Electronic Hardcopy Report
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Electronic Hardcopy Report

Kroll allows pharmacies to store electronic versions of prescription hardcopies, thus eliminating the need to print paper copies for filing purposes. Despite adopting a ‘paperless’ approach, pharmacies are still required from time to time to provide a ‘hardcopy’ for post-payment audit purposes or college inspector review. The Electronic Hardcopy Report provides the pharmacy with the ability to generate a paper hardcopy when needed. This document explains how to generate the Electronic Hardcopy Report for patients, nursing homes, and for specific Rxs.

Patient

1. From the Alt-X Start screen, go to Reports > Rx > Electronic Hardcopy.
2. The Electronic Hardcopy form will appear. Select a Date Range and adjust the Starting and Ending dates, if necessary.
3. Select the Patient radio button and click Add.
4. The **Pat Search** screen will appear. Search for the patient you want to generate the report for. Double-click the corresponding patient record and click **Select**.

5. Repeat steps 3-4 for each patient whose Rx hardcopies you want included in the report.

6. Check the **Include family members** checkbox if you want hardcopies for family members linked to the patient included in the report.

7. Click **Print** to generate the report.
Home

1. From the Alt-X Start screen, go to Reports > Rx > Electronic Hardcopy.

2. The Electronic Hardcopy form will appear. Select a Date Range and adjust the Starting and Ending dates, if necessary.

3. Select the Home radio button and click Add.

![Electronic Hardcopy Form]

4. The Select Home/Ward form will appear. Select either All patients in a home or All patients not in a home from the Home dropdown menu and click OK.

![Select Home/Ward Form]

5. Click Print to generate the report.
Specific Rxs

1. From the Alt-X Start screen, go to Reports > Rx > Electronic Hardcopy.

2. Click the F2 button next to the Specific Rxs field.
3. The **Select Rxs** search form will appear. Enter the Rx number you want included in the report and click **Select**. Repeat this step for each Rx you want included in the report and click **OK**.

4. Click **Print** to generate the report.
Sample Electronic Hardcopy Reports

When the Rx has no scanned script image, the following output will generate:

Electronic Hardcopy

NO SCRIPT IMAGE

<table>
<thead>
<tr>
<th>Action</th>
<th>Completed On</th>
<th>By</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Verify</td>
<td>26-Oct-2013 10:50:07</td>
<td>MT</td>
<td>Maurice</td>
</tr>
<tr>
<td>Clinical Verification</td>
<td>26-Oct-2013 10:50:15</td>
<td>MT</td>
<td>Maurice</td>
</tr>
</tbody>
</table>
When the Rx has been dispensed in two parts in the event of an Owe, the following output will generate:

Signatures associated with both the initial fill and the Owe fill are included.