EHR Job Aids

Pharmacy Technology Solutions — October, 2013

EHR Tab - @ A Glance

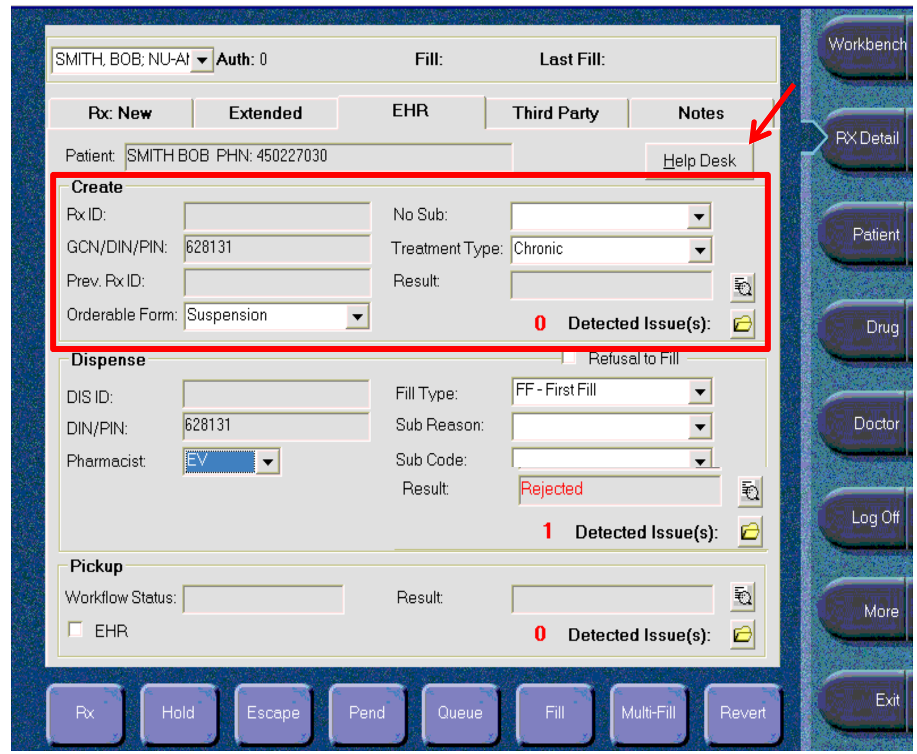
The prescription must be captured on the patient's EHR before it can be submitted online to any third party payer(s) for adjudication. The DIS EHR will capture all prescriptions, including cash prescriptions. Prescriptions for non-DIS devices, animals or Out of Province residents will not be captured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

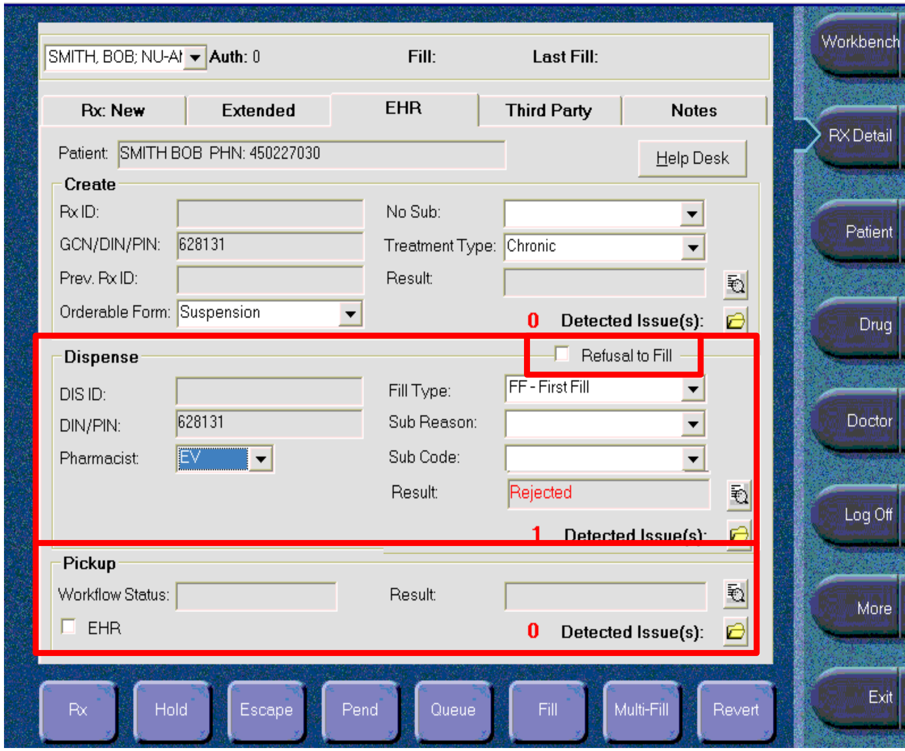
- ***DIS ID*** *is the ID provided by the DIS for the dispense*
- ***DIN/ PIN*** *is the DIN for the dispensed transaction*
- ***Pharmacist*** *is the Pharmacist that will be submitted with the Rx*
- ***Fill Type*** *indicates if the prescription is a First Fill or Refill transaction*
- ***Sub Reason*** *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***



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

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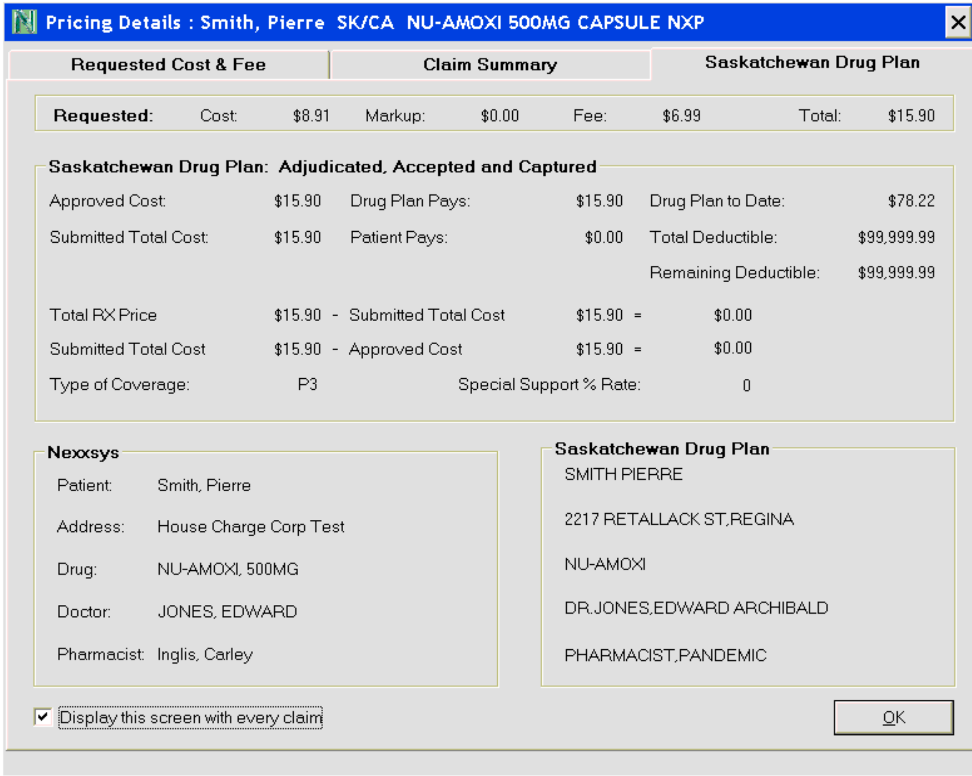


EHR Consent – @ a Glance

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

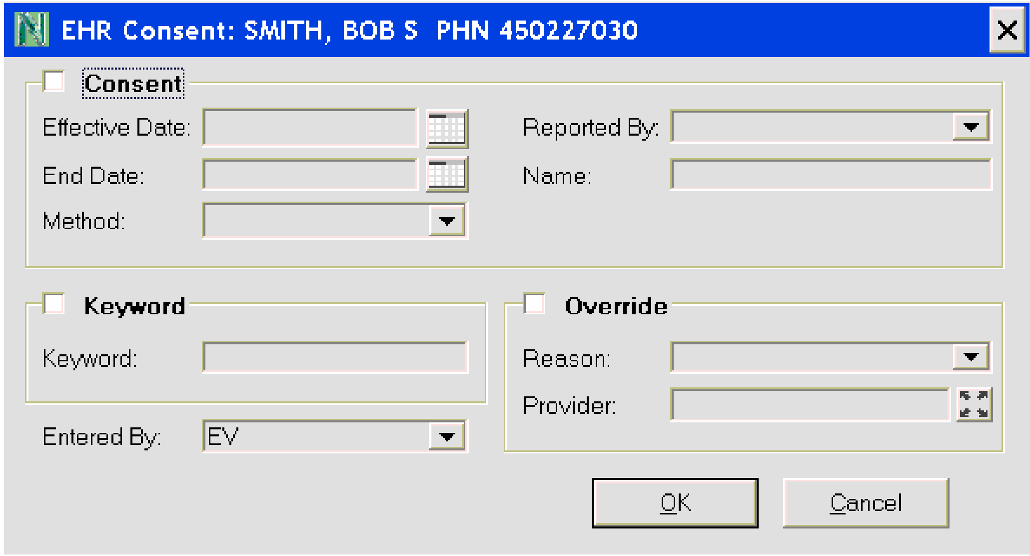
- *Name of the person providing consent*

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*



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

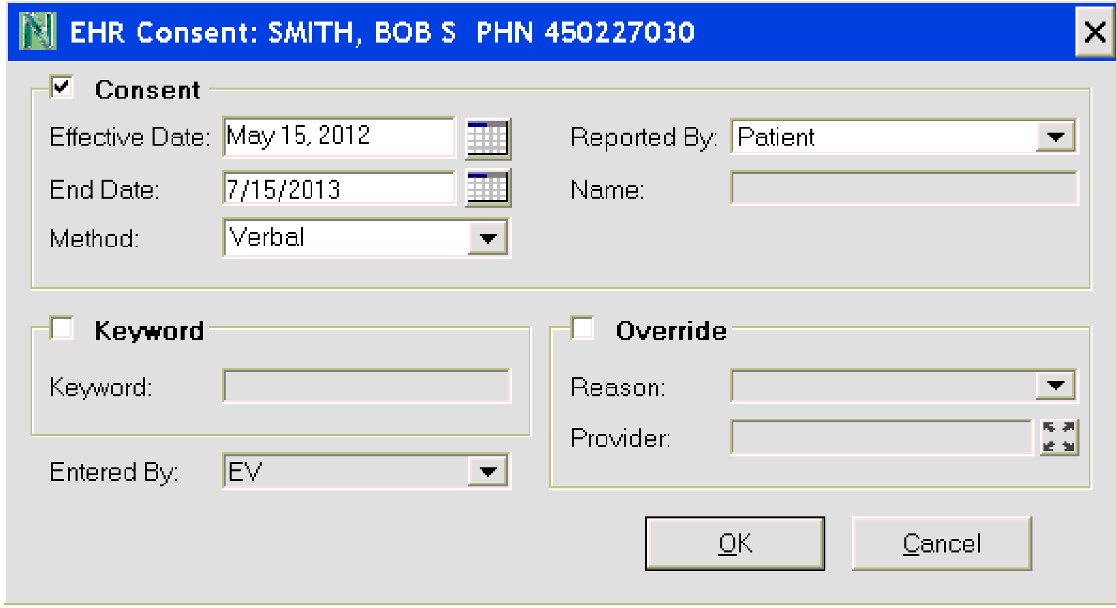
- *Physician or pharmacist using their professional discretion to view the EHR*

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:

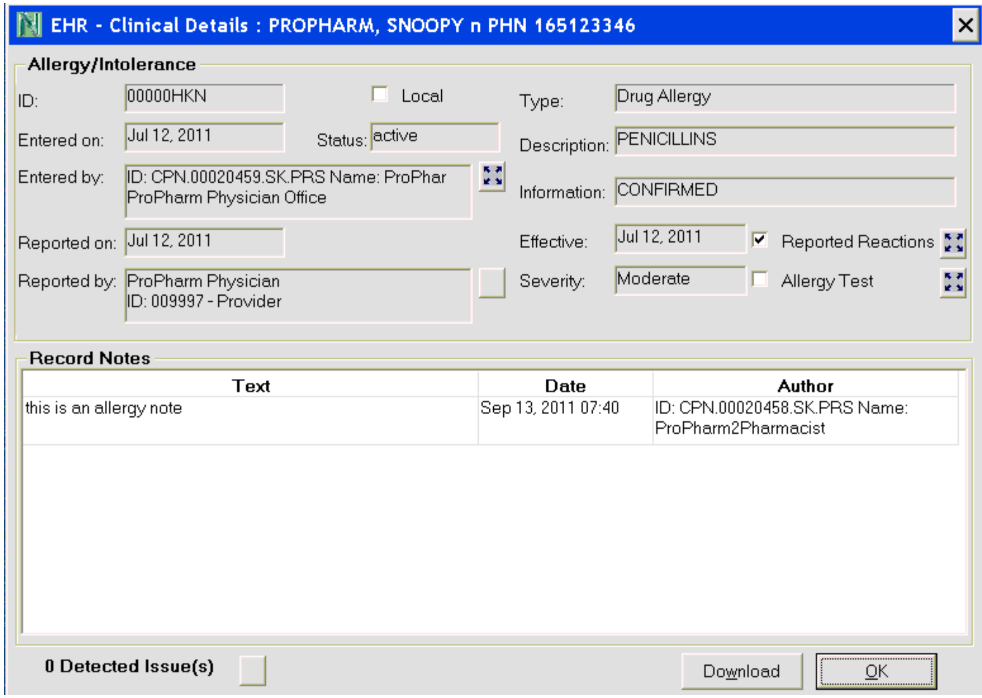
1. Press or click the **EHR Consent** button.
2. Enter the **Effective Date** using the **calendar** icon.
3. Enter the **End Date** using the **calendar** icon, if required.
4. From the **Method** dropdown list, enter how consent was received.
5. From the **Reported By** dropdown list, select the role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



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.



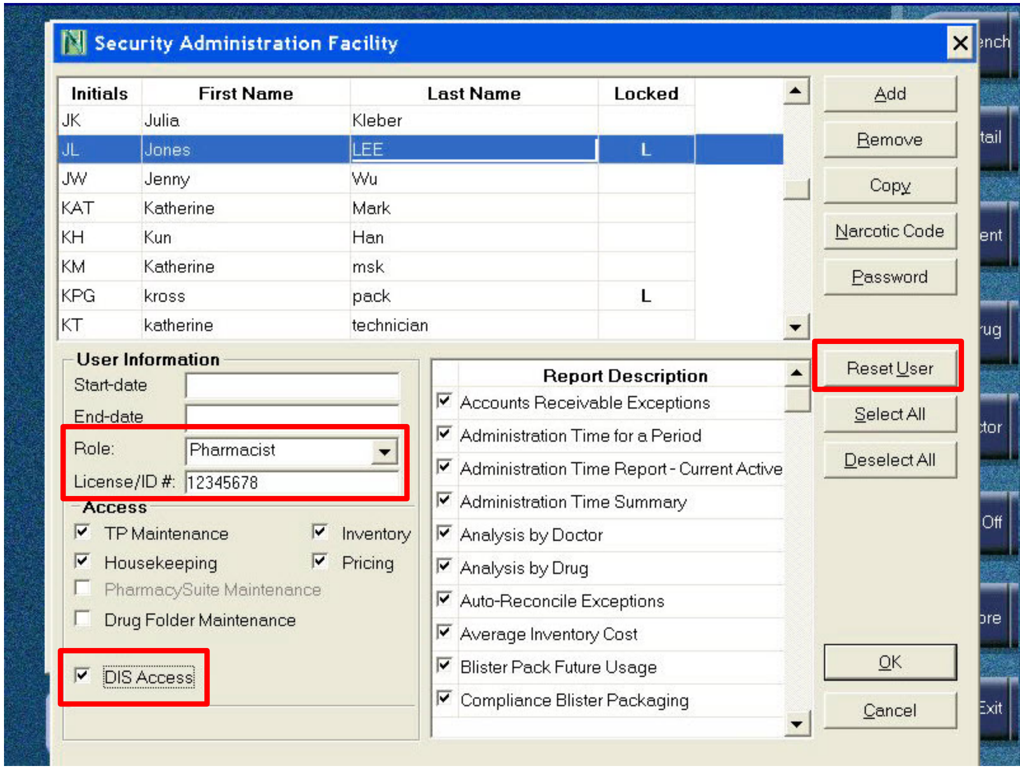
Setting Up User Security for the DIS

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

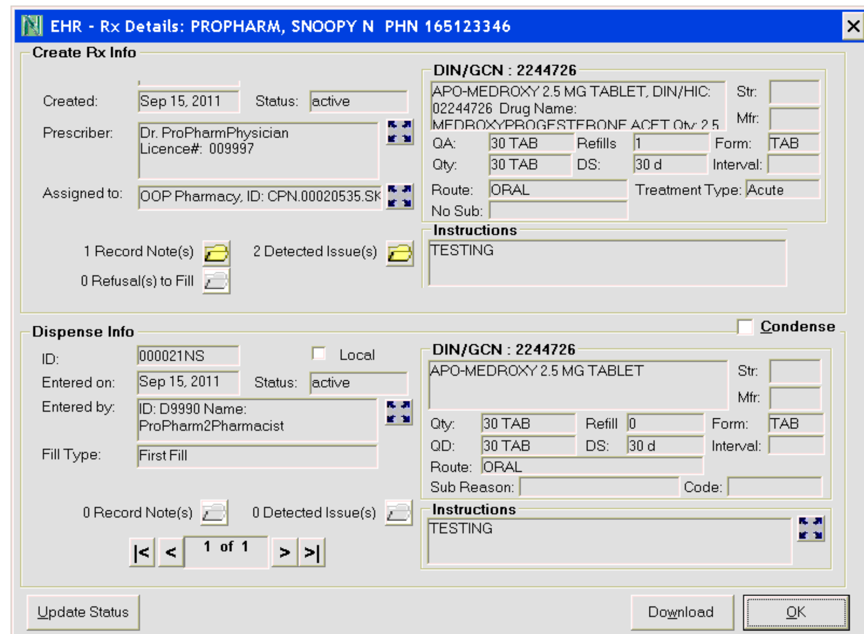
12. Press or click the **OK** button.



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.

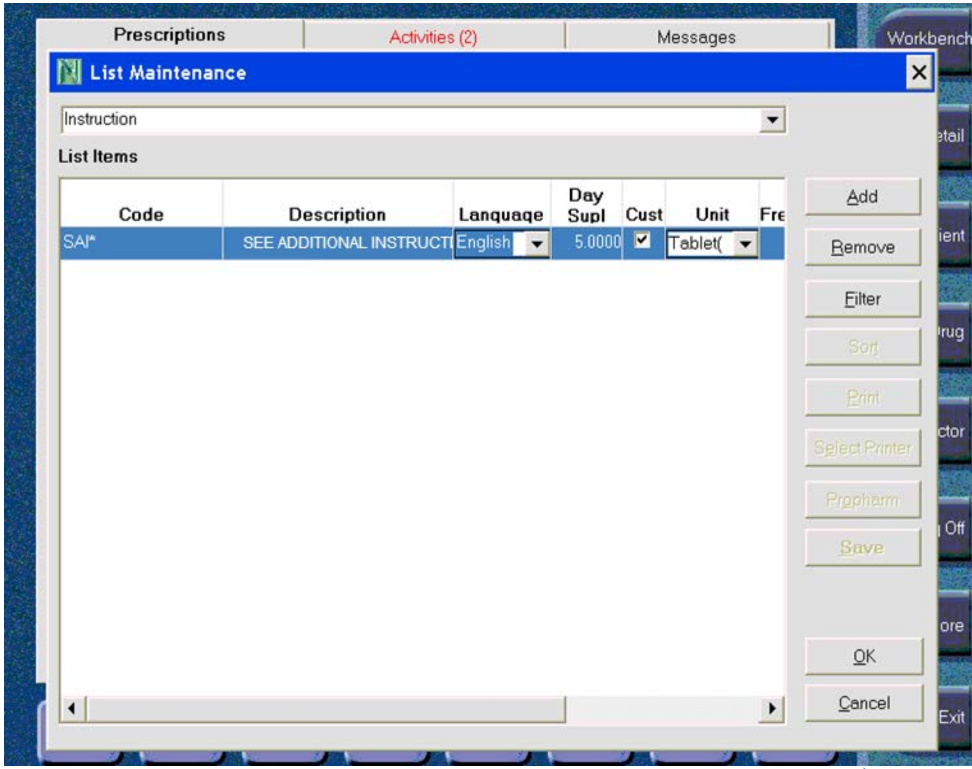


Rendered and Structured Dosage

- 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.



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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.