**FtP Opioid Change Package Domain 1 (June 2020): Roles of Staff Members**

Data Entry Pharmacy Technician

* Opioid Prescription Received
	+ Step 1: Get an opioid eCare plan document form
	+ Step 2: Write patient’s same, dob, and opioid medication name and strength
	+ Step 3: Check the PDMP – document the date you checked it and when the last fill of the opioid was.
	+ Step 4: Calculate the MME using the CDC MME Calculator
		- If they are only getting one opioid prescription, be sure to add other opioids that they could be getting and are also taking.
			* Check patient profile and PMP.
	+ Step 5: Obtain opioid indication
		- Option 1: If indication **is on** prescription document as the ICD-10 within the patient’s profile for that prescription
		- Option 2: If the indication **is not** on the prescription:
			* Put an asterisk beside the indication on the documentation form
			* Put the form by the pharmacist in the opioid form stack (alphabetize by last name)

Pharmacist

* Step 1: When you get an opioid medication to verify, look in the opioid form stack by last name
* Step 2: Look to see if the form is completed for each opioid medication. If not, give the prescription back to the technician to complete most components.
* Step 3: Indication
	+ Option A: Indication has asterisk beside it and is missing – put outside of patient bag
		- When cashier sees the opioid eCare plan document, Cashier will get the pharmacist to counsel the patient and determine the indication
	+ Option B: Indication is on the form, complete care plan in Pioneer or put in stack to be completed in “down time”
* Example talking point:
	+ We are required to have the indication for each prescription and we are focusing on making we sure that we have an indication for your [medication name]. What did the doctor tell you this was for?

Cashier

* + Be on the lookout for the opioid encounter form. Get the pharmacist when you see one.

Submitting an opioid care plan within PioneerRx (with pharmacy-made template)

* Patient Profile 🡪 MTM Tab 🡪 Add Care Goal 🡪 Type in “Duvall” 🡪 Select “Opioid Care Plan”
* Add Condition 🡪 Add 🡪 Choose the opioid condition 🡪 Close
* Double click on opioid care plan
* Put in start date and due date
* In the notes section, put in info from the care plan documentation form (Acute or Chronic, MME, PDMP info, indication if not put under ICD-10 of prescription)
* Complete or F12
* Reason: High risk drug monitoring
* Attested by: \_\_\_\_\_\_\_\_\_\_\_\_\_
* Submit
* Labs tab: input MME