Rx Adaptation and Extension

Alberta

September 2020

TELUS Health

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Alberta ..... **Error! Bookmark not defined.**

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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.

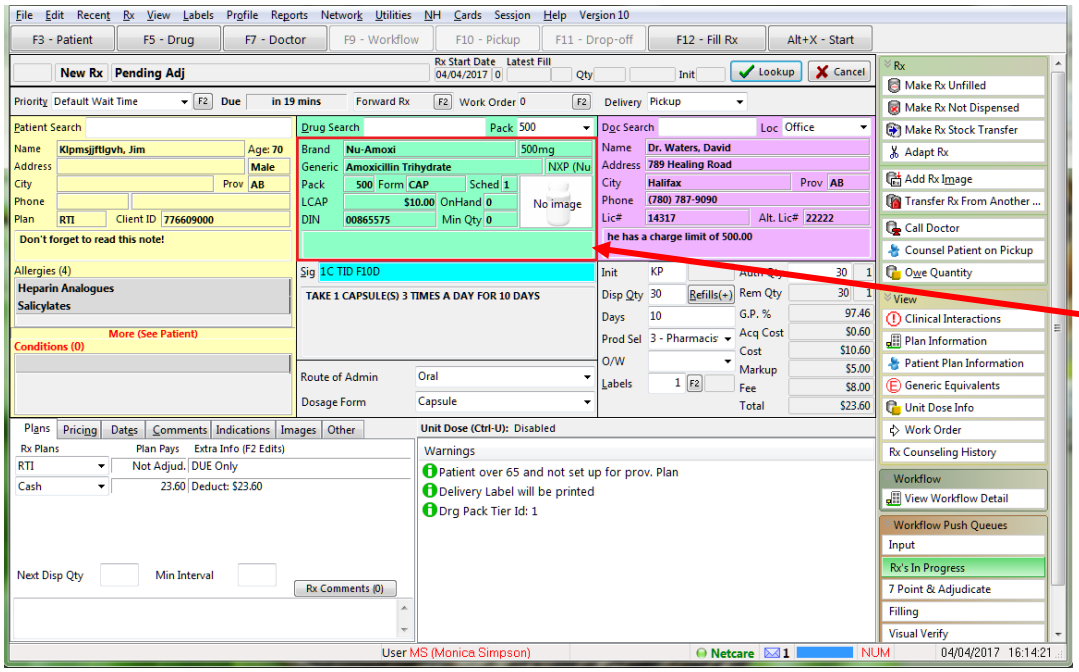
This document shows the processes for a system that is not integrated to a provincial DIS. If your system is integrated, you may want to refer to the adaptation/extension documentation that is specific to your provincial DIS.

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. A new Rx can be adapted using a paper prescription or an eRx (prescription on the network).

Rx Adaptation of Paper Rx from the Rx filling screen

1. Patient presents to the Drop Off counter with a new prescription.
2. Pharmacist evaluates the prescription, the patient's condition and decides to adapt the prescription to better serve the patient.
3. Pharmacist ensures they are logged into the terminal. From the Start Screen, pharmacist selects **F12-New Rx**. The Rx screen displays.
4. The pharmacist will enter all of the necessary information onto the F12-Rx screen using the ORIGINAL Rx from the prescriber as the reference.



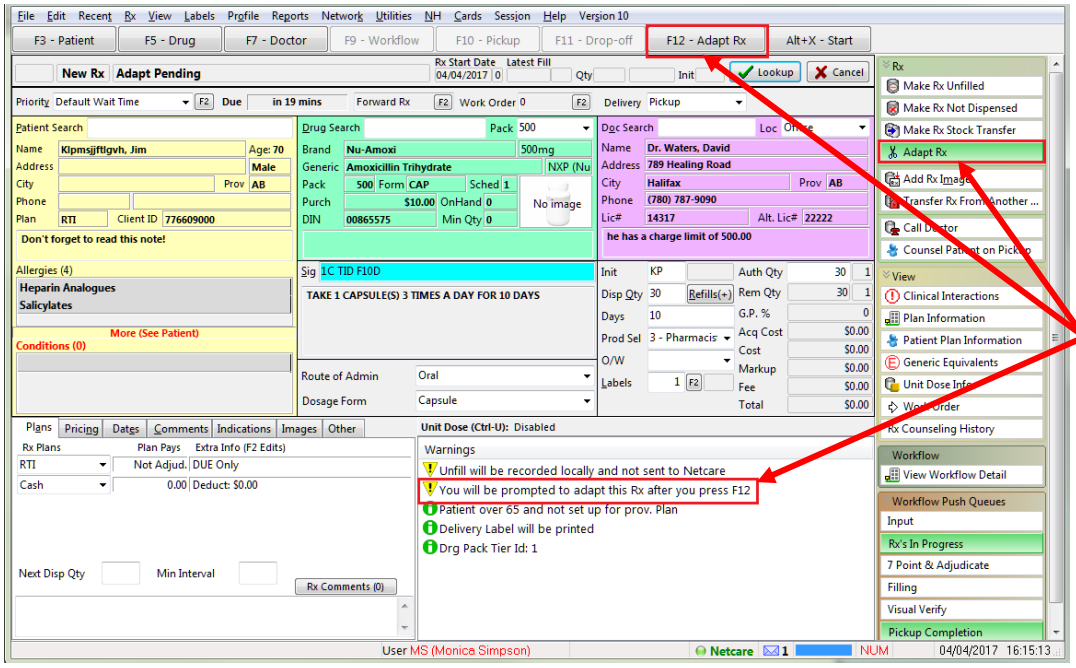
The family doctor prescribed Amoxicillin 500mg capsules to a patient who is positive for Strep Throat.

Patient has indicated that they are having difficulty swallowing.

Pharmacist decides that the liquid would be better and decides to adapt the Rx.

After completing the initial data entry,

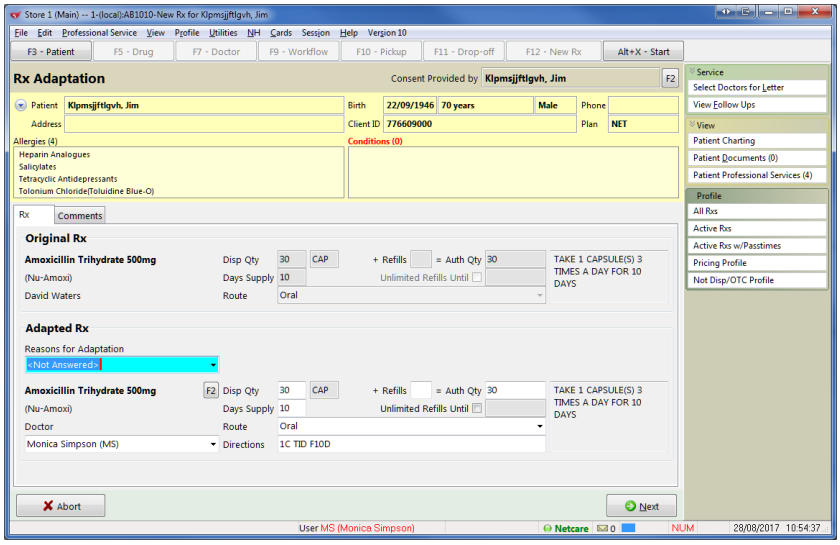
5. Pharmacist then Clicks the **Adapt Rx** button on the right side Navigation Bar.



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'.

NOTE: For an Electronic (eRx) prescription, go the Network Patient profile, right click the Order to Create Local Rx and then choose Adapt Rx on the Rx filling screen.

6. Click/Press **F12 – Adapt Rx**. Rx Adaptation Screen displays.

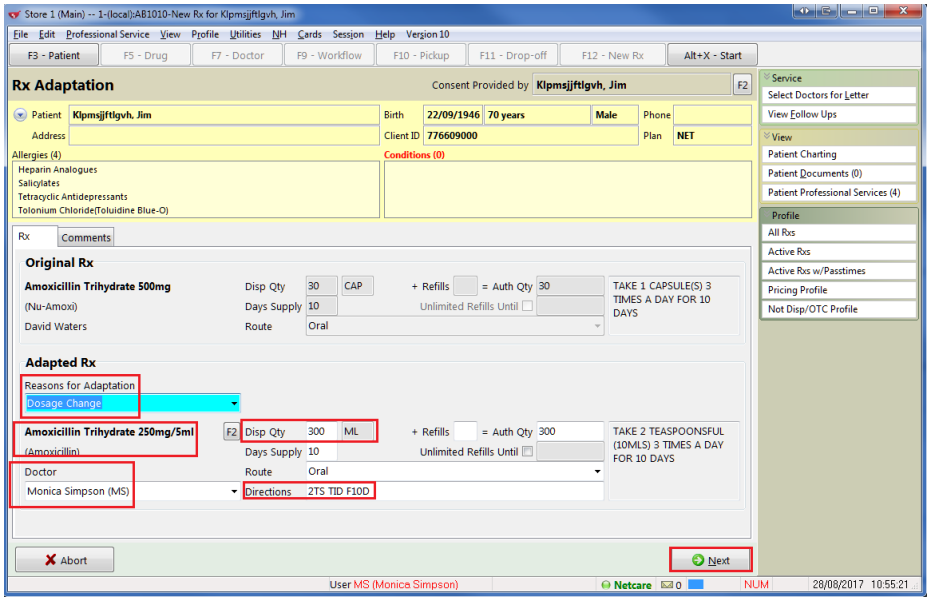


7. Click the down arrow on the '**Reasons for Adaptation'** field. Select the appropriate option.

8. 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.

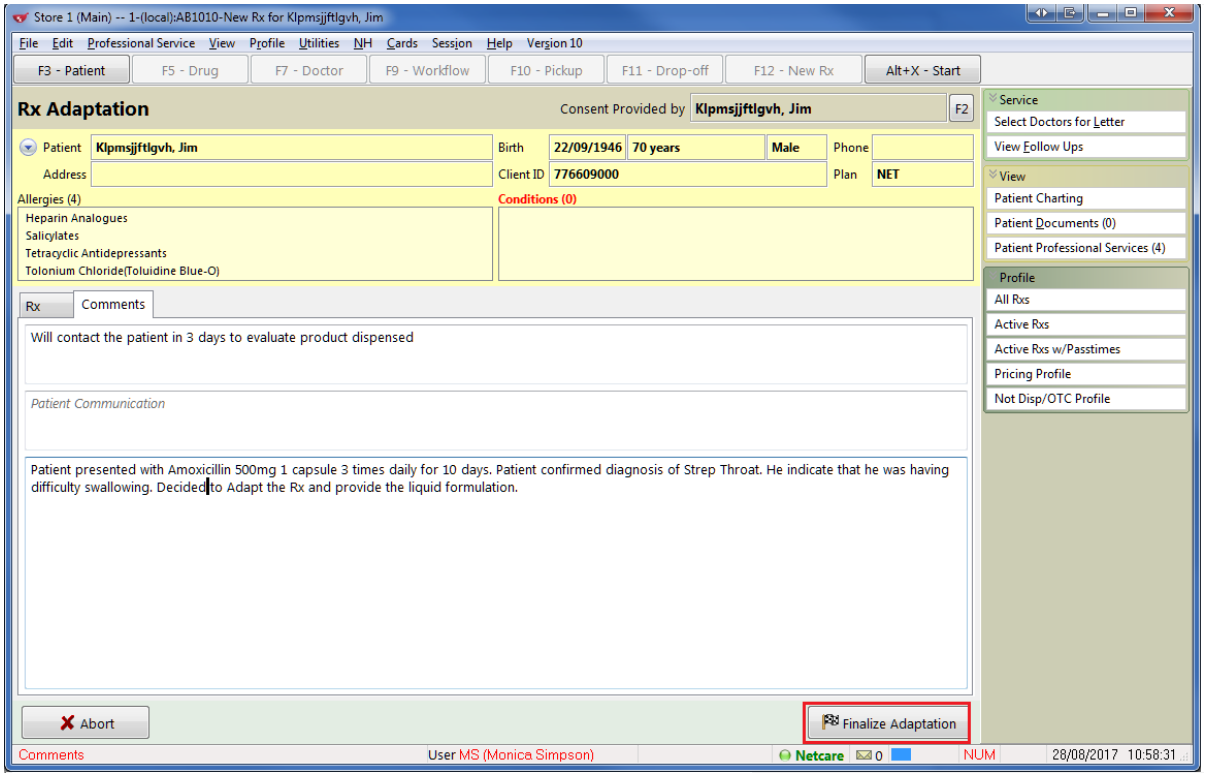
9. If necessary, edit any of the remaining fields, **Disp Qty, Days Supply**, **Refills**, **Route** and **Directions** that are reflective of that drug and/or the adaptation being performed.

10. 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.



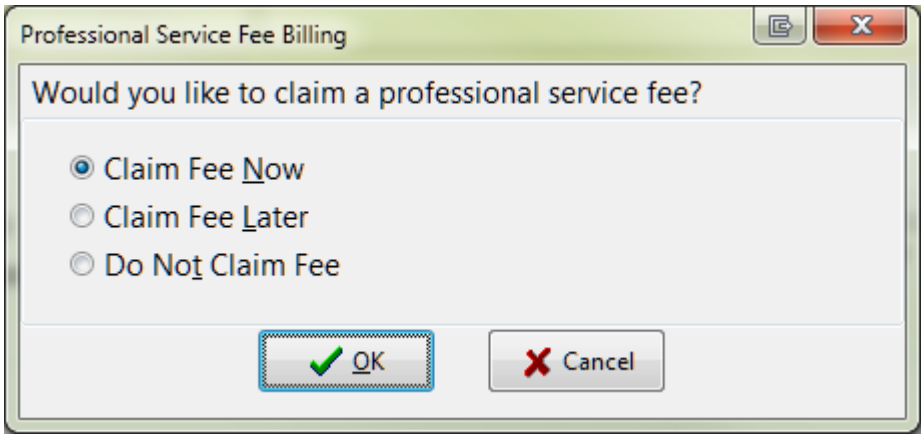
11. Click **Next** or the **Comments** tab. The '**Comments'** screen displays.

12. Enter any appropriate notes/comments that you wish to have documented.



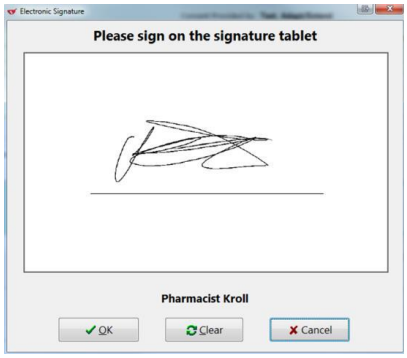
13. Click Finalize Adaptation.

14. Pharmacist is prompted if they would like to claim a profession service fee?



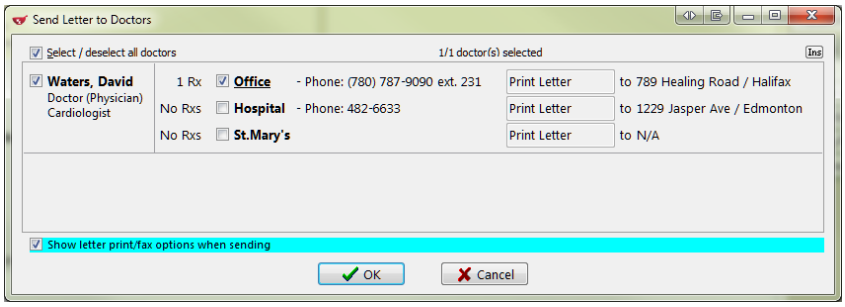
- **Claim Fee Now:** After the new adapted Rx is completed, the system will return you to the F12 screen and automatically complete the necessary fields for the professional service.
- **Claim Fee Later:** Will place the fee for service Rx into the ToDo queue so that you can complete it later.
- **Do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

15. 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.



16. The Send Letter to Doctors form displays.
17. 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.



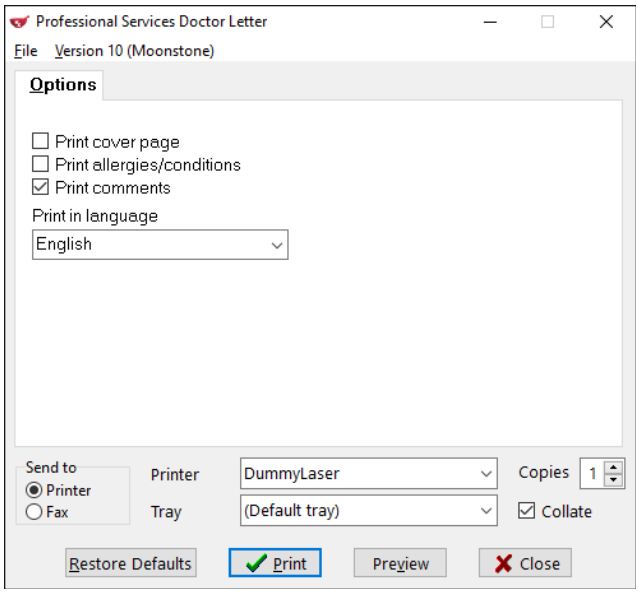
If you wish to send the Notification form to more physicians, click on **Ins** which will launch a prescriber search.

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.

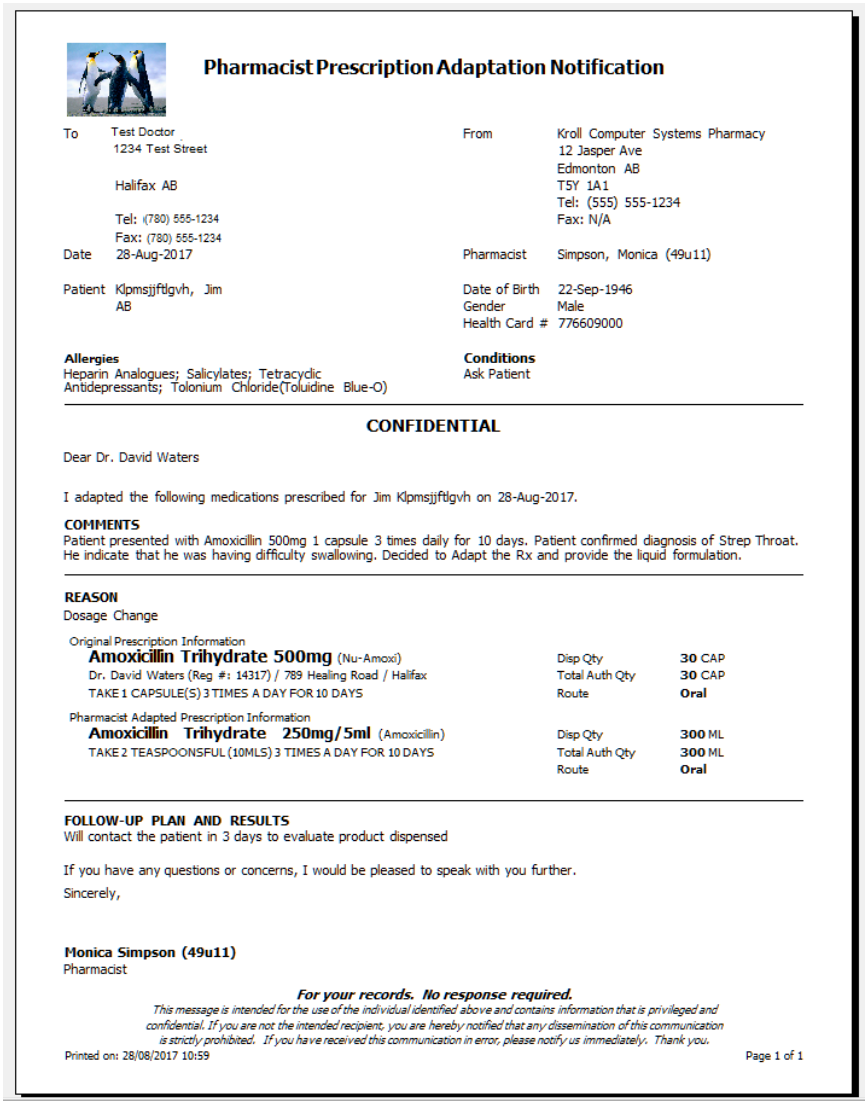
18. If you enable the Show letter print/fax options when sending, when you click OK, the Professional Services Doctor Letter form displays.

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



19. Make the appropriate selections and click on **Print** or **Fax**, if available.

20. The notification form is either generated or faxed via Kroll FaxRx.



Pharmacist Prescription Adaptation Notification

To Test Doctor
1234 Test Street

Halifax AB

Tel: (780) 555-1234
Fax: (780) 555-1234

Date 28-Aug-2017

From Kroll Computer Systems Pharmacy
12 Jasper Ave
Edmonton AB
T5Y 1A1
Tel: (555) 555-1234
Fax: N/A

Pharmacist Simpson, Monica (49u11)

Patient Klpmsjjftlgvh, Jim
AB

Date of Birth 22-Sep-1946
Gender Male
Health Card # 776609000

Allergies
Heparin Analogues; Salicylates; Tetracyclic Antidepressants; Tolonium Chloride(Toluidine Blue-O)

Conditions
Ask Patient

CONFIDENTIAL

Dear Dr. David Waters

I adapted the following medications prescribed for Jim Klpmsjjftlgvh on 28-Aug-2017.

COMMENTS
Patient presented with Amoxicillin 500mg 1 capsule 3 times daily for 10 days. Patient confirmed diagnosis of Strep Throat. He indicate that he was having difficulty swallowing. Decided to Adapt the Rx and provide the liquid formulation.

REASON
Dosage Change

Original Prescription Information
Amoxicillin Trihydrate 500mg (Nu-Amoxi)
Dr. David Waters (Reg #: 14317) / 789 Healing Road / Halifax
TAKE 1 CAPSULE(S) 3 TIMES A DAY FOR 10 DAYS

Disp Qty **30** CAP
Total Auth Qty **30** CAP
Route **Oral**

Pharmacist Adapted Prescription Information
Amoxicillin Trihydrate 250mg/5ml (Amoxicillin)
TAKE 2 TEASPOONSFUL (10MLS) 3 TIMES A DAY FOR 10 DAYS

Disp Qty **300** ML
Total Auth Qty **300** ML
Route **Oral**

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

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

Monica Simpson (49u11)
Pharmacist

For your records. No response required.

This message is intended for the use of the individual identified above and contains information that is privileged and confidential. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately. Thank you.

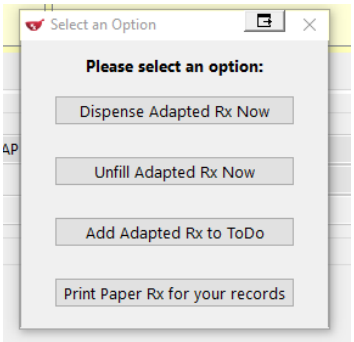
Printed on: 28/08/2017 10:59

Page 1 of 1

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.

21. Click **Close**.

22. You are presented with a number of options:



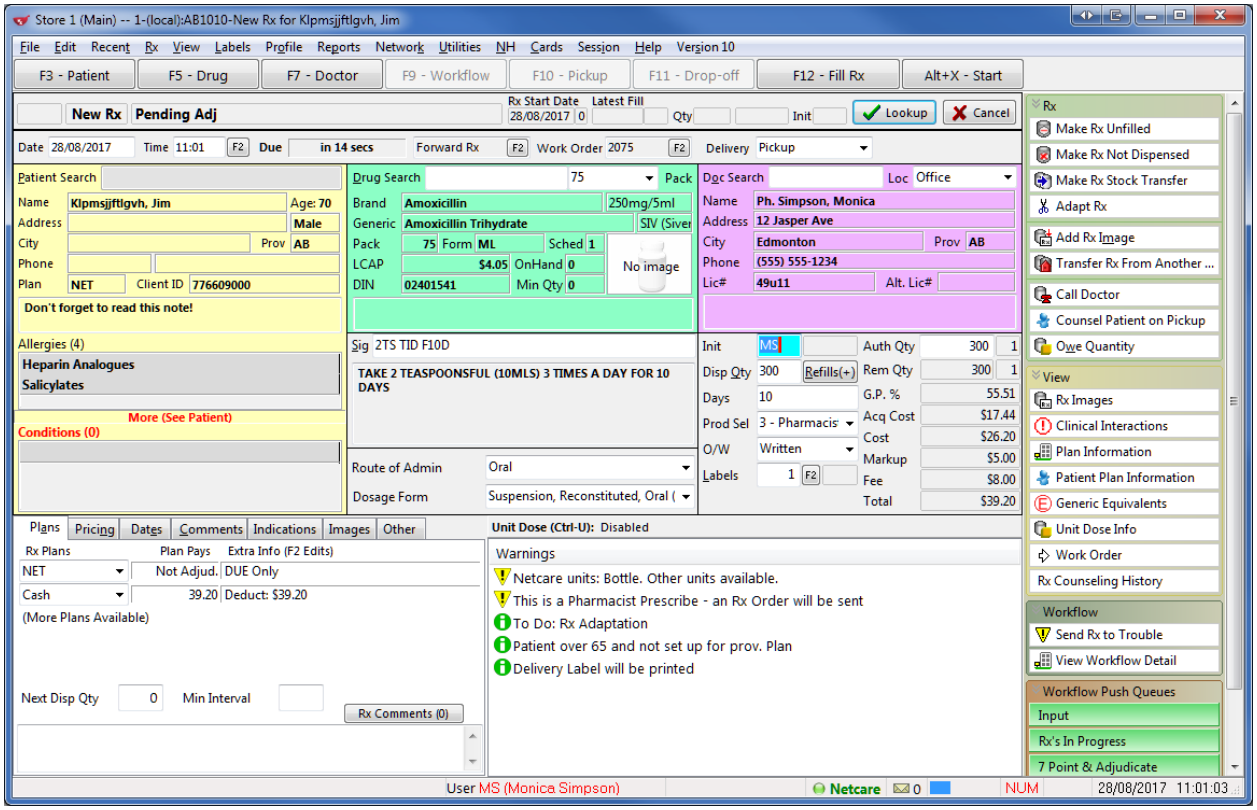
Select **Dispense Adapted Rx Now** if the Rx is to be dispensed immediately

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

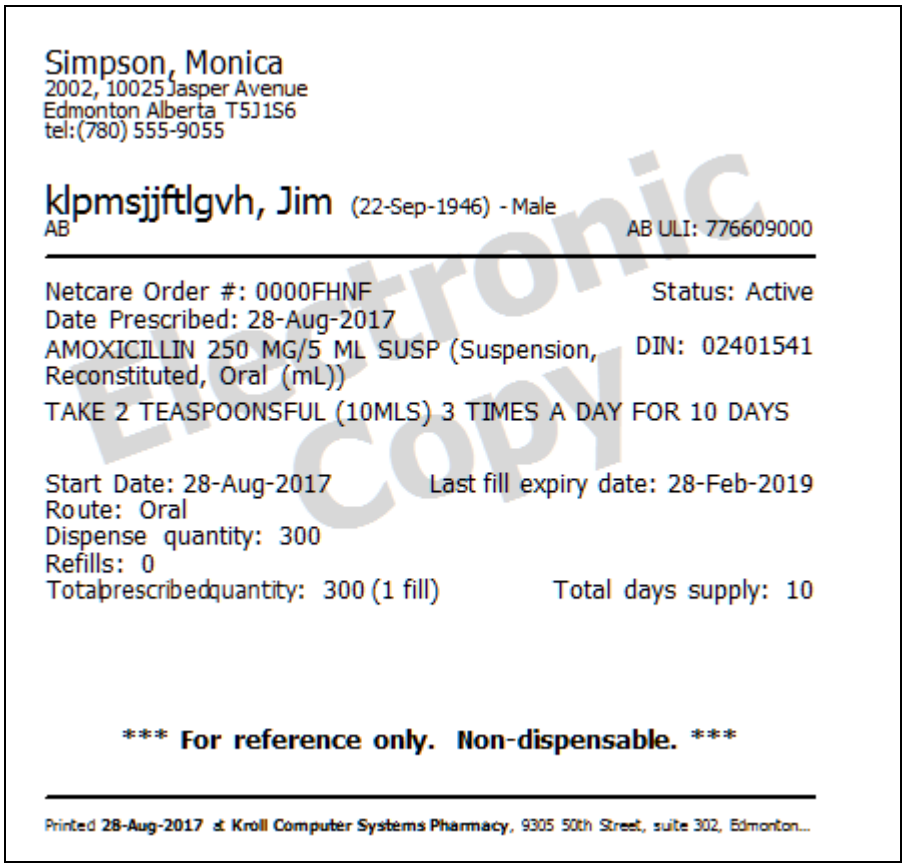
23. Click **Dispense Adapted Rx Now**. The F12 Rx screen displays with the adapted Rx information displayed.



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.

24. Click **F12-Fill Rx** to continue processing the adapted prescription.

25. Electronic Copy for the Pharmacist Rx prints.



Simpson, Monica
2002, 10025 Jasper Avenue
Edmonton Alberta T5J1S6
tel:(780) 555-9055

klpmsjjftlgvh, Jim (22-Sep-1946) - Male
AB AB ULI: 776609000

Netcare Order #: 0000FHNF Status: Active
Date Prescribed: 28-Aug-2017
AMOXICILLIN 250 MG/5 ML SUSP (Suspension, Reconstituted, Oral (mL)) DIN: 02401541
TAKE 2 TEASPOONSFUL (10MLS) 3 TIMES A DAY FOR 10 DAYS

Start Date: 28-Aug-2017 Last fill expiry date: 28-Feb-2019
Route: Oral
Dispense quantity: 300
Refills: 0
Total prescribed quantity: 300 (1 fill) Total days supply: 10

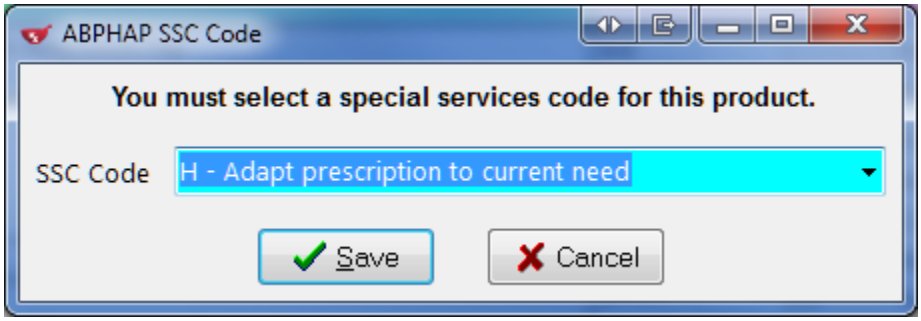
*** For reference only. Non-dispensable. ***

Printed 28-Aug-2017 at Kroll Computer Systems Pharmacy, 9305 50th Street, suite 302, Edmonton...

Electronic Copy

26. The **Patient Assessment with APA** is now automatically entered for billing to ABPHAP. Netcare plan is removed for fee for service Rx.

27. Enter an ABPHAP SSC Code and then Save.

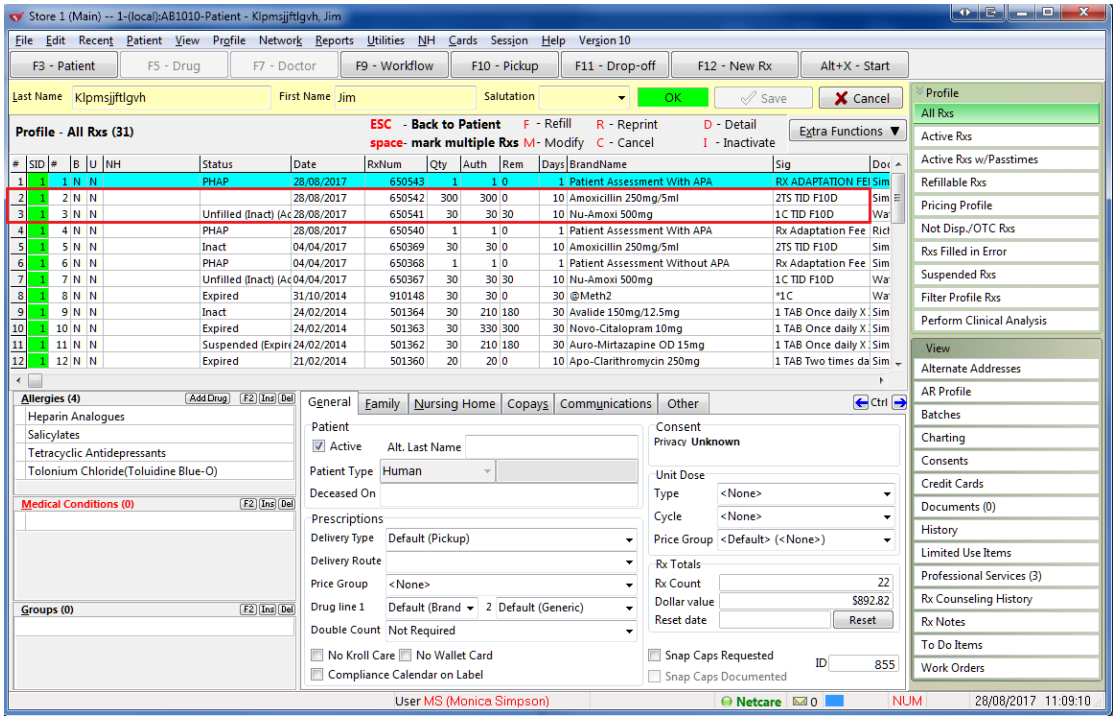


28. Press F12 to complete sending to ABPHAP.

Viewing adaptation details

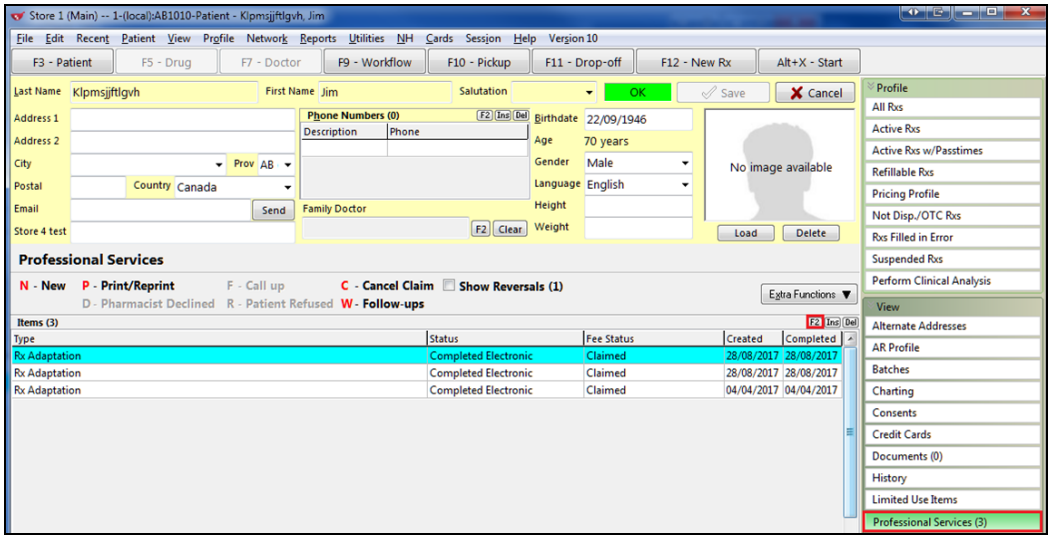
1. To view the details of the Adapted Prescription, go to the Patient Card.

    a. From the **View** menu or ribbon bar, select **All Rxs** to display the profile.

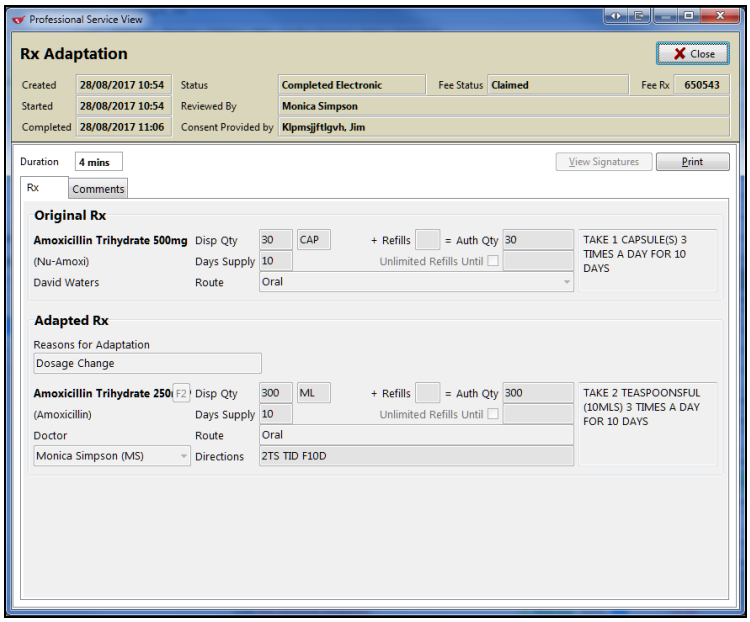


There will always be two Rx records in an Rx Adaptation scenario: The original from the prescriber with a Status=Unfilled (Inact) (Adapted) and the Adapted Rx that was dispensed to the patient. Optionally, a fee for service transaction may also appear.

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



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



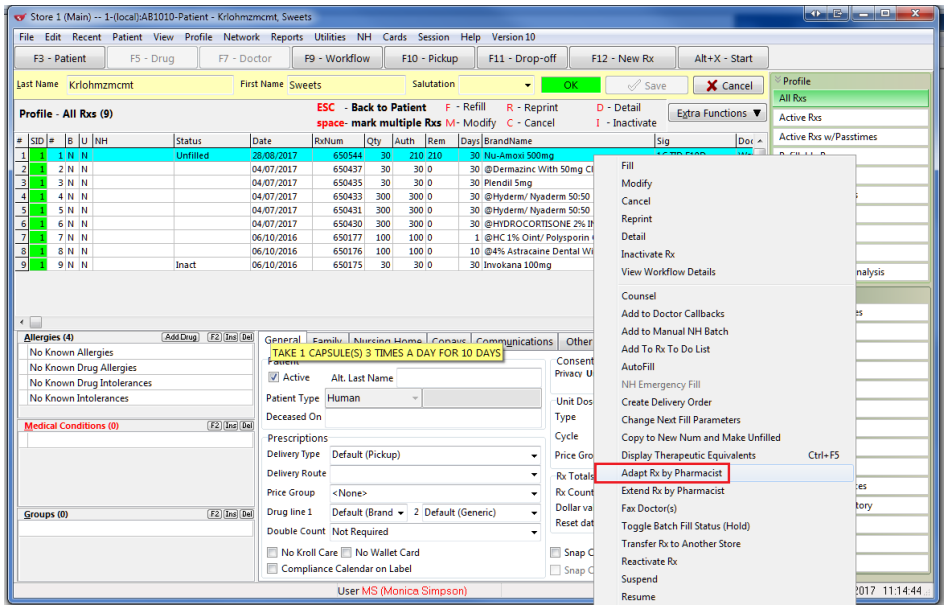
Adaptation from the local Patient Profile

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

NOTE: this requires that the Rx to be adapted has been entered into the system prior to initiating the adaptation.

1. Display the local Patient profile.

2. Highlight the Rx to be Adapted and right-click or select the Extra Functions button.



3. Select ‘Adapt Rx by Pharmacist’.

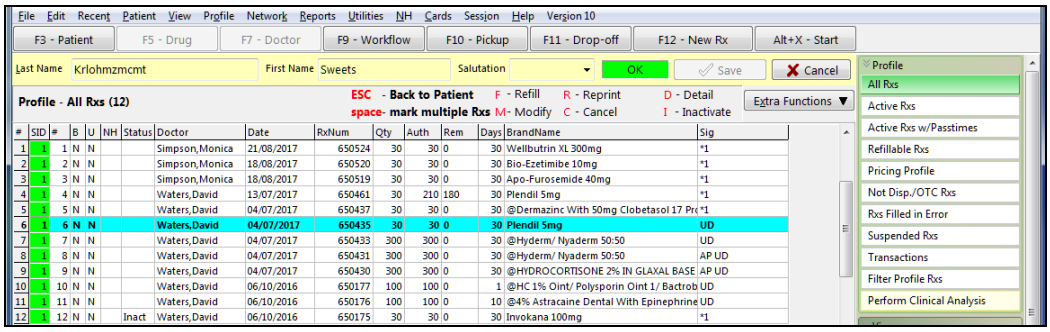
4. The Rx Adaptation form immediately appears with the original prescription information already shown. Continue the adaptation process from that step on, shown in the previous section.

Rx Extension

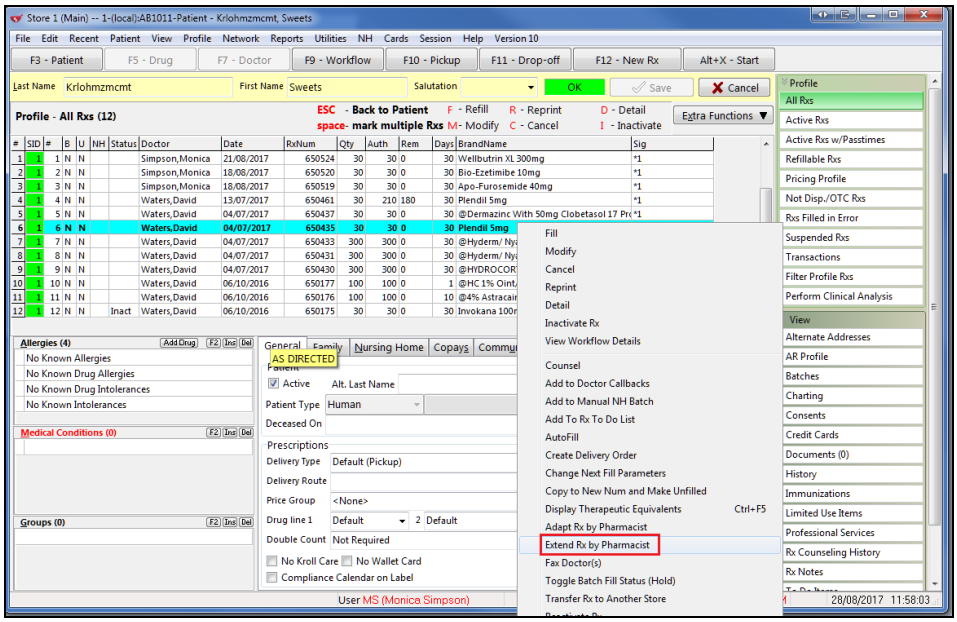
Rx Extension from Local Patient profile

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.

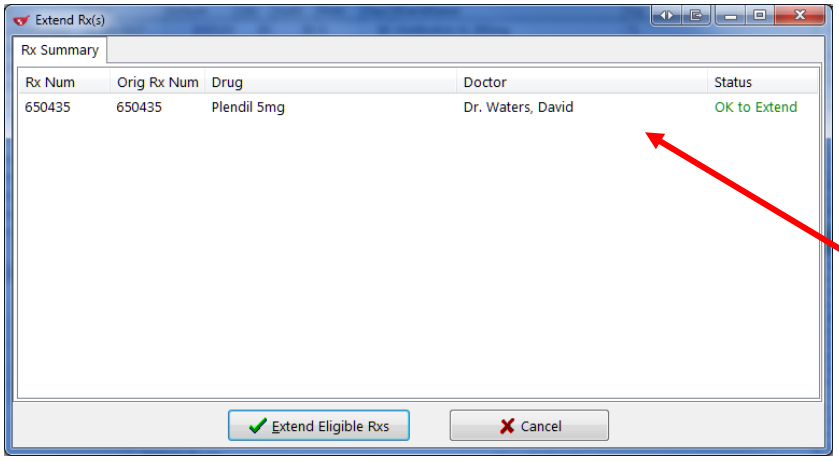
1. From the patient card, display the patient profile and tag one or more prescriptions that need to be extended.



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

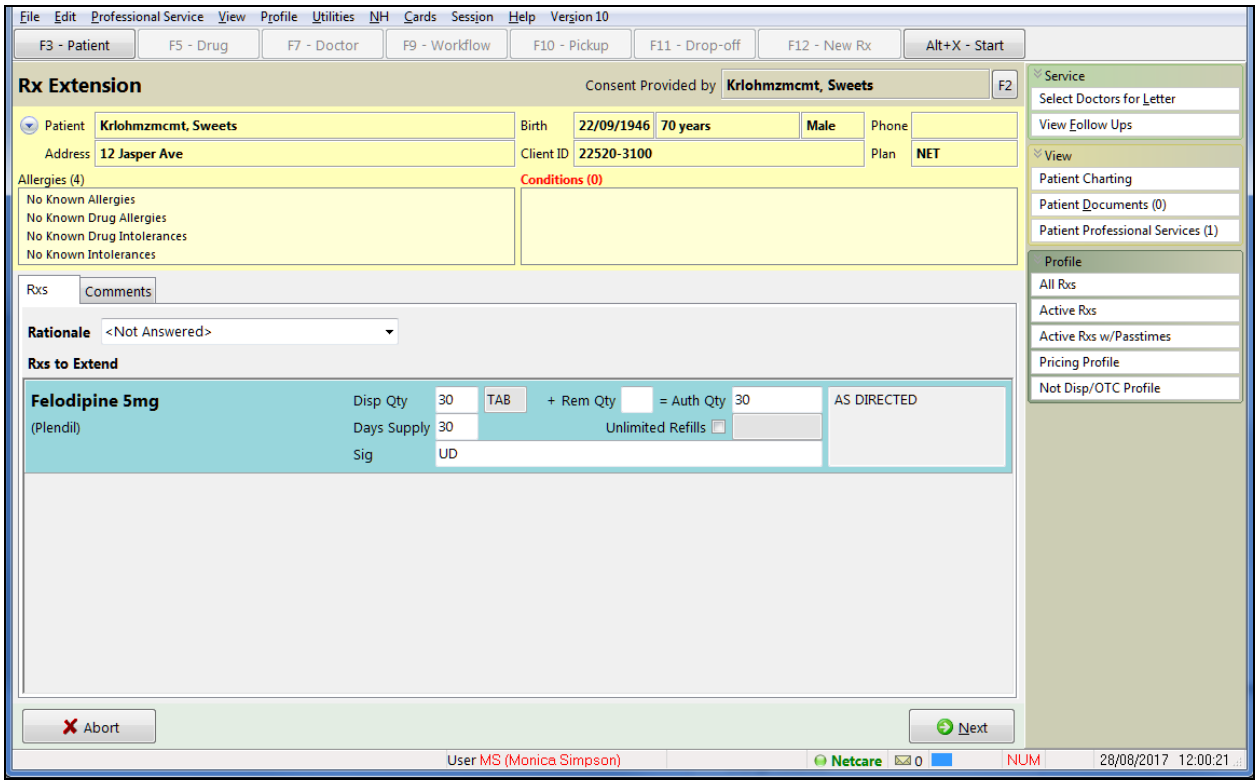


Rx's that have no restrictions will have their Status highlighted in Green.

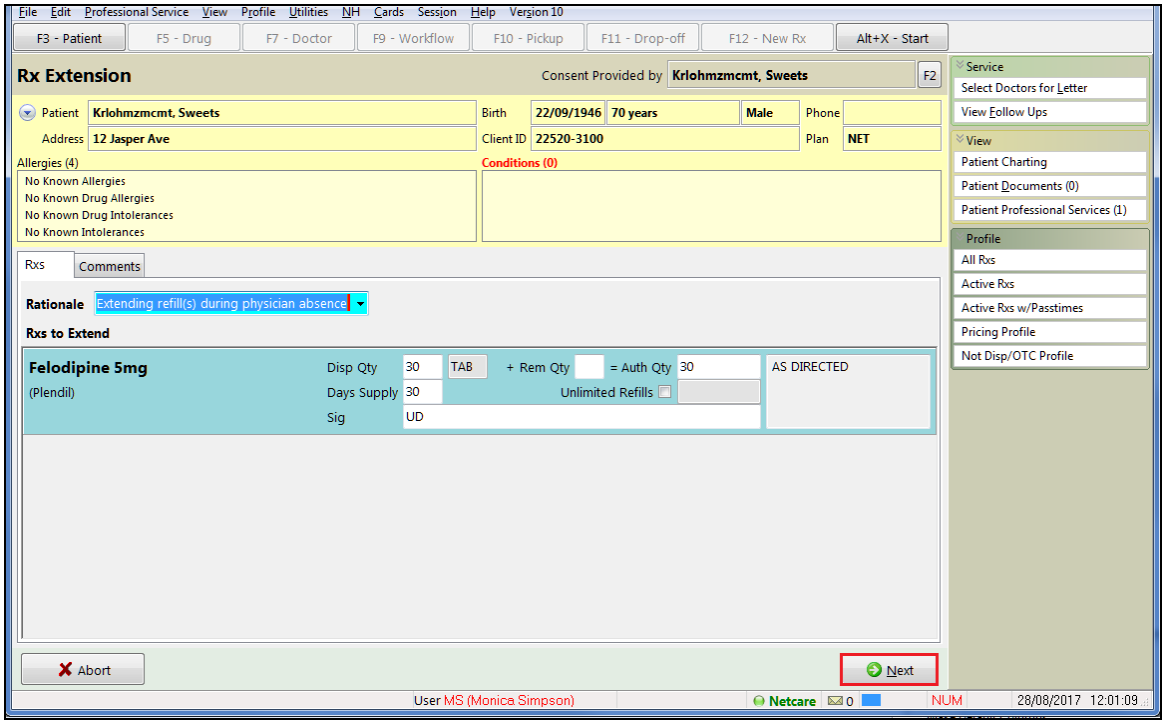
Rx's previously prescribed by a Pharmacist will have their status highlighted in Orange

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

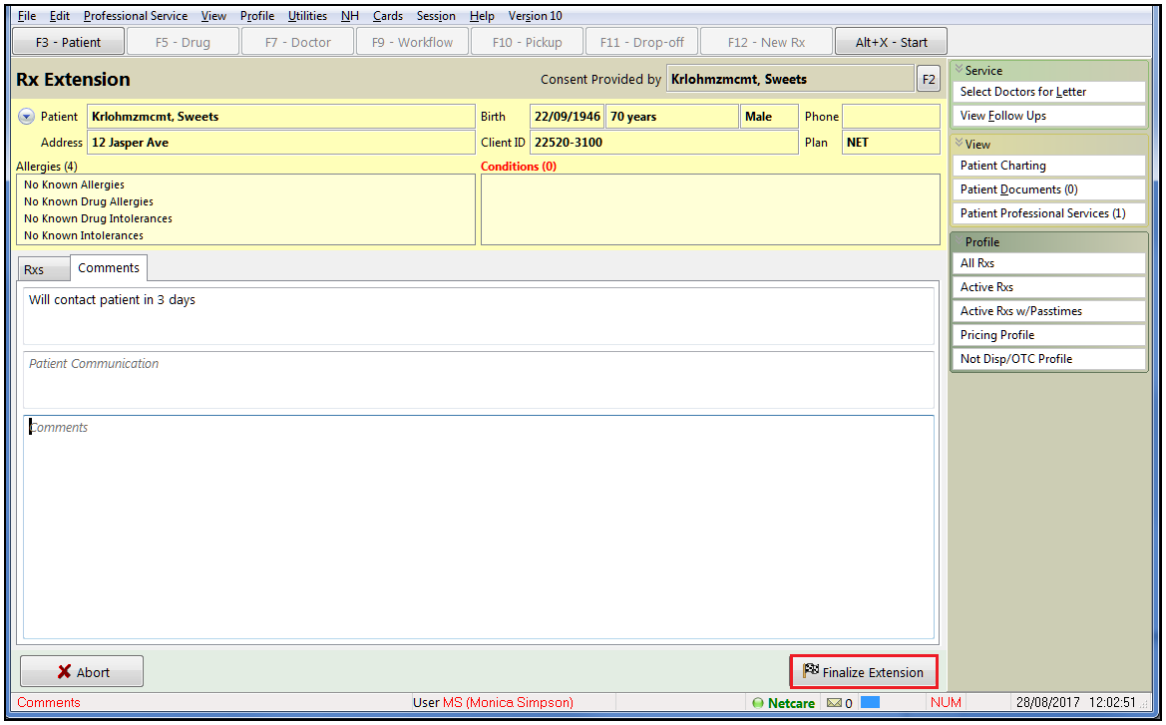
3. Click **Extend Eligible Rxs**. The Rx Extension screen displays.



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.

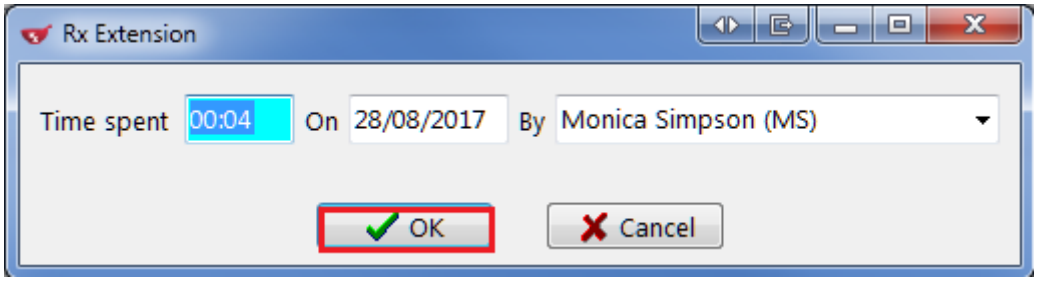


5. Click either the **Next** button or the '**Comments'** Tab. The Comments screen displays. Enter any appropriate notes/comments that you wish to have documented.

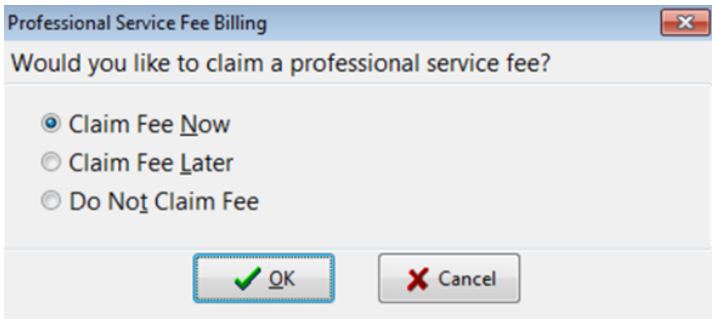


6. Click Finalize Extension.

7. Rx Extension window opens and displays the Time spent. Choose OK

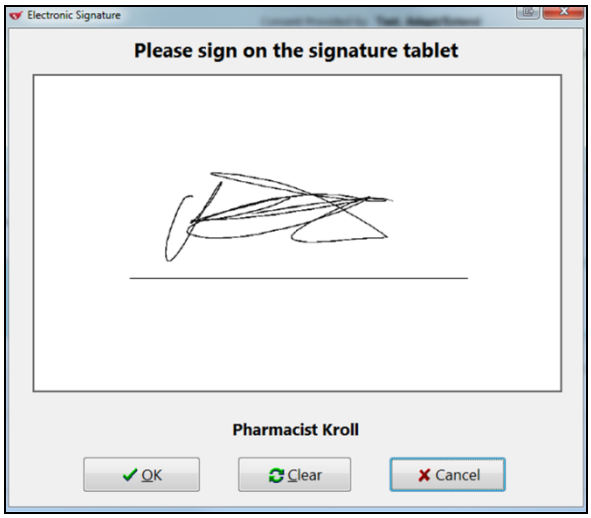


8. Pharmacy is prompted “Would you like to claim a professional service fee?” Choose an option.



- **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.

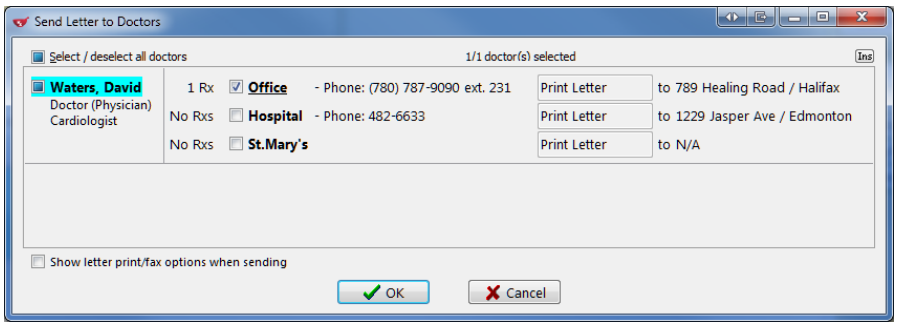
9. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.



10. The Send Letter to Doctors form displays.

11. 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).



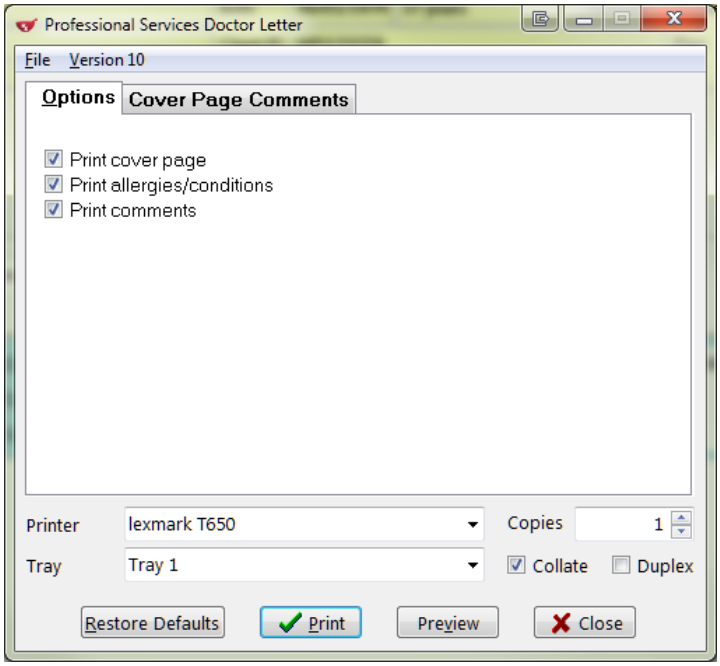
If you wish to send the Notification form to more physicians, click on **Ins** which will launch a prescriber search.

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.

12. 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.



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

Pharmacist Prescription Extension Notification

To	Test Doctor 1234 Test Street Halifax AB Tel: (780)555-1234 Fax: (780)555-1234	From	Kroll Computer Systems Pharmacy 12 Jasper Ave Edmonton AB T5Y 1A1 Tel: (555) 555-1234 Fax: N/A
Date	28-Aug-2017	Pharmacist	Simpson, Monica (49u11)
Patient	Krlohmzmcmt, Sweets 12 Jasper Ave Edmonton AB T5T 5T5	Date of Birth Gender Health Card #	22-Sep-1946 Male 22520-3100

Allergies
No Known Allergies; No Known Drug Allergies; No Known Drug Intolerances; No Known Intolerances

Conditions
Ask Patient

CONFIDENTIAL

Dear Dr. David Waters

I met with Sweets Krlohmzmcmt on 28-Aug-2017 and extended the following medications.

RATIONALE
Extending refill(s) during physician absence

Original Prescription Information

Felodipine 5mg (Plendil)
Dr. Waters, David
AS DIRECTED

Disp Qty	**30** TAB
Total Auth Qty	**30** TAB
First Fill	**04-Jul-2017**
Last Fill	**04-Jul-2017**

Pharmacist Extended Prescription Information

Felodipine 5mg (Plendil)
AS DIRECTED

Disp Qty	**30** TAB
Total Auth Qty	**30** TAB

FOLLOW-UP PLAN AND RESULTS
Will contact patient in 3 days

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

Sincerely,

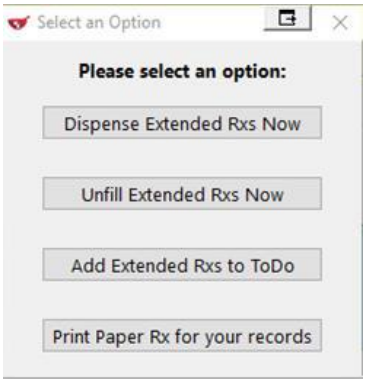
Monica Simpson (49u11)
Pharmacist

For your records. No response required.

This message is intended for the use of the individual identified above and contains information that is privileged and confidential. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately. Thank you.

Printed on: 28/08/2017 12:12

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



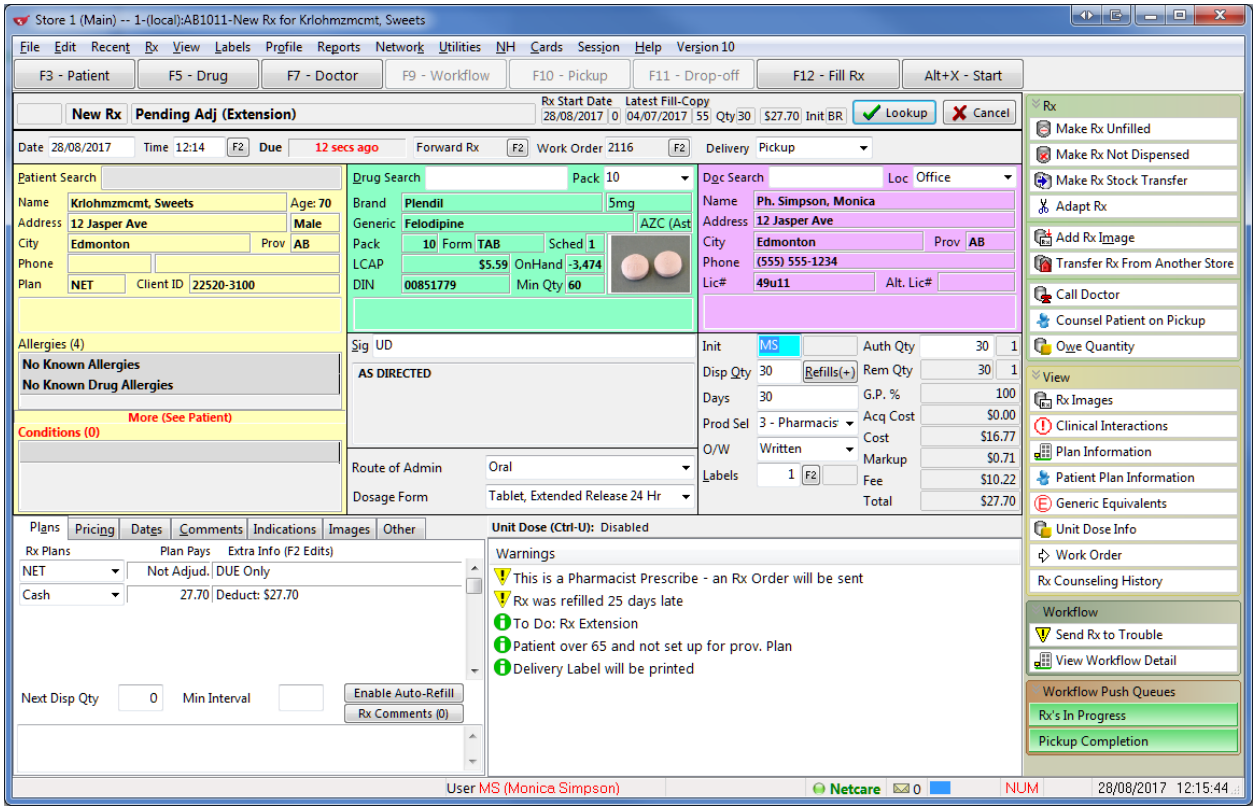
Select **Dispense Extended Rxs Now** if the Rx(s) is to be dispensed immediately.

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.

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

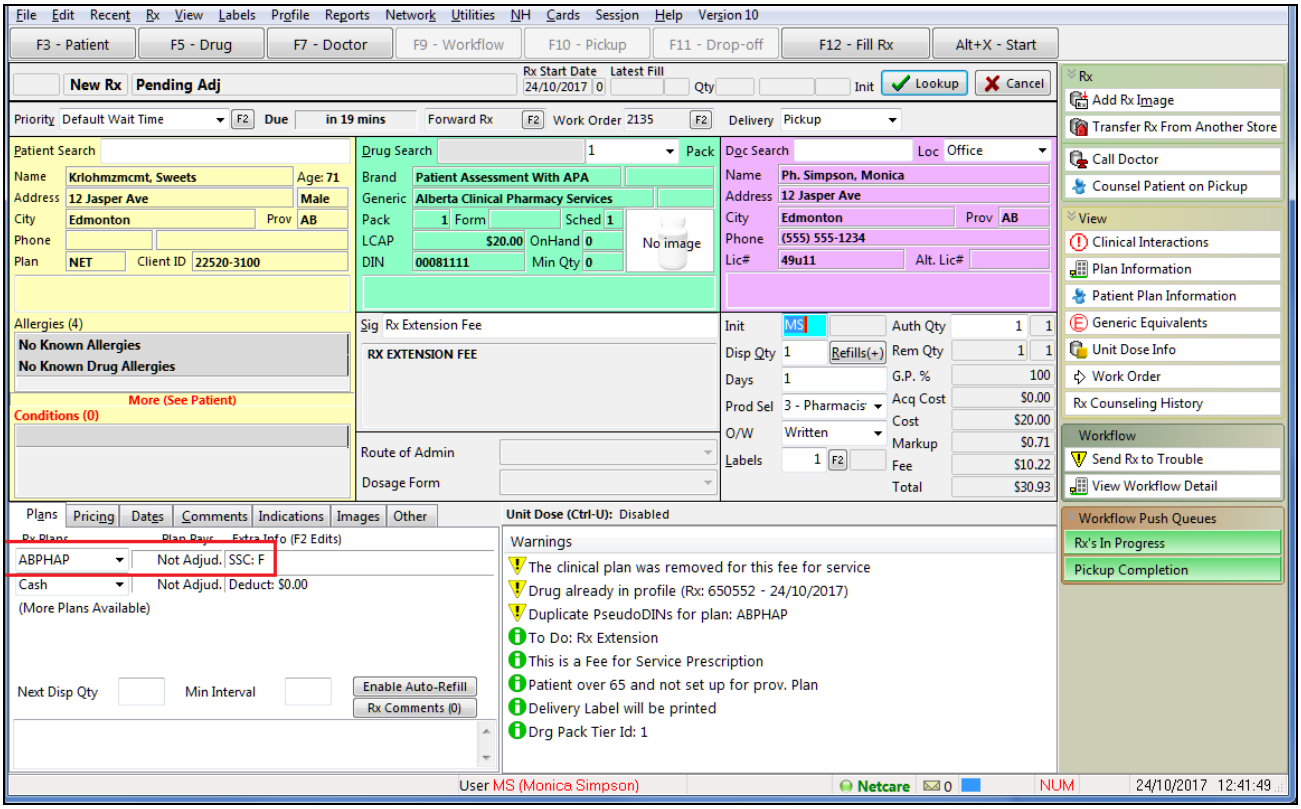


NOTE: If you do not have electronic signature capture enabled, an extended prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the extended Rx(s) is automatically attached to the Rx(s) and viewable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

16. Click **F12 - Fill Rx** to continue processing the extended prescription.

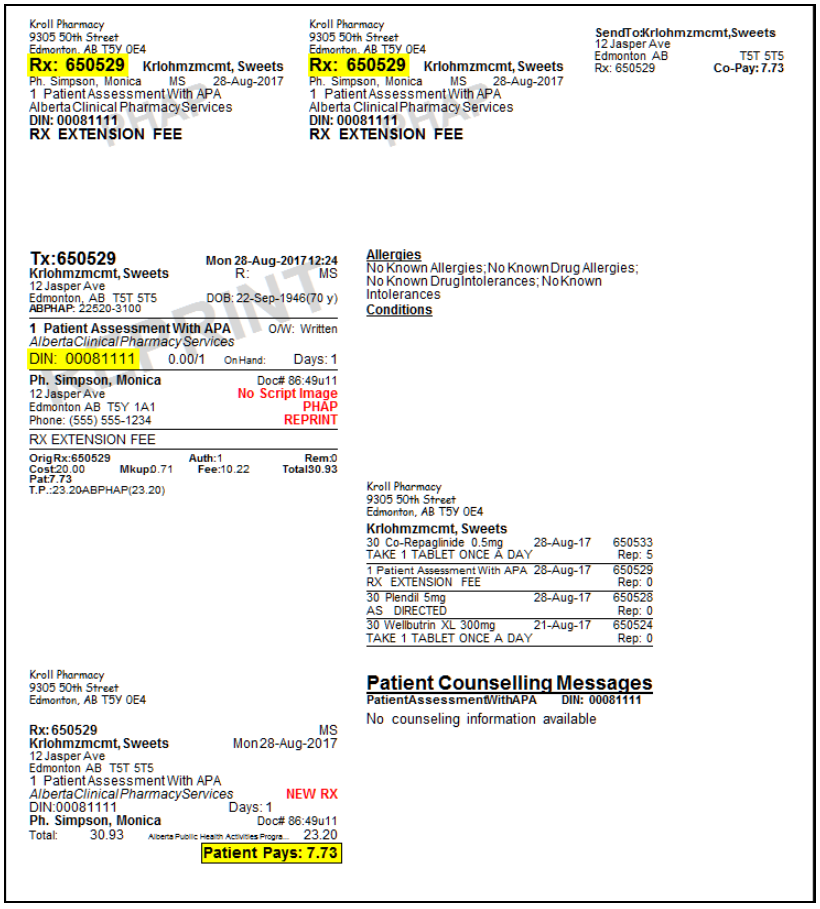
17. Pharmacist Rx Electronic copy prints.

18. If claiming a fee the **Patient Assessment with APA** will automatically entered into the Rx filling screen to be adjudicated to **ABPHAP**.



19. Click on F12-Fill Rx to adjudicate the Fee.

20. Prescription label prints **PHAP**.



Kroll Pharmacy
9305 50th Street
Edmonton, AB T5Y 0E4
Rx: 650529 **Krlohmzmcmt, Sweets**
Ph. Simpson, Monica MS 28-Aug-2017
1 Patient Assessment With APA
Alberta Clinical Pharmacy Services
DIN: 00081111
RX EXTENSION FEE

Kroll Pharmacy
9305 50th Street
Edmonton, AB T5Y 0E4
Rx: 650529 **Krlohmzmcmt, Sweets**
Ph. Simpson, Monica MS 28-Aug-2017
1 Patient Assessment With APA
Alberta Clinical Pharmacy Services
DIN: 00081111
RX EXTENSION FEE

SendToKrlohmzmcmt,Sweets
12 Jasper Ave
Edmonton AB T5T 5T5
Rx: 650529 **Co-Pay: 7.73**

Tx:650529 Mon 28-Aug-2017 12:24
Krlohmzmcmt, Sweets R: MS
12 Jasper Ave
Edmonton, AB T5T 5T5 DOB: 22-Sep-1946(70 y)
ABPHAP: 22520-3100

1 Patient Assessment With APA O/W: Written
Alberta Clinical Pharmacy Services
DIN: 00081111 0.00/1 On Hand: Days: 1

Ph. Simpson, Monica Doc# 86:49u11
12 Jasper Ave No Script Image
Edmonton AB T5Y 1A1 PHAP
Phone: (555) 555-1234 REPRINT

RX EXTENSION FEE

Orig Rx:650529 Auth:1 Rem:0
Cost:20.00 Mkup:0.71 Fee:10.22 Total:30.93
Pat:7.73
T.P.:23.20ABPHAP(23.20)

Allergies
No Known Allergies; No Known Drug Allergies; No Known Drug Intolerances; No Known Intolerances
Conditions

Kroll Pharmacy
9305 50th Street
Edmonton, AB T5Y 0E4
Krlohmzmcmt, Sweets

30 Co-Repaglinide 0.5mg TAKE 1 TABLET ONCE A DAY	28-Aug-17	650533 Rep: 5
1 Patient Assessment With APA RX EXTENSION FEE	28-Aug-17	650529 Rep: 0
30 Plendil 5mg AS DIRECTED	28-Aug-17	650528 Rep: 0
30 Wellbutrin XL 300mg TAKE 1 TABLET ONCE A DAY	21-Aug-17	650524 Rep: 0

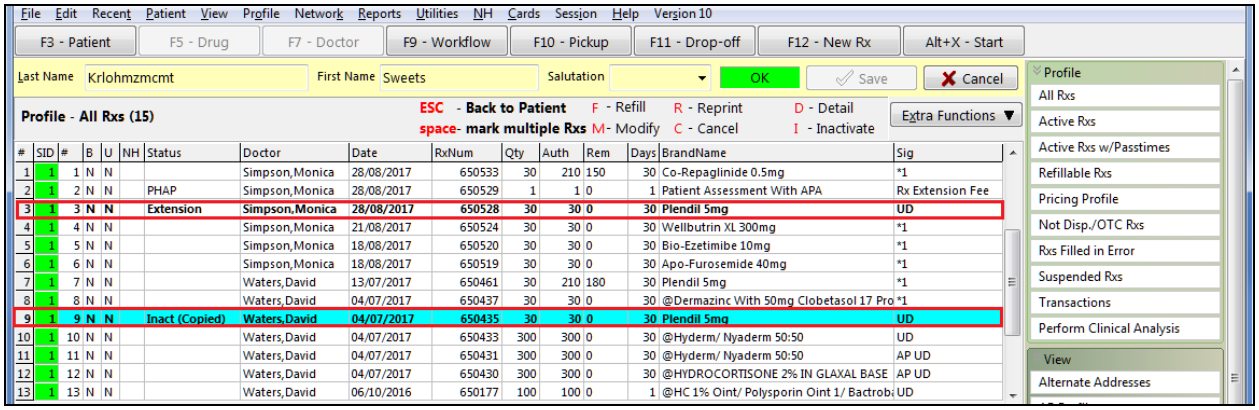
Kroll Pharmacy
9305 50th Street
Edmonton, AB T5Y 0E4

Rx: 650529 MS
Krlohmzmcmt, Sweets Mon 28-Aug-2017
12 Jasper Ave
Edmonton AB T5T 5T5
1 Patient Assessment With APA
Alberta Clinical Pharmacy Services NEW RX
DIN:00081111 Days: 1
Ph. Simpson, Monica Doc# 86:49u11
Total: 30.93 Alberta Public Health Activities Progra... 23.20
Patient Pays: 7.73

Patient Counselling Messages
PatientAssessmentWithAPA **DIN: 00081111**
No counseling information available

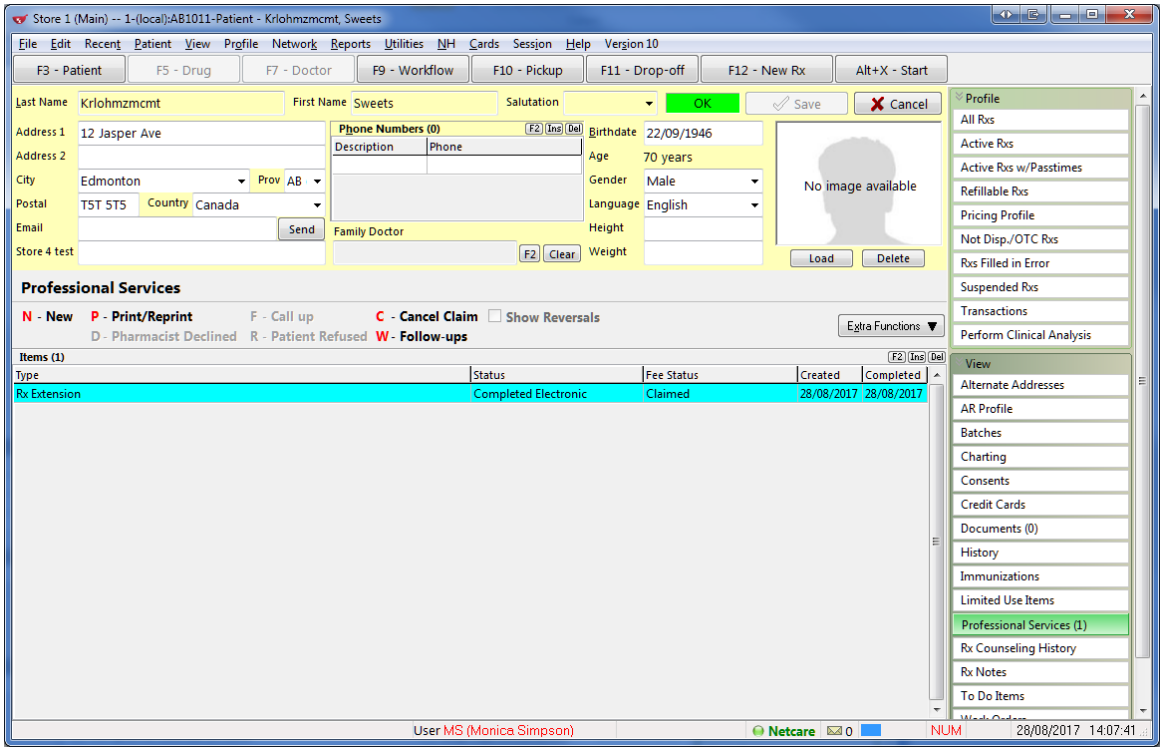
Viewing the Extension Details

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

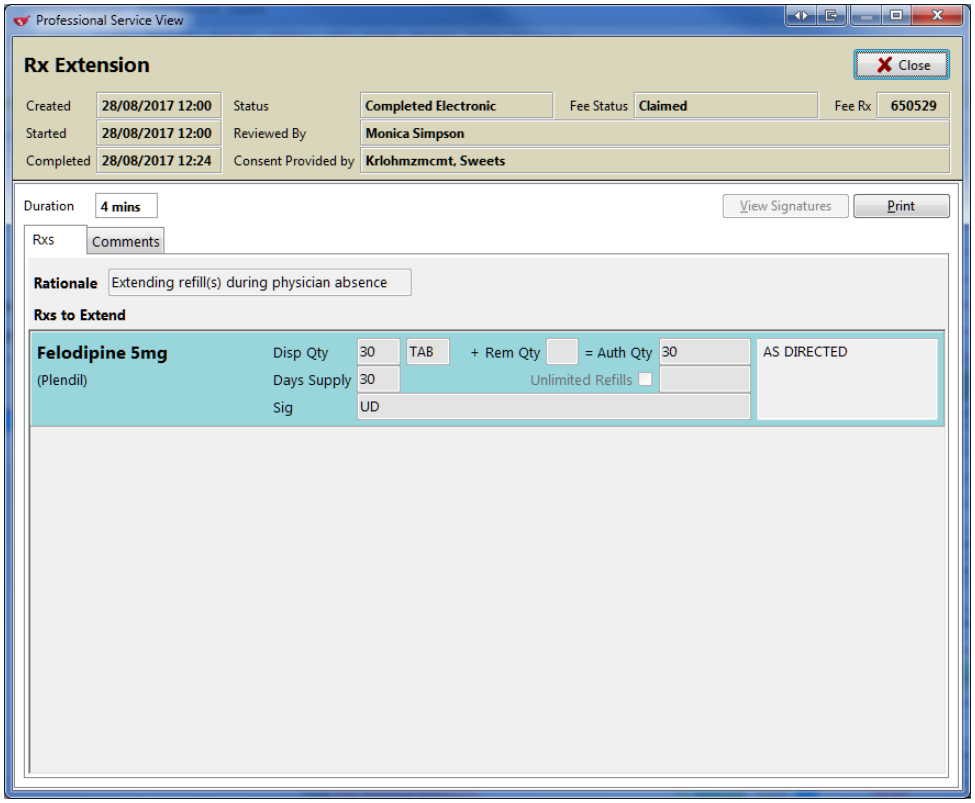


NOTE: There will always be two Rx records in an Rx extension scenario: the original with a status **of Inact (Copied)** and the extended Rx that was dispensed to the patient with a Status of **Extension**. Optionally, a fee for service transaction may also appear.

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 28/08/2017 12:00
Status Completed Electronic
Fee Status Claimed
Fee Rx 650529
Started 28/08/2017 12:00
Reviewed By Monica Simpson
Completed 28/08/2017 12:24
Consent Provided by Krlohmzmcmt, Sweets
Duration 4 mins
View Signatures
Print
Rxs
Comments
Rationale Extending refill(s) during physician absence
Rxs to Extend
Felodipine 5mg
(Plendil)
Disp Qty 30 TAB + Rem Qty = Auth Qty 30
Days Supply 30 Unlimited Refills
Sig UD
AS DIRECTED