

Group Preferences – Auto-Dispensing

Discrepancies can occur when group preferences are not set correctly. One area to check is the **Group Auto-Dispensing Preferences** window.

From the **Auto-Dispensing** button of the Group Preferences tab, ensure that:

1. **Allow Auto-Dispensing** is pointing to your device.
2. The correct **Central Fill Location** is indicated (if applicable).
3. The correct **Card Type** is indicated (for SynMed devices).
4. All applicable **Prescription Types** that will be packaged through your device are selected.



If one of the required types is not selected, those prescriptions will not be sent to ADI.

The screenshot shows the 'Preferences' window for a SynMed Group. The 'Auto-Dispensing' button is highlighted with a red circle. A dialog box titled 'Group Auto-Dispensing Preferences' is open, showing the following settings:

- Allow Auto-Dispensing: SynMed Dispill (1)
- Central Fill Location: Toronto SYNMED (2)
- Card Type: Auto-Fill 7 days card (3)
- Prescription Type:
 - Blister (4)
 - Dosett
 - Narcotics
 - PRNs

Group Preferences – Rx Status

From the **Rx Status** button of the Group Preferences tab, ensure that:

1. The **Batch** check box is selected next to each Rx Status code to be batch filled.
2. The **ADI** check box is selected for each Rx Status code that needs to be sent through to ADI.

The screenshot shows the 'Group Rx Status Preferences' dialog box. The 'Batch' and 'ADI' columns are highlighted in yellow. Red circles with numbers 1 and 2 point to the checked boxes in the 'Batch' and 'ADI' columns for the 'Active Regular Dose' (A) and 'Active Non-Drug' (O) rows. The 'RxStatus' button at the bottom is also circled in red.

Code	Description	Batch	ADI	TMR	Order	MAR	Order P	MAR	Order	TAF
A	Active Regular Dose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
C	First Fill Print Only External	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12	<input checked="" type="checkbox"/>	12	<input type="checkbox"/>	12	<input checked="" type="checkbox"/>
D	Daily (Monthly NH Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	<input type="checkbox"/>	15	<input type="checkbox"/>	15	<input type="checkbox"/>
F	Inactivate Government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	<input type="checkbox"/>	14	<input type="checkbox"/>	14	<input type="checkbox"/>
G	Active Government Regular Dose	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	3	<input type="checkbox"/>
I	Inactivate Regular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	<input type="checkbox"/>	13	<input type="checkbox"/>	13	<input type="checkbox"/>
N	Active Government Non-Drug	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9	<input checked="" type="checkbox"/>	9	<input checked="" type="checkbox"/>	9	<input type="checkbox"/>
O	Active Non-Drug	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8	<input checked="" type="checkbox"/>	8	<input checked="" type="checkbox"/>	8	<input type="checkbox"/>
P	First Fill Print Only	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>
R	Active Government PRN Dose	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	5	<input type="checkbox"/>
T	Active Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>
V	Active Government External	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input checked="" type="checkbox"/>	7	<input type="checkbox"/>	7	<input checked="" type="checkbox"/>
W	Active PRN Dose	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11	<input checked="" type="checkbox"/>	11	<input checked="" type="checkbox"/>	11	<input type="checkbox"/>

Correct settings are required at the group level to ensure prescriptions are successfully transmitted to ADI for packaging.

Prescription Settings – Rx Detail Window



Failing to set the correct **Admin Times** and **Rx Status** will result in the prescription not being sent to ADI.

In the **Rx Detail** window, ensure that each prescription being sent to ADI has the following settings:

1. Ensure that proper **Admin Time(s)** is indicated. Ensure the value is indicated in 24 hour time, 4 digits long and separated with a colon (:).
2. Choose an appropriate **Rx Status**.
3. Select the Administration details magnifying glass. Note that instructions for this window are on the next job aid.

Note: Changes to this field **DO NOT** update the Administration details window. This admin time entry is used for MAR reports, etc.

Prescription Settings – Administration Details Window



FAILURE to follow the steps below could result in split files sent to ADI or prescriptions missing from the ADI interface processing.

From the **Administration Details** window, ensure that:

1. **Allow Auto-Dispensing** is pointing to your device.
2. The correct **Central Fill Location** is indicated (if applicable).
3. The correct **Card Type** is indicated (for SynMed devices).
4. The **Use Admin Times** checkbox is selected. Packaging devices are unable to read Dosett/Blister selections.
5. The **Qty** of tablets to be taken is indicated next to each of the times indicated.
6. If required, use the **Days Options** if **Alternate Days** or **Specific Days** are required for the medication being dispensed. ***Prior to using this option, ensure you press the **Clear Days** button to refresh the calendar.

Rx Detail - Administration Details : APO-HYDRO 50MG TABLET

Allow Auto-Dispensing: SynMed Dispill **1**

Central Fill Location: Toronto SYNMED **2**

Instructions: TAKE 1 TABLET EACH MORNING

Disp. Container: None

Card Type: Eco-Pill 7 days card **3**

Dosages

Time	Qty
08:00	1 5

Insert Time Delete Time

4 Central Fill Print Only

Use Admin Times

Days Options

Alternate Days: **6**

Specific Days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Packaging

Report Type: Regular Report #: Default

ID Label

Lot #:

Drug Expiry:

Start Date: Oct 26, 2017

Stop Date: None

Default Days Clear Days

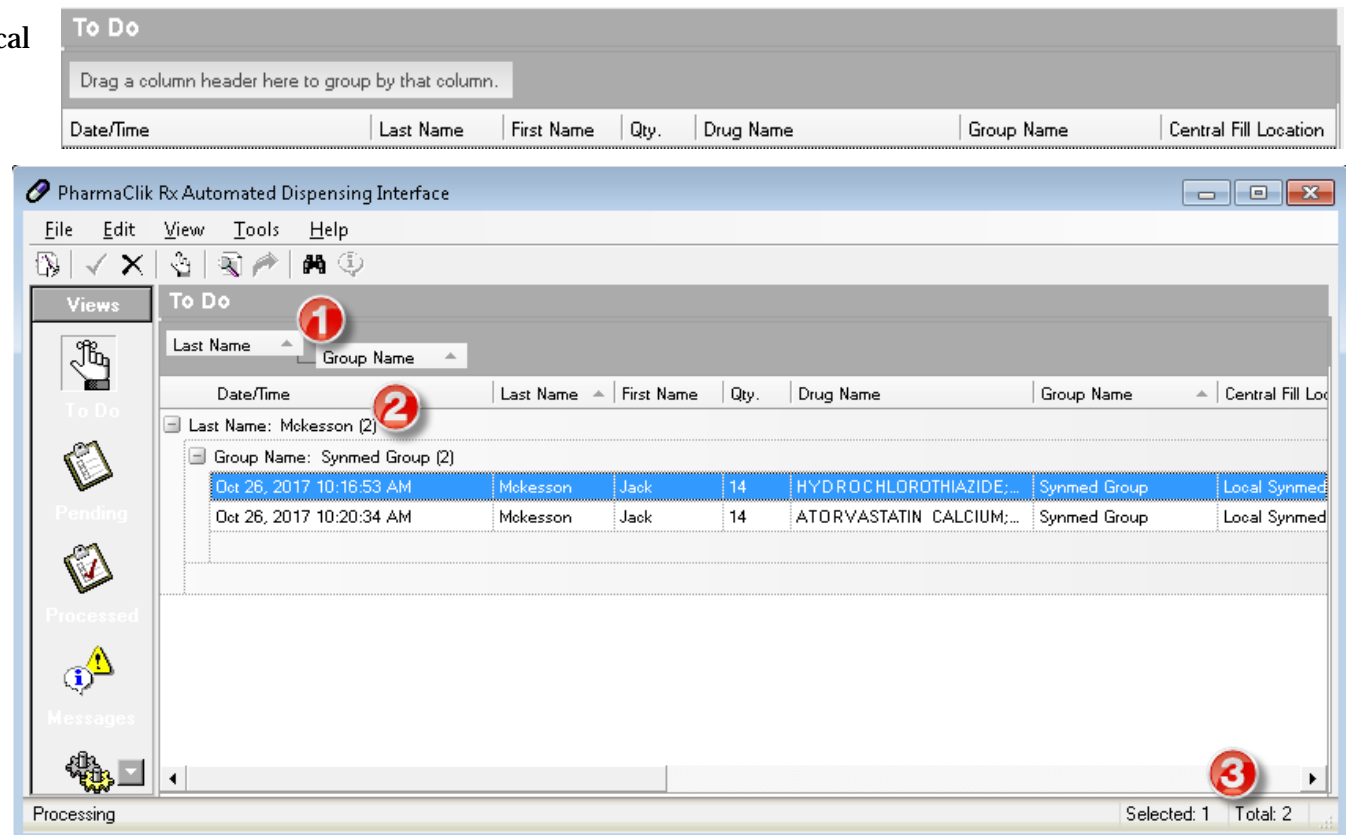
OK Cancel

ADI Pointers – To Do Section

The final checks occur in the ADI Interface prior to sending the files to the device to be packaged. To ensure the files arrive together as one file, follow these steps.

Start by organizing your prescriptions within the **To Do** section of ADI.

1. Ensure you organize the files in a logical manner by dragging the desired header(s) up to the section indicated.
2. Ensure that the correct number of prescriptions is indicated in ADI next to the patient's name. If you do not have all of the prescriptions, rebill the prescriptions that are not present.
3. Select the prescriptions by using **Ctrl+ A** to select all, or by individually selecting the prescriptions to process, while holding down the **Ctrl** key. Pay attention to the number indicated as selected vs the total number of prescriptions in the window, indicated in the bottom right corner of the screen.




ADI Pointers – Pending Section

Prescriptions appearing in red in the **Pending** section of ADI need to be verified prior to sending them to the device.

1. Pay special attention to any validations presented in this step. Ensure that the validation is corrected prior to sending the prescription, on to the device.
2. Pay attention to warnings in **Qty**. Although you are able to correct the issue in ADI, you must remember to make the correction within PharmaClik Rx; otherwise the issue will appear again in the next billing cycle. The best practice is to use the **Delete Rx** button to remove the prescription. Amend/Rebill the prescription and correct the issue and then process the prescription through ADI again.
3. Once all indicated issues have been resolved, send **all** the prescriptions **together** to the device.

The screenshot shows the PharmaClik Rx Automated Dispensing Interface. On the left, a 'Views' sidebar has 'Pending' selected. The main window displays a 'Pending' section with a table of prescriptions. One prescription is highlighted in red, indicating a warning. The details for this prescription are shown in the main area: DIN: 2295261, Drug: APO-ATORVASTATIN 10MG ATORVASTATIN CALCIUM, Instructions: TAKE 1 TABLET DY, TAKE 1 TABLET DAILY. A calendar for October 2017 is visible, with a red '2' in a circle over the 17th. At the bottom, the 'Delete Rx' button is circled in red. A warning message at the bottom right states: 'Warning: Total Quantity does not match Rx Quantity Dispensed' with a red '1' in a circle.

 You **MUST** select all of the prescriptions you wish to have sent as one file, to avoid file splitting. If only one prescription is sent, the file will be split.