

EHR Job Aids

Pharmacy Technology Solutions — October, 2013

EHR Tab - @ A Glance

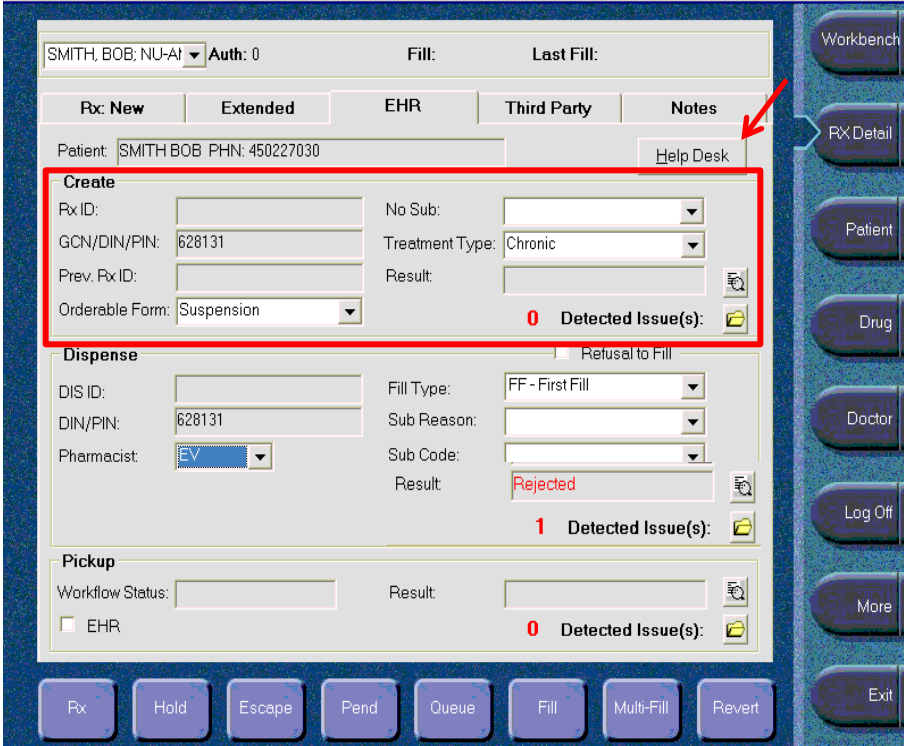
The prescription must be captured on the patient's EHR before it can be submitted online to any third party payer(s) for adjudication. The DIS EHR will capture all prescriptions, including cash prescriptions. Prescriptions for non-DIS devices, animals or Out of Province residents will not be captured by the DIS.

Help Desk button

- Provides the user with DIS contact information (email, toll free number)

Create information box

- **Rx ID** is the ID provided by the DIS
- **GCN/DIN/PIN** is for drug identification
- **Prev. Rx Id** is the previous prescription's ID for the purpose of pharmacist prescribing
- **Orderable Form** allows the user to specify or clarify the prescription's intended use when it is not clear on the Rx
- **No Sub** indicates if substitution is not allowed
- **Treatment Type** identifies the prescription as Chronic, Acute, As needed or One time
- **Result** indicates that the transaction failed or was rejected by the DIS



EHR Tab - @ A Glance (cont'd)

Dispense Information Box

- **DIS ID** is the ID provided by the DIS for the dispense
- **DIN/ PIN** is the DIN for the dispensed transaction
- **Pharmacist** is the Pharmacist that will be submitted with the Rx
- **Fill Type** indicates if the prescription is a First Fill or Refill transaction
- **Sub Reason** indicates the reason for the substitution
- **Sub Code** indicates the type of substitution
- **Result** indicates that the transaction failed or was rejected by the DIS

Refusal to Fill Checkbox

- Indicates a decision to refuse the prescription
- When checked, the **Reason** field will display

Pickup Information Box

- Contains information to send a **Picked Up** message to the DIS
- The prescription on the EHR will remain with a **Pending** status until it has been flagged as **Picked Up**

The screenshot displays the EHR interface for a patient named SMITH, BOB. The interface is divided into several sections:

- Header:** Patient name (SMITH, BOB; NU-AI), Auth: 0, Fill: (blank), Last Fill: (blank).
- Navigation:** Tabs for Rx: New, Extended, EHR, Third Party, Notes.
- Patient Information:** Patient: SMITH BOB PHN: 450227030, Help Desk button.
- Create Section:** Fields for Rx ID, GCN/DIN/PIN (628131), Prev. Rx ID, Orderable Form (Suspension), No Sub, Treatment Type (Chronic), and Result.
- Dispense Section (highlighted with a red box):** Fields for DIS ID, DIN/PIN (628131), Pharmacist (EV), Fill Type (FF - First Fill), Sub Reason, Sub Code, and Result (Rejected). A checkbox for "Refusal to Fill" is checked. A "0 Detected Issue(s)" indicator is visible.
- Pickup Section (highlighted with a red box):** Fields for Workflow Status and Result. A checkbox for "EHR" is checked. A "0 Detected Issue(s)" indicator is visible.
- Bottom Bar:** Buttons for Rx, Hold, Escape, Pend, Queue, Fill, Multi-Fill, and Revert.
- Right Side:** Vertical navigation buttons for Workbench, RX Detail, Patient, Drug, Doctor, Log Off, More, and Exit.

Saskatchewan Drug Plan – @ a Glance

The **Saskatchewan Drug Plan** window reflects the amounts submitted to Saskatchewan Drug Plan.

Requested: Cost, Markup, and Fee

- Contains the prescription's cost, markup, dispensing fee, and dollar amount submitted for reimbursement

Adjudicated, Accepted and Captured box

- Payment information returned from the Saskatchewan Drug Plan
- Displays what was approved, deductible, type of coverage and special support percent rate

Information box

- Displays what PharmaClik Rx has on file for this prescription

Saskatchewan Drug Plan information box

- Displays what the Saskatchewan Drug Plan has on file for this prescription

Pricing Details : Smith, Pierre SK/CA NU-AMOXI 500MG CAPSULE NXP

Requested Cost & Fee		Claim Summary		Saskatchewan Drug Plan	
Requested:	Cost: \$8.91	Markup: \$0.00	Fee: \$6.99	Total:	\$15.90
Saskatchewan Drug Plan: Adjudicated, Accepted and Captured					
Approved Cost:	\$15.90	Drug Plan Pays:	\$15.90	Drug Plan to Date:	\$78.22
Submitted Total Cost:	\$15.90	Patient Pays:	\$0.00	Total Deductible:	\$99,999.99
				Remaining Deductible:	\$99,999.99
Total RX Price	\$15.90	- Submitted Total Cost	\$15.90	=	\$0.00
Submitted Total Cost	\$15.90	- Approved Cost	\$15.90	=	\$0.00
Type of Coverage:	P3	Special Support % Rate:	0		

Nexsys

Patient: Smith, Pierre

Address: House Charge Corp Test

Drug: NU-AMOXI, 500MG

Doctor: JONES, EDWARD

Pharmacist: Inglis, Carley

Saskatchewan Drug Plan

SMITH PIERRE

2217 RETALLACK ST, REGINA

NU-AMOXI

DR. JONES, EDWARD ARCHIBALD

PHARMACIST, PANDEMIC

Display this screen with every claim OK

EHR Consent – @ a Glance

Consent checkbox

- When checked, consent has been given to the user to view the patient's EHR

Effective Date

- The date the consent is effective

End Date

- The date the consent expires

Method

- How consent was given; verbal or physical

Reported By

- Who reported the consent; agent, patient or provider

Name

- Name of the person providing consent

Keyword

- The **Keyword** override is available for other DIS provinces that support keyword access for masked profiles (not applicable in SK)

Entered By

- Initials of the user entering consent

EHR Consent: SMITH, BOB S PHN 450227030

Consent

Effective Date:

End Date:

Method:

Reported By:

Name:

Keyword

Keyword:

Override

Reason:

Provider:

Entered By:

Override checkbox

- Allows the user to override the consent to view the patient's EHR in emergency situations

Reason

- The reason for overriding the EHR consent

Provider

- Physician or pharmacist using their professional discretion to view the EHR

Providing Patient Consent for a Masked Profile

- Patients may request that their health information be restricted from view within the Pharmacy Network.
- When a patient's EHR profile is masked, it can only be viewed by supplying a keyword.

From the Patient **Consult** tab:

1. Press or click the **EHR Consent** button.
2. Enter the **Effective Date** using the **calendar** icon.
3. Enter the **End Date** using the **calendar** icon, if required.
4. From the **Method** dropdown list, enter how consent was received.
5. From the **Reported By** dropdown list, select the role of who provided consent.
6. In the **Name** field, **enter** the name of the person providing consent.
7. Press or click the **OK** button.

EHR Consent: SMITH, BOB S PHN 450227030

Consent

Effective Date: May 15, 2012
End Date: 7/15/2013
Method: Verbal

Reported By: Patient
Name:

Keyword

Keyword:

Entered By: EV

Override

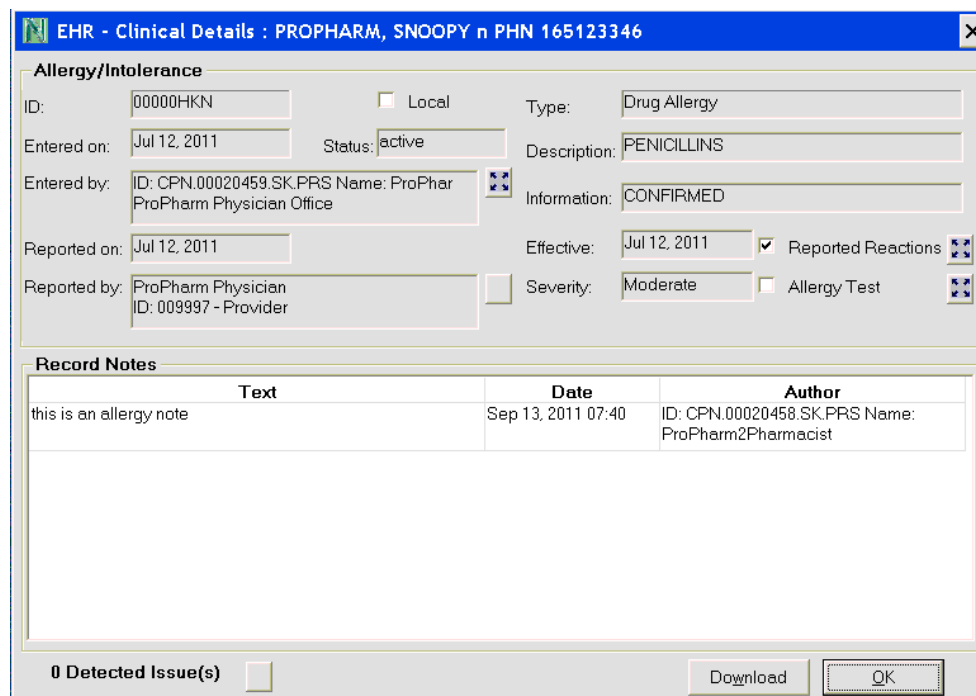
Reason:
Provider:

OK Cancel

Downloading Allergies from the DIS

- After creating the patient, adding allergies or conditions may be required
- Allergies and Intolerance information can be downloaded from the DIS

1. Search for and open the patient record.
2. Press or click the **Clinical** tab.
3. Press or click the **EHR Query** button.
4. Select the reason for accessing the EHR from the **Reason for Accessing Patient EHR** dropdown list on the **Patient EHR Access Reason** window.
5. Select the **Allergy/Intolerance** to be download from the **EHR – Clinical** window.
6. Press or click the **Detail** button.
7. Press or click the **Download** button to transfer the information.
8. Press or click the **OK** button from the **EHR – Clinical** window.
9. Press or click the **Save** button from the **Clinical** tab.



Setting Up User Security for the DIS

User preferences must be updated to ensure that all appropriate users have access to the DIS

1. Ensure you have logged in as **ADM**.
2. Press or click the **More** button.
3. Press or click the **Pharmacy** button.
4. Press or click the **Security** button.
5. From the **Security Administration Facility** window, highlight the user name you would like to edit.
6. Select the **Role of Pharmacist** or **Pharmacy Technician**.
7. Type the **License/ID#**.
8. Press or click the **DIS Access** checkbox.
9. Ensuring the user name is still highlighted, press or click the **Reset User** button.
10. Type in the new password.
11. Press or click the **OK** button.
- Password must be a minimum of six characters, contain one uppercase, one lowercase and one number or special character
12. Press or click the **OK** button.

The screenshot shows the 'Security Administration Facility' window. It features a table of users with columns for Initials, First Name, Last Name, and Locked. The user 'JL Jones LEE' is highlighted. Below the table are sections for 'User Information' (including Start-date, End-date, Role, and License/ID #) and 'Access' (with checkboxes for TP Maintenance, Housekeeping, PharmacySuite Maintenance, Drug Folder Maintenance, Inventory, Pricing, and DIS Access). A 'Report Description' section on the right lists various reports with checkboxes. On the far right, there are buttons for 'Add', 'Remove', 'Copy', 'Narcotic Code', 'Password', 'Reset User', 'Select All', 'Deselect All', 'OK', and 'Cancel'. Red boxes highlight the 'Reset User' button, the 'Role' dropdown menu, the 'License/ID #' text box, and the 'DIS Access' checkbox.

Initials	First Name	Last Name	Locked
JK	Julia	Kleber	
JL	Jones	LEE	L
JW	Jenny	Wu	
KAT	Katherine	Mark	
KH	Kun	Han	
KM	Katherine	mks	
KPG	kross	pack	L
KT	katherine	technician	

Downloading a Prescription from a Patient's EHR

- When a patient's full profile is viewed, prescriptions can be downloaded that are not currently in PharmaClik Rx.
- These are considered transfers.

1. Search for and open the patient record.
2. Press or click the **Profile** tab.
3. Press or click the **Rx** button.
4. Press or click the **Profile** button.
5. Press or click the **EHR-All** button.
6. From the **Patient EHR access Reason** window, select the reason for accessing the patient's electronic health record using the **Reason for Accessing Patient EHR** dropdown list.
7. Press or click the **OK** button.
8. Press or click to highlight the required **drug name** you wish to download.
9. Press or click the **Detail** button.
10. From the **EHR- Rx Details** window, **press or click** the **Download** button.
11. Press or click the **No** button on the **Question** window.
12. Select the correct doctor.
13. Enter the details for the transfer in.
14. Press or click the **OK** button.
15. From **Rx Detail**, select the **SIG** magnifying glass icon to view the previous prescription instructions and change, if required.
16. Press or click the **Fill** button.

EHR - Rx Details: PROPHARM, SNOOPY N PHN 165123346

Create Rx Info

Created: Sep 15, 2011 Status: active
Prescriber: Dr. ProPharmPhysician Licence#: 009997
Assigned to: OOP Pharmacy, ID: CPN.00020535.SK

DIN/GCN : 2244726
APO-MEDROXY 2.5 MG TABLET, DIN/HIC: 02244726 Drug Name: MFDROXYPROGFSTFRONF ACFT Qty: 2.5
QA: 30 TAB Refills: 1 Form: TAB
Qty: 30 TAB DS: 30 d Interval:
Route: ORAL Treatment Type: Acute
No Sub:

1 Record Note(s) 2 Detected Issue(s)
0 Refusal(s) to Fill

Dispense Info Condense

ID: 000021NS Local
Entered on: Sep 15, 2011 Status: active
Entered by: ID: D9990 Name: ProPharm2Pharmacist
Fill Type: First Fill

DIN/GCN : 2244726
APO-MEDROXY 2.5 MG TABLET
Qty: 30 TAB Refill: 0 Form: TAB
QD: 30 TAB DS: 30 d Interval:
Route: ORAL
Sub Reason: Code:

0 Record Note(s) 0 Detected Issue(s)

< < 1 of 1 > >

Update Status Download OK

Rendered and Structured Dosage

- Some prescriptions require very specific instructions on how the patient should be taking their medication
- These are sent to the DIS as **Structured Dosage** and it determines whether the dosage is correct, too high or too low
- The information returned is called the **Rendered Dosage**

A **SIG** code must first be added:

1. Press or click the **More** button.
2. Press or click the **List Maint** button.
3. Type in the word **Instruction** in the drop-down field.
4. Press the **Tab** or **Enter** key on the keyboard.
5. Press or click the **Add** button.
6. Fill out the information for the **Structured Dosage** line.
 - Enter the Code which is the SIG (in this example the code is **SAI***)
 - Enter the **Description** as the translated SIG
 - Enter the **Days Supl** used to calculate the days supply for the prescription
 - Enter the **Unit** which is the form of the medication
7. Press or click to scroll to the right.
8. Fill out the remaining information for the **Structured Dosage** line.
9. Press or click the **OK** button.

Code	Description	Language	Day Supl	Cust	Unit	Fre
SAI*	SEE ADDITIONAL INSTRUCT	English	5.0000	<input checked="" type="checkbox"/>	Tablet	

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Rendered and Structured Dosage (cont'd)

Once the structured dose is added to **List Maintenance**, the prescription can be filled using the dose entered.

- 10. From the **Profile** tab of the patient record, press or click the **New** button and enter the details about the new prescription.
- 11. In the **SIG** field, enter the code that was added to **List Maintenance (SAI*** in this example).
- 12. Press or click the **OK** button.
- 13. Once in **Rx Detail**, press or click the **magnifying glass** icon beside the **SIG** field.
- 14. In the **Dosage Instructions** window, press or click the **Plus** button.
- 15. Select the **Structured** radio button.
- 16. Enter details in the **Structured** fields.
- 17. Enter details in the **Single Dosage** fields.
- 18. Press or click the **OK** button.
- 19. Press or click the **OK** button on the **Dosage Instructions** window.
- 20. Press or click the **Fill** button.

