

Prescription Transfers

8.3

Version 8.3 of Kroll offers new features to the existing method of prescription transfers. Users will be able to enter and save contact information of pharmacies where prescriptions have been transferred. In addition, users will be able to track the number and value of prescriptions being transferred in/out for a specified interval of time through report generation. This document will demonstrate and explain how these new functions work.



Table of Contents

New Features of Version 8.3 Prescription Transferring..... 3

How to Transfer Out a Prescription 3

 Enter an Existing Pharmacy into the Rx Transfer Form 5

 Entering a New Pharmacy into the Rx Transfer Form 8

How to Transfer In a Prescription 11

Editing Information for Prescriptions Transferred In/Out 12

Reprinting a Transfer Report 14

Generating the Rx Transfers Report 16

Merging Duplicate Pharmacies on the Store Transfer List 19

Editing/Deleting a Pharmacy from the Store Transfer List 21

Kroll Helpdesk Information 22

 Head Office – Toronto..... 22

 Western Canada – Edmonton..... 22

 Eastern Canada – Dartmouth..... 22

New Features of Version 8.3 Prescription Transferring

Version 8.3 of Kroll pharmacy software provides improvements to the existing prescription transfer method. One such enhancement is the ability to save, and therefore quickly retrieve, contact information that has been entered for pharmacies. This allows users to select pharmacies from a drop-down menu for future transfers.

Another notable enhancement is the ability to generate detailed reports on the number prescriptions being transferred in or transferred out within a specified interval of time. This will be explained in the latter portion of the document in **Generating Rx Transfers Report** (page 16).

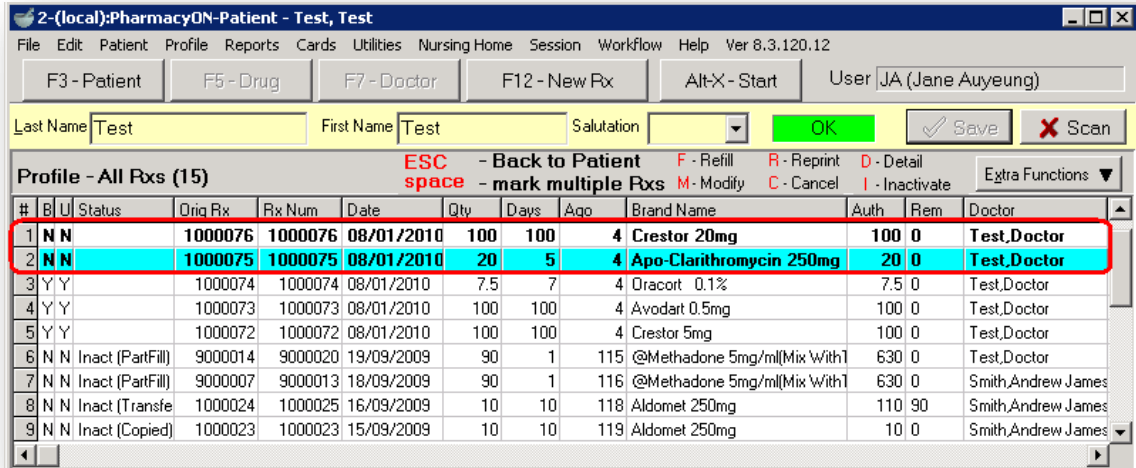
How to Transfer Out a Prescription

1. Access the prescription profile of the patient requiring the transfer.

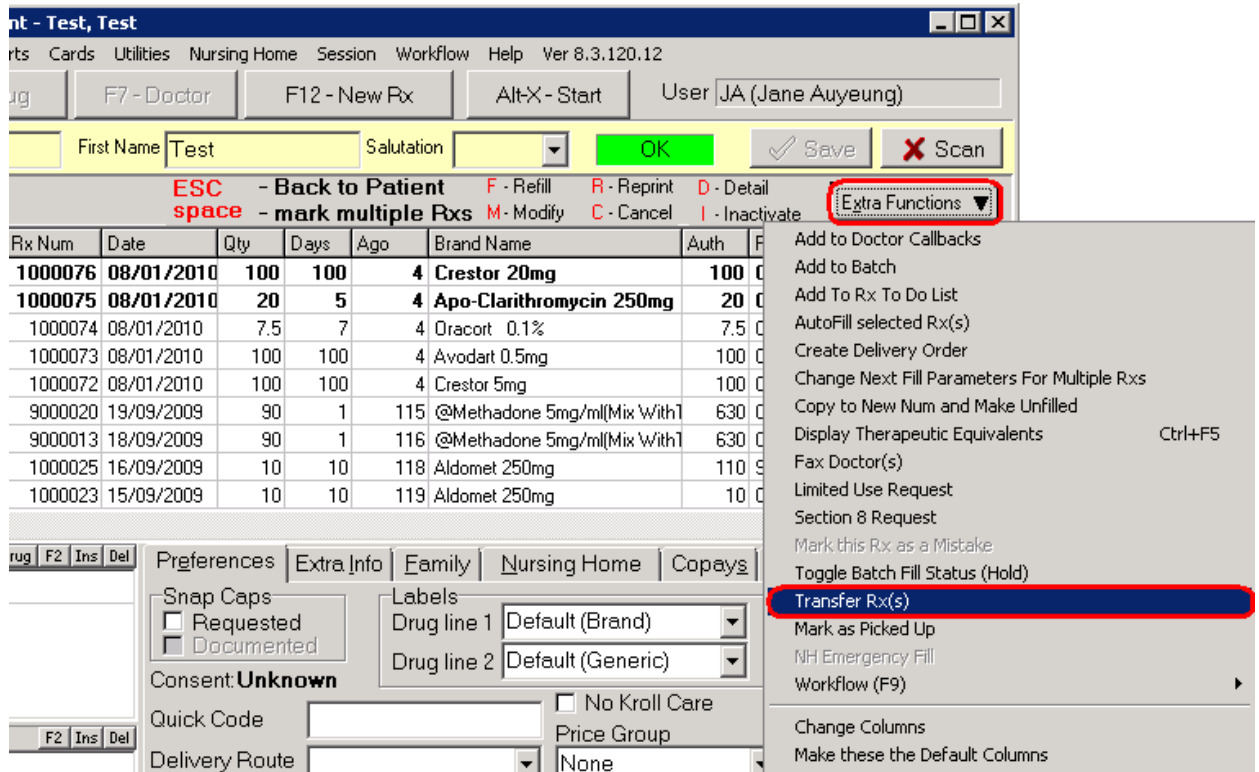
The screenshot shows the PharmacyON software interface for a patient named 'Test, Test'. The window title is '2-(local):PharmacyON-Patient - Test, Test'. The menu bar includes File, Edit, Patient, Profile, Reports, Cards, Utilities, Nursing Home, Session, Workflow, and Help. The version is 8.3.120.12. The user is 'JA (Jane Auyeung)'. The interface has several tabs: F3 - Patient, F5 - Drug, F7 - Doctor, F12 - New Rx, and Alt-X - Start. The patient's last name is 'Test' and the first name is 'Test'. The 'Profile - All Rxs (15)' table is highlighted with a red box. Below the table are sections for Allergies (1), Medical Conditions (0), and various preferences and settings.

#	B	U	Status	Orig Rx	Rx Num	Date	Qty	Days	Ago	Brand Name	Auth	Rem	Doctor
1	N	N		1000076	1000076	08/01/2010	100	100	4	Crestor 20mg	100	0	Test,Doctor
2	N	N		1000075	1000075	08/01/2010	20	5	4	Apo-Clarithromycin 250mg	20	0	Test,Doctor
3	Y	Y		1000074	1000074	08/01/2010	7.5	7	4	Oracort 0.1%	7.5	0	Test,Doctor
4	Y	Y		1000073	1000073	08/01/2010	100	100	4	Avodart 0.5mg	100	0	Test,Doctor
5	Y	Y		1000072	1000072	08/01/2010	100	100	4	Crestor 5mg	100	0	Test,Doctor
6	N	N	Inact (PartFill)	9000014	9000020	19/09/2009	90	1	115	@Methadone 5mg/ml(Mix with1	630	0	Test,Doctor
7	N	N	Inact (PartFill)	9000007	9000013	18/09/2009	90	1	116	@Methadone 5mg/ml(Mix with1	630	0	Smith,Andrew James
8	N	N	Inact (Transfe	1000024	1000025	16/09/2009	10	10	118	Aldomet 250mg	110	90	Smith,Andrew James
9	N	N	Inact (Copied)	1000023	1000023	15/09/2009	10	10	119	Aldomet 250mg	10	0	Smith,Andrew James

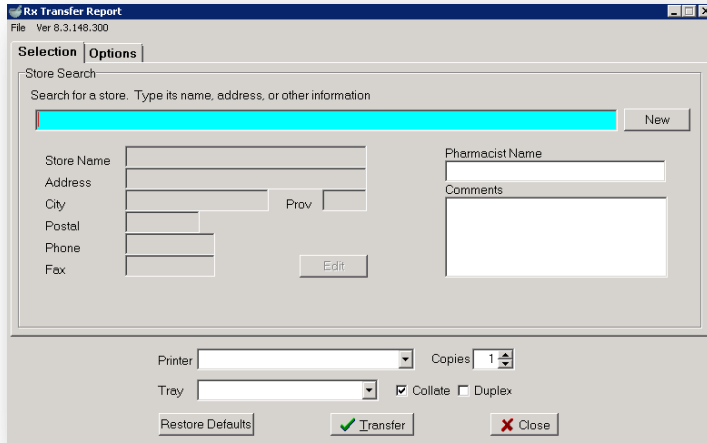
- Highlight the prescription(s) that need transferring by using the **spacebar** on the keyboard.



- Generate the Rx Transfer form by going into **Extra Functions** → **Transfer Rx(s)**.



- The **Rx Transfer Report** screen will appear.

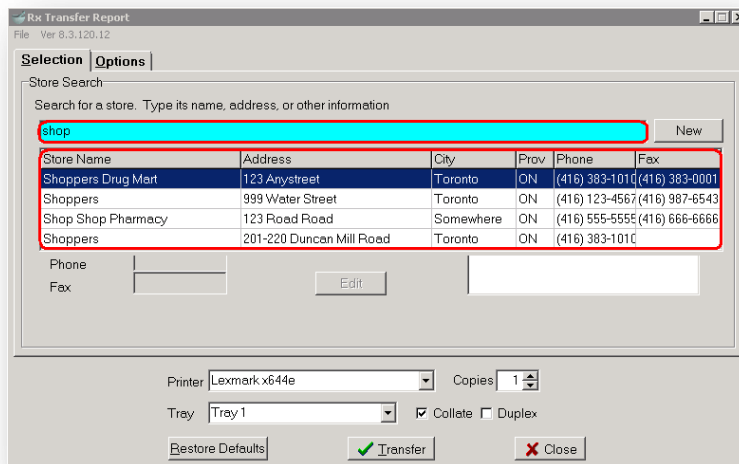


- In the **Store Search** field, enter the name of the pharmacy the prescriptions are being transferred to. The pharmacy will either already exist in the store transfer list due to previous input (See **Enter an Existing Pharmacy into the Rx Transfer Form**, page 5) or require new input into the system (See **Enter a New Pharmacy into the Rx Transfer Form**, page 8).

Enter an Existing Pharmacy into the Rx Transfer Form

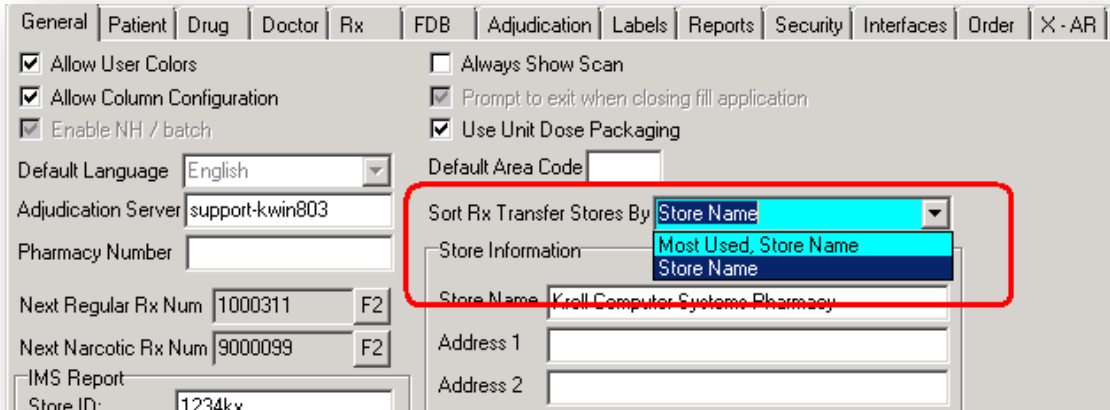
- To search for a pharmacy already saved in the Kroll system, start typing the **name, address, Store #, Phone #, or any store related information** in the **Search** field and locate the pharmacy from the drop down menu.

Note: When upgrading from version 8.0 to version 8.3, the store transfer list is converted over and will be available for selection.

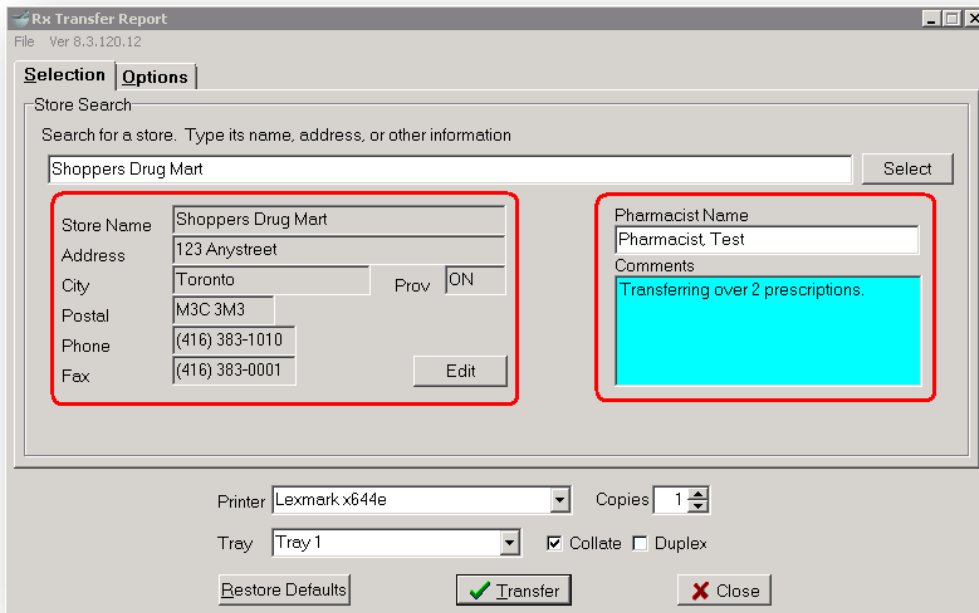


Store Name	Address	City	Prov	Phone	Fax
Shoppers Drug Mart	123 Anystreet	Toronto	ON	(416) 383-1010	(416) 383-0001
Shoppers	999 Water Street	Toronto	ON	(416) 123-4567	(416) 987-6543
Shop Shop Pharmacy	123 Road Road	Somewhere	ON	(416) 555-5555	(416) 666-6666
Shoppers	201-220 Duncan Mill Road	Toronto	ON	(416) 383-1010	

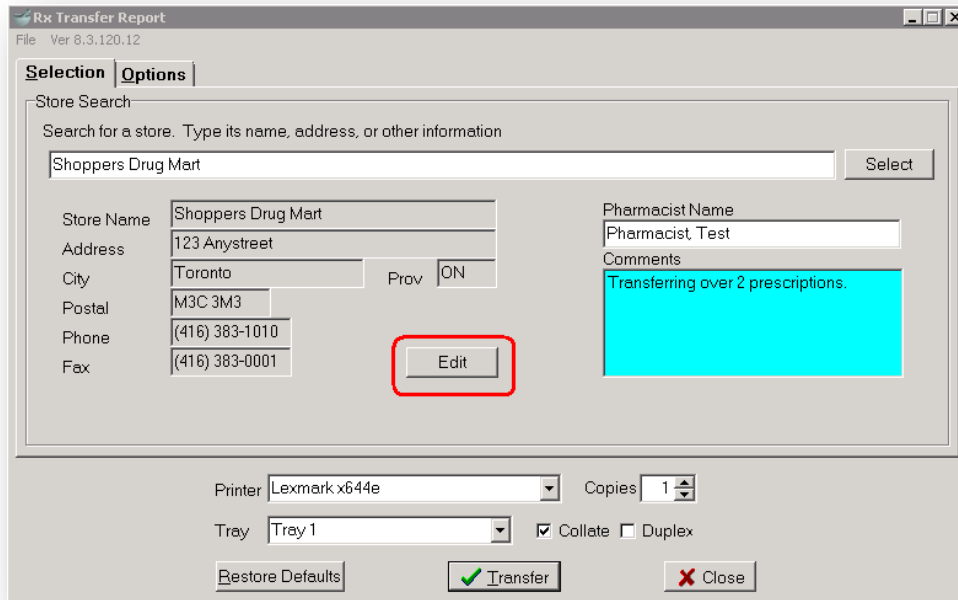
NOTE: By default, the matching list of stores is presented in order of most frequently used; therefore, using the **Phone #** or **Store #** will help refine the search. The list can be configured to sort alphabetically under **File** → **Configurations** → **Store** → **General** → **Sort Rx Transfer Stores By Store Name**.



2. Press the **Down Arrow** and **Enter** or **Double Click** the applicable pharmacy to populate the contact information into the transfer form.
3. Enter the **Pharmacist Name** and **Comments** as required.

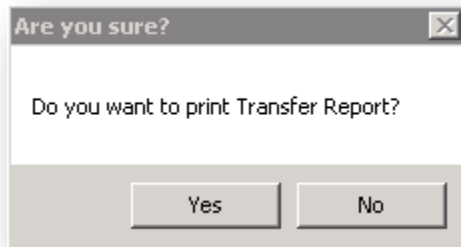


- To edit the contact information of the pharmacy, click on the **Edit** button.



The screenshot shows the 'Rx Transfer Report' application window. It has a 'Selection' tab and an 'Options' tab. Under 'Selection', there is a 'Store Search' section with a text input field containing 'Shoppers Drug Mart' and a 'Select' button. Below this, there are several input fields for pharmacy information: 'Store Name' (Shoppers Drug Mart), 'Address' (123 Anystreet), 'City' (Toronto), 'Postal' (M3C 3M3), 'Phone' ((416) 383-1010), and 'Fax' ((416) 383-0001). There is also a 'Prov' dropdown set to 'ON'. To the right, there are fields for 'Pharmacist Name' (Pharmacist Test) and 'Comments' (Transferring over 2 prescriptions). An 'Edit' button is highlighted with a red rectangle. At the bottom, there are printer settings (Printer: Lexmark x644e, Copies: 1, Tray: Tray 1, Collate checked, Duplex unchecked) and three buttons: 'Restore Defaults', 'Transfer' (with a green checkmark), and 'Close' (with a red X).

- Click on **Transfer** to print the Rx transfer report and fax to the receiving pharmacy.
- Answer **Yes/No** when asked “Do you want to print Transfer Report?”



The screenshot shows a small dialog box titled 'Are you sure?'. It contains the text 'Do you want to print Transfer Report?' and two buttons at the bottom: 'Yes' and 'No'.

Entering a New Pharmacy into the Rx Transfer Form

In the event that a pharmacy is **not** listed in the existing store transfer list, the pharmacy can be added as follows:

1. Click on the **New** button of the **Rx Transfer Report** screen.

The screenshot shows the 'Rx Transfer Report' application window. The title bar indicates 'File Ver 8.3.120.12'. The window has two tabs: 'Selection' and 'Options'. Under 'Selection', there is a 'Store Search' section with a search bar and a 'New' button highlighted in red. Below the search bar are input fields for 'Store Name', 'Address', 'City', 'Postal', 'Phone', and 'Fax', along with a 'Prov' dropdown menu and an 'Edit' button. To the right, there are fields for 'Pharmacist Name' and 'Comments'. At the bottom of the window, there are printer settings (Printer: Lexmark x644e, Copies: 1, Tray: Tray 1, Collate checked, Duplex unchecked) and buttons for 'Restore Defaults', 'Transfer' (with a green checkmark), and 'Close' (with a red X).

2. A **Create Store** screen will appear. Fill out the contact information of the pharmacy you are transferring the prescription to and click **OK** when finished.

The screenshot shows the 'Create Store' dialog box. The title bar says 'Create Store'. The dialog has a list of labels on the left: 'Store Name', 'Address', 'City', 'Prov', 'Postal', 'Phone', and 'Fax'. The corresponding input fields contain the following text: 'Nice Pharmacy', '11 Happy Road', 'Toronto', 'ON (Ontario)', an empty field for 'Postal', '(416) 111-1111', and '(416) 222-2222'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'Store Name' label and the 'OK' button are highlighted with red boxes.

3. Enter the **Pharmacist Name** and **Comments** as required on the **Selection** tab.

Rx Transfer Report
File Ver 8.3.120.12

Selection | Options

Store Search
Search for a store. Type its name, address, or other information
Nice Pharmacy

Store Name	Nice Pharmacy
Address	11 Happy Road
City	Toronto
Postal	
Phone	(416) 111-1111
Fax	(416) 222-2222

Prov

Pharmacist Name	Pharmacist Test
Comments	

Printer Copies
Tray Collate Duplex

4. The **Options** tab offers choices to include or exclude certain information on the Rx Transfer Report. **Check** or **Uncheck** to select the options.

Rx Transfer Report
File Ver 8.3.148.300

Selection | **Options**

- Print Billing Info
- Print patient allergies and conditions
- Use doctor's address from Rx

5. Click on **Transfer** to print the Rx transfer report.

Rx Transfer Report
File Ver 8.3.120.12

Selection | Options

Store Search
Search for a store. Type its name, address, or other information
Nice Pharmacy

Store Name: Nice Pharmacy
Address: 11 Happy Road
City: Toronto Prov: ON
Postal:
Phone: (416) 111-1111
Fax: (416) 222-2222

Pharmacist Name: Pharmacist Test
Comments:

Printer: Lexmark x644e Copies: 1
Tray: Tray 1 Collate Duplex

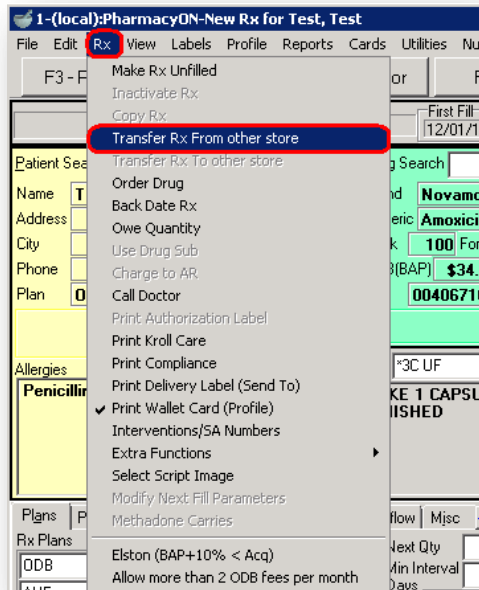
6. Answer **Yes/No** when asked “Do you want to print Transfer Report?”

Are you sure?

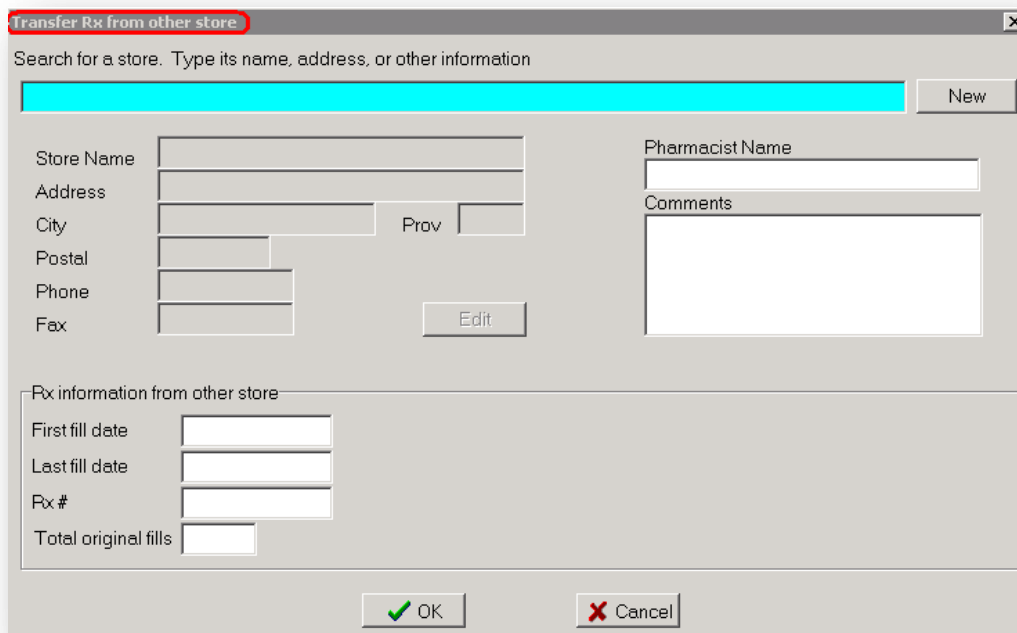
Do you want to print Transfer Report?

How to Transfer In a Prescription

1. Press **F12** to fill a **New Rx**.
2. Fill out the patient drug, doctor and prescription information as usual.
3. Go to **Rx** → **Transfer Rx From other store**.



4. The **Transfer Rx from other store** window will appear.



5. Enter a new or existing pharmacy into the **Search** field. See **Enter an Existing Pharmacy into the Rx Transfer Form** (page 5), or **Enter a New Pharmacy into the Rx Transfer Form** (page 8).
6. Fill out **Pharmacist Name** and **Comments**.
7. Fill out **Rx information from other store** as needed.

8. Click or press **OK** when finished.
9. Fill the prescription as usual.

Editing Information for Prescriptions Transferred In/Out

1. Bring up the patient prescription profile (e.g. SHIFT+F3).
2. Call up the prescription(s) that were Transferred In/Out in **Modify** mode.

#	B	U	Status	Orig Rx	Rx Num	Date	Qty	Days	Ago	Brand Name	Auth	Rem	Doctor
1	N	N		1000077	1000077	12/01/2010	30	10	0	Novamoxin 500mg	30	0	Test,Doctor
2	N	N	Inact (Transferred)	1000076	1000076	08/01/2010	100	100	4	Crestor 20mg	100	0	Test,Doctor
3	N	N	Inact (Transferred)	1000075	1000075	08/01/2010	20	5	4	Apo-Clarithromycin 250mg	20	0	Test,Doctor
4	Y	Y		1000074	1000074	08/01/2010	7.5	7	4	Dracort 0.1%	7.5	0	Test,Doctor
5	Y	Y		1000073	1000073	08/01/2010	100	100	4	Avodart 0.5mg	100	0	Test,Doctor
6	Y	Y		1000072	1000072	08/01/2010	100	100	4	Crestor 5mg	100	0	Test,Doctor
7	N	N	Inact (PartFill)	9000014	9000020	19/09/2009	90	1	115	@Methadone 5mg/ml[Mix With1	630	0	Test,Doctor
8	N	N	Inact (PartFill)	9000007	9000013	18/09/2009	90	1	116	@Methadone 5mg/ml[Mix With1	630	0	Smith,Andrew J.
9	N	N	Inact (Transferred)	1000024	1000025	16/09/2009	10	10	118	Aldomet 250mg	110	90	Smith,Andrew J.

- Go to Rx → **Transfer Rx From other store** to retrieve or edit **Transfer Rx In Details**.

Transfer Rx In Details

Search for a store. Type its name, address, or other information

Shoppers Drug Mart Select

Store Name	Shoppers Drug Mart	Pharmacist Name	Pharmacist Test
Address	123 Anystreet	Comments	
City	Toronto	Prov	ON
Postal	M3C 3M3		
Phone	(416) 383-1010		
Fax	(416) 383-0001		

Edit

Rx information from other store

First fill date	01/01/2010	Authorizing Pharmacist:	
Last fill date	01/01/2010	Transfer date	12/01/2010
Rx #	12345678		
Total original fills	1		

Update **Cancel**

- Go to Rx → **Transfer Rx To other store** to retrieve or edit **Rx Transfer Out Details**.

Rx Transfer Out Details

File Ver 8.3.120.12

Selection **Options**

Store Search

Search for a store. Type its name, address, or other information

Nice Pharmacy Select

Store Name	Nice Pharmacy	Pharmacist Name	Pharmacist Test
Address	11 Happy Road	Comments	
City	Toronto	Prov	ON
Postal			
Phone	(416) 111-1111		
Fax	(416) 222-2222		

Edit

Transfer date 12/01/2010 **Authorizing Pharmacist:**

Printer Lexmark x644e Copies 1

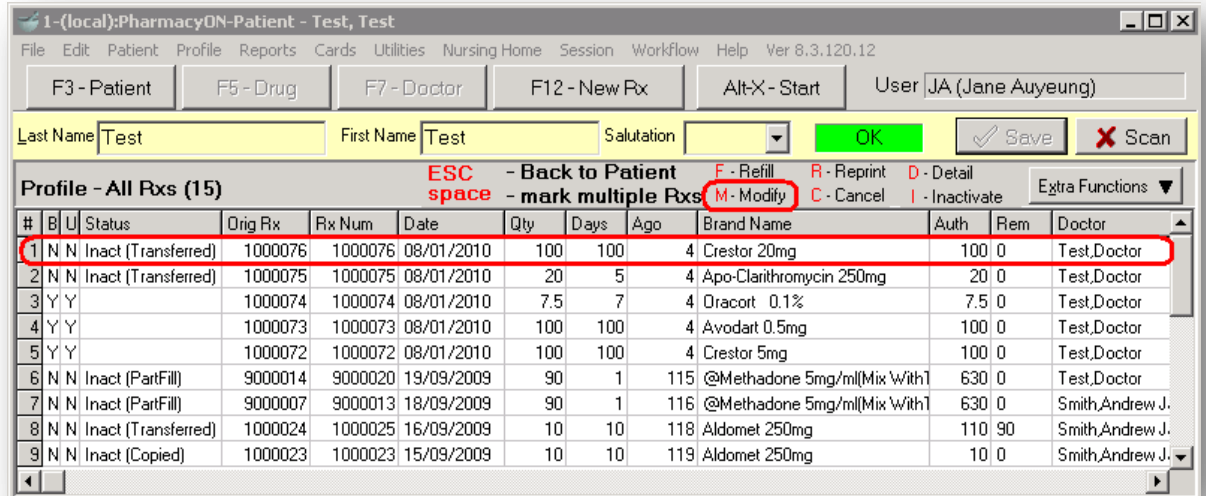
Tray Tray 1 Collate Duplex

Restore Defaults **Update** **Close**

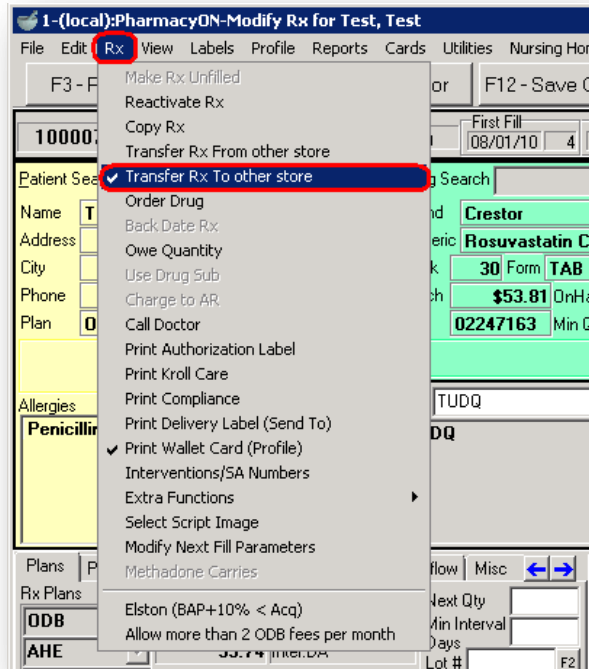
- Click/Press **Edit** to make adjustments to the pharmacy or pharmacy contact information.
- Click/Press **Update** to save changes.

Reprinting a Transfer Report

1. Access the patient profile from the patient card (e.g. SHIFT+F3).
2. Using the **Spacebar**, mark the prescription(s) you want to reprint the Transfer form for and bring it up in **Modify** mode by pressing **M** on the keyboard or clicking **M-Modify** with the mouse.



3. Go to Rx → Transfer Rx To other store.



4. The **Rx Transfer Out Details** screen will appear
5. If required, edit pharmacy information by clicking the **Edit** button and click **Update** when finished.

Rx Transfer Out Details
File Ver 8.3.120.12

Selection | Options

Store Search
Search for a store. Type its name, address, or other information
Nice Pharmacy

Store Name: Nice Pharmacy
Address: 11 Happy Road
City: Toronto Prov: ON
Postal:
Phone: (416) 111-1111
Fax: (416) 222-2222

Pharmacist Name: Pharmacist Test
Comments:

Transfer date: 12/01/2010 Authorizing Pharmacist: Jane Auyeung

Printer: Lexmark x644e Copies: 1
Tray: Tray 1 Collate Duplex

6. Answer **Yes/No** to “Do you want to print Transfer Report”.

Are you sure?

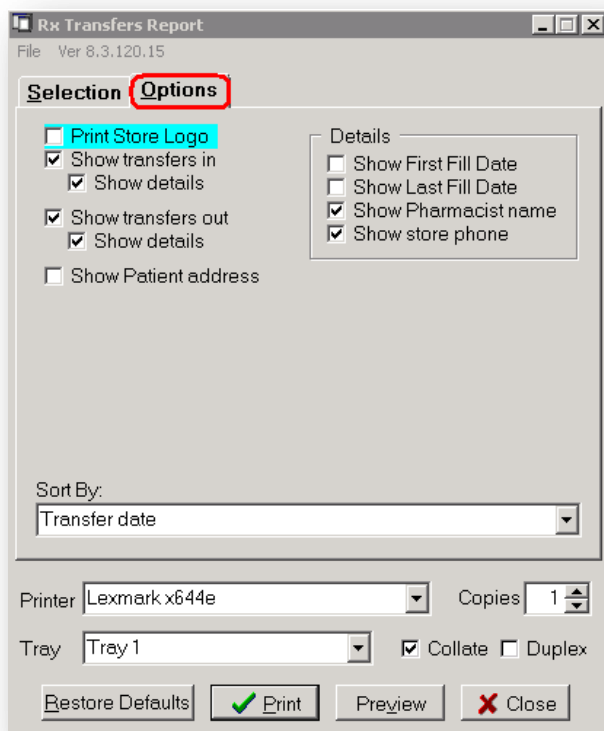
Do you want to print Transfer Report?

Generating the Rx Transfers Report

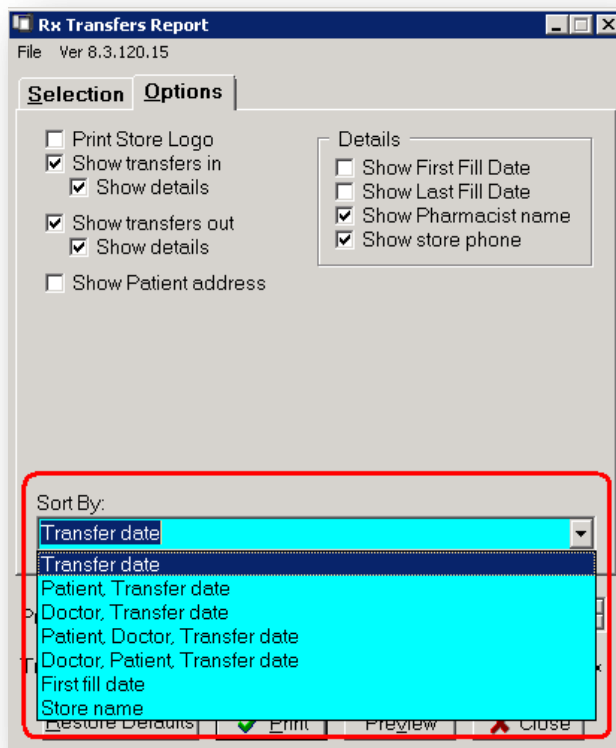
The **Rx Transfers Report** extracts detailed information regarding the number of prescriptions that have been transferred into the pharmacy, or transferred out from the pharmacy for a specified interval of time. The report is generated as follows:

1. Go to **Reports** → **Rx** → **Rx Transfers Report**

2. Select the **date range** you want to see Transfers In and Transfers out.
3. The report can be generated by individual patient (Patient), by Nursing Home, or by all patients in the database (All).
4. The report parameters can also be narrowed by **Patient Groups** if available by the pharmacy.
5. In the **Options** tab there are options to include or exclude transfer details alongside preferences to print store logo and patient address. **Check** the corresponding boxes as needed.



6. The Rx Transfers Report can also be sorted based on the selection chosen in the **Sort By** field.



7. Click **Print** or press **Enter** on the keyboard to print the Rx Transfers Report.

NOTE: The following example shows prescription details of transfers in and transfers out made between 01/01/2010 to 26/02/2010.

Rx Transfers Report

Kroll Computer Systems Inc, 220 Duncan Mill Road, Toronto ON M3B 3K5
 Phone: (800) 263-5876 Fax: (416) 383-0001

ReportParameters
 Transfer Date - 01/01/2010 to 26/02/2010
 Showing Rx transfers in
 Showing Rx transfers out
 Sorting by transfer date

Rx Transfers Report Printed on: 26/02/2010 17:13:42

Tx #	Patient Details	Doctor	Drug	Fill Date Transfer Date	Total Status
Transferred In					
1000027	Test, Test Store: Test Pharmacy, Pharmacist: Test Test, Tel: 555-5555	Dr. Test, Doctor	30 TAB Apo-Simvastatin 20mg	26-Feb-2010 26-Feb-2010	55.74
1000028	Test, Test Store: Test Pharmacy, Tel: 555-5555	Dr. Test, Doctor	30 TAB Apo-Hydro 25mg	26-Feb-2010 26-Feb-2010	11.57
Totals	2Rx transferred in (1 patients)				67.31

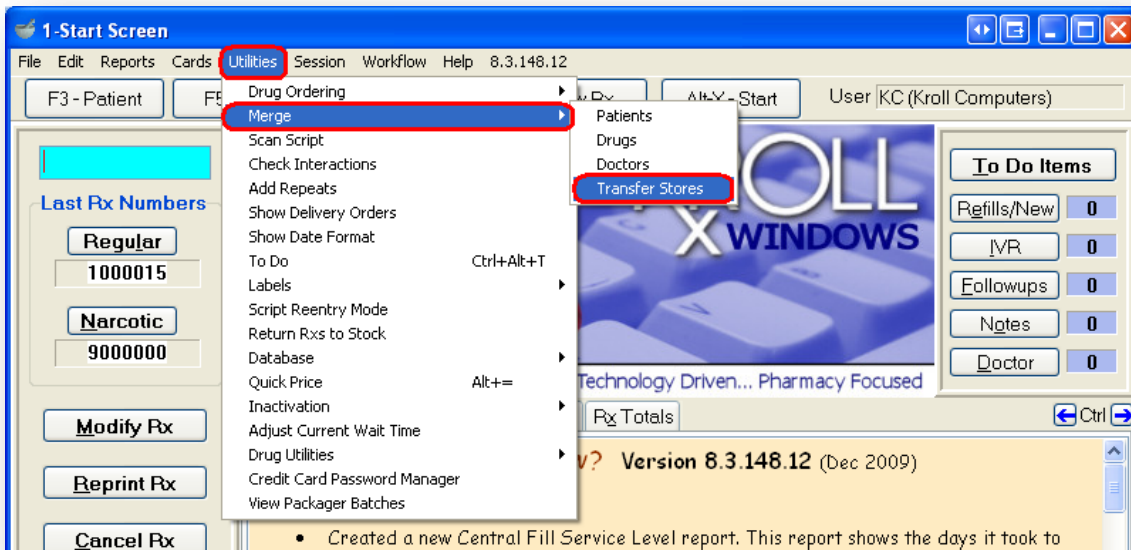
Rx Transfers Report Printed on: 26/02/2010 17:14:21
Transfers Out

Tx #	Patient Details	Doctor	Drug	Fill Date Transfer Date	Total Status
Transferred Out					
1000015	Test, Test Store: Kroll Pharmacy, Pharmacist: Pharmacist, Test, Tel: (416) 383-1010	Dr. Test, Doctor	30 TAB Lipitor 10mg	15-Jan-2010 15-Jan-2010	68.43 Inact(Copied)
2000000	Test, Label Store: Kroll Pharmacy, Tel: (416) 383-1010	Dr. Test, Doctor	28 TAB Diovan 40mg	25-Jan-2010 03-Feb-2010	48.33 Inact
Totals	2Rx transferred out (2 patients)				116.76

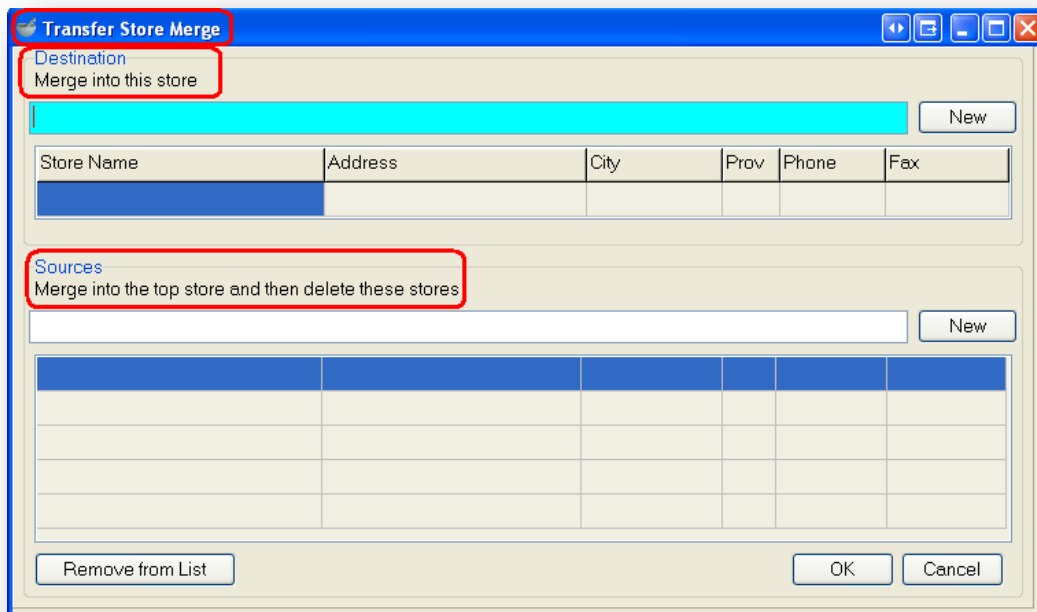
Merging Duplicate Pharmacies on the Store Transfer List

In the event that a pharmacy has been entered more than once into the store transfer list, it is possible to merge these duplicate stores as follows:

1. From the Kroll Start Screen go to **Utilities** → **Merge** → **Transfer Stores**.



2. The **Transfer Store Merge** screen will appear



3. The **Destination** field should be populated with the pharmacy that other store(s) are being merged into (i.e. the pharmacy that is preserved subsequent to the merge).
4. The **Sources** field should be populated with the pharmacy or pharmacies that are being merged into the **Destination** file (i.e. the pharmacy/pharmacies that will be deleted from the Kroll System subsequent to the merge).

Transfer Store Merge

Destination
Merge into this store

Kroll Pharmacy Select

Store Name	Address	City	Prov	Phone	Fax
Kroll Pharmacy	220 Duncan Mill Road	Toronto	ON	(416) 383-1011	(416) 383-0001

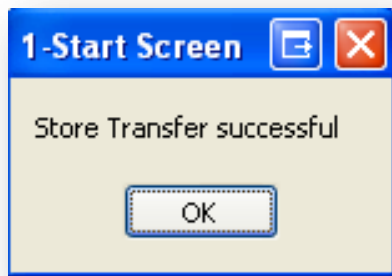
Sources
Merge into the top store and then delete these stores

Kroll Triplicate Select

Kroll Duplicate	Duplicate				
Kroll Triplicate	220 Duncan Mill Road	Toronto	ON		

Remove from List OK Cancel

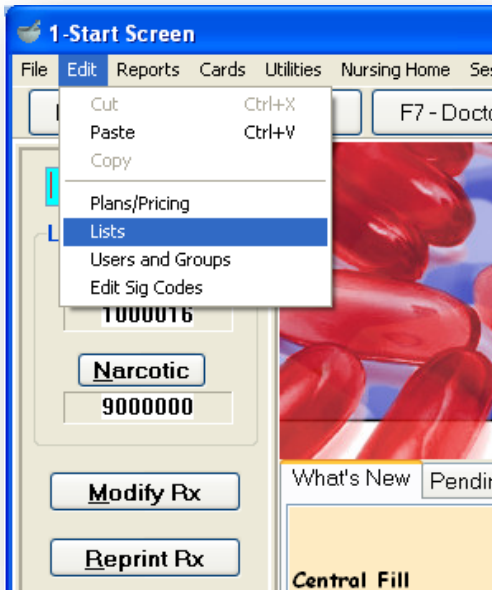
5. To remove one of the **Source** pharmacies, highlight the store entry and click **Remove from List**.
6. Once the **Destination** and **Source** pharmacies are chosen and verified, click or press **OK** to perform the merge. A message will pop up to verify that the store transfer was successful.



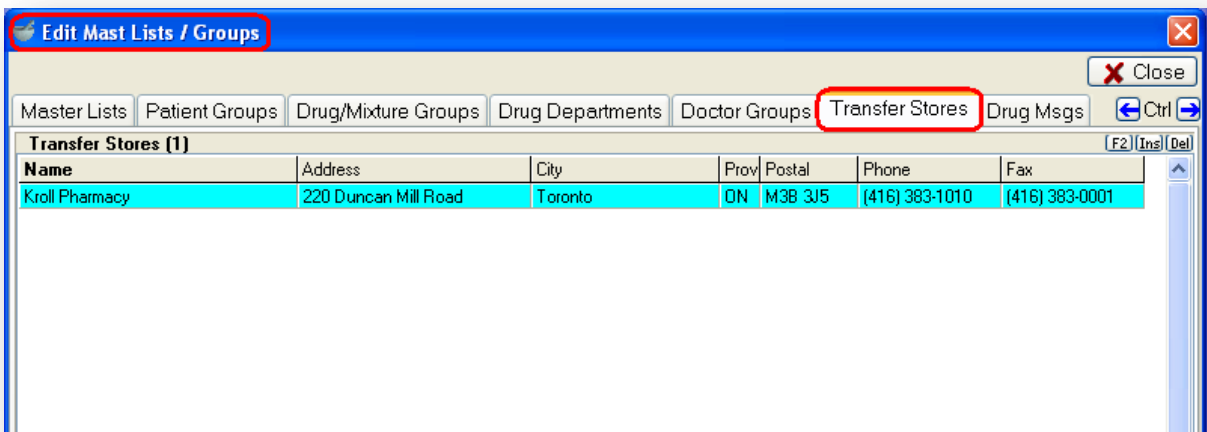
NOTE: The Store Transfer merge is an irreversible process.

Editing/Deleting a Pharmacy from the Store Transfer List

1. Go to **Edit** → **Lists** and login with Kroll username and password.



2. The **Edit Master Lists/Groups** screen will appear. Click on the **Transfer Stores** tab.



3. Highlight a store entry and click/press **F2** to edit store information, and **Del** to delete to delete the store.

Kroll Helpdesk Information

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Fax: 416-383-0001
support@kroll.ca

Western Canada – Edmonton

9622 – 42nd Avenue NW Suite 313
Edmonton, Alberta
T6E 5Y4

Eastern Canada – Dartmouth

33 Ochterloney Street, Suite 260
Dartmouth, Nova Scotia
B2Y 4P5