

12. Nursing Home System

The Foundation Systems *Nursing Home System* is fully integrated with the Pharmacy Management System. If you did not order the Nursing Home System with your system, it is available from Foundation Systems at an additional charge. For more information about purchasing the Nursing Home System, please contact the **FSI Sales Office** at **800-333-0926**.

This chapter will cover the Nursing Home System in four sections - Pharmacy System Integration, Nursing Home System menu options, Cycle Filling System, and Utility Programs.

Pharmacy System Integration

This section explains how to configure the Nursing Home System to interface with the Pharmacy Management System. It also contains instructions on how the interface will function during normal prescription processing.

If the *Nursing Home System* was purchased and installed with your original software package, the software came configured to interface with the Pharmacy Management System. No further configuration is required.

Pharmacy System Configuration

To activate the Nursing Home System within the Pharmacy Management System; from the Main Menu of the Pharmacy Management System, select 'Utility Programs', 'Utility Menu #2', 'System Configuration', and 'Software Options'. Press **Enter** until 'Page 6' is displayed. A sample of the screen is shown below:

SOFTWARE OPTIONS

Miscellaneous Functions

- T.C Transmission Time 24 Hr. []
- Modem Diagnostics Displayed [] (Y,N,B)
- Nursing Home Facilities** []
- [] Integral Accounts Rec'ble
- [] Use Patient Consult'g
- P.O.S. System Installed [] [] Use TAR Tracking System
- Ask For Technician Log-In [] [] Fax Doc CPI; 10,12,17
- [] Fax Doc Two Signature Lines
- Update Main Menu Time [] [] Use Marketing Data System
- Use Expanded Sigs for ELOG [] [] Beep Non-Medicaid Message
- Disable Update Pickup Prompt [] [] Xfer Zero Amt Due to P.O.S.
- Print Fax Doc With Auto Fax [] [] Ref Reminder wo/ Refills Remain

Exceptions Functions

- Maintain Exceptions File [] [] Print Exceptions At End Of Log
- Erase Exceptions At End Of Log [] [] Print No Except'ns Page If None
- Inhibit Exception Edit [] [] Write Exceptions On File Edit

Place a 'Y' in the 'Nursing Home Facilities' option to integrate Nursing Home into the Pharmacy Management System. Two menu items will be activated in the Pharmacy Management System:

SH+F2 HELP

FSI TECH SUPPORT PHARMACY

PHARMACY MANAGEMENT SYSTEM

| | |
|--|---|
| <ul style="list-style-type: none"> 1. Process by Patient 2. Process by Script 3. Utility Programs 4. New Rx - Last Patient 5. Consulting/Appoint Review | <ul style="list-style-type: none"> 6. Accounts Receivable 7. Nursing Home System 8. Exit Pharmacy System A. Cash Register Function B. Rx Verify Work – Work Flow |
|--|---|

Enter Your Choice _

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| | | |
|------------|------------|----------|
| Pharm: MJP | Rev. 03.04 | Tech: KN |
|------------|------------|----------|

After this option is set, the Main Menu of the Pharmacy Management System will display an option #7 'Nursing Home System'. Use this menu option to access the Main Menu of the Nursing Home System. If this menu option is not displayed, contact the **Foundation Systems Technical Support Helpdesk** for further assistance.

Patient Configuration

As each patient is added to the Pharmacy Management System, certain fields within the 'Patient Amendments' need to be set, to indicate to the software that this patient is in a facility being supplied by the pharmacy.

Refer to the sample screen below:

```

AMEND PATIENT INFORMATION

Name [          ] (Last,First)
Address [          ]
City [          ] State [  ]
Zip [          ] Phone [          ]
Birthdate [          ] Sex [  ]
Patient Email [          ]
Usual Doctor Code [  ] Safety Cap [ ] (Y,N) [  ] Refill Reminder
Prefers Generic [  ] Duplic Rec [ ] (Y,N) [  ] By-Pass Interacts/DT
Card # [          ] Misc ID [          ]
Patient S.S.N. [          ] Pers ID [          ]
In Long Term Care [ ] (Y,N) LTCF Code [          ] Location [  ]
LTCF Location [          ] Print PDE [  ] [  ] Spanish PCM/PDE
Foreign Language [ ] (Y,N,2) Charge Account [  ] [  ] Delivery Route
Acct/Episode # [          ] [          ] Special Case
Note [          ]
Diag1 [          ] Onset .[          ] Diag2 [          ] Onset .[          ]
Diag3 [          ] Onset .[          ] Diag4 [          ] Onset .[          ]
Discontinued [ ] (Y,N) Insurance Code [          ]

ShF1-> Misc. Info.   ShF3 -> Search Ins List   ShF5-> Mail Order Record
F9-> Special Case
Reverse Fields Are Required Information For This Third Party
    
```

The four fields bolded in the sample above are the fields used to set a patient to be in a care facility.

In Long Term Care:

If the patient is in a care facility, set this field to 'Y'. This field links a patient to the Nursing Home System. Additionally, if used for California MediCal a '4' will indicate Board and Care, a 'C' will indicate Skilled Care, and a 'F' will indicate Acute Care. These MediCal values also have the effect of setting the NCPDP 'Customer Location' field to '07'- Skilled Care Facility when performing an on-line (modem) claim.

LTCF Code:

Enter the **Long Term Care Facility** code. This code is a nursing home abbreviation, and will link the patient to a nursing home in the **Nursing Home Package**. The **Nursing Home System** does not have to be installed for this field to operate within the Pharmacy Management System. The 'Board and Care' functions available under 'Sundry Printouts' also use this field to determine patients to be printed. Also, 'Log of Scripts' can be set to print by **LTCF** code.

Location:

The contents of this field will be transmitted in the NCPDP version 3.2 'Customer Location' for an on-line modem claim. The following values apply to this field:

- | | |
|-----------------------------|-----------------------|
| 01- Home | 07- Skilled Care Fac. |
| 02- Inter-Care | 08- Sub-Acute Fac. |
| 03- Nursing Home | 09- Acute Care Fac. |
| 04- Long Term Extended Care | 10- Outpatient |
| 05- Rest Home | 11- Hospice |
| 06- Boarding Home | |

This field will override the effect of the 'In Long Term Care' field (above) for California MediCal on-line claims.

LTCF Location:

Enter the patient's location within the nursing home. I.e., Bed number, room number, etc. The content of this field is printable on some 'Board and Care' forms.

Charging Prescriptions

As prescriptions are filled for a patient connected to the Nursing Home System, if the facility the patient is linked to is setup to use the 'Cycle Fill System', and if refills are assigned to the prescription being processed, the following screen will be displayed at the end of the prescription process:

TEST PATIENT B.01 Jan 45 Age.53 UTAH MEDICAID Expires 01 Oct 99
100 S 200 E OREM #123123 756-1111 Note

000001

Script Not In Cycle Fill File. Shall We Add It? (Y,N)

To add this prescription into the 'Cycle Fill System', answer 'Y' for Yes. The 'Cycle Fill System' will be discussed in section 3 of this chapter.

Changing the Patients Nursing Home

If a patient who has previously been in a care facility moves; either out of the facility, or to another facility maintained by the pharmacy, simply change their 'LTCF Code' in the patient amendments, to the code of the new facility, or if the patient moves to a facility not maintained by the pharmacy, or to no facility at all, simply blank out the facility code.

After pressing , when changing the code, the program will display the following on the bottom of the screen:

LTCF Changed to xxxx . Update Cycle Fill Recored (Y,N)?

The code of the new 'LTCF Code' will be displayed. To have all of the prescriptions set to be cycle filled for this patient updated to the new care facility, answer 'Y', otherwise, answer 'N'.

Nursing Home System Menu Options

From the Main Menu of the Pharmacy Management System, press menu option 7 to display the Main Menu for the Nursing Home System.

Test Pharmacy

NURSING HOME MANAGEMENT

1. **Print Packing Lists**
2. **Patient List By Facility**
3. **Patient Monthly Charge Statements**
4. **Facility Monthly Charge Statement**
5. **Patient Profiles by Facility**
6. **Fixed Period Log By Facility**
7. **Variable Period Log By Facility**
8. **Cycle Filling System**
9. **Utility Programs**

Enter Your Choice

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Select the appropriate option by entering in the number or letter shown to the left of the option. Each menu option will be discussed in the following pages of this manual.

Print Packing Lists

After prescriptions are filled in the Pharmacy Management System, the Nursing Home System can generate a listing of all prescriptions filled for patients in a specific care facility.

In order for the packing list to be printable, each nursing home the list will be printed for, needs to first (before filling prescriptions) have the 'Use the Daily Files' option set to 'Y' in 'Nursing Home Amendments'. This will be discussed in greater detail in the 'Utility Programs' section of this chapter.

After selecting this option the following will be displayed:

Print Daily Packing List

Enter The Care Facility Code []

Number Of Copies []

Enter the 'Nursing Home Code' for the care facility the list is to be printed for, and enter the number of copies of the packing list to be printed. After making the appropriate selection press **Enter**.

The 'Packing List' is not date selectable, so all prescriptions for all patients for the home entered will be printed that have been filled since the last time the list was printed.

Make sure the list(s) printed successfully before continuing. After the lists are printed, the following screen will be displayed:

Print Daily Packing List

Packing List Completed. Shall we erase the current packing list file for this Facility and create a fresh one? (Y,N)

If the list(s) did print successfully, press 'Y', otherwise press 'N'. Pressing 'Y' will erase the list for the printed facility, and a new list will start compiling. Pressing 'N' will keep all of the printed scripts in the list.

A sample of the Packing List is shown below:

| Packing List for | | Nursing Home | | | 01 Jan 03 | | |
|--------------------|--------|--------------|-----|-----------------|-------------|---------|----|
| Date | Rx Num | Patient | Qty | Drug | Doctor | Charges | In |
| 01 Jan 03 | 000001 | PATIENT,TEST | 30 | IBUPROFEN 800MG | DOCTOR,TEST | 31.00 | |
| Received by: _____ | | Date: _____ | | | | | |

The packing list lists each prescription, the date it was filled, the patient name, the prescription quantity, the drug, the prescribing doctor, and the prescription price. The 'In' column may be used for internal purposes. Some pharmacies may use this blank area to check each prescription as it is bagged (checklist). The 'Charges' amount is the 'Patient Copay Price' within the Pharmacy Management System.

At the end of the list, a line is printed for the person receiving the prescriptions to sign and date.

Patient List By Facility

The 'Patient List By Facility' function prints a list of all patients in the Pharmacy Management System which have been connected to a specific Nursing Home Code. After selecting this function, the following screen will be displayed:

PATIENT LIST BY FACILITY

If you have added or deleted patients to or from a Nursing Home since you last built a Patient List File, you will need a new one. Do You Wish to Create a New, Up-To-Date Patient List File? (Y,N)

The system does not always update the patient listings for each facility therefore it may be necessary to re-generate a new listing. If unsure of whether or not new patients have been added to the nursing home, answer 'Y' for yes here. The system will begin scrolling numbers down the screen as it searches the patients in the Pharmacy Management System. After the system is done compiling the file, an index will be built. While the index is building, a status bar will be shown on the bottom of the screen. This process does not take very long.

After the index is finished, the following screen will be displayed:

PATIENT LIST BY FACILITY

Enter The Nursing Home to List []

Type in the 'Nursing Home Code' of the care facility the patient list is to be printed for. If the code does not fill the bracket, press **Enter** for the list to be printed. If the code does fill the bracket, the list will be printed after the code is entered.

Patient Monthly Charge Statements

The 'Patient Monthly Charge Statements' function produces a statement unique to each patient within a specified 'Nursing Home Code'.

In order for this function to work, each nursing home statements are to be printed for, needs to first (before filling prescriptions) have the 'Use the Monthly Files' option set to 'Y' in 'Nursing Home Amendments'. This will be discussed in greater detail in the 'Utility Programs' section of this manual.

After selecting this menu option, the following screen will be displayed:

P A T I E N T M O N T H L Y C H A R G E S T A T E M E N T S

Enter The Nursing Home to Print []
 The Starting Patient Name []
 The Ending Patient Name []
 CutOff Date :[] (mmddycc)

Leave Starting and Ending Name Fields Blank to Print All

Leaving Cutoff Date Blank will Print All and Later Erase All.

Enter in the 'Nursing Home Code'. In addition to the code, the beginning patient name, and the ending patient name can be set to define a range of patients to be printed. Leave the 'Starting Patient Name' and 'Ending Patient Name' fields blank to print monthly charge statements for all patients in the care facility.

CuttOff Date:

This field can be used to hold back recently filled prescriptions from not printing on the 'Patient Monthly Charge Statement'. The date entered in this field should be in mmddycc format. For example, if entering a cutoff date of January 31st 2003, it would be entered as 01310320.

After entering the appropriate care facility code, starting and ending names, and cutoff date (ia), press the **Enter** key to begin the charge statements.

After the statements finish printing, the following screen will be displayed:

P A T I E N T M O N T H L Y C H A R G E S T A T E M E N T S

These Monthly Statements Completed. However, there may be other patients to be Printed. Shall we erase the current monthly billing file for this Facility and create a fresh, new one?

If so, Enter 'YES' []

Verify that the print job completed before answering this question.

NOTE: If the monthly charge statements were printed for a range of patient names, **DO NOT** answer 'YES' to this question.

A sample of the 'Patient Monthly Charge Statement' is shown below:

Patient Monthly Charge Statement: 01 Jan 02 To 31 Jan 02

| | | |
|----------------------|---------------------------|-----------------------|
| For: Patient Name | At: Nursing Home Name | From: Pharmacy Name |
| Patient Address | Nursing Home Address | Pharmacy Address |
| Patient City, ST Zip | Nursing Home City, ST Zip | Pharmacy City, ST Zip |

| Rx Num | Date | Qty | Drug | Doctor | Charge |
|--------|-----------|-----|---------------------|-------------|--------|
| 000001 | 01 Jan 01 | 30 | AMOXICILLIN 875 TAB | DOCTOR,TEST | 43.63 |

Facility Monthly Charge Statement

The 'Facility Monthly Charge Statement' function produces one statement for all activity for a specified 'Nursing Home Code'.

In order for this function to work, each nursing home statements are to be printed for, needs to first (before filling prescriptions) have the 'Use the Monthly Files' option set to 'Y' in 'Nursing Home Amendments'. This will be discussed in greater detail in the 'Utility Programs' section of this manual.

After selecting this menu option, the following screen will be displayed:

```

FACILITY MONTHLY CHARGE STATEMENTS
Enter The Nursing Home to Print [      ]
CutOff Date :[      ] (mmddyyc)
Leaving Cutoff Date Blank will Print All and Later Erase All.
    
```

Enter in the 'Nursing Home Code'.

CuttOff Date:

This field can be used to hold back recently filled prescriptions from not printing on the 'Facility Monthly Charge Statement'. The date entered in this field should be in mmddyyc format. For example, if entering a cutoff date of January 31st 2003, it would be entered as 01310320.

After entering the appropriate care facility code and cutoff date, press the **Enter** key to begin the charge statements.

After the statements finish printing, the following screen will be displayed:

FACILITY MONTHLY CHARGE STATEMENTS

**Monthly Statements Completed. Shall we erase the current
Monthly billing file for this Facility and create
a fresh, new one?**

If so, Enter 'YES' []

Verify that the print job completed before answering this question.

A sample of the 'Facility Monthly Charge Statement' is shown below:

| Facility Monthly Charge Statement: 01 Jan 02 To 31 Jan 02 | | | | | | | |
|---|-----------|--------------|---------|--|----------------|-------------|--------|
| For: Nursing Home Name Nursing Home Address Nursing Home City, ST Zip | | | | From: Pharmacy Name Pharmacy Address Pharmacy City, ST Zip | | | |
| Rx Num | Date | Patient | Billing | Qty | Drug | Doctor | Charge |
| 0000001 | 01 May 03 | PATIENT,TEST | PAID | 30 | VALIUM 5MG TAB | DOCTOR,TEST | 5.00 |
| Total -> | | | | | | | 5.00 |

Patient Profiles By Facility

This option will print out a profile, listing all prescriptions filled for each patient linked to a specified nursing home. After selecting this option, the following screen will be displayed:

PATIENT PROFILES BY FACILITY

If you have added or deleted patients to or from a Nursing Home since you last built a Patient List File, you will need a new one. Do You Wish to Create a New, Up-To-Date Patient List File? (Y,N)

The system does not always update the patient listings for each facility, therefore it may be necessary to re-generate a new listing. If unsure of whether or not new patients have been added to the nursing home, answer 'Y' here.

The system will begin scrolling numbers down the screen as it is searching through all the patients in the Pharmacy Management System. After this is done, the system will rebuild the index file.

After the index is completed, the following screen will be displayed:

```

PATIENT PROFILES BY FACILITY

Enter The Nursing Home to List [      ]
The Starting Patient Name [      ]
The Ending Patient Name [      ]
Starting Date :[      ] (MMDDYYCC)
Ending Date  :[      ] (MMDDYYCC)
Expand Sigs  [      ]

Leave Starting and Ending Name fields blank to Print All
Patients. Leave Starting and Ending Date fields blank to
Print All Scripts.
    
```

Note: Leave the starting and ending patient name and date fields blank in order to print all scripts for all patients on file.

Type the name of the nursing home for which the list will be generated. If the field is not completely filled in, press the **(Tab)** key to continue. The system will return to the Main Menu of the Nursing Home System after the printout has finished.

Below is a sample of a patient profile, printed using this function:

| | | | |
|-----------------------------|-----------------------|------------------------------|--------------------------------|
| Patient Name | | Pharmacy Name | |
| Patient Address | | Pharmacy Address | |
| Patient City, ST Zip | | Pharmacy City, ST Zip | |
| Insurance Code | Born 01 May 65 | | |
| Rx Num | Drug | Doctor | Directions |
| d = Discontinued | | | N/R Rx Date Qty Price Rx Total |
| 100000 | AMOXICILLIN 325MG TAB | DOCTOR,TEST | 1T PO TID PR |
| | | | N 01 Jan 03 30 10.00 |
| | | | R 14 Feb 03 30 10.00 |
| | | | ----- |
| | | | Report Total -> 20.00 |

The 'Patient Profile' shows the patients name, address, insurance code, and date of birth. The nursing home name and address are printed also on the title of the report. Following this information, the patient's prescription history will print that qualified within the search criteria entered previously. For each qualifying prescription, the prescription number, drug-strength-form, doctor, directions (sigs or expanded directions depending on selection), new or refill indicator, dispensing date, dispensed quantity, price, and total. Total totals all of the prices from each of the dispensings for the same prescription number.

At the end of the patient's profile, all of the prescriptions will be totaled for the 'Report Total'.

Fixed Period Log By Facility

This option is used to print a listing of all prescriptions entered into the period log file for a specified nursing home code. The listing will be alphabetized by patient name.

There are two settings within the Nursing Home System that have to be set for the 'Fixed Period Log by Facility' report to be used. The first is in 'Utility Programs' 'User Maintenance'. Set 'Use Monthly Patient Profiles By Facility' to 'Y' to be able to use this system. This is a global setting. That means that if this is set to 'N', then the 'Fixed Period Log By Facility' cannot be printed for any of the facilities within the Nursing Home System.

The second setting allows the 'Fixed Period Log by Facility' to enable or disable the 'Fixed Period Log By Facility' for each facility code. This option is found in 'Utility Programs' 'Nursing Homes Maintenance' 'Amendments'. Enter the appropriate code for the facility, and set the 'Use Period Files' to 'Y' to enable this function, or 'N' to disable it.

To print the 'Fixed Period Log', select menu option 6 from the Main Menu of the Nursing Home System. The following will be displayed:

| |
|--|
| <p>FIXED PERIOD LOGS BY FACILITY</p> <p>Enter The Nursing Home to Print []</p> |
|--|

Enter the code for the facility the log(s) are to be printed for. After entering the code, the system will build an index file for the report, and the report will then be printed.

After the report is printed, the following screen will be displayed:

| |
|--|
| <p>FIXED PERIOD LOGS BY FACILITY</p> <p>Monthly Statement Completed. Shall we erase the current monthly billing file for this facility and create a fresh new one? (Y,N)</p> |
|--|

If the log printed, and appears to be complete and accurate, answer 'Y' to this question, otherwise answer 'N' to this question. Answering 'Y' will create a new log for this facility. Answering 'N' will not create a new file. This will allow the log to continue to accumulate until the log is printed and cleared.

Below is a sample of the 'Fixed Period Log By Facility':

| Fixed Period Log By Facility: | | | 01 Jan 02 To 31 Jan 02 | | | | |
|---|-----------|--------------|--|-----|----------------|-------------|--------|
| For: Nursing Home Name Nursing Home Address Nursing Home City, ST Zip | | | From: Pharmacy Name Pharmacy Address Pharmacy City, ST Zip | | | | |
| Rx Num | Date | Patient | Billing | Qty | Drug | Doctor | Charge |
| 0000001 | 01 May 03 | PATIENT,TEST | PAID | 30 | VALIUM 5MG TAB | DOCTOR,TEST | 5.00 |
| Total -> | | | | | | | 5.00 |

This report will show the period the log is for and the nursing home and pharmacy the report is for. Following that, the prescription number, the dispensing date, the patient's name, the insurance code, dispensed quantity, drug-strength-form dispensed, doctor and the prescription price will be printed.

On this report, it is possible for the same prescription number to be printed multiple times. This will happen when the same prescription has been dispensed multiple times within the 'Fixed Period' (since the report was last zeroed).

Variable Period Log By Facility

The 'Variable Period Log By Facility' report is used to produce a log of prescriptions dispensed to a specified facility, within a specified date range.

Unlike the 'Fixed Period Log', this report does not accumulate within a file, and get deleted after each successful print. This report is printed based off the prescription file in the Pharmacy Management System, and therefore can be printed over and over again.

To print the 'Variable Period Log By Facility', select menu option 7 from the Main Menu of the Nursing Home System. The following will be displayed:

```

VARIABLE PERIOD LOG BY FACILITY

Enter The Nursing Home to List [      ]
Starting Date  :[      ] (MMDDYYCC)
Ending Date   :[      ] (MMDDYYCC)

Leave Starting and Ending Date fields blank to
Print All Scripts.
    
```

Enter the 'Nursing Home Code' and the appropriate date range for the desired report. After entering the selections, press **Enter** to begin printing the report.

Below is a sample of the printed 'Variable Period Log By Facility':

| Nursing Home Name Nursing Home Address Nursing Home City, ST Zip 01 May 03 TO 30 May 03 | | | Pharmacy Name Pharmacy Address Pharmacy City, ST Zip | | | | |
|--|---------------------------------------|-------------|--|------------------------|----------|--------------|----------|
| Rx Num | Drug Patient | Doctor | Directions N/R | Rx Date | Qty | Price | Rx Total |
| 100000 | AMOXOCILLIN 325MG TAB PATIENT,TEST | DOCTOR,TEST | 1T TID PR N | 01 MAY 03 03 JUN 03 | 30 30 | 5.00 5.00 | 10.00 |
| | | | | | | | \$10.00 |

The 'Variable Period Log By Facility' prints the name of both the Nursing Home and Pharmacy along with the date range that was used for the report. Following that, the prescription number, drug prescribed, doctor, directions, patient name, new or refill indicator, date dispensed, dispensed quantity, dispensing price, and prescription total.

Cycle Filling System

The 'Cycle Filling System' will be discussed in section 3 of this manual.

Utility Programs

'Utility Programs' will be discussed in section 4 of this manual.

Cycle Filling System

The 'Cycle Filling System' utility within the Nursing Home System has been designed to allow users to process prescription refills for all patients within a specified Nursing Home.

| |
|---|
| <p>C Y C L E F I L L I N G S Y S T E M</p> <ol style="list-style-type: none"> 1. Review Cycle Scripts 2. Add/Cancel Cycle Script 3. List Cycle Scripts (Pat/Doc order) 4. Refill Cycle Scripts <p>Enter Your Choice. _</p> |
|---|

Setup

There are a couple of key elements that have to be setup to enable the Pharmacy Management System and Nursing Home System to utilize the Cycle Filling System. The first is in the setup of the Nursing Home in 'Utility Programs', 'Nursing Homes Maintenance', 'Amendments', and setting/verifying 'Cycle Fill' to 'Y'. If this is not set to 'Y', the home selected will not be able to cycle fill.

The second element is based on the patient, and filling prescriptions for that patient. In 'Patient Amendments', the patient has to be set to a 'LTCF Code' that is set to 'Cycle Fill' 'Y'. If the patient is, when filling a prescription, and assigning the prescription refills, at the end of the prescription fill process, the following will prompt:

| |
|--|
| <p>TEST PATIENT B.01 Jan 45 Age.53 UTAH MEDICAID Expires 01 Oct 99 100 S 200 E OREM #123123 756-1111 Note</p> <p>000001</p> <p>Script Not In Cycle Fill File. Shall We Add It? (Y,N)</p> |
|--|

Answer 'Y' to add the prescription to the cycle fill, or answer 'N' if this prescription will not be filled with the cycle. Prescriptions can be added or removed from the cycle at a later time. This will be discussed later in this section.

If a patient who has previously been in a care facility changes moves; either out of the facility, or to another facility maintained by the pharmacy, simply change their 'LTCF Code' in the patient amendments, to the code of the new facility, or if the patient moves to a facility not maintained by the pharmacy, or to no facility at all, simply blank out the facility code.

After making the change and pressing **Enter** to save, the system will display the following on the bottom of the screen:

LTCF Changed to xxxx . Update Cycle Fill Recored (Y,N)?

The code of the new 'LTCF Code' will be displayed. To have all of the prescriptions set to be cycle filled for this patient updated to the new care facility, answer 'Y', otherwise, answer 'N'.

With the facility and patient configured, after prescriptions have been filled we are ready to process a cycle. The following pages of this manual section will discuss the utilities of the 'Cycle Filling System'.

| | |
|---|--|
| CYCLE FILLING SYSTEM | |
| <ol style="list-style-type: none"> 1. Review Cycle Scripts 2. Add/Cancel Cycle Script 3. List Cycle Scripts (Pat/Doc order) 4. Refill Cycle Scripts | |
| Enter Your Choice. _ | |

Review Cycle Scripts

The 'Review Cycle Scripts' function allows the scripts set to be cycled to be reviewed, and if necessary adjusted prior to processing the cycle. After selecting this option, the following screen will be displayed:

| | |
|---|--|
| REVIEW SCRIPTS | |
| Enter The Nursing Home Code for Review [] | |

Enter the appropriate code for the facility the cycle is to be processed for. After entering the code for the facility and pressing **(Enter)**, a prompt will be displayed asking if the review should be listed on the screen or to the printer. Pressing 'S' will display the list of cycle scripts to the screen and pressing 'P' will print the review to the printer. If 'S' for screen is selected, the following will be shown:

| Patient | Rx Num | Qty | Drug | Ref | Rem |
|--------------|--------|-----|-----------------------|-----|-----|
| PATIENT,TEST | 000001 | 30 | AMOXICILLIN 325MG TAB | 5 | 5 |
| DOE,JOHN | 000002 | 30 | TYLENOL 500MG TAB | | |

As shown in the above sample, the review when shown to the screen will show all prescriptions for patients linked to the specified facility code. The displayed list shows the patients name, prescription number, quantity, drug name-strength-form, refills authorized and refills remaining. If no refills are remaining, or if no refills were authorized, these two columns will be blank for those prescriptions. If more prescriptions are found than what can be

TEST PATIENT B.01 Jan 45 Age.53 UTAH MEDICAID Expires 01 Oct 99
 100 S 200 E OREM #123123 756-1111 Note

| K | Rx No. | Drug | Doc | Org Date | Qty | LastDate | Qty | RA | -RR |
|---|--------|-----------------------------|-----|----------|-----|----------|-----|----|-----|
| A | 000001 | Cycle AMOXICILLIN 325MG TAB | DT | 03/15/03 | 30 | 04/17/03 | 30 | 3 | 5 |
| B | 000002 | TYLENOL 500MG TAB | DT | 01/10/03 | 30 | 04/17/03 | 30 | | |

Enter The Script to Add/Cancel []

This field allows the prescription number/speed code (letter shown to the left of the prescription number) to be entered. Entering a prescription number/code will change that prescriptions status. If the prescription showed 'Cycle' between the prescription number and drug name; that means that the prescription is currently on the cycle fill. If that prescription number/code is entered, 'Cycle' would disappear indicating that the prescription has been removed from the cycle filling system.

Note: It is possible to enter in multiple prescription codes in the field for faster status changes.

List Cycle Scripts (Pat/Doc order)

The 'List Cycle Scripts (Pat/Doc order)' function is used to generate a list of all scripts in the cycle fill file for a specified facility code. The listing is separated by patient, and prioritized by doctor. After selecting this option, the following screen will be displayed:

LIST CYCLE SCRIPTS (Pat/Doc Order)

Enter The Nursing Home Code for Review []
 Print only the most recent dispensing [] (Y,N)

Enter in the name of the facility the list is to be for. Specify whether the report should list only the most recent dispensing for each prescription by entering 'Y', or have the entire dispensing history printed by entering 'N'.

The following is a sample list with 'Print only the most recent dispensing' option set to 'Y':

| PATIENT,TEST | | PHARMACY NAME | |
|----------------------|-----------------------|-----------------------|--------------------------------|
| PATIENT ADDRESS | | PHARMACY ADDRESS | |
| PATIENT CITY, ST ZIP | | PHARMACY CITY, ST ZIP | |
| INSURANCE NAME | | Born 01 May 65 | |
| Rx Num | Drug | Doctor | Directions |
| d = Discontinued | | Phone Number | N/R |
| | | | Rx Date |
| | | | Qty |
| 000001 | AMOXICILLIN 325MG TAB | DOCTOR,TEST | TAKE ONE TABLET BY MOUTH DAILY |
| | | | N 01 Jan 03 30 |
| 000002 | TYLENOL 500MG TAB | DOCTOR,TEST | TAKE ONE TABLET TWICE DAILY |
| | | | N 01 Jan 03 30 |

days supply is entered in this field, it will be used for each refill processed by the cycle, but it can be over-ridden for each prescription during the cycle process.

Enter Beginning Patient's Name:

This field allows a cycle to be started at a beginning patients name. This would be used if a cycle could not be processed all at once, the cycle can be resumed at the patient it was left off at. If the cycle is just being processed, leave this field blank to begin with the first patient in the cycle.

After entering the appropriate selections, press **Enter** to begin the cycle filling process. The cycle filling process is similar to the refill process within the Pharmacy Management System.

If a prescription is on the cycle, but has no refills remaining, the following screen will be displayed:

```

                REFILL CYCLE SCRIPTS

Enter The Nursing Home Code To Cycle Fill [    ]

Enter Cycle Fill Post-Date (MMDDYYCC) :[    ]

Enter The Default Days Supply [    ]

Enter Beginning Patient's Name [                ]

Script 000001 is Out of Refills. Press Any Key to Continue_

PATIENT,TEST

```

The cycle filling system will report the prescription number and the patient name, press **Enter** to acknowledge the problem, and the cycle filling system will continue with the cycle.

If a prescription is on cycle, but the prescription has expired, the following screen will be displayed:

```

                REFILL CYCLE SCRIPTS

Enter The Nursing Home Code To Cycle Fill [    ]

Enter Cycle Fill Post-Date (MMDDYYCC) :[    ]

Enter The Default Days Supply [    ]

Enter Beginning Patient's Name [                ]

Script 000001 has Expired. Press Any Key to Continue_

PATIENT,TEST

```

The cycle filling system will report the prescription number and the patient name. Press **Enter** to acknowledge the problem, and the cycle filling system will continue with the cycle.

The prescriptions reported, as being 'Out of Refills' or 'Expired' will not be filled by the cycle filling system. These prescriptions should be corrected on the Pharmacy Management System, and added to cycle fill for the next cycle for the facility.

If a prescription is accessed for filling by the cycle filling system that is not to be dispensed on the cycle, on the 'Quantity' screen:

| | |
|---|--|
| JOHN ADAMS B.04 Apr 35 Age.66 MEDI-CAL ONLINE Expires 100 PHILLY AVE OREM HAPVAL #123456789 489-4897 | |
| <input type="text"/> | Sh F10 Pat Note MFG: URL Usage 0 Since 09/06/01 SOH 0 |
| [30] Quantity Total Qty Remaining: 90 | F9 – Qty Owing (Remaining) |
| Refill Qty: 30 | |

The 'Refill Quantity' as entered when first filling the prescription will be displayed. Entering '0' in this field will **skip** this prescription, and will return to the cycle filling system (next prescription to be cycled will come up).

After the cycle filling system has completed with all of the scripts marked for cycle for the facility the 'Cycle Filling System' menu will be displayed again.

Utility Programs

The 'Utility Programs' menu is used to maintain the Nursing Home System.

To get to 'Utility Programs', from the Main Menu of the Nursing Home System, select menu option '9. Utility Programs'. The following screen will be displayed:

```

      N. H. UTILITY PROGRAMS

      1. User Maintenance
      2. Nursing Homes Maintenance
      3. NH Files Index Maintenance
      4. Nursing Home Printouts

      Enter Your Choice. _
  
```

User Maintenance

```

      N. H. USER MAINTENANCE

      New Scripts: # [   ] Value $[   ] Cost $[   ]
      Refills: # [   ] Value $[   ] Cost $[   ]
      Last Zeroed
      Press F4 to Print Statistics.

      Use Monthly Patient Profiles By Facility [ ] (Y,N)
  
```

This function shows the number, value, and cost of new scripts and refills that have been processed on the system. Press the **F4** key to print the stats.

'Use Monthly Patient Profiles By Facility' was discussed earlier in this chapter.

Nursing Homes Maintenance

The 'Nursing Homes Maintenance' utility program is used to add or make changes to the facilities used within the Nursing Home System.

```

      NURSING HOME MAINTENANCE

      1. Additions
      2. Amendments
      3. Nursing Home List
      4. Delete a Nursing Home
      5. Print N.H. Script Summary

      Enter Your Choice. _
  
```

Additions/Amendments

The 'Additions' and 'Amendments' functions are used to add and maintain nursing homes in the Nursing Home System.

| NURSING HOME ADDITIONS | | | |
|------------------------|-----|-----------|------------------------|
| Nursing Home Code | [|] | |
| " " Name | [| |] |
| Address | [| |] |
| City | [|] | |
| State | [|] | Zip Code [] |
| Phone Number | [|] | |
| Administrator Name | [| |] |
| License Number | [| |] |
| Number of Beds | [] | [] | Cycle Fill (Y,N) |
| Use the Daily Files | [] | (Y,N) [] | Separate Cov & NonCov |
| Use the Montly Files | [] | (Y,N) [] | Print Page for Ea T.P. |
| Use the Period Files | [] | (Y,N) | |
| Monthly Cycle Day | [] | (1-30) | |
| Daily Per-Diem Rate | [\$ |] | |

The screen shown above is an example for 'Additions'.

Nursing Home Code:

This field is used to specify the code to be used for this facility. This code will be used in both the Nursing Home System and Pharmacy Management System.

Nursing Home Name:

Enter the name of the facility in this field. This name will be printed on most printouts associated with this care facility from both the Nursing Home System and Pharmacy Management System.

Nursing Home Address, City, State & Zip:

These four fields are used to enter the address of the facility being added/amended.

Phone Number:

Enter the phone number for the facility in this field.

Administrator Name:

This field is used to note the name of the administrator (contact) for the facility. This will be printed on select 'Board and Care' forms within the Pharmacy Management System.

License Number:

This field can be used to enter the license number for the facility. This field will be printed on select 'Board and Care' forms in the Pharmacy Management System and on some printed billing forms within the Nursing Home System.

Number of Beds:

The number of beds or rooms at the facility can be entered in this field. This will be printed on the 'Nursing Home List' and on the 'Nursing Home Script Summary'.

Cycle Fill:

If the facility being added/amended is to have the prescriptions for their patients cycle filled, enter a 'Y' in this field. If this field is left blank, or set to 'N', the prescriptions filled for patients linked to this facility will not be added to the cycle filling system. Please refer to section 3 of this chapter for more information on the 'Cycle Filling System'.

Use the Daily Files:

This option is used to turn on or to turn off the 'Packing List' function for this facility. If 'Y' is entered in this field, the 'Packing List' function will be enabled, and when processing scripts for patients linked to this facility, the prescription will be added to the packing list. If this field is left blank, or set to 'N', the 'Packing List' function will be disabled for this facility. Please refer to section 1 of this chapter for more information on 'Packing Lists'.

Separate Cov & NonCov:

This option is used to specify whether the 'Covered' or 'Non-Covered' prescriptions are to be separated or combined on the 'Skilled Nursing Custom Billing' invoice. The 'Skilled Nursing Custom Billing' System is an optional software system available within the Pharmacy Management System.

Use the Monthly Files:

This option is used to enable or disable the 'Monthly Charge Statements' for both patient and facilities. When this option is set to 'Y', the function for 'Monthly Charge Statements' will be enabled. When this option is left blank, or set to 'N', the 'Monthly Charge Statements' functions will be disabled for this facility.

Print Page for Ea T.P.:

This option is used to specify whether to combine or separate invoices for each third party billed within a facility when using the 'Skilled Nursing Custom Billing' invoicing system.

Use the Period Files:

This option is used to enable or disable the 'Fixed Period Log By Facility' function. When set to 'Y' the 'Fixed Period Log By Facility' log file will be written to when filling prescriptions in the Pharmacy Management System. When set to 'N' or left blank this function is disabled. Additionally, for this function to work, the 'Use Monthly Patient Profiles By Facility' option in 'User Maintenance' must be set to 'Y' prior to filling the prescriptions.

Monthly Cycle Day:

Enter the day of the month that this facility is to be cycled on in this field.

Daily Per-Diem Rate:

This option is used to specify daily per-diem rate to be used on the 'Skilled Nursing Custom Billing' invoice. The 'Skilled Nursing Custom Billing' System is an optional software system available within the Pharmacy Management System.

Nursing Home List

This function allows users of the Nursing Home System to print a list of the facilities that have been added to the Nursing Home System.

After selecting this function, the following screen will be displayed:

| |
|---------------------------------|
| NURSING HOME LIST |
| List On Screen Or Printer (S,P) |

Two options are available for the 'Nursing Home List'. Pressing 'S' will display the list of homes to the screen, and pressing 'P' will print the list to the printer. A sample of each follows.

Sample of list shown to the screen:

| Code | Name | Address | Zip |
|------|-------------------|----------------------|-------|
| NH | Nursing Home Name | Nursing Home Address | ZipCd |

Sample of printed list:

| Nursing Home List for PHARMACY NAME | | | | | 01 May 03 | |
|--|-------------------|----------------------|--------|-------|------------------|------|
| Code | Name | Address | City | State | Zip | Beds |
| NH | Nursing Home Name | Nursing Home Address | Lindon | UT | ZipCd | 100 |

Delete a Nursing Home

This function allows a facility to be deleted from the Nursing Home System. It is recommended to use this function only after completing a successful backup and compare process. Additionally, be sure to print out all reports needed for the facility, prior to processing the deletion.

After selecting this function, the following screen will be displayed:

NURSING HOME DELETIONS

Enter The Nursing Home Code You Wish To Delete []

Enter the code of the facility to be deleted. After entering the code of the facility, the following will be displayed:

NURSING HOME DELETIONS

| | |
|-------------------|----------------------------|
| Nursing Home Code | NHCODE |
| Name | Nursing Home Facility Name |
| Address | Nursing Home Address |
| City ST Zip | |

Is This The One You Wish To Delete? (Y,N) _

The information for the facility entered will be displayed. This serves as a double check before deleting a facility. If the correct facility is displayed, press 'Y' to confirm the deletion. Press 'N' or **F1** if the wrong facility is displayed and/or if unsure of the deletion. The program will return to the previous screen.

Print N.H. Script Summary

This utility program is used to display and/or print script summary information for the facilities within the Nursing Home System.

After selecting this option, the following will display:

NURSING HOME SCRIPT SUMMARY

List On Screen Or Printer (S,P)

After making your selection for screen or printer, the following prompt will display:

NURSING HOME SCRIPT SUMMARY

List On Screen Or Printer (S,P)

Shall We Zero the Totals? (Y,N)

Answer 'Y' to this question **ONLY** if sure the totals are to be zeroed, otherwise press 'N'.

If 'S' for screen was selected, the following will display:

| Code | Name | Beds | Scripts | Cost | Price |
|----------------------------|-------------------|------|---------|---------|---------|
| NHCODE | Nursing Home Name | 100 | 100 | 1000.00 | 1500.00 |
| Press Any Key To Continue. | | | | | |

If 'P' for printer was selected, the following will be printed:

| Nursing Home Script Summary For PHARMACY NAME | | | | | | 01 May 03 |
|---|-------------------|----------------------|------|---------|---------|-----------|
| Code | Name | Address | Beds | Scripts | Cost | Price |
| NHCODE | Nursing Home Name | Nursing Home Address | 100 | 100 | 1000.00 | 1500.00 |

NH Files Index Maintenance

The 'NH Files Index Maintenance' utility program is a tool used by the **FSI Technical Support Helpdesk** to resolve data access problems. **Use this function only under the direction of FSI.**

Certain data files in the Nursing Home System have index files that are used to search and retrieve data for faster file access. When these indexes become damaged the record numbers for both the data files and the indexes become mismatched, thus not allowing the proper data record to be accessed.

In order to repair these indexes it is necessary to rebuild them from the data file, re-aligning them with the data record numbers.

After selecting this menu option, the following will be displayed:

| |
|---|
| <p>N. H. File Index Maintenance</p> <ol style="list-style-type: none"> 1. Index NURSING HOME File 2. Index N.H. Monthly File 3. Index N.H. Period File 4. Index N.H. CYCLE FILL File <p>Enter Your Choice. _</p> |
|---|

These are the indexes able to be rebuilt. Options 'Index N.H. Monthly File' and 'Index N.H. Period File' prompt you for the nursing home code. If one of these two options are selected, the following will be displayed:

Re-Index Specific Monthly File
 Enter the Nursing Home Code []

For the two previously mentioned indexes, enter the appropriate code for the facility and the index will be rebuilt. For the other two indexes, 'Index NURSING HOME file' and 'Index N.H. CYCLE FILL File', the index will be rebuilt upon menu selection.

Nursing Home Printouts

The 'Nursing Home Printouts' menu option is a menu of miscellaneous printouts available within the Nursing Home System.

NURSING HOME PRINTOUTS
 1. Multi-Pack Labels
 Enter Your Choice. _

Currently, the only 'Nursing Home Printout' is the 'Multi-Pack Labels' function. After selecting this menu option, the following will be displayed:

Multi-Pack Labels
 Drug Name []
 Mfg []
 Lot # []
 Drug Exp. []
 Tch/Rph []
 Number of Pages To Print []

Enter the name of the drug, the manufacturer, lot #, expiration date of the drug, and the technician and pharmacist's initials and/or code. After entering the appropriate information, verify that it is correct, and enter in the number of pages (labels) to be printed. Press **Enter**.