# Table of Contents

CompliPak Report ........................................................................................................... 2

Patient Set Up (Retail Patients) ..................................................................................... 3
Filling Retail CompliPak Report Prescriptions ............................................................ 5
Extra Functions from the Unit Dose Information Window ......................................... 7
  Card Number ............................................................................................................... 7
  Custom Unit Dose ....................................................................................................... 8
Nursing Home CompliPak Report Setup .................................................................. 10
Filling Nursing Home CompliPak Prescriptions ......................................................... 12
Printer Setup ............................................................................................................... 15
Running the CompliPak Report .................................................................................... 18
  Selection Tab .............................................................................................................. 19
  Selection 2 Tab ......................................................................................................... 22
  Options Tab ............................................................................................................... 23
    General Sub Tab ..................................................................................................... 23
    Header Sub Tab ....................................................................................................... 25
    Body Sub Tab ......................................................................................................... 27
    Offsets Sub Tab ...................................................................................................... 28
Sample CompliPak Report ......................................................................................... 29

Kroll Helpdesk Information ........................................................................................ 31
  Head Office – Toronto ............................................................................................... 31
    Western Canada – Edmonton .................................................................................. 31
  Eastern Canada – Dartmouth ...................................................................................... 31
CompliPak Report

The CompliPak packaging solution was created to prevent errors in medication dispensing. This innovative, patented, cold-sealed, multi-dose packaging system provides a safe and effective solution for dispensing medication. Each pack contains 28 individual blisters with a patient’s medication for a specific intake time (passtimes). Each column in the packaging represents a passtime; each row represents a day of the week.

Located at the top of each individual blister pack lists the patient’s name, medications within, and the time it should be taken. CompliPak packaging in Kroll allows for various customizations that make organizing and dispensing medication simple.

A completed CompliPak Report will look similar to the following:

NOTE: All CompliPak Reports stock must be purchased by the pharmacy from CompliPak or directly from CompliPak. Kroll is not affiliated with the vendors of CompliPak packaging supplies.

CompliPak’s Contact Information

P.O Box 161 Trenton, ON K8V 5R2.

1-833-667-2667

www.complipak.com
Patient Set Up (Retail Patients)

Configuring the F3-Patient Card for Retail CompliPak Report requires only a few steps. Firstly, access the Extra Info tab of the patient you are setting up the CompliPak Report for and look for the Unit Dose configuration area.
■ **Type**: there are 3 different types of unit dose packaging available: Dossett, Pilpak and Pilpak 28 Day. For CompliPak, it is recommended that Pilpak 28 Day is selected. This accurately reflects the number of blisters available in a CompliPak card (4 intake times x 7 days = 28 blisters).

■ **Cycle**: you may also optionally select a unit dose **Cycle** to indicate the number of weeks that the patient would like packaged at one time. Users can choose from 1 week, 2 weeks, 3 weeks, or 4 weeks.
Price Group: If the pharmacy is charging a different cost structure or a supplementary fee for Report prescriptions and has already created a strategy in pricing configurations, simply select the strategy from the Price Group drop down menu (please call Kroll Software at 1-800-263-5876 ex. 1) if you require assistance setting up a special pricing strategy. Take note that this strategy only applies to prescriptions that have Unit Dose activated at the prescription level.

Filling Retail CompliPak Report Prescriptions

1. When filling for CompliPak Report (unit dose) prescriptions, the patient, doctor, drug, SIG and dispense information must be entered as usual. Keep in mind the cycle that was selected in the patient card in order to fill the prescription for the correct dispense quantity.

2. Once all prescription information has been entered and searches are complete, the Unit Dose Information window will appear. Users can also manually access this window by pressing CTRL+U on the keyboard or by clicking the word “Unit Dose” on the F12-Filling Screen.
3. Enter the appropriate amount of medication to be taken at the corresponding time of day in the ‘# of Pills for...’ field. There are four (4) choices to choose from: Breakfast, Lunch, Dinner, and Bedtime. (The figure below shows the configuration for a medication that is taken 1 tablet at breakfast and 2 tablets at Dinner).

4. Should the medication be in a form that cannot be included in the CompliPak Report, turn OFF the Enable Unit Dose flag by clicking on the checkbox and removing the checkmark. Once unit dose is disabled in this section, the prescription will not be included in the CompliPak report.

5. Click OK or press Enter on the keyboard to save the unit dose configurations for the prescription and return to the F12-Filling Screen. Notice that the Unit Dose section of the filling screen will be populated with passtime abbreviation(s) followed by corresponding number of pills when unit dose is enabled.

6. Continue to fill the prescription by pressing F12-Fill Rx as usual.
Extra Functions from the Unit Dose Information Window

The following section explains how and when to use the two extra functions located on the Unit Dose Information window.

Card Number

Each individual cell in a CompliPak Report card can hold a certain number of pills depending on the size and shape of the medications being packaged; therefore, users can manually allocate which medications they would like to print on which card. A patient may have numerous cards for each week depending on the number of medications they are required to take daily. As well, patients may have more than one card if they want certain medications packaged separately.

If a user does not manually allocate a specific card number for a prescription it will default to “1” up to a maximum of 12 prescriptions/card at which time the card number will default to “2”.

![Unit Dose Information Window](image-url)
Custom Unit Dose

The **Custom Unit Dose** option is used for medications that have staggered or varied dosing (e.g. 1 tablet every other day; 1 tablet once a week; 1 tablet on Monday, Wednesdays and Fridays). Invoke the option by clicking on the **Custom Unit Dose** button or by pressing `CTRL+D` on the keyboard from the **Unit Dose Information** screen; this will call up the **Custom Unit Dose Information** window.

- **Days in Cycle**: This field represents the number of days that elapse before a medication cycle repeats itself. For example, a SIG instruction to “Take 1 tablet in the mornings every other day” will have a “Days in Cycle” of 2 days.

- A SIG instruction to “Take 1 tablet on Sunday, Tuesday, Thursday and Saturday” will have a “Days in Cycle” of 7 days.
- A SIG instruction to “Take 1 tablet once every 2 weeks in the morning” will have a “Days in Cycle” of 14 days.

- Tapering doses with a weekly cycle may look something like this:

- **Start Date:** This is the date the patient starts the CompliPak package. **Start Dates** are required for proper configuration of custom unit dose prescriptions.
Nursing Home CompliPak Report Setup

CompliPak Report setup for Nursing Home patients is slightly different than for retail patients as it is done at the Nursing Home configuration level. Access the Nursing Home Form as follows:

1. Go to NH > Edit Nursing Home List.
2. Login with your Kroll Initials and Password to bring up the NH List Form.
3. Double click on the nursing home you want to configure CompliPak Report packaging for.
4. From the General tab of the Nursing Home Form, locate the Unit Dose/Packaging section.
5. Select Unit Dose from the Unit Dose Type dropdown menu.
6. Set the Automatic packager to `<None>`.

7. Select CompliPak Report Fee from the Unit Dose Patient Price Group dropdown menu.

8. Click Save or press Enter on the keyboard to save changes to the Nursing Home Form.

**NOTE:** By configuring Unit Dose at the nursing home level, every patient in the home, and all the patients added to the home will automatically be set for unit dose dispensing; therefore, there is no initial set up at the patient level (unlike Retail CompliPak).
Add a new patient to an existing home by going into the F3-Patient Card and click on the **Nursing Home** tab. Select the correct nursing home from the dropdown menu as well as the corresponding ward and other supplementary information as required.

**Filling Nursing Home CompliPak Prescriptions**

When filling Nursing Home **CompliPak** prescriptions, the unit dose window is slightly different than the window displayed for Retail prescriptions. The **Nursing Home Rx Information (ALT+N)** window replaces the Unit Dose (CTRL+U) window and allows more information to be entered in regards to **Cycles, Med Types, Unit Dose, Card Number, Passtimes, Labels** and **Batch Filling**. Not all of this information is required in order to fill the prescription as CompliPak, but this window displays any and all Nursing Home related information.

1. When filling a NH CompliPak prescription, the patient, doctor, drug, SIG and dispense information must be entered as usual. Keep in mind the **cycle** that was selected in the **Nursing Home Form** in order to fill the prescription for the correct dispense quantity.

2. Once all prescription information has been entered and searches are complete, the **NH Rx Information** window will appear. Users can also manually access this window by pressing **ALT+N** on the keyboard or by clicking the word “NH” on the F12-Filling Screen.
3. The minimum required information in order to process nursing home CompliPak prescriptions correctly is as follows:

- The **Unit Dose** Flag must be checked.
- The **# of Pills** section must be populated to correspond with the times at which the medication is to be taken.
- The **Card Number** Field has to be populated with a number. Kroll will automatically fill this number in, but users can modify this to have certain medications show up on specific cards.
- The **Custom Unit Dose** window is available from the **NH Rx Information** window and will allow users to specify particular days which the medication is to be taken if it is not dosed the same from day to day.

**NOTE:** The **Med Type** field, **Pass Times**, **Pass Time Sets** and More Pass Times fields are required for the purposes of MAR sheet production, not CompliPak packaging.
4. If the medication is in a form that cannot be included in the CompliPak packaging, turn OFF Unit Dose by clicking on the checkbox and removing the checkmark. Notice that the # of Pills for... fields will be greyed out.

5. Click OK or press Enter on the keyboard to save the unit dose configurations for the prescription and return to the F12-Filling Screen. Notice that the NH (ALT+N) section of the filling screen will be populated with passtime abbreviation(s) followed by corresponding number of pills when unit dose is activated.

6. Continue to fill the prescription by pressing F12-Fill Rx as usual.
Printer Setup

This section explains how to setup your Lexmark printer to print the CompliPak Report for standard use. Press the Menu button on the printer.

7. Use the arrow buttons to select Paper Menu and press the ✓ button.
8. Select **Paper Size/Type** and press the ✓ button.

9. Select the tray that contains the CompliPak labels and press the ✓ button.
10. Select **A4** size if it has not already been selected and press the ✓ button.
Running the CompliPak Report

Once all of the CompliPak prescriptions have been properly configured and processed in Kroll, the user can generate the CompliPak Report. The CompliPak report is the lid that will be applied to the adhesive coated plastic tray of blisters. The report lid does not contain adhesive. CompliPak labels must be purchased from the pharmacy’s preferred wholesaler.

To generate the CompliPak Report, go to Reports > Patient > CompliPak Report, or bring up the F3-Patient Card and select Reports > CompliPak Report.
Selection Tab

- **Print Format [4 Passtimes] per page**: The report will print each card with 4 timeslots (Breakfast, Lunch, Dinner and Bedtime) that will supply one week worth of all medications being packaged.

- **Print Format 4 Weeks Per Page**: The report will print one card for each timeslot and each card will hold 4 weeks’ worth of medication (e.g. One card for Breakfast with Week 1, Week 2, Week 3, Week 4, and then repeated for Lunch, Dinner and Bedtime).

- **Effective Date**: This field denotes the first day that the patient starts taking the medication.

- **# of Weeks**: This option is only available when a print format 4 passtimes per page is selected. The number entered in this field indicates the number of weeks of medication that is packaged each time the patient picks up their medication.
The Patient/Home/All frame allows users to generate the report for specific patient(s), nursing homes, or all patients.

- To generate the report for specific patients, select the Patient radio button and click Add. Perform a patient search, highlight the patient record, and click Select. Repeat this step for each patient you want included in the report.

If you want the patient’s family members included in the report, check Include family members.
To generate the report for a nursing home, select the **Home** radio button and click **Add**. Select the nursing home from the **Home** dropdown menu and click **OK**. Repeat this step for each home you want included in the report.

If you want to exclude inactive nursing home patients from the report, check **Excluded inactive nursing home patients**.

To generate the report for all patients with CompliPak - configured prescriptions, select the **All** radio button.
Selection 2 Tab

- **Batch Options:** The options under this heading allow users to include or exclude prescriptions that were batched, that have the batch flag on or off, or to include all prescriptions regardless of batch status.

- **Include Unfills:** If this option is flagged, then Unfilled prescriptions will be included in the CompliPak report.

- **Include Ward Stock:** If this option is flagged, then Ward Stock prescriptions will be included in the CompliPak report.

- **Regular Cards:** If the patient has more than one regular card of medication, this option allows you to print specific cards. Regular cards are considered any medication that is taken on a regular basis and not taken only when needed.

- **PRN Cards:** If the patient has more than one PRN card of medication, this option allows users to print specific cards. PRN cards are considered to be any medication that is only taken when needed and not on a regular basis.

- **Show only meds filled on DD/MM/YYYY:** This option allows user to print CompliPak cards based on the specific date that the prescription(s) were filled. All prescriptions NOT filled on the specified date will be ignored by the report and will not be printed.

- **Specific Rxs:** This option allows users to manually input prescription numbers and choose only specific ones to print on the report. To select the Rx(s) click or press **F2**.
Options Tab

Users can configure up to two report styles. The report can accommodate a maximum of 16 Rxs per page and 12 Rxs per blister cell.

General Sub Tab

A number of customizable options are listed in the General sub tab. All of these options can be turned on or off depending on the information that needs to be printed on the report.

- **First Drug Name**: Select from Brand or Generic name if diverging from the default setting.
- **Second Drug Name**: Select from None, Brand, Generic, Description or ‘equivalent to’ if diverging for the default setting.

- **Pass Time 1, 2, 3 and 4**: The pass time fields allow users to change the naming of the pass times. For example, the pass times can be set to 8:00am, 12:00pm, 5:00pm, and 10:00pm, OR Morning, Noon, Evening, Dinner.

- **X Offset and Y Offsets**: The X and Y offsets allow the user to move the entire report up and down (Y-Axis) and left and right (X-Axis) to center the report so that it prints properly on the sticky CompliPak paper.

- **Print quantity in brackets**: When this option is ON, the quantities of medication in the header and the body will have brackets around them.

- **Print ellipsis when text is shortened**: When this option is ON and there is not enough room on the report to accommodate certain text, an ellipsis will print (…) to alert the user that there is more text than was printed.

- **Print Large Patient Name**: When this option is ON, the patient name prints large in the upper left hand corner of the report header. The size of the patient name on the blister cells remains the same.

- **Print Patient NH info instead of Address**: When this option is ON, the Nursing Home information (NH name, ward, etc.) is printed on the report header instead of the patient's home address information.

- **Swap Doctor and Store Info**: This option switches the placement of the Doctor and Store Info on the report.

- **Page Sort**: Users can sort either by the Week number first or the Card number first.

- **Sort By**: This option allows the report to be sorted by different options. For the CompliPak report, the default is sort by patient which is the standard setting.

- **Med Sort**: This option allows medications to be sorted by certain options such as Rx#, MAR sort order, and Fill Date. The default is by Rx#.
Header Sub Tab

The **Header sub tab** controls what is printed on the top of the CompliPak report which contains information regarding the patient and the medications being packaged in the blister.

- **Print Refill Amounts After Rx #**: When this option is ON, the number of refills will print in brackets after the Rx # on the header.

- **Print Original Rx #**: When the option is ON, the original Rx number will be printed in the header, not the current Rx number.

- **Print Allergies and Conditions**: When this option is checked, a patient’s allergies and conditions are printed on the lower middle portion of the header.

- **Print “________ not Included” Message**: This option allows users to enter a word to fill in the blank to notify the patient that something is not included on this CompliPak Report. The message will print to the far bottom left side of the header.

- **Print “Printed On”**: When this option is ON, the date the CompliPak report was printed will print on the header.

- **Include Time and Initials**: When the “Print Printed On” option is ON, you may also choose to print the time and the initials of the Kroll User that printed the report.

- **Print “Page x of y”**: If there are multiple pages for the same patient, this option notifies what number in the chain it is (e.g. Page 1 of 3).
The **Standard** header is the regular header option that displays information in columns with headers but no grid lines. Users have the option to choose what information is required in the header of the CompliPak report. To access the list of choices, click on the F2 button to bring up the **Select Columns** form.

- **Underline DINs that appear more than once per card**: When the standard header is selected and a particular DIN appears more than once on a CompliPak card, it will be underlined as a means of informing the user.

The **Grid** header is the other way of displaying header information. With this option ON, there are grid lines in place between information. The options available when using a grid header is listed below.

- **Print Empty Rows**: When this option is ON, the Grid will be printed out to the maximum, even if there is only one row of populated information. With this option OFF, there will only be a grid drawn around the information provided.

- **Always Print Message Box**: This option reduces the size of the “# of pills per pass time” boxes to allow for a printed message box.

- **Print manufacturer**: This option allows the user to include the manufacturer of the drug to the header of the report.

- **Print SIG**: This option allows the user to include the prescription SIG in the report header.

- **Print Rx Doctor**: This option allows the user to include the name of the prescribing doctor to the report header.
- **Print NH Rx Comment**: This option allows the comments that are entered for NH Rxs in the ALT+N screen to print in the Message Box. If the Drug Description is flagged to print, this option will be inaccessible since both these options print in the same area of the header.

- **Print Drug Description**: This option allows the user to include the description of the drug to the report header.

**Body Sub Tab**

The **Body** of the CompliPak Report refers to information printed on the actual blister cell. A number of configurable options are listed for this section of the report:

- **Print Empty Cells**: When this option is ON, all cells will print on the report whether they contain data or not.

- **Print empty cells for days passed since Effective date**: This option is only available if the “Print empty cells” option is ON. When this flag is checked, cells will be printed for days in the blister that are past the inputted effective date.

- **Replace store name with room/bed**: When this option is ON, the store name will NOT print on the cells, but will be replaced with the patient’s Room # and Bed # if they are in a Nursing Home.

- **Print Patient Name in Uppercase**: The patient’s name within the cells will be printed in UPPERCASE.

- **Always Print Strength**: The strength of the medication will always print on the cells.
- **Print Dosage Date**: When this flag is ON, the date the medication is to be taken will be printed on the medication cells.

- **Dispensed Quantity Per Cell**: This option allows users to restrict the number of medications that will be printed on each cell of the report.

- **Columns order**: Left to Right, or Right to Left; this modifies the position of the cells so that Breakfast starts on the left or on the right and then proceeds with the other pass times.

- **Rows order**: Bottom to Top, or Top to Bottom; this modifies the position of the cells so that the first day of the blister cycle starts on the top or on the bottom and then proceeds with the other days.

- **Data**: This function allows the user to select specific data displayed on the cells of the report. To modify selections, click on the **F2** button or press **F2** on the keyboard.

### Offsets Sub Tab

The **Offsets** sub tab allows you to offset the position of the header and cells on the report. Increasing or decreasing these values will impact the header and cell positions.

When you have finished configuring the CompliPak Report, click **Preview** to preview the report, or **Print** to print the report.
### CompliPak Report

#### Summary style:

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>123 Main Street</td>
<td>1234 Main Street</td>
<td>1234 Main Street</td>
<td>1234 Main Street</td>
<td>1234 Main Street</td>
</tr>
<tr>
<td></td>
<td>Toronto ON M6J 1B1</td>
<td>Toronto ON M6J 1B1</td>
<td>Toronto ON M6J 1B1</td>
<td>Toronto ON M6J 1B1</td>
<td>Toronto ON M6J 1B1</td>
</tr>
<tr>
<td></td>
<td>Phone: (416) 555-5555</td>
<td>Phone: (416) 555-5555</td>
<td>Phone: (416) 555-5555</td>
<td>Phone: (416) 555-5555</td>
<td>Phone: (416) 555-5555</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Drug Name 1</th>
<th>Quantity</th>
<th>Drug Name 2</th>
<th>Quantity</th>
<th>Drug Name 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>TAB Stress Tab</td>
<td>20</td>
<td>TAB Stress Tab</td>
<td>20</td>
<td>TAB Stress Tab</td>
</tr>
<tr>
<td>1</td>
<td>TAB Apo-Hydro 100mg</td>
<td>1</td>
<td>TAB Apo-Hydro 100mg</td>
<td>1</td>
<td>TAB Apo-Hydro 100mg</td>
</tr>
<tr>
<td>1</td>
<td>TAB Creactor 5mg</td>
<td>1</td>
<td>TAB Creactor 5mg</td>
<td>1</td>
<td>TAB Creactor 5mg</td>
</tr>
<tr>
<td>1</td>
<td>CAP Aminocillin 500mg</td>
<td>1</td>
<td>CAP Aminocillin 500mg</td>
<td>1</td>
<td>CAP Aminocillin 500mg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
<th>My Pharmacy #1234</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>29</td>
<td>29</td>
<td>29</td>
<td>29</td>
</tr>
</tbody>
</table>

Printed on: 22-Aug-2017 (for 4 weeks starting 22-Aug-2017)
| Grid style: |

<table>
<thead>
<tr>
<th>Patient, John</th>
<th>My Pharmacy #1234</th>
<th>Dr. Smith, Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main Street</td>
<td>1234 Main Street</td>
<td>1234 Doctor Street</td>
</tr>
<tr>
<td>Toronto ON M8B 1B1</td>
<td>Toronto ON M3B 2B5</td>
<td>Toronto ON M8B 1B1</td>
</tr>
<tr>
<td>Phn: (416) 995-5351</td>
<td>Phn: (416) 995-5351</td>
<td>Phn: (416) 995-5556</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>28 TAB Stress Tabs</th>
<th>Rx: 1000012</th>
<th>22-Aug-2017 Card 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 TAB Apo-Hydro 100mg</td>
<td>00036903</td>
<td>0800</td>
</tr>
<tr>
<td>28 ML Cod Liver Oil</td>
<td>00064529</td>
<td></td>
</tr>
<tr>
<td>28 TAB CRESTOR 5mg</td>
<td>00086729</td>
<td></td>
</tr>
<tr>
<td>28 CAP Amoxicillin 500mg</td>
<td>02309340</td>
<td></td>
</tr>
</tbody>
</table>

Printed on: 22-Aug-2017 (for 4 weeks starting 22-Aug-2017)
Kroll Helpdesk Information

Head Office – Toronto
220 Duncan Mills Road Suite 201
Toronto, Ontario
M3B 3J5
Tel: 416-383-1010
Toll Free: 1-800-263-5876
Fax: 416-383-0001
support@kroll.ca

Western Canada – Edmonton
9622 – 42nd Avenue NW Suite 313
Edmonton, Alberta
T6E 5Y4

Eastern Canada – Dartmouth
33 Ochterloney Street, Suite 260
Dartmouth, Yukon
B2Y 4P5