



CENTRAL PROFILE INFORMATION GUIDE— ENROLMENT

Feb 06 2019
Private and Confidential

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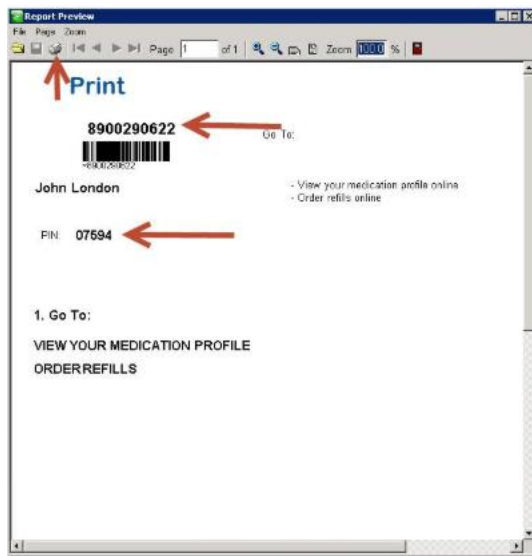
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HOW TO ISSUE A CARD NUMBER AND PASSWORD

1.1. METHOD 1- QUICK ENROLL

- a. Double Click Enrolment located on your desktop
- b. Username: Kroll Password:secret
- c. Click on Quick Enroll
- d. Type in any Rxnumber for the patient and click Enroll
- e) Print the card or write the card # and pin down. The pin is temporary... Patient will be prompted to agree to the agreement the first time they login and will be prompted to change their pin.

IT IS SETUP TO PRINT ON A STANDARD PHARMACY LABEL



1.2. METHOD 2 - LOOKING UP BY NAME

- Double Click Enrolment located on your desktop
- KROLL Username: Kroll Password:secret
- Type in the lastname and click Search Local -- Click on the Patient And Click Choose Patient

The screenshot shows the 'Enrolment Manager Version:11.0.0.0' window for 'System=Kroll'. The 'Lastname' field contains 'London'. Below the search fields, a table lists patients found in the dispensary system. A red arrow points to the 'Search Local' button, and another red arrow points to the 'Choose Patient' button.

StorePatientID	Lastname	Firstname	Birth Date	Address
10	London	Blue	1979-02-23	13821 Horseshoe Pl F
11	London	John	1978-06-30	123456 Horseshoe I F

- Click on Create New Card

The screenshot shows the same 'Enrolment Manager' window. The 'Lastname' field still contains 'London'. Below the patient list, a message states: 'No Card for Patient at THIS STORE.. Cards issued at other locations:'. A table below this message shows columns for Card Number, StorePatientID, Last Name, First Name, Birth Date, and Address. The 'Create New Card' button is visible at the bottom.

Card Number	StorePatientID	Last Name	First Name	Birth Date	Address

- e. The Patient informaton will be populated from Kroll—Click on Get Card Number

Create new Card

Firstname: Lastname:

Address: City:

Province: Postal Code: Country:

BirthDate: (YYYY-MM-DD) Phone:

Email:

Patientid:

Errors

- f. Print the card or write the card # and pin down. The pin is temporary... Patient will be prompted to agree to the agreement the first time they login and will be prompted to change their pin.

IT IS SETUP TO PRINT ON A STANDARD PHARMACY LABEL

Report Preview

File Page Zoom

Page 1 of 1

Zoom 100%

Print

8900290622

Go To:

John London

PIN: 07594

1. Go To:

VIEW YOUR MEDICATION PROFILE

ORDER REFILLS

- View your medication profile online

- Order refills online

OTHER ENROLMENT FUNCTIONS

2.1 CREATE NEW TEMPORARY PIN BUTTON

If Patient Forgets their Pin ... Look up patient in Enrolment and Click the create new Temporary Pin Button. The patient can now login with this temporary pin and will be prompted to change it when they login. Cardnumber will stay the same

2.2 REMOVE CARD LINK BUTTON

If a patient is linked to a card # by mistake you can look up the patient and unlink them from the store. The patient will no longer be able to see their rx's online from this store.

2.3 CANCEL CARD BUTTON

This will cancel the card for the patient. – They will no longer be able to see their profile online from any store

2.4 LINK TO EXISTING CARD

If the patient has already signed up at another location and wishes to link the same card # to this location you can do this by clicking on link to existing card. The patient will then be able to see profiles from both locations online with the same card #.

2.5 CARD MESSAGE BUTTON

Wording that prints on the second label when printing the card

2.6 CARD LAYOUT BUTTON

Wording that prints on the bottom part of the label

2.7 PRINTER SETUP

Allows you to specify what printer and tray to print