



# Coupon Setup

User Guide

## Table of Contents

<b>Coupon Setup</b> .....	<b>2</b>
Configuration .....	2
<b>Printing a Fixed Coupon Image</b> .....	<b>4</b>
Using Global Coupon Values .....	5
Using Plan Specific Coupon Values .....	7
Configuring a Plan Specific Coupon .....	7
Coupon Options on the Drug Card .....	8

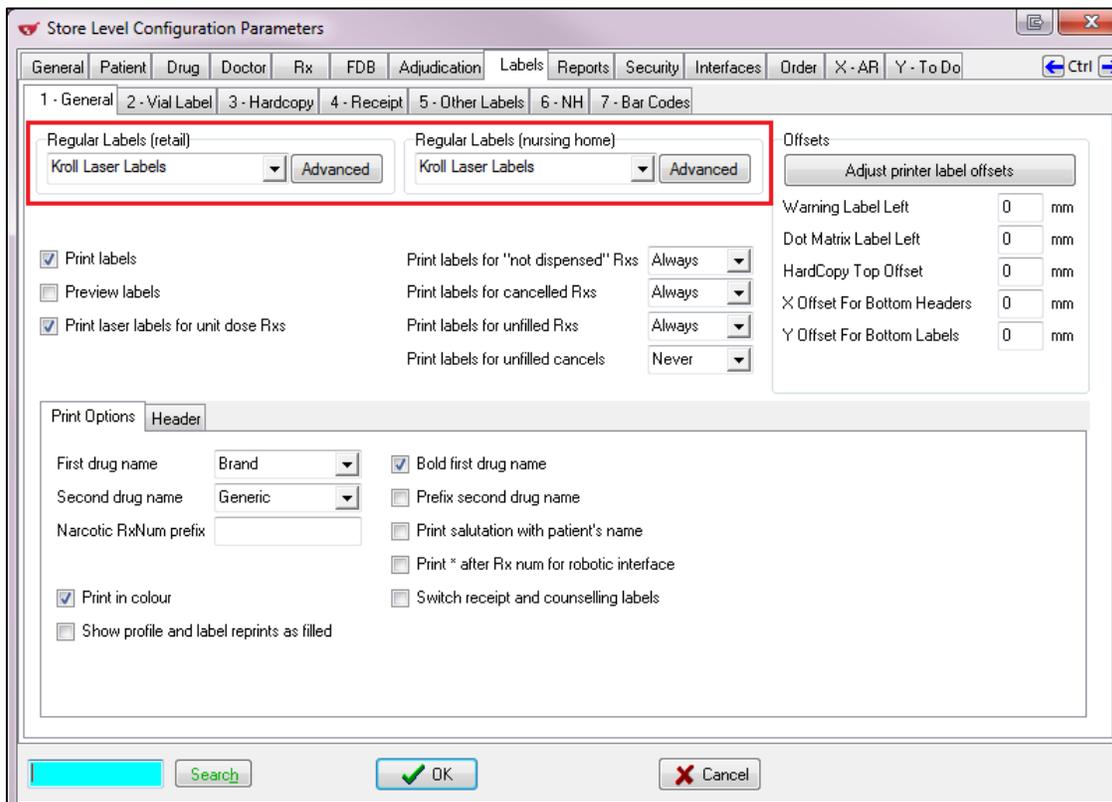
## Coupon Setup

The following document outlines the steps and configurations required to set up coupons in Kroll. Coupons are printed in a fixed position on the standard laser label.

## Configuration

This section explains the configuration settings that must be in place before attempting to print coupons.

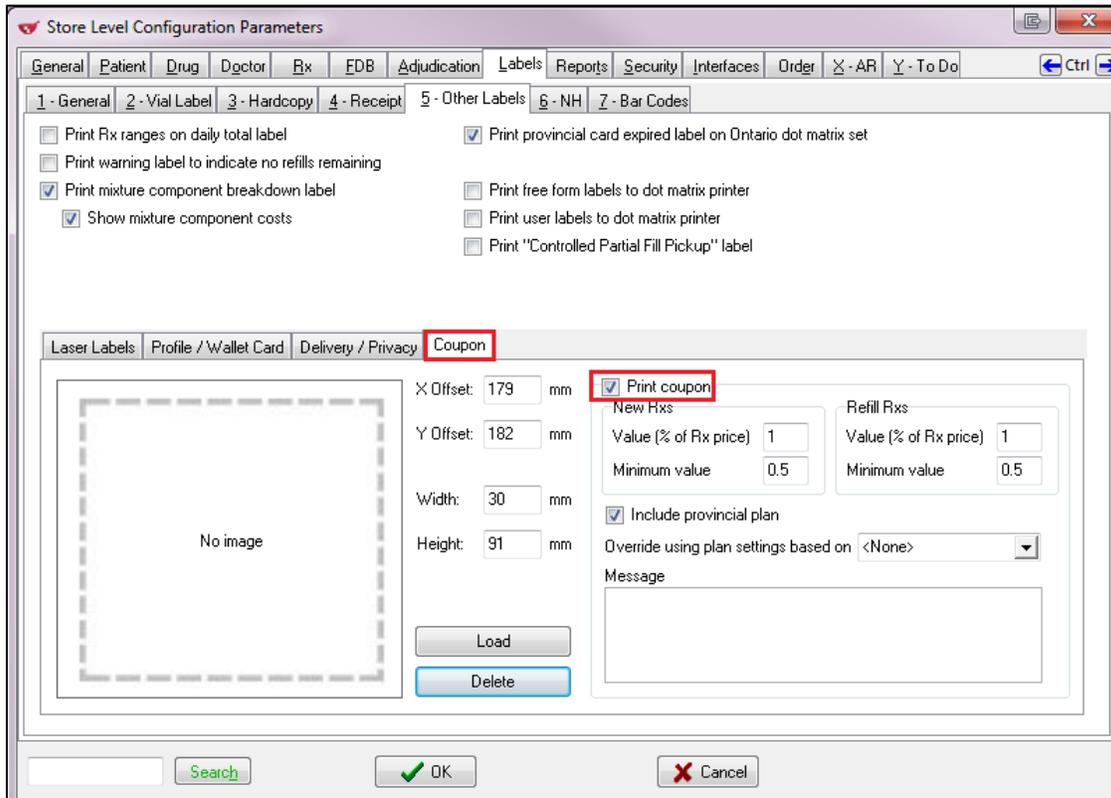
1. From the **Alt-X Start** screen, go to **File > Configuration > Store > Labels > General** and select **Kroll Laser Labels** from the dropdown menus of **Regular Labels (retail)** and **(nursing home)** respectively.



The screenshot shows the 'Store Level Configuration Parameters' dialog box with the 'Labels' tab selected. The 'Regular Labels (retail)' and 'Regular Labels (nursing home)' dropdown menus are both set to 'Kroll Laser Labels'. The 'Advanced' button is visible next to each dropdown. Below these, there are checkboxes for 'Print labels', 'Preview labels', and 'Print laser labels for unit dose Rx's'. To the right, there are dropdown menus for 'Print labels for "not dispensed" Rx's', 'Print labels for cancelled Rx's', 'Print labels for unfilled Rx's', and 'Print labels for unfilled cancels'. On the far right, there is an 'Offsets' section with a button to 'Adjust printer label offsets' and several offset settings (Warning Label Left, Dot Matrix Label Left, HardCopy Top Offset, X Offset For Bottom Headers, Y Offset For Bottom Labels) all set to 0 mm. At the bottom, there are 'Print Options' and 'Header' tabs, and a 'Search' button. The bottom of the dialog has 'OK' and 'Cancel' buttons.

**NOTE:** If the label stock is not set to **Laser Labels** as noted above, the **Coupon** tab under **5-Other Labels** will NOT be displayed.

2. Go to **Other Labels** tab and select **Coupon** from the bottom section of the screen.
3. Click **Load** to load a coupon image.
4. Place a checkmark next to **Print coupon** and fill in the print configuration parameters.

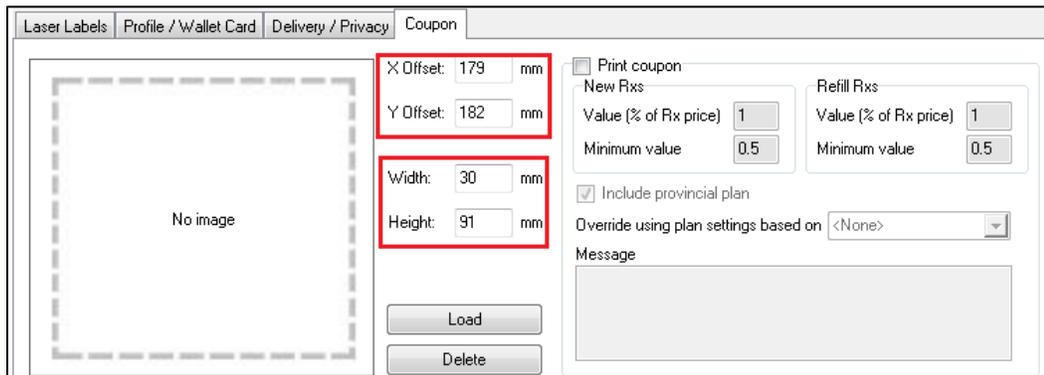


5. When you are done, click **OK** to have the changes.

## Printing a Fixed Coupon Image

This section explains in detail on how to configure and print a fixed coupon image.

1. In order to use a coupon image, save the image as a **.jpg** file in a folder on your computer.
2. Click the **Load** button to browse folders for the image and load it into Kroll.
3. When loaded, the coupon image will take precedence over any other coupon settings and options that may have been entered previously.



4. To use other coupon options such as “Value (% of Rx Price)” or “Minimum Value”, the coupon image must be deleted.
5. When you are done, click **OK**.

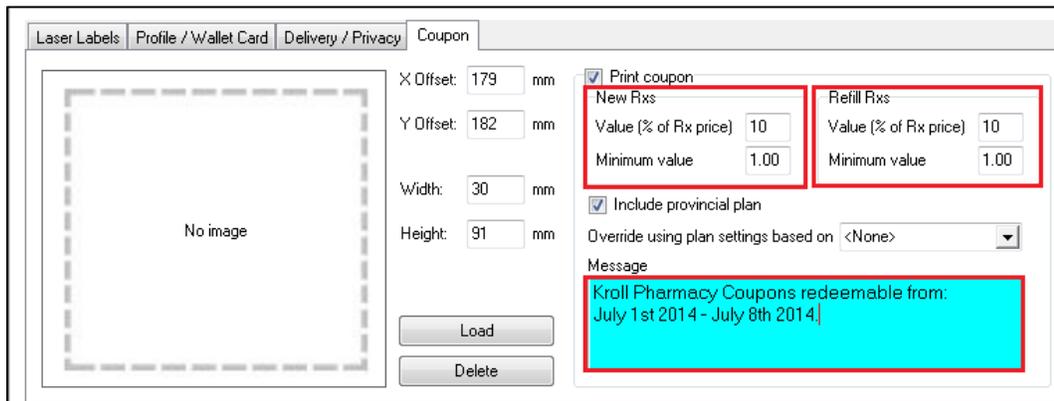
The coupon will print on the bottom right hand corner of the label set (Kroll Standard Labels). Users may adjust the size of the coupon by entering dimensions in millimetres in the **Width** and **Height** fields. Coupon alignment can also be adjusted by entering values in millimetres in **X Offset** (horizontal alignment) and **Y Offset** (vertical alignment).

## Using Global Coupon Values

When coupon images are not available, Kroll will use the designated percentage amount set in the **Value (% of Rx price)** field to calculate the value of the coupon for every Rx dispensed. The value used to calculate coupon price can be different for **New Rx** versus **Refill Rxs**. This calculation is based on the total price of the prescription, and not just the Co-Pay amount (i.e. Patient Pays Amount).

Users can also set a minimum coupon value to prevent the system from calculating small amounts and printing them on coupons. The Message field allows users to enter a free-form message that will be printed on all coupons.

In the example below, the calculation of a coupon for New Rxs and Refills is based on 10% of the total prescription price, and the minimum coupon value is set to \$1.00.



Coupons are generated on the far right hand side of the receipt portion of a **Standard Laser Label**. Coupon positions cannot be changed.

**NOTE:** Coupons will take precedence if a delivery label or privacy label is set to print in the **'Right Bottom'** position of the label set (i.e. the position of where the coupon prints).

<b>OFFICIAL PRESCRIPTION RECEIPT</b>		<b>Kroll, Patient</b>	
<b>Rx: 1000002</b>		30 Atacand 8mg	09-Jun-11 1000002
<b>Kroll, Patient</b>	Thu09-Jun-2011	AS DIRECTED	Rep: 2
220 Duncan Mill Road			
Toronto, ON	(800)263-5876		
<b>30 TAB Atacand 8mg</b>			
<i>Candesartan Cilexetil 8mg</i>	<b>NEW RX</b>		
DIN: 02239091 AST	Refills: 2		
<b>Dr. Aaron, Shawn David</b>			
Cost: 39.70	<b>Patient Pays: 50.19</b>		
Fee: 10.49			
Total: 50.19			

Pharmacist's Signature



Tx: 1000002

test receipt free form message

Coupon

\$5.02

Rx: 1000002

Kroll Pharmacy Coupons redeemable from:  
September 1st, 2011 - September 6th, 2011.  
Expires on 2011-Sep-07.

Setting the minimum coupon value to **\$1.00** means that if the calculated value for the coupon works out to be below \$1.00, the coupon will print out with the set value of \$1.00. In the following example, the total value of the prescription is \$6.10, so the calculated coupon value is \$0.61, but the actual coupon value is bumped up to \$1.00 (i.e. the minimum coupon value).

<b>OFFICIAL PRESCRIPTION RECEIPT</b>		<b>Kroll, Patient</b>	
<b>Rx: 1000003</b>		3 Apo-Hydro 25mg	09-Jun-11 1000003
<b>Kroll, Patient</b>	Thu09-Jun-2011	AS DIRECTED	Rep: 0
220 Duncan Mill Road		30 Atacand 8mg	09-Jun-11 1000002
Toronto, ON	(800)263-5876	AS DIRECTED	Rep: 2
<b>3 TAB Apo-Hydro 25mg</b>			
<i>Hydrochlorothiazide 25mg</i>	<b>NEW RX</b>		
DIN: 00326844 APX	Refills: 0		
<b>Dr. Kroll, Michael Marc</b>			
Cost: 0.10	<b>Patient Pays: 6.10</b>		
Fee: 6.00			
Total: 6.10			

Pharmacist's Signature



Tx: 1000003

test receipt free form message

Coupon

\$1.00

Rx: 1000003

Kroll Pharmacy Coupons redeemable from:  
September 1st, 2011 - September 6th, 2011.  
Expires on 2011-Sep-07.

## Using Plan Specific Coupon Values

Users can choose to set up coupon calculations specific to individual plans. These plan overrides will supersede the global coupon settings in Store Configuration as long as ‘**Override using plan settings based on \_\_\_\_\_**’ is populated with a value other than **<None>**.

X Offset: 179 mm  
Y Offset: 182 mm  
Width: 30 mm  
Height: 91 mm

Print coupon

New Rx's  
Value (% of Rx price) 10  
Minimum value 1.00

Refill Rx's  
Value (% of Rx price) 10  
Minimum value 1.00

Include provincial plan

Override using plan settings based on: **Highest-paying plan**

Message  
Kroll Pharmacy Coupons rede July 1st 2014 - July 8th 2014.

Load  
Delete

### Configuring a Plan Specific Coupon

To configure plan specific coupon calculations, go to **Edit > Plans/Pricing** and pull up a plan card, for example Assure. From the Plans/Pricing Configuration screen, click on the **Pricing** tab and locate the **Coupon** section.

SubPlans | Extra Info | Network Info | Preferred Providers

SubPlans (2) | General | **Pricing** | Billing Number Setup

Code	Description
AHE	
AHE-KX	Kroll

Use Default Pricing  
 Use secondary plan pricing (if available)  
 Ignore Patient Price Group  
 Ignore Drug Price Group

**Coupon**  
 Override value (% of Rx price) 10  
 Override minimum value 1

Pricing Strategies - Advanced Configuration  
Regular Drugs: ON Non-Formulary [Edit]  
Formulary Drugs: ON Third Party [Edit]  
Mixtures: <Use Regular Strategy> [Edit]

Edit Copay Strategies | Drug Pack Tier: Regular

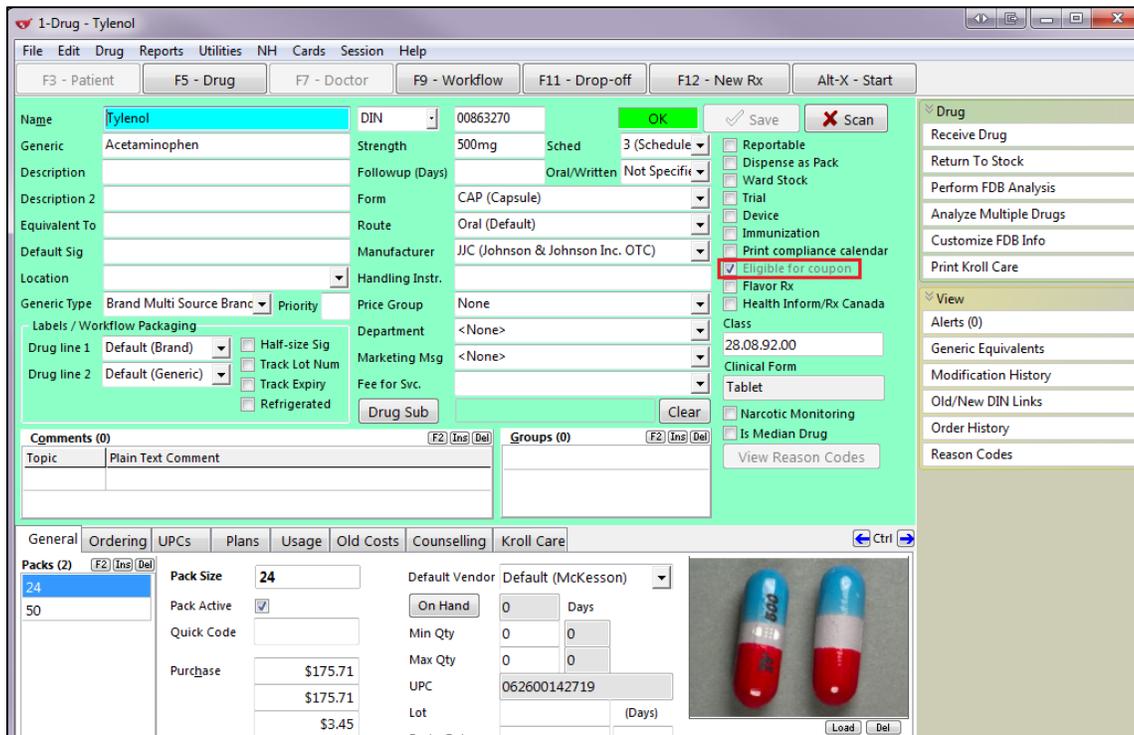
To override the global coupon parameters, place a checkmark next to **Override value (% of Rx price)** and/or **Override minimum value** to open up the respective fields for modification. Enter the percentage for the coupon calculation and the minimum value to be used for this plan. Once these configurations have been set at the individual plan level, this coupon calculation will supersede the global coupon calculations set in Store Configurations.

Coupon

Override value (% of Rx price) 5  
 Override minimum value 0.5

## Coupon Options on the Drug Card

There is an option on each **F5 Drug Card** that allows the user to exempt specific drugs from coupon generation. On the right hand side of each drug card, there is an option **Eligible for coupon**. When coupons are activated in Store Configurations, all drugs will have the **Allow coupon** option checked by default; therefore, individual exceptions must have this flag unchecked manually and saved.



The screenshot shows the '1-Drug - Tylenol' window with the following details:

- Name:** Tylenol (DIN: 00863270)
- Generic:** Acetaminophen (Strength: 500mg, Sched: 3)
- Form:** CAP (Capsule)
- Manufacturer:** JJC (Johnson & Johnson Inc. OTC)
- Eligible for coupon:**  (highlighted with a red box)
- Other options:** Reportable, Dispense as Pack, Ward Stock, Trial, Device, Immunization, Print compliance calendar, Flavor Rx, Health Inform/Rx Canada, Narcotic Monitoring, Is Median Drug.
- Packs (2):** 24 (selected), 50
- Pack Size:** 24
- Pack Active:**
- Purchase:** \$175.71, \$175.71, \$3.45
- UPC:** 062600142719