

Rx Adaptation and Rx Extension

Prince Edward Island



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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.

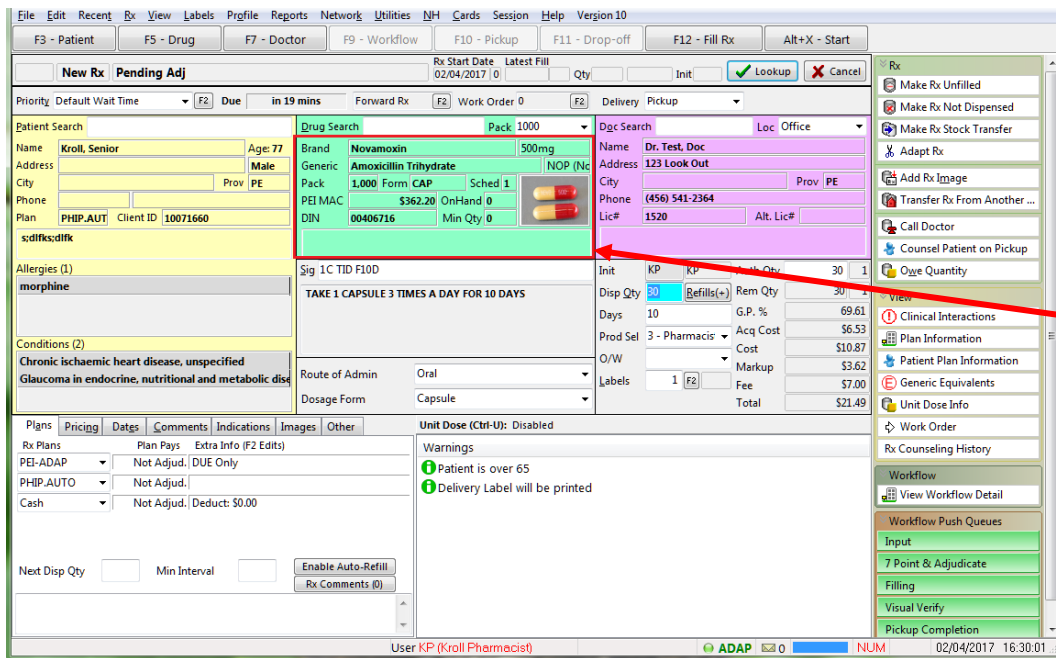
This document shows the processes for a system that is not integrated to a provincial DIS. If your system is integrated, you may want to refer to the adaptation/extension documentation that is specific to your provincial DIS.

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.

Rx Adaptation of Paper Rx from the Rx filling screen

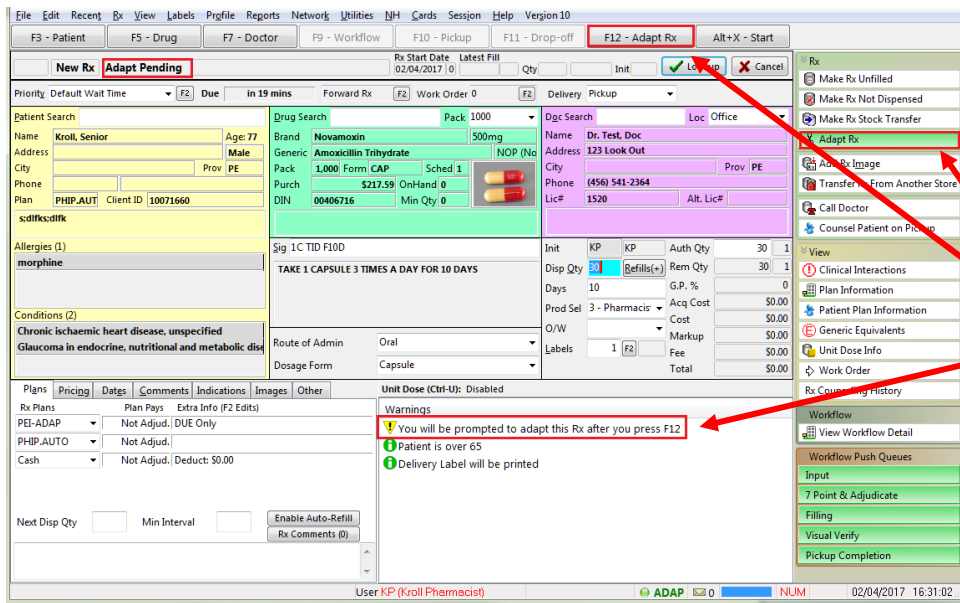
1. Use the following steps when a patient presents with a new prescription that needs to be adapted. That is, the Rx does not already exist on your system.
2. From the Start Screen, select **F12-New Rx**. The Rx screen displays.
3. Enter all of the fields on the F12 – Rx screen using the Original Rx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

- 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 to 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**. The Rx Adaptation screen displays.

The screenshot shows the 'Rx Adaptation' window for patient 'Kroll, Senior'. The 'Original Rx' section is active, displaying details for Amoxicillin Trihydrate 500mg (Novamoxin). The 'Adapted Rx' section is currently empty, with the 'Reasons for Adaptation' field set to '<Not Answered>'. The 'Doctor' field is set to 'Kroll, Senior'. The 'Directions' field is set to '1C TID F10D'. The 'F2' button is visible next to the drug name in both sections.

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 remaining 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.

The screenshot shows the 'Rx Adaptation' window for patient 'Kroll, Senior'. The 'Adapted Rx' section is now active, displaying details for Amoxicillin Trihydrate 250mg/5ml (Apo-Amoxi Oral Susp). The 'Reasons for Adaptation' field is set to 'Formulation or dosage form modification'. The 'Disp Qty' is 300, 'Days Supply' is 10, and 'Route' is Oral. The 'Directions' field is set to '2TS TID F10D'. The 'Doctor' field is set to 'Kroll Pharmacist (KP)'. The 'F2' button is visible next to the drug name.

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.

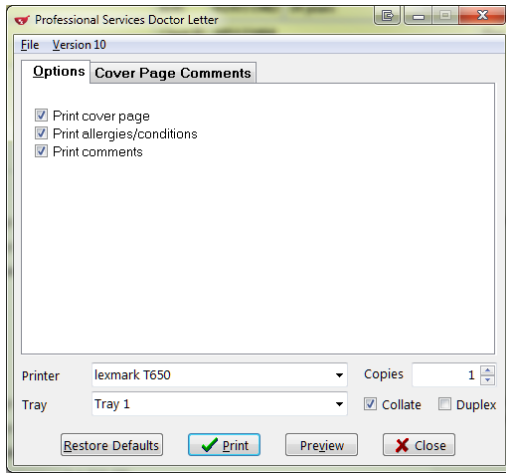
NOTE: The contents of this list are dependent upon the prescribers noted on prescriptions in the patient's profile. Pharmacist selects the Prescriber(s) and their respective locations.

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.

Pharmacist Prescription Adaptation 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 Kroll, Pharmacist (1535)
Date: 04-May-2017	Pharmacist: Kroll, Pharmacist (1535)
Patient: Kroll, Senior PE	Date of Birth: 14-Dec-1939 Gender: Male Health Card #: 10071660

CONFIDENTIAL

Dear Dr. Doc Test

I adapted the following medications prescribed for Senior Kroll on 04-May-2017.

REASON
 Formulation or dosage form modification

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 Total AuthQty Route	30 CAP 30 CAP Oral
Pharmacist Adapted Prescription Information Amoxicillin Trihydrate 250mg/5ml (Apo-AmoxiOralSusp) TAKE 2 TEASPOONSFUL (10ML) 3 TIMES A DAY FOR 10 DAYS	DispQty Total AuthQty Route	300 ML 300 ML 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,

Pharmacist Kroll(1535)
 Pharmacist

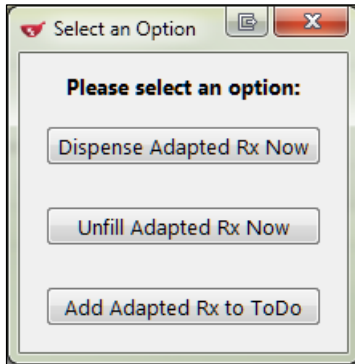
FOR YOUR RECORDS. NO RESPONSE REQUIRED.
 THIS ELECTRONIC MESSAGE IS INTENDED TO BE RECEIVED BY THE ADDRESSEE ONLY.
 IF YOU ARE NOT THE ADDRESSEE, YOU SHOULD NOT DISSEMINATE, COPY, REPRODUCE, OR
 ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS MESSAGE IS **STRICTLY PROHIBITED**

Printed on: 04/05/2017 12:47 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.

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

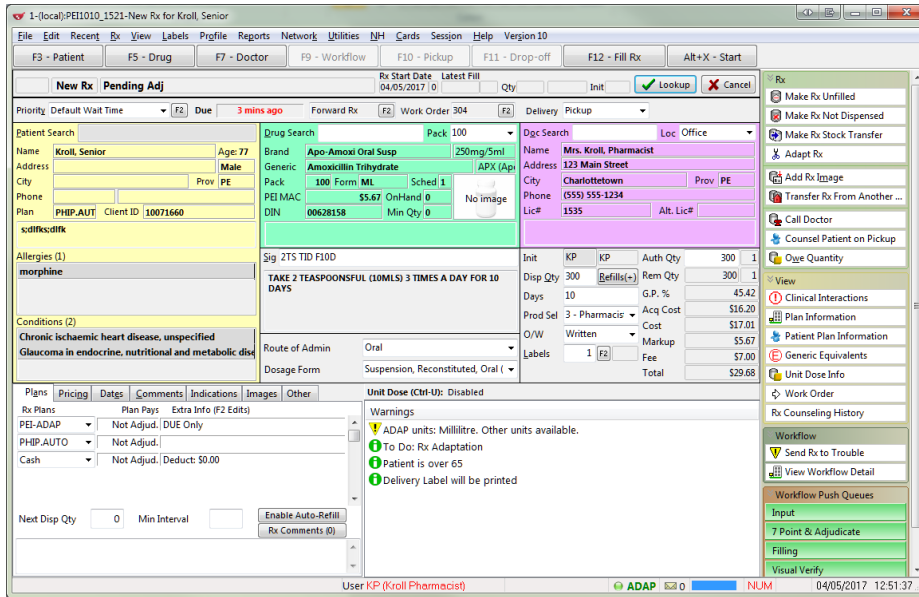
Select **Unfill Adapted Rx Now** if the Rx is to be dispensed some time in the future.

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 PE	Date of Birth	14-Dec-1939
		Gender	Male
		Health Care Number	10071660
Original Prescriber	Dr. Test, Doc (Reg #: 1520) 123 Look Out PE A1A 1A1 Tel: (456) 541-2364 Fax: N/A	Original Rx Written Date	04-May-2017
Adapted By	Mrs. Kroll, Pharmacist (Reg #: 1535) 123 Main Street Charlottetown PE A1A 1A1 Tel: (555) 555-1234 Fax: N/A	Date Rx Adapted	04-May-2017
Allergies	Conditions		
morphine	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-AmoxOraSusp) 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.

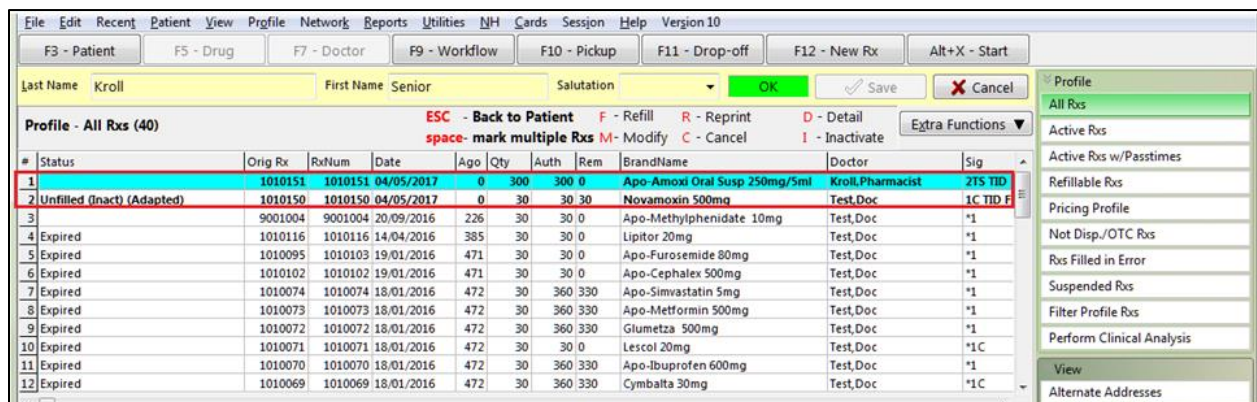


NOTE: If you do not have electronic signature capture enabled, an adapted prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the adapted Rx is automatically attached to the Rx and viewable by clicking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

The screenshot shows a patient profile window with the following details:

- Professional Services:** A table with one entry:

Type	Status
Rx Adaptation	Completed
- Profile Information:**
 - Last Name: Kroll, First Name: Senior, Salutation: OK
 - Birthdate: 14/12/1939, Age: 77 years
 - Gender: Male, Language: English
 - Country: Canada, Province: PEI
- Navigation:** Buttons for 'New', 'Print/Reprint', 'Call up', 'Cancel Claim', 'Follow-ups', etc.

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

The 'Professional Service View' window displays the following details for the 'Rx Adaptation' service:

- Metadata:**
 - Created: 04/05/2017 12:37, Status: Completed Electronic, Fee Status: No Fee Applicable, Fee Rx: N/A
 - Started: 04/05/2017 12:37, Reviewed By: Kroll Pharmacist
 - Completed: 04/05/2017 12:45, Consent Provided by: Kroll, Senior
- Duration:** 7 mins
- Original Rx:**
 - Drug: Amoxicillin Trihydrate 500mg (Novamoxin)
 - Disp Qty: 30, Days Supply: 10, Route: Oral
 - Directions: TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS
- Adapted Rx:**
 - Reasons for Adaptation: Formulation or dosage form modification
 - Drug: Amoxicillin Trihydrate 250 (Apo-Amoxi Oral Susp)
 - Disp Qty: 300, Days Supply: 10, Route: Oral
 - Directions: TAKE 2 TEASPOONSFUL (10MLS) 3 TIMES A DAY FOR 10 DAYS

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.

The screenshot shows the 'Profile - All Rxs (28)' window. The table below lists the prescriptions:

#	Status	Orig Rx	RxNum	Date	Ago	Qty	Auth	Rem	BrandName	Doctor	Sig
5	Not Disp. (Inact)	1010143	1010143	31/01/20					Fill	Test,Doc	UD
6	Not Disp. (Inact)	1010142	1010142	31/01/20					Modify	Test,Doc	UD
7	Not Disp. (Inact) (Copied)	1010141	1010141	31/01/20					Cancel	Test,Doc	UD
8	Not Disp.	1010140	1010140	31/01/20					Reprint	Test,Doc	UD
9		1010131	1010133	30/12/20					Detail	Kroll,Pharmacist	*1
10		1010130	1010130	16/12/20					Inactivate Rx	Test,Doc	*1
11		1010126	1010127	03/10/20					View Workflow Details	Test,Doc	*1
12	Unfilled	1010125	1010125	03/10/20					Counsel	Test,Doc	*1 C
13	Not Disp.	1010124	1010124	03/10/20					Add to Doctor Callbacks	Test,Doc	AS DIREC
14	Expired	1010063	1010063	09/10/20					Add to Manual NH Batch	Test,Doc	*1
15	Expired (Transferred In)	1010061	1010061	08/10/20					Add To Rx To Do List		
16	Inact (Transferred Out)	1010060	1010060	08/10/20							

The 'Extra Functions' menu is open, showing options like 'Adapt Rx by Pharmacist' (highlighted in red), 'Extend Rx by Pharmacist', 'Limited Use Request', etc. The 'Adapt Rx by Pharmacist' option is highlighted in red.

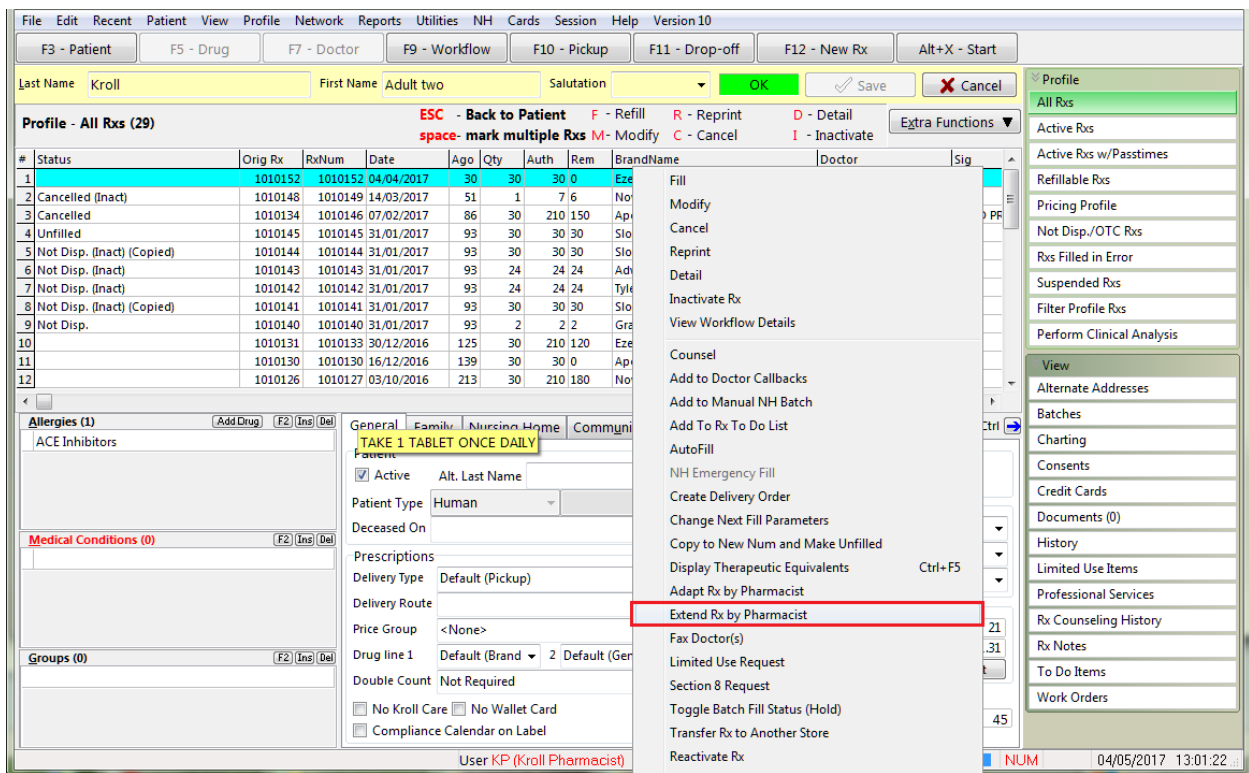
3. Select 'Adapt Rx by Pharmacist'.
4. The Rx Adaptation form immediately appears with the original prescription information already shown. Continue the adaptation process from that step on, shown in the previous section.

Rx Extension

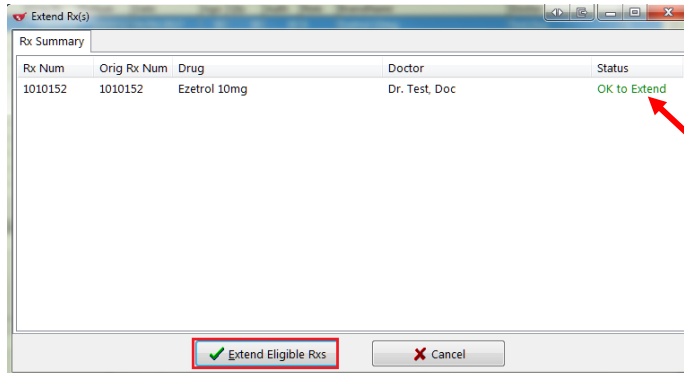
Rx Extension from Local Patient profile

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.

- 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.

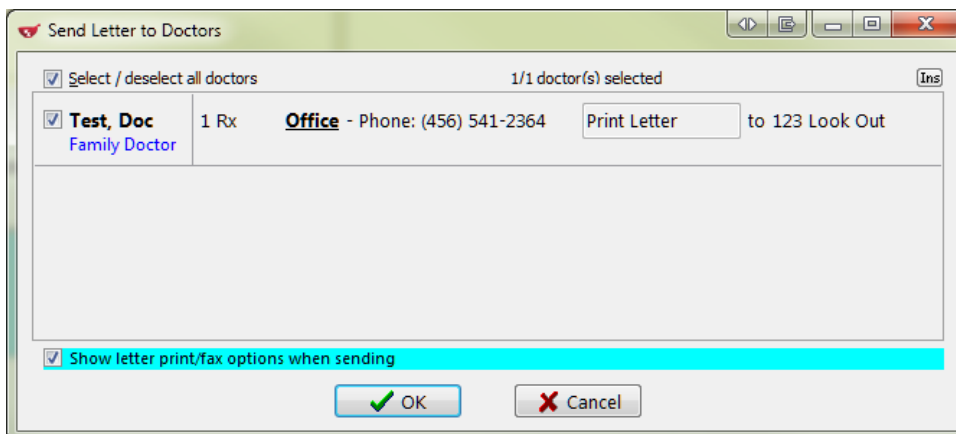
- Click either the **Next** button or the 'Comments' Tab. The 'Comments' screen displays. Enter any appropriate notes/comments that you wish to have documented.

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**.

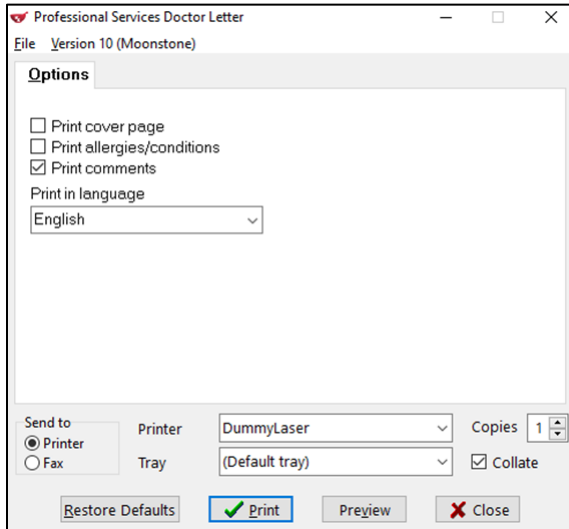
NOTE: The contents of this list are dependent upon the prescriber(s) notes on the original prescription(s).



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.



The screenshot shows the 'Professional Services Doctor Letter' dialog box with the 'Options' tab selected. The 'Options' section contains three checkboxes: 'Print cover page' (unchecked), 'Print allergies/conditions' (unchecked), and 'Print comments' (checked). Below these is a 'Print in language' dropdown menu set to 'English'. The 'Send to' section has radio buttons for 'Printer' (selected) and 'Fax'. The 'Printer' section includes a 'Printer' dropdown set to 'DummyLaser', a 'Copies' spinner set to '1', and a 'Tray' dropdown set to '(Default tray)'. There is also a 'Collate' checkbox which is checked. At the bottom, there are four buttons: 'Restore Defaults', 'Print' (with a green checkmark icon), 'Preview', and 'Close' (with a red X icon).

10. 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. 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	Ask Patient

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 5 days

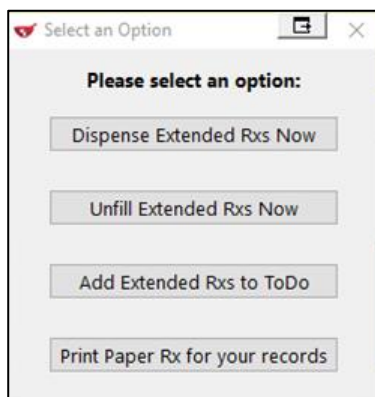
If you have any questions or concerns, I would be pleased to speak with you further.
 Sincerely,

Pharmacist Kroll(1535)
 Pharmacist

FOR YOUR RECORDS. NO RESPONSE REQUIRED.
 THIS TELECOPY IS CONFIDENTIAL AND IS NOT INTENDED TO BE RECEIVED BY THE ADDRESSEE ONLY.
 IF THE READER IS NOT THE INTENDED RECIPIENT OF THIS FACSIMILE, PLEASE ADVISE 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 Rx's 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 Rx's Now**.
13. The **Prescription Extension** report prints.

Prescription Extension

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

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

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

THERE IS 1 ITEM ON THIS PAGE

Pharmacist Signature _____ Date _____
 Printed on: 04/05/2017 13:08 Pharmacist Kroll (1535)

14. The **F12 Rx** screen displays with the extended Rx information displayed.

The screenshot displays the 'F12 - Rx' screen. Key elements include:

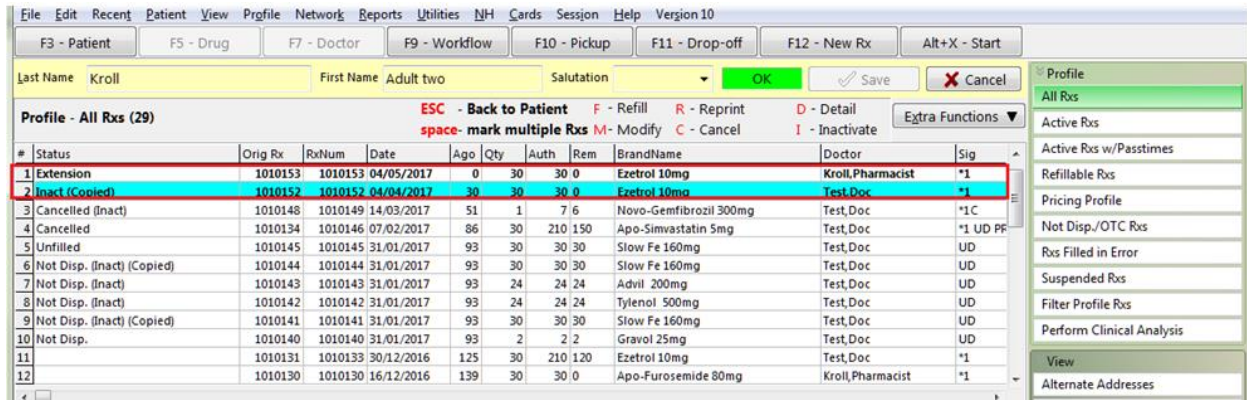
- Toolbar:** F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, F12 - Fill Rx, Alt+X - Start.
- Buttons:** New Rx, Pending Adj (Extension), Rx Start Date, Latest Fill-Copy, Work Order, Delivery, Pickup, Lookup, Cancel.
- Patient Information:** Name: Kroll, Adult two; Age: 47; Address: 123 Main Street; City: Charlottetown; PEI MAC: 02247521; Client ID: 10071652.
- Drug Information:** Brand: Ezetrol; Generic: Ezetimibe; Pack: 30 Form TAB; Strength: 10mg; PEI MAC: \$58.47; OnHand: 0; DIN: 02247521; Min Qty: 0.
- Instructions:** Sig: *1; TAKE 1 TABLET ONCE DAILY; Route of Admin: Oral; Dosage Form: Tablet.
- Warnings:** A red box highlights the warning: "To Do: Rx Extension" with the sub-note "Delivery Label will be printed".
- Right Sidebar:** Contains various workflow actions such as 'Make Rx Unfilled', 'Add Rx Image', 'Call Doctor', 'Counsel Patient on Pickup', 'View', 'Send Rx to Trouble', 'View Workflow Detail', 'Workflow Push Queues', 'Input', 'Point & Adjudicate', 'Filling', and 'Visual Verify'.
- Footer:** User: KP (Kroll Pharmacist); ADAP 63.0; NUM; 04/05/2017 13:09:00.

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.



#	Status	Orig Rx	RxNum	Date	Ago	Qty	Auth	Rem	BrandName	Doctor	Sig
1	Extension	1010153	1010153	04/05/2017	0	30	30	0	Ezetrol 10mg	Kroll, Pharmacist	*1
2	Inact (Copied)	1010152	1010152	04/04/2017	30	30	30	0	Ezetrol 10mg	Test, Doc	*1
3	Cancelled (Inact)	1010148	1010149	14/03/2017	51	1	7	6	Novo-Gemfibrozil 300mg	Test, Doc	*1C
4	Cancelled	1010134	1010146	07/02/2017	86	30	210	150	Apo-Simvastatin 5mg	Test, Doc	*1 UD PF
5	Unfilled	1010145	1010145	31/01/2017	93	30	30	30	Slow Fe 160mg	Test, Doc	UD
6	Not Disp. (Inact) (Copied)	1010144	1010144	31/01/2017	93	30	30	30	Slow Fe 160mg	Test, Doc	UD
7	Not Disp. (Inact)	1010143	1010143	31/01/2017	93	24	24	24	Advil 200mg	Test, Doc	UD
8	Not Disp. (Inact)	1010142	1010142	31/01/2017	93	24	24	24	Tylenol 500mg	Test, Doc	UD
9	Not Disp. (Inact) (Copied)	1010141	1010141	31/01/2017	93	30	30	30	Slow Fe 160mg	Test, Doc	UD
10	Not Disp.	1010140	1010140	31/01/2017	93	2	2	2	Gravol 25mg	Test, Doc	UD
11		1010131	1010133	30/12/2016	125	30	210	120	Ezetrol 10mg	Test, Doc	*1
12		1010130	1010130	16/12/2016	139	30	30	0	Apo-Furosemide 80mg	Kroll, Pharmacist	*1

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.