McKESSON
Canada

WAIT!
BEFORE YOU ORDER YOUR LABELS

PHARMACY TECHNOLOGY SOLUTIONS
A DIVISION OF McKESSON CANADA

Hello,

Our records indicate that you may be using a label format that is **not consistent** 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.

Thank you

Your Label Supply Checklist

✓ Check Label Type
✓ Check Label Preferences
✓ Validate Label Supply
✓ Update Label Preferences
✓ Label Options

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

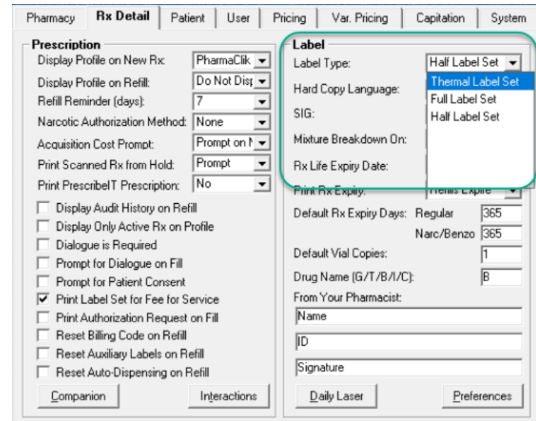Last Revised December 21, 2022
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1 Check Label Type

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.
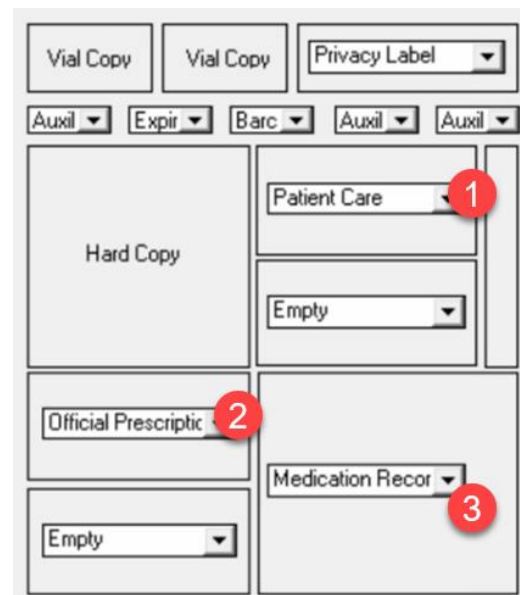   c. **Half Label Set –** move to Step 2.

2 Check Label Preferences

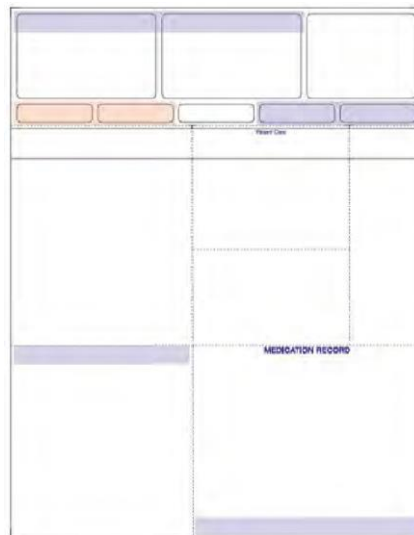Let's check what your current label preferences are set at:

1. Select **More › Pharmacy**.
2. Select the **Rx Detail** tab.
3. Select Preferences in the bottom right-hand corner.
4. The Half Label Preference window will be displayed.
5. Confirm your current settings against this approved format:
   a. Section 1 is for **Patient Care** only, and the space below must be set to **Empty**.
   b. Section 2 is for **Official Prescription Receipt** only, and the space below must be set to **Empty**.
   c. Section 3 is for **Medication Record** only.
6. If your settings match this approved layout, go to **Step 3** to check your label supply.
7. If your settings do not match this approved layout go to **Step 4**.

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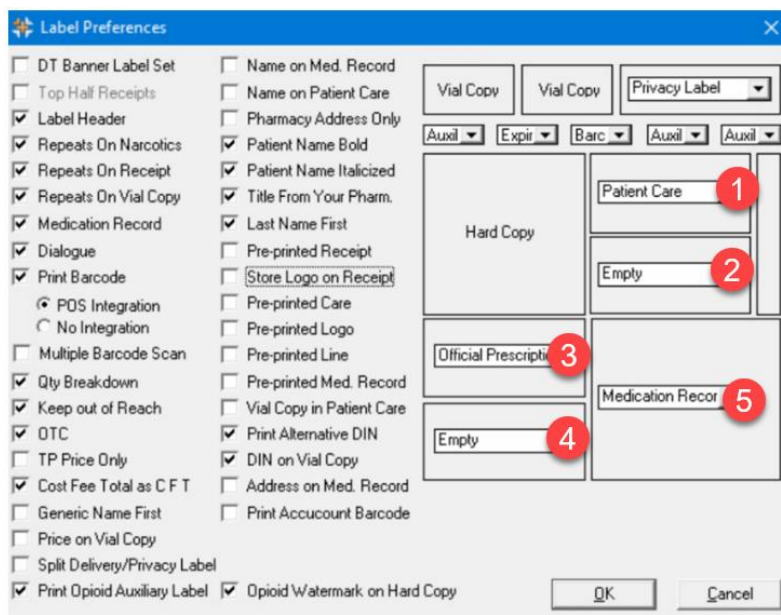Page 2 of 5

3 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. *Patient Care in the middle right section.*
    b. *Official Receipt in the bottom left section.*
    c. *Medication Record in the bottom right section.*
4. 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**.

4 Updating Label Preferences

Only complete this section once you have confirmed your labels will support the approved layout changes.

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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 Preference window will be displayed.
6. Confirm your current settings against this approved format:
    1. Select the drop-down button and select **Patient Care**.
    2. Select the drop-down button and select **Empty**.
    3. Select the drop-down button and select **Official Prescription Receipt**.
    4. Select the drop-down button and select **Empty**.
    5. 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 **here** to view the Online Help for check box details.
8. Select the **OK** button.
9. Select 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.

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5 Supported Label Options

Here are the three label 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:

Item #	Description	
097795	Blank Rx Laser Labels	BLANK LASER LABELS NEX 1000
064046	Blank Rx Labels – Guardian	RX GDN LABLES GENERIC 1000
311837	Blank Labels – Medicine Shoppe	MSP LABEL LASR PROPHARM 1000
065260	Blank Labels – IDA	RX PRES LASER IDA 1000
230698	Blank Labels – Medicine Shoppe	MSP LABEL LASR FRENCH 1000
163768	Blank Labels – Remedy's Rx	REMEDY LABEL LASER 6690C 1000

2. Order customized labels from Jones Healthcare. Feel free to contact your local representative or contact Liz below to discuss your options:

Liz Bailey
t: 519.953.5314 **c:** 519.521.9159
e: Elizabeth.Bailey@joneshealthcaregroup.com

3. 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.

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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