

Job Aid
propel Rx



How To Guide on Inactivating Prescriptions

<u>Inactivating a Single Rx</u>	<u>Benefits of Inactivating</u>	<u>Statuses and Indicators</u>
<u>Inactivating Multiple Rx's</u>	<u>Record Keeping</u>	

Benefits of Inactivating

- Filter out unnecessary prescriptions when batching.
- Exclude prescriptions from compliance packaging and MAR reports.
- Organize the Patient Profile using the **Active Only** checkbox.



TIP: You can choose the default setting for the Active Only checkbox for all users from **More > Pharmacy > Rx Detail > Display Only Active Rx on Profile.**

Douglas, Jane
 Female (63) | (800) 387-6093 | PHN: 3267897651 | English
 Plans: CA | Allergies: CLINDAMYCIN, MEPERIDINE | Conditions: HYPERTENSION
 Auto Refill | C-PACK | MPR 75% (274/365)
 PickUp Reminders

DOUGLAS, JANI | THIRD PARTY | CLINICAL | **PROFILE** | HISTORY | PROGRAMS | PREFERENCES | ATTACHMENTS | NOTES

Display Options
 Display: All | Select All | Condense | Active Only | Criteria | Filter | Clear Filter

Workflow	Fill Date Perf On	Due	Drug Name Strength	Form	Rx#	Qty (Owe)	MFR Instructions	REM	Status	Active
Pickup	May 03, 2023 May 05, 2023	5	METOPROLOL; METOPROLOL-L 50MG	TABL	504304	7	SIV T 1 TAB PO QAM	173	COM	<input checked="" type="checkbox"/>
	Apr 28, 2021 May 05, 2023	-877	BIMATOPROST; LUMIGAN RC OPTH (7.5 0.01%	DROF	503136	1	ALL INS 1 GTT OU QD	1	HOL	<input checked="" type="checkbox"/>
	Dec 16, 2021 May 05, 2023		RILPIVIRINE & CABOTEGRAVIR; CABEN 300&200MG	SUSE	503504	1	VII TAKE AS DIRECTED	1	HOL	<input checked="" type="checkbox"/>
	Apr 13, 2023 Apr 19, 2023	-50	PANTOPRAZOLE; PANTOPRAZOLE-40 40MG	TABL	504242	7	SIV T 1 TAB PO ONCE DAILY	0	CAN	<input checked="" type="checkbox"/>
	Apr 13, 2023 Apr 19, 2023	-50	AMLODIPINE; AMLODIPINE 10MG	TABL	504244	14	SIV TAKE 1 TABLETS DAILY	0	CAN	<input checked="" type="checkbox"/>
	Mar 27, 2023 Mar 27, 2023	-9	RABEPRAZOLE; RABEPRAZOLE 20MG	TABL	504210	30	SIV T 1 TAB PO ONCE DAILY	3	COM	<input checked="" type="checkbox"/>
	Jan 06, 2023 Jan 30, 2023	-114	0.25% CAMPHOR & 0.25% MENTHOL IN		503984	100	APP AA UD	1	CAN	<input checked="" type="checkbox"/>
	Aug 31, 2022 Aug 31, 2022	-219	BIMATOPROST; LUMIGAN RC OPTH 0.01%	DROF	503717	5	ALL AS DIRECTED	P	COM	<input checked="" type="checkbox"/>
	Mar 30, 2022 Apr 21, 2022		ASA; ASPIRIN COATED 81MG	TABL	503569	100	BAY T 1 TAB PO ONCE DAILY	11	HOL	<input checked="" type="checkbox"/>
	Aug 27, 2021 Aug 27, 2021	-714	AMOXICILLIN; AMOXICILLIN 500MG	CAPS	503321	30	SIV T 1 CAP PO TID	0	CAN	<input checked="" type="checkbox"/>

Statutes and Indicators

There are four statuses that can be chosen when a prescription is inactivated. Each status has its own indicator on the Patient Profile, which is displayed to the right of the Active checkbox. If the prescription is non-retail (i.e., the patient belongs to a non-retail group type), the Group Rx Status changes to an inactive one (I or F).

Status	When is it used?	What happens to repeats?	How does it appear on the Patient Profile?
Discontinue	When the patient is no longer taking the medication effective immediately, and the repeats need to be removed.	Removed	*D*
Revoke	When the patient is taking the remaining medication until finished and will then stop.	Removed	*V*
Inactivate	When the patient is not currently taking the medication but may resume later.	Retained	*I*
Suspend	When the patient is stopping the medication for a specific period and will resume on a chosen date.	Retained	*S*

Inactivating a Single Prescription

To inactivate a single prescription from the Profile:

1. On the **Patient Profile**, locate the prescription that needs to be inactivated.
2. Select the **Active** checkbox.
3. Select the appropriate option.
4. Select **OK**.
5. *Optional:* Enter any necessary **comments**.
6. Select who inactivated the prescription.
7. Select **OK**.

The screenshot displays the 'Propyl Rx' interface for a patient profile. The 'PROFILE' tab is selected, showing a table of prescriptions. The first prescription row is highlighted, and its 'Active' checkbox is checked. A dialog box titled 'Propyl Rx - Inactivate Rx' is open, showing three options: 'Discontinue', 'Revoke', and 'Inactivate Prescription'. The 'Discontinue' option is selected. A second dialog box titled 'Propyl Rx - Discontinue Prescription' is open, showing a text area for a 'Prescription Note' and a dropdown menu for 'Discontinued By' set to 'Pharmacist'. Both dialog boxes have 'OK' and 'Cancel' buttons.

Workflow	Fill Date Perf On	Due	Drug Name Strength	Form	Rx#	Qty (Owe)	MFR Instructions	REM	Status	Active
Pickup	May 03, 2023 May 03, 2023	6	METOPROLOL; METOPROLOL-L 50MG	TABL	504304	7	SIV T 1 TAB PO QAM	173	COM	<input checked="" type="checkbox"/>
	Apr 25, 2023 Apr 25, 2023	21	GABAPENTIN; GABAPENTIN 100MG							<input checked="" type="checkbox"/>
	Apr 13, 2023 Apr 19, 2023	-49	PANTOPRAZOLE; PANTOPRAZOL 40MG							<input checked="" type="checkbox"/>
	Apr 13, 2023 Apr 19, 2023	-49	AMLODIPINE; AMLODIPINE 10MG							<input checked="" type="checkbox"/>
	Mar 27, 2023 Mar 27, 2023	-8	RABEPRAZOLE; RABEPRAZOLE 20MG							<input checked="" type="checkbox"/>

Inactivating Multiple Prescriptions

This cannot be done in British Columbia or provinces integrated with a Drug Information System (DIS) due to PharmaCare and DIS messaging, respectively.

To inactivate multiple prescriptions at once:

1. On the **Patient Profile**, highlight prescriptions that need to be inactivated.
2. Select the **Active** column header. The **Inactivate Rx** window opens.
3. Select the appropriate option.
4. Select **OK**.
5. *Optional:* Enter any necessary **comments**.
6. Select who inactivated the prescription.
7. Select **OK**.

The screenshot displays the 'Propel Rx' interface for a patient profile. The top navigation bar includes 'DOUGLAS, JANI', 'THIRD PARTY', 'CLINICAL', 'PROFILE' (selected), 'HISTORY', 'PROGRAMS', 'PREFERENCES', 'ATTACHMENTS', and 'NOTES'. Below this is a 'Display Options' section with a 'Display' dropdown set to 'All', a 'Deselect All' button, and checkboxes for 'Condense' and 'Active Only'. A 'Filter' button and 'Clear Filter' button are also present.

The main table lists prescriptions with columns: Workflow, Fill Date, Due, Drug Name, Strength, Form, Rx#, Qty (Owe), MFR Instructions, REM, Status, and Active. The 'Active' column header is circled with a '2'. The first row is highlighted in yellow, with a '1' in a blue circle next to it.

Two modal windows are overlaid on the table:

- Propel Rx - Inactivate Rx**: A window with a question mark icon and the text 'What do you wish to do with the prescription?'. It has three radio button options: 'Discontinue' (selected), 'Revoke', and 'Inactivate Prescription'. Below these are 'OK' and 'Cancel' buttons. A '4' in a blue circle is next to the 'OK' button.
- Propel Rx - Discontinue Prescription**: A window with the text 'Removes the refills and the patient stops the medication.' and a 'Prescription Note' field containing 'Dr. Johnson advised patient to stop taking these medications.' Below this is a 'Discontinued By' dropdown menu set to 'Pharmacist' and 'OK' and 'Cancel' buttons. A '5' in a blue circle is next to the note field, a '6' in a blue circle is next to the dropdown, and a '7' in a blue circle is next to the 'OK' button.

Record Keeping

When a prescription is inactivated, a note is added to the prescription that details the status change, user who inactivated the prescription, date and time it occurred, and any comments that were entered.

To view the note:

1. On the **Patient Profile**, highlight the prescription.



TIP: Ensure the **Active Only** checkbox is deselected.

2. Select **Detail**. Rx Detail opens.
3. Select the **Notes** tab.

The screenshot displays the Propel Rx system interface. At the top, the patient profile for Douglas, Jane is shown with tabs for PROFILE, HISTORY, PROGRAMS, PREFERENCES, ATTACHMENTS, and NOTES. Below this, there are display options including a dropdown for 'All', a 'Deselect All' checkbox (checked), and an 'Active Only' checkbox (unchecked). A table of prescriptions is visible, with the first row highlighted in yellow and a blue circle '1' next to it. The detailed view of prescription RX: 504274 is shown below, with tabs for EXTENDED, THIRD PARTY, and NOTES. The NOTES tab is selected, showing a list of notes with columns for Priority, Alert, Print, RX #, User, and Date. The first note is 'Inactivated Rx - Patient' dated May 04, 2023, and the second is dated Apr 25, 2023. A blue circle '2' is next to the 'DETAIL' button in the bottom navigation bar, and a blue circle '3' is next to the 'REBILL' button in the patient profile section.

Record Keeping

If Digital Workflow is enabled, an indicator also appears on the e-File copy Prescription section if the prescription was inactivated. The following inactive statuses are indicated:

- Discontinued
- Revoked
- Inactivated
- Suspended
- Transfer Out



TIP: The e-File copy can be generated at any point during Workflow from **Rx > E-File Copy**.

Propel Rx - RX e-File Copy

1 of 1 | 84%

Patient		Prescriber	
Lynn Douglas	PHN:	Isabelle Johnston	License #: 027
Gender: Female	DOB: Feb 17, 1959	AGE: 64	2300 Meadowvale Blvd, Mississauga, Ontario, L5N5P9
2300 Meadowvale Rd, Mississauga, Ontario, L5N5P9		Phone #: (800) 387-6093	
Phone #: (800) 387-6093		Fax #: (800) 387-6093	
Prescription		Billing	
30	ROSUVASTATIN	10MG	Newprice: \$26.71 Old Price: N/A CA
PMS-ROSUVASTATIN			Cost: \$4.06 Markup: \$10.16 Fee: \$12.49
TAKE 1 TABLET ONCE DAILY		Total: \$26.71	
DIN: 2378531	PIN: 2378531	Rep: 4	GP: 84.79%
Pk: 500	Lot:	Exp:	DED: \$0.00 COP: \$26.71
Auth #: 1801762	QA: 150	QD: 30	Days: 30
Fill Date: Feb 17, 2022	LF:	LF QTY:	CA: \$26.71
Rx Expiry Date:			
Int. Code:		Prod Sel:	
SWAP CAPS: JM			
COMPLETED / INACTIVE / DISCONTINUED			
Workflow Details			
Section	Completed On	By	Digitally Signed By: John Montgomery
Data Entry	February 17, 2022 04:29 PM	JM	
Packaging	March 4, 2022 11:38 AM	JM	
Technical Validation	March 4, 2022 11:40 AM	JM	

Print Cancel