Pharmacy Manager

A Cegedim Product

Release Guide v11.3

Summary of Changes: All countries

February 2020

Pharmacy Manager release v11.3 introduces:

- **Refresh -** A useful refresh option is now available from the following screens:
  - **eMessages**
  - **Owings**
  - **Pending**
  - **Instalments**

- **Pharmacy Notes** - The way you use the Pharmacy Notes tile has been updated.
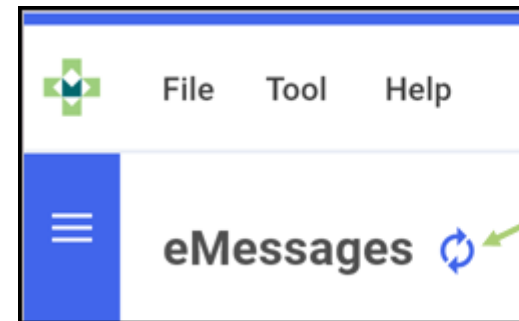
  See [Pharmacy Notes](#) on page 4. ➡️

- **Fridge Temperatures** - The way you use the Fridge Temperature tile has been updated.

  See [Fridge Temperatures](#) on page 6. ➡️

- **Calendar** – The way you use the Calendar tile has been updated.

  See [Calendar](#) on page 10. ➡️

Select to refresh your messages

# Summary of Changes: Scotland

- **Minor Ailment Service (MAS)** – V11.3 Introduces the following enhancements:
    - **Name Change** - The Minor Ailment Service is now referred to as MAS throughout Pharmacy Manager
    - The Minor Ailment Service terms and conditions are due to be updated across Scotland in the near future. v11.3 ensures you are ready for these changes which will be enabled once the changes come into force:
        - **Patient Eligibility** - MAS will be available to all patients that are registered with a GP practice in Scotland, you will therefore no longer need to register patients for MAS
        - **Eligibility Checks** - A patient's eligibility check for MAS will be completed online. The ePMS will return either:
            - **Yes** - Continue to complete your consultation, or
            - **No** - You can record your consultation but payment is not necessarily made

Pharmacy Notes

The Pharmacy Notes tile on your dashboard has been updated:

- If you have no **Pharmacy Notes** to display, 'Please click the + button to add a new note' displays
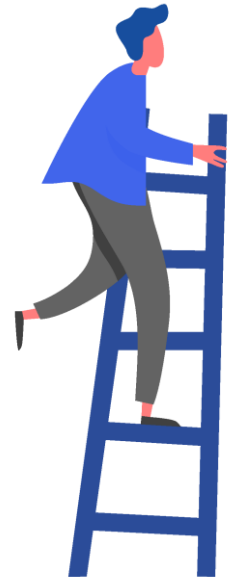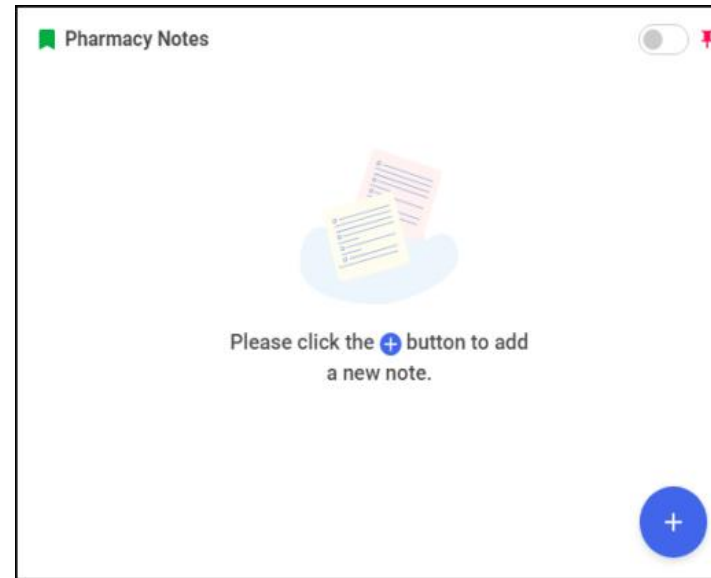
- **Adding a Pharmacy Note**

  1. From the Pharmacy Manager dashboard – **Pharmacy Notes** tile, select **Add**
  2. Enter your text into **Description** and select **Pin Note** if required to set it to always display on the Pharmacy Manager dashboard.
  3. Select **Save**

Pharmacy Notes: Continued

- **Editing/Deleting a Pharmacy Note**

  1. Select **Edit**
  2. The **Edit Note** screen displays
  3. Update as required
  4. Select **Save** or, to remove it, select **Delete**

Edit Note

Description

Test

Pin Note

CANCEL   DELETE   SAVE

Fridge Temperatures

The Fridge Temperature tile on your dashboard has been updated it now displays:

- **Date** - The date of a temperature recording
- **Fridge** - The name of the fridge for this reporting line
- **Temp** - The actual temperature as recorded
- **Min C** - The minimum temperature as recorded
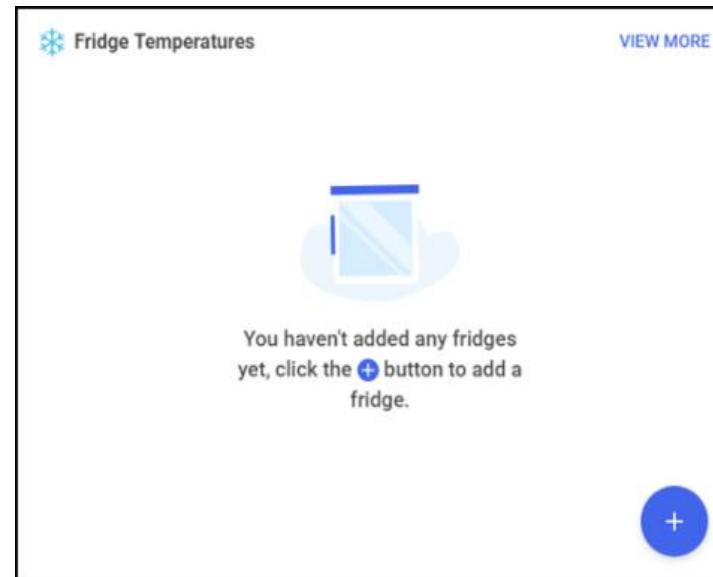- **Max C** - The maximum temperature as recorded
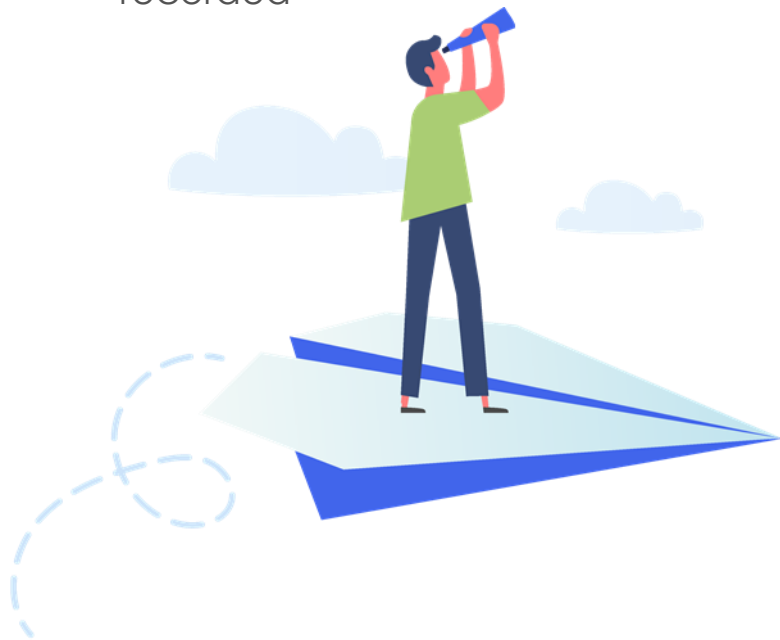
❄ **Fridge Temperatures**   VIEW MORE

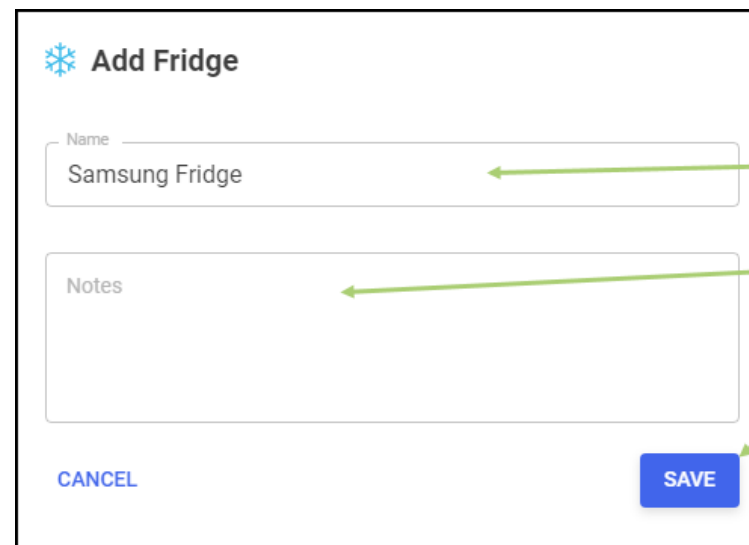| Date	Fridge	Temp°C	Min°C	Max°C	
10/02/2020 9:35	Samsung Fridge	3	1	3.2	✏
11/02/2020 14:48	Samsung Fridge	2.1	1.5	4.3	✏
11/02/2020 14:47	Samsung Fridge	2	1.5	4	✏

Fridge Temperatures : Continued

If you have no fridge temperatures to display, 'You haven't added any fridges yet, click the + button to add a fridge' displays

- **Adding a Fridge**

  1. From the Pharmacy Manager dashboard - **Fridge Temperature** tile, select **Add**
  2. The **Add Fridge** screen displays
  3. Complete as required:
     - **Name** – Entre the name of your fridge
     - **Notes** – Enter any free text comments
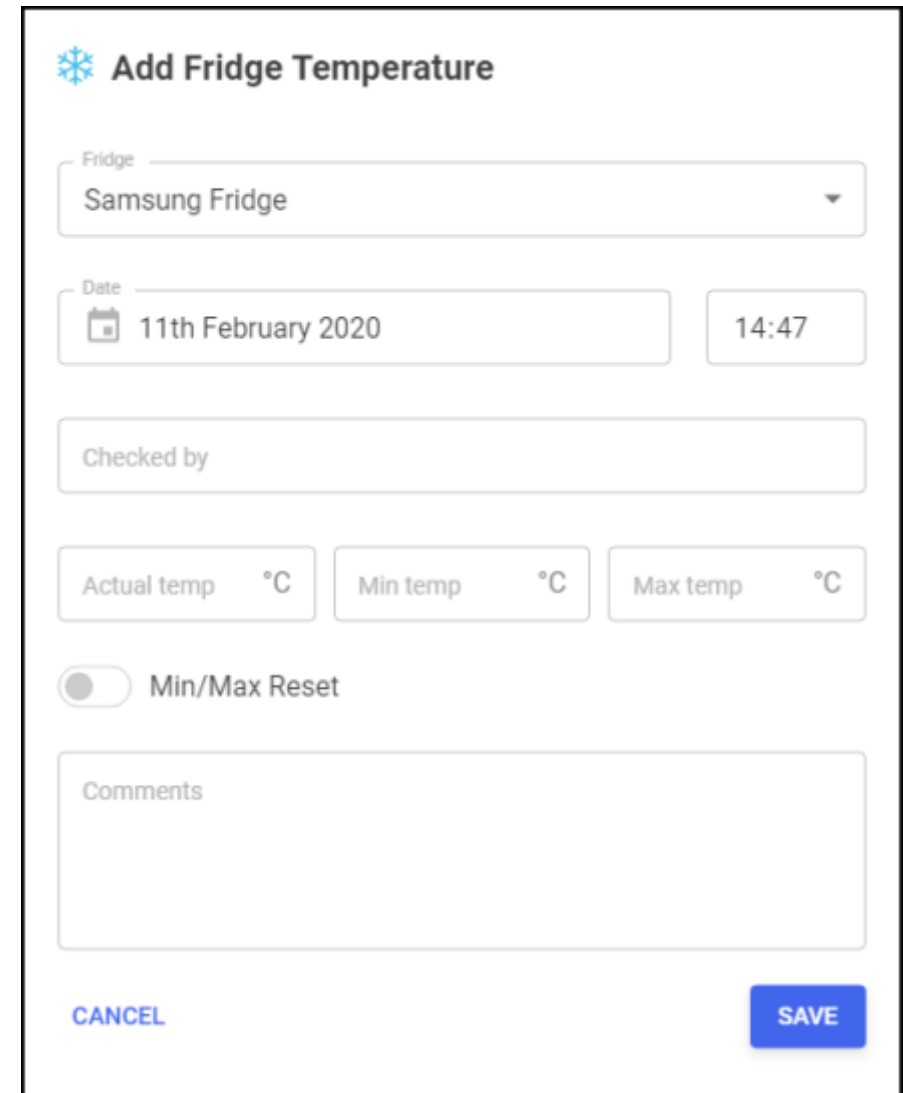 4. Select **Save**

Enter the name of your fridge

Enter any notes required

Select to save

Fridge Temperatures : Continued

Recording your Fridge Temperatures

1. From the dashboard **Fridge Temperatures** tile, select **Add**
2. The **Add Fridge Temperature** screen displays
3. Complete as follows:
   - **Fridge** - Select the appropriate fridge if you have more than one
   - **Date** – Enter the date of the reading
   - **Time** – Enter the time of the reading
   - **Checked by** – Enter the name of the person who checked the fridge
   - **Actual Temp** – Enter the actual temperature
   - **Min Temp** – Enter the minimum temperature
   - **Max Temp** - Enter the maximum temperature
   - **Min/Max Reset** – Select to indicate a reset
   - **Comments** – Enter any comments required, for example, if there was a breakdown or door left open, you could record that here
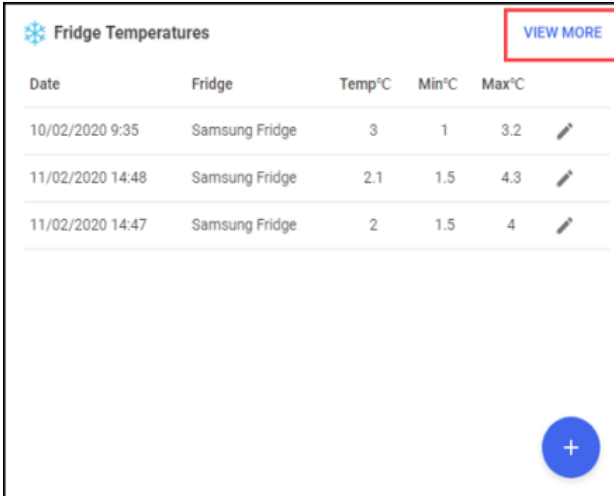4. Select **Save**
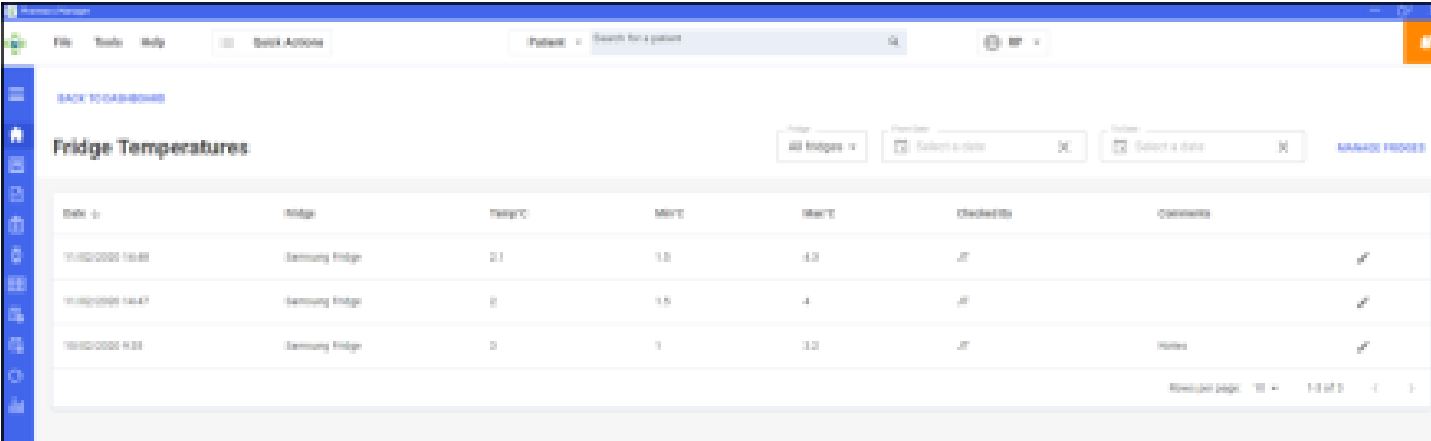
Fridge Temperatures : Continued

Viewing the Fridge Temperatures Log

1. From the dashboard **Fridge Temperatures** tile, select **View More**
2. The **Fridge Temperatures** log displays
3. If required, select from:
   - **Fridge** - Either leave **All fridges** selected or select a specific fridge
   - **From/To Date** – Enter a date range
   - **Edit** – To update an entry
   - **Manage Fridges** – To edit or add further fridges
4. Select **Back to Dashboard** to return to your Pharmacy Manager Dashboard

Calendar

- The Calendar tile on your dashboard has been updated:

    - **Adding an Appointment**

        1. From the **Pharmacy Manager dashboard - Calendar**, select **Add**
        2. The **Add Appointment** screen displays
        3. Complete the details as required:
            - **Subject** - Enter a name for this appointment, for example, John on annual leave
            - **Description** - Enter any comments, for example, Locum booked
            - **All day** - Select if appropriate
            - **Start** - Select a date and if **All Day** is not selected, a start time
            - **End** - Select a date and if **All Day** is not selected, an end time
            - **Location** - Enter a location if appropriate
        4. Select **Save**

📅 **Add Appointment**

Subject

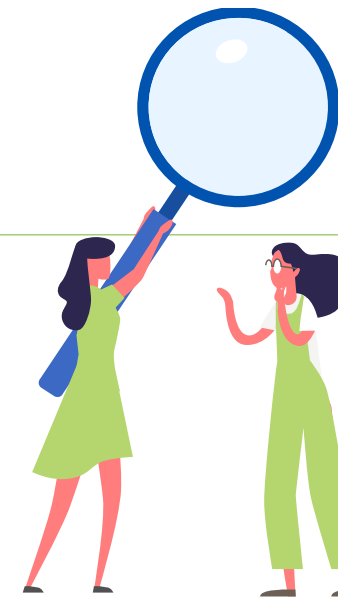Required

Description

⚪ All day

Start
📅 11th February 2020   15:00

End
📅 11th February 2020   15:30

Location
📍 Enter a location...

CANCEL   **SAVE**
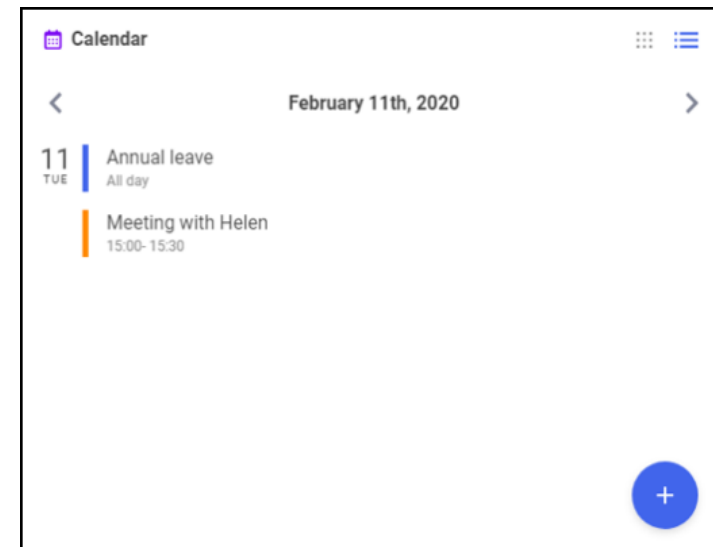
Calendar : Continued

- **Viewing an Appointment**

    1. From the **Pharmacy Manager dashboard - Calendar**, highlight the day required and select **Options**

    2. If there is only one appointment for the day selected, the appointment displays in full

If there is more than one appointment booked for the day selected, a list of appointments displays, select the appointment required to see the full detail

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John on Annual leave

🕐 Start: February 11th, 2020

🕐 End: February 11th, 2020

John on annual leave

✕ CANCEL   ✏ EDIT

📅 Calendar   ⠿ ☰

‹   **February 11th, 2020**   ›

11
TUE | Annual leave
              All day

              | Meeting with Helen
                15:00- 15:30

                                                              ⊕

Calendar : Continued

- **Editing/Deleting an Appointment**

  1. View the appointment required as above and select **Edit**

     Edit

  2. The **Edit Appointment** screen displays
  3. Either
     - Update as required and select **Save**, or
     - Select **Delete** to remove the appointment

📅 Edit Appointment

Subject
John on Annual leave

Description
John on annual leave

🔵 All day

Start
📅 11th February 2020

End
📅 11th February 2020

Location
📍 Enter a location...

CANCEL   DELETE   SAVE