

# Monitored Dosage System Quick Reference

## Introduction

**Pharmacy Manager** supports a complete Monitored Dosage System (MDS) for patients registered in nursing/care homes as well as those patients living at home that require dosage monitoring (MDSC).

Devices:

- **Cassettes (Blister Packs, Dosette boxes)** – Contains one week of medication with dosage times and all medication to be taken at that time mixed together.
- **Trays** – Contains four weeks of one medication. Separate tray for each dosage time. A tray is labelled with details of medications and directions.

Stationery:

- **MAR (Medicines Administration Record)** – One per patient, includes details of prescribed drugs, dosage times, dose and special information. Produced on a weekly / monthly basis at the time of dispensing and delivered with the medication.
- **Cassette Sheet** – Supplied with Cassettes for community patients. Details the Medication, Directions and Dosage Times.

Dosage Systems:

- **Nomad** - Clock times (6AM, 10AM), MAR sheets and Cassettes sheets.
- **Cegedim Rx Own** - Named times (MORN, BFST), MAR sheets and Cassette sheets.
- **Manrex** - Named times (MORN, NOON), MAR sheets and Labels.

## MDS Setup

### Adding a Nursing Home / Care Home

1. From the **MDS**  screen, select **Options - New Home**.
2. Enter the **Name** and **Address** (including **Postcode**) of the new Nursing Home.
3. Set the **Dosage system** and **Print MAR** format, depending on the options selected you are prompted to update the **Weeks to supply**, **MARs** and **Cassette sheets** settings.
4. Edit the **Times** and **Dose Codes** if required. Select **OK** .
5. Set the **Start Date** of the next medication period. Select **OK** .
6. The new nursing home is created, select  to edit if required.

### Adding a New Patient to a Care Home

1. From the **MDS**  screen, select the care home from the **Care home** drop-down list and select **Add patient to home** .
2. The **Find Patient** screen displays.
3. You can now either select an existing patient within **Pharmacy Manager** and add them to the nursing home or add a new patient directly to the nursing home.
4. The patient is added to the care home.



**Note** - After adding a patient to a care home, their address changes to the care home's address.

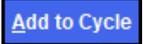
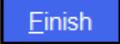
### Adding a Community Patient

1. From the **MDS**  screen, select **Community Patient** and select **Add community patient**.
2. The **Find Patient** screen displays, either add a new patient or select an existing patient.
3. The **Monitored Dosage System** screen displays for the selected patient, make sure the address is populated.
4. Set the **Dosage system** and **Print MAR** format, depending on the options selected you are prompted to update the **Weeks to supply**, **MARs** and **Cassette sheets** settings.
5. Edit the **Times** and **Dose Codes** if required. Select **OK** .
6. Set the **Start Date** of the next medication period. Select **OK** .

7. The patient is added as a community patient, select  to edit if required.

## Dispensing for MDS Patients

### Dispensing Electronic Prescriptions

1. From the **MDS**  screen, select either **Care Homes** or **Community Patient** as required and select the relevant care home/community patient grouping from the drop-down.
2. Select the required patient and select **View Cycle** .
3. The **Patient Cycle** screen displays.
4. From **Period**, navigate to the cycle date you wish to dispense the medication for.
5. Select the prescription from **New eMessages** and select **Add to Cycle** .
6. The **Patient Selection Wizard - Matched Patient** screen displays. Select **Next**  and then select **Finish** .
7. The **Dispensary**  screen displays. **Patient**, **Prescriber** and **No. Items** populate by default, according to the prescription.
8. Within **Written as**, select **Enter** to search for the prescription item using the **DM+D** code, the prescription item displays. **Quantity** and **Dispense as** display by default, according to the prescription.
9. Enter the **Directions** using dose codes, for example, 1 space M space, for **One to be taken in the MORNING**.

---

 **Note** - If the **Directions** are entered manually, **Pharmacy Manager** will not populate the medication times on the MAR chart or the cassette sheet with the required dose. Dose codes must be used when entering the directions.

---

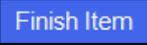
10. Either select the  next to **Item** or press **F8** on your keyboard, to open the **Prescription Item Details** screen. Check the medication times and additional details are correct.
11. Select **OK**  and finish dispensing the prescription as normal.
12. Select **Finish**  to complete the prescription.
13. A green tick  displays next to the patient's name indicating that items have been dispensed.

## Dispensing Paper Prescriptions

1. From the **MDS**  screen, select either **Care Homes** or **Community Patient** as required and select the relevant care home / community patient grouping from the drop-down.
2. From **This Period**, navigate to the cycle date you wish to dispense the medication for.
3. Select the required patient and select **View Cycle** .
4. The **Patient Cycle** screen displays. Select **New Supply** .
5. The **Dispensary**  screen displays. Dispense the prescription in the usual way.
6. Enter the **Directions** using dose codes, for example, **1 space N space, for ONE to be taken at NIGHT**.



**Note** - If the **Directions** are entered manually, **Pharmacy Manager** will not populate the medication times on the MAR chart or the cassette sheet with the required dose. Dose codes must be used when entering the directions.

7. Either select the  next to **Item** or press **F8** on your keyboard, to open the **Prescription Item Details** screen. Check the medication times and additional details are correct.
8. Select **OK** .
9. Select **Finish Item**  to dispense additional items or select **Finish**  to complete the prescription.
10. A green tick  displays next to the patient's name indicating that items have been dispensed.

## Printing Stationery

1. From the **MDS**  screen, select either **Care Homes** or **Community Patient** as required and select the relevant care home/community patient grouping from the drop-down.
2. From **This Period**, navigate to the cycle date you wish to print the stationery for.
3. Select the required patient, if selecting more than one patient use **Ctrl** on your keyboard to select multiple.
4. If you are using the **Cegedim Rx Own Enhanced Dosage System** select **Preview MAR**  to first preview the MAR chart and then select **Print**  to print the MAR chart. The **Print Range Selection** screen displays set which patients to print for. Select **OK**  to print the MAR chart.
5. For all other **Dosage Systems** select **Print - MARs** or select **Ctrl+S** on your keyboard.
6. To print **Cassette Sheets** select **Print - Cassettes** or select **Ctrl+C** on your keyboard.

## Removing Patients

### Removing a Patient from a Nursing Home / Care Home

1. From the **MDS**  screen, select the **Care home** drop-down menu, select the required care home.
2. Select the patient you want to remove and select **Remove patient from home** .
3. The patient is removed from the care home.

### Removing a Community Patient

1. From the **MDS**  screen, select **Community Patient** and select the patient you want to remove.
2. Select **Remove community patient** .
3. The patient is no longer a community patient.



---

For all other MDS queries see the [Pharmacy Manager Help Centre](#).

---