

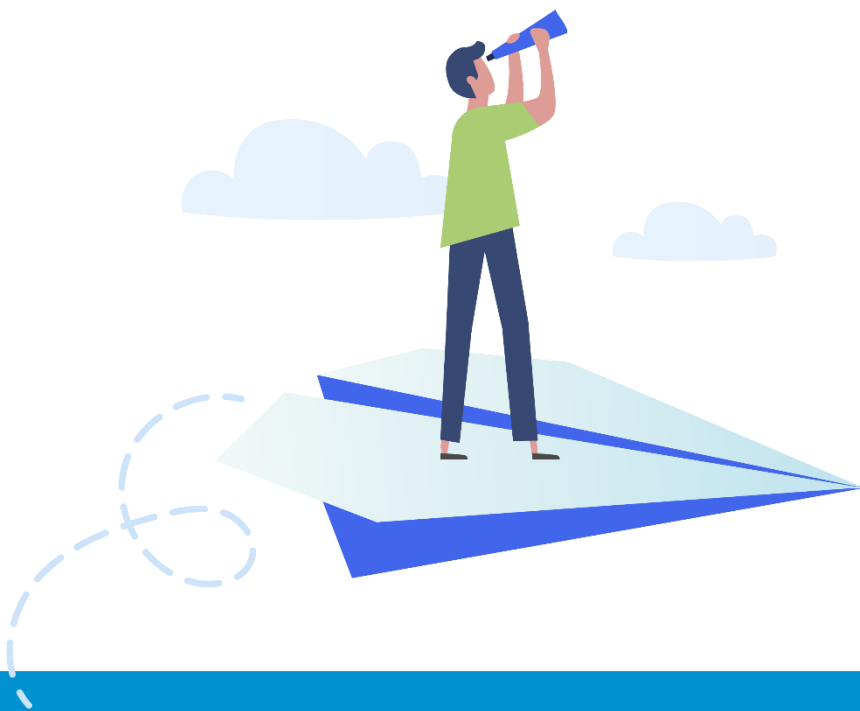


Pharmacy
Manager

New MDS Module User Guide (PM16.4)

Version 1.0

02 July 2024



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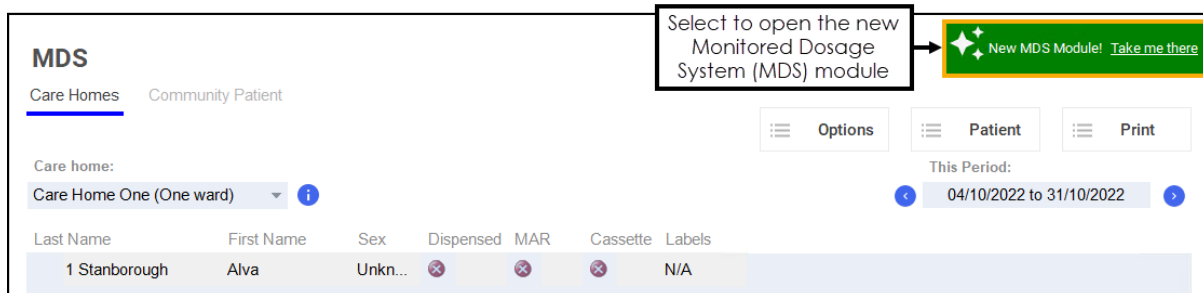
Monitored Dosage System (MDS) Module

We have introduced a new **Monitored Dosage System (MDS)** module for patients registered in nursing or retirement homes as well as those patients living at home that require dosage monitoring.


Accessing the new Monitored Dosage System (MDS) module

To access the new Monitored Dosage System (MDS) module simply select

New **MDS Module! Take me there**  from the existing **MDS** screen:

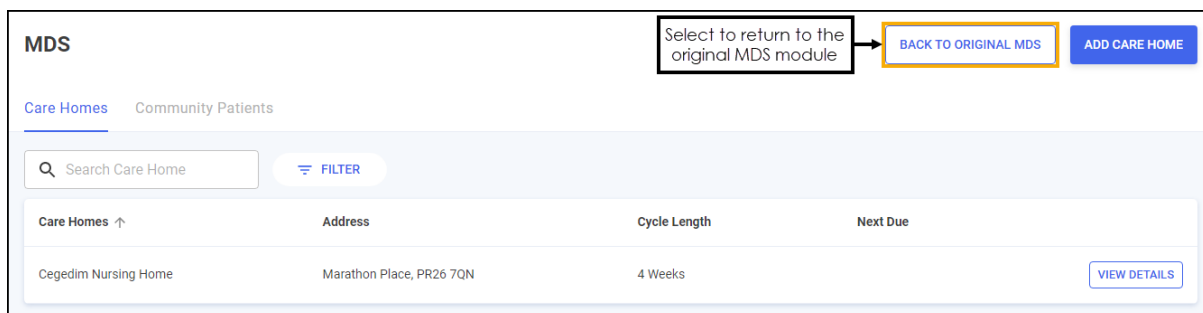


The screenshot shows the MDS interface with a callout box pointing to the 'New MDS Module! Take me there' button. The interface includes a 'Care home' dropdown menu set to 'Care Home One (One ward)', a 'This Period' range of '04/10/2022 to 31/10/2022', and a table with columns: Last Name, First Name, Sex, Dispensed, MAR, Cassette, and Labels. A single row is visible with the name '1 Stanborough Alva'.

 **Note** - Your MDS module preference, existing or new, is saved and displays the next time you log in to **Pharmacy Manager**.

To return to the previous **MDS** screen, select **BACK TO ORIGINAL MDS**

BACK TO ORIGINAL MDS:



The screenshot shows the MDS interface with a callout box pointing to the 'BACK TO ORIGINAL MDS' button. The interface includes a search bar for 'Search Care Home', a 'FILTER' button, and a table with columns: Care Homes, Address, Cycle Length, and Next Due. A single row is visible for 'Cegedim Nursing Home' at 'Marathon Place, PR26 7QN' with a '4 Weeks' cycle length.

Introduction

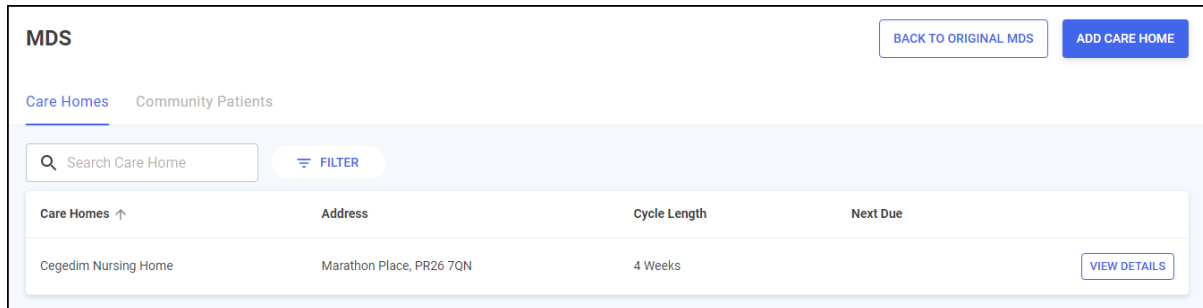
Pharmacy Manager provides a Monitored Dosage System (MDS) for patients registered in nursing or retirement homes, as well as for those patients living at home that require dosage monitoring. The **MDS** provides:

- Complete Monitored Dosage System records for your patients.
- The ability to print Medication Administration Record (MAR) charts.
- The ability to print Cassette Sheets.

The **MDS** screen is split into two tabs:

Care Homes

The **Care Homes** tab displays a list of all your care homes detailing the cycle length and next due date:



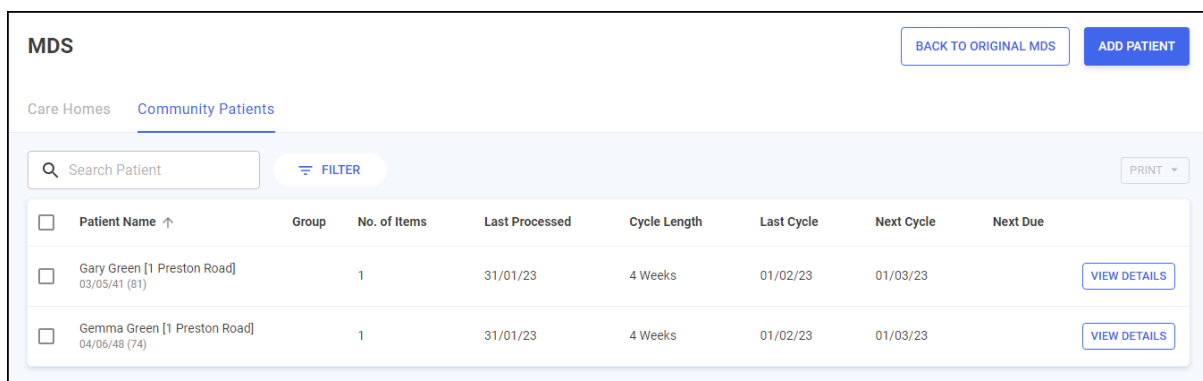
The screenshot shows the MDS interface with the 'Care Homes' tab selected. It includes a search bar, a filter button, and a table with the following data:

Care Homes ↑	Address	Cycle Length	Next Due
Cegedim Nursing Home	Marathon Place, PR26 7QN	4 Weeks	VIEW DETAILS

➔ See **Monitored Dosage System (MDS) - Care Homes** on page **18** for details on using the **Care Homes** tab.

Community Patients

The **Community Patients** tab displays a list of all your community patients complete with details of their cycle:



The screenshot shows the MDS interface with the 'Community Patients' tab selected. It includes a search bar, a filter button, a print button, and a table with the following data:

<input type="checkbox"/>	Patient Name ↑	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due
<input type="checkbox"/>	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/05/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS

➔ See **Monitored Dosage System (MDS) - Community Patients** on page **34** for details on using the **Community Patients** tab.


What's New?

Pharmacy Manager Release 16.4

Pharmacy Manager release **16.4** introduces the following new features in the **Monitored Dosage System (MDS)** module:

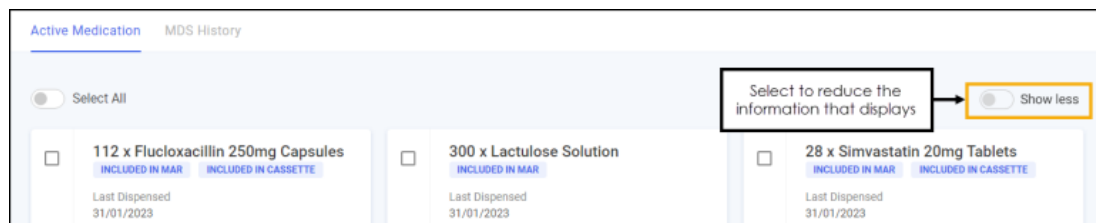
All Countries

- **Grouping Medication Items** - You now have the ability to sort medication item into groups on the Medication Administration Record (MAR) chart, for example tablets on one page and creams on another. Each medication group is then sorted alphabetically and displays on a new page of the MAR chart.

 **Note** - If you have configured to print body diagrams inline they print directly after the medication items for that group. Body diagrams set to print on a separate page print after all medication groups.

 See [Grouping Medication](#) on page **35** for details.

- **Minimise Active Medication** - You can now choose to show more or less detail on the **Active Medication** tab:



 See [Monitored Dosage System \(MDS\) Info - Community Patient](#) on page **38** and [Monitored Dosage System \(MDS\) Info - Care Home Patient](#) on page **30** for details.

- **Printing a Patient List** - You can now print a patient list from the **MDS Info - Care Home** and **Community Patients** screens.

 See [Printing Medication Administration Record \(MAR\) Charts, Cassette Sheets and a Patient List](#) on page **72** for details.

- **Postcode Validation** - You are now warned if you enter an invalid postcode when creating a new care home:

← Care Home Settings

Care home Details

Name

Address

Invalid Postcode

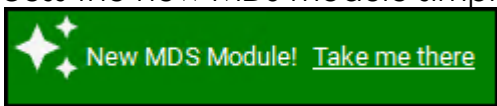
Getting Started with the New MDS Module

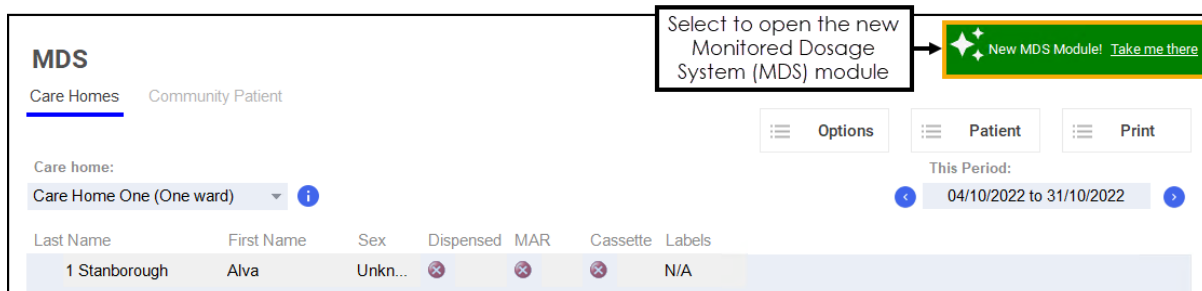
We have introduced a new Monitored Dosage System (MDS) module in **Pharmacy Manager**.

Some of the benefits of the new module are:

- View all of your care homes and their cycles on one list.
- Search and filter on multiple care homes.
- View, sort, search for and filter all of your patients in one care home.
- View, sort, search for and filter all community patients from the same table.
- Bulk select patients to print MAR or Cassette sheets.
- MDS prescriptions are dispensed directly from the relevant dispensing page.
- Add multiple schedules for a drug if needed, for example, 28 tablets issued, one to be taken at night for 21 days and then one to be taken in the morning for the remaining seven days.
- Easily mark items as a daily, weekly, alternate day or when required medication.
- Flexibility in adding or removing items from a MAR chart or Cassette sheet.
- Easily add medication to a MAR chart or Cassette sheet that has not been dispensed in **Pharmacy Manager**.

To access the new MDS module simply select **New MDS Module! Take me**

there  from the existing **MDS** screen:



MDS

Care Homes Community Patient

Care home:
Care Home One (One ward) ⓘ

Options Patient Print

This Period:
04/10/2022 to 31/10/2022

Last Name	First Name	Sex	Dispensed	MAR	Cassette	Labels
1 Stanborough	Alva	Unkn...	⊗	⊗	⊗	N/A


New to a Monitored Dosage System?

If you do not already use an MDS you can start using the new module by setting up your care home and community patients.

Use the following steps to set up your MDS:

Setting up Care Homes and Care Home Patients


1. View the **MDS Care Homes** tab and add a care home.

 See [Monitored Dosage System \(MDS\) - Care Homes](#) on page [18](#) and [Adding a Care Home](#) on page [20](#) for details.

2. View the **MDS Info** screen for the care home and add your patients to the care home.

 See [MDS Info - Care Home](#) on page [24](#) and [Adding a Patient to a Care Home](#) on page [25](#) for details.

3. View the **MDS Info** screen for the patient and add the patient's medication.


 See [Monitored Dosage System \(MDS\) Info - Care Home Patient](#) on page [30](#) and [Adding Patient Medication](#) on page [54](#) for details.

Setting up Community Patients

1. View the **MDS Community Patients** tab and add a community patient.


 See [Monitored Dosage System \(MDS\) - Community Patients](#) on page [34](#) for details.


2. View the **MDS Info** screen for the community patient and add the patient's medication.


 See [Monitored Dosage System \(MDS\) Info - Community Patient](#) on page [45](#) and [Adding Patient Medication](#) on page [54](#) for details.

Already use the Monitored Dosage System in Pharmacy Manager?

Use our import function to import your care home, care home patient data and community patient data from the existing MDS to the new MDS module.

 **Important** - Once imported the care home and care home patients are removed from the existing MDS.

 **Training Tip** - Before importing the data we recommend that you print a MAR chart for your care home and community patients from your existing MDS. See [Printing Medication Administration Record \(MAR\) Charts](#) in the **Pharmacy Manager Help Centre** for details.

 See [Importing Care Home and Care Home Patient Data](#) on page **12** and [Importing Community Patient Data](#) on page **15** for details on importing your MDS data.

Importing Care Home and Care Home Patient Data

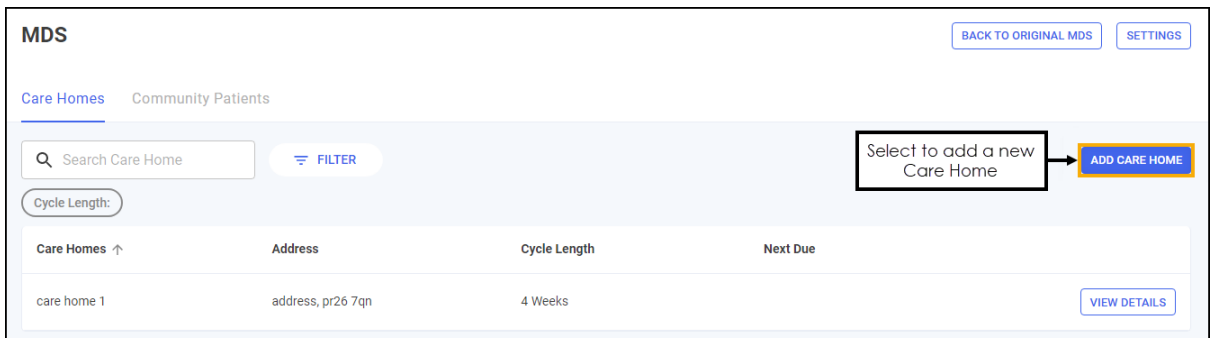
To import care home and care home patient data from your existing **Monitored Dosage System (MDS)** to the new **Monitored Dosage System (MDS)** module:

i Important - Once imported the care home and care home patients are removed from your existing **Monitored Dosage System (MDS)**.

i Important - Please note that if a special character, for example an asterisk *, is used for medication times in your existing MDS module, this does not import across and leaves the entry blank. It is important to review these post import.

💡 Training Tip - Before importing the Care Home data we recommend that you print a MAR chart for your care home patients.

1. From the **Care Homes** tab, select **ADD CARE HOME** 



MDS BACK TO ORIGINAL MDS SETTINGS

Care Homes Community Patients

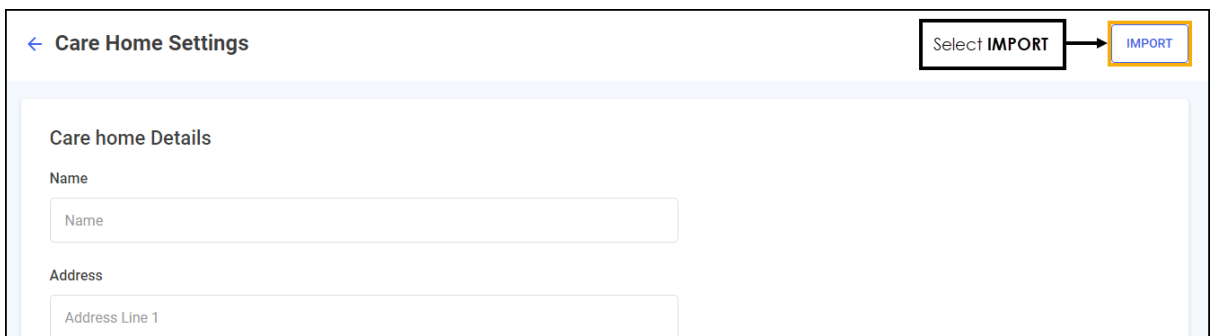
Search Care Home FILTER

Cycle Length:

Care Homes ↑	Address	Cycle Length	Next Due
care home 1	address, pr26 7qn	4 Weeks	VIEW DETAILS

ADD CARE HOME

2. The **Care Home Settings** screen displays, select **IMPORT** 



Care Home Settings Select IMPORT IMPORT

Care home Details

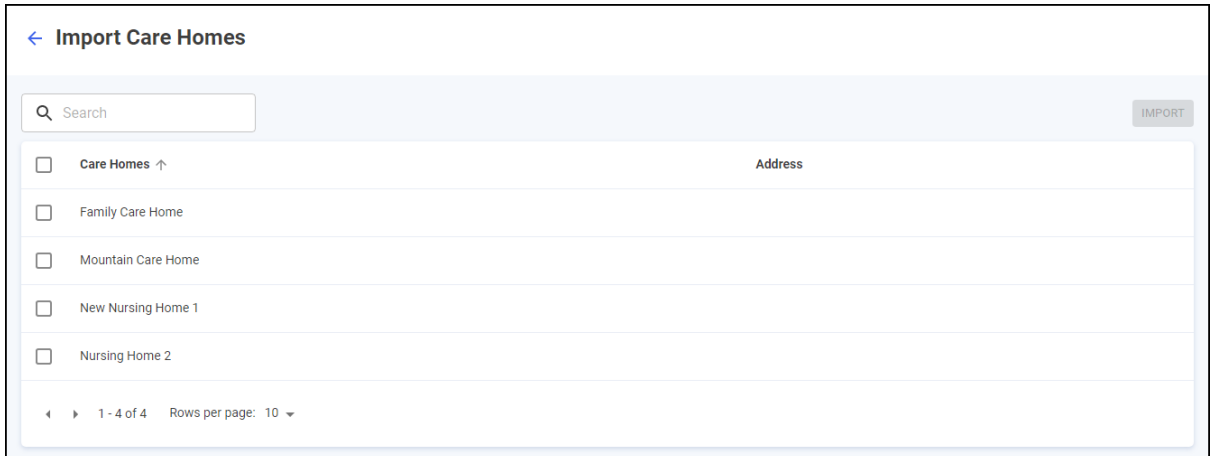
Name

Name

Address

Address Line 1

3. The **Import Care Homes** screen displays, select the care homes you want to import:



← Import Care Homes

Search

IMPORT

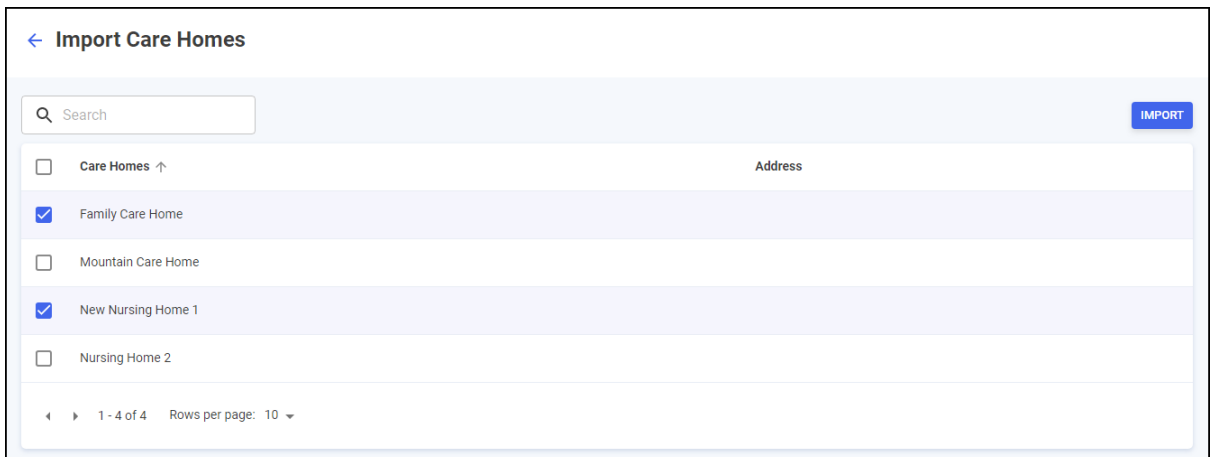
Care Homes ↑	Address
<input type="checkbox"/> Family Care Home	
<input type="checkbox"/> Mountain Care Home	
<input type="checkbox"/> New Nursing Home 1	
<input type="checkbox"/> Nursing Home 2	

1 - 4 of 4 Rows per page: 10



Training Tip - To search for a care home enter the search criteria in **Search**. Additionally, you can sort the columns, simply select the column header.

4. With the care homes selected, select **IMPORT** :



← Import Care Homes

Search

IMPORT

Care Homes ↑	Address
<input checked="" type="checkbox"/> Family Care Home	
<input type="checkbox"/> Mountain Care Home	
<input checked="" type="checkbox"/> New Nursing Home 1	
<input type="checkbox"/> Nursing Home 2	

1 - 4 of 4 Rows per page: 10


The selected care homes and care home patient data import into the new **Monitored Dosage System (MDS)** module and are removed from the previous **MDS**.



Note - You cannot have two care homes within the **Monitored Dosage System (MDS)** module that have the same name.

The following data is imported:

- Care Home Name
- Care Home Address and Postcode
- Cycle Length
- Administration Times
- MAR type defaults to **Standard MAR** (Scotland and Wales only)
- Care Home Patient Name
- Last item dispensed as MDS in the last 6 months:
 - Item Name
 - Directions from last dispense
 - Quantity from last dispense
 - Colour, Shape and Markings from last dispense
 - Dosage times
 - Print on MAR or Cassette
 - Service and Iteration (Scotland only)
 - Schedule defaults to **Everyday**

 **Important** - It is important to check the imported data, for example, to check the medication quantity and schedule is correct. See [Editing Patient Medication](#) on page [57](#) for details.

Importing Community Patient Data

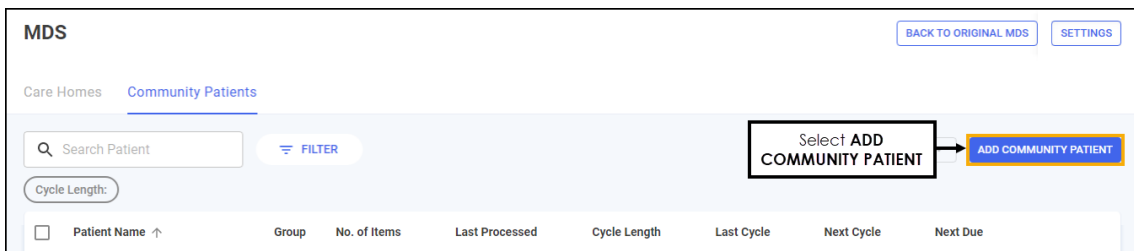
To import patients from your existing **Monitored Dosage System (MDS)** to the new **Monitored Dosage System (MDS)** module:

i Important - Once imported the Community Patients are removed from your existing **Monitored Dosage System (MDS)**.

i Important - Please note that if a special character, for example an asterisk *, is used for medication times in your existing MDS module, this does not import across and leaves the entry blank. It is important to review these post import.

💡 Training Tip - Before importing the data we recommend that you print off a MAR chart for your community patients as a backup.

- From the **Community Patients** tab, select **ADD PATIENT** :



MDS BACK TO ORIGINAL MDS SETTINGS

Care Homes **Community Patients**

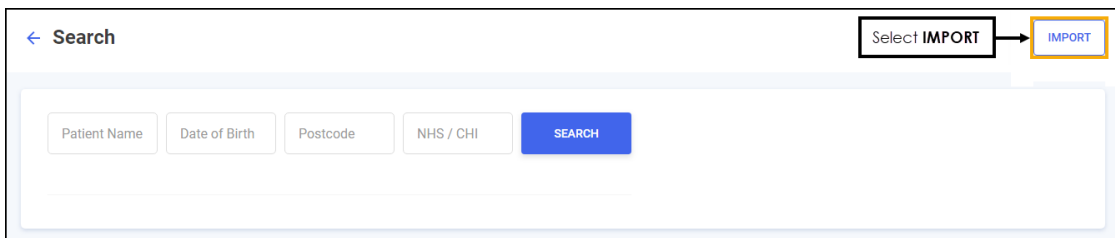
Search Patient FILTER

Cycle Length:

<input type="checkbox"/>	Patient Name ↑	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due
--------------------------	----------------	-------	--------------	----------------	--------------	------------	------------	----------

Select **ADD COMMUNITY PATIENT** → **ADD COMMUNITY PATIENT**

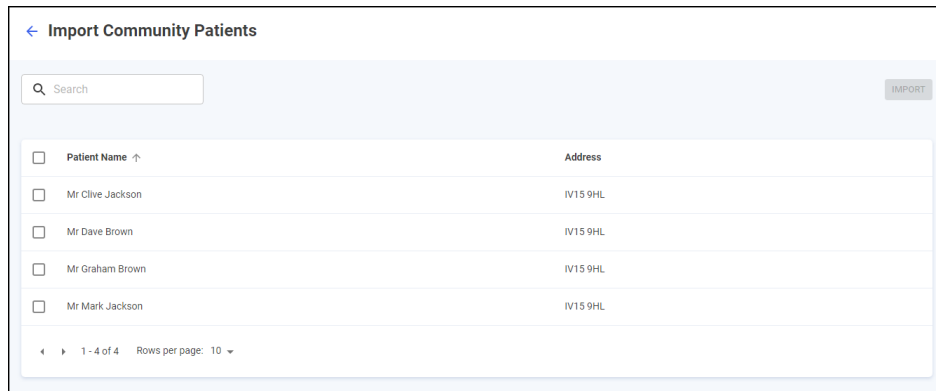
- The **Search** screen displays, select **IMPORT** :



← Search Select **IMPORT** → **IMPORT**

Patient Name Date of Birth Postcode NHS / CHI SEARCH

3. The **Import Community Patients** screen displays, select the patients you want to import:



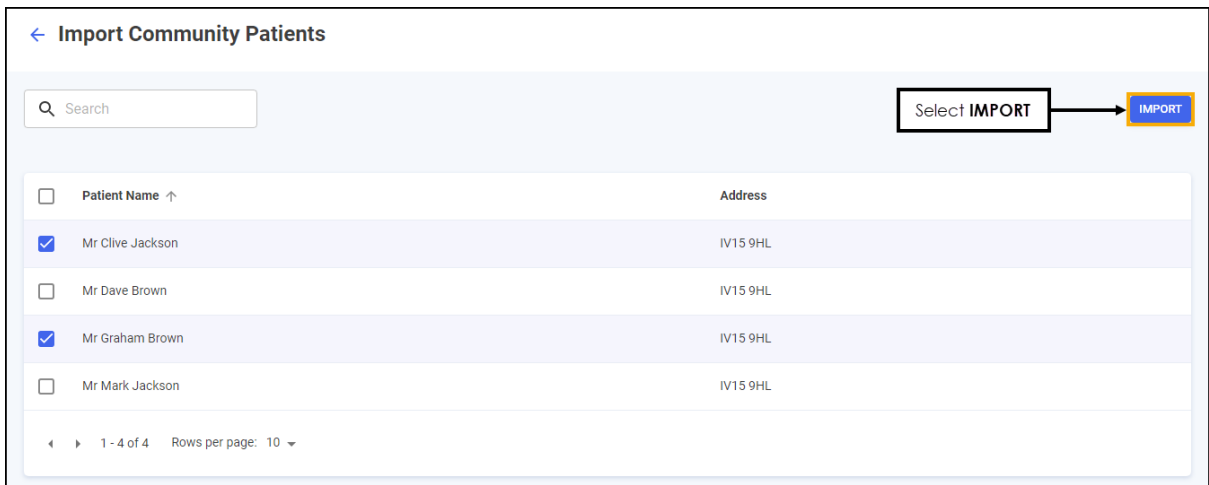
The screenshot shows the 'Import Community Patients' interface. At the top left is a back arrow and the title 'Import Community Patients'. Below the title is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is a button labeled 'IMPORT'. Below the search bar is a table with two columns: 'Patient Name' and 'Address'. The table contains four rows of patient data, each with a checkbox in the first column. At the bottom of the table, there is a pagination control showing '1 - 4 of 4' and 'Rows per page: 10'.

<input type="checkbox"/>	Patient Name ↑	Address
<input type="checkbox"/>	Mr Clive Jackson	IV15 9HL
<input type="checkbox"/>	Mr Dave Brown	IV15 9HL
<input type="checkbox"/>	Mr Graham Brown	IV15 9HL
<input type="checkbox"/>	Mr Mark Jackson	IV15 9HL



Training Tip - To search for a patient enter their name in **Search**. Additionally, you can sort the columns, simply select the column header.

4. With the patients selected, select **IMPORT** :




The screenshot shows the 'Import Community Patients' interface with two patients selected. The checkboxes for 'Mr Clive Jackson' and 'Mr Graham Brown' are checked. A box labeled 'Select IMPORT' with an arrow points to the 'IMPORT' button, which is highlighted in blue. The rest of the interface, including the search bar, table, and pagination, is the same as in the previous screenshot.

<input type="checkbox"/>	Patient Name ↑	Address
<input checked="" type="checkbox"/>	Mr Clive Jackson	IV15 9HL
<input type="checkbox"/>	Mr Dave Brown	IV15 9HL
<input checked="" type="checkbox"/>	Mr Graham Brown	IV15 9HL
<input type="checkbox"/>	Mr Mark Jackson	IV15 9HL

The selected patients import into the new **Monitored Dosage System (MDS)** module and are removed from the previous **MDS**.

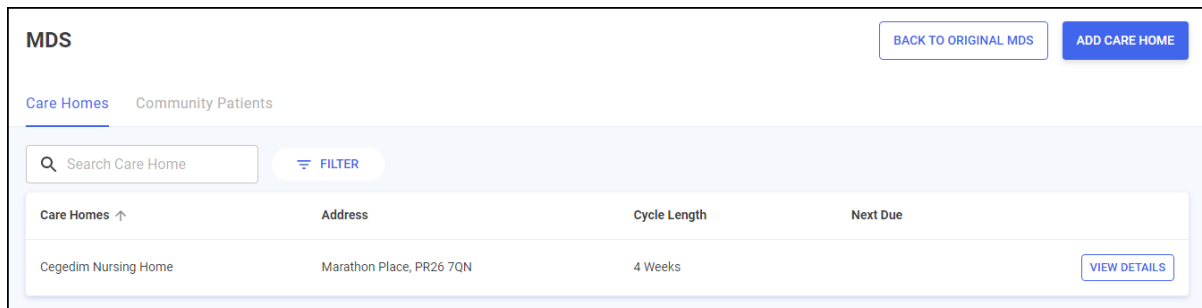
The following data is imported:

- Patient Name
- Patient Address
- Cycle Length
- Administration Times
- MAR type defaults to **Standard MAR** (Scotland and Wales only)
- Items dispensed as MDS in the last 6 months:
 - Item Name
 - Directions from last dispense
 - Quantity from last dispense
 - Colour, Shape and Markings from last dispense
 - Dosage times
 - Print on MAR or Cassette
 - Service and Iteration (Scotland only)
 - Schedule defaults to **Everyday**

 **Important** - It is important to check the imported data, for example, to check the medication quantity and schedule is correct. See [Editing Patient Medication](#) on page [57](#) for details.

Monitored Dosage System (MDS) - Care Homes

The **Care Homes** tab displays a list of all your care homes detailing the cycle length and next due date:



MDS BACK TO ORIGINAL MDS ADD CARE HOME

Care Homes Community Patients

Search Care Home FILTER

Care Homes ↑	Address	Cycle Length	Next Due
Cegedim Nursing Home	Marathon Place, PR26 7QN	4 Weeks	VIEW DETAILS

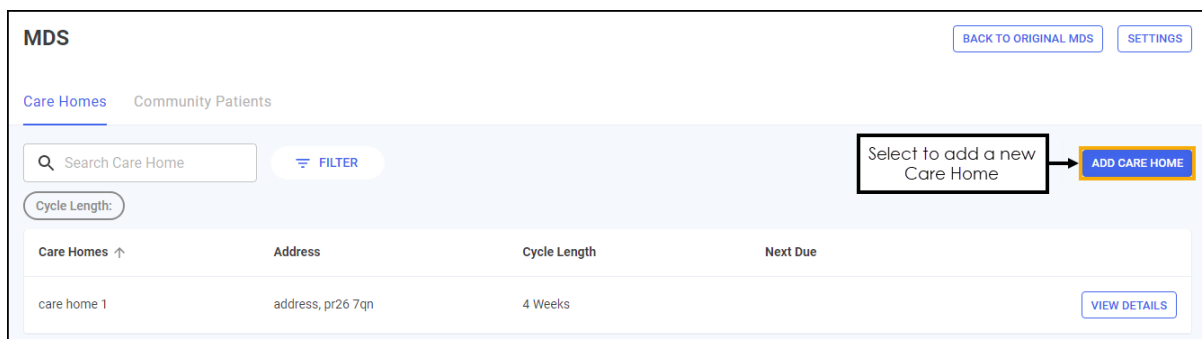
 To search for, sort or filter the care homes, see [Searching for, Sorting and Filtering Care Homes](#) on page 22.

From the **Care Homes** tab you can select the following:

- **BACK TO ORIGINAL MDS** - Select to return to the original MDS module, see [Monitored Dosage System](#) in the **Pharmacy Manager Help Centre** for details.
- **ADD CARE HOME** - Select to add a new care home, see [Adding a Care Home](#) on page 20 for details.
- **VIEW DETAILS** - Select to view an individual patient's cycle details, see [MDS Info - Care Home](#) on page 24 for details.

Add Care Home

To add a new care home, select **ADD CARE HOME** :




MDS BACK TO ORIGINAL MDS SETTINGS

Care Homes Community Patients

Search Care Home FILTER

Cycle Length:

Care Homes ↑	Address	Cycle Length	Next Due
care home 1	address, pr26 7qn	4 Weeks	VIEW DETAILS

Select to add a new Care Home 




The **Care Home Settings** screen displays.

 See [Adding a Care Home](#) on page 20 for details.

Viewing Care Home Details

To view the details of a care home from the **Care Homes** tab, select

VIEW DETAILS  next to the required care home:

Care Homes ↑	Address	Cycle Length	Next Due
Care Home One	Address Line One, ON3 1NE	4 Weeks	<div style="border: 1px solid black; padding: 2px;"> Select to view the Care Home details →  </div>
Care Home Two	Address Line Two, ON3 1NE	4 Weeks	
New Nursing Home		4 Weeks	

The **MDS Info - Care Home** screen displays all the patients and their MDS information for the selected care home.

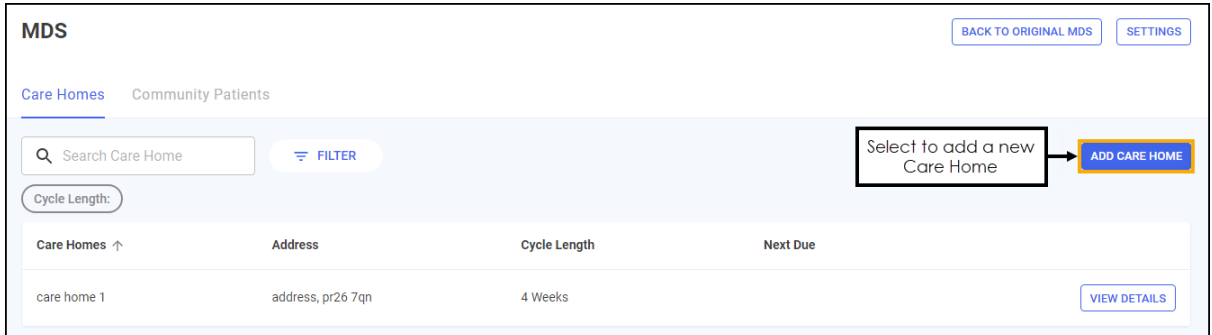


See **MDS Info - Care Home** on page **24** for details.

Adding a Care Home

To add a new care home:

1. From the **Care Homes** tab, select **ADD CARE HOME** 



MDS BACK TO ORIGINAL MDS SETTINGS

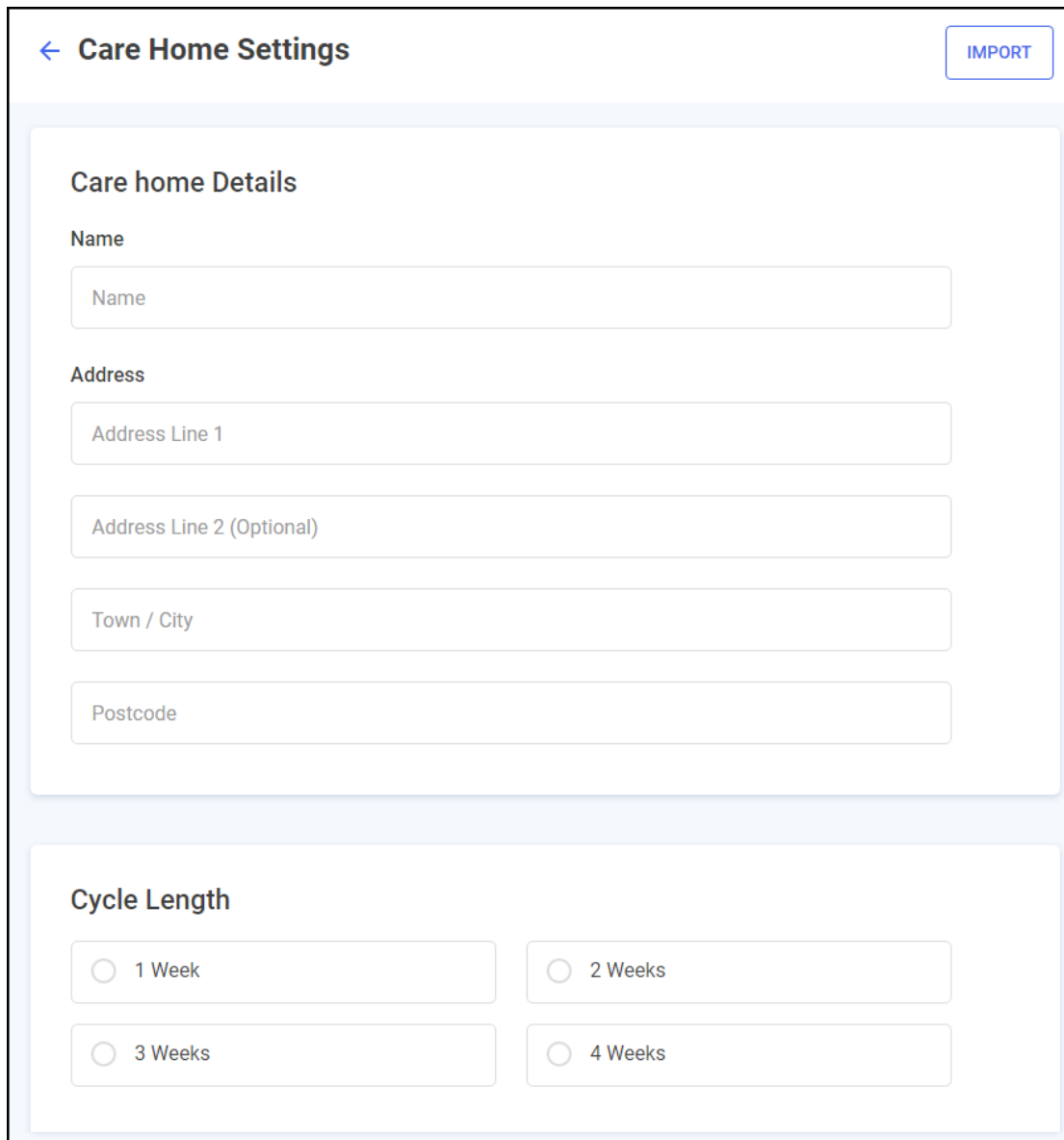
Care Homes Community Patients

Search Care Home FILTER

Cycle Length:

Care Homes ↑	Address	Cycle Length	Next Due
care home 1	address, pr26 7qn	4 Weeks	VIEW DETAILS

2. The **Care Home Settings** screen displays:



Care Home Settings IMPORT

Care home Details

Name

Name

Address

Address Line 1

Address Line 2 (Optional)

Town / City


Postcode

Cycle Length

1 Week 2 Weeks

3 Weeks 4 Weeks



Training Tip - To import care home details from your existing **Monitored Dosage System (MDS)** select **Import** , see [Importing Care Home and Care Home Patient Data](#) on page 12 for details.

Complete the following:

- **Care home Details:**
 - **Name** - Enter the name of the care home.
 - **Address** - Enter the address of the care home.
- **Cycle Length** - Set the cycle length for the care home.

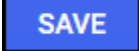



Training Tip - Should you have multiple cycle lengths within a care home, we recommend that you add multiple care homes each with the set cycle length.

- **MAR Type** (Scotland only) - Select the MAR chart required, either **Scotland National MAR** or **Standard MAR**.
- **Administration Times** - Set the administration times for the care home. The following timeslots are set as default:

Administration Times

Time Slot 1	Time Slot 2	Time Slot 3
<input type="text" value="MORN"/>	<input type="text" value="BFST"/>	<input type="text" value="NOON"/>
Time Slot 4	Time Slot 5	Time Slot 6
<input type="text" value="TEA"/>	<input type="text" value="BED"/>	<input type="text" value="LATE"/>

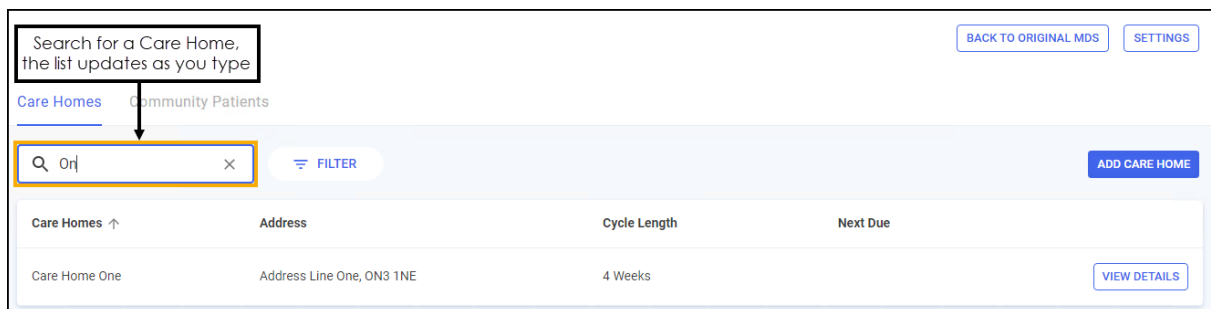
3. Select **SAVE**  to create or select **CANCEL**  to return without creating the care home.

Searching for, Sorting and Filtering Care Homes

Searching for Care Homes

To search for a care home:

1. From the **Care Homes** tab, in **Search Care Home** enter the search criteria, the list below updates as you type:



Search for a Care Home, the list updates as you type


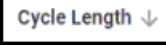
Care Homes Community Patients

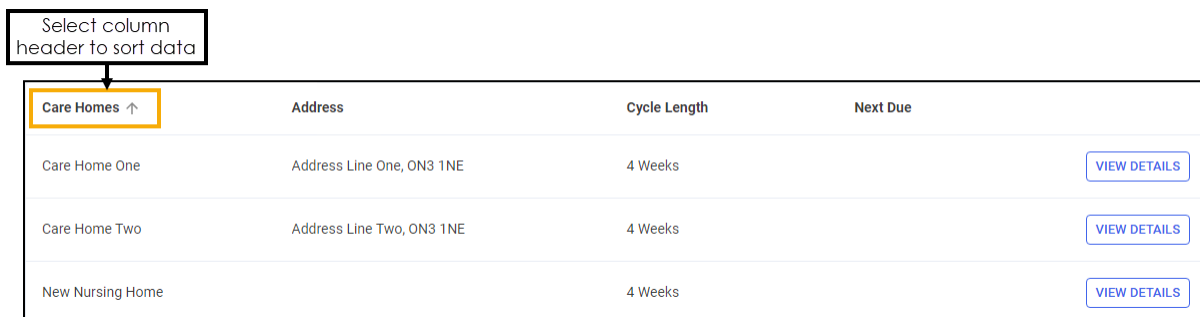
0n FILTER ADD CARE HOME

Care Homes ↑	Address	Cycle Length	Next Due
Care Home One	Address Line One, ON3 1NE	4 Weeks	VIEW DETAILS

2. Select **Close**  to clear the search.

Sorting Care Homes

In the **Care Homes** tab, Care Homes display alphabetically by default. To manually sort the care homes simply select a column header to sort Oldest to Newest / A-Z  or Newest to Oldest / Z-A .



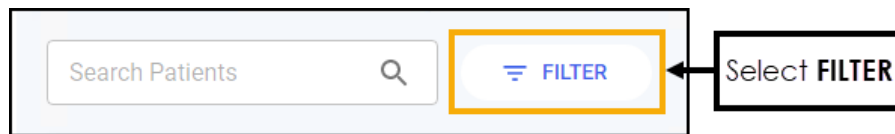
Select column header to sort data

Care Homes ↑	Address	Cycle Length	Next Due
Care Home One	Address Line One, ON3 1NE	4 Weeks	VIEW DETAILS
Care Home Two	Address Line Two, ON3 1NE	4 Weeks	VIEW DETAILS
New Nursing Home		4 Weeks	VIEW DETAILS

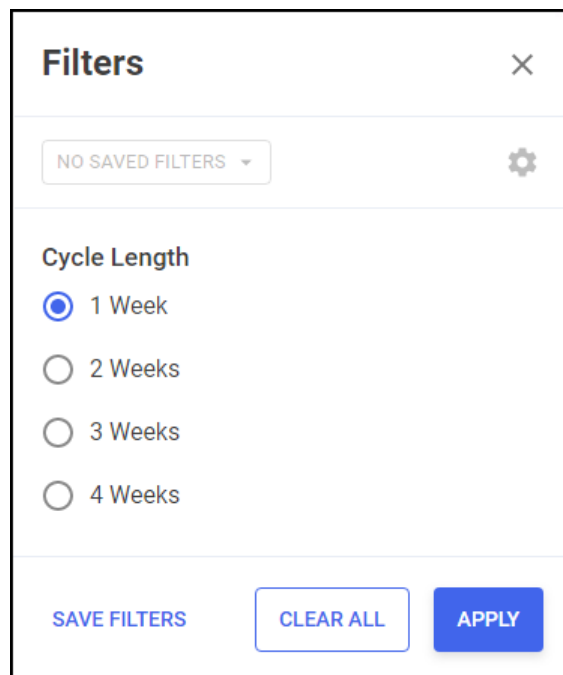
Filtering Care Homes


To filter the care home list:

1. From the **Care Homes** tab, select **FILTER**:



2. The **Filters** pane displays to the right hand side:



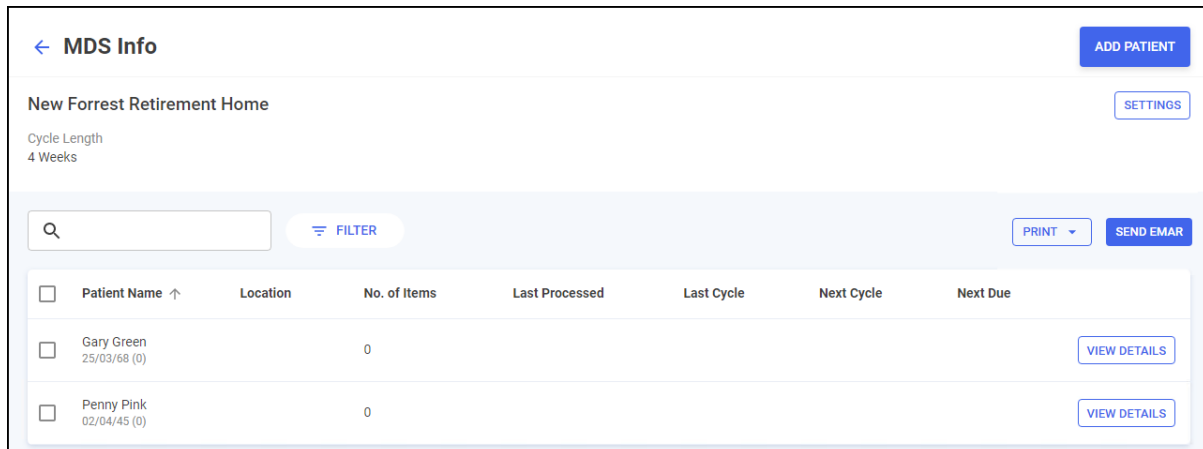
3. Select filters as required and then select **APPLY**  to apply the new filters.

 **Note** - Select **CLEAR ALL** to clear all the selected filters.

See [Saving Filters](#) in the **Pharmacy Manager Help Centre** for details on saving filters, selecting saved filters and deleting saved filters.

MDS Info - Care Home

The **MDS Info - Care Home** screen displays all patients and their cycle details in the selected care home:



MDS Info ADD PATIENT

New Forrest Retirement Home SETTINGS

Cycle Length
4 Weeks

Q FILTER PRINT SEND EMAR

<input type="checkbox"/>	Patient Name ↑	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	
<input type="checkbox"/>	Gary Green 25/03/68 (0)		0					VIEW DETAILS
<input type="checkbox"/>	Penny Pink 02/04/45 (0)		0					VIEW DETAILS

 To search for, sort or filter care home patients, see [Searching for, Sorting and Filtering Care Home Patients](#) on page [26](#).

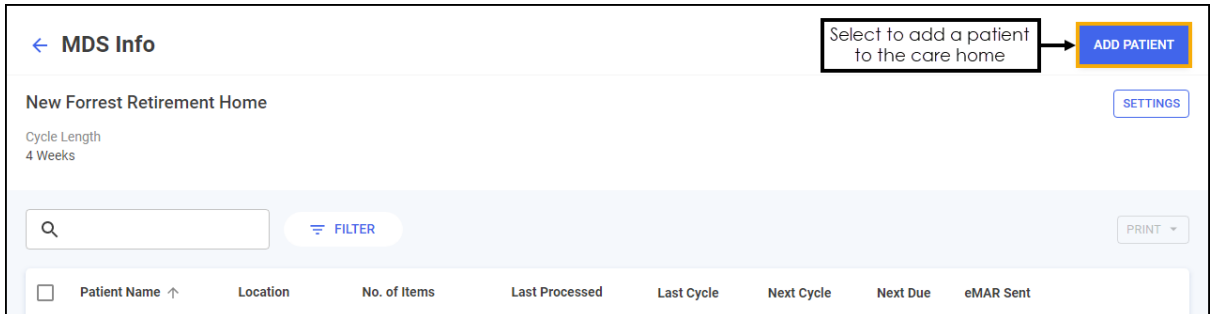
From the **MDS Info - Care Home** screen you can select the following:


- **ADD PATIENT** - Select to add a patient to the care home, see [Adding a Patient to a Care Home](#) on page [25](#) for details.
- **SETTINGS** - Select to view and edit the care home settings, see [Editing Care Home Settings](#) on page [28](#) for details.
- **PRINT** - Select to print either a MAR chart, Cassette sheet, Mid-Cycle MAR chart or Blank MAR chart for the selected care home patient(s). See [Printing Medication Administration Record \(MAR\)](#) on page [72](#) for details.
- **VIEW DETAILS** - Select to view an individual patient's cycle details, see [Monitored Dosage System \(MDS\) Info - Care Home Patient](#) on page [30](#) for details.

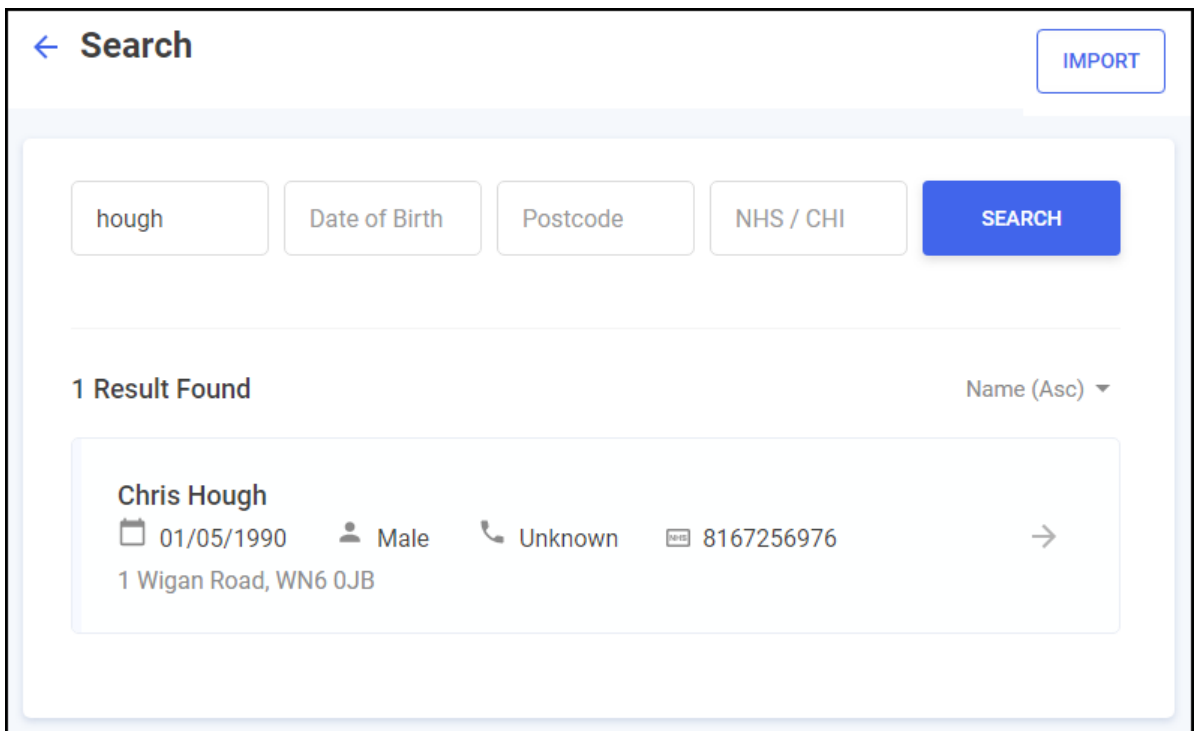
Adding a Patient to a Care Home

To add a patient to a care home:

- From the **MDS Info - Care Home** tab, select **ADD PATIENT** 



- The **Search** screen displays. Search for a patient by **Patient Name, Date of Birth, Postcode** or **NHS/CHI** number. Select **SEARCH**  or press **Enter** on your keyboard:



- Select the required patient from the list.

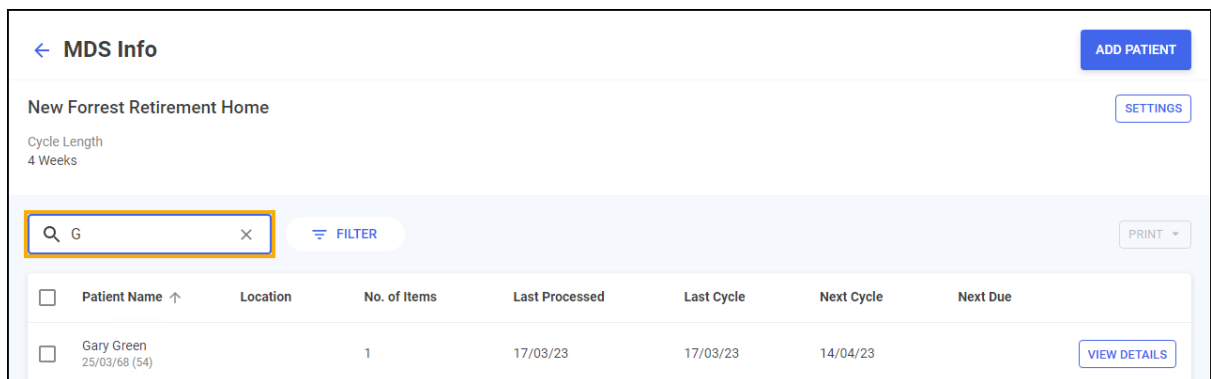
The patient is added to the care home.

Searching for, Sorting and Filtering Care Home Patients

Searching for Patient in a Care Home

To search for a patient in a care home:

1. From the **MDS Info - Care Home** screen, in the search box enter the search criteria, the list below updates as you type:



The screenshot shows the 'MDS Info' screen for 'New Forrest Retirement Home'. A search box contains the letter 'G'. Below the search box is a table with the following data:

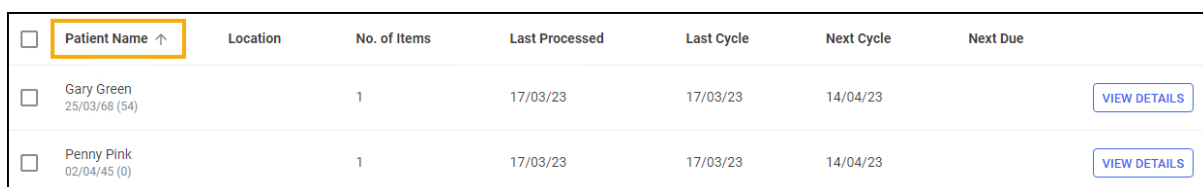
<input type="checkbox"/>	Patient Name ↑	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due
<input type="checkbox"/>	Gary Green 25/03/68 (54)		1	17/03/23	17/03/23	14/04/23	VIEW DETAILS

2. Select **Close**  to clear the search.

Sorting Patients

Patients display alphabetically by default. To manually sort the patients, simply select the column header to sort Oldest to Newest / A-Z

Patient Name ↑ or Newest to Oldest / Z-A **Patient Name ↓**:



The screenshot shows the patient list with 'Patient Name' selected for sorting. The table displays two patients:

<input type="checkbox"/>	Patient Name ↑	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due
<input type="checkbox"/>	Gary Green 25/03/68 (54)		1	17/03/23	17/03/23	14/04/23	VIEW DETAILS
<input type="checkbox"/>	Penny Pink 02/04/45 (0)		1	17/03/23	17/03/23	14/04/23	VIEW DETAILS

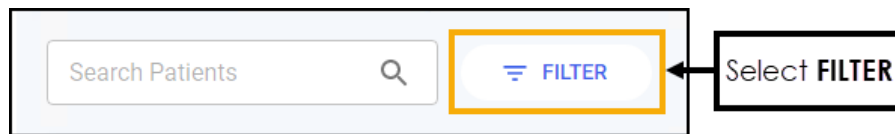


Training Tip - Patient Name sorts patients by their surname.

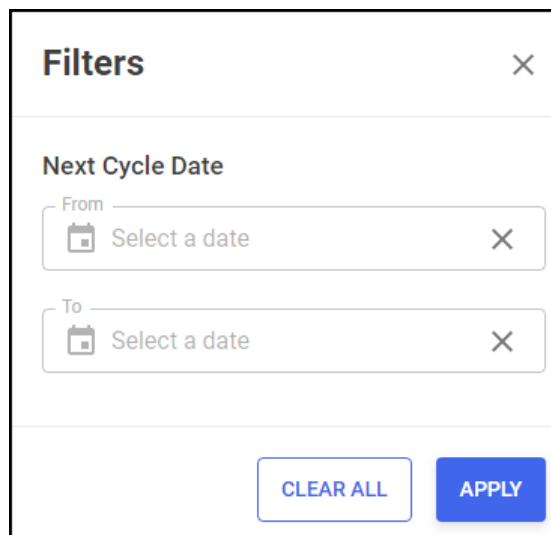
Filtering Care Home Patients


To filter the care home patient list:

1. From the **MDS Info - Care Home** screen, select **FILTER**:



2. The **Filters** pane displays to the right hand side:



 **Note** - You must have printed a MAR Chart or Cassette Sheet to filter by the **Next Cycle Date**.

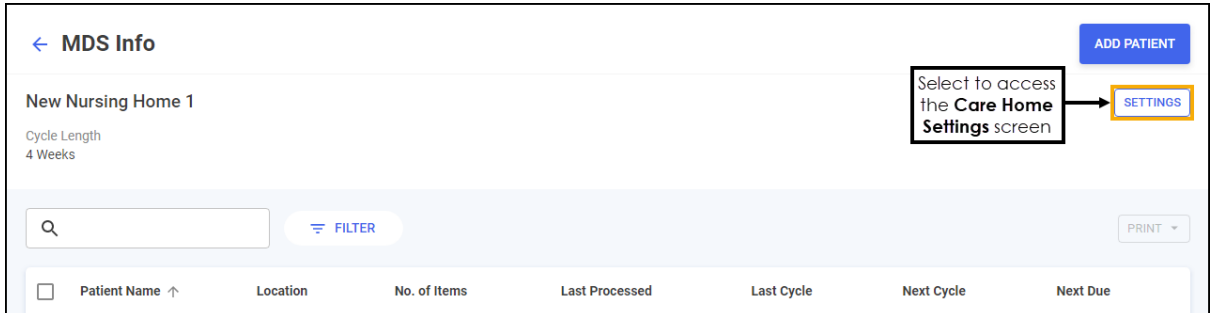
3. Select filters as required and select **APPLY**  to apply the new filters.

 **Note** - Select **CLEAR ALL** to clear all the selected filters.

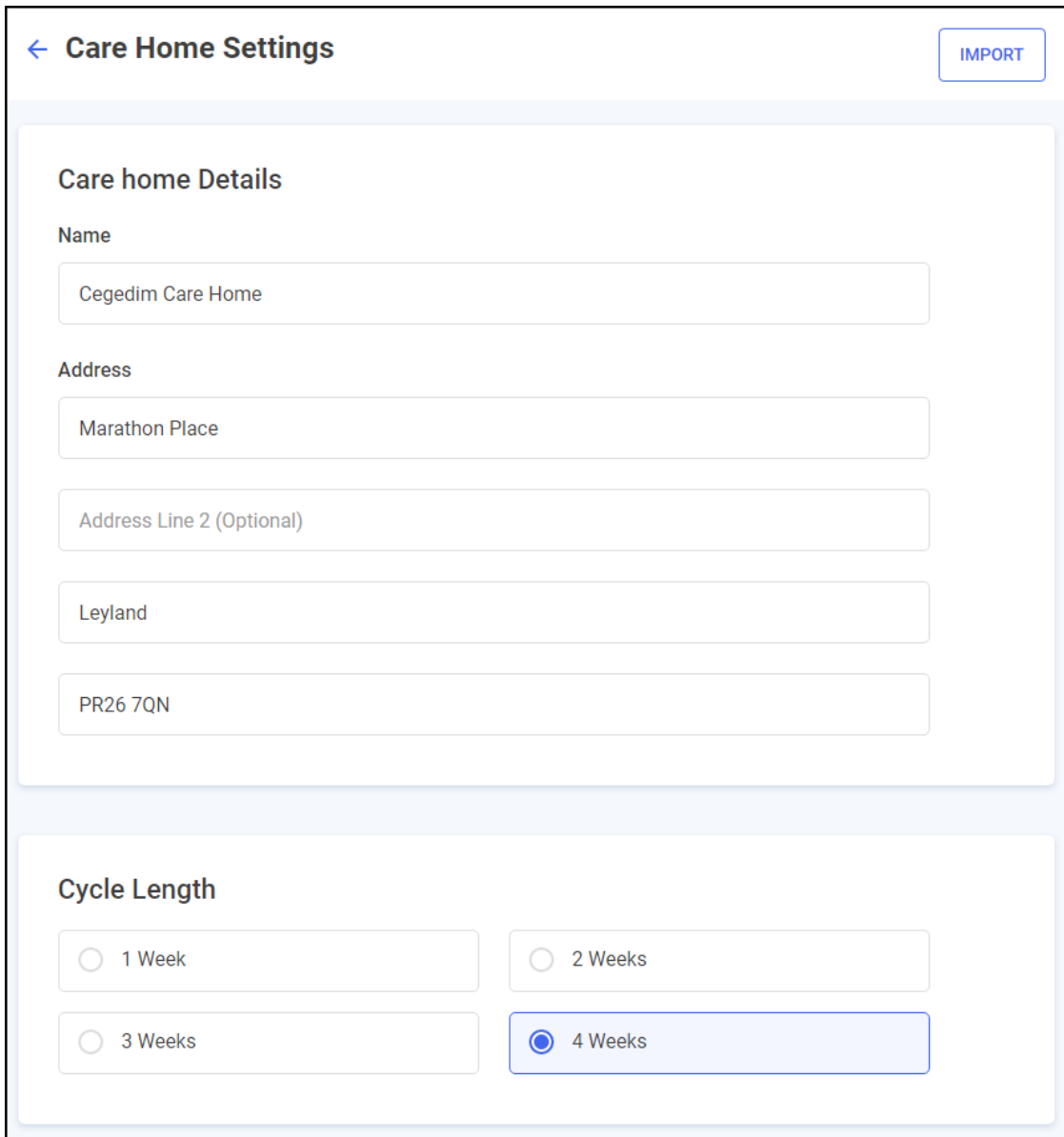
Editing Care Home Settings

To edit Care Home settings:

- From the **MDS Info - Care Home** screen, select **SETTINGS** SETTINGS:



- The **Care Home Settings** screen displays:



Update the following, if required:

- **Care home Details:**
 - **Name** - Select to update the name of the care home.
 - **Address** - Select to update the address of the care home.
- **Cycle Length** - Select to set or update the cycle length for the care home.
- **MAR Type** (Scotland only) - Select the Medication Administration Record (MAR) chart required.
- **MAR Type** (Wales only) - Select the MAR chart required.
- **Administration Times** - Set or update the administration times for the care home.
- **Print Options:**
 - **Print non-cassette items** - Tick to print non-cassette items on the Cassette sheet.
 - **Do you need a repeat request form** - Select **Yes** or **No** as appropriate. If you select **Yes** a separate page prints a repeat prescription request form for all items.
- **Body Diagram Print Option** - Select where you would like the body diagram to print for this community patient:
 - **Print inline** - Select to print a body diagram on the same page as the item.
 - **Print on a separate page** - Select to print a body diagram on a separate page to the item.

 **Body Diagrams** are available on each medication item, see [Adding Patient Medication](#) on page **54** for details.

- **Remove Care Home** - Select **REMOVE**  to remove all patient and care home data from your MDS module.

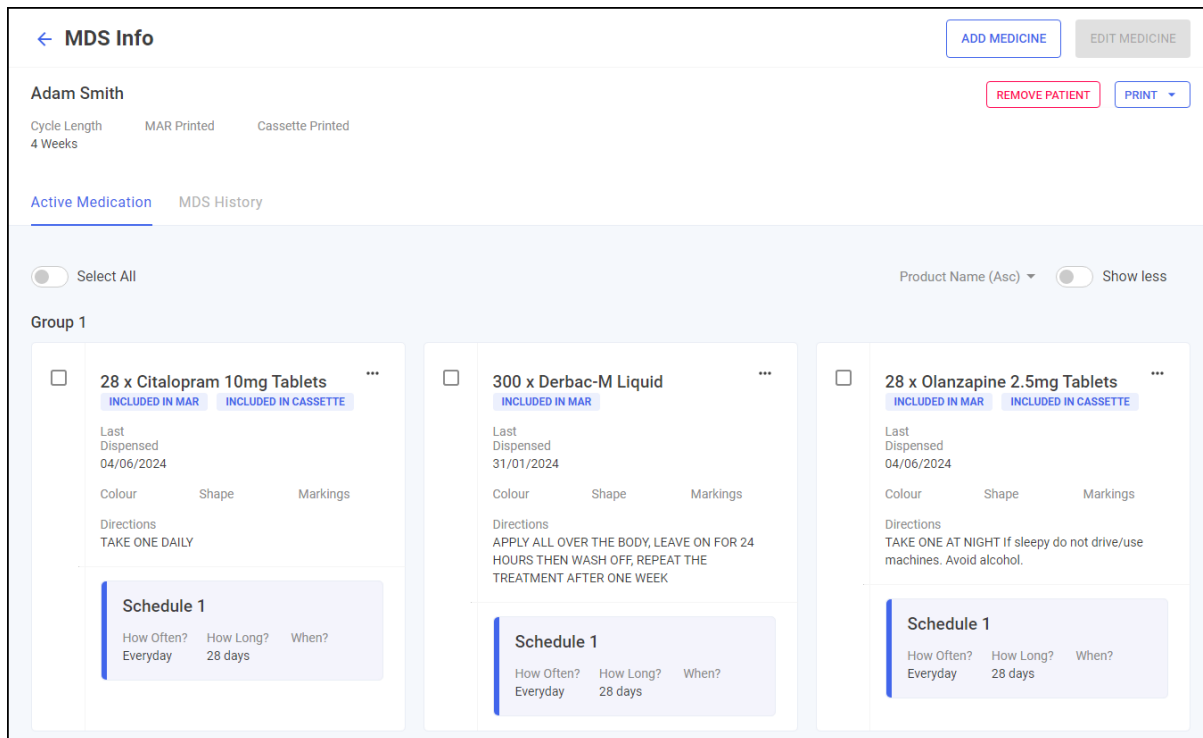
3. Select **SAVE**  to save the changes or select **CANCEL**



to return without making any changes.

Monitored Dosage System (MDS) Info - Care Home Patient

The **MDS Info - Patient** screen displays the MDS details for a selected care home patient:



MDS Info ADD MEDICINE EDIT MEDICINE

Adam Smith REMOVE PATIENT PRINT

Cycle Length: 4 Weeks | MAR Printed | Cassette Printed

Active Medication | MDS History

Select All | Product Name (Asc) | Show less

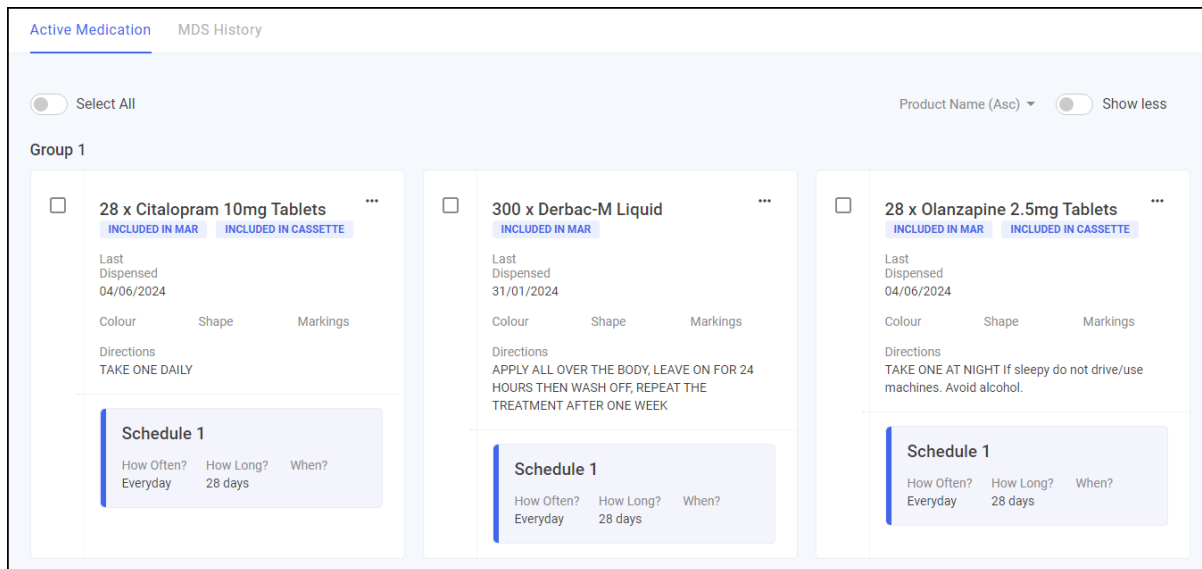
Group 1

Medication	Last Dispensed	Directions	Schedule 1
28 x Citalopram 10mg Tablets <small>INCLUDED IN MAR INCLUDED IN CASSETTE</small>	04/06/2024	TAKE ONE DAILY	How Often? Everyday How Long? 28 days When?
300 x Derbac-M Liquid <small>INCLUDED IN MAR</small>	31/01/2024	APPLY ALL OVER THE BODY, LEAVE ON FOR 24 HOURS THEN WASH OFF, REPEAT THE TREATMENT AFTER ONE WEEK	How Often? Everyday How Long? 28 days When?
28 x Olanzapine 2.5mg Tablets <small>INCLUDED IN MAR INCLUDED IN CASSETTE</small>	04/06/2024	TAKE ONE AT NIGHT if sleepy do not drive/use machines. Avoid alcohol.	How Often? Everyday How Long? 28 days When?

From here you can view the patient's cycle length, whether the Medication Administration Record (MAR) chart or Cassette sheet is printed, their active medication and the patient's MDS history. The screen is split into two tabs, **Active Medication** and **MDS History**:


Active Medication

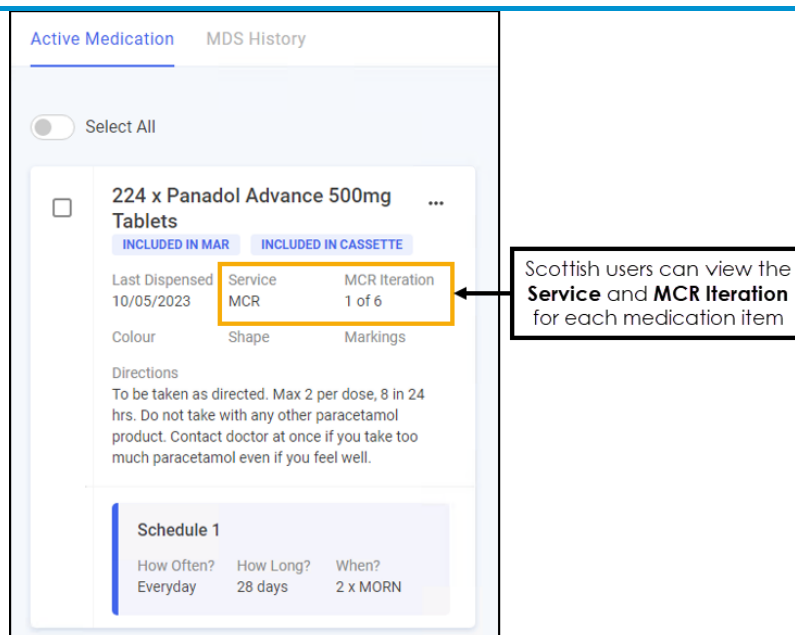
The **Active Medication** tab displays all current medication for the patient:



The screenshot shows the 'Active Medication' tab with three medication items:

- 28 x Citalopram 10mg Tablets**: Last Dispensed 04/06/2024, Directions: TAKE ONE DAILY, Schedule 1: Everyday, 28 days.
- 300 x Derbac-M Liquid**: Last Dispensed 31/01/2024, Directions: APPLY ALL OVER THE BODY, LEAVE ON FOR 24 HOURS THEN WASH OFF, REPEAT THE TREATMENT AFTER ONE WEEK, Schedule 1: Everyday, 28 days.
- 28 x Olanzapine 2.5mg Tablets**: Last Dispensed 04/06/2024, Directions: TAKE ONE AT NIGHT if sleepy do not drive/use machines. Avoid alcohol, Schedule 1: Everyday, 28 days.


 **Note** - Scottish users also can view the **Service** and **MCR Iteration** for each medication item.




The screenshot shows the 'Active Medication' tab with one medication item:

- 224 x Panadol Advance 500mg Tablets**: Last Dispensed 10/05/2023, Directions: To be taken as directed. Max 2 per dose, 8 in 24 hrs. Do not take with any other paracetamol product. Contact doctor at once if you take too much paracetamol even if you feel well, Schedule 1: Everyday, 28 days, 2 x MORN.

A callout box highlights the 'Service' and 'MCR Iteration' fields, with an arrow pointing to a text box that says: "Scottish users can view the **Service** and **MCR Iteration** for each medication item".

 See [Adding Patient Medication](#) on page [54](#), [Editing Patient Medication](#) on page [57](#) or [Deleting Patient Medication](#) on page [62](#) for details.

 To manage a patient's active medication you can easily sort, minimise and group their medication items, see [Sorting Active Medication](#) on page [34](#) for details.

MDS History

The **MDS History** tab displays all MDS history for the patient including the cycle start and end dates and whether the MAR chart or Cassette sheet is printed:

Date ↓	Cycle Start	Cycle End	MAR Printed	Cassette Printed	
14/09/2022	14/09/2022	12/10/2022	✓		VIEW DETAILS
14/09/2022	14/09/2022	12/10/2022	✓		VIEW DETAILS

1 - 2 of 2

To view previously printed MAR charts or Cassette sheets, select **VIEW DETAILS**

[VIEW DETAILS](#)

Removing a Care Home Patient



Training Tip - If you are moving a patient from one care home to another, do not remove the patient, simply add to the new care home and the patient details automatically move across.

From the **MDS Info - Patient** screen, you can remove a care home patient from the MDS module, simply select **REMOVE PATIENT** [REMOVE PATIENT](#):

← **MDS Info** [ADD MEDICINE](#) [EDIT MEDICINE](#)

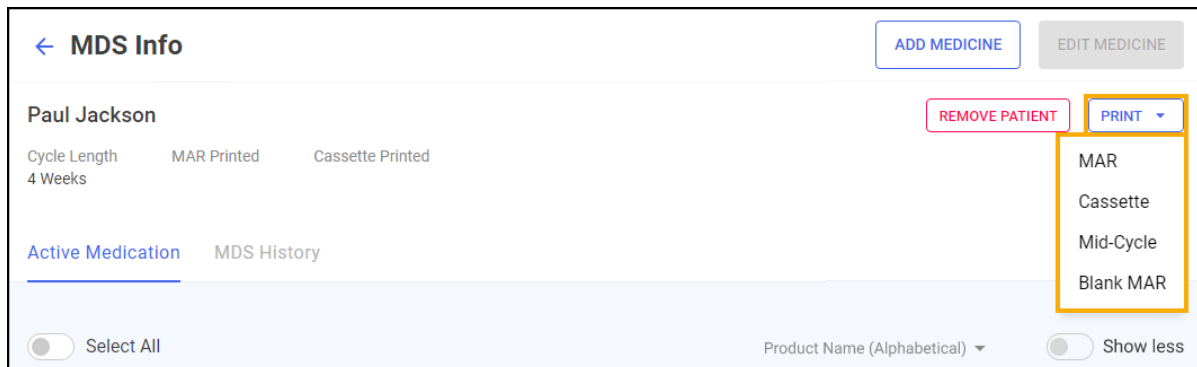
Fred Test

Cycle Length	MAR Printed	Cassette Printed	
4 Weeks		29/03/2023	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Select to remove this patient from the MDS module</div> → REMOVE PATIENT PRINT ▾

[Active Medication](#) [MDS History](#)

Printing Medication Administration Record (MAR) Charts and Cassette Sheets

You can print a MAR chart or cassette sheet for a patient from the **MDS Info** screen, simply select **Print** and then select from the list:



← MDS Info

ADD MEDICINE EDIT MEDICINE

Paul Jackson REMOVE PATIENT PRINT

Cycle Length 4 Weeks MAR Printed Cassette Printed

Active Medication MDS History

Select All Product Name (Alphabetical) Show less

- MAR
- Cassette
- Mid-Cycle
- Blank MAR

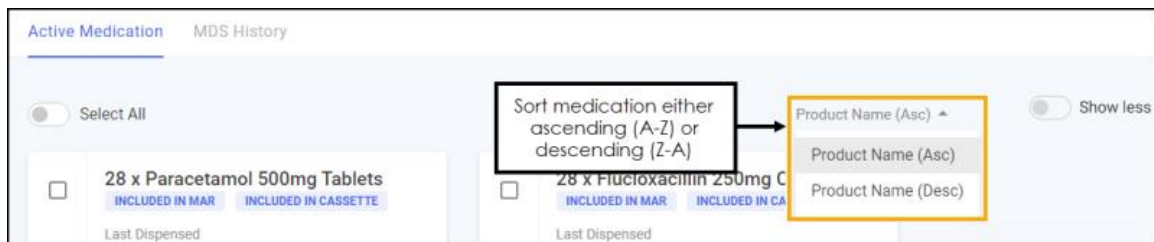
➔ See [Printing Medication Administration Record \(MAR\) Charts, Cassette Sheets and Patient Lists](#) on page 72 for details.

Sorting Active Medication

To manage a patient's active medication you can easily sort, minimise and group their medication items:

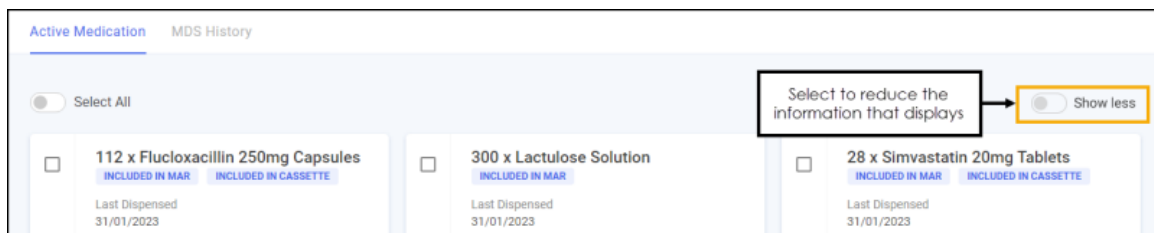
Sorting the Active Medication

To sort the active medication alphabetically, select **Product Name (Asc)** for ascending (A-Z) or **Product Name (Desc)** for descending (Z-A):

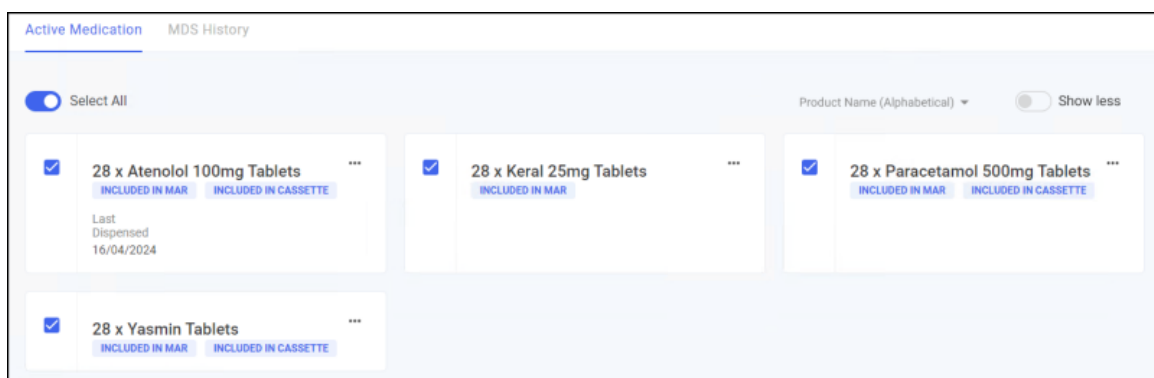


Show or Hide Medication Information

Select **Show Less** to reduce the information that displays for each medication item:




The amount of information that displays is reduced making it easier to sort the medication into groups:



Grouping Medication

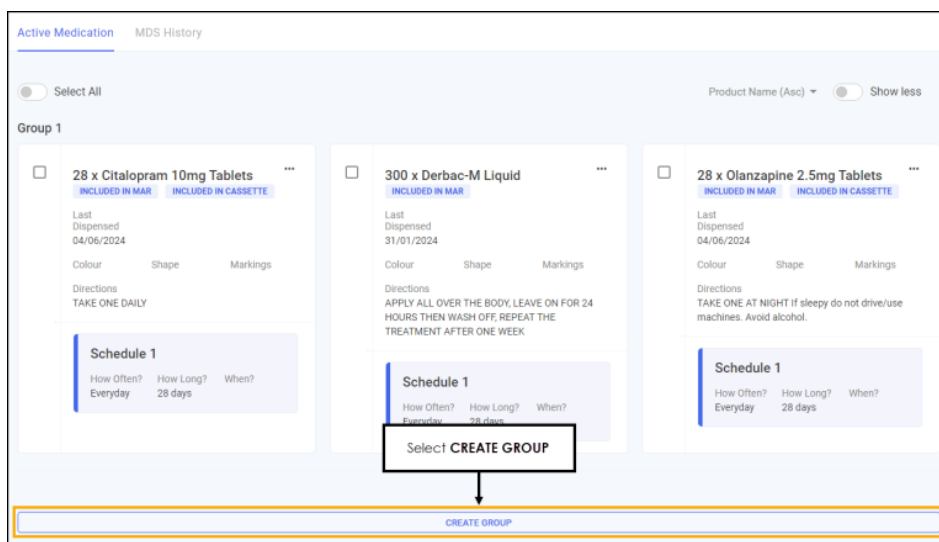
The medication can be split into multiple groups on the **Active Medication** screen, this acts as a page break when printing a MAR chart. This can be used to separate medication types, for example, tablets, creams and dressings.

 **Note** - If you have configured to print body diagrams inline they print directly after the medication items for that group. Body diagrams set to print on a separate page print after all medication groups.

Adding a Group

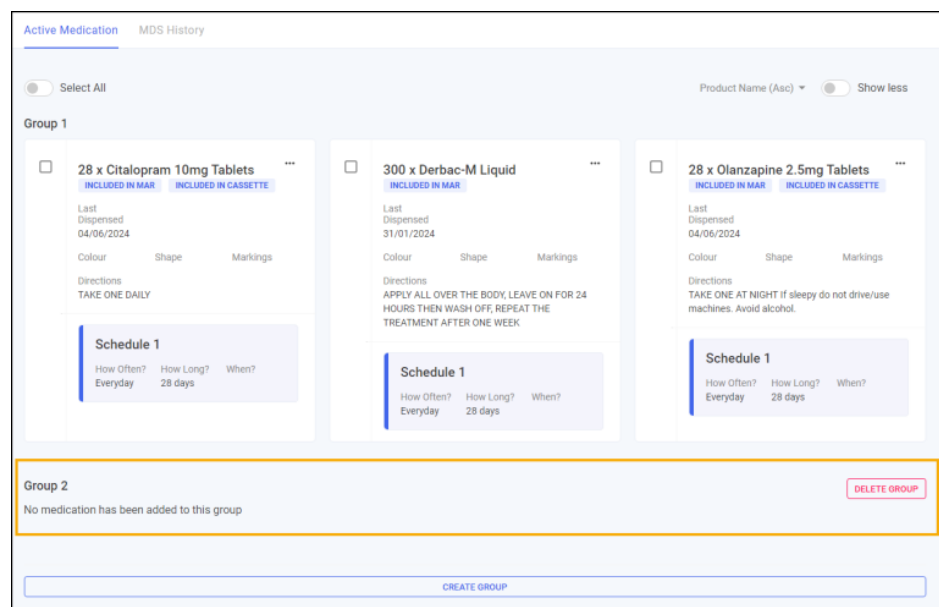
Medication displays in **Group 1** by default, to add another group:

1. Select **CREATE GROUP**  at the bottom of the **Active Medication** screen:



The screenshot shows the 'Active Medication' screen with 'Group 1' containing three medication items: '28 x Citalopram 10mg Tablets', '300 x Derbac-M Liquid', and '28 x Olanzapine 2.5mg Tablets'. Each item has a 'Schedule 1' section with 'How Often?' set to 'Everyday' and 'How Long?' set to '28 days'. A 'CREATE GROUP' button is highlighted with a yellow box at the bottom of the screen.

2. The new group displays at the bottom of the screen:



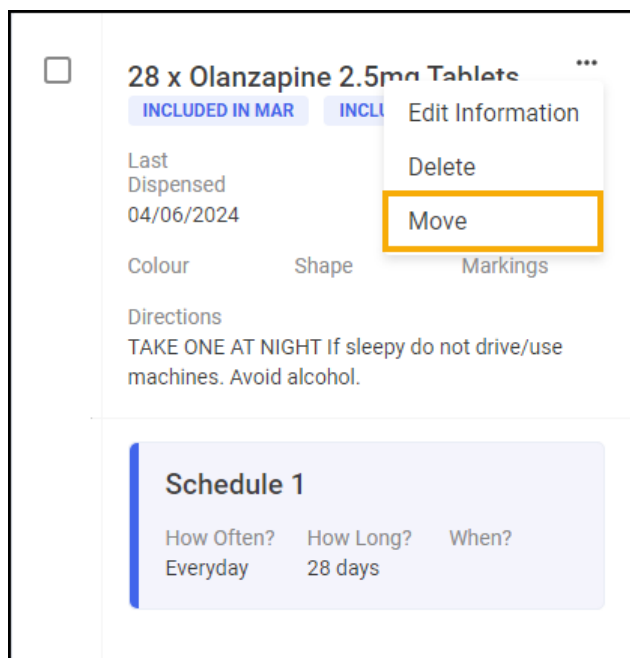
The screenshot shows the 'Active Medication' screen with 'Group 1' containing the same three medication items as in the previous screenshot. A new 'Group 2' is added at the bottom, containing the text 'No medication has been added to this group' and a 'DELETE GROUP' button. The 'CREATE GROUP' button is still visible at the very bottom of the screen.

Moving Medication Between Groups

To move medication between groups you need to have multiple groups set up. See [Adding a Group](#) on page 35 for details.

To move an item into another group:

1. On a medication, select **Options**  - **Move:**



28 x Olanzapine 2.5mg Tablets

INCLUDED IN MAR INCL

Last Dispensed: 04/06/2024

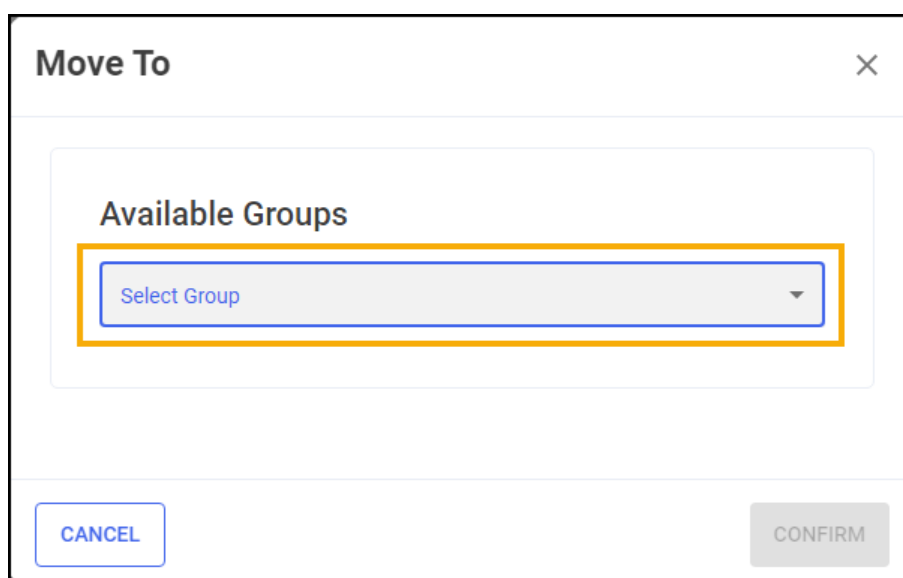
Colour Shape Markings

Directions: TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.

Schedule 1

How Often?	How Long?	When?
Everyday	28 days	

2. The **Move To** screen displays, select the group to move the item to from **Select Group:**



Move To

Available Groups

Select Group

CANCEL CONFIRM

3. Select **CONFIRM** .


The medication item moves to the selected group.

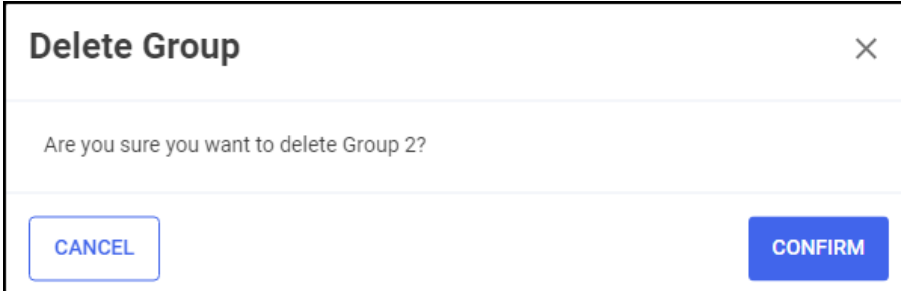
Deleting a Group



Note - You are unable to delete **Group 1**.


To delete a group:

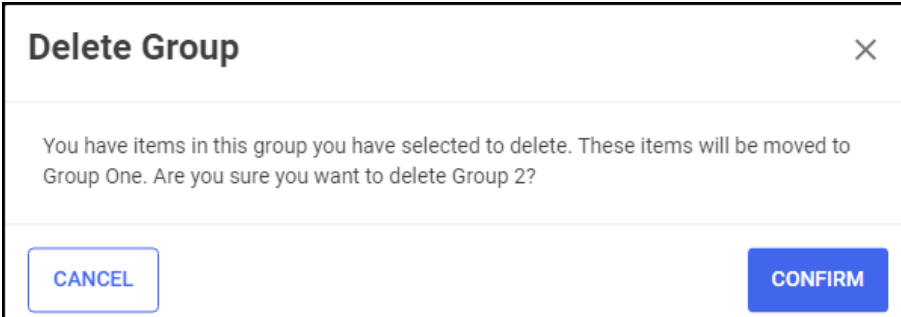
1. Select **DELETE GROUP**  next to the group required:
2. You are prompted 'Are you sure you want to delete Group n', where n is the group number you are deleting:



The dialog box is titled "Delete Group" and has a close button (X) in the top right corner. The main text asks, "Are you sure you want to delete Group 2?". At the bottom, there are two buttons: "CANCEL" on the left and "CONFIRM" on the right.

Please note, if the group contains items, you are prompted 'You have items in this group you have selected to delete. These items will be moved to Group One. Are you sure you want to delete Group n', where n is the group number

you are deleting. Select **CONFIRM**  and the items move to **Group 1**:



The dialog box is titled "Delete Group" and has a close button (X) in the top right corner. The main text reads, "You have items in this group you have selected to delete. These items will be moved to Group One. Are you sure you want to delete Group 2?". At the bottom, there are two buttons: "CANCEL" on the left and "CONFIRM" on the right.

The group is deleted and the existing groups are renumbered.

Monitored Dosage System (MDS) - Community Patients

The **Community Patients** tab displays a list of all your Monitored Dosage System (MDS) community patients with their cycle details:

MDS [BACK TO ORIGINAL MDS](#) [ADD PATIENT](#)

Care Homes [Community Patients](#)

[FILTER](#)
[PRINT](#)

<input type="checkbox"/>	Patient Name ↑	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due
<input type="checkbox"/>	Gary Green [1 Preston Road] 03/05/41 (61)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS

 To search for, sort or filter the community patients, see [Searching for, Sorting and Filtering Community Patients](#) on page **43**.

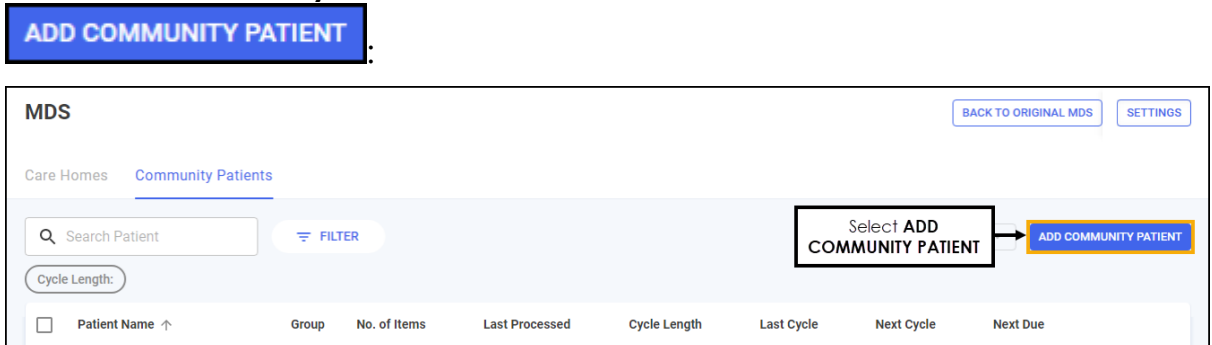
From the **Community Patients** tab you can select the following:

- **BACK TO ORIGINAL MDS** - Select to return to the original MDS module, see [Monitored Dosage System](#) in the **Pharmacy Manager Help Centre** for details.
- **PRINT** - Select to print either a MAR chart, Cassette sheet, Mid-Cycle MAR chart or a Blank MAR chart for the selected care home patient(s). See [Printing Medication Administration Record \(MAR\) Charts, Cassette Sheets and Patient Lists](#) on page **72** for details.
- **ADD COMMUNITY PATIENT** - Select to add a community patient, see [Adding a Community Patient](#) on page **39** for details.
- **VIEW DETAILS** - Select to view an individual patient's cycle details, see [Monitored Dosage System \(MDS\) Info - Community Patient](#) on page **45** for details.

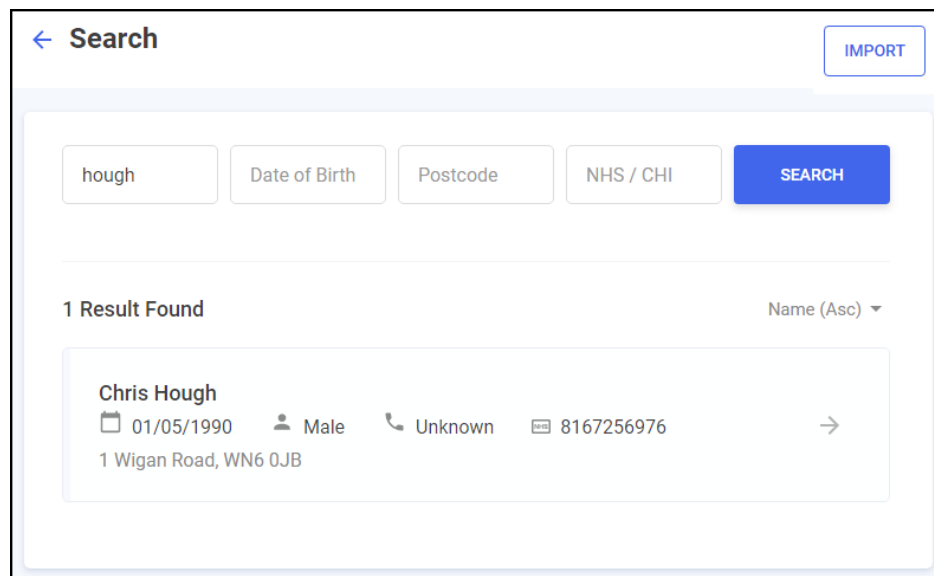
Adding a Community Patient


To add a community patient to the **Community Patients** tab:

1. From the **Community Patients** tab, select **ADD COMMUNITY PATIENT**



2. The **Search** screen displays. Search for a patient by **Patient Name, Date of Birth, Postcode** or **NHS/CHI** number. Select **SEARCH** or press **Enter** on your keyboard:



Training Tip - To import community patients from your existing **Monitored Dosage System (MDS)** select **Import** , see [Importing Community Patient Data](#) on page 15 for details.

3. Select the patient required from the list.

4. The **Community Patient Settings** screen displays:

← Community Patient Settings

Cycle Length

1 Week
 2 Weeks
 3 Weeks
 4 Weeks

Community Patient Group

None ▾

Administration Times

Time Slot 1 MORN	Time Slot 2 BFST	Time Slot 3 NOON
Time Slot 4 TEA	Time Slot 5 BED	Time Slot 6 LATE

Complete the following:

- **Cycle Length** - Set the cycle length for the patient.
- **Community Patient Group** - Set a patient group for the patient, select from:
 - **None**
 - **Week 1**
 - **Week 2**
 - **Week 3**
 - **Week 4**



Training Tip - You can filter by groups when viewing your community patients on the Community Patients tab. See [Searching for, Sorting and Filtering Community Patients](#) on page 43 for details.

- **MAR Type** (Scotland only) - Select the MAR chart required.
- **MAR Type** (Wales only) - Select the MAR chart required.
- **Administration Times** - Set the administration times for the patient. The following time slots are set as default:

Administration Times

Time Slot 1	Time Slot 2	Time Slot 3
<input type="text" value="MORN"/>	<input type="text" value="BFST"/>	<input type="text" value="NOON"/>
Time Slot 4	Time Slot 5	Time Slot 6
<input type="text" value="TEA"/>	<input type="text" value="BED"/>	<input type="text" value="LATE"/>


- **Print Options:**
 - **Print non-cassette items** - Tick to print non-cassette items on the Cassette sheet.
 - **Do you need a repeat request form** - Select **Yes** or **No** as appropriate. If you select **Yes** a separate page prints a repeat prescription request form for all items.
- **Body Diagram Print Option** - Select where you would like the body diagram to print for this community patient:
 - **Print inline** - Select to print a body diagram on the same page as the item.
 - **Print on a separate page** - Select to print a body diagram on a separate page to the item.

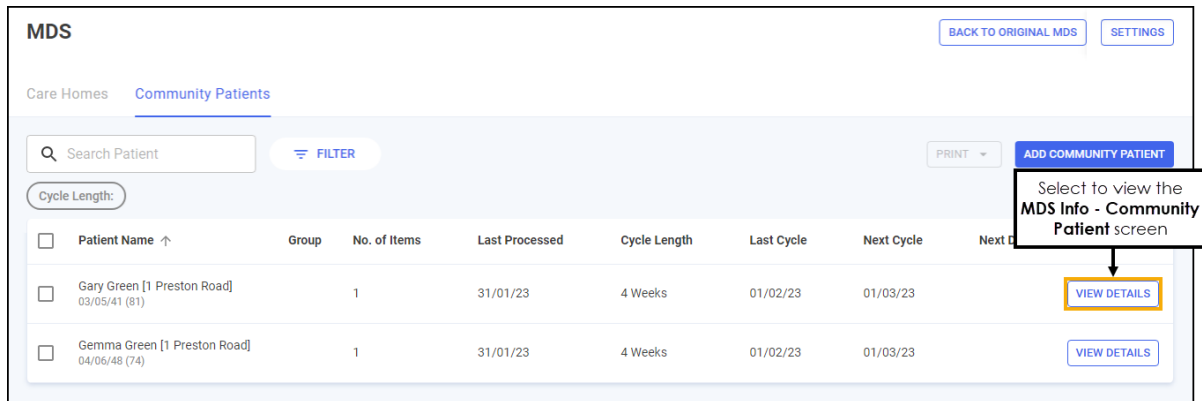


Body Diagrams are enabled on each medication item, see [Adding Patient Medication](#) on page **54** for details.

5. Select **SAVE** to add the community patient.

Viewing Community Patient Details

To view the details of a community patient from the **Community Patients** tab, select **VIEW DETAILS**  next to the patient required:



The screenshot shows the MDS interface with the 'Community Patients' tab selected. A table lists two patients: Gary Green and Gemma Green. The 'VIEW DETAILS' button for Gary Green is highlighted with a yellow box. A callout box points to this button with the text: 'Select to view the MDS Info - Community Patient screen'.

<input type="checkbox"/>	Patient Name ↑	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next D
<input type="checkbox"/>	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23	
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23	

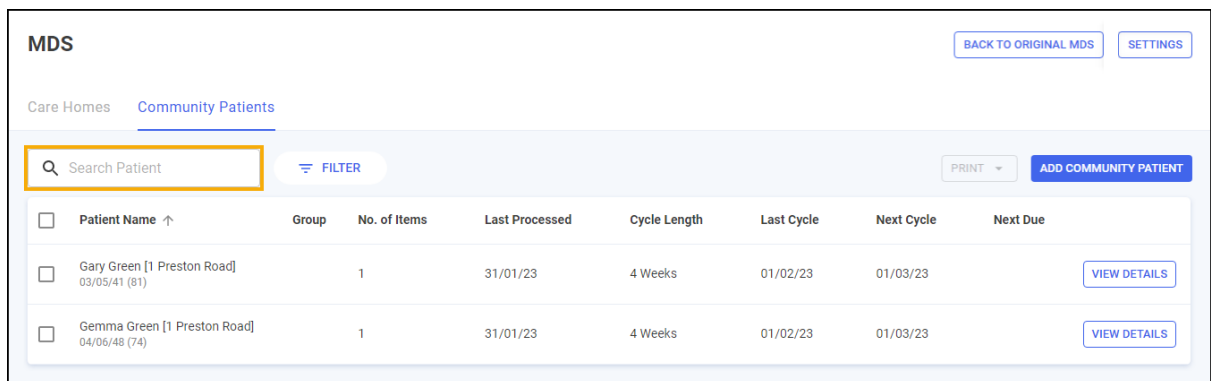
The **MDS Info - Patient** screen displays the patient's cycle details.

Searching for, Sorting and Filtering Community Patients

Searching for Community Patients

To search for a community patient:

1. From the **Community Patients** tab, in **Search Patient** enter the search criteria, the list below updates as you type:



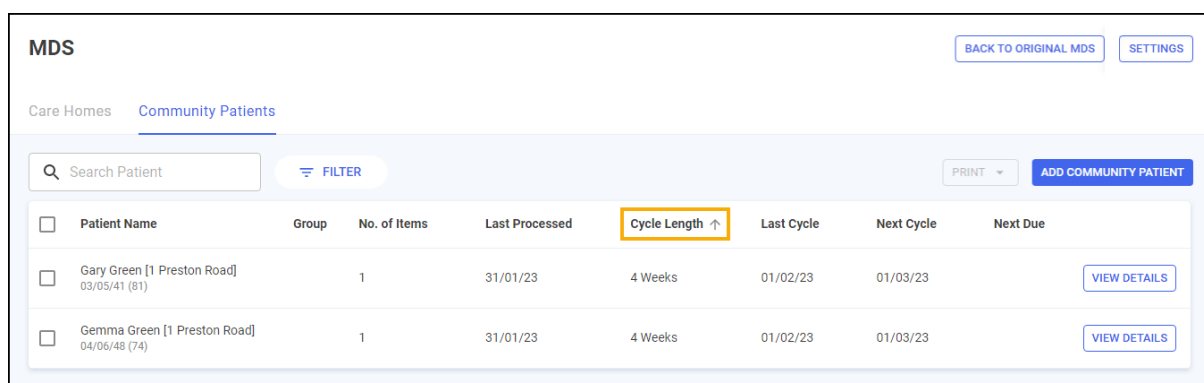
<input type="checkbox"/>	Patient Name ↑	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due	
<input type="checkbox"/>	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23		VIEW DETAILS
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23		VIEW DETAILS

2. Select **Close**  to clear the search.

Sorting Community Patients

Community patients display alphabetically by default. To manually sort the community patients, simply select the column header to sort Oldest to

Newest / A-Z  or Newest to Oldest / Z-A .



<input type="checkbox"/>	Patient Name	Group	No. of Items	Last Processed	Cycle Length ↑	Last Cycle	Next Cycle	Next Due	
<input type="checkbox"/>	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23		VIEW DETAILS
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23		VIEW DETAILS

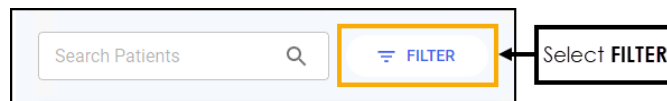


Training Tip - Patient Name sorts patients by their surname.

Filtering Community Patients

To filter the community patient list:

1. From the **Care Homes** tab, select **FILTER**:



2. The **Filters** pane displays to the right hand side:

Filters ×

NO SAVED FILTERS ⚙️

Cycle Length

1 Week

2 Weeks

3 Weeks

4 Weeks

Next Cycle Date

From ×

To ×


Community Patient Group

Week 1

Week 2

Week 3

Week 4

 **Note** - You must have printed a MAR chart or Cassette sheet to filter by the **Next Cycle Date**.

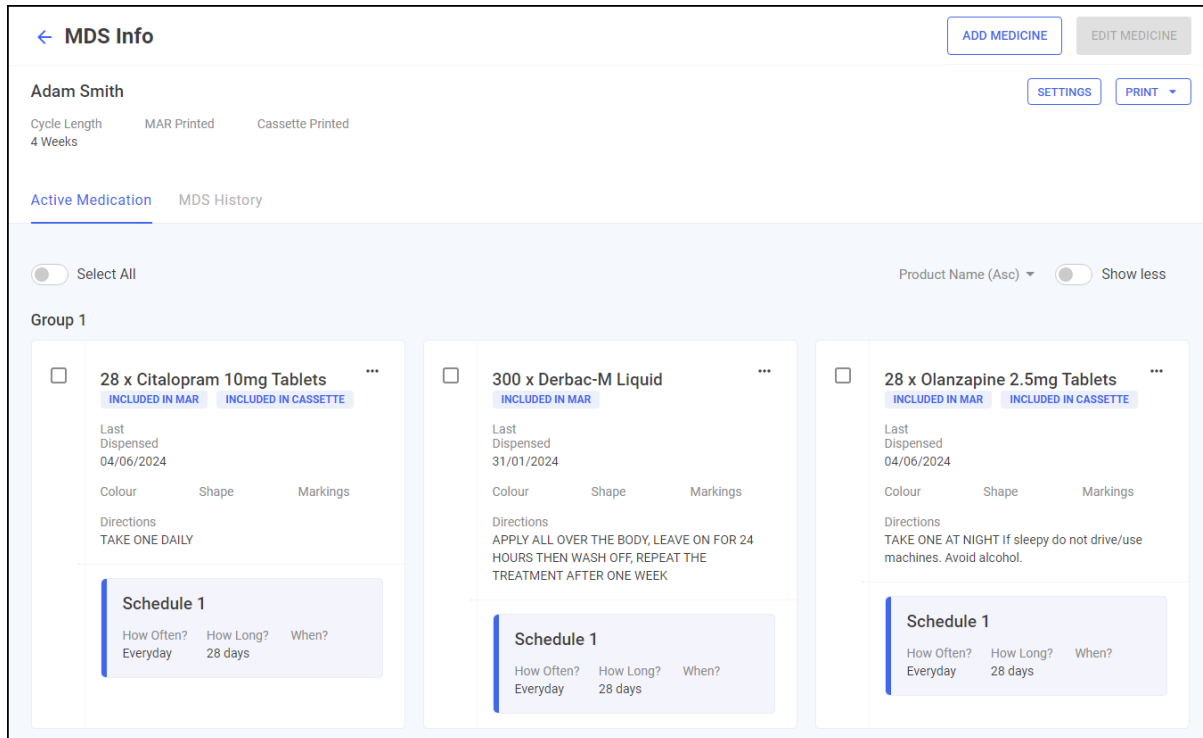
3. Select filters as required and then select **APPLY** to apply the new filters.

 **Note** - Select **CLEAR ALL** to clear all the selected filters.

 See [Saving Filters](#) in the **Pharmacy Manager Help Centre** for details on saving filters, selecting saved filters and deleting saved filters.

Monitored Dosage System (MDS) Info - Community Patient

The **MDS Info - Patient** screen displays the MDS details for a selected community patient:



MDS Info ADD MEDICINE EDIT MEDICINE

Adam Smith SETTINGS PRINT

Cycle Length: 4 Weeks | MAR Printed | Cassette Printed

Active Medication | MDS History

Select All | Product Name (Asc) | Show less

Group 1

- 28 x Citalopram 10mg Tablets** INCLUDED IN MAR INCLUDED IN CASSETTE

Last Dispensed: 04/06/2024

Directions: TAKE ONE DAILY

Schedule 1

How Often? Everyday | How Long? 28 days | When?
- 300 x Derbac-M Liquid** INCLUDED IN MAR

Last Dispensed: 31/01/2024

Directions: APPLY ALL OVER THE BODY, LEAVE ON FOR 24 HOURS THEN WASH OFF, REPEAT THE TREATMENT AFTER ONE WEEK

Schedule 1

How Often? Everyday | How Long? 28 days | When?
- 28 x Olanzapine 2.5mg Tablets** INCLUDED IN MAR INCLUDED IN CASSETTE

Last Dispensed: 04/06/2024

Directions: TAKE ONE AT NIGHT if sleepy do not drive/use machines. Avoid alcohol.

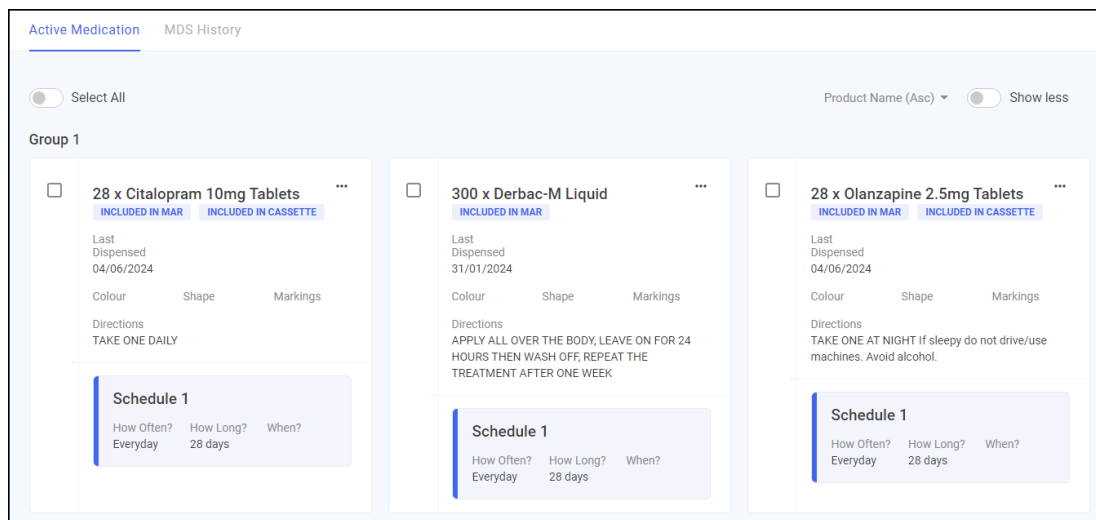
Schedule 1

How Often? Everyday | How Long? 28 days | When?

From here you can view the patient's cycle length, whether the Medication Administration Record (MAR) chart or Cassette sheet is printed, their active medication and the patient's MDS history. The screen is split into two tabs, **Active Medication** and **MDS History**:

Active Medication

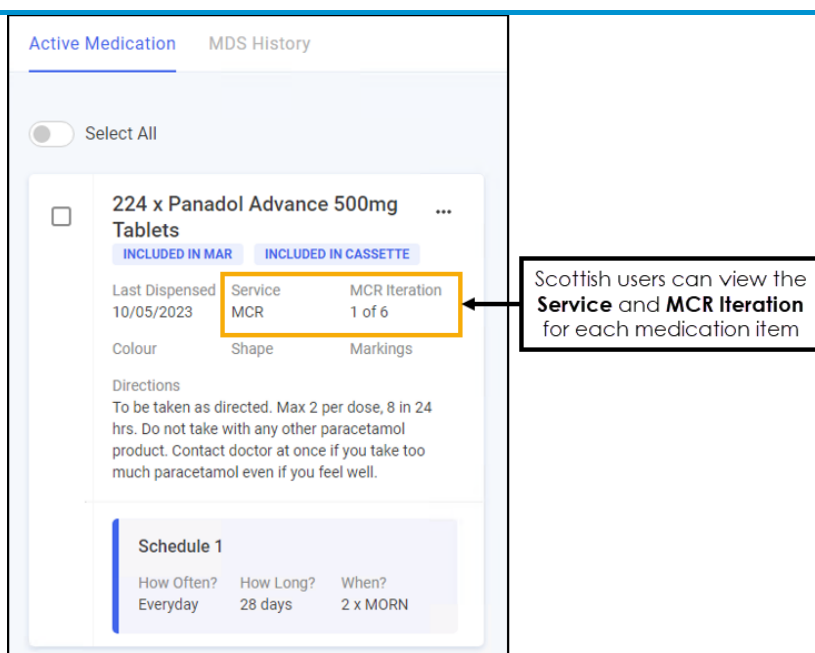
The **Active Medication** tab displays all current medication for the patient:



The screenshot shows the 'Active Medication' tab with the following items:


- 28 x Citalopram 10mg Tablets**: Last Dispersed 04/06/2024, Directions: TAKE ONE DAILY, Schedule 1: Everyday, 28 days.
- 300 x Derbac-M Liquid**: Last Dispersed 31/01/2024, Directions: APPLY ALL, OVER THE BODY, LEAVE ON FOR 24 HOURS THEN WASH OFF, REPEAT THE TREATMENT AFTER ONE WEEK, Schedule 1: Everyday, 28 days.
- 28 x Olanzapine 2.5mg Tablets**: Last Dispersed 04/06/2024, Directions: TAKE ONE AT NIGHT if sleepy do not drive/use machines. Avoid alcohol, Schedule 1: Everyday, 28 days.


 **Note** - Scottish users can also view the **Service** and **MCR Iteration** for each medication item.



The screenshot shows the medication item **224 x Panadol Advance 500mg Tablets**. A callout box highlights the 'Service' and 'MCR Iteration' fields, which show 'MCR' and '1 of 6' respectively. An arrow points from this callout to a text box stating: 'Scottish users can view the **Service** and **MCR Iteration** for each medication item'.

Other details for this item include: Last Dispersed 10/05/2023, Directions: To be taken as directed. Max 2 per dose, 8 in 24 hrs. Do not take with any other paracetamol product. Contact doctor at once if you take too much paracetamol even if you feel well, and Schedule 1: Everyday, 28 days, 2 x MORN.

 See [Adding Patient Medication](#) on page **54**, [Editing Patient Medication](#) on page **57** or [Deleting Patient Medication](#) on page **62** for details.

 To manage a patient's active medication you can easily sort, minimise and group their medication items, see [Sorting Active Medication](#) on page **34** for details.

MDS History

The **MDS History** tab displays all MDS history for the patient, including the cycle start and end dates and whether the MAR chart or Cassette sheet is printed:

Date ↓	Cycle Start	Cycle End	MAR Printed	Cassette Printed
14/09/2022	14/09/2022	12/10/2022	✓	VIEW DETAILS
14/09/2022	14/09/2022	12/10/2022	✓	VIEW DETAILS

1 - 2 of 2

To view previously printed MAR charts or Cassette sheets, select **VIEW DETAILS**

[VIEW DETAILS](#)

Community Patient Settings

Select **SETTINGS** to view and edit the MDS settings, such as **Cycle Length** or **Community Patient Group**, for the community patient selected:

← MDS Info

Adam Smith

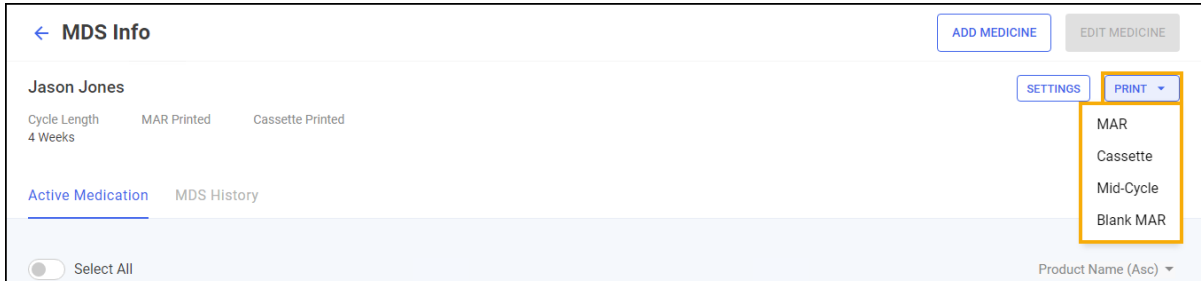
Cycle Length 4 Weeks MAR Printed Cassette Printed

ADD MEDICINE EDIT MEDICINE

Select to view the **Community Patient Settings** screen → [SETTINGS](#) PRINT ▾

Printing Medication Administration Record (MAR) Charts and Cassette Sheets

You can print a MAR chart or cassette sheet for the patient from the **MDS Info** screen, simply select **Print** and then select from the list:



← MDS Info

ADD MEDICINE EDIT MEDICINE

Jason Jones

Cycle Length 4 Weeks

MAR Printed Cassette Printed

Active Medication MDS History

SETTINGS PRINT

- MAR
- Cassette
- Mid-Cycle
- Blank MAR

Select All

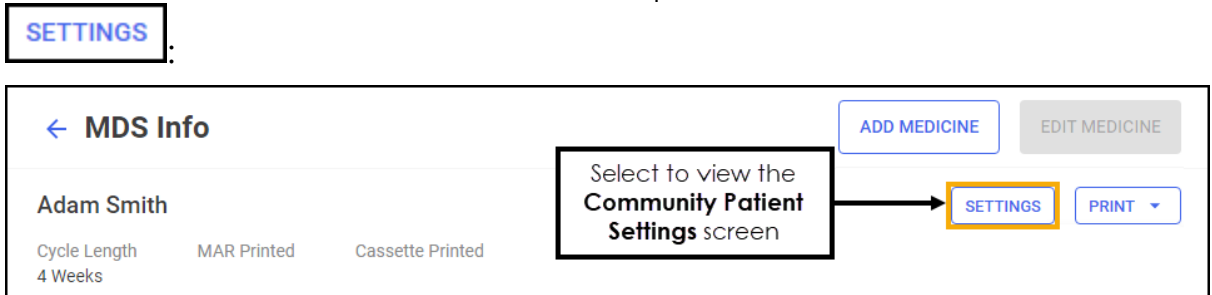
Product Name (Asc)

➔ See [Printing Medication Administration Record \(MAR\) Charts and Cassette Sheets](#) on page 72 for details.

Editing Community Patient Settings

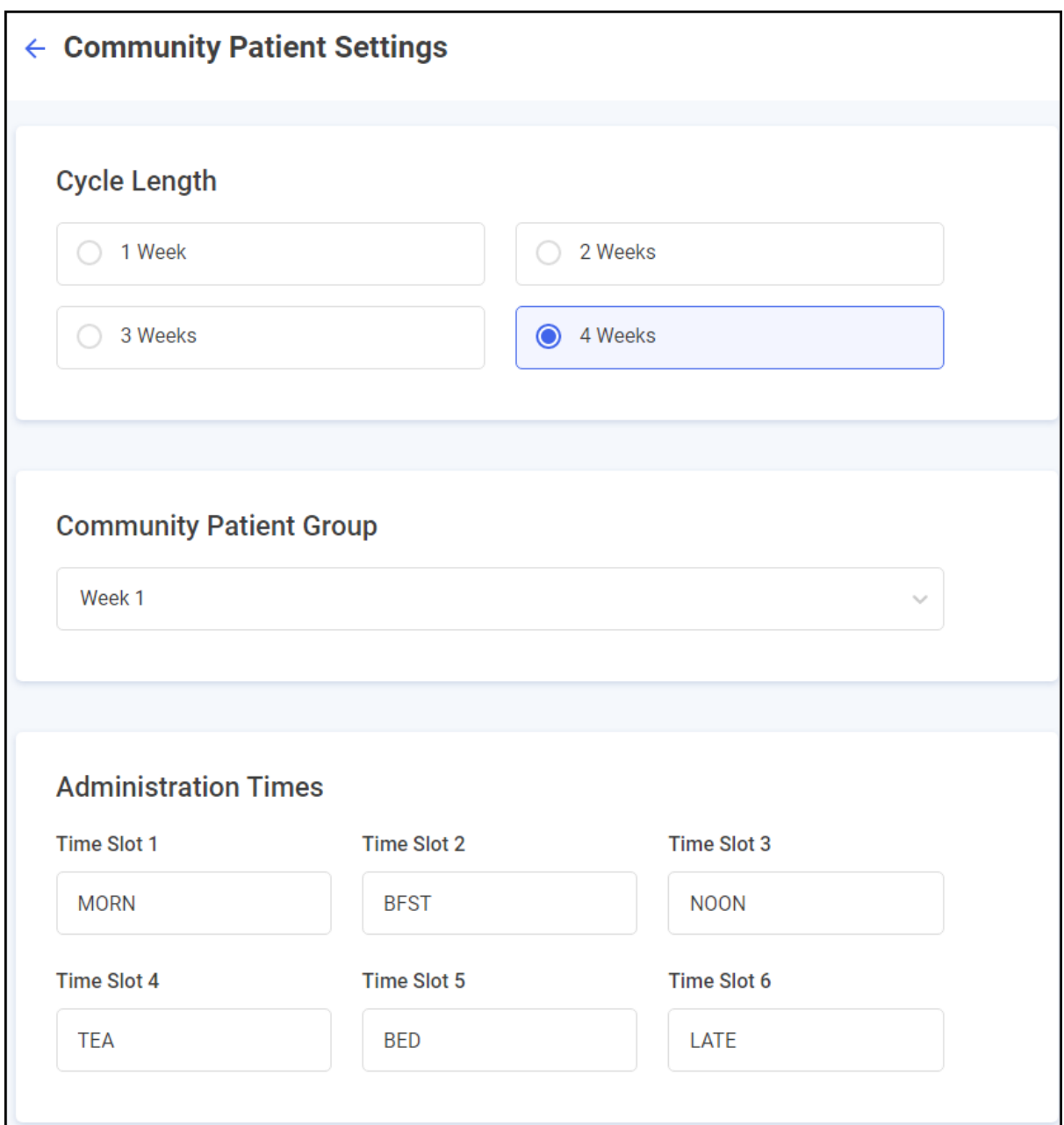
To edit the community patient settings:

1. From the **MDS Info - Patient** screen for the patient, select **SETTINGS**



The screenshot shows the 'MDS Info' screen for a patient named Adam Smith. The screen includes a back arrow, the title 'MDS Info', and buttons for 'ADD MEDICINE' and 'EDIT MEDICINE'. Below the patient name, there are fields for 'Cycle Length' (4 Weeks), 'MAR Printed', and 'Cassette Printed'. A callout box points to the 'SETTINGS' button, which is highlighted with a yellow border. A 'PRINT' button with a dropdown arrow is also visible.

2. The **Community Patient Settings** screen displays:



The screenshot shows the 'Community Patient Settings' screen. It features a back arrow and the title 'Community Patient Settings'. The screen is divided into three main sections:

- Cycle Length:** Four radio button options are shown: '1 Week', '2 Weeks', '3 Weeks', and '4 Weeks'. The '4 Weeks' option is selected and highlighted with a blue border.
- Community Patient Group:** A dropdown menu is set to 'Week 1'.
- Administration Times:** Six time slots are defined in a 2x3 grid:
 - Time Slot 1: MORN
 - Time Slot 2: BFST
 - Time Slot 3: NOON
 - Time Slot 4: TEA
 - Time Slot 5: BED
 - Time Slot 6: LATE

Update the following:

- **Cycle Length** - Select to set or update the cycle length for the patient.
- **Community Patient Group** - Select to set or update a patient group for the patient and select from the available list.




Training Tip - You can filter by groups when viewing your community patients on the **Community Patients** tab. See [Searching for, Sorting and Filtering Community Patients](#) on page **43** for details.

-
- **MAR Type** (Scotland only) - Select the Medication Administration Record (MAR) chart required.
 - **MAR Type** (Wales only) - Select the MAR chart required.
 - **Administration Times** - Select to set or update the administration times for the patient.
 - **Print Options:**
 - **Print non-cassette items** - Tick to print non-cassette items on the Cassette sheet.
 - **Do you need a repeat request form** - Select **Yes** or **No** as appropriate. If you select **Yes** a separate page prints a repeat prescription request form for all items.
 - **Body Diagram Print Option** - Select where you would like the body diagram to print for this community patient:
 - **Print inline** - Select to print a body diagram on the same page as the item.
 - **Print on a separate page** - Select to print a body diagram on a separate page to the item.



Body Diagrams are enabled on each medication item, see [Adding Patient Medication](#) on page **54** for details.

-
- **Remove Community Patient** - Select **REMOVE**  to remove the patient data from the MDS module.


3. Select **SAVE**  to save the changes or select **CANCEL**

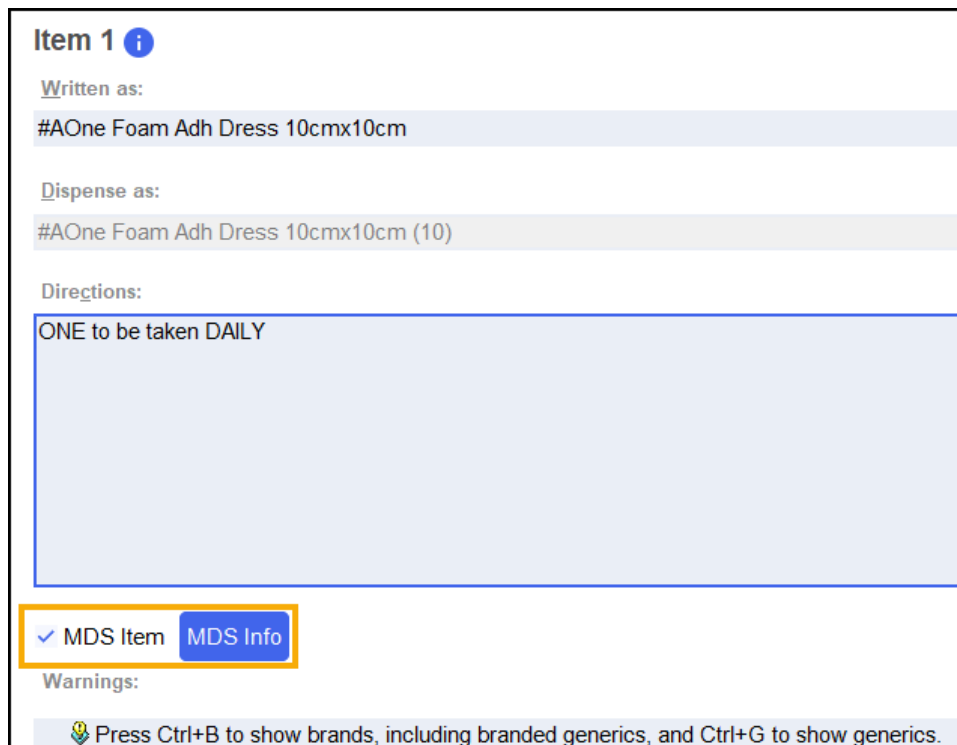
 to return without making any changes.

Marking an Item as an MDS Item from the Dispensary Screen

When dispensing to a patient from the **Dispensary** screen, you can easily mark an item as a Monitored Dosage System (MDS) item and set the schedule.

To mark an item as an MDS item from the **Dispensary** screen:

1. From the **Dispensary** screen, enter the patient, prescriber, item details and directions as normal.
2. Place a tick in **MDS Item** and then select **MDS Info** 



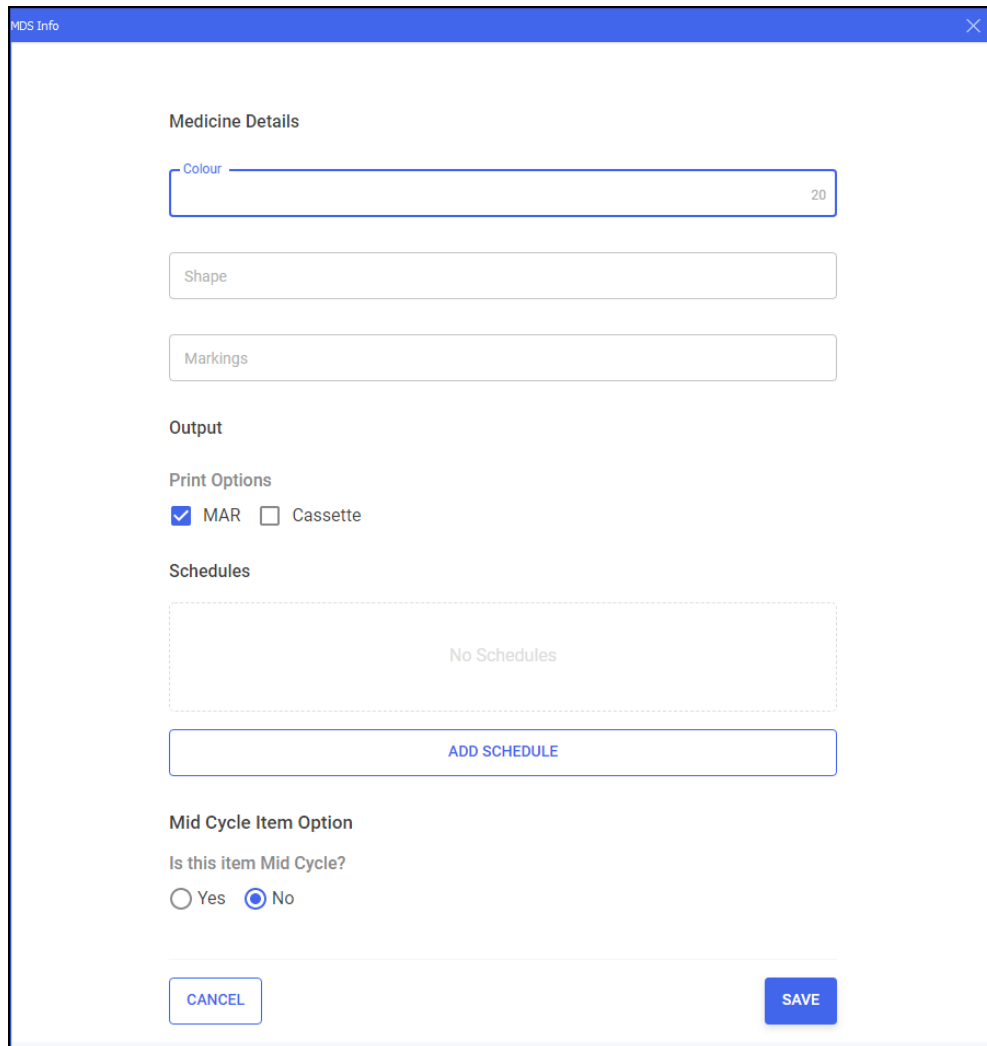
The screenshot shows the 'Item 1' screen in the Pharmacy Manager software. It includes the following fields:

- Item 1** (with an information icon)
- Written as:** #AOne Foam Adh Dress 10cmx10cm
- Dispense as:** #AOne Foam Adh Dress 10cmx10cm (10)
- Directions:** ONE to be taken DAILY
- MDS Item** (checked) and **MDS Info** (button)
- Warnings:** Press Ctrl+B to show brands, including branded generics, and Ctrl+G to show generics.



Training Tip - A tick displays next to **MDS Item** automatically if the item is already on the new MDS module.

3. The **MDS Info** screen displays:



The screenshot shows the 'MDS Info' window with the following sections:

- Medicine Details:**
 - Colour:
 - Shape:
 - Markings:
- Output:**
 - Print Options:
 - MAR Cassette
- Schedules:**
 - No Schedules
 - [ADD SCHEDULE](#)
- Mid Cycle Item Option:**
 - Is this item Mid Cycle?
 - Yes No

Buttons: [CANCEL](#) and [SAVE](#)

Edit the medication details and schedule as required:

- **Medicine Details:**
 - **Colour** - Enter the colour of the medication.
 - **Shape** - Enter the shape of the medication.
 - **Markings** - Enter any markings on the medications.
- **Output:**
 - **Print Options** - Select the print options, either a **MAR** chart or a **Cassette** sheet, or both.
- **Schedules** - Any existing schedules display.



For more information on adding or editing medication schedules, see [Adding a Monitored Dosage System \(MDS\) Medication Schedule](#) on page 62 and [Editing a Medication Schedule](#) on page 68.

- **Mid Cycle Item Option** - Select **Yes** to set this as a mid-cycle item and then set the mid-cycle date range.

4. Select **SAVE** .
5. Continue to dispense the medication in the usual way.



Training Tip - Press **Ins/Insert** on your keyboard to finish the dispense without printing labels.

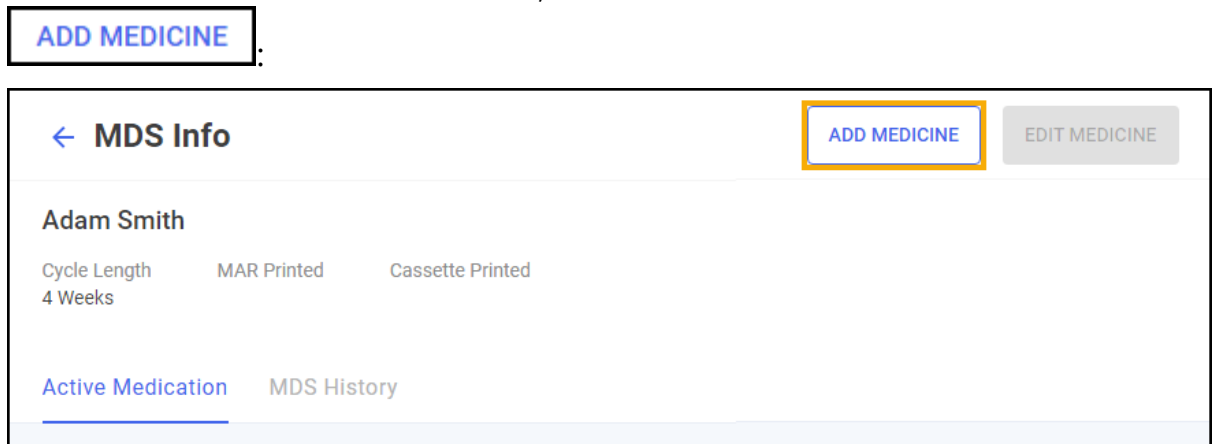
The medication item now displays on the patient's **Active Medication** tab.



Adding Patient Medication

To add medication to a patient's cycle:

1. From the **MDS Info - Patient** screen, select **ADD MEDICINE**



ADD MEDICINE

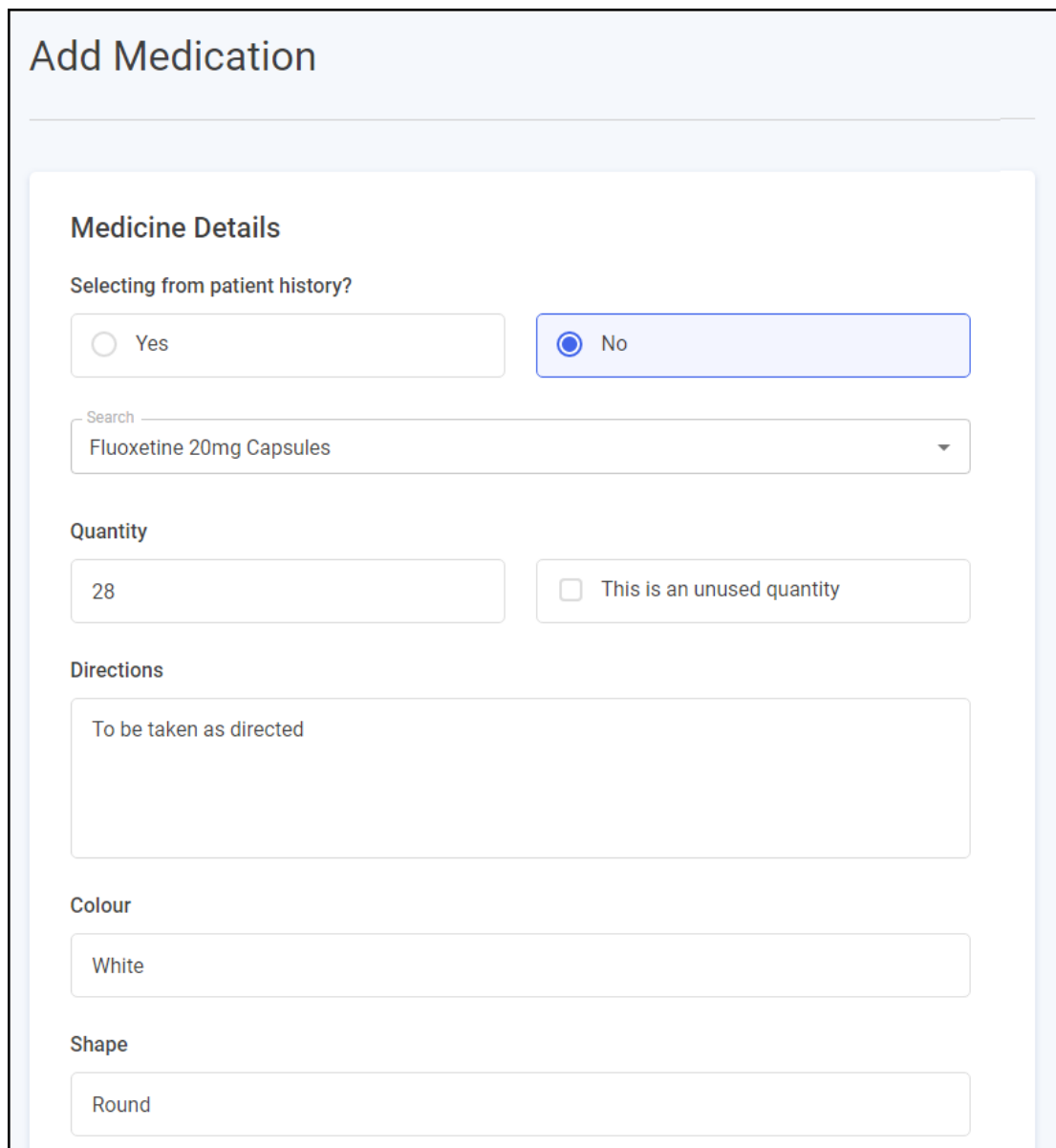
← **MDS Info** **ADD MEDICINE** **EDIT MEDICINE**

Adam Smith

Cycle Length MAR Printed Cassette Printed
4 Weeks

Active Medication MDS History

2. The **Add Medication** screen displays:



Add Medication

Medicine Details

Selecting from patient history?

Yes No

Search
Fluoxetine 20mg Capsules

Quantity

28 This is an unused quantity

Directions

To be taken as directed

Colour


White

Shape


Round



Complete as follows:

- **Medicine Details:**
 - **Selecting from patient history?** - Select either:
 - **Yes** - The **Select a product** medication list displays medication previously dispensed to the patient, including the last dispensed date for the patient.


 **Note** - Medication previously dispensed to the patient and already on the **Active Medication** tab does not display in the list.

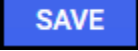

 - **No** - In **Search** start typing the medication required and select from list.

 **Training Tip** - Medication added manually is not added to the patient's history and is purely for informational purposes on the Medication Administration Record (MAR) chart or Cassette sheet. For example, transfer of care or if it has been dispensed elsewhere.

 - **Quantity** - If you have selected from the patient history this automatically completes, if not, complete as required.
 - **This is an unused quantity** - Select if the patient has a quantity leftover from the last time it was dispensed.
 - **Directions** - If you have selected from the patient history this automatically completes, if not, complete as required.
 - **Colour** - Enter the colour of the medication.
 - **Shape** - Enter the shape of the medication.
 - **Markings** - Enter any markings on the medications.
- **Output:**
 - **Print Options** - Select the print options, either a **MAR** chart or a **Cassette** sheet, or both.
- **Schedules** - Select **ADD SCHEDULE**  to add a medication schedule.
-
-  For more information on adding medication schedules, see [Adding a Monitored Dosage System \(MDS\) Medication Schedule](#) on page 62.
-
- **Mid Cycle Item Option** - Select **Yes** to set this as a mid-cycle item and then set the mid-cycle date range.

- **Is a Body Diagram Required?** - Select **Yes** to print a body diagram with this item.

 Where the body diagram displays on the **MAR** chart is set at a Care Home or Community Patient level, see [Editing Care Home Settings](#) on page 28 or [Editing Community Patient Settings](#) on page 49 for details.

3. Select **SAVE**  to add the medication, or select **Cancel**  to leave without adding the medication.

The medication now displays on the **MDS Info - Patient** screen under the **Active Medication** tab.


 To update or delete medication, see [Editing Patient Medication](#) on page 57 or [Deleting Patient Medication](#) on page 62 for details.

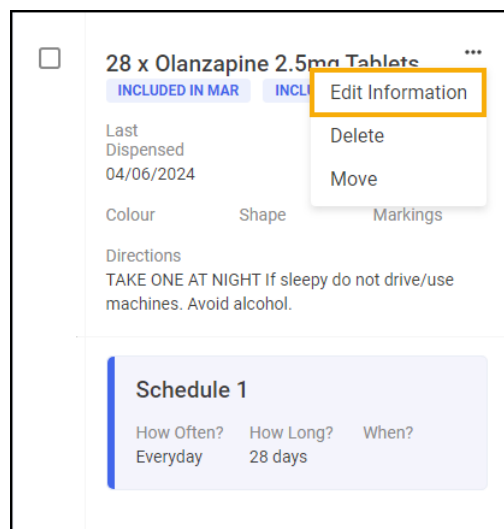
Editing Patient Medication

You can either edit a single medication item or multiple items, see [Editing Single Medication Items](#) on page 57 or [Editing Multiple Medication Items](#) on page 59.

Editing Single Medication Items

To edit a single medication item on a patient's cycle:

- From the **Active Medication** tab, select the medication item you wish to edit and then **Options**  - **Edit Information:**



28 x Olanzapine 2.5mg Tablets ...

INCLUDED IN MAR INCL

Last Dispensed
04/06/2024

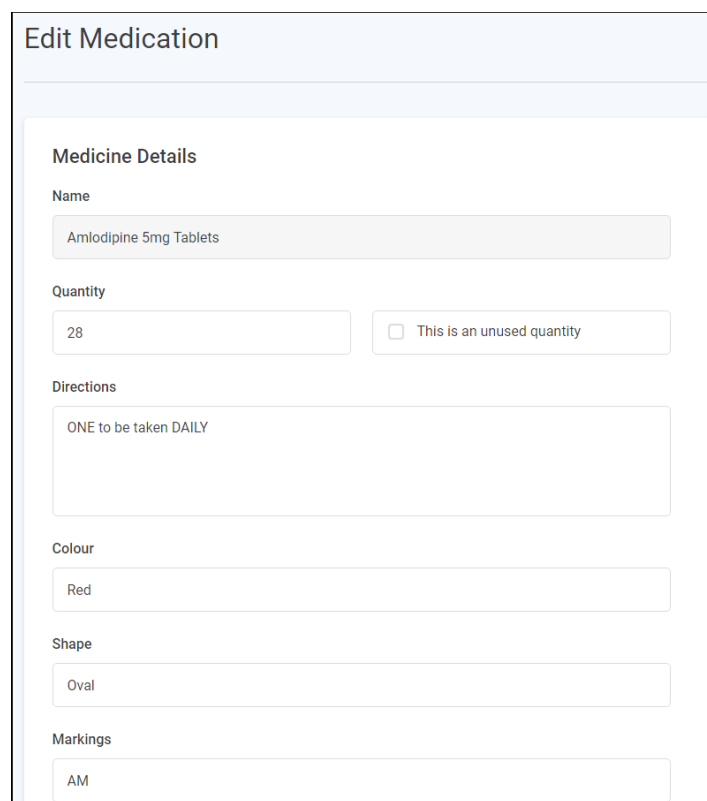
Colour Shape Markings

Directions
TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.

Schedule 1

How Often?	How Long?	When?
Everyday	28 days	

- The **Edit Medication** screen displays:



Edit Medication

Medicine Details

Name
Amlodipine 5mg Tablets

Quantity
28 This is an unused quantity

Directions
ONE to be taken DAILY


Colour
Red

Shape
Oval

Markings
AM

Update as follows:


- **Medicine Details:**

 **Important** - Please note you cannot change **Name** of the medication item.

- **Quantity** - Enter the medication quantity.
 - **This is an unused quantity** - Select if the patient has a quantity left over from the last time it was dispensed.
 - **Directions** - Enter the medication directions.
 - **Colour** - Enter the colour of the medication.
 - **Shape** - Enter the shape of the medication.
 - **Markings** - Enter any markings on the medications.
- **Output:**
 - **Print Options** - Select the print options, either a **MAR** chart or a **Cassette** sheet, or both.
 - **Schedules** - Any existing schedules display.

 For more information on editing medication schedules, see [Editing a Medication Schedule](#) on page [68](#).

- **Mid Cycle Item Option** - Select **Yes** to set this as a mid-cycle item and then set the mid-cycle date range.
- **Is a Body Diagram Required?** - Select **Yes** to print a body diagram with this item.

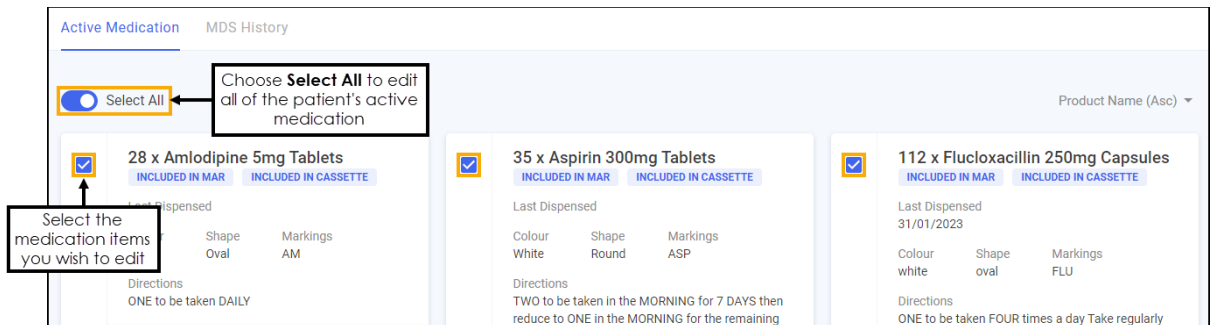
 Where the body diagram displays on the **MAR** chart is set at a Care Home or Community Patient level, see [Editing Care Home Settings](#) on page [28](#) or [Editing Community Patient Settings](#) on page [49](#) for details.

3. Select **SAVE** .

Editing Multiple Medication Items

To edit multiple medication items on a patient's cycle:

- From the **Active Medication** tab, either select the medication items you wish to edit, or choose **Select All** to edit all of the patient's active medications:



Active Medication MDS History

Product Name (Asc) ▾

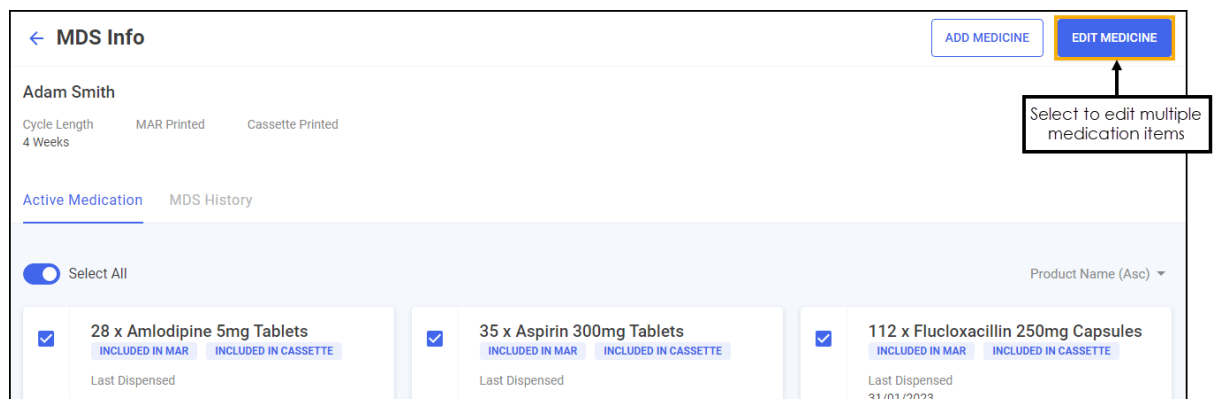
Select All

Choose **Select All** to edit all of the patient's active medication

Medication Item	Shape	Markings	Directions
<input checked="" type="checkbox"/> 28 x Amlodipine 5mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE	Oval	AM	ONE to be taken DAILY
<input checked="" type="checkbox"/> 35 x Aspirin 300mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE	Round	ASP	TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining
<input checked="" type="checkbox"/> 112 x Flucloxacillin 250mg Capsules INCLUDED IN MAR INCLUDED IN CASSETTE	oval	FLU	ONE to be taken FOUR times a day Take regularly

Select the medication items you wish to edit

- Select **EDIT MEDICINE** 



← MDS Info

ADD MEDICINE EDIT MEDICINE

Adam Smith

Cycle Length 4 Weeks MAR Printed Cassette Printed

Active Medication MDS History

Select All

Product Name (Asc) ▾

Medication Item	Shape	Markings	Directions
<input checked="" type="checkbox"/> 28 x Amlodipine 5mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE	Oval	AM	ONE to be taken DAILY
<input checked="" type="checkbox"/> 35 x Aspirin 300mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE	Round	ASP	TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining
<input checked="" type="checkbox"/> 112 x Flucloxacillin 250mg Capsules INCLUDED IN MAR INCLUDED IN CASSETTE	oval	FLU	ONE to be taken FOUR times a day Take regularly

Select to edit multiple medication items

3. The **Edit Medication (1 of n)** screen displays with n being the number of medications selected:

Edit Medication (1 of 5)

Medicine Details

Name

Amlodipine 5mg Tablets

Quantity

28

This is an unused quantity

Directions

ONE to be taken DAILY

Colour

Red

Shape


Oval

Markings

AM

Update as follows:

- **Medicine Details:**

 **Important** - Please note you cannot change the **Name** of the medication item.

- **Quantity** - Enter the medication quantity.
- **This is an unused quantity** - Select if the patient has a quantity left over from the last time it was dispensed.
- **Directions** - Enter the medication directions.
- **Colour** - Enter the colour of the medication.
- **Shape** - Enter the shape of the medication.
- **Markings** - Enter any markings on the medications.
- **Output:**
 - **Print Options** - Select the print options, either a **MAR** chart or a **Cassette** sheet, or both.

- **Schedules** - Any existing schedules display.





For more information on adding, editing and deleting medication schedules, see [Adding a Monitored Dosage System \(MDS\) Medication Schedule](#) on page 62.

- **Mid Cycle Item Option** - Select **Yes** to set this as a mid-cycle item and then set the mid-cycle date range.
- **Is a Body Diagram Required?** - Select **Yes** to print a body diagram with this item.



Where the body diagram displays on the **MAR** chart is set at a Care Home or Community Patient level, see [Editing Care Home Settings](#) on page 28 or [Editing Community Patient Settings](#) on page 49 for details.

-
4. Select **SAVE AND EDIT NEXT ITEM**  to save the current medication and proceed to the next item.
 5. Repeat the process above for all of the medication items and then select **SAVE**  on the final item.

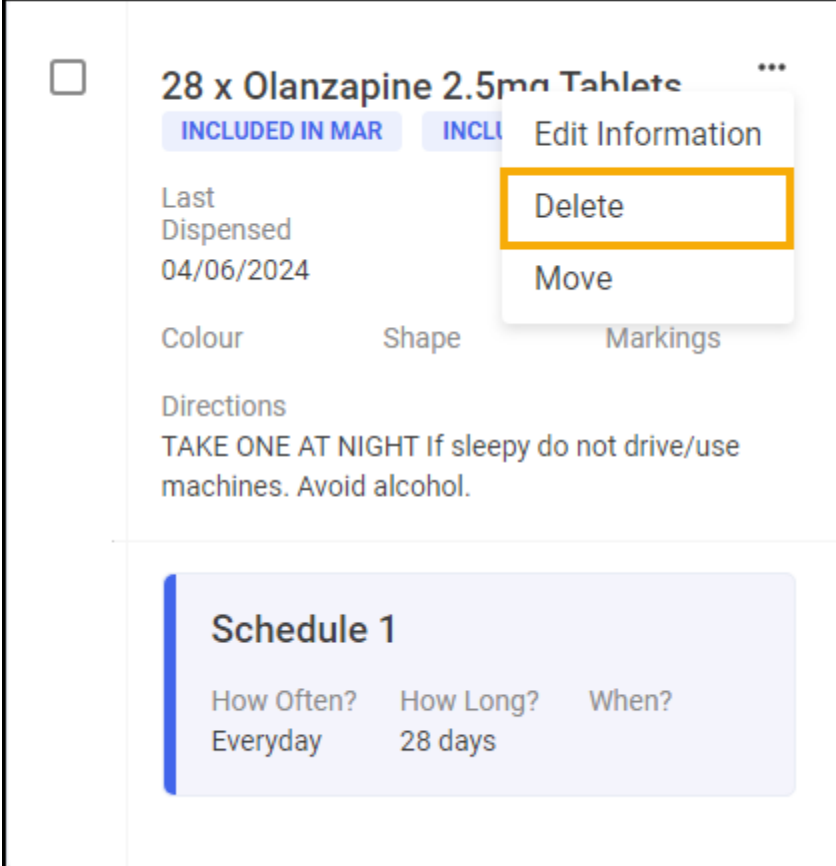


Training Tip - If you select **CANCEL** on the item you are currently updating the changes you have made to this item are cancelled. Any items updated previously remain unaffected.

Deleting Patient Medication

To delete medication from a patient's cycle:

1. From the **Active Medication** tab select **Options**  - **Delete** on the required medication item:



28 x Olanzapine 2.5mg Tablets ...

INCLUDED IN MAR **INCLU** **Edit Information**

Last Dispensed
04/06/2024

Colour Shape Markings


Directions
TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.

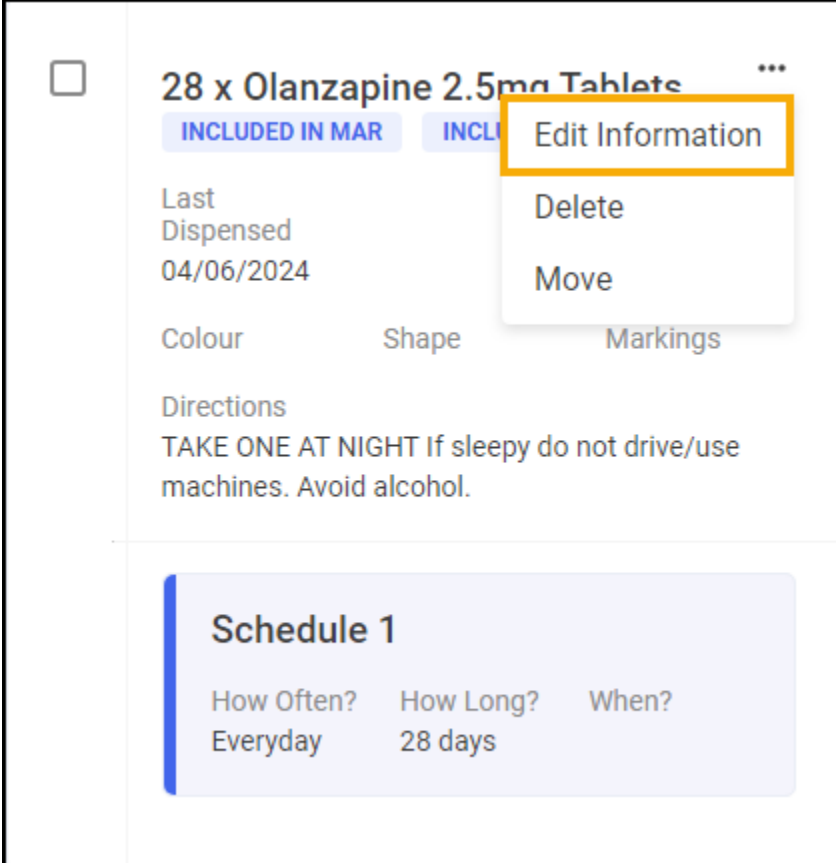
Schedule 1

How Often?	How Long?	When?
Everyday	28 days	

Adding a Monitored Dosage System (MDS) Medication Schedule

To add a Monitored Dosage System (MDS) medication schedule:

- From the **MDS Info - Patient - Active Medication** tab select **Options**  - **Edit Information** on the required medication:



28 x Olanzapine 2.5mg Tablets ...

INCLUDED IN MAR **INCL** **Edit Information**


Last Dispensed
04/06/2024

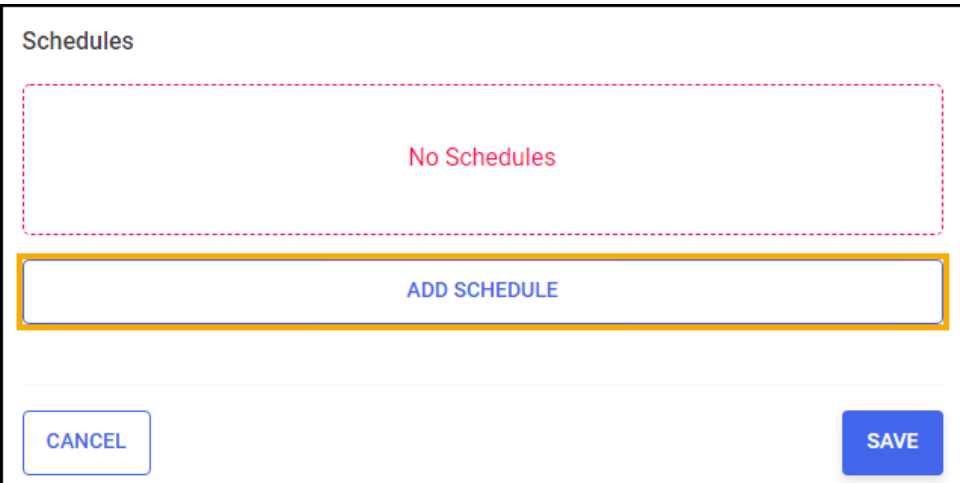
Colour Shape Markings

Directions
TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.

Schedule 1

How Often?	How Long?	When?
Everyday	28 days	

- From the **Add Medication** screen, select **Add Schedule** .



Schedules

No Schedules

ADD SCHEDULE

CANCEL **SAVE**

3. The **Create Schedule** screen displays:

Create Schedule ×

When should they take the medicine?

Schedule Type

Everyday
 Alternate Days
 Weekly
 When Required

How many should they take?

How long should they take it for?

Duration in days

Complete as follows:

- **Schedule Type** - Select how often the patient should take the medicine, either:
 - **Everyday**
 - **Alternate Days** - Select either to start on the 1st or the 2nd day of the calendar month:

Schedule Type

Everyday
 Alternate Days
 Weekly
 When Required

What day the medication starts on?

Starting on the 1st day
 Starting on the 2nd day

- **Weekly** - Select the day of the week from the available list:

Schedule Type

Everyday
 Alternate Days
 Weekly
 When Required

Day

- **When Required** - When required dosages do not display a dose on the Medication Administration Record (MAR) chart:

		01/02/2023							08/02/2023							15/02/2023							22/02/2023						
		W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
Amlodipine 5mg Tablets ONE to be taken WHEN REQUIRED	Time																												
	Dose																												
	MORN																												
	BFST																												
	NOON																												
	TEA																												
BED																													
LATE																													
Qty	Qty Received	By	Date In	Carried Forward	Total																								
28																													

- **How many should they take?** - Enter how many the patient should take in the time of day required, for example, one in the morning.
- **How long should they take it for?** - This automatically populates based on the selections above, update as required.



Training Tip - For example, the patient takes two in the morning for seven days and then one in the morning for the following 21 days. You could set the duration to seven days and then set up another schedule for the following 21 days.



Training Tip - If you are entering the duration for a second schedule the number automatically defaults to the days remaining in the cycle based on the first schedule.

4. Select **SAVE** .

The schedule is added to the **Add/Edit Medication** screen:

Schedules

Schedule 1

How Often? Everyday	How Long? 7 days	When? 1 x MORN 1 x NOON 1 x BED
------------------------	---------------------	--

DELETE SCHEDULE
EDIT SCHEDULE

ADD SCHEDULE

If there is a mismatch with quantity dispensed and administration times a warning displays, either:

- 'The quantity dispensed exceeds the administration times', or
- 'The administration times exceed the quantity dispensed':

Schedules

Schedule 1	How Often?	How Long?	When?
	Everyday	28 days	1 x MORN
DELETE SCHEDULE		EDIT SCHEDULE	

i The quantity dispensed exceeds the administration times

[ADD SCHEDULE](#)

Multiple Schedules per Medication

A medication may require a schedule where the patient takes two in the morning for seven days and then one in the morning for the following 21 days, here you can create two schedules:

Schedule 1	How Often?	How Long?	When?
	Everyday	7 days	2 x Morning
DELETE SCHEDULE		EDIT SCHEDULE	

Schedule 2	How Often?	How Long?	When?
	Everyday	21 days	1 x Morning
DELETE SCHEDULE		EDIT SCHEDULE	

Schedule 1 states that the medication is to be taken twice in the morning for the first seven days and then **Schedule 2** states that the medication is to be taken only once in the morning for the remaining 21 days. This is reflected on the medication card on the **Active Medication** tab:

35 x Aspirin 300mg Tablets

INCLUDED IN MAR
INCLUDED IN CASSETTE

Last Dispensed

Colour	Shape	Markings
White	Round	ASP

Directions


TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining 21 DAYS

Schedule 1

How Often?	How Long?	When?
Everyday	7 days	2 x Morning

Schedule 2


How Often?	How Long?	When?
Everyday	21 days	1 x Morning

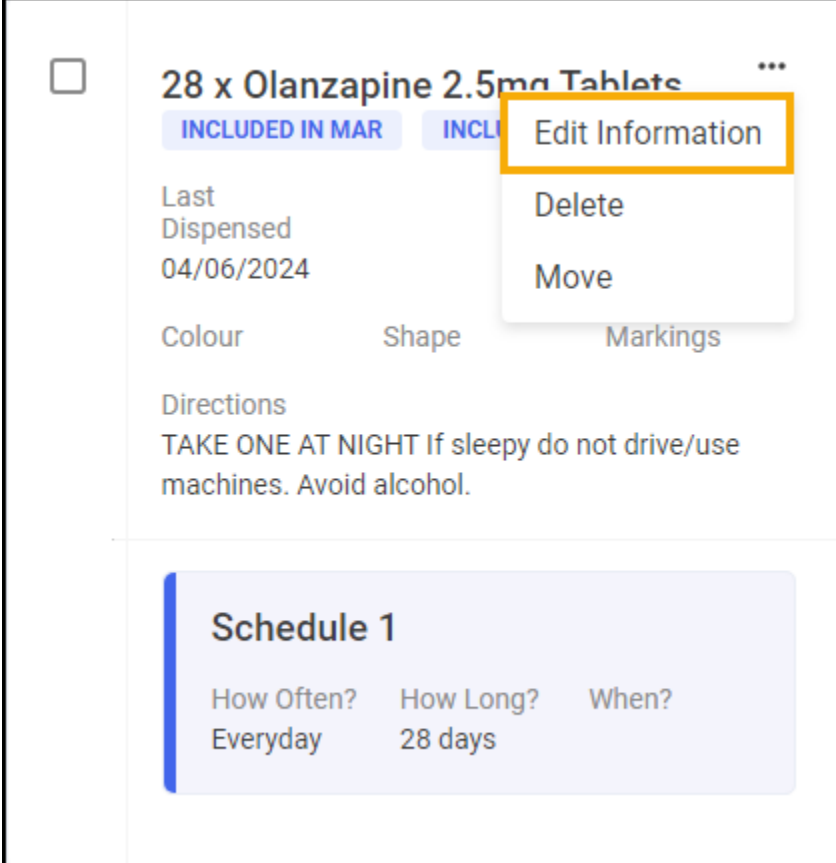
 **Note** - When creating schedules an error displays if you are trying to add a schedule that exceeds the configured cycle length for the patient, *'It is not possible to add a new Schedule. The total duration of days entered across all Schedules [n] is equal to the configured cycle length for the patient [n].'*, where 'n' is the cycle length in days.

 See [Editing a Medication Schedule](#) on page 68 or [Deleting a Medication Schedule](#) on page 71 for details on editing or deleting schedules.

Editing a Medication Schedule

To edit a medication schedule:

- From **the Active Medication** tab select **Options**  - **Edit Information** on the medication required:



28 x Olanzapine 2.5mg Tablets ...

INCLUDED IN MAR **INCL** **Edit Information**

Last Dispensed
04/06/2024

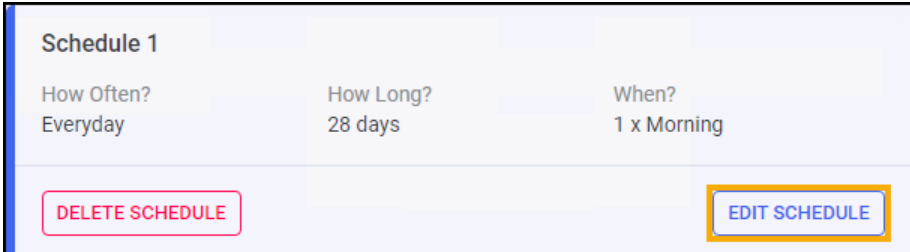
Colour Shape Markings

Directions
TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.

Schedule 1

How Often?	How Long?	When?
Everyday	28 days	

- Select **EDIT SCHEDULE** on the schedule required:



Schedule 1

How Often?	How Long?	When?
Everyday	28 days	1 x Morning

DELETE SCHEDULE **EDIT SCHEDULE**

3. The **Edit Schedule** screen displays:

Edit Schedule ✕

When should they take the medicine?

Schedule Type

Everyday
 Alternate Days
 Weekly
 When Required

How many should they take?

How long should they take it for?

Duration in days

Edit the schedule as required:

- **Schedule Type** - Select how often the patient should take the medicine, either:
 - **Everyday**
 - **Alternate Days** - Select either to start on the 1st or the 2nd day of the calendar month:

Schedule Type

Everyday
 Alternate Days
 Weekly
 When Required

What day the medication starts on?

Starting on the 1st day
 Starting on the 2nd day

- **Weekly** - Select the day of the week from the available list:

Schedule Type

Everyday
 Alternate Days
 Weekly
 When Required

Day

- **When Required** - When required dosages do not display a dose on the Medication Administration Record (MAR) chart:

Amlodipine 5mg Tablets ONE to be taken WHEN REQUIRED	Time	Dose	01/02/2023							08/02/2023							15/02/2023							22/02/2023						
			W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
MORN																														
BFST																														
NOON																														
TEA																														
BED																														
LATE																														
Qty	Qty Recieved	By	Date In	Carried Forward	Total																									
28																														

- **How many should they take?** - Enter how many the patient should take in the time of day required, for example, one in the morning.
- **How long should they take it for?** - This automatically populates based on the selections above, update as required.



Training Tip - For example, the patient takes two in the morning for seven days and then one in the morning for the following 21 days. You could set the duration to seven days and then set up another schedule for the following 21 days.



Training Tip - If you are entering the duration for a second schedule the number automatically defaults to the days remaining in the cycle based on the first schedule.

4. Select **SAVE** .

If there is a mismatch with quantity dispensed and administration times a warning displays, either:

- 'The quantity dispensed exceeds the administration times', or
- 'The administration times exceed the quantity dispensed':


Schedules

Schedule 1

How Often? How Long? When?

Everyday 28 days 1 x MORN


DELETE SCHEDULE
EDIT SCHEDULE

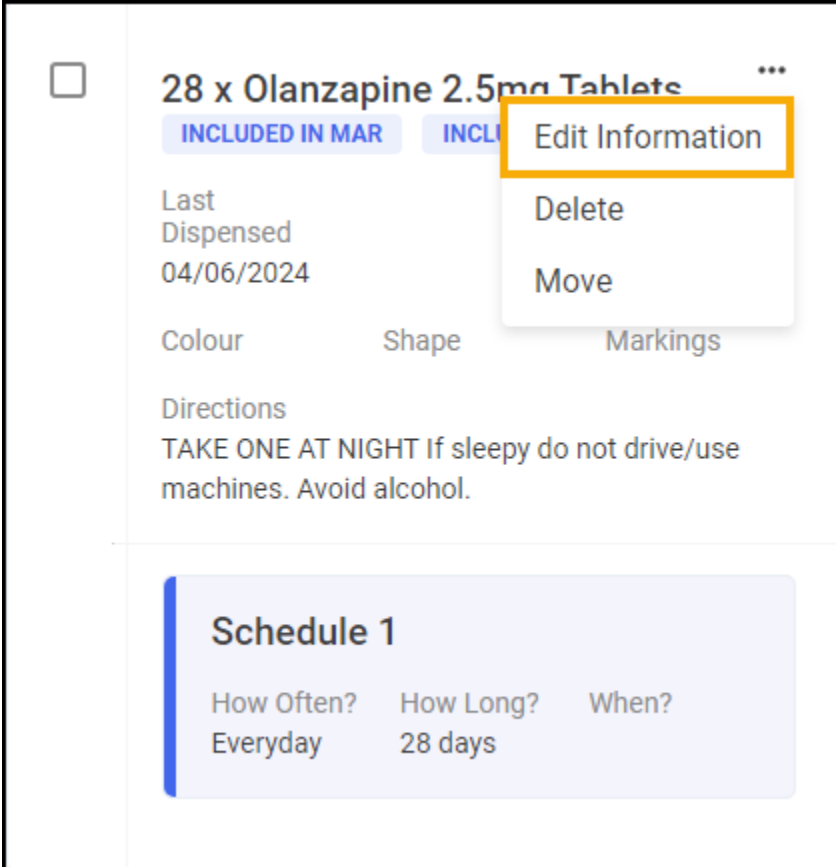
 The quantity dispensed exceeds the administration times

ADD SCHEDULE

Deleting a Medication Schedule

To delete a medication schedule:

- From the **Active Medication** tab, select **Options**  - **Edit Information** on the medication you wish to delete the medication schedule from:



28 x Olanzapine 2.5mg Tablets ...

INCLUDED IN MAR **INCL** **Edit Information**

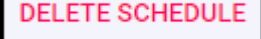
Last Dispensed
04/06/2024

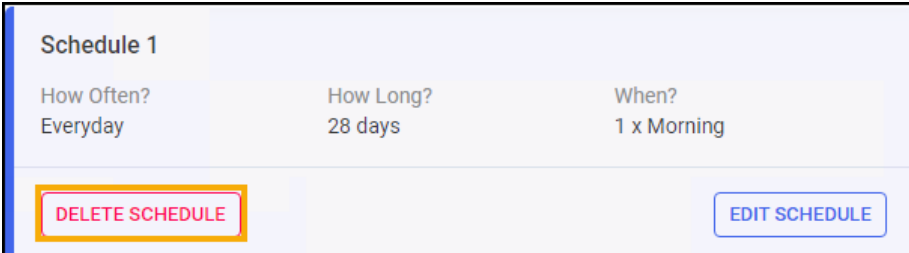
Colour Shape Markings

Directions
TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.

Schedule 1

How Often?	How Long?	When?
Everyday	28 days	

- Select **DELETE SCHEDULE**  on the medication schedule you wish to delete:



Schedule 1

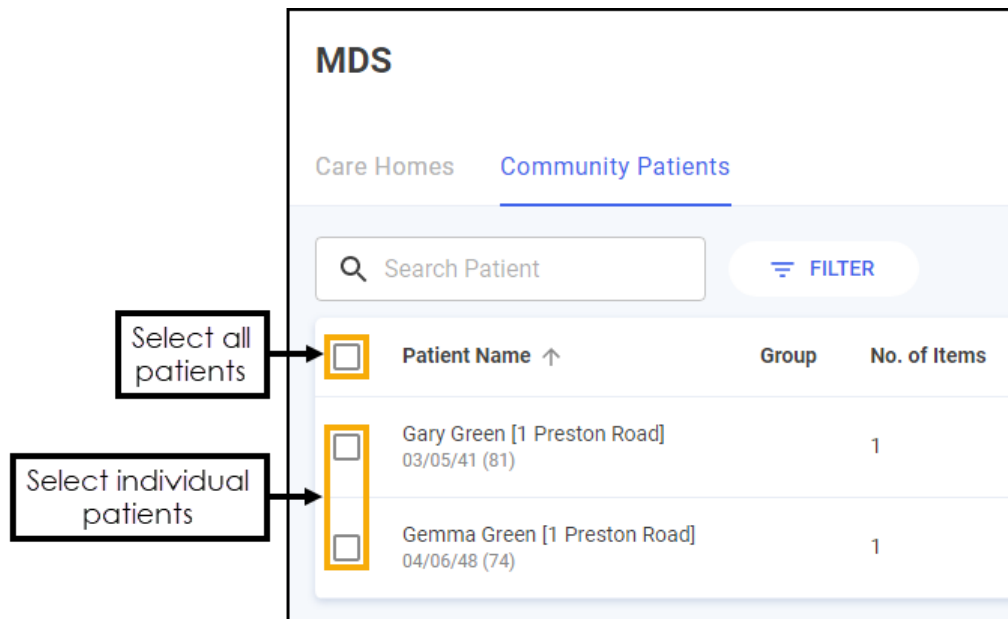
How Often?	How Long?	When?
Everyday	28 days	1 x Morning

DELETE SCHEDULE **EDIT SCHEDULE**

Printing Medication Administration Record (MAR) Charts, Cassette Sheets and Patient Lists

Selecting Patients

Select the patients for whom you want to produce the Medication Administration Record (MAR) Charts and Cassette Sheets for by placing a tick next to the patient name, or tick the column header to select all patients:



MDS

Care Homes **Community Patients**

Search Patient FILTER

<input type="checkbox"/>	Patient Name ↑	Group	No. of Items
<input type="checkbox"/>	Gary Green [1 Preston Road] 03/05/41 (81)		1
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/06/48 (74)		1

You can now print the following:

- Medication Administration Record (MAR) charts, see [Printing MAR Charts](#) on page **73**.
- Mid-Cycle Medication Administration Record (MAR) charts, see [Printing a Mid-Cycle MAR Chart](#) on page **76**.
- Cassette sheets, see [Printing Cassette Sheets](#) on page **78**.
- Blank Medication Administration Record (MAR) charts, see [Printing a Blank MAR Chart](#) on page **80**.
- Patient Lists, see [Printing a Patient List](#) on page **81** for details.

Printing MAR Charts



Training Tip - MAR Charts do not include items marked as Mid-Cycle, you need to print a Mid-Cycle Mar Chart separately for the required item.



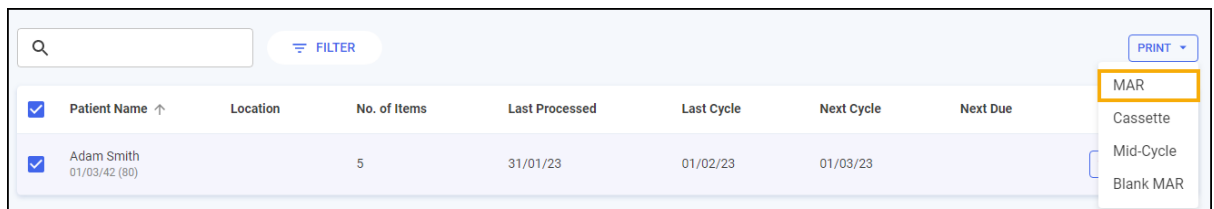
Training Tip - You can print a **Repeat Prescription Request** form alongside the MAR chart, see [Editing Care Home Settings](#) on page 28 and [Editing Community Patient Settings](#) on page 49 for details.



Training Tip - A **Body diagram** can be printed on the MAR chart, see [Adding Patient Medication](#) on page 54 to enable a body diagram to be printed per medication item. The body diagram can be printed either in line, with the item, or on a separate page of the MAR chart, see [Editing Care Home Settings](#) on page 28 and [Editing Community Patient Settings](#) on page 49 for how to set this.

To print a MAR chart:

1. With the patient(s) selected, select **PRINT - MAR:**

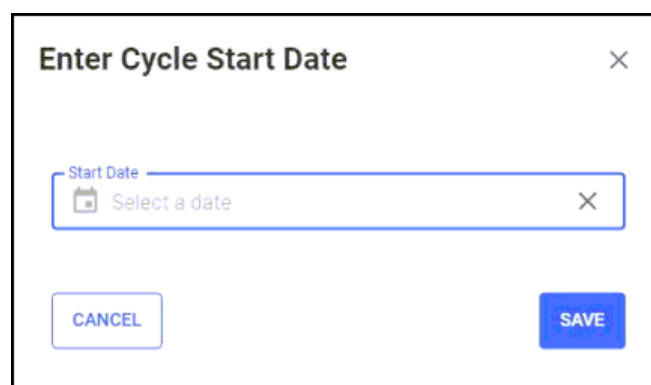


<input checked="" type="checkbox"/>	Patient Name ↑	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due
<input checked="" type="checkbox"/>	Adam Smith 01/03/42 (80)		5	31/01/23	01/02/23	01/03/23	

PRINT ▾



- MAR
- Cassette
- Mid-Cycle
- Blank MAR

2. The **Enter Cycle Start Date** screen displays, select **Start Date** to open the calendar and select the date required:



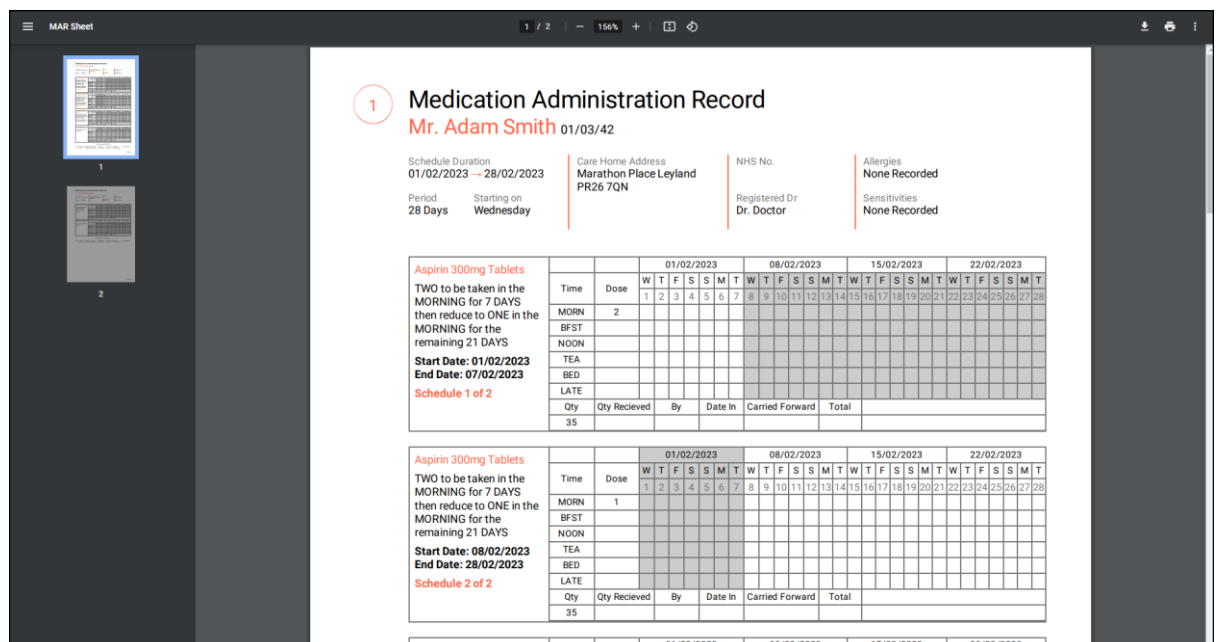
Enter Cycle Start Date ✕

Start Date

If the patient already has a MAR chart printed for the cycle period, a warning displays, select **CONFIRM**  to print the MAR chart again or **CANCEL**  to return to the patient list:



3. Select **SAVE**  and a preview of the MAR chart(s) displays:



1 Medication Administration Record
Mr. Adam Smith 01/03/42

Schedule Duration: 01/02/2023 → 28/02/2023
 Care Home Address: Marathon Place Leyland PR26 7QN
 NHS No.:
 Allergies: None Recorded
 Period: 28 Days Starting on: Wednesday
 Registered Dr: Dr. Doctor
 Sensitivities: None Recorded

		01/02/2023							08/02/2023							15/02/2023							22/02/2023									
		W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T							
Time	Dose	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
MORN	2																															
BFST																																
NOON																																
TEA																																
BED																																
LATE																																
Qty	Qty Received	By																												Date In	Carried Forward	Total
	35																															

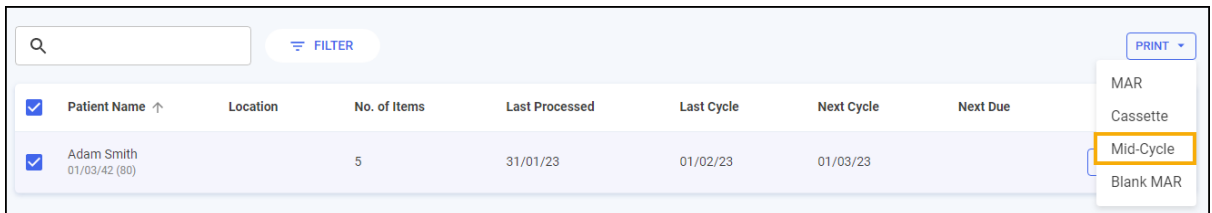
		01/02/2023							08/02/2023							15/02/2023							22/02/2023									
		W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T							
Time	Dose	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
MORN	1																															
BFST																																
NOON																																
TEA																																
BED																																
LATE																																
Qty	Qty Received	By																												Date In	Carried Forward	Total
	35																															

From here you can select **Download**  to download, or **Print**  to print the MAR chart(s).

Printing a Mid-Cycle MAR Chart

To print a mid-cycle MAR chart:

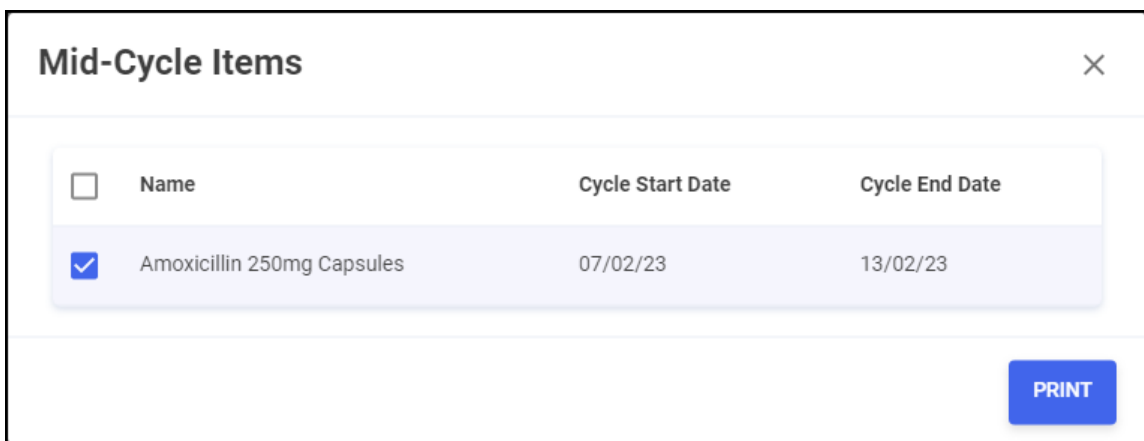
1. With the relevant patient(s) selected, select **PRINT - Mid-Cycle MAR**:



The screenshot shows a patient list table with columns: Patient Name, Location, No. of Items, Last Processed, Last Cycle, Next Cycle, and Next Due. A patient named Adam Smith is selected. A 'PRINT' dropdown menu is open, showing options: MAR, Cassette, Mid-Cycle (highlighted), and Blank MAR.

<input checked="" type="checkbox"/>	Patient Name ↑	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due
<input checked="" type="checkbox"/>	Adam Smith 01/03/42 (80)		5	31/01/23	01/02/23	01/03/23	


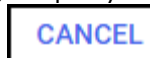
2. The **Mid-Cycle Items** screen displays, select the item to print the MAR chart for:

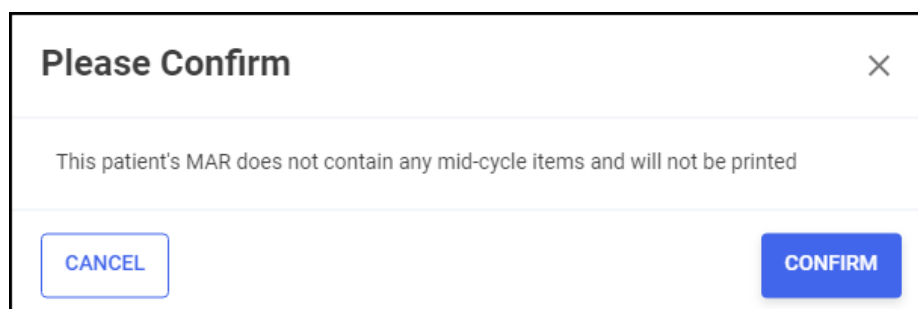


The screenshot shows the 'Mid-Cycle Items' screen with a table of items. The 'Amoxicillin 250mg Capsules' item is selected. A 'PRINT' button is visible at the bottom right.

<input type="checkbox"/>	Name	Cycle Start Date	Cycle End Date
<input checked="" type="checkbox"/>	Amoxicillin 250mg Capsules	07/02/23	13/02/23

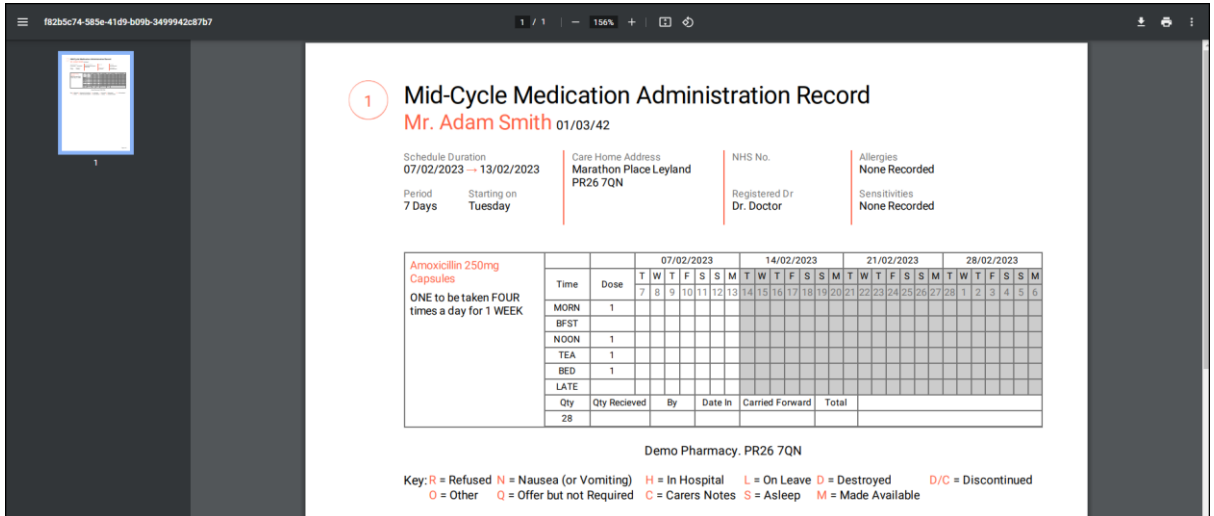
 **Note** - You can only print a MAR chart for one mid-cycle item at a time.

If no mid-cycle items are available for the patient a warning displays, select **CONFIRM**  to close the screen or **CANCEL**  to return to the patient list:



The screenshot shows a 'Please Confirm' dialog box with the message: 'This patient's MAR does not contain any mid-cycle items and will not be printed'. There are 'CANCEL' and 'CONFIRM' buttons at the bottom.

3. Select **PRINT**  and a preview of the mid-cycle MAR chart(s) displays:





1 Mid-Cycle Medication Administration Record
Mr. Adam Smith 01/03/42

Schedule Duration: 07/02/2023 → 13/02/2023
 Care Home Address: Marathon Place Leyland PR26 7QN
 NHS No.:
 Allergies: None Recorded
 Period: 7 Days Starting on: Tuesday
 Registered Dr: Dr. Doctor
 Sensitivities: None Recorded

Time	Dose	07/02/2023							14/02/2023							21/02/2023							28/02/2023										
		T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M				
MORN	1																																
BFST																																	
NOON	1																																
TEA	1																																
BED	1																																
LATE																																	
Qty	Qty Received	By		Date In		Carried Forward		Total																									
28																																	

Demo Pharmacy, PR26 7QN

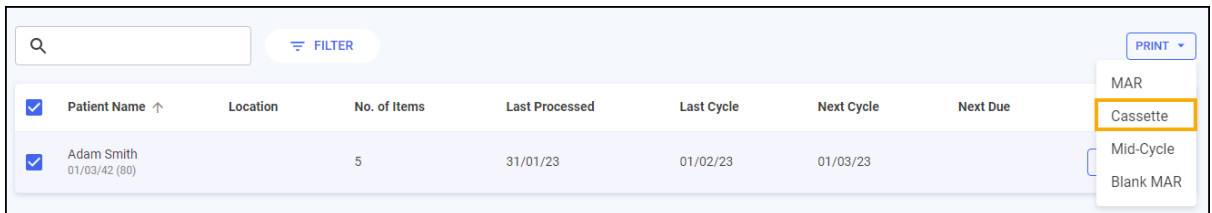
Key: R = Refused N = Nausea (or Vomiting) H = In Hospital L = On Leave D = Destroyed D/C = Discontinued
 O = Other Q = Offer but not Required C = Carers Notes S = Asleep M = Made Available

From here you can select **Download**  to download, or **Print**  to print the mid-cycle MAR chart(s).



Printing Cassette Sheets

To print a cassette sheet:

1. With the relevant patient(s) selected, select **PRINT - Cassette**:



<input checked="" type="checkbox"/>	Patient Name ↑	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	
<input checked="" type="checkbox"/>	Adam Smith 01/03/42 (80)		5	31/01/23	01/02/23	01/03/23		PRINT ▾ MAR Cassette Mid-Cycle Blank MAR

If the patient has already had a Cassette sheet printed for the cycle period, a warning displays, select **CONFIRM**  to print the cassette sheet again or **CANCEL**  to return to the patient list:

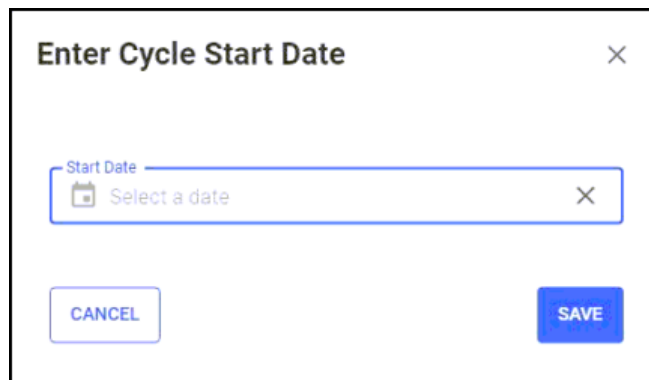


Please Confirm ✕

Patient has already had a Cassette sheet printed for this cycle period. Are you sure you wish to print it again?

CANCEL
CONFIRM

2. The **Enter Cycle Start Date** screen displays, select **Start Date** to open the calendar and select the date required:

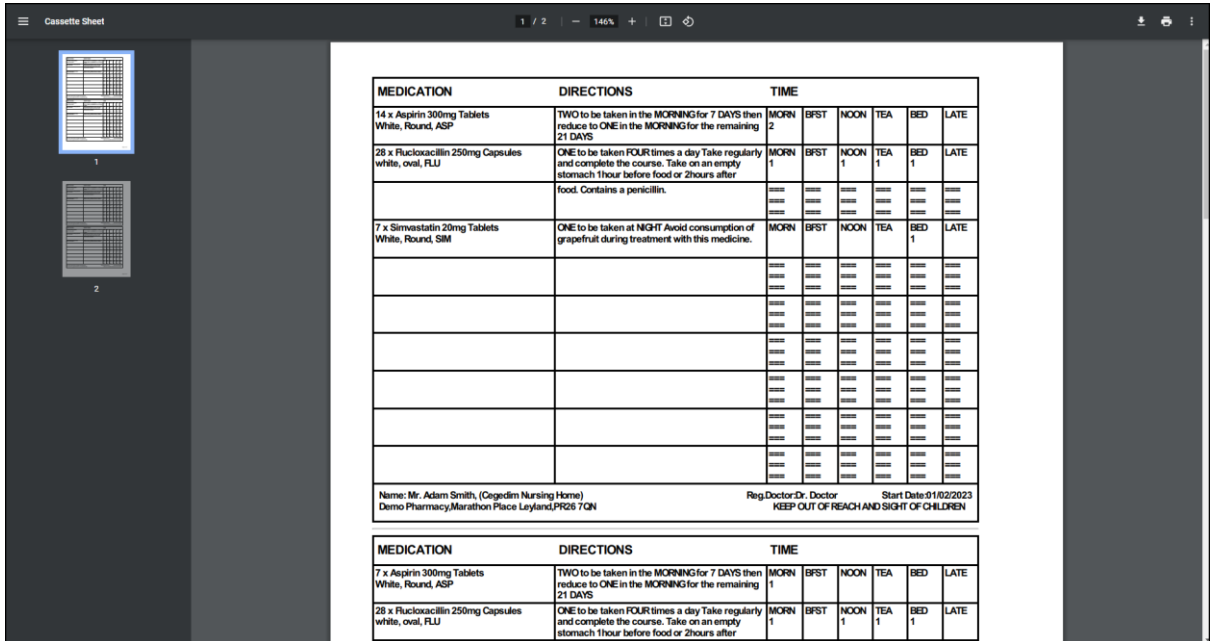


Enter Cycle Start Date ✕

Start Date

CANCEL
SAVE

3. Select **SAVE**  and a preview of the cassette sheet displays:



MEDICATION	DIRECTIONS	TIME					
14 x Aspirin 300mg Tablets White, Round, ASP	TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining 21 DAYS	MORN 2	BFST	NOON	TEA	BED	LATE
28 x Flucloxacillin 250mg Capsules white, oval, FLU	ONE to be taken FOUR times a day Take regularly and complete the course. Take on an empty stomach 1hour before food or 2hours after food. Contains a penicillin.	MORN 1	BFST	NOON 1	TEA 1	BED 1	LATE
7 x Simvastatin 20mg Tablets White, Round, SIM	ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.	MORN	BFST	NOON	TEA	BED 1	LATE

Name: Mr. Adam Smith, (Cagedin Nursing Home) Reg Doctor: Dr. Doctor Start Date: 01/02/2023
Demo Pharmacy, Marathon Place, Leyland, PR26 7QN KEEP OUT OF REACH AND SIGHT OF CHILDREN

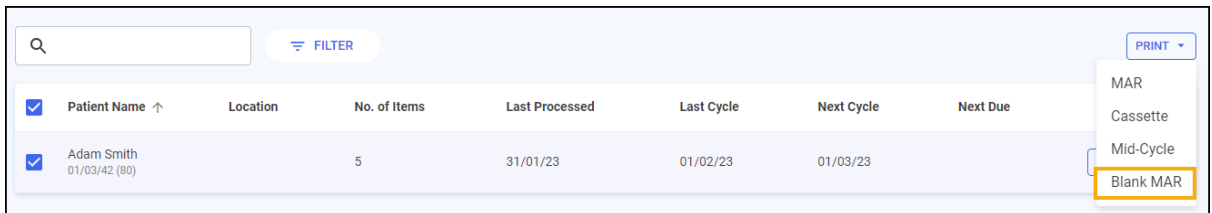
MEDICATION	DIRECTIONS	TIME					
7 x Aspirin 300mg Tablets White, Round, ASP	TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining 21 DAYS	MORN 1	BFST	NOON	TEA	BED	LATE
28 x Flucloxacillin 250mg Capsules white, oval, FLU	ONE to be taken FOUR times a day Take regularly and complete the course. Take on an empty stomach 1hour before food or 2hours after	MORN 1	BFST	NOON 1	TEA 1	BED 1	LATE

From here you can select **Download**  to download, or **Print**  to print the cassette sheet.

Printing a Blank MAR Chart

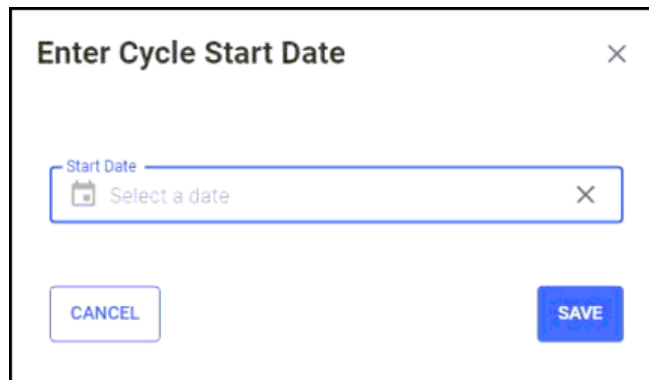
To print a blank MAR chart:

1. With a patient selected, select **PRINT - Blank MAR**:



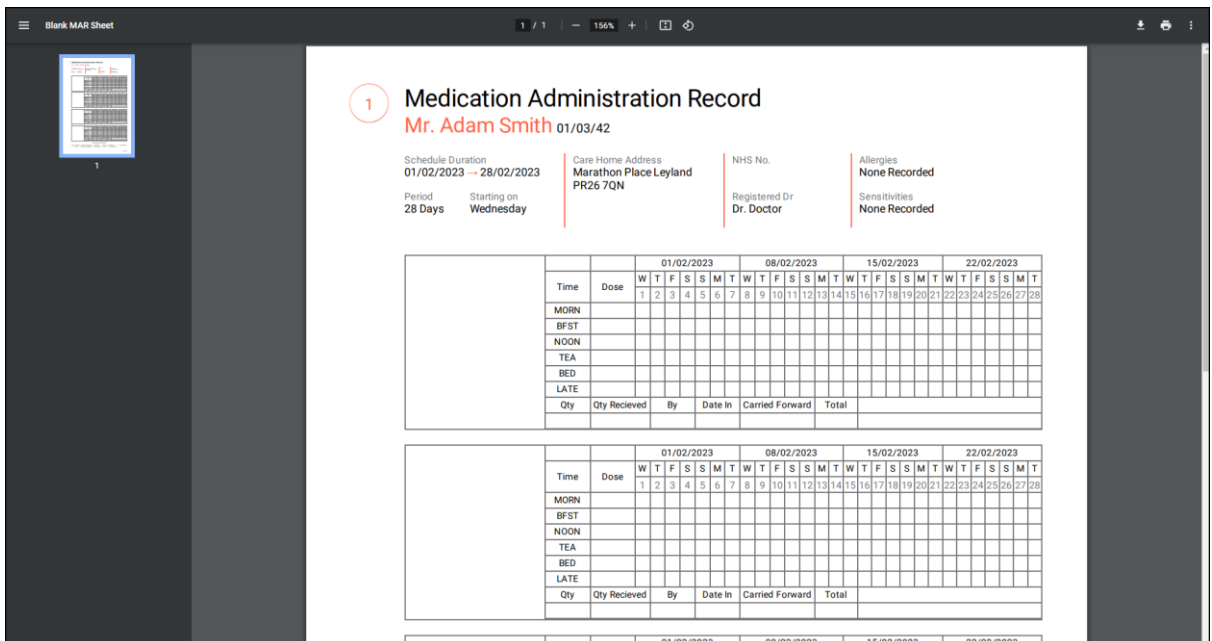
The screenshot shows a patient list table with columns: Patient Name, Location, No. of Items, Last Processed, Last Cycle, Next Cycle, and Next Due. A patient named Adam Smith is selected. A dropdown menu is open, showing options: MAR, Cassette, Mid-Cycle, and Blank MAR (highlighted).

2. The **Enter Cycle Start Date** screen displays, select **Start Date** to open the calendar and select the date required:



The dialog box titled 'Enter Cycle Start Date' has a close button (X) in the top right. It contains a 'Start Date' field with a calendar icon and the text 'Select a date'. Below the field are two buttons: 'CANCEL' and 'SAVE'.

3. Select **SAVE** and a preview of the blank MAR chart(s) displays:



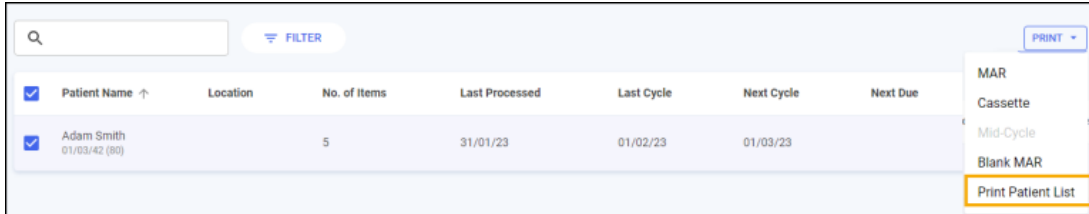
The screenshot shows a preview of a Medication Administration Record (MAR) for Mr. Adam Smith. The record includes patient details, schedule duration, and a grid for recording medication administration over a 28-day period. The grid has columns for dates (01/02/2023, 08/02/2023, 15/02/2023, 22/02/2023) and rows for times (MORN, BFST, NOON, TEA, BED, LATE). A summary table at the bottom shows 'Qty', 'Qty Received', 'By', 'Date In', 'Carried Forward', and 'Total'.

From here you can select **Download**  to download, or **Print**  to print the blank MAR chart(s).

Printing a Patient List

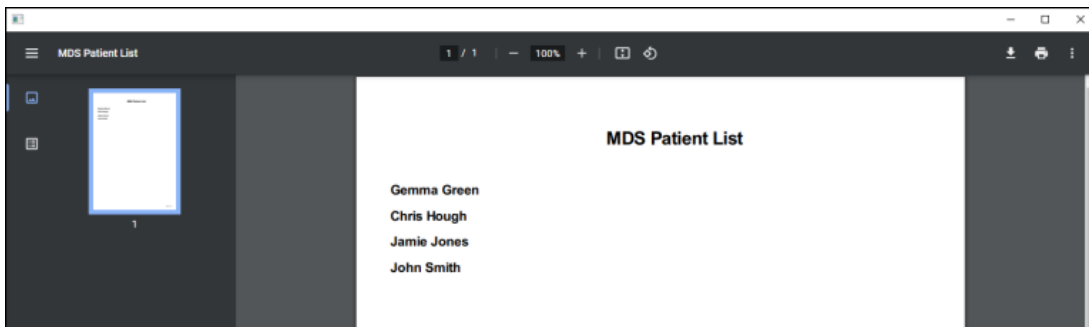
To print a patient list:

1. With the relevant patient(s) selected, select **PRINT - Print Patient List**:




<input checked="" type="checkbox"/>	Patient Name ↑	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due
<input checked="" type="checkbox"/>	Adam Smith 01/03/42 (90)		5	31/01/23	01/02/23	01/03/23	

2. A preview of the patient list displays:



MDS Patient List	
Gemma Green	
Chris Hough	
Jamie Jones	
John Smith	

 **Note** - The patients display in the same order as shown on the screen.

From here you can select **Download**  to download, or **Print**  to print the patient list.