RESTRICTED PRODUCTS

CONTENTS

LARGE ANIMAL PRESCRIPTION (RVM)

Initial Setup for Large Animal Prescriptions

Creating/Editing Prescription Profiles

1. First check the access rights for who can create and edit Large Animal Prescriptions and add Batch and expiry details. To do this go to **Options | Setup | Staff | Access | select Product Role | Large Animal Prescriptions & Batch and Expiry.**

2. Now you can create/edit the RVM/PAR profile. To do this go to **Options | Picklist Setup | Product | Product Restriction Profiles | select profile on left.**

Name	The name that you would like to call this restricted product group
Status	Status should be active if you wish to use the Restricted product group
RVM Class	If it is for RVM you can select RVM class 1, 2, 3 or leave as none.
Sales Authorisation	
Log in Required	When dispensing the item, the staff must be logged in with their staff ID and password to confirm who the dispensing vet is.
Always Log in	Even if the staff member is already logged in they must input their staff details each time the item is dispensed to validate the staff member.
Prescription	
Prescription Required	To dispense the drug the client must have a large animal prescription with sufficient quantity remaining. Prescriptions can be created while in the bill or from Bills | Special Functions | Large Animal Prsc
Production Only	A prescription is only required for production animals. Production animals are identified in the patient record where production is set to Yes.
Generate Document	If set to Yes a document can be printed for the prescription. It will either be the default document under Options | Setup | Product | Forms | Edit PAR template, or the custom document for the product which is under the More tab of the product record.
Default Months	If creating a new prescription it will be valid for x months.
Exclude Batched	As the visits for batch bills have usually already been completed and the drugs dispensed by the vet, the requirement to check for a prescription can be ignored.
Purchase Validation	
Log in Required	When receipting inwards goods invoices the staff member must log in with staff ID and password to record who receipted that drug into the clinic.
Other	
External Register	For Schedule drugs the transactions can be uploaded to Vet S8.
Record Expiry / Batch	For all the drugs that are assigned to a product restriction group you can assign whether they require a batch and expiry to be entered each time the item is dispensed. It can also be set to optional where the batch and expiry entry window is shown but users don't have to enter anything.

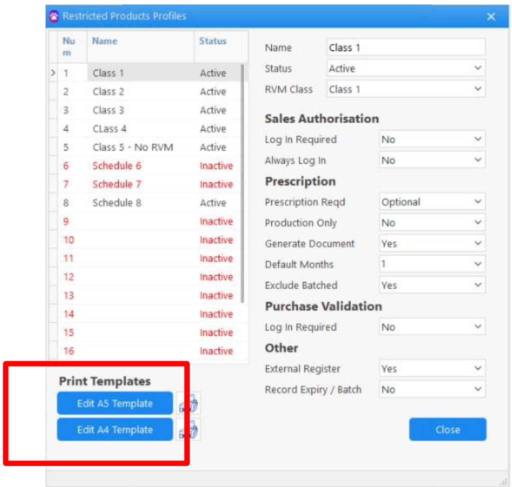
Set up Prescription Forms

Editing the Default Prescription Form

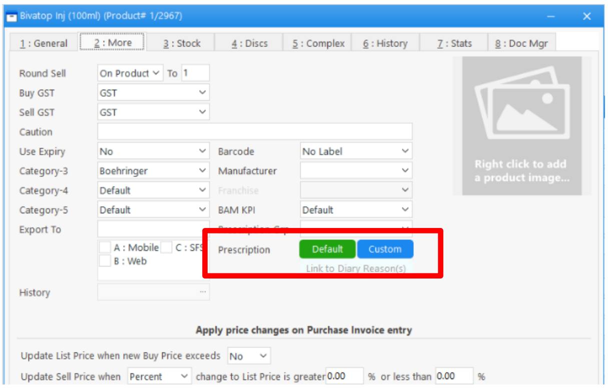
1. Go to **Options | Picklists | Products | Restricted Products Profiles**
2. Click **Edit A4** or **A5 template**.
    a. A5 Template: This is the template that will be printed for each prescription item.
    b. A4 Template: This is the combined prescription template. Where each prescription is merged onto one form.

Customising a Products Prescription Form

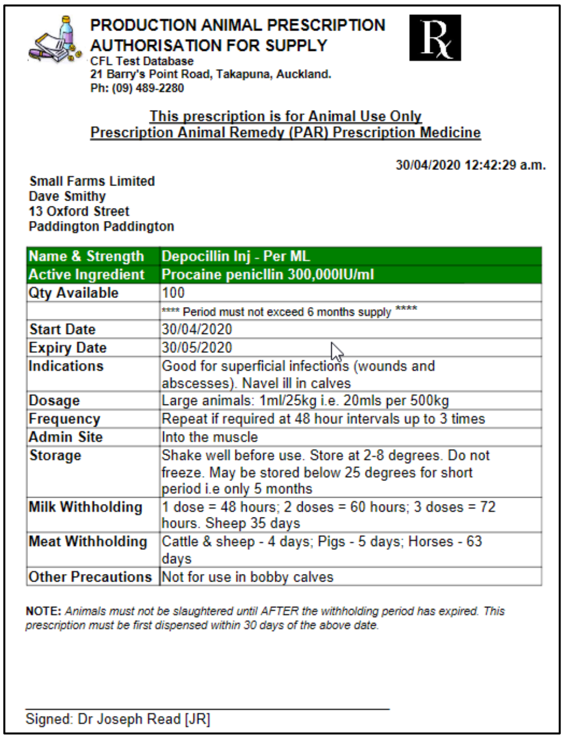
1. Open the product record and click on the **More** tab.
2. At the bottom of the form, you should now see two buttons, **Default** and **Customise**. Click either to select which one to print. The button highlighted blue is the current form being used. If you click on the **Customise** button a word processor will open for you to create a custom prescription form where you can add in the specific withholding periods, active ingredients, dosages, etc.. as required.



Default Forms in Picklists



Custom Prescription form in Product Record



PRODUCTION ANIMAL PRESCRIPTION AUTHORISATION FOR SUPPLY
CFL Test Database
21 Barry's Point Road, Takapuna, Auckland.
Ph: (09) 489-2280

This prescription is for Animal Use Only
Prescription Animal Remedy (PAR) Prescription Medicine

30/04/2020 12:42:29 a.m.

Small Farms Limited
Dave Smithy
13 Oxford Street
Paddington Paddington

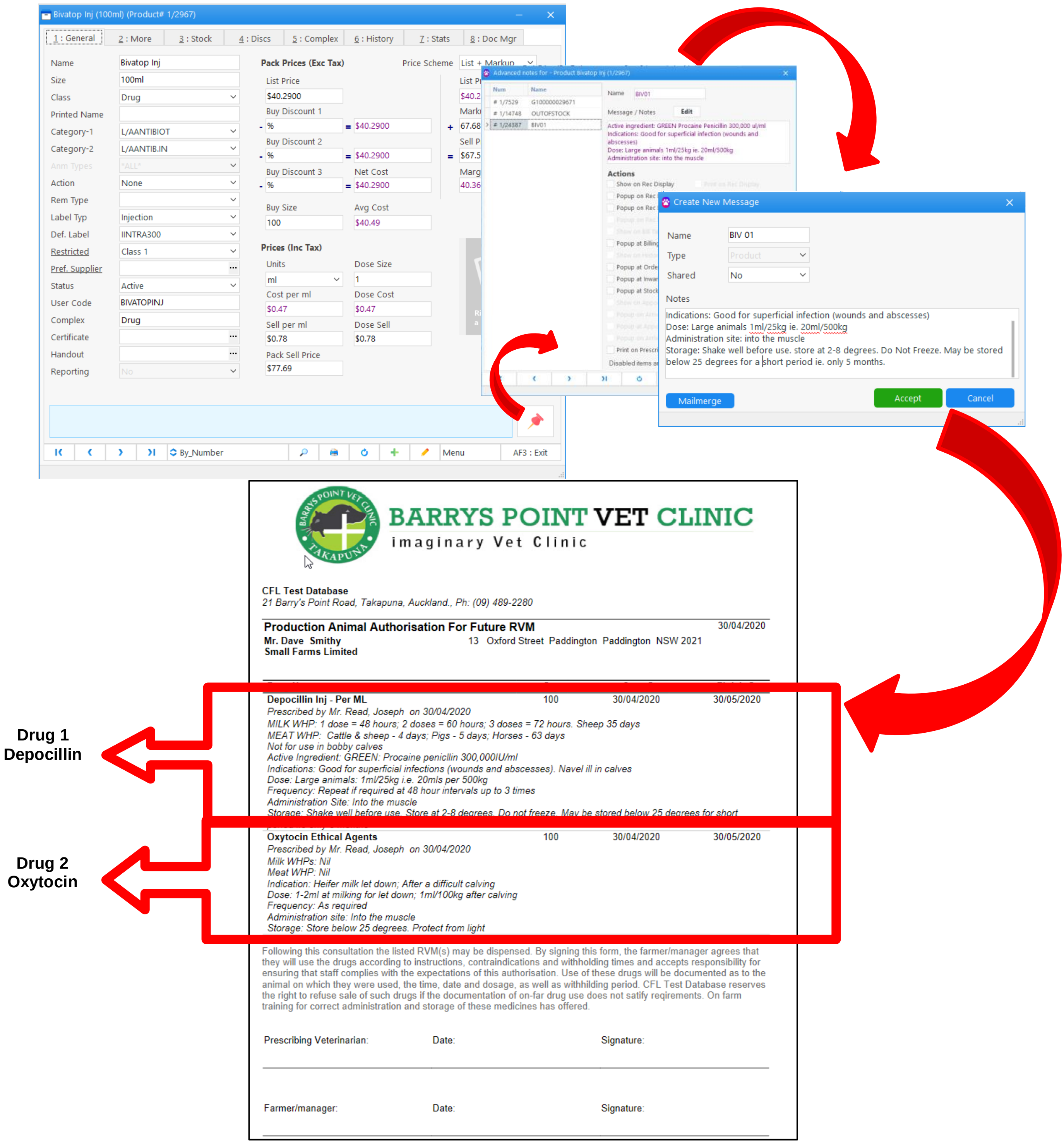
Name & Strength	Depocillin Inj - Per ML
Active Ingredient	Procaine penicllin 300,000IU/ml
Qty Available	100
	**** Period must not exceed 6 months supply ****
Start Date	30/04/2020
Expiry Date	30/05/2020
Indications	Good for superficial infections (wounds and abscesses). Navel ill in calves
Dosage	Large animals: 1ml/25kg i.e. 20mls per 500kg
Frequency	Repeat if required at 48 hour intervals up to 3 times
Admin Site	Into the muscle
Storage	Shake well before use. Store at 2-8 degrees. Do not freeze. May be stored below 25 degrees for short period i.e only 5 months
Milk Withholding	1 dose = 48 hours; 2 doses = 60 hours; 3 doses = 72 hours. Sheep 35 days
Meat Withholding	Cattle & sheep - 4 days; Pigs - 5 days; Horses - 63 days
Other Precautions	Not for use in bobby calves

NOTE: *Animals must not be slaughtered until AFTER the withholding period has expired. This prescription must be first dispensed within 30 days of the above date.*

Signed: Dr Joseph Read [JR]

Withholding Period and Prescription Notes

Any special product related notes such as Withholding periods, active ingredients, dosages etc.…these can be set up as Advanced notes to print on the combined prescription form (A4 Template). To set these up go to the **Product record | General tab | Ctrl-N (Notes) button | Add New note | tick Print on Prescription**.



Combined Prescription form with all items (a4 template)

Set Products to Restricted Profile

For each product that requires a prescription, Open the product record and in the General tab set the **Restricted** field to the profile required, eg RVM Class 1.

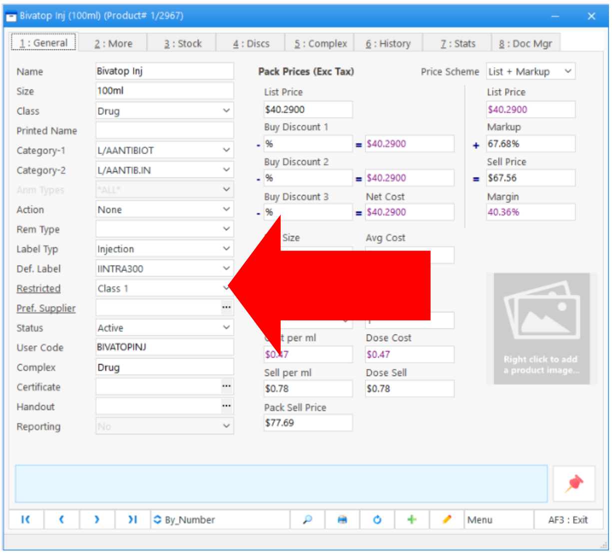
Create Prescription Groups

Prescription Groups can be created to organise similar / interchangeable drugs into a group. When you need to dispense an item in a prescription group, any other item in that same group can be used to fill the prescription. This is handy if you are out of stock of one brand but can still fill the prescription with the same drug from another brand.

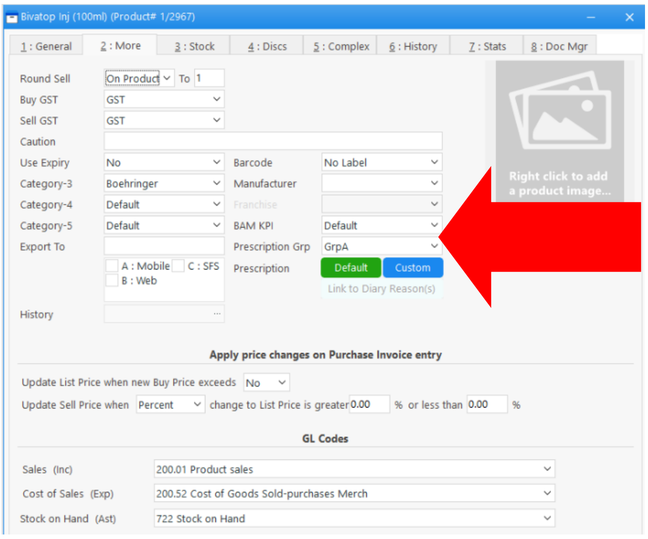
To set up a Prescription Group go to **Options | Picklist Setup | Products | Prescription Group | click + to add new Group name.**

Next go to the **More** tab of each product record in that group and set the relevant **Prescription Group** name.

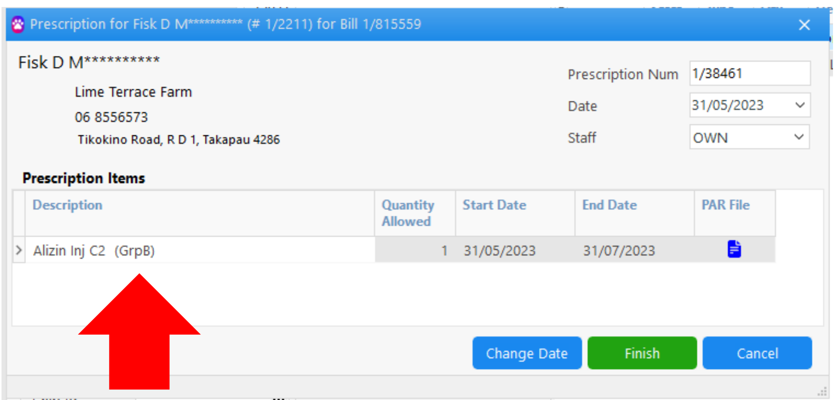
You still set up the prescription and dispense the drug the same way, however VetlinkPRO will work if you dispensing a drug from a prescription group and adjust the prescription accordingly.



Set Restricted Profile



Set Prescription Group

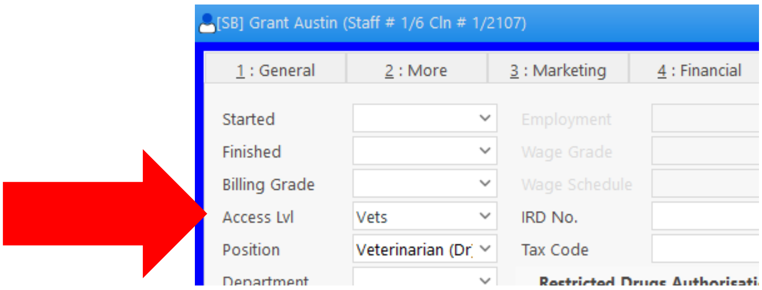


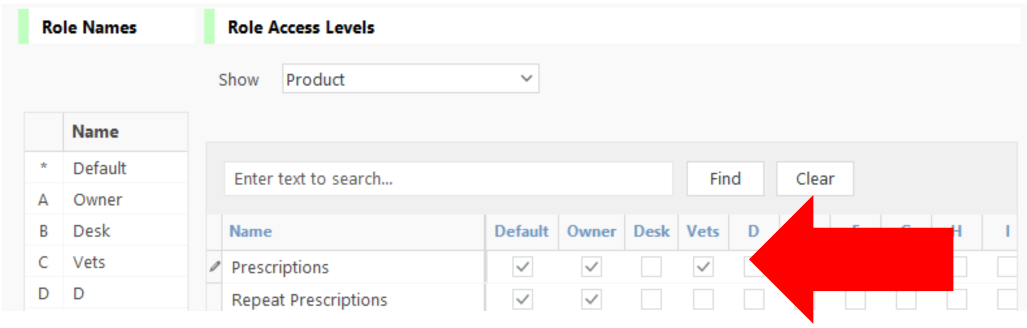
Prescription Group at Billing

Set Access Level to Create Prescriptions

1. In the vet's staff record under the **8: Staff Tab** make sure the access level is set to an appropriate level. (Ie. You might have a level named Vet).

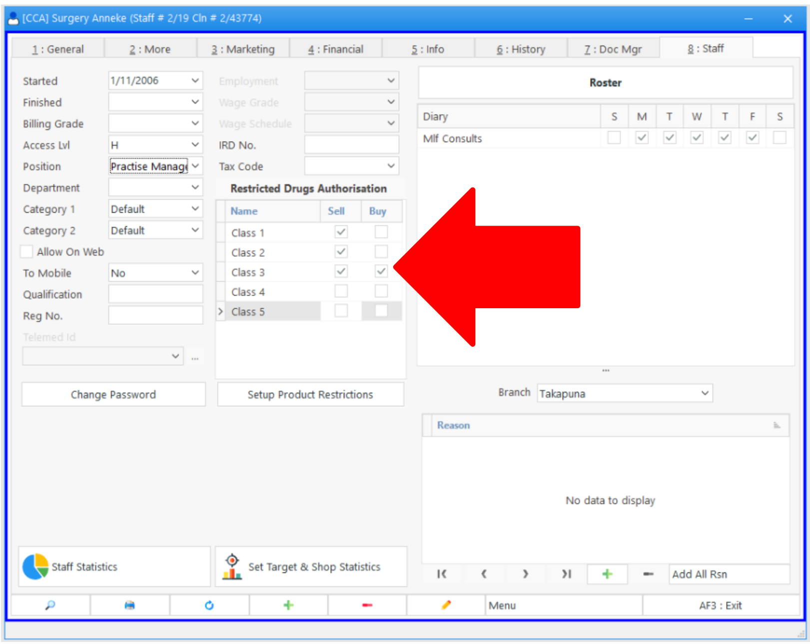
2. To set the access level so only Vets can create a prescription go to **Options | Setup | Staff | 2: Access tab | Change category to Product | Tick Prescriptions for your Vets Access level**





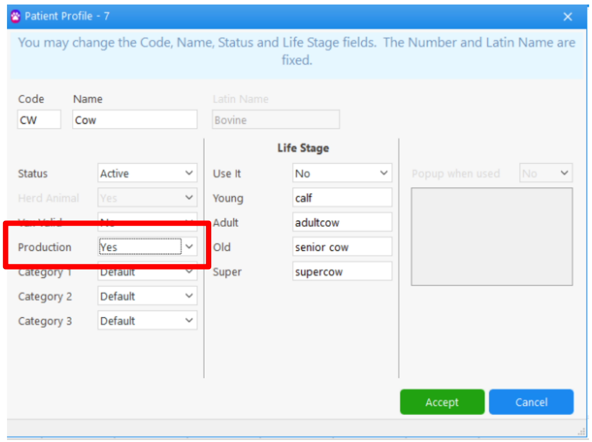
Set RVM Class for Staff Members to Sell / Buy

For each staff member set which RVM classes they are able to buy/sell. This will enable counter staff to dispense the drug if a prescription has been created by the vet.



Set Patient Profile to automatically set to Production

Each Patient Profile has a flag for Production so new patients are automatically marked as production when they are created. To check this, go to **Options | Picklists Setup | Patient | Profile | select patient type | set Production to Yes.**

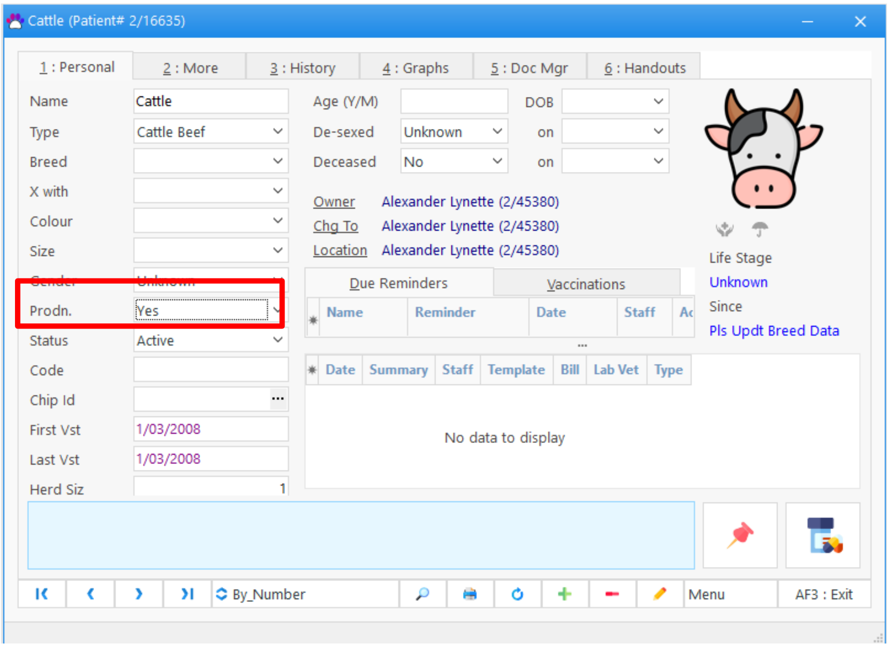


Setting Up Patients as Production

If you're restricted profile has been configured to only require Production Animals to have a prescription you need to ensure Production is set to Yes in the patient record. To check this;

1. Search for and open up a patient record.
2. Under **General** tab make sure **Prodn.** Is set to **Yes.**

Tip: To default production to Yes when a new patient is created for a specific patient type go to **Options | Picklists Setup | Patient | Patient Profiles | select patient type | set Production to Yes.**



Making a Large Animal Prescription

1. LA Prescriptions can be created in two ways:
   a. **Billing Special Functions:**
      i. Go to **Bills | Special Functions | Large Animal Prsc button.**
      ii. A prescription search form will open. Click on the **New** button to make a new prescription.
      iii. Search and select the client you wish to make the prescription for and the prescription from will open.

   b. **Client Record:**
      i. **Go to Client | Financial tab.**
      ii. In Product Restrictions section click **View Details** button then go to click **Prescriptions tab** and click **New** button.

2. Select your staff ID and then press the tab key to begin adding items to the prescription.

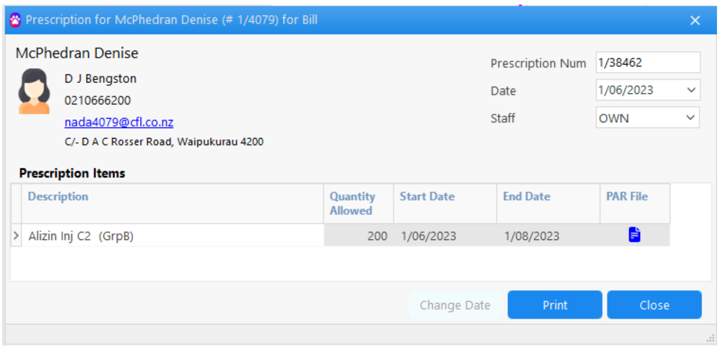
3. A product search screen will open. Search for and select the prescribed product that you wish to add to the prescription.

4. The item you have selected should now appear on the prescription form. You can now enter the quantity that client is allowed and the date range for the prescription.

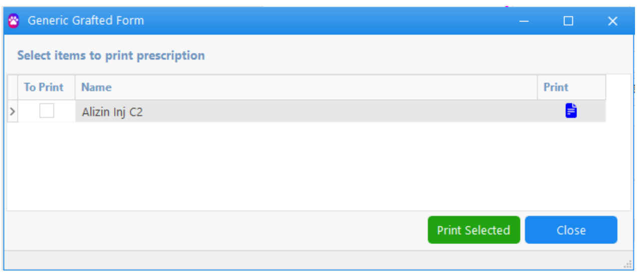
5. Press the down arrow key on the keyboard to add more items.

6. To finish the prescription, click on the **Finish** button or to save the prescription and come back to it later click on the **Save & Exit** button.

7. After finishing the Prescription you can print the forms. On the print screen you can either:
   a. Print all prescriptions items on one form by ticking items then clicking the Print Selected button.
   b. Print forms one at a time for each item by clicking the blue script on the right hand side of the form.



Prescription Form



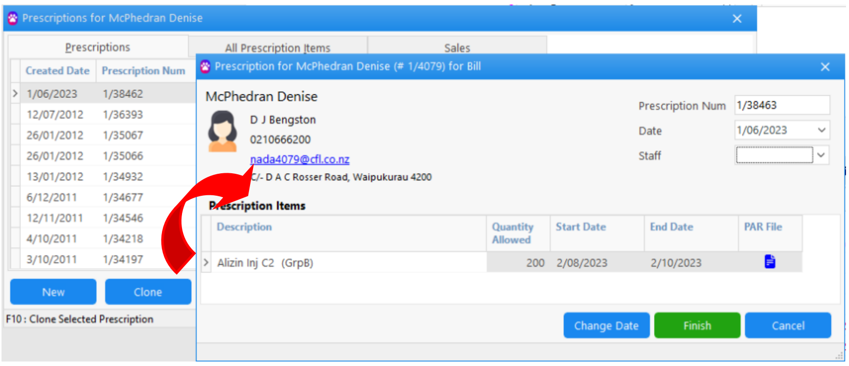
Print Prescriptions Form

Billing Prescribed Items

1. Create and open a bill for a client and patient, where the patient on the bill has the **Prodn** field on the patient record set to **Yes**.
2. Add a product to the bill which has the **Restricted** field on the product record is set to a profile requiring a prescription, eg RVM Class 1.
3. The product will be added to the bill without any warnings if:
   a. The client has a prescription for that item.
   b. The amount they are purchasing does not exceed their prescription limit. The billing date is within the allowed prescription period.
4. If any of the criteria are not met, then a prompt will appear asking you if you wish to make a prescription.
   a. If you select **Yes**, you will be taken to the prescription form to edit the existing prescription or to create a new one.
   b. If you select **No** the product will be added to bill without a prescription being created.
   c. If you select **Cancel** the product will not be added to the bill.

Clone Large Animal Prescription

In the prescription screen from the client record you can clone a previous prescription. This is handy when you want to copy prescription with lots of items for a farm from the previous year. To do this, go to **Client record | 4: Financial tab | View Details (for Product Restrictions) | Prescriptions tab | Clone | Adjust and details as needed.**



Increasing the Quantity Allowed on a Large Animal Prescription

You can increase the quantity allowed of a by creating a new prescription for the same period as per one of the methods described above.

Changing the Dates on a Large Animal Prescription

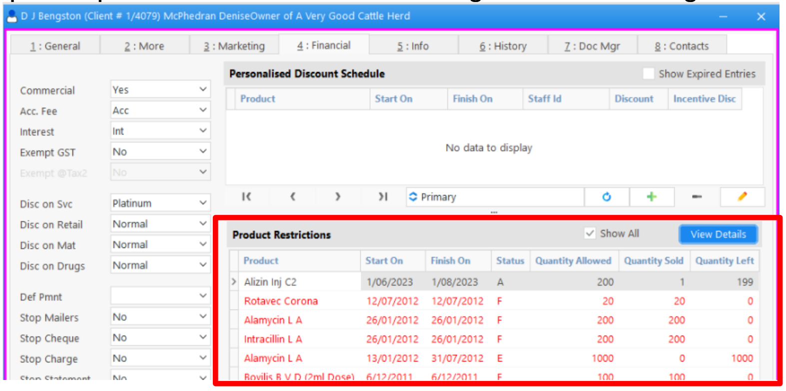
To comply with legal requirements changing date on a prescription is not allowed. This is so the prescription that is printed and given to the farm always matches what was created in VetlinkPRO. You can create a new prescription, or inavtivate the prescription with incorrect dates then make a new one instead.

Inactivating a Large Animal Prescription

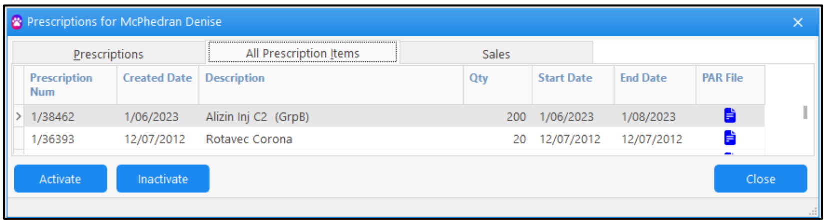
You can inactivate a large animal prescription from **Client record | 4: Financial tab | View Details (for Product Restrictions) | All Prescription Items tab | select Prescription | click Inactivate.**

Viewing a Clients Large Animal Prescriptions

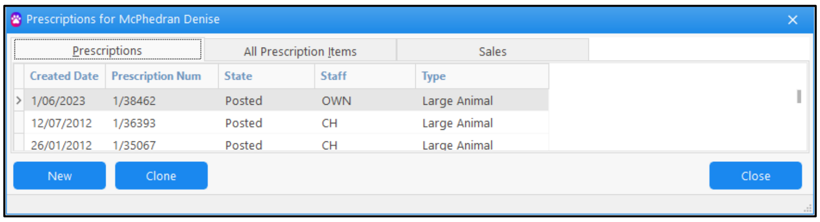
1. Open the client record that you wish to view prescriptions for.
2. Click on the **3: Financial** tab.
3. All the active prescriptions should now be showing in the bottom right-hand corner of the form.



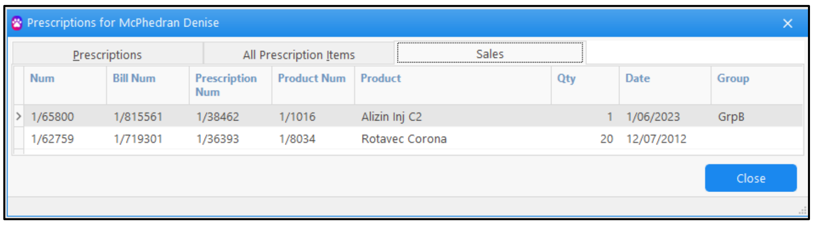
4. To view the prescriptions in more detail and to print off an existing prescription form click on the **View Details** button.
5. The **Prescription** form will open. It is split into three tabs:
   - The **Prescription Items** tab will list all the items that have been on a prescription for that client. It can be sorted by ticking the sort order in top right corner.
   - The **Prescriptions** tab will list all the prescriptions that have been made for a client.
     - Prescriptions that have been refunded are shown in red while all other prescriptions are shown in black.
     - To view all the items that were on a prescription double click on the item name and the prescription form will open.
   - The **Sales** tab will show all the prescription sales that have been made.



Prescription Items



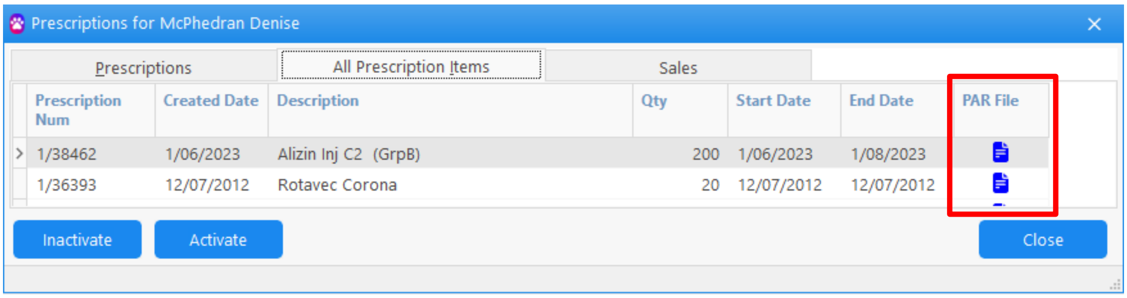
All Prescription



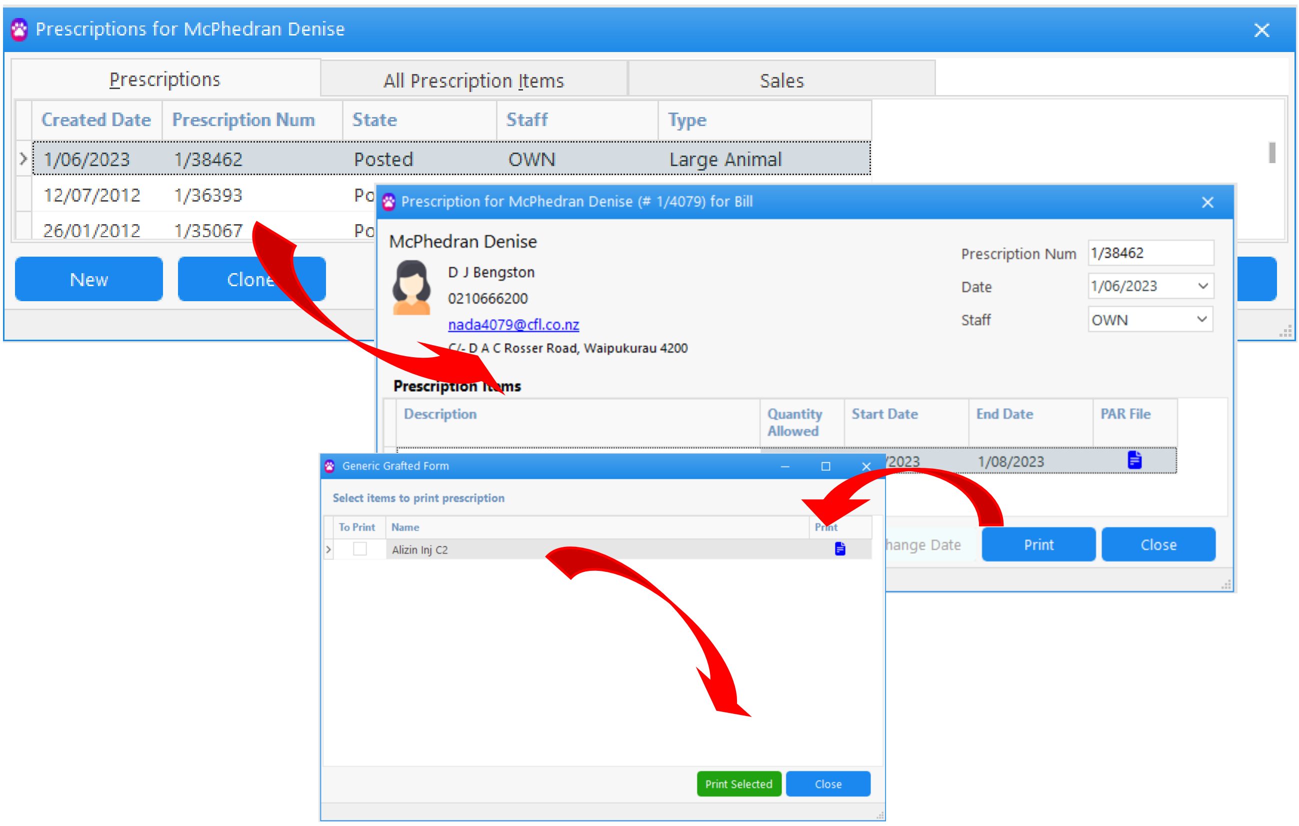
Prescription Sales

Printing an Existing Prescription Form

1. Open the client's record and click on the **Financial** tab.
2. Click on the **View Details** button.
3. The Prescriptions window will open showing all Prescribed items.
4. To print a prescription form for just one item, click the blue script button on the right of the form for the items you require.



5. If you want to reprint the form with all items on the prescription click the **Prescriptions** tab.
6. Double click the prescription you wish to print.
7. Click the **print** button
8. Tick the items you wish to print on one form and select **Print Selected**.



Large Animal Prescription Reports

Client PAR Details (searches for PARs by expiry date)

Joe Bloggs
21 Barry's Point Road,
Waitomo Caves 0622

Contact Details:
Work: 07 1234567
Home: 07 1234567
Mobile: 021 031 6899

Product Name	Prd No.	Start Date	Staff	Allowed	Exp. Date
Clavulox Palatable Drops (15ml)	1/3539	25/03/2010	AJ	50.00	25/03/2011
Clavulox Tablets 500mg	1/9289	22/03/2010	AJ	50.00	22/08/2010
Masticillin RTU 30ml (box)	1/4968	22/03/2010	AJ	4.00	22/03/2011

Client PAR Details (Start Date) (searches for PARs by start date)

Joe Bloggs
21 Barry's Point Road,
Waitomo Caves 0622

Contact Details:
Work: 07 1234567
Home: 07 1234567
Mobile: 021 031 6899

Product Name	Prd No.	Start Date	Staff	Allowed	Exp. Date
Clavulox Palatable Drops (15ml)	1/3539	25/03/2010	AJ	50.00	25/03/2011
Clavulox Tablets 500mg	1/9289	22/03/2010	AJ	50.00	22/08/2010
Masticillin RTU 30ml (box)	1/4968	22/03/2010	AJ	4.00	22/03/2011

Nearing PAR Expiry

Nearing PAR Expiry
From 01/01/2007 To 13/04/2007

Product Name	Size	Code	Start Date	Allowed	Sold	Remaining	Expiry Date
Staff Member: 10000008451 (12)							
Bloggs, Joanne (8819)		66 McGiven Drive, Springfield R D, Canterbury 81	**Hm: 06 7695951**				
Clavulox Drops	15ml		13/04/2007	1.00	0.00	1.00	13/04/2007

SMALL ANIMAL REPEAT PRESCRIPTIONS

Repeat prescriptions can be set up when dispensing drugs to save time for all future visits plus ensure accuracy for the repeats. VETLINKPRO will keep track of the number of drugs that have been given to ensure that the correct quantity is dispensed over the repeats.

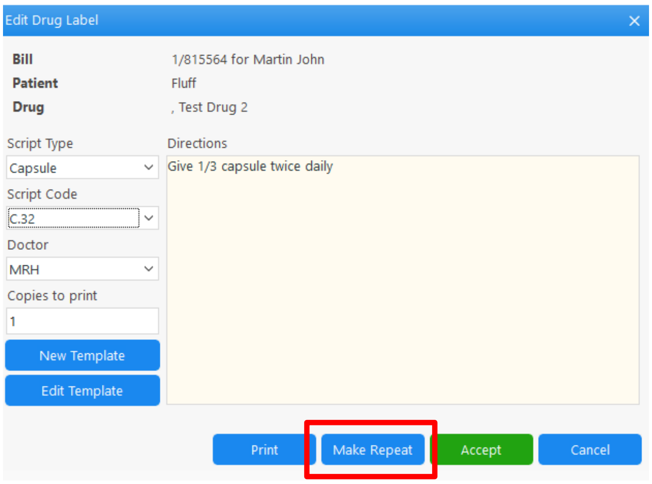
Add New Repeat Prescription

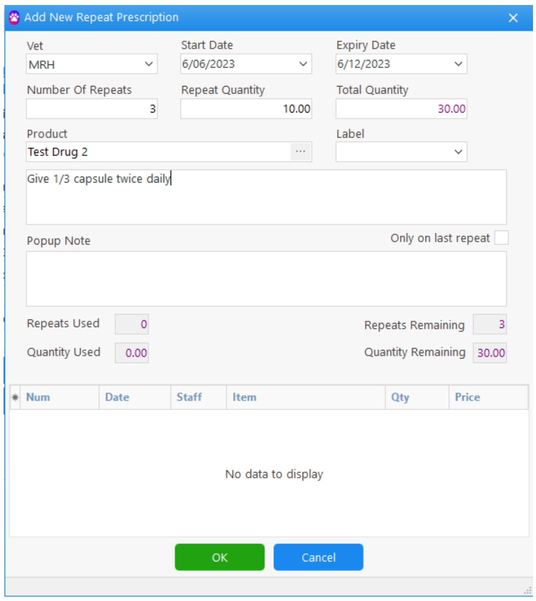
1. Open the New Repeat Prescription window by either:
   a. Clicking on the **Make Repeat** button on the **Edit Drug Label** screen that appears after adding a drug item to a bill.
   b. Clicking on the **Pill Bottle** icon on the bottom right of the patient record. From here you can add new repeats using the **+** button.

2. From the **Add New Repeat Prescription** screen you can specify all the required details for the repeat including the expiry date, number of repeats and the quantity of the drug allowed.

3. Instructions for printing on drug labels can be selected from a list of templates like a normal drug label or they can be customised for this prescription. The instructions are saved and will be used for all the subsequent repeats unless you opt to change it at the time.

4. You can also customise a popup note that will appear whenever a repeat is used or there is an option for the popup to only appear on the last repeat.





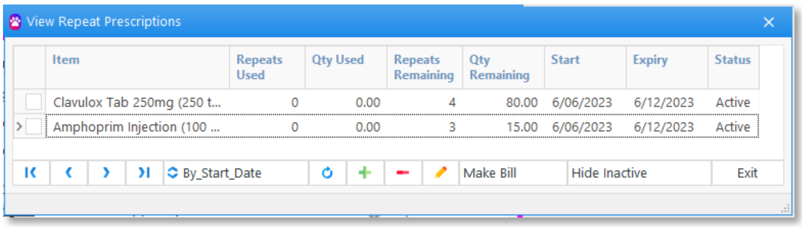
Creating Repeat Prescription from Patient Record

Repeat prescriptions can also be managed by clicking on the **Repeat Prescription** icon on the bottom right of the patient record. From here you can add new repeats using the **+** button, delete unwanted repeats with the **–** button or double-click to view the details of the repeat and update the script and notes etc.

Using an Existing Repeat Prescription

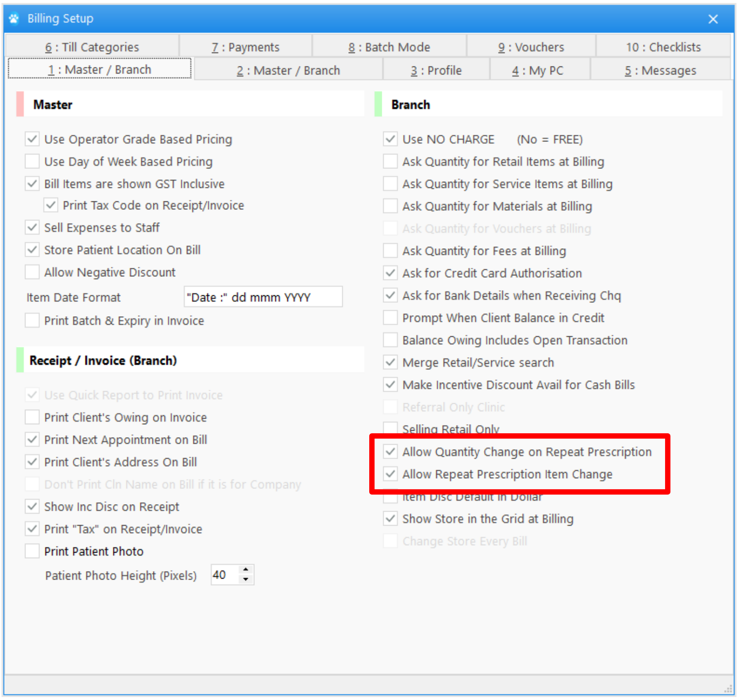
An existing Prescription can be used in a couple of ways:

- **From Bill:** To use an existing repeat, simply add the prescribed drug to a bill and it will prompt you to use the existing repeat.
- **From Patient Record:** You can also bill for a repeat by clicking on the **repeat** icon on a patient record -> then clicking the **Bill** tick next to each of the drugs -> then click **Make Bill** to create a new bill with the drug, script and authorising staff on it.



Allow Quantity or Item Change on Prescription

Setup options exist for repeat prescriptions to allow quantity changes by staff on the prescription and also whether to allow item changes as well. To access these set up options go to **Options | Setup | Billing | 1: Master / Branch | Allow Quantity change on Repeat Prescription or Allow Repeat Prescription Item Change.**

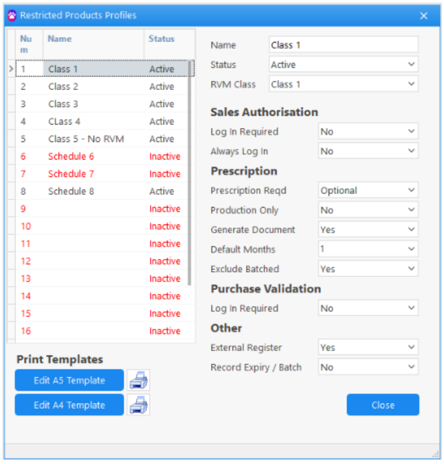


RESTRICTED PRODUCTS

Setting up restricted products will enable you to track when a restricted Item is sold. You can also set up access levels so only authorised staff can receipt and sell the item.

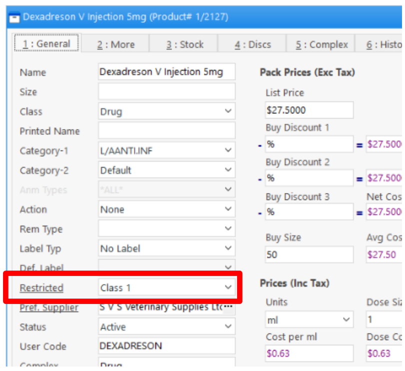
Restricted Drug Profile Setup

So that drugs can be added to the controlled drug profile you must first enable the profile.



1. Go to **Options | Picklists Setup | Product | Product Restriction Profiles**.
2. Select the group to edit (e.g. Schedule 8) or create a new group by selecting a line that is not used.
3. Configure the setting you would like the group to have. The standard options for Vet S8 set up are listed below.
   1. **Name**: e.g. Schedule 8
   2. **Status**: Active
   3. **Sales Authorisation**
      - **Log in Required**: Set to **YES** if you require the staff to be logged in with ID and password before being able to sell the drug.
      - **Always Log in**: Set to Yes, if even through the staff member may already be logged in, you wish them to log in each time the drug is sold.
   4. **Purchase Validation**
      - Log in Required: Set to Yes if you require the staff member receipting the drug to log in with ID and password.
   5. **Other**
      - **External Register**: Set to Yes if you wish transactions to be uploaded to Vet S8.
      - **Record Batch/Expiry**: Set to Yes if you require batch and expiry to be recorded for the drugs.
4. Click **Save**.

Product Record Configuration



The steps below detail how to assign the drug to the controlled drug group.

1. Open the product record you wish to assign to the controlled drug group.
2. On the **General** tab select the Controlled Drug Profile from the drop-down list in the **Restricted** field.

Printing Restricted Product Sales

Go to **Reports | Reports/Lists | Products | Restricted Drug Sales | Select date range and restricted product profile.**

Restricted Drug Sales

By Product Store = Store1 From 1/01/2018 To 23/10/2018

Product Name / Client Name	Animal Name	Quantity	Bill Date	Batch	Expiry	Bill No.
Acezine 10 Inj C1 - 100ml (1/5683)						
Anne Graham - Anne's Farm (1/16306)	Bull	10.00	6/03/2018	ACE001	1/01/2019	1/800527
Ammanda Noel - (1/1956)	Daisey	1.00	21/05/2018	ACE001	1/01/2019	1/800537

VET S8 INTEGRATION

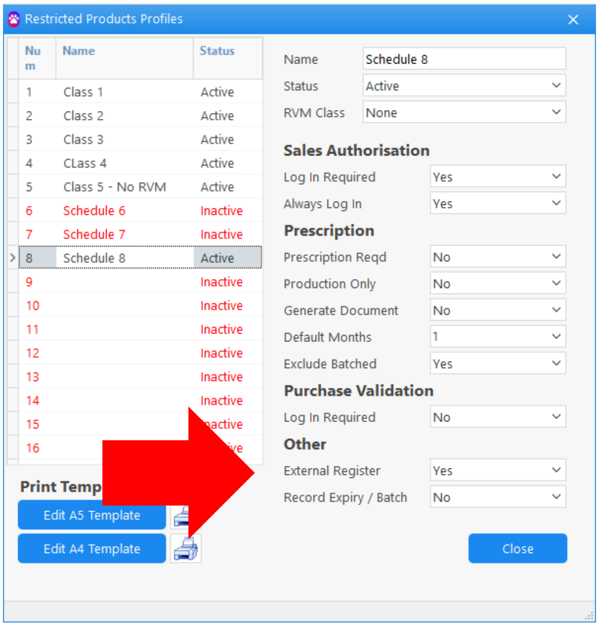
Vet S8 is an online electronic controlled drug register that replaces and improves on the paper-based recording of controlled drugs and is specifically designed for use by vets. Controlled drugs can be flagged in VetlinkPRO so when that item is receipted or sold a transaction is sent instantly to Vet S8. The transaction will wait in a pending section until it authorised by a staff member before being added to the register. Once everything is enabled, unless you have enabled Sales and Purchase authorisation in your controlled drug profile, you shouldn't notice any changes to your standard billing and receipting procedures in VetlinkPRO.

To enable the Vet S8 integration please contact sales@vetlinkpro.com for a registration form. Once the registration form has been completed VetlinkPRO staff will enable the integration in the registration. They will need your Vet S8 username and password. Vet S8 Support staff will then help you configure the rest of the integration.

Vet S8 Setup

Controlled Drug Profile Setup

So that drugs can be added to the controlled drug profile you must first enable the profile.

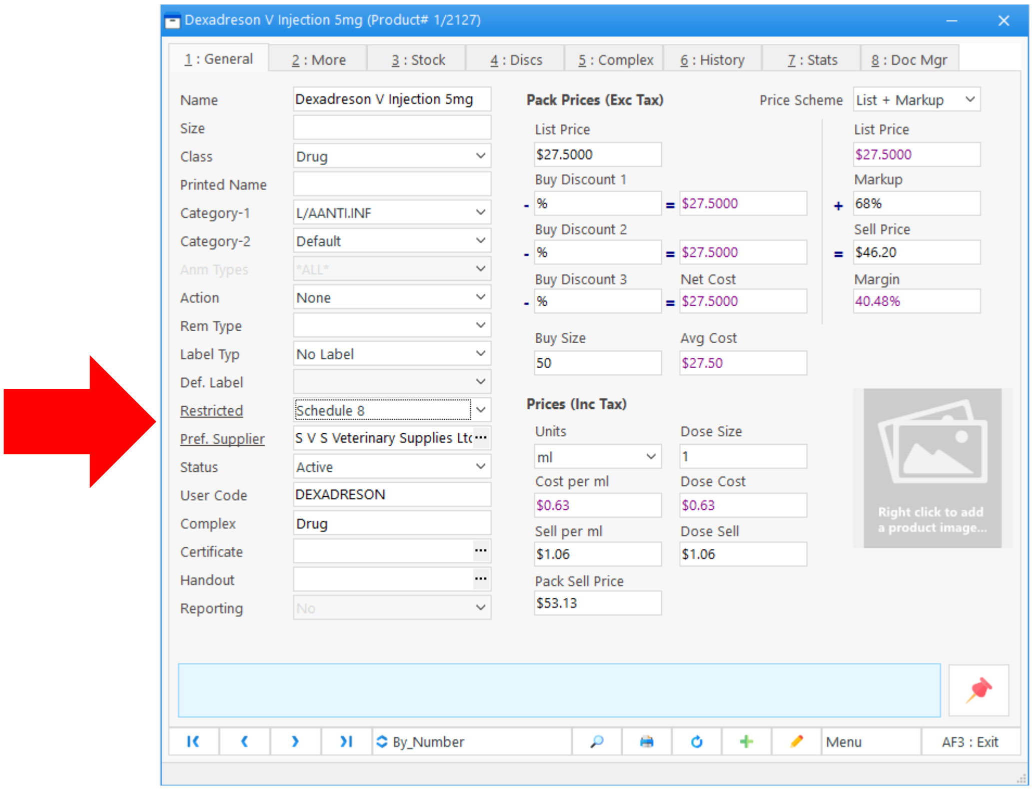


5. Go to **Options | Picklists Setup | Product | Product Restriction Profiles**.
6. Select the group to edit (e.g. Schedule 8) or create a new group by selecting a line that is not used.
7. Configure the setting you would like the group to have. The standard options for Vet S8 set up are listed below.
    1. **Name**: e.g. Schedule 8
    2. **Status**: Active
    3. **Sales Authorisation**
        - **Log in Required**: Set to **YES** if you require the staff to be logged in with ID and password before being able to sell the drug.
        - **Always Log in**: Set to Yes, if even through the staff member may already be logged in, you wish them to log in each time the drug is sold.
    4. **Purchase Validation**
        - Log in Required: Set to Yes if you require the staff member receipting the drug to log in with ID and password.
    5. **Other**
        - **External Register**: Set to Yes if you wish transactions to be uploaded to Vet S8.
        - **Record Batch/Expiry**: Set to Yes if you require batch and expiry to be recorded for the drugs.
8. Click **Save**.

Product Record Configuration

The steps below detail how to assign the drug to the controlled drug group.

3. Open the product record you wish to assign to the controlled drug group.
4. On the **General** tab select the Controlled Drug Profile from the drop-down list in the **Restricted** field.



Enter Vet S8 Integration Details

1. Go to **Options | Setup | Miscellaneous | 8: Internet**
2. Log in with ID and password that has access to change set up details.
3. Tick **Enable Vet S8**.
4. Enter Username and Password from Vet S8.
5. Extract Product and store files and email to VetS8.
6. **Once service is running**, under **Options | Setup | Miscellaneous | External** tab make sure **Interval** & **Wait Before Sending** is set to 5