



# ePrescribe User Manual

March 2020


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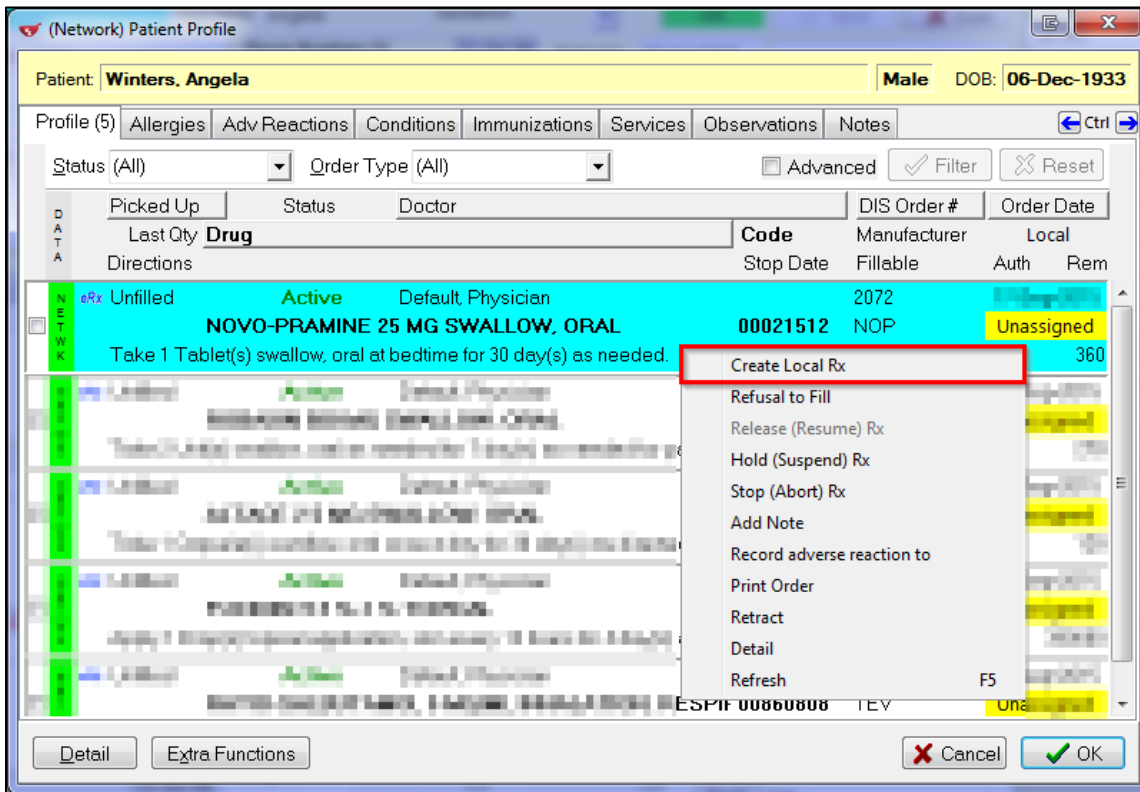
## ePrescribe User Manual

ePrescribe is prescription service used by Nova Scotia and Alberta DIS that allows healthcare providers, pharmacies, and health plans to share patient information. This user guide explains how to create and dispense Rx's that have been received via ePrescribe, and how to transfer eRx's from other pharmacies.

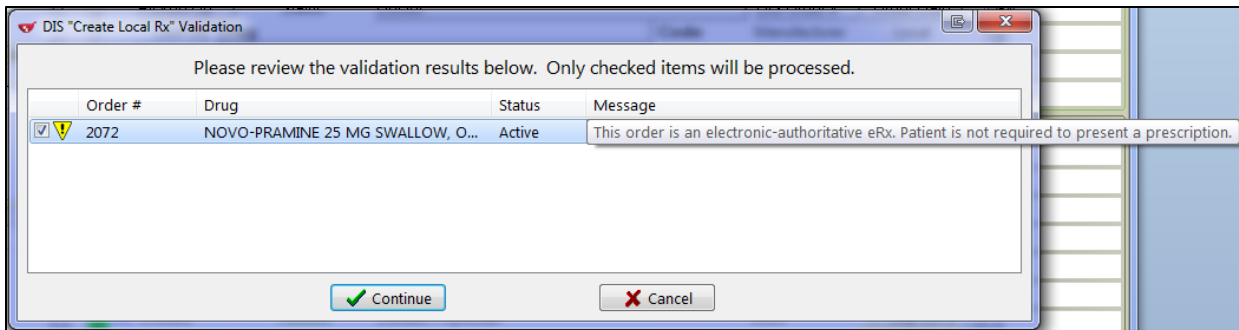
### Create Local Rx (ePrescribe)

ePrescribe allows physicians to create electronic-authoritative prescriptions; a paper prescription is not provided to the patient. Prescriptions that have been ePrescribed are noted with the  icon on the Network Profile and will show a status of 'Unfilled' or 'Unassigned'. Before an ePrescribe Rx can be dispensed, you must use the Create Local Rx function to add the prescription to your local system.

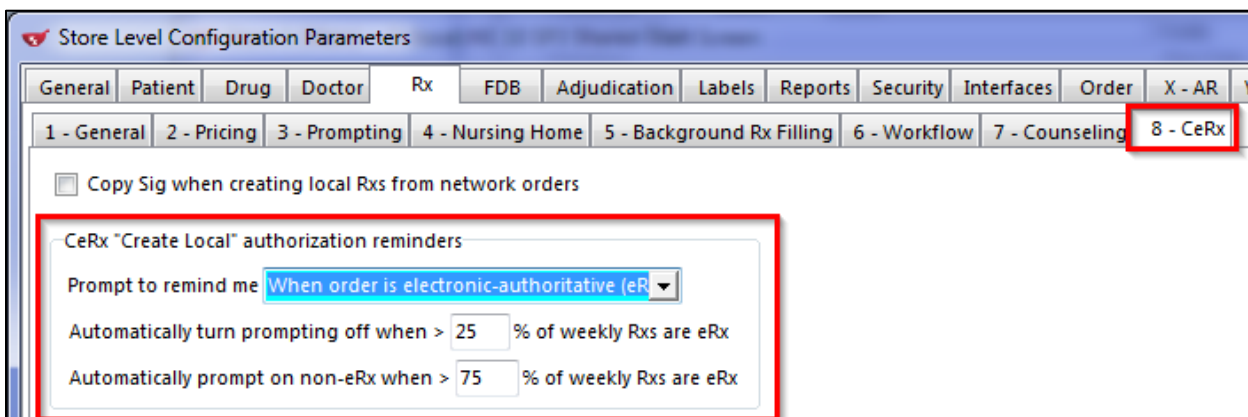
1. Call up the patient's Network profile. Click the ePrescribe order and select **Extra Functions > Create Local Rx**.



2. If your store has 'Prompt to remind me when order is electronic-authoritative' enabled in the Store Level Configuration Parameters screen (**File > Configuration > Store > Rx > 8 - CeRx**), the DIS 'Create Local Rx' Validation screen will appear indicating the order is an electronic authoritative Rx.

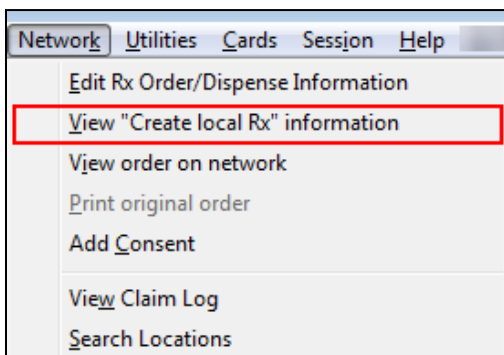


This prompt will appear for each eRx order until the volume of eRxs reaches the configured percentage of the store's weekly dispensing.

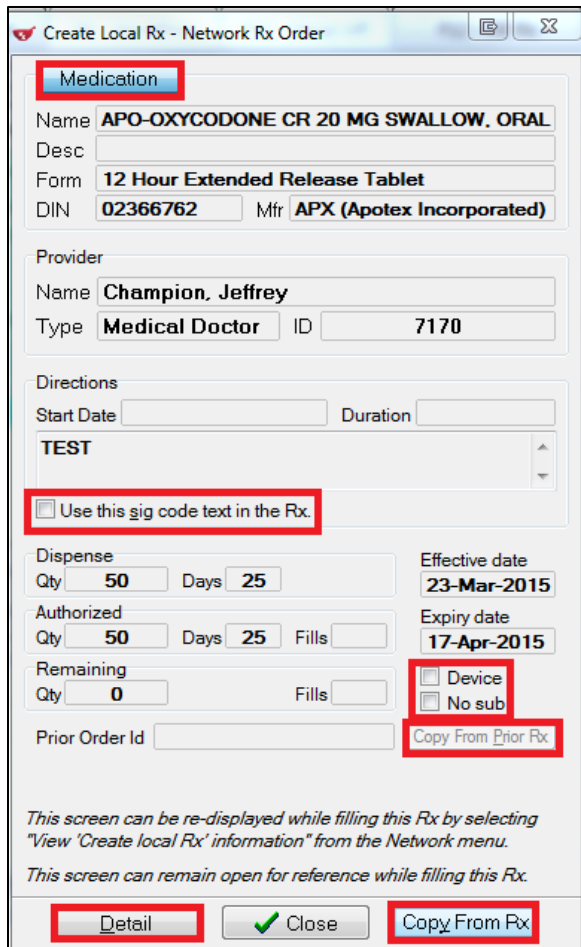


3. Click **Continue**.

4. An electronic copy of the order will appear. You can move this screen to the side to verify the Rx information, or close it and recall it via **Network > View "Create local Rx"** information.



The following options are available from the **Create Local Rx - Network Rx Order** screen:



**Medication**

Name: **APO-OXYCODONE CR 20 MG SWALLOW, ORAL**  
 Desc: **12 Hour Extended Release Tablet**  
 Form: **12 Hour Extended Release Tablet**  
 DIN: **02366762** Mfr: **APX (Apotex Incorporated)**

Provider  
 Name: **Champion, Jeffrey**  
 Type: **Medical Doctor** ID: **7170**

Directions  
 Start Date: \_\_\_\_\_ Duration: \_\_\_\_\_  
**TEST**

Use this sig code text in the Rx.

Dispense  
 Qty: **50** Days: **25** Effective date: **23-Mar-2015**

Authorized  
 Qty: **50** Days: **25** Fills: \_\_\_\_\_ Expiry date: **17-Apr-2015**

Remaining  
 Qty: **0** Fills: \_\_\_\_\_

Device  
 No sub

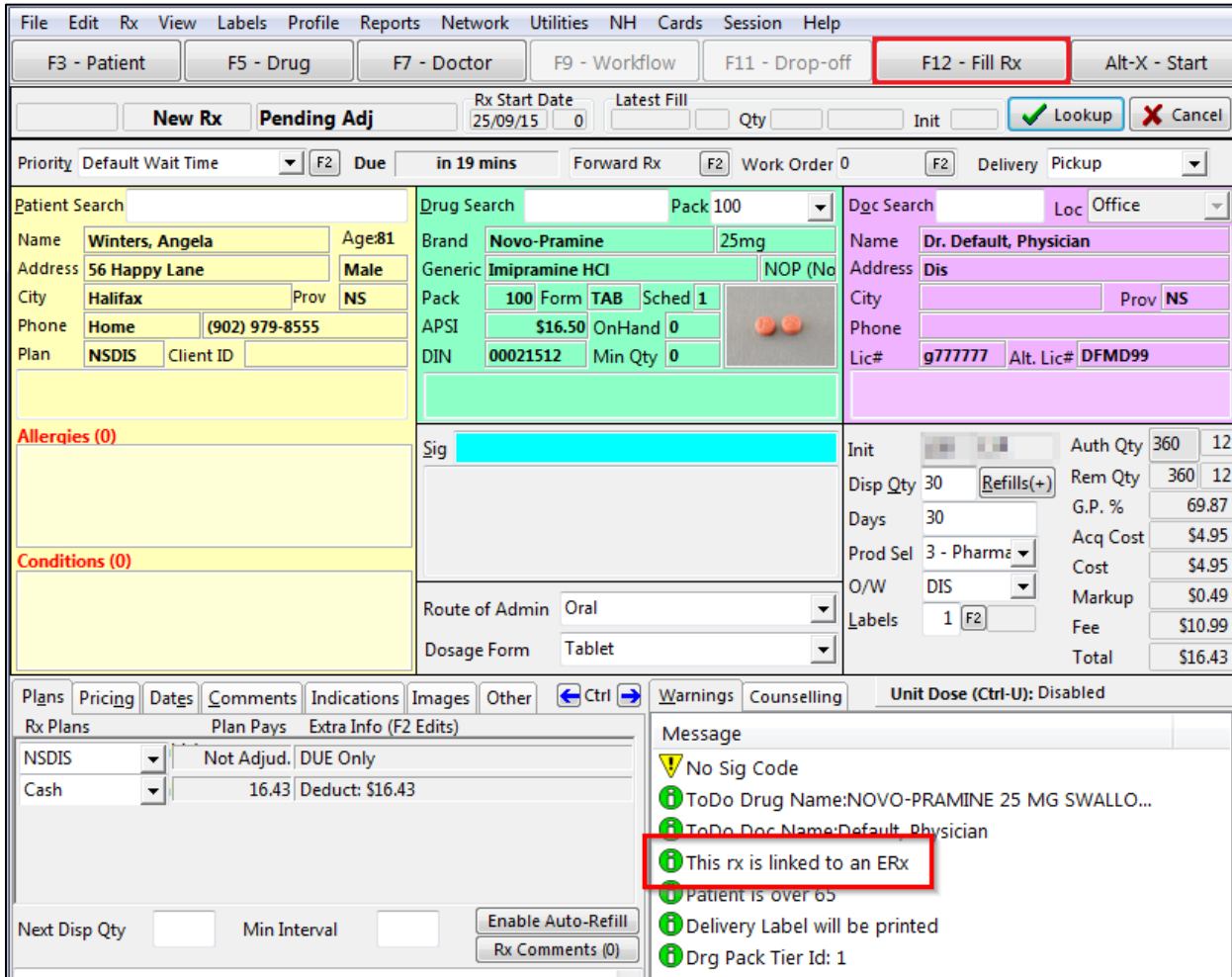
Prior Order Id: \_\_\_\_\_  Copy From Prior Rx

*This screen can be re-displayed while filling this Rx by selecting 'View 'Create local Rx' information' from the Network menu.*  
*This screen can remain open for reference while filling this Rx.*

- a. **Medication:** If the medication is a compound containing a monitored product, select this button to reveal the Qty of the monitored product.
- b. **Desc:** If the full description is not visible, hover over the **DESC** field with the mouse and it will expand, showing the full description.
- c. **Use this SIG code text in the Rx:** Transposes the sig from the electronic order into the local system.
- d. **Device:** Indicates this is a device on the Network.
- e. **No Sub:** Indicates the Rx a 'no sub' order on the Network.
- f. **Copy from Prior Rx:** Links the new Rx to an existing Rx on the patient's profile, if you have not already prompted to do so.
- g. **Detail:** Displays the Detailed Order Information from the Network.
- h. **Copy From Rx:** Same as Copy from Prior Rx.

1. Select **Copy from Prior Rx** or **Copy From Rx** to begin filling the order.
2. Information from the order will populate on the **F12** screen. Complete the fill or unfill as per usual.

**NOTE:** You are unable to override the Auth and Rem Qty fields. If you want to change these values, copy the Rx to a new number. A future software release will address this issue.



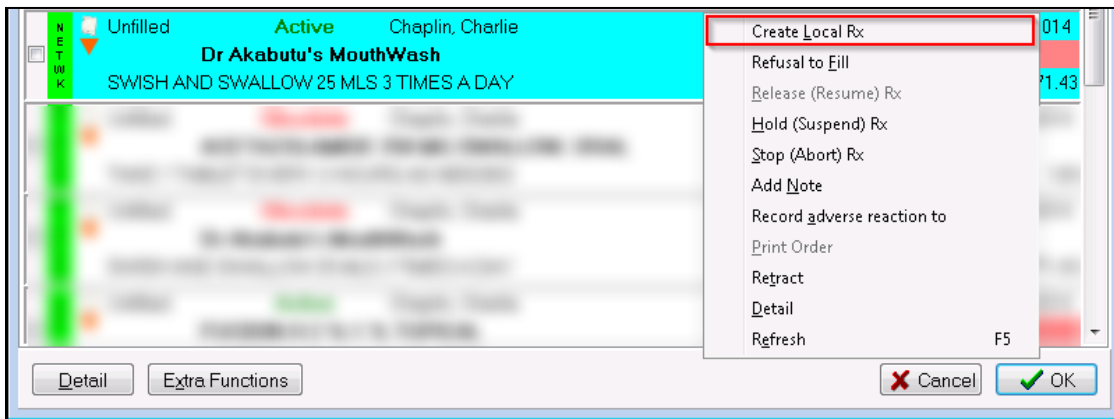
The screenshot shows the 'F12 - Fill Rx' interface. At the top, there are navigation buttons for 'F3 - Patient', 'F5 - Drug', 'F7 - Doctor', 'F9 - Workflow', 'F11 - Drop-off', 'F12 - Fill Rx' (highlighted in red), and 'Alt-X - Start'. Below these are fields for 'New Rx', 'Pending Adj', 'Rx Start Date' (25/09/15), 'Latest Fill' (0), 'Qty', 'Init', 'Lookup', and 'Cancel'. The main area is divided into three columns: Patient Search (Name: Winters, Angela; Age: 81; Address: 56 Happy Lane; City: Halifax; Phone: (902) 979-8555), Drug Search (Brand: Novo-Pramine 25mg; Generic: Imipramine HCl; Pack: 100 Form TAB; APSI: \$16.50; DIN: 00021512), and Drg Search (Name: Dr. Default, Physician; Address: Dis; City: Halifax; Phone: ; Lic#: g777777; Alt. Lic#: DFMD99). On the right, there are fields for 'Auth Qty' (360), 'Rem Qty' (360), 'G.P. %' (69.87), 'Acq Cost' (\$4.95), 'Cost' (\$4.95), 'Markup' (\$0.49), 'Fee' (\$10.99), and 'Total' (\$16.43). At the bottom, there are tabs for 'Plans', 'Pricing', 'Dates', 'Comments', 'Indications', 'Images', 'Other', 'Warnings', 'Counselling', and 'Unit Dose (Ctrl-U): Disabled'. The 'Warnings' tab is active, showing a list of messages: 'No Sig Code', 'ToDo Drug Name:NOVO-PRAMINE 25 MG SWALLO...', 'ToDo Doc Name:Default Physician', 'This rx is linked to an ERx' (highlighted in red), 'Patient is over 65', 'Delivery Label will be printed', and 'Drg Pack Tier Id: 1'.

**NOTE:** It is important to note the 'Unit of Measure' for ePrescribes, especially for anything dispensed in milligrams or units (e.g., creams, lotions, and inhalers). You may need to adjust the dispensed, authorized, and remaining quantities to reflect the unit of measure used by your system.

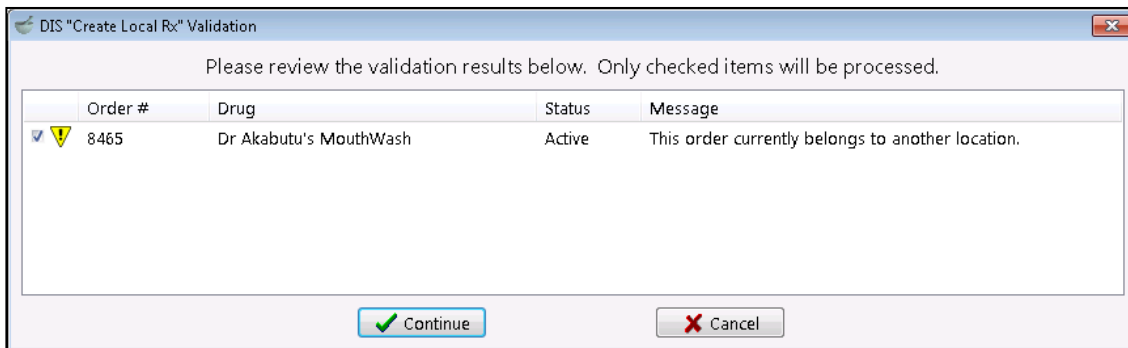
## Create Local Rx (Transfer)

When transferring a prescription in from another Nova Scotia pharmacy, call the other pharmacy and request a transfer. That location will perform the Transfer Out function. Once complete, access the **(Network) Patient Profile**, locate the Rx and use the **Create Local Rx** function. By doing so, the original prescription order will be maintained on the DIS.

1. Call up the patient's Network profile. Click the ePrescribe order and select **Extra Functions > Create Local Rx**.

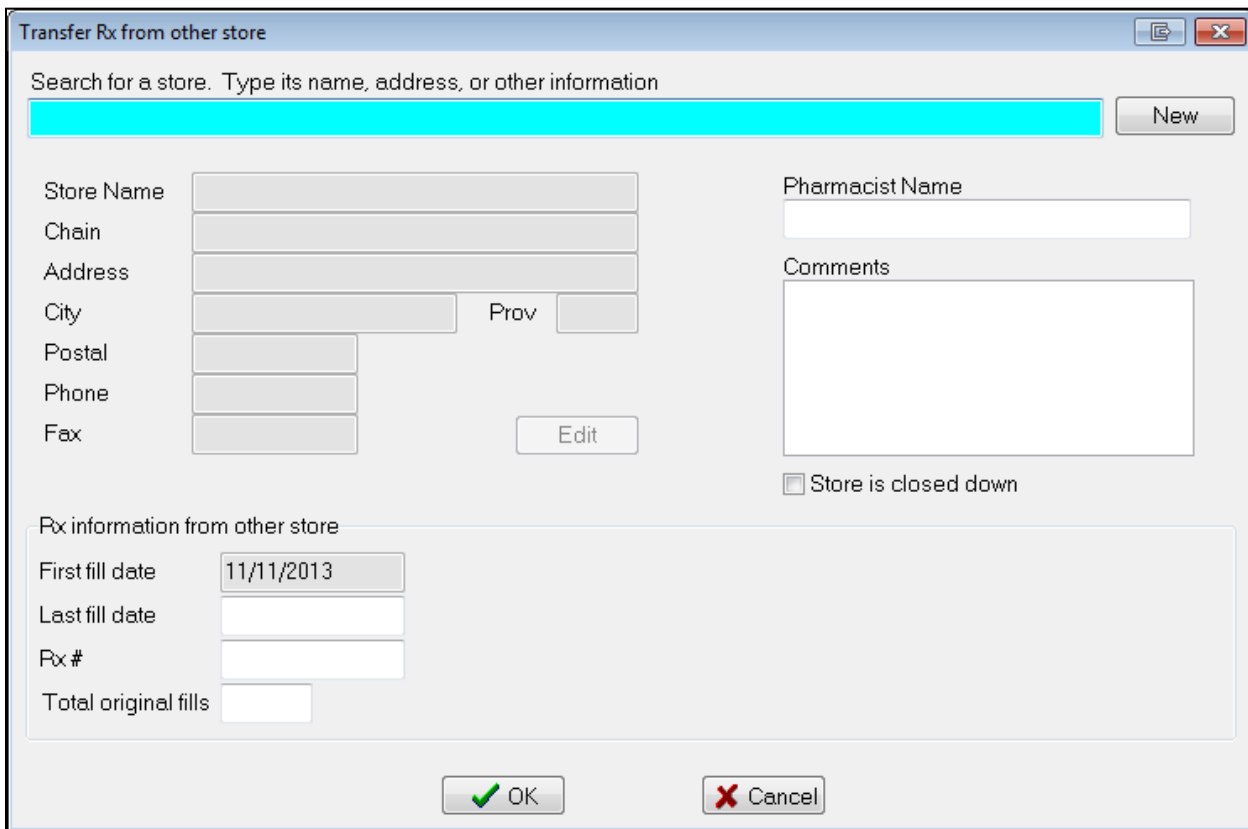


**NOTE:** If the user at the transferring pharmacy has not yet transferred the Rx order or has transferred it to an incorrect location, you will be presented with the following error:

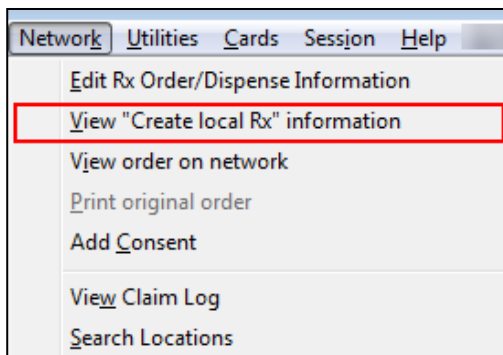


Contact the transferring pharmacy before proceeding.

2. The **Transfer Rx from other store** form will appear. Enter the transfer store information and click **OK**.

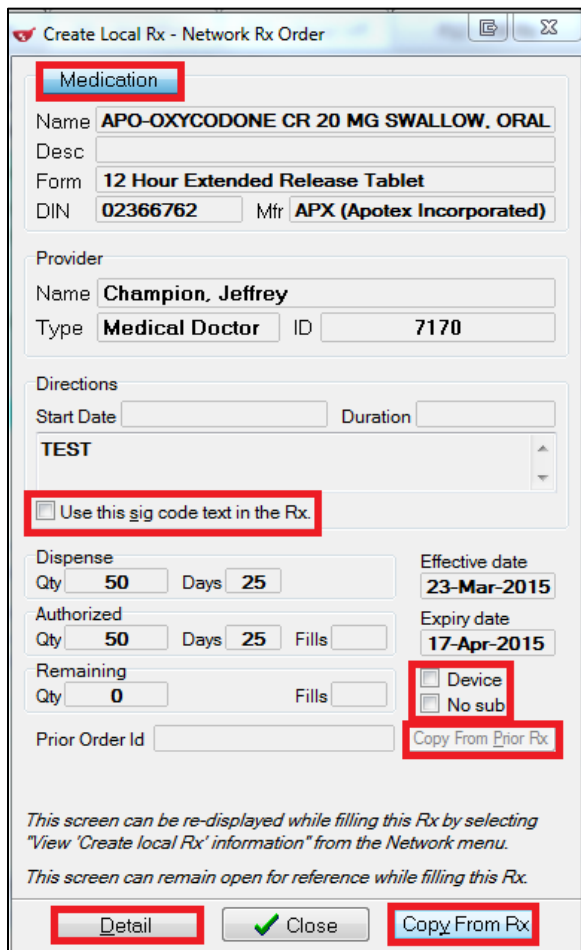


3. Once the order has been transferred to the local system, and electronic copy of the order will appear. You can move this screen to the side to verify the Rx information, or close it and recall it via **Network > View "Create local Rx" information**.





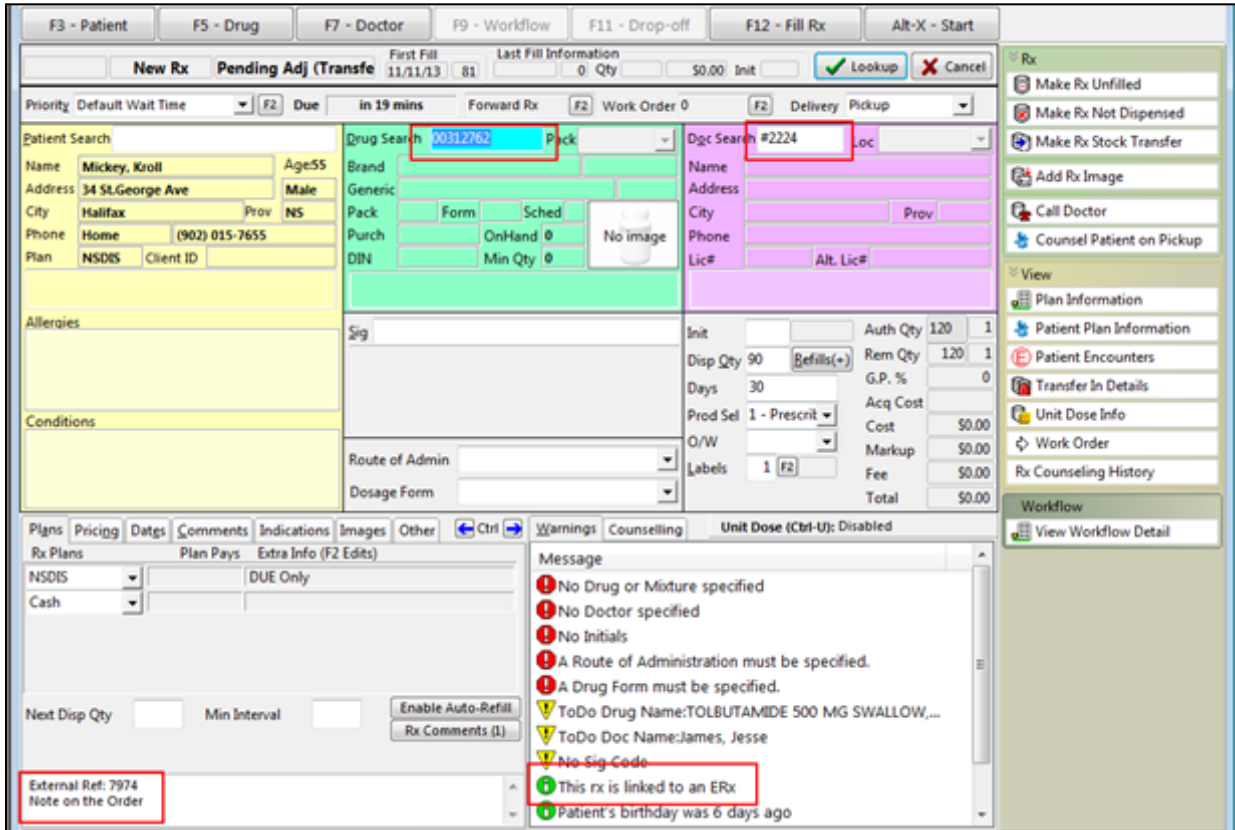
The following options are available from the **Create Local Rx - Network Rx Order** screen:



- a. **Medication:** If the medication is a compound containing a monitored product, select this button to reveal the Qty of the monitored product.
- b. **Desc:** If the full description is not visible, hover over the **DESC** field with the mouse and it will expand, showing the full description.
- c. **Use this SIG code text in the Rx:** Transposes the sig from the electronic order into the local system.
- d. **Device:** Indicates this is a device on the Network.
- e. **No Sub:** Indicates the Rx a 'no sub' order on the Network.
- f. **Copy from Prior Rx:** Links the new Rx to an existing Rx on the patient's profile, if you have not already prompted to do so.
- g. **Detail:** Displays the Detailed Order Information from the Network.

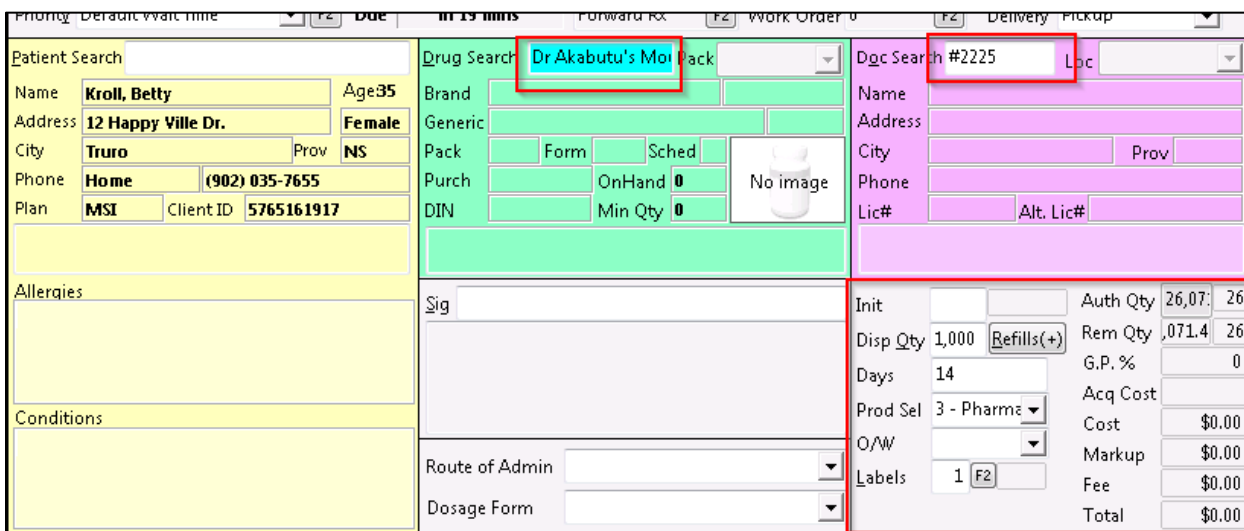
h. Copy From Rx: Same as Copy from Prior Rx.

4. Information from the order will populate on the F12 screen.



The screenshot shows the 'F12 - Fill Rx' screen. At the top, there are tabs for 'F3 - Patient', 'F5 - Drug', 'F7 - Doctor', 'F9 - Workflow', 'F11 - Drop-off', 'F12 - Fill Rx', and 'Alt-X - Start'. Below the tabs, there are fields for 'New Rx', 'Pending Adj (Transfe)', 'First Fill', 'Last Fill Information', 'Qty', '\$0.00', 'Init', 'Lookup', and 'Cancel'. The main area is divided into several sections: 'Patient Search' (Name: Mickey, Kroll, Age 55, Address: 34 St. George Ave, City: Halifax, Prov: NS, Phone: (902) 015-7655, Plan: NSDIS), 'Drug Search' (00312762), 'Dgc Search' (#2224), and a central area with fields for 'Brand', 'Generic', 'Pack', 'Purch', 'DIN', 'Sig', 'Route of Admin', and 'Dosage Form'. A 'Message' box at the bottom lists several warnings: 'No Drug or Mixture specified', 'No Doctor specified', 'No Initials', 'A Route of Administration must be specified.', 'A Drug Form must be specified.', 'ToDo Drug Name:TOLBUTAMIDE 500 MG SWALLOW...', 'ToDo Doc Name:James, Jesse', 'No Sig Code', 'This rx is linked to an ERx', and 'Patient's birthday was 6 days ago'. A red box highlights the 'External Ref: 7974 Note on the Order' field.

If the Rx is for a mixture, the mixture name will populate in the **Drug Search** field.



The screenshot shows the 'F12 - Fill Rx' screen for a different patient. The 'Patient Search' section shows Name: Kroll, Betty, Age 35, Address: 12 Happy Ville Dr., City: Truro, Prov: NS, Phone: (902) 035-7655, Plan: MSI, Client ID: 5765161917. The 'Drug Search' field is populated with 'Dr Akabutu's Mixture'. The 'Dgc Search' field is #2225. The central area shows fields for 'Brand', 'Generic', 'Pack', 'Purch', 'DIN', 'Sig', 'Route of Admin', and 'Dosage Form'. The bottom right section shows a summary table with columns for 'Init', 'Disp Qty', 'Days', 'Prod Sel', 'O/W', 'Labels', 'Auth Qty', 'Rem Qty', 'G.P. %', 'Acq Cost', 'Cost', 'Markup', 'Fee', and 'Total'. The 'Auth Qty' is 26,07 and the 'Rem Qty' is 26,071.4. The 'Total' is \$0.00.

Complete the fill or unfill as per usual.