# Pharmacy Manager Quick Reference Guide Recording a Pharmacy First Scotland - Standard (MAS) Consultation

## Who is eligible?

- People registered with the Defence Medical services (even if they are a visitor to Scotland).

- People registered on a permanent basis with a GP Practice in Scotland.

- People registered on a temporary basis with a GP Practice in Scotland (unless they are a visitor to Scotland).

- People who live in Scotland.

- People who are gypsies or travellers in Scotland.

- People who are asylum seekers in Scotland or a dependent of an asylum seeker in Scotland.

## What is a Pharmacy First Scotland - Standard (MAS) Consultation?

The Pharmacy First Service enables patients to get advice and free treatment from a Pharmacist for a range of minor ailments, for example, nasal congestion, migraines, fungal skin infections, eczema.

A patient must be eligible for the Pharmacy First Service before a consultation can take place. Eligible patients include those who are registered with a GP practice in Scotland or who live in Scotland.

To record a Pharmacy First Scotland - Standard (MAS) consultation:

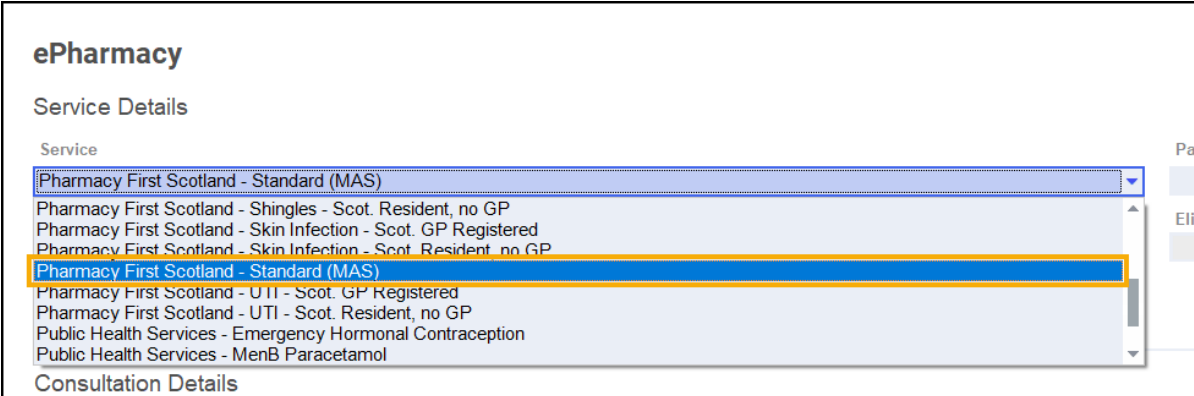1. From the **Pharmacy Manager Side Navigation Bar** select **ePharmacy** . The **ePharmacy** screen displays.

   **Note** - You must be logged into **ePharmacy** in order to record a MAS consultation, see Logging in to ePharmacy for details.

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2. From **Service**, select **Pharmacy First Scotland - Standard (MAS)**:
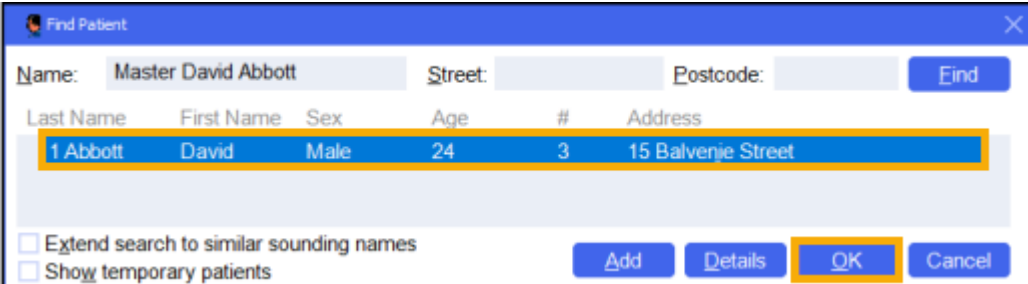


3. From **Patient**, enter the name of the patient and press **Enter** on your keyboard to search for the patient record.

4. The **Find Patient** screen displays. Select the appropriate patient and select **OK** :



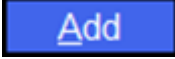✏️ **Note** - If the patient is not found in **Pharmacy Manager**, select **Add** to add the patient, see Adding a New Patient in the **Pharmacy Manager** Help Centre for more details.

5. **Pharmacy Manager** checks the eligibility status of the selected patient via the **Electronic Pharmacy Message Store (ePMS)**.

✏️ **Note** - If there is any demographic information missing, you are prompted and the relevant requests display.

✏️ **Note** - To run an additional **Eligibility Status** check, select **Refresh** .

6. The **ePMS** responds with either:

- **Eligible** - Continue to record the consultation, or
- **Not Eligible** - The patient is not eligible for a consultation. You are asked to confirm if you wish to proceed with the consultation.

7. Confirm that **Print PFS - Standard Form**  is correct. Amend if required.

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✏ **Note** - **Print PFS - Standard Form** is set at a system wide level. You can over-ride it on a case-by-case basis by enabling or disabling it as required. This does not affect your system wide settings. See Configuring Pharmacy First Scotland - Standard (MAS) Form Printing on page 5 for more details.

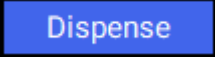---

8. From **Consultation Details**, complete as required:



- **Outcome** - Select from:
    - **Medication Prescribed**
    - **Advice Only**
    - **Refer to GP**
- **Notes** - Enter details of the consultation.

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ⓘ **Important** - Notes are mandatory for a Pharmacy First Scotland - Standard (MAS) service.

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- **Message Area** - This area displays any messages where mandatory information is required for a service.

9. Complete the consultation as follows:

## *Medication Prescribed*

a. Select **Dispense**  to dispense medications as required.

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✏ **Note** - If there are any partially completed prescriptions on the **Dispensary** screen you cannot complete a consultation.
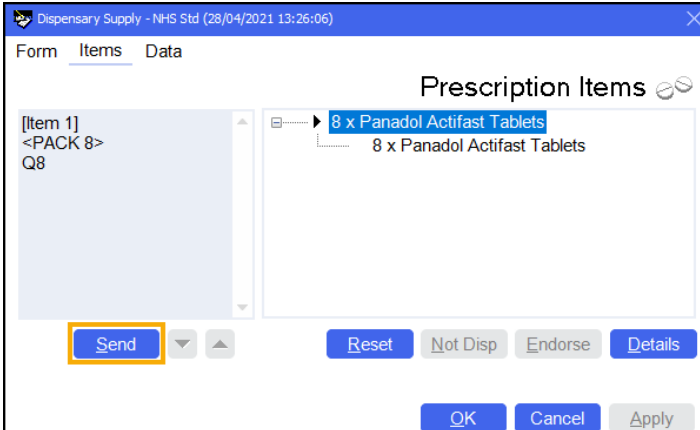
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b.  The **Dispensary** ![RX icon] screen displays.

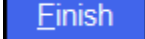c.  Complete dispensing in the usual way and select **Finish** ![Finish button].

> ![arrow icon] See Dispensing a Paper Prescription for more details.

> ![pencil icon] **Note** - If the item selected is not on the Pharmacy First Scotland approved list a message displays, see Pharmacy First Scotland - Standard (MAS) Approved List on page 7 for more details.
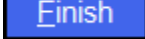
d.  The **Dispensary Supply** screen displays, select **Send** ![Send button] to endorse and claim for the consultation:
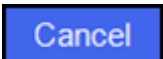


## *Advice Only*

-   Enter the details in **Notes** and select **Finish** ![Finish button].

    The details of the consultation are sent to the **ePMS**.

## *Refer to GP*

-   Enter the details in **Notes** and select **Finish** ![Finish button].

    The details of the consultation are sent to the **ePMS**.

> ![info icon] **Training Tip** - To clear the **ePharmacy** screen of all data added, select **Cancel** ![Cancel button]. No information is sent to the **ePMS**.

# Configuring Pharmacy First Scotland - Standard (MAS) Form Printing

You can configure to print Pharmacy First Scotland - Standard (MAS) forms at a system level. This feature is enabled by default within **Pharmacy Manager**.
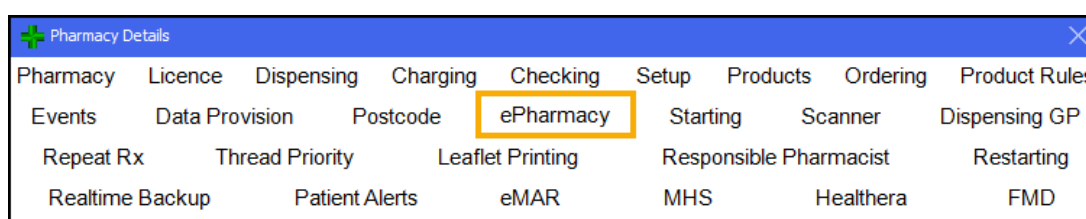
If you wish to support paperless dispensing within your pharmacy, you can disable this feature.

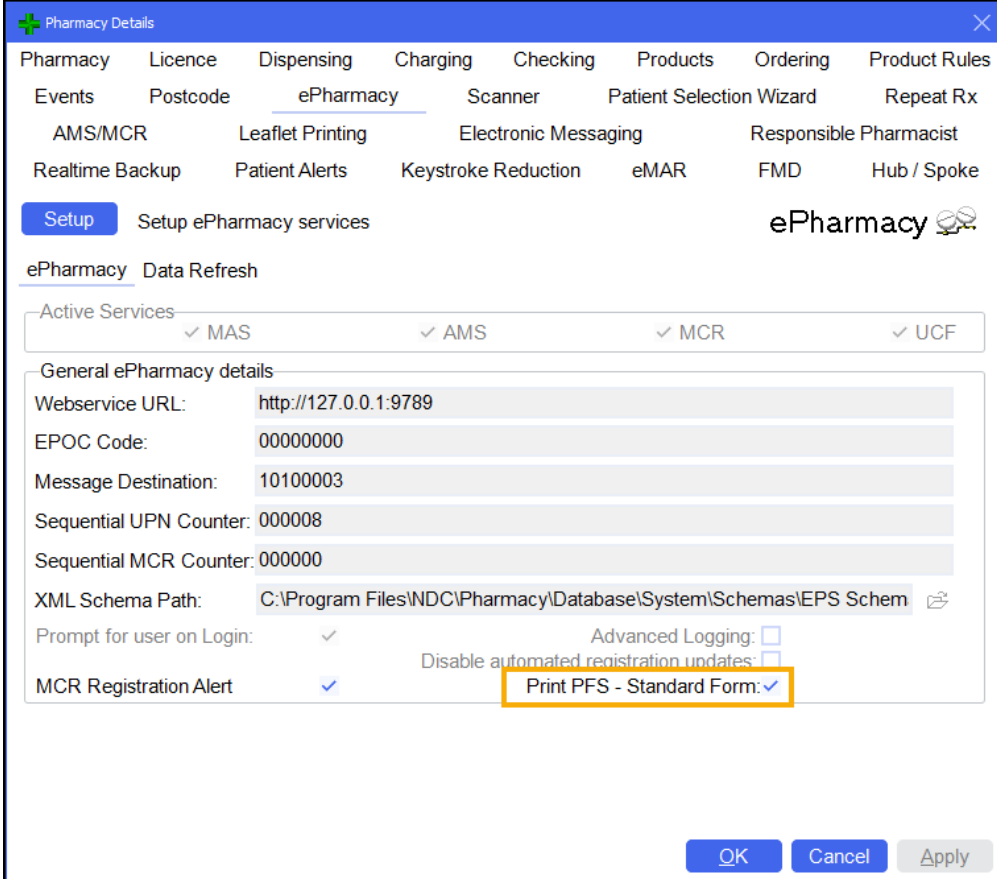To disable Pharmacy First Scotland - Standard (MAS) form printing at a system level:

1. From the **Pharmacy Manager Menus** select **Tools** - **System Settings** - **Pharmacy Details**:
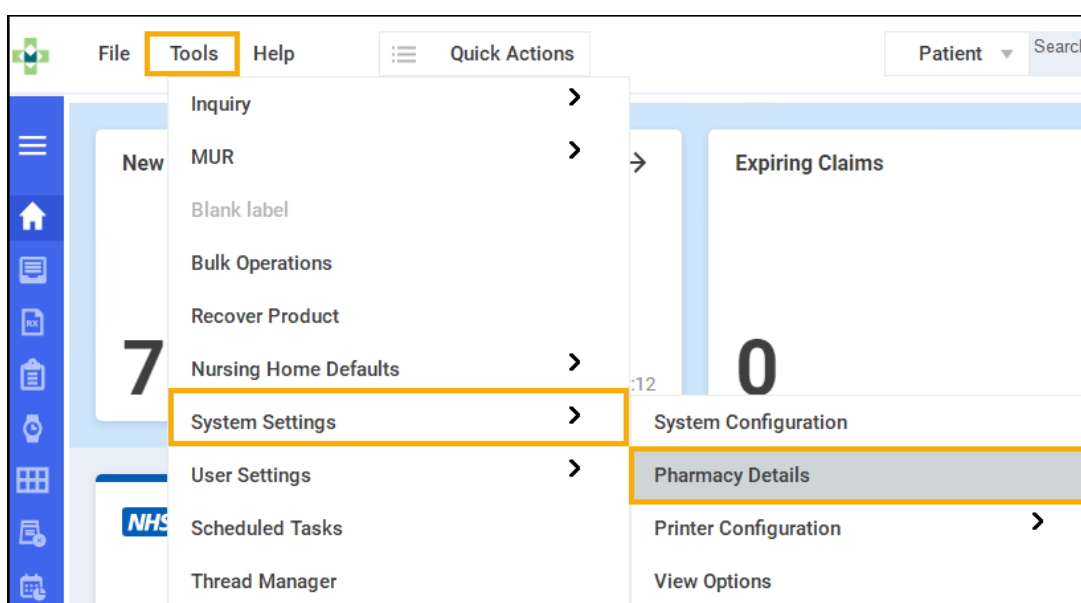


2. The **Pharmacy Details** screen displays, select the **ePharmacy** tab:

3. The **Print PFS - Standard Form** $\boxed{\text{Print PFS - Standard Form: } \checkmark}$ function is enabled by default. Select the **Print PFS - Standard Form** $\boxed{\text{Print PFS - Standard Form: }}$ check box to disable the function:



4. Select **Apply** $\boxed{\text{Apply}}$.

5. The **Print PFS - Standard Form** $\boxed{\square \text{ Print PFS - Standard Form}}$ function is now disabled.

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**Note** - You can over-ride this setting on a case-by-case basis. Simply enable or disable the **Print PFS - Standard Form** $\boxed{\checkmark \text{ Print PFS - Standard Form}}$ function within a non PGD consultation as required. This will not affect your system wide Print Pharmacy First Scotland - Standard (MAS) Form setting.

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# Pharmacy First Scotland - Standard (MAS) Approved List

**Pharmacy Manager** warns you if an item supplied during a Pharmacy First Scotland - Standard (MAS) consultation is not on the Pharmacy First Scotland approved list, but allows you to continue dispensing.

> **Note** - The approved list is not checked for any Pharmacy First Scotland service other than Pharmacy First Scotland - Standard (MAS).

This is especially useful when new items are added at short notice to the online version of the Pharmacy First Scotland approved list, but have not yet been included in the **Pharmacy Manager** Product file update.

> **Note** - You should always check the online version of the Pharmacy First Scotland approved list to ensure the item you wish to dispense is on the list. If you dispense an item that is not on the list, you may not be paid.

To dispense an item outside of the Pharmacy First Scotland approved list:

1. Record a Pharmacy First Scotland - Standard (MAS) consultation and dispense the medication in the usual way.

2. If the item is not recognised as being on the Pharmacy First Scotland approved list the below message displays:

3. Select **Confirm** [Confirm] to continue with the dispense, or select **Close** [Close] to abandon the dispense.

4. After dispensing an item outside of the Pharmacy First Scotland approved list, an internal audit event is logged in **Patient Details - History**, confirming which user continued with the dispensing:



Select **Details** [Details] to view more information: