# PharmaClik Rx Automated Dispensing Interface

# User Guide

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### Before your pharmacy can begin using automated dispensing devices, the Automated Dispensing Interface (ADI) software must be installed and configured at your pharmacy.

The following automated dispensing devices are integrated with PharmaClik Rx:

- FastPak EXP •
- (non-retail packaging)
- AutoMed ATC Profile (non-retail packaging)
- AutoMed FastFill
- (retail prescriptions)
- Baker Cell BlistAssist
- (retail prescriptions)
- (retail & non-retail packaging verification)
- MEDS PacMed (non-retail packaging) (retail vial-filling robot)
- Parata RDS
- SynMed

•

- VBM Packaging
- (non-retail packaging) (non-retail packaging)
- KirbyLester KL1Plus (retail prescriptions)

Questions or concerns regarding automated dispensing integration should be directed to Pharmacy Technology Solutions at 1-800-387-6093

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# 1. Starting Up



Once the Automated Dispensing Interface (ADI) software has been installed in your pharmacy, an **ADI** icon will be located on your desktop. **ADI is required for PharmaClik Rx to interact with automated dispensing devices.** When starting the PharmaClik Rx applications each morning, ensure ADI is started on the Workstation from which you will be processing auto-dispensed prescriptions.

# 2. Configuring Drugs for Auto-Dispensing

To use automated dispensing, the **Auto Disp** field must be set in the Drug folder for the appropriate drugs. Once automated dispensing is set for a drug, prescriptions for that drug will be dispensed from the selected device. If a drug will be auto-dispensed from both retail and non-retail devices, set the drug up for the RETAIL device, ensuring it will be auto-dispensed for all retail prescriptions; the non-retail device can be configured at Group level, overriding the drug's setting at the time of fill.

DIN 545015	Auxiliary	Alternatives	Com	panion	Inventory	History	Notes
Туре:	Drug		Rpl DIN:	<u></u>	nnov	rator	<u>ð</u>
Generic:	ACETAZOLAMIC	E	Prov \$:	\$0	).0935 🗖 Narci	otic 🗖 M	VFB
Trade:	APO-ACETAZOL	AMIDE	Colour:	white,rou	ind,sc 🗖 Repo	ortable 🗖 (	отс
Ther Class:	DIURETICS	<u> </u>	Strgth:	250MG	▼ Save □ Shrin	: Flag k Label	
Schedule:	Schedule I	•	Mfr:	APX	Katz Forr	nulary: Prim	ary 🔻
Drug Form:	TABLET	•	Π Ca	pped Mfr	\$ 🗖 Mixtu	re 🗖 li	nactive
Default SIG:		•			Last Rx D	Date: Jan C	18, 2007
Print:		•	Auto Disp		d F 💌 Last Prof	Pharm: Feat	21, 2007
Default Pa	ack: Inv 1 - Main			and the second second second	d ATC Profile		
Pack Size:	500	Acq Cost	(ut) \$0.09	e AutoMed	d FastFill	\$0.0987	
Price Code:	С	Acq Cost (j	pk) \$49.3	BakerCe		\$49.350	0
Alerts Sep 2	1, 2007 Drug has	an auto-dispen	ising de∨id	No auto-	ACMED -dispensing		

The available options in the **Auto Disp** field are:

• **No auto-dispensing:** The drug will not be dispensed by an automated dispensing device. This is the default setting for all drugs.

• All automated dispensing devices <u>configured for your</u> <u>pharmacy</u> are shown in the dropdown list. To dispense from a specific device, select the name of the device from the dropdown list.

#### To set automated dispensing for a drug

- 1. Press or click the **Drug** button.
- 2. Search for and select the drug that will be auto-dispensed.
- 3. Press or click the **DIN** tab in the Drug folder, if it is not already displayed on the screen.
- 4. Select the appropriate device from the Auto Disp dropdown list.
- 5. Press or click the **Save** button.

#### An Important Note Regarding Negative DINs

Some automated dispensing devices can accommodate prescriptions filled for negative DINs. This can be done if the device's software has a secondary or auxiliary **DIN** field for each DIN. The secondary **DIN** field can contain the PharmaClik Rx negative DIN and the main **DIN** field can use the DIN required by the device's software. Please confirm with your device provider before filling prescriptions for negative DINs.

# 3. Configuring Groups for Auto-Dispensing

The Auto-dispensing preferences in the **Groups** folder dictate whether or not a patient's prescriptions will be dispensed from an automated dispensing device. The group preference allows a default device to be selected for the entire group, while a setting at patient level overrides the group preference. The **Rx Detail** provides a final override when determining if a prescription should be auto-dispensed. For further details, refer to the *Overriding Automated Dispensing in Rx Detail* section).

Doctor Name	Phone	Address	Primary			
nnelly, Peter		5 Aberdeen Avenue		Add		
ith, Brenda	(204) 555-743512	'3 Bell Tower Road		<u>R</u> emove		
eneral						
	NC Time □ Rx Status MAR I TMR d	Label Label Type: Print on Label Label Copies C Packing / Jones Lab Batch Batch	Shij I el Dr.			
	Auto-Dispensi	Ing Imp Imp Imp Imp Imp Imp Imp Imp	atic	Is	<u>Q</u> K	<u>Cancel</u>

### Group Auto-Dispensing Preferences

Allow Auto-Dispensing	a device is selected, the group's prescriptions will be auto-dispensed from that device. When <i>N</i> o auto-dispensing is selected, no prescriptions will be auto-dispensed for this group.
Prescription Type	Allows you to exclude Narcotics and PRNs from auto-dispensing. By default, Narcotics and PRNs are included.
	<b>Dispill\Dosett:</b> Dispill and Dosett prescriptions are NEVER auto-dispensed. Disregard these preferences, as they will be removed in a future version of the PharmaClik Rx.
	<b>Narcotics:</b> When selected, prescriptions for narcotic drugs are submitted to ADI, and are printed at the end of the run, after any PRN prescriptions. When the flag is <i>OFF</i> , Narcotics prescriptions are set to <i>No auto-dispensing' in Rx Detail</i> .
	<b>PRNs:</b> When selected, prescriptions using PRN as the administration time are submitted to ADI; they are packaged at the end of the run, before Narcotics. When the flag is <i>OFF</i> , PRN prescriptions are set to <i>No auto-dispensing</i> in the
	Rx Detail.

#### To set a group's auto-dispensing preferences

- 1. Press or click the More button.
- 2. Press or click the Groups.
- 3. Search for and select the group.
- 4. Press or click the **Preferences** tab.
- 5. Press or click the **Auto-Dispensing** button. The **Group Auto-Dispensing Preferences** window opens.
- 6. Make a selection from the Allow Auto-Dispensing dropdown list.
  - a. <u>To disable automated dispensing</u>: Select **No auto-dispensing**.
  - b. <u>To enable automated dispensing</u>: Select an automated dispensing device to use for patients in this group, or select **Default** to use the drug's automated dispensing device.
- 7. Under the **Prescription Type**, choose the types of prescriptions to include when autodispensing: Narcotics, PRNs. Turn a checkbox *ON* to include a prescription type or *OFF* to exclude a type.
- 8. Press or click the **OK** button.

### **Patient-Level Override**

The Allow Auto-Disp column in the Group folder Patients tab provides a patient-level override for the Allow Auto-Dispensing group preference. It determines if a specific patient's prescriptions will be autodispensed; the dropdown list contains all devices configured for the pharmacy, along with Default and No auto-dispensing options. The Default uses the group preference to determine if prescriptions can be auto-dispensed; choosing a specific device allows automated dispensing for the patient, while the No auto-dispensing disables auto-dispensing for the patient.

Winsome Woods	Schedule Standir	ng Orders	Prefe	erences	Patien	ts (18) Notes
Name	Allow Auto Disp	Floor	r Winq	Area	Room	
Acheson, Richard	Default	<b>-</b> 3	EAST	302-1	302	
Arnold, Chris	Default	- 2	EAST	201-1	201	Add
Barrett, Hank	Default	<b>-</b> 2	EAST	203-1	203	
Bell, Monika	Default	- 2	WEST	211-1	211	<u>R</u> emove
Black, Johnathan	Default	<b>v</b> 2	WEST	212-1	212	D
Campbell, Wendy	Default	▼ 2	WEST	213-1	213	
Carson, Emily	Default	→ 3	WEST	312-1	312	
Carson, Elizabeth	No auto-dispensing	<b>-</b> 3	WEST	312-2	312	
Dennison, Harvey	Default	▼ 3	WEST	314-1	314	
Garrison, Allan	Default	▼ 3	EAST	301-1	301	
Harris, Roland	Default	▼ 3	EAST	303-1	303	
Johnson, Joe	Baker Cells	<b>-</b> 3	WEST	316-1	316	
Kennedy, April	Default	<b>→</b> 2	EAST	205-1	205	
Lewis, Irene	Default	▼ 2	EAST	206-1	206	
Murdoch, Alyssa	Default	▼ 3	EAST	306-1	306	
Sanderson, Marjorie	Default	▼ 3	EAST	305-1	305	Coursest
Traverse, Jess	Default	- 3	WEST	316-2	316	Co <u>n</u> sent

#### To set a patient's automated dispensing preference

- 1. Open the Group's folder.
- 2. Press or click the **Patients** tab.
- 3. Highlight the patient. Scroll to the right until the **Allow Auto Disp** column is displayed.
- To disable automated dispensing: Select **No auto-dispensing**.
- <u>To enable automated dispensing</u>: Select an automated dispensing device to use a specific device for this patient, or select the **Default** to use the group's automated dispensing device.
- 4. Press or click the Save or the OK button.

# 4. Filling Prescriptions

Once automated dispensing is set for a drug, prescriptions for the drug will be dispensed from the appropriate device. The prescription-level setting for automated dispensing is taken from the drug setting for retail prescriptions. Non-retail prescriptions use the following hierarchy: drug, group and then patient.

### **Retail Prescriptions**

ded Third Party	Notes
Prescription           QA:         270 QD:         0 Qty:         90           SIG:         T 1 TAB TID         •           DS:         30 Bill:         CA           V/W:         User:         SMS         •	Cost \$24.16 Markup: \$24.0 Fee: \$9.49 Total: \$33.65 Tp Paid: \$0.00
Label 0 Johnson, Mike TAKE 1 TABLET THREE TIMES DAILY (90) APO-ACEBUTOLOL 200MG ACEBUTOLOL HCL TABLET APX REP:3 Dr. Smith, Brenda	Copay: \$33.65 Deduct: \$0.00 Pays: \$33.65 Delivery Pre-Authorized Refill Rem Days Actual Oty: 0 Vial Copies: 2
	QA: 270 QD: 0 Qty: 90 SIG: T1 TAB TID DS: 30 Bill: CA V/W: User: SMS Label 0 Johnson, Mike TAKE 1 TABLET THREE TIMES DAILY (90) APO-ACEBUTOLOL 200MG ACEBUTOLOL HCL TABLET APX REP:3

Verify the information and fill the prescription as usual. The medication is dispensed from the retail device selected in the **Drug** folder.

NOTE: Patients in retail groups do not use Administration Times; therefore their prescriptions cannot be dispensed from dose packaging machines such as FastPak EXP or ATC Profile.

### Non-Retail Prescriptions

The Non-retail prescriptions are filled for patients in the **non-retail groups** such as nursing homes, correctional facilities, or any other type of long-term care facility.

#### NON-RETAIL PRESCRIPTIONS WITH NO ADMIN TIMES WILL NOT BE AUTO-DISPENSED.

10 10 10 10 10 10 10 10 10 10 10 10 10 1			
Pox: New Exter	ded Third Pa	arty Not	es
Cedar, Francine       Image: Cedar, Francine         TP Bill: NC/CA       Image: Cedar, Francine         Phone: (613) 226-5747       Age: 79         Allergy       Medical         Dr. Smith, Brenda       Image: Cedar         Phone: (204) 555-7435       Image: Cedar         123 Bell Tower Road       Image: Cedar         DIN 2147610       Image: Cedar         Pk (OH): [500 (320) - Image: Cedar       Image: Cedar         ACEBUTOLOL HCL       APO-ACEBUTOLOL         APO-ACEBUTOLOL       TABLET         Desc:       Image: Cedar	Prescription           QA:         240         QD:         0         0           SIG:         T1         TAB         QID         0         0           DS:         7         Bill:         NC/Cx         V/W:         User:         SMS           Group:         Island         Care               Admin         Times:         00:00:08:00.1         Rx         Status:         A - Active Re           In         Drug Holiday	Total: Tp Paid: Tp Paid: Copay: Deduct Pays: rgular □ ↓ □ Deliven SQ □ Pre-Aut	norized Rem Day

The Admin Times entered for the Non-Retail prescriptions must following these rules:

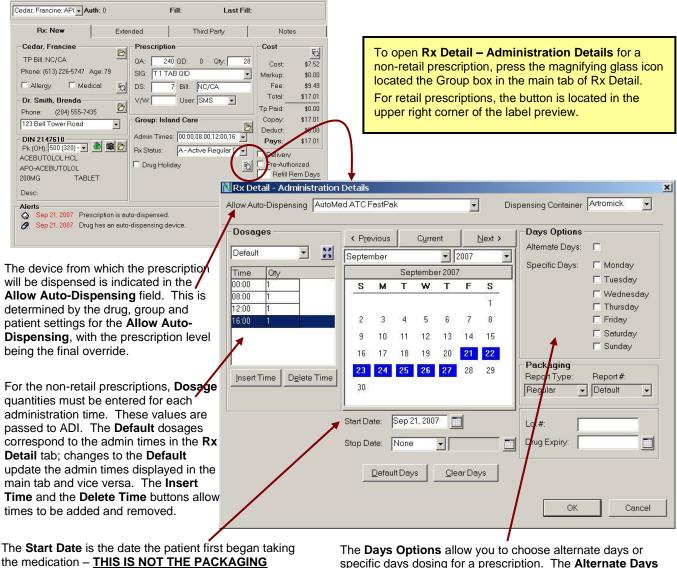
- The times must be in a 24-hour format and include a colon.
- Multiple times are separated by a comma with no spaces.
- Midnight must be entered as 00:00, not 24:00.
- The only allowable alpha administration time is PRN.

*Example.* Administration times of 9:30am, 1:30pm and midnight would be entered as: **09:30,13:30, and 00:00** 

Dosage quantities must be entered in Administration Details for each administration time – refer to the next page for details.

### **Entering Dosages for Non-Retail Prescriptions**

When filling the **Non-Retail Prescriptions**, the quantity of medication per dosage time should be entered in the **Administration Details** window located in the **Rx Detail**. Entering the information in this window ensures the data is retained and applied to all future refills – values entered in this window are passed to ADI for packaging purposes.



the medication – <u>THIS IS NOT THE PACKAGING</u> <u>START DATE</u>. This date does not reset on refill, as the **Alternate Days** dosing (in the **Days Options**) is calculated from the **Start Date**, for the life of the medication. The **Start Date** is automatically set to the **Fill Date** when a NEW prescription is filled (i.e. the first prescription in the **Audit History**). The **Start Date** must be modified if a prescription's alternate days dosing is changed.

The Prescriptions filled prior to the PharmaClik Rx Version 5.2 and prescriptions converted from other software will not have a **Start Date**, but it can be entered manually. The **Days Options** allow you to choose alternate days or specific days dosing for a prescription. The **Alternate Days** are calculated from prescription's the **Start Date**, ensuring consistency throughout the life of the prescription. The corresponding days are highlighted on the calendar for the prescription's days' supply. The **Specific Days** options allow you to indicate specific days of the week on which the medication should be provided to the patient; if you would like the medication to be provided to the patient on a specific day of the week, select the checkbox corresponding to that day. Multiple days of the week can be selected. **When no Days Options are selected, medication is provided every day**.

### Prescriptions with Standard Administration Times

The prescriptions with standard administration times have the same dosage times and quantities each day throughout the life of the prescription.

- 1. Open the prescription in the **Rx Detail** as usual.
- 2. Enter or modify the basic prescription information (QA, Qty, SIG, DS, etc...). Enter the **Admin Times** and the **Rx Status**. Refer to the *Non-Retail Prescription* section for rules regarding administration times.
- 3. The Administration Details window opens. Verify the device in the Allow Auto-Dispensing field.
- 4. In the **Dosages** box, enter the **Qty** to be dispensed at each administration time. Partial quantities must be entered in decimal format.

Default		
Time	Qty	102
00:00	1	
08:00	1	
12:00	1	
16:00	1	

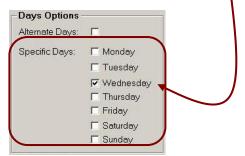
Use the following decimals for partial quantities:

- 1/8 = .125(may not be supported by all devices)
  1/4 = .25
  1/3 = .3
  1/2 = .5
  2/3 = .6
  3/4 = .75 (may not be supported by all devices)
  NOTE Some automated dispensing devices do not support all types of partial quantities confirm supported partial quantities with your device provider.
- 5. Press or click the **OK** button.
- 6. Continue to fill the prescription as usual. If any changes are made to the administration times in the **Rx Detail** tab, repeat steps 3-5.

### Prescriptions Administered on Specific Days

Prescriptions can be administered on specific days of the week, rather than on consecutive days.

- 1. Open the prescription in the **Rx Detail** as usual.
- Enter or modify the basic prescription information (QA, Qty, SIG, DS, etc...). Enter the Admin Times and the Rx Status. Refer to the *Non-Retail Prescription* section for rules regarding admin times.
- 3. Press the magnifying glass icon located in the Group box in the main tab of Rx Detail.
- 4. The Administration Details window opens. Verify the device in the Allow Auto-Dispensing field.
- 5. In the **Dosages** box, enter the **Qty** to be dispensed at each administration time. Partial quantities must be entered in decimal format.
- 6. On the right side of the window, choose the **Specific Days** of the week on which the medication will be administered. One or more days can be selected. The selected days of the week are highlighted on the calendar.



TIP If the changes are made to the administration times in the main tab of the **Rx Detail**, dosage quantities are reset, return to the **Administration Details** to re-enter the dosage quantities for each administration time.

- 7. Press or click the **OK** button.
- 8. Continue to fill the prescription as usual.

### Prescriptions with Alternate Days Dosing

Prescriptions can be selected for alternate days dosing when the medication is administered every other day.

- 1. Open the prescription in the **Rx Detail** as usual.
- Enter or modify the basic prescription information (QA, Qty, SIG, DS, etc...). Enter the Admin Times and the Rx Status. Refer to the *Non-Retail Prescription* section for rules regarding admin times.
- 3. Press or click the magnifying glass icon located in the **Group** box in the main tab of **Rx Detail**.
- 4. The Administration Details window opens. Verify the device in the Allow Auto-Dispensing field.
- 5. In the **Dosages** box, enter the **Qty** to be dispensed at each administration time. Partial quantities must be entered in decimal format.
- 6. Enter or update the prescription's **Start Date** this is the date the patient will being taking the medication (or in the case of a refill, the date the patient began taking the medication).

Start Date:	Sep 21, 2007	

**TIP** This date does not reset on refill, as the **Alternate Days** dosing is calculated from the **Start Date**, for the life of the medication. This ensures the appropriate alternate days dosing is consistently applied to refills

7. On the right side of the window, choose the **Alternate Days**. Every other day is highlighted on the calendar, beginning from the **Start Date** if this is a new prescription.

-Days Options -	
Alternate Days:	

- 8. Press or click the **OK** button.
- 9. Continue to fill the prescription as usual.

**TIP** If changes are made to the administration times in the main tab of the **Rx Detail**, dosage quantities are reset; return to the **Administration Details** to re-enter the dosage quantities for each administration time.

### **PRN** Prescriptions

The PRN prescriptions have **PRN** as the administration time in the **Rx Detail**. These prescriptions are filled in the same manner as a prescription with standard administration times. The **PRN** is the only allowable alpha administration time for automated dispensing.

- 1. Open the prescription in the **Rx Detail** as usual.
- 2. Enter or modify the basic prescription information (QA, Qty, SIG, DS, etc...). Enter the **Admin Times** and the **Rx Status**. Refer to the *Non-Retail Prescription* section for rules regarding admin times.
- 3. Press the magnifying glass icon located in the Group box in the main tab of the Rx Detail.
- 4. The Administration Details window opens. Verify the device in the Allow Auto-Dispensing field.
- In the **Dosages** box, enter the PRN **Qty** to be dispensed. Partial quantities must be entered in decimal format.

Default		- 23
	100000	
Time	Qty	

- 6. If the **Days Options** apply to the prescription, select the appropriate **Alternate Days** or **Specific Days**. Verify the **Start Date** if **Alternate Days** is selected.
- 7. Press or click the **OK** button.
- 8. Continue to fill the prescription as usual.

**TIP** If changes are made to the administration times in the main tab of the **Rx Detail**, dosage quantities are reset; return to the **Administration Details** to re-enter the dosage quantities for each administration time.

### Prescriptions with Increasing/Decreasing Dosages

The **Dosage by Days** allows you to enter varying dosages based on day or administration time. This is useful for medications such as Prednisone and Domperidone. The varying administration times and dosages are passed to ADI for packaging, and the prescription uses the default administration time in the main tab of the **Rx Detail** for **MARs**.

- 1. Open the prescription in the **Rx Detail** as usual.
- Enter or modify the basic prescription information (QA, Qty, SIG, DS, etc...). Enter the Admin Times and the Rx Status. Refer to the *Non-Retail Prescription* section for rules regarding admin times.
- 3. Press or click the magnifying glass icon located in the **Group** box in the main tab of the **Rx Detail**.
- 4. The Administration Details window opens. Verify the device in the Allow Auto-Dispensing field.
- 5. If the **Days Options** apply to the prescription, select the appropriate **Alternate Days** or **Specific Days**, or select/deselect days on the **Calendar**. Verify the **Start Date** if **Alternate Days** is selected.

**TIP** When using the **Calendar** to select days, use the **Clear Days** button to remove all highlighted days from the calendar, or use the **Default Days** button to reset the calendar to match the originally selected days for the prescription's days' supply.

6. Press or click the expand icon located in the **Dosages** box. The **Dosage by Days** window opens, displaying all dates and administration times in the prescription's days' supply.

Dosages	🚺 Dosage by	Days		×
Default	Date	Time	Qty	
	Sep 24, 2007	12:00	8	Insert Time
Time Oty	Sep 25, 2007	12:00	7	
12:00 0	Sep 26, 2007	12:00	6	D <u>e</u> lete Time
	Sep 27, 2007	12:00	5	
	Sep 28, 2007	12:00	4	
TID the the locast Time and the	Sep 29, 2007	12:00	3	
TIP Use the Insert Time and the Delete Time buttons in the	Sep 30, 2007	12:00	2	
Dosage by Days to add and	Oct 01, 2007	12:00	1	
remove times.				<u>OK</u> <u>C</u> ancel

- In the **Dosage by Days**, enter the appropriate **Qty** for each date\time combination. If you do
  not wish to delete a time, but no medication will be provided, enter **0**.
- 8. Press or click the **OK** button to save dosages.

 The screen returns to the Administration Details. No quantities are displayed for the Default dosages. The selected dates can be viewed from the Dosages dropdown list; the dosage quantities are displayed for a selected date.

Dosag	jes —			
Sep 28	,2007	-		
Time	Qty			
12:00	4			

10. Press or click the **OK** button.

11. Continue to fill the prescription as usual.

**TIP** If changes are made to the administration times in the main tab of the **Rx Detail**, dosage quantities are reset; return to the **Administration Details** to re-enter the dosage quantities for each administration time.

## **Overriding Automated Dispensing in Rx Detail**

When a drug is set for auto-dispensing, the **Allow Auto-Dispensing** field in the **Administration Details** is populated with the name of a device, indicating the medication will be dispensed from that device. If you do not want the medication to be auto-dispensed, choose the **No auto-dispensing**. This must be done BEFORE the prescription is filled.

The setting in the **Allow Auto-Dispensing** is retained for refills <u>unless</u> the **Reset Auto-Dispensing on Refill** is ON (see below for more information).

#### To override automated dispensing in Rx Detail

- 1. The incomplete prescription should be open in the **Rx Detail**.
- 2. Press or click the magnifying glass icon located near the middle of the window.
- 3. The Administration Details window opens. Make a selection from the Allow Auto-Dispensing dropdown list.

🛿 Rx Detail - Adminis		
Allow Auto-Dispensing	No auto-dispensing	Dispensing Container None
	AutoMed FastFill	
Dosages	BakerCell	Next > Days Options
Default -	No auto-dispensing	Alternate Days:
	Parata	Specific Days: Monday

**TIP** Only configured retail devices are listed for retail prescriptions. All configured devices are listed for non-retail prescriptions.

- 4. Press or click the **OK** button.
- 5. Continue to fill the prescription as usual.

### Pharmacy Preference: Reset Auto-Dispensing on Refill

The pharmacy preference **Reset Auto-Dispensing on Refill** automatically resets the prescription's **Allow Auto-Dispensing** field when a prescription is refilled. It is recommended that this flag be ON, ensuring all prescriptions are reset to the appropriate device according to the drug, group and patient hierarchy.

#### To set the pharmacy preference

- 1. Press or click the **More** button.
- 2. Press or click the **Pharmacy** button.
- 3. Press or click the **Rx Detail** tab.
- 4. Select the Reset Auto-Dispensing on Refill (located on the left side of the window).
- 5. Press or click the **Save** button.

# Auto-Dispensing Indicator on the Profile

The **Auto** flag in the patient's profile indicates if the prescription was filled through automated dispensing. To view the **Auto** flag, deselect the **Condense** flag in the patient's profile.

Cedar, F	3rd Party	Medical P	rolite His	tory C	onsultation	Preferen	nces   M
- Display (		C Prescriptio	n only	Condens	e 🗖 Activ	ve Only 🛛 🗍	Patient M
Fill Date Perf On Trial Aut	Drug Nami Strength o Doctor	e Form	Px# Qty QA	MFR Instructi		Status des Dos	Active
THE AN		tion Times	Act Qty	Group			or Servic
Sep 21, 200 Sep 21, 200	7 APO-ACEBU 200MG	JTOLOL TABLET	507835 28	APX T 1 TAB		Complete	
	Dr. Smith, Br	enda	240				

# 5. Configuring Multi-Location Multi-Device

# Background

Pharmacies can allow Central Fill to function at a central site that has multiple devices, or a satellite site that can upload to multiple central sites, each with their own devices. This capability permits pharmacies to quickly adapt and redirect their prescriptions to another location, if necessary.

🖉 PharmaClik	Rx Automated Dispensing Ir	nterface					
<u>Eile E</u> dit	<u>V</u> iew <u>T</u> ools <u>H</u> elp	1					
$   < \mathbf{X}$	🍇   🕄 🎓   🏘 😳 👘	1					1
Views	To Do						
JE A	Drag a column header here to g	roup by that column.	5.5				
	Date/Time	Last Name 🤳		Doctor Name	Device	Central Fill Location	Area I
To Do	Jan 06, 2017 11:13:57 AM	chris		Arnold Irwin Smith	PACMED	CFIII Toronto	3
2	Jan 06, 2017 04:02:04 PM	release 183		BOB BARKER	PACMED	CFill Markham1	
	Jan 09, 2017 09:49:33 AM	ADInew Nonretail		Shawn David Aaron	PACMED	CFill Vaughn	
L			<del>سر بلکا</del>	$\sim$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

### **Viewing Active Central Fill Locations and Devices**

The **ADI Central Fill** feature has been enhanced so that inventory counts can be maintained accurately at both satellite and central locations. When the **ADI Central Fill Inventory** feature is turned on, prescriptions which are filled at the satellite pharmacies will **not** decrement inventory in the PharmaClik Rx shipment details.

The following sections describe at a high level the various enhancements made to the **Central Fill** functionality to accommodate for Inventory

All Central Fill locations will be located in the **ADI Central Fill Location** table within List Maintenance. Users will have the ability to view active Central Fill locations, as well as the dispensing device for each specific location.

**NOTE:** If your pharmacy wishes to add another Central Fill location, contact the PTS Customer Care team. We will add the new location for you.

To view the Central Fill locations your pharmacy currently has on file:

- 1. Select More > List Maint.
- 2. Select **ADI Central Fill Location** from the dropdown menu. All active locations will appear in this list.

#List Maintenance					×
ADI Central Fill Location				•	
List Items					
Location Name	Device Type	Default	Active	FTP/Web L	Add
Current Central Fill Location	PACMED 💌			sftp://10.80.250.44	<u>R</u> emove
ScriptPro loc	Synmed original 💌		•	sftp://10.80.250.44	
Synmed Loc	Synmed original 💌			sftp://10.80.250.44	<u>F</u> ilter
Third Loc	Rec-PACMED 💌			sftp://10.80.250.44	Sort
ABC LOCATION 009	Rec-PACMED 💌			sftp://10.80.250.44	2017
CFill Markham1	PACMED 🗸			sftp://10.80.250.44	<u>Print</u>
CFIII Toronto	PACMED -			sftp://10.80.250.44	
CFill Vaughn	Synmed original 💌			sftp://10.80.250.44	S <u>e</u> lect Printer
MultiDevice local - PacMed	PACMED -			sftp://10.80.250.44	
MultiDevice local SynMed	SynMed Layout 💌			sftp://10.80.250.44	
					<u>S</u> ave
					<u> </u>
•				Þ	<u>C</u> ancel

# **Setting Central Fill Location and Device Preferences**

Pharmacies can change the Central Fill Location and/or device from 3 different windows:

- Batch Preferences
- Group Auto-Dispensing Preferences
- Rx Detail Administration Details

### **Batch Preferences**

Users will have the ability to set a batch preference to be able to change Central Fill Locations at the time a batch is being set. This preference will assist in the case where one Central Fill location is down and the store needs to redirect to another Central Fill location.

By default, the *Central Fill Location* dropdown will be populated with the Central Fill Location set up in the Group Auto-Dispense Preference.

All prescriptions within the batch will have the Central Fill Location change/set in Rx Detail -Administration Details window as set in the Batch Preferences window. If a change is made, it will only apply to this batch as the new evaluation process will always evaluate what is set in the Group level preference.

#Batch Preferences		×
When do you want the batch to run?	Prescriptions Authorize Batch Refill 🔽 Skip Evaluation	<u>0</u> K
Scheduled Date: Jan 11, 2017	Set Days Supply to be Dispensed in Batch:	<u>C</u> ancel
Time: 05:30 Central Fill Location: CFill Markham 🔻	Include these types of prescriptions:     All prescriptions	
Labels When do you want the labels to print?	C Only these prescriptions Blister Dosett Auto-dispensing	
Automatically print local labels after the batch completes     Aanually print or request labels after	With the Group Rx Statuses:	·

To modify the Central Fill location from the Batch Preferences window:

- 1. Open the Batch Preferences window.
  - If you already have a batch scheduled, select **Rx** > **Batch**.
  - If you do not have a batch scheduled, select the **Refill** button from the Workbench, enter the criteria for the group you to view preferences for, and select the **Schedule** button.
- 2. In the *Schedule* groupbox, select the location you wish to send your Central Fill file to from the **Central Fill Location** dropdown menu.
- 3. Select the OK button.

**NOTE:** The Location dropdown will be greyed out if Central Fill is not activated at your pharmacy.

### **Group Auto-Dispensing Preferences**

Users will have the ability to select the location they wish to send their Central Fill file at the group-level. This permits pharmacies to send different files to different active Central Fill locations and/or devices.

The group-level Central Fill location will override the prescription Auto-Dispense Setting when a prescription is filled within a group. However, if you are filling retail prescriptions using an Auto-Dispense device, the Drug-Level setting will take precedence.

**NOTE:** When filling a new or refill prescription, the Central Fill location will always look at the Group Auto-Dispensing location preference first. Any changes made at the drug-level will only apply for that one fill. All subsequent fills will revert back to the location set at the group-level.

To modify the Central Fill Location from the Group Auto-Dispensing Preferences:

- 1. Select More > Groups.
- 2. Search for and select the group you wish to modify the preferences for.
- 3. Select the **Preferences** tab.
- Select the Auto-Dispensing button located in the General groupbox. The 'Group Auto-Dispensing Preferences' window appears.

+	Group Auto-Dispensin	ng Preferences	×
	Allow Auto-Dispensing:	PACMED	
	Central Fill Location:	CFill Markham1 📃	
	Prescription Type -		, 1
		omated dispensing prescriptions, escriptions when auto-dispensing:	
	🔲 Blister	Narcotics	
	🔲 Dosett	PRNs	
			<u></u>
		<u> </u>	

- 5. From the *Central Fill Location* dropdown, select the location you wish to send your Central Fill file to.
- 6. Select the OK button.

**NOTE:** The Location dropdown will be greyed out if Central Fill is not activated at your pharmacy.

### **Prescription Auto-Dispensing Preferences**

Users will have the ability to select the location they wish to send their Central Fill file at the prescriptionlevel. The prescription-level Central Fill location will override the group-level setting.

By default, the *Central Fill Location* dropdown will be populated with the Central Fill Location set up in the Group Auto-Dispense Preference. Any changes made at the prescription-level will only apply for that one fill. All subsequent fills will revert back to the location set at the group-level.

To modify the Central Fill Location from the Prescription Auto-Dispense Preferences:

- 1. Open an incomplete prescription in Rx Detail.
- 2. Select the magnifying glass icon. The 'Rx Detail Administration Details' window appears.

🗱 Rx Detail - Administration Details : APO-WARFARIN 1MG TABLET 🛛 🔀							
Allow Auto-Dispensing PACMED							
Central Fill Location: CFill Markham1							
Instructions: TAKE TABLET							
Dosages <	Previous Current Ne	xt > Alternate Days:					
Default 💌 🔛 Janu	Jary 2017	Specific Days:	Monday				
Time Qty	January 2017		🗖 Tuesday				
08:00 0 S	SMTWTF	S	🔲 Wednesday				
with the second	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	In Journa	L Thursdam				

- 3. From the Allow Auto-Dispensing dropdown, select the device you wish to dispense to.
- 4. From the *Central Fill Location* dropdown, select the location you wish to send your Central Fill file to.
- 5. Select the **OK** button.

# **Automated Dispensing Interface**

The ADI now has a new Central Fill Location column. This column indicates which Central Fill location each prescription will be sent to. This column is for informational purposes only. You will not be able to change the location from this column. If you must change the location, refer back to the <u>Preferences</u> <u>section</u>.

🖉 PharmaClik	Rx Automated Dispensing In	terface					-	BX
<u>F</u> ile <u>E</u> dit	<u> ⊻</u> iew <u>T</u> ools <u>H</u> elp							
$  \mathbf{x} \sim   \mathbf{x}$	👌 🔍 🎢 🛤 😳						1.1	
Views	To Do				No.			
Jun 1	Drag a column header here to g	roup by that column.						
	Date/Time	Last Name		Doctor Name	Device	Central Fill Location	Area	
To Do	Jan 06, 2017 11:13:57 AM	chris		Arnold Irwin Smith	PACMED	CFIII Toronto	3	
2	Jan 06, 2017 04:02:04 PM	release 183		BOB BARKER	PACMED	CFill Markham1		
	Jan 09, 2017 09:49:33 AM	ADInew Nonretail		H Shawn David Aaron	PACMED	CFill Vaughn		
Lan Ann			<u>~</u>			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	الحصيب

### Selecting Criteria for Regenerate Prescriptions

Users will have the ability to select a Central Fill Location from the 'Regenerate' window. This will permit the use to re-direct the Central Fill file, if necessary.

Users will not have the ability to change the Central Fill Location to another location that has a different layout (e.g. Synmed to PacMed). A validation prompt will appear: "The Central Fill location you are attempting to change has a different packaging file format - change of Central Fill location is not permitted."

🖉 Regenera	te 🛛 🗙
🛛 🧏 🖓 filled	will search for and regenerate prescriptions which were for an automated dispensing device. Please choose the ia that will be used to regenerate prescriptions.
Start Date:	Jan 10, 2017 💌 End Date: Jan 10, 2017 💌
Device:	<b></b>
CF Location:	CFIII Toronto
Rx# Range:	
Patient:	<u> </u>
Group:	-
Area:	Floor:
Wing:	Cycle:
Batch ID:	
	<u> </u>

# 6. Processing Prescriptions in ADI

Once the prescription is Complete in PharmaClik Rx the information is passed to the automated dispensing device via the **Automated Dispensing Interface** (ADI). ADI is divided into five views: **To Do**,

Pending, Processed, Messages	A PharmaClin	k Rx Automated Dispensing	Interface					-
		/iew Tools Help	interrace					
and <b>Devices</b> . Prescriptions are	and the second s							
processed from the <b>To Do</b> and	$ \mathfrak{B}  \wedge \mathbf{X}   \langle$	) <i>x</i> // M						
Pending views. Any processing	Views	To Do						
errors are shown in the Messages	15	Drag a column header he	rre to group by the	t column.				
view.	To Do	Date/Time ·	Last Name	First Name	Qty.	Rx Number	DIN	Drug Name
	10.00	Sep 25, 2007 11:44:13 AM	Campbell	Albert	7	507849	2243507	APO-PRAVA
		Sep 25, 2007 11:43:49 AM	Campbell	Albert	7	507848	2247802	NOVO-FOSI
		Sep 25, 2007 11:43:32 AM	Campbell	Albert	7	507847	2245058	APO-OMEPI
	Pending	Sep 25, 2007 11:42:57 AM	Campbell	Albert	7	507846	74608	SER-AP-ES
	m	Sep 25, 2007 11:41:48 AM	Campbell	Albert	7	507845	1913662	APO-GLYBU
	1	Sep 25, 2007 11:41:25 AM	Campbell	Albert	14	507844	2147602	APO-ACEBL
	Processed	Sep 25, 2007 11:39:14 AM	Campbell	Albert	7	507843	655740	APO-LORAZ
	Processed	Sep 25, 2007 11:33:07 AM	Campbell	Albert	7	507841	1947664	ACCUPRIL
/	<b>4</b>	Sep 25, 2007 11:32:46 AM	Campbell	Albert	7	507840	598194	APO-PREDN
	<b>0</b> -	Sep 25, 2007 11:31:09 AM	Campbell	Albert	7	507839	545015	APO-ACETA
	Messages	Sep 25, 2007 11:30:52 AM	Campbell	Albert	7	507838	2147610	APO-ACEBL
		Sep 24, 2007 01:26:47 PM	Wolfe	Edward	36	507837	312770	APO-PREDN
1	400 H	Sep 21, 2007 11:17:40 AM	Cedar	Francine	28	507835	2147610	APO-ACEBL
To see the various views, press the icon corresponding to the view (e.g. press the <b>To Do</b> icon to see prescriptions in the <b>To Do</b> view).	Devices	3						
	Processing						Selected: 1	Total: 13

# Prescriptions for retail devices are submitted to the device without additional intervention and automatically move to the Processed.

The prescriptions with administration times are located in the **To Do** view. Additional intervention is required for these prescriptions; they cannot be processed until you move them to the **Pending** view and review/edit the information required to package the prescriptions. The following pages explain how to process and edit non-retail prescriptions from ADI.

## **Processing Non-Retail Prescriptions from To Do**

As described above, prescriptions in the **To Do** view must be processed by manually moving them to the **Pending** tab. You can process the prescriptions individually, or multiple at a time.

- 1. Press or click the **To Do** icon in the **Views** menu located on the left side of the window.
- 2. <u>To process a single prescription</u>: Highlight the prescription.

To process multiple selected prescriptions: Highlight each prescription that you want to process.

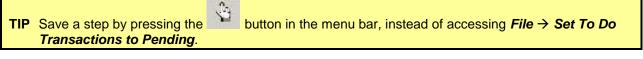
- To highlight multiple prescriptions, hold down the CTRL key on the keyboard while highlighting.
- To highlight a list of consecutive prescriptions, highlight the first prescription in the list, then hold down the 'Shift' key on the keyboard while highlighting the last prescription in the list – all rows between the first and last prescriptions become highlighted.

<u>To process a group of prescriptions</u>: Prescriptions can be grouped in a view – refer to the **Grouping and Sorting Rows** for details. To highlight all prescriptions in a group, press or click on the title bar for the group.

<u>To process all prescriptions in To Do</u>: Press CTRL + A on the keyboard, OR press or click the **Edit** in the menu bar at the top of the window, then press or click the **Select All**. All prescriptions in the **To Do** become highlighted.

3. Press or click the **File** in the menu bar at the top of the window.

4. Press or click the Set To Do Transactions to Pending.



5. The **Send To Do Transactions to Pending** window appears. The default packaging options must be set for the selected prescription(s). Enter the **Default Start Date**. The remaining fields are optional – enter values in the **Default End Date**, The **Default Start Time** and/or the **Default End Time** if needed.



Default Start Date: Required. The date printed on the first medication pouch to be packaged.
Default End Date: Optional. The medication is packaged for the full days supply, unless the End Date is specified.
Default Start Time: Optional. The hour of administration for which the first pouch will be packaged on the Start Date. Use this when beginning packaging at a specific time (e.g. with the evening dose).
Default End Time: Optional. The hour of administration for which the last pouch will be packaged. Use this when ending the strip at a specific time (e.g. with the afternoon dose).

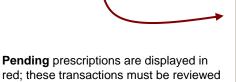
- 6. Press or click the **OK** button.
- A prompt indicates the selected prescriptions have been sent to the Pending or Ready. Press or click the OK in the message. All of the transactions will be listed in the Pending view.

### **Editing & Reviewing Non-Retail Prescriptions**

Once prescriptions are listed in the **Pending** view with a status of **Pending**, additional intervention is required. A prescription has a **Pending** status if it meets one of the following criteria:

- It is the first time the prescription has ever been auto-dispensed from the ADI interface.
- The prescription has no dosages.
- The prescription dosage has been modified since the last fill.

To access the **Pending** view, press or click the **Pending** icon in the menu bar on the left side of the window.



red; these transactions must be reviewed before further processing can occur. **Ready** and **Ready**\* prescriptions can be sent for packaging.

Pressing the ENTER key on the

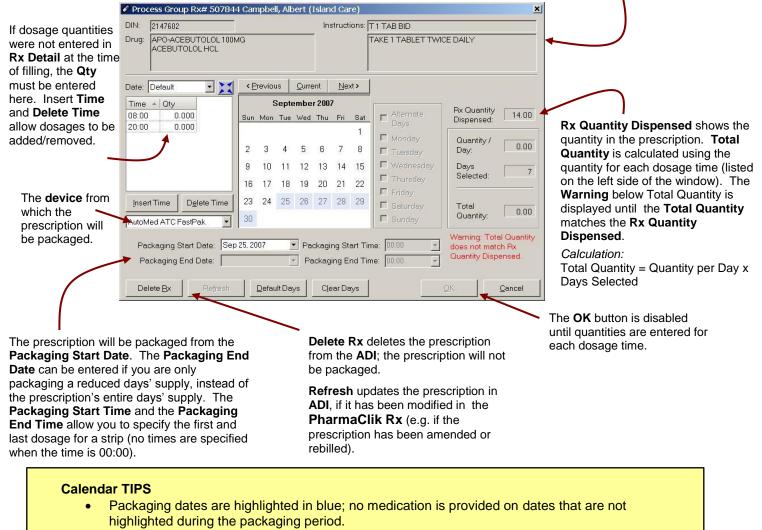
maClick Ry Automated D \_ 8 × Ele Edit View Iools Help N √ X 3 ℝ # M Pending 3 Con Drag a column header here to group by that column Rx Number DIN First Name Status Date/Time Last Name Qty. Pending Sep 25, 2007 11:30:52 AM Campbell Albert 507838 2147610 Pending Sep 25, 2007 11:31:09 AM Campbell N Albert 507839 545015 Sep 25, 2007 11 32:46 AM Pending Campbell Albert 507840 598194 Sep 25, 2007 11:33:07 AM 507841 Pending Albert 1947664 Campbell Pending Sep 25, 2007 11:39:14 AM Albert 507843 655740 Campbell V Pending Sep 25, 2007 11:41:25 AM Albert 14 507844 2147602 Campbell Sep 25, 2007 11:41:48 AM Albert 507845 1913662 Pending Campbell Pending Sep 25, 2007 11:42:57 AM Campbell Albert 507846 74608 Pending Sep 25, 2007 11:43:32 AM Campbell Albert 507847 2245058 o^A Pending Sep 25, 2007 11:43:49 AM Campbell Albert 507848 2247802 Pending Sep 25, 2007 11:44:13 AM Campbell Albert 507849 2243507 Ready Sep 21, 2007 11:17:40 AM Cedar Francine 28 507835 2147610 Sep 26, 2007 10:12:22 AM 507854 545015 Ready Cedar Francine 28 2147602 Ready Sep 26, 2007 10:10:11 AM Cedar Francine 120 507853 Device: Pending Sep 24, 2007 01 26:47 PM Wolfe Edward 36 507837 312770 Total: 15 Processing

keyboard opens the **Process Group Rx** window for the highlighted prescription(s). When multiple prescriptions are highlighted, each prescription is detailed consecutively.

### Process Group Rx: Viewing Details for a Non-Retail Prescription

The **Process Group Rx** window appears for non-retail prescriptions. The prescription's packaging details are set in this window. If dosages were entered in the **PharmaClik Rx**, they will be populated in the **Process Group Rx** window.

**General information** about the prescription is shown at the top of the window: Rx#, patient name and group name are shown in the title bar; DIN and the drug name, as set in Rx Detail; SIG and translated instructions. To see more of the SIG or instructions, place your cursor in the field and use the  $\leftarrow$  or  $\rightarrow$  arrow keys on the keyboard to move the view to the left or right. Four lines of translated instructions can be displayed at once; a vertical scrollbar appears if the instructions are longer than four lines. When additional instructions exist, they are prefixed with 'Additional Instructions:' in red text.



- Press or click the Next button at the top of the calendar to view dates for the next month. Press or click the Previous to view display dates for the previous month. Press or click the Current to return to the current month.
- Any dates you have chosen will be retained, even if you view a different month.
- To clear all selected dates and start over, press or click the Clear Days button.
- To select the days corresponding to the days' supply in the prescription, press or click the Default Days button. When pressed, the selected days will start at the date defined in the Packaging Start Date field and continue until all of days in the days supply are selected (e.g. if the Start Date is Sep 25, 2007 and the days' supply is 7, then September 25 to October 1 would be highlighted.)

### **Reviewing Prescriptions with Standard Administration Times**

It is necessary to review all **Pending** prescriptions before they can be processed. Once a **Pending** prescription has been reviewed, its status changes to **Ready**.

#### To confirm and edit dosages

- 1. Press or click the **Pending** icon in the **Views** menu located on the left side of the window.
- 2. <u>To review a single prescription</u>: Highlight the Pending prescription.
- TIP Save steps by double-clicking on the prescription. This immediately opens the **Process** Group Rx window. Skip to step 5 below.

<u>To review multiple selected prescriptions</u>: Highlight each prescription that you want to process.

- To highlight multiple prescriptions, hold down the CTRL key on the keyboard while highlighting.
- To highlight a list of consecutive prescriptions, highlight the first prescription in the list, then hold down the SHIFT key on the keyboard while highlighting the last prescription in the list – all rows between the first and last prescriptions become highlighted.

<u>To review a group of prescriptions</u>: Prescriptions can be grouped in a view – refer to the **Grouping and Sorting Rows** for details. To highlight all prescriptions in a group, click on the title bar for the group.

<u>To review all prescriptions in Pending</u>: Press CTRL + A on the keyboard, OR press the **Edit** in the menu bar at the top of the window, then press or click the **Select All**. All prescriptions in Pending become highlighted.

3. Press or click the Edit in the menu bar at the top of the window.

4. Press or click the Edit Transaction(s).

TIP Save a step by pressing the ENTER key on the keyboard or the button in the menu bar instead of accessing *Edit → Edit Transaction(s)*.

5. The **Process Group Rx** window opens. Verify the **Packaging Start Date** to ensure the correct date has been set; make any necessary changes.

TIP If multiple prescriptions have an incorrect date, the **Packaging Start Date** can be reset for all selected prescriptions – refer to the **Resetting Default Packaging Options** for details.

- 6. Verify the administration dates in the **Calendar** located in the middle of the window; make any necessary changes.
- 7. In the **Dosages** box, verify the **Qty** to be dispensed at each administration time; make any necessary changes. Partial quantities must be entered in decimal format.



Use the following decimals for partial quantities:

1/8	<ul> <li>.125 (may not be supported by all devices)</li> <li>.25</li> <li>.2</li> </ul>
1/2 2/3	5
NOTE	Some automated dispensing devices do not support all types of partial quantities – confirm supported partial quantities with your device provider.

- 8. The fields on the right side of the calendar indicate the amount of medication being dispensed according to the information in the calendar and dosage fields. The **Total Quantity** is valid once it matches the **Rx Qty Dispensed**.
- 9. Press or click the **OK** button to save and apply the changes. The status of the prescription changes from the **Pending** to **Ready**.

If you wish to abort all changes, press or click the <u>Cancel</u> button. You can return to the prescription at a later time to update the information. The prescription status remains Pending.

### Prescriptions with Increasing/Decreasing Dosage

The **Dosage by Days** option allows you to enter varying doses based on a day or administration time. This is useful for medications such as Prednisone and Domperidone.

### To edit prescriptions with variable dosages

- 1. Follow steps 1 5 from To confirm and edit dosages on the previous page.
- 2. Using the **Calendar**, highlight the days on which the patient will take the medication. These dates will appear in the **Date** dropdown list.
- 3. Press or click the expand button located beside the **Date**. The **Dosage by Days** window opens.

īme - Qty	Date	▲ Time ▲	Qty	Insert Time
2:00 0.000	Oct 01, 2007	² <u>12:00</u>	8.000	
2.00	Oct 02, 2007	2 12:00	7.000	
	Oct 03, 2007	2 12:00	6.000	D <u>e</u> lete Time
	Oct 04, 2007	' 12:00	5.000	
	Oct 05, 2007	12:00	4.000	
	Oct 06, 2007	12:00	3.000	
	Oct 07, 2007	12:00	2.000	
	Oct 08, 2007	' 12:00	1.000	
P Use the Insert Time and the				

- 4. In the **Dosage by Days**, enter the appropriate the **Qty** for each date\time combination. Insert and delete times as required. If you do not wish to delete a time, but no medication will be provided, enter **0**.
- 5. Press or click the **OK** button to return to the **Process Group Rx** window.
- 6. The fields on the right side of the calendar indicate the amount of medication being dispensed according to the information in the **Calendar** and **Dosage** fields. The **Total Quantity** is valid once it matches the **Rx Qty Dispensed**.
- 7. Press or click the **OK** button to save and apply the changes. The status of the prescription changes from **Pending** to **Ready**.

If you wish to abort all changes, press the <u>Cancel</u> button. You can return to the prescription at a later time to update the information. The prescription status remains Pending.

Date:   Oct 03, 2007 🔶 🗾 🗾	<b>Prev</b> You can also modify dosages from the Date dropdown list
Time Qty 12:00 6 nnn Insert Time Delete Time	<ol> <li>Select a Date from the dropdown list.</li> <li>You are now able to add or delete times for the selected date.</li> <li>Use the Insert Time and the Delete Time buttons or press/click the RIGHT button on the mouse to view a pop-up menu with the Insert Time and Delete Time options.</li> </ol>
	<ul> <li>Choose the Insert to add an administration time.</li> <li>Enter the appropriate Time and corresponding Qty.</li> <li>Choosing the Delete removes the highlighted row.</li> <li>28 2 4. Repeat steps 1 – 3 until administration times have been added or deleted for</li> </ul>

### **PRN** Prescriptions

The **PRN** prescriptions appear in the **Process Group Rx** window with the administration times disabled. These prescriptions will be dispensed at the end of the packaging run, before any Narcotic prescriptions.

	🖉 Process Group Rx# 50786	2 Plo	rdeau	i, Ma	rc (I	sland	Care	e)		×
	DIN: 655740	PF	IN )			Ins	struct	ions: [	T 1 TAB PRNF ANXIE	TY
The indicator <b>PRN</b> appears	Drug: APO-LORAZEPAM 0.5M LORAZEPAM	i C	)							N NECESSARY FOR
beside the drug information.	Date: Default	۲E	reviou	is	<u>C</u> urre	ent	<u>N</u> e:	d>	1	
	Time * Qty			Octo	Qurrent       Next>         Current       Next>         ctober 2007       Image: Construct of the state					
The indicator <b>PRN</b> appears beside the drug information. The <b>PRN</b> administration time cannot be modified. Ensure the appropriate quantity is entered. Heret Time Delete Time AutoMed ATC FastPak										
			1	2	3	4	5	6		
l l		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		Days
		21	22					27	🗖 Thursday	Selected:
appropriate quantity is entered.	PRN appears       IORAZEPAM       ANXETY         Date:       Default       Image: Oty       Qurrent       Next>         Date:       Default       Image: Oty       Sum Mon Tue       Wext>       Image: Oty         Sun Mon Tue       Wed Thu       Fri       Sat       Image: Oty       Date: Oty       Image: Oty         Sun Mon Tue       Wed Thu       Fri       Sat       Image: Oty       Image: Oty       Image: Oty         Sun Mon Tue       Wed Thu       Fri       Sat       Image: Oty       Image: Oty <td< td=""><td></td></td<>									
	Insert Time Delete Time	28	29	30	31					7.00
	AutoMed ATC FastPak								□ □ Sunday	
	and the second	-1	)7 Defau	• • It Day	Ρε	ickag	. <u>-</u>	nd Tir	me: 00:00 🔹	does not match Rx

TIP If PRN prescriptions are not being sent to ADI, verify the group's **Auto-Dispensing Preferences**. The **PRN** must be selected in the **Prescription Type** box. Refer to pages 4-5 for details.

#### To edit PRN prescriptions

- 1. Follow steps 1 5 in the To confirm and edit dosages section .
- 2. Verify the administration dates in the calendar; make any necessary changes.
- 3. In the **Dosages** box, verify the **Qty** to be provided in each POUCH; make any necessary changes (*e.g.* If the patient is to take 2 tablets when needed, the amount per package should be 2).
- 4. Press or click the **OK** button to save and apply the changes. The status of the prescription changes from **Pending** to **Ready**.

If you wish to abort all changes, press the <u>Cancel</u> button. You can return to the prescription at a later time to update the information. The prescription status remains Pending.

### **Narcotic Prescriptions**

Narcotic prescriptions are packaged at the end of the packaging run, after any PRN prescriptions. These prescriptions are packaged individually based on administration time and date.

To edit narcotic prescriptions, follow the applicable steps required for the type of administration time that is to be used: prescriptions with standard administration times, variable dosage prescriptions, or PRN prescriptions.

**TIP** If Narcotic prescriptions are not being sent to ADI, verify the group's **Auto-Dispensing Preferences**. The narcotic must be selected in the **Prescription Type** box. Refer to pages 4-5 for details.

### **Resetting Default Packaging Options**

If prescriptions have been sent to **Pending** with an incorrect **Packaging Start Date**, or default packaging options need to be modified, it is easy to reset the default packaging options for multiple prescriptions. When the packaging options are incorrect for a single prescription, they can easily be modified from the **Process Group Rx** window when verifying/editing the dosages. Use the following steps to reset multiple prescriptions.

- 1. Press or click the **Pending** icon in the Views menu located on the left side of the window.
- 2. <u>To reset multiple selected prescriptions</u>: Highlight each prescription that you want to process.
  - To highlight multiple prescriptions, hold down the CTRL key on the keyboard while highlighting.
  - To highlight a list of consecutive prescriptions, highlight the first prescription in the list, then hold down the SHIFT key on the keyboard while highlighting the last prescription in the list all rows between the first and last prescriptions become highlighted.

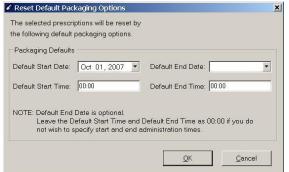
<u>To review a group of prescriptions</u>: Prescriptions can be grouped in a view – refer to the **Grouping and Sorting Rows** for details. To highlight all prescriptions in a group, click on the title bar for the group.

<u>To review all prescriptions in Pending</u>: Press CTRL + A on the keyboard, OR press or click the **Edit** in the menu bar at the top of the window, then press or click the **Select All**. All prescriptions in **Pending** become highlighted.

- 3. Press or click the File in the menu bar at the top of the window.
- 4. Press or click the Reset Default Packaging Options.



 The Reset Default Packaging Options window appears. New default packaging options must be eset for the selected prescription(s). Enter the Default Start Date. The remaining fields are optional – enter values in the Default End Date, the Default Start Time and/or the Default End Time if needed.



TIP These are the same Packaging Default options that appear when To Do transactions are sent to Pending. Refer to the Processing Non-Retail Prescriptions from To Do for more information about each field.

- 6. Press or click the **OK** button.
- A prompt indicates the selected prescriptions have been reset. Press or click the OK button in the prompt.
- 8. The Process Group Rx window opens for each PENDING prescription that has been reset (it does not open for the READY prescriptions). Verify each prescription and then press or click the OK function button; the status of the prescription changes from Pending to Ready. The Process Group Rx window opens for the next Pending prescription. The screen returns to the Pending tab once all reset prescriptions have been reviewed.

**TIP** If you do not wish to verify each Pending prescription, press **ALT + X** on the keyboard to cancel out of the **Process Group Rx** window for all reset prescriptions.

# **Submitting Ready Transactions to the Device**

Prescriptions with the status Ready must be submitted to the automated dispensing device for packaging. It is possible to preview the transactions before sending them to the device.

### To preview the transactions before sending them to the device

- 1. Press or click the Pending icon in the **Views** menu located on the left side of the window.
- 2. Press or click the File in the menu bar at the top of the window.
- 3. Press or click the **Preview Send**.

<b>TIP</b> Save a step by pressing or clicking $\square$ icon in the menu bar, instead of accessing <i>File</i> $\rightarrow$ <i>Preview Send</i> .
---

4. The **Preview Send** window opens, listing all READY prescriptions in the Pending view. Each row represents a single administration time.

Drag a column header here to group by that column.											
LastName	First Name	Admin Date	Admin Time	Quantity	Device	RXNumber	DIN				
Campbell	Albert	Oct 03, 2007	12:00	1.0000	AutoMed ATC FastPak	507845	191				
Campbell	Albert	Oct 03, 2007	12:00	1.0000	AutoMed ATC FastPak	507847	2245				
Campbell	Albert	Oct 03, 2007	20:00	1.0000	AutoMed ATC FastPak	507848	2247				
Campbell	Albert	Oct 03, 2007	20:00	1.0000	AutoMed ATC FastPak	507849	2243				
Campbell	Albert	Oct 04, 2007	12:00	1.0000	AutoMed ATC FastPak	507845	1913				
Campbell	Albert	Oct 04, 2007	12:00	1.0000	AutoMed ATC FastPak	507847	2245				
Campbell	Albert	Oct 04, 2007	20:00	1.0000	AutoMed ATC FastPak	507848	2247				
Campbell	Albert	Oct 04, 2007	20:00	1.0000	AutoMed ATC FastPak	507849	2243				
Campbell	Albert	Oct 05, 2007	12:00	1.0000	AutoMed ATC FastPak	507845	1913				
Campbell	Albert	Oct 05, 2007	12:00	1.0000	AutoMed ATC FastPak	507847	2245				
Campbell	Albert	Oct 05, 2007	20:00	1.0000	AutoMed ATC FastPak	507848	2247				
Campbell	Albert	Oct 05, 2007	20:00	1.0000	AutoMed ATC FastPak	507849	2243				
Campbell	Albert	Oct 06, 2007	12:00	1.0000	AutoMed ATC FastPak	507845	1910				
âl 1 1			40.00	× 0000	· · · · · · · · · · · · · · · ·		00.17				

Resize the window by clicking and dragging on this corner.

- 5. <u>Optional</u>: Press or click the **Print** button to print a list of the transactions.
- 6. <u>Optional</u>: Press or click the **Send** button to send all READY transactions to the device. A prompt confirms if the prescriptions should be sent; press the Yes button to submit the prescription(s) to the device. A prompt indicates all prescriptions were sent successfully; press or click the **OK** in the prompt. The window closes and the screen returns to **Pending**.
- 7. Press or click the Close button to return to Pending.

### To submit Ready transactions without previewing

- 1. Press or click the Pending icon in the **Views** menu located on the left side of the window.
- 2. To send a single prescription: Highlight the **Ready** prescription.
  - <u>To send multiple selected prescriptions</u>: Highlight each prescription that you want to process.
    - To highlight multiple prescriptions, hold down the CTRL key on the keyboard while highlighting.
    - To highlight a list of consecutive prescriptions, highlight the first prescription in the list, then hold down the SHIFT key on the keyboard while highlighting the last prescription in the list – all rows between the first and last prescriptions become highlighted.

<u>To send a group of prescriptions</u>: Prescriptions can be grouped in a view – refer to the **Grouping and Sorting Rows** for details. To highlight all prescriptions in a group, click on the title bar for the group.

<u>To send all prescriptions in Pending</u>: Press CTRL + A on the keyboard, OR press the **Edit** in the menu bar at the top of the window, then press or click the **Select All**. All prescriptions in **Pending** become highlighted.

- 3. Press or click the **File** in the menu bar at the top of the window.
- 4. Press or click the Send Ready Transactions to Device.

**TIP** Save a step by pressing or click the  $File \rightarrow$  Reset Default Packaging Options.

icon in the menu bar, instead of accessing

5. A prompt confirms if the prescriptions should be sent. Press or click the **Yes** button to submit the prescription(s) to the device.

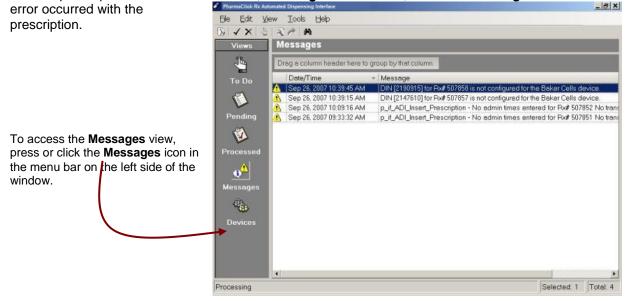
# **Viewing Completed Transactions**

Prescriptions send to the device move into the **Processed** view. The status of the prescriptions become **Sent**, indicating that they have been sent to the device. Once the device has successfully processed the prescriptions, the status changes to **Processed**.

🗸 PharmaClick Ra	kutomated Dispensing	Interface					- 8 >
Ele Edit	view Iools	Help					
B 1×1	5 x + M						
					_		_
To access the <b>Processed</b> view, press	Process	ed					
the Processed icon in the menu bar on	Drag a colur	mn header here to group by th	at column.				^
the left side of the window	Status	Date/Time	Last Name	+   First Name	Oty.	RxNumbe	DIN
	Processed	Sep 26, 2007 04:17:27 PM	Blondeau	Marc	14	507862	65574
1	Processed	Sep 25, 2007 11:44:13 AM	Campbell	Albert	7	507849	22435
	Processed	Sep 25, 2007 11:43:49 AM	Campbell	Albert	7	507848	22478
Pending	Processed	Sep 25, 2007 11:43:32 AM	Campbell	Albert	7	507847	22450
	Processed	Sep 25, 2007 11:42:57 AM	Campbell	Albert	7	507846	74608
	Processed	Sep 25, 2007 11:41:48 AM	Campbell	Albert	7	507845	19136
	Processed	Sep 25, 2007 11:41:25 AM	Campbell	Albert	14	507844	21478
Processed	Processed	Sep 25, 2007 11:39:14 AM	Campbell	Albert	7	507843	65574
• <u>•</u>	Processed	Sep 25, 2007 11:33:07 AM	Campbell	Albert	7	507841	19478
<b>0</b> -	Processed	Sep 25, 2007 11:32:46 AM	Campbell	Albert	7	507840	59815
Messages	Processed	Sep 25, 2007 11:31:09 AM	Campbell	Albert	7	507839	54501
	Processed	Sep 25, 2007 11:30:52 AM	Campbell	Albert	7	507838	21478
	Processed	Sep 26, 2007 10:12:22 AM	Cedar	Francine	28	507854	54501
	Processed	Sep 26, 2007 10:10:11 AM	Cedar	Francine	120	507853	21476
Devices	Processed	Sep 21, 2007 11:17:40 AM	Cedar	Francine	28	507835	21478
	Processed	Sep 26, 2007 10:48:29 AM	Johnson	Mike	30	507860	64221
	Processed	Sep 26, 2007 10:45:23 AM	Johnson	Mike	90	507857	2147€
	Processed	Sep 26, 2007 10:44:40 AM	Johnson	Mike	28	507858	21905
	Processed	Sep 26, 2007 10:42:46 AM	Johnson	Mike	300	507859	21476 -
	4	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.		- Providence	Contra Lipate Sala		•
Processing					Se	elected: 1	Total: 25

# 7. Error Messages

The **Messages** view lists error and informational messages regarding prescriptions submitted to ADI. When a prescription is not found in **To Do**, **Pending** or **Processed**, check the **Messages** to see if an



### **Viewing Messages**

 Press or click the Messages icon in the Views menu located on the left side of the window. <u>To view a single message</u>: Highlight the message.

TIP Save steps by double-clicking on the message. Skip to step 5 below.

To view multiple selected messages: Highlight each message to be viewed.

- To highlight multiple messages, hold down the CTRL key on the keyboard while highlighting.
- To highlight a list of consecutive messages, highlight the first row in the list, then hold down the SHIFT key on the keyboard while highlighting the last row in the list – all rows between the first and last messages become highlighted.

<u>To view a group of messages</u>: Messages can be grouped in a view – refer to the **Grouping and Sorting Rows** for details. To highlight all messages in a group, click on the title bar for the group.

<u>To view all messages</u>: Press CTRL + A on the keyboard, OR press or click the **Edit** in the menu bar at the top of the window, then press or click the **Select All**. All messages become highlighted.

- 2. Press or click the Edit in the menu bar at the top of the window.
- 3. Press or click the View Message(s).

TIP Press the ENTER key or the button in the menu bar instead of accessing *Edit* →*View Messages* 

4. The **Error Message** window opens, displaying the message text. Pressing or clicking the **Print** button prints the message.

5. Press or click the **Close** button. The next message appears if multiple messages were selected. The screen returns to the **Message** view once all selected messages have been displayed.

### **Deleting Messages**

1. Press the **Messages** icon in the **Views** menu located on the left side of the window.

<u>To delete a single message</u>: Highlight the message.

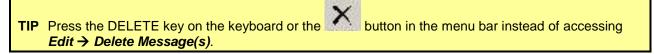
To delete multiple selected messages: Highlight each message to be deleted.

- To highlight multiple messages, hold down the CTRL key on the keyboard while highlighting.
- To highlight a list of consecutive messages, highlight the first row in the list, then hold down the SHIFT key on the keyboard while highlighting the last row in the list all rows between the first and last messages become highlighted.

<u>To delete a group of messages</u>: Messages can be grouped in a view – refer to the **Grouping and Sorting Rows** for details. To highlight all messages in a group, click on the title bar for the group.

<u>To delete all messages</u>: Press CTRL + A on the keyboard, OR press or click the **Edit** in the menu bar at the top of the window, then press or click the **Select Al**. All messages become highlighted.

- 2. Press or click the **Edit** in the menu bar at the top of the window.
- 3. Press or click the **Delete Message(s)**.



4. A prompt confirms if the message(s) should be deleted. Press the **Yes** button to delete the message(s).

## **Viewing Messages for all Workstations**

The **Messages** view is workstation-specific, meaning you can view messages for prescriptions that were processed from the computer on which you are working. You can also view all messages, which are messages for prescriptions processed on all computers.

### To view all messages

$[\tilde{\mathcal{Y}}]$	Refresh	F5
	Print	
	Save to File	
	Reset Column Defaults	Ctrl+U
<	Show <u>T</u> oolbar Text	
	Show All Messages	

1. Press or click the **Messages** icon in the **Views** menu located on the left side of the window.

Press or click the View in the menu bar at the top of the window.
 Press or click the Show All Messages. The messages view

updates to show messages processed on all computers.

Show All Messages appears when you are currently viewing messages processed from your workstation.

### To view message for your workstation

3	Refresh	F5				
	Print					
	Save to File					
	Reset Col <u>u</u> mn Defaults	Ctrl+U				
	Show <u>Toolbar Text</u>					
-	Show Own Messages On					

 Press the **Messages** icon in the Views menu located on the left side of the window
 Press or click the **View** in the menu bar at the top of the

window.

3. Press or click the **Show Own Messages Only**. The messages view updates to show messages for prescriptions processed on your computer.

The **Show Own Messages Only** appears when you are currently viewing all messages.

# 8. Regenerating Prescriptions

Regenerate provides the ability to regenerate automated dispensing prescriptions using various criteria. This is useful for resubmitting prescriptions that had errors, or correcting batched Long-Term Care prescriptions.

*Example.* A batch is scheduled to run on Monday morning and all prescriptions are processed successfully. On Thursday, the long-term care facility calls the pharmacy to ask for changes to multiple patients. The selected prescriptions will be regenerated and repackaged using the new information.

#### To regenerate prescriptions

- 1. Press or click the **Tools** in the menu bar at the top of the window.
- 2. Press or click the **Regenerate**.
- 3. The **Regenerate** window opens. Enter search criteria for the prescriptions to be regenerated. The expand button located to the right of the **Patient** field opens the **Patient Search**, from where you can search for a specific patient.

	h for and regenerate prescriptions whi itomated dispensing device. Please ch				First Name				
criteria that wi	Il be used to regenerate prescriptions.	Smith							
Start Date: Sep 21, Device:	2007 End Date: Sep 21, 2007	•	6 Reco	rds Foun	t _	Search	Clea <u>r</u>		
Rx# Range:		Last Name	First	Middle	Phone	Birth Date	Group		
_ ,		Smith	Grace		2042574874	0.11.11.0000			
Patient:		Smith	Jack Jackie		2042574874 2042574874	2/1/1999 6/23/1952	Red River Ca		
Group:		Smith	Jenny		2042574874	5/9/1991			
		Smith	John		2042574874	5/20/1953			
Area:	Floor:	Smith	John		2042574874	1/1/1970			
Wing:	Cycle:								
Batch ID:									
						Οκ	Cancel		

- 4. Press or click the **OK** button.
- Prescriptions meeting the search criteria are regenerated and the window closes. Some of the prescriptions appear in **To Do**, while others may appear in **Pending** with a status of **Ready**\*. Select the prescriptions that need to be modified and process the changes as usual.
- 6. Delete any regenerated transactions in **To D**o and **Pending** that do not need to be processed.

#### Regenerating TIPS:

- The **Start Date** and the **End Date** cannot be used when the **Rx# Range** is specified. One or more prescription numbers can be specified. When regenerating multiple prescription numbers, enter a range of numbers using a dash (e.g. 500123-500129) to regenerate all prescriptions within the range, or separate each number with a comma to regenerate specific numbers (e.g. 500126,500134,500138).
- The Device dropdown list contains automated dispensing devices configured for your pharmacy.
- When regenerating for a retail device such as the **Baker Cells**, choose the **Device** and enter the **Rx#**.
- The **Group** dropdown list contains all groups entered in the PharmaClik Rx. A group must be selected when a value is entered in the **Area**, **Floor**, the **Wing** and/or the **Cycle**.
- Enter the Batch ID to regenerate an entire batch no other criteria are required when regenerating a batch. To find the Batch ID in the PharmaClik Rx: go to the Workbench; highlight a prescription that is the batch, press or click the Rx button, press or click the Batch; the Batch ID is shown at the top of the Batch Profile.

# 9. Customizing Views in ADI

You can customize ADI on each workstation by changing column locations, adding text to the toolbar icons, and grouping and sorting rows in a view. Customization is specific to the workstation and the view.

### **Customizing Columns**

Columns in a view can be resized and moved. This allows you to move unused and rarely used columns to the end of the grid, allowing the most important columns to be displayed in the view by default, without requiring you to scroll to the right. **Customized columns are retained when you exit ADI.** 

	3 R / M						
Views	To Do						
1	Drag a column header her	e to group by that	column.				
To Do	Date/Time	LastName	First Name	Qty.	Rx Number	DIN	Drug Nan
10 20	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507841	1947664	ACCUPRI
T I	Sep 27, 2007 01:44:31 PM	Campbell	Albert	14	507844	2147602	APO-ACE
	Sep 27, 2007 01:44:31 PM	Cedar	Francine	120	507853	2147602	APO-ACE
Pending	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507838	2147610	APO-ACE
673	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507839	545015	APO-ACE
	Sep 27, 2007 01:44:31 PM	Cedar	Francine	28	507854	545015	APO-ACE
	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507845	1913662	APO-GLY
Processed	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507843	655740	APO-LOP
A.	Sep 27, 2007 01:44:31 PM	Marcello	Andrea	7	507861	655740	APO-LOP
•	Sep 27, 2007 01:44:31 PM	Blondeau	Marc	14	507862	655740	APO-LOP
Pending Processed Messages alls	Sep 27, 2007 01:44:31 PM	Campbell	Albert	lbert 7	507847	2245058	APO-OM
	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507849	2243507	APO-PRA
44h	Sep 27, 2007 01:44:31 PM	Wolfe	Edward	36	507837	312770	APO-PRE
	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507840	598194	APO-PRE
Devices	Sep 27, 2007 01:44:31 PM	Campbell	Albert	7	507848	2247802	NOVO-FO
				7	507846	74608	SER-AP-E

### Resizing Columns

1. Using the mouse, place the pointer over the rightmost side of the column header (e.g. to shorten the **Date/Time** field, place the arrow over the vertical line between the **Date/Time** and the **Last Name**).

2. The pointer turns into a double-sided arrow. Hold down the LEFT button on the mouse. A vertical line appears down the view.

3. Still holding down the LEFT mouse button, move the mouse to the right (to widen a column) or left (to shorten a column) until the vertical line is where you want the end of the column to be located.

4. Release the LEFT mouse button. The column width has now changed.

Views	To D	0								
The	Drag	a column header l	here to group by that	column.						
J To Do		Group Name	Doctor Name	Device	Area	Cycle	Floor	Room	Date/Ti	16.1
10.00		Island Care	Brenda Smith	AutoMed ATC.	W315	1	3	315		THE I
	_OL*	Island Care	Brenda Smith	AutoMed ATC_	W315	1	3	315	WEST	0
-	_OL*	Island Care	Brenda Smith	AutoMed ATC_	E209	1	2	209	EAST	0
Pending	_OL.*	Island Care	Brenda Smith	AutoMed ATC_	W315	1	3	315	WEST	0
<u></u>	AMIDE	Island Care	Brenda Smith	AutoMed ATC.	W315	1	3	315	WEST	0
1	AMIDE	Island Care	Brenda Smith	AutoMed ATC_	E209	1	2	209	EAST	0
Processed	E:*DI	Island Care	Brenda Smith	AutoMed ATC_	W315	1	3	315	WEST	0
rocessed	M.*A	Island Care	Brenda Smith	AutoMed ATC.	W315	1	3	315	WEST	0
<u>_</u>	M.*A.	Island Care	Brenda Smith	AutoMed ATC_	E405	1	4	405	EAST	0
	M.*A	Island Care	Brenda Smith	AutoMed ATC.						0
Messages	OLE.*	Island Care	Brenda Smith	AutoMed ATC_	W315	1	3	315	WEST	0
	NTIN,"_	Island Care	Brenda Smith	AutoMed ATC_	W315	1	3	315	WEST	0
444	NE:*	Island Care	Brenda Smith	AutoMed ATC_					1	0
	NE:*_	Island Care	Brenda Smith	AutoMed ATC_	W315	1	3	315	WEST	0
Devices	PRIL*_	Island Care	Brenda Smith	AutoMed ATC.	W315	1	3	315	WEST	0
		Island Care	Brenda Smith	AutoMed ATC_	W315	1	3	315	WEST	0

### Moving Columns

1. Using the LEFT mouse button, press on the column header for the column you want to move.

2. Still holding down the LEFT mouse button, move the mouse to the right (to move the column towards the end of the grid) or left (to move the column towards the beginning of the grid) until red arrows appear in the location where you want to relocate the column.

3. Release of the LEFT mouse button. The column is now in its new location.

### **Resetting Column Defaults**

Once column locations and widths are customized in a view, the customization is permanently retained on that Workstation. The following steps explain how to return a view to its default column locations and widths. When column defaults are reset, the reset applies to the view currently displayed on the screen and does not apply to all views.

⊻ie	W	<u>T</u> ools <u>H</u> e	elp				
	Refi	F5					
	Print Save to File						
	Res	Ctrl+U					
		w <u>T</u> oolbar					
	Sho	N All Mess	ages				

#### To reset columns in a view

1. Go to the view that needs to be reset (**To Do**, **Pending**, **Processed**, **Messages**).

- 2. Press or click the **View** in the menu bar at the top of the window.
- 3. Press or click the Reset Column Defaults.

# **Grouping and Sorting Rows**

Sorting and grouping functions are available in each view. Grouping provides the ability to group rows together, while the sorting allows the rows to be sorted in a specific order.

Grouping and sorting settings are reset when you exit ADI.

### Sorting

The rows in each view can be sorted based on any column in the window. Click on the column header and a small arrow appears. When the arrow is pointed down, the rows are sorted in descending order based on the values in the selected column. When the arrow is pointed upwards, the rows are sorted in ascending order.

	PharmaClick Rx A		nterface <u>H</u> elp					_6)			
	$(\mathcal{Y} \times \mathcal{Y}) \otimes \mathcal{X} \neq \mathcal{M}$										
	Views	To Do									
	1h	Drag a column header here to group by that column.									
	To Do	ast Name	+ First Name	Qty.	Rx Number	DIN	Drug Name	Group Name			
	Pending Processed Messages Devices	Blondeau	Marc	14	507862	655740	APO-LORAZEPAM*A_	Island Care			
<b>-</b>		Campbell	Albert	7	507839	545015	APO-ACETAZOLAMIDE	Island Care			
The rows are sorted in		Campbell	Albert	7	507841	1947664	ACCUPRIL	Island Care			
alphabetical order based on the		Campbell	Albert	7	507843	655740	APO-LORAZEPAM.*A_	Island Care			
•		Campbell	Albert	14	507844	21 47602	APO-ACEBUTOLOL.*	Island Care			
Last Name.		Campbell	Albert	7	507845	1913662	APO-GLYBURIDE,*DI _	Island Care			
		Campbell	Albert	7	507846	74608	SER-AP-ES	Island Care			
		Campbell	Albert	7	507847	2245058	APO-OMEPRAZOLE;*	Island Care			
		Campbell	Albert	7	507848	2247802	NOVO-FOSINOPRIL,*	Island Care			
		Campbell	Albert	7	507849	2243507	APO-PRAVASTATIN:*	Island Care			
		Campbell	Albert	7	507838	2147610	APO-ACEBUTOLOL*	Island Care			
		Campbell	Albert	7	507840	598194	APO-PREDNISONE,*	Island Care			
		Cedar	Francine	28	507854	545015	APO-ACETAZOLAMIDE	Island Care			
		Cedar	Francine	120	507853	21 47602	APO-ACEBUTOLOL*	Island Care			
		Marcello	Andrea	7	507861	655740	APO-LORAZEPAM.*A_	Island Care			
		Wolfe	Edward	36	507837	312770	APO-PREDNISONE,* .	Island Care			
	Processing	4					Selected	1 Total 16			

### Grouping

Rows can be grouped according to any columns in the window. The diagrams shown below explain how to group rows. The first step is to select the criteria by which the rows should be sorted. In the example shown here, we want to view the rows based on patient name. All prescriptions for each patient will be shown together, with the number of prescriptions in each grouping indicated in brackets.

Views	To Do						
14	C Last Name	Principal to are	up by that	column.			
To Do	Last Name	First Name	Oty.	Por Number	DIN	Drug Name	Group Name
10.00	Blondeau	Marc	14	507862	655740	AFO LOBAZEPAM:*A	Island Care
17	Campbell	Albert	7	507839	545015	APO-ACETAZOLAMIDE	Island Care
-	Campbell	Albert	7	507841	1947664	ACCUPRIL	Island Care
Pending	Campbell	Albert	7	507843	655740	APO-LORAZEPAM:*A_	Island Care
100	Campbell	Albert	14	507844	2147602	APO-ACEBUTOLOL.*	Island Care
NA	Campbell	Albert	7	507845	1913662	APO-GLYBURIDE,*DI _	Island Care
· · · ·	Campbell	Albert	7	507846	74608	SER-AP-ES	Island Care
ocessed	Campbell	Albert	7	507847	2245058	APO-OMEPRAZOLE;*	Island Care
A	Campbell	Albert	7	507848	2247802	NOVO-FOSINOPRIL,*	Island Care
	Campbell	Albert	7	507849	2243507	APO-PRAVASTATIN.*	Island Care
sages	Campbell	Albert	7	507838	2147610	APO-ACEBUTOLOL*	Island Care
	Campbell	Albert	7	507840	598194	APO-PREDNISONE,*	Island Care
14	Cedar	Francine	28	507854	545015	APO-ACETAZOLAMIDE	Island Care
	Cedar	Francine	120	507853	2147602	APO-ACEBUTOLOL*	Island Care
ces	Marcello	Andrea	7	507861	655740	APO-LORAZEPAM:*A_	Island Care
	Wolfe	Edward	36	507837	312770	APO-PREDNISONE,*	Island Care

1. Using the LEFT button on the mouse, click on the heading of the **Last Name** column and hold the button down.

2. Still holding down the LEFT mouse button, drag the mouse to the area that says, *Drag a column header here to group by that column*. Red arrows appear to indicate where you want to drop the column.

3. Release the LEFT mouse button to drop the heading.

X M A						
To Do						
Last Name 🔺						
Last Name +	FirstName	laty.	Rx Number	DIN	Drug Name	Group Ne
Last Name: Blonde	eau (1)					
Blondeau	Marc	14	507862	655740	APO-LORAZEPAM:*A	Island Ca
🖃 Last Name: Campi	cell (11)					
Campbell	Albert	7	507839	545015	APO-ACETAZOLAMIDE	Island Ca
Campbell	Albert	7	507841	1947664	ACCUPRIL	Island Ca
Campbell	Albert	7	507843	655740	APO-LORAZEPAM,*A	Island Ca
Campbell	Albert	14	507844	2147602	APO-ACEBUTOLOL.*_	Island Ca
Campbell	Albert	7	507845	1913662	APO-GLYBURIDE,*DI	Island Ca
Campbell	Albert	7	507846	74608	SER-AP-ES	Island Ca
Campbell	Albert	7	507847	2245058	APO-OMEPRAZOLE.*_	Island Ca
Campbell	Albert	7	507848	2247802	NOVO-FOSINOPRIL*	Island Ca
Campbell	Albert	7	507849	2243507	APO-PRAVASTATIN*_	Island Ca
Campbell	Albert	7	507838	2147610	APO-ACEBUTOLOL*_	Island Ca
Campbell	Albert	7	507840	598194	APO-PREDNISONE.*	Island Ca
🕒 LastName: Cedar	I attName: Cedar (2)					
Cedar	Francine	28	507854	545015	APO-ACETAZOLAMIDE	Island Ca
Cedar	Francine	120	507853	2147602	APO-ACEBUTOLOL*_	Island Ca .
			- Factor of Comment		doorston and and the second	A STATISTICS IN CASE OF

The rows on the screen are now grouped by patient last name. The number of prescriptions in each grouping is shown in brackets on the grouping bar.

It is possible to hide the rows in a group by pressing the minus button located left to the name of the group. Once the values are hidden, the icon becomes a + icon. Pressing or clicking the + icon displays the rows again.

**TIP** Clicking on the grouping bar highlights all rows within that group.

It is also possible to add subgroups within each grouping. For example, in the **Pending** view, you may want to sort by the patient's **Last Name** and then by **Status** within each patient. In this case the **Last Name** would be the primary grouping and the **Status** would be the subgroup. To add a subgroup, follow the same steps as described above; select the column header, drag it to the grouping area and drop it to the right of the primary grouping.

### To remove a grouping

- 1. Use the mouse to select the name of the grouping and drag it back to the body the grid.
- 2. Drop it anywhere on the grid. The grouping is removed.

## **Filtering Views**

A Filter option allows you to find specific information in the various views (e.g. filter on a patient's last name in the Pending view to only see prescriptions for that patient). The filter is specific to the view and will be retained until it is removed. Filtering is removed when your exit ADI.

### To set a filter

- 1. You must in view that is to be filtered.
- ¢Ϋ. 2. Press or click the button in the toolbar at the top of the window or CTRL + F on the keyboard.
- 3. The Filter window opens. Enter the text to be filtered.
- 4. Press or click the **OK** function button. The view is updated to only display rows containing the filtered text. The number of filtered prescriptions and the filter criteria are shown at the top of the view.

PharmaClick Rs Automated Dispensing Interface	X
Ele Edit View Iools Help	
λ / ×   δ   ₹ /*   <b>M</b>	
Views To Do (11) Filtering: Campbell	

### To remove a filter



- ρĥ button in the toolbar or CTRL + F on the keyboard. 1. Press or click the
- The **Filter** window opens. Press or click the **Delete** key on the keyboard to clear the filter. 2.
- 3. Press or click the **OK** button.

## **Displaying Text on the Toolbar**

By default, the toolbar at the top of the window does not contain any descriptions, as shown below. When the cursor is placed over the toolbar buttons, a tooltip indicates the name of the button.



For easier navigation, it is possible to permanently display button names on the toolbar.



### To show toolbar text

⊻ie	w <u>T</u> ools <u>H</u> elp	
$\langle \zeta \rangle$	Refresh	F5
	Print	
	Save to File	
	Reset Column Defaults	Ctrl+U
$\leq$	Show <u>T</u> oolbar Text	
	Show All Messages	

1. Press or click the **View** in the menu bar at the top of the window. 2. Press or click the Show Toolbar Text. The toolbar resizes and shows the name of each button below the picture.

### To hide toolbar text

Vie	W	<u>T</u> ools <u>H</u> elp	
$\langle \Sigma \rangle$	Re	efresh	F5
	Pri	int	
	Sa	ave to File	
	Re	eset Col <u>u</u> mn Defaults	Ctrl+U
	Hi	de <u>T</u> oolbar Text 💙	221100011
	Sh	iow All Messages	

- 1. Press or click the **View** in the menu bar at the top of the window.
- Press or click the Hide Toolbar Text. The toolbar resizes and 2 removes the button names.

# 10. Tools: Configuring ADI

ADI can be configured through the **Tools** menu, which is accessed by pressing the **Tools** option in the menu bar located across the top of the window.

Tools	Help	
Re	generate	
Op	tions	
Sup	oport	×

## **Options**

The Options window contains the **Application** options and the **Baker Cells** options.

### **Application Options**

- General
- Confirmation
- Monitor

closes the window.

**General Options** 

are shown in the screenshot below.

### **Baker Cells Options**

To view the various options, press the appropriate icon in the menu on the left side of the window. The options for your selection are shown on the screen. For all selections, pressing or clicking the OK button saves changes and closes the window. Pressing or clicking the Cancel button aborts changes and

- Cells
- General

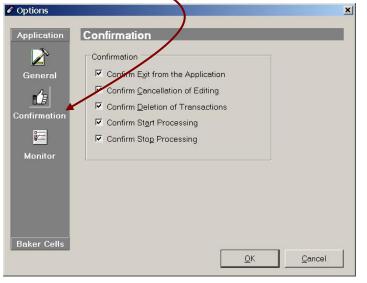
Press or click the General icon in the Application bar to view the General options. The default settings

	Error	
General	Error ☑ <u>B</u> eep on Error	
<b>É</b>	Startup	
Confirmation	Minimize Application at Startup	
Monitor	30 Number of days to retain processed Rx	
	✓ Include doctor name in output	
	Process Retail Rx 20 min	

- Beep on Error: When selected, ADI beeps when an error occurs.
- Minimize Application on Startup: Once ADI is activated, it automatically minimizes itself to the Task Bar.
- . Number of days to retain processed Rx: The number of days packaged transactions will be stored in the Processed view. This is 30 days by default; processed transactions are automatically deleted 30 days after packaging, with the exception of the original packaged prescription, which is retained permanently.
- Include doctor name in output: The doctor's name will be included in the output file sent to the device. This setting is defaulted ON. This allows the doctor to print for each prescription listed on the pouch, provided your device is configured to allows space for the doctor's name.
- Process Retail Rx: Applies when the device is down or the interface is stopped and then restarted. This allows the queued transactions to be submitted for packaging.

### **Confirmation Options**

Press or click the **Confirmation** icon in the **Application** bar to view the **Confirmation** options. The default settings are shown in the screenshot below.



- Confirm Exit from the Application: When you attempt to close the ADI, a message asks if you want to exit.
- Confirm Cancellation of Editing: When you press the Cancel function button in the Process Group Rx window, a message asks if you want to cancel editing all of the selected prescriptions.
- Confirm Deletion of Transactions: When you attempt to delete one or more transactions, a message asks if you really want to delete the selected transaction(s).
- Confirm Start Processing: You can temporarily stop automated dispensing from PharmaClik Rx by selecting the Stop Processing from the Tools → Support menu. To restart processing, you can select the Start Processing from the Tools → Support menu. When the Confirm Start Processing is ON, a message asks if you really want to begin processing.
- Confirm Stop Processing: You can temporarily stop automated dispensing from the PharmaClick Rxs by selecting the Stop Processing from the *Tools → Support* menu. When the Confirm Stop Processing is ON, a message asks if you really want to stop processing.

### **Monitor Options**

Press or click the **Monitor** in the **Application** bar to view the **Monitor** options. The default settings are shown in the screen shot below.

🖉 Options		×
Application	Monitor	
	Monitor	
General	Number of Processed Transactions to Display:	200
	Number of <u>M</u> essages to Display:	200
Confirmation		
	System	
	Polling seconds for data update checking:	3
Monitor	Automatic grid refreshing interval	60
Baker Cells		
	<u>о</u> к	<u>C</u> ancel

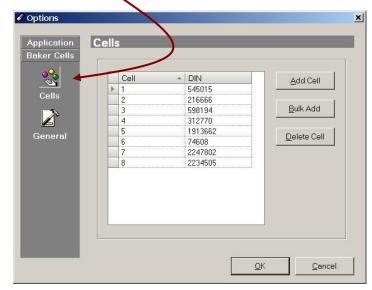
- Number of Processed Transactions to Display: This value is set to 200 and should not be increased, unless advised to do so by the PharmaClik Rx Support for purposes of troubleshooting.
- Number of Messages to Display: The maximum number of rows to display in the Messages view. This value is set to 200 and should not be increased, unless advised to do so by the PharmaClik Rx Support for purposes of troubleshooting.
- Polling seconds for data update checking: ADI is updated from PharmaClik Rx every so many seconds. By default, ADI checks the PharmaClik Rx every 3 seconds for new data.
- Automatic grid refreshing interval: Focus is retained in ADI views, meaning if you open the Group Rx window from the Pending view, you will still be on the same row when you close the window and return to Pending. The view is not refreshed during this time. The Automatic grid refreshing interval refreshes the grid every so many minutes to reflect with data updated on other workstations.

## **Baker Cells Options**

The **Baker Cells** options apply to the Baker automated dispensing devices. To access the **Baker Cells** options, press or click the **Baker Cells** bar in the menu on the left side of the **Options** window. The **Cells and General** options are available.

### Cells

Press or click the **Çells** in the **Baker Cells** menu to view a listing of current cells and to add/remove cells.



**Cells** display a grid containing a DIN mapping for the **Baker Cells**. This mapping tells the ADI which DIN is contained in which cell. This screen must be configured BEFORE the Baker Cells devices can be used; if cells are not mapped to a specific DIN, the medication will not be auto-dispensed.

### To add a new cell

🔓 Add Ce	1		×
Cell:			
DIN:			
	$\langle  $	<u>C</u> ancel	1

- 1. Press or click the **Tools** in the menu bar at the top of the window.
- 2. Press or click the **Options**.
- 3. Press or click the Baker Cells bar in the Options window.
- 4. The Cells options are displayed. Press or click the Add Cell button.
- 5. The Add Cell window opens. Enter the cell number in the Cell field.
- 6. Enter the DIN in the **DIN** field.
- 7. Press or click the **OK** button to accept the new cell.

If the new cell already exists, an error message indicates the cell is a duplicate. The cell number must be changed before the mapping can be accepted. An error message also appears if the DIN is already mapped to a different cell.

### To add multiple new cells (bulk add)

The **Bulk Add** function provides the ability to add multiple cells at once. For each cell, the DIN defaults to zero. The zero must be changed to a valid DIN before product can be dispensed from the cell.

🗳 Cells Bulk Add	1 <u>×</u>
Starting	
Ending	
<u>o</u> k	<u>C</u> ancel

- 1. Press or click the **Tools** in the menu bar at the top of the window.
- 2. Press or click the **Options**.
- 3. Press or click the **Baker Cells** bar in the **Options** window.
- 4. The **Cells** options are displayed. Press or click the **Bulk Add** button.

5. The **Cell Bulk Add** window options. Enter the **Starting** cell number and the **Ending** cell number (e.g. if 10 is the starting number and 20 is the ending number, 11 rows will be added to the mapping, with the cells numbered 10 through to 20).

- 6. The new rows are added to the Cells grid.
- 7. Enter the Cell number and corresponding DIN for each row.
- 8. Press or click the **OK** button to accept the new cells.

### To modify a cell

- 1. Press or click the **Tools** in the menu bar at the top of the window.
- 2. Press or click the **Options**.
- 3. Press or click the **Baker Cells** bar in the **Options** window.
- 4. The **Cells** options are displayed. Find the Cell number to be edited.
- 5. Modify the **DIN** field as required.
- 6. Repeat steps 4-5 if you need to modify another cell.
- 7. Press or click the **OK** button to save changes.

### To delete a cell

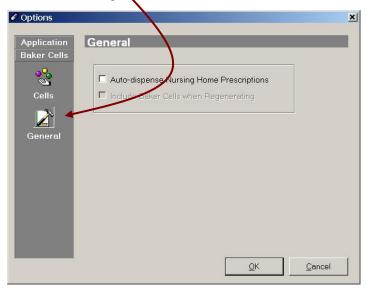
- 1. Press or click the **Tools** in the menu bar at the top of the window.
- 2. Press or click the **Options**.
- 3. Press or click the **Baker Cells** bar in the **Options** window.
- 4. The **Cells** options are displayed. Highlight the cell number to be deleted.
- 5. Press or click the Delete Cell button.

**TIP** There is NO prompt to confirm whether or not the cell should be deleted. If you have made an error and deleted an incorrect cell, you can press or click the Cancel button. Pressing or clicking the Cancel aborts ALL of your changes and closes the Options window.

6. Press or click the **OK** button to save changes.

### General

Press or click the **General** icon in the **Baker Cells** menu to view general options for the **Baker Cells**. The default settings are shown in the screenshot below.



• Auto-dispense Nursing Home Prescriptions: When selected, non-retail prescriptions can be dispensed from the **Baker Cells** device.

## **Support Tools**

The Support menu should ONLY be used under the direction of the PharmaClik Rx Support representative.

DO NOT USE THIS OPTION UNLESS DIRECTED TO DO SO BY PharmaClik Rx SUPPORT

# **11. Configured Devices**

The **Devices** view displays the automated dispensing devices configured for your pharmacy. The list of devices cannot be edited; only the PharmaClik Rx Support representatives can make changes to the devices.

	PharmaClick Rx Automated Dispensing I	interface		X
	Ele Edit View Iools b	delp		
	0 1× 3 2 M M			
	Views Devices			
		n header here to group b	y that column.	
	To Do Description	Status	Address	Port
	AutoMed ATC	Profile Enabled	\\MANITOBA\Profile	
	AutoMed ATC	FastPak Enabled	\\MANITOBA\FastPak	
	AutoMed Fast	Fill Enabled	\\MANITOBA\FastFill	
	Pending MEDS PACME	D Enabled	\\MANITOBA\Pacmed	
	BakerCell	Enabled		1
	Parata	Enabled	000.000.000	1010
To access the <b>Devices</b> view, press the <b>Devices</b> icon in the menu bar on the left side of the window.	Messages Messages Devices			
	Processing			Total: 6

## **Stopping Interfaces**

Do not use this option unless directed to do so by the PharmaClik Rx Support

It is possible to stop the **Baker Cells** and **Parata RDS** interfaces. Although the interfaces are stopped, the transactions will still queue up, similar to when an interface is disabled. The interfaces can be stopped and re-started by right-clicking on the name of the device in the **Devices** view and choosing the **Stop Interface** or **Start Interface**.

## **Testing the Baker Cells Configuration**

To check if a cell is correctly configured before filling any prescriptions, use the **Test Baker Cells** option. The **Baker Cells Test** window allows you to specify the cell you wish to test, along with the quantity of medication that you would like to dispense in the test.

Baker Cell Test	2
Cell:	
Quantity:	
Send	<u>C</u> lose

### **To test Baker Cells**

1. Press or click the **Device** icon in the **Views** menu located on the left side of the window.

- 2. In the **Device** view, right-click on the **Baker Cell** row.
- 3. Select the Test Baker Cells in the menu that appears.

4. The **Baker Cell Tes**t window appears. Enter the cell number in the **Cell** field.

- 5. Enter the amount of medication in the **Quantity** field.
- 6. Press or click the **OK** button to send the test to the **Baker Cells** device.

## **Testing Para Data RDS Configuration**

To check if the **Parata** is correctly configured before filling any prescriptions, use the **Test Parata Interface** option.

🖉 Parata Interface Test	×
Transaction Type	
PxNumber :	
Messages to send	
	<u>^</u>
1	<u>~</u>
Send	
Response 🔄	
	4
Close	

### To test Parata RDS

1. Press or click the **Device** icon in the **Views** menu located on the left side of the window.

2. In the **Device** view, right-click on the **Parata** row.

3. Select the **Test Parata Interface** in the menu that appears.

4. The Parata Interface Test window appears.

Choose the Transaction Type to be tested.
 Enter a prescription number that was

submitted to **Parata**.

7. Press or click the Retrieve button.

8. Choose the **Parata** from the dropdown list in the middle of the window.

9. Press or click the Send button.

10. Repeat steps 5-9 for other transaction types and/or prescriptions.

11. Press or click the **Close** button when you are finished.

# **Questions & Answers**

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### Q1. Are changes sent to ADI when a prescription is rebilled or amended?

Yes. When a prescription is rebilled or amended (using Amend or Amend LTC) in the PharmaClik Rx, the updated information is sent to ADI <u>if one or more of the following fields are modified</u>:

- Drug/DIN (Located in the main tab of Rx Detail applicable for Rebill)
  - Qty (Located in the main tab of Rx Detail applicable for Rebill)
- SIG (Located in the main tab of Rx Detail)
- Admin Times (Located in the main tab of Rx Detail)
- Time and Qty (Located in Rx Detail Administration Details)
- Administration Days (Located in Rx Detail Administration Details)
  - Allow Auto-Dispensing (Located in Rx Detail Administration Details)
- Stop Date (Located in Rx Detail Administration Details)

When a prescription is amended\rebilled and the transaction still exists in the ADI, the **Date/Time** column in ADI is updated to reflect the new transaction and one the following occurs, depending on the prescription's current status in ADI.

- → To Do View: The transaction is replaced with the new information. The status remains as To Do.
- → Pending View with a Pending Status: The transaction is replaced with the new information. The status remains as Pending.
- → Pending View with a Ready Status: The transaction is NOT updated with the new information. The status changes to Ready?, meaning the prescription has been updated in the PharmaClik Rx and needs to be reviewed in ADI before processing can continue. When the Ready? Transaction opens, \*\*RX MODIFIED IN PharmaClik Rx \*\* flashes in red and the Refresh button is enabled. Press or click the Refesh button to update prescription. Review the prescription as usual, then press or click the OK button to save changes. The transaction status changes to Ready and can be processed.

Process Group Rx# 507863 Blondeau, Marc (Island Care)					
DIN: 2243507 Drug: APO-PRAVASTATIN 20h PRAVASTATIN SODIUM		Instructions:	T 1 TAB HS TAKE 1 TABLET AT BI	EDTIME	
Date: Default	Crevious           Sept           Sun Mon Tue           2         3         4           9         10         11           16         17         18	1 5 6 7 8 12 13 14 15	<ul> <li>Alternate Days</li> <li>Monday</li> <li>Tuesday</li> <li>Wednesday</li> <li>Thursday</li> </ul>	ED IN NEXXSYS       Rx Quantity Dispensed:       Quantity / Day:       1.00       Days Selected:	
Insert Time Delete Time AutoMed ATC FastPak Packaging Start Date: Ser Packaging End Date:	23 24 25 30 27, 2007	26 27 28 29 ▼ Packaging Start T ▼ Packaging End T		Total Quantity: 7.00	
Delete <u>B</u> x Refresh		ays Clear Days		<u>OK</u> ancel	

### Q2. When a prescription is cancelled, is it removed from ADI?

Yes. If a transaction is in the **To Do** or the **Pending** view and the corresponding prescription is cancelled in the PharmaClik Rx, the prescription is also removed from ADI.

#### Q3. What does Ready\* mean?

Once ADI processes a non-retail prescription, the data for the prescription is recorded for future refills. When a prescription is refilled, and the prescription quantity and administration times are the same as the previous fill, the refill is automatically placed in **Pending** with a status of **Ready**<sup>\*</sup>. The \* symbol beside the word *Ready* indicates that the administration times and quantities are the same as the previously packaged fill. The **Ready**<sup>\*</sup> prescriptions do not need to be edited.

### Q4. Is there a way to print a list of prescriptions in an ADI view?

Yes, it is possible to obtain a printed list of information in the view. The list prints to the computer's default printer. If the default printer is the dispensary label printer, ensure pain paper is in the Label tray before printing.

#### To print items in a view

- 1. Press or click the View in the menu bar across the top of the window.
- 2. Press or click the **Print**.

### Q5. Can a list of ADI prescriptions be saved?

In any of the ADI views, it is possible to save the items listed in the window. The items will be saved to a text file which can be retrieved whenever necessary.

#### To save items to file

- 1. Press or click the **View** in the menu bar across the top of the window.
- 2. Press or click the Save to File.
- 3. The **Save As** window appears. A name for the file is defaulted in the **File name** field; the file name can be changed if you so wish. Select the location where the file should be saved (the default file location is the **My Documents** folder).
- 4. Press or click the **Save** button to save the file.

### Q6. Prescriptions are missing from ADI. What should I do?

When transactions are not appearing in ADI, try the following:

- Refresh the application by pressing the F5 key on the keyboard or by selecting View → Refresh from the menu bar at the top of the window.
- Regenerate the prescriptions.
- Check the **Messages** view to see if there was a problem with the prescriptions. Correct the problem, and then regenerate the prescription.
- Verify the prescriptions in the PharmaClik Rx to see if it was in fact submitted to an automated dispensing device.
- If the transactions are PRN or Narcotic prescriptions, check the Group Auto-Dispensing Preferences in the PharmaClik Rx to see if PRNs and Narcotics are flagged for autodispensed.
- Check the Rx Detail or the patient's Profile to see if the prescription is flagged as Dosett or Dispill. Dosett and Dispill prescriptions do not get packaged.
- If the transactions are still not appearing, exit ADI and then restart the program.

# Q7. Why do some administration times incorrectly appear as 00:00 in the Process Group Rx window?

Administration times that do not use a colon (*e.g.* 0800) appear in the **Process Group Rx** window as 00:00. When you know that time is incorrect, verify and correct the administration time that was used in the PharmaClik Rx, ensuring the correct administration time is used on future fills.

### Q8. When happens if a prescription has an alpha administration time?

With the exception of PRN prescriptions, non-retail prescriptions with alpha administration times such as HS are invalid. The prescription will be sent to ADI and appear in the **To Do** view, but cannot be sent to **Pending**. An error similar to the following appears in the **Messages** view.

🔥 Error Message	
9/27/2007 4:31:45 PM Could not build dosages for Px# 507863 - Default ( entered.	admin times are not

To correct the prescription, amend the administration times in the **Rx Detail**. Since ADI does not support non-numeric administration times, a set time should be used for prescriptions that have a text administration time such as HS (*e.g.* in place of HS, use the standard bedtime for the facility; if the bedtime dose is generally administered at 21:00, then use 21:00 as the administration time in the prescription).

The corrected administration times are sent to ADI as soon as the prescription is amended in the PharmaClik Rx. You can now send them **To Do** transaction to **Pending** and continue packaging as usual.

### Q9. Can the SIG print on the pouches?

Yes. Translated instructions are included in the output file, allowing instructions to print on nonretail pouches/bags. Please contact your device provider to confirm if your device supports instructions – your device's settings may have to be configured to print the instructions.

### Q10. Can the doctor's name print on the pouches?

Yes. This is a configuration option in ADI, which is turned ON by default.

### To turn on/off printing the doctor's name on pouches

- 1. Press or click the **Tools** in the menu bar across the top of the window.
- 2. Press or click the **Options.**
- 3. The **Genera**l options window opens. <u>To print the doctor's name</u>: Turn ON the *Include doctor name in output* checkbox. <u>To omit the doctor's name</u>: Turn OFF the *Include doctor name in output* checkbox.
- 4. Press or click the **OK** button to save.

#### Q11. Q11. Can Dispill or Dosett prescriptions be auto-dispensed?

No. Dispill and Dosett prescriptions are not auto-dispensed, as they are already provided to patients in a compliance package: either a Dispill card, blister/bubble card, or a dosett.



**Pharmacy Technology Solutions** 



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