

Saskatchewan Structured Dosing



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Saskatchewan Structured Dosing

Kroll Version 10 SP9 introduces structured dosing for prescriptions sent to the Saskatchewan Pharmaceutical Information Program (PIP). Structured dosing quantifies the dosing regimen of a prescription allowing PIP to perform a more detailed screening of the dosing and to provide additional DUR warning messages when appropriate.

In its most basic form, structured dosing consists of a quantity, unit of measure, and frequency. In more advanced forms, it can include multiple dosage lines, each containing conditions, supplemental and duration information.

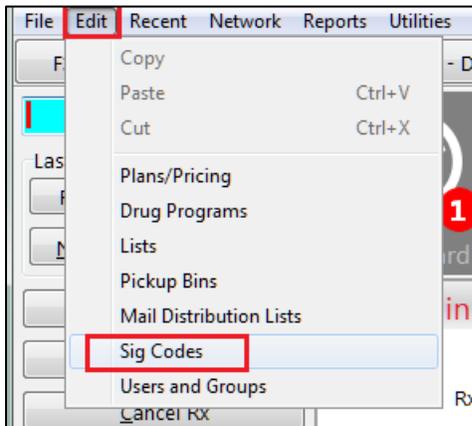
For the most part, you need not do anything! This update has gone through some of the more common sig code tokens in your system and has updated them with matching structured dosing information. When you use those sig code tokens in the sig directions line of a prescription, if they form a valid structured dosing construct, the structured dosing is automatically sent to PIP. This applies to both new prescriptions and to refills of existing prescriptions already in your system.

You can also edit other sig code tokens in your system and apply the structured dosing information so that even more prescriptions will be sent with structured dosing. And on any individual prescription, you can edit or create new structured dosing, including multiple dosage lines using AND / THEN constructs.

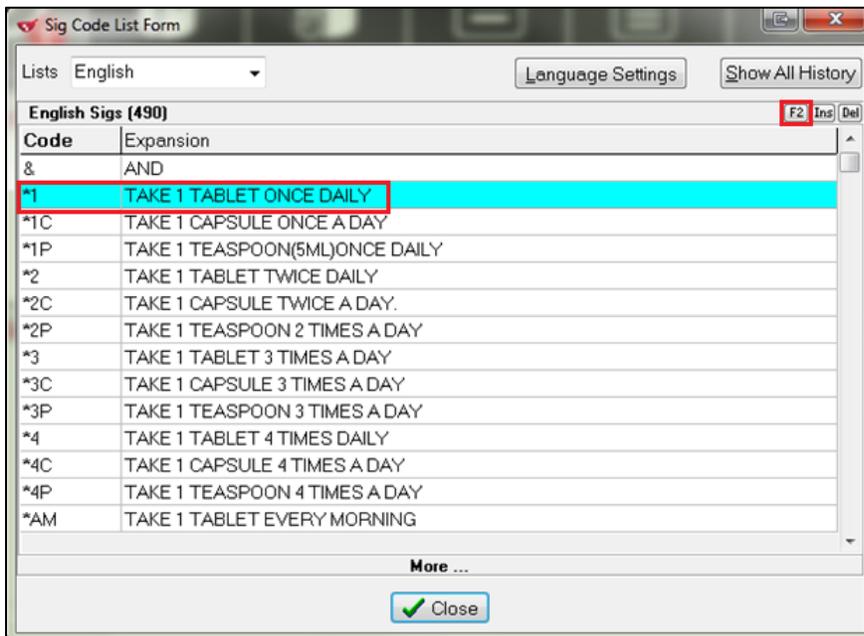
Sig Codes

This section explains how to view modify the sig codes that are available in your system.

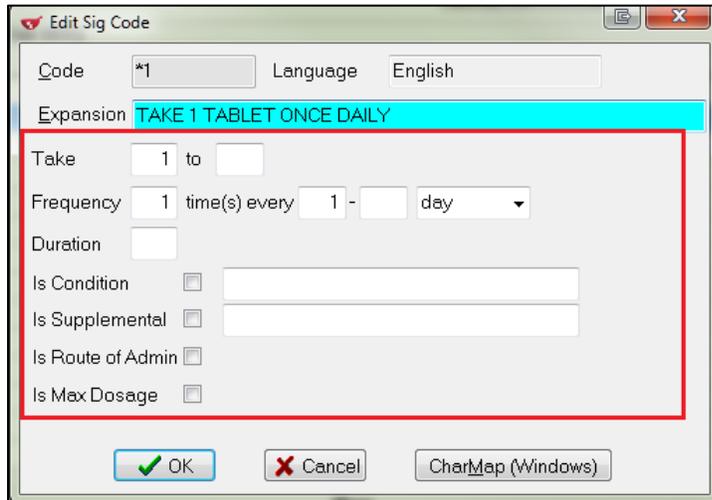
1. From the Start Screen, go to **Edit > Sig Codes**.



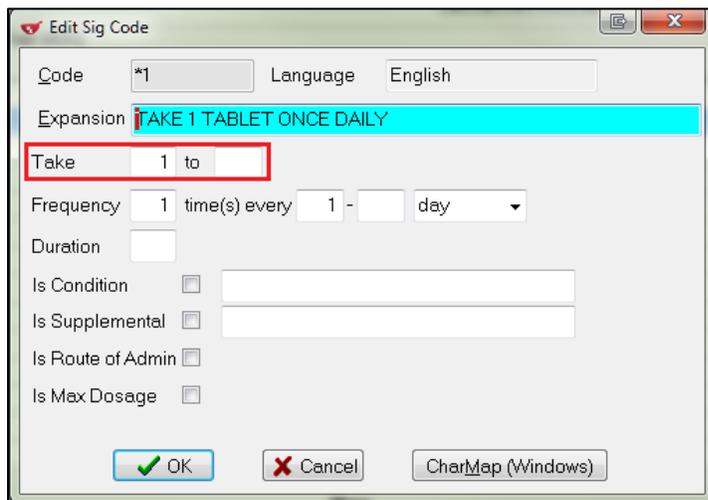
2. The **Sig Code List Form** will appear. Select a sig (e.g., *1-TAKE 1 TABLET ONCE DAILY) and click **F2**.



- The **Edit Sig Code** form will appear, displaying the structured dosing setup for the selected sig. Each field in this form is described below.



- Take:** The drug quantity the patient should be taking.



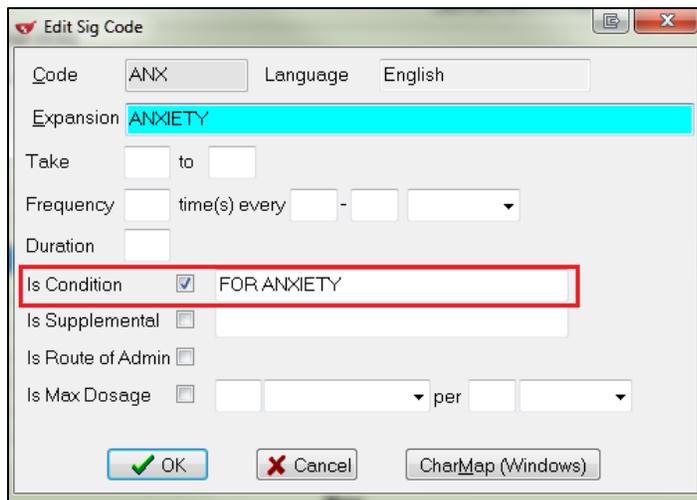
- **Frequency:** How often that this Rx should be dispensed.

The screenshot shows the 'Edit Sig Code' dialog box. The 'Code' field contains '*1' and the 'Language' is set to 'English'. The 'Expansion' field is highlighted in cyan and contains the text 'TAKE 1 TABLET ONCE DAILY'. The 'Take' field is set to '1 to'. The 'Frequency' field is highlighted with a red box and contains '1 time(s) every 1 - day'. Below this are fields for 'Duration', 'Is Condition', 'Is Supplemental', 'Is Route of Admin', and 'Is Max Dosage', each with a checkbox and an input field. At the bottom are 'OK', 'Cancel', and 'CharMap (Windows)' buttons.

- **Duration:** How many days this Rx should be consumed.

The screenshot shows the 'Edit Sig Code' dialog box. The 'Code' field contains 'F10D' and the 'Language' is set to 'English'. The 'Expansion' field is highlighted in cyan and contains the text 'FOR 10 DAYS'. The 'Take' field is empty. The 'Frequency' field is empty. The 'Duration' field is highlighted with a red box and contains the number '10'. Below this are fields for 'Is Condition', 'Is Supplemental', 'Is Route of Admin', and 'Is Max Dosage', each with a checkbox and an input field. At the bottom are 'OK', 'Cancel', and 'CharMap (Windows)' buttons.

- **Is Condition** (Optional): Possible patient conditions (e.g., Asthma, Diabetes).



Edit Sig Code

Code: ANX Language: English

Expansion: ANXIETY

Take: [] to []

Frequency: [] time(s) every [] - [] []

Duration: []

Is Condition: FOR ANXIETY

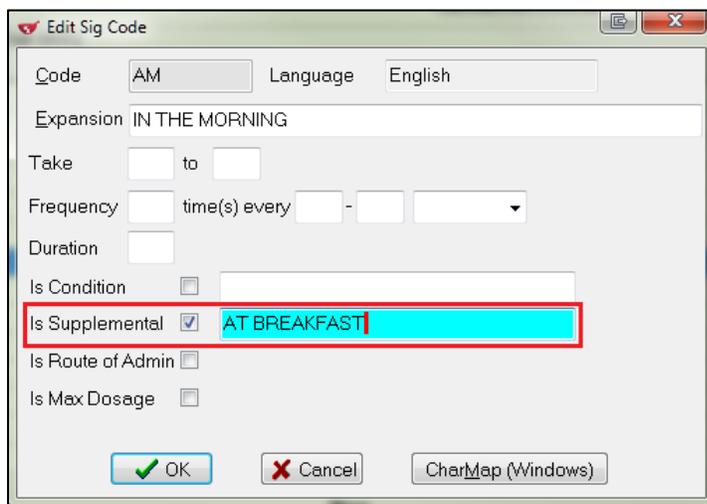
Is Supplemental: []

Is Route of Admin: []

Is Max Dosage: [] per [] []

OK Cancel CharMap (Windows)

- **Is Supplemental**: Any extra instructions for the patient (e.g., 30 minutes before bedtime, before meals).



Edit Sig Code

Code: AM Language: English

Expansion: IN THE MORNING

Take: [] to []

Frequency: [] time(s) every [] - [] []

Duration: []

Is Condition: []

Is Supplemental: AT BREAKFAST

Is Route of Admin: []

Is Max Dosage: []

OK Cancel CharMap (Windows)

- **Is Route of Admin:** How the prescription should be administered (e.g., OD-Right EYE).

The screenshot shows a dialog box titled "Edit Sig Code". The "Code" field contains "OD" and the "Language" field contains "English". The "Expansion" field contains "RIGHT EYE" and is highlighted in cyan. Below this are fields for "Take", "Frequency" (time(s) every), and "Duration". There are also checkboxes for "Is Condition", "Is Supplemental", "Is Route of Admin" (which is checked and highlighted with a red box), and "Is Max Dosage". At the bottom are buttons for "OK", "Cancel", and "CharMap (Windows)".

- **Is Max Dosage:** The maximum quantity the patient can take.

The screenshot shows a dialog box titled "Edit Sig Code". The "Code" field contains "UP10" and the "Language" field contains "English". The "Expansion" field contains "UP TO 10 PIECES PER DAY". Below this are fields for "Take", "Frequency" (time(s) every), and "Duration". There are also checkboxes for "Is Condition", "Is Supplemental", "Is Route of Admin", and "Is Max Dosage" (which is checked and highlighted with a red box). At the bottom are buttons for "OK", "Cancel", and "CharMap (Windows)".

Filling Rxs

This section explains how to use structured dosing when filling Rxs.

New Rx

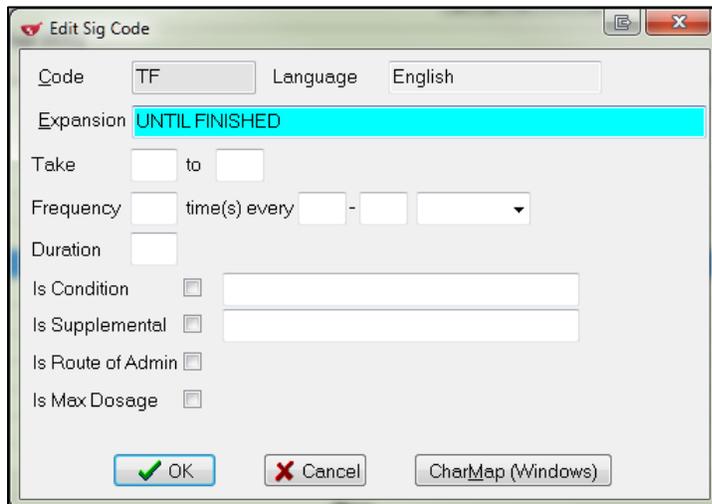
Unconfigured Sig Code

When filling an Rx, you may see an 'Unconfigured Sig Code' message in the **Warnings** section.

The screenshot shows a software window titled "1-(local):SK109-New Rx for Kroll, Hh". The interface includes a menu bar, a toolbar with function keys (F3-F12), and a main workspace divided into several sections:

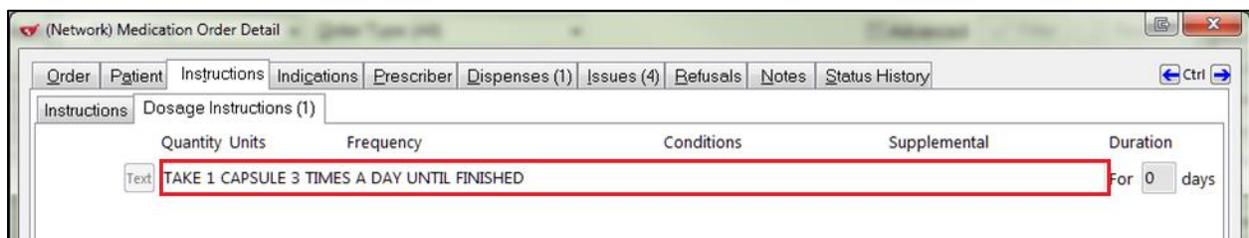
- Patient Search:** Name: Kroll, Hh; Age: 34; Address: 22 Stamps lane; City: Regina; Prov: SK.
- Drug Search:** Brand: Apo-Amoxi; Generic: Amoxicillin Trihydrate; Pack: 100 Form CAP; SK Lowest: \$17.50; DIN: 00628115.
- Physician Search:** Name: Dr. Physician, Kroll; Address: 123 Quincy Way; City: Regina; Phone: (306) 451-5422; Lic#: 99998.
- Prescription Details:** Sig: 1C TID TF; Route of Admin: Oral; Dosage Form: Capsule.
- Warnings:** A red warning icon is present next to the text: "Structured Sig Warning: Unconfigured Sig Code: TF". Below it, a green icon indicates "Delivery Label will be printed".
- Plans:** SPDP, SKPIP, Cash.
- Right Panel:** Contains various actions like "Make Rx Unfilled", "Add Rx Image", and "View Workflow Detail".

This warning means the sig code has not been defined for structured dosing in the **Edit Sig Code** form:



In the example above, the **TF** sig code has not been configured for structured dosing. On its own, **TF** is not a valid duration. For structured dosing, duration has to be defined by a number (e.g., 10 for 10 days). You can optionally configure **TF** to use structured dosing duration or you can ignore this warning and continue to fill the Rx.

The **(Network) Medication Order Detail** form will show the sig as custom text and not in structured dosing.



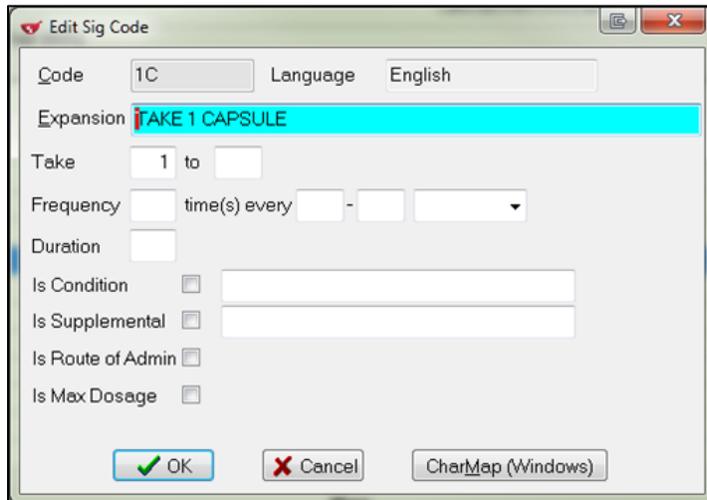
Configured Sig Code

When no warnings are present on the **F12** screen, this means the Rx has valid structured dosing. In the example below, the sig 1C TID F10D is configured for structured dosing.

The screenshot displays a prescription entry screen for Amoxicillin Trihydrate. The 'Sig' field is highlighted with a red box and contains the code '1C TID F10D'. Below the sig field, the instructions read 'TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS'. The interface includes various tabs and sections for patient data, drug search, physician search, and workflow management. A 'Warnings' section at the bottom indicates 'Delivery Label will be printed'. The status bar at the bottom shows the user as 'KP (Kroll) Pharmacist' and the date/time as '06/02/2017 12:19:39'.

The 1C TID F10D sig used in the example above is based on the information that has been entered in the **Edit Sig Code** form. Below is a breakdown of each component included in the sig:

- **1C** refers to the quantity (TAKE 1 CAPSULE).

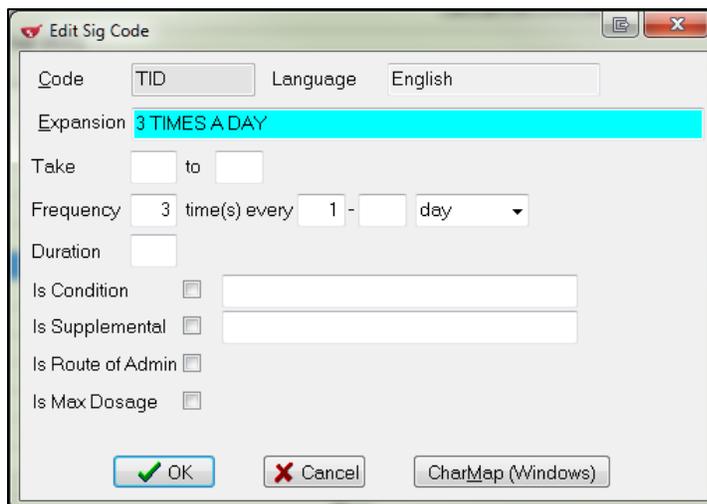


The screenshot shows the 'Edit Sig Code' window with the following fields:

- Code: 1C
- Language: English
- Expansion: TAKE 1 CAPSULE
- Take: 1 to []
- Frequency: [] time(s) every [] - [] []
- Duration: []
- Is Condition:
- Is Supplemental:
- Is Route of Admin:
- Is Max Dosage:

Buttons: OK, Cancel, CharMap (Windows)

- **TID** refers to the frequency (3 TIMES A DAY).



The screenshot shows the 'Edit Sig Code' window with the following fields:

- Code: TID
- Language: English
- Expansion: 3 TIMES A DAY
- Take: [] to []
- Frequency: 3 time(s) every 1 - [] day
- Duration: []
- Is Condition:
- Is Supplemental:
- Is Route of Admin:
- Is Max Dosage:

Buttons: OK, Cancel, CharMap (Windows)

- **F10D** refers to the duration (FOR 10 DAYS).

4. Click the **F2** button next to the **Sig** field to see how the structured dosing will be sent to PIP.

5. This will call up the **Structured Dosing** form, which displays the duration associated with the structured dosing. Click **OK** to close the form.

- Fill the Rx. In the **(Network) Medication Order Detail** screen, local instructions will appear in the **Instructions** tab. This is what will print on the label.

(Network) Medication Order Detail

Order Patient **Instructions** Indications Prescriber Dispenses (1) Issues (1) Refusals Notes Status History

Instructions Dosage Instructions (1)

Start Date **06-Feb-2017** Duration

Admin Route **Oral**

Admin Sites

Dosage Type **Drug** Dosage Units

Max Doses

Medication Ingredients (1)

Name **APO-AMOXI 250 MG CAPSULE**

Desc

Form **Capsule**

DIN **00628115** Mfr **APOTEX INC**

Pack Qty Pack Type

Directions

TAKE 1 CAPSULE 3 TIMES A DAY FOR 10 DAYS

Therapy type **Short Term/ Acute**

OK

The structured dosing will appear in the **Dosage Instructions** tab.

(Network) Medication Order Detail

Order Patient Instructions **Dosage Instructions (1)** Indications Prescriber Dispenses (1) Issues (1) Refusals Notes Status History

Quantity	Units	Frequency	Conditions	Supplemental	Duration
Text 1	Capsule	TID - Three times a Day	F2 <input type="checkbox"/> PRN		For 10 days

Therapy type **Short Term/ Acute**

OK

Refills

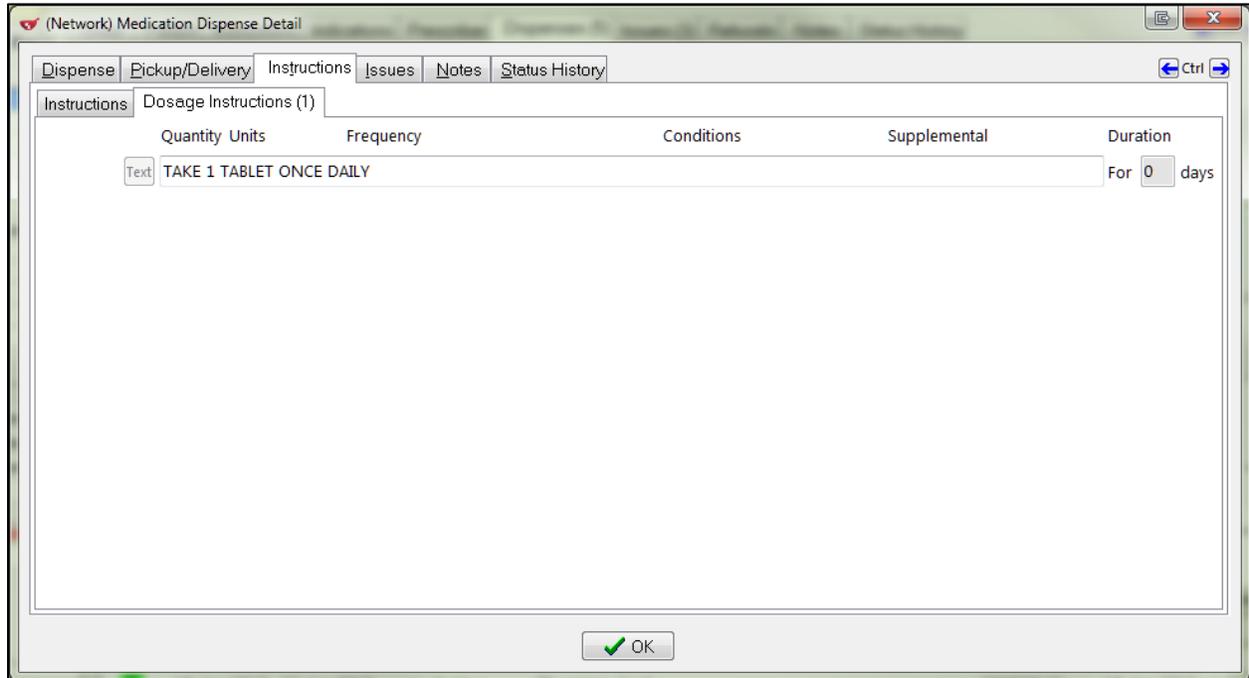
Refills that were created before this update will continue to use non-structured dosing.

The screenshot shows a software window titled "1-(local):SK109-Refilling Rx for Kroll, Cc". The main area displays a prescription for "Ativan" (Lorazepam) with a quantity of 100 and a strength of 0.5mg. The prescription is marked as "Refill" and "Pending Adj". A warning message is visible: "Rx is being refilled 63 days late" and "Delivery Label will be printed". The interface also shows various tabs like "Plans", "Pricing", "Dates", "Comments", "Indications", "Images", and "Other".

When the Rx is adjudicated, the **Adjudication Response for SKPIP** screen will show a warning stating 'The dosage lines on the dispense do not match the dosage lines on prescription'. This is acceptable and does not affect the status of the Rx.

The screenshot shows a window titled "Adjudication Response for SKPIP". The main message is "The Dispense Rx was successful". Below this, there is a section for "Errors, Warnings and Messages for SKPIP". A warning message is displayed: "Warning Low Business Constraint Violat... The dosage lines on the dispense do not match the dosage lines on prescription. [pin.domain.request.dispense.dosagelinesdiffer : 2017-Feb-23 17:...". There are buttons for "Back to the Rx", "OK", "Trouble", and "Cancel Rx".

The **(Network) Medication Dispense Detail** screen will show the custom sig as it has been entered.



Create Local Rx

This section explains how to setup structured dosing for local Rx from transfers or ePrescribe Rx (PIP portal generated).

1. Right-click the Rx from the **(Network) Patient Profile** screen and select **Create Local Rx**.

The screenshot shows the "(Network) Patient Profile" window for a patient named "Kroll, Adult". The patient's details include "Female", "DOB: 23-Sep-1977", and "HSN: 105123560". The interface displays a list of prescriptions with columns for "Status", "Order Type", "Doctor", "PIP Order #", and "Order Date". A context menu is open over the first prescription, which is highlighted in cyan. The menu options include "Create Local Rx", "Refusal to Fill", "Release (Resume) Rx", "Hold (Suspend) Rx", "Revoke Dispensing Permission", "Stop (Abort) Rx", "Add Note", "Retract", "Detail", and "Refresh". The "Create Local Rx" option is highlighted with a red box.

DATA	▼ Last Filled	Picked Up	Status	Doctor	PIP Order #	Order Date
NEW	Unfilled		Active	Physician, Kroll	00005ZJ9	06-Feb-2017
	120 TAB				00559407	06-Feb-2018
	TYLENOL 500 MG TABLET; Take from 06-				MCNEIL	06-Feb-2017
						00005ZJ7
NEW	Unfilled		Aborted		00863270	06-Feb-2017
	120 TAB				MCNEIL	06-Feb-2018
	TYLENOL XSTR. 500 MG GELCAPS; Take					00005ZGX
						02247011
NEW	Unfilled		Active		APOTEX	06-Feb-2017
	30 TAB					06-Feb-2018
	APO-SIMVASTATIN 5 MG TABLET; Take					

- The **F12** screen will appear with the Rx details inserted. **Use Structured Sig** will be enabled in the **Create Local Rx - Network Rx Order** form. This will ensure structured dosing is used wherever possible.

- Structured dosing details can be viewed by clicking the **F2** button next to the **Sig** field. This will call up the **Structured Dosing** form. Click **OK** when you are ready to close the form.

Multi-Line Dosing

Structured dosing can be beneficially for multi-line dosing. A couple of examples are shown below.

Tapered Dosing

Prednisone is a common drug for tapered dosing. To start, click the **F2** button next to the **Sig** field in the **F12** screen.

The screenshot shows the 'New Rx Pending Adj' screen in the Kroll software. The patient is 'Kroll, Adult', 39 years old, female, residing at 1626N ROUSSEAU CRES N, Regina, SK. The drug is 'Apo-Prednisone', 5mg, 1,000 Form TAB, scheduled 1. The 'Sig' field is currently empty and highlighted in cyan, with a red box around the 'F2' button next to it. The 'Route of Admin' is 'Oral' and the 'Dosage Form' is 'Tablet'. The 'Unit Dose' is disabled. The 'Warnings' section shows: 'No Dispensing Quantity', 'No Initials', 'No Sig Code', 'You should enter a days supply.', and 'Delivery Label will be printed'. The right-hand sidebar contains various actions such as 'Make Rx Unfilled', 'Add Rx Image', and 'View Workflow Detail'.

- The **Structured Dosing** form will appear. Enable **Manual Dosing** and then click **Add Dosage Line**.

The screenshot shows the 'Structured Dosing' window. The 'Manual Dosing' checkbox is checked. The 'Add Dosage Line' button is highlighted with a red box. The form fields are as follows:

Quantity	Units	Frequency	Conditions	Supplemental	Duration
0	Tablet	Custom			For 0 days

Buttons: PRN,

- Repeat step 4 for each dosage line you want to add. Enter a quantity and frequency for each dose and click **OK**.

The screenshot shows the 'Structured Dosing' window with three dosage lines added. The 'Manual Dosing' checkbox is checked. The 'Add Dosage Line' button is highlighted with a blue box. The form fields are as follows:

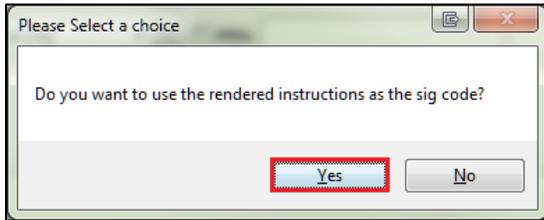
Quantity	Units	Frequency	Conditions	Supplemental	Duration
8	Tablet	QD - Once a Day			For 2 days
4	Tablet	QD - Once a Day			For 2 days <input type="checkbox"/>
2	Tablet	QD - Once a Day			For 2 days <input type="checkbox"/>

Buttons: PRN,

Admin Sites: Max Dosage:

TAKE 8 TABLETS 1 TIME EVERY DAY FOR 2 DAYS THEN TAKE 4 TABLETS 1 TIME EVERY DAY FOR 2 DAYS THEN TAKE 2 TABLETS 1 TIME EVERY DAY FOR 2 DAYS

- A prompt will appear asking if you want to use the rendered instructions as the sig code. Select **Yes** to use the tapered dosing you have just entered as a sig, or **No** to create a custom sig.

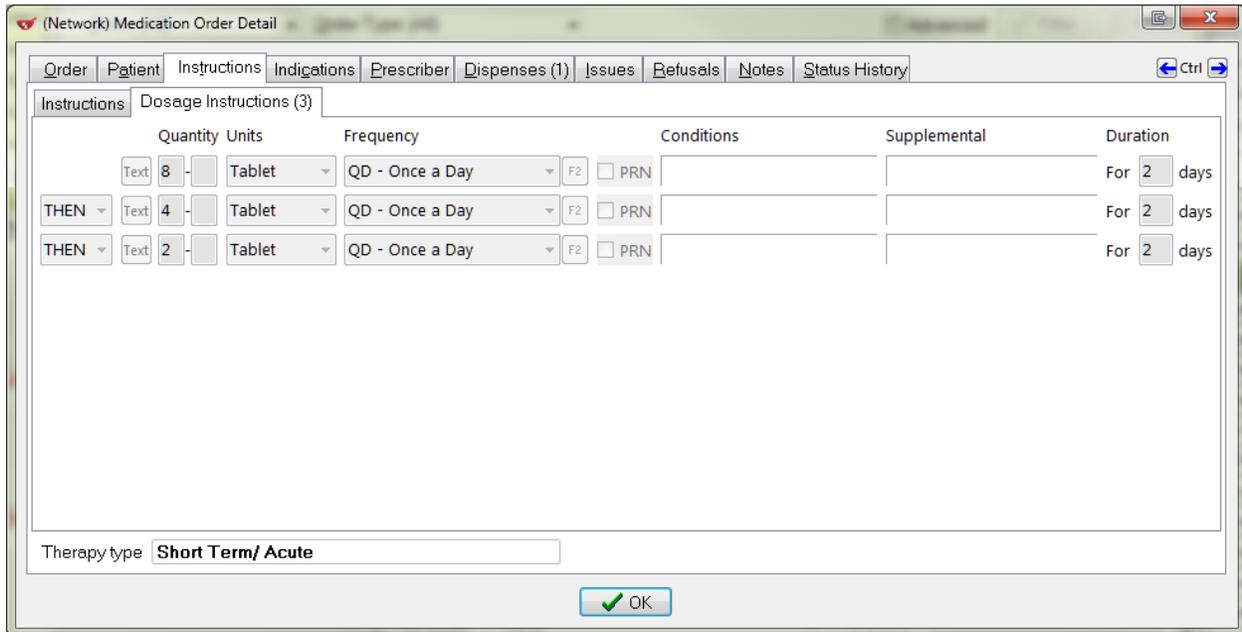


If you selected **Yes**, the rendered instructions will appear in the **Sig** field.

The screenshot shows the 'New Rx' window for a patient named Kroll, Adult. The drug is Apo-Prednisone 5mg. The rendered instructions are displayed in the 'Sig' field. The interface includes various search fields, patient information, drug details, and a right-hand sidebar with workflow options.

- Fill the Rx. The **(Network) Medication Order Detail** screen will show the dosage instructions as they were entered locally.

Order:

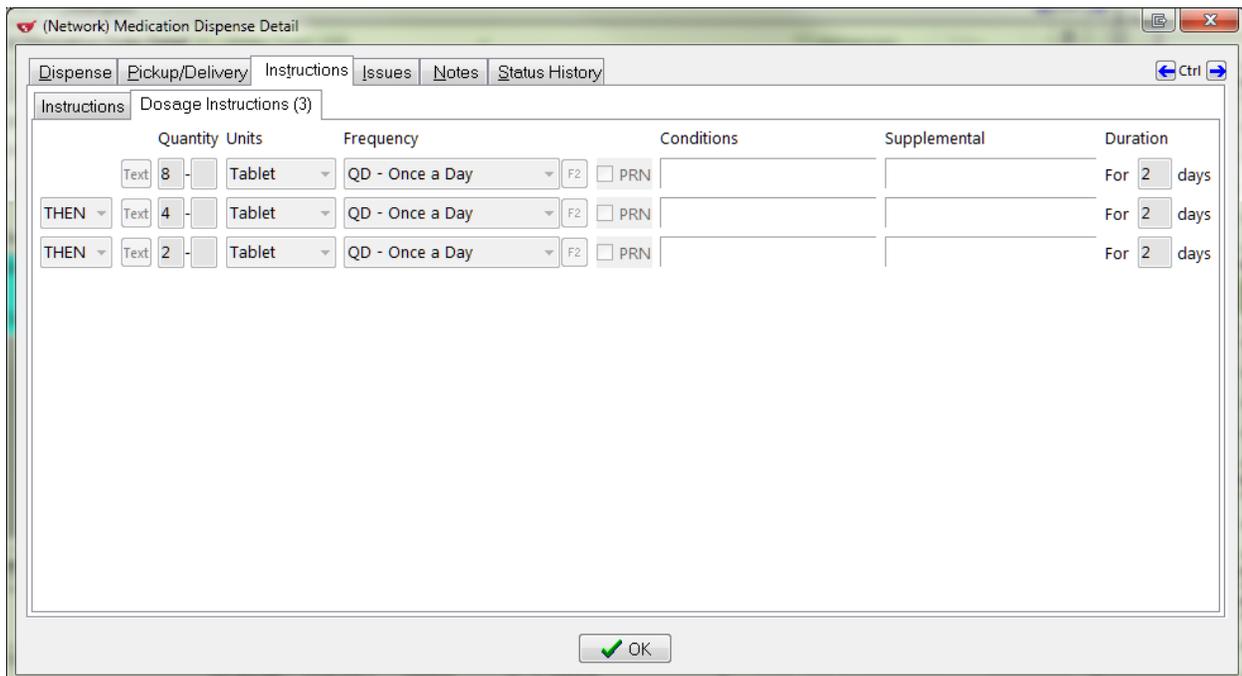


The screenshot shows the "(Network) Medication Order Detail" window. The "Instructions" tab is active, displaying "Dosage Instructions (3)". The table below shows the entered instructions:

	Quantity	Units	Frequency	Conditions	Supplemental	Duration
	8	Tablet	QD - Once a Day			For 2 days
THEN	4	Tablet	QD - Once a Day			For 2 days
THEN	2	Tablet	QD - Once a Day			For 2 days

At the bottom, the "Therapy type" is set to "Short Term/ Acute". An "OK" button is visible at the bottom center.

Dispense:



The screenshot shows the "(Network) Medication Dispense Detail" window. The "Instructions" tab is active, displaying "Dosage Instructions (3)". The table below shows the entered instructions:

	Quantity	Units	Frequency	Conditions	Supplemental	Duration
	8	Tablet	QD - Once a Day			For 2 days
THEN	4	Tablet	QD - Once a Day			For 2 days
THEN	2	Tablet	QD - Once a Day			For 2 days

An "OK" button is visible at the bottom center.

Combination Dosing

1. A combination of AND/THEN statements can be used in multi-line dosing. To configure this, click the **F2** button next to the **Sig** field in the **F12** screen.

The screenshot displays the 'F12 - Fill Rx' screen in the Kroll software. The main window is titled '1-(local)-SK109-New Rx for Kroll, Adult'. The interface is divided into several sections:

- Top Bar:** Contains menu options (File, Edit, Recent, Rx, View, Labels, Prgfile, Reports, Network, Utilities, NH, Cards, Session, Help) and version information (Version 10). Action buttons include 'F3 - Patient', 'F5 - Drug', 'F7 - Doctor', 'F9 - Workflow', 'F10 - Pickup', 'F11 - Drop-off', 'F12 - Fill Rx', and 'Alt+X - Start'.
- Form Header:** Shows 'New Rx Pending Adj', 'Rx Start Date 06/02/2017', 'Latest Fill 0', 'Qty', 'Init', 'Lookup', and 'Cancel' buttons.
- Form Body:**
 - Patient Search:** Name: Kroll, Adult; Age: 39; Address: 1626N ROUSSEAU CRES N; City: Regina; Prov: SK; Plan: SPDP; Client ID: 105123560.
 - Drug Search:** Brand: Azithromycin 250mg; Generic: Azithromycin; Pack: 100 Form TAB; Sched: 1; Not Used; DIN: 02442434; OnHand: 0; Min Qty: 0.
 - Dgc Search:** Name: Dr. Physician, Kroll; Address: 123 Quinncy Way; City: Regina; Prov: SK; Phone: (306) 451-5422; Lic#: 99998; Alt. Lic#: .
 - Sig Field:** The 'Sig' field is highlighted in cyan, and a red 'F2' button is located to its right.
 - Route of Admin:** Oral; **Dosage Form:** Tablet.
 - Unit Dose (Ctrl-U):** Disabled.
 - Warnings:**
 - No Dispensing Quantity
 - No Initials
 - No Sig Code
 - You should enter a days supply.
 - Delivery Label will be printed
- Right Panel:** Contains various actions like 'Make Rx Unfilled', 'Make Rx Not Dispensed', 'Add Rx Image', 'Transfer Rx From Another Store', 'Call Doctor', 'Counsel Patient on Pickup', and 'View' options like 'Clinical Interactions', 'Plan Information', 'Patient Plan Information', 'Generic Equivalents', 'Unit Dose Info', 'Work Order', 'Rx Counseling History', 'Workflow', and 'Workflow Push Queues'.
- Bottom Bar:** Shows 'User KP (Kroll1 Pharmacist)', 'PIP', 'NUM', and the date/time '06/02/2017 11:59:10'.

- The **Structured Dosing** form will appear. Enable **Manual Dosing**. Click **Add Dosage Line** for each dosage line you want to insert.

The screenshot shows the 'Structured Dosing' window. At the top, there are fields for 'Quantity' (0), 'Units' (Tablet), 'Frequency' (Custom), 'Conditions' (PRN), 'Supplemental', and 'Duration' (For 0 days). A checkbox labeled 'Manual Dosing' is checked. Below these fields is a button labeled 'Add Dosage Line' with a red border. At the bottom of the window are 'OK' and 'Cancel' buttons.

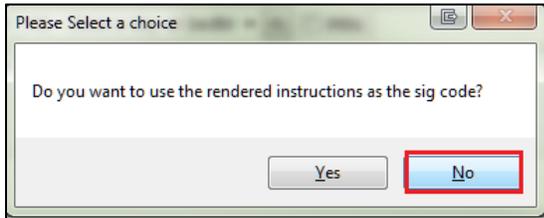
- Select **THEN** or **AND** for each dosing line. Your selections will determine how and when each dose should be administered. When you are finished, click **OK**.

The screenshot shows the 'Structured Dosing' window with five dosage lines. The first line is 'Manual Dosing' (checked). The subsequent lines are:

- THEN 1 Tablet QD - Once a Day For 2 days
- THEN 1 Tablet BID - Twice a Day For 2 days
- THEN 2 Tablet AM - Once a day in the m IN THE MORNING For 2 days
- AND 1 Tablet HS - Once a day at bedtir AT BEDTIME For 2 days
- THEN 2 Tablet BID - Twice a Day For 2 days

 A cyan bar highlights the area below the dosage lines. At the bottom, a text box contains the summary: 'TAKE 1 TABLET 1 TIME EVERY DAY FOR 2 DAYS THEN TAKE 1 TABLET 2 TIMES EVERY DAY FOR 2 DAYS THEN TAKE 2 TABLETS 1 TIME EVERY DAY IN THE MORNING FOR 2 DAYS AND TAKE 1 TABLET 1 TIME EVERY DAY AT BEDTIME FOR 2 DAYS THEN TAKE 2 TABLETS 2 TIMES EVERY DAY FOR 2 DAYS'. 'OK' and 'Cancel' buttons are at the bottom.

- A prompt will appear asking if you want to use the rendered instructions as the sig code. Select **Yes** to use the multi-line dosing you have just entered as the sig, or **No** to create a custom sig. For this example, select **No**.



A 'Sig Does Not Match Rendered Structured Dosing' message will appear in the **Warnings** section in the **F12** screen.

The screenshot shows the F12 screen with the following details:

- Warnings:**
 - Sig Does Not Match Rendered Structured Dosing
 - Delivery Label will be printed
- Drug Search:**
 - Brand: Azithromycin, 250mg
 - Generic: Azithromycin
 - Pack: 100 Form TAB, Sched 1
 - SK Lowest: \$125.73, OnHand: 0, Min Qty: 0
 - DIN: 02442434
- Sig:** 1T QD F2D TH 1T BID F2D TH 1T AM & QHS TH 2T
- Rendered Instructions:** TAKE 1 TABLET DAILY FOR 2 DAYS THEN TAKE 1 TABLET TWICE A DAY FOR 2 DAYS THEN TAKE 1 TABLET IN THE MORNING AND NIGHTLY AT BEDTIME THEN TAKE 2 TABLETS TWICE A DAY UNTIL FINISHED
- Patient:** Kroll, Adult, Age: 39, Female, Address: 1626N ROUSSEAU CRES N, Regina, SK
- Physician:** Dr. Physician, Kroll, Address: 123 Quincy Way, Regina, SK, Phone: (306) 451-5422, Lic#: 99998

- Fill the Rx. In the **(Network) Medication Order Detail** screen, the local instructions will display in the **Instructions > Instructions** tab.

(Network) Medication Order Detail

Order Patient Instructions Indications Prescriber Dispenses (1) Issues (1) Refusals Notes Status History

Instructions Dosage Instructions (5)

Start Date **06-Feb-2017** Duration

Medication Ingredients (1)

Name **AZITHROMYCIN 250 MG TABLET**

Desc

Form **Tablet**

DIN **02442434** Mfr **SIVEM PHARMACEU**

Max Doses

Pack Qty Pack Type

Directions

TAKE 1 TABLET DAILY FOR 2 DAYS THEN TAKE 1 TABLET TWICE A DAY FOR 2 DAYS THEN TAKE 1 TABLET IN THE MORNING AND NIGHTLY AT BEDTIME THEN TAKE 2 TABLETS TWICE A DAY UNTIL FINISHED

Therapy type **Short Term/ Acute**

OK

Structured dosing information will display in the **Instructions > Dosage Instructions** tab.

(Network) Medication Order Detail

Order Patient Instructions Indications Prescriber Dispenses (1) Issues (1) Refusals Notes Status History

Instructions Dosage Instructions (5)

	Quantity	Units	Frequency	Conditions	Supplemental	Duration
	1	Tablet	QD - Once a Day	F2 PRN		For 2 days
THEN	1	Tablet	BID - Twice a Day	F2 PRN		For 2 days
THEN	2	Tablet	AM - Once a day in the m	F2 PRN	IN THE MORNING *	For 2 days
AND	1	Tablet	HS - Once a day at bedtir	F2 PRN	AT BEDTIME *	For 2 days
THEN	2	Tablet	BID - Twice a Day	F2 PRN		For 2 days

Therapy type **Short Term/ Acute**

OK

Custom Sig

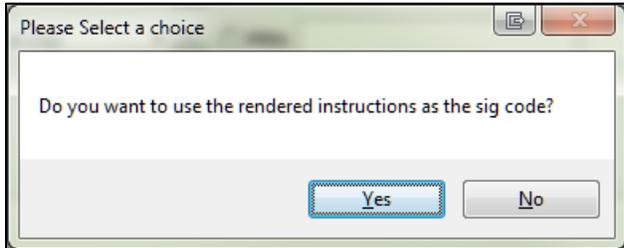
1. You can create a custom sig by clicking the **F2** next to the **Sig** field.

The screenshot shows a prescription form for Azithromycin. The 'Sig' field is highlighted in cyan, and a red box around the 'F2' key icon indicates where to click to enter a custom signature. The interface includes fields for patient information, drug details, and a list of warnings.

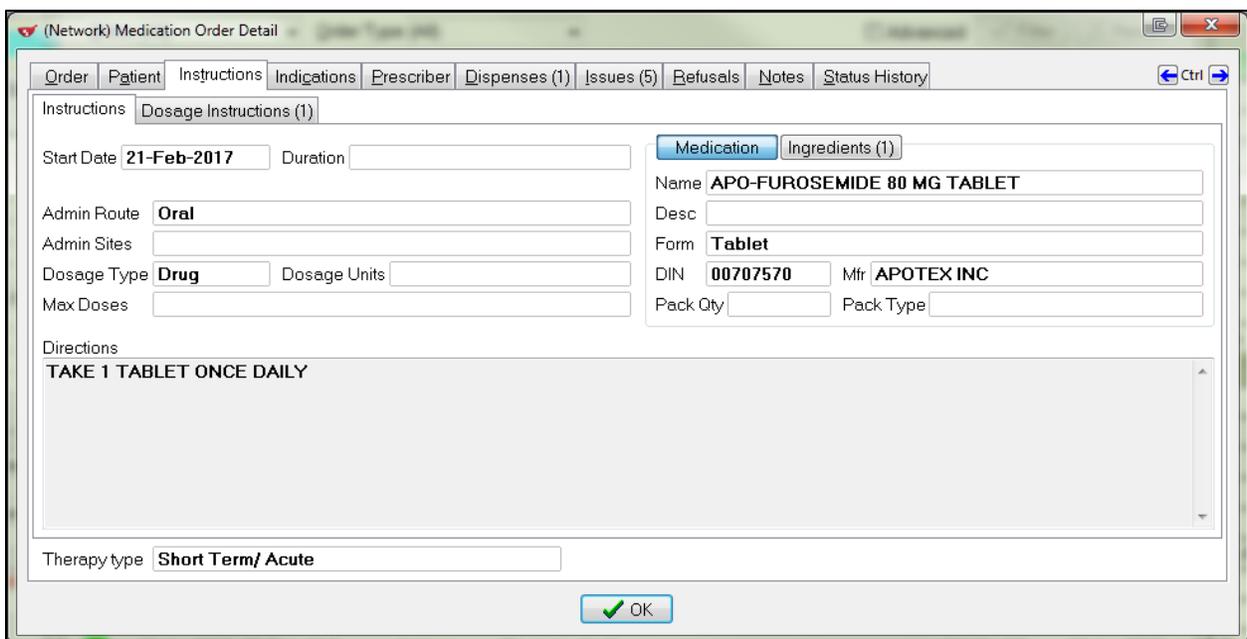
2. The **Structured Dosing** form will appear. Enable **Manual Dosing**.
3. Click **Text**. Enter your custom text in the space provided and click **OK**.

The screenshot shows the 'Structured Dosing' dialog box. The 'Manual Dosing' checkbox is checked, and the 'Text' button is highlighted. The text input field contains 'THIS IS A CUSTOM TEXT THAT A USER CAN INPUT'. The 'Add Dosage Line' button is also visible.

- A prompt will appear asking if you want to use the rendered instructions as the sig code. Select **Yes** to use the rendered instructions or **No** to enter a different sig.



- Fill the Rx. In the **(Network) Medication Order Detail** screen, local instructions will appear in the **Instructions > Instructions** tab.



Free-form text will appear in the **Instructions > Dosage Instructions** tab.

The screenshot shows a software window titled "(Network) Medication Order Detail". At the top, there are several tabs: Order, Patient, Instructions, Indications, Prescriber, Dispenses (1), Issues (5), Refusals, Notes, and Status History. The "Instructions" tab is active, and within it, the "Dosage Instructions (1)" sub-tab is selected. Below the tabs is a table with columns: Quantity Units, Frequency, Conditions, Supplemental, and Duration. A single row is present in the table with a "Text" icon in the Quantity Units column, followed by the text "THIS IS A CUSTOM TEXT THAT A USER CAN INPUT" in the Conditions column, and "For 0 days" in the Duration column. At the bottom left of the window, there is a "Therapy type" dropdown menu set to "Short Term/ Acute". At the bottom center, there is an "OK" button with a green checkmark icon.

New Rx with Conditions

This section explains how to include a medication condition in the structured dosing instructions.

1. Click **F2** next to the **Sig** field.

The screenshot shows the 'New Rx' form in the Kroll software. The 'Sig' field is highlighted in cyan, and an 'F2' key icon is visible next to it. The form includes the following sections:

- Patient Search:** Name: Kroll, Adult; Age: 39; Address: 1626N ROUSSEAU CRES N; City: Regina; Prov: SK; Client ID: 105123560.
- Drug Search:** Brand: Azithromycin; Pack: 100; Form: TAB; Sched: 1; Min Qty: 0.
- Prescriber Search:** Name: Dr. Physician, Kroll; Address: 123 Quincey Way; City: Regina; Prov: SK; Phone: (306) 451-5422; Lic#: 99998.
- Warnings:**
 - No Dispensing Quantity
 - No Initials
 - No Sig Code
 - You should enter a days supply.
 - Delivery Label will be printed

2. The **Structured Dosing** form will appear. Enable **Manual Dosing**.

- Place your cursor in the **Conditions** field and begin typing a condition. Select a condition from the list of results and click **OK**.

- Fill the Rx. On the **(Network) Medication Order Detail** screen, the condition will appear in the **Instructions > Dosage Instructions** tab.

Supplemental Instructions

Additional instructions can be added to a structured dosing line and sent to PIP.

1. Click **F2** next to the **Sig** field.

The screenshot shows a software window titled "1-(local):SK109-New Rx for Kroll, Adult". The interface is divided into several sections:

- Top Bar:** File, Edit, Recent, Rx, View, Labels, Profile, Reports, Network, Utilities, NH, Cards, Session, Help, Version 10. Function keys: F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, F12 - Fill Rx, Alt+X - Start.
- Form Header:** New Rx Pending Adj. Rx Start Date: 06/02/2017 | Latest Fill: 0. Qty: | Init: | Lookup: | Cancel: |
- Patient Search:** Name: Kroll, Adult, Age: 39, Address: 1626N ROUSSEAU CRES N, City: Regina, Prov: SK, Plan: SPDP, Client ID: 105123560.
- Drug Search:** Brand: Azithromycin, 250mg, Pack: 100 Form TAB, Generic: Azithromycin, SIV (Sive), Not Used, OnHand: 0, Min Qty: 0, DIN: 02442434.
- Physician Search:** Name: Dr. Physician, Kroll, Address: 123 Quincy Way, City: Regina, Prov: SK, Phone: (306) 451-5422, Lic#: 99998, Alt. Lic#: |
- Sig Field:** The "Sig" field is highlighted in cyan. A red box with "F2" is overlaid on the field.
- Route of Admin:** Oral, Dosage Form: Tablet.
- Unit Dose (Ctrl-U):** Disabled.
- Warnings:**
 - No Dispensing Quantity
 - No Initials
 - No Sig Code
 - You should enter a days supply.
 - Delivery Label will be printed
- Right Panel:** Contains various actions like "Make Rx Unfilled", "Add Rx Image", "Call Doctor", and "View" options.
- Bottom Bar:** User KP (Kroll1 Pharmacist), PIP 0, NUM, 06/02/2017 11:59:10.

2. The **Structured Dosing** form will appear. Enable **Manual Dosing**.

- Place your cursor in the **Supplemental** field and begin typing a supplemental instruction. Select an instruction from the list of results and click **OK**.

The screenshot shows the 'Structured Dosing' window. The 'Supplemental' field contains the text 'at'. A dropdown menu is open, displaying a list of supplemental instructions: 'AT BEDTIME', 'BEFORE MEALS AND AT BEDTIME', 'RINSE MOUTH WITH WATER AFTER EACH DOSE', 'WITH MEALS AND AT BEDTIME', 'WITH PLENTY OF WATER', and 'WITH WATER'. The 'AT BEDTIME' option is highlighted in blue. The main window shows a dosage line with 'Quantity: 1, Units: Tablet, Frequency: QD - Once a Day, Conditions: F2, PRN'. The instruction text at the bottom reads 'TAKE 1 TABLET 1 TIME EVERY DAY AT BEDTIME'. Buttons for 'OK' and 'Cancel' are visible at the bottom.

- Fill the Rx. On the **(Network) Medication Order Detail** screen, the supplemental instructions will appear in the **Instructions > Dosage Instructions** tab.

The screenshot shows the '(Network) Medication Order Detail' window. The 'Instructions' tab is active, and the 'Dosage Instructions (1)' sub-tab is selected. The 'Supplemental' field now contains 'AT BEDTIME'. The main window shows a dosage line with 'Quantity: 1, Units: Tablet, Frequency: HS - Once a day at bedtir, Conditions: F2, PRN'. The duration is set to 'For 30 days'. The therapy type is 'Short Term/ Acute'. Buttons for 'OK' and 'Cancel' are visible at the bottom.

PRN

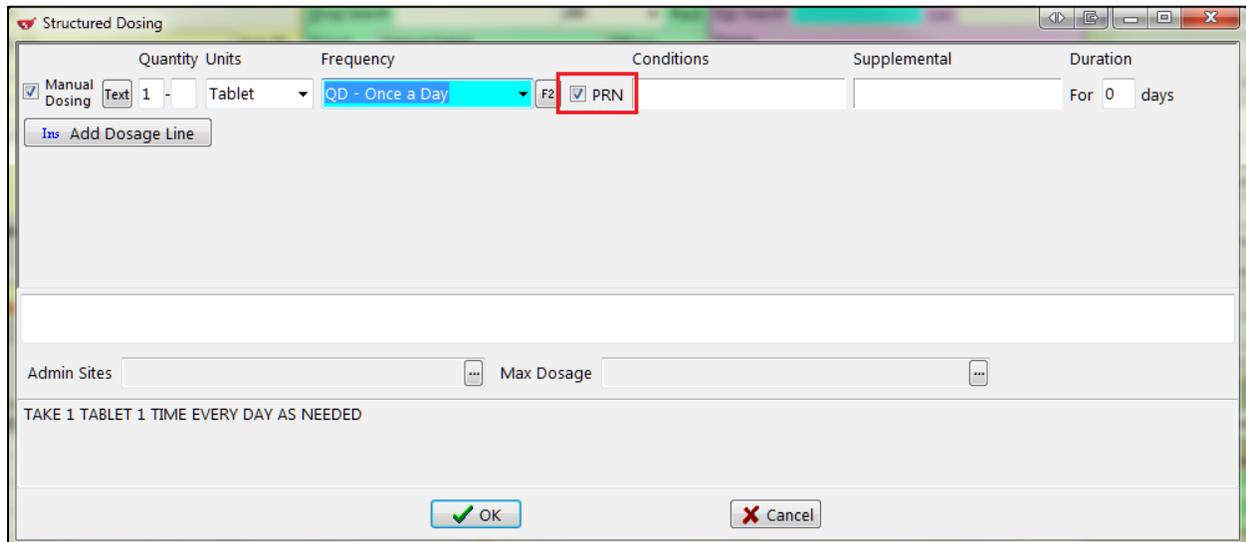
PRN can be added to dosage lines in the **Structured Dosing** form and then sent to PIP.

1. Click **F2** next to the **Sig** field.

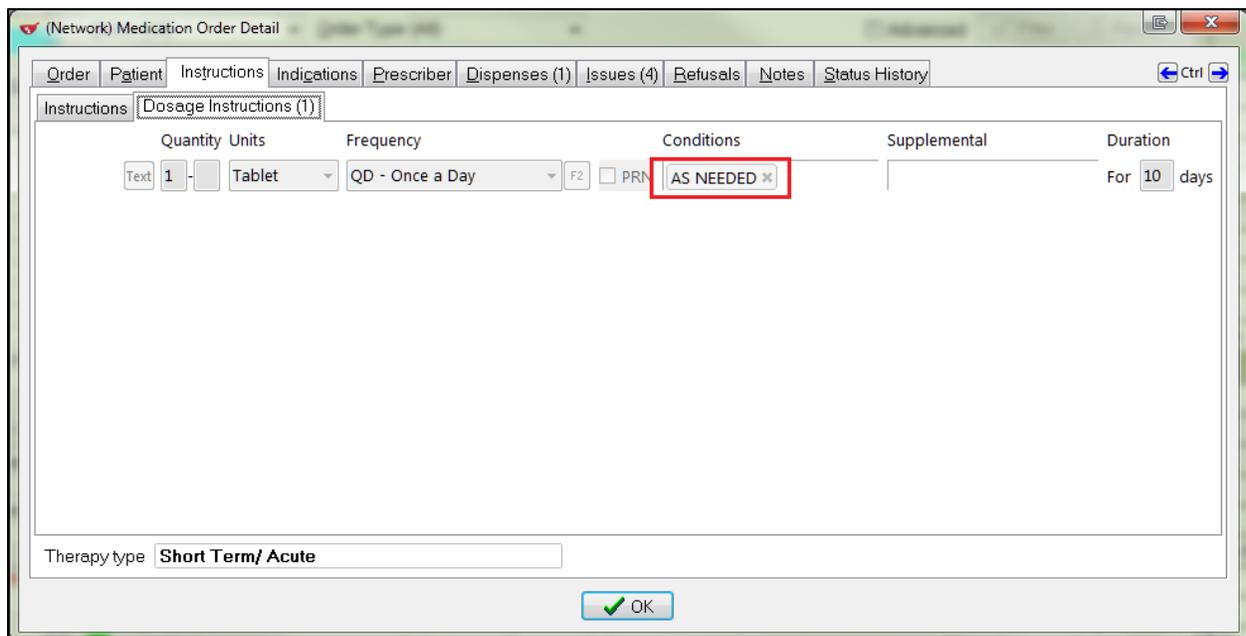
The screenshot shows the 'Structured Dosing' form for a new prescription. The patient is Kroll, Adult, 39 years old, female, residing at 1626N ROUSSEAU CRES N, Regina, SK. The drug is Azithromycin, 250mg, 100 Form TAB, scheduled 1. The physician is Dr. Physician, Kroll, 123 Quincy Way, Regina, SK. The 'Sig' field is currently empty and highlighted in cyan, with a red box around the 'F2' key icon. The 'Unit Dose (Ctrl-U): Disabled' section is visible, along with a list of warnings: 'No Dispensing Quantity', 'No Initials', 'No Sig Code', 'You should enter a days supply.', and 'Delivery Label will be printed'. The bottom status bar shows 'User KP (Kroll1 Pharmacist)', 'PIP', 'NUM', and the date/time '06/02/2017 11:59:10'.

2. The **Structured Dosing** form will appear. Enable **Manual Dosing**.

3. Enable **PRN** for each applicable dosing line and click **OK**.



4. Fill the Rx. On the **(Network) Medication Order Detail** screen, the PRN indicator will appear in the **Instructions > Dosage Instructions** tab.



Administration Sites

Instructions on how the drug should be administered can be added to the **Structured Dosing** form and sent to PIP.

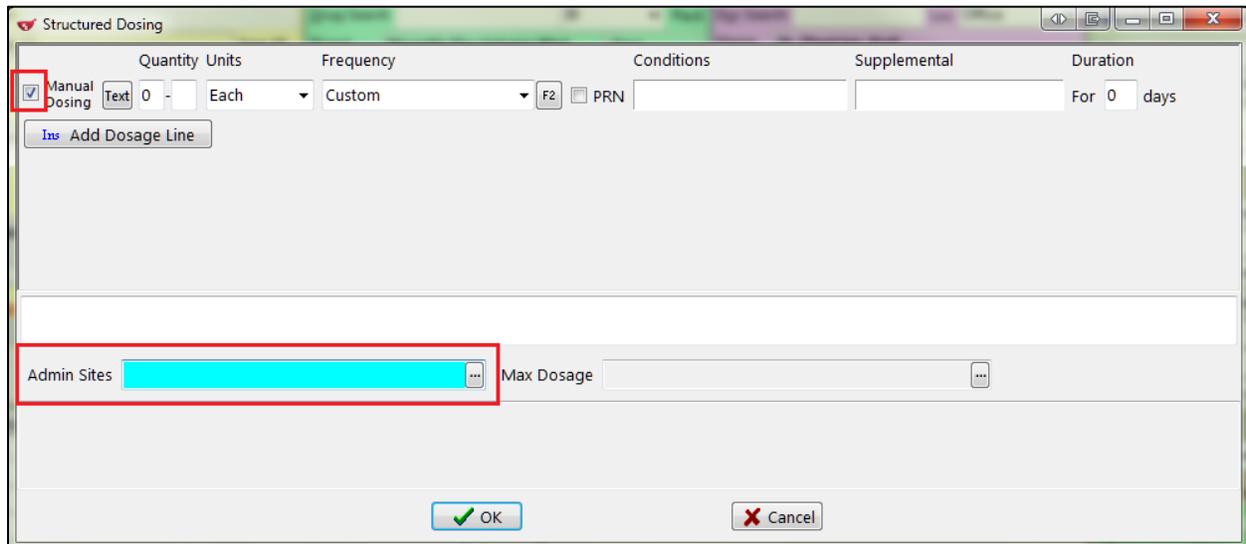
1. Click **F2** next to the **Sig** field.

The screenshot shows a software window titled "1-(local)-SK109-New Rx for Kroll, Adult". The interface is divided into several sections:

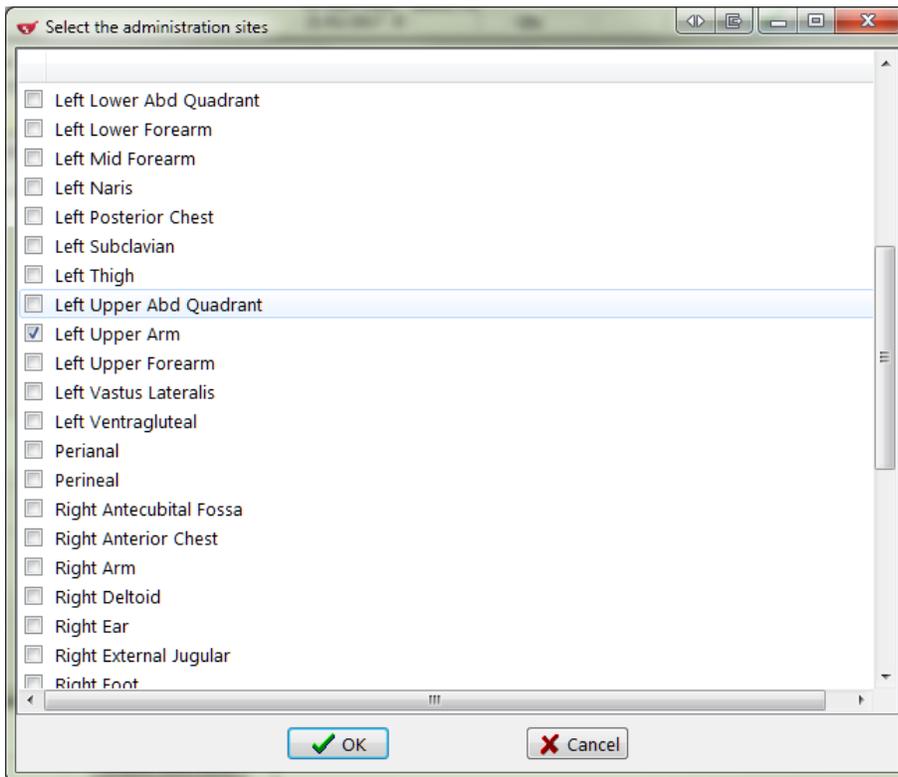
- Header:** Menu bar (File, Edit, Recent, Rx, View, Labels, Profile, Reports, Network, Utilities, NH, Cards, Session, Help, Version 10) and function key buttons (F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, F12 - Fill Rx, Alt+X - Start).
- Form Fields:**
 - Patient Search:** Name: Kroll, Adult; Age: 39; Address: 1626N ROUSSEAU CRES N; City: Regina; Prov: SK; Client ID: 105123560.
 - Drug Search:** Brand: Azithromycin; Pack: 100; Form: TAB; SIV (Sive): SIV (Sive); DIN: 02442434; Min Qty: 0.
 - Dgc Search:** Name: Dr. Physician, Kroll; Address: 123 Quincey Way; City: Regina; Prov: SK; Phone: (306) 451-5422; Lic#: 99998.
 - Prescription Details:** Route of Admin: Oral; Dosage Form: Tablet; Labels: 1.
 - Costs:** Acq Cost: \$0.00; Cost: \$0.00; Markup: \$0.00; Fee: \$0.00; Total: \$0.00.
- Warnings:**
 - No Dispensing Quantity
 - No Initials
 - No Sig Code
 - You should enter a days supply.
 - Delivery Label will be printed
- Right Sidebar:** Contains various actions like "Make Rx Unfilled", "Add Rx Image", "Call Doctor", and "View Workflow Detail".
- Bottom Bar:** User: KP (Kroll1 Pharmacist); PIP icon; NUM; Date/Time: 06/02/2017 11:59:10.

2. The **Structured Dosing** form will appear. Enable **Manual Dosing**.

3. Click the '...' button located next to the **Admin Site** field.



4. A list of administration sites will appear. Select the applicable site(s) and click **OK**.



The selected site(s) will be added to the **Structured Dosing** form.

5. Fill the Rx. On the **(Network) Medication Order Detail** screen, the selected administration site(s) will appear in the **Instructions > Instructions** tab.

Maximum Doses

Maximum dosage instructions be added to the **Structured Dosing** form and sent to PIP.

1. Click **F2** next to the **Sig** field.

The screenshot shows the 'New Rx Pending Adj' window in the Kroll software. The 'Sig' field is highlighted in cyan, and a red box with 'F2' is placed over it. The 'Warnings' section is visible, listing several issues: 'No Dispensing Quantity', 'No Initials', 'No Sig Code', 'You should enter a days supply', and 'Delivery Label will be printed'. The 'Unit Dose (Ctrl-U): Disabled' message is also present.

2. The **Structured Dosing** form will appear. Enable **Manual Dosing**.

3. Click the '...' button located next to the **Max Dosage** field.

4. The **Maximum Dosages** form will appear. Complete the form and click **OK**.

5. Fill the Rx. On the **(Network) Medication Order Detail** screen, the selected administration site(s) will appear in the **Instructions > Instructions** tab.

The screenshot shows a software window titled "(Network) Medication Order Detail". The window has several tabs: Order, Patient, Instructions, Indications, Prescriber, Dispenses (1), Issues (3), Refusals, Notes, and Status History. The "Instructions" tab is active, and within it, the "Dosage Instructions (1)" sub-tab is selected. The form contains the following fields and values:

- Start Date: 21-Feb-2017
- Duration: (empty)
- Admin Route: Oral
- Admin Sites: (empty)
- Dosage Type: Drug
- Dosage Units: (empty)
- Max Doses: 1 Unit / 1 week (highlighted with a red box)
- Medication Name: TEVA-AMITRIPTYLINE 10 MG TAB
- Desc: (empty)
- Form: Tablet
- DIN: 02326043
- Mfr: TEVA CANADA LIM
- Pack Qty: (empty)
- Pack Type: (empty)
- Directions: TAKE 1 TABLET 3 TIMES EVERY DAY
- Therapy type: Short Term/ Acute

An "OK" button with a green checkmark is located at the bottom center of the window.

Labels

Labels will always print what is on the Rx filling screen (not the structured dosing).

In the example below, the local instructions are **Take 1 Capsule at 8am, 1pm and at bedtime for 10 days**. Whereas the structured dosing is **Take 1 Capsule 3 times every day for 10 days**.

F12 screen:

The screenshot displays the F12 screen for a new prescription. Key elements include:

- Patient Search:** Name: Kroll, Adult; Address: 1626N ROUSSEAU CRES N; City: Regina; Prov: SK.
- Drug Search:** Brand: Apo-Amoxi (250mg); Generic: Amoxicillin Trihydrate; Pack: 100 Form CAP; Scheduled: 1; SK Lowest: \$17.50; OnHand: 0; DIN: 00628115; Min Qty: 0.
- Physician Search:** Name: Dr. Physician, Kroll; Address: 123 Quincy Way; City: Regina; Prov: SK; Phone: (306) 451-5422; Lic#: 99998.
- Prescription Details:** Rx Start Date: 22/02/2017; Qty: 30; Init: [checked]; Labels: 1.
- Warnings:** A warning message states: "Sig Does Not Match Rendered Structured Dosing. Delivery Label will be printed".
- Right Sidebar:** Contains various workflow actions such as "Make Rx Unfilled", "Add Rx Image", "View Workflow Detail", and "Pickup Completion".

Structured Dosing form:

Quantity	Units	Frequency	Conditions	Supplemental	Duration
1	Capsule	TID - Three times a Day	F2		For 10 days

TAKE 1 CAPSULE 3 TIMES EVERY DAY FOR 10 DAYS

The label prints information as it appears in the **F12** screen:

Rx:1303078 Wed 22-Feb-2017
 Kroll, Adult KP **Refills: 0**
 Apo-Amoxi 250mg
 Amoxicillin Trihydrate 250mg
 30 CAP APX Dr. Physician, Kroll
 PIP Order #: 00006306 PIP Disp #: 000060VQ
**TAKE 1 CAPSULE AT 8AM, 1PM
 AND AT BEDTIME FOR 10 DAYS**