

Methadone Dispensing

Saskatchewan Prescription Drug Plan



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Methadone Dispensing - Saskatchewan Prescription Drug Plan

This user guide explains how to create Methadone ingredient drug records, Methadone mixture records, and how to fill Methadone prescriptions to SPDP.

Mixture Setup

This section explains how to create a drug card for the pre-mixed Methadone stock solution. Typical stock solutions are 5mg/ml, or 10mg/ml of Methadone powder in distilled water.

Setting up the Methadone Stock Solution

- 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**.

You can A search the drug	not insert a new drug until you have searched for inactive drug items. for inactive drugs will now be performed, and if you still don't find you're looking for, then you may press/click insert again to add it.
	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> a	rds Sess <u>i</u> on <u>H</u> el	р			
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Droj	p-off F12	- New Rx	Alt+X - Start
Search Criteria	Mixture 🔲 🛛 🛛	🖉 Edit 🗾 🗖	ns Insert		Searching By	Brand(Gei	neric) Name
methadone	×	Cancel C	opy Drug 🛛 🔽 🗛	dvanced	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 AII 	Drug <u>P</u> rice Group		-	<u>S</u> ched		▼ 📝 Show	w All Drug Pack <u>T</u> iers
# A Brand Name	Generic N	lame	Strength	Pack Size	DIN	Form Mfr On I	Hand 🔺

6. The **Enter Pack Size Form** will appear. Set the pack size to the size of the stock solution bottle (in milliliters) being used. The actual pack size value can be anything, but the pricing needs to match. Click **OK**.

▼ EnterPackSizeForm	
Enter a pack size fo	r this new drug.
4000	
🗸 ОК	🗙 Cancel



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

								_			
Na <u>m</u> e	Methadone	Concentrate 5	mg/mL		DIN	•	0000000		ОК	Save 🖉	🗙 Scan
Generic					Stren	gth		Sched N (Narc	otics) 🚽	Reportable	V Methadone
Description					Follo	wup (Days) Oral/Wri	tten Written Or	nly 🗸	Ward Stock	
Description 2					Form		ML (Solution)		•	Trial	
Equivalent To					Rout		Not Set		•	Rx Sync	
Default Sig					Manu	facturer			•	Print compliance ca	lendar
Location						ling Instr.				Eligible for coupon	
Generic Type	<none></none>			+ Priority	Price	Group	None		-	Health Inform/Rx Ca	anada
– Labels / Wo	rkflow Packag	jing			Depa	tment	<none></none>		-	, Class	
Drug line 1	Default (Bran	d) 🔻	Track Lot I	Num	Mark	Marketing Msg <none></none>					
Drug line 2	Default (Gene	eric) 🔻	Track Expl Double C	ny Durat	Fee f	Fee for Svc. <pre></pre>			Solution In Packet (mL)		
Half-size Sig			Refrigerat	ed	Dru	ig Sub			Clear	Is EDS Drug	-,
Comments ((0)					E2 Insi	Del Groups (0)		F2 Ins D	ງ <u></u>	
Topic	Plain Text	Comment									
General O	ordering UP	Cs Plans	Usage	Old Costs	Counsellin	g Kroll	Care			-1	E Ctrl 🗲
Packs (1)	F2 Ins Del	Pack Size	4000		Pack A	ctive	Front Store				
4000		Ouick Code			Only a	llow manu	ual price changes				
Purchase \$20.00 Defa			Default V	endor De	fault (<none>)</none>		_				
		Not Used		\$20.00	On Hand	0	Baue (17 tones)		.]	No image avai	ilable
					Min Oh	-	Days				

- Name: Enter a descriptive name for the drug.
- **DIN**: Enter a DIN of '00000000' (the pseudo DIN will be inserted in the mixture card in a future step).
- Sched: Select N (Narcotic).
- Oral/Written: Select Written Only.
- Form: Select ML (Solution).
- Enable the **Reportable**, and **Methadone** flags.
- Enter the purchase cost in the **Purchase** field (**General** tab).
- 7. Click Save.

NOTE: In the example above, the 4000 pack size reflects 4000ml of methadone concentrate at 5mg/ml.



Setting up the Top-off Solution

- 1. Complete steps 1-5 of the <u>Setting up the Methadone Stock Solution</u> section.
- 2. The **Enter Pack Size Form** will appear. Set the pack size to the volume (in milliliters) that is typically used to pre-mix the top-off solution. Click **OK**.

▼ EnterPackSizeForm	
Enter a pack size	for this new drug.
4000	
🗸 ОК	🗙 Cancel

NOTE: In the example above, the 4000 pack size reflects 4000ml of top-off solution.

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

									A com	
Na <u>m</u> e	Tang Solution	1			DIN 🚽	00000000	ОК			👗 Scan
Generic					Strength		Sched 3 (Schedule 3 [C]) 🗕	Reportable	Methadone
Description					Followup (Days)	Oral/Wr	itten Not Specified	-	Ward Stock	
Description 2					Form	ML (Solution)		-	Trial	
Equivalent To					Route	Not Set		-	Rx Sync	
Default Sig					Manufacturer			-	Print compliance	calendar
Location				•	Handling Instr.				Eligible for coupo Elavor By	on
Generic Type	<none></none>		•	Priority	Price Group	None		-	Health Inform/Rx	Canada
– Labels / Wo	rkflow Packagi	ng			Department	<none></none>		-	Class	
Drug line 1	Default (Brand)) 🔫	Track Lot Num		Marketing Msg	<none></none>		-		
Drug line 2	Default (Generi	ic) 👻	Track Expiry		Fee for Svc. <pre></pre> <pre><td>-</td><td colspan="2"> Clinical Form Solution In Packet (ml.) </td></pre>			-	 Clinical Form Solution In Packet (ml.) 	
Half-size Sig			Refrigerated	•	Drug Sub		CI	ear	Is EDS Drug	···· ·· /
Comments ((0)				F2 Ins	Groups (0)	F2]I	ns (Del)		
Topic	Plain Text Co	omment								
General O	ordering UPC	s Plans	Usage Old	Costs Cou	nselling Kroll (Care				E Ctrl 🗲
Packs (1)	F2 Ins Del	Pack Size	4000		Pack Active	Front Store				
4000		Ouick Code			Only allow manu	al price changes			5	2
		Purchase		\$2.75 De	fault Vendor Def	ault (<nones)< td=""><td>-</td><td></td><td></td><td></td></nones)<>	-			
		Not Used		35.75 DC	Hand		·		No image av	ailable
		Not used		U		Days				
		Not Used		Mi	n Qty 0	0				4

- Name: Enter a descriptive name for the solution.
- **DIN**: Enter a DIN of '00000000' as this is not a real drug.
- Sched: Select 3 (Schedule 3 [C]).
- Form: Select ML (Solution).



- Enter the purchase cost in the **Purchase** field (General tab).
- 4. Click Save.

Setting up the Mixture

Inserting the Drug Form

1. Select Edit > Lists > Drug Forms. Click Ins.

🤝 Edit Mast Lists / 🤇	Groups						E X	
							🔀 Close	
Master Lists	Patient Groups	Dr	ug/Mixtu	re Groups	Drug D <u>e</u> partments	Doctor Groups	Transfe 🗲 Ctrl ⋺	
Drug Marketin	g Msgs Drug <u>F</u>	orms	<u>A</u> R G	L Categories	Spoken Languages	Drug Alerts	Counseling Points	
Drug Form List (2	51)						F2 Ins Del	
Form				FDB Dosage Fo	orm Code		*	
AER (Aerosol without	Propellants)			Aerosol (each)				
AER (Aerosol)			Aerosol, Mist					
AMP (Ampule)				Ampul (each)				
BAR (Chewable)								
BOT (Bottle)				Bottle				

2. The Edit Drug Form Master List form will appear.

Edit Drug Form Master List
Drug Form I Active
Form Category
-
User-Specified FDB Form Code Solution, Oral
Override FDB value and always use user-specified value
Form Used By Drugs 0 Mixtures 0
✓ OK X Cancel

- Enter **MG (Solution)** in the **Drug Form** field.
- Select select Solution, Oral in User-Specified FDB Form Code dropdown list.
- 3. Click **OK** to save the changes.



Configuring the Mixture Card

- 1. Select F5 Drug from the Alt-X Start screen.
- 2. Check the **Mixture** checkbox to initiate a mixture search.

<u>File Edit Recent</u>	<u>Search</u> <u>U</u> tilities	s <u>N</u> H Centr <u>a</u> l Fill <u>(</u>	<u>C</u> ards Sess <u>i</u> on <u>H</u> elp			
F3 - Patient	F5 - Mixture	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start
Search Criteria	<u>M</u> ixture ∨	Search	Ins Insert	Searchi	ing By	
		🗙 Cancel	Copy Mixture 📃	Advanced 0		
# 🔺 Quick Code		Description				A

- 3. Perform a mixture search to ensure the mixture has not already been inserted.
- 4. The Insert button will become active. Click Insert or press the Insert key on your keyboard.

1	ile <u>E</u> dit Recen <u>t</u>	<u>S</u> earch <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 - Mixture	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start
:	Search Criteria	Mixture 🔽	🧹 Edit	Ins Insert	Search	ning By Descrip	tion (Adv)
	methadone		🗙 Cancel	Copy Mixture	dvanced (0 No Records Fo	und
#	A Quick Code	De	escription				
-							

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

<u>Q</u> uickCode				OK 🖉 Save 🛛 🗶 Scan
Name Methadone H	ICL + Tang			
General Instructions	Comments Plan	Other		Ctrl
Enter Proportions by:	Form	MG (Solution)	Expiry (Days)	Mixture Time None v F2
 Percentage Units 	Route of Admin Schedule	Oral N (Narcotics)	Active Reportable	If Rx Qty => (Minutes)
 Bags/Capsules Methadone Conc. 	Oral/Written	Written Only	 Refrigerated Methadone 	0
Drink Volume (mL)	Mix Type Price Group	3 (Internal Use Liquid) (NONE)	•	0
	Default Sig	······		0
Ctrl ↑ Previous Ctrl ↓ N	Provincial PIN lext	None		▼

- **Name**: Enter the complete mixture name.
- Select Methadone Conc. from the Enter Proportions by list. Enter the Drink Volume.
- Form: Select MG (Solution).



- Route of Admin: Select Oral.
- Schedule: Select N (Narcotic).
- Oral/Written: Select Written Only.
- Mix Type: Select 3 (Internal Use Liquid).
- Provincial PIN: Select None.
- Enable the **Reportable** and **Methadone** flags.

Once the mixture card has been created, the ingredients that make up the mixture must be added.

Adding the Methadone Concentrate

1. Select Ins from the Components list.

Components (0)												
DIN Brand Name Generic Name	PackSize	Form	Strength	%	Active							

- 2. Search for and select the <u>Methadone stock solution</u>.
- 3. The **Compound Component** form will appear.

Compound Component											
Name	Methadone Concentrate 5mg/	DIN	00000000		Schedule	Ν					
Generic		Strength			Price Group						
Description		Form	ML (Solutio	n)							
Equiv. To		Manuf									
Location		Brand/Ge	eneric Type		Reportable	Yes					
Drug Sub			Class		Dispense as Pack	No					
Pack Size	 ▼ 4,000 	_			Interchangeable Priority						
Stock Concentration (mg/mL)	5	[🔲 Bill in mu	Itiples of Pack Size							
			Active co	pmponent for 3rd party							
Save X Cancel											

- a) Enter the Stock Concentration.
- b) Ensure Bill in multiples of Pack Size is unchecked.
- c) Ensure Active component for 3rd party is checked.
- d) Click Save.

The Methadone concentrate will be added to the **Components** list.

Component	F2 Ins Del							
DIN	Brand Name	Generic Name	PackSize	Form	Strength	Qty	Active	*
80000055	Methadone Concentrate		4,000	ML (S	5mg/mL	5 mg/mL	Yes	



Adding Supplementary Components

- 1. Select Ins from the Components list.
- 2. Search for and select the <u>top-off solution</u>.
- 3. The **Compound Component** form will appear.

	nt				-	E X				
Name	Tang Solution	DIN	0000000		Schedule	3				
Generic		Strength			Price Group					
Description		Form	ML (Solutio	n)						
Equiv. To		Manuf								
Location		Brand/Ge	eneric Type		Reportable	No				
Drug Sub			Class		Dispense as Pack	No				
Pack Size	▼ 4,000				Interchangeable Priority					
% of QS Ingredients	100	[🔲 Bill in mu	Itiples of Pack Size						
		Ī	C Active co	mponent for 3rd party						
Save X Cancel										

- a) Set the % of QS Ingredients value to the percentage that this ingredient makes up of the top-off liquids. If only one top-off liquid is used, set this value to 100.
- b) Ensure Bill in multiples of Pack Size is unchecked.
- c) Ensure **Active component for 3rd party** is unchecked.
- d) Click Save.

The supplementary component will be added to the **Components** list.

Components	F2 Ins D							
DIN	Brand Name	Generic Name	PackSize	Form	Strength	Qty	Active	
00000000	Methadone Concentrate 5mg/mL		4,000	ML (9	5 mg/mL	Yes	
00000000	Tang Solution		4,000	ML (100% QS	No	

- 4. Repeat steps 1-3 for each supplementary compound you want to add to the mixture.
- 5. Click Save to save changes to the mixture card.



Plan Tab

Insert the appropriate pseudo DINs for SPDP (and any other plans) on the plans tab.

<u>Q</u> uickCode	METH						ОК	🖉 Save	🗙 Scan
Name	Methadone HCL + Tang								
General	Instructions Comments Plan Other								🗲 Ctrl 🗲
Plans (5)									F2 Ins Del
Plan Name		Mix Type	Default	Covered	Pseudo DIN	Description	Bill As Pack	J	*
IA - India	n Affairs (NIHB)		Yes	Yes	00908835	Addiction	No		
SPDP - Sa	askatchewan Prescription Drug Plan		Yes	Yes	00990043	Addiction	No		
SPDP - Sa	askatchewan Prescription Drug Plan		No	Yes	0090079	Pain Management	No		E

Methadone Prescription Filling

When filling a Methadone prescription, the dispensed quantity should reflect the number of milligrams of Methadone HCI that the patient was prescribed.

1. Select F12 - New Rx from the Alt+X - Start screen.

Priority	Default Wai	t Time	▼ F2	Due	in 19	mins	Forward Rx	F2	Work Order	0 F2	Delivery	Pickup		•			
<u>P</u> atient S	earch					Mi <u>x</u> ture	Search				D <u>o</u> c Sear	D <u>o</u> c Search			Office	4	
Name	Kroll, EE				Age: 56	Name	Methadone HC	L + Tang	I		Name	Dr. Phy	sician, Kro	I			
Address	1 Main Str	eet			Female	Form	MG (Solution)		Sched	N (Narcotics)	Address	32 Maii	n Street Eas	st			
City	ity Regina Prov SK					PrcGrp	(NONE)		CmpdType	3 (Internal Use	City	Saskato	oon		Prov 5	SK	
Phone	Home	(3	06) 221-5546								Phone	(306) 56	65-6565				
Plan	Plan SPDP Client ID 105123307										Lic#	9991		Alt. Lic#			
												-					
Allergies	(1)					Sig DR	INK 75MG PO D	A UD			Init	KRL	KRL	Auth Qty		75 1	
No Kno	wn Drug A	llergie	5			DRINK	75MG ORALLY	DAILY AS	S DIRECTED		Disp <u>Q</u> ty	75	Refills(+)	Rem Qty		75 1	
											Days	1		G.P. %		98.71	
											Prod Sel	3 - Pha	armacis' 👻	Acq Cost		\$0.15	
Conditio	ns (1)										0/W	Writter	n 👻	Cost		\$0.15	
*** NO	KNOWN CO	DNDIII	IONS ***			Router	of Admin	Oral			Labela	1		Markup		\$0.05	
							Note of Admin									\$11.40	
						Dosage	Form	Solution	n, Oral	•	Total			\$11.60			

- a) Search for and select the patient.
- b) Search for and select the **Methadone HCL + Tang** drug mixture.

NOTE: You must check the **Mixture** flag in the **F5** - **Drug** search screen to search for mixture records.

- c) Enter a sig.
- d) Enter the **Disp Qty** (in milligrams) and **Days** supply.
- e) Select Written from the O/W list.



f) Select **Plan Information** from the right navigation pane and select the **Pseudo DIN** for **SPDP**.

😽 Rx Plan Information	Transfer Rx From Another
1 - SPDP 2 - SKPIP	Call Doctor
	👌 Counsel Patient on Pickup
Claim Type 🔲 Regular Claim 🚽 Adj Date 21/09/2016	🔁 O <u>w</u> e Quantity
Pseudo DIN PDIN Addiction (00990043)	. View
Addiction (00990043)	Clinical Interactions
Pain Management (0030073)	🌒 Mixture Breakdown
	📲 Plan Information
	👌 🁌 Patient Plan Information
	🔁 Unit Dose Info
	¢> Work Order
	Rx Counseling History
	Workflow
	View Workflow Detail
Cancel	Workflow Push Queues
	ToDo/Data Entry

- g) Enter any other pertinent information.
- h) Click F12 Fill Rx.

Viewing the Mixture Breakdown

- 1. Call up the Rx.
- 2. Select **Mixture Breakdown** from the right navigation pane.

900004	1 Mo	dify Ry	No Resp	onse		Rx Start	Date Previou	s Fill	This Rx	0 La	atest Fill	0			🖌 Looki	ip 🗶 Cance	וה	∀Rx
		any loc				21/03/10			21/03/10	0 21	./03/10	U	_		<u> </u>		4	🖶 Add Rx Image
Priority	Priority Default Wait Time 👻 F2 Due 31 mins ago Forward Rx F2 Work Order 326 F3										F2	Delivery	Pickup		•			Transfer Rx From Another
Patient 9	Search					Mixture Search						Doc Search Loc Office 🔻				·	🐑 Transfer Rx To Another Sto	
Name	Kroll, EE				Age: 56	Name Methadone HCL + Tang						Name	Dr. Phy	sician, Kro				🕞 Inactivate Rx
Address	1 Main Str	reet		_	Female	Form	MG (Solution)		Sched	N (Naro	cotics)	Address	32 Mair	Street Ea	à 🖻 📃			Cancel Rx
City	Regina			Prov	SK	PrcGrp	(NONE)		CmpdType	3 (Inter	rnal Use	City	Saskato	on		Prov SK		
Phone	Home	(306) 221-5546									Phone	Phone (306) 565-6565					Call Doctor
Plan	SPDP	Client IE	10512330	7								Lic# 9991 Alt. Lic#				🍓 Counsel Patient on Pickup		
																		C Owe Quantity
Allergie	s (1)					<u>S</u> ig DF	INK 75MG PO D	A				Init	KRL	KRL	Auth Qty	75	1	[⊗] View
No Kno	own Drug A	Allergies				DRIN	75MG ORALLY	DAILY				Disp <u>Q</u> ty	75	Refills(+)	Rem Qty		0	Clinical Interactions
												Days	1		G.P. %	98.7	1	🌰 Mixture Breakdown
	(1)											Prod Sel	3 - Pha	rmacis' –	Acq Cost	\$0.1	5	🛄 Plan Information
Conditio	ons (1)											0/W	Writter	1 . .	Cost	\$0.1	5	Refill Information
NO NO	KNOWNC	UNDITIO	NS			Boute of Admin Oral				~	Labels	1	E2	Markup	\$0.0	5	Patient Plan Information	
												Fee \$11.40			0			
						Dosage Form Solution, Oral 👻					Total \$11.60			0	🗑 Rx as it was Filled			



3. The **Mixture Breakdown** form will appear displaying a cost breakdown for the mixture.

₩ Mixture E	reakdown		
Mixture Na	me Methadone HCL + Tang		
Qty	Description	Form	Price
15.000	Methadone Concentrate 5mg/mL	ML	0.08
85.000	Tang Solution	ML	0.08
		Total Base Cost	0.15
Print Mix	ture Instructions	Embedded Markup	0.00
		Rx Markup	0.05
		Dispensing Fee	11.40
	Mixture Minutes 0	Mixture Fee	0.00
Clos	Rx Quantity 75.0	Total	11.60

4. Click **Print Mixture Instructions** to generate a mixture breakdown printout, or click **Close** to exit the **Mixture Breakdown** form.