

What Do You Need To Do?

This useful checklist details the key tasks you must carry out to prepare you for Handout Manager and Accuracy Check

Tasks to complete **2 weeks before Go Live**

- Clear items awaiting collection**
Make sure all uncollected prescriptions are collected as soon as possible, and no prescriptions older than 4 weeks are left in the collection baskets before Go-Live.
- Plan your locations**
Plan how many locations you need to configure as part of the **Handout Manager** activation process, for example, shelves, fridges, Controlled Drugs cabinets.
- Pharmacy Process - Handout Manager**
Keep in mind, initially your current collection process may need to run alongside your new **Handout Manager** collection process, until all the medication dispensed prior to the activation of **Handout Manager** is collected.
- Pharmacy Process - Accuracy Check**
Be aware that once **Accuracy Check** is enabled, all eligible prescriptions require an accuracy check. Please note that non-EPS prescriptions are not eligible for Accuracy Check. Ensure you have space next to a PC for carrying this out, consider how this will work in your pharmacy.
What does Accuracy Check mean for me?
 - Enabling Accuracy Check has shown a 80% reduction in near misses.
 - Be aware you cannot claim for a prescription until **Accuracy Check** is completed.
- Staff Training**
Staff to complete the following training:
 - Read the [Handout Manager Preparation and Setup Guide](#)
 - Read the [Handout Manager](#) and [Accuracy Check](#) Quick Start Guides
 - Complete the Accuracy Check [eLearning module](#)
Select **Sign In** to register for an account.

Useful Links
are provided
on the next
page

Tasks to complete **1 week before Go Live**

- Clear items awaiting collection - Continued**
Make sure all uncollected prescriptions are collected as soon as possible, and no prescriptions older than 4 weeks are left in the collection baskets before Go-Live.
- Install Wi-Fi Unit**
Install your wireless access point, if not already done, according to the instructions in the package and check that it is displaying a continuous blue light to indicate correct installation. [See here for details.](#)
- Create User Accounts**
Each **Pharmacy Manager** user must have their own user account to use **Handout Manager**. Ensure to assign a job role to each user. [See here for details.](#)

Tasks to complete Go Live

Handout Manager

- Clear items awaiting collection - Continued**
Make sure all uncollected prescriptions are collected as soon as possible, and no prescriptions older than 4 weeks are left in the collection baskets before Go-Live.
- Add your locations**
You are now ready to set up your locations. Don't forget to create your fridge and Controlled Drug locations in addition to your shelf locations. [See here for details.](#)
- Set up your Handout Manager Device**
Unpack device from packaging and set up screen lock PIN. [See here for details.](#)
- Register your Handout Manager Device**
Register your device in **Pharmacy Manager**. [See here for details.](#)
- Set User Passcodes**
Each user to set their own 6 digit passcode. [See here for details.](#)



Accuracy Check

- Check Label Settings**
When using Accuracy Check a QR code prints on your item and bag labels, as well as a new picking list. You may need to adjust the standard position of the QR codes if you use pre-printed labels. [See here for details.](#)
- In Progress Prescriptions Screen**
Familiarise yourself with the new **In Progress** screen in **Pharmacy Manager**. [See here for details.](#)
- Clinical Checks**
Clinical checks to be carried out on all prescriptions prior to dispensing. [See here for details.](#)

Useful links



Handout Manager

- [Preparation and Setup Guide](#)
- [Quick Start Guide](#)
- [Online Help Topics](#)
- [User Guide](#)

Accuracy Check

- [eLearning Module](#)
- [Label Settings](#)
- [Quick Start Guide](#)
- [Online Help Topics](#)
- [User Guide](#)

Within Pharmacy Manager, press F1 on your keyboard to access our online help centre.

