Ascribe Rx®

Online Resource Center

User Guide

Contents

Introduction

The Ascribe Rx® Online Resource Center is the central reporting system for Ascribe Rx® Pharmacy System and the Ascribe Rx® Dispensing System. The ORC can be access at: http://orc.onsiterx.net/.

Report parameters

All reports are designed and function identical to one another. When selecting any of the reports from the menus, you will be brought to the report parameter page for the selected report.

The page contains upper and lower sections; the upper section contains the report parameters and the lower section displays the report results.

The report viewer toolbar will display in the report results section and provides report viewing and printing functionality including but not limited to: pagination, save as PDF, export to Excel, find/search, print, print preview, and page setup. Hover over the buttons on the toolbar to view a short description of the button function.

Note: Options differ based on the web browser you are using (e.g. Internet Explorer, Firefox).

Figure 1: Facility Information Report

To generate a report:

1. From the applicable reports menu, select an option (e.g. Facility Information).
2. Enter one or more search parameters, click **Display**.

*Note: You must click **Display** to refresh the report results if you change your report parameters. Click **Reset** to reset the report parameters to the default values.*

Tip: Enter an asterisk (*) in most text field search parameters to search all records.

Wildcard functionality

The asterisk symbol functions as a wildcard when generating reports, however, functions slightly different to how it functions when searching records. For example, when generating the Prescription Information report, you can enter any of the following combinations in conjunction with the asterisk.

- * (by itself) – Enter an asterisk by itself and the system will return all results, in the Prescription Information report example, it will return all prescriptions in the system for that facility.
- * (with leading characters) – Enter characters followed by an asterisk and the system will return all results that begin with the characters entered. For example, if you entered 12*, the system will return all prescriptions that begin with "12."
- * (with trailing characters) – Enter an asterisk followed by characters and the system will return all results that end in the characters entered. For example, if you entered *45, the system will return all prescriptions that end in "45."
- Characters flanked by asterisks – Enter an asterisk followed by characters and then followed by a second asterisk and the system will return all results that contain the characters entered. For example, if you entered *54*, the system will return all prescriptions that contain "54."

Figure 2: Prescription Information Report parameters
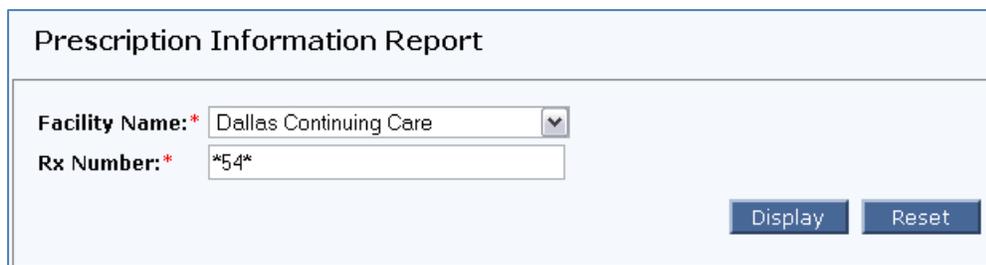
Prescription Information Report

Facility Name:* Dallas Continuing Care

Rx Number:* *54*

Display   Reset

Canister Reports

This section outlines options listed under the **Canister Reports** menu.

Canister aging

The **Canister Aging** report displays all canisters that are in the packager, in the storage unit, sent to the facility, and sent to the pharmacy that are assigned to the facility and install selected in the parameters. It includes information including but not limited to: the canister fill age (number of days since the canister has been filled), number of days until the canister is expired, remaining quantity, and canister state.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.

Report results

The report columns include:

- **Medication**: The medication name, strength, and unit.
- **NDC**: All three segments of the NDC number.
- **Age**: The number of days since the canister was filled with medication.

  Calculation: The number of days from the canister fill date to the current date. For example, if the canister fill date was 10/01/2010 and the current date is 10/05/2010, then the canister age is five days.

- **Days to Exp**: The number of days until the medication in the canister is expired.

  Calculation: The number of days from the current date to the day prior to the canister fill expiration date. For example, if the current date is 10/22/2010 and the canister fill expiration date is 10/31/2010, then the number of days until the medication in the canister is expired is nine days.

- **Rem Qty**: The remaining quantity of medication in the canister as of the current date/time.
- **Exp Date**: The canister fill expiration date.
- **Fill ID**: The fill ID assigned to the canister when the canister was filled with medication.
- **Pos**: The canister position number in the packager for canisters with a canister state of **In Packager**.
- **Canister State**: The location of the canister: **In Packager**, **In Storage**, **Sent to Facility**, or **Sent to Pharmacy**.
- **Last Dispensed**: The date and time a dose was last dispensed from the canister.

Canister issues

The **Canister Issues** report displays all canisters that are in the packager, in the storage unit, and sent to the facility that are assigned to the facility and install selected in the parameters. It includes information including but not limited to: jammed canisters, empty canisters, expired canisters, remaining quantity, and canister state.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.

Report results

The report columns include:

- **Medication**: The medication name, strength, and unit.
- **NDC:** All three segments of the NDC number.
- **Rem Qty**: The remaining quantity of medication in the canister as of the current date/time.
- **Empty**: **Yes** indicates that the canister is empty and should be returned to the pharmacy. **No** indicates that the canister has medication remaining.
- **Pos**: The canister position number in the packager for canisters with a canister state of **In Packager**.
- **Exp Date**: The canister fill expiration date.
- **Status**: The canister status: expired, low quantity, jammed, monitor, or empty. Rules for each option are defined below.

    Expired: The canister fill expiration date is greater than or equal to the current date. If a canister has multiple statuses, the Expired status will display. For example, if the canister was empty and expired.

    Low Quantity: The remaining quantity of the canister is less than or equal to ten.

    Jam/Empty: The remaining quantity is greater than zero and the canister is set to empty.

    Monitor: The remaining quantity is less than or equal to zero and the canister is not set to empty.

    Empty: The remaining quantity is less than or equal to zero and the canister is set to empty.

- **Canister State**: The location of the canister: **In Packager**, **In Storage**, **Sent to Facility**, or **Sent to Pharmacy**.
- **Canister ID**: Click the canister ID to view canister details including but not limited to: canister fill ID, canister fill date, initial quantity, and medication lots.

Current inventory

The **Current Inventory** report displays all canisters that are in the packager, in the storage unit, sent to the facility, and sent to the pharmacy that are assigned to the facility and install selected in the parameters. It includes information including but not limited to: medication name, NDC, empty status, canister fill expiration date, and canister state.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.
- **Canister State**: Select one or more canister states by selecting the corresponding checkboxes.

Report results

The report columns include:

- **Medication**: The medication name, strength, and unit.
- **NDC**: All three segments of the NDC number.
- **Pos**: The canister position number in the packager for canisters with a canister state of **In Packager**.
- **Rem Qty**: The remaining quantity of medication in the canister as of the current date/time.
- **Empty**: **Yes** indicates that the canister is empty and should be returned to the pharmacy. **No** indicates that the canister has medication remaining.
- **Fill Date**: The date the canister was filled with medication.
- **Fill ID**: The fill ID assigned to the canister when the canister was filled with medication.
- **Exp Date**: The canister fill expiration date.
- **Canister State**: The location of the canister: **In Packager**, **In Storage**, **Sent to Facility**, or **Sent to Pharmacy**.

Dispense Reports

This section outlines options listed under the **Dispense Reports** menu.

Destroy packets

The **Destroy Packets** report displays all doses that were dispensed from the install selected in the parameters in destroy, or "X" packets. It includes information including but not limited to: packet number, username, resident, and dispense date.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.
- **Dispense Date**: Enter a maximum date range of 31 days. The date range represents the date the medication was dispensed from the ODS.

Report results

The report columns include:

- **Packet #**: The packet number assigned at the time the medication was dispensed. Click the packet number to view additional information about the packet including but not limited to: medication attributes, pharmacist, and doctor.
- **Username**: The name of the user who dispensed the medication. Click the username to view additional details about the user including: dates the user accessed the ODS and the functions that were performed.
- **Resident**: The name of the resident to be administered the medication. Click the resident name to view prescriptions assigned to that resident.
- **Medication**: The medication name, strength, and unit. The X of Y number displayed to the left of the medication name represents the total number of pills dispensed in the packet (X) versus the total number of pills that should have been dispensed in the packet (Y) for that medication.
- **CS**: The schedule type of the medication; 2, 3, 4, or 5 or blank (if legend).
- **Admin Date**: The date the medication was to be administered to the resident.
- **HOA**: The hour of day the medication was to be administered to the resident.
- **Dispense Date**: The date and time the medication was dispensed.

Dispenses

The **Dispenses** report displays all packets that were dispensed from the install selected in the parameters. It includes original dispenses, re-dispenses, and destroy packet dispenses. It also includes information including but not limited to: username, prescription (serial) number, medication name, and dispense date.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.
- Unit: Select an option from the drop-down list.
- **Dispense Date**: Enter a maximum date range of 31 days. The date range represents the date the medication was dispensed from the ODS.
- Username: Enter one or more characters of the ODS username. The report results will include all usernames containing the characters entered.
- Resident First Name: Enter one or more characters of the resident's first name. The report results will include all residents with a first name containing the characters entered.
- Resident Last Name: Enter one or more characters of the resident's last name. The report results will include all residents with a last name containing the characters entered.
- Resident MRN: Enter one or more characters of the resident's medical record number. The report results will include all residents with a medical record number containing the characters entered.
- **Include PRN Medications Only**: Select **Yes** to generate the report for PRN medications only. Select **No** to generate the report for all medications.
- **Medication Types**: Select one or more medication types by selecting the corresponding checkboxes.
- Packet #: Enter one or more characters of the packet number. The report results will include all packets containing the characters entered.

Report results

The report columns include:

- **Username**: The name of the user who dispensed the medication.
- **Rx #**: The prescription (serial) number of the medication. Click the prescription number to view additional information about the prescription including: dispense history, pharmacist, and missed dispenses.
- **Resident**: The name of the resident to be administered the medication. Click the resident name to view prescriptions assigned to that resident.
- **Qty**: The quantity of medication dispensed.
- **Medication**: The medication name, strength, and unit.
- **CS**: The schedule type of the medication; 2, 3, 4, or 5 or blank (if legend).
- **Admin Date**: The date the medication was to be administered to the resident.
- **HOA**: The hour of day the medication was to be administered to the resident.
- **Packet #**: The packet number the dose was dispensed into.
- **Dispense Date**: The date and time the medication was dispensed.

Missed dispenses

The **Missed Dispenses** report displays all doses that were available in ODS but were not dispensed within the designated administration window. It includes information including but not limited to: prescription (serial) number, resident, medication name, and the date/time the dose became available to dispense in ODS.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.

- **Install**: Select an option from the drop-down list.
- **Dose Date**: Enter a maximum date range of 31 days. The date range cannot span into the future. The date range represents the administration date of the dose.

Report results

The report columns include:

- **Rx #**: The prescription (serial) number of the medication. Click the prescription number to view additional information about the prescription including: dispense history, pharmacist, and missed dispenses.
- **Resident**: The name of the resident to be administered the medication. Click the resident name to view prescriptions assigned to that resident.
- **Medication**: The medication name, strength, and unit.
- **CS**: The schedule type of the medication; 2, 3, 4, or 5 or blank (if legend).
- **Admin Date**: The date the medication was to be administered to the resident.
- **HOA**: The hour of day the medication was to be administered to the resident.
- **Avail in ODS**: The date and time the dose became available to dispense in ODS.

Re-dispenses

The **Re-Dispenses** report displays all doses that were re-dispensed from the install selected in the parameters. It includes information including but not limited to: username, prescription (serial) number, medication name, and dispense date.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.
- **Dispense Date**: Enter a maximum date range of 31 days. The date range represents the date the medication was re-dispensed from the ODS.
- **Re-Dispense Reason**: Select one or more re-dispense reasons by selecting the corresponding checkboxes.

Report results

The report columns include:

- **Username**: The name of the user who dispensed the medication.
- **Rx #**: The prescription (serial) number of the medication. Click the prescription number to view additional information about the prescription including: dispense history, pharmacist, and missed dispenses.
- **Resident**: The name of the resident to be administered the medication. Click the resident name to view prescriptions assigned to that resident.
- **Qty**: The quantity of medication dispensed.
- **Medication**: The medication name, strength, and unit.
- **CS**: The schedule type of the medication; 2, 3, 4, or 5 or blank (if legend).
- **Admin Date**: The date the medication was to be administered to the resident.
- **HOA**: The hour of day the medication was to be administered to the resident.
- **Reason**: The re-dispense reason selected at the time the dose was re-dispensed.

- **Dispense Date**: The date and time the medication was dispensed.

Undispensed doses

The **Undispensed Doses** report displays all doses available to dispense in ODS that have not yet been dispensed. It includes information including but not limited to: resident, medication name, and administration date and time.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.

Report results

The report columns include:

- **Rx #**: The prescription (serial) number of the medication. Click the prescription number to view additional information about the prescription including: dispense history, pharmacist, and missed dispenses.
- **Resident**: The name of the resident to be administered the medication. Click the resident name to view prescriptions assigned to that resident.
- **Medication**: The medication name, strength, and unit.
- **CS**: The schedule type of the medication; 2, 3, 4, or 5 or blank (if legend).
- **Admin Date**: The date the medication was to be administered to the resident.
- **HOA**: The hour of day the medication was to be administered to the resident.

Facility Reports

This section outlines options listed under the **Facility Reports** menu.

Facility information

The **Facility Information** report displays the corporation name, facility name, facility address, and facility phone and fax numbers.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.

Report results

The report columns include:

- **Corporation**: The corporation assigned to the facility.
- **Address**: The address of the facility.
- **Phone**: The phone number of the facility.
- **Fax**: The fax number of the facility.

Prescription information

The Prescription Information report displays prescription information including but not limited to: prescription (serial) number, medication name, resident, and pharmacist.

Report parameters

*Note: Required fields appear in **bold, black** text.*

- **Facility Name**: Select an option from the drop-down list.
- Rx #: Enter one or more characters of the prescription number. The report results will include all prescriptions containing the characters entered.
- NDC: Enter the 11-digit NDC number, not including dashes. The report results will include all prescriptions for the medication group of the NDC entered.

Report results

The report columns include:

- **Rx #**: The prescription (serial) number of the medication. Click the prescription number to view additional information about the prescription including: dispense history, pharmacist, and missed dispenses.
- **Medication**: The medication name, strength, and unit.
- **Resident**: The name of the resident on the prescription. Click the resident name to view prescriptions assigned to that resident.
- **RPh**: The initials of the pharmacist who approved the order.

- **Rx Created**: The date and time the prescription was created.
- **Status**: The status of the prescription (active or inactive).

Resident information

The **Resident Information** report displays the medical record number, resident name, and unit/room/bed.

Report parameters

Note: Required fields appear in **bold, black** text. Although all parameters are optional, you must enter or select at least one report parameter.

- **Facility Name**: Select an option from the drop-down list.
- **Resident First Name**: Enter one or more characters of the resident's first name. The report results will include all residents with a first name containing the characters entered.
- **Resident Last Name**: Enter one or more characters of the resident's last name. The report results will include all residents with a last name containing the characters entered.
- **Resident MRN**: Enter one or more characters of the resident's medical record number. The report results will include all residents with a medical record number containing the characters entered.

Report results

The report columns include:

- **MRN**: The medical record number of the resident.
- **Resident**: The name of the resident. Click the resident name to view prescriptions assigned to that resident.
- **Unit**: The unit assigned to the resident.
- **Room**: The room assigned to the resident.
- **Bed**: The bed assigned to the resident.

ODS access log

This **ODS Access Log** displays system access information including but not limited to: log in date/time, log out date/time, functions performed by a user, and username.

Report parameters

Note: Required fields appear in **bold, black** text.

- **Facility Name**: Select an option from the drop-down list.
- **Install**: Select an option from the drop-down list.
- **Username**: Enter one or more characters of the ODS username. The report results will include all usernames containing the characters entered.
- **Access Date**: Enter a maximum date range of 31 days. The date range represents the date the user performed a function in ODS.

Report results

The report columns include:

- **Username**: The name of the user who dispensed the medication. Click the username to view additional details about the user including: dates the user accessed the ODS and the functions that were performed.
- **Transaction Date**: The date and time of the transaction.
- **Description**: The function performed by the user.