

PharmaClik Rx ADI Central Fill Job Aids

# **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 <u>not</u> selected, those prescriptions will <u>not</u> be sent to ADI.

Synmed Group Schedule Batch History	Standing Orders	Preference	Patient:
Doctor Name Phone	Address	Primary	Add
			<u>R</u> emove
<u> </u>			
General	Label		
Language: Default 👤	Label Type:		<u> </u>
Disp.Containers:	Print on Labe	: Generic & Ti	rade 🔽
Reset Billing Code on Refill: Default	Label Copies:	Default 💌	
Default Billing Code:	Batch Labels:	Do Not Print	<b>_</b>
Prompt for: V Admin Time V Rx Status	Packing /	'Shipping Labe	I for Dot Matrix
Print Hold Rx On: D MAR D TMR	Jones Lal	pel 📙 Pa	aper File Copy
Dialogue is Required	🂠 Group Auto-D	ispensing Prefer	rences 🗧
	Allow Auto-Disi	pensina: SunMi	
<u>C</u> ompanion	Central Fill Loc	ation	to SYNMED
	Card Type:	Eco-P	ill 7 days card
eMAB	Prescription	Туре	
	In addition to re include these ty	gular automated d pes of prescriptior	lispensing prescriptions, ns when auto-dispensing:
County County Topology	💌 Blist	er 👝	Narcotics
	🔽 Dos	ett 🙂	
			<u>O</u> K <u>C</u> ancel





#### **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.



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

ences	tab, ensure	Synmed G	roup	Sc	chedule		Batch Hi	story	S	anding	Orders	Preference	Patient:
each F	Rx Status	Doc	tor N	ame		Pł	none		Ad	ldress		Primary	<u>A</u> dd
v Stat													<u>R</u> emove
x Stat													P
		General Languag	e:		Defau	lt		•		Label Label	Туре:		•
e Group	Rx Status Preferences									<b>-</b> ×	abel	Generic & Tra	ade 💌
Code	Description	Rateh	ADI	2	Order		Order P	MAR	Order	TALA	pies:	Default 💌	1
Loue		Daten		TMD	Juci			MAN	June		bels:	Do Not Print	•
A	Active Regular Dose				10		12		10		ing /	Shipping Label	for Dot Matrix
	First Fill Print Uniy External				12		12		12		s Lab	el 🔲 Pa	per File Copy
	Daily (Monthly NH Uniy)				15		15		15		bel		
F	Inactivate Government				14		14		14		line	Dura Information	
u	Active Government Regular D	ose			3		3		3		IUriai	Drug miornatio	л II
	Inactivate Regular				13		13		13				
N	Active Government Non-Drug				9		9		9	닅			
	Active Non-Drug		~		8		8		8	닅	prize	Batch Refill	IP Threshold
P	First Fill Print Unly				4		4		4	닅미	Eval	uation	NC Invoice
H T	Active Government PRN Dose				5		5		5	닅			
	Active Treatment				10		10		10				and an an and a second
V	Active Government External				/		(			M	B	sStatus Sz	ave Bever
W.	Active PRN Dose	V	<b>V</b>		11	<b>V</b>	11		11	<u> </u>			
•		1	I							•		and the second	
<u>R</u> ese	t C <u>o</u> py	Re <u>v</u> ert					<u>0</u>	<		Cancel			





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

Rx: Refill Exte	nded Third Party	Notes				
Mckesson, Jack   TP Bill: ON/CA   Phone: (905) 641-2357 Age: 32   Allergy ✓ Medical   Pr. Test1, Test   (905) 943-4518 Lic: 12345   131 McNabb St   Pk (OH): 1 (0) - In: ▼   Pk OCHLOROTHIAZIDE   APO-HYDRO   50MG TABLET   Desc:	Prescription   QA: 360 QD: 90 Qty:   SIG: TAKE 1 TAB QAM   DS: 14 Bill: CA   V/W: User: LT   Synmed Group / Dosett / BI   Admin Times: 08:00   Rx Statu: A - Active Regular   Drug Holiday Dosett   Bkf: 1 Sup:   Noon: Bed:	14 Capitation €   14 Cost: \$0.61   ✓ Markup: \$0.09   ✓ Fee: \$12.99   Total: \$13.69   Tp Paid: \$0.00   ister Copay: \$13.69   Deduct: \$0.00   Pays: \$13.69   Deduct: \$0.00   Pays: \$13.69   Deliverv Pre-Authorized   Refill Rem Days Actual Qty:   Vial Copies: 1				
Oct 26, 2017 HYDROCHLOROTHIAZIDE 50 MG; (Use of HYDROCHLOROTHIAZIDE should be evaluated when Diabetes Mellitus exists.)						
Rx Hold Escape	Pend Queue Fi					





# **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 answe you press the **Clean Days** button to

option, ensure you press the **Clear Days** button to refresh the calendar.







## **Prescription Settings - Administration Details Window Cont'd**

There may be situations where prescriptions require alternating or tapering dosages to be dispensed. In those situations ensure you do the following:

- 1. Select the Expand button under **Dosages.**
- 2. Enter the appropriate number of tablets in the **Qty** field, within the **Dosage by Days** window.

low Auto-Dispensing SynMi	ed Dispill 👤		Disp. Container: Nor	ie <u>-</u>
entral Fill Location: Local structions: TAKE 1 TABLE1	💠 Dosage by Days		×	<u> </u>
	Date Time	Qty		
Dosages	Oct 26, 2017 17:00	1	Insert Time	
Default	Oct 27, 2017 17:00	2 🧭		
	Oct 28, 2017 17:00	1	D <u>e</u> lete I ime	ıday
Time Qty	0 ct 29, 2017 17:00	2		sday
	Oct 31, 2017, 17:00	2		Inesday
	Nov 01, 2017 17:00	1		isoay av
	Nov 02, 2017 17:00	2		ırday
	Nov 03, 2017 17:00	1		day
	Nov 04, 2017 17:00	2		
Insert Time Delete Time	Nov 05, 2017 17:00	1		<b>‡</b> :
	Nov 06, 2017 17:00	2		_ <u> </u>
Central Fill Print Unly	Nov 07, 2017 17:00	1	OF	
M Ose Admin Times	Nov 08, 2017 17:00	2		$\vdash$
			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	🖉 PharmaClik Rx Automated Dispensing Interface 🤤	
been resolved, send <b>all</b> the	Eile Edit View Tools Help 🖉 Process Group Rx# 500097 Mckesson, Jack (Synmed Group)	83
prescriptions <b>together</b> to the device.	Views Pending   Drag a column header here to Status   Status Date/Time	
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.	Io Do Perding Oct 26, 2017 10:   Pending Dot 26, 2017 10:   Pending Pending   Processing Pending   Processing Packaging Stat Date:   Pending Dot 26, 2017 Peackaging End Time:   Packaging End Date: Pending   Packaging End Date: Pending   Pelete Ex Pefault Days	Intity 7.00 sed: 7.00 ty / 0.00 ed: 14 ity: 0.00 p: Total Quantity t match Rx Dispensed <u>C</u> ancel

