Rx Adaptation and Rx Extension

Ontario

KROLL
Computer Systems Inc.

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Introduction

Prescription adaptation and extensions use a wizard to walk you through the process of creating a new Rx, informing the original prescriber, creating a fee for service transaction when appropriate and recording a separate professional service entry on the patient file that maintains a record of the work performed. A new Rx can be adapted using a paper prescription, a prescription on the provincial Drug Information System (DIS) network where available or from an existing prescription on the patient's local profile.

One or more prescriptions on the patient's local profile can be extended at the same time with all of them being consolidated on a single report in order to inform the original prescriber.

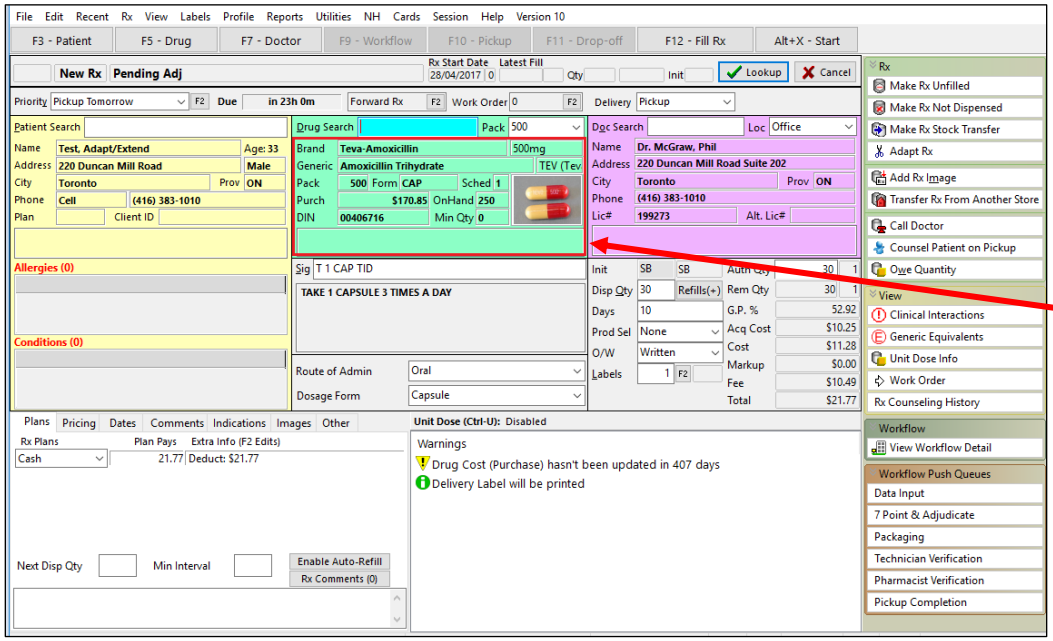
This document shows the processes for a system that is not integrated to a provincial DIS. If your system is integrated, you may want to refer to the adaptation/extension documentation that is specific to your provincial DIS.

Rx Adaptation

The Rx Adaptation process is used when a change to a new or existing prescription is necessary. If you only need to extend an Rx due to the refill authorizations being exhausted, please use the Rx Extension process found in the next section.

Adaptation of a Paper Prescription

1. Use the following steps when a patient presents with a new prescription that needs to be adapted. That is, the Rx does not already exist on your system.
2. From the Start Screen, select **F12 – New Rx**. The Rx screen displays.
3. Enter all of the fields on the F12 – Rx screen using the Original Rx from the prescriber for the initial data entry.



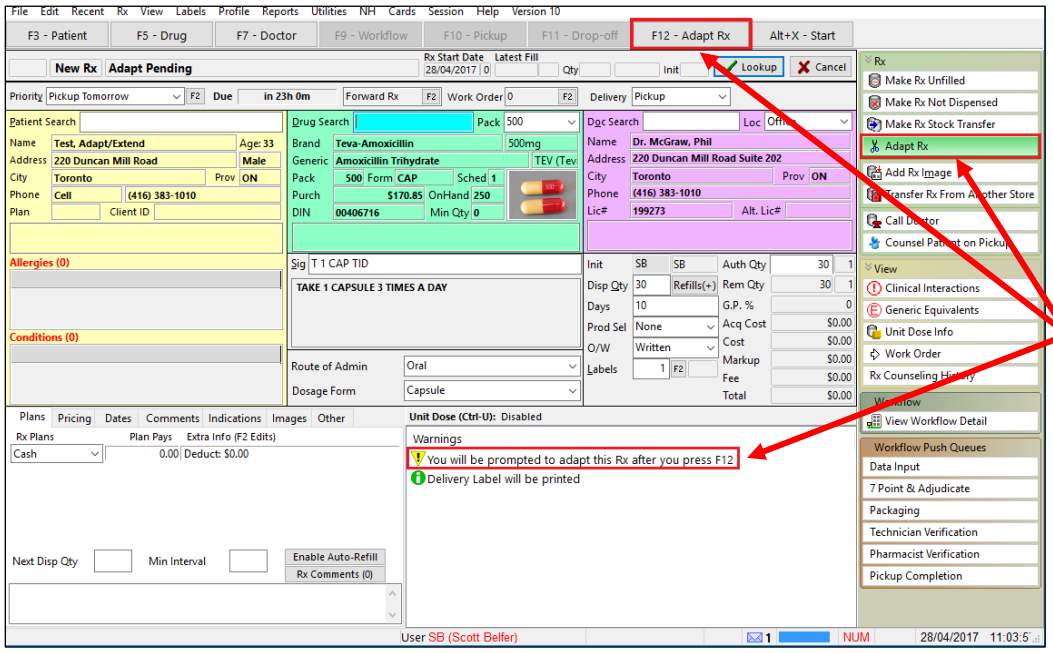
The family doctor prescribed Amoxicillin 500mg capsules to a patient who is positive for Strep Throat.

The patient has indicated that they are having difficulty swallowing.

The pharmacist decides that the liquid would be better and decides to adapt

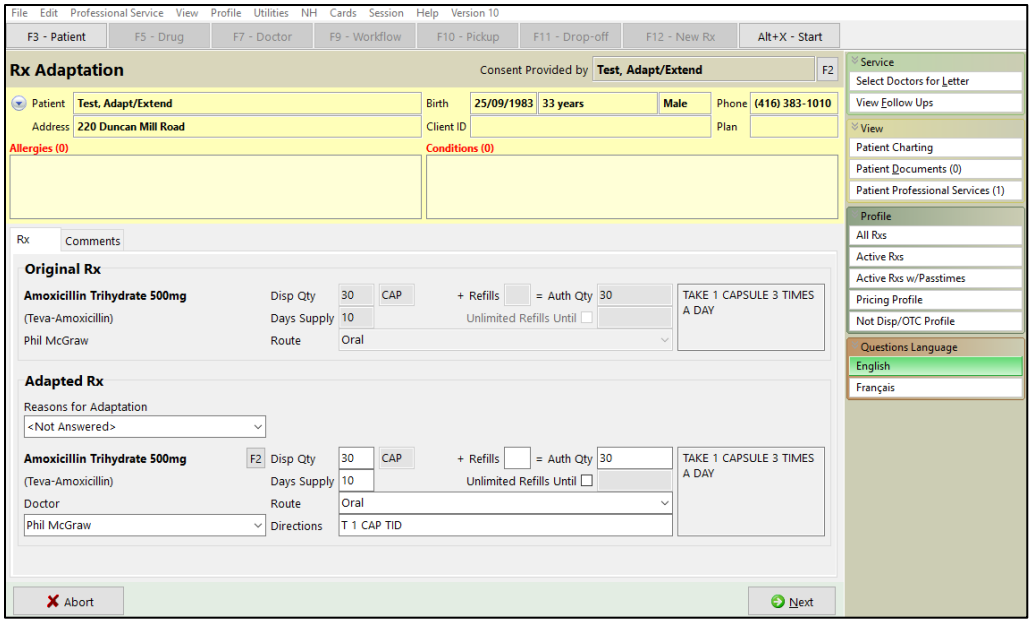
After completing the initial data entry,

4. Click on the **Adapt Rx** button on the right side navigation bar.

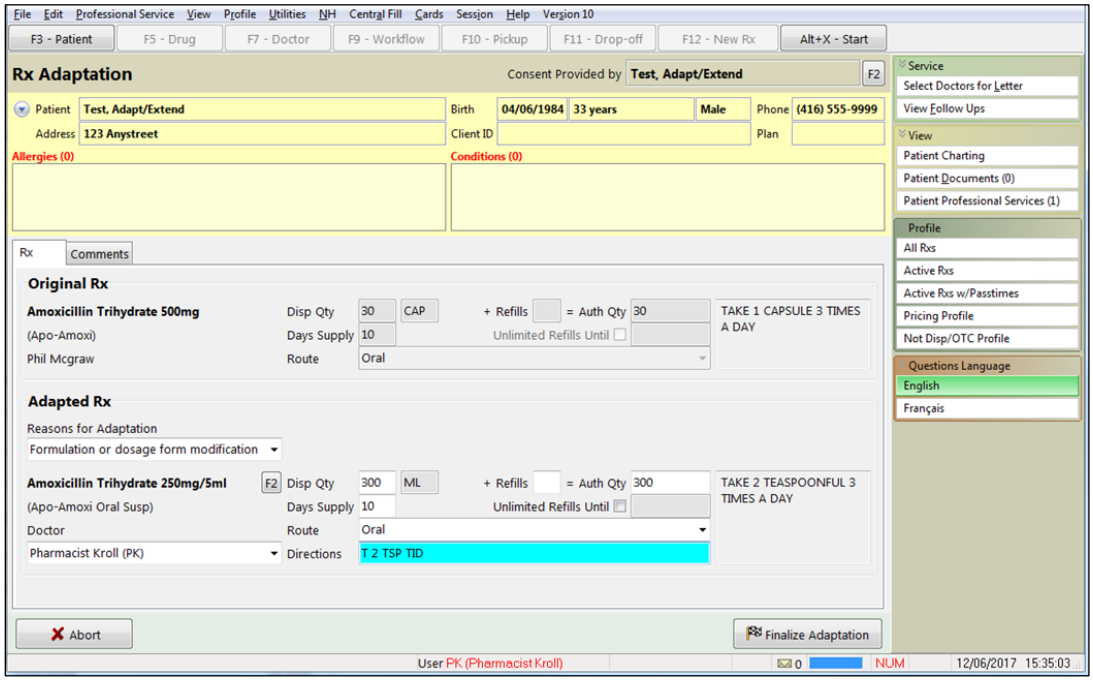


The data entered remains, however the pharmacist is presented with an activated **Adapt Rx** button, the function key **F12** is now labelled **F12-Adapt Rx** and a warning message displays indicating that the pharmacist will be prompted to 'Adapt the Rx'.

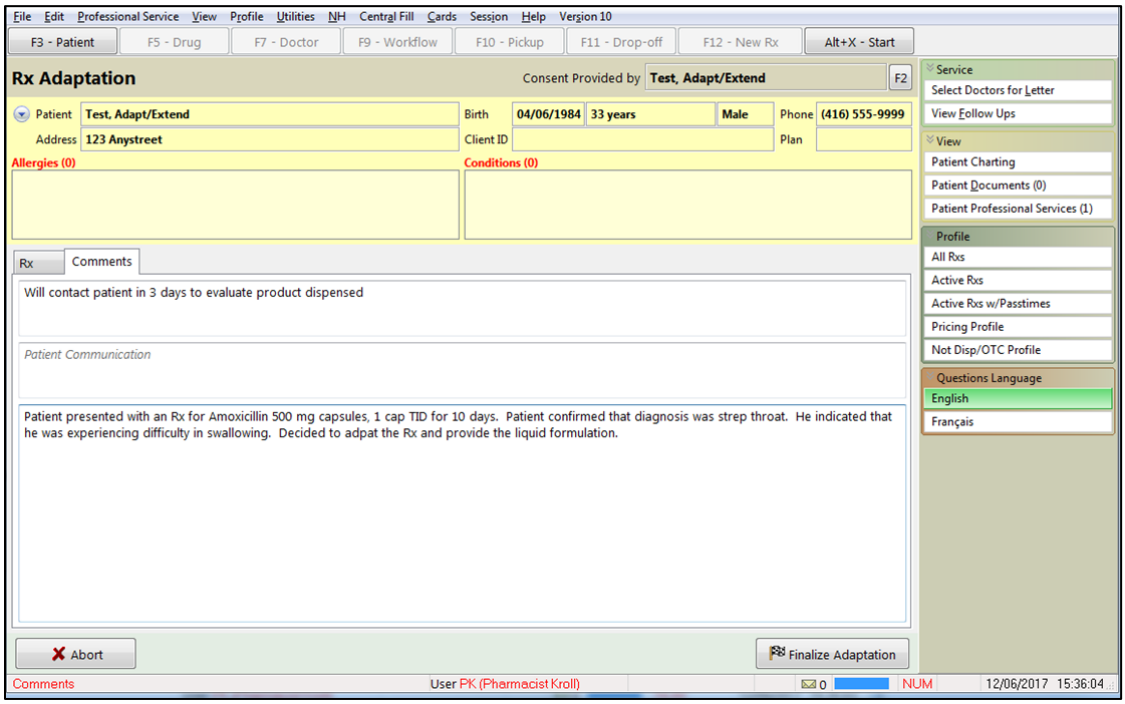
5. Click/Press **F12 – Adapt Rx**. The Rx Adaptation screen displays.



6. Click the down arrow on the **'Reasons for Adaptation'** field. Select the appropriate option.
7. If necessary, click on the F2 button that is adjacent to the highlighted drug name to initiate the drug search. Select the appropriate drug card.
8. If necessary, edit any of the remaining fields, **Disp Qty**, **Days Supply**, **Refills**, **Route** and **Directions** that are reflective of that drug and/or the adaptation being performed.
9. If you are not the pharmacist performing the adaptation, click the down arrow on the **Doctor** field and select the pharmacist who is adapting the Rx.

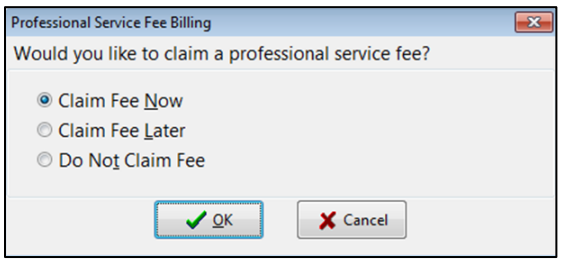


10. Click **Next** or the **Comments** tab. The '**Comments**' screen displays.
11. Enter any appropriate notes/comments that you wish to have documented.



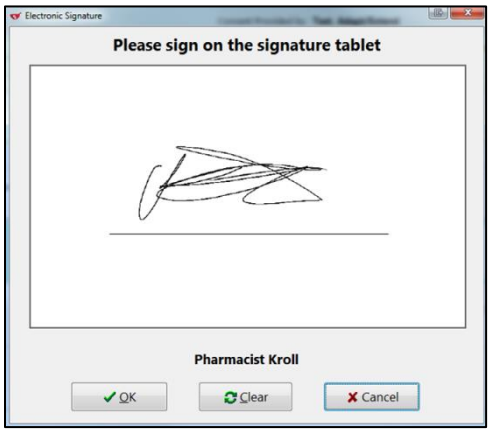
12. Click **Finalize Adaptation**.

13. If you are in a province that supports a professional service fee for the adaptation, the following prompt will appear:



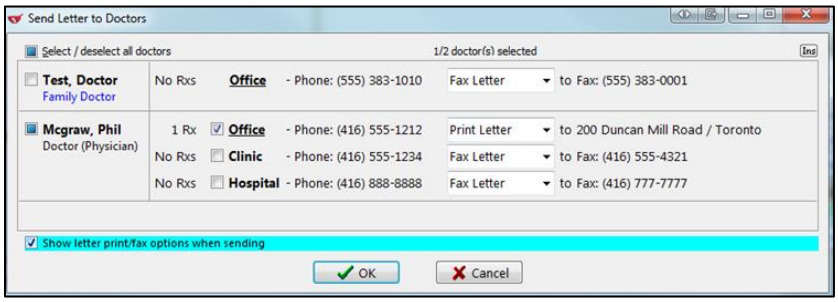
- **Claim Fee Now:** After the new adapted Rx is completed, the system will return you to the F12 screen and automatically complete the necessary fields for the professional service.
- **Claim Fee Later:** Will place the fee for service Rx into the ToDo queue so that you can complete it later.
- **Do Not Claim Fee:** Will complete the adapted Rx and not create a fee for service Rx.

14. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.



15. The **Send Letter to Doctors** form displays.
16. From here, you can select which prescriber and their location is to receive the Pharmacist Prescription Adaptation Notification.

NOTE: The contents of this list are dependent upon the prescriber noted on the original prescription.



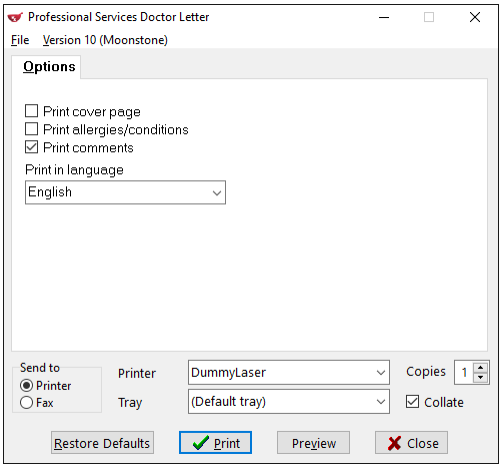
If you wish to send the Notification form to more physicians, click on **Ins** which will launch a prescriber search.

Search and select the appropriate prescribers. The selected prescribers will then be included on the **Send Letter to Doctors** form.

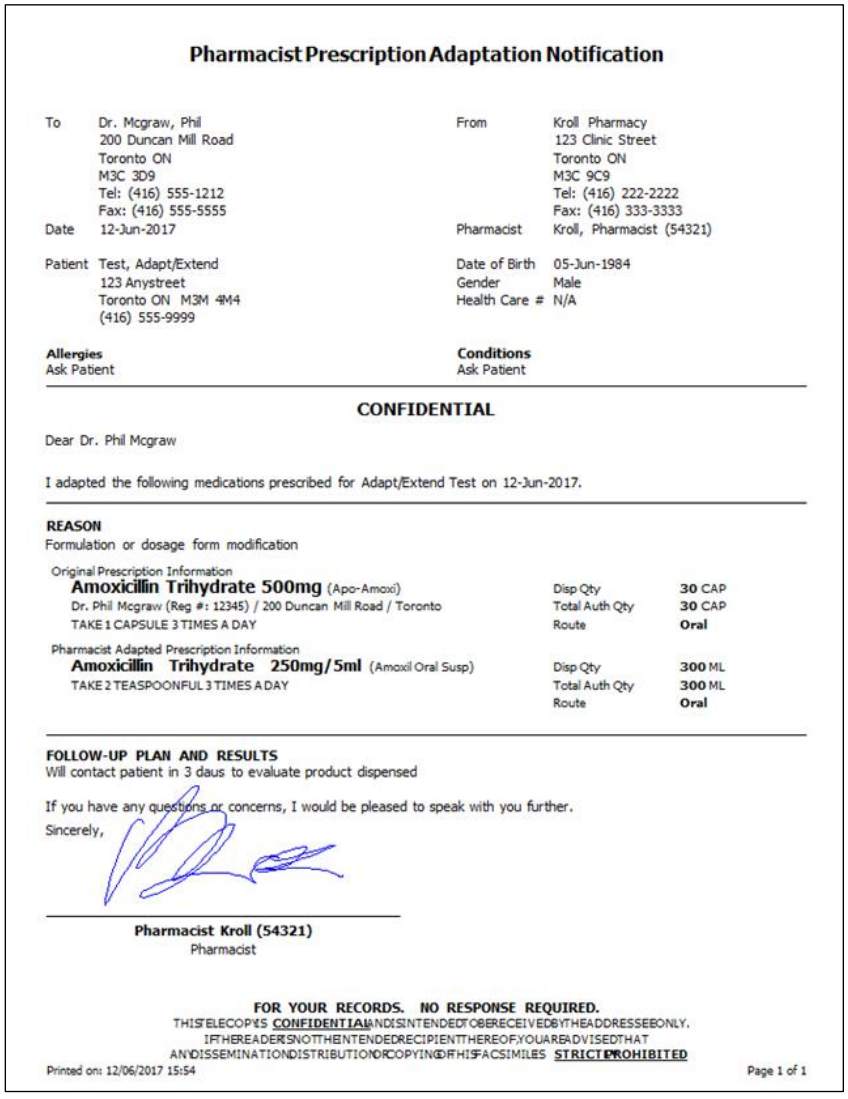
NOTE: To enable the Fax Letter option, electronic signature capture must be enabled, there must be a fax number associated to the doctor in that specific location and the doctor must not have the **No Professional Service Faxes** option enabled. Otherwise, only the '**Print Letter'** option is available and will appear read-only in the **Send Letter to Doctors** form.

17. If you enable the **Show letter print/fax options when sending**, when you click **OK**, the **Professional Services Doctor Letter** form displays.

NOTE: Leaving this option disabled will use the options previously selected and will skip this form, automatically printing or faxing the report.



18. Make the appropriate selections and click on **Print** or **Fax**, if available.
19. The notification form is either generated or faxed via Kroll FaxRx.



Pharmacist Prescription Adaptation Notification

To Dr. Mcgraw, Phil
200 Duncan Mill Road
Toronto ON
M3C 3D9
Tel: (416) 555-1212
Fax: (416) 555-5555
Date 12-Jun-2017

From Kroll Pharmacy
123 Clinic Street
Toronto ON
M3C 9C9
Tel: (416) 222-2222
Fax: (416) 333-3333
Pharmacist Kroll, Pharmacist (54321)

Patient Test, Adapt/Extend
123 Anystreet
Toronto ON M3M 4M4
(416) 555-9999

Date of Birth 05-Jun-1984
Gender Male
Health Care # N/A

Allergies
Ask Patient

Conditions
Ask Patient

CONFIDENTIAL

Dear Dr. Phil Mcgraw

I adapted the following medications prescribed for Adapt/Extend Test on 12-Jun-2017.

REASON
Formulation or dosage form modification

Original Prescription Information
Amoxicillin Trihydrate 500mg (Apo-Amoxi)
Dr. Phil Mcgraw (Reg #: 12345) / 200 Duncan Mill Road / Toronto
TAKE 1 CAPSULE 3 TIMES A DAY
Disp Qty **30** CAP
Total Auth Qty **30** CAP
Route **Oral**

Pharmacist Adapted Prescription Information
Amoxicillin Trihydrate 250mg/5ml (Amoxil Oral Susp)
TAKE 2 TEASPOONFUL 3 TIMES A DAY
Disp Qty **300** ML
Total Auth Qty **300** ML
Route **Oral**

FOLLOW-UP PLAN AND RESULTS
Will contact patient in 3 daus to evaluate product dispensed

If you have any questions or concerns, I would be pleased to speak with you further.
Sincerely,

Pharmacist Kroll (54321)
Pharmacist

FOR YOUR RECORDS. NO RESPONSE REQUIRED.
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ANY DISSEMINATION DISTRIBUTION OR COPYING OF THIS FACSIMILE IS **STRICTLY PROHIBITED**

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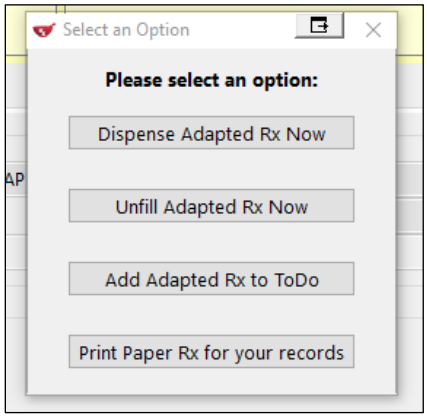
NOTE: If you do not have electronic signature capture enabled, the form will print for you to sign pen to paper and then manually fax to the prescriber.

20. Click **Close**.
21. You are then presented with a number of options:



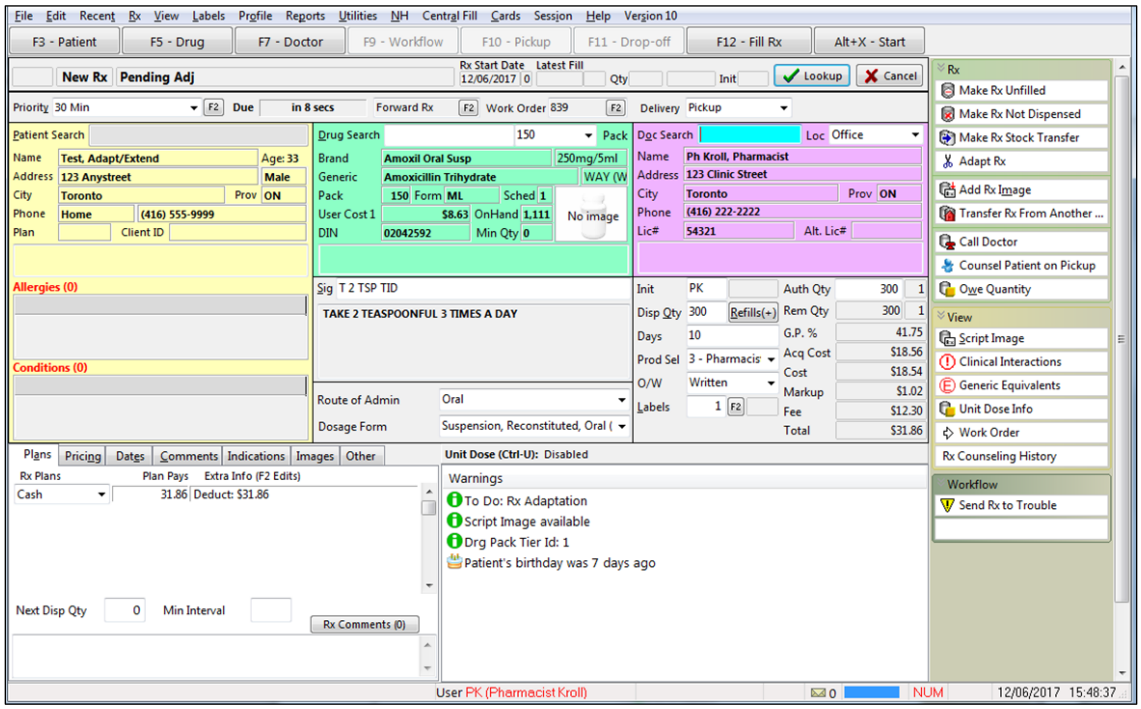
Select **Dispense Adapted Rx Now** if the Rx is to be dispensed immediately

Select **Unfill Adapted Rx Now** if the Rx is to be dispensed in the future.

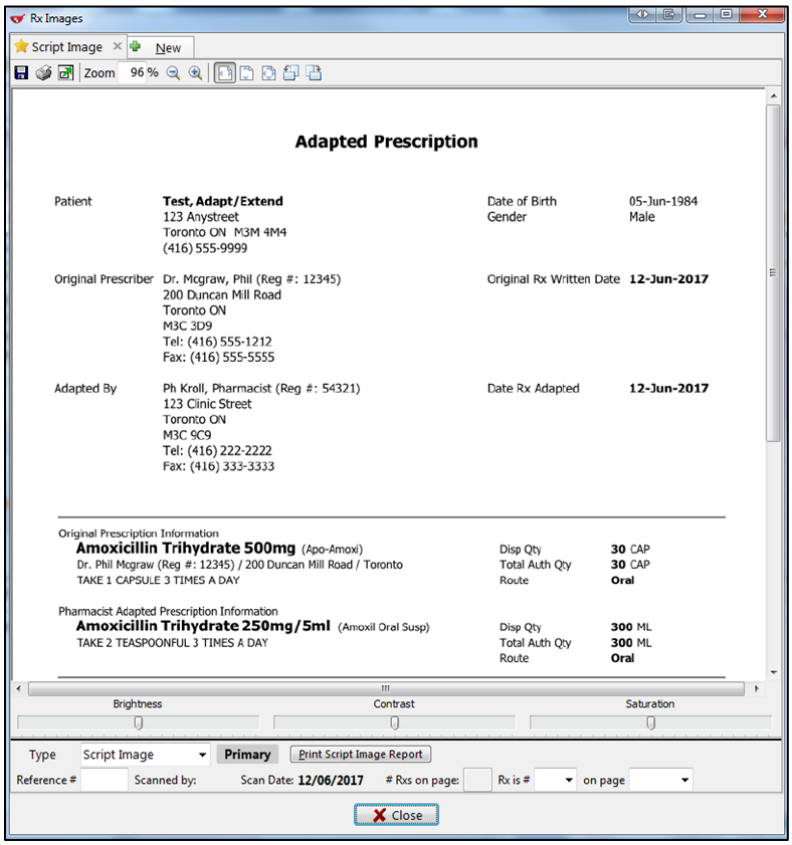
Select **Add Adapted Rx to ToDo** if the Rx is to placed into Workflow.

Select **Print Paper Rx for your records** if a paper copy of the adapted Rx is required for Rx processing and filing

22. Click **Dispense Adapted Rx Now**. The F12 Rx screen displays with the adapted Rx information displayed.



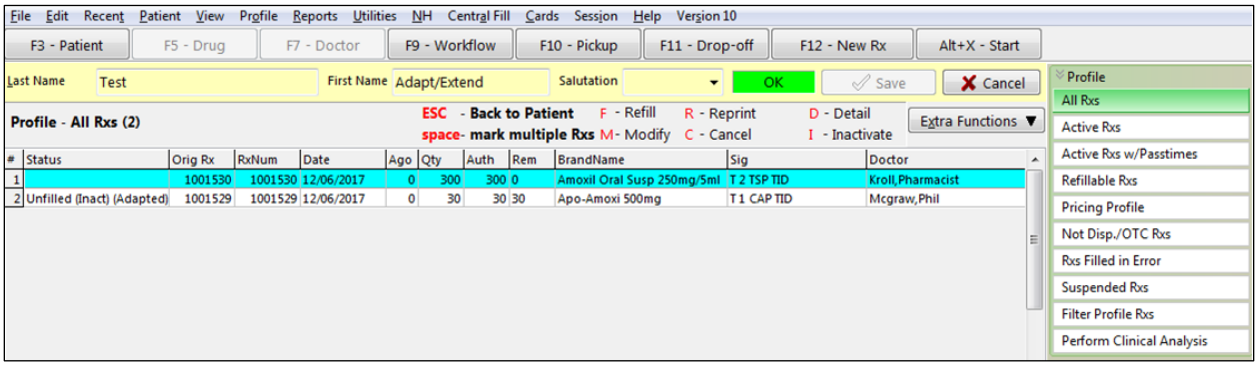
NOTE: If you do not have electronic signature capture enabled, an adapted prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the adapted Rx is automatically attached to the Rx and viewable by clicking on the **View Script Image** button in the right panel.



23. Click **F12-Fill Rx** to continue processing the adapted prescription.
24. If you are in a province that supports a professional fee for service and if you earlier selected the **Claim Fee Now** option, the fee for service transaction will now appear on the F12 Rx screen. Click F12 to complete the fee for service.

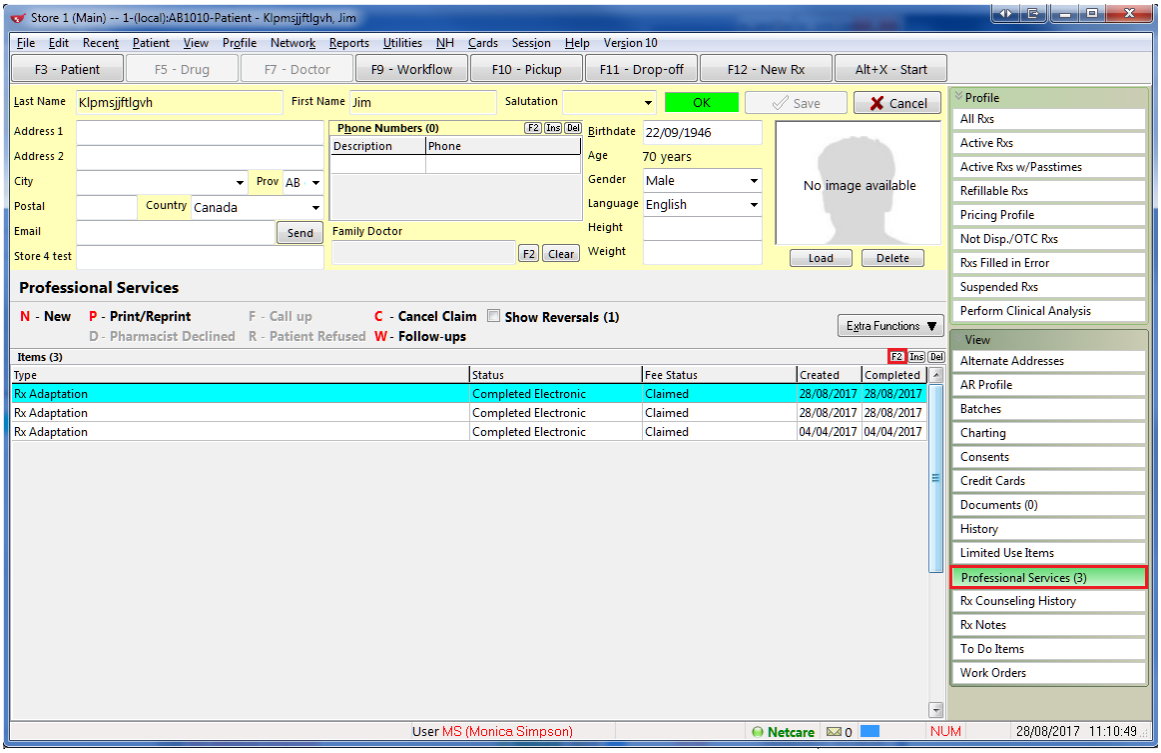
Viewing adaptation details

1. To view the details of the Adapted Prescription, display the Patient card.
    a. From the **View** menu or ribbon bar, select **All Rxs** to display the profile.

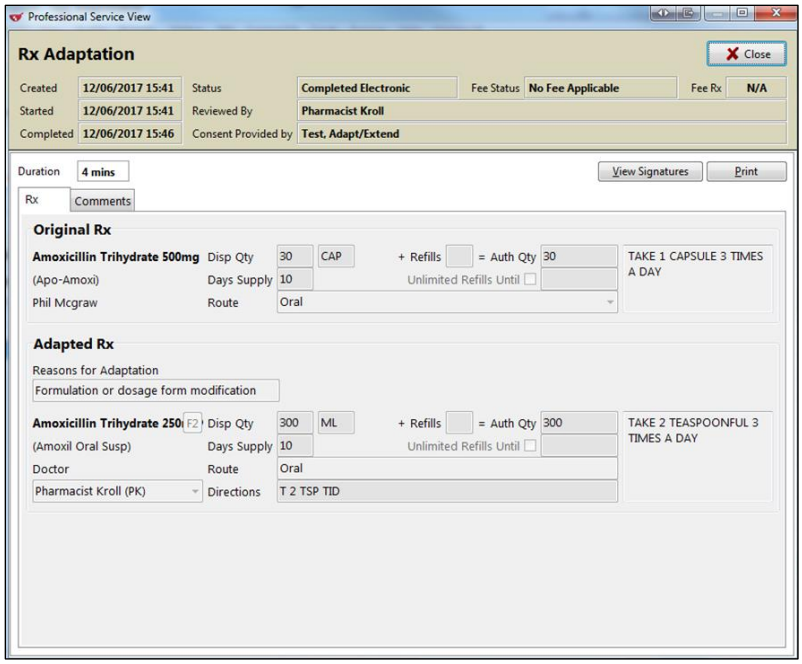


There will always be two Rx records in an Rx Adaptation scenario: The original from the prescriber with a Status=Unfilled (Inact) (Adapted) and the Adapted Rx that was dispensed to the patient. Optionally, a fee for service transaction may also appear.

b. From the **View** menu or ribbon bar, select **Professional Services.**



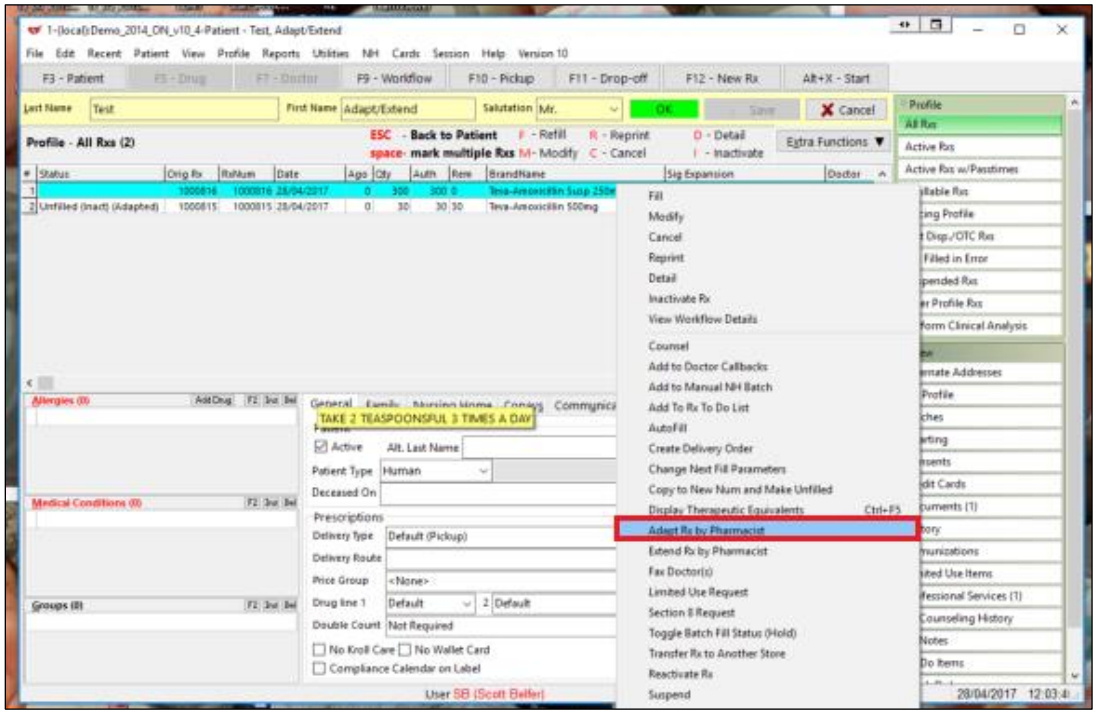
c. On the highlighted record, select/press **F2** to display the details.



Adaptation from the local Patient Profile

You also have the ability to initiate the Adaptation process of an existing Rx from the local Patient profile.

1. Display the Patient profile.
2. Highlight the Rx to be adapted and right-click or select the Extra Functions button.



3. Select '**Adapt Rx by Pharmacist'.**
4. The Rx Adaptation form immediately appears with the original prescription information already shown. Continue the adaptation process from that step on, shown in the previous section.

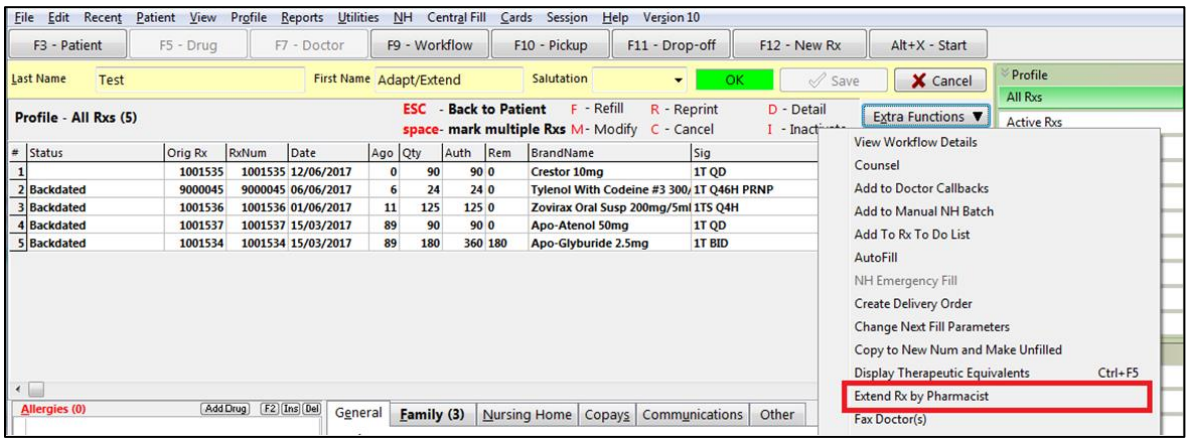
Rx Extension

Rx Extension from the Local Patient profile

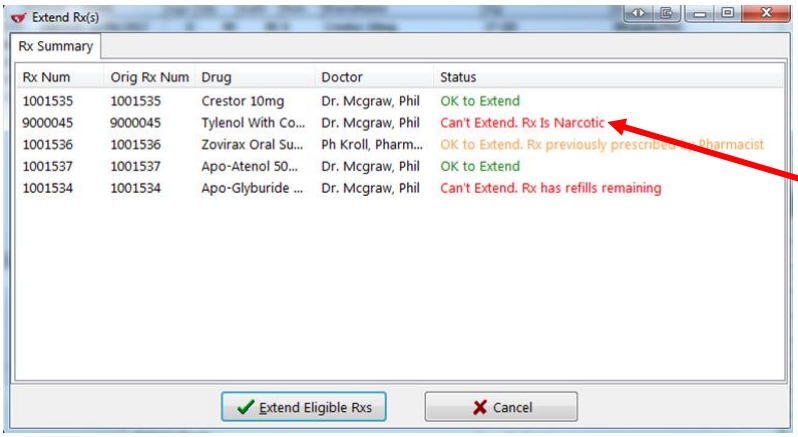
If you need to extend one or more prescriptions due to the refill authorizations being exhausted, this can be performed directly from the local patient profile.

1. From the patient card, display the patient profile and tag one or more prescriptions that need to be extended.

2. Right-click on the highlighted Rx(s) or press the **Extra Functions** button and select **Extend Rx by Pharmacist**.



The **Extend Rx(s)** form displays.

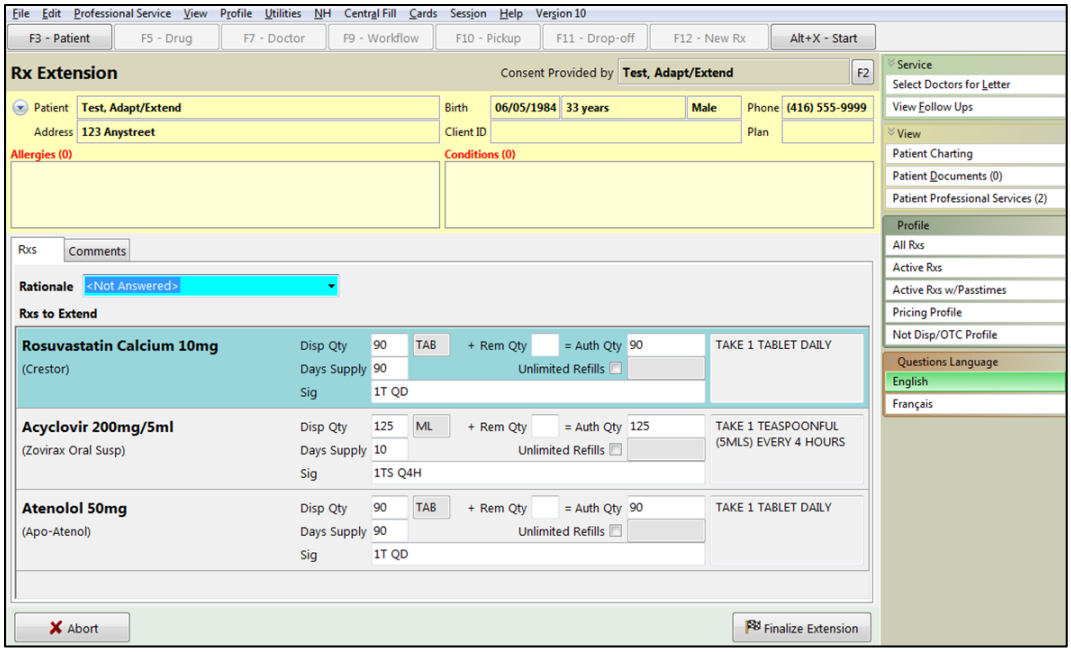


Rx's that have no restrictions will have their Status highlighted in Green.

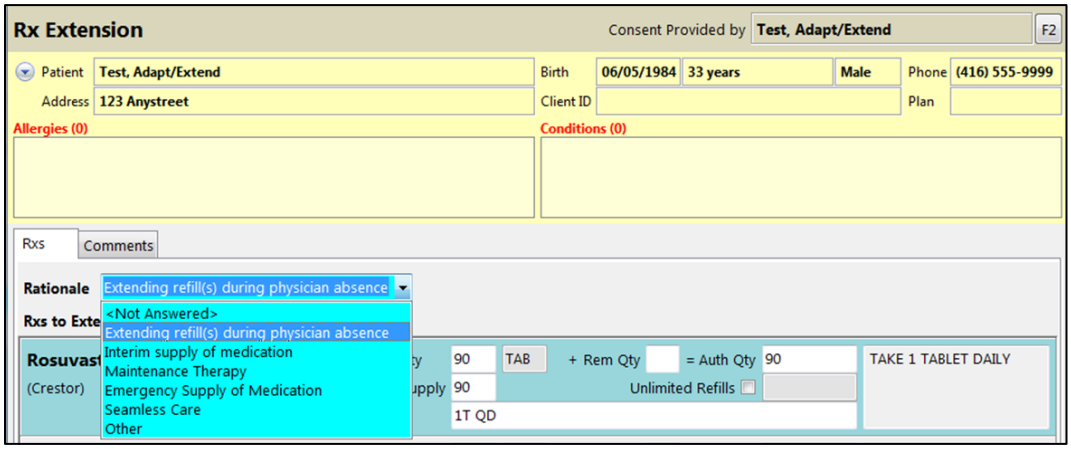
Rx's previously prescribed by a Pharmacist will have their status highlighted in Orange

Rx's that have restrictions and cannot be extended will have their status highlighted in Red.

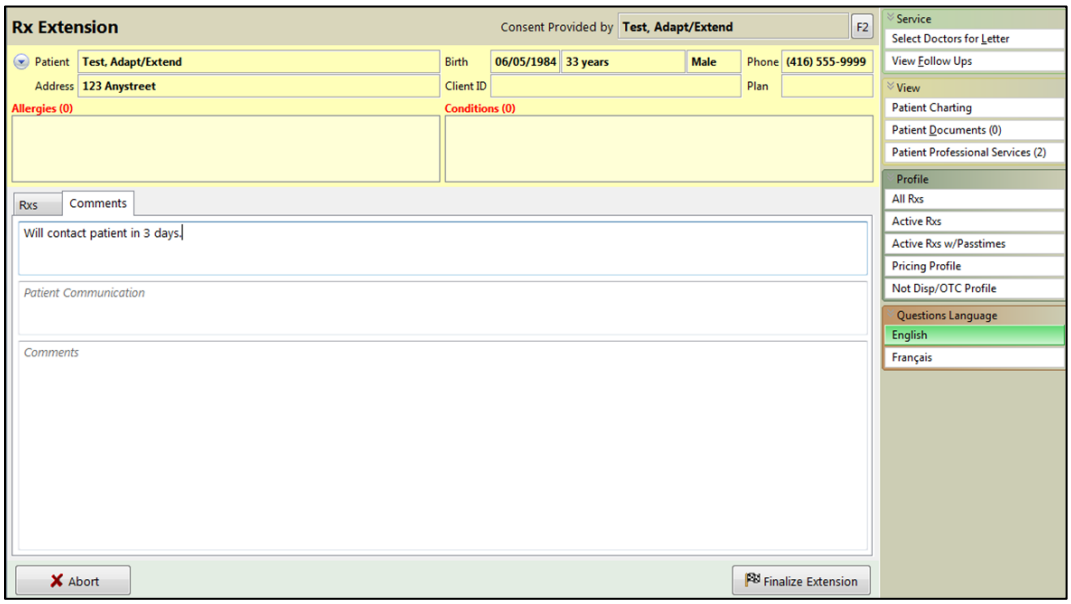
3. Click **Extend Eligible Rxs**. The Rx Extension screen displays.



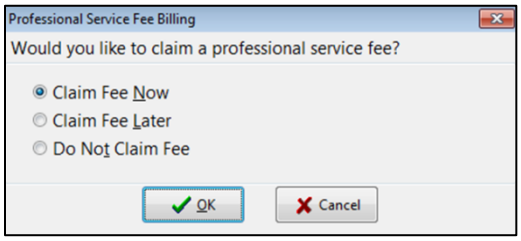
4. Click the down arrow adjacent to the **'Rationale'** field. Select the most appropriate reason for extending the Rx(s). Enter any other data elements that required changing.



5. Click **Next** or click on the '**Comments'** tab. The Comments screen displays. Enter any appropriate notes/comments that you wish to have documented.

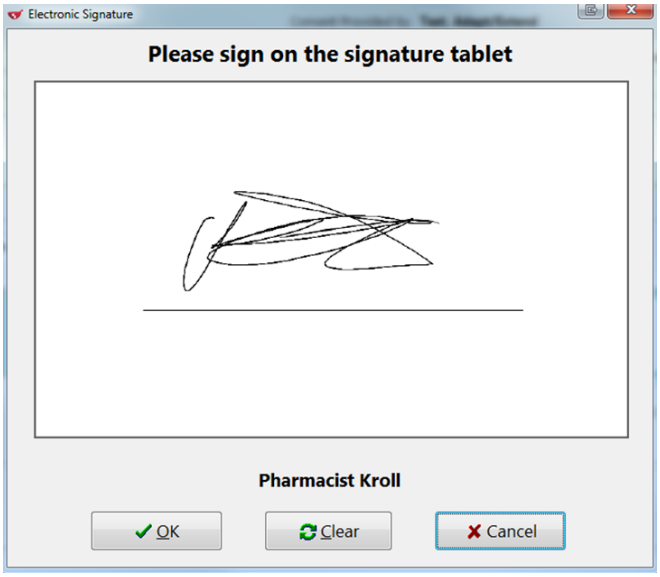


6. Click **Finalize Extension**.
7. If you are in a province that supports a professional service fee for the extension, the following prompt will appear:



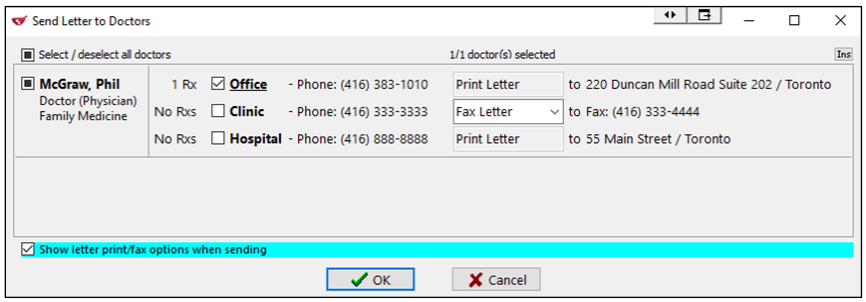
- **Claim Fee Now:** After the Rx extension is completed, the system will return you to the F12 screen and automatically complete de necessary fields for the professional service.
- **Claim Fee Later:** Will place the fee for service Rx into the ToDo queue so that you can complete it later.
- **Do Not Claim Fee:** Will complete the Rx extension and not create a fee for service Rx.

8. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.



9. The **Send Letter to Doctors** form displays.
10. From here, you can select which prescriber(s) and their location(s) are to receive the Pharmacist Prescription Extension Notification.

NOTE: The contents of this list are dependent upon the prescriber(s) notes on the original prescription(s).



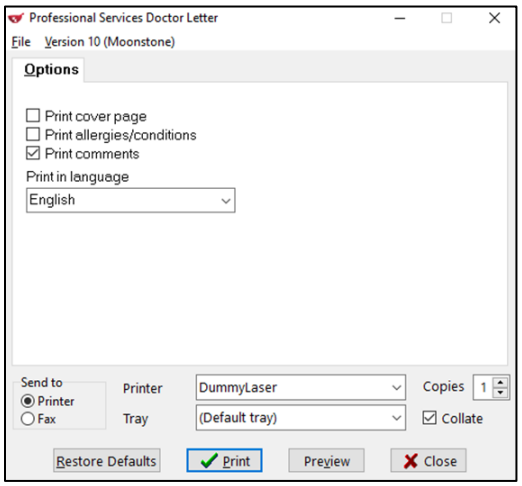
If you wish to send the Notification form to more physicians, click on **Ins** which will launch a prescriber search.

Search and select the appropriate prescribers. The selected prescribers will then be included on the **Send Letter to Doctors** form.

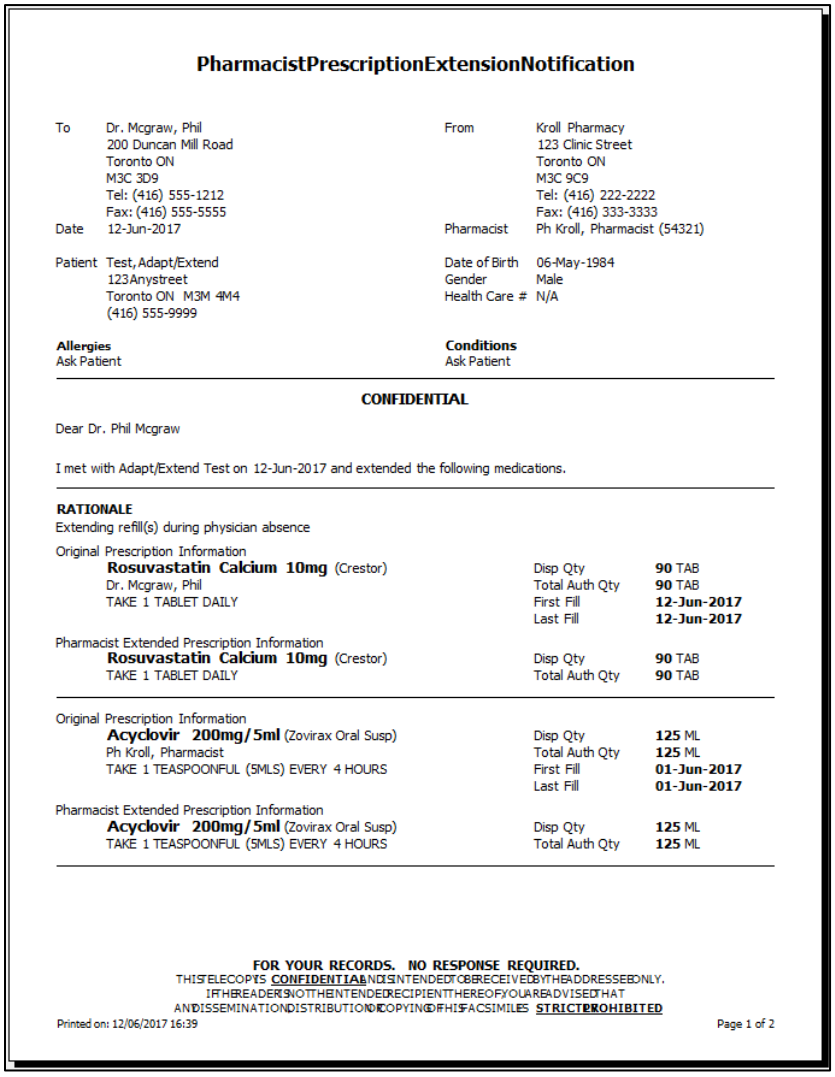
NOTE: To enable the Fax Letter option, there must be a fax number associated to the doctor in that specific location. Otherwise, only the **'Print Letter'** option is available and will appear read-only in the **Send Letter to Doctors** form.

11. If you enable the **Show letter print/fax options when sending**, when you click **OK**, the **Professional Services Doctor Letter** form displays.

NOTE: Leaving this option disabled will use the options previously selected and will skip this form, automatically printing or faxing the report.



12. Make the appropriate selections and click on the **Print** of **Fax**, if available. The Notification form is either generated or faxed via Kroll FaxRx.



PharmacistPrescriptionExtensionNotification

To	Dr. Mcgraw, Phil 200 Duncan Mill Road Toronto ON M3C 3D9 Tel: (416) 555-1212 Fax: (416) 555-5555	From	Kroll Pharmacy 123 Clinic Street Toronto ON M3C 9C9 Tel: (416) 222-2222 Fax: (416) 333-3333
Date	12-Jun-2017	Pharmacist	Ph Kroll, Pharmacist (54321)
Patient	Test, Adapt/Extend 123 Anystreet Toronto ON M3M 4M4 (416) 555-9999	Date of Birth Gender Health Care #	06-May-1984 Male N/A

Allergies
Ask Patient

Conditions
Ask Patient

CONFIDENTIAL

Dear Dr. Phil Mcgraw

I met with Adapt/Extend Test on 12-Jun-2017 and extended the following medications.

RATIONALE
Extending refill(s) during physician absence

Original Prescription Information
Rosuvastatin Calcium 10mg (Crestor)
Dr. Mcgraw, Phil
TAKE 1 TABLET DAILY

Disp Qty	**90** TAB
Total Auth Qty	**90** TAB
First Fill	**12-Jun-2017**
Last Fill	**12-Jun-2017**

Pharmacist Extended Prescription Information
Rosuvastatin Calcium 10mg (Crestor)
TAKE 1 TABLET DAILY

Disp Qty	**90** TAB
Total Auth Qty	**90** TAB

Original Prescription Information
Acyclovir 200mg/5ml (Zovirax Oral Susp)
Ph Kroll, Pharmacist
TAKE 1 TEASPOONFUL (5MLS) EVERY 4 HOURS

Disp Qty	**125** ML
Total Auth Qty	**125** ML
First Fill	**01-Jun-2017**
Last Fill	**01-Jun-2017**

Pharmacist Extended Prescription Information
Acyclovir 200mg/5ml (Zovirax Oral Susp)
TAKE 1 TEASPOONFUL (5MLS) EVERY 4 HOURS

Disp Qty	**125** ML
Total Auth Qty	**125** ML

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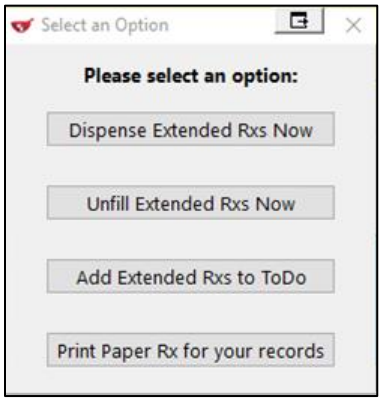
13. Once the action is complete, click **Close.** You are then presented with a number of options:



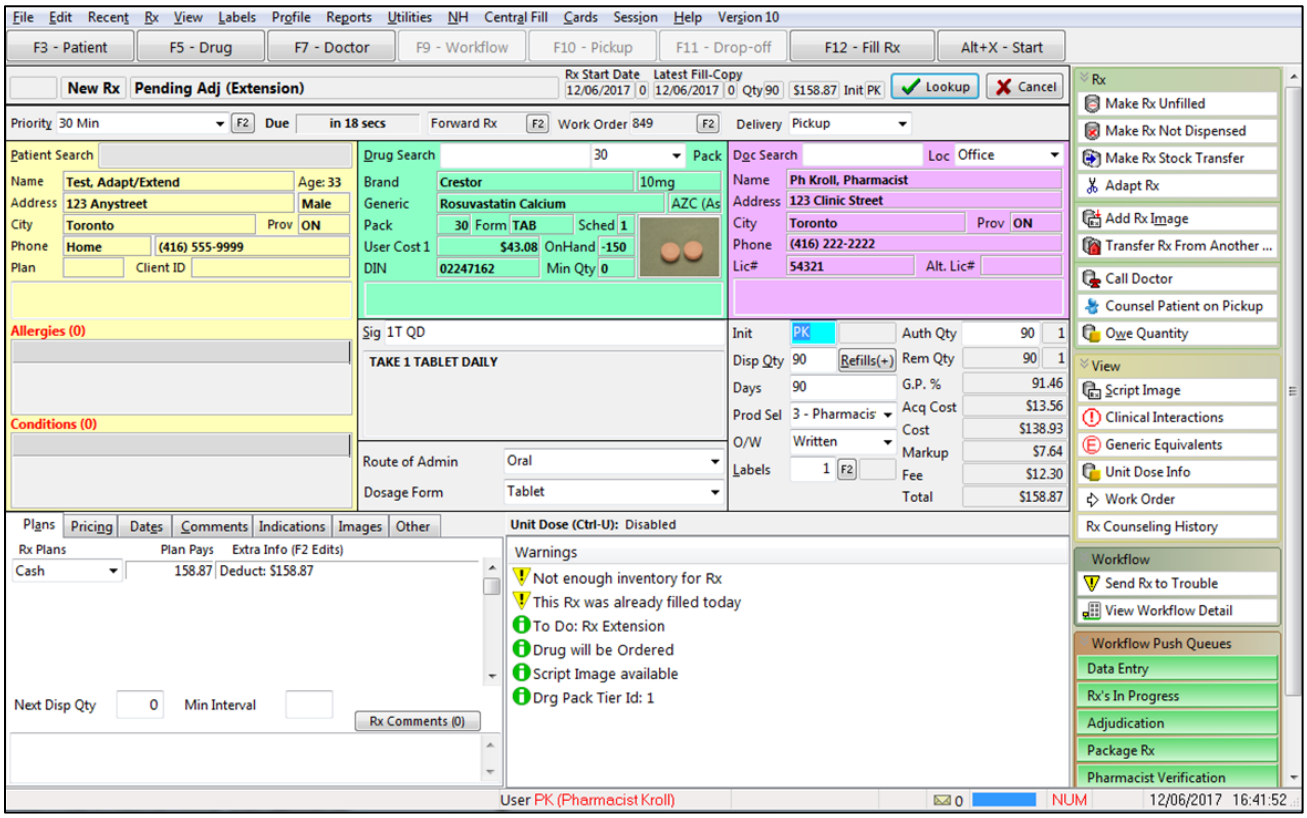
Select **Dispense Extended Rxs Now** if the Rx(s) is to be dispensed immediately.

Select **Unfill Extended Rx Now** if the Rx is to be dispensed some time in the future.

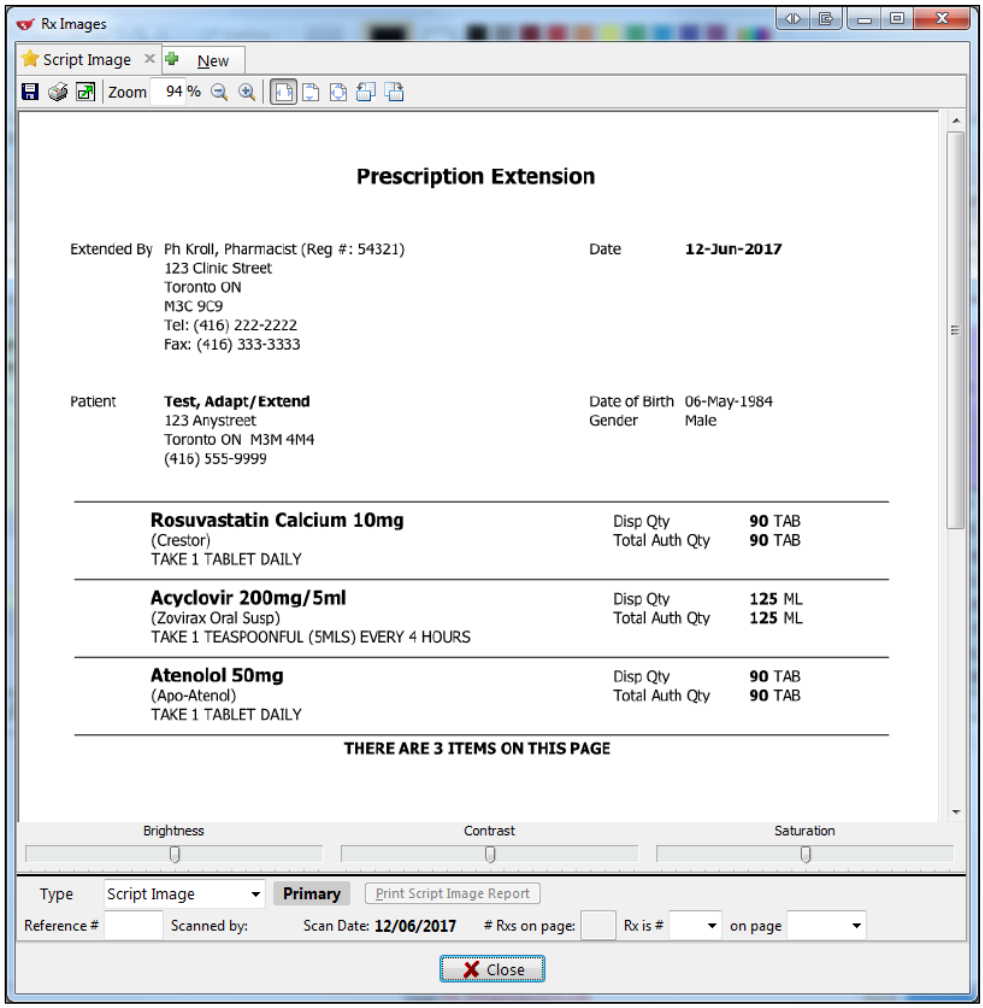
Select **Add Extended Rx to ToDo** if the Rx is to be placed into Workflow.

Select **Print Paper Rx for your records** if a paper copy of the extended Rx is required for Rx processing and filing.

14. Click **Dispense Extended Rxs Now**. The **F12 Rx** screen displays with the extended Rx information displayed.



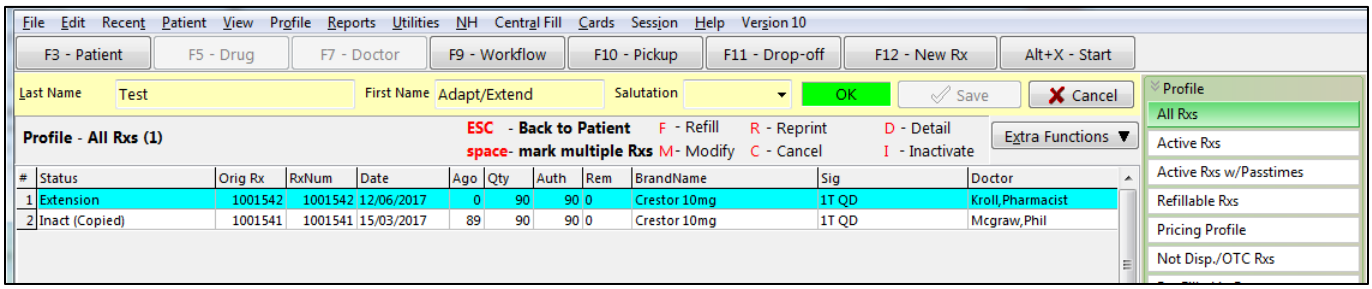
NOTE: If you do not have electronic signature capture enabled, an extended prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the extended Rx(s) is automatically attached to the Rx(s) and viewable by clicking the on the **View Script** Image button in the right panel.



15. Click **F12 – Fill Rx** to continue processing the extended prescription.
16. If you are in a province that supports a professional fee for service and if you earlier selected the **Claim Fee Now** option, the fee for service transaction will now appear on the F12 Rx Screen. Click F12 to complete the fee for service.

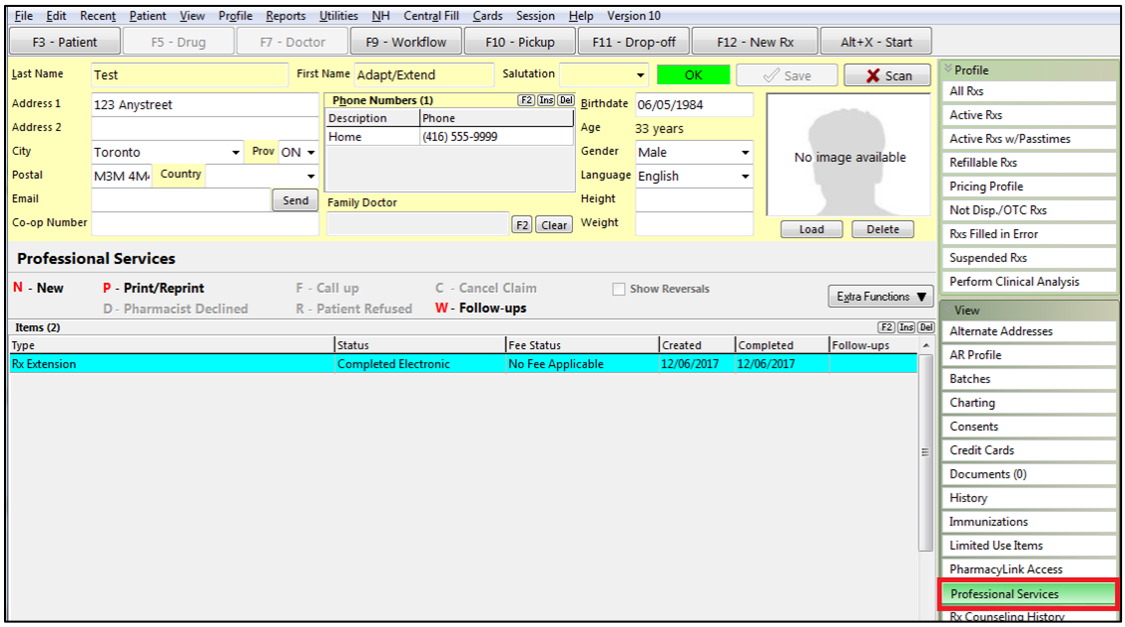
Viewing the Extension Details

1. To view the details of the extended prescription(s), display the Patient card. From the **View** menu or ribbon bar, select **All Rxs** to display the profile.

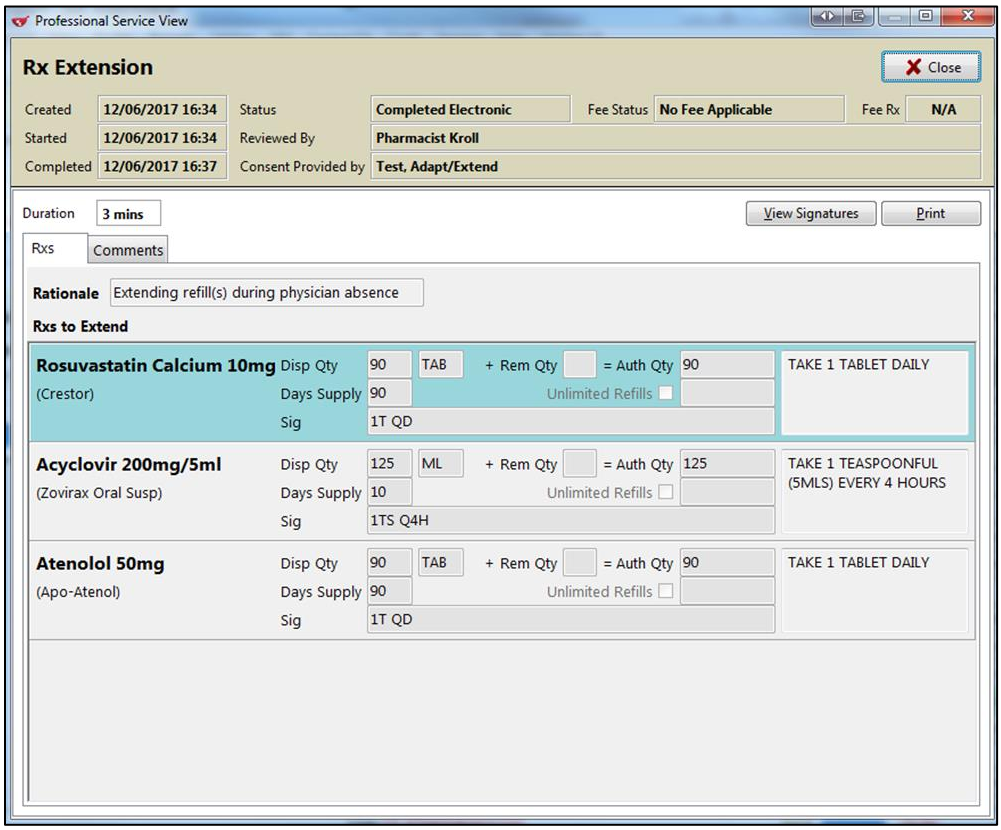


NOTE: There will always be two Rx records in an Rx extension scenario: the original with a status of **Inact (Copied)** and the extended Rx that was dispensed to the patient with a Status of **Extension**. Optionally, a fee for service transaction may also appear.

2. From View menu or ribbon bar, select **Professional Services.**



On the highlighted record, select/press **F2** to display the details.


Professional Service View
Rx Extension
Close
Created 12/06/2017 16:34
Status Completed Electronic
Fee Status No Fee Applicable
Fee Rx N/A
Started 12/06/2017 16:34
Reviewed By Pharmacist Kroll
Completed 12/06/2017 16:37
Consent Provided by Test, Adapt/Extend
Duration 3 mins
View Signatures
Print
Rxs
Comments
Rationale Extending refill(s) during physician absence
Rxs to Extend
Rosuvastatin Calcium 10mg (Crestor)
Disp Qty 90 TAB + Rem Qty = Auth Qty 90
Days Supply 90 Unlimited Refills
Sig 1T QD
TAKE 1 TABLET DAILY
Acyclovir 200mg/5ml (Zovirax Oral Susp)
Disp Qty 125 ML + Rem Qty = Auth Qty 125
Days Supply 10 Unlimited Refills
Sig 1TS Q4H
TAKE 1 TEASPOONFUL (5MLS) EVERY 4 HOURS
Atenolol 50mg (Apo-Atenol)
Disp Qty 90 TAB + Rem Qty = Auth Qty 90
Days Supply 90 Unlimited Refills
Sig 1T QD
TAKE 1 TABLET DAILY