
Filling an AADL Prescription

Pharmacy Technology Solutions — May, 2013

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

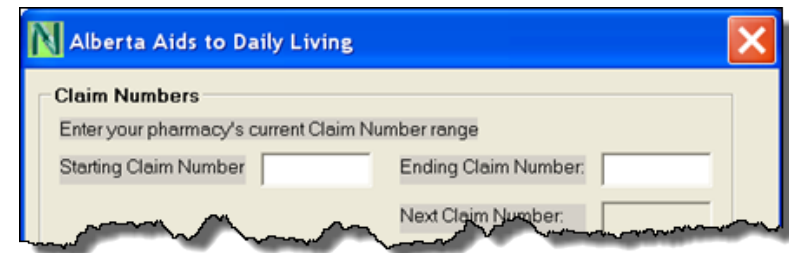
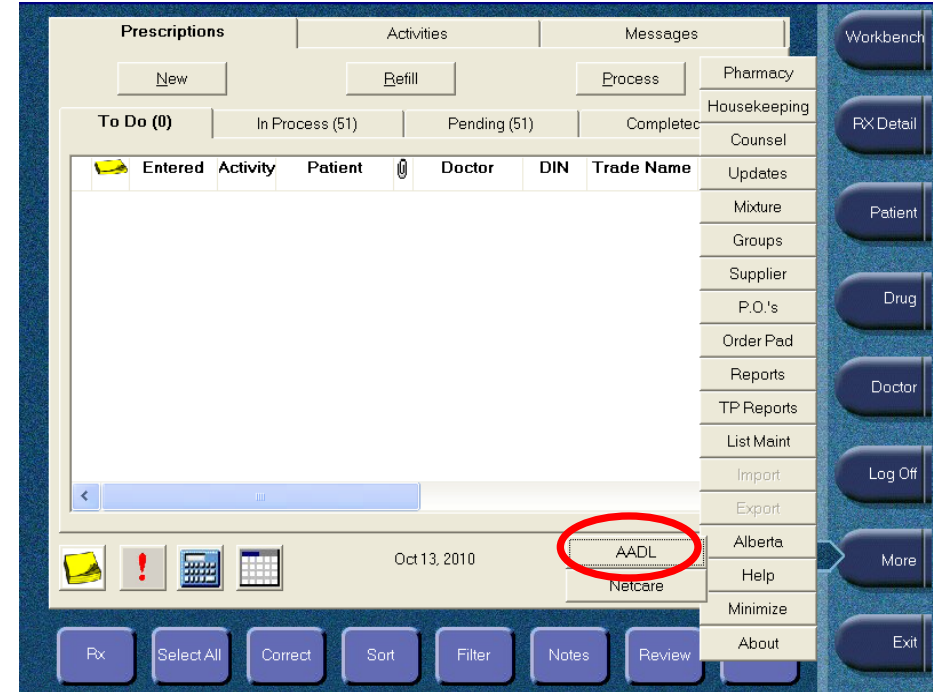
- *Alberta Aids to Daily Living (AADL) provides financial assistance to patients with chronic disease or illness authorized access to medical equipment and supplies (e.g., canes, wheelchairs, ostomy supplies)*
- *Your pharmacy fills the prescription for the patient and submits the claim online*

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*





- 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

Alberta Aids to Daily Living

Claim Numbers
Enter your pharmacy's current Claim Number range

Starting Claim Number Ending Claim Number:

Next Claim Number:

Batch Upload
Messages regarding the current AADL batch:

No AADL Batch exists.

Create Batch

Upload Batch

OK Cancel

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

Alberta Aids to Daily Living

Claim Numbers

Enter your pharmacy's current Claim Number range

Starting Claim Number: Ending Claim Number:

Next Claim Number:

Batch Upload

Messages regarding the current AADL batch:

No AADL Batch exists.

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

SMITH, B | 3rd Party | Clinical | Profile | History | Consult | Preferences | Notes

Patient Mode

Last Name: SMITH Birth Date: Oct 08, 1967 Age: 43 Last Rx:
First Name: BOB Gender: Male PHN: 123456789
Mid Name: Title: Status: Active Pat #:
Home | Business | Other | Care Designate | Groups | Accounts
Primary Addr: Home Delivery Addr:
Addr Line 1: 11835 149 STREET Phone: (780) 449-6585 10 Digit loc ext:
Addr Line 2: Mobile: 10 Digit loc ext:
City: Edmonton Fax: 10 Digit loc
Province: Alberta E-mail: eFill:
Post Code: T5L 2J1 Country: Canada
Alerts
Search Counsel Reports Save Revert

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 total 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 **Process** button

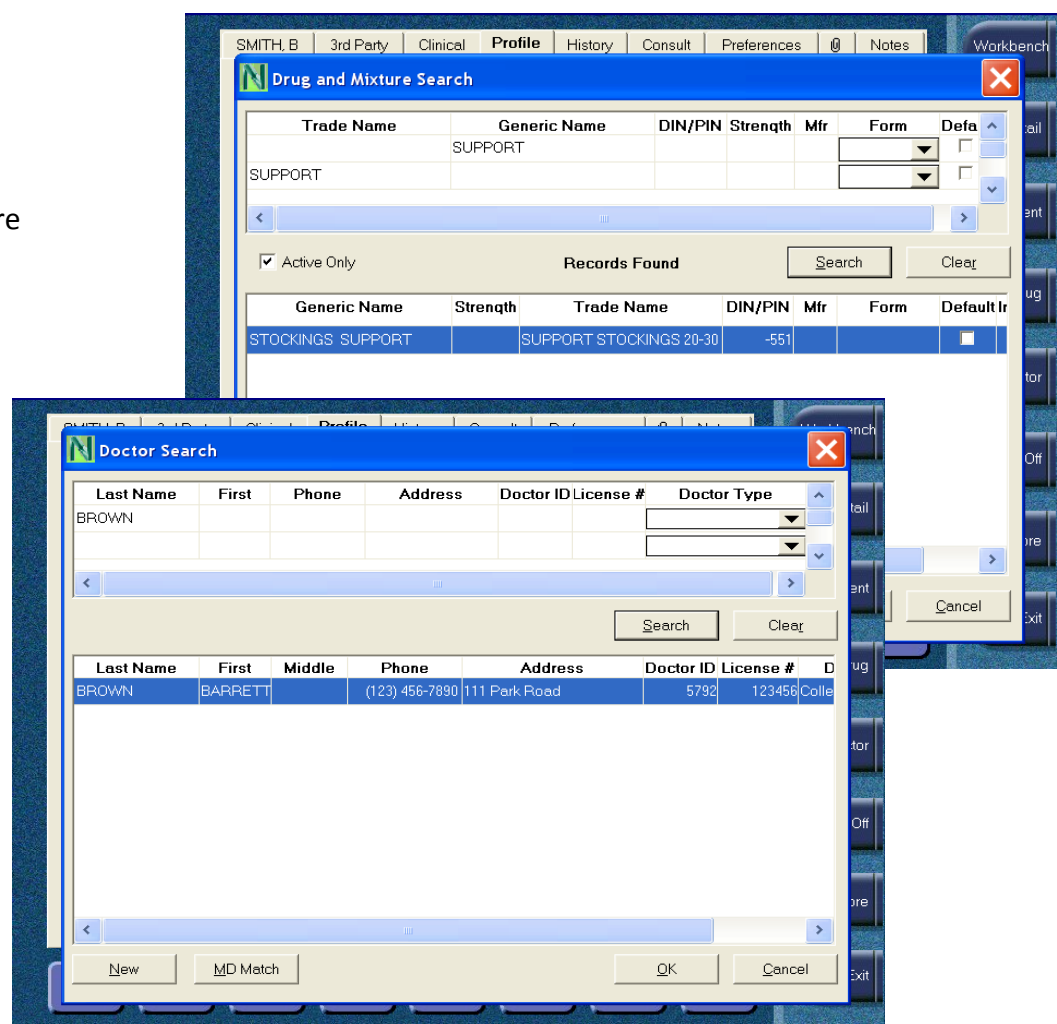
The screenshot shows a software interface for filling a new prescription. The main window has a menu bar with options: SMITH, B | 3rd Party | Clinical | Profile | History | Consult | Preferences | Notes. Below the menu bar is a 'Display Options' section with a dropdown menu set to 'All', a 'Select All' button, and checkboxes for 'Condense' (checked), 'Active Only' (checked), and 'Patient Mode' (unchecked). The main area is a table with columns 'Fill Date', 'D', 'Perf On', and 'S'. A 'New Prescription' dialog box is open in the foreground, containing the following fields: Patient: SMITH, BOB; Drug(s): SUPPORT; Doctor: BROWN; Qty Auth: 1; Qty: 1; SIG: USE AS DIRECTED; Days Supl: 1. At the bottom of the dialog box are buttons for 'Process', 'To Do Tab', and 'Cancel'. The bottom of the main window has a toolbar with buttons: Search, Rx, Sort, Filter, New, Refill, Save, and Revert. On the right side of the main window, there is a vertical sidebar with buttons: Workbench, RX Detail, Patient, Drug, Doctor, Log Off, More, and Exit.

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



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**

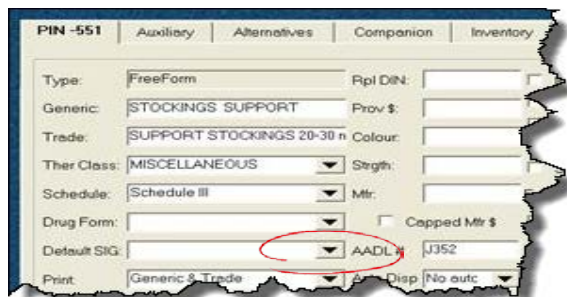
- This bill code is entered in the 3rd Party tab in the Patient folder

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



PIN -551 Auxiliary Alternatives Companion Inventory

Type: FreeForm Rpl DIN: Prov \$:

Generic: STOCKINGS SUPPORT Trade: SUPPORT STOCKINGS 20-30 n Colour:

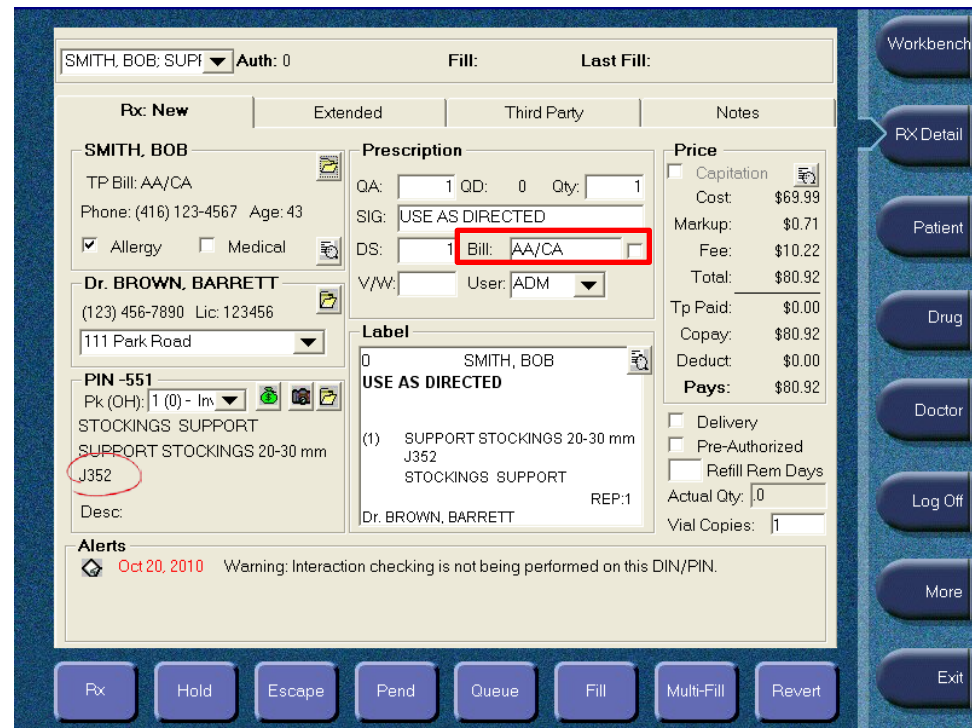
Ther Class: MISCELLANEOUS Strgh:

Schedule: Schedule III Mtr:

Drug Form: Capped Mtr \$

Default SIG: AADL# J352

Print: Generic & Trade A Disp No outc



SMITH, BOB; SUP1 Auth: 0 Fill: Last Fill:

Rx: New Extended Third Party Notes

SMITH, BOB

TP Bill: AA/CA

Phone: (416) 123-4567 Age: 43

Allergy Medical

Dr. BROWN, BARRETT

(123) 456-7890 Lic: 123456

111 Park Road

PIN -551

Pk (OH): 1 (0) - Im

STOCKINGS SUPPORT

SUPPORT STOCKINGS 20-30 mm

J352

Desc:

Alerts

Oct 20, 2010 Warning: Interaction checking is not being performed on this DIN/PIN.

QA: 1 QD: 0 Qty: 1

SIG: USE AS DIRECTED

DS: 1 Bill: AA/CA

V/W: User: ADM

Label

0 SMITH, BOB

USE AS DIRECTED

(1) SUPPORT STOCKINGS 20-30 mm

J352

STOCKINGS SUPPORT

REP:1

Dr. BROWN, BARRETT

Price

Capitation

Cost: \$69.99

Markup: \$0.71

Fee: \$10.22

Total: \$80.92

TP Paid: \$0.00

Copay: \$80.92

Deduct: \$0.00

Pays: \$80.92

Delivery

Pre-Authorized

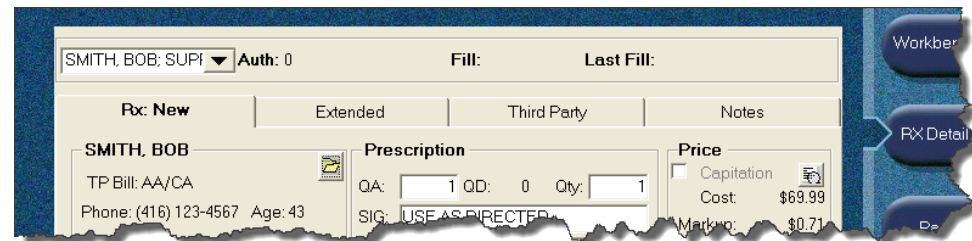
Refill Rem Days

Actual Qty: 0

Vial Copies: 1

Rx Hold Escape Pend Queue Fill Multi-Fill Revert

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



SMITH, BOB; SUP1 Auth: 0 Fill: Last Fill:

Rx: New Extended Third Party Notes

SMITH, BOB

TP Bill: AA/CA

Phone: (416) 123-4567 Age: 43

QA: 1 QD: 0 Qty: 1

SIG: USE AS DIRECTED

Price

Capitation

Cost: \$69.99

Markup: \$0.71

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

