

Script Re-Entry

8.3

Kroll Computer Systems Inc.

The following document outlines the steps required to manually re-enter prescriptions that have been lost due to a data restore.



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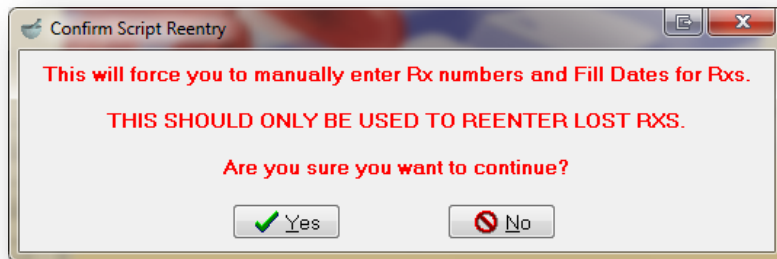
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The following document outlines the steps required to reenter prescriptions that have been lost due to a data restore, or a hard drive crash. Please note while using the **script reentry** utility on a terminal, all other Kroll sessions on that terminal should be closed and no prescriptions should be filled except those that are being re-entered. Daily Rx's can be filled on **other** terminals while performing this utility.

Turn on Script Reentry Mode

1. Go to **Utilities** → **Script Reentry**.
2. Click **Yes** to the warning.



NOTE: When a session is in **Script Reentry Mode** the top of the session will appear in red.



3. Gather all the hardcopies of the prescriptions that have been lost as a result of the data restore/hard-drive crash so that they can be re-entered.
4. Determine if the Rx being reentered is a **New Rx** or a **Refill**.

Re-entering Prescriptions

If this is a New Rx

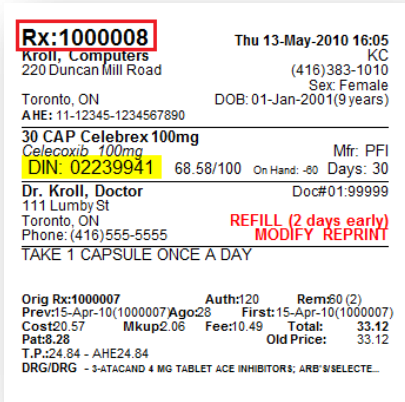
1. If this is a new Rx, click **F12-New Rx** or press **F12** on the keyboard to enter new Rx information as you normally would.
2. Once all Rx information has been entered, click/press **F12** to fill the Rx.
3. The **Enter the Rx Values** form will appear. Fill it out as per the hardcopy.

- a) **Rx Number:** Enter the prescription number found at the top of your hardcopy
 - b) **Fill Date:** Enter the date the prescription was filled. This is found at the top of the hardcopy.
 - c) **Accepted /Rejected:** This screen will appear with the plan(s) found on the Rx. Simply enter the appropriate information found on the hardcopy.
 - d) **Bill Manually:** Place a checkmark here if the prescription value is being manually reimbursed by the insurance company.
 - e) **Adjust Inventory:** Place a checkmark here if you do perpetual inventory so that the appropriate amounts of inventory are removed from the drug card. If you do not do perpetual inventory you may leave this option blank. This flag is **ON** by default.
 - f) **Print Labels:** Place a checkmark here if you wish to print a label (this is not necessary since you have the original hardcopy). This flag is **OFF** by default.
4. Click on **OK** or press **Enter** on the keyboard to continue and re-enter the next prescription.

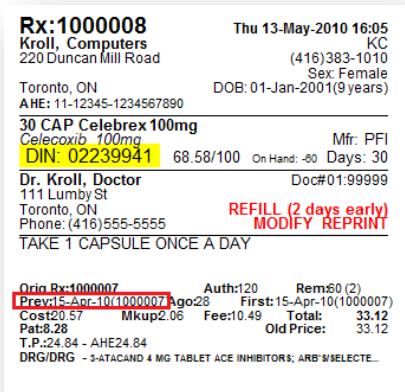
NOTE: The same procedures apply to prescriptions that require **Intervention Codes, Transfer Information, Backdates, Script Images, Owe Quantities**, etc.

If the Rx is a Refill

1. Obtain the hardcopy of the refill prescription (this example will use Rx 1000008 as shown).



2. Identify the prescriptions last refill number (i.e. the **previous** fill Rx number that is listed on the bottom of the hardcopy).



3. From the Start Screen (ALT+X) enter the previous prescription number and click/press **F12** to pull up the prescription. Check the filling screen against the hardcopy for any quantity or SIG, doctor, drug changes, etc.



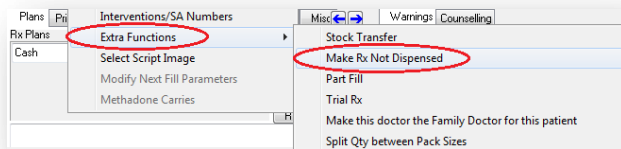
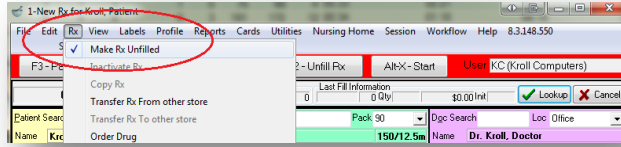
4. Press/Click **F12-Fill Rx** to bring up the **Enter the Rx Values** form.

- Rx Number:** Enter the prescription number found at the top of your hardcopy
 - Fill Date:** Enter the date the prescription was filled. This is found at the top of the hardcopy.
 - Accepted /Rejected:** This screen will appear with the plan(s) found on the Rx. Simply enter the appropriate information found on the hardcopy.
 - Bill Manually:** Place a checkmark here if the prescription value is being manually reimbursed by the insurance company.
 - Adjust Inventory:** Place a checkmark here if you do perpetual inventory so that the appropriate amounts of inventory are removed from the drug card. If you do not do perpetual inventory you may leave this option blank. This flag is **ON** by default.
 - Print Labels:** Place a checkmark here if you wish to print a label (this is not necessary since you have the original hardcopy). This flag is **OFF** by default.
5. Press **Enter** on the keyboard or click **OK** to continue and re-enter the next prescription.

NOTE: The same procedures apply to prescriptions that require **Intervention Codes, Transfer Information, Backdates, Script Images, Owe Quantities**, etc.

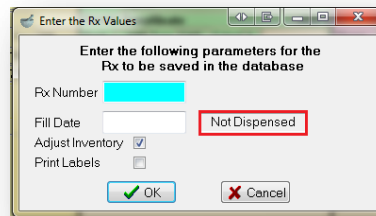
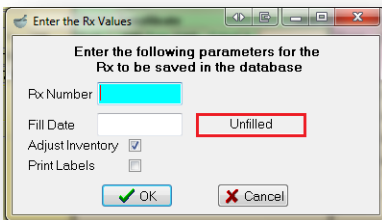
If this is an Unfilled/Not Dispensed Rx

1. If this is an **Unfilled** or **Not Dispensed** Rx, click **F12-New Rx** or press **F12** on the keyboard to enter the Rx information as you normally would. Proceed to access the **Rx Menu** and select **Make Rx Unfilled** or **Make Rx Not Dispensed**.



2. Click the **F12** button or press **F12** on the keyboard to proceed with script re-entry.
3. The **Enter the Rx Values** form will appear. Fill it out as per the hardcopy.

NOTE: The status of the prescription will be listed as **Unfilled** or **Not Dispensed** according to what is selected from the Rx menu previously.



Rx Number: Enter the Rx number found at the top of your hardcopy for the unfilled/not dispensed Rx.

Fill Date: Enter the date the prescription was unfilled or made not dispensed. This date is found at the top of the hardcopy.

Adjust Inventory (Unfilled): Ignore this flag for **unfilled** prescriptions since there are no inventory deductions for prescriptions that are placed on hold.

Adjust Inventory (Not Dispensed): Place a checkmark here if you do perpetual inventory for the drug listed in the not dispensed prescription. If you do not do perpetual inventory you may leave this option blank.

Print Labels: Place a checkmark here if you wish to print a label (this is not necessary since you have the original hardcopy). This flag is **OFF** by default.

4. Click on **OK** or press **Enter** on the keyboard to continue and re-enter the next prescription.