



Rx Adaptation and Extension

Newfoundland and Labrador

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.

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. 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, selects **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.

Patient has indicated that they are having difficulty swallowing.

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

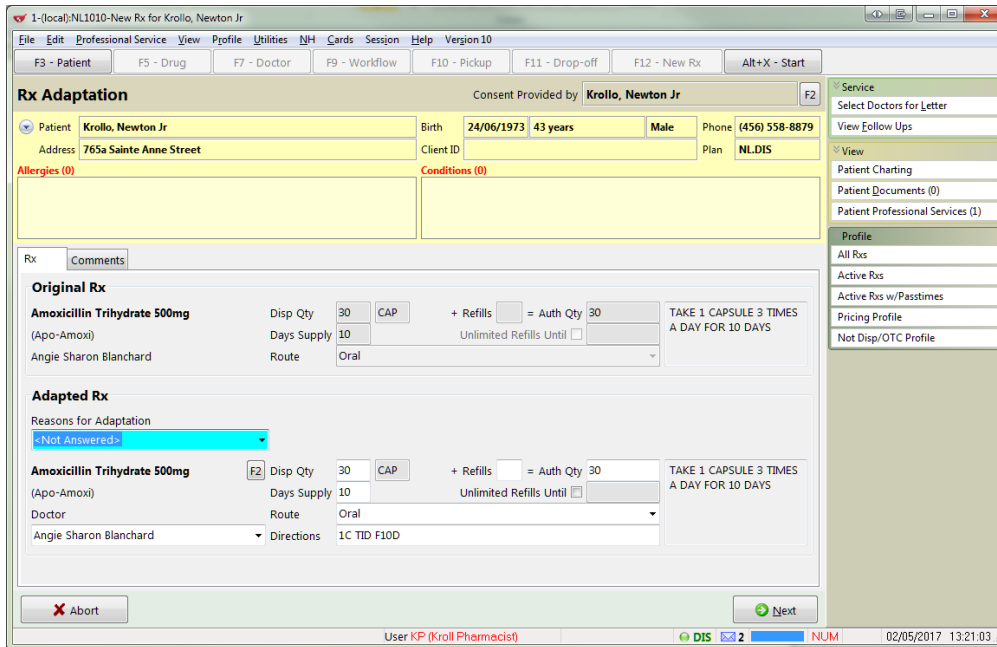
After completing the initial data entry,

- 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'.

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.

- Click/Press **F12 – Adapt Rx**. Create Rx order message is sent to the network and then Rx Adaptation Screen displays.



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

1-(local):NL1010-New Rx for Krollo, Newton Jr

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 **Krollo, Newton Jr** F2

Patient **Krollo, Newton Jr** Birth **24/06/1973** 43 years **Male** Phone **(456) 558-8879**
 Address **765a Sainte Anne Street** Client ID Plan **NLDIS**

Allergies (0) Conditions (0)

Rx Comments

Original Rx

Amoxicillin Trihydrate 500mg Disp Qty **30** CAP + Refills = Auth Qty **30** TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS
 (Apo-Amoxi) Days Supply **10** Unlimited Refills Until
 Angie Sharon Blanchard Route **Oral**

Adapted Rx

Reasons for Adaptation
 Formulation or dosage form modification

Amoxicillin Trihydrate 250mg/5ml F2 Disp Qty **150** ML + Refills = Auth Qty **150** TAKE 2 TEASPOONFUL (10ML) 3 TIMES A DAY FOR 10 DAYS
 (Apo-Amoxi Oral Susp) Days Supply **10** Unlimited Refills Until
 Doctor **Kroll Pharmacist (KP)** Route **Oral**
 Directions **2TS TID F10D**

Abort Next

User KP (Kroll Pharmacist) DIS 2 NUM 02/05/2017 13:23:46

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

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

1-(local):NL1010-New Rx for Krollo, Newton Jr

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 **Krollo, Newton Jr** F2

Patient **Krollo, Newton Jr** Birth **24/06/1973** 43 years **Male** Phone **(456) 558-8879**
 Address **765a Sainte Anne Street** Client ID Plan **NLDIS**

Allergies (0) Conditions (0)

Rx Comments

Will contact patient in 3 days to evaluate product dispensed.

Patient Communication

Patient presented with and Rx for Amoxicillin 500mg Cpasules. 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.

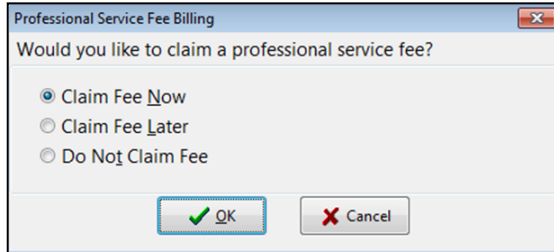
Comments

Abort Finalize Adaptation

Comments User KP (Kroll Pharmacist) DIS 2 NUM 02/05/2017 13:27:52

12. Click Finalize Adaptation.

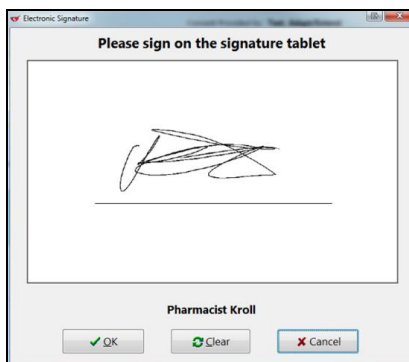
13. Pharmacist is prompted if they would like to claim a profession service fee?



- **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.

14. Choose the appropriate option and then **OK**.

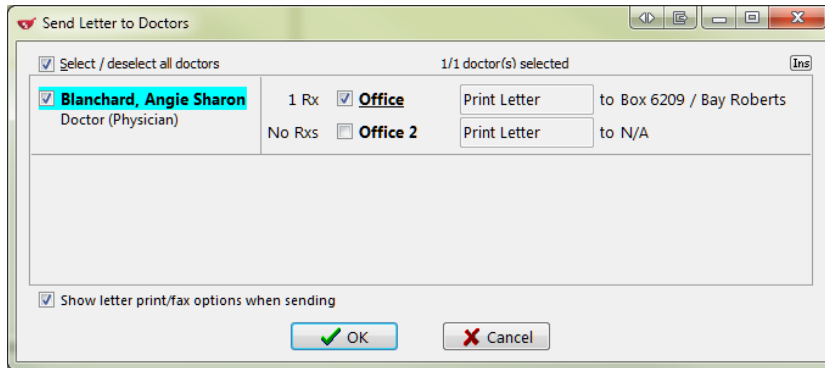
15. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.



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 prescribers noted on prescriptions in the patient's profile. Pharmacist selects the Prescriber(s) and their respective locations.



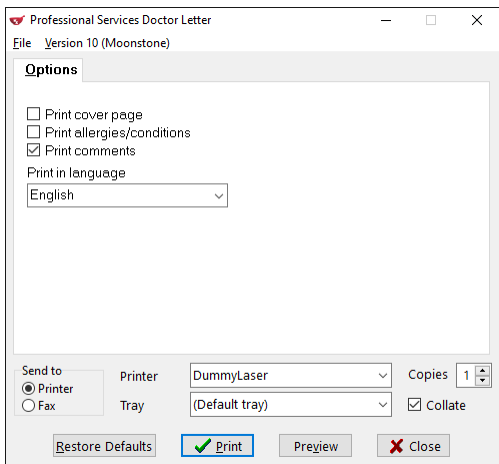
If the pharmacist wishes to send the Notification form to more physicians, they can click on **Ins** which will launch a prescriber search.

They then search and then 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.

NOTE: If Kroll Fax is available, ensure Sent to=Fax.

20. Click **Print**. The **Pharmacist Prescription Adaptation Notification** form is either generated or faxed via Kroll Fax.



Pharmacist Prescription Adaptation Notification

To Dr. Blanchard, Angie Sharon Box 6209 Bay Roberts NL A0A 1G0	From Kroll Pharmacy 204 Freshwater Road St. John's NL A1A 1A1 Tel: (709) 555-1234 Fax: N/A	Pharmacist Pharmacist, Kroll (945624)
Date 02-May-2017	Date of Birth 24-Jun-1973 Gender Male Health Card # N/A	
Patient Krollo, Newton Jr 765a Sainte Anne Street Tickle Cove NL F0B 1C8 (456) 558-8879		

Allergies Ask Patient	Conditions Ask Patient
---------------------------------	----------------------------------

CONFIDENTIAL

Dear Dr. Angie Sharon Blanchard

I adapted the following medications prescribed for Newton Jr Krollo on 02-May-2017.

COMMENTS
 Patient presented with and Rx for Amoxicillin 500mg 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.

REASON
 Formulation or dosage form modification

Original Prescription Information		DispQty	30 CAP
Amoxicillin Trihydrate 500mg (Apo-Amoxi)		Total AuthQty	30 CAP
Dr. Angie Sharon Blanchard (Reg #1) / Box 6209 / Bay Roberts		Route	Oral
TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS			
Pharmacist Adapted Prescription Information			
Amoxicillin Trihydrate 250mg/5ml (Apo-AmoxOralSusp)		DispQty	150 ML
TAKE 2 TEASPOONSFUL (10ML) 3 TIMES A DAY FOR 10 DAYS		Total AuthQty	150 ML
		Route	Oral

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,

Kroll Pharmacist (945624)
 Pharmacist

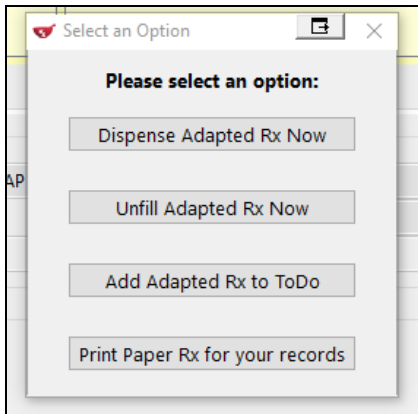
FOR YOUR RECORDS. NO RESPONSE REQUIRED.
THIS TELECOPY IS CONFIDENTIAL AND IS INTENDED TO BE RECEIVED BY THE ADDRESSEE ONLY.
 IF THE READER IS NOT THE INTENDED RECIPIENT OF YOUR BUSINESS, PLEASE ADVISE THAT
 ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS FACSIMILE IS STRICTLY PROHIBITED

Printed on: 02/05/2017 13:30 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 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 some time in the future.

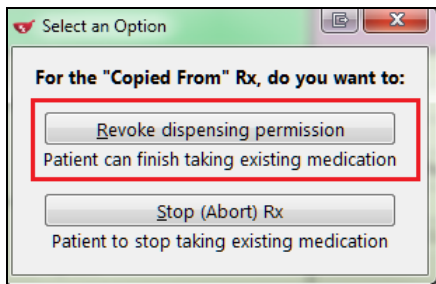
Select **Add Adapted Rx to ToDo** if the Rx is to be placed into Workflow.

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

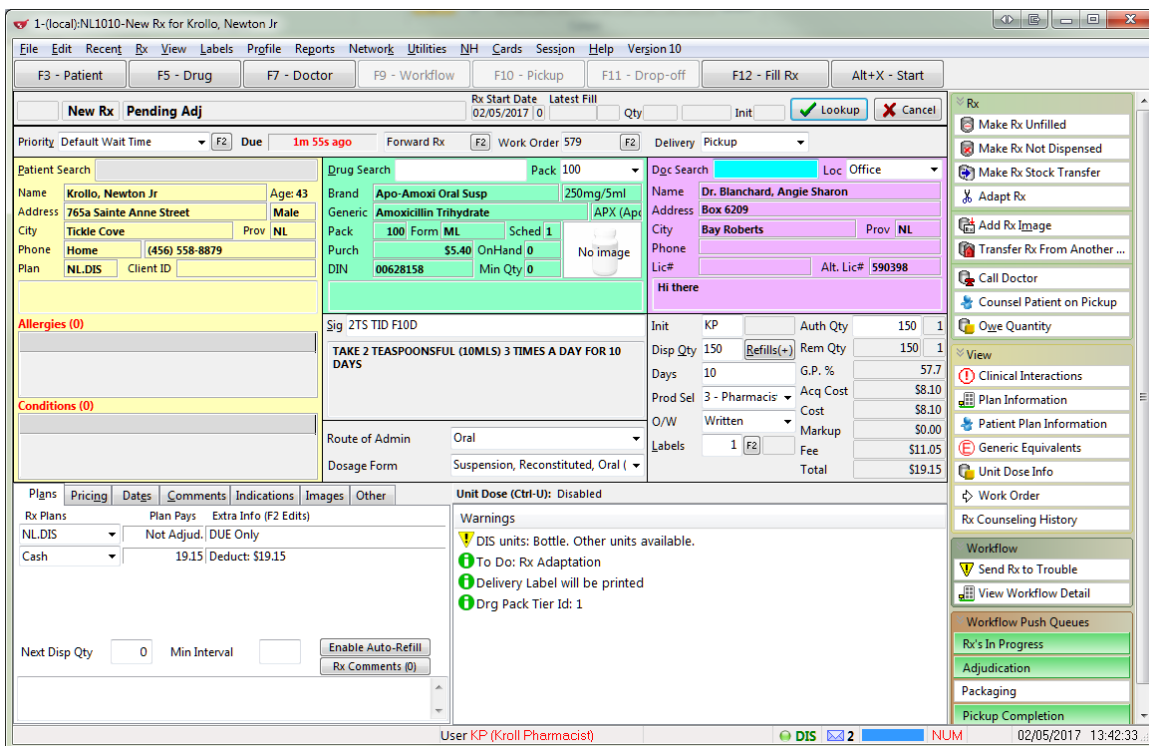
23. Click **Dispense Adapted Rx Now**. The Adapted Prescription form prints.

Adapted Prescription			
Patient	Krollo, Newton Jr 765a Sainte Anne Street Tidde Cove NL A1A 1C8 (456) 558-8879	Date of Birth	24-Jun-1973
		Gender	Male
		Health Care Number	
Original Prescriber	Dr. Blanchard, Angie Sharon (Reg #: Box 6209 Bay Roberts NL A0A 1G0 Tel: N/A Fax: N/A	Original Rx Written Date	02-May-2017
Adapted By	Mrs. Pharmacist, Kroll (Reg #: 945624) 204 Freshwater Road St. John's NL A1A 1A1 Tel: (709) 555-1234 Fax: N/A	Date Rx Adapted	02-May-2017
<hr/>			
Original Prescription Information			
Amoxicillin Trihydrate 500mg (Apo-Amoxi)		DispQty	30 CAP
Dr. Angie Sharon Blanchard (Reg #1) / Box 6209 / Bay Roberts		Total AuthQty	30 CAP
TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS		Route	Oral
<hr/>			
Pharmacist Adapted Prescription Information			
Amoxicillin Trihydrate 250mg/5ml (Apo-Amoxi OraSusp)		DispQty	150 ML
TAKE 2 TEASPOONSFUL (10ML) 3 TIMES A DAY FOR 10 DAYS		Total AuthQty	150 ML
		Route	Oral
<hr/>			
Pharmacist Signature	_____	Date	_____
Kroll Pharmacist (945624)			
Printed on: 02/05/2017 13:32			

24. Patient is prompted For the “Copied From” Rx, do you want to:.. Choose Revoke dispensing permission.



25. The F12 Rx screen displays with the adapted Rx information displayed. The Physician is entered as the original prescriber is required.



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.

1. Click **F12-Fill Rx** to continue processing the adapted prescription.
2. The **NL Medication Management** is now automatically entered for billing to NLPDP. Press F12 to complete sending to NLPDP. A Fee For Service Label will print when complete.

The screenshot displays a software window titled "1-(local):NL1010-New Rx for Kroll, Newton Jr". The interface includes a menu bar (File, Edit, Recent, Rx, View, Labels, Profile, Reports, Network, Utilities, NH, Cards, Session, Help, Version 10) and a toolbar with function keys (F3-Patient, F5-Drug, F7-Doctor, F9-Workflow, F10-Pickup, F11-Drop-off, F12-Fill Rx, Alt+X-Start). The main area is divided into several sections:

- Patient Search:** Name: Krollo, Newton Jr, Age: 43, Address: 765a Sainte Anne Street, City: Tickle Cove, Province: NL. Plan: NLPDP.E, Client ID: 998856644.
- Drug Search:** Brand: NL Medication Management, Generic: Medication Management, Pack: 1 Form, Sched 1, NLPDP(Lowest) \$10.90, OnHand 0, No image, DIN: 00999882, Min Qty 0.
- Pharmacist Search:** Name: Mrs. Pharmacist, Kroll, Address: 204 Freshwater Road, City: St. John's, Province: NL, Phone: (709) 555-1234, Lic#: 945624, Alt. Lic#: 945624.
- Prescription Details:** Rx Start Date: 02/05/2017, Latest Fill: 0, Qty: 1, Init: [checked], [Lookup], [Cancel].
- Workflow:** Priority: Default, Wait Time: [F2], Due: in 19 mins, Forward Rx: [F2], Work Order: 579, [F2], Delivery: Pickup.
- Costs:** Init: KP, Auth Qty: 1, 1, Disp Qty: 1, Refills(+), Rem Qty: 1, 1, Days: 1, G.P. %: 100, Prod Sel: 3 - Pharmacist, Acq Cost: \$0.00, O/W: Written, Cost: \$0.00, Labels: 1 [F2], Markup: \$0.00, Fee: \$10.90, Total: \$10.90.
- Plans:** Rx Plans: Plan Pays Extra Info (F2 Edits), NLPDP.E, Not Adjud., Cash, Not Adjud., Deduct: \$0.00.
- Warnings:**
 - The clinical plan was removed for this fee for service
 - To Do: Rx Adaptation
 - This is a Fee for Service Prescription
 - Delivery Label will be printed
 - Drg Pack Tier Id: 1
- Workflow Push Queues:** Rx's In Progress, Adjudication, Packaging, Pickup Completion.

The status bar at the bottom shows "User KP (Kroll Pharmacist)", "DIS 2", "NUM", and the date/time "02/05/2017 13:49:36".

Rx: 1000789 Tue 02-May-2017
 Kroll, Newton Jr
 765a Sainte Anne Street
 Title Cove NL A1A 1C8
 NL P.F.E. 384110-555555544

Rx: 1000789 Tue 02-May-2017
 Kroll, Newton Jr
 765a Sainte Anne Street
 Title Cove NL A1A 1C8
 NL P.F.E. 384110-555555544

Rx: 1000789 Tue 02-May-2017 13:50
 Kroll, Newton Jr
 765a Sainte Anne Street
 Title Cove NL A1A 1C8
 NL P.F.E. 384110-555555544

1 NL Medication Management
 Medication Management
 O/W: Written
 DIN: 00999882 0.00/1 On Hand Days: 1
 Mrs. Pharmacist Kroll Doc # 6.945624
 204 Freshwater Road
 St. John's NL A1A 1A1
 Phone (709) 655-1234

Orig Rx: 1000789 Auth: 1 Rem: 0
 Cost: 0.00 Mkup: 0.00 Fee: 0.90 Total: 10.90
 Pat: 10.90
 T.P.: 0.00 NL P.F.E.: (0.00)

DIO Counsel: In Person Via Phone Agent
 NLP Counsel: Pat Refused Language Delivered Cancel

Send To: Kroll, Newton Jr
 765a Sainte Anne Street
 Title Cove NL A1A 1C8
 Rx: 1000789 F0B1C8
 Co-Pay: 10.90

Send To: Kroll, Newton Jr
 765a Sainte Anne Street
 Title Cove NL A1A 1C8
 Rx: 1000789 F0B1C8
 Co-Pay: 10.90

Allergies
Conditions

1 NL Medication Management DIN: 00999882
 No counseling information available

OFFICIAL PRESCRIPTION RECEIPT

Rx: 1000789 Tue 02-May-2017
 Kroll, Newton Jr (456) 558-8879
 1 NL Medication Management
 Medication Management
 Days: 1
 Mrs. Pharmacist Kroll
 Cost: 0.00
 Fee: 10.90
 Total: 10.90

Patient Pays: 10.90

Pharmacist Signature

Kroll, Newton Jr
 NL Medication Management 02-May-17 1000789
 RX ADAPTATION FEE Rep: 0
 150 Apo-Amoxi Oral Susp 250mg/5ml 02-May-17 1000788
 TAKE 2 TEASPOONS FULL 10 ML 3 TIMES Rep: 0
 ADAY FOR 10 DAYS
 1 Prevacid 30mg 04-Jul-16 1000528
 TAKE 1 CAPSULE ONCE A DAY Rep: 6
 2 Gravel 25mg 30-Jun-16 1000526
 TAKE AS DIRECTED Rep: 1
 100 Bricanyl Turbuhaler 0.5mg/dose 30-Jun-16 1000525-U
 USE AS DIRECTED Rep: 1
 35 @13 Ingredient Mixture Lotiderm Active 30-Jun-16 1000524
 USE AS DIRECTED Rep: 0
 7 Prevacid 30mg 27-Jun-16 1000515
 TAKE 1 CAPSULE ONCE A DAY Rep: 6
 7 Cymbalta 60mg 27-Jun-16 1000514
 TAKE 1 CAPSULE ONCE A DAY Rep: 6
 7 Avallide 50/12.5mg 27-Jun-16 1000513
 TAKE 1 TABLET ONCE DAILY Rep: 7
 80 Apo-Amoxi 250mg 16-Feb-16 1000446
 TAKE 2 CAPSULES 3 TIMES A DAY FOR 10 DAYS Rep: 2

Viewing adaptation details

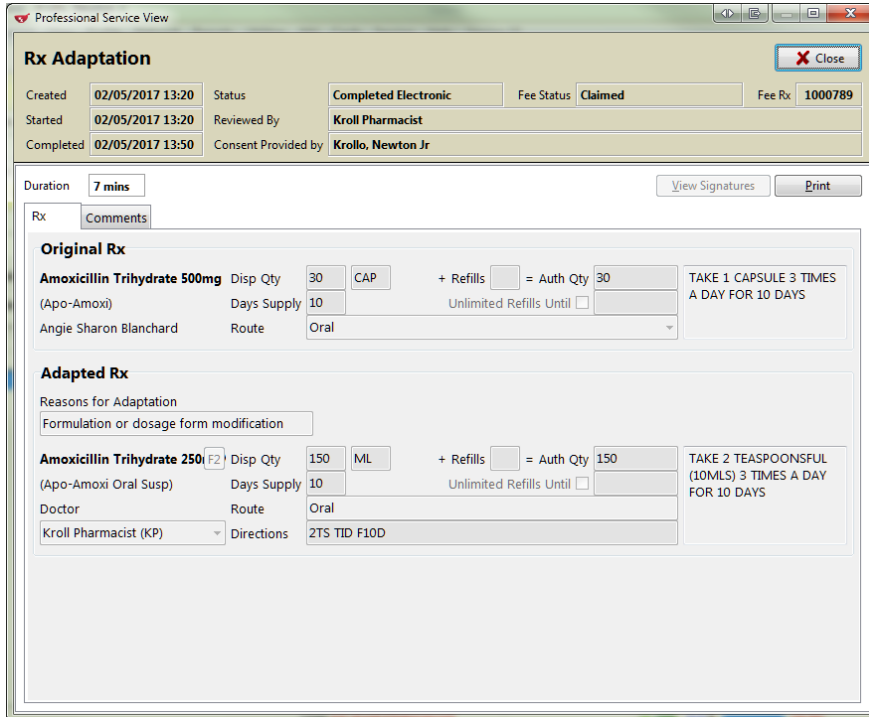
1. To view the details of the Adapted Prescription, display the Patient card.
 - a. From the **View** menu or ribbon bar, select **All Rxs** to display the profile.

#	Status	Orig Rx	RxNum	Date	Ago	Qty	Auth	Rem	BrandName	Doctor	Sig
1	Fee for Service	1000789	1000789	02/05/2017	0	1	1.0		NL Medication Management	Pharmacist, Kroll	Rx Ac
2		1000788	1000788	02/05/2017	0	150	150 0		Apo-Amoxi Oral Susp 250mg/5ml	Blanchard, Angie Sharon	2TS 1
3	Unfilled (Inact) (Adapted)	1000787	1000787	02/05/2017	0	30	30 30		Apo-Amoxi 500mg	Blanchard, Angie Sharon	1C TI
4		1000528	1000529	04/07/2016	302	1	7 6		Prevacid 30mg	Blanchard, Angie Sharon	TAKE
5	Not Disp. (Admin Stop date)	1000526	1000526	30/06/2016	306	2	2 2		Gravol 25mg	Blanchard, Angie Sharon	T UD
6	Unfilled	1000525	1000525	30/06/2016	306	100	100 100		Bricanyl Turbuhaler 0.5mg/dose	Blanchard, Angie Sharon	U UD
7		1000524	1000524	30/06/2016	306	30	30 0		@13 Ingredient Mixture Lotiderm Act	Blanchard, Angie Sharon	U UD
8	Inact (Transferred Out)	1000516	1000516	27/06/2016	309	7	240 233		Avallide 150/12.5mg	Blanchard, Angie Sharon	*1
9		1000515	1000515	27/06/2016	309	7	49 42		Prevacid 30mg	Blanchard, Angie Sharon	*1C
10		1000514	1000514	27/06/2016	309	7	49 42		Cymbalta 60mg	Blanchard, Angie Sharon	*1C
11		1000513	1000513	27/06/2016	309	7	56 49		Avallide 150/12.5mg	Blanchard, Angie Sharon	*1
12	Expired	1000445	1000446	16/02/2016	441	60	210 120		Apo-Amoxi 250mg	Blanchard, Angie Sharon	2C TI

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**.

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



Professional Service View

Rx Adaptation [Close]

Created: 02/05/2017 13:20 Status: Completed Electronic Fee Status: Claimed Fee Rx: 1000789
 Started: 02/05/2017 13:20 Reviewed By: Kroll Pharmacist
 Completed: 02/05/2017 13:50 Consent Provided by: Krollo, Newton Jr

Duration: 7 mins [View Signatures] [Print]

Rx [Comments]

Original Rx

Amoxicillin Trihydrate 500mg Disp Qty: 30 CAP + Refills: [] = Auth Qty: 30 TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS
 (Apo-Amoxi) Days Supply: 10 Unlimited Refills Until: []
 Angie Sharon Blanchard Route: Oral

Adapted Rx

Reasons for Adaptation: Formulation or dosage form modification

Amoxicillin Trihydrate 250 [F2] Disp Qty: 150 ML + Refills: [] = Auth Qty: 150 TAKE 2 TEASPOONSFUL (10MLS) 3 TIMES A DAY FOR 10 DAYS
 (Apo-Amoxi Oral Susp) Days Supply: 10 Unlimited Refills Until: []
 Doctor: Kroll Pharmacist (KP) Route: Oral
 Directions: 2TS TID F10D

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

The screenshot shows a software window titled 'Profile - All Rxs (7)'. At the top, there are navigation buttons: F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, F12 - New Rx, and Alt+X - Start. Below these are fields for Last Name (Krollg), First Name (Gerald), and Salutation. A table lists 7 prescriptions with columns for #, Status, Orig Rx, RxNum, Date, Ago, Qty, Auth, Rem, BrandName, Doctor, and Sig. Prescription #4 is highlighted in blue. A context menu is open over this prescription, listing various actions. The option 'Adapt Rx by Pharmacist' is highlighted with a red box. Other options include Fill, Modify, Cancel, Reprint, Detail, Inactivate Rx, View Workflow Details, Counsel, Add to Doctor Callbacks, Add to Manual NH Batch, Add To Rx To Do List, AutoFill, Create Delivery Order, Change Next Fill Parameters, Copy to New Num and Make Unfilled, Display Therapeutic Equivalents (Ctrl+F5), Extend Rx by Pharmacist, Fax Doctor(s), Toggle Batch Fill Status (Hold), Transfer Rx to Another Store, Reactivate Rx, and Suspend. On the right side, there are panels for 'Profile' (All Rxs, Active Rxs, etc.) and 'View' (Alternate Addresses, Batches, etc.). At the bottom, it shows 'User KP (Kroll Pharm...' and a timestamp '02/05/2017 13:55:19'.

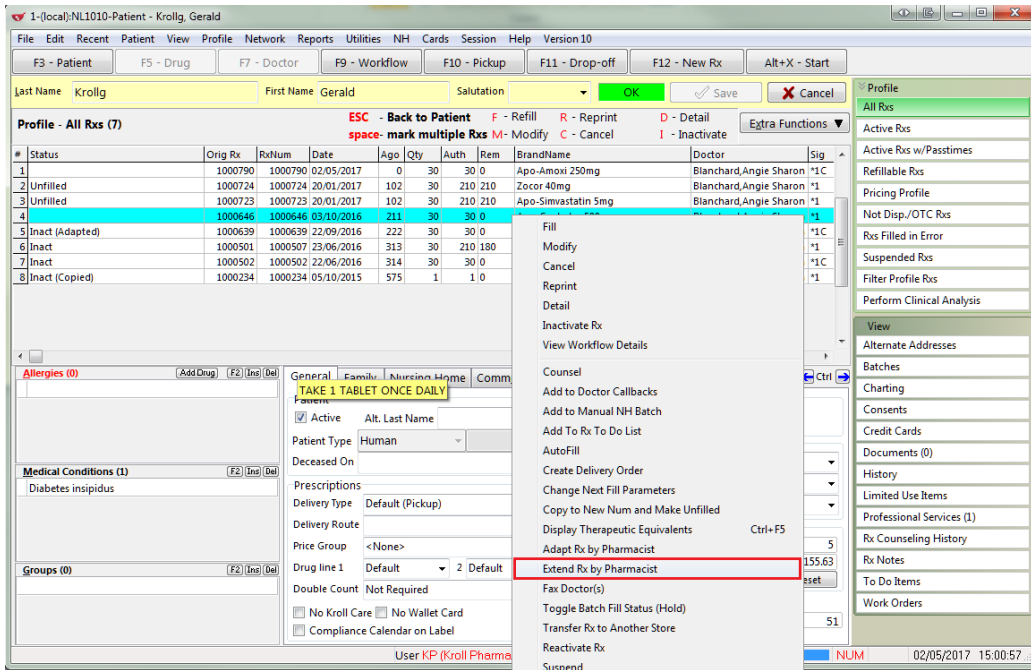
3. Select 'Adapt Rx by Pharmacist'.
4. The Rx Adaptation form immediately appears with the original prescription information already shown. Continue the adaptation process from that step on, shown in the previous section.

Rx Extension

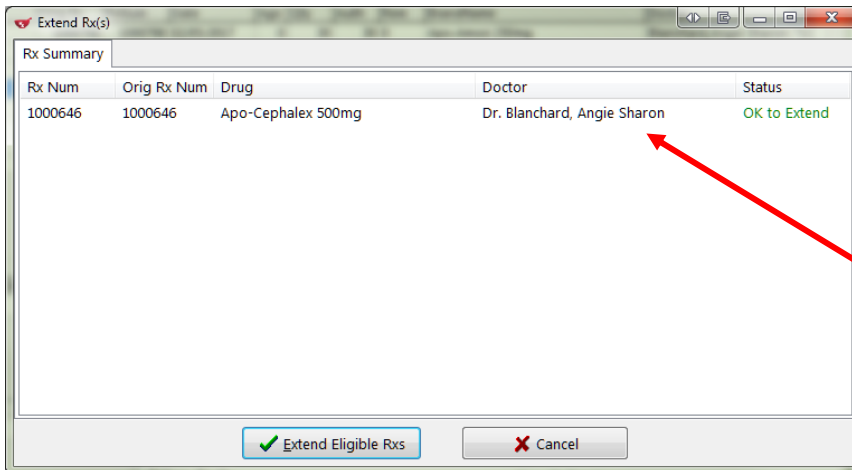
Rx Extension from the Local Patient profile

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.



Rxs that have no restrictions will have their Status highlighted in Green.

Rxs previously prescribed by a Pharmacist will have their status highlighted in Orange

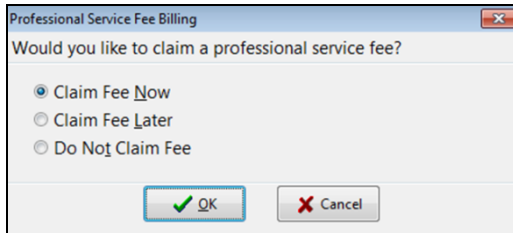
Rxs that have restrictions and cannot be extended will have their status highlighted in Red.

3. Click **Extend Eligible Rx(s)**. The Rx Extension screen displays. Click the down arrow adjacent to the 'Rationale' field. Select the most appropriate reason for extending the Rx. Key enter any other data elements that required changing.

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

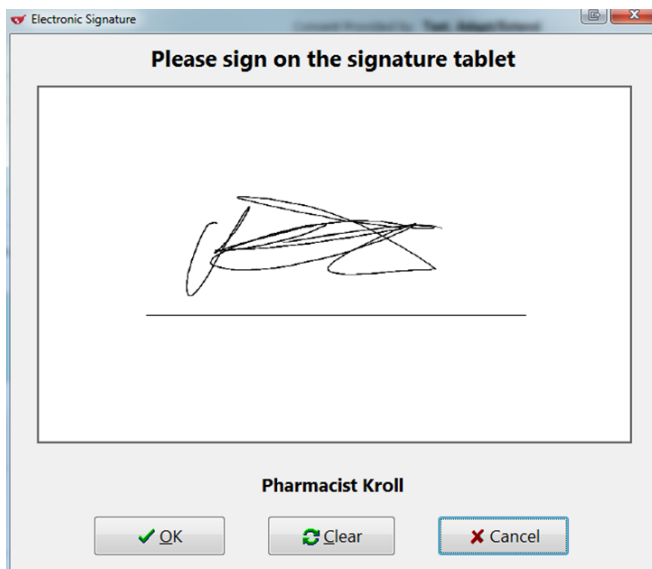
5. Click **Finalize Extension**.

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



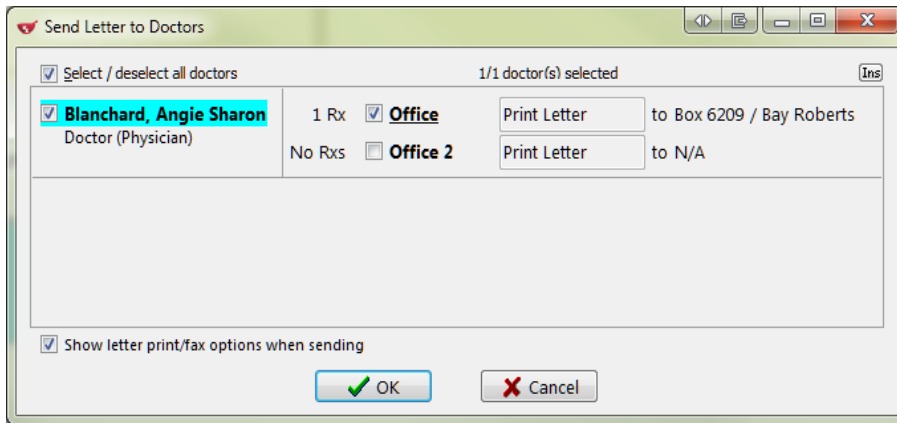
- **Claim Fee Now:** After the Rx extension is completed, the system will return you to the F12 screen and automatically complete the necessary fields for the professional service.
- **Claim Fee Later:** Will place the fee for service Rx into the ToDo queue so that you can complete it later.
- **Do Not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



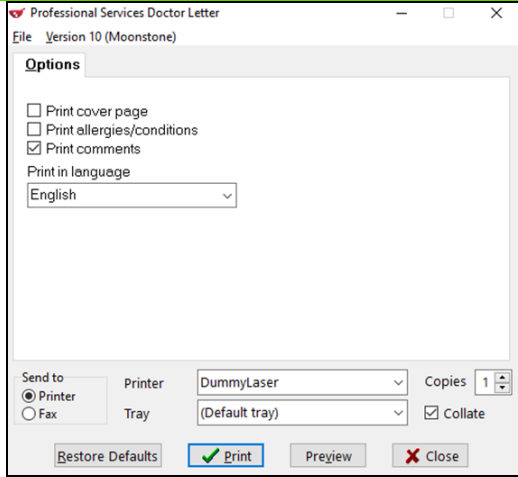
If you wish to send the Notification form to more physicians, click on **Ins** which will launch a prescriber search.

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.

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

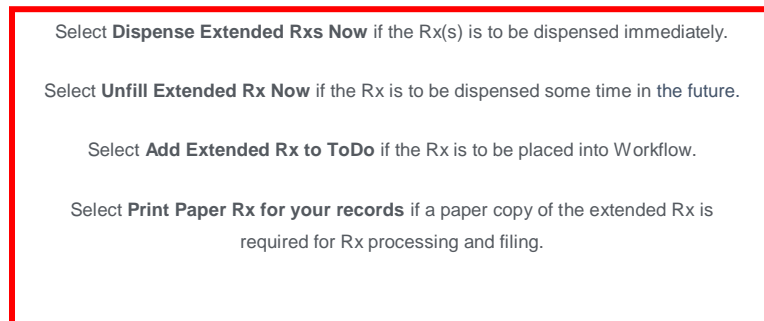
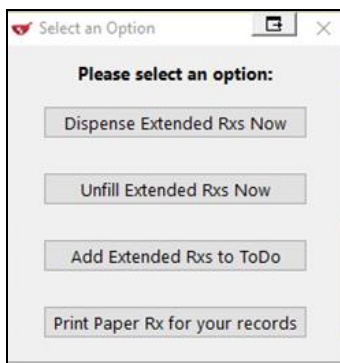
NOTE: Leaving this option disabled will use the options previously selected and will skip this form, automatically printing or faxing the report.



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

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.

12. Once the report prints, click **Close**. The pharmacist is then presented with a number of options:



13. Click Dispense Extended Rxs Now.
14. The Prescription Extension report prints.

Prescription Extension


Extended By	Mrs. Pharmacist, Kroll (Reg #: 945624) 204 Freshwater Road St. John's NL A1A 1A1 Tel: (709) 555-1234 Fax: N/A	Date	02-May-2017
Patient	Kroll, Gerald Apartment # 207, 756 Sainte Anne Street North West River NL E0A 1B8 (456) 558-8871	Date of Birth	08-Sep-1972
		Gender	Male
		Health Care Number	

Cephalexin 500mg (Apo-Cephalex) TAKE 1 TABLET ONCE DAILY	Disp Qty	7 TAB
	Total Auth Qty	7 TAB

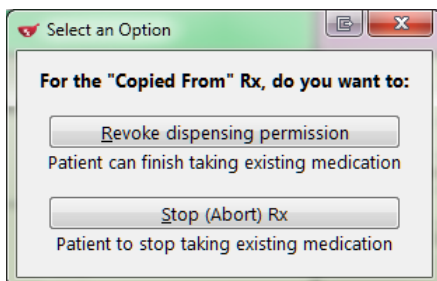
THERE IS 1 ITEM ON THIS PAGE

Pharmacist Signature _____ Date _____

Kroll Pharmacist (945624)

Printed on: 02/05/2017 15:09 

15. User is prompted For the "Copied From" Rx, do you want to:



16. Choose Revoke dispensing permission.

17. The F12 Rx screen displays with the extended Rx information displayed.

File Edit Recent Rx View Labels Prgfile Reports Network Utilities NH Cards Session Help Version 10

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

New Rx Pending Adj (Extension) Rx Start Date 02/05/2017 Latest Fill-Copy 03/10/2016 Qty:30 \$24.55 Init:KP [Lookup] [Cancel]

Priority Default Wait Time [F2] Due 1m 11s ago Forward Rx [F2] Work Order 581 [F2] Delivery Pickup

Patient Search: Name Kroll, Gerald Age: 44 Address Apartment # 207,756 Sainte Anne Street North West River Prov NL Phone Home (456) 558-8871 Plan NL.DIS Client ID sdf

Drug Search: Brand Apo-Cephalexin 500mg Generic Cephalixin APX (Apo) Pack 100 Form TAB Sched 1 NLPDP(Lowest) \$45.00 OnHand 970 No image DIN 00768715 Min Qty 0

Dgc Search: Name Dr. Blanchard, Angie Sharon Address Box 6209 City Bay Roberts Prov NL Phone Lic# Alt. Lic# 590398

Hi there

Init KP Auth Qty 7 1 Disp Qty 7 Refills(+) Rem Qty 7 1 Days 7 G.P. % 77.82 Prod Sel None Acq Cost \$3.15 O/W Written Cost \$3.15 Labels 1 [F2] Markup \$0.00 Fee \$11.05 Total \$14.20

Sig *1 TAKE 1 TABLET ONCE DAILY

Route of Admin Oral Dosage Form Tablet

Unit Dose (Ctrl-U): Disabled

Warnings: Rx was refilled 181 days late To Do: Rx Extension Delivery Label will be printed Drg Pack Tier Id: 1

Plans Pricing Dates Comments Indications Images Other: Rx Plans NLDIS Plan Pays Not Adj. DUE Only Extra Info (F2 Edits) Cash 14.20 Deduct: \$14.20

Next Disp Qty 0 Min Interval [Enable Auto-Refill] [Rx Comments (0)]

User KP (Kroll Pharmacist) DIS 2 NUM 02/05/2017 15:11:21

18. Click **F12-Fill Rx** to continue adjudication on the extended prescription

19. If claiming a fee the **NL Medication Management** will automatically entered into the Rx filling screen to be adjudicated to NLPDP.

File Edit Recent Rx View Labels Prgfile Reports Network Utilities NH Cards Session Help Version 10

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

New Rx Pending Adj Rx Start Date 02/05/2017 Latest Fill Qty: Init [Lookup] [Cancel]

Priority Default Wait Time [F2] Due in 19 mins Forward Rx [F2] Work Order 581 [F2] Delivery Pickup

Patient Search: Name Kroll, Gerald Age: 44 Address Apartment # 207,756 Sainte Anne Street North West River Prov NL Phone Home (456) 558-8871 Plan NLPDP.E Client ID 88556644 sdf

Drug Search: Brand NL Medication Management Generic Medication Management Pack 1 Form TAB Sched 1 NLPDP(Lowest) \$10.90 OnHand 0 No image DIN 00999882 Min Qty 0

Dgc Search: Name Mrs. Pharmacist, Kroll Address 204 Freshwater Road City St.John's Prov NL Phone (709) 555-1234 Lic# 945624 Alt. Lic# 945624

Sig Rx Extension Fee RX EXTENSION FEE

Route of Admin Dosage Form

Unit Dose (Ctrl-U): Disabled

Warnings: The clinical plan was removed for this fee for service To Do: Rx Extension This is a Fee for Service Prescription Delivery Label will be printed Drg Pack Tier Id: 1

Plans Pricing Dates Comments Indications Images Other: Rx Plans NLPDP.E Plan Pays Not Adj. Extra Info (F2 Edits) Cash Not Adj. Deduct: \$0.00

Next Disp Qty Min Interval [Enable Auto-Refill] [Rx Comments (0)]

User KP (Kroll Pharmacist) DIS 2 NUM 02/05/2017 15:13:41

20. Click **F12-Fill Rx** to adjudicate the Fee.

21. Prescription label prints Fee for Service.

The screenshot displays two versions of a prescription label print. The top version shows a 'RX EXTENSION FEE' for a patient named Gerald Kroll, dated May 2, 2017. The bottom version is an 'OFFICIAL PRESCRIPTION RECEIPT' for the same patient, listing various medications and their costs. A 'Patient Pays: 10.50' is indicated.

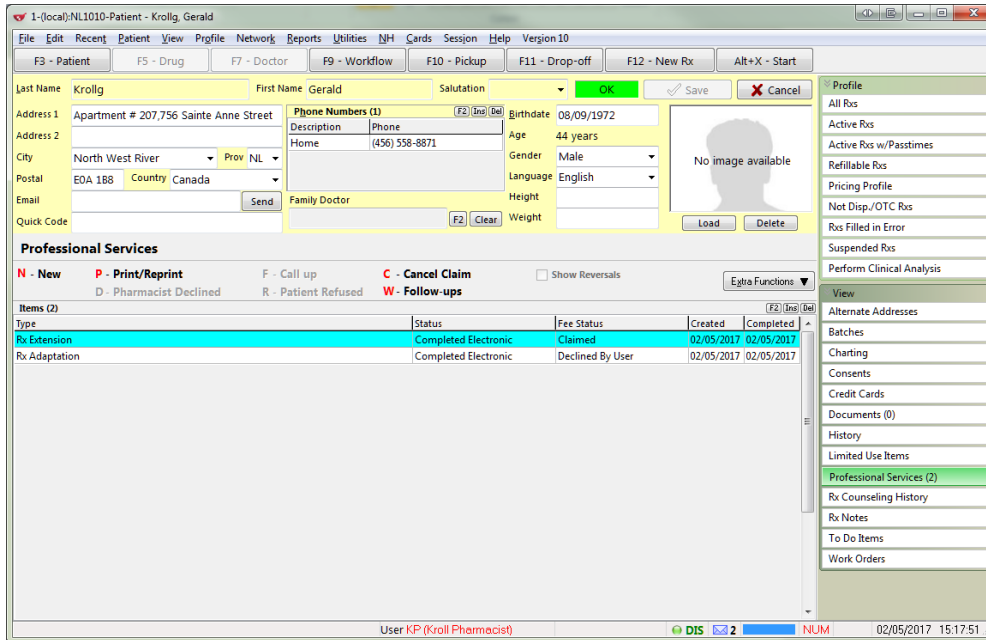
Viewing the Extension Details

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

The screenshot shows the software interface with the 'Profile - All Rx's (10)' window open. The window displays a list of prescriptions with columns for #, Status, Orig Rx, RxCnum, Date, Ago, Qty, Auth, Rem, BrandName, Doctor, and Sig. The list includes various medications like Apo-Cephalax 500mg, Zecor 40mg, and Apo-Simvastatin 5mg. The status of the prescriptions varies, including 'Inact (Copied)', 'Inact (Adapted)', and 'Inact'.

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**.



The screenshot shows a patient profile for Gerald Kroll. The 'Professional Services' section is active, displaying a table of items:

Type	Status	Fee Status	Created	Completed
Rx Extension	Completed Electronic	Claimed	02/05/2017	02/05/2017
Rx Adaptation	Completed Electronic	Declined By User	02/05/2017	02/05/2017

The 'Rx Extension' record is highlighted in blue. The interface includes a menu bar at the top with options like 'File', 'Edit', 'Recent', 'Patient', 'View', 'Profile', 'Network', 'Reports', 'Utilities', 'NH', 'Cards', 'Session', and 'Help'. A ribbon bar below the menu bar contains buttons for 'F3 - Patient', 'F5 - Drug', 'F7 - Doctor', 'F9 - Workflow', 'F10 - Pickup', 'F11 - Drop-off', 'F12 - New Rx', and 'Alt+X - Start'. The 'View' menu is open, showing a list of options including 'Professional Services (2)', which is highlighted in green. The status bar at the bottom indicates 'User KP (Kroll Pharmacist)', 'DIS', 'NUM', and the date/time '02/05/2017 15:17:51'.

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