Rx Adaptation and Rx Extension

Prince Edward Island

Contents

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.

## 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, select **F12-New Rx**. The Rx screen displays.
3. Enter all of the fields on the F12 – Rx screen using the Original Rx from the prescriber for the initial data entry.
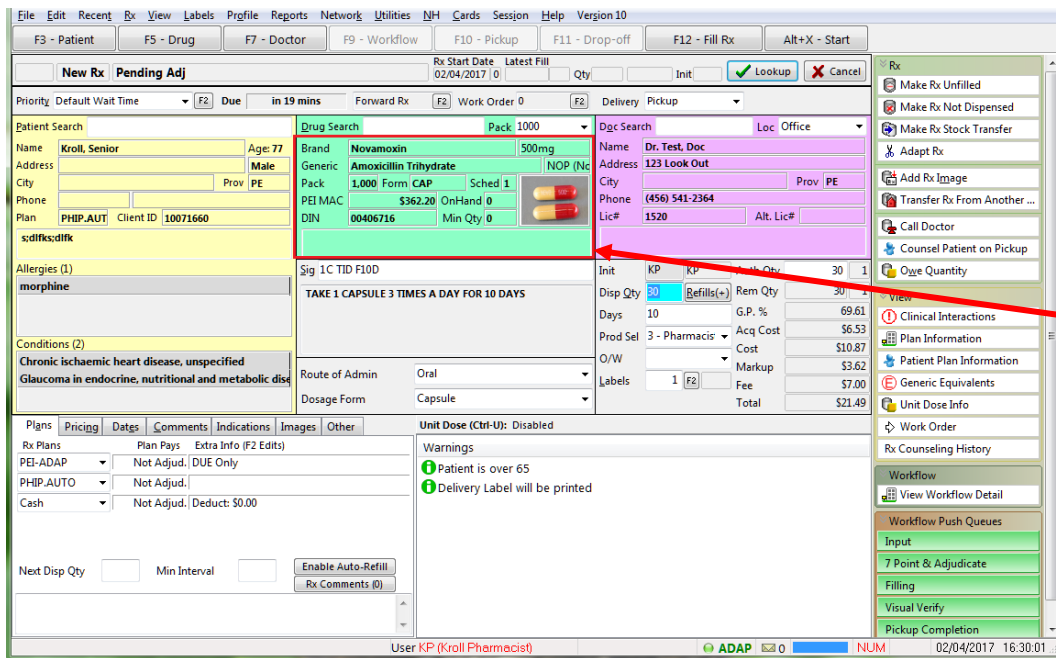
The family doctor prescribed Amoxicillin 500mg capsules to a patient who is positive for Strep Throat.

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,

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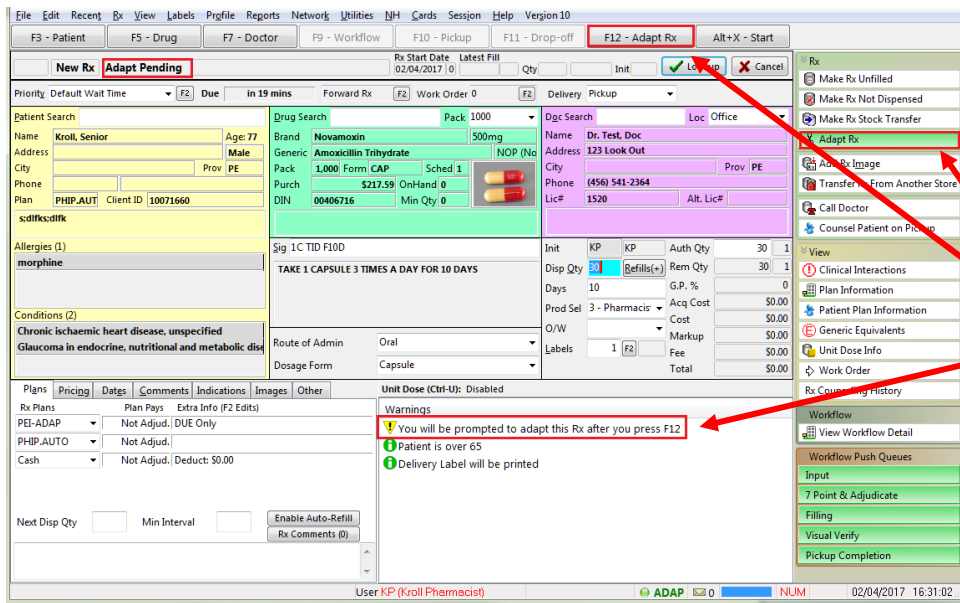
The data entered remains, however the pharmacist is presented with an activated **Adapt Rx** button, the function key **F12** is now labelled **F12-Adapt Rx** and a warning message displays indicating that the pharmacist will be prompted to 'Adapt the Rx'.

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.

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

6. Click the down arrow on the '**Reasons for Adaptation'** field. Select the appropriate option.
7. If necessary, click **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 reaming fields Enter the new **Disp Qty, Days Supply**, **Refills**, **Route** and **Directions** that are reflective of the drug and/or the adaptation being performed.
9. If you are not the pharmacist performing the adaptation, click the down arrow on the **Doctor** field and select the pharmacist who is adapting the Rx.

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

12. Click **Finalize Adaptation**.
13. 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.

14. 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.
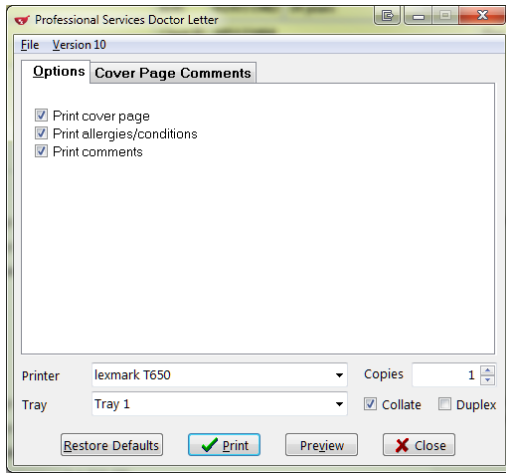
15. Make the appropriate selections and click on **Print** or **Fax,** if available.

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

16. The notification form is either generated or faxed via Kroll Fax.

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.

17. Click **Close**.

18. 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.

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

Adapted Prescription

Patient	**Kroll, Senior**	Date of Birth	14-Dec-1939
		Gender	Male
	PE	Health Care Number	10071660

Original Prescriber	Dr. Test, Doc (Reg #: 1520)	Original Rx Written Date	**04-May-2017**
	123 Look Out		
	PE		
	A1A 1A1		
	Tel: (456) 541-2364		
	Fax: N/A		

Adapted By	Mrs. Kroll, Pharmacist (Reg #: 1535)	Date Rx Adapted	**04-May-2017**
	123 Main Street		
	Charlottetown PE		
	A1A 1A1		
	Tel: (555) 555-1234		
	Fax: N/A		

Allergies
morphine

Conditions
Chronic ischaemic heart disease, unspecified; Glaucoma in endocrine, nutritional and metabolic diseases

Original Prescription Information
Amoxicillin Trihydrate 500mg (Novamoxin)
Dr. Doc Test (Reg #: 1520) / 123 Look Out
TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS

DispQty	30 CAP
Total AuthQty	30 CAP
Route	Oral

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

DispQty	300 ML
Total AuthQty	300 ML
Route	Oral

Pharmacist Signature _____   Date _____
Pharmacist Kroll (1535)

Printed on: 04/05/2017 12:49

20. The F12 Rx screen displays with the adapted Rx information displayed.
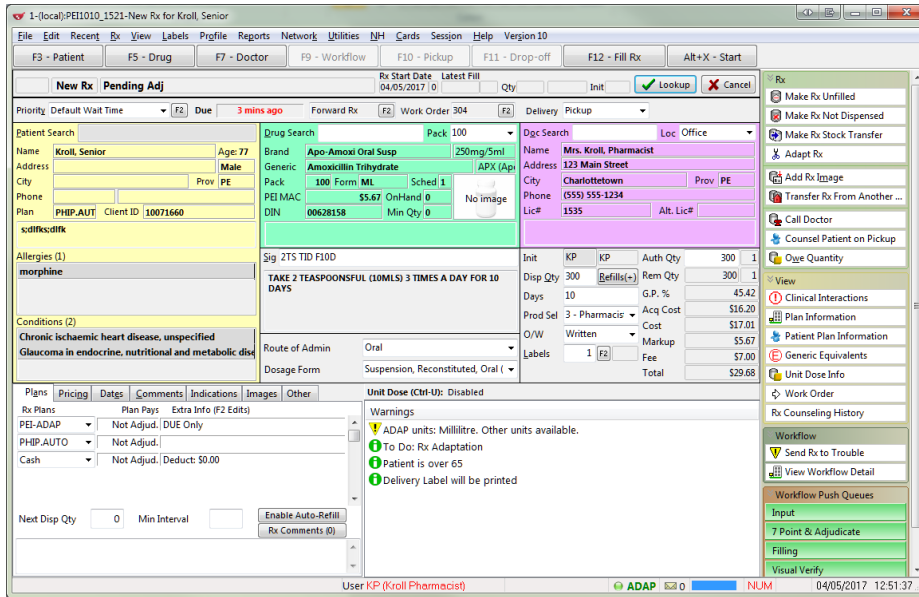

NOTE: If you do not have electronic signature capture enabled, an adapted prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the adapted Rx is automatically attached to the Rx and viewable by clicking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

21. Click **F12-Fill Rx** to continue processing the adapted prescription. Adjudication is successful.

Viewing adaptation details

1. To view the details of the Adapted Prescription, display the Patient Card.
   a. From the View menu or ribbon bar, select **All Rxs** to display the profile.
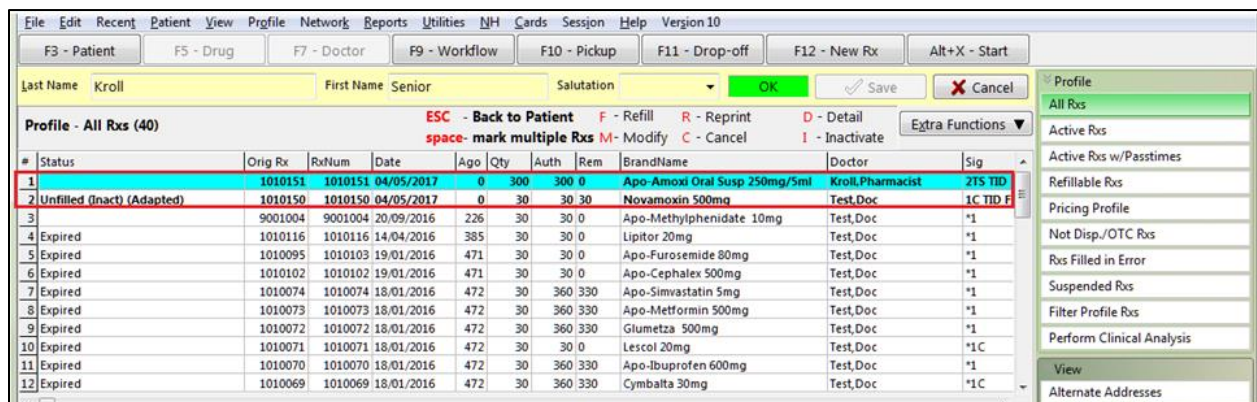
There will always be two Rx records in an Rx Adaptation scenario: The original from the prescriber with a Status=Unfilled (Inact) (Adapted) and the Adapted Rx that was dispensed to the patient. Optionally, a fee for service transaction may also appear.

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

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

Adaptation from the local Patient Profile

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

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**.
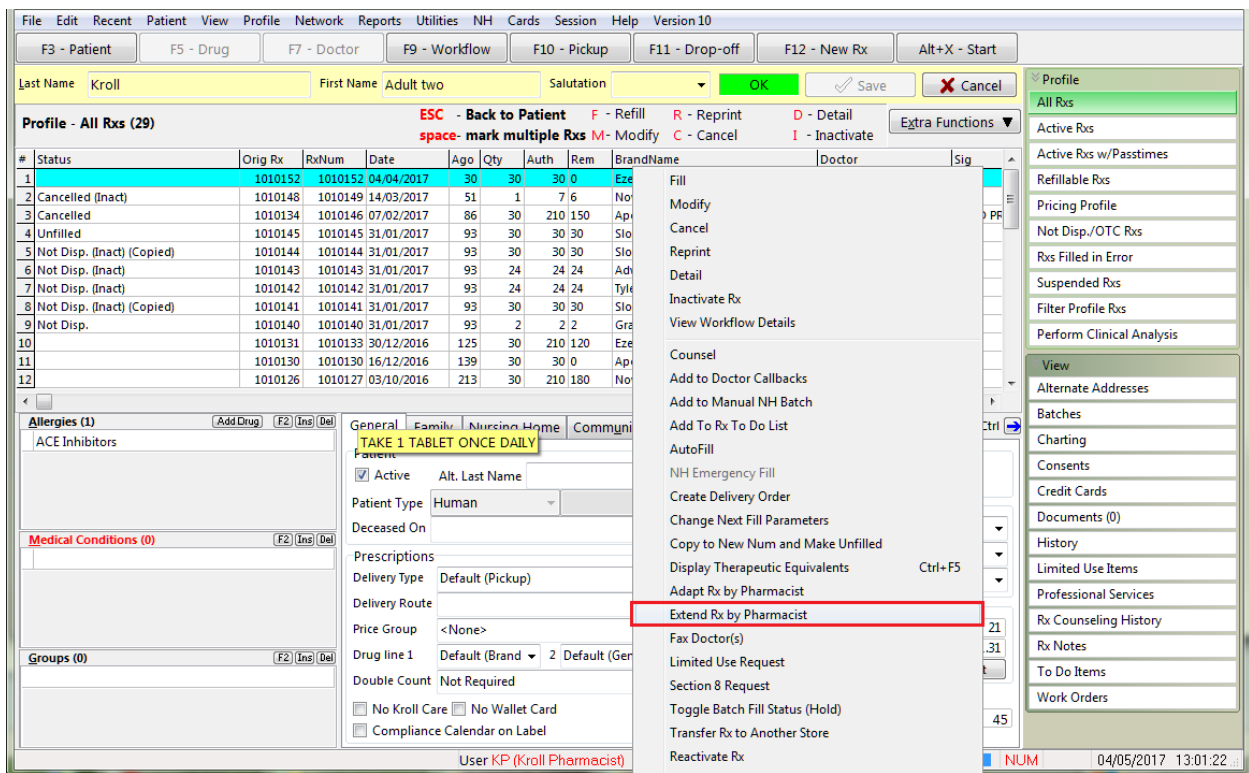
3. The **Extend Rx(s)** form displays. Click **Extend Eligible Rxs**.
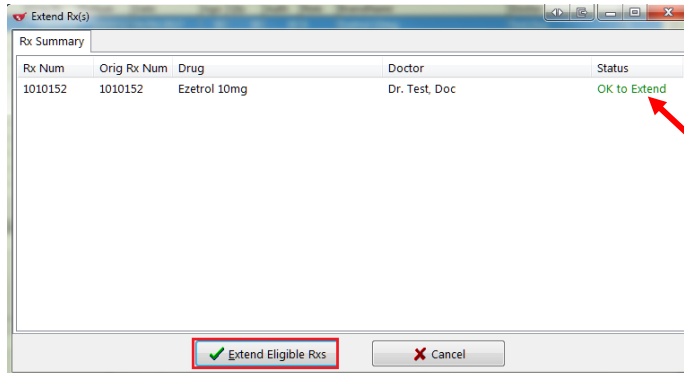
Rx's that have no restrictions will have their Status highlighted in Green.

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.

4. The Rx Extension screen displays. Click the down arrow adjacent to the '**Rationale**' field. Select the most appropriate reason for extending the Rx. 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. 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.

8. The Send Letter to Doctors form displays. Make a selection OR click **Ins** to add more. Click **Ok**.
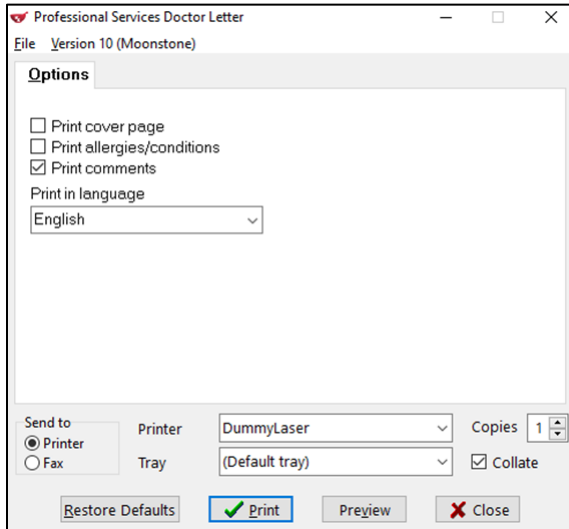
NOTE: The contents of this list are dependent upon the prescriber(s) notes on the original prescription(s).
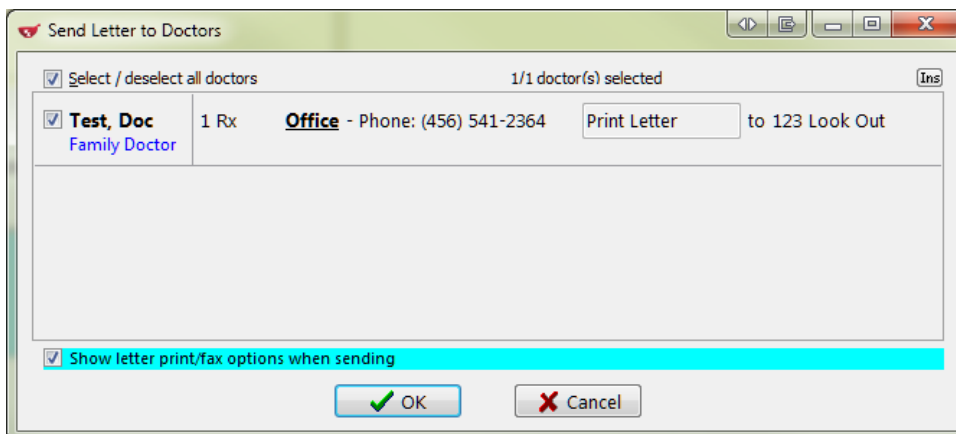
NOTE: To enable the Fax Letter option, there must be a fax number associated to the doctor in that specific location. Otherwise, only the **'Print Letter'** option is available and will appear read-only in the **Send Letter to Doctors** form.

9. 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.

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

Pharmacist Prescription Extension Notification

To   Dr. Test, Doc
        123 Look Out
        PE
        A1A 1A1
        Tel: (456) 541-2364
	From Kroll Pharmacy
	           123 Main Street
	           Charlottetown PE
	           A1A 1A1
	           Tel: (555) 555-1234
	           Fax: N/A

Date 04-May-2017	Pharmacist Kroll, Pharmacist (1535)
Patient Kroll, Adult two PE	Date of Birth 14-Dec-1969 Gender Female Health Card # 10071652

Allergies   **Conditions**
ACE Inhibitors   AskPatient

CONFIDENTIAL

Dear Dr. Doc Test

I met with Adult two Kroll on 04-May-2017 and extended the following medications.

RATIONALE
Extending refill(s) during physician absence

Original Prescription Information

Ezetimibe 10mg (Ezetrol)	Disp Qty	**30 TAB**
Dr. Test, Doc	Total Auth Qty	**30 TAB**
TAKE 1 TABLET ONCE DAILY	First Fill	**04-Apr-2017**
	Last Fill	**04-Apr-2017**

Pharmacist Extended Prescription Information

Ezetimibe 10mg (Ezetrol)	Disp Qty	**30 TAB**
TAKE 1 TABLET ONCE DAILY	Total Auth Qty	**30 TAB**

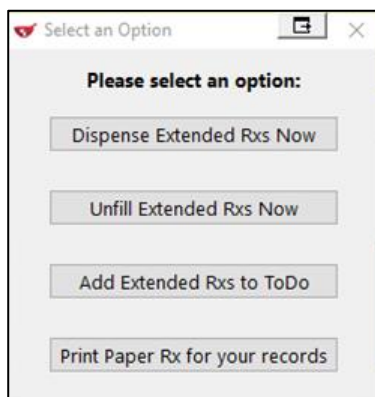**FOLLOW-UP PLAN AND RESULTS**
Will contact patient in 3 days

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

Pharmacist Kroll (1535)
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 THEREOF YOU ARE ADVISED THAT
ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS FACSIMILE IS **STRICTLY PROHIBITED**

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11. Once the report prints, click **Close**. The pharmacist is 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.

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

Prescription Extension

ExtendedBy Mrs. Kroll, Pharmacist (Reg #: 1535)   Date   **04-May-2017**
123 Main Street
CharlottetownPE
A1A 1A1
Tel: (555) 555-1234
Fax: N/A

Patient   **Kroll, Adult two**   Date of Birth   14-Dec-1969
                                                     Gender   Female
             PE   Health Care Number   10071652

Ezetimibe 10mg   Disp Qty   **30** TAB
(Ezetrol)   Total Auth Qty   **30** TAB
TAKE 1 TABLET ONCE DAILY

THERE IS 1 ITEM ON THIS PAGE

Pharmacist Signature _____   Date _____
                     Pharmacist Kroll (1535)

Printed on: 04/05/2017 13:08

14. 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 adjudication on the extended prescription. Adjudication is successful.

Viewing the Extension Details

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

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

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

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