

Electronic & Signature exempt ePS in indici

This YouTube video demonstrates the process well - <https://youtu.be/yoHgpfvKsR8>

ePS Configurations

Ensure indici is configured for electronic prescribing

1. Open practice settings Configurations > Configurations Dashboard > Practice Settings
2. Scroll down to find eRX Configuration
 - a. Tick Enable eRX
 - b. And choose NZEPS in the drop down
3. Click Update to save changes



The screenshot shows the 'eRX Configuration' section. It includes a checkbox labeled 'Enable eRX' which is checked, and a dropdown menu currently set to 'NZEPS'.

Sending an electronic script

Printing a prescription will generate and send an ePrescription to the pharmacy. A prescription may have multiple items on it. An item corresponds to a single medication. A prescription / ePrescription must have a unique script identifier (SCID) which applies to all items on it and will be printed with the SCID as a barcode on the printed prescription. The barcode can be scanned by the pharmacy when presented by a patient for filing.

In the medication screen

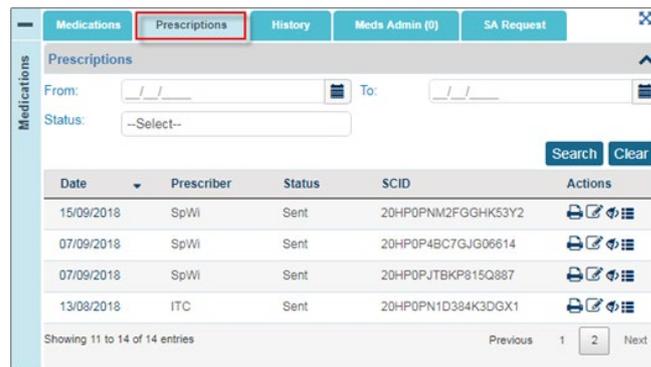
1. Select the medications required, like usual
2. Once you have all the medications, click on icon 'Print prescription'
3. This will automatically generate a bar code on the bottom of the prescription simultaneously sending the prescription to the pharmacy
4. When the patient takes the prescription to their pharmacy, they will be able to scan the bar code to confirm the prescription (and also manually add it to their system if there is an issue with scanning the bar code)

Controlled Drug prescriptions

Controlled Drugs (Class B previously on a triplicate form) must be printed on a separate prescription form (with own barcode) to non-controlled drugs except where the ingredients are used in the making of syringes and clear instructions stipulate the medicines to be included in the syringe. Multiple Controlled Drug items can be printed on the same prescription form. If there are too many Controlled Drug items to fit on one page then multiple pages will be printed. All pages will have the same barcode number and are treated as one prescription.

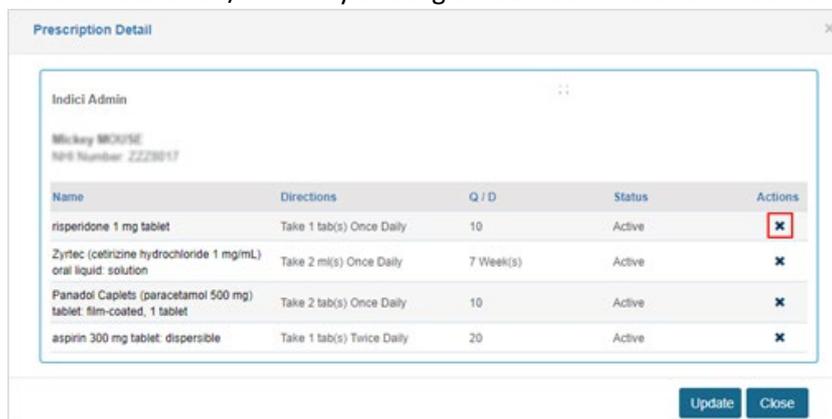
Viewing an electronic script

All ePrescriptions can be viewed under the Prescription tab on the Medication screen

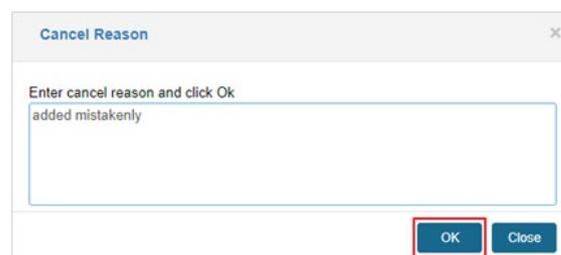


In this tab you can:

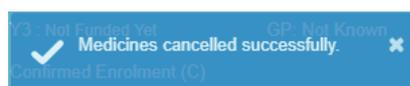
1. Filter by date and status
2. Print – by clicking on the print icon
3. Cancel medication/item – by clicking on edit icon and click on cancel medicine icon



- a. *Cancel Reason* pop-up will appear. Enter the reason for cancellation and click on **Ok**.



- b. The following confirmation message will appear.



- c. The cancelled medicine will get highlighted, click on **Update** to save the changes.

Prescription Detail

Indici Admin

Mickey MOUSE
NHI Number: ZZZ6017

Name	Directions	Q / D	Status	Actions
risperidone 1 mg tablet	Take 1 tab(s) Once Daily	10	Active	
Zyrtec (cetirizine hydrochloride 1 mg/mL) oral liquid: solution	Take 2 ml(s) Once Daily	7 Week(s)	Active	✕
Panadol Caplets (paracetamol 500 mg) tablet: film-coated, 1 tablet	Take 2 tab(s) Once Daily	10	Active	✕
aspirin 300 mg tablet: dispersible	Take 1 tab(s) Twice Daily	20	Active	✕

Update Close

When you reopen *Prescription Detail* screen, the status of the medicine will be shown as 'Cancelled'. The reason for cancellation will appear as a tooltip upon moving the cursor over dialog icon.

4. View prescription details – by clicking on the eye icon to see the details of all medications on that rx
5. View Prescription log – you can see all the interaction that took place with the rx by the pharmacist

SIGNATURE EXEMPT PRESCRIPTIONS

Note: you cannot use signature exempt rx's for controlled drugs, these still need to be printed and signed. It will still be sent electronically but the pharmacy will not dispense the medication until the patient presents with the physical script.

Note: Nurses cannot generate signature exempt scripts, only GPs. If the system is configured for signature exempt prescribing the print icons will be greyed out for nurses.

Signature exempt Configurations

Ensure indici is configured for signature exempt prescribing

6. Open practice settings Configurations > Configurations Dashboard > Practice Settings
7. Scroll down to find eRX Configuration
 - a. Tick signature exempt prescription (this will untick no script authorisation request – meaning the print icon will grey out for nurses)
 - b. Tick Enable Rx1 if pharmacy is using this
8. Click Update to save changes

eRX Configuration

Enable eRX

--Select--

No Script Authorization required Signature Exempt Prescription

Enable RX1

Pharmacy Configurations

1. There will be prepopulated pharmacies with their email addresses in your system

The screenshot shows the 'Pharmacy Configurations' form with the following fields: Pharmacy Name, Pharmacy Phone No., Pharmacy Store ID, Pharmacy Fax No., and Pharmacy Email. Below the form is a table of prepopulated pharmacies.

Pharmacy Name	Pharmacy Fax No.	Pharmacy Phone No.	Pharmacy Email	Pharmacy Store ID	Actions
Unichem The Palms Pharmacy	(06) 355 1146	(06) 355 1145	thepalms@unichem.co.nz	F2000-A	[Edit] [Delete]
Life Pharmacy The Plaza	(06) 358 8234	(06) 358 1949	thelaza@lifepharmacy.co.nz	F2005-H	[Edit] [Delete]
Vauder Pharmacy Downtown Broadway	(06) 358 8209	(06) 358 8499	downtown@vauderpharmacy.co.nz	F3K592-G	[Edit] [Delete]
City Health Pharmacy Ltd	(06) 358 8287	(06) 355 5287	chp@cityhealthpharmacies.co.nz	F21027-B	[Edit] [Delete]
Grant Irvine Pharmacy	(06) 354 5919	(06) 357 8782	grantirvinepharmacy@gmail.com	F22057-E	[Edit] [Delete]

2. If you want to add any other pharmacies, you can either add the details and click on Save
3. Or if you click on Pharmacy Name a list of nationwide pharmacies will be visible and you can choose and Save any of these

The screenshot shows the 'Pharmacy Configurations' form with a dropdown menu open for the 'Pharmacy Name' field. The dropdown lists several pharmacies, including 'Bargain Chemist Manukau', 'Botany South Pharmacy', 'Bramwell's Pharmacy Collection Depots', 'Health Centre Pharmacy', 'Horowhenua Health Centre Pharmacy', and 'Queen St Medical Centre Pharmacy'. The table below the form is partially visible.

Pharmacy Name	Pharmacy Phone No.	Pharmacy Email	Pharmacy Store ID	Actions
Unichem The Palms Pharmacy	(06) 355 1146	thepalms@unichem.co.nz	F2000-A	[Edit] [Delete]
Life Pharmacy The Plaza	(06) 358 1949	thelaza@lifepharmacy.co.nz	F2005-H	[Edit] [Delete]
Vauder Pharmacy Downtown Broadway	(06) 358 8499	downtown@vauderpharmacy.co.nz	F3K592-G	[Edit] [Delete]
City Health Pharmacy Ltd	(06) 355 5287	chp@cityhealthpharmacies.co.nz	F21027-B	[Edit] [Delete]
Grant Irvine Pharmacy	(06) 357 8782	grantirvinepharmacy@gmail.com	F22057-E	[Edit] [Delete]

Generating and Sending a signature exempt electronic script

Repeating a rx or generating a new rx for non-controlled and controlled drugs will automatically generate the unique script identifier (SCID) which applies to all items on it.

Controlled Drugs: You still need to print controlled drug prescriptions. This will be printed with the SCID as a barcode on the printed controlled medication prescription. The pharmacy will not dispense the controlled drug rx until the patient presents with the physical script.

For all scripts, in the medication screen:

1. Select the medications required, as usual and Save
2. Select the pharmacy for the rx to go to

The screenshot shows the 'Medications' screen with a search bar and a table of medications. A dropdown menu for 'Select Pharmacy' is highlighted with a red circle. The table shows a prescription for paracetamol 500 mg tablet.

Date	Name	Directions	Q / D	Rep	Pro.	Actions
06/04/2020	paracetamol 500 mg tablet	Take One tablet Twice Daily	14	--	dr3	[L] [H] [Print] [Email]

3. Click on 'email prescription to pharmacy' icon



4. You will see this message

Email Prescription to Pharmacy

Please note, the functionality for emailing signature exempt prescriptions is in pilot phase and has been released earlier than expected due to the current situation. Therefore, please ensure all possible care is taken and communicate with the patient and pharmacy accordingly.

Pharmacy Name	<input type="text" value="Westbury Pharmacy"/>
Pharmacy Email	<input type="text"/>
Patient Email	<input type="text" value="paige.march@compasshealth.org.nz"/>
Subject	<input type="text" value="Signature Exempt Prescription from INDICI -2J0BQVB49QHVHTB687"/>
Message	<input style="height: 50px;" type="text" value="Enter Text Here"/>

Attachment
Prescription Print

- a. The Pharmacy you have selected will auto populate
- b. The Pharmacy email will auto populate if it is in the system – you can also manually enter or change an email address in this field.
NOTE If RxONE is enabled in your system you don't need an email address here, it will go automatically
- c. The patient's email will auto populate if it is in the system - the patient will get an email stating that their prescription has been emailed to the named pharmacy
- d. You can add a message for the pharmacy in the message field
- e. The rx will be attached to the email for the pharmacy only (not the patient) and also a link in the pharmacy email they can click on to access the rx if they prefer to do that
- f. Click on Send email. (If you have RxONE enabled there will be a separate icon to click on instead of the send email)
- g. If you try and email a controlled drug rx to the pharmacy, you will get an alert stating that you need to print it out
- h. Note: Send email rx again to the Pharmacy if you have made any changes in the script, after emailing the first one. If you make any change in the any medication, the previously sent email will not be valid.

5. Practice administrators can track email delivery via the email report in indicati, go to Reports>More>Email Report

Process for Nurses

Nurse Practitioners and Nurse Prescribers can send email scripts to the pharmacy.

Nurses should send prescription tasks to GPs, ensuring the required meds are ticked, the right rx type is ticked ie Rpt rx routine and the right Pharmacy is selected, then click Save

The GP just then needs to open the task and click on 'Signature Less Rx'. The script will generate, show as repeated in the patient medication list and get automatically sent to the pharmacy.

Add Task

Tasks Repeat Rx (2) Prescriptions & Labs

History

Patient: Geoff GORDON

Subject / Progress: **R**

RPT RX ROUTINE

Age: 62 Y(s) DOB: 30/05/1957 Last Rx: 08/04/2020
 Last F2F GP Appointment: 18/03/2020

Prescriber: Paige MARCH (Doctor) Default GP

- RPT RX ROUTINE RPT RX ROUTINE - FAX
- RPT RX URGENT RPT RX URGENT - FAX
- Other

Pharmacy:

Pickup No Charge

Requested Repeat Meds

Date	Name	Directions	Q / D	Pro.
No record found				

Long Term Medicine

Date Last Rx	Name	Directions	Q / D	Pro.
<input checked="" type="checkbox"/> 07/04/2020	Panadol (paracetamol 1...	Take 1 ml(s) in the m...	7	D...
<input checked="" type="checkbox"/> 07/04/2020	ibuprofen 200 mg tablet	Take 1 tab(s) every s...	28	D...
<input type="checkbox"/> 07/04/2020	alpha tocopherol 21.4...	Take 1 ml(s) Three Ti...	3	D...
<input type="checkbox"/> 10/03/2020	Panadol (paracetamol 5...	Take 1 tab(s) Once D...	7	Ca...
<input type="checkbox"/> 27/02/2020	warfarin sodium 1 mg t...	Take 2 tab(s) Once D...	80	D...
<input type="checkbox"/> 27/02/2020	metformin hydrochlorid...	Take 1 tab(s) Twice ...	80	D...

Last Three months medication Activity

Date Last Rx	Name	Directions	Q / D	Pro.
<input type="checkbox"/> 08/04/2020	morphine sulfate 100 m...	Take One capsule T...	14	D...
<input type="checkbox"/> 11/03/2020	nitrofurantoin 100 mg ta...	Take One tablet Onc...	5	D...

Send Auto SMS Send Auto Email Select Template :

Prescriber Comments