McKESSON Canada

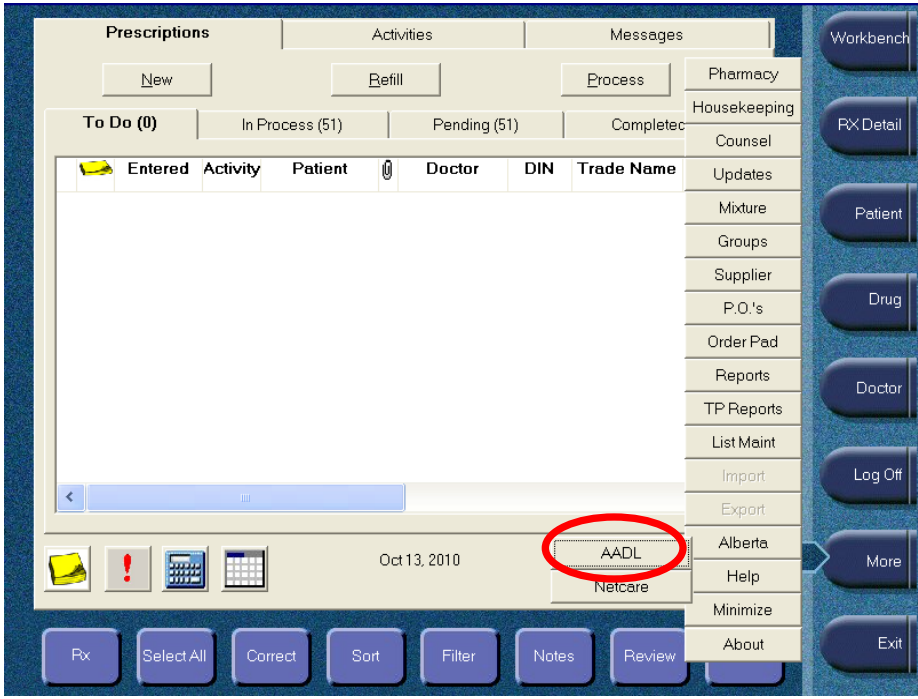
Filling an AADL Prescription

Pharmacy Technology Solutions — May, 2013

Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription*

- *Alberta Aids to Daily Living (AADL) provides financial assistance to patients with chronic disease or illness authorized access to medical equipment and supplies (e.g., canes, wheelchairs, ostomy supplies)*
- *Your pharmacy fills the prescription for the patient and submits the claim online*

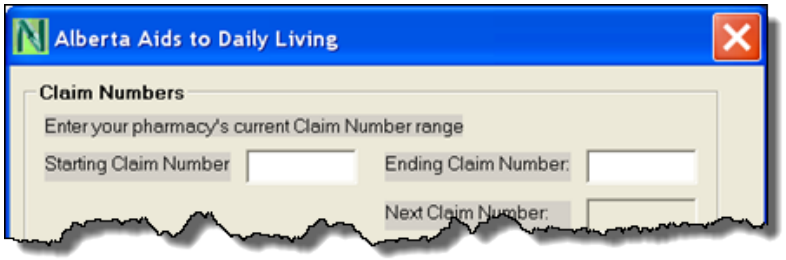
1. Press or click the **More** button



2. Press or click the **Alberta** button then the **AADL** button

- *The Alberta function list provides you with options to upload AADL prescriptions for billing purposes, or to upload batches to Alberta Netcare*

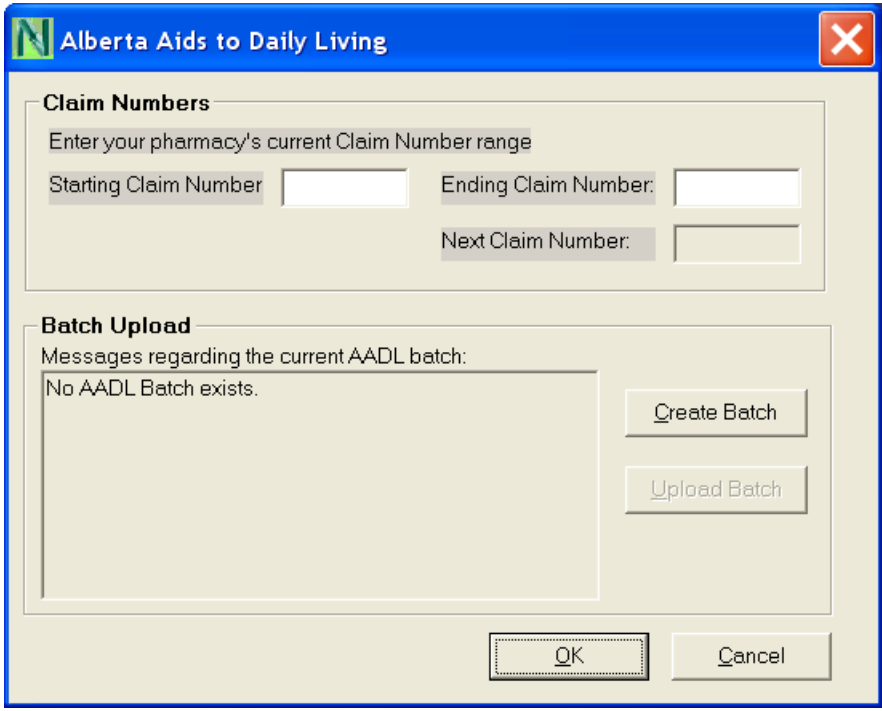
- *AADL claim numbers are required in order for AADL claims to be adjudicated*
- *You must obtain claims numbers from AADL and enter them before submitting AADL claims*



© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.

Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription – @ A Glance*

- *AADL assigns claim numbers to your pharmacy, typically in sets of 200*
- *This allows you to prescriptions with the AA bill code to AADL for adjudication*
- *An AADL claim number is assigned on a per patient basis*
- *Each AADL claim number is comprised of up to six prescriptions, per patient*



Starting Claim Number field, **Ending Claim Number** field

- *The claim numbers are seven-character, alphanumeric codes provided by AADL, generally in groups of 200*
- *Ranges are not necessarily consecutive, they may not be a continuation of the range (e.g., if you are given A0000000–A0000200, the next range may be G1208694–G1208894)*
- *You will enter the first number in the range in the Starting Claim field*
- *You will enter the last number in the Ending Claim Number field*

Next Claim Number field

- *This field is automatically populated by PharmaClik Rx and provides you with current information about AADL claim numbers; it:*
  - *tells you which claim number you are now using*
  - *let's you keep track of the number of claim numbers available*
- *Checking this field frequently is useful in recognizing when a new set of claim numbers is required*

Batch Upload information box

- *This message area displays information related to your AADL claim batches*
- *When working with AADL batch claims, you will not receive prompts, so you must regularly check this message area for up-to-date information about your batches*
- *Messages appear when prescriptions are ready to be batched, have been batched, are ready for upload, and when there are no batches*
- *Messages also appear when a batch was not successfully uploaded*

© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.

Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription (cont'd)*

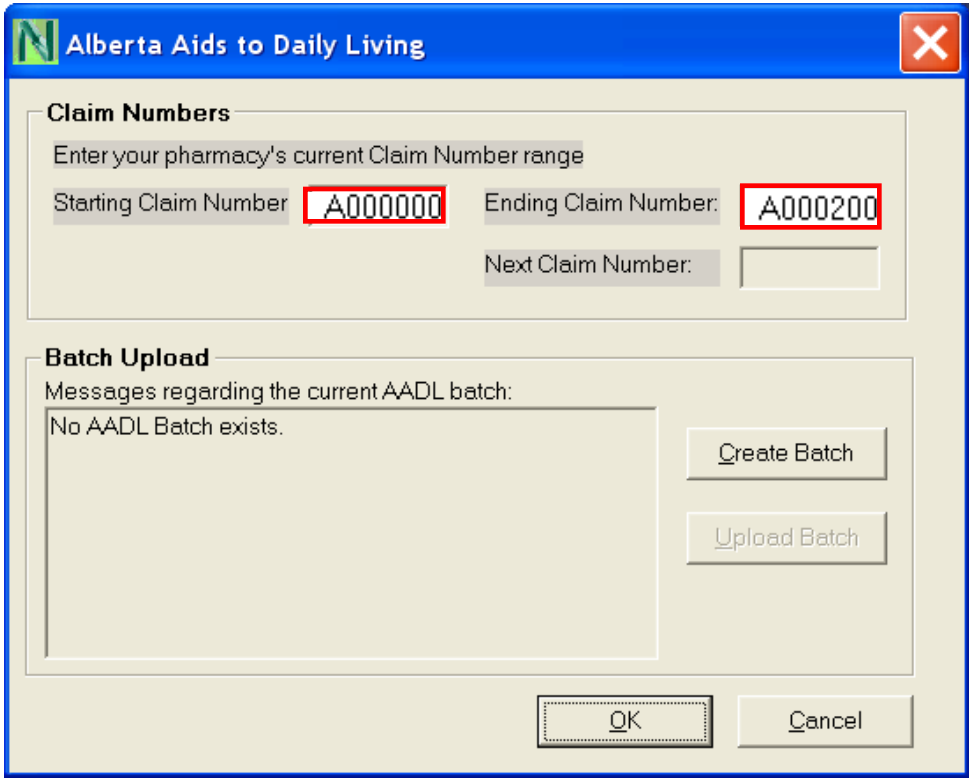
- *A range of claim numbers must be entered in this window before you begin filling AADL prescriptions*
- *AADL prescription batches will not upload without AADL claim numbers*
- *If you fill past your claim range, you are not notified by a PharmaClik Rx warning or error prompt*

3. Type the **Starting Claim Number** into the field
- *This is the seven-character, alphanumeric code that starts the range (e.g., A0000000)*

4. Type the **Ending Claim Number** into the field
- *This is the seven-character, alphanumeric code that ends the range (e.g., A000200)*

Next Claim Number will match the Starting Claim number each time you enter a new set until you create the first AADL claim (of up to six prescriptions for one patient)

5. Press or click the **OK** button
- *Once you press the OK function button, the window closes*
- *The Next Claim Number will display the next time you open the window*



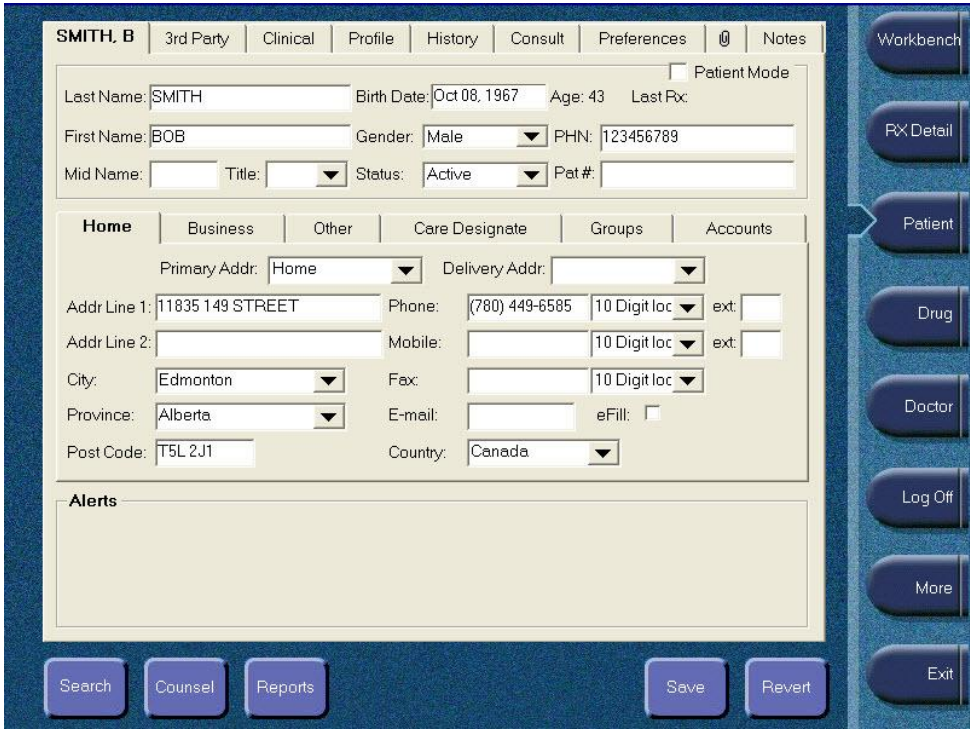
© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.

Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription (cont'd)*

- *Entering a PHN is necessary for all patients as it is required by AADL*
- *When an AADL prescription is filled for a patient without a PHN the prescription will be rejected*

1. Search the patient then press or click the **Profile** tab

2. Press or click the **New** button



© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.

Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription (cont'd)*

3. Type the name of the **Drug(s)** or the drug's DIN

- *You can type the drug's generic or trade name*
- *If you are unsure of the correct spelling, you can partially type the drug's name and PharmaClik Rx will attempt to find it*

4. Type the **Doctor**'s last name, first name
- *Typing the doctor's first name is optional*
- *Separate the last name and first name with a comma (",")*
- *Do not type the designation "Dr." (e.g., Dr. Smith, or Dr. Brown)*

5. Type the **Qty Auth** (Quantity Authorized)

- *This is the <u>total</u> amount authorized by the prescriber, including repeats*

6. Type the **Qty**

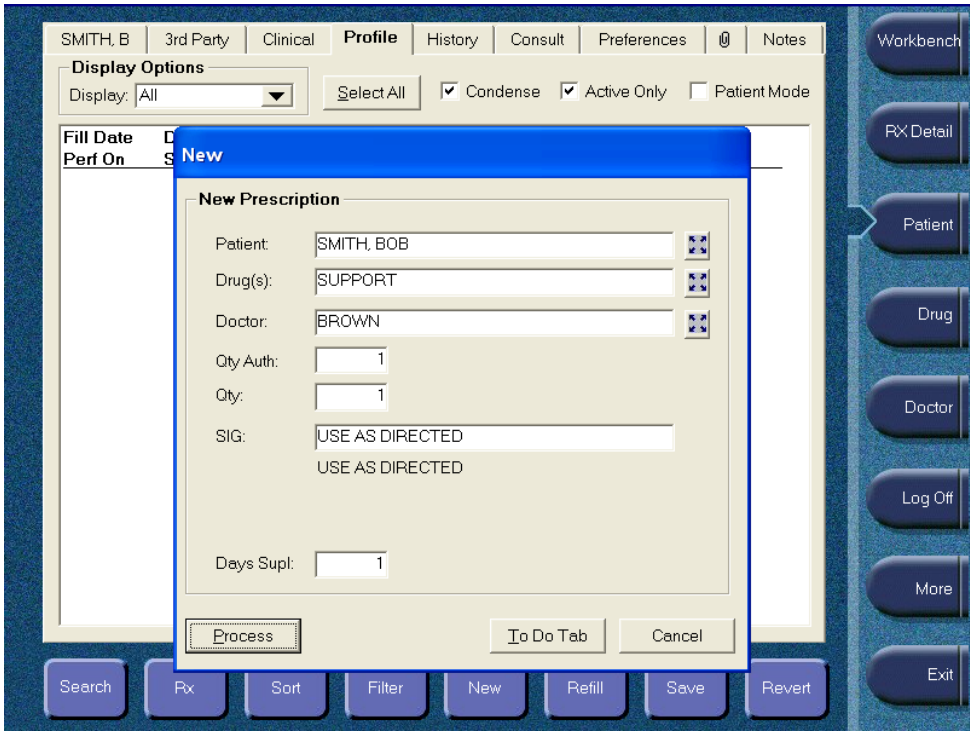
- *This is the number of tablets/capsules/units that you will dispense for this prescription*

7. Type the **SIG**
- *These are the prescriber's instructions for use—administration of the medication—and can also refer to the dispensing directions*
- *These instructions are retained when the prescription is refilled, rebilled, or reauthorized*

8. Type the **Days Supl** (days supply)

- *This is the duration—the number of days—the supplies will last*

9. Press or click the **<u>P</u>rocess** button



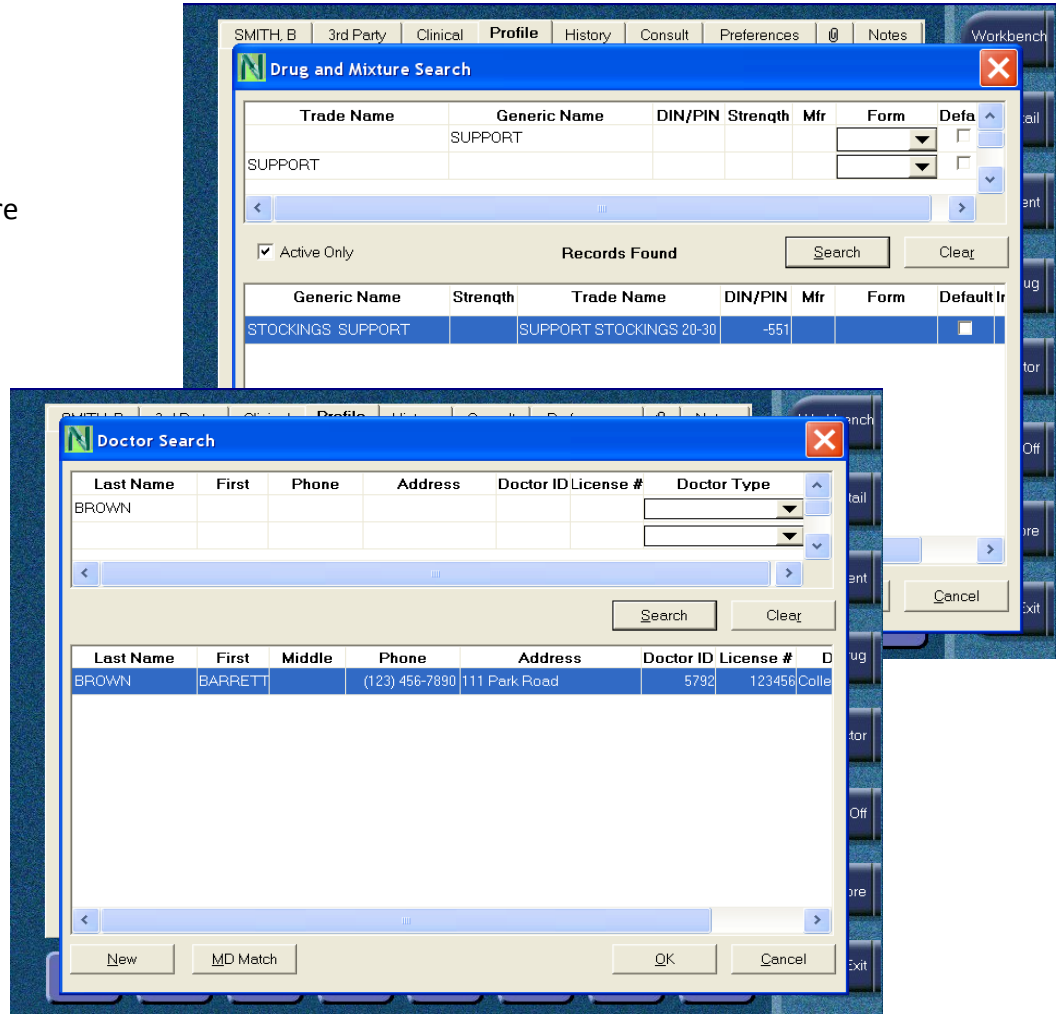
© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.

Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription (cont'd)*

- *The drug name will automatically populate the Search Criteria pane under the Generic Name and Trade Name columns*
- *PharmaClik Rx search its database for any drug that begins with the word "Support" and lists the results in the Search Results pane below*

10. Press or click to highlight the correct drug name

11. Press or click the **OK** button for the Drug and Mixture Search and the Doctor Search



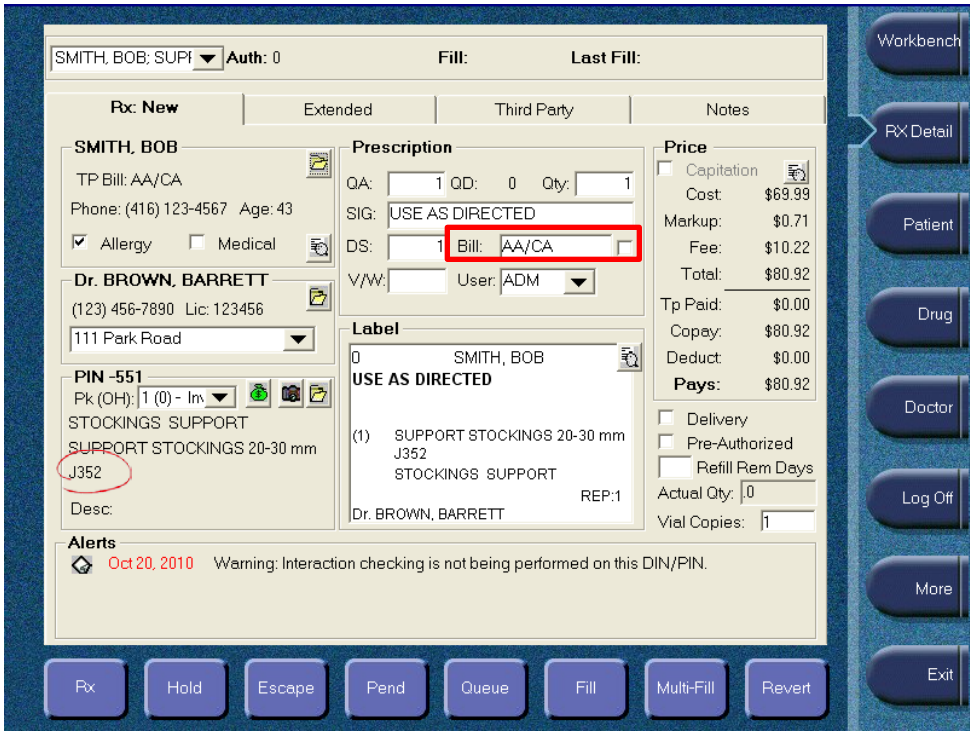
© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.

Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription (cont'd)*

- *The Rx Detail window displays specific information about the new AADL prescription*
- *The prescription must include the AADL Catalogue Number and AA in the Bill code field*

13. Verify that the **Bill Code** includes **AA**

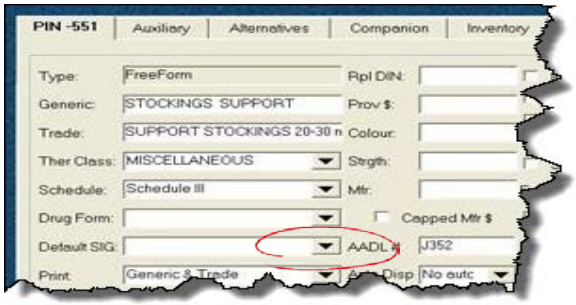
- *This bill code is entered in the 3rd Party tab in the Patient folder*



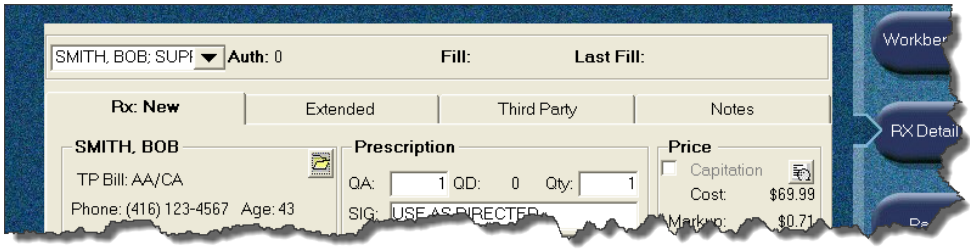
14. Verify the accuracy of the **ADDL #**

- *If the Catalogue Number (product benefit number) is not shown, you can check to see the Drug folder to see if it exists in PharmaClik Rx*

By pressing or clicking the yellow icon folder you can open the Drug folder, and if the AADL# is blank, you can correct it by typing and saving the change



15. Press or click the **Third Party** tab



© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.

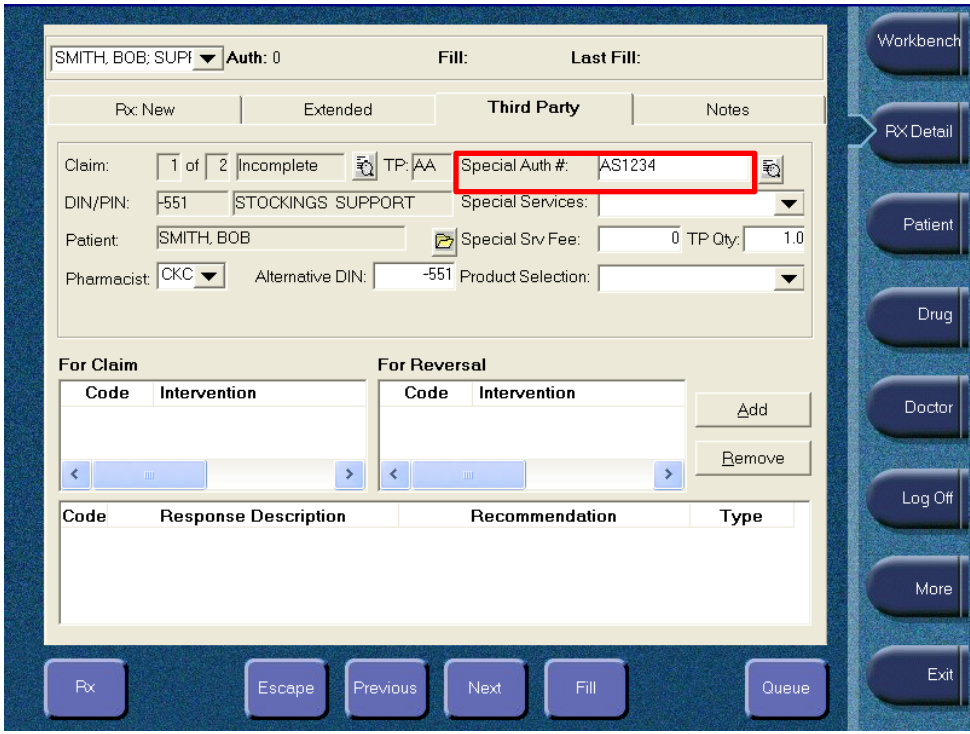
Filling New Prescriptions: *Filling a Alberta Aids to Daily Living Prescription (cont'd)*

- *This tab contains all information pertaining to Third Party adjudication of the prescription*
- *Adjudication of an AADL prescription requires an Authorization Number for the claim*

16. Type the **Special Authorization #**

- *You will find the Authorization Number on the AADL 1250 form presented to you by the patient prior to filling*

17. Press or click the **Fill** button



© McKesson Canada, All rights reserved. The Information contained in this document is proprietary to McKesson Canada.