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FlexRx™ Label Report

The FlexRx™ 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. FlexRx™ packaging in Kroll allows for various customizations that make organizing and dispensing medication simple.

A completed FlexRx™ package will look similar to the following:

NOTE: All FlexRx™ packaging supplies must be purchased by the pharmacy from their preferred wholesalers. Kroll is not affiliated with the vendors of FlexRx™ packaging supplies.
**Patient Set Up (Retail Patients)**

Access the **Extra Info** tab of the patient you are setting up FlexRx™ packaging 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 FlexRx™, it is recommended that **Pilpak 28 Day** is selected. This accurately reflects the number of blisters available in an FlexRx™ card (4 intake times x 7 days = 28 blisters).

- **Cycle**: you can also 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 FlexRx™ 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 FlexRx™ Prescriptions

1. When filling for FlexRx™ (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 times of day. 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 FlexRx™ packaging, turn OFF the **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 FlexRx™ Label 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 FlexRx™ 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”.

![Card Number Illustration](image-url)
Nursing Home FlexRx™ Setup

FlexRx™ 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 FlexRx™ 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 FlexRx™ 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 FlexRx™).
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.

```
<table>
<thead>
<tr>
<th>Preferences</th>
<th>Extra Info</th>
<th>Family</th>
<th><strong>Nursing Home</strong></th>
<th>Copays</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Kroll Nursing Home</td>
<td>Admit Date</td>
<td>18/02/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ward</td>
<td></td>
<td>Discharge Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td>Bed</td>
<td>Last TMR Date</td>
<td></td>
<td></td>
<td>Inactive</td>
</tr>
<tr>
<td>Diet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td>Standing Orders (0)</td>
<td>(F2) Ins/Out</td>
<td>NH Cycle &lt;Default&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
Filling Nursing Home FlexRx™ Prescriptions

When filling Nursing Home FlexRx™ 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 FlexRx™, but this window displays any and all Nursing Home related information.

1. When filling a NH FlexRx™ 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.

The minimum required information in order to process nursing home FlexRx™ prescriptions correctly is as follows:

- The Unit Dose Flag must be checked.
- One or more fields next to **Breakfast**, **Lunch**, **Dinner**, and **Bedtime** 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.

**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 FlexRx™.

3. If the medication is in a form that cannot be included in the FlexRx™ packaging, turn OFF **Unit Dose** by clicking on the checkbox and removing the checkmark. Notice that the fields next to **Breakfast**, **Lunch**, **Dinner**, and **Bedtime** are greyed out.

![Image of NH Rx Information](image1)

4. 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.
5. Continue to fill the prescription by pressing **F12-Fill Rx** as usual.
Running the FlexRx™ Label Report

Once all of the FlexRx™ prescriptions have been properly configured and processed in Kroll, the user can generate the FlexRx™ Label Report. The FlexRx™ Label Report is actually the sticky backing that will be placed over the plastic tray of blisters. FlexRx™ labels must be purchased from the pharmacy’s preferred wholesaler.

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

- **Print format**: This option allows you to specify the number of passtimes to be printed on each page.
- **# of Weeks**: This option allows you to specify the number of weeks you want included in the report.

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 **Exclude inactive nursing home patients**.
To generate the report for all patients with FlexRx™-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 FlexRx™ Label Report.

- **Include ward stock**: If this option is flagged, then Ward Stock prescriptions will be included in the FlexRx™ Label Report.

- **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.
Show only meds filled on DD/MM/YYYY: This option allows user to print FlexRx™ 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.

- **Sort By**: This option allows the report to be sorted by different options. For the FlexRx™ Label 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 FlexRx™ Label Report which contains information regarding the patient and the medications being packaged in the blister.

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

- **Print effective date**: When this option is ON, the original date the Rx was filled on will be printed in the header.

- **Print card numbers**: When this option is ON, the card numbers allocated to the medication will be printed in the header.
Print repacking expiry date: When this option is ON, the repacking expiry date will be printed in the header.

Body Sub Tab

The Body of the FlexRx™ Label Report refers to information printed on the actual blister cell. A number of configurable options are listed for this section 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.
- **Print Empty Cells**: When this option is ON, all cells will print on the report whether they contain data or not.
- **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 ellipses when text is shortened**: When this open 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.

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

### 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.

![Offsets Sub Tab](image)

When you have finished configuring the FlexRx™ Label Report, click **Preview** to preview the report, or **Print** to print the report.
## Sample FlexRx™ Label Report

<table>
<thead>
<tr>
<th>Morning</th>
<th>Noon</th>
<th>Dinner</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>18-Aug-2014</td>
<td>100 Krollin Drive</td>
<td>(111) 777-8888</td>
</tr>
</tbody>
</table>

### Morning:
- **Medication 1**
  - Dose: 10mg
  - Instructions: Take with food
  - Frequency: q.i.d.

### Noon:
- **Medication 2**
  - Dose: 20mg
  - Instructions: Take with food
  - Frequency: q.i.d.

### Dinner:
- **Medication 3**
  - Dose: 30mg
  - Instructions: Take with food
  - Frequency: q.i.d.

### Evening:
- **Medication 4**
  - Dose: 40mg
  - Instructions: Take with food
  - Frequency: q.i.d.

---

### Instructions:
- **Pharmacists:** Have supplied your prescription in the package to help you take your medications at the correct time.
- **Compartments:** Each compartment contains the prescribed medications for particular items of the week.
- **Remove:** Remove the medication you need to take it.