Rx Adaptation and Extension

PEI

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Introduction

Prescription adaptation and extensions use a wizard to walk you through the process of creating a new Rx, informing the original prescriber, creating a fee for service transaction when appropriate and recording a separate professional service entry on the patient file that maintains a record of the work performed. A new Rx can be adapted using a paper prescription, a prescription on the provincial Drug Information System (DIS) network where available or from an existing prescription on the patient’s local profile.

One or more prescriptions on the patient’s local profile can be extended at the same time with all of them being consolidated on a single report in order to inform the original prescriber.

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

Rx Adaptation

The Rx Adaptation process is used when a change to a new or existing prescription is necessary. If you only need to extend an Rx due to the refill authorizations being exhausted, please use the Rx Extension process found in the next section.

Rx Adaptation of Paper Rx from the Rx filling screen

1. Use the following steps when a patient presents with a new prescription that needs to be adapted. That is, the Rx does not already exist on your system.

2. From the Start Screen, select **F12-New Rx**. The Rx screen displays.

3. Enter all of the fields on the F12 – Rx screen using the Original Rx from the prescriber for the initial data entry.
After completing the initial data entry,

4. Click on the Adapt Rx button on the right side navigation bar.

NOTE: For an Electronic (eRx) prescription, go the Network Patient profile, right click the Order to Create Local Rx and then choose Adapt Rx on the Rx filling screen.
5. Click/Press F12 – Adapt Rx. The Rx Adaptation screen displays.

6. Click the down arrow on the 'Reasons for Adaptation' field. Select the appropriate option.

7. If necessary, click F2 button that is adjacent to the highlighted drug name to initiate the drug search. Select the appropriate drug card.

8. If necessary, edit any of the remaining fields Enter the new Disp Qty, Days Supply, Refills, Route and Directions that are reflective of the drug and/or the adaptation being performed.

9. If you are not the pharmacist performing the adaptation, click the down arrow on the Doctor field and select the pharmacist who is adapting the Rx.
10. Click **Next** or the **Comments** tab. The ‘Comments’ screen displays.

11. Enter any appropriate notes/comments that you wish to have documented.

12. Click **Finalize Adaptation**.
13. From here, you can select which prescriber and their location is to receive the Pharmacist Prescription Adaptation Notification.

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

![Prescriber Selection](image)

**NOTE:** To enable the Fax Letter option, electronic signature capture must be enabled, there must be a fax number associated to the doctor in that specific location and the doctor must not have the *No Professional Service Faxes* option enabled. Otherwise, only the ‘Print Letter’ option is available and will appear read-only in the *Send Letter to Doctors* form.

14. Click **Ok**. The Professional Services Doctor Letter form displays.

**NOTE:** Leaving this option disabled will use the options previously selected and will skip this form, automatically printing or faxing the report.
15. Make the appropriate selections and click on Print or Fax, if available.

**NOTE:** If Kroll Fax is available, ensure Sent to = Fax.

16. The notification form is either generated or faxed via Kroll Fax.

17. Click **Close**.

18. You are then presented with a number of options:
Select **Dispense Adapted Rx Now** if the Rx is to be dispensed immediately

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

Select **Add Adapted Rx to ToDo** if the Rx is to be placed into Workflow.

19. Click **Dispense Adapted Rx Now**. The Adapted Prescription form prints.
20. The F12 Rx screen displays with the adapted Rx information displayed.

![Image of F12 Rx screen]

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

21. Click **F12-Fill Rx** to continue processing the adapted prescription. Adjudication is successful.

**Viewing adaptation details**

1. To view the details of the Adapted Prescription, display the Patient Card.
   a. From the View menu or ribbon bar, select **All Rxs** to display the profile.
There will always be two Rx records in an Rx Adaptation scenario: The original from the prescriber with a Status=Unfilled (Inact) (Adapted) and the Adapted Rx that was dispensed to the patient. Optionally, a fee for service transaction may also appear.

b. From the View menu or ribbon bar, select Professional Services.

c. On the highlighted record, select/press F2 to display the details.
Adaptation from the local Patient Profile
You also have the ability to initiate the Adaptation process of an existing Rx from the local Patient profile.

NOTE: this requires that the Rx to be adapted has been entered into the system prior to initiating the adaptation.

1. Display the local patient profile.

2. Highlight the Rx to be adapted and right-click or select the Extra Functions button.

3. Select ‘Adapt Rx by Pharmacist’.

4. The Rx Adaptation form immediately appears with the original prescription information already shown. Continue the adaptation process from that step on, shown in the previous section.
Rx Extension

Rx Extension from Local Patient profile

If you need to extend one or more prescriptions due to the refill authorizations being exhausted, this can be performed directly from the local patient profile.

1. From the patient card, display the patient profile and tag one or more prescriptions that need to be extended.

2. Right-click on the highlighted Rx(s) or press the **Extra Functions** button and select **Extend Rx by Pharmacist**.

3. The **Extend Rx(s)** form displays. Click **Extend Eligible Rxs**.
4. The Rx Extension screen displays. Click the down arrow adjacent to the ‘Rationale’ field. Select the most appropriate reason for extending the Rx. Enter any other data elements that required changing.

Rx's that have no restrictions will have their Status highlighted in Green.

Rx's previously prescribed by a Pharmacist will have their status highlighted in Orange

Rx's that have restrictions and cannot be extended will have their status highlighted in Red.
5. Click either the Next button or the 'Comments' Tab. The 'Comments' screen displays. Enter any appropriate notes/comments that you wish to have documented.

6. Click Finalize Extension.

7. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.
8. The Send Letter to Doctors form displays. Make a selection OR click **Ins** to add more. Click **Ok**.

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

9. If you enable the Show letter print/fax options when sending, when you click **OK**, the Professional Services Doctor Letter form displays.

**NOTE:** Leaving this option disabled will use the options previously selected and will skip this form, automatically printing or faxing the report.
10. Make the appropriate selections and click on the **Print** of Fax, if available. The Notification form is either generated or faxed via Kroll FaxRx.
11. Once the report prints, click Close. The pharmacist is then presented with a number of options:

- Select **Dispense Extended Rxs Now** if the Rx(s) is to be dispensed immediately.
- Select **Unfill Extended Rx Now** if the Rx is to be dispensed some time in the future.
- Select **Add Extended Rx to ToDo** if the Rx is to be placed into Workflow.
- Select **Print Paper Rx for your records** if a paper copy of the extended Rx is required for Rx processing and filing.

12. Click **Dispense Extended Rxs Now**.

13. The **Prescription Extension** report prints.
14. The F12 Rx screen displays with the extended Rx information displayed.

NOTE: If you do not have electronic signature capture enabled, an extended prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the extended Rx(s) is automatically attached to the Rx(s) and viewable by clicking the on the View Script Image button in the right panel.

15. Click F12-Fill Rx to continue adjudication on the extended prescription. Adjudication is successful.

Viewing the Extension Details

1. To view the details of the extended prescription(s), display the Patient Card. From the View menu or ribbon bar, select All Rx(s) to display the profile.
NOTE: There will always be two Rx records in an Rx extension scenario: the original with a status of Inact (Copied) and the extended Rx that was dispensed to the patient with a Status of Extension. Optionally, a fee for service transaction may also appear.

2. From View menu or ribbon bar, select Professional Services.

On the highlighted record, select/press F2 to display the details.
Rx Extension

<table>
<thead>
<tr>
<th>Status</th>
<th>Completed Electronic</th>
<th>Fct Status</th>
<th>No Fct Applicable</th>
<th>Fct %</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started</td>
<td>06/09/2017 13:43</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>06/09/2017 13:43</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rationale:** Extending refills during physician absence

### Rx to Extend

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Dose</th>
<th>Days Supply</th>
<th>Sig</th>
<th>Dose Qty</th>
<th>Days Qty</th>
<th>Auth Qty</th>
<th>Take 1 Tablet Once</th>
<th>Take 1 Tablet Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ezetimibe 10mg</td>
<td>30</td>
<td>Unlimited Bottles</td>
<td>90</td>
<td>30</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>DAILY</td>
<td>DAILY</td>
</tr>
</tbody>
</table>

RX 72s