

Methadone Dispensing

Ontario



Contents

Mixture Setup.....	1
Setting up the Methadone (<i>Cherry Flavour</i>) Drug Card.....	1
Setting up the Methadone (<i>Unflavoured</i>) Drug Card	4
Methadone Prescription Filling	7
Filling Methadone Carries.....	8

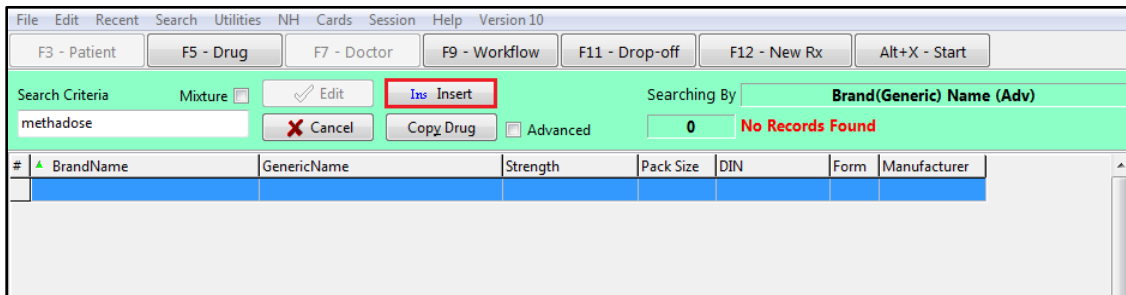
Methadone Dispensing - Ontario

This user guide explains how to create Methadone drug records and how to fill Methadone prescriptions according to Ontario requirements.

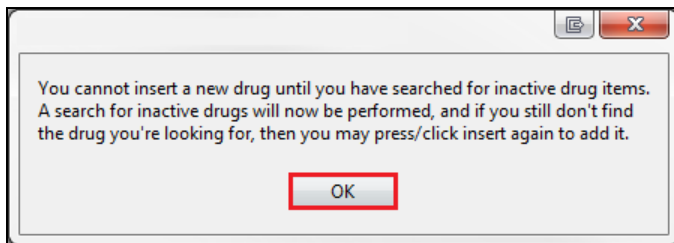
Mixture Setup

Setting up the Methadone (Cherry Flavour) Drug Card

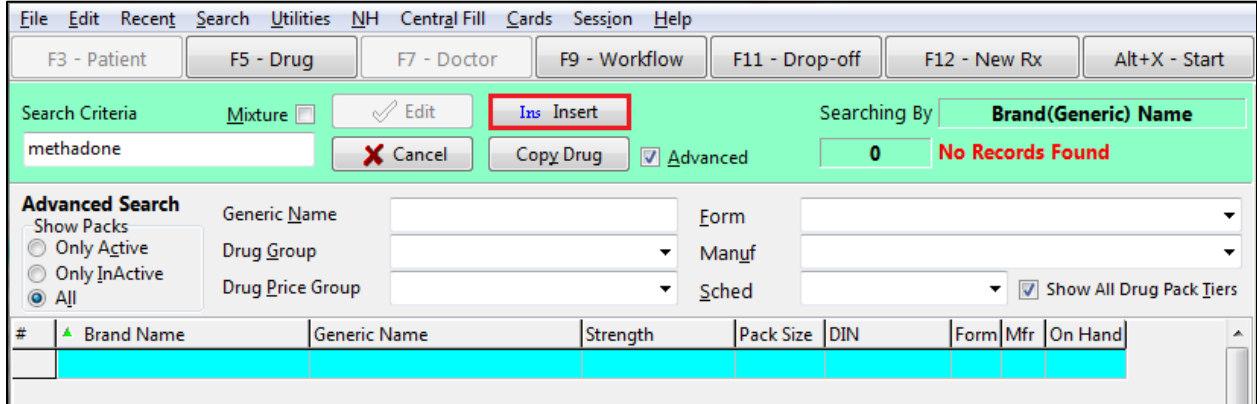
1. Select **F5 - Drug** from the **Alt-X - Start** screen.
2. Perform a drug search to ensure the stock solution has not already been inserted.
3. The **Insert** button will become active. Click **Insert** or press the **Insert** key on your keyboard.



4. A prompt will appear indicating an inactive drug search will be executed. Click **OK**.

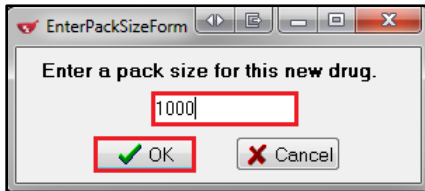


- If no inactive drug items were found, click **Insert** or press the **Insert** key on your keyboard to create a new drug record.



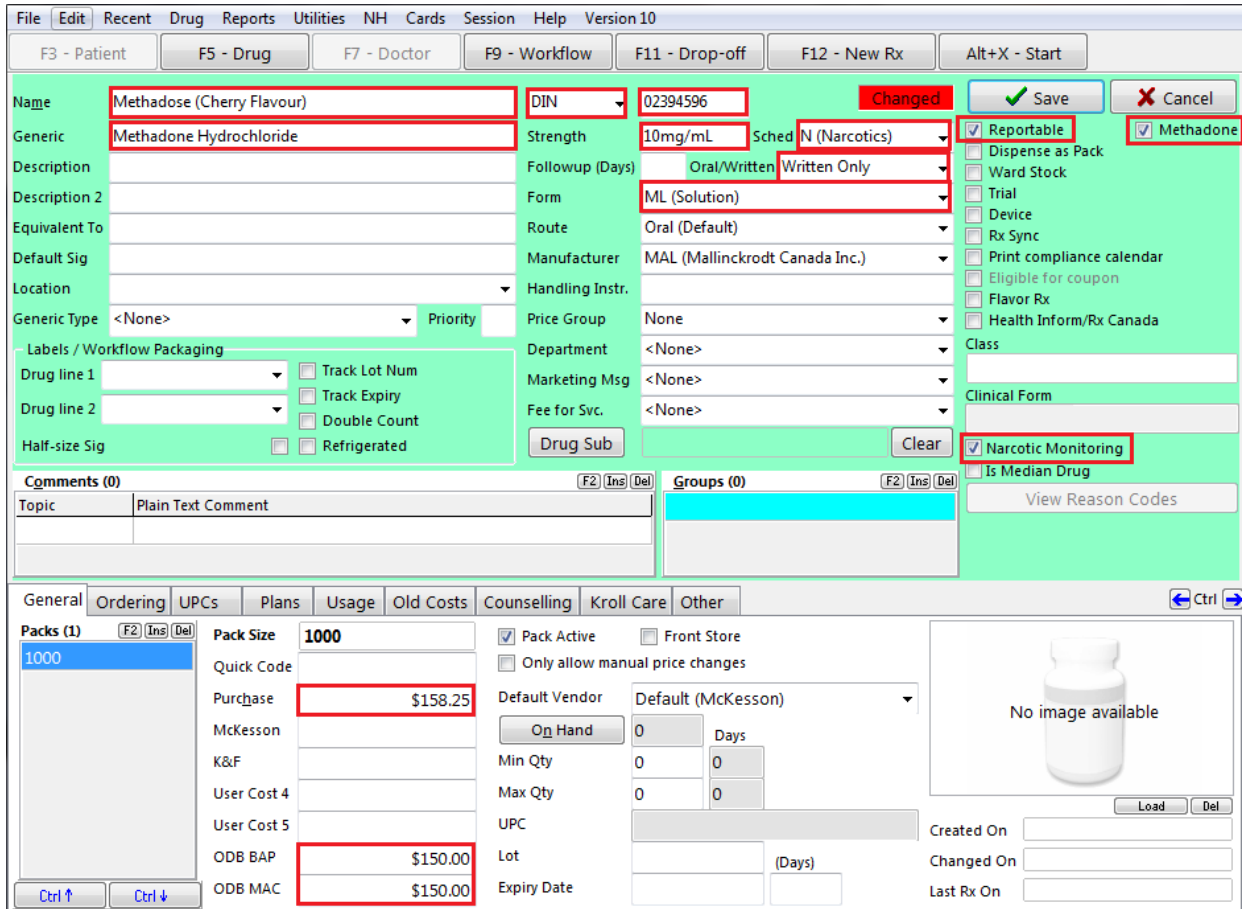
The screenshot shows a software window with a menu bar (File, Edit, Recent, Search, Utilities, NH, Central Fill, Cards, Session, Help) and a toolbar with buttons for F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F11 - Drop-off, F12 - New Rx, and Alt+X - Start. Below the toolbar is a search area with 'Search Criteria' set to 'Mixture', a search box containing 'methadone', and buttons for 'Edit', 'Ins Insert' (highlighted with a red box), 'Cancel', and 'Copy Drug'. The search results show '0 No Records Found'. An 'Advanced Search' section is visible with various filters. At the bottom, a table with columns for #, Brand Name, Generic Name, Strength, Pack Size, DIN, Form, Mfr, and On Hand is shown, but it is currently empty.

- The **Enter Pack Size Form** will appear. Set the pack size. Click OK.



The screenshot shows a dialog box titled 'EnterPackSizeForm' with the text 'Enter a pack size for this new drug.' Below the text is a text input field containing the number '1000', which is highlighted with a red box. At the bottom of the dialog are two buttons: 'OK' (with a green checkmark icon and highlighted with a red box) and 'Cancel' (with a red X icon).

7. A blank drug card will appear. Enter as much information as possible. Required fields are described below.



The screenshot shows the 'General' tab of the drug entry form. Key fields and their values are:

- Name:** Methadose (Cherry Flavour)
- DIN:** 02394596
- Generic:** Methadone Hydrochloride
- Strength:** 10mg/mL
- Sched:** N (Narcotics)
- Form:** ML (Solution)
- Route:** Oral (Default)
- Manufacturer:** MAL (Mallinckrodt Canada Inc.)
- Checkboxes:** Reportable, Methadone, Narcotic Monitoring (all checked)
- Packs (1):** 1000
- Purchase:** \$158.25
- ODB BAP:** \$150.00
- ODB MAC:** \$150.00

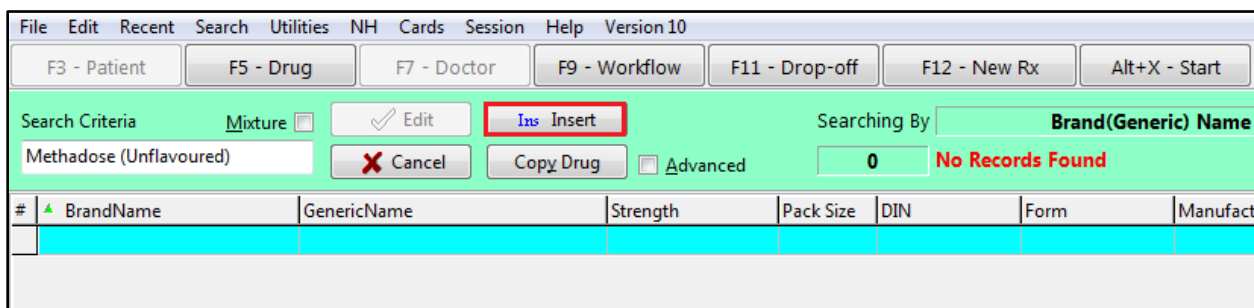
- **Name:** Enter a descriptive name of the drug.
- **DIN:** Enter the DIN associated with the drug.
- **Sched:** Select **N (Narcotic)**.
- **Generic:** Enter the generic name of the drug.
- **Oral/Written:** Select **Written Only**.
- **Form:** Select **ML (Solution)**.
- Enable the **Reportable**, **Methadone**, and **Narcotic Monitoring** flags.
- Enter the purchase cost in the **Purchase** field (**General** tab).
- Enter the ODB BAP/MAC costs in the **ODB BAP** and **ODB MAC** fields (**General** tab).

8. Click **Save**.

Setting up the Methadone (Unflavoured) Drug Card

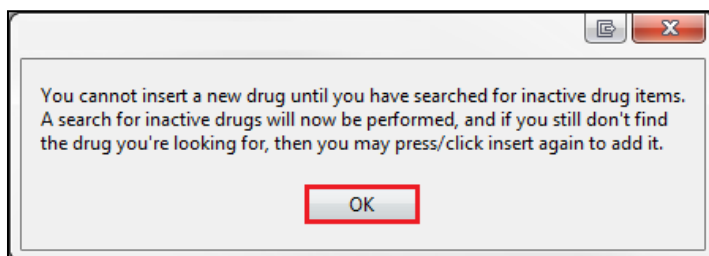
A separate drug record must be created for each unique methadone solution (DIN). Follow the same steps and create a second drug card for the Methadone (Unflavoured) solution as shown below for demonstration purposes.

1. Select **F5 - Drug** from the **Alt-X - Start** screen.
2. Perform a drug search to ensure the drug card has not already been inserted.
3. The **Insert** button will become active. Click **Insert** or press the **Insert** key on your keyboard.



#	BrandName	GenericName	Strength	Pack Size	DIN	Form	Manufact

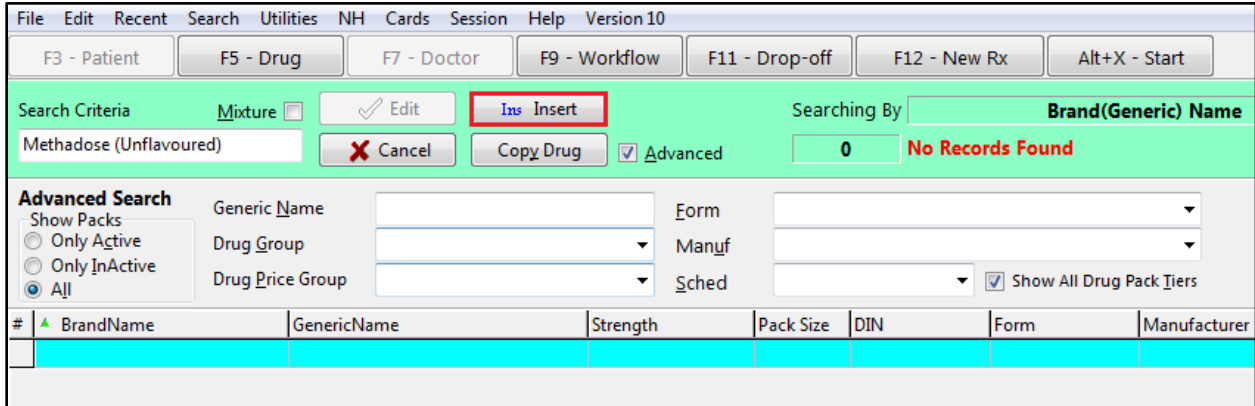
4. A prompt will appear indicating an inactive drug search will be executed. Click **OK**.



You cannot insert a new drug until you have searched for inactive drug items. A search for inactive drugs will now be performed, and if you still don't find the drug you're looking for, then you may press/click insert again to add it.

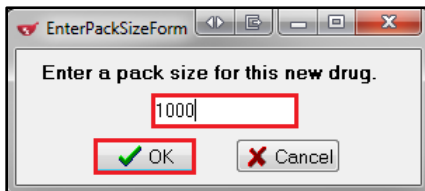
OK

- If no inactive drug items were found, click **Insert** or press the **Insert** key on your keyboard to create a new drug record.



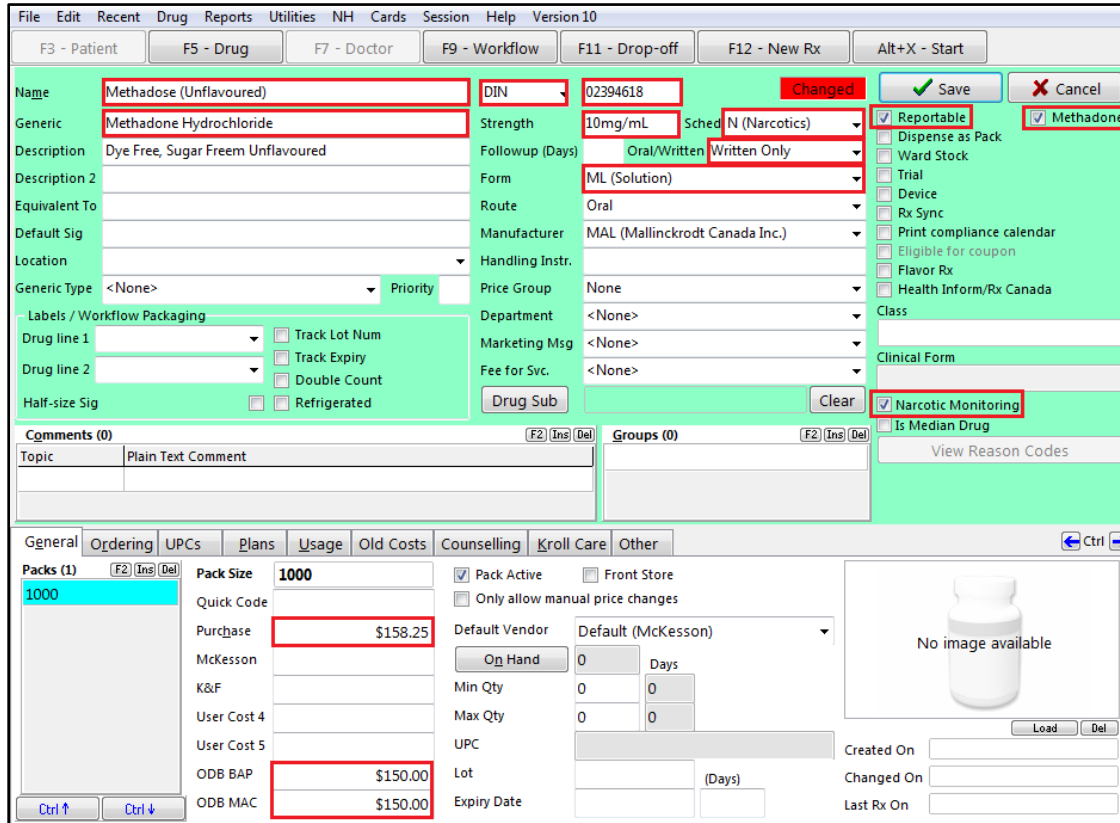
The screenshot shows the main application window with a search bar containing 'Methadose (Unflavoured)'. The 'Insert' button is highlighted with a red box. The search results area shows '0 No Records Found'. Below the search bar is an 'Advanced Search' section with various filters and a table with columns: #, BrandName, GenericName, Strength, Pack Size, DIN, Form, and Manufacturer.

- The **Enter Pack Size Form** will appear. Set the pack size. Click **OK**.



The screenshot shows a dialog box titled 'EnterPackSizeForm' with the text 'Enter a pack size for this new drug.' The input field contains the number '1000'. The 'OK' button is highlighted with a red box.

- A blank drug card will appear. Enter as much information as possible. Required fields are described below.



The screenshot shows the 'New Rx' form in the KROLL software. The following fields are highlighted with red boxes to indicate required or specific data entry points:

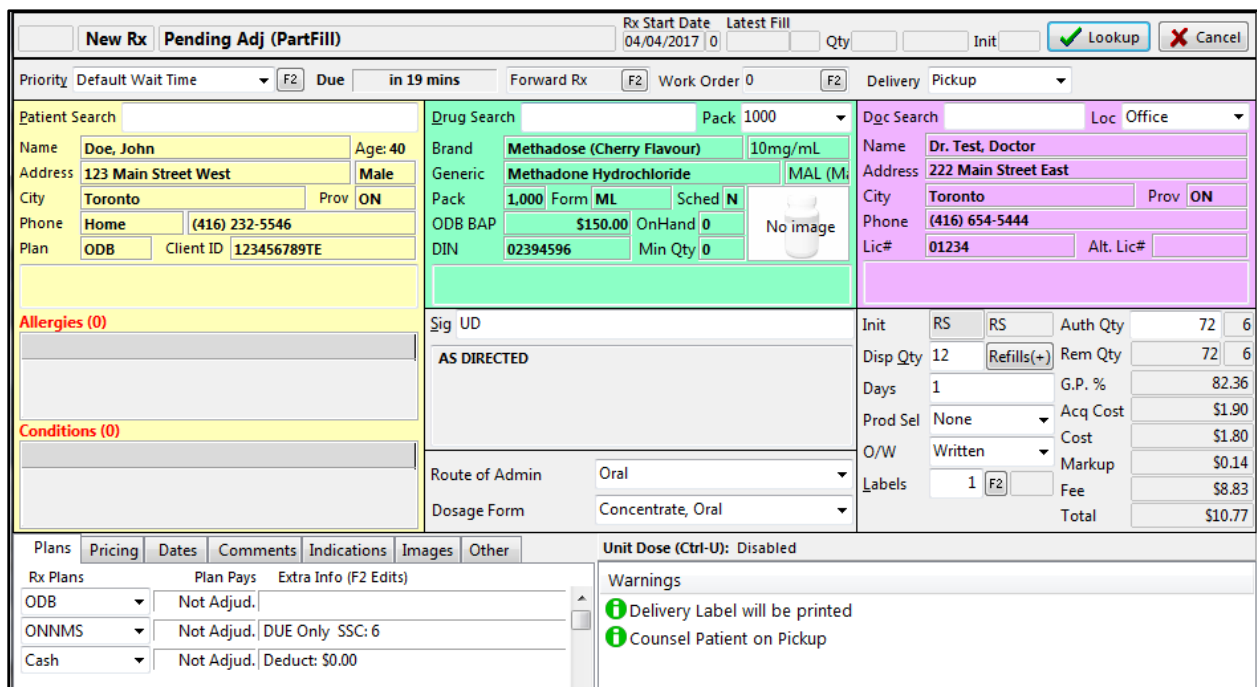
- Name:** Methadose (Unflavoured)
- DIN:** 02394618
- Generic:** Methadone Hydrochloride
- Strength:** 10mg/mL
- Sched:** N (Narcotics)
- Form:** ML (Solution)
- Followup (Days):** Oral/Written
- Written Only:** (checked)
- Purchase:** \$158.25
- ODB BAP:** \$150.00
- ODB MAC:** \$150.00
- Reportable:** (checked)
- Methadone:** (checked)
- Narcotic Monitoring:** (checked)
- Is Median Drug:** (unchecked)

- **Name:** Enter a descriptive name the drug.
- **DIN:** Enter the DIN associated with the drug.
- **Sched:** Select **N (Narcotic)**.
- **Generic:** Enter the generic name of the drug.
- **Oral/Written:** Select **Written Only**.
- **Form:** Select **ML (Solution)**.
- Enable the **Reportable**, **Methadone**, and **Narcotic Monitoring** flags.
- Enter the purchase cost in the **Purchase** field (**General** tab).
- Enter the ODB BAP/MAC costs in the **ODB BAP** and **ODB MAC** fields (**General** tab).
- Click **Save**.

Methadone Prescription Filling

When filling a Methadone prescription, the dispensed quantity should reflect the number of millilitres of Methadone that the patient was prescribed. In the example below, a prescription for 12mL of Methadone (12mL x 10mg/mL = 120mg) is being dispensed.

1. Select **F12 - New Rx** from the **Alt+X - Start** screen.
2. A blank **F12** screen will appear.



Init	RS	RS	Auth Qty	72	6
Disp Qty	12	Refills(+)	Rem Qty	72	6
Days	1		G.P. %	82.36	
Prod Sel	None		Acq Cost	\$1.90	
O/W	Written		Cost	\$1.80	
Labels	1	F2	Markup	\$0.14	
			Fee	\$8.83	
			Total	\$10.77	

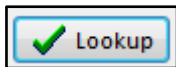
- Search for and select the patient.
- Search for and select the Methadone drug card.
- Search for and select the doctor.
- Enter a sig.
- Enter the **Disp Qty** (in milliliters) and **Days** supply. If the patient is permitted additional carries, click **Refills** and enter the number of carries the patient has been prescribed. See the [Enabling Methadone Carries](#) section for additional information.
- Select **Written** from the **O/W** list.
- Enter any other pertinent information.

9. Click **F12 - Fill Rx**.

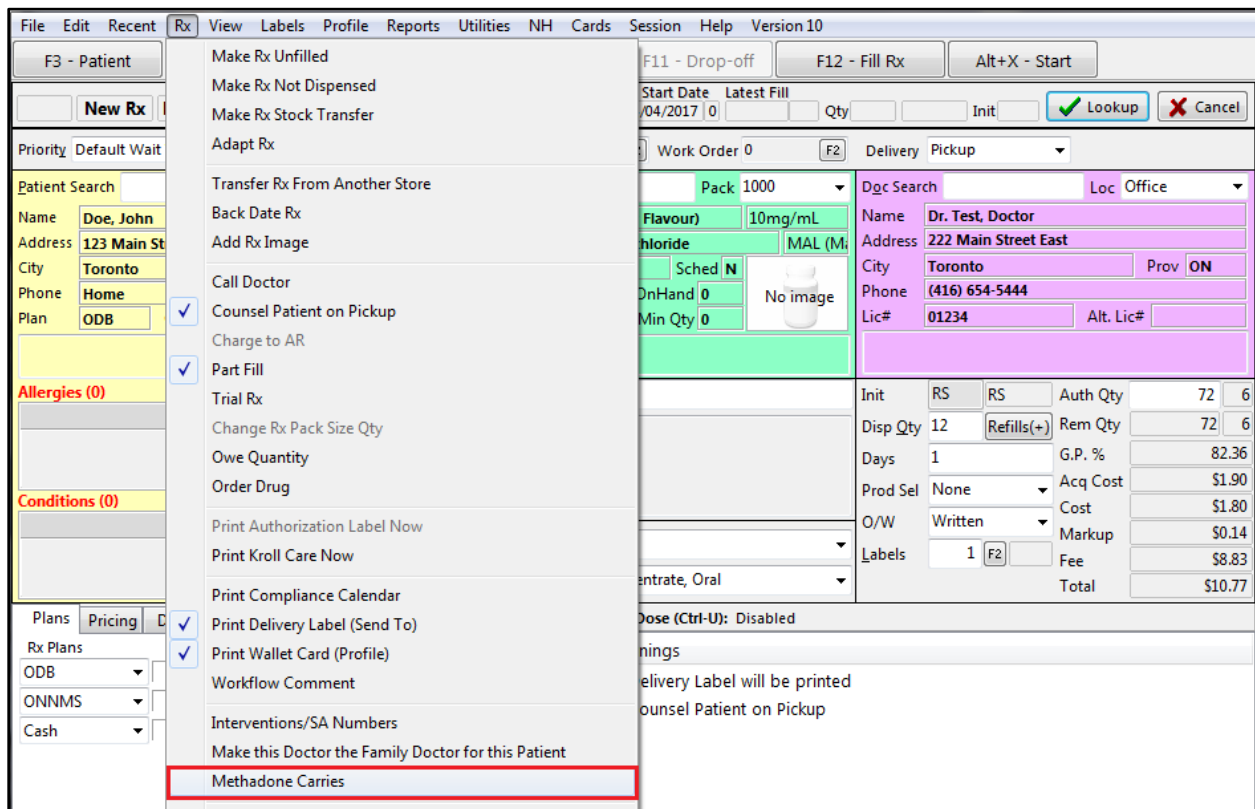
Filling Methadone Carries

If the patient is permitted to take home additional drinks that do not require a pharmacist to witness consumption, Methadone carries can be configured via the F12 filling screen. Note that if you are filling for only one drink, this option does not need to be enabled.

1. Call up or create a new Rx.
2. Select **Lookup** (if new Rx).



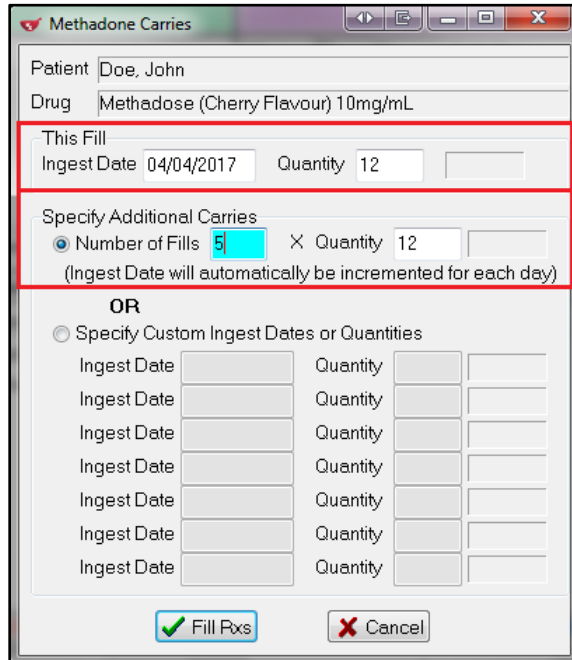
3. Select **Rx > Methadone Carries**.



The screenshot shows the 'Rx' menu in the software. The 'Methadone Carries' option is highlighted with a red box. Other options in the menu include 'Make Rx Unfilled', 'Make Rx Not Dispensed', 'Make Rx Stock Transfer', 'Adapt Rx', 'Transfer Rx From Another Store', 'Back Date Rx', 'Add Rx Image', 'Call Doctor', 'Counsel Patient on Pickup', 'Charge to AR', 'Part Fill', 'Trial Rx', 'Change Rx Pack Size Qty', 'Owe Quantity', 'Order Drug', 'Print Authorization Label Now', 'Print Kroll Care Now', 'Print Compliance Calendar', 'Print Delivery Label (Send To)', 'Print Wallet Card (Profile)', 'Workflow Comment', 'Interventions/SA Numbers', 'Make this Doctor the Family Doctor for this Patient', and 'Methadone Carries'.

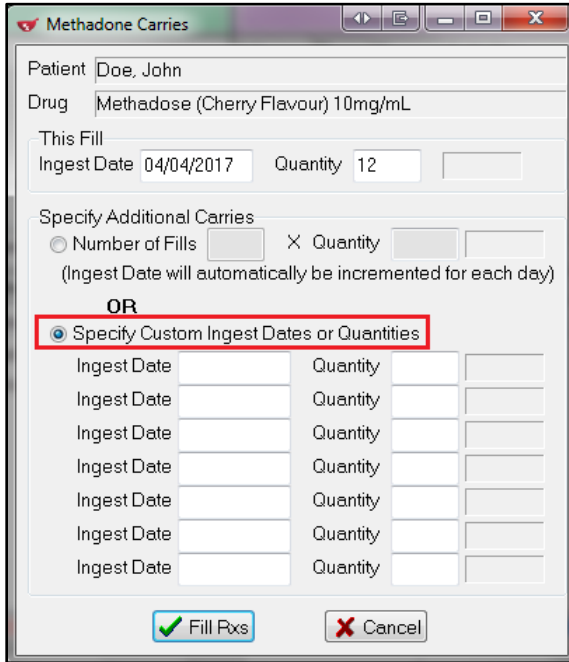
4. The **Methadone Carries** form will appear. In the example below, one witnessed drink (**This Fill** section) and five additional carries (**Specify Additional Carries** section) are being filled.

The ingest date on each label will be automatically incremented for each day beginning with the ingest date listed for **This Fill**.

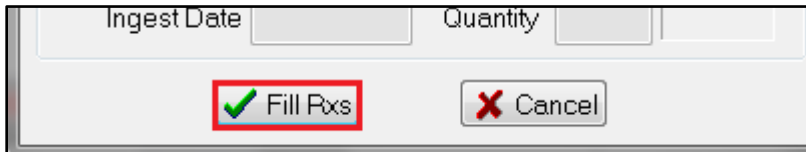


The screenshot shows a software window titled "Methadone Carries". At the top, it displays "Patient" as "Doe, John" and "Drug" as "Methadose (Cherry Flavour) 10mg/mL". Below this, there are two main sections. The first section, "This Fill", is highlighted with a red border and contains an "Ingest Date" field with the value "04/04/2017" and a "Quantity" field with the value "12". The second section, "Specify Additional Carries", is also highlighted with a red border and contains a radio button selected for "Number of Fills" with a value of "5" and a "Quantity" field with the value "12". Below this, there is a note: "(Ingest Date will automatically be incremented for each day)". Below these sections, there is an "OR" section with a radio button selected for "Specify Custom Ingest Dates or Quantities", followed by seven rows of "Ingest Date" and "Quantity" input fields. At the bottom of the window, there are two buttons: "Fill Pxs" (with a green checkmark icon) and "Cancel" (with a red X icon).

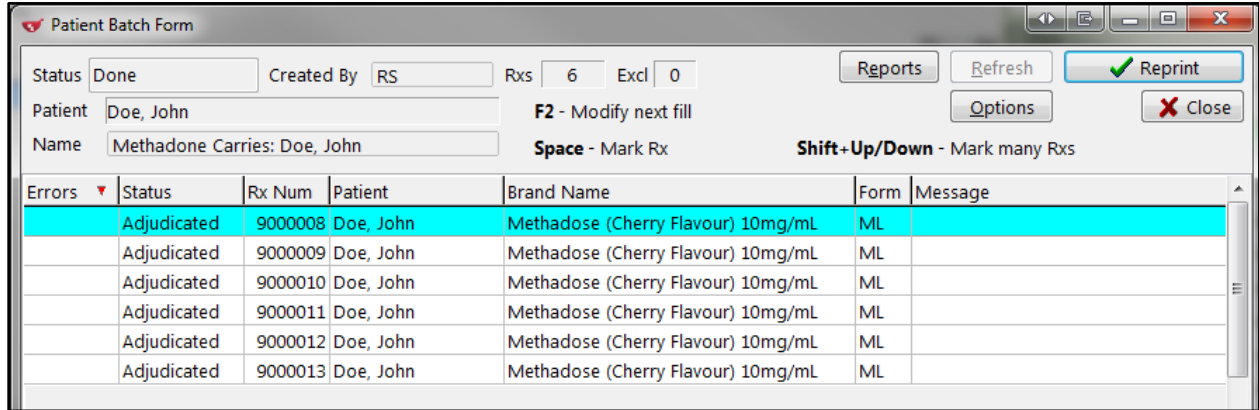
- If the consecutive ingest dates are not correct or if the quantity is not the same for each carry, select Specify **Custom Ingest Dates or Quantities**. This will enable fields where specific dates and quantities can be entered.



5. Click **Fill Rx's** to complete the transactions.



- The drink and each carry will be automatically processed as separate prescriptions and in sequential order.



The screenshot shows a software window titled "Patient Batch Form". At the top, there are several input fields and buttons: "Status" (set to "Done"), "Created By" (set to "RS"), "Rxs" (set to "6"), and "Excl" (set to "0"). There are buttons for "Reports", "Refresh", "Reprint" (with a green checkmark), "Options", and "Close" (with a red X). Below these are fields for "Patient" (set to "Doe, John") and "Name" (set to "Methadone Carries: Doe, John"). There are also keyboard shortcuts: "F2 - Modify next fill", "Space - Mark Rx", and "Shift+Up/Down - Mark many Rxs".

Errors	Status	Rx Num	Patient	Brand Name	Form	Message
	Adjudicated	9000008	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000009	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000010	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000011	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000012	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	
	Adjudicated	9000013	Doe, John	Methadose (Cherry Flavour) 10mg/mL	ML	

- Each carry will be printed as a separate transaction with its own set of labels. Kroll will automatically insert the UA intervention code for carries (ODB plan only) when the fill date and last fill date are the same.