



J A D E

Bp Premier eRx and Prescribing Guide

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Last updated: July 2018

Intended for usage with Bp Premier version Jade SP2 and later. Some features in this User Manual may be available only in versions later than Jade.

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Set up eRx Script Exchange

eRx Script Exchange (eRx) is an industry initiative led by Fred Health with the support and endorsement of the Pharmacy Guild of Australia. It is the first nationally deployed electronic prescription transmission system in Australia. Prescriptions are encrypted and transmitted from prescribers to the secure eRx exchange and retrieved from eRx by pharmacists for dispensing upon presentation of a prescription.

Refer to the web site www.ERX.com.au for more details and registration.

Before you begin

Before you can begin configuring and using eRx Script Exchange, Best Practice Software recommend upgrading to the latest version of Bp Premier to ensure the latest version of the eRx adapter is installed. Your Bp Premier server PC should also satisfy the system requirements.

The practice must also:

- have registered with eRx. Each practitioner who wishes to participate must have received their Entity ID. You will need the entity IDs for configuration.
- use Medicare online. You will need the Medicare Site Certificate for the Practice and the PIC password for eRx configuration.

If you are upgrading from a previous version of Bp Premier

eRx releases new versions of the adapter that transmits scripts to eRx. As part of a Bp Premier server upgrade, the old eRx adapter is uninstalled and replaced with the new version. The eRx adapter files are stored in the folder C:\Program Files\eRx rather than in the folder C:\Program Files\Best Practice Software\BPS\eRx.

If a Bp Premier upgrade fails due to permissions, access to this folder may be a cause. Practices with IT policies that restrict access to local and network folders will need to provide access to the folder C:\Program Files\eRx for the upgrade.

The upgrade will replace two eRx services with new versions named **eRx Standard Adapter Service** and **eRx Standard Adapter Store and Forward Service**. These names may change in the future.

Existing eRx configuration settings will be automatically updated during any Bp Premier upgrade.

My practice uses SafeScript

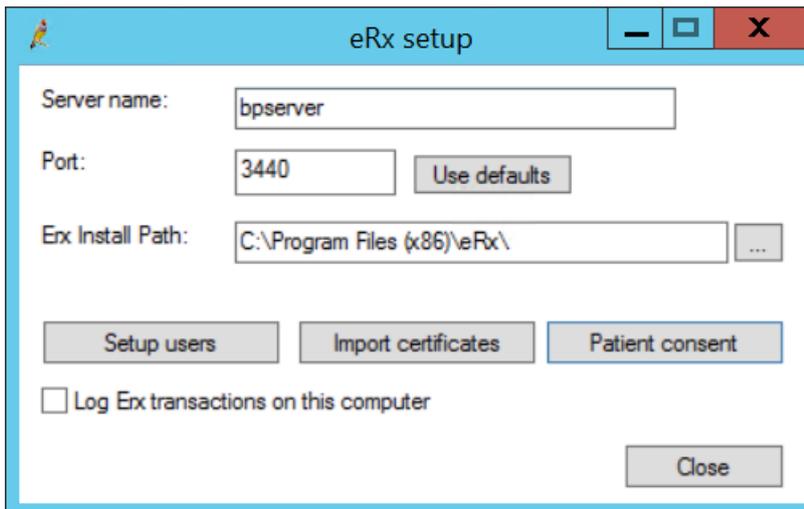
Bp Premier's integration with eRx supports SafeScript checks. A provider must enable SafeScript in their user preferences to enable checking. You can only configure a provider for either eRx or MediSecure, not both, if that provider has SafeScript enabled.

Install eRx

Perform the following procedures on the Bp Premier server only.

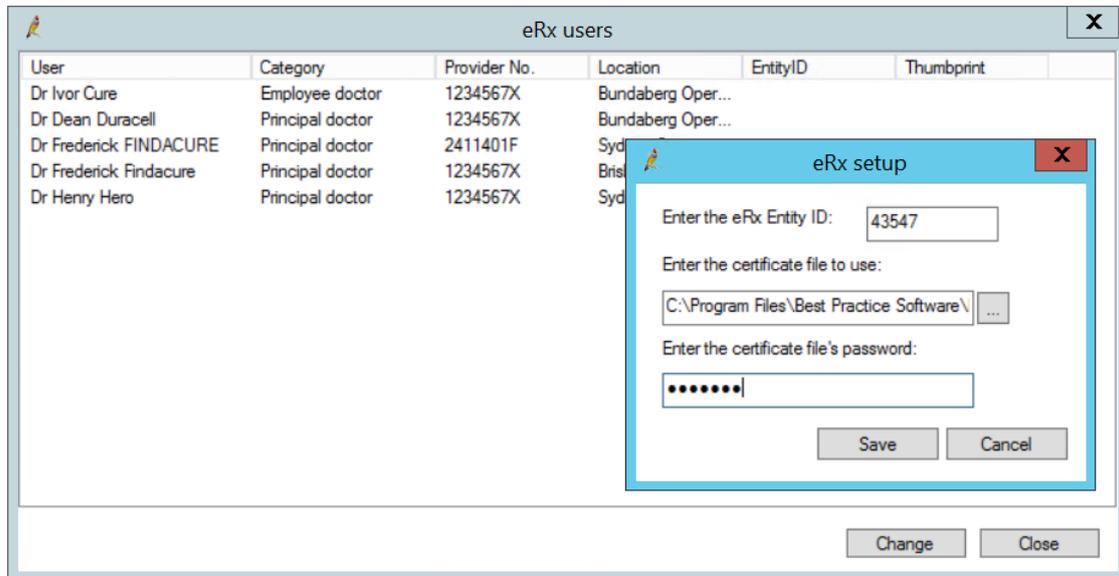
Enter the Entity IDs for each doctor

1. Browse to the folder C:\Program Files\Best Practice Software\BPS and double-click on the file **eRx Setup.exe**, or browse to **Start > Best Practice Software eRx setup**.
2. Log in using your Bp Premier username and password. The **eRx Setup** screen will appear.



3. Enter the name of the Bp Premier server in the **Server name** field.
4. Change the **Port** from the default value if required (you only need to change this if you know that port 3440 is used by another process).
5. Insert the Medicare Site Certificate CD into the server computer.
6. Click on the **Setup Users** button to display the **eRx users** screen. This screen lists all providers set up in Bp Premier. For each provider who has registered for eRx, you should have received an **Entity ID**.

7. For each provider registered for eRx:
 - a. Select the provider's name in the list and click **Change**. A second **eRx setup** screen will appear.



- b. Enter the provider's **Entity ID**.
 - c. Click on the ... button next to **Enter the certificate file to use** field and browse to the Medicare Site certificate CD.
 - d. Select the file called **FAC_Sign.p12** and click **OK**.
 - e. In the **Enter the certificate file's password**, enter the PIC password for the Medicare certificates (the password will be on the letter received from Medicare with the certificates).
 - f. Click **Save**.
8. Click the **Close** button to return to the **eRx setup** screen.

Import the eRx certificates into Bp Premier

Click the **Import Certificates** button on the **eRx setup** screen. The system will automatically import the eRx certificates. You may receive a Windows Security Warning about the validity of the eRx Script Exchange certificate. If you have inserted the correct original Medicare Site certificate CD, click **Yes** to continue.

Patient Consent

(Optional)

By default, all scripts are sent electronically to eRx. If you know one or more patients do not wish to give consent to use eRx, click the **Patient consent** button to exclude them from having their scripts transmitted. You can edit a patient's eRx consent at any time. See [Change a patient's eRx consent on page 8](#) for more information.

Log eRx Transactions

(Optional)

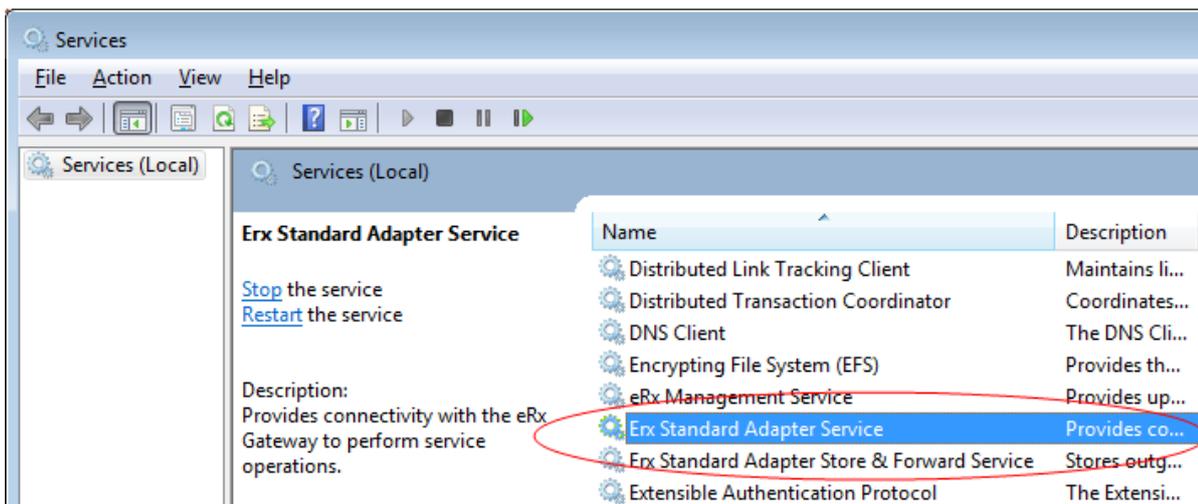
Tick the checkbox **Log eRx transactions on this computer** only if you have been asked to do so by eRx or Best Practice Software Support. This option records information during transactions for troubleshooting.

Click **Close** to save the settings and exit the **eRx setup** screen.

Start the eRx Services in Windows

Perform this step on the Bp Premier server only.

1. In Windows, navigate to the **Services** screen. Click the Windows logo in the bottom left. Click the down arrow to open applications and navigate to **Control Panel > Administrative Tools > Services**. The **Services** screen will appear.
2. Scroll down the list and look for **ERx Standard Adapter Service** and **ERx Standard Adapter Store & Forward Service**.



3. Double-click on the **eRx Standard Adapter Service**. Set the **Start up type** to **Automatic**.
4. If the Service Status is 'Started', click **Stop** and click the **Start** button. Otherwise, click the **Start** button.
5. Double-click on the **eRx Standard Adapter Store & Forward Service**. Set the **Start up type** to **Automatic**.
6. If the Service Status is 'Started', click **Stop** and click the **Start** button. Otherwise, click the **Start** button.
7. Check that both services have a status of 'Started'.
8. Close the **Services** screen.

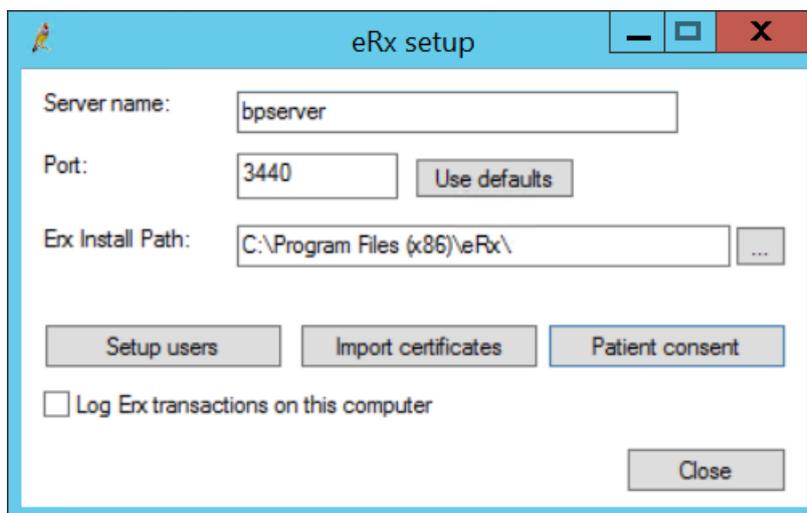
Activate eRx on workstations

After you have configured the services on the server, log out of Bp Premier on each workstation and back in again to activate eRx on each workstation.

Change a patient's eRx consent

By default, all scripts are sent electronically to eRx. If a patient does not want to use eRx, you can remove their consent from Bp Premier.

1. Browse to the folder C:\Program Files\Best Practice Software\BPS and double-click on the file **eRxSetup.exe**. The **eRx setup** screen will appear.



2. Click on the **Patient Consent** button. The **Lookup patient** screen will appear.
3. Search for the patient, highlight their name, and click the **Change** button. The **eRx Consent** screen will appear.
4. Tick or untick the consent fields to change the patient's consent.
5. Click **Save**.
6. Repeat steps 3–5 for each patient for whom you need to change eRx consent.
7. Press **Cancel** to exit the **Lookup patient** screen. Press **Close** to exit the **eRx setup** screen.

Add or cease Rx

Current medications are managed from the **Current Rx** section of the left hand tree in the patient record.

Look up a prescription

If you know the script ID for a printed script, you can look up the printed prescription in Bp Premier.

1. From the main screen, select **Utilities > Prescription Lookup**. The **Prescription Lookup** screen will appear.
2. Enter the **Script No.** and click **Lookup**. The screen will show an image of the printed script.

Prescription lookup

Script No.:

Dr Frederick Findacure
Suite 4b, 127 Creek St
Brisbane 5000
Ph.: 1300401111 Fax: 0741532093
Prescriber No.: 1234567

Medicare no.: 3950211981/1

Ms Esme Hinton
385 Horace Gr
Gritjurk 3315

Date: 07/09/2016 Non PBS Brand substitution permitted
Script ID: 000002

Recofol 500mg/50mL Vial
Quantity: 1x50mL No repeats.
1 item printed

Dr Frederick Findacure

Add a current Rx

1. Open the patient record you want to add a new prescription to.
2. Select **Current Rx** from the tree on the left hand side. Click **Add** above the list to the right. The **New Rx** screen will appear.

The screenshot shows the 'New Rx' window with the following details:

- Search for: AMO
- Available formulations table:

Product name	Quantity	Rpts	Restriction	BPP	TGP/Sf
Amoxicillin 250mg Capsule	20	1	PBS/RPBS	\$ 0.00	\$ 0.00
Amoxicillin 500mg Capsule	20	1	PBS/RPBS	\$ 0.00	\$ 0.00
Amoxicillin 1,000mg Tablet	14	1	PBS/RPBS RB	\$ 0.00	\$ 0.00
Amoxicillin 125mg/5mL Syrup	1x100mL	1	PBS/RPBS	\$ 0.00	\$ 0.00
Amoxicillin 250mg/5mL Syrup	1x100mL	1	PBS/RPBS	\$ 0.00	\$ 0.00
Amoxicillin 500mg/5ml Suspension	1x100mL	1	PBS/RPBS	\$ 0.00	\$ 0.00
Amoxicillin 100mg/mL Drops	1x20mL	1	PBS/RPBS	\$ 0.00	\$ 0.53
Amoxicillin 3g Sachet	1	2	Non PBS	\$ 0.00	\$ 0.00

Selected item details:

Amoxicillin 250mg Capsule
Generic name: Amoxicillin 250mg

Schedule:
NSW: 4, QLD: 4, VIC: 4, SA: 4, WA: 4, TAS: 4, ACT: 4, NT: 4

PBS Listing:
PBS/RPBS General benefit - 20 and 1 repeat

Buttons at the bottom: Add to favourites, Same drug class, Equivalent products, Product Information, NPS RADAR, Allergies/Reactions, CMI, < Back, Next >, Cancel.

Red text: No allergy/adverse drug reaction information has been recorded!

3. Select to search by **Product Name** or **Therapeutic class**, search for **Custom** preparations, or search **Favourites** that have been recorded for this provider.
4. Enter the first few letters of the search term in the **Search for** field. Matching drugs or preparations will be listed below.

TIP Depending on the type of drug searched for, a hyperlink at the bottom of the **New Rx** screen may appear that links to PBS guidelines for prescription of that drug.

5. Select the medication you want to prescribe from the list. Select the formulation to prescribe from the **Available formulations** list to the right. Tick **Show PBS/RPBS listed only** to only show listed formulations.
6. If you are likely to prescribe the same medication in the future, you can click **Add to favourites** to add the drug to your Favourites list.

7. If the patient requires a combination of drugs, and your practice has configured the drug combination in Bp Premier, click **Drug combination** to prescribe the combination.
8. The buttons at the bottom of the screen have the following actions:

Button	Action
Same drug class	Select a drug from the Available formulations and click this button to view formulations in the same therapeutic class for comparison.
Equivalent products	Select a drug from the Available formulations and click this button to view alternate similar products.
Product Information	Opens the MIMS product information viewer for providers.
CMI	Open the Consumer Medicines Information viewer for providers to show or print for patients to take home, providing information about the drug.
Allergies/Reactions	Opens the Allergies/Adverse reactions screen to view or add allergies for the patient.
NPS RADAR	Opens NPS RADAR if there are any alerts or patient information leaflets relevant to the selected formulation.

9. After you have selected the formulation you want to prescribe, click **Next**. The **New Rx** screen will continue.

10. Select the **Dose**, **Frequency** of administration, whether to take with **Food**, and any **Other** instructions. To assist in calculating the correct dose for a patient, click **Dose calculator** to open the dose calculator tool.
11. Tick p.r.n if the medication is to be taken 'as needed'.

NOTE If you tick the p.r.n. checkbox, Bp Premier does not consider the medication 'regular medication' for the patient. This affects the ability to insert the prescription into template fields. See [Regular medication and p.r.n. on page 17](#) for more information.

12. Change the **Route** of administration if necessary.
13. Enter any **Complex instructions** to be printed on the script, if any. Click **Store** to store complex instructions for later reuse.
14. If the patients requires compliance checking for medication, enter the **Number of tabs per day** to check for. Otherwise, tick **No compliance checking**.
15. If the selections made in this screen are likely to apply to further prescriptions of the drug, tick **Save this dose as the default for this preparation**.
16. Click **Next**. The **New Rx** screen continues.

Availability:

Quantity	Repeats	Restriction	BPP	TGP/SPC
20	1	PBS/RPBS	\$ 0.00	\$ 0.00

Quantity: Repeats: Regulation 24

Prescribe as: PBS Private

Allow brand substitution

PBS Listing:

Generate note:

Mark for printing Mark as printed

Once only prescription Long term medication

17. You can manually edit the **Quantity** and number of **Repeats** for private scripts.
18. If you increase the **Quantity** for an Authority prescription, Bp Premier will prompt you to confirm . If you select yes, an additional authority approval screen will appear before the Rx is finalised.
19. Tick **Regulation 24** to endorse Regulation 24 on the Rx.

NOTE For more information, refer to the [Pharmaceutical Benefits Scheme website](#).

20. You should not need to change the **Prescribe as** selection.

Bp Premier will default the **Prescribe as** value based on the patient's DVA status and the medication. If the patient has a DVA Gold card recorded in their demographics and the medication is listed on the RPBS, **RPBS** will be selected in this window. Patients with white or orange DVA cards will not default to RPBS. If the medication is for a condition listed under the patient's white card, you must manually select the RPBS option.

21. Tick **Allow brand substitution** to allow the dispenser to suggest a brand alternative.
22. Select the Rx origin from the **Generate note** dropdown.
23. Tick **Mark as printed** if the Rx has already been printed for the patient. Otherwise, tick **Mark for printing**.

24. Select **Once only prescription** if the patient will not require a repeat script, or **Long term medication** if the patient is likely to require repeats in the future.
25. Click **Next**. If you selected an Authority prescription in step 17, the **New Rx** authority screen will appear. If the script is not an authority, go to step 25.

New Rx - Amoxicillin 500mg Capsule

Authority Approval Hotline: **1800 888 333** Patient name: **Mr Bob Pearson**

Patient Medicare No.: Authority Form No.: **12345772** Prescriber No.: **1234567**

Authority item: **Amoxicillin 500mg Capsule 1 Twice a day with meals As directed prn**

Quantity: **30** Repeats: **0**

PBS listed Indications for Authority: **Indication**

Indication detail: PBS Notes:

Indication for this authority:

Approval No: **Z** Previous authority Send to patient **Lookup tx**

< Back **Next >** **Cancel**

NOTE Authority details are printed on the script. For more information on authority prescriptions, refer to the [Pharmaceutical Benefits Scheme website](#).

26. Complete the fields in this screen and click **Next**. The final **New Rx** screen will appear.

27. Select the condition treated by the medication from the patient's existing conditions, or select **New condition** to enter a new condition.

Depending on whether a new condition has been selected, and the type of condition, some or all of the fields on the right hand side will be enabled. The fields in this screen are the same as when entering a condition from the **Diagnosis** screen from **Today's notes**.

28. Click **Finish** to return to the Current Rx list, or **Another** to add another Rx.
29. Tick the checkboxes of the medications in the Current Rx list you want to print, and click **Print** to print the scripts.

If you are not ready to print the scripts, when you close the patient record, Bp Premier will ask what to do with unprinted Rx. Select **Store them for printing later** and click **Ok**. You can print stored Rx later from the patient record or the **Stored Prescriptions** screen.

Edit a current Rx

1. Open the patient record you want to cease medication for.
2. Select **Current Rx** from the tree on the left hand side.
3. Right-click the Rx you want to edit. A number of editing options are listed in the right-click menu. Select the item you want to change for the Rx.

4. Some editing options, such as **No substitution**, update the Rx record in the list. Other options will open the **Edit Rx** screen so the record can be updated.
5. Make the changes in the screen and click **Save**.

Cease a current Rx

1. Open the patient record you want to cease medication for.
2. Select **Current Rx** from the tree on the left hand side.
3. Right-click the Rx you want to cease and select **Cease Rx**. The **Cease Rx** screen will appear.
4. Change the **Date ceased** from the current day if necessary.
5. Enter or select a **Reason for cessation**. Reasons entered as free text will be available for selection the next time the screen appears.
6. Tick **Add to allergies/adverse reactions** to add the medication to the patient's Allergies list.
7. Click **Delete**.

Regular medication and p.r.n.

If you assign patient medications to clinical functions like care plans and asthma plans, you may see that the medication does not appear as a 'regular medication', even though the medication has been added in the **Current Rx** section.

When prescribing medications, the checkbox **p.r.n.** in the dosage screen indicates that the medication is to be taken as needed.

New Rx - Ventolin Respirator Solution 5mg/mL

MIMS
100% pure knowledge
June 2016

MIMS Abbreviated Product Listing
Ventolin Respirator Solution and Nebules
Generic Ingredients: salbutamol sulfate
Company: Allen & Hanburys
Pregnancy Category: A

Dose:
 1
 2
 ½
 1½
 5ml
 2.5ml
 2 puffs
 Apply
 1 drop
 2 drops

Frequency:
 Daily
 In the morning
 At midday
 In the evening
 Before bed
 Twice a day
 Three times a day
 Four times a day
 Every 4 hours
 Every 6 hours
 Every 8 hours
 Every 12 hours
 Once a week
 Twice a week
 Every 2 hours
 Every 3 hours
 Once a month
 3 monthly
 Yearly

Food:
 before meals
 with meals
 after meals
 on an empty stomach
 without regard to meals

Other:
 on alternate days
 to affected areas
 both sides
 Left side
 Right side
 Stat
 As directed
 For doctor's use

Complex instructions:
 Save this dose as the default for this preparation

p.r.n

Route:
 Inhalation

Number of tabs per day
 (for compliance checking)
 No compliance checking

Buttons: Insert, Store, Dose calculator, Product Information, CMI, < Back, Next >, Cancel

If **p.r.n.** is ticked, the prescribed medication will not be printed on a care plan or any template that uses the field **<Current Rx List (Regular)>**.

Print stored Rx

If a provider has added a current Rx to a patient record, and closes the record without printing any scripts, Bp Premier will prompt the provider to print the new Rx or store for printing later.

View and print stored prescriptions from the **Stored Prescriptions** screen.

1. From the main screen of Bp Premier, select **Utilities > Stored prescriptions**, or press F9. The **Stored Prescriptions** screen will appear.

Script No.	Script date	Script item	Dose	Location	Doctor	Patient
6	13/09/2016	Amoxicillin 500mg Capsule	2 Twice a day with meals A...	Brisbane Busine...	Dr Frederick Findacure	Amott Heather
7	13/09/2016	Tinacare 1% Cream	Apply Twice a day without ...	Brisbane Busine...	Dr Frederick Findacure	Esme Hinton

2. Use the **Select location** and **Select doctor** dropdowns to filter by location and provider. Or tick **All patients** to view stored Rx for all patients.
3. To search for a specific patient, click **Select patient**.
4. To print all listed prescriptions, click **Print**. All prescriptions listed in the screen will be sent to the printer and marked as 'Printed' in the patient record.

Allergies and reactions

Allergies and adverse drug reactions are displayed in the top left of the patient record.

When prescribing, Bp Premier will check the patient's recorded allergies and reactions and notify the provider with an alert if a drug class or ingredient may cause a reaction.

1. From the patient record, click the **Reactions** button next to the **Allergies / Adverse Drug Reactions** list. The **Allergies/Adverse reactions** screen will appear, showing recorded reactions. Select a reaction to view who last updated the record.
2. Click **Add**. The **Add reaction** screen will appear.

The image shows two overlapping windows from the Bp Premier software. The background window is titled 'Allergies/Adverse reactions' and contains a table with columns for 'Item', 'Reaction', and 'Severity'. Below the table is a 'Comment:' text area, an 'Add' button, and a 'Nil known' checkbox. The foreground window is titled 'Add reaction' and contains the following fields:

- Search:** A text input field containing 'PEN'.
- Radio buttons:**
 - Drug class
 - Ingredient
 - Specific product
 - Non drug
 - Other
- Item list:** A scrollable list box showing search results:
 - Nucleoside analog reverse transcriptase inhibitors
 - Nucleotide analog reverse transcriptase inhibitors
 - Oestrogens
 - Opiate antagonists
 - Osmotic laxatives
 - Oxazolidinones
 - Penicillin
 - Phenothiazines
- Nature of reaction:** A dropdown menu with 'Rash' selected.
- Severity:** A dropdown menu with 'Moderate' selected.
- Comment:** A text input field containing 'Visible rash with slight itch. |'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

3. To indicate that the patient has no known allergies, tick **Nil known** and click **Save**.
4. If that patient has reactions, select the type of reaction from the list of radio buttons:

- **Drug Class** — all drugs found within the specific class
- **Ingredient** — specific ingredient found within a drug
- **Specific product** — specific drugs by trade or generic name
- **Non drug** — non-drug-related allergy/reaction
- **Other** — allows you to free type any item that may not be available from the provided lists.

5. Enter a partial search term in the **Search** field. The **Item** list will filter to match the search term.

IMPORTANT Pay attention to the warnings displayed at the bottom of the screen. If you select **Ingredient**, **Specific product**, or **Other**, only exact matches will generate a warning when prescribing. Select **Drug class** to be warned about all products in a class.

6. Select the **Nature of reaction** and **Severity**. You can also enter free text as the **Nature of reaction**.
7. Enter any additional **Comment**.
8. Click **Save**. The allergy will be added to the **Allergies / Adverse Drug Reactions** list in the patient record.

