

# PrescribelT® 2.2

## User Guide

February 2021







## **Revisions and Approvals**

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Added Sections - Linking multiple New PrescribelT® Rxs to Local Rxs/Prior Electronic Rxs - Alberta







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## Introduction

## What is PrescribelT®

Canada Health Infoway is working with Health Canada along with provinces and territories, and industry stakeholders like Kroll to create, operate and maintain a financially self-sustaining, e-prescribing service, known as PrescribeIT®. This single service can be scaled for use across the country enabling prescribers to electronically transmit a prescription to a patient's pharmacy of choice.

The service provides safer and more effective medication management by connecting community-based prescribers (such as physicians and nurse practitioners) through their existing electronic medical records (EMR), to community retail pharmacies to enable the electronic transmission of prescriptions. PrescribeIT® reduces the use of paper prescriptions, enhances patient safety, reduces fraud, improves continuity of care, optimizes jurisdictional drug information system investments, and facilitate better health outcomes for Canadians.

## What is e-Prescribing?

e-Prescribing is the secure electronic creation and transmission of a prescription between an authorized prescriber and a patient's pharmacy of choice, using clinical Electronic Medical Record (EMR) and pharmacy management software. e-Prescribing does not include prescriptions that are digitally generated, but then printed by physicians to be manually delivered to pharmacists by patients. When embedded directly in the physician's EMR solution, e-Prescribing can leverage integrated clinical decision support programs that will automatically generate alert messages if/when a negative drug interaction or potential dosage error is detected while the physician is generating the prescription. This ensures that the physician is aware of potential conflicts based on the patient's profile before the final prescription is issued, reducing potential negative outcomes.





In order to see which Rxs were retrieved from PrescribeIT® and the different types of orders, add the columns **To Do Origin** and **To Do Type** within your pharmacy's To Do/Data Entry queue within workflow.

From anywhere within the grid, right click with the mouse and select Change Columns.



- 1. Locate the To Do Origin and To Do Type.
- 2. Click the checkbox in front of To Do Origin and To Do Type, so that the checkmark appears.
- 3. Click **Move up** or **Move Down** to move the position to a location where it will be visible to the user when viewing Rxs To Do.







## Searching for a Provider on the PrescribeIT® Registry

The PrescribeIT® Doctor Registry is a register of all prescribers linked to PrescribeIT®. These doctors are able to send and/or receive prescriptions through the PrescribeIT® service.

To Search for a Provider on the PrescribeIT® Registry:

- 1. Navigate to an existing F7 Doctor Card or create a new doctor.
- 2. Under the Addresses box click eRx ePrescribe, and select Add PrescribeIT®.

**NOTE:** Only the address associated to the selected Location will be linked. If the prescriber has multiple addresses that are PrescribeIT® enabled, linking needs to be performed for each address.

🕖 1-(local):Pharmacy10-19PrescribelTDe	mo-Doctor - Cius, Dia	ana						-	×
File Edit Recent Doctor Reports U	Utilities NH Cards	Session Help Vers	sion 10						
F3 - Patient F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New	Rx Alt+X	- Start			
Last Name Cius First Name	me Diana	Salutation Dr.	✓ QuickCode	Cha	nged 🛛 🗸 s	Save	🗙 Cancel	<sup>⊗</sup> Doctor	
Addresses				Phone	Numbers (0)		F2 Ins Del	View Doctor Listing	
Add Modify Delete	Primary Location 🗹		Doctor Acti		tion	Phone		View History	
Locations (1) F2 Ins Del	Address 1								
Office	Address 2					1			
	City	~ Prov	ON (Ontario)						
	Postal	Countr	V Canada						
		- Country	Callada						
Ctrl ↑ Prev Ctrl ↓ Next	Phone	Fax							
er ePrescribe				Group	s (0)		F2 Ins Del		
Add PrescribelT			F2	Ins Del					
Topis Commont									
General Licences							← Ctrl →		
Doctor Information	Primary Li	cence Number			Prescriptions/Re	fills			
Designation	V Type			~	No Kroll Care				
Specialty	~				No Fax Refills				
Prescribing Rights	Licence		Override R	ef ID	No Phone Ref	ills			
Written Language English	→ Other Licer	nces (0)			No Profession	al Service Fa	xes		
Spoken Language	Signature								
Email	Eand								
Deter	send								
Dates			X No ima	age available					
Changed On									
Last Rx On					load		Delete		
					Load		Delete		

The e-Prescribe Doctor Search form appears.







🕖 ePrescribe	e Doctor Sear	ch								_			×
Last Name	Cius		Lic Ref			~			Matching Reco	rds	<b>√</b>	Search	
First Name	Diana		Lic #								×	Cancel	
Address			Prov	Ont	ario	~							
City													
Postal Code			Phone										
LastName		First Name			Licence Type	Prov	Licence Number	Phones	Language	Prescrit	belT	Comn	n

There are various ways to search for a prescriber within the registry:

- Given or Family name
- Address
- Licence number and Lic Ref
- City and Telephone number

**NOTE:** The more information that is entered into this form, the more precise the results returned will be.

**NOTE:** When searching using a license number, the Lic Ref and Province that corresponds to the license number must be correctly selected.

- 3. Once results are returned, double click on the correct provider to bring up all PrescribeIT® enabled locations they are associated with.
- 4. Highlight the location and click **Select**.

**NOTE:** If the prescriber has more than one PrescribelT® enabled location, multiple results will be returned. It is **important** that the correct address is selected and it matches the selected local address.





**NOTE:** If a local address is entered on the selected Location, it will be populated in the address fields on the 'ePrescribe Location Selection' form otherwise these fields will be blank.

	e Doctor Searc	:h								_		-	
Last Name First Name	Cius Diana		Lic Ref Lic #		~	]			Matching Recor	ds 🖌 🗸 Ne	Select	tor	
Address			Prov 1	rukon	~							Doctor Listing	
City												History	
Postal Code			Phone										
LastName		First Name		Licence Type	Prov	Licence Number	Phones		Language	PrescribelT	Comm		
Cius		Diana		Doctor	ON	55555			English	active	active		
<hr/>													
		Addross				ON	Pastal	Dhanas				Drocerih - IT	Cancel
Name	e 🔍	address		City, Pr	ov		Postal	Phones				Prescribell	Comm
PSS C	DA	5102 48 St		Yellow	knife. N	т	X1A 1N6	fax: 00151978126	581. email: vamini	i.papudesi@t	elus.com	active	active

The 'Update doctor from the Network' form appears.

🕖 Update Doctor from	m Network		_		×
X	The Local information doe Select the	s not match the current Network info data that you want to update.	rmation.		
	The	License does not match.		Contin	ue
	Local	Network	New Data		
Name	Cius, Diana	Cius, Diana	Cius, Diana		
Address	5102 48 St Yellowknife NT X1A1N6	5102 48 St Yellowknife NT X1A1N6	5102 48 St Yellowknife NT X1A1N6		
Designation	Physician	Physician	Physician		
License	NT Doctor 55555	ON Doctor 55555	ON Doctor 55555		
	✓ Update	X Cancel	·		

- 5. Select the data you wish to import into the local doctor profile and click Continue and **Update.** A window will then display asking the Doctor to be linked to the network record.
- 6. Click Save.







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7. On the local doctor record, click **Save**.

Once a doctor has been linked to PrescribeIT®, two icons will display beside the PrescribeIT® button; the e icon denotes e-Prescribing, while the mail icon denotes clinician communication.

**NOTE:** In the event that functionality becomes unavailable to a prescriber, the icon related to this functionality will be crossed out. Refer to the sections describing how to update ePrescribing or Clinician Communication statuses in the "If at any time the doctor needs to be un-linked from the PrescribeIT® record" section of this document.





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#### When the doctor has more than one location they prescribe out of:

1. Create a new location by clicking **Add** in the 'Addresses' box.

/ 1-(local):Pharmacy10-19Pres	scribelTDemo-Doo	tor - Cius, Dia	na	. 10					- 🗆 ×
F3 - Patient F5 - D	rug F7	- Doctor	F9 - Workflow	F11 - Drop-off	F12	- New Rx	Alt+X - Start		
.ast <u>N</u> ame Cius	First Name Dia	na	Salutation Dr.	✓ QuickCode		Changed	Save	🗙 Cancel	<sup>⊗</sup> Doctor
Addrossos Add Modify E Locations (2)	2elete Primary	Location		Doctor Ac	tive 🗹	P <u>h</u> one Numbe Description	ers (0) Phone	F2 Ins Del	View Doctor Listing View History
Office	Addres	s 2	Dearry						
	Postal		Count	Canada					
Ctrl & Drove Ctrl de	Next Phone		Fax						
et ePrescribe	IVEXL					Groups (0)		F2 Ins Del	
Comments (0)			💋 Ad	d Address		×			
Topic Comment									
General Licencer				✓ <u>S</u> ave	×c	ancel		C (trl 🔉	
Doctor Information		Primary Lic	ence Number			Presc	riptions/Refills		
Designation Doctor	~	Type ON	Doctor			~ D No	Kroll Care		
Specialty	~	Licence 555	55	Override 🗌	Ref ID 01		Fax Refills		
Prescribing Rights Full Rights	~	Other Licen	ces (0)				Professional Service Fi	axes	
Written Language English	~	Signaturo							
Spoken Language	×	Signature							
Dates Created On 15/11/2019 09:51: Changed On 15/11/2019 09:51:	01 01			X No im	nage ava	ilable			
Last Rx On							Load	Delete	
				User: WH (Wendell	He)			0	1 15/11/2019 09:51:11

- 2. Insert a new location name and click Save.
- 3. Repeat the steps for linking a prescriber and select the new location.





#### If at any time the doctor needs to be un-linked from the PrescribeIT® record:

1. Click on the eRx ePrescribe button and select PrescribeIT® to load the ePrescribe information screen.

From here the user can:

- Delete the **Doctor Reference**
- Delete the Location Reference



**NOTE:** The Allow eRenewal and Allow Clinical Communication check boxes are read-only and are enabled based on the Provider Registry results. By clicking **Refresh Permissions/Verify Demographics** button, the user can update the Clinical Communication status of a PrescribeIT® registered prescriber. Also, if the Allow Clinical Communication checkbox is disabled and a clinical communication is received from the prescriber, the checkbox will be enabled.

🕖 ePrescribe	Doctor Searc	h							_		×
Last Name			Lic Ref		~			Matching Re	cords	🗸 Select	
First Name			Lic #					195	×	New Sear	ch
Address			Prov	Ontario	$\sim$						
City											
Postal Code			Phone								
Only 100 of the	e total 195 ma	tching provide	ers were retu	urned							_
LastName		First Name		Licence Type	Prov	Licence Number	Phones	Language	PrescribelT	Comm	^
Yellow		Doug		Doctor	ON	ON020012		English	active	active	
Red		Bob		Doctor	ON	ON020011		English	active	active	
Blue		Terry		Doctor	ON	ON020010		English	active	inactive	~







## PrescribelT® and Narcotic Prescriptions

Providers are permitted to prescribe narcotic, controlled and targeted medications via PrescribeIT® and pharmacies are permitted to dispense such medications received by PrescribeIT®.

Part Fills are possible with PrescribeIT® and can be utilized for monitored substances.

**NOTE:** Prescribers are being asked to not prescribe methadone through PrescribeIT® at this time. There are many complex regimens prescribed for methadone patients and the PrescribeIT® team continues to analyse the various workflow impacts of moving this process to e-prescribing.

### Retrieving and Filling a Doctor Initiated New PrescribeIT® Rx Request

All PrescribelT® prescriptions received in the pharmacy will be placed in the **Rx's To Do/Data Entry** queue.

- 1. To Retrieve and fill a Doctor Initiated New PrescribeIT® prescription:
  - a. Highlight the record in the Rxs To Do and press F-Call up Rx(s).
  - b. Alternatively, click the Get Work button to call up all prescriptions in the queue one-by-one.

File Ed	dit Utilities W	/orkflow Cards Se	sion Help	Version	10							
F3 -	Patient	F5 - Drug	F7 - Docto	or E	9 - Workflow	F11 - Drop	-off F	F12 - New Rx	Alt+X - Start			
	Ro	Overo	due 0-1	hrs 1-4	hrs 4+ hrs 0 0	Tomorrow 0	Trouble 0	Total		🗸 Get Wo	ork	Vorkflow Actions Rx's To Do Pro In Programs
									Marile Dara			Kos in Progress
Rx's	s To Do						F - C	all up Rx(s)	Del - Delete	Refres	n	Pending Adjudication (0)
# Tote	ToDo Origin	Due	RxNum	WO# P	Patient	BrandName		Doctor	Next Work	flow Action	Troi 🔺	Rx Counseling (0)
1	PrescribeIT	1m 20s ago		1 E	Eprescribe, One M	IDE TYLENOL 500	MG CAPLET	Deangel	lis, Colomba Entered			Professional Services (0)
2	Prescribell	1m 20s ago		2 J	ohnson, Ihomas	Tylenol 325	mg	Deangel	is, Colomba Entered			

**NOTE**: If the patient does not exist in the local system, the ADT (Automated Data Transfer) Wizard will display. The ADT Wizard will assist in locating or inserting a new patient.

**NOTE**: When a prescription is called up that is in the same Work Order as another prescription(s) (as indicated by the number in the WO# column), a prompt will be displayed that there are other Rxs that belong to the same Work Order and user can choose to call up the other Rxs in the same work order as well.







4. If there are no potential patient matches found, click **Search.** 

ADT Message PrescribeIT  Incoming ADT Patient  Selected Patient  Patient  No potential patients found> Sear  No potential patients found> Sear No potential patients found> Sear No potential p	ADT Message PrescribelT  Incoming ADT Patient  Isst Name He  First Name Wendell Address 1 220 Duncan Mill Rd Address 2 City Prov Postal Code Birthday 16/01/1988 Age 33 Birthday Gender Home Phone 4169 222-2222 Ext Home Phone Ext Home Home Home Hom Home Hom	Please s	elect the correct pa	tient for the ADT me	ssage				
Incoming ADT Patient   Selected Patient   Patient   eNo potential patients found>   eNo potential patients found>   eNo potential patients found>     eNo potential patients found> <td< th=""><th>Incoming ADT Patient     Last Name   He   Last Name   First Name   Wendell   Address 1   220 Duncan Mill Rd   Address 2   City   Postal Code   Birthday   16/01/1988   Age 33   Birthday   16/01/1988   Age   Birthday   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   <td< th=""><th>ADT Message</th><th>PrescribelT</th><th></th><th></th><th></th><th></th><th></th><th></th></td<></th></td<>	Incoming ADT Patient     Last Name   He   Last Name   First Name   Wendell   Address 1   220 Duncan Mill Rd   Address 2   City   Postal Code   Birthday   16/01/1988   Age 33   Birthday   16/01/1988   Age   Birthday   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988   16/01/1988 <td< th=""><th>ADT Message</th><th>PrescribelT</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	ADT Message	PrescribelT						
Last Name     He     Last Name       First Name     Wendell     First Name       Address 1     220 Duncan Mill Rd     Address 1       Address 2     Address 2     Address 2       City     Prov     City       Postal Code     Prov       Birthday     16/01/1988     Age 33       Gender     Gender     Gender       Home Phone     [416] 222-2222     Ext       Work     Ext     Work	Last Name     He     Last Name       First Name     Wendell     First Name       Address 1     220 Duncan Mill Rd     Address 1       Address 2     Address 2       City     Prov     City       Postal Code     Prov       Birthday     16/01/1988     Age 33       Gender     Gender     Ext       Home Phone     [416] 222-2222     Ext       Work     Ext     Work       PHN     PHN	Incoming A	ADT Patient			Patient <no< th=""><th>Patient potential patients fo</th><th>ound&gt;</th><th>✓ Search</th></no<>	Patient potential patients fo	ound>	✓ Search
First Name Wendell   Address 1 220 Duncan Mill Rd   Address 2 Address 2   City Prov   Postal Code Prov   Birthday 16/01/1988   I 16/01/1988 Age 33   Birthday 16/01/1988   Age 33 Birthday   Mome Phone (416) 222-2222   Ext Home Phone   Work Ext	First Name Wendell   Address 1 220 Duncan Mill Rd   Address 2 Address 1   City Prov   Postal Code Prov   Birthday 16/01/1988   Age 33 Birthday   Birthday 16/01/1988   Age 33 Birthday   Mome Phone (416) 222-2222   Ext Home Phone   Ext Home Phone   Ext PHN	Last Name	He			Last Name		S G H G	
Address 1 220 Duncan Mill Rd Address 1   Address 2 Address 2   City Prov   Postal Code Prov   Birthday 16/01/1988   Age 33 Birthday   Gender Gender   Home Phone (416) 222-2222   Ext Home Phone   Ext Work	Address 1 220 Duncan Mill Rd Address 1   Address 2 Address 2   City Prov   Postal Code Prov   Birthday 16/01/1988   Age 33 Birthday   Gender Gender   Home Phone (416) 222-2222   Ext Home Phone   Ext Home Phone   PHN PHN	First Name	Wendell			First Name			
Address 2     Address 2       City     Prov       Postal Code     Prov       Birthday     16/01/1988       Age 33     Birthday       Gender     Gender       Home Phone     [416) 222-2222       Ext     Work	Address 2 Address 2   City Prov   Postal Code Prov   Birthday 16/01/1988   Age 33 Birthday   Gender Gender   Home Phone (416) 222-2222   Ext Home Phone   Ext Work   Ext   PHN	Address 1	220 Duncan Mill I	Rd		Address 1			
City     Prov     City     Prov       Postal Code     Postal Code     Postal Code       Birthday     16/01/1988     Age 33     Birthday     Age       Gender     Gender     Gender     Ext       Work     Ext     Work     Ext	City Prov City Prov   Postal Code Postal Code Postal Code   Birthday 16/01/1988 Age 33 Birthday   Gender Gender Gender   Home Phone (416) 222-2222 Ext   Vork Ext Vork   PHN PHN	Address 2				Address 2			
Postal Code         Postal Code           Birthday         16/01/1988         Age 33         Birthday         Birthday         Age 23           Gender         Gender         Gender         Gender         Ext         Home Phone         Ext	Postal Code   Birthday   16/01/1988   Age 33   Birthday   Gender   Home Phone   (416) 222-2222   Ext   Vork   Ext   PHN	City			Prov	City			Prov
Birthday     16/01/1988     Age 33     Birthday     Age       Gender      Gender        Home Phone     [416] 222-2222     Ext        Work     Ext      Work     Ext	Birthday     16/01/1988     Age 33     Birthday     Gender     Age       Gender     Gender     Gender     Gender     Ext     Gender       Work     Ext     Work     Ext     Ext     Filler       PHN     PHN     Filler     Filler     Filler	Postal Code				Postal Code			
Gender         Gender         Gender           Home Phone         (416) 222-2222         Ext         Home Phone         Ext           Work         Ext         Work         Ext         Ext	Gender     Gender     Gender       Home Phone     (416) 222-2222     Ext       Work     Ext     Work       PHN     PHN	Birthday	16/01/1988		Age 33	Birthday			Age
Home Phone         (416) 222-2222         Ext         Home Phone         Ext           Work         Ext         Work         Ext         Ext	Home Phone     (416) 222-2222     Ext     Home Phone     Ext       Work     Ext     Work     Ext       PHN     PHN     PHN	Gender				Gender			
Work Ext K	Work Ext Work Ext PHN	Home Phone	(416) 222-2222	Ext		Home Phone		Ext	
	PHN PHN	Work		Ext		Work		Ext	
PHN PHN		PHN				PHN			
							Next >		Cancel

**NOTE**: If the system detects a potential patient match, it will be displayed in the ADT Window.

**NOTE:** If a PrescribelT® prescription has been linked to an incorrect patient, please see the Unlinking Patients section of this document.

5. Click Ins Insert to add a new patient.

🕖 (Pat Search) He, Wendell						×
Recent Search						
Last,First; Code; Phone; or Bill #	Select	Ins Insert	Sea	arching By Last N	ame, First Name	
He,Wendell	🗙 Cancel	Cop <u>y</u> Pat 🗌 Advanc	ed	0 No Reco	rds Found	
# 🔺 Last Name 🔺 First Name	Address	City	Age Phone	Plan		^

All information provided by the prescribers EMR system will automatically be populated in the local record.





**NOTE**: If a PHN is provided by the EMR, it needs to be manually added by selecting the appropriate subplan.

#### 6. Click **Save**. Patient record is saved.

🕖 Patient	- He, Wen	dell										×
Patient V	iew Prot	file										
<u>L</u> ast Name	He			First N	ame Wendell	Sal	utation	~	Cha	nged	🗸 Save	🗙 Cancel
Address 1	220 Dun	can Mill Rd			Phone Numbers	(1)	F2 Ins De	<u>B</u> irthdate	16/01	/1988		
Address 2					Description Ph Home (4)	10ne 16) 222-2222	,	Age	33 yea	rs		
City			~ Prov	ON ~		10) 222 2222	-	Gender		~		
Postal		Country	Canada	~				Language	Englis	h ~		
Email				Send	Family Doctor			Height		+		
Quick Code						[	F2 Clear	Weight		÷	Load	Delete
Comment	s (0)	1					F2 Ins Del		~	A	dd new reading (l	ns/+)
Topic		Comment						Plans (0)				F2 Ins Del
								SubPlan	Code	Group ID	Client ID	Expiry
<u>A</u> llergies (	0)	Add	Drug F2	Ins Del	G <u>e</u> neral <u>F</u> amily	<u>N</u> ursing	Home (	Copay <u>s</u> Co	mm <u>u</u> ni	cations	Other	← Ctrl →
					Patient	t. Last Name				Privacy U	nknown	
					Patient Type Hu	man						
					Deceased On				E2	Type	e <none></none>	~
Medical C	onditions	(0)	F2	Ins Del	Prescriptions					Cycle	<none></none>	~
					Delivery Type				~	Price Gro	up <default> (<n< td=""><td>lone&gt;) ~</td></n<></default>	lone>) ~
					Delivery Route				~	Rx Totals		
					Price Group	None>			~	Rx Count	t	
<u>G</u> roups (0)	)		F2	Ins Del	Drug line 1 De	efault (Brand	l ∨ 2 De	fault (Generi	c) ~	Dollar va	lue	Deart
					Double Count				$\sim$	reset dat		Reset
					No Kroll Care	No Walle	et Card			🗌 Snap C	Caps Requested	ID
					Compliance C	alendar on L	Label			Snap C	aps Documented	









7. In the Selected Patient section, select the patient from the Drop Down to insert their local demographics into the ADT window. Cross reference the information to ensure the correct patient is matched.

Please s	elect the correct patier	nt for the ADT messa	ige						
ADT Message	PrescribelT		-						
Incoming A	DT Patient				Selected Patie	ent			
est Name rst Name ddress 1 ddress 2 ty ty stal Code rthday ender ome Phone /ork iN	He Wendell 220 Duncan Mill Rd 	Ext	Prov Age 33	Patia Last First Add City Post Birth Genu Hon Wor PHN	ent si potenti si potenti si potenti si potenti ress 1 si Code si Code der te Phone k l	al patients found> lial patients found> ell Ell Ext		Search       Prov       Age	
						Next >		Cancel	
ADT Wizar Patient sel Please : DT Message	d ection page 1 select the correct pat PrescribelT	ient for the ADT m	essage						
ADT Wizar Patient sel Please : ADT Message Incoming A	d ection page 1 select the correct pat PrescribelT ADT Patient	ient for the ADT m	essage		Selected	l Patient			
ADT Wizar Patient sel Please : ADT Message Incoming A	d ection page 1 select the correct pat PrescribelT ADT Patient	ient for the ADT m	essage		Selected Patient He,	l Patient Wendell		- 0	Search
ADT Wizar Patient sel Please : DT Message ncoming <i>I</i>	d ection page 1 select the correct pat PrescribelT ADT Patient He	ient for the ADT m	essage		Selected Patient He,	l Patient Wendell			5earcl
ADT Wizar Patient sel Please : DT Message ncoming A st Name	d ection page 1 select the correct pat PrescribeIT ADT Patient He Wendell	ient for the ADT m	essage		Selected Patient (He, Last Name First Name	I Patient Wendell He Wendell			őearc
ADT Wizar Patient sel Please : DT Message ncoming A st Name st Name	d ection page 1 select the correct pat PrescribeIT ADT Patient He Wendell 220 Dupgram Mill B	ient for the ADT m	essage		Selected Patient (He, Last Name First Name	I Patient Wendell He Wendell			ōearc
ADT Wizar Patient sel Please : DT Message ncoming A st Name st Name idress 1 idress 1	d ection page 1 select the correct pat PrescribeIT ADT Patient He Wendell 220 Duncan Mill F	ient for the ADT m	essage		Selected Patient He, Last Name First Name Address 1	I Patient Wendell He Wendell 220 Duncan Mill F	Rd		5earc
ADT Wizar Patient sel Please : DT Message ncoming A st Name st Name dress 1 dress 2	d ection page 1 select the correct pat PrescribeIT ADT Patient He Wendell 220 Duncan Mill F	ient for the ADT m	essage		Selected Patient He, Last Name First Name Address 1 Address 2	I Patient Wendell He Wendell 220 Duncan Mill F	Rd	-	5earc
ADT Wizar Patient sel Please : DT Message ncoming A it Name st Name dress 1 dress 2	d ection page 1 select the correct pat PrescribeIT ADT Patient He Wendell 220 Duncan Mill F	ient for the ADT m	essage		Selected Patient He, Last Name First Name Address 1 Address 2 City	I Patient Wendeli He Wendeli 220 Duncan Mill F	Rd		Searc
ADT Wizar Patient sel Please : DT Message ncoming A st Name dress 1 dress 2 y stal Code	d ection page 1 select the correct pat PrescribeIT ADT Patient He WendelI 220 Duncan Mill F	ient for the ADT m	essage		Selected Patient He, Last Name First Name Address 1 Address 2 City Postal Code	I Patient Wendell He Wendell 220 Duncan Mill F	Rd		Searc
ADT Wizar Patient sel Please : DT Message trooming A t Name dress 1 dress 1 dress 2 y stal Code thday	d ection page 1 select the correct pat PrescribeIT ADT Patient He WendelI 220 Duncan Mill F 16/01/1988	ient for the ADT m	essage		Selected Patient He, Last Name First Name Address 1 Address 2 City Postal Code Birthday	I Patient Wendell He Wendell 220 Duncan Mill F 16/01/1988	Rd	-	Searce ON 33
ADT Wizar Patient sel Please : DT Message ncoming A st Name dress 1 dress 1 dress 2 y stal Code thday nder	d ection page 1 select the correct pat PrescribeIT ADT Patient He WendelI 220 Duncan Mill F 16/01/1988	ient for the ADT m	essage	33	Selected Patient He, Last Name First Name Address 1 Address 2 City Postal Code Birthday Gender	I Patient Wendell He Wendell 220 Duncan Mill R 16/01/1988 M	Rd	- C	Searco ON 33
ADT Wizar Patient sel Please : DT Message ncoming A st Name dress 1 dress 1 dress 2 y stal Code thday nder me Phone	d ection page 1 select the correct pat PrescribeIT ADT Patient He WendelI 220 Duncan Mill F 16/01/1988 [	ient for the ADT m	essage	33	Selected Patient He, Last Name Address 1 Address 2 City Postal Code Birthday Gender Home Phone	I Patient Wendell He Wendell 220 Duncan Mill R 16/01/1988 M (416) 222-2222	Rd Ext [	- C	Searco ON 33
ADT Wizar Patient sel Please : DT Message ncoming A st Name ist Name idress 1 idress 2 ity stal Code thday inder ome Phone ork	d ection page 1 select the correct pat PrescribeIT ADT Patient He WendelI 220 Duncan Mill F 16/01/1988 [	ient for the ADT m	essage	33	Selected Patient He, Last Name First Name Address 1 Address 2 City Postal Code Birthday Gender Home Phone Work	I Patient Wendell He Wendell 220 Duncan Mill F 16/01/1988 M (416) 222-2222	Rd Ext	-	Searc ON 33
ADT Wizar Patient sel Please : DT Message trooming A trooming	d ection page 1 select the correct pat PrescribeIT ADT Patient He U20 Duncan Mill R 16/01/1988 16/01/1988 16/01/1988	ient for the ADT m	essage	33	Patient Here First Name Address 1 Address 2 City Postal Code Birthday Gender Home Phone	I Patient Wendell He Wendell 220 Duncan Mill F 16/01/1988 M (416) 222-2222	Rd	- C	ON
ADT Wizar Patient sel Please : DT Message ncoming A st Name st Name idress 1 idress 2 by istal Code thday inder ime Phone ork IN	d ection page 1 select the correct pat PrescribeIT ADT Patient He U20 Duncan Mill F 16/01/1988 [	ient for the ADT m	essage	33	Selected Patient He, Last Name First Name Address 1 Address 2 City Postal Code Birthday Gender Home Phone Work PHN	I Patient Wendell He Wendell 220 Duncan Mill F 16/01/1968 M (416) 222-2222	Rd Ext E		Sear ON 33







The ADT Wizard window displays to continue locating and inserting patient specific data.

These Trese	ribell		-						
Incoming ADT Pa	tient Details			Local Patient Details					
Last Name	He		$\rightarrow$	Не					
First Name	Wendell		$\rightarrow$	Wendell					
Salutation		Picture	$\rightarrow$	\	·				
Gender			$\rightarrow$	Male	. !	Γ			
Birthday	16/01/1988	No image available	$\rightarrow$	16/01/1988			No im-		ulab
Height		No mage available	+	No data on this date			NO III	iye ava	mau
Weight			+	No data on this date		$\rightarrow$			
Language (Written)			$\rightarrow$	English 🗸					
Language (Spoken)			$\rightarrow$	~					
Email			$\rightarrow$						
Active	(not specified)		$\rightarrow$						
PHN			$\rightarrow$	F2 Del					
Def. Doctor			$\rightarrow$	F2 Del					
Doc Lic									

8. Click Next.





#### **Adding Patient Allergies**

**NOTE**: If the prescriber has indicated that the patient has allergies, the user will be alerted to add these to the Local Patient Profile.

1. To insert an allergy, click Ins.

Patient allerg	jies update page 5/6	
Please u	pdate the patient's allergy info with the ADT info	Selected Patient: He, Wendell
ADT Message	PrescribelT	
Incoming AD	T Allergy Details 1 of 2	Local Patient Allergy Details
Description	Other: Severe Latex allergy	Allergies [None Selected]
Code		[None Selected]
Source		
Severity		
Date Added	02/02/2021 1:27:27 PM	
		Comments (Allergies) (0) F2 Ins De
		Comment
		A Deale Marks

The 'Select an Allergy' window appears. Search and click on the Allergy.

	🕖 Select an Alle	ergy — 🗆 🗙	
	Latex	● Starts with ○ Contains ✓ Select X Cancel 4 Records Found	
ĺ	Туре	Description	^
	FDBHIC	latex	
ł	FDBHIC	latex dams	
ł	FDBHIC	latex foam (adhesive backed) for cervical collars	
l	FDBAllergenGrou	Latex, Natural Rubber	
l			







2. Click Select. ADT Wizard window appears with 'Local Patient Allergy Details' fields filled.

Patient aller	nies update page 5/6			
Please u	update the patient's allergy info with the ADT info	Selected Patient: He, Wendell		
DT Message	PrescribelT			
Incoming Al	DT Allergy Details 1 of 2	Local Patient Allergy Details		
Description	Other: Severe Latex allergy	Allergies latex	~ Ins	Del
Code				
Source		→ Patient ~		
Severity				
Date Added	02/02/2021 1:27:27 PM	→ 02/02/2021 1:31:43 PM !		
		Comments (Allergies) (0)	F2 Ir	is C
				_

3. Click **Next** to continue adding more allergies. The ADT wizard will cycle through all allergies from the incoming prescription until all has been presented to the user.





#### Process Electronic Rx Orders

- 1. After the patient has been linked, the Process Electronic Rx Orders screen will be displayed. This will be display all the PrescribeIT® prescriptions selected and the system will automatically suggest a Process Action and a Local Rx, if applicable, based on the patient's medication history on their Profile.
- 2. Click F2 to bring up the Electronic Rx Order Process Details screen to view the details of the incoming order or to change the Process Action and/or Local Rx.

Process Electronic Rx Orders						_		×
The following at Please review ar	tions are suggested based on the d make any necessary changes b	e available info efore processir	ormation. 1g.					
Patient He, Wendell		Allergies	latex					
JHN	DOB 1988-Jan-16 33 y Sex M	Conditions						
PrescribelT Order					Process Action	Local F	کx	
[2021-Feb-02] 30 Delayed r	elease tablet Tecta 40 mg (40 mg)				Dispense order	N/A		F2
	✓ Proc	cess		X Cancel				
Electronic Rx Order Processir	ig Details					-		×
Detient II. Mandell		Alleneitee	latau					_
Patient He, Wendell	DOR 1000 Jan 16 <b>33</b> yr - Say M	Allergies	latex					
	DOB 1966 Jair 10 35 y Sex IM	Conditions	L					
Process Action Dispense or	der	✓ Local I	Rx					~
Field	PrescribelT Order			Local Rx				
Order Reference	1.2.2.3.3.7.7.1011281.2:31924d8b-1	1dc-4c65-b677	-5d5d2e054d2					]
Status	Filled							
Last Dispensed On	N/A							
Product	Tecta 40 mg (40 mg) CCDD 8000236							
Prescriber	He, Wendell Doctor Licence# 33899							
Administration Start	2021-Feb-02							
Administration Stop								
Administration Instructions	1 tablet 1 time daily for 30 days							
	✓ <u>S</u> a	ve		X Cancel				





3. The following Process Actions are available from the drop box:

Do not process order: Order will not be filled and remain in the Data Entry/ToDo Queue

Dispense order: Order will be processed as a new prescription

**Copy from Existing Rx and Dispense**: Order will copy the selected Local Rx and processed.as a new prescription

**Unfill Rx:** Order will be processed with the Unfill Rx option enabled

**Copy from existing Rx and Unfill:** Order will copy the selected Local Rx and processed with the Unfill Rx option enabled

🕖 Electronic Rx (	Order Processir	ng Details			_	Х
Patient Kroll JHN 3283	l, Wendell 348476	DOB 1988-Jan-01 <b>33 y</b> Sex	M	Allergies Penicillins Conditions		
Process Action	Dispense or	der ess now	~	Local Rx		~
Field Order Referer Status	Dispense or Copy from e Unfill order Copy from e	der xisting Rx and dispense xisting Rx and unfill		Local Rx 47fb-9abb-f9bb15e36924		
Last Dispense	d On	N/A				
Product		Tecta 40 mg (40 mg) CCDD 8000236				
Prescriber		He, Wendell Doctor Licence# 33899				
Administration	n Start	2021-Feb-02				
Administration	n Stop					
Administration	n Instructions	1 tablet 1 time daily for 30 days				
		✓	<u>S</u> ave	Cancel		

Note: For further details on Copying to New, see <u>Linking a PrescribelT® Prescription to an Existing Local</u> <u>Rx (Copy to New).</u>

- 4. Once all the necessary changes has been made, click Save to return to the Process Electronic Rx Orders screen.
- 5. Click Process to begin processing the orders in Fill-F12.







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Process Electronic Rx Orders			-	
The following actions are suggested based on the a Please review and make any necessary changes bef	wailable information. ore processing.			
Patient         He, Wendell           JHN         DOB         1988-Jan-16         33 y         Sex         M	Allergies latex Conditions			
PrescribelT Order [2021-Feb-02] 30 Delayed release tablet Tecta 40 mg (40 mg)		Process Action Lu Dispense order N	.ocal Rx N/A	F2
✓ Proce	ss Cancel			

**NOTE:** If a local Rx was not selected to be copied from, the system will then attempt to locate the medication. This is done in one of 3 ways; by DIN, CCDD, or HICL.

 If the doctor entered the medication by DIN, the system will locate all drug pack record with that DIN. If only one drug pack exits in the system for the specified DIN or HICL number, it will automatically be inserted in the F12 – Fill Screen.

💋 1-(local):ON10-13-N	lew Rx for Leblanc, I	Paul Ringo Sr							🕖 External Rx Or	rder		
File Edit Recent S	earch Utilities N	IH Central Fill C	ards Session Help	Version 10					Order Referen	ice		×
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Dr	pp-off F12 - Return	n to Rx	Alt+X - Start		1.2.0.9.9.4.099	4.2:EMR3-0f452e19-f664-4	1f50-a87b-0f52cffc985f	
Search Criteria	Mixture 📃 📒	🖌 Edit	Ins Insert		Searching By	DIN (A	ivanced)		Written Date	Do Not Dispense Befor	e Expiry Date	
00723908		X Cancel	Copy Drug 🔽 Ad	vanced	5 Records	Found			22/02/2018	22/02/2018	22/02/2019	
									Patient			
Advanced Search Show Packs	Generic <u>N</u> ame			<u>F</u> orm			-		Name Mr	Leblanc, Paul Ringo Sr		
Only Active	Drug <u>G</u> roup		•	Man <u>u</u> f			•		Address 1 44	522 LONG ADDRESSS		Gender Male
<ul> <li>Only InActive</li> <li>All</li> </ul>	Drug Price Group		-	Sched	-	Show A	II Drug Pack Tiers		Address 2 ap	pt 3		DOB 22/05/1979
	Drug Type		•	-					City AL	DERAAN	Prov BC	Postal V4S 4F6
la la mana						lan.	1-	line of the	Phone Ho	me: (250) 985-6533; Wor	k Fax: (250) 864-6533 B	PHN 93011887733
# A BrandName		GenericName		Strength	Pack Size	DIN	Form	Manut A	Dava			
2 Tylenol Caplet		Acetaminophen		500mg	24	00723908	CPL (Caplet)	UC (lo	Drug	Invest 500mm Comlet		]
3 Tylenol Caplet		Acetaminophen		500mg	50	00723908	CPL (Caplet)	JJC (Jo	Name Iy	lenoi suumg Capiet		
4 Tylenol Caplet		Acetaminophen		500mg	100	00723908	CPL (Caplet)	JJC (Jo	Strength		• •	Monitored No
5 Tylenol Caplet		Acetaminophen		500mg	150	00723908	CPL (Caplet)	JJC (Jo	DIN 007	723908 Form Cap	blet	
								E	Provider			
									Name Dr.	. Deangelis, Colomba		
									License # OA	1ga14508	Specialty	
									Address 12	3 Bellings		
									City Ca	mbridge	Prov Of	Postal N3C 2V3
									Phone Wo	ork: (758) 444-4444; Work	r Fax: (519) 621-1420	
									Cia.			
									sig			
									I capiet 5 tin	nes daily for 10 days		
									Use this sig	code text in the Rx.		
									Prescribed	Author	ized	
									Qty 30 Caplet	t Days 10 day Qty 3	Days 10 day	Refills
									Substitution			
									Allowed Yes			-
				User: DC	(Diana Cius)			⊠0	- 🗌 Auto Align F	Forms	Close	
									-C			







**NOTE:** If the prescriber has not specified a DIN in the e-Prescription and CCDD, or HiCL is sent, it will be used for the search. All records that match the search criteria will be displayed. Please note different forms for that molecule as well as all the different strengths could be returned. It is up to the user to choose the medication based on strength and form prescribed, as well as patient preference and/or physical stock.

1-(local):ON10-13-	New Rx								External R	Rx Order	14	
File Edit Recent	Search Utilities A	H Central Fill Ca	eds Session Help	Version 10					Order Refe	erence		
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Worldlow	F11 - Drop-off	F12 - Retur	n to Rx Al	t+X - Start		12.09.9.4	0994.2:EMRe163-m-5def30df-0	7bb-43be-8e64-c075d6c	Id4b56
Search Criteria	Moture 🖾 📃	🖌 Edit 🛛 🛛	nu Insert	Searc	hing By H	licl Sequence (	Advanced)		Written Da	ate Do Not Dispense Before	Expiry Date	
Hicl:3905		🗶 Cancel 🛛 C	copy Drug 📝 Adv	anced	16 Record	s Found			02/03/203	18 02/03/2018	01/03/2019	
Advanced Search	Generic Name			Form			-		Patient	Loli Mario Ellis		
Only Artise	Dava Gatern								Address	40 Demonstra Bland Con Long A	dd	Condex Male
Only InActive	onug group			wangi		-			Abdress 1	ou Patterson bive sw cong A	loaress	Gender Maie
All	Drug Erice Group		• ;	Sched		Show All Dr	ug Pack Tiers		Address 2	Appt 1050		008 24/10/1975
	Drug Type		•						City	Calgary	Prov AB	Postal T3H 2E1
BrandName		GenericName		Strength	Pack Size	DIN	Form	Manul -	Phone	Home: (403) 297-2722; Work	Fax: (403) 839-6583; Al	B ULI 930122889962
1 Methotrexate Inject	able	Methotrexate Sodiur	m	50mg/2ml	2	02170671	ML (Injection)	WAY (	Drug			
2 Methotrexate Inject	ion, BP	Methotrexate Sodius	m	7.5mg/0.3mL	1	02422166	SOLUTION	PMS (I	Alberto	Mathetravata USD 25mg/ml	Ini	
3 Methotrexate Inject	ion, BP	Methotrexate Sodiur	m	10mg/0.4mL	1	02422174	SOLUTION	PMS (F	realite	methodiexate our song me		1
4 Methotrexate Inject	ion, 8P	Methotrexate Sodiur	m	15mg/0.6mL	1	02422182	SOLUTION	PMS (#	Strength			Monitored No
5 Methotrexate Inject	ion, 8P	Methotrexate Sodium	m	20mg/0.8mL	1	02422190	SOLUTION	PMS (F	Form			
6 Methotrexate Inject				25mg/1mL	1		SOLUTION	EMS (	Brouidar			
7 Methotrexate Sodiu	im Injection Usp	Methotrexate Sodius	m	25mg	2	02182777	ML (Injection)	HPH (I	Provides	De Deservelle Colomba		
8 Methotrexate Sodiu	im Injection Usp	Methotrexate Sodius	m	25mg	20	02182777	ML (Injection)	HPH (I	realize	Dr. Deangens, coroniba		
9 Metoject 20mg/2m	I Prefilled Syringe	Methotrexate		20mg/2ml	2	02304767	ML (Injection Syring	MDS (I	License #	QA1qa14508	Specialty	
0 Metoject Prefilled S	yringe	Methotrexate		7.5mg/0.75ml	0.8	02320029	ML (Solution)	MDS (I	Address	456 Some Street		
1 Metoject Prefilled S	yringe	Methotrexate		10mg/1ml	1	02320037	ML (Injection Syring	MDS (	City	Hamilton	Prov ON	Postal A1B 2C4
2 Metoject Prefilled S	yringe	Methotrexate		15mg/1.5ml	1.5	02320045	ML (Injection Syring	eMDS (I	Phone	Work: (758) 444 4444: Work	Fax: (519) 621-1420	
3 Metoject Prefilled S	yringe	Methotrexate		25mg/2.5ml	2.5	02320053	ML (Injection Syring	MDS (I	PROFESSION AND AND AND AND AND AND AND AND AND AN			
4 Ratio-Methotrexate	Sodium	Methotrexate Sodium	m	2.5mg	100	02244798	TAB (Tablet)	TEV (T	Sig			
5 Sandoz-Methotrexa	ite Injection	Methotrexate Sodium	m	25mg/mL	2	02398427	SOLUTION	SDZ (S	25 mg SC	a weekly		
6 Sandoz-Methotrexa	ite Injection	Methotrexate Sodium	m	25mg/mL	20	02398427	SOLUTION	SDZ (S	E man	de contrato de terres		
								-	Prescribed Qty 4 ml Substitutio Allowed Y	d Authorized Days Qty 12 mil Da on fes	ys Refills 2	
And				User: DC (Diana	Cius)		2.5	,	Auto Ali	ign Forms	Close	

**NOTE**: In cases where the prescriber has not entered a DIN, CCDD or HiCL or a different manufactured product is to be used, it is up to the user to type in the name and locate the medication.

						External Rx Order
NH Central Fill Cards Session Help	Version 10				-	Order Reference
F7 - Doctor F9 - Worldlow	F11 - Drop-off	F12 - Retur	rn to Rx	Alt+X - Start		1.2.0.9.9.4.0994.2:EMR16-e0e4b55e-81ad-433d-8546-cb1c8bbd5a44
✓ Edit Inu Insert	Searchin	g By Bran	d(Generic) N	ame (Advanced)		Written Date         Do Not Dispense Sefore         Expiry Date           06/03/2018         06/03/2018         06/03/2019
Cancel Copy Drug Ad	vanced 4	Kecord	s Found			Patient
GenericName	Strength	Pack Size	DIN	Form	Manuf *	Name Enrescribe Redo One
		1422	00906050	ML (Liquid)	NOV (I	Address 1 Gender Female
		1422	00906093	ML (Liquid)	NOV	
		1422	00906078	ML (Liquid)	NOV (I	Address 2 DOB 05/12/20
		1422	00906085	ML (Liquid)	NOV (I	City Prov BC Postal
						Strength Monitored No Form Provider Name Deangelis, Colomba License = QA1qa14508 Specialty Address 456 Some Street
						City Hamilton Prov ON Postal A18 20 Phone
	s NH Central Fill Cards Session Help F7 - Doctor F9 - Worldlow Cancel Copy Drug Ad GenericName	s NH Central Fill Cards Session Help Version 10 F7 - Doctor F9 - Workflow F11 - Drop-off Edit Inv Inset Searchin Copy Drug Advanced 4 GenericName Strength	s NH Central Fill Cards Session Help Version 10 F7 - Doctor F9 - Workflow F11 - Drop-off F12 - Retur Edit Inv Insert Searching By Bran Cancel Copy Drug Advanced 4 Record GenericName Strength Pack Size 1422 1422	s NH Central Fill Cards Session Help Version 10 F7 - Doctor P9 - Workflow F11 - Drop-off F12 - Return to Ru Cancel Copy Drug Advanced A Records Found GenericName Strength Pack Size 0000003 1422 0000003 1422 0000003 1422 0000003	s NH Central Fill Cards. Session Help Version 10 F7 - Doctor P9 - Workflow F11 - Drop-off F12 - Return to Rx AR+X - Start Cancel Copy Drug Advanced Area Size DIN Form GenericName Strength Pack Size DIN Form 1422 00000039 Mt. (Liquid) 1422 00000039 Mt. (Liquid) 1422 00000035 Mt. (Liquid) 1422 00000055 Mt. (Liquid)	s NH Central Fill Cards. Session. Help Version 10 F7 - Doctor F9 - Workflow F11 - Drop-off F12 - Return to Rx Alt+X - Start Cancel Copy Drug Advanced A Records Found GenericName Strength Pack Size DIN Farm Manut 1422 0000003 Mk (Liquid) NOV ( 1422 0000003 Mk (Liquid) NOV ( 1422 0000003 Mk (Liquid) NOV (







**NOTE:** Compound or Mixture medications can be searched by name. The ingredients and quantities in the mixture will be listed in the External Order name.

/ 1-(local):ON10-13-New Rx					External Rx Orde	e (*		
File Edit Recent Search Utilities	NH Central Fill Cards Session )	telp Version 10			Order Reference	<u> </u>		
F3 - Patient F5 - Moture	F7 - Doctor F9 - Worldi	ow F11 - Drop-off F12 - Re	eturn to Rx Alt+X - Start		1.2.0.9.9.6.0996.2	2rx-77b8e985-fe19-48ba-	8743-6d01f19853aa	
Search Criteria Meture 📝	Search Ins Insert Copy Mixture	Searching By			Written Date 02/03/2018	Do Not Dispense Before 02/03/2018	Expiry Date 02/03/2019	
# 4 Quick Code	Description				Patient Name Mr M Address 1 62851 Address 2 appt City Calga Phone Hom Drug Strength DIN Provider Name Dr. D License = QA3e Address 123 B City Calga Phone Work Sig 3 (Three) - 5 (f ipsum dolor si dolor. Aenean	linton, Marion Flyers Sr Patters Bivd SW Long Ad 88 e: (403)875-2722: Work F e: (403)875-2722: Work F ut Cream: Ingredients:25 L - BLAXIN 125 MG/5 ML Form GEL kemers Lemire, Nathalie pa14508 kellings c: (758) 456-4444: Work F ive) Application(s), Ever massa, Cum sociis natog	dress Prov AB ax: (403) 875-6583 AB g - LIDOCAINE HCL 0 SUSPENSION Speciality Prov Ob ax: (519) 876-1420 y morning PRN X 1 W	Link, Gender Male Dob 24/10/1968 Postal T3H 6EL ULI IGL2286552245 5 % GEL (GRAM), Monitored No Postal N3C 2V3 eek(s) Lorem memode ligula eget s dis perturient
Enter a Moture Name or Moture Co	ode or Mixture Component(s)	User: DC (Diana Cius)	Filling Rx 1 of 2	E000	eu, pretium qu fringilla vel, all imperdiet a, ve	is, sen. Nulla consequat iquet nec, vulputate eget inenatis vitae, justo. Null ms	massa quis enim. Dor t, arcu. In enim justo, r am dictum felis eu pe	honcus ut, de mollis pretium,







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7. If no matches are located, insert the mixture as new (Please refer to the Kroll User Manual p.253 on how to enter a new mixture).

**NOTE**: In addition to Mixtures, prescribers can send prescriptions for devices such as glucose test strips and medical aids. These too, can be searched for and located by name.

1-(local):Prescribe	IT10-13-New Rx 1	for Mucks, Martin					External F	Rx Orde	r	2	Addition (	
le Edit Recent	Search Utilitie	s NH Cards Se	ssion Help V	ersion 10			Order Ref	erence				
F3 - Patient	F5 - Drug	F7 - Docto	NT F9 - W	oridiow	F11 - Droj	p-off F1	1.2.0.9.9.4	0994.2	EMR3-3f329f49-59a8-413	c-82f3-61db8c8049	97e	
arch Criteria	Mixture 📰	🧹 Edit	In Insert			Searching By	Written Da	ate	Do Not Dispense Before	Expiry Date		
PAP		X Cancel	Copy Drug	Advan	nced	0	02/03/20			100,00,2020		
BrandName	3	GenericName		Strength	P	Pack Size DI	Patient	Mr P	atford Marty Maria md			
							Addrace 1	8900	Grader Blud		Ganda	Male
							Address 2	0033	125		DOR	T Mare
							Auuress 2	appt.	zəs	Drow PC	Bortal	1 OT 773
							Dhone	Lam	(692) AE6 7000	PIOV BC	Pustal	LOT 723
							Strength DIN Provider Name License # Address City Phone	Dr. C QA2q 123 B Camb Work	Form icioli, Linda a14508 kellings bridge c (758) 444-4444: Work Fr	Speciality Prov ON ax: (519) 621-1420	Moni	I N3C 2V3
					User: DC (0	Diana Testi	1 applica bedtime, pressure applies n continuo their own Both mo the lung that imp devices a breathin	clean (CPAP mild air ously o n. It is dalitie 's surfa ose po apply c	very day at bedtime for 3 apparatus 1 x per week ( ) is a form of positive air r pressure on a continuou pen in people who are ab an alternative to positive an alternative to positive s stent the lungs' alveoli sce area for ventilation. E sitive pressure only at th ontinuous positive airwa Thus the ventilator its	0 days Use every continuous positi way Pressure ven is basis to keep th le to breathe spo e end-expiratory p open and thus re lut while PEEP ref e end of the exha y pressure throug of does not cure	night at ve airwa tilator, n ne airwa ntaneou ressure cruit mo ers to d lation, ( hout th during (	y which ys isly on (PEEP). ore of evices CPAP e CPAP

Once the patient and medication have been entered and/or located and inserted into the F12 filling screen, the prescriber will be located and inserted.

**NOTE:** If the Prescriber already exists in the system, they will be automatically inserted into the F12 screen. Prescribers are located and matched on Last Name, First name, location and licence number. If the prescriber does not exist in the local system, the user will be prompted to add the doctor.





F3 - Patient F5 - Drug	F7 - Doctor F9 - Workflow	F11 - Drop-off F12 - New Rx Alt+X - Start	
ast, First] [.Code] OR [Phone]	Z Edit Inv Insert	Searching By Last Name, First Name (Adv)	Search
eangelis, Colomba	X Cancel Advanced	0 No Records Found	Show Advanced Options
Le se la seconda de la seconda d	La la	In the second seco	Insert New Doctor
Last Name A Firs	st Name City	Prov Phone	Change Columns

8. Click **Ins** to insert and create the local doctor record.

File Edit Recent Doctor Reports Utilities	NH Cards Session H	lelp Version 10					
F3 - Patient F5 - Drug F7	- Doctor F9 - Worl	kflow F11 - Drop-off	F12 -	New Rx	Alt+X - Start		
Last Name Deangelis First Name Col	omba Salutation	Dr. V QuickCode		Changed	Save	🗶 Cancel	<sup>⊗</sup> Doctor
Addresses				Phone Number	rs (1)	F2 Ins Del	View Doctor Listing
Add Modify Delete Primary	Location 🗹	Doctor A	ctive 🗹 🏾 D	Description	Phone		View History
Locations (1) F2 Ins Del Addres	s 1 456 Some Street		C	Office	00102055	69288	
Office Addres	s 2						
City	Hamilton 🗸	Prov ON (Ontario)	~				
Postal	A1R 2C4	Country Conodo					
Plane	A18 204	Canada					
Ctrl↑ Prev Ctrl ↓ Next Phone	(001) 020-556928	Fax					
🕫 ePrescribe PrescribelT: 📿 🖂			9	<u>G</u> roups (0)		F2 Ins Del	
Comments (0)		F	2 Ins Del				
Topic Comment							
Course le se							
De stas la formation				Deser	intines (DeCile	Ctri 🤿	
Dector Information	Primary Licence Numb	er		Presci	Kroll Care		
	Type ON Doctor				Fay Refills		
speciaity	Licence QA1qa14508	Override	Ref ID 01		Phone Refills		
Prescribing Rights Full Rights	Other Lisenses (0)				Professional Service Fa	ixes	
Written Language English ~	Other Literices (0)						
Spoken Language 🗸 🗸 🗸	Signature						
Email Send							
Dates		No ii	mage availa	able			
Created On 15/11/2019 09:54:39		X					
Changed On 15/11/2019 09:54:39							
Last Rx On					Load	Delete	





All other prescriber specific information (address, phone number, etc.) received in the prescription will automatically populate in the Local Doctor (F7) record.

**NOTE:** Once the doctor is created, link them to the PrescribeIT® registry (see page 3 on how to link a provider).

**NOTE:** If the doctor has more than one location, the correct location will need to be selected from the Loc drop down menu on the F12 screen.

## PrescribeIT® Deferred Prescriptions

If a patient does not have a preferred Pharmacy in mind when having prescriptions written at a PrescribeIT® enabled clinic, the prescriber can provide the patient with a paper copy while simultaneously sending an electronic version of the prescription to PrescribeIT®. These are known as PrescribeIT® deferred prescriptions.

The paper copy of the prescription includes a PrescribeIT® Rx Id Barcode that can either be scanned using a hand held scanner, or manually inputted to retrieve the electronic version of the prescription at a PrescribeIT® enabled pharmacy.

The paper copy of the prescription that the patient hands into the pharmacy is the AUTHORITATIVE VERSION.

For provinces where it is required, the authoritative printed copy can be scanned into Kroll.

#### Retrieving and Filling a Deferred Rx

1. Navigate to the F3 card of the patient. Create the patient as new if they do not exist in the local system (Please refer to the Kroll User Manual Page 71 – Creating Patient Records).

**NOTE:** In order to retrieve a deferred PrescribelT® prescription, the patient **last name** in the local system must exactly match the patient last name on the printed copy.







2. Click on the patient menu along the top of the screen and select **Retrieve PrescribelT® Order**.

🕖 1-(local):Pharmacy10	0-14PrescribeITSS	-Patient - Kroll,	Wende	11		_	_	_	-		Name and State State		х
File Edit Recent P	atient View P	rofile Reports	Utiliti	es NH	Cards	Session	Help Versio	on 10					
F3 - Patient	Label Prefere	nce	•	F9 -	Workflo	<i>"</i>	F10 - Pickup	F11 - Drop-of	f F12	2 - New Rx	Alt+X - Start		
Last Name Kroll	Print Wallet C	.ard		Wende			Salutation N	Ar. 👻	OK	A Save	Y Cancel	<sup>⊗</sup> Profile	^
	Merge NH C	/cles										All Rxs	
Profile - All Rxs (9	Delete			E 5	SC - Ba bace- ma	ck to Pa ark mult	tient F - ⊦ iple Rxs M - №	Refill R - Reprir Modify C - Cance	nt D I I	- Detail - Inactivate	Extra Functions V	Active Rxs	
# Status	Retrieve Pres	cribeIT Order			Dtv Au	th Rem	BrandName		Doctor		Sig	Active Rxs w/Passtimes	
1 Unfilled	1000013	1000013 04/09	/2018	0	30	30 30	Apo-Zopiclo	one 7.5mg	He, Wen	dell	1 TABLET EVERY EVE	Refillable Rxs	
2 Not Disp.	1000012	1000012 04/09	/2018	0	30	30 30	Tecta 40mg	-	He,Wen	dell	1 TABLET 1 TIME DA	Pricing Profile	-11
3	1000010	1000010 30/08	/2018	5	30	120 90	ACT Valsarta	an 80mg	He,Wen	dell	1 TABLET 1 TIME DA	Friding Frome	-01
4	1000009	1000009 30/08	/2018	5	30	30 0	ACT Valsarta	an 160mg	He,Wen	dell	1 TABLET 1 TIME DA	Not Disp./OTC Rxs	-11
5	1000008	1000008 30/08	/2018	5	30	30 0	Apo-Valsart	an 80mg	He,Wen	dell	1 TABLET 1 TIME DA	Rxs Filled in Error	
6 Inact	1000006	1000006 14/08	/2018	21	15	30 15	Accel-Cand	esartan 8mg	He,Wen	dell	8 mg 1 time daily	Suspended Bxs	-11
/ % Inact (Transforred Ou	1000005	1000005 14/08	/2018	21	30	30 0	ACT Valsarta	an sumg setatin Emg	He, Wen	dell	SUMG 1 TIME DAILY	Turneling	-11
9	1000002	1000002 14/08	/2018	21	30	30.0	Accel-Cand	esartan 16mg	He Wen	dell	16 MG 1 TIME DAILY	Transactions	-Ш
	1000001	1000001 14/00	,2020		50	50 0	Accercand	contain 20mg	110,1101	ucii	10 mo 1 mme bract	Filter Profile Rxs	_
												Perform Clinical Analysis	
												View	=
											-	Alternate Addresses	- 11
Allergies (0)	Add Dr	ag F2 Ins Del	Gener	ral <u>E</u> a	mily Nu	ursing Ho	ome Copays	Communications	Other		🧲 Ctrl 🚍	Alternate Addresses	-Ш
			Datio	nt		-			Consent			Batches	_11
				ativa.	A14 1	N			Privacy Unkr	nown		Charting	
			N A	cuve	Alt. Last	Name						Consents	
			Patier	nt Type	Human		•		Unit Dose			Credit Cards	-11
Madical Conditions (0)		(F2) (Tura (Bal)	Decea	ased On					Туре	<none></none>	-	Crear Carus	-01
Medical Conditions (0		(rz) (Ins) (bei	Dress	cription					Cycle	<none></none>	•	Documents (0)	-11
			Delive	any Type	Default	(Dickup)				Defender (ch	(ana)	EPrescribe Messages	
			Dethe		Derudie	(i ickup)			Frice oroup	NDeraultz (Kin	ione>) •	History	
			Delive	ery Route	·			<b></b>	Rx Totals			Limited Use Items	-11
			Price	Group	<none< td=""><td>•</td><td></td><td>•</td><td>Rx Count</td><td></td><td>7</td><td></td><td>-01</td></none<>	•		•	Rx Count		7		-01
Groups (0)		F2 Ins Del	Drug	line 1	Default	(Brand 👻	2 Default (G	eneric) 👻	Dollar value	·	\$121.00	Professional Services (1)	-11
			Doub	le Count	Not Rec	wired			Reset date		Reset	Rx Counseling History	
												Rx Notes	
				o Kroll C	are 🗐 No	o wallet (	ard	l	Snap Cap	s Requested	1	To Do Items	
				omplian	ce Calend	ar on Lab	ei	] [	Snap Cap	s Documented	L	West Orden	
						Us	er: WH (Wend	dell He)			⊠0	04/09/2018 11:5	9:36

3. Using a handheld scanner scan the PrescribeIT® Rx ID barcode that is printed on the paper prescription. The Rx ID can also be manually typed into the field.

	519-781-2681	
R For: Wendell Kroll 220 Test Road North York, ON M1V 1V1 DOB: Jan 13, 1988 M 416-219-9000 (H)		Sep 4, 2018 PrescribeIT™ Rx ID: GEA4GQPK
Wandaii Kroli D. Wandaii Kroli D. Wandaii X. 1908 Rrs. San, J. 2018 S. Mg. Labalita Cuantali, S. G. Gabalita Castoning: For Philmacy: Du and lines to sansa History: Du	Viendel Kroli D.C.B.: An 13 1988 Dr. Vendel Ke rativativa dage for the fail rativativa Sum the fail Composition of Distribution dage and generative pharmac.	Vender Krol D C 0.5. Jan 13. 1938 Rr Ston 4a. 218 Sm 1 status Jan 199 Jan 199



💋 1-(local):Pharmacy10-14	PrescribeITS	S-Patient -	Kroll, Wende	ell					_		Name and Address of	
File Edit Recent Patie	ent View	Profile Re	eports Utilit	ties N	H Card	ls Ses	sion	Help Version 10				
F3 - Patient	F5 - Drug	F7	- Doctor	F9	- Workf	low	F1	0 - Pickup F11 - Drop	-off F12	- New Rx	Alt+X - Start	
Last Name Kroll			First Name	Wend	loll		_	Salutation Mr -		A Sava	Cancel	│ <sup>V</sup> Profile ^
Sase unite in Ki Oli				went	ien.			Subdation Wit.		⊗ save		All Rxs
Profile - All Rxs (9)					ESC - I	Back to mark n	o Patio	ent F - Refill R - Rep le Rys M - Modify C - Can	orint D-	Detail	Extra Functions	Active Rxs
# Istatus	Orig Rx	RxNum	Date	lAgo	loty	Auth	Rem	BrandName	Dortor	Indetivate	Sia	Active Rxs w/Passtimes
1 Unfilled	1000013	1000013	04/09/2018	0	30	30	30	Apo-Zopiclone 7.5mg	He,Wend	ell	1 TABLET EVERY EVE	Refillable Rxs
2 Not Disp.	1000012	1000012	04/09/2018	0	30	30	30	Tecta 40mg	He,Wend	ell	1 TABLET 1 TIME DA	Pricing Profile
3	1000010	1000010	30/08/2018	5	30	120	90	ACT Valsartan 80mg	He, Wend	ell	1 TABLET 1 TIME DA	Not Disp./OTC Rxs
5	1000008	1000008	30/08/2018	5	30	30	0	Apo-Valsartan 80mg	He,Wend	ell	1 TABLET 1 TIME DA	Rxs Filled in Error
6 Inact	1000006	1000006	14/08/2018	21	15	30	15	Accel-Candesartan 8mg	He,Wend	ell	8 mg 1 time daily	Suspended Rys
8 Inact (Transferred Out)	1000005	1000005	14/08/2018	21	30	30	0	ACT Valsartan 80mg	He,Wend	ell	5 MG 1 TIME DAILY	Transactions
9	1000001	1000001	14/08/2018	Retn	eve Pres	cribell	Deferr	ed Rx		ell	16 MG 1 TIME DAIL)	Filter Deefile Pre
					Enter	or sca	in the	barcode for the PrescribeIT	Order			Parter Prome Rus
												Perform Clinical Analysis
												View
Allergies (0)	Add D	irug F2 Ir	s Del Gene			. Pr	atriovo	Ry Order	al		Ctrl 🖌	Alternate Addresses
			Bati			• INC	eurieve		c1		<u> </u>	Batches
			Pau	Active	Alt L	act Nan	-		Privacy Unkn	own		Charting
			Destin		- Livere			-				Consents
			Patie	ent Typ	e Huma	in		•	Unit Dose	- M		Credit Cards
Medical Conditions (0)		F2 Ir	IS Del	ased U	n				туре	<ivone></ivone>	•	Documents (0)
			Pres	scriptic	ns				Cycle	<none></none>	•	EPrescribe Messages
			Dein	ery typ	e Defau	ult (Pick	cup)	•	Price Group	<default> (<n< td=""><td>one&gt;) 🔻</td><td>History</td></n<></default>	one>) 🔻	History
			Deliv	rery Rou	ite			•	Rx Totals		_	Limited Use Items
			Price	Group	<nor< td=""><td>ne&gt;</td><td></td><td>-</td><td>Rx Count</td><td></td><td>7 6121.00</td><td>Professional Services (1)</td></nor<>	ne>		-	Rx Count		7 6121.00	Professional Services (1)
Groups (0)		F2 Ir	s Del Drug	) line 1	Defau	ult (Brar	nd 👻	2 Default (Generic) 🔹	Dollar value Reset date		SI21.00	Professional Services (1)
			Dou	ble Cou	Int Not F	Require	d	•	neset date		( deser	Bullister
			- N	lo Kroll	Care 📃	No Wa	llet Ca	rd	Snap Caps	Requested	ID	RX Notes
				Complia	ince Cale	ndar or	n Label	l .	Snap Caps	Documented	1	To Do Items
							User	r: WH (Wendell He)			⊠0	04/09/2018 12:02:13

4. Once the barcode is typed or scanned in, click on Retrieve Rx Order.











5. The medication (s) in the order will be placed in the To Do/Data Entry Screen. The user may wish to fill the prescriptions now, or at a later time.

1-(local):Pharmacy10-14	1PrescribeITS	S-Patient -	Kroll, Wen	dell				_		Name and Address of	
File Edit Recent Patie	ent View	Profile R	eports Uti	lities NH	Cards	Session	Help Version 10				
F3 - Patient	F5 - Drug	F7	- Doctor	F9 - V	Vorkflow	F1	10 - Pickup F11 - Drop	p-off F12	- New Rx	Alt+X - Start	
ast Name Kroll			First Nam	e Wendell			Salutation Mr	ОК	🖉 Save	X Cancel	<sup>⊗</sup> Profile
			-	ESC	Back	to Dati	iont E - Refill P - Re	print D	Dotail		All Rxs
Profile - All Rxs (9)				spa	ace- mar	c multip	ple Rxs M- Modify C - Ca	incel I -	Inactivate	Extra Functions	Active Rxs
# Status	Orig Rx	RxNum	Date	Ago Qt	y Auth	Rem	BrandName	Doctor	!	ig .	Active Rxs w/Passtimes
1 Unfilled	1000013	100001	3 04/09/2018	0	30	30 30	Apo-Zopiclone 7.5mg	He, Wend	ieli :	TABLET EVERY EVE	Refillable Rxs
2 Not Disp.	1000012	1000012	2 04/09/2018	0	30	30 30	Tecta 40mg	He,Wend	iell 1	TABLET 1 TIME DA	Pricing Profile
4	1000009	1000009	30/08/2018	5	30	30 0	ACT Valsartan 160mg	He.Wend	ieli 1	TABLET 1 TIME DA	Not Disp./OTC Rxs
5	1000008	1000008	30/08/2018	5	30	30 0	Apo-Valsartan 80mg	He,Wend	iell 1	TABLET 1 TIME DA	Rxs Filled in Error
6 Inact	1000006	1000006	5 14/08/2018	21	30	30 15 30 0	Accel-Candesartan 8mg	He,Wend	iell 8	mg 1 time daily	Suspended Rxs
8 Inact (Transferred Out)	1000002	1000002	2 14/08/2018	21	30	30 0	Apo-Rosuvastatin 5mg	He,Wend	iell !	MG 1 TIME DAILY	Transactions
9	1000001	1000001	14/08/2018	21	30	30 0	Accel-Candesartan 16mg	He,Wend	iell 1	6 MG 1 TIME DAIL	Filter Profile Rxs
				Please Sel	ect a choi	e					Perform Clinical Analysis
											View
Allergies (0)	Add D	rug] [F2][J	ns Del Cou	The ord	er has bee	n added t	to the To Do list.	other		C chil	Alternate Addresses
				Do you	want to fil	l it now?	licati	ions Other		Cur e	Batches
			Pa					Privacy Unkn	own		Charting
						Yes	No				Consents
			Pat					Unit Dose	<none></none>	_	Credit Cards
Medical Conditions (0)		F2 I	ns Del					Ousla	<nene></nene>		Documents (0)
				escriptions	Default (D	ickup)		Drice Group	< Defaults (z N	• •	EPrescribe Messages
			De	ivery Poute	Derudit (i	ickup)		File oldup	Speradity (Stat	,ne>) <b>↓</b>	History
			Priv	a Group	(None)			Rx Totals		7	Limited Use Items
		(70)		in line 1	Default /0	and -	2 Default (Canadia)	Dollar value		\$121.00	Professional Services (1)
Groups (V)		12 L		uble Court	Not Recu	ired	Derault (Generic)	Reset date		Reset	Rx Counseling History
				Ma Kaall Ca	not Kequ	Nellet Ce	•		Permanente		Rx Notes
				Compliance	e Calendar	on Label	ina I	Spap Caps	Documented	1	To Do Items
		_				Liso	r: WH (Wendell He)	outpotents	occumented	52.0	04/00/2019 12:02:29
						Use	a. writ(wendell ne)				04/09/2018 12:05:28







6. Select the appropriate option. Call the deferred prescription(s) up to fill.



NOTE: The External Rx Order states 'This order is not Electronic Authoritative. A paper copy is required'.

- External is			
	This order is not Electronic Authoritative. A paper copy is required.		
Order Ref	Prence		Messages
1.2.2.3.3.7	7.1011281.2:7fd4c00b-8994-4f95-8e84-16dafb5ce2b2		
Written Da	te Do Not Dispense Before Expiry Date		
04/09/201	8 04/09/2018		
Dationt			
Name	Mr. Kroll, Wendell	Unlink	Process
Address 1	220 Test Road	Gender	M
Address 2		DOB 1	988-01-13
City	North York Prov ON	Postal	M1V 1V1
Phone	Home: (416) 219-9000 C		371283165
Allergies	Penicillins (Suspected); Salicylates		
Observ.	143 centimeter(s) (07/08/2018); 86.17 kg (07/08/2018)		
Drug			
Name	rosuvastatin		
Strength	No strength specifie		
Form	Tablet		
Provider			
Name	Dr He, Wendell		
License #	33899 Specialty		
Location	PSS QA Ro	ole Docto	r
Address	5102 48 St,		
City	Yellowknife Prov N	Postal	X1A 1N6
Dhone	Work: (510) 701 2601		





### **Unlinking Patients**

When an electronic prescription or Clinician communication is received for a patient for the first time, a user must correctly link the patient via the ADT Wizard.

It is a rare occurrence for incorrect patients to be linked. However, this may happen and all subsequent prescriptions and clinician communication will be automatically linked to the wrong patient.

A user may break the link between the incorrect patient and PrescribelT® in this case.

#### Unlinking Patients without any filled prescriptions

An incorrect patient has been linked to a PrescribeIT® incoming prescription.

ADT Wizard Patient select Please select	ction page 1 select the correct patient for the ADT message	
ADT Message	PrescribeIT	
Incoming	ADT Patient	Selected Patient Patient Kroli, Max S
Last Name First Name Address 1 Address 2 City Postal Code Birthday Sex Home Phone PHN	Kroll BC 20 British Columbia Rd Sauble Beach Prov ON M9V 1M9 01/01/1990 Age 28 U Work 9735385945	Last NameKrollFirst NameMax SAddress 1220 Duncan Mill RdAddress 2
		< Back Next > Cancel







1. Call up a PrescribeIT® prescription for the patient from Rxs To Do/Data Entry.

File         Edit         Recent         Rx         View         Labels         Profile         Rx           F3 - Patient         F5 - Drug         F7 - Drug <th>Order Reference           1.2.2.3.3.7.7.1011281.2:2a1191b2-dddf-4b68-9d54-e13ddcc15ae2</th> <th>essages</th>	Order Reference           1.2.2.3.3.7.7.1011281.2:2a1191b2-dddf-4b68-9d54-e13ddcc15ae2	essages
New Rx         Pending Adj           Date 13/08/2018         Time 09:57         F2         Due         12	Written Date Do Not Dispense Before Expiry Date 13/08/2018	
Patient Search Name Kroll, Max S Age: 7 Address 220 Duncan Mill Rd Male City Toronto Prov ON Phone Home (416) 383-1010 Plan Client ID Allergies (0)	Patient         Name       Kroll, BC         Address 1       20 British Columbia Rd         Address 2       DOB         City       Sauble Beach         Phone       BC PHN         Allergies       No allergies have been specified         Observ.       Image: Saudi S	Unlink 0-01-01 9V 1M9 35385945
Conditions (0)	Drug         Alesse (21) 100-20 mcg           Name         Alesse (21) 100-20 mcg           Strength         DIN           DIN         02236974           Form         Tablet	

- 2. Click on the **Unlink** button on the External Rx Order.
- 3. Click on Yes when prompted 'Are you sure you want to unlink this patient?'

File Edit Recent Rx View Labels Profile Re	Order Reference	Messages					
F3 - Patient F5 - Drug F7 - Do	1.2.2.3.3.7.7.1011281.2:2a1191b2-dddf-4b68-9d54-e13ddcc15ae2						
New Rx         Pending Adj           Date         13/08/2018         Time         09:57         F2         Due         12	Written Date     Do Not Dispense Before     Expiry Date       13/08/2018     13/08/2018						
Patient Search Name Kroll, Max S Age: 7 Address 220 Duncan Mill Rd Male	Patient Name Kroll, BC Address 1 20 British Columbia Rd Address 2	Gender					
Phone Home (416) 383-1010 Plan Client ID	Cit Are you sure? Prov ON Ph B	Postal M9V 1M9 C PHN 9735385945					
Allergies (0)	Ot Are you sure you want to unlink this patient? Dr Na Yes No						
Conditions (0)	DIN 02236974 Form Tablet						

4. The prescription will be in the Rxs To Do/Data Entry queue in its original state, with no local patient identified.





5. The next time the user recalls the PrescribeIT® prescription from the Rxs To Do/Data Entry queue to fill, the ADT wizard will launch.

Order Re	ference 🔄 Messages 👌	File Edit Recent Rx View	Labels Reports	Utilities NH Ca	rds Session	Help Version 10			
1.2.2.3.3.3	7.7.1011281.2:2a1191b2-dddf-4b68-9d54-e13ddcc15ae2	F3 - Patient F5 - Dr	ug F7 -	Doctor F9 - 1	Workflow	F11 - Drop-off	F12 - Fill Rx	Alt+X - Start	i
Written D	ate Do Not Dispense Before Expiry Date	New Rx Pending Ad	Į			Rx Start Date Latest 13/08/2018 0	t Fill Qty	Init 🗸 lo	okup 🗶 Cancel
		Date 13/08/2018 Time 09:57	Ø ADT Wizard	1 - mar - mar	÷.	(ii) want beau it	an in here	0	
Patient	10-11 PC	Patient Search	Patient sele	ction page 1					
Name Address 1	Conder	Name	Name Please select the correct patient for the ADT message Address ADT Message PrescribeIT						
Address 1	20 British Columbia Kd Gender	Address							
Cibr	Sauble Beach Prov. ON Postal MOV 1M0	City	Incoming ADT Patient			Selected Patient			
Phone	BC PHNI 9735385445	Phone					Patient <10 note	ential patients founds	Search
Allergies	No allergies have been specified	Plan Client ID	1				- ducine		
Observ.			Last Name	Kroll			Last Name		
		Allergies (0)	First Name	BC			First Name		
Drug			Address 1	20 British Columb	bia Rd		Address 1		
Name	Alesse (21) 100-20 mcg		Address 2				Address 2		
Strength	02726074 Farm Tablet	Conditions (D)	City	Sauble Beach		Prov ON	City		Prov
Dalia	V2250914 Form Tablet	Conditions (a)	Postal Code	M9V 1M9			Postal Code		
Provider			Birthday	01/01/1990		Age 28	Birthday		Age
Name	Dr Cius, Diana		Sex	U			Sex		
License #	55555 Specialty	Plans Pricing Dates Comr	Home Phone		Work		Home Phone	Work	•
Location	PSS QA Role Doctor	Rx Plans Plan Pays		0705005045					
Address	5102 48 St,	Cash 🔹 0.0	PHIN	9733363943			PHN		
City	Yellowknife Prov NT Postal XIA IN6								
Phone	WOLK: (214) 181-5081								
Sig							< Back	Next >	Cancel
1 tablet	1 time daily				_				11

Unlinking Patients when Prescriptions have been filled incorrectly

💋 1-(local):PrescribeIT10-14-New F	ix.			- 11 <del>0</del>					
File Edit Recent Rx View L	abels Reports	Utilities N	H Cards Session	Help Version 10	510 GI	Du	( deat		
F3 - Patient F5 - Dru	g F/ - 1	Doctor	P9 - Workflow	Fil - Drop-off	+12 - Fill	RX AIT+X	- start		
New Rx Pending Adj				28/06/2018 0	Qty	Init	Lookup	X Cancel	Rx Rx Unfilled
Date 28/06/2018 Time 10:27	Ø ADT Wizard	-	-	AL MARCHINE M	-	naiyi.			Make Rx Not Dispensed
Patient Search	Patient sele	ction page	1						Make Rx Stock Transfer
Name	Please select the correct patient for the ADT message								Adapt Rx
Address	ADT Message	Prescribel	T						H Add Ry Image
City	Incoming	ADT Patier	nt		Selected Patient				Transfer By From Another Store
Plan Client ID					Patient Kroll	Test One		Search	
	Last Manual	Kroll			I and Manage	Kroll			Call Doctor
Alleraios (0)	Last Name	Kroll			Last Name	Test One			View
niergies (v)	First Name	Patient On	ie I		First Name	Test One	24		External Rx Order
Address 1 2380 Broms			isrove ra	ve rd		220 Duncan Mill	Kū		EPrescribe Messages
	Address 2	. dississan		David ON	Address 2	North York		Draw ONI	Rx Images
Conditions (0)	City Destal Code	I DE ANIO	4a	PTOVION	City Destal Cada	North TOTK		Proviola	P Work Order
	Postal Code	L5F 4IN0	0	100	Postal Code	05/07/1000		4.00 27	x Counseling History
	Birthday	10/10/199	0	Age 19	Birthday	00/07/1990		Age 27	Worldlow
Phyland and a	Sex	M	mate		Sex	M	Wede		Send Rx to Trouble
Plans Pricing Dates Comm	Home Phone		WORK		Home Phone		work		View Workflow Detail
Cash • 0.00	PHN				PHN				
								(	-
					< Back	Next >		Cancel	
Next Disp Qty Min In Max Di	terval Days isp Qty	Rx Co	mments (1)	Drg Pack Tier Id:	1				2
External Ref: 1.2.2.3.3.7.7.1011281.2 Treatment Type: Chronic	5d78c732-084d-4	obf-9a21-401.	257cc1fd7 -						
				User: DC (Diana	Test)	Filling Rx 1	of 3	20 <b>1</b>	28/06/2018 10:48:12




1. An incorrect patient is linked with an incoming electronic prescription.

Clicking the Unlink button will prompt the user that there are PrescribeIT® prescriptions that must be cancelled first before the unlink can occur.

File Edit Recent Rx View Labels Profile Reports	💋 External Rx Order	e - • <b>· · ·</b>
F3 - Patient F5 - Drug F7 - Doctor	Order Reference	Messages
New Rx Pending Adj	1.2.2.3.3.7.7.1011281.2:19930e97-9c60-455b-97f2-18baeb49	bcd4
Date 20/07/2018 Time 14:46 F2 Due 6 days a	Written Date Do Not Dispense Before Expiry Date	
Patient Search	20/07/2016	
Name Conformance, Sandra Dee Age: 41 B	Patient	
Address 12 Beverly Blvd Male G	Name Miss Conformance, Sally	Unlink
City Mississauga Prov ON P	Address 1 4646 Heritage Hills Blvd	Gender <b>F</b>
Phone Home (905) 555-1234 P	Address 2	DOB 2012-02-27
Plan Client ID D	City Mississauga Prov ON	Postal
	Phone Home: (905) 295-7614	<unk></unk>
Allergies (0)	Allergies No known allergies	
	Observ.	

Order Ref	ference					Messages
1.2.2.3.3.7	7.7.101	281.2:19930e97-9c60-455	5b-97f2-18ba	eb49b	ocd4	
Written Da 20/07/20	ate 18	Do Not Dispense Before 20/07/2018	Expiry Da	ite		
Patient						
Name	Miss	Conformance, Sally				Unlin
Address 1	4646	Heritage Hills Blvd			Gende	r F
Address 2					DOB 2	2012-02-27
City	Missi	ssauga	Prov	ON	Postal	M
hone	Hom	e: (905) 295-7614			<	Unk>
Allergies	No k	nown allergies				
Observ.						
Drug 1-	(local):P	rescribeIT10-14-New Rx for	Conformance	, Sandr	a Dee	×
Drug 1-	(local):P	rescribelT10-14-New Rx for	Conformance	, Sandr	a Dee	this patient
Drug 1-4 Name Strengt	(local):P The foll 10005	rescribelT10-14-New Rx for owing Rxs must be marked a 50 - Stelara 45mg/0.5ml	Conformance as a mistake b	, Sandr	a Dee ou unlink	this patient
Drug 1-1 Name Strengt	(local):P The foll 10005	rescribeIT10-14-New Rx for owing Rxs must be marked a 50 - Stelara 45mg/0.5ml	Conformance as a mistake b	, Sandr	a Dee ou unlink	this patient
Drug 1- Name Strengt Form Provid	(local):P The foll 10005	rescribelT10-14-New Rx for owing Rxs must be marked a 50 - Stelara 45mg/0.5ml	Conformance as a mistake be OK	, Sandr	a Dee ou unlink	this patient
Drug 1- Name Streng Form Provid Name	(local):P The foll 10005	rescribelT10-14-New Rx for owing Rxs must be marked a 50 - Stelara 45mg/0.5ml	Conformance as a mistake be OK	, Sandr	a Dee ou unlink	this patient
Drug 1-4 Name Streng Provid Name	(local):P The foll 10005	rescribelT10-14-New Rx for owing Rxs must be marked a 50 - Stelara 45mg/0.5ml	Conformance as a mistake be OK	, Sandr	a Dee ou unlink	this patient
Drug 1- Name Form Provid Name License	(local):P The foll 10005	rescribelT10-14-New Rx for owing Rxs must be marked a 50 - Stelara 45mg/0.5ml	Conformance as a mistake be OK	, Sandr efore ye	a Dee ou unlink e <b>Doct</b> e	this patient
Drug 1-( Name Streng Form Provid Name License Location Address	(local):P The foll 10005 PSS C 5102 Yello	rescribeIT10-14-New Rx for owing Rxs must be marked a 50 - Stelara 45mg/0.5ml (A 48 St, whnife	Conformance as a mistake bi OK	, Sandr	a Dee ou unlink e <b>Doct</b> a	this patient or









2. From the patient's local medication profile, locate the PrescribeIT® prescription(s) and click cancel.

Patient S	iearch				<u>D</u> rug Se	arch	1	F2 Pack	D <u>o</u> c Sea	rch
Name	Conformance	, Sandra Dee		Age: 41	Brand	Stelara		45mg/0.5ml	Name	Dr. I
Address	12 Beverly Blvd M		12 Beverly Blvd N		Generic	Ustekinumab		JNO (Jan	Address	510
City	Mississauga		Prov	ON	Pack	1 Form ML	Sched 1	in the second	City	Yell
Phone	Home	(905) 555-1234			Purch	\$4,845.77	OnHand -1	No image	Phone	(416
Plan	C	lient ID			DIN	02320673	Min Qty 0		Lic#	ON
					Conf	irm Rx				
Allergie	s (0)				2	Are you sure y	ou want to Ca	ancel this Rx? ancel and <u>R</u> efill	5	DC / 1 30
Conditio	ons (0)				Route of	f Admin Sub	cutaneous	÷	Labels	Wri

3. Select the option **Filled in Error – Remove from profile**.

Priority	Default W	ait Time 🔻 F 2	Due	in 19	) mins	Fill	Rx [	F2 Wo	rk Order	1661	F2	Ì
<u>P</u> atient S	earch				Drug Se	arch			1	F2	Pack	<
Name	Conform	ance, Sandra Dee		Age: 41	Brand	Stelar	a			45mg/0	I.5ml	
Address	12 Bever	y Blvd		Male	Generic	Ustek	inumab			JI	IO (Jan	
City	Mississa	uga	Prov	ON	Pack	1	Form ML	Se	hed 1	- L.	1	
Phone	Home	(905) 555-1234			Purch		\$4,845.77	OnHand	d -1	No in	nage	
Plan		Client ID			DIN	099500	673	Min Qt	/ 0		j	
Allergies Conditio	s (0)	You are cancelin Do y Make f	ng the you wa this Rx - Remo	first fill ant to: Unfilled	of an Rx	) )						
			_		Dosage	Form	n Sub Syri	nge (mL)	)		v v	

**NOTE:** After each PrescribelT® prescription is cancelled and marked as 'Filled in Error' and the patient is unlinked, the Rxs will be returned to the To Do/Data Entry Queue to be re-linked to the correct patient and file.





4. After all PrescribelT® prescriptions have been cancelled, call up a prescription from To Do. Click on the Unlink button and select **Yes** when prompted to unlink the patient.

Order Ref	erence				Messages
1.2.2.3.3.7	7.1011281.2:19930e97-9c60-455b	0-97f2-18b	aeb49	9bcd4	
Written Da	te Do Not Dispense Before	Expiry D	ate		
20/07/20	18 20/07/2018				
Patient					
Name	Miss Conformance, Sally				Unlink
Address 1	4646 Heritage Hills Blvd			Gende	r F
Address 2				DOB	2012-02-27
City	Mississauga	Prov	ON	Postal	
Phone	Home: (905) 295-7614			<	Unk>
Allergies	No known allergies				
Observ.	Are you sure?		- 8		
Drug				1	
Name	Are you sure you want to unlink t	this patient	?		
Strength					
Form		_	_		
	Yes	No			
Provider	Or Ion Cristian				
licence #	000000 Coscielty				
Location	area of the speciality		Pal	Det	
	-22 QA		Roll	Doct	01
Address	5102 40 Ct				
Address	5102 48 St, Vellowknife	Dres	NT	Docto	¥14 1M

The link has now been broken. All subsequent prescriptions will no longer be linked with the incorrect patient and on the next new electronic prescriptions the ADT wizard will launch, prompting the user to search and select a local patient.

Adj		26/07/2018 0	Qty	Init	🖌 Lookup 💢 Cancel
:46 💋 ADT Wizard					
Patient sele Please	ction page 1 select the correct p	atient for the ADT message			
ADT Message	PrescribeIT				
Incoming	ADT Patient		Selected Pat	ient	
			Patient <10 pote	ntial patients foun	Search
Last Name	Conformance		Last Name		
First Name	Sally		First Name		
Address 1	4646 Heritage H	ills Blvd	Address 1		
Address 2			Address 2		
City	Mississauga	Prov	City		Prov
Postal Code			Postal Code		
Birthday		Age 6	Birthday		Age
Sex			Sex		
Home Phone	905-295-7614	Work	Home Phone		Work
PHN			PHN		
0.0					
			Con the		
			< Back	Next >	Cancel

**NOTE:** Before a patient can be unlinked, all previous PrescribelT® prescriptions filled for the incorrect patient must be cancelled and marked as a mistake.









# The External Rx Order

The external RX order will appear each time a PrescribelT® prescription is called up to fill. This form contains all the information on the order as written by the prescriber.

🖉 External Rx	Order			
Prescribe	Corder Reference			Messages
2.16.840.1	.113883.3.1467.1012518.2:EMR-92	262^BD18A008-94A7-42DD-B05F-47728397A8	340	
Written Da 02/08/201	te Do Not Dispense Before 02/08/2019	Expiry Date 01/08/2020		
Patient				
Name	Sample, Patient			Unlink
Address 1	123 Ma Test1 Street			Gender M
Address 2				DOB 1975-02-12
City	Ed		Prov AB	Postal V1X 5W8
Phone	Home: (780) 555-8888			AB ULI 123456780
Allergies	Acetaminophen:ACETAM COD	CAFF 300-8-15MG TAB (Suspect); Coffee:A	CETAM COD	CAFF 300-8-15MG T
Observ.				
Drug				
Name	APO-PREDNISONE 5 MG TABL	ET		
Strength				
CCDD	00312770 Form			
Provider				
Name	Alveres, Canello			Link
License #	calv001 Specialty			
Location	Site11 - (PrescribeIT Enabled)		R	ole Doctor
Address				
City			Prov	Postal
Phone	Work: (999) 999-9999; Work: (9	99) 999-9999		
Sig				
Admin Star	t Date 02/08/2019		Admin St	op Date 23/08/2019
1 (One) T	ablet(s). Once daily for 7 days	FHEN 2 (Two) Tablet(s) Once daily for 14	dave Pouto	- 0 ml
	ablet(s), once daily for 7 days	THEN 2 (Two) Tablet(s), Once daily for 14 (	uays. Route	
ose this	sig code text in the Kx.			J
Prescribed Qty 35 Ta	blet(s) Days 21 Qty 35 Tab	let(s) Days 21 Refills		
Comments				]
Treatmen	nt Type: Chronic			
Prior Orde	r			
Order #				Copy from Local Rx
		X Close		







### The fields in the top portion of the External Rx Order

Written Date: The date the prescription was written by the prescriber.

**Do Not Dispense Before**: When populated, it tells the pharmacist to not dispense the medication to the patient before this date.

**Expiry Date**: The expiry date of the prescription. It is typically 365 days, but may be shorter for medications like narcotics.

**Patient**: Patient name and demographics are present in this section and can serve as validation that the correct patient is being served in the local Kroll system.

Patient Observations (height and weight) and allergies will also be present if the provider has specified any.

💋 External R	x Order	K	DB		3
Order Ref 1.2.0.9.9.4	erence .0994.2:EMR-ba809131-768d-485	e No Doc ERenew	al Do I	Not Auto Fill	*
Written Da 26/03/201	te Do Not Dispense Before 26/03/2018	Expiry Date 26/03/2019			
Patient Name	Mr Cicco, Marlon Jr				
Address 1 Address 2	1465 12th Ave		Gende DOB	er M 1982-01-17	
City Phone	Calgary Home: (403) 855-2226	Prov AB	Postal AB ULI	V0V 9O5 2094391035	
Allergies Observ.	Peanut; Severe Latex allergy; P 180.5 centimeter(s) (26/03/201	enicillin allergy; eg 8); 87.5 kg (26/03/2	g; Dus 2018)	t; Strawberry	
Drug Name	APO-DULOXETINE (duloxetine	e (duloxetine hydro	chlorid	Peanut Severe Latex alle Penicillin allerg egg	erg) y
Strength DIN	02440423 Form		Mon	Dust Strawberry Metals	
					1

**NOTE:** Hover the mouse over the allergies to view a complete list if there are multiple allergies.







Drug: This section contains the drug name, DIN and form.

Strength: The strength to be dispensed will be displayed in this field if specified by the prescriber.

**Monitored Flag**: If the prescriber indicates that the medication includes a monitored ingredient a field will display - Monitored: **Yes**.

Order Ref	erence	10	1 Messages
1.2.2.3.3.7	7.1011281.2:c25078e8-b122-4505-b88c-52d8f4b59b61		
Written Da 30/08/201	te Do Not Dispense Before Expiry Date 18 30/08/2018		
Patient		100	
Name	Mr. Kroll, Wendell	Unlink	Process
Address 1	220 Test Road	Gend	ler M
Address 2		DOB	1988-01-13
City	North York Prov O	N Posta	MIV 1V1
Phone	Home: (416) 219-9000	ON PHN	237128316
Allergies	Penicillins (Suspected); Salicylates		
Observ.	143 centimeter(s) (07/08/2018); 86.17 kg (07/08/2018)		
Drug			
Name	Tylenol with Codeine No 3 300-30-15 mg	_	
Strength	300-30-15 mg	Mo	stored Yes
Form	Tablet	-	
Provider			
Name	Dr He, Wendell		
License #	33899 Specialty		
Location	PSS QA S	tole Do	tor
Address	5102 48 St,		
City	Yellowknife Prov M	T Pos	al XIA IN6

**Provider**: The provider section will display the prescribers full name, licence and full address. This ensures linking the prescriber with the correct PrescribeIT® record.

Admin Start Date: When populated, this will indicate to the pharmacist the date the patient will start taking the medication. The date value will also be populated in the Administration Period Start Date field in the Dates tab of the F12 – Fill screen.

Admin Stop Date: When populated, this will indicate to the pharmacist the date the patient will stop taking the medication. The date value will also be populated in the Administration Period Stop Date field in the Dates tab of the F12 – Fill screen.

**SIG**: The instructions for use as written by the prescriber. Check the box Use this SIG code text in the Rx to copy the SIG into the F12 – Fill screen or, you may also enter the SIG manually.

**Dispense**: The Dispense quantity, Days supply, Total Authorized quantity, Repeats as well as Maximum Dispense quantity (i.e. part fill) and Minimum Interval days will display in this section if specified.







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**NOTE:** The system will auto-populate the quantities and days in the F12 filling screen from the External Rx Order if the units of measure match.

Location	Site11 - (PrescribeIT Enabled) Role Doctor								
Address	,								
City	Prov Postal								
Phone	Work: (999) 999-9999; Work: (999) 999-9999								
Sig	Sig								
Admin Star	rt Date 21/08/2019 Admin Stop Date 23/08/2019								
1 (One) (	Capsule(s), Once daily for 2 days. Comments. Route: Oral								
🔲 Use this	s sig code text in the Rx.								
Prescribed	Authorized								
Qty 2 Cap	sule(s) Days 2 Qty 2 Capsule(s) Days 2 Refills								
Max Disp	Qty Min Interval Days								
1 Capsule	e(s) 1								
Detected I	ssues								
Detected	Issue: : Managed Warning Interacts with Opioids - Morphine Analogues								
Manag	gement: Action: Continued - See Comments. Comment: c;								
Comments									
Treatmen	nt Type: Chronic								
Pharmacis	t Instructions								
Pharmaci	ist instructions								
Prior Orde	er								
Order #	Copy from Local Rx								
	Close								

**Detected Issues**: If the prescriber has detected any issues with the patient's medications they will be entered in this section. This can range from drug interactions to medication management issues.

**Comments:** Treatment type, indications for use, insurance coverage, and exception or reason codes will be entered in this section if provided by the prescriber.

**NOTE:** When there is a lot of information in the External Rx Order, use the scroll buttons to move up and down the form.



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**Pharmacist Instructions:** Comments and information of importance to the pharmacist will be displayed in the Instructions section. This can include mixture preparation instructions, No Substitution direction, Min interval and Max dispense, and anything else the prescriber wishes to convey to the pharmacist.

**NOTE**: No Substitution will only be included in the Pharmacist Instructions, and is no longer displayed in its own field.

**NOTE:** The **Maximum Dispense Amount** and **Minimum Dispense Interval** will always denote the unit value. This is especially important when dispensing certain medications, like narcotics. The **Max Dispense** and **Min Interval Days** can be inputted into Kroll in the following fields.

Rx Plan	s	PI	an Pays E	extra Info (F	2 Edit	(5)	
Cash			0.00   D	educt: \$0.0	0		
					1.12		
Next Dis	p Qty		Min Inte	rval Days		<u> </u>	

The Maximum Dispense Amount if specified on the External Rx Order should be inputted into the Disp Qty field in Kroll.

**NOTE**: If the units of the maximum dispense matches the unit of measure in Kroll, the maximum dispense field will be auto-populated. If they do not match it is the user's responsibility to calculate the maximum dispense based on the unit of measure used in the system and what is specified in the External Rx Order.





#### Example: Grams vs. Tubes

🗾 🗾 External Rx Order	/endell	
Name Betaderm 0.1 %	NH Cards Session Help Version10	
Strength 0.1 %	- Workflow F10 - Pickup F11 - Drop-off F12 - Fill Rx Alt+X - S	Start
Form Cream	Rx Start Date Latest Fill	Canada A
Provider	30/08/2018 0 Qty Init V Lookup	Make Rx Unfilled
Name Dr He, Wendell	Fill Rx F2 Work Order 33 F2 Delivery Pickup 🗸	😡 Make Rx Not Dispensed
License # 33899 Specialty	Pack 454 V Doc Search Loc Office	<ul> <li>Make Rx Stock Transfer</li> </ul>
Location PSS QA Role Doctor	taderm Cream 0.1% Name Dr. He, Wendell	👗 Adapt Rx
Address 5102 48 St,	tamethasone Valerate TAR (Tar Address 5102 48 St	Add Rx Image
City Yellowknif( Prov NT Postal X1A 1N6	\$40.36 OnHand 0 Phone	Transfer Rx From Another
Phone Work: (513) 781-2081; Work: (513) 781-20	716626 Min Qty 0 Lic# 33899 Alt. Lic#	Call Doctor
Sig		Counsel Patient on Pickup
1 application 1 time daily for 30 days	CATION 1 TIME DAILY FOR 30 DAYS Init WH WH Auth Qty	5 1 Print Kroll Care
Use this sig code text in the Rx.	TION 1 TIME DAILY FOR 30 DAYS Disp Qty 5 g Rem Qty	5 1 C Owe Quantity
First Fill	Days 30 G.P. %	95.99 View =
Qty 1 Tube(s) Days Expiry Date	Prod Sel (NONE) VAcq Cost	\$0.44
Prescribed	O/W eRx (Prescribe  Cost	S0.49
Qty 1 Tube(s) Days 30	Imin Topical   Labels 1 F2 Fee	\$10.49 C Rx Images
Authorized	m Cream (g) 🔻 Total	\$10.98 (1) Clinical Interactions
Qty 4 Tube(s) Days 120 Refills 3	Unit Dose (Ctrl-U): Disabled	E Generic Equivalents
Max Disp Qty Min Interval Days	Vot enough inventory for Rx	C Unit Dose Info
1 Tube(s) 30	V Drug Cost (Purchase) hasn't been updated in 2179 days	t⇒ Work Order
V Auto Align Forms	ToDo Drug Name:Betaderm 0.1 %	Rx Counseling History
	This Rx is linked to an eRx	Workflow
	Dro Pack Tier Id: 1	V Send Rx to Trouble
Min Interval Days 30 Enabl	-Refill	View Workflow Detail
Max Disp Qty 5 Rx Co	nts (1)	Workflow Push Oueues
External Ref: 1.2.2.3.3.7.7.1011281.2:fd0b27e9-182f-4b44-a643-15d	161 c0	Data Entry
reatment type: Chronic	v	Packaging -

**Do not Auto-Fill and No E-Renewals:** Occasionally the prescriber may specify 'Do Not Auto Fill' or 'No E-Renewals'. Both will appear on the top-right corner of the external Rx order. Do Not Autofill means the prescription is meant to be posted to the patient profile to be dispensed later; Kroll will automatically make the prescription Unfilled.

**NOTE**: A user can override the Unfilled status by clicking the 'Make Rx Unfilled' menu button on the right side of the screen.

External F	Rx Order								
Order Ref	erence	-	Version 10		- 10				
1.2.0.9.9.4	0.0994.2:EMR-ba809131-768d-485e- No Doc ERenew	al Do Not Auto Fill	off F12 -	Unfill Rx		Alt+X - S	itart		
Written D	ate Do Not Dispanse Refore Evoiry Date	·	stest Fill	_			/ Lookur	Cancel	i≊Rx
26/03/20	18 26/03/2018 26/03/2019		00				Loonop		Make Rx Unfilled
			r 980 F2	Delivery	Pickup		-		😡 Make Rx Not Dispensed
Patient			- Pack	Doc Sear	ch		Loc C	linic for the 🗧 🔻	Make Rx Stock Transfer
Name	Mr Cicco, Marion Jr		30mg	Name	Dr. De	angelis, Co	lomba		🐰 Adapt Rx
Address 1	1465 12th Ave	Gender M	APX (Apr	Address	456 Sc	ome Street		100 Marca	Bit Add By Image
Address 2	C.L	DOB 1982-01-17	and the second	City	Hamilt	on		Prov ON	Transfer Pu From Another Store
City	Calgary Prov AB	Postal V0V 905	No image	Lic#	OAlga	14508	Alt. Lic		Transfer for From Another Store
Allergies	Rome: (405) 855-2220	AB OLI 2094591055		-					Call Doctor
Allergies	190 E continuetor(a) (26/02/2019), 97 E kg (26/02/2	(g; Dust; Strawberry							Scounsel Patient on Pickup
Observ.	180.5 centimeter(s) (20/05/2018); 87.5 kg (20/05/2	(010)	v 1 to 2 days rep	Init	DC	DC	Auth Qty	240 12	0 🎂 Print Kroll Care
Drug			RY 1 TO 2 DAYS	Disp Qty	2	CAP	Rem Qty	240 12	0 ⊗ View
Name	APO-DULOXETINE (duloxetine (duloxetine hydro	chloride) 30 mg	CTIONS: 13.2.3	Days	1		G.P. %	(	External Rx Order
Strength		Monitored Yes		Prod Sel	(NON	E) 🗸	Acq Cost	\$0.00	Rx Images
DIN	02440423 Form		-	0/W	Writte	in 👻	Cost	\$0.00	(1) Clinical Interactions







If the prescriber does not accept e-renewals, they will mark the prescription as 'No Doc e-Renewal'.

	to work of the provident	512 U-61 D-	V Chat
F3 - Patient F5 - Drug F7 - Doct	tor F9 - Worknow F11 - Drop-off	F12 - Unitil RX Alt+	X - Start
New Rx Unfilled	26/03/2018 15	Qty Init	Lookup 🗶 Cancel
ate 26/03/2018 Time 15:13 F2 Due 15 da	ays ago Fill Rx 💋 External Rx Order	OC. Manage Prints	
atient Search ame Cicco, Marlon Gray Jr Age: 36 ddress 1465 12th Ave Male ty Calgary Prov A8 None Home (403) 855-2226 An ONNMS Client ID 2094391035	Drug Search         Order Reference           Brand Apo-Duloxetin Generic Dutoxetine         0.2.0.9.4.0994.2:EN           Pack 30 Form C         1.2.0.9.9.4.0994.2:EN           Viritten Date         Do           Pack 30 Form C         26/03/2018           DIN 02440423         Patient           Name         Mr Cicco.           Sig TAKE 1 (ONE) TO 2         Address 1           TAKE 1 (ONE) TO 2         Address 1           1465 12tt         Address 2           City         Calgary           Phone         Homgvit:           Route of Admin         Desage Form	IR-ba809131-768d-485e No Not Dispense Before Expir /03/2018 26/0 Marlon J n Ave H03) 855-2226 Severe Latex allergy: Penicill titmeter(s) (26/03/2018); 87.	Doc ERenewal Do Not Auto Fill y Date 3/2019 Gender M DOB 1982-01-17 Prov AB Postal V0V 905 AB UII 2094391035 in allergy: egg: Dust; Strawberry 5 kg (26/03/2018)
Plans     Pricing     Dates     Comments     Indications     Im       .dmin Sites	Apo-DU Name APO-DU Strength DIN 02440423 Provider Name Dr. Dean License # QA1qa14 Location QA1 EMR Address 456 Som City Hamilton	LOXETINE (duloxetine (dulo Form gelis, Colomba 508 e Street, 1	xetine hydrochloride) 30 mg Monitored Yes Specialty Role Doctor Prov ON Postal A1B 2C4

In the **Other** tab of the prescription, the option No Doc E-Renewal will be enabled. If the user attempts to send an e-renewal for this prescription, a warning will appear on the e-renewal form indicating 'eRenewal not desired'. The user is required to input a Reason for Renewal or close the form and remove the prescription from the renewal (untag the prescription from the patient profile and request renewal).

💋 Request Renewal					
		Please specify how each re	newal should be requested		
Cicco, Marlon Gray Jr					
Reason for renewal Vacation Sup	ply				🔲 Urgent
Request renewal for the following	Rxs from		<ul> <li>PrescribeIT: Appletor</li> </ul>	Clinic -	Message
2 Apo-Duloxetine 30mg		Rem: 60, Auth: 120	Deangelis, Colomba	eRenewal not desired	
Reason for renewal	Vacation Supply				
		🗸 Request	🗶 Close		
	100000000110				





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**Auto-Align Forms:** There is a button on the bottom of the external Rx Order called Auto Align Forms. When enabled, this button will adjust the size and the position of the External Rx order as well as the fill screen so both are able to be optimally viewed. This is especially relevant when the screen resolution is low.

Prescribed Authorized Qty Days <b>30</b> Qty Days <b>30</b> Refills	ш
Comments	
Treatment Type: Chronic	
Prior Order	
Order # Copy from Local Rx	
	Ŧ
Auto Align Forms	

**NOTE**: The suggested optimal screen resolution is 1280 x 1024 and higher.

**NOTE:** The External Rx Order can be recalled at any time by navigating to View > External Rx Order within the prescription screen

N & 6.0	1 T T T T T T T T T T T T T T T T T T T	93. 74 F	
of 1-(local):epres	scribe2-Modify Rx for Yate	s, Lolly	
File Edit Rx	View Labels Profile	Reports Utilities	Cards Session Help V
F3 - Patient	External Rx Order		F9 - Workflow
1000001 Mo	Mixture Breakdown Suspensions		Rx Sta 17/05/
Date 30/05/2017	Work Order		Forward Rx F2
Patient Search	Workflow Detail		Search
Name Yates, L	Drug Interactions	Alt+Q	Hydrocortisone Cream 1

**NOTE:** The External Rx Order can be viewed on Clinician Communications that references a single order and from incoming ePrescribe Log Records by clicking the View Order button





# **Dispense and Cancel Dispense Notification**

Once a user fills or refills a prescription that was electronically received from PrescribeIT® a dispense notification will be sent to PrescribeIT®. This will notify the prescriber that the prescription has been dispensed (but not necessarily picked up by the patient) and can aid the Prescriber in knowing the patient's compliance in taking the medication.

Subsequently when a dispense is cancelled that was previously communicated to the prescriber, the system will also communicate the cancellation of the dispense using a Cancel Dispense Notification.

Both the Dispense Notification and the Cancel Dispense Notification are automatically sent and require no user intervention.

**NOTE**: Failed Dispense and Cancel Dispense messages will display in the F9-ePrescribe Notifications Queue. Please refer to the Failed Communications and Managing the ePrescribe Notifications Queue section of this document.









# Linking a PrescribeIT® Prescription to an Existing Local Rx (Copy to New)

For continuity of care, it is sometimes necessary to copy a local prescription to new and link it to the newly received PrescribeIT® prescription.

To link a prescription not previously received by PrescribeIT®:

- 1. Call up the prescription you wish to fill from the Rxs To Do/Data Entry queue.
- 2. The Process Electronic Rx Orders screen will be displayed. If there is a local Rx on the patient's profile that has a Therapeutic class match or higher, the Rx will be suggested along with the Copy from existing Rx and dispense Process Action. Place the cursor over the icon to display a hover hint for details of the match.

The match rank is as follows from descending order:

- Identical (DIN)
- Identical (CCDD MP)
- Equivalent CCDD NTP)
- Equivalent (GCN)
- Equivalent (CCDD TM)
- Equivalent (HiCL)
- Similar (Therapeutic class)

**NOTE**: Kroll will suggest the highest ranking match available and if there is more than one Rx of this match level, the most recently dispensed Rx will be suggested.







💋 Process Electronic Rx Orders	-		
The following actions are suggested ba Please review and make any necessary	sed on the available information. changes before processing.		
Patient He, Wendell JHN DOB 1988-Jan-16 33 y	Allergies latex Sex M Conditions		
PrescribelT Order	Process Action Local Rx		
[2021-Feb-03] 30 Tablet Lipitor 10 mg	Copy from existing Rx and dispense [2021-Feb-02] Rx# 1000057, 30 TAB Lipitor 10mg	<b>F</b> 2	
		Identical (DIN	N)
	Cancel		

- 3. Click F2 to bring up the Electronic Rx Order Process Details screen to view the details of the incoming order or to change the Process Action and/or Local Rx.
- 4. To change the suggested Rx, click on the Local Rx drop box. Rxs that have been determined to be a match will have an icon next to it on the drop box. Once an Rx has been selected, put the cursor over the icon on the Product to display a hover hint of the match details.

JHN	Allergies latex OOB 1988-Jan-16 33 y Sex M Conditions		
rocess Action Copy from ex	isting Rx and dispense ✓ Local Rx (2021-Feb (2021-Feb	03] Rx# 1000059, 30 TAB Apo-Atorvastatin 10mg	<mark>~ ⊗</mark>
Field	PrescribelT Order [2021-Feb-	02] Rx# 1000057, 30 TAB Lipitor 10mg	e
Order Reference	1.2.2.3.3.7.7.1011281.2:e7330ab2-0696-48e5-9971-0 [2021-Feb-	02] Rx# 1000058, 180 TAB Ran-Metformin 500mg	
Status	Filled	Filled	
last Dispensed On	N/A	2021-Feb-03	
Product	Lipitor 10 mg CCDD 02230711	Apo-Atorvastatin 10mg DIN 02295261, Schedule 1	$\otimes$
Prescriber	He, Wendell Doctor Licence# 33899	Alveres,Canello Doctor Licence# calv001	Equivalent (G
Administration Start	2021-Feb-03	2021-Feb-03	
Administration Stop		2021-Feb-03	
Administration Instructions	1 tablet 1 time daily	TAKE AS DIRECTED	





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5. To Copy and Unfill the order instead of dispensing, select the Copy from existing Rx and Unfill option from the Process Action drop box.

Electronic Rx Order Processin	ng Details		_		×
Patient He, Wendell	Allergies				
JHN	DOB 1988-Jan-16 33 y Sex M Conditions				
Process Action Copy from e	xisting Rx and unfill V Local Rx (2021-Feb-03	] Rx# 1000059, 30 TAB Apo-Atorvastatin 10mg		6	<u>» ~</u>
Field	PrescribelT Order	Local Rx			
Order Reference	1.2.2.3.3.7.7.1011281.2:e7330ab2-0696-48e5-9971-01cd5fbb2c32				
Status	Filled	Filled			
Last Dispensed On	N/A	2021-Feb-03			
Product	Lipitor 10 mg CCDD 02230711	Apo-Atorvastatin 10mg DIN 02295261, Schedule 1		(	$\approx$
Prescriber	He, Wendell Doctor Licence# 33899	Alveres,Canello Doctor Licence# calv001			
Administration Start	2021-Feb-03	2021-Feb-03			
Administration Stop		2021-Feb-03			
Administration Instructions	1 tablet 1 time daily	TAKE AS DIRECTED			
	✓ Save	X Cancel			

- 6. Click Save once all necessary changes has been made.
- 7. Click Process when returned to the Process Electronic Rx Orders screen and the information will be copied form the selected Rx and populate on the F12-Fill screen. The Unfill option will be selected by default if the Copy from existing Rx and Unfill was selected instead of dispense.

**NOTE**: The quantity fields will not be copied over to the new Rx.







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8. Verify that all the information on the F12 screen is correct and any necessary changes have been made (change in dose/Instructions as indicated by the external order) and click F12-Fill Rx/F12-Unfill.

PrescribelT Order Reference			
1.2.2.3.3.7.7.1011281.2/e7330ab2-0696-48e5-9971-01cd5fbb2c32			
Wolten Date			
03/02/2021 03/02/2021			
	6		
Panent Nama Ne Wandall	I-(local):Pharmacy10-22PrescribelTDemo-New Rx for He, Wendell		- D >
Address 1 220 Duncan Mill Rd Greder	File Edit Recent Rx View Labels Profile Reports Ublities NH Cards Session Help Version 10		
Address 2 DOB 1988-01-10	F3-Patent F5-Drug F7-Doctor F3-Workfow F10-Polup F11-Dru	F12-F8.8x Alt+X-Start	
City Prov Postal	Re Start Date Latert Fill-Cop	a church fut he many of leathing & Canvel	Re
Phone Home: (416) 222-2222 <unk></unk>		CUY 30 STOLE INC. WHI COUNTY OF THE OWNER	<ul> <li>Make Rx Unfilled</li> </ul>
Allergies Other: Severe Latex allergy: Penicillins (Suspected)	Date         03.02/2021         Time         12.55         F2         Due         2h 9m ago         Fill Rx         F2         Work Order         1101         F2	Delivery Pickup v	Make Rx Not Dispensed
Observ.	Patient Search 90 V Pack	Dgc Search Loc PSS QA ~	Make Rx Stock Transfer
Prop	Name He, Wendell Age 33 Brand Apo Atorvastatin 10mg	Name Dr. He, Wendell	🔏 Adapt Rx
Name Lipitor 10 mg	Address 220 Duncan Mill Rd Male Generic Atomastatin Caldum APX (Apr	Address \$102.48.5t	C Add Rx Image
Strength	Phone Home (416) 222-2222 Purch StS 60 Childred 40	Phone (416) 111-1111	The Kansler Rx From Another
CCDD 02230711 Form Tablet	Plan Client ID DIN 02295261 Min Cty 0	Lie# 33899 Alt. Lie#	B. Calibrate
Provider			Caused Datient on Dichun
Name Dr He, Wendell	Allerairs (1) Sig TUD	Init WH WH Auth City 30 1	Rint Koll Care
License # 33899 Specialty	Latex TAKE AS DESCREP.	Disp Oty 10 Tall Rem Oty 30 1	C Out Ountity
Location PSS QA Role Doctor	INCE AS UNCCTOD	Dave 30 G.P. 5 67.8	C Old Channel
Address   5102 48 St,		Proof Sel (NCINE) Acq Cost \$5.23	- View
City Yellowknife Prov NT Postal X1A 1N	Conditions (0)	O/W Cost \$5.75	EL threads Margare
Phone Work: (519) 781-2681; Work: (519) 781-2681	Route of Admin Oral v	Labels 1 F2 Markup \$0.00	Charlet Internation
Sig	Dosage Form Tablet	Fee \$10.49	Conversion fragmenters
Admin Start Date 03/02/2021 Admin Stop Date	Plant Diving Dates Compared Individual Impart Other Unit Doer (CH-U): Divided	1000 21004	Putted Decatelo
1 tablet 1 time daily	Px Plans Plan Pays Extra Info #2 Edits		A West Outer
Use this sig code text in the Rx.	Cash v 16.24 Deduct: \$16.24 🛆 A This Rx was already filed today	aj	Pr Cameralian Mictory
Descention a descent	A. Drug Cost (Purchase) hasn't be	een updated in 993 days	to contrary many
Otr 30 Tablet(s) Days Or 30 Tablet(s) Days Refils	O This Rx is linked to an eRx		Workflow
and the restance of the restan	O Drug will be Ordered		W Man Weddley Datell
Detected issues	O Delivery Label will be printed		all new monthow becau
have unknown interactions	Next Disp Qty 0 min interval cavs Enable Auto-Retail		Worldlow Push Queues
Management: Patient Counselled	Re Connents (0) (100 conp car 0)		Data antry
Comments			Peckaging
Treatment Type: Chronic	User: WH (Wendell He)	30	1 03/02/2021 15:05:2
Prior Order			
Order #			
Pr has been corried from corresponding prior By #1000150			
The time regime inclusion contraction and factors a second			

9. The prior local Rx will be inactivated and will be linked to the new electronic prescription.

	Pr	ofi	ile -	All Rxs (4)					ESC -	Back t	o Pati	ent F - Refill R - Reprint	D - Detail	Extra Functions	¥
	#	в	U	Status	Orig Rx	RxNum	Date	Ago	space- Qty	Mark I Auth	Rem	BrandName	Doctor	Sig	^
I	1	N	N		1000060	1000060	03/02/2021	0	30	30	0	Lipitor 10mg	He,Wendell	1 tablet 1 time dail	Ś
I	2	Ν	Ν		1000059	1000059	03/02/2021	0	30	30	0	Apo-Atorvastatin 10mg	Alveres, Canello	T UD	
	3	Ν	Ν		1000058	1000058	02/02/2021	1	180	180	0	Ran-Metformin 500mg	Alveres, Canello	T UD	
	4	Ν	Ν	Inact (Copied)	1000057	1000057	02/02/2021	1	30	30	0	Lipitor 10mg	Alveres, Canello	T UD	





10. If a "Copy From" action was not selected previously, this can still be performed on the Fill screen by clicking Copy from Local Rx button on the External Rx Order. The patient's local Rx profile will be displayed; locate the prescription you wish to copy and click Y-Copy to New or press 'Y' on your keyboard. Then click F12-Fill/F12-Unfill.

Address 1	220 Duncan Mill Rd	Gender		
Address 2		DOE 1988-01-16	🍠 1-docal) Bharmacy10-229 nice/bel7Derrio-Ninii Ro Ha, Wendelf	- D ×
City	Prov	Postal	File Edit Recent Rr. View Labels Profile Reports Utilities NH Cards Session Help Version 10	
Phone	Home: (416) 222-2222	<unk></unk>	F3-Patent F5-Drug F7-Doctor F1-remainer F11-Tomort F12-F8.Rx Alt+X-Sta	• • • • • • • • • • • • • • • • • • •
Allergies	Other: Severe Latex allergy: Penicillins (Suspected)		Ri Start Dale Lafest Fill	- Rx A
Observ.			New Rx Pending Adj e1/02/2021 0 Cey Inst Concept	Make Ra Unfilled
Drug			Date 05/02/2021 Time 12:55 Ft: Due 2h 19m ago Fill Rs Ft: Work Order 1101 Ft: Delivery Pricitia	Make Rx Not Dispensed
Name	Lipitor 10 mg		Extent Search 90 - Pack Dgc Search Loc PSS QA	- Make Rx Stock Transfer
Strength			Name He, Wendell Age 33 Brand Lipitor 10mg Name Dr. He, Wendell	X Adapt Rs
CCDD	02230711 Form Tablet		Address 220 Duncan Mill Rd Male Generic Atorvestatin Calchum PFC (Pfg Address 5192-48-51	Bi Add By Imana
Previder			City Vollowikelite Prov. NT Pack 90 Form TAB Sched 1 City Vollowikelite Prov. NT Dhone (455) 111-111	The Transfer Pr From Another
Name	Dr He, Wendell		Plan Clerk 2222 DN 022072 Mich 21728 Michol 30 C	
License #	33899 Specialty			Call Doctor
Location	PSS QA Ro	e Doctor		Counsel Patient on Pickup
Address	5102 48 St,		Allergies (1) Seg Init. WH WH Auth Oly 35	1 Print Kroll Care
City	Yellowknife Prov NT	Postal X1A 1N6	Dip (29) 30 TAS Ben (39) #	0 Oge Quantity
Phone	Work: (519) 781-2681; Work: (519) 781-2681		Days G.P. %	7.06 View
Sig			Conditions (0) Pred Sel (VONE) Cost Set	1.76 External Rx Order
Admin Star	t Date 03/02/2021 Admin Sto	p Date	Panta of Admin Oral OVW etk. (Prescrite - Markup	0.00 C (Prescribe Messages
1 tablet 1	time daily		Labels 1 F2 Fee C	0.49 Clinical Interactions
Use this	sig code text in the Rx.	17	Patiest Profile for He, Wendell - X	5 E Generic Equivalents
-			Profile - All Rxs (3) ESC - Back to Patient Y - Copy To New D - Detail	Linit Dose Info
Prescribed	Authorized			Work Order
C(1)	and a contraction only and and a		B U Status One Re Exhum Oate App (2) Auth Ren Bandhame Doctor Sig	Rx Counteling History
Detected i	ssoes		2 N N 1000058 1000058 02/02/2021 1 150 160/0 Ran-Metformin 500mg Ahrens, Canelio T UD	Weskflaw
Detected have unk	Issue: Allergy Alert: Major Allergy to Severe Latex allergy 'Other' Allergy to Severe La nown interartions	tex allergy may	3 N N 1000057 02/02/2021 1 30 30 0 Lighter 10mg Alveres, Canetro T UD	V Send Rx to Trouble
Manag	jement: Patient Counselled			Wiew Workflow Detail
Comments				Workflow Push Queues
Treatmen	t Type: Chronic			Data Entry
		-		Packaging
Prior Orde	r.			Pharmacist Verification v
Order #		Copy from Local Rx		01/02/2021 15:15:27





## Linking a Prior Electronic Rx to a New Electronic Rx

 If there is a prior electronic Rx referenced on the new electronic order, Kroll will automatically suggest the Copy from existing Rx and Dispense Process Action and suggest the Rx associated with that previous order. Click Process on the Process Electronic Rx Order screen. This will copy some of the information from the previous electronic prescription, and link the two Rxs.

**NOTE:** If a prior order is found on the local profile, the associated Rx will be suggested above any other match ranking.

Patient Kroll, Cory	Allergies		
JHN	DOB 1980-Mar-25 40 y Sex M Conditions		
PrescribelT Order	Process Action Local Rx		
[2021-Jan-28] 60 Capsule	Lyrica Copy from existing Rx and dispense [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg		2
Electronic Rx Order Proces	ssing Details	_	
Patient Kroll, Cory	Allergies		
Patient Kroll, Cory JHN	Allergies           DOB 1980-Mar-25         Sex         M         Conditions		
Patient Kroll, Cory JHN	Allergies DOB 1980-Mar-25 40 y Sex M Conditions n existing Rx and dispense  V Local Rx [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg		
Patient Kroll, Cory HN	Allergies         DOB       1980-Mar-25       40 y       Sex       M       Conditions         n existing Rx and dispense <ul> <li>Local Rx</li> <li>[2021-Fab-04] Rx# 1000154, 60 CAP ACT Pregabalin 75mg</li> <li>[2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg</li> </ul>		(
Patient Kroll, Cory HN ocess Action Copy from	Allergies         DOB       1980-Mar-25       40 y       Sex       M       Conditions         n existing Rx and dispense <ul> <li>Local Rx</li> <li>(2021-Jan-28) Rx# 1000154, 60 CAP ACT Pregabalin 75mg</li> <li>(2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg</li> <li>[2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg</li> </ul> PrescribelT Order       [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg		(
atient Kroll, Cory HN ocess Action Copy from eld rder Reference	Allergies           DOB         1980-Mar-25         40 y         Sex         M         Conditions           n existing Rx and dispense          Local Rx         [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg           rescribelT Order         [2021-Feb-04] Rx# 1000152, 180 CAP ACT Pregabalin 75mg           1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30         [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg		(
Patient Kroll, Cory HN Docess Action Copy from eld rder Reference atus	Allergies           DOB         1980-Mar-25         40 y         Sex         M         Conditions           n existing Rx and dispense          Local Rx         [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg           PrescribelT Order         [2021-Feb-04] Rx# 1000152, 180 CAP ACT Pregabalin 75mg           1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30         [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg           filled         [2021-Jan-28] Rx# 1000153, 30 CAP ACT Pregabalin 75mg		(
Patient Kroll, Cory HN ocess Action Copy from eld Irder Reference tatus ast Dispensed On	Allergies           DOB         1980-Mar-25         40 y         Sex         M         Conditions           n existing Rx and dispense          Local Rx         [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg           [2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg         [2021-Feb-04] Rx# 1000152, 180 CAP ACT Pregabalin 75mg           [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg         [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg           [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg         [2021-Jan-28] Rx# 1000153, 30 CAP ACT Pregabalin 75mg           Filled         [2021-Jan-28] Rx# 1000153, 30 CAP ACT Pregabalin 75mg           [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg           [2021-Jan-28] Rx# 1000154, 30 CAP ACT Pregabalin 75mg           [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg           [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg		(
Patient Kroll, Cory JHN Copy from ocess Action Copy from ield Order Reference tatus ast Dispensed On roduct	Allergies         DOB       1980-Mar-25       40 y       Sex       Conditions         existing Rx and dispense       Local Rx       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         [2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg         1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg         Filled       [2021-Jan-28] Rx# 1000156, 30 CAP ACT Pregabalin 75mg         V/A       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-27] Rx# 1000155, 30 CAP ACT Pregabalin 75mg		(
Patient Kroll, Cory JHN ocess Action Copy from ield Order Reference tatus ast Dispensed On roduct	Allergies         DOB       1980-Mar-25       40 y       Sex       Conditions         n existing Rx and dispense <ul> <li>Local Rx</li> <li>[2021-Feb-04] Rx# 1000154, 60 CAP ACT Pregabalin 75mg</li> <li>[2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg</li> <li>[2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg</li> <li>1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30</li> <li>[2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg</li> <li>[2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg</li> <li>[2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg</li> <li>[2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg</li> <li>[2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg</li> <li>[2021-Jan-28] Rx# 1000152, 6</li></ul>		
Patient Kroll, Cory HN coses Action Copy from eld rder Reference tatus ast Dispensed On roduct	Allergies         DOB       1980-Mar-25       40 y       Sex       Conditions         n existing Rx and dispense        Local Rx       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         [2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg         1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg         Filled       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         V/A       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-27] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-27] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-27] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-27] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-27] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         Div 02402339, Schedule 1       He, Wendell         Dector       Dector		
Patient Kroll, Cory HN Copy from eld rder Reference atus ast Dispensed On roduct	Allergies         DOB       1980-Mar-25       40 y       Sex       Conditions         n existing Rx and dispense       Local Rx       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         [2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg         1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg         Filled       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         N/A       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         Lyrica       [2021-Jan-27] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         UNV 044023337, SCHEQUER 1       He, Wendell         Doctor       Licence# 33899		
Patient Kroll, Cory HN cocess Action Copy from eld rder Reference atus ast Dispensed On roduct rescriber dministration Start	Allergies         DOB       1980-Mar-25       40 y       Sex       Conditions         n existing Rx and dispense       Local Rx       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         [2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg         [1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg         [1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg         [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg       [2021-Jan-27] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg       [2021-Jan-27] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin		
Patient Kroll, Cory JHN coress Action Copy from ield order Reference tatus ast Dispensed On roduct rescriber dministration Start dministration Start	Allergies         DOB       1980-Mar-25       40 y       Sex       Conditions         existing Rx and dispense       Local Rx       [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg         [2021-Feb-04] Rx# 1000162, 180 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000158, 180 TAB ACT Metformin 500mg         [1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg         [1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000156, 180 TAB ACT Metformin 500mg         [1.2.2.3.3.7.7.1011281.2:94f426ca-ab03-4a9e-9c75-30       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000154, 60 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000155, 30 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg       [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg       [2021-Jan-27] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28] Rx# 1000152, 60 CAP ACT Pregabalin 75mg       [2021-Jan-27] Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28]       Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28]       Cotor       [2021-Jan-28]         [2021-Jan-28]       Rx# 1000152, 60 CAP ACT Pregabalin 75mg         [2021-Jan-28]       Cotor       [2021-Jan-28]         [2021-Jan-28]       [202		





**NOTE:** If available, the following information will be copied when Copy from Prior Rx is selected: Drug, Doctor, Sig, Next Disp Qty, Min Interval Days, and Min Disp Qty.

Notice that the external Rx order contains the previous local Rx number for reference.

🕖 External F	🛠 Order 🔹 🖉 💼 💷 💌									
Order Ref	erence									
1.2.2.3.3.7.7.1011277.2:ba41f4e4-bb8e-4234-8f96-517d75864c97										
Written Date Do Not Dispense Before Expiry Date										
20/04/2018 20/04/2018										
Patient	Ma Caufamanaa EinstDatiant									
Addross 1	Mis. Conformance, FirstPatient									
Address 2	DOB 1989-08-11									
City	Prov AB Postal									
Phone	Mobile: (519) 777-7777 AB ULI 320067991									
Allergies	No allergies have been specified									
Observ.	170.18 centimeter(s) (13/03/2018); 68.03 kg (13/03/2018)									
Drug	Tylenol 325 mg									
Strength	325 mg									
Form	323 mg Tablet									
<u> </u>										
Provider	Provider									
Name	Dr. Adams, Fred									
License #	DSSORG2									
Address	1223 Secondary Avenue									
City	Cambridge Prov ON Postal M5J 3J5									
Phone	Work: (416) 937-4429; Work: (519) 985-8569									
Sig										
	every 4-0 mours									
Use this	sig code text in the rx.									
Prescribed	Authorized									
Qty 10 Ta	blet(s) Days Qty 10 Tablet(s) Days Refills									
Comments	5									
Treatme	nt Type: Short Term/Acute									
Prior Orde	er									
Rx 10002	82 Order # 1.2.2.3.3.7.7.1011277.2:1a1a7913-e Copy from Prior Rx									
Rx has b	een copied from corresponding prior Rx #1000282									
🔲 Auto Ali	gn Forms Close									

 Once all information on the fill screen has been verified and any necessary changes made, click F12-Fill Rx. The previous prescription in the local system will be inactivated and linked to the new prescription.







**NOTE:** There is a warning generated in Kroll if the user selects to link to a local prescription with a different drug, quantity or prescriber. This warning however does not take into consideration other aspects of the prescription, such as differences in quantity units (e.g. tablets versus mg), directions for use and refills. Therefore, it is very important when using this feature that the pharmacy staff member validates that all data is correctly entered before submitting.

✓ Information Message	
The similarity of the drugs cou Please verify that the Copied From Dru The doctor of the Copied Rx does not The quantity of the Copied Rx does not	uld not be verified. g matches the Network Drug. match the Network doctor. match the Network quantity.
• ОК	

NOTE: When the validation form appears, the external Rx order will not be visible until the user clicks OK.





3. If a "Copy From" action was not selected previously, this can still be performed on the Fill screen by clicking the **Copy From Prior Rx** button on the External Rx Order.

🕖 External	Rx Order								_		$\times$
Prescribel	T Order Reference	6ca-ab02-4a0a	0.675-200	540206520						Message	es
Written Da	ate Do Not Dis 21 28/01/202	pense Before 1	Expiry D	ate							
Patient											
Name	Mr. Kroll, Cory									Un	nlink
Address 1	100 PrescribelT V	Way							Gender	М	
Address 2									DOB 19	80-03	-25
City	loronto						Prov	ON	Postal		
Allergies	No allergies have	e been specifie	d								
Observ.			-								
Drug	Lyrica										
Strength											
CCDD	8000348	Form Capsul	e								
Provider											
Name	Dr He, Wendell										
License #	33899 Specialty										
Location	PSS QA							Role	Docto	r	
Address	5102 48 St,										
City	Yellowknife						Prov	NT	Postal	X1A 1	N6
Phone	Work: (519) 781-	2681; Work: (5	19) 781-20	681							
Sig Admin Star	t Date 28/01/202	1					Admi	n Stop	Date		
75 mg 2	times daily for 30	days									
Use this	s sig code text in th	ne Rx.									
Prescribed Qty <b>60 Ca</b>	psule(s) Days 3	Authorized Qty 240 C	apsule(s)	Days 120	Refills 3						
Comments	5										
Treatmen	nt Type: Chronic										
Prior Orde	er							_			
Rx 10001	54 Order # 1.2.2	.3.3.7.7.101128	1.2:b92ce	59f-c5ab-44	0a-bb0a-730	0077610ff5		(	Copy fro	m Prio	r Rx
	jii Forms			👗 Close							







## Linking multiple New PrescribeIT® Rxs to Local Rxs/Prior Electronic Rxs

1. When there are multiple new electronic rxs that are to be linked to local rxs or prior orders, select all those new Rxs from the F9-Workflow > ToDo/Data Entry queue using the space bar on the keyboard.

Note: Multiple patients can be selected before calling up the Rxs

2. Click F - Call up Rx(s).

Rx's	s In Pro	gress				F - C	space - Mark R Call up Rx(s) Del - Delete	<b>xs</b> 📿 <u>R</u> efr	resh
Tote	Due	ToDo Type	ToDo Origin	RxNum	WO#	Patient	BrandName	Doctor	Next V
8	11 days ago	New Rx	PrescribelT		3247	Kroll, Cory	Lyrica	He, Wendell	Entere
9	11 days ago	New Rx	PrescribelT		3248	Kroll, Cory	Lyrica	He, Wendell	Entere
0	11 days ago	New Rx	PrescribelT		3250	Kroll, Cory	metformin 500 mg	He, Wendell	Entere
1	6 days ago	New Rx	PrescribelT		3251	Kroll, Karl	Effexor XR 225 mg 225 mg	He, Wendell	Entere
2	6 days ago	New Rx	PrescribelT		3252	Kroll, PEI	valsartan-hydrochlorothiazide 16	He, Wendell	Entere
3	6 days ago	New Rx	PrescribelT		3253	Kroll, B	Tecta 40 mg 40 mg	He, Wendell	Entere
14	6 days ago	New Rx	PrescribelT		3254	He, Wendell	Tecta 40 mg 40 mg	He, Wendell	Entere
)5	3 days ago	New Rx	PrescribelT		4266	Kroll, Sean	amlodipine	He, Wendell	Entere
6	3 days ago	New Rx	PrescribelT		4254	Kroll, Max S	Lipitor 10 mg	He, Wendell	Entere
7	3 days ago	New Rx	PrescribelT		4255	Kroll, Max S	Lipitor 10 mg	He, Wendell	Entere
8	3 days ago	New Rx	PrescribelT		4256	Kroll, Max S	Viagra 100 mg	He, Wendell	Entere
19	3 days ago	New Rx	PrescribelT		4257	Kroll, Max S	Lipitor 10 mg 10 mg	He, Wendell	Entere
0	3 days ago	New Rx	PrescribelT		4258	Kroll, Max S	Norvasc 10 mg	He, Wendell	Entere
1	3 days ago	New Rx	PrescribelT		4259	Kroll, Max S	Glucophage 500 mg	He, Wendell	Entere
2	3 days ago	New Rx	PrescribelT		4260	Kroll, Max S	Vyvanse 10 mg	He, Wendell	Entere
3	3 days ago	New Rx	PrescribelT		4261	Kroll, Max S	Lipitor 10 mg	He, Wendell	Entere
4	3 days ago	New Rx	PrescribelT		4262	Kroll, Max S	Lipitor 10 mg 10 mg	He, Wendell	Entere
5	3 days ago	New Rx	PrescribelT		4263	Kroll, Max S	Nasonex 50 mcg/actuation	He, Wendell	Entere
6	3 days ago	New Rx	PrescribelT		4264	Kroll, Max S	Lipitor 80 mg	He, Wendell	Entere
7	3 days ago	New Rx	PrescribelT		4265	Kroll, Max S	Humira 40 mg/0.8 mL	He, Wendell	Entere
8	3 days ago	New Rx	PrescribelT		426	Kroll, Sean	furosemide 20 mg	He, Wendell	Entere
9	in 10 mins			100016	5 4270	325_cicco, Marlon Jr	Marvelon 21 0.15/0.03mg	Alveres, Canello	Print L

- 3. ADT wizard will be displayed if there are any unlinked patients or demographic changes. Link all unlinked patients and process any demographic changes.
- 4. All selected Rxs will be displayed on the Process Electronic Rx Orders form, grouped together by Patient. If there is a prior electronic Rx referenced on the new electronic order or local Rxs that match the medication prescribed, Kroll will automatically suggest the Copy from existing Rx and Dispense Process Action and suggest the Rx associated with that previous order/local Rx.





Process Electronic Rx Orders The following actions are suggested bas	sed on the av	vailable info	ormation.		5	
Please review and make any necessary of Patient Kroll, Cory JHN DOB 1980-Mar-25 40 y	sex M	Allergies	ng.			
PrescribelT Order	Process Acti	on		Local Rx		
[2021-Jan-28] 60 Capsule Lyrica	Copy from e	xisting Rx ar	nd dispense	[2021-Feb-04] R	# 1000162, 180 CAP ACT Pregabalin 75mg	🙂 F
[2021-Jan-28] 180 Tablet metformin 500 mg	Copy from e	xisting Rx ar	nd dispense	[2021-Jan-28] R	# 1000158, 180 TAB ACT Metformin 500mg	🛞 F
PrescribelT Order	Process Act	ion		Local Rx		-
2021-Feb-05] 60 Tablet furosemide 20 mg	Copy from	existing Rx a	nd dispense	[2021-Feb-05] F	x# 1000164, 60 TAB Furosemide-20 20mg	🖲 F.
Patient Kroll, Wendell		Allergies	Penicillins			
JHN 3283348476 DOB 1988-Jan-01 33 y	Sex M	Conditions				
PrescribelT Order		Process	Action		Local Rx	
[2021-Feb-02] 30 Delayed release tablet Tecta 40 mg	g (40 mg)	Copy fr	om existing R	x and dispense	[2021-Feb-04] Rx# 1000161, 30 TAB Tecta 4	Orr 😑 Fi
	✓ Process	s		X Cancel		

5. Click F2 on each order to change the Process action and/or Local Rx.

🍠 Electronic Rx Order Processir	ng Details		-		×			
Patient Kroll, Sean	Allergies       DOB     1984-May-05       36 y     Sex       M     Conditions							
Process Action Copy from e	existing Rx and dispense V Local Rx [2021-Feb-0	08] Rx# 1000183, 60 TAB Furosemide-20 20mg		6	) ~			
Field	PrescribelT Order	Local Rx						
Order Reference	1.2.2.3.3.7.7.1011281.2:d49aed14-058c-45f2-8633-0fb3fb3caa43							
Status		Unfilled						
Last Dispensed On	N/A	2021-Feb-08						
Product	furosemide 20 mg CCDD 9009614	Furosemide-20 20mg DIN 00496723, Schedule 1		$\approx$	)			
Prescriber	He, Wendell Doctor Licence# 33899	He,Wendell Doctor Licence# 33899						
Administration Start	2021-Feb-05	2021-Feb-08						
Administration Stop								
Administration Instructions	2 tablets 1 time daily for 30 days Oral	2 TABLETS 1 TIME DAILY FOR 30 DAYS ORAL						
	<b>√</b> <u>S</u> ave	X Cancel						





6. Click Process on the Process Electronic Rx Orders form to copy each selected order and populate the information on the F12-Fill screen as a multi-fill.







# Printing the PrescribelT® Order

You can print a copy of the PrescribeIT® Order for your records.

- 1. Bring the Rx up in modify mode (Please refer to the Kroll user Manual Pg. 373 on how to display a prescription in Modify).
- 2. On the top horizontal tool bar, click **Rx**, and then click **Print eRx Order now.**



The order will print to the **default printer** set on the workstation.



**NOTE:** When workflow is configured with the Print DIS Prescription Order action, the PrescribeIT® Order will print automatically when a PrescribeIT® prescription is Filled, Unfilled or Not Dispensed.







# Script Image Requirements and Electronic Authoritative Prescriptions

### **Verification Screens**

If your pharmacy has an advanced workflow configuration and employs verification screens, the External Rx Order will appear as an image on the left hand side. This will aid in the verification process and limit the need to print out the order on paper, saving time and money.

1-(local):Pharmacy10-14PrescribeIT0.2.2Demo3-Workflow	
File Edit Profile Utilities NH Cards Session Help Version 10	
F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup	F11 - Drop-off F12 - Return to Rx Alt+X - Start
Clinical Verification Rx Number 1000026 Due	19 mins ago Tote No Tote View
Work Order 33 F2 Fill R	egular Rx (LLAdvancedW Script Image No Ref #
	Patient Charting
Clinical Verify RX Financial Rx Images Workflow Packaging	Patient Documents (0)
External Order	Patient Kroll, Wendell Birth 13/01/1988 30 V Profile
Written Date Do Not Dispense Before Expiry Date	Address 220 Test Road Allergies 0 All Rxs (3)
30/08/2018 30/08/2018	Plan Client ID Active Rxs
Detient	Pricing Profile
Name Mr. Kroll Wendell	Drug Betaderm Cream 0.1% Pack 454 Not Disp/OTC Profile
Address 1 220 Test Road Gender M	Generic Betamethasone Valerate Therapeutic Equivalents
Address 2 DOB 1988-01-13	Manuf TAR (Tarc Purch \$40.36
City North York Prov ON Postal M1V 1V1	Counsel Patient on Pickup
Phone Home: (416) 219-9000 ON PHN 2371283165	Doctor Dr. He, Wendell Lic # 33899 Workflow Push Oueues
Allergies Penicillins (Suspected); Salicylates	Address 5102 48 St Phone Data Entry
Observ. 143 centimeter(s) (07/08/2018); 86.17 kg (07/08/2018)	City reliowichine Prov NI Location Office Packaging
Drug	Pharmacist Verification
Name Betaderm 0.1 %	X No image available Incomplete Pickup
Strength 0.1 %	
Form Cream	Rx NEW RX Interactions SIG 1 APPLICATION 1 TIME DAILY FOR G.P. % 80.1
Provider	1 APPLICATION 1 TIME DAILY FOR 30 DAYS Cost \$2.93
Name Dr He, Wendell	Markup \$0.00
License # 33899 Specialty	Fee \$10.49 Total \$13.42
Location PSS QA Role Doctor	Qty 30 Auth Qty 30 1 O/W
Address E102 AD CA	Days 30 Rem Qty 0 Ago
Workflow Note	
x Save for Later ● Can	tel Rx VIrouble SReject ✓Approve
User: WH (Wer	dell He) 🖾 0 🔲 1 30/08/2018 11:53:21 🤃





### **Require Script Image or Reason For No Script Image**

Located within Store Configuration of your system is an option to require a script image or a reason for no script image when filling prescriptions. When enabled the user is required to scan a physical prescription into the system or provide a reason as to why one does not exist.

When filling a PrescribelT® prescription and this option is enabled, there is no need for either. The prescription itself is electronic authoritative. Should the pharmacy require a physical copy, please refer to the section **Printing The PrescribelT® Order.** 

▼ Store Level Configuration Parameters	
General Patient Drug Doctor Rx FDB Adjudication Lat	bels Reports Security Interfaces Order X - AR Y - To Do Purge
1 - General 2 - Pricing 3 - Prompting 4 - Nursing Home 5 - Backgrou	nd Rx Filling 6 - Workflow 7 - Counseling 8 - Immunization 9 - CeRx
Workflow selection matrix Laser Labels Advanced Workflow   Require Rx Due Date when filling Require data re-verification when modifying  Pelivery Route Types Default delivery route type Pickup Enable Store Delivery delivery route type Enable Mail Order/Courier delivery route type	Pickup Bin Management         Force scanning pickup bin after placing every Rx         Prescription Pickup         Show items picked up in last 72 hours         Force confirmation scanning of prescriptions         Allow confirmation scanning of work order         Track person picking up Rxs         Require address of person picking up Rxs (Rx for themselves)         Require address of person picking up Rxs (Rx for themselves)         Require photo I.D. # of person picking up Rxs (Rx for someone else)         Enable electronic signature at pickup
<ul> <li>Allow workflow queue filtering</li> <li>Ø Decode 2D bar code on inbound documents/faxes</li> <li>Ø Allow postponing adjudication</li> <li>Script Image</li> <li>Decode reference number bar code when importing script image</li> <li>Prevent script image reference reuse for 30 days</li> </ul>	<ul> <li>Only for narcotic monitoring drugs</li> <li>Only for drug schedules</li> <li>Track relationship when person picking up Rxs for someone else</li> <li>Allow patient search by scanning Rx number bar code</li> <li>Allow pharmacist to undo a pickup up to 7 days ago</li> <li>Enable Pickup / Undo Pickup from start screen</li> </ul>
<ul> <li>Require script image reference number for script images</li> <li>Require script image, or reason for no script image, on new Rxs</li> <li>Require script image, or reason for no script image, on NH Rxs</li> <li>Show detached script image window when filling new Rxs</li> <li>Rx Date/Time Options</li> <li>Use current time of day for Rx start time</li> </ul>	Packaging          Image: Show package details on packaging verification screen         Image: Show DIN on packaging screen         Image: Allow Manually Mark as Scanned at POS         Configure Default Rx Comment Workflow Alerts
Search	✓ OK X Cancel





### **Oral/Written Field**

All PrescribelT<sup>®</sup> prescriptions will automatically set the Oral/Written drop-down to **eRx (PrescribelT®)** for both regular and narcotic medications. This will also be indicated on the Hardcopy that the prescription is an eRx.

100002	1000026 Refill Pending Adj							Rx S 30/0	tart Date La 08/2018 0	atest F	Fill (	Qty			[nit]	🗸 Looku	p 🗶 Ca	ncel	
Priority Default Wait Time						ill Rx	F2	Work Order	0		F2	Delivery	Pickup		•				
<u>P</u> atient S	earch					<u>D</u> rug Se			454		▼ Pi	ack	D <u>o</u> c Sear	ch Loc Office			-		
Name	Kroll, Wei	ndell			Age: <b>30</b>	Brand	Beta	aderm Cream			0.1%	6		Name	Dr. He,	Wendell			
Address	220 Test R	load			Male	Generic	Beta	amethasone \	/alera	te		TAR (	「ar	Address	5102 48 St				
City	North Yo	ĸ		Prov	ON	Pack	45	54 Form GM		Sched 1				City	Yellow	knife		Prov NT	
Phone	Home	(4	16) 219-9000			Purch		\$40.3	86 Or	Hand 0		国		Phone					
Plan		Client	ID			DIN	DIN 00716626 Min Qty 0				Lic#	33899 Alt. Lic#							
Allergie	s (0)					<u>S</u> ig 1 A	Sig 1 APPLICATION 1 TIME DAILY FOR 30 DAYS					Init	WH	WH	Auth Qty	30	) 1		
						1 APPL	ICATI	ION 1 TIME D	AILY	FOR 30 DAYS				Disp Qty 30 g Rem Qty				30	0 1
														Days	30		G.P. %		80.1
														Prod Sel	(NON	E) 👻	Acq Cost		\$2.67
Conditio	ns (0)													0/W	eRx (P	rescribe 🔻	Cost		\$2.93
						Route of Admin Toni							-	Labels	Writte	n	Markup		\$0.00
						-							_	Lancis	Oral		Fee	S	10.49
		Dosage Form C				י Ci	ream	(g)			•		Faxed	1 225	Total	S	13.42		
Plans	Pricing	Dates	Comments	Indica	tions I	mages Ot	her	U	nit D	ose (Ctrl-U):	Disab	led			ERX (P	rescribel I )			

Rx:1000027 Kroll, Wendell 220 Test Road	Thu 30-Aug-2018 12:01 WH (416) 219-9000 Sox: Malo
North York, ON M1V 1V1	DOB: 13-Jan-1988(30 y)
<b>30 GM Betaderm Cream 0.</b> Betamethasone Valerate 0.1	1%O/W: Network%Mfr: TAR
DIN: 00716626 40.36/4	54 On Hand: -30 Days: 30
Dr. He, Wendell 5102 48 St	Doc# A1:33899 INTERVAL DAYS: 30
Yellowknife NT X1A 1N6	NEW eRx
	No Script Image
1 APPLICATION 1 TIME DA	ILY FOR 30 DAYS
Orig Rx:1000026         Attack           Cost:2.93         Mkup:0.00           Pat:13.42         T.P.:0.00 -	uth:30 Rem.:0 Fee:10.49 Total:13.42
Counsel Date: Pharm	







# Cancelling a PrescribeIT® Prescription

Occasionally a prescriber will cancel a medication or non-medication included in a prescription that has been electronically transmitted using PrescribeIT®.

## Receiving and Responding to a Cancel New Rx or Cancel Renewal Rx

All Cancel Rx requests will appear in the **Rxs To Do/Data Entry Queue**, and will be indicated as **Cancel Rx** under the ToDo Type Column.

ile Edit Unite	ies Workflow Card	s Section H	elp Ve	mion 10 (Sapphire)							
F3 - Patient	F5 - Drug	F7 - Do	ctor	F9 - Workflow	F11 - Drop-off	F12 - N	w Rx	Alt+X - Start	2		
		Overdue 0-	1 hrs	1-4 trs 4+ hrs	Tomorrow Troub	le Tot	al		✓ Get	Work	Workflow Actions Res To Do
	HOIS TO DO	3	0	0 0	0 0	3					Rus In Progress
Rys To I	20						space	Mark Rxs	C Bet	resh	Pending Adjudication (0)
101						- Call up I	br(s) Del	Delete			Irouble (0)
TaDe Origin	ToDo Type Due	Rollium	wo .	Patient	BrandName	De	otor	Next Workflo	w Action	Troub -	EPrescribe NotFications (9)
Perceibell	Carriel Ro. on the age			T YOUR WARKER	Papell in MonorPlays the	H	Wester	Evennet .			Rx Counseling (0)
Prescribelt	Cancel Rx and Zin and	3	1	2 Kroll Wendell	metformin 500 mg 500	ng He ma He	Wendell	Entered			Professional Services (3)

When a cancel Rx request is sent to the pharmacy for a medication or non-medication, the pharmacy must reply to the prescriber with an Approve, Deny, or Revoke Remaining Refills response. The response chosen by the pharmacy will be based on where the prescription is in workflow.

Rx Status	Action	Additional Information
Unprocessed; In To Do/Data	Approve Cancel	Rx will be removed from To Do.
Entry		
Processed/Filled; patient has not	Approve Cancel	Prescription must first be
picked up the Rx		cancelled by the user.
Picked up by the patient –	Revoke Dispensing Permission	The user will be prompted to first
repeats remaining		inactivate the prescription.
Picked up by the patient – no	Cannot Cancel Order	Prescription has been fully filled
repeats remaining		(no repeats) and has left the
		pharmacy
Transferred to another pharmacy	Cannot Cancel Order	The store name of the
		transferred to pharmacy, user
		who transferred it and transfer
		out comment will be
		automatically populated in the
		optional comment of the Deny
		Cancel response.







Cancelled; Rx was cancelled	Acknowledge Cancel	Acknowledgement response will
prior to receiving the Cancel Rx		be sent.
Request		

## **Approve Cancel**

A pharmacy will send an Approve response to a Cancel Rx request when the medication has neither been dispensed nor processed.

The Prescriber has sent a New or Renewal Rx request to the pharmacy. Before the pharmacy has begun to process the prescription, the prescriber has sent a Cancel Rx Request for this medication from the EMR. The prescription will automatically be deleted from To Do so it cannot be filled.

The Cancel Rx Request will appear in the F9-Rxs To Do/Data Entry Queue.

File Edit Utilities Workflow Cards Session Help Version 10 (Sapphire)         F3 - Patient       F5 - Drug       F7 - Doctor       F9 - Workflow       F11 - Drop-off       F12 - New Rx       Alt+X - Start         Overdue 0-1 hrs 1-4 hrs 4+ hrs Tomorrow Trouble Total         Rxs To Do       3       0       0       0       0       3       Øverdue 0-1       Rxs To Do       Rxs In Progress       Pending Adjud       Irouble (0)       Rxs In Progress       Pending Adjud       Irouble (0)       EPrescribe.       Rx Counseling.       Rx Counsel	ions
F3 - Patient       F5 - Drug       F7 - Doctor       F9 - Workflow       F11 - Drop-off       F12 - New Rx       Alt+X - Start         Overdue 0-1 hrs 1-4 hrs 4+ hrs Tomorrow Trouble Total         Rxs To Do       3       0       0       0       0       3       Workflow Acting Rxs To Do         Rxs To Do       3       0       0       0       0       3       Rxs To Do       Rxs To Do         Rxs To DO       Space - Mark Rxs       Perfresh       Pending Adjud         ToDo Origin       ToDo Type Due       Rxhlum       WO # Patient       Rrandhlame       Doctor       Next Workflow Acting       EPrescribe Noti         1       PrescribeTT       Cancel Rx       3       10       Kroll, Wendell       hydrochlorothiazide       He, Wendell       Entered       Rx Counseling	ions
Overdue       0-1 hrs       1-4 hrs       4+ hrs       Tomorrow       Trouble       Total       Vorkflow Acti         Rxs <to<do< td="">       3       0       0       0       0       3       Pending Adjud         F       Call up Rx(s)       Del       Delete       Pending Adjud       Trouble (0)         #       ToDo       ToDo Origin       ToDo Type Due       Pending Adjud       Trouble (0)         1       PrescribeT       Cancel Rx       Toution       Next Workflow Action       Troub, *</to<do<>	lication (0)
space - Mark Rxs       Pending Adjud         F - Call up Rx(s)       Del       Delete       Pending Adjud         # ToDo Origin       ToDo Type Due       RxNum       WO #       Patient       BrandName       Doctor       Next Workflow Action       Trouble (0)         1       PrescribeT       Cancel Rx       3 mins ago       10 Kroll, Wendell       hydrochlorothiazide       He, Wendell       Entered       Rx Counseling	lication (0)
#         ToDo Origin         ToDo Type         Due         RxNum         WO #         Patient         BrandName         Doctor         Next Workflow Action         Troub rout         Prescribe Not           1         PrescribeTT         Cancel Rx         3 mins ago         10 Kroll, Wendell         hydrochlorothiazide         He, Wendell         Entered         Rx Counseling	ifications (9)
1 PrescribeTT Cancel Rx 3 mins ago 10 Kroll, Wendell hydrochlorothiazide He, Wendell Entered Rx Counseling	incucions (5)
	(0)
Z Prestrubeli Cancer ka 5 mins ago 11 Noin, venuella advorastatin 10 mg 10 mg ne, venuella Entered Professional Se	ervices (0)







1. Double click on the record or hit **F** – **Call Up** on the keyboard to view the Cancel Rx Request details.

💋 Extern	al Rx	Order				x			
Prescri	ibeIT	Order Reference			Messages	-			
1.2.2.3.3.7.7.1011281.2:85477ffd-7e4b-44a9-bf28-1e6ac7702d3a									
Written DateDo Not Dispense BeforeExpiry Date16/04/201916/04/2019									
Patient	t								
Name	- [	Mr. Kroll, Wendell			Unlink	=			
Addres	is 1 (	25 York St		Gend	er M	-			
Addres	s 2			DOB	1988-01-01				
City	ļ	Toronto Prov	ON	Posta	K1A 1A1				
Phone		Home: (416) 111-1111	0	N PHN	3283348476				
Allergie	es	No allergies have been specified							
Observ	<i>.</i> [	153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)				Ju			
Drug									
Name	[	hydrochlorothiazide							
Strengt	th								
CCDD		8000031 Form Tablet							
Provid	er								
Name		Dr He, Wendell							
License	2 #	33899 Specialty							
Locatio	on	PSS QA	Rol	e Doc	tor				
Addres	is	5102 48 St,				-			
Citv		Yellowknife Prov	NT	Post	al X1A 1N6				
		This order has been cancelled by the prescr	iber			_			
1.2.2.3.3	3.7.7.	1011281.2:85477ffd-7e4b-44a9-bf28-1e6ac7702d3a			View Old Ord	ler			
Reason	Cha	nge in medication/dose - No longer needed							
		The original order was not filled and has been r	emo	/ed.					
		Acknowledge Doctor's cancellation of orde	er						
		🔀 Close							







PrescribelT

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2. Click on the View Old Order button to view the order as it was written by the prescriber.

💅 External Rx Order	💋 External Rx Order				
BreccribelT Order Reference	This Order was cancelled on 16/04/2019				
1 2 2 3 3 7 7 1011281 2/85477ffd-7a/b-4/a0-bf28-1a6ac7702d3a	Reason: Change in medication/dose - No longer needed				
Written Date Do Not Dispense Before Expiry Date	Prescribell Order Reference				
16/04/2019 16/04/2019	1.2.2.3.3.7.7.1011281.2:85477110-7.040-4449-0128-100807702038				
Patient	Written Date Do Not Dispense Before Expiry Date				
Name Mr. Kroll, Wendell Unlink	16/04/2019 16/04/2019				
Address 1 25 York St Gender M	Rationt				
Address 2 DOB 1988-01-01	Name Mr. Kroll Wendell				
City Toronto Prov ON Postal K1A 1A1	Address 1 25 York St Gender M				
Phone Home: (416) 111-1111 ON PHN 3283348476	Address 2 DOB 1988-01-01				
Allergies No allergies have been specified	City Toronto Prov ON Postal K1A 1A1				
Observ. 153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)	Phone Home: (416) 111-1111 ON PHN 3283348476				
	Allergies No allergies have been specified				
Drug	Observ. 153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)				
Name nyarocniorothiazide					
CCDD 9000021 Form Tablet	Drug				
	Name hydrochlorothiazide				
Provider	Strength				
Name Dr He, Wendell	CCDD 8000031 Form lablet				
License # 33899 Specialty	Provider				
Location PSS QA Role Doctor	Name Dr He, Wendell				
Address 5102 48 St,	License # 33899 Specialty				
City Yellowknife Prov NT Postal X1A 1N6	Location PSS QA Role Doctor				
Phone Work: (519) 781-2681; Work: (519) 781-2681	Address 5102 48 St,				
Sig	City Yellowknife Prov NT Postal X1A 1N6				
25 mg 1 time daily	Phone Work: (519) 781-2681; Work: (519) 781-2681				
I lise this sig code text in the Ry	Sig				
	25 mg 1 time daily				
Prescribed Authorized					
Qty 30 Tablet(s) Days Qty 120 Tablet(s) Days Refills 3	Prescribed Authorized				
Detected Issues	Qty 30 Tablet(s) Days Zty 120 Tablet(s) Days Refills 3				
Detected Issue: Duplicate Generic Alert: hydrochlorothiazide and candesartan-	Detected Issues				
hydrochlorothiazid contain HYDROCHLOROTHIAZIDE and HYDROCHLOROTHIAZIDE. Management: Patient Counselled	Detected Issue: Duplicate Generic Alert: hydrochlorothiazide and candesartan-				
	hydrochlorothiazie contain HYDROCHLOROTHIAZIDE and HYDROCHLOROTHIAZIDE.				
Comments					
Change in medication/dose - No longer needed	Comments				
and ge in meananch, abse - no longer needed	Treatment Type: Chronic				
Prior Order	featment type. chrome				
This order has been cancelled by the prescriber					
1.2.2.3.3.7.7.1011281.2:85477ffd-7e4b-44a9-bf28-1e6ac7702d3a View Old Order	Urder # 1.2.2.5.5.7.7.1011201.2.1105/1/4-D005-4497-8800-0fcD005c0/18				
Reason Change in medication/dose - No longer needed					
The original order was not filled and has been removed.					
Acknowledge Doctor's cancellation of order					
K Close	X Close				

**NOTE:** Clicking on the Messages button on the Cancel Rx Request allows the pharmacy to send a clinician communication to the prescriber in reference to the cancel request.





3. Because the prescription was never dispensed or filled, the only option for the pharmacy is to **Approve** the Cancel Rx Request by clicking **Acknowledge Doctor's Cancellation of Order.** 

Prescribel	T Order Reference	Messages
1.2.2.3.3.7	7.1011281.2:85477ffd-7e4b-44a9-bf28-1e6ac7702d3a	
Written Da 16/04/20	ate Do Not Dispense Before Expiry Date 19 16/04/2019	
Patient		
Name	Mr. Kroll, Wendell	Unlink
Address 1	25 York St	Gender M
Address 2		DOG 1988-01-01
City	Toronto Prov Oh	Postal KIA 1A1
Phone	Home: (416) 111-1111	ON PHN 3283348476
Allergies	No allergies have been specified	
Observ.	153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)	
Drug		
Name	hydrochlorothiazide	
Strength		
CCDD	8000031 Form Tablet	
Provider		
Name	Dr He, Wendell	
License #	33899 Specialty	
Location	PSS QA R	ole Doctor
Address	5102 48 St,	
City	Yellowknife Prov N	T Postal X1A 1N6
Phone	Work: (519) 781-2681: Work: (519) 781-2681	
	This order has been cancelled by the prescribe	e
223377	1011281.2:85477ffd-7e4b-44a9-bf28-1e6ac7702d3a	View Old Order
ason Chi	ance in medication/dose - No longer needed	
EQUIL: VIII	The original order was not filled and has been rem	oved.
CIR CIR	the state of the s	1.2.00 A.
EBSON CIR	Acknowledge Doctor's cancellation of order	

- 4. Click the button to notify the prescriber.
- 5. A user can view all of a patient's PrescribelT® orders, including cancels, by navigating to the patient card and clicking on To Do Items from the right ribbon menu.

F3 - Pat	ient	F5 - D	rug E	7 - Docto	r 69	Workflow	F11 - Drop-off	F12	- New Rx	Alt+)	( - Start		
st Name	Kroll			First N	lame Wend	ell	Salutation N	ır.	- OK		A save	Scan	Active Res
				a service and	Phone No	mbarr (1)	((2))Te8(IV			_			Active Rxs w/Passtimes
dress 1	25 York St				Description	Phone	Contraster.	Burthdate	01/01/1988				Refillable Rxs
idress 2					Home	(416) 11	1-1111	Age	31 years				Pricing Profile
1	Toronto		+ Pro	V ON V				Gender	Male	•			Not Disp./OTC Ris
tal	K1A 1A1	Country	CAN	-				Language	English	-			Ros Filled in Error
at				Send	Family Doc	or		Height		+			Suspended Res
k Code							F2 Clear	Weight		+	Load	Delete	Transactions
Do										-			Perform Clinical Analysis
an line													View
gr mou	<i></i>			+ 0 0	ays							100000000	Alternate Addresses
ns (6)	StatusTe	xt	DueDate	BrandNa	me		DocName		Icom	ment		(12) (10) (10)	Batches
back	Commu	nication i	Errc	ACT Tel	misartan 40n	g.	He, Wendell		Simu	lated Com	munication	Error sending the	Charting
back	Failed			Apo Car	ndesartan 16	ng	He, Wendell		Simulated Error Creating the ERenewal Messar				Consents
hack	Failed			Metroge	10.75%		He Wendell		Pleas	e revert to	manual pros	essing. This mess	Credit Cards
Rx	Deleted		16/04/2019	hydroch	lorothiazide		He, Wendell		ERXO	Irder was ci	incelled		Documents (0)
Rx			16/04/2019	ACT Me	tformin 500n	ng	He, Wendell		Filled	d on 16/04/	2019 RoNum	: 1000005	EPrescribe Messages
						-							ERv Orders
													History
													Limited Healthans
													Denfersional Semister (1)
													Professional Services (1)
													Participation Pastory
													Fox Notes
													To Do Items
													Minul Andres

6. The medication will appear highlighted in grey, and the comment will be **ERx Order was Cancelled**.







Approve Cancel – If the prescription has been fully processed, but **not** been picked up by the patient.

💋 1-(local):Phan	macy10-17PrescribeITManua	al-Workflow							
File Edit Utili	ties Workflow Cards S	ession Help	p Version 10 (Sapphire)						
F3 - Patient	F5 - Drug	F7 - Doct	tor F9 - Workflow	F11 - Drop-off	F12 - New	Rx 4	Alt+X - Start		
	Over	due 0-1 l	hrs 1-4 hrs 4+ hrs	Tomorrow Troub	le Total				<sup>⊗</sup> Workflow Actions
	But To Do						🗸 Get V	Vork	Rxs To Do
	KXS TO DO 3	0	0 0	0 0	3				Rxs In Progress
Rys To I	Do					space -	Mark Rxs 🛛 🔁 Refr	esh	Pending Adjudication (0)
10.5 10 1	00				F - Call up Rx(	s) Del -	Delete		<u>T</u> rouble (0)
# ToDo Origin	ToDo Type Due	RxNum V	WO # Patient	BrandName	Docto	or	Next Workflow Action	Troub 🔺	EPrescribe Notifications (11)
1 PrescribeIT	Cancel Rx 2 days ago		10 Kroll, Wendell	hydrochlorothiazide	He, W	/endell	Entered		Rx Counseling (0)
2 PrescribeIT	Cancel Rx 2 days ago		11 Kroll, Wendell	atorvastatin 10 mg 10 r	ng He, W	Vendell	Entered		Professional Services (0)
Spresciber	Cancer ix 2 days ago		12 Kioli, Welldeli	metromin 500 mg 500	ing inc, w	renuen	Lintered		
								_	
								E	
•								•	

When a Cancel Rx Request is received for a medication that has already been processed and there are no refills remaining on the prescription, the user is presented with 2 options when the record is called up from ePrescribe Notifications – Cancel Rx and Cannot Cancel Order.







💋 External Rx	« Order	x						
PrescribeII	T Order Reference Messages	-						
1.2.2.3.3.7.7.1011281.2:9d78650a-f608-4f2c-9fc9-372b5263a7bc								
-Written Da	Do Not Dispense Before Expiry Date							
16/04/201	19 16/04/2019							
Patient								
Name	Mr. Kroll, Wendell Unlink							
Address 1	25 York St Gender M							
Address 2	DOB 1988-01-01							
City	Toronto Prov ON Postal K1A 1A1							
Phone	Home: (416) 111-1111 ON PHN 3283348476							
Allergies	No allergies have been specified							
Observ.	153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)							
Drug								
Name	metformin 500 mg							
Strength	500 mg							
CCDD	8000184 Form Tablet							
Provider								
Name	Dr He, Wendell							
License #	33899 Specialty							
Location	PSS QA Kole Doctor							
City	Yellowknife Prov. NT Postal X1A 1N6							
		-						
	This order has been cancelled by the prescriber							
1.2.2.3.3.7.7	.1011281.2:9d78650a-f608-4f2c-9fc9-372b5263a7bc View Old Or	der						
Reason Cha	ange in medication/dose - Not effective							
	Rx needs to be cancelled unless given to the patient							
	Cancel Rx							
	Cannot Cancel Order							
	👗 Close							







1. Select Cancel Rx to cancel the prescription if the order has been processed but the patient has not yet picked the medication up.

💋 External Rx	Order	- • •							
Prescribel	Order Reference	Messages 🔺							
1.2.2.3.3.7.7.1011281.2:9d78650a-f608-4f2c-9fc9-372b5263a7bc									
Written Date     Do Not Dispense Before     Expiry Date       16/04/2019     16/04/2019									
Patient									
Name	Mr. Kroll, Wendell	Unlink							
Address 1	25 York St	Gender M							
Address 2		DOB 1988-01-01							
City	Toronto Prov ON	Postal K1A 1A1							
Phone	Home: (416) 111-1111 0	N PHN 3283348476							
Allergies	No allergies have been specified								
Observ.	153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)								
Drug									
Name	metformin 500 mg								
Strength	500 mg								
CCDD	8000184 Form Tablet								
Provider		]							
Name	Dr He, Wendell								
License #	33899 Specialty								
Location	PSS QA Ro	le Doctor							
Address	5102 48 St,								
City	Yellowknife Prov NT	Postal X1A 1N6							
	This order has been cancelled by the prescriber								
1.2.2.3.3.7.7	1011281.2:9d78650a-f608-4f2c-9fc9-372b5263a7bc	View Old Order							
Reason Cha	Reason Change in medication/dose - Not effective								
Rx needs to be cancelled unless given to the patient									
-									




2. The prescription is called up in cancel mode. Select Filled in Error to mark the prescription as a mistake.

💋 1-(local):Pharmacy10-17PrescribeITManual-Modify Ro	for Kroll, Wendell					
File Edit Utilities Workflow Cards Session He	p Version 10 (Sapphire	)				
F3 - Patient F5 - Drug F7 - Doc	F9 - Workflo	w F11 - Drop-off	F12 - Fill Rx	Alt+X - Start		
1000005 Modify By		Rx Start Date Previo	us Fill This Rx I	atest Fill	X Cancel	<sup>⊗</sup> Workflow Actions
		10/04/2015 2	10/04/2019 2			Rxs To Do
Date 16/04/2019 Time 12:17 F2 Due 2 da	ys ago <mark>Fill Rx</mark>	F2 Work Order 9	F2 Delivery Pi	:kup 👻		Rxs In Progress
Patient Search	Drug Search	500	F2 Pack Doc Search	Loc PSS C	QA –	Pending Adjudication (0)
Name Kroll, Wendell Age: 31	Brand ACT Metform	in 500 n	ng Name Dr.	He, Wendell		Irouble (0)
Address 25 York St Male	Generic Metformin Hy	ydrochloride	ACT (Act Address 51	02 48 St	INT	EPrescribe Notifications (11)
City Toronto Prov ON Phone Home (416) 111-1111	Pack 500 Form	12 35 On Hand 30	Phone (51	9) 781-2681		By Counseling (0)
Plan ODB Client ID 3283348476	DIN 02257726	Min Qty 0	Lic# 33	899 Alt. Lic#		Professional Services (0)
Allergies (1) No Known Allergies Conditions (0)  Plans Pricing Dates Comments Indications In Re Plans Plan Pays Extra Info (F2 Edits) Cash   Indications Plan Pays Extra Info (F2 Edits) (More Plans Available) Next Disp Qty Min Interval Days Max Disp Qty	Sig 500 MG 1 TIME DA 500 MG 1 TIME DALLY Route of Admin Dosage Form ages Other Enable Auto-Refill Rx Comments (0)	You are canceling th Do you w Make this R Filled in Error - Ren Mote nough invento Mote nough invento Mote nough invento Mote nough invento Drug Cost (Purchas This Rx is linked to, Drug will be Ordere Delivery Label will b Drg Pack Tier Id: 1	e first fill of an Rx. rant to: x Unfilled nove from profile ed ory for Rx e) hasn't been update an erx ed ted	WH     Auth Qty       TAB     Rem Qty       G.P. %     ONE       VE     Cost       (Prescribe     Markup       1     Fee       Total	30 1 0 93.46 \$0.74 \$0.82 \$0.00 \$10.49 \$11.31	

3. Enter in a Cancel comment and click Save.

rs-villing rs-villing ri-b	octor F9 - Worldlow	F11 + Drop-off	F12 - Save Cha	inges Alt+X - Star	nti .			
1000005 Modify Rx Reversal Pending (Inac	U	Rx Start Date Previ 16/04/2019 2	ous Fill This Rx 16-04/201	Latest Fill	/ Lookup	Cancel	₩ Ra	
	frank fr		(m)		Componential Lat	-	Add Rx Image	
Date 16/04/2019 Time 14/22 [16] Die 4	sets ago Cancello	[ke] work Dible o	(FZ) DEDV	Hy Houp +	the second se		Transfer Rx From Another Store	
Batient Search	Drug Search	500	F2 Pack Dgc 5	earch	Loc PSS QA		Call Dector	
Name Kroll, Wendell Age: 3	Brand ACT Methomin	500	ng Name	Dr. He, Wendell			a Counsel Patient on Pickup	
City Toronto Prov ON	Pack S00 Form TA	8 Sched 1	City	Yellowknife	Prov	NT	🎂 Print Kroll Care	
Phone Home (416) 111-1111	Purch \$12	35 OnHand -30	Phone	e (519) 781-2681			View	
Aan 008 Client ID 3283348476	er a Commant						C External Rx Order	
		Color o commente		~			Ca EPrescribe Messages	
Miergies (1)	of a support of the discount.	Enter a comment n	or the cancelled P	u.		30 1	() Clinical Interactions	
No Known Allergies	cicil requested to disconsi	equested to discontinue						
						93.46	Patient Plan Information	
						50.74	E Generic Equivalents	
onditions (0)						50.82	E Rx as it was Filled	
						\$0.00	C Unit Dose Info	
		10				\$10.49	& Work Order	
Pine Rivel Real Constitution		A Save	A Can	201		78.5.04	Rx Counselina History	
Parties Pricing Lates Comments Indicat	e 1	· Mot execute level	on for Br			-	CONTRACTOR OF THE OWNER OWNE	
Cash 11.31 Deduct 511.31		Drug Cost (Purcha	ce) hacs? been is	odated in 336 days			Worknow W Sand Pa to Tanahia	
Advertised and a state of the s		O This Rx is linked to	an eRx	provide in second super-			TE Man Mandeller Detail	
(Wore Plans Available)		Orug will be Order	ed				ALL VIEW WORKINGW DELMI	
(More mans Available)		O Delivery Label will	be printed					
(More mans Avanable)								
(More Plans Available)		O Drg Pack Tier Id: 1						
(More Mans. Available) Next Drip Ony Min Interval Days	Enable Auto-Refil	O Drg Pack Tier Id: 1						

The Cancel Rx Request will be called up on the screen. Because the order has been cancelled locally click **Acknowledge Doctor's cancellation of Order (Approve)** which lets the prescriber know that the patient has not received the medications and the prescription has not been filled.





External to	Order				X
Prescribel	Order Reference			Messages	hà
1.2.2.3.3.7	7.1011281.2:9d78650a-f608-4f2c-9fc9-372b5263a7bc				
Written Da	te Do Not Dispense Before Expiry Date				
10/04/201	10/04/2019				
Patient					J.
Name	Mr. Kroll, Wendell			Unlink	
Address 1	25 York St		Gende	er M	
Address 2			DOB	1988-01-01	
City	Toronto	Prov O	Posta	K1A 1A1	
Phone	Home: (416) 111-1111		ON PHN	3283348476	
Allergies	No allergies have been specified				
Observ.	153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)	)			
Drug					
Name	metformin 500 mg				
Strength	500 mg				
CCDD	8000184 Form Tablet				
Provider					
Name	Dr He, Wendell				
License #	33899 Specialty				
Location	PSS QA	R	ole Doc	or	
Address	5102 48 St,				
City	Yellowknife	Prov N	T Posta	X1A 1N6	
Phone	Work: (519) 781-2681; Work: (519) 781-2681				
					2
	This order has been cancelled by the p	prescribe	r		
1.2.2.3.3.7.7	1011281.2:9d78650a-f608-4f2c-9fc9-372b5263a7bc			View Old Or	der
	nge in medication/dose - Not effective				
eason Cha					
eason Cha	Rx is Cancelled				
teason Cha	Rx is Cancelled	order			

# Approve Cancel – If the prescription has been cancelled and inactivated prior to receiving the Cancel Rx Request

When a prescription has been cancelled and inactivated prior to receiving a Cancel Rx Request, the user will be provided with only the option to **Acknowledge Doctor's cancellation of order** as the Rx has already been cancelled.

	F5 - Drug	F7 - Docto	9 P	- Worldlow	F10	) - Pickup	F11 - Dro	op-off	F	12 - New Rx	Alt+X - Start	
		Overdue	0-1 hrs	1-4 hrs	4+ hrs	Tomorrow	Trouble	Tot	al			Workflow Actions
												Get Work
	Data Entry	9	0	0	U	0	0	9		-		Waiting for Pickup
	Packaging	0	0	0	0	0	0	0	Ř.		Get Work	Pending Adjudication (0)
8	Pharmacist Verification	0	0	0	0	0	0	0	ŝ.,			Irouble (0)
100	Incomplete Pickup	0	0	0	0	0	0	0	R Ì			EPrescribe Notifications (13
- Aller												Rx Counseling (0)
Ry's In P	roaress					1			space	- Mark Rxs	C Befresh	Professional Services (0)
10x 5 1111	rogress						F - Call up	Rx(s)	Del	- Delete		
ToDo Origin	ToDo Typ	Robium	WO# Pa	tient	Ban	dName		Dotter		Due	Next Workflon +	
1 Prescribell	Cancel R	x	10 10	IL Wendell	trydr	ochlorothiazi	de	He, We	ndell	13 days ago	Entered	
2 PrescribelT	Cancel R	*	11 Kn	I, Wendell	ator	vastatin 10 m	g 10 mg	He, We	ndell	13 days ago	Entered	
3 PrescribelT	Cancel R	x	12 10	l, Wendell	mett	ormin 500 mg	500 mg	He, We	ndell	10 days ago	Entered	
4		1000005	Ke Ke	il, Wendell	ACT	Metformin 50	Omp	He, We	ndell	11 days ago	Re-Queue Pre	
5		1000006	13 Kr	N, Wendell	Ianu	nria 100 mg		He, We	ndell	11 days ago	Print Label Set	
6		1000004	Kn	all, Wendell	Apo	Atervastatin	10mg	He, We	ndell	11 days ago	Print Label Set	
PrescribelT	Cancel R	*	15 Kr	sll, Wendell	Mica	irdis		He, We	ndell	3 days ago	Entered	
& PrescribelT	China Street Str	7	16 Ar	derson, Ruth	GretcJAM	P FERROUS FI	IMARATE CAPI	U Alderm	an, San	ga i 49 mins ago	Entered	
Prescribell	Cancel R		18 Kr	st, Wendell	Vent	loin IIFA 100	mcg/actuation	a He, We	ndet	to sees ago	Entered	







1. If the prescription has been cancelled prior to receiving the Cancel Rx Request, select **Acknowledge Doctor's cancellation of order**.

💋 External R	x Order
Prescriber	T Order Reference
Written Da 29/04/201	ate Do Not Dispense Before Expiry Date 19 29/04/2019
Patient	
Name	Mr. Kroll, Wendell Unlink
Address 1	25 York St Gender M
Address 2	DOB 1988-01-01
City	Toronto Prov ON Postal KIA 1A1
Phone	Home: (416) 111-1111 ON PHN 3283348476
Obsen/	153 centimeter(s) (16/04/2019): 83 kg (16/04/2019)
Observ.	255 centimeter(5) (10/04/2015), 05 kg (20/04/2015)
Drug	
Name	Ventolin HFA 100 mcq/actuation
CCDD	02241497 Form HFA Aerosol Inhaler
Provider	Dr. He. Wendell
License #	33899 Specialty
Location	PSS QA Role Doctor
Address	5102 48 St,
City	Yellowknife Prov NT Postal X1A 1N6
Phone	Work: (519) 781-2681
	I his order has been cancelled by the prescriber
1.2.2.3.3.7.7	.1011281.2:39e9d1cb-9bbf-45b0-8dec-9a80a2c98454 View Old Order
Reason Cha	ange in medication/dose - No longer required
	Rx is Cancelled
	Acknowledge Doctor's cancellation of order
	X Close







# **Deny Cancel**

The pharmacy can deny a Cancel Rx Request when certain criteria are met – The prescription was fully filled and dispensed to the patient and there are no repeats remaining on the prescription, or if the prescription has been transferred to another pharmacy.

1. If the prescription has been filled and dispensed to the patient and there are no refills remaining select **Cannot Cancel Order**.

External R	x Orde						-	-	×
Prescribel	T Orde	r Referen	ce 4c4ae7-3029-4881	I-ba15-02e212d664	laa		4531	Messages	N.C.
Written D: 29/04/20	ate 19	Do Not I 29/04/2	Dispense Before 019	Expiry Date 08/05/2019					
Patient									
Name	Mr. B	Iroll, Wer	dell					Unlink	
Address 1	25 Yo	ork St					Gender	M	
Address 2							DOS 1	988-01-01	
City	Tore	nto			Prov	ON	Postal	KIA 1A1	
Phone	Hom	e: (416) 1	11-1111			01	V PHN 3	283348476	
Allergies	No a	llergies h	ave been specific	ed					
Observ.	153 c	entimete	r(s) (16/04/2019)	; 83 kg (16/04/201	.9)				
Provider	8000	031	Form Tablet						
Name	Dr H	e, Wende	41						
License #	3389	9 Specia	ity						
Location	PSS (	AS				Rol	e Docto	r 👘	
Address	5102	48 St,							
City	Yello	wknife			Pro	/ NT	Postal	X1A 1N6	
		TI	his order has bee	en cancelled by the	prese	riber			
1.2.2.3.3.7.7	.10112	81.2.9140	4ae7-3029-4881-	ba15-02e212d664a	a		6	iew Old Ord	der
eason Chi	anne ir	medicati	on/dose - Replac	ed by different dos					
		Rx n	eeds to be cance	cancel Rx	to the	patier	vt		

2. A cancel refusal reason window will display. Select Fully Filled from the Reason Dropdown.

Prescribel	IT Ord	ler Reference				103	Messages	
1.2.2.3.3.7	7.7.10	11281.2:914c4ae7-3029-4881	1-ba15-02e212d66	4aa				
Written D. 29/04/20	ate 19	Do Not Dispense Before 29/04/2019	Expiry Date 08/05/2019					
Patient								
Name	Mr.	Kroll, Wendell					Unlink	
Address 1	25 1	fork St				Gender	M	
Address 2	-			1.2076		DOB 1	988 01 01	
City	Ton	onto		Prov	ON	Postal	KIA IAI	
Phone	1	Cancel Refusal Reason	-	100		- 8	833484/6	
CCOD	84	Option Fully Filled						
Provider Name License #	80 D	Option Frankford Order Transferred	) X Car	icel				
CCDD Provider Name License # Location	BI D 33-	Optioner Faily Filed Order Transferred	<b>) X</b> Car	ncel ]	Rol	e Docto		
CCDD Provider Name License # Location Address	8 D 33 PSS 510	Option and Fally Filed Order Transferred CA QA 2 48 St.	) 🗶 Car	ncel]	Rol	e Docto	, 	
CCDD Provider Name License # Location Address City	D 33 PSS 510 Yell	Option II Fully Filed Order Transferred V OK QA 2 48 St, iowknife	) X Car	ncel Prov	Rol	e Docto	or X1A 1N6	
CCDD Provider Name License # Location Address City	B D 33 PSS 510 Yell	Content fundy sined Order Trainferred QA QA 2 48 St, owknife This order has bee	) X Car	ncel] Prov	Rol	e Docte	SF XIA 1N6	
CCDD Provider Name License # Location Address City	8 D 33 PSS 510 Yell	Cptice II faily raid Order Teambered QA 2 48 5t, owknife This order has bee 1281.2934cdae?-3029-4881-1	n cancelled by th	Prov e presci aa	Rol	e Docte Postal	or XIA ING	fer
CCOD Provider Name License # Location Address City	D 33 PSS 510 Yell	Cpticell (rady prind) Griden Transferred Criter Transferred C QA 2 48 5t, cowknife This order has bee 1281.2914c4a6r-3029-4881-1 in medication/dose - Replac	in cancelled by th ba15-02e12d664	ncel Prov e presci aa se	Rol	e Docte Postal	or XIA ING	fer
CCOD Provider Name License # Location Address City L223.3.7.7 eason Ch	Bi D 33. PSS 510: Yell 7.1011	QA 2 48 St, owknife This order has bee 2012/91/2012/91/91/91/91/91/91/91/91/91/91/91/91/91/	n cancelled by th ba15-02e212d6644 ed by different do lide unless given	Prov Prov e presci aa se to the j	Rol	e Docte Postal	XIA ING	der
CCOD Provider Name License # Location Address City L223373 eason Ch	8(1 33, 955 510. 7.1011 ange	Copical Cally panel Conter Insuferred Conter Insuferred Call 2 48 54, Iowikhilfe This order has bee 1281.2934.04ae7-3029-4881 4 in medication/dose - Replac Ra needs to be cance	n cancelled by th ba15-02e212d6d4 ed by different do lifed unless given Çancel Rx	Prov Prov e presci aa se to the p	Rol NT iber	e Docte Postal	or XIA ING	fer
CCDD Provider Name License # Location Address City	81 D 33 PSS 510 Yell 7.1011	Copicol Cally Final Covier Transferred Covier Transferred Call 2 43 51, covierille This order has bee (281.2914c4ae? - 3029 - 4881 -1 in medication/dose - Replac Rz needs to be cance Coop	in cancelled by th ba15-02e212d664 ed by different do illed unless given cancel Rx ot Cancel Order	e pros se to the p	Rol NT iber	e Docte Postal	Sr XIA ING	der







3. Enter any optional text and click OK. The Cancel Deny will be sent to the clinician with the reason the prescription cannot be cancelled.

NOTE: If the prescription was filled and picked up by the patient, proper arrangements should be made at the pharmacy or with the prescriber to ensure the patient is informed that the prescription has been cancelled by the prescriber.

Ø Cancel	Refusal Reason
E	nter a reason for refusing to cancel the ERx Order
<u>R</u> eason	Fully Filled
Optiona	Text
The pat Please	ient picked the prescription up from the pharmacy. call them to discontinue the medication
	✓ OK X Cancel

4. If the prescription has been processed and transferred to another pharmacy, select Cannot Cancel Order.

ast Name	Kroll			First Name V	Vendell		Si	Mr.	•	OK 🖉 Save	X Cance
Profile - /	All Rxs (8)				ESC	- Back - mar	c to Patien k multiple	t F - Refill Rxs M - Modify	R - Reprint C - Cancel	D - Detail I - Inactivate	Extra Functions
# Status		Oria Rx	RxNum	Date	Ago Otv	LA	uth Rem	BrandName		Doctor	Sig
1 Inact (Tra	ansferred Out)	1000011	100001	1 29/04/2019	0	30	120 90	Tecta 40mg		He, Wendell	30 TABLETS 1 TIM
2		1000010	100001	29/04/2019	U	50	50 0	Apo-nyaro 25m	,	ne, wenden	25 WG 1 HME L
External R	x Order				and the second second			• ×			
Prescribel	T Order Reference						5-1 Mess	ages 🛔			
1.2.2.3.3.7	.7.1011281.2:abc69	411-fb7d-41	Sb-a1df-9	4de53c6d64							
Written Da	te Do Not Dis	pense Before	Expiry	Date							
29/04/20	19 29/04/201	9	01/05	2019							
Patient											
Name	Mr. Kroll, Wende	əll						Jolink			
Address 1	25 York St						Gender M	=			
Address 2						1	DOB 1988 C	1 01			
City	Toronto				Prov	ON	Postal KLA	LA1			
Phone	Home: (416) 111	-1111				ON	PHN 32833	48476			
Allergies	No allergies hav	e been speci	fied								
Observ.	153 centimeter(s	) (16/04/201	9); 83 kg (	16/04/2019)							
Drug											
Name	Tecta 40 mg										
Strength	40 mg	Corres Dala	und select	a dahlad							
CCDD	6000230	Form Dela	yed releas	e tablet							
Provider	De las Mandall										
Liconce #	22900 Consister										
Location	DSS OA					Pole	Dector				
Address	5102 48 St					Rule	Ductor				
City	Yellowknife				Prov	NT	Postal X14	1N6			
Phone	Work: (519) 781	2681			1						
1								- 1			
		This order h	as been ca	ncelled by the	prescriber		- 22				
1.2.2.3.3.7.7	.1011261.2:abc694	11 fb7d 415	b-aldf-9c4	de53c6d64			View C	old Order			
Reason Cha	ange in medication	/dose - Disco	ontinue								
Rx was tra	insferred to Kroll	Pharmacy 2	Cannot C	II He: Patient	requested t	o tran:	sfer Rx to y	our store			





5. **Order Transferred** will automatically be selected. The name of the store that the Rx was transferred out to, user who transferred it and any comments entered during the Transfer Out will be pre-populated in the Optional Text field. Add any additional optional text and click OK to send the cancel refusal reason of Order Transferred to the prescriber.

**NOTE**: If the prescription was transferred to another pharmacy, proper arrangements should be made with the transfer to pharmacy or with the prescriber to ensure the patient is informed that the prescription has been cancelled by the prescriber.

💋 External R	x Order	
Prescribe	T Order Reference	Messages _
1.2.2.3.3.7	.7.1011281.2:abc69411-fb7d-415b-a1df-9c4de53c6d64	
Written Da 29/04/20	te Do Not Dispense Before Expiry Date 29/04/2019 01/05/2019	
Patient		
Name	Mr. Kroll, Wendell	Unlink
Address 1	25 York St	Gender M
Address 2		DOB 1988-01-01
City	Toronto Prov Ol	N Postal K1A 1A1
Phone	Home: Definition Cancel Refusal Reason	3283348476
Allergies	Finter a reason for refusing to cancel the ERX Order	
Observ.	153 cer	
Drug	Reason Order Transferred	<b>-</b>
Name	Tecta 4 Optional Text	
Strength	40 mg Rx was transferred to Kroll Pharmacy 2 by Wendell He: Pati	ient
CCDD	800023 requested to transfer Rx to your store	
Provider		
Name	Dr He, 🗸 OK 🕺 🗶 Cancel	
License #	33899	
Location	PSS QA F	Role Doctor
Address	5102 48 St,	
City	Yellowknife Prov N	IT Postal X1A 1N6
Phone	Work: (519) 781-2681	
	This order has been cancelled by the prescriber	
1.2.2.3.3.7.7	.1011281.2:abc69411-fb7d-415b-a1df-9c4de53c6d64	View Old Order
Reason Cha	nge in medication/dose - Discontinue	
Rx was tra	nsferred to Kroll Pharmacy 2 by Wendell He: Patient requested to the Cannot Cancel Order	transfer Rx to your store





# **Revoke Dispensing Permission**

The Revoke Dispensing Permission is selected on a Cancel Rx Request when the prescription has been filled, the patient has picked up the medication and there are refills remaining.

💋 External Rx	Order			٢						
Prescribe	Order Reference		Messages	•						
1.2.2.3.3.7	1.2.2.3.3.7.7.1011281.2:cfa5edb9-fcc3-4e9d-8db9-78f19a4a5871									
Written Da 16/04/201	te Do Not Dispense Before Expiry Date 9 16/04/2019									
Patient										
Name	Mr. Kroll, Wendell		Unlink							
Address 1	25 York St		Gender M	Ξ						
Address 2			DOB 1988-01-01							
City	Toronto	Prov ON	Postal K1A 1A1							
Phone	Home: (416) 111-1111	0	N PHN 3283348476							
Allergies	No allergies have been specified									
Observ.	153 centimeter(s) (16/04/2019); 83 kg (16/04/2019	))								
Drug										
Name	atorvastatin 10 mg									
Strength	10 mg									
CCDD	8000235 Form Tablet									
Provider										
Name	Dr He, Wendell									
License #	33899 Specialty									
Location	PSS QA	Ro	le Doctor							
Address	5102 48 St,			-						
	This order has been cancelled by the	prescriber								
1.2.2.3.3.7.7	1011281.2:cfa5edb9-fcc3-4e9d-8db9-78f19a4a5871		View Old Orde	r						
Reason No	longer required for treatment - Replaced									
	Rx needs to be cancelled unless given to the patient									
	<u>C</u> ancel Rx									
	Patient already received Rx. <u>R</u> evoke Dispens	sing Permis	sion							
	Ca <u>n</u> not Cancel Order									
	X Close									

1. If the prescription has not yet been inactivated, a prompt will appear to the user to inactivate. Select 'Yes'.

Please Select a choice	83
This Rx has not been inactivated. You must inactivate the Rx first and then can click this button again to send the response to the doctor. Do you want to inactivate it now?	
Yes No	







2. The prescription will be recalled automatically in the F12 screen to be inactivated. Select **Yes** when prompted to inactivate.

1-(local):Pharmacy10-17PrescribeITManual-Modify Ro File Edit Ry View Labels Profile Reports Util	for Kroll, Wendell Tiss Carde Session Help Version 10 (Sannhire)	
F3 - Patient F5 - Drug F7 - Doc	or F9 - Workflow F11 - Drop-off F12 - Save Changes Alt+X - Start	
1000004 Modify Rx	Rx Start Date         Previous Fill         This Rx         Latest Fill         Cancel           16/04/2019         16/04/2019         16/04/2019         ✓         Lookup         ✓         Cancel	<sup>⊗</sup> Rx
Patient Search	Drug Search         100         F2         Pack         Dgc Search         Loc         PSS QA	Transfer Rx From Another Store Transfer Rx To Another Store
Name         Kroll, Wendell         Age: 31           Address         25 York St         Male	Brand Apo-Atorvastatin 10mg Name Dr. He, Wendell Generic Atorvastatin Calcium APX (Apr Address 5102 48 51	😱 Inactivate Rx 🗑 Cancel Rx
Phone         Home         (416) 111-1111           Plan         ODB         Client ID         3283348476	Purch         S17.43         OnHand         S0         Phote         Cisy         Filler         Phote         Phote	Call Doctor
Allergies (1)	Sig 10 MG 1 TH	Print Kroll Care     Owe Quantity
No Known Allergies	In MG 1 TIME         Are you sure?         XX         Y         XX         XX<	View
Conditions (0)	I (NONE) Acq Cost S5.23 Network Cost S5.75	EPrescribe Messages
	Yes         No         1         Fee         50.049           Dosage Form         Total         S16.24         S16.24         S16.24	C Refill Information Patient Plan Information
Plans Pricing Dates Comments Indications In	ages Other Unit Dose (Ctrl-U): Disabled	E Generic Equivalents
Rx Plans         Plan Pays         Extra Info (F2 Edits)           Cash         16.24		Rx as it was Filled
(More Plans Available)	This Rx is linked to an eRx     Drug will be Ordered     Delivent below! the printed	☆ Work Order Rx Counseling History
Next Disp Qty Min Interval Days Max Disp Qty	Enable Auto-Refill Rx Comments (0)	Workflow g 🗄 View Workflow Detail
	*	

3. Enter a comment for inactivating the Rx and click **Save**.

Enter a Comment		
	Enter an optional comme	ent for the Inactivated Rx
Doctor cancelled order. P	atient already picked up	one fill of prescription. Do not dispense any more
	Save	X Cancel

The Rx Cancel Request will be automatically displayed after the Rx was successfully inactivated.





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4. Click on **Patient already received Rx. Revoke Dispensing Permission.** Enter a reason for refusing to cancel the order and click OK to send to the Clinician.



**NOTE**: It is important to continually monitor the Rxs ToDo/Data Entry queue for Cancel Rx Requests, and to reply to them in a timely manner. This ensures that both the Pharmacy and the prescriber's Electronic Medical Records are in sync and up to date.

**NOTE**: Once a Cancel Rx Request has been responded to, the original message will be moved and archived to the Deleted Folder.





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# Cancelling a PrescribeIT® Prescription – Additional Scenarios

# Receiving a Cancel Order Request via Fax

If a prescriber sends a cancel Rx request via PrescribelT® and the message fails to be delivered to the pharmacy, a fax transmission will be sent. Follow the below scenarios depending on the state of the prescription when the fax transmission is received.

# A - The PrescribeIT® prescription is still in RxsToDo

1. Click the record so that it is highlighted, and click **Del** or press **delete** on your keyboard. Delete ToDo Items window appears.



2. In the reason textbox type in a comment and click **OK**. The Rx will be removed from Rxs ToDo.

**NOTE**: Once the user selects to delete the prescription from To Do/Data Entry it is permanently deleted and this action cannot be undone.





# B - The E-Prescription is still in Workflow (Patient has not picked the Rx up)

- 1. Locate the patient whose Rx is to be cancelled.
- On the right navigation pane under the 'Profile' section, click Active Rx or All Rxs from the right menu, or hit Shift + F3. The 'Profile – Active Rxs' window appears (medication profile).
- 3. Click the Rx to be cancelled so that it is highlighted, and click **C-Cancel**, or **type C on the keyboard**. Prompt 'Are you sure you want to Cancel this Rx?' appears.

F3 - Patient	F5 -	Drug	F7 - Do	ctor	F9	- Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start		
ast Name Bethl	1		Fit	rst Name	Devo	n	Salutation	- OK	Save	X Cancel	9 Profile
						ESC - Baci	to Patient F - Ref	II R - Reprint	D - Detail		All Ros
rofile - All Rx	: (2)					space- mar	k multiple Rxs M- Mo	dify C - Cancel	I - Inactivate	Egtra Functions V	Active Rxs
Status	Orig Rx	RxNum	Date	Ago Q	ty	Auth Rem	BrandName	Doctor	Sig		Active Rxs w/Passtimes
	1000005	1000005	14/07/2017	3	30	30 0	Apo-Amoxi 250mg	Kooistra, Jo	ohn *3C UF		Refillable Rxs
2	1000004	1000004	14/07/2017	3	400	400 0	One Touch Verio Glucos	e Test Strip Deangelis,	Colomba Take rea	dings 4 tim	Pricing Profile
											Not Disp./OTC Rus
											Rxs Filled in Error
											Suspended Rxs
											Filter Profile Rxs
											Perform Clinical Analysis
											View
											Alternate Addresses
Allergies (0)		Add Dru	g] (F2)[Ins] Del	Gana	ral r			Other		Territoria de la companya de la comp	Batches
			Ref	TAK	E 1 C	APSULE 3 TI	MES A DAY UNTIL FINIS	HED		Ctri 📑	Charting
				Farre				Cons	ient		Consents

- 4. Click Yes.
- 5. Click **Filled in Error Remove from Profile**, as this is the first fill of the prescription.









6. **Do not** copy the cancelled prescription to a new number. Enter in an optional cancel comment and click **Save**.

Enter a Comment
Enter a comment for the cancelled Rx
Prescriber faxed and cancelled prescription July 31st 2017
Save X Cancel

The prescription is now cancelled and removed from the patient's profile.

# C - The prescription has been dispensed to the patient

In the case that the prescription has already been dispensed to the patient, the pharmacist must call the patient and convey that the prescriber has indicated the medication cannot be taken.

Once the patient has been notified, inactivate the prescription. Please refer to page 119 of the <u>Kroll User Manual</u> for the steps on how to inactivate the prescription.





# Receiving a Cancel Order Request when the Rx is being Processed

If a prescriber sends a cancel Rx request via PrescribelT® when the prescription is being processed, at the next workflow action screen, the user will be prompted that the prescription has been cancelled by the prescriber.

- 1. Call up the prescription that is being processed
- 2. Prompt will be displayed that the order has been cancelled by the prescriber with the reason and the options to **Send the Rx to Trouble**, **Cancel the Rx**, **Continue Processing the Rx or Exit the Rx**.

💋 1-(local):Pharmacy10-17PrescribeITManual-Mc	dify Rx for Kroll, Wendell				
File Edit Rx View Labels Profile Reports	s Utilities Cards Session Help	p Version 10 (Sapphire)			
F3 - Patient F5 - Drug F7	- Doctor F9 - Workflow	F10 - Pickup F11 - Di	rop-off F12 - Save Changes Alt-	-X - Start	]
1000007 Modify Rx		Rx Start Date Previous Fill Th	is Rx Latest Fill	X Cancel	≪Rx
				••	Add Rx I <u>m</u> age
Date 26/04/2019 Time 15:41 F2 Due	4 mins ago Fill Rx	F2 Work Order 14 F2	Delivery Pickup -		Transfer Rx From Another
Patient Search	Drug Search	28 F2 Pack	Doc Search Loc PSS C	• A <u>v</u>	🐑 Transfer Rx To Another Sto
Name Kroll, Wendell Ag	ge: 31 Brand Micardis	40mg	Name Dr. He, Wendell		🕞 Inactivate Rx
Address 25 York St M	lale Generic Telmisartan	BOE (Boe	Address 5102 48 St	NT.	🗑 Cancel Rx
City Toronto Prov O	N Pack 28 Form TAB	Sched 1	City Fellowknite Pr		Call Doctor
Plan ODB Client ID 3283348476	Select an Option				Counsel Patient on Pickun
	This Order has been Cancel	led by the prescriber: Change	e in medication/dose - Discontinue.		Drint Keell Cons
		Do you want to:			
Allergies (1)		Sand the Py to Trouble		120 4	C Owe Quantity
No Known Allergies		Send the for to Trouble	=	90 3	<sup>⊗</sup> View
				27.12	External Rx Order
Conditions (0)		Cancel the Rx		\$38.56	EPrescribe Messages
				\$42.42	() Clinical Interactions
		Continue Processing the	Rx	\$10.49	C Refill Information
				\$52.91	👆 Patient Plan Information
Plans Pricing Dates Comments Indicatio		E <u>x</u> it the Rx			E Generic Equivalents
Rx Plans Plan Pays Extra Info (F2					🕅 Rx as it was Filled
Cash - 52.91		Drug Cost (Purchase) hasn't b	een updated in 156 days		C Unit Dose Info
(More Plans Available)	6	This Rx is linked to an eRx			🗘 Work Order
	6	Drug will be Ordered			Rx Counseling History
		Delivery Label will be printed			Workflow
		Drg Pack Tier Id: 1			V Send Rx to Trouble
Next Disp Qty Min Interval Days Max Disp Oty	Enable Auto-Refill Rx Comments (1)				Uiew Workflow Detail
External Ref: 1.2.2.3.3.7.7.1011281.2:86879421-f706	4e94-975c-7c8e1437a32b				Workflow Push Queues
This Order has been cancelled by the prescriber:	Change in medication/dose				Data Entry

- 3. Click Cancel the Rx. Prompt 'Are you sure you want to Cancel this Rx?' appears.
- 4. Click Yes
- 5. Click Filled in Error Remove from Profile
- 6. **Do not** copy the cancelled prescription to a new number. Enter in an optional cancel comment and click **Save**.
- 7. Go to F9-Workflow Rx's To Do, locate the Cancel Request and bring it up with F Call up Rx(s)







8. Rx status will indicate the Rx is Cancelled to reflect the cancellation, click **Acknowledge Doctor's cancellation of order** to send the response

💋 1-(local):Pharmacy10-17PrescribeITManual-I	💋 External Rx	Order			×		
File Edit Utilities Workflow Cards Sess	PrescribeIT	Order Reference		Messages			
F3 - Patient F5 - Drug	1.2.2.3.3.7.	7.1011281.2:86879421-f706-4e94-975c-7c8e1437a32b				( - Start	
New Pro Devide a Add	Written Dat	te - De Net Dispense Refere - Evering Date				Cancel	<sup>⊗</sup> Workflow Actions
New KX Pending Adj	26/04/201	a 26/04/2010				Cancer	Get Work
Priority - F2 Due	20/04/201	20/04/2019					Waiting for Pickup
Patient Search	Patient						Des line A findienties (0)
Name	Name	Mr. Kroll, Wendell		Unlink			Pending Adjudication (0)
Address	Address 1	25 York St		Gender M			Irouble (0)
City Prov	Address 2			DOB 1988-01-01	=	/ NT	EPrescribe Notifications (12)
Phone	City	Toronto Prov	ON	Postal K1A 1A1			Rx Counseling (0)
Plan Client ID	Phone	Home: (416) 111-1111		N PHN 3283348476			Professional Services (0)
	Allergies	No allergies have been specified					
Allergies (0)	Observ.	153 centimeter(s) (16/04/2019); 83 kg (16/04/2019)				0	
	CDrug					0	
	Name	Micardis				0	
	Strength						
Conditions (0)	CCDD	8000277 Form Tablet				\$0.00	
						\$0.00	
	Provider	De He, Wendell				\$0.00	
	Name					\$0.00	
Plans Pricing Dates Comments Indica	License #	33899 Specialty					
Rx Plans Plan Pays Extra Info (	Location	PSS QA	Role	e Doctor			
Cash	Address	S102 48 St,	. NT	Destal VIA 1NC			
	City	Yellowknite Pro		Postal XIA ING			
	Phone	Work: (519) /81-2081			Ŧ		
		<b>-</b>			_		
	_	This order has been cancelled by the prese	criber		_		
Next Disp Qty Min Interval Days	1.2.2.3.3.7.7.	1011281.2:86879421-f706-4e94-975c-7c8e1437a32b		View Old Ord	er		
Iviax Disp Qty	Reason Cha	nge in medication/dose - Discontinue					
		Rx is Cancelled					
		Acknowledge Doctor's cancellation of ord	ler			0	1 26/04/2019 15:47:52
		Close				-	20/04/2010 10/4//02 //
		Close					







# Prescription Sent to Incorrect Pharmacy

If the prescriber calls to indicate the prescription was sent to the incorrect pharmacy, the prescription must be transferred.

- 1. Once the prescriber gives the correct pharmacy details, locate the prescription within Kroll.
  - a. If the Rx is still in To Do:
    - i. Bring the Rx up to fill and select to make the Rx Unfilled.

rder Ref	erence	Messages 🚽	orts Utili	ties NH Ca	rds Session Help	Version 10					
.2.2.3.3.7	.7.1011281.2:4ad8602f-fdcc-47f3-a785-22e6eb76	Da22	or	F9 - Workflow	w F10 - Pickup	F11 - D	rop-off	F12 - Unfil	l Rx	Alt+X - Start	
/ritten Da 27/08/20	Do Not Dispense Before         Expiry Date           18         27/08/2018         28/08/2018				Rx Start Date Lat	test Fill Qty		Init	V Looku	p 🗶 Cancel	Nake Rx Unfilled
tient			ys ago	Fill Rx	F2 Work Order	30 <u>F2</u>	Delivery	Pickup	-		🗑 Make Rx Not Dispensed
ame	Mr. Kroll, Wendell	Unlink	Drug Sea	arch	1000	<ul> <li>Pack</li> </ul>	D <u>o</u> c Sear	ch	Loc (	Office 👻	Make Rx Stock Transfer
dress 1	220 Test Road	Gender M	Brand	Apo-Hydro		25mg	Name	Dr. He, Wendell			👗 Adapt Rx
dress 2		DOB 1988-01-13	Generic	Hydrochloroti	niazide	APX (Apc	Address	5102 48 St Vellowknife		Drov NT	🖶 Add Rx Image
y	North York Prov Ol	N Postal M1V 1V1	Purch	1,000 FORM	5.70 OnHand 0		Phone	- Chownen			Transfer Rx From Another
ne	Home: (416) 219-9000	ON PHN 2371283165	DIN	00326844	Min Qty 0		Lic#	33899	Alt. Li	c#	B. Call Dantas
ergies	Penicillins (Suspected); Salicylates										Caused Datiant on Dislov
serv.	143 centimeter(s) (07/08/2018); 86.17 kg (07/0	08/2018)	Cia 25 A	IC 1 TIME DAT	V FOR 20 DAVE		Tait		Auth Ohr	120 12	Counsel Patient on Pickup
ug			21g 25 IV	IG I TIME DAIL	T POR 30 DAYS		Dire Otu		Auth Qty	120 12	Trint Kroll Care
ne	hydrochlorothiazide 25 mg		25 MG	1 TIME DAILY F	OR 30 DAYS		Dave	10 TAD	G D %	120 12	<sup>⊗</sup> View
ngth	25 mg						Drod Sol	(NONE)	Aca Cost	\$0.00	External Rx Order
m	Tablet							oPx (Prescribe	Cost	\$0.00	EPrescribe Messages
vider			Route of	Admin	Oral	•	Labels	1 [2]	Markup	\$0.00	Rx Images
me	Dr He, Wendell		Decage	Earm	Tablet		Labers		Fee	\$0.00	(1) Clinical Interactions
ense #	33899 Specialty		Dosage		Tablet	•			Total	\$0.00	E Generic Equivalents
cation	PSS QA F	tole Doctor	ages Ot	her	Unit Dose (Ctrl-U): D	Disabled					C Unit Dose Info
dress	5102 48 St,				Rx expired on	28/08/2018					🖒 Work Order
y	Yellowknife Prov N	IT Postal X1A 1N6			Rx is being Unt	hilled		25			Rx Counseling History
one	Work: (519) 781-2681				This By is linker	me:nyarocnior d to an eRv	othiazide	25 mg			Workflow
		)			Delivery Label	will be printed					V Send Rx to Trouble
5 ma 1	time daily for 30 days			-	Org Pack Tier I	d: 1					📲 View Workflow Detail
Licothi	sig code text in the Ry		Enable A	uto-Refill	-						Workflow Push Queues
ose un	sig code text in the tox.		Rx Com	ments (2)							Data Entry
escribed	Authorized		85-22e6eb	760a22 A							Packaging
/ 30 Ta	blet(s) Days 30 Qty 120 Tablet(s) Days	120 Refills 3	rescriber.	Please +							Pharmacist Verification
ax Disp	Qty Min Interval Days				User: WH (We	ndell He)				⊠0	30/08/2018 12:20

- b. If the prescription has already been filled:
  - i. Cancel the prescription. Prompt 'You are cancelling the first fill of an Rx. Do you want to' appears.
  - ii. Click Make this Rx Unfilled.







				12/07/2	017 5	1	2/07/2017	5 12/07	7/2017 5	🗸 Lookup
▼ F2 Due	5 day	ys ago	Forward Rx	F2 Wor	k Order 1	F2	Delivery	Pickup		•
	S day	Prug Sei Brand Ger Sel Pac Pur DIN Sig TA	Forward Rx arch Apo-Naproxer ect an Option You are cance D Mal Filled in Erro	F2 Wor	k Order 1 500 250 st fill of a to: filled	F2 Pack	Delivery Doc Sear Name Address City Phone Lic# Init Disp Qty Days Prod Sel	Pickup ch Dr. Dea 456 So Hamilte (416) 5 QA1qa DC 30 30 None	ngelis, Colo me Street on 55-5555 14508 DC Refills(+)	Loc Off mba Alt. Lic# Auth Qty Rem Qty G.P. % Acq Cost Cost
		Route of Dosage	Admin Form	Oral Tablet		*	O/W Labels	1	F2	Markup Fee Total
Comments Indica	tions Im	ages Ot	her	Warnings						

Once the prescription is Unfilled, it is ready to be transferred out.

- 2. On the patient profile, click the unfilled prescription so that it is highlighted.
- 3. Click Extra Functions.
- 4. From the 'Extra Functions' menu, click **Transfer Rx to Another Store**.

F3 - Patient F5 - Drug F7 - Do	tor F9 - Workflow F10 - Pickup F13	- Drop-off F1	- New R	x Alt+X - Start	
t Name Yates First	Name Lolly Salutation	<ul> <li>OK</li> </ul>		ave X Cancel Profile	
ofile - All Rxs (3)	ESC - Back to Patient F - Refill space- mark multiple Rxs M- Modify	R - Reprint D C - Cancel I	- Detail - Inact	Egtra Functions V Active Rvs	2
Statust         Distlow         City         July         Ref           1000726         300726         30         30         1000725           1000725         1000725         1         1         0           Unrefined         1000724         10007267         30         30         30	Dodati - Boadinara - Boadinara - Doracytik, Calanda - Ago-Rayowa 200mg Deargetik, Calanda - Dorec - Do	59 1 10 10		Connol Add to Dotto-Callbocks Add to Monual NH Batch Add To R. To Do List AudoFill NH Emorganoy Fill Contes Delivey Order Contes Delivey Order Contes Net Fill Parameters Congo Net Fill Parameters	
indergrees (0) (Add Grag) (2) Sine (Add	Ggneral Eamly Bursing Home Copays Comm Patient I Active Alt Let Name Patient Type Human ▼	Consent Privecy Unit Unit Dose	Iown	Display Therapeutic Equivalents Ctd+P5 Adapt Ra by Pharmacist Extend Ra by Pharmacist Fax Dector(s) Request renewal Limited Use Request	
tedical Conditions (0) (2) Set (Set	Deceased On Prescriptions Definer Type Defin	Type Cycle	<non <non< td=""><td>EAP Request Toggle Batch Fill Status (Hold) Transfer Rx to Another Store</td><td>ŀ</td></non<></non 	EAP Request Toggle Batch Fill Status (Hold) Transfer Rx to Another Store	ŀ
roups (0) (2) Sei (Jai	Delivery Route Price Group <none> Drug line 1 Default (Brand + 2 Default (Generic)</none>	Rx Totals     Rx Count     Dollar value     Reset date		Reactivate Rx Suspend Resume View/Edit Suspendy/Resumes	F
	Double Count Not Required	• Ill Snan Can	Requi	Change Columns	t

- 5. Enter in the 'Transfer Store Information' as obtained from the prescriber.
- 6. Click Transfer Out Eligible Rxs.







Search for a	store. Type its n	ame, address, or other inform	ation		New
Store Name	Another Pharma	a,		Pharmacist Name	
Chain Address	123 Some Street	Ú		Comments	
City	Toronto		Prov ON		
Postal	M98 2J5				
Phone	(416) 555-9898				
Fax	(416) 555-2323		Edit		
Rx Summary	(				
Rx Num	Orig Rx Num	Drug	Doctor		Status
1000006	1000001	Apo-Naproxen 250mg	Dr. Dea	ngelis, Colomba	OK to Transfer Out

Once the transfer report prints, fax it to the designated pharmacy. Alternatively the pharmacy may phone in the transfer details as well.







# Sending e-Renewal Requests

The pharmacy may request a renewal of a medication with the patient's consent electronically through Kroll to any prescriber linked to PrescribeIT®.

To Send e-Renewals to Doctor(s):

- 1. Navigate to the patient's medication profile in Kroll.
- 2. Click on Extra Functions to open the menu.

#### 3. Click Request Renewal.

1-(local):Pharmacy10-19PrescribelTDemo-Patient -	Kroll, Wendell	- 🗆 X
File Edit Recent Patient View Profile Reports	Utilities NH Cards Session Help Version 10	
F3 - Patient F5 - Drug F7 - Do	ctor F9 - Workflow F11 - Drop-off F12 - New	w Rx Alt+X - Start
Last Name Kroll Firs	t Name Wendell Salutation Mr. ~	OK Save X Cancel Profile
Profile - All Rxs (2)	ESC - Back to Patient F - Refill R - Rep space- mark multiple Rxs M- Modify C - Can	orint D - Detail Extra Functions ▼ Active Rxs
# Status Orig Rx RxNum Date	Ago Qty Auth Rem BrandName Do	View Workflow Details
1 1000004 1000004 14/11/2019	1 200 200 0 Ventolin HFA 100mcg Pra	ractitioner,Noah Counsel
2 1000001 1000001 14/11/2019	1 200 1,000 800 Ventolin HFA 100mcg He	e,Wendell Add to Doctor Callbacks
		Add to Manual NH Batch
		Add To Rx To Do List
		AutoFill
		NH Emergency Fill
		Create Delivery Order
		Change Next Fill Parameters
		Copy to New Num and Make Unfilled
		Display Therapeutic Equivalents Ctrl+F5
		Adapt Rx by Pharmacist
Allergies (0) Add Drug F2 Ins Del	General Family Nursing Home Copays Communication	ons Other Extend Bx by Pharmacist
	Patient	Consent Fax Doctor(s)
	Active Alt. Last Name	Privacy Unknown Request renewal
	Patient Type Human	Linit Dava Limited Lise Request
	Deceased On F2	Time Chan FAP Request
Medical Conditions (0) F2 Ins Del		Curls Char Toggle Batch Fill Status (Hold)
	Prescriptions	Cycle Chon loggle batch in status (Flota)
	Delivery Type Default (Pickup) ~	Price Group < Defa
	Delivery Route V	Rx Totals
	Price Group <none> ~</none>	Rx Count Suspend
Groups (0) F2 Ins Del	Drug line 1 Default (Brand $\lor$ 2 Default (Generic) $\lor$	Dollar value
	Double Count Not Required ~	Reset date view/cdit Suspends/Resumes
	No Kroll Care No Wallet Card	Change Columns
	Compliance Calendar on Label	Snap Caps Docu Make Default Columns
	User: WH (Wendell He)	0 15/11/2019 09:59:29

4. The Request Renewals form appears.

**NOTE**: The medication being renewed is displayed in bold along with the authorized quantity, remaining quantity and the original prescribing doctor.

5. If the prescriber has more than one location, use the drop down box to change the destination the eRenewal will be sent to. Click **Request** to send the prescription.









🕖 Request Renewal					- 🗆 ×
		Please specify how each r	enewal should be requ	ested	1
Kroll, Wendell					
Reason for renewal					Urgent
Request renewal for the	ollowing Rxs from [Rx]	Practitioner, Noah	<ul> <li>PrescribelT:</li> </ul>	PSS QA	~ Message
200 Ventolin H	FA 100mcg	Rem: 0, Auth: 200	Practitioner, Noah		
Reason for	renewal				
		Request	>	Close	

- 6. If the renewal is to be sent to another prescriber other than the original doctor:
  - a. Use the drop down box next to the doctor and select "Select other doctor..."

Doctor search form is displayed

🕖 Request Renewal			- 🗆 X
	Please specify how each re	enewal should be requested	
Kroll, Wendell Reason for renewal		•	Urgent
Request renewal for the following Rxs fi	om [Rx] Practitioner, Noah	PrescribelT: PSS QA	∼ 🖂 Message
200 Ventolin HFA 100mcg	[Rx] Practitioner. Noah Select other doctor	pner, Noah	
Reason for renewal			
	✓ Request	X Close	

#### b. Search and select another PrescribeIT® registered doctor.

🕖 (Doc Search) he,wendell									$\times$
Recent Search									
[Last, First] [.Code] OR [Pho	one]	🗸 Select	Ins Insert			Searching By	/ Last Na	ame, First Name	
he,wendell		🗶 Cancel	Advanced			1	Record F	ound	
# 🔺 Last Name	🔺 First Na	ime	City	Prov	Phone				^
1 He	Wendell		Yellowknife	NT	(416) 111-	1111 PSS QA			





NOTE: Alternatively, a new doctor can be created at this point and linked to PrescribelT® (see previous section Searching for a Provider on the PrescribeIT® Registry on how to link a prescriber).

7. Once back at the Request Renewal form, click Request.

**NOTE:** Multiple PescribeIT<sup>™</sup> Prescription Renewal Requests can also be sent at the same time.

- 8. From the patient profile, tag multiple prescriptions by pressing space bar.
- 9. Right click and select Request Renewal.

	1-(loca	l):Pharn	nacy10-19P	rescribelT-I	Patient - Kr	roll, Wend	ell							– 🗆 X	
Fi	e Edit	Recent	Patient	View Pr	rofile Rep	ports Ut	lities	NH Cards	Session Help Version	n 10	-# 51	New Do	Alk IV Chart		
_	F3 - Pa	tient	FD	- Drug	F/ -	Doctor		9 - WORKHOW	FT0 - Ріскир	FIT-Drop	-011 F12	- New KX	Ait+X - Start		
<u>L</u> a:	st Name	Kroll				First Nam	e Wen	dell	Salutation M	r. ~	ОК	🟑 Sav	Cancel		î
P	rofile - A	All Rxs	(35)					ESC - Bac space- ma	k to Patient F - Re k multiple Rxs M- M	efill <mark>R</mark> - Rep Iodify <mark>C</mark> - Can	orint D ncel I	- Detail - Inact	Extra Functions V Active R	<5	
#	Status		Orig Rx	RxNum	Date	Ago	Qty	Auth Rem	BrandName	D	octor		View Workflow Details		
3	Unfilled		1000053	1000053	8 08/10/201	9 38	21	21 21	Amoxicillin 500mg	н	le,Wendell		Counsel		
4			1000052	1000052	2 08/10/201	9 38	30	30 0	Apo-Amoxi 500mg	н	le,Wendell		Add to Doctor Callbacks		
5	Inact (Co	pied)	1000051	1000051	08/10/201	9 38	30	30 0	Apo-Amoxi 500mg	н	le,Wendell		Add to Manual NH Batch	H	
6	No Resp	onse	1000050	1000050	30/09/201	9 46	30	30 0	@Hyderm In Clortrimd	lerm A	lpha,Nurse		Add To Rx To Do List	H	
-	NO Resp	onse	1000048	1000049	30/09/201	9 46	30	500	@Hyderm In Clortrimd	ierm A	lpha,Nurse		AutoFill		
0			1000047	1000047	30/09/201	9 40	30	300	@Hyderm In Clortring	derm A	lipha Nurse		NUL Engennen n. Eill		
10			1000016	1000037	04/09/201	9 72	200	800 200	Ventolin HFA 100mcg	н	le Wendell		NT Energency Thi	H	
11	Cancelle	d	1000029	1000036	03/09/201	9 73	30	30 30	FreeStyle Libre Sensor	Monitor H	le,Wendell		Create Delivery Order	H	
12	Inact		1000034	1000034	03/09/201	19 73	30	120 90	Apo-Candesartan 16m	ng H	le,Wendell		Change Next Fill Parameters		
13	Unfilled	(Inact) (T	1000033	1000033	03/09/201	9 73	30	30 30	Apo-Atorvastatin 10m	g H	le,Wendell		Copy to New Num and Make Unfille	d	
14			1000028	1000028	8 30/08/201	9 77	30	30 0	ACT Valsartan 160mg	н	le,Wendell		Display Therapeutic Equivalents	Ctrl+F5	
15			1000027	1000027	30/08/201	9 77	30	30 0	Brivlera 10mg	н	le,Wendell		Extend Rx by Pharmacist		
1	llergies (	1)		Add Dru	ıg F2 Ins	Del Ge	neral	Family Nu	sing Home Copays	Communicatio	ons Other		Excelle for by Photocolo		
	No Know	n Aller	jies				tiont	- , -	5 1 7-	-	Concont				
						Pa	lent				Privacy Unk	nown	Request renewal		
							Active	Alt. Last	Name		]		Limited Use Request		
						Pa	tient Typ	pe Human	~		Unit Dose		EAP Request	H	
						De	ceased	On		F2	Туре	<non< th=""><th>Toggle Batch Fill Status (Hold)</th><th></th><th></th></non<>	Toggle Batch Fill Status (Hold)		
1	<u>/l</u> edical Co	onditior	is (0)		F2 Ins	Del					Ovela	< Non	Transfer Bx to Another Store		
_						Pr	escript	ions			Cycle	SINUI	Parativata Py		
						De	livery Ty	pe Default (	Pickup)	~	Price Group	<defa< th=""><th></th><th>H</th><th></th></defa<>		H	
						De	livery Ro	oute		~	Rx Totals		Suspend		
						Pri	ce Grou	p <none></none>		~	Rx Count		Resume		
	roune (0)				F2 Inc	Del Dr	ua line :	1 Default (	Brand V 2 Default (Ge	meric) V	Dollar value		View/Edit Suspends/Resumes		
	inouts (0)				12 115	Do	uble Co	ount Not Rea	uired	·	Reset date		Change Columns		
							No Kro		Wallet Card		Snap Cap	Requi	Make Default Columns		
							Compl	liance Calenda	r on Label			Documente	1 Rx Couns	seling History	
							compi	arree curentae				socumenter			Y

The medications will be separated based on the provider who prescribed them.

#### 10. Click Request.







	Please specify how each rer	newal should be requested	
roll, Wendell			
eason for renewal			Urg
equest renewal for the following Rxs from	[Rx] He, Wendell	✓ PrescribelT: PSS QA	✓ Message
30 Apo-Candesartan 16mg	Rem: 90, Auth: 120	He, Wendell	
Reason for renewal			
270 Apo-Telmisartan 40mg	Rem: 1080, Auth: 1080	He, Wendell	
Reason for renewal			
equest renewal for the following Rxs from	[Rx] Alpha, Nurse	V PrescribelT: Office	✓ Message
50 @Hyderm In Clortrimderm	Rem: 0, Auth: 50	Alpha, Nurse	

**NOTE:** Locally recorded allergies on the patient card are sent in eRenewal requests to prescribers.

#### **Reason for Renewal Comments**

When requesting renewals from the doctor, there are several fields to add in a Reason for Renewal.

The top most reason for renewal field will add a comment to all medications within the renewal request when the text is entered here.

,	Request Renewal			_		×
-ĸ	roll Wendell	ase specify how each ren	ewal should be requested			
R	eason for renewal Vacation Supply					rgent
R	equest renewal for the following Rxs from [Rx] He, Wende	I	V PrescribelT: PSS QA	<ul> <li>Mess</li> </ul>	age	
	30 ACT Valsartan 160mg	Rem: 120, Auth: 120	He, Wendell			
	Reason for renewal Vacation Supply					
	30 Apo-Candesartan 16mg	Rem: 90, Auth: 120	He, Wendell			
	Reason for renewal Vacation Supply					
	270 Apo-Telmisartan 40mg	Rem: 1080, Auth: 1080	He, Wendell			
	Reason for renewal Vacation Supply					
		Request	🗶 Close			

**NOTE:** The reason for renewal will automatically populate from the top box in light grey italics in each of the subsequent fields.







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If a different reason for renewal applies to one or more of the medications in the renewal, simply type in a different reason.

🕖 Request Renewal		- 0	$\times$
Ple	ase specify how each ren	enewal should be requested	
Kroll, Wendell Reason for renewal Vacation Supply			gent
Request renewal for the following Rxs from [Rx] He, Wende	I	✓ PrescribelT: PSS QA     ✓ Message	
30 ACT Valsartan 160mg	Rem: 120, Auth: 120	He, Wendell	
Reason for renewal Vacation Supply			
30 Apo-Candesartan 16mg	Rem: 90, Auth: 120	He, Wendell	
Reason for renewa Lost medication			
270 Apo-Telmisartan 40mg	Rem: 1080, Auth: 1080	) He, Wendell	
Reason for renewal Vacation Supply			
	Request	X Close	

If the top-most reason for renewal does not apply to one or more of the medications in the renewal and the user wishes to leave it blank (no reason given), place the cursor in the field and use the **spacebar** to remove the text.

🕖 Request Renewal			- 0	×
Plea	se specify how each ren	ewal should be requested		
Kroll, Wendell				
Reason for renewal Vacation Supply				Urgent
Request renewal for the following Rxs from [Rx] He, Wendell		✓ PrescribelT: PSS QA	~ 🖂 Message	
30 ACT Valsartan 160mg	Rem: 120, Auth: 120	He, Wendell		
Reason for renewa				
30 Apo-Candesartan 16mg	Rem: 90, Auth: 120	He, Wendell		
Reason for renewal Lost medication				
270 Apo-Telmisartan 40mg	Rem: 1080, Auth: 1080	He, Wendell		
Reason for renewal Vacation Supply				
✓	Request	X Close		

**NOTE:** Reasons for renewal are optional unless the prescriber has specified the medication is not to be renewed electronically. The user is obligated to input a reason for renewal or close the form and remove the prescription from the renewal (un-tag the prescription from the patient profile and request renewal).





🕖 Request Renewal						_		$\times$
	Please	specify how each n	enewal should be i	requested				
Kroll, Wendell Reason for renewal Request renewal for the following Rxs from [Ra 30 ACT Valsartan 160mg Reason for renewal	Error One Pleas	or more requests cann se resolve these errors b	ot be processed due t before proceeding. OK	X		Messa	age Ur <u>c</u>	gent
30 Apo-Candesartan 16mg Reason for renewal	F	Rem: 90, Auth: 120	He, Wendell	1	eRenewal not allowed	w/o comme	nt	
270 <b>Apo-Telmisartan 40mg</b> Reason for renewal	R	Rem: 1080, Auth: 1080	) He, Wendell					
	✓ F	Request		💥 Close				

**NOTE:** Clinical Communications can be viewed and sent by clicking the Message button. (Please refer to the PrescribeIT® Clinician Communication section)

### Sending eRenewals for prescriptions called to fill and with no repeats

- Refill a prescription either from the universal search field on the start screen (type in the prescription number and click or hit F12) or call up the prescription from the patient profile (F3-Active Medications tag the prescription and hit or click on F-Fill).
- 2. If the prescription has no more repeats, a form will be displayed.

1-(local):Pharmacy10-19PrescribelT-Refilling Rx for P	Groll, Wendell						– 🗆 X
F3 - Patient F5 - Drug F7 - Doc	tor F9 - Workflov	w F10 - Pickup	F11 - Drop-off	F12 -	Fill Rx	Alt+X - Start	
1000054 Refill Pending Adj		Rx Start Date La 08/10/2019 38 0	atest Fill 8/10/2019 38 Qty 30	0 \$13.05 Init \	WH 🗸 Looku	ip 🗶 Cancel	× Rx
Priority Default Wait Time V F2 Due in 1	9 mins Fill Rx	F2 Work Order 0	F2 Deliver	ry Pickup	~	A 40 330	🖶 Add Rx I <u>m</u> age
Name Kroll, Wendell Age: 31	Brand Apo-Bromazer	pam 3m	y Pack Doc Se	Dr. He, Wend	dell	P35 QA V	G Charge to AR
Address 25 York St Male City Toronto Prov ON Phone Home (416) 111-1111	Pack 100 Form I Purch Se	AB Sched T	City	Yellowknife		Prov NT	Counsel Patient on Pickup
Plan ODB Client ID 3283348476	DIN 02177161	There are no repeats	left on this Rx.	33899	Alt. Li	c# 654651	View
Allergies (1)	Sig T UD	<u>C</u> opy to a new	number	WH WH	Auth Qty	30 1	(!) Clinical Interactions
No Klown Allergies	TAKE AS DIRECTED	Request r <u>e</u> n	ewal	30 TAB 30	G.P. %	0 82.15 \$2.33	Patient Plan Information     Generic Equivalents
Conditions (0)	Route of Admin	X Co <u>n</u> tinue to v	iew the Rx	1 F2	Cost Markup	\$2.56 \$0.00	Unit Dose Info  Work Order  Counceling Hirtony
	Dosage Form	labici	Fee \$10.49 Total \$13.05				Workflow
Plans Pricing Dates Comments Indications In Rx Plans Plan Pays Extra Info (F2 Edits)	nages Other	Unit Dose (Ctrl-U): Disat	led				g View Workflow Detail
Cash V 13.05 Deduct: \$13.05 (More Plans Available)		A Not enough invent Rx is being refilled	ory for Rx 8 days late				Data Entry
				odated in 1789	days		Technical Verification Packaging
Min Interval Days	Enable Auto-Refill	Delivery Label will Patient has an AR	be printed Account.				Pharmacist Verification Incomplete Pickup
Max Disp Qty 0 Max Disp Qty 0	Rx Comments (1)	Drg Pack Tier Id: 1					<u> </u>
		User: WH (Wende	ll He)			0	1 15/11/2019 10:23:56

NOTE: The new option will display regardless if the prescription was initially received electronically or not.







3. Select Request Renewal. The 'Request Renewals' screen displays.

💋 1-(local):Pharmacy10-19PrescribelT-Refilling Rx for Kroll, Wendel	II.		- 🗆 ×
File Edit Recent Rx View Labels Profile Reports Utilitie	es NH Cards Session Help Version 10		
F3 - Patient F5 - Drug F7 - Doctor F	9 - Workflow F10 - Pickup F11 - Dro	op-off F12 - Fill Rx Alt+X - Star	t
1000054 Refill Pending Adi	Rx Start Date Latest Fill 08/10/2019 38 08/10/2019 38	Otv 30 \$13.05 Init WH 🖌 Lookup 🗶 Cane	el 🛛 🖉 Rx
			Copy to New Rx
Priority Default Wait Time V F2 Due in 19 mins	Fill Rx F2 Work Order 0 F2	Delivery Pickup ~	Add Rx Image
Patient Search	ch 100 ~ Pack	Doc Search Loc PSS QA	Charge to AR
Name Kroll, Wendell Age: 31 Brand A	Apo-Bromazepam 3mg	Name Dr. He, Wendell	Call Doctor
City Toronto Prov ON Pack	100 Form TAB Sched T	City Yellowknife Prov NT	Counsel Patient on Pickup
Phone H Request Renewal		•	- п х
Plan OI			
	Please specify how each renewal shoul	d be requested	
Allergies (1) Kroll, Wendell			
No Knowr Reason for renewal			Urgent
Request renewal for the following Rxs from [Rx] H	He, Wendell 🗸 🗸	rescribelT: PSS QA 🗸 🗸	Message
30 Apo-Bromazepam 3mg	Rem: 0, Auth: 30 He, Wend	ell	
Reason for renewal			
Plans p	🗸 Request	🗙 Close	
Rx Plans Plan Pays Extra Info (F2 Edits)	UNO Repeats Left		Workflow Buch Quouer
Cash ~ 13.05 Deduct: \$13.05	A Not enough inventory for Rx		Data Entry
(More Plans Available)	A Rx is being refilled 8 days late		Technical Verification
	Drug Cost (Purchase) hasn't be     Drug will be Ordered	een updated in 1789 days	Packaging
	Delivery Label will be printed		Pharmacist Verification
Min Interval Davs Enable Au	Deatient has an AR Account.		Incomplete Pickup
Next Disp Qty 0 Max Disp Qty 0 Rx Comm	ents (1) Org Pack Tier Id: 1		· · · · ·
	~		
	~		
	User: WH (Wendell He)	⊠ 0	1 15/11/2019 10:24:21 .::

4. Select the location to send the eRenewal or if applicable, change the Doctor. Proceed to enter an optional reason for renewal and select **Request eRenewals**.

The renewal requests will create Doctor Callback records.

5. From the start screen, click **Callbacks** title.

🕖 1-(local):Pharmacy10-19Presci	ribelT-Start Screen								- 0	×
File Edit Recent Reports Ut	ilities NH Cards	Session Help Ver	rsion 10							
F3 - Patient F5 - Dru	ug F7 - Doc	tor F9 - Wor	kflow F1	0 - Pickup F11 - I	Drop-off	F12 - New Rx	Alt+X - Start			
Last Rx Numbers Regular 1000057 Narcotic 9000007	Dashboard	Callbacks	ව වි Follow	ups Notes	]	nd Docs Ou	tbound Fax	Mail	Cale	5 ndar
Modify Rx	Filt <u>e</u> r Current	~ +	0 <u>d</u> ays	C Mark as Call Docto	r OK Ref	<b>fills</b> Fi	A Fax Do	ctor		
<u>R</u> eprint Rx	D <u>o</u> ctor All		~	Mark as Waiting	R Refuse R	tefills D Sumr	marize Doctor		Print	t Report
<u>C</u> ancel Rx	Items (14)									F2 De
	Status	Doctor F	Patient	Rx Num Last Fill	Qty Brand Na	ame <mark>Co</mark>	mment		R	esolve ^
Modify Specific Rx #	Wait for Doc	He, Wendell 🛛 🕴	Kroll, Wendell	1000054 08/10/2019	30 Apo-Bror	mazepam 3m eR	enewal sent at 10:2	25 15/11/2019		
Reprint Specific Bx #	Wait for Doc	He, Wendell 🛛 🕴	Kroll, Wendell	1000001 16/04/2019	30 Apo-Can	desartan 16m eR	enewal sent at 10:3	38 09/08/2019		
reprint opecifie for #	Wait for Doc	He, Wendell	Kroll, Wendell	1000008 15/07/2019	30 Tecta 40r	ng eR	enewal sent at 10:4	43 09/08/2019		

While waiting for the prescriber to respond, the record will have a status of Waiting for Doc







# Receiving a Response Back from the Prescriber

Once a prescriber receives a refill request from the pharmacy via PrescribeIT®, there are four (4) possible responses that may be sent back:

- 1. Accepted
- 2. Accepted with Changes
- 3. Doctor Refused
- 4. Renewal Under Review

### Accepted

When the provider approves the refill request for a prescription, the doctor callback record status will change to Doc Okayed.

1-(local):Pharmacy10-14Prescrit	belTSS-Start Screen
File Edit Recent Reports Ut	illities NH Cards Session Help Version10
F3 - Patient F5 - Dri	ug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off F12 - New Rx Alt+X - Start
Last Rx Numbers Regular 1000008 Narcotic 9000000	Dashboard     Callbacks     Followups     Notes     Inbound Docs     Outbound Fax     Mail     Calendar
Modify Rx	Filter     History     + 0     days     C     Mark as Call Doctor     OK Refills     F Fill     Fax Doctor
<u>R</u> eprint Rx	Doctor All  W Mark as Waiting R Refuse Refills D Summarize Doctor Print Report
Cancel Rx	Items (3) [22 [ba]
	Status Doctor Patient Rx Num Last Fill Qty Brand Name Comment Resolved Comment ^
Modify Specific RX #	Failed He, Wendell Kroll, Wendell 1000001 14/08/2018 30 Accel-Candesartan 16 eRenewal sent at 11:39 14 Please revert to manual process
Reprint Specific Rx #	Doc Olayed Ho, Wendell Krell, Wendell 1000006 14/08/2018 15 Accel-Candecartan Sm eRenewal cent at 12:23 30 Appreved WITH CHANGES: Doc
	Doc Okayed He, Wendell Kroll, Wendell 1000008 30/08/2018 30 Apo-Valsartan 80mg eRenewal sent at 12:43 30 Doctor Okayed Refill
Counsel Rx	
·,	

The prescription will also be automatically placed in Rx's To Do. From the Rx's To Do, the prescription may be filled using the steps in the previous section Retrieving and Filling a Doctor Initiated New PrescribelT® Rx Request. Once the prescription is filled and complete, the Doctor Callback record will resolve.

1-(local):Phar le Edit Util	macy10-14F ities NH	vescribeITSS-Wo Workflow Care	rkflow Is Session	Help Ve	rsion 10								
F3 - Patient	FS	5 - Drug	F7 - Dod	tor P	9 - Workflow	F10	) - Pickup	F11 - Dro	p-off	F12 - New Rx	Alt+>	< - Start	
			Overdue	0-1 hrs	1-4 hrs	4+ hrs	Tomorrow	Trouble	Total				<sup>⊗</sup> Workflow Actions
[	Dat	ta Entry	3	0	0	0	0	0	3				Waiting for Pickup
	Packaging		1 0		0	0	0	0	1		✓ Get Work		Pending Adjudication (0)
[	Pharmaci	st Verification	0	0	0	0	0	0	0				Trouble (0)
[	Incomp	olete Pickup	0	0	0	0	0	0	0				EPrescribe Notifications (3)
Dy's In Drogross										Rx Counseling (0) Professional Services (0)			
(X 3 III	riogi	033						F - Call up	Rx(s) De	- Delete			
ToDo Origin	Tote	Due	RxNum	WO # Pati	ent	Brand	Vame	D	octor	Next Workfl	ow Action	Troub 🔺	
PrescribeIT		16 days ago		8 Kro	l, Wendell	Apo-Ra	amipril 5mg No	strength sp H	e, Wendell	Entered			
PrescribeIT PrescribeIT	25551boTT 11 mins ago 12 Kroll, Wendell 15551beTT 8 mins ago 16 Kroll, Wendell						artan No stren an 80 mg 80 mg	gth specific H J H	e, Wendell e, Wendell	Entered			









# Accepted with Changes

When a refill request is approved by the provider, they may occasionally make changes to the original Rx. SIG, duration or even dose may change. In these instances the Doctor Callback record status will change to **Doc Okayed**, and the resolved note displays **With CHANGES Doctor Okayed Refills**.



The Rx will be placed in To Do. When called up, the External Rx Order will denote the type of changes that were made to the original Rx in the comments section (dose change, change in directions, etc).

TAKE 1 TABLET TWICE DAILY	
Dispense Authorized	
Qty 150 Days 30 Qty 150 Days Fills	
Comments	
THERE ARE CHANGES TO THIS RENEWAL REQUEST: Increase	d dose
Prior Order	
Prior Order Num 2.16.124.11: Copy from Prior Rx	
Close	
ciose	

Complete the prescription using the steps in the previous section **Retrieving and Filling a Doctor Initiated New PrescribelT® Rx Request.** Once the prescription is filled and complete, the Doctor Callback record will resolve.

**NOTE:** The Copy from Prior Rx button will copy a previously received from PrescribeIT® prescription to a new number locally. If the button says copy from local Rx, the user has the ability to copy a Local Non e-prescription and link to the e-Rx. The copied from Rx will be inactivated.







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-	_					аке кх отп	mea			Drug							
Delivery	Pickup	0	•		<b>N</b>	lake Rx Not	Dispen	nsed	11	Name	APO-F	REDNISON	E 5 MG TAB	LET			
D <u>o</u> c Sear	ch		Loc Cl	inic for the S	<ul> <li></li></ul>	lake Rx Sto	ck Trans	sfer	Ш	Form	Table	t					
Name	Dr. De	angelis, Col	omba		ЖA	dapt Rx			Ш	Name	Dr. Dr	oppolia Ca	lomba				
Address	456 Sc	ome Street			et .				14	- turne	DI. De	angens, co	iomba				
City	Hamilt	ton		Prov ON		dd Rx I <u>m</u> ag	e		Ш	License #	QA1qa	a14508	Specialty	'			
Phone	001450	08063695		. [	- I 🔞 Ti	ransfer Rx F	rom An	nother Store		Address	123 B	ellings					
Lic#	QA1qa	14508	Alt. Lic	•	l C₄ c	all Doctor			Ш	City	Camb	ridge		Prov	ON	Postal	N3C 2V3
						ounsel Pati	ent on f	Pickup	1	Phone	Work:	(758) 444-4	444: Work F	ax: (519	) 621-	1420	
Init			Auth Qty	140	1 🔂 0	<u>w</u> e Quantii	y		11	Sig							
Disp <u>Q</u> ty	140	Refills(+)	Rem Qty	140	1 Viev	v			1	Take 40	mg 1 tir bon Tak	nes daily for 20 mg 1 tir	7 days then	Take 30	mg 1 t	imes d	aily for
Days			G.P. %	71.3	9 () c	linical Inter	actions		Ш	times da	aily for 7	e zo nig i til I days	nes dany ioi	/ uays u		KE 10 I	ing I
Prod Sel	3 - Ph	armacis 👻	Acq Cost	\$5.0		eneric Faui	valents.			Use thi	is sia co	de text in the	Rx.		-		
o/w	Writt	🐨 Patien	t Profile for F	Roberts, Lucille	e Edna												
<u>L</u> abels		Profile	All Rxs (3)	)		ESC - Back to Patient				Y.	- Сору Т	o New D - I	Detail	🗸 ОК	<b>P</b> F	Refills	
-	-	# Status	Orig Rx	RxNum	Date	Ago	Qty	Auth Rem		BrandName		Doctor	Sig				
	-	1	100001	72 10000172	26/09/201	7 0	30	30 0		Atenolol 50mg	g	Pipars, Susan	UD				
		2	100001	71 10000171	26/09/201	70	140	140 0		Apo-Predniso	ne 5mg	Simpson, Mor	nic UD				
		3	100001	70 10000170	26/09/201	7 0	2	2 0		Sandoz-Meth	otrexate I	ir Deangelis, Co	loi SUB			•	
v.	_															$\mathbf{i}$	
d for this	anima													=			
	_																<u> </u>
NISONE 5	5 MG														Co	py fror	n Local Rx
600 000	u Diau																
p for pro	v. Pidi													-			
	(								11								
													Close	1			
		\varTheta Net	care 🖾 0		NUM	26/0	3/2017	14:46:04					CIUSE	J			

# **Doctor Refused**

If the doctor refuses the prescription refill for any reason, the doctor callback record status changes to **Doc Refused.** 

File Edit Recent Reports U	tilities Cards Session Help Version10
F3 - Patient F5 - Dr	ug F7 - Doctor F9 - Workflow F11 - Drop-off F12 - New Rx Alt+X - Start
Last Rx Numbers Regular 1000013 Narcotic 9000000	Image: Callbacks     Image: Callbacks
Modify Rx	Date Range     Current Or Resol ▼ ◆     days     C Mark as Call Doctor     OK Refills     F Fill     Fax Doctor
<u>R</u> eprint Rx	Doctor All  W Mark as Waiting R Refuse Refills D Summarize Doctor Print Report Print Report
Cancel Rx	Items (3) [F2 (Ba)
Modify Specific Rx #	Status         Doctor         Patient         Rx. Num         Last Fill         Qty         Brand Name         Comment         Resolved Comment         ^           Doc Okayed         Cicioli, Linda         Robinson, Lot 1000011         18/08/2017         240         Aspirin Extra Strength eRenewal         Doctor Okayed Refill 21/08/2017 08:06         ^
Reprint Specific Rx #	Doc Refused Cicioli, Linda         Robinson, Lor 1000010         18/08/2017         30         Tylenol Caplet 500 mg         Renewal Doctor Refused refill Modified Prescription Exists 2           Wait for Doc Robinson-pss, J Robinson, Lor 1000012         21/08/2017         60         Ratio-Sumatriptan 100 eRenewal
Counsel Rx	

The resolved comment displays the reason for refusal. **No** prescription is placed in **Rxs To Do**, and the Doctor Callback Record will resolve.





# **Renewal Under Review**

When a prescriber sends back a response to a refill request of Renewal Under Review, the refill is denied. The status of the Doctor Callback Record changes to Doc Refused. The resolved comment displays **Renewal Under Review** as well as the reason.



No prescription is placed in Rxs To Do, and the doctor callback will resolve.

**NOTE**: Check the Doctor Callbacks queue often for denied or under review renewal responses. Sort the list by preferred column to easily find prescriptions and their statuses.

**NOTE**: For eRenewal Failures, please refer to the 'Failed Communication and managing the ePrescribe Notification Queue' 'eRenewal Failures' section of this document.







# PrescribelT® Clinician Communication

PrescribeIT® provides the ability for pharmacies to exchange messages with PrescribeIT® registered clinicians within the Kroll PMS system.

The messages that are sent between pharmacies and clinics can reference a whole medication order, a particular medication or non-medication from the order or patient. It can also be a general message without any reference to a prescription, order or patient. Users are also able to send/receive attachments on all Clinician Communications.

# Sending a General Clinician Communication (Not Referencing a Medication/Order)

Pharmacies can send a general Clinician Communication that is not referencing a particular Medication Order, Medication or non-medication received from a Prescriber.

1. Navigate to F9-Workflow from the Kroll start screen. Click **the ePrescribe Notifications** button under Workflow Actions on the right screen.







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2. The ePrescribe Message form will be displayed. Click on the **New Mail** button, this will open a new ePrescribe Message window.

F3 - Patien	t F5 - Drug	F7 - Doctor	F9 - Workflow	F10 - Pickup	F11 - Drop-off	F12 - New Rx	Alt+X - Star
ePresc	ribe Notific	ations Folder	Inbox -	F2 - View Del - Delete		New Mail	Befresh
Туре	Dogtor	IPatient .	Date	Subject			
	/ EPrescribe	Message			1		
	То					F2 =	Send
	Patient					F2 X	Cancel
	Subject						
	Subject					Cigen	
	Add Attach	iment					_

3. To enter a prescriber name (the recipient of the message), begin typing the name in the 'To' field to open the F7 doctor search form, or click **F2**.

10			F2	Send
Patient			F2	X Cancel
(Doc Search)				C.
Last, First] [.Code] OR	[Phone] Search	Ins Insert	Searching By	
	X Cance	Advanced	0	





4. Populate search criteria and click **Search**. If the doctor is already linked to PrescribeIT® and has Clinician Communication enabled a **mail icon** will be displayed beside the PrescribeIT® button

File Edit Recent Doctor Reports	Utilities N	IH Cards S	ession	Help Versio	on 10					
F3 - Patient F5 - Drug	F7 - C	Doctor	F9 - Wo	rkflow	F11 - Drop-off	F12	- New Rx	Alt+X	- Start	
Last Name Ion First Na	me Cristin	a	Salutatio	n Dr.	- QuickCode		OK	🦪 🖉 S	ave	🗙 Scan
Addresses Add Modify Delete	Primary Lo	cation 🔽			Doctor A	ctive 🔽	Phone Number	rs (1)	Phone	F2 Ins Del
Locations (2) F2 Ins De	Address 1	5102 48 St					Pss Qa		(416) 555-9	9898
Pss Qa	Address 2									
Med Access	City	Yellowknife	•	Prov	NT (Northwest	Ter 👻				
	Postal	X1A 1N6		Country	Canada	•				
Ctrl ↑ Prev Ctrl ↓ Next	Phone	(416) 555-9	898	Fax						
Rx ePrescribe PrescribeIT: C	)						Groups (0)			F2 Ins Del
Comments (0)					Fa	2 Ins Del				

5. If the Clinician is not linked to PrescribeIT® or does not have Clinician Communication enabled the user will be presented with an error when attempting to insert the prescriber into the new mail message.

Doctor - Girard, Ryan						
Doctor						
Last <u>N</u> ame Girard First I	Name Ryan	Salutation D	r. 👻 Q	uickCode	ок 🗸	Select 🛛 🗶 Scan
Addresses					Phone Numbers (	1) F2 In:
Add Modify Delete	Primary Loo	ation 🔽		Doctor Active V	Description	Phone
Locations (1) F2 Ins	Del Address 1	5102 48 St			Office	(416) 888-5555
Office	Address 2					
	City	Yellowknife 👻	Prov	NT (Northwest 1 🗸		
	Postal	X1A 1N6	Country	Canada 🗸		
Ctrl↑Prev Ctrl↓Next	Phone	(416) 888-5555	Fax			
ePrescribe					<u>G</u> roups (0)	F2) In
Comments (0)				F2 Ins Del	Ĵ	
Topic Comment						





🕖 EPrescribe Message		
To Patient		F2 Send F2 X Cancel
Add Attachment	1-(local):PrescribeIT10-14-Workflow       This Doctor Location is not set up for clinical communication       OK	Urgent

6. Search the provider registry to locate and link the prescriber before inserting into the mail message.

Doctor -	Girard, Ryan		310		-					1
Doctor Last <u>N</u> ame (	Sirard	First Name Ryan	Salutation D	r. • Q	uickCode		OK Sel	ect	Scan	
Address <u>Add</u> Locations Office	es Modify s (1) E	Delete Primary Loc 2 Tris Del Address 1 Address 2 City Postal	ation 🗹 5102 48 St Toronto 🗣 X1A 1N6	Prov Country	Doctor Activ ON (Ontario) Canada	re 🗸	Phone Numbers (0) Description	Phone	F2 Ins Del	en
Ctrift F Rx ePresc Add F Topic	Prev Ctrl 4	Next Phone		Pax	(F2)[I	ns)(Del)	Groups (0)		(F2) Ins) Del	



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🕖 1-(local):Pharr	macy10-19Presc	ribelT-Doctor - Girard	, Ryan							_	
File Edit Recen	t Doctor Re	ports Utilities NH	Cards Sessi	on Help Version 10	)						
F3 - Patient	🕖 ePrescribe	Doctor Search							- 🗆	$\times$	
Last <u>N</u> ame Girard Addresses	Last Name First Name	Girard Ryan	Lic Ref	Doctor 996699	~			Matching Records	Sel	ect	
Add	Address		Prov	Ontario	~			1	A New 3	earch	ges
🕖 ePrescribe Loc	ation Selection								-		×
Please select a lo	ocation that m	atches the address	specified here							🖊 Select	
5102 48 St				Yellowknife					>	Cancel	
				NT		X1A 1N6					
Name	Address		City, Prov		Postal	Phones			PrescribelT	Comm	
PSS QA	5102 48 St		Yellowknife, N	T	X1A 1N6	fax: 001519781	2681, email: yamini.papuo	esi@telus.com	active	active	
ERX54B	UNIT 3 - 200	2 Enterprise Way	Kelowna, BC		V1Y 9S9	fax: 001250714	4503		active	active	
erxcurrent2	UNIT 11-200	02 Enterprise Way	Kelowna, BC		V1Y 9S	mobile: 001250	07144504, fax: 0012507144	503	active	active	

7. There is a new column in the Provider Registry called 'Comm'. If the clinician is configured in PrescribelT® for Clinician Communication this column will display active. If the clinician is not configured for communication this column will display inactive.

🕖 ePrescribe Docto	or Search							_		$\times$
Last Name	L	ic Ref		~			Matching Re	cords	🗸 Select	t
First Name	L	.ic #					195	×	New Sea	irch
Address	P	Prov	Ontario	$\sim$						
City										
Postal Code	P	hone								
Only 100 of the total	195 matching providers	were ret	urned							
LastName	First Name		Licence Type	Prov	Licence Number	Phones	Language	PrescribelT	Comm	
Yellow	Doug		Doctor	ON	ON020012		English	active	active	11
Red	Bob		Doctor	ON	ON020011		English	active	active	
Blue	Terry		Doctor	ON	ON020010		English	active	inactive	

**NOTE**: Prescribers with inactive communication cannot be inserted into a new mail message.





8. Once the receiving prescriber has been selected and inserted into the mail message, the user can optionally search for and select a patient if the message is referring to a specific patient. As with the prescriber, begin typing the patient name in the patient field or click F2 to bring up the search form.

Diana	Kr	oll, Diana Too	22/06/2018 1:27:53	PM Could no	t send Dispense	e Notifi	cation for Rx 100	00753: A cancel requ	lest has been	sen
Diana	Ø EPres	cribe Message		-	and Departure		allow to be 10	00 0		EPrescrit
Diana	То	Dr. Girard, Ryan (C	)ffice)					F		end ADT (23
	Patient							Unlink	X Ca	ncel ERx (0)
💋 (Pa	t Search) rol	bin						/		
Recen	nt Search									
Last, F	First; Code; P	hone; or Bill #	Select	Ins Inser			Searchin	g By Last Nam	e, First Nam	ie
robin	1		🗙 Cancel	Copy Pat	📄 🗖 Advar	ced	2	Records Fou	und	
=   +	Last Name	First Name	Address	Ci	y .	Age	Phone	Plan		*
1 Rot	binson	Jay				48				
2 Rol	binson	Jerome Matth	e 234 New Street	C	mbridge	50	(555) 383-3587	HomeODB		

- 9. Select the correct patient from the list of results.
- 10. Type in a subject in the subject field and compose the body of your message to the clinician.

**NOTE**: Both Subject and Mail content (body of the message) are mandatory and must be included in the message.





# Adding Attachments to a Mail Message

A user may also optionally attach documents to the message such as patient charts, third party insurance forms, special authorization requests, etc. Depending on the type of document, there are two ways to attach them to the message.

Attach a local document (from computer) to a message.

1. Click on Add Attachment > Add File Document.

To	Dr. Girard, Ryan (Office)	F2 TIM Send
Patient	Robinson, Jay	Unlink F2 X Cancel
Subject	Special Authorization form	🖾 Urgent
Add A	ttachment	
A	Add Patient Document	
A	dd File Document	

2. Navigate to where the document resides on the local system and click **Open.** 

A Distance of the				10.0		
Libraries > Do	cuments	Downloads		• • •	Search Dow	mloodi
rganize 🔹 New folder						用• 11 (
Favorites	ń	Documents library Downloads			Arrar	ngë byt 🛛 Folder 🔻
Downloads		Name		Date m	odified	Туре
Mecent Places		Special Authorization.pdf		04/05/2	017 12:56	Adobe Acrobat D
Jibraries						
Documents						
J Music	-					
Pictures						
Pictures     Videos						
Pictures     Videos     Computer						
Pictures     Videos     Computer     Os (C:)						
Pictures     Videos     Computer     OS (C:)     New Volume (D:)						
Pictures     Videos     Computer     OS (C:)     New Volume (D:)     DATA (E:)		< [	п.			
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1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	cribe Message		
То	Dr. Girard, Ryan (Office)	E	2 TES Send
Patient	Robinson, Jay	E	2 X Cancel
Subject	Special Authorization form	🗖 Urger	nt
Add Attachment Special Authorization.pdf (2.6 MB)		ation.pdf (2.6 MB)	
Thank	you		

**NOTE**: The user may attach up to twenty (20) documents totaling no more than 50MB in size onto one single message.

Dr. Ion, Cr	istina (Pss Qa)	F2 .				
atient Robinson,	Jay	F2 X C				
ubject Please Fill	Out Special Authorization for Doe,	Jane	🔲 Urgent			
	Special Authorization.pdf (2.6 M8)	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)			
	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)	) Special Authorization.pdf (2.6 ME			
	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)			
Add Attachment	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB) Special Authorization.pdf (2.6 MB)			
	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)				
	Special Authorization.pdf (2.6 M8)	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)			
	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)	Special Authorization.pdf (2.6 MB)			
Could you ple	Validation Messages You cannot have more than 20 atta	achments				
	The total size of the attachments cannot be greater than 50 MB					
	You cannot have more than 20 atta The total size of the attachments ca	annot be greater than 50 MB				






## Attach a Patient Document to a Mail Message

**NOTE**: In order for the user to insert a document stored on the patient card, a specific patient must be selected in the message (see previous section).

1. Click on Add Attachment > Add Patient Documents.

<b>EPrescribe Message</b>	"The set of a set of the set of t		
To Dr. Girard, Ryan (Office)		F2	≣⊠ <u>S</u> end
Patient Robinson, Jay		F2	X Cancel
Subject Special Authorization form	n	🔲 Urgent	Related (0)
Add Attachment Special Author	ization.pdf (2.6 MB)		
Add Patient Document Add Rx Document Add File Document	I authorization forms for Jay Robinson?		

2. A list of the patient's documents will display. Choose the document to attach and click the Select button.

1-(local):PrescribeIT10-14-V e Edit Utilities NH W	forkflow orkflow Cards Session Help Version 10			_	
F3 - Patient F5	Patient Document List		Albert Canal		
Prescribe No	Filter desemble have			day for the	Tiow Actions
	Filter documents here Filter			Close Select	0.00
ype Doctor	Items (4)	1.00	1.	T2 Int Out	Progress
communication Grard, R)	Title	Бу	Document Type	Created	ng Adjudication (0)
ommunication Kavanagh	Patient Safety	DC	report	25/06/2018	le (0)
ommunication Cius, Dian	Prescription Authorization Request	DC	report	22/05/2018	vibe Notifications (5)
ommunication Kavanagh	Prescription Authorization Request	DC	report	22/05/2018	9201
			1.4		0.01
				E	1
					unseling (0)
					sional Services (1)
					nizations (0)
	Description	Comments (0)			
		Topic Comme	nt		
				E	
		11.14			
	User; DC	C (Diana Test)	La constante de	ELO (	] 25/06/2018 12:00:







	Dr. Girard,	Ryan (Office)	F2	∎⊠ <u>S</u> enc
Patient	Robinson,	lay	F2	X Cance
Subject	Special Aut	horization form	🗖 Urgent	Related (0
Add A	ttachment	Special Authorization.pdf (2.6 MB) - Patient Safety (16 KB)		

**NOTE**: Only the following file formats are permitted in a mail message; JPEG, TIFF, PNG, PDF, TXT. Other file types will result in an error message.

-(local):PrescribeIT10-14-Workflow	
Only JPG, TIFF, PNG, PDF and Plain Te	ot files are supported.
ОК	







## Adding Attachments from Original Message

If replying to a Clinical Communication where an attachment was included, the user has the option to include that document in the mail message reply.

1. After clicking reply click on the Attachments button.

💋 EPrescribe Message	
To Cius, Diana (PSS QA)	<b>≡</b> ⊠ <u>S</u> end
Patient , (Local: Kroll, Diana Too)	Unlink F2 X Cancel
Subject Re: Pharmacy Communication	Urgent Related (0)
Add Attachment	
> Please review	

2. Select Add Attachments from Original Message.

🕖 EPres	scribe Message	
То	Cius, Diana (PSS QA)	<b>≡</b> ⊠ <u>S</u> end
Patient	, (Local: Kroll, Diana Too)	Unlink F2 Cancel
Subject	Re: Pharmacy Communication	Urgent Related (0)
Add A	Attachment	
	Add Patient Document Add Rx Document Add File Document	
L A	Add Attachments From Original Message	







3. The original document will attach to the mail message. Compose the rest of the message and click **Send**.

Once an attachment is added to the message the user has the option to view the attachment, as well as to delete it if the incorrect document was selected.

Click the attachment and 2 options become available – **View** and **Delete.** Select the appropriate option.

💋 EPrescribe Me	sage	
To Dr. Gira	rd, Ryan (Office)	F2 The Send
Patient Robinso	n, Jay	Unlink F2 Cancel
Subject Special	Authorization form	🖾 Urgent
Add Attachme	Special Authorization.pdf (2.6 MB)	
Could you plea Thank you	se f View Attachment forms for Jay Robinson? Delete Attachment	









## Saving and Viewing Draft Mail Messages

1. To save a message as a draft (a message composed without sending), either click the red 'X' on the message window, or click Cancel.

🕖 EPrescribe Message		
To Dr. He, Wendell (Off	ice)	
Patient Robinson, Jay		Cancel
Subject Special Authorizatio	n form	🗆 Urgent
Add Attachment Special	Authorization form.pdf (31 KB)	
Could you please fill out the Thank you	e special authroization form for Jay Robinson?	
	Are you sure?	
	Do you want to save the message to be sent later?	
	Yes No	

2. These messages can be later viewed and modified by selecting 'Drafts' from the folder drop down in the 'ePrescribe Notification' window.

🕖 1-(local):Pharmac	y10-14PrescribeITSS-V	/orkflow		1.4	10 C				
File Edit Utilities	NH Workflow C	ards Session Help	Version 10						
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F10 - Pickup	F11 - Drop-off	F12 - New Rx	Alt+X - Star	t	
Droccrib				F2 - View					<sup>⊗</sup> Workflow Actions
eprescrib	e Notifica	LIONS Folder	Drafts •	Del - Delete		New Mail	Refresh		Get Work
* Type	Date	Doctor	Patient	Subject				<b>_</b>	Waiting for Pickup
Communication		He, Wendell	Robinson, Jay	Special Authorization	form: Could you please	fill out the special authro	ization form for J		Pending Adjudication (0)
									<u>T</u> rouble (0)
									EPrescribe Notifications (1)
									Rx Counseling (0)
									Professional Services (0)





### Sending a Clinician Communication Referencing a Medication/Non-Medication or Order

A pharmacy user can send a clinician communication to a prescriber regarding a specific medication, nonmedication, or the entire order if the prescriptions originated from PrescribeIT®.

**NOTE**: For messages regarding paper based Rxs (prescriptions not received by PrescribelT®), a pharmacy user will make note of the prescription(s) in the body of the message.

**NOTE**: A Clinician Communication can only be sent to the prescriber that the original prescription came from (i.e. the pharmacy cannot send a Clinician Communication to a prescriber associating a prescription that was written by another prescriber). If the pharmacy needs to communicate the prescription details to a prescriber that is different than the one that wrote the prescription, the pharmacy can create and send a separate Clinician Communication to the prescriber and include any pertinent prescription details in the message, or communicate to the prescriber through traditional means (phone or fax).

- 1. If the prescription has not yet been dispensed or filled, call it up from the Data Entry/To Do queue.
- 2. Click on the **Messages** button at the top-right of the External Rx Order.

External P	tx Order	The second second second		a de		"O' X						
Order Ref	erence				T	Messages	Util	ties NH	Cards	Session Help	Version 10	(Peaci)
1.2.0.9.9.4	.0994.2:EMR-12172^a5ad68ae-72	02-4311-939a-1807ee475	df		-			F9 - Work	dlaw	F11 - Drop-o	1 1	12 - Fi
Written Da	te Do Not Dispense Before	Expiry Date 10/05/2019								Rx Start Date Lat 10/05/2018 12	est Fill	Qty
		(Contraction of the second sec					10	Fill Rx		F2 Work Order	1118	F2 D
Patient	Mr Cicco, Marlon Jr					Unlink	ig Se	arch		Pack		- Dy
Address 1	1465 12th Ave			G	ender	M	nd					N
Address 2				D	08 1	982-01-17	nenc	Enr	-	Sched		- 6
City	Calgary	P	ov A	B P	ostal	V0V 905	ch			OnHand 0	No imag	e Ph
Phone	Home: (403) 855-2226			AB	ULI 2	094391035				Min Qty 0		Lie
Allergies												
Observ.												In
Drug												Di
Name	Marvelon 21											Da
Strength												Pr
DIN	Form											0/
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Name	Dr. Deangelis, Colomba						sage	Form				
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Location	QA1 EMR			Role	Docto	or				No Drug or Mi	xture spec	fied
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City	Hamilton		rov	ON I	Postal	AIB 2C4			1	ToDo Drug Na	me:Marvel	on 21
Phone	Work: (123) 123-4567; Work: (1	23) 450-7890; Mobile: (2	03) 22	2-576	5					No Sig Code	1 to on offi	6







3. The ePrescribe Messages window will display. Click on New Mail.

EPrescr	ibe Message		
То	Dr. Deangelis, Colomba		Send
Patient	Cicco, Marlon Gray Jr		X Cancel
Rx Order	Medication: Marvelon 21	•	
Subject		Urgent	
Add Atta	achment		

Because the message is initiated from a medication order, it is specific to this patient and doctor. Therefore the patient and prescriber will be automatically inserted in to the message and will be greyed out – they cannot be changed.

The Rx Order dropdown allows the pharmacy user to specify whether this message is regarding a particular medication/non-medication within the order or the entire prescription order.

older M	lessages	F2 - View	New Email	Close
Date Ser	EPrescr	be Message		
	То	Dr. Deangelis, Colomba (Appleton Clinic)	The send	
- 1	Patient	Cicco, Marlon Gray Jr	Unlink X Cancel	
- 1	Rx Order	Medication: Marvelon 21	•	
_	Subject		🖾 Urgent	
	Add Att	achment		

4. Add optional attachment(s), a subject and compose the body of the message. Click **Send**.

If the prescription has already been filled or dispensed, a user can still send a Clinician Communication regarding the medication/non medication or order.





# TELUS | Health

5. Navigate to the patient medication profile, tag the prescription and click **M** to view the prescription in Modify Mode.

te cun necent ratient	View Pro	ofile Rep	ons ounnes	NH				110				
F3 - Patient F5	- Drug	F7 -	Doctor	F9 - W	Vorkflow	F1	1 - Drop-off	F12 - New I	Rx A	Alt+X - Start		
st Name Conformance			First Name Co	onform	ance No	mad	Salutation M	r 🗸 🗖	OK	A Sava	¥ Cance	Profile
contormance				onioni	ance no	iniuu					- conce	All Rxs
ofile - All Rxs (7)				ESC	- Back	k to Pat k multi	tient F - Re	efill R - Reprir	nt D	- Detail	Extra Functions	Active Rxs
Status		RxNum	Date	loty	Auth	Rem	Doctor	BrandNan	ne	Isia		Active Rxs w/Passtimes
	1000666	1000666	12/06/2018		1 4	3	Girard, Ryan	ACT Ramip	oril 10mg	10 mg 1	time daily	Refillable Rxs
	1000665	1000665	12/06/2018	9	0 360	270	Girard, Ryan	ACT Atory	astatin 10mg	10 MG 1	1 TIME DAILY	Pricing Profile
	1000660	1000660	12/06/2018	1	7 7	0	Girard, Ryan	Ava-Bisop	rolol 5mg	5 MG 1	TIME DAILY FOR 7	
	1000610	1000610	06/06/2018	3	0 30	0	Girard, Ryan	Wellbutri	n SR 100mg	UD	Sector Sector Sector Sector	Not Disp./OTC Rxs
	1000553	1000553	22/05/2018	9	0 90	0	Girard,Ryan	Apo-Bisop	C ENTEDIC CO	5 MG 1	TIME DAILY	Rxs Filled in Error
	1000552	1000552	22/05/2018	9	0 90	0	Girard, Ryan Girard, Ryan	Ran-Rami	oril 10mg	10 MG	1 TIME DAILY	Suspended Rxs
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edical Conditions (0)	(Add Drug	) (F2)[ms] (F2)[ms]	Del Ggneral Patient V Acti Patient Delivery Delivery Price Gr Drug lin Double	I Eam Type H ed On Type Route oup he 1 Count	ily <u>N</u> ur Alt. Last N Iuman Default (F Vone> Default Not Requ	rsing Ho Name Pickup) vired	Copays     Z     Default	Communications	Other Consent Privacy Uniko Unit Dose Type Cycle Price Group Rx Totals Rx Count Dollar value Reset date	None> <none> <default> (<n< td=""><td>, € Ctr None&gt;) S154.3 Reset D</td><td>Fitter Profile Ras     Perform Clinical Analysis     View     Alternate Addresses     Batches     Charting     Consents     Credit Cards     Coursents(0)     EPrescribe Messages     History     Immunizations     Imited Use Items     Professional Services(1)     Rx Counseling History</td></n<></default></none>	, € Ctr None>) S154.3 Reset D	Fitter Profile Ras     Perform Clinical Analysis     View     Alternate Addresses     Batches     Charting     Consents     Credit Cards     Coursents(0)     EPrescribe Messages     History     Immunizations     Imited Use Items     Professional Services(1)     Rx Counseling History

6. Navigate to the **View** menu item. Select **ePrescribe Messages**.

File Edit Rx Vi	iew Labels Profile Reports	Utilities N	H Cards Se	ession Help Vers	ion 10							Constraints instance ( Constraint instance of Biological Const
F3 - Patient	Script Image		F9 - World	low F11 - Dro	p-off F12	Save Chang	ges	Alt+X -	Start		_	
1000551 Mc	EPrescribe Messages			Rx Start Date 10/05/2018 46	Previous Fill	This Rx 22/05/2018 3	4 22/	est Fill 05/2018 34	Lookup	X Cano	el	Rx Rx Add Rx Image
Date 10/05/2018	Suspensions		Fill Rx	E2 Work O	der 1107	F2 Delivery	Pick	up	•			Transfer Rx From Another Store
Patient Search	Work Order		arch	30	F2	ack Doc Sea	rch		Loc Off	ice	+	Transfer Rx To Another Store
Name Confor	Workflow Detail		Ran-Ramipr	il 🦷	10mg	Name	Dr. 0	Girard, Ryan				G Inactivate Rx
Address	Drug Interactions	Alt+Q	Ramipril	Can Caba	RAN	Rat Address	5102 Valle	48 St				🔞 Cancel Rx
Phone	Generic Equivalents	Alt+G	30 Form	\$5.59 OnHand -90	- (=	Phone	Tem	WKINC				Call Doctor
Plan	Unit Dose Info	Ctrl+U	02310546	Min Qty 0		Lic#	9966	599	Alt. Lic#			Scounsel Patient on Pickup
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	Lot/Expiry					Days	90		G.P. %	42	.05	External Rx Order
C	Rx as it was Filled					Prod Sei	I (NO	ONE)	Acq Cost	\$16	.77	EPrescribe Messages
Conditions (0)	Refill/Modification History					0/W	Wri	tten	Cost	\$18	.45	🕞 Rx Images
		Route	of Admin	Oral		- Labels	-	1 F2	Markup	\$0	100	() Clinical Interactions
		Dosag	e Form	Capsule		<u></u>			Total	\$28	.94	Refill Information

Alternatively, the user can also recall the email message by navigating to **View** > **External Rx Order**. Once the external Rx Order is displayed, click the **Messages** button.









File Edit Rx V F3 - Patient	ew Labels Profile Reports Ub Script Image	lities NH (	Order Ref 1.2.0.9.9.4	erence 1.0994.2:EMR-12172^de4998bc-bf	4c-440f-b5f4-8add6154	e747	Messages
1000557 Mo Date 09/05/2018 Batient Search Name Cicco. 9 Address 1465 12	External Rx Order EPrescribe Messages Suspensions Work Order Workflow Detail Drug Interactions	Alt+Q	Written D 09/05/20 Patient Name Address 1 Address 2	ate Do Not Dispense Before 18 09/05/2018 Mr Cicco, Marlon Jr 1465 12th Ave	Expiry Date 09/05/2019	Gende	Unlink er M 1982-01-17
City Calgary Phone Home Plan ONNM Allergies (28)	Generic Equivalents Unit Dose Info Adjudication Results Adjudication Log	Alt+G Ctrl+U E 1	City Phone Allergies Observ.	Calgary Home: (403) 855-2226	Prov A	B Postal	V0V 9O5 2094391035
cysteamine penicillamine	Patient Plan Information Refill Information Rx as it was Filled	TA	Drug Name Strength	Marvelon 21			
Conditions (0)	Refill/Modification History	Route of Ar	DIN Provider	Form			
Plans Pricing Rx Plans Cash •	Datgs Comments Indications Ir Plan Pays Extra Info (#2 Edits) 32.39	Dosage For nages Other	License # Location Address	Dr. Deangelis, Colomba QAlqal4508 Specialty QAI EMR 456 Some Street,	].	Role Doct	tor

7. Click on **New Mail**. Select the medication/non medication or the whole order from the Rx Order drop down. Compose the message and click **Send**.

EPrescrit	be Message	\$	0 0 0	23
Folder M	lessages	F2 - View     Del - Delete	New Email	Close
* Date Ser	EPrescr	ibe Message		
	То	Dr. Deangelis, Colomba (Appleton Clinic)	₹⊠ Send	
	Patient	Cicco, Marlon Gray Jr	Unlink X Cancel	
	Rx Order	Medication: Marvelon 21	-	
	Subject		🖾 Urgent	1
	Add Att	achment		
				L.
_				1





## Composing a Message from an eRenewal Response

Messages can be sent referencing a renewal response from a prescriber.

1. Navigate to the Doctor Callbacks Queue and change the filter to **Current or Resolved in Last 3 Days** or **History**.

Edit Recent Reports U	Itilities NH Cards Session	Help Version 10				
F3 - Patient F5 - Dr	rug F7 - Doctor	F9 - Workflow F1	1 - Drop-off	F12 - New Rx Alt+X	- Start	
Ast Rx Numbers Regular 1000754 Narcotic 9000053	Dashboard Ca	backs		tes Inbound Doc	s Outbound Fax Mail	Calendar
Modify Rx	Filter History	• 0 <u>d</u> ays	C Mark as Call D	octor OK Refills	Fill Fax Doctor	
Reprint Rx	Doctor All	•	W Mark as Wa	iting R Refuse Refills	D Summarize Doctor	Print Repo
Cancel Rx	Items (160)					(67
	Patient	Status	Doctor	Brand Name	Comment	
Modify Specific Rx #	Kroll, Conformance Patient	Doc Okaved	Cius, Diana	Apo-Buspirone 10mg	eRenewal sent at 10:09 08/06/2018	
Paprint Spacific Py #	Kroll, Conformance Patient	Failed	Cius, Diana	Apo-Diclo 25mg	eRenewal sent at 11:02 07/06/2018	
Reprint Specific RX *	Kroll, Conformance Patient	Filled	Cius, Diana	Apo-Diclo SR 100mg	eRenewal sent at 08:04 07/06/2018	
Counsel Rx	Kroll, Conformance Patient	Filled	Cius, Diana	Apo-Hydro 50mg	eRenewal sent at 08:04 07/06/2018	
	Kroll, Conformance Patient	Failed	Cius, Diana	Apo-Hydro 50mg	eRenewal sent at 11:02 07/06/2018	
	Kroll, Conformance Patient	Doc Okayed	Cius, Diana	Apo-Hydro 50mg	eRenewal sent at 13:57 08/06/2018	
	Kroll, Conformance Patient	Doc Refused	Cius, Diana	Apo-Naproxen 250mg	eRenewal sent at 13:57 08/06/2018	
	Kroll, Conformance Patient	Doc Okayed	Cius, Diana	Apo-Olanzapine ODT 15r	reRenewal sent at 10:09 08/06/2018	
	Kroll, Conformance Patient	Doc Refused	Cius, Diana	Apo-Warfarin 1mg	eRenewal sent at 08:04 07/06/2018	
	Kroll, Conformance Patient	Doc Refused	Cius, Diana	Apo-Warfarin 1mg	eRenewal sent at 13:57 08/06/2018	
	Kroll, Conformance Patient	Deleted	Cius, Diana	Diaphragm	eRenewal sent at 14:11 06/06/2018	
	Kroll, Conformance Patient	Failed	Cius, Diana	Dimetapp-C Syrup	eRenewal sent at 11:02 07/06/2018	
	Kroll, Conformance Patient	Wait for Doc	Cius, Diana	Eliquis 2.5mg	eRenewal sent at 11:51 06/06/2018	
	Kroll, Conformance Patient	Doc Refused	Cius, Diana	Metrogel 0.75%	eRenewal sent at 08:04 07/06/2018	
	Kroll, Diana	Doc Refused	Cius, Diana	Apo-Metformin 500mg	eRenewal sent at 13:09 11/06/2018	
	Kroll, Diana	Failed	Cius, Diana	Apo-Metformin 500mg	eRenewal sent at 08:52 12/06/2018	
	Kroll, Diana	Wait for Doc	Cius, Diana	Bactroban Cream 2%	Faxed at 09:22 15/06/2018	
TELUS Health	•					
				More		

2. Locate the Renewal responses and double click one of the prescriptions in the order to bring up the renewal form. Click on the **Messages** button.

Edit	Recent Repo	rts Utilities	NH Cards Session	Help Version 10		10		30		
F3 - Pati	ient I	5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Dro	o-off	F12 - New Rx	Alt+X - S	itart	
st Rx Nu Regu	umbers	newal (	3	?≁		ן ו	<b>=</b> ]			26
Narc				Please s	pecify how e	ach renewa	I should be req	uested		ıda
-	Kroll Confe	rmance Patien	,							
	Reason for	renewal							Urg	gent
-	Request ren	ewal for the fo	llowing Rxs from C	us, Diana			PrescribeIT: Off	fice	+ F2 Message	Rep
_	3	Apo-Diclo S	R 100mg	Rei	m: 0, Auth: 30	Ciu	is, Diana		WITH CHANGES: Doctor Okayed Refill	
Mo		Reason for r	enewal							
Rep	3	Apo-Hydro	50mg	Rei	m: 0, Auth: 30	Ciu	is, Diana		Doctor Okayed Refill	
		Reason for r	enewal							
	3	Apo-Warfar	in 1mg	Rei	m: 0, Auth: 30	Ciu	is, Diana		Renewal Under Review: Follow up with	0
		Reason for n	enewal							
	6	Metrogel 0.	75%	Rei	m: 0, Auth: 60	Ciu	is, Diana		Doctor refused refill: Lab work required	- I-
		Reason for r	enewal							
			Print/	Fax		🖉 Re-requ	iest	<b>.</b>	X Close	
L		TRI OIL	comormance rauen	Deleteu		us, criana	Diapinagin			
		Kroll,	Conformance Patient	Failed	Ci	us, Diana	Dimetapp-C :	Syrup e	Renewal sent at 11:02 07/06/2018	
		Kroll,	Conformance Patient	Wait for Doc	Ci	us, Diana	Eliquis 2.5mg	e	Renewal sent at 11:51 06/06/2018	
		Kroll,	Conformance Patient	Doc Refused	Ci	us, Diana	Metrogel 0.7	5% e	Renewal sent at 08:04 07/06/2018	
TE	LUS He	althr 🔳								
-		100 A					More			







3. The 'ePrescribe Message' window is displayed.



Using the drop-down menu the user can select to send a message in reference to one particular medication in the order or the entire prescription order.

**NOTE**: The Doctor and patient in the message will be greyed out and cannot be changed; they are the original doctor and patient from the renewal request.

4. Compose the body of the message and click **Send**.

**NOTE**: Rx Order referencing is only available when composing a Message from an approved eRenewal Response. Rx Order referencing is not available when composing a Message from a renewal request, a callback entry that has a status of Waiting for Doc, Doc Refused or Failed and needs to be referenced manually in the Subject field and/or Message body.





## Sending Clinician Communication from a Cancel Rx Request

When a pharmacy receives a cancel Rx Request from the prescriber, a message can be sent referencing that request.

1. Navigate to F9-Workflow. Click on the **ePrescribe Notifications**. Call up the Cancel Request by double clicking the record, or hitting F2 on the keyboard.



2. Click on the messages tab to open the communication form.

Prescribe Notifications roler indox  Pier Vere  Pier Control  Pier	12     View     Ben Mail     Defendent       No. To Do     No. To Do       The following ERx Order has been cancelled.     Partine Mail Constant Statistics (Constant)       13.7.3.101312.cfcsal1 07b 4cca 9544.120c175de     Messages: View Order       10mm     Dian       not processed     Schowledge Dotor's cancellation of order       10mm     Immunutions (0)	Personible Notifications roler hous 12 - View	F3 - Patient	F5 - Drug	F7 - Doctor	P9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start		
pe Dotter Patient Date Sopiel Conclude Unit Conclusion of an Arrivation of an Arrivation of an Arrivation of an Arrivation of a Arrivation of Arrivation	Line Control	yr Dotter Peter Oter Gore Concellation of order Cancel Reason Change in medication/dose Cancel Reason Change in medi	Prescri	be Notifica	tions Folder	xodr	F2 - View		New Mail	2 Befresh	Workflow Actions
protect         protect <t< td=""><td>The following ERx Order has been cancelled.     Yes       y in medication/deer     Yes       Jana     not processed       Janowing Exx Order in the second of the second of</td><td>Option         Option         Option&lt;</td><td></td><td></td><td></td><td>1</td><td>Del - Delete</td><td></td><td></td><td></td><td>Rics To Do</td></t<>	The following ERx Order has been cancelled.     Yes       y in medication/deer     Yes       Jana     not processed       Janowing Exx Order in the second of	Option         Option<				1	Del - Delete				Rics To Do
Cancelled DR/Order  Cancelled DR/Order  The following ERx Order has been cancelled. Cancel Reason Change in medication/dose Order Info 12.2.3.3.7.30122.2.268-ast/.076-45cs 9544-120:1756ee Patient Kotil, Korl Drug Ventolin KFA 120 mg/actuation Dotor Cius, Dana Rx Status Rx is no processed admonifiedge Doctor's cancellation of order	Central adjustation     Control adjustation	Concelled BioOxder       Ended         The following ERX Order has been cancelled.         Cancel Reason       Change in medication/des         Order ho       12.23.37.7.1011281.2cfbasel1076-46c-9544.120:176ee         Patient       Kredit, Kait         Drug       Ventalini HFA Job mog/actuation         Doctor       Cancel Reason         Rx Status       Rx is not processed         Actionation       Cancel	pe	Clus, Diana	Kooli, Karl	27/06/2018 9/27	45 AM Unprocessed Orde	r has been Removed fro	en the queue: Cancel Re	ason: Change in m	no arriogen
Cancelled DisContert Cancel Reason Cancel Reason Conter Helo Cancel Reason Conter Helo Cancel Reason Conter Helo Lizzizizizizizizizizizizizizizizizizizi	The following ERX Order has been cancelled. Is an inedication/dose 3.1.3.7.1011281.2cf9eadf 076 46ce 9544 120:176de Min HA Aloo mcg/actuation Diana net processed Advonkedge Dottor's cancellation of order Advonkedge Dottor's cancellation of order	Cancelled BhO-der     Cancelled BhO-der       The following ERX Order has been cancelled.       Cancel Reside In medication/dese       Order Info       Drag       Ventolin HFA 100 mcg/schaution       Doctor       Clus, Diana       Dr. Status       K is in expressed       Admonificipe Doctor's cancellation of order       X Cancell		a construction of the		10000000000	and a second second second second		and the second second	Accession and the second	Pending Adjudication (0)
Cancelled BAG-der  The following ERx Order has been cancelled. Cancel Reason Change in medication/dose Order hot 12:23.37.1011281.24% after 954 450e 5544 120c1764e Drug Ventolin HFA 120 mg/sctuation Drug Ventolin HFA 120 mg/sctuation Doctor Cius, Dana Rx is not presend admonifeige Doctor's cancellation of order	Counting ERX Order has been cancelled.     Counting ERX Order has been cancelled.     Set 137.3101181.zcfReas1017646ca 9544 130c17564c     Metragets     View Order     Joint MFA 130 mcg/actuation     Dian     net processed	Cancelled BhCnder									Trouble (0)
Concrete Blocking     Concrete Blocking     Concrete Blocking     Concrete Blocking     Concrete Blocking     Concrete Blocking     Concrete     Concrete Blocking     Concrete     Concre     Concrete     Conc	The following ERX Order has been cancelled. User of the following ERX	Cancell Riskow       The following ERX Order has been cancelled.       August 200         Cancell Reason       Change In medication/dose       Research 201         Order Info       1.22.3.3.7.3012112.cftbaarl.076-45cs 4564-120c175dee       Messages View Order         Drug       Ventolin HFA 100 mcg/actuation       Use order         Doctor       Caus, Diana       Rs Status       Rs is not processed			Car				In aller la		EPrescribe Notifications (
The following ERX Order has been cancelled.         [Jk-0]           Cancel Reason         Durage in mediation/does           Order Info         1.22.3.3.7.1211281.2cffeaarf1 076e 46ce 9544 120:1756ec         [Messater]           Patient         Konil, Kart           Drug         Versionini MFA 100 mog/sctuation           Dotor         Giux, Diana           Rs Status         Rs is not precessed	The following ERx Order has been cancelled. sps in medication/does sps in medication/does sps in medication/does sps in medication/does Rc Consulting (0) Professional Segrees (1) Professional Segr	The following ERX Order has been cancelled.       Cancel Reason     Change In medication/dee       Order Into     12.23.3.7.3.01281.2cffeasdf.07s 46cs 5564.120c175dee       Patient     Koll, Karl       Dotor     Cinx, Dinas       Rx Status     Rx is not processed			Cancelled ERM	Order			Intratigiant (Cristia		ADT (239)
Cancel Reason Dhange In medication/does Order Info 1.2.2.3.3.7.10113212.2.2Fearl Afta 46ca 9544 120c1756ee Messager View Order Paleice Kroll, Karl Drug Ventolin HFA 120 mg/actuation Doctor Gius, Diana Ro Status & is not processed	age in medication/dose Professional System Conder Profession System Conder Profesion System Conder Profession System Conder Profession System Cond	Cancel Reson Change in medication/dese Order Info 12.23.37.71012121.2cfbsad1_0ffs_46cs-954-120c175des [Message] View Order Patient Kell, Kell Drug Ventilin HFA 100 mcg/actuation Doctor Cius, Diana R: Status R: is not processed Cancel				The fol	lowing ERx Orde	r has been can	celled.		ERx (0)
Order Info L2.2.3.3.7.7.101281.2cfReast1076-46c-9544-120c175dec Messaget Unew Order Drug Vention IMFA 100 mg/sctuation Dotor Clux, Dana Rx Status R is not presessed addenointige Dotor's cancellation of order	2.3.3.7.1011281.2cf9earf1 07% 46ca 9544 120:176de Ministers View Otder , Karl with HFA 100 mcg/actuation , Diana net processed 	Order Info Patient Koll, Karl Drug Verteilen MFA 100 noc/actuation Doctor Citus, Dina Rc Status Rc is not processed activositidge Doctor's cancellation of order X Cancel			Cancel Reason	Change in me	dication/dose				Rx Counseling (0)
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Dottor Clue, Diano e Po: Status Re is not processed admountage Dottor's cancellation of order	Dans not processed admonifedge Doctor's cancellation of order Admonifedge Doctor's cancellation of order	Doctor Clus, Diana Ro Status Re is not processed Acknowledge Doctor's cancellation of order X Cancel			Drug	Ventolin HFA	100 mcg/actuation				
Rx Status Rx is not processed Acknowledge Doctor's cancellation of order	Admoniedge Doctor's cancellation of order	Rc Status Rc is not processed  Acknowledge Doctor's cancellation of order  Cancel			Doctor	Cius, Diana					
Acknowledge Doctor's cancellation of order	Acknowledge Doctor's cancellation of order	Admoningly Doctor's cancellation of order			Rx Status	Rx is not proc	essed				
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	X Cancel	L Cince				100	Bestemender	cancellation of order			
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3. Compose the message and click **Send.** 









## Sending Clinical Communication from the Patient (F3) and Doctor (F7) Cards

In addition to composing messages from the main ePrescribe Messages queue and from a modified prescription, a user can compose ePrescribe Messages from the Patient card as well as the prescriber card.

#### Patient

 Navigate to the patient card and click on ePrescribe Messages in the right ribbon menu or select View from the top menu > ePrescribe Messages.



NOTE: All patient specific messages will be listed in the default 'Messages' view.

F3 - Pa	tient	FS - Drug	F7 - Docto	F9 - V	Vorkflow	F10 - Pickup	F11 - D	rop-off F12	- New Rx	Alt+X - Start		
st Name	Kroll		First N	iame Wendell		Salutation Mr	12.	- OK	Save	X Scan	Profile	
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2. Click on New Mail and create/compose the message.

💋 1-(local	):Pharr	nacy10-14Prescri	beITSS-Patient - Kroll,	Wendell						
File Edit	Rece	nt Patient Vie	ew Profile Reports	Utilities NH Cards	Session Help Version	10				
F3 - Pa	atient	F5 - Dr	ug F7 - Do	tor F9 - Workflow	v F10 - Pickup	F11 - Drop-off	F12 - New Rx	Alt+X - Start		
<u>L</u> ast Name	Kroll		Firs	t Name Wendell	Salutation Mr.	• C	DK 🔗 🖉 Save	🗙 Scan	<sup>⊗</sup> Profile	
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				Compliance Calend	ar on Label		inap Caps Requested	1	Work Orde	ers
L					User: WH (Wendell	He	anap sups bocumented		1	17/08/2018 11:31:38

**NOTE:** Because the message is initiated from the patient card, the patient will automatically be inserted into the message.







#### Doctor

 Navigate to the Doctor card and click on ePrescribe Messages in the right ribbon menu or select Doctor from the top menu > ePrescribe Messages.

	neports	windes a		on riop tess							
F3 - Patient	Doctor Listing	9		Workflow	F11 - Drop-off	F12	- New Rx	Alt+X - S	tart		
st Name Deangel	View Docume	Ints		tation Dr.	- QuickCode		OK	18 Sam		¥ Scan	Doctor
Addresses	View EPresch	be message	·		1	_	Phone Number	(7)		(E2)(ba)(ba)	View Doctor Listing
Add M	View External	Interface R	derences		Doctor Ac	tive 💡	Description	[Pt	hone	(11)(20)(40)	View Documents (0)
Locations (2)	Delete Docto		and the second sec				Appleton Clinic	(4	16) 656-56	55	View EPrescribe Messages
Appleton Clinic			-	1			work	(4	16) 555-12	12	View History
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**NOTE:** All doctor specific messages will be listed in the default 'Messages' view.



PrescribelT

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2. Click on **New Mail**. If the doctor has more than one location that is PrescribelT® enabled and configured to send/receive Clinician Communication, a drop down menu will be displayed listing all the locations beneath the **New Mail** button. Select the locations to send the message to.

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3. If the message relates to a specific patient insert using the F2 button. Compose the message and click **Send**.





## Receiving and Replying to Clinician Communication

When a prescriber sends a message to the pharmacy it will be forwarded to the **Inbox of the ePrescribe Notifications Queue.** From there a user can view, reply to, or delete the messages.

 Navigate to F9 and click on the ePrescribe Notifications button on the right ribbon menu. All ePrescribe Notifications are displayed in this view:

ile Edit Utiliti	es NH Workflow	Cards Session Help	Version 10					
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start		
D	NI . ALC .		E	2 - View				Workflow Actions
eprescri	be Notifica	ations Folder In	box 🔻 🖸	el - Delete R - Reply		New Mail	C Befresh	Rx's To Do
lune	Doctor	Patient	Date	Subject				Rxs In Progress
omm Failure	Cius Diana	- sector	20/06/2018 10:06:47 AM	EMR rejected the Mess	age: System rejected	due to reason: Your me	sage could not b	
ommunication	Kayapagh James	Kroll Diana Too	20/06/2018 9:34:23 AM	Pharmacy Communicati	on: ss.3.4			Pending Adjudication (0)
Communication	Kavanagh James	Kroll Test One	20/06/2018 9:25:37 AM	Pharmacy Communicati	on: create a new pat	ent ss-3-3	=	Trouble (0)
Communication	Kavanagh, James	Test, Export	20/06/2018 9:22:30 AM	Pharmacy Communicati	on: create a new pat	ent! ss-3-3		EDuranity Markenstone (2073)
Communication	Kavanagh, James	Quenneville, Elaine	20/06/2018 9:02:11 AM	Pharmacy Communicati	on: ss-3-2		100	crrescribe Notifications (307)
Communication	Kavanagh, James	Quenneville, Elaine	20/06/2018 8:35:43 AM	Pharmacy Communicati	on: ss-3-2			ADT (238)
Communication	Kavanagh, James	Quenneville, Lucy	20/06/2018 8:35:43 AM	Pharmacy Communicati	on: ss-3-2			ERx (0)
Comm Failure	Kavanagh, James	Quenneville, Lucy	20/06/2018 8:15:32 AM	Failed sending mail me	ssage after several at	tempts: Please revert to	manual processir	A
Communication	Kavanagh, James	Quenneville, Lucy	20/06/2018 7:51:28 AM	Pharmacy Communicati	on: This is a commun	ication for an unmatch	ed patient! ss-3-1	Rx Counseling (0)
Communication	Kavanagh, James	Conformance, Testtwo	20/06/2018 7:47:53 AM	Pharmacy Communicati	on: This is a commun	ication for an unmatch	ed patient!	Professional Services (1)
Comm Failure	Cius, Diana	Kroll, Diana Too	19/06/2018 2:04:26 PM	Could not send Dispen	se Notification for R	1000724: A cancel requ	est has been sen	International (0)
Comm Failure	Cius, Diana	Kroll, Diana Too	19/06/2018 2:04:25 PM	Could not send Dispen	se Notification for R	1000724: A cancel requ	lest has been sen	Immunizations (0)
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 2:04:23 PM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - 2	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 1:56:32 PM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - 2	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 1:48:55 PM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - 2	
Cancel Rx Order	Cius, Diana		19/06/2018 1:31:04 PM	Unprocessed Order has	been Removed from	the queue: Cancel Rea	son: Change in m	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 12:44:06 PM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:52:52 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:52:24 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:22:54 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:22:09 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:21:24 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Karl	19/06/2018 10:49:44 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Karl	19/06/2018 10:44:45 AM	Unprocessed Order has	been Removed from	the queue: Cancel Rea	son: Change in m	
Comm Failure	Welby, Marcus	Bob, Billy	19/06/2018 10:36:47 AM	Could not send Dispen	se Notification for R	1000711: A cancel requ	lest has been sen	
Cancel Rx Order	Cius, Diana	Kroll, Karl	19/06/2018 10:22:59 AM	Unprocessed Order has	been Removed from	the queue: Cancel Rea	son: Change in m	
Comm Failure	Welby, Marcus	Bob, Billy	19/06/2018 9:49:17 AM	Could not send Dispen	se Notification for R	1000711: A cancel requ	est has been sen	
Comm Failure	Welby, Marcus	Bob, Billy	19/06/2018 9:49:16 AM	Could not send Dispen	se Notification for R	1000711: A cancel requ	est has been sen	
Cancel Rx Order	Welby, Marcus	Bob, Billy	19/06/2018 9:49:15 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - jk	
Cancel Rx Order	Welby, Marcus	Bob, Billy	19/06/2018 9:49:15 AM	Processed order should	be cancelled: Cance	Reason: Change in me	dication/dose - b	
Cancel Rx Order	Welby, Marcus	Bob, Billy	19/06/2018 9:49:15 AM	Unprocessed Order has	been Removed from	the queue: Cancel Rea	son: Change in m	
Cancel Ry Order	Walby Marcus	Mae Sally	19/06/2018 9:41-32 AM	Linnroressed Order has	been Removed from	the queue: Cancel Rea	son: No longer re -	

2. All Clinical Communication will have a type of **Communication**.

**NOTE**: Messages can be sorted by Type, Doctor, Patient, and Date by clicking on the column headers.

lie Ealt Utilitie	es NH Workflow	Cards Session Help	Version 10						
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start			
e Prescril	oe Notific	ations Folder In	box 🗸	2 - View Del - Delete R - <u>R</u> e	eply	New Mail	C Befresh	וכ	<sup>⊗</sup> Workflow Actions Rx's To Do
Туре	Doctor	Patient	Date	Subject					Rxs In Progress
Comm Failure	Cius, Diana		20/06/2018 10:06:47 AM	EMR rejected the M	Message: System rejected	due to reason: Your mes	sage could not b	5	Deputies Adjudication (0)
Communication	Kavanagh, James	Kroll, Diana Too	20/06/2018 9:34:23 AM	Pharmacy Commun	nication: ss-3-4			-	Pending Adjudication (0)
Communication	Kavanagh, James	Kroll, Test One	20/06/2018 9:25:37 AM	Pharmacy Commun	nication: create a new par	tient ss-3-3		E	Trouble (0)
Communication	Kavanagh, James	Test, Export	20/06/2018 9:22:30 AM	Pharmacy Commun	nication: create a new par	tient! ss-3-3			EPrescribe Notifications (367)
Communication *	kavanagn, James	Quenneville, Elaine	20/06/2018 9:02:11 AM	Pharmacy Commun	nication: ss-3-2				
Communication	Kavanagh, James	Quenneville, Elaine	20/06/2018 8:35:43 AM	Pharmacy Commun	nication: ss-3-2				ADT (238)
Communication	Kavanagh, James	Quenneville, Lucy	20/06/2018 8:35:43 AM	Pharmacy Commun	nication: ss-3-2				ERx (0)
Comm Failure	Kavanagh, James	Quenneville, Lucy	20/06/2018 8:15:32 AM	Failed sending ma	il message after several a	ttempts: Please revert to	manual processin		D. Courseline (D)
Communication	Kavanagh, James	Quenneville, Lucy	20/06/2018 7:51:28 AM	Pharmacy Commun	nication: This is a commu	nication for an unmatche	d patient! ss-3-1		RX Counseiing (0)
Communication	Kavanagh, James	Conformance, Testtwo	20/06/2018 7:47:53 AM	Pharmacy Commun	nication: This is a commu	nication for an unmatche	d patient!		Professional Services (1)
Comm Failure	Cius, Diana	Kroll, Diana Too	19/06/2018 2:04:26 PM	Could not send Di	spense Notification for F	tx 1000724: A cancel requ	est has been sen	é)	Immunizations (0)
Comm Failure	Cius, Diana	Kroll, Diana Too	19/06/2018 2:04:25 PM	Could not send Di	spense Notification for P	tx 1000724: A cancel requ	est has been sen	ri i	Initializations (0)
	Ciuc Diana	Kroll Diana Tee	19/06/2018 2-04-23 PM	Processed order sk	hould be cancelled: Canc	al Peacon: Change in me	diration/dose - 2	1	
Cancel Rx Order	cius, oraria	Kroll, Dialia 100	13/00/2010 2/04/23 Fm	Flocessed order st	tours be concenes, conc	er neuson, enange in me	alcottoni, dove - e		







3. Click on **F2** to view the message.



4. If the message has ever been replied to, (by either the pharmacy or the Clinician), the related button will display with a number beside it. Clicking it will open the history of this communication (ex. past replies and drafts).

* Type	Di	ate	Doctor	Patient	Subject	A Rx	s In Pro
Communication	n 14	/08/2018 2:36:07 PM	He, Wendell	Kroll, Wendell	Pharmacy Communication: test	Pe	endina A
Cancel Rx Orde	r 14	/08/2018 2:25:34 PM	He, Wendell	Kroll, Wendell	Processed order should be cancelled: Cancel Reason: C	hange in med	ouble (0
		🕖 EPrescribe	Message				ouble (o
		Energy IIIa		2000 100 25 0	0		rescribe
		From He,	wendell (PSS QA) <doc.< td=""><td>200049025;Org:19000026</td><td>9&gt;</td><td>🗙 Cancel 🛛 🤻</td><td>Counse</td></doc.<>	200049025;Org:19000026	9>	🗙 Cancel 🛛 🤻	Counse
		Patient Krol	, Wendell		Unlink F2	Related (1)	ofession
		Subject Phar	macy Communication		Urgent		
[	🏉 Related M	essages					×
	F2 - View				· · · · · · · · · · · · · · · · · · ·		
	Del - Delete	1					se
	* Folder	Date Sent	Doctor	Patient	Subject		
	Drafts		He, Wendell	Kroll, Wendell	Re: Pharmacy Communication: reply		
							-
							=
							-
U	_						

The user can view related messages in detail by clicking F2 or deleting them by clicking Del.





5. To reply to a clinician communication, navigate back to the ePrescribe Notifications queue, select the message and click **R-Reply** or hit **R** on the keyboard. The message being replied to will be displayed.

S EPrescribe Message	
To He, Wendell (PSS QA)	=⊠ <u>S</u> end
Patient Kroll, Wendell	Unlink F2 X Cancel
Subject Re: Pharmacy Communication	Urgent Related (0)
Add Attachment	
> test	

6. Add optional attachments and add text to the body of the message.





## **Deleting Clinician Messages**

 To delete a clinician message from the Inbox, select the message to be deleted and click **Del-Delete** or hit **Del** on the keyboard by clicking **Re-Send**.

he can utilitie	s NH Workflow	Cards Session Help	Version 10					
F3 - Patient	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start		
- D	- NI-AC	artana soo s		F2 - View				Workflow Actions
eprescrii	be Notific	ations Folder	inbox 👻	Del - Delete R - Be	ply	New Mail	Befresh	Rx's To Do
Type	Doctor	Patient	Date	Subject	101			Rxs In Progress
Comm Failure	Cius, Diana		20/06/2018 10:06:47	AM EMR rejected the N	lessage: System rejected	due to reason: Your me	sage could not b	
Communication	Kavanagh, James	Kroll, Diana Too	20/06/2018 9:34:23	AM Pharmacy Commun	ication: ss-3-4			Pending Adjudication (0)
Communication	Kavanagh, James	Kroll, Test One	20/06/2018 9:25:37	AM Pharmacy Commun	ication: create a new pal	tient ss-3-3	6	Irouble (0)
Communication	Kavanagh, James	Test, Export	20/06/2018 9:22:30	AM Pharmacy Commun	ication: create a new pat	tient! ss-3-3		EBreccribe Notifications (267)
Communication	Kavanagh, James	Quenneville, Elaine	20/06/2018 9:02:11	AM harmacy Commun	ication: ss-3-2			chreschibe reduiteations (507)
Communication	Kavanagh, James	Quenneville, Elaine	20/06/2018 8:35:43	AM Pharmacy Commun	ication: ss-3-2			ADT (238)
Communication	Kavanagh, James	Quenneville, Lucy	20/06/2018 8:35:43	AM Pharmacy Commun	ication: ss-3-2			ERx (0)
Comm Failure	Kavanagh, James	Quenneville, Lucy	20/06/2018 8:15:32	AM Failed sending mai	I message after several a	ttempts: Please revert to	manual processir	D. Consultant Mil
Communication	Kavanagh, James	Quenneville, Lyn	20.06/2018 7:51-28	AL Pharmapy Commun	ication: This is a commun	nication for an unmatch	ed patient! ss-3-1	Kx Counseling (0)
Communication	Kavanagh, James	Conformance, Are y	iou sure?		n: This is a commu	nication for an unmatch	ed patient!	Professional Services (1)
Comm Failure	Cius, Diana	Kroll, Diana To			e Notification for R	x 1000724: A cancel requ	lest has been sen	Immunizations (0)
Comm Failure	Cius, Diana	Kroll, Diana To			e Notification for R	x 1000724: A cancel requ	est has been sen	Initializations (of
Cancel Rx Order	Cius, Diana	Kroll, Diana To Th	is will also delete the	mail message.	be cancelled: Canc	el Reason: Change in me	dication/dose - 2	
Cancel Rx Order	Cius, Diana	Kroll, Diana To An	e you sure you want to	o continue?	be cancelled: Canc	el Reason: Change in me	dication/dose - 2	
Cancel Rx Order	Cius, Diana	Kroll, Diana To			be cancelled: Canc	el Reason: Change in me	dication/dose - 2	
Cancel Rx Order	Cius, Diana		100	ST 224 1	been Removed from	m the queue: Cancel Rea	son: Change in m	
Cancel Rx Order	Cius, Diana	Kroll, Diana To	Ye	s <u>N</u> o	be cancelled: Canc	el Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Diana To			be cancelled: Canc	el Reason: Change in me	dication/dose	
Cancel Rx Order	Cius, Diana	Kroll, Diana To			be cancelled: Canc	el Reason: Change in me	dication/dose	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:22:54	AM Processed order sh	ould be cancelled: Canc	el Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:22:09	AM Processed order sh	ould be cancelled: Canc	el Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Diana Too	19/06/2018 11:21:24	AM Processed order sh	ould be cancelled: Canc	el Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Karl	19/06/2018 10:49:44	AM Processed order sh	ould be cancelled: Canc	el Reason: Change in me	dication/dose - p	
Cancel Rx Order	Cius, Diana	Kroll, Karl	19/06/2018 10:44:49	AM Unprocessed Orde	r has been Removed from	m the queue: Cancel Rea	son: Change in m	
Comm Failure	Welby, Marcus	Bob, Billy	19/06/2018 10:36:47	AM Could not send Dis	pense Notification for R	tx 1000711: A cancel requ	sest has been sen	
Cancel Rx Order	Cius, Diana	Kroll, Karl	19/06/2018 10:22:59	AM Unprocessed Orde	r has been Removed from	m the queue: Cancel Rea	son: Change in m	
Comm Failure	Welby, Marcus	Bob, Billy	19/06/2018 9:49:17	AM Could not send Dis	pense Notification for R	tx 1000711: A cancel requ	lest has been sen	
Comm Failure	Welby, Marcus	Bob, Billy	19/06/2018 9:49:16	AM Could not send Dis	pense Notification for R	x 1000711: A cancel requ	est has been sen	
Cancel Rx Order	Welby, Marcus	Bob, Billy	19/06/2018 9:49:15	AM Processed order sh	ould be cancelled: Canc	el Reason: Change in me	dication/dose - jk	
Cancel Rx Order	Welby, Marcus	Bob, Billy	19/06/2018 9:49:15	AM Processed order sh	ould be cancelled: Canc	el Reason: Change in me	dication/dose - b	
Cancel Rx Order	Welby, Marcus	Bob, Billy	19/06/2018 9:49:15	AM Unprocessed Orde	r has been Removed from	m the queue: Cancel Rea	son: Change in m	
Cancel Rx Order	Welby, Marcus	Mae, Sally	19/06/2018 9:41:32	AM Unprocessed Orde	r has been Removed from	m the queue: Cancel Rea	son: No longer re +	

- 2. A message will be displayed 'This will delete the mail message. Are you sure you want to continue?'.
- 3. Clicking '**No**' will cancel the operation. Clicking '**Yes**' will remove the message from the inbox and place it in the deleted folder.

**NOTE**: Messages can be sorted by Type, Doctor, Patient, and Date by clicking on the column headers.





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## Unlinking Via Clinician Communication

If an incorrect association is made between a local patient and an incoming clinician communication, a user may unlink from the ePrescribe Messages form.

1. Navigate to **F9-Workflow**>**ePrescribe Notifications**. Double click the message to call it up.

F3 - Patier	t	F5 - Drug	F7 - Doctor	F9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt+X - Start		
Droce	riho M	Intifica	tions rates	Talk and	F2 - View			Defeat	Workflow Actions
riesc	innei	vounca	LIUIIS Folder	xoon	Del Delete R - R	eply	New Mail	Kenesn	Rx's To Do
ype	Doctor	r Patient		Date S	ubject				Rxs In Progress
ommunicati	on Cius, E	liana Kroll, Ma	x 5 pp Teo	13/08/2018 10:2 P	harmacy Communication: T	his is a message for Mr. E	BC Kroll		Pending Adjudication (0)
ancel Rx Or	EDrar	scribe Merrage	114 100	13/06/2018 8.10 P	naminacy Communication.	TEase review		1	Trouble (0)
Communicati	- Cries	scribe message			-				EPrescribe Notifications (5)
ancel Rx Or	From	Cius, Diana (F	PSS QA) <doc:2000< td=""><td>49024;Org:190000</td><td>269&gt;</td><td></td><td>X Cancel</td><td>itment - Updc</td><td>ADT (242)</td></doc:2000<>	49024;Org:190000	269>		X Cancel	itment - Updc	ADT (242)
	Patient	Kroll, BC (Loc	al: Kroll, Max S)			Unlink	F2 Related (0)		<u>E</u> Rx (0)
	Subject	Pharmacy Co	mmunication			Un	gent		Rx Counseling (0)
		The second second				1			Professional Services (1)
	This is	a mercane fe	Mr. PC Kroll						Immunizations (0)
	11115-15	a message ru	INT. DO NION						

2. Click on the F2 button beside the unlink button to view the patient demographics within the mail message.

From	Cius, Diana (PSS C	QA) <doc< th=""><th>:200049024;Org:1</th><th>90000269&gt;</th><th></th><th></th><th></th><th></th><th></th><th>X</th><th>ance</th></doc<>	:200049024;Org:1	90000269>						X	ance
Patient	Kroll, BC (Local: K	roll, Max	S)				L	Inlink	F2	Relat	:ed (0
Subject	Pharmacy Commu	inication						Ur	ent		
This is	a message for Mr.	BC Kroll	roal Patient Info								
		Patient									
		Patient Name	Kroll, BC								
		Patient Name Addre	Kroll, BC 20 British Colum	nbia Rd		Gende	r U				
		Patient Name Addre Addre	Kroll, BC 20 British Colum	nbia Rd		Gende DOB	r U 01/01/1990				
		Patient Name Addre Addre City	Kroll, BC 20 British Colum Sauble Beach	nbia Rd	Prov ON	Gende DOB Postal	r U 01/01/1990 M9V 1M9				
		Patient Name Addre Addre City Phone	Kroll, BC 20 British Colur Sauble Beach	nbia Rd	Prov ON	Gende DOB Postal JHN	r U 01/01/1990 M9V 1M9 973538594				

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3. If the patients do not match, close the External Patient info and click 'Unlink'.



4. If the patient has had electronic prescriptions filled against this profile, they must be cancelled and marked as a mistake first.

Ø EPres	scribe Message	0 6	
From	Cius, Diana (PSS QA) <doc:200049024;org:190000269></doc:200049024;org:190000269>		X Cancel
Patient	Kroll, BC (Local: Kroll, Max S)	Unlink F2	Related (0)
Subject	Pharmacy Communication	Urgent	
TRIS IS	The following Rxs must be marked as a mistake before you unlink this pat 1000804 - Alesse 21 20/100mcg	× ient:	





5. Once all PrescribelT® prescriptions have been cancelled for this patient, click on the unlink button once again. Click **Yes** to the prompt to complete the unlink. The next communication or electronic prescription received will prompt the user to link via the ADT wizard.

i i oini	Cius, Diana (PSS QA) <doc:200049024;org:190000269></doc:200049024;org:190000269>	Cal	ncel
Patient	Kroll, BC (Local: Kroll, Max S)	Unlink F2 Related	d (0)
Subject	Pharmacy Communication	Urgent	
	Are you sure you want to unlink this patient?		

**NOTE:** Any prescriptions that were cancelled and marked as a mistake will be returned to the Rxs To Do/Data Entry Queue once the patient has been unlinked.





### Failed Communications and managing the ePrescribe Notifications Queue

Whenever a communication between the Pharmacy and a PrescribeIT® enabled clinic fails, a notification will be placed in the ePrescribe Notifications Queue.

These can include communication failures (message not received by the Clinic) dispense notification failures, and eRenewal failures.

#### **Message Failures**

- 1. When a message fails to send, double click on the failed message in the ePrescribe Notifications queue to call up the record. The user can view further details on why the message failed.
- 2. The ePrescribe message screen will display a Failed Mail Message.











#### eRenewal Failures

- 1. When a renewal fails to send, double click on the failed renewal in the ePrescribe Notifications queue
- 2. The ePrescribe message screen will display a failed eRenewal.

	Please specify how each re	newal should be requested		Get WORK	
		internet and internet		Waiting for Pickup	
roll, Wendell			Therease	Pending Adjudication (0)	
veason for renewal			Dorgent	Irouble (0)	
equest renewal for the following Rxs from (Rx) H	ie, Wendell	<ul> <li>PrescribeIT: Office</li> </ul>	<ul> <li>Message</li> </ul>	EPrescribe Notifications (40)	
30 ACT Metformin 500mg	Rem: 0, Auth: 30	He, Wendell	Failed: User rejected due to reason: Pati_	107.00	
Reason for renewal			Faled	User rejected due to reason: Patient h	eeds to make appointment;
20 Ann Managers FADres	Dama O. Antho 20	the Mondall	failed the stinded do to serve but O	Rx Counseling (0)	
So Apo-Naproxen Swing	Ment: 0, Addr. 30	He, Wenges	railed: User rejected due to reason: Patt.	Professional Sergices (0)	
Reason for renewal					
30 Apo-Rosuvastatin 10mg	Rem: 0, Auth: 30	He, Wendell	Failed: User rejected due to reason: test @		
Reason for renewal					

 The user can view the error returned then choose to either Print/Fax the renewal or Re-request it by resending it

**NOTE:** Hover the cursor over the eye icon to view the failed message reason in its entirety.

When selecting the Print/Fax button on a failed renewal request the user will be able to Print or Fax a Doctor Authorization request. Any comments added to the original Electronic Renewal Request will be included on the Doctor Authorization Fax/Printout.

**NOTE:** The eRenewal Failure can also be viewed from the Callback queue using the History Filter. The callback entry will have a status of Failed with the returned error message in the Resolved Comment column.

Filt <u>e</u> r Histo D <u>o</u> ctor	ory All	▼ + 0 <u>d</u> ays	C Mar W N	k as Call Do Iark as Waitir	ctor 1g	O OK Refills	Fill F <u>a</u> x Doct	or
Items (3)								F2 Del
Statue	Doctor	Datient	Ry Num	Last Fill	Qty	Rrand Name	Comment	Resolved Comment
ailed	He, Wendell	Kroll, Wendell	1000001	14/08/2018	30	Accel-Candesartan 16	eRenewal sent at 11:39 14	Please revert to manual process
Joc Okaye	d He, Wendell	Kroll, Wendell	1000006	14/08/2018	15	Accel-Candesartan 8n	eRenewal sent at 12:33 30	Approved WITH CHANGES: Dos
Doc Okaye	d He, Wendell	Kroll, Wendell	1000008	30/08/2018	30	Apo-Valsartan 80mg	eRenewal sent at 12:43 30	Doctor Okayed Refill
								E

**NOTE:** Once messages have been read, the user should archive the records to keep the ePrescribe Notifications queue up to date. The messages can be archived by selecting the Del-Delete button or the Del







key on your keyboard. These messages can be viewed in the 'Deleted' folder of the ePrescribe Notifications queue.

## PrescribelT® and Batching

PrescribelT® renewals can be sent for prescriptions within a batch. The steps taken are similar to the traditional methods for paper prescriptions, though receiving the renewal approvals will have some differences in workflow.

- 1. Create a batch as per usual steps (refer to the Kroll Nursing Home guide to learn how to create a batch).
- 2. Prescriptions without repeats will display with a hard stop warning **Needs Repeats**.

			Created by DC	RXS / EXCI			
Home	Prescri	beIT Home		Ed	it F2 - Modify next fill	Options	Close
Cycle M	L	1	Cycle D	ate 14/04/2018 Days	7 Space - Mark Rx Shift+Up	/Down - Mark many Rxs	1-
rr 🔻	S *	Rx Num	Patient	Generic Name	Message	Doctor	Form
0	Open	1000086	Robinson, Jay	Furosemide 80mg	Needs Repeats	Paper, Rx Doctor	TAB
0	Open	1000087	Robinson, Jay	Ranitidine HCI 75mg	Needs Repeats	Doctor, Charly	TAB
0	Open	1000088	Test, Add Middle	Formoterol Fumarate 12mcg	Needs Repeats	Papudesi, Yamini	CAP
0	Open	1000089	Eprescribe, Redo Or	Boost Vanilla Liquid	Needs Repeats	Deangelis, Colomba	ML
0	Open	1000090	Eprescribe, Redo Or	Etidronate Disodium/Calcium	Needs Repeats	Deangelis, Colomba	TAB
0	Open	1000091	Eprescribe, Redo Or	Metformin Hydrochloride 500	Needs Repeats	Paper, Rx Doctor	TAB
0	Open	1000092	Eprescribe, Redo Or	Pollen And Non Pollen 20000	Needs Repeats	Deangelis, Colomba	ML

3. To send an eRenewal to all Rxs that require repeats, right click anywhere on the frame (or click on the **Options** button) and select **Request eRenewal (of only Rxs that need repeats)** from the dropdown.









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**NOTE**: To generate a Doctor Authorization Report to print or fax to the doctor choose Fax from the drop-down menu of the 'Request Renewals' form. When Fax is selected, the Doctor Authorization Report will be displayed and user can Print/Fax the request to the prescriber. Please refer to the **Requesting Prescriptions Renewals Amalgamated Process** Manual for further information.

4. The ePrescribe Renewals screen will display.

Patient names will be displayed separately. The prescriptions will further be divided by the originating prescriber.

	Please specify how eac	h renewal should be requested	
iroll, B			
equest renewal for the following Rxs from [Rx] D	eangelis, Colomba	PrescribeIT: Office	<ul> <li>Message</li> </ul>
7 Apc-Bisacodyl 5mg	Rem: 0, Auth: 7	Deangelis, Colomba	
Reason for renewal			
7 Apo-Baclofen 20mg	Rem: 0, Auth: 7	Deangelis, Colomba	
Reason for renewal			
(roll, C			
Reason for renewal			Urgent
equest renewal for the following Rxs fron [Rx] C	ius, Diana	✓ PrescribeIT: Office	▼ Message
7 Clonazepam 1mg	Rem: 0, Auth: 7	Cius, Diana	_
Reason for renewal			
equest renewal for the following Rxs from [Rx] Ic	ın, Cristina	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB	▼ Message
Request renewal for the following Rxs from [Rx] Ic	n, Cristina Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina	▼ Message
Request renewal for the following Rxs from [Rx] Ic 7 <b>ACT Celecoxib 100mg</b> Reason for renewal	on, Cristina Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - A8 Ion, Cristina	▼ Message
Request renewal for the following Rxs from [Rx] Ic 7 ACT Celecoxib 100mg Reason for renewal request renewal for the following Rxs from [Rx] H	on, Cristina Rem: 0, Auth: 7 e, Wendell	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina      PrescribeIT: Office	Message
Request renewal for the following Rxs from [Rx] Ic 7 ACT Celecoxib 100mg Reason for renewal Request renewal for the following Rxs from [Rx] H 7 Apo-Carbamazepine 200mg	on, Cristina Rem: 0, Auth: 7 'e, Wendell Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina      PrescribeIT: Office He, Wendell	Message     Message
Request renewal for the following Rxs from [Rx] Ic 7 ACT Celecoxib 100mg Reason for renewal Request renewal for the following Rxs from [Rx] H 7 Apo-Carbamazepine 200mg Reason for renewal	on, Cristina Rem: 0, Auth: 7 le, Wendell Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina      PrescribeIT: Office He, Wendell	✓ Message     ✓ Message
Request renewal for the following Rxs from [Rx] Ic 7 ACT Celecoxib 100mg Reason for renewal Reason for the following Rxs from [Rx] H 7 Apo-Carbamazepine 200mg Reason for renewal	on, Cristina Rem: 0, Auth: 7 le, Wendell Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - A8 Ion, Cristina     PrescribeIT: Office He, Wendell	Message      Message

When a prescription is received **electronically**, the user can select an e-prescribing location from the drop down menu(s). If the prescription is received via **non-electronic methods** (paper/fax or verbally), or if the prescription is to be sent to a different doctor, select on F2 beside the prescriber's location and select or create a new e-prescriber (please refer to page 30 of this guide that demonstrates how to change/create or send an eRenewal to a new prescriber).





	Please specify how eac	n renewai snould be requested	
Reason for renewal vacation supply			🖾 Urgent
equest renewal for the following Rxs from [I	Rx] Deangelis, Colomba	PrescribeIT: Office	<ul> <li>Message</li> </ul>
7 Apc-Bisacodyl 5mg	Rem: 0, Auth: 7	Deangelis, Colomba	
Reason for renewal vacation sup	oply		
7 Apo-Baclofen 20mg	Rem: 0, Auth: 7	Deangelis, Colomba	
Reason for renewal vacation sup	oply		
(roll C			
teason for renewal			🔳 Urgent
equest renewal for the following Rxs from [I	Rx] Cius, Diana	PrescribeIT: Office	<ul> <li>Message</li> </ul>
7 Clonazepam 1mg	Rem: 0, Auth: 7	Cius, Diana	
Reason for renewal			
equest renewal for the following Rxs from [I	Rx] Ion, Cristina	<ul> <li>PrescribeIT: PrescribeIT LPR2.1 - 54b - AB</li> </ul>	<ul> <li>Message</li> </ul>
equest renewal for the following Rxs from [i 7 ACT Celecoxib 100mg	Rx] Ion, Cristina Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina	▼ Message
equest renewal for the following Rxs from [1 7 ACT Celecoxib 100mg Reason for renewal	Rx] Ion, Cristina Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina	▼ Message
equest renewal for the following Rxs from [I 7 ACT Celecoxib 100mg Reason for renewal equest renewal for the following Rxs from [I	Rx] Ion, Cristina Rem: 0, Auth: 7 Rx] He, Wendell		✓ Message ✓ Message
tequest renewal for the following Rxs from [I 7 ACT Celecoxib 100mg Reason for renewal tequest renewal for the following Rxs from [I 7 Apo-Carbamazepine 200mg	Rv] Ion, Cristina Rem: 0, Auth: 7 Rv; He, Wendell Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina      PrescribeIT: Office He, Wendell	Message
equest renewal for the following Rxs from [] 7 ACT Celecoxib 100mg Reason for renewal equest renewal for the following Rxs from [] 7 Apo-Carbamazepine 200mg Reason for renewal	रुप Jon, Cristina Rem: 0, Auth: 7 रुप] He, Wendell Rem: 0, Auth: 7	PrescribeIT: PrescribeIT LPR2.1 - 54b - AB Ion, Cristina      PrescribeIT: Office He, Wendell	Message     Message
Request renewal for the following Rxs from [1 7 ACT Celecoxib 100mg Reason for renewal Request renewal for the following Rxs from [1 7 Apo-Carbamazepine 200mg Reason for renewal Request renewal for the following Rxs from [1	रूप Jon, Cristina Rem: 0, Auth: 7 रुप He, Wendell Rem: 0, Auth: 7		Message     Message     Message

5. Ensure that each Rx has an e-prescribing doctor and location as well as an optional Reason for Renewal.

#### 6. Select Request.

**NOTE:** A user can still fax the doctor once a renewal has been sent and an eRenewal can be sent to prescriptions that had a fax doctor report generated against it.

# TELUS | Health



## Sending eRenewals to select prescriptions in a batch

- 1. Using the space bar to highlight the Rx, select the prescription you wish to include.
- Right click anywhere on the form or, click on the Options button and select Request renewal of Selected Rx(s).

9 1-(local):PrescribeIT1	0-14-Start	t Screen		1			A. A. 3	
File Edit Recent Re	eports U	tilities NH (	Cards Session	n Help Version 10				
F3 - Patient	F5 - Dr	ug F7	- Doctor	F9 - Workflow	F11 - Drop-off F12	New R	Alt+X ·	- Start
Last Rx Numbers Regular 100	0720	vcle Batch Form						
							Barrart	Calendar
Modify Rx	Status	Open	Creat	ted By DC	Rxs 11 Excl 0		Report	S Kerresh Vrocess Balch
Reprint By	Home	PrescribeIt Ho	me		Ed <u>i</u> t F2	- Modify	/ next fill	Options X Close
<u>Tebuur or</u>	Cycle	Weekly Blister	Packs	Cycle Date 0	1/07/2018 Days 7 Sp	ace - Ma	ark Rx S	Add Repeats (only to Rxs that need them) 18
<u>C</u> ancel Rx	Err 🔻	Status 4	Rx Num	Patient	Generic Name	Form	Message	Add Repeats to Selected Rx(s) 6
Modify Specific		Open	1000135	Testpatient, John	Ranitidine HCI 75mg	TAB	First Fill fo	Fax Doctor(s) (only to Rxs that need repeats) 24
	<b></b>	Open	1000230	Testpatient, John	Sildenafil Citrate 100mg	TAB	Needs Rep	Fax Doctor(s) to Selected Rx(s)
Reprint Specific		Open	1000231	Testpatient, John	Sildenafil Citrate 25mg	TAB	Needs Rep	Request renewal (of only Rxs that need repeats)
Counsel Bx		Open	1000224	Testpatient, John	Amoxicillin Trihydrate 250mg		Needs Rep	Request renewal of selected Rx(s)
	ŏ	Open	1000225	Testpatient, John	Irbesartan/Hydrochlorothiaz		Needs Rep	Remove From Batch (Put on Hold)
	ŏ	Open	1000227	Testpatient, John	Irbesartan/Hydrochlorothiaz	ICTAB	Needs Rep	Reinstate RX
	Ŏ	Open	1000228	Testpatient, John	Nitrofurantoin 100mg	САР	Needs Rep	Reprint Dot Matrix Labels
	0	Open	1000232	Testpatient, John	Sildenafil Citrate 25mg	ТАВ	Needs Rep	DeletePy
	•	Open	1000223	Testpatient, John	Adalimumab 40mg/0.8ml	PEN	Needs Rep	View Adjudication
		Open	1000229	Testpatient, John	Ranitidine HCl 75mg	TAB		Modify Next Fill Parameters
								Modify Rx
								Change Columns
	-					-	_	Change Columns
								Make Derault Columns
TELUS	Health				DATABASE FOR	DEVE	LOPMENT U	<u>SE ONLY</u>
					User: DC (Diana Test)			<b>0 1</b> 19/06/2018 12:07:27

3. The ePrescribe Renewals form appears. Select the location to send the eRenewal(s) or, change/select a different prescriber using the F2 button beside the drop down.







4. Enter an optional reason for Renewal and select **Send eRenewals**.

t Rx Num	bers	<u> </u>		
laro		Please specify how each a	renewal should be requested	
;	festpatient, John teason for renewal			🖺 Urgent
P	equest renewal for the following Rxs from Dean	gelis, Colomba	PrescribeIT: Appleton Clinic	• F2 Message
	7 Apo-Sildenafil 25mg	Rem: 0, Auth: 14	Deangelis, Colomba	
Mo	Reason for renewal			
Rep	equest renewal for the following Rxs from Test,	Doctor	Fax: Office, (416) 565-6565	• 12
	30 Zantac 75mg	Rem: 30, Auth: 30	Test, Doctor	
	Reason for renewal			
	equest renewal for the following Rxs from Robin	nson-Pss, Jay	Fax: Office, (519) 621-1420	• F2
	7 Macrobid 100mg	Rem: 0, Auth: 14	Robinson-Pss, Jay	
	Reason for renewal			
		Request	X Close	
5				

**NOTE:** Once e-renewals are sent for prescriptions with a target location specified, a user can still send eRenewals for the remaining Rxs that were not sent. Either select **Request Renewals (of only Rxs that need repeats)** or **Request Renewal of selected Rx(s)**.

After the prescription renewals have been sent, the next steps to take will depend on the workflow.

#### i) Removing Rxs from the Batch:

To remove the prescriptions from the batch while awaiting renewal authorization, select the prescriptions that eRenewals were sent for and right click (or click the options button) and select **Remove From Batch (Put on Hold).** 









Select to Remove from this batch only (it will be included for the next cycle).

Status	Open		Created By DC	RXS 7 EXCI	3	Denesit	
Home	Prescri	beIT Home	6	Ed	it F2 - Modify next fill	<u>Options</u>	Close
Cycle	Cycle		Cycle D	ate 21/04/2018 Days	7 Space - Mark Rx Shift+Up,	Down - Mark many Rxs	
irr 🔻	S 4	Rx Num	Patient	Generic Name	Message	Doctor	Form
0	Open	1000100	Test, Add Middle	Formoterol Fumarate 12mcg	Needs Repeats	Papudesi, Yamini	CAP
0	Open	1000096	Eprescribe, Redo On	Metformin Hydrochloride 50	Needs Repeats	Paper, Rx Doctor	TAB
0	Open	1000097	Eprescribe, Redo On	Pollen And Non Pollen 20000	Needs Repeats	Deangelis, Colomba	ML
0	Open	1000098	Robinson, Jay	Furosemide 80mg	Needs Repeats	Paper, Rx Doctor	TAB
×	Open	1000094	Eprescribe, Redo On	Boost Vanilla Liquid	Skipped for this batch	Deangelis, Colomba	ML
×	Open	1000095	Eprescribe, Redo On	Etidronate Disodium/Calcium	Skipped for this batch	Deangelis, Colomba	TAB
×	Open	1000099	Robinson, Jay	Ranitidine HCI 75mg	Skipped for this batch	Doctor, Charly	TAB

A red X will be displayed beside the prescriptions that will be removed from the batch. Click on **Process Batch** to initiate filling/adjudicating.

Once an e-renewal approved response is received by the physician the prescription can be linked to the previous fill via the **Copy from Prior Rx** or **Copy From Local Rx** on the External Rx Order:

🗾 External F	Rx Order								
Order Ref	erence								
1.2.0.9.9.4	1.0994.2:EMR-12167 ^ e454abf7 - e53e - 45fd - 8215 - 4	bbf6181e45f							
Written Da 15/02/20	ate         Do Not Dispense Before         Expiry Date           18         15/02/2018         15/02/2019								
Patient									
Name	Name Mr Cicco, Marlon Gray Jr								
Address 1	1465 12th Ave	Gender M							
Address 2	s 2 DOB 198								
City	Calgary Prov	AB Postal VOV 905							
Phone	Home: (403) 855-2226	AB ULI 2094391035							
Allergies	Cysteamine:PENICILLAMINE 250 mg CAPSULE	(Confirmed); Penicillar							
Observ.	172.2 http://unitsofmeasure.org/cm (15/02/2	018); 70.8 http://unitsof							
Drug									
Name	TYLENOL 500 MG CAPLET								
Strength		Monitored No							
DIN	00723908 Form								
Provider									
Name	Dr. Deangelis, Colomba								
License #	OA1ga14508 Specialty								
Location	QA1 EMR	Role Doctor							
Address	456 Some Street,								
City	Hamilton Prov	ON Postal A1B 2C4							
Phone	Work: (123) 123-4567; Work: (123) 456-7890; I	Mobile: (263) 222-5763							
Sig									
1 (One) -	2 (Two) Tablet(s) Four times daily PRN for 3	0 days . Route: Oral							
Use this	s <u>s</u> ig code text in the Rx.								
Prescribed	d Authorized								
Qty 240 T	Tablet(s) Days 30 Qty 240 Tablet(s) Days	30 Refills							
Comments	s								
Treatmen	nt Type: Chronic								
Prior Orde	er								
Order #		Copy from Local Rx							
Auto Ali	ian Forms Close								







**NOTE**: When copying/linking batch filled prescriptions to an electronic prescription the NH Rx information will also be copied over which includes the **Cycle**, the **Med Type**, **Unit Dose** and **Passtimes**.

#### ii) Adding Repeats within the cycle

A user may wish to not remove the prescriptions from the batch and instead copy to a new number and add repeats to the cycle.

Once the Rx is copied and repeats added, the cycle can be completed.

When the renewal authorization is received by the physician, the Rx can be copied and made unfill, copied and remove a repeat or cancelling and attach the printout of the electronic external order as a script image.

**NOTE:** It is important to properly cross reference the prescriptions.







## PrescribeIT® ePrescribe Log

All PrescribeIT® transactions are logged and stored in the **ePrescribe log**. This can be accessed from the **Utilities** > **ePrescribe Log**.

#### The types of transactions logged include:

- New Prescriptions
- Renewal Prescriptions
- Renewal Requests
- Renewal Responses
- Cancel Rx Order
- Cancel Rx Order Responses
- Dispense Notifications
- Cancel Dispense Notifications
- Deferred Order
- Clinician Communication
- Provider Registry Searches
- Errors received from PrescribeIT®

By double clicking on a record (or hitting F2 on the keyboard) a user is able to view the details of the particular transaction.







## Alberta

PrescribelT® integrated stores in Alberta will have the same functionality as indicated above but with a few key differences.

## External Rx Order and printout

For Alberta RTI stores, when a PrescribelT® prescription is transmitted to Alberta Netcare from the doctor, a Netcare Order Reference will be displayed on the External Rx Order.

External R	x Order		- 0 ×
Prescribe	Order Reference		Messages
1.2.2.3.3.7	7.1012166.2:4QR3CHBFN0	Do N	ot Auto Fill
Netcare O	rder Reference		
0000FSBP			Detail
Written Da	te Do Not Dispense Refore Evoiry Date		
12/10/201	12/10/2018 11/11/2018		
Name	Mister Stein Sheryl Ir		Liplink
Address 1	123 North 102nd Street	Gender	F
Address 2	Apt 4d	DOB 1	971-01-19
City	Harrisburg Prov AB	Postal	M2N 7H6
Phone	Mobile: (555) 555-1212; Home: (858) 429-5190	AB ULI	479983100
Allergies			
Observ.			
Drug			
Name	Valium		
Strength			
DIN	00013285 Form Drops		
Provider			
Name	Dr. Alderman, Sanga		
License #	MD345 Specialty		
Location	PrescribeIT PracOff-1 Ro	le Docto	r
Address	456 Some Street,		
City	Hamilton Prov ON	Postal	A1B 2C4
Phone	Work: (123) 123-4567; Work: (123) 456-7890; Mobile: (263) 222-5763		
Sig			

The Netcare Order Reference will also be printed when generating a printout of the order.







Dr. Alderman, Sanga PrescribeT PracOff-1 456 Some Street Hamilton ON AIB 2C4 Phone: Work: (123) 123-4567; Work: (123) 456-7890; Mobile: (263) 222-5763	5
Mister. Stein, Sheryl JF. 19-Jan-1971 - F 123 North 102nd Street Apt 4d Harrisburg AB M2N 7H6 Phone: Mobile: (555) 555-1212; Home: (858) 429-5190 AB ULI: 47998310	0
Netcare Order Id: 0000FSBP Date Prescribed: 12-OCT-2018 Valium (Drops) Take 8 tablet 1 time per d for 3 d THEN Take 6 tablet 1 time per d for 3 d THEN Take 4 tablet 1 time per d for 3 d THEN Take 2 tablet 1 time per d for 3 d THEN Take 1 tablet 1 time per d for 3 d	l F
Start Date: 12-Oct-2018 First fill quantity: 40 capsule Prescribed quantity: 40 capsule Refills: 5 Total quantity: 80 Capsule(s) Trial: No Additional Notes Treatment Type: Chronic OVER 25 Detected Issues!	3
Signature:	

Similarly, for non-RTI stores, this field will also be present on the External Order and on the printout but will be displayed with the Order Reference label instead of Netcare Order Reference.

💋 External f	tx Order	
PrescribeI	F Order Reference	Messages
1.2.2.3.3.7	7.1012166.2:FWCYX2KUHM	Do Not Auto Fill
Order Ref	erence	
0000FSKF		Detail
Written Da 19/10/20	te Do Not Dispense Before Expiry Date 18 19/10/2018 18/11/2018	
Patient	•	
Name	Mister. Stein, Sheryl Gretel Jr.	Unlink
Address 1	123 North 102nd Street	Gender F
Address 2	Apt 4d	DOB 1971-01-19
City	Harrisburg Prov AB	Postal M2N 7H6
Phone	Mobile: (555) 555-1212; Home: (858) 429-5190	AB ULI 479983100
Allergies		
Observ.		
Drug		
Name	Digoxin	
Strength	Sou units	
Provider		
Name	Dr. Alderman, Sanga	
License #	MD345 Specialty	
Location	Prescribell PracOtt-1 Ro	le Doctor







### **Network Profile**

On the patient's Network Profile, in F3-Patient > Network > Profile, an icon has been added to indicate which orders on the profile are PrescribeIT® prescriptions.

atient	Bouwers, Aiden Angel Sergio	Male	DOB: 04-Jul-1929 PH	IN: 335702009	Last updated:	30 mins ago
rofile	(13) Allergies (1) Notes (2)					€ Ct
Statu	is (All) • Qrder T	ype (All)		🖾 Advan	ced J Filter	3 Reset
	Last Filled Picked Up     Last Oty Drug     Directions	Status	Doctor	Code Stop Date	Netcare Order Manufacturer Fillable	Order Date Local Auth Rer
ľ	Unfilled 28 ADVIL 200 MG TA 2 (1wo) Tablet(s). Once dai	Active BLET ly for 14 days	Alveres, Canello	01933531 O: 29-Feb-2020	0000FXKP WHB	01-Mar-2019 Unassigned 28 28(1
	22-Feb-2019 22-Feb-2019 12 Amoxicillin Trihyd 1 (One) Capsule(s), Three ti	Active Irate 250 m	Alveres, Canello g Oral Capsule (Hard, days, Route: Oral	So 8995 22-Feb-2020	0000FX86	22-Feb-2019 No 12
	Hefiled	Antines	Akining Canollo		100005/005	22,EAN-2010

Hovering the cursor over the icon or detailing the order will display the source details.

Netwool	() Med	ication Order S	Petal						
Qrder	Pate	nt Instructio	ns Indigations (1	Erescriber Dispe	maes (1) Jasues Betusals	Notes Status	🗲 Chri		
Medica	ñon					Regular Dispense			
Nome Amoxicillin Trihydrate 250 mg Oral Capsule (Hard, Soft, Etc.)						Oy 12 CAPs	Days Supply	Min Interval	
Desc						First Dispense (It different than Regular Dispense)			
Form	Copsule				Oy	Days Supply	Exp		
GCN	GCN 8995 Mer Pack Oy Pack Type				Authorized				
Pack 0					Chy 12 CAPs	Days Supply 4	Fils 1		
					Remaining				
Order #	0000	FX86	Order date	22-Feb-2019	Oy Fills				
Local #			Effective date	22-Feb-2019	Pharmacy Tercented To				
Stetus		Activo	Expiry date	22-Feb-2020	Blame	-			
No sub	NO	Reason			repring				
Triel	NO	Prior order	id .	View	Address		10.00	1.6.1.1	
Fillable	1	Authoritativ	e 💭 Paper		City		PIOV	Postal	
Internet	NO		To be picked up		Phone		D	Construction of the second second	
Source	+ Pi	rescription	created by Can	ada Health Infowa	y PrescribelT via V3			Herd Assigned NO	
					[				
					✓ OK				








## Creating Local Rx from the Network Profile when a PrescribeIT® prescription with the same order reference is in ToDo/Data Entry

In a scenario where the pharmacy attempts to poll a PrescribeIT® Order from the patient's network profile and the same order is already in F9-Workflow > ToDo/Data Entry, the eRx with the corresponding order reference will be called up from The ToDo/Data entry queue instead.

Patient Stein, Sheryl Female DOB: 19-Jan-1971 PHN: 479983100 Last updated: 4 mins at Profile (12) Allergies Notes	,
Profile (12) Allergies Notes	
A state (14) Antergeo (1400)	İtri 글
Status (All)	t
Dector Status Doctor Netcare Order Order Dector	3
A Last Qty Drug Code Manufacturer Local	
Directions Stop Date Fillable Auth F	m
Take 8 tablet 1 time per d for 3 d THEN Take 6 tablet 1 time per d for 3 d THEN Take 4 tablet 1 time per d f <b>11-Nov-2018</b> 🗸 80 81	6) ^
📲 🔍 Unfilled 🛛 🗛 Active Alderman, Sanga 0000FSBS 12-Oct-20	3
40 VALIUM 5 MG TABLET 00013285 HLR Unassigne	1
Take 8 tablet 1 time per d for 3 d THEN Take 6 tablet 1 time per d for 3 d THEN Take 4 tablet 1 time per d f <b>11-Nov-2018</b> 🗸 80 80	6)
🛛 👱 🔍 Unfilled 🛛 🗛 Active Alderman, Sanga 0000FSBR 12-0ct-20	3
40 VALIUM 5 MG TABLET 00013285 HLR Unassigne	1
Take 8 tablet 1 time per d for 3 d THEN Take 6 tablet 1 time per d for 3 d THEN Take 4 tablet 1 time per d f 11-Nov-2018 ✓ 80 80	6)
🖌 🚽 💭 Unfilled 🛛 🗛 Active Alderman, Sanga 0000FSBQ 12-Oct-20	3
40 VALIUM 5 MG TABLET 00013285 HLR Unassigne	<mark>ا ا</mark>
Take 8 tablet 1 time per d for 3 d THEN Take 6 tablet 1 time per d for 3 d THEN Take 4 tablet 1 time per d f 11-Nov-2018 🗸 80 80	6)
P Unfilled Active Alderman, Sanga 0000FSBP 12-Oct-20	3
Unassigni	
I ake 8 tablet i time per d for 3 d I HEN I ake 6 tablet i time per d for 3 d I HEN I ake 4 tablet	<mark>9</mark>
No. 2019 Active Alderman, Sanga Release (Resume) Rx 11-Oct-20	3 =
Unassigni	<mark>.</mark>
Take 6 tablet 1 time per a for 3 a THEN Take 6 tablet 1 time per a for 3 a THEN Take 4 tablet Revoke Dispensing Permission	0)
Unfilled Active Alderman, Sanga 09-Oct-20 Stop (Abort) Rx	3
T 40 ALLERGY SINUS NIGHT RELIEF TAB Unassign	1 []
	9 -
Detail Extra Functions Detail Detail	к
Refresh F5	















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## Calling up a PrescribeIT® prescription where the order with the same order reference was retrieved and filled from the Network

When calling up a PrescribeIT® prescription where the order with the corresponding order reference was previously polled from the patient's network profile and filled prior to the pharmacy receiving the PrescribeIT® prescription from the doctor, a prompt will be displaying indicating that the prescription had been previously filled from the network. The pharmacy must first cancel the prescription and mark as a mistake as it is unauthoritative and then fill the authoritative PrescribeIT® prescription.

🥑 1-(local):Pharmacy10-15ABCPrescribeIT-New Rx				
File Edit Recent Rx View Labels Reports Network Utilities NH Cards Session Help Version10				
F3 - Patient F5 - Drug F7 - Doct	or F9 - Workflow F10 - Pickup F11 - Drop-off F12 - Unfill Rx Alt+X - Start			
New Rx Unfilled	Rx Start Date Latest Fill 31/10/2018 0 Qty Init Vookup X Cancel	≪Rx		
Date 31/10/2018 Time 09:40 F2 Due 19 mi	Is ago Fill Rx F2 Work Order 1249 F2 Delivery ▼	Make Rx Unfilled		
Patient Search	Drug Search V Pack Doc Search Loc PrescribelT Pra	Make Rx Stock Transfer		
Name Age:	Brand Name Dr. Alderman, Sanga	X Adapt Rx		
Address	Generic Address 456 Some Street	Et Add Bulmana		
City Prov	Pack Form Sched City Hamilton Prov ON			
Phone Client ID	Purch OnHand O No image Lic# MD345 Alt Lic#	Transfer Rx From Another Store		
		Call Doctor		
		View		
Allergies (0)	Sig Please Select a choice	🕞 External Rx Order		
	0	EPrescribe Messages		
	This Rx has already been filled from the network profile, but that is not 0 authoritative	🕞 Rx Images		
Conditions (0)	You must Cancel that Rx (1200155) and and mark it as a mistake before filling this	💠 Work Order		
	Rx. 50.00	Rx Counseling History		
	\$0.00	Workflow		
	Dost Yes No \$0.00	V Send Rx to Trouble		
Plans Pricing Dates Comments Indications Im	iges	🚛 View Workflow Detail		
Rx Plans Plan Pays Extra Info (F2 Edits)	No Drug or Mixture specified	Workflow Push Oueues		
Cash • 0.00 Deduct: \$0.00	Uno Dispensing Quantity	Data Entry		
Vou should specify a Netcare plan				
V ToDo Drug Name:Imuran 50 MG tablet				
V No Sig Code				
Min Interval Days	V Patient DOB is unspecified.			
Next Disp Qty Max Disp Qty	Rx Comments (2) Vetient gender is unspecified.			
External Ref: 1.2.2.3.3.7.7.1012166.2:ZYUQCB90LS	This Rx is linked to an eRx			
Treatment Type: Short Term/Acute	Polivon Labol will be printed			
<u> </u>	Licer: WH (Wendell He)	1 31/10/2018 09:59:41		

- 1. Call up the PrescribelT® prescription where an Rx with the same Order Reference was previously filled from the network profile
- 2. When prompted with the notification that a prior Rx has been filled form the network profile, click Yes.





PrescribelT

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3. Previously filled Rx is brought up in Cancel. Click Yes when prompted to confirm cancellation.

Confirm Rx	L L L L L L L L L L L L L L L L L L L			
Are you sure you want to Cancel this Rx?				
✓ Yes 🔕 №o	Cancel and <u>R</u> efill			

4. On the next prompt, select Filled in Error – Remove from profile and complete the cancellation process



5. Return to F9-Workflow > ToDo/Data Entry and call up the PrescribeIT® prescription and process as normal