

# Medication Reviews

Saskatchewan



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# **Medication Reviews - Saskatchewan**

This document outlines how to configure Medication Review functionality in Kroll and the process of completing Medication Reviews for both paper based and electronic records.

# Configuration

This section explains the configuration settings that must be in place before attempting to use the Medication Review functionality.

## **Configuring Electronic Signatures**

**NOTE**: Only complete this section if you are using Electronic Signature pads.

Before you can begin configuring electronic signatures, **Allow Electronic Signatures** must be enabled in **File > Configuration > Kroll > Configuration**. This will require a support call and must be completed before proceeding.

•	Viroll Configuration Parameters	
	General Configuration Modules	herapeutic Advisor Station Logging
	Allow Electronic Signatures	Follow Provincial Legislative Rules for Rx Transfer
	Enable Set Laser labels           Allow NDC	

- 1. Go to File > Configuration > Store > General.
- 2. Place a checkmark next to Allow Electronic Signatures.

ſ	Store Level Co	onfigurat	tion Para	meters	;									r in the second
	General Patient	Drug	Doctor	Bx	FDB	Adjudication	Labels	Reports	Security	Interfaces	Order	X - AR	Y - To Do	Etrl 🔿
	Allow User Cold				Α 📃	lways Show Sc	an		[	📄 Display W	indow W	hen Ser	vices are Down	
	Allow Column C	_	tion		<b>V</b> P	📝 Prompt to exit when closing fill application 🛛 📝 Use automatic capitalization								
				_	V U	Use Unit Dose Packaging Illow Electronic Signatures								
	Default language	English		~	Defau	ult area code			[	📝 Enable Ctr	l-PrintSc	reen to F	Print Screenshot	
	Default Country	Canada	ì	-	Sort F	Rx Transfer Sto	res By St	ore Name		•				
					Stor	e Information					1			

3. Click **OK** to save the changes.



## **Configuring Electronic Medication Reviews**

1. Go to File > Configuration > Store > Rx > Counseling > Med Reviews/Dialogs.

Store Level Configuration Parameters		e X
General Patient Drug Doctor Rx FDB Adjudicatio	n Labels Reports Security Interfaces Order X-AR Y-ToDo	E Ctrl 🗲
1 - General 2 - Pricing 3 - Prompting 4 - Nursing Home 5 - E	ackground Rx Filling 6 - Workflow 7 - Counseling 8 - CeRx	
Rx Counseling	Automatic Patient Counseling	
<ul> <li>Allow editing counseling time</li> <li>Require Electronic Signature</li> </ul>	Only flag if patient hasn't had the drug in the last 180 days	
Users Permitted to Finalize Accepted Counseling		
Pharmacist V Licensed Technician	🔲 On Drug Changes	
Pharmacist Intern Pharmacy Tech Student	Allow User to Turn OFF Automatic Counseling for an Rx	
Pharmacy Student V Pharmacy Assistant		
IT Support		
Visible Tabs		
📝 Hardcopy Tab 🛛 📝 Rx Images Tab		
🔽 Rx Tab 🛛 📝 Workflow Tab		
📝 Financial Tab 📝 Packaging Tab		
Med Reviews/Dialogs		
Require Document Scan to Complete Paper Med Review		
Inequire Document Scan to complete raper wed neview     Image And Reviews		
Require Electronic Signature		
Allow Editing Counseling Time		
[]		
Search VK	X Cancel	

- 2. In the Med Reviews/Dialogs area above, ensure the following options are set appropriately.
  - **Require Document Scan to Complete Paper Med Review**: this option allows you to complete paper-based Medication Reviews using the document scan functionality;
  - Enable Electronic Med Reviews: enabling this option allows you to use the electronic version of Medication Reviews;
  - **Require Electronic Signature**: enabling this option prompts for electronic signatures where necessary (only if you are using Electronic Signature pads).
  - Allow Editing Counseling Time: this option allows you to modify the system-calculated amount of time it took to complete the counseling session.
- 3. Click **OK**.



**NOTE:** If you turn off the **Require Electronic Signature** option and keep the other options enabled, you will still be able to complete the reviews on-screen. However, you will need to print the report, in order to capture pen-to-paper signatures and then scan it back into the system before giving it to the patient.

# **Electronic Medication Reviews**

This section explains how to perform an Electronic Medication Review. Ensure your system is configured for Electronic Medication Reviews before proceeding. See <u>Paper Medication Review</u> for information on the non-electronic process.

**NOTE:** The automatic prompts will not appear if the patient does not meet the criteria for a Medication Review. However, based on other available information and your professional judgement, you can determine whether the patient might benefit from a Medication Review and then manually create a Medication Review.

## **Configuring the Medication Review Prompt**

The system prompts for Meds Check when the option **Prompt for ODB Med Checks** is enabled under **File > Configuration > Store > Rx > Prompting**.

Store Level Configuration Parameters						
General Patient Drug Doctor B× EDB Adjudication	Labels Reports Security Interfaces Order X-AR Y-To Do					
1 - General 2 - Pricing 3 - Prompting 4 - Nursing Home 5 - Back	ground Rx Filling <u>6</u> · Workflow <u>7</u> · Counseling <u>8</u> · CeRx					
Prompt to use Drug Subs Automatically use Drug Subs Use Drug Subs when Batching Prompt If Doctor Refused Repeat When Cancelling Rx Prompt for Comments when Cancelling an Rx Always require comment Prompt for Comments when Inactivating an Rx Always require comment Prompt for Comments Counselling on new Rx Prompt for Batch NH Rxs Prompt to Batch NH Rxs Prompt For Repeats When Copying an Rx Prompt For Repeats When Copying an Rx Prompt To Use Manual Price From Last Refill	Drug Programs Drug Programs Participate in the Rx Canada / Health Inform Program Duse Station Name Subdirectories For Pharmacy Access Days Back: 365 Enable Rx Canada Program (RxGateway) Services Prompt to Enrol Patients in Refill Reminder or Auto Refill Program Prompt to Enrol NH Patients in Refill Reminder or Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Prompt Ry Prompt R					
Remove Manual Price for Batched Rxs	Enrol NH Patients for Pickup Notification No					
<ul> <li>Prompt if Doctor Authorization Received for Narcotic Rxs</li> <li>Check for High Intensity Drugs</li> <li>Prompt if there is not enough inventory to fill the Rx</li> <li>Prevent Copying an Inactive Rx to a New Number</li> <li>Show local patient profile on fill</li> <li>Prompt to Copy "Mistake" Rxs to a New Number</li> <li>Show thermal/dot matrix label config on autofill</li> </ul>	<ul> <li>Prompt to copy workflow packaged info for cancel and refill Rxs</li> <li>Prompt to copy to new number if refilling an Rx with no repeats</li> <li>Prompt for Due Date on autofill batches</li> <li>Prompt for Tx comment on autofill batches</li> <li>Save Route code from Rx as default value if no default is set Ask</li> <li>Save Form code from Rx as default value if no default is set Ask</li> </ul>					
Prompt to Print Script Image for 1st Fill of an Unfilled Rx Prompt for AADL Plan Information if SA number is NOT set	Prompt for Medication Review     Track Medication Review Rejection Reason:     Allow 'Never Prompt' For Medication Review					
Prompt if Was Undeliverable when Cancelling an Rx Search OK						



When the option '**Prompt for Medication Review**' is enabled, the system screens each patient for Medication Review eligibility every time an Rx is processed. If the patient is eligible, the user is prompted and presented with a number of options as shown below.

Select an Option	B	23							
This patient may be eligible for the Medication Assessment program.									
Add to Med Review Queue									
Do not prompt me until the next time the patient comes in.									
Do not prompt until									
Undecided									

- Add to Med Review Queue: Selecting this option adds the Med Review record to the Medication Reviews queue which can be accessed from the Patient record or
   F9 – Workflow. See section <u>'Completing MedsCheck 'Saved for Later'</u> for further details.
- **Do not prompt me until the next time the patient comes in**: This will suppress prompting for today. The next time the patient comes in to fill an Rx, you will be prompted for the Medication Review.
- **Do not prompt until**: This will allow you to dismiss the prompt for a specified number of days, or until a specified date, after which the prompt will appear.
- Never prompt for this patient: This will suppress any further prompts for this patient. This option is only available if the configuration option of Allow 'Never Prompt' for Medication Review is enabled.
- **Undecided:** The prompt will re-appear once again the next time a prescription is filled for the patient.



## **Creating an Electronic Medication Review (Manual)**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogs from the right navigation pane.

File Edit	Patient	Profile Reports	Utilities	Cards Sessio	on Help							
F3 - Pa	atient	F5 - Drug	) F	7 - Doctor	F9 - Wor	kflow F	11 - Drop-o	ff F12 - N	lew Rx	Alt-X - Sta	rt	
<u>L</u> ast Name	Dukes		First N	ame George		Salutation	-	ОК	🖉 Sav	re 🛛 🗙 Sc	an	Patient
Address 1	1926 Alb	ert Street	_	Phone Numbe	ers (1)	F2 Ins Del	Birthdate	01/04/1908				<sup>⊗</sup> Profile
Address 2	1520 /10			Description	Phone		Age	106 years				All Rxs
	Destine	▼ Prov	SK 👻	Home	(403) 76	62-1212	Gender					Active Rxs
City	Regina								No in	nage available		Active Rxs w/Passtimes
Postal	S4N 0Y2	Country Canada					Language	English 💌				Refillable Rxs
Email			Send	Family Doctor			Height	180 cm		Load Del	_	Pricing Profile
Quick Code						F2 Clear	Weight	78 kg	l	Load Del	ete	Not Disp./OTC Rxs
Comment Topic	ts (0)	Comment				F2 Ins De	ABBC					Rxs Filled in Error
Topic		connene					Plans (0) F2 Ins Del					Suspended Rxs
							SubPlar	n Code Group ID	Client ID	Expiry	_	Perform FDB Analysis
								I				View
												Alternate Addresses
Allergies (	0)	Add Drug F2	Ins Del	General Fam	ily   Conav	vs Commun	ications C	ther		E	trl ⋺	Batches
								Charting				
Active								Consent Consent	Unknown			Consent
Animal 🔲												Credit Cards
Deceased On								Unit Dose Type	<none< td=""><td>•&gt;</td><td>•</td><td>Documents</td></none<>	•>	•	Documents
Medical Co	onditions (	1) F2	Ins Del	Prescriptions				Cycle	<none< th=""><th></th><th></th><th>Medication Review/Dialogs (3)</th></none<>			Medication Review/Dialogs (3)
Asthma,	, unspecifi	ed, with stated st	atus a:	Prescriptions	Default (Pi	ckup)			<nor< td=""><td>· · · ·</td><td>-</td><td>Rx Counseling History</td></nor<>	· · · ·	-	Rx Counseling History

3. The Medication Review profile will appear. Click N – New Review/Dialog.

🥣 Patient - Helvey, Ricky				
File Edit Patient Profile Reports	Utilities NH Central Fill	Cards Session Help		
F3 - Patient F5 - Drug	F7 - Doctor	9 - Workflow F10 - Pickup	F11 - Drop-off F12 - New R	x Alt-X - Start
Last Name Helvey	First Name Ricky	Salutation	OK 🔗 Save 🕺 🗶 Sci	an Patient
N - New Review/Dialog P	Print/Reprint		ancel Claim	<sup>™</sup> Profile
			ancer claim	All Rxs
F2 - View Details D -	Pharmacist Declined	R - Patient Refused		Active Rxs
Medication Reviews (0)			F2 In	s Del
Туре	Status	Fee Status	Created 🔻 Completed	<ul> <li>Active Rxs w/Passtimes</li> </ul>
				Refillable Rxs
				Pricing Profile

4. The **Medication Review/Dialog** screen will appear. Select a review type from the dropdown menu and click **Perform Now**. If you wish to add to the Med Review queue in order to complete the Medication Review later, click **Save for Later**.

🥣 Medi	ication Review/Dialog	×
Туре	Medication Assessment	•
	Perform Now	]



5. The **Medication Review Rx Selection** screen will appear. Rxs under the **Pre-Selected** tab are selected by default; Rxs on the other tabs are not. Proceed through each tab and check the Rxs you want included in the report. When you are finished, click **OK**.

Pre-Selected (3)	Other Rxs Unfills Not Dispe	nsed Discontinued
Rx Num	Drug	Fill Date
<ul> <li>✓ 1000958</li> <li>✓ 1000957</li> <li>✓ 1000956</li> </ul>	Amoxicillin 50/ml Prinivil 2.5mg Synthroid 112mcg	11-Jul-2014 11-Jul-2014 11-Jul-2014
		Select All Select None
Drug lines to us Drug line 1 Def		g line 2 Default

6. The **Medication Assessment** screen will appear. Click **Next** to proceed through the tabs, completing the required fields as you go.

**NOTE:** The type of review that is displayed on screen depends on what type of review was selected in Step 4. In this example, the **Medication Assessment** screen appears.



#### Questions

The **Questions** tab includes a list of questions that the pharmacist is to ask the patient to better understand their situation. Answers are recorded by selecting the appropriate option from each dropdown menu.

Questions Medical History Non-Prescription Medications Rxs From Other Pharmacies General Comments Pharma	acist Comments
Who helps you with your Medication	
Smoking <not answered=""> 💌</not>	
Other Nicotine/Drugs <not answered=""> 💌</not>	
Alcohol Intake <not answered=""> 💌</not>	
Caffeine Intake <not answered=""></not>	E
Herbals/vitamins/natural health products <not answered=""> 💌</not>	
Do you have trouble remembering to take medications as prescribed <not answered=""> 💌</not>	
Do you think you might benefit from a compliance pack program <not answered=""> 💌</not>	
Kidney Disease <not answered=""> 💌</not>	
Liver Disease <not answered=""> 💌</not>	
Tetanus immunization (every 10 years) <not answered=""> 💌</not>	
Influenza immunization yearly <not answered=""> 💌</not>	
Dneumococcal immunization (one/life) <not answered="" td="" v<=""><td></td></not>	
Save for Later	📀 Next

#### **Medical History**

The **Medical History** tab displays the medications that have been selected on the **Medication Review Rx Selection** screen.

Questions	Medic	al History	Non-Prescription Medications	Rxs From	Other Pharmacies	General Comments	Pharmacist Comments
Patient Me	dical H	istory				Ins Del	
Currently 1	Faking	-	nthroid 112mcg [KNO]		Indications		
Yes	<b>_</b>	Dr. Moult Last Fill D	nd Tab Flint 112 rie, Filipe ate: 14-Jul-2014, Days Supply: 7 ABLET ONCE DAILY		Comments		
Currently 1	Faking		rinivil 2.5mg [MSD]		Indications		
Yes	•	Dr. Moultrie, Filipe Last Fill Date: 14-Jul-2014, Days Supply: 30 TAKE 1 TABLET EVERY MORNING	0	Comments			
Currently 1	Faking	7 ML Amoxicillin 50/ml [SNS]			Indications		
Yes	-		rie, Filipe ate: 14-Jul-2014, Days Supply: 7 EASPOON(5ML)ONCE DAILY		Comments		
X Save f	for Late	r					Next



For each medication listed:

- Note if the patient is currently taking the specified medications and select **Yes/No** from the dropdown list.
- Enter the reason for using the medication based on the patient's feedback in the **Indications** field.
- Enter any general comments in the **Comments** field.

Use the **Del** button to delete a record from the **Medical History** tab.

#### **Non-Prescription Medications**

The **Non-Prescription Medications** tab provides space to record any OTC/non-prescription medications the patient is taking.

Click **Ins** to add a non-prescription medication to the tab.

Questions	Medical History	Non-Prescription Medications	Rxs From	Other Pharmacies	General Comments	Pharmacist Comments
Non-Prescr	iption Medicatio	ns / Herbals / Supplements				Ins Del
Currently T Yes	Claritin :	10 mg		For season allergi	es	
X Save f	or Later					Next

- Note if the patient is currently taking any OTC medications and select **Yes/No** from the dropdown list.
- Enter the name of the medication in the **Medication** field.
- Enter any appropriate comments in the **Comments** field.

Use **Del** buttons to remove any OTC items.



#### **Rxs From Other Pharmacies**

The **Rxs From Other Pharmacies** tab provides space to record medications that the patient is taking that were filled in other pharmacies.

Click **Ins** to add an Rx from another pharmacy.

Questions	Medica	l History	Non-Prescription Medication	s Rxs From	n Other Pharmacies	General Comments	Pharmacist Comments			
Prescription	s From	Other Ph	narmacies				[Ins] Del			
Currently Ta Yes					From - Smith's Pharmacy - (555) - 123-4567 Possible duplication of therapy					
Currently Ta Yes	Currently Taking Bisoprolol 5mg - take 1 tablet daily					From - Duncan Mill Pharmacy - (555) - 555- 5555 Duplication of therapy				
Save fo	or Later						Next			

- Note if the patient is currently taking any other medications and select **Yes/No** from the dropdown list.
- Enter the name of the medication in the **Medication** field.
- Enter any appropriate comments in the **Comments** field.

Repeat the same process for any Rx items that they have purchased from other pharmacies. Use **Del** buttons to remove any Rx items.



#### **General Comments**

The **General Comments** tab provides space to record any comments you want included on the report printout.

Questions	Medical History	Non-Prescription Medications	Rxs From Other Pharmacies	General Comments	Pharmacist Comments
Patient liv	es alone and doe	s not drive.			
X Save	for Later				Next

#### **Pharmacist Comments**

The **Pharmacist Comments** tab provides space to record any comments that the pharmacist wishes to enter concerning the medication or patient in the free form.



7. When you are finished click **Finalize Review**.



8. The **Medication Review** prompt will appear. If you have **Allow Editing Counseling Time** enabled, enter the amount of time it took to complete the review in the **Time spent** field.

The **Assessment Location** information is pre-populated with the pharmacy information. If the Medication Review was physically conducted in another location (LTC facility, patient's home) other than the pharmacy, enter the name of the location and the address. Complete the **Other Professional Involved** fields if another health professional assisted with the review.

When you are finished, click **OK**.

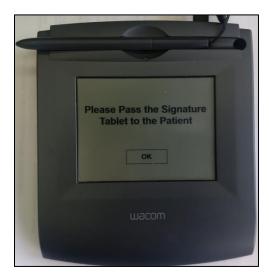
Medicati	on Review										
Time sper	Time spent: 00:30 On 14/07/2014 By Pharmacist (P) 💌										
Assessme	Assessment Location										
Name	ame Kroll Pharmacy										
Address	Address 220 Duncan Mill Road, Suite 201, Toronto, ON M3B 3J5										
Other Pro	fessional Involved										
Name	Т										
Title	Technician										
Phone											
	V OK										



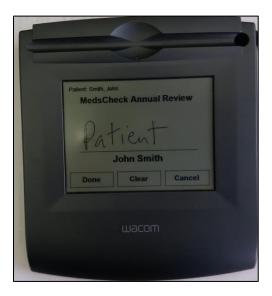
## **Affixing an Electronic Signature**

**NOTE**: If you do not have an electronic signature configured, print the **Medication Review Report**, have both the patient and the pharmacist sign the report, and scan it back into the system.

9. Have the patient sign his or her name on the electronic signature tablet. Click the **OK** button on the signature tablet.

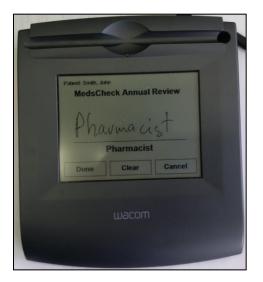


The patient signature appears once the patient signs on the electronic signature tablet.





10. Have the pharmacist sign the electronic signature tablet.



11. When you are finished, tap **Done** on the signature tablet.

## **Printing a Medication Review**

- 12. A prompt will appear asking if you want to print a paper copy of the electronic Medication Review. Click **Yes**.
- 13. The **Medication Review report** print form will appear. Select the appropriate print options and click **Print** and provide this copy to the patient.

## **Billing a Medication Review**

14. Once printing is complete, the **Fee For Service** claim will automatically populate in the **F12** screen. If necessary, perform a doctor search to locate the pharmacist to use as the prescriber and ensure all of the other information entered on the **F12** screen is correct.

**NOTE:** If the user account of the pharmacist logged into the terminal during the processing of the Medication Review includes a license number that is identical to the license number of a Prescriber card in the Doctor file, then the Prescriber field on the **F12** screen for the claim will be populated with that prescriber.

15. Click **F12 - Fill Rx**. The claim will be transmitted to the appropriate party for payment.



<b>F</b> (1) <b>F</b>		VC		. D	- Dattat	Ctl	Fill Courts Court	den Univ				
<u>F</u> ile <u>E</u> o	dit <u>R</u> x	View Lat	oeis Pr <u>o</u> tile	е кероп	ts <u>U</u> tiliti	es Centr <u>a</u> i	Fill <u>C</u> ards Ses	s <u>i</u> on <u>H</u> elp				
F3 -	Patient	F	5 - Drug	F7	- Docto	- Doctor F9 - Workflow F11 - Drop-of				F12 - Fill Rx	Alt-X	- Start
	0	New Rx	Pending	Adj		irst Fill 5/08/14 (	Last Fill Inform	ation Qty	\$0.00 I	nit 📃 🗸	Lookup	🕻 Cancel
Priorit <u>v</u>	Default W	/ait Time	▼ F2	Due	in 19 r	mins F	Forward Rx	2 Work Order	32	F2 Delivery	Pickup	•
<u>P</u> atient S	iearch				<u>D</u> rug Sea	arch	Pack	-	D <u>o</u> c Sear	rch	Loc Office	-
Name	Doe, Jan	e		Age:34	Brand				Name	Dr. Test, Doc		
Address	200 Main	St		Female	Generic				Address			
City	Regina		Prov	SK	Pack	Form	Sched	5-12	City		Pro	V ON
Phone	Home	(111	) 111-1111		Purch OnHand 0 No image			Phone	(555) 555-5555			
Plan	RCMP	Client ID	010101		DIN Min Qty 0			Lic#	123 Alt. Li	c# 321		
Allergies	s				Sig Me	dication Ass	essment		Init	KRL KRL	Auth Qty	0
					MEDIC	ATION ASSE	SSMENT		Disp <u>Q</u> ty	Refills(+)	Rem Qty	0
									Days	1	G.P. %	0
									Prod Sel		Acq Cost	
Conditio	ons										Cost	\$0.00
					Route o	f Admin		•	0/W	Written 💌	Markup	\$0.00
						_			<u>L</u> abels	1 F2	Fee	\$0.00
					Dosage	Form		•			Total	\$0.00

# **Medication Review Options**

Several Medication Review options are available from the right navigation pane on the **Medication Assessment** screen.

<u>F</u> ile	<u>E</u> dit Med	Revie	<u>w V</u> iew	<u>P</u> rofile	<u>U</u> tilities (	entr <u>a</u> l F	ill <u>C</u> ards	Sess <u>i</u> on	<u>H</u> elp						
F	3 - Patient		F5 - Di	rug	F7 - Do	ctor	F9 - W	orkflow	F11 - Drop	o-off	F12 - N	ew Rx	Alt-X - Start	:	
Mo	dicatio	n ^c	coccm	ont				Reviewe	d With Doe,	lane (în l	Person)			F2	<sup>⊗</sup> Review
IVIE	uicauo	AS	5635111	ent				iveviewe	d with Doe,	Jane (In 1	erson)			2	Print Medication Review
Patier	Patient Doe, Jane Address 200 Main St										Select <u>R</u> xs for review				
Birth	01/01/1	980	34 years		Female	Plan	RCMP	Client ID	010101		Phone	Home	(111) 111-1111	L	View <u>F</u> ollow Ups
Allerg	lergies Conditions											<sup>∀</sup> View			
										Patient Charting					
															Patient <u>D</u> ocuments
															Patient <u>M</u> ed Reviews (10)
Que	stions M	edical	History	Non-Pre	scription N	1edicat	ions Rxs F	rom Othe	r Pharmacies	General	Commen	ts Pharm	acist Comments		<sup>∨</sup> Profile
				r											All Rxs
W	o helps yo	u with	your Me	dication											Active Rxs
Sm	oking <n< td=""><td>ot Ans</td><th>wered&gt;</th><th>•</th><th></th><td></td><th></th><td></td><td></td><th></th><td></td><th></th><th></th><td></td><td>Active Rxs w/Passtimes</td></n<>	ot Ans	wered>	•											Active Rxs w/Passtimes
Ot	ner Nicotin	e/Dru	gs <not< th=""><th>Answered</th><th>d&gt; ▼</th><td></td><th></th><td></td><td></td><th></th><td></td><th></th><th></th><td></td><td>Pricing Profile</td></not<>	Answered	d> ▼										Pricing Profile
Alc	ohol Intak	<no< td=""><th>t Answer</th><th>ed&gt; ▼</th><th></th><td></td><th></th><td></td><td></td><th></th><td></td><th></th><th></th><td></td><td>Not Disp/OTC Profile</td></no<>	t Answer	ed> ▼											Not Disp/OTC Profile
		-												Ξ	



## Review

#### **Print Medication Review**

When this option is selected, the **Medication Review Report** screen will appear, allowing you to set various print options. Configure the appropriate print options. Select **Preview** to view the report or **Close** to exit.

Hedication Review Report (Medication Assessment, 2014-Aug-06)	
<u>F</u> ile	
Options	
<ul> <li>Print store logo</li> <li>Print Pharmacy Name, Address and Phone number</li> <li>Print Pharmacist comment</li> </ul>	
Print at least 1 💮 lines for Allergies Print at least 1 💮 lines for Conditions Max 6 lines in total for Allergies and Conditions	
Printer     Microsoft XPS Document Writer <ul> <li>Copies</li> <li>Tray</li> <li>Automatically Select</li> <li>Collate</li> <li>Collate</li></ul>	1 ×
Bestore Defaults	



#### **Select Rxs for review**

If you wish to add/edit Rxs on the Medical History tab, click the button Select Rxs for review. When selected, the **Medication Review Rx Selection** screen will appear, allowing you to add and remove items from the **Medical History** tab on the **Medication Review** screen. Click **OK** to save any changes and **Cancel** to close the screen.

Pre-Selected (3)	Other Rxs Unfills	Not D	ispensed	Discontinued	
Rx Num	Drug				Fill Date
<ul> <li>✓ 1000962</li> <li>✓ 1000961</li> <li>✓ 1000960</li> </ul>	Synthroid 112mcg Prinivil 2.5mg Amoxicillin 50/ml				14-Jul-2014 14-Jul-2014 14-Jul-2014
Drug lines to use		•	Drug line 2	Select All	Select None

#### **View Follow Ups**

When this option is selected, the **Medication Review Follow-ups** screen will appear, allowing you to create follow-up reviews for the patient.

**NOTE:** This is something that you initiate to follow up with the patient after the Medication Review has been completed. This is **NOT** a Medication Review Followup review.

ef Medicat	tion Review Follow-ups			X
Medicat	ion Review		Print Repor	t
Туре	Medication Assessment	Completed On	<u></u>	
Patient	Taylor, Barbara	Completed By		
Follow-up	s (0)		F2)Ins	Del
Due Date	Reason	Brand Name	RxNum Resolved	*
				Ш
				-
		Close		



To add a follow-up, click **Ins** and complete the **Medication Review Follow-up** screen. When you are finished, click **Save**.

-	· · · · ·	
Туре	Medication Assessment	Completed On
Patient	Taylor, Barbara	Completed By
O Do i	not follow up	
Follo	ow up required in days	
Reason	Unknown	•
Comm	nent	
Re	esolved on by	
Comn	nent	

## View

#### **Patient Charting**

When this option is selected, the **Patient Charting** form will appear, displaying information about the patient's weight, height, blood pressure, blood sugar, and so on.

Weight         Height         Blood Pressure         Blood Sugar         Cholesterol         Creatinine CL         INR         Clozaril         Cut a           250	🥣 Pa	tient	Charting	1						Ē	
250	Weig	ght	Height	Blood Pressure	Blood Sugar	Cholesterol	Creatinine CL	INR	Clozaril		E Ctrl 🔿
250							We	ight	Values (3)		F2 Ins Del
230       13/01/2013 65         220       08/01/2011 58         100       08/01/2011 58         100       100			1	1 1 1	1.1				Date	Weight	~
200 210 210 210 200 210 200 190 190 190 190 190 190 190 1				******	-+				15/01/2013	3 65	
200         08/01/2011 58           180         190           180         190           180         190           180         190           180         190           180         190           180         190           180         190           180         190           180         190           180         190           180         190           190         190           100         190           90         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           100         100           1				+							
200 190 180 170 160 150 150 150 150 100 100 90 80 80 80 80 80 80 80 80 80 8											
190 180 170 170 160 150 150 150 150 150 100 100 90 90 90 90 90 90 90 90 90	1 1		1						00/01/201		
180 170 160 160 160 160 160 100 100 10			1	1 1 1							
170 160 150 140 130 120 100 90 90 90 90 90 90 90 90 90											
160 150 140 130 120 120 100 90 80 80 80 90 80 80 80 80 80 80 80 80 80 8											E
140 130 120 120 100 90 90 90 90 90 90 90 90 90	160										
130 120 100 90 80 80 80 90 90 80 90 90 80 90 90 80 90 90 90 90 90 90 90 90 90 9	150			·····							
120 110 100 90 80 70 60 50 40 30 20 20 20 30 20 30 20 30 20 30 20 30 20 30 40 40 40 40 40 40 40 40 40 4	140			÷							
110 100 90 80 70 50 40 30 20 20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1			+							
100 90 80 70 60 90 60 90 60 90 60 90 90 90 90 90 90 90 90 90 9	1 1			+							
90 80 70 50 50 50 50 50 50 50 50 50 5	1 1										
80 70 60 40 30 20 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0											
70         •           60         •           50         •           40         •           30         •           20         •           0         •           0         •           0         •           0         •           0         •           0         •           0         •											
60 00000000000000000000000000000000000				1 1 1	1						
50 40 30 20 01 01 01 01 01 01 01 01 01 0	1 1							•			
40 30 20 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0											
30 20 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1 4										
10 0 0 Junit 0lMarti 0lMagti 0lJulit 0lSepti 0lMovti 0lJuni2 0lMart2 0lMagt2 0lJuli2 0lSept2 0lMovt2 0lJuni3	<b>I</b>										
0 Lanti OlMarii OlMagii OlSepii OlSepii OlSepii OlMarii OlMagii OlMarii OlMagii OlMarii OlMagii	20										
OtJanti OlMarti OlMagti OtJutti OlSepti OlNoviti OtJant2 OlMart2 OlMart2 OlMagt2 OtJutt2 OlSept2 OlNovi2 OtJant3	10										
		n11 0	1Mar11_01N	Aautt 01Jultt 01Sentt (	11Nov11_01Jan12_011v	lar12 01Mau12 01.6	ult2 01Sept2 0tNov1	2 01Jan13			-
Print VK X Cancel				agin oneant ordepin o			_				
		Print			<b>~</b> (	ЭК		🗙 Canc	el		



Use the **F2**, **Ins**, and **Del** buttons to modify, insert, or delete information on this screen. Click **Print** to print or **Cancel** to close the screen.

#### **Patient Documents**

When this option is selected, the **Patient Document List** will appear displaying a list of documents associated with the patient.

Patient Document List					(Ber	E	83
*	*	Add New Doc	ument '	V		🛛 🗶 Cl <u>o</u> s	se
Documents (0)						F2 In	s Del
Title			Init	Document Type	Created	<ul> <li>Retain Until</li> </ul>	
Medication Assessment			KRL	Med Review	20/08/201	4	
							=
							-
Description		Comment					
		Topic	Co	mment			
							=
							=
							-

Use the **F2**, **Ins**, and **Del** buttons to modify, insert, or delete a patient document. Click **Close** to exit the screen.

#### **Patient Medication Reviews**

When this option is selected the **Patient Medication Reviews and Dialogs** screen will appear, displaying a history of all reviews for the patient including any that are currently in the Medication Review queue.

N - New Review/Dialog	P - Print/Reprint	F	F - Call up	C - Cance	l Claim	n			
F2 - View Details	D - Pharmacist Decl	ined R	R - Patient Refused						
Medication Reviews (1)							F2 Ins D		
Туре	Status	Fee Status			Created 🔻	Completed			
Medication Assessment	Pending		Review Not	Completed Yet	06/08/2014	1			



Double-click a Medication Review to view its details. Click **Close** to exit the screen.

#### Profile

The **Profile** menu on the **Medication Review** screen is identical to the **Profile** menu on the patient profile. This menu allows you to view **All Rxs**, **Active Rxs**, **Active Rxs w/ Passtimes**, **Pricing Profile**, and **Not Disp/OTC Profile**.

## **Completing Medication Reviews 'Saved for Later'**

1. To call up Medication Reviews '**saved for later**' or added to the Med Review Queue via auto prompting, do one of the following:

## **Patient Card**

- a) Bring up the patient card using the **F3 Patient** search and select **Medication Review/Dialogs** from the right navigation pane.
- b) The Medication Reviews queue appears with all the Med Review records that are pending review.

🥣 Patient - Helvey, Ricky											
File Edit Patient Profile	File Edit Patient Profile Reports Utilities NH Central Fill Cards Session Help										
F3 - Patient F5 -	Drug F7 - Doctor F9	- Workflow F10 - Pickup	F11 - Drop-off F12 - N	ew Rx	Alt-X - Start						
Last Name Helvey	First Name Ricky	Salutation	OK 🔗 Save	Scan	Patient						
N. N. Paris (Distant											
N - New Review/Dialog	P - Print/Reprint		Cancel Claim		All Rxs						
F2 - View Details Medication Reviews (1)	D - Pharmacist Declined	R - Patient Refused		F2 Ins Del	Active Rxs						
Туре	Status	Fee Status	Created <b>v</b> Completed		Active Rxs w/Passtimes						
Medication Assessment	Pending	Review Not Completed	Yet 06/08/2014		Refillable Rxs						
					Pricing Profile						

c) Select the Medication Review record you want to complete and click F - Call Up.

#### F9 - Workflow

- a) Select **F9 Workflow** from the **Alt-X Start** screen and select **Medication Reviews** from the right navigation pane.
- b) The Medication Review queue will appear. Select the Medication Review you want to complete and click **F Call Up**.

File Edit Utilities NH Workflow Cards Session Help										
F3 - Patient F5	5 - Drug F7 - Doctor F9 - W	orkflow F11 - Dr	op-off F12 - New F	Rx Alt-X - Start						
Mandi continue Deviewurg P - Print/Reprint F - Call up C - Cancel Claim										
Medication Reviews D- Pharmacist Declined R - Patient Refused space - Mark Rxs Rx's To Do										
Patient	Туре	Status	Fee Status	Created Completed A	Rx's In Progress					
Dukes, George	Medication Assessment	Pending	<b>Review Not Completed Yet</b>	15/08/2014	Pending Adjudication (0)					
Dukes, George	Medication Assessment	Pending	<b>Review Not Completed Yet</b>	07/08/2014	Pending Adjudication (0)					
Dukes, George	Medication Assessment	Completed Electronic	Pending Claim	07/08/2014 07/08/2014	Trouble (0)					
Dukes, George	Medication Assessment	Completed Electronic	Pending Claim	07/08/2014 07/08/2014	Rx Counseling (2)					
Dukes, George	Medication Assessment	Pending	<b>Review Not Completed Yet</b>	07/08/2014						
Dukes, George	Medication Assessment	Printed Paper	Review Not Completed Yet	06/08/2014	Medication Revie <u>w</u> s (9)					
Dukes, George	Medication Assessment	Completed Electronic	Pending Claim	06/08/2014 06/08/2014						



2. Complete steps 3-8 of the <u>Creating an Electronic Medication Review</u> section.

## Sample Electronic Medication Review Report

		Med	icatio	on As	ssessment				<b>SASK</b>	ATCHEW.	AN
Name		Doe, Jane				Gender	Female	Date o	fBirth 01-Jan-19	980	
Address	200 M	ain St, Regina SK M1M 1M1				Phone PHN (111)111-1111 PHN					
FamilyDoctor				FamilyDo	ctor Phone	Family	Doctor Fax				
Allergies											
Conditions											
Smoking No Yes, # cigare		Alcoholintake No Yes,#drinks/week:		Caffeine	Intake Yes, # cups/da	ıy:	OtherNicotine/Drugs				
Health Information											
Herbals/vitamins/natura	Ihealthproducts		o you have trouble re	emember	ing to take medications	s as pres	cribed	Yes	N		
KidneyDisease			Yes	No Li	iverDisease					Yes	N
Tetanus immunization (e	every 10 years)		No In	fluenza immunizatio	on yearly				Yes	N	
Pneumococcalimmuniza		o you think you migt	nt benefit f	rom a compliance pac	k progra	m	Yes	N			
Otherimmunizations/travely What is your biggest concer		ionstodev									
NameofMedication Brand/Generic	Strength/Dose	How totakethis Medication (frequency, time of day, etc.)			Purpose		Comments		Prescr	iber	
Actonel	30mg - 30 TAB	TAKE 1 TABLET ONCE DAILY							Dr. Test, Doc		
A.C. & C	375/8/15mg- 30 TAB	TAKE 1 TABLET ONCE DAILY							Dr. Test, Doc		
The Pharmacists' Association of S have adapted the CPhA PharmaC of the Canadian Pharmacists Ass	Check™ program. The P	ration with the Canadian Pharmacists Associa harmaChack™ logo is a trademark r license.		age 1 c	nf 9		A550	IDIAN MATSISTS UKUDAN DATION DES MADIA MADA	PAS CONTRACTOR	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	



Medication A	ssessment
--------------	-----------

nacist of any change to nance seamless contin	their medications. By signing this, I consen uity of care.	t for my pharmacist to share this medica	nd itremains at all times the patient's responsibility ation list with my other health care professionals (pro	sent and ful
	Patient Signature	Date	Kroll	
hamacists' Association of Sask adapted the CPhA PharmaChec Canadian Pharmacists Associa	ratchewan in collaboration with the Canadian Pharmacist. k™ program. The PharmaCheck™ logo is a trademark	s Association		编辑 例
Canadan - Naniacisto Addula		Page 2 of 2	L PEARACENS DITCHNACK	・「原料



## **Viewing a Completed Medication Review**

## With Electronic Signatures Enabled

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogues from the right navigation pane.
- 3. Highlight the completed Medication Review and click F2 View Details.

<u>File Edit Patient</u>	Pr <u>o</u> file <u>R</u> eports <u>U</u>	<u>I</u> tilities Centr <u>a</u> l Fill	<u>C</u> ards Sess <u>i</u> on <u>H</u> e	elp						
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt-X - Start				
Last Name Doe First Name Jane Salutation Ms. 🔽 OK Save 🗙 Scan										
N - New Review/Dialog P - Print/Reprint F - Call up C - Cancel Claim										
F2 - View Details	D -	Pharmacist Decline	ed R - Patient	Refused						
Medication Review	rs (10)					F2 Ins Del				
Туре		Status	Fee	Status	Created 🔻 Cor	mpleted 🔺				
Medication Assessme	nt	Completed Electro	nic Pen	ding Claim	06/08/2014 06/	08/2014				

4. The **Medication Review View** screen will appear. Click the various tabs to see the Medication Review information that has been entered.

Medication R	eview View							Z		
Medication Assessment										
Created	06-Aug-2014 01:52	PM Status	Completed Electro	onic	Fee Status	Pending Claim	Fee Rx N/A			
Started     06-Aug-2014 01:50 PM     Duration     Reviewed By     Kroll     View Signatures     Print       Completed     06-Aug-2014 01:53 PM     2m 23s     Reviewed With     Doe, Jane (In Person)										
Question	s Medical History	General Comn	nents Pharmacis	t Comments	Non-Presci	ription Medications	Rxs From Other Pharmacies			
Smoking	ps you with your Mo <not answered=""> icotine/Drugs <not< td=""><td></td><td>1</td><td></td><td></td><td></td><td></td><td>•</td></not<></not>		1					•		

5. Click **Print** to print the Medication Review, or **View Signatures** to view the pharmacist's or patient's electronic signature.

## **Scanned Reviews with Manual Signatures**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogues from the right navigation pane.
- 3. Highlight the completed Medication Review and click F2 View Details.



4. The **Medication Review View** screen will appear. The **Review** tab displays information entered on-screen during the Medication Review; the **Documents** tab displays the scanned image of the signed Medication Review. Scanned paper Medication Reviews is also viewable from Patient Documents.

Medicati	ion Assessmen	t					X Close
Created	30-Jul-2014 02:25 F	M State	us Comple	eted Electronic	Fee Status	Claimed	Fee Rx 108767
Review Doc	uments						
Started	30-Jul-2014 02:25	PM C	ompleted	30-Jul-2014 02:26 PM	Dura	tion 1m 0s	ew Signatures
Reviewed By	Scott Belfer	Rev	iewed With	Belfer, Scott (In Perso			
Questions	Medical History	General Co	mments	Pharmacist Comments	Non-Presci	ription Medications	Rxs From Other Pharmacies
Who help	s you with your Me	dication					
	<not answered=""></not>						

5. Click **Print** to print the Medication Review.



## **Paper Medication Reviews**

This section explains how to perform paper Medication Reviews. Paper Medication Reviews must be completed on paper, signed, and scanned back into the system.

**NOTE:** The automatic prompts will not appear if the patient does not meet the criteria for a Medication Review. However, based on other available information and your professional judgement, you can determine whether the patient might benefit from a Medication Review and then manually create a Medication Review.

## **Configuring the Medication Review Prompt**

The system prompts for Medication Review when the option **Prompt for Medication Review** is enabled under **File > Configuration > Store > Rx > Prompting**.

Store Level Configuration Parameters								
General Patient Drug Doctor B× EDB Adjudication	Labels Reports Security Interfaces Order X - AR Y - To Do							
1 - General 2 - Pricing 3 - Prompting 4 - Nursing Home 5 - Back	ground Rx Filling <u>6</u> · Workflow <u>7</u> · Counseling <u>8</u> · CeRx							
<ul> <li>Prompt to use Drug Subs Automatically use Drug Subs</li> <li>Use Drug Subs when Batching</li> <li>Prompt If Doctor Refused Repeat When Cancelling Rx</li> <li>Prompt for Comments when Cancelling an Rx</li> <li>Always require comment</li> </ul>	Drug Programs Participate in the Rx Canada / Health Inform Program Participate in the Pharmacy Access program Use Station Name Subdirectories For Pharmacy Access							
Prompt for Comments when Inactivating an Rx	Days Back: 365 Enable Rx Canada Program (RxGateway)							
<ul> <li>Always require comment</li> <li>Prompt for Patient Counselling on new Rx</li> <li>Prompt to Batch NH Rxs</li> <li>Prompt when not dispensing as drug's Pack Size</li> <li>Prompt For Repeats When Copying an Rx</li> <li>Prompt To Use Manual Price From Last Refill</li> <li>Remove Manual Price for Batched Rxs</li> </ul>	Services          Prompt to Enrol Patients in Refill Reminder or Auto Refill Program         Prompt to Enrol NH Patients in Refill Reminder or Auto Refill Program         Prompt to Enable Rxs for Refill Reminder and Auto Refill Program         Enrol Patients for Pickup Notification No         Enrol NH Patients for Pickup Notification No							
<ul> <li>Prompt if Doctor Authorization Received for Narcotic Rxs</li> <li>Check for High Intensity Drugs</li> <li>Prompt if there is not enough inventory to fill the Rx</li> <li>Prevent Copying an Inactive Rx to a New Number</li> <li>Show local patient profile on fill</li> <li>Prompt to Copy ''Mistake'' Rxs to a New Number</li> <li>Show thermal/dot matrix label config on autofill</li> </ul>	<ul> <li>Prompt to copy workflow packaged info for cancel and refill Rxs</li> <li>Prompt to copy to new number if refilling an Rx with no repeats</li> <li>Prompt for Due Date on autofill batches</li> <li>Prompt for Tx comment on autofill batches</li> <li>Save Route code from Rx as default value if no default is set</li> <li>Ask</li> </ul>							
<ul> <li>Prompt to Print Script Image for 1st Fill of an Unfilled Rx</li> <li>Prompt for AADL Plan Information if SA number is NOT set</li> </ul>	Prompt for Medication Review     Track Medication Review Rejection Reason:							
Prompt if Was Undeliverable when Cancelling an Rx	Allow 'Never Prompt' For Medication Review							
Search OK	X Cancel							



When the option '**Prompt for Medication Review**' is enabled, the system screens each patient for Medication Review eligibility every time an Rx is processed. If the patient is eligible, the user is prompted and presented with a number of options as shown below.

Select an Option											
This patient may be eligible for the Medication Assessment program.											
Print Report Now											
Print Report Later											
I have <u>O</u> ther Rxs to fill for this patient											
Do not prompt me until the next time the patient comes in.											
Do not prompt until											
Never Prompt for this patient											

- **Print Report Now**: This will call up the Medication Review report so you can select the items you would like to print on the report.
- Print Report Later: This places a record in the Medication Review queue allowing you to print the Medication Review at a later date or time. See section <u>'Completing MedsCheck</u> <u>'Saved for Later'</u> for further details.
- I have Other Rxs to fill for this patient: This will allow you to continue filling more Rxs for the patient before printing the report.
- **Do not prompt me until the next time the patient comes in**: This will suppress prompting for today. The next time the patient comes in to fill an Rx, you will be prompted for the Medication Review.
- **Do not prompt until**: This will allow you to dismiss the prompt for a specified number of days, or until a specified date, after which the prompt will appear.
- Never prompt for this patient: This will suppress any further prompts for this patient. This option is only available if the configuration option of Allow 'Never Prompt' for Medication Review is enabled.



## **Creating a Paper Medication Review (Manual)**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogs from the right navigation pane.

File Edit	Patient	Profile Re	ports	Utilities	Cards S	Session	n Help										
F3 - Pa	atient	F5 - Dr	ug	F7	- Doctor		F9 - Wo	rkflow	F1	L1 - Drop-o	ff	F12 - N	New Rx	) A	lt-X - Start		
<u>L</u> ast Name	Dukes			First Na	ame Georg	je		Salutation		-	C	ж	S S	ave	🗙 Scan		Patient
Address 1	1926 Alb	art Street	_		Phone Nu	umbers	; (1)	F2 Ins	Del)	Birthdate	01/04/1	000			(	51	<sup>⊗</sup> Profile
	1920 AID	en sueer			Descriptio		Phone		Γ	-							All Rxs
Address 2					Home		(403) 7	62-1212		Age	106 yea	rs					Active Rxs
City	Regina	-	Prov	SK 👻						Gender	Male	-	No	image	available		Active Rxs w/Passtimes
Postal	S4N 0Y2	Country C	anada	-						Language	English	-					Refillable Rxs
Email				Send	Family Doct	or				Height	180 cm						Pricing Profile
Quick Code	2							F2 Clea	ar	Weight	78 kg			Loa	d Delete	:	
Comment	ts (0)							F2 Ins	_	АВВС						5	Not Disp./OTC Rxs
Topic	Topic Comment												Rxs Filled in Error				
	<u>P</u> lan						Plans (0)	Plans (0) (F2) Ins (Del SubPlan Code Group ID Client ID Expiry					lel I	Suspended Rxs			
										SubPlar	Code Gr	oup ID	Client ID		Expiry	-	Perform FDB Analysis
																	View
																	Alternate Addresses
Allergies (	0)	Add Drug	F2 It	ns Del	G <u>e</u> neral	Family		ys Comm	านท	ications C	ther				E Ctrl		Batches
					Patient	- 1		/-1		- 1		onsent					Charting
						1							Unknown				Consent
					Animal											-	Credit Cards
					Deceased	_						nit Dose				all	Documents
Medical Co	onditions (1	)	F2 I	ns Del								ype	<no< th=""><th></th><th><b>_</b></th><th></th><th>Medication Review/Dialogs (3)</th></no<>		<b>_</b>		Medication Review/Dialogs (3)
Asthma,	, unspecifie	ed, with stat	ted stat	tus as	Prescripti	_	) - f  + /D	: - [				ycle	<no< th=""><th></th><th>-</th><th></th><th>Rx Counseling History</th></no<>		-		Rx Counseling History
					Delivery Ty	pe D	Default (P	іскир)			<u> </u>	rice Gro	up <det< th=""><th>fault&gt; (•</th><th><none>) 🗸</none></th><th></th><th></th></det<>	fault> (•	<none>) 🗸</none>		

3. The Medication Review queue will appear. Click N – New Review/Dialog.

🥣 Patient - Helvey, Ricky				
File Edit Patient Profile Reports	Utilities NH Central Fill Cards	Session Help		
F3 - Patient F5 - Drug	F7 - Doctor F9 - Work	flow F10 - Pickup F11	1 - Drop-off F12 - New Rx	Alt-X - Start
Last Name Helvey	First Name Ricky Sa	ilutation 📃 🖸 O	K 🖉 🖉 Save 🛛 🗶 Scan	Patient
N - New Review/Dialog P	Print/Reprint F - Cl	aim Fee C - Cancel C	Claim	<sup>⊗</sup> Profile
		tient Refused		All Rxs
Medication Reviews (0)	rhannacht bechned in Fra	inent neruben	F2 Ins Del	Active Rxs
Type	Status	Fee Status	Created V Completed	Active Rxs w/Passtimes
				Refillable Rxs

4. The **Medication Review/Dialog** screen will appear. Select a review type from the dropdown menu and click **Print Now**. If you wish to add to the Med Review queue in order to print the Medication Review later, click **Save for Later**.

🥣 Medie	cation Review/Dialog	x
Туре	Medication Assessment	•
	Print Now Save for later Cancel	



5. The **Medication Review Rx Selection** screen will appear. Rxs under the **Pre-Selected** tab are selected by default; Rxs on the other tabs are not. Proceed through each tab and check the Rxs you want included in the report. When you are finished, click **OK**.

Medication Revie				
Pre-Selected (3)	Other Rxs Unfills	Not Dispensed	Discontinued	
Rx Num	Drug			Fill Date
☑ 1000958	Amoxicillin 50/ml			11-Jul-2014
1000957	Prinivil 2.5mg			11-Jul-2014
1000956	Synthroid 112mcg			11-Jul-2014
			Select All	Select None
Drug lines to use	in review			
Drug line 1 Defa	ault	Drug line	2 Default	•
	🗸 ок		Cancel	

- 6. The **Medication Review Report** form will appear. Select the appropriate print options and click **Print**. The report will generate.
- 7. Complete the Medication Review on the form. Sign the **Medication Review Report** and have the patient do the same.



## **Scanning Medication Review Reports**

8. From the Alt-X Start screen, go to Utilities > Printed Document Scan/Import.

File Edit Reports	Utilities Central Fill Cards Session	Help	p Version 10
F3 - Patient	Drug Ordering		<ul> <li>rkflow</li> <li>F11 - Drop-off</li> <li>F12 - New Rx</li> <li>Alt-X - Start</li> </ul>
	Merge		
	Unmerge		
Last Rx Numbers	Adjust Current Wait Time		-   👸   🗒   🗐   🗐 🔁   🔀
Regu <u>l</u> ar 1000	Check Interactions		
Narcotic 9000	Quick Price	Alt+:	+= Followups Notes Inbound Docs Outbound Fax Mail
Modify R	Delivery Orders		>
<u>M</u> ouny re	View Mail/Messages		
<u>R</u> eprint R	View Packager Batches		
Canaal D	View Pending Network Queue		
<u>C</u> ancel Ro	Labels		0-1 hrs 1-4 hrs 4+ hrs Tomorrow Trouble Total
Modify Specifi	Script Reentry Mode		Rx Counts
Reprint Specifi			0 0 0 0 0 4 New Rxs 0
Treprine opeeni	Credit Card Password Manager		0 0 0 0 0 4 Repeat Rxs 0
Counsel R	Database Maintenance		Total Rxs 0
	Drug		•
	Patient/Rx Import		Details
	Printed Document Scan/Import		
			—

9. The **Import Scanned Documents** screen will appear. Place the report pages face down on the scanner hopper. Check **Scan both sides of paper** if you are scanning pages with information on both sides and your scanner supports dual side scanning. Click **Start Scanning**.

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



10. When scanning is complete, the screen will indicate how many pages were scanned successfully and how many will need to be manually reconciled. When you are finished, click **Process and Reconcile**.

Import Scanne	d Documents	r and a second s
Scanner		
Scanner	FUJITSU fi-6130Zdj #2	Start Scanning
Mode	Colour	
Resolution	100	Scan both sides of paper 📃
Document To Process To Reconci	; 0	Process and Reconcile
	View Scan <u>H</u> istory	X Close

11. The **Document Scan Reconciliation** screen will appear. Items ready to be processed will appear in the **Documents to be created** section. Items that need to be reconciled will appear in the **Unprocessed Images** section.

	Status 43 Ready To File	Filed By	Type Patient Med F	Title Review	Patient Doe, Jane	The second se	x Num Pages Message	- î
	Ho pready to rile		Provensime of	1010	ove, Jane		4	
🥩 闭   Zoo								E Process Pending Documen
	om 50.0 % 🔍 🤇	3 0 0	058	<b>8</b>			Unprocessed Images (0) Current Docur	nent
		Nedicati	ion Assessment		Pasancerus		Document Images (2)           Scanned On Type         # Info Message           12:31:43         Patient Med Reviet 1           12:31:45         Patient Med Reviet 2	
red .	Dos, Jana			Fenale	Oil+ of Brth. 01-Jan: 1580			
Fasa	200 Main St, Regina Sk	MIM1N1		(111)111-1111	PAN			
niyOuctor				Family Joctor Phone	Family Crictor Fax			
nges ndboxs				-				
No Yes, Fojavite att information att information Palotitimmis historiahis bhyDisease arrus immunization (ever eumcoocalimmunization eumcoocalimmunization eumcootales arrayour signer concerna Nameofffedication	ol@prcdusto (1) years) n(cneating) mea	Via Ves Ves	Ab LiverDiskase	mimtering's tike medications a	Yes No Yes No	ш		
BrandGenerc	(treasency.tin	wofday.etc.)	Purpese	Connerts	Prescriber			
	0mg-30TA8 TAKE 1 TABLET ON 75/8/15mg- 0 TAB TABLET ON				Or. Test, Doc Dr. Test, Doc		Document Type Patient Med Review	-
Premision of Lastic adapts for Ohn Premision Constan Premision Astocom	toleum Acabitemio um tre Quadar 1º prope. The PermiChers <sup>10</sup> go a a on end a uma anter Anna.	Paracete Association radinal	*age 1 of 2		<b>e</b>		Address 200 Main St City, Prov Regina, SK	F3 008 24/10/1950
Brigh	itness		Contrast		Saturation		Med Review 11/07/2014 - Medication Assessment (Pr X Cancel	



12. 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 screen.

## **Billing a Medication Review**

- 13. Once scanning is complete, the **Fee For Service** claim will automatically populate in the **F12** screen. If necessary, perform a doctor search to locate the pharmacist to use as the prescriber and ensure all of the other information entered on the **F12** screen is correct.
- 14. Click **F12 Fill Rx**. The claim will be transmitted to the appropriate party for payment.

## **Completing Medication Reviews 'Saved for Later'**

1. To call up Medication Reviews 'saved for later', do one of the following:

## **Patient Card**

- a) Bring up the patient card using the **F3 Patient** search and select **Medication Review/Dialogs** from the right navigation pane.
- b) The Medication Reviews queue appears with all the Med Review records that are pending review.

💣 Patient - Helvey, Ricky							] 23
File Edit Patient Profile Repor	ts Utilities NH Centra	Fill Cards Session	Help				
F3 - Patient F5 - Drug	F7 - Doctor	F9 - Workflow	F10 - Pickup	F11 - Drop-off	F12 - New Rx	Alt-X - Start	
Last Name Helvey	First Name Ricky	Salutation	•	ОК 🔗	Save 🔀 Scan	Patient	
						<sup>⊗</sup> Profile	
-	P - Print/Reprint	F - Call up		ncel Claim		All Rxs	
	D - Pharmacist Decline	d R - Patient Re	fused			Active Rxs	
Medication Reviews (1)					F2 Ins Del	richterois	
Туре	Status	Fee Sta	atus	Created 🔻 C	Completed 🔺	Active Rxs w/Passtimes	
Medication Assessment	Pending	Review	Not Completed Yet	06/08/2014		Refillable Rxs	
						Pricing Profile	

c) Select the Medication Review record you want to complete and click **F** - **Call Up**.

#### F9 - Workflow

- a) Select **F9 Workflow** from the **Alt-X Start** screen and select **Medication Reviews** from the right navigation pane.
- b) The Medication Review queue will appear. Select the Medication Review you want to complete and click **F Call Up**.

File Edit Utilities	NH Workflow C	ards Session Help							
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New F	k 🛛	Alt-X - Start		
		P - Print/Re	eprint F	- Call up	C - Cancel C	laim 📑	Befresh	1	<sup>⊗</sup> Workflow Actions
iviedicatio	n Review	/S D - Pharma	cist Declined R	- Patient Refused	space - Mark	Rxs	·,		Rx's To Do
Patient	Type		Status	Fee Statu	IS	Created	Completed	~	Rx's In Progress
Dukes, George	Iedication Reviews     P - Print/Rep D - Pharmaci       ent     Type       es, George     Medication Assessment			Review N	ot Completed Yet	15/08/2014			Pending Adjudication (0)
Dukes, George	Medication A	ssessment	Pending	Review N	ot Completed Yet	07/08/2014			



2. Complete steps 4-14 of the <u>Creating a Paper Medication Review</u> section.

# Sample Paper Medication Review Report

		Med	icati	on	Assessment				SASKAT	CHEW	AN
Name		Test, Pat				Gender	Male	Date o	fBirth 01-Jan-195	5	
Address		ON				Phone		PHN	01 341 135		
FamilyDoctor		UN				FamilyDo	ctor Phone	FamilyDoctorFax			
anniy Doctor						r uniny 50		1 01111	DOCIONIEX		
Allergies											_
Conditions											
Smoking		Alcoholintake		Caffe	ineIntake		OtherNicotine/Drugs				
No Yes, # cigar	ettes/day: [	No Yes, # drinks/week:		N	lo 🗌 Yes, # cups/d	ay:	No Yes:				
KidneyDisease Tetanus immunization (e Pneumococcalimmuniz Otherimmunizations/travek What is your biggest conce	ation(one/life) vaccines	IONSTODAY	Yes Yes Yes	No	LiverDisease Influenza immuniza Do you think you mi		from a compliance pac	k progra	am	Yes Yes Yes	s /\
NameofMedication	Strength/Dose	Howtotakethis Medication			Purpose		Comments		Prescrib	er	
Brand/Generic	-	(frequency, time of day, etc.)	_		Turpooo		commonto				
Methyldopa Elite	500mg - 30 TAB 20 STR	TAKE 1 TABLET ONCE DAILY	_						Dr. Test, Doc Dr. Test, Doc		
A Hydrocort Inj	100mg/vial - 30	TAKE 1	+						Dr. Test, Doc Dr. Test, Doc		
	ML								01. 1650,000		
Apo-Ciproflox	500mg - 30 TAB	TAKE 1 TABLET ONCE DAILY							Dr. Test, Doc		
292	30mg - 30 TAB	TAKE 1 TABLET ONCE DAILY							Dr. Test, Doc		
The Pharmacists' Association of S have adapted the CPhA Pharma of the Canadian Pharmacists Ass	Check™ program. The Ph	ition with the Canadian Pharmacists Associat iarmaCheck™logo is a trademark r license.			1 of 2		A5900	DIAN MARISTS IMADON IATION DES VACIENS MATA	PAS SER		い記述



NameofMedication Brand/Generic	Strength/Dose	How totake this Medication (frequency, time of day, etc.)	Purp	oose	Comments	Prescriber
ipitor	80mg - 3 TAB	AS DIRECTED				Dr. Test, Doc
eneralComments						
ATIENT FOLLOWUP				1		
Date		Reason			Comments	
ccuracy of this list is dep narmacist of any change enhance seamless cor	endent on the truth to their medicatior ttinuity of care.	fulness and completeness of inform ns. By signing this, I consent for my pr	ation provided by narmacistto share	the patient and it r this medication I	emains at all times the patient's re ist with my other health care profe	sponsibility to advise the ssionals (present and fu
ccuracy of this list is dep harmacist of any change enhance seamless cor	endent on the truth to their medicatior thinuity of care. Patient Signat		ation provided by narmacist to share Date	the patient and it r this medication I	emains at all times the patient's re ist with my other health care profes	sponsibility to advise the ssionals (present and fu
ccuracy of this list is dep harmacist of any change enhance seamless cor	tinuity of care.			the patient and it re- this medication I		sponsibility to advise the ssionals (present and fu



## **Viewing a Completed Medication Review**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select **Medication Review/Dialogs** from the right navigation pane.
- 3. Highlight the completed Medication Review and click F2 View Details.
- 4. The **Medication Review View** screen will display the scanned image of the completed Medication Review. Scanned Medication Reviews are also viewable from **Patient Documents**.

ication Review View							Σ
Medication Assessn	nent					X CI	ose
eated 30-Jul-2014 02:	34 PM Status Co	mpleted Paper	Fee Status	laimed	1	Fee Rx 108	7678
14-07-30 2:39 PM							
🎯 🛃 Zoom 95.3 9		A 🖓 🕞 🗲 3/3 🕞					_
•							
		Medication Ass	essment		- SA	RATCHEWAN	
Name	lest, Pat		Gender	маю	Date of Disth UL-Jan-	CCRI	
Address	on		Phone		HHN		
FamilyEoctor			FamilyD	eter Phone	Femily Doctor Fex		
Allergies			I		I		
Danditions							
Smoking	Alcoholintako	Caffoinclat		Othe Nicotino/Drugs			
No Yes, # clgarelles/		f dinks/week.	res,#cups/day.	No res.			
	•						
licalth Information Herbals/vitamins/naturalhealt	bacoducte	Yes No Doy	ou have trouble remembe	rupa to lo ke me dicatu	on or or or other	Yes No	
KidneyDisease	nproducto		Dispaso	ing column includes	and all proverses	Yes IIo	
Tetanus immunization (every 1	ICyears)		enza immunization yearly			Yes Ilo	
Pneumo ecceclimmunization(	one/life)		ou thinkyou might benefi	from a compliance p	ack program	Yes No	
Stherimmunizations/travewaccine	85						
What is now biggers concernation	utyour medicationisticalay						
Brightness	3	Contras	t		Saturation		
0					0		



# **Declined and Refused Medication Reviews**

This section explains the process for recording Medication Reviews that have been declined by the pharmacist or refused by the patient.

**NOTE:** The medication review records that are declined by the pharmacist or patient refused can also be noted from the Medication Review queue on the F9-Workflow screen.

## **Pharmacist Declined**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogs from the right navigation pane.
- 3. Select the appropriate Medication Review and click **D Pharmacist Declined**.

<u>File Edit Patient Profile</u>	<u>R</u> eports <u>U</u> til	lities Centr <u>a</u> l Fill	Cards Session	<u>H</u> elp				
F3 - Patient F5	- Drug	F7 - Doctor	F9 - Workflo	w F11 - Drop-off	F12 - New Rx	Alt-X - Start		
Last Name Test	Fir	rst Name Pat	Salu	tation	OK 🔗 Sat	ve 🗶 Cancel		
N - New Review/Dialog	N - New Review/Dialog P - Print/Reprint F - Claim Fee C - Cancel Claim							
F2 - View Details	F2 - View Details D - Pharmacist Declined R - Patient Refused							
Medication Reviews (16) F2 Ins Del								
Туре		Status		Fee Status	Created 🔻 Con	npleted 🔺		
Medication Assessment		Printed Paper		Review Not Completed Yet	: 06/08/2014			

4. Select the appropriate option from the **Decline/Refuse** prompt.

Select an Option	C X
Decline/Refuse - Medication Assessment.	
Do not prompt until the next time the patient comes in.	
Do not prompt until	
Never Prompt for this patient	
Cancel	

- If you select **Do not prompt until the next time the patient comes in**, no further action is required until the next time the patient visits the pharmacy.
- If you select **Do not prompt until...** you will be prompted to specify the next time you want to be prompted for the patient's Medication Review. Complete the form and click **OK**.
- If you select **Never Prompt for this patient** you will not receive any additional Medication Review prompts for the patient.



## **Patient Refused**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogs from the right navigation pane.
- 3. Select the appropriate Medication Review and click **R Patient Refused**.

<u>F</u> ile <u>E</u> d	it <u>P</u> at	ient	Pr <u>o</u> file	<u>R</u> eports	<u>U</u> tilities	Centr <u>a</u> l Fill	<u>C</u> ards	Sess <u>i</u> or	n <u>H</u> elp					
F3 -	Patient		F5 -	Drug	F7	- Doctor	<b>F9</b>	- Workflo	ow F	11 - Drop-off	F1	2 - New Rx		t-X - Start
<u>L</u> ast Nam	e Tes	t			First Na	me Pat		Salu	utation	•	OK		Save	X Cancel
N - Ne	N - New Review/Dialog P - Print/Reprint F - Claim Fee C - Cancel Claim													
F2 - Vie	w Det	ails		D	- Pharm	acist Declin	ed	R - Pat	ient Refu	ised				
Medica	Medication Reviews (16) (F2) Ins Del													
Туре					Stat	us			Fee Statu	s		Created 🔻	Completed	
Medicati	on Asse	ssmen	nt		Prin	ted Paper			Review N	ot Completed \	et	06/08/2014		

4. Select the appropriate option from the **Decline/Refuse** prompt.

Select an Option	e x
Decline/Refuse - Medication Assessment.	
Do not prompt until the next time the patient comes in.	
Do not prompt until	
Never Prompt for this patient	
Cancel	

- If you select **Do not prompt until the next time the patient comes in** you will be prompted to specify if the review was declined by the **Patient** or **Someone Else**.
  - If you select Someone Else, the Medication Review/Dialog Refusal form will appear. Click the lookup button next to the Select agent field to search for the patient who refused the review. Select a relationship from the Relationship to patient menu and click OK.

Section Review/Dialog Refusal						
Refused By 💿 Pat	ient 💿 Someone Else					
Select agent	Doe, Jane	<b>-</b>				
<u>L</u> ast name	Doe					
<u>F</u> irst name	Jane					
Relationship to patient	Daughter	<b>•</b>				
	✓ OK X Cancel					

• No further action is required until the next time the patient visits the pharmacy.



- If you select **Do not prompt until...** you will be prompted to specify the next time you want to be prompted for the patient's Medication Review. Complete the form and click **OK**.
- If you select **Never Prompt for this patient** you will not receive any additional Medication Review prompts for the patient.

**NOTE:** Medication Review records that have been either **refused/declined** by the pharmacist or patient cannot be deleted from the Medication Reviews queue.

# **Medication Review Statuses**

This section explains the statuses that appear in the **Medication Review** queue at various stages throughout the Medication Review process.

## **Statuses**

<u>F</u> ile <u>E</u> dit <u>P</u> a	Eile <u>E</u> dit <u>P</u> atient Pr <u>o</u> file <u>R</u> eports <u>U</u> tilities <u>N</u> H Central Fill <u>C</u> ards Session <u>H</u> elp								
F3 - Patien	F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F11 - Drop-off F12 - New Rx Alt-X - Start								
Last Name Do	be	First Name Jane Sale	utation Ms. 👻 OK	Save 🗶 Cancel	Patient				
N. N. P									
	N - New Review/Dialog P - Print/Reprint F - Call up C - Cancel Claim								
	F2 - View Details D - Pharmacist Declined R - Patient Refused Medication Reviews (5) F2 [Ins] [00]								
Туре									
				19/08/2014	Refillable Rxs				
Medication Ass	Addication Assessment Printed Paper Review Not Completed Yet 31/07/2014								
Medication Assessment		Completed Electronic	Pending Claim	06/08/2014 06/08/2014	Pricing Profile				
Medication Ass	sessment	Declined by Pharmacist	No Fee Applicable	11/07/2014 11/07/2014	Not Disp./OTC Rxs				
Medication Asse	essment	Refused by Patient	No Fee Applicable	19/08/2014 19/08/2014	Rxs Filled in Error				

#### Pending

Reviews that have been initiated but have not yet been completed.

#### **Printed Paper**

Reviews that have been printed but have not yet been billed.

#### Completed

Reviews that have been printed and billed.

#### **Declined by Pharmacist**

Reviews that have been declined by the pharmacist.

#### **Refused by Patient**

Reviews that have been refused by the patient.



## **Fee Statuses**

<u>F</u> ile <u>E</u> dit <u>P</u> atient Pr <u>o</u> file <u>R</u> eports <u>U</u> tilities <u>N</u> H Centr <u>a</u> l Fill <u>C</u> ards Sess <u>i</u> on <u>H</u> elp								
F3 - Patient F5 - Drug								
Last Name Doe F	Patient							
N. New Bestew (Bistory B. 1	<sup>⊗</sup> Profile							
N - New Review/Dialog P - F	All Rxs							
F2 - View Details D - F Medication Reviews (3)	Active Rxs							
Туре	Active Rxs w/Passtimes							
Medication Assessment	Refillable Rxs							
Medication Assessment	Refused by Patient	No Fee Applicable	19/08/2014 19/08/2014	Drisian Drofile				
Medication Assessment	Pricing Profile							

#### **Review Not Completed Yet**

Reviews that have been initiated but have not yet been completed.

#### No Fee Applicable

Reviews with no associated fees (usually declined or refused reviews).

#### **Pending Claim**

*Electronic reviews:* Completed reviews with a Status of **Completed**.

*Paper reviews:* Reviews that have been printed and the option **Require Document scan to complete Paper Med Review** is off, and reports that have been printed and scanned back into the system if this option is enabled.