Rx Adaptation and Rx Extension

Alberta
Contents

Introduction ......................................................................................................................... 1

Rx Adaptation .................................................................................................................. 1
- Rx Adaptation of Paper Rx from the Rx filling screen .................................................. 1
- Viewing adaptation details ........................................................................................... 10
- Adaptation from the local Patient Profile ..................................................................... 11

Rx Extension .................................................................................................................... 12
- Rx Extension from Local Patient profile ....................................................................... 12
- Viewing the Extension Details ..................................................................................... 20
Introduction

Prescription adaptation and extensions use a wizard to walk you through the process of creating a new Rx, informing the original prescriber, creating a fee for service transaction when appropriate and recording a separate professional service entry on the patient file that maintains a record of the work performed. A new Rx can be adapted using a paper prescription, a prescription on the provincial Drug Information System (DIS) network where available or from an existing prescription on the patient’s local profile.

One or more prescriptions on the patient’s local profile can be extended at the same time with all of them being consolidated on a single report in order to inform the original prescriber.

This document shows the processes for a system that is not integrated to a provincial DIS. If your system is integrated, you may want to refer to the adaptation/extension documentation that is specific to your provincial DIS.

Rx Adaptation

The Rx Adaptation process is used when a change to a new or existing prescription is necessary. If you only need to extend an Rx due to the refill authorizations being exhausted, please use the Rx Extension process found in the next section. A new Rx can be adapted using a paper prescription or an eRx (prescription on the network).

Rx Adaptation of Paper Rx from the Rx filling screen

1. Patient presents to the Drop Off counter with a new prescription.
2. Pharmacist evaluates the prescription, the patient’s condition and decides to adapt the prescription to better serve the patient.
3. Pharmacist ensures they are logged into the terminal. From the Start Screen, pharmacist selects F12-New Rx. The Rx screen displays.
4. The pharmacist will enter all of the necessary information onto the F12-Rx screen using the ORIGINAL Rx from the prescriber as the reference.
After completing the initial data entry,

5. Pharmacist then Clicks the **Adapt Rx** button on the right side Navigation Bar.

The data entered remains, however the pharmacist is presented with an activated **Adapt Rx** button, the function key F12 is now labelled **F12-Adapt Rx** and a warning message displays indicating that the pharmacist will be prompted to ‘Adapt the Rx’.

**NOTE:** For an Electronic (eRx) prescription, go the Network Patient profile, right click the Order to **Create Local Rx** and then choose **Adapt Rx** on the Rx filling screen.
6. Click/Press F12 – Adapt Rx. Rx Adaptation Screen displays.

7. Click the down arrow on the ‘Reasons for Adaptation’ field. Select the appropriate option.
8. If necessary, click on the F2 button that is adjacent to the highlighted drug name to initiate the drug search. Select the appropriate drug card.
9. If necessary, edit any of the remaining fields, Disp Qty, Days Supply, Refills, Route and Directions that are reflective of that drug and/or the adaptation being performed.
10. If you are not the pharmacist performing the adaptation, click the down arrow on the Doctor field and select the pharmacist who is adapting the Rx.
11. Click **Next** or the **Comments** tab. The ‘Comments’ screen displays.

12. Enter any appropriate notes/comments that you wish to have documented.
13. Click **Finalize Adaptation**.
14. Pharmacist is prompted if they would like to claim a profession service fee?

- **Claim Fee Now**: After the new adapted Rx is completed, the system will return you to the F12 screen and automatically complete the necessary fields for the professional service.
- **Claim Fee Later**: Will place the fee for service Rx into the ToDo queue so that you can complete it later.
- **Do Not Claim Fee**: Will complete the adapted Rx and not create a fee for service Rx.

15. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.

16. The **Send Letter to Doctors** form displays.
17. From here, you can select which prescriber and their location is to receive the Pharmacist Prescription Adaptation Notification.

**NOTE**: The contents of this list are dependent upon the prescriber noted on the original prescription.
NOTE: To enable the Fax Letter option, electronic signature capture must be enabled, there must be a fax number associated to the doctor in that specific location and the doctor must not have the No Professional Service Faxes option enabled. Otherwise, only the 'Print Letter' option is available and will appear read-only in the Send Letter to Doctors form.

18. If you enable the Show letter print/fax options when sending, when you click OK, the Professional Services Doctor Letter form displays.

NOTE: Leaving this option disabled will use the options previously selected and will skip this form, automatically printing or faxing the report.

19. Make the appropriate selections and click on Print or Fax, if available.

20. The notification form is either generated or faxed via Kroll FaxRx.
NOTE: If you do not have electronic signature capture enabled, the form will print for you to sign pen to paper and then manually fax to the prescriber.

21. Click Close.
22. You are presented with a number of options:
23. Click **Dispense Adapted Rx Now**. The F12 Rx screen displays with the adapted Rx information displayed.

![F12 Rx Screen](image)

**NOTE:** If you do not have electronic signature capture enabled, an adapted prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the adapted Rx is automatically attached to the Rx and viewable by clicking on the **View Script Image** button in the right panel.

24. Click **F12-Fill Rx** to continue processing the adapted prescription.
26. The **Patient Assessment with APA** is now automatically entered for billing to ABPHAP.

Netcare plan is removed for fee for service Rx.

27. Enter an ABPHAP SSC Code and then Save.

28. Press F12 to complete sending to ABPHAP.
Viewing adaptation details

1. To view the details of the Adapted Prescription, go to the Patient Card.
   a. From the View menu or ribbon bar, select All Rxs to display the profile.

   ![Image of the Patient Card with All Rxs selected]

   There will always be two Rx records in an Rx Adaptation scenario: The original from the prescriber with a Status=Unfilled (Inact) (Adapted) and the Adapted Rx that was dispensed to the patient. Optionally, a fee for service transaction may also appear.

   b. From the View menu or ribbon bar, select Professional Services.

   ![Image of the Professional Services section]
c. On the highlighted record, select/press F2 to display the details.

Adaptation from the local Patient Profile

You also have the ability to initiate the Adaptation process of an existing Rx from the local Patient Profile.

**NOTE:** this requires that the Rx to be adapted has been entered into the system prior to initiating the adaptation.

1. Display the local Patient profile.
2. Highlight the Rx to be Adapted and right-click or select the Extra Functions button.
3. Select ‘Adapt Rx by Pharmacist’.
4. The Rx Adaptation form immediately appears with the original prescription information already shown. Continue the adaptation process from that step on, shown in the previous section.

**Rx Extension**

**Rx Extension from Local Patient profile**

If you need to extend one or more prescriptions due to the refill authorizations being exhausted, this can be performed directly from the local patient profile.

1. From the patient card, display the patient profile and tag one or more prescriptions that need to be extended.

2. Right click on the highlighted Rx(s) or press the **Extra Functions** button and select **Extend Rx by Pharmacist**.
The **Extend Rx(s) form** displays:

**Rx Extension**

- **Rationale**: <Not Answered>
- **Rx to Extend**: Felodipine Smg

<table>
<thead>
<tr>
<th>Rationale</th>
<th>Disp. Qty</th>
<th>Days Supply</th>
<th>Sig</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS DIRECTED</td>
<td>30</td>
<td>Unlimited Refills</td>
<td>LID</td>
</tr>
</tbody>
</table>

**Rx Summary**

<table>
<thead>
<tr>
<th>Rx Num</th>
<th>Orig Rx Num</th>
<th>Drug</th>
<th>Doctor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>020425</td>
<td>020425</td>
<td>Flendil Smg</td>
<td>Dr. Waters, David</td>
<td>OK to Extend</td>
</tr>
</tbody>
</table>

Rx’s that have no restrictions will have their Status highlighted in Green.
Rx’s previously prescribed by a Pharmacist will have their status highlighted in Orange.
Rx’s that have restrictions and cannot be extended will have their status highlighted in Red.

3. Click **Extend Eligible Rxs**. The Rx Extension screen displays.
4. Click the down arrow adjacent to the ‘Rationale’ field. Select the most appropriate reason for extending the Rx(s). Enter any other data elements that required changing.

5. Click either the Next button or the ‘Comments’ Tab. The Comments screen displays. Enter any appropriate notes/comments that you wish to have documented.
6. Click **Finalize Extension**.
7. Rx Extension window opens and displays the Time spent. Choose OK

![Rx Extension window]

8. Pharmacy is prompted “**Would you like to claim a professional service fee?**” Choose an option.

   - **Claim Fee Now**: After the Rx extension is completed, the system will return you to the F12 screen and automatically complete the necessary fields for the professional service.
   - **Claim Fee Later**: Will place the fee for service Rx into the ToDo queue so that you can complete it later.
   - **Do Not Claim Fee**: Will complete the Rx extension and not create a fee for service Rx.

9. If you have a signature capture pad and have electronic signatures enabled for professional services, you will be prompted to sign the electronic signature tablet.

![Signature tablet]
10. The **Send Letter to Doctors** form displays.

11. From here, you can select which prescriber(s) and their location(s) are to receive the Pharmacist Prescription Extension Notification.

**NOTE:** The contents of this list are dependent upon the prescriber(s) notes on the original prescription(s).

If you wish to send the Notification form to more physicians, click on **Ins** which will launch a prescriber search.

Search and select the appropriate prescribers. The selected prescribers will then be included on the **Send Letter to Doctors** form.

**NOTE:** To enable the Fax Letter option, there must be a fax number associated to the doctor in that specific location. Otherwise, only the ‘Print Letter’ option is available and will appear read-only in the **Send Letter to Doctors** form.

12. If you enable the **Show letter print/fax options when sending**, when you click **OK**, the **Professional Services Doctor Letter** form displays.

**NOTE:** Leaving this option disabled will use the options previously selected and will skip this form, automatically printing or faxing the report.
13. Make the appropriate selections and click on the Print or Fax, if available. The Notification form is either generated or faxed via Kroll FaxRx.

Pharmacist Prescription Extension Notification

To: Test Doctor
1234 Test Street
Halifax AB
Tel: (780)555-1234
Fax: (780)555-1234

From: Kroll Computer Systems Pharmacy
12 Jasper Ave
Edmonton AB
Tel: (555) 555-1234
Fax: N/A

Date: 28-Aug-2017

Patient: Kolskamc na, Sweets
12 Jasper Ave
Edmonton AB

Allergies: No Known Allergies; No Known Drug Allergies; No Known Drug Intolerances; No Known Intolerances

Conditions: Ask Patient

Dear Dr. David Waters

I met with Sweets Kolskamc na on 28-Aug-2017 and extended the following medications.

RATIONAL
Extending refill(s) during physician absence

Original Prescription Information
Felodipine 5mg (Plendil)
Dr. Waters, David
As Directed

Pharmacist Extended Prescription Information
Felodipine 5mg (Plendil)
As Directed

Diag Qty Total Auth Qty First Fill Last Fill
30 TAB 30 TAB 04-Jul-2017

FOLLOW-UP PLAN AND RESULTS
Will contact patient in 3 days

If you have any questions or concerns, I would be pleased to speak with you further.

Sincerely,

Monica Simpson (49u11)
Pharmacist

Confidential

For your records. No response required.

This message is intended for the use of the individual identified above and contains information that is privileged and confidential. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately. Thank you.
14. Once the action is complete, click Close. You are then presented with a number of options:

Select Dispense Extended Rxs Now if the Rx(s) is to be dispensed immediately.
Select Unfill Extended Rx Now if the Rx is to be dispensed some time in the future.
Select Add Extended Rx to ToDo if the Rx is to be placed into Workflow.
Select Print Paper Rx for your records if a paper copy of the extended Rx is required for Rx processing and filing.

15. Click Dispense Extended Rxs Now. The F12 Rx screen displays with the extended Rx information displayed.

NOTE: If you do not have electronic signature capture enabled, an extended prescription order will print for you to sign pen to paper and then scan back into the system. Otherwise, an electronic version of the prescription image of the extended Rx(s) is automatically attached to the Rx(s) and viewable by clicking the on the View Script Image button in the right panel.
16. Click F12 - Fill Rx to continue processing the extended prescription.
17. Pharmacist Rx Electronic copy prints.
18. If claiming a fee the Patient Assessment with APA will automatically entered into the Rx filling screen to be adjudicated to ABPHAP.

19. Click on F12-Fill Rx to adjudicate the Fee.
20. Prescription label prints PHAP.
### Viewing the Extension Details

1. To view the details of the Extended Prescription, display the Patient Card. From View menu or ribbon bar, select All Rxs to display the profile.

#### NOTE:
There will always be two Rx records in an Rx extension scenario: the original with a status of Inact (Copied) and the extended Rx that was dispensed to the patient with a Status of Extension. Optionally, a fee for service transaction may also appear.
2. From View menu or ribbon bar, select **Professional Services**.

On the highlighted record, select/press **F2** to display the details.