

# Medication Reviews

# New Brunswick



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# **Medication Reviews – New Brunswick**

This document outlines how to configure Medication Review functionality in Kroll and the process of completing Medication Reviews for both paper based and electronic records.

# Configuration

This section explains the configuration settings that must be in place before attempting to use the Medication Review functionality.

# **Configuring Electronic Signatures**

**NOTE**: Only complete this section if you are using Electronic Signature pads.

Before you can begin configuring electronic signatures, **Allow Electronic Signatures** must be enabled in **File > Configuration > Kroll > Configuration**. This will require a support call and must be completed before proceeding.

	🐨 Kroll Configuration Parameters	
	General Configuration Modules	Therapeutic Advisor Station Logging
l	Allow Electronic Signatures	Follow Provincial Legislative Rules for Rx Transfer
	Enable Set Laser labels Allow NDC	

- 1. Go to File > Configuration > Store > General.
- 2. Place a checkmark next to Allow Electronic Signatures.

ſ	Store Level Configuration Parameters													
	General Patient	Drug	Doctor	Bx	FDB	Adjudication	Labels	Reports	Security	Interfaces	Order	X · AR	Y - To Do	Etrl 🔿
	Allow User Cold	ors			Α 📃	lways Show Sc	an		[	📃 Display W	indow W	hen Ser	vices are Down	
	Allow Column C	Configural atch	ion		<b>V</b> P	📝 Prompt to exit when closing fill application 🛛 📝 Use automatic capitalization								
		aton .			V U	Use Unit Dose Packaging Ise Unit Dose Packaging Ise Unit Dose Packaging								
	Default language	-	Defau	ult area code			[	📝 Enable Cti	l-PrintSc	reen to F	rint Screenshot			
	Default Country	Canada	1	-	Sort F	Rx Transfer Sto	es By St	ore Name		•				
					Stor	e Information					1			

3. Click **OK** to save the changes.



# **Configuring Electronic Medication Reviews**

1. Go to File > Configuration > Store > Rx > Counseling > Med Reviews/Dialogs.

Store Level Configuration Parameters		e x
General Patient Drug Doctor Rx FDB Adjudication	h Labels Reports Security Interfaces Order X-AR Y-ToDo	E Ctrl 🗲
1 - General 2 - Pricing 3 - Prompting 4 - Nursing Home 5 - Ba	ackground Rx Filling 6 - Workflow 7 - Counseling 8 - CeRx	
Rx Counseling	Automatic Patient Counseling	
Allow editing counseling time	🔽 On New Bx	
Require Electronic Signature	Only flag if patient hasn't had the drug in the last 180 days	
Users Permitted to Finalize Accepted Counseling	On Refills	
Pharmacist     Icensed Technician	On Drug Changes	
Pharmacist Intern 📝 Pharmacy Tech Student	Allow User to Turn OFF Automatic Counseling for an Rx	
Pharmacy Student 🛛 Pharmacy Assistant		
IT Support		
Visible Tabs		
🔽 Hardcopy Tab 🛛 📝 Rx Images Tab		
📝 Rx Tab 🕼 Workflow Tab		
📝 Financial Tab 📝 Packaging Tab		
Med Reviews/Dialogs		
Require Document Scan to Complete Paper Med Review		
Enable Electronic Med Reviews		
Require Electronic Signature		
Allow Editing Counseling Time		
Search OK	X Cancel	

- 2. In the Med Reviews/Dialogs area above, ensure the following options are set appropriately.
  - **Require Document Scan to Complete Paper Med Review**: this option allows you to complete paper-based Medication Review using the document scan functionality;
  - Enable Electronic Med Reviews: enabling this option allows you to use the electronic version of Medication Review;
  - **Require Electronic Signature**: enabling this option prompts for electronic signatures where necessary (only if you are using Electronic Signature pads).
  - Allow Editing Counseling Time: this option allows you to modify the system-calculated amount of time it took to complete the counseling session.
- 3. Click **OK**.



**NOTE:** If you turn off the **Require Electronic Signature** option and keep the other options enabled you will still be able to complete the reviews on-screen. However, you will need to print the report, in order to capture pen-to-paper signatures and then scan it back into the system before giving it to the patient.

# **Electronic Medication Reviews**

This section explains how to perform an Electronic Medication Review. Ensure your system is configured for Electronic Medication Reviews before proceeding. See <u>Paper Medication Review</u> for information on the non-electronic process.

**NOTE:** The automatic prompts will not appear if the patient does not meet the criteria for a Medication Review. However, based on other available information and your professional judgement, you can determine whether the patient might benefit from a Medication Review and then manually create a Medication Review.

# **Configuring the Medication Review Prompt**

The system prompts for Medication Review when the option **Prompt for Medication Review** is enabled under **File > Configuration > Store > Rx > Prompting**.

Store Level Configuration Parameters	
General Patient Drug Doctor B× EDB Adjudication	Labels Reports Security Interfaces Order X-AR Y-To Do 🗲 Ctrl 🌖
1 - General 2 - Pricing 3 - Prompting 4 - Nursing Home 5 - Back	ground Rx Filling <u>6</u> · Workflow <u>7</u> · Counseling <u>8</u> · CeRx
<ul> <li>Prompt to use Drug Subs Automatically use Drug Subs</li> <li>Use Drug Subs when Batching</li> <li>Prompt If Doctor Refused Repeat When Cancelling Rx</li> <li>Prompt for Comments when Cancelling an Rx</li> <li>Always require comment</li> <li>Prompt for Comments when Inactivating an Rx</li> </ul>	Drug Programs Participate in the Rx Canada / Health Inform Program Participate in the Pharmacy Access program Use Station Name Subdirectories For Pharmacy Access Days Back: 365 Enable Rx Canada Program (RxGateway)
<ul> <li>Always require comment</li> <li>Prompt for Patient Counselling on new Rx</li> <li>Prompt to Batch NH Rxs</li> <li>Prompt when not dispensing as drug's Pack Size</li> <li>Prompt For Repeats When Copying an Rx</li> <li>Prompt To Use Manual Price From Last Refill</li> <li>Remove Manual Price for Batched Rxs</li> </ul>	Services  Prompt to Enrol Patients in Refill Reminder or Auto Refill Program  Prompt to Enrol NH Patients in Refill Reminder or Auto Refill Program  Prompt to Enable Rxs for Refill Reminder and Auto Refill Program Enrol Patients for Pickup Notification No Enrol NH Patients for Pickup Notification No
<ul> <li>Prompt if Doctor Authorization Received for Narcotic Rxs</li> <li>Check for High Intensity Drugs</li> <li>Prompt if there is not enough inventory to fill the Rx</li> <li>Prevent Copying an Inactive Rx to a New Number</li> <li>Show local patient profile on fill</li> <li>Prompt to Copy "Mistake" Rxs to a New Number</li> <li>Show thermal/dot matrix label config on autofill</li> </ul>	<ul> <li>Prompt to copy workflow packaged info for cancel and refill Rxs</li> <li>Prompt to copy to new number if refilling an Rx with no repeats</li> <li>Prompt for Due Date on autofill batches</li> <li>Prompt for Tx comment on autofill batches</li> <li>Save Route code from Rx as default value if no default is set</li> <li>Ask</li> </ul>
Prompt to Print Script Image for 1st Fill of an Unfilled Rx  Prompt for AADL Plan Information if SA number is NOT set  Prompt if Was Undeliverable when Cancelling an Rx	<ul> <li>Prompt for Medication Review</li> <li>Track Medication Review Rejection Reason:</li> <li>Allow 'Never Prompt' For Medication Review</li> </ul>
Search OK	Cancel



When the option '**Prompt for Medication Review**' is enabled, the system screens each patient for Medication Review eligibility every time an Rx is processed. If the patient is eligible, the user is prompted and presented with a number of options as shown below.

Select an Option	3 2	3					
This patient may be eligible for the NB PharmaCheck Medication Check-up.							
Add to Med Review Queue							
Do not prompt me until the next time the patient comes in.							
Do not prompt until							
Never Prompt for this patient							
Undecided							

- Add to Med Review Queue: Selecting this option adds the Med Review record to the Medication Reviews queue which can be accessed from the Patient record or F9 – Workflow. See section '<u>Completing Medication Reviews 'Saved for Later</u>' for further details.
- **Do not prompt me until the next time the patient comes in**: This will suppress prompting for today. The next time the patient comes in to fill an Rx, you will be prompted for the Medication Review.
- **Do not prompt until**: This will allow you to dismiss the prompt for a specified number of days, or until a specified date, after which the prompt will appear.
- Never prompt for this patient: This will suppress any further prompts for this patient. This option is only available if the configuration option of Allow 'Never Prompt' for Medication Review is enabled.
- **Undecided:** The prompt will re-appear once again the next time a prescription is filled for the patient.



# **Creating an Electronic Medication Review (Manual)**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogs from the right navigation pane.

<u>F</u> ile <u>E</u> dit	Eile Edit Patient Profile Reports Utilities Central Fill Cards Session Help											
F3 - Pa	atient	F5 - Drug	F7	7 - Doctor	F9 - Workf	low F1	l1 - Drop-o	ff F12	- New Rx	Alt	-X - Start	
Last Name	Doe		First N	ame Jane	Sa	lutation Ms	. 🖵	ОК	Sa Sa	ave	🗙 Scan	Patient
Address 1	100 Ma	in St		Phone Numb	ers (1)	F2 Ins Del	Birthdate	01/01/1090				<sup>⊗</sup> Profile
Address 1	100 101a	in st		Description	Phone		<u>b</u> irtituate	01/01/1980	- J		h	All Rxs
Address 2				Cell	(555) 555	-5555	Age	34 years				Active Rxs
City	Frederi	ton <b>Prov</b>					Gender	Female	No i	image a	vailable	Active Rxs w/Passtimes
Postal	M1M 1	M: Country Canada	_				Language	English	<u> </u>		r	Refillable Rxs
Email			Send	Family Doctor			Height					Pricing Profile
Quick Code	e					F2 Clear	Weight			Load	Delete	Not Disp./OTC Rxs
Comment	ts (0)	Comment				F2 Ins Del	ODB	-				Rxs Filled in Error
Topic		comment					Plans (1)				F2 Ins Del	Suspended Rxs
							SubPlar	Code Group	ID Client ID		Expiry	Perform FDB Analysis
							1, 12.					View
												Alternate Addresses
Allessies (	0)	(Add Davie) [E2] [I		1	1	1						Batches
Allergies (	0)		IS (Del)	G <u>e</u> neral <u>F</u> am	nily   Copay <u>s</u>	Comm <u>u</u> ni	ications   0	ther			E Ctrl 📄	Charting
	Patient							Cons	ent			Consent
	Active 🔽							Cons	ent Unknown			Credit Cards
	Animal 🔲							-Unit [	lose			Documents
Medical Co	onditions	(0) F2 T	िवा	Deceased On				Туре	<no< th=""><th>ne&gt;</th><th><b>•</b></th><th>Medication Previow/Dialogs (15)</th></no<>	ne>	<b>•</b>	Medication Previow/Dialogs (15)
Metical Co	onutuons			Prescriptions				Cycle	<no< th=""><th>ne&gt;</th><th>•</th><th>Du Courselies History</th></no<>	ne>	•	Du Courselies History
			_	Delivery Type	Default (Pick	up)		<ul> <li>Price</li> </ul>	Group <def< th=""><th>fault&gt; (&lt;</th><th>None&gt;) v</th><th>Kx Counseling History</th></def<>	fault> (<	None>) v	Kx Counseling History

3. The Medication Review profile will appear. Click N – New Review/Dialog.

🥣 Patient - Helvey, Ricky		
File Edit Patient Profile Reports Utilities NH Central I		
F3 - Patient F5 - Drug F7 - Doctor	2 - New Rx Alt-X - Start	
Last Name Helvey First Name Ricky	Salutation  CK Save	Scan Patient
N New Peview/Dislog D Drint/Denvint	E Claim Eas C Cancel Claim	Verofile Verofile
N - New Review/Dialog	r - claim ree C - cancel claim	All Rxs
F2 - View Details D - Pharmacist Declined	R - Patient Refused	Active Rys
Medication Reviews (0)		F2 Ins Del
Type Status	Fee Status Created 🔻 Complete	Active Rxs w/Passtimes
		Refillable Rxs
		Pricing Profile

4. The **Medication Review/Dialog** screen will appear. Select a review type from the dropdown menu and click **Perform Now**. If you wish to add to the Med Review queue in order to complete the Medication Review later, click **Save for Later**.

🥣 Medi	ication Review/Dialog	X
Туре	NB PharmaCheck Medication Check-up	•
	Perform Now Save for later Cancel	



5. The **Medication Review Rx Selection** screen will appear. Rxs under the **Pre-Selected** tab are selected by default; Rxs on the other tabs are not. Proceed through each tab and check the Rxs you want included in the report. When you are finished, click **OK**.

Medication Revie	w Rx Selection		
Pre-Selected (3)	Other Rxs Unfills	Not Dispensed Discontinued	
Rx Num	Drug		Fill Date
☑ 1000958	Amoxicillin 50/ml		11-Jul-2014
1000957	Prinivil 2.5mg		11-Jul-2014
1000956	Synthroid 112mcg		11-Jul-2014
		Select Al	Select None
Drug lines to use	in review		
Drug line 1 Defa	ult	Drug line 2 Default	<b>•</b>
	🗸 ок	X Cancel	

6. The **NB PharmaCheck Medication Check-up** screen will appear. Click **Next** to proceed through the tabs, completing the required fields as you go.

**NOTE:** The type of review that is displayed on screen depends on what type of review was selected in Step 4. In this example, the **NB PharmaCheck Medication Check-up** screen appears.



## Questions

The **Questions** tab includes a list of questions that the pharmacist is to ask the patient to better understand their situation. Answers are recorded by selecting the appropriate option from each dropdown menu.

Questions	Medical History	Non-Prescription Medications	Rxs From Other Pharmacies	General Comments	Pharmacist Comments
Have you	- received a MedsC	Check review from another phar	macy in the last 12 months No		<u>^</u>
Medical D	evices - BP Machi	ne No 💌			
Medical D	evices - Glucomet	ter No			
Medical D	evices - Aero Cha	mber No 💌			
Medical D	evices - Other Ye	s 🔹 Allergy I	Pump		
Alcohol In	take Moderate	•			E
Caffeine Ir	ntake Heavy	•			
Smoking	Past	•		_	
Do you ha	ive trouble remem	bering to take medications as	prescribed Yes	<b>•</b>	
Do you th	ink you might ben	efit from a compliance pack pro	ogram No 💌		
Do you st	op taking medicat	ion because of unwanted side e	effects Yes		
Do you ch	ange/adjust dosa	ges without consulting your do	ctor or pharmacist Yes	<b>_</b>	-
	ncuit vour nharm	acist netore nurchasing OTC/he	rnais/sunniement.nrndurts_Ni	<u>∧</u> <b>▼</b> 1	
X Save	for Later				Next

## **Medical History**

The **Medical History** tab displays the medications that have been selected on the **Medication Review Rx Selection** screen.

Questions	Medic	al History	Non-Prescription Medications	Rxs From	Other Pharmacies	General Comments	Pharmacist Comments
Patient Me	dical H	istory				Ins Del	
Currently T	Taking	7 TAB Sy	nthroid 112mcg [KNO]		Indications		
Yes	•	Dr. Moult Last Fill D TAKE 1 T	ia Tab Fint 112 rie, Filipe ate: 14-Jul-2014, Days Supply: 7 ABLET ONCE DAILY		Comments		
Currently T	Taking	30 TAB P	rinivil 2.5mg [MSD]		Indications		
Yes	•	Last Fill D TAKE 1 T	rie, Hilipe ate: 14-Jul-2014, Days Supply: 3 ABLET EVERY MORNING	0	Comments		
Currently T	Taking	7 ML Am	oxicillin 50/ml [SNS]		Indications		
Yes	•	<ul> <li>Dr. Moultrie, Filipe Last Fill Date: 14-Jul-2014, Days Supply: 7 TAKE 1 TEASPOON(5ML)ONCE DAILY</li> </ul>			Comments		
X Save f	or Late						Next



For each medication listed:

- Note if the patient is currently taking the specified medications and select **Yes/No** from the dropdown list.
- Enter the reason for using the medication based on the patient's feedback in the **Indications** field.
- Enter any general comments in the **Comments** field.

Use the **Del** button to delete a record from the **Medical History** tab.

## **Non-Prescription Medications**

The **Non-Prescription Medications** tab provides space to record any OTC/non-prescription medications the patient is taking.

Click Ins to add a non-prescription medication to the tab.

Questions	Medical History	Non-Prescription Medications	Rxs From Other Pharr	nacies (	General Comments	Pharmacist Comments
Non-Prescr	iption Medicatio	ns / Herbals / Supplements				[Ins] Del
Currently T Yes	Claritin 1	L0 mg	For season	allergies	s	
X Save f	or Later					Next

- Note if the patient is currently taking any OTC medications and select **Yes/No** from the dropdown list.
- Enter the name of the medication in the **Medication** field.
- Enter any appropriate comments in the **Comments** field.

Use **Del** buttons to remove any OTC items.



## **Rxs From Other Pharmacies**

The **Rxs From Other Pharmacies** tab provides space to record medications that the patient is taking that were filled in other pharmacies.

Click Ins to add an Rx from another pharmacy.

Questions N	/ledical History	Non-Prescription Medications	Rxs From	Other Pharmacies	General Comments	Pharmacist Comments			
Prescriptions	From Other F	Pharmacies				Ins			
Currently Tak Yes	ting Tylenol day wh	# 3 - Take 1 to 2 tablets up to 4 en needed for pain	times a	From - Smith's Pharmacy - (555) - 123-4567 Possible duplication of therapy					
Currently Tak Yes	cing Bisopro	olol 5mg - take 1 tablet daily		From - Duncan Mi Duplication of the	ll Pharmacy - (555) - rapy	555- 5555			
X Save for	Later					Next			

- Note if the patient is currently taking any other medications and select **Yes/No** from the dropdown list.
- Enter the name of the medication in the **Medication** field.
- Enter any appropriate comments in the **Comments** field.

Repeat the same process for any Rx items that they have purchased from other pharmacies. Use **Del** buttons to remove any Rx items.



## **General Comments**

The **General Comments** tab provides space to record any comments you want included on the report printout.

Questions	Medical History	Non-Prescription Medications	Rxs From Other Pharmacies	General Comments	Pharmacist Comments
Patient liv	res alone and doe	s not drive.			
	]				
X Save	for Later				Next

## **Pharmacist Comments**

The **Pharmacist Comments** tab provides space to record any comments that the pharmacist wishes to enter concerning the medication or patient in the free form.



7. When you are finished click **Finalize Review**.



8. The **Medication Review** prompt will appear. If you have **Allow Editing Counseling Time** enabled, enter the amount of time it took to complete the review in the **Time spent** field.

The **Assessment Location** information is pre-populated with the pharmacy information. If the Medication Review was physically conducted in another location (LTC facility, patient's home) other than the pharmacy, enter the name of the location and the address. Complete the **Other Professional Involved** fields if another health professional assisted with the review.

When you are finished, click **OK**.

Medicati	on Review										
Time spe	nt: 00:30 On 14/07/2014 By Pharmacist (P) 💌										
Assessme	Assessment Location										
Name	Name Kroll Pharmacy										
Address	Address 220 Duncan Mill Road, Suite 201, Toronto, ON M3B 3J5										
Other Pro	Other Professional Involved										
Name	Т										
Title	Technician										
Phone											
	V OK X Cancel										



# **Affixing an Electronic Signature**

**NOTE**: If you do not have an electronic signature configured, print the **Medication Review Report**, have both the patient and the pharmacist sign the report, and scan it back into the system.

9. Have the patient sign his or her name on the electronic signature tablet. Click the **OK** button on the signature tablet.



The patient signature appears once the patient signs on the electronic signature tablet.





10. Have the pharmacist sign the electronic signature tablet.



11. When you are finished, tap **Done** on the signature tablet.

# **Printing a Medication Review**

- 12. A prompt will appear asking if you want to print a paper copy of the electronic Medication Review. Click **Yes**.
- 13. The **Medication Review report** print form will appear. Select the appropriate print options and click **Print** and provide this copy to the patient.

# **Billing a Medication Review**

14. Once printing is complete, the **Fee For Service** claim will automatically populate in the **F12** screen. If necessary, perform a doctor search to locate the pharmacist to use as the prescriber and ensure all of the other information entered on the **F12** screen is correct.

**NOTE:** If the user account of the pharmacist logged into the terminal during the processing of the Medication Review includes a license number that is identical to the license number of a Prescriber card in the Doctor file, then the Prescriber field on the **F12** screen for the claim will be populated with that prescriber.



15. Click **F12 - Fill Rx**. The claim will be transmitted to the appropriate party for payment.

<u>F</u> ile <u>E</u> o	dit <u>R</u> x	<u>V</u> iew <u>L</u> a	bels Pr <u>o</u> fi	le Re <u>p</u> or	ts <u>U</u> tilitie	es Centr <u>a</u> l	Fill <u>C</u> ards S	ess <u>i</u> on <u>H</u>	<u>l</u> elp				
F3 -	Patient	F	5 - Drug	F7	- Doctor F9 - Workflow F11 - Drop-off			ff	F12 - Fill Rx	Alt-X	- Start		
	0 New Rx Pending Adj					rst Fill /08/14 0	Last Fill Info	rmation 0 Qty		\$0.00 II	nit 📃 🔽	Lookup	Cancel
Priorit <u>v</u>	Default W	/ait Time	▼ F:	2 Due	in 19 m	nins F	orward Rx	F2 Work	Order	29	F2 Delivery	Pickup	•
<u>P</u> atient S	earch				<u>D</u> rug Sea	rch	Pac	k	-	D <u>o</u> c Sear	ch	Loc Office	•
Name	Doe, Jan	e		Age:34	Brand					Name	Dr. Test, Doc		
Address City	Address 200 Main St Female			Generic Pack	Form	Sched			Address City		Prov	/ ON	
Phone	Home	(111	) 111-1111		Purch OnHand <b>0</b> No image					Phone (555) 555-5555			
Plan	RCMP	Client ID	010101		DIN Min Qty 0 Lic# 123 Alt. Lic# 321			c# 321					
Allergies	;				Sig NB F	PharmaCheo	k Medication (	Check-up		Init	KRL KRL	Auth Qty	0
					NB PHA	RMACHECK	MEDICATION	CHECK-UP		Disp <u>Q</u> ty	Refills(+)	Rem Qty	0
										Days	1	G.P. %	0
Conditio	ons									Prod Sel	3 - Pharma 🔻	Acq Cost	\$0.00
								0/W	Written 💌	Markup	\$0.00		
					Route of	Admin			_	<u>L</u> abels	1 F2	Fee	\$0.00
					Dosage I	Form			•			Total	\$0.00

## **Medication Review Options**

Several Medication Review options are available from the right navigation pane on the **NB PharmaCheck Medication Check-up** screen.

<u>F</u> ile	Edit Med Rev	ie <u>w V</u> iew <u>P</u> rofile <u>U</u>	<u>I</u> tilities Ce	entr <u>a</u> l Fi	ll <u>C</u> ards	Sess <u>i</u> on	<u>H</u> elp							
F3	- Patient	F5 - Drug	F7 - Doo	tor	F9 - W	orkflow	F11 - Drop-off	F12	- Ne	w Rx	Alt-X ·	- Start	]	
	PharmaC	hock Medicatio	on Che	ck-u	n	Reviewe	d With Doe Jane	In Perce	<b>)</b>			E2	<sup>⊗</sup> Review	
	narmac	neck medicatio	on che	cr-u	Р	nemewe	a war boc, suite		,,,,				Print Medication Review	
Patient	Doe, Jane			Address	200 Main St						Select <u>R</u> xs for review			
Birth	th 01/01/1980 34 years Female Plan RCMP Client ID 010101 Phone Home (111) 111-111								l-1111	View <u>F</u> ollow Ups				
Allergi	Allergies						ns						View	
													Patient Charting	
													Patient <u>D</u> ocuments	
													Patient <u>M</u> ed Reviews (3)	
Med	ical History	Non-Prescription Med	lications	Rxs Fro	om Other P	harmacies	s General Comme	its Phar	macis	st Comm	nents		Profile	
Patie	nt Medical H	istory									Ī	ns Del	All Rxs	
													Active Rxs	
Curr	entiy Taking	White Oval Tab RSN	20 Mg			India	cations						Active Rxs w/Passtimes	
	<b>_</b>	Dr. Test, Doc	So hig			Com	Comments						Pricing Profile	
		Last Fill Date: 06-Aug	g-2014, Da	ys Sup	ply: 30								Not Disp/OTC Profile	
		TAKE 1 TABLET ONC	E DAILY											



## Review

### **Print Medication Review**

When this option is selected, the **Medication Review report** screen will appear, allowing you to set various print options. Configure the appropriate print options. Select **Preview** to view the report or **Close** to exit.

Medication Review Report (NB PharmaCheck Medication Check-up, 20	)14-Aug-🔊		X
<u>F</u> ile			
<u>O</u> ptions			
Print store logo			
Print Pharmacy Name, Address and Phone number			
Pharmacist:			
Kroll V			
Print at least 1 🕃 lines for Allergies			
Print at least 1 🕤 lines for Conditions			
Max 6 lines in total for Allergies and Conditions			
Lines for Comments 3			
Extra Lines for follow-up 3 🕃			
Printer Microsoft XPS Document Writer	<ul> <li>Copies</li> </ul>	5	1 🚔
Tray Automatically Select	- Col	late	Duplex
Restore Defaults Preview	<b>X</b> C	lose	

## Select Rxs for review

If you wish to add/edit Rxs on the Medical History tab, click the button Select Rxs for review. When selected, the **Medication Review Rx Selection** screen will appear, allowing you to add and remove items from the **Medical History** tab on the **Medication Review Annual Review** screen. Click **OK** to save any changes and **Cancel** to close the screen.



re-Selected (3)	Other Rxs	Unfills	Not E	ispensed	Discontinued			
Rx Num	Drug					Fill Date		
<ul> <li>✓ 1000962</li> <li>✓ 1000961</li> <li>✓ 1000960</li> </ul>	Synthroid 112mcg Prinivil 2.5mg Amoxicillin 50/ml				14-Jul-2014 14-Jul-2014 14-Jul-2014			
Drug lines to use	e in review			David line	Select All	Select None		

#### **View Follow Ups**

When this option is selected, the **Medication Review Follow-ups** screen will appear, allowing you to create follow-up reviews for the patient.

**NOTE:** This is something that you initiate to follow up with the patient after the Medication Review has been completed. This is **NOT** a Medication Review Followup review.

Medicat	tion Review Follow-ups			
Medicat	tion Review			Print Repo
Туре	NB PharmaCheck Medication Check-up	Completed On		<u> </u>
Patient	Doe, Jane	Completed By		
ollow-up	s (0)			F2 Ins
ue Date	Reason	Brand Name	RxNum	Resolved
		Close		

To add a follow-up, click **Ins** and complete the **Medication Review Follow-up** screen. When you are finished, click **Save**.



leuica	tion Review	
ype	NB PharmaCheck Medication Check-up	Completed On
atient	Doe, Jane	Completed By
Doi	not follow up	
Follo	ow up required in days =	
leason	Unknown	•
Comm	nent	
Re	esolved on by	
Comn	nent	

## View

## **Patient Charting**

When this option is selected, the **Patient Charting** form will appear, displaying information about the patient's weight, height, blood pressure, blood sugar, and so on.



Use the **F2**, **Ins**, and **Del** buttons to modify, insert, or delete information on this screen. Click **Print** to print or **Cancel** to close the screen.



#### **Patient Documents**

When this option is selected, the **Patient Document List** will appear displaying a list of documents associated with the patient.

1	Patient Document List						E	x
	×	*	Add <u>N</u> ew Docu	iment	▼		🛛 🗙 Cl <u>o</u> se	9
	Documents (1)						F2 Ins	Del
	Title			Init	Document Type	Created 🔻	Retain Until	
	NB PharmaCheck Medication Check-up.png			PM	Manual Import	21/08/2014		

Use the **F2**, **Ins**, and **Del** buttons to modify, insert, or delete a patient document. Click **Close** to exit the screen.

#### **Patient Medication Reviews**

When this option is selected the **Patient Medication Reviews and Dialogs** screen will appear, displaying a history of all reviews for the patient including any that are currently in the Medication Review queue.

💣 Patient Medication Reviews a	Patient Medication Reviews and Dialogs							
N - New Review/Dialog	New Review/Dialog P - Print/Reprint			F - Call up C - Cancel Claim		aim	🗙 Clo	
F2 - View Details	/iew Details D - Pharmacist Declined			R - Patient Refused				
Medication Reviews (1)								F2 Ins Del
Туре	Туре		Status		Fee Status		Completed	
NB PharmaCheck Medication Che	NB PharmaCheck Medication Check-up Pend		Pending Revie		Review Not Completed Yet			
		1						

Double-click a Medication Review to view its details. Click **Close** to exit the screen.

## Profile

The **Profile** menu on the **Medication Review Annual Review** screen is identical to the **Profile** menu on the patient profile. This menu allows you to view **All Rxs**, **Active Rxs**, **Active Rxs w/ Passtimes**, **Pricing Profile**, and **Not Disp/OTC Profile**.



# **Completing Medication Review 'Saved for Later'**

1. To call up Medication Reviews '**Saved for Later**' or added to the Med Review Queue via auto prompting, do one of the following:

## **Patient Card**

- a) Bring up the patient card using the **F3 Patient** search and select **Medication Review/Dialogs** from the right navigation pane.
- b) The Medication Reviews queue appears with all the Med Review records that are pending review.

<u>File Edit Patient Profile Reports Uti</u>	ties Centr <u>a</u> l Fill <u>C</u> ards Sess <u>i</u> on <u>H</u> elp							
F3 - Patient F5 - Drug	F7 - Doctor F9 - Workflow F11 - Drop-off F1	2 - New Rx Alt-X - Start						
Last Name Doe Fir	t Name Jane Salutation Ms. 👻 OK	Save 🗙 Cancel Pa	atient					
Verofile								
N - New Review/Dialog P - Pr	nt/Reprint F - Call up C - Cancel Ci	All	l Rxs					
F2 - View Details D - Pl Medication Reviews (1)	armacist Declined R - Patient Refused	(F2)[Ins][Del]	tive Rxs					
Туре	Status Fee Status	Created V Completed	tive Rxs w/Passtimes					
NB PharmaCheck Medication Check-up	Pending Review Not Completed Yet	06/08/2014 Ref	fillable Rxs					

c) Select the Medication Review record you want to complete and click **F** - **Call Up**.

## F9 - Workflow

- a) Select **F9 Workflow** from the **Alt-X Start** screen and select **Medication Reviews** from the right navigation pane.
- b) The Medication Review queue will appear. Select the Medication Review you want to complete and click **F Call Up**.

File Edit Utilities NH	Workflow Cards Session Help									
F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F11 - Drop-off F12 - New Rx Alt-X - Start										
N A participant Destrictions P - Print/Reprint F - Call up C - Cancel Claim 28 Refresh										
iviedication i	Rx's To Do									
Patient	Туре	Status	Fee Status	Created	Completed 🔺	Rx's In Progress				
Dukes, George	NB PharmaCheck Medication Check-up	Pending	Review Not Completed Yet	15/08/2014		Pending Adjudication (0)				
Dukes, George	NB PharmaCheck Medication Check-up	Pending	Review Not Completed Yet	07/08/2014		Fending Adjudication (0)				
Dukes, George	NB PharmaCheck Medication Check-up	Completed Electronic	Pending Claim	07/08/2014	07/08/2014	<u>T</u> rouble (0)				
Dukes, George	NB PharmaCheck Medication Check-up	Completed Electronic	Pending Claim	07/08/2014	07/08/2014	Rx Counseling (2)				
Dukes, George	NB PharmaCheck Medication Check-up	Pending	<b>Review Not Completed Yet</b>	07/08/2014		in countering (c)				
Dukes, George	NB PharmaCheck Medication Check-up	Printed Paper	Review Not Completed Yet	06/08/2014		Medication Revie <u>w</u> s (9)				
Dukes, George	NB PharmaCheck Medication Check-up	Completed Electronic	Pending Claim	06/08/2014	06/08/2014					

2. Complete steps 3-8 of the Creating an Electronic Medication Review section.



# Sample Electronic Medication Review Report

Personal Medication Recon Doe, Jane	dof		FamilyDoctor		
DOB 01-Jan-1	980	NBPDP	Family Doctor Phone	FamilyDocto	orFax
Conditions					
NameofMedication Brand/Generic	Strength/Dose	How totake this Medication (frequency, time of day, etc.)	Purpose	Comments	Prescriber
Actonel	30mg - 30 TAB	TAKE 1 TABLET ONCE DAILY			Dr. Test, Doc
					Dr. Tost Dos
A.C. & C .ccuracy of this list is dep harmacist of any change penhance seamless cor	375/8/15mg- 30 TAB endent on the truth to their medication tinuity of care.	TAKE 1 TABLET ONCE DAILY fulness and completeness of informat is. By signing this, I consent for my pha	ion provided by the patient and it r rrmacist to share this medication i	emains at all times the patient's ist with my other health care pro	s responsibility to advise their ofessionals (present and futu
A.C. & C ccuracy of this list is dep iharmacist of any change penhance seamless cor	375/8/15mg- 30 TAB endenton the truth to their medication tinuity of care.	TAKE 1 TABLET ONCE DAILY fulness and completeness of informat is. By signing this, I consent for my pha	ion provided by the patient and it r rrmacist to share this medication i	emains at all times the patient's ist with my other health care pro	s responsibility to advise their ofessionals (present and futu
A.C. & C Accuracy of this list is dep iharmacist of any change o enhance seamless cor	375/8/15mg- 30 TAB endent on the truthi to their medication tinuity of care. Patient Signate	TAKE 1 TABLET ONCE DAILY fulness and completeness of informat is. By signing this, I consent for my pha	ion provided by the patient and it r srmacist to share this medication I	emains at all times the patient's ist with my other health care pro	s responsibility to advise their ofessionals (present and futu



# **Viewing a Completed Medication Review**

## With Electronic Signatures Enabled

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogues from the right navigation pane.
- 3. Highlight the completed Medication Review and click F2 View Details.

<u>F</u> ile <u>E</u> di	t <u>P</u> atient	Pr <u>o</u> file <u>R</u> e	ports <u>U</u> til	ities Ce	entr <u>a</u> l Fill	<u>C</u> ards	Sess <u>i</u> on	<u>H</u> elp					
F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F11 - Drop-G							ff <b>F12</b> -	Return to	Rx Alt-	-X - Start			
<u>L</u> ast Name	Last Name Doe First Name Jane Salutation Ms. 🗸 OK 🗸 Rx 🗴 Scan												
N - Nev	N - New Review/Dialog P - Print/Reprint F - Call up C - Cancel Claim												
F2 - Vie	w Details	7	D - Ph	armacis	st Declin	ed l	R - Patio	ent Ref	used				
Medicat	ion Review	s (5)											F2 Ins Del
Туре				Status				Fee Stat	us		Created 🔻	Completed	*
NB Pharm	aCheck Med	lication Check	k-up	Comple	ted Electro	nic		Pending	Claim		06/08/2014	06/08/2014	
NB PharmaCheck Medication Check-up			Pending	Pending		Review Not Completed Yet		06/08/2014					
NB Pharm	aCheck Med	lication Check	k-up	Comple	ted Electro	nic		Pending	Claim		06/08/2014	06/08/2014	=

4. The **NB PharmaCheck Medication Check-up** screen will appear. Click the various tabs to see the Medication Review information that has been entered.

ledication Re	eview Vie	2W	-			-				C X
NB PharmaCheck Medication Check-up										
Created	06-Aug	-2014 12:23 PM	Status	Completed Electro	onic	Fee Status	Pending	g Claim	Fee Ro	N/A
Started	06-Aug	-2014 12:23 PM	Duration	Reviewed By	Kroll			<u>V</u> iew Si	ignatures	<u>P</u> rint
Completed	06-Aug	-2014 12:23 PM	9 secs	Reviewed With	Doe, Jane	(In Person)				
Medical H	listory	General Commer	nts Phar	macist Comments	Non-Pre	scription Medi	cations	Rxs From Othe	r Pharmacies	
Patient M	edical H	listory								
Currently Taking 30 TAB Actonel 30mg [WAR]						Indications				
	White Oval Tab RSN 30 Mg Dr. Test, Doc									

5. Click **Print** to print the Medication Review, or **View Signatures** to view the pharmacist's or patient's electronic signature.

## **Scanned Reviews with Manual Signatures**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogues from the right navigation pane.
- 3. Highlight the completed Medication Review and click **F2** View Details.



4. The **NB PharmaCheck Medication Check-up** screen will appear. The **Review** tab displays information entered on-screen during the Medication Review; the **Documents** tab displays the scanned image of the signed Medication Review. Scanned paper Medication Reviews is also viewable from Patient Documents.

Medication Re	view View		Rea 1	-						
NB PharmaCheck Medication Check-up										
Created	30-Jul-2014 02:25 PM	Status Complet	ted Electro	nic	Fee Status	Claime	i	Fee Rx	1087677	
Review Doc	cuments									
Started	Started 30-Jul-2014 02:25 PM Completed 30-Jul-2014 02:26 PM Duration 1m 0s View Signatures Print								Print	
Reviewed By	Scott Belfer	Reviewed With	Belfer, Sc	ott (In Perso	n)					
Medical H	listory General Comment	s Pharmacist C	omments	Non-Presc	ription Medi	cations	Rxs From Other Phar	macies		
Patient M	edical History									
Currently Taking 30 TAB Actonel 30mg [WAR]				In	dications					
	Dr. Test, Doc	KSIN 30 Mg		C	omments					

5. Click **Print** to print the Medication Review.



# **Paper Medication Reviews**

This section explains how to perform paper Medication Reviews. Paper Medication Reviews must be completed on paper, signed, and scanned back into the system.

**NOTE:** The automatic prompts will not appear if the patient does not meet the criteria for a Medication Review. However, based on other available information and your professional judgement, you can determine whether the patient might benefit from a Medication Review and then manually create a Medication Review.

# **Configuring the Medication Review Prompt**

The system prompts for Medication Review when the option **Prompt for Medication Review** is enabled under **File > Configuration > Store > Rx > Prompting**.





When the option '**Prompt for Medication Review**' is enabled, the system screens each patient for Medication Review eligibility every time an Rx is processed. If the patient is eligible, the user is prompted and presented with a number of options as shown below.

Select an Option
This patient may be eligible for the NB PharmaCheck Medication Check-up.
Print Report Now
Print Report Later
I have <u>O</u> ther Rxs to fill for this patient
Do not prompt me until the next time the patient comes in.
Do not prompt until
Never Prompt for this patient

- **Print Report Now**: This will call up the Medication Review report so you can select the items you would like to print on the report.
- **Print Report Later**: This places a record in the Medication Review queue allowing you to print the Medication Review at a later date or time. See section '<u>Completing Medication</u> <u>Review 'Saved for Later'</u> for further details.
- I have Other Rxs to fill for this patient: This will allow you to continue filling more Rxs for the patient before printing the report.
- **Do not prompt me until the next time the patient comes in**: This will suppress prompting for today. The next time the patient comes in to fill an Rx, you will be prompted for the Medication Review.
- **Do not prompt until**: This will allow you to dismiss the prompt for a specified number of days, or until a specified date, after which the prompt will appear.
- Never prompt for this patient: This will suppress any further prompts for this patient. This option is only available if the configuration option of Allow 'Never Prompt' for Medication Review is enabled.



# **Creating a Paper Medication Review (Manual)**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select Medication Review/Dialogs from the right navigation pane.

<u>F</u> ile <u>E</u> dit	<u>P</u> atient Pr <u>o</u> file <u>R</u> epo	orts <u>U</u> tilities	Centr <u>a</u> l Fill	<u>C</u> ards Sess <u>i</u>	on <u>H</u> elp					
F3 - Pa	tient F5 - Drug	g F7	- Doctor	F9 - Work	flow F1	L1 - Drop-o	ff F12 - N	lew Rx	Alt-X - Start	
Last Name	Doe	First Na	ame Jane	Si	alutation Ms	i. 🔽	ОК	Save	e 🗙 Scan	Patient
-	100 Main St		Phone Numb	ers (1)	F2 Ins Del	Rithdata	01/01/1090			<sup>∨</sup> Profile
Address 1	100 Main St		Description	Phone		Dirtriuate	01/01/1980			All Rxs
Address 2			Cell	(555) 555	5-5555	Age	34 years			Active Rxs
City	Fredericton 💌	Prov NB -				Gender	Female 🔻	No im	age available	Active Rxs w/Passtimes
Postal	M1M 1M: Country Car	nada 🔻				Language	English 💌			Refillable Rxs
Email		Send	Family Doctor			Height				Pricing Profile
Quick Code					F2 Clear	Weight			Load Delete	Not Disp./OTC Rxs
Comment	ts (0)				F2 Ins Del	ODB	-			Rxs Filled in Error
TOPIC	Comment					<u>P</u> lans (1)		Suspended Rxs		
						SubPlar	Code Group ID	Client ID	Expiry	Perform FDB Analysis
										View
										Alternate Addresses
Allergies ((	)) Add Drug	F2 Ins Del	c		1 -					Batches
<u>A</u> llergies (			General   Eam	nily   Copay <u>s</u>	s   Comm <u>u</u> n	ications   C	other		Ctri 📄	Charting
<u> </u>			Patient				Consent			Consent
			Active V				Consent	Unknown		Credit Cards
			Animai				Unit Dose			Documents
Medical Co	anditions (0)	F2 Ins Del	Deceased On				Туре	<none< th=""><th>&gt; •</th><th>Medication Review/Dialogs (15)</th></none<>	> •	Medication Review/Dialogs (15)
			Prescriptions				Cycle	<none< th=""><th>&gt; •</th><th>Pr Counceling History</th></none<>	> •	Pr Counceling History
			Delivery Type	Default (Picl	kup)		<ul> <li>Price Gro</li> </ul>	up <defau< th=""><th>ilt&gt; (<none>) 🚽</none></th><th>TX Counseling History</th></defau<>	ilt> ( <none>) 🚽</none>	TX Counseling History

3. The Medication Review queue will appear. Click N – New Review/Dialog.

🥣 Patient - Helvey, Ricky										
File Edit Patient Profile Reports Utilities NH Central Fill Cards Session Help										
F3 - Patient F5 - Drug F7 - Doctor F9 - Workflow F10 - Pickup F11 - Drop-off	F12 - New Rx	Alt-X - Start								
Last Name Helvey First Name Ricky Salutation 🗨 OK	Save 🗙 Scan	Patient								
N New Paview / Dislag		<sup>⊗</sup> Profile								
N - New Review/Dialog P - Print/Reprint P - Claim Fee C - Cancel Claim		All Rxs								
F2 - View Details D - Pharmacist Declined R - Patient Refused		Active Rys								
Medication Reviews (0)	F2 Ins Del	Active ins								
Type Status Fee Status Created 🔻	Completed 🔺	Active Rxs w/Passtimes								
		Refillable Rxs								
		Pricing Profile								

4. The **Medication Review/Dialog** screen will appear. Select a review type from the dropdown menu and click **Print Now**. If you wish to add to the Med Review queue in order to print the Medication Review later, click **Save for Later**.

🥣 Medi	cation Review/Dialog	C X
Туре	NB PharmaCheck Medication	n Check-up
	Print Now Save f	or later X Cancel



5. The **Medication Review Rx Selection** screen will appear. Rxs under the **Pre-Selected** tab are selected by default; Rxs on the other tabs are not. Proceed through each tab and check the Rxs you want included in the report. When you are finished, click **OK**.

Medication Revie	w Rx Selection			
Pre-Selected (3)	Other Rxs Unfills	Not Dispensed	Discontinued	
Rx Num	Drug			Fill Date
<ul><li>✓ 1000958</li><li>✓ 1000957</li></ul>	Amoxicillin 50/ml Prinivil 2.5mg			11-Jul-2014 11-Jul-2014
☑ 1000956	Synthroid 112mcg			11-Jul-2014
			Select All	Select None
Drug lines to use	in review			
Drug line 1 Defa	ult	✓ Drug line	2 Default	•
	🗸 ОК		X Cancel	

- 6. The **Medication Review Report** form will appear. Select the appropriate print options and click **Print**. The report will generate.
- 7. Complete the Medication Review on the form. Sign the report and have the patient do the same.



# **Scanning Medication Review Reports**

8. From the Alt-X Start screen, go to Utilities > Printed Document Scan/Import.

File Edit Reports	Utilities Central Fill Cards Session H	Help Ve	rsion 10								
F3 - Patient	Drug Ordering	×	rkflow	F11 - Drop	o-off	F12 - New	Rx Al	t-X - Start			
	Merge	+			T						
	Unmerge	+			l ſ	<u>m</u> )					
Last Rx Numbers	Adjust Current Wait Time	•		ສີ					ו ק≡		▛▓▋
Regu <u>l</u> ar 1000	Check Interactions				ן נ			J <mark>4</mark>			
Narcotic 9000	Quick Price	Alt+=	Fo	llowups	I	Notes	Inbound	Docs Ou	utbound Fax	Μ	lail
Modify R	Delivery Orders	+									
	View Mail/Messages										
<u>R</u> eprint R	View Packager Batches										
Cancel R	View Pending Network Queue										
	Labels	+	0-1 hrs	1-4 hrs	4+ hrs	Tomorrow	Trouble	Total			
Modify Specific	Script Reentry Mode		0	0	0	0	0	4	Rx Cou	nts	
Reprint Specifi	Credit Card Password Manager								New	Rxs	0
	Database Maintenance	•	0	0	0	0	0	4	Repe	eat Rxs	0
Counsel R	Drug								Tota	l Rxs	0
	Patient/Rx Import										Details
	Printed Document Scan/Import										
		_									

9. The **Import Scanned Documents** screen will appear. Place the report pages face down on the scanner hopper. Check **Scan both sides of paper** if you are scanning pages with information on both sides and your scanner supports dual side scanning. Click **Start Scanning**.

Import Scanned Documents	
Scanner Scanner <b>FUJITSU fi-6130dj</b> Mode <b>Colour</b> Besolution <b>100</b>	Scan both sides of paper
To Process 0 To Reconcile 0	<u>Process and Reconcile</u>
View Scan <u>H</u> istory	X Close



10. When scanning is complete, the screen will indicate how many pages were scanned successfully and how many will need to be manually reconciled. When you are finished, click **Process and Reconcile**.

Import Scanned Documents	B
Scanner Scanner FUJITSU fi-6130Zdj #2 Mode Colour	<u>Start Scanning</u>
Resolution 100	Scan both sides of paper 📃
Document Processing To Process <b>0</b> To Reconcile <b>0</b>	Process and Reconcile
View Scan <u>H</u> istory	X Close

11. The **Document Scan Reconciliation** screen will appear. Items ready to be processed will appear in the **Documents to be created** section. Items that need to be reconciled will appear in the **Unprocessed Images** section.

🥣 Document Scar	n Reconcilia	ation							
Documents to be	created (	1)	1.	l ma	le c c	le u le	. lu		
Scanned on	2 Readu T	Filed By	Lype Patient Med Revie	Litte	Patient	Hx Num P	ages Message		â
11/0//2014 12:31.4	5 [neady i	orie	Fallent med nevie	1	Due, Jane		4		Process
									= Pending
									Documents
									*
🔲 🎯 🕅 Zoor	n 50.0 %		6888			Unproce	essed Images (0)	Current Docum	ent
						Docume	nt Images (2)		
						Scanned (	Dn Type	# Info Message	A
		NB Pharma	Check Medication Check	c-up ,	22 minutes in MB	12:31:43	Patient Med Rev	ie 1	
					12	12:31:45	Patient Med Rev	iel 2	
Proval Netwark Record	w.		FamilyDuciu						
206		19/00	FamilyEcolor Phone	Family Conter A	ax				
Alorgica	190	l		I					E
Continen									
famoefiledication Histofilerean	SreighBose	Revisible this Medication (requery, inentrisy, etc.)	Pergence	Comments	Pre-confiber				
Attane	Ming-30TA3	TWE LITABLET ONCE DALLY			Dr. Texi, Doi				
AALN C	SCT/8	INCELINGER WORLALT			Dr. Des Dor				
ACCURCE? OF THIS HOLD GOD	endert en arc iruan	u nesa ona compietor essi (filma	match provided to the patientian;	nemensor of the stepatons to	Dension v to a cyclo metri				
pharmadial of any change to enforce a secules solution	fotheir medication finally af care	a. Dy signing this, I consent for m	ypharmadiatik ahare his medicali	on list with my other health bara profe	saionala (present andfulure)				
									_
									· ·
—	Paberit Signab	re	bere	Prof		Docum	ent Type Patient	Med Review	-
						Patient	_		F3
						Namo	Dec. Inc.		DR 24/10/1950
						Address	Doe, Jan	<b>6</b>	
						Address	200 Main	50	
						City, Pro	Banff, A	в	
ally fairing a province of	and have	0			246-478	Mod Po	view		
A Water and a	Sector Sector	Brunswick				Med Ke	view		
AnnaChe (*** is a halman u be	Conscient Plannes by Ataonia	don and a load order itemas	Page 1 of 1			11/07/20	14 - NB PharmaCh	eck Medication Ch	eck-up 🔹
Bright	ness		Contrast	Sat	uration				
	)		0		0	× (	Cancel	🗸 Ne	t



12. If all Rxs were scanned successfully and appear in the **Documents to be created** section, click the **Process Pending Documents** button. Click **Cancel** to close the screen.

# **Billing a Medication Review**

- 13. Once scanning is complete, the **Fee For Service** claim will automatically populate in the **F12** screen. If necessary, perform a doctor search to locate the pharmacist to use as the prescriber and ensure all of the other information entered on the **F12** screen is correct.
- 14. Click F12 Fill Rx. The claim will be transmitted to the appropriate party for payment.

# **Completing Medication Review 'Saved for Later'**

1. To call up Medication Reviews 'Saved for Later', do one of the following:

## **Patient Card**

- a) Bring up the patient card using the **F3 Patient** search and select **Medication Review/Dialogs** from the right navigation pane.
- b) The Medication Reviews queue will appear. Select the Medication Review record you want to complete and click **F Call Up**.

<u>File Edit Patient</u>	Pr <u>o</u> file <u>R</u> eports	<u>U</u> tilities Centr <u>a</u> l Fill <u>C</u> ards	Session <u>H</u> e	elp			
F3 - Patient	F5 - Drug	F7 - Doctor F9 -	Workflow	F11 - Drop-off	F12 - New Rx	Alt-X - Start	
Last Name Doe		First Name Jane	Salutatio	n Ms. 💌	OK 🖉 Sav	/e 🗙 Cancel	Patient
					1.01.1		<sup>▼</sup> Profile
N - New Review/	Dialog P	Print/Reprint	F - Call up	C - Ca	ncel Claim		All Rxs
F2 - View Details	F2 - View Details D - Pharmacist Declined R - Patient Refused						
Medication Reviews [1] [F2] Ins [Del							
Туре		Status	Fee	Status	Created 🔻 Con	npleted 🔺	Active Rxs w/Passtimes
NB PharmaCheck Me	dication Check-up	Pending	Revi	ew Not Completed Yet	06/08/2014		Refillable Rys

## F9 - Workflow

- a) Select **F9 Workflow** from the **Alt-X Start** screen and select **Medication Reviews** from the right navigation pane.
- b) The Medication Review queue will appear. Select the Medication Review you want to complete and click **F Call Up**.

File Edit Utilities NH Workflow Cards Session Help						
F3 - Patient	F5 - Drug	F7 - Doctor F9 -	Workflow F11 - D	rop-off F12 - New I	Rx Alt-X - Start	
Mar II and an	<sup>⊗</sup> Workflow Actions					
Nedication	Review	S D - Pharmacist D	eclined R - Patient	Refused space - Marl	c Rxs	Rx's To Do
Patient	Туре		Status	Fee Status	Created Completed	Rx's In Progress
Dukes, George	NB PharmaCh	eck Medication Check-up	Pending	Review Not Completed Yet	15/08/2014	Pending Adjudication (0)
Dukes, George	NB PharmaCh	eck Medication Check-up	Pending	Review Not Completed Yet	07/08/2014	renaing Adjustcation (0)

2. Complete steps 4-14 of the <u>Creating a Paper Medication Review</u> section.





# **Sample Paper Medication Review Report**

NB PharmaCheck Medication Check-up						
Personal Medication Recon	dof		FamilyDoctor			
DOB 01-Jan-1	980	NBPDP	FamilyDoctor Phone	FamilyDocto	orFax	
Conditions						
NameofMedication Brand/Generic	Strength/Dose	Howtotakethis Medication (frequency, time of day, etc.)	Purpose	Comments	Prescriber	
Actonel	30mg - 30 TAB	TAKE 1 TABLET ONCE DAILY			Dr. Test, Doc	
A.C. & C	375/8/15mg- 30 TAB	TAKE 1 TABLET ONCE DAILY			Dr. Test, Doc	
vccuracy of this list is dep iharmacist of any change o enhance seamless cor	endent on the truth to their medicatior ntinuity of care.	fulness and completeness of informa is. By signing this, I consent for my pha	tion provided by the patient and armacist to share this medicatic	it remains at all times the patient' n list with my other health care pr	s responsibility to advise their ofessionals (present and futur	
	Patient Signati	ure —	Date	Kroll		
CANADIAN ASSOCIATION D	3 The lunch	- Num Driver			<b>.</b>	

# **Viewing a Completed Medication Review**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select **Medication Review/Dialogs** from the right navigation pane.
- 3. Highlight the completed Medication Review and click **F2** View Details.



4. The **NB PharmaCheck Medication Check-up** screen will display the scanned image of the completed Medication Review. Scanned Medication Reviews are also viewable from **Patient Documents**.

edication Review View	v	· A method	-	and in	-		E	23
NB PharmaCheck Medication Check-up								
Created 30-Jul-2	014 02:34 PM	Status Completed Pap	er	Fee Status	Claimed		Fee Rx 10	87678
014-07-30 2:39 PM								
🖥 🚳 🛃 Zoom 9	95.3 % 🔍 🤇	a   🗗 🗅 🖗 🖶 🗲	3/3 글					
		NB PharmaCl	neck Me	dication Check-u	ID	NB	P	NB
Personal Medication Recon	dof		,	FamilyDoctor				- II
DOB 01-Jan-1	980	NEPOP	,	FamilyDoctor Phone		Family Doctor Fax		_ E
Allergies								- 11
Conditions								- 11
NameofMedication Brand/Generic	Strength/Dose	How totake this Medication (frequency, time of day, etc.)		Purpose	Com	ments	Prescriber	
Actonel	30mg-30 TAB	TAKE 1 TABLET ONCE DAILY					Dr. Test, Doc	
A.C. & C	375/8/15mg- 30 TAB	TAKE 1 TABLET ONCE DAILY					Dr. Test, Doc	
GeneralComments								
Accuracy of this list is dep pharmacist of any change to enhance seamless co	endent on the truth to their medication trinuity of care.	Autness and completeness of inform is. By signing this, I consent for my p	ation provi harmacisti	ded by the patient and itri to share this medication i $\frac{1}{2}$	emains at all time list with my other h	s the patient's resp lealth care profess A Kroll	ponsibility to advise their ionais (present and futur	e)
B	nghtness		Cor	ntrast		Sa	turation	

# **Declined and Refused Medication Reviews**

This section explains the process for recording Medication Reviews that have been declined by the pharmacist or refused by the patient.

**NOTE:** The medication review records that are declined by the pharmacist or patient refused can also be noted from the Medication Review queue on the F9-Workflow screen.

# **Pharmacist Declined**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select **Medication Review/Dialogs** from the right navigation pane.



3. Select the appropriate Medication Review and click **D** – **Pharmacist Declined**.

<u>File Edit Patient Profile Report</u>	s <u>U</u> tilities Centr <u>a</u> l Fill <u>C</u> ar	rds Sess <u>i</u> on <u>H</u>	lelp			
F3 - Patient F5 - Drug	F7 - Doctor	9 - Workflow	F11 - Drop-off	F12 - New Rx	Alt-	X - Start
Last Name Doe	First Name Jane	Salutati	on Ms. 👤	ОК	Save	🗙 Cancel
N - New Review/Dialog	P - Print/Reprint	F - Claim F	ee C-C	ancel Claim		
F2 - View Details	D - Pharmacist Declined	R - Patient	Refused			
Medication Reviews (6)						F2 Ins Del
Туре	Status	Fee	Status	Created 🔻	Completed	
NB PharmaCheck Medication Check-up	Printed Paper	Rev	iew Not Completed Ye	t 06/08/2014		
NB PharmaCheck Medication Check-up	Completed Electronic	Per	iding Claim	06/08/2014	06/08/2014	

4. Select the appropriate option from the **Decline/Refuse** prompt.

Select an Option	C X
Decline/Refuse - NB PharmaCheck Medication Check-up.	
Do not prompt until the next time the patient comes in.	
Do not prompt until	
Never Prompt for this patient	
Cancel	

- If you select **Do not prompt until the next time the patient comes in**, no further action is required until the next time the patient visits the pharmacy.
- If you select **Do not prompt until...** you will be prompted to specify the next time you want to be prompted for the patient's Medication Review. Complete the form and click **OK**.
- If you select **Never Prompt for this patient** you will not receive any additional Medication Review prompts for the patient.

## **Patient Refused**

- 1. Bring up the patient card using the **F3 Patient** search.
- 2. Select **Medication Review/Dialogs** from the right navigation pane.



3. Select the appropriate Medication Review and click **R** – **Patient Refused**.

<u>File Edit Patient Profile Reports U</u> til	ities Centr <u>a</u> l Fill <u>C</u> ards Sess <u>i</u> on	<u>H</u> elp	
F3 - Patient F5 - Drug	F7 - Doctor F9 - Workflo	w F11 - Drop-off F1	2 - New Rx Alt-X - Start
Last Name Doe Fir	st Name Jane Salu	itation Ms. 🔽 OK	Save 🔀 Cancel
N - New Review/Dialog P - Pr	int/Reprint F - Clai	m Fee C - Cancel Cla	aim
F2 - View Details D - Ph	armacist Declined 🛛 🛛 R - Pati	ent Refused	
Medication Reviews (6)			F2 Ins Del
Туре	Status	Fee Status	Created 🔻 Completed 🔺
NB PharmaCheck Medication Check-up	Printed Paper	Review Not Completed Yet	06/08/2014
NB PharmaCheck Medication Check-up	Completed Electronic	Pending Claim	06/08/2014 06/08/2014

4. Select the appropriate option from the **Decline/Refuse** prompt.

Select an Option	C X
Decline/Refuse - NB PharmaCheck Medication Check-up.	
Do not prompt until the next time the patient comes in.	
Do not prompt until	
Never Prompt for this patient	
Cancel	

- If you select **Do not prompt until the next time the patient comes in** you will be prompted to specify if the review was declined by the **Patient** or **Someone Else**.
  - If you select Someone Else, the Medication Review/Dialog Refusal form will appear. Click the lookup button next to the Select agent field to search for the patient who refused the review. Select a relationship from the Relationship to patient menu and click OK.

(	💣 Medication Review/Dialog Refusal						
	Refused By 💿 Pat	ient					
	Select <u>ag</u> ent	Doe, Jane	-				
	<u>L</u> ast name	Doe					
	<u>F</u> irst name	Jane					
1	<u>R</u> elationship to patient	Daughter	T				
	E	✓ OK X Cancel					

- $\circ$   $\;$  No further action is required until the next time the patient visits the pharmacy.
- If you select **Do not prompt until...** you will be prompted to specify the next time you want to be prompted for the patient's Medication Review. Complete the form and click **OK**.



• If you select **Never Prompt for this patient** you will not receive any additional Medication Review prompts for the patient.

**NOTE:** Medication Review records that have been declined or refused cannot be deleted from the Medication Reviews queue.

# **Medication Review Statuses**

This section explains the statuses that appear in the **Medication Review** queue at various stages throughout the Medication Review process.

## **Statuses**

Eile <u>E</u> dit <u>P</u> atient Pr <u>o</u> file <u>R</u> eports <u>U</u> tilities <u>N</u> H Centr <u>a</u> lFill <u>C</u> ards Session <u>H</u> elp							
F3 - Patient F5 - Drug	F7 - Doctor F9 - Workflo	w F11 - Drop-off F12 -	New Rx Alt-X - Start				
Last Name Doe Fir	st Name Jane Salu	tation Ms. 👻 OK	Save 🗶 Cancel	Patient			
N. New Bestien (Distance D. D.	<sup>⊗</sup> Profile						
N - New Review/Dialog P - Pr	All Rxs						
F2 - View Details D - Pf Modioation Rouious (E)	Active Rxs						
Type	Status	Fee Status Cre	eated T Completed	Active Rxs w/Passtimes			
NB PharmaCheck Medication Check-up	Pending	Review Not Completed Yet 19,	0/08/2014	Refillable Rxs			
NB PharmaCheck Medication Check-up	Printed Paper	Review Not Completed Yet 31	/07/2014	Deficition Des Cla			
NB PharmaCheck Medication Check-up	Completed Electronic	Pending Claim 06,	5/08/2014 06/08/2014	Pricing Profile			
NB PharmaCheck Medication Check-up	Declined by Pharmacist	No Fee Applicable 11	/07/2014 11/07/2014	Not Disp./OTC Rxs			
NB PharmaCheck Medication Check-up	Refused by Patient	No Fee Applicable 19	/08/2014 19/08/2014	Rxs Filled in Error			

## Pending

Reviews that have been initiated but have not yet been completed.

#### **Printed Paper**

Reviews that have been printed but have not yet been billed.

#### Completed

Reviews that have been printed and billed.

#### **Declined by Pharmacist**

Reviews that have been declined by the pharmacist.

#### **Refused by Patient**

Reviews that have been refused by the patient.



# **Fee Statuses**

<u>Eile E</u> dit <u>P</u> atient Pr <u>o</u> file <u>R</u> eports <u>U</u> tilities <u>N</u> H Centr <u>a</u> l Fill <u>C</u> ards Session <u>H</u> elp							
F3 - Patient F5 - Drug	F7 - Doctor F9 - Workfle	ow F11 - Drop-off F1	2 - New Rx Alt-X - Start				
Last Name Doe	First Name Jane Sale	utation Ms. 👻 OK	Save 🗶 Cancel	Patient			
	✓ Profile						
N - New Review/Dialog P -	All Rxs						
F2 - View Details D - Medication Reviews (3)	Active Rxs						
Туре	Status	Fee Status	Created V Completed	Active Rxs w/Passtimes			
NB PharmaCheck Medication Check-up	Pending	Review Not Completed Yet	19/08/2014	Refillable Rxs			
NB PharmaCheck Medication Check-up	Refused by Patient	No Fee Applicable	19/08/2014 19/08/2014	Driging Profile			
NB PharmaCheck Medication Check-up	Completed Electronic	Pending Claim	06/08/2014 06/08/2014	Filling Fione			

## **Review Not Completed Yet**

Reviews that have been initiated but have not yet been completed.

### No Fee Applicable

Reviews with no associated fees (usually declined or refused reviews).

## **Pending Claim**

*Electronic reviews:* Completed reviews with a Status of **Completed**.

*Paper reviews:* Reviews that have been printed and the option **Require Document scan to complete Paper Med Review** is off, and reports that have been printed and scanned back into the system if this option is enabled.