

Scanning and Handing Out

This section details the process to follow when implementing the **Pharmacy Manager** Scan and Handout solution. The process is broken down into two main functions:

- **Scanning** - The process of an accuracy check, see [Scanning](#) on page 1.
- **Handout** - The process of recording the items being given to the patient, see [Handing Out](#) on page 2.



Training Tip - To view the Supply/Collection date recorded, see [Supply/Collection Date](#) on page 4.

Scanning

When dispensing an electronic prescription, you can perform a picking accuracy check:

1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**

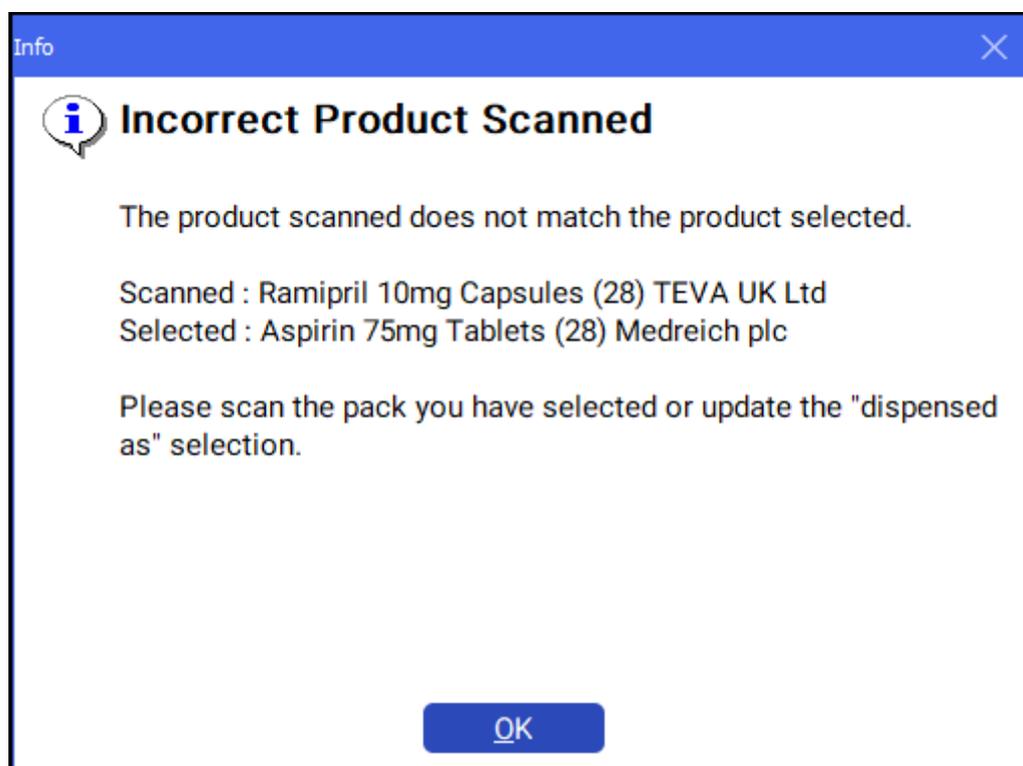


2. Select the prescription required and select **Dispense** .
3. The **Patient Selection Wizard** displays, complete as required through to the **Dispensary** tab.
4. On the **Dispensary** screen complete as required:
 - **Quantity** - Enter as appropriate.
 - **Written as** - Enter as appropriate.
 - **Dispense as** - Select as appropriate.
5. Scan the data matrix code on the pack you have picked.
6. **Dispense as** displays:

-  - A tick to indicate a positive check in which case no interaction is required, other than to continue as normal, or,
-  - No tick to indicate an unsuccessful check. This can indicate you have selected an item that has expired or otherwise failed NMVS scrutiny. In this case, select another pack.

Scanning an Incorrect Product

If you scan an incorrect product, the **Incorrect Product Scanned** screen displays:

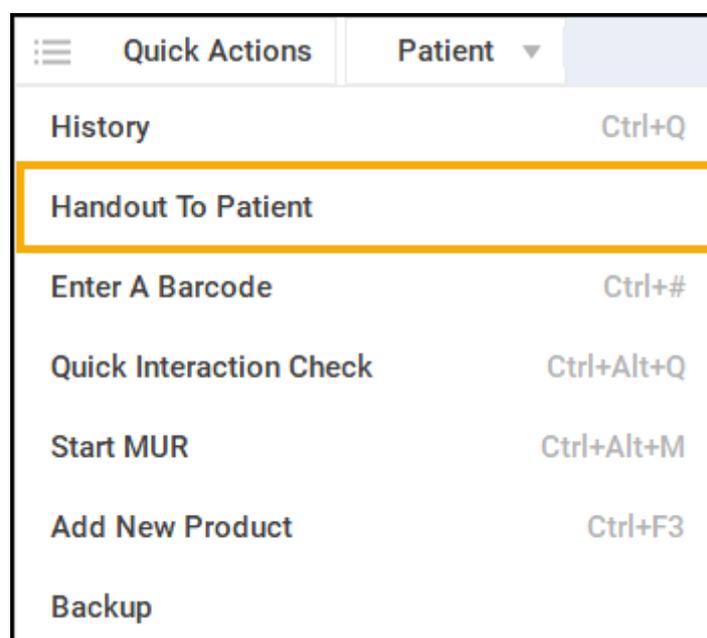


Select **OK**  and repeat the scan with the correct product.

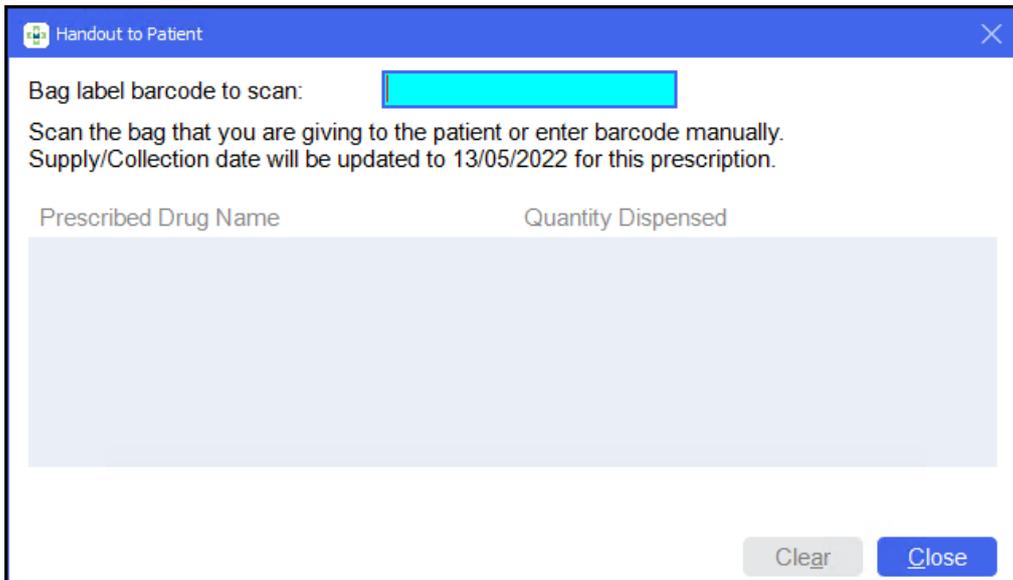
Handing Out

To handout to a patient:

1. From the **Pharmacy Manager Menus** select **Quick Actions - Handout To Patient**:



- The **Handout to Patient** screen displays. Scan the bag label or type the appropriate bag label barcode in **Bag label barcode to scan:**



Handout to Patient

Bag label barcode to scan:

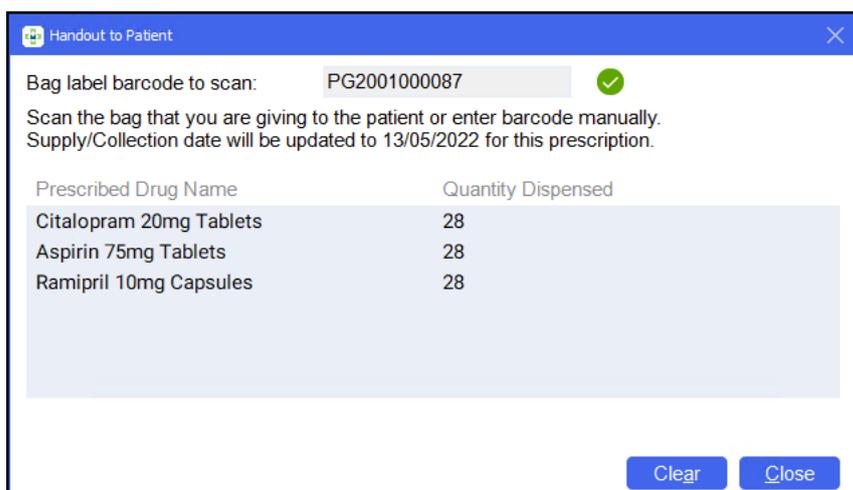
Scan the bag that you are giving to the patient or enter barcode manually.
Supply/Collection date will be updated to 13/05/2022 for this prescription.

Prescribed Drug Name	Quantity Dispersed

Clear Close

- If the scan is:

- Successful** - A green icon displays to the right of the barcode:



Handout to Patient

Bag label barcode to scan: PG2001000087 ✓

Scan the bag that you are giving to the patient or enter barcode manually.
Supply/Collection date will be updated to 13/05/2022 for this prescription.

Prescribed Drug Name	Quantity Dispersed
Citalopram 20mg Tablets	28
Aspirin 75mg Tablets	28
Ramipril 10mg Capsules	28

Clear Close

- Not recognised** - A red cross displays to the right of the barcode:



Handout to Patient

Bag label barcode to scan: PG2001000087 ✗

Scan the bag that you are giving to the patient or enter barcode manually.
Supply/Collection date will be updated to 13/05/2022 for this prescription.

Prescribed Drug Name	Quantity Dispersed

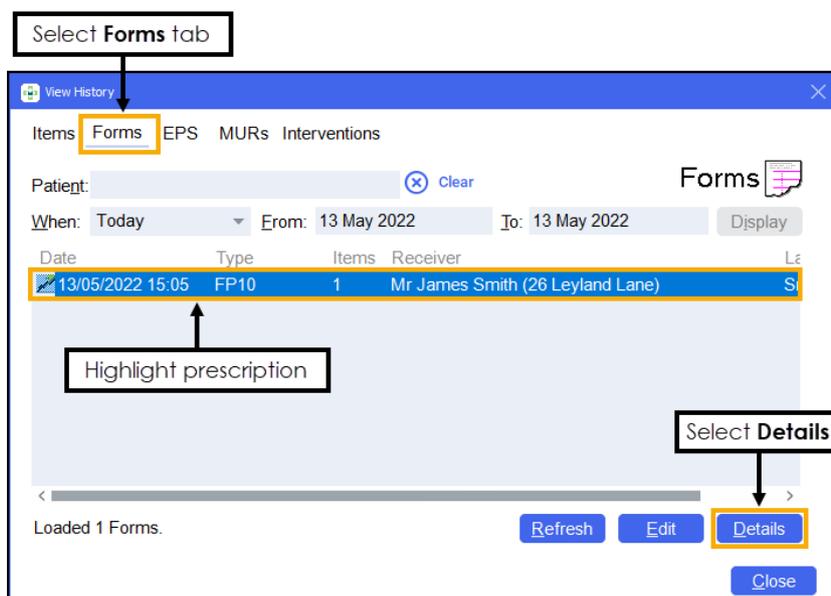
Clear Close

4. Once you have scanned the bag label, the **Handout to Patient** screen displays all the items dispensed.
5. The **Supply/Collection Date** is updated.
6. The **Dispense** notification is sent (England only).

Supply/Collection Date

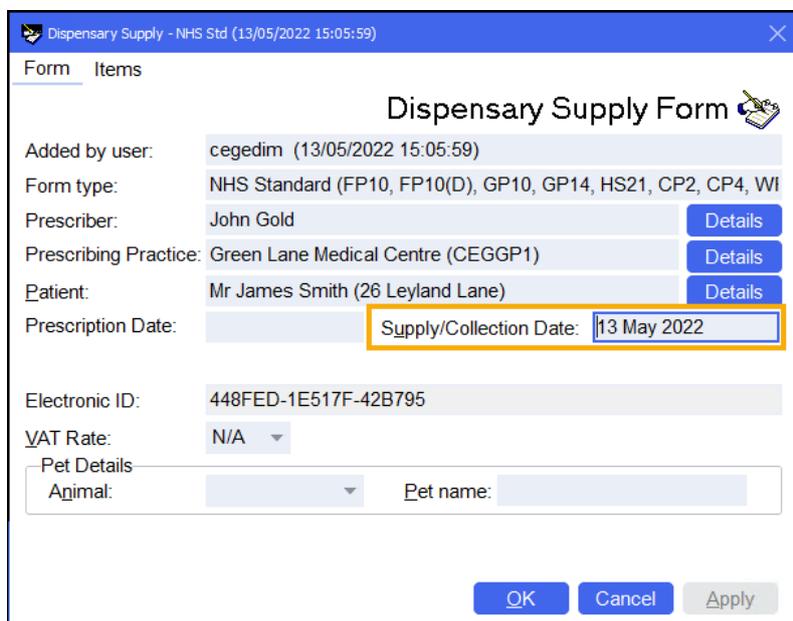
To view the **Supply/Collection Date** recorded:

1. From the **Pharmacy Manager Menus** select **Quick Actions - History** or press **Ctrl + Q** on your keyboard. The **View History** screen displays, select the **Forms** tab:



The screenshot shows the 'View History' window with the 'Forms' tab selected. A table lists prescriptions, with one entry highlighted: 13/05/2022 15:05, FP10, 1 item, Mr James Smith (26 Leyland Lane). The 'Details' button at the bottom right is also highlighted.

2. Using the patient search and date filters, find and highlight the prescription required and then select **Details**.
3. The **Dispensary Supply** screen displays. The **Supply/Collection Date** remains unchanged and provides confirmation of the handout date:



The screenshot shows the 'Dispensary Supply - NHS Std (13/05/2022 15:05:59)' window. The 'Supply/Collection Date' field is highlighted with a yellow box and contains the value '13 May 2022'.