Creating Patient, Doctor, Drug/Mixture Groups

2011

Kroll Computer Systems Inc

The purpose of creating patient, doctor, drug and mixture groups is to facilitate report generation so that users can narrow report results to specific groups. The following document outlines how to create these groups and how to subsequently attach them to patient cards, doctor cards, or drug/mixture cards.

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Contents

Head Office – Toronto 2

Western Canada – Edmonton 2

Eastern Canada – Dartmouth 2

Purpose of Groups 4

Creating a Patient, Doctor, Drug/Mixture Group 4

Adding a Patient Group to a Patient Card 6

Adding a Doctor Group to a Doctor Card 7

Adding a Drug Group to a Drug Card 8

Adding a Mixture Group to a Mixture Card 9

Reports that Support Patient Groups 10

Reports that Support Drug/Mixture Groups 11

Reports that Support Doctor Groups 11

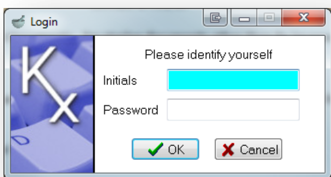
Purpose of Groups

Creating patient, doctor, drug/mixture groups in Kroll allows users to attach the group to specific patients, doctors and drug/mixtures within the database. Once the groups are attached, certain reports allow you to narrow result parameters to only include data coming from a particular group. For example, a user can create a “patient group” called “Diabetes” and flag all diabetic patients in the database. Subsequently, the user can generate the Rx for Drug/Doctor Groups Report and narrow the parameters to the “Diabetes” patient group to find out what medications this group of patient is on.

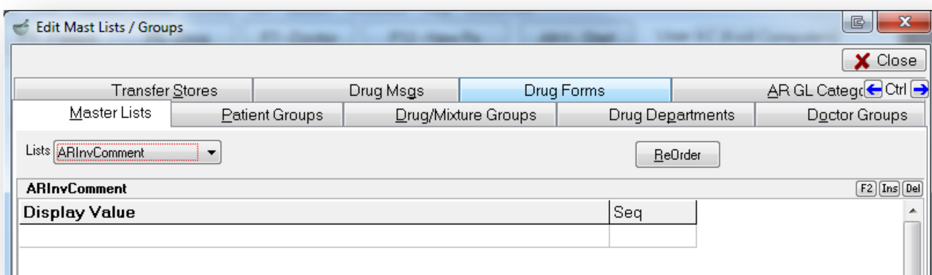
Creating a Patient, Doctor, Drug/Mixture Group

Create a patient group, doctor group or drug/mixture group as follows:

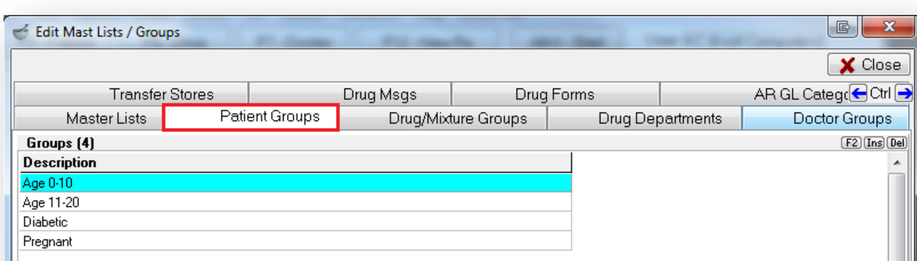
1. From the Kroll Start Screen (ALT+X), go to **Edit → Lists .**
2. Log in with your Kroll Initials and Password.



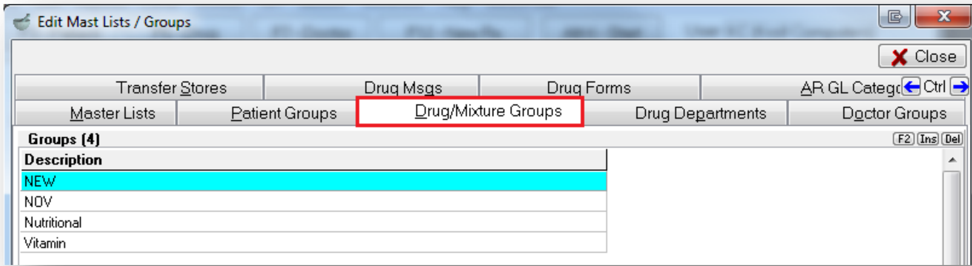
3. The **Edit Mast Lists/Groups** screen will appear with tabs located across the top of the screen.



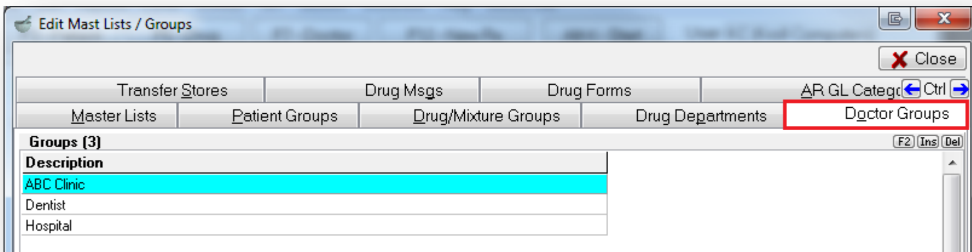
4. Click the **Patient Groups** tab to add a patient group.



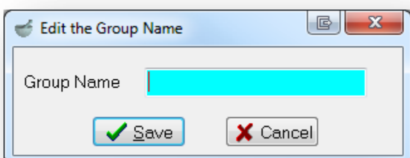
5. Click the **Drug/Mixture Groups** tab to add a drug or a mixture group.



6. Click the **Doctor Groups** tab to add a doctor group.



7. From the tab you are on, click **Ins** or press **Insert** on the keyboard to call up the **Edit the Group Name** form and assign a "name" to the group (this can be anything).

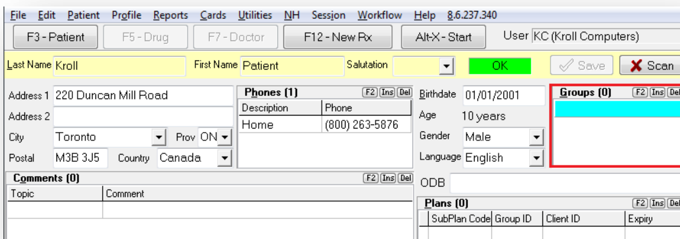


8. Click **Save** or press **Enter** on the keyboard to save the group name.
9. Click **Close** or press **ESC** to close out of the **Edit Mast List/Groups** screen.

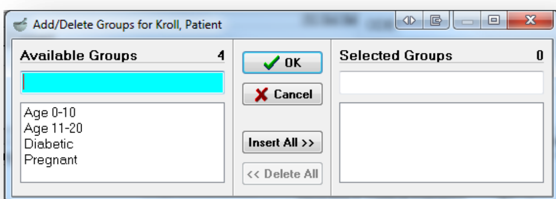
Adding a Patient Group to a Patient Card

Once a patient group has been created, it needs to be attached to specific patients in the database so that users can target these patient(s) for various reports. **Note that more than one patient group can be assigned to a patient card**.

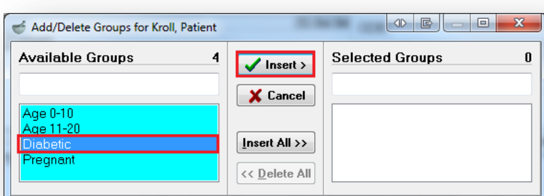
1. Pull up the patient of interest using an **F3-Patient Search**.
2. Highlight the **Groups** area of the patient card.



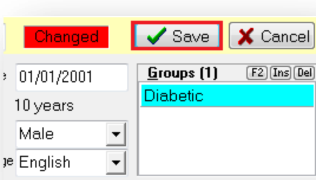
3. Click **Ins** or press **Insert** on the keyboard to add a patient group that was previously created.



4. Highlight the patient group of interest on the left side and click **Insert** or press **Insert** on the keyboard to select the group to the right side.



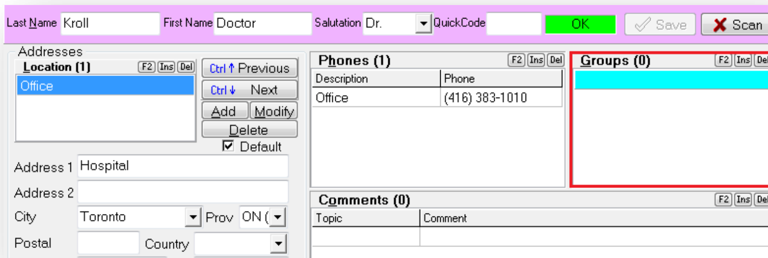
5. Click **OK** or press **Enter** on the keyboard to return to the patient card.
6. Click **Save** or press **Enter** on the keyboard to save changes to the patient card.



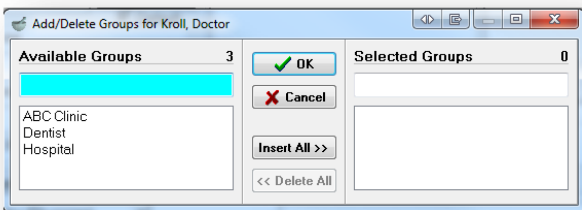
Adding a Doctor Group to a Doctor Card

Once a doctor group has been created, it needs to be attached to specific doctors in the database so that users can target these doctor(s) for various reports. **Note that more than one doctor group can be assigned to a doctor card**.

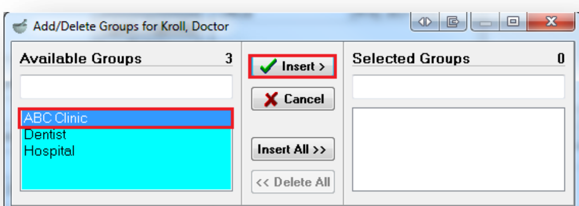
1. Pull up the doctor of interest using an **F7-Doctor Search**.
2. Highlight the **Groups** area of the doctor card.



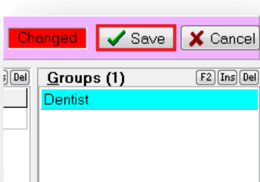
3. Click **Ins** or press **Insert** on the keyboard to add a doctor group that was previously created.



4. Highlight the doctor group of interest on the left side and click **Insert** or press **Insert** on the keyboard to select the group to the right side.



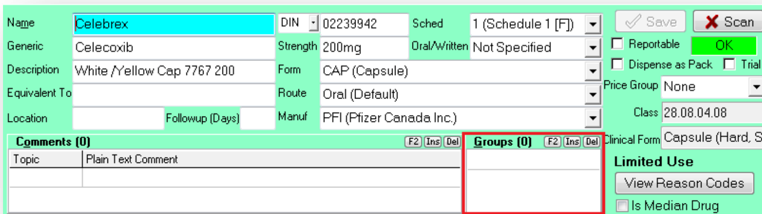
5. Click **OK** or press **Enter** on the keyboard to return to the doctor card.
6. Click **Save** or press **Enter** on the keyboard to save changes to the doctor card.



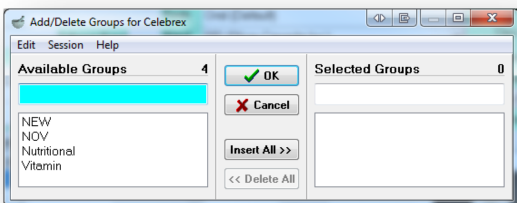
Adding a Drug Group to a Drug Card

Once a drug group has been created, it needs to be attached to specific drugs in the database so that users can target these drug(s) for various reports. **Note that more than one drug group can be assigned to a drug card**.

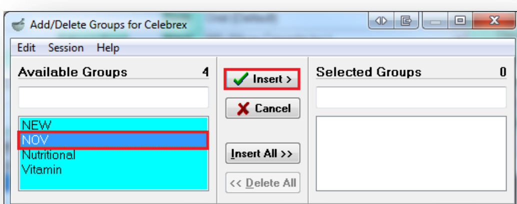
1. Pull up the drug of interest using an **F5-Drug Search**.
2. Highlight the **Groups** area of the drug card.



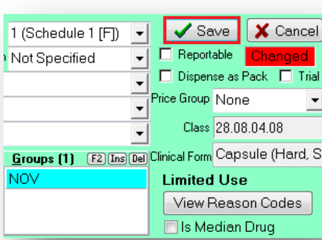
3. Click **Ins** or press **Insert** on the keyboard to add a drug group that was previously created.



4. Highlight the drug group of interest on the left side and click **Insert** or press **Insert** on the keyboard to select the group to the right side.



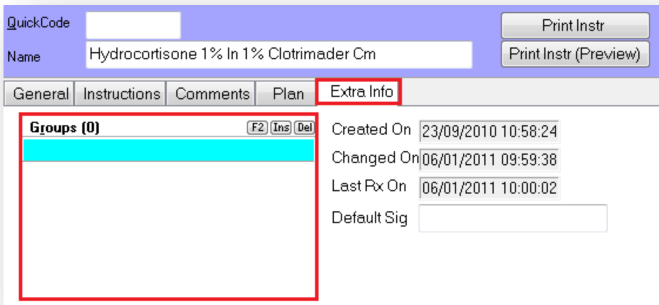
5. Click **OK** or press **Enter** on the keyboard to return to the drug card.
6. Click **Save** or press **Enter** on the keyboard to save changes to the drug card.



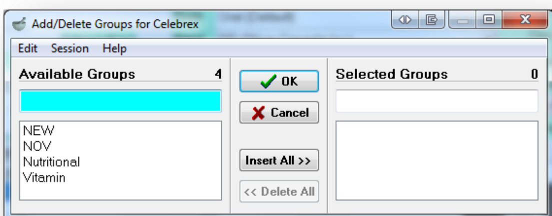
Adding a Mixture Group to a Mixture Card

Once a mixture group has been created, it needs to be attached to specific mixtures in the database so that users can target these mixture(s) for various reports. **Note that more than one mixture group can be assigned to a mixture card**.

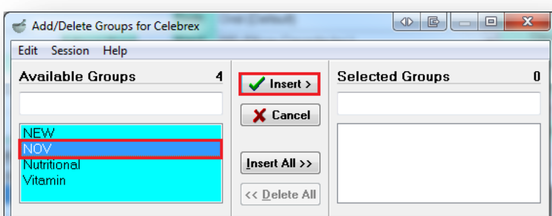
1. Pull up the mixture of interest using an **F5-Mixture Search**.
2. Click on the **Extra Info** tab of the mixture card to gain access to the **Groups** section.



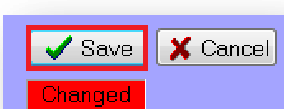
3. Click **Ins** or press **Insert** on the keyboard to add a mixture group that was previously created.



4. Highlight the mixture group of interest on the left side and click **Insert** or press **Insert** on the keyboard to select the group to the right side.



5. Click **OK** or press **Enter** on the keyboard to return to the mixture card.
6. Click **Save** or press **Enter** on the keyboard to save changes to the mixture card.



Reports that Support Patient Groups

- ATC Report
- AutoMed Report
- Compliance Report
- Creatinine Clearance Report
- Dispill Report
- DistriMedic Report
- Drug Interaction Analysis Report
- Limited Use and Section 8 Expiry Report
- MAR Pak Report
- Medical Expense Invoice
- Medical Expense
- Medical History
- Medication sheet
- MRx Label Report
- PACMED Report
- Patient (Comments Report)
- Patient Drug Summary Report
- Patient Encounters Report
- Patient Listing Report
- Patient mailing List Report
- Patient Medical Conditions
- Patient Medication chart
- Patient Profile Report
- Persa-Ket
- Plain Paper MAR
- Plain Paper TMR
- Shipping Report
- SynMedReport
- Tax Receipt
- Claims Invoice
- Compound Prescription Audit Report
- Daily/Monthly Totals
- Daily/Weekly Workload Report
- Future Usage Report
- Hardcopy Report
- Laser Label Reprint
- Narcotic Control Record
- Plan Summary
- Prescription Sales Analysis Report
- Price Strategy Summary
- Print Script Image Report
- Refills Due
- Rx (Comments Report)
- Rx for Drug/Doctor Groups
- Rx stop/Expiry
- Rx Summary
- Rx Totals Report
- Rx Transfers Report
- Special Services Fees Report
- Therapeutic Class Report
- Drug Usage Report
- Drug Utilization Audit Report
- Doctor Rx filled Report
- Patient/Primary Prescriber Ratio List
- Filed Modification History Report
- Paid Same Report
- Pre-Authorized Charges Report
- Submitted/Received Difference
- Patient Network Audit
- AR (Comments Report)
- Comments Report
- Old-Dispill (Style 1) Report
- Old-Dispill (Style 2) Report

Reports that Support Drug/Mixture Groups

- ATC Report
- AutoMed Report
- PACMED Report
- Patient Drug Summary Report
- SynMed Report
- Future Usage Report
- Prescription Sales Analysis Report
- Refills Due
- Rx Breakdown
- Rx for Drug/Doctor Groups
- Rx Summary
- Rx Totals Report
- Therapeutic Class Report
- Drug (Comments Report)
- Drug Inventory History Report
- Drug Inventory Listing Report
- Drug Listing Report
- Drug Price Change Report
- Drug Usage Report
- Drug Utilization Audit Report
- Mixture Listing Report

Reports that Support Doctor Groups

- Patient Mailing List Report
- Rx for Drug/Doctor Groups
- Rx Totals Report
- Special Services Fees Report
- Drug Usage Report
- Doctor (Comments Report)
- Doctor Listing Report
- Doctor Rx Filled Report
- Patient/Primary Prescriber Ratio List
- Field Modification History Report
- Mailing List Report