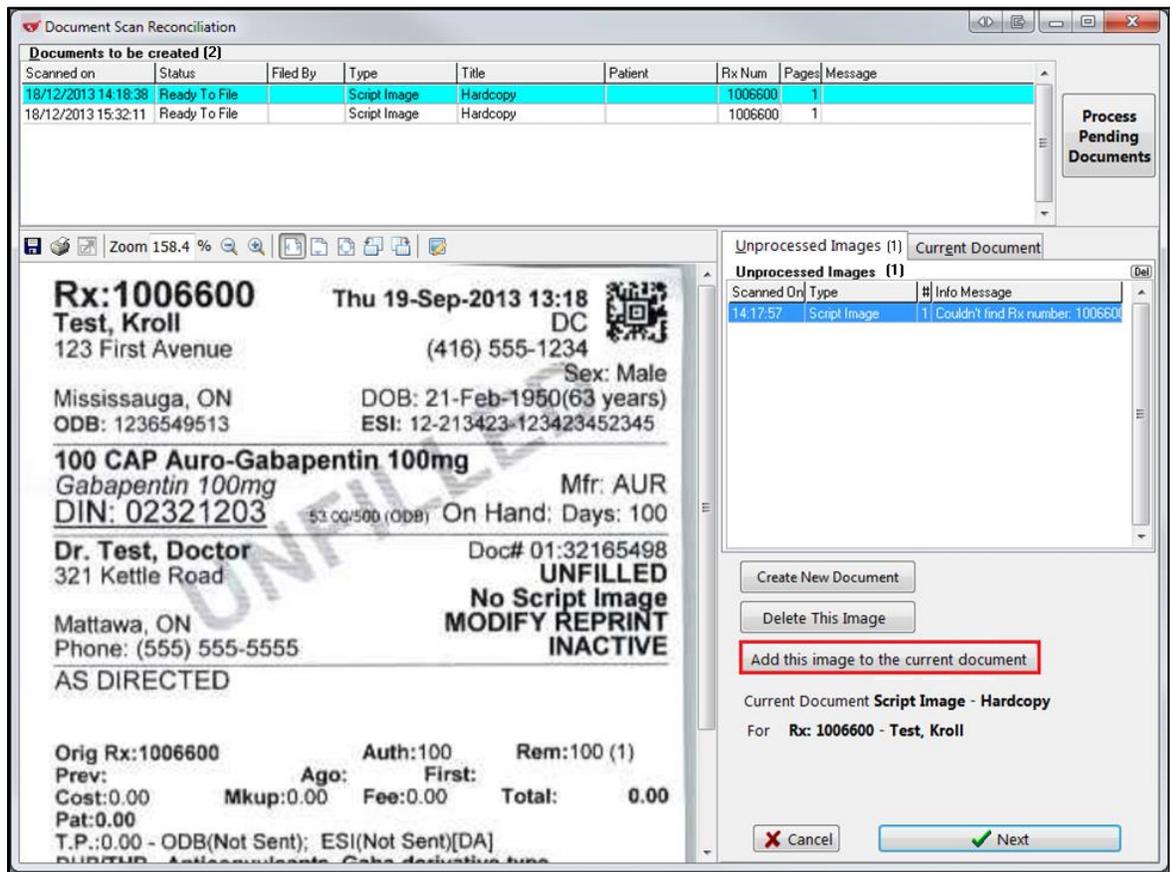
Orig Rx: 1006600 Auth: 100 Rem: 100 (1)
 Prev: Cost: 0.00 Ago: First: Total: 0.00
 Pat: 0.00 Mkup: 0.00 Fee: 0.00
 T.P.: 0.00 - ODB(Not Sent); ESI(Not Sent)[DA]

Unprocessed Images (1) Current Document

Scanned On	Type	#	Info Message
14:17:57	Script Image	1	Couldn't find Rx number: 1006600

Current Document **Script Image - Hardcopy**
 For **Rx: 1006600 - Test, Kroll**

- 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.



The screenshot shows the 'Document Scan Reconciliation' window. At the top, a table lists 'Documents to be created (2)'. Below this is a large preview of a scanned document. To the right, a panel shows 'Unprocessed Images (1)' with a table containing one entry. Below the image preview, there are buttons for 'Create New Document', 'Delete This Image', and 'Add this image to the current document' (which is highlighted with a red box). At the bottom of the panel are 'Cancel' and 'Next' buttons.

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	
18/12/2013 15:32:11	Ready To File		Script Image	Hardcopy		1006600	1	

Rx: 1006600 Thu 19-Sep-2013 13:18 DC
Test, Kroll (416) 555-1234
 123 First Avenue
 Sex: Male
 Mississauga, ON DOB: 21-Feb-1950(63 years)
 ODB: 1236549513 ESI: 12-213423-123423452345

100 CAP Auro-Gabapentin 100mg Mfr: AUR
 Gabapentin 100mg
 DIN: 02321203 53.00/500 (ODB) On Hand: Days: 100

Dr. Test, Doctor Doc# 01:32165498
 321 Kettle Road **UNFILLED**
No Script Image
MODIFY REPRINT
INACTIVE
 Mattawa, ON
 Phone: (555) 555-5555
 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]

Unprocessed Images (1)	Current Document		
Scanned On	Type	#	Info Message
14:17:57	Script Image	1	Couldn't find Rx number: 1006600

Buttons: Create New Document, Delete This Image, **Add this image to the current document**, Current Document **Script Image - Hardcopy**, For **Rx: 1006600 - Test, Kroll**, Cancel, Next

- 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.

Document Scan Reconciliation
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Documents to be created [3]							
Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages
18/12/2013 14:18:38	Ready To File		Script Image	Hardcopy		1006600	1
18/12/2013 15:32:11	Ready To File		Script Image	Hardcopy		1006600	1
18/12/2013 15:34:24	Ready To File		Script Image	Hardcopy		1006600	1

Process Pending Documents

Rx: 1006600 Thu 19-Sep-2013 13:18 DC

Test, Kroll (416) 555-1234

123 First Avenue Sex: Male

Mississauga, ON DOB: 21-Feb-1950(63 years)

ODB: 1236549513 ESI: 12-213423-123423452345

100 CAP Auro-Gabapentin 100mg Mfr: AUR

Gabapentin 100mg 53.00/500 (ODB) On Hand: Days: 100

DIN: 02321203

Dr. Test, Doctor Doc# 01:32165498

321 Kettle Road **UNFILLED**

Mattawa, ON **No Script Image**

Phone: (555) 555-5555 **MODIFY REPRINT**

AS DIRECTED **INACTIVE**

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]

Unprocessed Images (0) Current Document

Unprocessed Images (0)

Scanned On	Type	Info	Message
No Document Type specified			

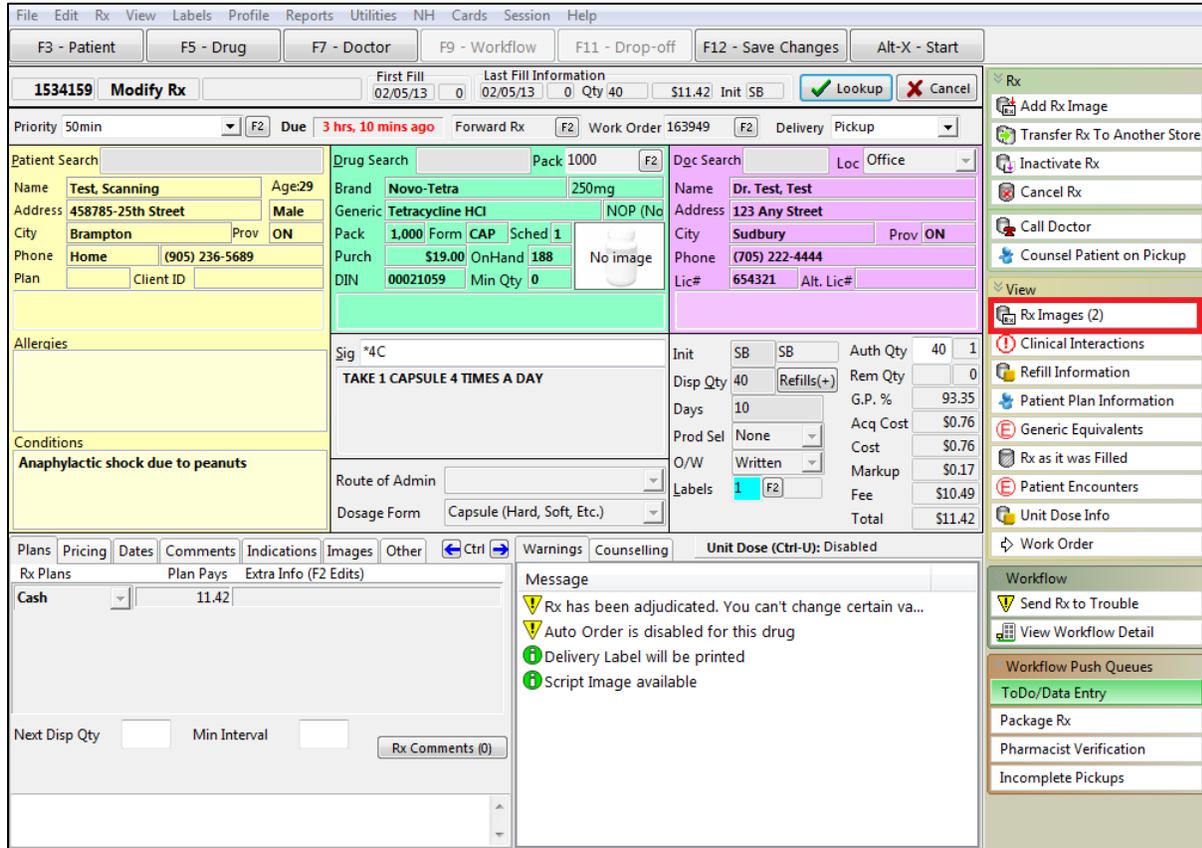
X Cancel

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.

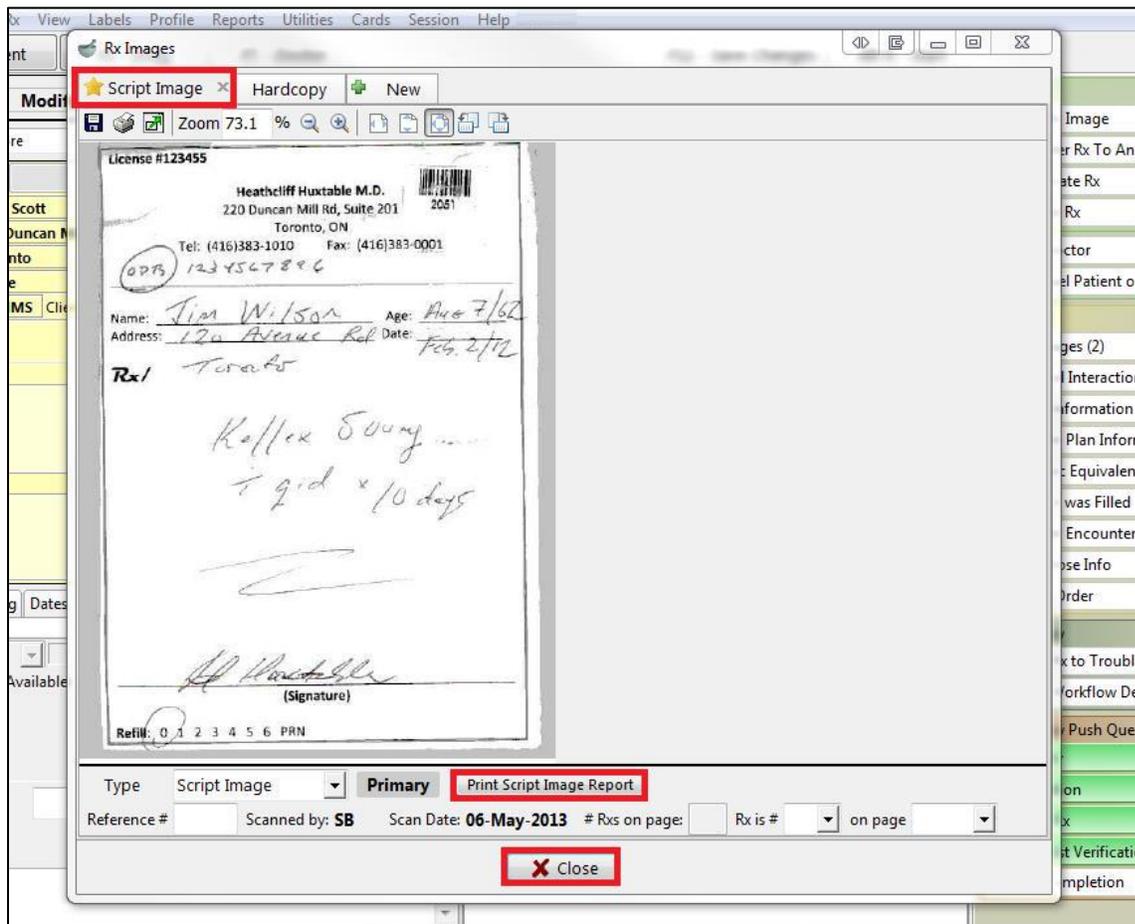
1. From the main **F12** screen, select **Rx Images** from the right side Rx panel.



The screenshot displays the F12 screen in the TELUS Health software. The interface is divided into several sections:

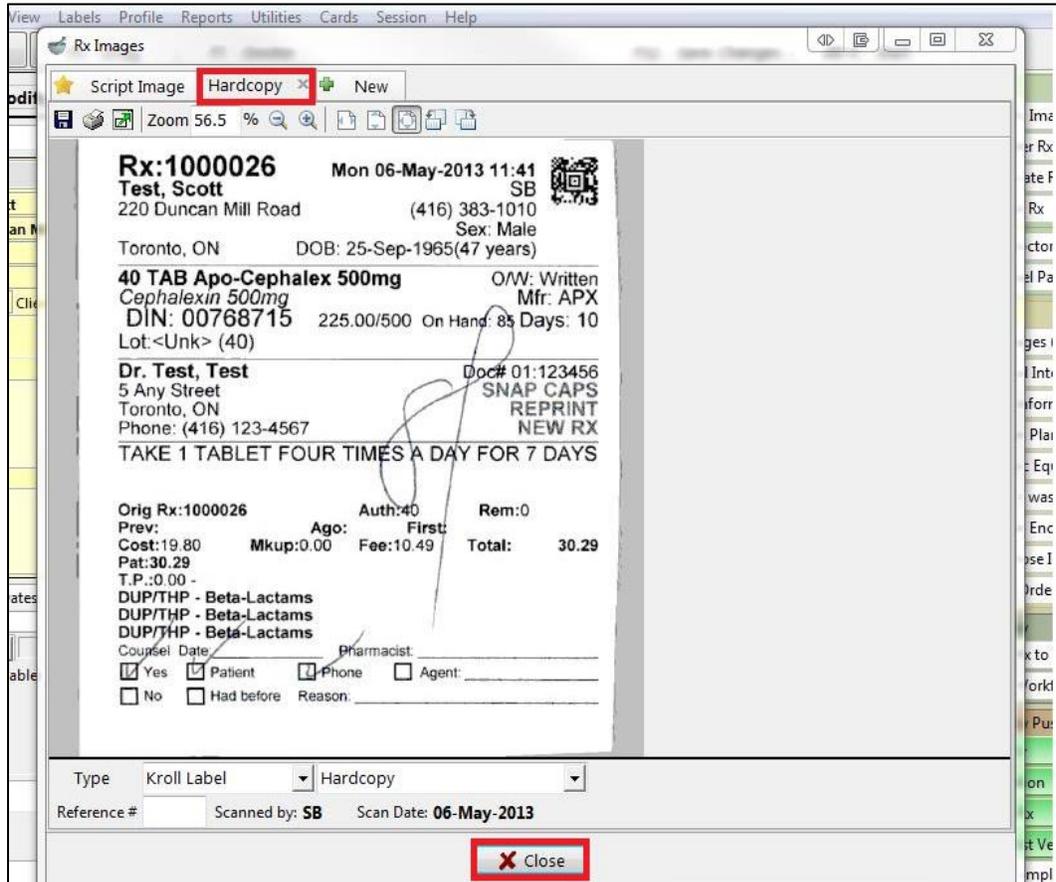
- Top Bar:** Contains menu options (File, Edit, Rx, View, Labels, Profile, Reports, Utilities, NH, Cards, Session, Help) and function keys (F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F11 - Drop-off, F12 - Save Changes, Alt-X - Start).
- Patient Information:** Shows patient ID 1534159, name Test, Scanning, age 29, and address 458785-25th Street, Brampton, ON. The drug is Novo-Tetra 250mg Tetracycline HCl.
- Drug Information:** Displays drug details including pack size (1000), form (CAP), and schedule (1). It also shows purchase price (\$19.00) and on-hand quantity (188).
- Right-Hand Panel:** A vertical menu with options like 'Add Rx Image', 'Transfer Rx To Another Store', 'Inactivate Rx', 'Cancel Rx', 'Call Doctor', and 'Counsel Patient on Pickup'. Under the 'View' section, 'Rx Images (2)' is highlighted with a red box.
- Bottom Section:** Includes 'Plans' (Cash, 11.42), 'Warnings' (Rx adjudicated, Auto Order disabled), and 'Counseling' (Delivery Label will be printed, Script Image available).

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



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

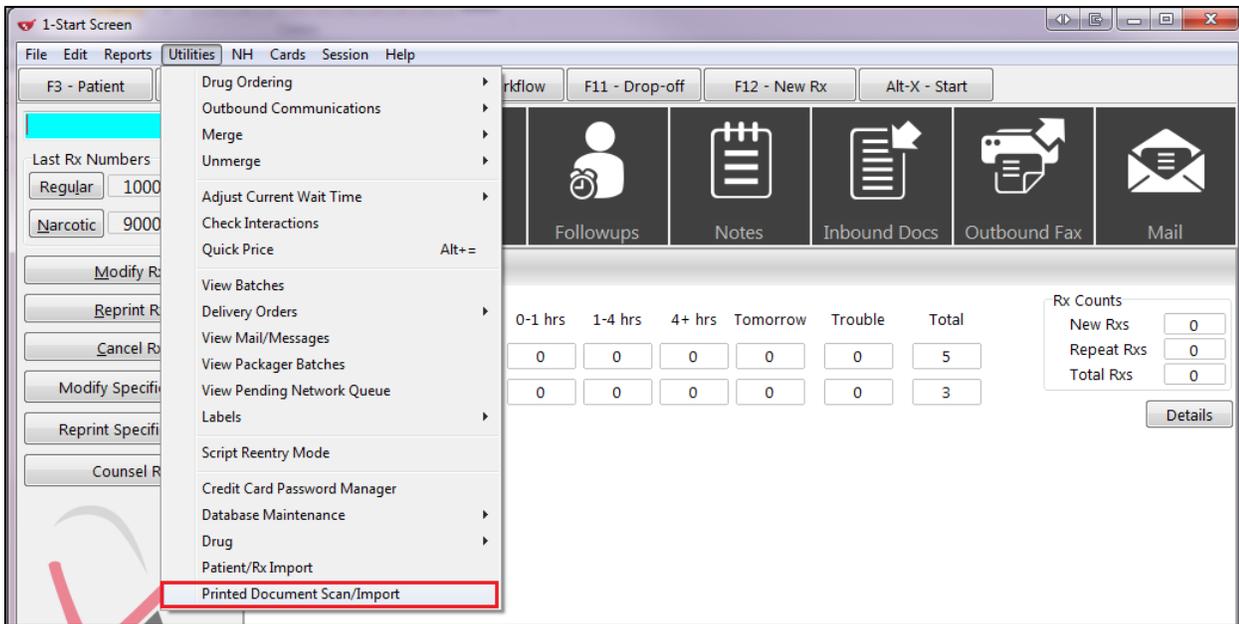
4. Select **Hardcopy** tab to view the scanned hardcopy.



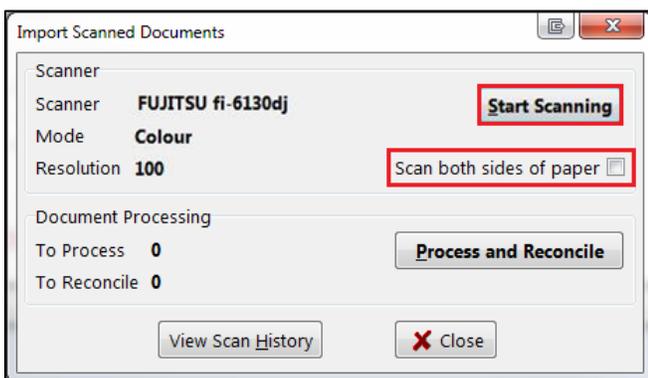
Scanning MedsCheck Reports

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.

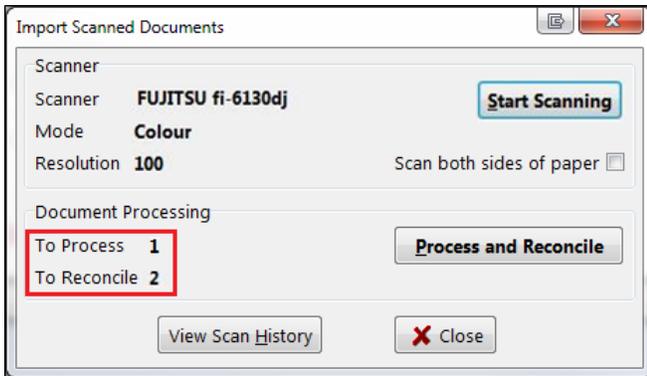
1. When all the MedsCheck Reports for the day have been signed and you are ready to begin scanning, select **Utilities > Printed Document Scan/Import**.



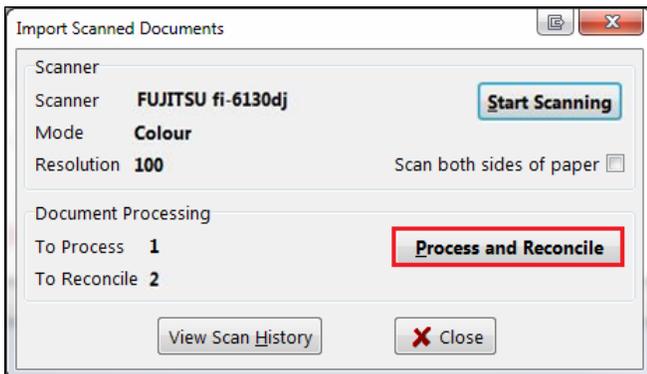
2. The **Import Scanned Documents** window will appear. Place the MedsCheck Reports face down on the scanner hopper. Check **Scan both sides of paper** box if you are scanning any reports with information on both sides (only if your scanner supports dual side scanning). Click **Start Scanning**.



- 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.



- Click **Process and Reconcile**.



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.

Document Scan Reconciliation

Documents to be created (1)							
Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages
18/12/2013 14:18:38	Ready To File		Patient Document	MedsCheck Annual Revi			1

Process Pending Documents

MedsCheck Annual review

Have you received a MedsCheck review from another pharmacy in the last 12 months? Yes No

PATIENT INFORMATION

Name: Test, Scott	Gender: Male	Date of Birth: 25-Sep-1965
Address: 220 Duncan Mill Road, Toronto ON M3B 3J5		
Family Physician Name:	Family Physician Phone Number:	Family Physician Preparation Number:

Medical Devices

Child Proof Snap Cap BP Machine Olfactometer Aero Chamber Other:

Alcohol intake: N/A Moderate Heavy
Caffeine intake: N/A Moderate Heavy No Past Yes: # per day

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
<input checked="" type="checkbox"/> Yes	30 CAP Apo-Omeprazole 20mg [AFX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY	
<input checked="" type="checkbox"/> Yes	40 TAB Apo-Cephalex 500mg [AFX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS	
<input checked="" type="checkbox"/> Yes	30 TAB Tylenol With Codeine No.3 300/15/30mg [JAN] Dr. Test, Test Last Fill Date: 2013-Apr-24 AS DIRECTED	
<input checked="" type="checkbox"/> Yes	100 CAP Tylenol 500mg [JJC] Dr. Test, Test Last Fill Date: 2013-Apr-24 AS DIRECTED	
<input checked="" type="checkbox"/> Yes	20 CAP Macroclantin 100mg [PGA] Dr. Test, Test Last Fill Date: 2013-Apr-22 TAKE 1 CAPSULE TWICE A DAY	
<input checked="" type="checkbox"/> Yes	4 TAB Novo-Sildenafil 50mg [TEV] Dr. Test, Test Last Fill Date: 2013-Apr-22	

Unprocessed Images (2)

Scanned On	Type	#	Info Message
14:17:57	Unprocessed	1	
14:18:30	Unprocessed	1	

Document Type: **Script Image**

ImageType: **Hardcopy**

Rx Number:

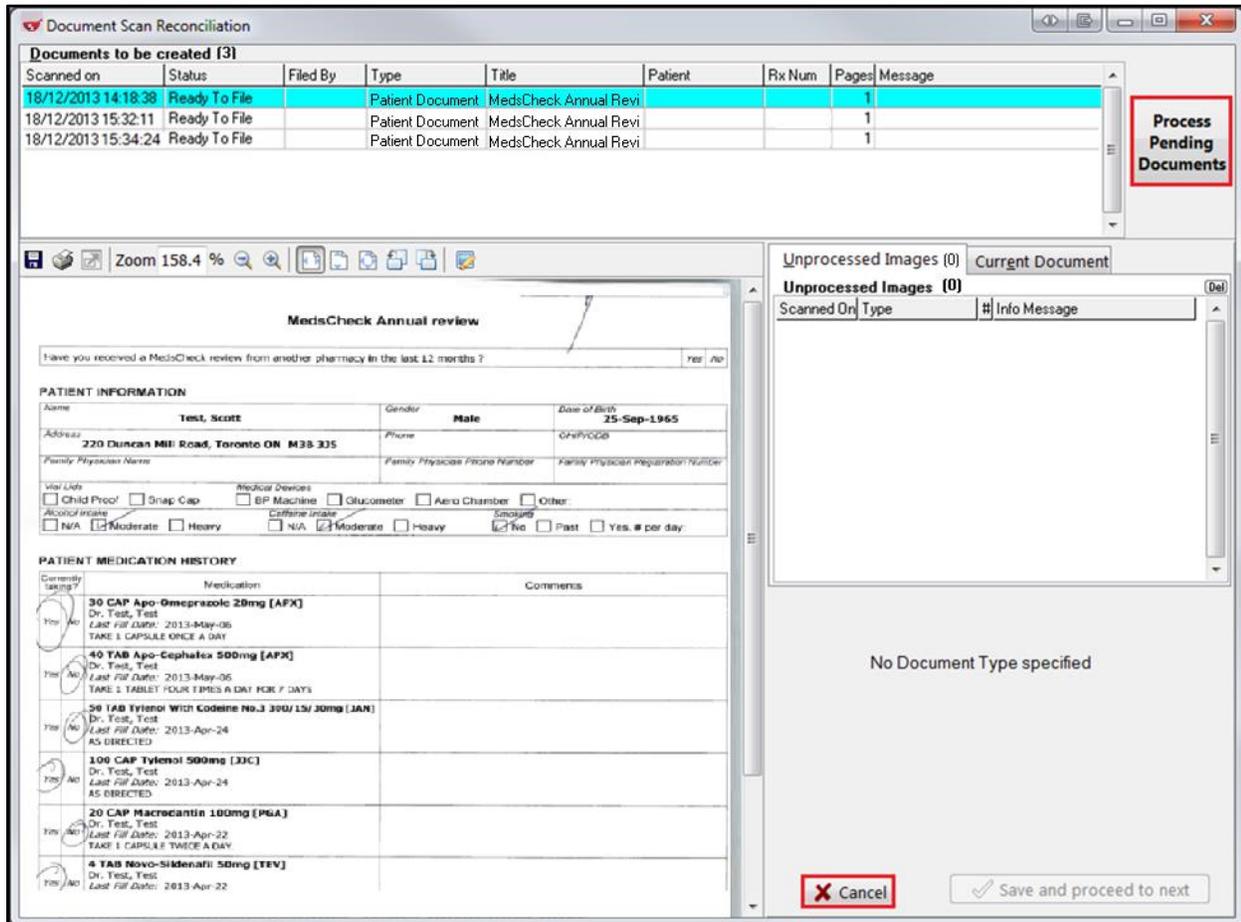
Rx Num: Date:

Patient:

Drug:

Doctor:

- 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.



Document Scan Reconciliation

Documents to be created (3)

Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages	Message
18/12/2013 14:18:38	Ready To File		Patient Document	MedsCheck Annual Revi			1	
18/12/2013 15:32:11	Ready To File		Patient Document	MedsCheck Annual Revi			1	
18/12/2013 15:34:24	Ready To File		Patient Document	MedsCheck Annual Revi			1	

Process Pending Documents

Zoom 158.4 %

MedsCheck Annual review

Have you received a MedsCheck review from another pharmacy in the last 12 months? Yes No

PATIENT INFORMATION

Name	Test, Scott	Gender	Male	Date of Birth	25-Sep-1965
Address	220 Duncan Mill Road, Toronto ON M3B 3J5				
Phone	647-9722				
Family Physician Name	Family Physician Phone Number	Family Physician Registration Number			

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
<input checked="" type="checkbox"/>	30 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY	
<input checked="" type="checkbox"/>	40 TAB Apo-Cephalex 500mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS	
<input checked="" type="checkbox"/>	50 TAB Tylenol With Codeine No.3 300/150 JONG [JAN] Dr. Test, Test Last Fill Date: 2013-Apr-24 AS DIRECTED	
<input checked="" type="checkbox"/>	100 CAP Tylenol 500mg [JJC] Dr. Test, Test Last Fill Date: 2013-Apr-24 AS DIRECTED	
<input checked="" type="checkbox"/>	20 CAP Macrocantin 100mg [PGA] Dr. Test, Test Last Fill Date: 2013-Apr-22 TAKE 1 CAPSULE TWICE A DAY	
<input checked="" type="checkbox"/>	4 TAB Novo-Sildenafil 50mg [TRV] Dr. Test, Test Last Fill Date: 2013-Apr-22	

Unprocessed Images (0) Current Document

Unprocessed Images (0)

Scanned On	Type	Info Message
No Document Type specified		

Cancel

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

Documents to be created (1)

Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages	Message
06/05/2013 12:02:50	Ready To File		Patient Document	Meds Check	Test, Scott		3	

Process Pending Documents

Zoom 36.0 %

Page 1 of 4

Prepared on: **06-May-2013**
 Prepared by: **Scott**
 Signature: *[Signature]*

MedsCheck Annual review

Have you received a MedsCheck review from another pharmacy in the last 12 months? Yes: No

PATIENT INFORMATION

Name	Test, Scott	Gender	Male	Date of Birth	25-Sep-1965
Address	220 Duncan Mill Road, Toronto ON M3B 3J5		Phone	OHIP/DOB	
Family Physician Name	Family Physician Phone Number	Family Physician Registration Number			

Vial Lids
 Child Proof Snap Cap BP Machine Glucometer Aero Chamber Other:

Alcohol Intake
 N/A Moderate Heavy

Caffeine Intake
 N/A Moderate Heavy

Smoking
 No Past Yes, # per day:

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
Yes No	30 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY	
Yes No	40 TAB Apo-Cephalex 500mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS	
Yes No	50 TAB Tylenol With Codeine No.3 300/15/30mg [JAN] Dr. Test, Test	

Unprocessed Images (4)

Scanned On	Type	#	Info Message
12:02:56	Unprocessed		Error reading bar code: Backgrou
12:02:58	Unprocessed		Error reading bar code: Backgrou
12:03:00	Unprocessed		Error reading bar code: Backgrou
12:03:03	Unprocessed		Error reading bar code: Backgrou

Create New Document

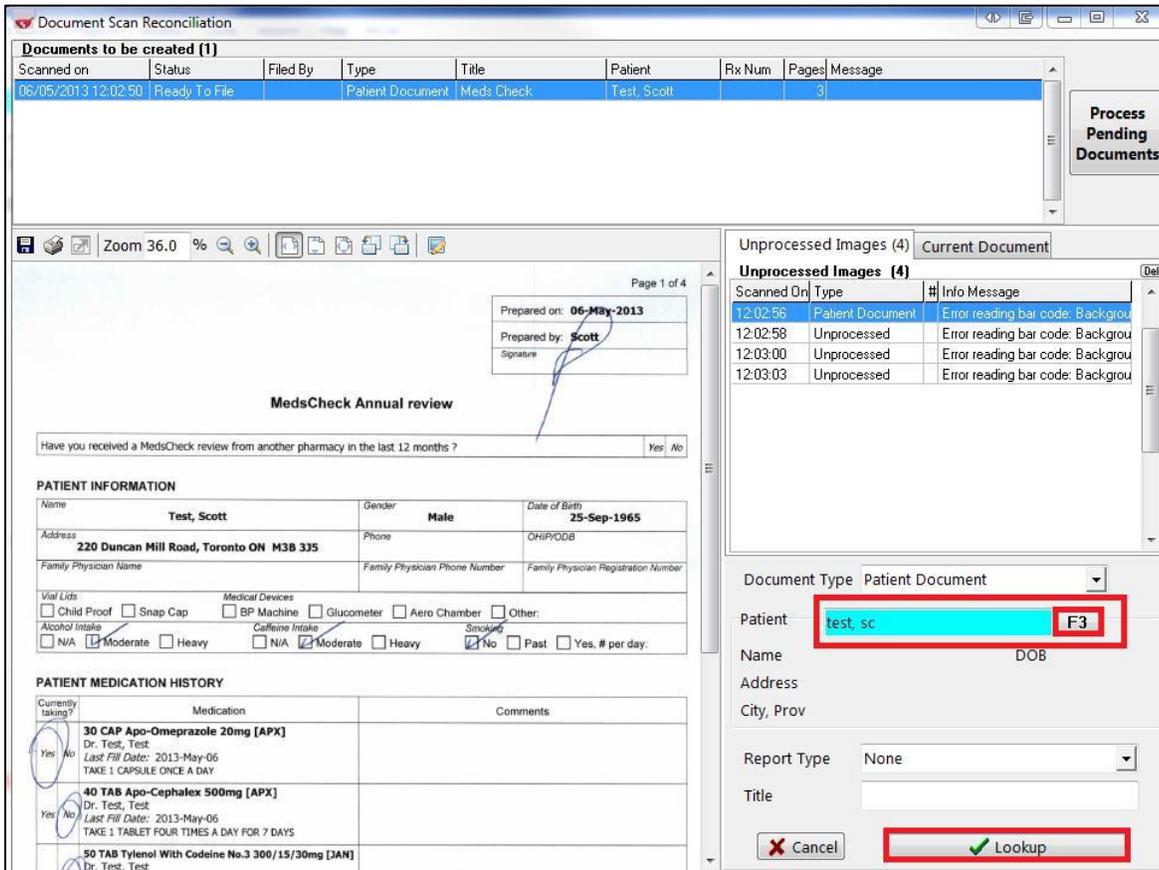
Delete This Image

Add this image to the current document

Current Document: **Patient Document - Meds Check**
 For **Test, Scott**

Cancel Next

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

Documents to be created (1)

Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages	Message
06/05/2013 12:02:50	Ready To File		Patient Document	Meds Check	Test, Scott		3	

Process Pending Documents

Zoom 36.0 %

Page 1 of 4

Prepared on: **06-May-2013**
 Prepared by: **Scott**
 Signature: 

MedsCheck Annual review

Have you received a MedsCheck review from another pharmacy in the last 12 months? Yes No

PATIENT INFORMATION

Name	Test, Scott	Gender	Male	Date of Birth	25-Sep-1965
Address	220 Duncan Mill Road, Toronto ON M3B 3J5		Phone	OHIP/DOB	
Family Physician Name	Family Physician Phone Number	Family Physician Registration Number			

Vial Lids: Child Proof Snap Cap BP Machine Glucometer Aero Chamber Other:
 Alcohol Intake: N/A Moderate Heavy Caffeine Intake: N/A Moderate Heavy No Past Yes, # per day.

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
Yes No	30 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY	
Yes No	40 TAB Apo-Cephalex 500mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS	
Yes No	50 TAB Tylenol With Codeine No.3 300/15/30mg [DAN] Dr. Test, Test	

Unprocessed Images (4) Current Document

Unprocessed Images (4)

Scanned On	Type	Info Message
12:02:56	Patient Document	Error reading bar code: Backgrou
12:02:58	Unprocessed	Error reading bar code: Backgrou
12:03:00	Unprocessed	Error reading bar code: Backgrou
12:03:03	Unprocessed	Error reading bar code: Backgrou

Document Type Patient Document

Patient test, sc **F3**

Name DOB

Address

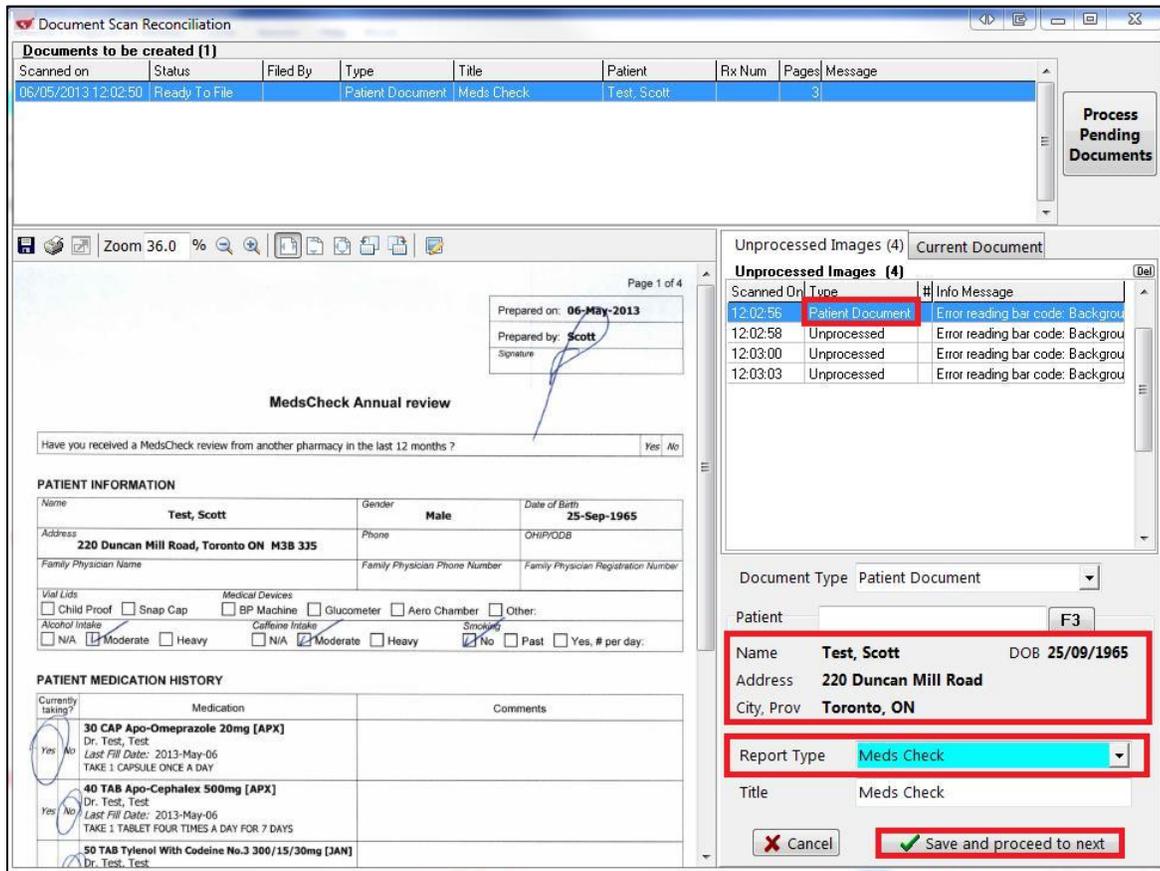
City, Prov

Report Type None

Title

Cancel **Lookup**

- 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**.



Documents to be created (1)

Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages	Message
06/05/2013 12:02:50	Ready To File		Patient Document	Meds Check	Test, Scott		3	

Process Pending Documents

Zoom 36.0 %

Page 1 of 4

Prepared on: **06-May-2013**
 Prepared by: **Scott**
 Signature: 

MedsCheck Annual review

Have you received a MedsCheck review from another pharmacy in the last 12 months? Yes No

PATIENT INFORMATION

Name	Test, Scott	Gender	Male	Date of Birth	25-Sep-1965
Address	220 Duncan Mill Road, Toronto ON M3B 3J5		Phone	OHIP/DOB	
Family Physician Name	Family Physician Phone Number	Family Physician Registration Number			

Vial Lids: Child Proof Snap Cap BP Machine Glucometer Aero Chamber Other:
 Alcohol Intake: N/A Moderate Heavy
 Caffeine Intake: N/A Moderate Heavy
 Smoking: No Past Yes, # per day:

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	30 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	40 TAB Apo-Cephalex 500mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	50 TAB Tylenol With Codeine No.3 300/15/30mg [JAN] Dr. Test, Test	

Unprocessed Images (4) | Current Document

Scanned On	Type	Info Message
12:02:56	Patient Document	Error reading bar code: Backgrou
12:02:58	Unprocessed	Error reading bar code: Backgrou
12:03:00	Unprocessed	Error reading bar code: Backgrou
12:03:03	Unprocessed	Error reading bar code: Backgrou

Document Type: Patient Document

Patient: **F3**

Name: **Test, Scott** DOB: **25/09/1965**
 Address: **220 Duncan Mill Road**
 City, Prov: **Toronto, ON**

Report Type: **Meds Check**

Title: Meds Check

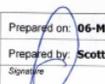
- The **MedsCheck Report** will appear in the **Documents to be created** list. If you wish to add the image to the current document, click **Add this image to the current document** button.

Document Scan Reconciliation

Documents to be created [2]							
Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages
06/05/2013 12:02:50	Ready To File		Patient Document	Meds Check	Test, Scott		3
06/05/2013 12:02:56	Ready To File		Patient Document	Meds Check	Test, Scott		1

Process Pending Documents

MedsCheck Annual review for Test, Scott Page 2 of 4

Prepared on: **06-May-2013**
 Prepared by: **Scott**
 Signature: 

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
Yes/No	100 TAB Tylenol With Codeine No.3 300/15/30mg [JAN] Dr. Test, Test Last Fill Date: 2013-Apr-16 TAKE 1 TO 2 TABLETS EVERY 4 TO 6 HOURS AS NEEDED	
Yes/No	30 TAB Apo-Amoxi Clav 500/125mg [APX] Dr. Test, Test Last Fill Date: 2013-Apr-12 TAKE 1 CAPSULE 3 TIMES A DAY	
Yes/No	40 CAP Apo-Cloxi 500mg [APX] Dr. Test, Test Last Fill Date: 2013-Apr-08 TAKE 1 CAPSULE 4 TIMES A DAY	
Yes/No	30 CAP Apo-Amoxi 250mg [APX] Dr. Test, Test Last Fill Date: 2013-Apr-08 TAKE 1 CAPSULE 3 TIMES A DAY	
Yes/No	42 TAB Ortho 7/7/7 (21 Day) 7/7/7 [JAN] Dr. Test, Test Last Fill Date: 2013-Apr-02 AS DIRECTED	
Yes/No	30 TAB Apo-Risperidone 0.25mg [APX] Dr. Test, Test Last Fill Date: 2013-Apr-02 AS DIRECTED	
Yes/No	100 CAP Celebrex 100mg [PFI] Dr. Test, Test Last Fill Date: 2013-Mar-26 TAKE 1 CAPSULE ONCE A DAY	

Unprocessed Images (3) Current Document

Scanned On	Type	Info Message
12:02:58	Unprocessed	Error reading bar code: Backgrou
12:03:00	Unprocessed	Error reading bar code: Backgrou
12:03:03	Unprocessed	Error reading bar code: Backgrou

Create New Document

Delete This Image

Add this image to the current document

Current Document **Patient Document - Meds Check**
For **Test, Scott**

Cancel Next

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

Document Scan Reconciliation

Documents to be created [2]

Scanned on	Status	Filed By	Type	Title	Patient	Rx Num	Pages	Message
06/05/2013 12:02:50	Ready To File		Patient Document	Meds Check	Test, Scott		3	
06/05/2013 12:02:56	Ready To File		Patient Document	Meds Check	Test, Scott		2	

MedsCheck Annual review for Test, Scott

Page 3 of 4

Prepared on: **06-May-2013**

Prepared by: **Scott**

Signature: 

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	100 TAB Apo-Warfarin 10mg [APX] Dr. Test, Test Last Fill Date: 2013-Mar-12 TAKE 1 TABLET IN THE MORNING	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	100 TAB Apo-Warfarin 10mg [APX] Dr. Test, Test Last Fill Date: 2013-Mar-12 TAKE 1 TABLET IN THE MORNING	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	100 TAB Ran-Atorvastatin 20mg [RAN] Dr. Test, Test Last Fill Date: 2013-Mar-12 TAKE 1 TABLET DAILY	

NON-PRESCRIPTION MEDICATIONS / HERBALS / SUPPLEMENTS

Currently taking?	Medication	Comments
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Calcitonin</i>	<i>Calcitonin</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

PRESCRIPTIONS FROM OTHER PHARMACIES

Currently taking?	Medication	Comments
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>N/A</i>	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>"</i>	

Unprocessed Images (2) | Current Document

Unprocessed Images (2)

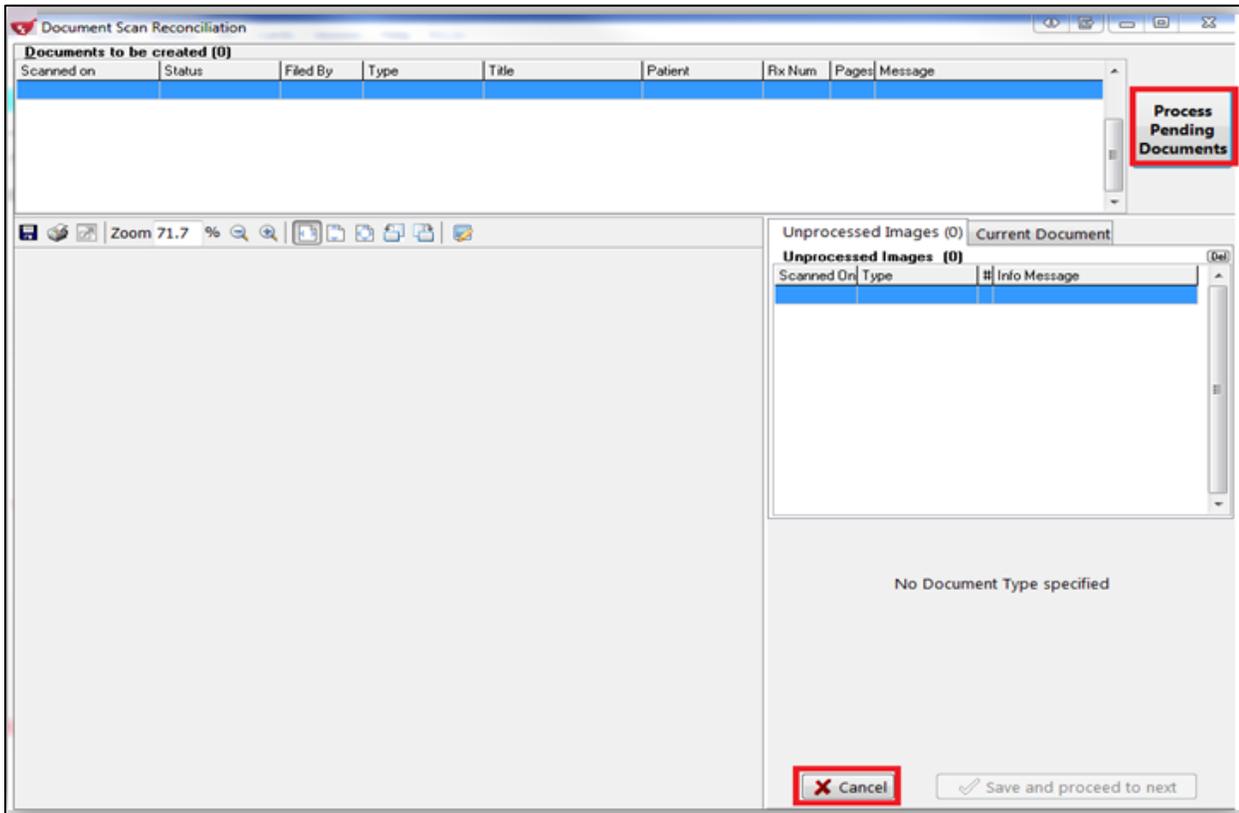
Scanned On	Type	Info Message
12:03:00	Unprocessed	Error reading bar code: Backgrou
12:03:03	Unprocessed	Error reading bar code: Backgrou

Current Document **Patient Document - Meds Check**
For **Test, Scott**

Mail Module

9

- 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.

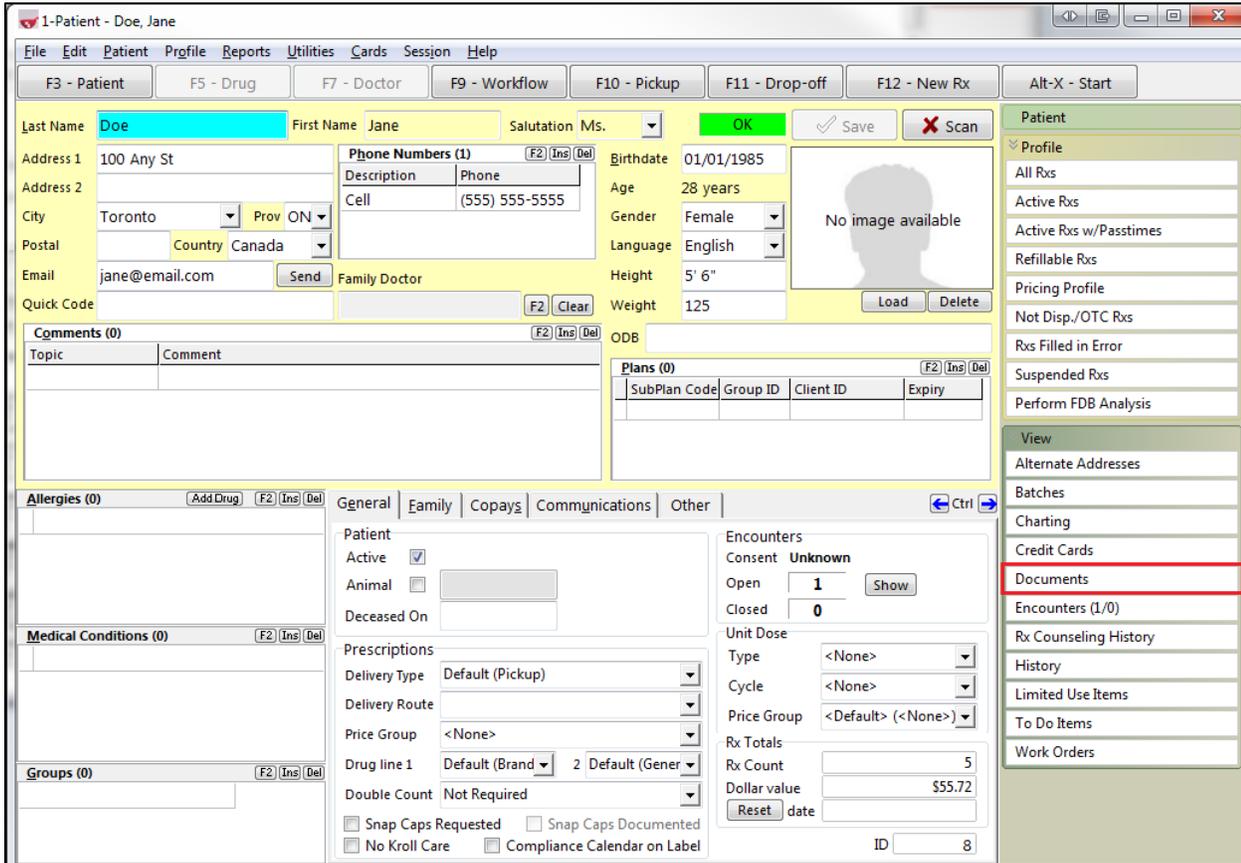


The Scanning process is now complete.

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**.

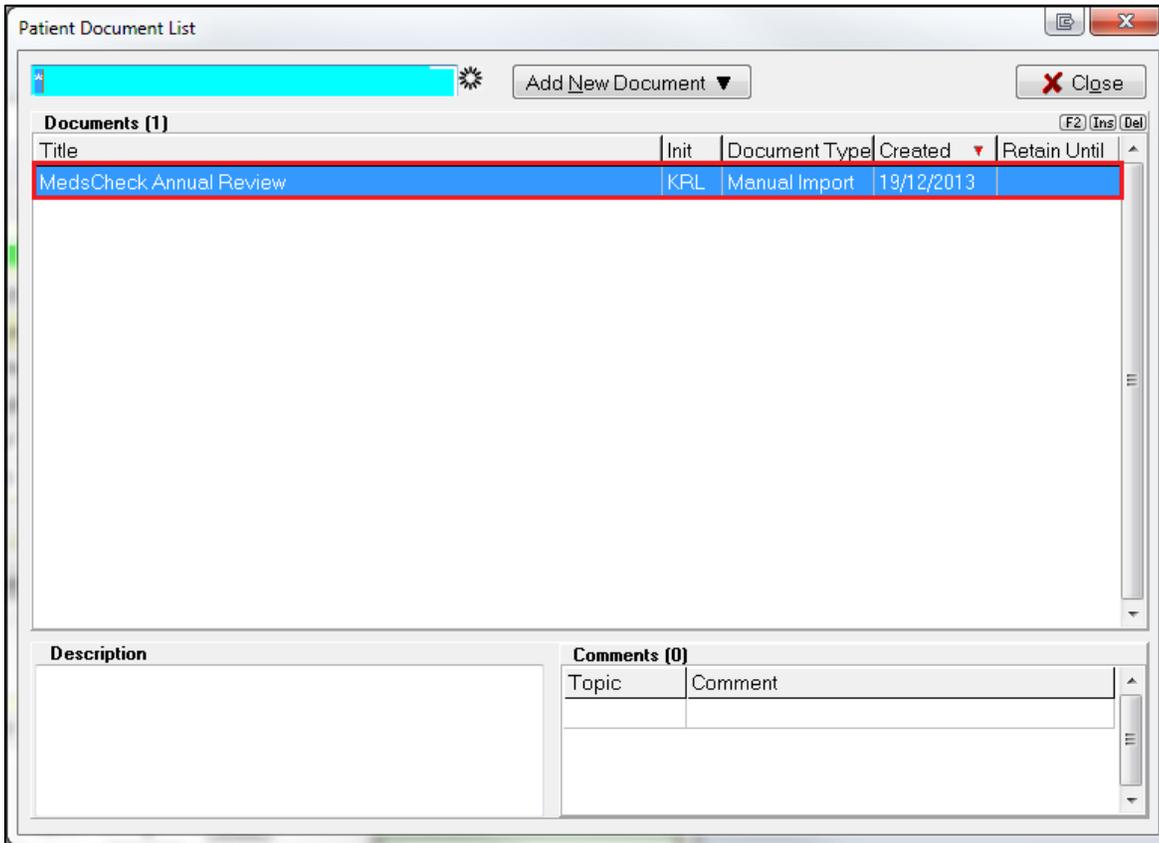


The screenshot shows a patient profile window titled "1-Patient - Doe, Jane". The interface includes a menu bar (File, Edit, Patient, Prgfile, Reports, Utilities, Cards, Session, Help) and a toolbar with function keys (F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, F12 - New Rx, Alt-X - Start). The main form area is divided into several sections:

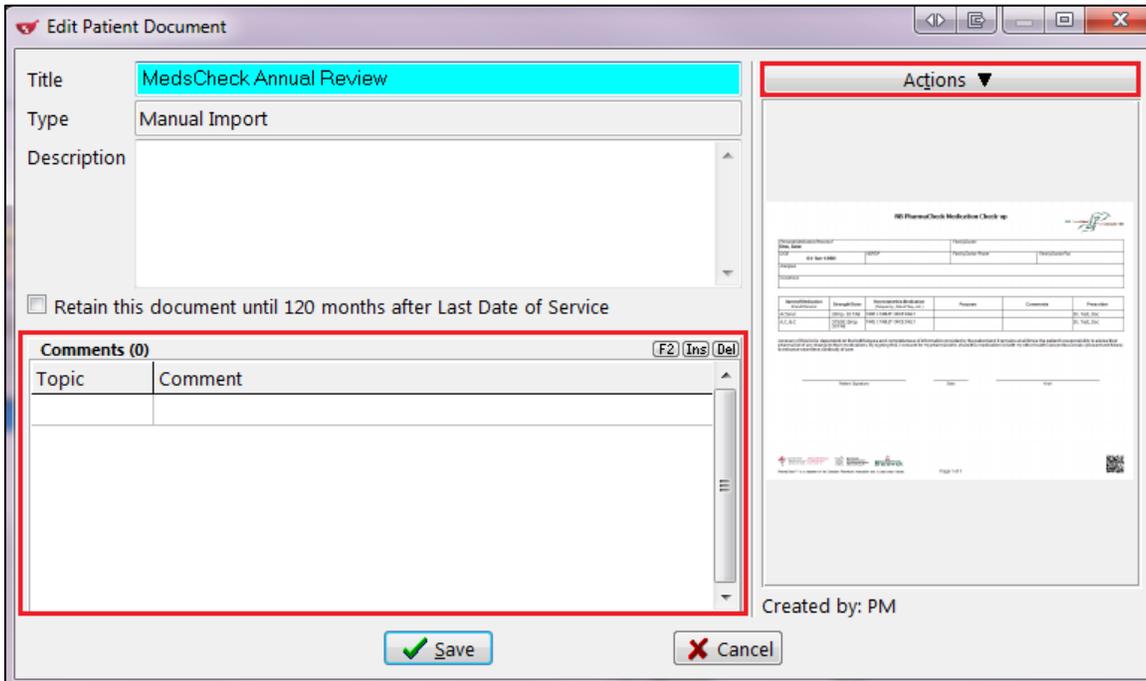
- Personal Information:** Last Name: Doe, First Name: Jane, Salutation: Ms., Birthdate: 01/01/1985, Age: 28 years, Gender: Female, Language: English, Height: 5' 6", Weight: 125.
- Address:** Address 1: 100 Any St, City: Toronto, Prov: ON, Country: Canada, Postal: [blank], Email: jane@email.com.
- Phone Numbers (1):** Description: Phone, Phone: (555) 555-5555.
- Comments (0):** A table with columns for Topic and Comment.
- Plans (0):** A table with columns for SubPlan Code, Group ID, Client ID, and Expiry.
- Medical Conditions (0):** A table for listing medical conditions.
- Groups (0):** A table for listing groups.
- Prescriptions:** Delivery Type: Default (Pickup), Delivery Route: [blank], Price Group: <None>, Drug line 1: Default (Brand), Drug line 2: Default (Gener), Double Count: Not Required.
- Encounters:** Consent: Unknown, Open: 1, Closed: 0, Unit Dose: Type: <None>, Cycle: <None>, Price Group: <Default> (<None>), Rx Totals: Rx Count: 5, Dollar value: \$55.72.
- Other Options:** Snap Caps Requested, Snap Caps Documented, No Kroll Care, Compliance Calendar on Label.

On the right side, there is a **Patient** panel with a list of options. The **Documents** option is highlighted with a red box. Other options include 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, Alternate Addresses, Batches, Charting, Credit Cards, Encounters (1/0), Rx Counseling History, History, Limited Use Items, To Do Items, and Work Orders.

- The **Patient Document List** window will appear with all the documents associated to the selected patient. Double click the document you want to view.



- The **Edit Patient Document** window will appear. You enter comments in the **Comments** section if you wish. To view the document, select **Actions > Open**.



Edit Patient Document

Title: **MedsCheck Annual Review**

Type: Manual Import

Description:

Retain this document until 120 months after Last Date of Service

Comments (0) F2 Ins Del

Topic	Comment

Actions ▼

Created by: PM

The document will display:

Page 1 of 4

Prepared on: **06-May-2013**

Prepared by: **Scott**

Signature

MedsCheck Annual review

Have you received a MedsCheck review from another pharmacy in the last 12 months? Yes / No

PATIENT INFORMATION

Name Test, Scott		Gender Male	Date of Birth 25-Sep-1965
Address 220 Duncan Mill Road, Toronto ON M3B 3J5		Phone	OHIP/ODB
Family Physician Name		Family Physician Phone Number	Family Physician Registration Number

Vial Lids: Child Proof Snap Cap

Medical Devices: BP Machine Glucometer Aero Chamber Other:

Alcohol Intake: N/A Moderate Heavy

Caffeine Intake: N/A Moderate Heavy

Smoking: No Past Yes, # per day:

PATIENT MEDICATION HISTORY

Currently taking?	Medication	Comments
Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	30 CAP Apo-Omeprazole 20mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 CAPSULE ONCE A DAY	
Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	40 TAB Apo-Cephalex 500mg [APX] Dr. Test, Test Last Fill Date: 2013-May-06 TAKE 1 TABLET FOUR TIMES A DAY FOR 7 DAYS	
Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	50 TAB Tylenol With Codeine No.3 300/15/30mg [JAN] Dr. Test, Test Last Fill Date: 2013-Apr-24 AS DIRECTED	
Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	100 CAP Tylenol 500mg [JJC] Dr. Test, Test Last Fill Date: 2013-Apr-24 AS DIRECTED	
Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	20 CAP Macrodantin 100mg [PGA] Dr. Test, Test Last Fill Date: 2013-Apr-22 TAKE 1 CAPSULE TWICE A DAY.	
Yes / No <input checked="" type="checkbox"/> / <input type="checkbox"/>	4 TAB Novo-Sildenafil 50mg [TEV] Dr. Test, Test Last Fill Date: 2013-Apr-22 AS DIRECTED	

MedsCheck is a voluntary program sponsored by the Ontario government. The accuracy of the information in this document depends on the accuracy and completeness of the information provided by the patient at the time the MedsCheck was prepared. The signed and dated MedsCheck demonstrates that both parties have an understanding of the MedsCheck program and the process: the completed MedsCheck may be shared with other health care professionals within the circle of care.

4. Click **Save** to save the changes.
5. Click **Cancel** to close the window.