

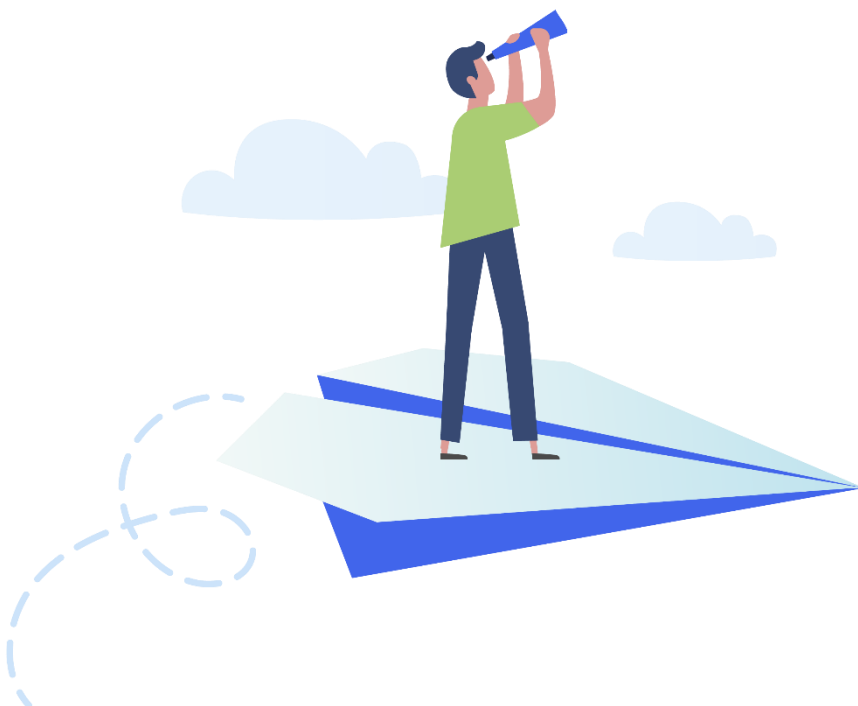


Pharmacy
Manager

Pharmacy Manager Getting Started Guide England (PM15.6)

Version 1.8

20 September 2023



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Logging into Pharmacy Manager

To log into **Pharmacy Manager**:

1. From your computer, either:

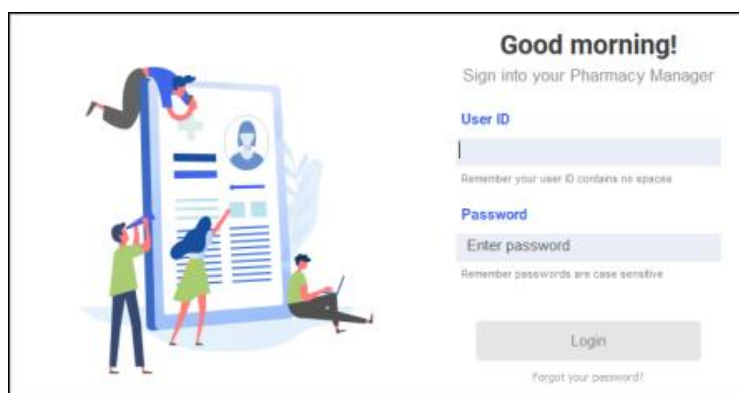


- Double click **Pharmacy Manager** on your desktop, or




- Select **Windows** and then **Pharmacy Manager** from the available list of programs.

2. The log in screen displays:



3. NHS Smartcards are used for logging in to **Pharmacy Manager** in England, this provides access to both **Pharmacy Manager** and the Electronic Prescription Service (EPS):

 **Note** - Your NHS Smartcard must be linked to your **Pharmacy Manager** account, see [Adding Users](#) in the **Pharmacy Manager Help Centre** for details.

a. Insert your Smartcard into the reader and enter your passcode:

terms and conditions.' Below this text are two buttons: 'Cancel' and 'OK'." data-bbox="294 107 792 323"/>

b. Select **OK** to proceed.

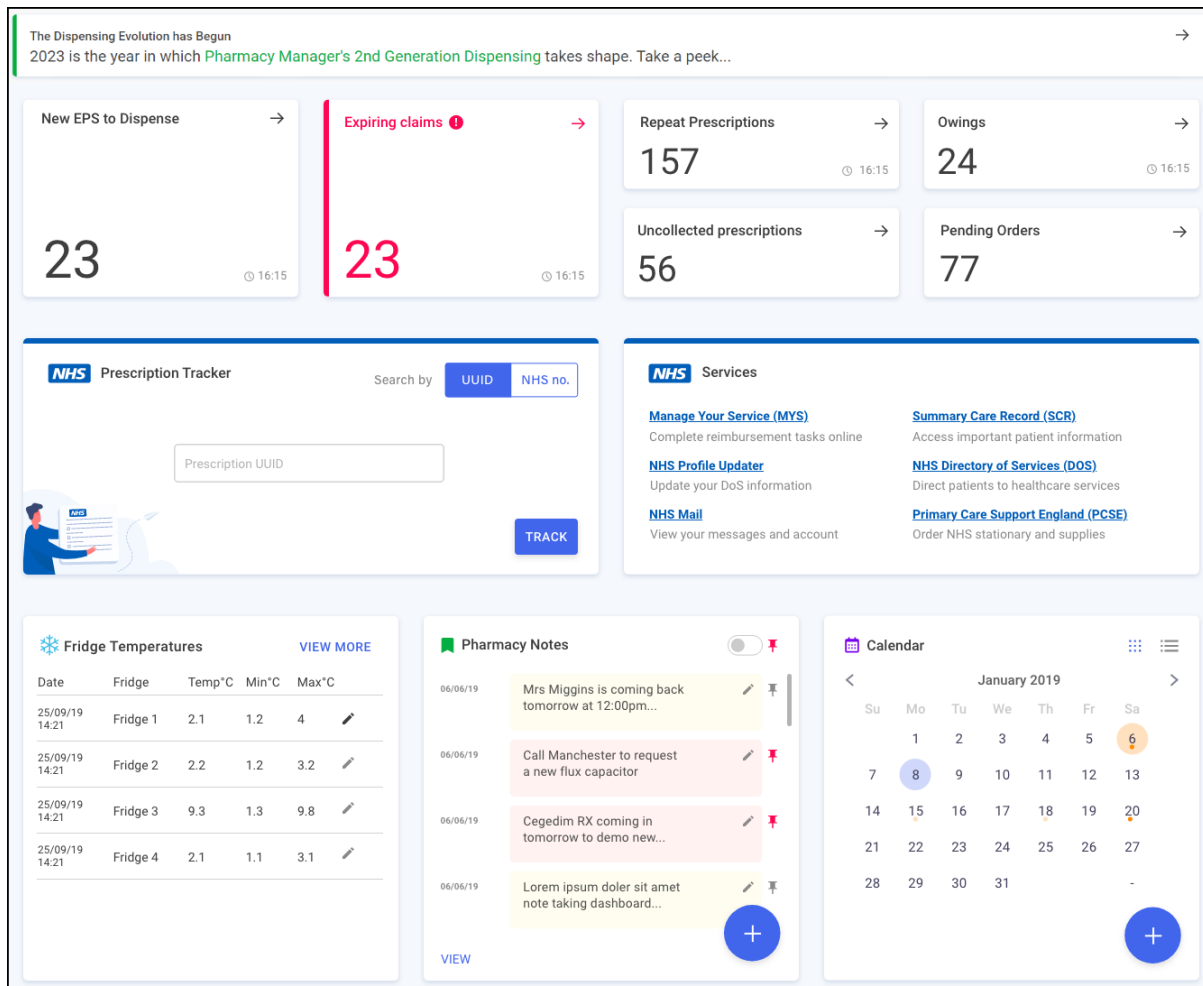
4. Enter your **User ID** and **Password**.

5. Select **Login** .

The **Pharmacy Manager Dashboard** displays.

Navigating the Pharmacy Manager Dashboard (England)

When you log into **Pharmacy Manager**, the **Pharmacy Manager Intelligent Dashboard** displays:



The dashboard displays dynamic tiles, giving you a real time overview of your pharmacy workload. The Dashboard consists of the following files:

Summary Metrics:

- New EPS to Dispense: 23
- Expiring claims: 23
- Repeat Prescriptions: 157
- Owings: 24
- Uncollected prescriptions: 56
- Pending Orders: 77

NHS Prescription Tracker: Search by UUID or NHS no. Includes a TRACK button.

NHS Services:

- [Manage Your Service \(MYS\)](#): Complete reimbursement tasks online
- [NHS Profile Updater](#): Update your DoS information
- [NHS Mail](#): View your messages and account
- [Summary Care Record \(SCR\)](#): Access important patient information
- [NHS Directory of Services \(DOS\)](#): Direct patients to healthcare services
- [Primary Care Support England \(PCSE\)](#): Order NHS stationary and supplies

Fridge Temperatures:

Date	Fridge	Temp°C	Min°C	Max°C
25/09/19 14:21	Fridge 1	2.1	1.2	4
25/09/19 14:21	Fridge 2	2.2	1.2	3.2
25/09/19 14:21	Fridge 3	9.3	1.3	9.8
25/09/19 14:21	Fridge 4	2.1	1.1	3.1

Pharmacy Notes:

- 06/06/19: Mrs Miggins is coming back tomorrow at 12:00pm...
- 06/06/19: Call Manchester to request a new flux capacitor
- 06/06/19: Cegedim RX coming in tomorrow to demo new...
- 06/06/19: Lorem ipsum dolor sit amet note taking dashboard...

Calendar: January 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

The Dispensing Evolution has Begun

The Dispensing Evolution has Begun
2023 is the year in which Pharmacy Manager's 2nd Generation Dispensing takes shape. Take a peek... →

We have introduced a **Prescriptions** screen for English users only to view and manage their **New EPS to Dispense** prescriptions in **Pharmacy Manager**. Select the tile to view the **Prescriptions** screen, see [New Prescriptions](#) in the **Pharmacy Manager Help Centre** for details.

New EPS to Dispense



The **New EPS to Dispense** tile displays how many Electronic Prescription Service (EPS) items are awaiting dispensing.

Expiring claims

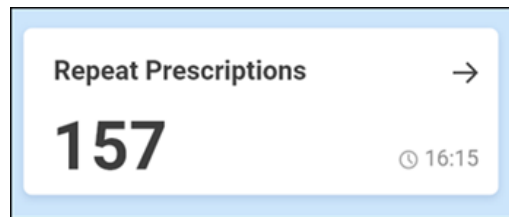


The **Expiring claims** tile displays the number of claims due to expire.

- **The tile displays in Red if you have claims due to expire within the next seven days**
- **The tile displays in Amber if you have claims due to expire within the next 21 days**

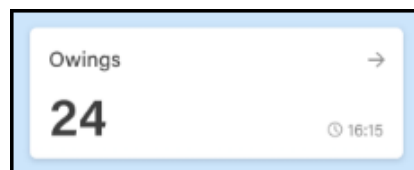
Select the tile to display all claims due to expire in the next 28 days.

Repeat Prescriptions



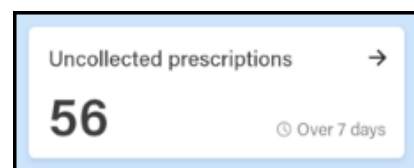
The **Repeat Prescriptions** tile displays the number of patients with repeat prescriptions due to be dispensed over the next seven days. Select the tile to display your **Repeats** screen.

Owings



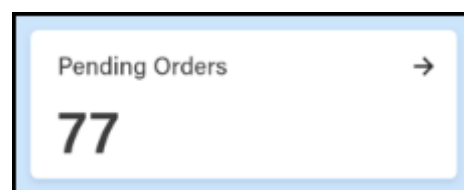
The **Owings** tile displays the number of items owing, select the tile to display your **Owings** screen.

Uncollected prescriptions



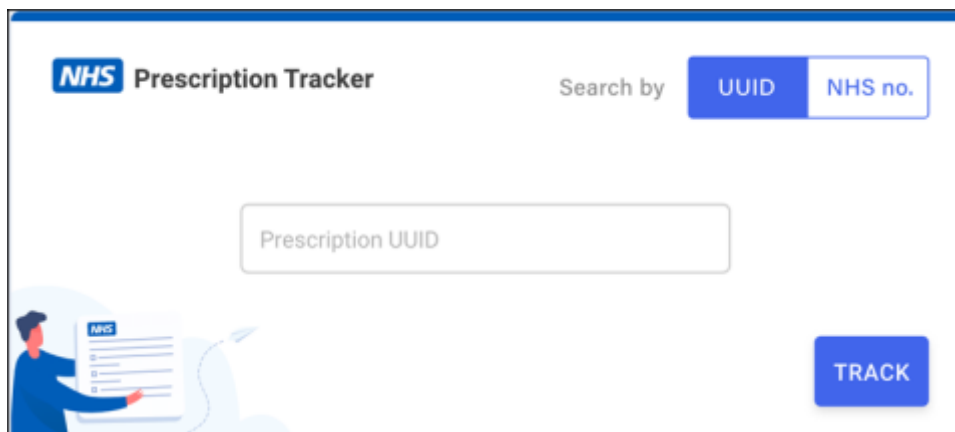
The **Uncollected prescriptions** tile displays the number of dispensed prescriptions which have been ready for collection for more than seven days. Select the tile to display your **eMessages** screen with the **Show messages that require collection/Over 7 days** filter applied.

Pending Orders



The **Pending Orders** tile displays the number of items on outstanding orders, select the tile to display your **Ordering** screen.

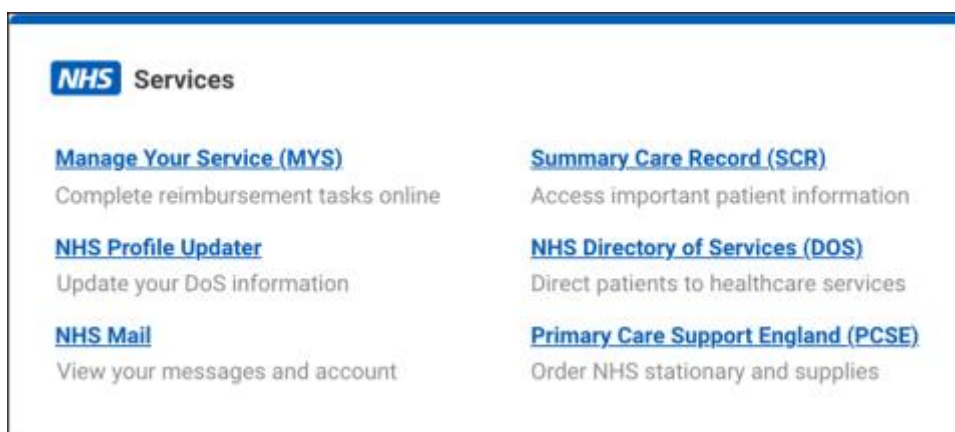
NHS Prescription Tracker



The **NHS Prescription Tracker** allows you to view a prescription's status on the NHS Spine.

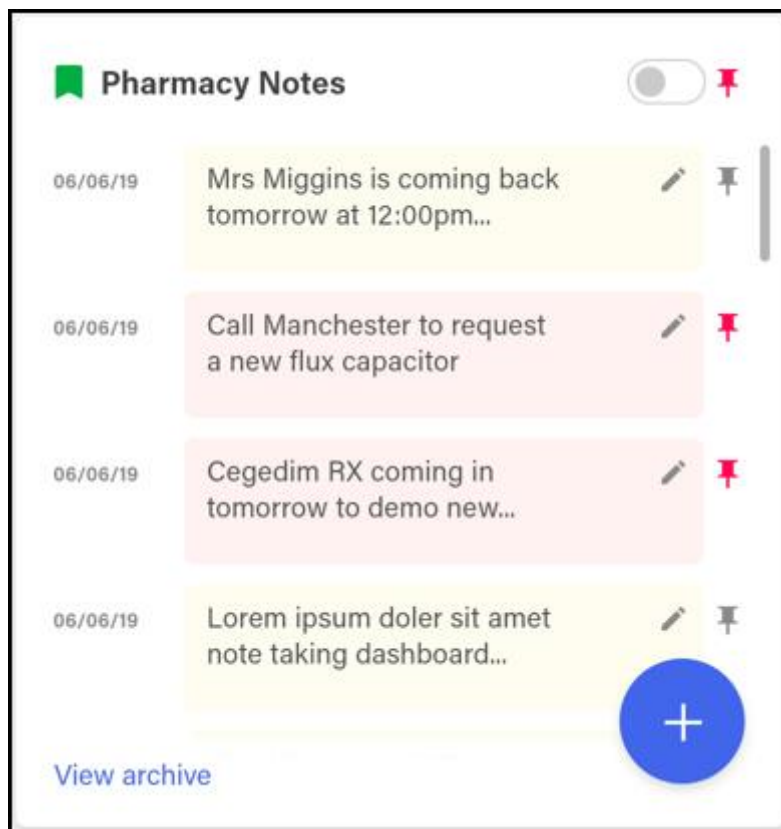
➔ See [NHS Prescription Tracker - England Only](#) in the **Pharmacy Manager Help Centre** for details.

NHS Services



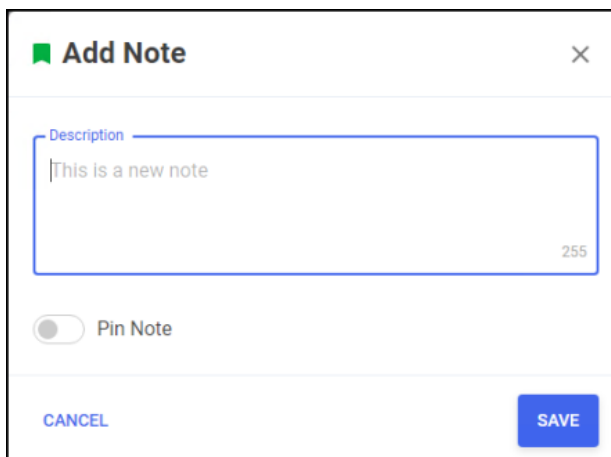
The NHS Services file allows you to access a variety of NHS services.

Pharmacy Notes




The **Pharmacy Notes** file enables any staff member to add or edit a note on the dashboard. Any member of staff with **Pharmacy Manager** access can:

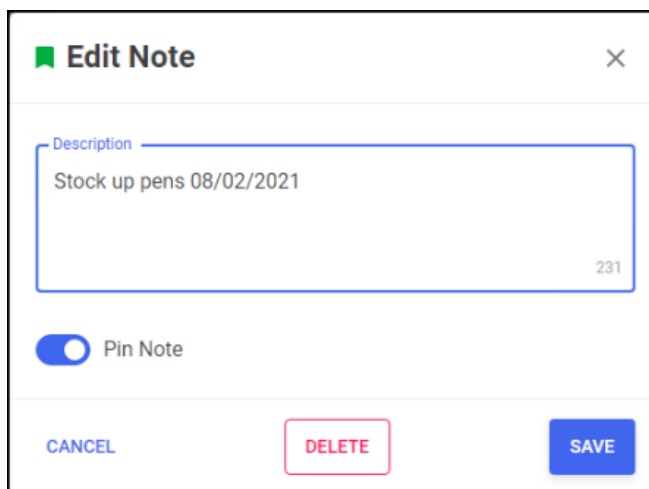
- **Add** - Select **Add** , the **Add Note** screen displays:



Enter your note, select **Pin Note**  to pin the note to the list, if required, and then select **SAVE** .

- **View Pinned Pharmacy Notes Only** - Select the **Pin** toggle  to view pinned notes only.

- **Edit** or **Delete** a note - Select **Edit**  to display the **Edit Note** screen:

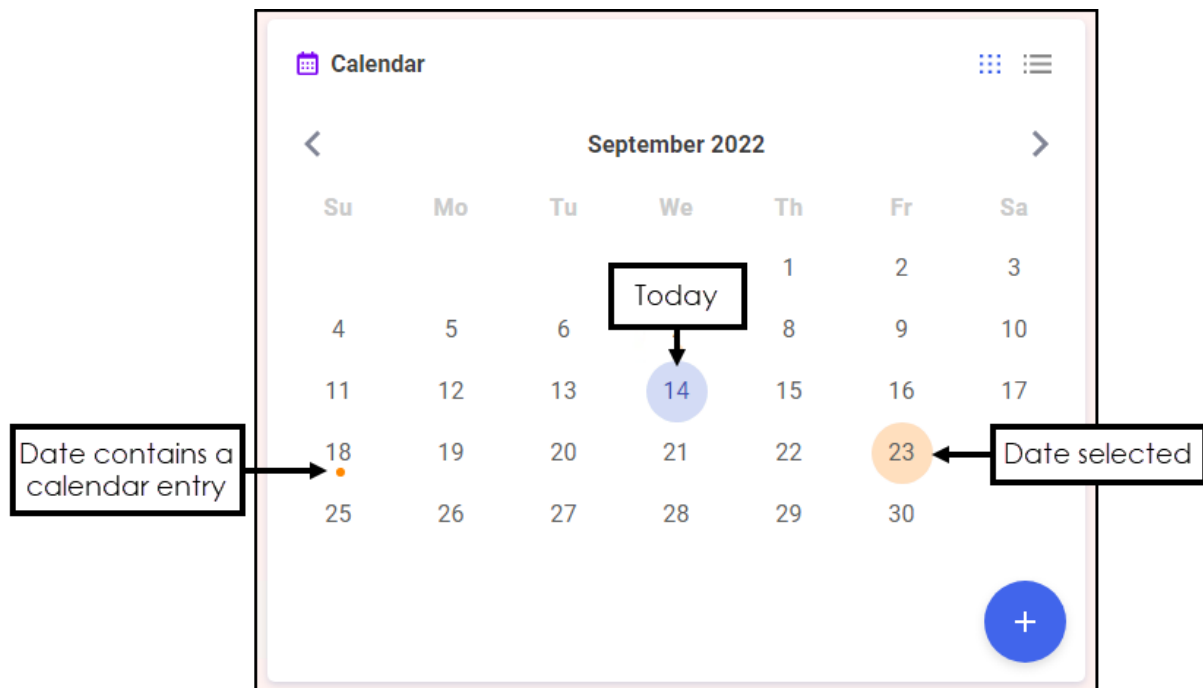


Either:







- Edit the **Note** as required and select **SAVE** , or,
- Select **DELETE**  to delete the note.

 **Note - Pharmacy Notes** can be seen by all Pharmacy Manager users.


Calendar



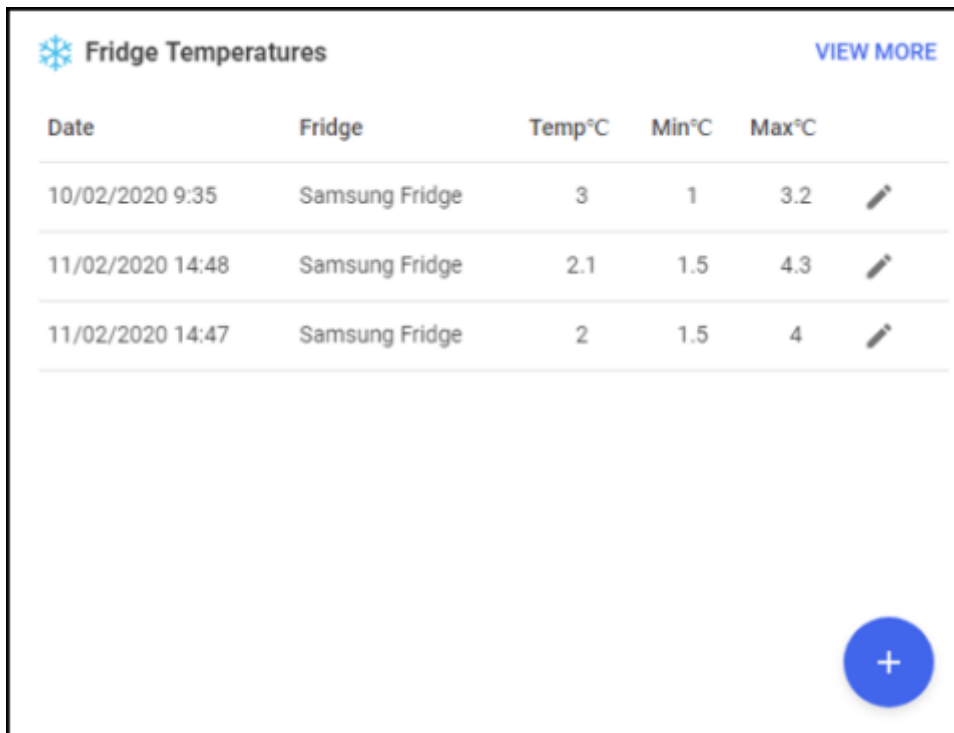
The **Calendar** tile provides you with a pharmacy wide diary. This can be used for appointments and reminders, any member of staff with **Pharmacy Manager** access can:

- **Add** - Highlight a date, select **Add** , complete the details as required and select **SAVE** .
- **View** - Select the date required and select **Options** , any appointments and reminders for that day display. Select the item required to view the details.
- **Edit - View** an item and then select **Edit**  and update as required.
- **Delete** - To delete a calendar entry, **View** it, select **Edit**  and then select **DELETE** .

 See [Using the Calendar Tile](#) in the **Pharmacy Manager Help Centre** for details.

 **Note** - **Calendar** items can be seen by all **Pharmacy Manager** users.

Fridge Temperatures

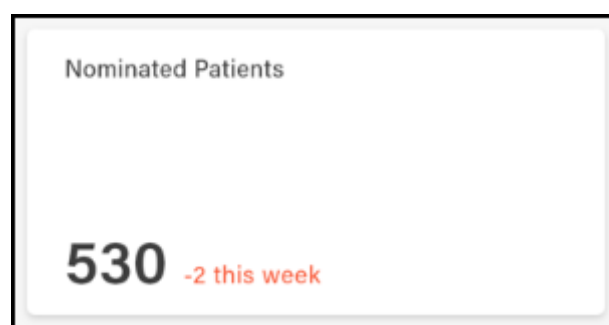


Date	Fridge	Temp°C	Min°C	Max°C
10/02/2020 9:35	Samsung Fridge	3	1	3.2
11/02/2020 14:48	Samsung Fridge	2.1	1.5	4.3
11/02/2020 14:47	Samsung Fridge	2	1.5	4

The **Fridge Temperatures** file displays:

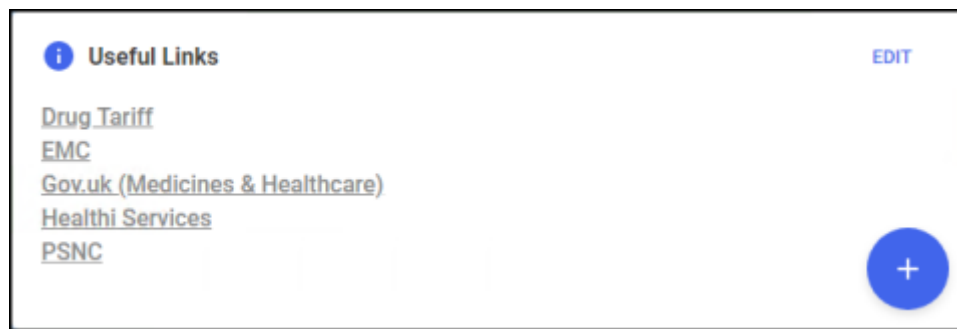
- **Temp** - The current temperature for any fridges selected.
- **Min** - The minimum temperature of any fridges selected on a given day.
- **Max** - The maximum temperature of any fridges selected on a given day.

Nominated Patients



The **Nominated Patients** file displays your current number of nominated patients as per the weekly statistics published by [NHS Digital](#) and whether that number has increased or decreased since the last update.

Useful Links

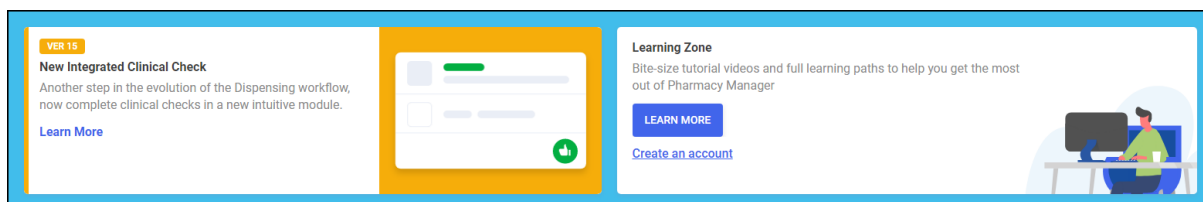


The **Useful Links** tile, managed by your pharmacy, displays links to websites you use. You can add, edit, delete and re-order links as required.

➔ See [Managing Useful Links](#) in the **Pharmacy Manager Help Centre** for details.

What's New / Learning Zone Tiles

The tiles at the bottom of the **Dashboard** offer the following information:



- **What's New** - The **What's New** tile displays a brief description of new features in **Pharmacy Manager**. Select the tile to open the [What's New?](#) help topic for details.
- **Learning Zone** - Provides you with a link to learn more about [The Learning Zone](#). Select **Create an account** to register for the Learning Zone.

Searching for a Patient

To search for a patient in **Pharmacy Manager**:

- From the **Patient search** bar, enter all or part of the patient name, for example:




- The first name and last name, for example, Billy Black
- The last name, followed by the initial, for example, Black B
- Any part of the surname or first name, for example, Bil Bla

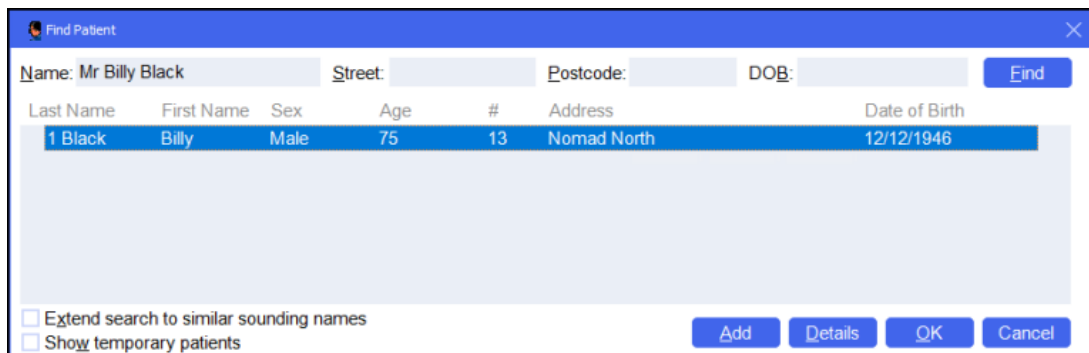


Training Tip - You can also search for a patient by entering their NHS number prefixed by #, for example, #0123456789.



Training Tip - Leave **Patient** blank to search by address or date of birth.

- Press **Enter** on your keyboard or select **Search**  and the **Find Patient** screen displays with a list of all available patients that match your criteria:



Find Patient

Name: Mr Billy Black Street: Postcode: DOB: Find

Last Name	First Name	Sex	Age	#	Address	Date of Birth
1 Black	Billy	Male	75	13	Nomad North	12/12/1946

Extend search to similar sounding names
 Show temporary patients

Add Details OK Cancel



Training Tip - You can also search by **Street**, **Postcode** and **DOB**. Tick **Extend search to similar sounding names** to display similar names.



Note - If the patient does not exist in **Pharmacy Manager**, the name you entered displays in red. Select **Add** to create a new patient record, see [Adding a New Patient](#) on page 16 for details.

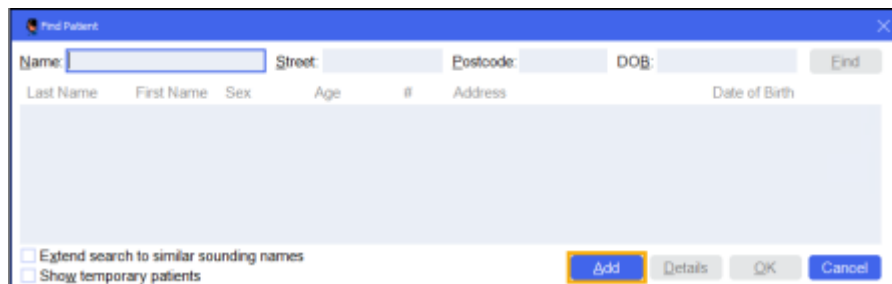
Adding a New Patient

If a patient does not exist in **Pharmacy Manager**, you can create a new patient record. To add a new patient:

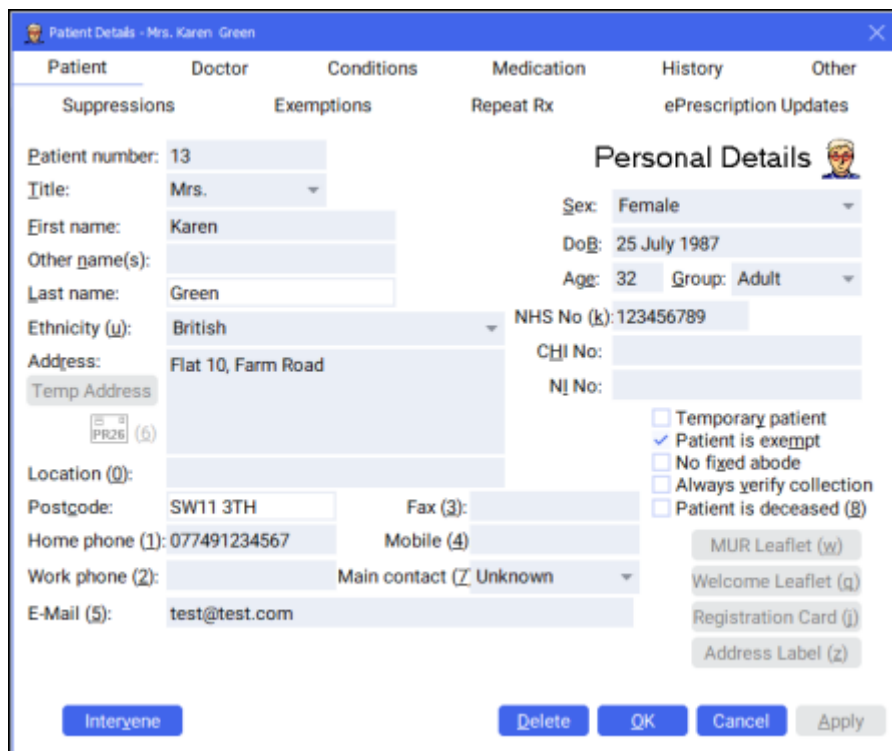
1. From **Pharmacy Manager**, select **Patient** and press **Enter** on your keyboard:



2. The **Find Patient** screen displays, select **Add** :



3. The **Patient Details** screen displays, complete as required:

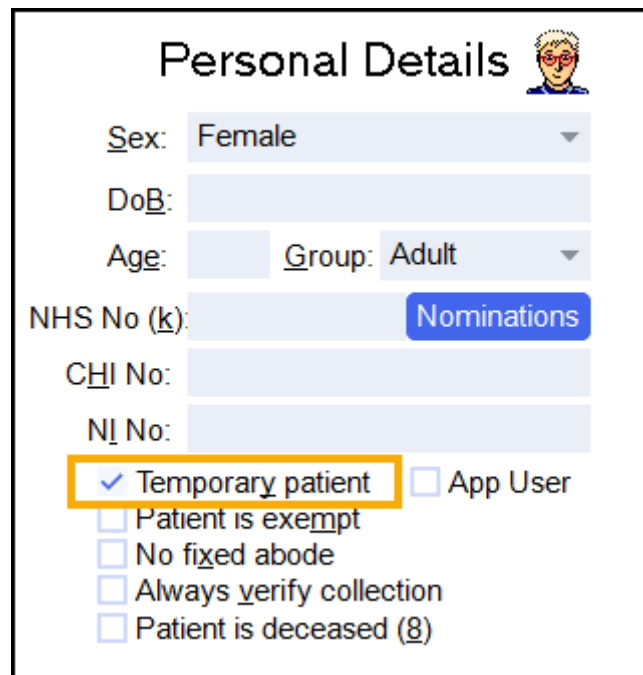




Training Tip - Use the **Other** tab to add patient notes as required.

4. Select **OK**  to save and return to the **Find Patient** screen.

Adding a Temporary Patient

To add a temporary patient, place a tick next to **Temporary patient** on the **Patient Details - Patient** screen:



Personal Details 

Sex: Female

DoB:

Age: Group: Adult

NHS No (k): [Nominations](#)

CHI No:

NI No:

Temporary patient App User

Patient is exempt

No fixed abode

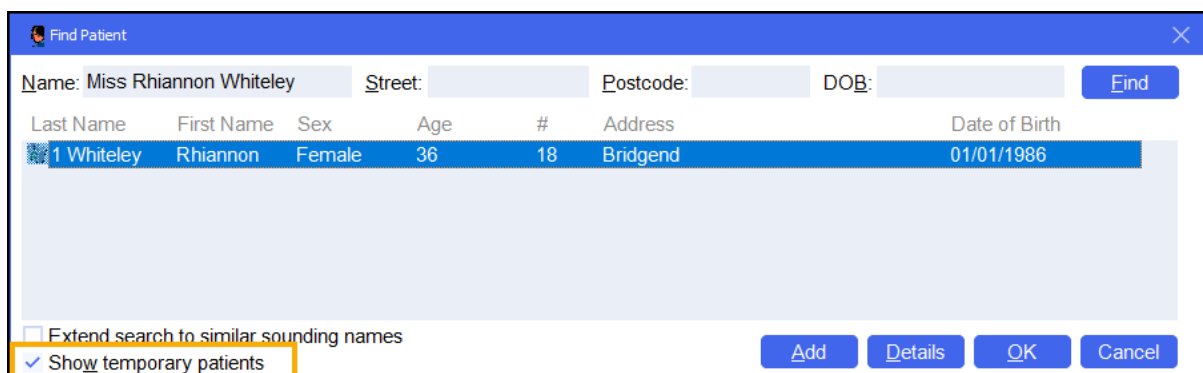
Always verify collection

Patient is deceased (8)

To change a temporary patient to a permanent patient, simply remove the tick next to **Temporary patient** on the **Patient Details - Patient** screen.

Finding a Temporary Patient

To include temporary patients on the **Find Patient** screen, simply place a tick next to **Show temporary patients**:




Find Patient ✕

Name: Miss Rhiannon Whiteley Street: Postcode: DOB: [Find](#)

Last Name	First Name	Sex	Age	#	Address	Date of Birth
1 Whiteley	Rhiannon	Female	36	18	Bridgend	01/01/1986

Extend search to similar sounding names


Show temporary patients [Add](#) [Details](#) [OK](#) [Cancel](#)

 **Note** - The system records all dispensing details for temporary patients and therefore reports include temporary patient information. Temporary patients display on reports with an asterisk * next to their name.

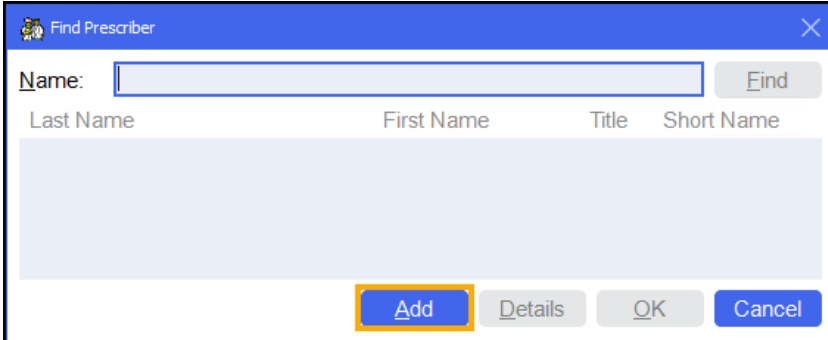
Adding a New Prescriber

A prescriber is those authorised to issue prescriptions, for example, doctors, nurses and vets. To add a new prescriber:

1. From either:

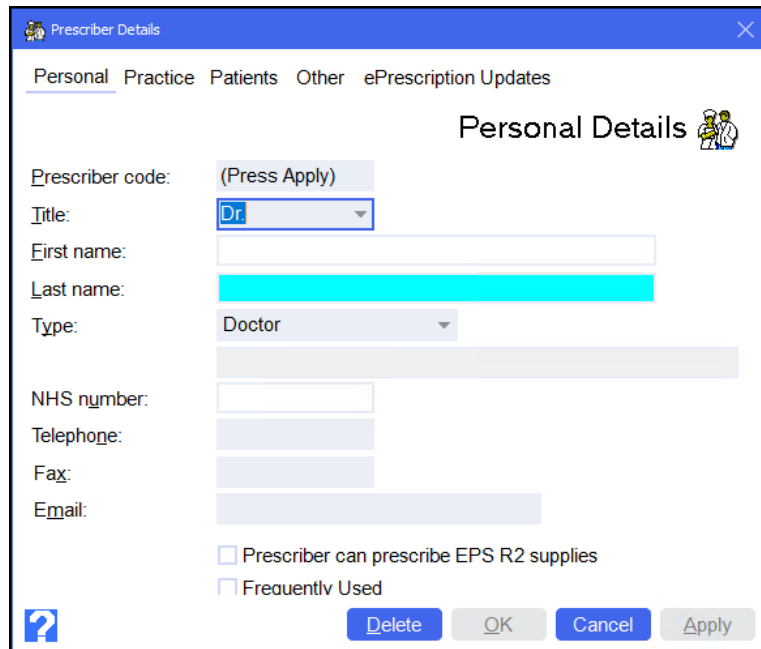
- **Dispensary**  - With a patient selected, enter the clinician's surname (full or partial) and press **Enter** on your keyboard, or
- From the **Pharmacy Manager Menus** select **Tools - Inquiry - Prescriber**.

2. The **Find Prescriber** screen displays, select **Add** :



The screenshot shows a dialog box titled "Find Prescriber" with a search field labeled "Name:" and a "Find" button. Below the search field is a table with columns for "Last Name", "First Name", "Title", and "Short Name". The table is currently empty. At the bottom of the dialog box, there are four buttons: "Add", "Details", "OK", and "Cancel". The "Add" button is highlighted with a yellow border.

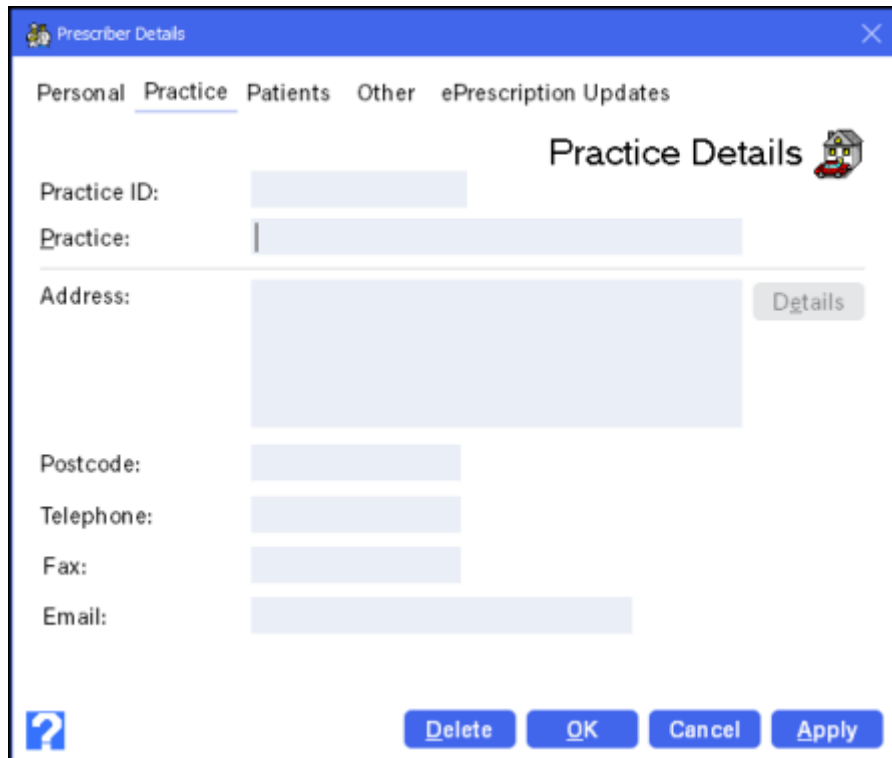
3. The **Prescriber Details** screen displays:



Complete as appropriate:


- **Title**
- **First name**
- **Last name**
- **Type** - Select the prescriber type from the list. If you select **Other (Please specify)**, an additional text box activates, manually enter the prescriber type.
- **NHS/Registration No**
- **Telephone**
- **Fax**
- **Email**
- **Prescriber can prescribe EPS R2 supplies** - Tick to enable (England only).
- **Frequently Used** - Tick to enable.

4. Select the **Practice** tab:



Prescriber Details

Personal Practice Patients Other ePrescription Updates

Practice Details 

Practice ID:

Practice:

Address:

Postcode:

Telephone:

Fax:

Email:

Complete as appropriate:

- **Practice ID**
- **Practice**
- **Address**
- **Postcode** - The postcode must be in the correct format, for example, AB12 3CD.
- **Telephone**
- **Fax**
- **Email**

5. Select **OK** to add the prescriber.

Downloading Prescriptions from the NHS Spine

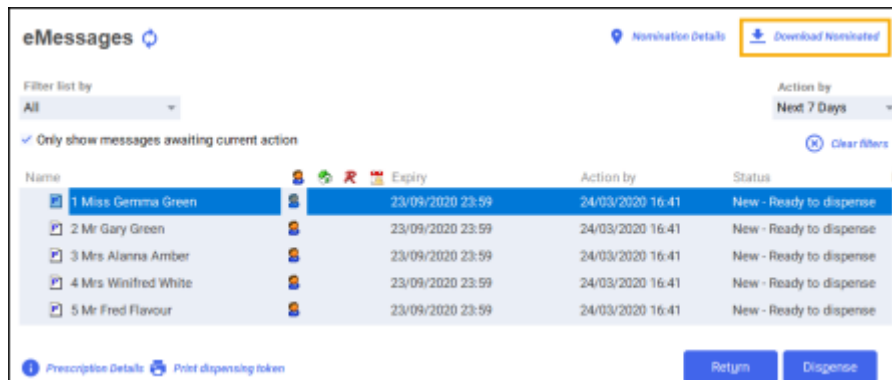
To download prescriptions from the NHS Spine:

1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**

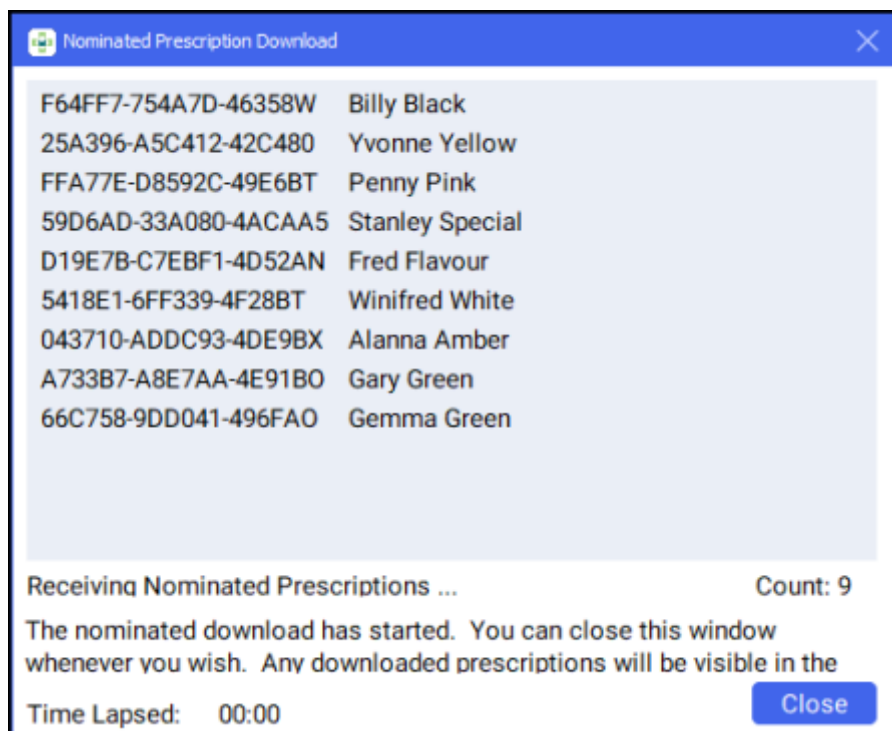


and the **eMessages** screen displays.

2. Select **Download Nominated** :



3. The **Nominated Prescription Download** screen displays and all nominated prescriptions automatically download from the NHS Spine:



4. Select **Close** .



Note - The download process runs in the background while you continue to work.

Printing a Dispensing Token

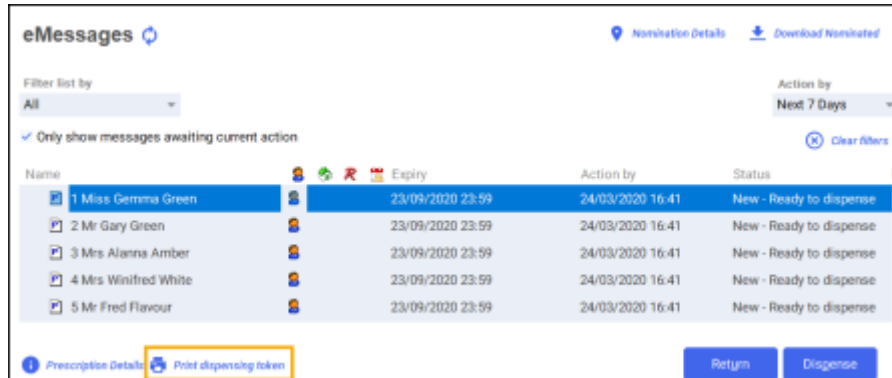
There may be occasions when you need to print a dispensing token, for example, when a patient needs to sign for their exemption.

To print a dispensing token:

1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**

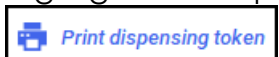


The **eMessages** screen displays:



Name	Expiry	Action by	Status
1 Miss Gemma Green	23/09/2020 23:59	24/03/2020 16:41	New - Ready to dispense
2 Mr Gary Green	23/09/2020 23:59	24/03/2020 16:41	New - Ready to dispense
3 Mrs Alanna Amber	23/09/2020 23:59	24/03/2020 16:41	New - Ready to dispense
4 Mrs Winifred White	23/09/2020 23:59	24/03/2020 16:41	New - Ready to dispense
5 Mr Fred Flavour	23/09/2020 23:59	24/03/2020 16:41	New - Ready to dispense

2. Highlight the required prescription and select **Print dispensing token**



 **Note** - To print a dispensing token for a patient that has multiple prescriptions to be dispensed, sort by name, press and hold **Ctrl** on your keyboard and highlight each prescription, finally select **Print dispensing token**.

Dispensing an Electronic Prescription

To dispense an electronic prescription, from the **Pharmacy Manager Dashboard**:



 **Note** - Pharmacies can select **The Dispensing Evolution has begun** from the **Dashboard** to view new EPS prescriptions ready to dispense on the **Prescriptions** screen, see [Prescriptions](#) in the **Pharmacy Manager Help Centre** for details.

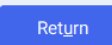
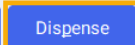
1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**



The **eMessages**  screen displays.


2. Highlight the required patient and select **Dispense** :

Name	Expiry	Action by	Status
 1 Ms Gemma Green	 23/09/2020 23:59	24/03/2020 16:41	New - Ready to dispense



Training Tip - You can scan the prescription to highlight the correct patient/prescription.

3. The **Patient Information** screen displays, showing any notes added by the GP. Select **OK**  to proceed:

Patient Information ✕


The selected eMessage has the following additional information. This information is printed on the dispensing token.

Patient information

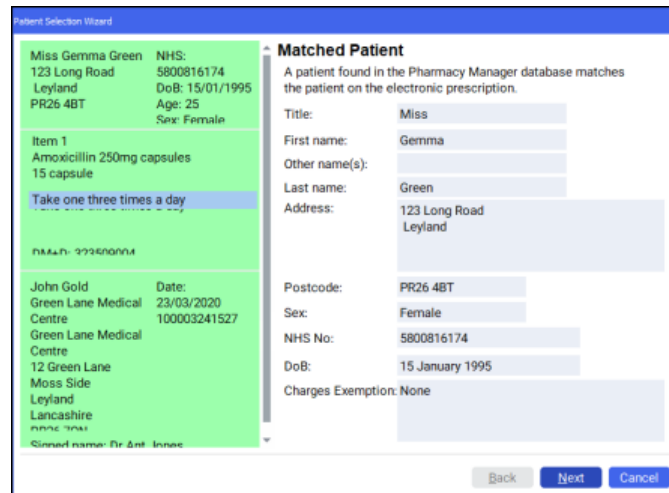
Please make an appointment to see your GP
Review date due


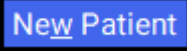
Medication information

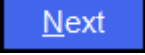
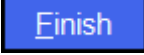
Warfarin 3mg tablets, 84 tablet, take as directed, Last Issued: Mon 08 Jul 2013, Next Issue Due: Wed 02 Oct 2013, Issues Remaining: 0, Review Due On: Mon 04 Nov 2013
Co-dydramol 10mg/500mg tablets, 210 tablet, take 1 or 2 4 times/day, Last Issued: Wed 10 Jul 2013, Next Issue Due: Wed 02 Oct 2013, Issues Remaining: 2, Review Due On: Mon 02 Dec 2013

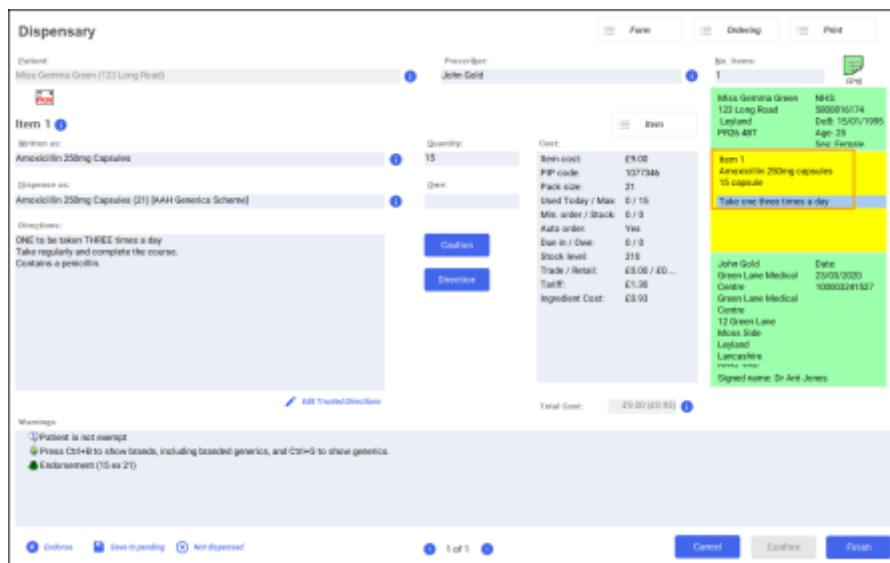



4. The **Patient Selection Wizard** displays. This confirms that the patient matches an existing **Pharmacy Manager** patient:



 **Note** - If no patient is found, you can easily add them at this stage, simply select **New Patient** .

5. Select **Next**  and then select **Finish** . The **Dispensary** screen displays with the patient, prescriber and number of items pre-populated from the electronic prescription:



 **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.

6. Complete as follows to dispense an item:

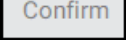
- **Written as** - Select **Enter** to search for the prescribed item. **Written as** populates with the item details, for example, Amoxicillin 250mg capsules.
- **Dispense as** - Populates automatically with the dispensed item, for example, Amoxicillin 250mg Capsules 21 AAH Generics Scheme.
- **Quantity** - Populates automatically, check to ensure it is correct.
- **Directions** - Enter the directions from the prescription, for example, enter 'One to be taken Daily' or enter the appropriate dosage code, for 'One to be taken Daily' enter '1 d'.

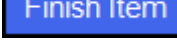


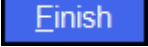
Training Tip - Note the space after the 1 and the d.



See [Setting Up Trusted Directions](#) in the **Pharmacy Manager Help Centre** for details.

- **Warnings** - If **Warnings** display, you must select **Confirm** .
- **Owe** - Enter the quantity owed if appropriate.

7. If the prescription contains multiple items, select **Finish Item**  and repeat the process outlined in **Step 6**.

8. Select **Finish**  and the item and bag labels print.



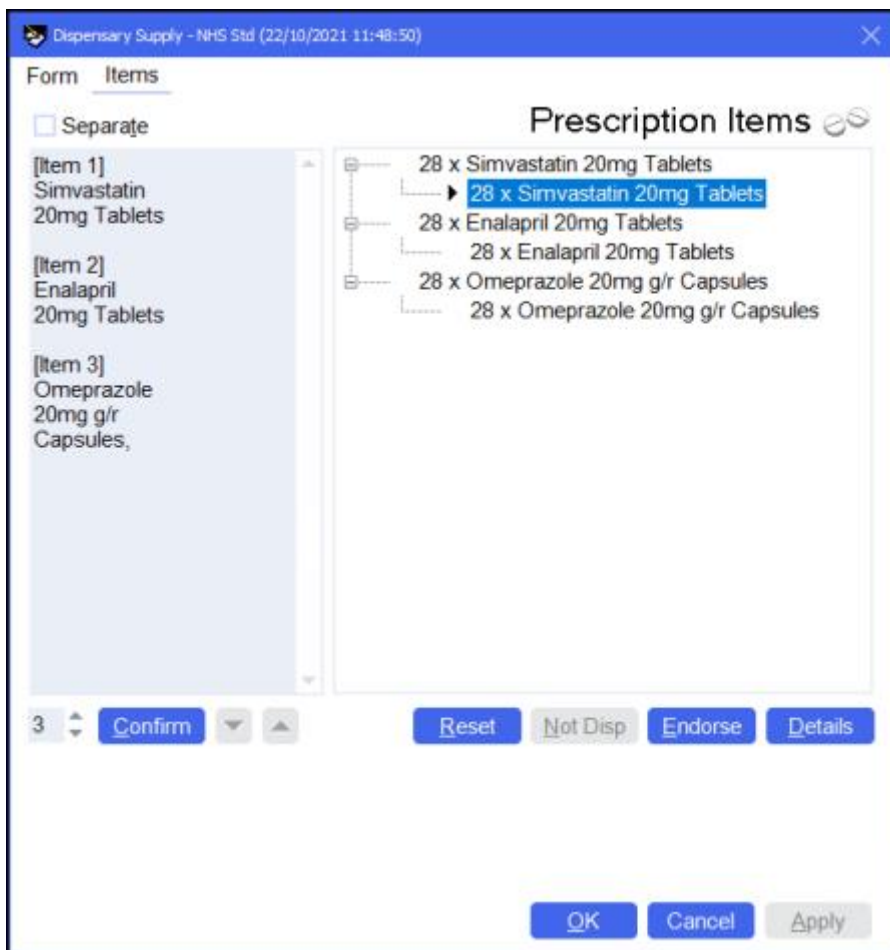
After dispensing you can view the **Order Summary** screen, see [Order Summary](#) in the **Pharmacy Manager Help Centre** for details.

Endorsing an Electronic Prescription


To ensure that your pharmacy is reimbursed correctly, **Pharmacy Manager** records endorsements onto electronic prescriptions to confirm the exact items that have been dispensed to a patient.

 **Note** - You can set the **Endorsing** screen to automatically display once you complete a prescription.

1. Once a prescription is complete, providing you have set the **Endorsement printing** option to **Always** in **User Details**, the **Dispensary Supply** screen displays:



2. To apply additional endorsements:
 - a. Highlight the item from the right hand side and select **Endorse**.

 **Note** - You must select the second item line otherwise the **Endorse** option is not available.

- b. The **Optional Endorsements** screen displays, tick the appropriate additional endorsements and enter any information required.
 - c. Select **OK**.
3. Select **Confirm**.

Confirming Collection

Once a prescription has been dispensed and handed to the patient, it should be marked as 'collected' within **Pharmacy Manager**. Marking a prescription as collected automatically sends a **Dispense Notification** to the NHS Spine.

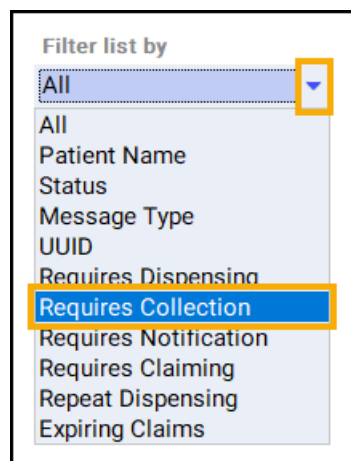
To mark a prescription as collected:

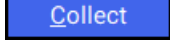
1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**

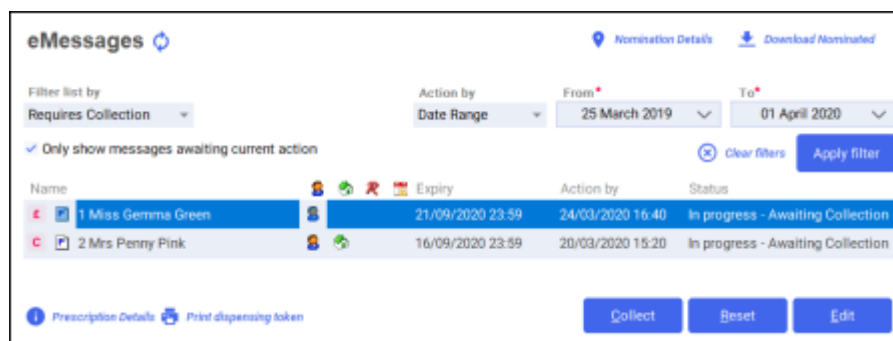



The **eMessages** screen displays.

2. From **Filter list by**, select the **Requires Collection** filter:

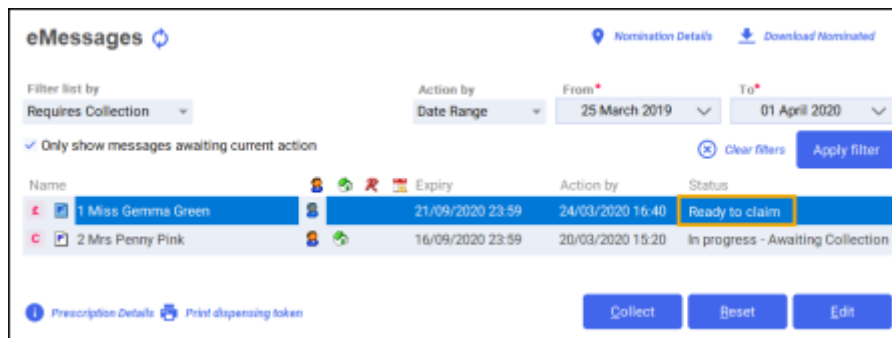


3. Highlight the required prescription and select **Collect** .
4. The prescription is marked as *collected* and a dispensing notification is sent to the NHS Spine:



Training Tip - To mark multiple prescriptions as collected, press and hold **Ctrl** on your keyboard, highlight each prescription and select **Collect** .

5. The status of the prescription changes to **Ready to Claim:**



eMessages [Nomination Details](#) [Download Nominated](#)

Filter list by: **Requires Collection**

Action by: **Date Range** From: **25 March 2019** To: **01 April 2020**


Only show messages awaiting current action [Clear filters](#) [Apply filter](#)

Name	Expiry	Action by	Status
1 Miss Gemma Green	21/09/2020 23:59	24/03/2020 16:40	Ready to claim
2 Mrs Penny Pink	16/09/2020 23:59	20/03/2020 15:20	In progress - Awaiting Collection

[Prescription Details](#) [Print dispensing token](#) [Collect](#) [Reset](#) [Edit](#)

Claiming Prescriptions

Each prescription dispensed to a patient must be sent to the NHS Business Services Authority (NHS BSA) for remuneration and reimbursement.

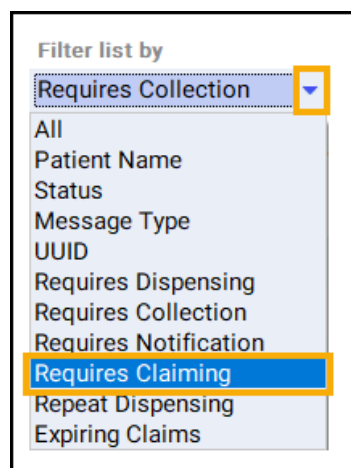
 **Training Tip** - We recommend that you submit prescription claims on a regular basis to avoid missing out on payment, you could use the **Pharmacy Manager Calendar** to remind you.

1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**

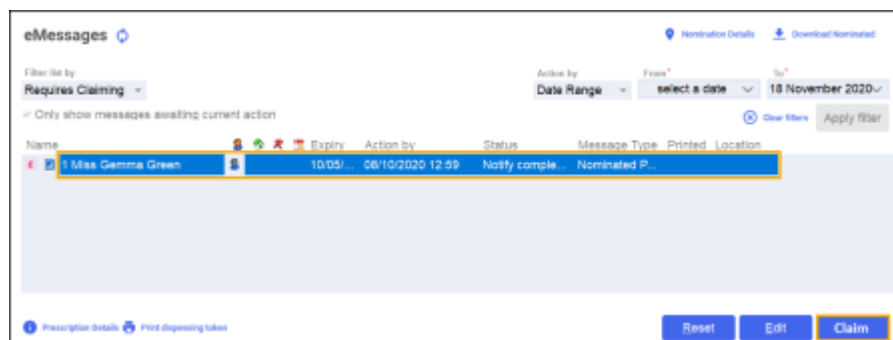



The **eMessages** screen displays.

2. From **Filter list by**, select the **Requires Claiming** filter:



3. Highlight the required prescription and select **Claim** 



 **Training Tip** - To claim for multiple prescriptions, press and hold **Ctrl** on your keyboard, highlight multiple prescriptions and select **Claim**.

4. The claimed prescription(s) clears from the screen and is sent to the NHS BSA.

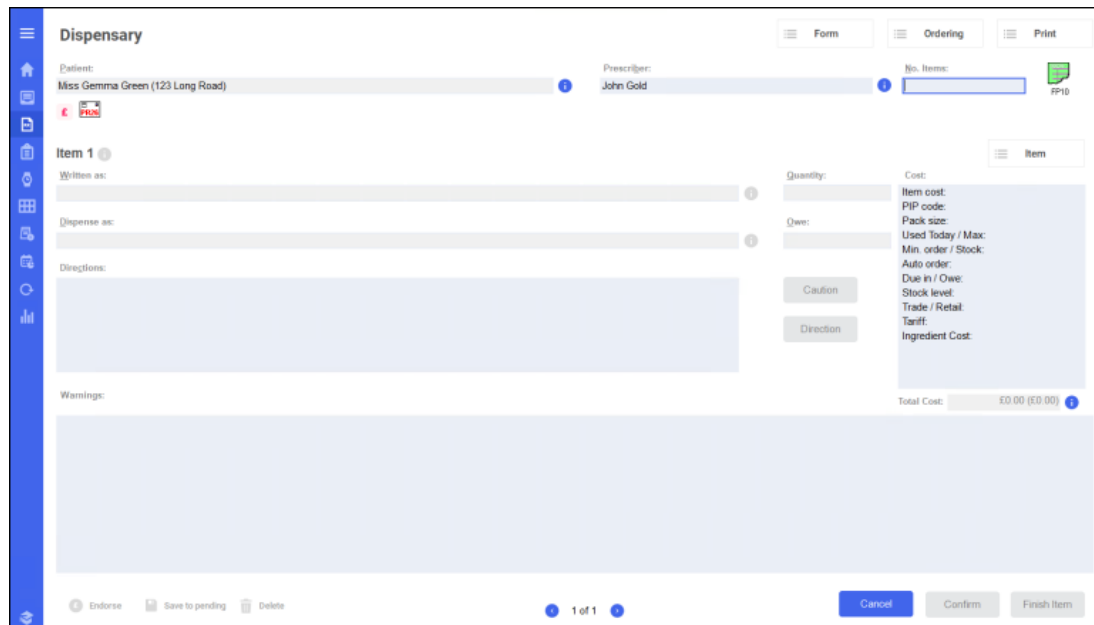
Dispensing a Paper Prescription

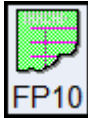
To dispense a paper prescription:

1. From the **Pharmacy Manager Side Navigation Bar** select **Dispensary**



The **Dispensary** screen displays:



2. Complete the following sections:
 - **Patient** - Enter all or part of the patient name and press **Enter** on your keyboard, see [Searching for a Patient](#) on page 14 for details.
 - **Prescriber** - Enter all or part of the prescriber's name and press **Enter** on your keyboard.
3. Enter the number of items in **No Items** and press **Enter** on your keyboard.
4. The prescription default is FP10 in England, to change this, double click  **FP10**, and select from the prescription types offered.
5. In **Written as**, enter all or part of the item name and press **Enter** on your keyboard. For example, if you are searching for Paracetamol 500mg tablets enter:
 - PARA - All items beginning with PARA display.
 - PARA 500 - All items beginning with PARA with a strength of 500 display.
 - PARA 500 TAB - All items beginning with PARA with a strength of 500 in tablet form display.
6. Select the appropriate item and pack size from the list of medications offered.




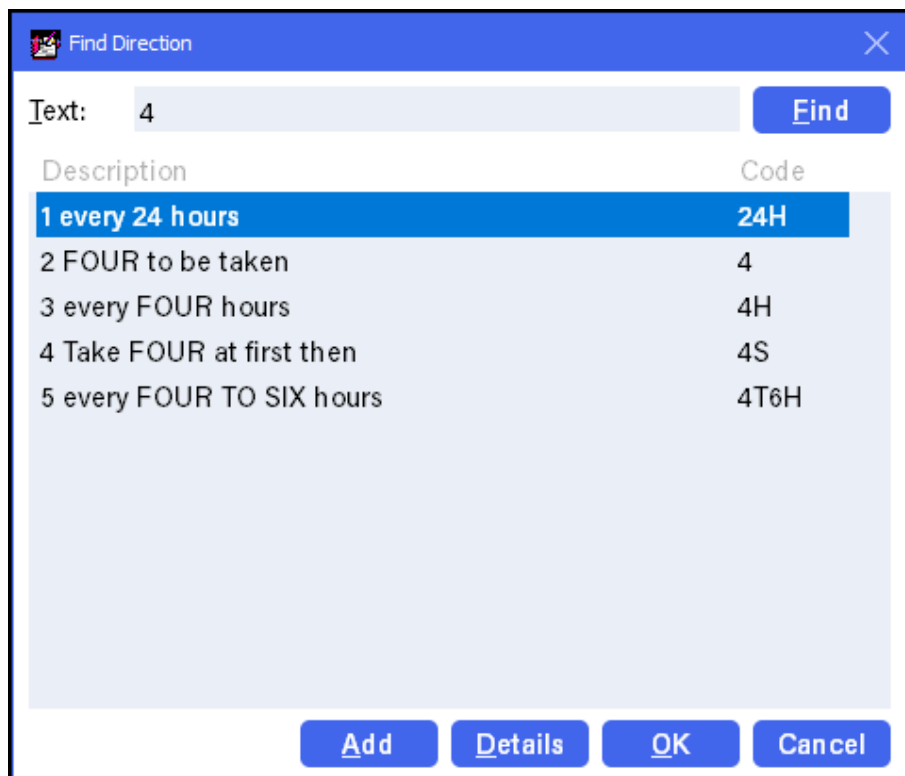
Training Tip - To change to a generic medication, press **Ctrl + G** on your keyboard and select from the list offered, or to change brand press **Ctrl + B** on your keyboard and select from the list offered. To bring up a list of different pack sizes press **Ctrl + C** on your keyboard.

7. In **Quantity**, enter the prescribed quantity and press **Enter** on your keyboard. You can enter quantity in various ways, for example:
 - **28** - Prints one label with a quantity of 28.
 - **2p** - Prints two labels, each for a single pack quantity.
 - **60,20,20** - Prints separate labels for each of the specified quantities.
 - **30x4** - Prints four labels of a quantity of 30.
8. In **Directions**, enter the directions to print on the label. To enter directions, either:
 - Enter the directions in full, or
 - Use the pre-defined dose codes, for example, for 'One to be taken Daily' enter '1 d'.



Training Tip - Note the space after the 1 and the d.

- Select **Direction**  and the **Find Direction** screen displays, enter part of the description required and select **Find**. Select the direction required and select **OK**:

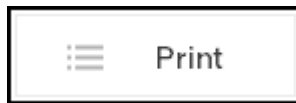
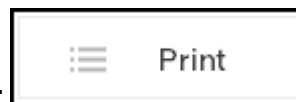


Description	Code
1 every 24 hours	24H
2 FOUR to be taken	4
3 every FOUR hours	4H
4 Take FOUR at first then	4S
5 every FOUR TO SIX hours	4T6H


9. Select **Finish Item** to add the next item, or **Finish** if this is the final item.

 You can now endorse the prescription, or save it to endorse later, see [Endorsing a Paper Prescription](#) on page 33.


Item labels and, if configured, bag labels print for the items prescribed. To print extra labels from the **Dispensary** screen:

- **Additional item labels** - Select **Print**  - **Extra Label**, enter the number required and select **OK**.
- **Additional bag labels** - Select **Print**  - **Bag Label**.

Additional Useful Options

- **Patient Note** - If there is a note on the patient record, **Patient Note**  displays. To view the note, hover over the icon or double click on it.

 To set patient notes to display see [Patient Notes](#) in the **Pharmacy Manager Help Centre** for details.

- **Cancel** - Select to cancel any record of this prescription.
- **Save to pending** - Select to save the current prescription as **Pending**  to allow a dispenser to return to it later.

- **Reprint a label** - From **Patient**




The screenshot shows a search bar with a dropdown menu set to "Patient". To the right of the dropdown is a search input field with a magnifying glass icon.

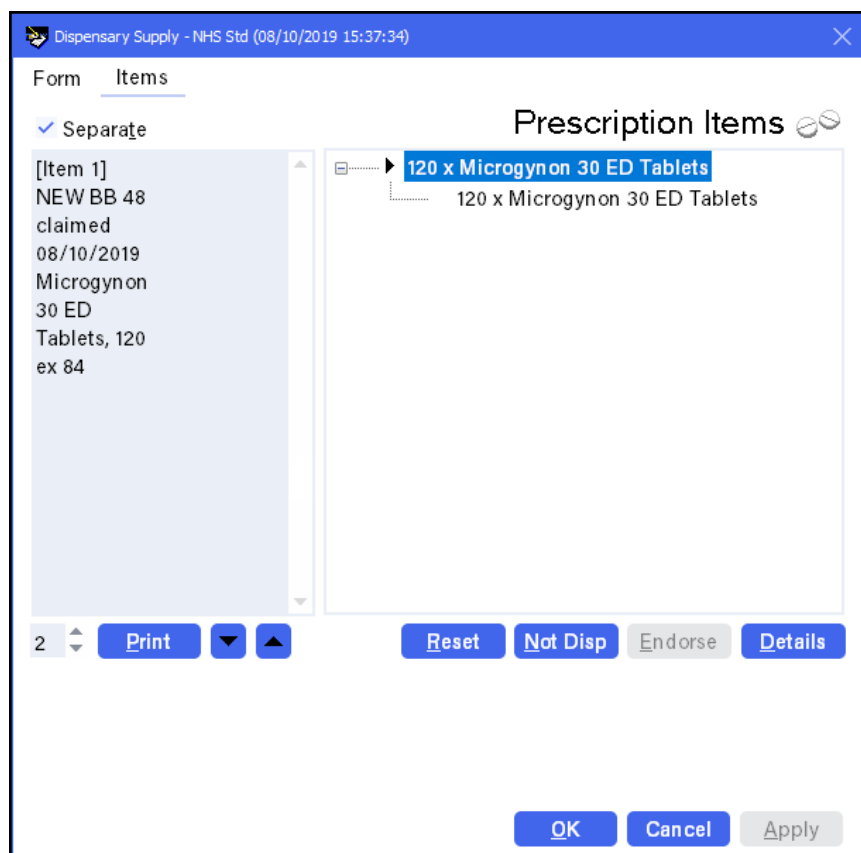
, find the patient required. Select the **History** tab, highlight the item required and select **Reprint**.

Endorsing a Paper Prescription


Pharmacy Manager can print or record any endorsements onto a prescription to confirm the exact items dispensed to a patient. This ensures your pharmacy is reimbursed correctly.

 **Note** - You can set the **Endorsing** screen to automatically display once a prescription is completed, see [Setting User Details](#) in the **Pharmacy Manager Help Centre** for details on how to do this.


- Once a prescription is complete, providing you have set the **Endorsement printing** option to **Always** in **User Details**, the **Dispensary Supply** screen displays:



- To apply additional endorsements:
 - Select the item from the right hand side and select **Endorse**.


 **Note** - You must select the second item line otherwise the **Endorse** option is not available.

- The **Optional Endorsements** screen displays, tick the appropriate additional endorsements and enter any information required.
 - Select **OK**.
- Insert the paper prescription into the endorsement printer and select

Print 

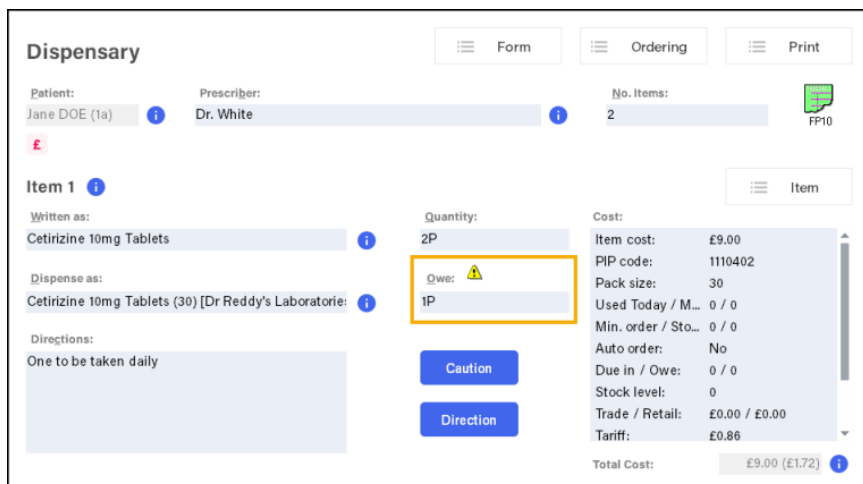
Creating an Owing

There may be occasions when a prescription can only be partially dispensed, for example, if you have insufficient stock.

 **Note** - You create an **Owing** during the dispensing of an item. The method of creating an owing depends on whether you are using a stock control method.

To create an **Owing**:

1. Dispense the prescription in the usual way, completing the patient, prescriber and item details. See [Dispensing an Electronic Prescription](#) on page 23 if required:



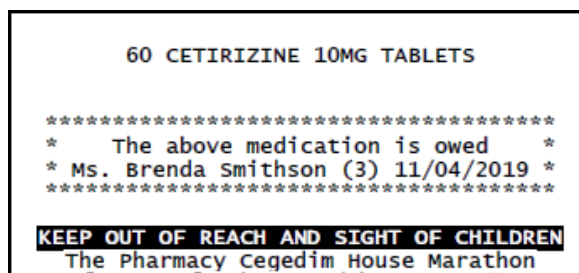
The screenshot shows the 'Dispensary' screen with the following details:

- Patient:** Jane DOE (1a)
- Prescriber:** Dr. White
- No. Items:** 2
- Item 1:** Cetirizine 10mg Tablets
- Quantity:** 2P
- Owe:** 1P (highlighted in yellow)
- Directions:** One to be taken daily
- Cost:** £9.00
- Total Cost:** £9.00 (£1.72)

2. If you have set up **Stock Check While Labelling** from **Pharmacy Details - Ordering - Stock Control**, **Pharmacy Manager** automatically populates the quantity owed in **Owe**. If you do not have **Stock Check While Labelling** set up, you need to enter the **Owe** quantity each time.

 See [Pharmacy Details - Ordering Tab](#) in the **Pharmacy Manager Help Centre** for details.

3. Complete the prescription in the usual way, and select **Finish**, see [Dispensing an Electronic Prescription](#) on page 23 if required. An **Owings** label(s) prints:



The label contains the following text:

60 CETIRIZINE 10MG TABLETS


* The above medication is owed *
* Ms. Brenda Smithson (3) 11/04/2019 *

KEEP OUT OF REACH AND SIGHT OF CHILDREN
The Pharmacy CegeDim House Marathon
27-29, The Green, London, E8 3JN

 **Note** - The number of labels that print is set in **Pharmacy Details**.

Fulfilling an Owing


To fulfil an owing:

1. From the **Pharmacy Manager Side Navigation Bar** select **Owings** .
2. Optionally, select **Date** and set a date range to display.

3. Highlight the appropriate **Owing** and select **Prepare** .




4. The **Prepare owing** screen displays, complete as required:


- **Dispensed as** - Update if required.
- **Quantity Disp** - Update to partially dispense the item(s).
- **Owe** - If required, use to create a further owing:



5. Select **Prepare**  to print the item and any further owing label(s).

When a Patient Collects Their Medication

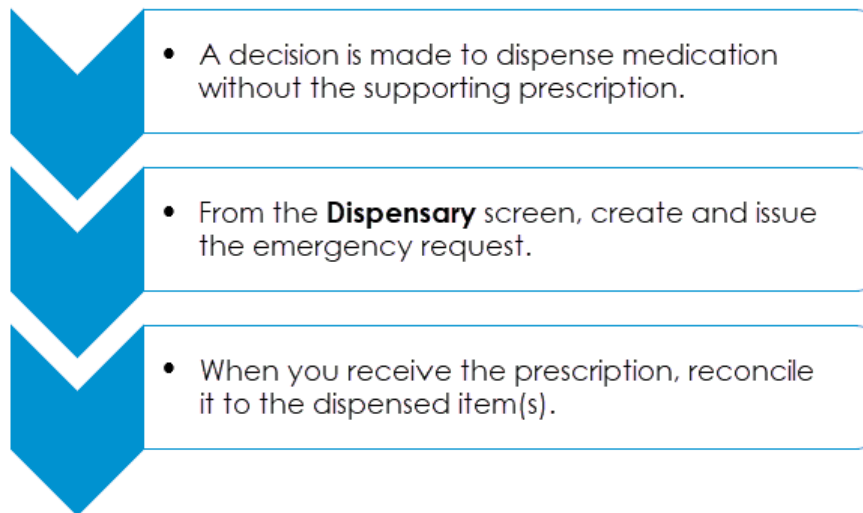
- When a patient collects their owed medication, from **Owings** , highlight the owing and select **Collect** .
- If a patient does not collect a prepared owing, simply select **Remove**  to return the item to stock.

 **Note** - A patient owing displays on the **Owings** screen until marked as collected or removed.

Processing Emergency Requests

If you receive a request from a GP to fulfil a prescription where the form is to be provided at a later time, you need to create an emergency request in **Pharmacy Manager**.

An Overview of the Emergency Request Process



Creating an Emergency Request

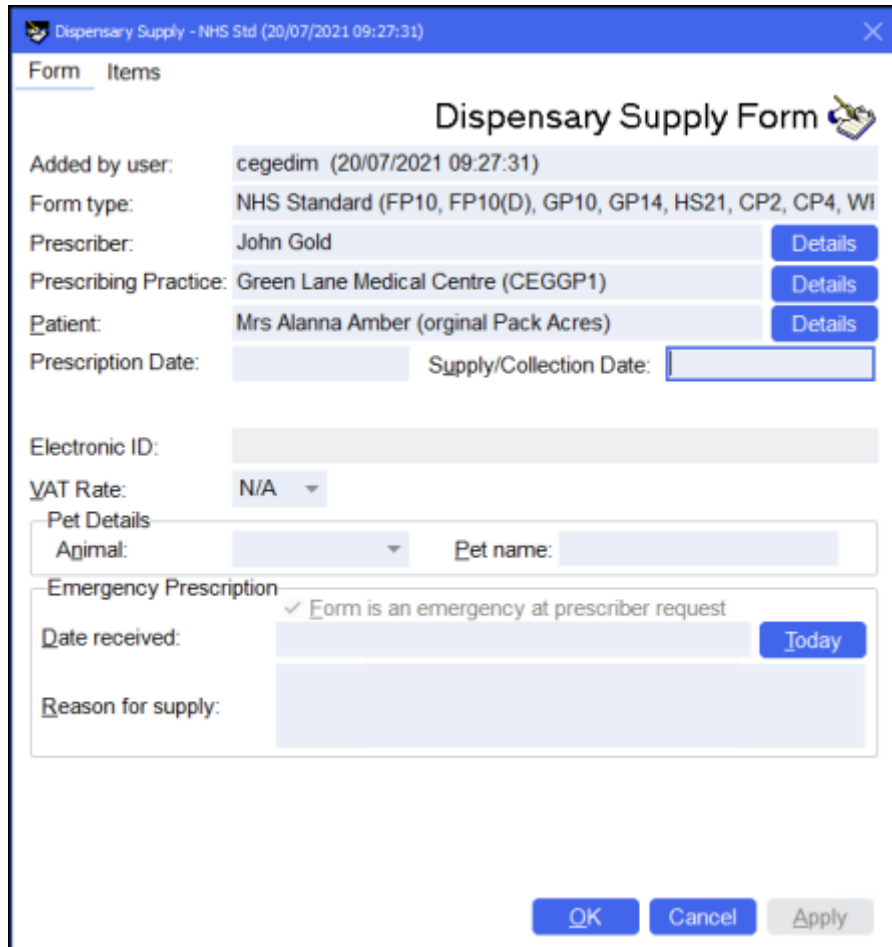
To create an emergency request:

1. From the **Pharmacy Manager Side Navigation Bar** select **Dispensary**



2. Enter the patient and prescriber details.
3. Add the item(s) in the same way as you would for a paper prescription, see [Dispensing a Paper Prescription](#) on page 30 for details.

4. Select **Form**  - **Emergency Request** and the **Dispensary Supply** screen displays:



5. In **Reason for supply**, enter the reason for the emergency request.

 **Note** - Do not enter any dates until you receive the prescription from the prescriber.

6. Select **OK** . The **Dispensary** screen updates to show that this is an **Emergency Request**:



7. Complete the dispensing process in the usual way and select **Finish**





The emergency request displays in the **Pending** screen with the status **Emergency awaiting receipt**:

Prescription Information	Status	Source	Date
Mrs Alanna Amber (Original Pack Acres): (1 item(s))	Emergency awaiting receipt	Dispensary	20/07/2021 15:32

Reconciling Emergency Requests

Once you receive the prescription, you should reconcile the emergency request.

There is a different process for reconciling electronic and paper prescriptions:

Electronic Prescriptions

To reconcile an electronic prescription:

1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**



2. Highlight the prescription and select **Dispense** 

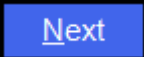
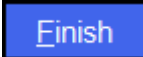
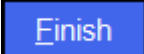
3. The **Matched Patient** screen displays, select **Next** 


4. The **Emergency Requests** screen displays, match the **Emergency Request Item** in the central column to the **Electronic Prescription Item** in the right-hand column:

Patient Selection Wizard - Mrs Alanna Amber (Original Pack Acres)

<p>Mrs Alanna Amber Original Pack Acres</p> <p>NHS: 3606062176 DoB: 02/04/1992 Age: 29 Sex: Female</p> <p>Item 1 Salbutamol 100micrograms/dose inhaler CFC free 200 dose Inhale one or two doses when required</p> <p>DM+D: 320139002</p> <p>Item 2 Beclometasone 100micrograms/dose inhaler CFC free 200 dose Inhale one dose twice a day</p> <p>DM+D: 408063002</p>	<p>Emergency Requests</p> <table border="1"> <thead> <tr> <th>Emergency Request Item</th> <th>Electronic Prescription Item</th> </tr> </thead> <tbody> <tr> <td>Ibuprofen 400mg Tablets</td> <td>Unmatched Item</td> </tr> <tr> <td></td> <td>Unmatched Item</td> </tr> <tr> <td></td> <td>Salbutamol 100micrograms/dose in</td> </tr> <tr> <td></td> <td>Beclometasone 100micrograms/dos</td> </tr> <tr> <td></td> <td>Cetirizine 10mg tablets</td> </tr> <tr> <td></td> <td>Ibuprofen 400mg tablets</td> </tr> </tbody> </table>	Emergency Request Item	Electronic Prescription Item	Ibuprofen 400mg Tablets	Unmatched Item		Unmatched Item		Salbutamol 100micrograms/dose in		Beclometasone 100micrograms/dos		Cetirizine 10mg tablets		Ibuprofen 400mg tablets
Emergency Request Item	Electronic Prescription Item														
Ibuprofen 400mg Tablets	Unmatched Item														
	Unmatched Item														
	Salbutamol 100micrograms/dose in														
	Beclometasone 100micrograms/dos														
	Cetirizine 10mg tablets														
	Ibuprofen 400mg tablets														


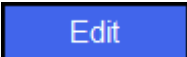
Back Next Cancel


5. Select **Next**  and then select **Finish** .
6. Complete the dispensing process in the usual way and select **Finish** .

 **Note** – If the prescription is for precisely the same amount as the emergency request, no label prints.

Paper Prescription

To reconcile a paper prescription:

1. From the **Pharmacy Manager Side Navigation Bar** select **Pending** .
2. Locate the emergency request and select **Edit** .

 **Remember** – To filter the **Pending** screen, select **Show pendings with status** and then **Emergency awaiting receipt**.

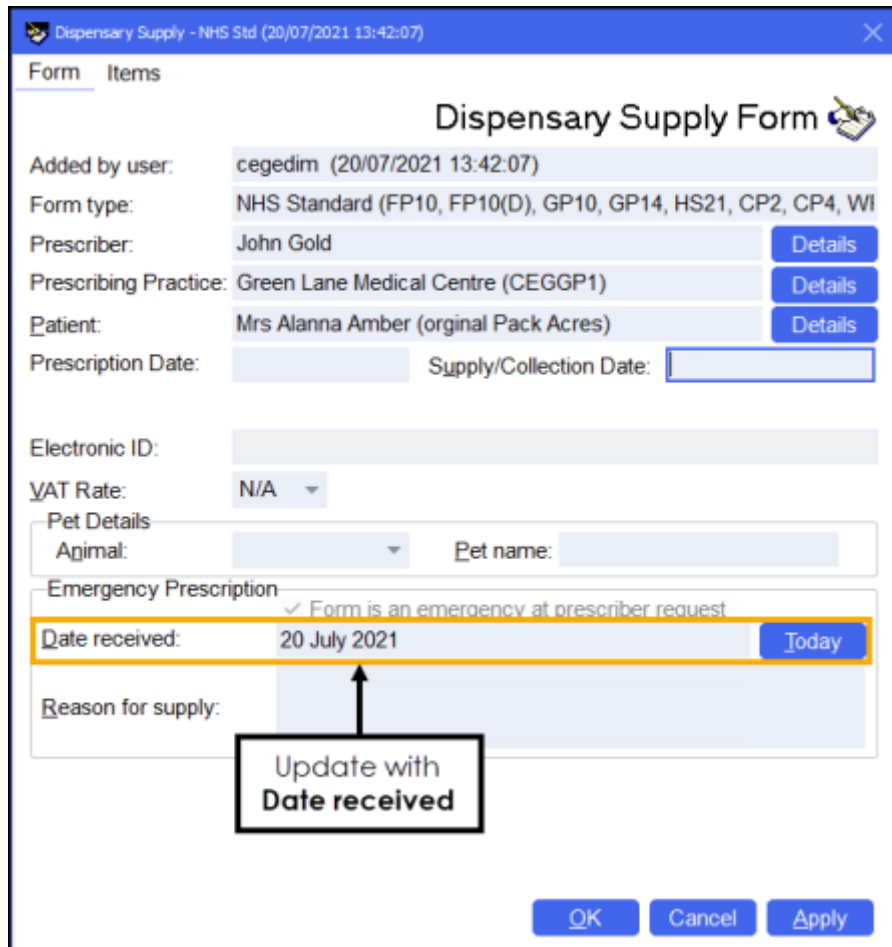
3. The **Edit Dispensed Item** message displays, select **Yes** .



4. The **Dispensary** screen displays the emergency request. Select **Edit Emergency Request**:



- The **Dispensary Supply** form displays, enter the appropriate date in **Date received** or select **Today** to enter today's date:



Dispensary Supply - NHS Std (20/07/2021 13:42:07)

Form Items

Dispensary Supply Form

Added by user: cegedim (20/07/2021 13:42:07)

Form type: NHS Standard (FP10, FP10(D), GP10, GP14, HS21, CP2, CP4, WI)

Prescriber: John Gold Details

Prescribing Practice: Green Lane Medical Centre (CEGGP1) Details

Patient: Mrs Alanna Amber (original Pack Acres) Details

Prescription Date: Supply/Collection Date:

Electronic ID:

VAT Rate: N/A

Pet Details

Animal: Pet name:

Emergency Prescription Form is an emergency at prescriber request


Date received: 20 July 2021 Today

Reason for supply:

Update with Date received

OK Cancel Apply

- Select **OK** .
- Update the quantity or directions if required.

 **Note** – If you are making changes to the quantity, you need to consider the previous quantity supplied, for example, if 5 were supplied as an emergency request and the prescription is for 15, the quantity should be written as '5, 10' as you are providing 10 to make up the prescription total.

- Discard the first label that prints, this is for the emergency request.
- Complete the dispensing process in the usual way and select **Finish**



The emergency request clears from the **Pending** screen.

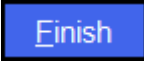
Instalment Dispensing

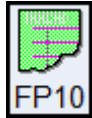
Pharmacy Manager allows you to manage prescriptions dispensed in instalments, calculating the splits between instalments and printing the labels with the correct dates in a single run. When calculating the split quantities, **Pharmacy Manager** can consider non-working days such as Sundays and public holidays.

When dealing with certain drug classes, for example, controlled drugs, you may need to dispense a prescription using instalments.

 **Important** - You can only dispense Instalments from a paper prescription.

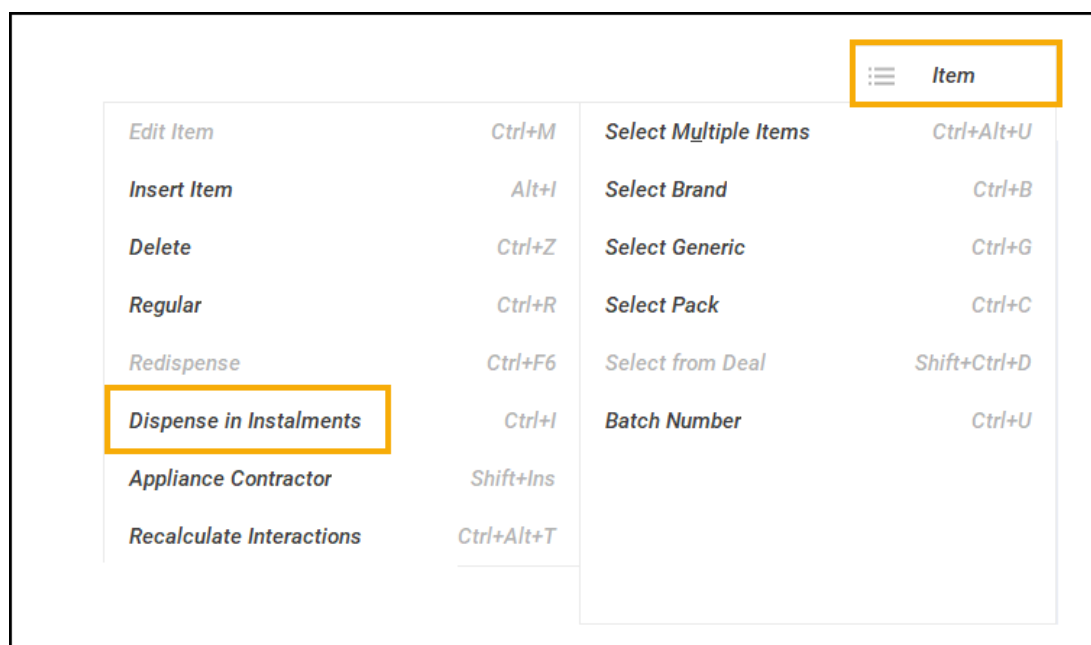
To dispense a prescription in instalments:

1. Dispense the prescription in the usual way, but do not select **Finish** . See [Dispensing a Paper Prescription](#) on page 30 and [Dispensing an Electronic Prescription](#) on page 23 for more information.
2. For paper prescriptions make sure **Form Type** displays the correct form

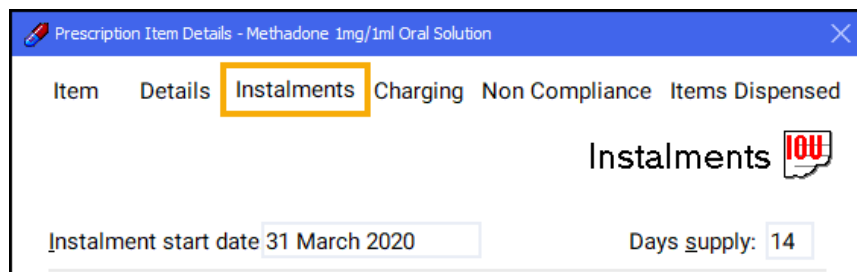
type. Double click on the current form type, for example, **FP10**  to change it.

 **Note** - You need to select a form type of **FP10 (MDA)**.

3. From **Item**, select **Dispense in Instalments** or press **Ctrl + I** on your keyboard:




4. The **Prescription Item Details - Instalments** tab displays. Complete as outlined below:



Prescription Item Details - Methadone 1mg/1ml Oral Solution

Item Details **Instalments** Charging Non Compliance Items Dispensed

Instalments 

Instalment start date: 31 March 2020 Days supply: 14

- **Instalment start date** - Defaults to today's date, if you do not want the instalments to start today, update as required.



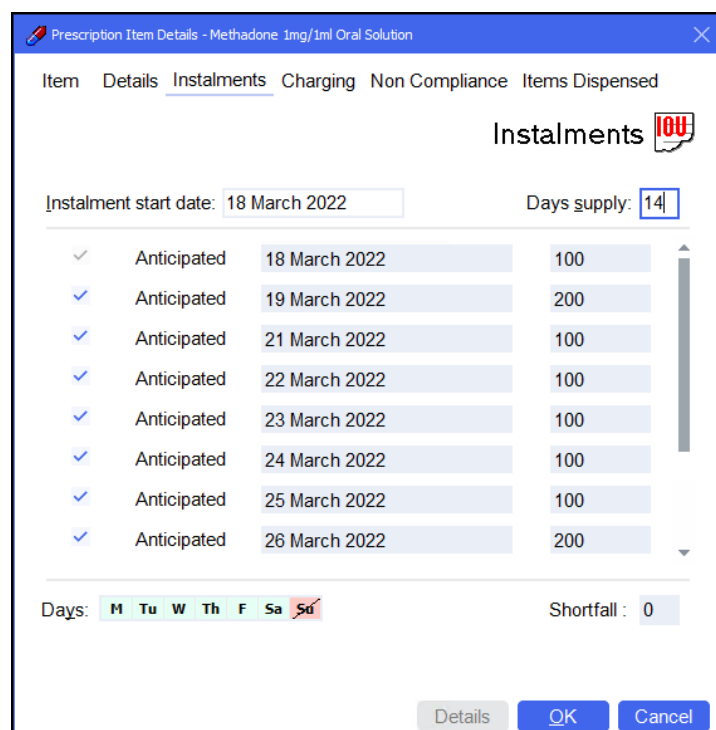
Training Tip - The **Instalment start date** cannot be before today's date.

- **Days supply** - Enter the number of days supply you want to issue and press **Enter** on your keyboard.




Note - The maximum supply is **14** days.

5. **Pharmacy Manager** automatically calculates the date each instalment should be given and the appropriate quantity based on the pharmacy opening days:



Prescription Item Details - Methadone 1mg/1ml Oral Solution

Item Details Instalments Charging Non Compliance Items Dispensed

Instalments 

Instalment start date: 18 March 2022 Days supply: 14

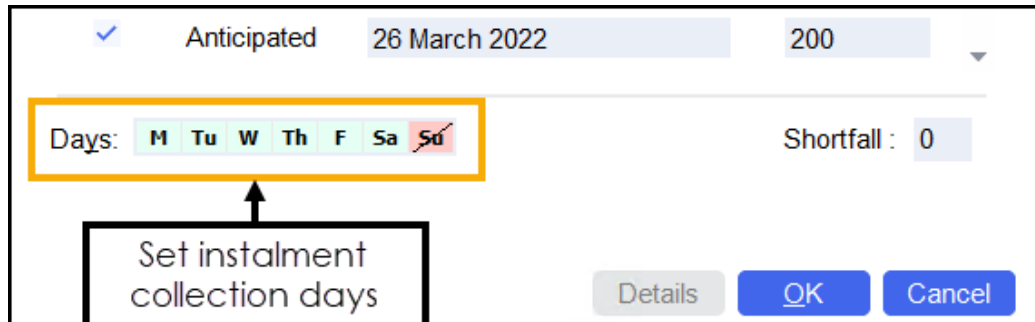
<input checked="" type="checkbox"/>	Anticipated	18 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	19 March 2022	200
<input checked="" type="checkbox"/>	Anticipated	21 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	22 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	23 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	24 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	25 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	26 March 2022	200


Days: H Tu W Th F Sa **Su** Shortfall: 0

Details OK Cancel

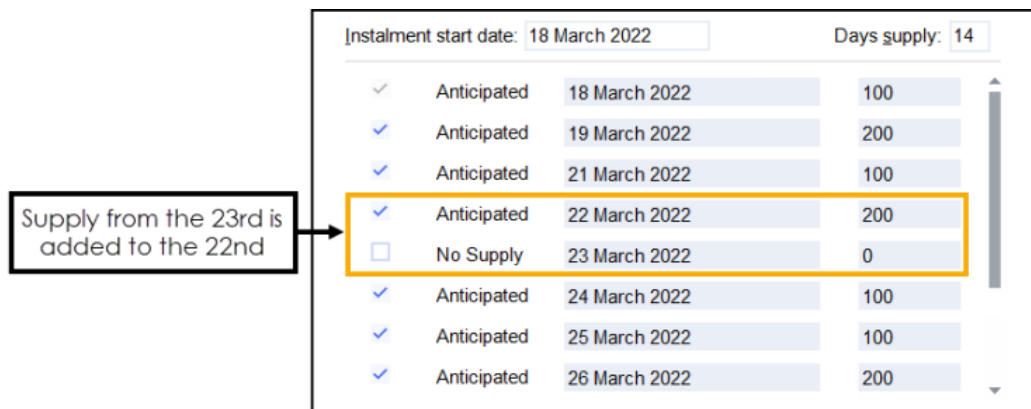
Note - Calculations are based on the pharmacy's opening hours set in **Tools - System Settings - Pharmacy Details - Pharmacy - Opening Times**. In the above example the pharmacy does not open on a Sunday so **Pharmacy Manager** schedules two instalments on a Saturday.

- a. Check the instalment schedule, if your pharmacy closes on additional days or the patient cannot attend on a certain day each week, go to the **Days** option and select the relevant day. The day selected displays in red with a line through it and the instalment schedule updates accordingly:



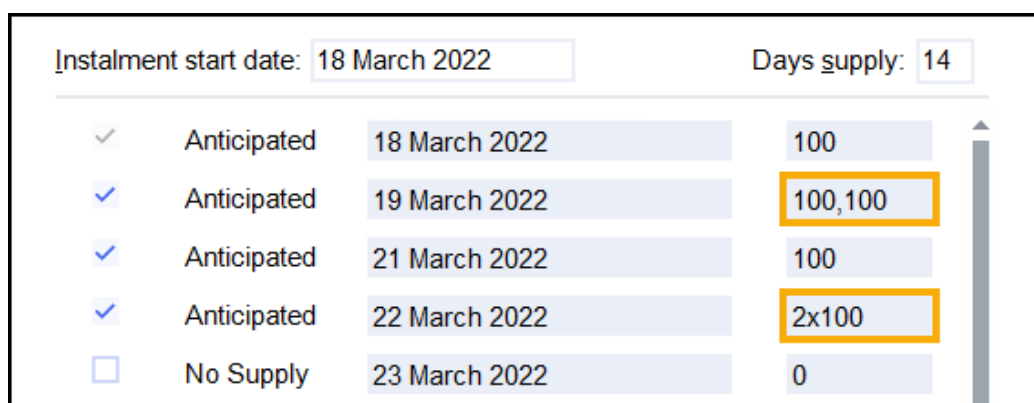
 **Note** - Any changes made here only apply to this item, they do not affect the default settings.

- b. Should you need to manually remove an individual day from the schedule, for example the pharmacy closes on a bank holiday, remove the tick from the instalment line and the instalment schedule updates accordingly:




Instalment start date:	18 March 2022	Days supply:	14
<input checked="" type="checkbox"/>	Anticipated	18 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	19 March 2022	200
<input checked="" type="checkbox"/>	Anticipated	21 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	22 March 2022	200
<input type="checkbox"/>	No Supply	23 March 2022	0
<input checked="" type="checkbox"/>	Anticipated	24 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	25 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	26 March 2022	200


- c. In the above example, two instalments are to be dispensed on one label. If two labels are required, enter the appropriate quantity separating with a comma, for example, '100,100', to produce two labels of 100. Similarly you can enter '2x100':



Instalment start date:	18 March 2022	Days supply:	14
<input checked="" type="checkbox"/>	Anticipated	18 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	19 March 2022	100,100
<input checked="" type="checkbox"/>	Anticipated	21 March 2022	100
<input checked="" type="checkbox"/>	Anticipated	22 March 2022	2x100
<input type="checkbox"/>	No Supply	23 March 2022	0

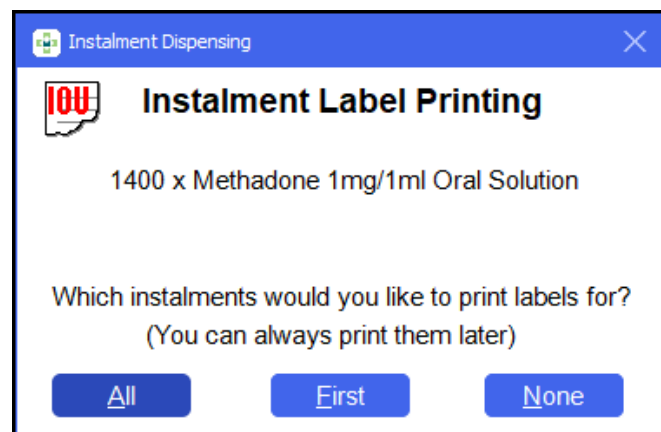
6. Select **OK**  to confirm the instalment schedule.

 **Note** - If you have any quantity remaining, **OK** is inactive and the quantity missing displays in **Shortfall**. You must check the dosages and amend as needed.

 **Training Tip** - Should you need to edit the instalment schedule prior to dispensing you can select **Instalment Schedule** from the **Dispensary** screen.

7. Select **Finish** .

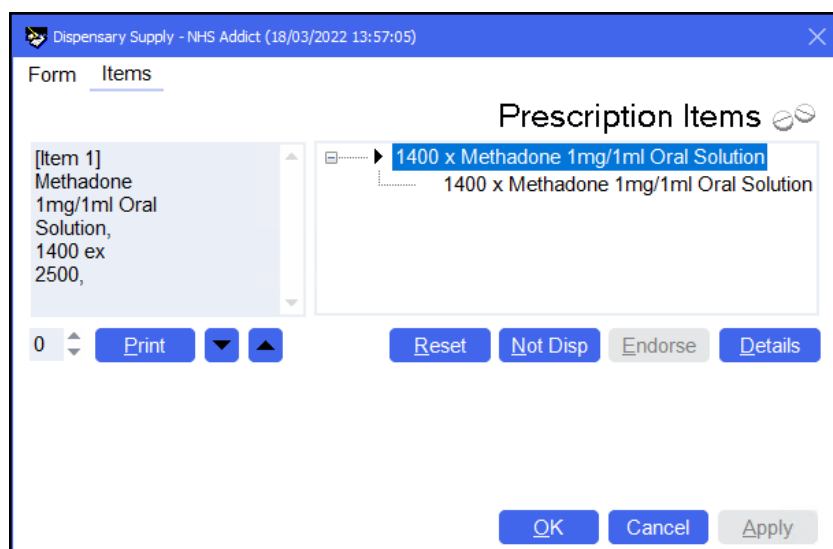
8. The **Instalment Label Printing** screen displays, select from:



The dialog box titled "Instalment Label Printing" shows the pharmacy logo (IOU) and the text "1400 x Methadone 1mg/1ml Oral Solution". Below this, it asks "Which instalments would you like to print labels for? (You can always print them later)". At the bottom, there are three buttons: "All", "First", and "None".

- **All** - Select to print all instalment labels.
- **First** - Select to print the first instalment label only.
- **None** - Select to print no instalment labels.

9. If configured, the **Endorsement** screen displays. Select **OK** to defer endorsing until the patient collects all:



The window shows the "Dispensary Supply" interface. On the left, under the "Items" tab, is a list with "[Item 1] Methadone 1mg/1ml Oral Solution, 1400 ex 2500,". On the right, under "Prescription Items", is a list with "1400 x Methadone 1mg/1ml Oral Solution" and "1400 x Methadone 1mg/1ml Oral Solution". At the bottom, there are buttons for "Print", "Reset", "Not Disp", "Endorse", "Details", "OK", "Cancel", and "Apply".

The prescription displays on the **Pending** screen with the status **Not endorsed** until endorsed at the end of the instalment schedule. Each instalment displays on the **Instalments** screen.

 See [Managing Dispensed Instalments](#) in the **Pharmacy Manager Help Centre** for details.

Please note:

- When editing a prescription where no instalments are prepared or collected, you need to re-enter the instalment schedule before finishing the dispense.
- You are unable to edit an instalment where some instalments have been prepared or collected, however you can view the instalment details in read-only mode.

Dispensing from a Patient's History

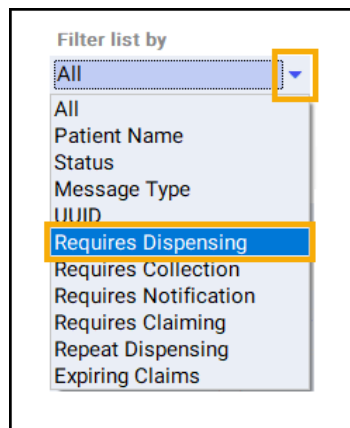
Previously dispensed items for a patient are recorded in the patient's history. To save time when dispensing, items in the patient's history can be matched to items on a prescription:

1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**



The **eMessages** screen displays.

2. From **Filter list by**, select the **Requires Dispensing** filter:




3. Highlight the appropriate prescription and select **Dispense**:

Name	Expiry	Action by	Status
1 Mr Gary Green	23/09/2020 23:59	24/03/2020 16:41	New - Ready to dispense

4. The **Patient Medication History** displays with the current prescription displaying on the left and the patient's medication history displaying on the right:

Patient Selection Wizard - Mr Gary Green (11 Short Lane, Leyland, PR26 1AP)

<p>Mr Gary Green NHS: 6215667544 11 Short Lane DoB: 25/03/1968 Leyland Age: 52 PR26 1AP Sex: Male</p> <p>Item 1 Simvastatin 20mg tablets 28 tablet Take one at night</p> <p>Item 2 Enalapril 20mg tablets 28 tablet Take one each morning</p> <p>Item 3 Omeprazole 20mg gastro-resistant</p>	<p>Patient Medication History</p> <p>Select any patient medication history that you wish to repeat from</p> <table border="1"> <thead> <tr> <th>Description</th> <th>#</th> <th>Last Dispensed</th> <th>Qty</th> </tr> </thead> <tbody> <tr> <td>Enalapril 20mg Tablets ONE to be taken at NIGHT</td> <td>1</td> <td>19/03/2020 15:...</td> <td>28</td> </tr> <tr> <td>Omeprazole 20mg g/r Capsules ONE to be taken in the MORNING Swallow whole. Do not chew or</td> <td>1</td> <td>19/03/2020 15:...</td> <td>28</td> </tr> <tr> <td>Simvastatin 20mg Tablets ONE to be taken at NIGHT Avoid consumption of grapefruit during</td> <td>1</td> <td>19/03/2020 15:...</td> <td>28</td> </tr> </tbody> </table> <p> <input type="checkbox"/> Don't show me expanded directions <input type="checkbox"/> Don't show this page again </p>	Description	#	Last Dispensed	Qty	Enalapril 20mg Tablets ONE to be taken at NIGHT	1	19/03/2020 15:...	28	Omeprazole 20mg g/r Capsules ONE to be taken in the MORNING Swallow whole. Do not chew or	1	19/03/2020 15:...	28	Simvastatin 20mg Tablets ONE to be taken at NIGHT Avoid consumption of grapefruit during	1	19/03/2020 15:...	28
Description	#	Last Dispensed	Qty														
Enalapril 20mg Tablets ONE to be taken at NIGHT	1	19/03/2020 15:...	28														
Omeprazole 20mg g/r Capsules ONE to be taken in the MORNING Swallow whole. Do not chew or	1	19/03/2020 15:...	28														
Simvastatin 20mg Tablets ONE to be taken at NIGHT Avoid consumption of grapefruit during	1	19/03/2020 15:...	28														

5. Highlight the matching items from the **Patient Medication History** and select **Next** :

Patient Selection Wizard - Mr Gary Green (11 Short Lane, Leyland, PR26 1AP)

Mr Gary Green 11 Short Lane Leyland PR26 1AP	NHS: 6215667544 DoB: 25/03/1968 Age: 52 Sex: Male
---	---

Item 1
Simvastatin 20mg tablets
28 tablet

Take one at night

Item 2
Enalapril 20mg tablets
28 tablet

Take one each morning

Item 3
Omeprazole 20mg gastro-resistant

Patient Medication History


Select any patient medication history that you wish to repeat from

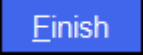
Description	#	Last Dispensed	Qty
Enalapril 20mg Tablets ONE to be taken at NIGHT	1	19/03/2020 15:...	28
Omeprazole 20mg g/r Capsules ONE to be taken in the MORNING Swallow whole. Do not chew or	1	19/03/2020 15:...	28
Simvastatin 20mg Tablets ONE to be taken at NIGHT Avoid consumption of grapefruit during	1	19/03/2020 15:...	28

Don't show me expanded directions
 Don't show this page again

[Clear Selection](#)

[Back](#) [Next](#) [Cancel](#)

 **Note** - To select multiple items, press and hold **Ctrl** on your keyboard and select each of the required items. In the example above, all items on the prescription can be dispensed from the patient's medication history.

6. The **Match Repeat Items** screen displays. Select the appropriate **Repeat item** from the list for each **Electronic Prescription Item** and then select **Finish** :

Match Repeat Items

You will need to confirm the items you wish to match by specifying the order of the items relative to the electronic prescription. Click on the row of the item you want to repeat and select the repeat item from the drop-down list.

Electronic Prescription Item	Repeat Item
Simvastatin 20mg tablets (31999)	Simvastatin 20mg Tablets
Enalapril 20mg tablets (31885500)	Enalapril 20mg Tablets
Omeprazole 20mg gastro-resistar	Omeprazole 20mg g/r Capsule

[Back](#) [Finish](#) [Cancel](#)

7. The **Dispensary** screen displays. The **Written as** and **Dispense as** populate from the patient's history. Continue to dispense the prescription in the usual way, see [Dispensing an Electronic Prescription](#) on page [23](#) if required.

Dispensary

Form
Ordering
Print

Patient:
Mr Gary Green (11 Short Lane)

Prescriber:
John Gold

No. Items:
3

FP10

Item 1

Written as:
Simvastatin 20mg Tablets

Dispense as:
Simvastatin 20mg Tablets (28) [Milpharm Ltd]

Directions:
ONE to be taken at NIGHT
Avoid consumption of grapefruit during treatment with this medicine.

[Edit Trusted Directions](#)

Quantity:
28

Dwe:

Caution

Direction

Cost:

Item cost: £9.00
PIP code: 1120997
Pack size: 28
Used Today / Max: 0 / 84
Min. order / Stock: 280 / 2800
Auto order: Yes
Due in / Owe: 2800 / 0
Stock level: 0
Trade / Retail: £0.00 / £0.00
Tariff: £0.90
Ingredient Cost: £0.90

Total Cost: £27.00 (£4.15)

Warnings

- ⚠ Patient is not exempt
- ⚠ Press Ctrl+B to show brands, including branded generics, and Ctrl+G to show generics.
- ⚠ General Counselling: Advise patient to promptly report unexplained muscle pain, tenderness or weakness. Avoid Grapefruit products.

Endorse
Save to pending
Not dispensed

1 of 3

Cancel
Confirm
Finish

Mr Gary Green NHS: 6215667544
11 Short Lane DoB: 25/03/1968
Leyland Age: 52
PR26 1AP Sex: Male

Item 1
Simvastatin 20mg tablets
28 tablet
Take one at night

Item 2
Enalapril 20mg tablets
28 tablet
Take one each morning


Item 3
Omeprazole 20mg gastro-resistant
capsules
28 capsule
Take one each morning

John Gold Date: 24/03/2020
Green Lane

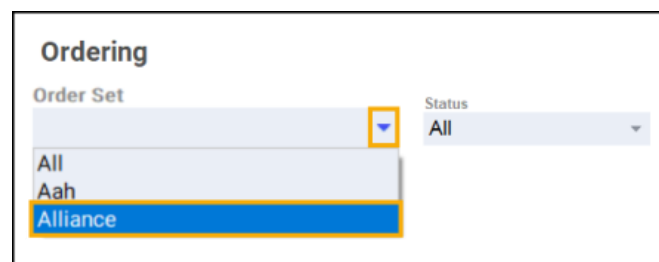
Stock Control

Adding Items to an Order


To add items to an order:

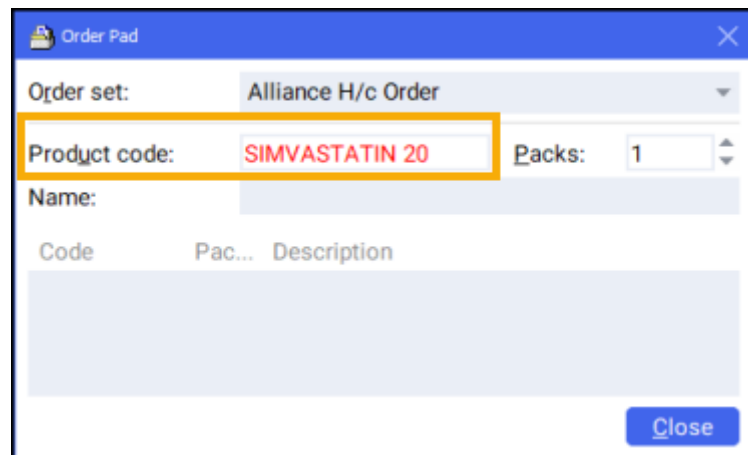
1. From the **Pharmacy Manager Side Navigation Bar** select **Stock & Ordering**  and then select **Ordering**.

2. From **Order Set**, select the order set you wish to order from:




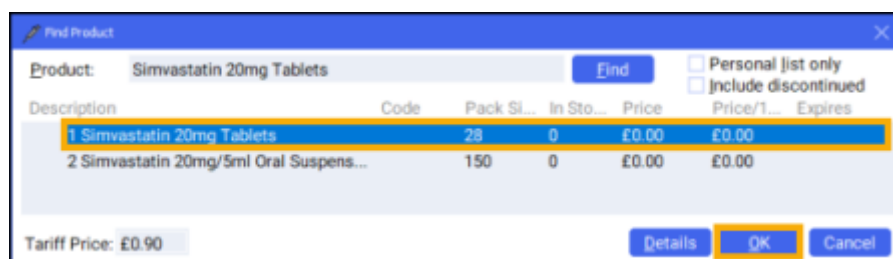
The screenshot shows the 'Ordering' screen. The 'Order Set' dropdown menu is open, showing options: 'All', 'Aah', and 'Alliance'. The 'Alliance' option is highlighted in blue. To the right, the 'Status' dropdown is set to 'All'.

3. Select **Order pad**  and the **Order Pad** screen displays. Enter the **Product code**, for example, SIMVASTATIN 20, and press **Enter** on your keyboard:



The screenshot shows the 'Order Pad' screen. The 'Order set:' dropdown is set to 'Alliance H/c Order'. The 'Product code:' field contains 'SIMVASTATIN 20' and is highlighted with a yellow border. The 'Packs:' field contains '1'. Below the input fields is a table with columns 'Code', 'Pac...', and 'Description'. A 'Close' button is at the bottom right.

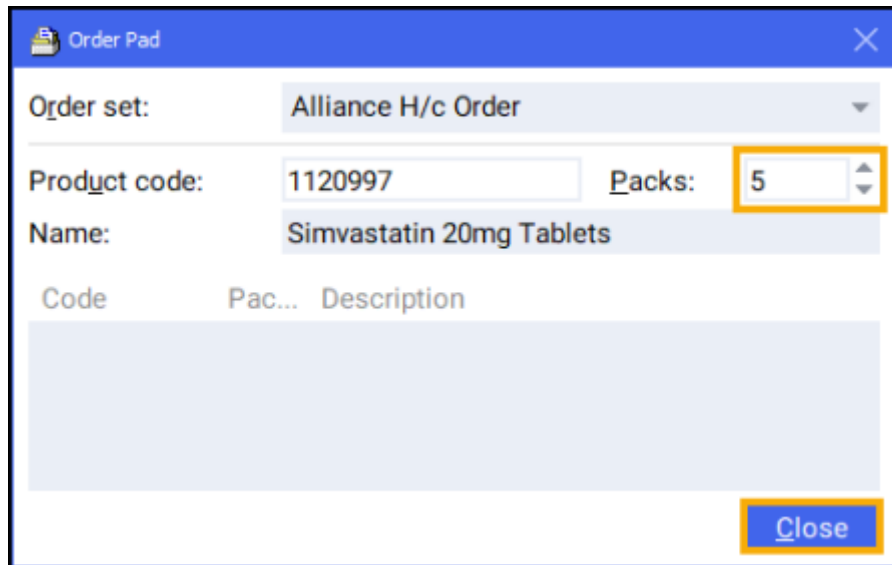
4. The **Find Product** screen displays. Highlight the desired product and select **OK** :



The screenshot shows the 'Find Product' screen. The 'Product:' field contains 'Simvastatin 20mg Tablets'. Below is a table with columns: 'Description', 'Code', 'Pack Si...', 'In Sto...', 'Price', 'Price/1...', and 'Expires'. The first row is highlighted in blue: '1 Simvastatin 20mg Tablets', '28', '0', '£0.00', '£0.00'. The 'Tariff Price: £0.90' is shown at the bottom left. Buttons for 'Details', 'OK', and 'Cancel' are at the bottom right.

Description	Code	Pack Si...	In Sto...	Price	Price/1...	Expires
1 Simvastatin 20mg Tablets	28	0	£0.00	£0.00		
2 Simvastatin 20mg/5ml Oral Suspens...	150	0	£0.00	£0.00		


- The **Order Pad** screen displays. Enter the number of **Packs** required and press **Enter** on your keyboard:

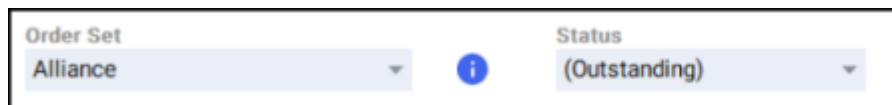



- Select **Close**  and the item is placed on order.

Sending an Order




After you have checked through your orders, you must send the order through to the wholesaler. To send an order:

- From the **Pharmacy Manager Side Navigation Bar** select **Stock & Ordering** . Select **Ordering**.
- From **Order Set**, select the order set that you wish to send the order to.
- From **Status**, select **Outstanding** to include all pending and previously rejected orders:



- Highlight the required item or press and hold **Ctrl** on your keyboard to highlight multiple items and then select **Send** :

Product	Size	Code	Order Set	Status	Packs	Sent
Amoxicillin 250mg Capsules	21	P1077346	Alliance H/c Order	Pending	1	
Aspirin 75mg g/r Tablets	28	P1098342	Alliance H/c Order	Pending	3	
Bendroflumethiazide 5mg ...	28	P1216498	Alliance H/c Order	Pending	3	
Enalapril 20mg Tablets	28	P1079615	Alliance H/c Order	Pending	2	
Lactulose Solution	300	P1215227	Alliance H/c Order	Pending	3	
Levothyroxine Sod 100mcg...	28	P1089911	Alliance H/c Order	Pending	3	
Methadone 1mg/1ml Oral ...	100	P1057041	Alliance H/c Order	Pending	1	

 Item details
  Order pad
  Add item
  Delete
  Send

- The order is sent.