Information for Life.

Assyst RxA – SKDIS

User Guide

Version 6.22

DIS Information

Introduction to the DIS

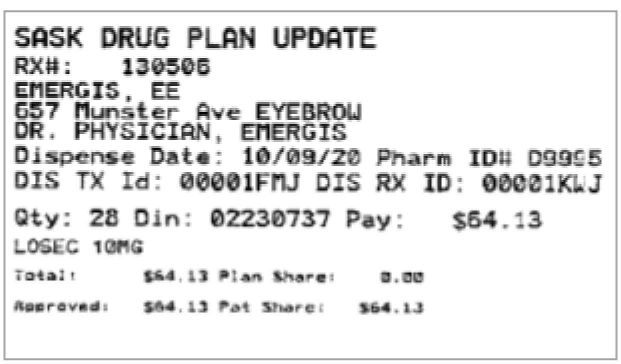
The Drug Information System (DIS) is:

- A computer-based system where information on all prescription drugs dispensed to Saskatchewan residents will be gathered and securely stored.
- Electronically linked to all health care sites, such as:
    - Pharmacies
    - Physicians' offices
    - Health centres
    - Addiction centres
    - Hospital pharmacies
    - Emergency Departments
    - Accessible to authorized health care professionals, including physicians and pharmacists.

Receipt Label

There are two new label codes that have been designed to support/print information with the new DIS system. The new label codes are “TX” for the DIS TX ID (“dispense”) and “DX” for the DIS RX ID (“prescription”). These two codes can be added to your existing “RX” receipt for e-filling, but are only required on a label generated when E-Filling a prescription (can be the same as your normal label, or a new label).

Sample Label:


SASK DRUG PLAN UPDATE
RX#: 130506
EMERGIS, EE
657 Munster Ave EYEBROW
DR. PHYSICIAN, EMERGIS
Dispense Date: 10/09/20 Pharm ID# D9995
DIS TX Id: 00001FMJ DIS RX ID: 00001KWJ
Qty: 28 Din: 02230737 Pay: $64.13
LOSEC 10MG
Total: $64.13 Plan Share: 0.00
Approved: $64.13 Pat Share: $64.13

Electronic Prescription

There is a new label code that has been designed to support the printing of electronic prescriptions. The new label code “NA” will print the Pharmacist Prescribe Reason. Some additional requirements for this printing the electronic prescription are:

- Each prescription must not print on multiple pages
- A signature line must be present
- Patient information including HSN must print
- Prescriber information must be included
- PIP Prescription order id, “DX” label code, must print
- The location and date where the prescription was printed
- If the Effective date is set to a future date this information must be printed on the prescription
- The pharses “non-authoritative” and “For information purposes only”

Sample Label:

EMERGIS, PHARMACIST Lic# D9995
2305 HANSELMAN PL. SASKATOON, SK S1S 1S1
Phone: 306 555 1234

EMERGIS, E 98/11/23 - Female
123 Somewhere SOMEWHEREVILLE SK S3S 3S3
Phone: 306 555 5555 SK HSN: 555123460

DIS Order#: 00009D3N
Date Prescribed: 17/12/15
JANUVIA 100MG TABLET DIN 02303922
TAKE 1 TABLET ONCE DAILY

Prescribe Reason:Extending refill(s) during physician absence

Start Date: DEC 15/2017 Expiry Date: DEC 15/2018
Dispense Qty: 30 Days Supply: 30
Refills: 0 Prescribed Qty: 30

Signature: ______________________________

Non-authoritative
For information purposes only

Printed DEC 29/2017 at TELUS PHARMACY 2305 HANSELMAN PLACE, SASKATOON, SK

Contacting SK Health (DIS and Website Information)

Locally (Regina): 306-337-0600
Toll-Free: 1-888-316-7446

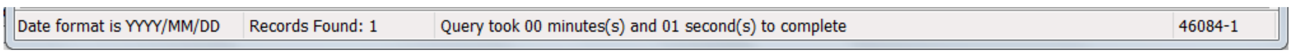
DrugPlan Website: https://drugplan.health.gov.sk.ca/
PIP Website: https://pip.ehealthsask.ca/

Keyboard vs. Mouse Use

For those users who prefer a mouse, you will enjoy the mobility through screens using the mouse. For those users who prefer the keyboard, there are keyboard shortcut keys that allow you the mobility through screens without feeling like you have to change your practices. Anything with a shortcut will have the shortcut letter underlined, and this can easily be accessed by pressing Alt + the appropriate letter (for example, ALT+D will take you to the dosage tab on various screens). Toolbar functions can also be accessed via shortcuts (for example, Ctrl+Q will close the current DIS screen).

The DIS patient profile has a status bar at the bottom of the window that indicates the system is working (for example, when communicating with the DIS, will show “Sending message…”, followed by “Receiving message” etc). As well, the date formate, the number of records found, the amount of time the query took to retrieve the information and lastly the unique login ID is displayed.

DIS Status Bar Sample:



The application status bar will display the version and build of the application, Store Name, User Name, DIS version and Printers. Also, certain screens show helpful tips in this status bar.

Application Status bar Sample:

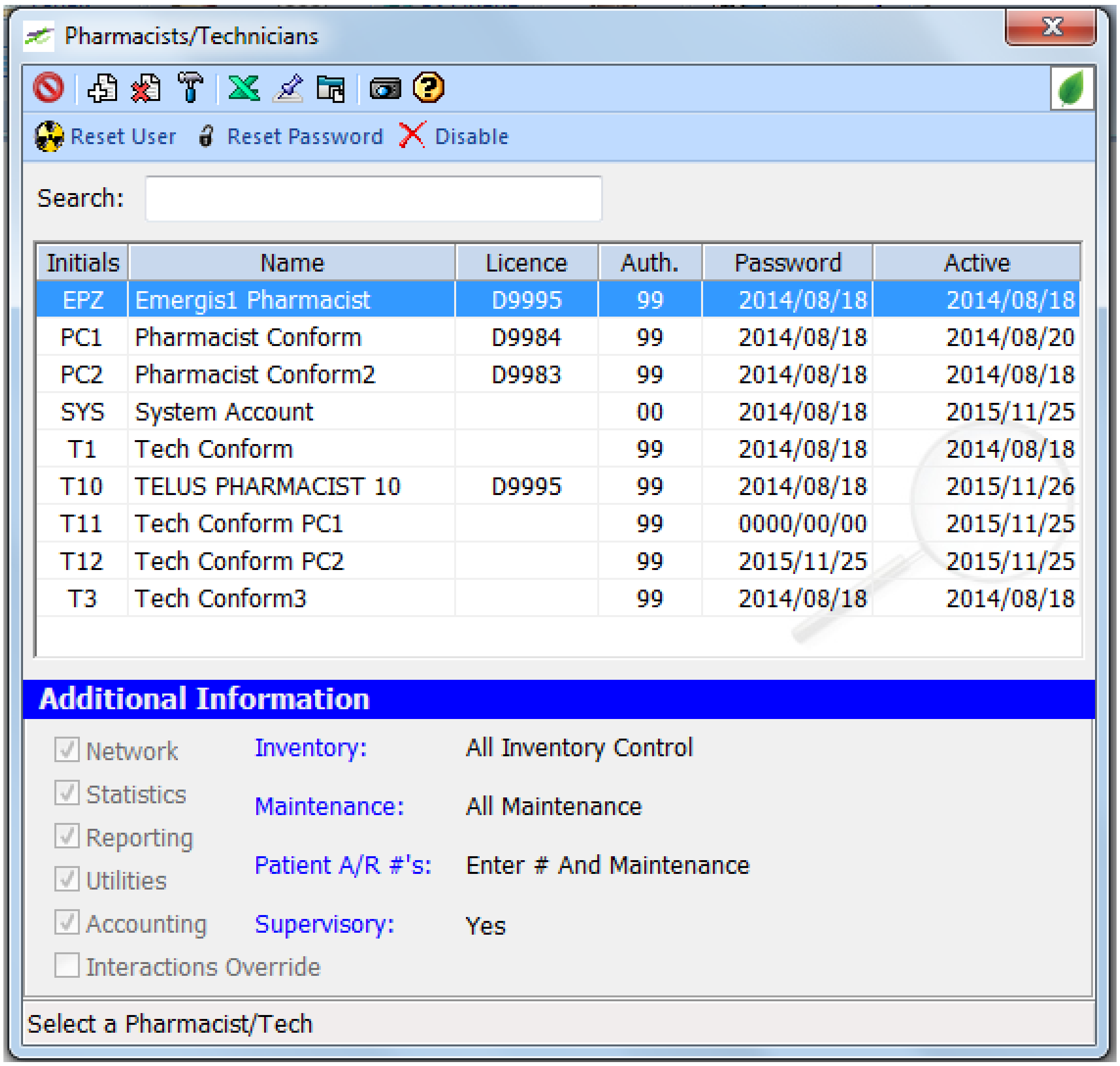
As well, most screens contain a toolbar at the top for ease of use. Toolbar buttons can be clicked with the mouse, or activated via a shortcut key (Ctrl+key). An example toolbar:

Hovering over each button with the mouse will give a brief description of its purpose, as well as identify its keyboard shortcut key (if any).

Getting Started

Pharmacist, Technician and Password Setup

Since your computer has the possibility of accessing any patient profile in the province, security is an issue and we have made the system robust with the help of user permissions. To do this, go in the **Rx Functions** tab, **Settings** and **Pharmacist Maintenance.** Select the user, click the Modify icon and then chose the appropriate permission options for that user**.** This will limit what functions that user can access.



Add: This function can be used to add a technician or pharmacist. User can click the Add icon or use the keyboard shortcut Ctrl+N.

Delete: This function can be used to remove a technician or pharmacist that no longer works at the pharmacy. However, the disable function is recommended so you still have a record of who the initials originally belonged to for auditing purposes.   User can click the Delete icon or use the keyboard shortcut Ctrl+D.

Modify: This function can be used to modify an existing technician or pharmacist. User can click the Modify icon or use the keyboard shortcut Ctrl+M.

Copy: This function can be used to make multiple copies of the same technician file in order to assign that tech to each pharmacist. User can click the Copy icon.

Reset User: This function can be used to reset the login for a technician or pharmacist who has been locked out of the pharmacy system. They must then log in using their old password and change it to a new one. User can click the Reset User button.

Reset Password: This function can be used to reset the password for a technician or pharmacist who has been locked out of the pharmacy system and no longer recalls their old password. This should only be used in extreme cases and the user in question must be present to generate a new password. User can click the Reset Password button.

Disable: This function is recommended to lock certain login initials from being used to enter the pharmacy system at all. For example, it can be used when a relief pharmacist is not on site or a pharmacist will not be returning to work for the store. The user can click on the Disable button.

Password: When saving a new user, the prompt to enter a password for the pharmacist will display. You will also be prompted to enter the password a second time for confirmation. The user will be asked to change his/her password, the first time the initials are accessed, or when initials have been reset. As the user keys in their password, asterisks' will appear for each character in the Password field.

Passwords Requirement

In conformance with DIS Standards, authorizations and passwords must be turned on and meet the following password criteria:

Supervisor requirements:

- ✓ Passwords must be at least 10 alphanumeric characters long
- ✓ Passwords must contain both upper and lower case
- ✓ Passwords must have a minimum of 2 numeric
- ✓ Passwords must have a minimum of 1 special character (! or @ or # or $)

Regular user requirements:

- ✓ Passwords must be 8 alphanumeric characters long
- ✓ Passwords must contain both upper and lower case
- ✓ Passwords must have a minimum of 2 numeric
- ✓ Passwords must have a minimum of 1 special character (! or @ or # or $)

Additional Password Requirements;

- ✓ Prevent usage of 10 previously used passwords
- ✓ Disable user after 3 failed login attempts
- ✓ When PC is idle for more than 30mins it will prompt again for credentials.
- ✓ Cannot change password more than once per day
- ✓ Passwords must change every 90 days

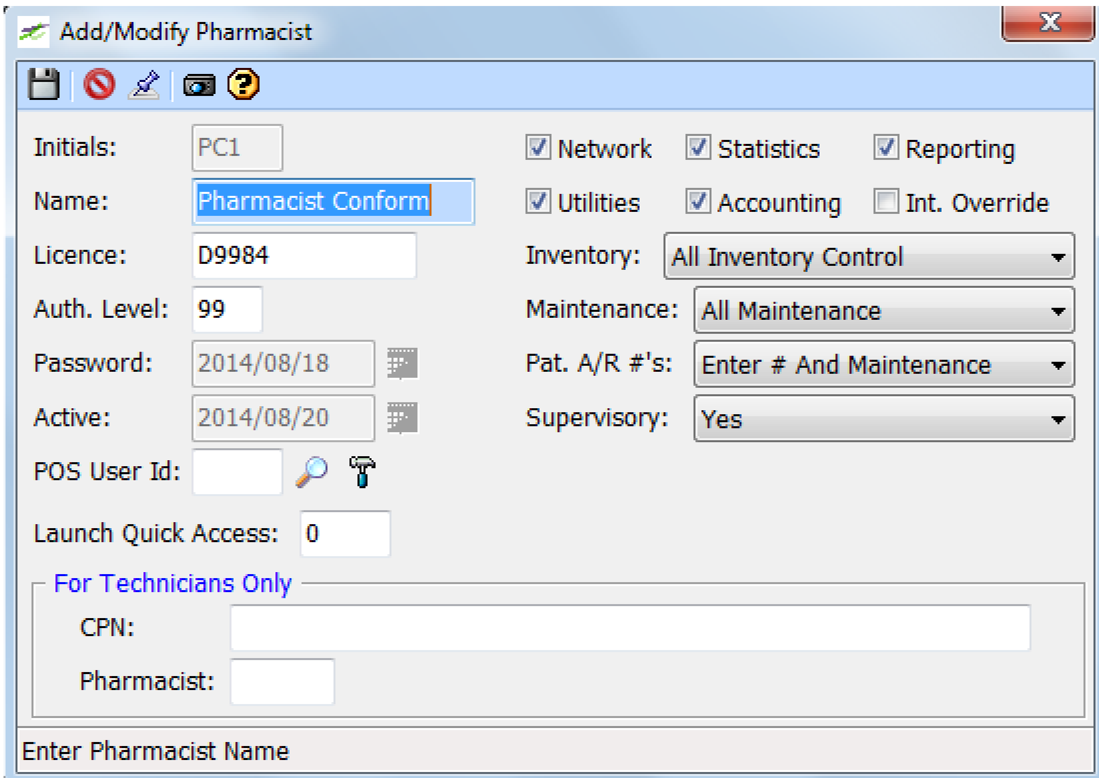
NOTE: The password **MUST MEET** the above SK Health requirements. For those users with previously set passwords you will have 60 days until you will need to change it to the new required password.

Setting up a New Pharmacist or Modifying an Existing Pharmacist for DIS.

In order for DIS to know who is accessing the network, a pharmacist must be setup in the local system with their initials and license number. Following is the menu path to access:

Rx Functions tab
Settings
Pharmacist Maintenance

If this is a new pharmacist, click the Add New icon or use the keyboard shortcut Ctrl+N. Otherwise, highlight the pharmacist in the list and click the Modify icon or use the keyboard shortcut Ctrl+M.



Initials: Enter the initials that are to be used for filling prescriptions. This field should be set for 3 letter initials. This is set by a flag in System Flags called Default Initials.

Name: Enter the name of the pharmacist. The name field is used to identify who currently has access to the system.

License: Enter the pharmacist's license number. The license field is the number that will be sent to DIS to identify who is using the system. When entering the license number, be sure to include all five digits with the leading "D".

Auth Level: If you are using System Authorizations and have Authorization Levels set, then set this field to conform to those settings.

Password: This is a system generated date displaying when the password was last changed.

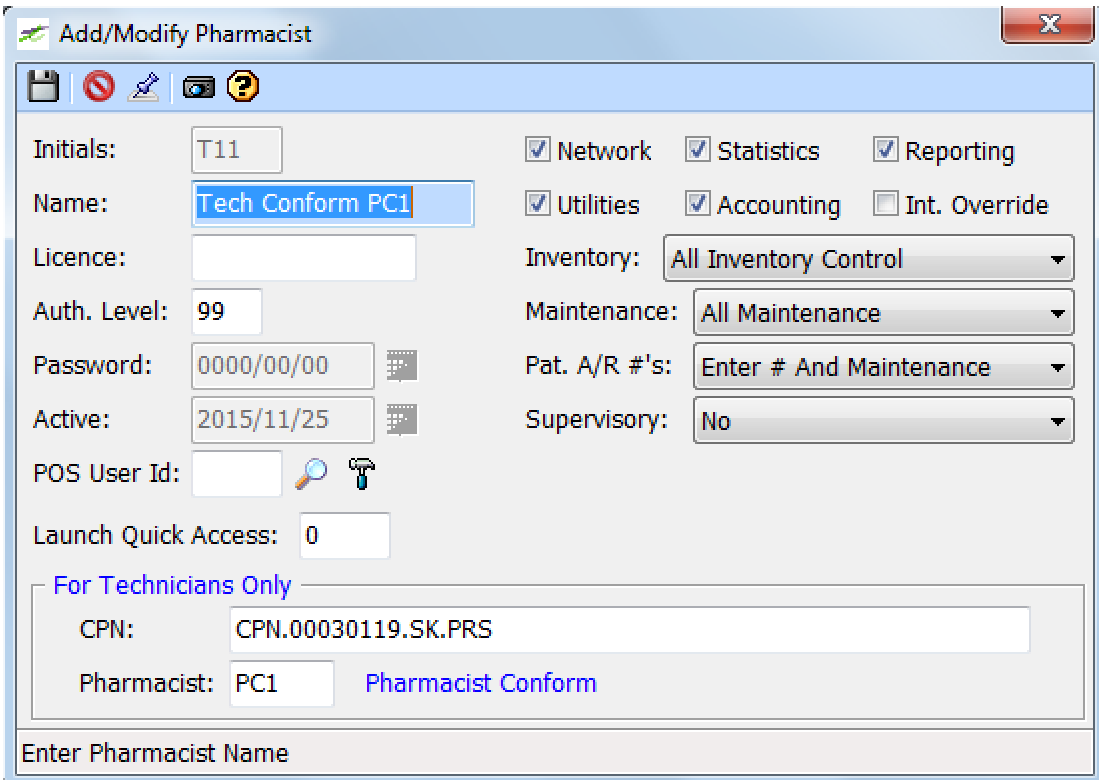
Active: This is a system generated date displaying when the user last accessed the system.

POS User ID: The ability to link a POS user ID to a Pharmacist ID in Pharmacist Maintenance. This will give more detailed control from the pharmacy, over who can access the accounting programs and features. Previously there was an Accounting Check box to allow access or not. Now, if a POS User ID is entered in Pharmacist Mantenance, the POS authorizations for Accounts Receivable, Accounts Payable and General Ledger will act exacty the same as logging into the POS.

Launch Quick Access: This option will automatically launch (up to 5) windows that have previously been added to the Quick Access Bar.

Flags: The flags indicate what functions the selected user has permissions to access.

Setting up a New Technician or Modifying an Existing Technician for DIS.



Adding or modifying a technician is similar to the adding or modifying of a pharmacist with the following exceptions:

- You must create a 3 digit code that identifies the technician and the pharmacist the tech will be working under. We recommend using the Pharmacist's 2 digit initials followed by a 1 character field that will identify the tech. However, as can be seen in the example above the technicians initials and a 1 digit character to identify the pharmacist is also acceptable. If the technician works with multiple pharmacists, the initials can be copied using the function to avoid having to re-enter the CPN number multiple times thus avoiding keystroke errors.
- Technicians should not have a License assigned to them directly so this field must remain blank.
- The Supervisory flag for a Technician needs to be set to "N".
- Enter the technicians CPN number and the pharmacist they will be working under when using the initials created above.

NOTE: This box should only be filled in for technicians; it is not used for the setup of pharmacists.

Resetting a DIS password

In the event where the user typed in the wrong password, the Assyst Rx-A software will give them two additional chances to correct it. If these attempts fail then for security reasons the software will lock out the particular user and a message “See Administrator” will be displayed. If a mistype occurs when entering your password, hit the Escape key rather than the Backspace or Enter keys to avoid a failed attempt.

If the user still knows the old password then the supervisor can reset the user using the following options:

Rx Function tab
Settings,
Pharmacist Maintenance

Highlight the user with the password issue and click on 

which will reset the password. Let the user try again with his initials and the software will prompt for the old password. Key it in and hit Enter, it will prompt you for a new password. Key the new password hit Enter and re-confirms it. The user should be able to login without issues.

If the user does not l know the old password then the supervisor can reset the password using the following options:

Rx Function tab
Settings,
Pharmacist Maintenance

Highlight the user with the password issue and click on 

. This will reset the user and allow for a new password to be set.

NOTE: If the store has only one pharmacist, or no other pharmacist with Supervisory credentials is present please call the Support Desk to have the password reset.

Pharmacist Audit Notes

There are now Audit Notes in the application for Pharmacist and Technician user changes:

- Audit Notes for Pharmacist and Technician User changes: the application creates an Audit Note for ANY changes made to the User in Pharmacist Maintenance. These Audit Notes are visible to review by clicking on the Note icon in the toolbar or using the keyboard shortcut CTRL & N while in Pharmacist Maintenance window.

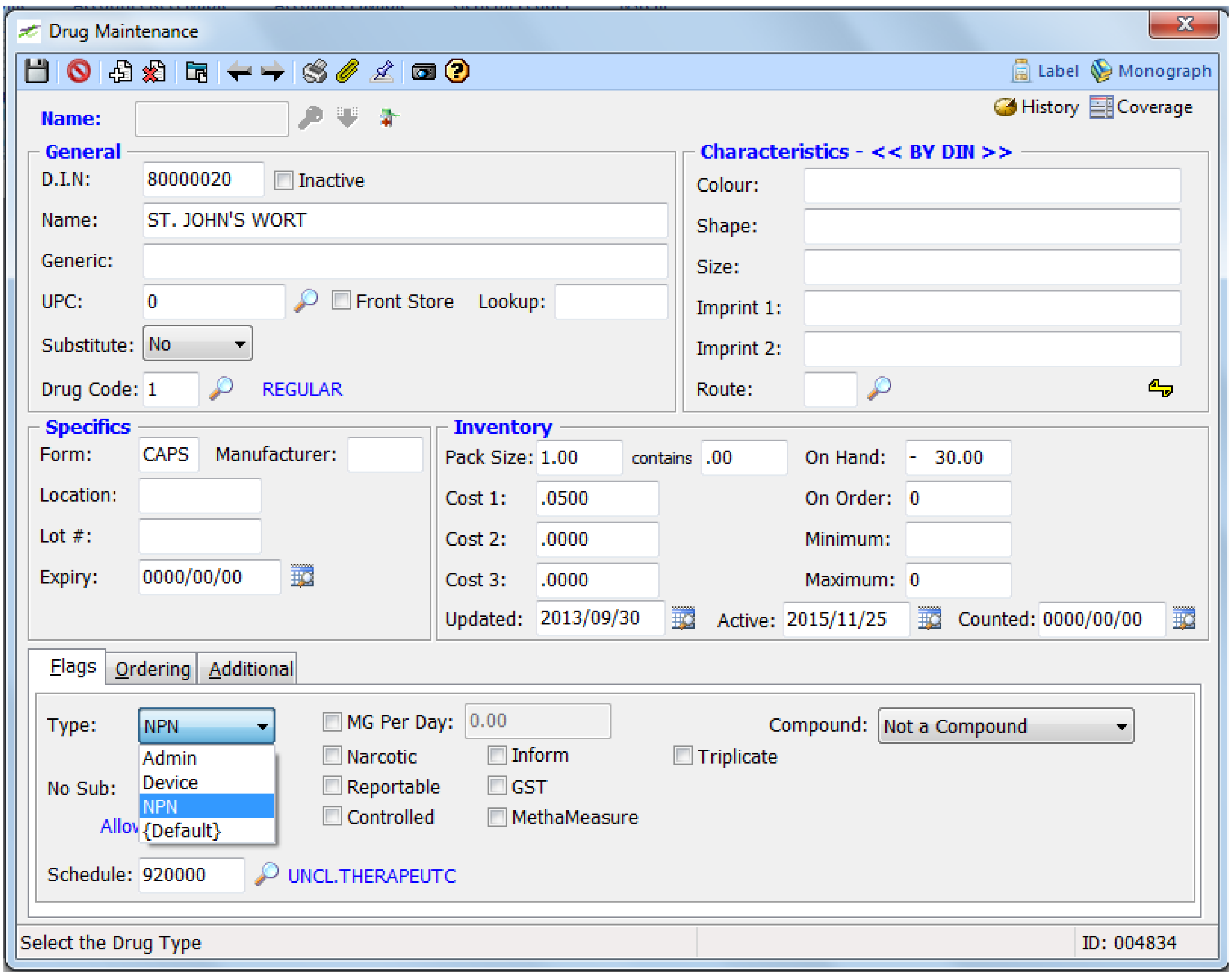
Drug File Considerations

Pack Sizes

SK Adapt has required that quantities for drugs such as birth control be sent as a pack size of one. The DIS will require that the same drug be sent with a quantity of 21/28. The user will need to ensure that the Pk Size and Contains fields on the drug files are correctly filled in. For example, a 28 day package of birth control should have a Pack Size of 1, a Contains of 28 and when filling a prescription, the quantity should be 1.

Drug Types

Drug files for Devices (e.g. Aero chambers), Admin fees (e.g. Methadone Managed Care Fee), and NPN (e.g. Natural Products – St. John's Wort) must be flagged as such in the new Type field on the drug file.

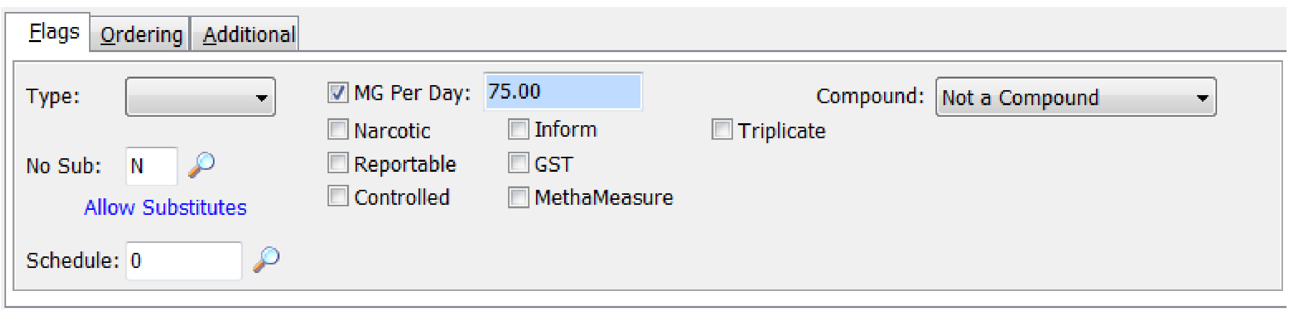


Devices and Admin Type drugs are not transmitted to the DIS therefore, they are not displayed on the patient's online profile. Instead, these prescriptions will be included in the DIS Unsent Report that the User sends each month.

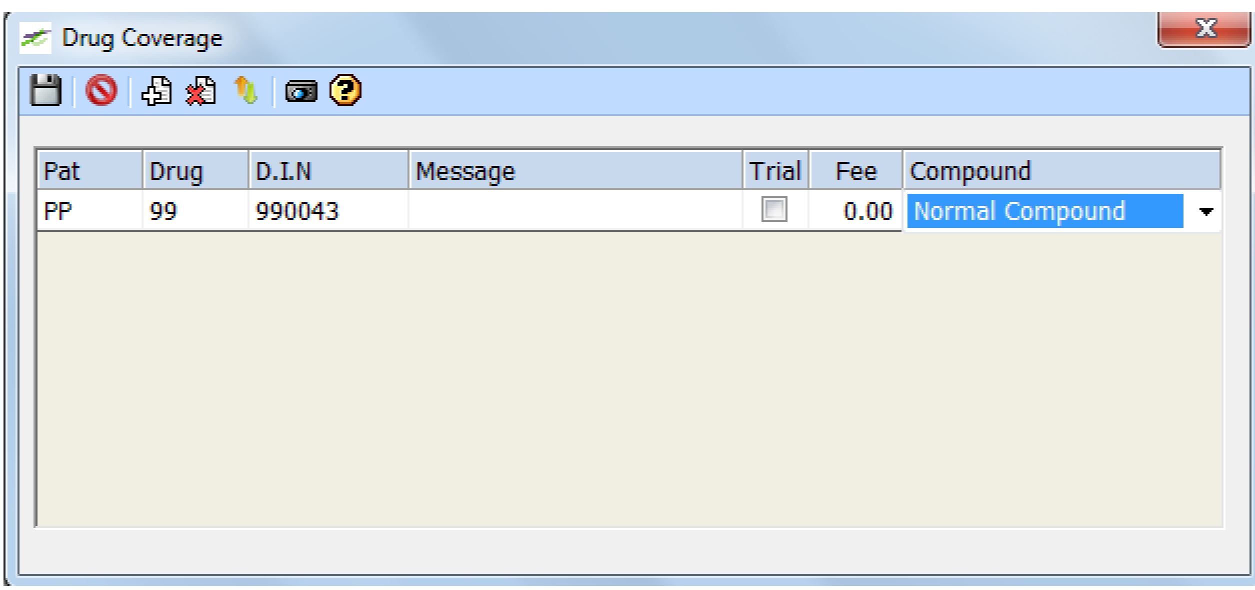
When filling for these types of prescriptions, the user will see the following prompt:

Methadone

- The MG Per Day flag needs to be checked for Methadone. The user can also enter in the default MG per Day value in the box to the right of the flag. The DIS Qty will be the total milligrams for the dispense and the Rx Qty will be the numbers of days dispensed for Sk Adapt.



- The Managed Care Fee for Methadone must be set to Admin.
- Also, remember that Methadone uses a Pseudo-Din intended for compounding. Therefore, the drug files you create for the filling of methadone must be flagged as a compound in order to report correctly on the DIS. This can be set per payor in the Drug Coverage window as seen below:



- Methadone dispensing should be done using the Part Fill function.

Patient File Considerations

The following fields must match the settings on PIP for proper tracking of prescriptions on the DIS:

- Patient First and Last Name
- Patient Province
- Birth Month and Year
- HSN# must be entered in the PHN field

For patients in a **contracted** Nursing Home ensure that the home is flagged as such by selecting the following options:

Nursing Home tab
Nursing Home Maintenance
Nursing Home – use theF12/Lookup icon to select the home
General Settings Section
Contract Home – check this box

This will allow you to fill for this patient without having to view the profile which will save time as all prescriptions filled for this patient are on your local system as they were filled from your pharmacy. However, the interaction with all other DIS screens is still required.

Doctor File Considerations

The following fields should be configured appropriately to ensure prescriptions are properly sent to the DIS.

- Licence #
- Sask. Ident
- Org. ID

Accessing the DIS

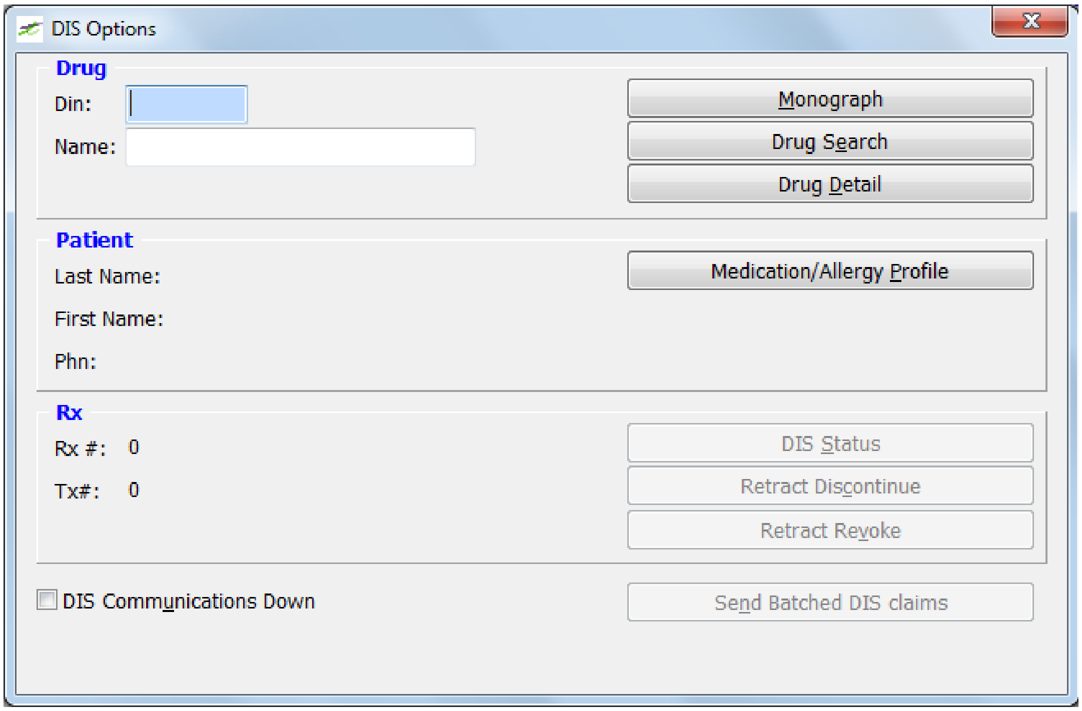
There are numerous ways to access the DIS portion of Assyst Rx-A. Each will be discussed in detail in this manual. In summary:

- Within Patient Maintenance, user can click on the Modify icon in the Allergies section of the window. You will be accessed if you wish to 'Manage the Allergies through the DIS'.
- Within Drug Maintenance, if you type in a DIN or Drug Name that isn't Local, the Drug Search window opens and populates the DIN field and allows the User to click on the 'Add to Local' icon in the toolbar to add the drug. If the drug exists locally, the User will see an Existing Drug Found prompt.
- Within Prescription Process, select a Patient and move passed the Written field, this will trigger the DIS Prescription profile and allergy profile.
- Various mandatory DIS screens will pop up when filling, prompting you for required information that will be sent to the DIS with the prescription.
- Adding a new Rx note will prompt you to add that note to the DIS.
- From within Prescription Process, click on the DIS button on the top toolbar or use the keyboard shortcut F9 to bring up the DIS Options screen.

DIS Options

When the DIS icon 

is selected anywhere from within Prescription Process or the local profile, the following window appears with several option buttons. Note that all of these options are discussed in detail throughout the manual when the users work flow is impacted; this section is a summary only of these options.



Depending where the DIS icon is selected from, the Drug, Patient and/or Rx information may already be populated.

Monograph: Displays the monograph for the drug selected. This is the same monograph which is accessed via the PIP system. This option is only available if using a DIN.

Drug Search: Allows the user to search the DIS online drug file and will list of the all matches. The search can be performed by DIN, GCN, Name, Form, Route and/or Manufacturer. Specific drug detail information including the monograph can be accessed at this point and the drug can be added to the local drug file. You can choose to search locally as well.

Drug Detail: Displays the specific drug detail information. The monograph can be accessed and this drug can be added to the local drug file.

Medication/Allergy Profile: Displays the online prescription profile for the patient selected. Upon exiting the profile window, the online allergy profile will automatically be displayed. An access reason MUST be provided when viewing the profile via this option.

Rx – DIS Status: Displays the Rx, Dispense and Pickup Status for each RX. This option also allows the user to mark the RX as Picked Up or to Retract the Pickup from the local patient profile.

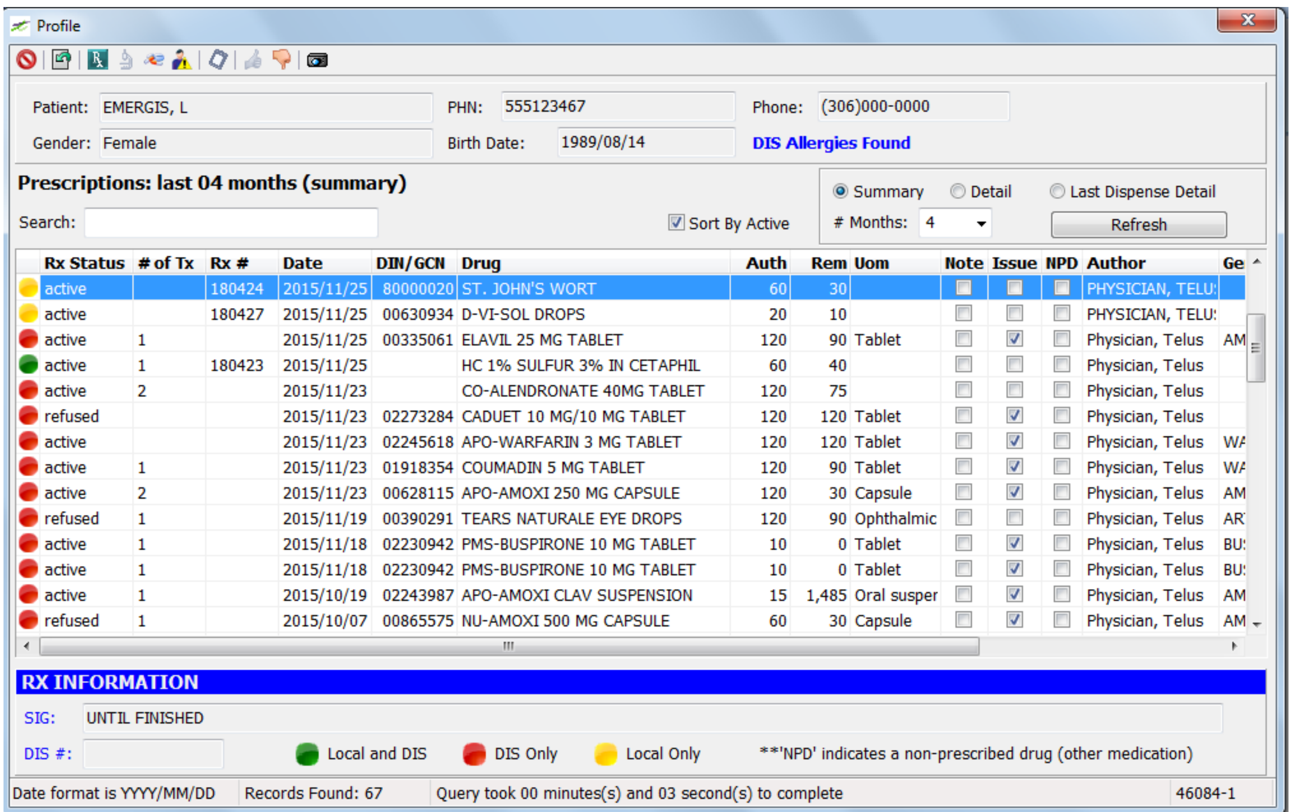
Rx – Retract Discontinue: If a prescription has been previously marked as Discontinued by this pharmacy, it is possible to Retract the Discontinue status (providing no other user in a different location has viewed this patient's profile). This will change the status of the RX to Active and will allow the RX to be filled again.

Rx – Retract Revoke: If a prescription has been previously marked as Revoke Dispensing Permission by this pharmacy, it is possible to Retract the Revoke status (providing no other user in a different location has viewed this patient's profile). This will change the status of RX to Active and will allow the RX to be filled again.

DIS Communications Down / Send Batched DIS Claims: If the DIS communication is not working, checking this box will batch all fills until this box is unchecked. This batch of data can then be uploaded and updated on DIS. See **DIS Batching** for more information.

DIS Patient Profile

The DIS Patient Profile is the patient profile that can be viewed by any Saskatchewan pharmacy. This screen can be accessed a couple different ways but the focus of this section is through the Prescription Process screen. Once the patient's name is entered and the user hits 'enter' at the "Written" field, a call out to the DIS is made and the patient's provincial profile is retrieved and displayed on screen. For other ways to access, see the Accessing DIS section of the manual.



Tool bar

Exit Button: (Ctrl+Q). The user can also exit by pressing the "Esc" key or clicking the "X" in the top right corner.

Refresh Button: (Ctrl+R). This will refresh the profile and show any changes made throughout the province.

Rx Detail Button: This will give all the specific prescription details for the selected prescription in the profile.

 **Tx Detail Button**: This will give all the specific dispense details for the selected prescription in the profile.

 **Drug Details Button**: This will bring up the specific drug details for the selected prescription in the profile. See the [Drug Detail](#) section for more information.

 **Allergies Button**: (Ctrl+L). The user can click on this icon to get into the [Allergies](#) portion of the patient's profile.

 **Fill Rx Button**: This icon is used to fill a prescription off the DIS (will fill and add the prescription to this patient's local profile). The drug and doctor information will need to be verified during this process.

 **Provide Consent Button**: (Ctrl+V). This will allow the user to unmask a profile that the patient has requested to be masked for privacy reasons.

 **Revoke Consent Button**: (Ctrl+K). This will allow the user to mask a profile that was previously unmasked.

 **Captutre Screen Image Button**: (Ctrl+Shift+P). This key can be used to capture a screen image in the event of an error on the local computer. It saves the images as a bitmap file.

Profile Header

Patient: Patient last, first name pulled from local profile

PHN: HSN# (Health Services Number) pulled from the PHN field in the local profile.

Phone: Phone number pulled from local profile.

Gender: Gender pulled from local profile.

Birth Date: Birth Date pulled from local profile.

Allergies: If a patient has allergies on DIS then it is shown on the Profile screen. (See above circled in red) If DIS allergies are not present, the message "DIS Allergies Not Found" will be shown instead in blue text.

Search: The user can use the Search field to search any of the columns within the Profile grid to find what they need. For example, search using DIN or Drug Name.

Sort by Active: By default this check box will be selected, it helps us to display all the active prescriptions for the patient when the profile is displayed. The default for the flag is set in the control file under GUI options.

Profile View Options

Summary: This is what we set as the default listing. It will list all the prescriptions which are in the specified date range. The date displaying on the Rx is the date of its creation not the last fill.

Detail: It will display the same options as summary with the addition of the quantity dispensed.

Last Dispense Detail: It will display the same options as Detail on the profile screen however, when displaying the Tx Detail only the most recent transaction will be displayed.

 # Months: The user can manually type in the number of months to be displayed or select a value from the drop down box.

Refresh: If the user makes a change to the profile display, they can click Refresh and have the patient profile refresh with the new settings.

Prescription Grid

Rx Indication: Shows the prescription status whether it is on DIS Only (Red), Local Only (Yellow) or Local and DIS (Green).

Rx Status: Shows the status of the prescription. The status options are: Aborted, Active, Completed, Refused, Revoked or Suspended.

# of Tx: Shows how many dispenses have been done on the prescription.

Rx#: Shows the prescription number imported from the RxA software.

Date: Shows the date on which the prescription was actually created on DIS.

DIN/GCN: DIN and GCN refers to the unique identification number for drugs and natural products respectively.

Drug: Displays the drug's brand name on the prescription.

Auth: Displays the quantity authorized.

Rem: Displays the quantity remaining.

Qty: Displays the quantity prescribed. (This option only displays under "Detail" view)

Uom: Displays the unit of measure.

Note: A check mark on this field says if the prescription has any notes attached to it.

Issue: A check mark on this field says if there are any issues detected.

NPD: A check mark on this field says if it's a non prescribed drug.

Author: This is the person who has prescribed the medicine, could be a Doctor, RNNP or Pharmacist.

Generic Drug Name: Displays the drug content.

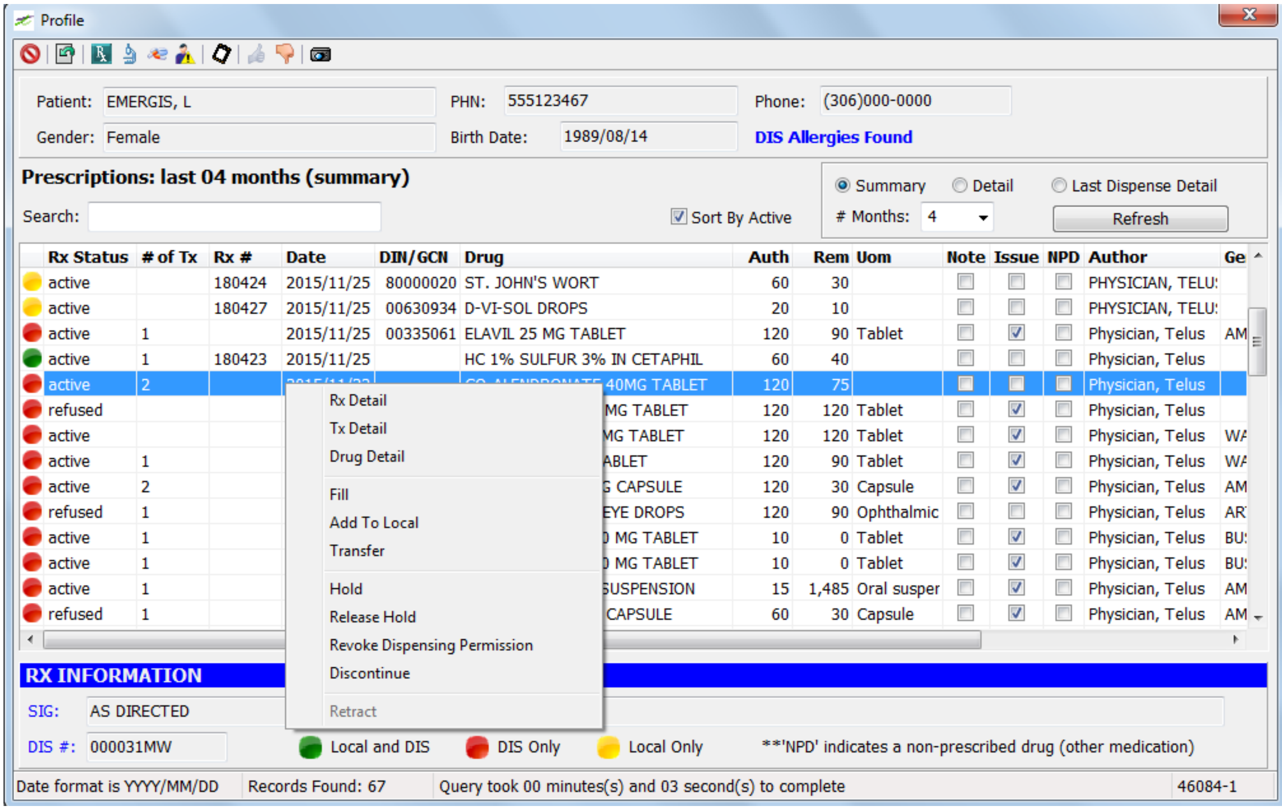
DIS #: Displays the unique alphanumeric ID for the specific Rx on the DIS.

RX Information

SIG: The SIG code of the prescription highlighted in the grid is displayed here.

DIS #: Displays the unique alphanumeric ID for the specific Rx on the DIS of the prescription highlighted in the grid.

Right Click Menu Options



Rx Detail: Functions the same as the Rx Detail Button above see the Rx Detail section of this manual for more information.

Tx Detail: Functions the same as the Tx Detail Button above see the Tx Detail section of this manual for more information.

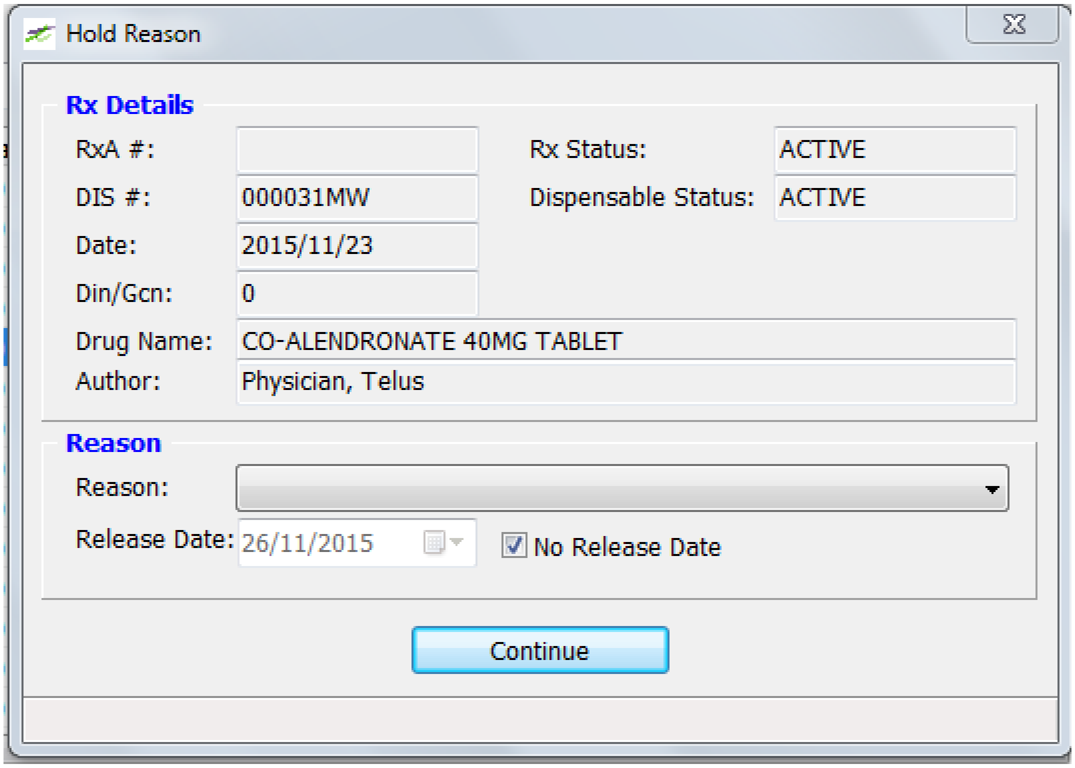
Drug Detail: Functions the same as the Drug Detail Button above see the Drug Detail section of this manual for more information.

Fill: This option is only for prescriptions that are not on the local system but on the DIS profile. This option allows the user to fill the prescription to their local system. See the Fill section of this manual for more information.

Add To Local: This option functions the same as the Fill option above, however, the prescription is added to the local system as a Defer. See the Add to Local section of this manual for more information.

Transfer: This option can be used to take ownership of the prescription without adding it to the local system. Also, it is used to transfer ownership to the Out of Province (OOP) pharmacy. See the Transfer section of this manual for more information.

Hold: This option is only available for prescriptions that are not on the local system and allows the user to hold a prescription on the DIS profile. For example, a prescription may be placed on hold when a patient is admitted to a hospital. The prescription can be reactivated at a later date by modifying it. A Status Change window appears from which a Reason can be selected. The DIS profile will then be updated and the Prescription Status window should appear with a message which indicates "Hold/Stop Successful". The Status of the prescription will be changed to Suspended in the online profile.



Release Hold: This option is only available for prescriptions that are not on the local system and allows the user to end of a "hold" on a prescription. It is used to continue a previous therapy. For example, a physician, reviewing and preparing medication orders for a patient's eminent discharge from the hospital, releases several prescriptions in the patient's medication profile. Once again, the Status Change Reason window will appear and a Reason can be selected. The DIS profile will then be updated and the Prescription Status window should appear with a message which indicates "Release Successful". The status of the prescription will be changed from Suspended to Active in the online profile.

Revoke Dispensing Permissions: This option is only available for prescriptions that are not on the local system and allows the user to revoke further dispenses on this prescription, while still allowing the prescription to be filled to its initial authorized quantity. The DIS profile will be updated and the Prescription Status window should appear with a message which indicates "Revoke Successful". The status of the prescription will be changed to Completed in the online profile.

NOTE: This option can be retracted at a later date (providing no other user in a different location has viewed this patient's profile).

Discontinue: This option is only available for prescriptions that are not on the local system and allows the user to discontinue a prescription on the DIS online profile. This indicates that the prescription should no longer be filled or administered. The Status Change Reason window will appear and a reason can be selected. The DIS profile will then be updated and the Prescription Status window should appear with a message which indicates "Discontinue Successful". The status of the prescription will be changed to Aborted in the online profile. Note that this option can be retracted at a later date (providing no other user in a different location has viewed this patient's profile).

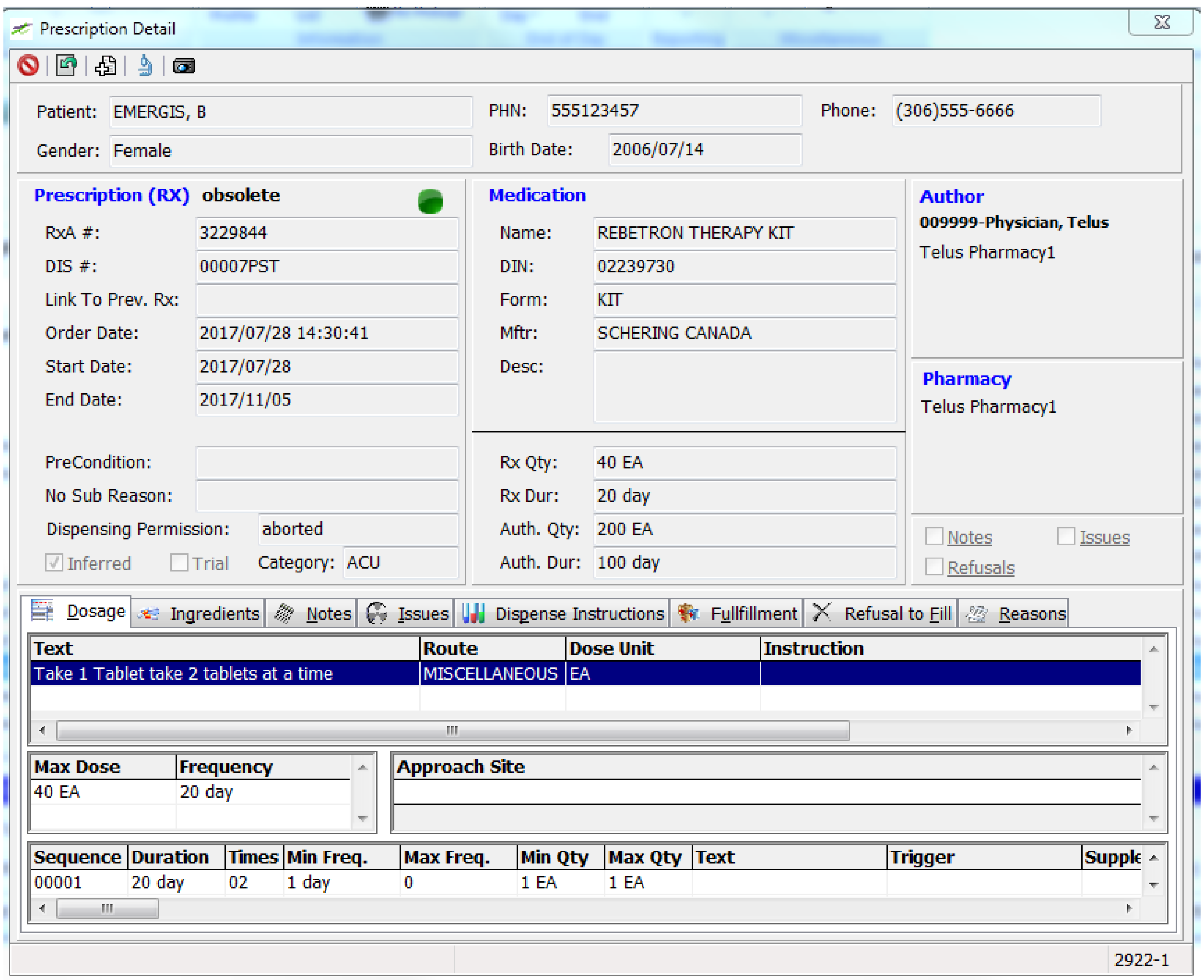
NOTE: This option can be retracted at a later date (providing no other user in a different location has viewed this patient's profile). The User can modify a discontinued prescription up to 62 days after the original dispense date.

Retract: This option is only available for rxs that are not on the local system and allows the user to retract the prescription on the DIS online profile. This option is only available if the rx has not been viewed by another location.

NOTE: The Hold, Revoke Dispensing Permissions and Discontinue options are also available for a prescription on the local profile via the Ctrl+F6 – Stop Prescription function in Prescription Process.

RX Details Screen

The RX Details screen contains all the details of the prescription that was highlighted in the Profile screen. The user can see the various details of the prescription as well as add Notes to the prescription if needed. All information displayed on this screen is reflective of what DIS had on file.



 **Exit button** (keyboard shortcut is Ctrl+Q). User can also press the 'Esc' key or click on the "X" in the top right corner.

 **Refresh button** (keyboard shortcut is Ctrl+R). User can left click on this icon to refresh the profile or re-load the screen once changes are made to ensure they have been saved.

 **Add/Delete Note button** (keyboard shortcut is Ctrl+A).

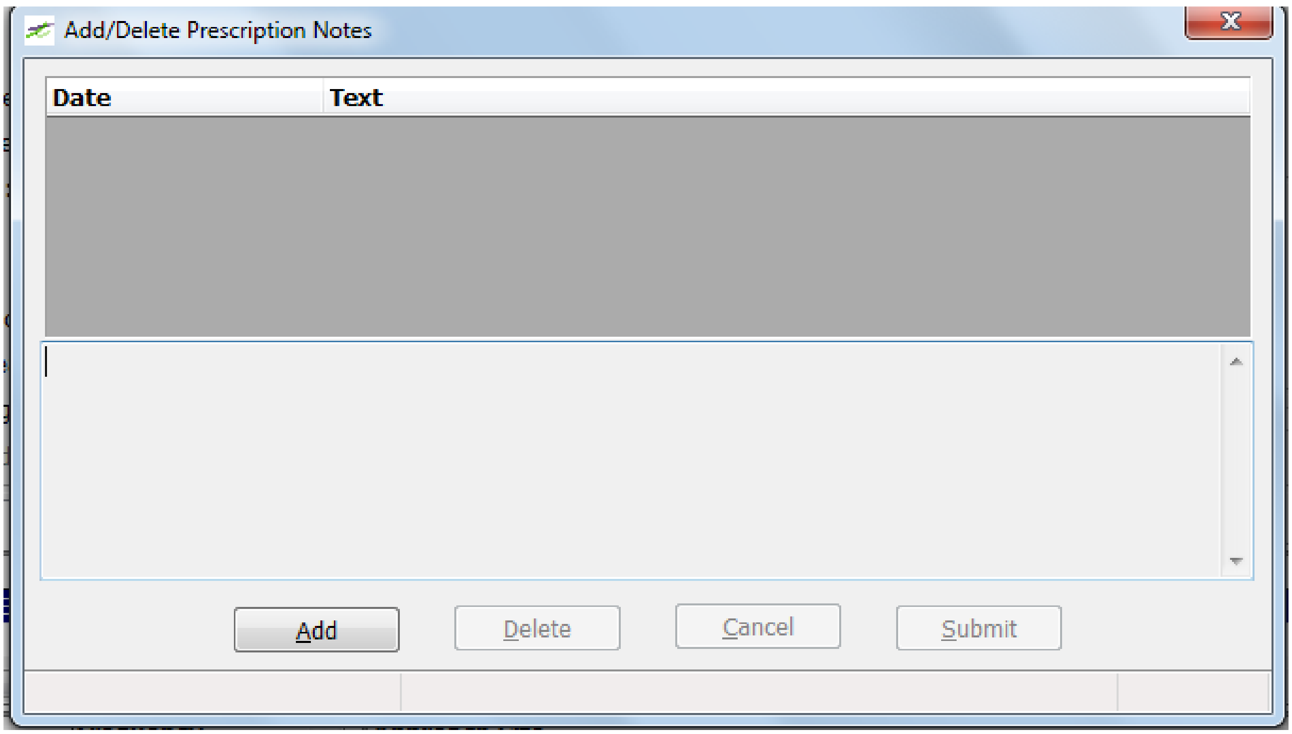

Tx Detail button Click on this to access all the dispense details of the given prescription (otherwise known as refills).

Capture Screen Image button(keyboard shortcut is Ctrl+shift+P) Use this key to capture a screen image in the event of an error on the local computer. It saves the images as a bitmap file.

Dosage Tab (keyboard shortcut is Alt+D) displays structured dosage on the bottom grid. If SIG used on prescription is not structured SIG information will display in the text section of this grid.

Prescription Notes Screen

The user can manage prescription notes through this screen, whether it is adding a new one or deleting an existing one. Any notes that are managed are updated on both the local patient profile as well as the DIS patient profile.



Add a Note: The user can click on the Add button or use the keyboard shortcut key Alt-A and type in the note needed for this prescription. When the user is finished, click on the Submit button or use the keyboard shortcut key Alt-S. This will update the note on the DIS profile for this prescription as well as add the note to the local patient profile.

Delete a Note: If there are multiple notes then select the note you want to delete by clicking on it to select it. Click on the Delete button or use the keyboard shortcut key Alt-D. This will delete the note on the DIS profile for this prescription, as well as delete the note to the local patient profile.

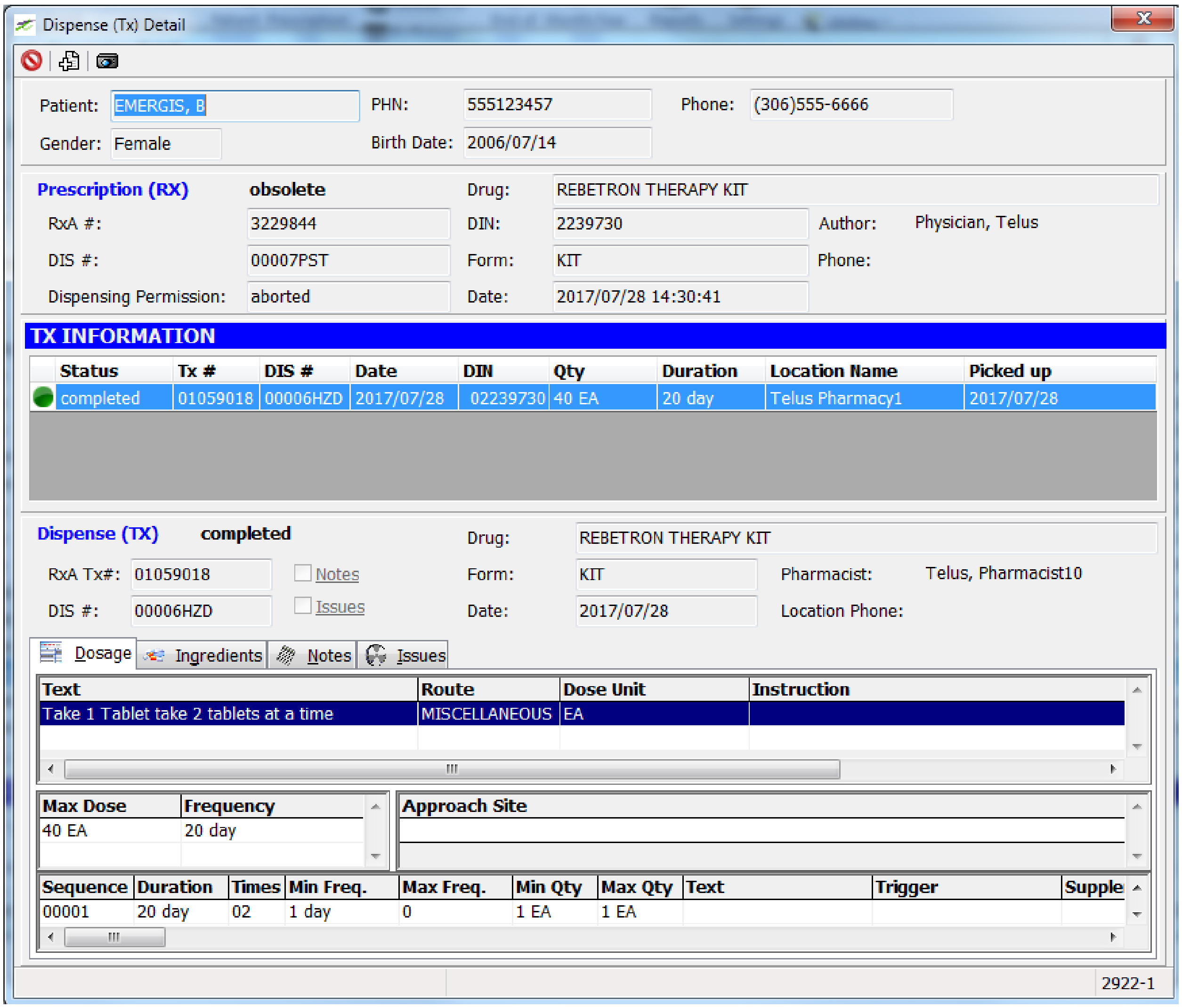
Cancel: The user can click the Cancel button or use the keyboard shortcut key Alt-C to cancel out of adding a note to the prescription.

NOTE: When there is a note on a prescription, the user will see that the notes check box will be checked off in the Prescription Detail screen. The notes can then be viewed by clicking on the notes hyperlink, by using the keyboard shortcut key Alt- N or simply clicking on the Note tab itself.

NOTE: The user can continue to add notes locally to a patient or a prescription using the same methods previously. The difference now is that you will be asked if you wish to add the note to the DIS and if you select yes, it will then upload that local note to the DIS. Once a local note is added to the DIS, it can no longer be updated locally (since the DIS does not support note modifications). If the user deletes a note locally, they will be prompted to also prompt to delete from the DIS.

TX Details Screen

The TX Details screen contains all the details of the specific dispenses (refills) of the prescription that was highlighted in the Profile screen. The user can see the various details of the transaction (TX) as well as add notes to it if needed. All information displayed on this screen is reflective of what DIS had on file.



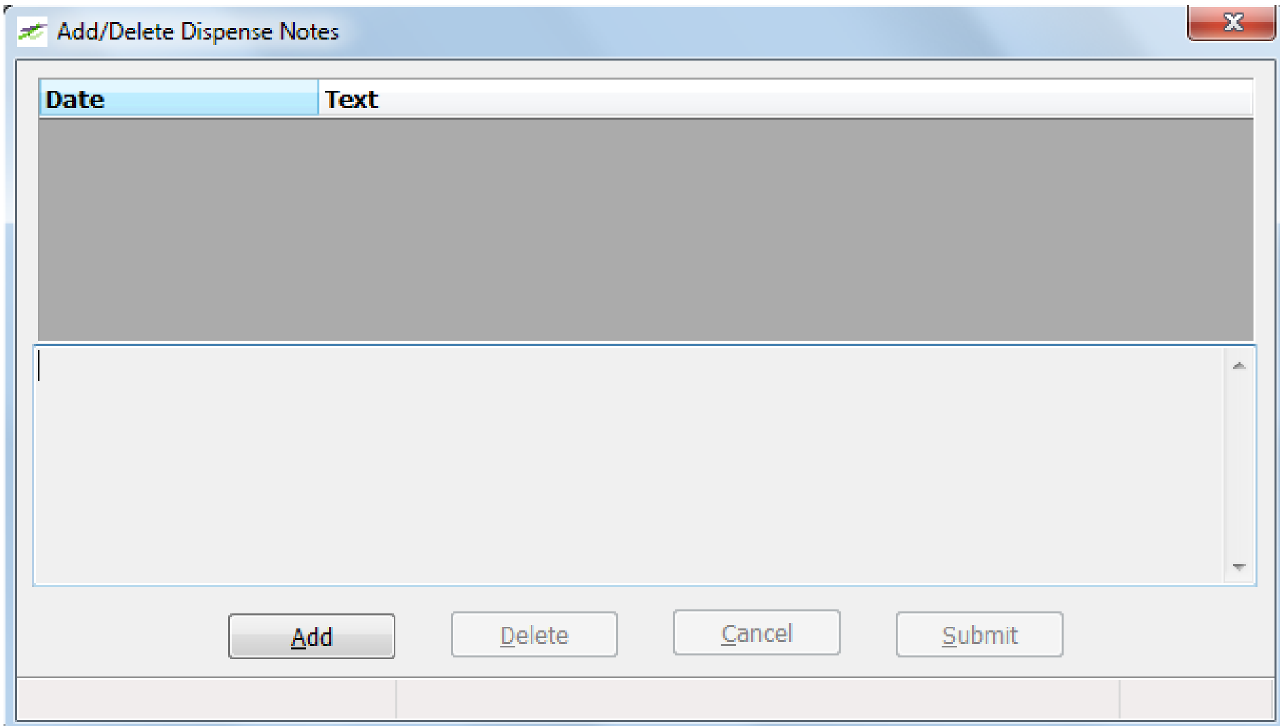
 **Exit button** (keyboard shortcut is Ctrl+Q User can also press the ‘Esc’ key, or click on the big “X” in the top right corner.

 **Add/Delete Dispense Note button** (keyboard shortcut is Ctrl+A).

 **Capture Screen Image button** (keyboard shortcut is Ctrl+shift+P) Use this key to capture a screen image in the event of an error on the local computer. It saves the images as a bitmap file.

Dosage Tab (keyboard shortcut is Alt+D) displays structured dosage on the bottom grid. If SIG used on transaction is not structured SIG information will display in the text section of this grid.

Dispense Notes Screen



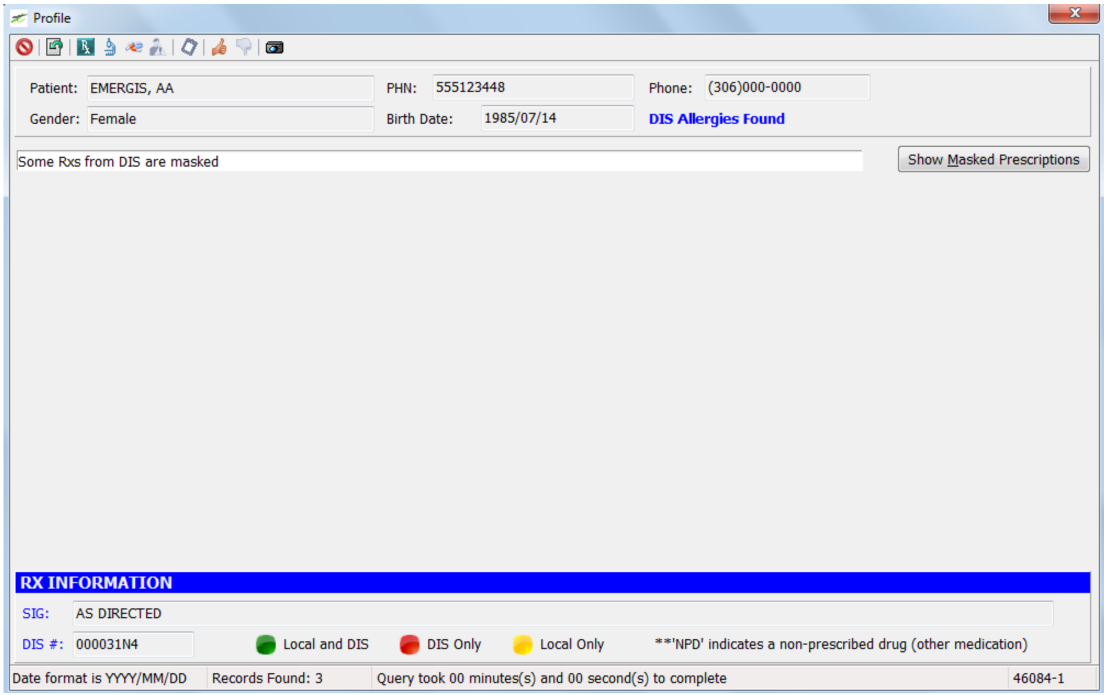
This is the same as adding prescription notes except these notes will be on a particular dispense and not on the prescription itself.

See the [Prescription Notes](#) section above for information on how to add/delete notes.

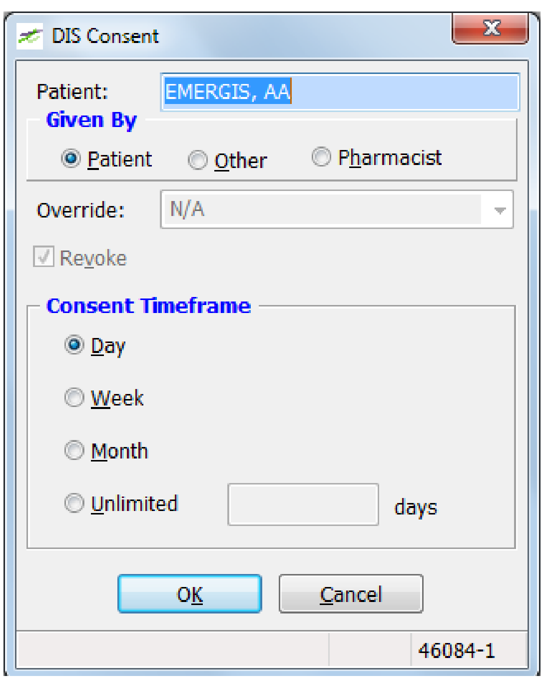
NOTE: When there is a note on a dispense, the user will see that the notes check box will be checked off in the Dispense (TX) Detail screen. The notes can then be viewed by clicking on the notes hyperlink, by using the keyboard shortcut key Alt- N or simply clicking on the Note tab itself.

Provide/Revoke Consent for Masked Profiles

Masked Profile: A patient can apply to SK Health and have their profile 'masked' (for privacy). This means that the DIS patient profile will load but not display the patient's prescriptions automatically. The patient's consent will then have to be provided to the pharmacist in order to view the profile.



Consent icon will open the window below. The Pharmacist then fills out this screen accordingly and either clicks on the Ok button or uses the keyboard shortcut Alt-K to proceed. A communication is made with the DIS and then the prescriptions are revealed and will remain unmasked for the timeframe set.



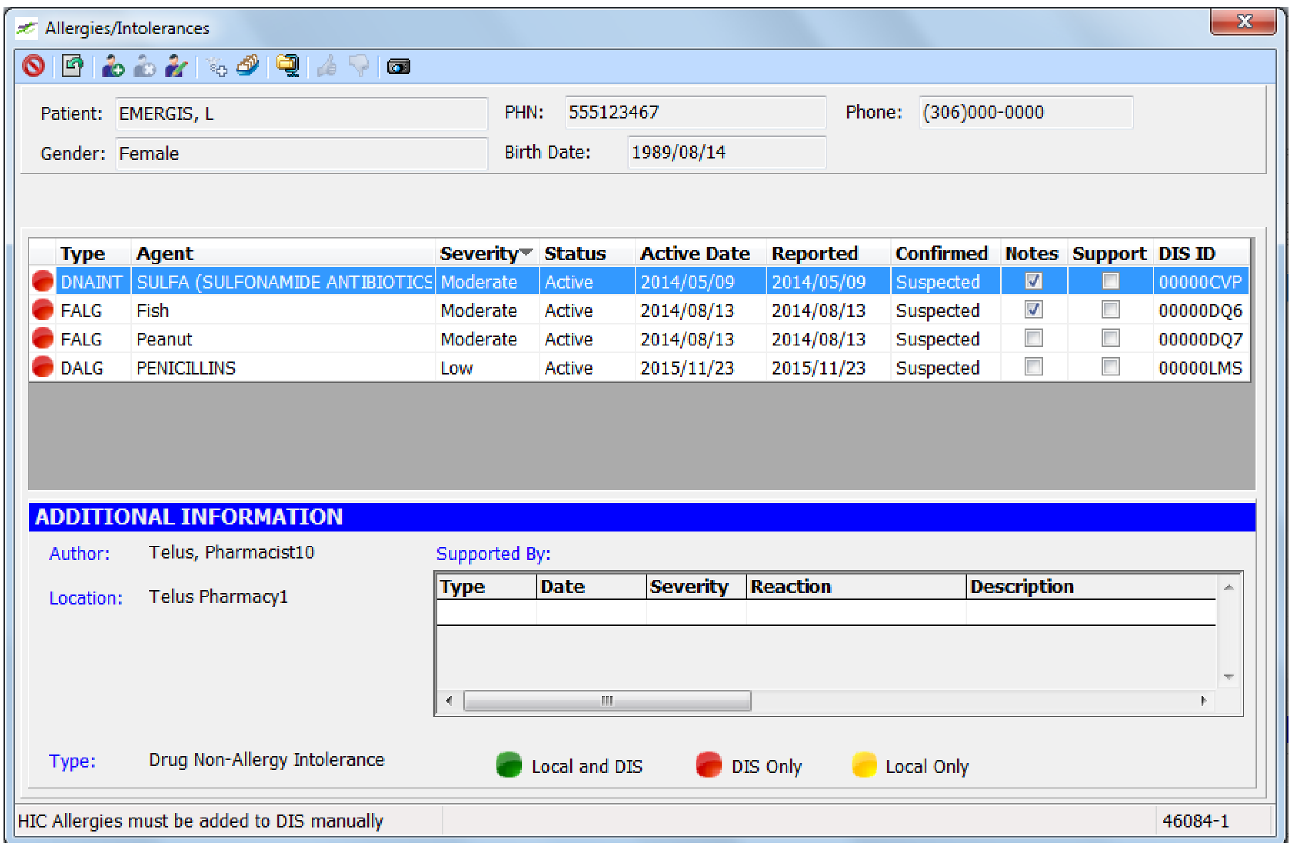
Revoke Consent icon will open the same screen as above. The Pharmacist then fills out this screen accordingly and either clicks on the Ok button or uses the keyboard shortcut Alt-K to proceed. A communication is made with the DIS and then the prescriptions are hidden and will remain masked for the timeframe set.

NOTE: The revoke checkbox will automatically be checked off when clicking this icon and cannot be modified.

NOTE: Once a profile is unmasked, user can proceed normally.

Allergies

If a patient has allergies either on the DIS, locally or both the following screen will appear.
The Allergies/Intolerances screen contains all the details of allergies/intolerances that a patient has reported. The user can see the various details of the allergy or intolerance as well as add notes to it if needed.

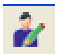


Exit button (keyboard shortcut is Ctrl+Q). User can also press the 'Esc' key, or click on the "X" in the top right corner.

Refresh button (keyboard shortcut is Ctrl+R). Used to Refresh the Profile or re-load the screen once changes are made to ensure they have been saved.

Create New Allergy button Used to create a new allergy both on the DIS and local profile.

Retract Allergy button. Used to retract ("delete") an allergy, if applicable. Please note the consideration outlined in the section Things to Consider.

 **Detail/Update button.** Used to view details of specific allergy or update allergy.

 **Add to DIS button** (keyboard shortcut is Ctrl+A). Used to add an allergy to the DIS that is currently only local.

 **Add to Local button**. Used to add an allergy off the DIS to their local patient file.

 **Allergy History button**. Used to view the change history for the specific allergy.

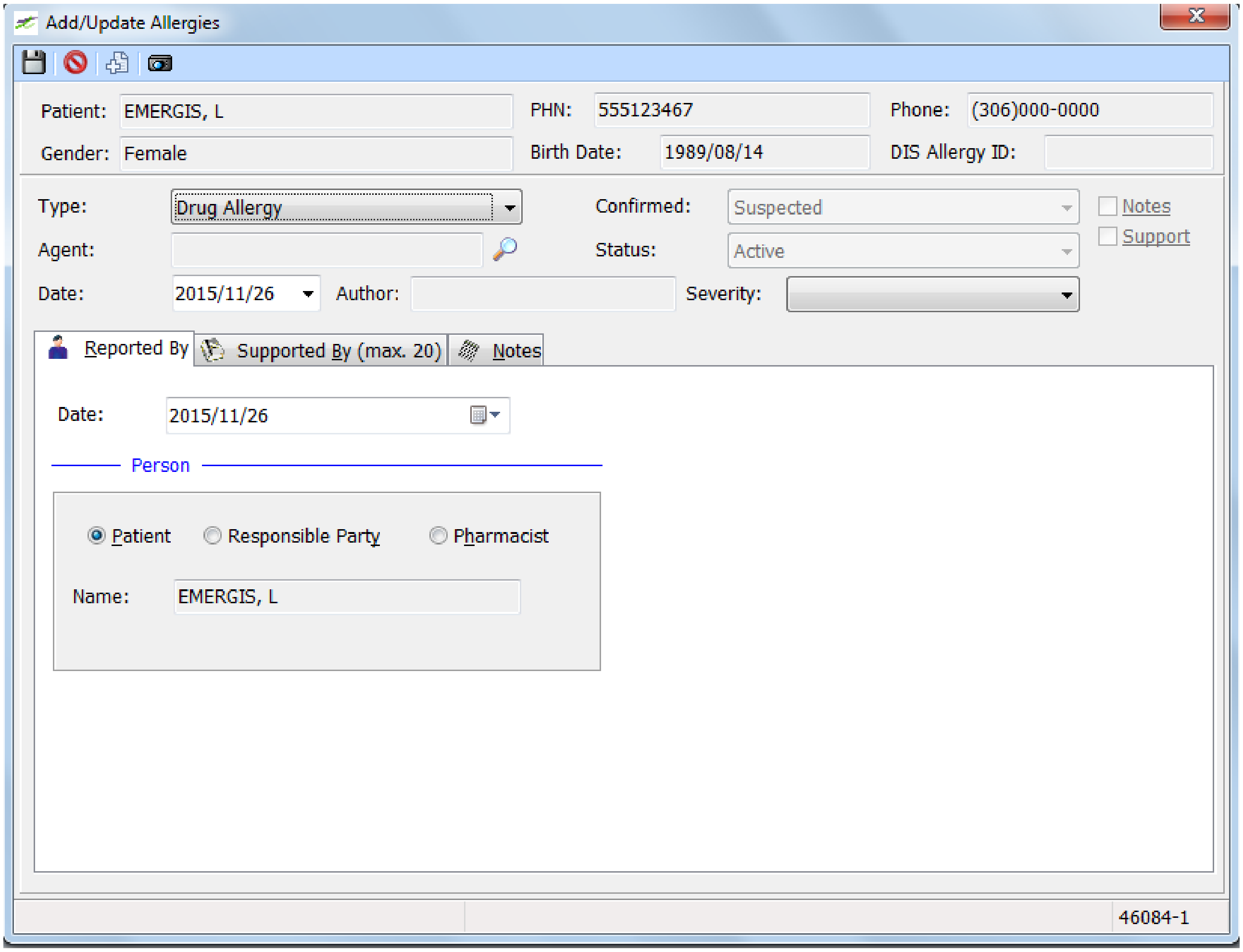
 **Provide Consent button** (keyboard shortcut Ctrl+V).

 **Revoke Consent button** (keyboard shortcut Ctrl+K).

Add/Update Allergies

The user can manage allergies and intolerances through the Patient Maintenance Screen.
When at the allergy field you will now get the prompt to “Manage Allergies through DIS?”, select Yes.

Once the user has entered in the reason for access, the DIS patient profile window will open. The user can click on the  icon to open the Allergies window, from here the user can add or update an allergy.



We show the basic patient demographics at the top of the window.

Type: This field will default to Drug Allergy and this type will automatically be added to your local system. There are other options (Intolerances, Environmental and Food Allergy) that can be chosen but these will not be added to the local system.

Agent: The user can select an agent using the lookup icon or using the keyboard shortcut F12.

NOTE: The DIS system only supports the addition of Allergy Groups and not specific medications or ingredients.

Severity: The user can select the severity (Low, Moderate or Severe) that best represents the allergy or intolerance.

Confirmed: This field will always be "Suspected" as only the Doctor can mark an allergy as certain.

There are 3 additional tabs that can be reviewed/managed for additional allergy information:

Reported By: This tab will display the person who reported this allergy/intolerance as well as the date it was reported.

Supported By: This tab will display the Reaction or Test that supports an allergy or intolerance for this patient. A maximum of 20 reactions/tests can be added to an allergy. This information is not required to submit an allergy/intolerance.

Notes: This tab will display the notes attached to the allergy or intolerance which will provide additional information regarding this allergy.

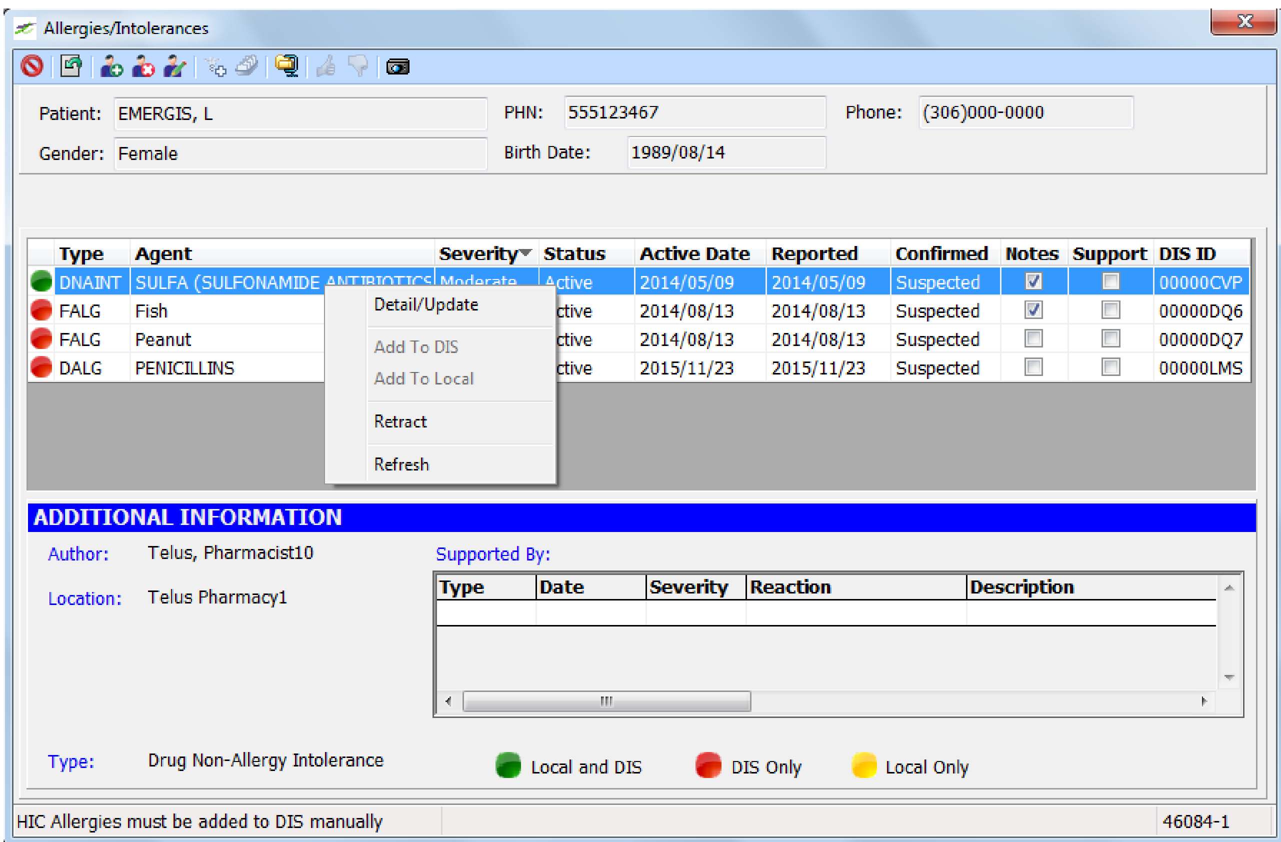
NOTE: The user can manage allergy notes through this screen whether it is adding a new one or deleting an existing one. Any notes that are managed are updated on both the local patient profile as well as the DIS patient profile.

This is the same as adding Prescription/Dispense Notes, except that this will add/delete notes to a particular allergy.

See the Prescription Notes section above for information on how to add/delete notes.

When there is a note on an allergy, the user will see that the notes check box will be checked off in the Allergy/Intolerance Detail screen. The notes can then be viewed by clicking on the Notes hyperlink, using the keyboard shortcut key Alt- N or simply clicking on the Note tab itself.

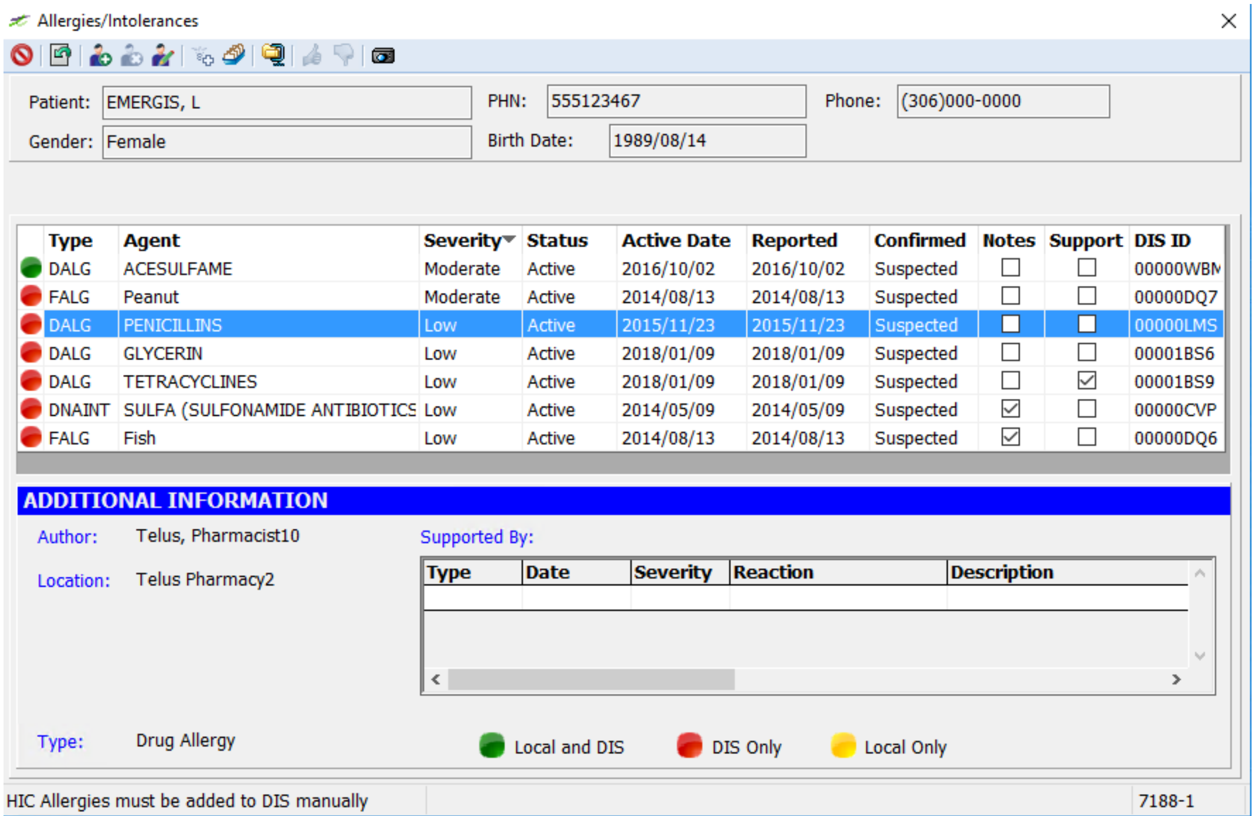
Viewing Allergy Details or Updating an Allergy



Within the DIS patient profile, patient Allergies/Intolerances window, the user can view the allergy details or update an allergy by highlighting the allergy and right-clicking then selecting Detail/Update. The Add/Update Allergies window will open for further action.

Adding an Allergy to Local

Within the DIS patient profile, patient Allergies/Intolerances window, the user can select the allergy and add it locally.



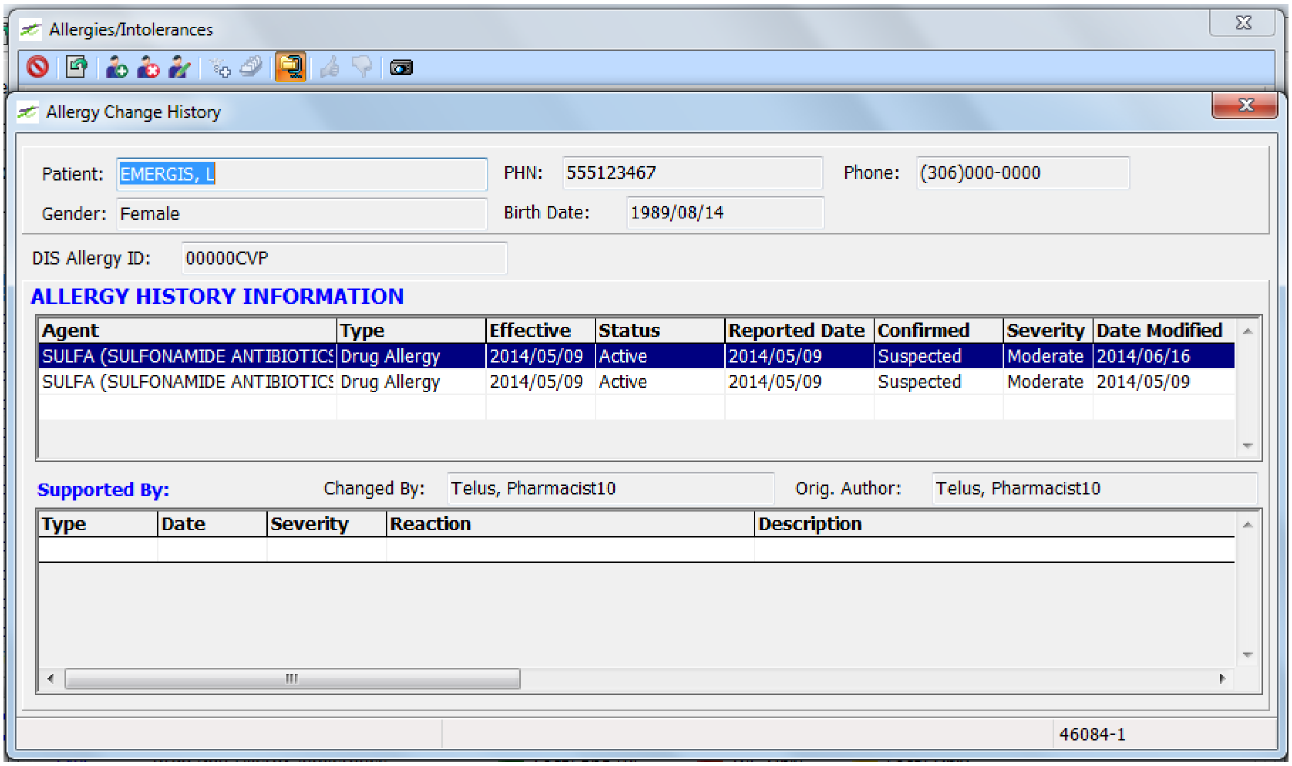
The user can click to highlight the allergy that you want to add then click “Add To Local”  on the toolbar or right click on the grid.

The allergy will now be on the local system and an auto refresh is done to change the status to show “Local and DIS”.

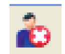
NOTE: Only drug allergies (“DALG”) and drug non-allergy intolerances (“DNAINT”) can be added to the local patient profile.

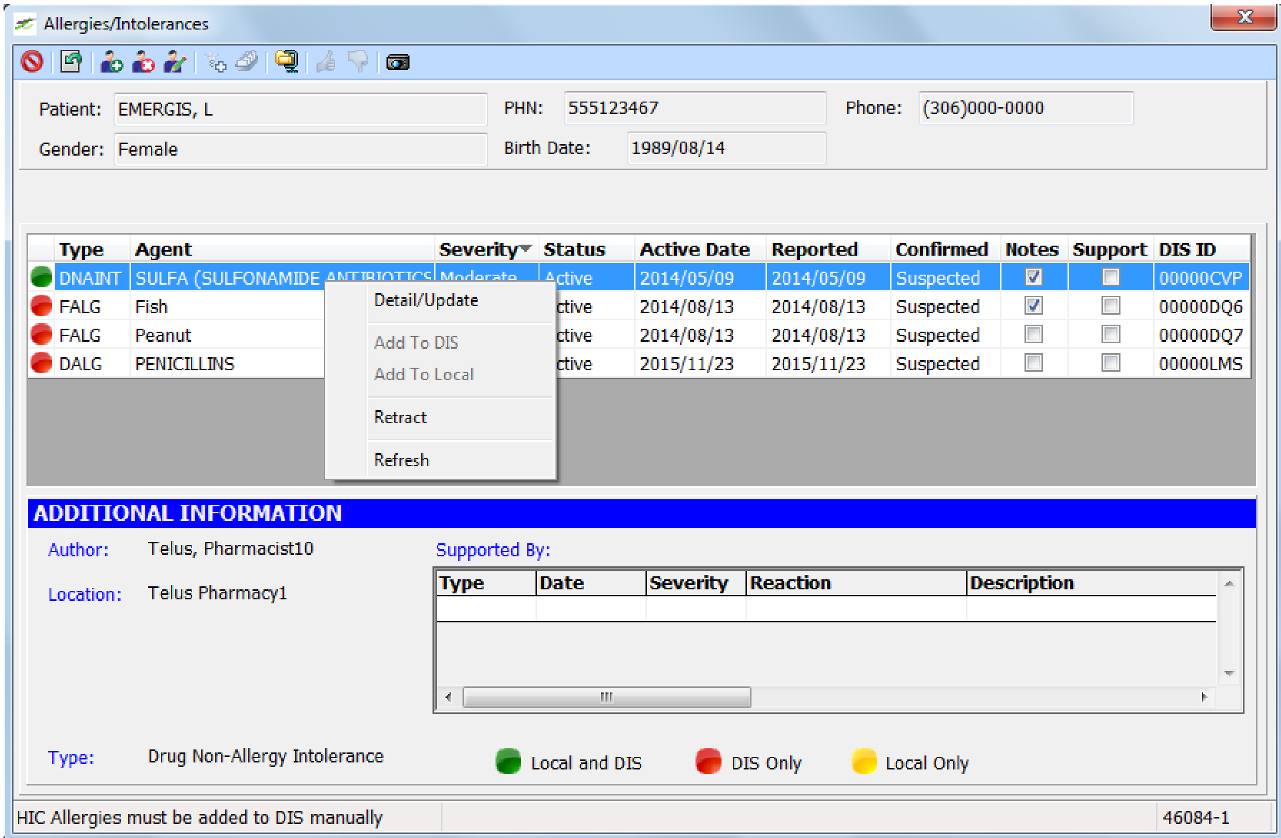
Allergy Change History

This will show the user the allergy change history for the specific allergy. This shows any changes that may have occurred with an allergy as well as all the details surrounding those changes. Nothing more than viewing this screen is allowed.



Retracting an Allergy

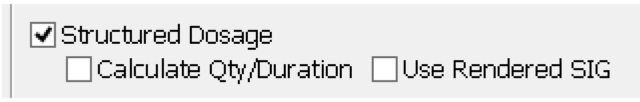
Within the DIS patient profile, patient Allergies/Intolerances window, the user can retract the allergy. This function can be completed by right-clicking on the highlighted allergy and selecting Retract. This can also be completed by highlighting the allergy and clicking on the  icon.



When retracting an allergy there are a couple scenarios to keep in mind. An allergy can only been retracted if it has not been viewed by another user, including someone at your own store. If a reaction or test is added to an allergy at any time, the allergy will never be able to be retracted until the support is first deleted. For more allergy considerations when retracting, see the section Things to Consider.

Structured Dosage

Filling prescriptions with structured dosage sigcodes allows for better dosage checking from the DIS as well as more consistant SIG formatting between pharmacies. To turn structured dosage on or off, the CE team must log in and update the setting. There are a couple additional flags that can be set as well when structured dosage is turned on.



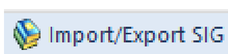
Calculate Qty/Duration – If this box is checked, when creating a manual structured dosage with the Qty and Duration fields left blank, they will be calculated based on the fields entered in the manual sig. This can be overwritten in the structured dosage window.

Use Rendered SIG – If this flag is checked, the structured dosage form of the SIG code will be printed on the label instead of the SIG as entered by the text attached to the codes or any free type SIG formatting.

SIG Code Maintenance

To ensure the majority of your prescriptions are filled with structured dosage automatically the most popular and consistent SIG codes, such as BID, have been updated to contain a structured dosage component as part of the 6.22 update.

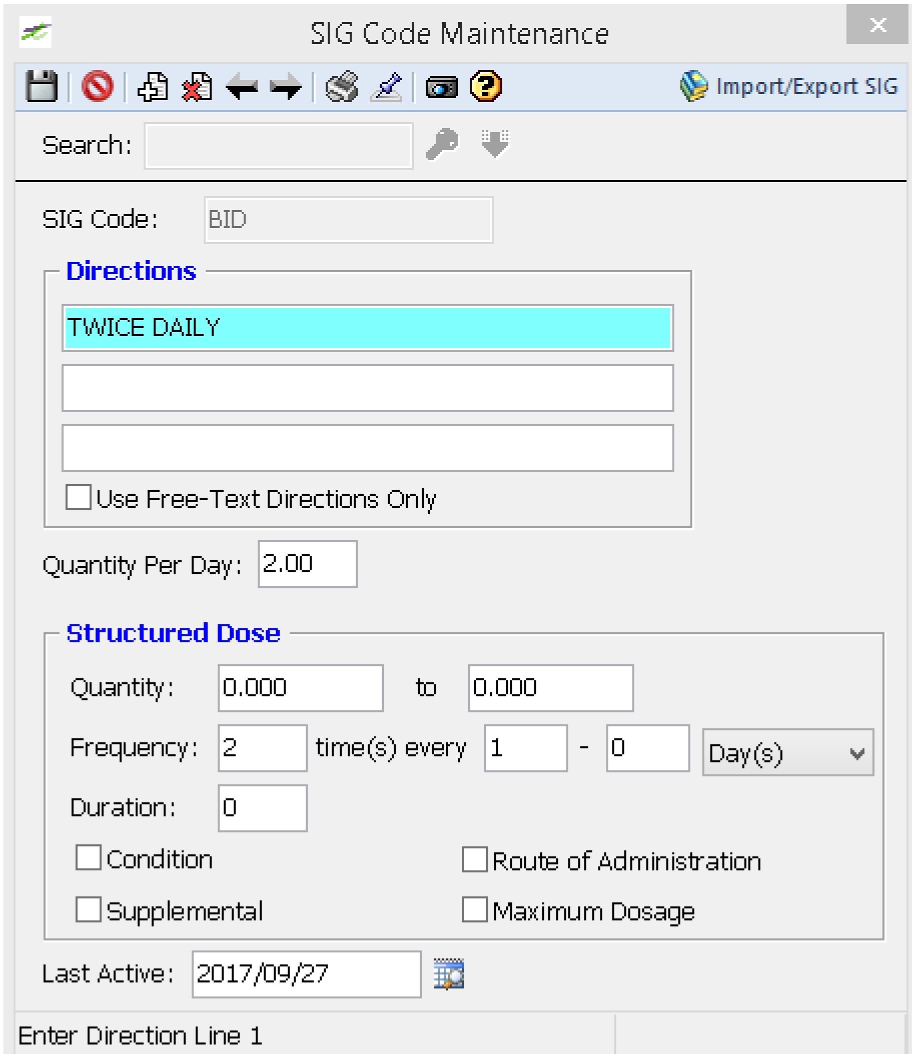
If a site does not use conventional standard for their SIG code structure (For example, BID is used to represent 2 tablets and not twice daily) then SIG codes should be reviewed to ensure that the structured dosage matches the intended purpose of the SIG.

We have added an 

function that will allow the user to export their current sigcode file into a tab delimited file, review and make changes as see fit, then re-import this updated file into the application.

NOTE: Make sure that you save your existing sigcode file BEFORE you import the updated file with your changes.

The SIG Code Maintenance screen has a new section for the new dosage fields for structured dosage. Any information entered in the Structured Dose section of the screen will affect how the structured dosage of the prescription is populated for any prescription in which that SIG code is used.



Quantity – This field should be populated with the minimum and maximum doses a patient will take at a given time. For example, if the SIG directions are TAKE 1 TO 2 TABLETS then the starting quantity will be 1 and ending quantity would be 2.

Frequency – This field should be populated with the number of doses within a given time frame as well as state what the time frame is. For example, BID or TWICE DAILY would have a frequency of 2 time(s) and it would be every 1 Day(s). As in the screenshot above, if starting and ending values are the same the ending value may be left as 0. Other time frames available are Hour(s), Week(s) and Month(s).

Duration – If the SIG code is for a specific time frame, the duration can be entered so that the structured dosage will be automatically populated.

Condition – Check to have description of the currently displayed SIG to populate the condition portion of the structured dosage SIG.

Supplemental – Check to have description of the currently displayed SIG to populate the supplemental info portion of the structured dosage SIG.

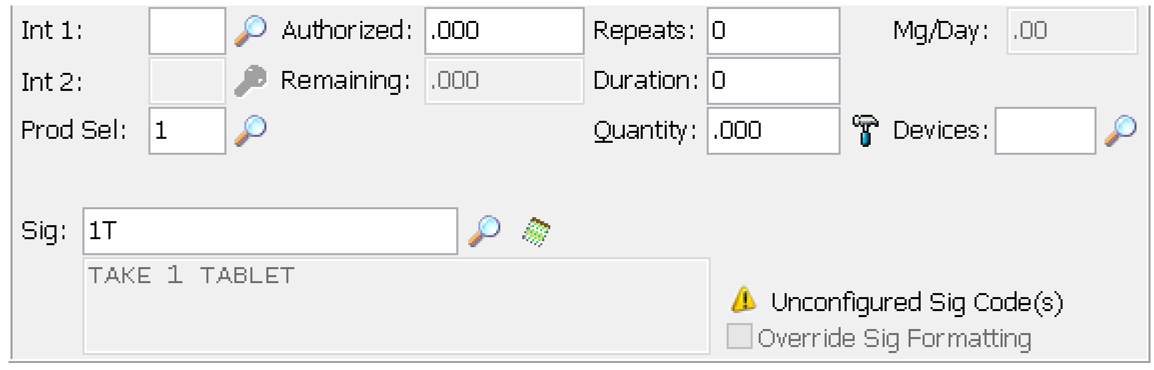
Route of Administration – Check to flag the currently displayed SIG as Route of Adminisrtation.

Maximum Dosage – Check to flag the currently displayed sig as Maximum Dosage.

Filling a Prescription With Structured Dosage

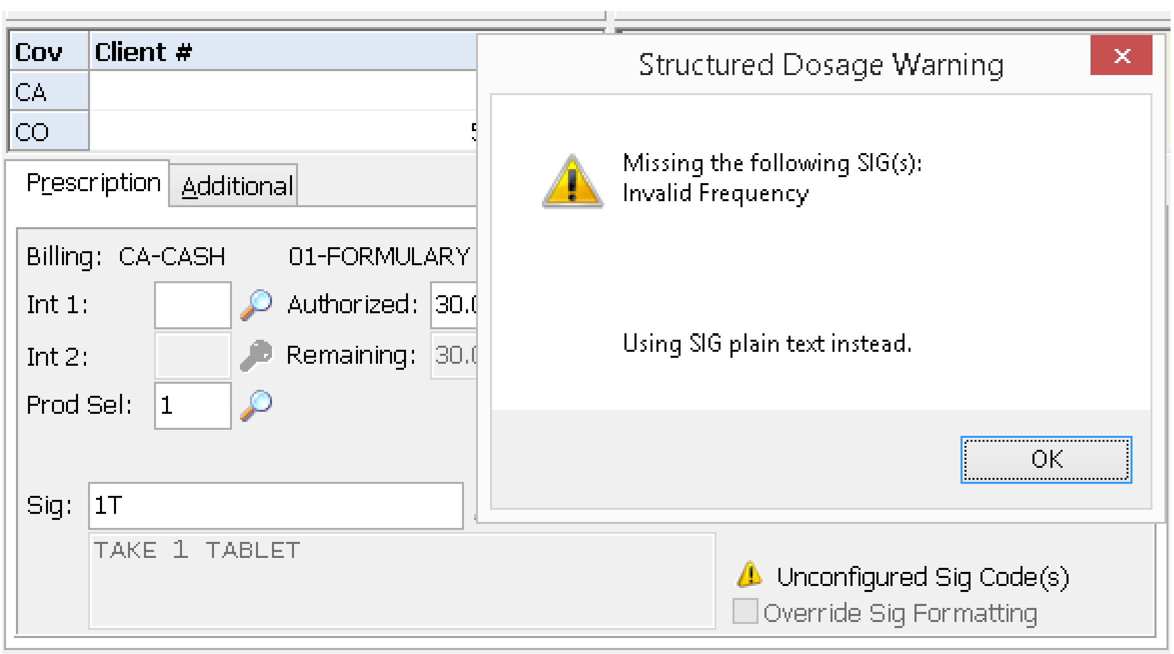
By default if the SIG codes used on the Sig line conform to structured dosage, this structured dosage will be sent to the DIS. The required fields to conform to structured dosage are Quantity, Units (pulled from the drug file), Frequency, and Duration (when no Duration SIG is used, this will pull from the duration of the prescription).

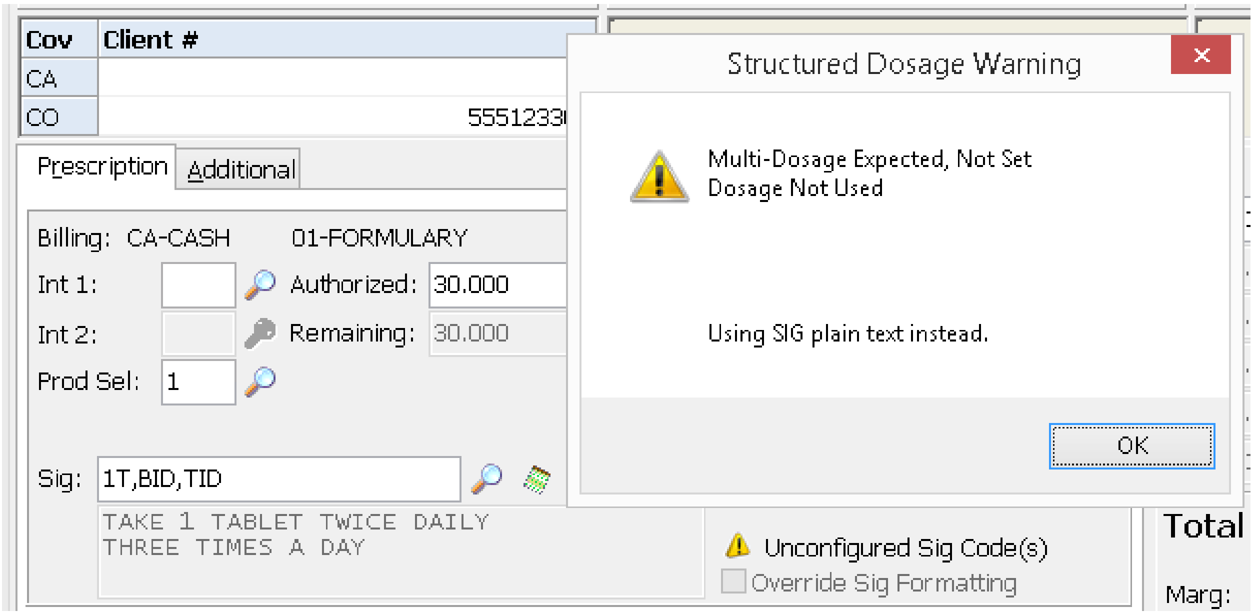
If the prescription does not conform to structured dosage an Unconfigured Sig Code(s) warning appears.



The user can click on the warning to get an indication of why the Sig does not comply with structured dosage and will either be due to one of the required fields being missing or a required field being populated with more then one value.

The user clicks on the Configured Sig Code(s) Warning, they will see the following inside messages:

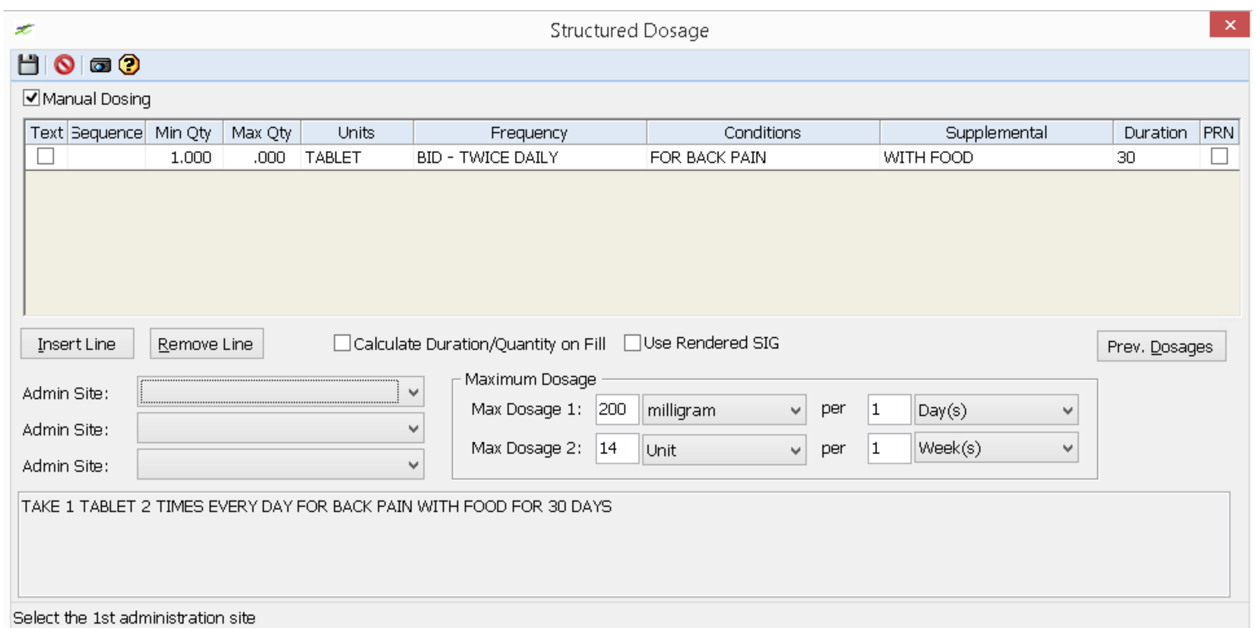




If the required fields are all populated the Unconfigured Sig Code(s) message does not display.

Structured Dosage Window

To view the structured dosage as it will be sent to DIS, click the Structure Dosage (Alt+D) button. Each section of the structured dosage will be displayed in the grid at the top of the window or in the drop downs in the middle of the window and the Rendered Sig (Text resulting from these selections) displays at the bottom of the window.



If the Sig that you wish to have print on the label gave an “Unconfigured Sig Code(s)” warning or there is a need to enter more details for the structured dosage SIG then what will be printed on the label for the patient, the Manual Dosing checkbox can be checked to allow the Structured Dosage fields to be editable.
This can be used to add more details to the structured dosage on the DIS then is printing on the patients label but may have already been communicated to the patient. For example, the medication is to be used for

pain etc. If the Manual Dosing is unchecked, structured dosing will be determined by the sig populated on the label and the structured dosage window will not be editable.

Text Checkbox - Checking the box in the Text column opens up a free form text box to add additional information to the structure dosage SIG.

Sequence - When creating a structured dosage SIG in which there are complex instructions the Sequence column may be used to distinguish whether the current line of instruction will be preformed simultaneously (And) or (Then) sequentially to the previous line of instructions.

Min Qty - The Min Qty must be sent for structured dosage to be sent and should be set to the minimum qty the patient is to take per dose.

Max Qty - The Max Qty must be sent for structured dosage to be sent and should be set to the maximum qty the patient is to take per dose, if this is not equivilant to the Min Qty.

Units - The Units will default based on drug form, if no matching form is found it will default to each. A drop down menu has been created with popular unit types or you can free type a unit type.

Frequency - The Frequency indicates the number of doses within a time frame and is a required field, clicking the lookup will populate all sigs that have frequency information set.

Conditions - The Conditions field is used to indicate why the patient is taking the medication, it is not a required field and can be populated either by selecting an option from the lookup (populated by sigs where the conditions flag was checked) or free typing the information.

Supplemental - The Supplemental field is used to indicate any additional instructions that may be required in regards to taking the medication, it is not a required field and can be populated either by selecting an option from the lookup (populated by sigs where the supplemental flag was checked) or freetyping the information.

Duration - This field should be populated by the number of days the prescription will be taken by the patient

PRN - This box should be checked if the medication is only to be taken by the patient as needed and will add "As needed" to the condition portion of the structured dosage SIG.

Insert Line (Alt+i) - This button can be pressed at any time to add another line to the structured dosage below the currently selected line to a maximum of 20 lines.

Remove Line (Alt+r) - This button can be pressed at any time to remove the currently selected structured dosage line.

Calculate Duration/Quantity on Fill - If checked and if the Duration and Quantity fields are not populated on the prescription, the system will use the structured dosage to determine the proper duration and quantity for the fill.

Use Rendered Sig - If checked the sig code that prints on the label will be generated from the structured dosage information.

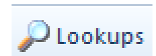
Prev. Dosages (Alt+D) - This button can be clicked to view previous structured dosage records for the selected DIN. This can be especially useful to import structured dosage instructions for medications with more complexe instructions that are filled regularly. To reuse a previously entered structured dosage select it from the list. (More information on this window in the Structured Dosage Lookup section)

Admin Site - This can be used to indicate where the medication is to be administered, such as in which arm for injections or eye(s) for drops.

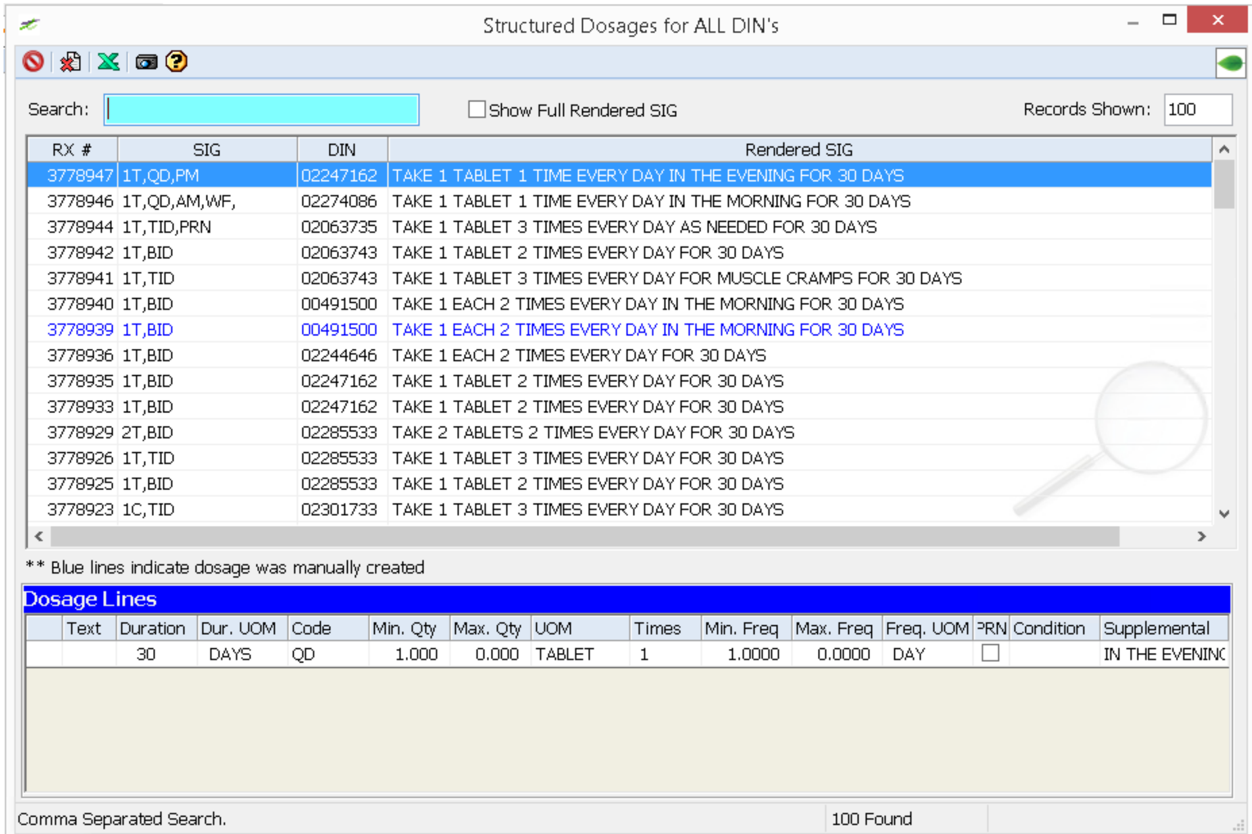
Max Dosage - The section is used to indicate on the DIS the maximum amount a patient can take in a given time frame. If not populated it will default to the prescription qty and duration.

Rendered SIG Instructions – The written form of the structured dosage will appear in the bottom section of the window. If Use Rendered SIG is checked, this is what will print on the label.

Structured Dosage Lookup

A list of all structured dosages used when filling scripts to the DIS can be found in 

on the Rx Functions tab. Once in the Lookup window, select Structure Dosages.



This window will display the rendered SIG that was generated for each prescription on file and defaults to the most recent 100 records. Records displayed in black were generated from the prescription SIG and records displayed in blue were manually inputted.

Search - This can be used to search the rendered SIG text as well as sigcodes used to display pull the frequency information on all displayed structured dosages. The results may also be sorted alphabetically by each column by clicking on the column header.

Show Full Rendered SIG - By default we only show the portion of the Rendered SIG that will fit on a single line within the grid. Check this box to display any additional information that may be hidden.

Records Shown - This defaults to 100 showing the most recent 100 structured dosage fills, to show more records enter the number of records to view or set to 999 to view all records.

NOTE: Warning when setting records to 999, this may take a significant amount of time to load.

Rx# - This column dislplays the prescription number that the structured dosage is linked to. If refills are done, the same rx number will be listed more then once.

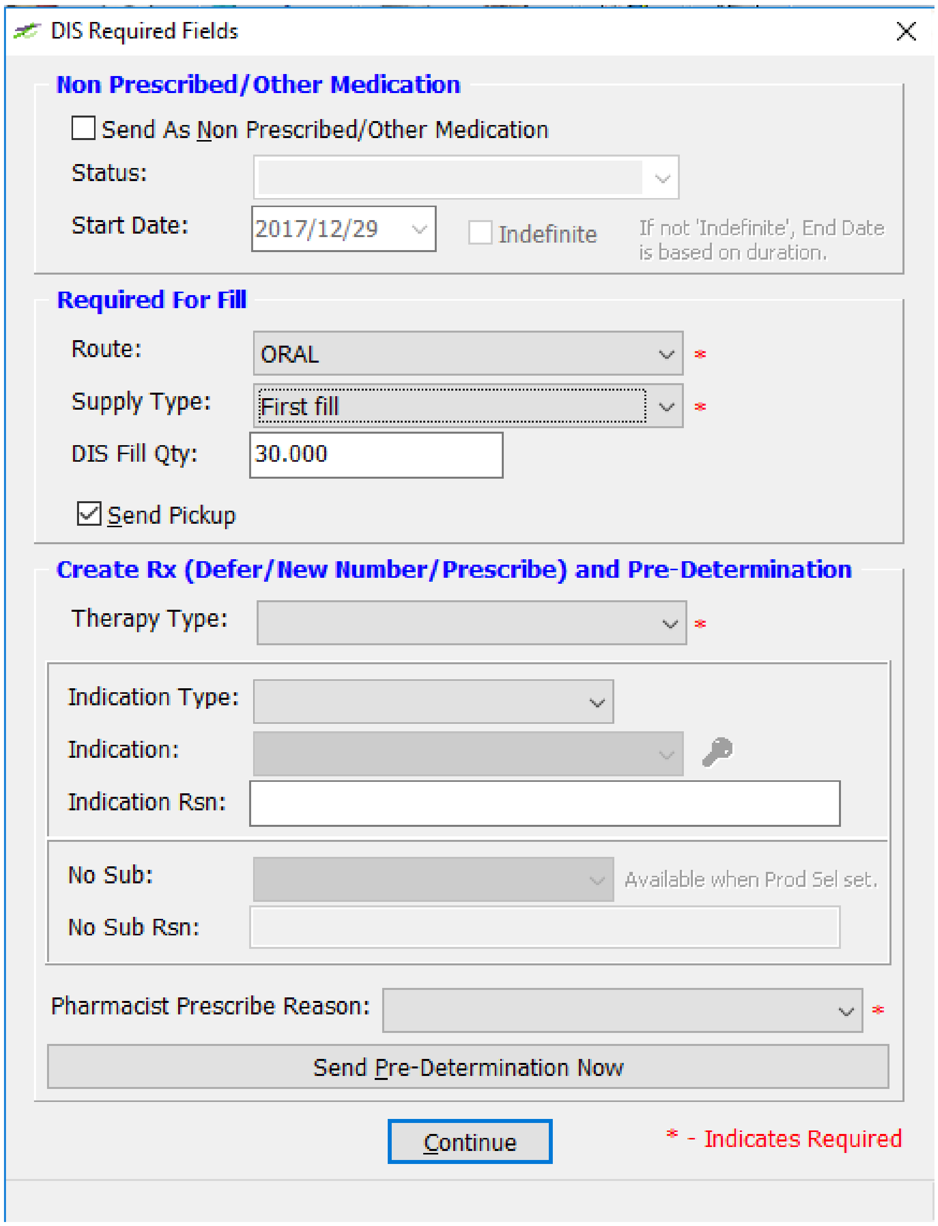
SIG - This column displays the SIG code that made up the SIG printed on the label.

DIN - This column displays the DIN for which that the prescription was filled.

Rendered SIG - Displays the text that was generated based on the structured SIG

Dosage Lines - This will display the information that was entered in order to generate the structured dosage for the currently selected script

DIS Required Fields



The DIS Required Fields must be entered for every prescription. It appears after the Process button has been clicked when filling a prescription or by manually clicking on the Required icon.

The three sections of this window are:

Non Prescribed / Other Medication

Use this option to put non-prescribed medications onto the patient's local and online profile. When filling for a non-prescribed drug, the pharmacist should be entered as the prescriber. The status can be set to Active or Completed, the day the patient started taking the non-prescribed medication can be entered and the indefinite box can be checked so the DIS system will see this as continually active. The Route must still be entered. It will create an Rx on the DIS but not dispense it and the Pickup option will become inactive. The online profile will display this Rx with the NPD (non-prescribed drug) box checked. See Things to Consider for info regarding NPD's.

Required For Fill

The Route and Supply type are required fields that must be filled in for every prescription. The three fields will be defaulted. The Route includes options such as Oral, Topical and Nasal. The Supply Type includes options such as Daily Fill, First Fill and Refill. Each of these fields can be modified prior to continuing.

NOTE: The option to send or not send the pickup message is also available here, however SK Health now allows us to automatically send the pickup message so this is no longer a manual process but can be set in your default fields.

Create Rx (Defer/New Number/Prescribe)

The create prescription message is sent on a repeat new number, deferred prescriptions and first fills of pharmacist created prescriptions. The Therapy Type field must be completed for these prescriptions.

Sending an Indication

When the user wants to enter an Indication on the prescription, to be sent to the DIS, the prescription must first be created using one of the above stated methods so that a create is sent along with the indication information.

No Sub Options

As well, the No Sub option is only available if a Product Selection was entered on the prescription. The Product Selection flag is found between the Interventions and Pricing Info on the Prescription Process screen.

Pharmacist Prescribe Reason

On the first fill of the prescription, when the doctor is set as a pharmacist then the **Pharmacist Prescribe Reason** is required. The **Pharmacist Prescribe Reason** can also be changed if required on a refill. If the doctor field is set to anything other then a pharmacist this field is disabled. Options that may be submitted to the DIS include:

- Formulation or dosage form modification
- Interim supply of medication
- Maintenance therapy
- Emergency supply of medication
- Incomplete prescription
- Extending refill(s) during physician absence
- Medication for minor ailment
- Seamless care
- Exempted codeine product
- Pharmacy professional service program

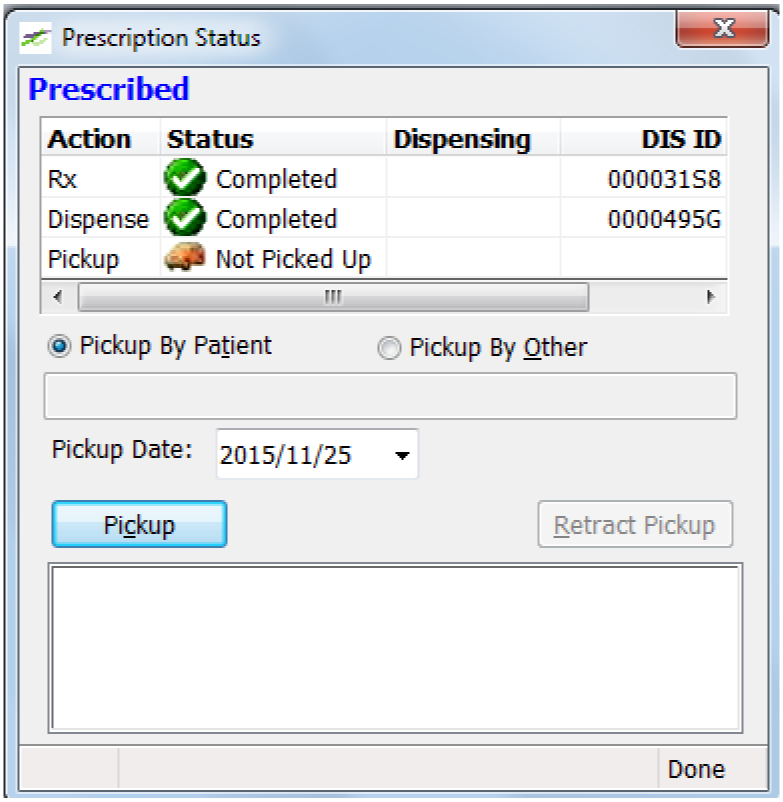
Pre-Determination

The **send pre-determination now** option will be available only if "Enable Pre-Determination Fields" is checked. The purpose of a pre-determination is to find out if any drug/allergy interactions exist for the drug used, or if this would be considered a duplicate therapy, without actually dispensing the prescription.

NOTE: This transaction is used to validate a prescription without formally creating a legal prescription or record on the EHR.

Prescription Pickup and Retract Pickup

The Prescription Status window will show the RX, Dispense and Pickup status details of a particular prescription. Within this screen, the user can pick up the prescription or retract the pickup (which will also update the DIS status).



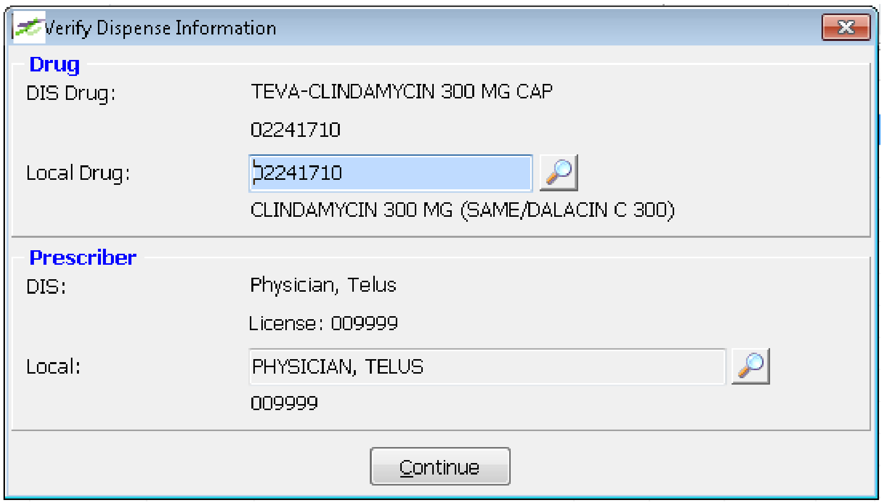
This window will pop up automatically when filling a prescription so that the user can flag the prescription properly at the time of filling. This window is also accessed through the local patient profile by highlighting a prescription and clicking on the DIS icon in the toolbar (or hitting F9) and finally clicking on DIS Status button.

Prescription Pickup: The user can flag a prescription as 'picked up' by choosing whom it is picked up by: the Patient or Other. If Other is selected, you must type in the name of who picked up the prescription in the field below. Then click on the Pickup button. This will pickup the prescription and will display a 'Successful' message in the message window. User can close the screen and continue on.

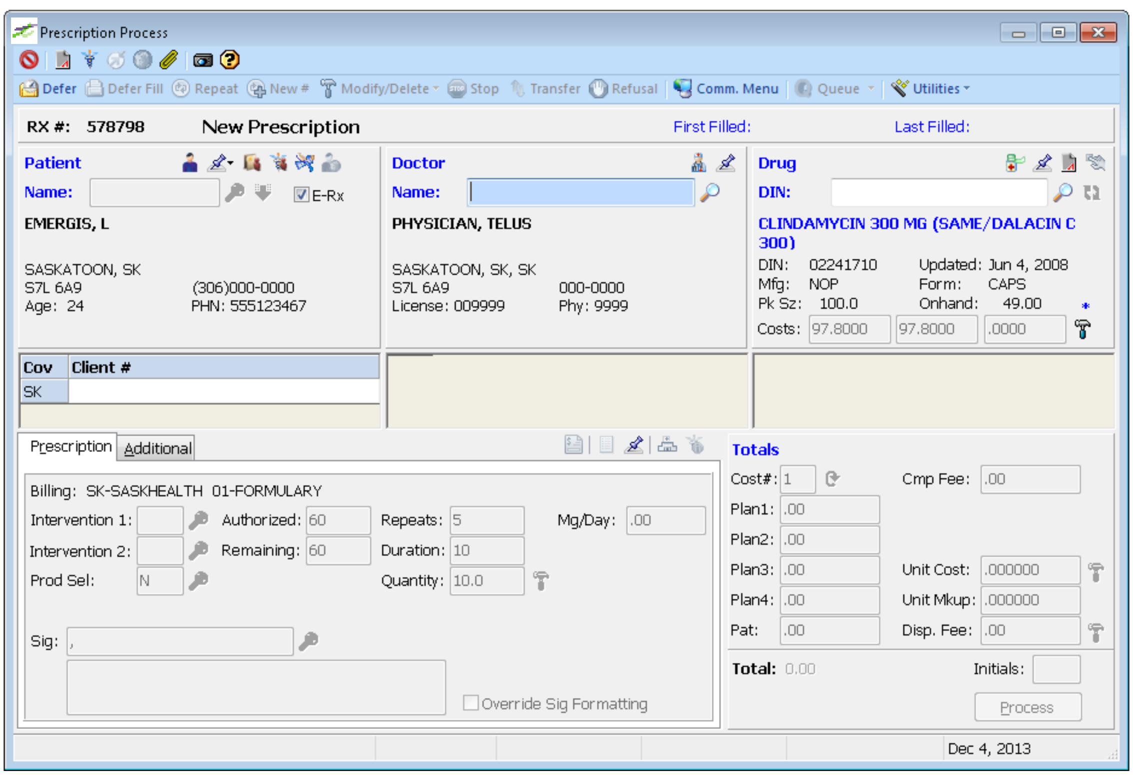
Retract Pickup: The user can 'retract pickup' on a prescription by clicking on the Retract Pickup button. This will retract on the DIS and will display a 'Retract Pickup Successful' message in the message window. User can close the screen and continue on.

E-Fill Prescription (ERx)

You can fill a prescription for a patient that is available on the DIS (see the Patient Profile section on how to access this screen). It is up to the user to use acceptable practices in filling these prescriptions using this feature.

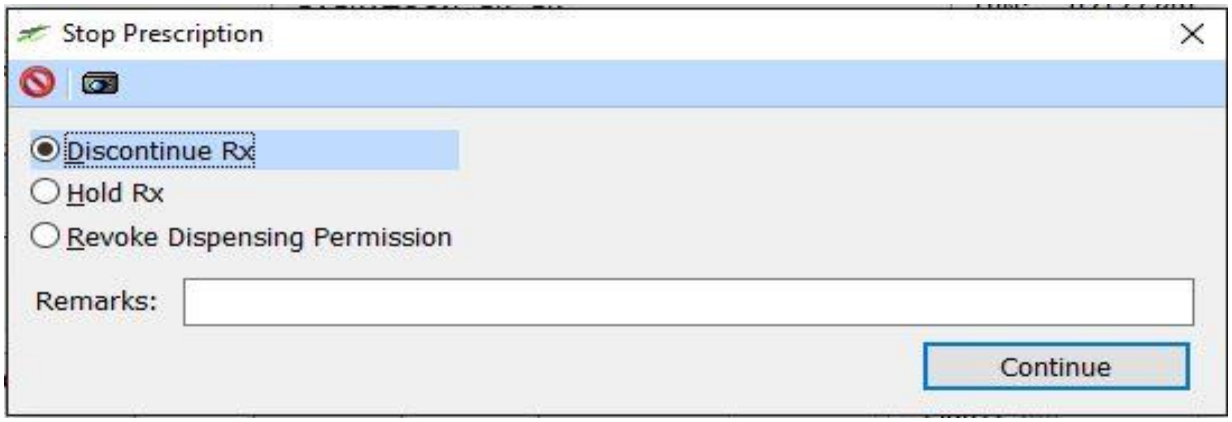


The user will need to verify the Drug and Prescriber information and then click Continue to proceed with filling the prescription. The Local Drug and Local Prescriber fields have Lookup/Search capabilities to select alternate drugs/doctors. The patient's allergy profile will also appear and needs to be reviewed before the Prescription Process will display (if it wasn't viewed previously for this patient).



The prescription details are loaded into Prescription Process. The user can now view the prescription as it was written and fill it as normal.

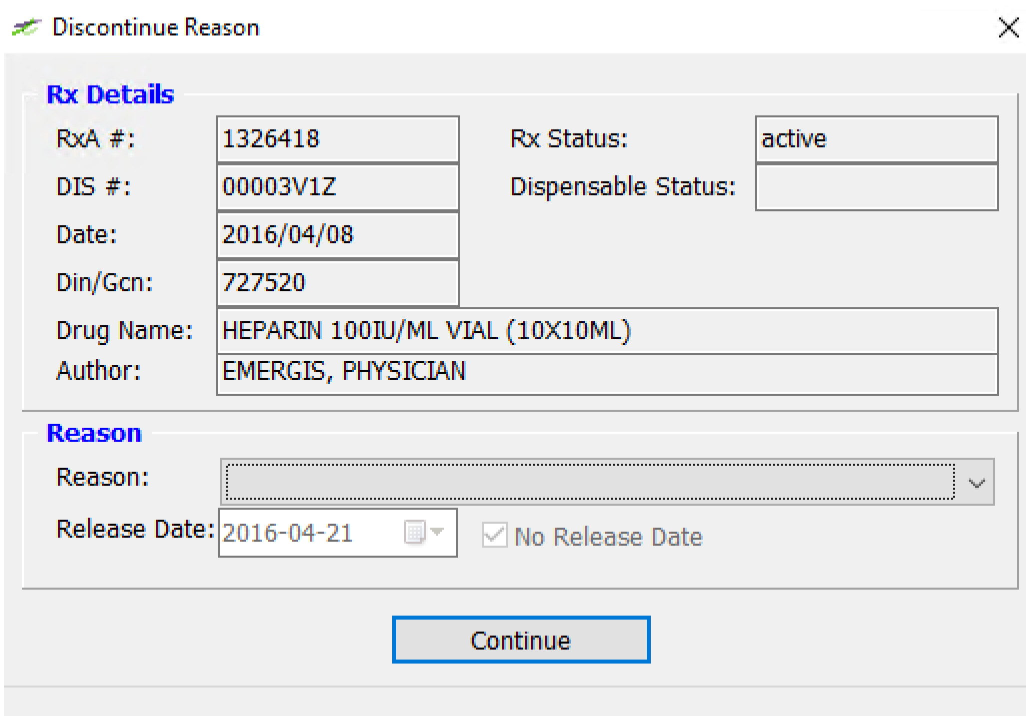
Stopping Prescriptions



When stopping prescriptions, the above window will appear. You must select one of the following types of prescription stops:

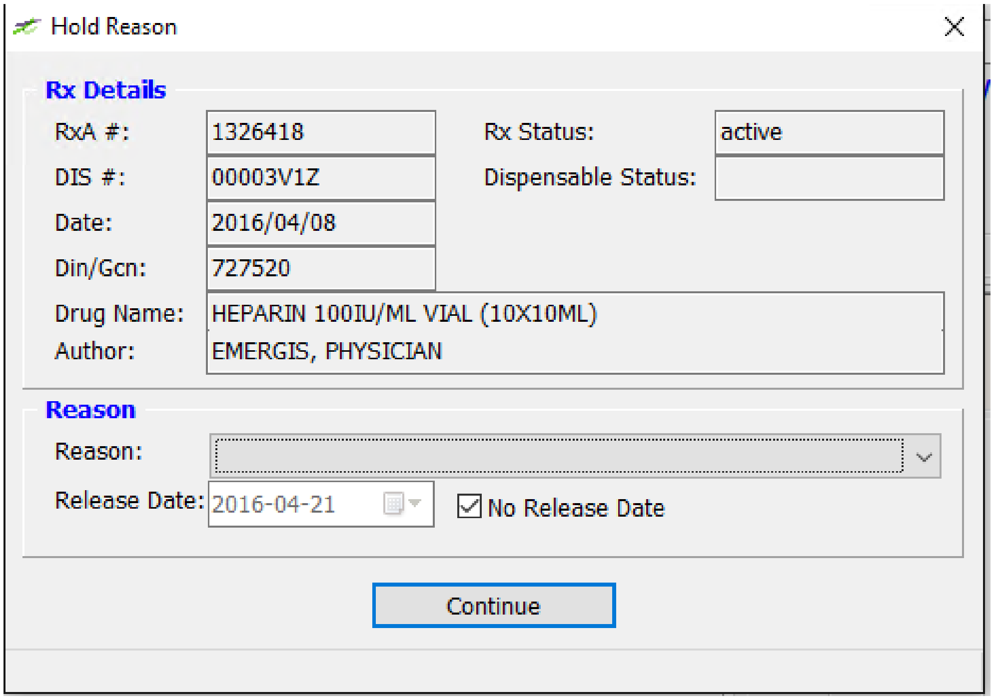
Discontinue Rx (D) - This transaction is used to change the status of a prescription order to stopped/aborted. This can be done prior to fill or after fill. This status change indicates that the prescription should no longer be filled or administered. A stop may be required if a provider determines that drug therapy is complete or not effective and wants to terminate the prescription or where a single drug is being administered by multiple parallel prescriptions. Stopping one prescription can be used to modify dose or where therapy is causing adverse effects or in response to a drug recall or other product issue.

NOTE: The User can modify a discontinued prescription up to 62 days after the original dispense date.

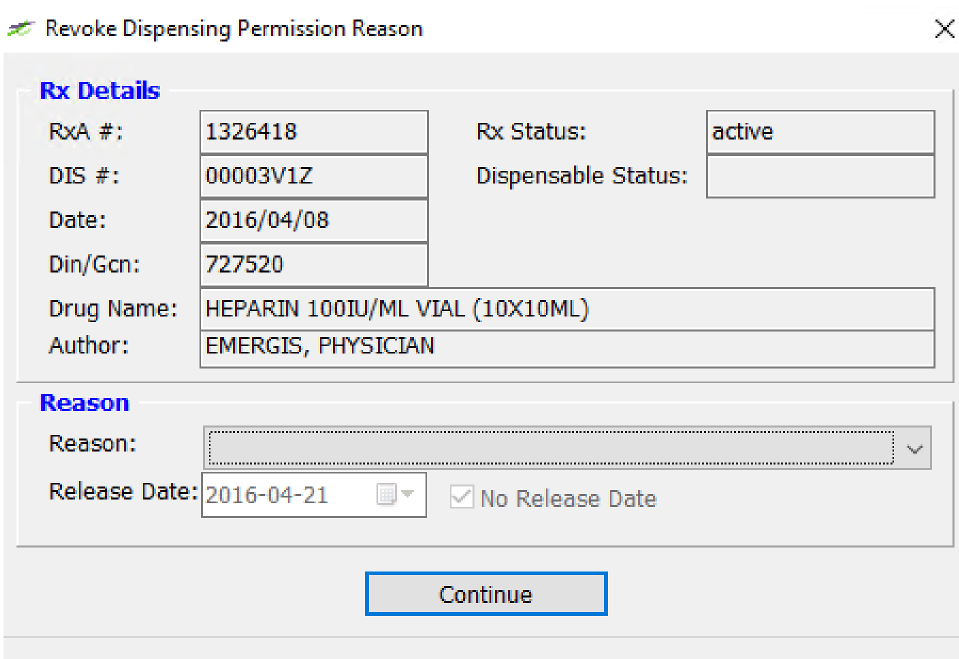


The above window appears, in which you can select a reason for the status change of the prescription. After continuing, the DIS and local profiles will be updated.

Hold Rx (H) - This transaction allows a prescription to be put “on hold”. For example, a prescription may be placed on hold when a patient is admitted to a Hospital. The prescription can be reactivated at a later date by modifying it. The window below appears, in which you can select a reason for the status change of the prescription. After continuing, the DIS and local profiles will be updated.



Revoke Dispensing Permission (R) - This transaction allows a prescriber to remove the ability to dispense a prescription, while still authorizing the patient to finish consuming their supply on-hand.

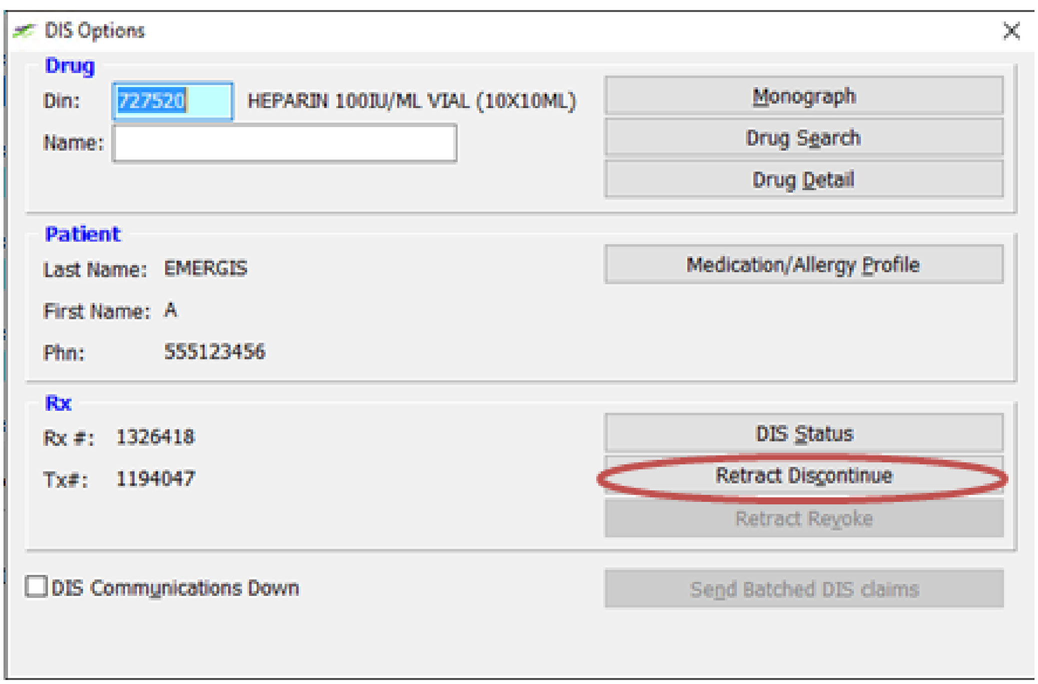


Manage Previous Rxs

After printing labels on a repeat new number prescription the following window will appear.
Previously, it was recommended to discontinue earlier fills for DIS reasons, however, as of version 6.22 build 49 you only have to discontinue the prescription if you would like it to be stopped on the local.

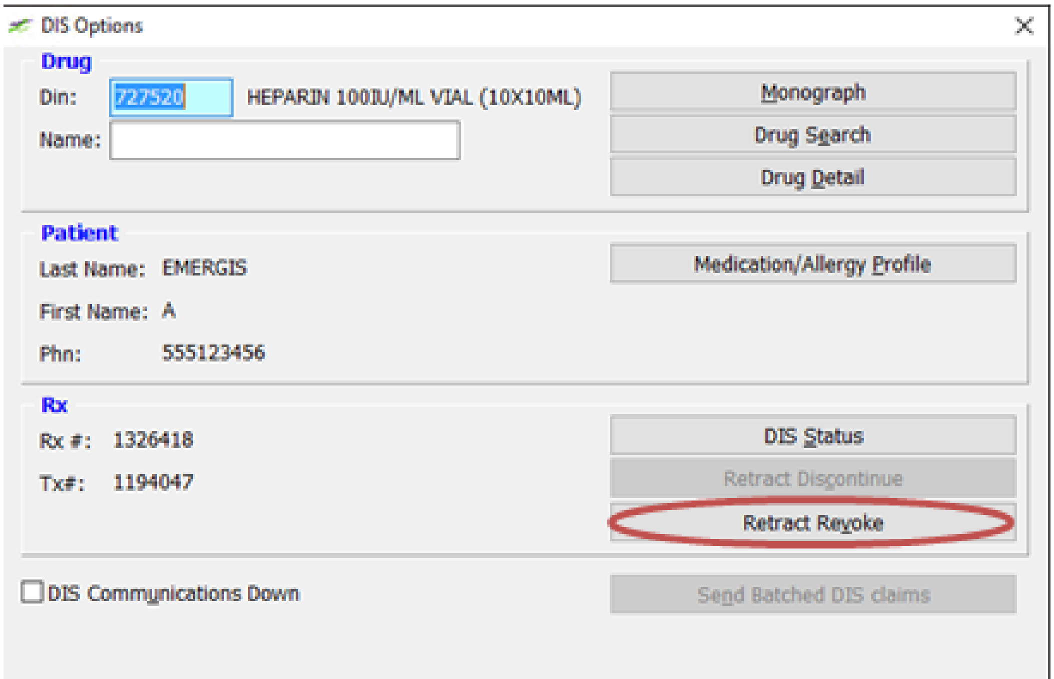
Retract Discontinue

A user can retract a discontinue prescription type of stop previously done by this pharmacy. This will unstop the prescription and revert it to a status of Active. To do this, go into the local patient profile, highlight the stopped prescription and select the DIS icon from the toolbar ( ), then select the Retract Discontinue button from the DIS Options window. This Prescription Status window for DIS will appear with a message indicating “Retract RX Discontinue Successful”.



Retract Revoke

A user can retract a revoke dispensing permission type of stop previously done by this pharmacy. This will unstop the prescription and revert it to a status of active. To do this, go into the local patient profile, highlight the stopped prescription and select the DIS icon from the toolbar ( ), then select the Retract Revoke button from the DIS Options window. This Prescription Status window for the DIS will appear with a message indicating "Retract Revoke Permission Successful".



Refusal to Fill

In Assyst-RxA, in the F10 modify screen, there is now an option F for Refuse to Fill.

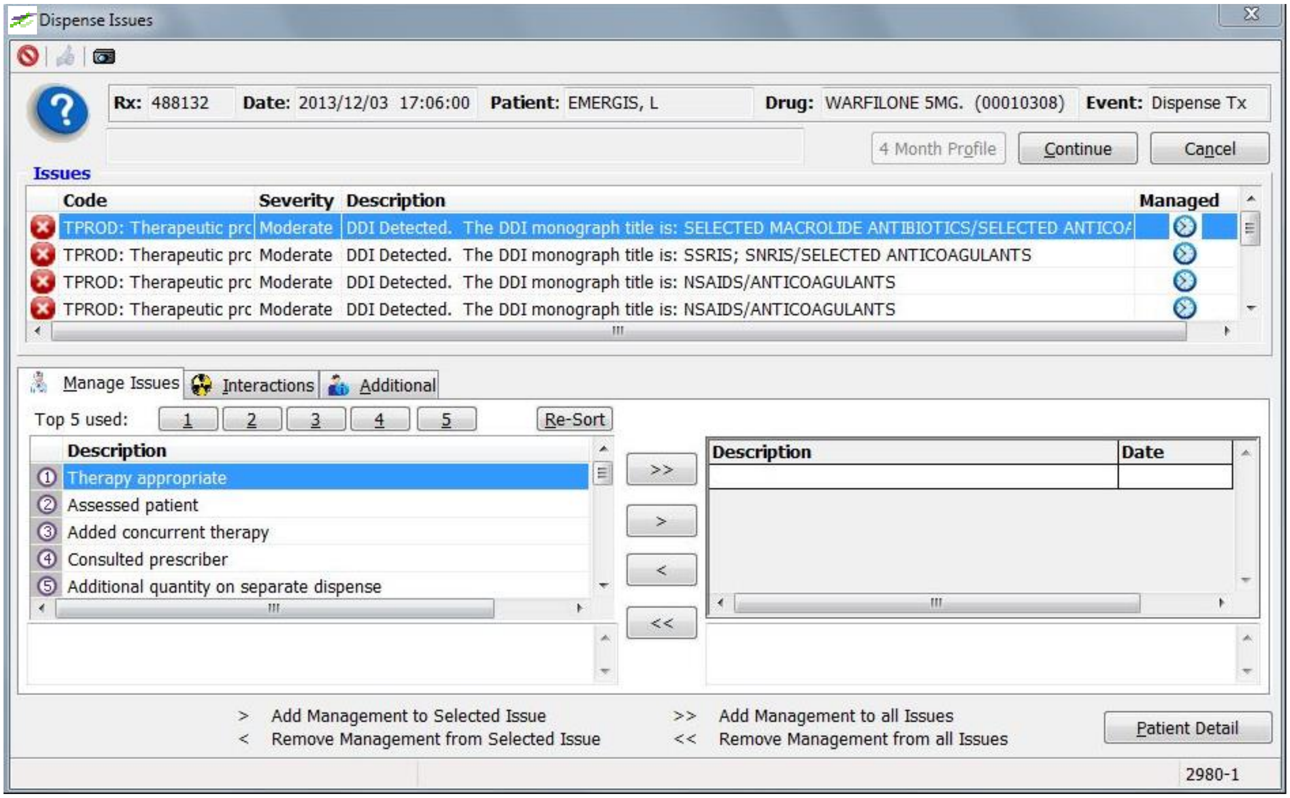
When doing a Refusal to Fill, the above window will appear. A refusal reason code must be selected. The comment field is optional.

After being sent to SK Adapt for adjudication, the Prescription Status window will appear indicating that the prescription abort and refusal were done successfully on the DIS.

Looking at this prescription in the online profile, its Rx Status will now be “Refused” and if the Rx Detail is viewed, the Refusal to Fill tab has been updated.

DIS Issues

The Dispense Issues window can appear for a variety of reasons when accessing/updating the DIS system. Some Issues must be managed while others cannot be managed and can only be viewed.



Additional information about the issue currently highlighted can be viewed by selecting the Additional tab (if applicable).

If a drug/drug, drug/food or drug/allergy interaction is the cause of the Issue, that information can be viewed by selecting the Interactions tab.

Some Issues are for informational purposes only. These Issues will have a yield sign icon in the far left column, and will display “N/A” under the Managed column on the far right of the grid.

 - Issues that require user intervention.

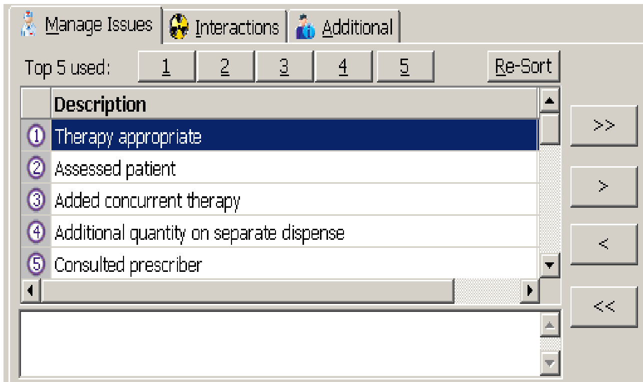
 - Appears in the **Managed** column, for items that require user intervention.

These types of issues must be managed in order for the DIS system to accept the transaction and update.

How to Manage Issues (DUR)

- Select the appropriate code from within the “Manage Issues” tab. There are 21 descriptions to choose from.
- Using the  button, allows you to apply the highlighted code to the highlighted issue above.
- Using the  button, allows you to apply the highlighted code to **all** the issues above.

- The system will assign the Top 5 managed issues each user uses over time. These Top 5 become *shortcut keys* to use to quickly manage your issues.
  - Press Alt and 1 thru 5 to select one of our Top 5
  - You may click on the Re-Sort button to have the system resort based on user usage



- To **remove** a management code from one of the issues, highlight that issue and then select the < button. To remove the management codes from all issues, select the << button

Interactions Tab – Clicking on this tab allows you to see the Drug/Drug interactions

Additional Tab – Clicking on this tab allows you view the highlighted issue in more detail. Provides you with a longer description than you see from the Managed Issue Tab

When an issue has been managed successfully, the clock icon ( ) will change into a check mark within a green circle ( ). All applicable issues must be managed before claim is updated on DIS.

Once all required issues have been managed, select the Continue button to resend the transaction and update the DIS system.

Issues that are unable to be managed or if you press the “Cancel” key the prescription will not be on PIP

Patient Detail – You can now view the Patient Maintenance screen from the Dispense Issues and modify the patient detail if required. For example, the birthdate.

Managed Issues Audit Notes

If the user cancels out of the Managed Issues screen without managing all issues they will be prompted to enter a reason.

- Audit Notes for bypassing Managed Issues: the application will now prompt the User to confirm Initials and add a comment to complete this process. These notes are visible under the specific patient and the audit filter will need to be set to Y, as these notes are not displayed by default.

DIS Unsent Report

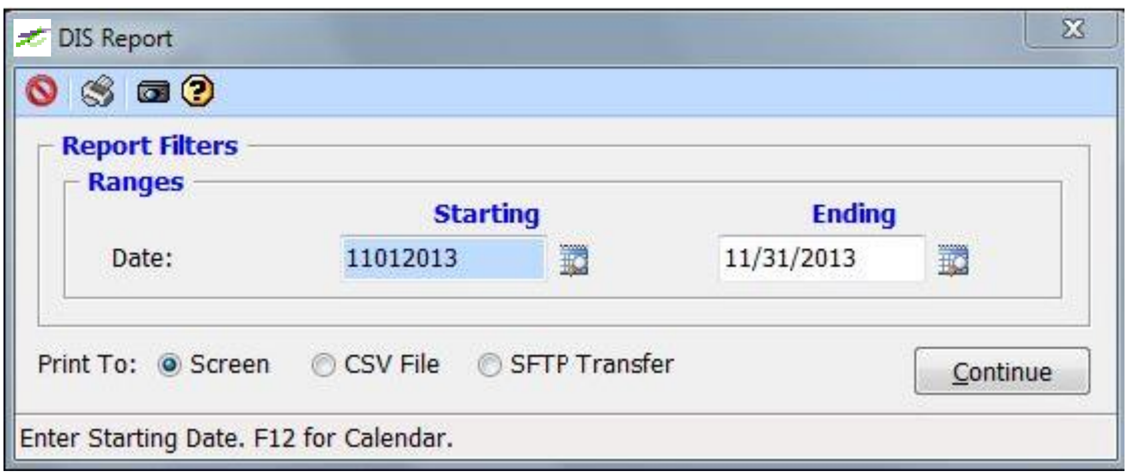
The purpose of the DIS Unsent Report is to provide a list of all claims sent to Adapt that were not captured on the DIS system. Reasons for this include managed issues that are returned after submission of the prescription that do not get properly handled, errors due to system maintenance/outage, filling for an out-of-province patient, Admin and Device type prescriptions or if the Assyst-RxA user has elected to turn off the DIS system. This report should be checked on a periodic basis to ensure that it only includes out-of-province patients or Admin/Device type prescriptions, all other prescriptions should be attempted to be rebilled so they write directly to the DIS

Backdated Prescriptions will be written out to the DIS Unsent Report using the actual processing date. The reason for this is so that no prescriptions ‘fall off’ the report or are missed in any way. This is also so that Sk Health can accurately reference the backdated prescription with what we originally communicated to them at the time of the fill of the prescription. This more crucial if the prescription is backdated to a different month, for example, prescription was filled on Novemebr 2nd but backdated to October 31st .

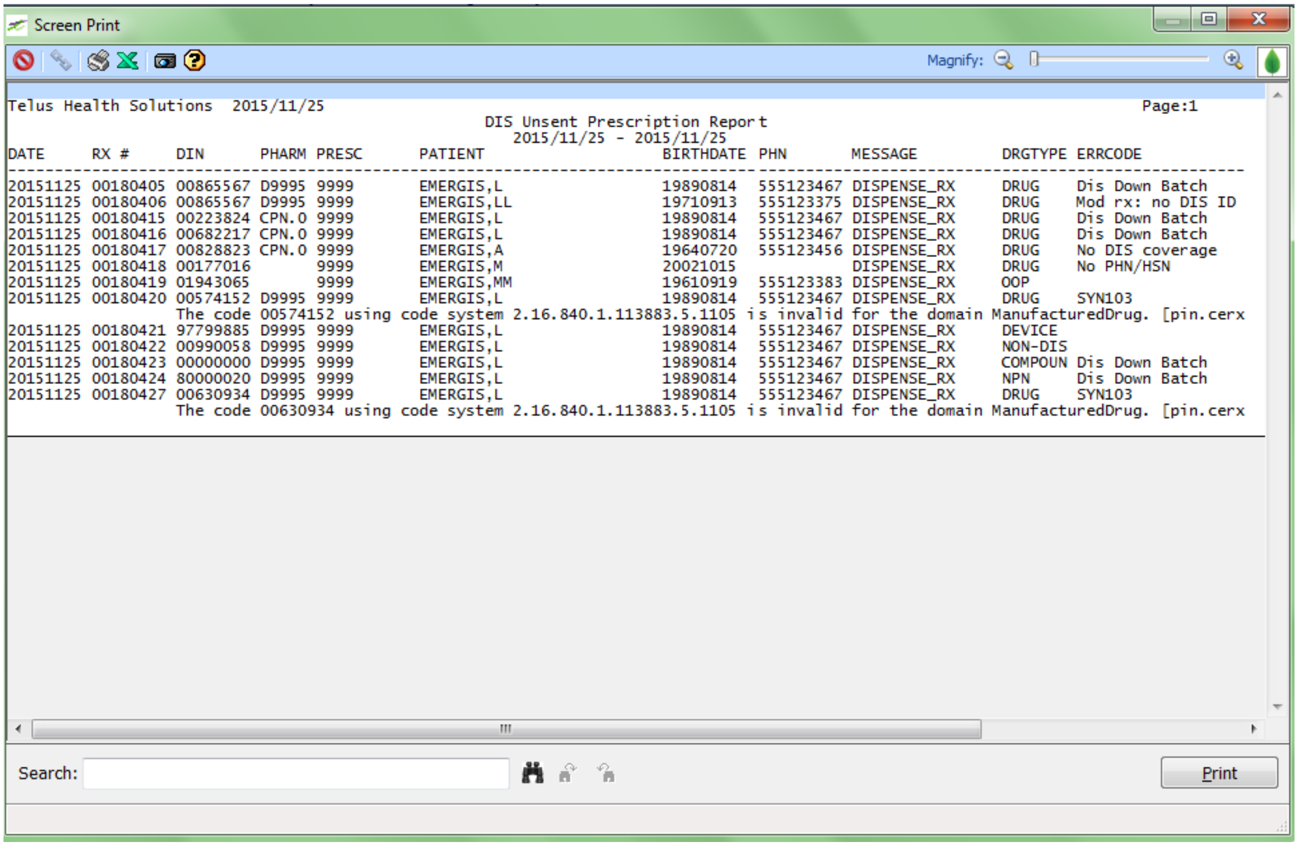
To access the report, choose the following menu path:

Rx Functions tab
Reports
DIS Unsent Rx Report

To use, simply fill in the desired date range, which defaults to the last calendar month. Choose “Screen” for a quick, but less detailed look at all the scripts on the report. View Screen shot of the information on the page that follows.



The “CSV File” report produces a more detailed comma separated value file, which is the format SK Health needs to process the report. An on-screen message will display the name of the file created, as well as where it is saved. By default, it stores the report as a CSV file in the \DISReport directory on the workstation you ran the report from.



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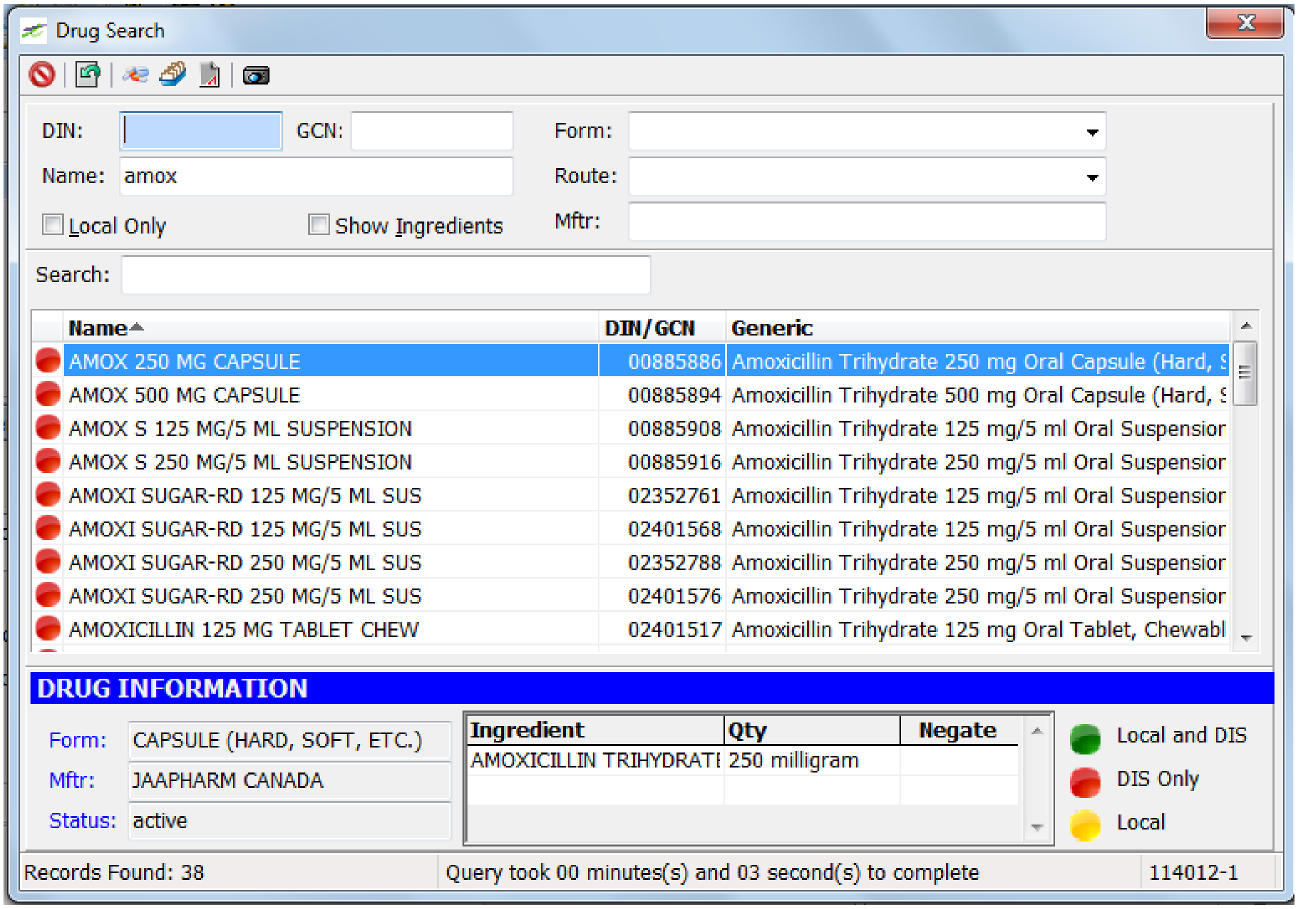
DIS Unsent Prescription Report
2015/11/25 - 2015/11/25

DATE	RX #	DIN	PHARM	PRESC	PATIENT	BIRTHDATE	PHN	MESSAGE	DRGTYPE	ERRCODE
20151125	00180405	00865567	D9995	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	DRUG	Dis Down Batch
20151125	00180406	00865567	D9995	9999	EMERGIS,LL	19710913	555123375	DISPENSE_RX	DRUG	Mod rx: no DIS ID
20151125	00180415	00223824	CPN.0	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	DRUG	Dis Down Batch
20151125	00180416	00682217	CPN.0	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	DRUG	Dis Down Batch
20151125	00180417	00828823	CPN.0	9999	EMERGIS,A	19640720	555123456	DISPENSE_RX	DRUG	No DIS coverage
20151125	00180418	00177016		9999	EMERGIS,M	20021015		DISPENSE_RX	DRUG	No PHN/HSN
20151125	00180419	01943065		9999	EMERGIS,MM	19610919	555123383	DISPENSE_RX	OOP	
20151125	00180420	00574152	D9995	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	DRUG	SYN103
		The code 00574152 using code system 2.16.840.1.113883.5.1105 is invalid for the domain ManufacturedDrug. [pin.cerx								
20151125	00180421	97799885	D9995	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	DEVICE	
20151125	00180422	00990058	D9995	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	NON-DIS	
20151125	00180423	00000000	D9995	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	COMPOUN	Dis Down Batch
20151125	00180424	80000020	D9995	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	NPN	Dis Down Batch
20151125	00180427	00630934	D9995	9999	EMERGIS,L	19890814	555123467	DISPENSE_RX	DRUG	SYN103
		The code 00630934 using code system 2.16.840.1.113883.5.1105 is invalid for the domain ManufacturedDrug. [pin.cerx								

Note: For your first month with the system please send the report manually on a weekly basis as per your schedule with ehealth. Please view instructions on how to upload the file in the "Data Quality Guide For Telus Pharmacy Software" provided to you by your ehealth team.

As of version 6.00, DIS is designed to send the claims automatically by the 4th day of every month at 6 am .The RxA software will display an alert about the claims for 4 days prior to the actual send date, The user can still bypass (skip) the prompt until the 4th day of the month, where upon it will force the user to send it as shown in the picture below.

Drug Search/Maintenance



The drug search screen is a useful tool in the DIS to research drugs both on the DIS system, and your local system. It can be accessed through the IS Options screen, or the DIS patient profile. General use is as follows:

***DIN*:** Check for a specific DIN number.

GCN: Checks for a specific GCN value of a generic drug enter it here. The grid will list all equivalent drugs (by DIN) for the specified generic

Name: Specify the name of the drug; the results will include all drugs whose names start with what you have specified in this field. Note: when the Local Only option is checked off, you may use a comma in this field

Local Only: Check-Mark this option to search your local drug inventory

Show Ingredients: Check-Mark this option to include drugs classified as ingredients

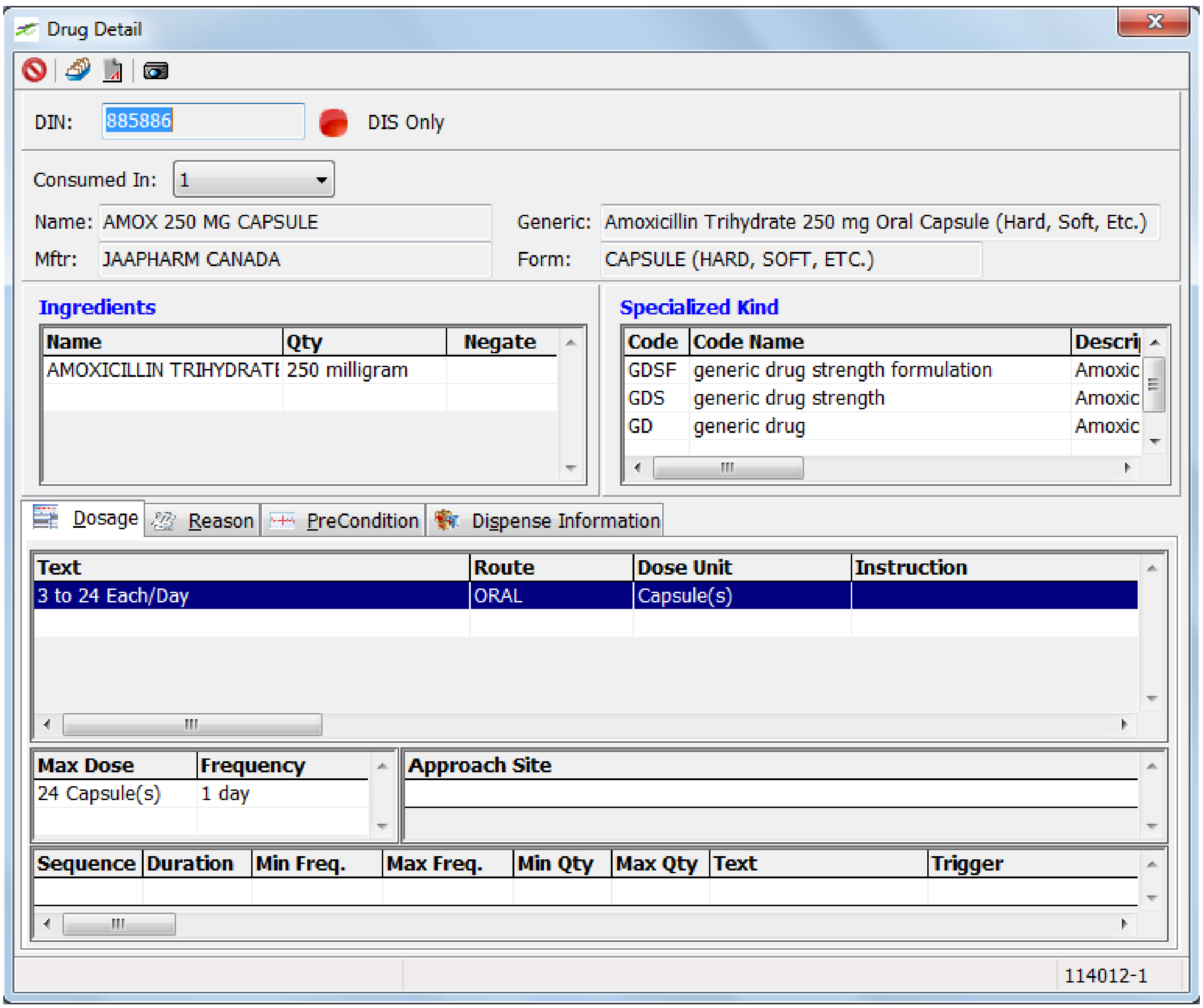
Form, Route, Mftr: These 3 fields can be used when searching the DIS only, and are simply used to refine the search.

Search: This comma delimited field can be used to further restrict the search results to a more specific drug.

The bottom portion is the “snapshot” for each drug selected in the grid. It is a generalization of the drug details. To see all details of a particular drug, either click on the Drug Detail toolbar button, double click the drug in the grid, select that row, and press enter, or right click on the grid (see below for description of this screen). There is also a legend here indicating what the images mean.

From this screen you may also view the drug monograph, refresh the results or add a drug from the DIS system to your local inventory. This is done via the respective toolbar button or by selecting the desired drug in the grid, and right clicking.

Drug Details



This screen provides a detailed look at a specific drug. Included is the ingredients making up the drug, the specific dosage, the reasons for taking this drug, any preconditions and dispense information, as well as the generic name, form and manufacturer. A graphic image will also indicate whether this drug is contained on the DIS system only, or if it is both on the DIS system and your local inventory.

From this screen, you can also choose to add a “DIS Only” drug to your local system by clicking on the toolbar icon (). You may also view the drug/patient monograph by clicking on the toolbar icon ().

NOTE: A couple things to consider when adding a drug to your local system:

1. The DIS doesn't support drug costs, so you will need to use the local drug maintenance screen to set this. The DIN, Drug Name, Generic Drug Name, Manufacturer and Form will be filled in automatically.
2. You will also need to set the pack size, any order information, as well as any other applicable setting (as you normally would if creating the drug locally).
3. You should set the "Route" on the drug – hit enter on this field in the local drug maintenance window to see the list of options. If you don't know it, you may leave it blank.
4. You can set the drug type (NPN or Device). Devices do not get sent to the DIS system when filling prescriptions.

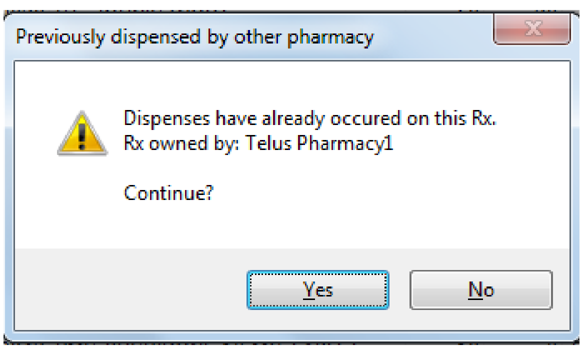
The additional tabs of information within this screen can be accessed by using the mouse or using the keyboard hot key (Alt key + underlined letter). For example, access the Dosage tab by pressing and holding the Alt and 'D' key together).

NOTE: The information in this screen is provided by First Data Bank (FDB) and maintained by SK Health.

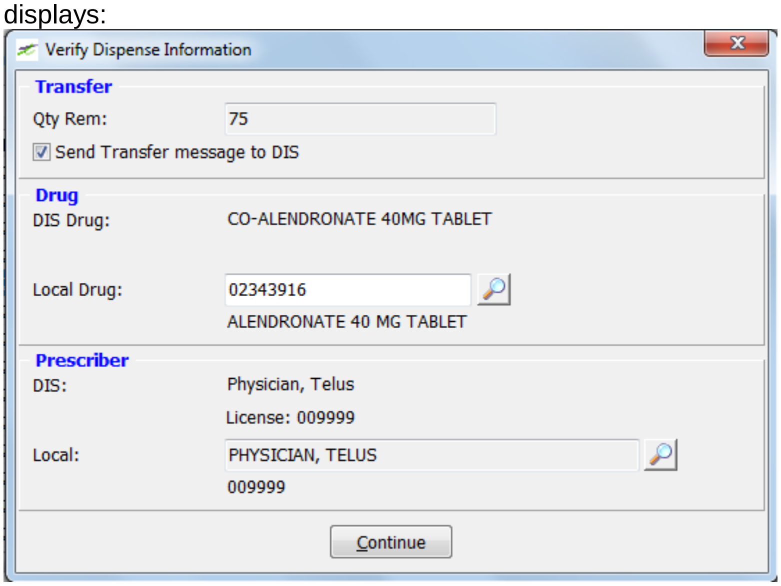
Fill

This is only for prescriptions that are not on the local system but on the DIS profile. This will allow the user to fill the prescription to their local system. This is for the first fill of a prescription that was generated outside of the software or a refill of a transferred prescription from another pharmacy. This is for active prescriptions only.

If this prescription had a dispense on it from another pharmacy, the user will get the following prompt:



If the user says No, the user is returned to the DIS profile. If the user says Yes, then the following window displays:



The Send Transfer message to DIS flag is defaulted to checked. The user needs to verify both the drug and the doctor. If either the drug or the doctor does not exist in the local file, the user must add the doctor/drug or select a valid local drug/doctor.

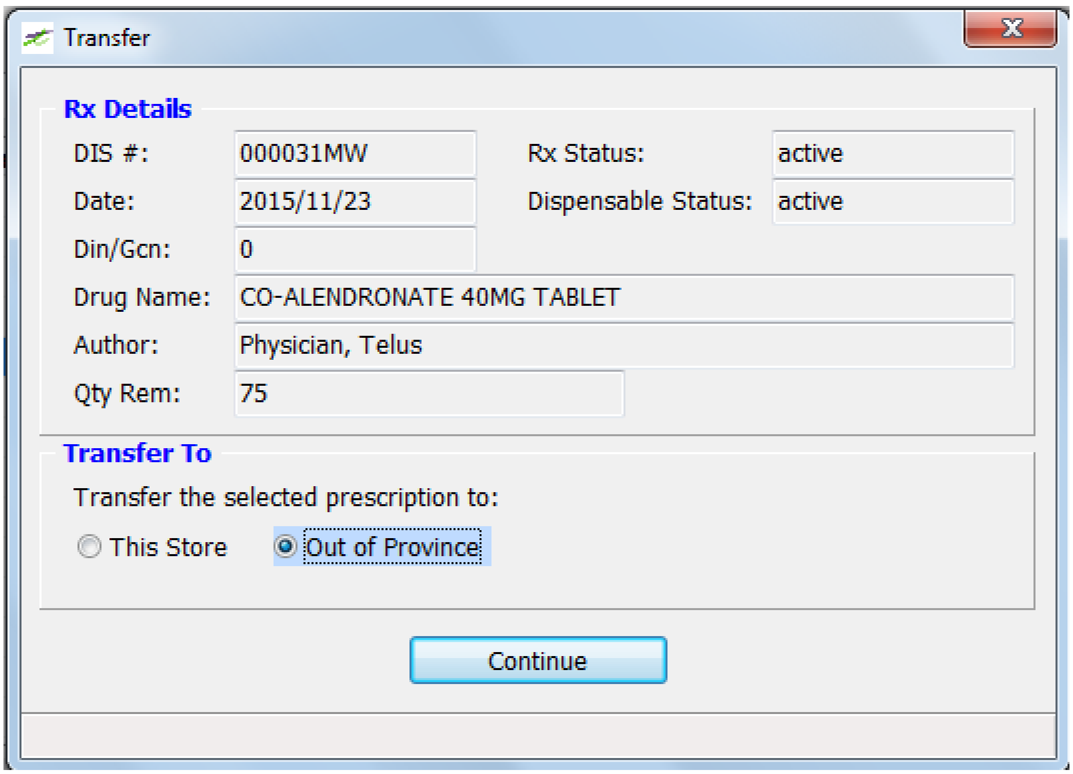
Add to Local

The user can add the prescription locally from the DIS profile as a Defer and then fill it as a Repeat New Number. This option is available for completed and active prescriptions.

See the Fill section of this manual for more information.

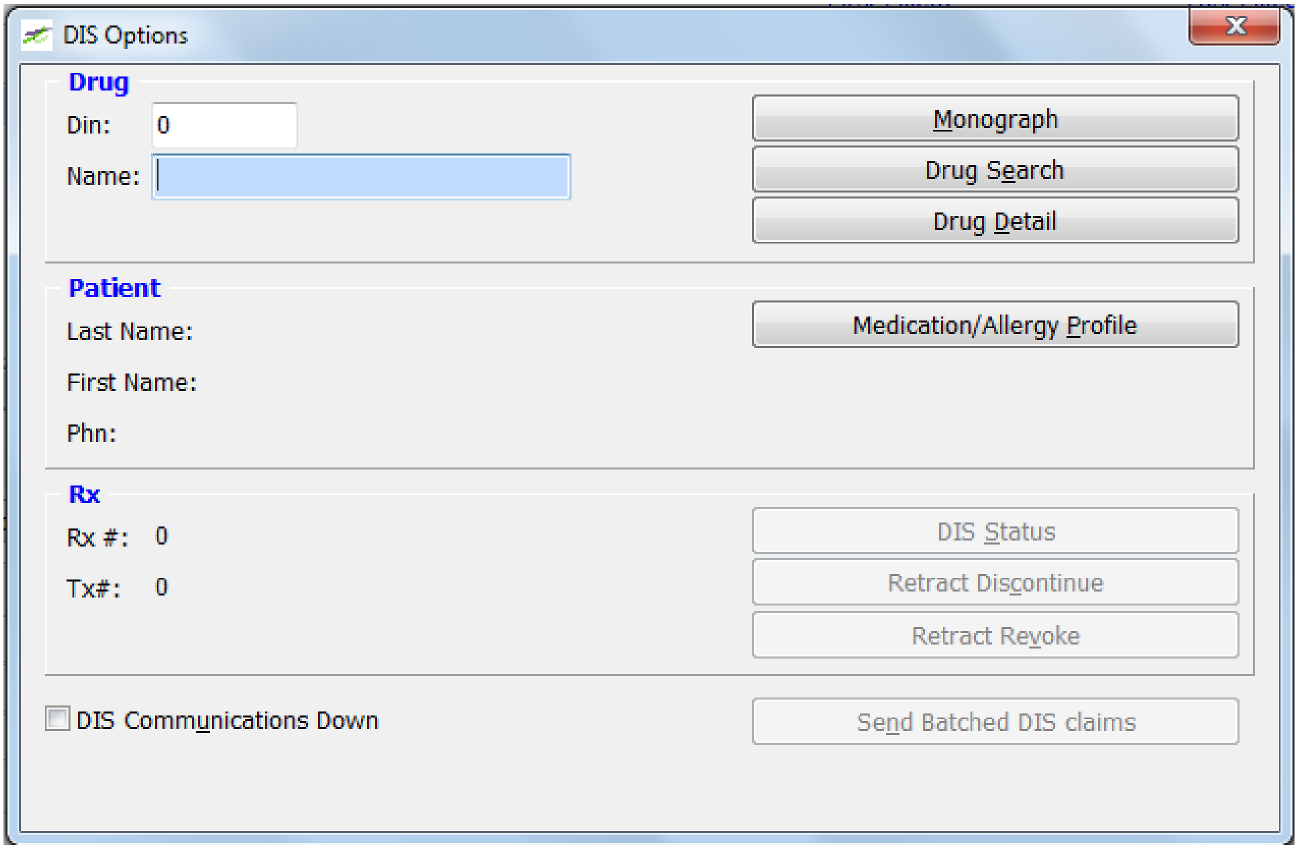
Transfer

This option can be used to take ownership of the prescription without adding it to the local system. Also, it is used to transfer ownership to the Out of Province (OOP) pharmacy.



DIS Batching

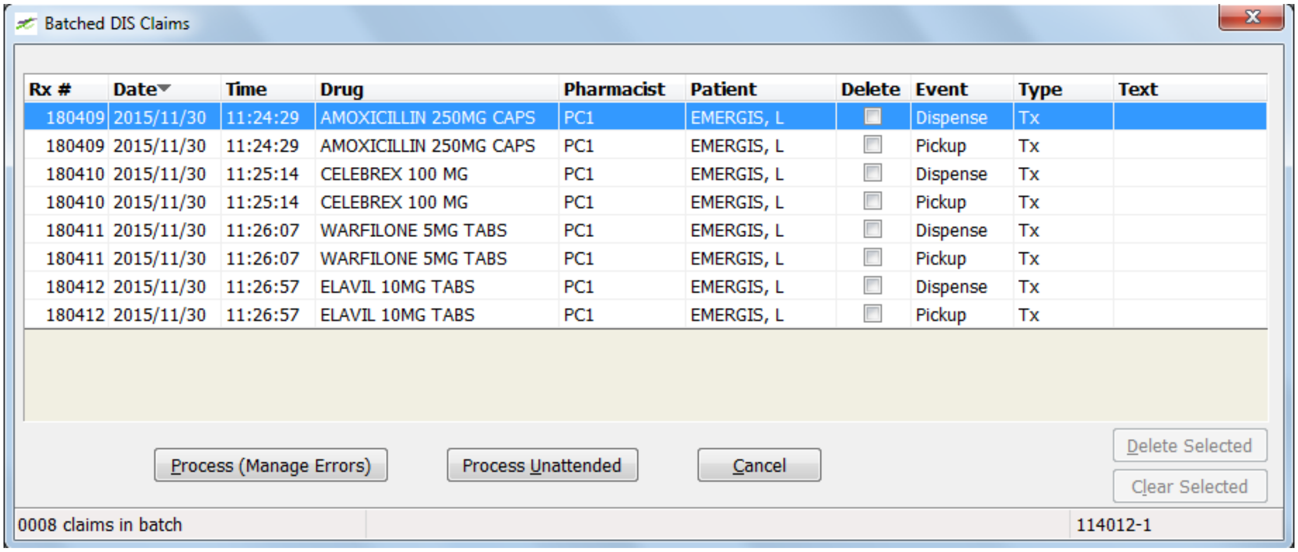
In the event that the DIS system goes down for any length of time, AssystRx-A allows you to batch claims for future upload to the DIS when their system becomes available again. To turn DIS communications off (ADAPT will still work), go into the DIS Options window by either clicking on the DIS button on the top toolbar or hitting F9 (and then select your Saskatchewan Health third party, followed by option ‘i’).



Click on the DIS Communications Down check box. Now, anything you fill will be batched for future processing. When the DIS is back up, uncheck the DIS Communications Down check box.

NOTE: Batched claims will show on the unsent report, this report must be sent to SK Health monthly).

<u>Once the DIS Connection is established we must send all the batched claims</u>



When you choose to Send Batched DIS claims, the batch screen appears:

If there are any scripts that you need to delete from the batch, simply click on the delete column, and then click on the Delete Selected button (this is password protected). If you don't delete them before processing, they will stay in the batch, but you can still delete them after. Once done reviewing this batch, click on the Process button to send the batch, which will upload the items to the DIS and remove those items from the batch. If, when processing, there are any errors or issues to manage, those will have to be finished, or the item will remain in the batch. Use the Process Unattended button to process batch without user intervention.

Things to Consider

Allergies

If an allergy needs to be retracted, but notes exist for that allergy, the notes must be retracted first, before the allergy can be retracted. See the allergies section for how to access the notes.

If an allergy cannot be retracted due to someone else viewing it, you can add notes to it indicating it is no longer considered an issue, or some kind of note indicating the allergy is done.

If the DIS system is down, and allergies are added to local patient profiles, you must make note of these and manually upload to the DIS once the system is back up.

Filling/Refilling

If, for whatever reason, the DIS required fields window doesn't pop up when filling a paper prescription, you must stop and fix the issue prior to filling. The reason for this is because the route code for the prescription MUST be set when sending to the DIS. If the profile is not viewed prior to filling, this script will be on the "Unsent report" that gets uploaded each month to SK Health. Examples of this situation are an "invalid health provider message" (doctor code is wrong), or the profile wasn't viewed first.

All prescriptions for Saskatchewan residents must go to the DIS. If a dispense or inferred prescription is not sent to the DIS via normal procedures, it will be on the unsent claims report that will be sent to SK health monthly.

If you fill a script using an author other than a physician, you will receive an "inactive registration" warning. You can go back and change to a physician, if necessary, or proceed with the warning.

If filling a prescription that is considered a Non-Prescribed Drug (i.e. OTC), then the prescriber should be the pharmacist filling the script. As well, you should try to avoid using the "indefinite" end date flag to prevent excessive contraindications (the system will calculate an end date based on the selected start date and duration). This can be sent with a completed status.

When refilling scripts that were dispensed prior to the activation of the DIS system, you should select "Refill" for the supply type.

When the user performs a modify, a refill or a repeat new number and any of these fields:
Authorized, Remaining, Repeats, Duration and Quantity are modified, it is the pharmacists responsibility to verify that all of the above fields correctly reflect the proper values for the prescription.

The application has an option to turn on an auto recalculation feature of these fields, but due to varying circumstances the pharmacist still assumes the responsibility of ensuring that all fields are calculated properly before completing the prescription.

If assign new Rx # - if the user does this for a brand change, they have to remember to adjust the refills and quantity.

If filling for a federal, or out of province patient, who do not have SK health coverage, do so as you have in the past. The only difference now is that every one of these fills will be on the report that must be sent to SK Health monthly.

Batching

When processing batched claims, if there are rx's that error out, were erroneous when filling, or had issues that didn't get managed, and you wish to remove from the batch, currently the only way to do this is to bring up the batched claims screen (described in a previous section in this manual), and delete out of batch. A password is required for this (can be set in the DIS Configuration options in System Flags).

Once the DIS connection is restored we need to send all the Batched Claims.

Miscellaneous

The local profile will show multiple refills for the same prescription, whereas the DIS will only show one prescription, and group the refills in the Tx Detail screen. Also to note, after activation of the DIS system, there may be duplication of scripts that went to adapt previously (ex. RX #1 will appear as a local only script as well as a DIS only script on the DIS patient profile). This is normal.

Refilling a prescription that was not originally sent to DIS will result in this refill appearing as the original on DIS. That means the current Remaining amount will appear as the total Authorized on DIS.