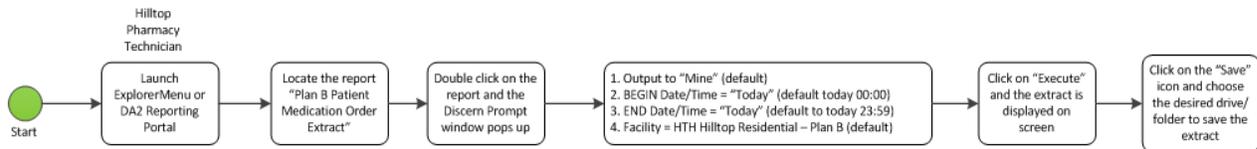


Pharmacy - Plan B Order Adjudication Workflow

Hilltop Hospice Plan B extract Generating Process

Hilltop Hospice is funded under the Community Assisted Living Act. Therefore, medications for these patients are paid for, in part, by Pharmacare Plan B, but also by 3rd party reimbursement. In order for Hilltop to be reimbursed for the cost of medications that are billable to Pharmacare, a list of medications used for each patient must be generated at the end of each day. This list is then entered or uploaded onto WinRx as per current practice.



NOTE: Each time the list is printed it overrides a previously printed list. Best practice would be to print the list at the end of each day when no more medications will be dispensed for the day.

Procedure:

At the end of each day:

1. Launch Explorer Menu of **DA2 Reporting Portal**.
2. Locate and double-click **Plan B Medication Order Extract**.

The screenshot shows the 'Reporting Portal' interface. On the left, there are 'Filters' and 'Recent Reports' sections. The main area displays a list of reports under 'All Reports (25)'. The report 'Plan B Patient Medication Order Extract' is highlighted with a red box. Below the list, there are details for the selected report, including a description, suggested report user, reporting application (CCL), alternate name (BC_ALL_PHS_A_MED_ORD_EXTR_PLANB.DBA), and support reference number (d129278a-6f19-4324-9f02-1a6b29360b19). Action buttons for 'Run Report', 'Run Report in Background', and 'View Previous Run' are visible on the right.

Discern Prompt window will pop-up. Complete the following to run report:

- Output “**Mine**” (default).
- Begin Date/Time: **Today** (default will be today 00:00).
- End Date/Time: **Today**.
- Facility: **HTH Hilltop Residential** (default Plan B) *(For future sites: facility name e.g. Youville).*

3. Click **EXECUTE**.

Extract will display on screen.

4. Click **SAVE**.

Save on the desired drive/file to save the extract.

Enter orders or upload extract on WinRx as per current protocol.

Related Topics

- Reports, Printing

Related Positions

- Pharmacy Technicians

Key Words

- Reports