

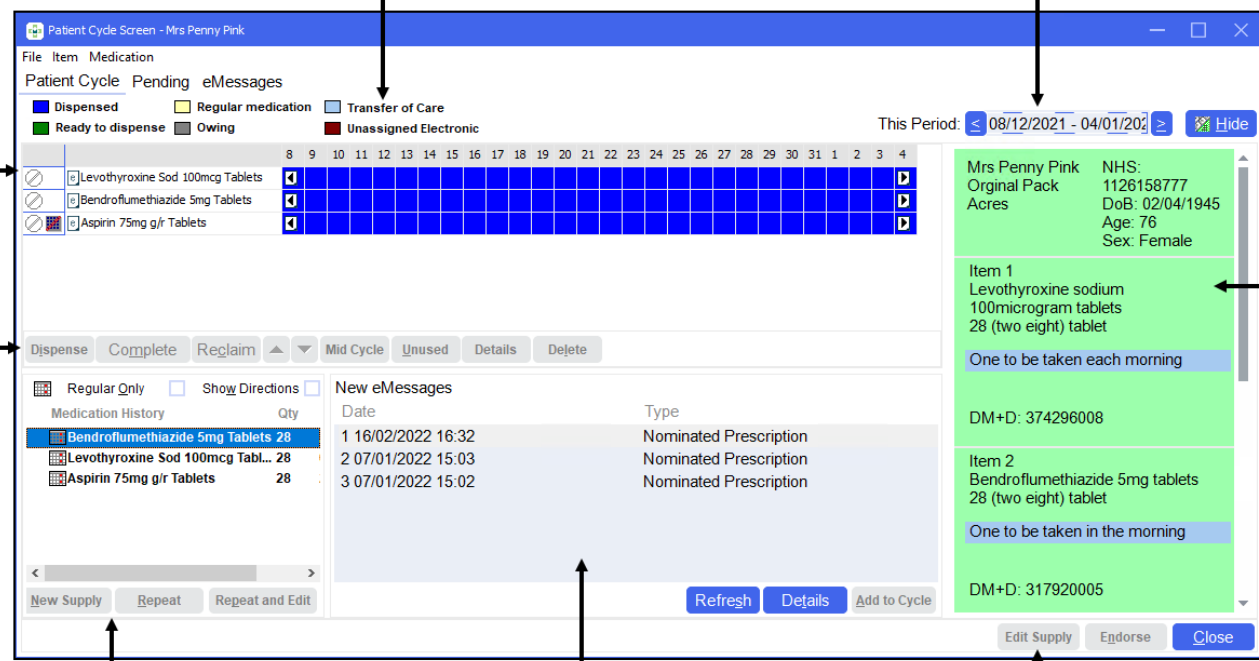
# Patient Cycle Screen Flash Card

**Patient Cycle Grid** - Displays medication items associated to the patient. Each row displays the days within the medication period selected. Medication items are colour coded based on their status

**Medication Period** - By default displays the current period, either one or four weeks. Use the arrows to move to the previous or next medication period

Icons display next to each item highlighting the type of medication.

**Dispense** - Select to redeem an owing  
**Reclaim** - Select to reclaim the owing balance if it is no longer required  
**Mid Cycle** - Select to modify the cycle start date  
**Unused** - Select to indicate a regular item is not required in this cycle  
**Details** - Select to view the **Prescription Item Details** screen  
**Delete (Paper prescriptions)** - Delete the item from the patient's cycle  
**Not Disp (Electronic prescriptions)** - Removes the item from the patient's cycle



**Virtual Prescription** - Representation of the current prescription. Select **Hide** to remove this from the view

**New Supply** - Select to dispense from a paper prescription. The new item displays on the **Patient Cycle Grid**  
**Repeat** - Select to quickly repeat an item from the patient's medication history  
**Repeat and Edit** - Select to quickly repeat an item from the patient's history however a different quantity or dose is required  
**Note** - This will display as a new line on the **Patient Cycle Grid**

**New eMessages** - Displays downloaded prescriptions that match the selected patient. Highlight a prescription and select **Add to Cycle** to dispense the items

**Edit Supply** - Select to make amendments to a dispensed item

## Menu Options

### File

Select to switch the following tabs on the **Patient Cycle Screen**:

- **Ctrl+1** – Patient Cycle
- **Ctrl+2** – Pending
- **Ctrl+3** – eMessages

### Item

- **Partial Dispense** – Select if you need to dispense a partial amount of the whole owed balance.

### Medication

- **Select Regular Medication (Ctrl+R)** – Highlights the regular medication in the **Medication History** list.
- **Sort by Natural Order (Created Date) (Ctrl+D)** – View items in their natural order, for example the sequence added to the patient MAR chart.
- **Sort Ascending (Ctrl+A)** – View items in ascending alphabetical order.
- **Sort by Nursing Home Group (Ctrl+G)** – View items in nursing home groups.
- **Transfer of Care (Ctrl+T)** – Select to record any accompanying medication when discharged from hospital.

## Transfer of Care

If an MDS patient is prescribed medication whilst in hospital, it is possible, when they are discharged back to a care home, to record any accompanying discharge medication. This enables the production of up-to-date MAR charts as part of the transfer of care.

To enter transfer of care details:

1. View the **Patient Cycle Screen** for the patient and make sure the medication period is correct.
2. From the toolbar select **Medication - Transfer of Care** or press **Ctrl+T** on your keyboard.
3. The **Mid-Cycle Item Details** screen displays, enter the **Start Date** of the treatment.



**Training Tip** - It is possible the patient may have started prior to the date you are entering, for example discharged on a Sunday and the details entered on the Monday, enter the date the patient started the medication.

4. Select the required **Frequency**.

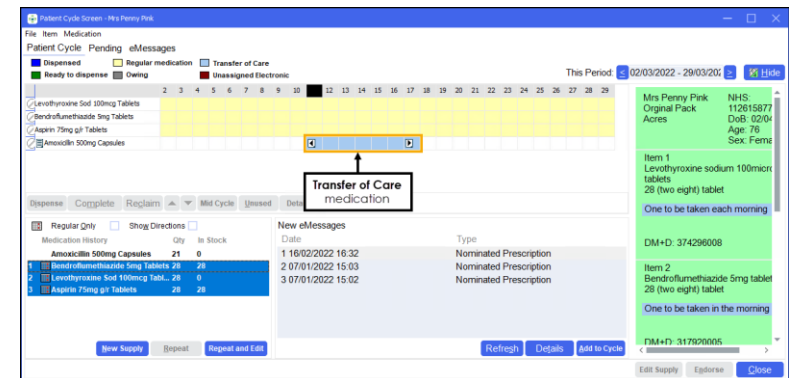
5. The **Dispensary** screen displays with a form type of **Transfer of Care**. Complete the **Dispensary** screen as required.



**Note** - If the **Directions** are entered manually, **Pharmacy Manager** will not populate the medication times on the MAR chart or the cassette sheet with the required dose. Dose codes must be used when entering the directions.

6. Select **Finish** to complete the dispense.
7. The **Dispensary Supply** screen displays check all details are correct and select **OK**.

The Transfer of Care medication displays on the **Patient Cycle Screen**:



The screenshot shows the 'Patient Cycle Screen' for a patient named Mrs Penny Pink. The 'Medication History' table lists several items, including Amoxicillin 500mg Capsules, Bendroflumethazide 5mg Tablets, Levofloxacin Sod 100mg Tablets, and Aspirin 75mg gr Tablets. A 'Transfer of Care medication' button is highlighted with a box and an arrow. The 'New eMessages' section shows three messages dated 16/02/2022, 07/01/2022, and 07/01/2022. The patient's details on the right include NHS number 112615877, Original Frack, DoB 02/01, Age 76, and Sex Female. The bottom of the screen has buttons for 'New Supply', 'Repeat', 'Repeat and Edit', 'Refresh', 'Details', 'Add to Cycle', 'Edit Supply', 'Expire', and 'Close'.