

Dispensing Best Practice Scotland 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:

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? **Important** - This is only available if you have Information Governance enabled, contact the **Service Desk** for 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 Labelling

- 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**:

