

ePrescribe

User Manual



Contents

| Create Local Rx (ePrescribe) | 1 |
|------------------------------|---|
| Create Local Rx (Transfer) | 5 |



ePrescribe User Manual

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

Create Local Rx (ePrescribe)

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

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

| ☞ (Network) Patient Profile | |
|--|-------------------------------|
| Patient: Winters, Angela | Male DOB: 06-Dec-1933 |
| Profile (5) Allergies Adv Reactions Conditions Immunizations Services | s Observations Notes 🗲 Ctrl 🖃 |
| Status (All) • Order Type (All) • | 🗖 Advanced 🔗 Filter 🔀 Reset |
| Picked Up Status Doctor | DIS Order # Order Date |
| ↑ Last Qty Drug | Code Manufacturer Local |
| A Directions | Stop Date Fillable Auth Rem |
| 🔉 🕸 Unfilled Active Default, Physician | 2072 |
| NOVO-PRAMINE 25 MG SWALLOW, ORAL | 00021512 NOP Unassigned |
| Take 1 Tablet(s) swallow, oral at bedtime for 30 day(s) as needed. | Create Local Rx 360 |
| Autor Detect Physics | Refusal to Fill |
| 1 BODADE BODAE DERALING OVAL | Release (Resume) Rx |
| TeksCLAQC enders and as reviewing highly accessible ap- | Hold (Suspend) Rx |
| Anton Salah Pepulate | Stop (Abort) Rx |
| 1 ACADE 21 NO PRIS 228 INSI | Add Note |
| The Copulation of an entry to Unity to Date | Record adverse reaction to |
| A Little Aller Mark State (Physica) | Print Order |
| Example of the second s | Retract |
| Apply The propagation of the second state of the seco | Detail |
| Advantage Advantage State | Refresh F5 |
| E BATTER CHELOW TANKS, FARSAN, REPARTMENT PE | |
| Detail Extra Functions | 🗶 Cancel 🗸 OK |



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

| • | DIS "C | reate Local Rx | Validation | | |
|---|--------|----------------|--|-------------|---|
| | | | Please review the validation results b | below. Only | r checked items will be processed. |
| | | Order # | Drug | Status | Message |
| | 1 | 2072 | NOVO-PRAMINE 25 MG SWALLOW, O | Active | This order is an electronic-authoritative eRx. Patient is not required to present a prescription. |
| | | | | | |
| | | | Continue | | X Cancel |

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

| ø | Store Level Configu | ation Paramete | ers | - | r: Name Inc. | | | | | | - |
|---|--|---|----------------------------------|-----------|----------------|-----------|---------|--------------|------------|---------|----------|
| G | eneral Patient Dr | ug Doctor | Rx | FDB | Adjudication | Labels | Reports | Security | Interfaces | Order | X - AR |
| 1 | L - General 2 - Pricin | g 3 - Promptin | g 4 - N | lursing H | lome 5 - Backg | ground Ro | Filling | 6 - Workflow | v 7 - Cour | nseling | 8 - CeRx |
| | Copy Sig when cr | eating local Rxs | from ne | twork or | rders | | | | | | |
| | | | | | | | _ | | | | |
| Γ | -CeRx "Create Local" (| authorization re | minders | | | | 1 | | | | |
| ſ | ⊂CeRx "Create Local" a Prompt to remind m | authorization re e When order i | minders s electro | nic-auth | oritative (eR | |] | | | | |
| ſ | ∼CeRx "Create Local" a Prompt to remind m Automatically turn p | authorization re e When order i prompting off w | minders s electro /hen > 2 | nic-auth | oritative (eR | e eRx |] | | | | |

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





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

| 🐨 Create Local Rx - Network Rx Order |
|---|
| Medication Name APO-OXYCODONE CR 20 MG SWALLOW. ORAL Desc Form Form 12 Hour Extended Release Tablet DIN 02366762 Mfr |
| Provider Name Champion, Jeffrey Type Medical Doctor ID 7170 |
| Directions Start Date Duration TEST |
| Dispense Effective date Qty 50 Days 25 Authorized Expiry date Qty 50 Days 25 Remaining Fills 17-Apr-2015 |
| Qty O Fills Device Prior Order Id Copy From Prior Rx |
| This screen can be re-displayed while filling this Rx by selecting "View 'Create local Rx' information" from the Network menu. This screen can remain open for reference while filling this Rx. |
| |

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



- h. Copy From Rx: Same as Copy from Prior Rx.
- 5. Select **Copy from Prior Rx** or **Copy From Rx** to begin filling the order.
- 6. Information from the order will populate on the **F12** screen. Complete the fill or unfill as per usual.

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

| File Edit Rx View Labels Profile Repor | ts Network Utilities NH Cards Session Hel | 0 |
|--|--|---------------------------------------|
| F3 - Patient F5 - Drug F3 | 7 - Doctor F9 - Workflow F11 - Drop-o | off F12 - Fill Rx Alt-X - Start |
| New Rx Pending Adj | Rx Start Date Latest Fill 25/09/15 0 Qty | Init Lookup 🗶 Cancel |
| Priority Default Wait Time F2 Due | in 19 mins Forward Rx F2 Work Order | 0 F2 Delivery Pickup 💌 |
| Patient Search | Drug Search Pack 100 🗸 | Doc Search Loc Office |
| Name Winters, Angela Age:81 | Brand Novo-Pramine 25mg | Name Dr. Default, Physician |
| Address 56 Happy Lane Male | Generic Imipramine HCI NOP (No | Address Dis |
| City Halifax Prov NS | Pack 100 Form TAB Sched 1 | City Prov NS |
| Phone Home (902) 979-8555 | APSI \$16.50 OnHand 0 | Phone Prove Preserve |
| Plan NSDIS Client ID | DIN 00021512 Min Qty 0 | Lic# g///// Alt. Lic# DFMD99 |
| | | |
| Allergies (0) | Sig | Init Auth Oty 360 12 |
| | | Dian Oby 20 Refille(+) Rem Oty 360 12 |
| | | G.P. % 69.87 |
| | | Acq Cost \$4.95 |
| Conditions (0) | | Prod Sel 3 - Pharma Cost \$4.95 |
| | Route of Admin Oral | O/W DIS Markup \$0.49 |
| | | Labels 1 F2 Fee \$10.99 |
| | | Total \$16.43 |
| Plans Pricing Dates Comments Indications | Images Other Ctrl 🔿 Warnings Counsellin | g Unit Dose (Ctrl-U): Disabled |
| Rx Plans Plan Pays Extra Info (F | 2 Edits) Message | |
| NSDIS Not Adjud. DUE Only | V No Sig Code | |
| Cash 🛛 16.43 Deduct: \$16.4 | 3 ToDo Drug Nam | e:NOVO-PRAMINE 25 MG SWALLO |
| | | Default, Physician |
| | 🕤 This rx is linked t | o an ERx |
| | Patient is over 65 | |
| Next Disp Qty Min Interval | Enable Auto-Refill 1 Delivery Label wi | l be printed |
| | Rx Comments (0) 1 Drg Pack Tier Id: | 1 |

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



Create Local Rx (Transfer)

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

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



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

| | Order # | Drug | Status | Message |
|-----|---------|------------------------|--------|---|
| X 🐺 | 8465 | Dr Akabutu's MouthWash | Active | This order currently belongs to another location. |
| | | Continue | | X Cancel |



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

| Transfer Rx from ot | her store | | |
|---------------------|-------------------------|---------------------------|------------------------|
| Search for a sto | re. Type its name, addr | ess, or other informatior | |
| | | | New |
| | | | |
| Store Name | | | Pharmacist Name |
| Chain | | | |
| Address | | | Comments |
| City | | Prov | |
| Postal | | | |
| Phone | | | |
| Fax | | Edit | |
| | | | 🔲 Store is closed down |
| Px information f | rom other store | | |
| First fill date | 11/11/2013 | | |
| Last fill date | | | |
| Px# | | | |
| Total original fi | lls | | |
| | | 🗸 ОК | X Cancel |

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





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

| 🐨 Create Local Rx - Network Rx Order |
|--|
| Medication Name APO-OXYCODONE CR 20 MG SWALLOW, ORAL Desc Form Form 12 Hour Extended Release Tablet DIN 02366762 Mfr APX (Apotex Incorporated) |
| Provider Name Champion, Jeffrey Type Medical Doctor ID 7170 |
| Directions Start Date Duration TEST Use this sig code text in the Rx. |
| Dispense Effective date Qty 50 Days 25 Authorized Expiry date 17-Apr-2015 Remaining Days 25 |
| Qty 0 Fills Device Prior Order Id Copy From Prior Rx |
| This screen can be re-displayed while filling this Rx by selecting "View 'Create local Rx' information" from the Network menu. This screen can remain open for reference while filling this Rx. Detail ✓ Close |

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



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

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

| F3 - Patient F5 - Drug F7 | - Doctor F9 - World | ow F11 - Drop-of | F12 - Fill Rx | Alt-X - Start |] |
|---|------------------------------|---|---|-----------------|----------------------------|
| New Rx Pending Adj (Tra | ansfe 11/11/13 81 | ill Information | \$0.00 Init | Lookup 🗶 Cancel | ∀ Rx |
| | | | | | B Make Rx Unfilled |
| Priority Default Wait Time • E2 Due | in 19 mins Forward F | K F2 Work Order G | Delivery | sckup 🔄 | 😺 Make Rx Not Dispensed |
| atient Search | <u>D</u> rug Searth 20312762 | Pack 🚽 | Dgc Search #2224 | .oc | Make Rx Stock Transfer |
| Name Mickey, Kroll Age55 Address 34 St.George Ave Male | Brand | | Name Address | | 😭 Add Rx Image |
| City Halifax Prov NS | Pack Form S | iched in the second | City | Prov | Call Doctor |
| Phone Home (902) 015-7655 | Purch OnHan | d 0 No image | Phone | | Scounsel Patient on Pickup |
| Plan NSDIS Client ID | DIN Min Qt | | Lic# Alt. Li | .# | ∛ View |
| | | | | | 🛃 Plan Information |
| Allergies | Sig | | Init | Auth Qty 120 1 | 👌 Patient Plan Information |
| | | | Disp Qty 90 Befills(+) | Rem Qty 120 1 | E Patient Encounters |
| | | | Days 30 | G.P. % 0 | Transfer In Details |
| Conditions | | | Prod Sel 1 - Prescrit + | Acq Cost | C Unit Dose Info |
| | | | 0/W 🔍 | Markup \$0.00 | 💠 Work Order |
| | Route of Admin | - | Labels 1 F2 | Fee \$0.00 | Rx Counseling History |
| | Dosage Form | - | | Total \$0.00 | Workflow |
| Plans Pricing Dates Comments Indications | Images Other 🗲 Ctrl 🔿 | Warnings Counselling | Unit Dose (Ctrl-U): Di | abled | 🔠 View Workflow Detail |
| Rx Plans Plan Pays Extra Info (F2 | Edits) | Message | | <u>^</u> | |
| NSDIS | Enable Auto Refill | No Drug or Mixtur No Doctor specifie No Initials A Route of Admini A Drug Form must | re specified ed istration must be specifie t be specified. | kd. ≡ | |
| External Ref: 7974 Note on the Order | Rx Comments (1) | V ToDo Drug Name: ToDo Doc Name:J No Sig Code This rx is linked to Patient's birthday | ames, Jesse an ERx was 6 days ago | swallow, | |

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

| Phonty | Default w | aic nine | | Dae | 11 13 1 | mits | FORWard RX | FZ | VVORK Order | 0 | P2 Delivery | мскир | |
|-------------------|------------|-----------|-----------|---------|------------------|-----------|--------------|------|-------------|-------------------|--------------------------|----------|-----------|
| <u>P</u> atient S | earch | | | | <u>D</u> rug Sea | arch Dr A | Akabutu's Mo | Pack | _ | D <u>o</u> c Sear | :h #2225 | Lpc | - |
| Name | Kroll, Bet | ty | | Age35 | Brand | | | | | Name | | | |
| Address | 12 Happy | Ville Dr. | | Female | Generic | | | | | Address | | | |
| City | Truro | | Prov | NS | Pack | Fo | irm Sc | hed | (| City | | Pro | ov 📃 |
| Phone | Home | (902) | 035-7655 | | Purch | | OnHand | 0 | No image | Phone | | | |
| Plan | MSI | Client ID | 576516191 | 7 | DIN | | Min Qty | 0 | | Lic# | Alt. Li | c# | |
| | | | | | | | | | | | | | |
| Allergies | ; | | | | Sig | | | | | Init | | Auth Qty | 26,07: 26 |
| | | | | | | | | | | Disp <u>Q</u> ty | 1,000 <u>R</u> efills(+) | Rem Qty | ,071.4 26 |
| | | | | | | | | | | Davs | 14 | ′G.P. % | 0 |
| | | | | | | | | | | Duration | 2 Dharman - | Acq Cost | t |
| Conditions | | | | | | | | | Prod Sel | 5 - Priarrie V | Cost | \$0.00 | |
| | | | | Route o | fAdmin | | | • | 0/W | | Markup | \$0.00 | |
| | | | | | lioute o | Aanin | | | | <u>L</u> abels | 1 F2 | Fee | \$0.00 |
| | | | | | Dosage | Form | | | - | | | Total | \$0.00 |

5. Complete the fill or unfill as per usual.