



Pharmacy Manager

A Cegedim Solution



Release Guide v11.6

Summary of Changes: All Countries

May 2020

Pharmacy Manager release v11.6 introduces:

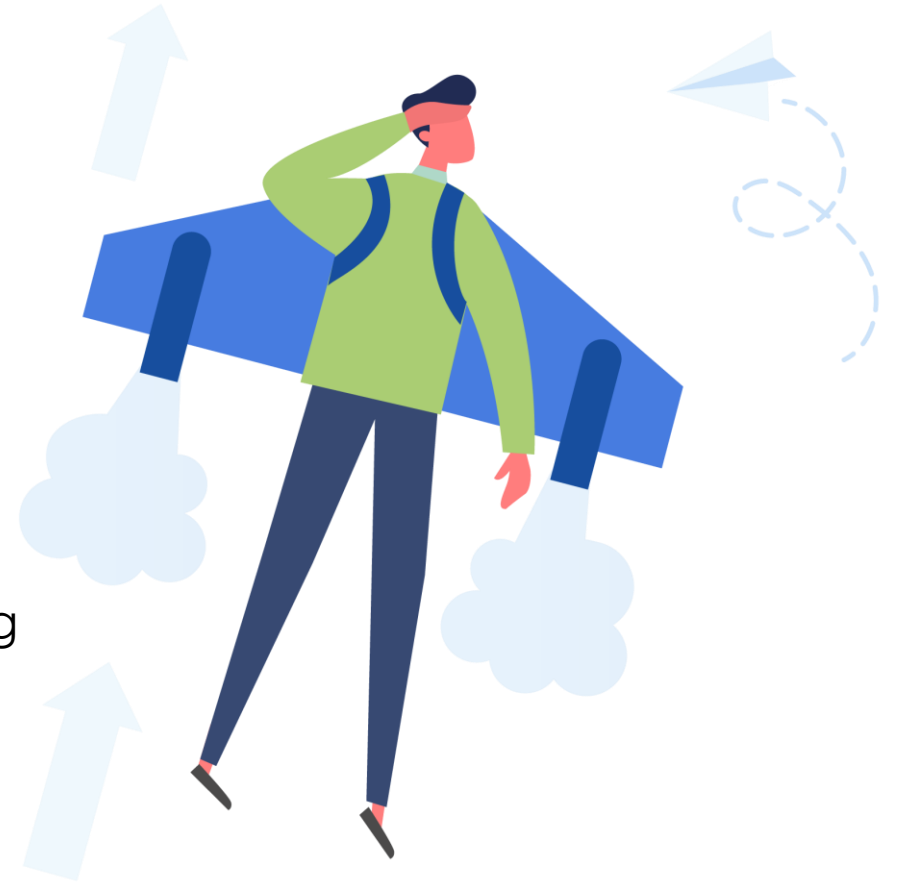
- **Register Patients and GPs for Repeat Rx** – We have made it easier to register patients and GPs for Repeat Rx.

See [Registering for Repeat Rx](#) on page 4



- **Access the Learning Zone** – You can now access the Learning Zone from the Pharmacy Manager Side Navigation Bar.

See [NEW Learning Zone](#) on page 6



Summary of Changes: All Countries

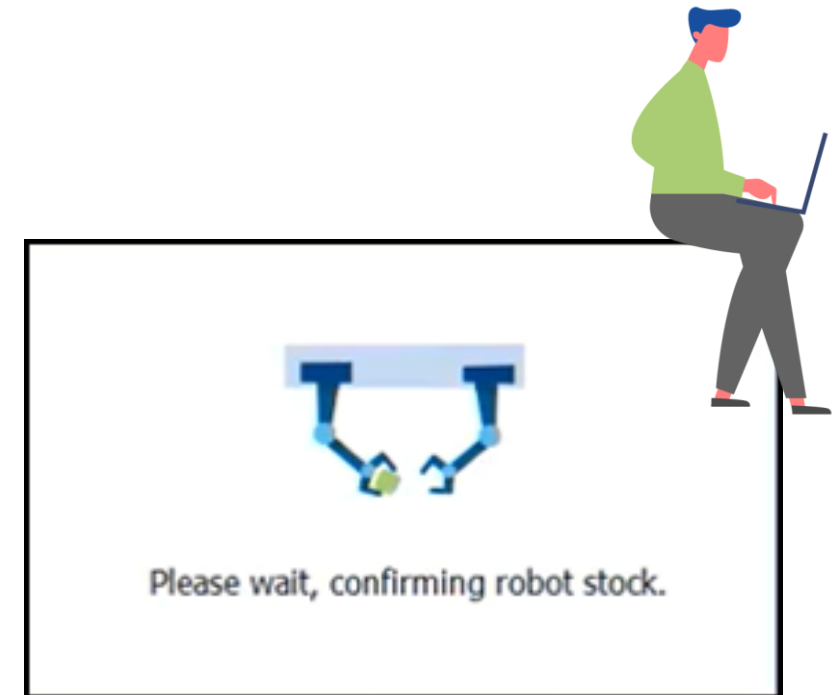
For customers dispensing using a robot, Pharmacy Manager v11.6 introduces:

- **Enhancements to the Select Robot Items screen** – You can now:
 - Easily view quantities of Robot and Shelf stock
 - Dispense from Robot and Shelf stock
 - Create a partial and full owing
 - Update the Shelf stock of an item

See [Select Robot Items screen](#) on page 8



- **Robot notifications** – When Pharmacy Manager interacts with the robot during dispensing to check stock levels, a new notification displays:



Registering a patient for Repeat Rx

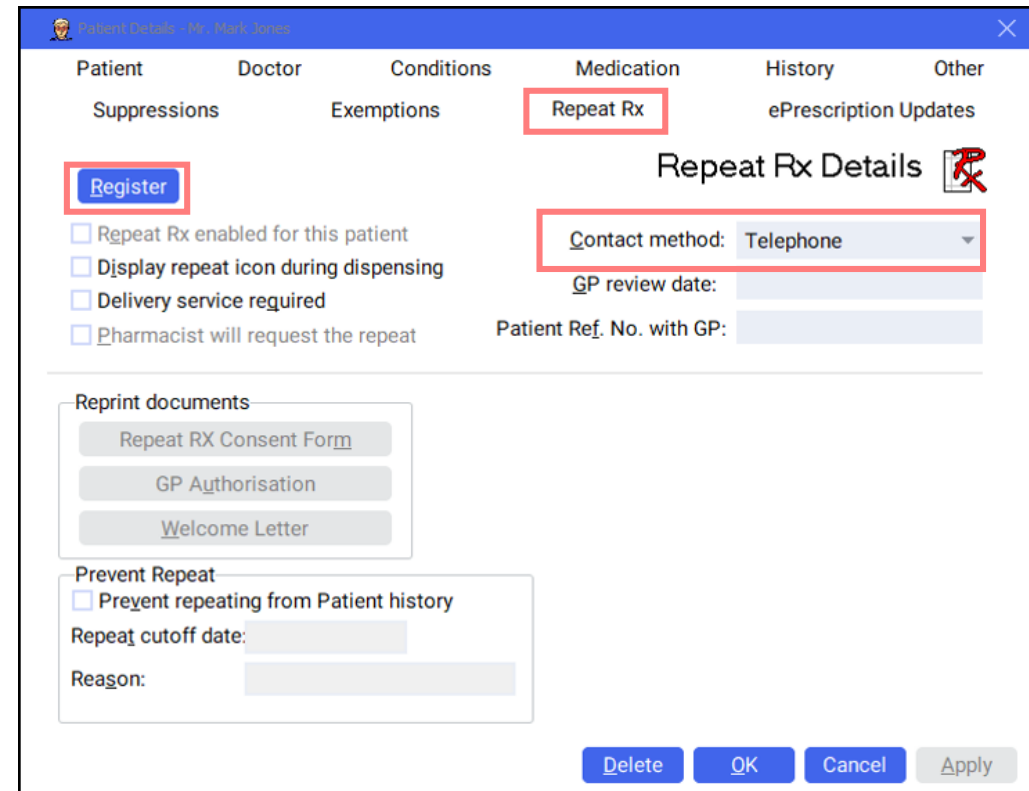
We have simplified the process involved in registering a patient for Repeat Rx. To register a patient for Repeat Rx:

1. Enter the required patient's **First name** and **Surname** in the Patient search bar. Press **Enter**.



A search bar with a dropdown menu on the left showing the word "Patient" and a search icon on the right. The text "Mark Jones" is entered into the search field.

2. The **Patient Details** screen displays, select the **Repeat Rx** tab.
3. Select the appropriate **Contact method**, for example, Telephone.
4. Select **Register**. The patient is now registered for Repeat Rx.



A screenshot of a software interface titled "Patient Details - Rx - Mark Jones". The interface has a blue header bar with a close button. Below the header, there are several tabs: "Patient", "Doctor", "Conditions", "Medication", "History", and "Other". Under the "Medication" tab, there are sub-tabs: "Suppressions", "Exemptions", "Repeat Rx" (highlighted with a red box), and "ePrescription Updates". A "Register" button is highlighted with a red box. Below the "Repeat Rx" sub-tab, there are several checkboxes: "Repeat Rx enabled for this patient", "Display repeat icon during dispensing", "Delivery service required", and "Pharmacist will request the repeat". To the right, there is a "Repeat Rx Details" section with a red 'X' icon. It includes a "Contact method" dropdown menu set to "Telephone", a "GP review date" field, and a "Patient Ref. No. with GP:" field. Below this, there is a "Reprint documents" section with buttons for "Repeat RX Consent Form", "GP Authorisation", and "Welcome Letter". At the bottom, there is a "Prevent Repeat" section with a checkbox "Prevent repeating from Patient history", a "Repeat cutoff date" field, and a "Reason:" field. At the very bottom, there are buttons for "Delete", "OK", "Cancel", and "Apply".



Registering a GP for Repeat Rx

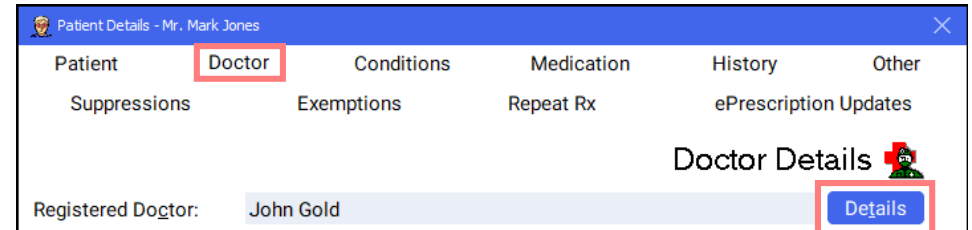
We have simplified the process involved in registering a GP for Repeat Rx. To register a GP for Repeat Rx:

1. Enter the required patient's **First name** and **Surname** in the Patient search bar. Press **Enter**.

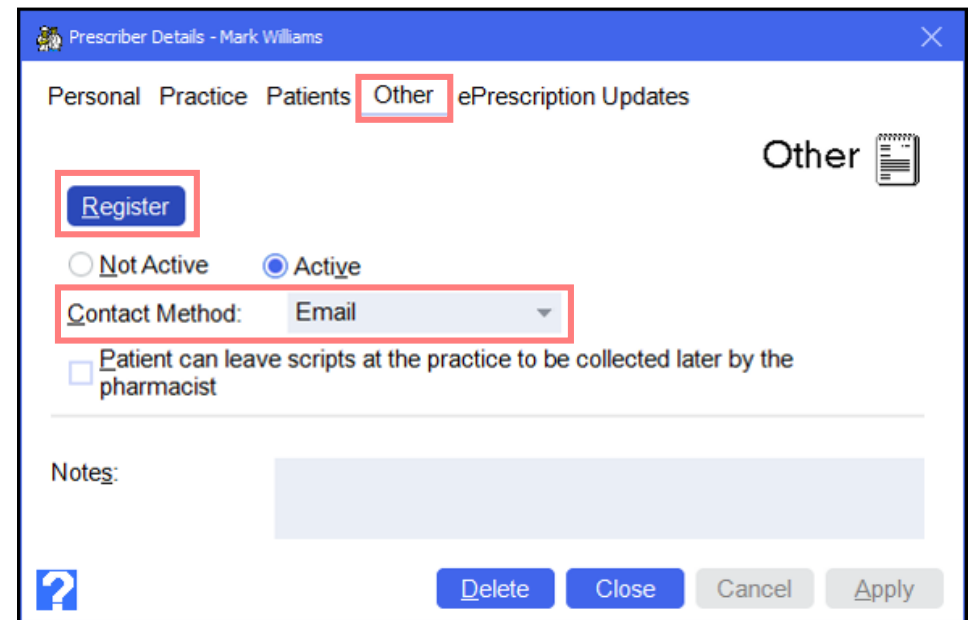


A search bar with a dropdown menu on the left showing the word "Patient" and a search icon on the right. The text "Mark Jones" is entered into the search field.

2. The **Patient Details** screen displays. Select the **Doctor** tab and select **Details**.
3. The **Prescriber Details** screen displays. Select the **Other** tab.
4. Select the appropriate **Contact method**, for example, Email.
5. Select **Register**. The GP is now registered for Repeat Rx.



A screenshot of the "Patient Details - Mr. Mark Jones" window. The "Doctor" tab is selected and highlighted with a red box. Below the tabs, the "Registered Doctor:" field shows "John Gold". A "Details" button is highlighted with a red box.



A screenshot of the "Prescriber Details - Mark Williams" window. The "Other" tab is selected and highlighted with a red box. A "Register" button is highlighted with a red box. Below it, the "Contact Method:" dropdown is set to "Email" and highlighted with a red box. There are radio buttons for "Not Active" and "Active" (selected). A checkbox for "Patient can leave scripts at the practice to be collected later by the pharmacist" is unchecked. At the bottom, there are buttons for "Delete", "Close", "Cancel", and "Apply".

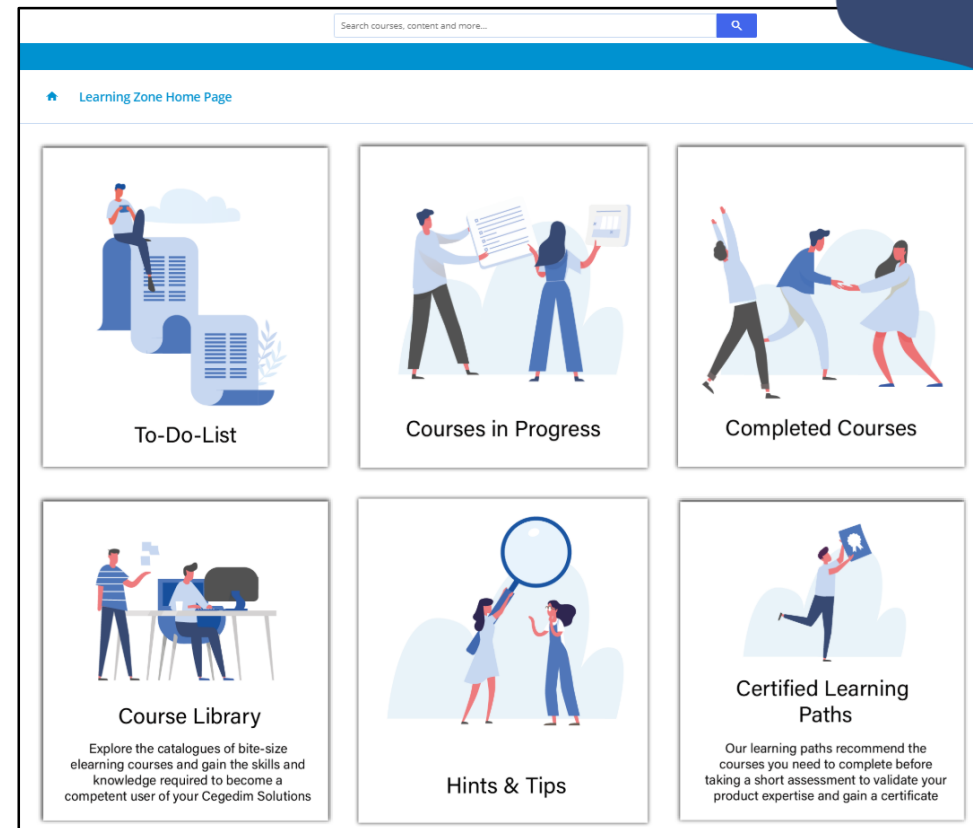


NEW Learning Zone



The Learning Zone contains free, bite-sized elearning and video tutorials to help develop your Pharmacy Manager knowledge and skills. The **Learning Zone** introduces:

- Bite-sized elearning and video tutorials
- Access anywhere, from any device, at a time that suits
- A personalised homepage so you can access courses and keep a track of your progress
- Learning paths to guide you through to certification
- Hints and tips to help you maximise Pharmacy Manager's full potential



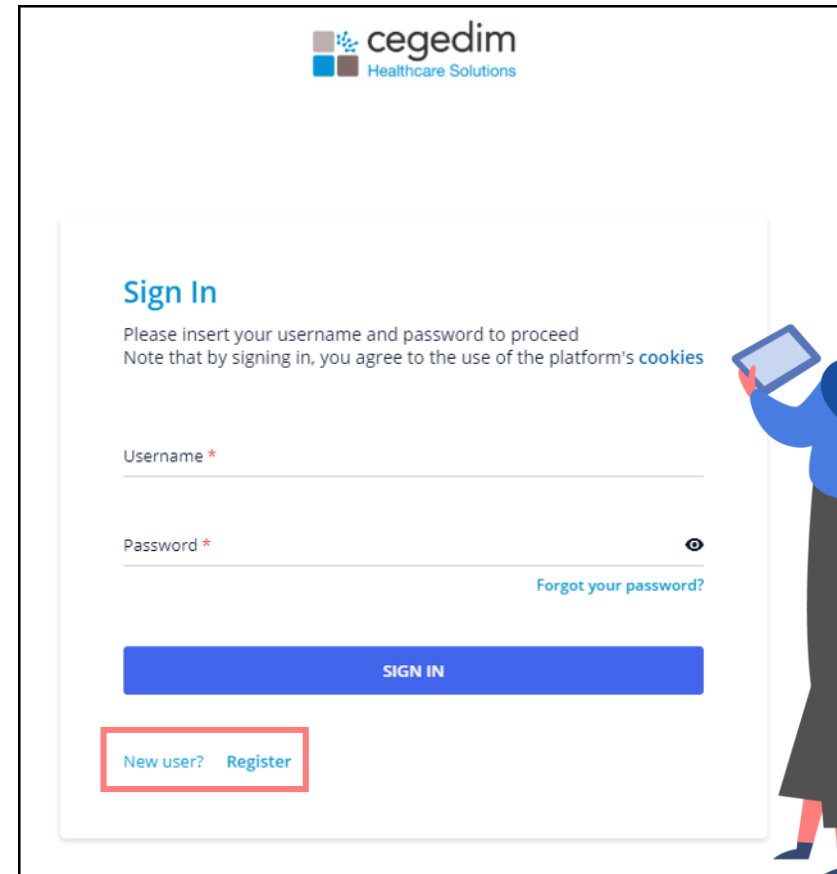
Accessing the Learning Zone

You can now easily access the **Learning Zone** from Pharmacy Manager. To access the Learning Zone:

1. Select the Learning Zone icon  from the **Side Navigation Bar**.
2. The Learning Zone **Sign In** page displays.

Note - If you are an existing user of the Learning Zone enter your **Username** and **Password**. If you are not an existing user of the Learning Zone, select **Register** and complete the self-registration process.

Note – You can also access the Learning Zone by selecting the following [link](#).

A screenshot of the 'cegedim Healthcare Solutions' Sign In page. The page has a white background with a blue header. The main content area contains the text 'Sign In' in blue, followed by instructions: 'Please insert your username and password to proceed' and 'Note that by signing in, you agree to the use of the platform's cookies'. There are two input fields: 'Username *' and 'Password *'. The password field has a toggle eye icon and a 'Forgot your password?' link. A blue 'SIGN IN' button is below the fields. At the bottom, there is a red-bordered box containing the text 'New user? Register'. To the right of the form is an illustration of a woman in a blue top and black skirt holding a tablet. In the bottom right corner of the overall image is a green cross logo.

Select Robot Items Screen - Overview

For customers who dispense using a robot, when insufficient stock exists to fill a prescription, the **Select Robot** screen displays:



Available Stock

Packs Units

| Drug | Robot Stock (Units) | Packs | Shelf Stock (Units) | Packs |
|---|---------------------|-----------|---------------------|-----------|
| R Paracetamol, 16 (Crescent Pharma) | 0 | - 1 + Max | 0 | - 1 + Max |
| R Paracetamol, 16 (Numark) | 32 | - 0 + Max | 16 | - 0 + Max |

Selected Items

Clear all

| Drug | Robot Stock (Units) | Shelf Stock (Units) |
|--------------------------------------|---------------------|---------------------|
| Paracetamol, 16 (Crescent Pharma) | 32 ✕ | 32 ✕ |

Summary

REQUIRED
80 Units

SELECTED
64 Units

OWING
16 Units

Dispense the selected amount
OR
 Create an owing for 16 ?

Proceed

Update Shelf Stock

Select item

Update Stock



Select Robot Items Screen – Available Stock

From **Available Stock** you can:

The screenshot shows the 'Available Stock' interface. At the top right, there are two tabs: 'Packs' (selected) and 'Units'. The main area is a table with columns for 'Drug', 'Robot Stock (Units)', 'Packs', 'Shelf Stock (Units)', and 'Packs'. Two rows of 'Paracetamol, 16' are shown, one from 'Crescent Pharma' and one from 'Numark'. Each row has a 'Robot Stock' and 'Shelf Stock' column, each with a numeric value and a control panel with minus, plus, and 'Max' buttons. Callouts point to various elements: 'Enter the required number of Packs/ Units using your keyboard' points to the numeric input fields; 'Select to dispense in either Packs or Units' points to the 'Packs' and 'Units' tabs; 'The prescription item displays' points to the drug name and manufacturer; 'Current Robot Stock' points to the '0' value for Crescent Pharma; 'Current Shelf Stock' points to the '16' value for Numark; 'Select to adjust Packs/ Units dispensed' points to the control buttons; and 'Select to include the maximum amount needed from Available Stock to fulfil the prescription' points to the 'Max' button.

| Drug | Robot Stock (Units) | Packs | Shelf Stock (Units) | Packs |
|---|---------------------|-----------|---------------------|-----------|
| R Paracetamol, 16 (Crescent Pharma) | 0 | - 1 + Max | 0 | - 1 + Max |
| R Paracetamol, 16 (Numark) | 32 | - 0 + Max | 16 | - 0 + Max |

Enter the required number of Packs/ Units using your keyboard

Select to dispense in either Packs or Units

The prescription item displays

Current Robot Stock

Current Shelf Stock

Select to adjust Packs/ Units dispensed

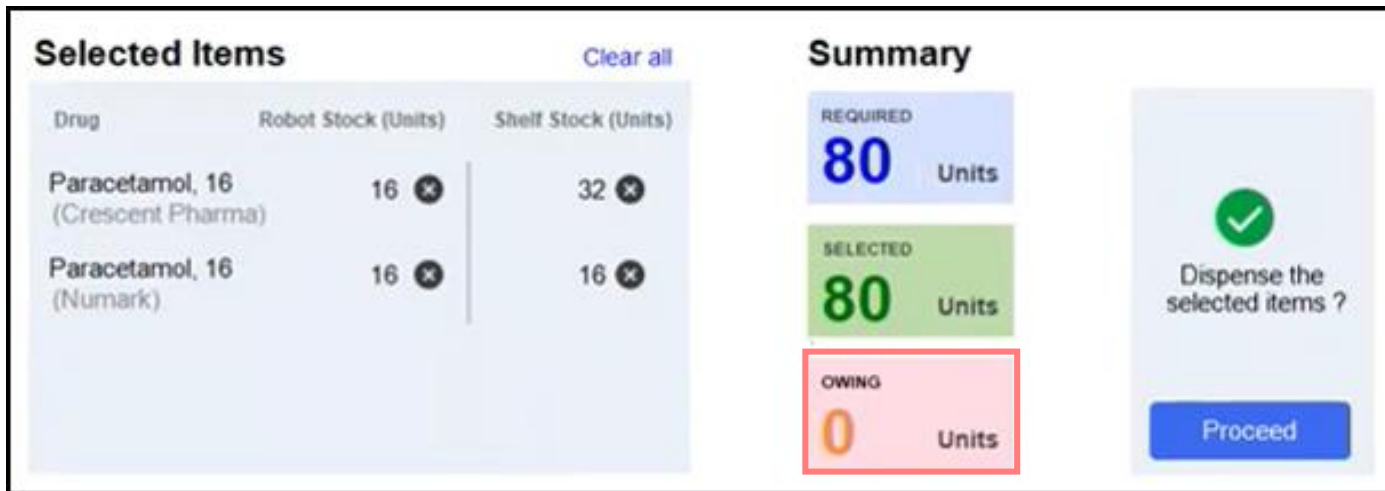
Select to include the maximum amount needed from Available Stock to fulfil the prescription



Dispensing to fulfil a prescription

To dispense from **Robot Stock** and **Shelf Stock** to fulfil a prescription:

1. Select the necessary stock from **Available Stock**.
2. **Selected Items** and **Summary** updates according to your selection from **Available Stock**.
3. Select **Proceed**. The **Dispensary** screen displays where you can continue to dispense the prescription as normal.



The screenshot displays a dispensing interface with three main sections:

- Selected Items:** A table with columns for Drug, Robot Stock (Units), and Shelf Stock (Units). It lists two items: Paracetamol, 16 (Crescent Pharma) and Paracetamol, 16 (Numark).
- Summary:** A section showing the required, selected, and owing units.
- Proceed:** A button to confirm the selection.

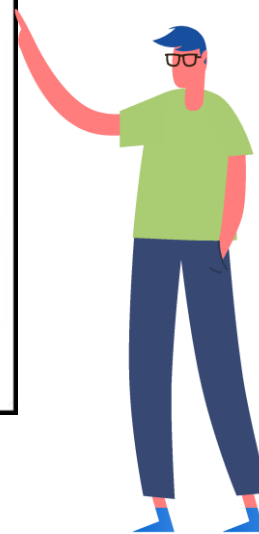
| Drug | Robot Stock (Units) | Shelf Stock (Units) |
|-----------------------------------|---------------------|---------------------|
| Paracetamol, 16 (Crescent Pharma) | 16 | 32 |
| Paracetamol, 16 (Numark) | 16 | 16 |

Summary

- REQUIRED: 80 Units
- SELECTED: 80 Units
- OWING: 0 Units

Dispense the selected items ?

Proceed



Creating a partial owing

To create a partial owing:

1. Select the required stock from **Available Stock**.
2. **Selected Items** updates and displays your selection from Available Stock.
3. **Summary** updates and displays the **Owing** from the prescription. For example, 80 Units are required to fulfil the prescription, 64 Units are in stock, leaving 16 Units to be owed.
4. Select the **Create an owing for xx** checkbox.
5. Select **Proceed**. The **Dispensary** screen displays and shows the partial owing. Dispense in the usual way.

| Drug | Robot Stock (Units) | Shelf Stock (Units) |
|--------------------------------------|---------------------|---------------------|
| Paracetamol, 16 (Crescent Pharma) | 32 | 32 |

Summary

REQUIRED 80 Units

SELECTED 64 Units

OWING 16 Units

Create an owing for 16 ?

Proceed

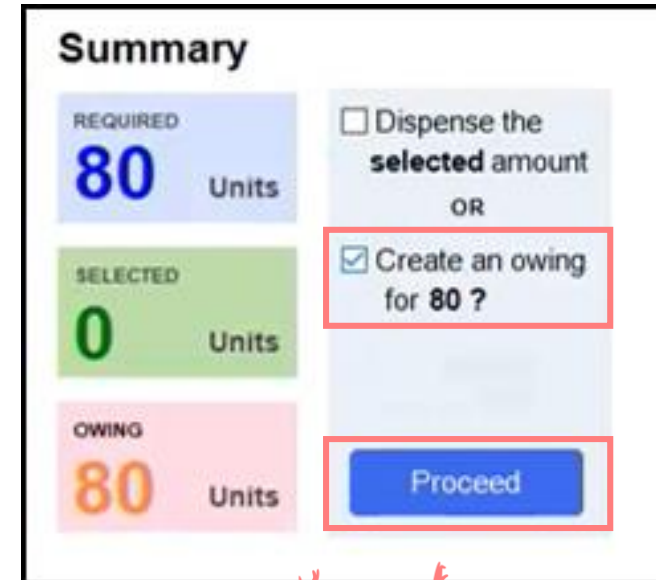
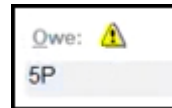
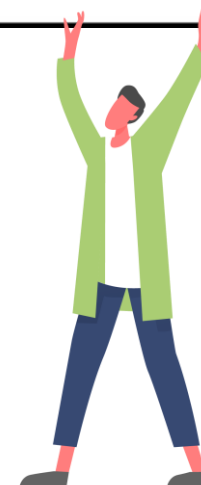
Owe: 3P



Creating a full owing

To create a full owing:

1. Do not select any stock from **Available Stock**.
2. Select the **Create an owing** checkbox.
3. Select **Proceed**. The **Dispensary** screen displays and shows the full owing.
4. Dispense the prescription in the usual way.

A screenshot of a software interface titled 'Summary'. It features three colored boxes on the left: a blue box for 'REQUIRED 80 Units', a green box for 'SELECTED 0 Units', and a pink box for 'OWING 80 Units'. On the right, there are two checkboxes: the top one is 'Dispense the selected amount' (unchecked) and the bottom one is 'Create an owing for 80?' (checked). A blue 'Proceed' button is located at the bottom right. Red boxes highlight the 'Create an owing for 80?' checkbox and the 'Proceed' button.

Updating the Shelf Stock of a prescription item

To update the shelf stock of a Prescription item, within **Update Shelf** Stock:

1. Select the required prescription item from the drop-down menu.
2. The current stock of the prescription item displays in units
3. Enter the number of units you wish to update your stock levels to. For example, for a Paracetamol 16 pack, entering 48 would update your stock levels to 3 packs.
4. Select **Update Stock**.
5. The Shelf Stock updates accordingly.

