

# Suspending, Resuming, and Tracking Rxs

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# Suspending, Resuming, and Tracking Rxs

Suspending an Rx prevents the system from processing refills during a specified period of time. This may be required when a Nursing Home patient takes an LOA (leave of absence) and is away for a period of time. Suspensions are also required when a patient develops an allergy to a drug, when the patient is not available, or in other situations where the patient may need to stop administering the drug for a period of time.

This document explains how to suspend Rxs, how to resume Rxs when the suspension period has ended, and how to track suspensions.

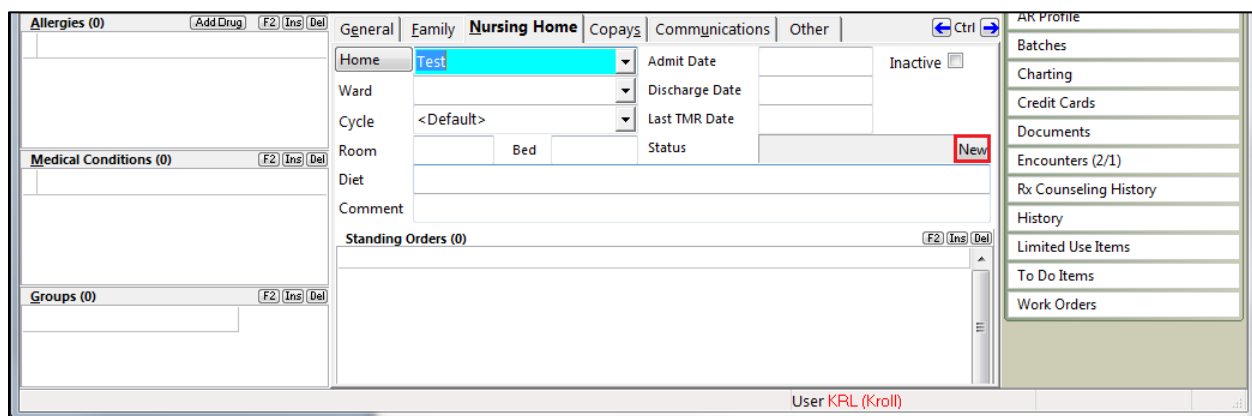
## LOAs

When a patient is away from the Nursing Home for a specified period of time, setting an LOA status for the patient allows you to control which Rxs are suspended during their absence.

This section explains how to suspend Rxs in the event of an LOA, how to resume Rxs when the LOA period has ended, and how to track LOAs.

## Suspending Rxs

1. Call up the Patient card for the selected patient.
2. Select the **Nursing Home** tab and click the **New** button next to the **Status** field.

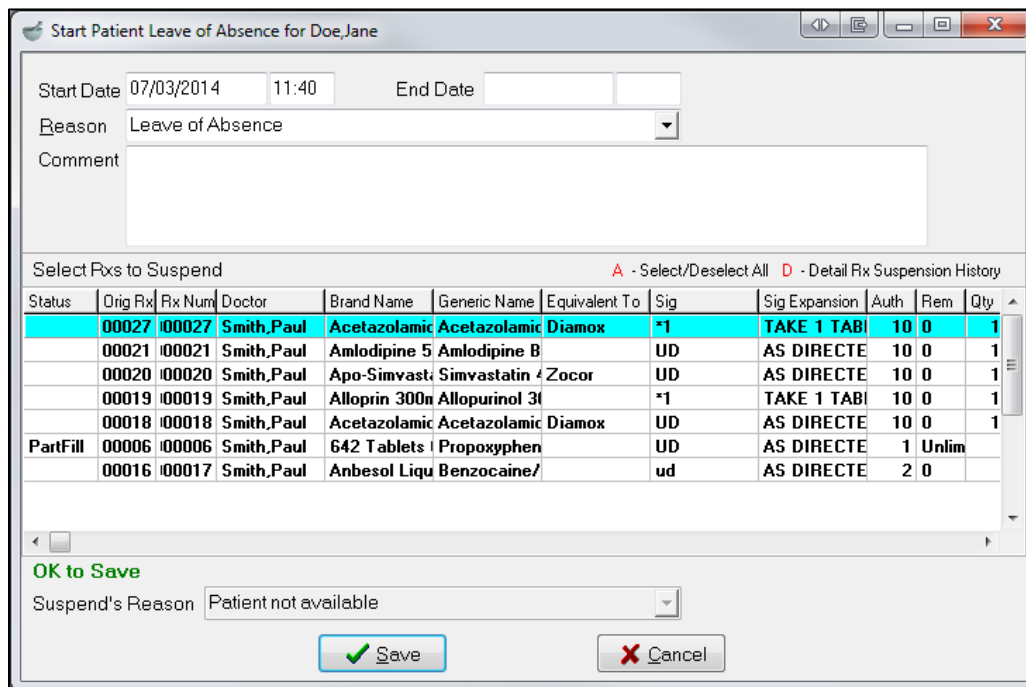


The screenshot displays a patient card interface with the following elements:

- General Tab:** Includes fields for Home (Test), Ward, Cycle (<Default>), Room, Bed, Admit Date, Discharge Date, Last TMR Date, and Status. The Status field has a **New** button next to it.
- Medical Conditions (0):** A section for managing medical conditions.
- Groups (0):** A section for managing groups.
- Standing Orders (0):** A section for managing standing orders.
- Right Panel:** A vertical list of menu items including Batches, Charting, Credit Cards, Documents, Encounters (2/1), Rx Counseling History, History, Limited Use Items, To Do Items, and Work Orders.
- Bottom Bar:** Shows the user name "User KRL (Kroll)".

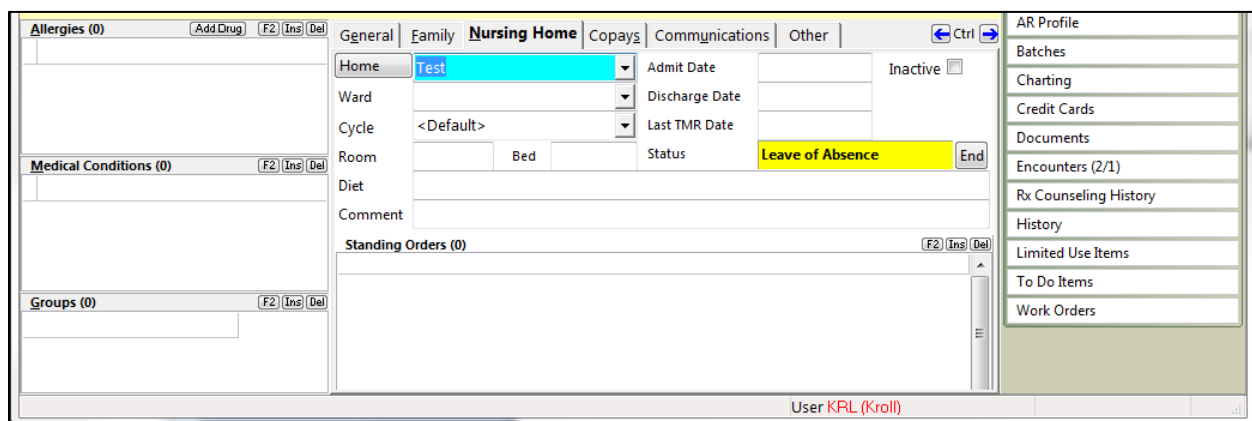
3. The **Start Patient Leave of Absence** screen will appear.

- Enter the **Start Date** and **End Date** (if one is available). The **Start Date** field will default to the current date and time.
- Select **Leave of Absence** from the **Reason** dropdown menu.
- Enter any comments in the **Comment** field.
- Select the Rxs you want to suspend.



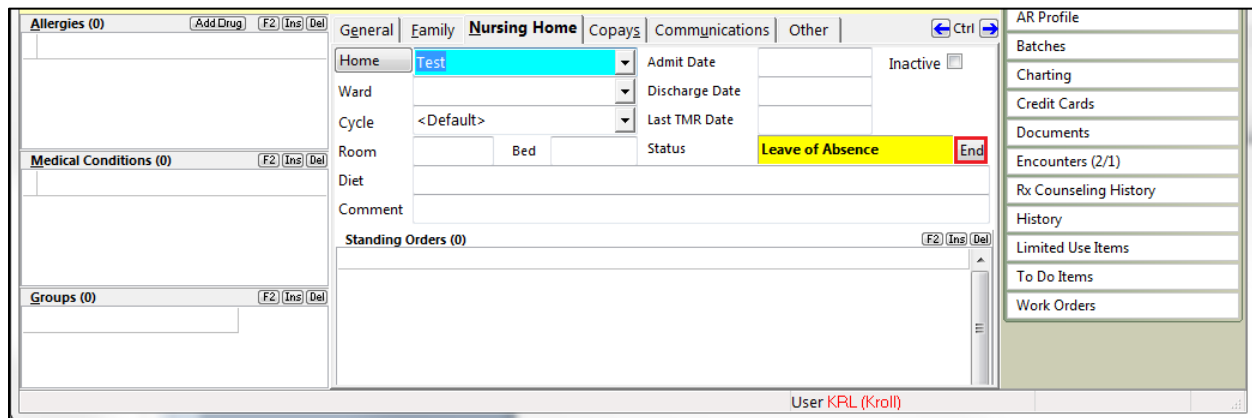
Status	Orig Rx	Rx Num	Doctor	Brand Name	Generic Name	Equivalent To	Sig	Sig Expansion	Auth	Rem	Qty
	00027	00027	Smith, Paul	Acetazolamic	Acetazolamic	Diamox	*1	TAKE 1 TAB	10	0	1
	00021	00021	Smith, Paul	Amlodipine 5	Amlodipine B		UD	AS DIRECTE	10	0	1
	00020	00020	Smith, Paul	Apo-Simvast	Simvastatin / Zocor		UD	AS DIRECTE	10	0	1
	00019	00019	Smith, Paul	Alloprin 300	Allopurinol 3		*1	TAKE 1 TAB	10	0	1
	00018	00018	Smith, Paul	Acetazolamic	Acetazolamic	Diamox	UD	AS DIRECTE	10	0	1
PartFill	00006	00006	Smith, Paul	642 Tablets	Propoxyphen		UD	AS DIRECTE	1		Unlim
	00016	00017	Smith, Paul	Anbesol Liqu	Benzocaine/		ud	AS DIRECTE	2	0	

4. Click **Save**. The Patient card will show a status of **Leave of Absence** in the **Status** field and the **New** button will change to an **End** button.



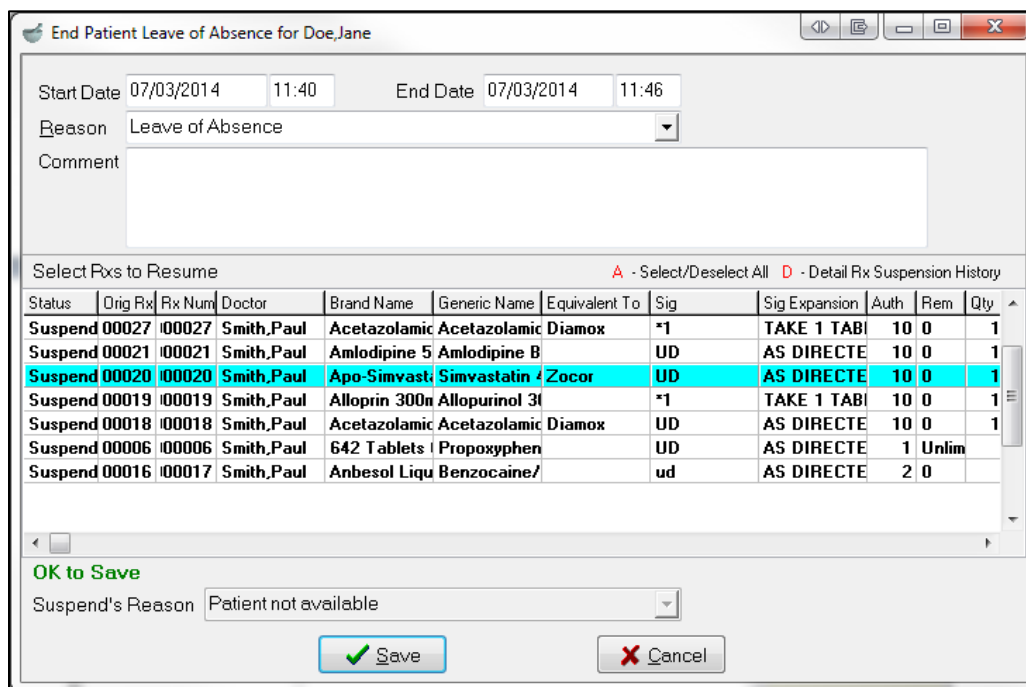
## Resuming Rxs

1. Call up the Patient card for the selected patient.
2. Select the **Nursing Home** tab and click the **End** button next to the **Status** field.



The screenshot shows a patient card with several tabs: General, Family, **Nursing Home**, Copays, Communications, and Other. The 'Nursing Home' tab is active. In the 'Status' field, the text 'Leave of Absence' is displayed in yellow, and a red 'End' button is visible to its right. Other fields include 'Home' (Test), 'Ward', 'Cycle' (<Default>), 'Room', 'Bed', 'Admit Date', 'Discharge Date', 'Last TMR Date', 'Inactive' checkbox, and 'Standing Orders (0)'. A sidebar on the right lists various patient history items like 'AR Profile', 'Batches', 'Charting', etc.

3. The **Start Patient Leave of Absence** screen will appear.
  - Enter the **End Date**. This field will default to the current date and time.
  - Enter any comments in the **Comment** field.
  - Select the Rxs you want to resume.

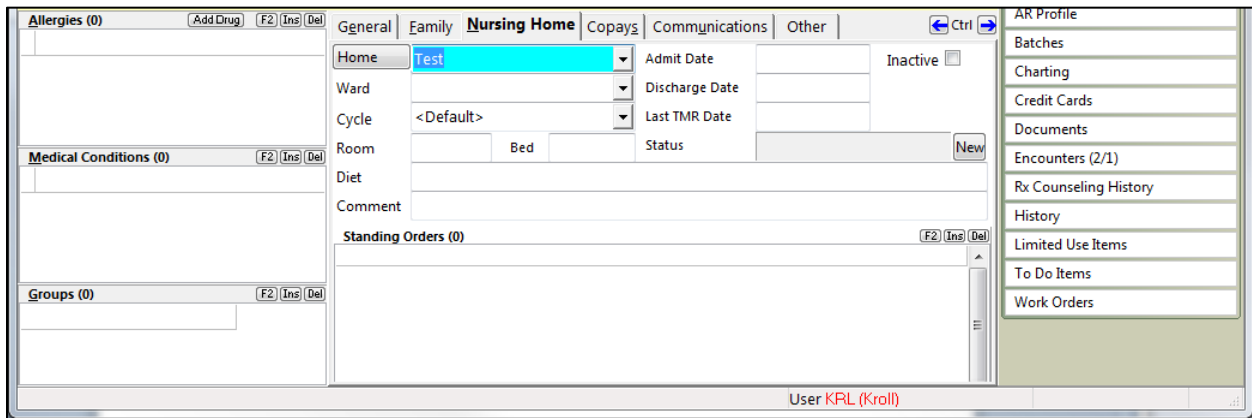


The dialog box is titled 'End Patient Leave of Absence for Doe, Jane'. It contains the following fields: Start Date (07/03/2014 11:40), End Date (07/03/2014 11:46), Reason (Leave of Absence), and a Comment text area. Below these is a table titled 'Select Rxs to Resume' with the following data:

Status	Orig Rx	Rx Num	Doctor	Brand Name	Generic Name	Equivalent To	Sig	Sig Expansion	Auth	Rem	Qty
Suspend	00027	00027	Smith, Paul	Acetazolamic	Acetazolamic	Diamox	*1	TAKE 1 TABI	10	0	1
Suspend	00021	00021	Smith, Paul	Amlodipine 5	Amlodipine B		UD	AS DIRECTE	10	0	1
Suspend	00020	00020	Smith, Paul	Apo-Simvast	Simvastatin	Zocor	UD	AS DIRECTE	10	0	1
Suspend	00019	00019	Smith, Paul	Alloprin 300n	Allopurinol 30		*1	TAKE 1 TABI	10	0	1
Suspend	00018	00018	Smith, Paul	Acetazolamic	Acetazolamic	Diamox	UD	AS DIRECTE	10	0	1
Suspend	00006	00006	Smith, Paul	642 Tablets	Propoxyphen		UD	AS DIRECTE	1	Unlim	
Suspend	00016	00017	Smith, Paul	Anbesol Liqu	Benzocaine/		ud	AS DIRECTE	2	0	

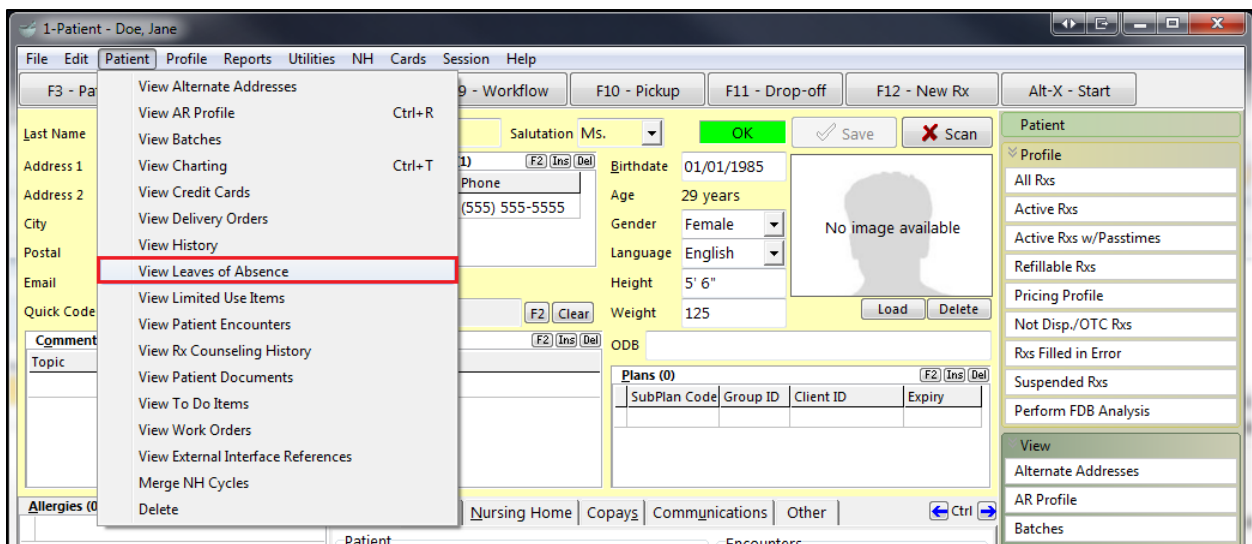
At the bottom, there is an 'OK to Save' label, a 'Suspend's Reason' dropdown menu (set to 'Patient not available'), and 'Save' and 'Cancel' buttons.

- Click **Save**. The Patient card will no longer show a status in the **Status** field.

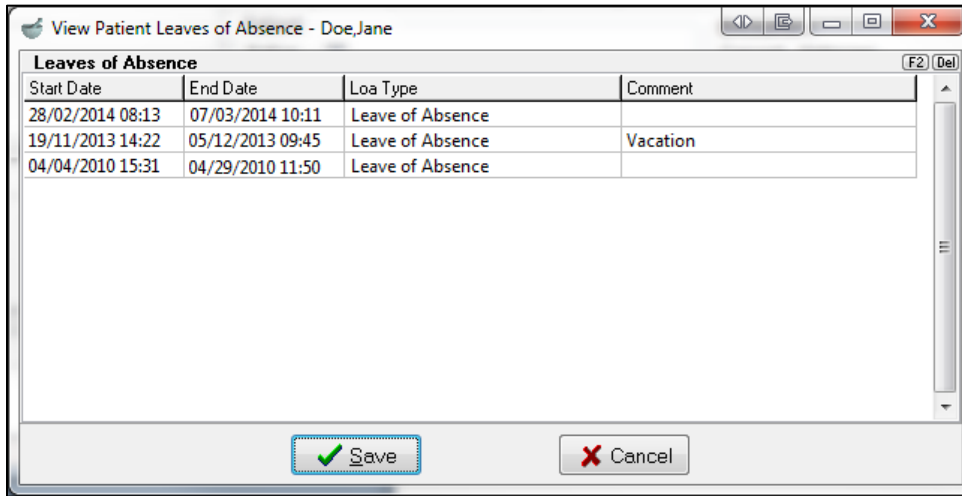


## Tracking LOAs

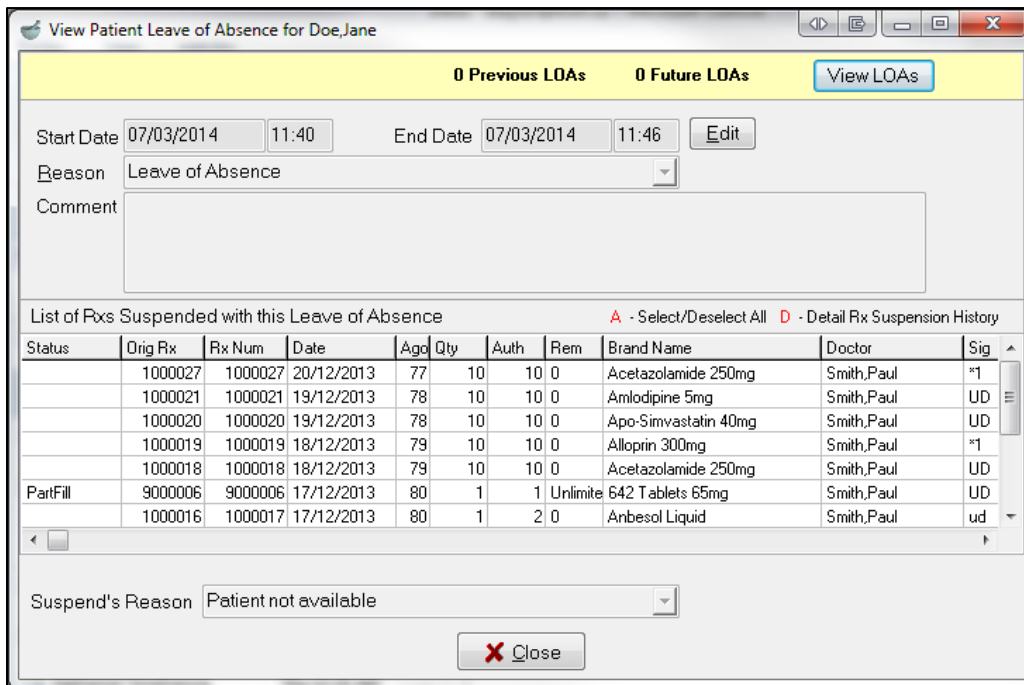
- Call up the Patient card for the selected patient.
- Go to **Patient > View Leaves of Absence**.



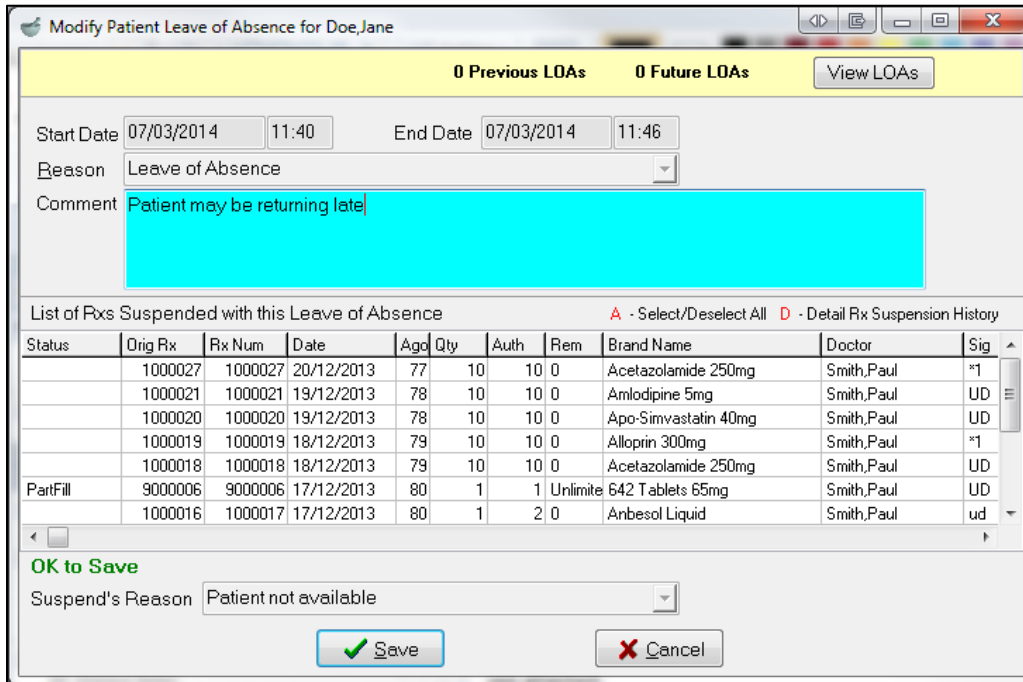
3. The **View Patient Leaves of Absence** screen will appear.



4. Double-click an **LOA** entry to view its details.



- Information on the **View Patient Leave of Absence** screen is read-only, except for the **Comment** field, which can be edited by clicking the **Edit** button.



0 Previous LOAs    0 Future LOAs    View LOAs

Start Date: 07/03/2014 11:40    End Date: 07/03/2014 11:46

Reason: Leave of Absence

Comment: Patient may be returning late

List of Rxs Suspended with this Leave of Absence    A - Select/Deselect All    D - Detail Rx Suspension History

Status	Orig Rx	Rx Num	Date	Ago	Qty	Auth	Rem	Brand Name	Doctor	Sig
	1000027	1000027	20/12/2013	77	10	10	0	Acetazolamide 250mg	Smith,Paul	*1
	1000021	1000021	19/12/2013	78	10	10	0	Amlodipine 5mg	Smith,Paul	UD
	1000020	1000020	19/12/2013	78	10	10	0	Apo-Simvastatin 40mg	Smith,Paul	UD
	1000019	1000019	18/12/2013	79	10	10	0	Alloprin 300mg	Smith,Paul	*1
	1000018	1000018	18/12/2013	79	10	10	0	Acetazolamide 250mg	Smith,Paul	UD
PartFill	9000006	9000006	17/12/2013	80	1	1	Unlimite	642 Tablets 65mg	Smith,Paul	UD
	1000016	1000017	17/12/2013	80	1	2	0	Anbesol Liquid	Smith,Paul	ud

OK to Save

Suspend's Reason: Patient not available

Save    Cancel

## Suspending Individual Rxs (No LOA)

Individual Rxs may need to be suspended in situations where the patient may need to stop administering a drug for a period of time.

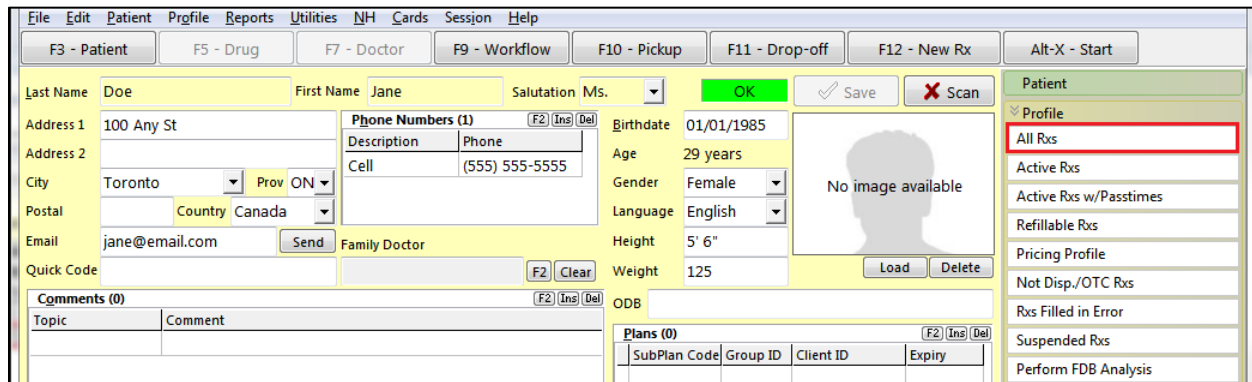
This section explains how to suspend individual Rxs, how to resume Rxs when the suspension period has ended, and how to track suspensions.

### Suspending Rxs

- Call up the Patient card for the selected patient.

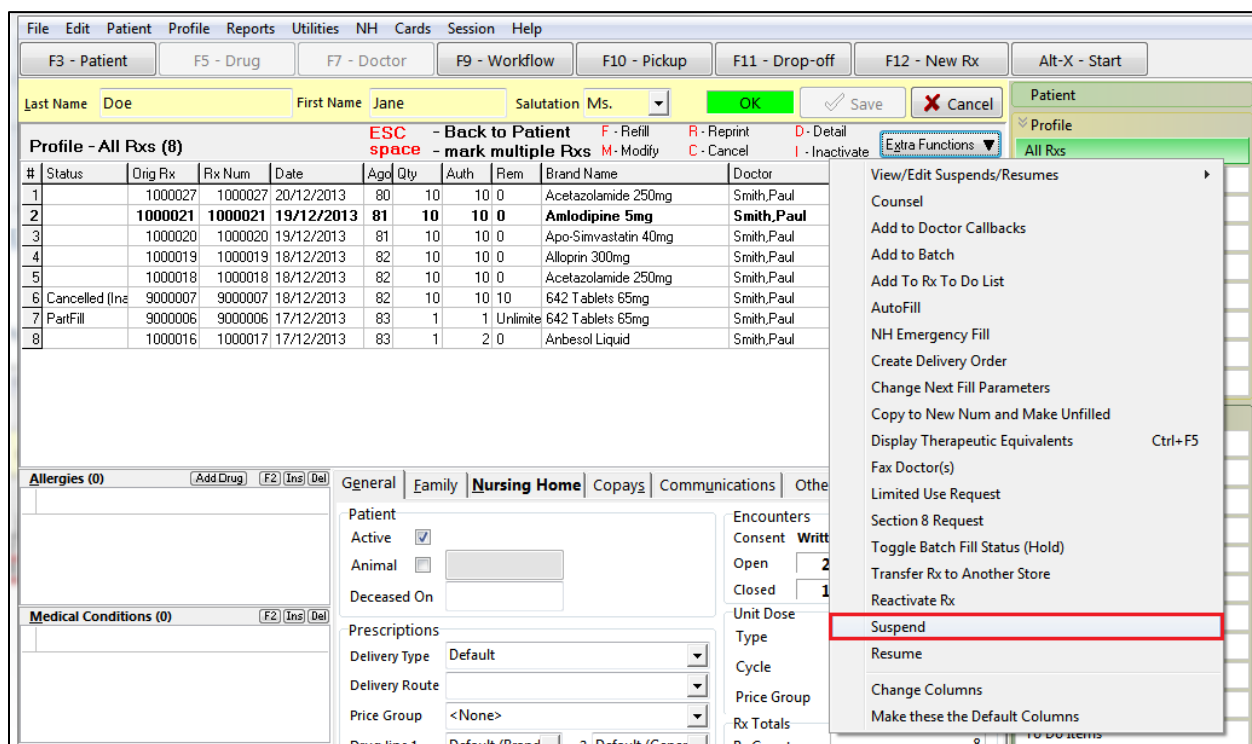


2. Select **All Rxs** from the right navigation pane.



The screenshot shows the patient profile for Jane Doe. The right navigation pane is open, and the 'All Rxs' option is highlighted with a red box. Other options in the pane include Profile, Active Rxs, Active Rxs w/Passtimes, Refillable Rxs, Pricing Profile, Not Disp./OTC Rxs, Rxs Filled in Error, Suspended Rxs, and Perform FDB Analysis.

3. The **Profile - All Rxs** screen will appear. Highlight the Rx(s) you want to suspend and select **Extra Functions > Suspend**.



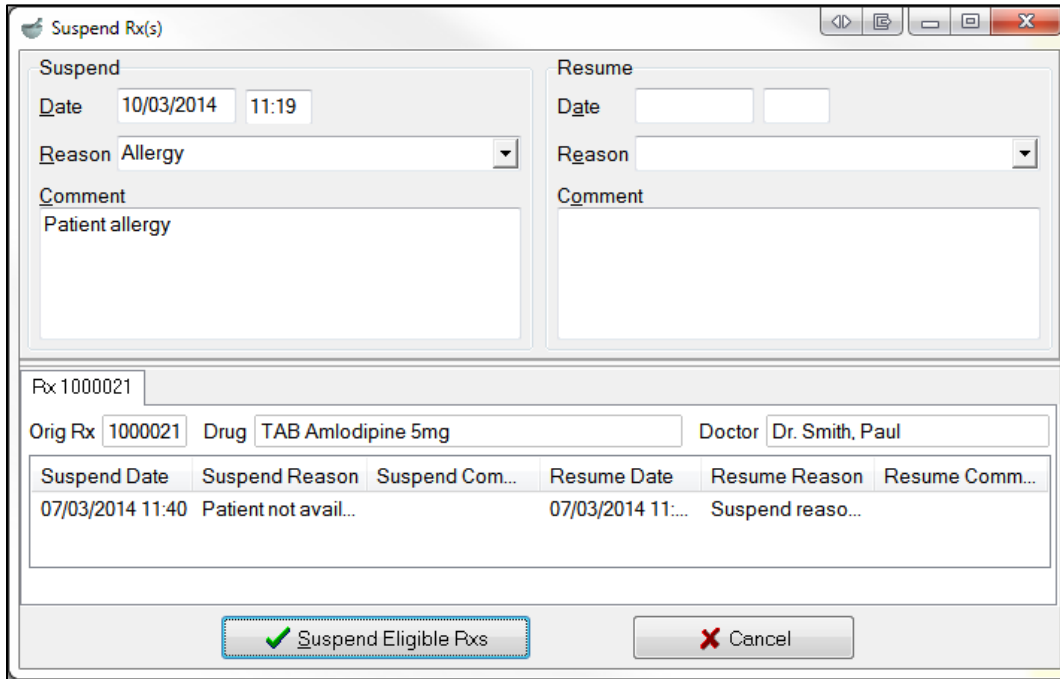
The screenshot shows the 'Profile - All Rxs' screen. A table of prescriptions is displayed, with the second row (Rx Num 1000021) highlighted. The 'Extra Functions' dropdown menu is open, and the 'Suspend' option is highlighted with a red box. Other options in the menu include View/Edit Suspends/Resumes, Counsel, Add to Doctor Callbacks, Add to Batch, Add To Rx To Do List, AutoFill, NH Emergency Fill, Create Delivery Order, Change Next Fill Parameters, Copy to New Num and Make Unfilled, Display Therapeutic Equivalents (Ctrl+F5), Fax Doctor(s), Limited Use Request, Section 8 Request, Toggle Batch Fill Status (Hold), Transfer Rx to Another Store, Reactivate Rx, Resume, Change Columns, and Make these the Default Columns.

#	Status	Orig Rx	Rx Num	Date	Agd	Qty	Auth	Rem	Brand Name	Doctor
1		1000027	1000027	20/12/2013	80	10	10	0	Acetazolamide 250mg	Smith,Paul
2		1000021	1000021	19/12/2013	81	10	10	0	Amlodipine 5mg	Smith,Paul
3		1000020	1000020	19/12/2013	81	10	10	0	Apo-Simvastatin 40mg	Smith,Paul
4		1000019	1000019	18/12/2013	82	10	10	0	Allopurin 300mg	Smith,Paul
5		1000018	1000018	18/12/2013	82	10	10	0	Acetazolamide 250mg	Smith,Paul
6	Cancelled (Ine	9000007	9000007	18/12/2013	82	10	10	10	642 Tablets 65mg	Smith,Paul
7	PartFill	9000006	9000006	17/12/2013	83	1	1	Unlimite	642 Tablets 65mg	Smith,Paul
8		1000016	1000017	17/12/2013	83	1	2	0	Anbesol Liquid	Smith,Paul

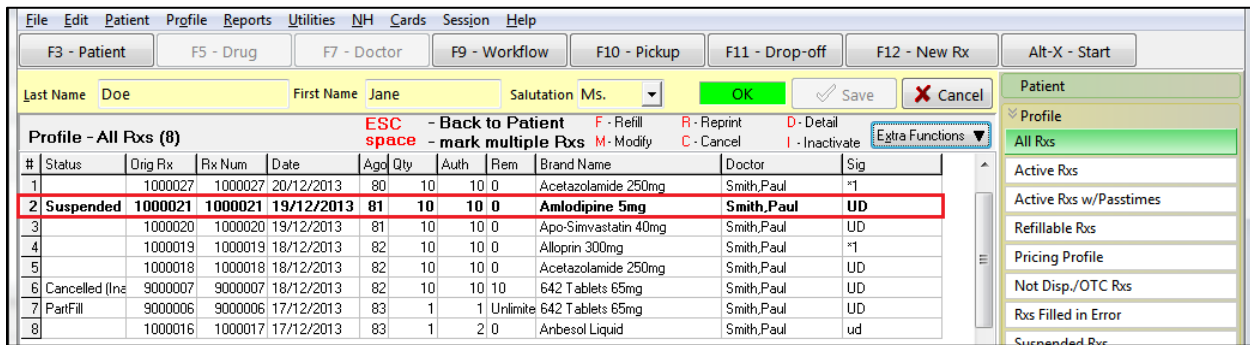
4. The **Suspend Rx(s)** screen will appear.

- Enter the start date in the **Date** field. This field will default to the current date and time.
- Select the suspend reason from the **Reason** dropdown menu.
- Enter any comments in the **Comment** field.

- Enter the **Resume Date** and time (if available).



5. Click **Suspend Eligible Rxs**. The **Profile - All Rxs** screen will show a status of **Suspended**.

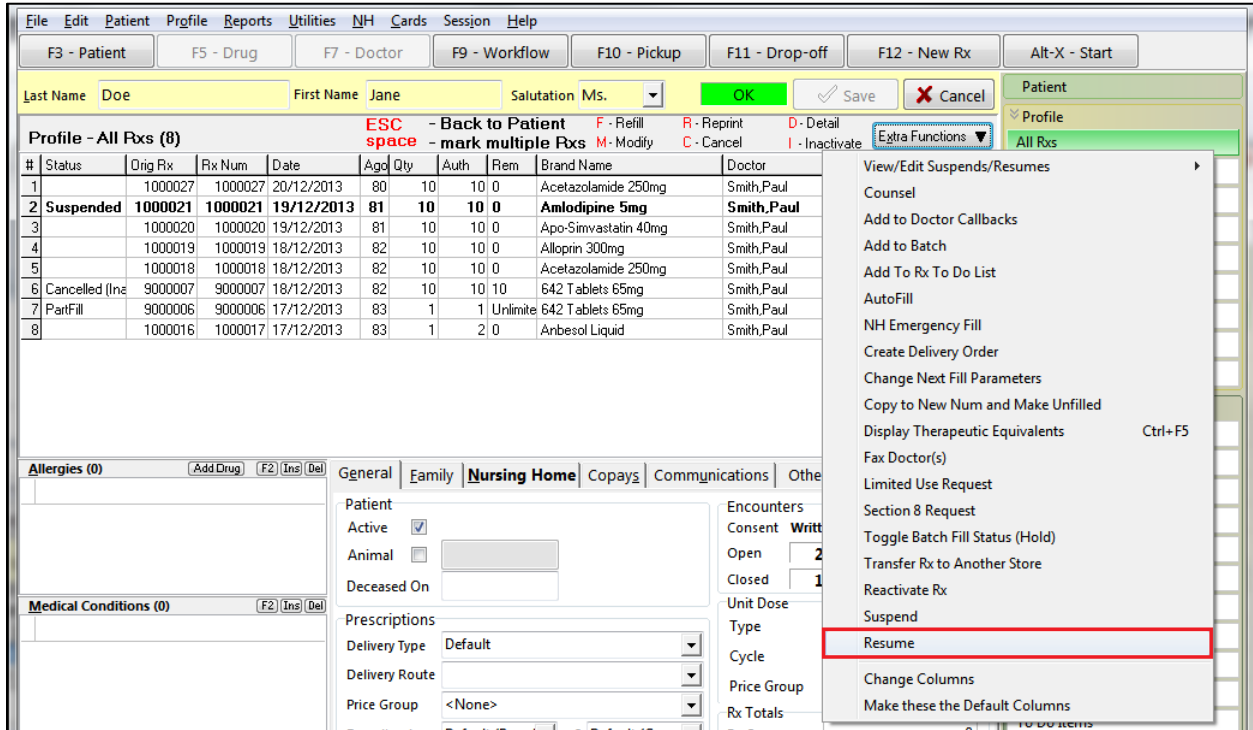


#	Status	Orig Rx	Rx Num	Date	Agd Qty	Auth	Rem	Brand Name	Doctor	Sig
1		1000027	1000027	20/12/2013	80	10	0	Acetazolamide 250mg	Smith,Paul	*1
2	Suspended	1000021	1000021	19/12/2013	81	10	0	Amlodipine 5mg	Smith,Paul	UD
3		1000020	1000020	19/12/2013	81	10	0	Apo-Simvastatin 40mg	Smith,Paul	UD
4		1000019	1000019	18/12/2013	82	10	0	Alloprin 300mg	Smith,Paul	*1
5		1000018	1000018	18/12/2013	82	10	0	Acetazolamide 250mg	Smith,Paul	UD
6	Cancelled (Inc	9000007	9000007	18/12/2013	82	10	10	642 Tablets 65mg	Smith,Paul	UD
7	PartFill	9000006	9000006	17/12/2013	83	1	1	Unlimite 642 Tablets 65mg	Smith,Paul	UD
8		1000016	1000017	17/12/2013	83	1	2	Anbesol Liquid	Smith,Paul	ud

## Resuming Rxs

1. Call up the Patient card for the selected patient.
2. Select **All Rxs** from the right navigation pane.

- The **Profile - All Rxs** screen will appear. Highlight the Rx(s) you want to suspend and select **Extra Functions > Resume**.

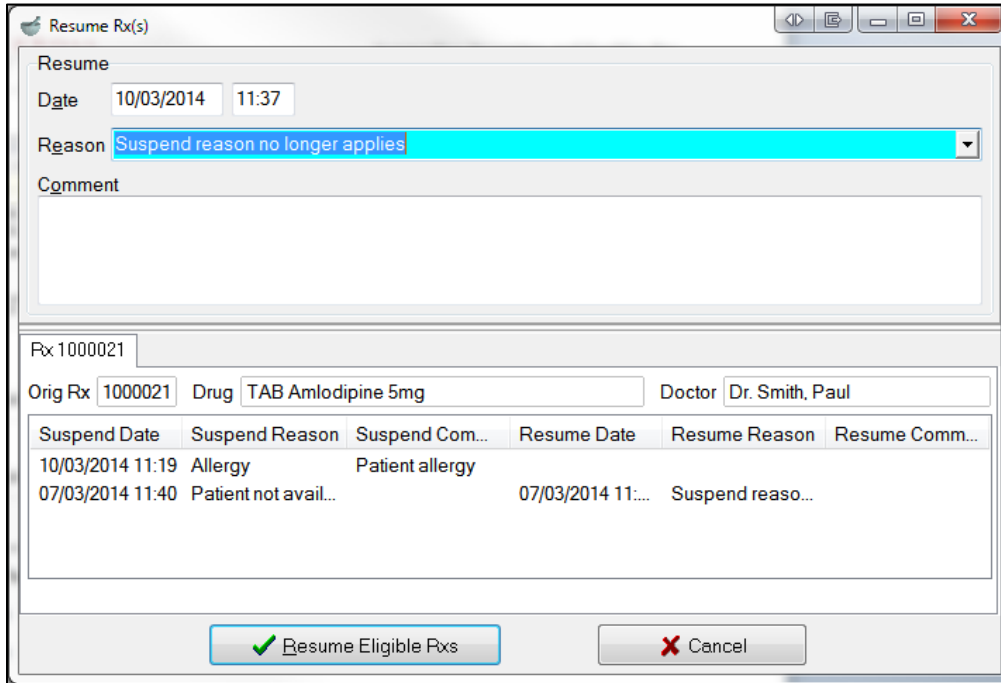


The screenshot shows the 'Profile - All Rxs' window. At the top, there are menu options: File, Edit, Patient, Profile, Reports, Utilities, NH, Cards, Session, Help. Below the menu are function buttons: F3 - Patient, F5 - Drug, F7 - Doctor, F9 - Workflow, F10 - Pickup, F11 - Drop-off, F12 - New Rx, and Alt-X - Start. The patient information is: Last Name: Doe, First Name: Jane, Salutation: Ms. There are buttons for OK, Save, and Cancel. A legend for actions is provided: ESC - Back to Patient, F - Refill, R - Reprint, D - Detail, space - mark multiple Rxs, M - Modify, C - Cancel, I - Inactivate. A table lists 8 prescriptions with columns for #, Status, Orig Rx, Rx Num, Date, Agg Qty, Auth, Rem, Brand Name, and Doctor. Prescription #2 is highlighted in blue. An 'Extra Functions' dropdown menu is open, listing various actions, with 'Resume' highlighted in red. Below the table are sections for Allergies (0), Medical Conditions (0), and Prescriptions. The Prescriptions section includes fields for Delivery Type (Default), Delivery Route, and Price Group (<None>).

#	Status	Orig Rx	Rx Num	Date	Agg Qty	Auth	Rem	Brand Name	Doctor
1		1000027	1000027	20/12/2013	80	10	10 0	Acetazolamide 250mg	Smith,Paul
2	Suspended	1000021	1000021	19/12/2013	81	10	10 0	Amlodipine 5mg	Smith,Paul
3		1000020	1000020	19/12/2013	81	10	10 0	Apo-Simvastatin 40mg	Smith,Paul
4		1000019	1000019	18/12/2013	82	10	10 0	Allopurin 300mg	Smith,Paul
5		1000018	1000018	18/12/2013	82	10	10 0	Acetazolamide 250mg	Smith,Paul
6	Cancelled (Ine	9000007	9000007	18/12/2013	82	10	10 10	642 Tablets 65mg	Smith,Paul
7	PartFill	9000006	9000006	17/12/2013	83	1	1	Unlimite 642 Tablets 65mg	Smith,Paul
8		1000016	1000017	17/12/2013	83	1	2 0	Anbesol Liquid	Smith,Paul

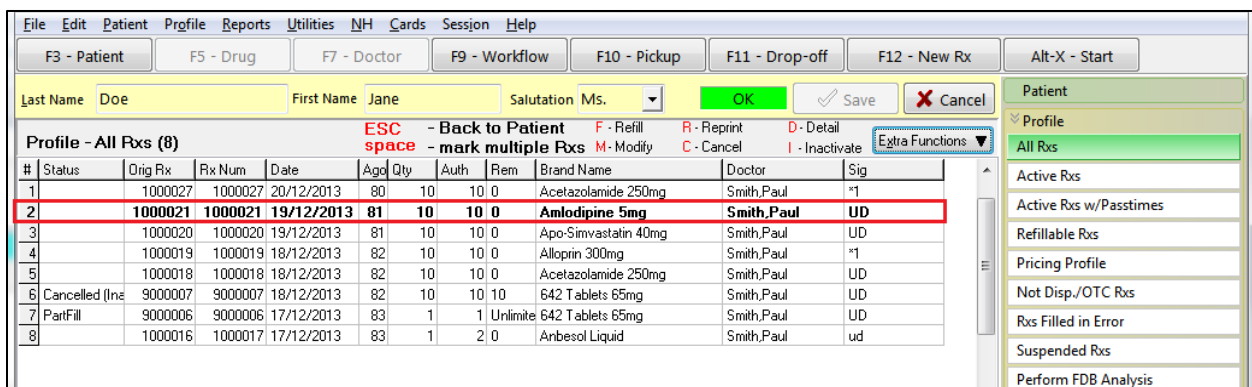
4. The **Resume Rx(s)** screen will appear.

- Select a resume reason from the **Reason** dropdown menu.
- Enter any comments in the **Comment** field.



Suspend Date	Suspend Reason	Suspend Com...	Resume Date	Resume Reason	Resume Comm...
10/03/2014 11:19	Allergy	Patient allergy			
07/03/2014 11:40	Patient not avail...		07/03/2014 11:...	Suspend reaso...	

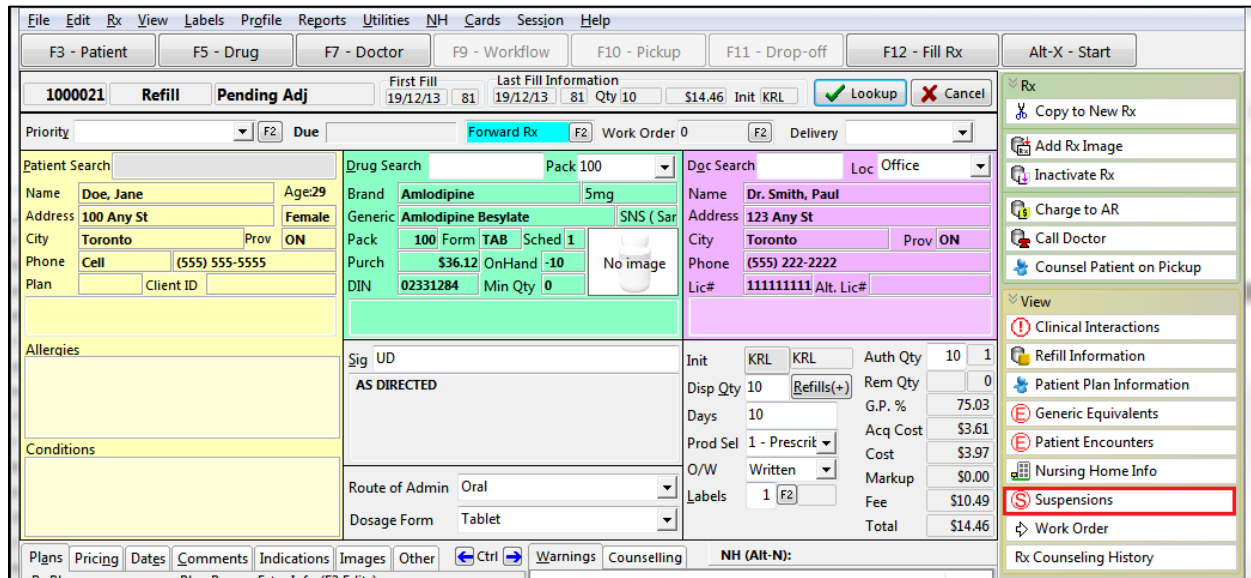
5. Click **Resume Eligible Rxs**. The **Profile - All Rxs** screen will no longer show a status of **Suspended**.



#	Status	Orig Rx	Rx Num	Date	Agd Qty	Auth	Rem	Brand Name	Doctor	Sig
1		1000027	1000027	20/12/2013	80	10	10 0	Acetazolamide 250mg	Smith,Paul	*1
2		1000021	1000021	19/12/2013	81	10	10 0	Amlodipine 5mg	Smith,Paul	UD
3		1000020	1000020	19/12/2013	81	10	10 0	Apo-Simvastatin 40mg	Smith,Paul	UD
4		1000019	1000019	18/12/2013	82	10	10 0	Alloprin 300mg	Smith,Paul	*1
5		1000018	1000018	18/12/2013	82	10	10 0	Acetazolamide 250mg	Smith,Paul	UD
6	Cancelled (Ine	9000007	9000007	18/12/2013	82	10	10 10	642 Tablets 65mg	Smith,Paul	UD
7	PartFill	9000006	9000006	17/12/2013	83	1	1	Unlimite 642 Tablets 65mg	Smith,Paul	UD
8		1000016	1000017	17/12/2013	83	1	2 0	Anbesol Liquid	Smith,Paul	ud

## Tracking Rxs

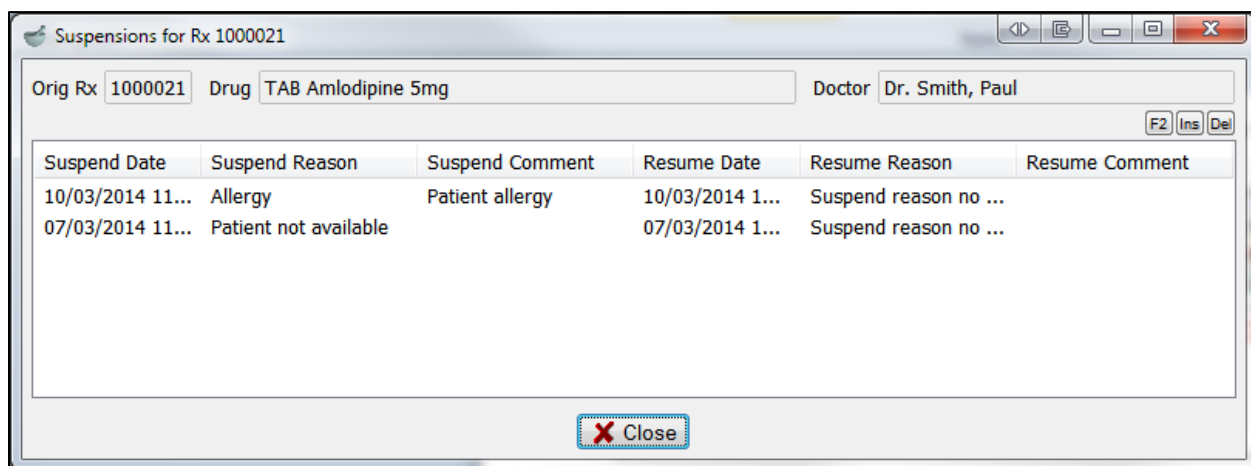
1. Call up the **F12 - Fill Rx** screen for the selected Rx.
2. Select **Suspensions** from the right navigation pane.



The screenshot shows the 'F12 - Fill Rx' screen. The right-hand navigation pane contains the following items:

- Rx
- Copy to New Rx
- Add Rx Image
- Inactivate Rx
- Charge to AR
- Call Doctor
- Counsel Patient on Pickup
- View
- Clinical Interactions
- Refill Information
- Patient Plan Information
- Generic Equivalents
- Patient Encounters
- Nursing Home Info
- Suspensions** (highlighted with a red box)
- Work Order
- Rx Counseling History

3. The **Suspensions for Rx [xxxxxxx]** screen will appear, showing all of the suspensions associated with the Rx.

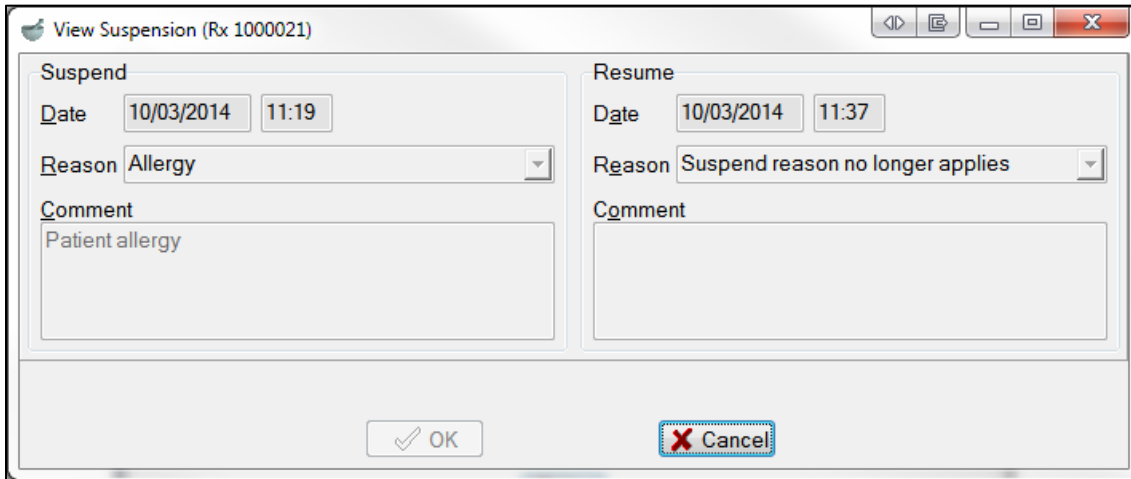


The screenshot shows the 'Suspensions for Rx 1000021' window. The window title is 'Suspensions for Rx 1000021'. The 'Orig Rx' is 1000021, the 'Drug' is TAB Amlodipine 5mg, and the 'Doctor' is Dr. Smith, Paul. The table below shows the suspension details:

Suspend Date	Suspend Reason	Suspend Comment	Resume Date	Resume Reason	Resume Comment
10/03/2014 11...	Allergy	Patient allergy	10/03/2014 1...	Suspend reason no ...	
07/03/2014 11...	Patient not available		07/03/2014 1...	Suspend reason no ...	

At the bottom of the window, there is a 'Close' button.

4. Double-click an entry to view its suspension details.



View Suspension (Rx 1000021)

Suspend	Resume
Date: 10/03/2014 11:19	Date: 10/03/2014 11:37
Reason: Allergy	Reason: Suspend reason no longer applies
Comment: Patient allergy	Comment:

OK Cancel