

## ***Drug Information System Information Sheet for Prescribers***

### ***What is DIS?***

DIS is a provincial repository of medication information which contains a medication profile for every person who has a prescription filled in a community pharmacy that is connected to DIS. 220 of the 307 pharmacies in Nova Scotia are connected to the DIS – as of December 10, 2015. All pharmacies in Nova Scotia must be connected by June 30, 2016. A list of pharmacies and their connection status will be provided to you.

The medication profile will contain prescriptions dispensed for medications and devices. It may also contain medication-related information such as other medications (e.g., over the counter), allergies and intolerances, adverse reactions, immunizations and medical conditions.

The objective of the DIS is to ensure patient safety by reducing and/or eliminating adverse events caused by drug-to-drug interactions, drug/disease contraindications, duplicate therapies and certain types of medication errors.

### ***How will the DIS help me with my work?***

The information contained in the DIS will help healthcare providers in situations where they need to know the medications available to their patients that have been dispensed by community pharmacies.

### ***How will I access DIS?***

Prescribers will access the DIS through the DIS Portal.

The **DIS Portal** will be used primarily by prescribers such as physicians, nurse practitioners, dentist, optometrists, and midwives. This portal will allow users to see medication profiles in the system, to add information to or update existing information in patient profiles, and to create prescriptions electronically, or e-Prescribe. It will also allow them to print pre-defined reports from the DIS.

Dental Hygienists currently have view access through the DIS Portal.

Select Registered Nurses (RN) may also be granted access to the DIS portal - an organization/clinic would request this access only if an RN is required to add or update information in patient medication profiles. RNs will not have the ability to e-Prescribe through the DIS Portal.

## ***What do I need to do to get access to the Drug Information System?***

### **1. Sign the NS Health Network Services User Access Request Form**

This form is required to obtain a NSHealth User ID which you will use as your logon ID for the DIS Portal.

If the form hasn't been completed by your Organization/Clinic Sponsor, you will need to complete it; please follow the NS Health Network Services User Access Request Form - Completion Instructions to complete the form.

Once completed and signed, return it to your Organization/Clinic Sponsor.

### **2. Sign the SHARE User Access Request Form**

This form is required for you to be set up for DIS access.

If the form hasn't been completed by your Organization/Clinic Sponsor, you will need to complete it; please follow the SHARE User Access Request Form - Completion Instructions to complete the form.

You are also required to read the **SHARE Remote Access/Terms of Use Agreement** section of the form (p. 3) and sign as the User.

Once completed and signed, return it to your Organization/Clinic Sponsor.

### **3. Complete and sign a Challenge and Response Form**

This form is used to help the Service Desk confirm your identity when required.

You will need to complete, sign and prevent the information from being seen by others in your organization/clinic; please follow the Challenge and Response Form – Completion Instructions to complete the form.

Once completed and signed, return it to your Organization/Clinic Sponsor. You will be asked to fax the form to the Department of Health and Wellness once the form has been signed by your organization's/clinic's legal authority (i.e., Organization/Clinic Sponsor).

## ***What do I need to do to get prepare for accessing the Drug Information System?***

### **1. Complete the online DIS Education**

Users of the Drug Information System Portal must complete the following Education Modules. These modules provide background and context information about the Drug Information System and the Drug Information System Portal.

Each module is approximately 20 minutes in duration and is available 24 hours per day, 7 days per week. These modules may be completed at your own pace. They are designed to be completed sequentially but can be accessed and completed in any order.

The modules are available on the Nova Scotia Drug Information System Website:

<http://novascotia.ca/dhw/ehealth/DIS/education-training-materials-DIS.asp>

- Module 1 – Introduction to DIS
- Module 2 – DIS functions
- Module 3 – Privacy and Access

## ***What do I need to do once I receive my DIS User Id and Password?***

### **1. Review the DIS Portal – Getting Started Guide**

You must review the DIS Portal – Getting Started Guide prior to accessing the DIS. This guide provides key information about using the Drug Information System Portal including logging on, how to get help, navigation, and key functions. This should be reviewed just before accessing the DIS.

It is located at:

<http://novascotia.ca/dhw/ehealth/DIS/education-resources/DIS-Portal-Users-Getting-Started-Guide.pdf>

### **2. Review the VMware Horizon Login Instructions (DIS) – if required**

If your clinic is required to use a software product called VMware to log into the DIS, you will be notified by your Organization/Clinic Sponsor to review these instructions.

These instructions will walk you through the steps required to get you to the DIS Portal login screen.

### **3. Confirm your access to DIS**

Once you've confirmed that you can log in to DIS, find a patient and go to the Client Profile screen, **let your Organization/Clinic Sponsor know**. This confirmation will be communicated back to the Department of Health and Wellness.

If you have any issues logging in, call the **Service Desk at 1-866-224-2555**; tell them that you are calling about the **DIS Portal**.