

Rx Adaptation and Extension

British Columbia

September 2020

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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.

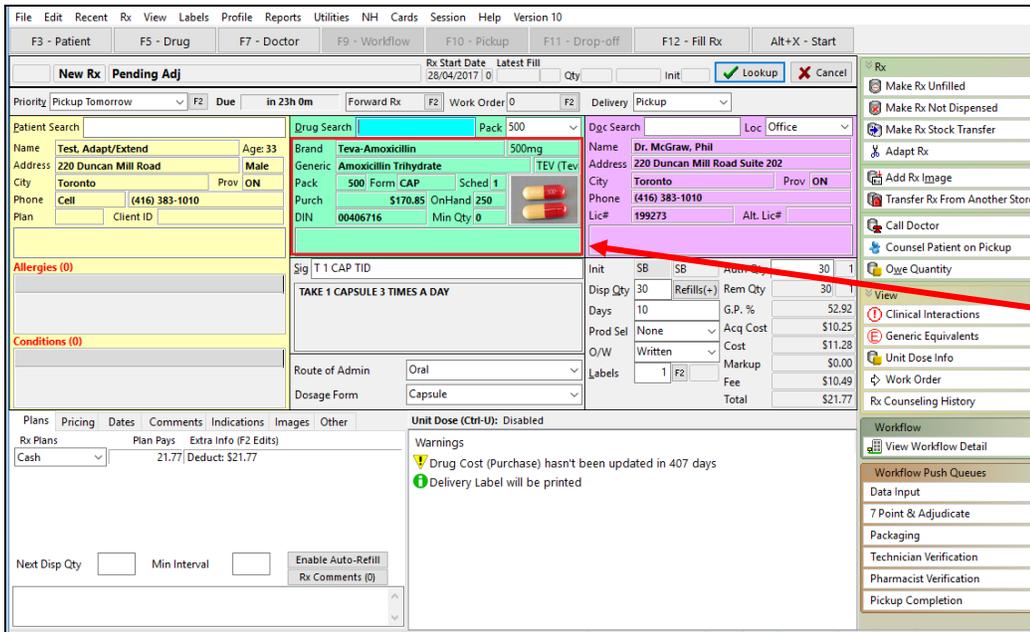
This document shows the processes for a system that is not integrated to a provincial DIS. If your system is integrated, you may want to refer to the adaptation/extension documentation that is specific to your provincial DIS.

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 screenshot shows the TELUS Health software interface. The main window displays a prescription for Amoxicillin 500mg capsules. The patient's name is Test, Adapt/Extend, and the doctor is Dr. McGraw, Phil. The prescription is for 500mg capsules, 3 times a day. The right-hand navigation bar has an 'Adapt Rx' button highlighted in green. A red box on the right contains the following text:

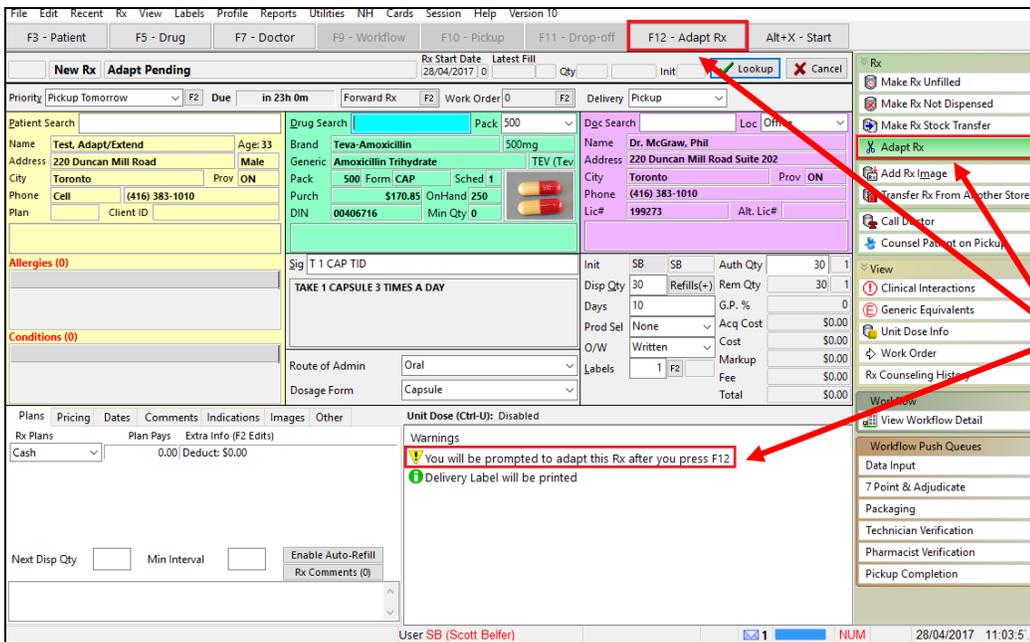
The family doctor prescribed Amoxicillin 500mg capsules to a patient who is positive for Strep Throat.

The patient has indicated that they are having difficulty swallowing.

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

After completing the initial data entry,

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



The screenshot shows the TELUS Health software interface with the 'Adapt Rx' screen. The 'Adapt Rx' button in the navigation bar is now labeled 'F12 - Adapt Rx'. A warning message is displayed at the bottom: 'You will be prompted to adapt this Rx after you press F12'. A red box on the right contains the following text:

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'.

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

File Edit Professional Service View Profile Utilities NH Cards Session Help Version 10

F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off F12 - New Rx Alt+X - Start

Rx Adaptation Consent Provided by **Test, Adapt/Extend** F2

Patient: **Test, Adapt/Extend** Birth: **25/09/1983** 33 years Male Phone: **(416) 383-1010**

Address: **220 Duncan Mill Road** Client ID: _____ Plan: _____

Allergies (0) Conditions (0)

Rx Comments

Original Rx

Amoxicillin Trihydrate 500mg (Teva-Amoxicillin) Disp Qty: 30 CAP + Refills: _____ = Auth Qty: 30 TAKE 1 CAPSULE 3 TIMES A DAY

Days Supply: 10 Unlimited Refills Until: _____ Route: Oral

Phil McGraw

Adapted Rx

Reasons for Adaptation: <Not Answered>

Amoxicillin Trihydrate 500mg F2 Disp Qty: 30 CAP + Refills: _____ = Auth Qty: 30 TAKE 1 CAPSULE 3 TIMES A DAY

Days Supply: 10 Unlimited Refills Until: _____ Route: Oral

Doctor: Phil McGraw Directions: T 1 CAP TID

Abort Next

Service

Select Doctors for Letter

View Follow Ups

View

Patient Charting

Patient Documents (0)

Patient Professional Services (1)

Profile

All Rxs

Active Rxs

Active Rxs w/Passtimes

Pricing Profile

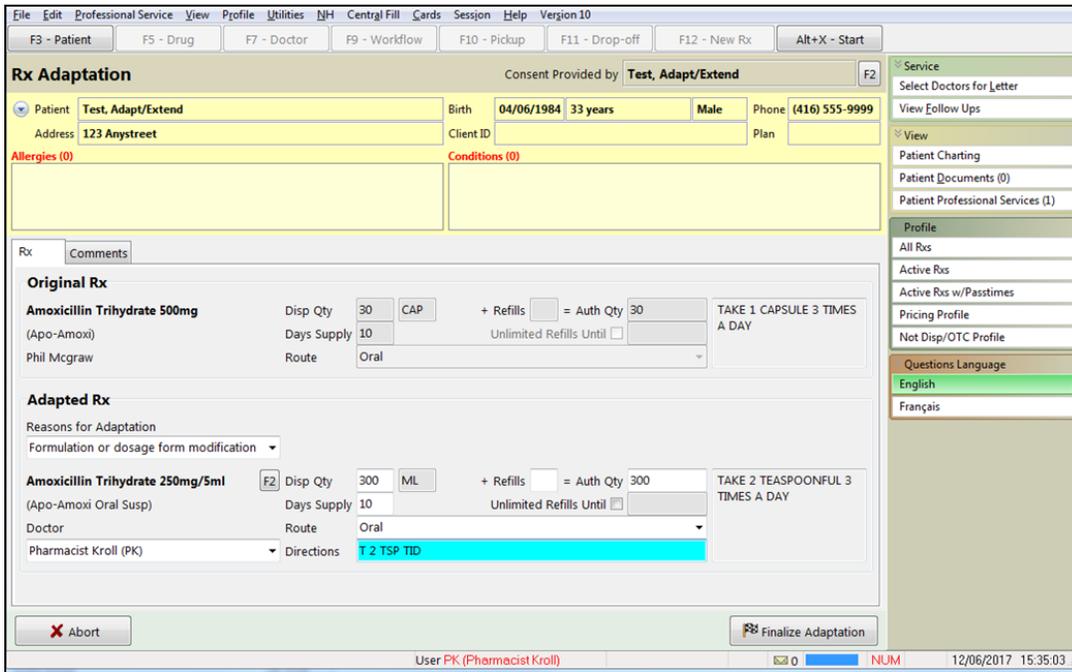
Not Disp/OTC Profile

Questions Language

English

Français

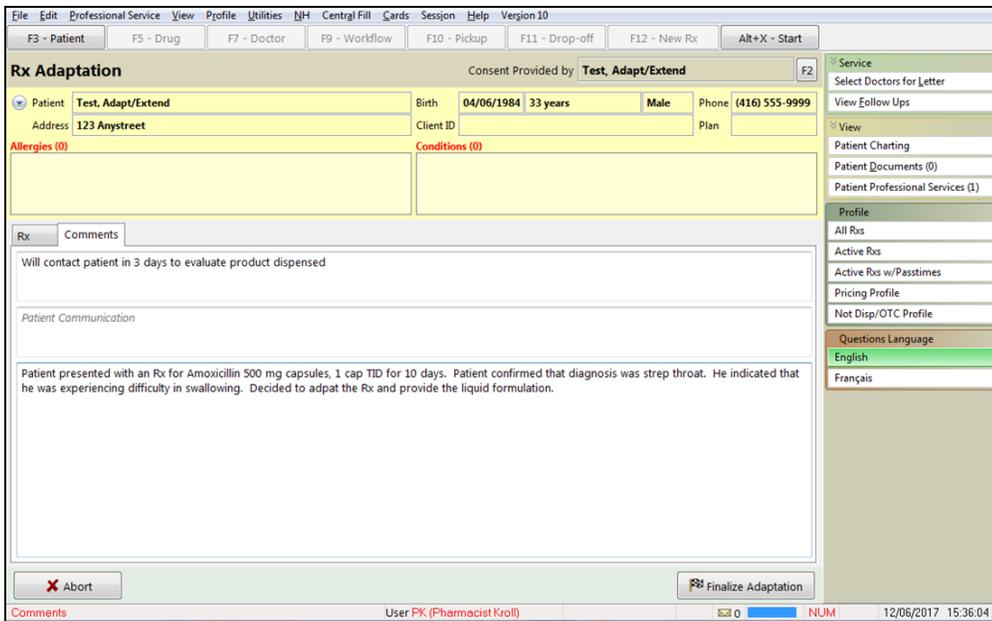
6. Click the down arrow on the **'Reasons for Adaptation'** field. Select the appropriate option.
7. If necessary, click on the F2 button that is adjacent to the highlighted drug name to initiate the drug search. Select the appropriate drug card.
8. If necessary, edit any of the remaining fields, **Disp 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.



The screenshot shows the 'Rx Adaptation' window for patient 'Test, Adapt/Extend'. The patient's birth date is 04/06/1984, age is 33 years, and gender is Male. The address is 123 Anystreet. The original prescription is Amoxicillin Trihydrate 500mg capsules, 30 days supply, oral route. The adapted prescription is Amoxicillin Trihydrate 250mg/5ml oral suspension, 300 mL, 10 days supply, oral route, with directions 'T 2 TSP TID'. The interface includes tabs for 'Rx' and 'Comments', and a 'Finalize Adaptation' button.

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

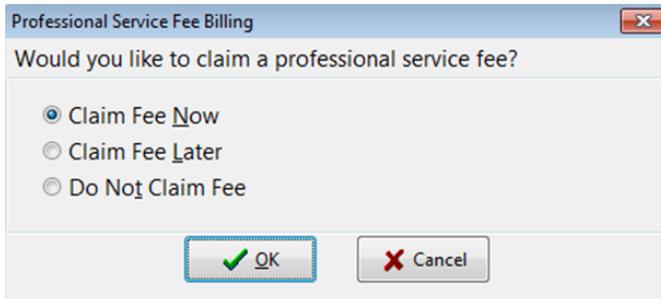
11. Enter any appropriate notes/comments that you wish to have documented.



The screenshot shows the 'Comments' tab selected. The text area contains the following text: 'Will contact patient in 3 days to evaluate product dispensed'. Below this, there is a section for 'Patient Communication' with a text entry field containing: 'Patient presented with an Rx for Amoxicillin 500 mg capsules, 1 cap TID for 10 days. Patient confirmed that diagnosis was strep throat. He indicated that he was experiencing difficulty in swallowing. Decided to adapt the Rx and provide the liquid formulation.' The 'Finalize Adaptation' button is visible at the bottom right.

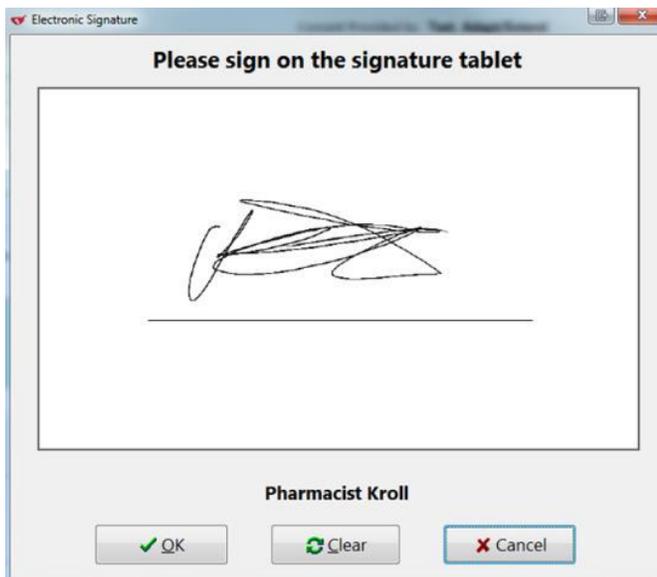
12. Click Finalize Adaptation.

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.

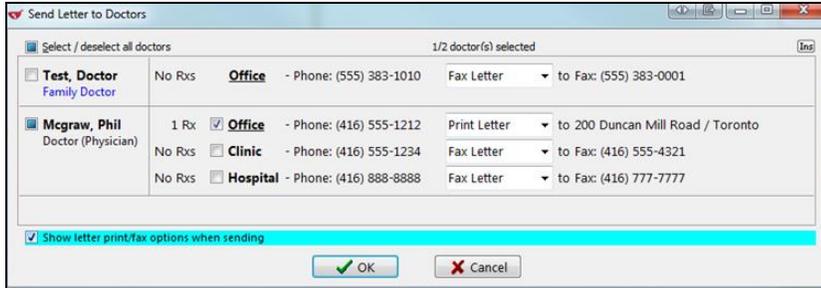
14. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.



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.



Doctor	Rx	Location	Phone	Letter Type	To Fax
Test, Doctor Family Doctor	No Rx	Office	(555) 383-1010	Fax Letter	(555) 383-0001
Mcgraw, Phil Doctor (Physician)	1 Rx	Office	(416) 555-1212	Print Letter	to 200 Duncan Mill Road / Toronto
	No Rx	Clinic	(416) 555-1234	Fax Letter	to Fax: (416) 555-4321
	No Rx	Hospital	(416) 888-8888	Fax Letter	to Fax: (416) 777-7777

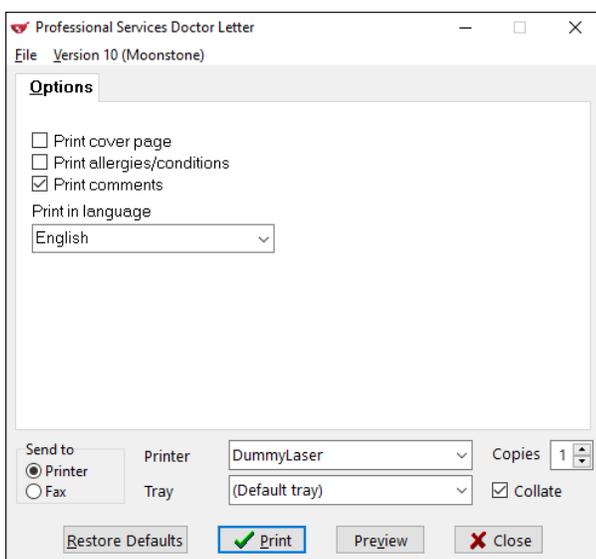
If you wish to send the Notification form to more physicians, click on **Ins** which will launch a prescriber search.

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

<p>To Dr. Mcgraw, Phil 200 Duncan Mill Road Toronto ON M3C 3D9 Tel: (416) 555-1212 Fax: (416) 555-5555</p> <p>Date 12-Jun-2017</p> <p>Patient Test, Adapt/Extend 123 Anystreet Toronto ON M3M 4M4 (416) 555-9999</p> <p>Allergies Ask Patient</p>	<p>From Kroll Pharmacy 123 Clinic Street Toronto ON M3C 9C9 Tel: (416) 222-2222 Fax: (416) 333-3333</p> <p>Pharmacist Kroll, Pharmacist (54321)</p> <p>Date of Birth 05-Jun-1984 Gender Male Health Care # N/A</p> <p>Conditions Ask Patient</p>	
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CONFIDENTIAL

Dear Dr. Phil Mcgraw

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

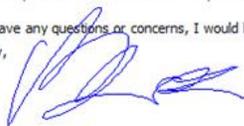
REASON
Formulation or dosage form modification

<p>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</p>	<p>Disp Qty 30 CAP Total Auth Qty 30 CAP Route Oral</p>	
<p>Pharmacist Adapted Prescription Information Amoxicillin Trihydrate 250mg/5ml (Amoxil Oral Susp) TAKE 2 TEASPOONFUL 3 TIMES A DAY</p>	<p>Disp Qty 300 ML Total Auth Qty 300 ML Route Oral</p>	

FOLLOW-UP PLAN AND RESULTS
Will contact 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,



Pharmacist Kroll (54321)
Pharmacist

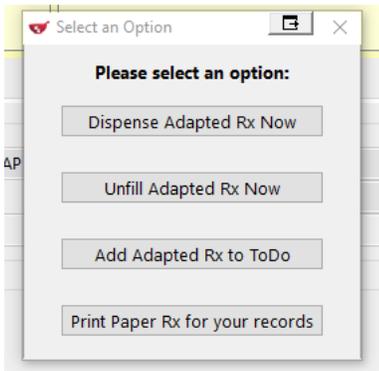
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Printed on: 12/06/2017 15:54 Page 1 of 1

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.

20. Click **Close**.

19. You are then presented with a number of options:



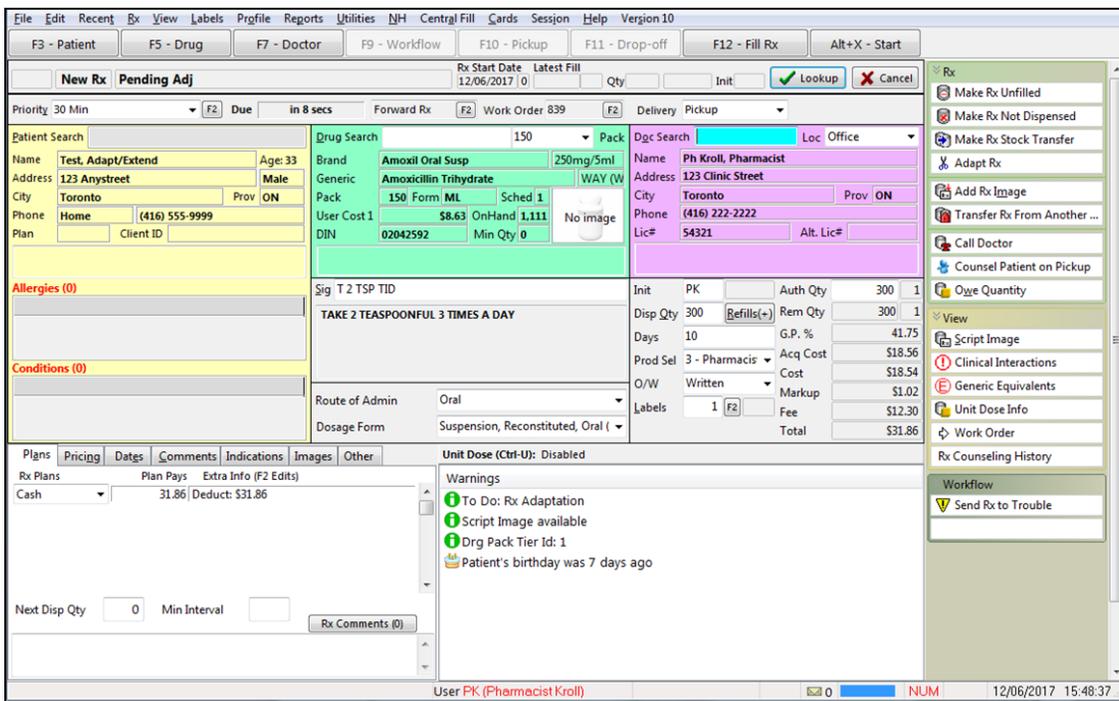
Select **Dispense Adapted Rx Now** if the Rx is to be dispensed immediately

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

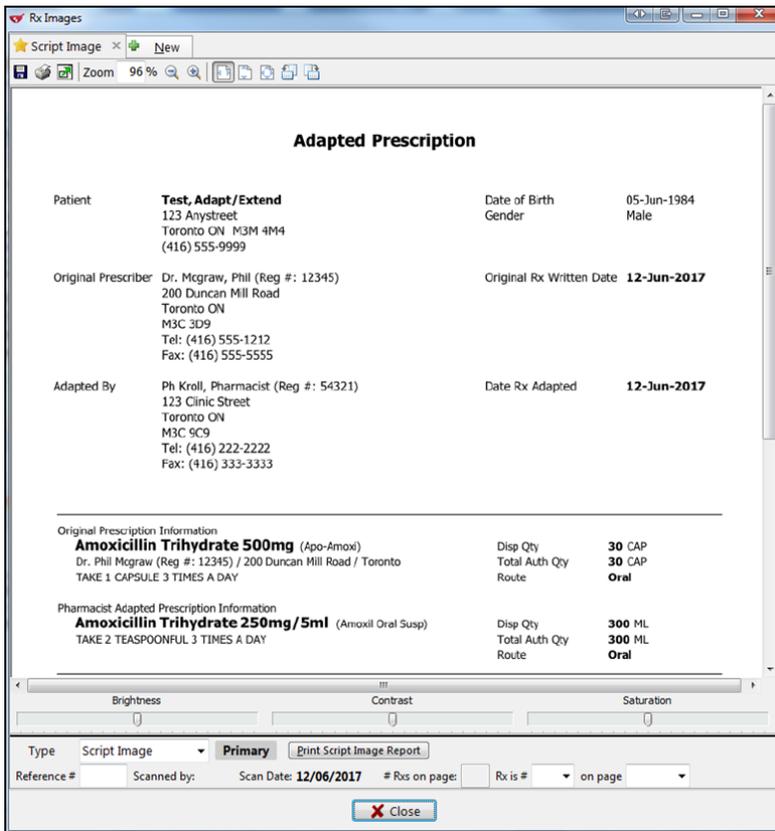
Select **Add Adapted Rx to ToDo** if the Rx is to be placed into Workflow.

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

21. 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.



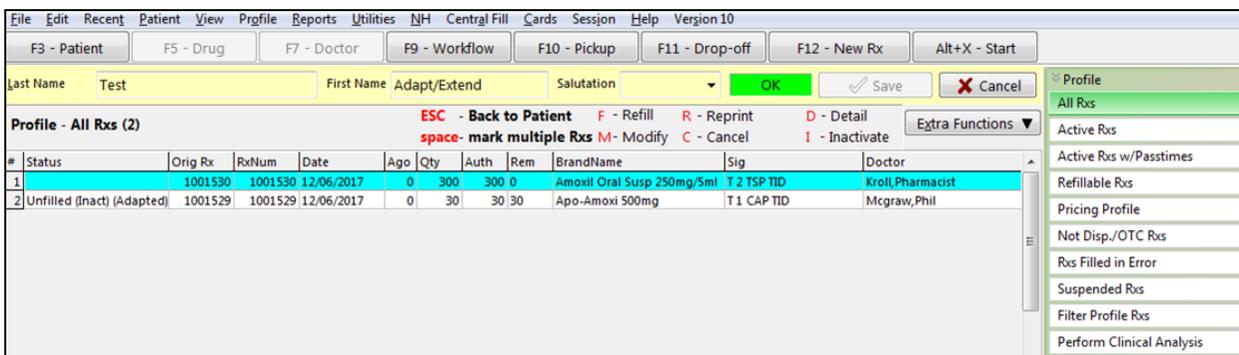
22. Click **F12-Fill Rx** to continue processing the adapted prescription.

23. 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.

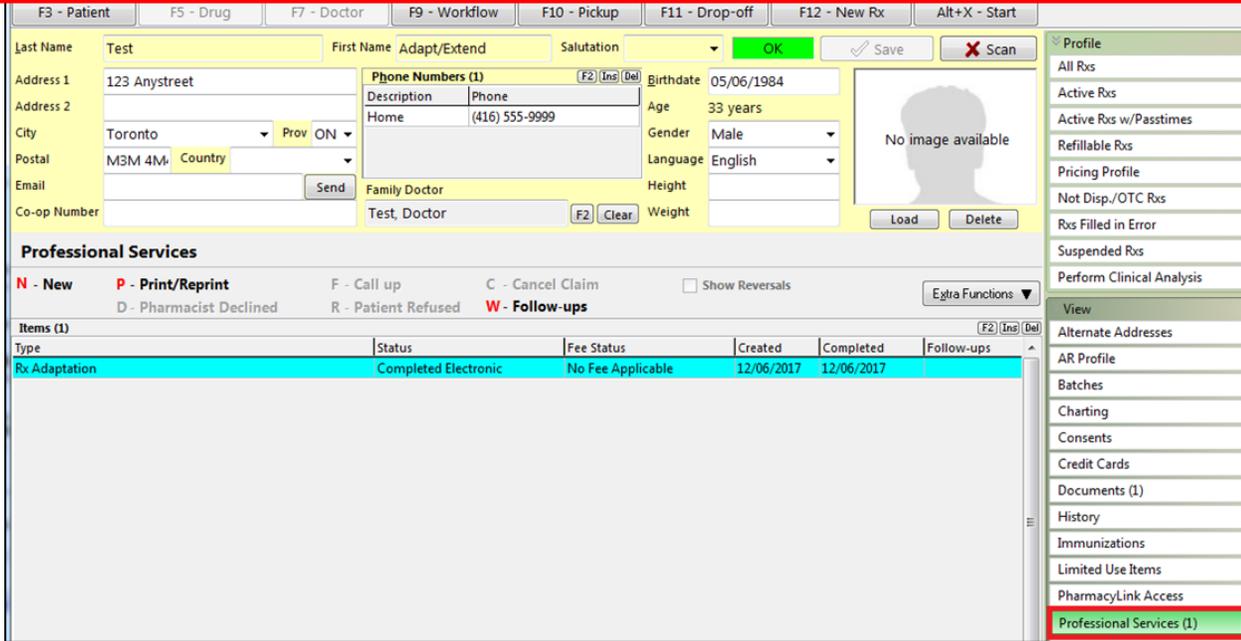
Viewing adaptation details

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.



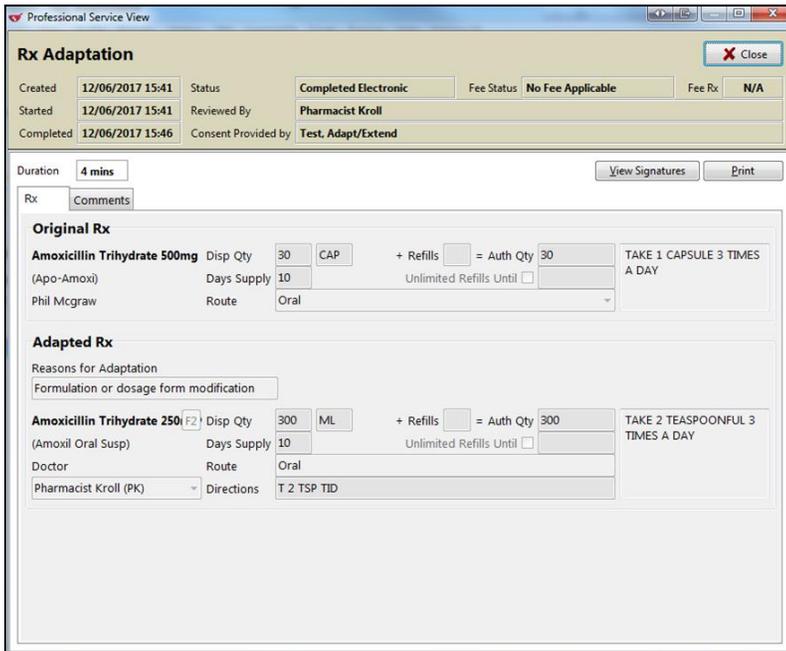
There will always be two Rx records in an Rx Adaptation scenario: The original from the prescriber with a Status=Unfilled (Inact) (Adapted) and the Adapted Rx that was dispensed to the patient. Optionally, a fee for service transaction may also appear.



Professional Services

Items (1)	Type	Status	Fee Status	Created	Completed	Follow-ups
Rx Adaptation		Completed Electronic	No Fee Applicable	12/06/2017	12/06/2017	

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



Rx Adaptation

Created: 12/06/2017 15:41 | Status: Completed Electronic | Fee Status: No Fee Applicable | Fee Rx: N/A

Started: 12/06/2017 15:41 | Reviewed By: Pharmacist Kroll

Completed: 12/06/2017 15:46 | Consent Provided by: Test, Adapt/Extend

Duration: 4 mins | View Signatures | Print

Original Rx

Amoxicillin Trihydrate 500mg | Disp Qty: 30 | CAP | + Refills: [] = Auth Qty: 30 | TAKE 1 CAPSULE 3 TIMES A DAY

(Apo-Amoxil) | Days Supply: 10 | Unlimited Refills Until: []

Phil Mcgraw | Route: Oral

Adapted Rx

Reasons for Adaptation: Formulation or dosage form modification

Amoxicillin Trihydrate 250 (F2) | Disp Qty: 300 | ML | + Refills: [] = Auth Qty: 300 | TAKE 2 TEASPOONFUL 3 TIMES A DAY

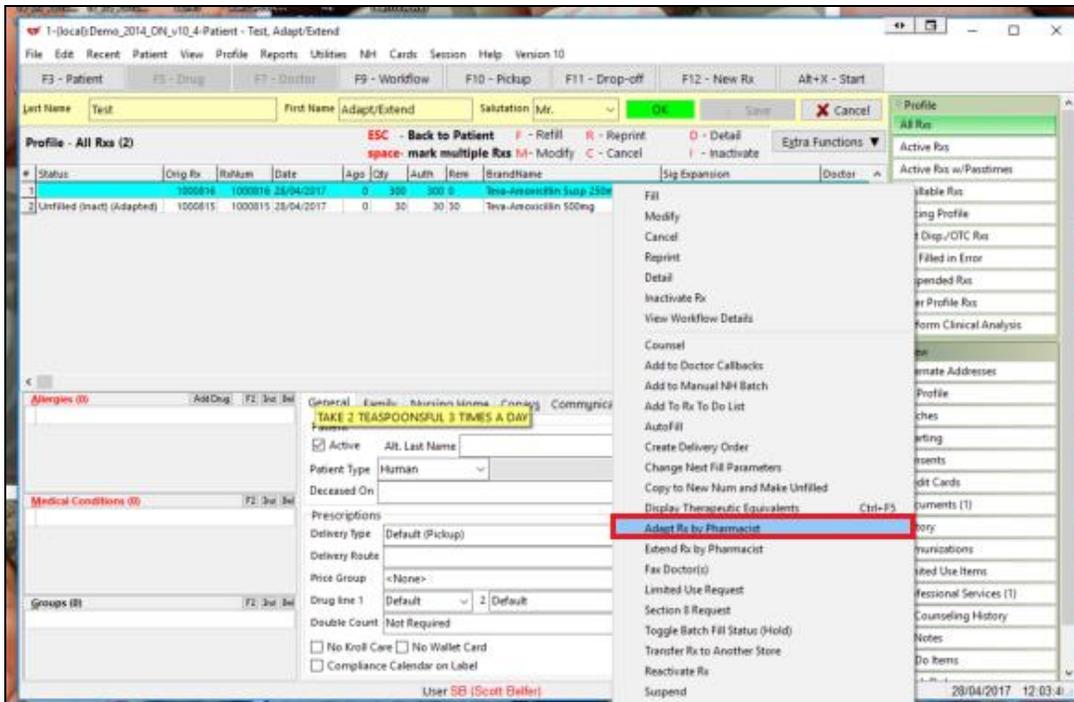
(Amoxil Oral Susp) | Days Supply: 10 | Unlimited Refills Until: []

Pharmacist Kroll (PK) | Route: Oral | Directions: T 2 TSP TID

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.

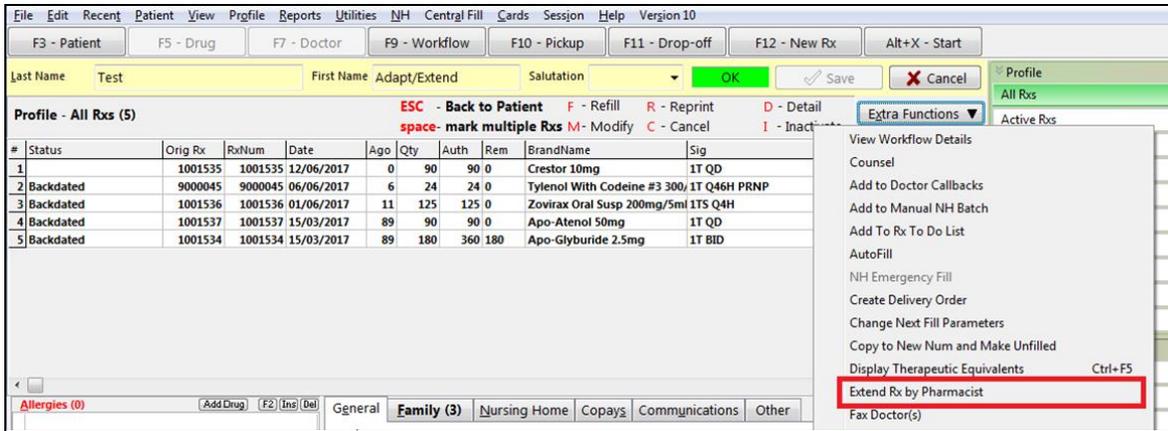
Rx Extension

Rx Extension from the Local Patient profile

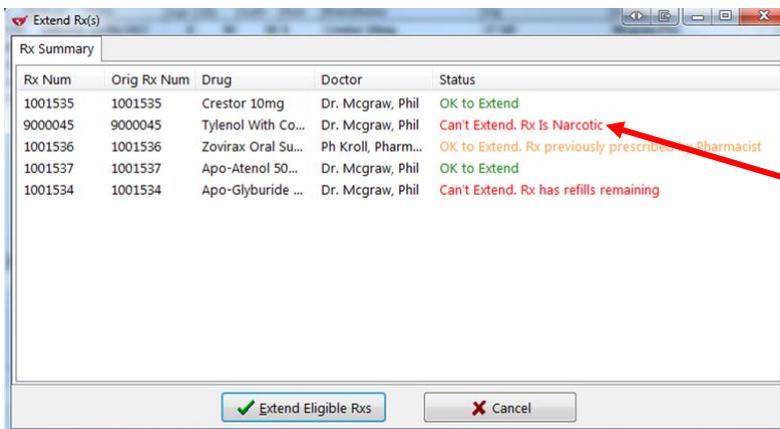
If you need to extend one or more prescriptions due to the refill authorizations being exhausted, this can be performed directly from the local patient profile.

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

- 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.

The screenshot shows the 'Rx Extension' window for patient 'Test, Adapt/Extend'. The patient's birth date is 06/05/1984, age is 33 years, and gender is Male. The address is 123 Anystreet. There are no allergies or conditions listed. The 'Rationale' field is currently set to '<Not Answered>'. The 'Rxs to Extend' section lists three medications:

Medication	Disp Qty	Days Supply	Sig	Auth Qty	Instructions
Rosuvastatin Calcium 10mg (Crestor)	90	90	1T QD	90	TAKE 1 TABLET DAILY
Acyclovir 200mg/5ml (Zovirax Oral Susp)	125	10	1TS Q4H	125	TAKE 1 TEASPOONFUL (5MLS) EVERY 4 HOURS
Atenolol 50mg (Apo-Atenol)	90	90	1T QD	90	TAKE 1 TABLET DAILY

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.

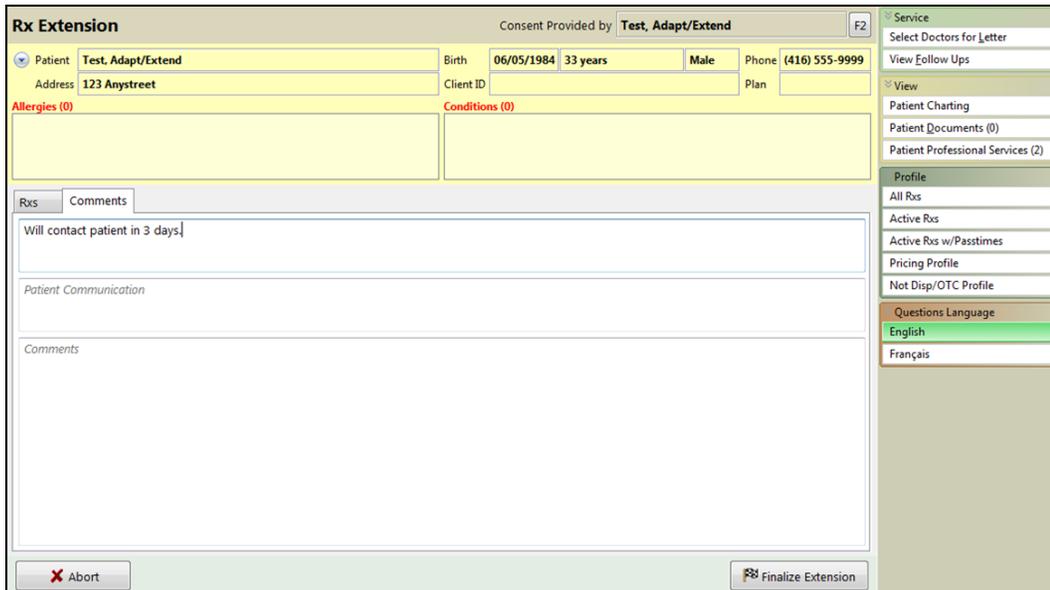
The screenshot shows the 'Rx Extension' window with the 'Rationale' dropdown menu open. The menu options are:

- <Not Answered>
- Renewal of Prescription (eligible for fee)
- Emergency Supply (not eligible for fee)

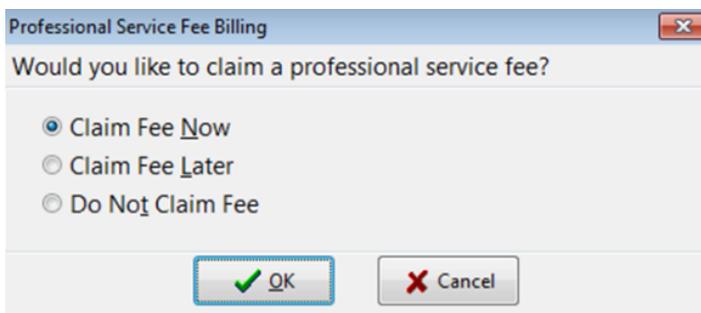
The 'Rxs to Extend' section now shows a single medication:

Medication	Disp Qty	Days Supply	Sig	Auth Qty	Instructions
Rivaroxaban 15mg (Xarelto)	30	30	*1	30	TAKE 1 TABLET ONCE DAILY

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

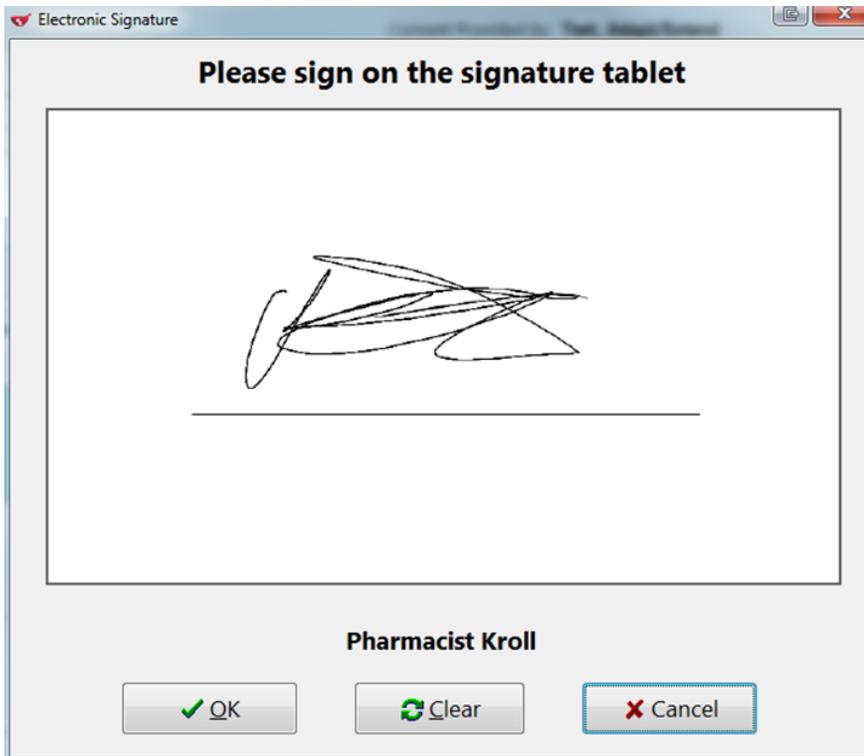


- Click Finalize Extension.
- If you are in a province that supports a professional service fee for the extension, the following prompt will appear:



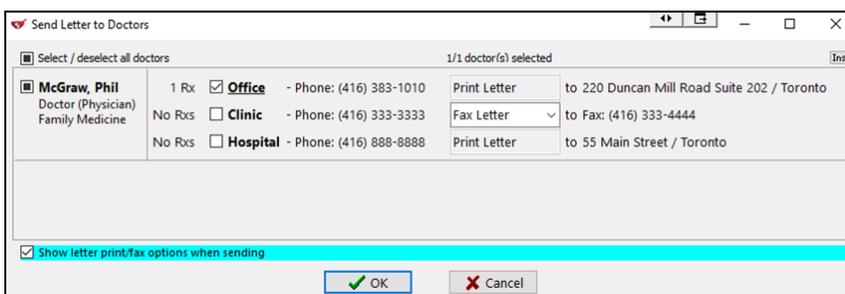
- Claim Fee Now:** After the Rx extension is completed, the system will return you to the F12 screen and automatically complete de necessary fields for the professional service.
- Claim Fee Later:** Will place the fee for service Rx into the ToDo queue so that you can complete it later.
- Do Not Claim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

- 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.



- The Send Letter to Doctors form displays.
- 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.

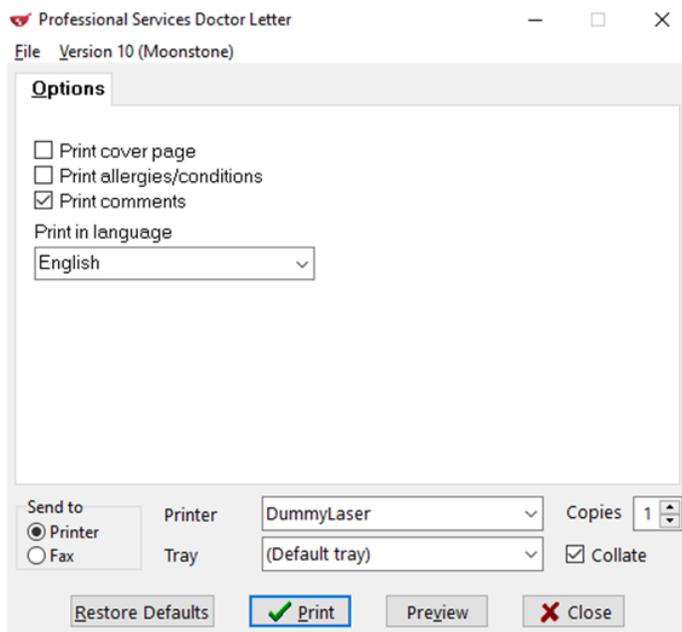
Search and select the appropriate prescribers. The selected prescribers will then be included on the **Send Letter to Doctors** form.

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** or **Fax**, if available. The Notification form is either generated or faxed via Kroll FaxRx.

Pharmacist Prescription Extension Notification

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	06-May-1984
		Gender	Male
		Health Care #	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)	Disp Qty	90 TAB	
Dr. Mcgraw, Phil	Total Auth Qty	90 TAB	
TAKE 1 TABLET DAILY	First Fill	12-Jun-2017	
	Last Fill	12-Jun-2017	
Pharmacist Extended Prescription Information			
Rosuvastatin Calcium 10mg (Crestor)	Disp Qty	90 TAB	
TAKE 1 TABLET DAILY	Total Auth Qty	90 TAB	

Original Prescription Information			
Acyclovir 200mg/5ml (Zovirax Oral Susp)	Disp Qty	125 ML	
Ph Kroll, Pharmacist	Total Auth Qty	125 ML	
TAKE 1 TEASPOONFUL (5MLS) EVERY 4 HOURS	First Fill	01-Jun-2017	
	Last Fill	01-Jun-2017	
Pharmacist Extended Prescription Information			
Acyclovir 200mg/5ml (Zovirax Oral Susp)	Disp Qty	125 ML	
TAKE 1 TEASPOONFUL (5MLS) EVERY 4 HOURS	Total Auth Qty	125 ML	

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Printed on: 12/06/2017 16:39 Page 1 of 2

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.

#	Status	Orig Rx	RxNum	Date	Ago	Qty	Auth	Rem	BrandName	Sig	Doctor
1	Extension	1001542	1001542	12/06/2017	0	90	90	0	Crestor 10mg	1T QD	Kroll, Pharmacist
2	Inact (Copied)	1001541	1001541	15/03/2017	89	90	90	0	Crestor 10mg	1T QD	Mcgraw, Phil

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**.

Type	Status	Fee Status	Created	Completed	Follow-ups
Rx Extension	Completed Electronic	No Fee Applicable	12/06/2017	12/06/2017	

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

Professional Service View Close

Rx Extension

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 Days Supply: 90 Sig: 1T QD	TAB	+ Rem Qty: <input type="checkbox"/>	= Auth Qty: 90	Unlimited Refills: <input type="checkbox"/>	TAKE 1 TABLET DAILY
Acyclovir 200mg/5ml (Zovirax Oral Susp)	Disp Qty: 125 Days Supply: 10 Sig: 1TS Q4H	ML	+ Rem Qty: <input type="checkbox"/>	= Auth Qty: 125	Unlimited Refills: <input type="checkbox"/>	TAKE 1 TEASPOONFUL (5MLS) EVERY 4 HOURS
Atenolol 50mg (Apo-Atenol)	Disp Qty: 90 Days Supply: 90 Sig: 1T QD	TAB	+ Rem Qty: <input type="checkbox"/>	= Auth Qty: 90	Unlimited Refills: <input type="checkbox"/>	TAKE 1 TABLET DAILY