Pharmacy Manager

Monitored Dosage System (MDS) User Guide

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cegedim Healthcare Solutions

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Monitored Dosage System (MDS) Module

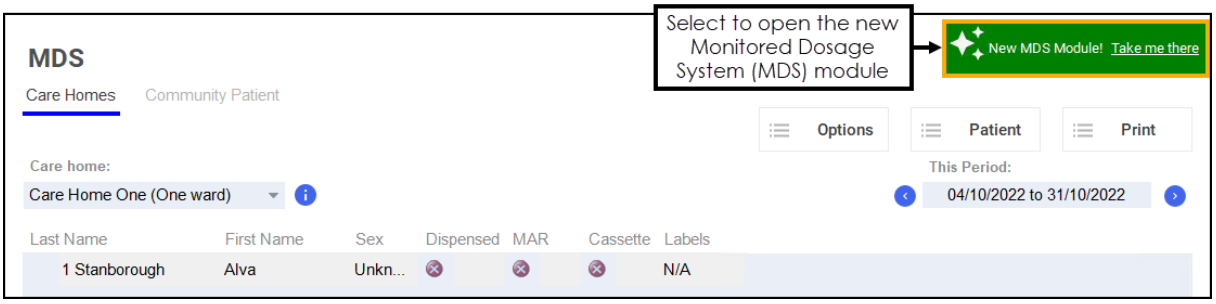
Note - To enable the new **Monitored Dosage System** module, please contact your Account Manager or the **Cegedim Healthcare Solutions Service Desk**, see Contacting Us for Support, who can organise this for you.

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

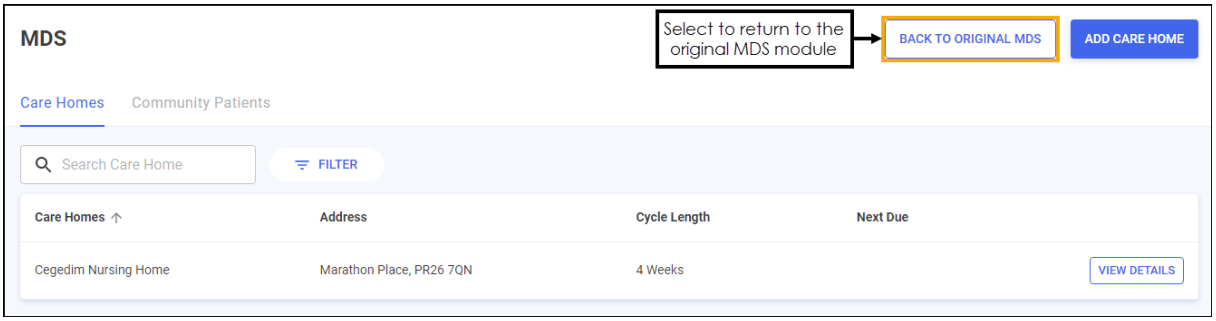
To access the new Monitored Dosage System (MDS) module simply select **New MDS Module! Take me there**

from the existing **MDS** screen:



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.



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

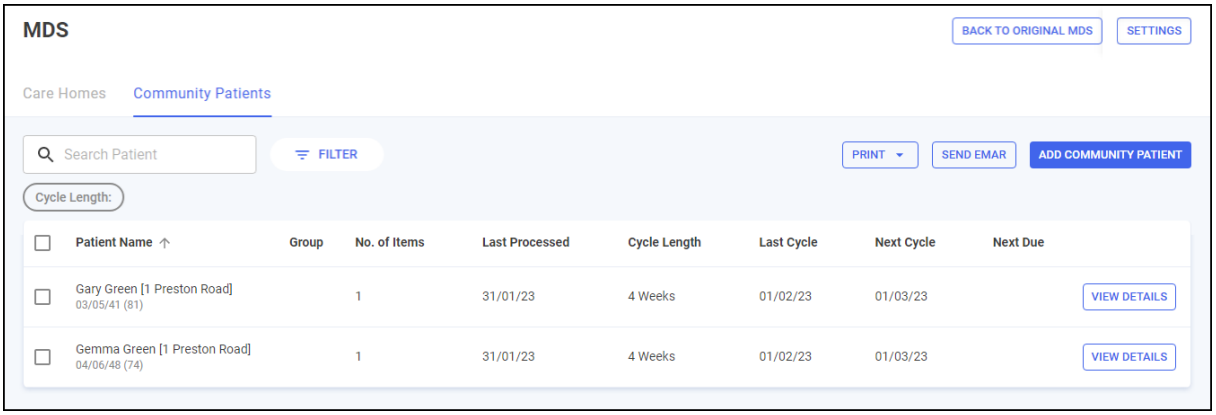
Care Homes

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

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:



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

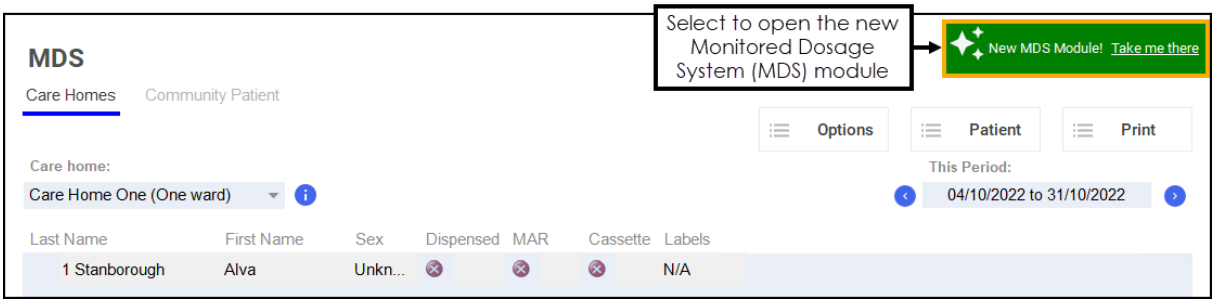
We have introduced a new Monitored Dosage System (MDS) module in **Pharmacy Manager**.

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.

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.

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.

Importing Care Home and Care Home Patient Data

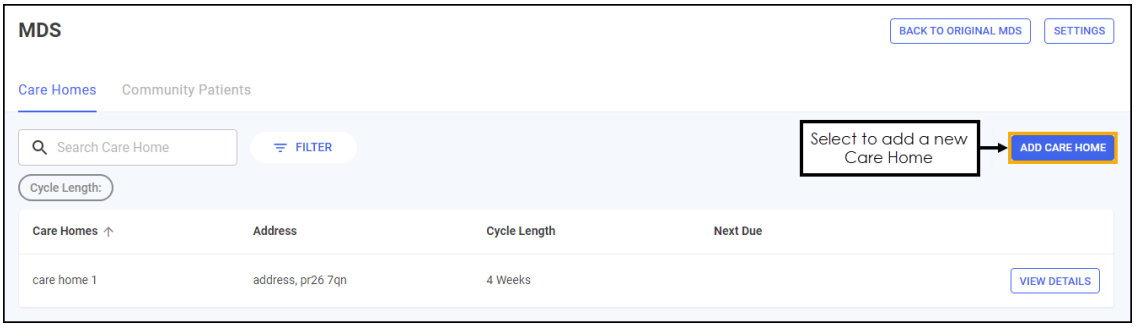
To import care home and care home patient data from your existing **Monitored Dosage System (MDS)** to the new **Monitored Dosage System (MDS)** module:

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

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.

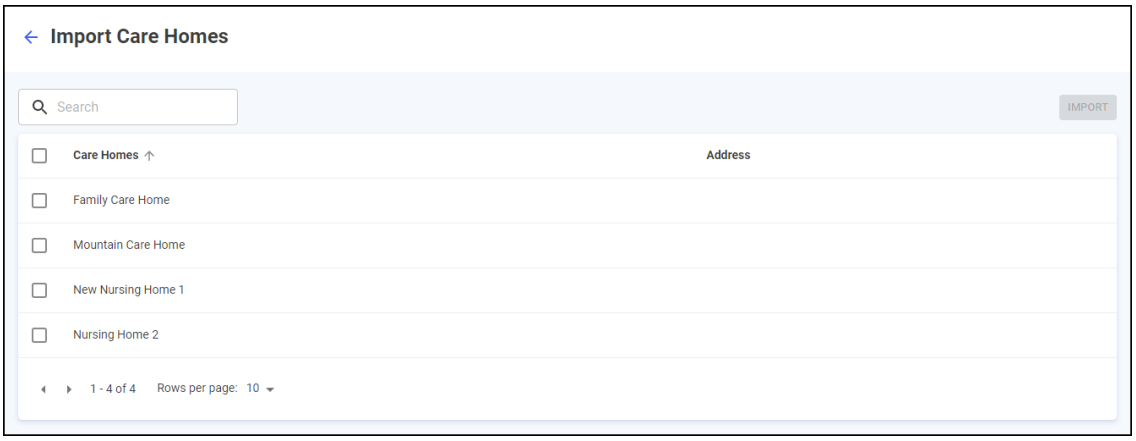
Training Tip - Before importing the Care Home data we recommend that you print a MAR chart for your care home patients.

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



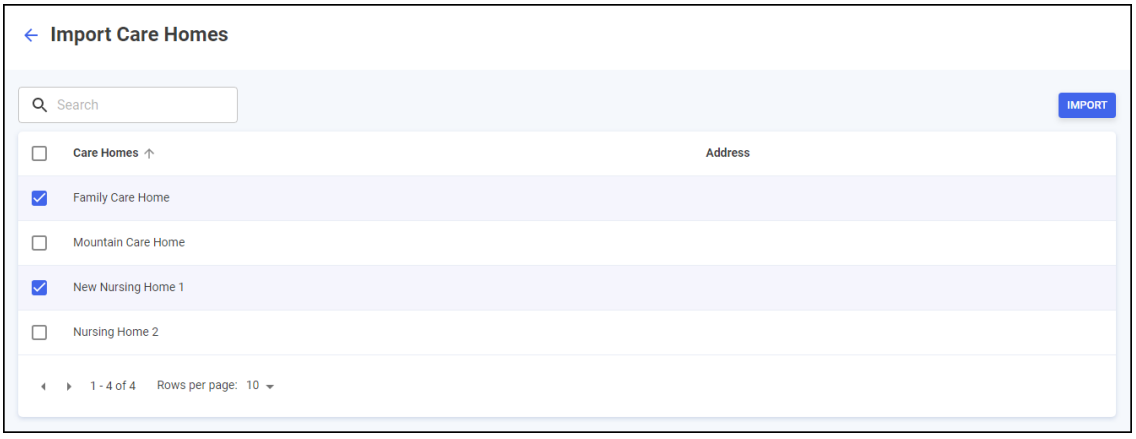
2. The **Care Home Settings** screen displays, select **IMPORT** IMPORT:

3. 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.

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

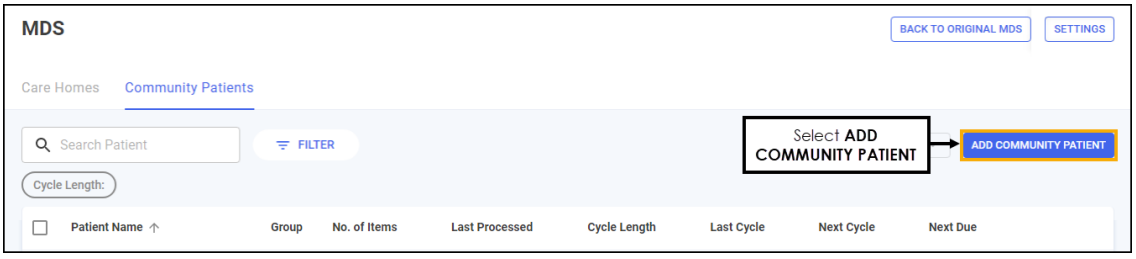
To import patients from your existing **Monitored Dosage System (MDS)** to the new **Monitored Dosage System (MDS)** module:

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

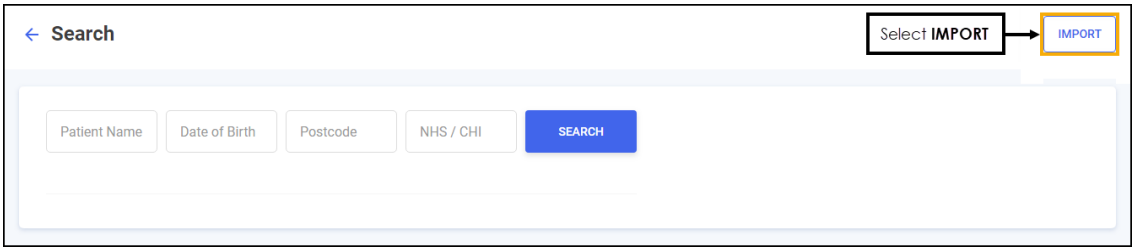
Important - Please note that if a special character, for example an asterisk *****, is used for medication times in your existing MDS module, this does not import across and leaves the entry blank. It is important to review these post import.

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

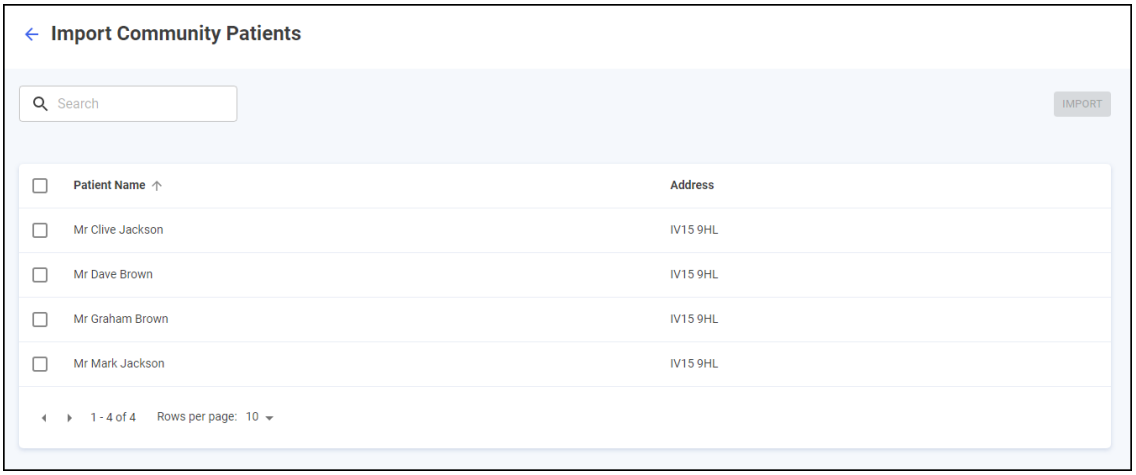
1. From the **Community Patients** tab, select **ADD PATIENT** ADD PATIENT:



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

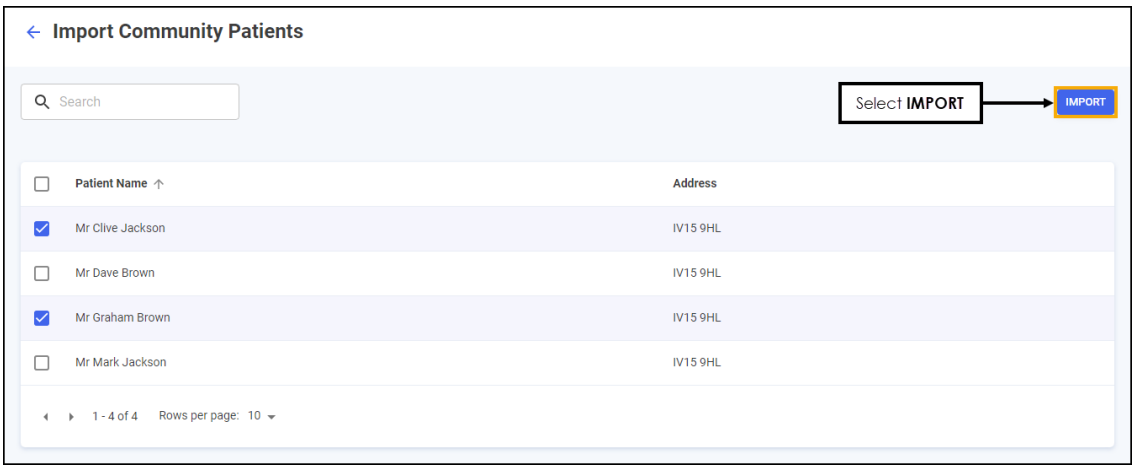


3. The **Import Community Patients** screen displays, select the patients you want to import:



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:



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

The following data is imported:

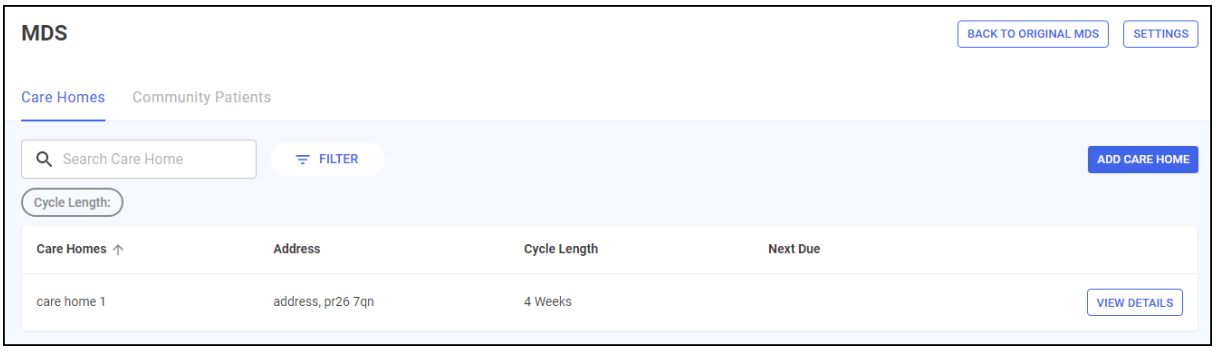
- Patient Name
- Patient Address
- Cycle Length

- 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**

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:



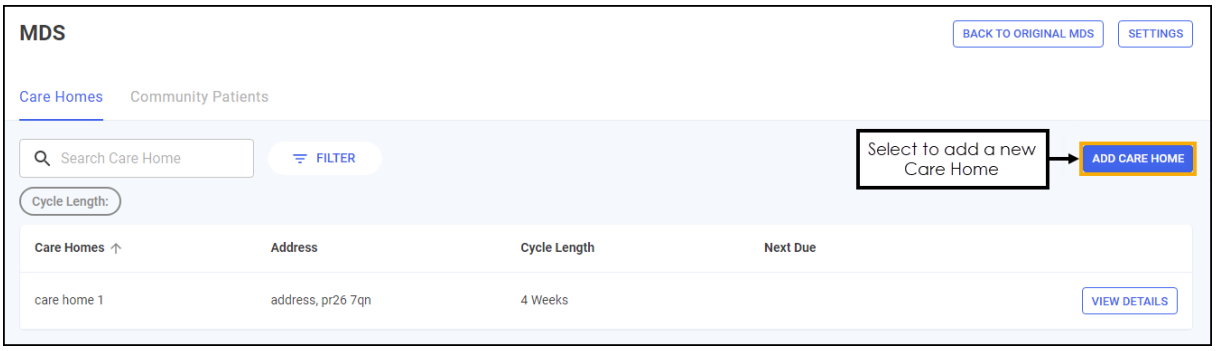
To search for, sort or filter the care homes, see Searching for, Sorting and Filtering Care Homes on page 26.

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** ADD CARE HOME:

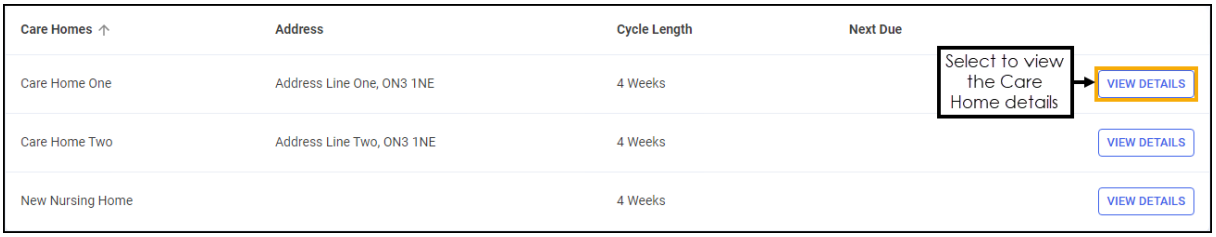


The **Care Home Settings** screen displays.

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** VIEW DETAILS next to the required care home:



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

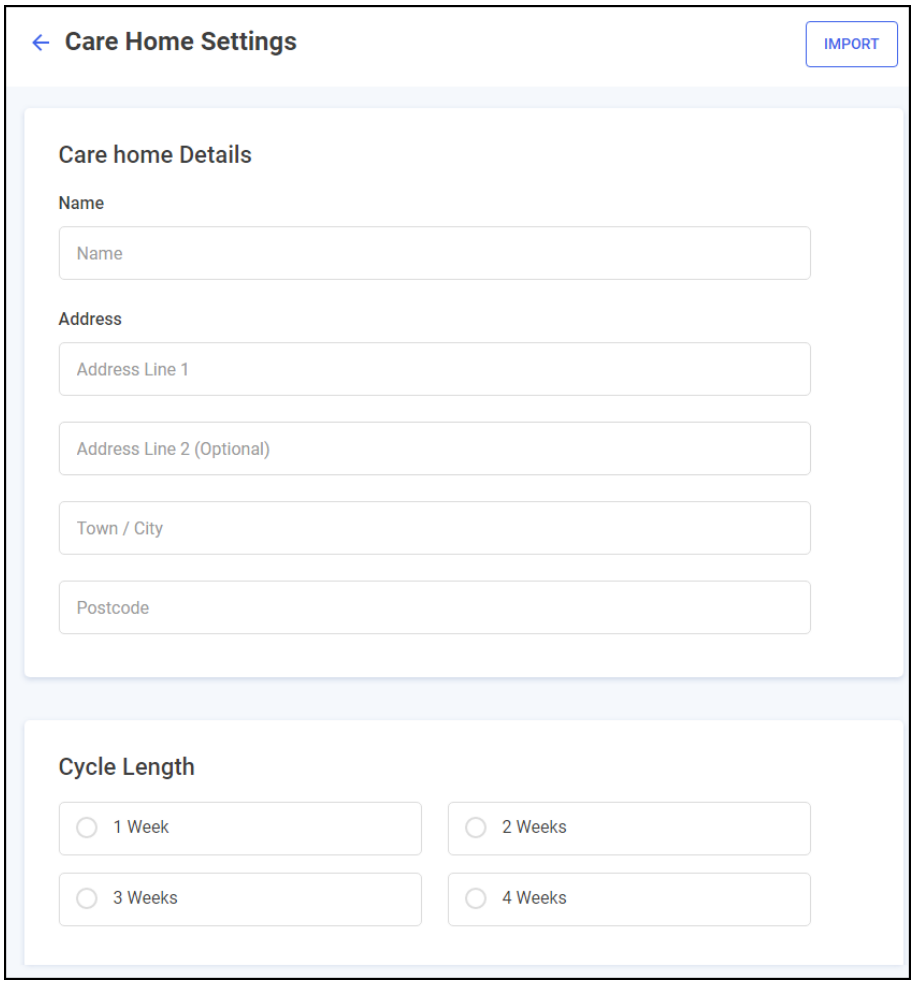
See MDS Info - Care Home on page 28 for details.

Adding a Care Home

To add a new care home:

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

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



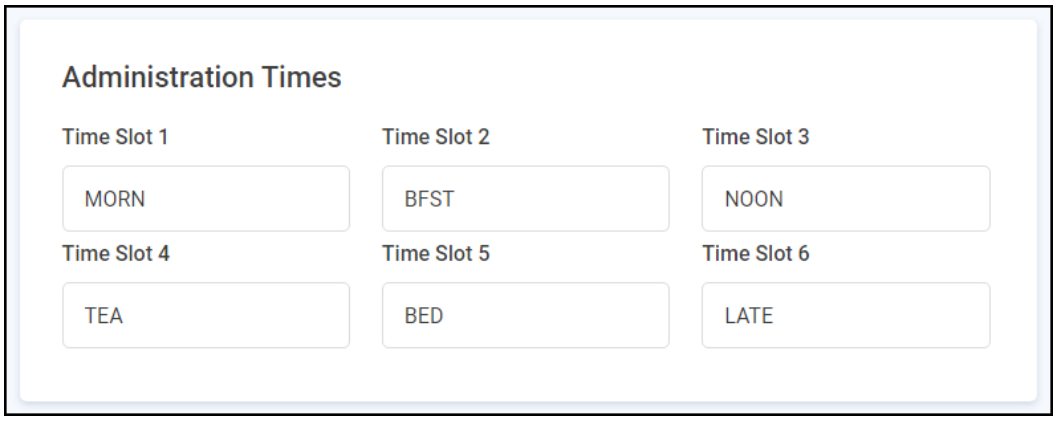
Training Tip - To import care home details from your existing **Monitored Dosage System (MDS)** select **Import** IMPORT, see Importing Care Home and Care Home Patient Data on page 15 for details.

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:



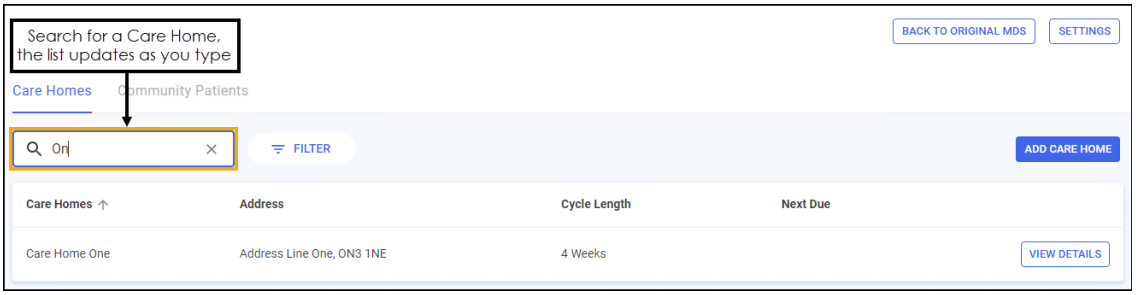
3. Select **SAVE** SAVE to create a new care home, or select **CANCEL** CANCEL to return without creating the care home.

Searching for, Sorting and Filtering Care Homes

Searching for Care Homes

To search for a care home:

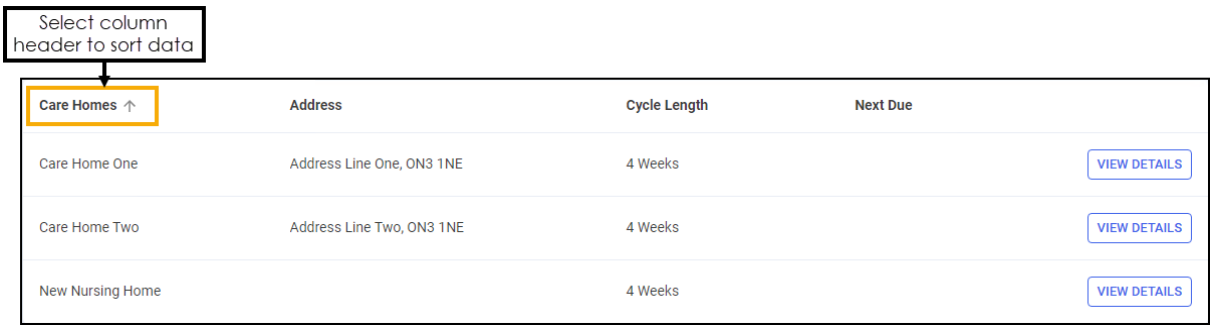
1. From the **Care Homes** tab, in **Search Care Home** enter the search criteria, the list below updates as you type:



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

Sorting Care Homes

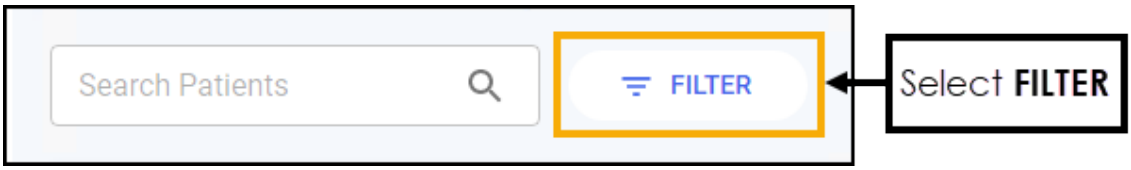
In the **Care Homes** tab, Care Homes display alphabetically by default. To manually sort the care homes simply select a column header to sort Oldest to Newest / A-Z Cycle Length ↑ or Newest to Oldest / Z-A Cycle Length ↓:



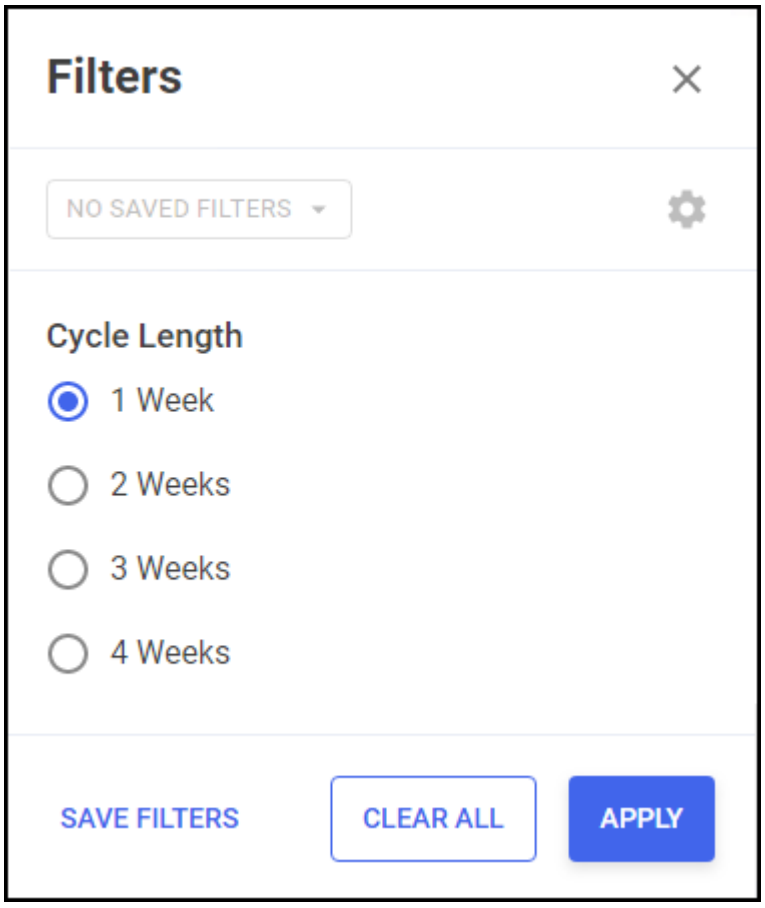
Filtering Care Homes

To filter the care home list:

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



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



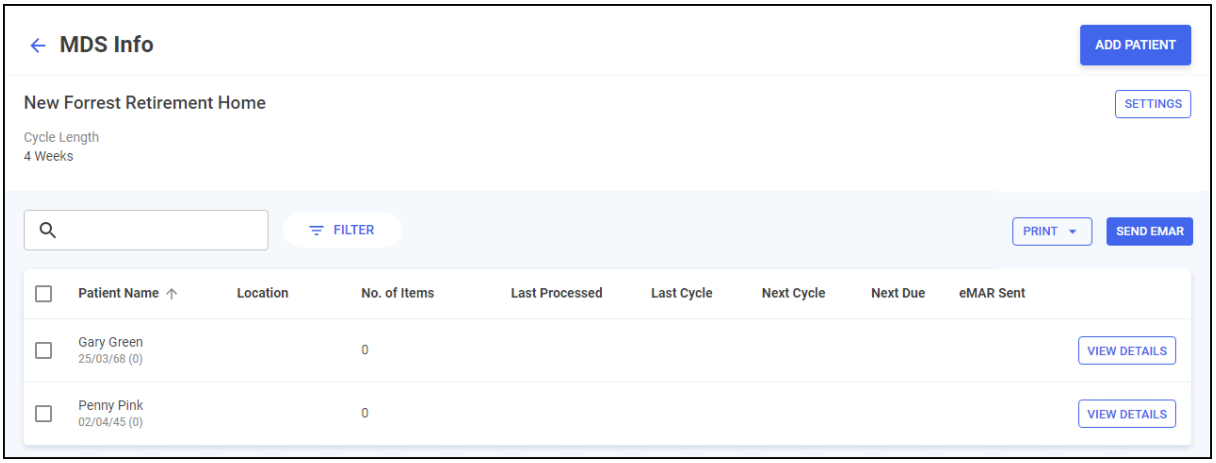
3. Select filters as required and then select **APPLY** to apply the new filters.

> **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:



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

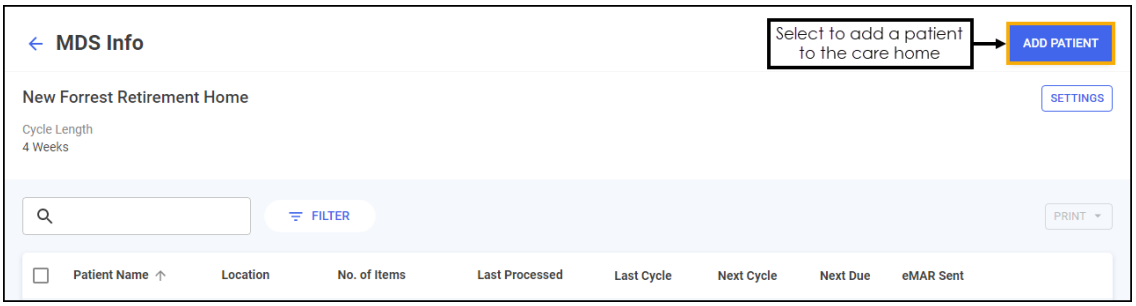
From the **MDS Info - Care Home** screen you can select the following:

- **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.

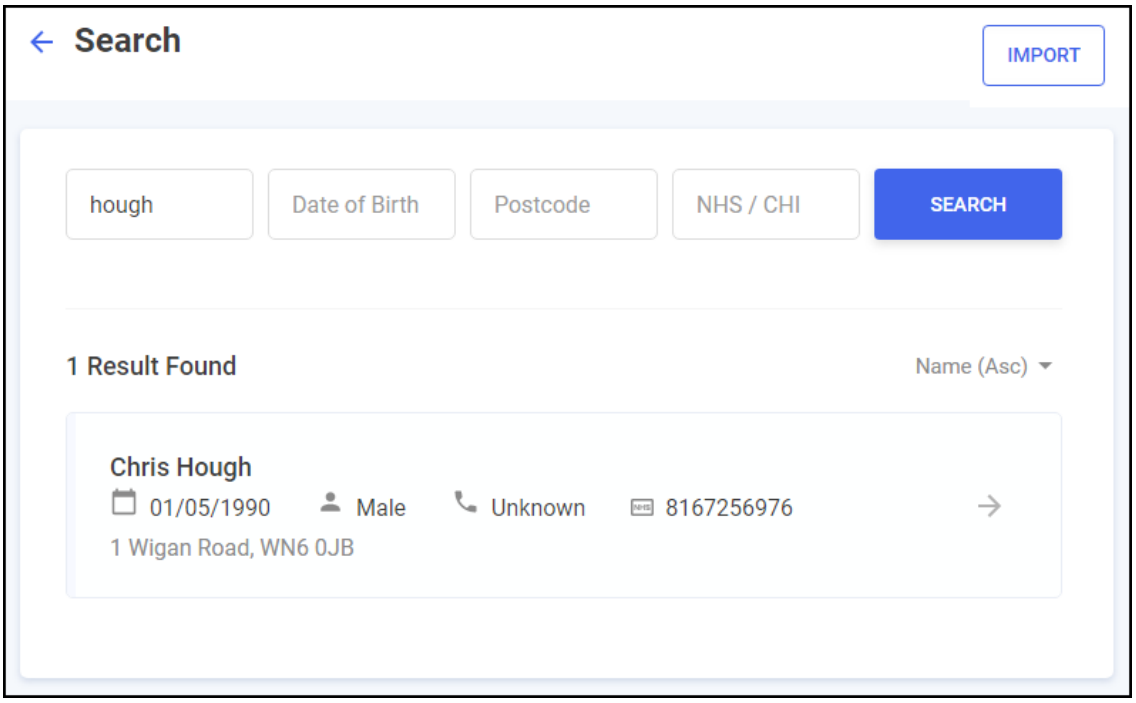
Adding a Patient to a Care Home

To add a patient to a care home:

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



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



3. Select the required patient from the list.

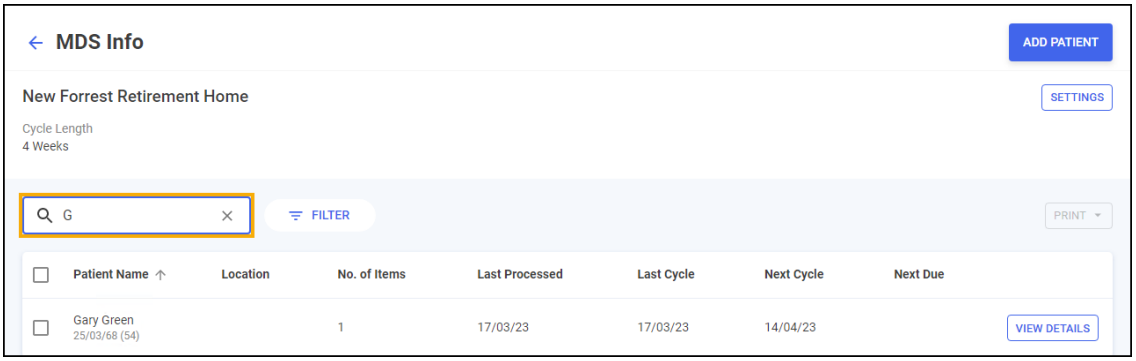
The patient is added to the care home.

Searching for, Sorting and Filtering Care Home Patients

Searching for Patient in a Care Home

To search for a patient in a care home:

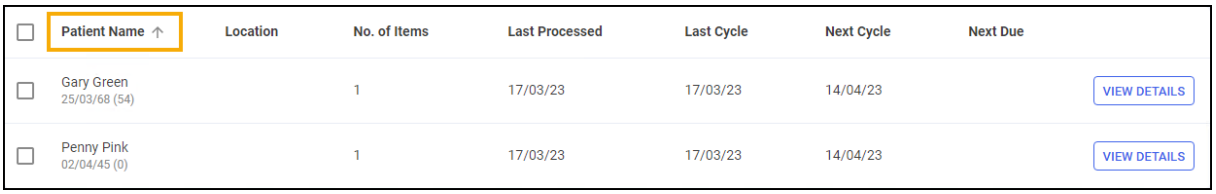
1. From the **MDS Info - Care Home** screen, in the search box enter the search criteria, the list below updates as you type:



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 .

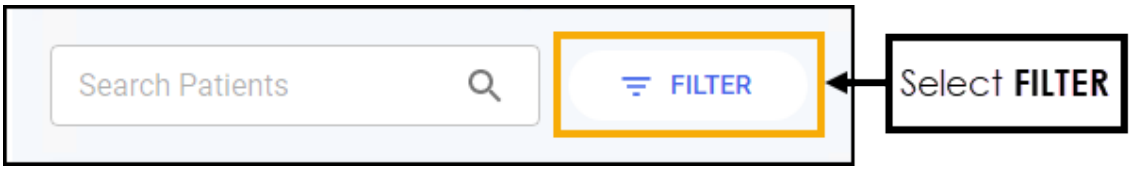


Training Tip - **Patient Name** sorts patients by their surname.

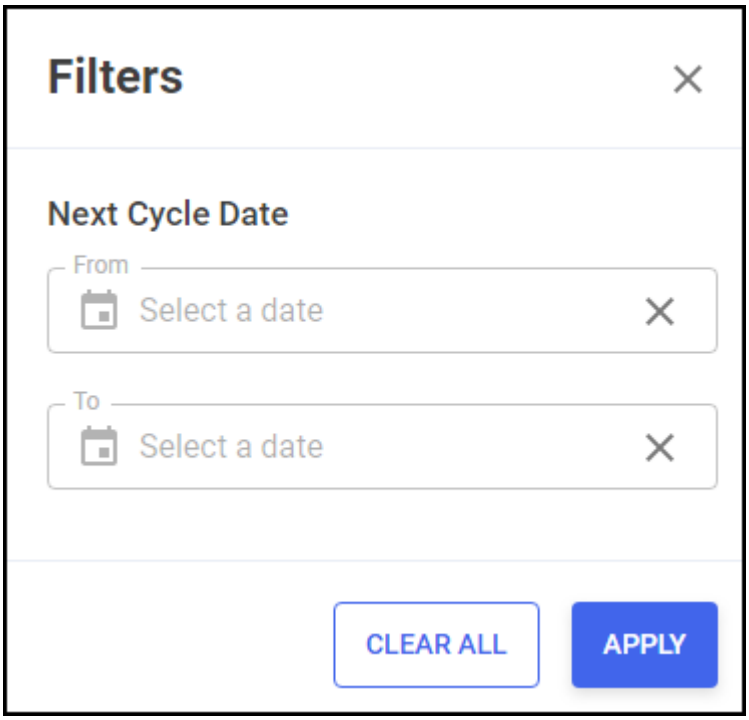
Filtering Care Home Patients

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**.

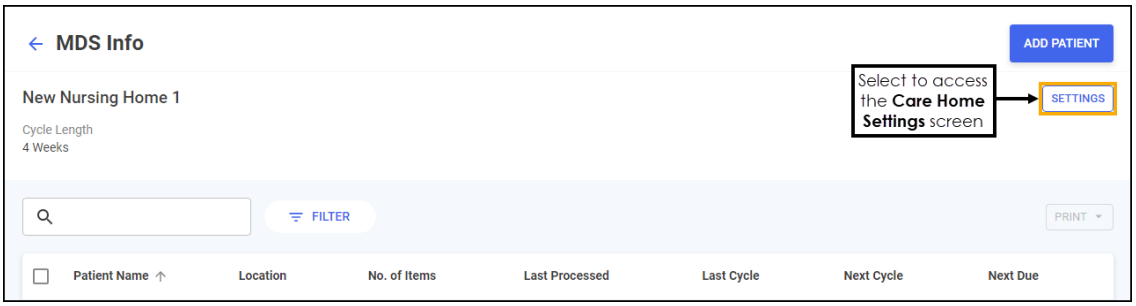
3. Select filters as required and select **APPLY** to apply the new filters.

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

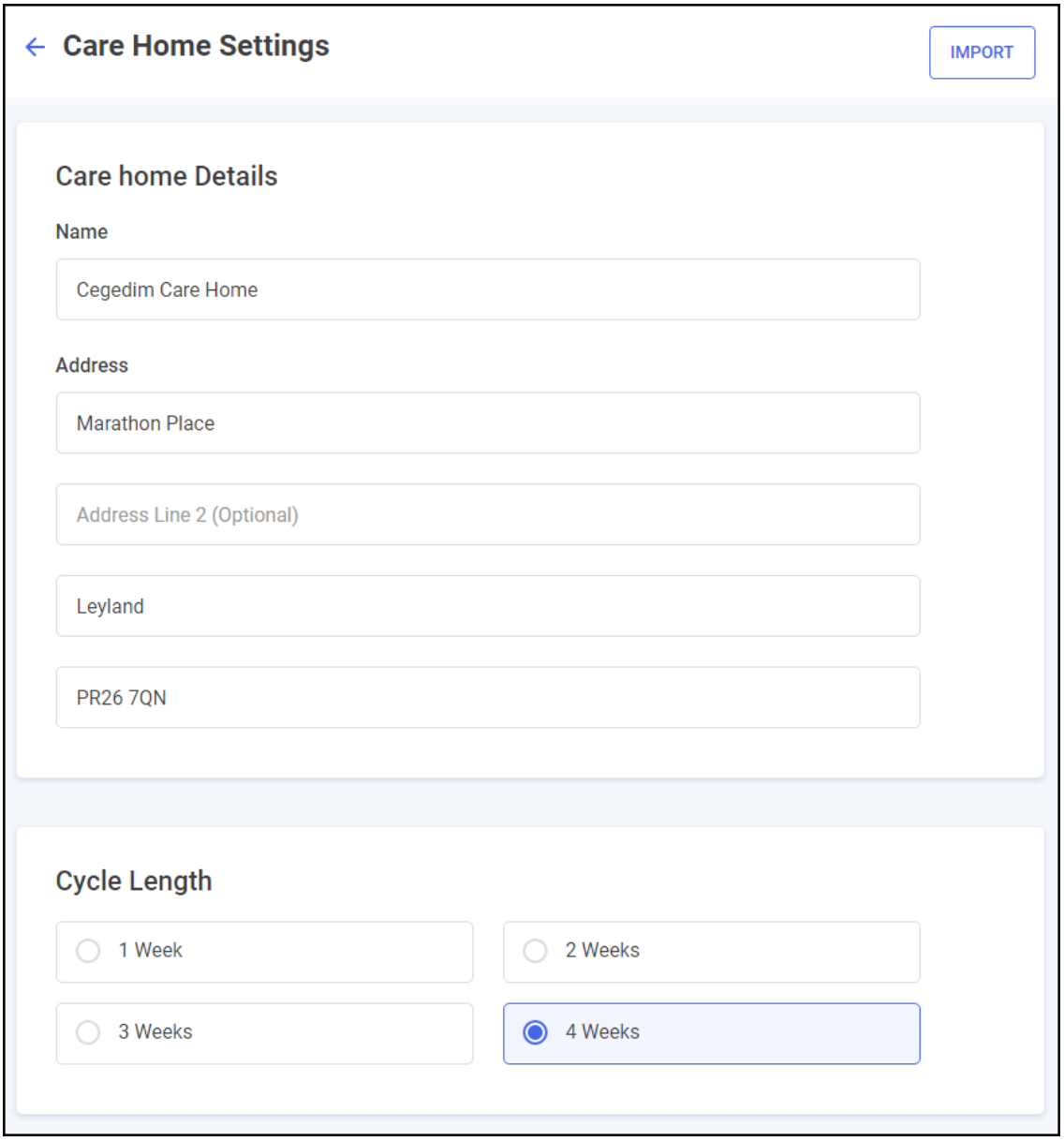
Editing Care Home Settings

To edit Care Home settings:

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



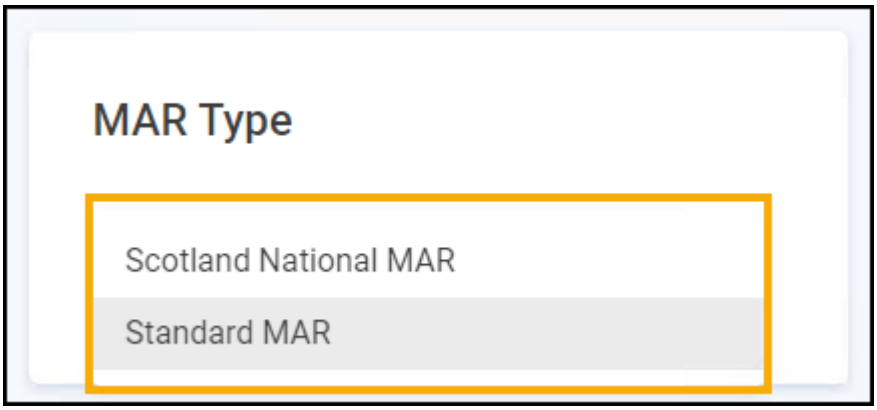
2. The **Care Home Settings** screen displays:



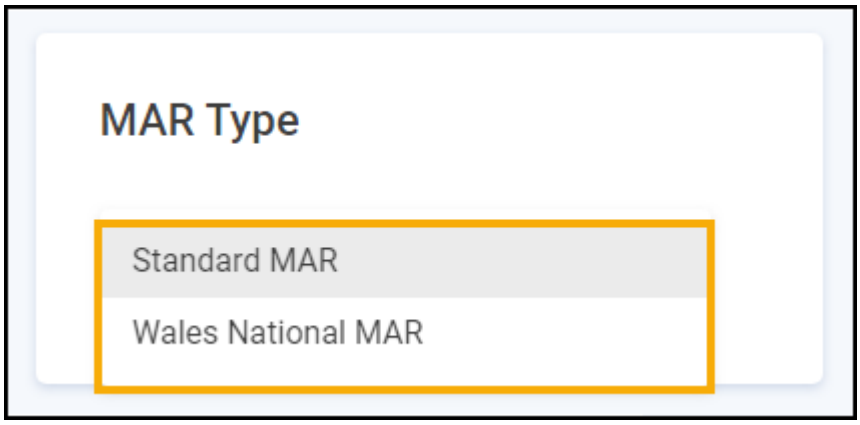
Update the following, if required:

- **Care home Details**:
  - **Name** - Select to update the name of the care home.
  - **Address** - Select to update the address of the care home.
- **Cycle Length** - Select to set or update the cycle length for the care home.

- **MAR Type** (Scotland only) - Select the **Medication Administration Record (MAR)** chart required:



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



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

- **Print inline** - Select to print a body diagram on the same page as the item.
- **Print on a separate page** - Select to print a body diagram on a separate page to the item.

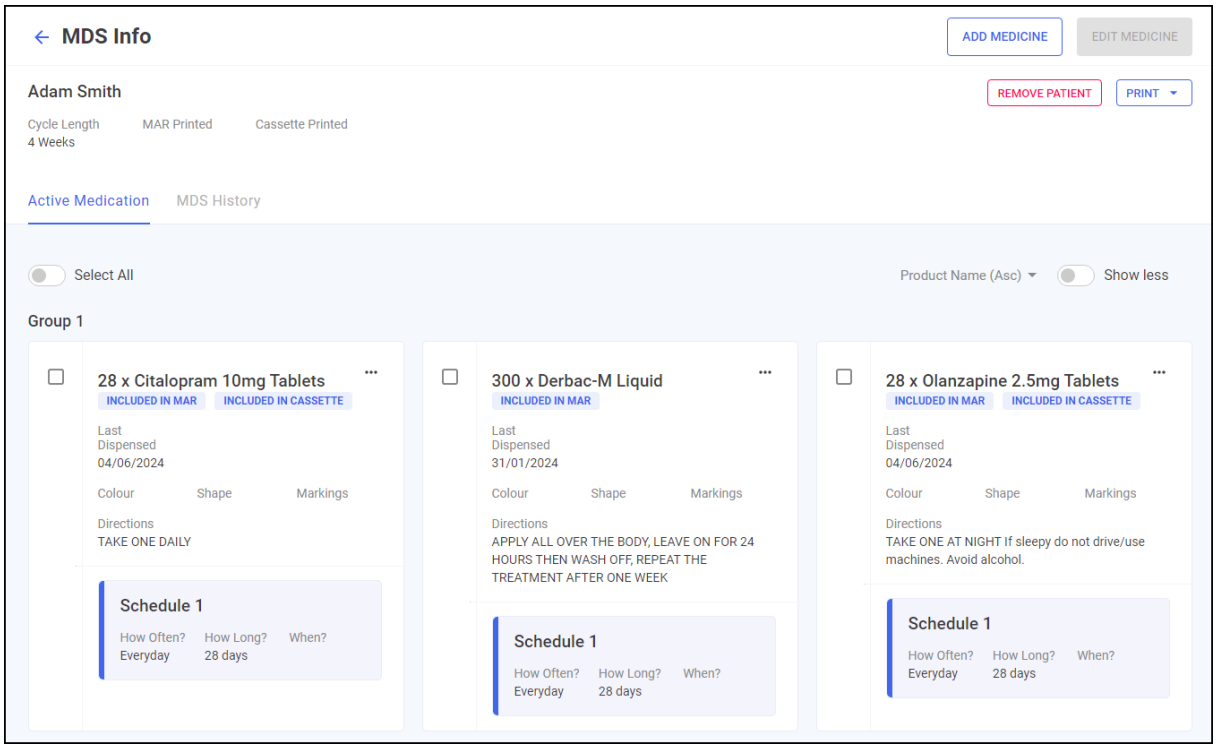
> **Body Diagrams** are available on each medication item, see Adding Patient Medication on page 73 for details.

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

3. Select **SAVE** SAVE to save the changes or select **CANCEL** CANCEL to return without making any changes.

Monitored Dosage System (MDS) Info - Care Home Patient

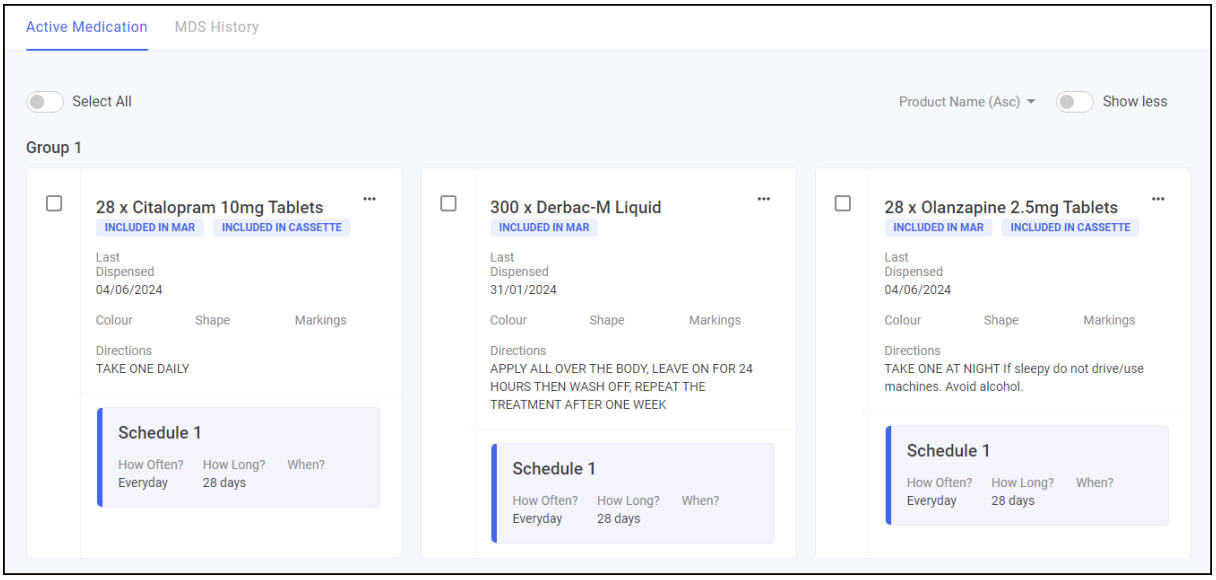
The **MDS Info - Patient** screen displays the MDS details for a selected care home patient:



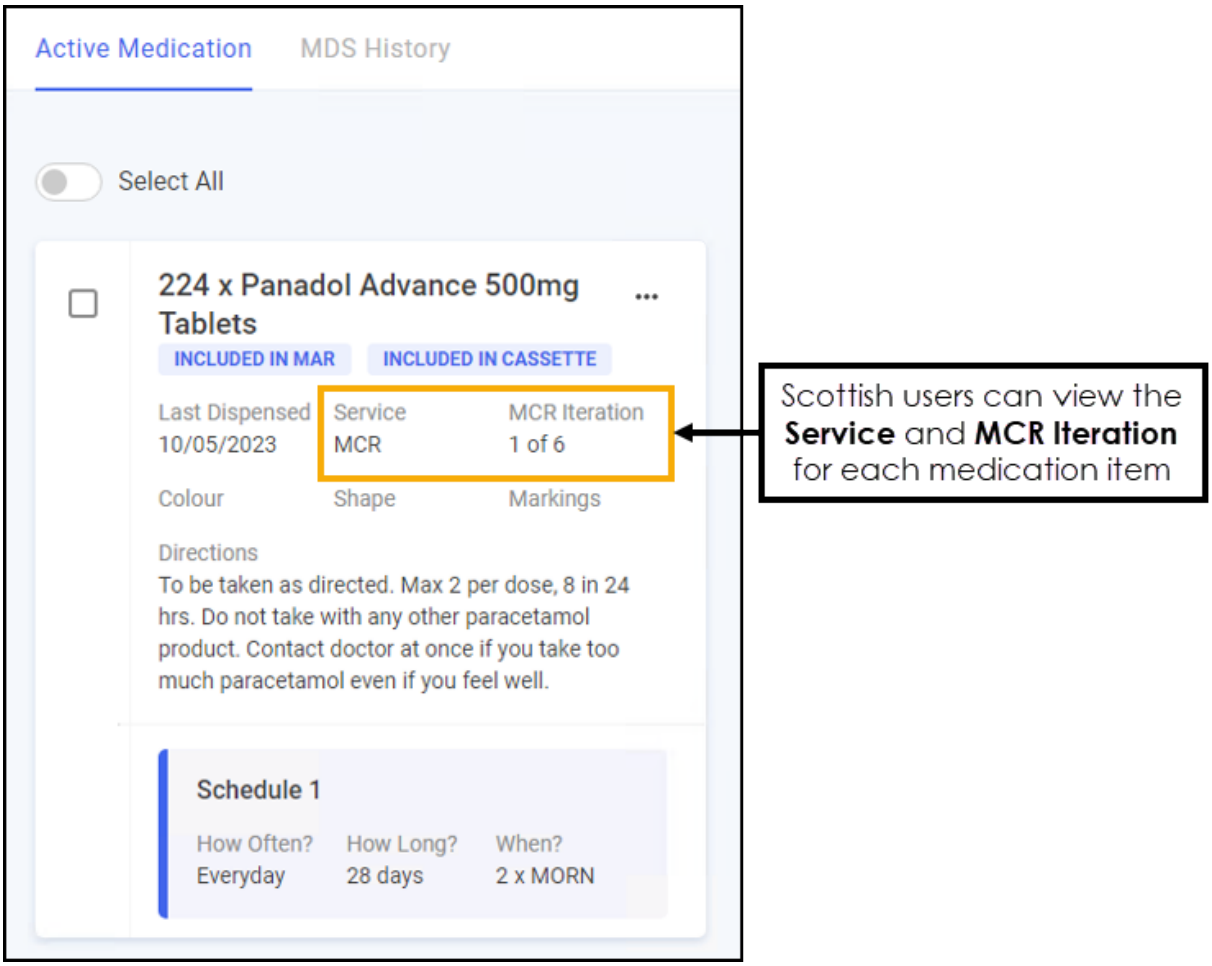
From here you can view the patient's cycle length, whether the **Medication Administration Record (MAR)** chart or Cassette sheet is printed, their active medication and the patient's MDS history. The screen is split into two tabs, **Active Medication** and **MDS History**:

Active Medication

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



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

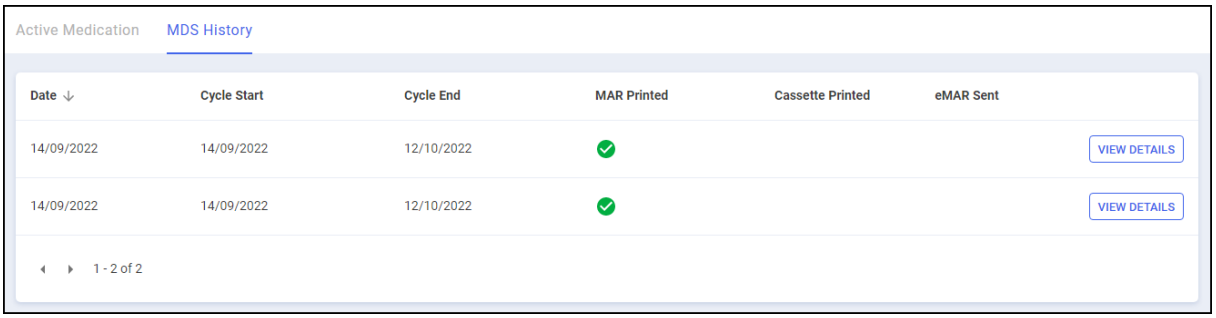


See Adding Patient Medication on page 73, Editing Patient Medication on page 76 or Deleting Patient Medication on page 83 for details.

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:

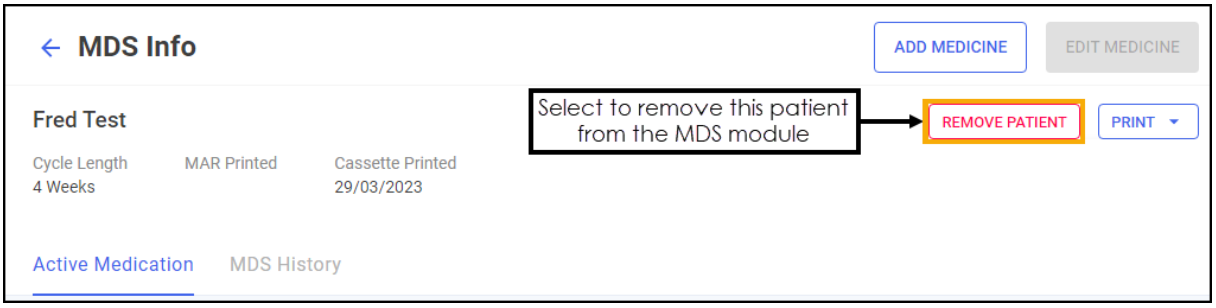


To view previously printed MAR charts or Cassette sheets, select **VIEW DETAILS** VIEW DETAILS.

Removing a Care Home Patient

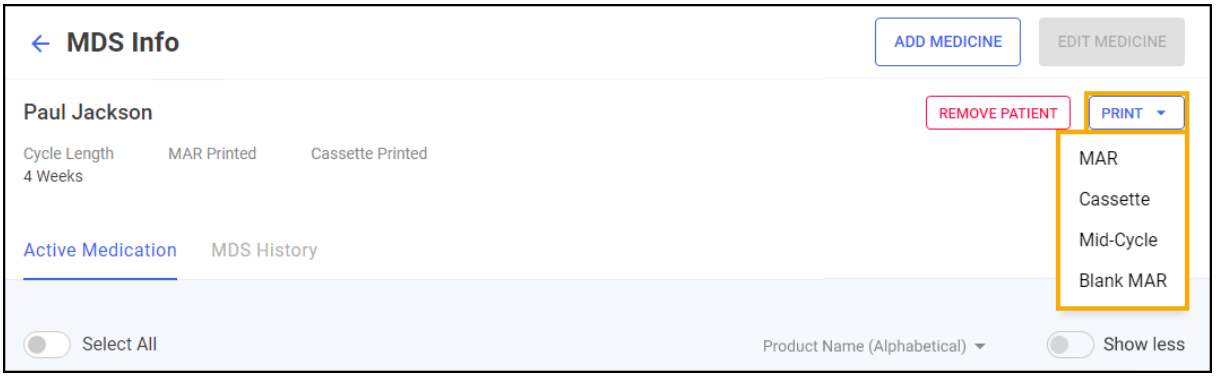
Training Tip - If you are moving a patient from one care home to another, do not remove the patient, simply add to the new care home and the patient details automatically move across.

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.

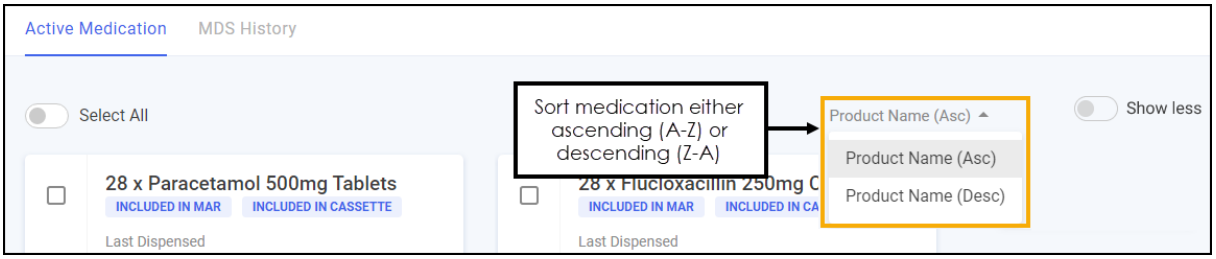
Sorting Active Medication

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

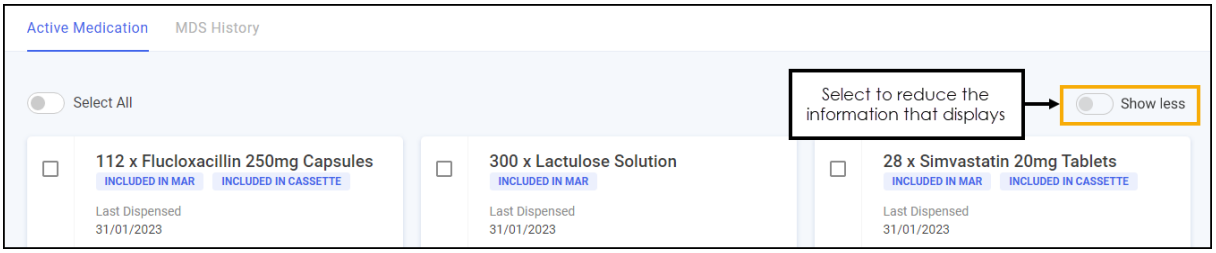
Sorting the Active Medication

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

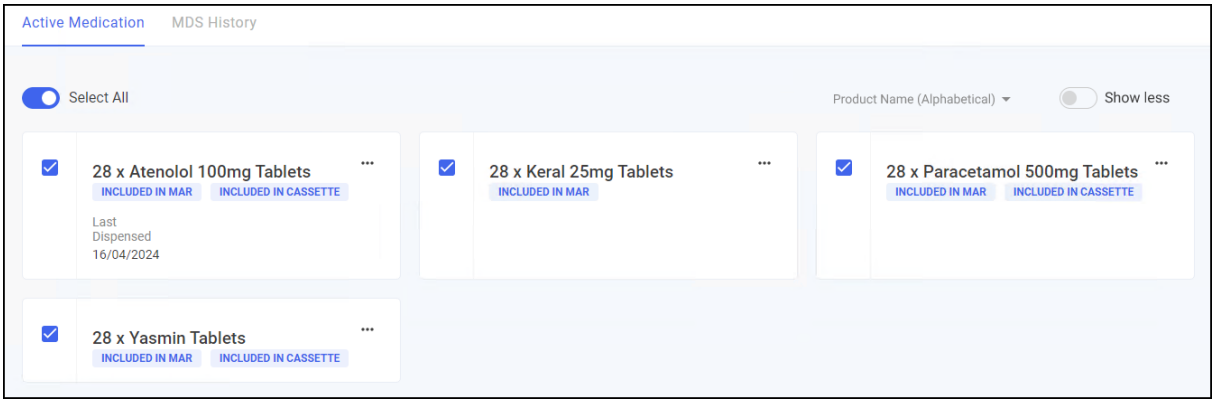


Show or Hide Medication Information

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:



Grouping Medication

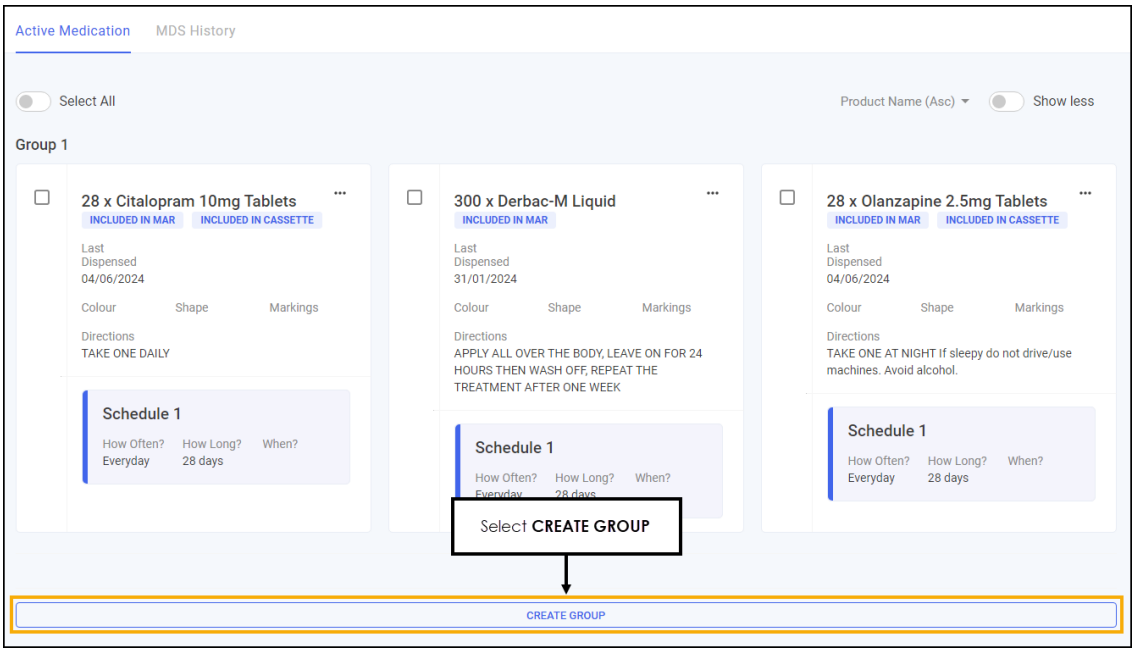
The medication can be split into multiple groups on the **Active Medication** screen, this acts as a page break when printing a MAR chart. This can be used to separate medication types, for example, tablets, creams and dressings.

> **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.

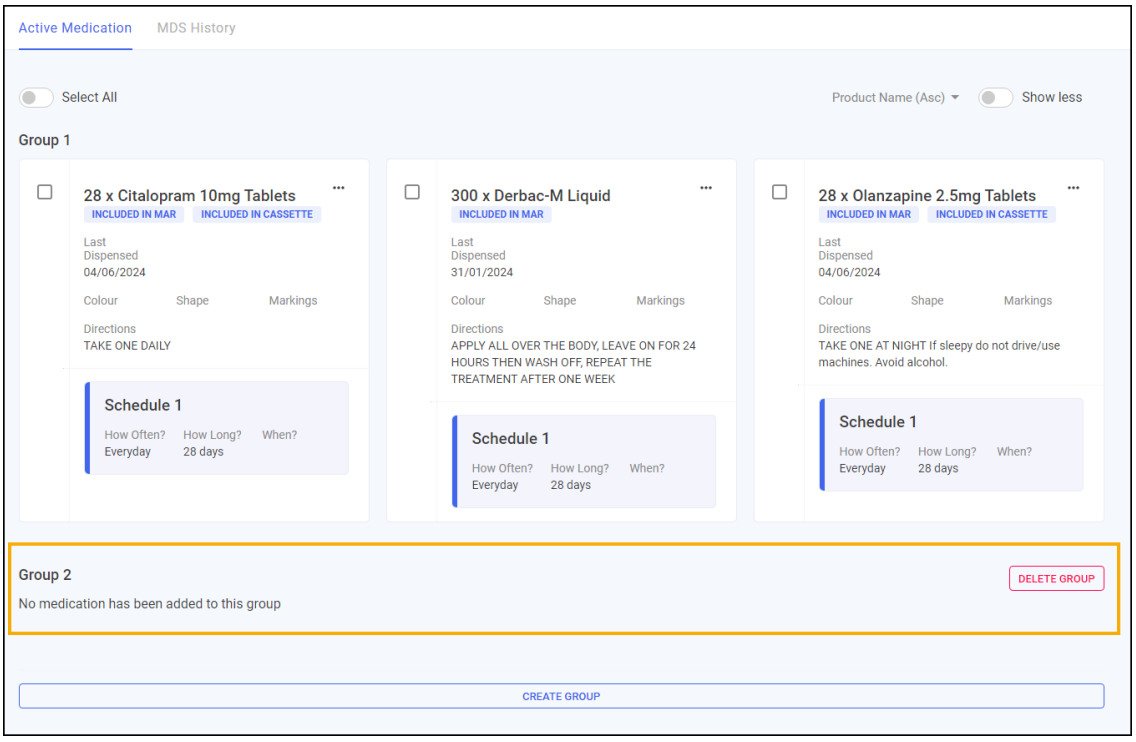
Adding a Group

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

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



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

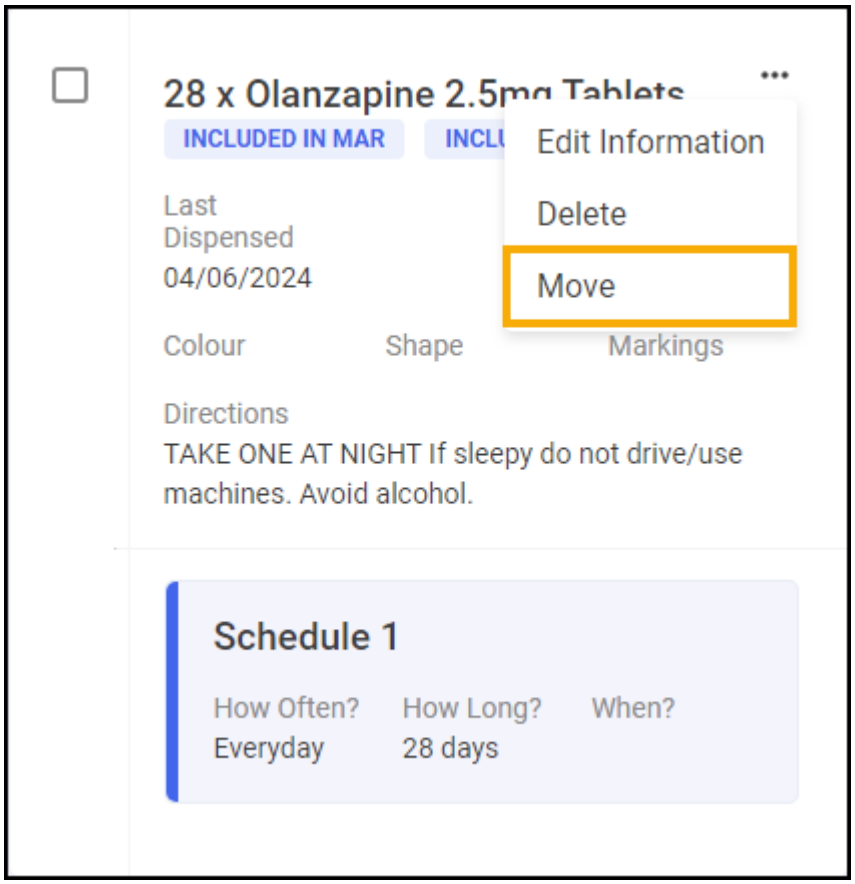


Moving Medication Between Groups

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

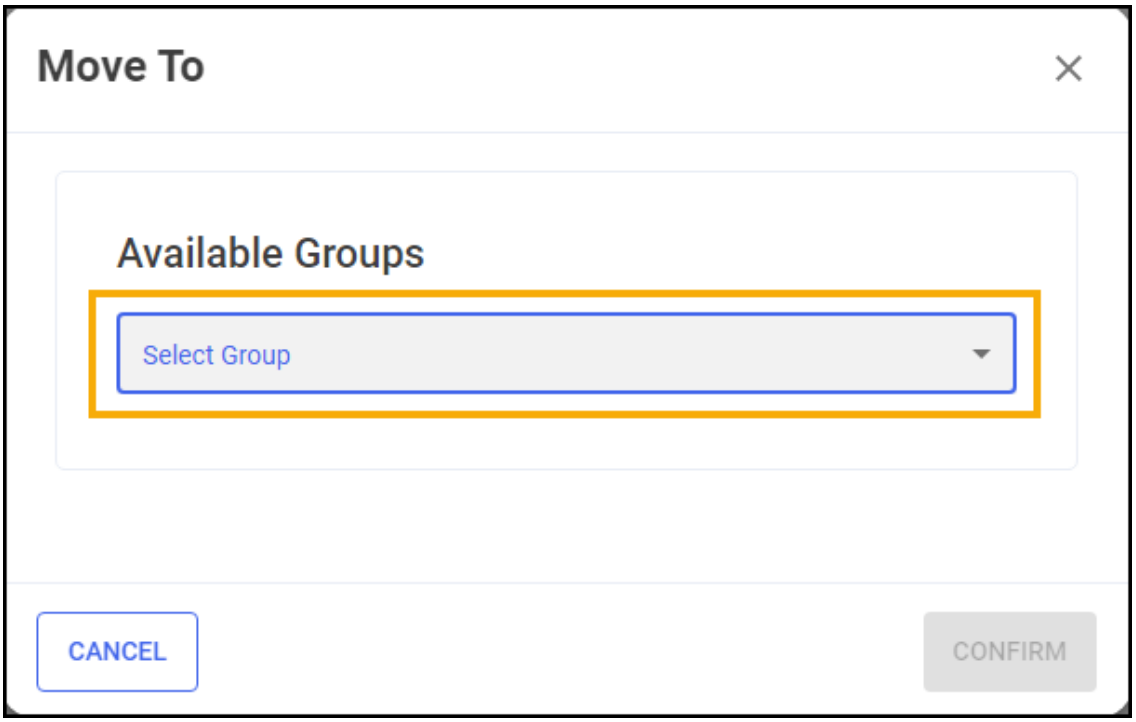
To move an item into another group:

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



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

Select Group:



3. Select **CONFIRM** CONFIRM.

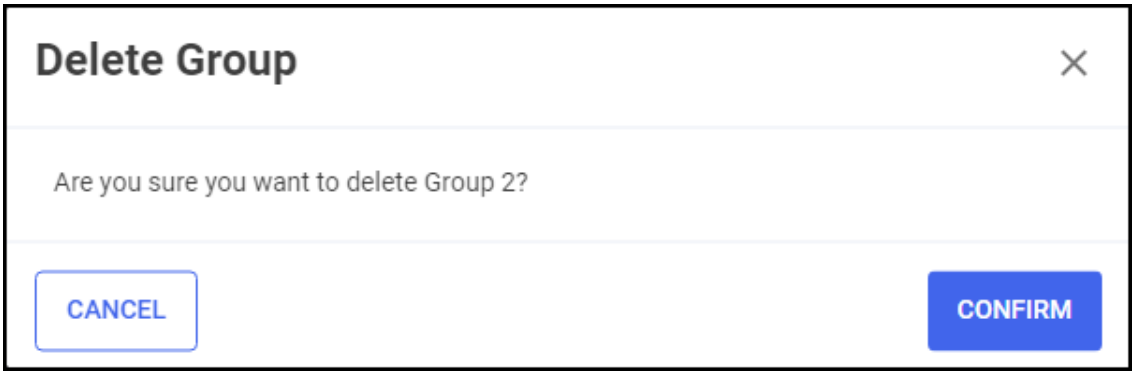
The medication item moves to the selected group.

Deleting a Group

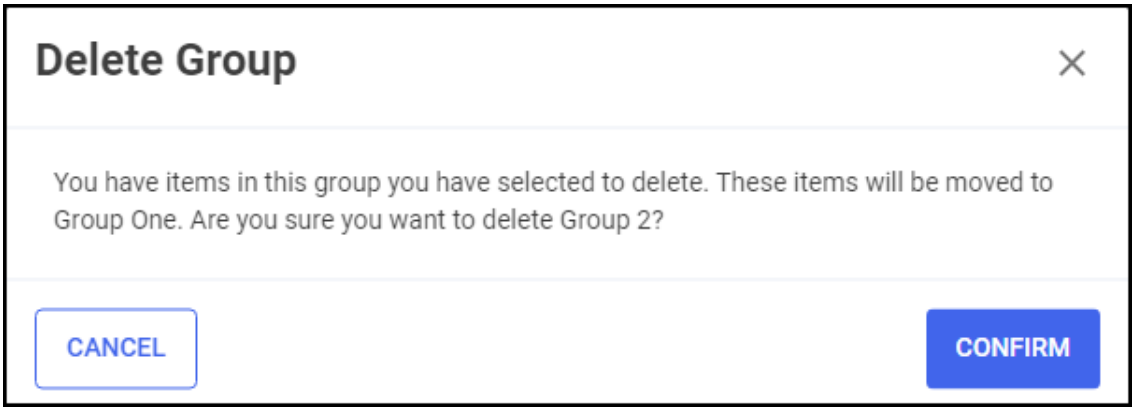
> **Note** - You are unable to delete **Group 1**.

To delete a group:

1. Select **DELETE GROUP** 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:



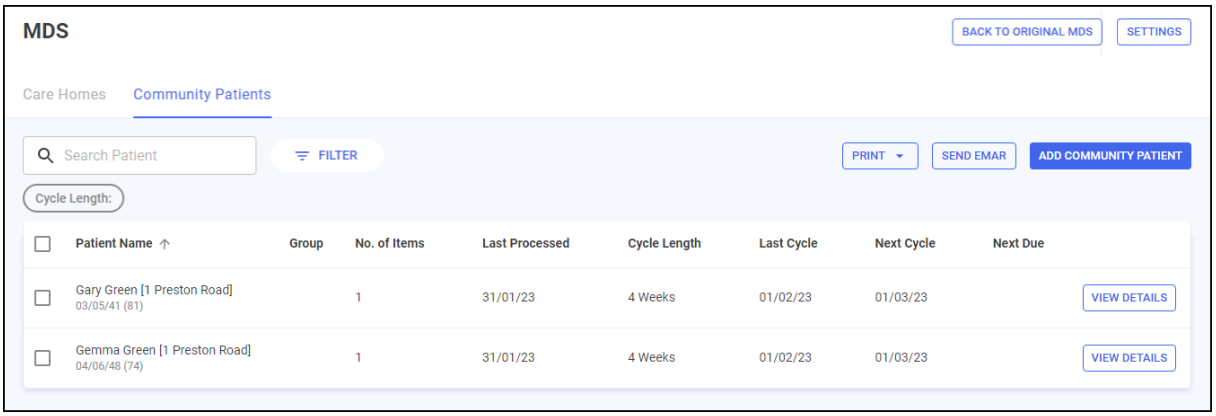
Please note, if the group contains items, you are prompted '*You have items in this group you have selected to delete. These items will be moved to Group One. Are you sure you want to delete Group n*', where *n* is the group number you are deleting. Select **CONFIRM** and the items move to **Group 1**:



The 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:



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:

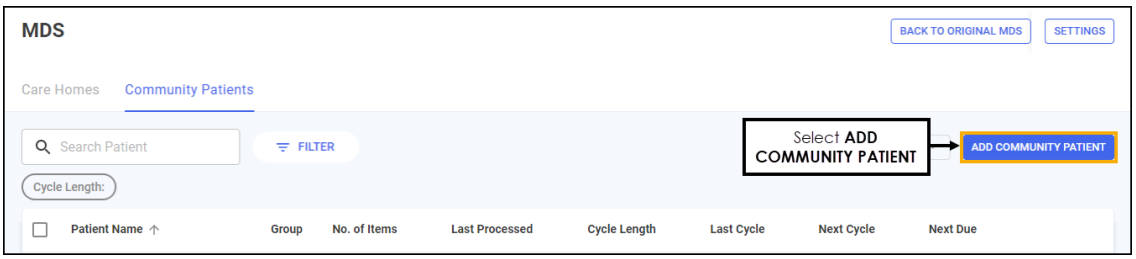
- **BACK TO ORIGINAL MDS** - Select to return to the original MDS module, see Monitored Dosage System for details.
- **SETTINGS** - Select to view and edit the MDS settings screen, see MDS Settings for details.
- **PRINT** - Select to print either a MAR chart, Cassette sheet, Mid-Cycle MAR chart, Blank 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.

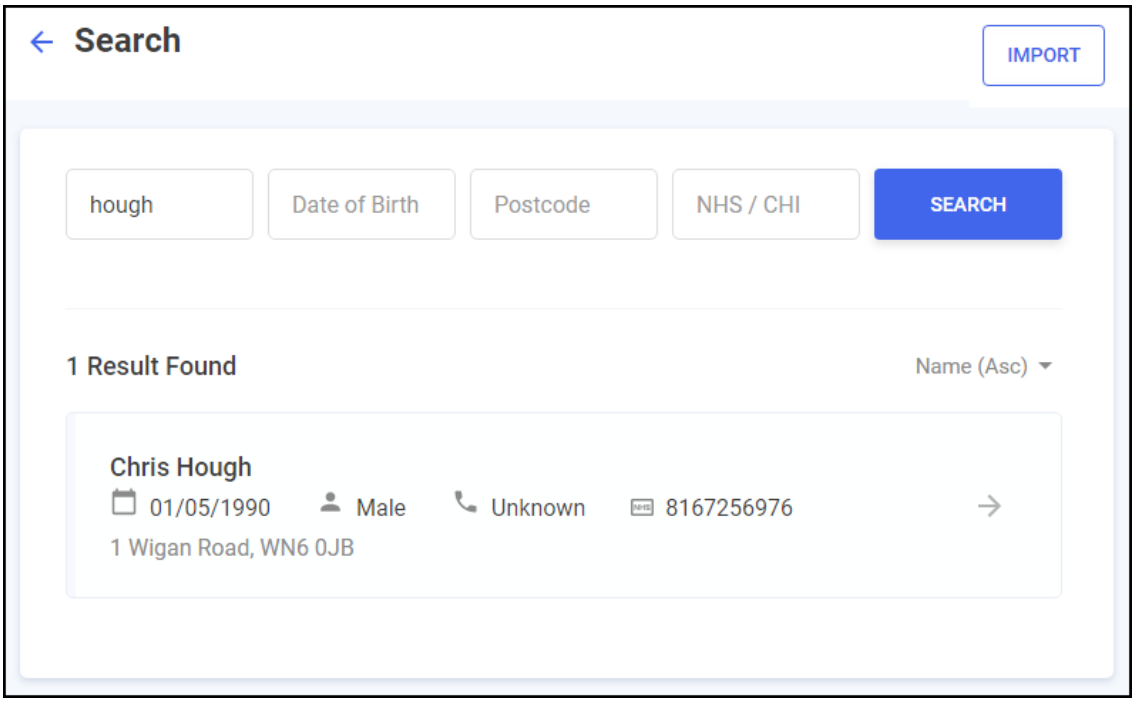
Adding a Community Patient

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

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

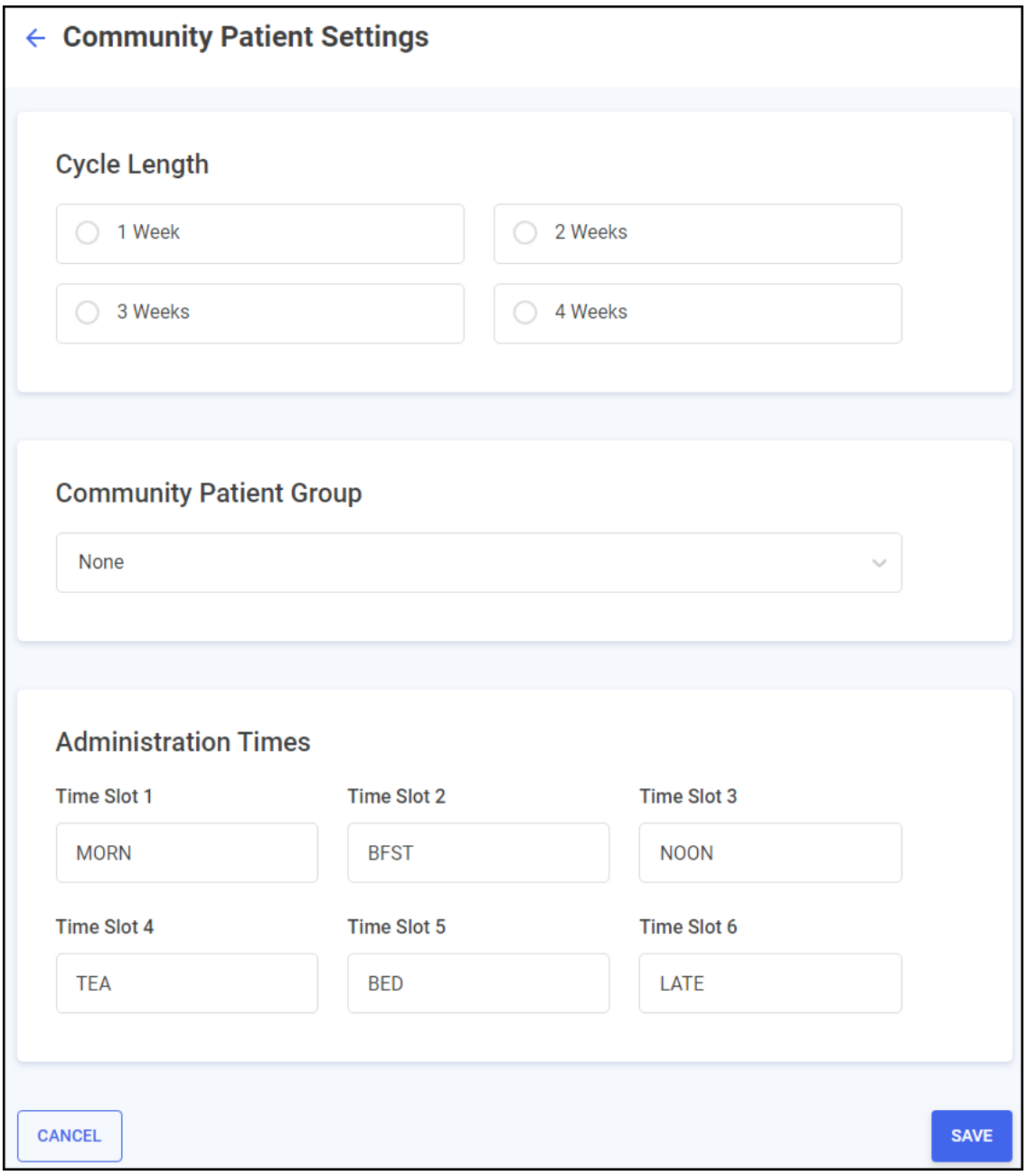


2. The **Search** screen displays. Search for a patient by **Patient Name**, **Date of Birth**, **Postcode** or **NHS/CHI** number. Select **SEARCH** SEARCH or press **Enter** on your keyboard:



Training Tip - To import community patients from your existing **Monitored Dosage System (MDS)** select **Import** 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:



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:

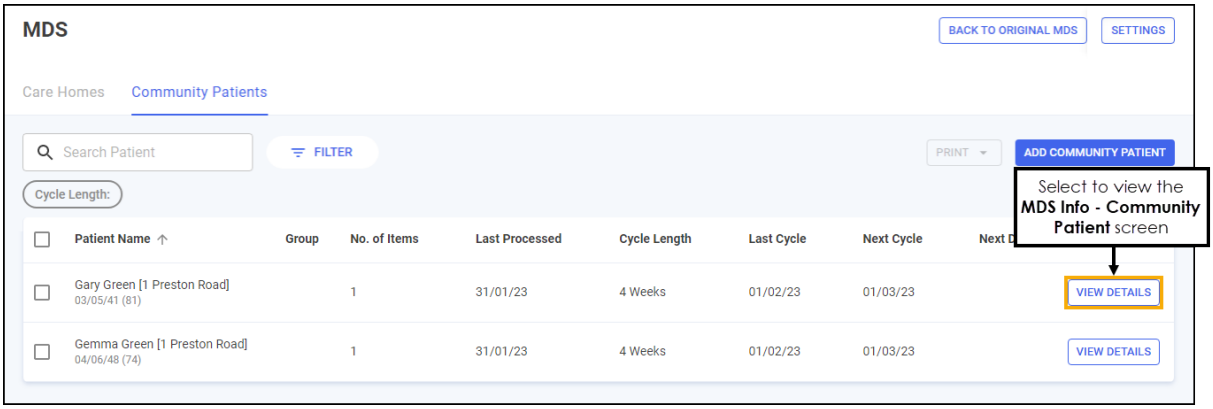
- **Print Options**:
  - **Print non-cassette items** - Tick to print non-cassette items on the Cassette sheet.
  - **Do you need a repeat request form** - Select **Yes** or **No** as appropriate. If you select **Yes** a separate page prints a repeat prescription request form for all items.
- **Body 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** 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** VIEW DETAILS next to the patient required:



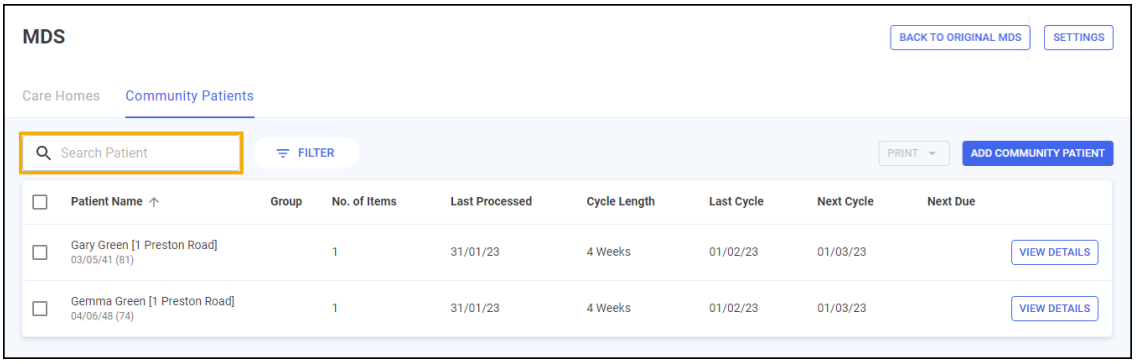
The **MDS Info - Patient** screen displays the patient's cycle details.

Searching for, Sorting and Filtering Community Patients

Searching for Community Patients

To search for a community patient:

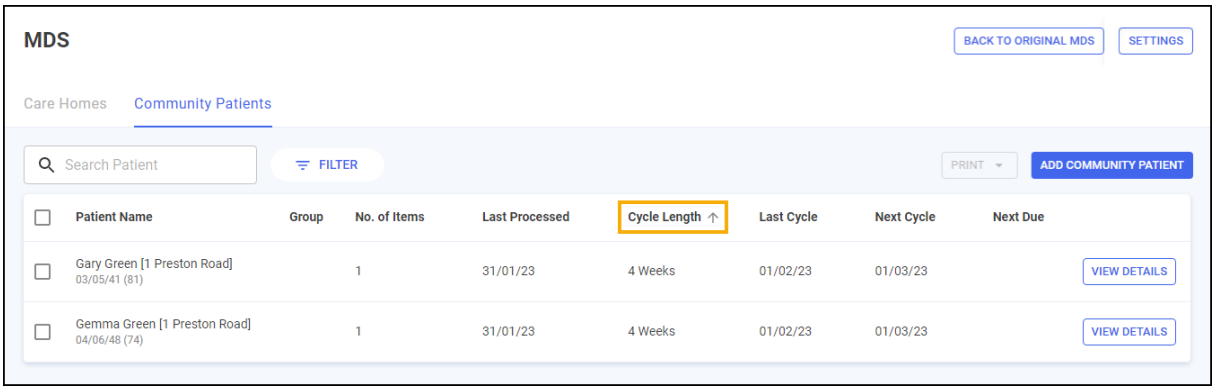
1. From the **Community Patients** tab, in **Search Patient** enter the search criteria, the list below updates as you type:



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 :

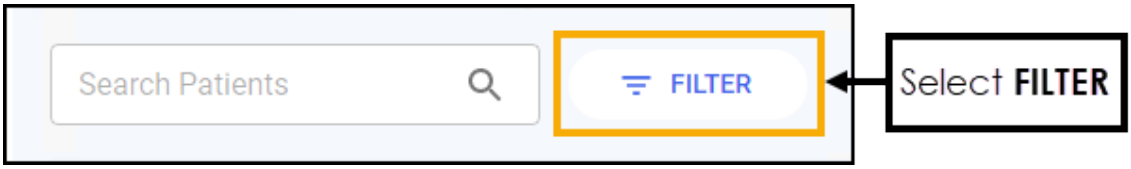


Training Tip - **Patient Name** sorts patients by their surname.

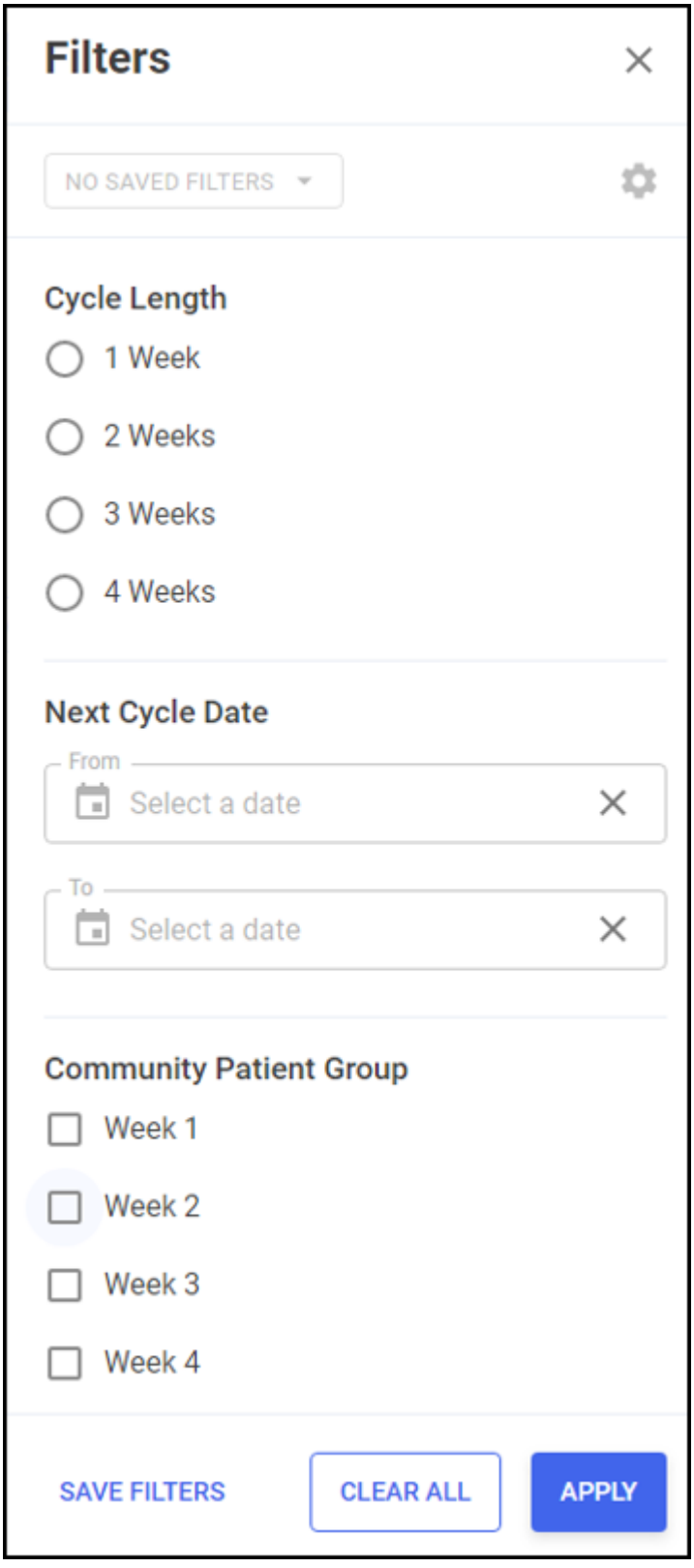
Filtering Community Patients

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
Select a date
To
Select a date
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**

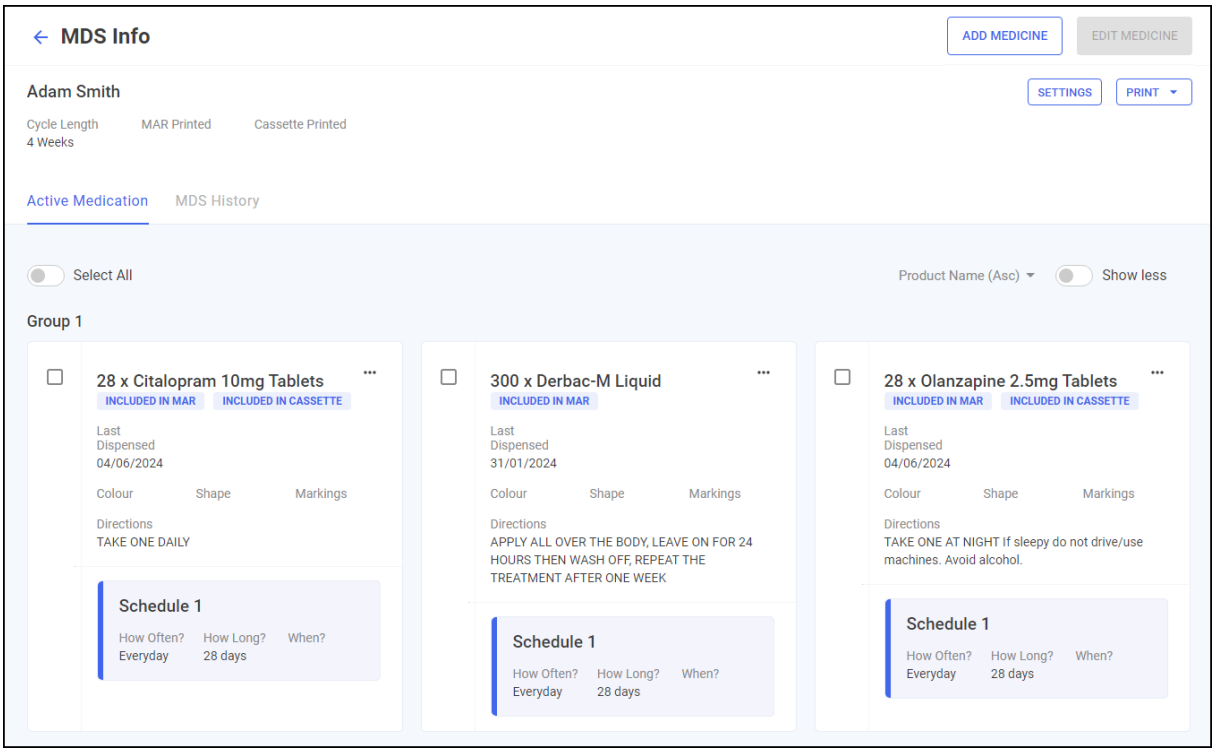
to apply the new filters.

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

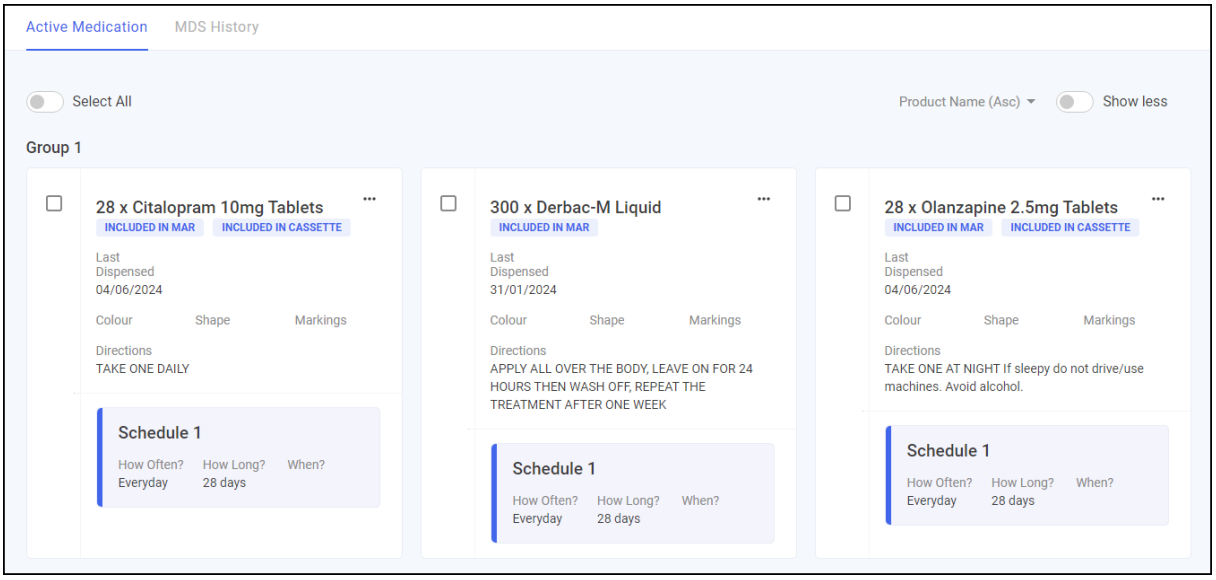
The **MDS Info - Patient** screen displays the MDS details for a selected community patient:



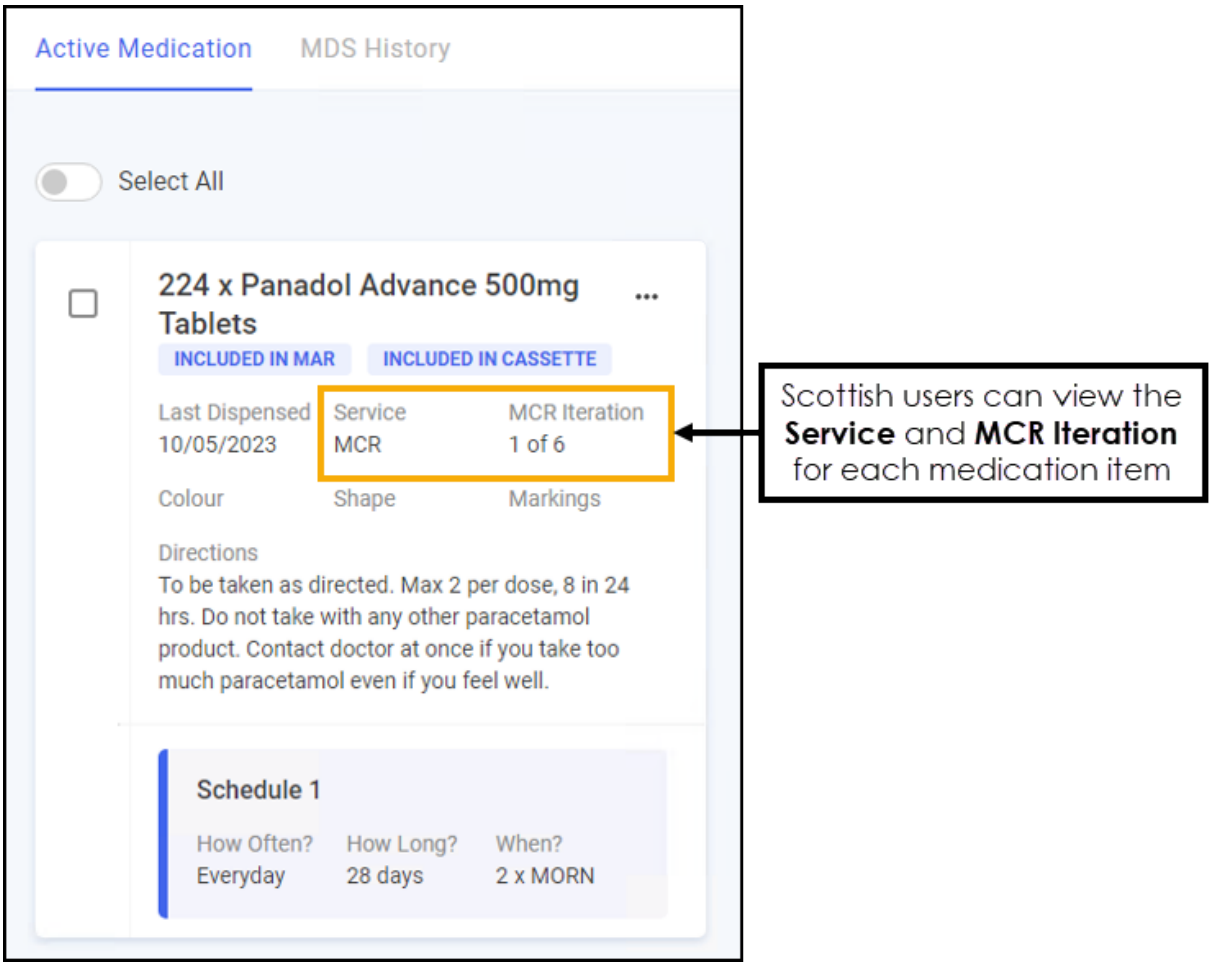
From here you can view the patient's cycle length, whether the **Medication Administration Record (MAR)** chart or Cassette sheet is printed, their active medication and the patient's MDS history. The screen is split into two tabs, **Active Medication** and **MDS History**:

Active Medication

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



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

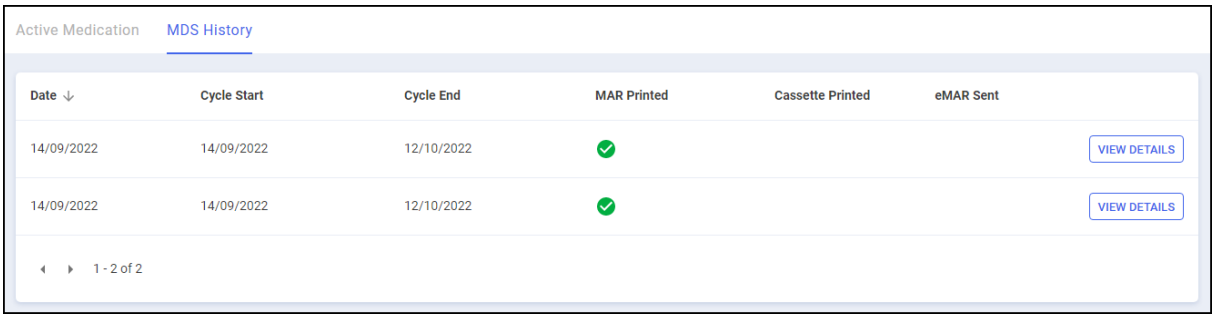


See Adding Patient Medication on page 73, Editing Patient Medication on page 76 or Deleting Patient Medication on page 83 for details.

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

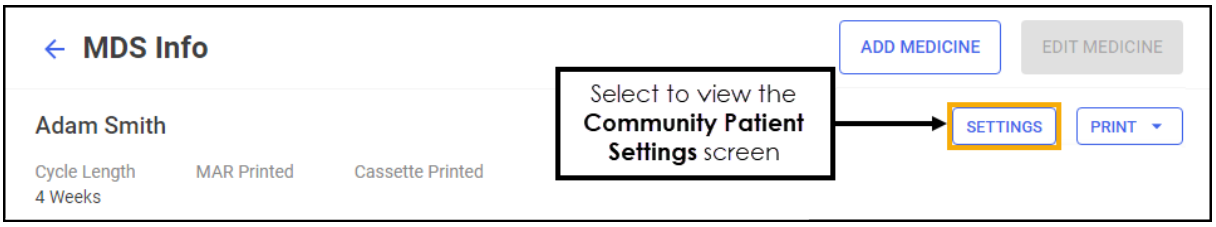
The **MDS History** tab displays all MDS history for the patient, including the cycle start and end dates and whether the MAR chart or Cassette sheet is printed:



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:



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.

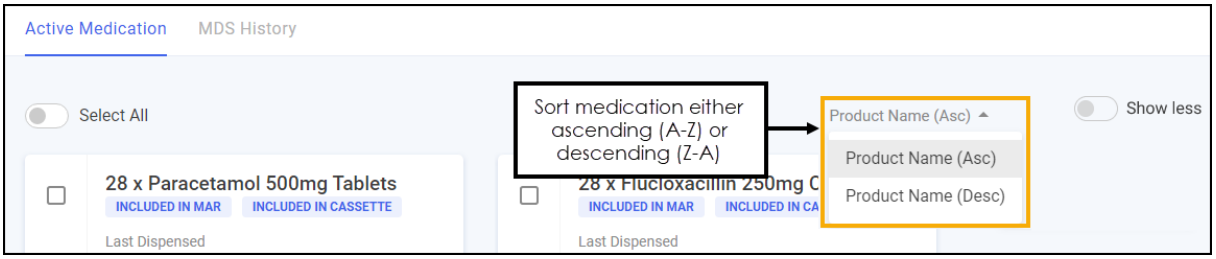
Sorting Active Medication

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

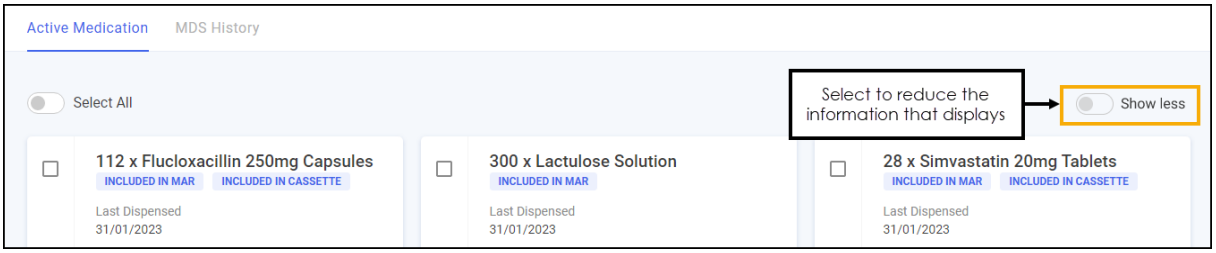
Sorting the Active Medication

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

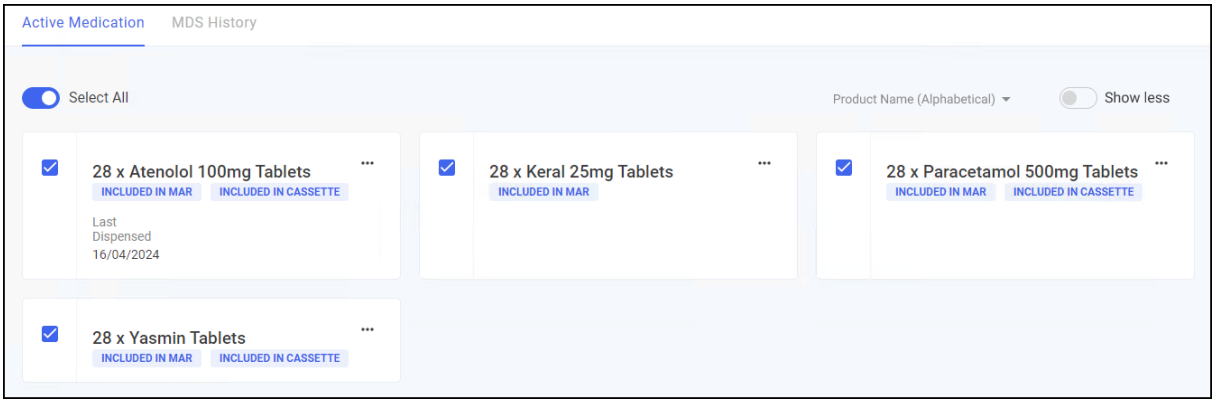


Show or Hide Medication Information

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:



Grouping Medication

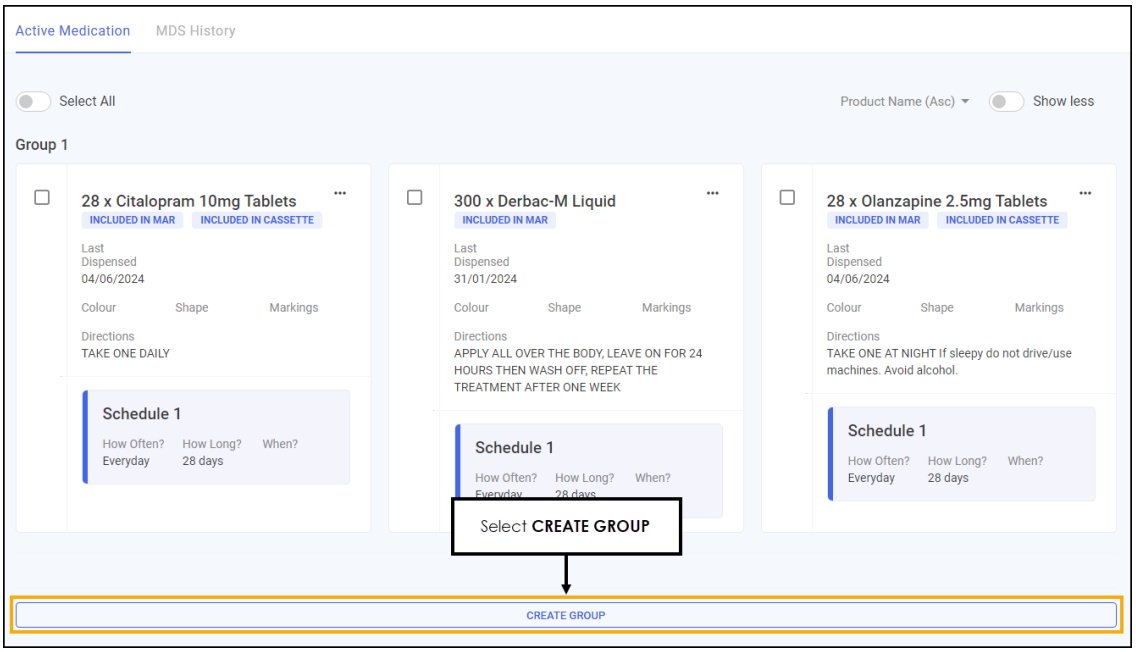
The medication can be split into multiple groups on the **Active Medication** screen, this acts as a page break when printing a MAR chart. This can be used to separate medication types, for example, tablets, creams and dressings.

> **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.

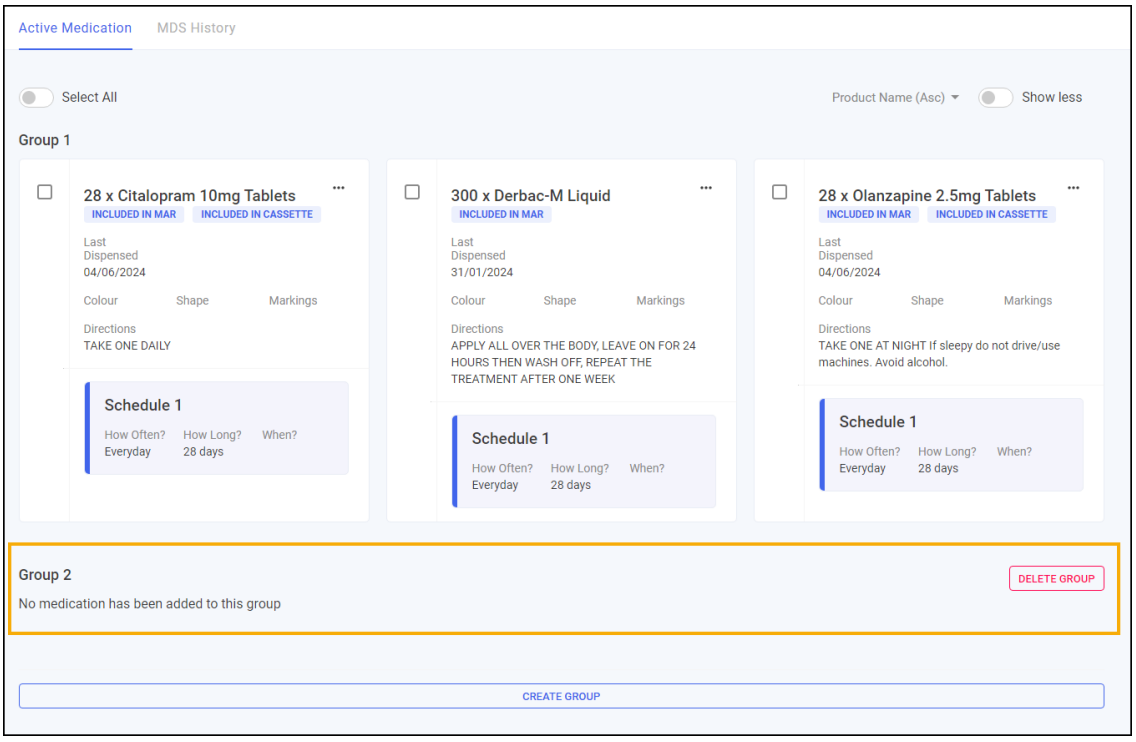
Adding a Group

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

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



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

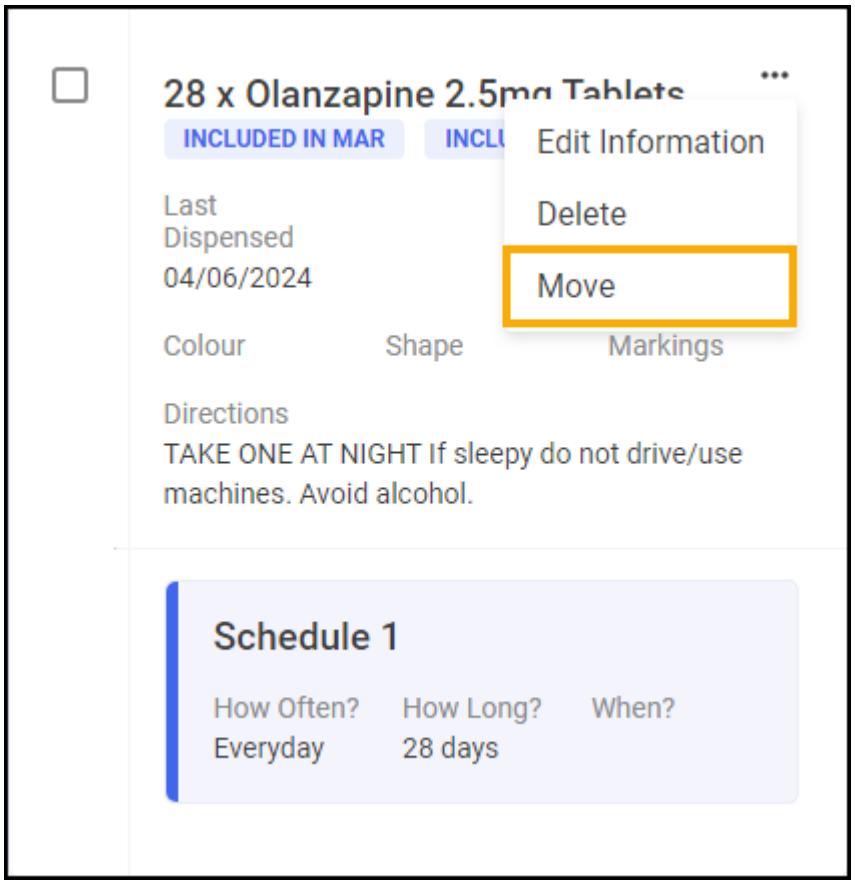


Moving Medication Between Groups

To move medication between groups you need to have multiple groups set up. See Adding a Group on page 61 for details.

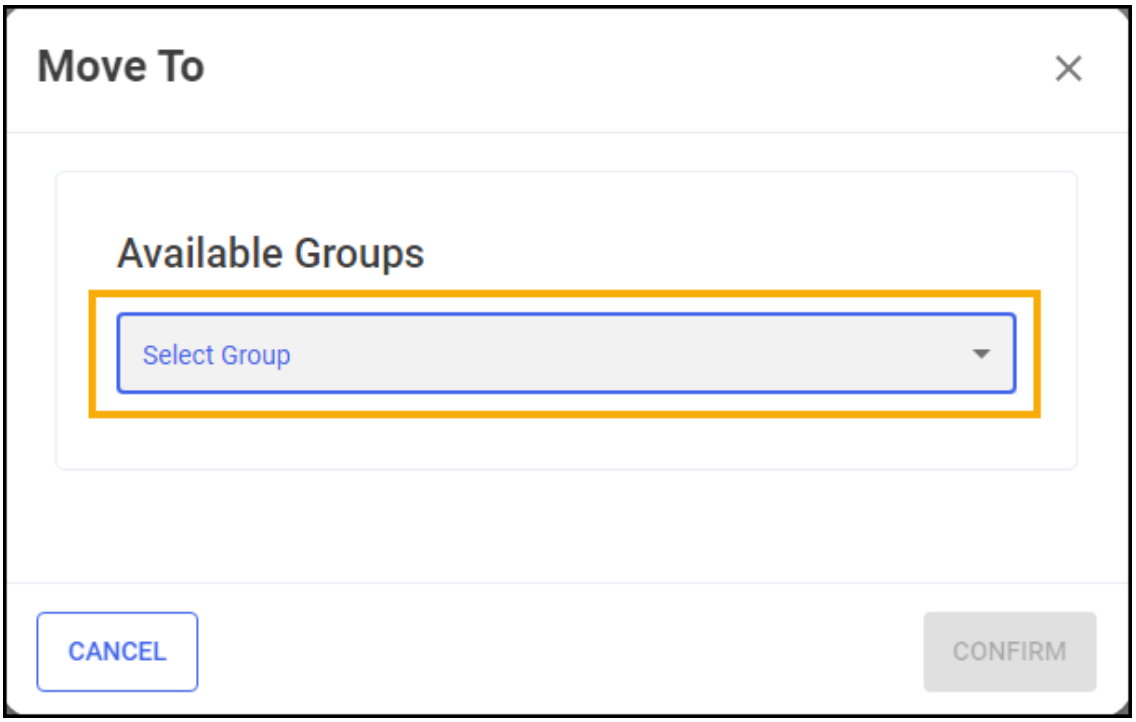
To move an item into another group:

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



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

Select Group:



3. Select **CONFIRM** CONFIRM.

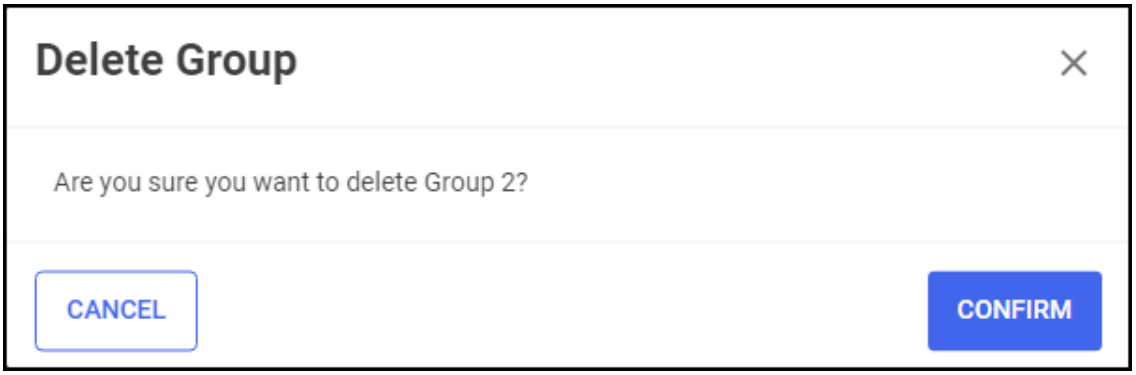
The medication item moves to the selected group.

Deleting a Group

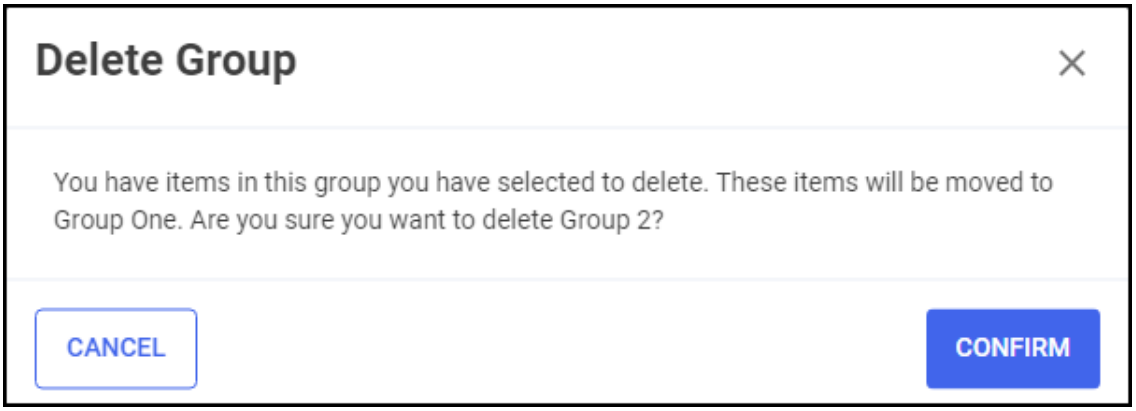
> **Note** - You are unable to delete **Group 1**.

To delete a group:

1. Select **DELETE GROUP** 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:



Please note, if the group contains items, you are prompted '*You have items in this group you have selected to delete. These items will be moved to Group One. Are you sure you want to delete Group n*', where *n* is the group number you are deleting. Select **CONFIRM** and the items move to **Group 1**:

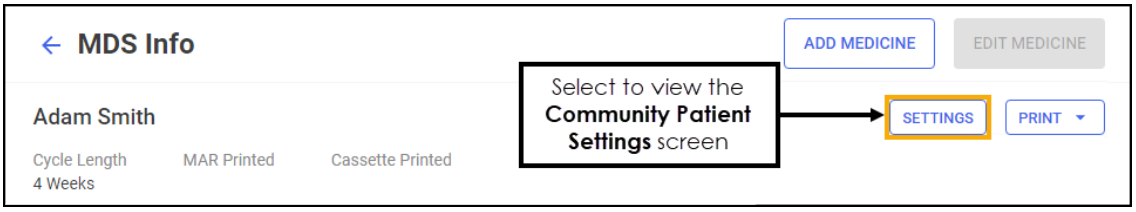


The group is deleted and the existing groups are renumbered.

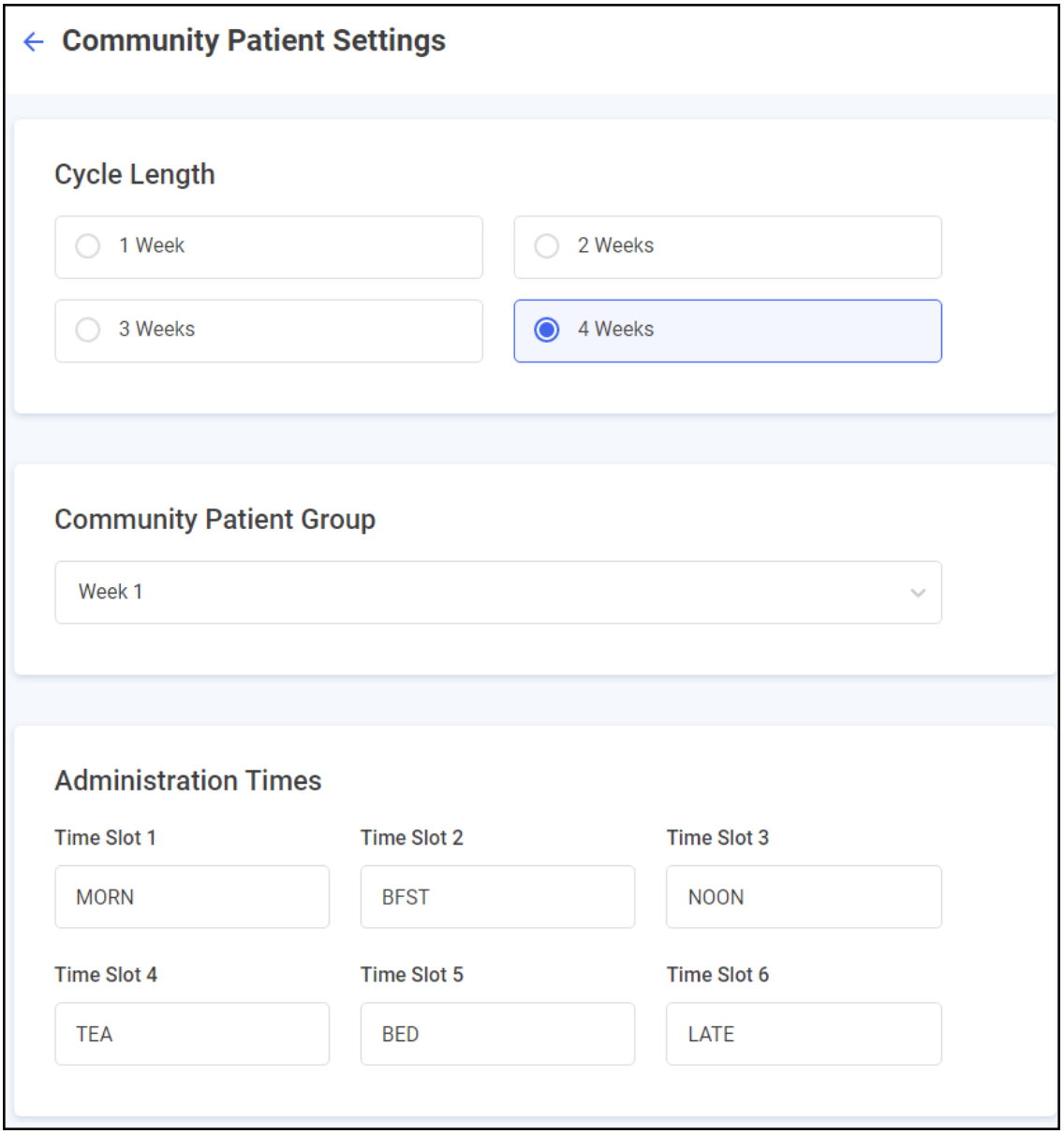
Editing Community Patient Settings

To edit the community patient settings:

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



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



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** REMOVE to remove the patient data from the MDS module.

3. Select **SAVE** SAVE to save the changes or select **CANCEL** CANCEL to return without making any changes.

Marking an Item as an MDS Item from the Dispensary Screen

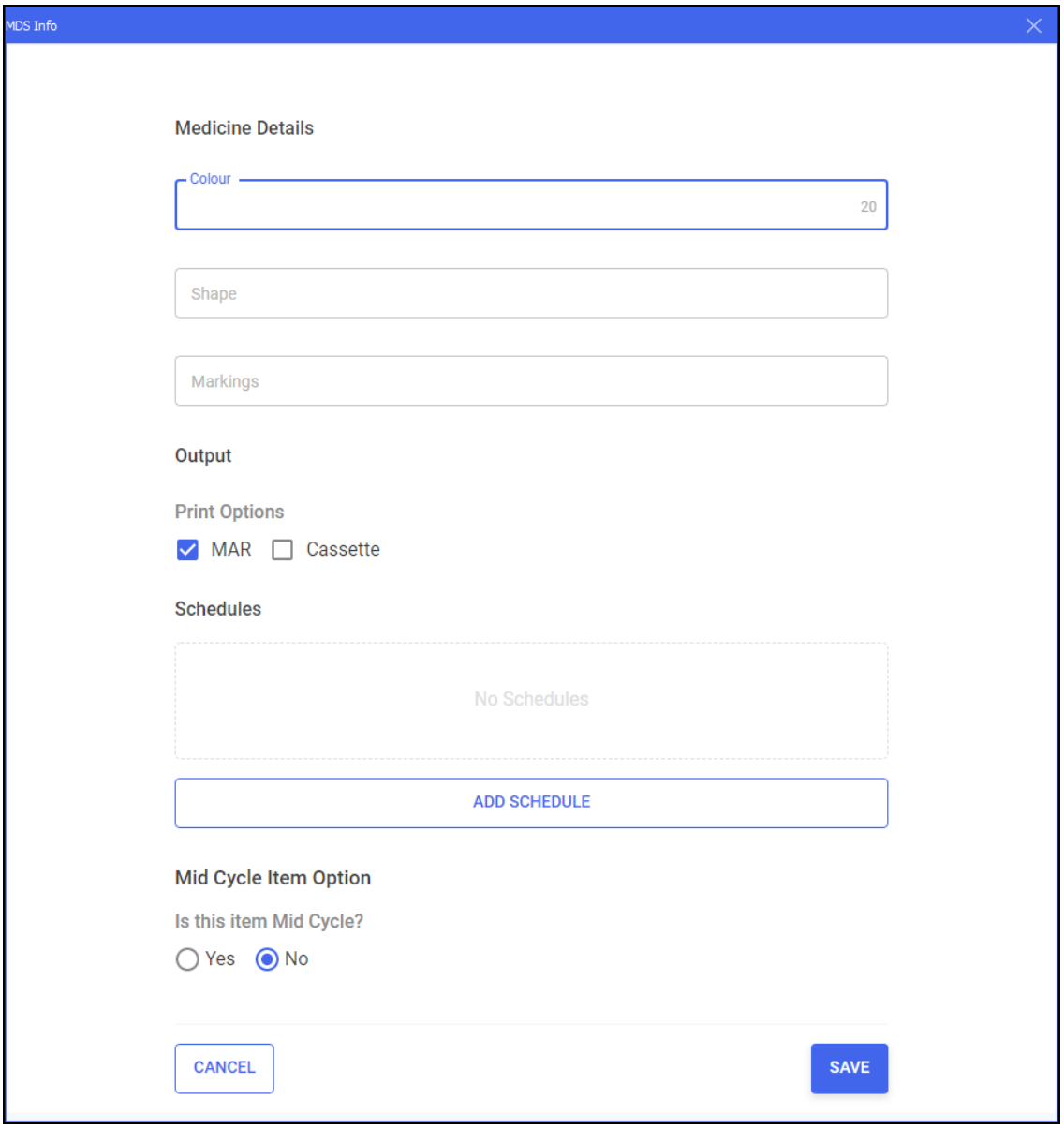
When dispensing to a patient from the **Dispensary** screen, you can easily mark an item as a Monitored Dosage System (MDS) item and set the schedule.

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** MDS Info:

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:



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.

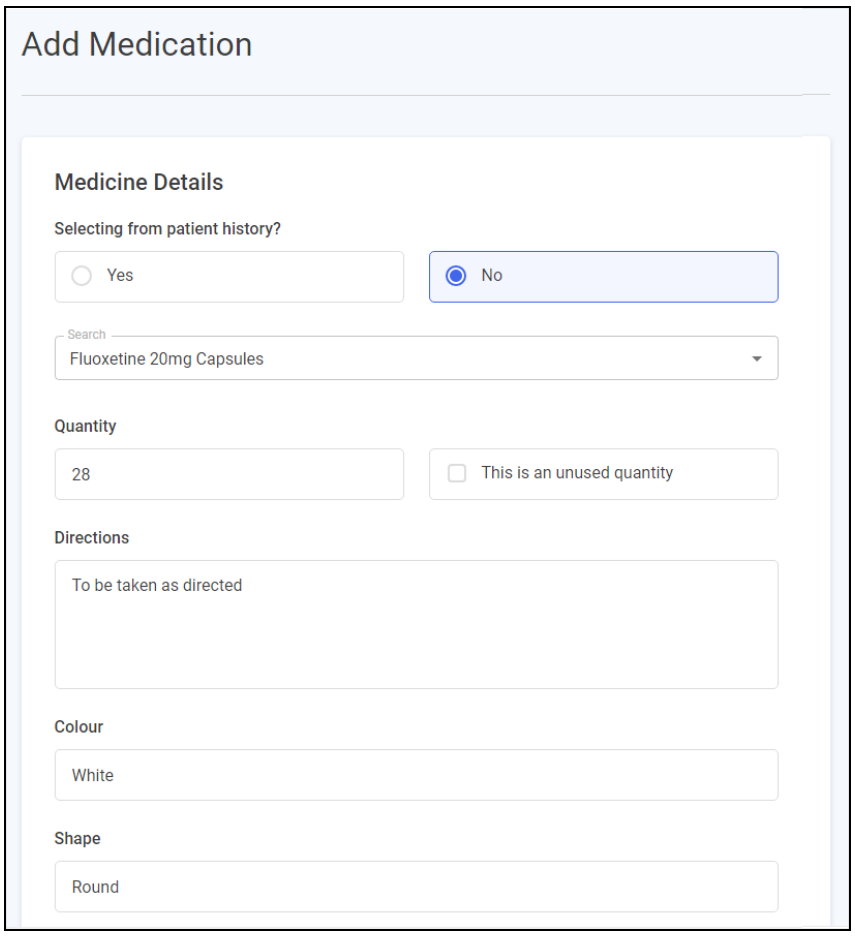
The medication item now displays on the patient's **Active Medication** tab.

Adding Patient Medication

To add medication to a patient's cycle:

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

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



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** 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** SAVE to add the medication, or select **Cancel** 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.

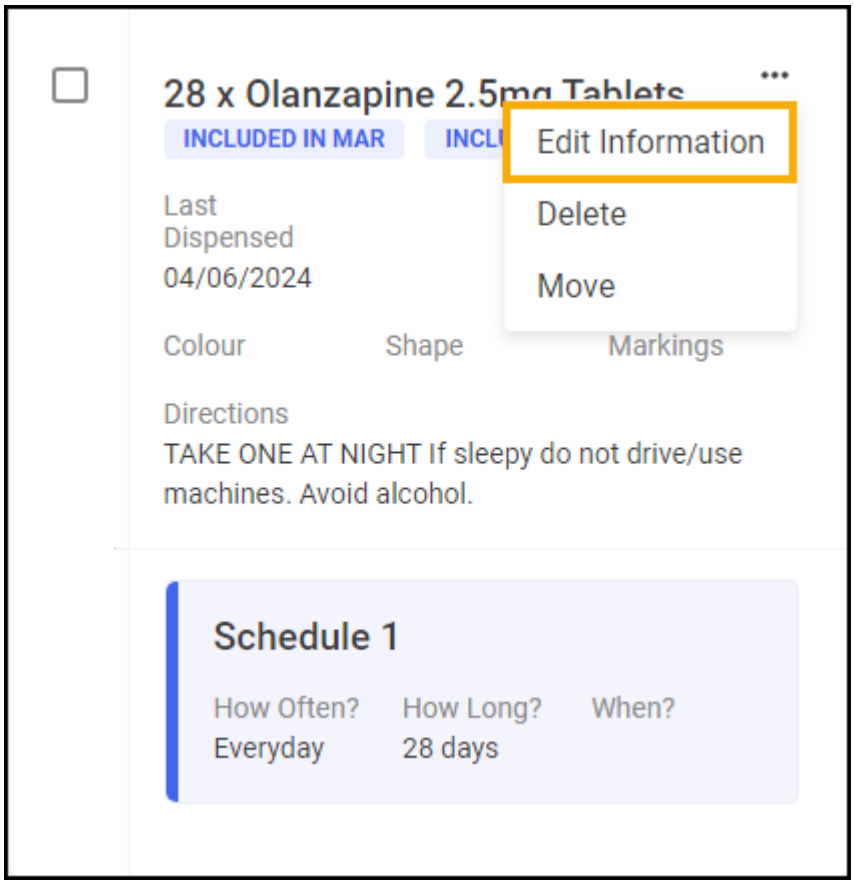
Editing Patient Medication

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.

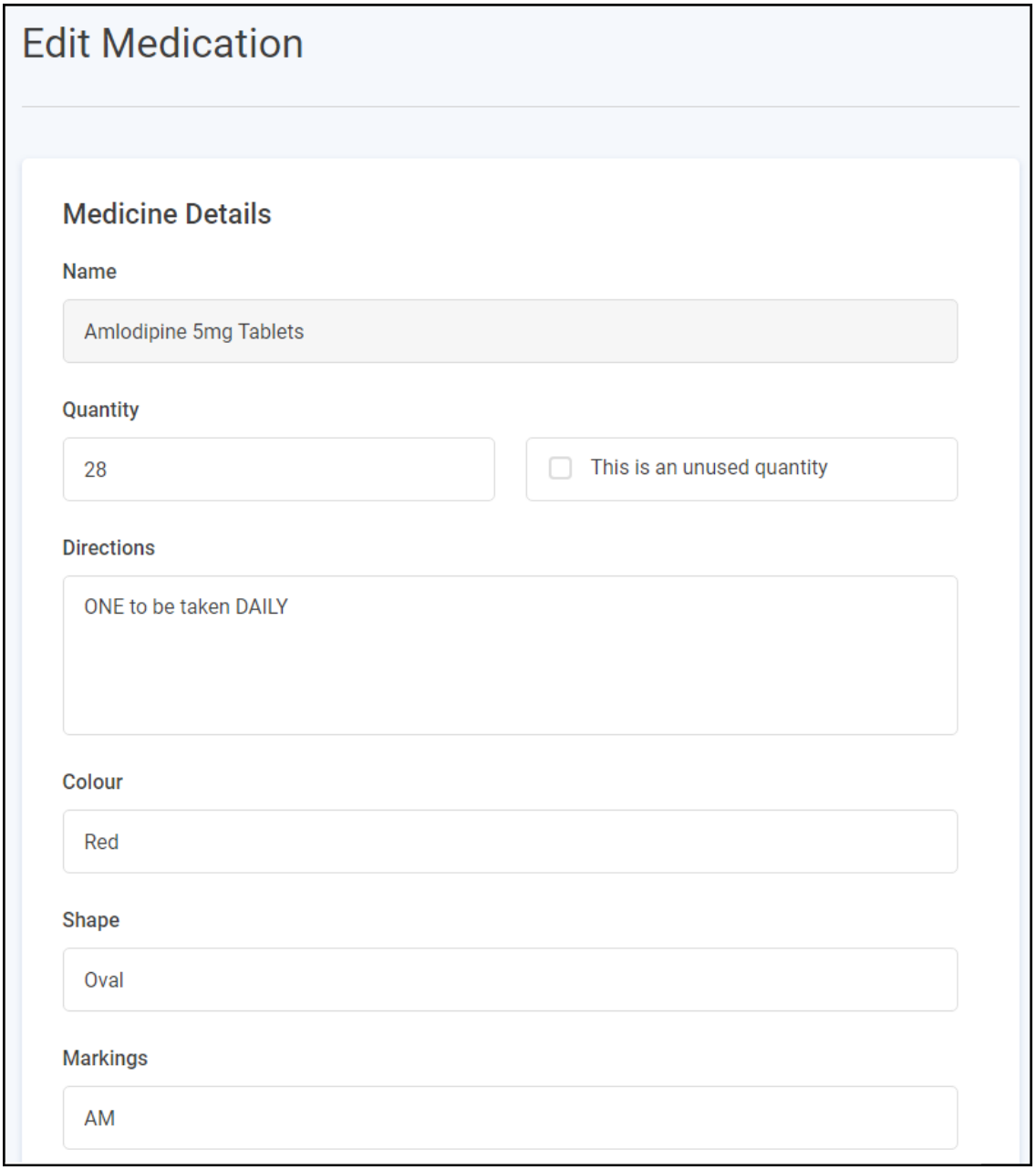
Editing Single Medication Items

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**:



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



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.

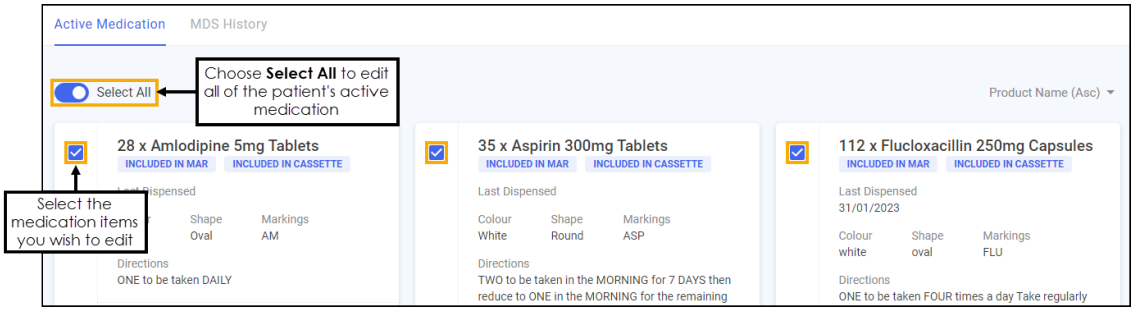
> Where the body diagram displays on the **MAR** chart is set at a Care Home or Community Patient level, see Editing Care Home Settings on page 32 or Editing Community Patient Settings on page 66 for details.

3. Select **SAVE** SAVE.

Editing Multiple Medication Items

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

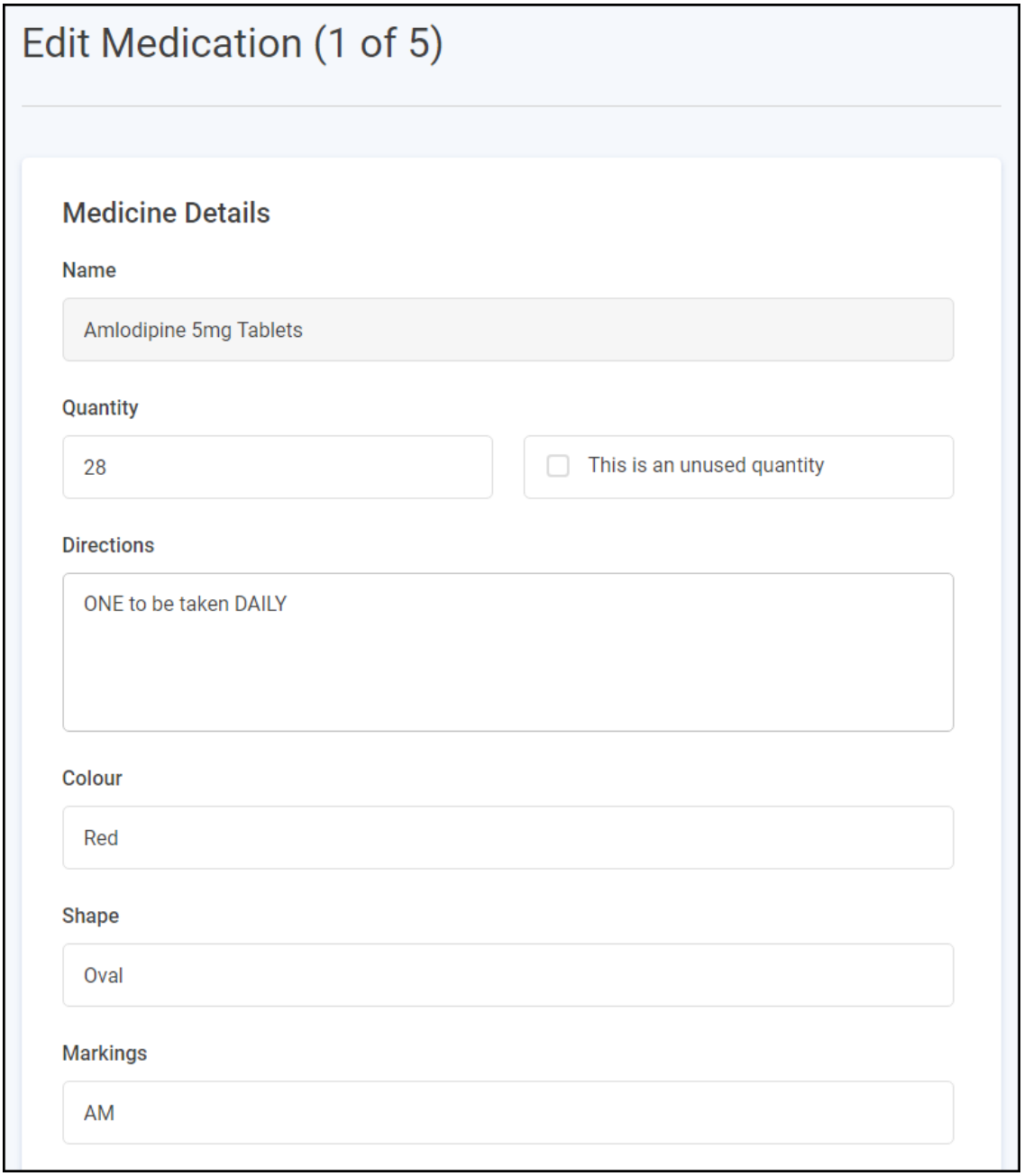
1. From the **Active Medication** tab, either select the medication items you wish to edit, or choose **Select All** to edit all of the patient's active medications:



2. Select **EDIT MEDICINE**

:

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



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.

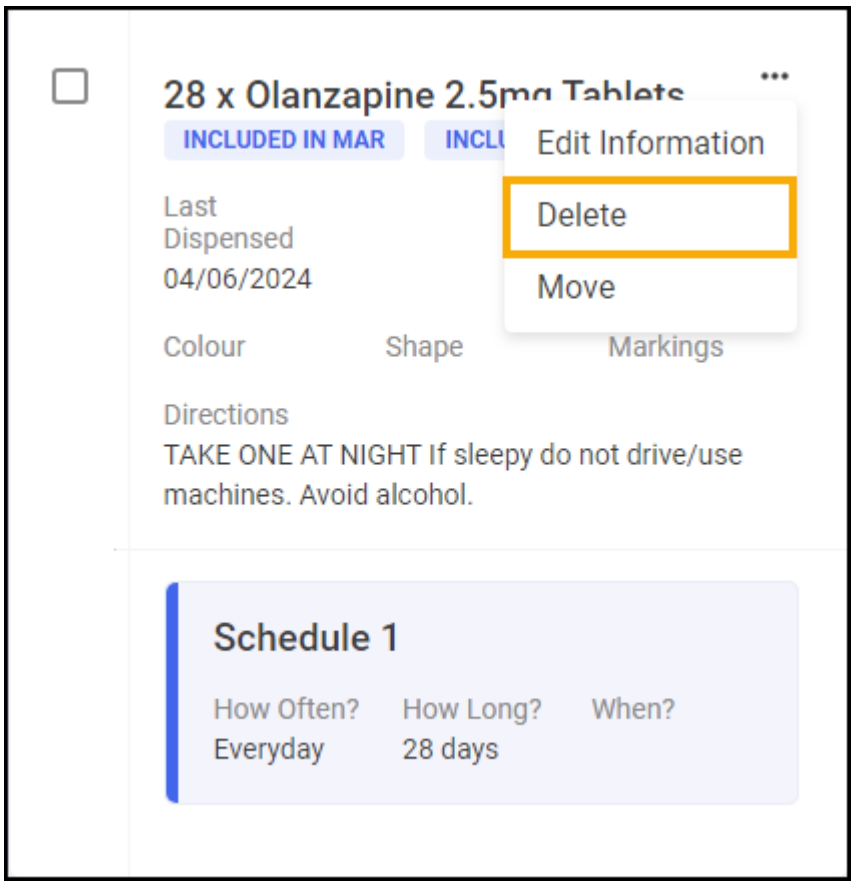
4. Select **SAVE AND EDIT NEXT ITEM** SAVE AND EDIT NEXT ITEM to save the current medication and proceed to the next item.
5. Repeat the process above for all of the medication items and then select **SAVE** SAVE on the final item.

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:

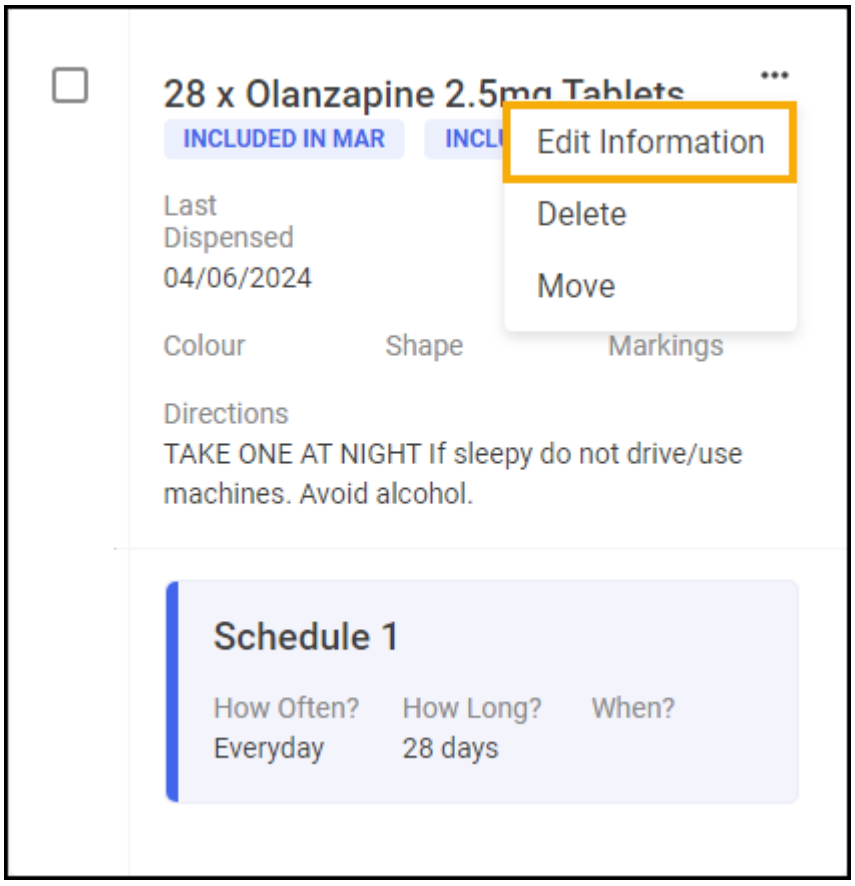
1. From the **Active Medication** tab select **Options** ••• - **Delete** on the required medication item:



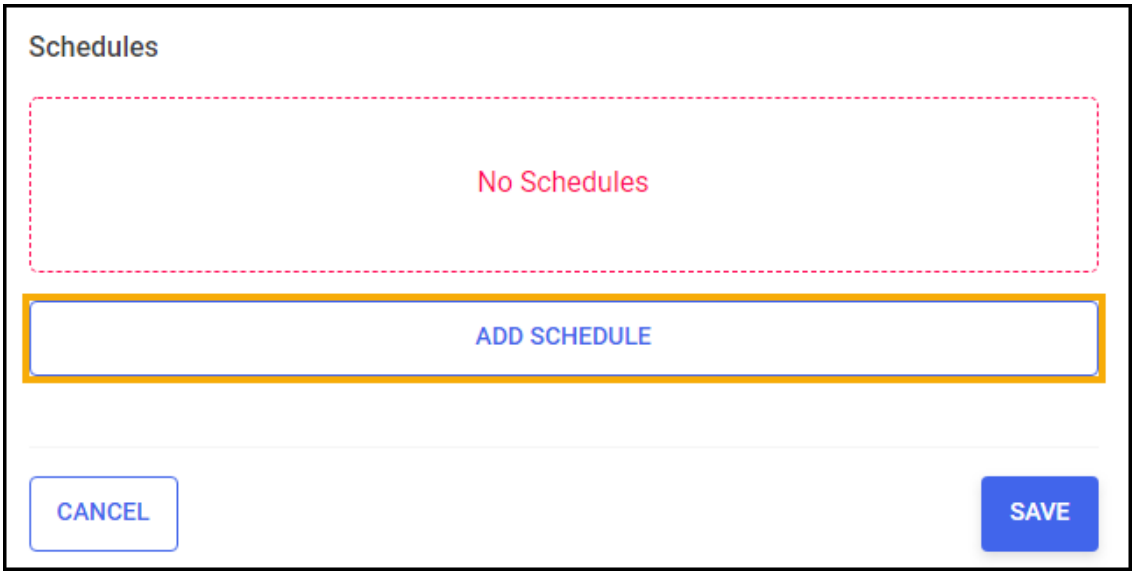
Adding a Monitored Dosage System (MDS) Medication Schedule

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

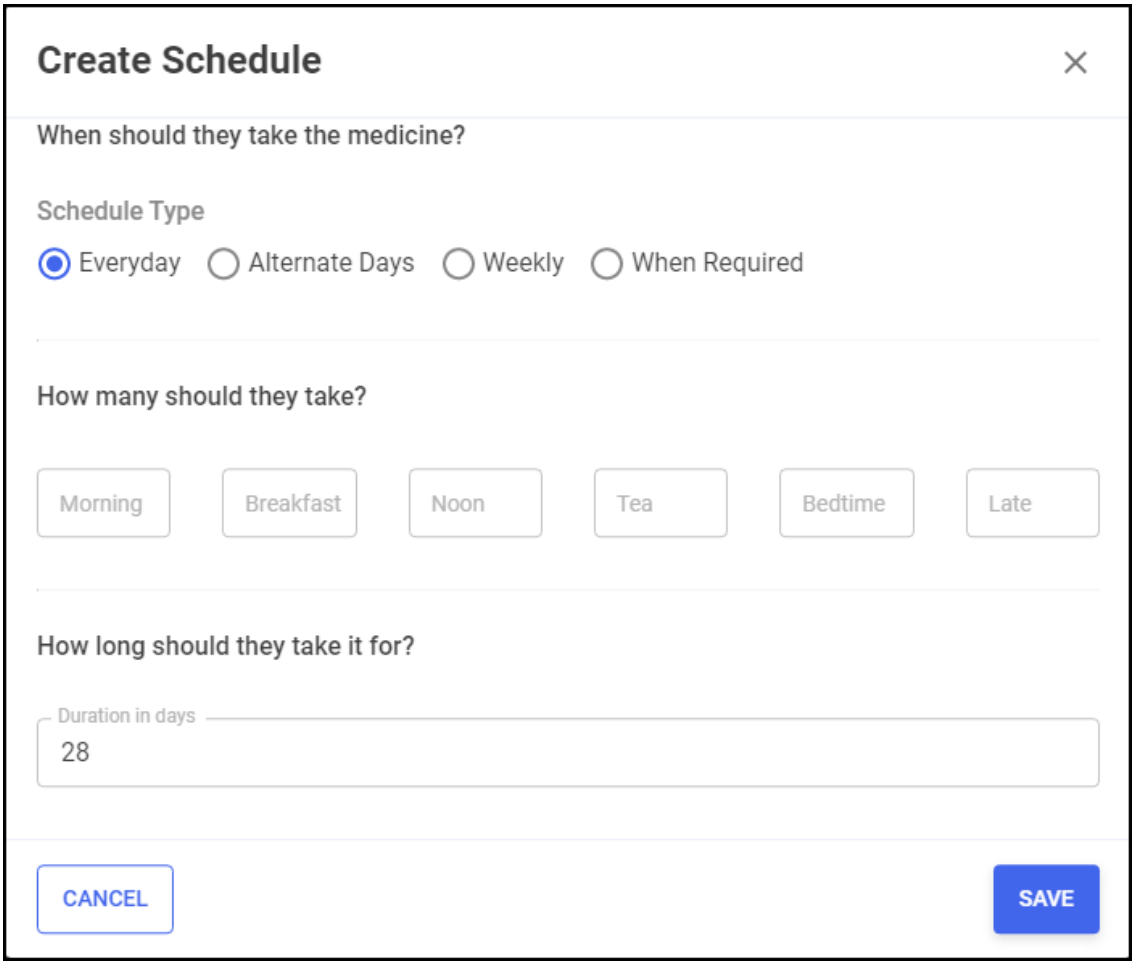
1. From the **MDS Info - Patient** - **Active Medication** tab select **Options** ••• - **Edit Information** on the required medication:



2. From the **Add Medication** screen, select **Add Schedule** ADD SCHEDULE:

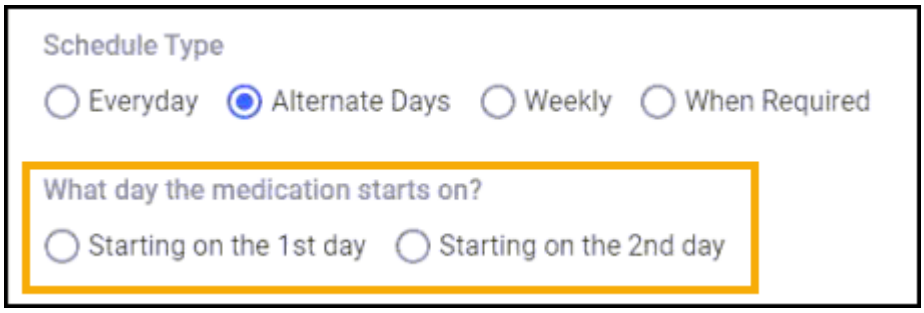


3. The **Create Schedule** screen displays:

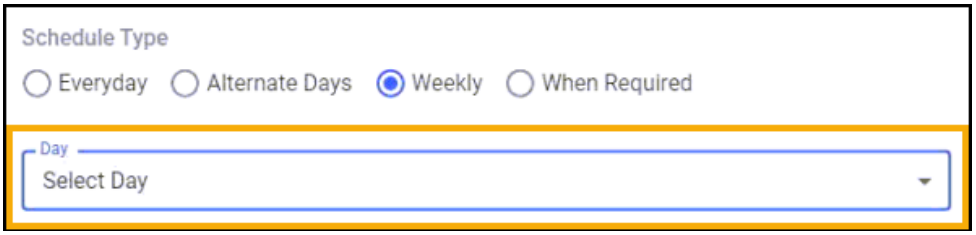


Complete as follows:

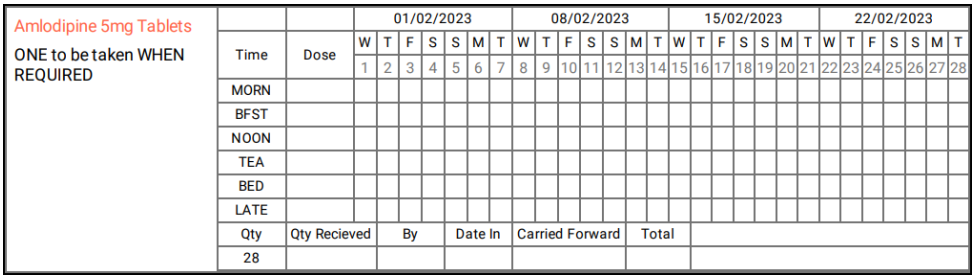
- **Schedule Type** - Select how often the patient should take the medicine, either:
  - **Everyday**
  - **Alternate Days** - Select either to start on the 1st or the 2nd day of the calendar month:



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



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



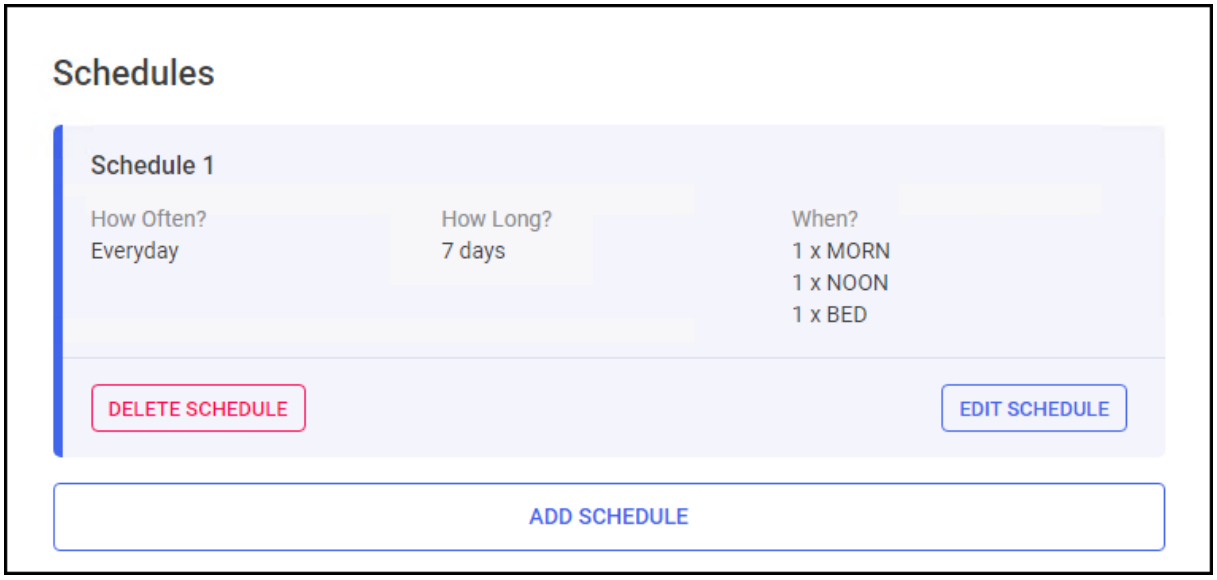
- **How many should they take?** - Enter how many the patient should take in the time of day required, for example, one in the morning.
- **How long should they take it for?** - This automatically populates based on the selections above, update as required.

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.

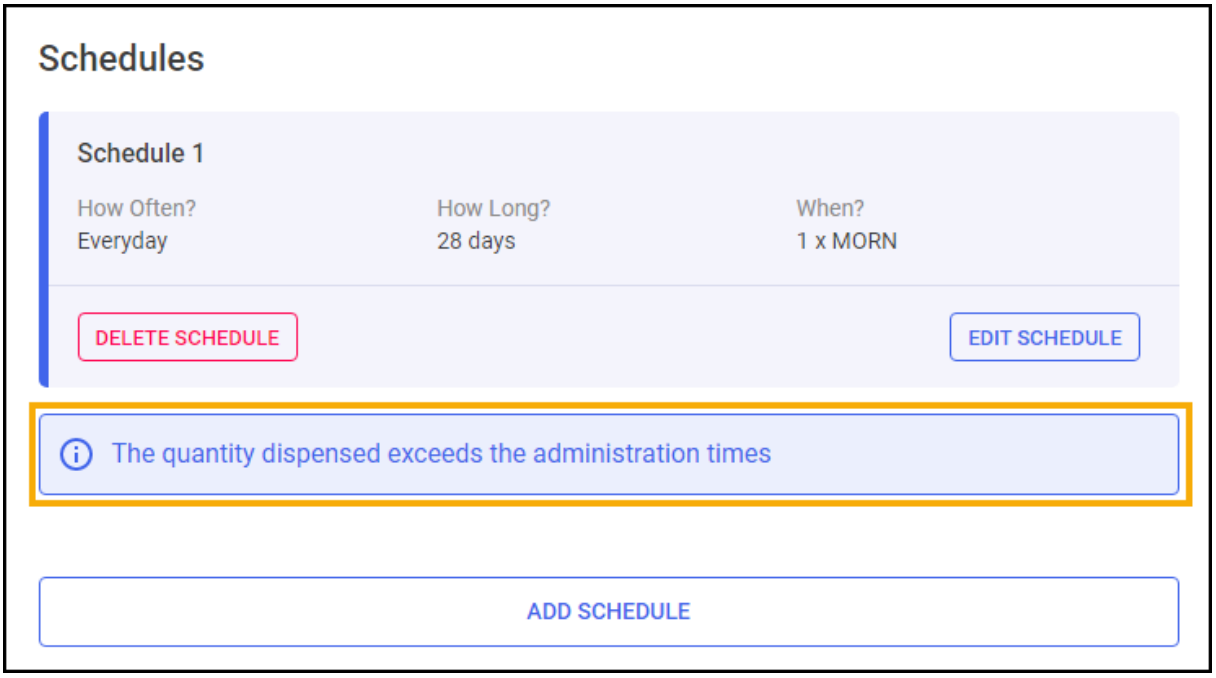
4. Select **SAVE** SAVE.

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



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

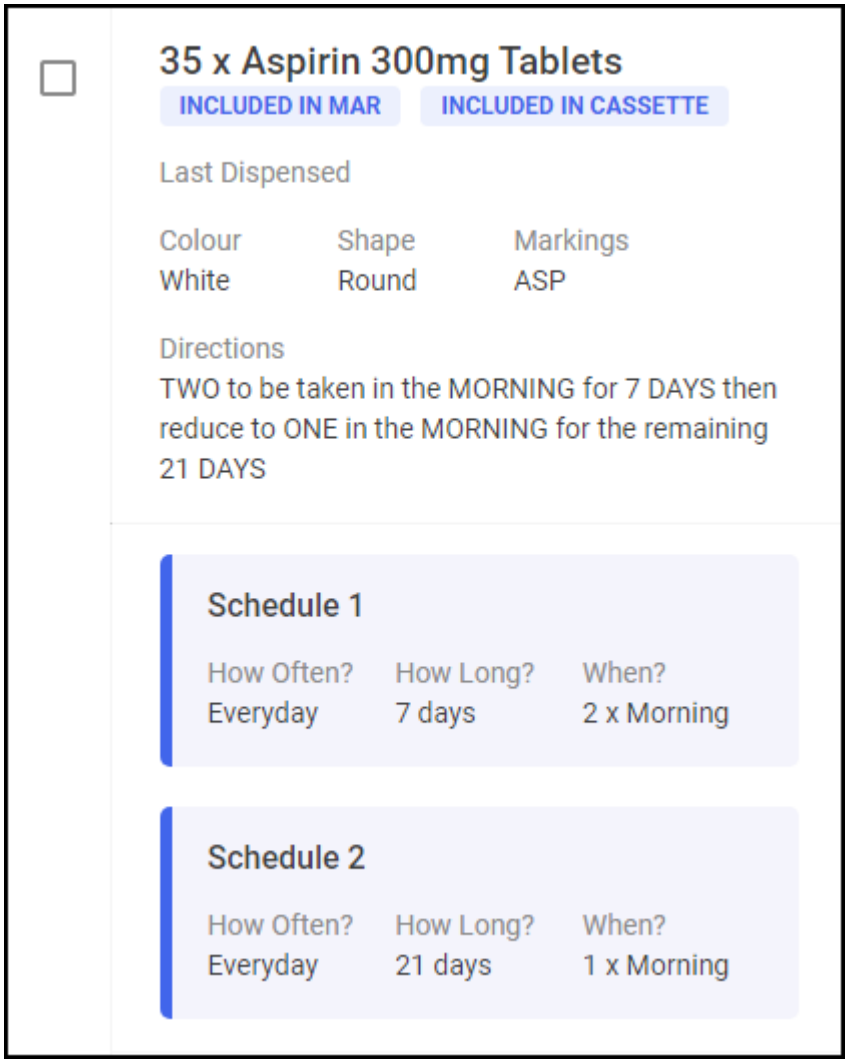
- *'The quantity dispensed exceeds the administration times'*, or
- *'The administration times exceed the quantity dispensed'*:



Multiple Schedules per Medication

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

Schedule 1 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:



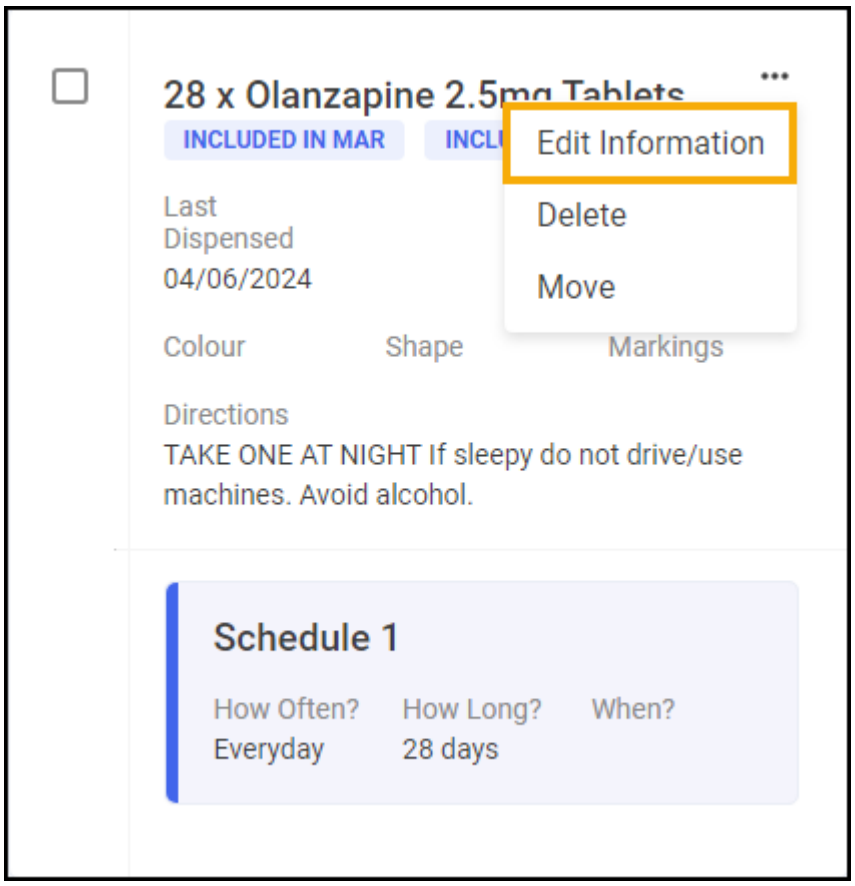
Note - When creating schedules an error displays if you are trying to add a schedule that exceeds the configured cycle length for the patient, '*It is not possible to add a new Schedule. The total duration of days entered across all Schedules [n] is equal to the configured cycle length for the patient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

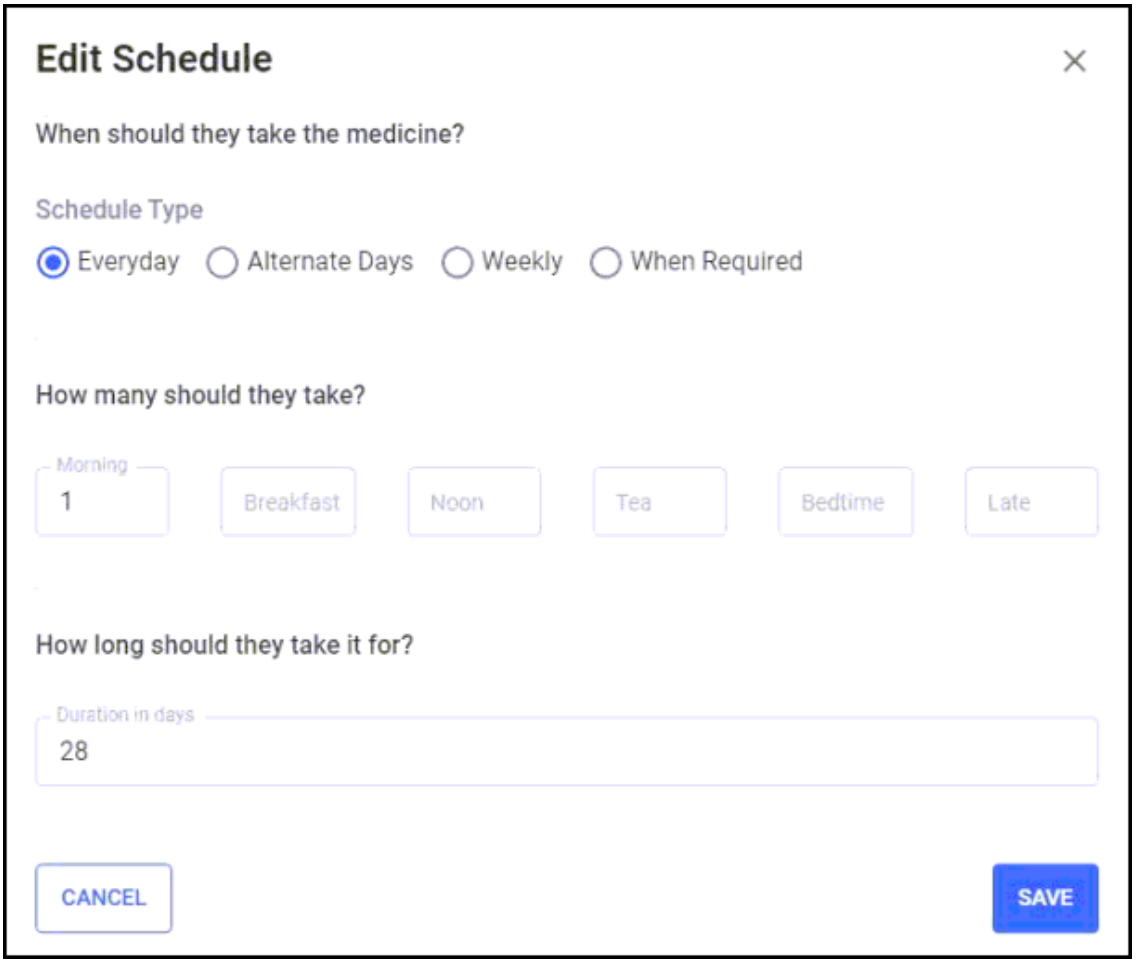
To edit a medication schedule:

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



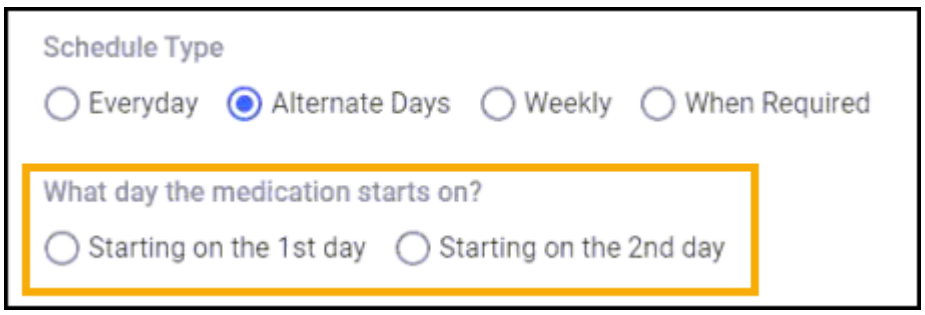
2. Select **EDIT SCHEDULE** on the schedule required:

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

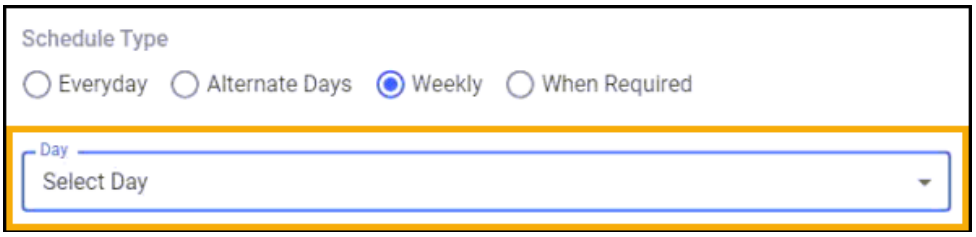


Edit the schedule as required:

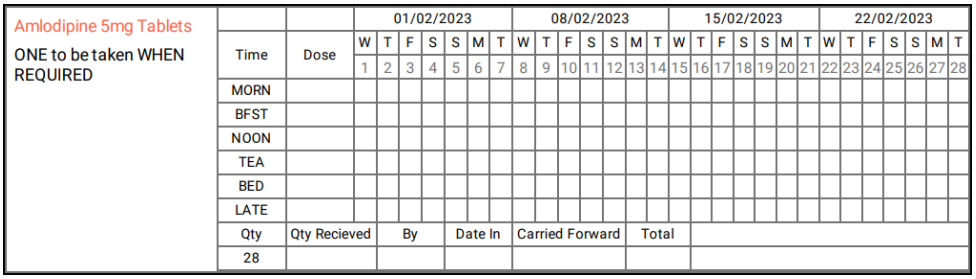
- **Schedule Type** - Select how often the patient should take the medicine, either:
  - **Everyday**
  - **Alternate Days** - Select either to start on the 1st or the 2nd day of the calendar month:



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



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



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

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

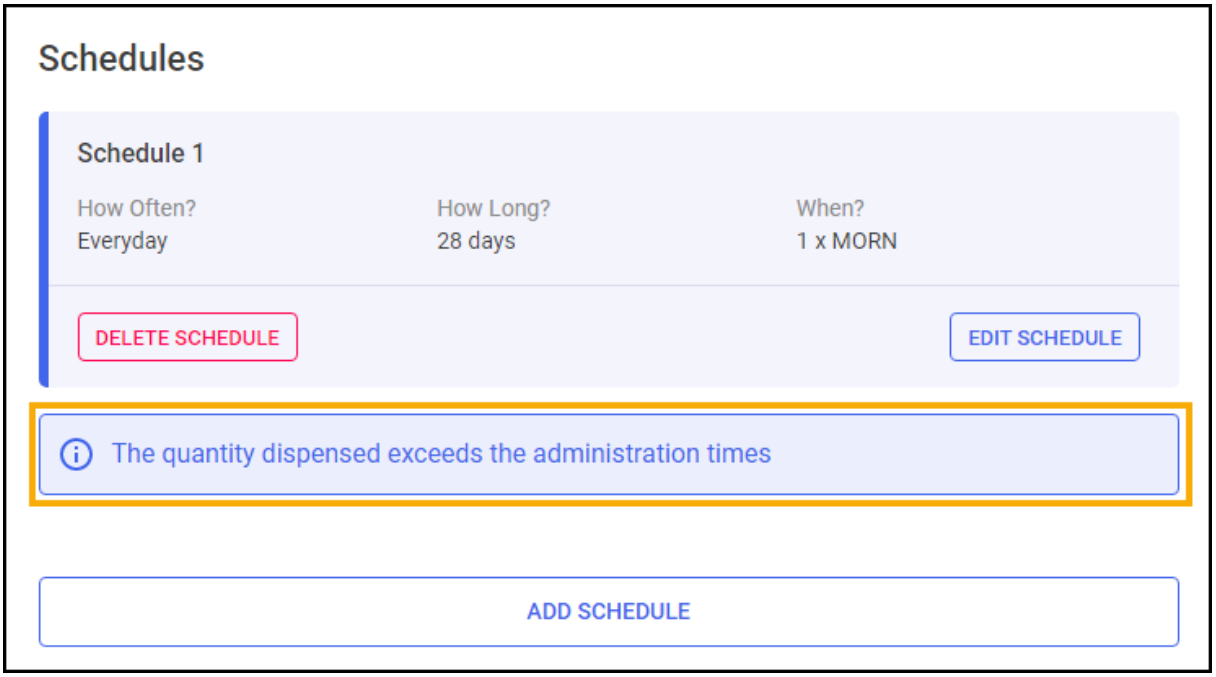
> **Training Tip** - If you are entering the duration for a second schedule the number automatically defaults to the days remaining in the cycle based on the first schedule.

4. Select **SAVE**

.

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

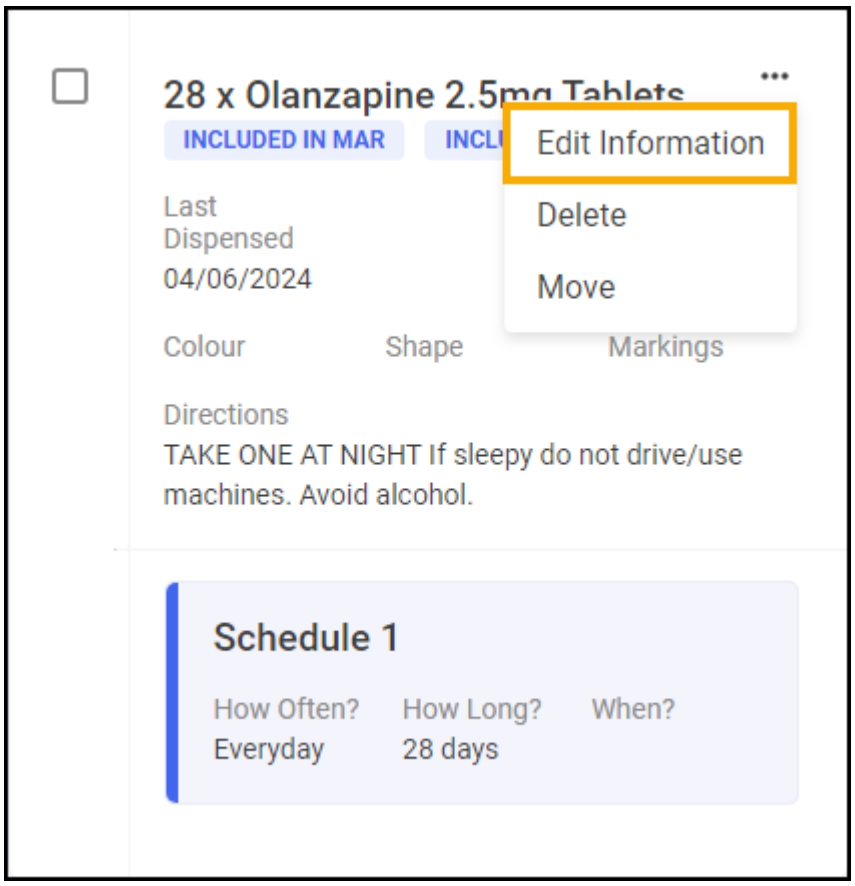
- *'The quantity dispensed exceeds the administration times'*, or
- *'The administration times exceed the quantity dispensed'*:



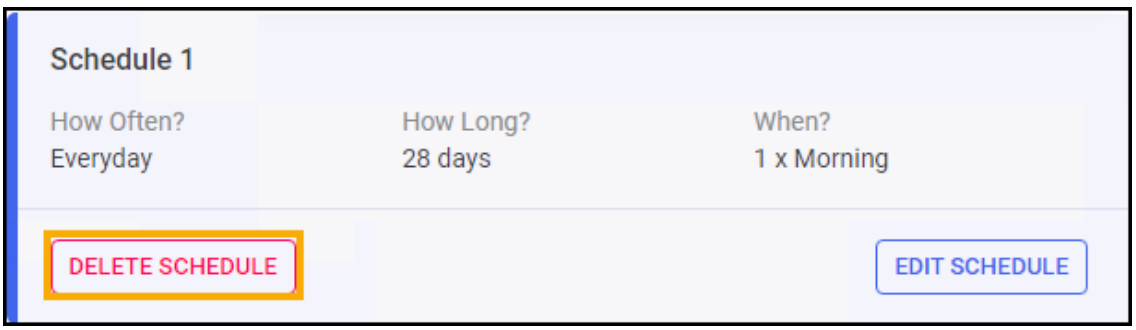
Deleting a Medication Schedule

To delete a medication schedule:

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



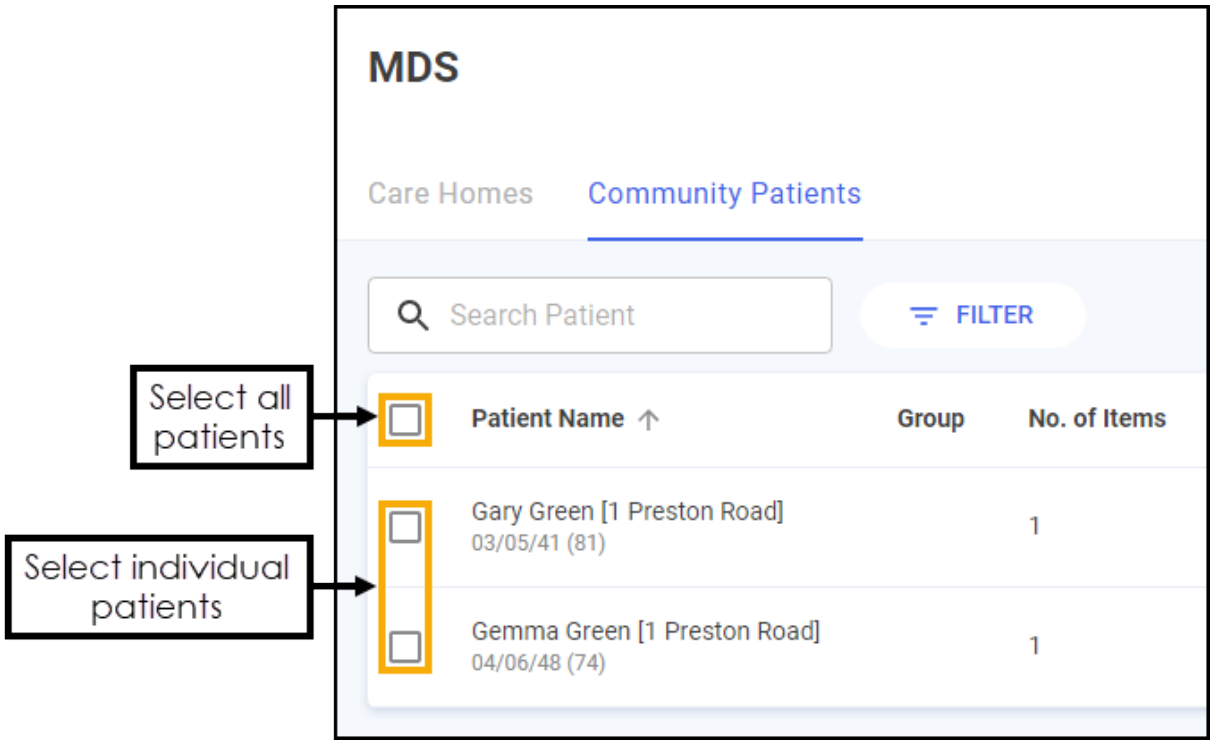
2. Select **DELETE SCHEDULE** DELETE SCHEDULE on the medication schedule you wish to delete:



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:



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

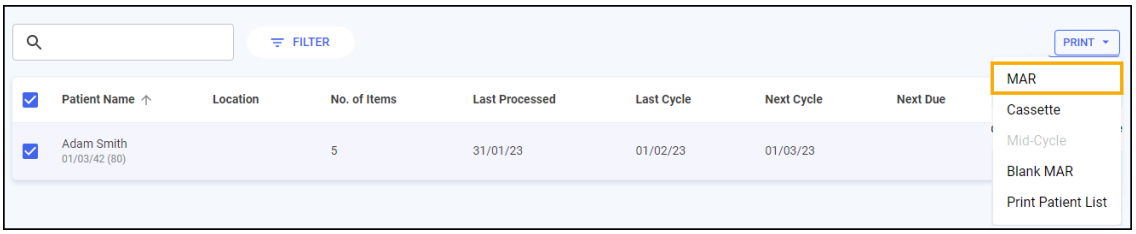
Training Tip - MAR charts do not include items marked as Mid-Cycle, you need to print a mid-cycle MAR chart separately for the required item.

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.

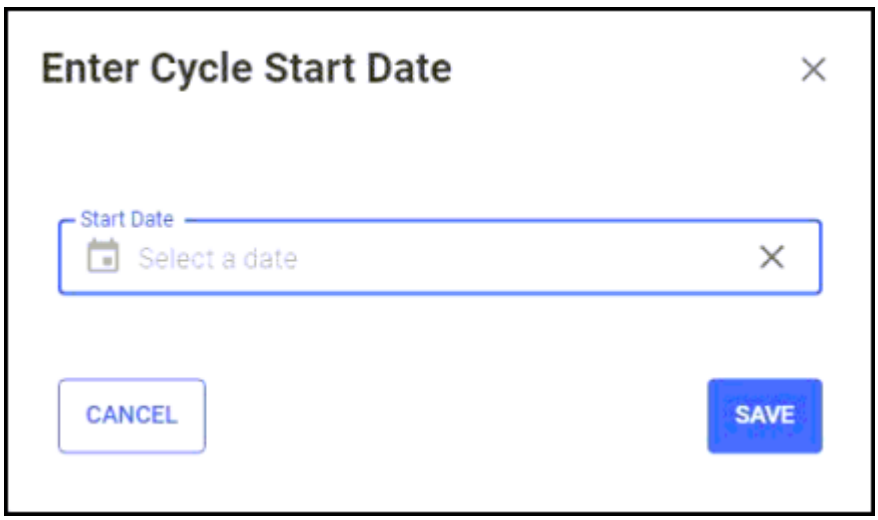
Training Tip - A **Body diagram** can be printed on the MAR chart, see Adding Patient Medication on page 73 to enable a body diagram to be printed per medication item. The body diagram can be printed either inline, with the item, or on a separate page of the MAR chart, see Editing Care Home Settings 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**:



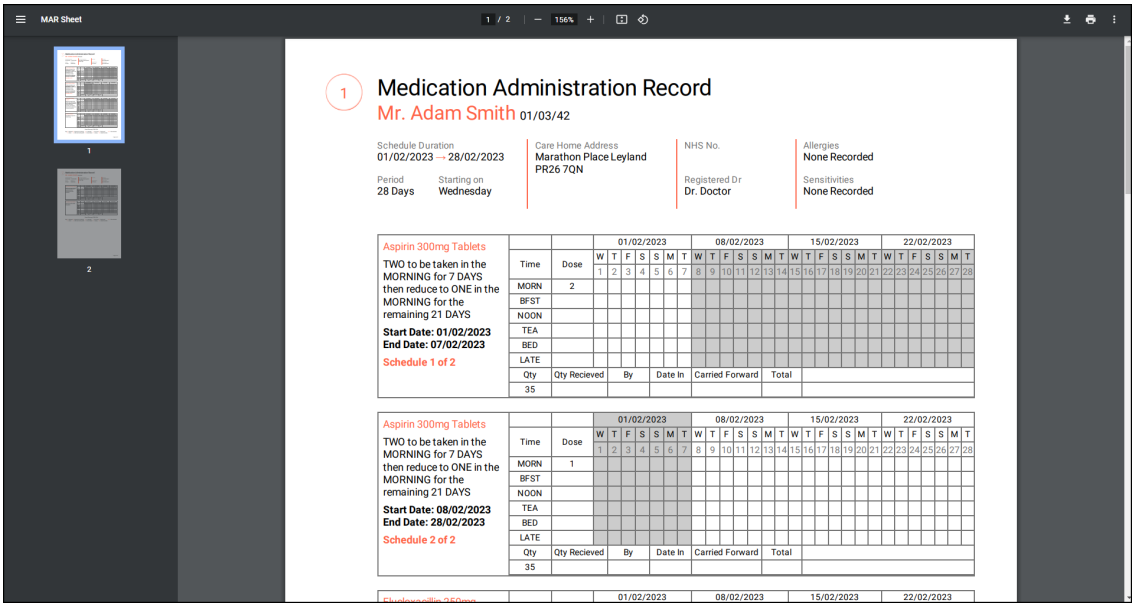
2. The **Enter Cycle Start Date** screen displays, select **Start Date** to open the calendar and select the date required:



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

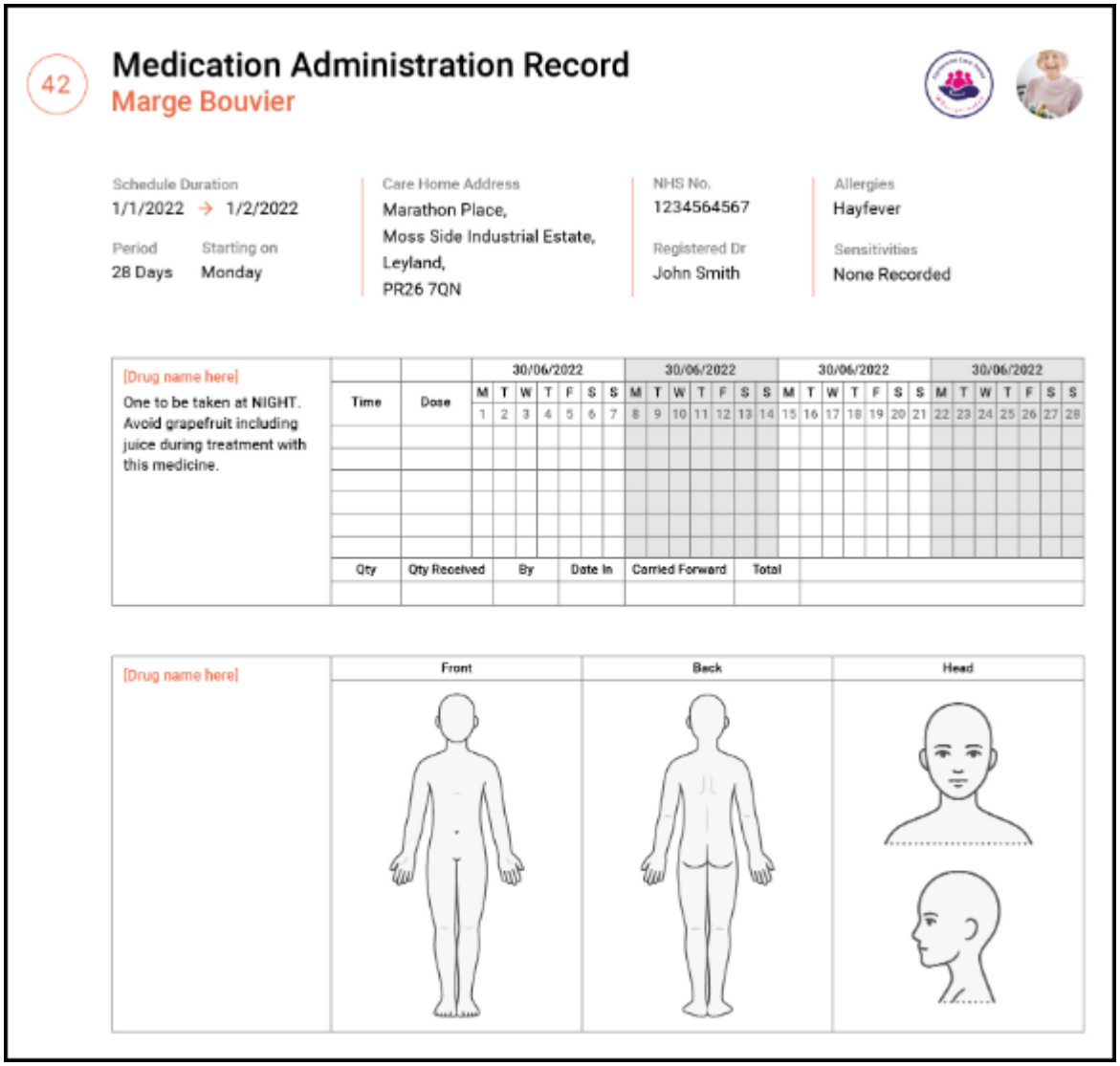
Select **CONFIRM** CONFIRM to print the MAR chart again or **CANCEL** CANCEL to return to the patient list.

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



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

Example of a Body Diagram:



42

Medication Administration Record

Marge Bouvier

Schedule Duration
1/1/2022 → 1/2/2022

Period
28 Days

Starting on
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

[Drug name here]

One to be taken at NIGHT. Avoid grapefruit including juice during treatment with this medicine.

Time	Dose	30/06/2022							30/06/2022							30/06/2022							30/06/2022						
		M	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
		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

Qty	Qty Received	By	Date In	Carried Forward	Total

[Drug name here]

Front

Back

Head

Example of a Repeat Prescription Request form:

42

Repeat Prescription Request

Marge Bouvier

Schedule Duration
1/1/2022 → 1/2/2022

Period
28 Days

Starting on
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

[Drug name here] ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.	Time	Dose	Change Directions to:	Days Treatment: / Continue Treatment? Yes No / Doctors Signature:
Quantity:				

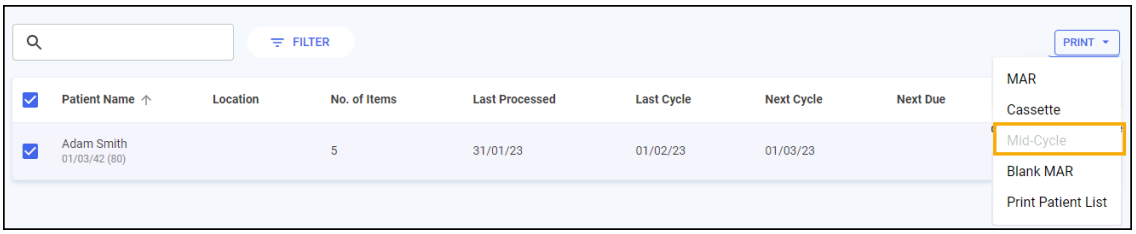
[Drug name here] ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.	Time	Dose	Change Directions to:	Days Treatment: / Continue Treatment? Yes No / Doctors Signature:
Quantity:				

[Drug name here] ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.	Time	Dose	Change Directions to:	Days Treatment: / Continue Treatment? Yes No / Doctors Signature:
Quantity:				

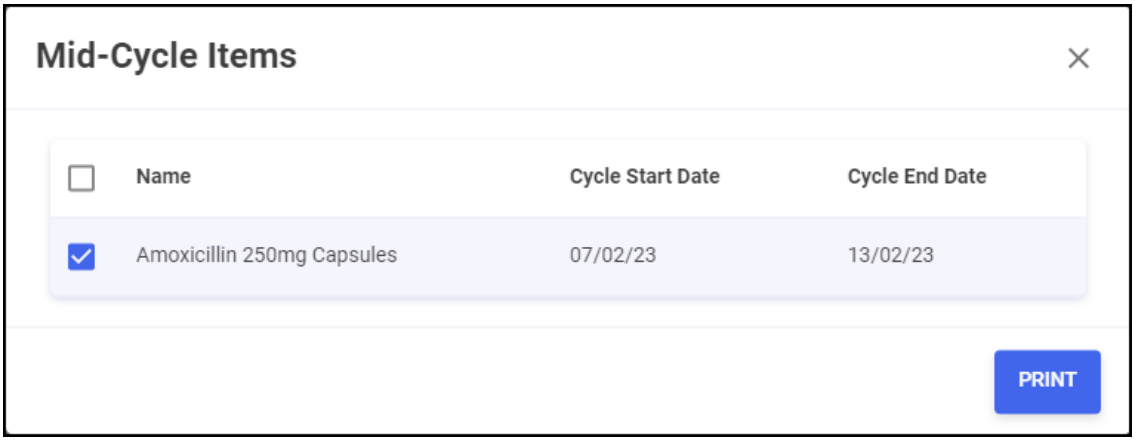
Printing a Mid-Cycle MAR Chart

To print a mid-cycle MAR chart:

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

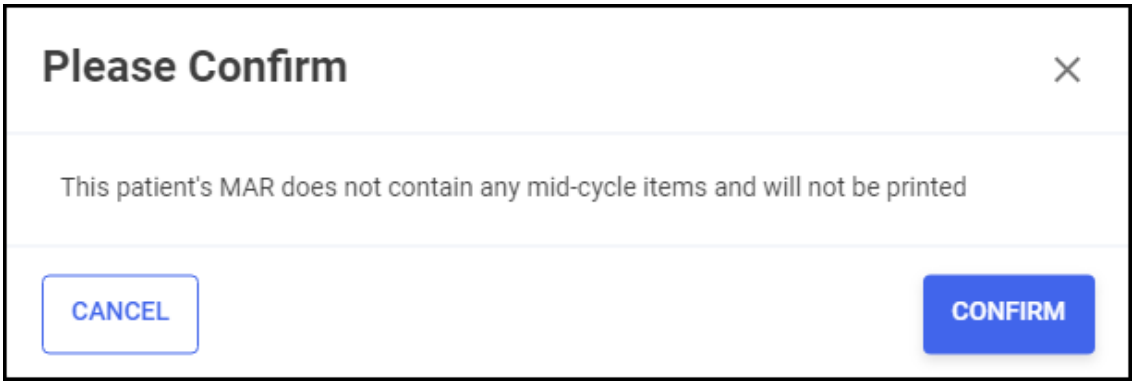


2. The **Mid-Cycle Items** screen displays, select the item to print the MAR chart for:



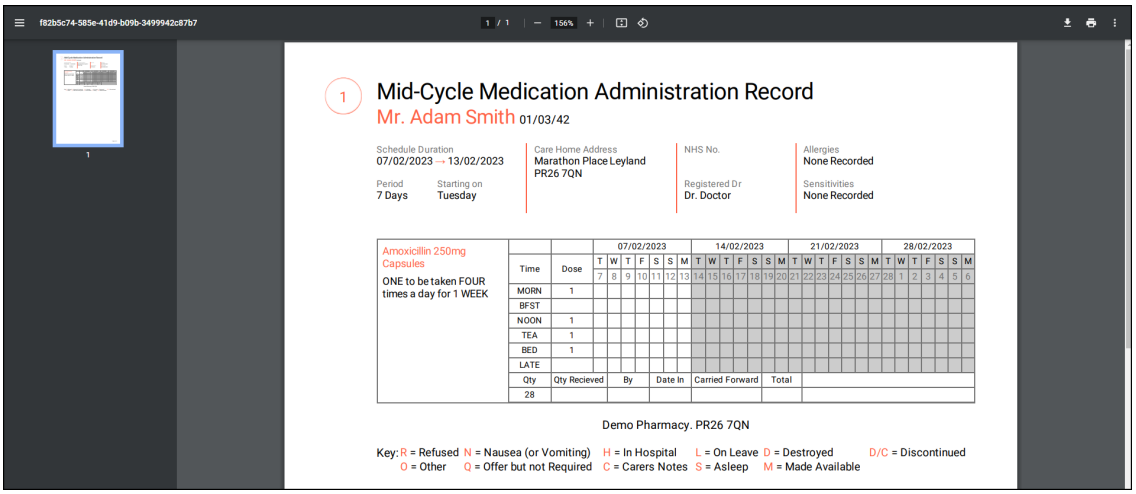
Note - You can only print a MAR chart for one mid-cycle item at a time.

If no mid-cycle items are available for the patient a warning displays:



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

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

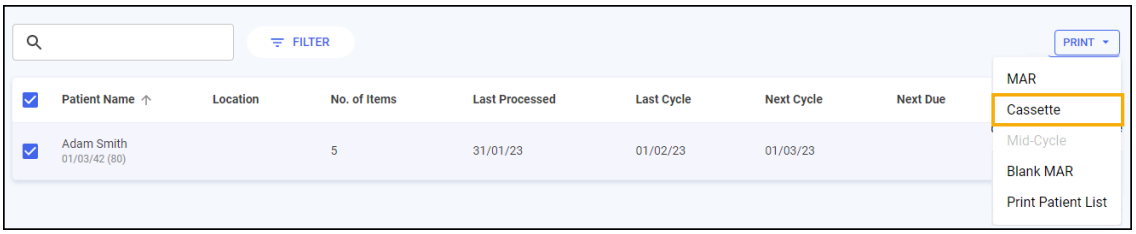


From here you can select **Download** to download, or **Print** to print the mid-cycle MAR chart(s).

Printing Cassette Sheets

To print a cassette sheet:

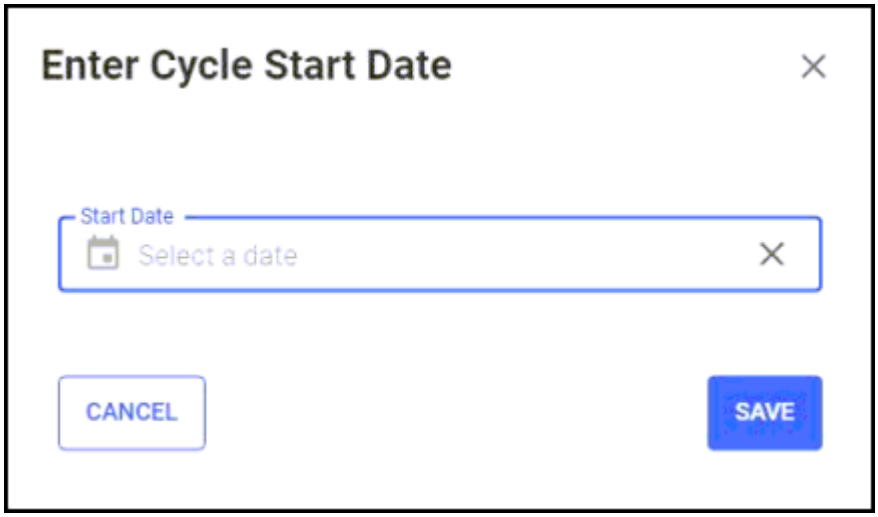
1. With the relevant patient(s) selected, select **PRINT** - **Cassette**:



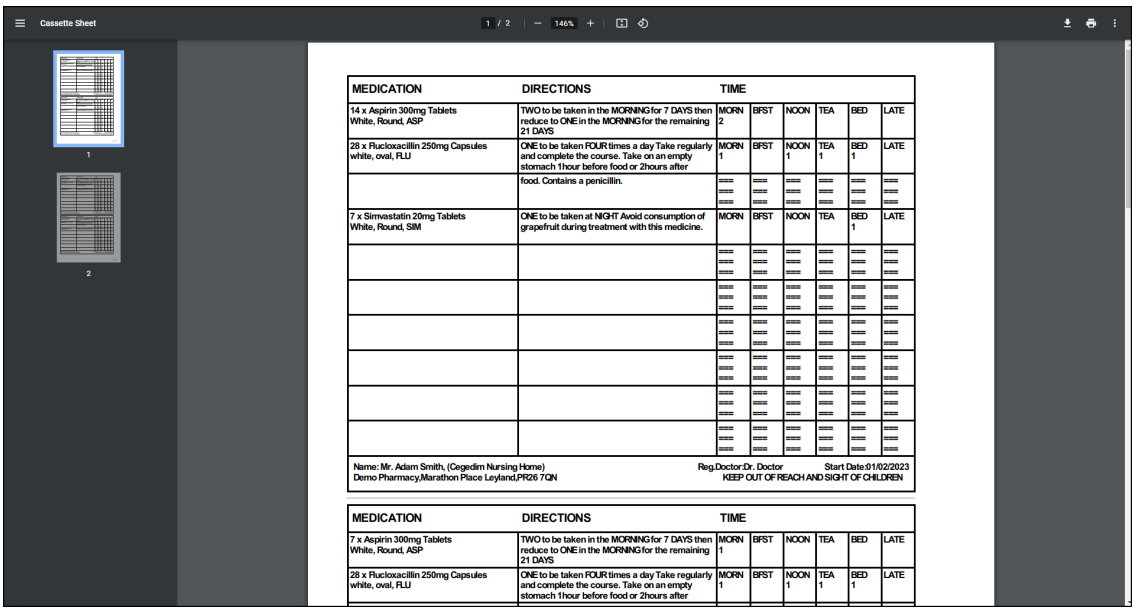
If the patient has already had a Cassette sheet printed for the cycle period, a warning displays:

Select **CONFIRM** CONFIRM to print the cassette sheet again or **CANCEL** 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:



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

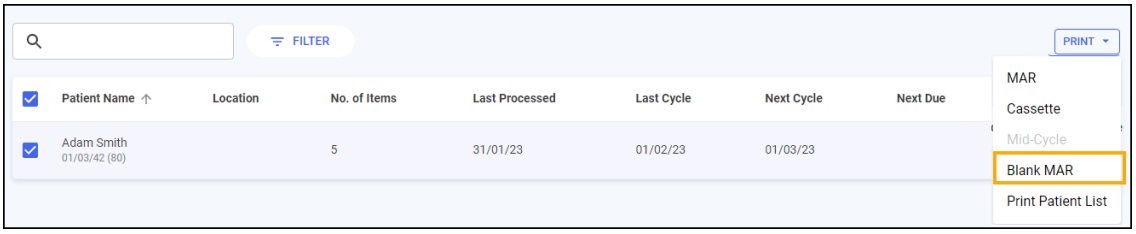


From here you can select **Download** to download, or **Print** to print the cassette sheet.

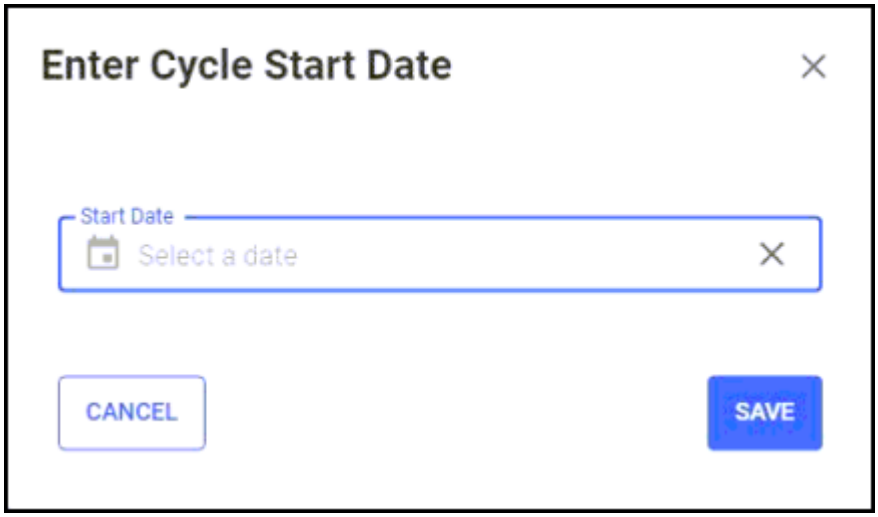
Printing a Blank MAR Chart

To print a blank MAR chart:

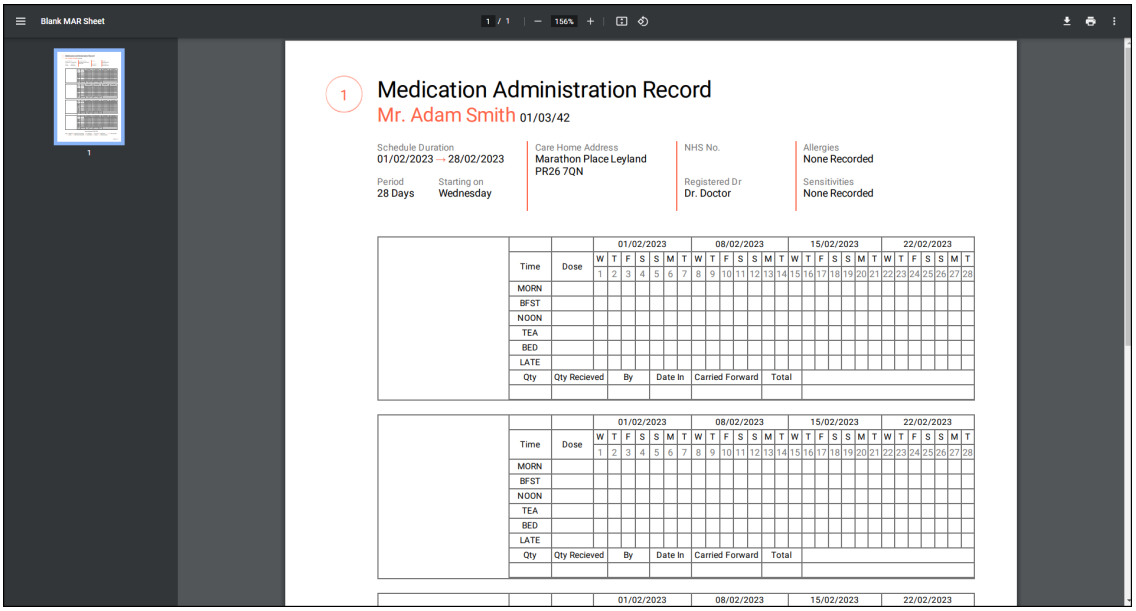
1. With the relevant patient(s) selected, select **PRINT** - **Blank MAR**:



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



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

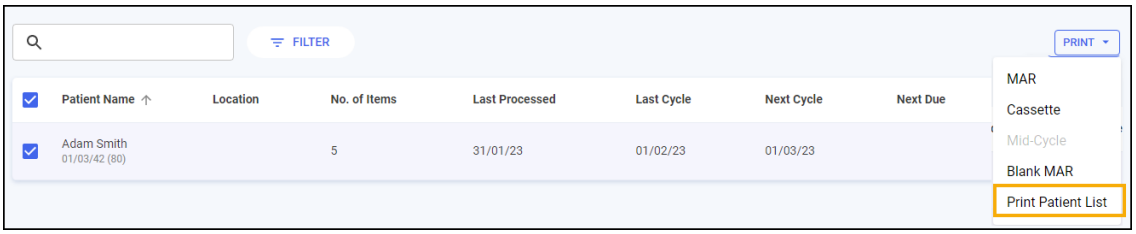


From here you can select **Download** to download, or **Print** to print the blank MAR chart(s).

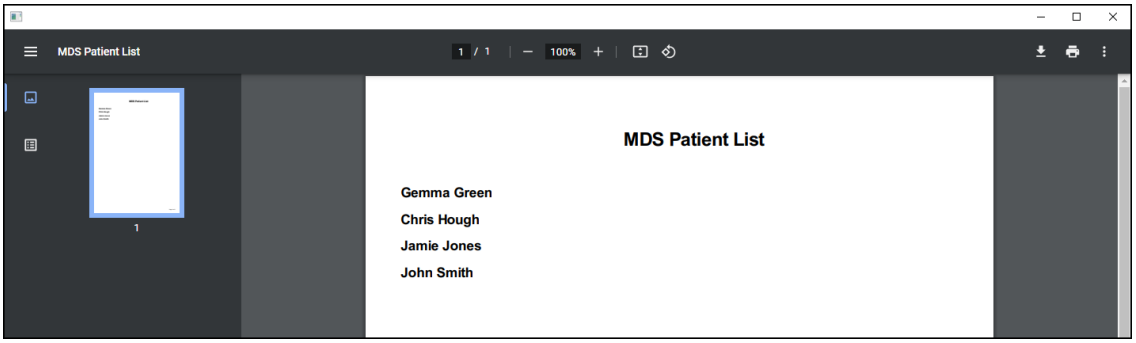
Printing a Patient List

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:



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

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