

WAIT! BEFORE YOU ORDER YOUR LABELS





Hello,

Our records indicate that you may be using a label format that is **not supported** with the new default label setting. The ability to select multiple printing options in Label Preferences has been disabled with the activation of Propel Rx.

This checklist provides you with ample time to review your current label supply; while ensuring you have the knowledge necessary to adjust your current preferences and ordering methods, to avoid disruption with your upgrade to Propel Rx.

Review these easy steps to evaluate if action is needed at your pharmacy.

If you're not sure what to validate, please contact **PTSLearning@mckesson.ca**.

Your Label Supply Checklist

✓ <u>Check Label Type</u>
 ✓ <u>Check Preferences</u>
 ✓ <u>Validate Label Supply</u>
 ✓ <u>Update Preferences</u>
 ✓ <u>Label Options</u>



Questions? Contact PTS Customer Care ptscustomercare@mckesson.ca 1.800.387.6093

Last Revised June 11, 2024 Page 1 of 5



Check Label Type

To reduce label waste and set your store up for success, it is imperative to validate your current printing preferences and label supply by following the steps below to determine what action, if any, is required.

- 1. Select More > Pharmacy.
- 2. Select the **Rx Detail tab**.
- 3. Determine your pharmacy's Label Type.
 - a) **Full Label Set –** Contact Customer Care for instructions.
 - b) **Thermal Label Set –** there is no further action required by you and your team.
 - c) Half Label Set move to Step 2.





Check Label Preferences

Let's check what your current label preferences are set at:

- 1. Select More > Pharmacy.
- 2. Select the **Rx Detail** tab.
- 3. Select **Preferences** in the bottom right-hand corner. The Half Label Preferences window will be displayed.
- 4. Confirm your current settings against this approved format:
 - a) **Privacy Label** supports one single label. The ability to split this section is no longer available in Propel Rx.
 - b) **Patient Care** only, and the space below must be set to **Empty**.
 - c) Official Prescription Receipt only, and the space below must be set to **Empty**.
 - d) Medication Record only.
- 5. If your settings match this approved layout, go to **Step 3** to check your label supply.
- 6. If your settings do not match this approved layout go to **Step 4**.





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Validate Label Supply

Now it's time to check if you are using a compatible laser label format. Follow these steps to validate your current label supply.

- 1. Open your label tray in your printer.
- 2. Confirm if your label resembles the format to the right (not comparing logos).
- 3. Validate that your current label will be able to support the printing of:
 - a) Privacy Label in the top right section is one label.
 - b) Patient Care in the middle right section.
 - c) Official Receipt in the bottom left section.
 - d) Medication Record in the bottom right section.
- If your current label will support the approved layout, go to Step 4 to update your label preferences.
- 5. If your current label **does not support** the approved layout, go to **Step 5**.





Updating Label Preferences

Only complete this section once you have confirmed your labels will support the approved layout changes. Follow the steps below to ensure your pharmacy preferences are Propel Rx compatible (image can be found on the next page).

Remember if you need help or are unsure, please contact **PTSLearning@mckesson.ca**.

- 1. Select More > Pharmacy.
- 2. Select the **Rx Detail tab**.
- 3. Ensure the Label Type is set to: Half Label Set.
- 4. Select **Preferences** in the bottom right-hand corner.
- 5. The Half Label Preferences window will be displayed.
- 6. Confirm your current settings against this approved format:





- a) Select the drop-down button and select **Privacy Label.**
- b) Select the drop-down button and select **Patient Care**.
- c) Select the drop-down button and select **Empty**.
- d) Select the drop-down button and select **Official Prescription Receipt**.
- e) Select the drop-down button and select **Empty**.
- f) Select the drop-down button and select **Medication Record**.



- 7. Label settings to the left of the layout image are unique to each pharmacy. For example:
 - If you were using the Dual Split Delivery uncheck **"Split Delivery/Privacy Label**", as the new label only supports **one label** in the top right-hand corner.
 - If you are a Remedy's Rx banner, uncheck **"Title From Your Pharm"**, as this section is preprinted.
 - To learn more about the specific preferences, shown above, click <u>here</u> to view the Online Help for checkbox details.
- 8. Select the **OK** button and then the **Save** button.

Restart PHS

It is imperative to follow these steps to restart PharmaClik Rx and PHS after you have made changes to your current Label Preferences:

- 1. Select the **Exit** button. Select **Yes** to close PharmaClik Rx.
- 2. Right click the **PHS** application from your task bar and select **Close** window.
- 3. Double click the McKesson PTS Utilities folder from the desktop.
- 4. Double click the **PHS** application and minimize the window.
- 5. Double click to start the PharmaClik Rx application.
- 6. Log in and test printing with the new label preferences.





Supported Label Options

Here are the five label ordering options available to your pharmacy to support the approved label format:

1. Order generic labels from McKesson PharmaClik using one of the following **supported** blank label item numbers:



- Order customized labels from Jones Healthcare. Feel free to contact your local representative or contact Liz Bailey at <u>Elizabeth.Bailey@joneshealthcaregroup.com</u> or at 519.953.5314.
- Order labels from a supplier of your choice. If you have decided to use this option, we suggest that you confirm the supplier supports the proper label format that is approved.
 (NOTE: PharmaChoice Blank Laser Labels Item # 698571 and labels with split delivery labels are not supported in Propel Rx).

Once you receive your new label supply, update your label preferences in PharmaClik Rx as outlined in Step 4 and you will be ready for Propel Rx.

Today's preparation is tomorrow's success.

We're committed to keeping you informed as you prepare to upgrade to Propel Rx. You'll receive plenty of lead time on any sunsetting topic that may impact your pharmacy and you'll be fully supported by our team for any questions you may have.

For more sunsetting information related to Propel Rx, click here.



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