



# Pharmacy Manager

## Monitored Dosage System (MDS) User Guide

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# Monitored Dosage System (MDS) Module

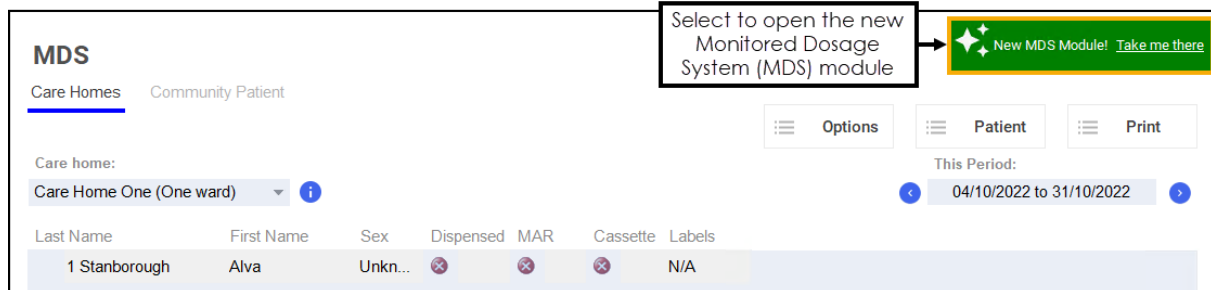
 **Note** - To enable the new **Monitored Dosage System** module, please contact your Account Manager or the **Cegedim Healthcare Solutions Service Desk**, see [Contacting Us for Support](#), who can organise this for you.

We have introduced a new **Monitored Dosage System (MDS)** module for patients registered in nursing or retirement homes as well as patients living at home who 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. At the top left, there is a 'MDS' header and 'Care Homes' with a dropdown menu set to 'Community Patient'. Below this, there are buttons for 'Options', 'Patient', and 'Print'. A 'This Period:' section shows a date range from '04/10/2022 to 31/10/2022'. A table below displays patient information:

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

A callout box with the text 'Select to open the new Monitored Dosage System (MDS) module' points to the 'New MDS Module! Take me there' button, which is highlighted with a green border.

 **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**



**MDS**

Select to return to the original MDS module → **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	<b>VIEW DETAILS</b>

## 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 on the next page](#)
- [Community Patients on page 10](#)



## 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 SETTINGS


Care Homes Community Patients

FILTER ADD CARE HOME

Cycle Length:

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

---

 See [Monitored Dosage System \(MDS\) - Care Homes on page 21](#) 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:

**MDS**

[BACK TO ORIGINAL MDS](#)
[SETTINGS](#)

Care Homes
Community Patients

FILTER

PRINT
SEND EMAR
ADD COMMUNITY PATIENT

Cycle Length:

<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] <small>03/05/41 (81)</small>		1	31/01/23	4 Weeks	01/02/23	01/03/23		<a href="#">VIEW DETAILS</a>
<input type="checkbox"/>	Gemma Green [1 Preston Road] <small>04/06/48 (74)</small>		1	31/01/23	4 Weeks	01/02/23	01/03/23		<a href="#">VIEW DETAILS</a>



See [Monitored Dosage System \(MDS\) - Community Patients on page 46](#) for details on using the **Community Patients** tab.

## What's New?

### Pharmacy Manager Release 16.5

Pharmacy Manager release **16.5** introduces the following new features in the **Monitored Dosage System (MDS)** module:

#### All Countries

- **MAR Improvements** - The following improvements to the MAR charts include:
  - A new **Standard MAR Landscape** option is available.
  - Weeks are clearly defined with a black border.
  - The layout is improved to give you more space to mark whether the patient has taken the medication.
  - The patient details section now includes the patient's conditions.

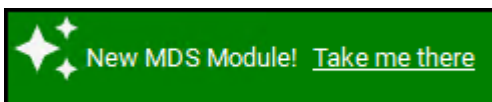
## Getting Started with the New MDS Module

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

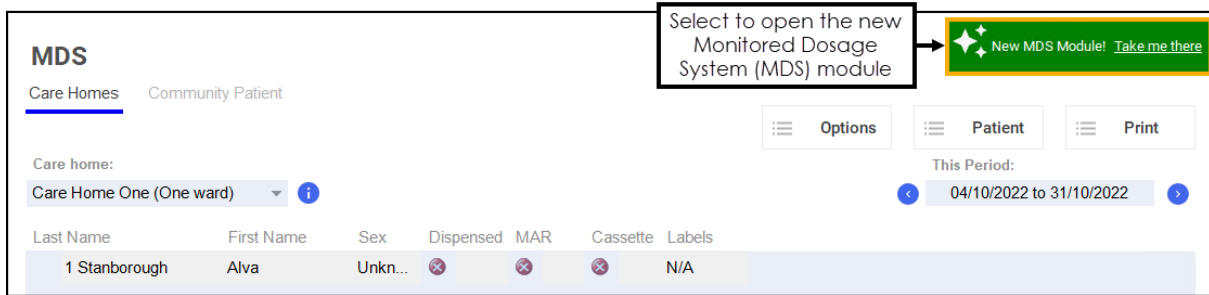
Some of the benefits of the new module are:

- 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:



## 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 21](#) and [Adding a Care Home on page 23](#) 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 28](#) and [Adding a Patient to a Care Home on page 29](#) 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 36](#) and [Adding Patient Medication on page 73](#) 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 46](#) 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 56](#) and [Adding Patient Medication on page 73](#) 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.


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 **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](#) for details.

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 See [Importing Care Home and Care Home Patient Data on the next page](#) and [Importing Community Patient Data on page 18](#) for details on importing your MDS data.

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## Importing Care Home and Care Home Patient Data

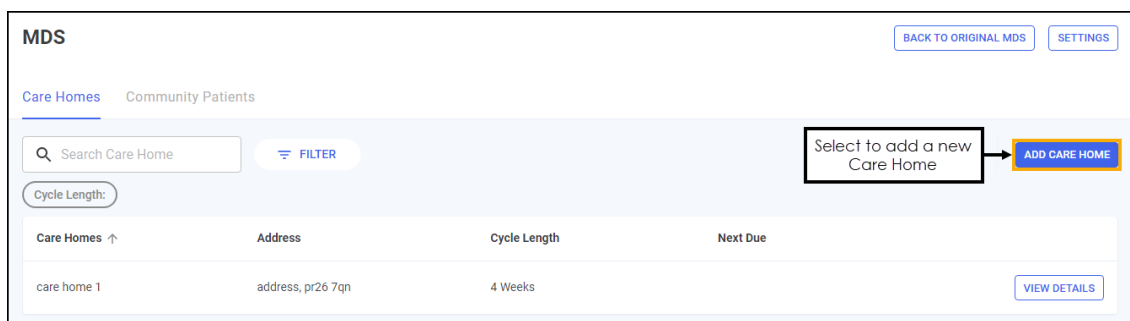
To import care home and care home patient data from your existing **Monitored Dosage System (MDS)** to the new **Monitored Dosage System (MDS)** module:

**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

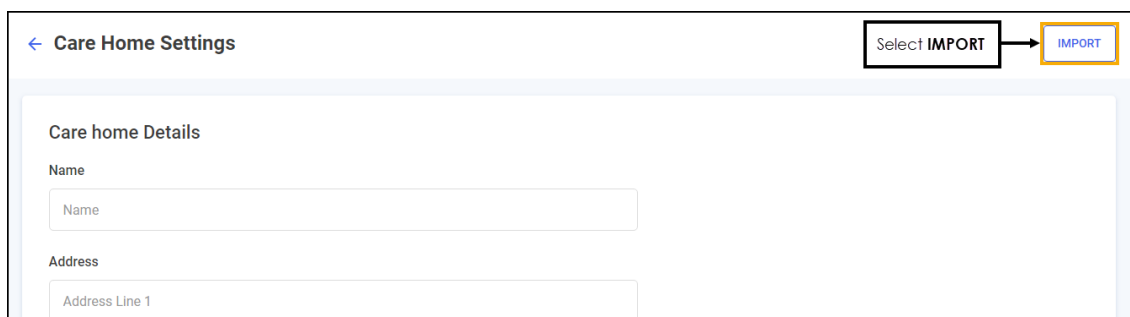
Search Care Home FILTER

Cycle Length:

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

[VIEW DETAILS](#)

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



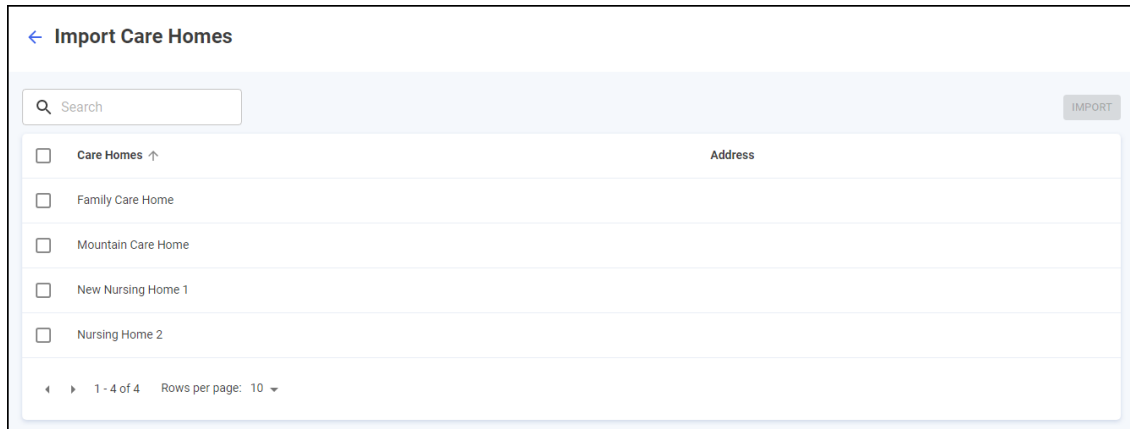
← Care Home Settings Select IMPORT [IMPORT](#)

Care home Details

Name

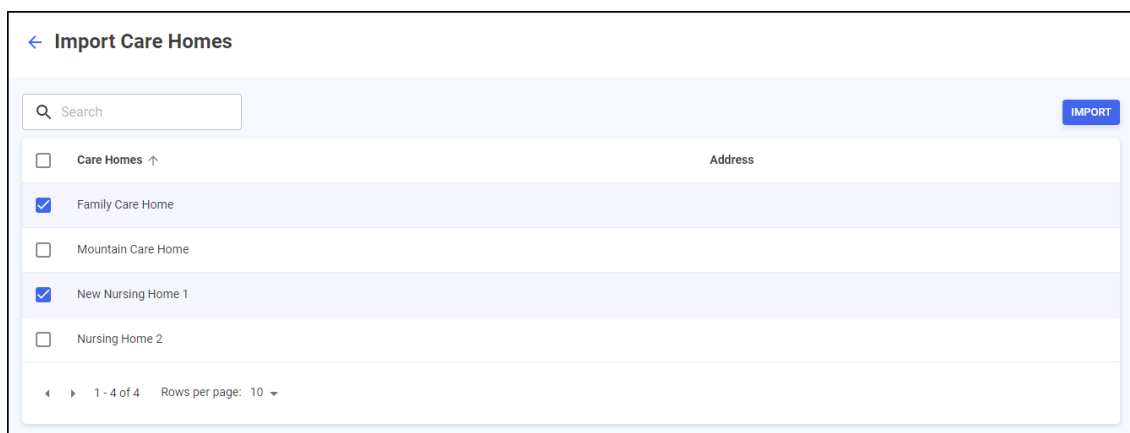
Address

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



**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.

- With the care homes selected, select **IMPORT** :



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 Portrait**
- 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 76](#) for details.

---

## Importing Community Patient Data

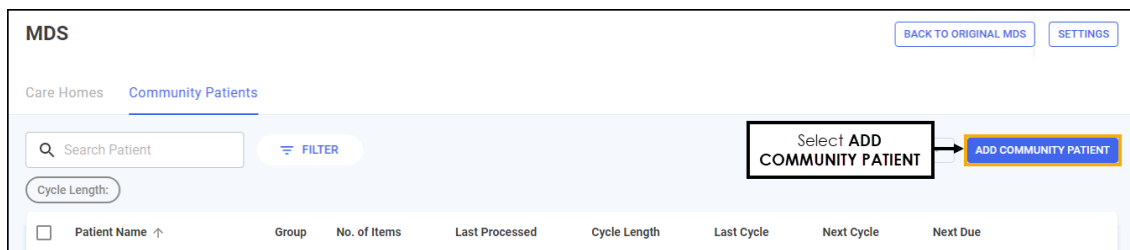
To import patients from your existing **Monitored Dosage System (MDS)** to the new **Monitored Dosage System (MDS)** module:

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

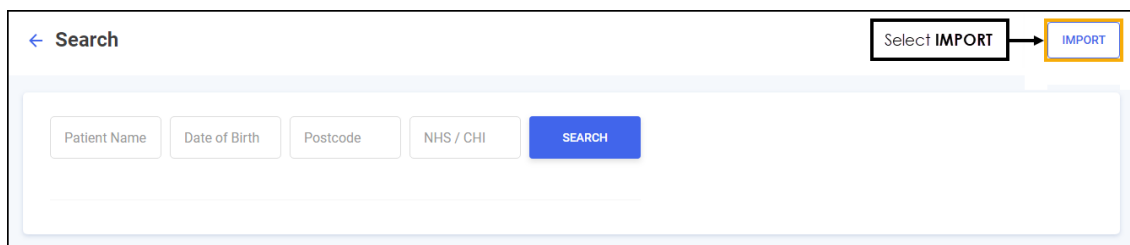
**i Important** - Please note that if a special character, for example an asterisk \*, is used for medication times in your existing MDS module, this does not import across and leaves the entry blank. It is important to review these post import.

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

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



2. The **Search** screen displays, select **IMPORT** :



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

**Import Community Patients**

Search IMPORT

<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

1 - 4 of 4 Rows per page: 10



**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** :

**Import Community Patients**

Search Select **IMPORT** → **IMPORT**

<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

1 - 4 of 4 Rows per page: 10

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 Portrait**
- 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**

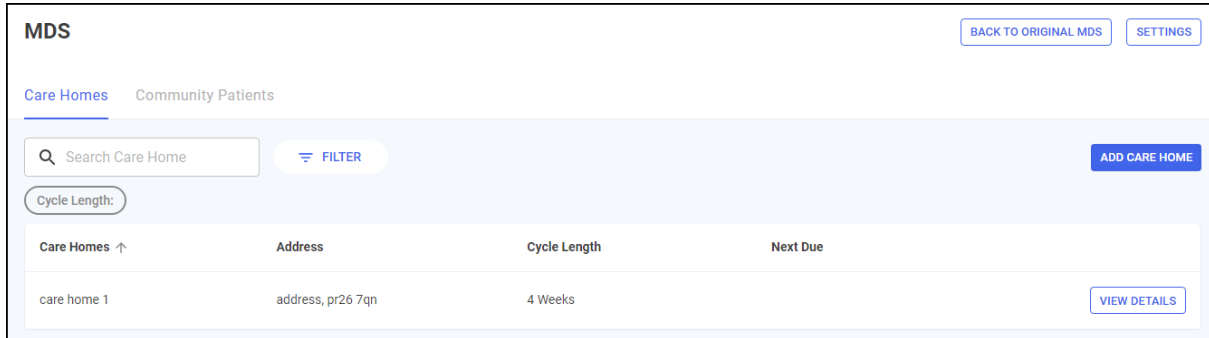
---

**i** **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 76](#) 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:



The screenshot shows the MDS interface with the following elements:

- Buttons:** BACK TO ORIGINAL MDS, SETTINGS, ADD CARE HOME, VIEW DETAILS.
- Search and Filter:** Search Care Home input field, FILTER button.
- Table:**

Care Homes ↑	Address	Cycle Length	Next Due
care home 1	address, pr26 7qn	4 Weeks	
- Other UI:** Cycle Length: dropdown menu, Community Patients tab.

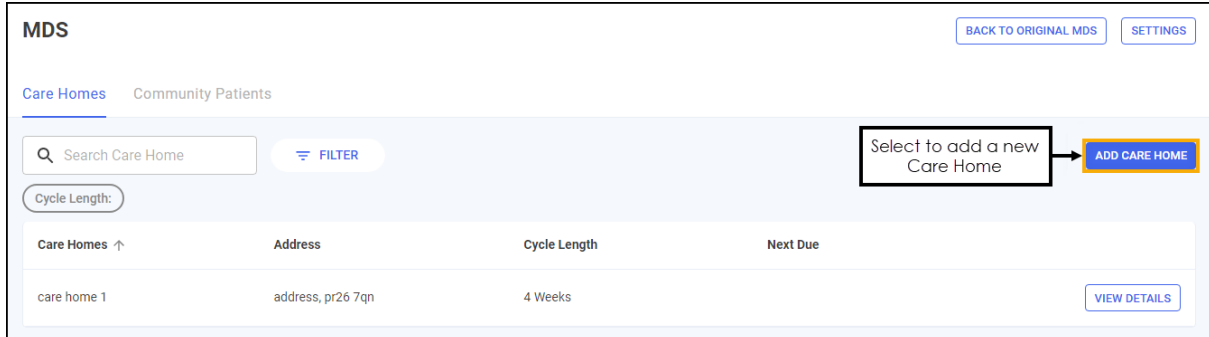
➔ To search for, sort or filter the care homes, see [Searching for, Sorting and Filtering Care Homes on page 26](#).

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](#) for details.
- **SETTINGS** - Select to view and edit the MDS settings screen, see MDS Settings for details.
- **ADD CARE HOME** - Select to add a new care home, see [Adding a Care Home on page 23](#) for details.
- **VIEW DETAILS** - Select to view an individual patient's cycle details, see [MDS Info - Care Home on page 28](#) for details.

## Add Care Home

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




The screenshot shows the 'MDS' interface with the 'Care Homes' tab selected. At the top right, there are buttons for 'BACK TO ORIGINAL MDS' and 'SETTINGS'. Below the search bar and filter options, a table lists care homes. The 'ADD CARE HOME' button is highlighted with a yellow border, and a callout box points to it with the text 'Select to add a new Care Home'.

Care Homes ↑	Address	Cycle Length	Next Due
care home 1	address, pr26 7qn	4 Weeks	<a href="#">VIEW DETAILS</a>

The **Care Home Settings** screen displays.

 See [Adding a Care Home on the next page](#) 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:



The screenshot shows the 'MDS' interface with the 'Care Homes' tab selected. A table lists care homes. The 'VIEW DETAILS' button for the first row is highlighted with a yellow border, and a callout box points to it with the text 'Select to view the Care Home details'.

Care Homes ↑	Address	Cycle Length	Next Due
Care Home One	Address Line One, ON3 1NE	4 Weeks	<a href="#">VIEW DETAILS</a>
Care Home Two	Address Line Two, ON3 1NE	4 Weeks	<a href="#">VIEW DETAILS</a>
New Nursing Home		4 Weeks	<a href="#">VIEW DETAILS</a>

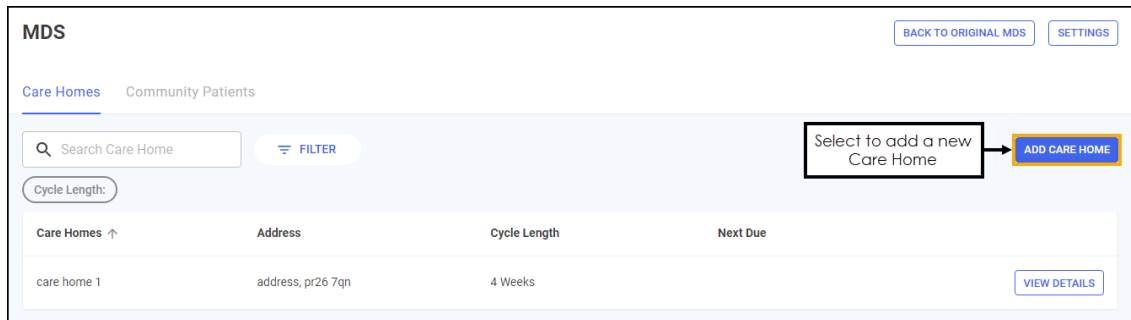
The **MDS Info - Care Home** screen displays all the patients and their MDS information for the selected care home.

 See [MDS Info - Care Home on page 28](#) for details.

# Adding a Care Home

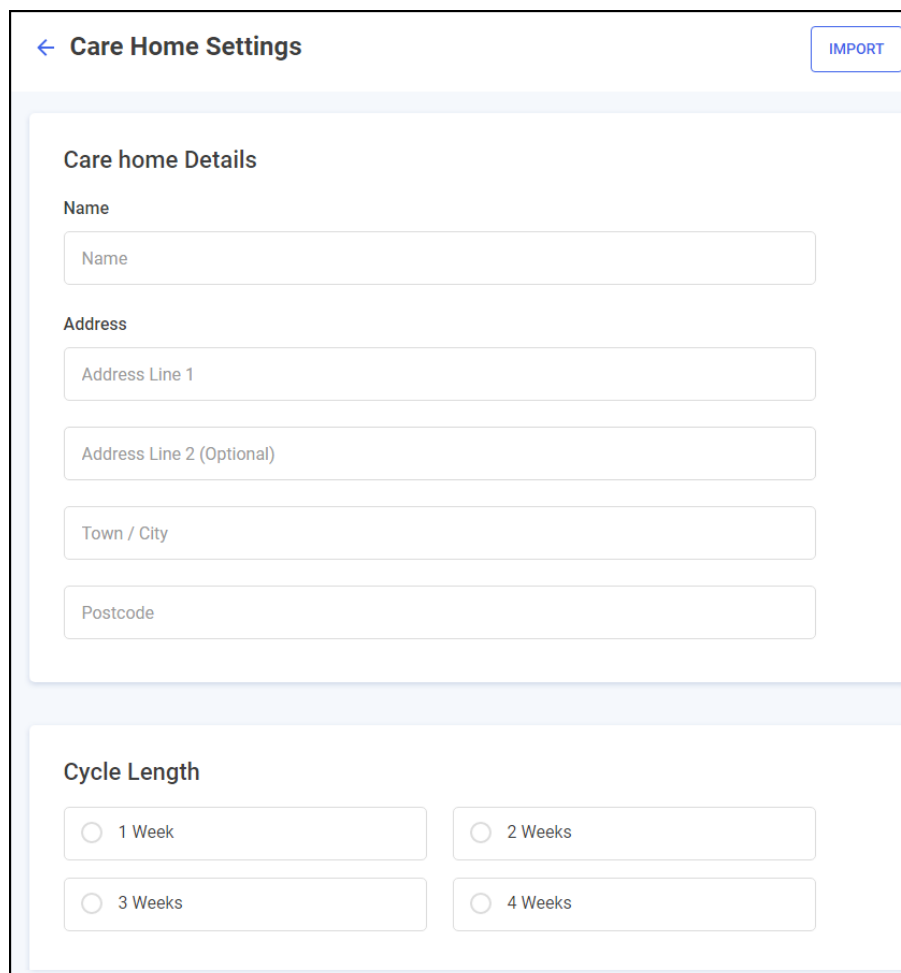
To add a new care home:

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





The screenshot shows the 'MDS' interface with the 'Care Homes' tab selected. At the top right, there are buttons for 'BACK TO ORIGINAL MDS' and 'SETTINGS'. Below the header, there is a search bar for 'Search Care Home' and a 'FILTER' button. A callout box points to the 'ADD CARE HOME' button, with the text 'Select to add a new Care Home'. Below this is a table with columns for 'Care Homes', 'Address', 'Cycle Length', and 'Next Due'. The table contains one entry: 'care home 1' with address 'address, pr26 7qn' and a cycle length of '4 Weeks'. A 'VIEW DETAILS' button is located at the bottom right of the table.

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



The screenshot shows the 'Care Home Settings' screen. At the top left is a back arrow and the title 'Care Home Settings'. At the top right is an 'IMPORT' button. The screen is divided into two main sections: 'Care home Details' and 'Cycle Length'. The 'Care home Details' section contains five input fields: 'Name', 'Address Line 1', 'Address Line 2 (Optional)', 'Town / City', and 'Postcode'. The 'Cycle Length' section contains four radio button options: '1 Week', '2 Weeks', '3 Weeks', and '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 15](#) for details.

---

Complete the following:

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

---

 **Training Tip** - If a care home has multiple cycle lengths, we recommend that you add multiple care homes, each with a different cycle length.

---

- **MAR Type** - Select the **Medication Administration Record (MAR)** chart required:
  - Standard MAR Portrait
  - Standard MAR Landscape
  - Scotland National MAR (Scotland only)
  - Wales National MAR (Wales only)
- **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
MORN	BFST	NOON
Time Slot 4	Time Slot 5	Time Slot 6
TEA	BED	LATE

3. Select **SAVE**  to create a new care home, or select **CANCEL**

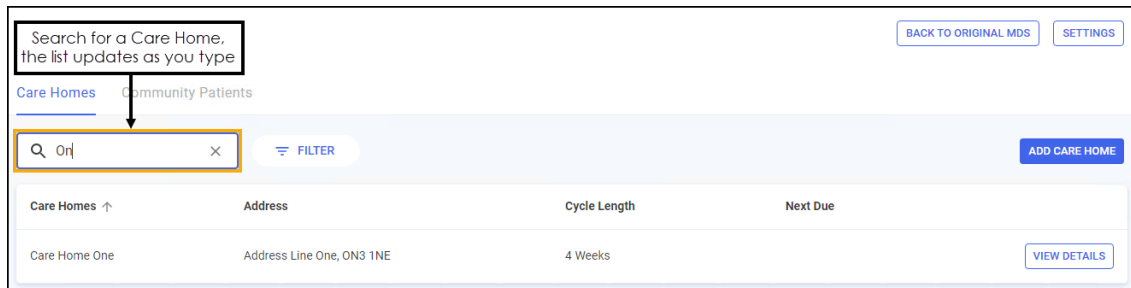
to return without creating the care home.

# Searching for, Sorting and Filtering Care Homes

## Searching for Care Homes



To search for a care home:

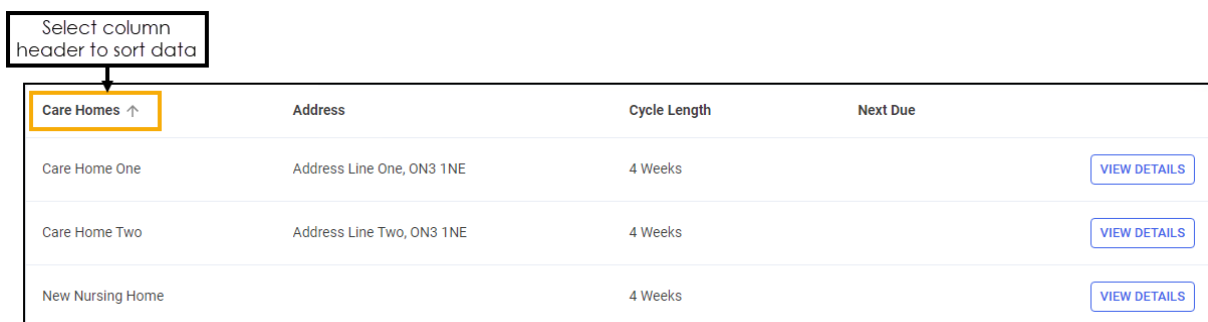
1. From the **Care Homes** tab, in **Search Care Home** enter the search criteria, the list below updates as you type:



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

## Sorting Care Homes

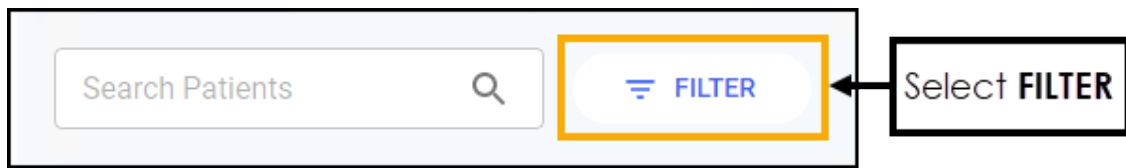
In the **Care Homes** tab, Care Homes display alphabetically by default. To manually sort the care homes simply select a column header to sort Oldest to Newest / A-Z  or Newest to Oldest / Z-A .



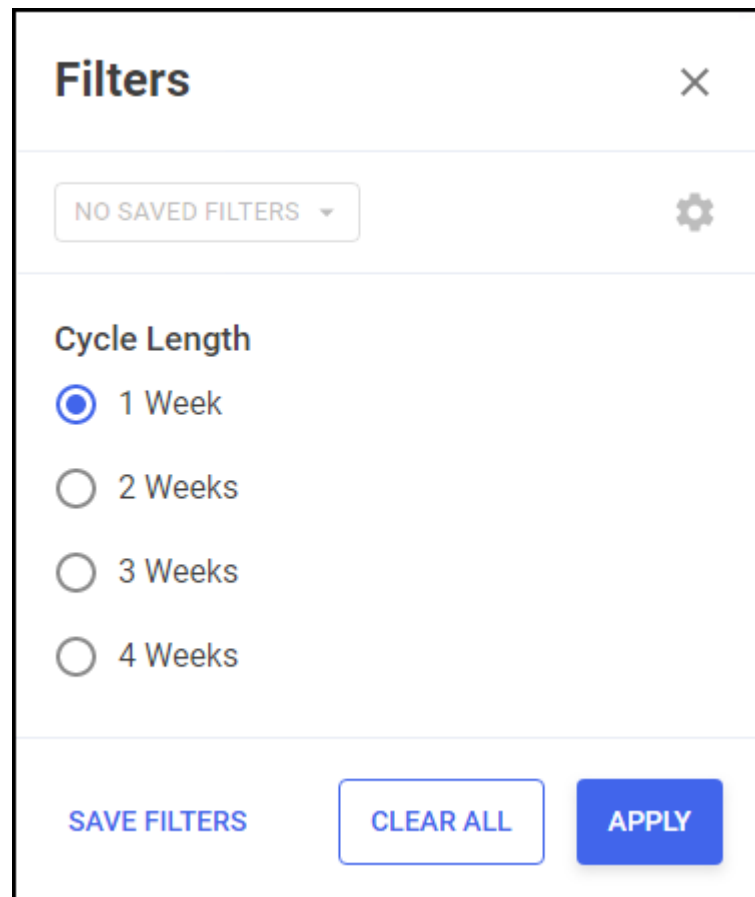
## Filtering Care Homes


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.

---

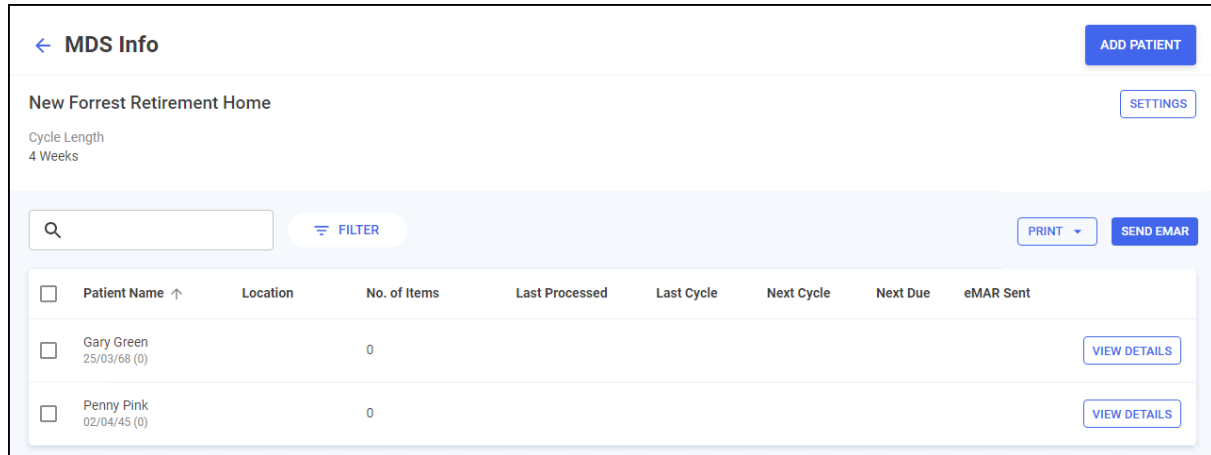
 **Note** - Select **CLEAR ALL** to clear all the selected filters.

---

-  See [Saving Filters](#) 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:



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

 To search for, sort or filter care home patients, see [Searching for, Sorting and Filtering Care Home Patients on page 30](#).

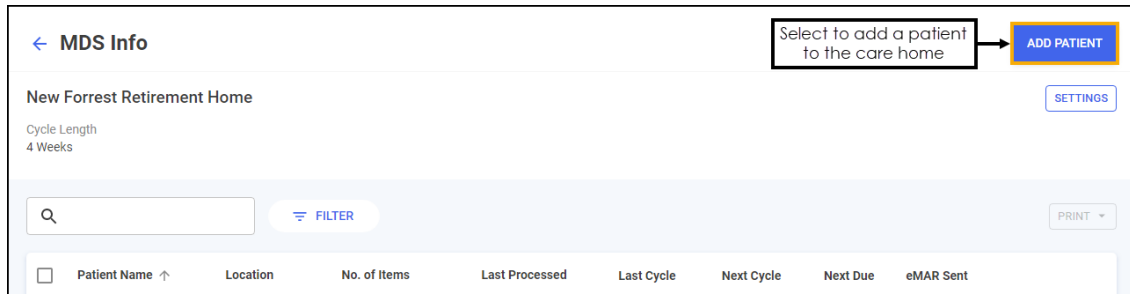
From the **MDS Info - Care Home** screen you can select the following:

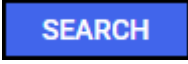
- **ADD PATIENT** - Select to add a patient to the care home, see [Adding a Patient to a Care Home on the next page](#) for details.
- **SETTINGS** - Select to view and edit the care home settings, see [Editing Care Home Settings on page 32](#) for details.
- **PRINT** - Select to print either a MAR chart, Cassette sheet, Mid-Cycle MAR chart, Blank MAR chart or Patient List for the selected care home patient (s). See [Printing Medication Administration Record \(MAR\) Charts, Cassette Sheets and Patient Lists on page 96](#) for details.
- **VIEW DETAILS** - Select to view an individual patient's cycle details, see [Monitored Dosage System \(MDS\) Info - Care Home Patient on page 36](#) for details.

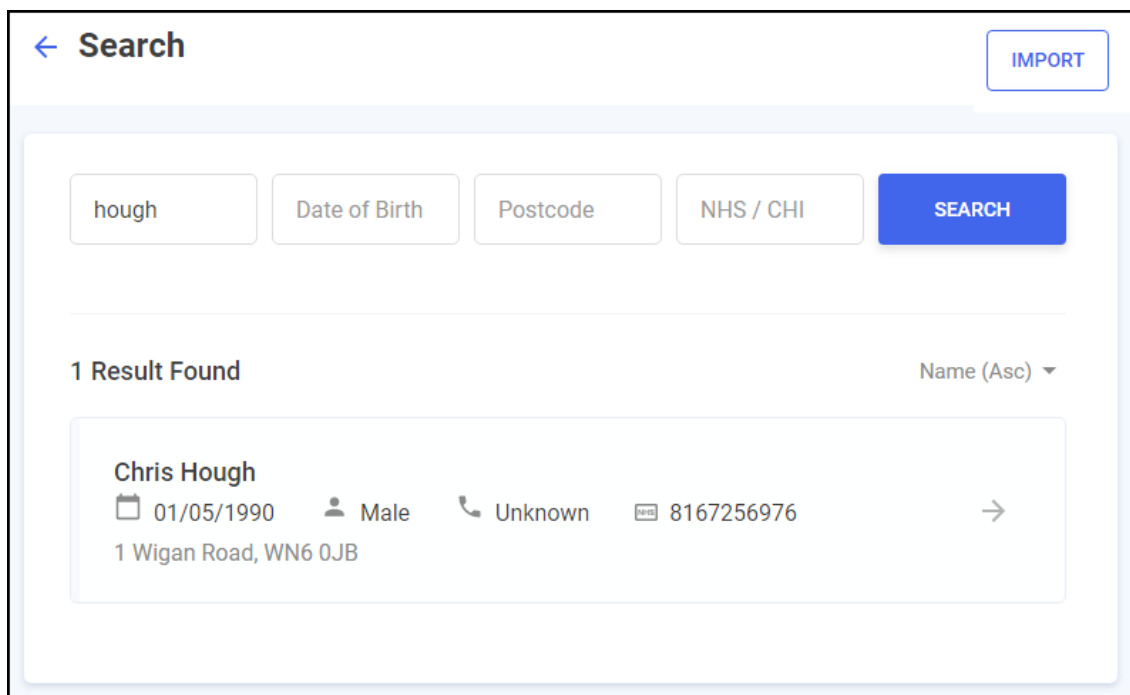
## Adding a Patient to a Care Home

To add a patient to a care home:

1. From the **MDS Info - Care Home** tab, select **ADD 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:



3. Select the required patient from the list.

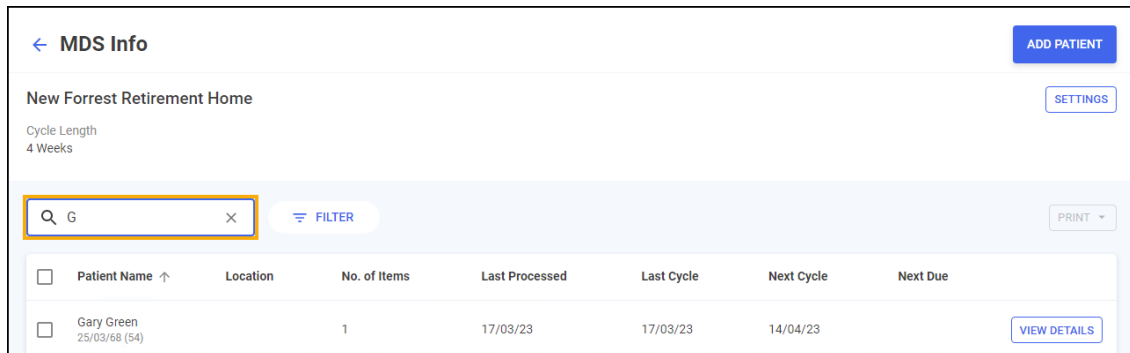
The patient is added to the care home.

## 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="button" value="VIEW DETAILS"/>
<input type="checkbox"/>	Gary Green 25/03/68 (54)		1	17/03/23	17/03/23	14/04/23		<input type="button" value="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  or

Newest to Oldest / Z-A :

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

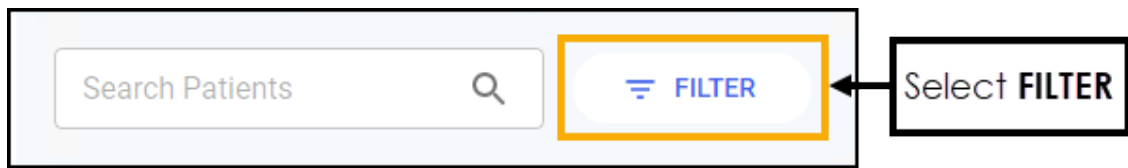


**Training Tip - Patient Name** sorts patients by their surname.

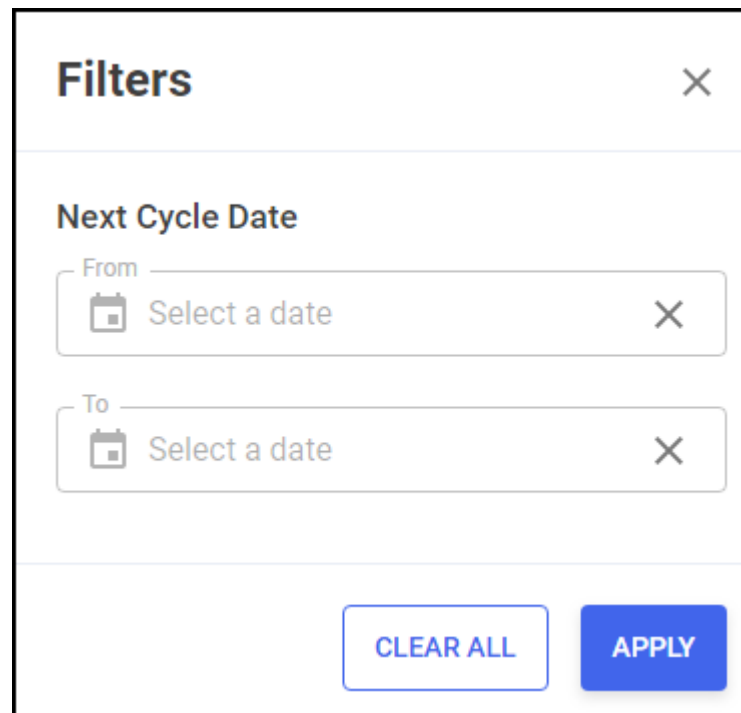
### Filtering Care Home Patients

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.

---

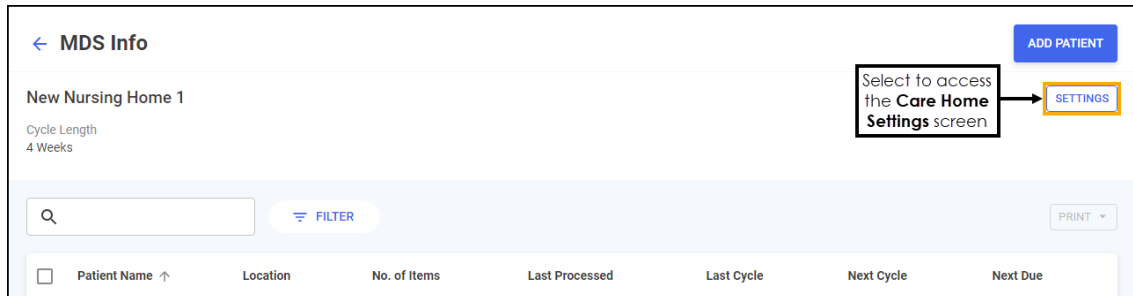
 **Note** - Select **CLEAR ALL** to clear all the selected filters.

---

## Editing Care Home Settings

To edit Care Home settings:

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



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



← Care Home Settings IMPORT

### Care home Details

**Name**

**Address**

Address Line 2 (Optional)

PR26 7QN

### Cycle Length

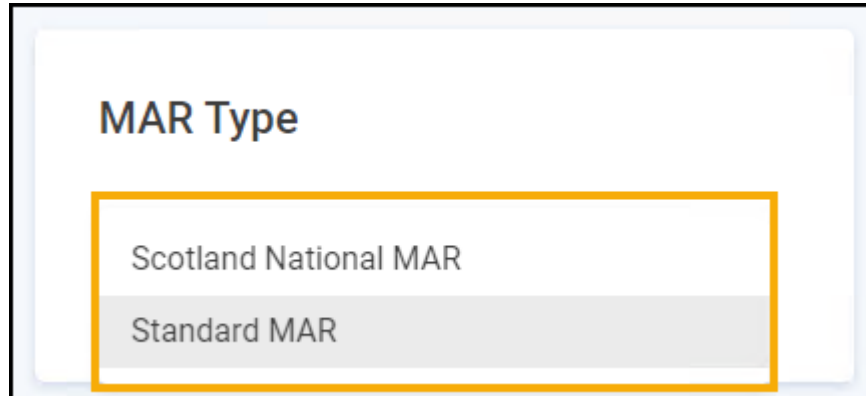
1 Week       2 Weeks

3 Weeks       4 Weeks

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:

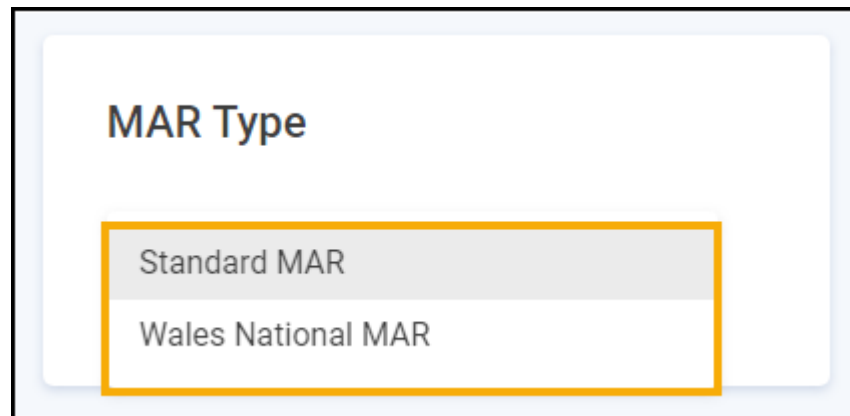


MAR Type

Scotland National MAR

Standard MAR

- **MAR Type** (Wales only) - Select the MAR chart required:



MAR Type

Standard MAR

Wales National MAR

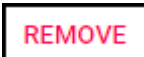


- **Administration Times** - Set or update the administration times for the care home.
- **Print Options:**
  - **Print non-cassette items** - Tick to print non-cassette items on the Cassette sheet.
  - **Do you need a repeat request form** - Select **Yes** or **No** as appropriate. If you select **Yes** 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.

---

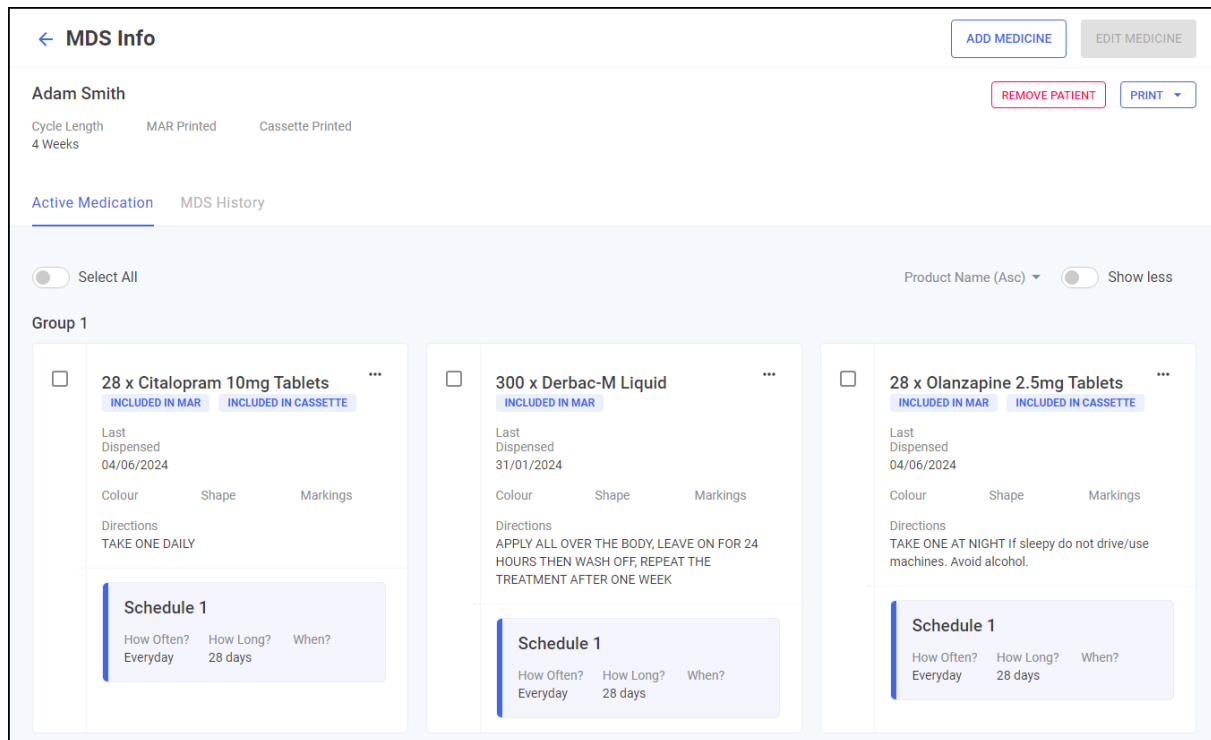
 **Body Diagrams** are available on each medication item, see [Adding Patient Medication on page 73](#) for details.

---

- **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**

- 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:

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

Colour Shape Markings

Directions  
TAKE ONE DAILY

**Schedule 1**

How Often?	How Long?	When?
Everyday	28 days	

**300 x Derbac-M Liquid** ...

INCLUDED IN MAR

Last Dispensed  
31/01/2024

Colour Shape Markings

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

**Schedule 1**

How Often?	How Long?	When?
Everyday	28 days	

**28 x Olanzapine 2.5mg Tablets** ...

INCLUDED IN MAR INCLUDED IN CASSETTE


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	

 **Note** - In Scotland the **Service** and **MCR Iteration** details for each medication item also display.

Active Medication MDS History

Select All

**224 x Panadol Advance 500mg Tablets** ...

INCLUDED IN MAR INCLUDED IN CASSETTE

Last Dispensed 10/05/2023	<b>Service</b> MCR	<b>MCR Iteration</b> 1 of 6
------------------------------	-----------------------	--------------------------------

Colour Shape Markings

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**

How Often?	How Long?	When?
Everyday	28 days	2 x MORN

Scottish users can view the **Service** and **MCR Iteration** for each medication item

➔ See [Adding Patient Medication on page 73](#), [Editing Patient Medication on page 76](#) or [Deleting Patient Medication on page 83](#) 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 60](#) 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	eMAR Sent
14/09/2022	14/09/2022	12/10/2022	✓		<a href="#">VIEW DETAILS</a>
14/09/2022	14/09/2022	12/10/2022	✓		<a href="#">VIEW DETAILS</a>

1 - 2 of 2

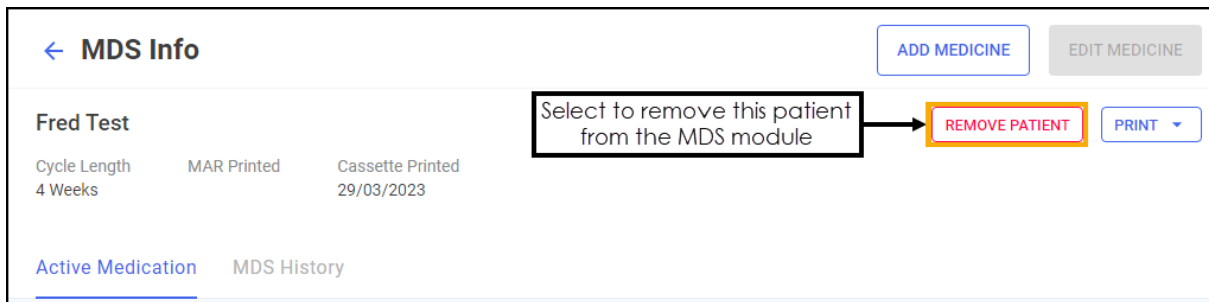
To view previously printed MAR charts or Cassette sheets, select **VIEW DETAILS**

[VIEW DETAILS](#)

## Removing a Care Home Patient

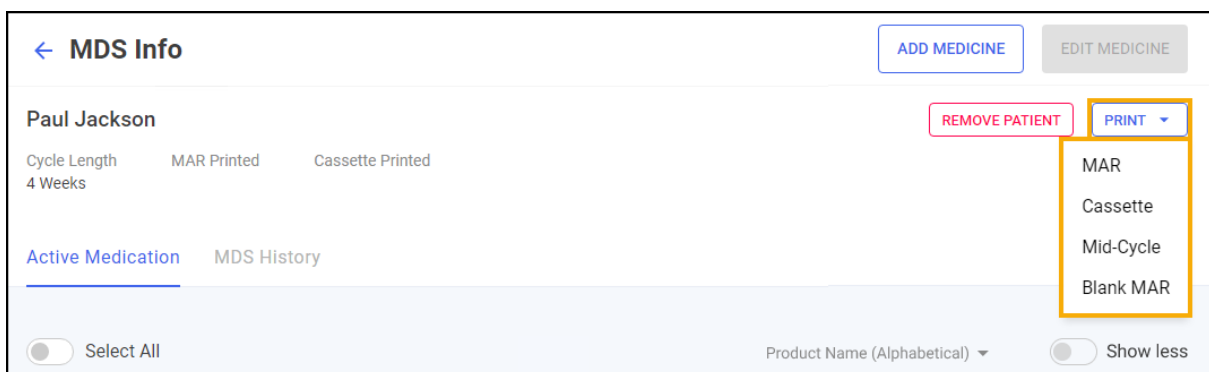
 **Training Tip** - If you are moving a patient from one care home to another, do not remove the patient, simply add to the new care home and the patient details automatically move across.

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



## 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 available options:



➔ See [Printing Medication Administration Record \(MAR\) Charts, Cassette Sheets and Patient Lists on page 96](#) for details.

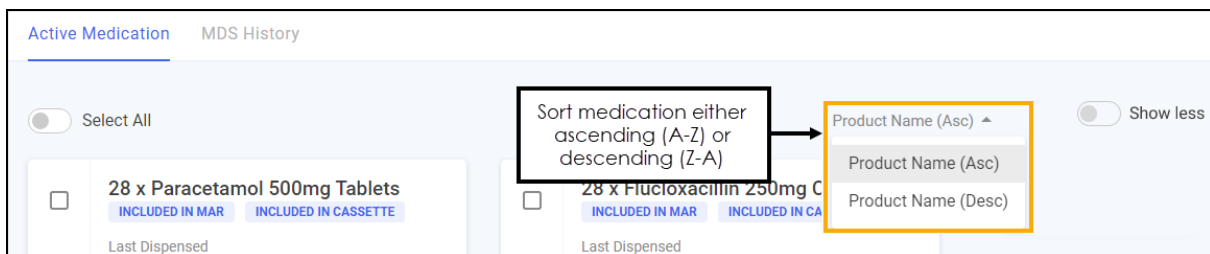
## Sorting Active Medication

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

- [Sorting the Active Medication below](#)
- [Show or Hide Medication Information below](#)
- [Grouping Medication on the next page](#)

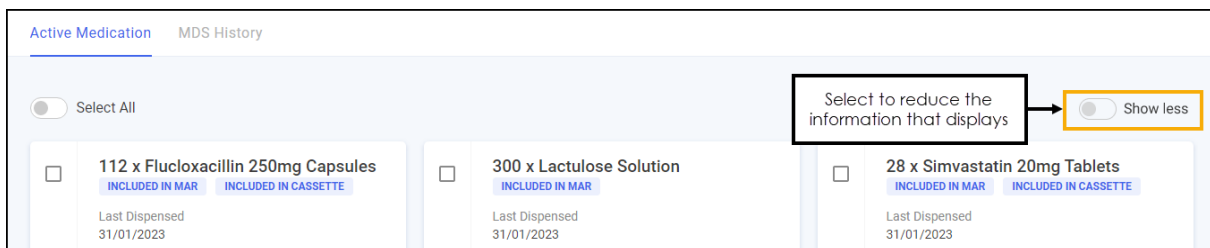
### Sorting the Active Medication

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:



Active Medication MDS History


Select All Product Name (Alphabetical)  Show less

<input checked="" type="checkbox"/> <b>28 x Atenolol 100mg Tablets</b> ... <small>INCLUDED IN MAR INCLUDED IN CASSETTE</small> <small>Last Dispensed 16/04/2024</small>	<input checked="" type="checkbox"/> <b>28 x Keral 25mg Tablets</b> ... <small>INCLUDED IN MAR</small>	<input checked="" type="checkbox"/> <b>28 x Paracetamol 500mg Tablets</b> ... <small>INCLUDED IN MAR INCLUDED IN CASSETTE</small>
<input checked="" type="checkbox"/> <b>28 x Yasmin Tablets</b> ... <small>INCLUDED IN MAR INCLUDED IN CASSETTE</small>		

## 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.

---

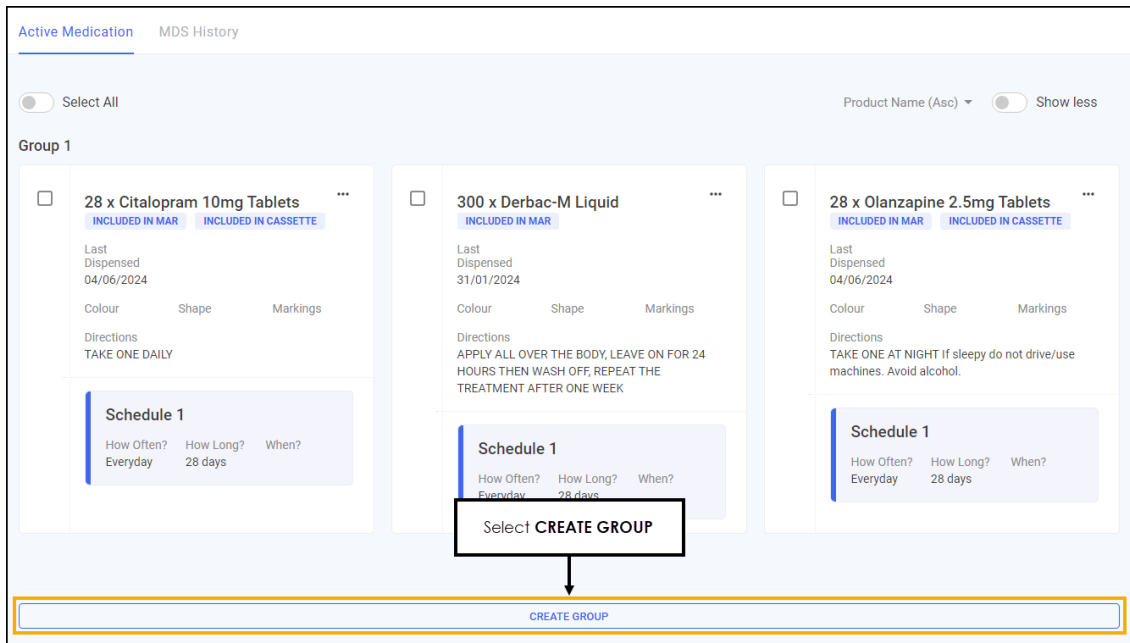
 **Note** - If you have configured to print body diagrams inline they print directly after the medication items for that group. Body diagrams set to print on a separate page print after all medication groups.

---

### 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:

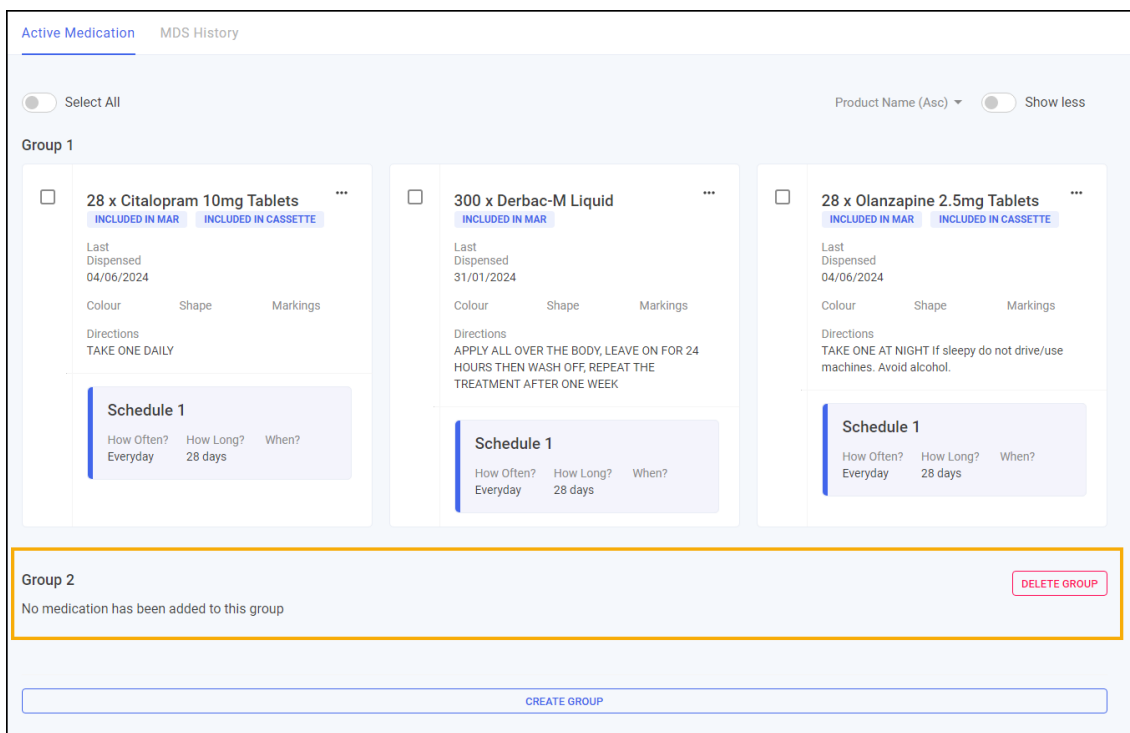


The screenshot shows the 'Active Medication' screen with three medication cards under 'Group 1':

- 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.

A callout box points to the 'CREATE GROUP' button 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 the same three medication cards under 'Group 1'. A new group, 'Group 2', is displayed at the bottom:

- Group 2**: No medication has been added to this group. Includes a 'DELETE GROUP' button.

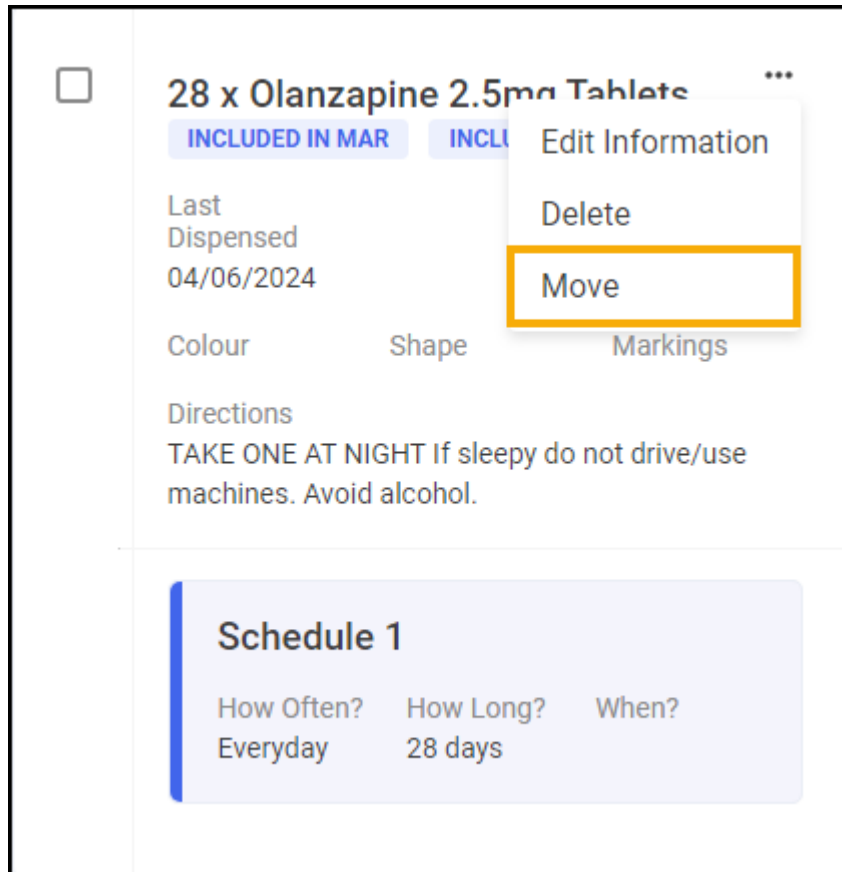
The 'CREATE GROUP' button is still visible at the very bottom of the screen.

## Moving Medication Between Groups

To move medication between groups you need to have multiple groups set up. See [Adding a Group on page 41](#) for details.

To move an item into another group:

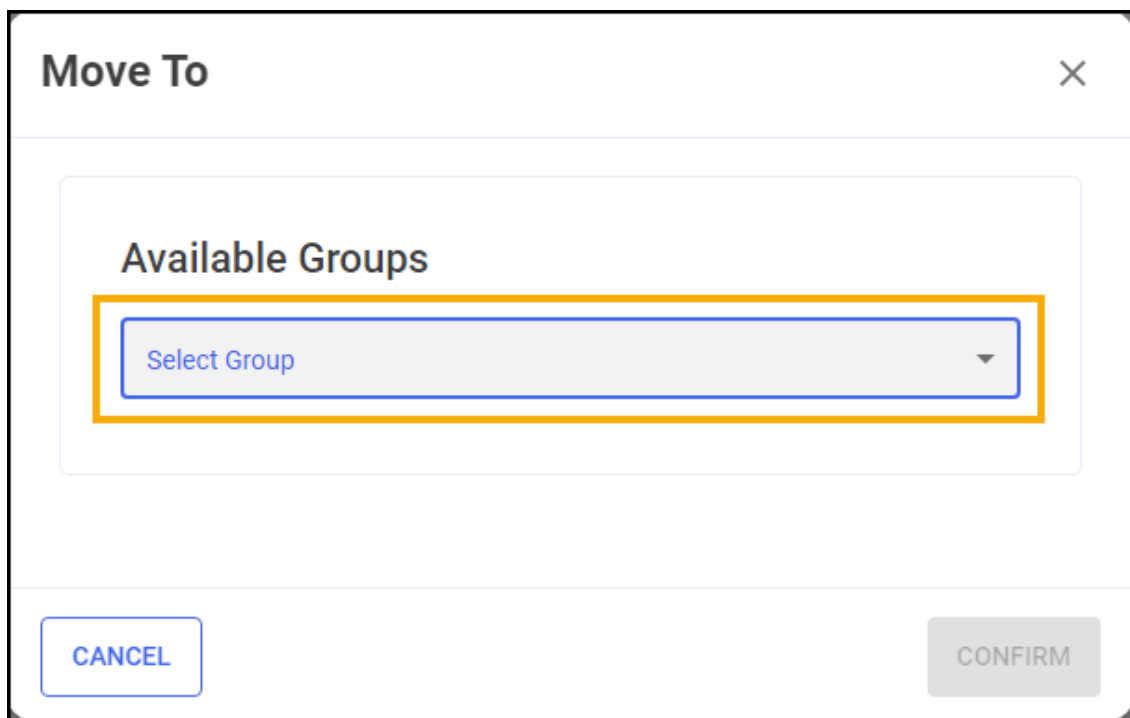
1. On a medication, select **Options**  - **Move**:



The screenshot shows the medication details for "28 x Olanzapine 2.5mg Tablets". The "Move" option in the dropdown menu is highlighted with a yellow box. The screen also displays the last dispensed date (04/06/2024), directions (TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.), and a schedule (Schedule 1) with frequency (Everyday) and duration (28 days).

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

Select Group:



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:

### Delete Group ×

Are you sure you want to delete Group 2?

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**:

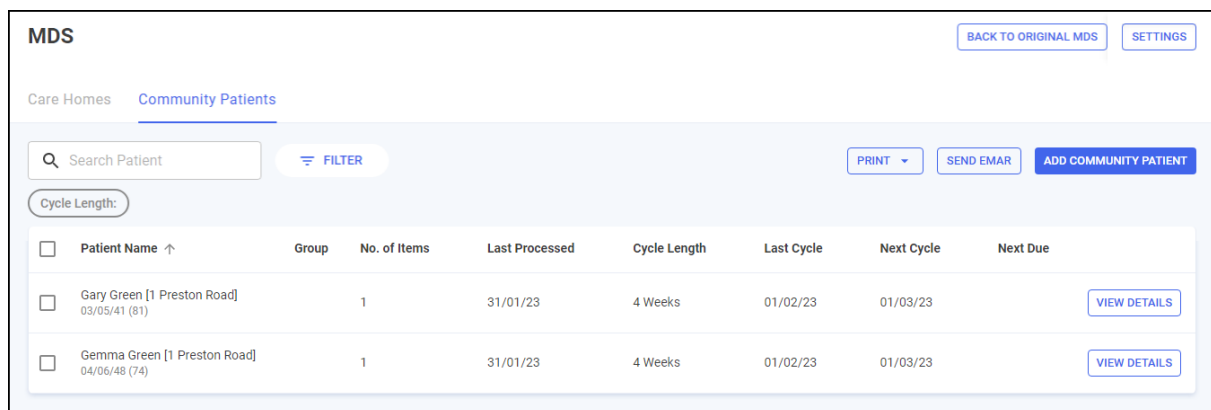
### Delete Group ×

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?

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 and their cycle details:



The screenshot shows the 'MDS' interface with the 'Community Patients' tab selected. It includes a search bar, a filter button, and a table of patient records. The table has columns for Patient Name, Group, No. of Items, Last Processed, Cycle Length, Last Cycle, Next Cycle, and Next Due. Two patients are listed: Gary Green and Gemma Green, both with 1 item, last processed on 31/01/23, and a 4-week cycle length.

<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	<a href="#">VIEW DETAILS</a>
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23	<a href="#">VIEW DETAILS</a>

 To search for, sort or filter the community patients, see [Searching for, Sorting and Filtering Community Patients on page 52](#).

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

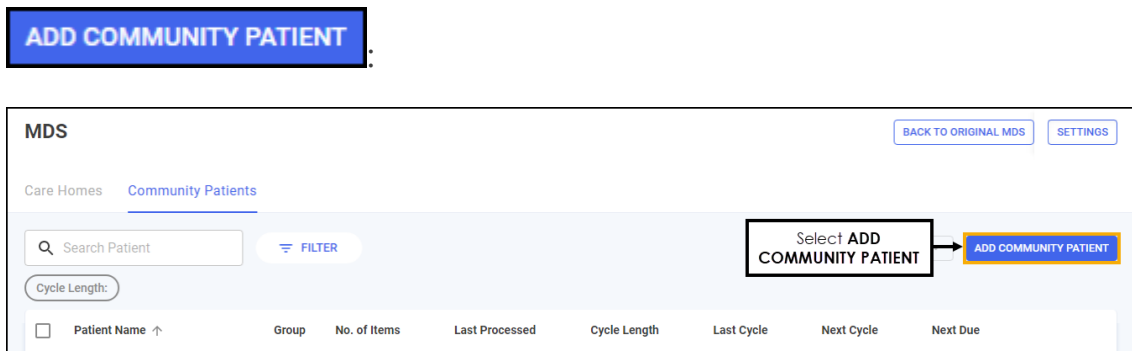
- **BACK TO ORIGINAL MDS** - Select to return to the original MDS module, see [Monitored Dosage System](#) for details.
- **SETTINGS** - Select to view and edit the MDS settings screen, see MDS Settings for details.
- **PRINT** - Select to print either a MAR chart, Cassette sheet, Mid-Cycle MAR chart, Blank MAR chart or a Patient List for the selected care home patient (s). See [Printing Medication Administration Record \(MAR\) Charts, Cassette Sheets and Patient Lists on page 96](#) for details.
- **ADD COMMUNITY PATIENT** - Select to add a community patient, see [Adding a Community Patient on the next page](#) for details.


- **VIEW DETAILS** - Select to view an individual patient's cycle details, see [Monitored Dosage System \(MDS\) Info - Community Patient on page 56](#) for details.

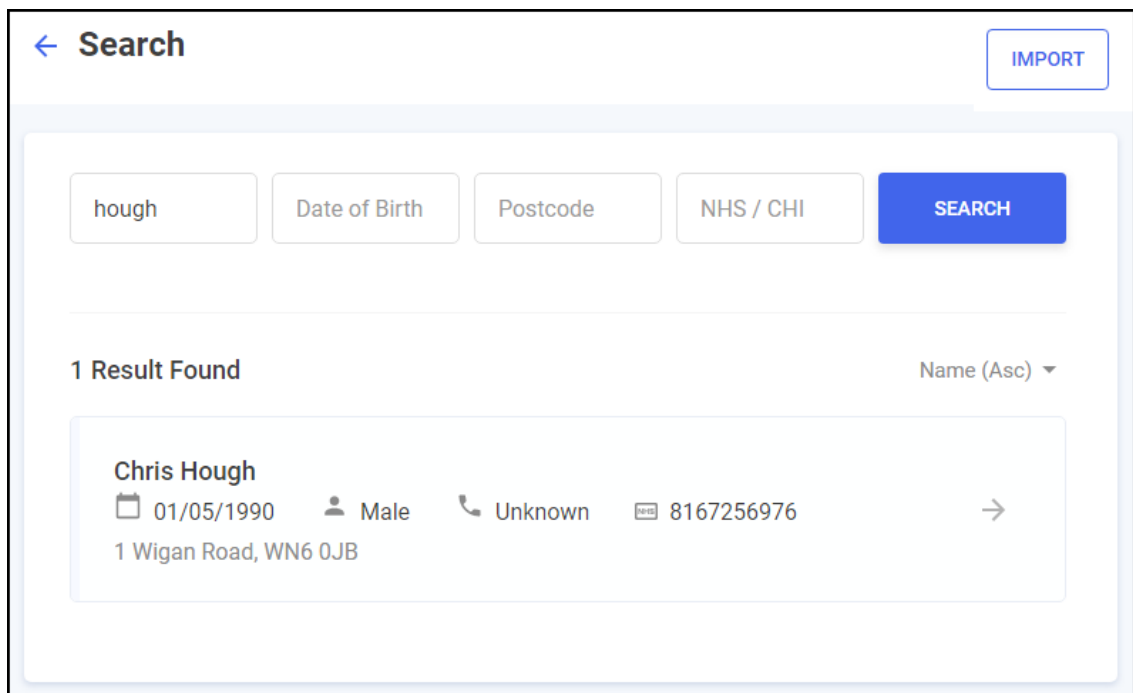
## Adding a Community Patient



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

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

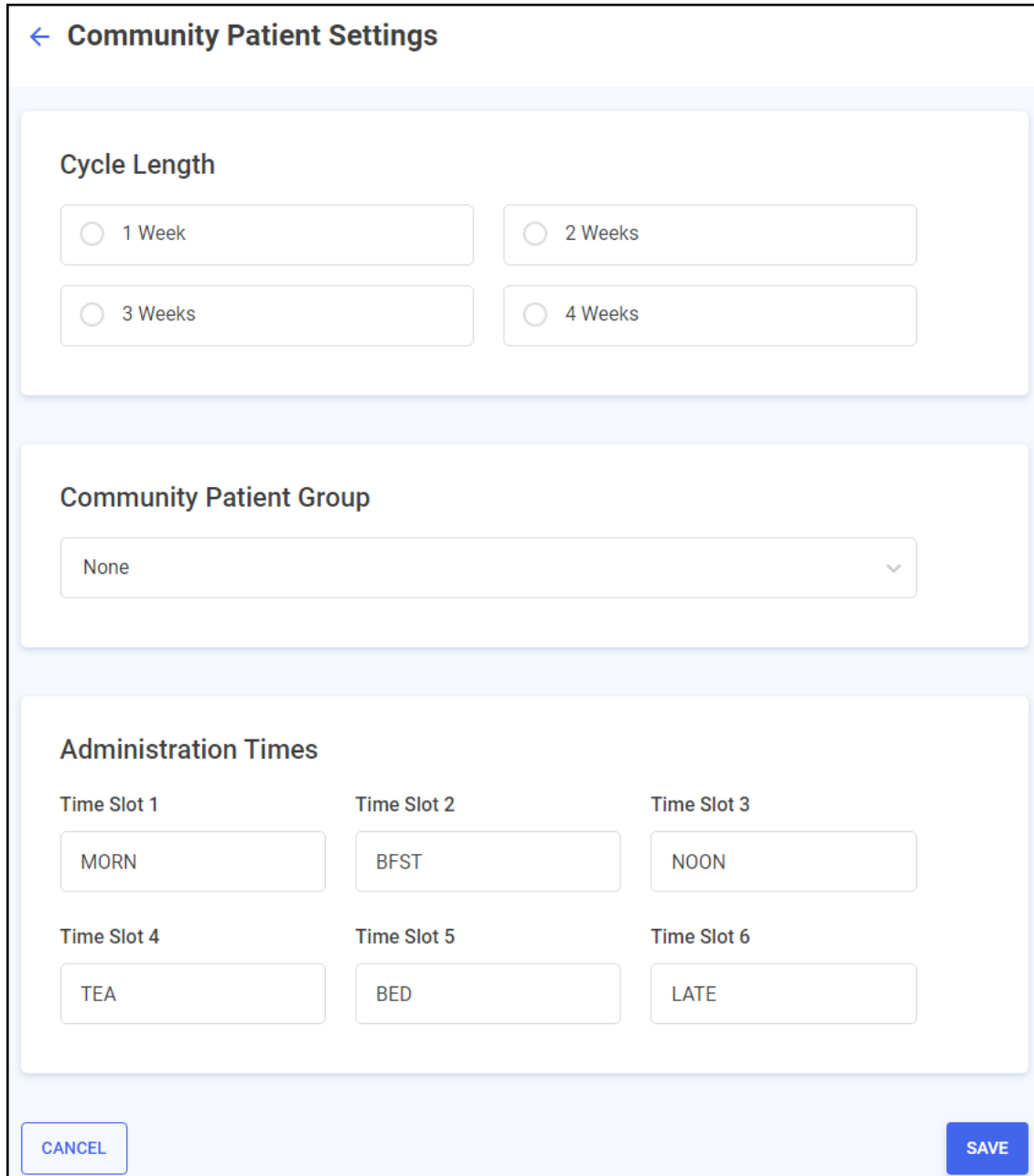


2. The **Search** screen displays. Search for a patient by **Patient Name, Date of Birth, Postcode** or **NHS/CHI** number. Select **SEARCH**  or press **Enter** on your keyboard:



 **Training Tip** - To import community patients from your existing **Monitored Dosage System (MDS)** select **Import** , see [Importing Community Patient Data on page 18](#) for details.

3. Select the patient required from the list.
4. The **Community Patient Settings** screen displays:



The screenshot shows the 'Community Patient Settings' screen. At the top left is a back arrow and the title 'Community Patient Settings'. Below this are three main sections: 'Cycle Length' with four radio button options (1 Week, 2 Weeks, 3 Weeks, 4 Weeks); 'Community Patient Group' with a dropdown menu currently set to 'None'; and 'Administration Times' with six input fields for different time slots: Time Slot 1 (MORN), Time Slot 2 (BFST), Time Slot 3 (NOON), Time Slot 4 (TEA), Time Slot 5 (BED), and Time Slot 6 (LATE). At the bottom left is a 'CANCEL' button and at the bottom right is a 'SAVE' button.

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 52](#) for details.

---

- **MAR Type** - Select the **Medication Administration Record (MAR)** chart required:
  - Standard MAR Portrait
  - Standard MAR Landscape
  - Scotland National MAR (Scotland only)
  - Wales National MAR (Wales only)
- **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.

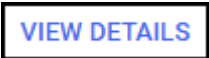
---

 **Body Diagrams** are enabled on each medication item, see [Adding Patient Medication on page 73](#) 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:

**MDS** [BACK TO ORIGINAL MDS](#) [SETTINGS](#)

Care Homes [Community Patients](#)

[FILTER](#)
[PRINT](#)
[ADD COMMUNITY PATIENT](#)

Cycle Length:

<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] <small>03/05/41 (81)</small>		1	31/01/23	4 Weeks	01/02/23	01/03/23	<a href="#">VIEW DETAILS</a>
<input type="checkbox"/>	Gemma Green [1 Preston Road] <small>04/06/48 (74)</small>		1	31/01/23	4 Weeks	01/02/23	01/03/23	<a href="#">VIEW DETAILS</a>

Select to view the **MDS Info - Community Patient** screen  
 ↓  
[VIEW DETAILS](#)

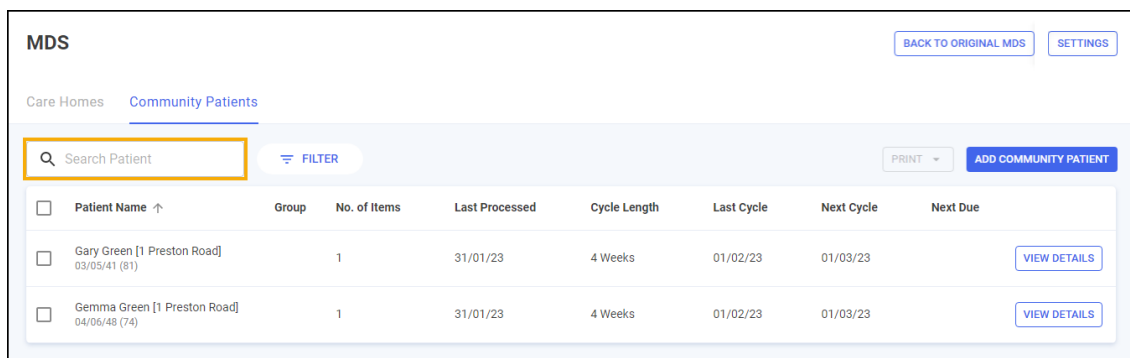
The **MDS Info - Patient** screen displays the patient's cycle details.

# Searching for, Sorting and Filtering Community Patients

## Searching for Community Patients

To search for a community patient:

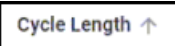

1. From the **Community Patients** tab, in **Search Patient** enter the search criteria, the list below updates as you type:

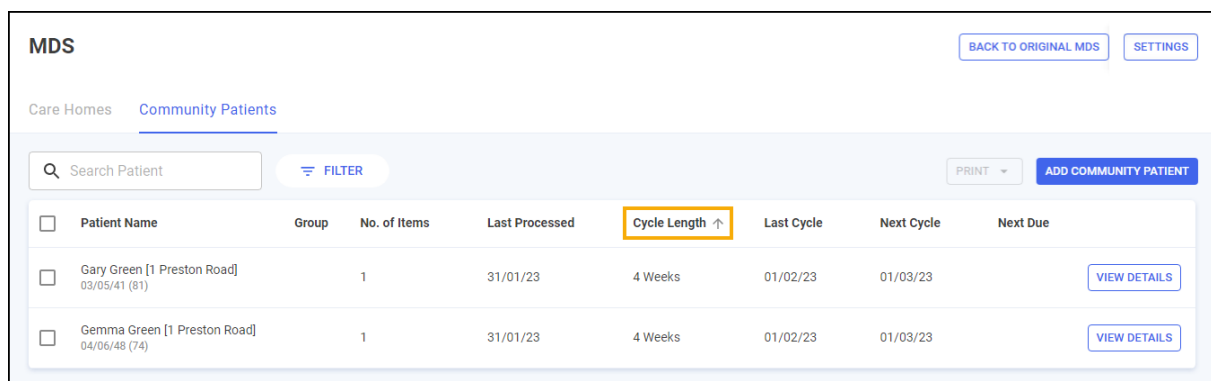


<input type="checkbox"/>	Patient Name ↑	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due	
<input type="checkbox"/>	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23		<a href="#">VIEW DETAILS</a>
<input type="checkbox"/>	Gemma Green [1 Preston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

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		<a href="#">VIEW DETAILS</a>
<input type="checkbox"/>	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23		<a href="#">VIEW DETAILS</a>

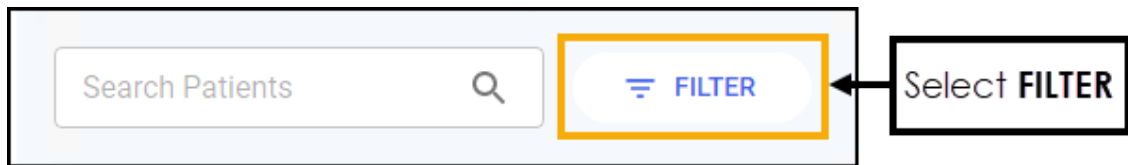


**Training Tip - Patient Name** sorts patients by their surname.

## Filtering Community Patients

To filter the community patient list:

1. From the **Community Patients** 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

[SAVE FILTERS](#) [CLEAR ALL](#) [APPLY](#)

---

 **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.

---

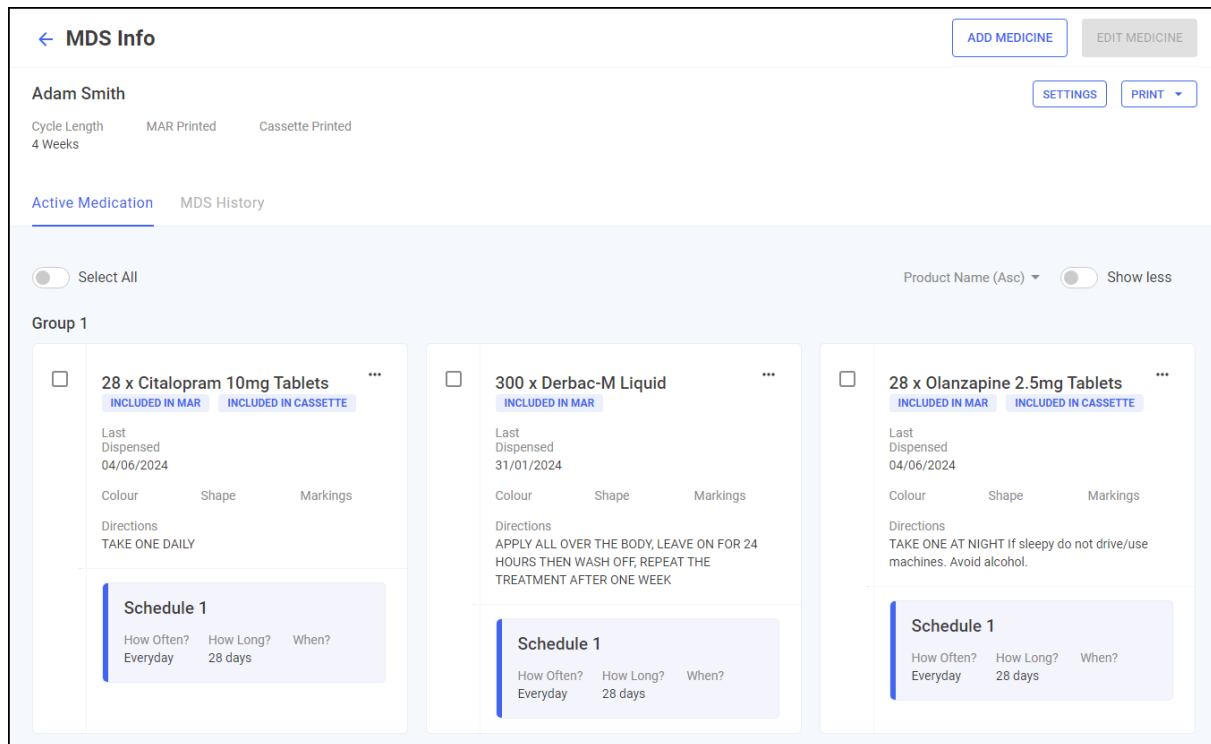
 **Note** - Select **CLEAR ALL** to clear all the selected filters.

---

-  See [Saving Filters](#) 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:



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

Colour Shape Markings

Directions  
TAKE ONE DAILY

**Schedule 1**

How Often?	How Long?	When?
Everyday	28 days	

**300 x Derbac-M Liquid** ...

INCLUDED IN MAR

Last Dispensed  
31/01/2024

Colour Shape Markings

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

**Schedule 1**

How Often?	How Long?	When?
Everyday	28 days	

**28 x Olanzapine 2.5mg Tablets** ...

INCLUDED IN MAR INCLUDED IN CASSETTE


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	

 **Note** - In Scotland the **Service** and **MCR Iteration** details for each medication item also display.

Active Medication MDS History

Select All

**224 x Panadol Advance 500mg Tablets** ...

INCLUDED IN MAR INCLUDED IN CASSETTE

Last Dispensed 10/05/2023	<b>Service</b> MCR	<b>MCR Iteration</b> 1 of 6
------------------------------	-----------------------	--------------------------------

Colour Shape Markings

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**

How Often?	How Long?	When?
Everyday	28 days	2 x MORN

Scottish users can view the **Service** and **MCR Iteration** for each medication item

➔ See [Adding Patient Medication on page 73](#), [Editing Patient Medication on page 76](#) or [Deleting Patient Medication on page 83](#) 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 60](#) 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	eMAR Sent
14/09/2022	14/09/2022	12/10/2022	✓		<a href="#">VIEW DETAILS</a>
14/09/2022	14/09/2022	12/10/2022	✓		<a href="#">VIEW DETAILS</a>

1 - 2 of 2

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

[VIEW DETAILS](#)

## Community Patient Settings

Select **SETTINGS** [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

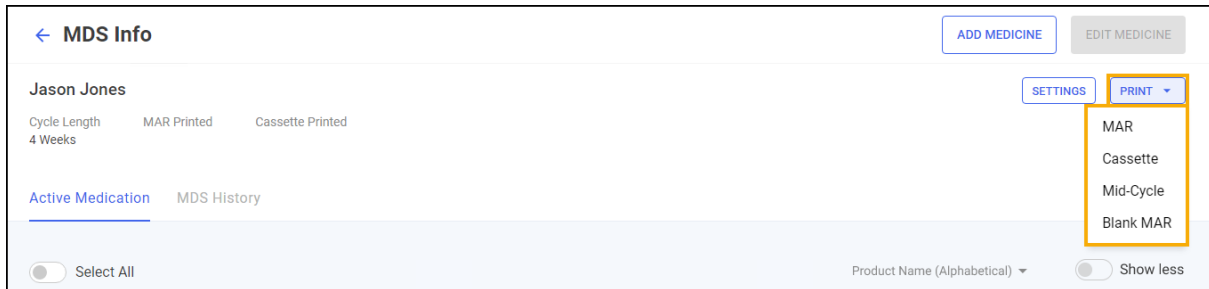
Cycle Length 4 Weeks    MAR Printed    Cassette Printed

[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 available options:



---

➔ See [Printing Medication Administration Record \(MAR\) Charts, Cassette Sheets and Patient Lists on page 96](#) for details.

---

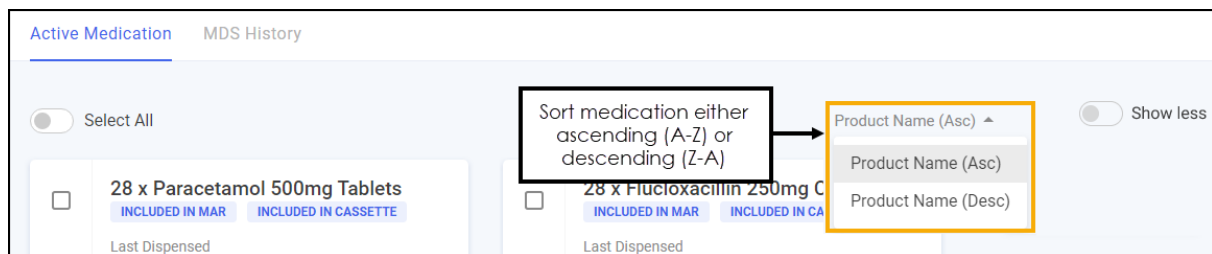
## Sorting Active Medication

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

- [Sorting the Active Medication below](#)
- [Show or Hide Medication Information below](#)
- [Grouping Medication on the next page](#)

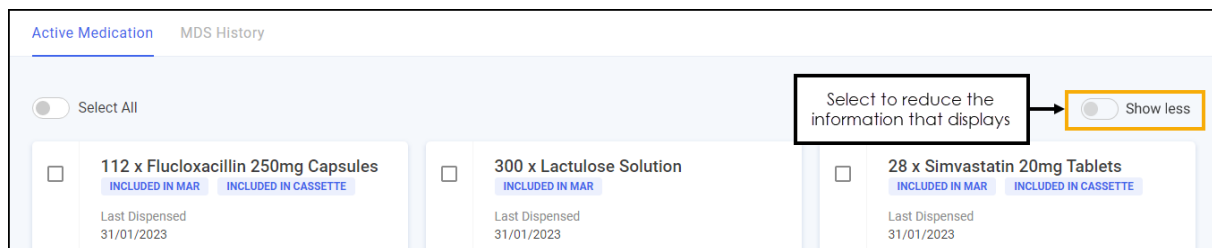
### Sorting the Active Medication

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:

Active Medication    MDS History


Select All    Product Name (Alphabetical) ▾     Show less

<input checked="" type="checkbox"/> <p><b>28 x Atenolol 100mg Tablets</b> ...</p> <p>INCLUDED IN MAR    INCLUDED IN CASSETTE</p> <p>Last Dispensed 16/04/2024</p>	<input checked="" type="checkbox"/> <p><b>28 x Keral 25mg Tablets</b> ...</p> <p>INCLUDED IN MAR</p>	<input checked="" type="checkbox"/> <p><b>28 x Paracetamol 500mg Tablets</b> ...</p> <p>INCLUDED IN MAR    INCLUDED IN CASSETTE</p>
<input checked="" type="checkbox"/> <p><b>28 x Yasmin Tablets</b> ...</p> <p>INCLUDED IN MAR    INCLUDED IN CASSETTE</p>		

## 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.

---

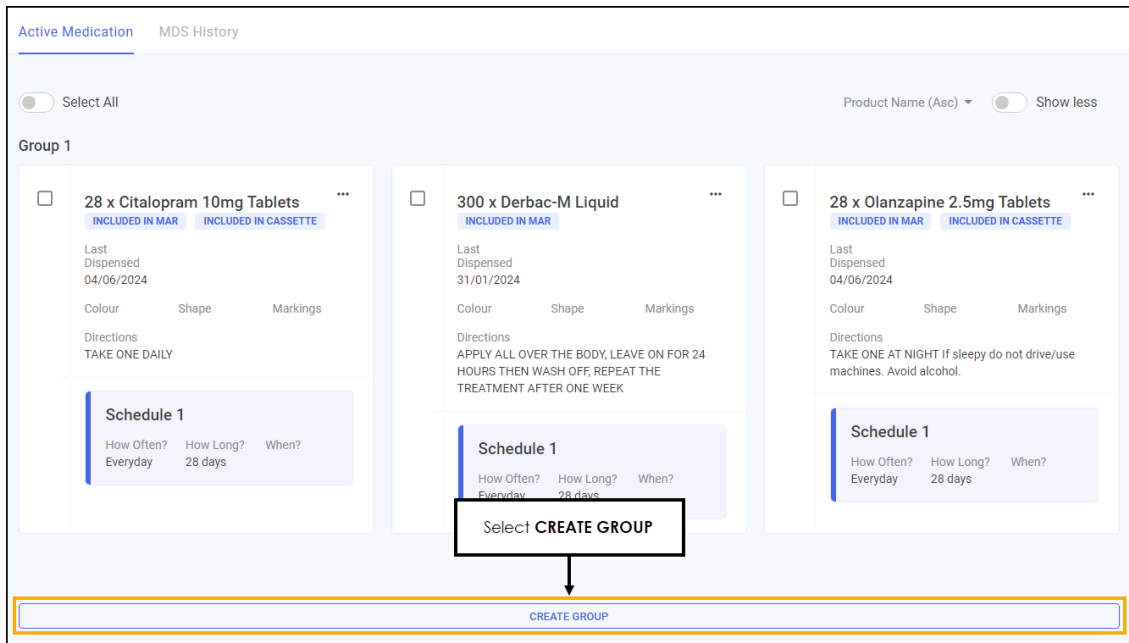
 **Note** - If you have configured to print body diagrams inline they print directly after the medication items for that group. Body diagrams set to print on a separate page print after all medication groups.

---

### 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:

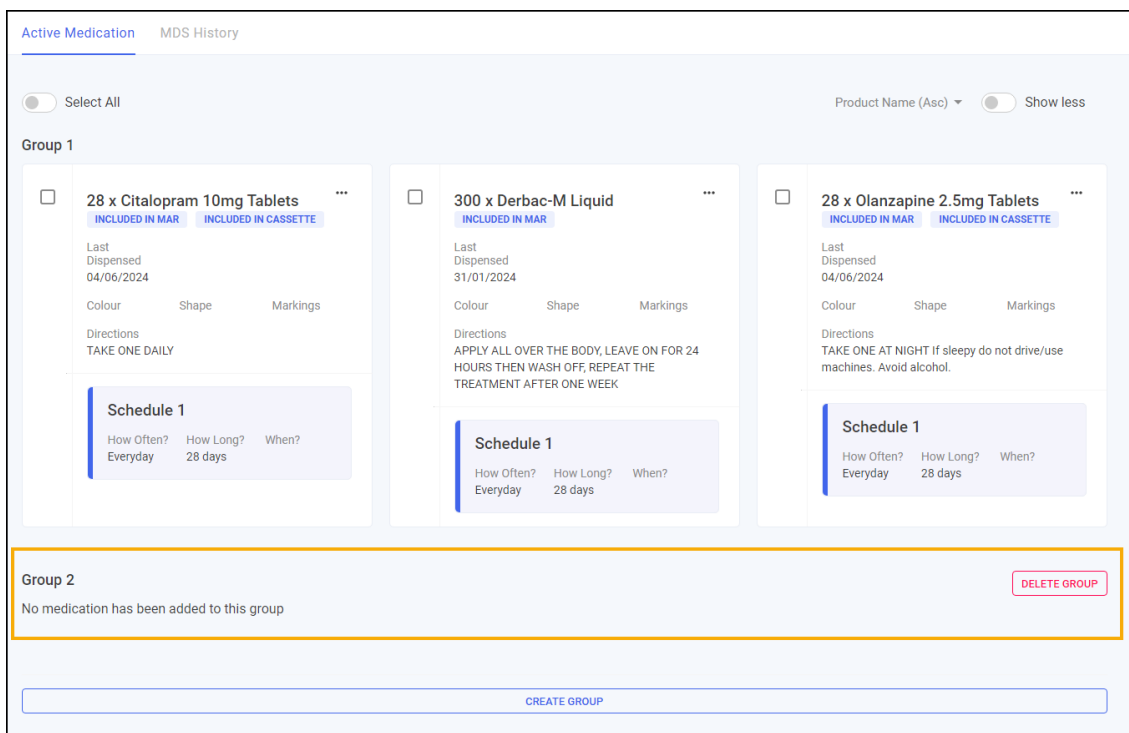


The screenshot shows the 'Active Medication' screen with three medication cards under 'Group 1':

- 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.

A callout box labeled 'Select CREATE GROUP' points to the 'CREATE GROUP' button 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 the same three medication cards under 'Group 1'. A new group, 'Group 2', is displayed at the bottom:

- Group 2**: No medication has been added to this group. A 'DELETE GROUP' button is visible on the right.

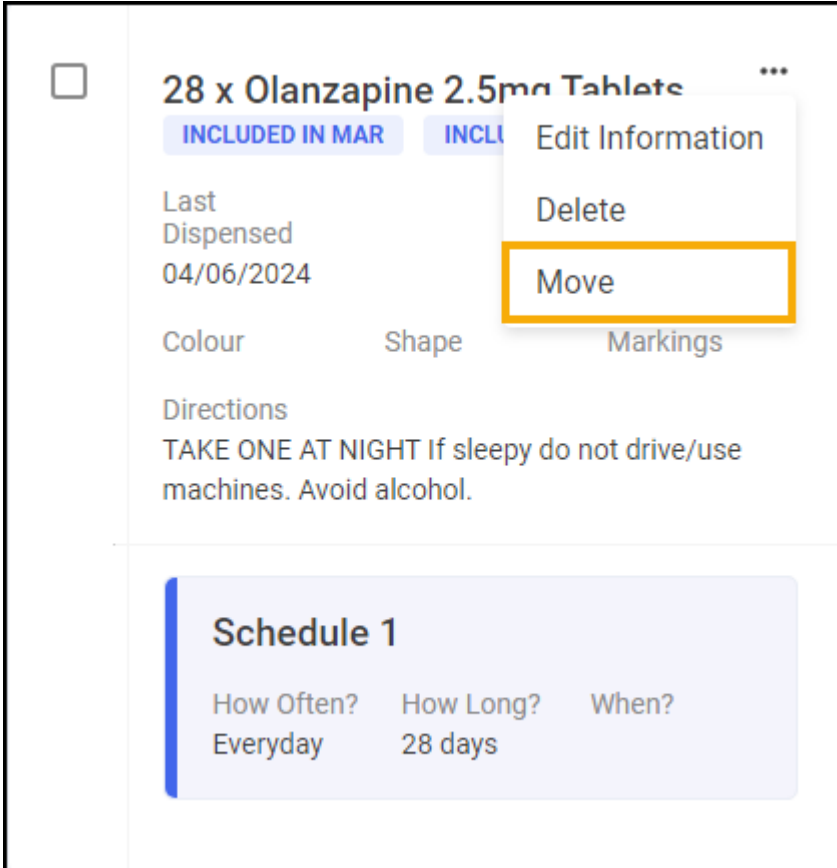
The 'CREATE GROUP' button remains at the bottom of the screen.

## Moving Medication Between Groups

To move medication between groups you need to have multiple groups set up. See [Adding a Group on page 61](#) 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** Edit Information

Last Dispensed  
04/06/2024

Delete

**Move**

Colour Shape Markings

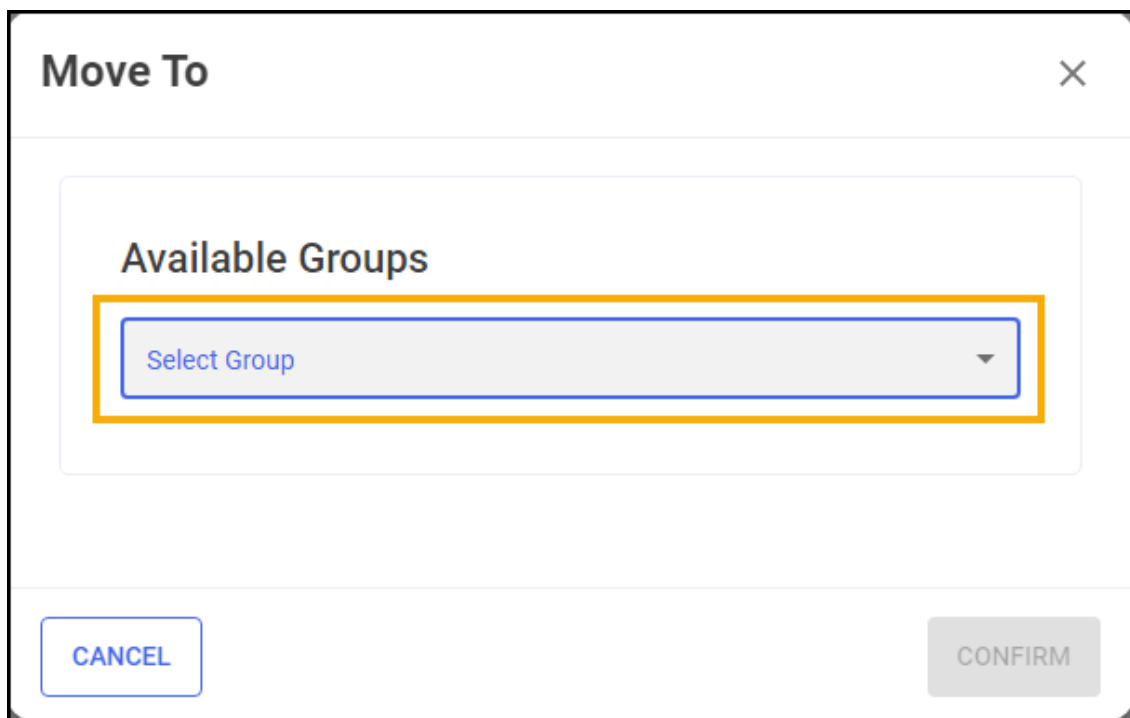
Directions  
TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.

**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:



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:



### Delete Group ×

Are you sure you want to delete Group 2?

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**:

### Delete Group ×

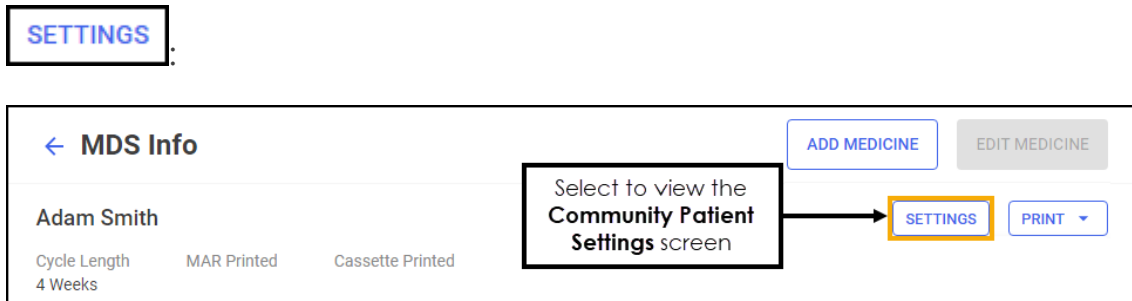
You have items in this group you have selected to delete. These items will be moved to Group One. Are you sure you want to delete Group 2?

The group is deleted and the existing groups are renumbered.

## Editing Community Patient Settings

To edit the community patient settings:

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



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

← **Community Patient Settings**

**Cycle Length**

1 Week

2 Weeks

3 Weeks

4 Weeks

**Community Patient Group**

Week 1

**Administration Times**

<b>Time Slot 1</b>	<b>Time Slot 2</b>	<b>Time Slot 3</b>
MORN	BFST	NOON
<b>Time Slot 4</b>	<b>Time Slot 5</b>	<b>Time Slot 6</b>
TEA	BED	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 52](#) for details.

---




- **MAR Type** - Select the **Medication Administration Record (MAR)** chart required:
  - Standard MAR Portrait
  - Standard MAR Landscape
  - Scotland National MAR (Scotland only)
  - Wales National MAR (Wales only)
- **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 73](#) for details.

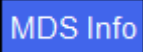
---


- **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:

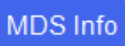
1. From the **Dispensary** screen, enter the patient, prescriber, item details and directions as normal.
2. Place a tick in **MDS Item** and then select **MDS Info** 


**Item 1** 

Written as:  
#AOne Foam Adh Dress 10cmx10cm

Dispense as:  
#AOne Foam Adh Dress 10cmx10cm (10)

Directions:  
ONE to be taken DAILY

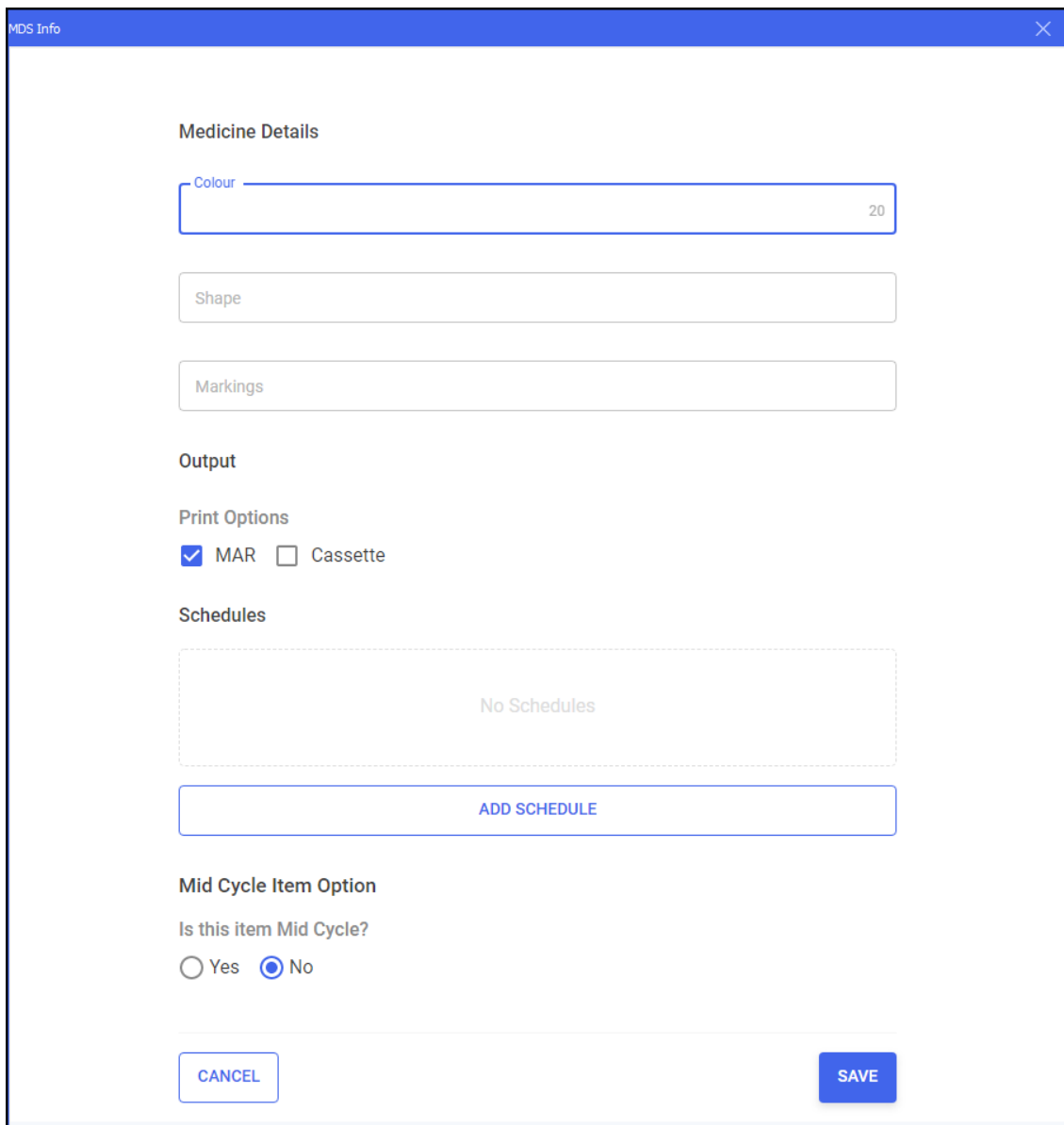
MDS Item 

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:



MDS Info

**Medicine Details**

Colour 20

Shape

Markings

**Output**

**Print Options**

MAR  Cassette

**Schedules**

No Schedules

ADD SCHEDULE

**Mid Cycle Item Option**

Is this item Mid Cycle?

Yes  No

CANCEL 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 84](#) and [Editing a Medication Schedule on page 91](#).

---
  - **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.


---

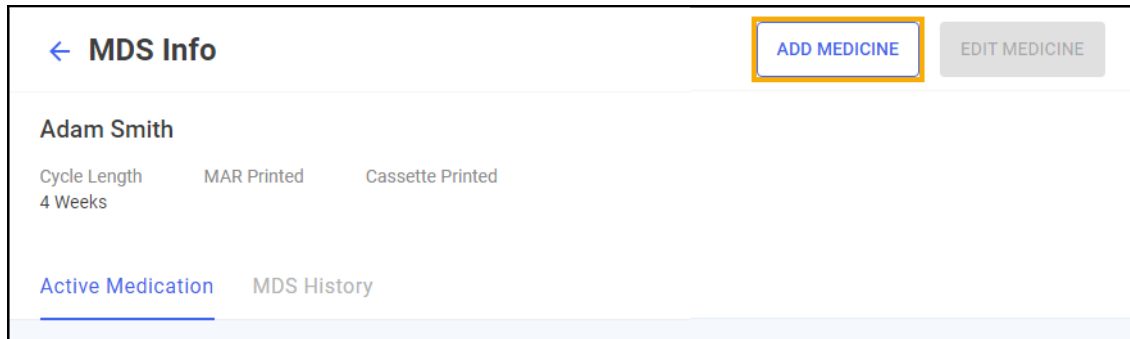
The medication item now displays on the patient's **Active Medication** tab.



## Adding Patient Medication

To add medication to a patient's cycle:

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



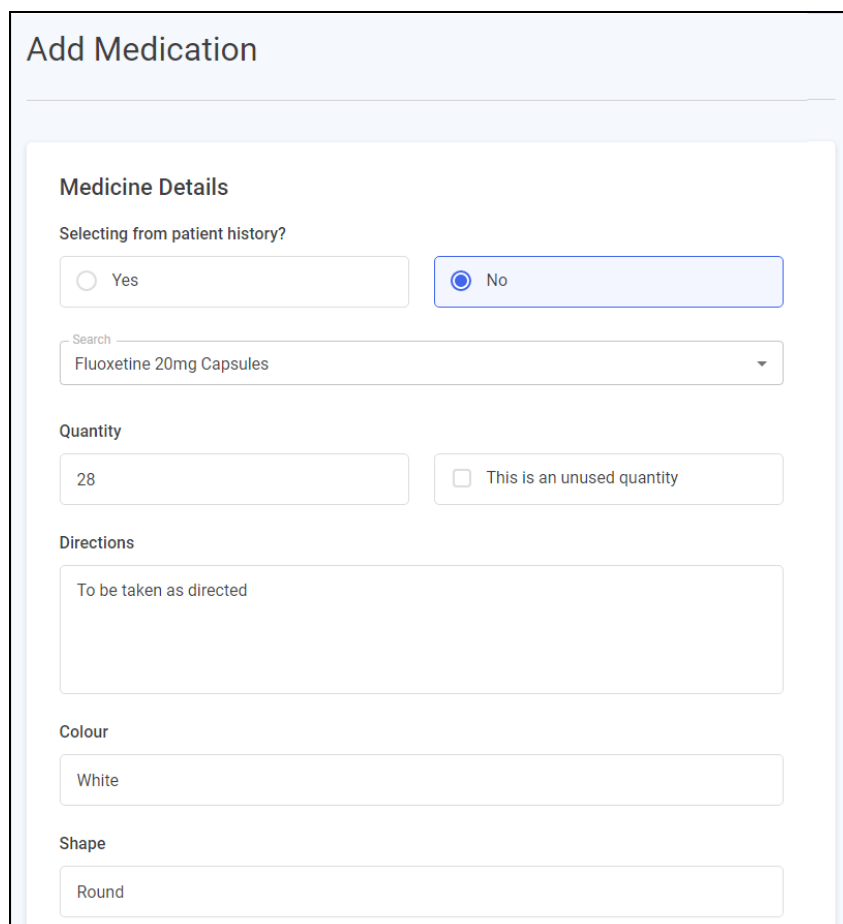
← MDS Info ADD MEDICINE EDIT MEDICINE

**Adam Smith**

Cycle Length 4 Weeks    MAR Printed    Cassette Printed

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 84](#).



---

- **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 32](#) or [Editing Community Patient Settings on page 66](#) 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 the next page](#) or [Deleting Patient Medication on page 83](#) for details.


---

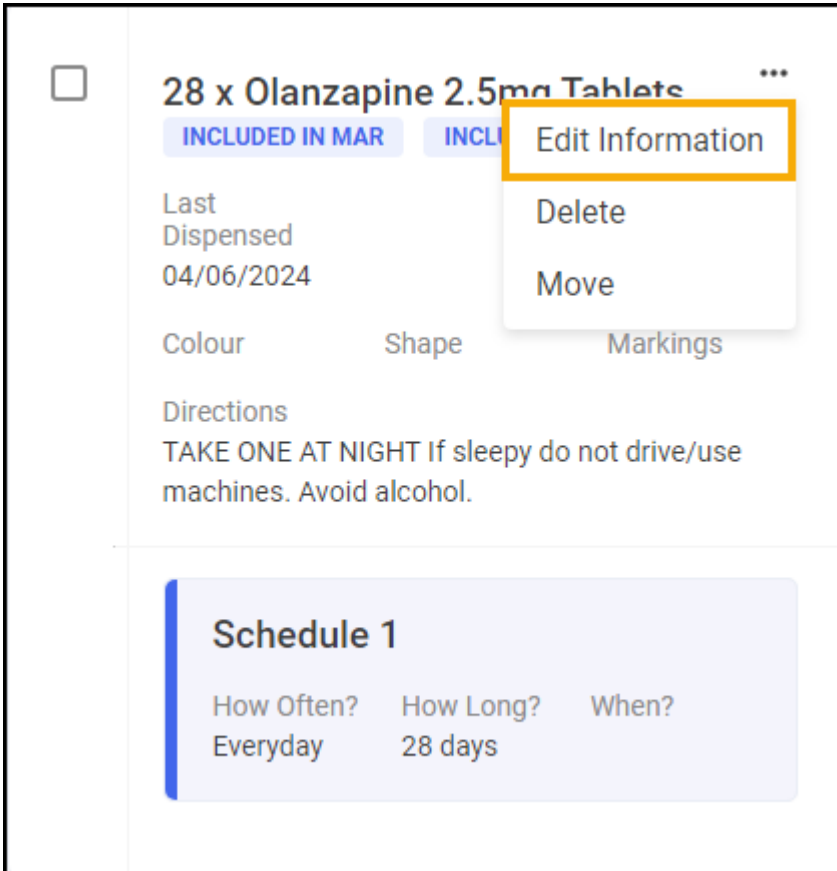
## Editing Patient Medication


You can either edit a single medication item or multiple items, see [Editing Single Medication Items below](#) or [Editing Multiple Medication Items on page 78](#).

### Editing Single Medication Items

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

1. 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** **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	

2. 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 91](#).

---

- **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 32](#) or [Editing Community Patient Settings on page 66](#) for details.

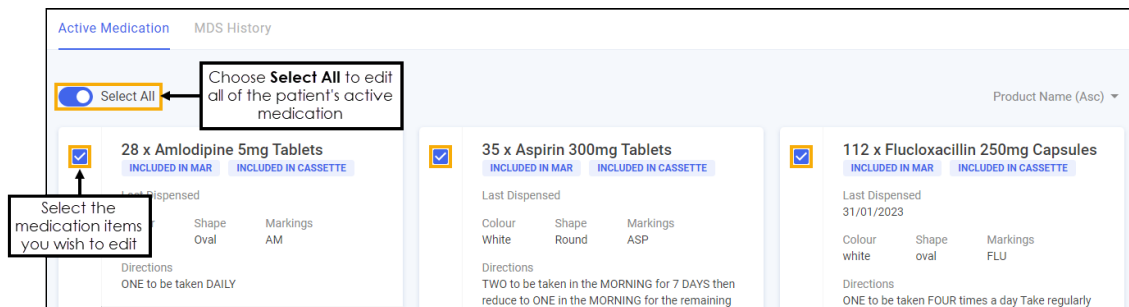
---

3. Select **SAVE** .

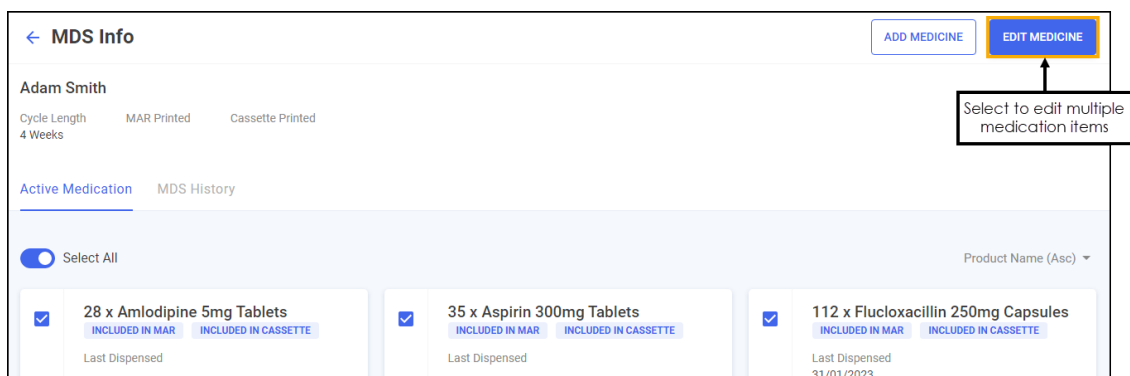
## Editing Multiple Medication Items

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:



- Select **EDIT MEDICINE** :



- 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 84](#).



---

- **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 32](#) or [Editing Community Patient Settings on page 66](#) 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.




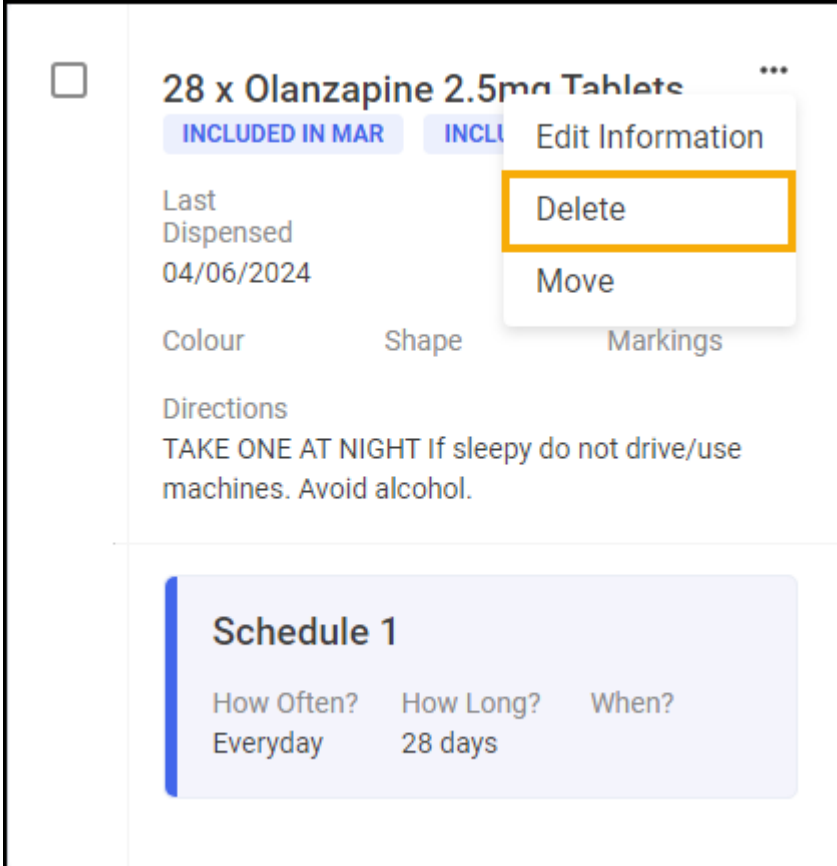
**Training Tip** - If you select **CANCEL** on the item you are currently updating the changes you have made to this item are cancelled. Any items updated previously remain unaffected.

---

## 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:




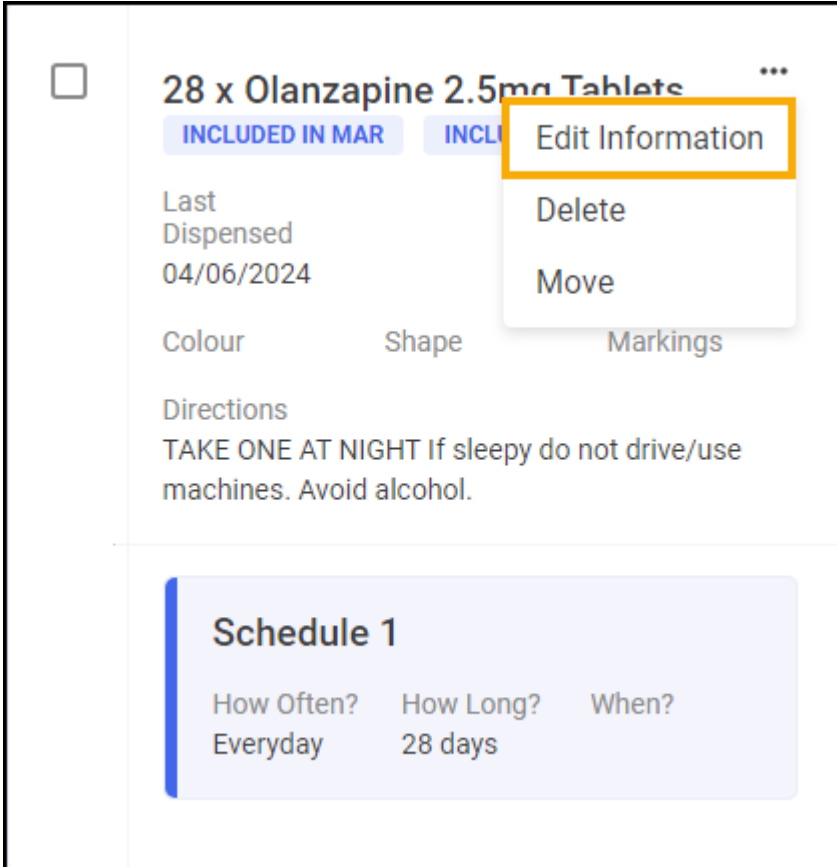
The screenshot displays a medication item card for "28 x Olanzapine 2.5mg Tablets". The card includes a checkbox on the left, a title, and two status tags: "INCLUDED IN MAR" and "INCL". A dropdown menu is open, showing options: "Edit Information", "Delete" (highlighted with a yellow border), and "Move". Below the title, the "Last Dispensed" date is "04/06/2024". There are fields for "Colour", "Shape", and "Markings". The "Directions" section reads: "TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol." At the bottom, a "Schedule 1" box contains a table with columns "How Often?", "How Long?", and "When?".


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:

1. 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**  
**Delete**  
**Move**

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. 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?

Morning Breakfast Noon Tea Bedtime Late

How long should they take it for?

Duration in days

CANCEL SAVE

Complete as follows:

- **Schedule Type** - Select how often the patient should take the medicine, either:
  - **Everyday**
  - **Alternate Days** - Select either to start on the 1<sup>st</sup> or the 2<sup>nd</sup> 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			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
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																														
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.

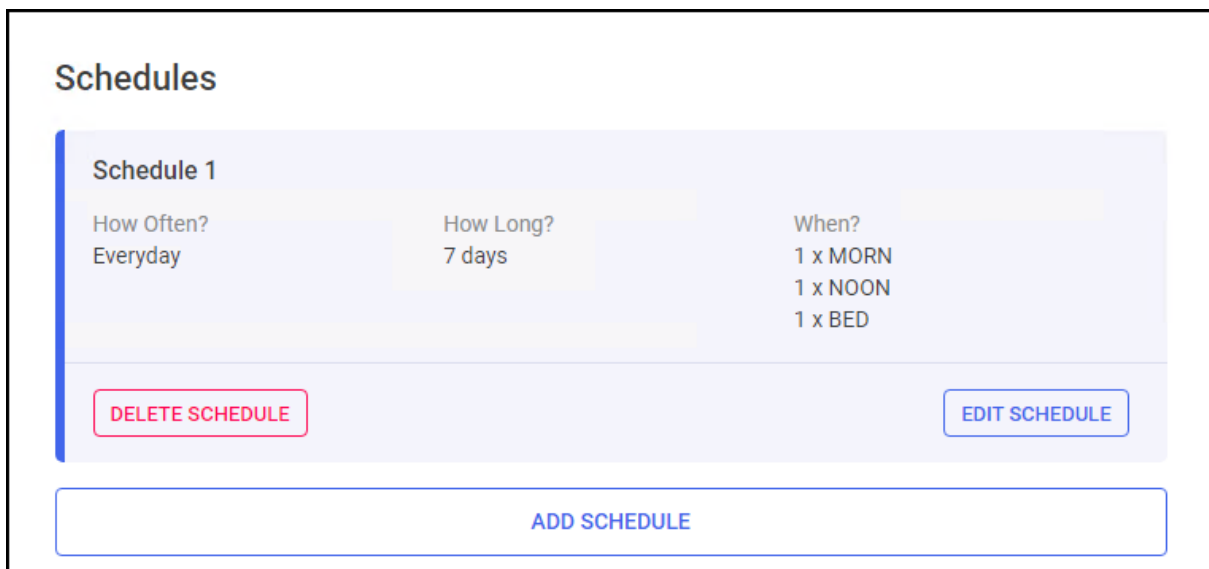
---

 **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** .

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



Schedules		
<b>Schedule 1</b>		
How Often? Everyday	How Long? 7 days	When? 1 x MORN 1 x NOON 1 x BED
<a href="#">DELETE SCHEDULE</a>		<a href="#">EDIT SCHEDULE</a>
<a href="#">ADD SCHEDULE</a>		

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

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:

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

[DELETE SCHEDULE](#)
[EDIT SCHEDULE](#)

---

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.

---


---

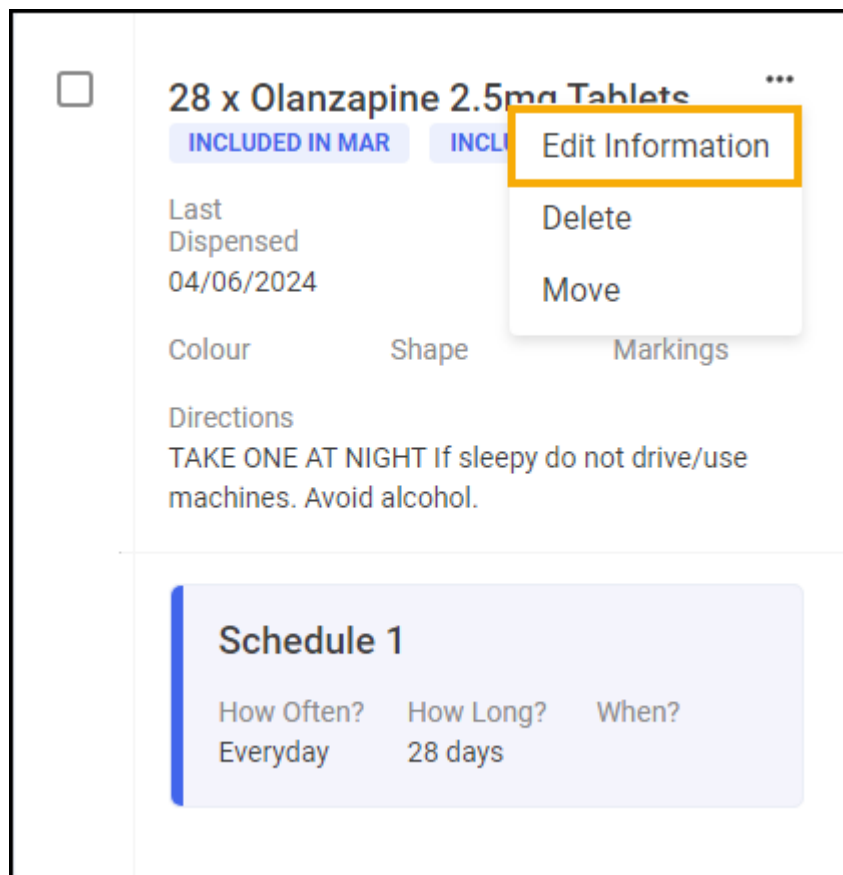
➔ See [Editing a Medication Schedule on the next page](#) or [Deleting a Medication Schedule on page 95](#) for details on editing or deleting schedules.

---

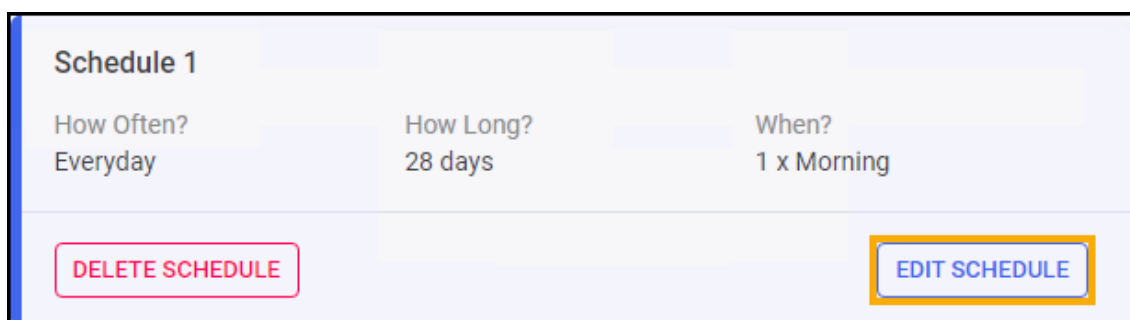
## Editing a Medication Schedule

To edit a medication schedule:

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



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



- 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?

Morning

---

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 1<sup>st</sup> or the 2<sup>nd</sup> 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

Select 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		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
ONE to be taken WHEN REQUIRED																													
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** 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? Everyday	How Long? 28 days	When? 1 x MORN


[DELETE SCHEDULE](#) [EDIT SCHEDULE](#)

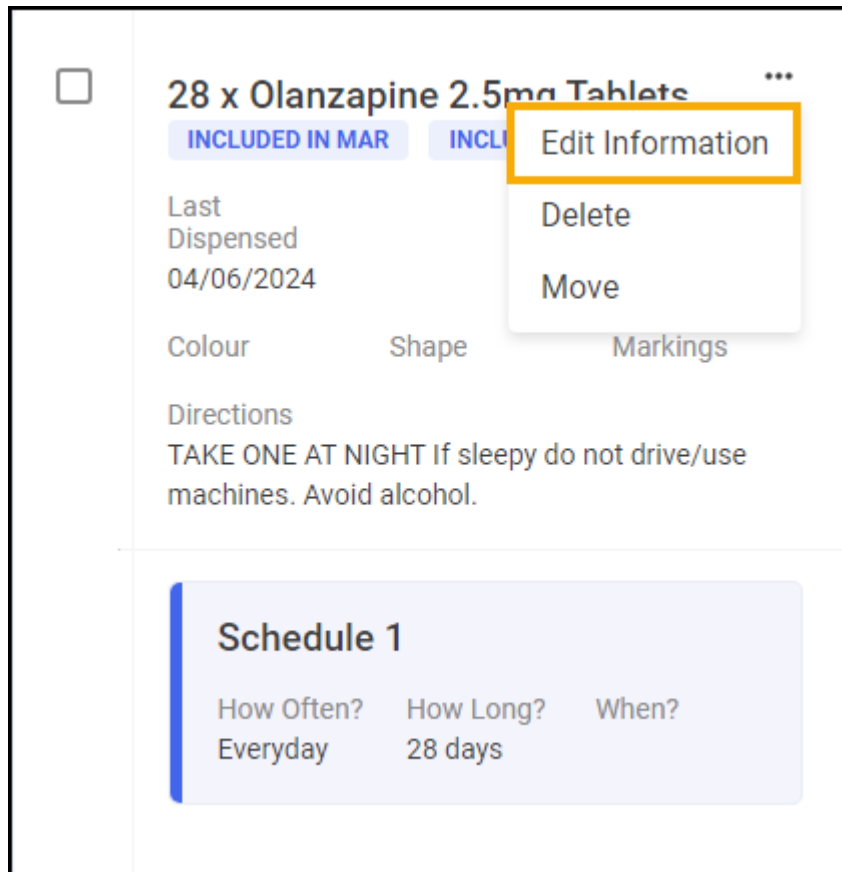
*i* The quantity dispensed exceeds the administration times


[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

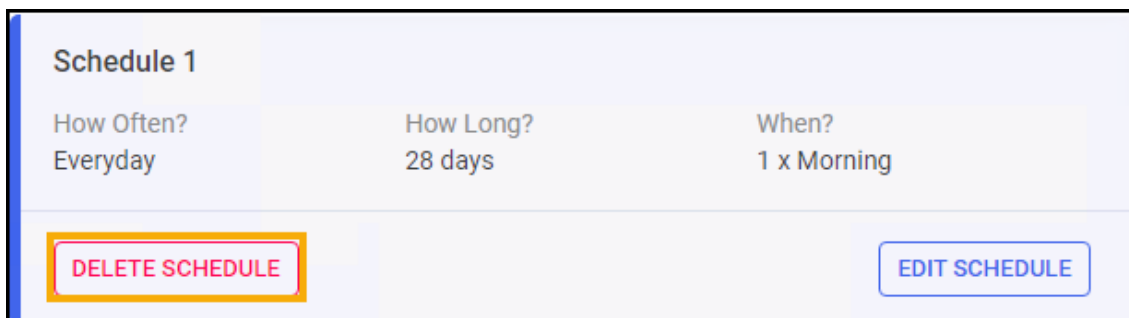
Colour                      Shape                      Markings

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**

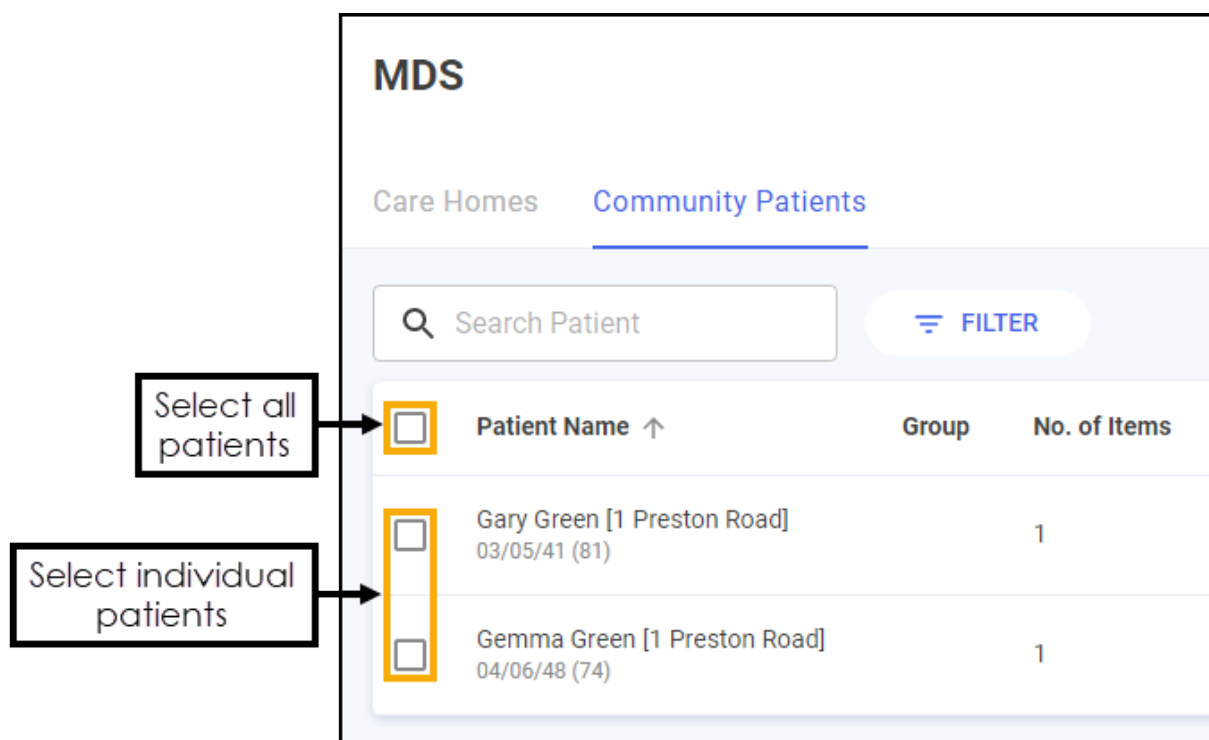
How Often?	How Long?	When?
Everyday	28 days	1 x Morning

**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 **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:



The screenshot shows the MDS interface with the 'Community Patients' tab selected. A search bar and a 'FILTER' button are visible. Below, a table lists patients with checkboxes for selection. Two callout boxes are present: 'Select all patients' points to the checkbox in the 'Patient Name' column header, and 'Select individual patients' points to the checkboxes in the rows for Gary Green and Gemma Green.

<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 the next page](#).
- Mid-Cycle **Medication Administration Record (MAR)** charts, see [Printing a Mid-Cycle MAR Chart on page 101](#).
- Cassette sheets, see [Printing Cassette Sheets on page 103](#).




- Blank **Medication Administration Record (MAR)** charts, see [Printing a Blank MAR Chart on page 105](#).
- Patient Lists, see [Printing a Patient List on page 106](#) for details.

## Printing MAR Charts

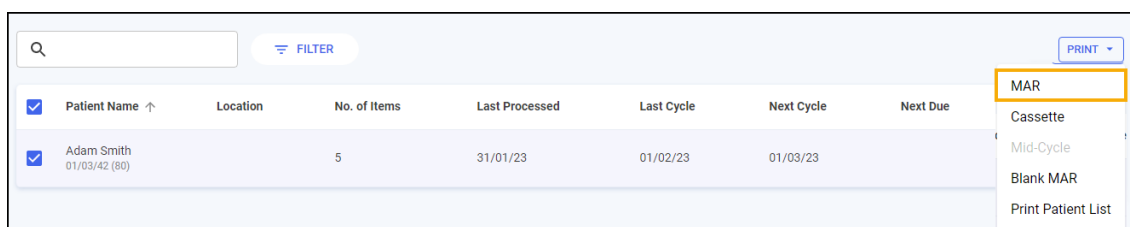
 **Training Tip** - MAR charts do not include items marked as Mid-Cycle, you need to print a mid-cycle MAR chart separately for the required item.

 **Training Tip** - You can print a **Repeat Prescription Request** form alongside the MAR chart, see [Editing Care Home Settings on page 32](#) and [Editing Community Patient Settings on page 66](#) for details.

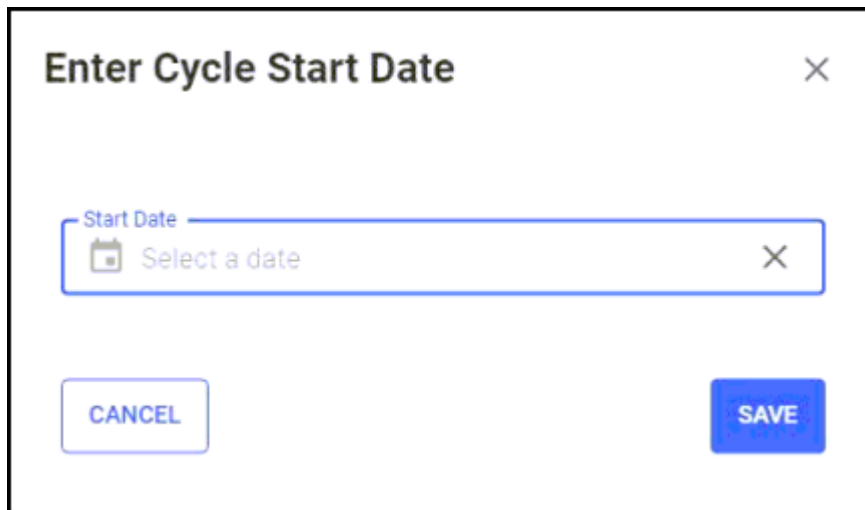
 **Training Tip** - A **Body diagram** can be printed on the MAR chart, see [Adding Patient Medication on page 73](#) to enable a body diagram to be printed per medication item. The body diagram can be printed either inline, with the item, or on a separate page of the MAR chart, see [Editing Care Home Settings on page 32](#) and [Editing Community Patient Settings on page 66](#) for how to set this.

To print a MAR chart:

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



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



The screenshot shows a dialog box titled "Enter Cycle Start Date" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Start Date" with a calendar icon and the placeholder text "Select a date". Below the input field, there are two buttons: "CANCEL" on the left and "SAVE" on the right.

If the patient already has a MAR chart printed for the cycle period, a warning displays:



The screenshot shows a dialog box titled "Please Confirm" with a close button (X) in the top right corner. The main text inside the dialog reads: "Patient has already had a Mar sheet printed for this cycle period. Are you sure you wish to print it again?". At the bottom of the dialog, there are two buttons: "CANCEL" on the left and "CONFIRM" on the right.

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:

MAR Sheet 1 / 2 156%

## 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									
Time	Dose	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			
MORN	2																															
BFAST																																
NOON																																
TEA																																
BED																																
LATE																																
Qty	Qty Received	By																												Date In	Carried Forward	Total
35																																

**Aspirin 300mg Tablets**  
 TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining 21 DAYS  
 Start Date: 01/02/2023  
 End Date: 07/02/2023  
 Schedule 1 of 2

		01/02/2023							08/02/2023							15/02/2023							22/02/2023									
Time	Dose	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			
MORN	1																															
BFAST																																
NOON																																
TEA																																
BED																																
LATE																																
Qty	Qty Received	By																												Date In	Carried Forward	Total
35																																

Download Print

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

Example of a Body Diagram:



42

## Repeat Prescription Request

Marge Bouvier



Schedule Duration  
1/1/2022 → 1/2/2022

Period Starting on  
28 Days Monday

Care Home Address  
Marathon Place,  
Moss Side Industrial Estate,  
Leyland,  
PR26 7QN

NHS No.  
1234564567

Registered Dr  
John Smith

Allergies  
Hayfever

Sensitivities  
None Recorded

<p>[Drug name here]</p> <p>ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.</p>	Time	Dose	Change Directions to:	Days Treatment:
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Quantity:			Doctors Signature:	

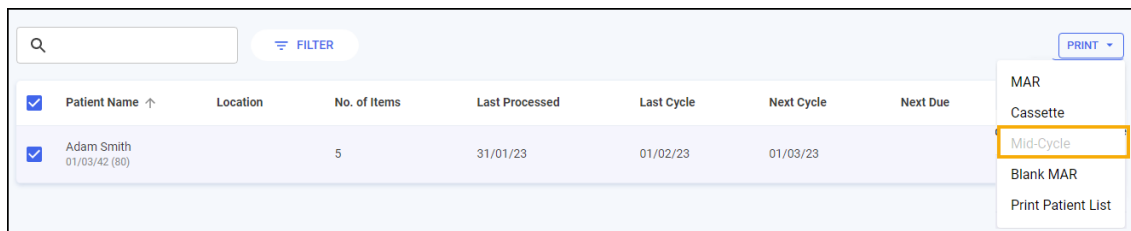
<p>[Drug name here]</p> <p>ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.</p>	Time	Dose	Change Directions to:	Days Treatment:
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Quantity:			Doctors Signature:	

<p>[Drug name here]</p> <p>ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.</p>	Time	Dose	Change Directions to:	Days Treatment:
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Quantity:			Doctors Signature:	

## Printing a Mid-Cycle MAR Chart

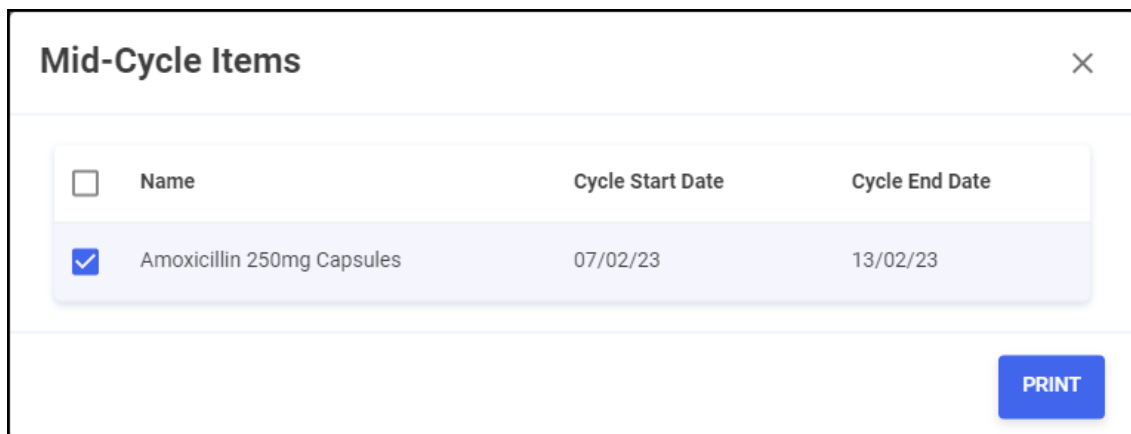
To print a mid-cycle MAR chart:

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




<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	

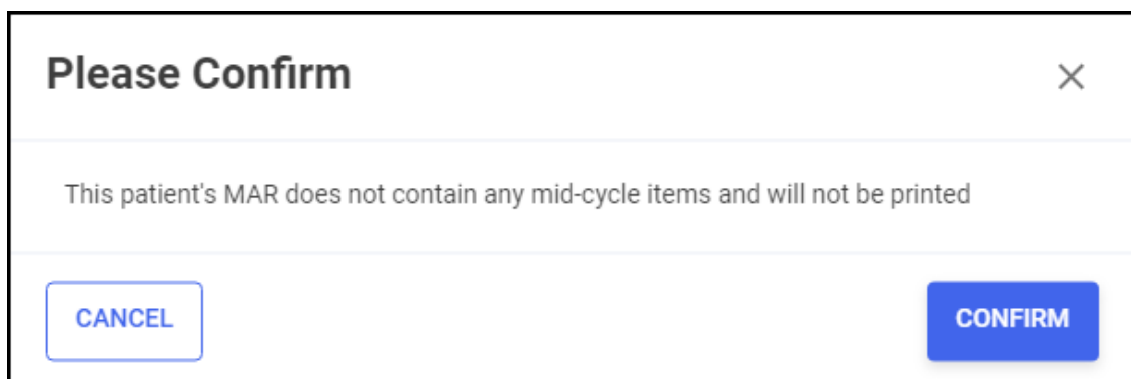
2. The **Mid-Cycle Items** screen displays, select the item to print the MAR chart for:



<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:




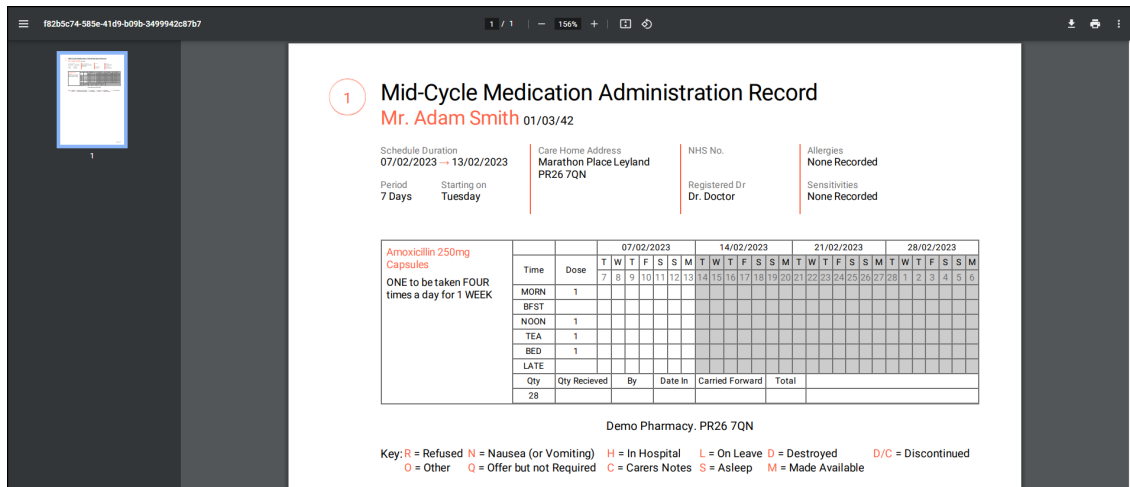
**Please Confirm**

This patient's MAR does not contain any mid-cycle items and will not be printed

**CANCEL** **CONFIRM**

Select **CONFIRM**  to close the screen or **CANCEL**  to return to the patient list.

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

**Amoxicillin 250mg Capsules**  
 ONE to be taken FOUR times a day for 1 WEEK

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	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6
BFST																													
NOON	1																												
TEA	1																												
BED	1																												
LATE																													
Qty	Qty Received	By		Date In		Carried Forward		Total																					
	28																												

Demo Pharmacy. PR26 7QN

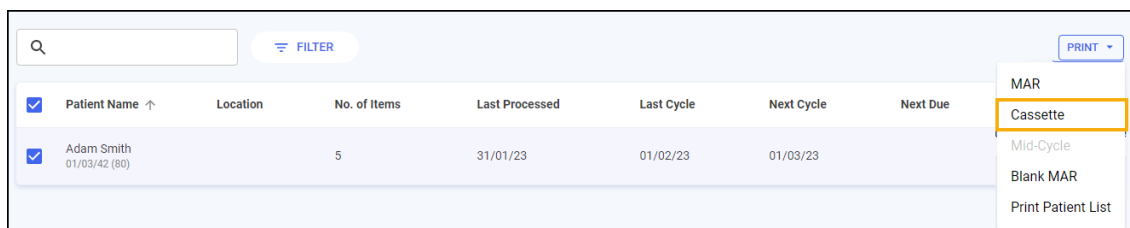
Key: R = Refused N = Nausea (or Vomiting) H = In Hospital L = On Leave D = Destroyed D/C = Discontinued  
 O = Other Q = Offer but not Required C = Carers Notes S = Asleep M = Made Available

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**:



Q FILTER PRINT

<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	

MAR  
**Cassette**  
 Mid-Cycle  
 Blank MAR  
 Print Patient List

If the patient has already had a Cassette sheet printed for the cycle period, a warning displays:

### Please Confirm ✕

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

Select **CONFIRM**  to print the cassette sheet again or **CANCEL**  to return to the patient list.

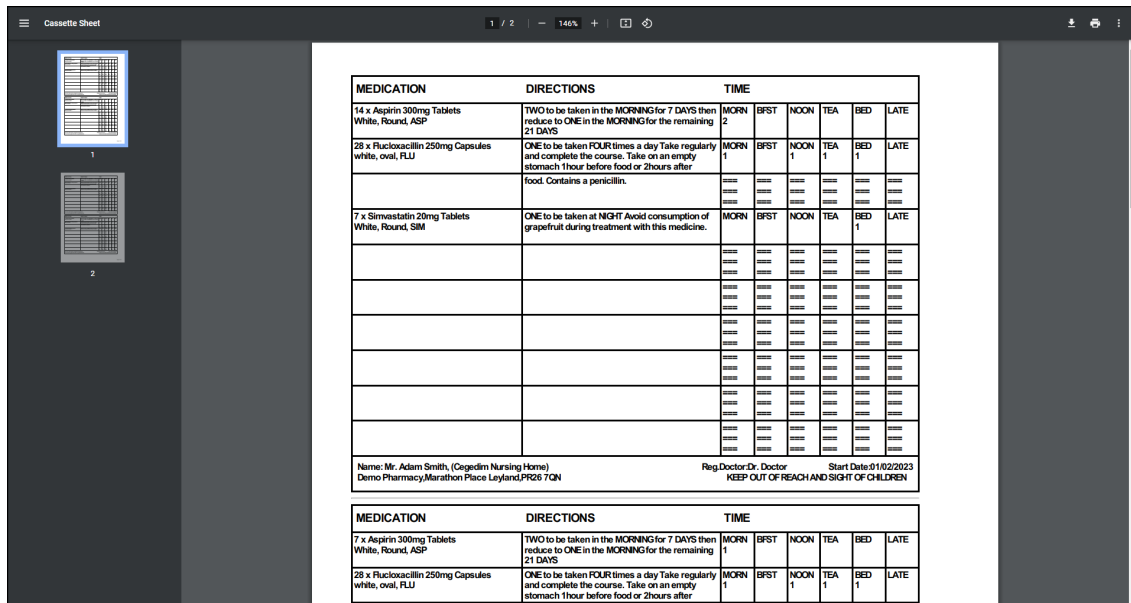
2. The **Enter Cycle Start Date** screen displays, select **Start Date** to open the calendar and select the date required:

### Enter Cycle Start Date ✕

Start Date





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

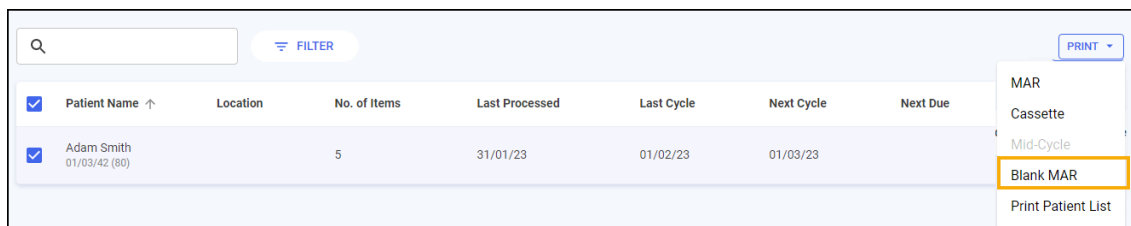
Name: Mr. Adam Smith, (Cegedim Nursing Home) Reg Doctor/Dr. Doctor Start Date: 01/02/2023  
Demo Pharmacy/ Marathon Place Leyland, PR26 7QN KEEP OUT OF REACH AND SIGHT OF CHILDREN

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 the relevant patient(s) selected, select **PRINT - 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		PRINT ▾ MAR Cassette Mid-Cycle <b>Blank MAR</b> Print Patient List

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 blank MAR chart(s) displays:

Blank MAR Sheet
1 / 1 - 156% +

1

### Medication Administration Record

**Mr. Adam Smith** 01/03/42

Schedule Duration  
01/02/2023 – 28/02/2023

Period: 28 Days    Starting on: Wednesday

Care Home Address  
Marathon Place Leyland  
PR26 7QN



NHS No.

Registered Dr  
Dr. Doctor

Allergies  
None Recorded

Sensitivities  
None Recorded

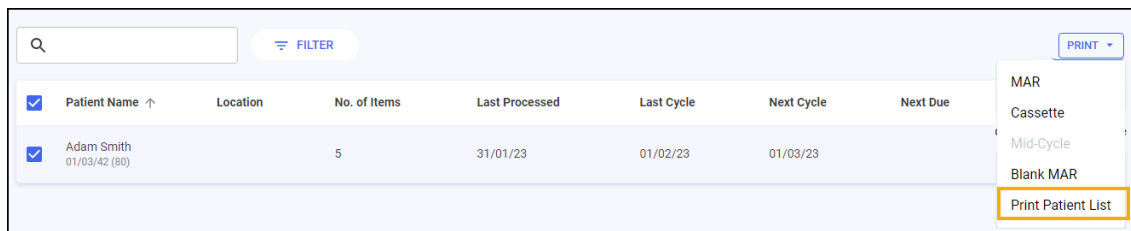
		01/02/2023							08/02/2023							15/02/2023							22/02/2023																																						
Time	Dose	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T																																
MORN																																																													
BFAST																																																													
NOON																																																													
TEA																																																													
BED																																																													
LATE																																																													
Qty	Qty Received																													By	Date In	Carried Forward	Total																												

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

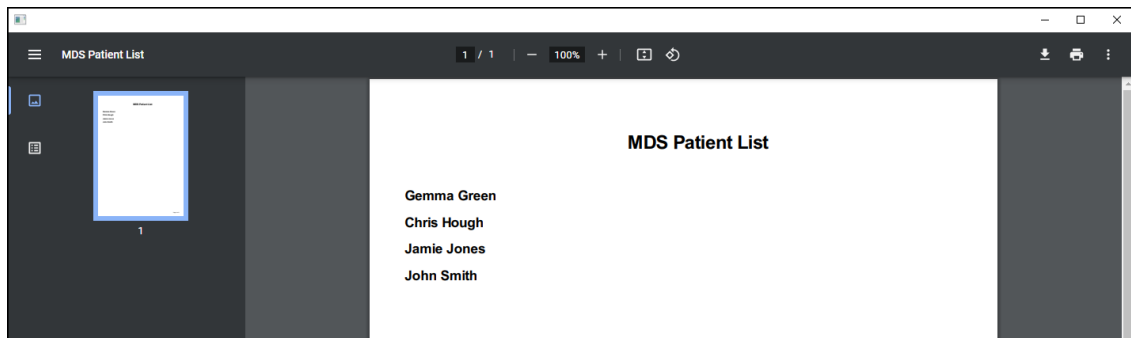
## Printing a Patient List

To print a patient list:


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





2. A preview of the patient list displays:




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

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