



Pharmacy
Manager

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

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Prescriptions Screen (Wales)

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

Prescriptions BETA i BACK TO E-MESSAGES

New 6

FILTER
DELETE
BATCH DISPENSE

<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type	
<input type="checkbox"/>	Hans Moleman <small>Matched</small>	RD (1 of 6)	IN STORE	15/07/22 <small>⌚ 15:36</small>	08/11/22 <small>⌚ 23:59</small>		ACTIONS DISPENSE
<input type="checkbox"/>	Polly Beech <small>Matched</small>	Acute CD 4	IN STORE	15/07/22 <small>⌚ 14:21</small>	03/08/22 <small>⌚ 23:59</small>		ACTIONS DISPENSE
<input type="checkbox"/>	Hans Moleman <small>Matched</small>	RD (4 of 6)	IN STORE	15/07/22 <small>⌚ 14:06</small>	08/01/23 <small>⌚ 23:59</small>		ACTIONS DISPENSE
<input type="checkbox"/>	Polly Beech <small>Not Matched</small>	Acute		15/07/22 <small>⌚ 14:06</small>	12/01/23 <small>⌚ 23:59</small>		ACTIONS DISPENSE
<input type="checkbox"/>	Paul Taylor <small>Matched</small>	Acute	IN STORE	15/07/22 <small>⌚ 14:05</small>	08/01/23 <small>⌚ 23:59</small>		ACTIONS DISPENSE
<input type="checkbox"/>	Hans Moleman <small>Not Matched</small>	RD (5 of 6)		15/07/22 <small>⌚ 14:01</small>	15/01/23 <small>⌚ 23:59</small>		ACTIONS DISPENSE

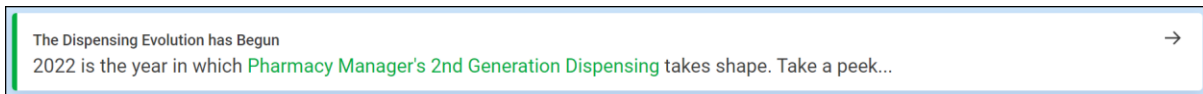
1 - 6 of 6
Rows per page: 10


For more information, see the following:

- [Accessing the Prescriptions Screen](#) on page 5
- [Viewing the Prescriptions screen](#) on page 6
- [Matching Patients](#) on page 9
- [Searching for, Sorting and Filtering Prescriptions](#) on page 11
- [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

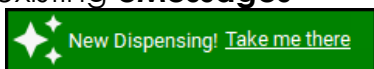
Accessing the Prescriptions Screen

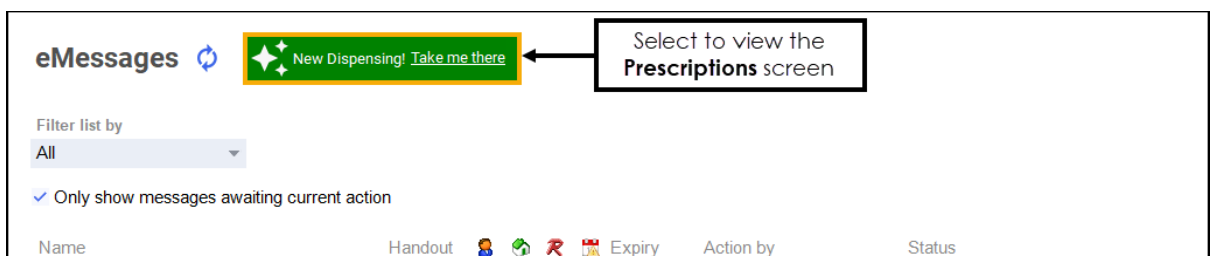
To access the **Prescriptions** screen from the **Pharmacy Manager Dashboard**, select **The Dispensing Evolution has Begun** file:



- 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** :



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 11 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	Downloaded ↓	Expiry	Service Type	Clinical Check		
<input type="checkbox"/>	SHAZAD ANTHONY GILFILLAN Matched	Acute		23/01/2023 ⌚ 14:13:21	17/07/2023 ⌚ 23:59:59		● Requires Check	ACTIONS ▾	DISPENSE
<input type="checkbox"/>	JEAN GILES Matched	Acute		23/01/2023 ⌚ 14:13:12	12/07/2023 ⌚ 23:59:59		● Checked	ACTIONS ▾	DISPENSE
<input type="checkbox"/>	CRESCENZO LAURENCE GILL Not Matched	Acute		23/01/2023 ⌚ 14:12:54	22/07/2023 ⌚ 23:59:59		● Requires Check	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 **Acute** or **Repeat Dispensing**. Additional information displays underneath:
 - **Repeat Dispensing Iteration** - Displays the prescription iteration, for example, **1 of 6**.
 - **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** 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"/>	SHAZAD ANTHONY GILFILLAN Matched	Acute		23/01/2023 ⌚ 14:13:21	17/07/2023 ⌚ 23:59:59		● Requires Check	<div style="border: 1px solid orange; padding: 2px;"> ACTIONS ▾ View Prescription Details Clinically Check Delete View Patient Record </div>	<input type="button" value="DISPENSE"/>
<input type="checkbox"/>	JEAN GILES Not Matched	Acute		23/01/2023 ⌚ 14:13:12	12/07/2023 ⌚ 23:59:59		● Requires Check		<input type="button" value="DISPENSE"/>
<input type="checkbox"/>	CRESCENZO LAURENCE GILL Not Matched	Acute		23/01/2023 ⌚ 14:12:54	22/07/2023 ⌚ 23:59:59		● Requires Check		<input type="button" value="DISPENSE"/>

- **ACTIONS:**

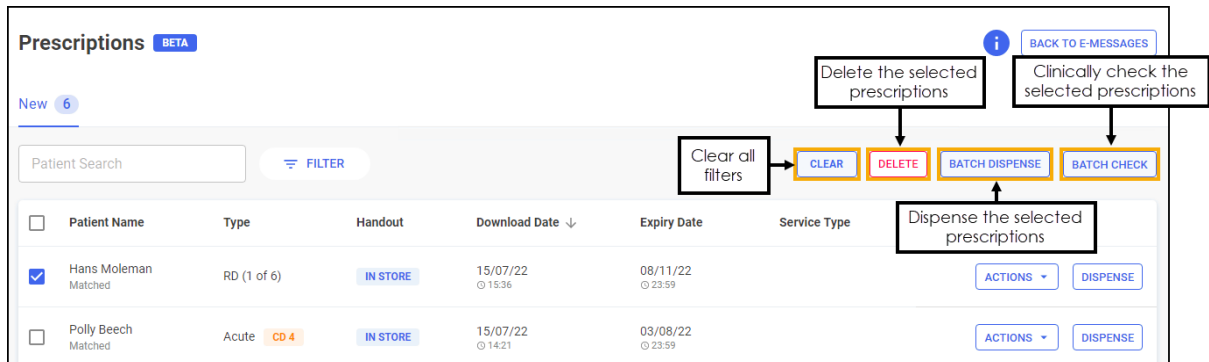
- **View Prescription Details** - Select to view the prescription, this opens the **eMessage Details** screen, see [eMessage Details Screen](#) in the **Pharmacy Manager** Help Centre for more details. From here you can match the patient if required, see [Matching Patients](#) on page **9** for more 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.
- **Delete** - Select to abandon the supply and delete the prescription.
- **View Patient Record** - Matched patients only, select to open the **Patient Details** screen.
- **DISPENSE** - Dispense the individual prescription, see [Dispensing Prescriptions](#) on page **27** 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 'Prescriptions' table with the following columns: Patient Name, Type, Handout, Download Date, Expiry Date, and Service Type. Two prescriptions are listed: Hans Moleman (RD (1 of 6)) and Polly Beech (Acute CD 4). The 'BATCH DISPENSE' and 'BATCH CHECK' buttons are highlighted with callouts. A 'CLEAR' button is also highlighted with a callout. A 'DELETE' button is also highlighted with a callout. A 'DISPENSE' button is highlighted with a callout. A 'BACK TO E-MESSAGES' button is also visible.

- **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 27 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

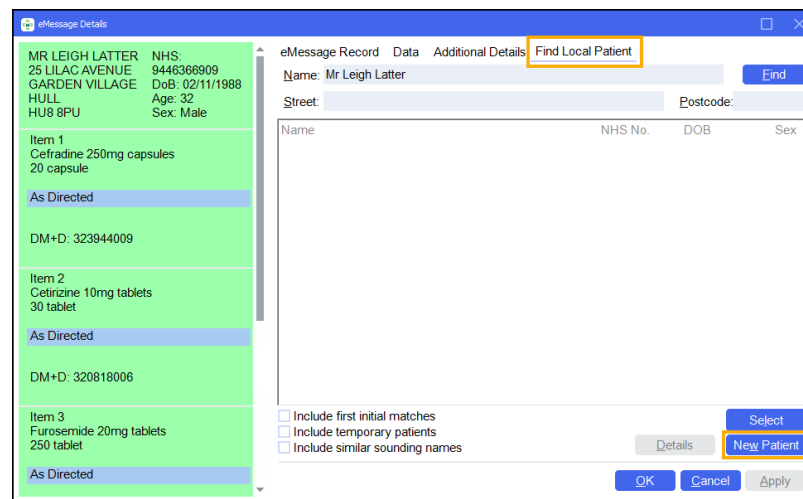
Some prescriptions display as **Partial Match** or **Not Matched**, you can dispense an unmatched prescription in the usual way.

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"/>	SHAZAD ANTHONY GILFILLAN Matched	Acute		23/01/2023 ⌚ 14:13:21	17/07/2023 ⌚ 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</div>	DISPENSE
<input type="checkbox"/>	JEAN GILES Not Matched	Acute		23/01/2023 ⌚ 14:13:12	12/07/2023 ⌚ 23:59:59		● Require	Clinically Check	DISPENSE
<input type="checkbox"/>	CRESCENZO LAURENCE GILL Not Matched	Acute		23/01/2023 ⌚ 14:12:54	22/07/2023 ⌚ 23:59:59		● Require	Delete View Patient Record	DISPENSE

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.

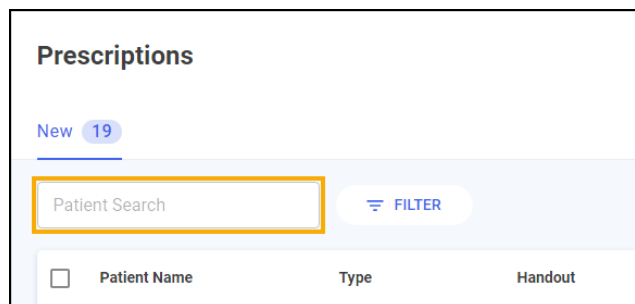
Searching for, Sorting and Filtering Prescriptions

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:



The screenshot shows the 'Prescriptions' interface. At the top, there is a 'New 19' indicator. Below it 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 is a table header with three columns: 'Patient Name', 'Type', and 'Handout'. There is a small square icon to the left of the 'Patient Name' header.

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 - Welsh 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** ↓.

Prescriptions BETA i BACK TO E-MESSAGES

New 6

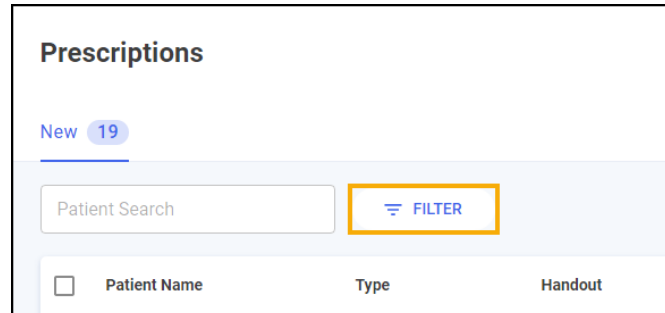
FILTER
Select column header to sort by **Download Date**
DELETE
BATCH DISPENSE
BATCH CHECK

	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type
<input checked="" type="checkbox"/>	Hans Moleman <small>Matched</small>	RD (1 of 6)	IN STORE	15/07/22 <small>⌚ 15:36</small>	08/11/22 <small>⌚ 23:59</small>	ACTIONS ▾ DISPENSE
<input type="checkbox"/>	Polly Beech <small>Matched</small>	Acute CD 4	IN STORE	15/07/22 <small>⌚ 14:21</small>	03/08/22 <small>⌚ 23:59</small>	ACTIONS ▾ DISPENSE

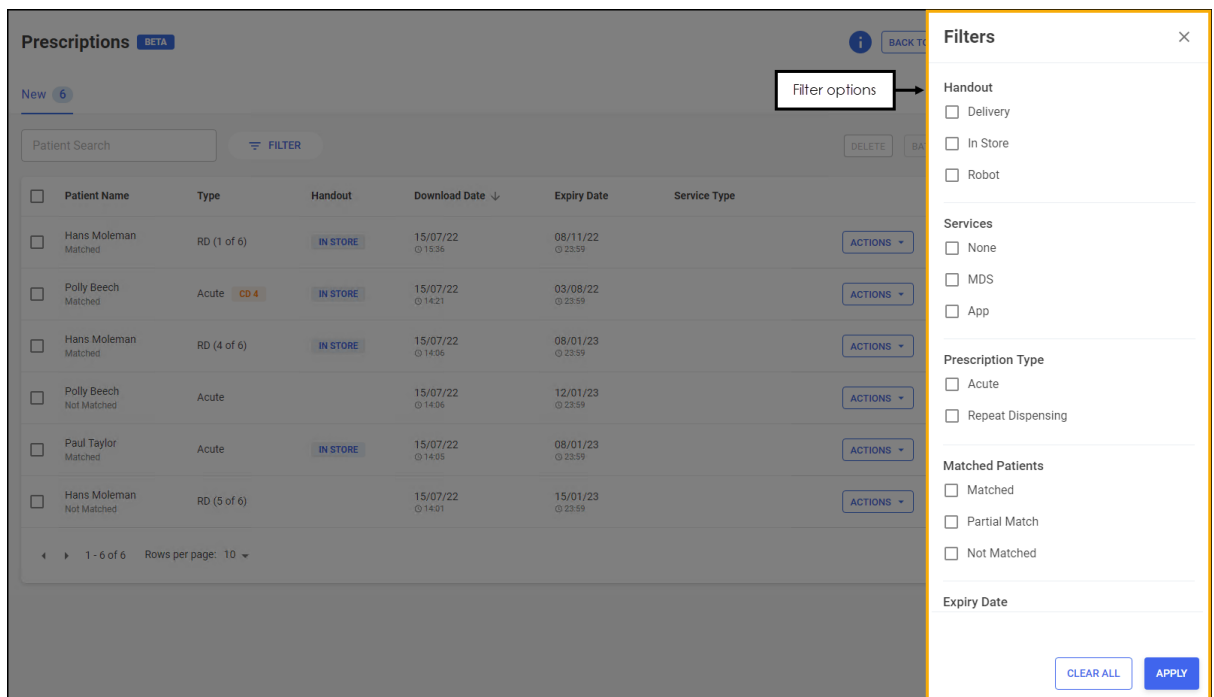
Filtering Prescriptions

To filter the prescriptions:

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



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



The screenshot shows the 'Prescriptions' screen with a 'New 6' indicator. The 'FILTER' button is highlighted with a yellow box and labeled 'Filter options'. The 'Filters' panel is open on the right side, showing various filter options.

Patient Name	Type	Handout	Download Date	Expiry Date	Service Type
<input type="checkbox"/> Hans Moleman Matched	RD (1 of 6)	IN STORE	15/07/22 ⌚ 15:36	08/11/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/> Polly Beech Matched	Acute CD 4	IN STORE	15/07/22 ⌚ 14:21	03/08/22 ⌚ 23:59	ACTIONS
<input type="checkbox"/> Hans Moleman Matched	RD (4 of 6)	IN STORE	15/07/22 ⌚ 14:06	08/01/23 ⌚ 23:59	ACTIONS
<input type="checkbox"/> Polly Beech Not Matched	Acute		15/07/22 ⌚ 14:06	12/01/23 ⌚ 23:59	ACTIONS
<input type="checkbox"/> Paul Taylor Matched	Acute	IN STORE	15/07/22 ⌚ 14:05	08/01/23 ⌚ 23:59	ACTIONS
<input type="checkbox"/> Hans Moleman Not Matched	RD (5 of 6)		15/07/22 ⌚ 14:01	15/01/23 ⌚ 23:59	ACTIONS

The 'Filters' panel on the right includes the following sections:



- Handout**
 - Delivery
 - In Store
 - Robot
- Services**
 - None
 - MDS
 - App
- Prescription Type**
 - Acute
 - Repeat Dispensing
- Matched Patients**
 - Matched
 - Partial Match
 - Not Matched
- Expiry Date**

Buttons: CLEAR ALL, APPLY

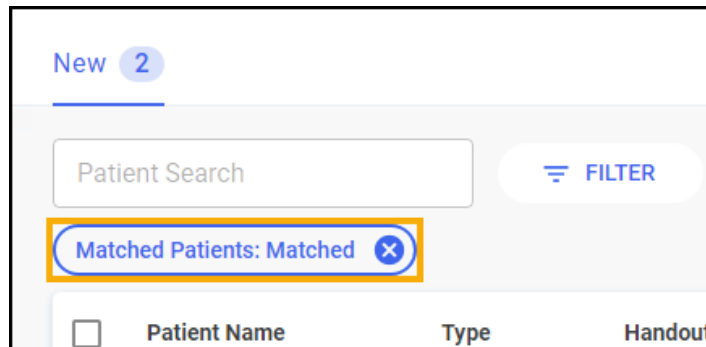
- **Handout:**
 - Delivery
 - In Store
 - Robot
- **Services:**
 - None
 - MDS
 - App

- **Prescription Type:**
 - Acute
 - 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 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.

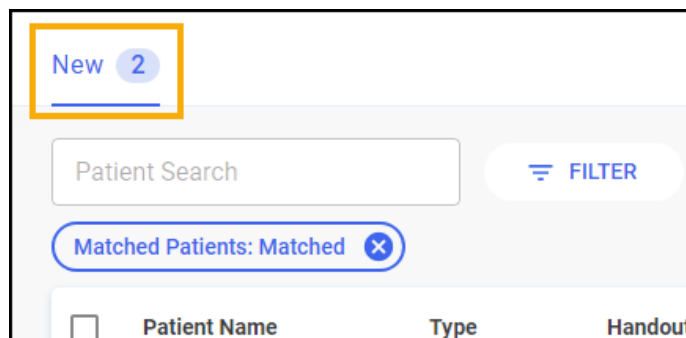
3. Select **APPLY**  to set the filters or **CLEAR ALL**  to clear the filters and display all prescriptions.

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



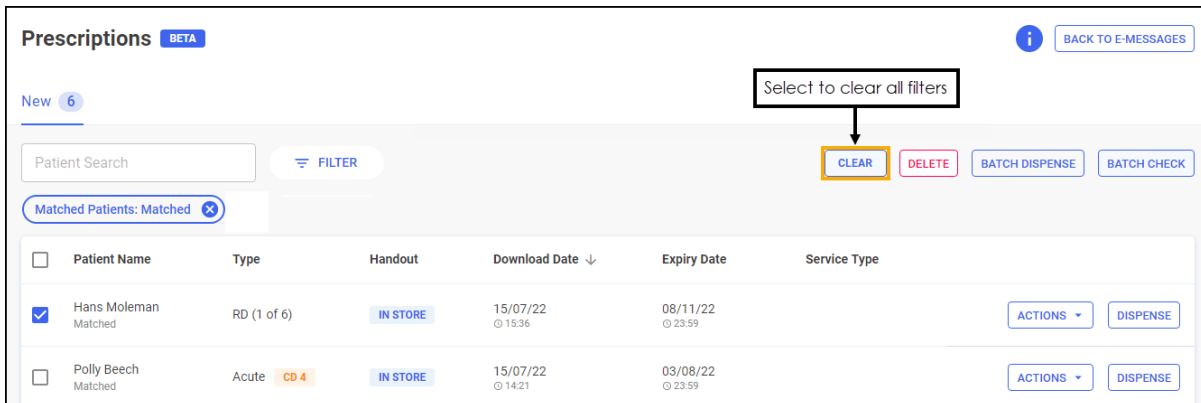
The screenshot shows a search interface with a 'Patient Search' input field and a 'FILTER' button. Below the search field, a filter tag 'Matched Patients: Matched' is displayed with a close button (X). Underneath, there are columns for 'Patient Name', 'Type', and 'Handout'.

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



The screenshot shows the same search interface as above. The 'New 2' indicator is highlighted with a yellow box, indicating that 2 prescriptions are currently displayed based on the selected filter.

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



The screenshot shows the 'Prescriptions' interface with a 'BETA' tag and a 'BACK TO E-MESSAGES' button. A 'New 6' indicator is present. A search bar labeled 'Patient Search' and a 'FILTER' button are visible. A 'Matched Patients: Matched' dropdown is shown. A table lists two prescriptions. The 'CLEAR' button is highlighted with a yellow box, and a callout box with an arrow points to it, containing the text 'Select to clear all filters'.

<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type
<input checked="" type="checkbox"/>	Hans Moleman Matched	RD (1 of 6)	IN STORE	15/07/22 ⌚ 15:36	08/11/22 ⌚ 23:59	ACTIONS ▾ DISPENSE
<input type="checkbox"/>	Polly Beech Matched	Acute CD 4	IN STORE	15/07/22 ⌚ 14:21	03/08/22 ⌚ 23:59	ACTIONS ▾ DISPENSE

Scanning Prescriptions

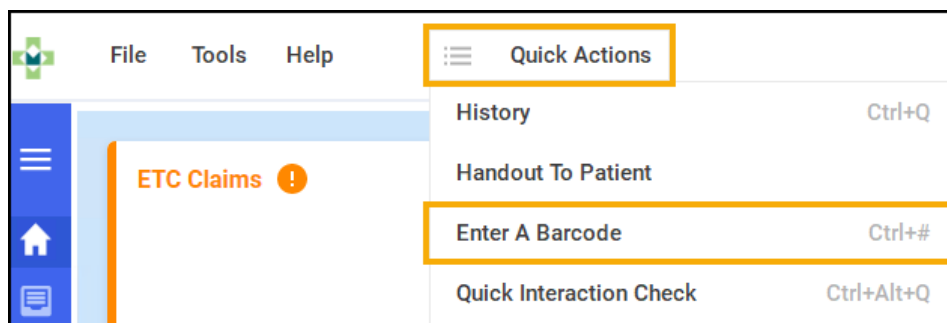
We have introduced a scanning function to the **Prescriptions** screen to allow you to quickly and easily locate prescriptions to dispense. Prescriptions can be scanned with a barcode scanner or if no scanner is available you can manually enter the prescription **Universally Unique Identifier (UUID)**.

Manually Entering a Barcode

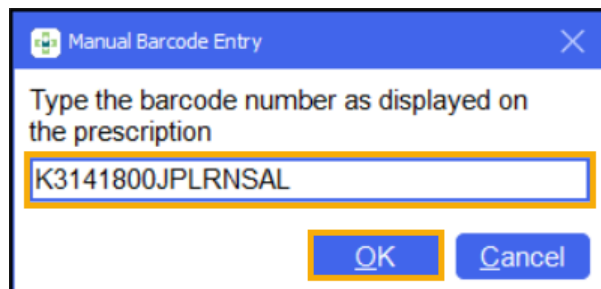
If scanning the barcode of a prescription is not an option, for example, if no scanner is available, you can enter the barcode.

To manually enter a barcode:

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



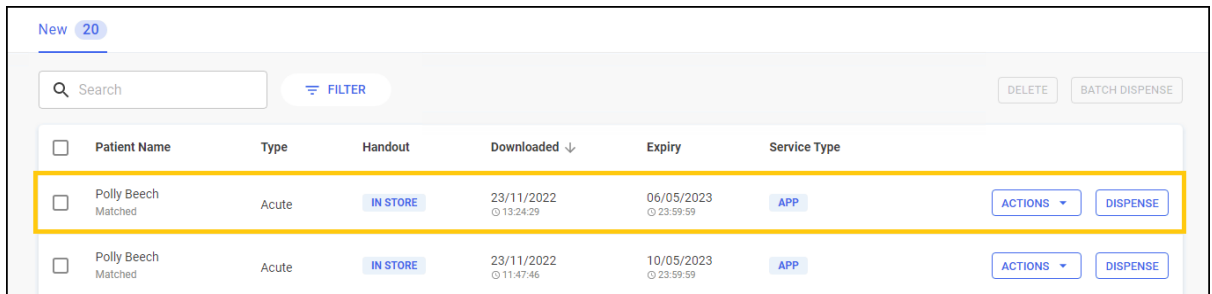
2. The **Manual Barcode Entry** screen displays. Enter the barcode number from the prescription and select **OK** :



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:



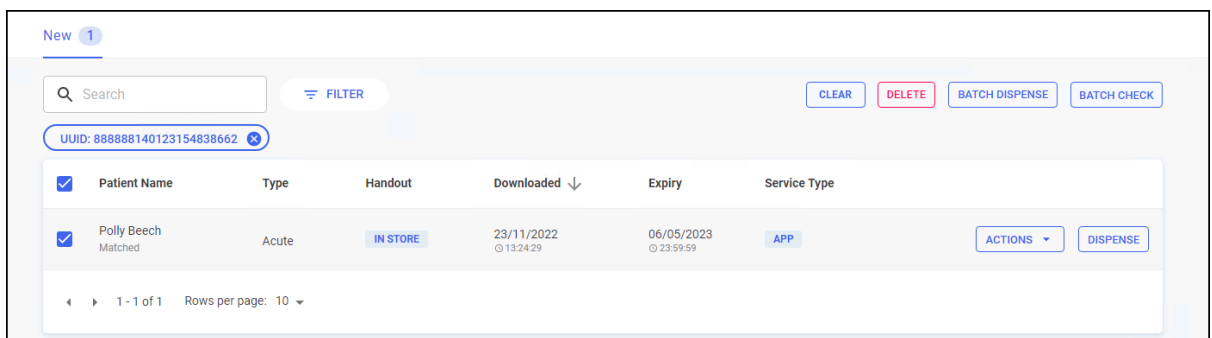
New 20

Search FILTER DELETE BATCH DISPENSE

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type		
<input type="checkbox"/>	Polly Beech Matched	Acute	IN STORE	23/11/2022 ⌚ 13:24:29	06/05/2023 ⌚ 23:59:59	APP	ACTIONS	DISPENSE
<input type="checkbox"/>	Polly Beech Matched	Acute	IN STORE	23/11/2022 ⌚ 11:47:46	10/05/2023 ⌚ 23:59:59	APP	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

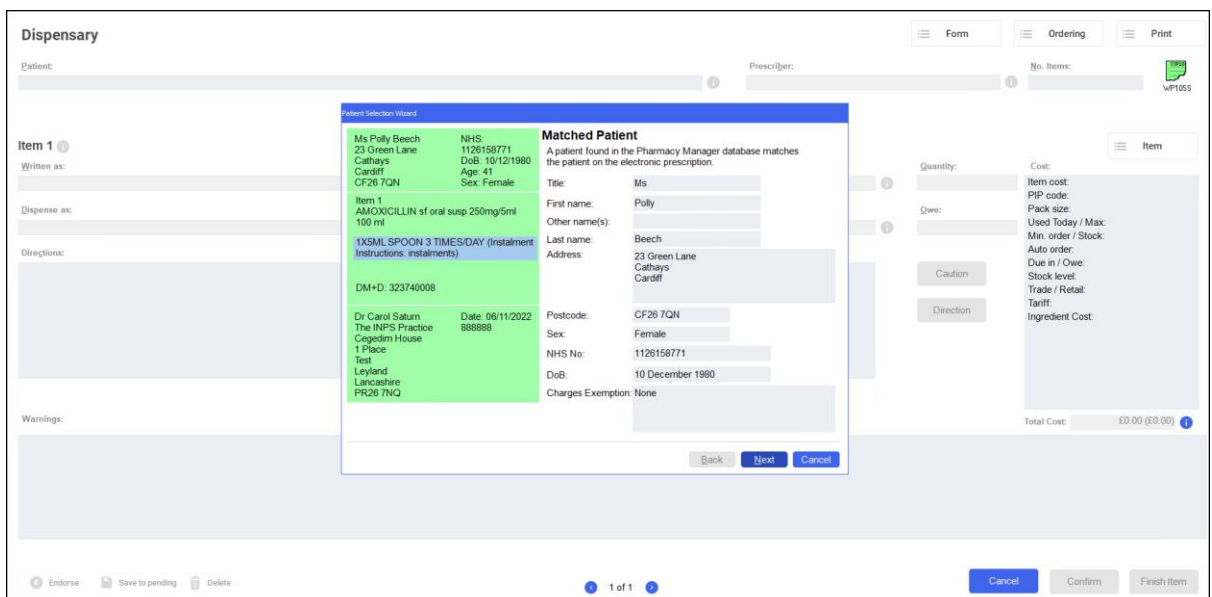
Search FILTER CLEAR DELETE BATCH DISPENSE BATCH CHECK

UUID: 888888140123154838662

<input checked="" type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type		
<input checked="" type="checkbox"/>	Polly Beech Matched	Acute	IN STORE	23/11/2022 ⌚ 13:24:29	06/05/2023 ⌚ 23:59:59	APP	ACTIONS	DISPENSE

1 - 1 of 1 Rows per page: 10

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



Dispensary

Patient: Prescriber: No. Items: WP1655

Item 1

Written as: Dispense as: Directions: Warnings:

Patient Selection Wizard

Matched Patient

A patient found in the Pharmacy Manager database matches the patient on the electronic prescription.

Ms Polly Beech NHS: 1126158771
23 Green Lane, Cathays, Cardiff, CF26 7QN
DoB: 10/12/1980, Age: 41, Sex: Female

Item 1: AMOXICILLIN sf oral susp 250mg/5ml 100 ml
1XSMIL SPOON 3 TIMES/DAY (Instalment Instructions: instalments)
DM+D: 323740008

Dr Carol Saturn, The NHS Practice, Cogedim House, 1 Place, Leyland, Lancashire, PR26 7NQ, Date: 06/11/2022, 888888

Postcode: CF26 7QN, Sex: Female, NHS No: 1126158771, DoB: 10 December 1980, Charges Exemption: None

First name: Polly, Other name(s):, Last name: Beech, Address: 23 Green Lane, Cathays, Cardiff

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)

Back Next Cancel


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:

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:

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check
<input type="checkbox"/>	SHAZAD ANTHONY GILFILLAN Matched	Acute		23/01/2023 ⌚ 14:13:21	17/07/2023 ⌚ 23:59:59		● Requires Check <div style="float: right;"> ACTIONS ▾ DISPENSE </div>
<input type="checkbox"/>	JEAN GILES Not Matched	Acute		23/01/2023 ⌚ 14:13:12	12/07/2023 ⌚ 23:59:59		● Requires Check <div style="float: right;"> View Prescription Details Clinically Check DISPENSE </div>
<input type="checkbox"/>	CRESCENZO LAURENCE GILL Not Matched	Acute		23/01/2023 ⌚ 14:12:54	22/07/2023 ⌚ 23:59:59		● Requires Check <div style="float: right;"> Delete View Patient Record DISPENSE </div>



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:

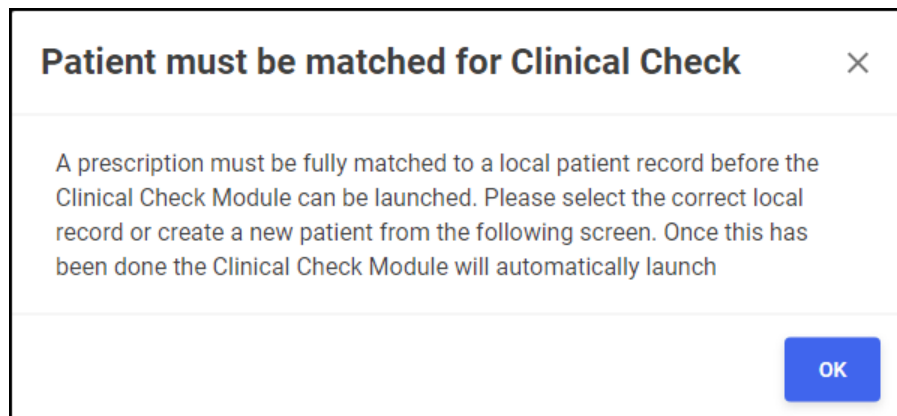
<input checked="" type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	
<input checked="" type="checkbox"/>	Polly Beech Matched	Acute	IN STORE	23/11/2022 ⌚ 13:24:29	06/05/2023 ⌚ 23:59:59	APP	ACTIONS ▾ DISPENSE

Select BATCH CHECK


BATCH CHECK

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

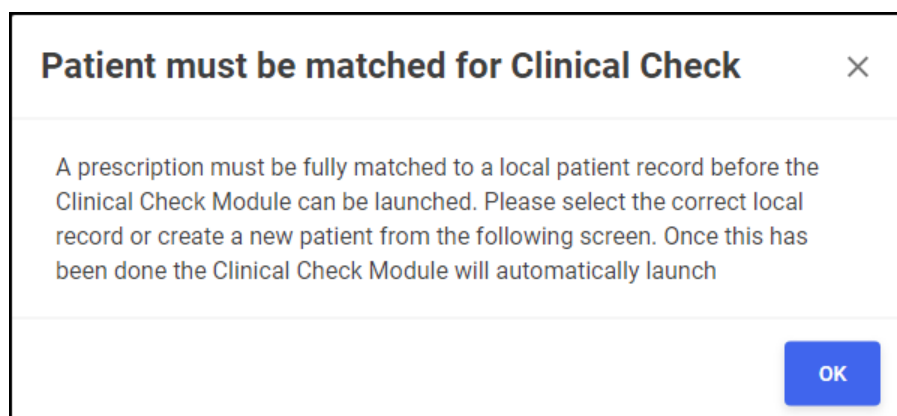
Clinically Check – Unmatched Patient




Select **OK**  to open the **eMessage Details - Find Local Patient** screen and search for a patient, see [Matching Patients](#) on page 10 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 10 for more details. The clinical check continues after matching the patient record.

Batch Check

All prescriptions must be matched for Clinical Check ✕


All prescriptions selected must be fully matched to a local patient record before the Clinical Check Module can be launched. This can be done from the prescription details Local Patient tab

[OK](#)

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 **10** for more details.

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


Clinical Check [QUIT CLINICAL CHECK](#)



Mark Jones


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

[VIEW PROFILE](#)



Paracetamol

500mg Tablets, 28



Directions	No directions found
Cautions	Max 2 per dose, 8 in 24 hrs. Do not take with any other paracetamol product. Contact doctor at once if you take too much paracetamol even if you feel well.
Issued By	Dr Dave Williams
Edited By	N/A

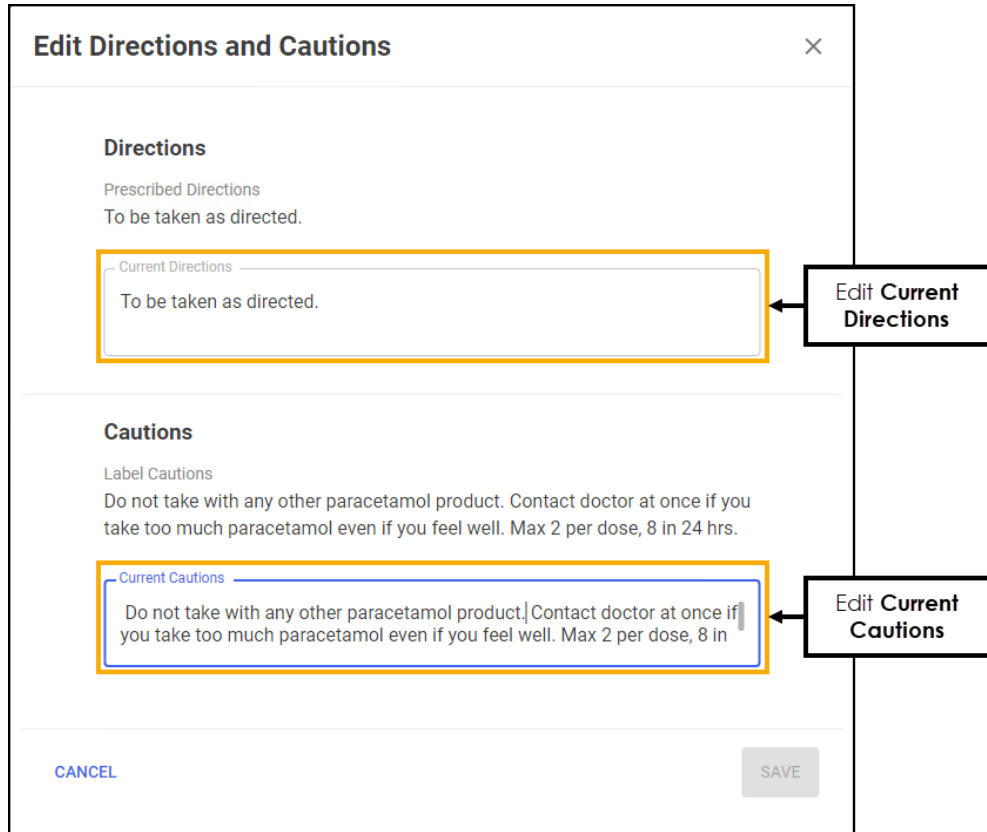
[NEXT](#)

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:

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



Edit Directions and Cautions [X]

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

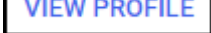
CANCEL SAVE

Edit Current Directions


Edit Current Cautions

- Enter new directions in **Current Directions** where required.
- Enter new cautions in **Current Cautions** where required.
- 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:

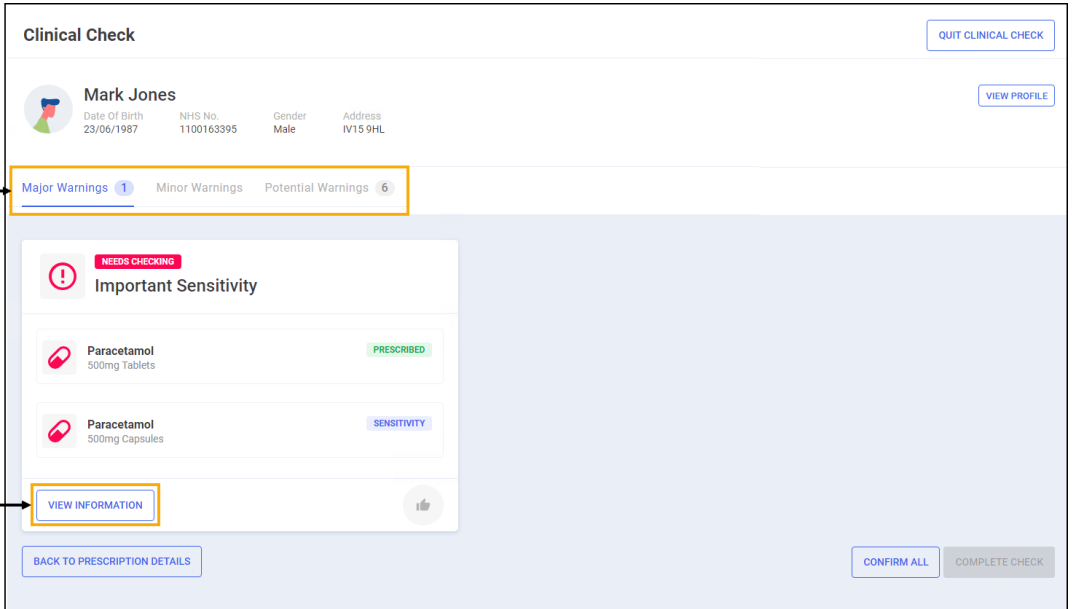
- **Date/Time** - The date and time of the check.
- **Completed By** - Who was logged in when the check was completed.
- **Warnings** - Type of warning.
- **Items** - The items on the prescription.

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

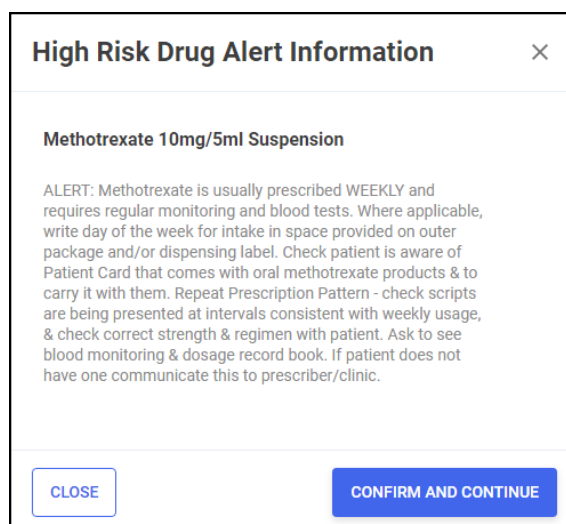
The screen is split into three tabs, **Major Warnings**, **Minor Warnings** and **Potential Warnings**. Select each tab in turn and then select **VIEW**

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 ×

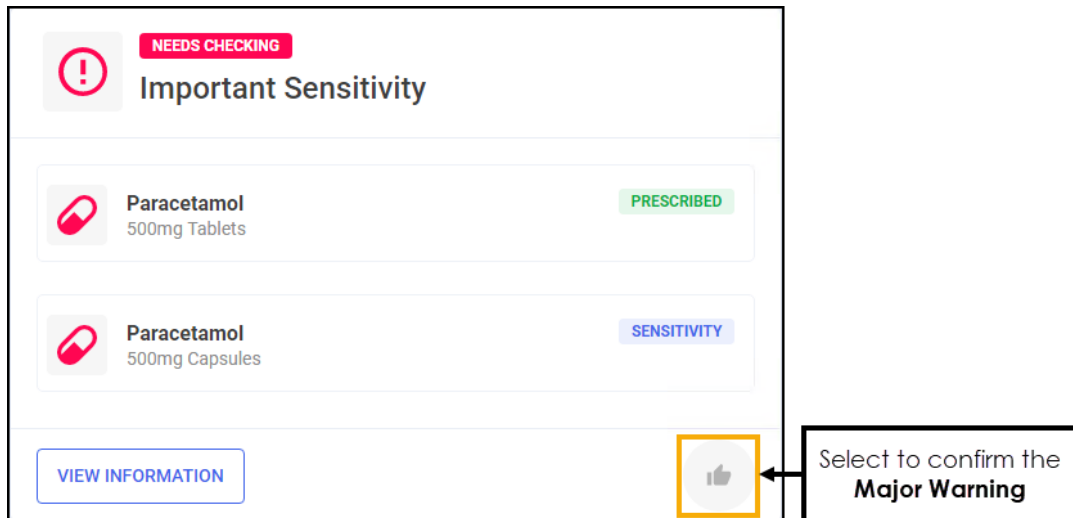
Methotrexate 10mg/5ml Suspension

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.

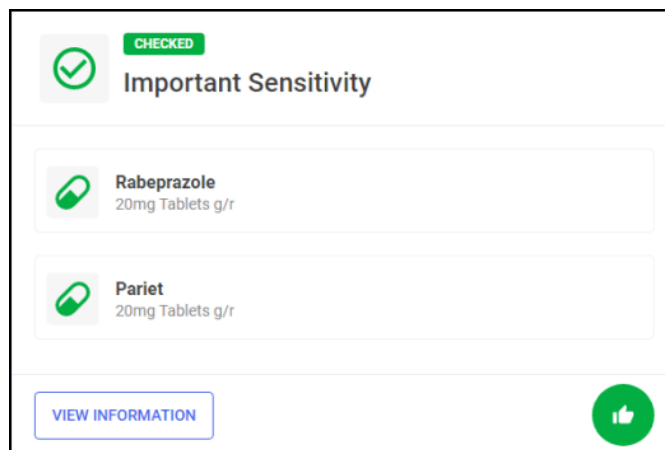
 


The **High Risk Drug Alert** is confirmed. Select **CLOSE**  to close the screen.

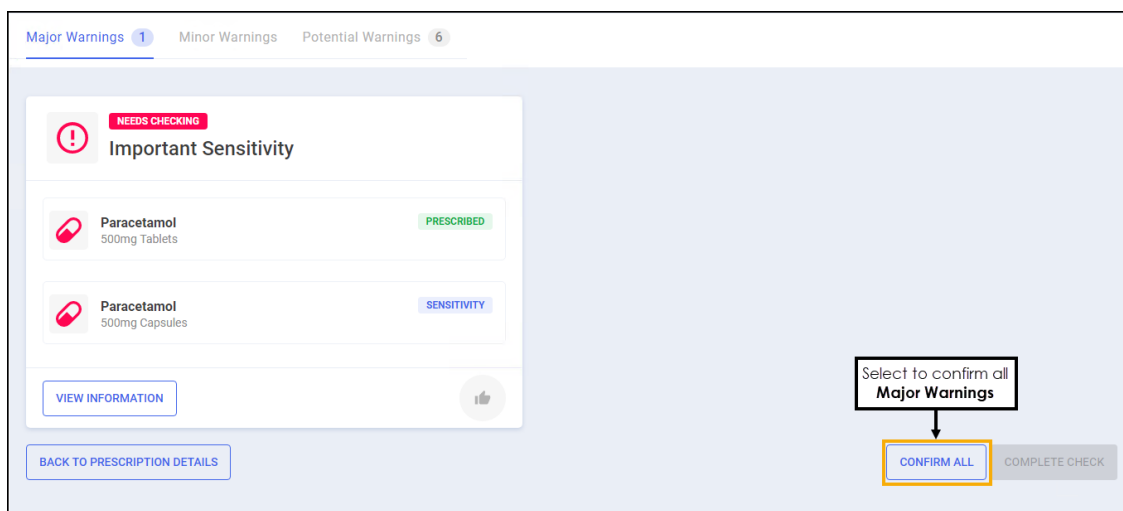
7. All **Major Warnings** must be confirmed before you can proceed. To confirm a **Major Warning** select **Confirm**  or press **F11** on your keyboard:



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"/>	SHAZAD ANTHONY GILFILLAN Matched	Acute		23/01/2023 ⌚ 14:13:21	17/07/2023 ⌚ 23:59:59		● Checked	ACTIONS ▾	DISPENSE
<input type="checkbox"/>	JEAN GILES Matched	Acute		23/01/2023 ⌚ 14:13:12	12/07/2023 ⌚ 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 tab](#) in the **Pharmacy Manager Help Centre** and [Resetting a Clinically Checked Prescription](#) on page **27** for details.

Resetting a Clinically Checked Prescription

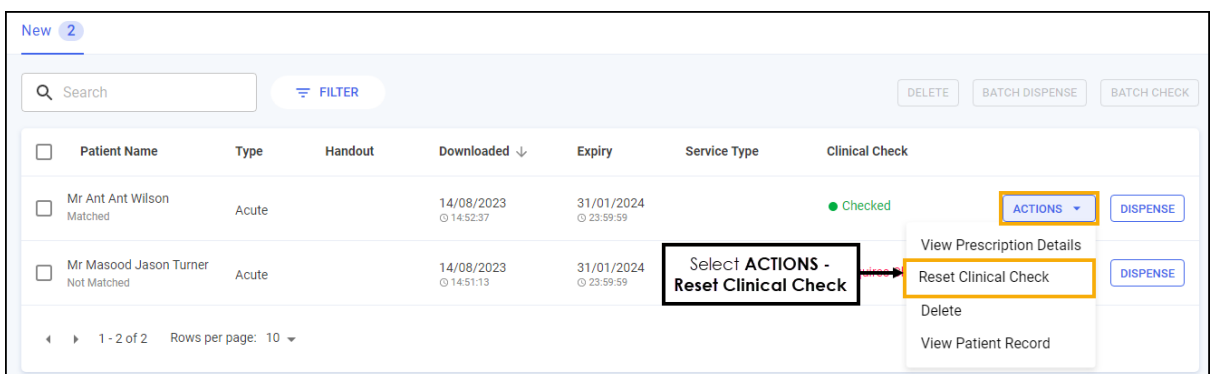
You may wish to reset the clinical check on a new prescription. This resets the status to **Requires Check** and clears the patient's history of any acknowledgements recorded during the clinical check.

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 **11** for details.

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

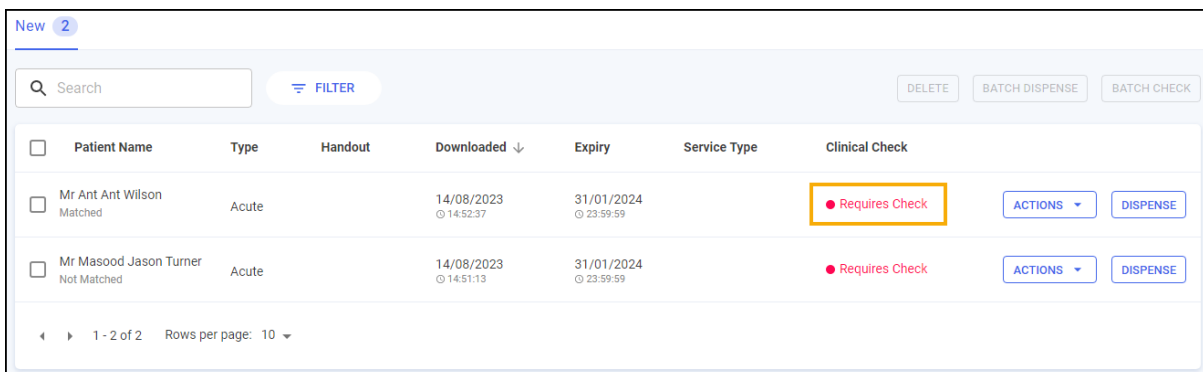


The screenshot shows a table of prescriptions. The first row is for 'Mr Ant Ant Wilson' with a status of 'Checked'. The 'ACTIONS' dropdown menu is open, and 'Reset Clinical Check' is highlighted. A callout box points to this option with the text 'Select ACTIONS - Reset Clinical Check'.

Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check
Mr Ant Ant Wilson Matched	Acute		14/08/2023 ⌚ 14:52:37	31/01/2024 ⌚ 23:59:59		Checked
Mr Masood Jason Turner Not Matched	Acute		14/08/2023 ⌚ 14:51:13	31/01/2024 ⌚ 23:59:59		

 **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 status of both prescriptions is now 'Requires Check'.

Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check
Mr Ant Ant Wilson Matched	Acute		14/08/2023 ⌚ 14:52:37	31/01/2024 ⌚ 23:59:59		Requires Check
Mr Masood Jason Turner Not Matched	Acute		14/08/2023 ⌚ 14:51:13	31/01/2024 ⌚ 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 11.

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

<input type="checkbox"/>	Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check	
<input type="checkbox"/>	SHAZAD ANTHONY GILFILLAN Matched	Acute		23/01/2023 ⌚ 14:13:21	17/07/2023 ⌚ 23:59:59		● Checked	ACTIONS ▾ DISPENSE
<input type="checkbox"/>	JEAN GILES Matched	Acute		23/01/2023 ⌚ 14:13:12	12/07/2023 ⌚ 23:59:59		● Checked	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** for details.

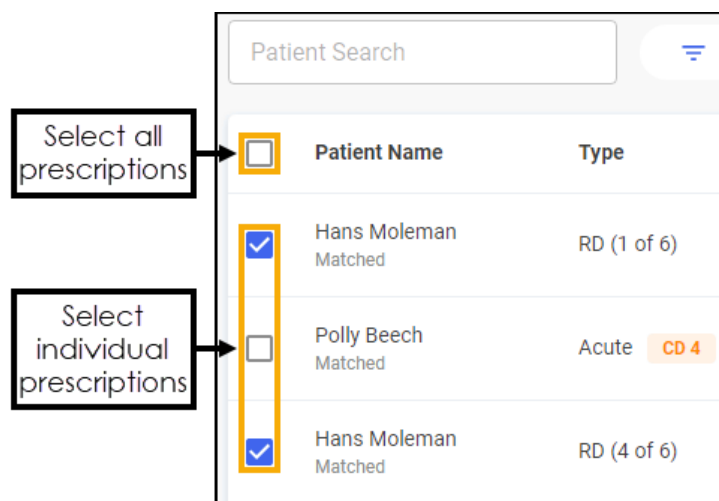


Note - If the prescriptions have been clinically checked upfront, the warnings are pre-confirmed on the **Dispensary** screen. However if anything is changed during the dispensing process, such as selecting a different item with a different DM+D code, an additional warning may display that needs to be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

To group dispense prescriptions

 **Note** - You can 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:

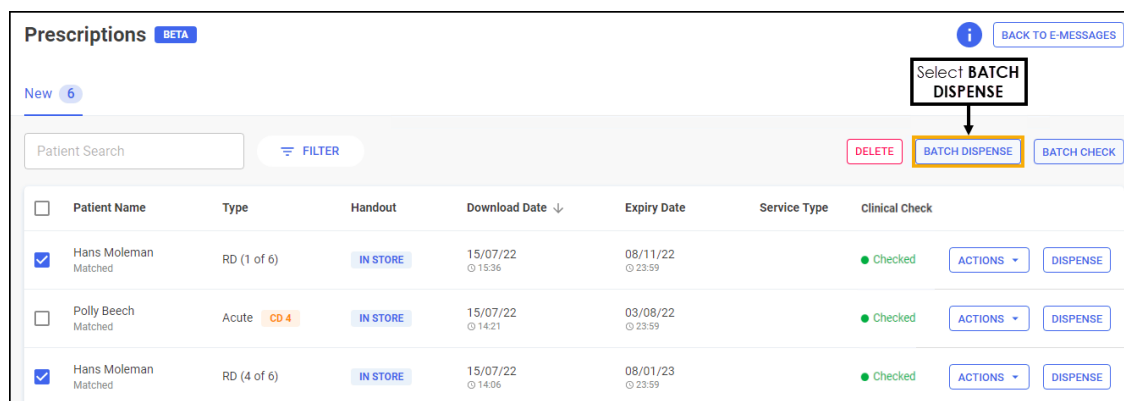


The screenshot shows a 'Patient Search' interface with a table of prescriptions. A box labeled 'Select all prescriptions' points to the top-left checkbox. Another box labeled 'Select individual prescriptions' points to the checkboxes for individual rows.

<input type="checkbox"/>	Patient Name	Type
<input checked="" type="checkbox"/>	Hans Moleman Matched	RD (1 of 6)
<input type="checkbox"/>	Polly Beech Matched	Acute CD 4
<input checked="" type="checkbox"/>	Hans Moleman Matched	RD (4 of 6)

 You can search, sort and filter the prescriptions, see [Searching for, Sorting and Filtering Prescriptions](#) on page 11.


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




The screenshot shows the 'Prescriptions' interface with a table of prescriptions. The 'BATCH DISPENSE' button is highlighted with a box and an arrow pointing to it from a label 'Select BATCH DISPENSE'.

<input type="checkbox"/>	Patient Name	Type	Handout	Download Date ↓	Expiry Date	Service Type	Clinical Check
<input checked="" type="checkbox"/>	Hans Moleman Matched	RD (1 of 6)	IN STORE	15/07/22 ⌚ 15:36	08/11/22 ⌚ 23:59		● Checked
<input type="checkbox"/>	Polly Beech Matched	Acute CD 4	IN STORE	15/07/22 ⌚ 14:21	03/08/22 ⌚ 23:59		● Checked
<input checked="" type="checkbox"/>	Hans Moleman Matched	RD (4 of 6)	IN STORE	15/07/22 ⌚ 14:06	08/01/23 ⌚ 23:59		● Checked

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?**:

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.
