



Pharmacy Manager

A Cegedim Solution



Release Guide v11.4

Summary of Changes: All Countries

March 2020

Pharmacy Manager release v11.4 introduces:

- **Running Backups in Background** – You can now run backups in the background, and use Pharmacy Manager in the usual way while they run.


See [Running a Backup in the Background](#) on page 5. 

- **Produce a Fridge Temperature Report** – You can now produce a downloadable and printable report, that outlines the temperature your fridges are kept at.

See [Fridge Temperature Report](#) on page 6. 

- **Useful Links Management** – The following enhancements to the Useful Links tile on the home screen:

- Create links
- Edit links
- Delete links
- Reorder links

See [Useful Links Management](#) on page 8. 




Summary of Changes: All Countries

- **Quantity Matching** – Customers who dispense with a robot in their pharmacy are now able to use Pharmacy Manager's **Quantity Matching** feature. If enabled, electronic scripts will automatically populate the quantity field at the point of dispensing.
- **Disabling Quantity Matching** - Disable it within **Tools – System Settings – Pharmacy Details – Electronic Messaging – Quantity Matching**.



A screenshot of a software interface showing the 'Quantity Matching' settings. The title 'Quantity Matching' is at the top. Below it are two radio button options: 'On' (which is selected) and 'Off'.

- **Warnings** – In response to customer feedback, the size of the Warnings section on the **Dispensary**  screen has been increased.

Summary of Changes: England Only

- **Real Time Exemption Check (RTEC)** – This is automatically enabled with v11.4 and provides users with the exemption status of a patient before dispensing their prescription.

See [Using RTEC](#) on page 12.



- **Changes to the FP10 Prescription Form** – The exemption boxes on the FP10 prescription form have been updated, which will make it easier for users to process patient exemptions.

See [Changes to the FP10 Prescription Form](#) on page 15.



- **Accessing a Patient's Summary Care Record (SCR)** - To assist you in making informed clinical decisions for your patient, you can now access a patient's Summary Care Record (SCR) from within Pharmacy Manager.

See [Accessing a Patient's SCR](#) on page 16.



- **Patient Summary Care Record – Audit Report** - SCR access is audited and presented in a new audit report, available from the **Reporting** tab of Pharmacy Manager.

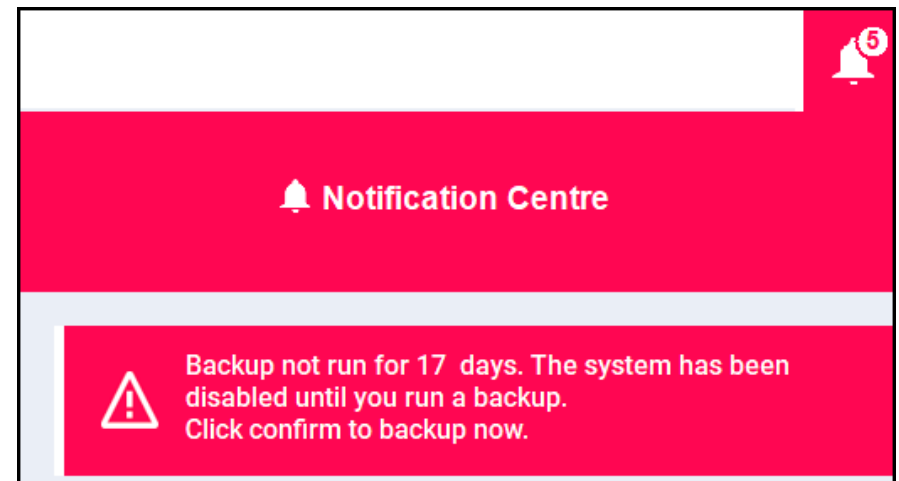
See [SCR Audit Report](#) on page 17.



Running a Backup in the Background



You can now run a backup in the background and continue to use Pharmacy Manager while the backup is running. To run a backup:

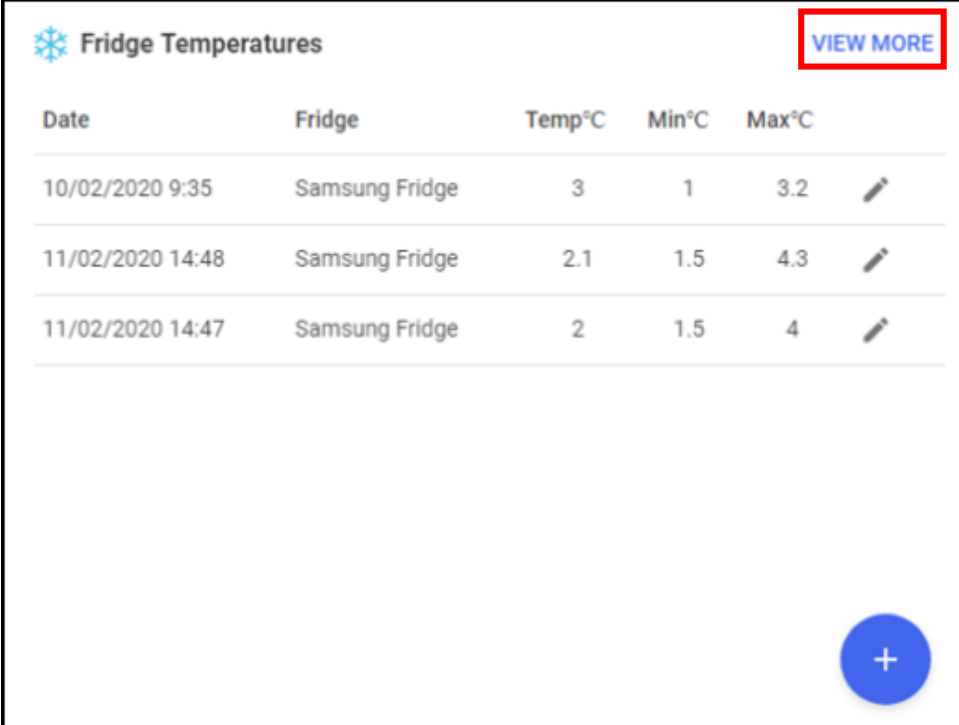
1. Check your external media, usually a USB drive is inserted in your machine.
2. Double click on **Notification Centre - Backup not run** and select **Yes** to the message asking if you want to run the backup.
3. The backup runs in the background and you can see it's progress in the **Notification Centre**.







Fridge Temperature Report

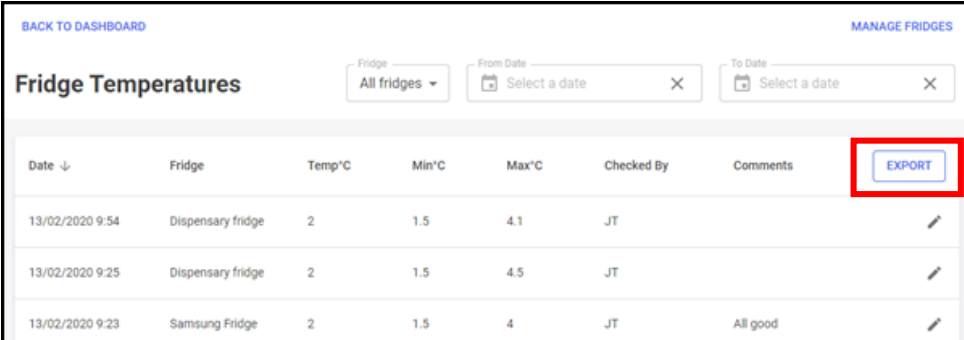

Producing a **Fridge Temperatures** report helps you obtain an accurate reading of the temperature your fridge(s) are being kept at. To run a report:

1. From the **Fridge Temperatures** tile, select **View More** .
2. The **Fridge Temperatures** screen displays.
3. Select **Export** .







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	



[BACK TO DASHBOARD](#) [MANAGE FRIGDES](#)

Fridge Temperatures

Date ↓	Fridge	Temp°C	Min°C	Max°C	Checked By	Comments	
13/02/2020 9:54	Dispensary fridge	2	1.5	4.1	JT		
13/02/2020 9:25	Dispensary fridge	2	1.5	4.5	JT		
13/02/2020 9:23	Samsung Fridge	2	1.5	4	JT	All good	

Fridge Temperature Report

- The **Fridge Temperature Export** screen displays. Complete as required:
 - Fridge** - Choose the fridge you want to run the report on.
 - From Date** - Enter the date you want to start the report from.
 - To Date** - Enter the date you want to end the report.

5. Select **Create PDF**.

6. The **Fridge Temperature** report is created and displays on the screen, where you can download or print it as required.

❄ Fridge Temperature Export

Fridge
Dispensary

From Date
1st March 2020

To Date
4th March 2020

CANCEL **CREATE PDF**



Useful Links Management

Adding a Useful Link

You can now add links that you find useful to the **Useful Links** file. To add a link to the **Useful Link** file:

1. Select **Add** .
2. The **Add Useful Link** screen displays.

Complete as required:

- **Web Address** - Enter a valid web address, this is checked and if it is not valid it displays in red.
- **Title** - Enter the title you want to display on the dashboard.

3. Select **Save** .



Add Useful Link

Web Address

Title

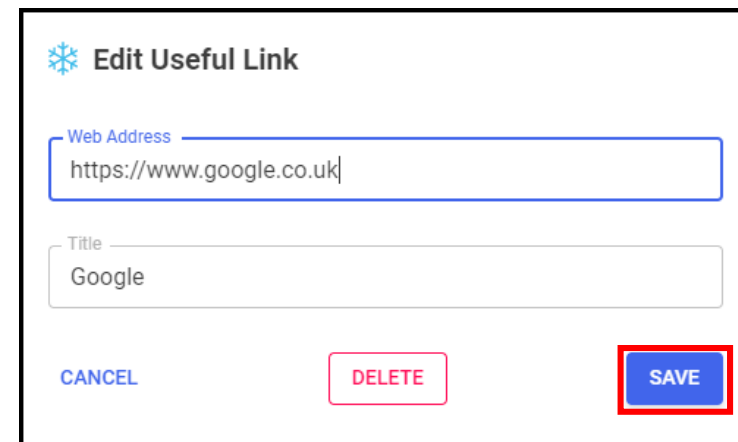
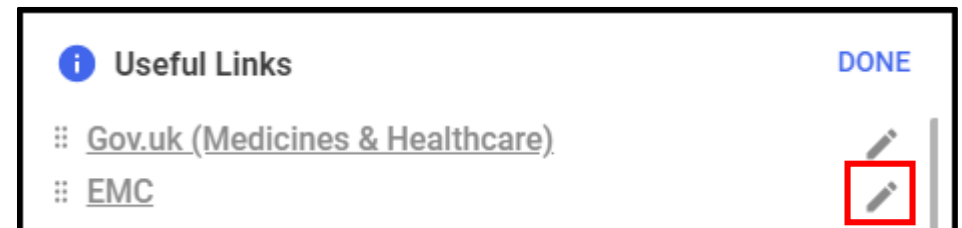
CANCEL **SAVE**

Useful Links Management

Editing a Useful Link

To edit a Useful Link, from the **Pharmacy Manager Dashboard - Useful Links** file:

1. Select **Edit** .
2. Select **Edit**  next to the useful link to be edited.
3. Edit the useful link accordingly.
4. Select **Save** .



Edit Useful Link

Web Address




Title


CANCEL **DELETE** **SAVE**

Useful Links Management

Deleting a Useful Link

To delete a useful link, from the **Pharmacy Manager Dashboard - Useful Links** file:



1. Select **Edit** .
2. Select **Edit**  next to the link to be deleted.
3. Select **Delete** .

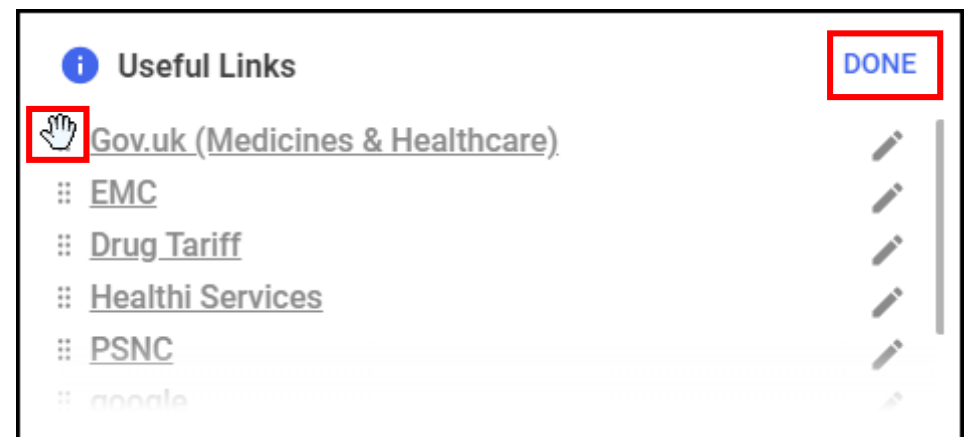
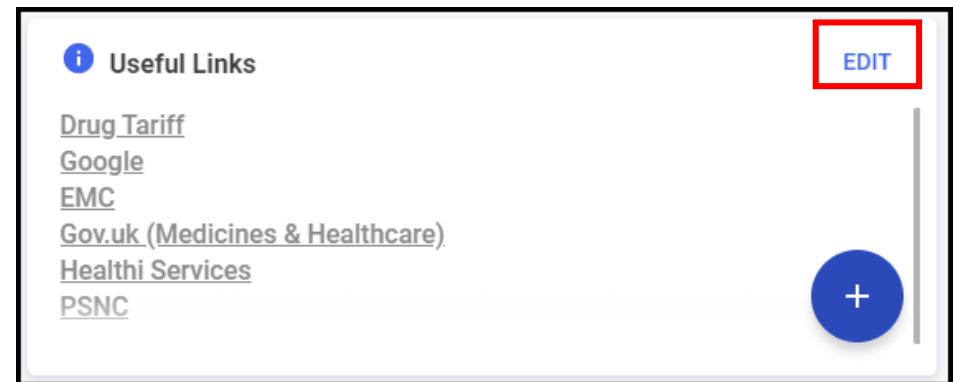
A screenshot of the 'Edit Useful Link' dialog box. It has a blue snowflake icon and the title 'Edit Useful Link'. There are two input fields: 'Web Address' containing 'https://www.google.co.uk' and 'Title' containing 'Google'. At the bottom, there are three buttons: 'CANCEL', 'DELETE', and 'SAVE'. The 'DELETE' button is highlighted with a red rectangular box.

Useful Links Management

Reordering Useful Links

Users can drag and drop useful links into their desired order on the **Useful Links** file.

1. Select **Edit** .
2. Choose a useful link and **drag and drop** it into your desired position.
3. Repeat if required.
4. Select **Done** .

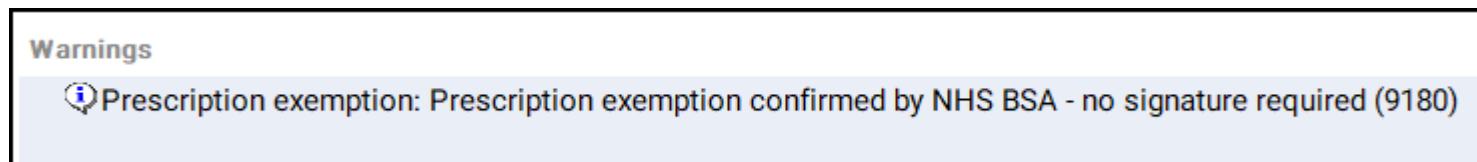
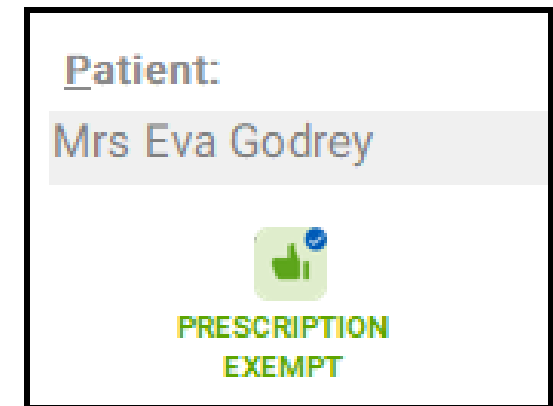


Using Real Time Exemption Check (RTEC): England Only

RTEC allows users to automatically check the exemption status of a patient when dispensing a prescription in Pharmacy Manager. RTEC functionality is automatically enabled in v11.4

To use RTEC:

1. From the **eMessages** screen, select and dispense a prescription that is **Ready to Dispense**.
2. The **Dispensary** screen displays and RTEC automatically informs you of the patient's exemption status. This information displays:
 - Under the **Patient name**
 - In the **Warnings** section of the screen



Running a Manual Exemption Check: England Only

Running a Manual Exemption Check – eMessages Screen

In the event that an automatic RTEC fails, you can run a manual exemption check from the **eMessages** screen:

1. Select the prescription and select **Prescription Details**.
2. The **eMessage Details** screen displays.
3. Select **Check real time exemption**.
4. The patient's exemption status displays.

The screenshot shows the 'eMessages' interface. At the top, there is a header 'eMessages' with a refresh icon. Below this is a table with two columns: 'Name' and 'Status'. The table contains one entry: '1 Mr Graham Masood Bloggs' with the status 'New - Ready to dispense'. Below the table, there are four buttons: 'Prescription Details' (with an information icon and highlighted by a red box), 'Print dispensing token' (with a printer icon), 'Return', and 'Dispense'.

The screenshot shows the 'eMessage Details' screen. It has two input fields: 'Not Dispensed Reason' and 'Exemption: Not Exempt'. Each field has an 'Edit' button to its right. Below these fields, there are four buttons: 'Check real time exemption' (with a checkmark icon and highlighted by a red box), 'OK', 'Cancel', and 'Apply'.

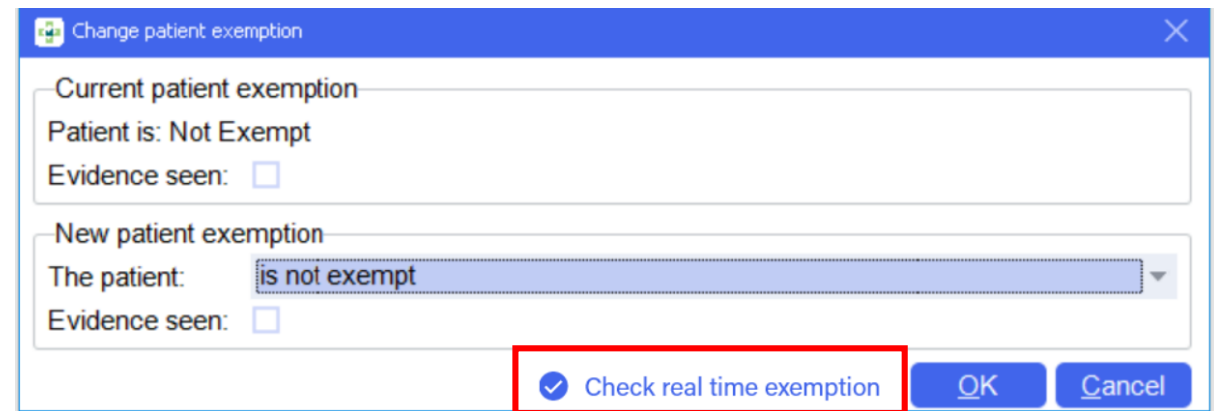
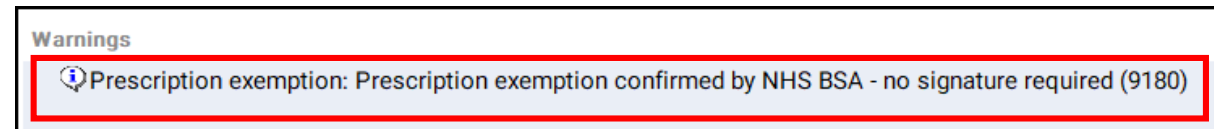
Note - The exemption boxes on the FP10 prescription form have been updated, which will make it easier for users to process patient exemptions.

Running a Manual Exemption Check: England Only

Running a Manual Exemption Check – Dispensary Screen

In the event that an automatic RTEC fails, you can run a manual exemption check from the **Dispensary** screen:

1. Select the Patient exemption text in **Warnings**.
2. The **Change patient exemption** screen displays.
3. Select **Check real time exemption**
4. The patient's exemption status displays.



Changes to the FP10 Prescription Form

Pharmacy Manager now supports the changes to the FP10 Prescription form. This includes:

- **Universal Credit** - A new exemption box for patients who receive **Universal Credit**.
- **Combination of the age exemption boxes** – Exemption Box A: "60 years of age or over or is under 16 years of age".
- **FS Endorsement** - Introduction of a new prescriber endorsement 'FS' for 'free supply of sexual health treatment' to enable prescribers to endorse prescriptions for STIs.

The screenshot shows the 'Patient Exemption' form in Pharmacy Manager. The form is titled 'Patient Exemption' and has tabs for Patient, Doctor, Conditions, Medication, History, and Other. The 'Exemptions' tab is active. The form lists various exemption categories (A through M) with checkboxes and input fields for expiry dates and certificate numbers. Categories A and U are highlighted with red boxes. A 'Delete' button is visible at the bottom right.

Exemption Category	Description	Expiry/Cert No.
A	60 years of age or over or is under 16 years of age	
B	16, 17 or 18 in full-time education	
D	Maternity exemption certificate	Expires: [input]
E	Medical exemption certificate	Expires: [input]
F	Prescription prepayment certificate	Expires: [input]
G	Prescription exemption certificate issued by the Ministry of Defence	Cert No: [input]
U	Universal Credit	
Gets or has partner who gets		
S	Pension Credit Guarantee Credit	
L	Current HC2 charges certificate	
H	Income or related Emp. Support Allowance	Name: [input]
K	Jobseekers Allowance	DOB: [input]
M	NHS Tax Credit Exemption Certificate	N.I. No: [input]




Evidence Seen

Buttons: Delete, OK, Cancel, Apply

Accessing Patient's Summary Care Record (SCR): England Only

To assist you in making informed clinical decisions for your patient, you can now access a patient's Summary Care Record (SCR) from within Pharmacy Manager.

To view a patient's SCR:

1. From **Pharmacy Manager**, select the patient in the usual way from either:
 - **Patient search**, or
 - The **Dispensary**  screen.
2. From the **Find Patient** screen with the patient required highlighted, select **Details** .
3. The **Patient Details** screen displays, select the **Medication** tab.
4. Now, select **View patient's SCR** .
5. The **Summary Care Record** screen displays.

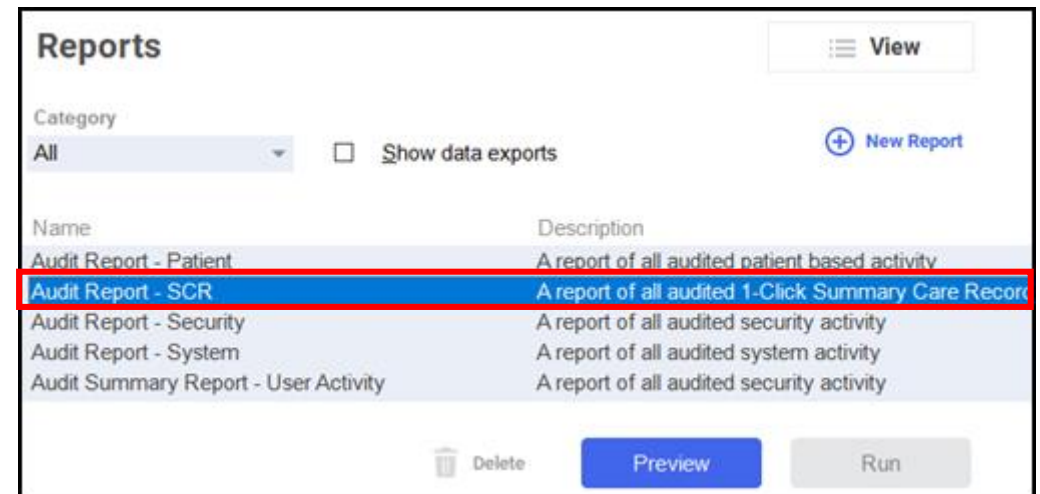


Patient Summary Care Record - Audit Report: England Only

SCR access is audited and presented in a new audit report, available from the **Reporting** tab of Pharmacy Manager.

To run an **SCR Audit Report**, from the **Reports** screen in Pharmacy Manager:

1. Select **Audit Report - SCR** from the list of available reports.
2. Apply the required filters.
3. Select **OK**.



Note – Only users with admin rights can view this report

