

Dispensing Best Practice England only

Are you seeing the time-saving benefits of the latest dispensing features introduced in **Pharmacy Manager**?

Setting up Pharmacy Manager

Explore the following settings to maximise the benefits of the latest dispensing features:



- Administrators to set up user accounts for all users.
- Configure pharmacist accounts with the correct role and registration number.
- •Set up in Tools User Settings User Account Management Add.

Restrict Clinical Check

- Do you want to restrict the Clinical Check module to a Pharmacist only, or prevent editing of directions after the clinical check has taken place?
- Job role is set in User Management User Details.
- Restrict Clinical Check in **Tools System Settings Pharmacy Details Checking**.

Automated Clinical Check

- Automated Clinical Check looks at patient history when a prescription is downloaded, Pharmacy Manager marks them as checked automatically if there has been no change to directions, dosage, medication or major warnings.
- Enable this in Tools System Settings Pharmacy Details Automated Clinical Check.

Quantity Matching

- Quantity matching uses the quantity prescribed on an incoming electronic prescription to automatically populate the quantity to be dispensed.
- Set this in Tools System Settings Pharmacy Details Electronic Messaging.

Label Setting

- Set how many labels to print when dispensing single or multiple packs (one label per pack is recommended).
- Set this in Tools System Settings Pharmacy Details Electronic Messaging.

Fast Labellina

- Fast Labelling pre-populates the product, directions and quantity where possible when dispensing electronic prescriptions.
- Enable Fast Labelling in Tools System Settings Pharmacy Details Keystroke Reduction.



Dispensing Process



Explore our recommended dispensing process to maximise the benefits of the newest features in **Pharmacy Manager**:

Filter & Organise

- Filter and sort your prescriptions to prioritise and organise them, for example:
- **Delivery** View prescriptions that require delivery.
- Acute View acute prescriptions.
- Requires Check View prescriptions that require a clinical check.

Clinically Check • Either individually **Clinically Check** or **BATCH CHECK** prescriptions with a status of **Requires Check**.

Note - You can still manually check a prescription with the status of **Checked - Auto** if required.

Print Tokens

- Filter and sort to view and select prescriptions that have been clinically checked.
- •Select **PRINT TOKEN** to print dispensing tokens for the selected prescriptions. **Note** The dispensing token displays the pharmacists initials, registration number and date of the check for manually checked prescriptions, **Checked Auto** and the date of the check displays for automated checked prescriptions.

Labelling

•Select **Dispense** to generate the item labels.

Collection

- Return to the eMessages screen, set Filter list by to either:
- Requires Collection to view all prescriptions that require collection, or
- Patient Name and scan prescription tokens to populate a list that can be collected.
- Then either:
 - Press and hold Ctrl on your keyboard, highlight each prescription and select Collect, or
 - Select **Quick Actions Handout To Patient** and scan (or enter) the bag label barcode.
- Return to the eMessages screen, either set Filter list by to:
- Requires Claiming to view all prescriptions that require claiming, or
- Patient Name and scan prescription tokens to populate a list that can be claimed.
- •Then either:
- Press and hold Ctrl on your keyboard, highlight each prescription and select Claim, or,
- Highlight the first prescription in the list, press and hold Shift on your keyboard and then select the last prescription to bulk select prescriptions, and then select Claim.

Claiming