Suspending, Resuming, and Tracking Rxs

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Suspending, Resuming, and Tracking Rxs

Suspending an Rx prevents the system from processing refills during a specified period of time. This may be required when a Nursing Home patient takes an LOA (leave of absence) and is away for a period of time. Suspensions are also required when a patient develops an allergy to a drug, when the patient is not available, or in other situations where the patient may need to stop administering the drug for a period of time.

This document explains how to suspend Rxs, how to resume Rxs when the suspension period has ended, and how to track suspensions.
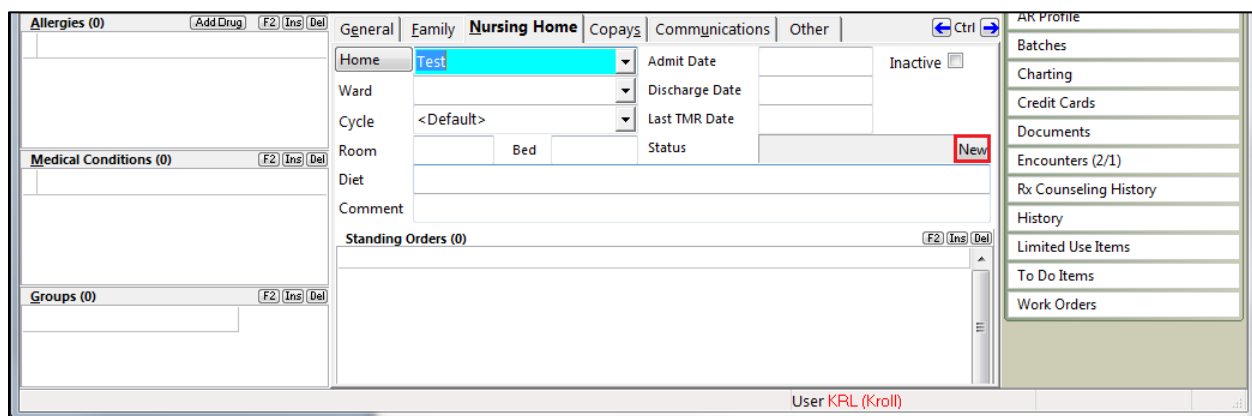
LOAs

When a patient is away from the Nursing Home for a specified period of time, setting an LOA status for the patient allows you to control which Rxs are suspended during their absence.

This section explains how to suspend Rxs in the event of an LOA, how to resume Rxs when the LOA period has ended, and how to track LOAs.

Suspending Rxs

1. Call up the Patient card for the selected patient.

2. Select the **Nursing Home** tab and click the **New** button next to the **Status** field.
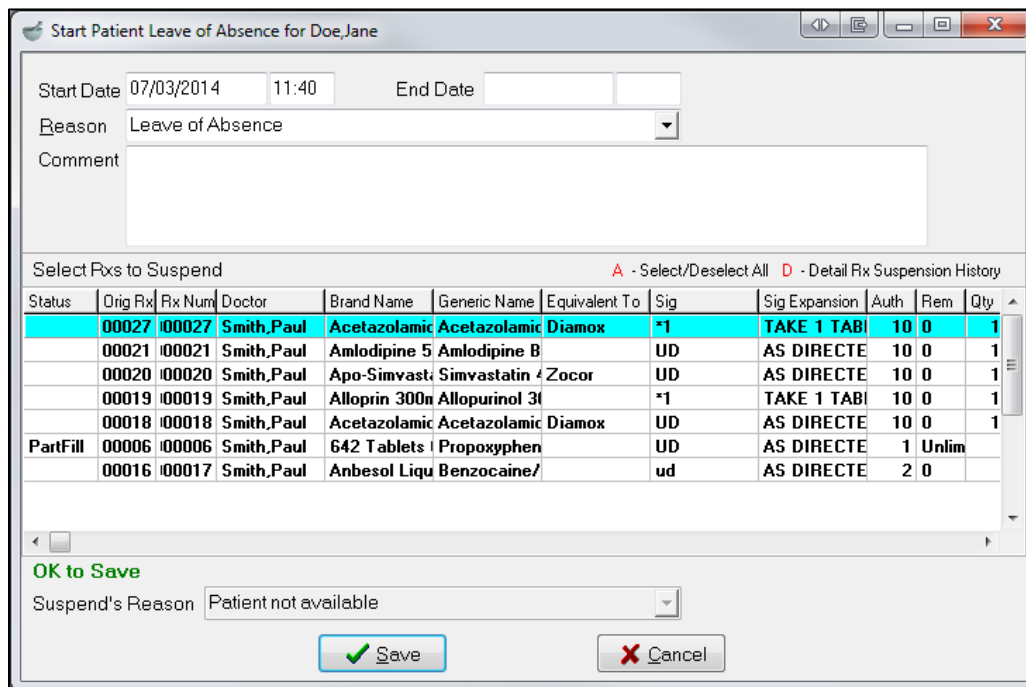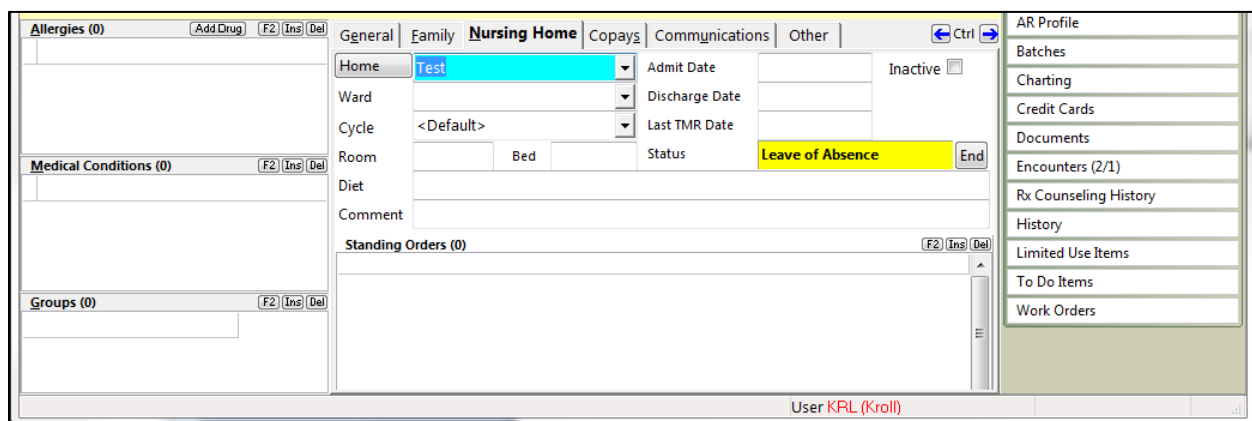
3. The **Start Patient Leave of Absence** screen will appear.

    • Enter the **Start Date** and **End Date** (if one is available). The **Start Date** field will default to the current date and time.

    • Select **Leave of Absence** from the **Reason** dropdown menu.

    • Enter any comments in the **Comment** field.
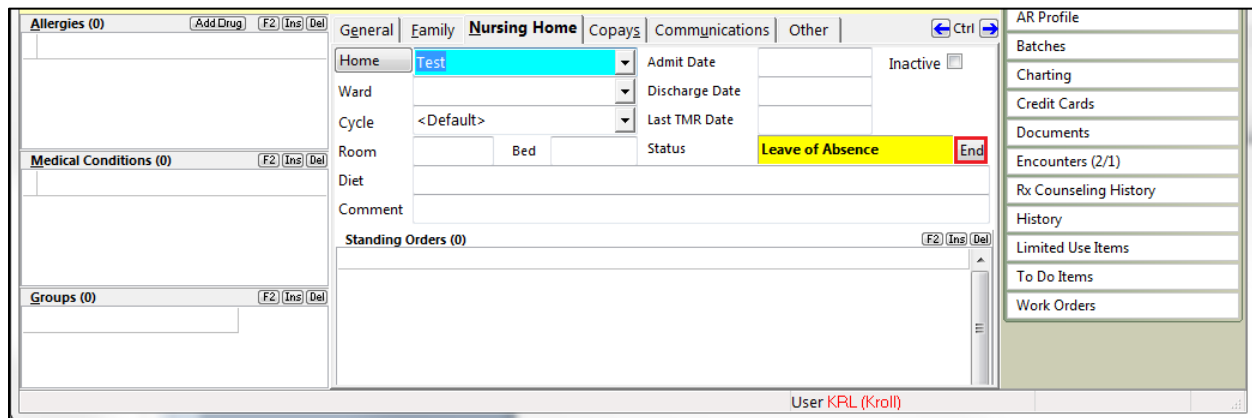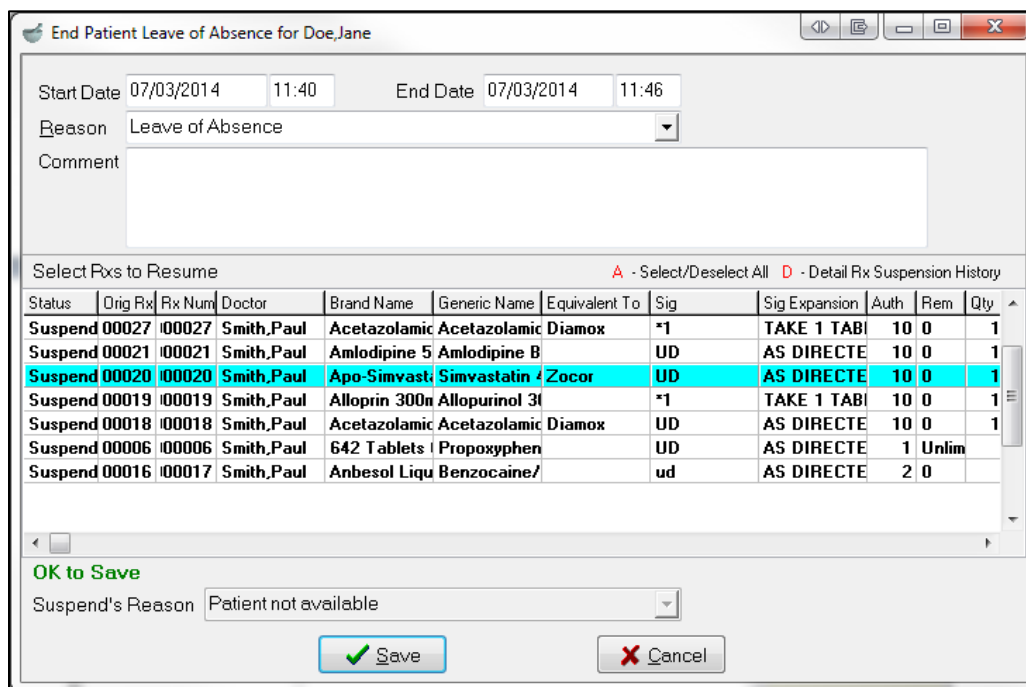
    • Select the Rxs you want to suspend.

4. Click **Save**. The Patient card will show a status of **Leave of Absence** in the **Status** field and the **New** button will change to an **End** button.

Resuming Rxs

1. Call up the Patient card for the selected patient.

2. Select the **Nursing Home** tab and click the **End** button next to the **Status** field.

3. The **Start Patient Leave of Absence** screen will appear.

- Enter the **End Date**. This field will default to the current date and time.

- Enter any comments in the **Comment** field.
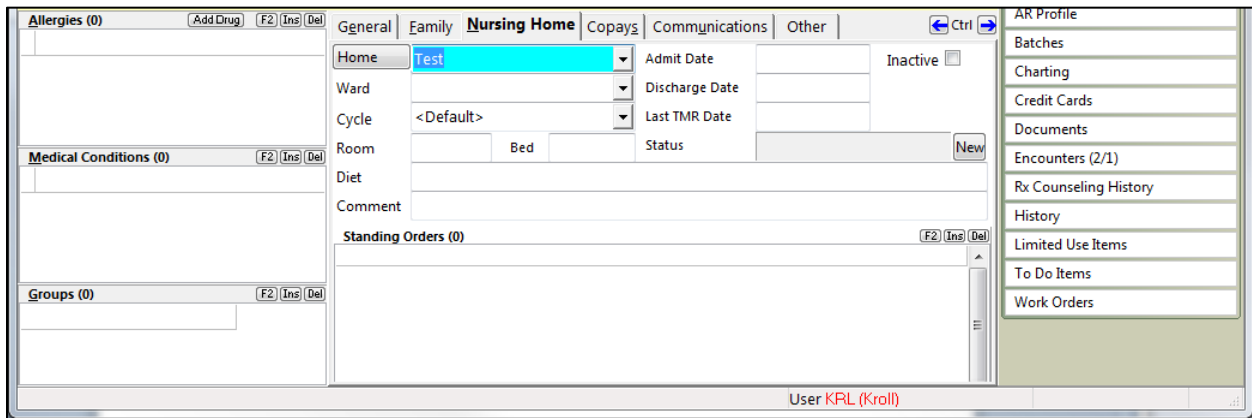
- Select the Rxs you want to resume.

4. Click **Save**. The Patient card will no longer show a status in the **Status** field.

Tracking LOAs

1. Call up the Patient card for the selected patient.

2. Go to **Patient** > **View Leaves of Absence**.
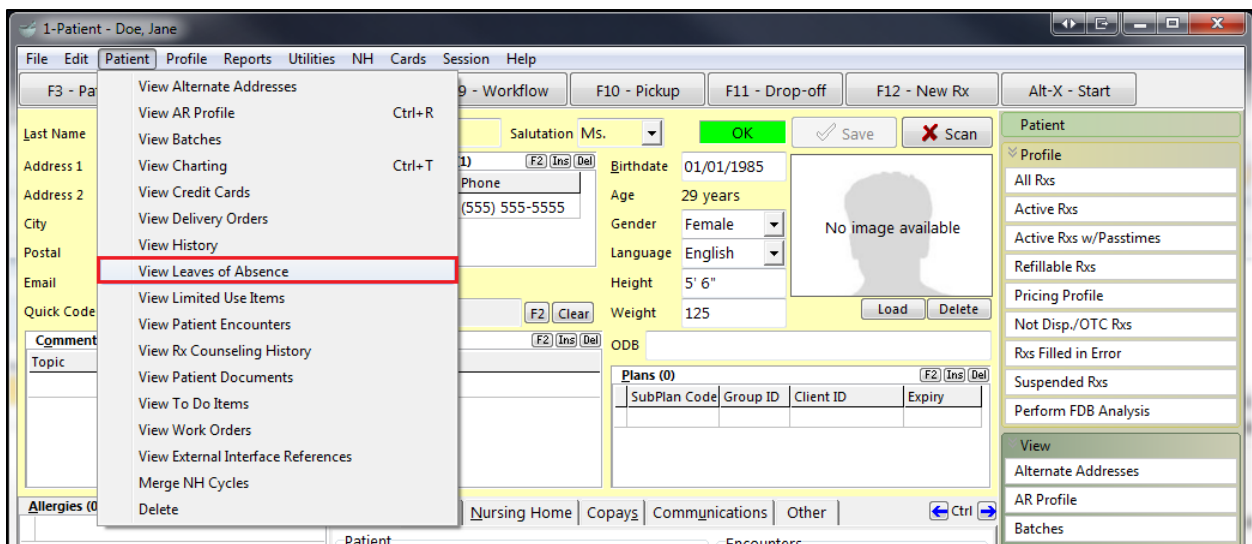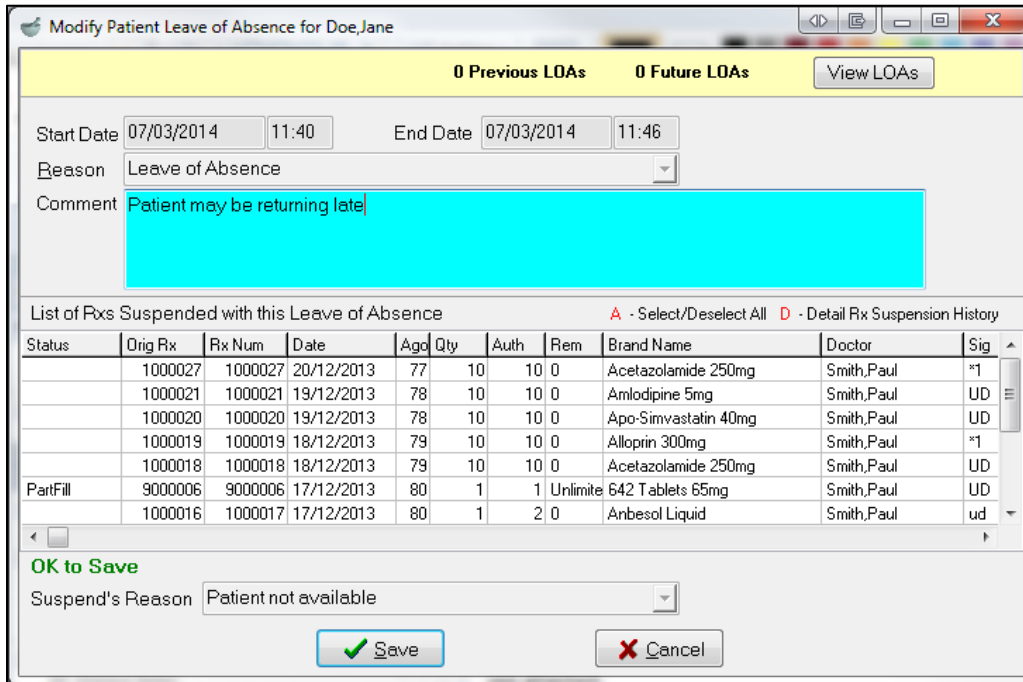
3. The **View Patient Leaves of Absence** screen will appear.
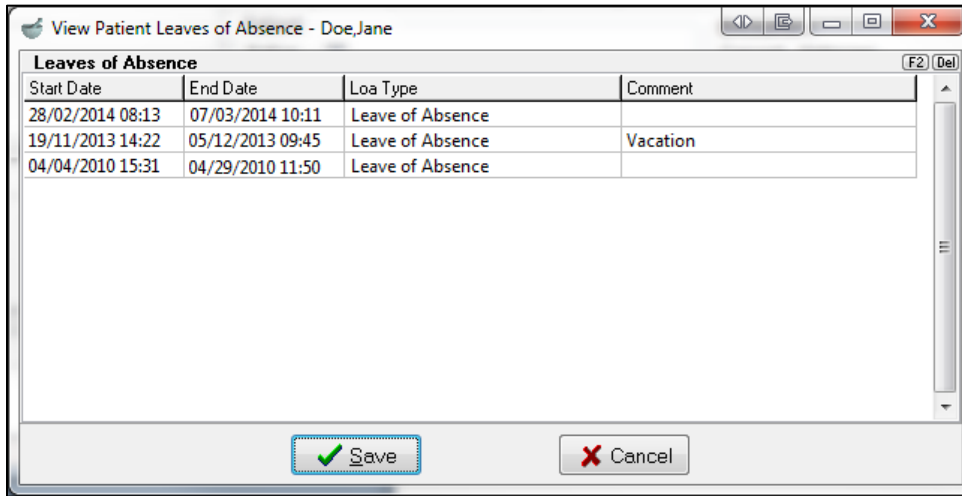
4. Double-click an **LOA** entry to view its details.
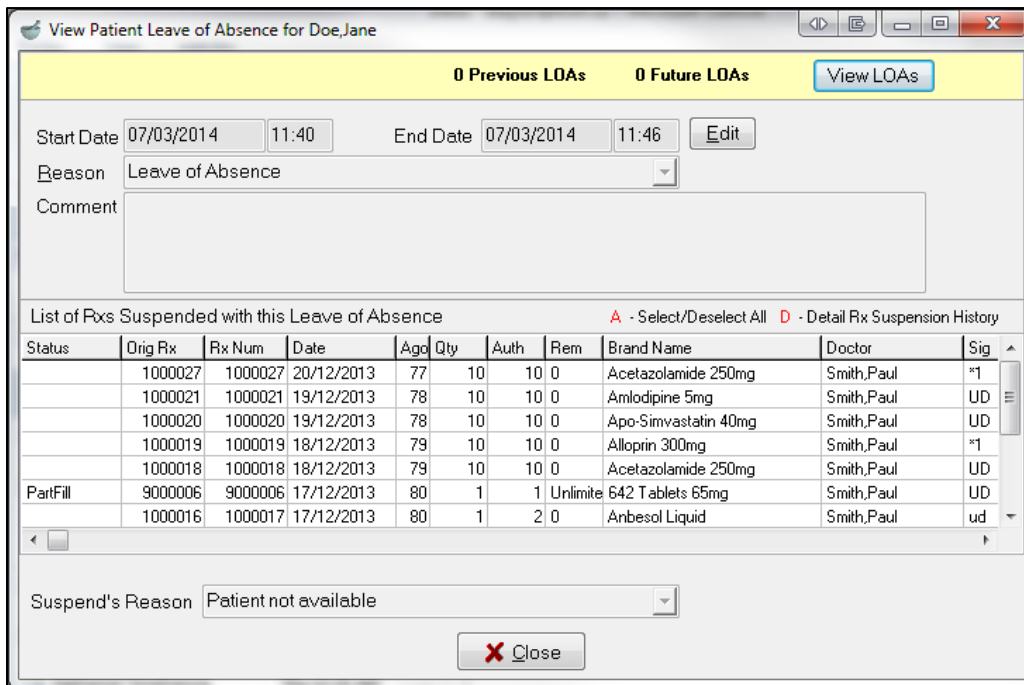
5. Information on the **View Patient Leave of Absence** screen is read-only, except for the **Comment** field, which can be edited by clicking the **Edit** button.

Suspending Individual Rxs (No LOA)

Individual Rxs may need to suspended in situations where the patient may need to stop administering a drug for a period of time.
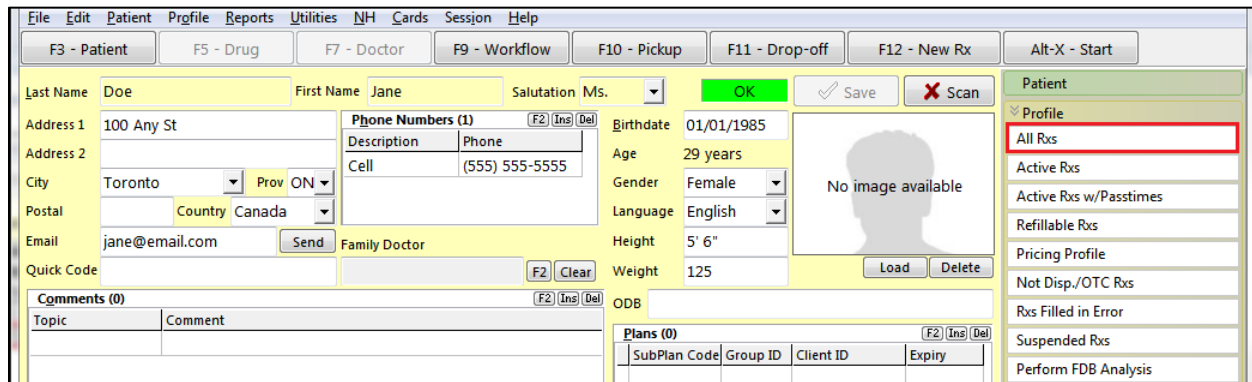
This section explains how to suspend individual Rxs, how to resume Rxs when the suspension period has ended, and how to track suspensions.

Suspending Rxs
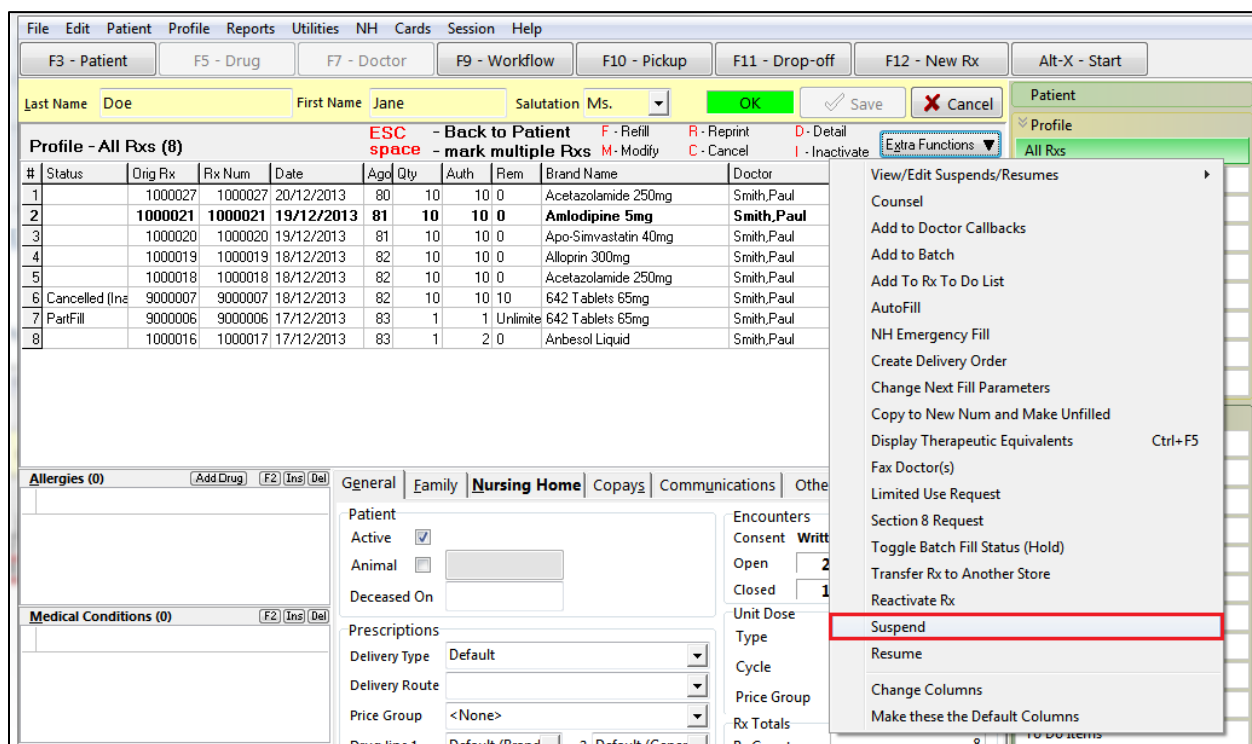
1. Call up the Patient card for the selected patient.

2. Select **All Rxs** from the right navigation pane.

3. The **Profile - All Rxs** screen will appear. Highlight the Rx(s) you want to suspend and select **Extra Functions** > **Suspend**.
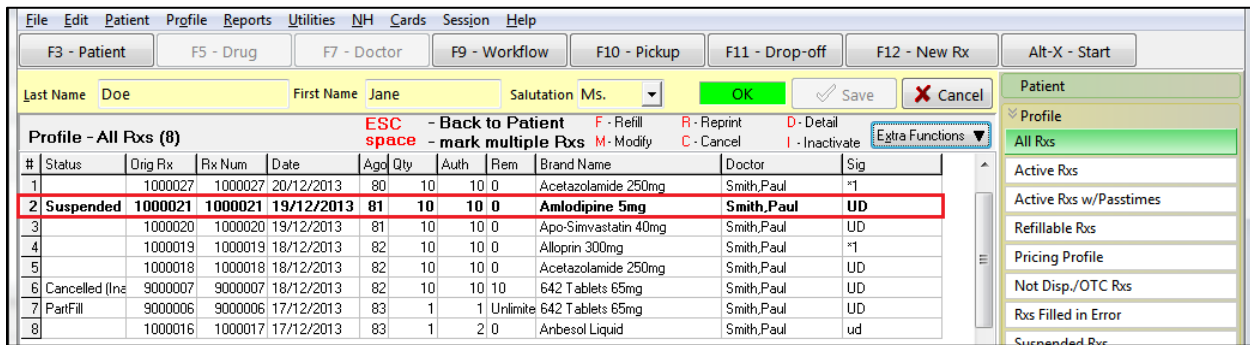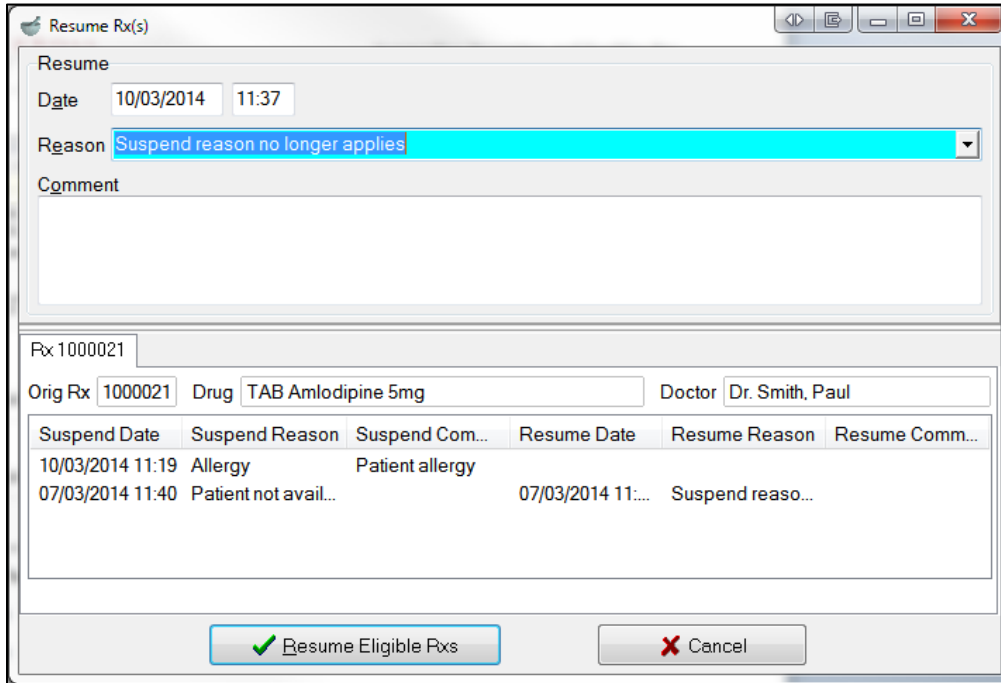

4. The **Suspend Rx(s)** screen will appear.

   - Enter the start date in the **Date** field. This field will default to the current date and time.

   - Select the suspend reason from the **Reason** dropdown menu.

   - Enter any comments in the **Comment** field.

- Enter the **Resume Date** and time (if available).

5. Click **Suspend Eligible Rxs**. The **Profile - All Rxs** screen will show a status of **Suspended.**

Resuming Rxs

1. Call up the Patient card for the selected patient.

2. Select **All Rxs** from the right navigation pane.

3. The **Profile - All Rxs** screen will appear. Highlight the Rx(s) you want to suspend and select **Extra Functions** > **Resume**.
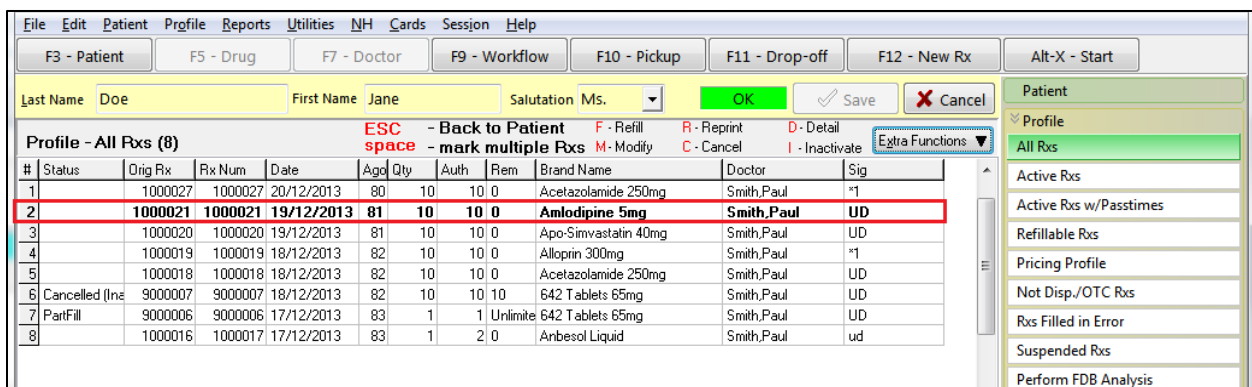
4. The **Resume Rx(s)** screen will appear.

    - Select a resume reason from the **Reason** dropdown menu.
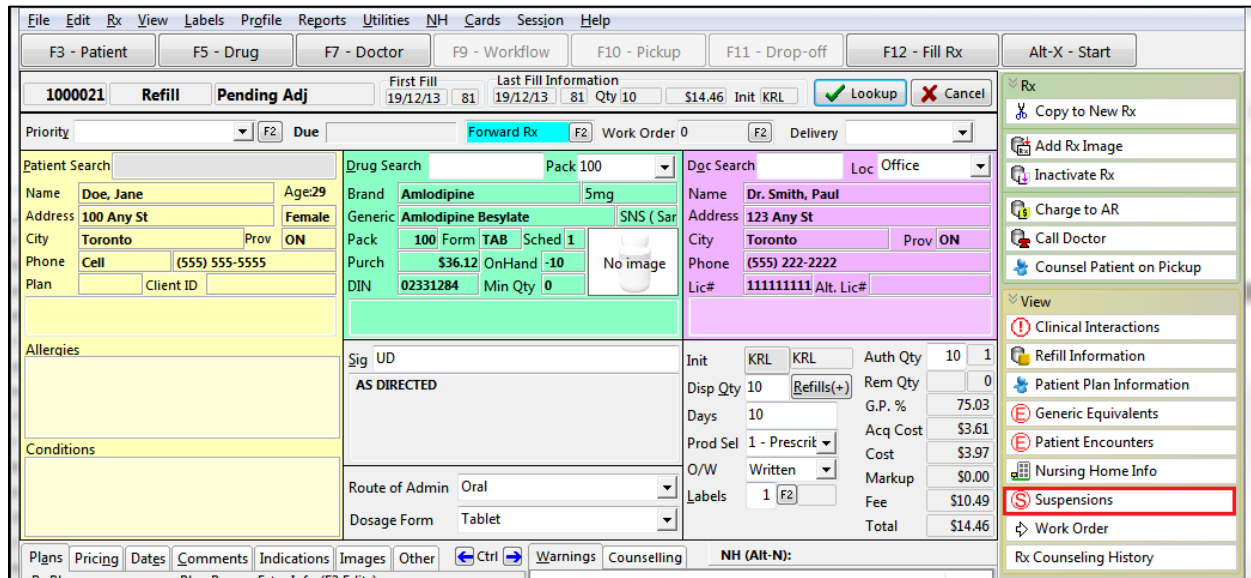
    - Enter any comments in the **Comment** field.

5. Click **Resume Eligible Rxs**. The **Profile - All Rxs** screen will no longer show a status of **Suspended**.
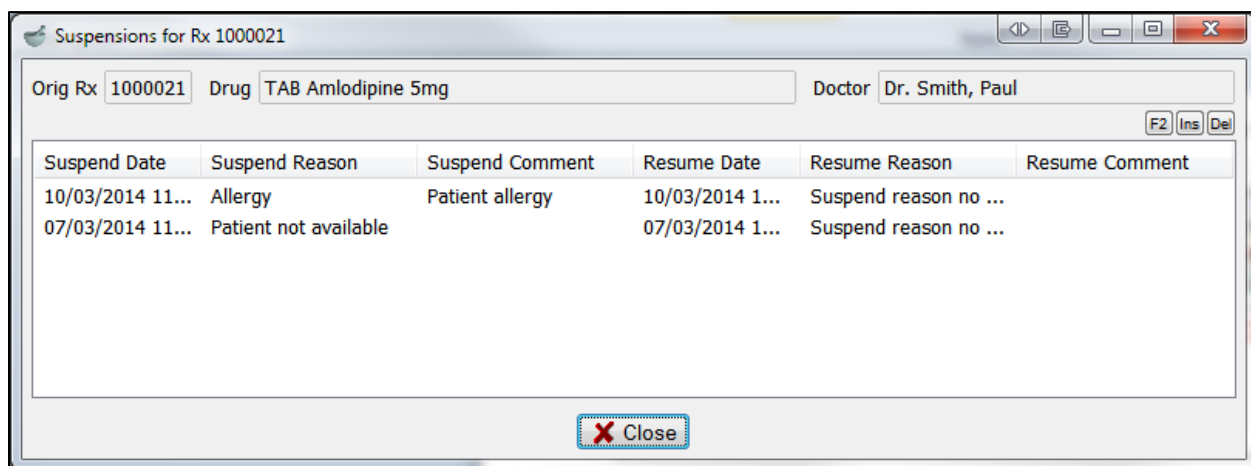
Tracking Rxs

1. Call up the **F12 - Fill Rx** screen for the selected Rx.

2. Select **Suspensions** from the right navigation pane.

3. The **Suspensions for Rx [xxxxxxx]** screen will appear, showing all of the suspensions associated with the Rx.

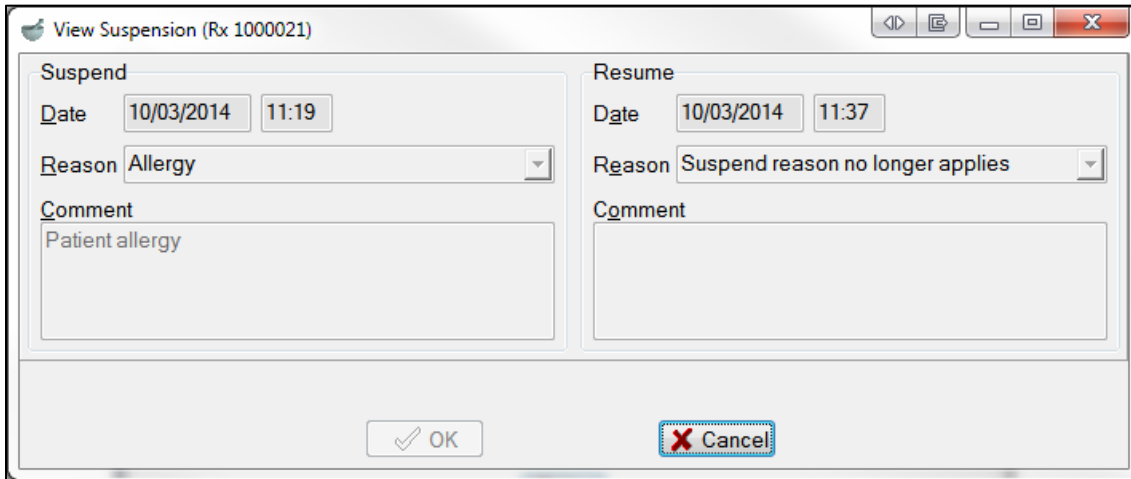4. Double-click an entry to view its suspension details.