

Pharmacy Manager

Handout Manager User Guide (PM16.8)

Version 1.0

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An Introduction to Handout Manager

The **Handout Manager** functionality in **Pharmacy Manager** helps you to manage your bagged prescriptions that are ready to hand out to patients in your pharmacy.

Handout Manager enables you to:

- Configure your shelf, fridge and Controlled Drug cabinet locations at your pharmacy.
- Manage and update bagged prescriptions stored at your pharmacy.
- Print multiple bag labels for your bagged prescriptions depending on their locations, for example, one on a shelf and the other in a fridge.
- Audit and monitor when prescriptions are collected within **Pharmacy Manager**.
- Inform patients when prescriptions are ready to collect when integrated with patient applications.

Prerequisites

- Scanning device purchased from **Cegedim Rx** with **Handout Manager** installed. See <u>Setting up your Handout Manager Device for the First Time</u> <u>on page 27</u> for details.
- Wi-Fi Connectivity **Handout Manager** communicates directly with **Pharmacy Manager** over a securely encrypted connection. See <u>Zyxel Wi-</u> <u>Fi Installation on page 30</u> for details.
- Handout Manager users set up under an Admin account. Users set up a 6digit passcode to access the application. See <u>Creating Device User</u> <u>Accounts on page 9</u> for details.



Preparing your Pharmacy for Handout Manager

To prepare your pharmacy for **Handout Manager**, you should perform the following tasks before activation:

- Take some time to clear as much medication as possible that is on a shelf awaiting collection.
- Plan how many locations you need to configure as part of the activation process, for example, shelves, fridges or Controlled Drug cabinets.
- Be aware that initially your current collection process may need to run alongside your new **Handout Manager** collection process temporarily, until all the medication dispensed prior to the activation of **Handout Manager** is collected.



Activating Handout Manager

To activate Handout Manager:

- 1. From the Pharmacy Manager Toolbar, select Tools Settings Handout
 - Manager.

Settings Your control centre for customising your Pharmacy Ma	anager experience
Pharmacy Details	គ្រឡ Handout Manager
Everything else	Manage devices, create locations

2. The Handout Manager screen displays. In Activation, select Handout

Manager to enable the feature.

bie scan to shell and ma	nage your devices and locations
ack	
Activation	
Activation Effortlessly scan, find and or	ganise your patient medicine

3. Restart **Pharmacy Manager** to apply the changes.

See <u>Handout Manager Settings on page 11</u> for details on configuring **Handout Manager**, or <u>Setting up your Handout</u> <u>Manager Device for the First Time on page 27</u> for details on setting up your **Handout Manager** devices.



Changes to eMessages screen

Activating Handout Manager displays an extra Location column on the

eMessages screen.

eMe	essages 🗳 🔸 New Dis	ensin <mark>ĝake me there</mark>	I						Nomination Detail	s 👤 Downle	oad Nominated
Filter	list by					[Location column			Acti	on by
All ✓ Onl	y show messages awaiting current act	ion					Ļ		(Clear filters	t / Days 👻
Name		Handout 😫	🕉 🎗 🚆 Expiry	Action by	Status	Message Type	Location	Prescription Type			
	1 Ms Alicia Kate Verdi	8	31/03/20	02/10/2024 16:10	Ready to notify	R2 Prescription		Acute			
	2 Ms Alicia Kate Verdi	8	10/03/20	27/09/2024 14:52	New - Ready to d	R2 Prescription	Fridge - 4D	Acute			
2	5 Mrs Rong Shieh	8	10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres.	CD Cabinet-Beta-2	Acute			
м	0 Ms Ros Aida Pryer	8	10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres	Shelf-Location-2	Acute			
£	D Mrs Briallen Ainsworth	8	10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres	Delivery - Out Door Room 2	Acute			
£	E Mr Grier Tolly Pache	8	10/03/20	11/09/2024 10:18	In progress - Pen	Nominated Pres		Acute			
£	F Mr Joss Beighton	8	11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres		Repeat			
£	G Mr Gavin Lisador (1 of 10)	8	11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres		Repeat Dispensing (1 of			
£	H Mr Alva Stanborough	8	11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres		Repeat			
	I Mrs Misty Tilda Trotter		10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres		Acute			
к	J Mr Grier Tolly Pache (1 of 6)	8	11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres		Repeat Dispensing (1 of 6)			-
1 Pr	escription Details 🍓 Print dispensing to	ten							Reset	Endorse	Notify

Note - In the case of multiple locations, they display as Shelf 1,

Fridge 2.



Creating Device User Accounts

A

You must have an account set up in **Pharmacy Manager** before you can start using **Handout Manager**.

Important - Each user must have their own separate account set up, see Adding a User for details.

Each **Pharmacy Manager** user is required to have their own access to **Handout Manager**, to set this up:

 From Pharmacy Manager, select Tools - User Settings - User Account Management.

File	Tools Help 📰	Quick Actions				Patient	Search
	Inquiry	>					
Ne	MUR	>	,		Expiring Cla	ims	
	Blank label				Expring on		
	Bulk Operations						
	Recover Product						
	Nursing Home Defaults	>					
7	System Settings	>			Λ		
	User Settings	>	Us	ser D	etails		
	Scheduled Tasks		Us	ser A	ccount Managemen	t	
	Thread Manager						



2. The User Management screen displays, highlight a user and select Details.

🕎 User Management				\times
		User	Management	Å Y
User ID	Administrator?	Last Logged In	State	Que
1 TTest1	No	15/09/2023 16:24	Active	Acti
2 TTest	Yes	15/09/2023 17:35	Active	Not
3 cegedim	Yes	15/09/2023 17:35	Select Details	Not
<				>
Include deleted acc	ounts	Add Dele	ete Details C <u>l</u>	ose

3. The User Details screen displays.

📸 User Details - A8eta	×
Account Details	
Migrate preferences	Account Details 🖓
Account Details	
User ID:	ABeta
Account status:	Active
First name:	Alpha
Last name:	Beta
Job role:	No job role 👻
Professional reference	123456
Security	
Reset password Fo	proce this user to create a new
Forgot password Sp the to Forgot questions All	every a temporary password to allow e user to log in. The user will then need create a new password low this user to create a new security
Administrator accou	
 Disable this account Handout Manager U 	Jser Tick Handout Manager User
	Close Cancel <u>A</u> pply

Tick Handout Manager User.

4. Select **OK** to save. The user now displays on the **Who's logging in** screen of **Handout Manager**.

See <u>Signing in to Handout Manager on page 38</u> for details.



Handout Manager Settings

Device Registration

Each device must be registered to **Pharmacy Manager** before use.

To register a device:

 From the Pharmacy Manager Toolbar, select Tools - Settings - Handout Manager.



2. From Device Registration - Getting Started select ADD A DEVICE

Device Registra	ition
Get Started	
Use the scan functior	nality on your device and scan the QR code.

3. The **Register device** screen displays, enter a unique device name.



Register device	×
Please enter a unique device name Device Name	
	Required
CANCEL	GENERATE QR CODE

- 4. Select GENERATE QR CODE GENERATE QR CODE
- 5. A QR code displays on the screen, use the scan functionality on the device you are registering to scan the code.



Once connected, the **Handout Manager SIGN IN** screen displays.





See <u>Device Management on page 33</u> for details on managing your devices and <u>Signing in to Handout Manager on page 38</u> for details on signing in to **Handout Manager**.

->)



Location Management

A

Create locations across your pharmacy, this could be multiple shelf locations, deliveries, fridges or Controlled Drug cabinets.

Important - Don't forget to create at least one fridge location and one Controlled Drugs location in addition to your shelf locations.

When you first enable **Handout Manager** there are no locations set up.

Locations	
Create the key lo	cations in your pharmacy e.g. Fridges, Shelves and Deliveries
	No locations
	ADD LOCATION



Adding a New Location

To add a new location:

1. From the **Pharmacy Manager Toolbar**, select **Tools - Settings - Handout**

Manager	•
---------	---

Settings Your control centre for customising your Pharmacy Ma	anager experience
Pharmacy Details	ច្រុះ Handout Manager Manage devices, create locations

2. From Locations, select ADD LOCATION ADD LOCATION

ocations.		
reate the key lo	cations in your pharmacy e.g. Fridges, Shelves and Deliveries	
	No locations	
	ADD LOCATION	

3. The Add Location screen displays.



Add Location		×
Location Type		
Select a location		~
Location Name		
E.g. Controlled Drug Fridge		
	ADD LOCATION + PRINT ADD LO	DCATION

Enter the following:

Location Type - Select the correct location type from the drop-down list.

• Location Name - Enter a name for the location, for example, Top Shelf or Controlled Drug fridge.

ADD LOCATION

4. Select ADD LOCATION

Add Location

Location Type

Select a location...

Location Name

E.g. Controlled Drug Fridge

ADD LOCATION + PRINT

ADD LOCATION



Training Tip - To print the location label at the same time, select

ADD LOCATION + PRINT

ADD LOCATION + PRINT

Additionally, once all locations are created, from Locations,

select PRINT ALL

PRINT ALL

See Location Management on the next page and Printing Location Labels on page 23 for details on managing your locations and printing location labels.



Location Management

You can manage your Handout Manager locations in the pharmacy.

Important - Don't forget to create at least one fridge location and one Controlled Drugs location in addition to your shelf locations.

See <u>Handout Manager Settings on page 11</u> for details on adding a new location.

Editing Locations

To edit a location:

f

 From the Pharmacy Manager Toolbar, select Tools - Settings - Handout Manager.

Settings Your control centre for customising your Pharmacy M	anager experience
Pharmacy Details	변화 Handout Manager Manage devices, create locations

2. From **Locations**, select **Options** next to the required location.



reate the	e key locations in your pha nd Deliveries	armacy e.g. Fridges		PRINT ALL
₩ C	ontrolled Drug Fridge		Options menu	→ … 🔟
ж с	ontrolled Drug Fridge 2			🔟

3. Select Edit location.

	PRIN	IT ALL
Edit location		Ū
Print location	_	
		Ū
	Edit location Print location	PRIN Edit location Print location

Note - You cannot edit a location if bags are assigned to it.



4. The Edit Location screen displays, make the changes required and then

elect SAVE CHANGES	SAVE CHANGES	
Edit Location		×
Location Type		
Fridge		~
Location Name		
Chilly Fridge		
	Select to chang	



Deleting Locations

 From the Pharmacy Manager Toolbar, select Tools - Settings - Handout Manager.



2. From **Locations**, select **Delete** next to the required location.

Locations	
Create the key locations in your pharmacy e.g. Fridges, Shelves and Deliveries	PRINT ALL
* Controlled Drug Fridge	🔟
* Controlled Drug Fridge 2	🔟
ADD LOCATION	

Note - You cannot delete a location if bags are assigned to it.

3. An 'Are you sure you want to permanently remove this location' warning displays.





Select YES, REMOVE THIS LOCATION

YES, REMOVE THIS LOCATION

Training Tip - When deleting a location, remember to remove any labels from the physical location.



Printing Location Labels

Location labels contain unique QR codes, these are used to assign bags to your various locations. Simply print the location label and apply it to the appropriate location in the pharmacy.

You can print a single location label or bulk print location labels for all locations.

Printing a Single Location Label

To print a single location label:

 From the Pharmacy Manager Toolbar, select Tools - Settings - Handout Manager.



2. From Locations, select Options next to the required location:



Create Shelve	e the key locations in your pharmacy e. es and Deliveries	g. Fridges, PRINT A	LL
*	Controlled Drug Fridge	Options	ו
*	Controlled Drug Fridge 2	[ij

3. Select Print location.

Locations			
Create the key locations in your pharmacy e.g. Fridges, Shelves and Deliveries		PRIN	IT ALL
* Controlled Drug Fridge	Edit location		Ū
* Controlled Drug Fridge 2	Print location		Ū
ADD LOCATION			

A label prints for the selected location.



Bulk Printing Labels for All Locations

To print labels for all locations:

 From the Pharmacy Manager Toolbar, select Tools - Settings - Handout Manager.

Settings Your control centre for customising your Pharmacy M	lanager experience
Pharmacy Details Everything else	ក្រដ្ឋារី Handout Manager Manage devices, create locations
P	

2. From Locations, select PRINT ALL



Create the key locations in your pharmacy e.g. Fridges, Shelves and Deliveries	PRINT ALL
* Controlled Drug Fridge	🔟
* Controlled Drug Fridge 2	🔟
ADD LOCATION	
Note - PRINT ALL only of added locations.	displays when you have

All location labels print.



Setting up your Handout Manager Device for the First Time

When you first receive your **Handout Manager** device, use the following steps to secure it with a Personal Identification Number (PIN), connect to the Wi-Fi and then register to **Pharmacy Manager**.

- 1. Remove the device from its packaging and press and hold the **Power** button on the right-hand side until the **Android** logo displays.
- 2. A start up sequence takes approximately 45-60 seconds until the **Device not compliant** screen displays.



Select Set screen lock.

- 3. The **Choose a screen lock** screen displays, select **PIN**.
- 4. On the **Set a PIN** screen, enter a PIN for the device, it must be a minimum of 6 digits.

Note - Common PIN codes are not be permitted, for example, 123456.

5. Select Next.



- 6. The **Re-enter your PIN** screen displays, enter your PIN and then select **Confirm**.
- 7. Verify the device connects to the Wi-Fi.

Note - If the device does not connect to the Wi-Fi speak to your **Cegedim Rx** representative.



- 8. The desktop displays, select Handout Manager Handou.
- 9. The Welcome This device isn't registered screen displays.





You can now register the device with **Pharmacy Manager**. See <u>Handout</u> <u>Manager Settings on page 11</u> for details.



Zyxel Wi-Fi Installation

Thank you for purchasing the Zyxel Wi-Fi access solution from **Cegedim Rx**. The Zyxel Wi-Fi unit supports solutions like **Handout Manager** within **Pharmacy Manager**.

This document provides detailed instructions on how to install the Zyxel Wi-Fi unit, please follow all instructions carefully:

1. Locate your HSCN broadband router. Depending on your connection type this is either a Cisco 857 or Cisco 927 as shown.



- 2. Take the Zyxel Wi-Fi unit out of the box and position it in a suitable location near the router and a power supply. For optimal signal performance, we recommend placing the unit as high as possible and outside of any cupboards.
- 3. Connect the power adapter supplied with the Zyxel Wi-Fi unit to the nearest available AC socket.





- 4. Use the provided network cable to connect the **Uplink** port on the Zyxel Wi-Fi unit to the furthest network port on the left of your HSCN broadband router:
 - Cisco 857 Port FE1 (ideal), port FE2 or port FE3



Cisco 927 - Port 1 (ideal), port 2 or port 3



Note - Port FE0 (Cisco 857) or port 0 (Cisco 927) is used for the D-Link network switch, do not remove this.

5. Switch on both the HSCN broadband router and the Zyxel Wi-Fi unit. The unit will undergo a series of updates, indicated by flashing lights, once the device displays a solid blue light, it is ready for use and should be left



powered on.

For details on setting up your new **Handout Manager** scanning device, see <u>Setting up your Handout Manager Device for the First</u> <u>Time on page 27</u>.



Device Management

See <u>Handout Manager Settings on page 11</u> for details on registering a device to **Pharmacy Manager**.

Removing Linked Devices

To remove devices that have been registered to Pharmacy Manager:

 From the Pharmacy Manager Toolbar, select Tools - Settings - Handout Manager.



2. From Device Registration - Linked Devices, select Delete and next to the

required device.

Linked Devices	
ce442d62-9838-49bb-802c- 06676e17465a	Select to delete the de∨ice
2af01e89-1304-4f88-8949- c63146645d44	<u> </u>



3. An 'Are you sure you want to permanently remove this device' warning displays.





Bag Management

The **Create Bags** screen displays automatically each time you finish on the **Dispensary** screen. If you need to assign items to multiple bags so that they can be assigned to different locations for example shelves, fridges or Controlled Drug cabinets, then you must do so from this screen. If you do not then all items will be assigned to the same bag by default.

🥶 Bagi Management	\times
Create Bags	
Bag One	
16 Aspirin 75mg g/r Tablets (28)	
28 Furosemide 40mg Tablets (28)	
500 Amoxicillin 250mg Capsules (21)	
28 Atorvastatin 80mg Tablets (28)	
CANCEL CREATE NEW BAG CONFIRM BAGS	

Select from the following:

- CANCEL To close the Create Bags screen, no bag label is created.
- **CREATE NEW BAG** To create a new bag, this displays underneath the prescription items.
- **CONFIRM BAGS** To confirm the current bags are correct, this is unavailable if there are bags with no items assigned. The bag labels print for this prescription.



Note - If you need to open the **Bag Management** screen to make amendments you must edit the prescription and the **Bag Management** screen displays once you finish the edit.

Moving Items Between Bags

To move an item from one bag to another:

1. Select **Options** next to the item you want to move.

😛 Tag Management	\times	
Create Bags		
28 Furosemide 40mg Tablets (28) •••		
500 Amoxicillin 250mg Capsules (21) ····		
Bag Two …		
28 Atorvastatin 80mg Tablets (28)	+	Select Options
Move item to Bag 1		Select from
Move item to Bag 3		a∨ailable list
Bag Three		
CANCEL CREATE NEW BAG CONFIRM BAGS		

2. Select **Move item to Bag n**, where *n* is the number of an available bag.



Removing a Bag

To remove a bag:

1. Select **Options** next to bag you want to remove.

😛 lag Managament	×	
Create Bags		
Bag One		
16 Aspirin 75mg g/r Tablets (28)		
28 Furosemide 40mg Tablets (28)	Select Options	
Bag Two	Remove Bag	iove
500 Amoxicillin 250mg Capsules (21)	•••	
CANCEL CREATE NEW BAG	CONFIRM BAGS	

2. Select **Remove Bag**. If the bag contains items they are assigned to the bag above on the screen.



Signing in to Handout Manager

To sign in to Handout Manager:

1. Sign in to your **Handout Manager** hand held device using the screen lock PIN.



- 2. Open Handout Manager Handou... from the desktop.
- 3. From the **Please Sign In** screen, select **SIGN IN**





4. The Who's logging in screen displays, select from the list of available users.



 Only users with Handout Manager permissions in Pharmacy
 Manager display in this list. See <u>Creating Device User Accounts</u> on page 9 for details.

5. The first time you sign in you must do the following:



a. Enter your **Pharmacy Manager** password and select **Next**



9 wxyz

 \rightarrow

Select Next

7 PORS

 \otimes

8 TUV

0



- Login Hi John Passcode updated successfully Login \rightarrow 6. Enter your passcode and select Next Hi John Enter your 6 digit passcode Enter passcode here ©⊐ 🗖 9 1 2 ABC 3 DEF 4 GHI 5 JKL 6 MNO 7 PORS 8 TUV 9wxyz Select Next 0 \otimes
- c. The Passcode updated successfully screen displays, select Login

7. The Getting Started screen displays.





Select **GET STARTED** to do the following:

- Assign a bag to a location, see <u>Assigning Bags to Locations on page 45</u> for details.
- Handout bags, see <u>Handing out Bags on page 50</u> for details.

Forgot your Passcode?

If you forget your passcode, use the following instructions to create a new passcode:

Note - You can only change your passcode after entering your
 Pharmacy Manager password.



1. From the Enter your 6 digit passcode screen, select Forgot Password.







4. The **Passcode updated successfully** screen displays, select **Login** to continue.





Assigning Bags to Locations

When the prescription is bagged up and ready to go on a shelf you can now assign it a location at the pharmacy.

Locations can be shelves, fridges or Controlled Drug cabinets, to manage your locations, see <u>Location Management on page 18</u> for details.

- 1. Sign in to your **Handout Manager** hand held device using the screen lock PIN.
- 2. Select your sign-in from the list provided and enter your six digit passcode.
- 3. Select GET STARTED GET STARTED





4. Select Assign Bag to Location



۲

Assign Bag to Location

5. Scan the bag label, the patient's name and the items in the bag display.



15:57 👫 🕴 📷 🖤 🛱 72	%
← Assign to Location	
🙁 Mrs Briallen Ainsworth 🛛 🛇	
Amoxicillin 250mg Capsules	
Co-amoxiclav 250/125mg Tablets	
Salmeterol 25mcg CFC Free Inh 120dse	
Solpadeine Plus Soluble Tablets	
Scan a Location	
CONFIRM AND CONTINUE	

6. Scan the location label, the location name displays.





- 7. Select CONFIRM AND CONTINUE
- 8. To assign another bag, select **ASSIGN ANOTHER** and repeat the process above.



9. Once you are finished assigning bags to locations, select **BACK TO HOME** BACK TO HOME to return to the home screen.

The Location column on the eMessages screen displays the location of the bag.



eMe	essages 🗘 🕂 New Die	spensin <u>ĝlake me the</u>	re							Nomination Detail	s 🛃 🛃 Downlos	d Nominated
Filter I	ist by						Γ	Location column			Actio	n by
All	Ŧ						-				Next	7 Days 👻
 Only 	show messages awaiting current a	tion						↓	_	(Clear filters	
Name		Handout 🔱	S R 1	Expiry	Action by	Status	Message Type	Location	Prescription Type			÷
4	1 Ms Alicia Kate Verdi	8		31/03/20	02/10/2024 16:10	Ready to notify	R2 Prescription		Acute			
	2 Ms Alicia Kate Verdi	8		10/03/20	27/09/2024 14:52	New - Ready to d	R2 Prescription	Fridge - 4D	Acute			
£	5 Mrs Rong Shieh	8		10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres.	CD Cabinet-Beta-2	Acute			
м	0 Ms Ros Aida Pryer	8		10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres.	Shelf-Location-2	Acute			
£	D Mrs Briallen Ainsworth	8		10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres.	Delivery - Out Door Room 2	Acute			
£	E Mr Grier Tolly Pache	8		10/03/20	11/09/2024 10:18	In progress - Pen	Nominated Pres		Acute			
£	F Mr Joss Beighton	8	•	11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres		Repeat			
£	G Mr Gavin Lisador (1 of 10)	8		11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres.		Repeat Dispensing (1 of			
£	H Mr Alva Stanborough	8		11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres.		Repeat			
	I Mrs Misty Tilda Trotter			10/03/20	11/09/2024 10:18	New - Ready to d	Nominated Pres.		Acute			
к	J Mr Grier Tolly Pache (1 of 6)	8		11/03/20	11/09/2024 10:18	Ready to notify	Nominated Pres.		Repeat Dispensing (1 of 6)			-
									-			
B Pr	escription Details 🖶 Print dispensing to	ken								Reset	Endorse	Notify

Note - In the case of multiple locations, they display as **Shelf 1**,

Fridge 2.



Handing out Bags

When a patient comes to collect their prescription you can easily locate and hand out their prescription using **Handout Manager**.

Note - If **Handout Manager** is unavailable you can still mark prescriptions as collected as per existing functionality in **Pharmacy Manager**. This completes the handout process.

To hand out a bag:

1. Sign in to your **Handout Manager** hand held device using the screen lock PIN.



2. Select your sign-in from the list provided and enter your six digit passcode.





4. Select Handout Bags

Handout Bags



5. The **Search** screen displays.



÷	Search	
Patient	lame	
Postcod	e	
Date of I	Birth	
NHS Nu	nber	
	SEARCH PATIENTS	

Enter any of the following criteria:

- Patient Name
- Postcode
- Date of Birth
- NHS Number

6. Select SEARCH PATIENTS

7. The **Search Results** screen displays matching patients that have a bag awaiting handout or is awaiting to be assigned a shelf, select to confirm the correct patient.



÷	Searc	h Results	
2 Patie	ents found.		
М	r Paul Clive	Trees >	
ē	Date of Birth	2024-08-28T00:00:00	
-	Gender	male	
#	NHS No.	112385	
G	Address	Antarctica,South Pole	
М	r Paul Char	les Trees >	
ē	Date of Birth	1980-01-01T00:00:00	
-	Gender	Male	
#	NHS No.	1212121212	
G	Address	Antarctica,South Pole	
	End o	of results.	

8. The **Scan Bags** screen displays the patient's uncollected bags.





9. Locate and scan the bag labels. A green tick displays next to the scanned bags.



10. Once all bags are scanned, select **CONTINUE**

Note - You cannot select **CONTINUE** until all bags are scanned.

Note - If you leave this screen and return, you must scan the bags again.

- 11. If an Electronic Prescription Service (EPS) prescription is being handed out the **Patient Exemptions** screen displays:
 - If, after Real Time Exemption Checking (RTEC), the patient is exempt you are advised that they are **RTEC Exempt**, select **FINISH HANDOUT FINISH HANDOUT**



15:47 🚓 🔊 🕯 🖨 36%
← Patient Exemptions …
Prescription 1
Conform 2 Flex Float Flng PC 35540
Assura Inspire 2Pc Ile Max Opq50mm 13985
Freestyle Col Clsd Lge Beige 25mm FLC525
RTEC Exempt
FINISH HANDOUT

 If, after RTEC, the patient is not exempt you are required to confirm the exemption status. This screen displays for each individual prescription so may display multiple times.

16:05 😤 🕴 📷 🕈 🖬 72%
← Patient Exemptions …
Prescription 1
• Aspirin 75mg g/r Tablets
Atorvastatin 80mg Tablets
Furosemide 40mg Tablets
Amoxicillin 250mg Capsules
CONFIRM EXEMPTION
FINISH HANDOUT

To confirm exemptions or set as not exempt:

- a. Select CONFIRM EXEMPTION
- b. Select the correct exemption category from the list and if the

evidence was provided. Select **CONFIRM** to

continue.

Note - Was evidence shown is not required if the patient is not exempt.

c. The **Patient Exemptions** screen displays detailing the selected exemption category.

16:06 "E. 🗣	🔝 🕈 🗬 🔒 72%
← Patient Exemption	otions
Prescription 1	
• Aspirin 75mg g/r Tablet	S
Atorvastatin 80mg Table	ets
Furosemide 40mg Table	ets
Amoxicillin 250mg Cape	sules
Exemption Category:	
Medical Exemption Certif	icate
Evidence Shown:	
Yes	
- HNISH HAND	

12. The Collected screen displays, either select HANDOUT ANOTHER

HANDOUT ANOTHER to continue to hand out bags, or once you are finished

select **BACK TO HOME** to return to the home screen.

Electronic prescriptions display on the **eMessages** screen with a status of **Ready** to notify.

FAQs

Handout Manager

Can I transfer a device to be used at a different branch?

Yes, from the **Settings** screen on the device, select **RESET DEVICE**.

10	:24 ITTP		🔝 🕈 🌪 🔒 72%
	÷	Settings	
	App Version		38
	Build Version		38
	API Url		
	Auth Issuer		
			_
	Device Id		
(R	ESET DEVICE	

In order to use **Handout Manager** again the device needs to be re-registered with **Pharmacy Manager**. See <u>Handout Manager Settings</u> for details.