

# What Do You Need To Do?

This useful checklist details the key tasks you must carry out to support your move to **Pharmacy Manager**



## Tasks to complete

### 2 weeks leading up to installation day

#### Familiarise yourself

Watch our video tutorials [here](#) to familiarise yourself with Pharmacy Manager.

#### Inform any partners

Inform your supply chain, patient app partners and local GP surgeries that you are changing PMR providers. Request that GPs prescribe using paper prescriptions on the morning of install if the prescription is urgent.

#### Contact patients

Contact patients to collect prescriptions prior to install.

#### Get ahead

To ease the pressure during the first few days of using Pharmacy Manager:

- Label two days-worth of medication for your Methadone patients.
- Prepare Monitored Dosage System dosette boxes for the two weeks post install.



## Tasks to complete

### 2 days before installation day

#### Choose your team

For ease of processing prescriptions, have the same workforce the two days before and day of install.

#### Clear your PMR

Your existing PMR system must be completely empty before install, this means you must claim or return all your electronic prescriptions:

- Label and bag as many prescriptions as possible. If these are collected prior to install day claim them in your existing PMR.
- For prescriptions that are not collected/delivered or those that contain an owing, dispense in your existing PMR, label and bag and store on a shelf. Mark the dispensing token with an R, undispense and return to the NHS Spine.

#### Stop downloading prescriptions

Decide as which point you are no longer going to bulk download your prescriptions and contact your current PMR supplier to switch off any automatic download of prescriptions.

This ensures you are not downloading prescriptions that you may end up having to return prior to install.



Do not bulk download prescriptions after this point. To process an individual prescription, using the [prescription tracker](#) to access the prescription ID and then use that to download that prescription only.

**Tasks to complete****1 day before installation day****Clear your PMR**

By the end of trading your existing PMR must not contain any prescriptions.

**Log all useful passwords**

Make a note of passwords for websites you regularly use and keep them in a safe place.

**Generate reports & logs**

Generate the following reports from your existing PMR and save to a safe location:

- If you provide a delivery service generate a list of your delivery patients.
- Responsible Pharmacist logs
- Fridge Temperatures
- Private Prescriptions report
- Controlled Drug log
- Claim Report (Last thing you do)

**Training Tips**

- If you use a third party system to record the data above, you do not need to generate them.
- You could send these to your NHS Mail account as a backup. We recommend making a note of this password and keep it in a safe place.

**Tasks to complete****Once Pharmacy Manager is Installed****Update patient details**

If you provide a delivery service, use the Delivery Patients report to mark your patient's handout method as Delivery in Pharmacy Manager. See [Patient Details > Patient](#) for details.

Download and dispense any returned prescriptions already made up and sat on your shelf. As labels were printed in your previous PMR, any labels produced when re-dispensing in **Pharmacy Manager** can be discarded. Once the patient collects their prescription you can mark them as collected and claim it in Pharmacy Manager.

**Training Tip**

- Instead of selecting Finish (F12) to finish the dispense process, press INSERT on your keyboard to finish without printing a label.