

Methadone Dispensing

Ontario







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Methadone Dispensing - Ontario

This user guide explains how to create Methadone drug records and how to fill Methadone prescriptions according to Ontario requirements.

Mixture Setup

Setting up the Methadone (Cherry Flavour) Drug Card

- 1. Select F5 Drug from the Alt-X Start screen.
- 2. Perform a drug search to ensure the stock solution has not already been inserted.
- 3. The **Insert** button will become active. Click **Insert** or press the **Insert** key on your keyboard.

File	Edit Recent	Search Utilities	NH Cards	Session Help Ve	ersion 10					
	F3 - Patient	F5 - Drug	F7 - Do	octor F9 - Wo	orkflow F11	- Drop-off	F12 - New Rx		Alt+X - Start	
Sea	rch Criteria	Mixture 📃	🧹 Edit	Ins Insert		Searching	ј Ву	Brand	(Generic) Nam	e (Adv)
m	thadose		🗙 Cancel	Cop <u>y</u> Drug	🔲 Advanced	0	No Records	Found	l -	
#	BrandName		GenericName		Strength	Pack Size	DIN	Form	Manufacturer	

4. A prompt will appear indicating an inactive drug search will be executed. Click OK.







5. If no inactive drug items were found, click **Insert** or press the **Insert** key on your keyboard to create a new drug record.

<u>File Edit Recent</u>	<u>Search</u> <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>	lelp			
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflo	w F11 - Dro	p-off F12	? - New Rx	Alt+X - Start
Search Criteria	Mixture 🔲 🛛 😒	/ Edit	Ins Insert		Searching By	Brand(Gei	neric) Name
methadone	×	Cancel	Cop <u>y</u> Drug 🔽	Advanced	0 N	o Records Fou	ind
Advanced Search	Generic <u>N</u> ame			<u>F</u> orm			•
 Only Active 	Drug <u>G</u> roup		•	Man <u>u</u> f			•
 Only InActive All 	Drug <u>P</u> rice Group		•	<u>S</u> ched		▼ 🔽 Show	w All Drug Pack <u>T</u> iers
# 🔺 Brand Name	Generic I	Name	Strength	Pack Size	DIN	Form Mfr On I	Hand 🔺

6. The Enter Pack Size Form will appear. Set the pack size. Click OK.







7. A blank drug card will appear. Enter as much information as possible. Required fields are described below.

File Edit F	Recent Drug	g Reports l	Jtilities NH Cards Se	ssion	Help Version	10						
F3 - Patie	ent	F5 - Drug	F7 - Doctor	F9 -	Workflow	F11 - Drop-	off	F12 - New Rx	Alt	t+X - Start		
Na <u>m</u> e	Methadose	(Cherry Flavou	r)		DIN 🚽	02394596		Change	d	Save X Cancel		
Generic	Methadone	Hydrochloride			Strength	10mg/mL	S	ched N (Narcotics)	-	Reportable V Methadone		
Description					Followup (Days)	Oral/	Writte	- 6	Ward Stock			
Description 2					Form	ML (Solutio	n)		-	Trial		
Equivalent To					Route	Oral (Defau	lt)		╺╶╏	Device Rx Sync		
Default Sig					Manufacturer	MAL (Malli	nckro	dt Canada Inc.)	- 0	Print compliance calendar		
Location				•	Handling Instr.					Eligible for coupon Elavor Ry		
Generic Type	<none></none>				Price Group	None			- 0	Health Inform/Rx Canada		
– Labels / Wo	rkflow Packag	jing			Department	<none></none>			👻 Cla	355		
Drug line 1		-	Track Lot Num		Marketing Msg	<none></none>			- L	•		
Drug line 2	ug line 2					<none></none>	nical Form					
Half-size Sig			Refrigerated		Drug Sub			Cle	ar 🔽	Narcotic Monitoring		
Comments ((D)				F2 Ins	Del Groups	(0)	(F2) In		Is Median Drug		
Topic	Plain Text	t Comment					(-7			View Reason Codes		
General O	ordering UP	Cs Plans	Usage Old Costs	Cou	nselling Kroll (Care Other				🗲 Ctrl 🔁		
Packs (1)	F2 Ins Del	Pack Size	1000	1	Pack Active	Front Sto	ore					
1000		Quick Code			Only allow manu	al price chan	ges					
		Purc <u>h</u> ase	\$158.25	De	fault Vendor	Default (Mo	Kesso	on) 🔻		No imago available		
		McKesson			O <u>n</u> Hand	0 D	ays			No image available		
		K&F		Mi	n Qty	0 0						
		User Cost 4		Ma	ax Qty	0 0						
		User Cost 5		UP	c				Created	On		
		ODB BAP	\$150.00	Lot	t			(Days)	Changed On			
Ctrl 1	Ctrl 🕹	ODB MAC	\$150.00	Exp	piry Date				Last Rx (On		

- **Name**: Enter a descriptive name of the drug.
- **DIN**: Enter the DIN associated with the drug.
- Sched: Select N (Narcotic).
- **Generic**: Enter the generic name of the drug.
- Oral/Written: Select Written Only.
- Form: Select ML (Solution).
- Enable the **Reportable**, **Methadone**, and **Narcotic Monitoring** flags.
- Enter the purchase cost in the **Purchase** field (**General** tab).
- Enter the ODB BAP/MAC costs in the **ODB BAP** and **ODB MAC** fields (General tab).
- 8. Click Save.





Setting up the Methadone (Unflavoured) Drug Card

A separate drug record must be created for each unique methadone solution (DIN). Follow the same steps and create a second drug card for the Methadone (Unflavoured) solution as shown below for demonstration purposes.

- 1. Select F5 Drug from the Alt-X Start screen.
- 2. Perform a drug search to ensure the drug card has not already been inserted.
- 3. The Insert button will become active. Click Insert or press the Insert key on your keyboard.

File Edit Recent	Search Utilities	NH Cards S	ession Help Version 10			
F3 - Patient	F5 - Drug	F7 - Doct	tor F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start
Search Criteria	Mixture 🔳	🧹 Edit	Ins Insert	Searchi	ing By Bra	and(Generic) Name
Methadose (Unflavo	oured)	🗙 Cancel	Copy Drug 🔲 Adva	nced O	No Records Fou	ind
# 🔺 BrandName	Gei	nericName	Strength	Pack Size	DIN Form	Manufact

4. A prompt will appear indicating an inactive drug search will be executed. Click **OK**.

You cannot insert a new drug until you have searched for inactive drug items. A search for inactive drugs will now be performed, and if you still don't find the drug you're looking for, then you may press/click insert again to add it.
ОК





5. If no inactive drug items were found, click **Insert** or press the **Insert** key on your keyboard to create a new drug record.

File Edit Recent S	Search Utilities NH	Cards Session	Help Version 10)				
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 -	Drop-off	F12 - Ne	w Rx Alt	+X - Start
Search Criteria	Mixture	🖉 Edit 🛛 🛛 🛛 Ins	Insert		Searchir	ng By	Brand	(Generic) Name
Methadose (Unflavour	red) 🛛 🗙	Cancel Cop	y Drug 🛛 🔽 🗛	dvanced	0	No Rec	ords Found	
Advanced Search Show Packs	Generic <u>N</u> ame			<u>F</u> orm				•
Only A <u>c</u> tive	Drug <u>G</u> roup		-	Man <u>u</u> f				-
 Only InActive AII 	Drug <u>P</u> rice Group		•	<u>S</u> ched		•	Show All Dr	ug Pack <u>T</u> iers
# 🔺 BrandName	GenericNa	me	Strength		Pack Size [DIN	Form	Manufacturer

6. The Enter Pack Size Form will appear. Set the pack size. Click OK.

▼ EnterPackSizeForm							
Enter a pack size	for this ne w drug.						
1000							
🗸 ОК	🗙 Cancel						

7. A blank drug card will appear. Enter as much information as possible. Required fields are described below.



File Edit	Recent Dru	g Reports I	Utilities NH Cards Se	ssion	Help Versior	n 10								
F3 - Patie	ent	F5 - Drug	F7 - Doctor	F9 -	Workflow	F11 - Dro	p-off	F12 - New Rx		Alt+X - Start				
Na <u>m</u> e	Methadose	(Unflavoured)			DIN	02394618		Chan	ged	Save X Cancel				
Generic	Methadone	Hydrochloride			Strength	10mg/m	L S	ched N (Narcotics)	-	Reportable Methadon				
Description	Dye Free, Su	igar Freem Unf	lavoured		Followup (Days) Or	al/Writte	en Written Only	-	Ward Stock				
Description 2					Form	ML (Solu	tion)		-	Trial				
Equivalent To					Route	Oral			•	Rx Sync				
Default Sig					Manufacturer	MAL (Ma	Illinckro	dt Canada Inc.)	-	Print compliance calendar				
Location				•	Handling Instr.					Eligible for coupon				
Generic Type	<none></none>				Price Group	None			•	Health Inform/Rx Canada				
– Labels / Wo	rkflow Packag	ging			Department	<none></none>			-	Class				
Drug line 1		-	Track Lot Num		Marketing Msg	<none></none>			-	Citation Course				
Drug line 2		-	Double Count		Fee for Svc.	ee for Svc. <none></none>								
Half-size Sig			Refrigerated		Drug Sub			C	lear	Varcotic Monitoring				
Comments	(0)				F2 Ins	Del Grou	ps (0)	[F2]	Ins Del	🔲 Is Median Drug				
Topic	Plain Tex	t Comment								View Reason Codes				
G <u>e</u> neral C	rdering UF	Cs <u>P</u> lans	Usage Old Costs	Cou	nselling <u>K</u> roll	Care Oth	er			🗲 Ctr	1 🔁			
Packs (1)	F2 Ins Del	Pack Size	1000	V	Pack Active	Front	Store							
1000		Quick Code			Only allow manu	ual price ch	anges			5 - 3				
		Purc <u>h</u> ase	\$158.25	De	fault Vendor	Default (N	AcKess	on) 👻		Na imaga availabla				
		McKesson			O <u>n</u> Hand	0	Days		1	No image available				
		K&F		Mi	n Qty	0	0							
		User Cost 4		Ma	ax Qty	0	0	1						
		User Cost 5		UP	C				Crea	ated On				
		ODB BAP	\$150.00	Lot	t			(Days)	Cha	nged On				
Ctrl ↑	Ctrl 🕹	ODB MAC	\$150.00	Exp	piry Date				Last	Rx On				

- **Name**: Enter a descriptive name the drug.
- **DIN**: Enter the DIN associated with the drug.
- **Sched**: Select N (Narcotic).
- **Generic**: Enter the generic name of the drug.
- Oral/Written: Select Written Only.
- **Form**: Select **ML (Solution)**.
- Enable the **Reportable**, **Methadone**, and **Narcotic Monitoring** flags.
- Enter the purchase cost in the **Purchase** field (**General** tab).
- Enter the ODB BAP/MAC costs in the **ODB BAP** and **ODB MAC** fields (**General** tab).
- Click Save.

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Methadone Prescription Filling

When filling a Methadone prescription, the dispensed quantity should reflect the number of millilitres of Methadone that the patient was prescribed. In the example below, a prescription for 12mL of Methadone (12mL x 10mg/mL = 120mg) is being dispensed.

- 1. Select F12 New Rx from the Alt+X Start screen.
- 2. A blank F12 screen will appear.

	New Rx	Pendin	g Adj (Par	tFill)				R	x Start Date Lat 04/04/2017 0	test Fill Qty		I	nit 🔤	🗸 Looku	p 🗙 Cancel
Priority Default Wait Time F2 Due in 19 mins Forward Rx								E	F2 Work Order	0 F2	Delivery	Pickup		•	
Patient Search Drug Search								Pack	1000 👻	D <u>o</u> c Sear	ch		Loc ()ffice 🔻	
Name	Doe, John				Age: 40	Brand	Methadose	(Cherr	y Flavour)	10mg/mL	Name	Dr. Test	, Doctor		
Address	123 Main 9	treet Wes	at		Male	Generic	Methadone	Hydro	ochloride	MAL (Mi	Address	222 Ma	in Street Ea	st	
City	Toronto			Prov	ON	Pack	1,000 Form	ML	Sched N	- <u>S-R</u> -	City	Toronto			Prov ON
Phone	Home	(416)	232-5546			ODB BAP	\$1	150.00	OnHand 0	No image	Phone	(416) 65	54-5444	Alt I	
Plan	ODB	Client ID	123456789	TE		DIN	02394596		Min Qty 0		Lic#	01234		Alt. Lie	#
Allergie	s (0)					<u>S</u> ig UD					Init	RS	RS	Auth Qty	72 6
						AS DIRECTED						12	Refills(+)	Rem Qty	72 6
											Days	1		G.P. %	82.36
											Drod Sol	None	_	Acq Cost	\$1.90
Conditio	ns (0)										Prou Ser	None	•	Cost	\$1.80
						Pouto of /	dunin	Oral			0/W	Writter	• •	Markup	\$0.14
						Koule of A	amin	Urai		*	<u>L</u> abels	1	F2	Fee	\$8.83
						Dosage Fo	rm	Cond	centrate, Oral	•				Total	\$10.77
Plans	Pricing	Dates (Comments	Indica	tions Im	ages Othe	er	Unit	Dose (Ctrl-U):	Disabled					
Rx Plan	s	Plan	Pays Extra	a Info (F2 Edits)			Wa	rnings						
ODB 🔹 Not Adjud.						A	0	_ Delivery Label	will be printed						
ONNMS Not Adjud. DUE Only SSC: 6							ð	Counsel Patien	t on Pickup						
Cash	-	Not Ar	djud. Deduc	ct: \$0.00	D										

- Search for and select the patient.
- Search for and select the Methadone drug card.
- Search for and select the doctor.
- Enter a sig.
- Enter the Disp Qty (in milliliters) and Days supply. If the patient is permitted additional carries, click Refills and enter the number of carries the patient has been prescribed. See the Enabling Methadone Carries section for additional information.
- Select Written from the O/W list.
- Enter any other pertinent information.
- 3. Click F12 Fill Rx.





Filling Methadone Carries

If the patient is permitted to take home additional drinks that do not require a pharmacist to witness consumption, Methadone carries can be configured via the F12 filling screen. Note that if you are filling for only one drink, this option does not need to be enabled.

- 1. Call up or create a new Rx.
- 2. Select Lookup (if new Rx).



3. Select **Rx** > **Methadone Carries**.

File E	Edit Recent	Rx	View Labels Profile Rep	orts Utilities	NH Ca	irds	Session Help	Version 10					
F3	- Patient		Make Rx Unfilled				F11 - Drop-o	off F12	- Fill Rx		Alt+X - Sta	art	
			Make Rx Not Dispensed				Start Date La	test Fill				1	
L	New Rx		Make Rx Stock Transfer				/04/2017 0	Qty		1	init	V LOOKU	p 👗 Cancel
Priority	Default Wait		Adapt Rx				Work Order	0 F2	Delivery	Pickup		•	
<u>P</u> atient	Search		Transfer Rx From Another Sto	re			Pack	1000 👻	Doc Sear	ch		Loc (Office 🔻
Name	Doe, John		Back Date Rx				Flavour)	10mg/mL	Name	Dr. Tes	t, Doctor		
Addres	s 123 Main St		Add Rx Image				hloride	MAL (M	Address	222 Ma	in Street Ea	ist	
City	Toronto		Cell Destar				Sched N	5Q	City	Toront	0		Prov ON
Phone	Home		Call Doctor				DnHand <mark>0</mark>	No image	Phone	(416) 6	54-5444		
Plan	ODB	✓	Counsel Patient on Pickup				Min Qty 0		Lic#	01234		Alt. Li	c#
			Charge to AR										
	(0)	✓	Part Fill								1		
Allergi	es (0)		Trial Rx						Init	RS	RS	Auth Qty	72 6
			Change Rx Pack Size Qty						Disp <u>Q</u> ty	12	Refills(+)	Rem Qty	72 6
			Owe Quantity						Days	1		G.P. %	82.36
			Order Drug						Prod Sel	None	-	Acq Cost	\$1.90
Conditi	ions (0)								0.00	Writte		Cost	\$1.80
			Print Authorization Label Nov	V				•				Markup	\$0.14
			Print Kroll Care Now				testa Oral		Labels	1	F2	Fee	\$8.83
			Print Compliance Calendar				entrate, Orai	•				Total	\$10.77
Plans	Pricing D	\checkmark	Print Delivery Label (Send To)				Dose (Ctrl-U): [Disabled					
Rx Pla	ns	\checkmark	Print Wallet Card (Profile)				nings						
ODB	•		Workflow Comment				elivery Label	will be printed	ł				
ONNM	∕lS ▼						ounsel Patien	t on Pickup					
Cash	•		Interventions/SA Numbers										
			Make this Doctor the Family I	octor for this F	Patient								
			Methadone Carries										
							1						





4. The **Methadone Carries** form will appear. In the example below, one witnessed drink (**This Fill** section) and five additional carries (**Specify Additional Carries** section) are being filled.

The ingest date on each label will be automatically incremented for each day beginning with the ingest date listed for **This Fill**.

of Methadone Carrie	s									
Patient Doe, John Drug Methadose (Cherry Flavour) 10mg/mL										
This Fill Ingest Date 04/04/2017 Quantity 12										
Specify Additional Carries Number of Fills 5 X Quantity 12 (Ingest Date will automatically be incremented for each day)										
OR Specify Custom Ingest Dates or Quantities										
Ingest Date	Ingest Date Quantity									
- Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date	Ingest Date Quantity									
Ingest Date	Ingest Date Quantity									
Fill Rxs X Cancel										





If the consecutive ingest dates are not correct or if the quantity is not the same for each carry, select Specify Custom Ingest Dates or Quantities. This will enable fields where specific dates and quantities can be entered.

of Methadone Carries										
Patient Doe, John										
Drug Methadose (Cherry Flavour) 10mg/mL										
This Fill										
Ingest Date 04/04/2017 Quantity 12										
Specify Additional Carries										
Number of Fills X Quantity										
(Ingest Date will automatically be incremented for each day)										
OR										
Specify Custo	m Ingest Dat	es or Quantities								
Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date		Quantity								
Ingest Date		Quantity								
 Z 	Fill Rxs	X Cancel								

5. Click **Fill Rxs** to complete the transactions.







6. The drink and each carry will be automatically processed as separate prescriptions and in sequential order.

🐨 Patie	ent E	Batch Form									
Status	Do	ine	Created	d By RS	Rxs 6	Excl 0		R <u>e</u> port	ts <u>R</u> efresh	🖌 🖌 Reprint	ך
Patient Doe, John				F2 - Mo	F2 - Modify next fill			<u>O</u> ptions	🗙 Close		
Name Methadone Carries: Doe, John				Space -	Space - Mark Rx Shift+		• Up/Down - Mark many Rxs				
Errors	Ŧ	Status	Rx Num	Patient	Brand Nam	ne		Form	Message		^
		Adjudicated	9000008	Doe, John	Methadose	e (Cherry Flavo	ur) 10mg/mL	ML			
		Adjudicated	9000009	Doe, John	Methadose	e (Cherry Flavo	ur) 10mg/mL	ML			
		Adjudicated	9000010	Doe, John	Methadose	e (Cherry Flavo	ur) 10mg/mL	ML			Ξ
		Adjudicated	9000011	Doe, John	Methadose	e (Cherry Flavo	ur) 10mg/mL	ML			
		Adjudicated	9000012	Doe, John	Methadose	e (Cherry Flavo	ur) 10mg/mL	ML			
		Adjudicated	9000013	Doe, John	Methadose	e (Cherry Flavo	ur) 10mg/mL	ML		_	

7. Each carry will be printed as a separate transaction with its own set of labels. Kroll will automatically insert the UA intervention code for carries (ODB plan only) when the fill date and last fill date are the same.