

Dispill Packaging



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Dispill Packaging

The Dispill packaging system is available to retail and Nursing Home patients, and is intended to prevent errors in medication dispensing. This user guide explains how to set up Dispill packaging and how to generate the Dispill Report in Kroll.

What is Dispill Packaging

The Dispill packaging solution is an innovative, patented, cold-sealed, multi-dose packaging system that 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.

The top portion of each individual blister pack contains the patient name, medications within, and the time the medication should be administered. Dispill packaging in Kroll allows for various customizations that make organizing and dispensing medication simple.

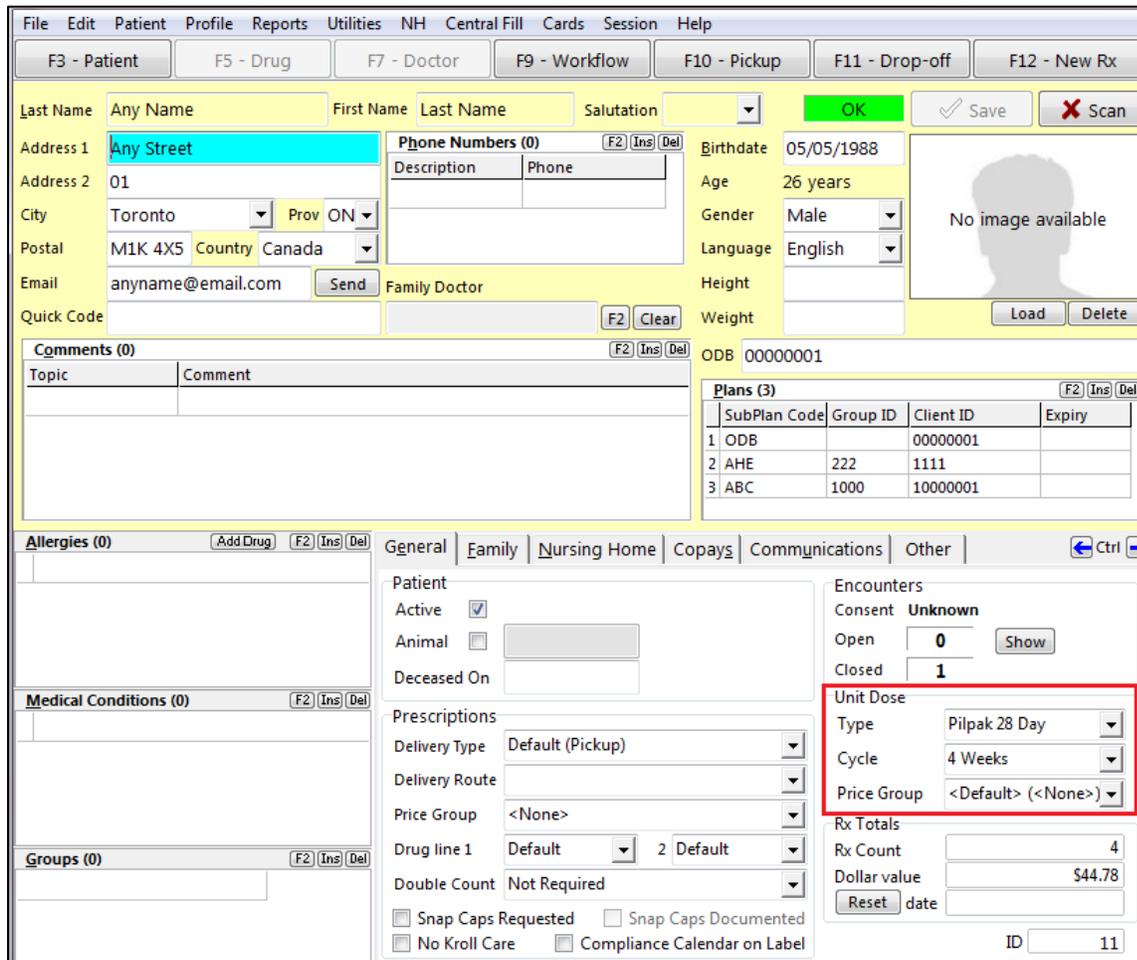
A completed Dispill package will look similar to the following:



NOTE: All Dispill packaging supplies must be purchased by the pharmacy from their preferred wholesalers. Kroll is not affiliated with the vendors of Dispill packaging supplies.

Patient Set Up (Retail Patients)

Configuring the F3-Patient Card for Retail Dispill packaging requires only a few steps. Firstly, access the **Extra Info** tab of the patient you are setting up Dispill packaging for and look for the **Unit Dose** configuration area.



The screenshot shows the 'F3 - Patient' card in a software application. The 'Unit Dose' section is highlighted with a red box. The configuration details are as follows:

SubPlan Code	Group ID	Client ID	Expiry
1 ODB		00000001	
2 AHE	222	1111	
3 ABC	1000	10000001	

Unit Dose Configuration:

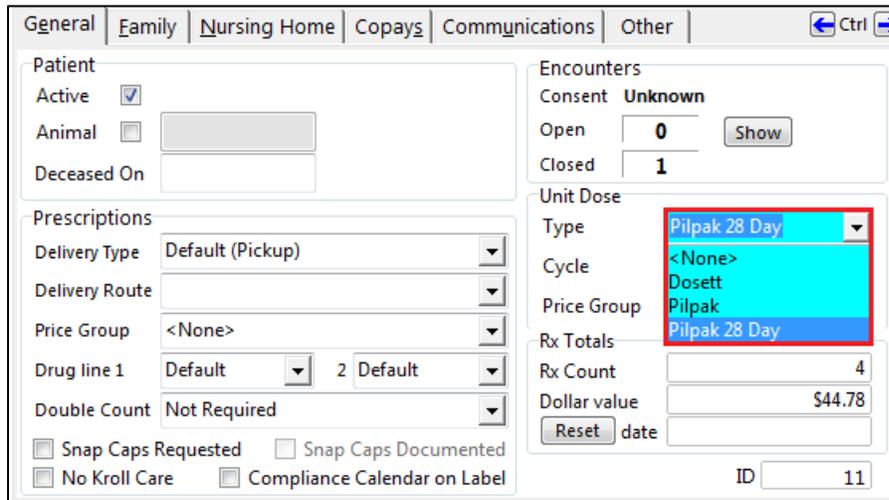
- Type: Pilpak 28 Day
- Cycle: 4 Weeks
- Price Group: <Default> (<None>)

Rx Totals:

- Rx Count: 4
- Dollar value: \$44.78

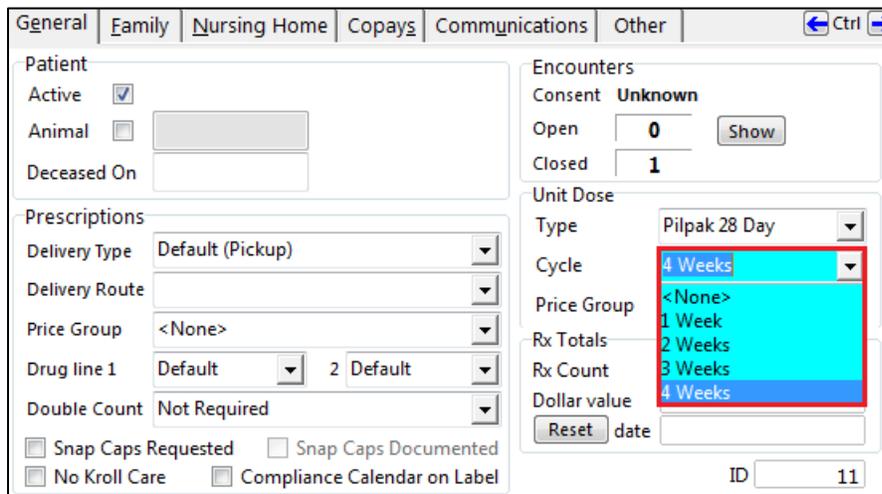
Other visible fields include: Last Name (Any Name), First Name (Last Name), Birthdate (05/05/1988), Age (26 years), Gender (Male), Language (English), and ID (11).

- Type:** There are 3 different types of unit dose packaging available: Dossett, Pilpak and Pilpak 28 Day. For Dispill, it is recommended that **Pilpak 28 Day** is selected. This accurately reflects the number of blisters available in a Dispill card (4 intake times x 7 days = 28 blisters).



The screenshot shows a software interface with several tabs: General, Family, Nursing Home, Copays, Communications, and Other. The 'Unit Dose' section is active, showing a dropdown menu with the following options: Pilpak 28 Day (highlighted in red), <None>, Dossett, Pilpak, and Pilpak 28 Day (highlighted in blue). Other fields include Patient (Active checked), Encounters (Open: 0, Closed: 1), Rx Count: 4, and Dollar value: \$44.78. The ID field is set to 11.

- 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.



The screenshot shows the same software interface as above, but with the 'Cycle' dropdown menu open. The options are: 4 Weeks (highlighted in red), <None>, 1 Week, 2 Weeks, 3 Weeks, and 4 Weeks (highlighted in blue). The 'Unit Dose' dropdown is still set to 'Pilpak 28 Day'. The ID field remains at 11.

- Price Group:** If the pharmacy is charging a different cost structure or a supplementary fee for Dispill 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.

General	Family	Nursing Home	Copays	Communications	Other
<div style="text-align: right;">← Ctrl →</div>					
Patient Active <input checked="" type="checkbox"/> Animal <input type="checkbox"/> <input type="text"/> Deceased On <input type="text"/>			Encounters Consent Unknown Open <input type="text" value="0"/> <input type="button" value="Show"/> Closed <input type="text" value="1"/>		
Prescriptions Delivery Type <input type="text" value="Default (Pickup)"/> Delivery Route <input type="text"/> Price Group <input type="text" value="<None>"/> Drug line 1 <input type="text" value="Default"/> 2 <input type="text" value="Default"/> Double Count <input type="text" value="Not Required"/>			Unit Dose Type <input type="text" value="Pilpak 28 Day"/> Cycle <input type="text" value="4 Weeks"/> Price Group <input type="text" value="Dispill Fee"/>		
<input type="checkbox"/> Snap Caps Requested <input type="checkbox"/> Snap Caps Documented <input type="checkbox"/> No Kroll Care <input type="checkbox"/> Compliance Calendar on Label			Rx Totals Rx Count <input type="text" value="4"/> Dollar value <input type="text" value="\$44.78"/> <input type="button" value="Reset"/> date <input type="text"/>		
					ID <input type="text" value="11"/>

Filling Retail Dispill Prescriptions

1. When filling for Dispill (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.



Unit Dose Information

Enable Unit Dose

of Pills for Breakfast Card Number

Lunch

Dinner

Bedtime

Custom Unit Dose

OK Cancel

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).



Unit Dose Information

Enable Unit Dose

of Pills for Breakfast Card Number

Lunch

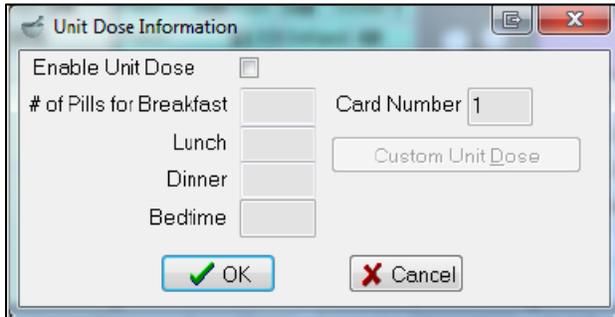
Dinner

Bedtime

Custom Unit Dose

OK Cancel

- Should the medication be in a form that cannot be included in the Dispill packaging, 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 Dispill report.



- Click **OK** or press **Enter** on the keyboard to save the unit dose configuration 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.

<table border="1"> <tr> <td>Side</td> <td>APX (</td> </tr> <tr> <td>Sched 1</td> <td></td> </tr> <tr> <td>End -60</td> <td></td> </tr> <tr> <td>Qty 0</td> <td></td> </tr> </table>	Side	APX (Sched 1		End -60		Qty 0		<table border="1"> <tr> <td>Address</td> <td>Hospital</td> <td>Toronto</td> </tr> <tr> <td>Phone</td> <td>(416) 383-1010</td> <td>Lic# 99999</td> </tr> </table>	Address	Hospital	Toronto	Phone	(416) 383-1010	Lic# 99999																					
Side	APX (
Sched 1																																				
End -60																																				
Qty 0																																				
Address	Hospital	Toronto																																		
Phone	(416) 383-1010	Lic# 99999																																		
<table border="1"> <tr> <td>Init</td> <td>KC</td> <td>Auth Qty</td> <td>140</td> <td>5</td> </tr> <tr> <td>Disp Qty</td> <td>28</td> <td>Refills(+)</td> <td>Rem Qty</td> <td>140 5</td> </tr> <tr> <td>Days</td> <td>28</td> <td>G.P. %</td> <td colspan="2">92.49</td> </tr> <tr> <td>Prod Sel</td> <td>None</td> <td>Cost</td> <td colspan="2">\$0.75</td> </tr> <tr> <td>O/W</td> <td></td> <td>Markup</td> <td colspan="2">\$0.22</td> </tr> <tr> <td>Labels</td> <td>1 F2</td> <td>Fee</td> <td colspan="2">\$10.74</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td colspan="2">\$11.71</td> </tr> </table>	Init	KC	Auth Qty	140	5	Disp Qty	28	Refills(+)	Rem Qty	140 5	Days	28	G.P. %	92.49		Prod Sel	None	Cost	\$0.75		O/W		Markup	\$0.22		Labels	1 F2	Fee	\$10.74				Total	\$11.71		
Init	KC	Auth Qty	140	5																																
Disp Qty	28	Refills(+)	Rem Qty	140 5																																
Days	28	G.P. %	92.49																																	
Prod Sel	None	Cost	\$0.75																																	
O/W		Markup	\$0.22																																	
Labels	1 F2	Fee	\$10.74																																	
		Total	\$11.71																																	
<table border="1"> <tr> <td>Warnings</td> <td>Counselling</td> <td>Unit Dose (Ctrl-U): Brk:1, Dir:2</td> </tr> </table>	Warnings	Counselling	Unit Dose (Ctrl-U): Brk:1, Dir:2																																	
Warnings	Counselling	Unit Dose (Ctrl-U): Brk:1, Dir:2																																		

- 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

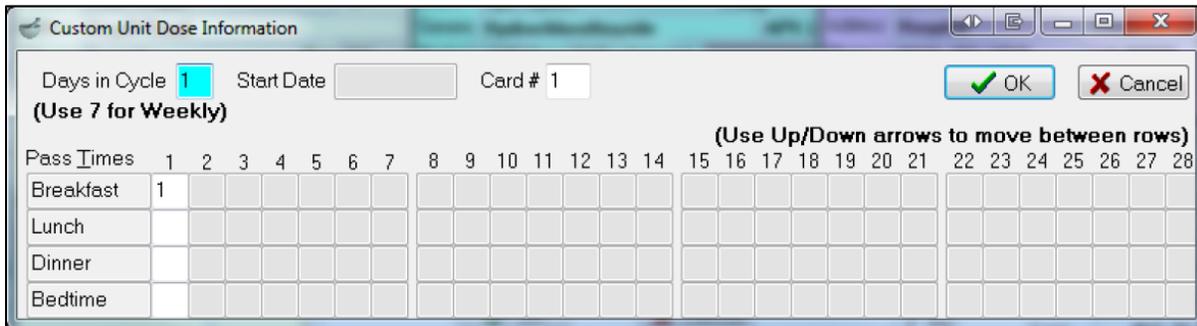
Each individual cell in a Dispill card can hold a certain number of pills depending on the size and shape of the medications being packaged; therefore, users can manually allocate which medications they would like to print on which card. A patient may have numerous cards for each week depending on the 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".



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.



Custom Unit Dose Information

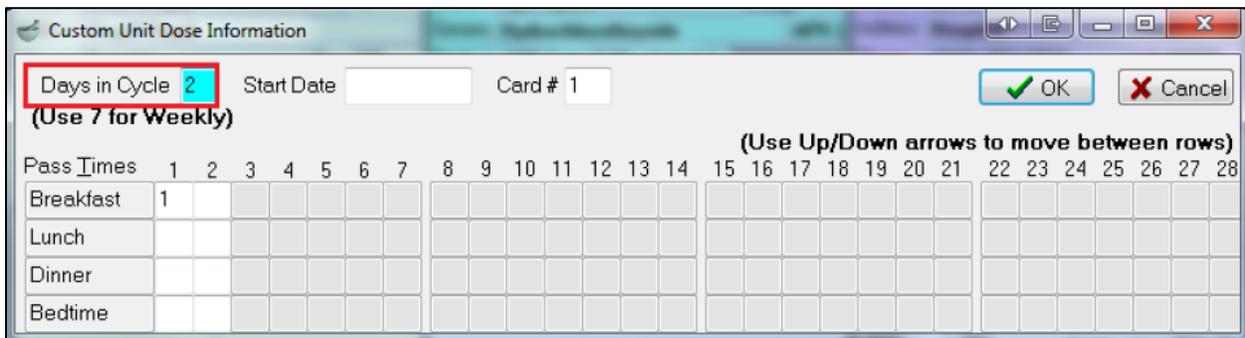
Days in Cycle **1** Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

- **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.



Custom Unit Dose Information

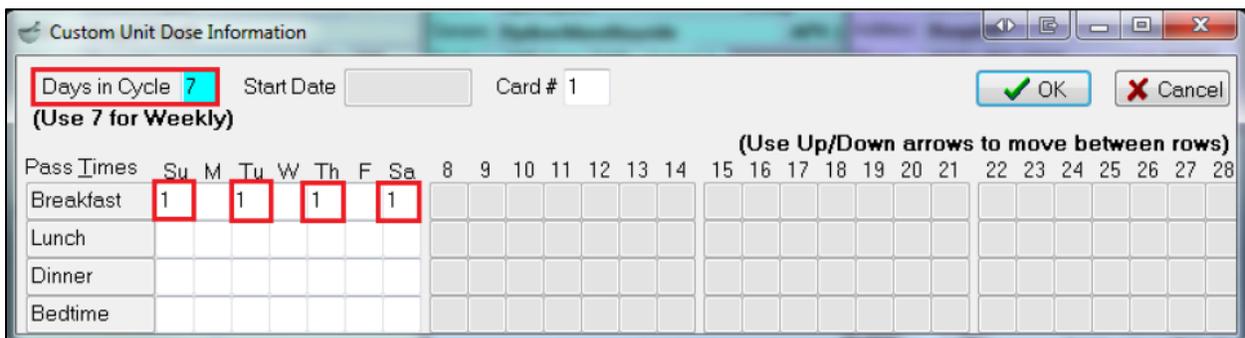
Days in Cycle **2** Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

- A SIG instruction to “Take 1 tablet on Sunday, Tuesday, Thursday and Saturday” will have a “Days in Cycle” of 7 days.



Custom Unit Dose Information

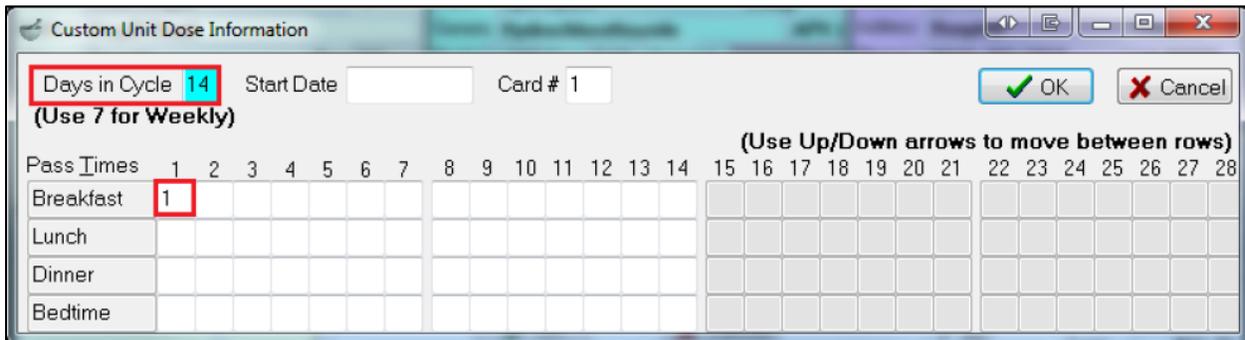
Days in Cycle **7** Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	Su	M	Tu	W	Th	F	Sa	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1		1		1		1																					
Lunch																												
Dinner																												
Bedtime																												

- A SIG instruction to “Take 1 tablet once every 2 weeks in the morning” will have a “Days in Cycle” of 14 days.



Custom Unit Dose Information

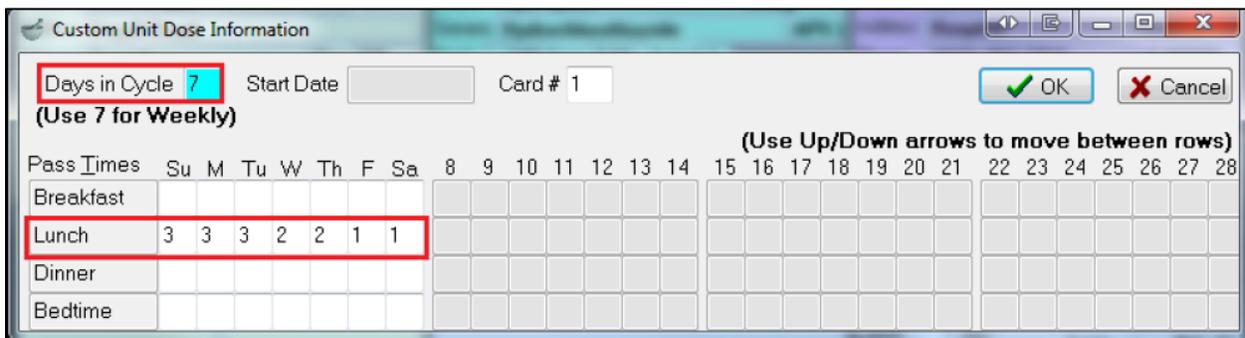
Days in Cycle **14** Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

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



Custom Unit Dose Information

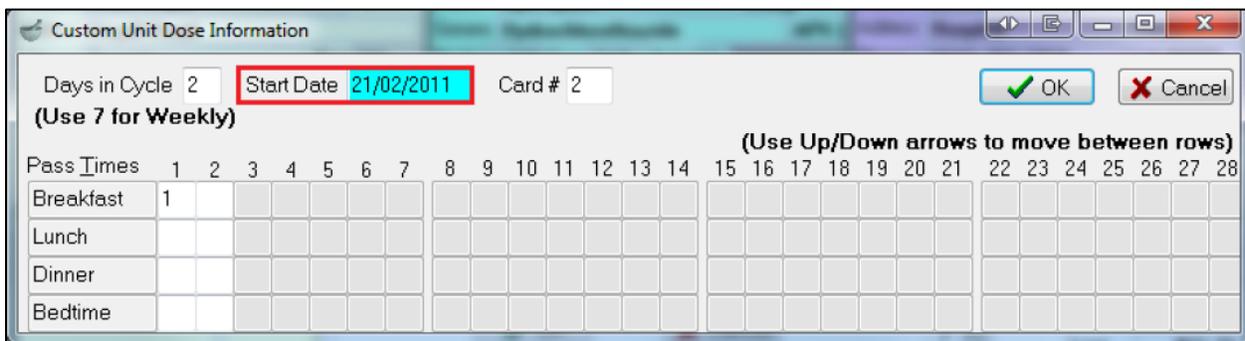
Days in Cycle **7** Start Date Card #

(Use 7 for Weekly)

(Use Up/Down arrows to move between rows)

Pass Times	Su	M	Tu	W	Th	F	Sa	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast																												
Lunch		3	3	3	2	2	1	1																				
Dinner																												
Bedtime																												

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



Custom Unit Dose Information

Days in Cycle **2** Start Date **21/02/2011** Card #

(Use 7 for Weekly)

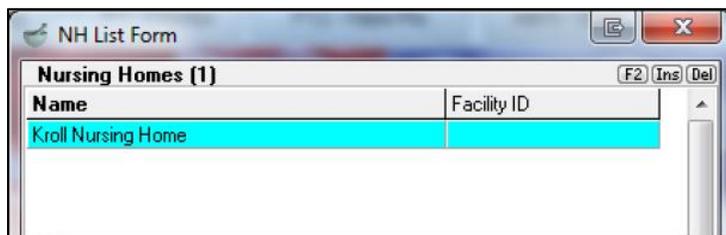
(Use Up/Down arrows to move between rows)

Pass Times	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Breakfast	1																											
Lunch																												
Dinner																												
Bedtime																												

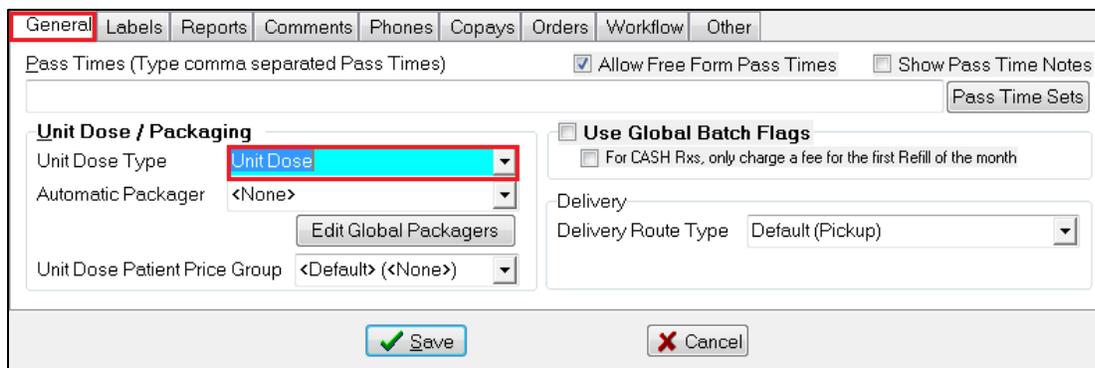
Nursing Home Dispill Setup

Dispill 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:

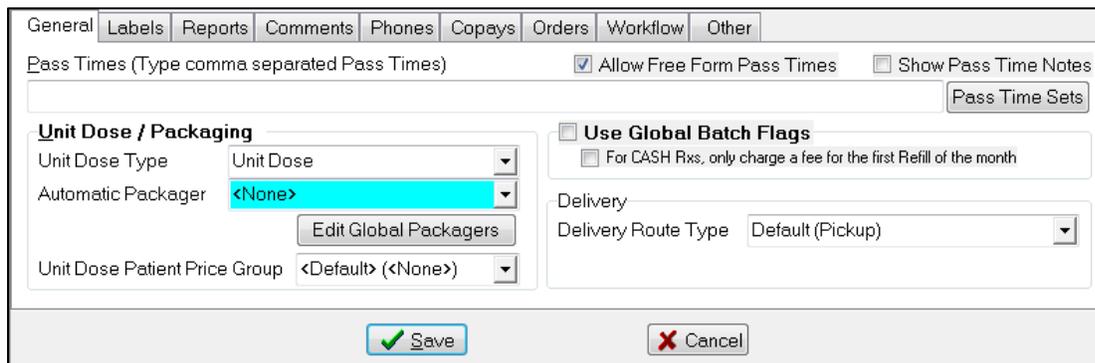
1. Go to **NH > Edit Nursing Home List**.
2. Login with your Kroll Initials and Password to bring up the **NH List Form**.
3. Double click on the nursing home you want to configure Dispill packaging for.



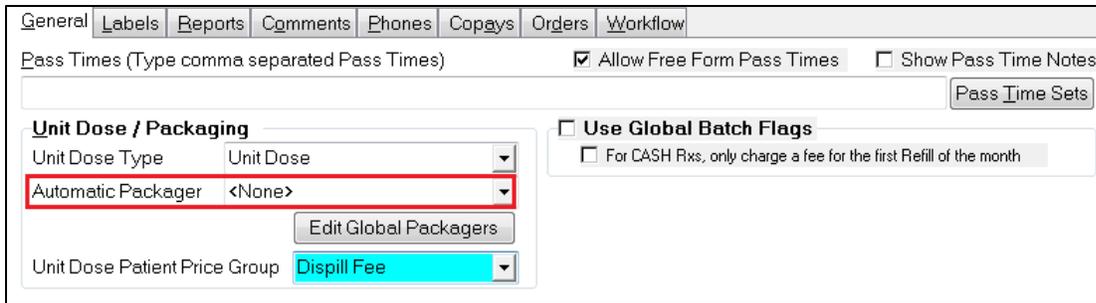
4. From the **General** tab of the **Nursing Home Form**, locate the **Unit Dose/Packaging** section.
5. Select **Unit Dose** from the **Unit Dose Type** dropdown menu.



6. Set the **Automatic packager** to **<None>**.



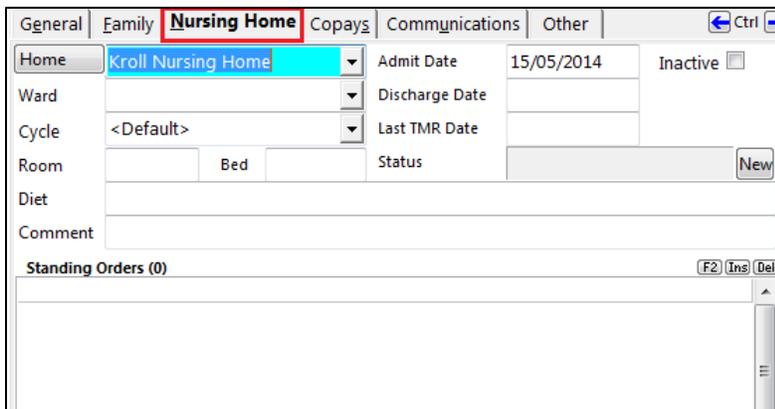
- Unit Dose Patient Price Group:** If the pharmacy is charging a different cost structure or a supplementary fee for nursing home Dispill prescriptions and has already created a **strategy** in pricing configurations, simply select the **strategy** from the **Unit Dose Patient Price Group** drop down menu (please call Kroll Software at 1-800-263-5876 ext. 1 if you require assistance setting up a special pricing strategy). Take note that this **strategy** only applies to nursing home prescriptions that have **Unit Dose** activated at the prescription level. Select **Dispill Fee** from the **Unit Dose Patient Price Group** dropdown menu.



- 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 Dispill).

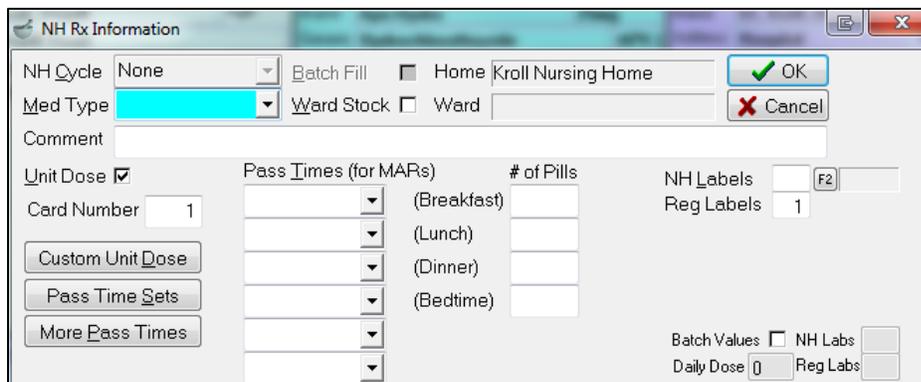
Add a new patient to an existing home by going into the F3-Patient Card and click on the **Nursing Home** tab. Select the correct nursing home from the dropdown menu as well as the corresponding ward and other supplementary information as required.



Filling Nursing Home Dispill Prescriptions

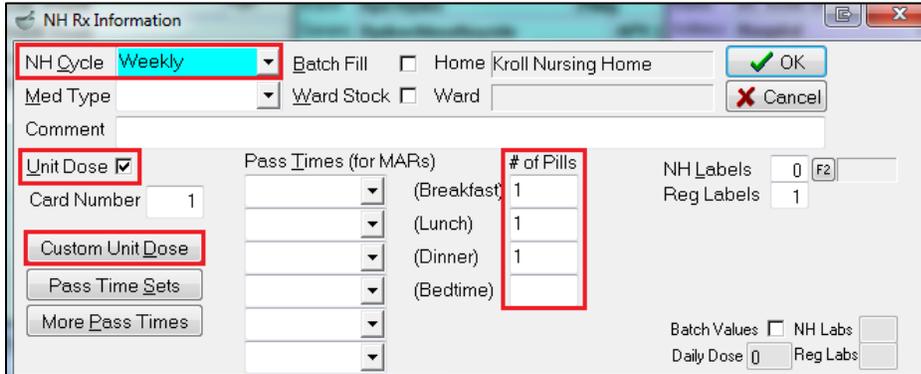
When filling Nursing Home Dispill prescriptions, the unit dose window is slightly different than the window displayed for Retail prescriptions. The **Nursing Home Rx Information (ALT+N)** window replaces the Unit Dose (CTRL+U) window and allows more information to be entered in regards to **Cycles, Med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

1. When filling a NH Dispill 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 Dispill 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.

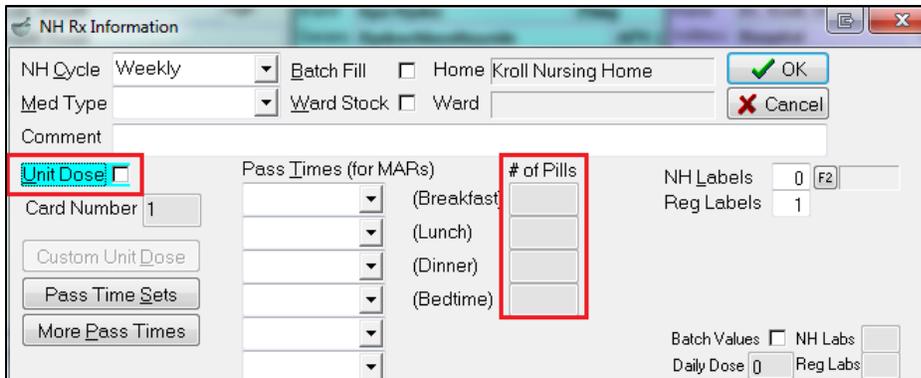
- The **Custom Unit Dose** window is available from the **NH Rx Information** window and will allow users to specify particular days which the medication is to be taken if it is not dosed the same from day to day.



The screenshot shows the 'NH Rx Information' window. The 'NH Cycle' is set to 'Weekly'. The 'Unit Dose' checkbox is checked. The 'Pass Times (for MARs)' section has four rows: (Breakfast), (Lunch), (Dinner), and (Bedtime). The '# of Pills' column has values 1, 1, 1, and an empty field respectively. The 'Custom Unit Dose' button is highlighted. Other fields include 'Card Number 1', 'NH Labels 0', and 'Reg Labels 1'.

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 Dispill packaging.

- If the medication is in a form that cannot be included in the Dispill 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.



The screenshot shows the 'NH Rx Information' window with the 'Unit Dose' checkbox unchecked. The '# of Pills' column for all pass times (Breakfast, Lunch, Dinner, Bedtime) is now greyed out. The 'Custom Unit Dose' button is highlighted. Other fields remain the same as in the previous screenshot.

- 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.

APX (Address	Hospital	Toronto
	Phone	(416) 383-1010	Lic# 99999
	Init	KC	Auth Qty 140 5
	Disp Qty	28	Rem Qty 140 5
	Days	28	G.P. % 92.49
	Prod Sel	None	Cost \$0.75
	O/W		Markup \$0.22
	Labels	1 F2	Fee \$10.74
			Total \$11.71
Counselling	NH (Alt-N): --Brk:1		

- Continue to fill the prescription by pressing **F12-Fill Rx** as usual.

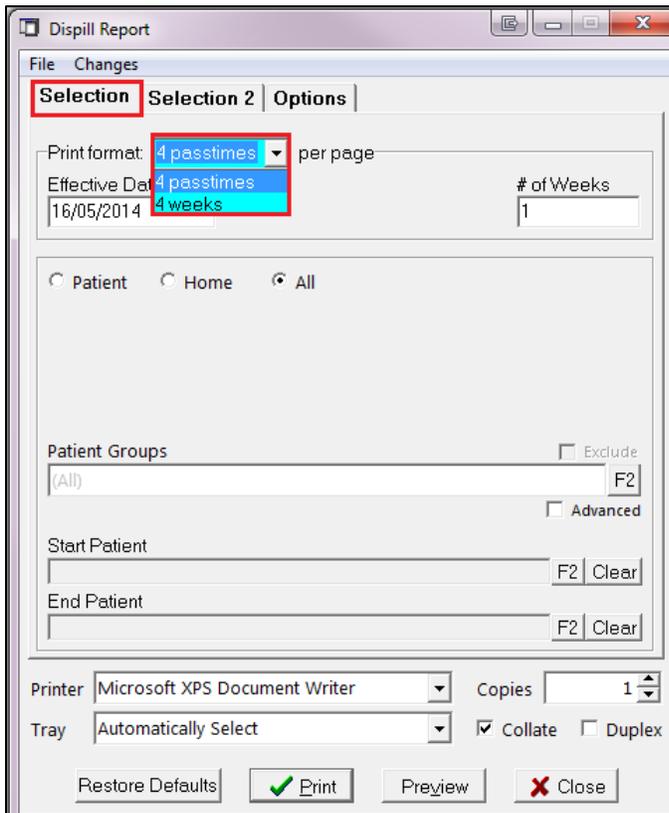
Generating Dispill Reports

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



To generate the **Dispill Report**, go to **Reports > Patient > Dispill Report**, or bring up the **F3-Patient Card** and select **Reports > Dispill Report**.

Selection Tab



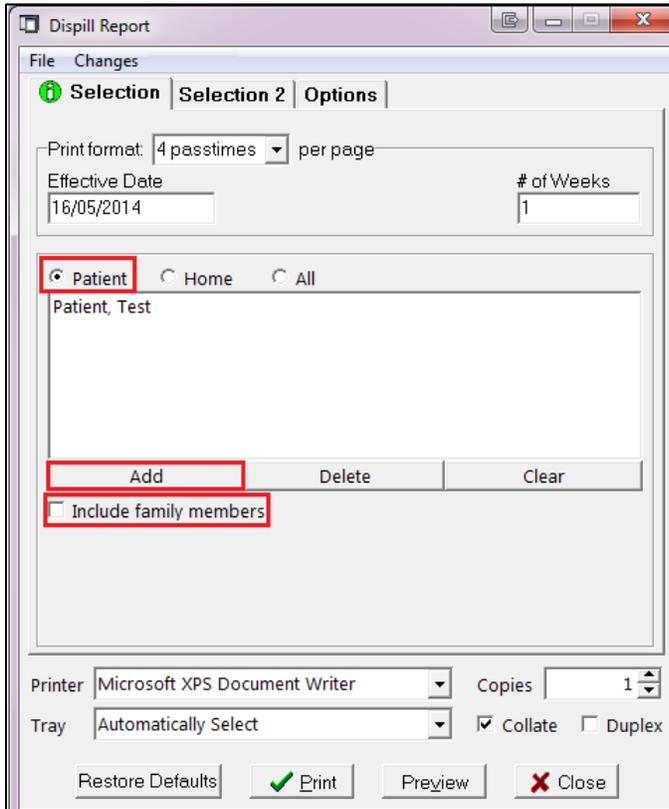
The screenshot shows the 'Dispill Report' application window with the 'Selection' tab active. The 'Print format' dropdown is set to '4 passtimes' and the 'Effective Date' is '16/05/2014'. The '# of Weeks' field is set to '1'. The 'Patient Groups' dropdown is set to '(All)'. The 'Printer' is set to 'Microsoft XPS Document Writer' and 'Copies' is set to '1'. The 'Tray' is set to 'Automatically Select'. The 'Collate' checkbox is checked and the 'Duplex' checkbox is unchecked. The 'Print' button is highlighted with a green checkmark.

- **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**.



Dispill Report

File Changes

Selection Selection 2 Options

Print format: 4 passtimes per page

Effective Date: 16/05/2014 # of Weeks: 1

Patient Home All

Patient, Test

Add Delete Clear

Include family members

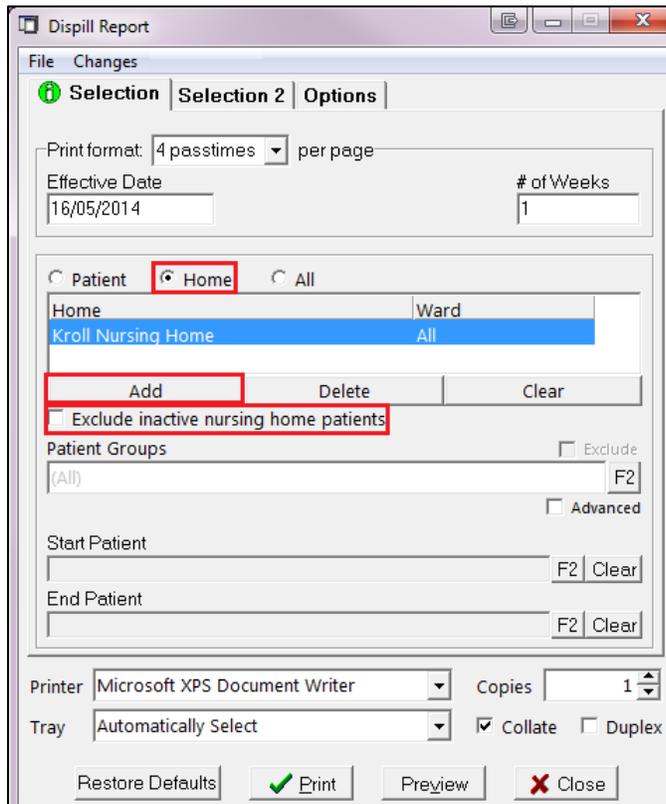
Printer: Microsoft XPS Document Writer Copies: 1

Tray: Automatically Select Collate Duplex

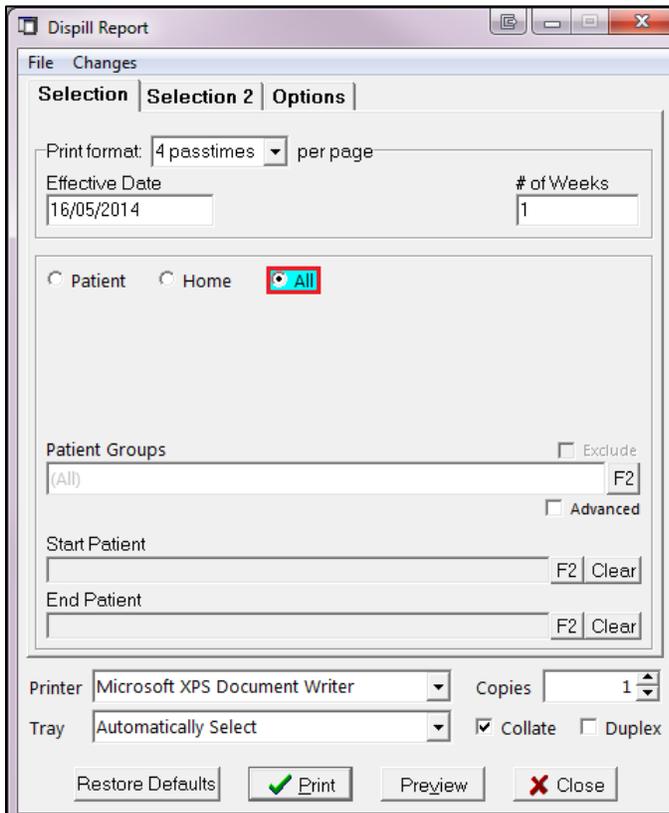
Restore Defaults Print Preview Close

- 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 a Dispill Report for all patients that have Dispill-configured prescriptions, select the **All** radio button.



The screenshot shows a software window titled "Dispill Report" with a menu bar containing "File" and "Changes". The window has three tabs: "Selection", "Selection 2", and "Options", with "Selection" being the active tab. The "Selection" tab contains the following elements:

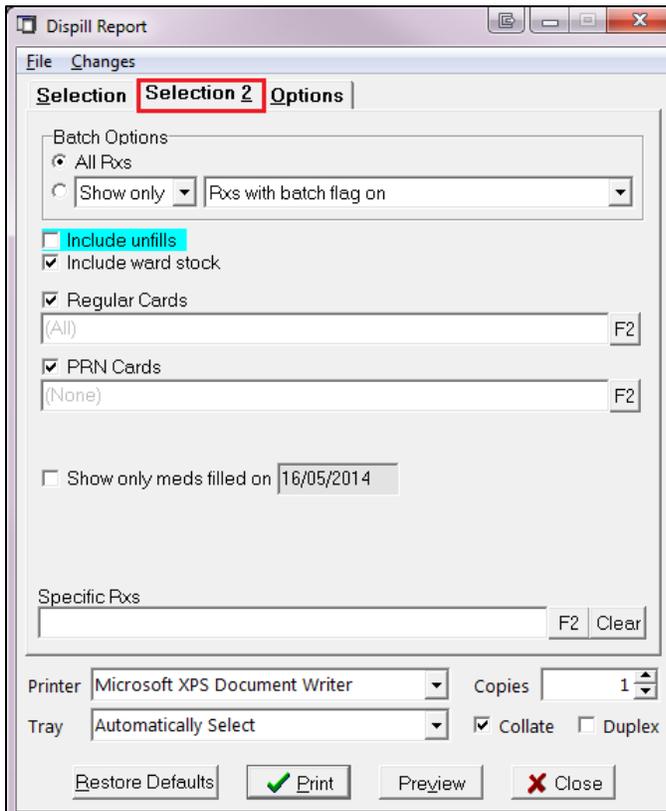
- "Print format: 4 passtimes" (dropdown) "per page"
- "Effective Date" text box containing "16/05/2014"
- "# of Weeks" text box containing "1"
- Three radio buttons: "Patient", "Home", and "All". The "All" radio button is selected and highlighted with a red box.
- "Patient Groups" text box containing "(All)", with an "Exclude" checkbox to its right.
- "Advanced" checkbox, which is unchecked.
- "Start Patient" text box with "F2" and "Clear" buttons to its right.
- "End Patient" text box with "F2" and "Clear" buttons to its right.

Below the "Selection" tab, there are printer settings:

- "Printer" dropdown menu showing "Microsoft XPS Document Writer".
- "Copies" spinner box set to "1".
- "Tray" dropdown menu showing "Automatically Select".
- "Collate" checkbox (checked) and "Duplex" checkbox (unchecked).

At the bottom of the window are four buttons: "Restore Defaults", "Print" (with a green checkmark icon), "Preview", and "Close" (with a red X icon).

Selection 2 Tab



The screenshot shows the 'Dispill Report' window with the 'Selection 2' tab selected. The window has a menu bar with 'File' and 'Changes'. The 'Selection 2' tab is highlighted with a red box. The 'Batch Options' section includes radio buttons for 'All Pxs' (selected) and 'Show only Pxs with batch flag on'. Below this are checkboxes for 'Include unfills' (checked), 'Include ward stock' (checked), 'Regular Cards' (checked), and 'PRN Cards' (checked). There are text boxes for '(All)' and '(None)' next to 'Regular Cards' and 'PRN Cards' respectively, each with an 'F2' button. A date field is set to '16/05/2014' with a 'Show only meds filled on' checkbox. At the bottom, there is a 'Specific Pxs' field with 'F2' and 'Clear' buttons. The printer is set to 'Microsoft XPS Document Writer', 'Copies' is '1', 'Tray' is 'Automatically Select', 'Collate' is checked, and 'Duplex' is unchecked. Buttons for 'Restore Defaults', 'Print', 'Preview', and 'Close' are at the bottom.

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

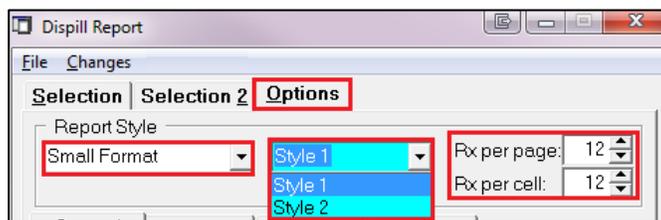
Options Tab

The Options tab of the Dispill Report allows a variety of customizations that cater the specific needs of various pharmacies. The following section describes the available options.

Report Style

There are two report styles available for the Dispill report.

- The **Small format (Style 1 or Style 2)** will accommodate a maximum of 12 Rxs per page and 12 Rxs per blister cell.

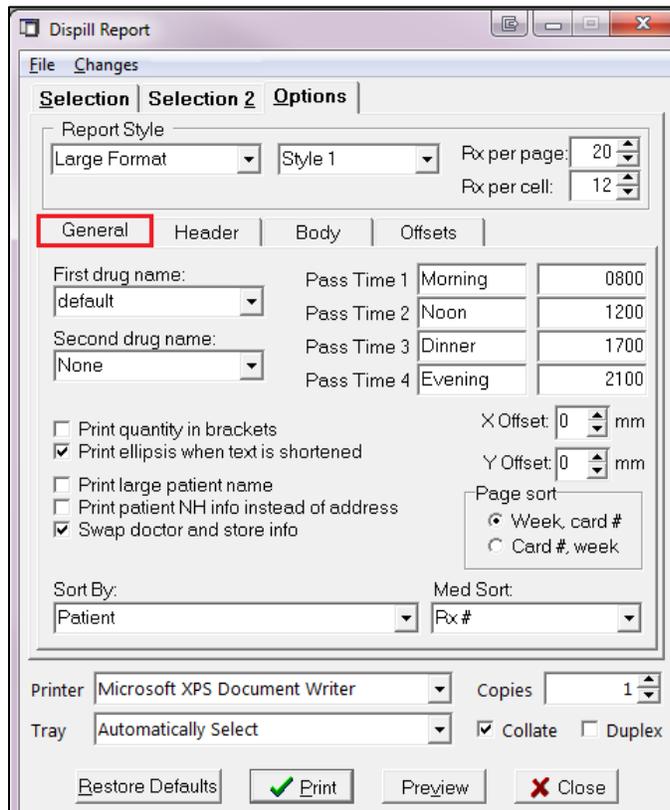


- The **Large format** report style will accommodate a maximum of 20 Rxs per page and 12 Rxs per blister cell.



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.

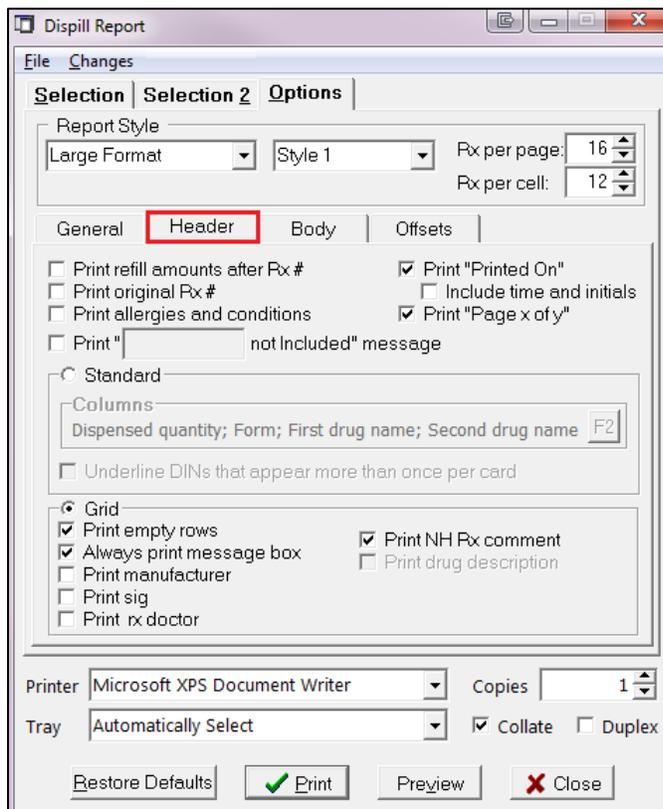


- **First Drug Name:** Select from Brand or Generic name if diverging from the default setting.
- **Second Drug Name:** Select from None, Brand, Generic, Description or 'equivalent to' if diverging for the default setting.
- **Pass Time 1, 2, 3 and 4:** The pass time fields allow users to change the 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, Dinner, Evening.
- **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 Dispill 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 here 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 Dispill 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#.

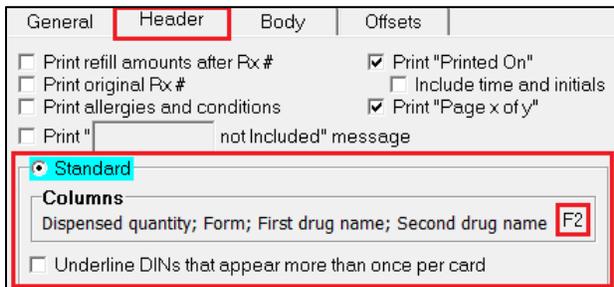
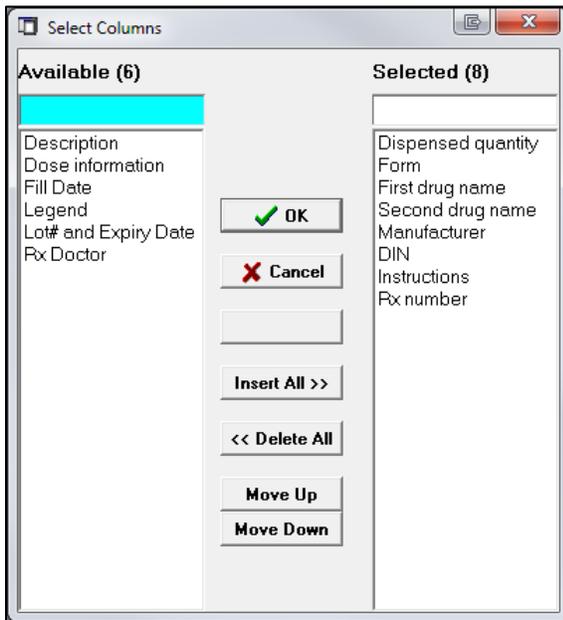
Header Sub Tab

The **Header sub tab** controls what is printed on the top of the Dispill 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 Dispill 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 Dispill 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 Dispill 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 Dispill 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:



Underline DINs that appear more than once per card

Grid

Print empty rows Print NH Rx comment

Always print message box Print drug description

Print manufacturer

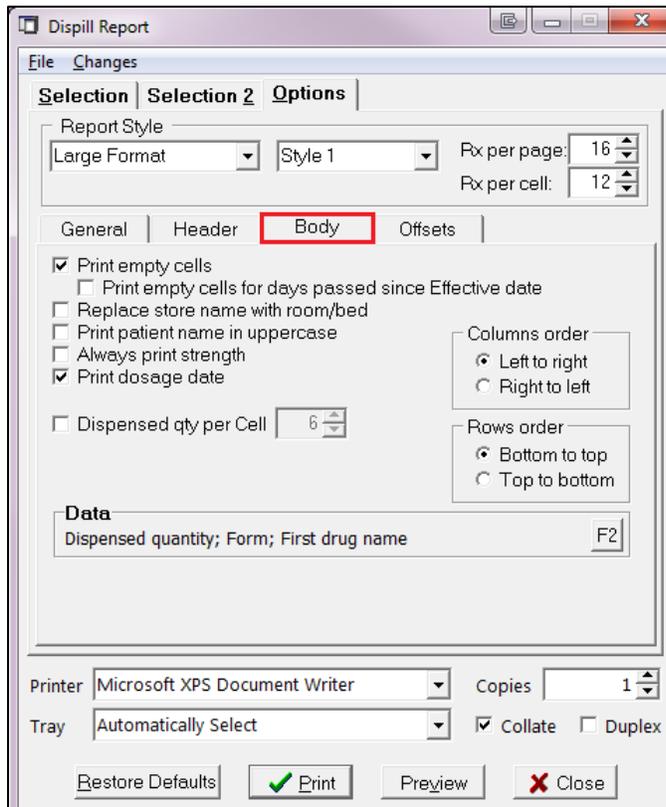
Print sig

Print rx doctor

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

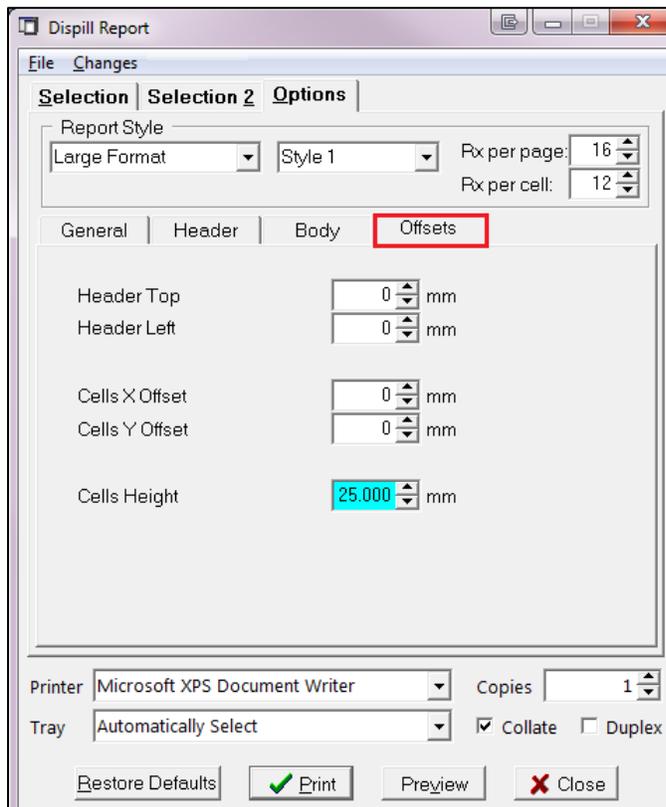


- **Print Empty Cells:** When this option is ON, all cells will print on the report whether they contain data or not.
 - **Print empty cells for days passed since Effective date:** This option is only available if the “Print empty cells” option is ON. When this flag is checked, cells will be printed 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 Dispill Report, click **Preview** to preview the report, or **Print** to print the report.

Sample Dispill Reports

Small Format – Style 1 with Standard Header:

SMITH, JANE			Kroll Pharmacy			21-May-2014 Card 1		
123 Long Way Toronto ON M1M 1M1			220 Duncan Mill Road, Suite 201 Toronto ON M3B 3J5 Ph: (416) 383-1010					
Qty	Form	Brand	Generic	Mfr	DIN	Instructions	Rx	
7	TAB	APO-ZOPICLONE 5MG	ZOPICLONE	APX	02245077	TAKE 1 TABLET ONCE DAILY AT BEDTIME	7299728	
7	TAB	APO-METFORMIN 850MG	metFORMIN HCL	APX	02229785	TAKE 1 TABLET ONCE DAILY	7299727	
7	TAB	APO-RANITIDINE 150MG	RANITIDINE HCL	APX	00733059	TAKE 1 TABLET ONCE DAILY	7299726	
14	TAB	APO-ATORVASTATIN 80MG	ATORVASTATIN CALCIUM	APX	02295318	TAKE 1 TABLET TWICE DAILY	7299725	

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Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	27-May-2014 Tue Morning	Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	27-May-2014 Tue Noon	Kroll Pharmacy Smith, Jane 1 TAB APO-ATORVASTATIN 80MG	27-May-2014 Tue Dinner	Kroll Pharmacy Smith, Jane 1 TAB APO-ZOPICLONE 5MG	27-May-2014 Tue Evening
Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	26-May-2014 Mon Morning	Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	26-May-2014 Mon Noon	Kroll Pharmacy Smith, Jane 1 TAB APO-ATORVASTATIN 80MG	26-May-2014 Mon Dinner	Kroll Pharmacy Smith, Jane 1 TAB APO-ZOPICLONE 5MG	26-May-2014 Mon Evening
Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	25-May-2014 Sun Morning	Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	25-May-2014 Sun Noon	Kroll Pharmacy Smith, Jane 1 TAB APO-ATORVASTATIN 80MG	25-May-2014 Sun Dinner	Kroll Pharmacy Smith, Jane 1 TAB APO-ZOPICLONE 5MG	25-May-2014 Sun Evening
Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	24-May-2014 Sat Morning	Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	24-May-2014 Sat Noon	Kroll Pharmacy Smith, Jane 1 TAB APO-ATORVASTATIN 80MG	24-May-2014 Sat Dinner	Kroll Pharmacy Smith, Jane 1 TAB APO-ZOPICLONE 5MG	24-May-2014 Sat Evening
Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	23-May-2014 Fri Morning	Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	23-May-2014 Fri Noon	Kroll Pharmacy Smith, Jane 1 TAB APO-ATORVASTATIN 80MG	23-May-2014 Fri Dinner	Kroll Pharmacy Smith, Jane 1 TAB APO-ZOPICLONE 5MG	23-May-2014 Fri Evening
Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	22-May-2014 Thu Morning	Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	22-May-2014 Thu Noon	Kroll Pharmacy Smith, Jane 1 TAB APO-ATORVASTATIN 80MG	22-May-2014 Thu Dinner	Kroll Pharmacy Smith, Jane 1 TAB APO-ZOPICLONE 5MG	22-May-2014 Thu Evening
Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	21-May-2014 Wed Morning	Kroll Pharmacy Smith, Jane 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	21-May-2014 Wed Noon	Kroll Pharmacy Smith, Jane 1 TAB APO-ATORVASTATIN 80MG	21-May-2014 Wed Dinner	Kroll Pharmacy Smith, Jane 1 TAB APO-ZOPICLONE 5MG	21-May-2014 Wed Evening

Large Format – Style 1 with Standard Header:

SMITH, JANE		Kroll Pharmacy			21-May-2014	
123 Long Way Toronto ON M1M 1M1		220 Duncan Mill Road, Suite 201 Toronto ON M3B 3J5 Ph: (416) 383-1010			Card 1	
Qty	Form Brand	Generic	Mfr DIN	Instructions	Rx	
7	TAB APO-ZOPICLONE 5MG	ZOPICLONE	APX 02245077	TAKE 1 TABLET ONCE DAILY AT BEDTIME	7299728	
7	TAB APO-METFORMIN 850MG	metFORMIN HCL	APX 02229785	TAKE 1 TABLET ONCE DAILY	7299727	
7	TAB APO-RANITIDINE 150MG	RANITIDINE HCL	APX 00733059	TAKE 1 TABLET ONCE DAILY	7299726	
14	TAB APO-ATORVASTATIN 80MG	ATORVASTATIN CALCIUM	APX 02295318	TAKE 1 TABLET TWICE DAILY	7299725	

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Kroll Pharmacy 27-May-2014 Smith, Jane Tue Morning 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 27-May-2014 Smith, Jane Tue Noon	Kroll Pharmacy 27-May-2014 Smith, Jane Tue Dinner 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 27-May-2014 Smith, Jane Tue Evening 1 TAB APO-ZOPICLONE 5MG
Kroll Pharmacy 26-May-2014 Smith, Jane Mon Morning 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 26-May-2014 Smith, Jane Mon Noon	Kroll Pharmacy 26-May-2014 Smith, Jane Mon Dinner 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 26-May-2014 Smith, Jane Mon Evening 1 TAB APO-ZOPICLONE 5MG
Kroll Pharmacy 25-May-2014 Smith, Jane Sun Morning 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 25-May-2014 Smith, Jane Sun Noon	Kroll Pharmacy 25-May-2014 Smith, Jane Sun Dinner 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 25-May-2014 Smith, Jane Sun Evening 1 TAB APO-ZOPICLONE 5MG
Kroll Pharmacy 24-May-2014 Smith, Jane Sat Morning 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 24-May-2014 Smith, Jane Sat Noon	Kroll Pharmacy 24-May-2014 Smith, Jane Sat Dinner 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 24-May-2014 Smith, Jane Sat Evening 1 TAB APO-ZOPICLONE 5MG
Kroll Pharmacy 23-May-2014 Smith, Jane Fri Morning 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 23-May-2014 Smith, Jane Fri Noon	Kroll Pharmacy 23-May-2014 Smith, Jane Fri Dinner 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 23-May-2014 Smith, Jane Fri Evening 1 TAB APO-ZOPICLONE 5MG
Kroll Pharmacy 22-May-2014 Smith, Jane Thu Morning 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 22-May-2014 Smith, Jane Thu Noon	Kroll Pharmacy 22-May-2014 Smith, Jane Thu Dinner 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 22-May-2014 Smith, Jane Thu Evening 1 TAB APO-ZOPICLONE 5MG
Kroll Pharmacy 21-May-2014 Smith, Jane Wed Morning 1 TAB APO-METFORMIN 850MG 1 TAB APO-RANITIDINE 150MG 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 21-May-2014 Smith, Jane Wed Noon	Kroll Pharmacy 21-May-2014 Smith, Jane Wed Dinner 1 TAB APO-ATORVASTATIN 80MG	Kroll Pharmacy 21-May-2014 Smith, Jane Wed Evening 1 TAB APO-ZOPICLONE 5MG

