

# User Permission Settings

# 8.3

Kroll Computer Systems Inc

The following documentation provides a general description of each group permission settings available in File -> Configurations -> Permissions.



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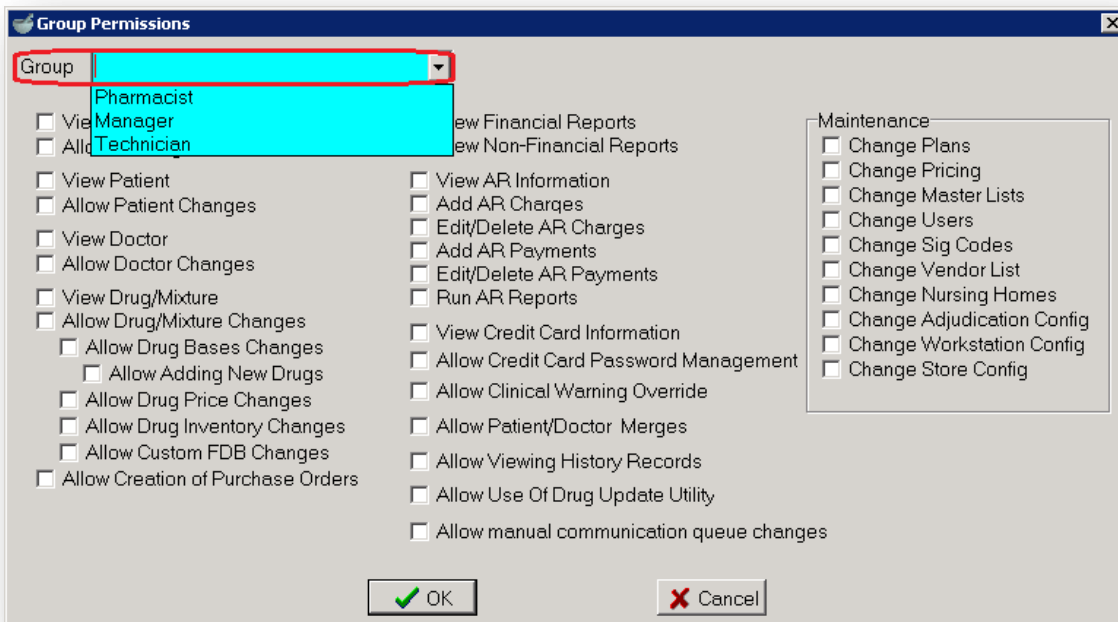
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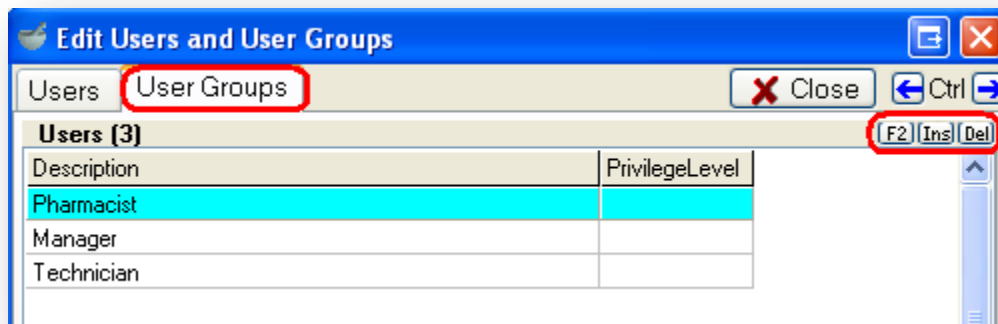
Permission settings in Kroll can be configured to allow or prevent access to certain areas within the software to specific **User Groups**. Each user group can be assigned a unique set of permissions.

## Accessing the Group Permissions Form

1. Go to **File** → **Configurations** → **Permissions** and log in with your Kroll username and password.  
**NOTE:** Only managers can perform this function.
2. Select a **User Group** from the **Group** dropdown menu.



**NOTE:** Additional **User Groups** can be added from **Edit** → **Users and Groups** under the **User Groups** tab.



## Group Permission Descriptions

### View Clinical Info

This setting controls whether or not the user has access to view any patient related drug information. When this option is unchecked, the user will **not** have access to view patient allergies and conditions, patient profile, or F12 filling screen. The user can access individual drugs and doctors, but not as it pertains to a specific patient.

### Allow Viewing Rx Screen

When unchecked the user will **not** be able to access the F12 Filling screen. This prevents the user from entering or refilling any prescriptions.

### View Patient

When unchecked the user will **not** be able to search for or access any patient files where address, plan numbers, allergies/conditions, etc. are contained. The user will still have the ability to refill prescriptions, but not to fill a new prescription as this requires patient selection verification.

### Allow Patient Changes

When unchecked the user will **not** have permissions to change any information on the F3 Patient card. The ability to fill new prescriptions and repeat prescriptions is preserved.

### View Doctor

When unchecked the user will **not** be able to search or access any doctor files where license number, designation, phone/fax, etc. are contained. The user will still have the ability to refill prescriptions, but not to fill a new prescription as this requires doctor selection verification.

### Allow Doctor Changes

When unchecked the user will **not** have permissions to change any information on the F7 Doctor card. The ability to fill new prescriptions and repeat prescriptions is preserved.

### View Drug/Mixture

When unchecked the user will **not** be able to search for or access any drug/mixture files where DIN, strength, on hand value, etc. are contained. The user will still have the ability to refill prescriptions, but not to fill a new prescription as this requires drug/mixture selection verification.

### Allow Drug/Mixture Changes

When unchecked the user will **not** have permissions to change any information on the F5 Drug/Mixture card. The ability to fill new prescriptions and repeat prescriptions is preserved.

### Allow Drug Bases change

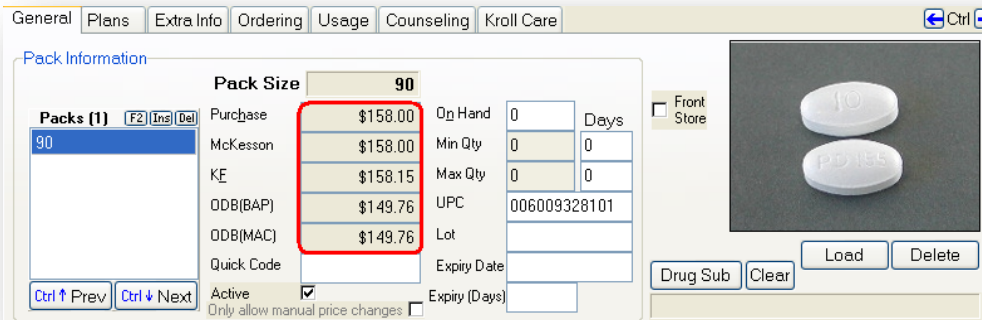
When unchecked, intrinsic drug information such as DIN, generic name, drug description, strength, etc. is grayed out and unavailable for any changes. However, the user's ability to change variable drug information such as pricing, on hand, ordering configurations, etc. is preserved.

## Allow Adding New Drugs

When unchecked, the user will **not** have the ability to add or copy a new drug into the database. The user will still have permission to add a new pack size to an existing drug in the system.

## Allow Drug Price Changes

When unchecked, the five price fields located on the F5 Drug card will be grayed out and unavailable for changes. All other F5 Drug fields will be open for changes.

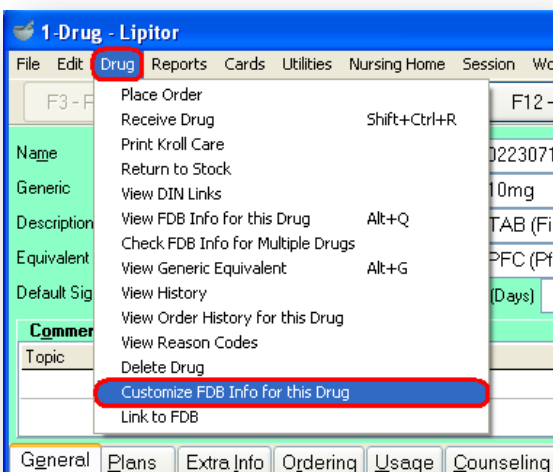


## Allow Drug Inventory Changes

When unchecked, the “On Hand” and “Min/Max/Days” fields will be grayed out and unavailable for changes. As well, the “No Inventory Adjustment” and “Disable Automatic Ordering” flags located in the **Ordering** tab of the F5 Drug card will also be grayed out. This prevents the user from making any adjustments that can ultimately affect inventory.

## Allow Custom FDB Changes

When unchecked, the ability to make customized FDB changes to “Counseling messages”, “Kroll Care” or “Auxiliary labels” is removed from the drug card.



## Allow Creation of Purchase Orders

When unchecked, the user will not have permissions to generate or send purchase orders from Utilities → Drug Ordering → Generate Orders. However, the ability of the user to manually place a drug on order by using the **Place Order** button from the F5 Drug card or by going to Rx → Order Drug from the F12 Filling screen is preserved.

## View Financial Reports

When unchecked, the user will be denied access to the following financially sensitive reports:

### *Patient Reports*

- Medical expense
- Patient Drug Summary
- Patient mailing List

### *Rx Reports*

- Network Totals
- Adjudication Totals
- Claims Invoice
- Compound Prescription Audit Report
- Coughlin Import
- Daily/monthly Totals
- NIHB Claims Invoice
- Plan Billing Summary
- Plan Breakdown
- Plan Discount Report
- Plan summary
- Prescription Sales Analysis
- Price Strategy Summary
- Profit/Loss
- Rx Breakdown
- Rx for Drug/Doctor Groups
- Rx Summary
- Rx Totals Report
- Special Services Fee Report
- Time Distribution Report

### *Drug Reports*

- Drug Inventory Listing Report
- Drug Listing Report
- Drug Price Change Report
- Drug Usage Report
- Generic Sales Analysis Report
- Inventory Report

### *Nursing Home Reports*

- Nursing Home Drug Usage Report
- Nursing Home Drug Utilization Report

### *Administration Reports*

- AR Adjustments Audit Report
- Pre-Authorized Charges Report
- Submitted/Received Difference

### *Other Reports*

- Mailing List Report
- Network vs. Adjudication Totals
- Pre-Authorized Charges Report
- Price Tree Report
- Weekly Comparison Report
- Workflow Data Report

### *Old Reports*

- Old Daily Totals
- Old Monthly Totals

## View Non-Financial Reports

When unchecked, the user will be denied access to the following financially insensitive reports:

### *Patient Reports*

Active Drug Listing Report  
Compliance Label  
Drug Interaction analysis Report  
Eligibility/Physician List  
Limited Use and Section 8 Expiry Report  
Limited Use Request  
MAR Pak Report  
Medical Expense Invoice  
Medical History  
Medication Sheet  
Patient (Comments Report)  
Patient Encounters Report  
Patient Limited Use Report  
Patient Listing Report  
Patient Medical Conditions  
Patient Medication Chart  
Patient profile Report  
Persa-Kit  
Plain Paper MAR  
Plain Paper TMR  
Section 8 Request  
Shipping Report  
Tax Receipt

### *Rx Reports*

Daily/Weekly Workload Report  
DUR Letter Report  
DUR Report  
Future Usage Report  
Hardcopy Report  
Narcotic Control Record  
Narcotic Rx Request Report  
Refills Due  
Rx (Comments Report)  
Rx Stop/Expiry

### *Rx Reports Continued...*

Rx Transfers Report  
Therapeutic Class Report

### *Drug Reports*

Drug (Comments Report)  
Drug Inventory History Report  
Drug Utilization Audit Report  
Narcotic Report

### *Doctor Reports*

Doctor (Comments Report)  
Doctor Prescribed Med Report  
Doctor Rx Filled Report  
Patient/Primary Prescriber Ratio List

### *Nursing Home Reports*

Active Drug Listing Report  
Nursing Home (Comments Report)  
Nursing Home Passtime Report  
Nursing Home Patient Listing Report  
Nursing Home Patient Statistics  
Standing Orders Recall Report

### *Administration Reports*

User Information Report

### *Other Reports*

AR (Comments Report)  
Comments Report  
Delivery Order Summary Report  
ToDo Report

### *Old Reports*

Old Dispill (Style 1) Report  
Old Dispill (Style 2) Report

## View AR Information

When unchecked, the user is denied access to the "Patient AR Profile" screen which is accessed from the F3 Patient card under Patient → View AR Profile, or CTRL+R.

## Add AR Charges

When unchecked, the user will not have permissions to **charge** items to a patient's accounts receivable profile (CTRL+R). The ability to view, delete and edit a **charge** item is retained.

The screenshot shows the 'Patient AR Profile' window for Account # 5, billed to 'Test AR'. The 'AR Detail' table lists five open charges. The 'Ins Add Charge Item' button is highlighted with a red box.

Status	Invoice #	Date	RxNum	Patient Name	Comment	TaxType	Amount
Open	10	23/02/2010	1000025	Test AR	30 Diovan 160mg	None	\$51.21
Open	10	23/02/2010	1000026	Test AR	30 Lipitor 80mg	None	\$87.85
Open	6	19/02/2010	1000020	Test AR	30 Apo-Divalproex 125mg	None	\$14.54
Open	6	19/02/2010	1000022	Test AR	30 Lipitor 10mg	None	\$67.94
Open	6	19/02/2010	1000024	Test AR	30 Diovan 160mg	None	\$51.21

## Edit/Delete AR Charges

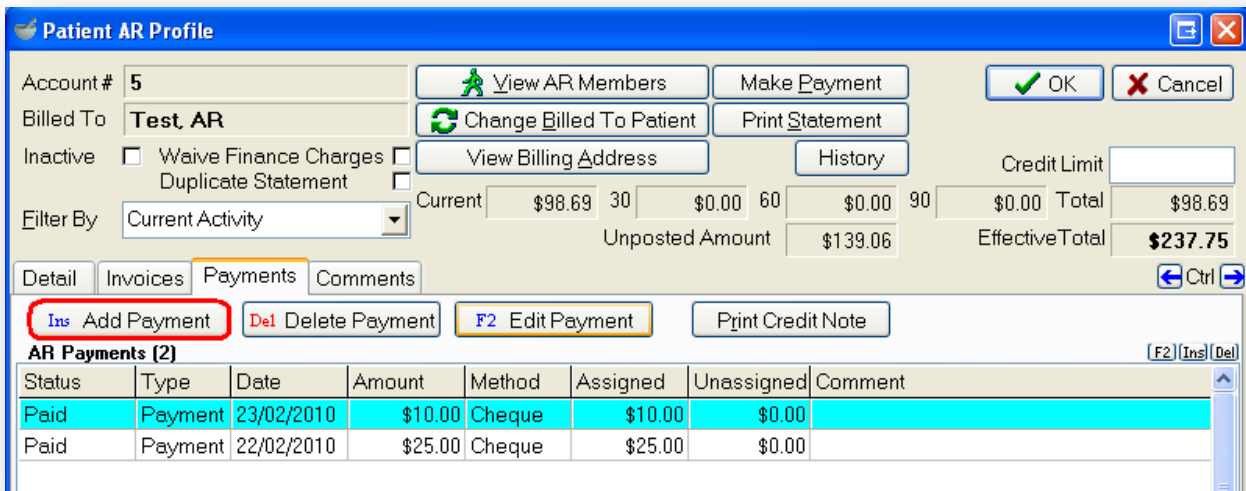
When unchecked, the user will **not** have permissions to edit or delete **charge** items from a patient's accounts receivable profile (CTRL+R). The ability to view and add a **charge** item is retained.

The screenshot shows the 'Patient AR Profile' window for Account # 5, billed to 'Test AR'. The 'AR Detail' table lists five open charges. The 'Del Delete Charge Item' and 'F2 Edit Charge Item' buttons are highlighted with red boxes.

Status	Invoice #	Date	RxNum	Patient Name	Comment	TaxType	Amount
Open	10	23/02/2010	1000025	Test AR	30 Diovan 160mg	None	\$51.21
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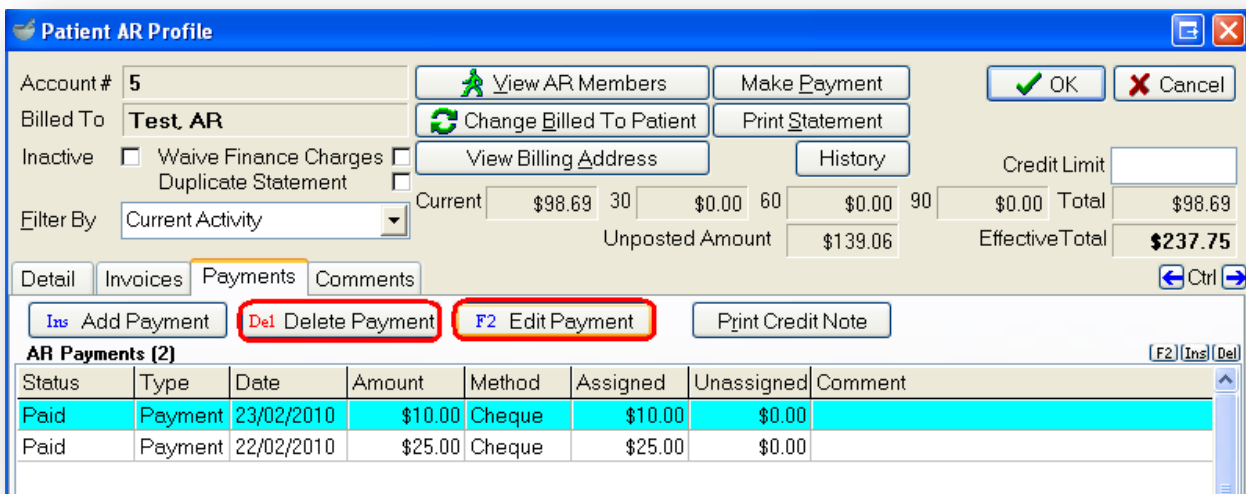
### Add AR Payments

When unchecked, the user will **not** have permissions to add **payment** items to the **Payments** tab of the patient's accounts receivable profile (CTRL+R). The ability to view, delete and edit a **payment** item is retained.



### Edit/Delete AR Payments

When unchecked, the user will **not** have permissions to edit or delete **payment** items from the **Payments** tab of the patient's accounts receivable profile (CTRL+R). The ability to view and add a payment item is retained.



### Run AR Reports

When unchecked, the user will be denied access to the following accounts receivable (AR) reports:

- AR Adjustments Audit Report
- AR Taxes Breakdown Report

### View Credit Card Information

When unchecked, the user will **not** be able to view, add, delete or edit credit card entries listed in the F3 Patient card under Patient → View Credit Cards.

### Allow Credit Card Password Management

When **checked**, this permission allows a user to access the **Credit Card Password Manager** located in the utilities dropdown menu. Access enables the user to setup a global Credit Card Access Password which is used by all pharmacy staff. This setting should be reserved for the pharmacy manager, or other high ranking pharmacy staff only.



### Allow Clinical Warning Override

This permission allows the user to proceed against drug-drug interactions, drug-disease interactions, allergy warnings, etc. that appear subsequent to FDB analysis. This setting should be reserved for pharmacists only.

### Allow Patient/Doctor Merges

When unchecked, the user will **not** have the ability to merge duplicate patient, drug or doctor files from the merge function located in Utilities → Merge. The ability to merge "Transfer Stores" is maintained.

### Allowing Viewing History Records

History records document the date, time and user for all changes made to fields in the F3 Patient, F5 Drug or F7 Doctor Card. When this permission is unchecked, the user will not have access to view changes from Patient → View History, Drug → View History, or Doctor → View History.

### Allow Use of Drug Update Utility

The Drug Update Utility allows the user to update drug configurations and drug fields for multiple drug cards at once. When unchecked, the user will not have access to use the Drug Update Utility located in Utilities → Drug Utilities.

### Allow manual communication queue changes

This permission setting is only applicable to stores with the Kroll Outbound Call Module (OCM) activated. When unchecked, it prevents the user from performing manual changes to the communication queue located in Utilities → Communication Management → Create Notifications.

## Maintenance Permissions

### Change Plans

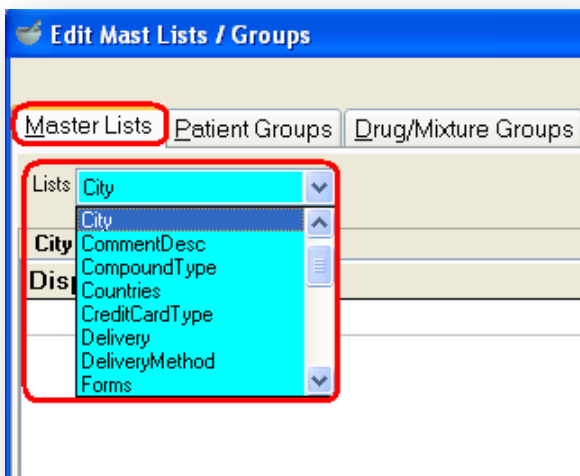
When unchecked, the **Plans** tab in Edit → Plans/Pricing is removed from view and consequently prevents users from accessing or viewing any plan information such as provider ID, plan pricing, billing number setup, etc.

### Change Pricing

When unchecked, the **Strategies**, **Strategies Exceptions**, **Drug Price Groups**, **Patient Price Groups**, and **Copays** tab is removed from Edit → Plans/Pricing to prevent any changes made to existing pricing configurations.

### Change Master Lists

This setting configures the options available for selection in dropdown menus within Kroll (e.g. a phone description has a master-list consisting of “Cell”, “Fax”, “Home”, and “Office”). When this permission setting is unchecked, the user will not have access to configure any of the dropdown lists located in Edit → Lists → Master Lists.



## Change Users

When unchecked the user will **not** have access to Edit → Users and Groups where Kroll users are added/removed, and **group permissions are assigned**.

## Change Sig Codes

When unchecked the user will **not** be able to add, remove or edit SIG codes from Edit → Edit SIG Codes. The ability to print a Sig Code Listing from Reports → Other is maintained.

## Change Vendor List

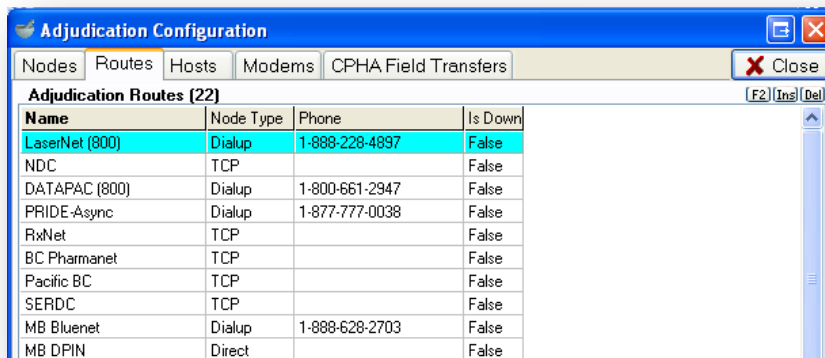
When unchecked the user will **not** be able to access Utilities → Drug Ordering → Edit Vendor List. The Vendor List contains information such as customer account number, ordering/receiving settings, catalog load parameters, etc.

## Change Nursing Homes

When unchecked, the user will **not** be able to view, add, remove or edit nursing home information from Nursing Home → Edit Nursing Home List. The nursing home (NH) form contains information on filling cycles, label/reports configurations, unit dose packaging settings, just to name a few.

## Change Adjudication Config

When unchecked the user will **not** be able to access adjudication configurations from File → Configurations → Adjudication. This area sets the adjudication routes that plans send claims through.



The screenshot shows a window titled "Adjudication Configuration" with a tabbed interface. The "Routes" tab is selected. Below the tabs is a table titled "Adjudication Routes (22)". The table has four columns: Name, Node Type, Phone, and Is Down. The first row, "LaserNet (800)", is highlighted in blue. Other rows include "NDC", "DATAPAC (800)", "PRIDE-Async", "RxNet", "BC Pharamanet", "Pacific BC", "SERDC", "MB Bluenet", and "MB DPIN".

Name	Node Type	Phone	Is Down
LaserNet (800)	Dialup	1-888-228-4897	False
NDC	TCP		False
DATAPAC (800)	Dialup	1-800-661-2947	False
PRIDE-Async	Dialup	1-877-777-0038	False
RxNet	TCP		False
BC Pharamanet	TCP		False
Pacific BC	TCP		False
SERDC	TCP		False
MB Bluenet	Dialup	1-888-628-2703	False
MB DPIN	Direct		False

## Change Workstation Config

When unchecked the user will **not** be able to access workstation configurations from File → Configuration → Workstation. This configuration controls printer settings, input devices (i.e scanners and cameras), and backup location.

## Change Store Config

When unchecked the user will **not** be able to access any store configurations from File → Configurations → Store. Store configurations control a multitude of settings including, but not limited to label configurations, FDB Settings, security logging, prescription prompting, etc.

### Kroll Helpdesk Information

#### Head Office – Toronto

220 Duncan Mills Road Suite 201  
Toronto, Ontario  
M3B 3J5  
Tel: 416-383-1010  
Toll Free: 1-800-263-5876  
Fax: 416-383-0001  
support@kroll.ca

#### Western Canada – Edmonton

9622 – 42<sup>nd</sup> Avenue NW Suite 313  
Edmonton, Alberta  
T6E 5Y4

#### Eastern Canada – Dartmouth

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