

# Electronic Hardcopy Report

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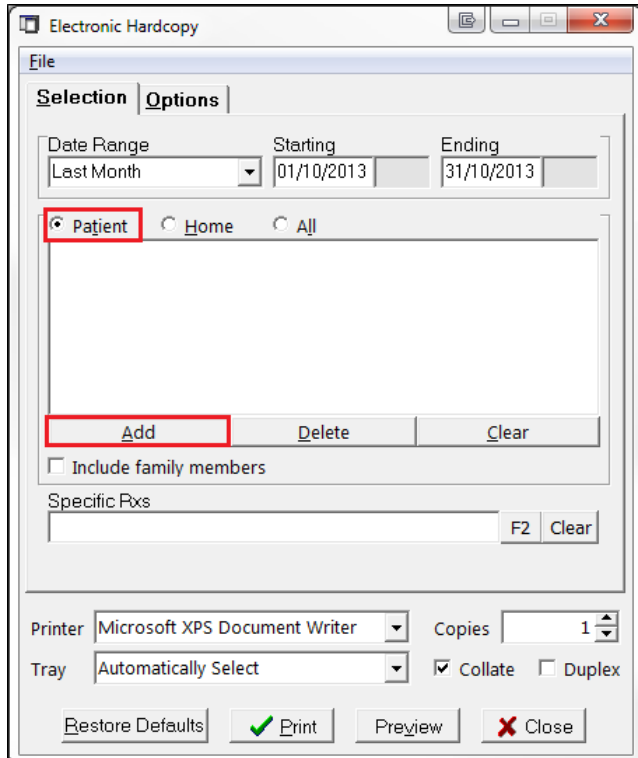
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# Electronic Hardcopy Report

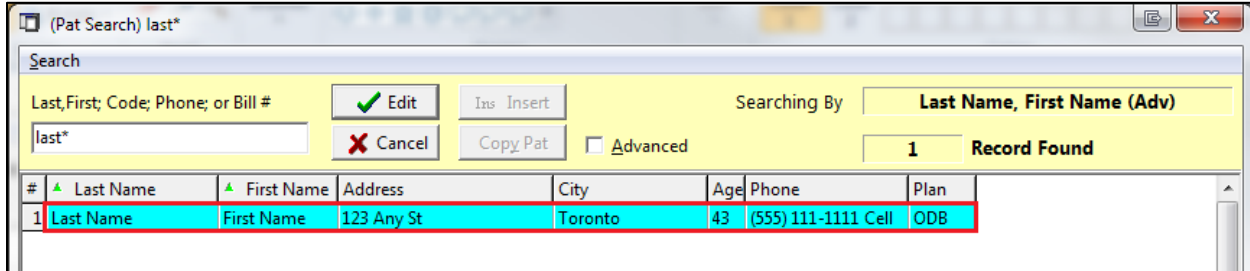
Kroll allows pharmacies to store electronic versions of prescription hardcopies, thus eliminating the need to print paper copies for filing purposes. Despite adopting a 'paperless' approach, pharmacies are still required from time to time to provide a 'hardcopy' for post-payment audit purposes or college inspector review. The Electronic Hardcopy Report provides the pharmacy with the ability to generate a paper hardcopy when needed. This document explains how to generate the Electronic Hardcopy Report for patients, nursing homes, and for specific Rx's.

## Patient

1. From the **Alt-X Start** screen, go to **Reports > Rx > Electronic Hardcopy**.
2. The **Electronic Hardcopy** form will appear. Select a **Date Range** and adjust the **Starting** and **Ending** dates, if necessary.
3. Select the **Patient** radio button and click **Add**.



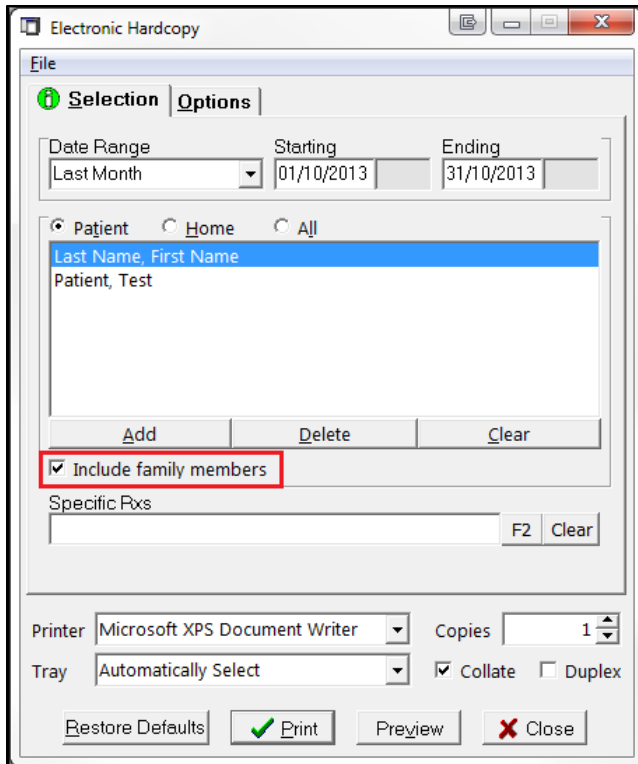
- The **Pat Search** screen will appear. Search for the patient you want to generate the report for. Double-click the corresponding patient record and click **Select**.



The screenshot shows the 'Pat Search' window with a search bar containing 'last\*'. The search criteria are set to 'Last Name, First Name (Adv)'. A table below the search bar displays one record found:

| # | Last Name | First Name | Address    | City    | Age | Phone               | Plan |
|---|-----------|------------|------------|---------|-----|---------------------|------|
| 1 | Last Name | First Name | 123 Any St | Toronto | 43  | (555) 111-1111 Cell | ODB  |

- Repeat steps 3-4 for each patient whose Rx hardcopies you want included in the report.
- Check the **Include family members** checkbox if you want hardcopies for family members linked to the patient included in the report.



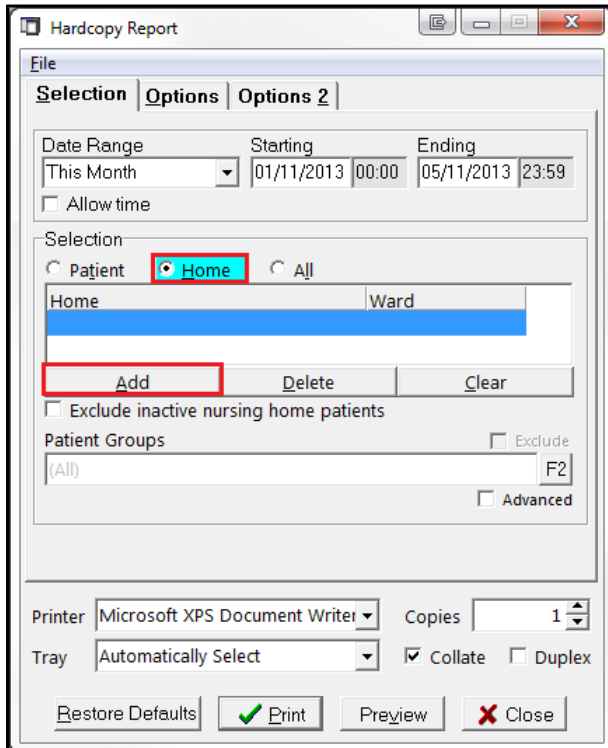
The screenshot shows the 'Electronic Hardcopy' window. The 'Date Range' is set to 'Last Month' with a starting date of 01/10/2013 and an ending date of 31/10/2013. The 'Patient' radio button is selected, and the patient list shows 'Last Name, First Name' and 'Patient, Test'. The 'Include family members' checkbox is checked. The printer is set to 'Microsoft XPS Document Writer' and the number of copies is 1. The 'Print' button is highlighted.

- Click **Print** to generate the report.

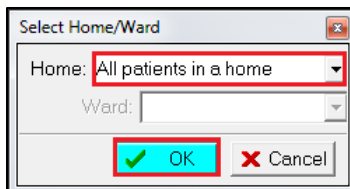
# Home

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1. From the **Alt-X Start** screen, go to **Reports > Rx > Electronic Hardcopy**.
2. The **Electronic Hardcopy** form will appear. Select a **Date Range** and adjust the **Starting** and **Ending** dates, if necessary.
3. Select the **Home** radio button and click **Add**.



4. The **Select Home/Ward** form will appear. Select either **All patients in a home** or **All patients not in a home** from the **Home** dropdown menu and click **OK**.

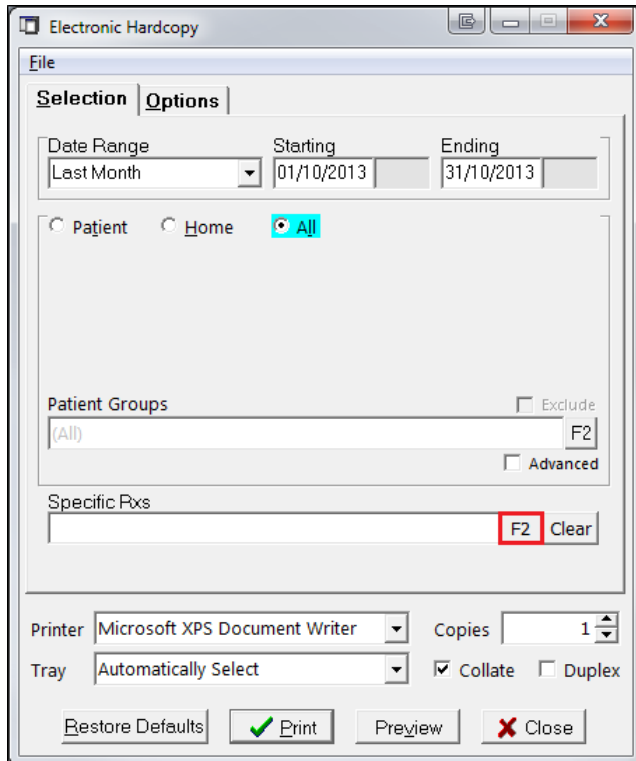


5. Click **Print** to generate the report.

## Specific Rxs

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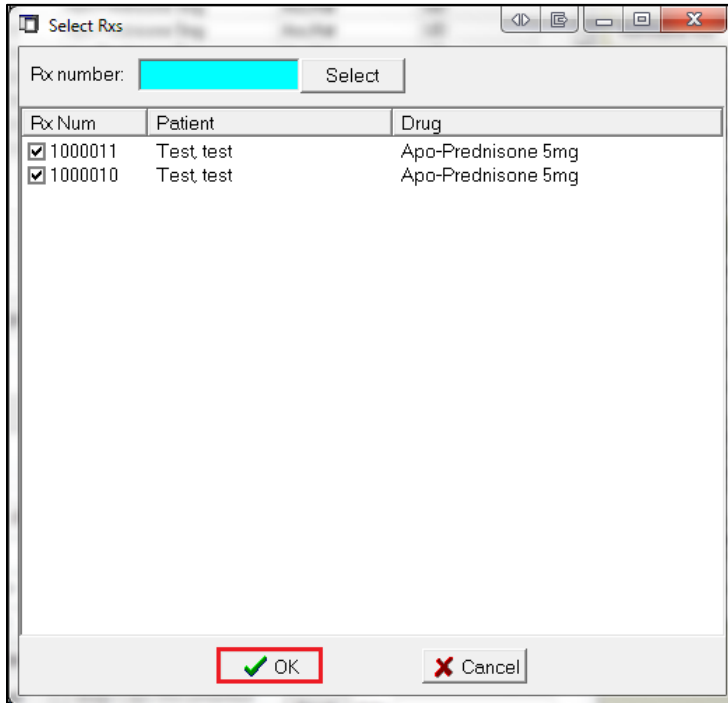
1. From the **Alt-X Start** screen, go to **Reports > Rx > Electronic Hardcopy**.
2. Click the **F2** button next to the **Specific Rxs** field.



The screenshot shows the 'Electronic Hardcopy' dialog box with the following fields and controls:

- File** menu
- Selection** and **Options** tabs
- Date Range**: Last Month (dropdown)
- Starting**: 01/10/2013
- Ending**: 31/10/2013
- Radio buttons**: Patient, Home, All (selected)
- Patient Groups**: (All) (text field), Exclude (checkbox), F2 (button), Advanced (checkbox)
- Specific Rxs**: (empty text field), F2 (button), Clear (button)
- Printer**: Microsoft XPS Document Writer (dropdown)
- Copies**: 1 (spin box)
- Tray**: Automatically Select (dropdown)
- Collate** (checked checkbox), **Duplex** (unchecked checkbox)
- Buttons**: Restore Defaults, Print (with green checkmark), Preview, Close (with red X)

3. The **Select Rx** search form will appear. Enter the Rx number you want included in the report and click **Select**. Repeat this step for each Rx you want included in the report and click **OK**.



| Rx Num                                      | Patient   | Drug               |
|---|-----------|--------------------|
| <input checked="" type="checkbox"/> 1000011 | Test test | Apo-Prednisone 5mg |
| <input checked="" type="checkbox"/> 1000010 | Test test | Apo-Prednisone 5mg |

4. Click **Print** to generate the report.

# Sample Electronic Hardcopy Reports

**Rx:1000053**      Mon 28-Oct-2013 10:48  
 Test, NH      MT

ON      Sex: Male  
 DOB: 01-Jan-1960(53 years)

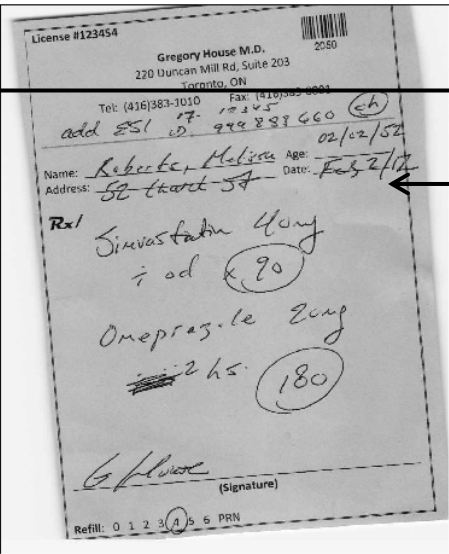
**60 TAB Apo-Simvastatin 40mg**      O/W: Written  
 Simvastatin 40mg      Mfr: APX  
**DIN: 02247014**      18.75/100      On Hand: Days: 30  
 Lot:<Unk> (60)

**Dr. Test, Test**      Doc#01:12345  
 222 Any Street  
 Toronto, ON  
 Phone: (416)987-6543      **NEW RX**

TAKE 1 TABLET ONCE DAILY AT BEDTIME



Orig Rx:1000053      Auth\$00      Rem\$40 (14)  
 Prev:      Ago:      First:      Total: 51.75  
 Cost\$7.51      Mkup\$3.75      Fee:10.49  
 Pat:0.00

Counsel Date:      Pharmacist:      \_\_\_\_\_  
 Yes     Patient     Phone     Agent:      \_\_\_\_\_  
 No       Had before, reason:      \_\_\_\_\_





← Hardcopy Image

← Script Image

| Action                | Completed On         | By | Signature  |
|-----------------------|----------------------|----|--|
| Visual Verify         | 28-Oct-2013 10:50:07 | MT | <br>Maurice  |
| Clinical Verification | 28-Oct-2013 10:50:16 | MT | <br>Maurice |

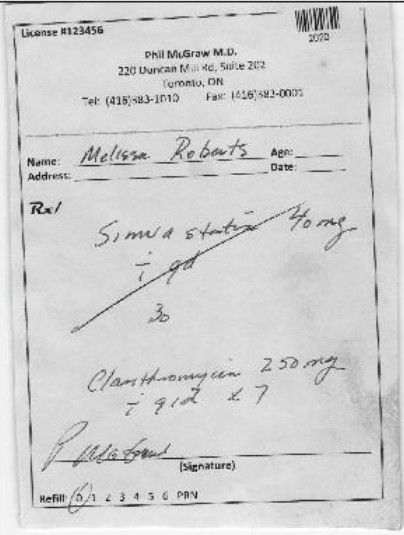
← Digital Signature Captures

When the Rx has no scanned script image, the following output will generate:

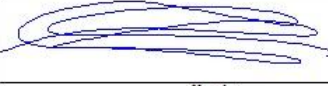


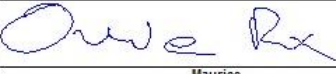
| Electronic Hardcopy   |                      |                                       |   |
|-----------------------|----------------------|---------------------------------------|---|
|                       |                      | <p><b>NO<br/>SCRIPT<br/>IMAGE</b></p> |   |
| Action                | Completed On         | By                                    | Signature   |
| Visual Verify         | 28-Oct-2013 09:57:43 | MT                                    | <br>Maurice |
| Clinical Verification | 28-Oct-2013 09:57:55 | MT                                    | <br>Maurice |



When the Rx has been dispensed in two parts in the event of an Owe, the following output will generate:

|   |   |
|---|---|
| <p><b>Rx:1000051</b><br/>Test,Pat</p> <p>Mon28-Oct-2013 10:16<br/>MT</p> <p>Sex:Male<br/>DOB:01-Jan-1975(38years)</p> <p>ON</p> <p><b>14 TAB Biaxin BID 250mg</b><br/>Clarithromycin 250mg<br/>DIN: 01984853<br/>177.59/100 On Hand: -14 Days: 7<br/>Lot: &lt;Unk&gt; (7)</p> <p>O/W: Written<br/>Mfr: ABB</p> <p>Dr. Test, Test Doc# 1:12345<br/>222 Any Street<br/>Toronto, ON<br/>Phone: (416) 87-6543</p> <p><b>OWED: 7<br/>NEW RX</b></p> <p>TAKE 1 TABLET TWICE DAILY UNTIL FINISHED</p> <p>Orig Rx: 1000051 Auth: 14 Rem: 0<br/>Prev. Cost: 24.88 Mkup: 2.49 Fee: 10.49 Total: 37.84<br/>Pat: 0.00</p> <p>Counsel Date: _____ Pharmacist: _____<br/> <input type="checkbox"/> Yes <input type="checkbox"/> Patient <input type="checkbox"/> Phone <input type="checkbox"/> Agent<br/> <input type="checkbox"/> No <input type="checkbox"/> Had before, reason: _____</p> |  |
|---|---|

| Action                      | Completed On         | By | Signature  |
|-----------------------------|----------------------|----|--|
| Visual Verify               | 28-Oct-2013 10:17:13 | MT | <br>Maurice   |
| Clinical Verification       | 28-Oct-2013 10:17:21 | MT | <br>Maurice  |
| Visual Verify (Owe)         | 28-Oct-2013 10:19:47 | MT | <br>Maurice |
| Clinical Verification (Owe) | 28-Oct-2013 10:19:57 | MT | <br>Maurice |

← Signatures associated with both the initial fill and the Owe fill are included

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