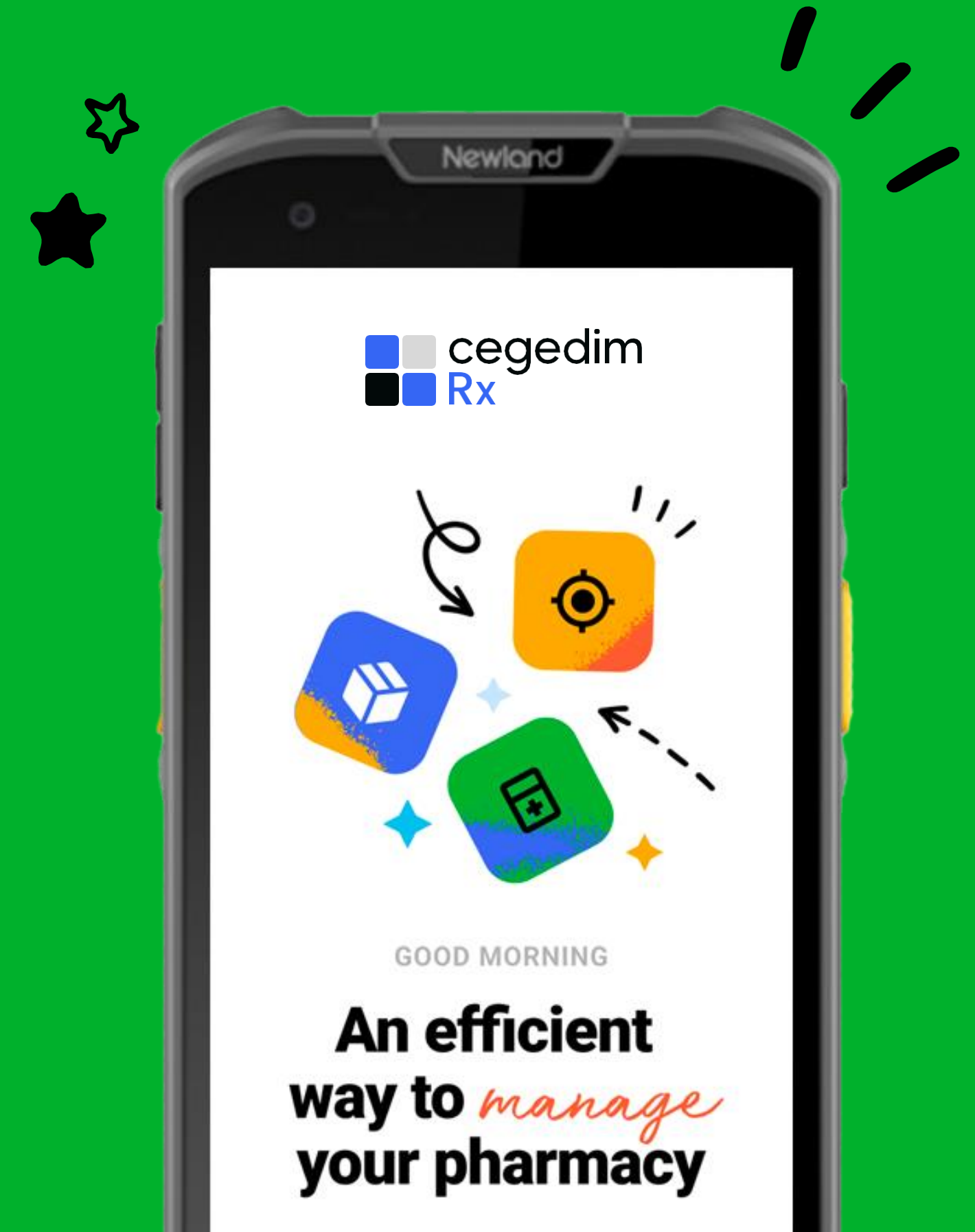


Handout Manager

Quickstart Guide



Step 1: Place Items Into Bags

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.



Training Tip

CONFIRM BAGS is unavailable if there are bags with no items assigned

To add a new bag and move items into it:

- 1** Select **CREATE NEW BAG** to create a new bag, this displays underneath the prescription items.

Note
Don't forget to charge the Handout Manager device

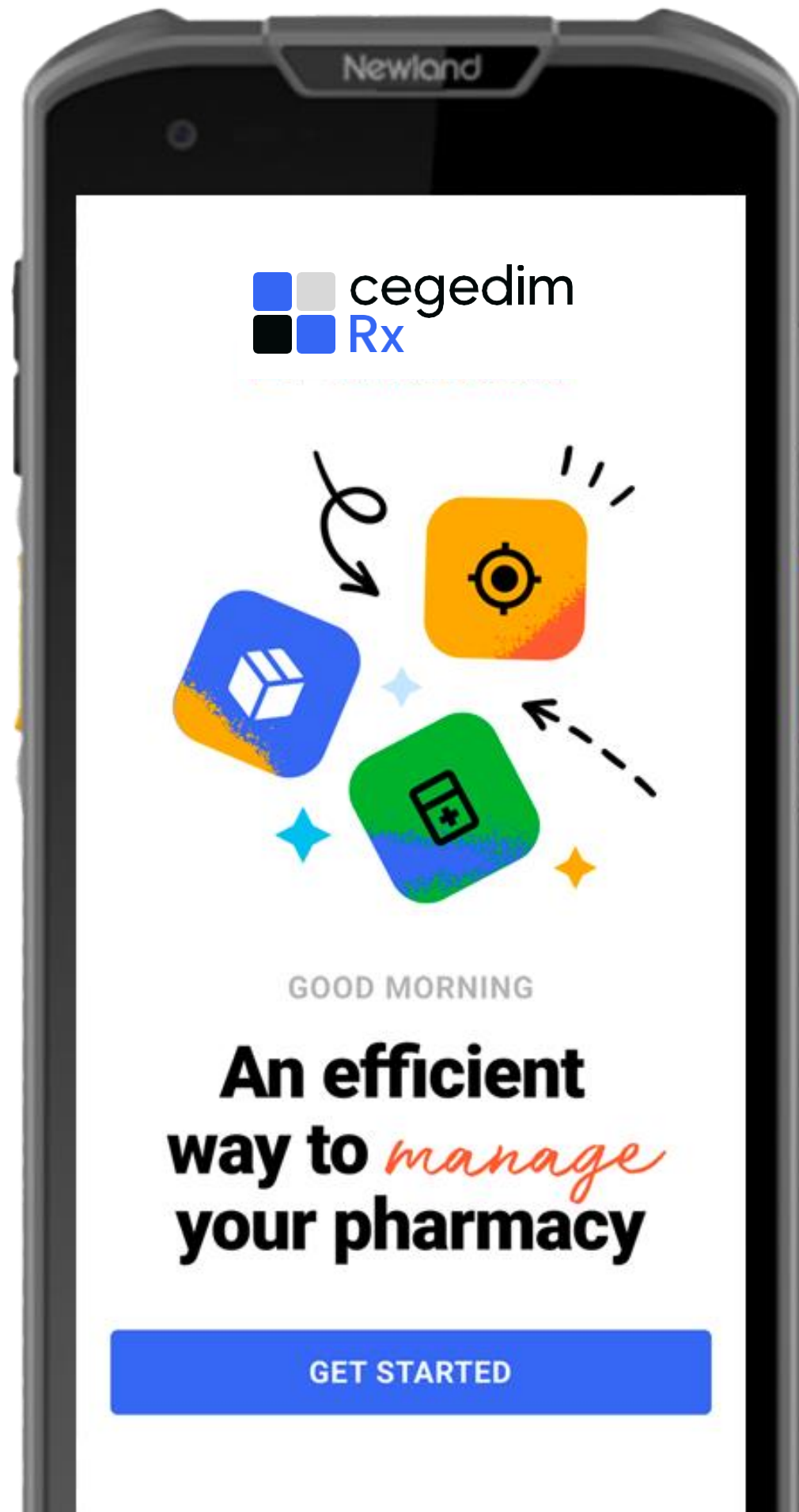
- 2** To move an item from one bag to another:

- Select **Options** next to the item you want to move.
- Select **Move item to Bag n**, where n is the number of an available bag.

- 3** Once all items are in the correct bags select **CONFIRM BAGS**.

To remove a bag, select **Options** next to the empty bag and select **Remove Bag**.

Step 2: Sign In



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

Note

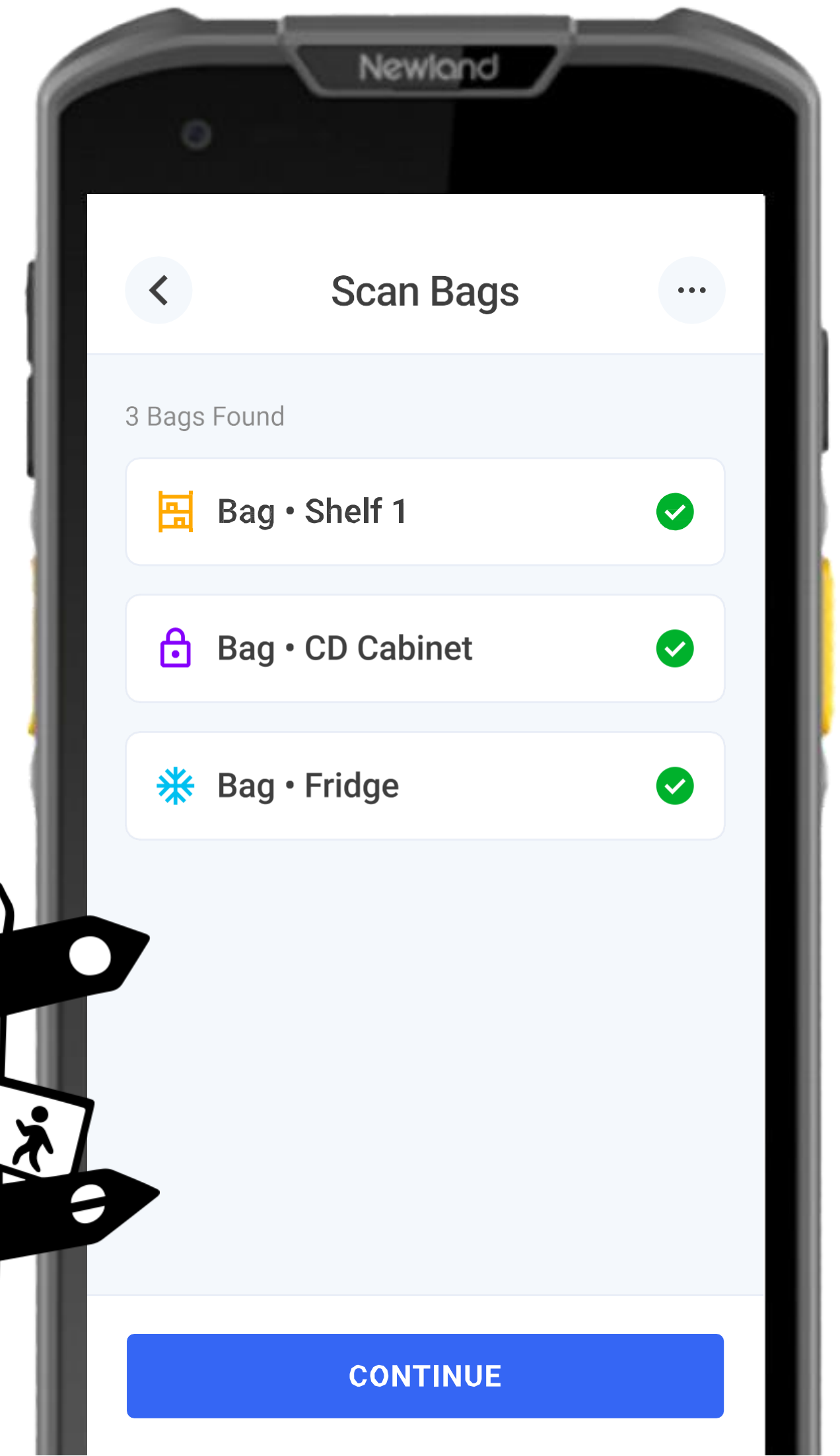
Only users with Handout Manager permissions in Pharmacy Manager display in this list

- 5 Enter your **Pharmacy Manager** password and select Next.
- 6 Create a 6-digit app passcode and select Next.
- 7 The Passcode Updated Successfully screen displays, select Login.
- 8 Re-enter your passcode and select Next.

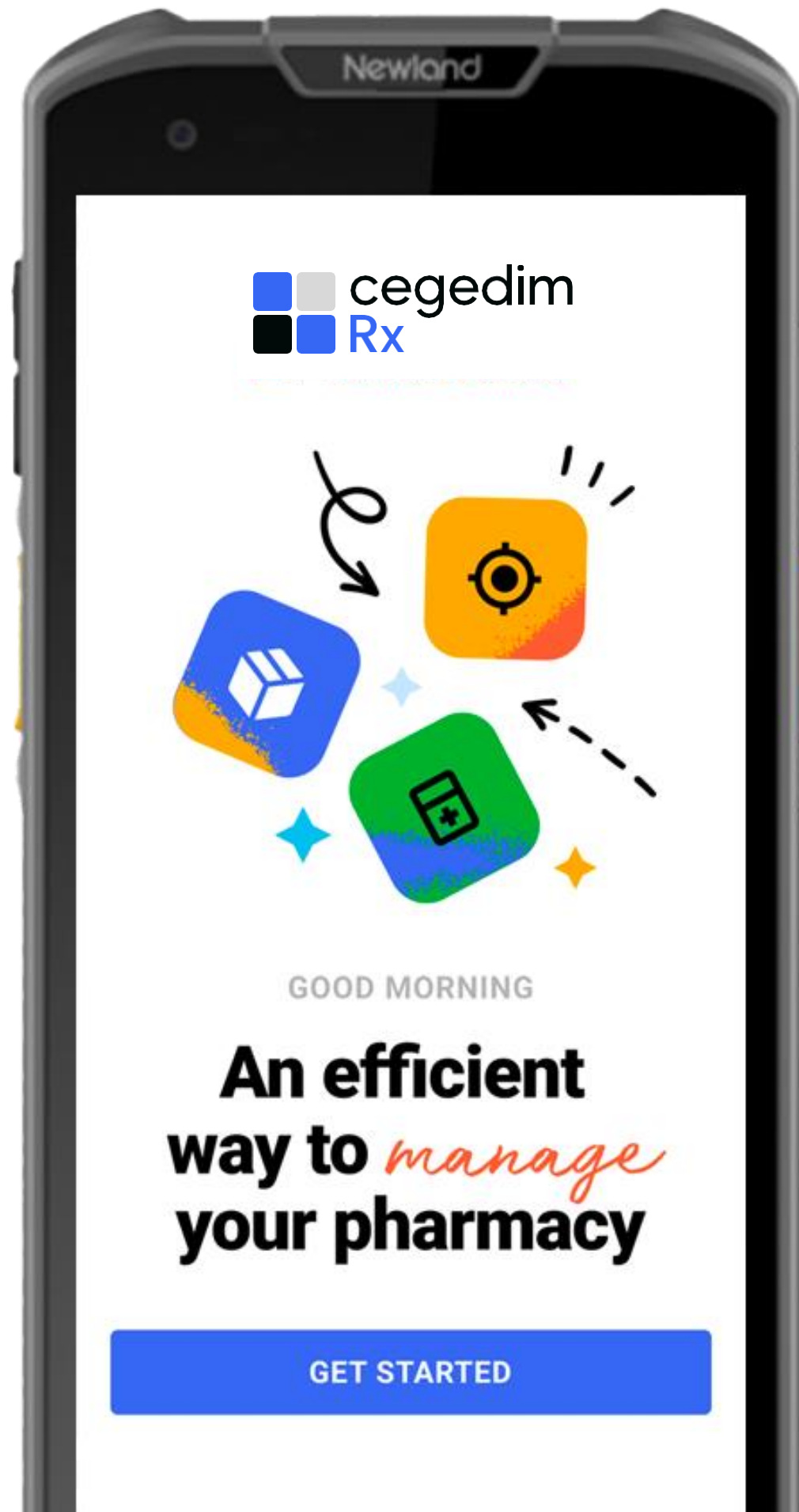


Step 3: Assign Bags to Locations

- 1** Select GET STARTED.
- 2** Select Assign Bag to Location.
- 3** Scan the bag label, the patient's name and the items in the bag display.
- 4** Scan the location label, the location name displays.
- 5** Select CONFIRM AND CONTINUE.
- 6** To assign another bag, select ASSIGN ANOTHER and repeat the process above.
- 7** Once you are finished assigning bags to locations, select BACK TO HOME to return to the home screen.



Step 4: Hand Out Bags



1 Select GET STARTED.

2 Select Handout Bags.

3 The Search screen displays. Enter any of the following criteria:

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

4 Select SEARCH PATIENTS.

5 The Search Results screen displays with matching patients, select to confirm the correct patient.

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

7 Locate and scan the bag labels, a green tick displays next to the scanned bags.

8 Once all bags are scanned, select CONTINUE.

Note

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

Note

You cannot select CONTINUE until all bags are scanned



Step 4: Hand Out Bags (Continued)

- 8** 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**.
 - 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.

To confirm exemptions or set as not exempt:

- Select **CONFIRM EXEMPTION**. Select the correct exemption category from the list and if the evidence was provided. Select **CONFIRM** to continue.
- The Patient Exemptions screen displays detailing the selected exemption category. Select **FINISH HANDOUT**.


- 10** The Collected screen displays, either select **HANDOUT ANOTHER** to continue to hand out bags, or once you are finished select **BACK TO HOME** to return to the home screen.

Note
Selecting Evidence Shown is only required if the patient is exempt

First 4 weeks of using Handout Manager

Note

Prescriptions dispensed prior to Go Live, but checked after, may not have the correct bag label for use with Handout Manager, will need to be filed using the old process.



- Use **Handout Manager** to assign all newly checked prescriptions to a location.
- For prescriptions handed out using **Handout Manager**, ensure exemption details are recorded and it is marked as collected in **Pharmacy Manager**.
- Charge the scanner, in the dispensary every night.
- For four weeks, you are running both handout processes, as you will have previously dispensed prescriptions that have been filed using the old system. Ensure you:
 - Check both **Pharmacy Manager** and **Handout Manager** for patient's prescriptions as they may have prescriptions using both processes.
 - Check exemptions and collect non **Handout Manager** prescriptions manually in **Pharmacy Manager** as per your original process.
 - Notify and claim all prescriptions marked as Ready to notify, as per your original process.
- Report any issues with **Handout Manager** to Cegedim Rx.

Need Help

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.





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