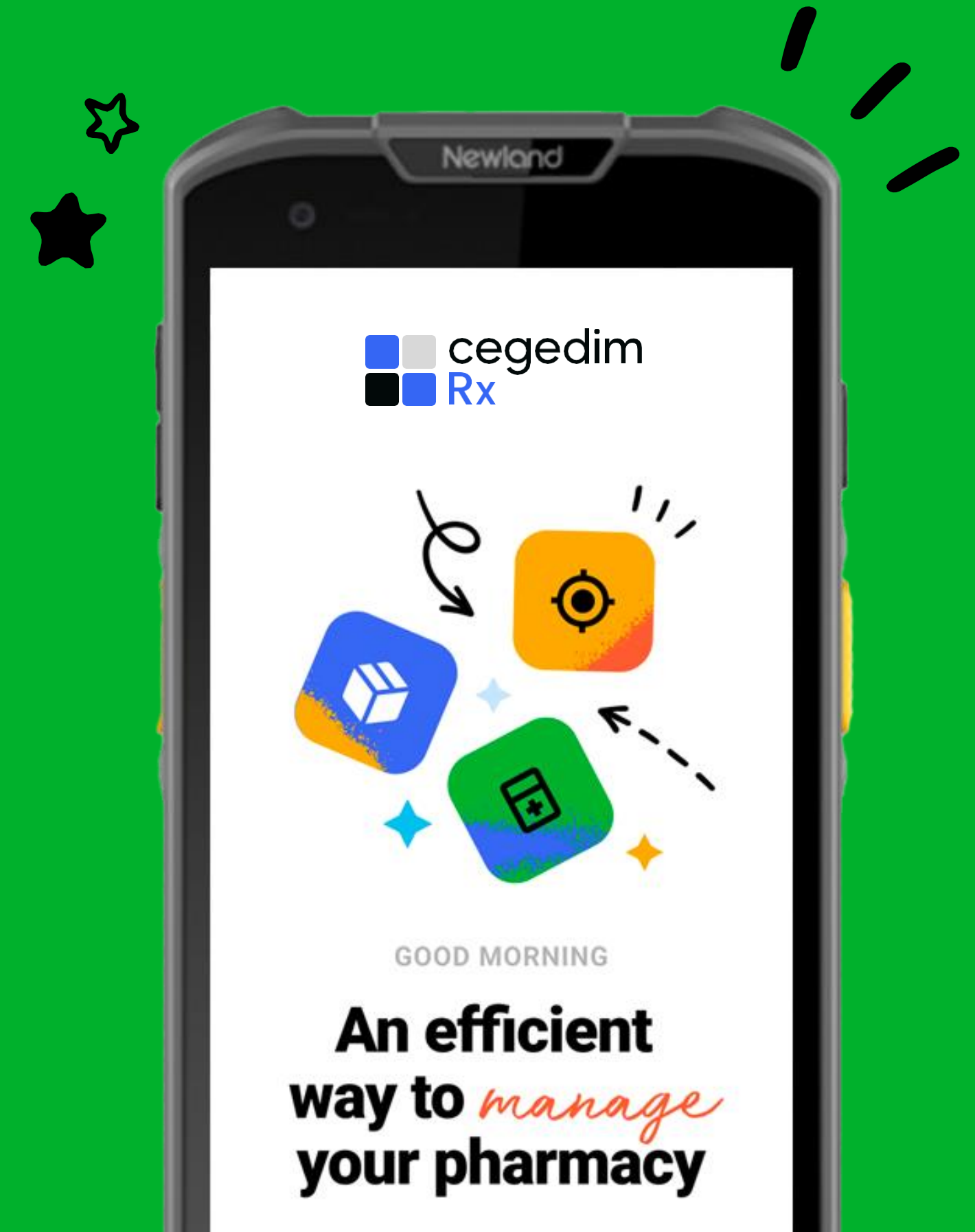


Handout Manager

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.

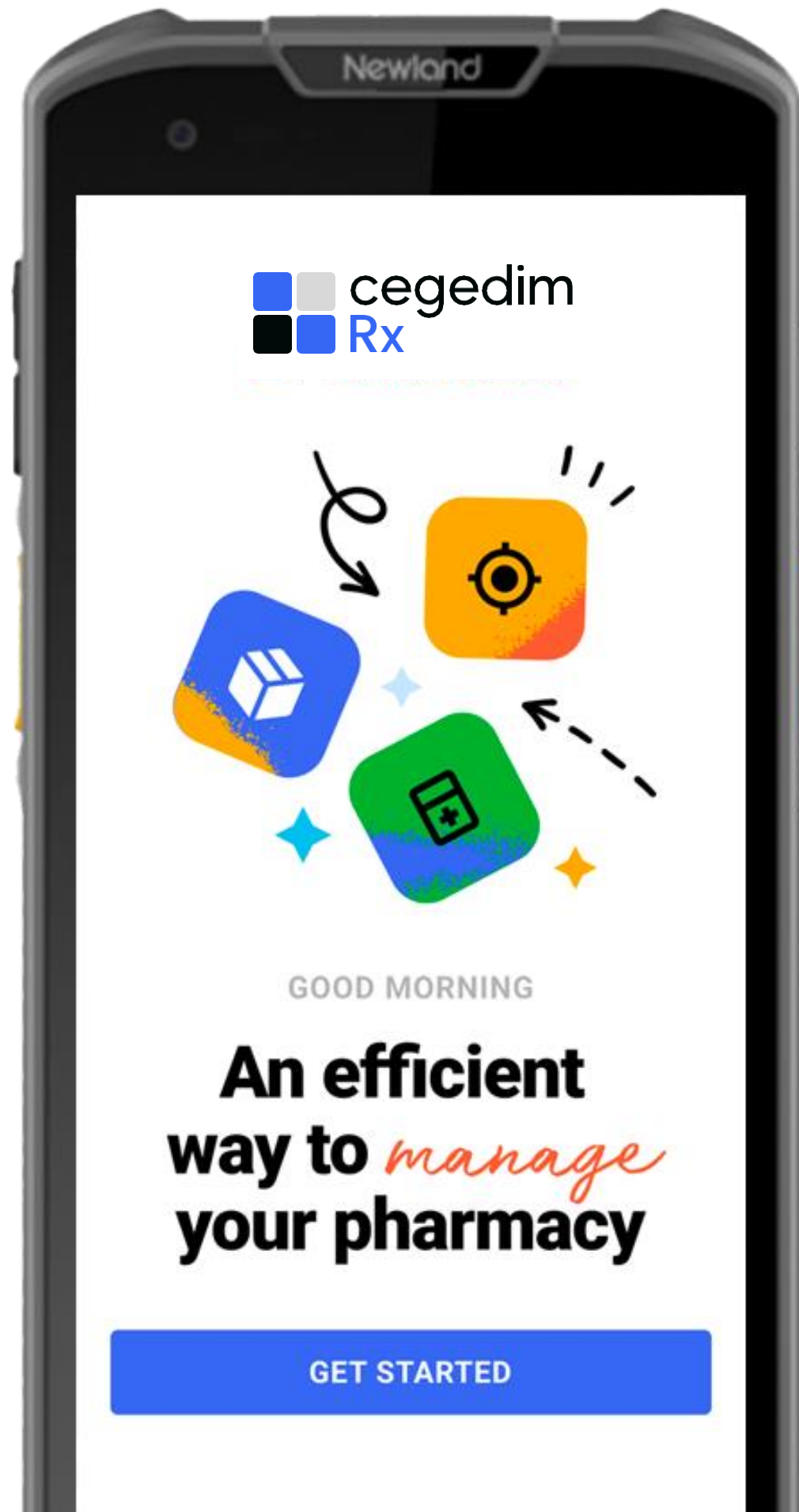
Note
Don't forget to charge the Handout Manager device

- 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 device 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

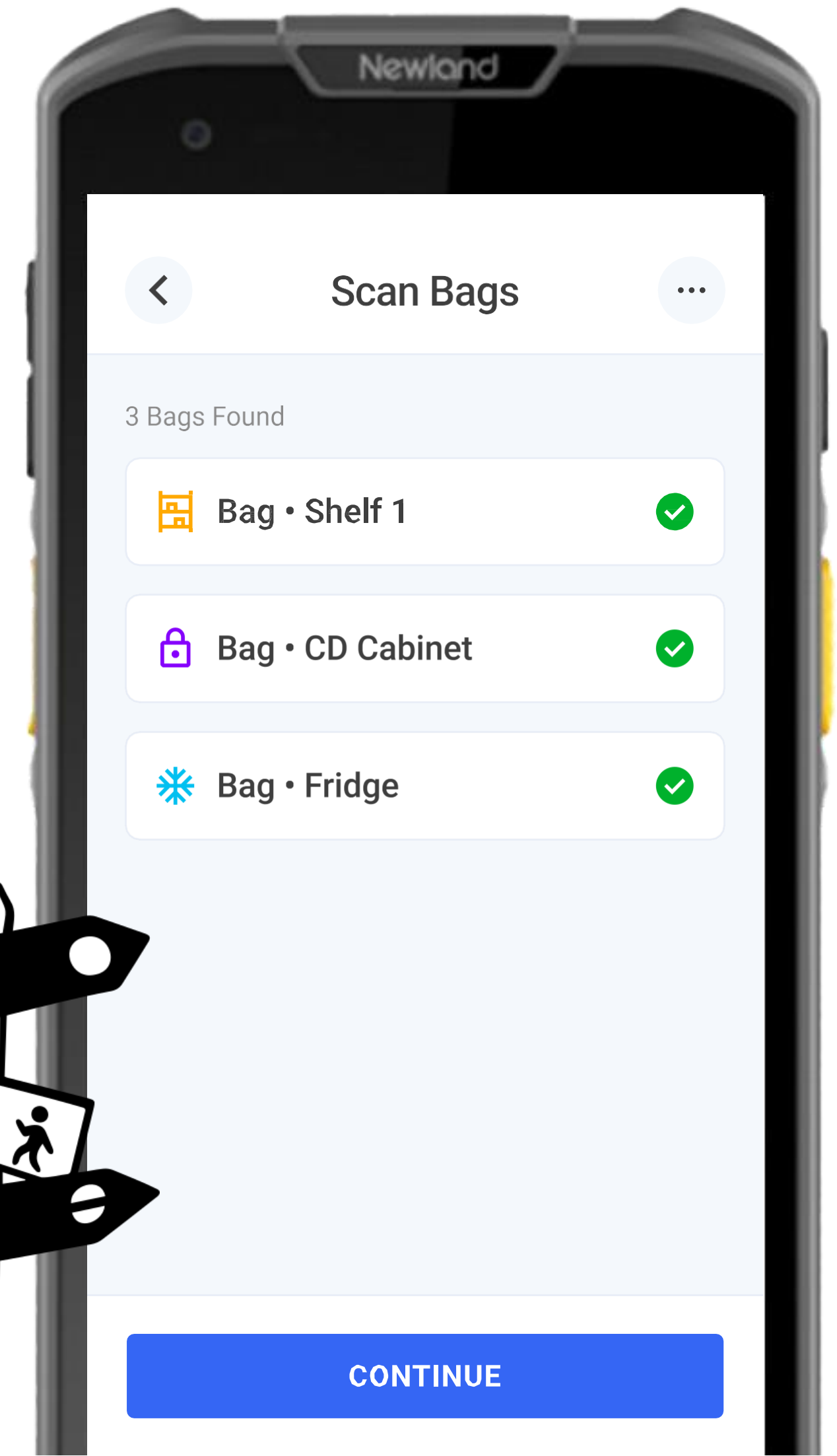
Only users with Handout Manager permissions in Pharmacy Manager display in this list

- 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.

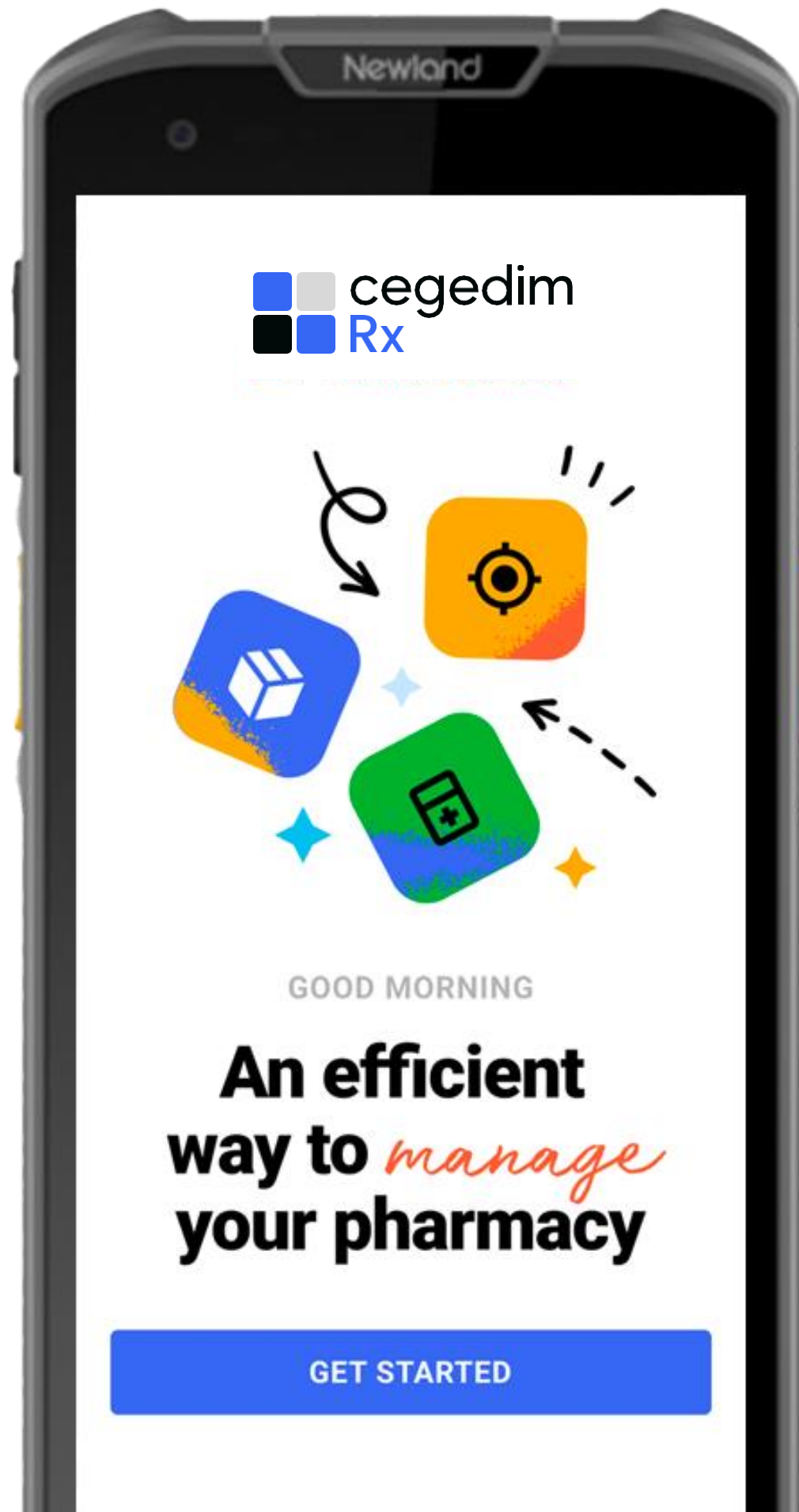


Step 3: Assign Bags to Locations

- 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 the exemption is eligible for Real Time Exemption Checking (RTEC), and the patient is exempt, then you'll be advised that the prescription is RTEC Exempt and you should select **FINISH HANDOUT**.
- If the exemption is not eligible for RTEC, then 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
Evidence Shown should only be selected if you have seen proof of the exemption status.

Step 5: Monitor Uncollected Bags

Monitor your uncollected bags and, if assigned, their location from the **Uncollected Bag** screen.

From the **Side Navigation Bar**, select **Uncollected Bags** 

Handout Manager

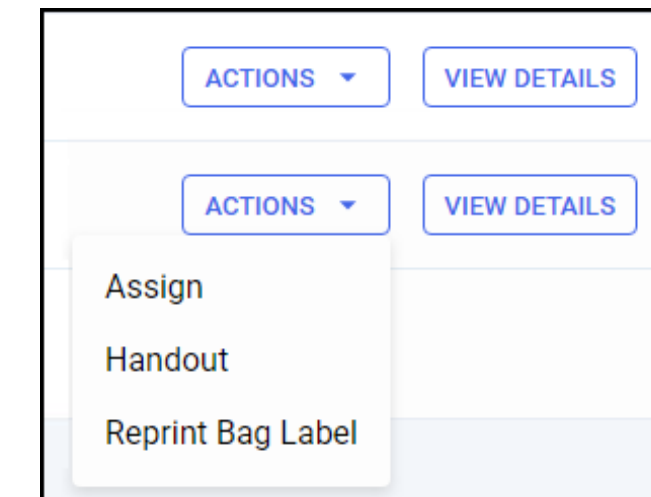
Uncollected Bags

<input type="checkbox"/>	Bag Name	Patient Name ↑	Location	Assigned Date	ACTIONS	VIEW DETAILS
<input type="checkbox"/>	2503000002	Mr Paul Simon Bloggs			ACTIONS	VIEW DETAILS
<input type="checkbox"/>	2503000003	Mr Ant Clive Brown			ACTIONS	VIEW DETAILS
<input type="checkbox"/>	4000000000	Mr Clive Clive Brown			ACTIONS	VIEW DETAILS
<input type="checkbox"/>	2503000006	Mr Jason Paul Phillips			ACTIONS	VIEW DETAILS
<input type="checkbox"/>	2503000007	Mr Mark Jason Phillips			ACTIONS	VIEW DETAILS
<input type="checkbox"/>	4000000001	Mr Ant Paul Turner	Controlled Drug fridge	04/03/25 12:30	ACTIONS	VIEW DETAILS

1 - 6 of 6 Rows per page: 10

To search for a bag, either scan the bag label with your wired scanner (not the **Handout Manager** handheld device) or enter a patient's name into **Search**. The list updates accordingly.

Each bag has the following options:




- **ACTIONS:**
 - **Assign** - Select to assign the bag to a location. This overwrites any existing locations.
 - **Handout** - Select to manually handout the bag.
 - **Reprint Bag Label** - Select to reprint the bag label.
- **VIEW DETAILS** - Select to view the bag ID, patient's name and the details of prescriptions within.

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 your handheld 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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