

# Pharmacy Manager Monitored Dosage System (MDS) User Guide

Version 1.1

24 April 2025





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# **Table of Contents**

Table of Contents	3
Monitored Dosage System (MDS) Module	7
Accessing the new Monitored Dosage System (MDS) module	7
Introduction	8
Care Homes	9
Community Patients	10
What's New?	11
Pharmacy Manager Release 16.5	11
All Countries	11
Getting Started with the New MDS Module	12
New to a Monitored Dosage System?	13
Setting up Care Homes and Care Home Patients	13
Setting up Community Patients	14
Already use the Monitored Dosage System in Pharmacy Manager?	14
Importing Care Home and Care Home Patient Data	15
Importing Community Patient Data	18
Monitored Dosage System (MDS) - Care Homes	21
Add Care Home	22
Viewing Care Home Details	22
Adding a Care Home	23
Searching for, Sorting and Filtering Care Homes	26
Searching for Care Homes	26
Sorting Care Homes	26

### Pharmacy Manager

Filtering Care Homes	26
MDS Info - Care Home	. 28
Adding a Patient to a Care Home	. 29
Searching for, Sorting and Filtering Care Home Patients	. 30
Searching for Patient in a Care Home	30
Sorting Patients	30
Filtering Care Home Patients	31
Editing Care Home Settings	. 32
Monitored Dosage System (MDS) Info - Care Home Patient	36
Active Medication	36
MDS History	38
Removing a Care Home Patient	. 38
Printing Medication Administration Record (MAR) Charts and Cassette	
Sheets	39
Sorting Active Medication	. 40
Sorting the Active Medication	40
Show or Hide Medication Information	40
Show or Hide Medication Information Grouping Medication	40 41
Show or Hide Medication Information Grouping Medication Adding a Group	40 41 41
Show or Hide Medication Information Grouping Medication Adding a Group Moving Medication Between Groups	40 41 41 43
Show or Hide Medication Information Grouping Medication Adding a Group Moving Medication Between Groups Deleting a Group	40 41 41 43 44
Show or Hide Medication Information Grouping Medication Adding a Group Moving Medication Between Groups Deleting a Group <b>Monitored Dosage System (MDS) - Community Patients</b>	40 41 41 43 44 <b>46</b>
Show or Hide Medication Information Grouping Medication Adding a Group Moving Medication Between Groups Deleting a Group <b>Monitored Dosage System (MDS) - Community Patients</b> Adding a Community Patient	40 41 41 43 43 44 46 47
Show or Hide Medication Information Grouping Medication Adding a Group Moving Medication Between Groups Deleting a Group <b>Monitored Dosage System (MDS) - Community Patients</b> Adding a Community Patient Viewing Community Patient Details	40 41 41 43 43 44 46 47 50
Show or Hide Medication Information Grouping Medication Adding a Group Moving Medication Between Groups Deleting a Group <b>Monitored Dosage System (MDS) - Community Patients</b> Adding a Community Patient Viewing Community Patient Details <b>Searching for, Sorting and Filtering Community Patients</b>	40 41 41 43 43 44 46 47 50 52

### Pharmacy Manager

Sorting Community Patients	. 52
Filtering Community Patients	53
Monitored Dosage System (MDS) Info - Community Patient	. 56
Active Medication	56
MDS History	. 58
Community Patient Settings	. 58
Printing Medication Administration Record (MAR) Charts and Cassette Sheets	59
Sorting Active Medication	. 60
Sorting the Active Medication	. 60
Show or Hide Medication Information	60
Grouping Medication	61
Adding a Group	61
Moving Medication Between Groups	. 63
Deleting a Group	64
Editing Community Patient Settings	. 66
Marking an Item as an MDS Item from the Dispensary Screen	. 70
Adding Patient Medication	. 73
Editing Patient Medication	. 76
Editing Single Medication Items	76
Editing Multiple Medication Items	78
Deleting Patient Medication	. 83
Adding a Monitored Dosage System (MDS) Medication Schedule	. 84
Multiple Schedules per Medication	88
Editing a Medication Schedule	. 91
Deleting a Medication Schedule	. 95



Printing Medication Administration Record (MAR) Charts, Cassette Sheets					
and Patient Lists					
Selecting Patients					
Printing MAR Charts					
Printing a Mid-Cycle MAR Chart					
Printing Cassette Sheets					
Printing a Blank MAR Chart					
Printing a Patient List					



# Monitored Dosage System (MDS) Module

Note - To enable the new Monitored Dosage System module, please contact your Account Manager or the Cegedim Rx Service Desk, see <u>Contacting Us for Support</u>, 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

New MDS Module! <u>Take me there</u>

from the existing

#### MDS screen:

MDS Care Homes Community Patient					Select to open the new Monitored Dosage System (MDS) module			~ -	→ ★ New MDS Module! <u>Take me there</u>			
							:=	Options	:=	Patient	:=	Print
Care home:									1	his Period:		
Care Home One (One ward) 🔹 👔								3	04/10/2022 to	31/10/20	)22 📀	
Last Name	First Name	Sex	Dispensed	MAR	Cassette	Labels						
1 Stanborough	Alva	Unkn	8	8	8	N/A						

**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				
Q Search Care Home	F FILTER			
Care Homes 🛧	Address	Cycle Length	Next Due	
Cegedim Nursing Home	Marathon Place, PR26 7QN	4 Weeks		VIEW DETAILS

### 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				
Q Search Care Home	₹ FILTER			ADD CARE HOME
Care Homes $\uparrow$ A	Address	Cycle Length	Next Due	
care home 1 av	address, pr26 7qn	4 Weeks		VIEW DETAILS

See <u>Monitored Dosage System (MDS) - Care Homes on page 21</u> 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	S							BACK TO ORIGINAL MDS	SETTINGS
Care I	Homes Community Patients								
Q Cycle	Search Patient	₹ FIU	TER				PRINT ¥ SEN	D EMAR ADD COMMU	JNITY PATIENT
	Patient Name 🛧	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due	
	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VI	EW DETAILS
	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VI	EW DETAILS

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.
- <sup>•</sup> 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.
- <sup>•</sup> 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** 

New MDS Module! <u>Take me there</u>

from the existing **MDS** screen:



MDS Care Homes Community Patient					Select to Monit System	o oper ored [ (MDS	n the new Dosage ) module	•	New MD	S Module!	Take me there	
							:=	Options	:=	Patient	:=	Print
Care home:									Т	his Period:		
Care Home One (One ward) 🔹 👘								3	04/10/2022 to	31/10/20	)22 📀	
Last Name	First Name	Sex	Dispensed	MAR	Cassette	Labels						
1 Stanborough	Alva	Unkn	8	8	8	N/A						

### New to a Monitored Dosage System?

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

Use the following steps to set up your MDS:

### Setting up Care Homes and Care Home Patients

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

See <u>Monitored Dosage System (MDS) - Care Homes on</u> page 21 and <u>Adding a Care Home on page 23</u> for details.

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

See <u>MDS Info - Care Home on page 28</u> and <u>Adding a Patient</u> 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 <u>Monitored Dosage System (MDS) Info - Care Home Patient</u> on page 36 and <u>Adding Patient Medication on page 73</u> for details.



### Setting up Community Patients

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

See <u>Monitored Dosage System (MDS) - Community Patients on</u> page 46 for details.

- 2. View the **MDS Info** screen for the community patient and add the patient's medication.
  - See <u>Monitored Dosage System (MDS) Info Community Patient</u> on page 56 and <u>Adding Patient Medication on page 73</u> 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 <u>Printing Medication Administration Record</u> (MAR) Charts for details.

See <u>Importing Care Home and Care Home Patient Data on the next</u> <u>page</u> and <u>Importing Community Patient Data on page 18</u> 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 H

DD	CARE HO	MF
~~		

Care Homes       Community Patients         Q       Search Care Home       ₹ FILTER         Cycle Length:       Select to add a new Care Home         Care Homes ↑       Address       Cycle Length         Care Homes ↑       Address       Cycle Length         Care Homes ↑       Address, pr26 7qn       4 Weeks	MDS				BACK TO ORIGINAL MDS SETTINGS
Q Search Care Home       FILTER       Select to add a new Care Home         Cycle Length:       Care Homes ↑       Address       Cycle Length       Next Due         care home 1       address, pr26 7qn       4 Weeks       VIEW DETAILS	Care Homes Community	Patients			
Care Homes $\uparrow$ Address     Cycle Length     Next Due       care home 1     address, pr26 7qn     4 Weeks     VIEW DETAILS	Q Search Care Home Cycle Length:	₹ FILTER		[	Select to add a new Care Home
care home 1 address, pr26 7qn 4 Weeks	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	
Care home Details		
Name		
Address		
Address Line 1		

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

← Import Care Homes		
Q Search		IMPORT
□ Care Homes ↑	Address	
Family Care Home		
Mountain Care Home		
New Nursing Home 1		
Nursing Home 2		
<ul> <li>↔ 1 - 4 of 4 Rows per page: 10 →</li> </ul>		

**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** 

← I	mport Care Homes		
٩	Search		IMPORT
	Care Homes $\uparrow$	Address	
	Family Care Home		
	Mountain Care Home		
	New Nursing Home 1		
	Nursing Home 2		
4	▶ 1 - 4 of 4 Rows per page: 10 +		



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

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

The following data is imported:

- <sup>•</sup> 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:
  - ltem 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

MDS						BACK TO ORIGINAL MDS SETTINGS
Care Homes Community Patient	S					
Q Search Patient	<b>Ŧ</b> FILTER			CON	Select ADD IMUNITY PATIEN	
Patient Name	Group No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due

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

← Search		Select IMPORT IMPORT
Patient Name Date of Birth	Postcode NHS / CHI SEARCH	



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

← li	nport Community Patients	
۹ :	Search	IMPORT
	Patient Name 1	Address
	Mr Clive Jackson	IV15 9HL
	Mr Dave Brown	IV15 9HL
	Mr Graham Brown	IV15 9HL
	Mr Mark Jackson	IV15 9HL
4	▶ 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	
Q. Search	Select IMPORT
Patient Name	Address
Mr Clive Jackson	IV159HL
Mr Dave Brown	IV15 9HL
Mr Graham Brown	IV159HL
Mr Mark Jackson	IV15 9HL
<ul> <li>♦ 1 - 4 of 4 Rows per page: 10 ♥</li> </ul>	

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
- <sup>•</sup> Administration Times
- MAR type defaults to Standard MAR Portrait
- Items dispensed as MDS in the last 6 months:
  - <sup>1</sup> 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 <u>Editing Patient Medication on page 76</u> for details.



# Monitored Dosage System (MDS) - Care Homes

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

MDS				BACK TO ORIGINAL MDS SETTINGS
Care Homes Community Patie	nts			
Q Search Care Home	<b>₹</b> FILTER			ADD CARE HOME
Care Homes 1	Address	Cycle Length	Next Due	
care home 1	address, pr26 7qn	4 Weeks		VIEW DETAILS

To search for, sort or filter the care homes, see <u>Searching for, Sorting</u> 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 <u>Monitored Dosage System</u> 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 <u>Adding a Care</u> <u>Home on page 23</u> for details.
- VIEW DETAILS Select to view an individual patient's cycle details, see <u>MDS Info Care Home on page 28</u> for details.



### Add Care Home

To add a new care home, select ADD CARE HOME

MDS				BACK TO ORIGINAL MDS SETTINGS
Care Homes Community P	atients			
Q Search Care Home	<b>₹</b> FILTER		[	Select to add a new Care Home
Care Homes 🛧	Address	Cycle Length	Next Due	
care home 1	address, pr26 7qn	4 Weeks		VIEW DETAILS

The Care Home Settings screen displays.

See <u>Adding a Care Home on the next page</u> for details.

### **Viewing Care Home Details**

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

**VIEW DETAILS** next to the required care home:

Care Homes 🛧	Address	Cycle Length	Next Due	
Care Home One	Address Line One, ON3 1NE	4 Weeks		Select to view the Care Home details
Care Home Two	Address Line Two, ON3 1NE	4 Weeks		VIEW DETAILS
New Nursing Home		4 Weeks		VIEW DETAILS

The MDS Info - Care Home screen displays all the patients and their

MDS information for the selected care home.

See <u>MDS Info - Care Home on page 28</u> for details.



# Adding a Care Home

To add a new care home:

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

MDS				BACK TO ORIGINAL MDS SETTINGS
Care Homes Community Pa	atients			
Q Search Care Home Cycle Length:	₹ FILTER		[	Select to add a new Care Home
Care Homes 🛧	Address	Cycle Length	Next Due	
care home 1	address, pr26 7qn	4 Weeks		VIEW DETAILS

2. The Care Home Settings screen displays:

Care Home Settings		
Care home Details		
Name		
Name		
Address		
Address Line 1		
Address Line 2 (Optional)		
Town / City		
Postcode		
Cycle Length		
O 1 Week	2 Weeks	
3 Weeks	O 4 Weeks	



**Training Tip** - To import care home details from your existing

Monitored Dosage System (MDS) select Import

see <u>Importing Care Home and Care Home Patient Data on</u> 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:

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** 

**CANCEL** to return without creating the care home.



# Searching for, Sorting and Filtering Care Homes

### **Searching for Care Homes**

To search for a care home:

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

Search for a Car the list updates as Care Homes Comm	e Home, you type nunity Patients			BACK TO ORIGINAL MDS SETTINGS
Q On	× FILTER			ADD CARE HOME
Care Homes 🛧	Address	Cycle Length	Next Due	
Care Home One	Address Line One, ON3 1NE	4 Weeks		VIEW DETAILS

2. Select **Close**  $\times$  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	e Length ↑ or Newest to	Oldest / Z-A	Cycle Length $\downarrow$	
Select column header to sort data				
Care Homes 个	Address	Cycle Length	Next Due	
Care Home One	Address Line One, ON3 1NE	4 Weeks		VIEW DETAILS
Care Home Two	Address Line Two, ON3 1NE	4 Weeks		VIEW DETAILS
New Nursing Home		4 Weeks		VIEW DETAILS

## **Filtering Care Homes**

To filter the care home list:



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



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





## MDS Info - Care Home

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

←I	MDS Info							AD	D PATIENT
New Cycle L 4 Week	Forrest Retirement	Home							SETTINGS
٩		₹	FILTER					PRINT 👻	SEND EMAR
	Patient Name 🛧	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	eMAR Sent	
	Gary Green 25/03/68 (0)		0					VIEW	VDETAILS
	Penny Pink 02/04/45 (0)		0					VIEW	V DETAILS

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

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

- **ADD PATIENT** Select to add a patient to the care home, see <u>Adding a</u> <u>Patient to a Care Home on the next page</u> for details.
- SETTINGS Select to view and edit the care home settings, see <u>Editing Care</u> <u>Home Settings on page 32</u> 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 <u>Printing Medication Administration Record (MAR) Charts, Cassette</u> Sheets and Patient Lists on page 96 for details.
- VIEW DETAILS Select to view an individual patient's cycle details, see <u>Monitored Dosage System (MDS) Info - Care Home Patient on page 36</u> 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

← MDS Info	Select to add a patient to the care home
New Forrest Retirement Home Cycle Length 4 Weeks	SETTINOS
Q,	PRINT *
Patient Name   Location No. of Items	ast Processed Last Cycle Next Cycle Next Due eMAR Sent

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
--------------------------------------------------	--------	----------

← Search	IMPORT
hough Date of Birth Postcode NHS / CHI	SEARCH
1 Result Found	Name (Asc) 🔻
Chris Hough ☐ 01/05/1990 ♣ Male	$\rightarrow$

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:

← MDS Info						ADD PATIENT
New Forrest Retirement Home Cycle Length 4 Weeks						SETTINGS
Q, G X	₹ FILTER					PRINT *
□ Patient Name ↑ Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	
Gary Green 25/03/68 (54)	1	17/03/23	17/03/23	14/04/23		VIEW DETAILS

2. Select **Close**  $\times$  to clear the search.

### **Sorting Patients**

Patients display alphabetically by default. To manually sort the patients, simply select the column header to sort Oldest to Newest / A-Z Patient Name  $\uparrow$  or Newest to Oldest / Z-A Patient Name  $\downarrow$ :

Patient Name 🛧 Lo	ocation	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	
Gary Green 25/03/68 (54)		1	17/03/23	17/03/23	14/04/23		VIEW DETAILS
Penny Pink 02/04/45 (0)		1	17/03/23	17/03/23	14/04/23		VIEW DETAILS



Training Tip - Patient Name sorts patients by their surname.



### Filtering Care Home Patients

To filter the care home patient list:

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

Search Patients	Q	_	Select FILTER

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

	Filters		×	
	Next Cycle Date			
	Select a date		×	
	To Select a date		×	
		CLEAR ALL	APPLY	
Note	- You must have printe	ed a MAR char	t or Cassette	sheet to
3. Select filters c	by the <b>Next Cycle Dat</b> is required and select	e. APPLY APPLY	to apply th	nenew

**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

← MDS Info						ADD PATIENT
New Nursing Home 1 Cycle Length 4 Weeks					the Care Home Settings screen	
٩	₹ FILTER					PRINT *
Patient Name	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due

2. The Care Home Settings screen displays:



Care Home Settings		IMPORT
Care home Details		
Name		
Cegedim Care Home		
Address		
Marathon Place		
Address Line 2 (Optional)		
Leyland		
PR26 7QN		
Quale Length		
1 Week	O 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:



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 N	Medication MDS History		
Sroup 1	ielect All		Product Name (Asc)
	28 x Citalopram 10mg Tablets	300 x Derbac-M Liquid	28 x Olanzapine 2.5mg Tablets "" INCLUDED IN MAR INCLUDED IN CASSETTE
	Last Dispensed 04/06/2024	Last Dispensed 31/01/2024	Last Dispensed 04/06/2024
	Colour Shape Markings Directions TAKE ONE DAILY	Colour Shape Markings Directions APPLY ALL OVER THE BODY, LEAVE ON FOR 24 HOURS THEN WASH OFF, REPEAT THE TREATMENT AFTER ONE WEEK	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	Schedule 1 How Often? How Long? When? Everyday 28 days	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 M	Medication M	IDS History			
	224 x Panac Tablets	Iol Advance	e 500mg		
	Last Dispensed 10/05/2023	Service MCR	MCR Iteration 1 of 6	•	Scottish users can view the Service and MCR Iteration for each medication item
	Colour Directions To be taken as d hrs. Do not take product. Contac much paracetan	Shape irected. Max 2 with any other p t doctor at once nol even if you f	Markings per dose, 8 in 24 paracetamol e if you take too eel well.		
	Schedule 1 How Often? Everyday	How Long? 28 days	When? 2 x MORN		



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

To manage a patient's active medication you can easily sort, minimise and group their medication items, see <u>Sorting Active</u> <u>Medication on page 60</u> 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:

Active Medication	MDS History					
Date $\downarrow$	Cycle Start	Cycle End	MAR Printed	Cassette Printed	eMAR Sent	
14/09/2022	14/09/2022	12/10/2022	0			VIEW DETAILS
14/09/2022	14/09/2022	12/10/2022	0			VIEW DETAILS
<ul> <li>↓ 1-2 of 2</li> </ul>						

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** 



← MDS Info	ADD MEDICINE EDIT MEDICINE
Fred Test	Select to remove this patient from the MDS module
Cycle Length MAR Printed Cassette Printed 4 Weeks 29/03/2023	
Active Medication MDS History	

## Printing Medication Administration Record (MAR) Charts and Cassette Sheets

You can print a MAR chart or cassette sheet for a patient from the MDS Info

screen, simply select **Print** and then select from the available options:

← MDS Info	ADD MEDICINE	EDIT MEDICINE
Paul Jackson	REMOVE PATIENT	PRINT 🔻
Cycle Length MAR Printed Cassette Printed		MAR
4 WCCKS		Cassette
Active Medication MDS History		Mid-Cycle
		Blank MAR
Select All	Product Name (Alphabetical) 👻	Show less

See <u>Printing Medication Administration Record (MAR) Charts,</u> <u>Cassette Sheets and Patient Lists on page 96</u> 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
- <sup>•</sup> 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:

Active N	Active Medication MDS History							
. 5	select All			Selec	ation that displays			
	112 x Flucloxacillin 250mg Capsules INCLUDED IN MAR INCLUDED IN CASSETTE		300 x Lactulose Solution		28 x Simvastatin 20mg Tablets			
	Last Dispensed 31/01/2023		Last Dispensed 31/01/2023		Last Dispensed 31/01/2023			

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



Active N	Medication MDS History				
ء 💽	Select All			Produ	ct Name (Alphabetical) - Show less
	28 x Atenolol 100mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE Last Dispensed 16/04/2024		28 x Keral 25mg Tablets		28 x Paracetamol 500mg Tablets " INCLUDED IN MAR INCLUDED IN CASSETTE
	28 x Yasmin Tablets INCLUDED IN MAR INCLUDED IN CASSETTE				

### **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:

Active Medication MDS History						
Select All Group 1		Product Name (Asc) • Show less				
28 x Citalopram 10mg Tablets       ""         INCLUDED IN MAR       INCLUDED IN CASSETTE         Last       Dispensed         04/06/2024       Colour         Colour       Shape         Directions       TAKE ONE DAILY	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 WERK	28 x Olanzapine 2.5mg Tablets       ""         INCLUEED IN MAR       INCLUEED 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	Schedule 1 How Often? How Long? When? Everyday 28 days Select CREATE GROUP	Schedule 1 How Often? How Long? When? Everyday 28 days				

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

Active N	fedication MDS History		
Group 1	elect All		Product Name (Asc) - Show less
	28 x Citalopram 10mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE Dispensed 04/06/2024 Colour Shape Markings Directions TAKE ONE DAILY	300 x Derbac-M Liquid	28 x Olanzapine 2.5mg Tablets       ""         INCLUDED IN MAR       INCLUDED IN CASSETTE         Last       Dispensed         04/06/2024       Shape         Colour       Shape         Directions       TAKE ONE AT NICHT If sleepy do not drive/use machines. Avoid alcohol.
	Schedule 1 How Often? How Long? When? Everyday 28 days	Schedule 1 How Often? How Long? When? Everyday 28 days	Schedule 1 How Often? How Long? When? Everyday 28 days
<b>Group 2</b> No medi	t cation has been added to this group		DELETE GROUP
		CREATE GROUP	



### **Moving Medication Between Groups**

To move medication between groups you need to have multiple groups set up.

See <u>Adding a Group on page 41</u> for details.

To move an item into another group:

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

28 x Olanzapine 2.5m INCLUDED IN MAR INCLU	Edit Information					
Last Dispensed	Delete					
04/06/2024	Move					
Colour Shape	Markings					
Directions TAKE ONE AT NIGHT If sleepy do not drive/use machines. Avoid alcohol.						
Schedule 1						
How Often? How Lone Everyday 28 days	g? When?					

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



#### Select Group:

Move To	×
Available Groups	
Select Group	<b>.</b>
CANCEL	CONFIRM

CONFIRM 3. Select CONFIRM

The medication item moves to the selected group.

### **Deleting a Group**



To delete a group:

- DELETE 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?	
CANCEL	CONFIRM

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 mov Group One. Are you sure you want to delete Group 2?	ved to
CANCEL	NFIRM

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:

						BACK TO ORIGINAL MDS SETTINGS
₹ FILT	ER			(	PRINT V	D EMAR ADD COMMUNITY PATIENT
Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due
	1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS
	1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS
	æ FILT Group	FILTER   Group   No. of Items   1   1	Image: Second	Image: Second	Image: Second	FILTER         PRINT ~ SEN           Group         No. of Items         Last Processed         Cycle Length         Last Cycle         Next Cycle           1         31/01/23         4 Weeks         01/02/23         01/03/23

To search for, sort or filter the community patients, see <u>Searching for,</u> <u>Sorting and Filtering Community Patients on page 52</u>.

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 <u>Printing Medication Administration Record (MAR) Charts, Cassette</u> <u>Sheets and Patient Lists on page 96</u> for details.
- ADD COMMUNITY PATIENT Select to add a community patient, see Adding a Community Patient on the next page for details.



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• VIEW DETAILS - Select to view an individual patient's cycle details, see <u>Monitored Dosage System (MDS) Info - Community Patient on page 56</u> 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

MDS					(	BACK TO ORIGINAL MDS SETTINGS
Care Homes Community Patient	s					
Q Search Patient Cycle Length:	₹ FILTER			сом	Select ADD MMUNITY PATIE	
□ Patient Name ↑	Group No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due

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:	

Search				IMPORT
hough	Date of Birth	Postcode	NHS / CHI	SEARCH
1 Result Found				Name (Asc) 🔻
Chris Hough	90 🌲 Male , WN6 0JB	🍹 Unknown	☞ 8167256976	$\rightarrow$



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:

Cycle Length				
O 1 Week		O 2 Week	S	
O 3 Weeks		O 4 Week	S	
None				~
Administration T	imes			
Administration T	imes Time Slot 2		Time Slot 3	
Administration T Time Slot 1 MORN	imes Time Slot 2 BFST		Time Slot 3 NOON	
Administration T Time Slot 1 MORN Time Slot 4	Time Slot 2 BFST Time Slot 5		Time Slot 3 NOON Time Slot 6	
Administration T Time Slot 1 MORN Time Slot 4 TEA	imes Time Slot 2 BFST Time Slot 5 BED		Time Slot 3 NOON Time Slot 6 LATE	

Complete the following:



• Cycle Length - Set the cycle length for the patient.

**Community Patient Group** - Set a patient group for the patient, select from:

None Week 1 Week 2 Week 3 Week 4

Training Tip - You can filter by groups when viewing your community patients on the **Community Patients** tab. See <u>Searching for, Sorting and Filtering Community Patients</u> <u>on page 52</u> 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:



Time Slot 1	Time Slot 2	Time Slot 3
MORN	BFST	NOON
Time Slot 4	Time Slot 5	Time Slot 6
τεδ	BED	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 <u>Adding Patient Medication on page 73</u> 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 ORI	GINAL MDS SETTINGS
Care H	omes Community Patients								
٩ د	Search Patient		TER				P	RINT 👻	ADD COMMUNITY PATIENT
Cycle	Length:								Select to view the MDS Info - Community
	Patient Name 🛧	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next D	Patient screen
	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23		VIEW DETAILS
	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23		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:

MDS	5						[	BACK TO ORIGINAL MDS SETTINGS
Care I	Homes Community Patients	1						
٩	Search Patient	T FIL	TER				PF	ADD COMMUNITY PATIENT
	Patient Name 1	Group	No. of Items	Last Processed	Cycle Length	Last Cycle	Next Cycle	Next Due
	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS
	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS

2. Select **Close**  $\times$  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	Cycle Length 🛧	or Newest to Oldest / Z-A	Cycle Length $\downarrow$	:
-----	----------------	---------------------------	---------------------------	---

MDS	8						(	BACK TO ORIGINAL MDS SETTINGS	
Care H	lomes Community Patients								
٩	Q Search Patient FILTER ADD COMMUNITY PATIENT								
	Patient Name	Group	No. of Items	Last Processed	Cycle Length $~\uparrow~$	Last Cycle	Next Cycle	Next Due	
	Gary Green [1 Preston Road] 03/05/41 (81)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS	
	Gemma Green [1 Preston Road] 04/06/48 (74)		1	31/01/23	4 Weeks	01/02/23	01/03/23	VIEW DETAILS	



Training Tip - Patient Name sorts patients by their surname.

### **Filtering Community Patients**

To filter the community patient list:

1. From the **Community Patients** tab, select **FILTER**:

Search Patients	Q	₹ FILTER	Select FILLER

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



Filters	×
NO SAVED FILTERS 💌	\$
Cycle Length <ul> <li>1 Week</li> <li>2 Weeks</li> <li>3 Weeks</li> <li>4 Weeks</li> </ul>	
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 <u>Saving Filters</u> in the **Pharmacy Manager Help Centre** for details on saving filters, selecting saved filters and deleting saved filters.



# Monitored Dosage System (MDS) Info -Community Patient

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



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 N	fedication MDS History		
Sroup 1	elect All		Product Name (Asc)
	28 x Citalopram 10mg Tablets	300 x Derbac-M Liquid	28 x Olanzapine 2.5mg Tablets
	Last Dispensed 04/06/2024	Last Dispensed 31/01/2024	Last Dispensed 04/06/2024
	Colour Shape Markings Directions TAKE ONE DAILY	Colour Shape Markings Directions APPLY ALL OVER THE BODY, LEAVE ON FOR 24 HOURS THEN WASH OFF, REPEAT THE TREATMENT AFTER ONE WEEK	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	Schedule 1 How Often? How Long? When? Everyday 28 days	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 M	Medication M	IDS History			
	224 x Panac Tablets	Iol Advance	e 500mg		
	Last Dispensed 10/05/2023	Service MCR	MCR Iteration 1 of 6	•	Scottish users can view the Service and MCR Iteration for each medication item
	Colour Directions To be taken as d hrs. Do not take product. Contac much paracetan	Shape irected. Max 2 with any other p t doctor at once nol even if you f	Markings per dose, 8 in 24 paracetamol e if you take too eel well.		
	Schedule 1 How Often? Everyday	How Long? 28 days	When? 2 x MORN		



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

To manage a patient's active medication you can easily sort, minimise and group their medication items, see <u>Sorting Active</u> <u>Medication on page 60</u> 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:

Active Medication	MDS History					
Date $\downarrow$	Cycle Start	Cycle End	MAR Printed	Cassette Printed	eMAR Sent	
14/09/2022	14/09/2022	12/10/2022	0			VIEW DETAILS
14/09/2022	14/09/2022	12/10/2022	0			VIEW DETAILS
↓ 1-2 of 2						

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



### **Community Patient Settings**

Select **SETTINGS** to view and edit the MDS settings, such as **Cycle** 

Length or Community Patient Group, for the community patient selected:

← MDS I	nfo			ADD MEDICINE	EDIT MEDICINE
Adam Smith			Select to view the Community Patient	SETT	TINGS PRINT -
Cycle Length 4 Weeks	MAR Printed	Cassette Printed	Seffings screen		



# 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:

← MDS Info	ADD MEDICINE	EDIT MEDICINE
Jason Jones	SETTING	IS PRINT 🔻
Cycle Length MAR Printed Cassette Printed		MAR
4 TUCHS		Cassette
Active Medication MDS History		Mid-Cycle
		Blank MAR
Select All     Produ	ict Name (Alphabetical) 👻	Show less

See <u>Printing Medication Administration Record (MAR) Charts,</u> <u>Cassette Sheets and Patient Lists on page 96</u> 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
- <sup>•</sup> 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:

Active M	Medication MDS History			
	Select All		Sele inform	ect to reduce the nation that displays
	112 x Flucloxacillin 250mg Capsules INCLUDED IN MAR INCLUDED IN CASSETTE	300 x Lactulose Solution		28 x Simvastatin 20mg Tablets
	Last Dispensed 31/01/2023	Last Dispensed 31/01/2023		Last Dispensed 31/01/2023

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



Active N	Medication MDS History				
<b>(</b> ) s	elect All			Produc	ct Name (Alphabetical) - Show less
	28 x Atenolol 100mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE Last Dispensed 16/04/2024		28 x Keral 25mg Tablets		28 x Paracetamol 500mg Tablets " INCLUDED IN MAR INCLUDED IN CASSETTE
	28 x Yasmin Tablets INCLUDED IN MAR INCLUDED IN CASSETTE				

### **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:

Active Medication MDS History		
Select All Group 1		Product Name (Asc) • Show less
28 x Citalopram 10mg Tablets       ""         INCLUDED IN MAR       INCLUDED IN CASSETTE         Last       Dispensed         04/06/2024       Colour         Colour       Shape         Directions       TAKE ONE DAILY	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 WERK	28 x Olanzapine 2.5mg Tablets       ""         INCLUEED IN MAR       INCLUEED 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	Schedule 1 How Often? How Long? When? Everyday 28 days Select CREATE GROUP	Schedule 1 How Often? How Long? When? Everyday 28 days

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

	elect All		Product Name (Asc) 🔻 💿 Show less
	28 x Citalopram 10mg Tablets       ""         INCLUDED IN MAR       INCLUDED IN CASSETTE         Last       Dispensed         04706/2024       Markings         Colour       Shape       Markings         Directions       TAKE ONE DAILY         Schedule 1       How Often?       How Long?         When?       28 days	A00 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         D4/06/2024       Shape         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
Group 2 No medi	cation has been added to this group	CREATE GROUP	DELETE GROUP



### **Moving Medication Between Groups**

To move medication between groups you need to have multiple groups set up.

See <u>Adding a Group on page 61</u> for details.

To move an item into another group:

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

28 x Olanzapine 2.5r	ng Tablets Edit Information
Last Dispensed	Delete
04/06/2024	Move
Colour Shape	Markings
Directions TAKE ONE AT NIGHT If sleep machines. Avoid alcohol.	oy do not drive/use
Schedule 1	
How Often? How Lon Everyday 28 days	g? When?

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



#### Select Group:

Move To	×
Available Groups	
Select Group	<b>~</b>
CANCEL	CONFIRM

3. Select CONFIRM

The medication item moves to the selected group.

### **Deleting a Group**



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:



Delete Group	×
Are you sure you want to delete Group 2?	
CANCEL	CONFIRM

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 mov Group One. Are you sure you want to delete Group 2?	ved to
CANCEL	NFIRM

The group is deleted and the existing groups are renumbered.



## **Editing Community Patient Settings**

To edit the community patient settings:

SETTINGS

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

← MDS I	nfo			ADD MEDICINE	EDIT MEDICINE
Adam Smith		Select to view the Community Patient			
Cycle Length 4 Weeks	MAR Printed	Cassette Printed	Semings screen		

2. The Community Patient Settings screen displays:



Community Pat	tient Settings			
Cycle Length				
O 1 Week		2 Wee	eks	
O 3 Weeks		4 Weeks		
	at Casua			
Community Patie Week 1	nt Group			~
Community Patie Week 1 Administration Ti	nt Group mes			~
Community Patie Week 1 Administration Ti Time Slot 1	nt Group mes Time Slot 2		Time Slot 3	~
Community Patie Week 1 Administration Ti Time Slot 1 MORN	mes Time Slot 2 BFST		Time Slot 3 NOON	~
Community Patie Week 1 Administration Ti Time Slot 1 MORN Time Slot 4	mes Time Slot 2 BFST Time Slot 5		Time Slot 3 NOON Time Slot 6	

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 <u>Searching for, Sorting and Filtering Community Patients</u> <u>on page 52</u> for details.

- MAR Type Select the Medication Administration Record (MAR) chart required:
  - <sup>•</sup> 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 <u>Adding Patient Medication on page 73</u> 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)
Dire <u>c</u> tions:
ONE to be taken DAILY
MDS Item MDS Info 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		
mainingo		
Output		
Print Options		
🗹 MAR 🔲 Cassette		
Schedules		
No Sc		
l		
ADD St	CHEDULE	
Mid Quela Harr Ordian		
Is this item Mid Cycle?		
Ves  No		
CANCEL	SAVE	
	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 <u>Adding a Monitored Dosage System</u>
 (MDS) <u>Medication Schedule on page 84</u> and <u>Editing a</u>
 <u>Medication Schedule on page 91</u>.

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

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

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


# **Adding Patient Medication**

To add medication to a patient's cycle:

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

← MDS Info	ADD MEDICINE EDIT MEDICINE
Adam Smith	
Cycle Length MAR Printed Cassette Printed 4 Weeks	
Active Medication MDS History	

2. The Add Medication screen displays:

dd Medication	
Medicine Details	
Yes	No 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.

ADD SCHEDULE 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.
- SAVE to add the medication, or select Cancel 3 Select SAVE

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 <u>Editing Single</u> <u>Medication Items below</u> or <u>Editing Multiple Medication Items on page 78</u>.

## **Editing Single Medication Items**

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

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

28 x Olanzapin	ie 2.5r	ma Tablets	
INCLUDED IN MAR	INCL	Edit Information	
Last Dispensed		Delete	1
04/06/2024		Move	
Colour Sł	nape	Markings	
Directions TAKE ONE AT NIGH machines. Avoid alc	T If slee ohol.	py do not drive/use	
Schedule 1			
How Often? H Everyday 2	How Lon 28 days	ng? When?	

2. The Edit Medication screen displays:



lit Medication	
Medicine Details	
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 <u>Editing a Medication Schedule on page 91</u>.
- **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 <u>Editing</u> <u>Care Home Settings on page 32</u> or <u>Editing Community</u> <u>Patient Settings on page 66</u> for details.
- 3. Select SAVE

### **Editing Multiple Medication Items**

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



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

Active Medication MDS History				
Choose Select All to edit all of the patient's active medication				Product Name (Asc) 💌
28 x Amlodipine 5mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE	35 x Aspirin 300mg Tablets INCLUDED IN MAR INCLUDED IN CASSETTE	112 x Flu	ICIOXACIIII N MAR IN	n 250mg Capsules
Select the Markings medication items to Shape Markings you wish to edit Oval AM	Last Dispensed Colour Shape Markings White Round ASP	Last Dispen: 31/01/2023 Colour white	sed Shape	Markings
Directions ONE to be taken DAILY	Directions TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining	Directions ONE to be ta	ovai iken FOUR tii	rLU mes a day Take regularly

2. Select EDIT MEDICINE



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



dit 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 <u>Adding a Monitored Dosage</u> <u>System (MDS) Medication Schedule on page 84</u>.
- **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 <u>Editing</u> <u>Care Home Settings on page 32</u> or <u>Editing Community</u> <u>Patient Settings on page 66</u> 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** on the final item.



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



# **Deleting Patient Medication**

To delete medication from a patient's cycle:

1. From the Active Medication tab select Options - Delete on the

required medication item:

28 x Olanzapine 2.5mg Tablets *** INCLUDED IN MAR INCLU Edit Information
Last Delete
04/06/2024 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



ADD SCHEDULE

# 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:

INCLUDED IN MAR	INCL	Edit Information
Last Dispensed	- 1	Delete
04/06/2024		Move
Colour S	shape	Markings
Directions TAKE ONE AT NIGH machines. Avoid al	IT If sleepy cohol.	v do not drive/use
Directions TAKE ONE AT NIGH machines. Avoid al	IT If sleepy cohol.	do not drive/use
Directions TAKE ONE AT NIGH machines. Avoid al Schedule 1 How Often? Everyday	HT If sleepy cohol. How Long 28 days	v do not drive/use ? When?

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	
How many should they take?	
Morning Breakfast Noon Tea Bedtime Late	
How long should they take it for? Duration in days 28	
CANCEL	AVE

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 O Everyday O Alter	rnate Days 🔵 Weekly	O When Required
What day the medication	on starts on? day 🔿 Starting on the	e 2nd day

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

Schedule Typ	e O Alternate Days	🖲 Weekly	O When Required	
Select Day				-

When Required - When required dosages do not display a dose

on the Medication Administration Record (MAR) cha	art
---------------------------------------------------	-----

Amlodipine 5mg Tablets						01/02/2023								08/02/2023										22/02/2023						
	Time	Dese	w	Т	F	S	S	М	Т	w	Т	F	S	S	М	Т	W	Т	F	S	S	м	Т	W	Т	F	S	S	М	Т
REQUIRED	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
REGOINED	MORN																													$\square$
-	BFST																													$\square$
	NOON																													
	TEA																												$\square$	$\square$
	BED																												$\square$	$\square$
	LATE																												$\square$	$\square$
	Qty	Qty Reciev	/ed		By		D	ate	In	Ca	rrie	d Fo	orw	ard	1	ota	al													
	28																													

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



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

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

4. Select SAVE

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

Schedules			
Schedule 1			
How Often? Everyday	How Long? 7 days	When? 1 x MORN 1 x NOON 1 x BED	
DELETE SCHEDULE			EDIT SCHEDULE
	ADD SCHEDULE		

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

- <sup>•</sup> 'The quantity dispensed exceeds the administration times', or
- 'The administration times exceed the quantity dispensed':



Schedu	les			
Schedu How Off	l <b>le 1</b> en?	How Long?	When?	
Everyda	E SCHEDULE	28 days	1 x MORN	EDIT SCHEDULE
() The	quantity dispensed as	reads the administration	times	
		ADD SCHEDULE		

### Multiple Schedules per Medication

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

Schedule 1		
How Often? Everyday	How Long? 7 days	When? 2 x Morning
DELETE SCHEDULE		EDIT SCHEDULE
Schedule 2		
How Often? Everyday	How Long? 21 days	When? 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:

1. From the Active Medication tab select Options - Edit Information on

the medication required:

28 x Olanzapir	ne 2.5r	na Tahlete ""	
	INCL	Luit information	
Last Dispensed		Delete	
04/06/2024		Move	
Colour S	hape	Markings	
Directions TAKE ONE AT NIGH machines. Avoid ale	oy do not drive/use		
1			
Schedule 1			
How Often? Everyday	How Lon 28 days	ıg? When?	
-			

2. Select EDIT SCHEDULE on the schedule required:

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

3. The Edit Schedule screen displays:



Edit Schedule	×
When should they take the medicine?	
Schedule Type <ul> <li>Everyday</li> <li>Alternate Days</li> <li>Weekly</li> <li>When Required</li> </ul>	
How many should they take?	
1         Breakfast         Noon         Tea         Bedtime         La	ite
How long should they take it for? Duration in days 28	
CANCEL	SAVE

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 O Everyday	O Weekly O When Required	n Required
What day the medication starts on Starting on the 1st day Starting	i? arting on the 2nd day	]



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

Schedule Typ	e O Alternate Days	🖲 Weekly	O When Required	
Select Day				•

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

Amlodipine 5mg Tablets				(	)1/0	)2/2	202	3			0	8/0	2/2	2023	3			15/02/2023 22/02/2023									3			
	Time	Data	w	Т	F	S	S	М	Т	w	Т	F	S	S	М	Т	W	Т	F	S	S	М	Т	W	Т	F	S	S	М	Т
REQUIRED	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
REGORED	MORN																													$\square$
	BFST																													$\square$
	NOON																													$\square$
	TEA																													$\square$
	BED																													$\square$
	LATE																													$\square$
	Qty	Qty Reciev	ved		By		Date In			Ca	rrie	d Fo	orwa	ard	1	Tota	al												_	
	28																												_	

**How many should they take?** - Enter how many the patient should take in the time of day required, for example, one in the morning.

**How long should they take it for?** - This automatically populates based on the selections above, update as required.

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

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

4. Select SAVE

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



- <sup>•</sup> '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 disper	nsed exceeds the administrat	tion times	
	ADD SCHEDU	JLE	



# **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:

_	INCLUDED IN MAR	INCLI	Edit Information
	Last Dispensed	- 1	Delete
	04/06/2024		Move
	Colour S	hape	Markings
	Directions TAKE ONE AT NIGH machines. Avoid al	IT If sleepy cohol.	y do not drive/use
	Directions TAKE ONE AT NIGH machines. Avoid al Schedule 1	IT If sleepy cohol.	y do not drive/use

2. Select **DELETE SCHEDULE** on the medication schedule

you wish to delete:

Schedule 1		
How Often? Everyday	How Long? 28 days	When? 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:



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 <u>Printing a</u> <u>Mid-Cycle MAR Chart on page 101</u>.
- Cassette sheets, see <u>Printing Cassette Sheets on page 103</u>.



- Blank **Medication Administration Record (MAR)** charts, see <u>Printing a Blank</u> <u>MAR Chart on page 105</u>.
- Patient Lists, see <u>Printing a Patient List on page 106</u> 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 <u>Editing Care Home Settings on</u> <u>page 32</u> and <u>Editing Community Patient Settings on page 66</u> 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 <u>Editing Care Home Settings on page 32</u> and <u>Editing</u> <u>Community Patient Settings on page 66</u> for how to set this.

To print a MAR chart:

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

٩		Ţ	FILTER					PRINT 🔻
	Patient Name 🛧	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	MAR Cassette
	Adam Smith 01/03/42 (80)		5	31/01/23	01/02/23	01/03/23		Mid-Cycle Blank MAR
								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	×
Select a date	×
CANCEL	SAVE

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

Please Confirm	×
Patient has already had a Mar sheet printed for this cycle period. Are you sure to print it again?	you wish
CANCEL	CONFIRM
Select <b>CONFIRM</b> to print the MAR chart again or <b>C</b> CANCEL       to return to the patient list.	ANCEL
Sale of CAVE SAVE	

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



≡ MAR Sheet		/2   -	156% +	[	। ৩																	± (	B :
	1 Medication / Mr. Adam Smi Schedule Duration 01/02/2023 – 28/02/202 Period Starting on 28 Days Wednesday	Admi th 01/0 3	nistra 3/42 are Home Add arathon Plac R26 7QN	tio ress ce Le	yland	Rec	NHS Reg Dr.	S No.	ed Dr tor			A N S N	llergi Ione Gensiti	es Reco ivities Reco	rded								
																				_			
	Aspirin 300mg Tablets			0	1/02/3	2023	-	0	8/02/	2023			15/0	2/202	3		22/0	02/20	23	_			
2	TWO to be taken in the	Time	Dose V	V T	FS	S M	T N	T	FS	S	M T	W 1	F F	S S	MT	W	TF	SS	5 M	T			
	MORNING for 7 DAYS	MORN	2	1 2	3 4	5 0	7 8	9	10 1	112	13/14	131	01/	10/19	20 2	122	23 24	232	0 27 2	201	- 8		
	MORNING for the	BFST	-		-			+	H	+	+	$\vdash$	+	-	$\vdash$	+	+	$\vdash$	++	_	- 8		
	remaining 21 DAYS	NOON		+		H									H					-			
	Start Date: 01/02/2023	TEA																					
	End Date: 07/02/2023	BED																			- 8		
	Schedule 1 of 2	LATE				$\square$																	
		Qty	Qty Recieve	d	Ву	Date	In C	arrie	d Forv	vard	Tota	n								_			
		35																					
		_	_	0	1/02/3	2023		0	8/02	2023			15/0	2/202	3	1	22/0	12/20	23		- 8		
	Aspirin 300mg Tablets		v	V T	FS	SM	ТИ	V T	FS	s	мΤ	w 1	TE	s s	у МТ	w	TE	IS S	s M	т	- 8		
	TWO to be taken in the	Time	Dose	1 2	3 4	5 6	7 8	3 9	10 1	1 12	13 14	15 1	617	18 19	20 2	1 22	23 24	25 2	6 27 3	28			
	MORNING for 7 DAYS then reduce to ONE in the	MORN	1					1					1								- 8		
	MORNING for the	BFST																					
	remaining 21 DAYS	NOON																			- 8		
	Start Date: 08/02/2023	TEA														$\square$					- 8		
	End Date: 28/02/2023	BED									$\perp$		$\square$						$\square$	_	- 8		
	Schedule 2 of 2	LATE						Ц		1	1	Ļ								_	- 8		
		Qty	Qty Recieve	a	ву	Date	in C	arrie	d Forv	vard	rot	1								_	- 8		
		35																					
				0	1/02/3	2023		0	8/02	2023			15/0	2/202	3	1	22/0	12/20	23		- 8		
	Eluoloxacillin 250mg	1	1	U	1/02/1		-	U	0/02)	2023		-	10/0.	L/ 202		1	22/1	2/20	×.0				
			_																		_		

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

Example of a Body Diagram:





Example of a Repeat Prescription Request form:



Marge Bouvier	iption Re	quest	۵
Ichedule Duration I/1/2022 → 1/2/2022 Period Starting on 28 Days Monday	Care Home Marathon I Moss Side Leyland, PR26 7QN	Address NHS No. Place, 1234564567 Industrial Estate, 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?
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 Doctore Signature:
[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:
[Drug name here] ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine. Quantity: [Drug name here] ONE to be taken at NIGHT Avoid consumption of	Time Dose	Change Directions to:	Days Treatment: Continue Treatment? Yes No Doctors Signature: Days Treatment:
[Drug name here] ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine. Quantity: [Drug name here] ONE to be taken at NIGHT Avoid consumption of grapefruit during treatment with this medicine.	Time Dose	Change Directions to: Change Directions to:	Days Treatment:  Continue Treatment?  Yes No Doctors Signature:  Days Treatment:  Continue Treatment?  Yes No No

## 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**:

٩			FILTER					PRINT *
	Patient Name 🛧	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	MAR Cassette
	Adam Smith 01/03/42 (80)		5	31/01/23	01/02/23	01/03/23		Mid-Cycle Blank MAR
								Print Patient List

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

Μ	lid-(	Cycle Items		×
		Name	Cycle Start Date	Cycle End Date
	<b>~</b>	Amoxicillin 250mg Capsules	07/02/23	13/02/23
				PRINT

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



3. Select PRINT

and a preview of the mid-cycle MAR chart

#### (s) displays:

■	f82b5c74-585e-41d9-b09b-3499942c87t	7	1 / 1	-	156% +	· I	: <	5														ŧ	•	
	Transformer Versionality	1 Mid- Mr. A Schedule 1 07/02/20 Period 7 Days	Cycle Me dam Smitl 23 → 13/02/2023 Starting on Tuesday	dica 1 01/03 Car Ma PR	Ition 8/42 e Home Ad rathon Pla 26 7QN	Ac Idress ace L	d <b>m</b> i	ini:	str ®	ati HS N egiste r. Do	ON o. ered Dr ctor	Re	eco	Allerg None Sensi None	ies Reco tivities Reco	rded								
			in 050mm				07/02	/2023			14/02/	2023		21/0	2/202	3		28/02/	2023		- 88			U
		Capsule	iin ∠ourng }	Time	Dose	τv	TF	S	S M	τv	( T F	S	S M 1	T W T	FS	S M	TW	TF	SS	S M	- 10			
		ONE to b	e taken FOUR	MODN	1	78	9 1	0 11 1	12 13	14 1	5 16 1	7 18 '	9 20 2	1 22 23	24 25	26 27	28 1	2 3	4 5	5 6	- 10			U
		times a c	lay for 1 WEEK	BEST	<u>'</u>		++	++	+		++	+	++	++-	$\vdash$	$\vdash$	$\vdash$	++-	++		_			U
				NOON	1		++	++			++	++	++	++			++	++	++		_			U
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				Qty	Qty Reciev	ed	Ву	Da	te In	Carri	ed Forv	/ard	Total	-						_	_			
				28	1																			
		Key: R = 1 0 =	Refused N = Naus Other Q = Offer	ea (or V but not	omiting) Required	De H C	emo P = In H = Care	harm ospit ers No	nacy al otes	. PR: L = S =	26 7Q On Le Aslee	N ave p	) = De M = M	stroye ade Av	d ailabl	D/ e	'C = C	)iscol	ntinu	ed				

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**:

٩			FILTER					PRINT 🔻
	Datient Name	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	MAR
	Patient Name 1	Location	No. of Reina	Last Processed	Lust Cycle	Next Cycle	Next Due	Cassette
	Adam Smith		5	31/01/23	01/02/23	01/03/23		Mid-Cycle
	01/03/42 (80)							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 wish to print it again?	you sure you
CANCEL	CONFIRM

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	×
CANCEL	SAVE



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

Cassette Sheet	1 /	2   - 146% +   🕻 👌								
									_	
	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		
1	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 1 hour before food or 2 hours after	MORN 1	BFST	NOON 1	TEA 1	BED 1	LATE		
		food. Contains a penicillin.								
	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		
2										
	Name: Mr. Adam Smith, (Cegedim Nurs Demo Pharmacy,Marathon Place Leyla	ing Home) Reg nd,PR26 7QN	Doctor:	Dr. Docto OUT OF F	r Teach ai	Start ND SIGH	Date:01 TOFCH	/02/2023 LDREN		
	MEDICATION	DIRECTIONS	TIME							
	7 x Aspirin 300mg Tablets White, Round, ASP	TWO to be taken in the MORNING for 7 DAYS then reduce to ONE in the MORNING for the remaining 21 DAYS	MORN 1	BFST	NOON	TEA	BED	LATE		
	28 x Flucloxacillin 250mg Capsules white, oval, FLU	ONE to be taken FOUR times a day Take regularly and complete the course. Take on an empty stomach 1 hour before food or 2 hours after	MORN 1	BFST	NOON 1	TEA 1	BED 1	LATE		

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

#### Printing a Blank MAR Chart

To print a blank MAR chart:

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

٩		₹	FILTER					PRINT *
	Patient Name 🛧	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	MAR Cassette
	Adam Smith 01/03/42 (80)		5	31/01/23	01/02/23	01/03/23		Mid-Cycle
								Blank MAR
								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	×
Select a date	×
CANCEL	SAVE

3. Select SAVE SAVE

and a preview of the blank MAR chart(s) displays:

≡ Blank MAR Sheet		1 / 1	- 1	156% +		⊡ ∢	>															 ŧ	ē	:
The second secon	1 Media Mr. Ad Schedule Du 11/02/223 Period 28 Days	am Smith attion 	dmii h 01/0: Ca Ma PR	nistra 3/42 re Home Add arathon Pla 226 7QN	dress ce Le	<b>DN</b> eyland	Re			o. ered D ctor			Al Ne Ne	lergie one F ensiti one F	es Recor vities Recor	rded								
																					_			
					. (	01/02/	2023			08/02	/2023			15/02	2/202	3		22/	02/20	023				
			Time	Dose	ΤW	FS	SI	TN	WT	F	SS	MT	WT	F	S S	M 1	rw	TF	S	SM	т			
				- 500	1 2	3 4	5 6	5 7	8 9	10 1	1 12	13 14	15 16	5171	819	20 2	1 22	23 24	4 25 2	26 27	28			
			MORN				++	+		++	+		_	$\square$		$\square$			++	+	_			
			BFST		+		++	+		+	+	+	+	$\square$		$\square$	+		++	+	_			
			NOON		+	$\vdash$	++	+		+	+	+	+	+		++	+		+	+	_			
			TEA	+ +	+	$\square$	++	+		+	+	+	+	+	+	$\vdash$	+		++	+	-			
			BED		+	$\left  \right $	++	+		++	+	+	+	++	+	$\vdash$	+		++	+	-			
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				1 1		01/02	2023			08/02	/2023		-	15/02	2/202	3	1	22/	02/20	123				
				-	w T	FS	SI	ит	wIT	F	sisi	м т	ωт	F	s s	M	r w	T F	S	SM	т			
			Time	Dose	1 2	3 4	5 /	5 7	8 9	10 1	1 12	13 14	15 16	171	18 19	20 2	1 22	23 24	4 25 2	6 27	28			
			MORN		-		f f				1	-				F F	1		1					
			BFST		+		++			+	+	+	+	Ħ		Ħ	+		++	+	-			
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																					_			
					(	01/02	2023			08/02	/2023			15/02	2/202	3		22/	02/20	023				-

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**:

٩			FILTER					PRINT -
	Patient Name 🛧	Location	No. of Items	Last Processed	Last Cycle	Next Cycle	Next Due	Cassette
	Adam Smith 01/03/42 (80)		5	31/01/23	01/02/23	01/03/23		Mid-Cycle Blank MAR
								Print Patient List

2. A preview of the patient list displays:

			-		×
≡	MDS Patient List	1 / 1   - 100% +   🗄 🔕	Ŧ	ē	:
	The second secon	MDS Patient List Gemma Green Chris Hough Jamie Jones John Smith			
	<b>Note</b> - The patie screen.	ents display in the same order as shown on t	the		
Fro	om here you can sele	ct Download 🔛 to download, or Print 🖻	to	pri	nt
the	e patient list.				