Pharmacy Manager Quick Start Guide - England only

Logging in to Pharmacy Manager

1. From your computer desktop double click **Pharmacy Manager** 

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2. The log in screen displays:
   - When logging in for the first time you must set up a password and your three security questions.
   - Insert your smart card into the reader and enter your passcode.
3. Select **Login** and the **Pharmacy Manager Dashboard** displays.

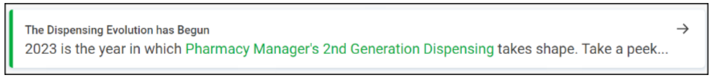
Resetting your Password

1. From the **Pharmacy Manager** log in screen, enter your **User ID** in the usual way.
2. Select **Forgot your password?**.

Follow the prompts to reset your password.

Accessing New Prescriptions

To access new prescriptions from the **Dashboard**, select the **The Dispensing Evolution has Begun** tile:



The **Prescriptions** screen displays.

Downloading Prescriptions

1. From the **Prescriptions** screen, select **DOWNLOAD** DOWNLOAD.
2. The **Nominated Prescription Download** screen displays and all nominated prescriptions download from the NHS Spine.

Training Tip - If you close the window, the download continues in the background.

Alternatively, you can scan a prescription or manually enter a barcode. To do this, select **Quick Actions** - **Enter A Barcode**, scan the prescription or enter the barcode number and select **OK**.

Scanning a Prescription

To quickly find a prescription on the **Prescriptions** screen you can use the scanning functions:

- Scan a prescription that has not been downloaded to **Pharmacy Manager** to download it from the NHS Spine and display it on the prescription list.
- Scan a prescription that is already downloaded to filter the prescription list by the scanned UUID number, appropriate prescriptions display and are selected.
- Scan the selected prescription again to start the dispensing process.

Searching for Prescriptions

To search for a prescription, enter your search criteria into **Patient Search**, the list updates as you type.

You can quickly sort the data that displays by selecting a column header to sort ascending or descending as required.

To filter the data, select **FILTER** FILTER to open the filter options. For example, select **Token Not Printed** to view all prescriptions that require a token to be printed, or select **Clinical Check** - **Requires Check** to view prescriptions that need to be clinically checked.

Print Dispensing Tokens

1. Optionally, filter the **Prescriptions** screen to view prescriptions where the token is not printed.
2. Select the prescription(s) required, either individually or select the column to select all shown.
3. Select **Print Token** PRINT TOKEN.

Matching Patients

To match unmatched or partially matched patients, to the right of the prescription, select **ACTIONS** - **View Prescription Details**. From the **Find Local Patient** tab you can search for a matching patient or add a new patient.

Clinical Check

A patient's prescription can be clinically checked upfront, pre-confirming the warnings ready for dispensing:

- To clinically check an individual prescription, select **ACTIONS** - **Clinically Check**.

To clinically check a batch of prescriptions, select them and select **BATCH CHECK**. Don't forget you can filter to view prescriptions that require a clinical check.

Dispense Prescriptions

To dispense a prescription from the **Prescriptions** screen:

- To dispense an individual prescription, select **DISPENSE** to the right of the prescription.
- To dispense a batch of prescriptions, select them and select **BATCH DISPENSE**. Don't forget you can filter to view prescriptions that are clinically checked.

The **Dispensary** screen displays. If you have **Fast Labelling** enabled, **Patient**, **Prescriber**, **Written as**, **Quantity** and **Directions** are pre-populated.

Dispense Prescriptions continued

Check or complete the following as required:

- **Written as**
- **Dispense as**
- **Quantity**
- **Directions**
- **Warnings**
- **Owe**

If the prescription contains multiple items, select **Finish Item** to dispense the next item.

Select **Finish** to complete the dispense.

Handout to Patient

To quickly handout a prescription to a patient:

1. From the **Pharmacy Manager Toolbar**, select **Quick Actions** - **Handout To Patient**.
2. The **Handout To Patient** screen displays, scan the bag label or type in the barcode number.

Handout to Patient continued

If a scan is successful a green tick displays and the prescribed drug name and quantities list below. The **Supply/Collection Date** for the prescription updates to todays date and a dispense notification is sent.

If the scan is unsuccessful a red cross displays. In this case, from the **eMessages** screen, filter the list by **Requires Collection**. Highlight the prescription(s) required and select **Collect**.

Claiming Prescriptions

From the **eMessages** screen, filter the list by **Requires Claiming**. Highlight the prescription(s) required and select **Claim**.

The claimed prescription(s) clear from the screen and are sent to the NHS Business Services Authority.

Need Help?

- Within **Pharmacy Manager**, press **F1** on your keyboard to access our online help centre.
- Is your query a 'How do I?', have you checked the **Learning Zone**? Our **Learning Zone** provides bite-size tutorial videos and elearning modules to help you develop your knowledge and skillset, see [Learning Zone] to register or sign in.
- 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.