

### How to Complete a Manual Pickup

Use this to send Pickup messages missing from the POS.

1. Click on **F10-Pickup** from the *Start Screen*.
2. Search for patient for *Rxs to be picked up*.
3. Check/Uncheck Rxs to Pickup from available list.
4. Click on **Pickup Items**
5. **Specify** who picked up the Rx.
6. For **Other**: enter **First and Last names** as well as **Relationship** to patient.
7. Click **Confirm**
8. Click **Confirm # item** to send.

**NOTE:** Contact **Kroll Support**, if your store would like to do automatic pickups at the time of a dispense.



### How to create a Prescriptive Authority

The user must follow acceptable practices in filling these prescriptions.

1. From the *patient profile* select an existing Rx and **Copy to New Number** or **Create a New Rx**.
2. Enter yourself as the **Prescriber (doctor)**. In the **Sig code**, include the patient directions and the rationale for prescribing.
3. Select the **Pharmacist Prescription Adaptation Report** from the *Reports* menu, complete any missing information, print and fax to the original prescriber.
4. Press **F12** to complete the Rx.



### How to Hold (Suspend) a Non-Local Rx on the Network

A prescription may be placed on hold when a patient is admitted to a Hospital or otherwise unavailable. The prescription can be resumed at a later date by releasing it.

1. Highlight the **Rx** from the *Patient Network Profile*.
2. Select **Hold (Suspend) Rx** from the *Extra Functions Menu*.
3. Enter **Begin date** in the *Effective Date* field.
4. Enter the **End date** in the *End Date* field.
5. Select a **Reason Code** from the dropdown menu.



### How to Hold (Suspend) a Local Rx

A prescription may be placed on hold when a patient is admitted to a Hospital or otherwise unavailable. The prescription can be resumed at a later date by releasing it.

1. On your local system, highlight the **Rx(s)** you wish to hold.
2. Select **Suspend** from the *Extra functions* menu.
3. Select a **Suspend Reason** from the dropdown menu.
4. Click on **Suspend Eligible Rxs**.

**NOTE:** Optionally enter the resume date and reason.



### How to Transfer Rx to another pharmacy

Use **Transfer Rx to Another Pharmacy** function to transfer prescriptions to another pharmacy.

1. Highlight the **Rx** from the local *Patient Profile*.
2. From the *Extra Functions Menu* select **Transfer Rx to Another Store**.
3. Input the Transfer to Store and Pharmacist name.
4. Select **Transfer Out Eligible Rxs**.
5. Answer **Yes** to print the Transfer report.

**NOTE:** For Rxs entered **prior to Integration**, remember to stop in local system **and** on PIP website.



### How to Transfer Rx from another pharmacy

Use **Create Local Rx** function to pull transferred prescriptions into your pharmacy.

1. Contact the other pharmacy to transfer Prescription(s).
2. From the *Network menu*, log into the **(Network) Patient Profile**.
3. Select the Rx that has been transferred to you.
4. Right click and select **Create Local Rx**.
5. On the PIP 'Create Local Rx' Validation window, you will get a warning that 'This order currently belongs to another location'. Click Continue.
6. Input the Pharmacy transferred from and the Pharmacist. Click OK.
7. A transfer message is sent to the Network. Click OK on the successful screen.
8. Verify that the information is entered correctly with the **Create Local Rx** window.
9. Click **F12** to dispense the Rx.



### How to Fill NPA/OTC

Use the **Not Dispensed** function to record NPA/OTC products.

(Example: T1, Vitamins, Physician Samples etc.)

1. On the F12 Filling screen, select **Make Rx Not Dispensed** from the *Quick Access Menu* located on the right side of the window.
2. Click **F12** to record the Not Dispense on the Network.



### How to Revoke a Dispensing Permission

Use this function to stop all future refills on this Rx but allow patient to finish medication on hand.

1. Highlight the **Rx** from the *Patient Network Profile*.
2. Select **Revoke Dispensing Permission** from the *Extra Functions* menu.
3. Enter the **Effective Date** the prescription was revoked.
4. Select the **Reason Code** to explain why the prescription is being revoked.



### How to Release (Resume) a Held Local Rx

Use this function when it is decided a hold should no longer be placed on a patient's medication. (Primary use: When a patient is released from hospital with the same medications).

1. On your local system, highlight the **Rx(s)** you wish to hold.
2. Select **Resume** from the *Extra functions* menu.
3. Select a **Resume Reason** from the dropdown menu.
4. Click on **Resume Eligible Rxs**.



### How to Release (Resume) a Held, Non-Local Rx on the Network

Use this function when it is decided a hold should no longer be placed on a patient's medication. (Primary use: When a patient is released from hospital with the same medications).

1. Highlight the **Rx** from the *Patient Network Profile* and select **Release (Resume) Rx** from the *Extra Functions Menu*.
2. This will call up the *CeRx Date and Reason* form.
3. Enter the **Date** that the prescription was resumed.
4. Select a **Reason Code** from the dropdown menu.



### How to Stop (Abort) or Discontinue a Local Rx

Use this function for prescriptions filled at your pharmacy that should no longer be dispensed and no longer taken by the patient.

1. On your local system, go to **Patient** profile.
2. Highlight the **Rx** to discontinue and choose **inactivate**.
3. Select **Inactivate Eligible Rxs**.
4. The **Discontinue** is completed locally and on the network.

**NOTE:** For Rx entered **prior to Integration**, remember to stop in **Local System** and on **PIP Website**.



### How to Stop (Abort) or Discontinue a Non-Local Rx on the Network

Use this function for prescriptions that should no longer be dispensed and no longer be taken by the patient.

1. Highlight the **Rx** from the *Patient Network Profile*.
2. Select **Stop (Abort) Rx** from the *Extra Functions Menu*.
3. Enter the **Effective Date** the Rx was stopped.
4. Select the **Reason Code** to explain why the Rx is being stopped.

**NOTE:** For Rx entered **prior to Integration**, remember to stop in local system **and** on PIP website.



## How to Fill for an NPN (Natural Product Number)

1. On the **Drug** card, under the **Plans** tab, insert an entry for **SKPIP** marking the NPN as a **DIN**.

Plan Name	PackSize	Default	Covered	Pseudo DIN	Description	Bill As Pack
SKPIP - Saskatchewan Pharmaceutical Information		Yes	No	80001408	Default	No

OR

2. On the **Drug** card, change the main DIN dropdown to **NPN**.

Name	Oyster Shell Calcium	DIN	80001408	Changed
Generic	Calcium Carbonate	Strength	500mg	Sched
Description	Gr Oval FC Tab	Followup (Days)	Oral/Written	Not Specific
Description 2		Form	TAB (Film-coated Tablet)	