TELUS
health solutions

Assyst Rx-A

Patient Medication Exchange

User Guide

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INTRODUCTION

The *Assyst Rx-A Patient Medication Exchange* (PME) is a program created to increase the exchange between patient and pharmacist. This program will standardize clinical services that are delivered in BC.

This guide will provide information needed to set up and create professional formatted reviews.

System Requirements
Certain requirements are needed before PME can be used. These are:

- Thin Client installed
- Microsoft Word installed
- Version 5.60 installed
- Attachments module activated
- Patient Medication Exchange module activated

System Conventions
The purpose of this System Conventions section of the document is to help understand the terminology required to successfully run the *Patient Medication Exchange* module.

Standard Icons and Keyboard Shortcuts
The following section lists icons and keyboard shortcuts broadly available in the Assyst Point of Sale application.

Icon	Function	Keyboard Shortcut
	Save	Ctrl-S
	Cancel	Ctrl-Q or Esc
	Add a new record	Ctrl-N
	Delete the selected record	Ctrl-D
	Select a printer	F9
	Email	
	View/Add Attachments	Ctrl-T
	View/Add Notes	Shift-F8
	Capture a Screen Image	Ctrl-Shift-P
	Help	F1
	Lookup/Search	F12
	Modify the selected record	Ctrl-M
	Zoom into the selected record	F7
	Export to Excel	Ctrl-O
	View/Select Dates from Calendar	(none)

REFERENCE MATERIAL

Medication Review Services - Policy Update
The policy provided below will come into effect on April 1, 2014.

[Revised Medication Review Services Policy—Effective April 1, 2014](#) (PDF 416K)

At the same time, pharmacies that wish to claim a service fee from PharmaCare will also be required to complete the updated Best Possible Medication History and, if applicable, Drug Therapy Problem forms below.

Pharmacies that choose to create their own form must ensure that **all fields and all text** contained in the versions below are incorporated.

Best Possible Medication History form—Replaces the separate BMPH and BPMH-Pro forms
[PDF version](#) (PDF 184K)
[Microsoft Word version](#)

Drug Therapy Problem form—Replaces the Medication Management Issue form
[PDF version](#) (PDF 143K)
[Microsoft Word version](#)

BPMH Worksheet—Optional form, minor updates only.
[Microsoft Word version](#)

REQUIRED MAINTENANCE

Some required maintenance will be needed before starting to use the new PME review. This maintenance will be in Drug Maintenance and in the SIG code file.

Drug Maintenance
The addition of three new drug records will be required. Each drug records will need the specified DIN, Description and dollar amount specified by PharmaNet. These have been listed below.

DIN	Description	$$$
99000501	Medication Review Standard (MR-S)	$60.00
99000502	Medication Review Pharmacist Consultation (MR-PC)	$70.00
99000503	Medication Review Follow-Up (MR-F)	$15.00
99000504	Medication Review – Non Benefit	$00.00

Sig Code Maintenance
A new SIG code needs to be added. This Sig code must have the pharmacy 10 digit phone number in the first 20 spaces and in front of any other information that appears in the SIG field. Review prescriptions filled without this SIG code will not be paid.

NEW FEATURES ASSOCIATED WITH PME

New features have been added to streamline the PME process. These features are in the following areas:

- Patient Notes
- Drug Notes
- Drug File
- Medication Review List

Patient and Drug Notes

The Patient and Drug notes have new note types added. These notes are populated from data entered into the *Patient Medication Exchange*.

Patient or Drug	Note Type	Description
Patient Notes	MRM	Medication Review (Item)
Drug Notes	MW	Medication Review (Why I Take It)
Drug Notes	MSI	Medication Review (Special Instructions)

Drug File

The Drug File now has a new type field. Four drug types have been added to this field:

- Admin
- Device
- NPN (Natural Product Number)
- Default

Any drug coded with the type "Admin" will be filled as a transient. Transients will not be included in this review.

To be able to modify a transient status, the Nursing Home detail box has been made available for all patients, not only patients residing in a long term care facility. With a transient status, the prescription will not be included on any MAR charts.

Medication Review List

The PME is maintained through the Medication Review List and can be accessed by selecting the
Review List button from within Patient Maintenance. This button is in the top right corner of the screen.

Status to Include

The option to include Stopped, Transferred and Deferred
Prescriptions is available by clicking on the box beside
each status. In this example, Deferred prescriptions
will be included in the review.

Output To

 A new option Output to PME has been added. Select the
radio button beside PME as shown in this example.

GETTING STARTED

For ease of use, the *Patient Medication Exchange* has been separated into three areas:

- Working Medication Screen where maintenance will take place and be saved for future use
- Generated Word Document for a professional looking review for patient handouts
- Finalized PDF file to be attached to either the review prescription or the patient

Working Medication Screen

The Working Medication Screen is where any drug maintenance should take place. Maintenance performed here can be saved and the information will be available for the next review. This section will explain fields as they apply to the *Patient Medication Exchange*.
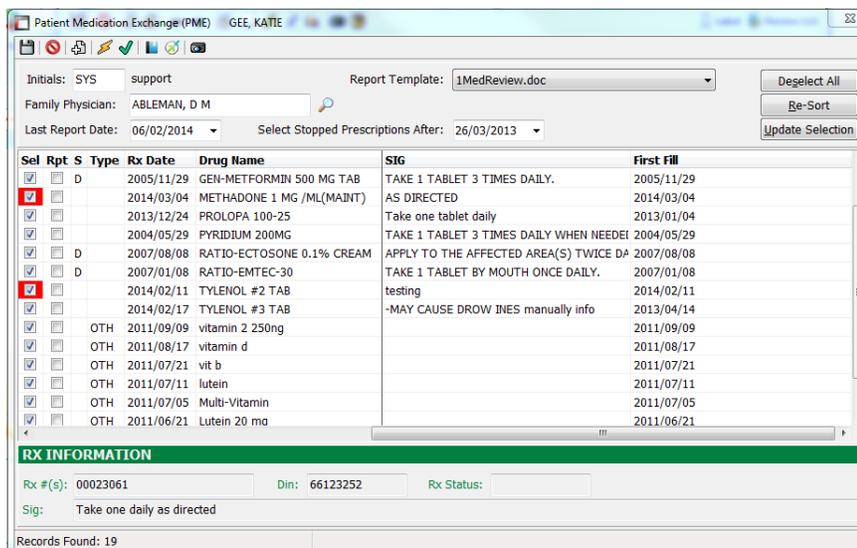
PME Working Medication Screen Icons

The following is a list of icons on the PME Screen, their corresponding keyboard shortcuts and a brief explanation of the command.

BUTTON	COMMAND	KEYBOARD SHORTCUT	EXPLANATION
💾	Save	CTRL + S	Save the modifications to the working screen
🚫	Cancel	CTRL + Q	Cancel the current working medication screen
🗗	Add	CTRL + N	Add additional items to the working medication screen. A patient note will also be created for any items added in the working screen.
⚡	Generate	CTRL + G	Generate a word document to hand out to your patient
✔	Finalize	CTRL + M	Finalize the review, and create a PDF file (to attach to patient or RX)
📙	Bookmark	None	Lists valid information (bookmarks) that can be used in the PME. Used in the initial setup of templates.
🔄	RxVigilance	CTRL + R	Analyze prescriptions through RxVigilance
📷	Capture Screen Image	CTRL + SHIFT + P	Capture an image of the current screen,

The Working Medication Screen is divided into three informational sections:

■ PME Heading Information
■ PME Drug Information
■ PME Rx Information Footer

PME Heading Information

The PME Heading Information shows the pharmacists name, the family doctor and last date the report was generated. Also available is the option to select different report templates from a drop-down list.

Initials: The initials are defaulted to the user that is logged in. The name associated with the initials will also display. The name will print on both the word document and the PDF file created for attachment.

Family Physician: The Family Physician field is populated from the doctor field in patient maintenance.

Last Report Date: The date is stamped on the patient file when the finalize function is performed, however this field can be also be modified to create different results.

Report Template: Two templates are currently available: Current Medication List and Pharmacist Consultation. There is room to add a store logo to the medication list, if desired.

Deselect All: Will uncheck all selections, and allow drugs to be included individually

Re-Sort: Clicking on the top of any column, the contents of that column will be re-sorted. The re-sort button will put the contents back to the default sort, which is by the drug column in alphabetic order.

Update Selection: Updates the selections in the review. If a prescription is checked it will be included in the review, if unchecked it will be excluded and the Rx type will be changed to Transient. If a manually added item (OTH) is checked, it will be included in the review, if unchecked the OTH will be deleted.

PME Drug Information Fields

The PME process will check the transient, treatment and PRN flags.(the same as for nursing home charts) Since this process is now being used for non-nursing home patients, the ability to access the nursing home window (from the patient profile) has been opened for all patients.

Sel: This column is used to select/deselect content for the review. Any items in this column coloured red will note that the item as having a first fill date newer than the Last Report Date. This means they are new items since the last review, and should be looked at with this in mind.

Rpt Used to select one prescription for Adaptation reporting

Type: Two different types are being used. BLANK is populated from the patient's profile OTH signify items that have been added manually. Items such as OTC products or prescriptions filled at another store.

Rx Date: Shows the date that the prescription was filled.

Drug Name: The drug name is populated from the RX on patient profile

Why I Take Any data entered here will print on the review & also be logged as a note on the RX itself. The flag to view these notes is set to N, so that they do not display by default, similar to patient audit notes. Clicking on the hourglass will display a notes edit field, for additional notes.

Special Instructions:	Any data entered here will print on the review and also be logged as a note on the RX itself. The flag to view these notes is set to N, so that they do not display by default, similar to the patient audit notes. Clicking on the hourglass will display a notes edit field, for additional notes.
SIG:	The SIG field is populated from the filled prescription.
First Fill:	Shows the date that the prescription was first filled.

PME RX Information Footer

The footer resembles the "snap shot" window found throughout the Assyst modules. Information will be displayed in the footer (for the highlighted item.) This information consists of: Rx # (s), Sig Code, the number of records found for the patient, and any informational messaging.

Generated Word Document

The generated word document is created when the icon is clicked. All maintenance done in the working screen will be populated into the selected template. This word document can be printed for the customer or saved for future reference.

Finalized PDF File

The Finalized PDF File is what will be attached to either the review prescription that has been submitted for payment or to the patient. The choice is up to you. When finalized, the file name is created using the patient name as part of the filename.

ATTACHMENTS

The Finalized PDF file can be attached manually to either the patient or the prescription. It is at the discretion of the store, but for consistency and ease of use, the PDF file should be attached in the same manner.

The PDF file can be attached to a prescription as soon as the cursor has gone past the written prompt (after the Prescription # has been assigned). Or be attached from the patient file or modify Rx at a later time.

See the Attachments Module documentation for more detailed information.

Follow ups

Attachments can be flagged for a follow-up by checking the *Follow Up On* box and selecting a follow up date from the drop-down calendar.

Attachments Types

Attachments can be coded with a MEDREV attachment type. This attachment type will be used for future reporting.