

Accuracy Check

Quick Start Guide



Your Pharmacy Process is Changing

Enabling Accuracy Check has shown an 80% reduction in near misses.

Once **Accuracy Check** is enabled, all prescriptions require an accuracy check.

Ensure you have space next to a PC for carrying this out, consider how this will work in your pharmacy.

Take a look at how your process is changing:

Prior to Accuracy Check

- ✓ Filter & Organise
- ✓ Clinically Check
- ✓ Print Tokens
- ✓ Dispense & Label
- ✓ Manually Pick Items
- ✓ Collection
- ✓ Claiming

Once Accuracy Check is enabled

- ✓ Filter & Organise
- ✓ Clinically Check
- ✓ Print Tokens
- ✓ Dispense & Generate Labels and Picking List
- ✓ Pick Items & Accuracy Check
- ✓ Collection
- ✓ Claiming

'It's made me more confident to work in the dispensary'

'I feel so much safer using this new system'

'The new accuracy check module is helping to stop human errors'

Starting an Accuracy Check

Following dispensing in the usual way the **Prescriptions - In Progress** screen displays a 'basket' view of your dispensed prescriptions.



Training Tip

Use the **Search** and **Filter** options to modify the data that displays if required.

<input type="checkbox"/>	Patient Name ↑	Prescription Items	Locations	Owings	Status	
<input type="checkbox"/>	Mr Mark Graham Bloggs	.1 Item	0	0	Awaiting Accuracy Check	ACC CHECK VIEW DETAILS
<input type="checkbox"/>	Mr Gary Green	.1 Item	0	1	Owed	ACC CHECK VIEW DETAILS
<input type="checkbox"/>	Miss Gemma Green	.1 Item	0	0	Awaiting Accuracy Check	ACC CHECK VIEW DETAILS
<input type="checkbox"/>	Mr Dave Mark Jackson	.1 Item	0	0	Checked - Requires Sign Off	ACC CHECK VIEW DETAILS

To start an accuracy check, either scan the QR code on a picking list or select **ACC CHECK**.

Mr Joss Beighton

ITEMS REQUIRED
14 Cefaclor 375mg m/r Tablets
100 Desmopressin 60mcg Oral Lyophilisate SF
1 Salmeterol 25mcg CFC Free Inh 120dse
3 Almotriptan 12.5mg Tablets



Accuracy Checking Prescriptions

- 1 Scan the barcode (1D or 2D) on the first medication box/packaging picked from the picking list label.
- 2 Scan the item label for the same item. If the correct label is scanned the item moves to **Checked Items**.
- 3 Continue for all items and labels.

- 4 At this point, if not already done, you can sort checked items into separate bags, simply select **CREATE NEW BAG**.
- 5 Once all items are scanned select **COMPLETE ACCURACY CHECK**.
At this point, if required for high risk medication or manually confirmed items the Approval Required screen displays. Enter the approval details and select **CONFIRM APPROVAL**.

The screenshot shows a software interface for accuracy checking. At the top, it says 'Accuracy' and 'Current User - Test Pharmacist'. There is a 'Back' button. The interface is divided into three main sections: 'Unchecked Items', 'Checked Items', and 'Patient Details'. Under 'Unchecked Items', there is one item: '28 Simvastatin 10mg Tablets (500)'. Below this item are two buttons: 'Pack Scanned' and 'Label Scanned'. Under 'Checked Items', there is a large blue circular icon with a checkmark and the text 'Scan the barcode on the item to start the accuracy check'. Below this is a button labeled 'CREATE NEW BAG'. To the right, under 'Patient Details', there are two tabs: 'PATIENT DETAILS' and 'GP DETAILS'. The 'PATIENT DETAILS' tab is active and shows the following information: NHS No: 4155521881, Gender: Male, Date of Birth: 13/06/1989 (35yrs), Telephone: 01463 184678, and Address: Bank House, 123 Highland Way, Dingwall, Ross and Cromarty, Ross-shire, IV15 9HL. Below this is a section for 'Medication Details' which shows '28 Simvastatin 10mg tablets' and 'Directions: Take one each morning'. At the bottom right, there is a button labeled 'COMPLETE ACCURACY CHECK'.



Training Tips

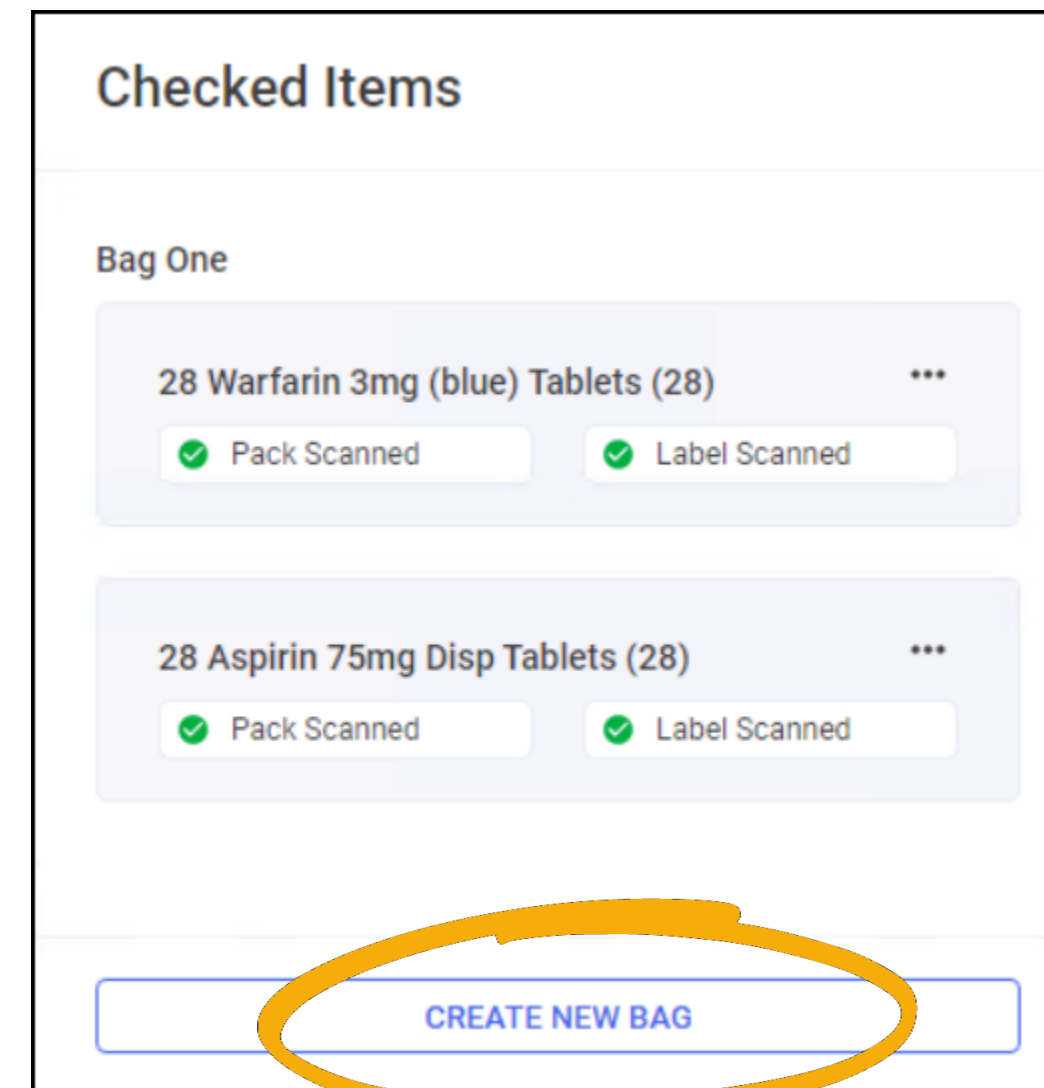
- If the barcode on the item is not being recognised and is missing from the product, it can be manually added. This can be done from **Product Details - Ordering - Details - Barcodes**.
- If an item or label still does not scan you can manually confirm the check, manually confirmed items require approval before completing the accuracy check.
- Where you have multiple flavours for an item, and are combined to one label, only one item needs to be scanned.
- You have an option to automatically place Fridge and Controlled Drug items into additional bags, see Pharmacy Details - Accuracy Check.

Creating Additional Bags

There is an optional setting in **Pharmacy Details – Accuracy Check** to automatically place Fridge and Controlled Drug items into separate bags.

If this is not enabled or you wish to split out bags regardless of item type you can easily create a new bag:

- 1** In **Checked** Items, select **CREATE NEW BAG**.
The next items you scan and label are placed into a new bag below.
- 2** To move items between bags, select **Options** next to the item and either **Move Up** or **Move Down** as required.
- 3** To remove a bag, select **Options** next to the bag and select **Remove Bag**. Any items in this bag are moved to the bag above.



Approval Required - Approve Later

Once an Accuracy Check is completed, the **Approval Required** screen displays, this lists items requiring approval and the reason why.

You have an option to **APPROVE LATER**, this closes the **Approval Required** screen for the accuracy check to be completed when an approver is available.

Prescriptions requiring approval display on the **In Progress** screen with a status of **Checked - Requires Sign Off**.

Approval Required [X]

- Warfarin 3mg (blue) Tablets (28)
Reason for approval: Manually Checked - Requires Confirmation ✓
- Aspirin 75mg Disp Tablets (28)
Reason for approval: Manually Checked - Requires Confirmation ✓

Approved By:
Approver details

APPROVE LATER CONFIRM APPROVAL



New 41 In Progress 1

FILTER CLEAR FILTERS DOWNLOAD PRINT

Status: Checked - Requires Sign Off

In Progress Prescriptions Search

<input type="checkbox"/>	Patient Name ↑	Items To Check	Locations	Owings	Status	
<input type="checkbox"/>	Mr Gary Green	3 Items	0	0	Checked - Requires Sign Off	ACC CHECK VIEW DETAILS

Training Tip
Use the **Filter** function to view all prescriptions with this status.

Owings in Accuracy Check

How do Owings display?

Owings created on the **Dispensary** screen display on the **In Progress** screen.

Fully owed items display with **Owed** under the medication name on the **Accuracy Check** screen.

Prescriptions

New 105 In Progress 2

FILTER DOWNLOAD PRINT BATCH ACTIONS

In Progress Prescriptions Search

Patient Name	Prescription Items	Locations	Owings	Status
Mr Gary Green	3 Items	0	2	Awaiting Accuracy Check
Mr James Smith	Items 28 Omeprazole 20mg g/r Capsules PARTIALLY OWED 28 Simvastatin 20mg Tablets 28 Enalapril 20mg Tablets FULLY OWED			Awaiting Accuracy Check



Part owed items are split on the **Accuracy Check** screen. The quantity you have in stock is available to accuracy check. The owed quantity displays with **Owed** underneath.

Unchecked Items

28 Metformin 500mg m/r Tablets (28)	...
<input checked="" type="checkbox"/> Pack Scanned	<input checked="" type="checkbox"/> Label Scanned
28 Quinine Sulfate 300mg Tablets (28)	...
OWED	
<input checked="" type="checkbox"/> Pack Scanned	<input checked="" type="checkbox"/> Label Scanned

Unchecked Items

18 Ramipril 5mg Capsules (28)	...
<input checked="" type="checkbox"/> Pack Scanned	<input checked="" type="checkbox"/> Label Scanned
10 Ramipril 5mg Capsules (28)	...
OWED	

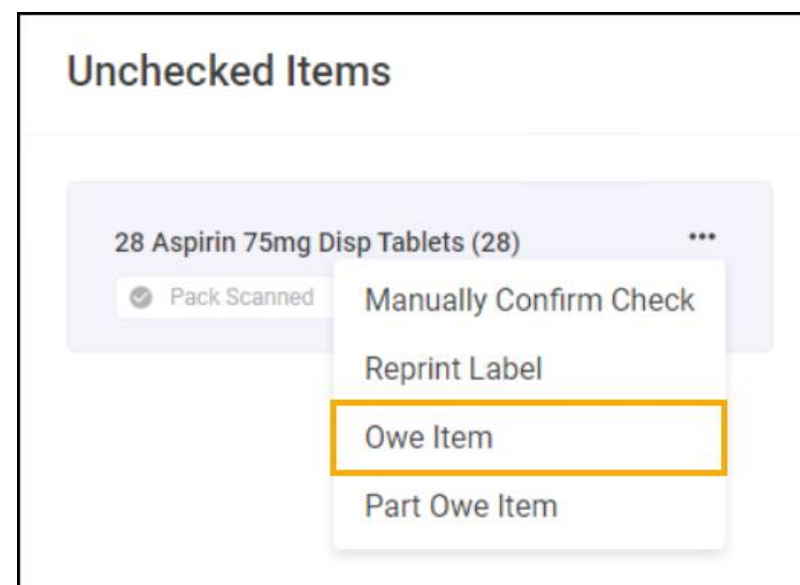
Owings in Accuracy Check - Continued

How do I add a full Owing?

If you have fully dispensed an item and then find you do not have it in stock you can easily create an Owing while carrying out an Accuracy Check:

- 1 Select **Options**  next to the item and select **Owe Item**.

An Owing label prints for this item.



- 2 The item now displays with **Owed** under the medication name.



Training Tip

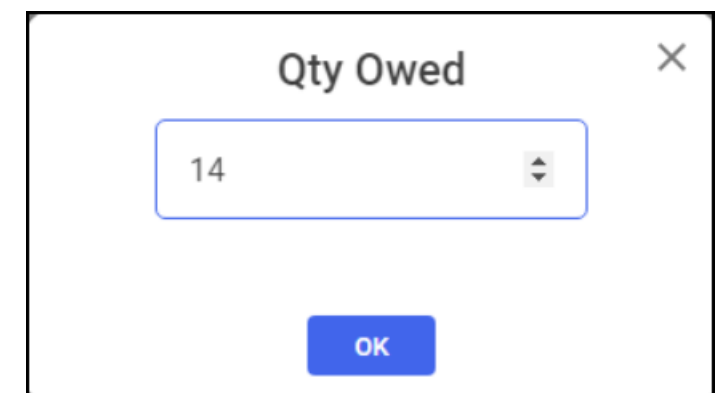
Once the prescription grouping is accuracy checked, the fully owed items or partial owed amount display on the **Owings** screen.

How do I add a part Owing?

If you have fully dispensed an item and then find you do not have enough in stock you can easily create a part Owing while carrying out an Accuracy Check:

- 1 Select **Options**  next to the item and select **Part Owe Item**.

- 2 The **Qty Owed** screen displays, enter the quantity owed and then select **OK**. An Owing label prints for the owed quantity and a new item label prints for the quantity you are bagging.

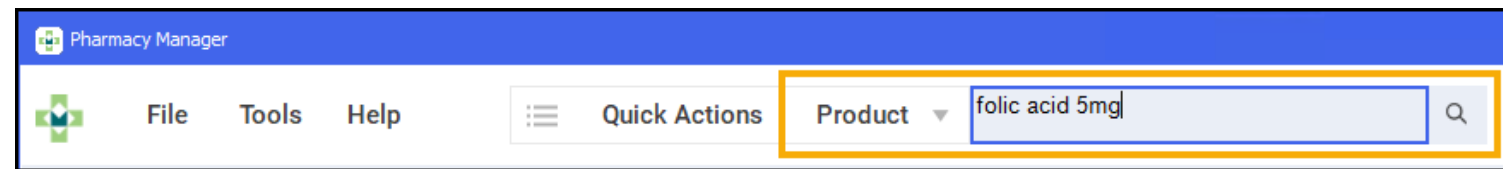


- 3 The item is split and the owed quantity displays with **Owed** under the medication name.

Manually Adding Barcodes

1 From the **Pharmacy Manager Search bar**, select the drop-down arrow and select **Product**.

2 Enter the product name and select **Search**.



3 The **Find Product** screen displays, select the required product and pack size and then select **Details**.

4 The **Product Details** screen displays, select the **Ordering** tab. Highlight the relevant supplier and then select **Details**.

5 The **Product Item Details** screen displays, select the **Barcodes** tab and then select **Add**.



6 The **Add Barcode Manually** screen displays, either type in the barcode number or scan the barcode.

7 Select **OK** to add the barcode to the selected product. The **Product Item Details** screen displays the new barcode with the **Added By** column stating **This Site**.

Need Help

Our Service Desk provides technical support, call 0330 303 3340 or use our live chat service on our website.

For training queries, contact our training team on 0330 818 1619.





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