



Methadone Dispensing

Ontario

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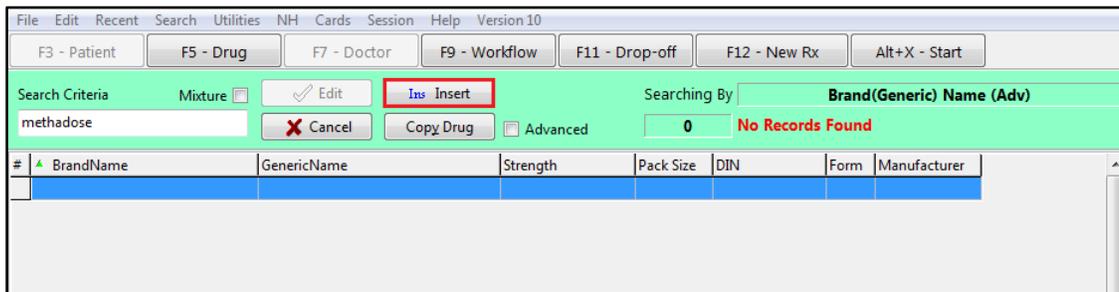
Methadone Dispensing – Ontario

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

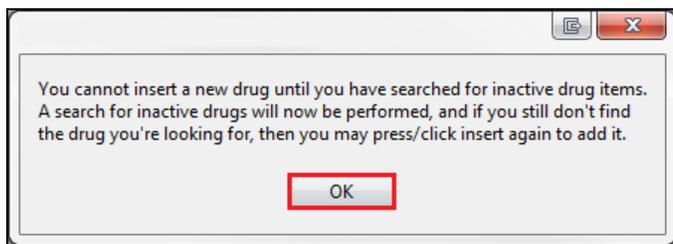
Mixture Setup

Setting up the Methadone (Cherry Flavour) Drug Card

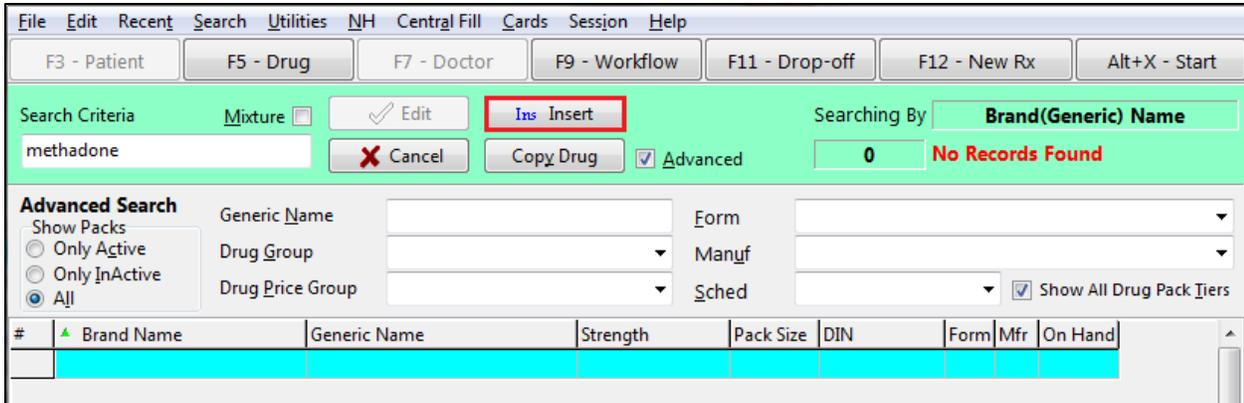
1. Select **F5 - Drug** from the **Alt-X - Start** screen.
2. Perform a drug search to ensure the stock solution has not already been inserted.
3. The **Insert** button will become active. Click **Insert** or press the **Insert** key on your keyboard.



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

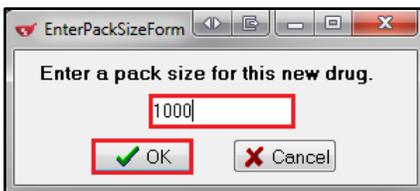


- If no inactive drug items were found, click **Insert** or press the **Insert** key on your keyboard to create a new drug record.



The screenshot shows a software application window with a menu bar (File, Edit, Recent, Search, Utilities, NH, Central Fill, Cards, Session, Help) and a toolbar with buttons for F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F11 - Drop-off, F12 - New Rx, and Alt+X - Start. Below the toolbar is a search area with a text input field containing 'methadone', an 'Edit' button, an 'Insert' button (highlighted with a red box), a 'Cancel' button, a 'Copy Drug' button, and an 'Advanced' checkbox. To the right of the search area, it says 'Searching By Brand(Generic) Name' and '0 No Records Found'. Below the search area is an 'Advanced Search' section with radio buttons for 'Only Active', 'Only InActive', and 'All' (selected), and dropdown menus for 'Generic Name', 'Drug Group', 'Drug Price Group', 'Form', 'Manuf', and 'Sched'. There is also a 'Show All Drug Pack Tiers' checkbox. At the bottom of the window is a table with columns: #, Brand Name, Generic Name, Strength, Pack Size, DIN, Form, Mfr, and On Hand. The table is currently empty.

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



The screenshot shows a dialog box titled 'EnterPackSizeForm'. The main text reads 'Enter a pack size for this new drug.'. Below the text is a text input field containing the number '1000'. At the bottom of the dialog box are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

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

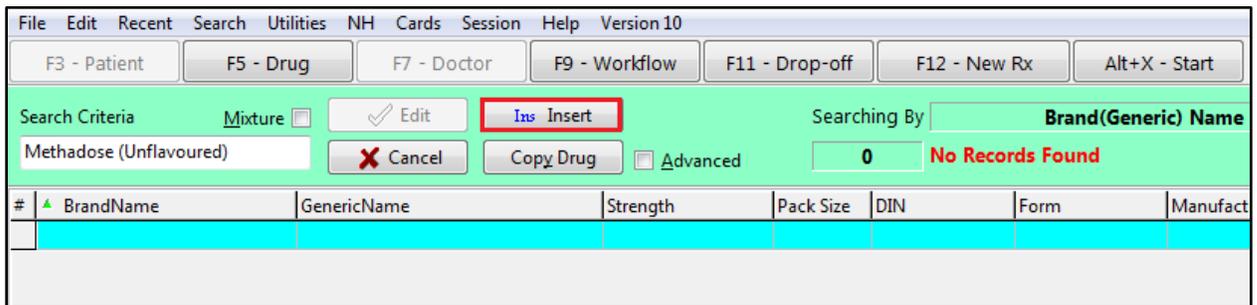
- **Name:** Enter a descriptive name of the drug.
- **DIN:** Enter the DIN associated with the drug.
- **Sched:** Select **N (Narcotic)**.
- **Generic:** Enter the generic name of the drug.
- **Oral/Written:** Select **Written Only**.
- **Form:** Select **ML (Solution)**.
- Enable the **Reportable**, **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**.

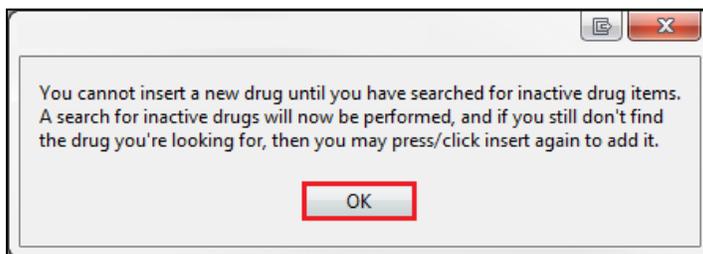
Setting up the Methadone (Unflavoured) Drug Card

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.

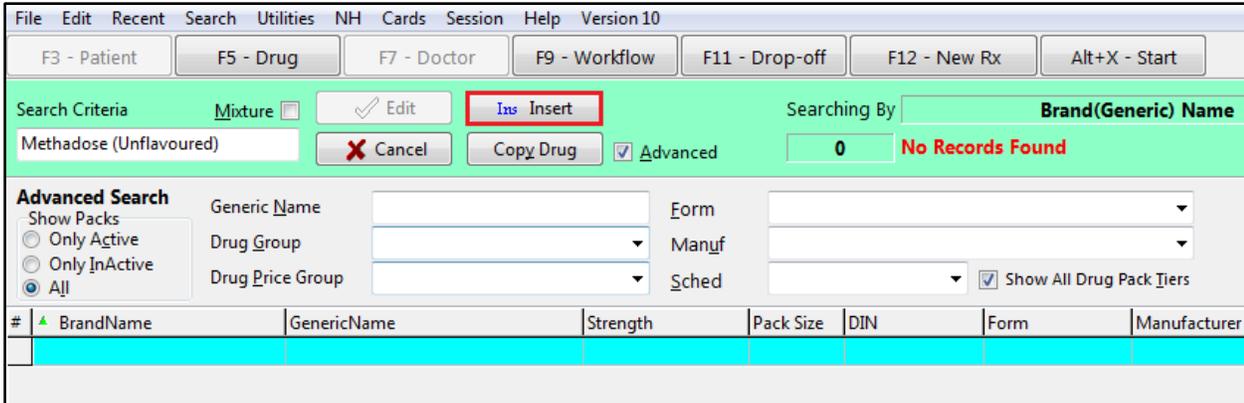
1. Select **F5 - Drug** from the **Alt-X - Start** screen.
2. Perform a drug search to ensure the drug card has not already been inserted.
3. The **Insert** button will become active. Click **Insert** or press the **Insert** key on your keyboard.



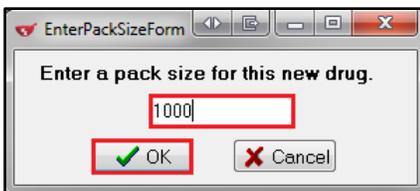
4. A prompt will appear indicating an inactive drug search will be executed. Click **OK**.



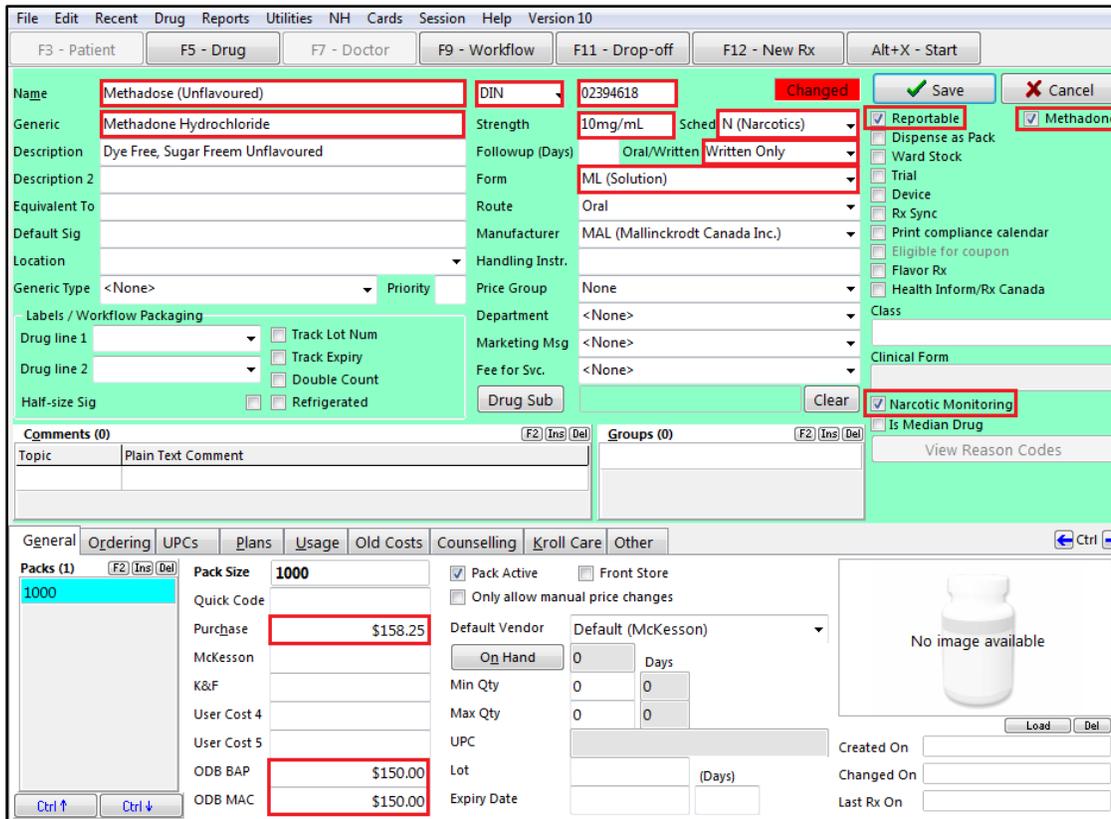
- If no inactive drug items were found, click **Insert** or press the **Insert** key on your keyboard to create a new drug record.



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



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



- **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**.

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.

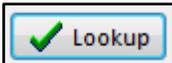
New Rx Pending Adj (PartFill)		Rx Start Date	Latest Fill	Qty	Init	Lookup	Cancel				
Priority	Default Wait Time	F2	Due	in 19 mins	Forward Rx	F2	Work Order 0	F2	Delivery	Pickup	
Patient Search			Drug Search			Dgc Search					
Name	Doe, John	Age: 40	Brand	Methadose (Cherry Flavour)	10mg/mL	Name	Dr. Test, Doctor				
Address	123 Main Street West		Generic	Methadone Hydrochloride	MAL (M)	Address	222 Main Street East				
City	Toronto	Prov ON	Pack	1,000 Form ML	Sched N	City	Toronto Prov ON				
Phone	Home	(416) 232-5546	ODB BAP	\$150.00	OnHand 0	Phone	(416) 654-5444				
Plan	ODB	Client ID 123456789TE	DIN	02394596	Min Qty 0	Lic#	01234 Alt. Lic#				
Allergies (0)			Sig UD			Init					
Conditions (0)			AS DIRECTED			RS	RS	Auth Qty	72	6	
			Route of Admin			Disp Qty	12	Refills(+)	Rem Qty	72	6
			Dosage Form			Days	1	G.P. %	82.36		
			Oral			Prod Sel	None	Acq Cost	\$1.90		
			Concentrate, Oral			O/W	Written	Cost	\$1.80		
						Labels	1	Markup	\$0.14		
						Total			\$8.83	\$10.77	
Plans Pricing Dates Comments Indications Images Other			Unit Dose (Ctrl-U): Disabled			Warnings					
Rx Plans	Plan Pays	Extra Info (F2 Edits)				Delivery Label will be printed Counsel Patient on Pickup					
ODB	Not Adjud.										
ONNMS	Not Adjud.	DUE Only SSC: 6									
Cash	Not Adjud.	Deduct: \$0.00									

- 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**.

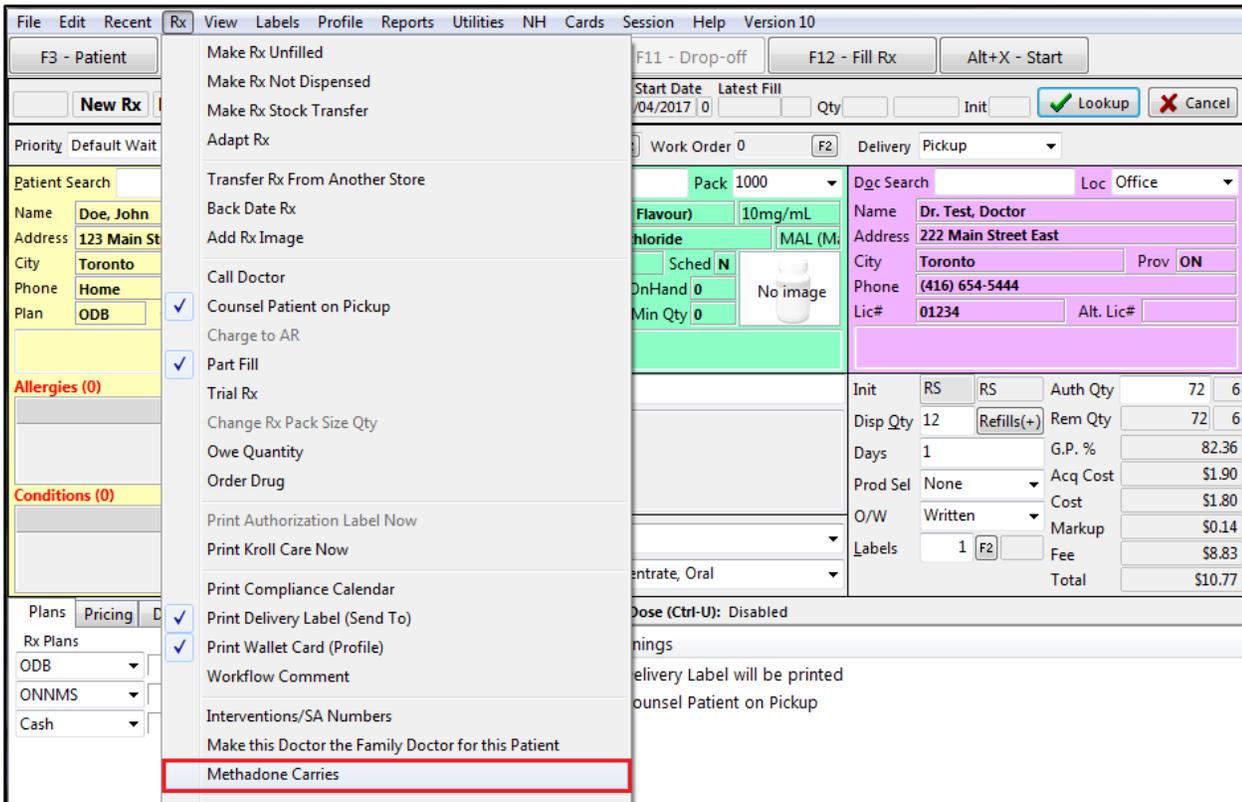
Filling Methadone Carries

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).



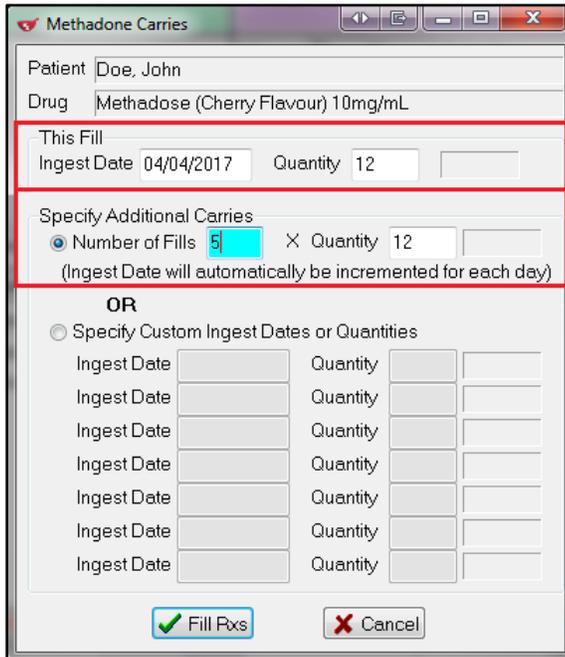
3. Select Rx > **Methadone Carries**.



The screenshot shows the TELUS Health software interface. The 'Rx' menu is open, and 'Methadone Carries' is highlighted at the bottom. The background shows the 'F12 - Fill Rx' screen with patient information for 'Doe, John' and 'Dr. Test, Doctor'. The 'Methadone Carries' option is highlighted with a red box.

- 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**.



Methadone Carries

Patient: Doe, John
 Drug: Methadose (Cherry Flavour) 10mg/mL

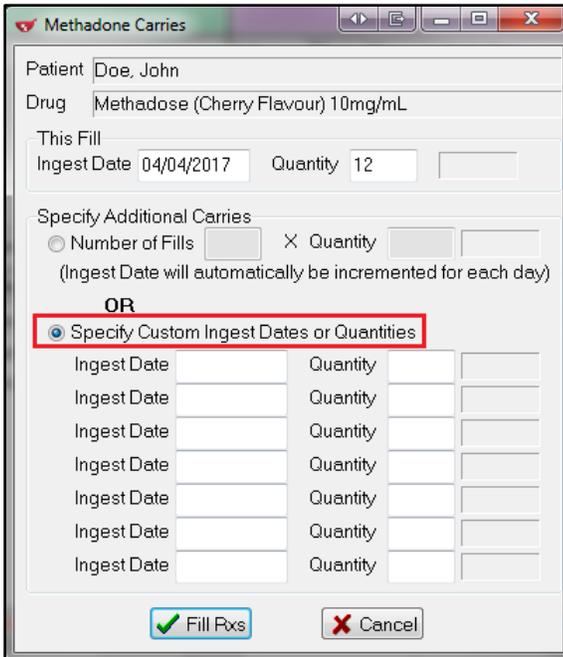
This Fill
 Ingest Date: 04/04/2017 Quantity: 12

Specify Additional Carries
 Number of Fills: 5 X Quantity: 12
 (Ingest Date will automatically be incremented for each day)

OR
 Specify Custom Ingest Dates or Quantities

Ingest Date		Quantity	

- 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.



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 Custom Ingest Dates or Quantities

Ingest Date	Quantity

5. Click **Fill Rx's** to complete the transactions.



Ingest Date Quantity

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

Patient Batch Form

Status: Done Created By: RS Rxs: 6 Excl: 0

Patient: Doe, John Name: Methadone Carries: Doe, John

Reports Refresh Reprint Options Close

F2 - Modify next fill Space - Mark Rx Shift+Up/Down - Mark many Rxs

Errors	Status	Rx Num	Patient	Brand Name	Form	Message
	Adjudicated	9000008	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000009	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000010	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000011	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000012	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000013	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	

- 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.