Pharmacy Manager Prescriptions Screen User Guide (PM16.3 England only)

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cegedim Healthcare Solutions

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Pharmacy Manager

Contents

Prescriptions Screen (England) 4

Accessing the Prescriptions Screen 4

Viewing the Prescriptions Screen 5

Matching Patients 9

Searching for, Sorting and Filtering Prescriptions 10

Searching for a Patient's Prescription 10

Sorting Prescriptions 11

Filtering Prescriptions 12

Scanning Prescriptions 17

Scanning a Barcode 18

Downloading Prescriptions 19

Manually Add a Prescription 20

Printing Dispensing Tokens 21

Clinical Check - Manual (England) 22

Manual Clinical Check History 31

Printing Dispensing Tokens after a Manual Clinical Check 32

Clinical Check - Automated (England) 33

Automated Clinical Check History 34

Printing Dispensing Tokens after an Automated Clinical Check 36

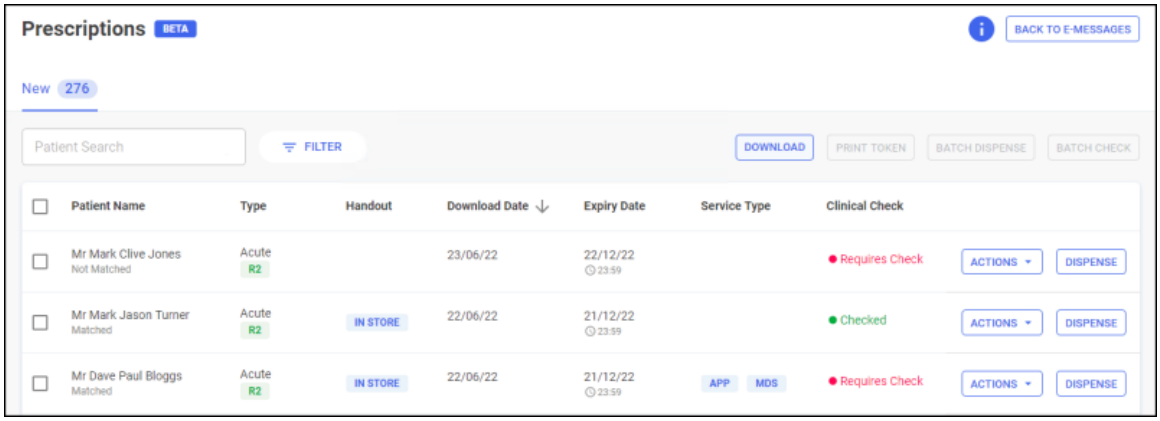
Resetting a Clinically Checked Prescription 37

Dispensing Prescriptions 38

Restricting the Clinical Check Module 41

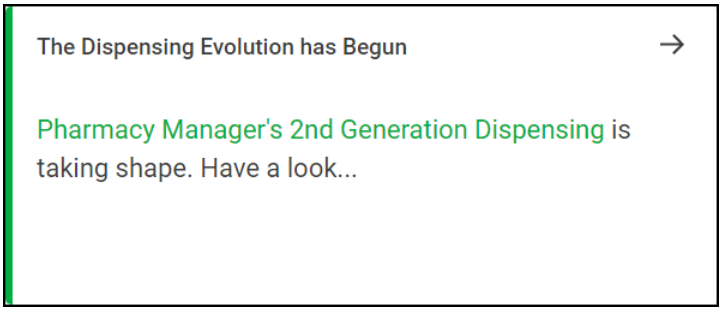
Prescriptions Screen (England)

We have introduced a **Prescriptions** screen in England to view, clinically check and dispense **New EPS to Dispense** prescriptions in **Pharmacy Manager**:

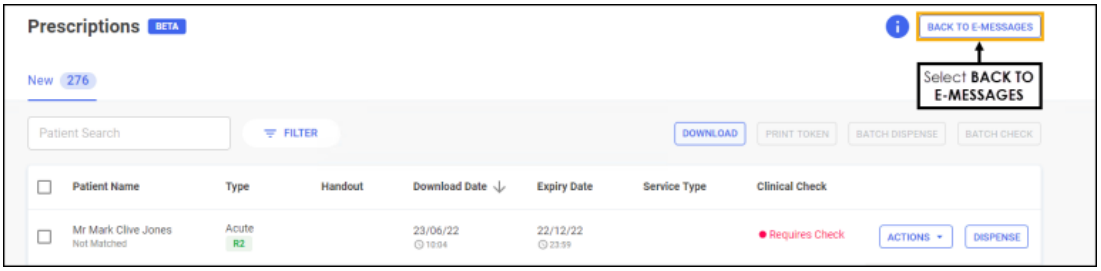


Accessing the Prescriptions Screen

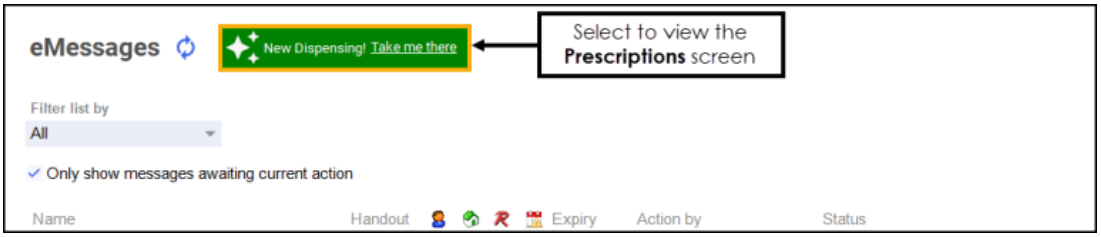
To access the **Prescriptions** screen from the Pharmacy Manager **Dashboard**, select **The Dispensing Evolution has Begun** tile:



- To access the existing **eMessages** screen from the **Prescriptions** screen select **BACK TO E-MESSAGES** BACK TO E-MESSAGES:



- To return to the **Prescriptions** screen, from the existing **eMessages** screen, select **New Dispensing! Take me there** New Dispensing! Take me there:



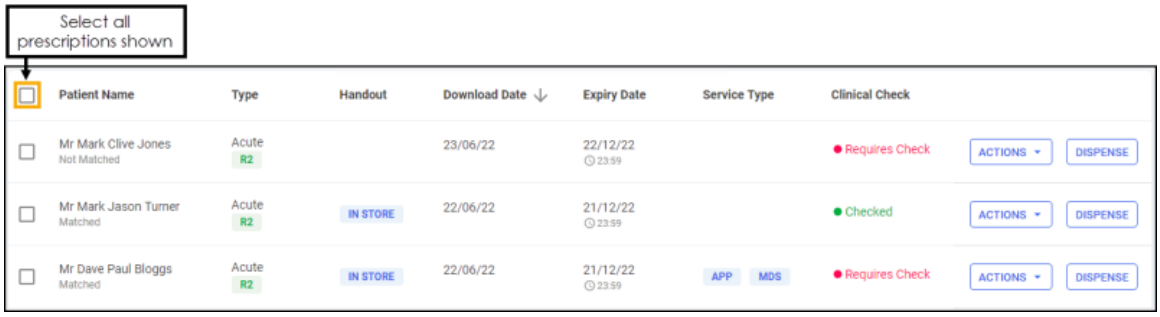
Viewing the Prescriptions Screen

The **Prescriptions** screen displays all new EPS prescriptions that are ready to dispense and require action. You can easily search, sort and filter the prescriptions to manage your workload effectively, see **Searching for, Sorting and Filtering Prescriptions** on page **10** for details.

> **Note** - You need to use the original **eMessages** screen for all prescriptions that do not have a status of **NEW**. To return to the existing **eMessages** screen, select **BACK TO E-MESSAGES** BACK TO E-MESSAGES.

Prescriptions Table

The **Prescriptions** table displays a list of patients with the following columns:



- **Select All** - Use to select all prescriptions on the page.
- **Patient Name** - Displays the patient's name on the prescription. Additional information displays below the patient's name:
  - **Matched Status** - If the prescription is matched to an existing patient record, the status displays either **Matched** or **Partial Match**. If there is no match the status displays **Not Matched**.
  - **Dispensing Token** - **Printed** displays below **Patient Name** if a dispensing token has been printed.
- **Type** - Displays the type of prescription, whether it is **Acute**, **Repeat** or **Repeat Dispensing**. Additional information displays underneath:
  - **Prescription Release Version** - Displays the prescription release version, either **R1** or **R2**.
  - **Controlled Drug Schedule** - Displays the controlled drug schedule, for example, **CD 4**.
- **Handout** - Displays either **IN STORE**, **DELIVERY** or **ROBOT**, according to the handout method selected on the patient's record (if any).
- **Download Date** - Displays the date and time the prescription downloaded.

- **Expiry Date** - Displays the prescription expiry date and time:
  - Prescriptions that are due to expire in the next 7-21 days display the number of days in amber:

Handout	Download Date	Expiry Date ↓	Service Type
	15/03/22	14/09/22 21 Days	
	10/03/22	09/09/22 16 Days	

  - Prescriptions that are due to expire in the next 7 days or have already expired display in red:

Handout	Download Date	Expiry Date ↑	Service Type
IN STORE	01/03/22	28/03/22 Expired	APP
	01/03/22	28/08/22 4 Days	

- **Service Type** - Displays any relevant services that the patient uses, for example, **APP** or **MDS**.
- **Clinical Check** - Displays the clinical check status, either **Requires Check** or **Checked**.

Individual Prescriptions

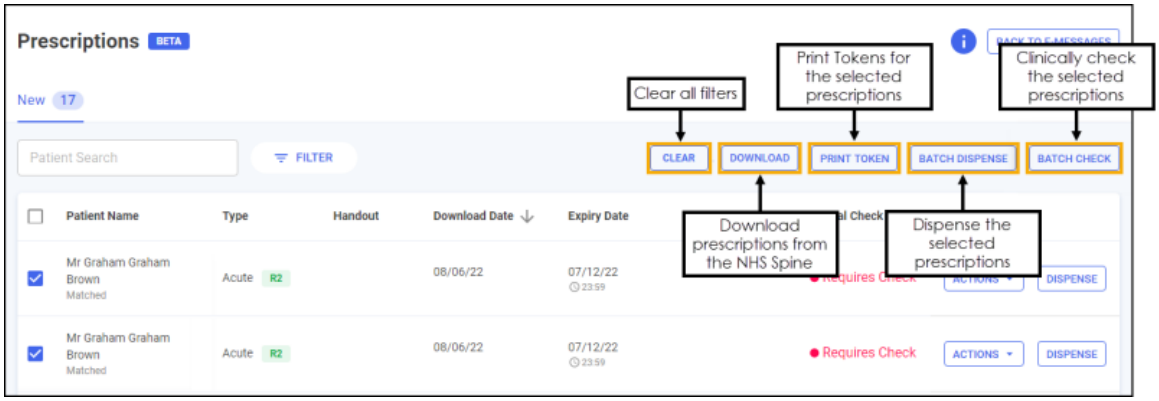
For each individual prescription you have the following options:

- **ACTIONS**:
  - **View Prescription Details** - Select to view the prescription, this opens the **eMessage Details** screen, see eMessage Details Screen in the **Pharmacy Manager Help Centre** for details.
  - **Clinically Check** - Select to clinically check the prescription, this opens the **Clinical Check** screen, see **Clinical Check - Manual (England)** on page **22** for details.
  - **Reset Clinical Check** - Clinically checked prescriptions only, select to reset the prescription, this reverts the status from **Checked** to **Requires Check**. See **Resetting a Clinically Checked Prescription** on page **37** for details.
  - **Return to Spine** - Select to return the prescription to the NHS Spine.
  - **View Patient Record** - Matched patients only, select to open the **Patient Details** screen.
- **DISPENSE** - Dispense the individual prescription, see **Dispensing Prescriptions** on page **38** for details.

Training Tip - You do not need to select a patient to access and use these options.

Prescriptions Options

The following options are available from the top of the prescriptions table:



- **CLEAR** - Select to clear all filters.
- **DOWNLOAD** - Select to download nominated prescriptions, see **Downloading Prescriptions** on page **19** for details.
- **PRINT TOKEN** - Select to print the dispensing token, see **Printing Dispensing Tokens** on page **21** for details.

> **Note** - This option is only available when a prescription is selected.

- **BATCH DISPENSE** - Select to dispense as a prescription grouping, see **Dispensing Prescriptions** on page **38** for details.

> **Note** - This option is only available when a prescription is selected.

> **Training Tip** - You can only batch dispense prescription(s) for the same patient and prescriber.

- **BATCH CHECK** - Select to clinically check multiple prescriptions for the same patient, see **Clinical Check - Manual (England)** on page **22** for details.

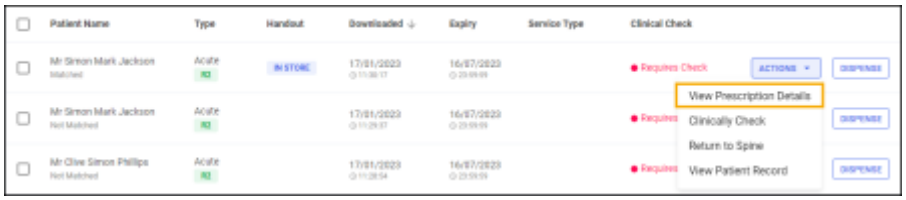
> **Training Tip** - This is only enabled when one or more prescription(s) are selected for the same patient.

Matching Patients

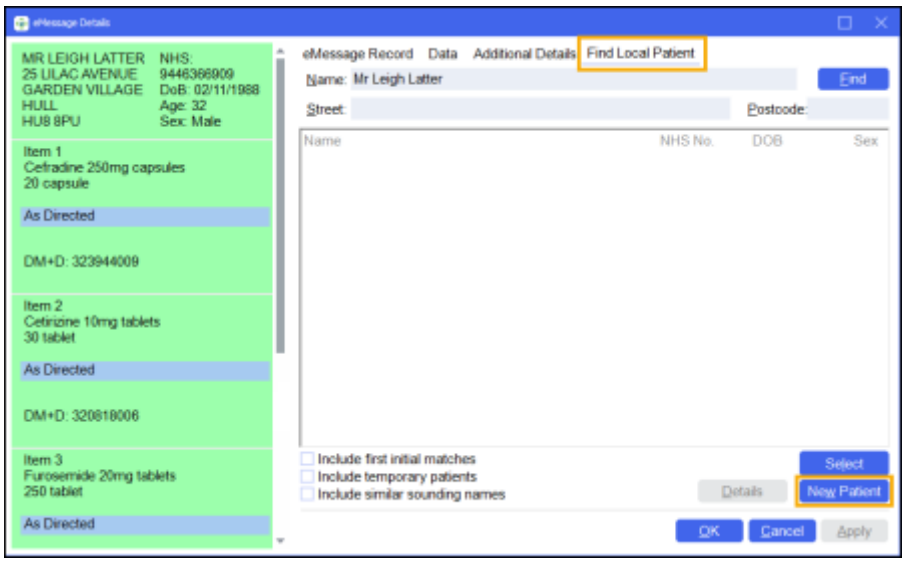
Some prescriptions display as **Partial Match** or **Not Matched**, you can dispense an unmatched prescription in the usual way.

To match a prescription to a patient:

1. To the right of the unmatched prescription, select **ACTIONS** and then **View Prescription Details**:



2. The **eMessage Details** screen displays, select the **Find Local Patient** tab:



3. Use the search criteria and select **Find** Find to find a patient that is already registered at the pharmacy or select **New Patient** New Patient to create a new patient.

> See Finding an Existing Patient in the **Pharmacy Manager Help Centre** for more details on searching for an existing local patient, or for details on adding a new patient, see Adding a New Patient.

4. Select **OK** OK.

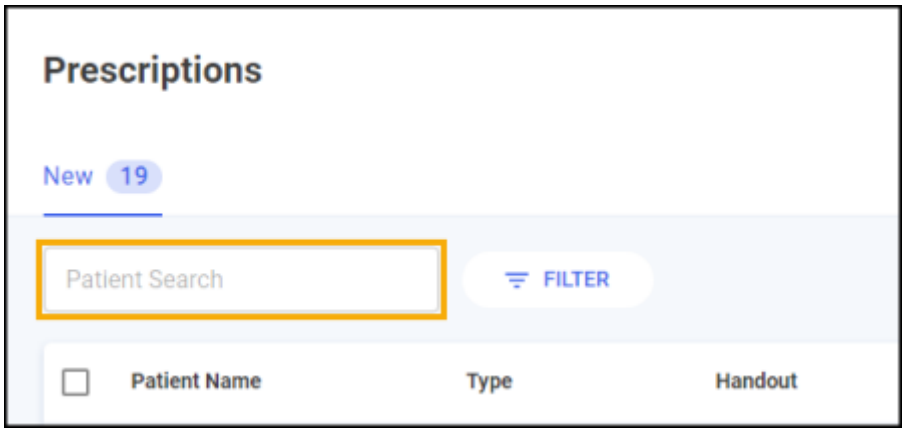
Searching for, Sorting and Filtering Prescriptions

To help manage your workload you can search for a patient's prescription or filter the prescriptions, for example, to display only Delivery prescriptions or prescriptions that are due to expire.

Searching for a Patient's Prescription

To search for a prescription:

1. From the **Prescriptions** screen, in **Patient Search** enter a name:



You can search for a patient using the following criteria:

- Surname only, for example **Turner**.
- Partial First Name and Surname with a space, for example **Pa Turner**.

Training Tip - Partial searches must be the first letters of the name, for example Pa for Paul.

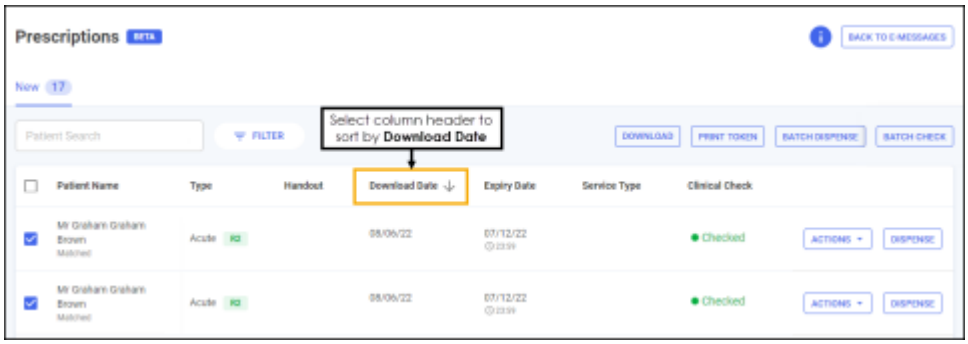
- Partial First Name and partial Surname with a space, for example **Pa Turn**.
- Partial First Name, partial Middle Name and partial Surname with a space, for example **Pa Gr Turn**.
- Initials with space, for example **P T** or **P G T**.
- Full name with spaces, for example **Paul Graham Turner**.

Note - Users can also search for a patient by their NHS number.

2. The patient list automatically updates when you start typing. Select **Close** to clear the search.

Sorting Prescriptions

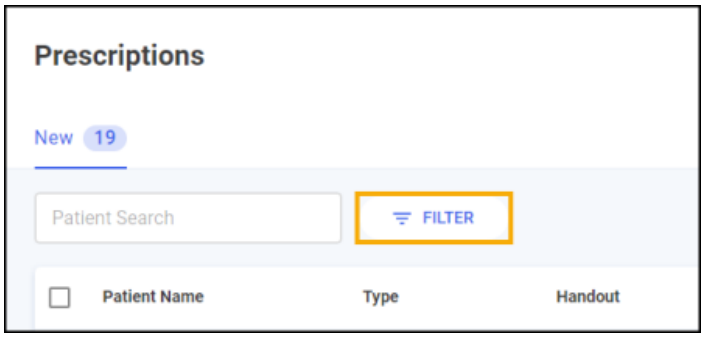
Prescriptions sort by newest first by default, to manually sort the prescriptions then simply select the column header to sort ascending **Download Date** ↑ or descending **Download Date** ↓:



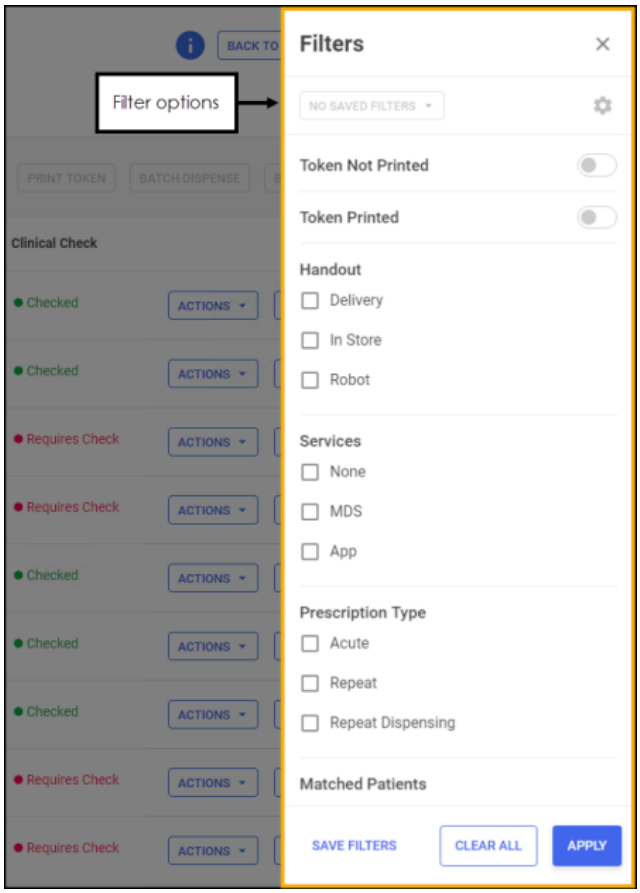
Filtering Prescriptions

To filter the prescriptions:

1. From the **Prescriptions** screen, select **FILTER** :



2. The filter options display on the right hand side of the screen:



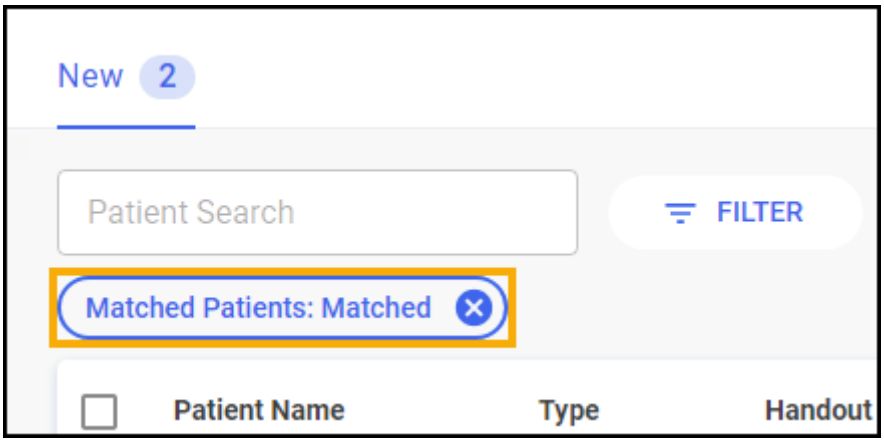
- **Token Not Printed** - Select to view prescriptions where the dispensing token is yet to be printed.
- **Token Printed** - Select to view prescriptions where the dispensing token has been printed.
- **Handout**:
  - **Delivery**
  - **In Store**
  - **Robot**

- **Services**:
  - **None**
  - **MDS**
  - **App**
- **Prescription Type**:
  - **Acute**
  - **Repeat**
  - **Repeat Dispensing**
- **Matched Patients**:
  - **Matched**
  - **Partial Match**
  - **Not Matched**
- **Clinical Check**:
  - **Requires Check** - Prescriptions that have not been clinically checked yet.
  - **Checked** - Prescriptions that have been manually clinically checked.
  - **Auto Checked** - Prescriptions that have been automatically clinically checked.
- **Expiry Date** - Set the **From** and/or **To** dates.
- **Download Date** - Set the **From** and/or **To** dates.

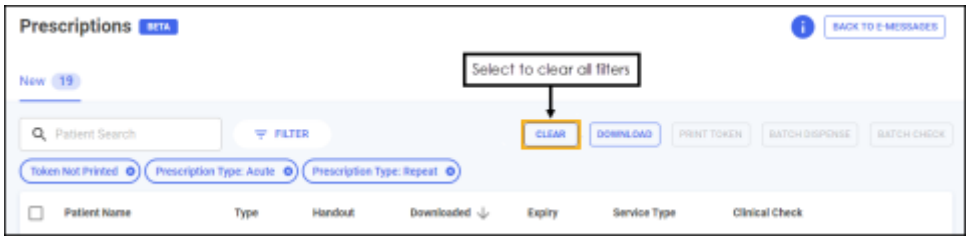
Note - You can select multiple filters.

3. Select **APPLY** APPLY to set the filters or **CLEAR ALL** CLEAR ALL to clear the filters and display all prescriptions.

   The filter criteria displays below **Patient Search**, select the filter criteria to remove it:



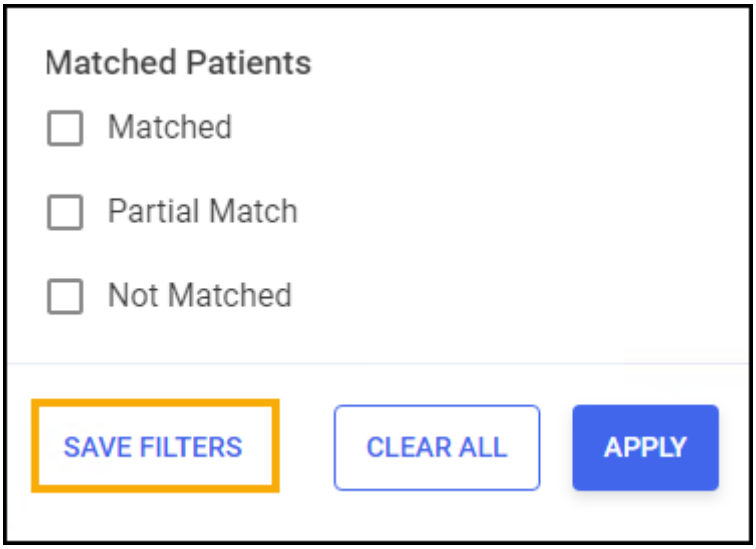
To clear all set filters, simply select **CLEAR**:



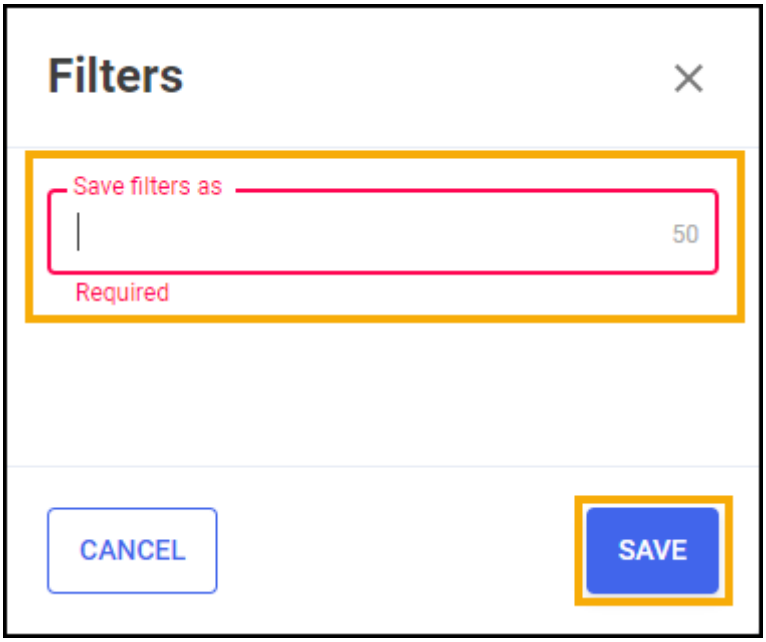
Saving Filters

You can save a filter, or a range of filters for regular use if required. To save a set of filters:

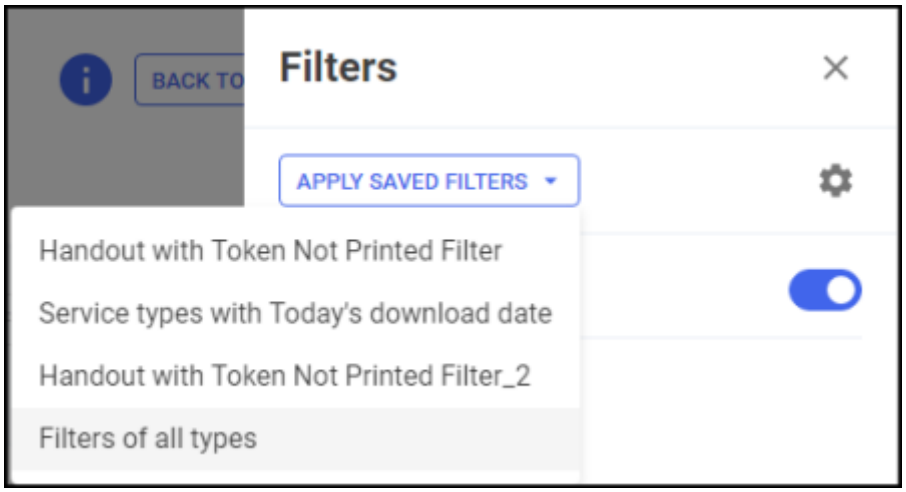
1. From the **Filters** pane select the required filter options.
2. Select **SAVE FILTERS** SAVE FILTERS:



3. In **Save filters as**, enter a name for your filter and select **SAVE** SAVE:



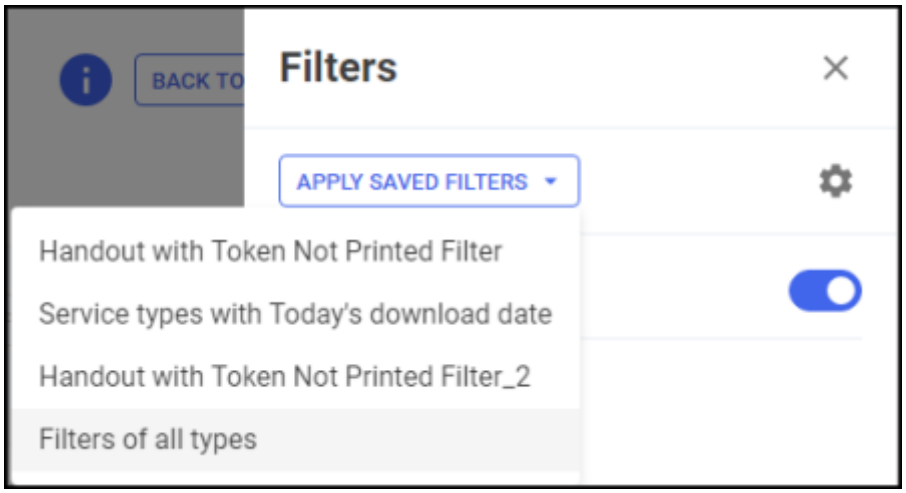
4. The new filter displays in the **APPLY SAVED FILTERS** list:



Selecting Saved Filters

To quickly view your saved filters:

1. From the **Filters** pane select **APPLY SAVED FILTERS** APPLY SAVED FILTERS.
2. Select a saved filter from the list:

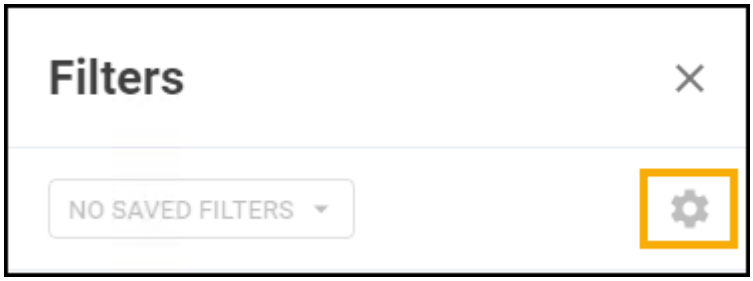


3. Select **Apply** Apply to view the filtered stock.

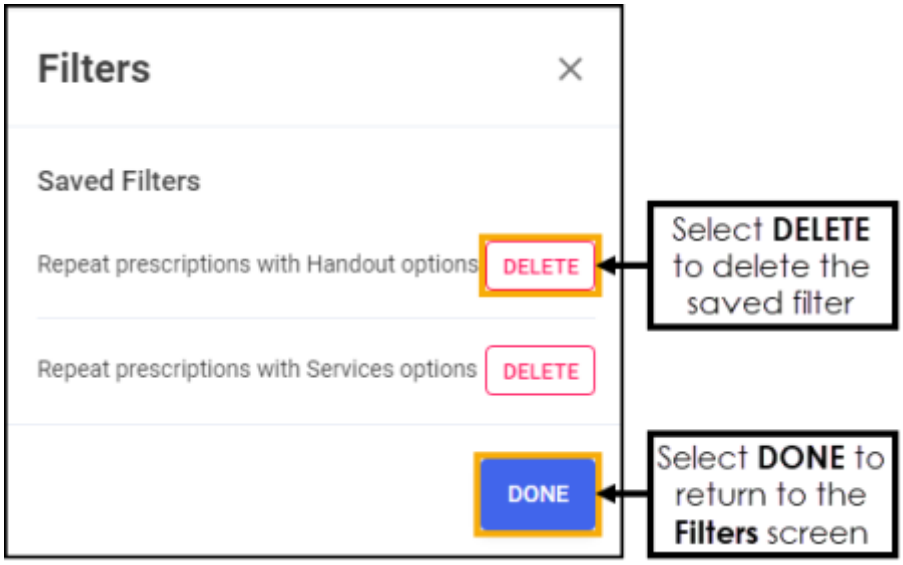
Deleting a Saved Filter

To delete a saved filter:

1. From the **Filters** pane select **Settings** :



2. The **Saved Filters** screen displays, select **DELETE** next to the filter you want to delete:



3. Once finished, select **DONE** to return to the **Filters** pane.

Scanning Prescriptions

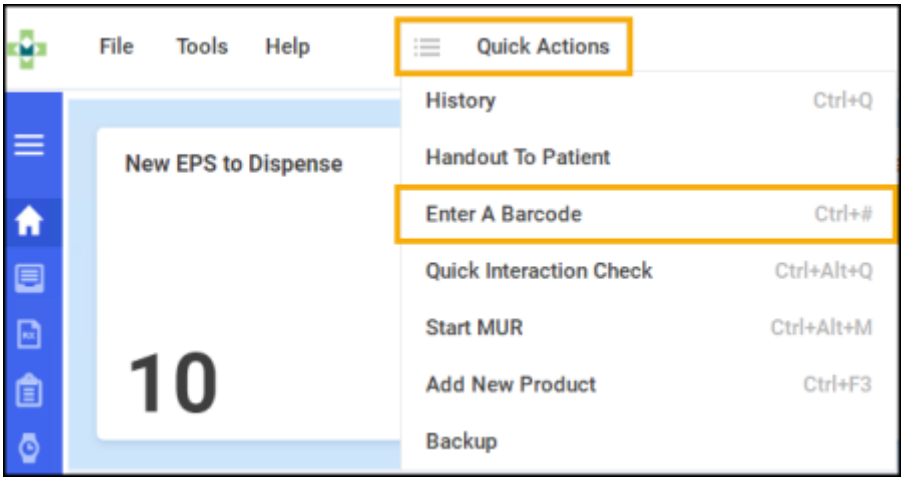
We have introduced a scanning function to the **Prescriptions** screen to allow you to quickly and easily locate prescriptions to dispense. Prescriptions can be scanned with a barcode scanner or if no scanner is available you can manually enter the prescription **Universally Unique Identifier (UUID)**.

Click here to view how to manually enter a barcode

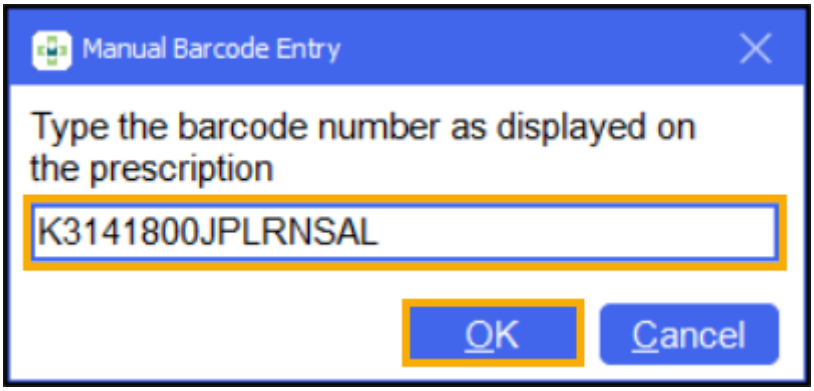
If scanning the barcode of a prescription is not an option, for example, if no scanner is available, you can manually enter the barcode.

To manually enter a barcode:

1. From the **Pharmacy Manager Toolbar**, select **Quick Actions** - **Enter A Barcode**:



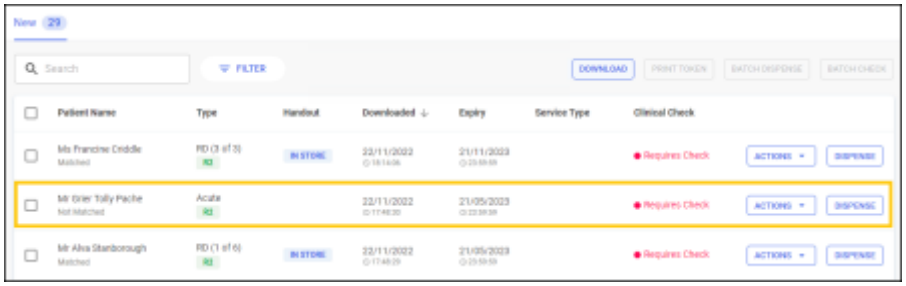
2. The **Manual Barcode Entry** screen displays. Enter the barcode number from the prescription and select **OK** OK:



Scanning a Barcode

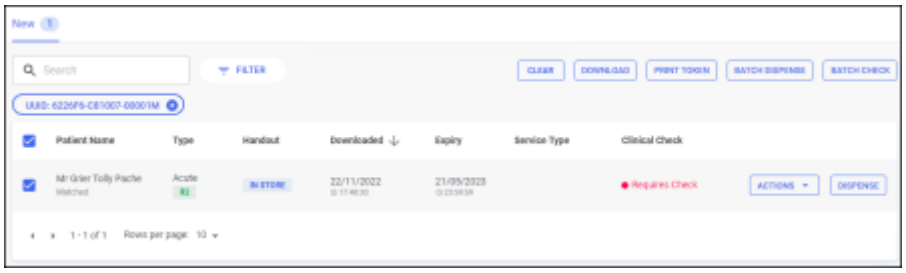
To scan a barcode:

- If you scan a prescription that has not been downloaded to **Pharmacy Manager**, the prescription downloads from the NHS Spine and displays on the prescription list:



Note - If the list is sorted the prescription displays in the list according to the sort criteria.

- If you scan a prescription that is already downloaded, **Pharmacy Manager** filters the prescription list by the scanned UUID number, the appropriate prescription displays and is selected:

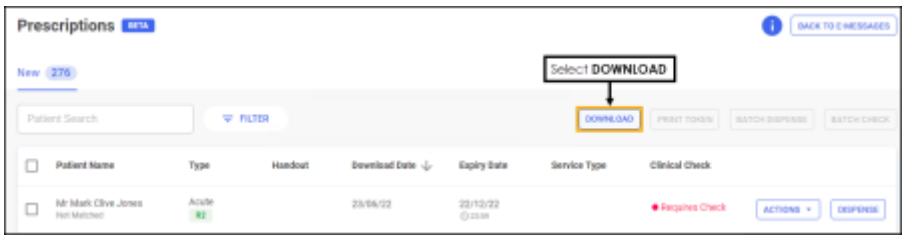


- Scan the selected prescription again to start the dispensing process:

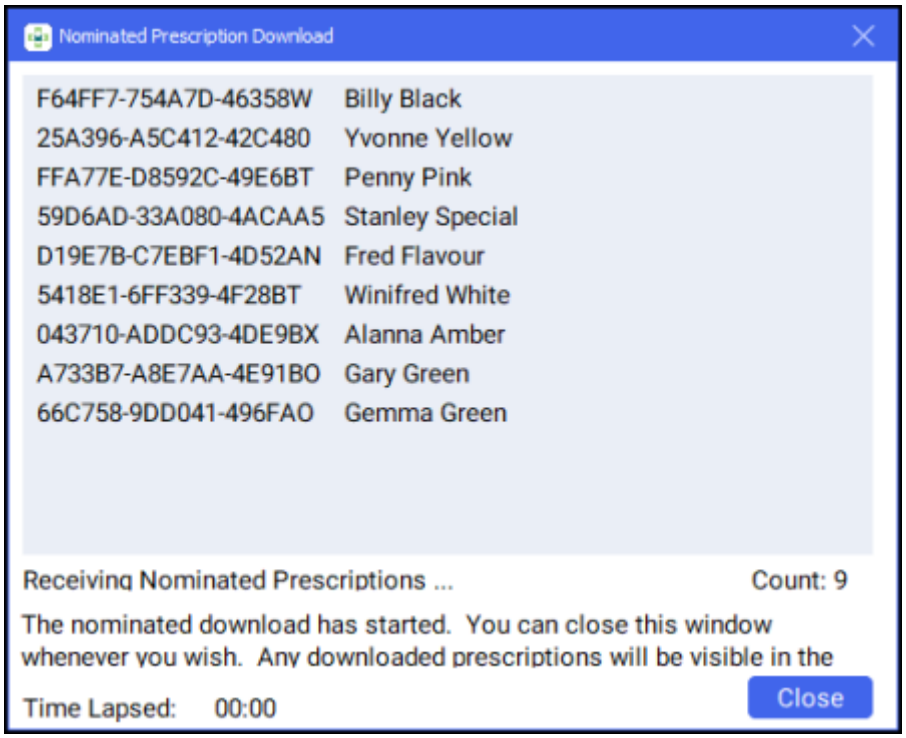
Downloading Prescriptions

To download nominated prescriptions from the NHS Spine on the **Prescriptions** screen:

1. From the **Prescriptions** screen, select **DOWNLOAD** DOWNLOAD:



2. The **Nominated Prescription Download** screen displays:



All nominated prescriptions download from the NHS Spine.

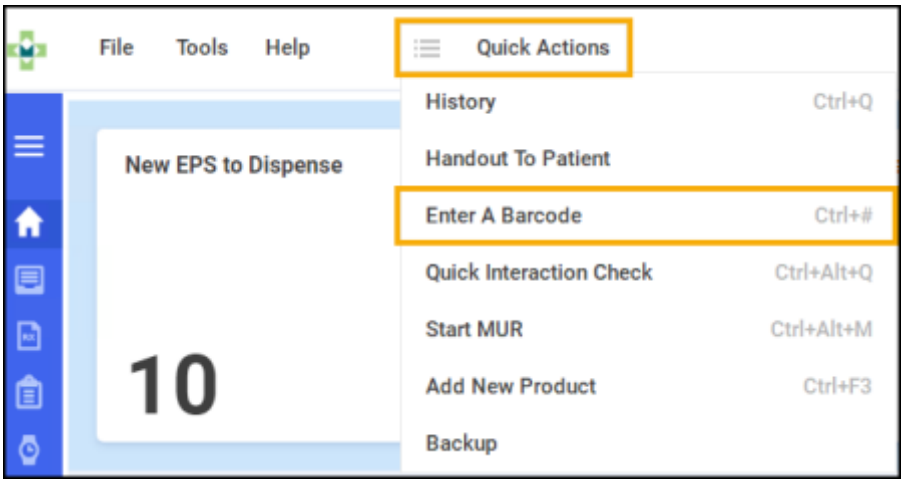
Training Tip - You can close the window and the download continues in the background.

Manually Add a Prescription

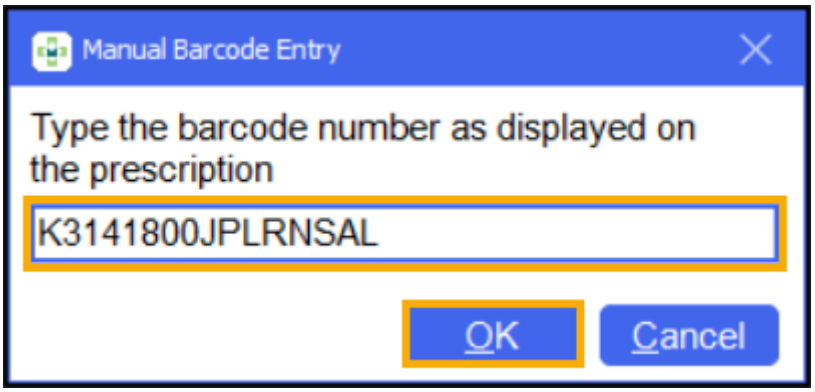
If scanning the barcode of a prescription is not an option, for example, if no scanner is available, you can manually enter the barcode.

To manually enter a barcode:

1. From the **Pharmacy Manager Toolbar**, select **Quick Actions** - **Enter A Barcode**:



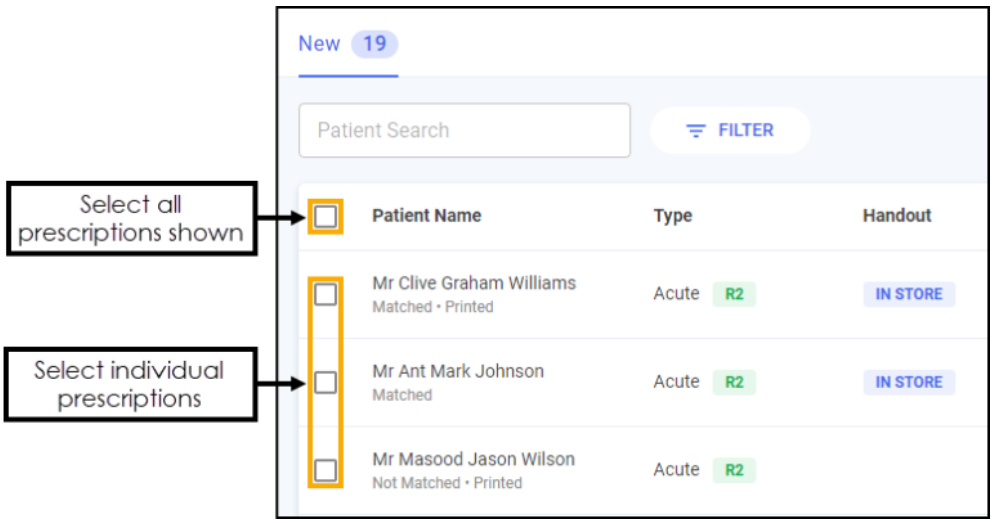
2. The **Manual Barcode Entry** screen displays. Enter the barcode number from the prescription and select **OK** OK:



Printing Dispensing Tokens

To print dispensing tokens from the **Prescriptions** screen:

1. Select the prescription(s) to dispense, either select individually or select the column to select all:



You can search, sort and filter the prescriptions, see **Searching for, Sorting and Filtering Prescriptions** on page **10**.

2. Select **PRINT TOKEN** PRINT TOKEN:

Note - You only print dispensing tokens for EPS R2 prescription types.

After printing the dispensing token, **Printed** displays underneath the patient's name:

Clinical Check - Manual (England)

A patient's prescription can be clinically checked upfront, pre-confirming the prescription prior to dispensing. When dispensing the prescription, warnings, contraindications and interactions are confirmed allowing you to quickly finish the dispense and print the labels.

Important - The Clinical Check Module can be restricted to **Pharmacists** only, see **Restricting the Clinical Check Module** on page **41** and Adding a User in the **Pharmacy Manager Help Centre** for more details.

You can dispense a prescription without clinically checking it upfront, in this case the warnings are confirmed during the dispensing process.

Note - Warnings may display if the directions, quantity or item are changed during the dispensing process, these must be confirmed before continuing.

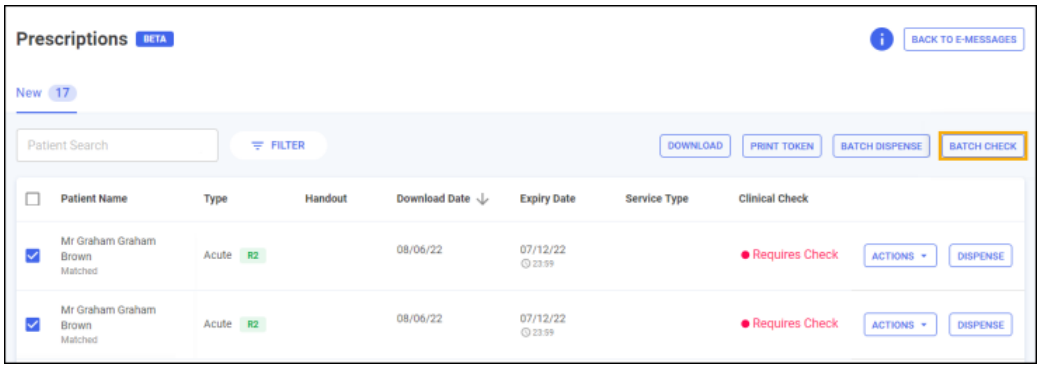
To perform a clinical check on prescriptions:

1. You can check an individual prescription or multiple prescriptions for the same patient, either:

- From the **Prescriptions** screen, select **ACTIONS - Clinically Check** next to the prescription you want to check:

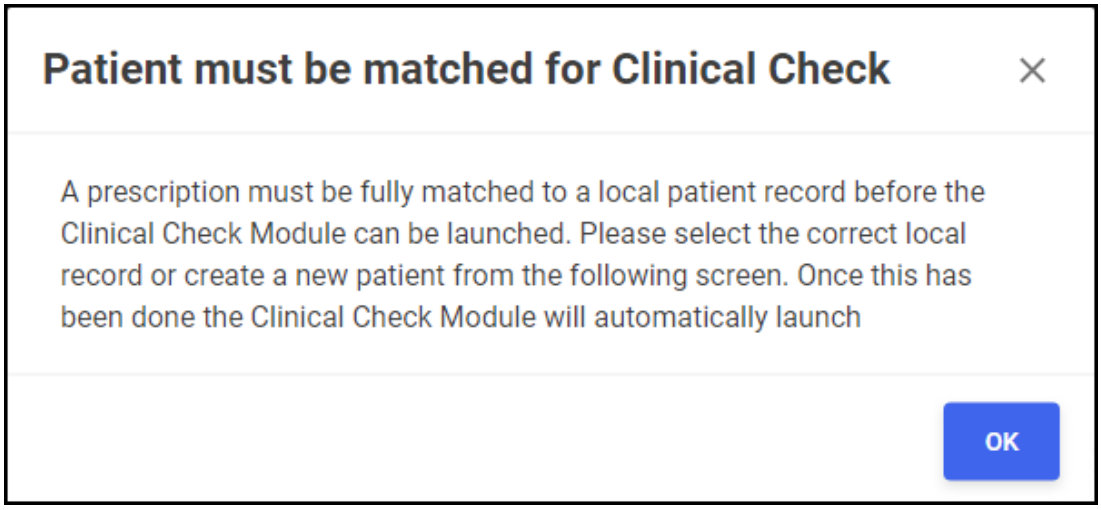
Training Tip - You do not need to select a patient to select this option.

- From the **Prescriptions** screen, highlight one or more prescriptions for the same patient and then select **BATCH CHECK** BATCH CHECK:



2. If the patient is unmatched or partially matched a warning displays. This depends on the option selected:

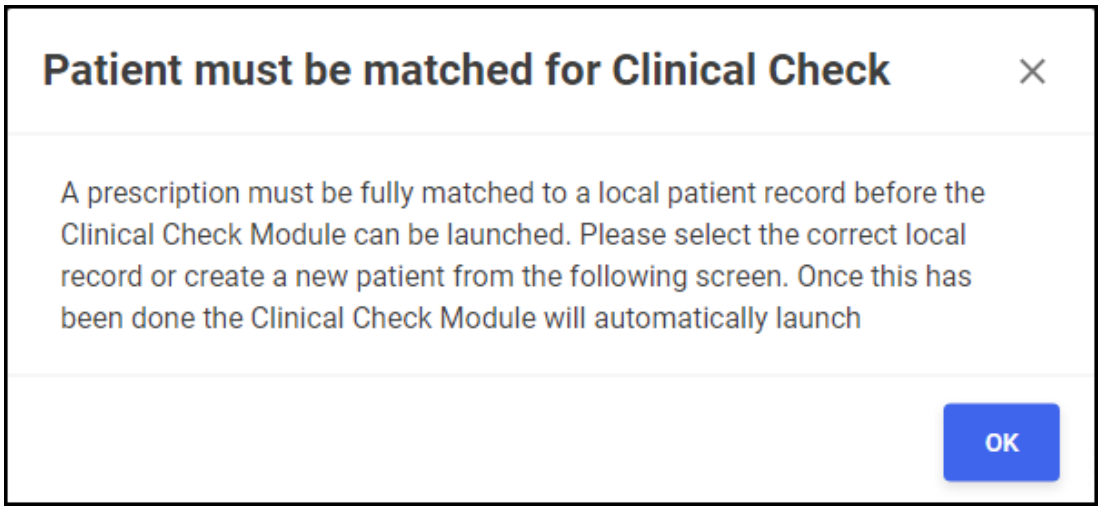
Clinically Check - Unmatched Patient



Select **OK** OK to open the **eMessage Details - Find Local Patient** screen and search for a patient, see **Matching Patients** on page **9** for details. The clinical check continues after matching the patient record.

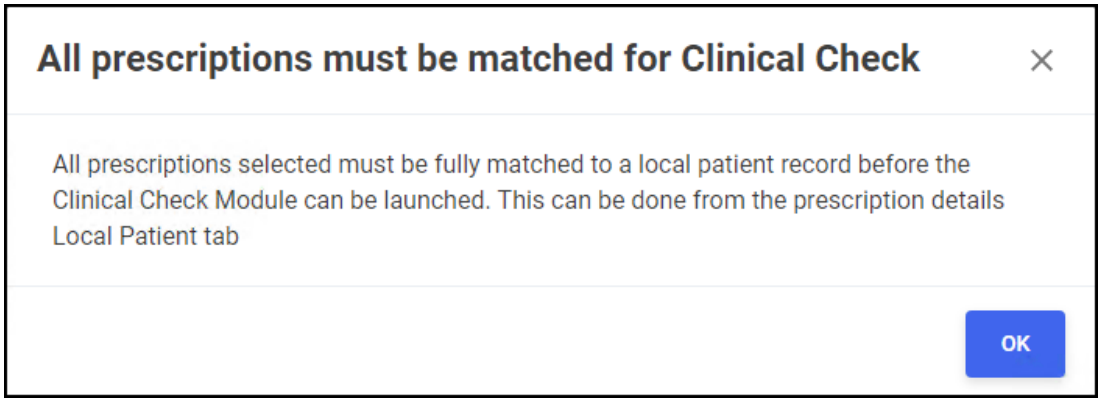
> **Note** - If you do not match the patient you are redirected to the **Prescriptions** screen.

Clinically Check - Partially Matched Patient



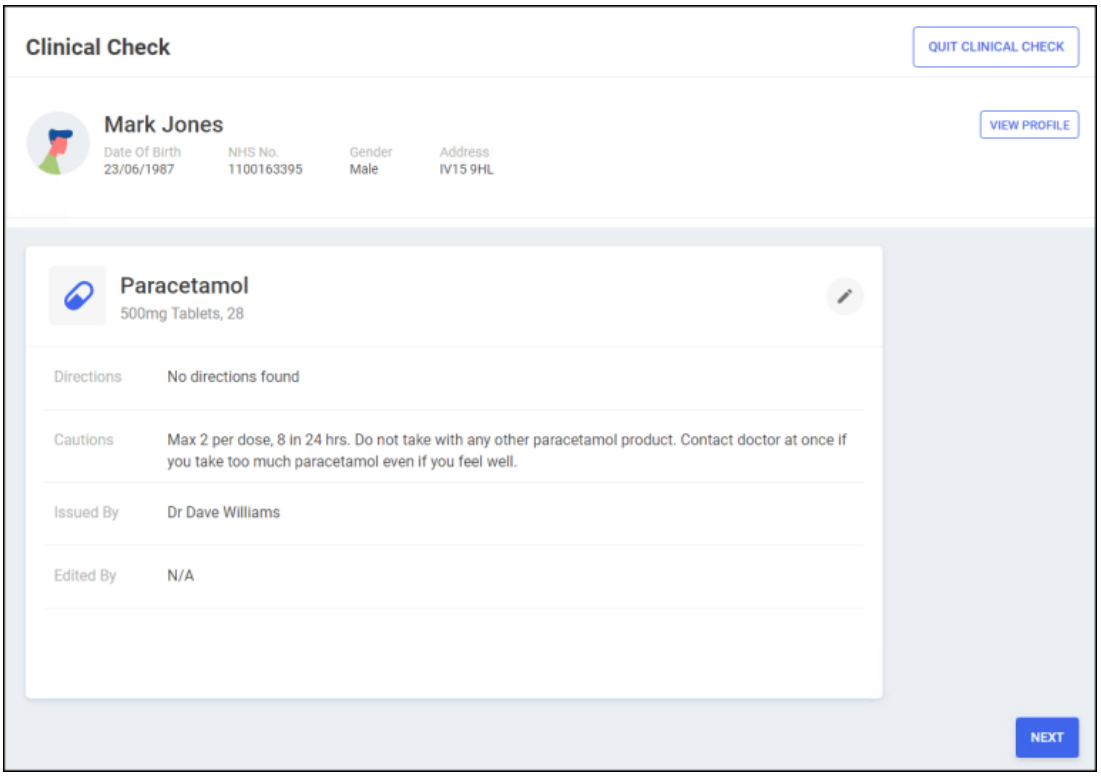
Select **OK** OK to open the **eMessage Details** screen and search for a patient, see **Matching Patients** on page **9** for details. The clinical check continues after matching the patient record.

Batch Check



The batch of prescriptions you have selected includes an unmatched or partially matched patient, select **OK** OK to return to the **Prescriptions** screen and match the patient, see **Matching Patients** on page **9** for details.

3. The **Prescription Details** screen displays all the prescribed items for the patient, including the GP directions and label cautions:

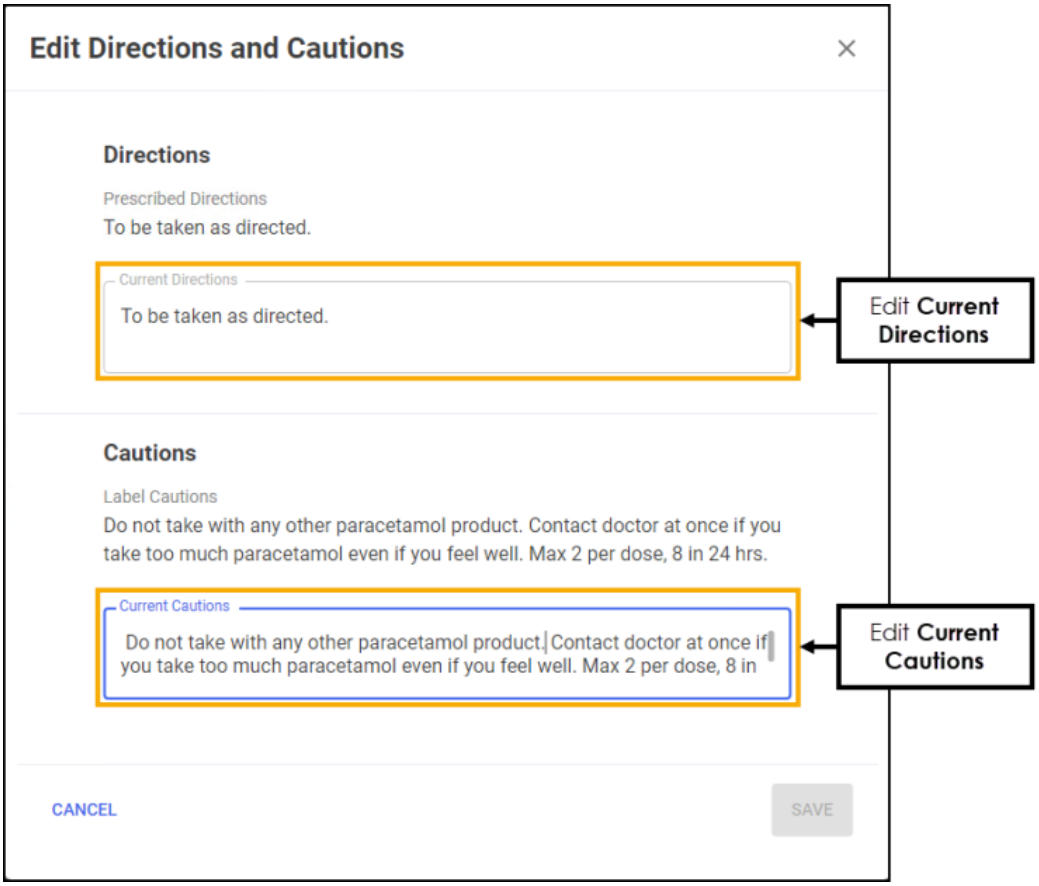


Check the details are correct and if required you can do the following:

Edit the Directions and Cautions

Select **Edit** to edit the **Directions** and **Cautions**, the **Edit Directions and Cautions** screen displays:

a. From the **Edit Directions and Cautions** screen, **Prescribed Directions** and **Current Directions** reflect the details on the prescription:



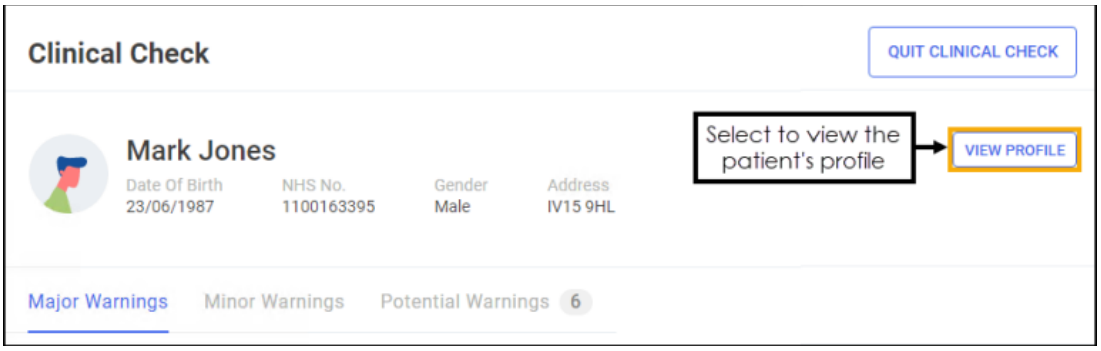
b. Enter new directions in **Current Directions** where required.

c. Enter new cautions in **Current Cautions** where required.

d. Select **SAVE** SAVE.

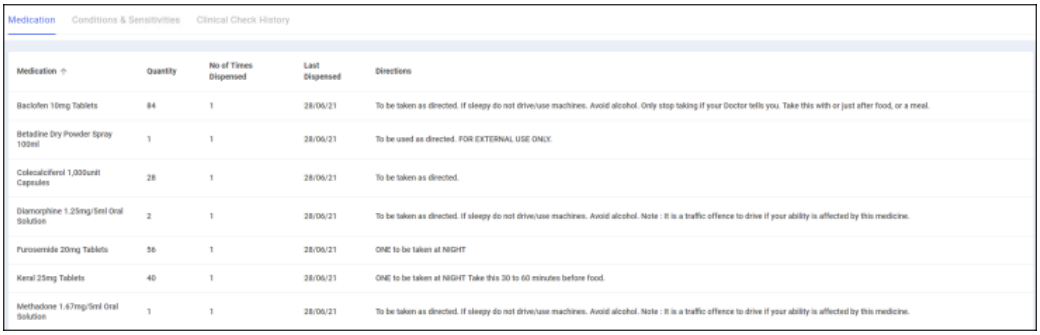
View the Patient's Profile

Select **VIEW PROFILE** VIEW PROFILE to view a patient's profile:



The patient's profile is split into the following tabs:

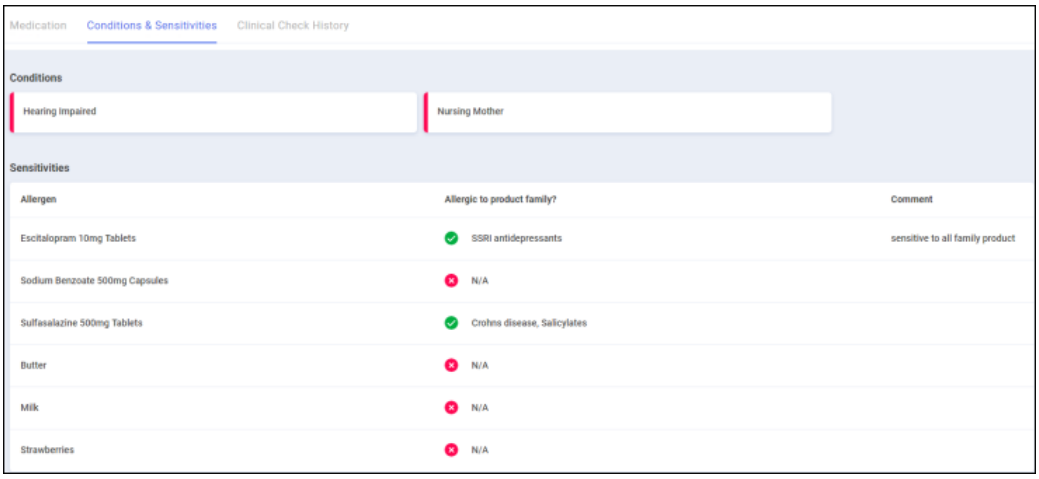
- **Medication** - The patient's full medication history displays:



Medication | Conditions & Sensitivities | Clinical Check History

Medication	Quantity	No of Times Dispensed	Last Dispensed	Directions
Baclofen 10mg Tablets	84	1	28/06/21	To be taken as directed. If sleepy do not drive/use machines. Avoid alcohol. Only stop taking if your Doctor tells you. Take this with or just after food, or a meal.
Betadine Dry Powder Spray 100ml	1	1	28/06/21	To be used as directed. FOR EXTERNAL USE ONLY.
Colecalciferol 1,000unit Capsules	28	1	28/06/21	To be taken as directed.
Diamorphine 1.25mg/5ml Oral Solution	2	1	28/06/21	To be taken as directed. If sleepy do not drive/use machines. Avoid alcohol. Note : It is a traffic offence to drive if your ability is affected by this medicine.
Furosemide 20mg Tablets	56	1	28/06/21	ONE to be taken at NIGHT
Kenal 25mg Tablets	40	1	28/06/21	ONE to be taken at NIGHT Take this 30 to 60 minutes before food.
Methadone 1.67mg/5ml Oral Solution	1	1	28/06/21	To be taken as directed. If sleepy do not drive/use machines. Avoid alcohol. Note : It is a traffic offence to drive if your ability is affected by this medicine.

- **Conditions & Sensitivities** - All conditions and other sensitivities in the patient's record display:



Medication | Conditions & Sensitivities | Clinical Check History

Conditions

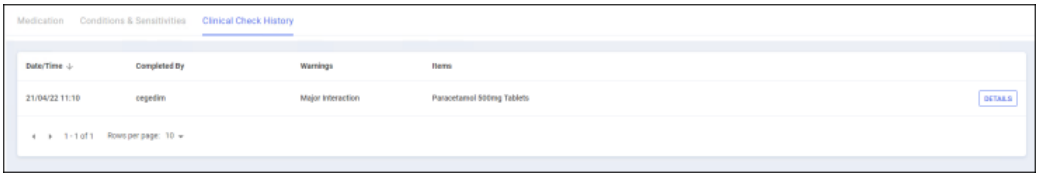
Hearing Impaired

Nursing Mother

Sensitivities

Allergen	Allergic to product family?	Comment
Escitalopram 10mg Tablets	SSRI antidepressants	sensitive to all family product
Sodium Benzoate 500mg Capsules	N/A	
Sulfasalazine 500mg Tablets	Crohns disease, Salicylates	
Butter	N/A	
Milk	N/A	
Strawberries	N/A	

- **Clinical Check History** - Displays previous **Clinical Checks** carried out for the patient:



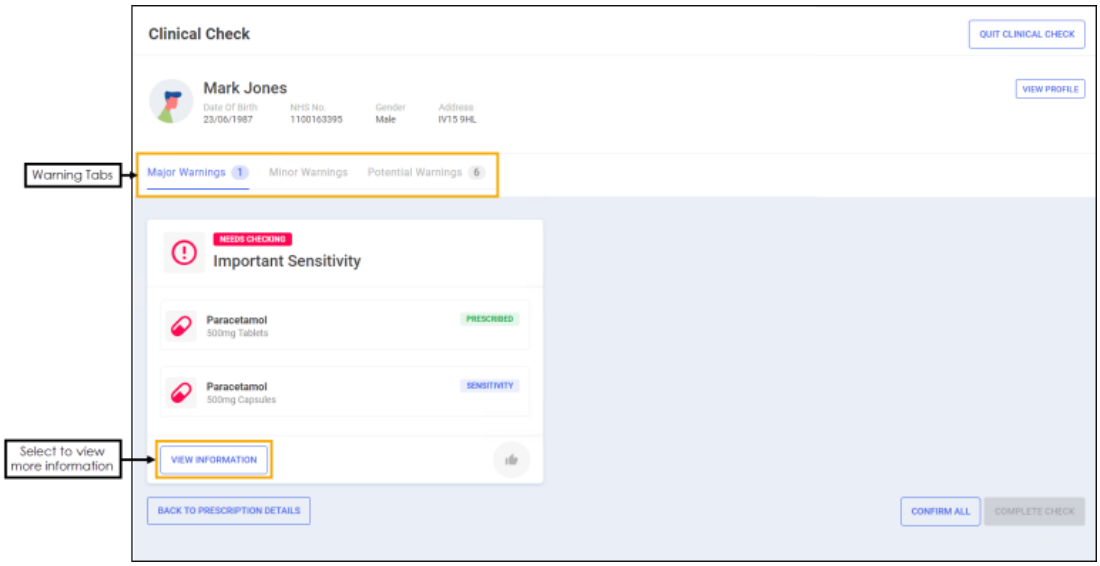
The screen displays the following:

- **Date/Time** - The date and time of the check.
- **Completed By** - Who was logged in when the check was completed.
- **Warnings** - Type of warning.
- **Items** - The items on the prescription.

Abandon the clinical check

Select **QUIT CLINICAL CHECK** QUIT CLINICAL CHECK to abandon the clinical check.

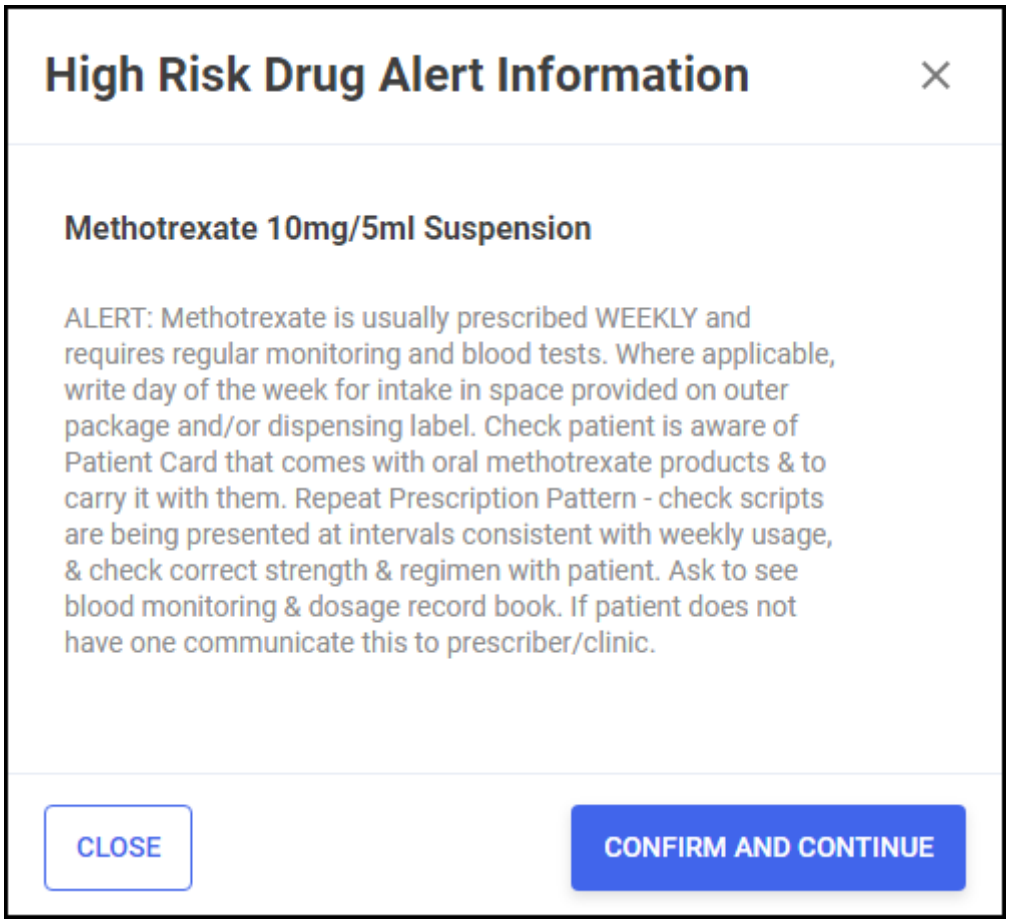
4. Select **NEXT** NEXT to proceed to the **Warnings** screen.
5. The **Warnings** screen displays:



The screen is split into three tabs, **Major Warnings**, **Minor Warnings** and **Potential Warnings**. Select each tab in turn and then select **VIEW INFORMATION** VIEW INFORMATION to display the warning details.

Note - The **Potential Warnings** tab only displays if **Patient does not have the condition** is selected on the **Interactions & Contraindications** section of the **Pharmacy Details - Checking** tab. See Pharmacy Details - Checking tab in the **Pharmacy Manager Help Centre** for details.

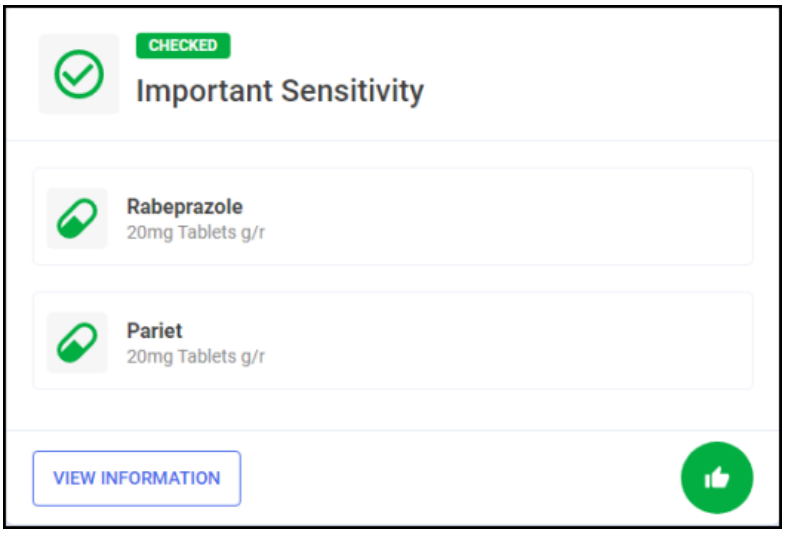
6. For a **High Risk Drug Alert Major Warning** you must view and confirm the prescription warning from the **High Risk Drug Alert Information** screen, select **CONFIRM AND CONTINUE** CONFIRM AND CONTINUE.



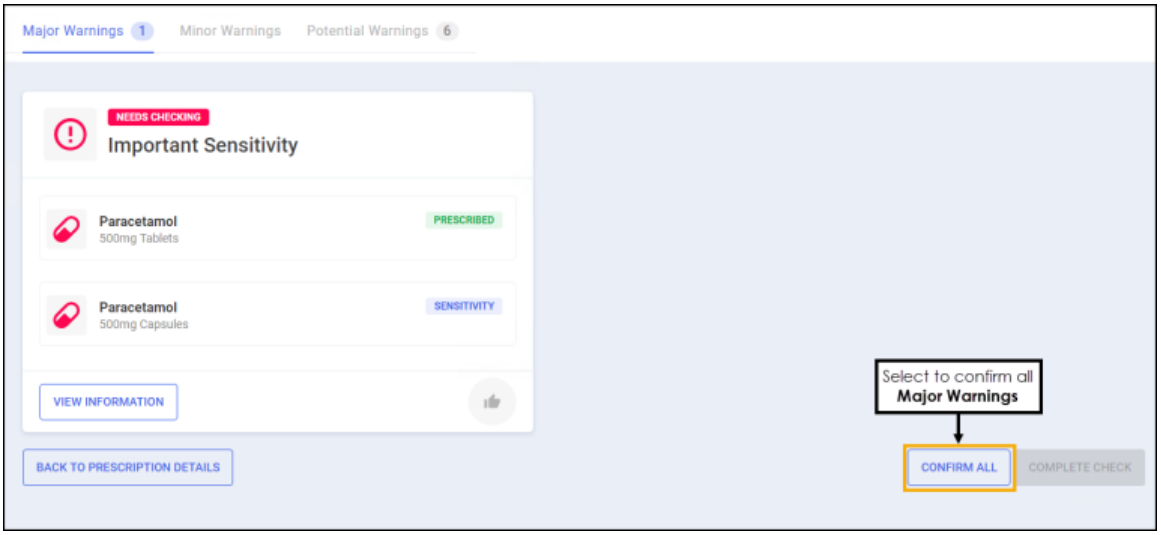
The **High Risk Drug Alert** is confirmed. Select **CLOSE** CLOSE to close the screen.

7. All **Major Warnings** must be confirmed before you can proceed. To confirm a **Major Warning** select **Confirm** or press **F11** on your keyboard:

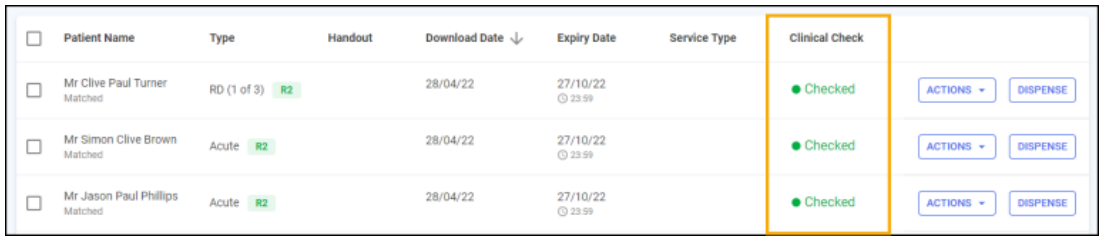
The status changes to **Checked**:



8. To confirm all **Major Warnings** at the same time, select **CONFIRM ALL** CONFIRM ALL or press **Ctrl** + **F11** on your keyboard:



9. Once all warnings are confirmed select **COMPLETE CHECK** COMPLETE CHECK or press **F12** on your keyboard.
10. **Pharmacy Manager** returns to the **Prescriptions** screen and the **Clinical Check** column updates to display the prescription(s) as **Checked**:



Note - You can dispense a prescription that has not been clinically checked, however you need to confirm any warnings during the dispensing process.

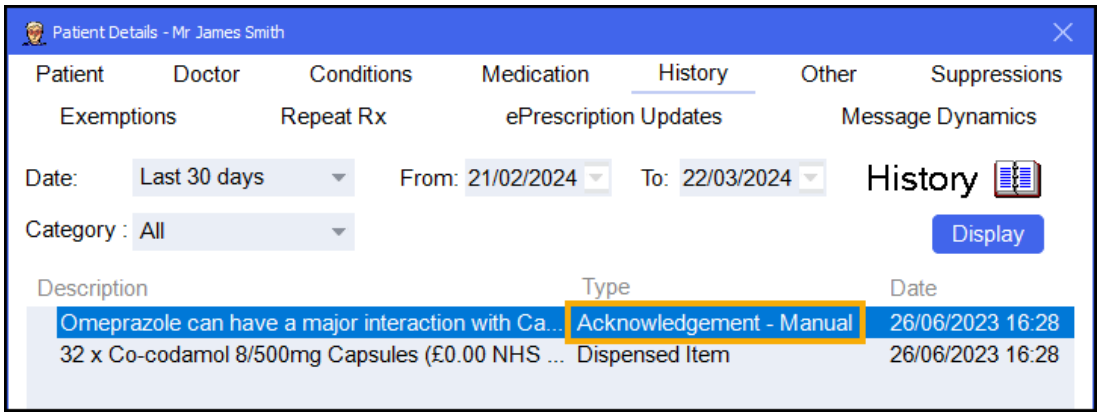
If **Prevent editing of directions** is enabled in **Pharmacy Details**, and once you have performed a clinical check, you will be unable to edit the directions. In order to edit the directions, you must reset the clinical check first.

See **Pharmacy Details - Checking** and **Resetting a Clinically Checked Prescription** on page **37** for details.

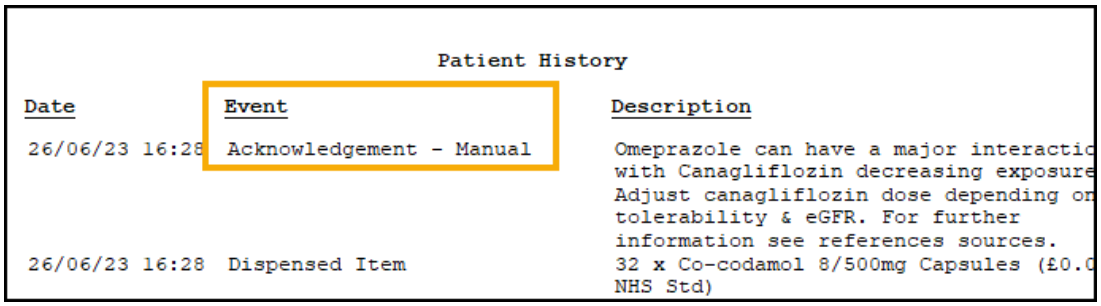
Manual Clinical Check History

Where prescriptions are manually clinically checked the following displays:

- **Patient Details** - **History** displays a **Type** of **Acknowledgement - Manual**:



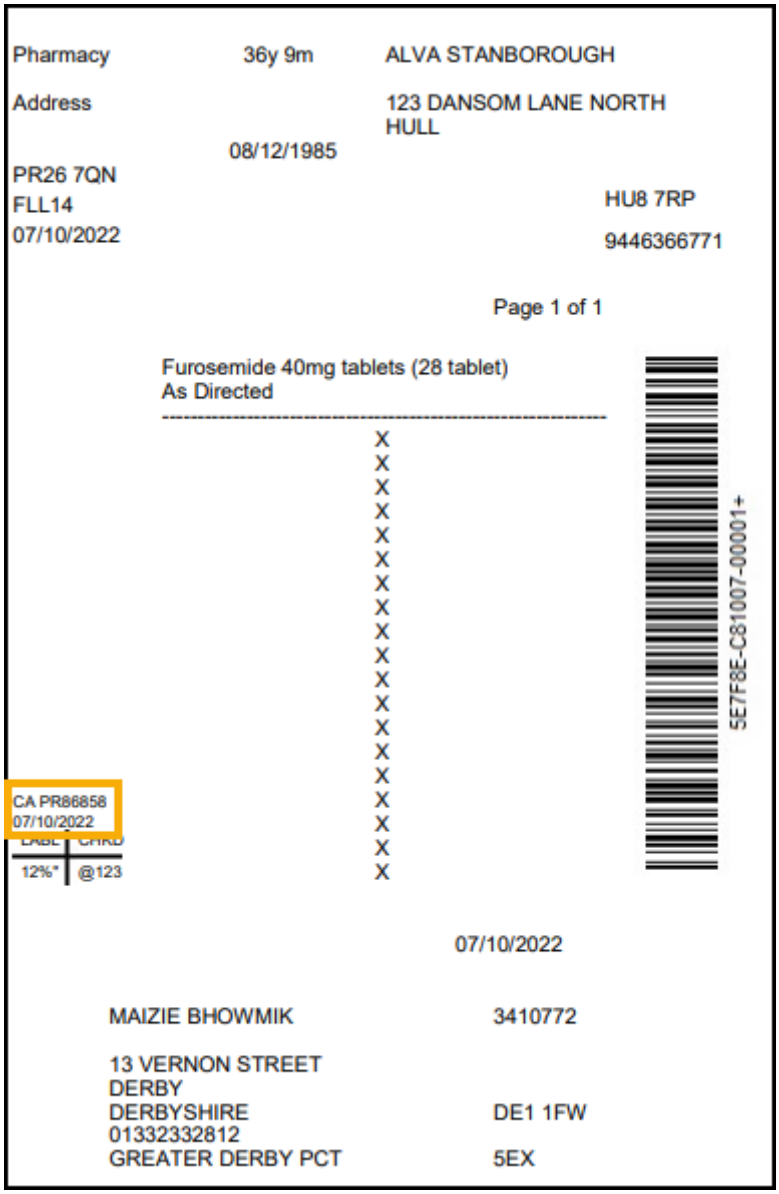
- The **Patient History** report displays an **Event** of **Acknowledgement - Manual**:



Note - If an automated clinically checked prescription is reset, it needs to be manually checked.

Printing Dispensing Tokens after a Manual Clinical Check

If a dispensing token is printed after a manual clinical check has taken place, and the clinical check module is restricted to a user with a role of **Pharmacist**, the pharmacists initials, registration number and the date of the check display on the dispensing token:


Pharmacy 36y 9m ALVA STANBOROUGH
Address 123 DANSOM LANE NORTH
HULL
08/12/1985
PR26 7QN
FLL14 HU8 7RP
07/10/2022 9446366771
Page 1 of 1
Furosemide 40mg tablets (28 tablet)
As Directed
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
CA PR86858
07/10/2022
12%* @123
5E7F8E-C81007-00001+
07/10/2022
MAIZIE BHOWMIK 3410772
13 VERNON STREET
DERBY
DERBYSHIRE DE1 1FW
01332332812
GREATER DERBY PCT 5EX

See **Restricting the Clinical Check Module** on page **41** for details.

Clinical Check - Automated (England)

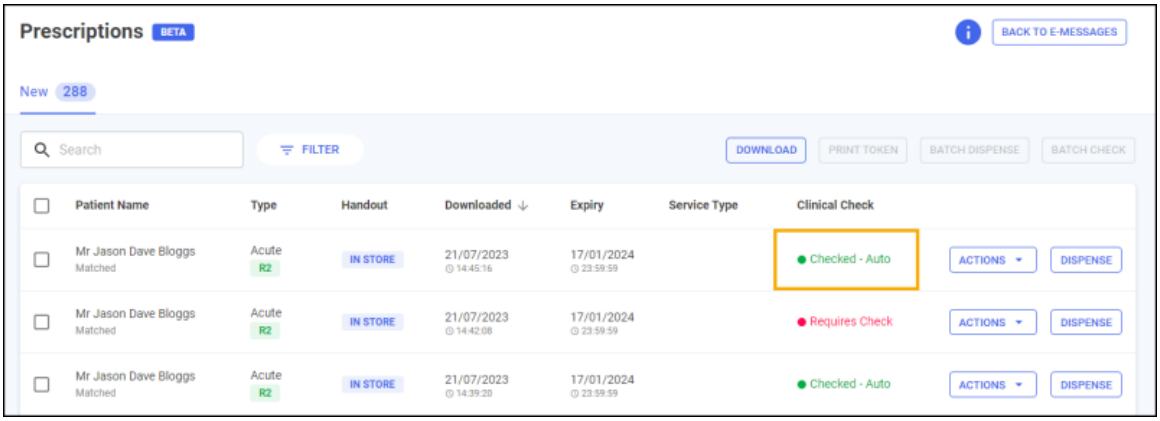
A patient's electronic prescription can be automatically clinically checked, pre-confirming any warnings, contraindications and interactions upfront, allowing you to quickly finish the dispense and print the labels.

To enable **Automated Clinical Check**, see Pharmacy Details - Automated Clinical Check in the **Pharmacy Manager Help Centre**.

Once **Automated Clinical Check** is enabled, if you download a prescription where:

- The patient is partially or fully matched to a local patient,
- The medication on the prescription has been previously manually clinically checked in the time-frame set in **Automated Clinical Check Activation**,
- The directions, quantity and cautions have not changed since the last manual check,
- There are no new major or minor warnings.

The prescription displays a status of **Checked - Auto**:

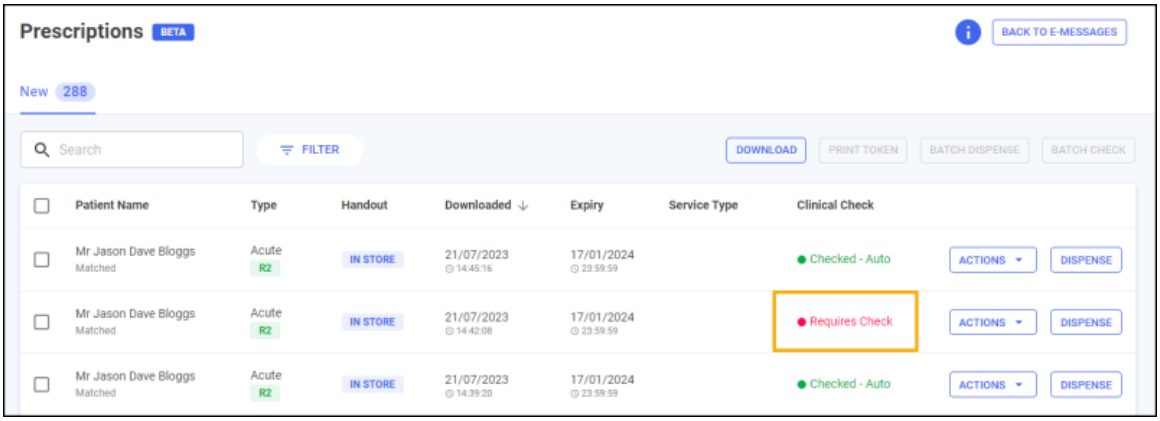


Training Tip - You can still manually clinically check a prescription with the status of **Checked - Auto**.

However, if you download a prescription where:

- The patient is unmatched,
- The patient has not had the items on the prescription before,
- There are new major or minor alerts,
- There is a change to the DM+D code of the prescribed item,
- There has been a change in the prescribed directions or prescribed quantity,
- The previous prescription has not been manually clinically checked in the time-frame set in **Automated Clinical Check Activation**, or
- The prescription contains a controlled drug,

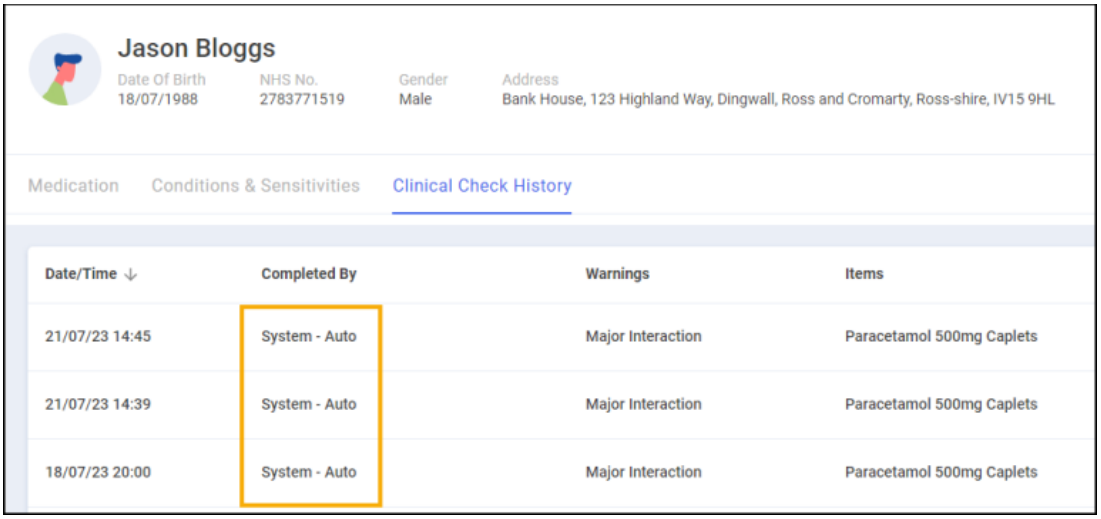
The prescription displays a status of **Requires Check** and a manual clinical check is required:



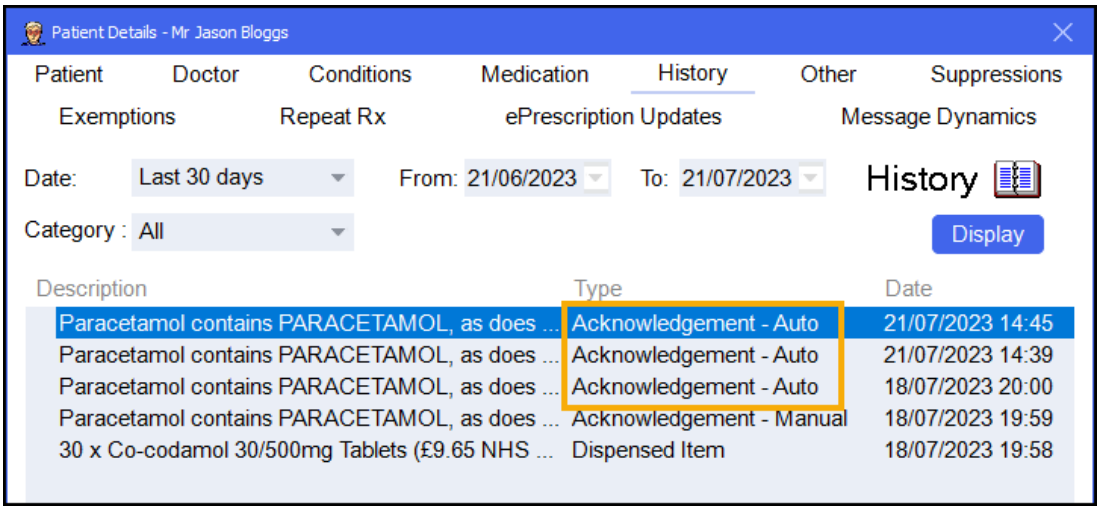
Automated Clinical Check History

Where prescriptions are automatically clinically checked the following displays:

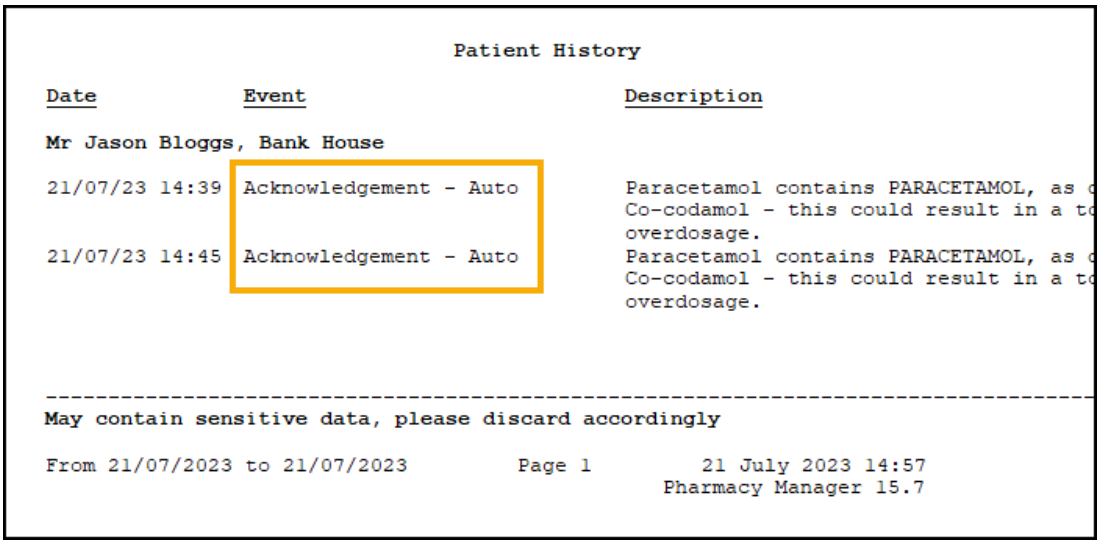
- **Clinical Check History** displays **System - Auto** under **Completed By**:



- **Patient Details** - **History** displays a **Type** of **Acknowledgement - Auto**:



- The **Patient History** report displays an **Event** of **Acknowledgement - Auto**:



Patient History

Date	Event	Description
Mr Jason Bloggs, Bank House		
21/07/23 14:39	Acknowledgement - Auto	Paracetamol contains PARACETAMOL, as c Co-codamol - this could result in a to overdosage.
21/07/23 14:45	Acknowledgement - Auto	Paracetamol contains PARACETAMOL, as c Co-codamol - this could result in a to overdosage.

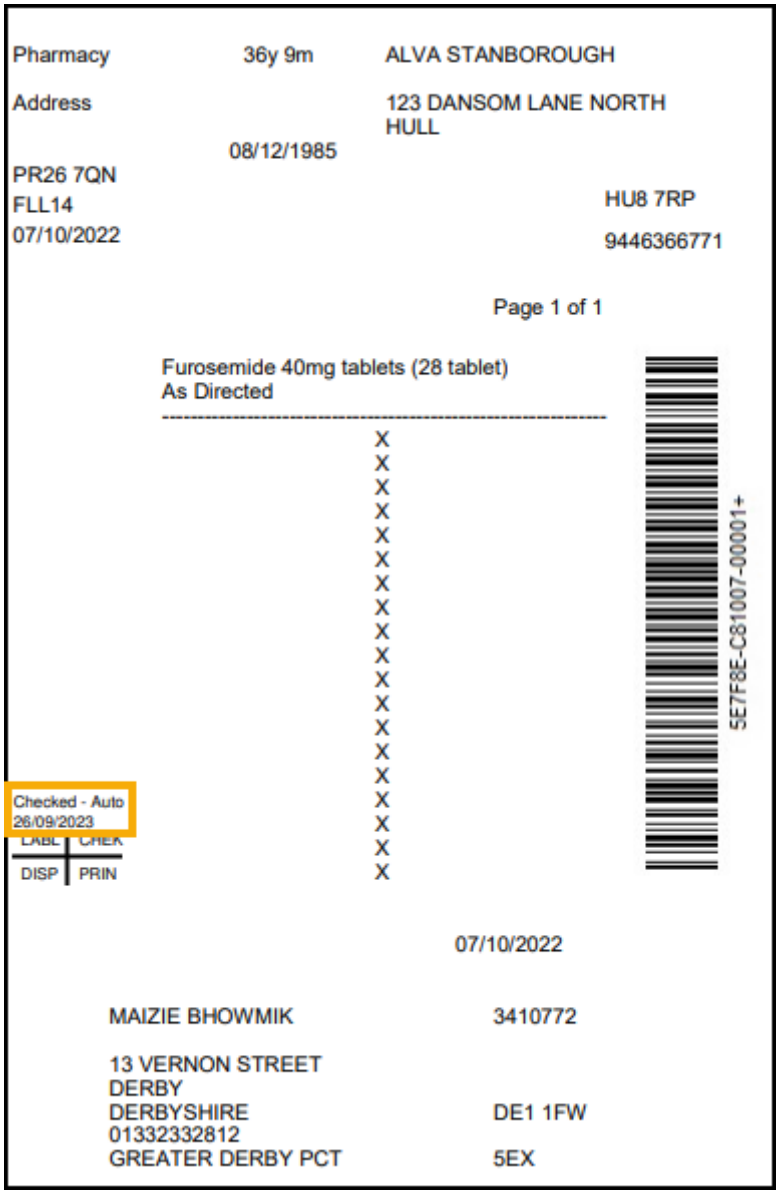
May contain sensitive data, please discard accordingly

From 21/07/2023 to 21/07/2023 Page 1 21 July 2023 14:57
Pharmacy Manager 15.7

Note - If an automated clinically checked prescription is reset, it needs to be manually checked.

Printing Dispensing Tokens after an Automated Clinical Check

If a dispensing token is printed after an automated clinical check has taken place, and the clinical check module is restricted to a user with a role of **Pharmacist**, **Checked - Auto** and the date of the check display on the dispensing token:


Pharmacy 36y 9m ALVA STANBOROUGH
Address 123 DANSOM LANE NORTH
HULL
08/12/1985
PR26 7QN HU8 7RP
FLL14 9446366771
07/10/2022
Page 1 of 1
Furosemide 40mg tablets (28 tablet)
As Directed
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
X
Checked - Auto
26/09/2023
DISP PRIN
5E7F8E-C81007-00001+
07/10/2022
MAIZIE BHOWMIK 3410772
13 VERNON STREET
DERBY
DERBYSHIRE DE1 1FW
01332332812
GREATER DERBY PCT 5EX

See **Restricting the Clinical Check Module** on page **41** for details.

Resetting a Clinically Checked Prescription

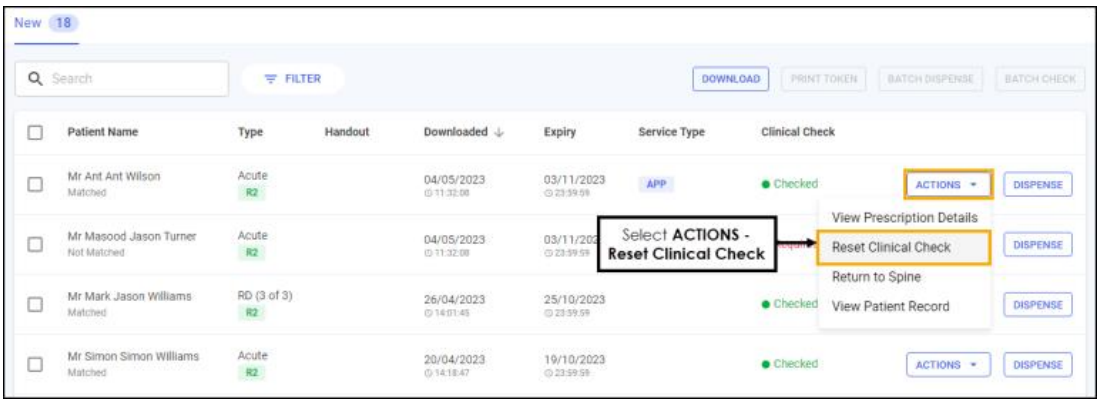
You may wish to reset the clinical check on a new prescription. This resets the status to **Requires Check** and clears the patient's history of any acknowledgements recorded during the clinical check.

To reset a clinical check on a prescription:

1. From the **Prescriptions** screen, locate the prescription you want to reset.

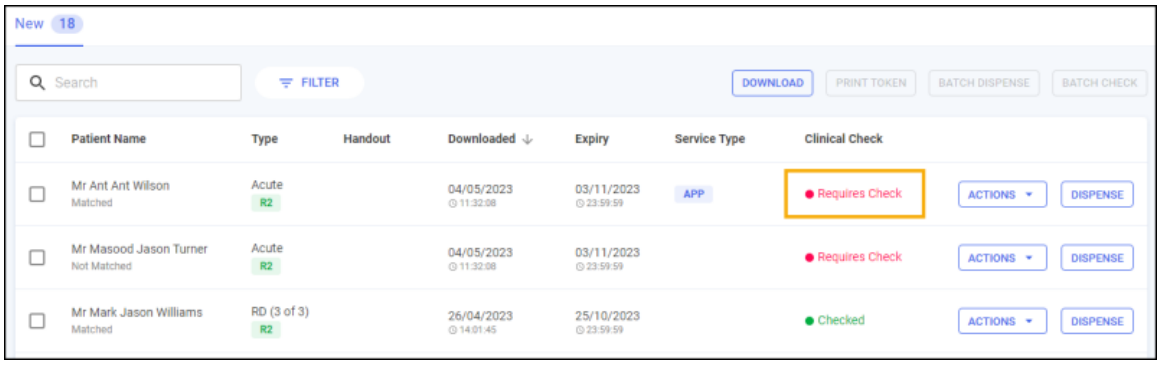
See **Searching for, Sorting and Filtering Prescriptions** on page **10** for details.

2. Select **ACTIONS - Reset Clinical Check**:



Note - **Reset Clinical Check** is only available for prescriptions with a status of **Checked**.

The clinical check is removed from the patient's history and the status of the prescription reverts to **Requires Check**:



Note - If an automated clinically checked prescription is reset, it must be manually checked before dispensing.

Dispensing Prescriptions

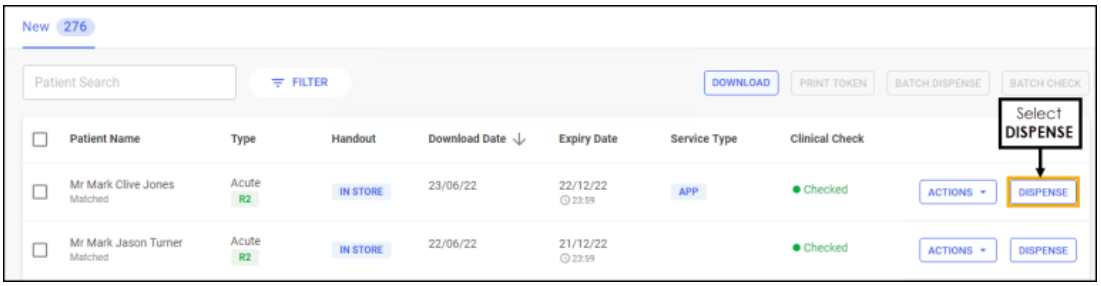
Prescriptions can be dispensed either individually or as a prescription grouping:

To dispense an individual prescription

1. Identify the prescription to dispense.

   You can search, sort and filter the prescriptions, see **Searching for, Sorting and Filtering Prescriptions** on page **10**.

2. Select **DISPENSE** DISPENSE to the right of the prescription:



   Training Tip - You do not need to select the prescription to dispense individually.

3. The **Dispensary** screen displays, dispense as normal, see Dispensing an Electronic Prescription in the **Pharmacy Manager Help Centre**.

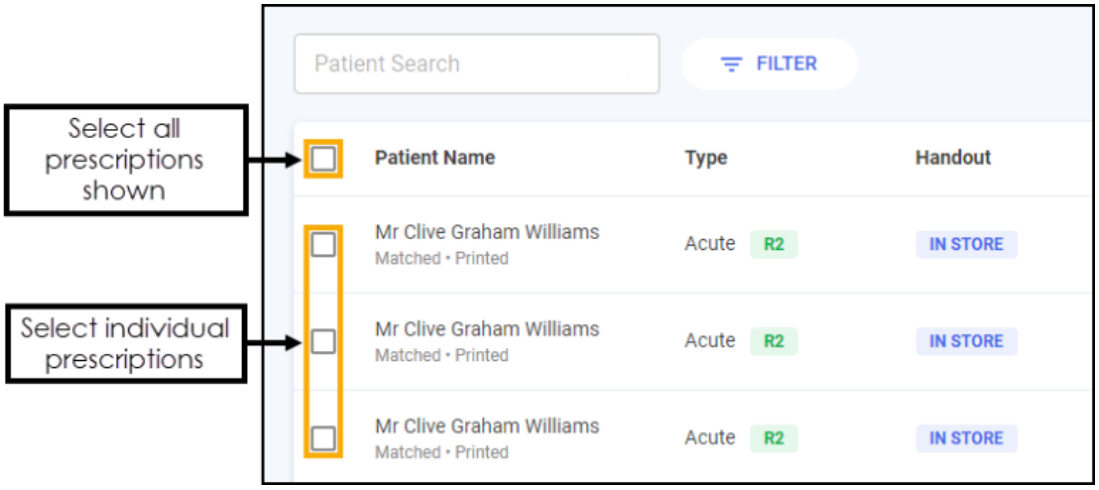
   Note - If **Fast Labelling** is enabled, the following are pre-populated: **Patient**, **Prescriber**, **Written As**, **Quantity** and **Directions**. See Fast Labelling in the **Pharmacy Manager Help Centre** for details.

   Note - If the prescriptions have been clinically checked upfront, the warnings are pre-confirmed on the **Dispensary** screen. However if anything is changed during the dispensing process, such as selecting a different item with a different DM+D code, an additional warning may display that needs to be confirmed before continuing.

To group dispense prescriptions

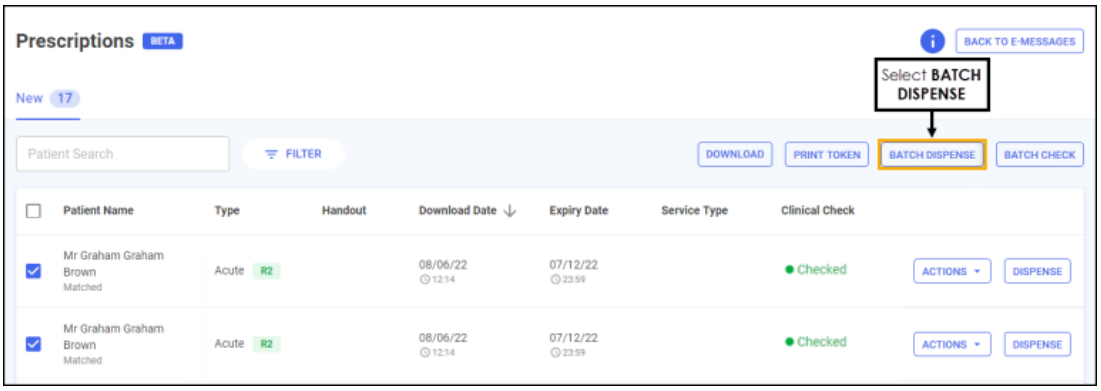
Note - You can group dispense prescriptions that are for the same patient providing they are fully or partially matched.

1. Select the prescriptions to dispense, either individually or chose the column to select all:



You can search, sort and filter the prescriptions, see **Searching for, Sorting and Filtering Prescriptions** on page **10**.

2. Select **BATCH DISPENSE** BATCH DISPENSE:



3. The **Dispensary** screen displays, dispense as normal, see Dispensing an Electronic Prescription in the **Pharmacy Manager Help Centre**.

Note - If **Fast Labelling** is enabled, the following are pre-populated: **Patient**, **Prescriber**, **Written As**, **Quantity** and **Directions**. See Fast Labelling in the **Pharmacy Manager Help Centre** for details.

Note - If the prescriptions have been clinically checked upfront, the warnings are pre-confirmed on the **Dispensary** screen. However if anything is changed during the dispensing process, such as selecting a different item with a different dm+d code, an additional warning may display that needs to be confirmed before continuing.

Note - Once dispensed the prescriptions no longer display on the **Prescriptions** screen.

Restricting the Clinical Check Module

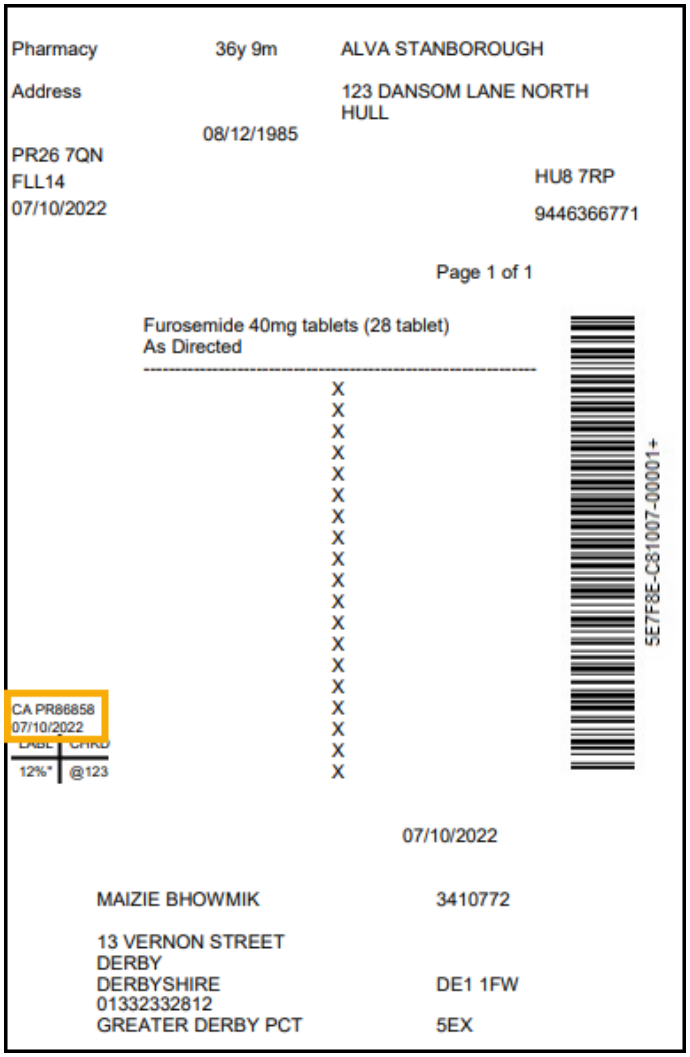
To restrict a clinical check to a Pharmacist only:

1. From the **Pharmacy Manager Toolbar**, select **System Settings - Pharmacy Details** and select the **Checking** tab.
2. In **Clinical Check Module** place a tick next to **Only allow pharmacist role access?**:

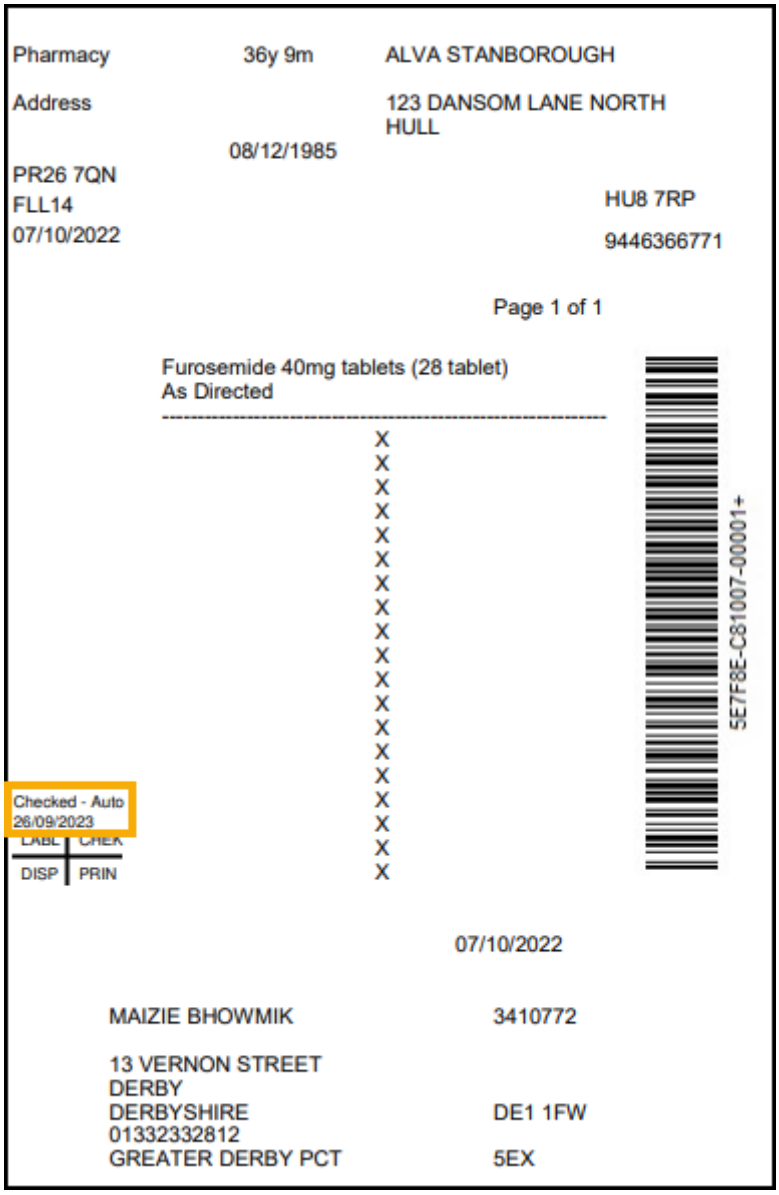
The clinical check module is now only accessible to users with a job role of **Pharmacist** set in **Tools - User Settings - User Account Management**.

See Adding a User in the **Pharmacy Manager Help Centre** for details on how to set up individual user accounts to ensure the information displayed on the dispensing token is accurate.

If a dispensing token is printed after a manual clinical check has taken place, the pharmacists initials, registration number and the date of the check display on the dispensing token:



If a dispensing token is printed after an automated clinical check has taken place, **Checked - Auto** and the date of the check display on the dispensing token:


Pharmacy 36y 9m ALVA STANBOROUGH
Address 123 DANSOM LANE NORTH
HULL
08/12/1985
PR26 7QN
FLL14 HU8 7RP
07/10/2022 9446366771
Page 1 of 1
Furosemide 40mg tablets (28 tablet)
As Directed
X
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5E7F8E-C81007-00001+
Checked - Auto
26/09/2023
DISP PRIN
07/10/2022
MAIZIE BHOWMIK 3410772
13 VERNON STREET
DERBY
DERBYSHIRE DE1 1FW
01332332812
GREATER DERBY PCT 5EX

Training Tip - An audit grid can be printed below the clinical check details, see Audit Grid in the **Pharmacy Manager** Help Centre for more information.