

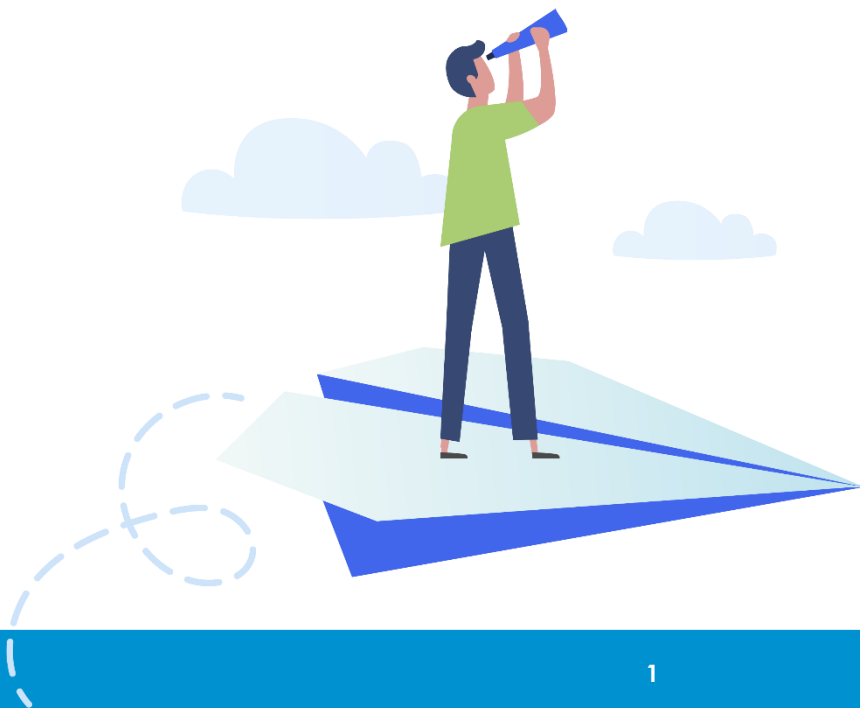


Pharmacy
Manager

Pharmacy Manager Prescriptions Screen User Guide (PM15.7 Scotland only)

Version 1.0

10 November 2023



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Registered name: In Practice Systems Limited. Registered number: 01788577

Registered address: Studio F5 Battersea Studios 1, 82 Silverthorne Road, London SW8 3HE

Website: <https://www.cegedim-healthcare.co.uk/>

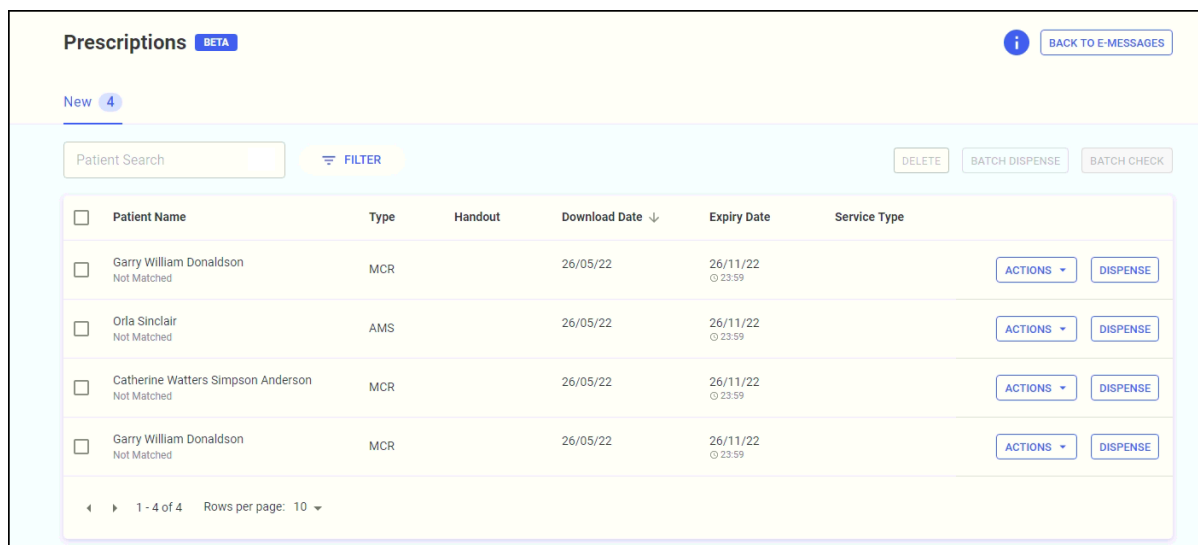


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Prescriptions Screen (Scotland)

We have introduced a **Prescriptions** screen in Scotland to view and manage new prescriptions in **Pharmacy Manager**:



Prescriptions BETA BACK TO E-MESSAGES

New 4

Patient Search FILTER DELETE BATCH DISPENSE BATCH CHECK

<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type
<input type="checkbox"/>	Garry William Donaldson Not Matched	MCR		26/05/22	26/11/22 ⌚ 23:59	ACTIONS DISPENSE
<input type="checkbox"/>	Orla Sinclair Not Matched	AMS		26/05/22	26/11/22 ⌚ 23:59	ACTIONS DISPENSE
<input type="checkbox"/>	Catherine Watters Simpson Anderson Not Matched	MCR		26/05/22	26/11/22 ⌚ 23:59	ACTIONS DISPENSE
<input type="checkbox"/>	Garry William Donaldson Not Matched	MCR		26/05/22	26/11/22 ⌚ 23:59	ACTIONS DISPENSE

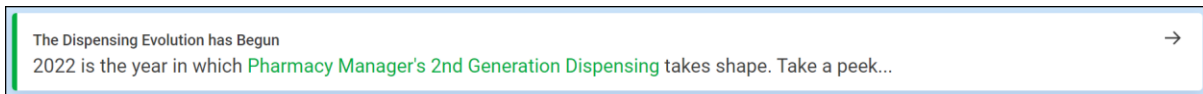
1 - 4 of 4 Rows per page: 10


For more information, see the following:

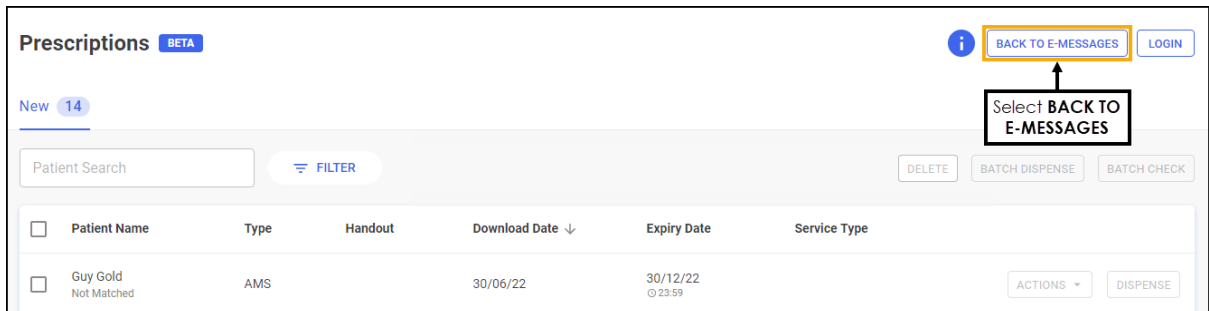
- [Accessing the Prescriptions Screen](#) on page 5
- [Logging in to ePharmacy](#) on page 6
- [Viewing the Prescriptions screen](#) on page 7
- [Matching Patients](#) on page 10
- [Searching for, Sorting and Filtering Prescriptions](#) on page 12
- [Scanning Prescriptions](#) on page 16
- [Clinical Check](#) on page 18
- [Resetting a Clinically Checked Prescription](#) on page 27
- [Dispensing Prescriptions](#) on page 27
- [Restricting the Clinical Check Module](#) on page 31

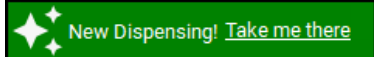
Accessing the Prescriptions Screen

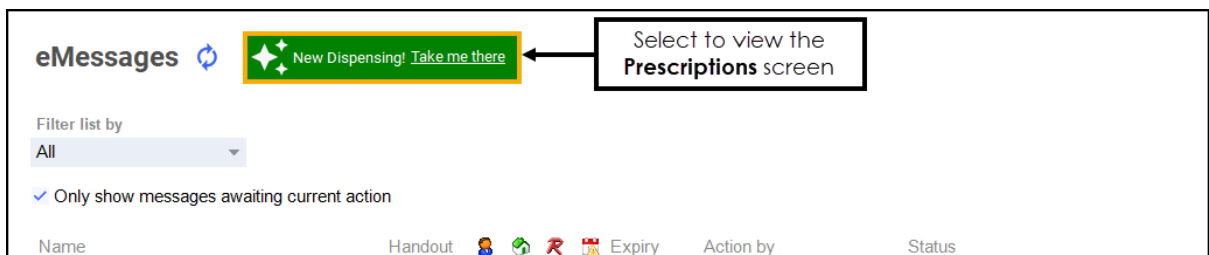
To access the **Prescriptions** screen from the **Pharmacy Manager Dashboard**, select **The Dispensing Evolution has Begun** file:



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



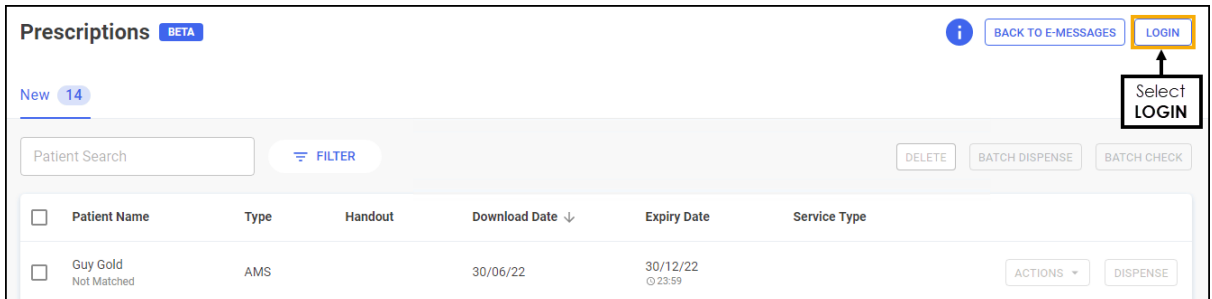
- To return to the **Prescriptions** screen, from the existing **eMessages** screen, select **New Dispensing! Take me there** :



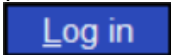
Logging in to ePharmacy

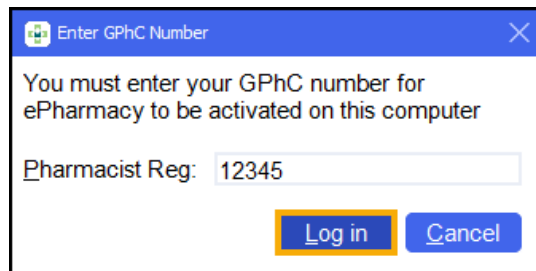
Before you can do anything on the **Prescriptions** screen you must log in to **ePharmacy**:

1. From the **Prescriptions** screen, select **LOGIN** .



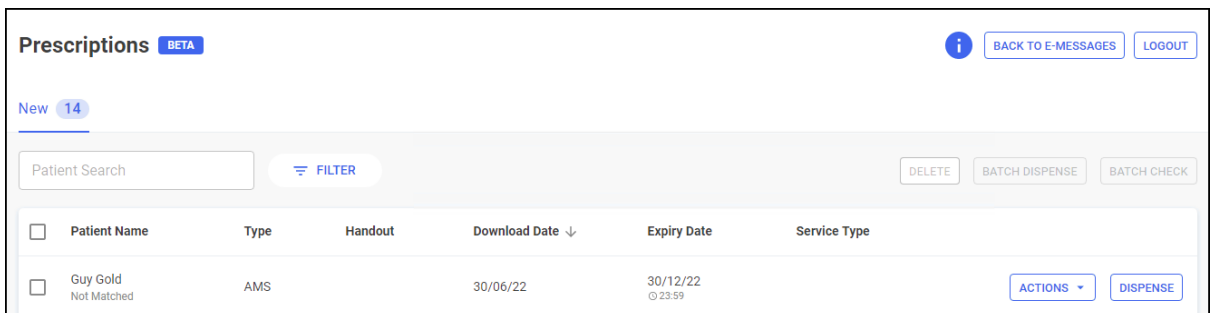
The screenshot shows the 'Prescriptions' screen with a 'LOGIN' button in the top right corner. A callout box labeled 'Select LOGIN' points to this button. The screen also shows a 'Patient Search' field, a 'FILTER' button, and a table with columns: Patient Name, Type, Handout, Download Date, Expiry Date, and Service Type. A single row is visible for 'Guy Gold' with a 'Not Matched' status.

2. The **Enter GPhC Number** screen displays. Enter the **GPhC number** of the pharmacist on duty and select **Log in** .



The dialog box is titled 'Enter GPhC Number' and contains the text: 'You must enter your GPhC number for ePharmacy to be activated on this computer'. Below this text is a text input field labeled 'Pharmacist Reg:' containing the value '12345'. At the bottom of the dialog are two buttons: 'Log in' and 'Cancel'.


3. The **Prescription** screen now displays with all options available:



The screenshot shows the 'Prescriptions' screen after login. The 'LOGIN' button has been replaced by a 'LOGOUT' button. The 'Patient Search' field, 'FILTER' button, and table are still present. The table now shows a 'DISPENSE' button for the 'Guy Gold' entry. The 'ACTIONS' dropdown menu is also visible.

Viewing the Prescriptions Screen

The **Prescriptions** screen displays all new 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 12 for more 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:

<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type	Clinical Check
<input type="checkbox"/>	Guy Gold Matched	AMS		05/07/22	05/01/23 ⌚ 23:59		● Checked ACTIONS DISPENSE
<input type="checkbox"/>	IAN POOLE Matched	MCR		29/06/22	29/12/22 ⌚ 23:59		● Checked ACTIONS DISPENSE

- **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**.
- **Type** - Displays the type of prescription, whether it is **AMS** or **MCR**. Additional information displays underneath:
 - **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 ⌚ 16:47	14/09/22 21 Days	
	10/03/22 ⌚ 17:59	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 ⌚ 12:30	28/03/22 Expired	APP
	01/03/22 ⌚ 11:42	28/08/22 4 Days	

- **Service Type** - Displays any relevant services that the patient uses, for example, **APP**, **MCR** 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:

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check	
<input type="checkbox"/>	VICTORIA GRIEVE Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Requires Check	<div style="border: 1px solid orange; padding: 2px;"> ACTIONS ▾ </div> <div style="border: 1px solid orange; padding: 2px;"> View Prescription Details Clinically Check Re-request Delete Complete View Patient Record </div>
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Checked	DISPENSE
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Checked	DISPENSE

1 - 3 of 3 Rows per page: 10 ▾

- **ACTIONS:**

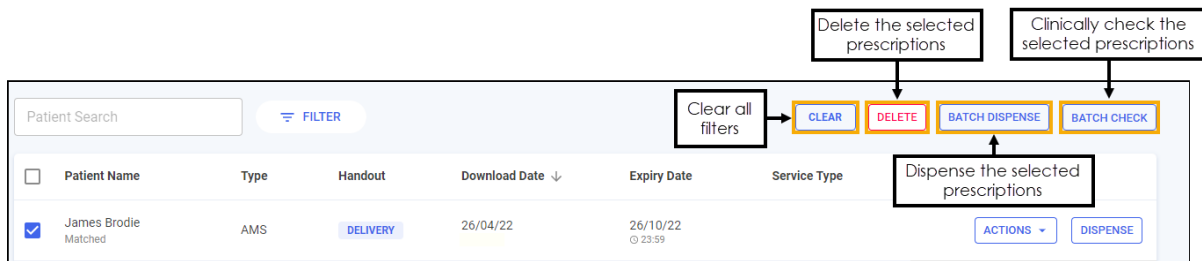
- **View Prescription Details** - Select to view the prescription, this opens the **eMessage Details** screen, see [eMessage Details Screen](#) in the **Pharmacy Manager Help Centre** for more details. From here you can match the patient if required, see [Matching Patients](#) on page **10** for more details.
- **Clinically Check** - Select to clinically check the prescription, this opens the **Clinical Check** screen, see [Clinical Check](#) on page **18** for more 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 **27** for details.
- **Re-request** - Select to re-request prescription information from the ePMS.
- **Delete** - Select to abandon the supply and delete the prescription.
- **Complete** - Select to mark the message as complete, this clears the prescription from the **Prescriptions** screen.
- **View Patient Record** - Matched patients only, select to open the **Patient Details** screen.
- **DISPENSE** - Dispense the individual prescription, see [Dispensing Prescriptions](#) on page **18** for more 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:




The screenshot shows the top of a table with columns: Patient Name, Type, Handout, Download Date, Expiry Date, and Service Type. A row for 'James Brodie' is selected. Above the table, there are buttons for 'CLEAR', 'DELETE', 'BATCH DISPENSE', and 'BATCH CHECK'. Annotations with arrows point to these buttons: 'Delete the selected prescriptions' points to DELETE, 'Clinically check the selected prescriptions' points to BATCH CHECK, 'Clear all filters' points to CLEAR, and 'Dispense the selected prescriptions' points to BATCH DISPENSE. There is also a 'DISPENSE' button at the bottom right of the table row.

- **CLEAR** - Select to clear all filters.
- **DELETE** - Select to abandon the supply and delete the selected prescription.
- **BATCH DISPENSE** - Select to dispense as a prescription grouping, see [Dispensing Prescriptions](#) on page 18 for more 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](#) on page 18 for more details.
-

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

Matching Patients

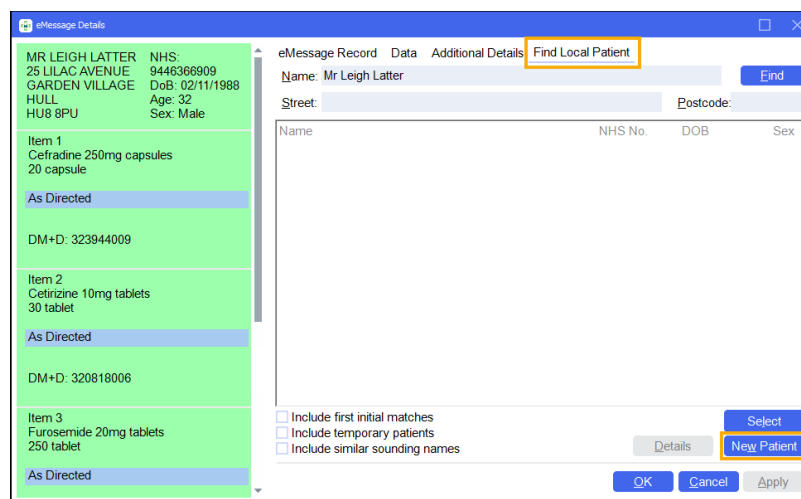
Some prescriptions display as **Partial Match** or **Not Matched**, you can dispense an unmatched prescription in the usual way.


To match a prescription to a patient:

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


<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check	
<input type="checkbox"/>	VICTORIA GRIEVE Matched	MCR		16/01/2023	16/07/2023 (23:59:59)		Requires Check	<input type="button" value="ACTIONS"/> <input type="button" value="DISPENSE"/>
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 (23:59:59)		Checked	<input type="button" value="View Prescription Details"/> <input type="button" value="DISPENSE"/>
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 (23:59:59)		Checked	<input type="button" value="Clinically Check"/> <input type="button" value="DISPENSE"/>
								<input type="button" value="Re-request"/>
								<input type="button" value="Delete"/>
								<input type="button" value="Complete"/>
								<input type="button" value="View Patient Record"/>

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



 **Note** - The image above displays an English prescription, the screen differs for Scottish prescriptions however the **Find Local Patient** tab remains the same.

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

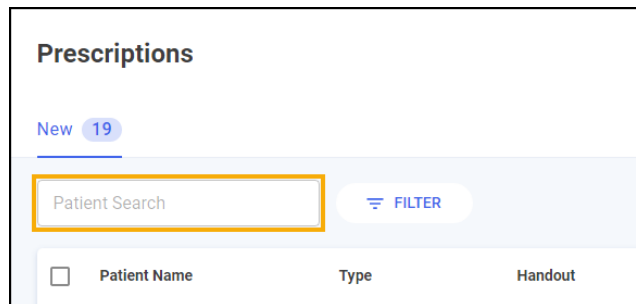
Searching for, Sorting and Filtering Prescriptions

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:



The screenshot shows the 'Prescriptions' interface. At the top, it says 'New 19'. Below that is a search bar labeled 'Patient Search' which is highlighted with a yellow border. To the right of the search bar is a 'FILTER' button with a funnel icon. Below the search bar, there are three columns: 'Patient Name', 'Type', and 'Handout', each with a checkbox to its left.

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**.

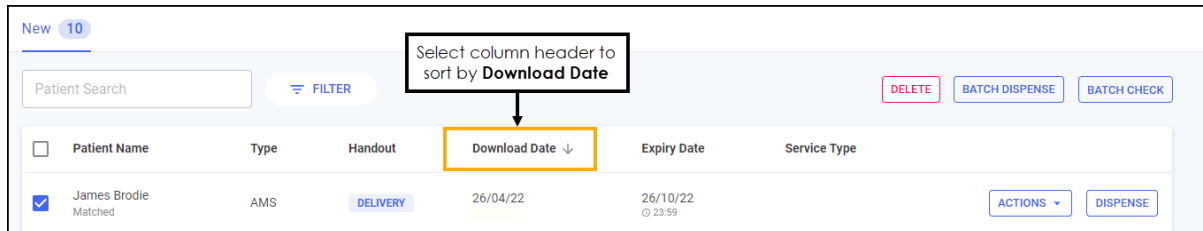


Note - Users can also search for a patient by their CHI number.

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** ↓.



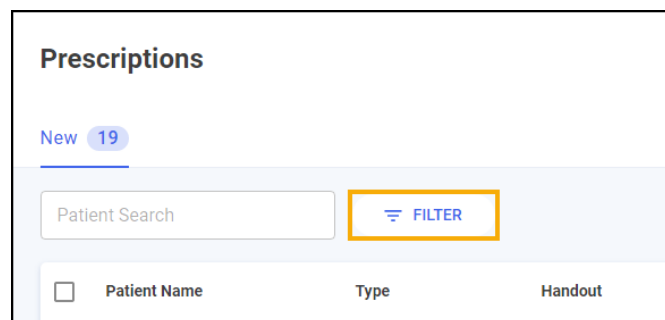
FILTER **DELETE** **BATCH DISPENSE** **BATCH CHECK**

<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type
<input checked="" type="checkbox"/>	James Brodie Matched	AMS	DELIVERY	26/04/22	26/10/22 ⌚ 23:59	ACTIONS DISPENSE

Filtering Prescriptions

To filter the prescriptions:

- From the **Prescriptions** screen, select **FILTER** **FILTER**:



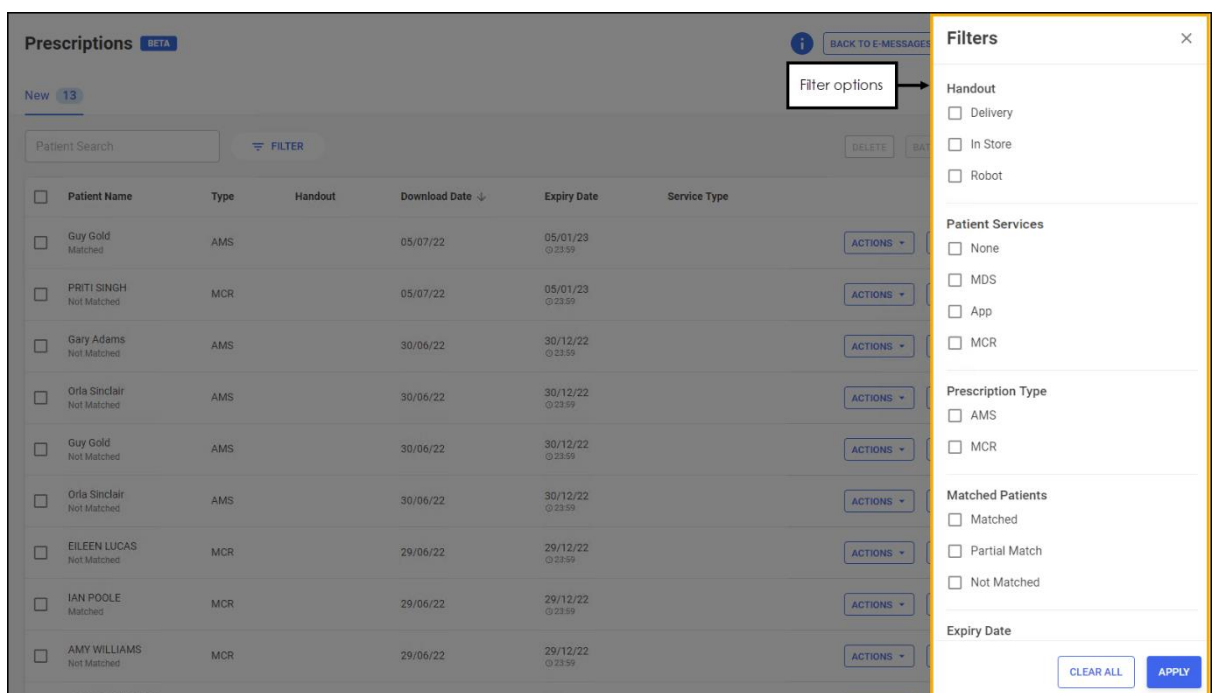
Prescriptions

New 19

FILTER

<input type="checkbox"/>	Patient Name	Type	Handout
--------------------------	--------------	------	---------

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



Prescriptions **BETA** **BACK TO E-MESSAGE**

New 13 **Filter options** **DELETE** **BA**

FILTER

<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type
<input type="checkbox"/>	Guy Gold Matched	AMS		05/07/22	05/01/23 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	PRITI SINGH Not Matched	MCR		05/07/22	05/01/23 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	Gary Adams Not Matched	AMS		30/06/22	30/12/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	Orla Sinclair Not Matched	AMS		30/06/22	30/12/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	Guy Gold Not Matched	AMS		30/06/22	30/12/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	Orla Sinclair Not Matched	AMS		30/06/22	30/12/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	EILEEN LUCAS Not Matched	MCR		29/06/22	29/12/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	IAN POOLE Matched	MCR		29/06/22	29/12/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/>	AMY WILLIAMS Not Matched	MCR		29/06/22	29/12/22 ⌚ 23:59	ACTIONS

Filters ×

Handout

Delivery

In Store

Robot

Patient Services

None

MDS

App

MCR

Prescription Type

AMS

MCR

Matched Patients

Matched

Partial Match

Not Matched

Expiry Date

CLEAR ALL **APPLY**

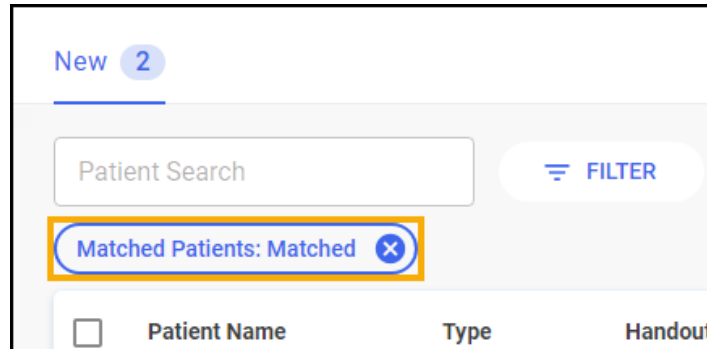
- **Handout:**
 - **Delivery**
 - **In Store**
 - **Robot**
- **Patient Services:**
 - **None**
 - **MDS**
 - **App**
 - **MCR**
- **Prescription Type:**
 - **AMS**
 - **MCR**
- **Matched Patients:**
 - **Matched**
 - **Partial Match**
 - **Not Matched**
- **Clinical Check:**
 - **Requires Check** - Prescriptions that have not been clinically checked yet.
 - **Checked** - Prescriptions that have been successfully clinically checked.
- **Expiry Date** - Set the **From** and/or **To** dates.
- **Download Date** - Set the **From** and/or **To** dates.



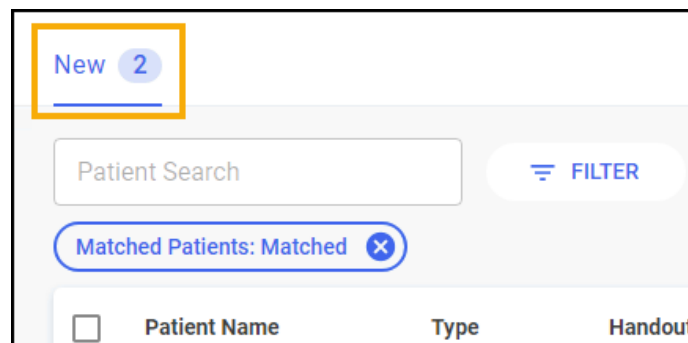
Note - You can select multiple filters.

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

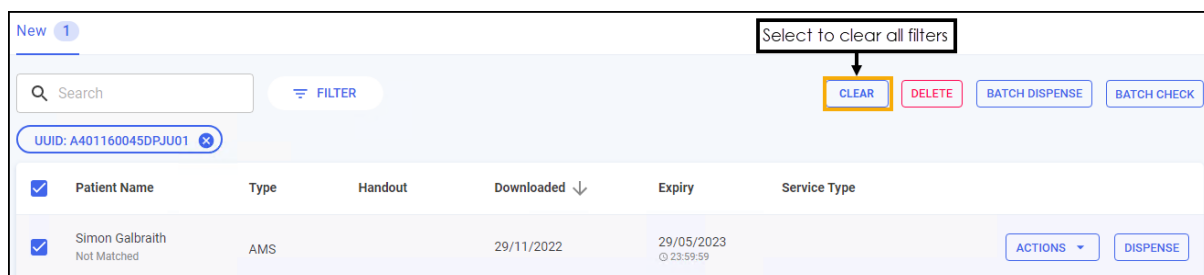
The filter criteria displays below **Patient Search**, select the filter criteria to remove it:



Please note the number of prescriptions displayed changes according to the search criteria:



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



Scanning Prescriptions

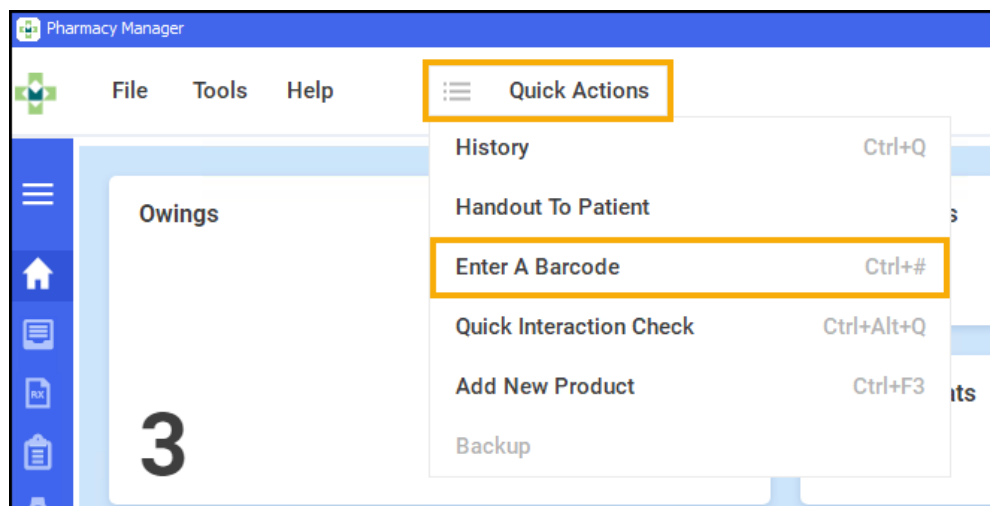
We have introduced a scanning function to the **Prescriptions** screen to allow you to quickly and easily locate prescriptions to dispense. Prescriptions can be scanned with a barcode scanner or if no scanner is available you can manually enter the prescription **Universally Unique Identifier (UUID)**.

Manually Entering a Barcode

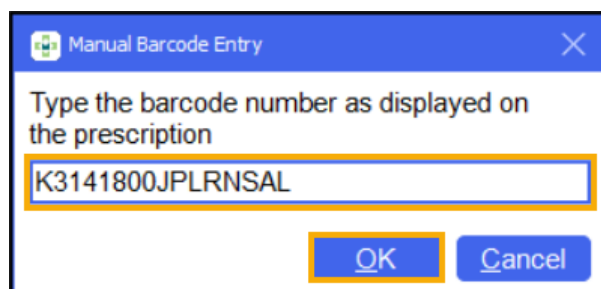
If scanning the barcode of a prescription is not an option, for example, if no scanner is available, you can enter the barcode.

To manually enter a barcode:

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



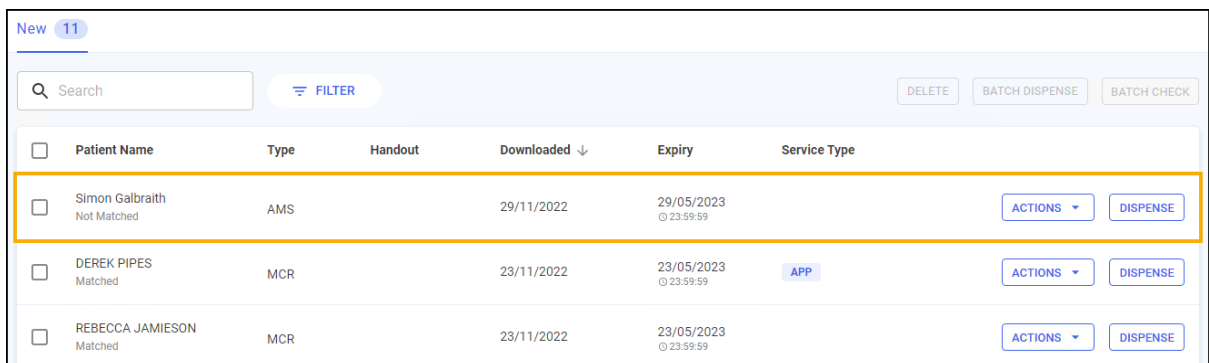
2. The **Manual Barcode Entry** screen displays. Enter the barcode number from the prescription and select **OK** 



Scanning a Barcode

To scan a barcode:


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



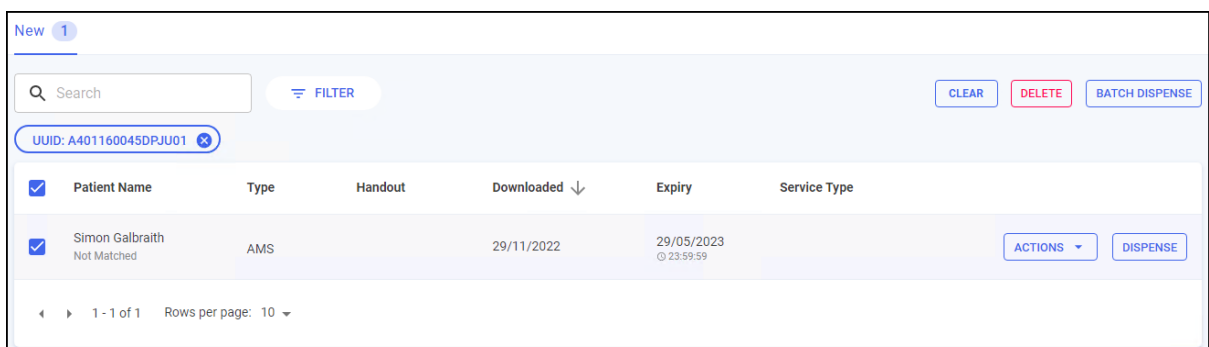
New 11

Search FILTER DELETE BATCH DISPENSE BATCH CHECK

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	
<input type="checkbox"/>	Simon Galbraith Not Matched	AMS		29/11/2022	29/05/2023 ⌚ 23:59:59		ACTIONS DISPENSE
<input type="checkbox"/>	DEREK PIPES Matched	MCR		23/11/2022	23/05/2023 ⌚ 23:59:59	APP	ACTIONS DISPENSE
<input type="checkbox"/>	REBECCA JAMIESON Matched	MCR		23/11/2022	23/05/2023 ⌚ 23:59:59		ACTIONS DISPENSE

 **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:



New 1

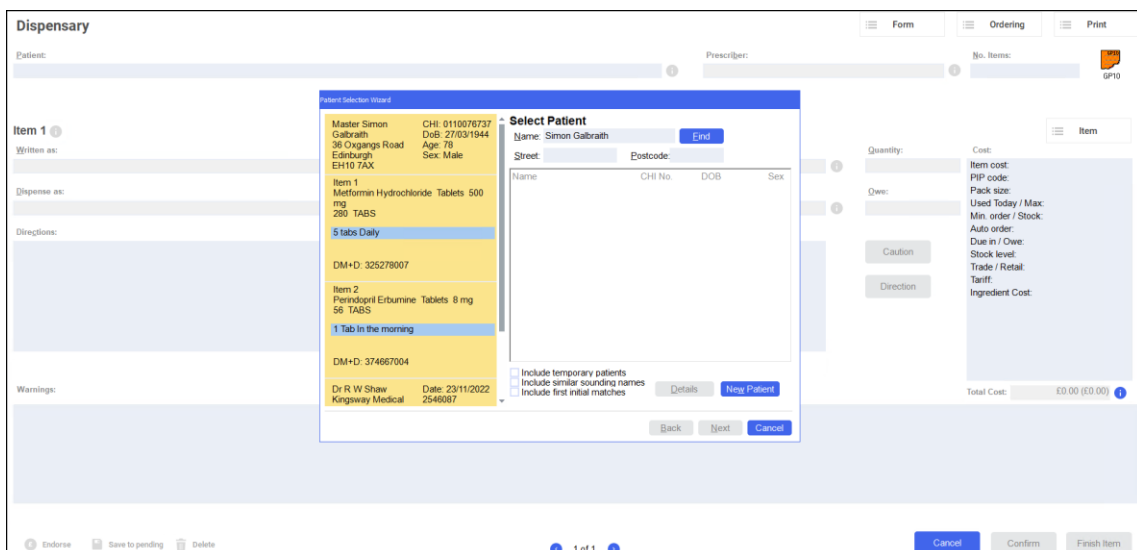
Search FILTER CLEAR DELETE BATCH DISPENSE

UUID: A401160045DPJU01

<input checked="" type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	
<input checked="" type="checkbox"/>	Simon Galbraith Not Matched	AMS		29/11/2022	29/05/2023 ⌚ 23:59:59		ACTIONS DISPENSE

1 - 1 of 1 Rows per page: 10

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



Dispensary Form Ordering Print

Patient: Prescriber: No. Items: GP10

Item 1
Written as:
Dispense as:
Directions:
Warnings:

Patient Selection Wizard

Master Simon Galbraith CHI: 0110076737 DoB: 27/03/1944 Age: 79 Sex: Male
39 Otago Road Edinburgh EH10 7AX
Item 1 Metformin Hydrochloride Tablets 500 mg 280 TABS
5 tabs Daily
DM+D: 325278007
Item 2 Perindopril Erbumine Tablets 8 mg 56 TABS
1 Tab In the morning
DM+D: 374667004
Dr R W Shaw Date: 23/11/2022 2546087
Kingway Medical

Select Patient

Name: Simon Galbraith End

Street: Postcode:

Name CHI No. DOB Sex

Include temporary patients
Include similar sounding names
Include first initial matches Details New Patient

Back Next Cancel

Quantity: Cost:
Item cost:
PIP code:
Pack size:
Used Today / Max:
Min. order / Stock:
Auto order:
Due in / Owe:
Stock level:
Trade / Retail:
Tariff:
Ingredient Cost:

Total Cost: £0.00 (£0.00)

Endorse Save to pending Delete 1 of 1 Cancel Confirm Finish Item

Clinical Check

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 **31** 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:

- 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:

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check	
<input type="checkbox"/>	VICTORIA GRIEVE Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Requires Check	<div style="border: 1px solid orange; padding: 2px;">ACTIONS ▾</div> <div style="border: 1px solid orange; padding: 2px;">DISPENSE</div>
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Checked	<div style="border: 1px solid orange; padding: 2px;">View Prescription Details</div> <div style="border: 1px solid orange; padding: 2px;">Clinically Check</div> <div style="border: 1px solid orange; padding: 2px;">DISPENSE</div>
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Checked	<div style="border: 1px solid orange; padding: 2px;">Re-request</div> <div style="border: 1px solid orange; padding: 2px;">Delete</div> <div style="border: 1px solid orange; padding: 2px;">DISPENSE</div>
								<div style="border: 1px solid orange; padding: 2px;">Complete</div> <div style="border: 1px solid orange; padding: 2px;">View Patient Record</div>

1 - 3 of 3 Rows per page: 10 ▾



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:

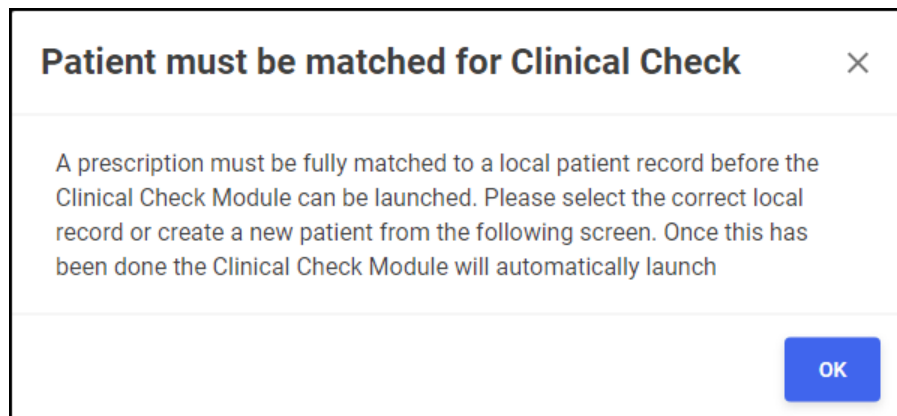
<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type	
<input checked="" type="checkbox"/>	James Brodie Matched	AMS	DELIVERY	26/04/22	26/10/22 ⌚ 23:59		<div style="border: 1px solid orange; padding: 2px;">ACTIONS ▾</div> <div style="border: 1px solid orange; padding: 2px;">DISPENSE</div>

DELETE
BATCH DISPENSE
BATCH CHECK


Select **BATCH CHECK**

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

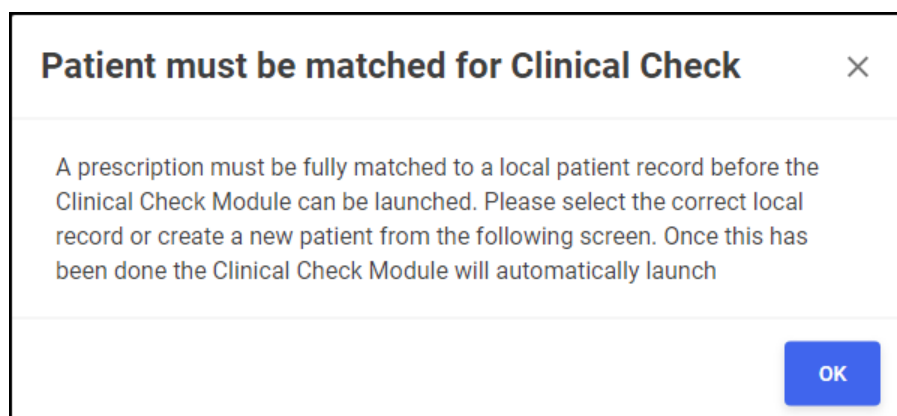
Clinically Check – Unmatched Patient




Select **OK**  to open the **eMessage Details - Find Local Patient** screen and search for a patient, see [Matching Patients](#) on page 11 for more details. The clinical check continues after matching the patient record.

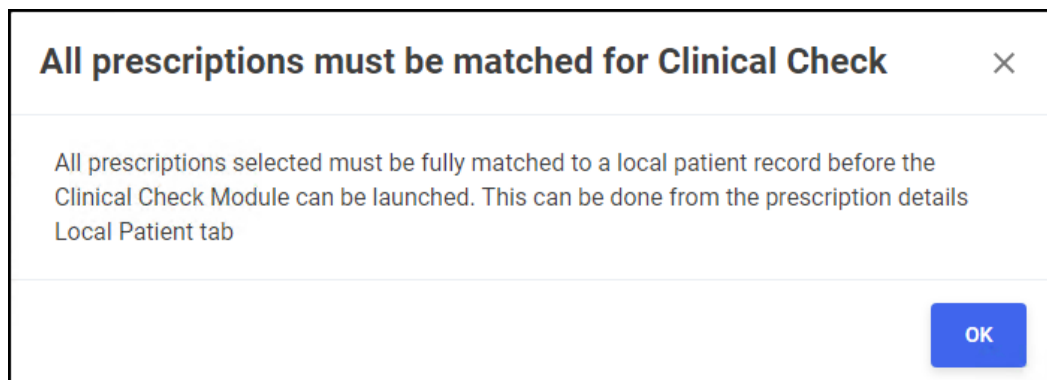
 **Note** - If you do not match the patient you are redirected to the **Prescriptions** screen.


Clinically Check - Partially Matched Patient



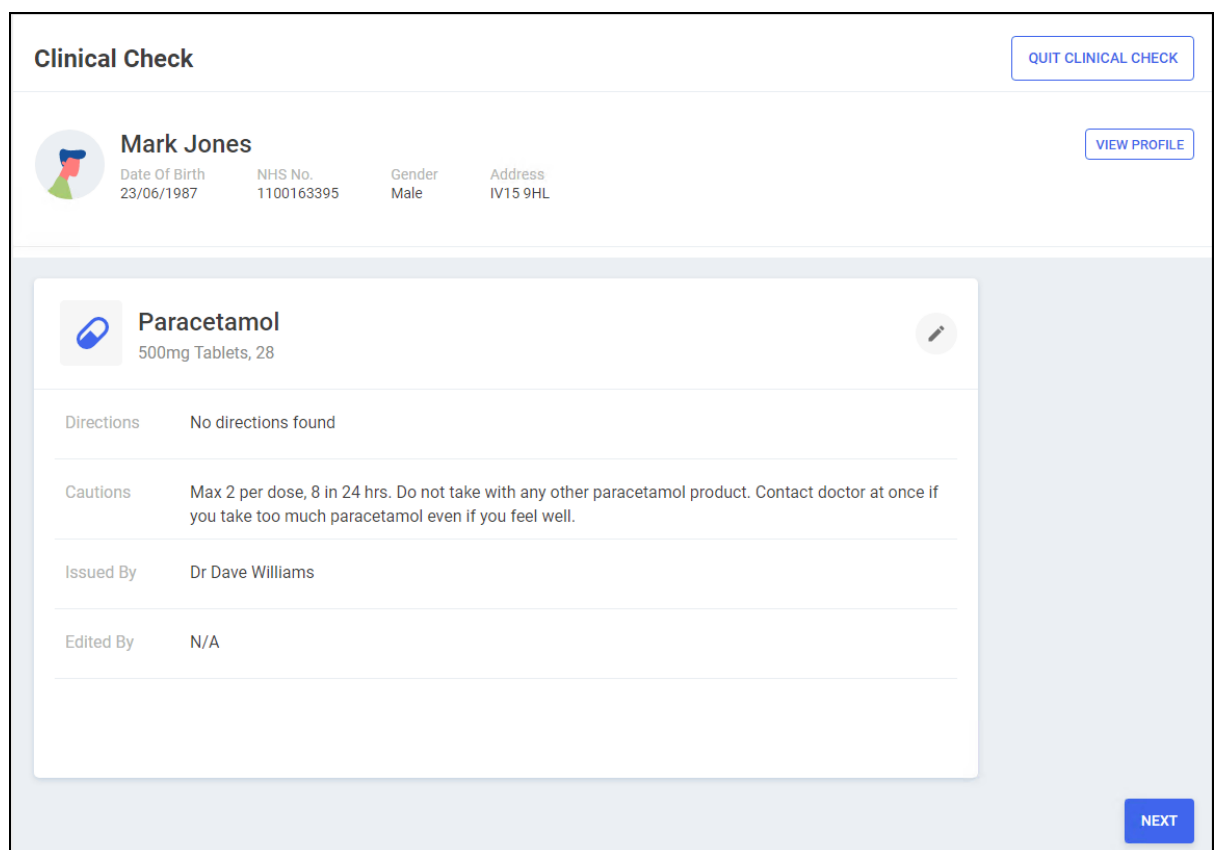
Select **OK**  to open the **eMessage Details** screen and search for a patient, see [Matching Patients](#) on page 11 for more details. The clinical check continues after matching the patient record.

Batch Check



The batch of prescriptions you have selected includes an unmatched or partially matched patient, select **OK**  to return to the **Prescriptions** screen and match the patient, see [Matching Patients](#) on page [11](#) for more details.

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

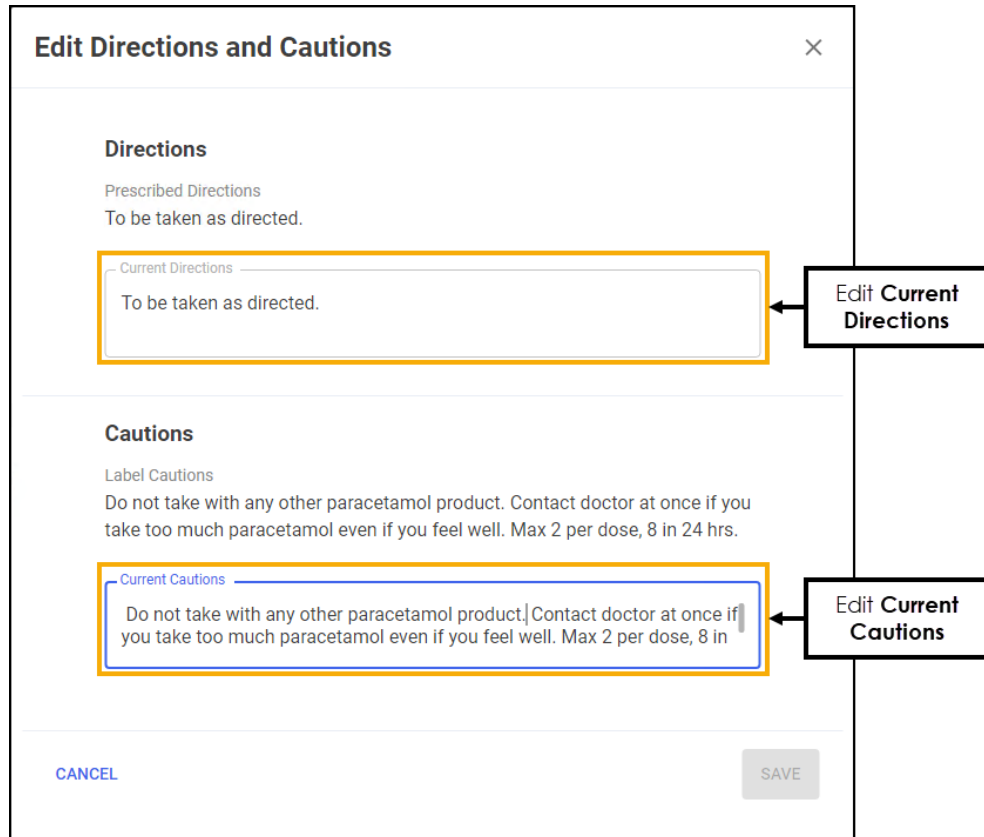


Check the details are correct and if required you can do the following:

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:



Edit Directions and Cautions ×

Directions

Prescribed Directions
To be taken as directed.

Current Directions
To be taken as directed.

Cautions


Label Cautions
Do not take with any other paracetamol product. Contact doctor at once if you take too much paracetamol even if you feel well. Max 2 per dose, 8 in 24 hrs.

Current Cautions
Do not take with any other paracetamol product. Contact doctor at once if you take too much paracetamol even if you feel well. Max 2 per dose, 8 in


CANCEL SAVE

Edit Current Directions


Edit Current Cautions

- b. Enter new directions in **Current Directions** where required.
- c. Enter new cautions in **Current Cautions** where required.
- d. Select **SAVE** .

View the Patient's Profile

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

Clinical Check [QUIT CLINICAL CHECK](#)



Mark Jones

Date Of Birth: 23/06/1987 NHS No.: 1100163395 Gender: Male Address: IV15 9HL

Select to view the patient's profile → [VIEW PROFILE](#)

[Major Warnings](#)
[Minor Warnings](#)
[Potential Warnings](#) 6

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

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

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
Keral 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:

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:


Date/Time	Completed By	Warnings	Items
21/04/22 11:10	cegedim	Major Interaction	Paracetamol 500mg Tablets

1 - 1 of 1 Rows per page: 10

The screen displays the following:

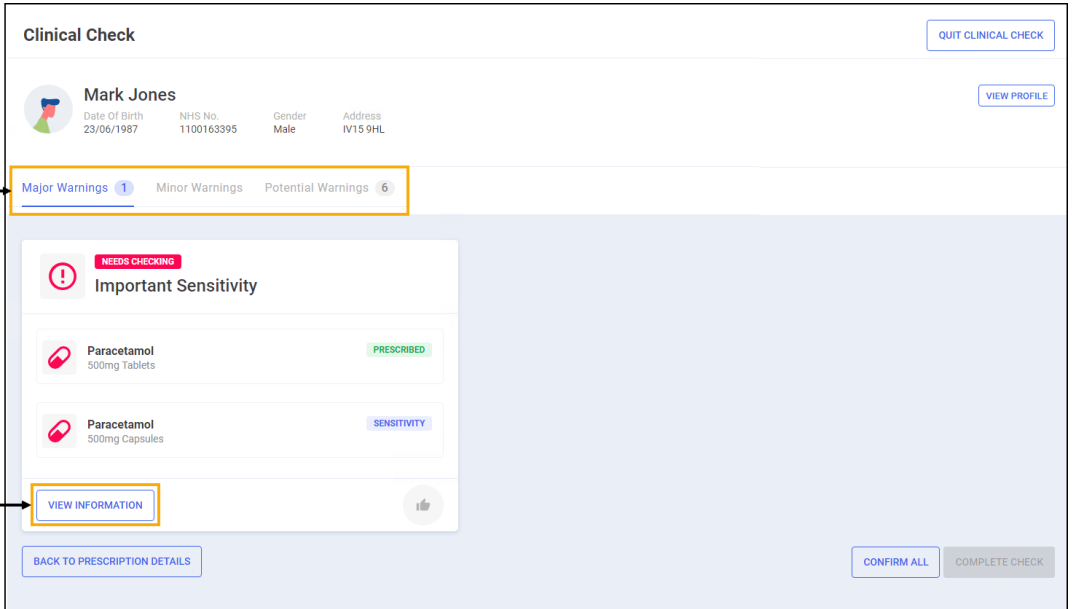
- **Date/Time** - The date and time of the check.
- **Completed By** - Who was logged in when the check was completed.
- **Warnings** - Type of warning.
- **Items** - The items on the prescription.

Abandon the clinical check

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

4. Select **NEXT**  to proceed to the **Warnings** screen.

5. The **Warnings** screen displays:



Clinical Check QUIT CLINICAL CHECK

Mark Jones VIEW PROFILE

Date Of Birth: 23/06/1987 | NHS No.: 1100163395 | Gender: Male | Address: IV15 9HL

Warning Tabs: **Major Warnings 1** | Minor Warnings | Potential Warnings 6

NEEDS CHECKING

Important Sensitivity


- Paracetamol 500mg Tablets PRESCRIBED
- Paracetamol 500mg Capsules SENSITIVITY

select to view more information → VIEW INFORMATION

BACK TO PRESCRIPTION DETAILS CONFIRM ALL COMPLETE CHECK

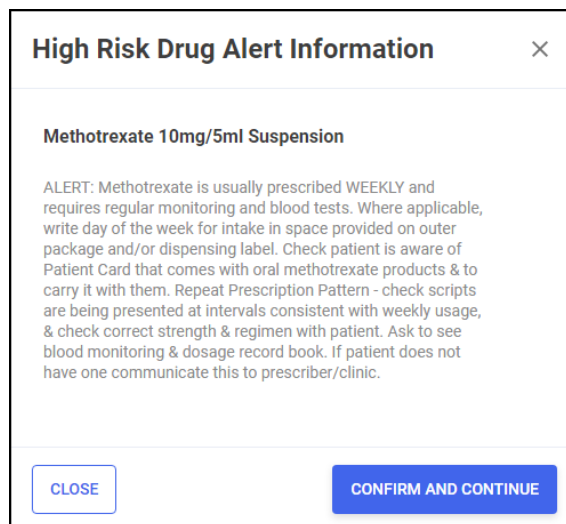
The screen is split into three tabs, **Major Warnings**, **Minor Warnings** and **Potential Warnings**. Select each tab in turn and then select **VIEW**

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 more 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** :





High Risk Drug Alert Information ×

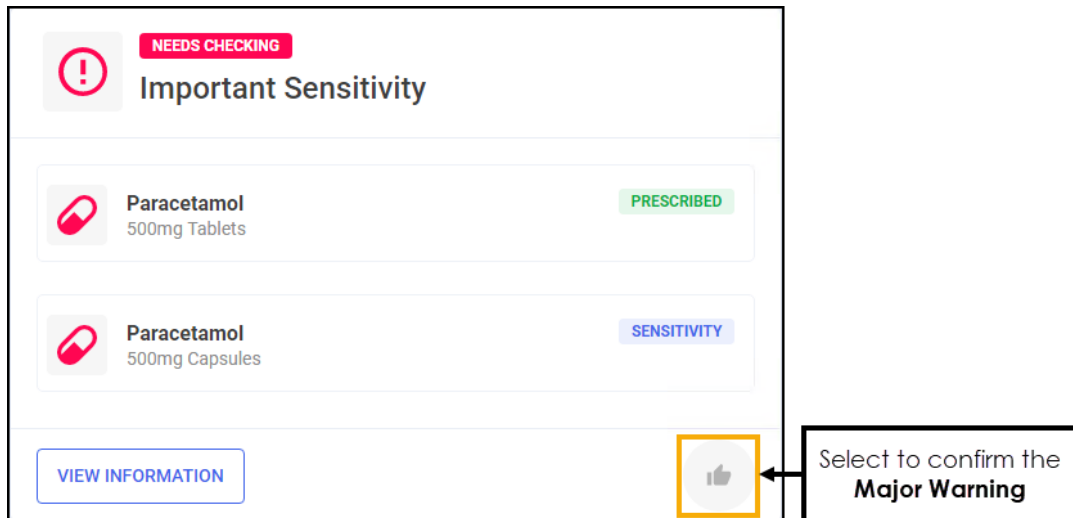
Methotrexate 10mg/5ml Suspension

ALERT: Methotrexate is usually prescribed WEEKLY and requires regular monitoring and blood tests. Where applicable, write day of the week for intake in space provided on outer package and/or dispensing label. Check patient is aware of Patient Card that comes with oral methotrexate products & to carry it with them. Repeat Prescription Pattern - check scripts are being presented at intervals consistent with weekly usage, & check correct strength & regimen with patient. Ask to see blood monitoring & dosage record book. If patient does not have one communicate this to prescriber/clinic.

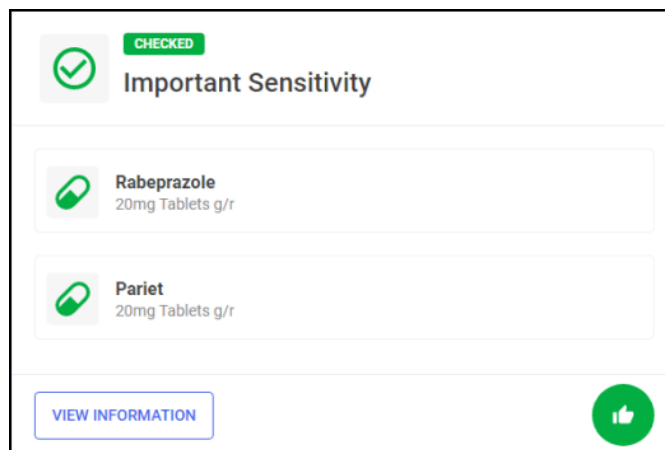
 


The **High Risk Drug Alert** is confirmed. Select **CLOSE**  to close the screen.

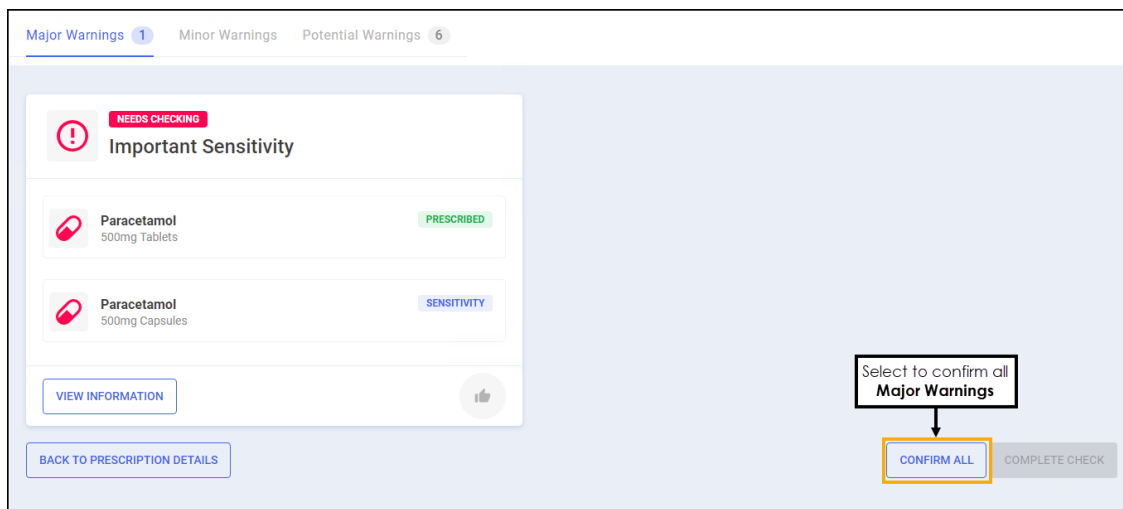
7. All **Major Warnings** must be confirmed before you can proceed. To confirm a **Major Warning** select **Confirm**  or press **F11** on your keyboard:



The status changes to **Checked**:



8. To confirm all **Major Warnings** at the same time, select **CONFIRM ALL**  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**:

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check		
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 Ⓞ 23:59:59		● Checked	ACTIONS ▾	DISPENSE
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 Ⓞ 23:59:59		● Checked	ACTIONS ▾	DISPENSE



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](#) in the **Pharmacy Manager Help Centre** and [Resetting a Clinically Checked Prescription](#) on page **27** for details.

Resetting a Clinically Checked Prescription

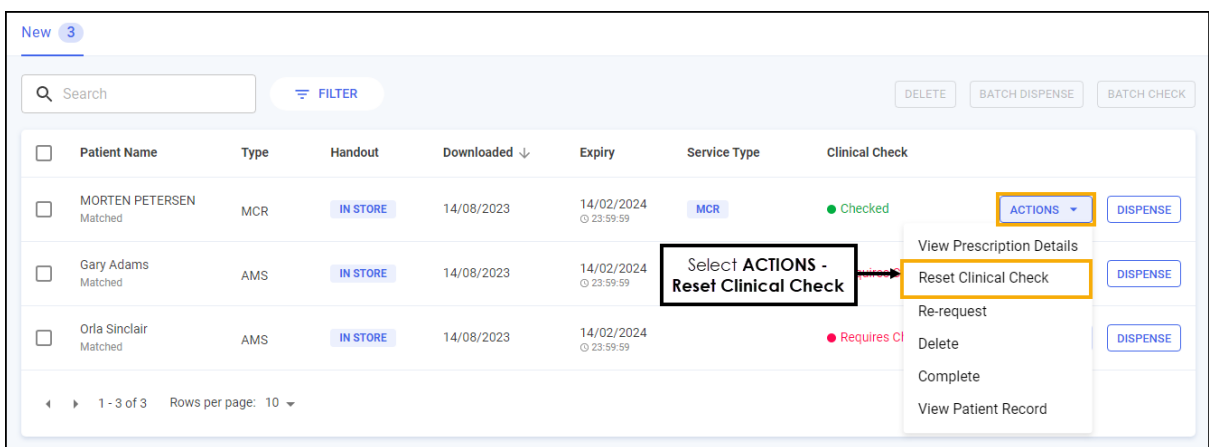
You may wish to reset the clinical check on a new prescription. This resets the status to **Requires Check** and clears the patient's history of any acknowledgements recorded during the clinical check.

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 12 for details.

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

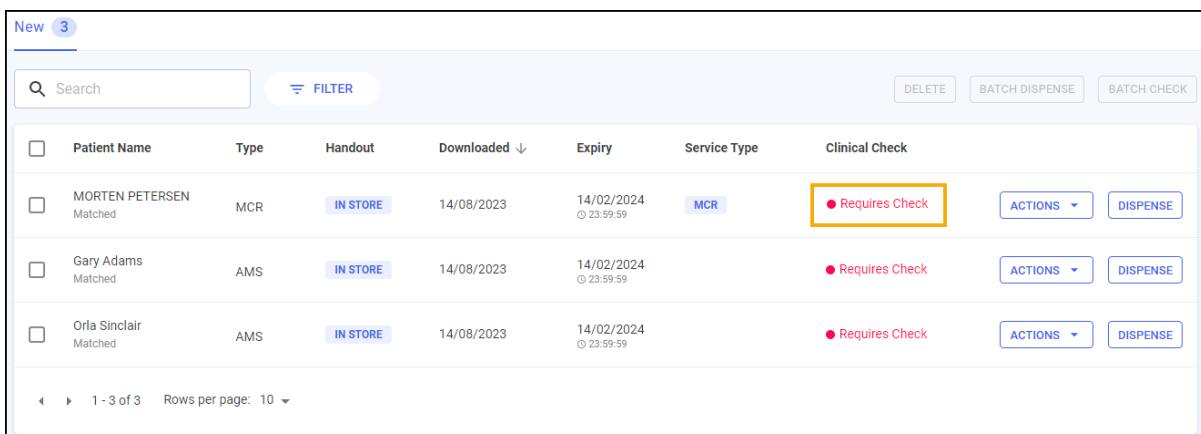


The screenshot shows a table of prescriptions with columns: Patient Name, Type, Handout, Downloaded, Expiry, Service Type, and Clinical Check. The first row, for MORTEN PETERSEN, is highlighted with a green dot and the word 'Checked'. A dropdown menu is open for this row, showing options: View Prescription Details, Reset Clinical Check (highlighted with a yellow box), Re-request, Delete, Complete, and View Patient Record. A callout box points to the 'Reset Clinical Check' option with the text 'Select ACTIONS - Reset Clinical Check'.

Patient Name	Type	Handout	Downloaded	Expiry	Service Type	Clinical Check
MORTEN PETERSEN Matched	MCR	IN STORE	14/08/2023	14/02/2024 ⌚ 23:59:59	MCR	Checked
Gary Adams Matched	AMS	IN STORE	14/08/2023	14/02/2024 ⌚ 23:59:59		
Orla Sinclair Matched	AMS	IN STORE	14/08/2023	14/02/2024 ⌚ 23:59:59		Requires 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**:



The screenshot shows the same table as above, but the 'Checked' status for MORTEN PETERSEN has been replaced by 'Requires Check' (indicated by a red dot). The 'Reset Clinical Check' option is no longer visible in the actions menu.

Patient Name	Type	Handout	Downloaded	Expiry	Service Type	Clinical Check
MORTEN PETERSEN Matched	MCR	IN STORE	14/08/2023	14/02/2024 ⌚ 23:59:59	MCR	Requires Check
Gary Adams Matched	AMS	IN STORE	14/08/2023	14/02/2024 ⌚ 23:59:59		Requires Check
Orla Sinclair Matched	AMS	IN STORE	14/08/2023	14/02/2024 ⌚ 23:59:59		Requires Check

Dispensing Prescriptions


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

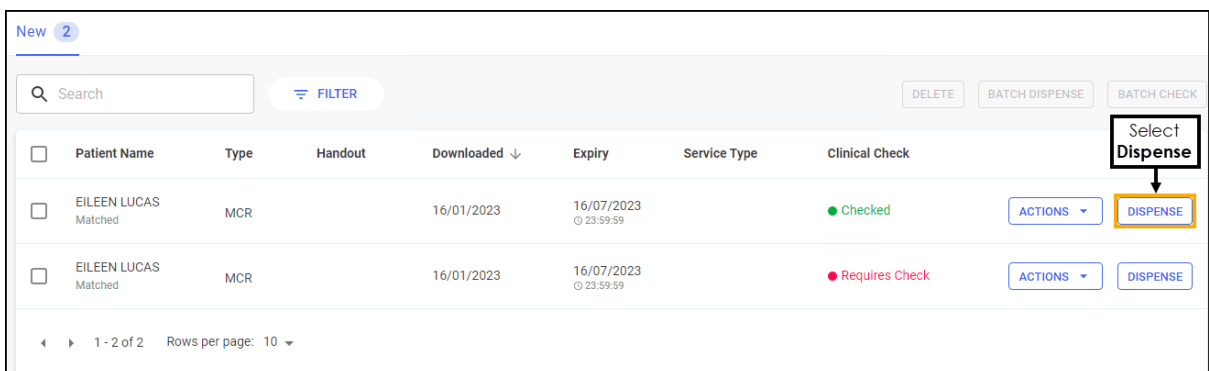
To dispense an individual prescription

1. Identify the prescription to dispense.



You can search, sort and filter the prescriptions, see [Searching for, Sorting and Filtering Prescriptions](#) on page 12.

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



The screenshot shows a table with the following columns: Patient Name, Type, Handout, Downloaded, Expiry, Service Type, Clinical Check, and Actions. Two prescriptions for EILEEN LUCAS are listed. The first is 'Checked' and the second is 'Requires Check'. The 'DISPENSE' button in the 'Actions' column for the 'Checked' prescription is highlighted with a yellow box. A callout box labeled 'Select Dispense' points to this button.

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check	Actions
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Checked	ACTIONS ▾ DISPENSE
<input type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Requires Check	ACTIONS ▾ DISPENSE



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**.

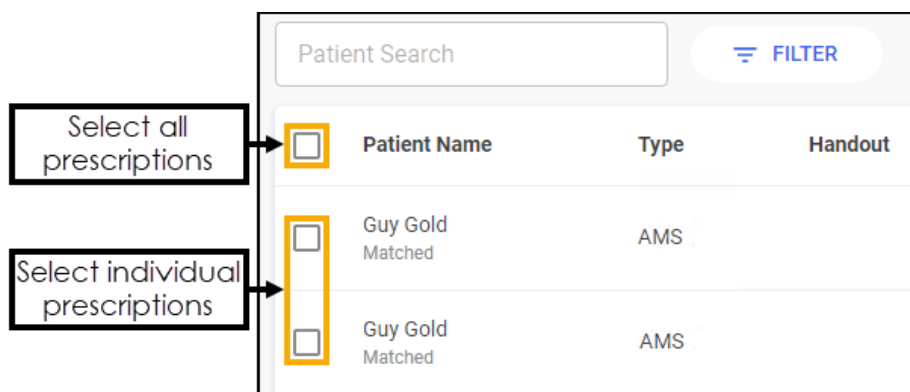


Note - If the prescriptions have been clinically checked upfront, the warnings are pre-confirmed on the **Dispensary** screen. However if anything is changed during the dispensing process, such as selecting a different item with a different DM+D code, an additional warning may display that needs to be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

To group dispense prescriptions

 **Note** - You can only group dispense prescriptions that are for the same patient, from the same prescriber and are the same form type.

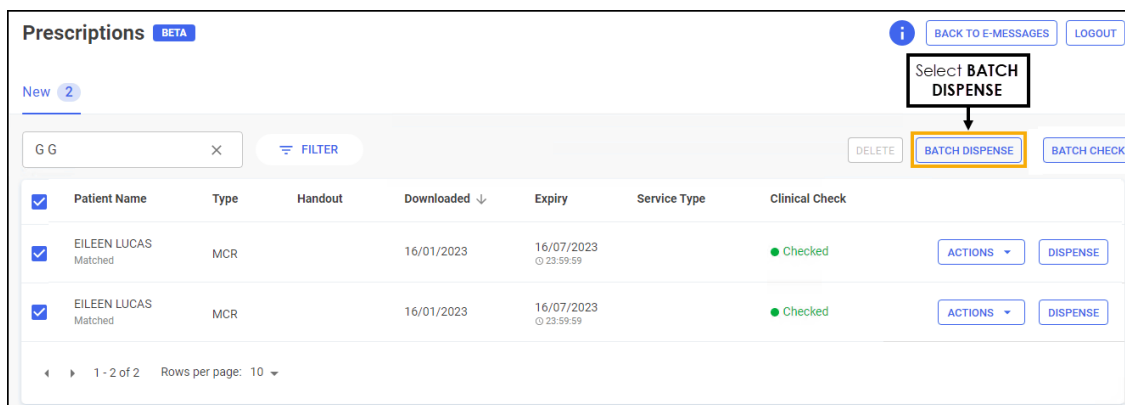
1. Select the prescriptions to dispense, either individually or chose the column to select all:



<input type="checkbox"/>	Patient Name	Type	Handout
<input type="checkbox"/>	Guy Gold Matched	AMS	
<input type="checkbox"/>	Guy Gold Matched	AMS	

 You can search, sort and filter the prescriptions, see [Searching for, Sorting and Filtering Prescriptions](#) on page 12.

2. Select **BATCH DISPENSE** :



Prescriptions BETA

BACK TO E-MESSAGES LOGOUT


Select **BATCH DISPENSE**


DELETED **BATCH DISPENSE** BATCH CHECK

<input checked="" type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check	ACTIONS	DISPENSE
<input checked="" type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Checked	ACTIONS	DISPENSE
<input checked="" type="checkbox"/>	EILEEN LUCAS Matched	MCR		16/01/2023	16/07/2023 ⌚ 23:59:59		● Checked	ACTIONS	DISPENSE

1 - 2 of 2 Rows per page: 10

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**.

 **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?**:

Clinical Check Module
<input checked="" type="checkbox"/> 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 more details on how to set up individual user accounts to ensure the information displayed on the dispensing token is accurate.