Rx Adaptation and Extension

Saskatchewan

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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

A new Rx can be adapted using a paper prescription or an eRx (prescription on the network).

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.

The family doctor prescribed Amoxicillin 500mg capsules to a patient who is positive for Strep Throat.

Patient has indicated that they are having difficulty swallowing.

Pharmacist decides that the liquid would be better and decides to adapt the Rx.
After completing the initial data entry,

4. Pharmacist then Clicks the **Adapt Rx** button on the right side Navigation Bar.

The data entered remains, however the pharmacist is presented with an activated **Adapt Rx** button, the function key **F12** is now labelled **F12-Adapt Rx** and a warning message displays indicating that the pharmacist will be prompted to ‘Adapt the Rx’.

**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.** Create Rx order message is sent to the network and then Rx Adaptation Screen displays.
6. Click the down arrow on the ‘Reasons for Adaptation’ field. Select the appropriate option.

7. If necessary, click on the 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, Disp Qty, Days Supply, Refills, Route and Directions that are reflective of that 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 Additional Info tab. The Addition info screen displays.

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

12. Click Finalize Adaptation.
13. Pharmacist is prompted if they would like to claim a profession service fee?

- **Claim Fee Now**: After the new adapted Rx is completed, the system will return you to the F12 screen and automatically complete the necessary fields for the professional service.

- **Claim Fee Later**: Will place the fee for service Rx into the ToDo queue so that you can complete it later.

- **Do Not Claim Fee**: Will complete the adapted Rx and not create a fee for service Rx.

14. 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.

15. The Send Letter to Doctors form displays.

16. 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 prescriber noted on the original prescription.
**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.

17. 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.

18. Make the appropriate selections and click on **Print** or **Fax**, if available.

19. The notification form is either generated or faxed via Kroll FaxRx.
20. Click **Print**. The **Pharmacist Prescription Adaptation Notification** form is either generated or faxed via Kroll Fax.

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

**NOTE:** If you do not have electronic signature capture enabled, the form will print for you to sign pen to paper and then manually fax to the prescriber.

21. Click **Close** on the report form.

22. You are then presented with a number of options:
23. Click **Dispense Adapted Rx Now**. The F12 Rx screen displays with the adapted Rx information displayed.

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.

Select **Print Paper Rx for your records** if a paper copy of the adapted Rx is required for Rx processing and filing.
24. The F12 Rx screen displays with the adapted Rx information displayed.

The Pharmacist Prescribe reason is automatically entered on the Rx Order /Dispense information window.

25. Click F12-Fill Rx to continue processing the adapted prescription.

27. The SK Enhanced Prescriptive Authority Fee is now automatically entered for billing to SPDP. Press F12 to complete sending to SPDP. A Med Assessment Label will print when complete.
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.

![Image of Rx 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

The pharmacist also has the ability to initiate the Adaptation process from the 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 the 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.
The **Extend Rx(s)** form displays

![Extend Rx(s) form](image)

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.

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

5. Click **Next** or click on the ‘**Additional Info**’ tab. The Additional Info screen displays. Enter any appropriate notes/comments that you wish to have documented.
6. Click Finalize Extension.

7. Pharmacy is prompted ‘Would you like to claim a professional service fee?’. Select an option.

   - **Claim Fee Now**: After the Rx extension is completed, the system will return you to the F12 screen and automatically complete de necessary fields for the professional service.
   
   - **Claim Fee Later**: Will place the fee for service Rx into the ToDo queue so that you can complete it later.
   
   - **Do Not Claim Fee**: Will complete the Rx extension and not create a fee for service Rx.

8. 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.

9. The Send Letter to Doctors form displays.
10. From here, you can select which prescriber(s) and their location(s) are to receive the Pharmacist Prescription Extension Notification.

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

If you wish to send the Notification form to more physicians, click on *Ins* which will launch a prescriber search.

Search and select the appropriate prescribers. The selected prescribers will then be included on the *Send Letter to Doctors* form.

**NOTE:** To enable the Fax Letter option, there must be a fax number associated to the doctor in that specific location. Otherwise, only the *Print Letter* option is available and will appear read-only in the *Send Letter to Doctors* form.

11. Make a selection OR click *Ins* to add more. Click *Ok*. 
12. 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.

13. Make the appropriate selections and click on the **Print of Fax**, if available. The Notification form is either generated or faxed via Kroll FaxRx.
14. Once the report prints, click **Close**. The pharmacist is then presented with a number of options. Click **Dispense Extended Rxs Now**.

15. The ‘**Prescription Extension**’ report prints.

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.
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.

16. Click Dispense Extended Rxs Now. The F12 Rx screen displays with the extended Rx information displayed.
17. Click F12-Fill Rx to continue adjudication on the extended prescription. Pharmacist Rx Electronic copy prints. If claiming a fee the **SK Enhanced Prescriptive Authority** will automatically entered into the Rx filling screen to be adjudicated to SPDP.

18. Click on F12-Fill Rx to adjudicate the Fee.

19. Prescription label prints **Prescriptive Authority**.
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 Rxs 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 from Network Patient Profile

1. The pharmacist makes the decision to extend an Rx that was filled at another location. Pharmacist displays the Network patient profile and highlights the Order to extend.
2. Right click on the highlighted Rx and select **Create Local Rx**.

3. The ‘PIP ‘Create Local Rx’ Validation’ window opens displaying a message that this order belongs to another location. Select **Continue**.
4. The Transfer Rx from other store screen displays. Fill in the other store information and then select **OK**.

5. When all the fields are populated on the Rx, select **Make Rx Unfill** and then press **F12-Unfill Rx**.
6. From the Patient Profile, click on **All Rxs**. Highlight the Unfill and right click and choose **Extend Rx by Pharmacist**.

7. Follow the steps as outlined in **Rx Extension from Local Patient profile** to complete the renewal.