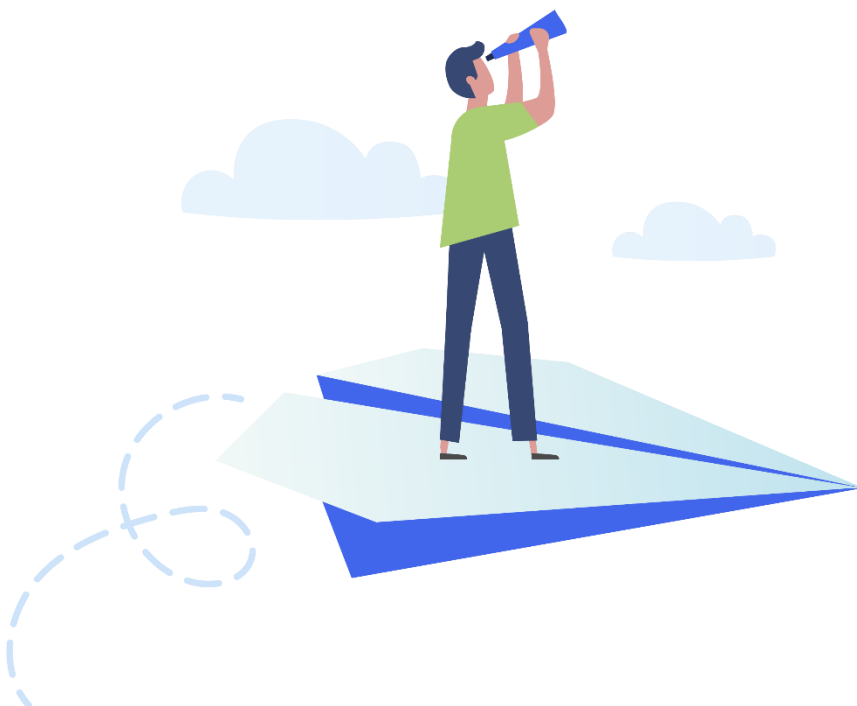




Pharmacy  
**Manager**

# Pharmacy Manager 14.6 Release Guide

Version 1.1  
05 April 2022



**Copyright © 2022 Cegedim Healthcare Solutions**

All Rights Reserved

Cegedim Healthcare Solutions is the trading name of Cegedim Rx Ltd and In Practice Systems Limited.

No part of this document may be photocopied, reproduced, stored in a retrieval system or transmitted in any form or by any means, whether electronic, mechanical, or otherwise, without the prior written permission of Cegedim Healthcare Solutions.

No warranty of accuracy is given concerning the contents of the information contained in this publication. To the extent permitted by law, no liability (including liability to any person by reason of negligence) will be accepted by Cegedim Healthcare Solutions, its subsidiaries or employees for any direct or indirect loss or damage caused by omissions from or inaccuracies in this document.

Cegedim Healthcare Solutions reserves the right to change without notice the contents of this publication and the software to which it relates.

Product and company names herein may be the trademarks of their respective owners.

Registered name: Cegedim Rx Ltd. Registered number: 02855109

Registered name: In Practice Systems Limited. Registered number: 01788577

Registered address: The Bread Factory, 1a Broughton Street, London, SW8 3QJ

Website: <https://www.cegedimrx.co.uk>



## Contents

<b>Pharmacy Manager Release 14.6 .....</b>	<b>4</b>
All Countries.....	4
Scotland Only .....	5
<b>Filtering Products .....</b>	<b>7</b>
Saving Filters .....	8
<b>Order Responses .....</b>	<b>11</b>
Icons used in Ordering.....	11
Viewing Responses.....	11
<b>Adding a New Prescriber .....</b>	<b>13</b>

# Pharmacy Manager Release 14.6

Pharmacy Manager 14.6 introduces the following features:

## All Countries


- **Stock & Order Management**

- **Stock Inventory** - You can now save frequently used filters for future use.

---

 See [Filtering Products](#) on page 7 for more details.

---

- **Ordering** - A new icon  displays on the **Ordering** screen when there is a response from the wholesaler.

---

 See [Order Responses](#) on page 11 for more details.

---

- **Prescriber Details - Prescriber Type** - The Physiotherapist and Podiatrist prescriber types are now updated to Physiotherapist (IP) and Podiatrist (IP) to indicate that they are independent prescribers.
- **Prescriber Type** - You can now select a prescriber type of **Other** when adding a prescriber to cover any prescribers not available in the **Type** list. You can manually specify the prescriber type.

---


 See [Adding a New Prescriber](#) on page 13 for more details.

---

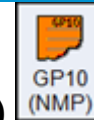
## Scotland Only

- **Introduction of Non-Medical Prescribers** - Functionality has been implemented to fully support dispensing of AMS prescriptions from non-medical prescribers arriving from out of hours centres and GP practices:

---


 **Note** - We are also prepared for receiving MCR prescriptions from non-medical prescribers for when this comes into scope.

---



- There is now a new form type of **GP10 (NMP)** available for selection from the **Dispensary** screen.


---

 **Note** - There are already two existing form types, **GP10 (N)** which supports nurse prescribing and **GP10 (P)** which supports pharmacist prescribing.

---

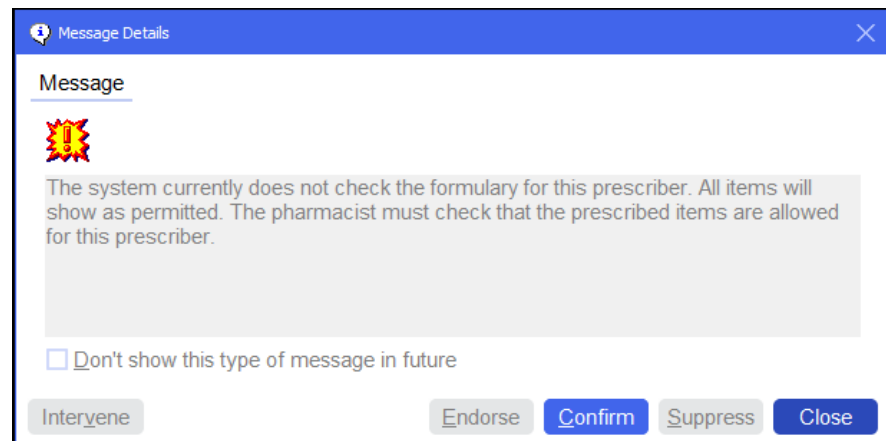
- Where an electronic prescription is received from a non-medical prescriber, the correct form type automatically displays. If required, a new prescriber is created and the **Prescriber Type** and **NHS/Registration number** automatically populates on the **Prescriber Details** screen.

---

 **Note** - A non-medical prescriber is not saved as the patient's registered doctor in the patient's details.

---

- If a prescriber type has been selected where **Pharmacy Manager** does not do a formulary check a message displays in the Warnings section 'The system currently does not check the formulary for this prescriber. All items will show as permitted. The pharmacist must check that the prescribed items are allowed for this prescriber'. This must be confirmed before finishing the dispense:



**Training Tip** - The process of dispensing AMS and MCR prescriptions remains unchanged.

- **Instalment Dispensing** - Instalment Dispensing is permitted on the following form types, **GP10, HBP, GP10 (N), GP10 (P), GP10 (NMP)**. However Instalment Dispensing on Medicines Care and Review (MCR) prescriptions is still out of scope.
- **Virtual AMS/MCR Prescriptions** - The prescribers **Professional Code, Professional Code Scheme** and **Type** now display in the prescriber section of the virtual prescription.
- **Pharmacy First Scotland - Standard (MAS) Mandatory Notes** - Consultation notes are now mandatory for a Pharmacy First Scotland - Standard (MAS) service.



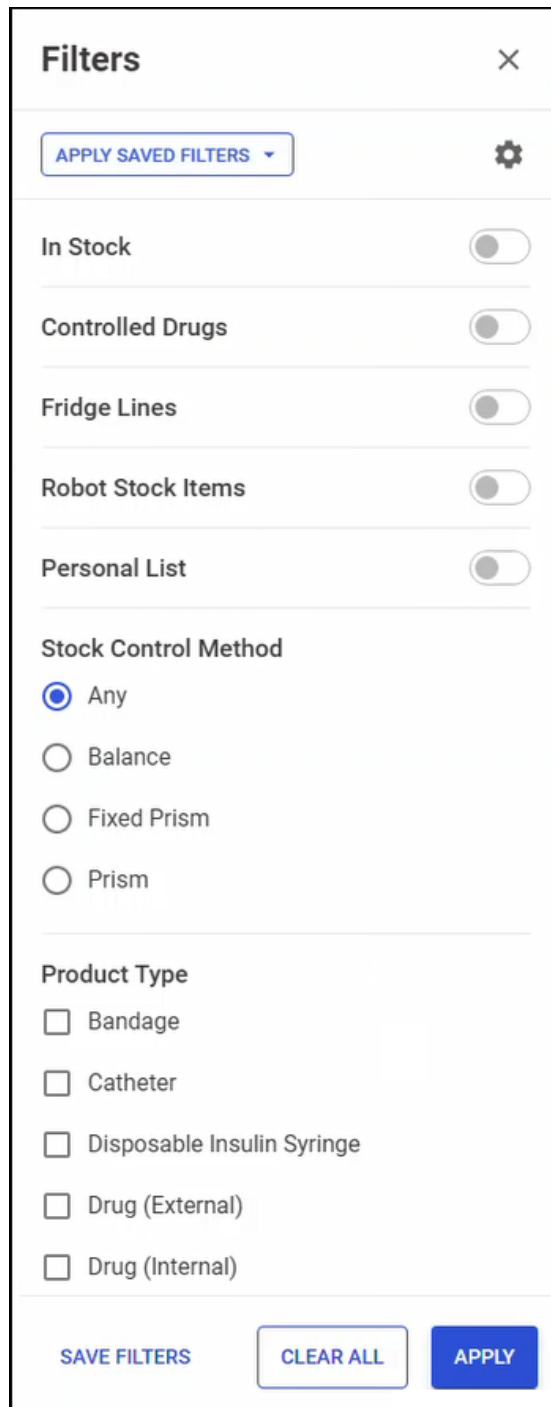
See [Recording a Pharmacy First Scotland - Standard \(MAS\) Consultation](#) for more details.

## Filtering Products

You can control which products display on the **Stock Inventory** screens by applying a range of filters.

To filter the products on all the **Stock Inventory** screens including the **Low Stock**, **Excess Stock**, **Dead Stock** and **Often Owed** filtered screens:

1. Select **Filter** .
2. The **Filters** screen displays to the right:

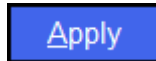


The screenshot shows the 'Filters' screen with the following options:

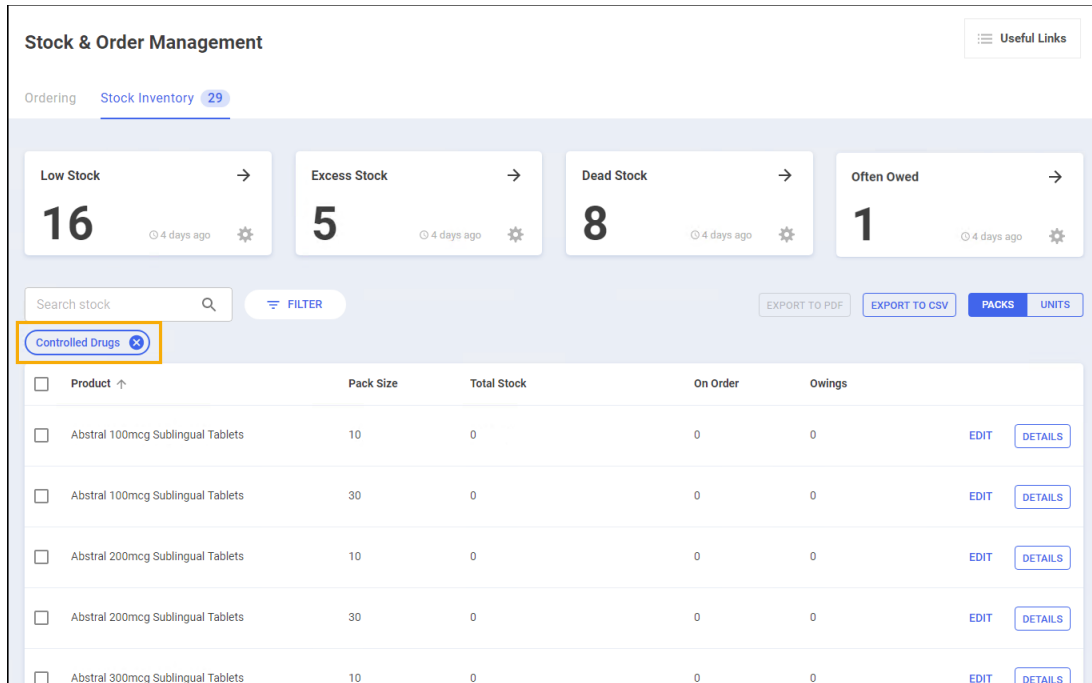
- APPLY SAVED FILTERS** (dropdown menu)
- In Stock** (toggle switch)
- Controlled Drugs** (toggle switch)
- Fridge Lines** (toggle switch)
- Robot Stock Items** (toggle switch)
- Personal List** (toggle switch)
- Stock Control Method**
  - Any
  - Balance
  - Fixed Prism
  - Prism
- Product Type**
  - Bandage
  - Catheter
  - Disposable Insulin Syringe
  - Drug (External)
  - Drug (Internal)

At the bottom, there are three buttons: **SAVE FILTERS**, **CLEAR ALL**, and **APPLY**.


- Select a filter, for example, **Controlled Drugs**, and select **Apply**



- The **Stock Inventory** screen updates and displays products that match the applied filter(s):



The screenshot shows the 'Stock & Order Management' interface. At the top, there are four summary cards: 'Low Stock' (16), 'Excess Stock' (5), 'Dead Stock' (8), and 'Often Owed' (1). Below these is a search bar and a filter dropdown menu. The 'Controlled Drugs' filter is selected and highlighted with a yellow box. Below the filter, a table lists products with columns for 'Product', 'Pack Size', 'Total Stock', 'On Order', and 'Owings'. The table contains six rows of 'Abstral' sublingual tablets with various pack sizes (10 and 30) and strengths (100mcg and 200mcg). Each row has 'EDIT' and 'DETAILS' buttons.

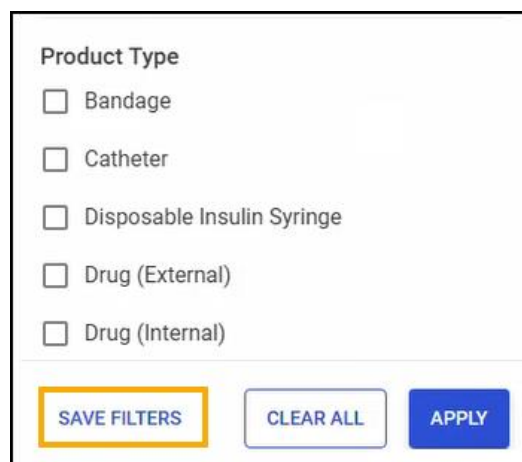
 **Note** - The applied filter displays under the **Search stock** bar. Select 'x' to remove the filter.

## Saving Filters

For frequently used filters you can save a selection of filter options to quickly apply in the future. To save a set of filters:


- From the **Filters** screen select the required filter options.

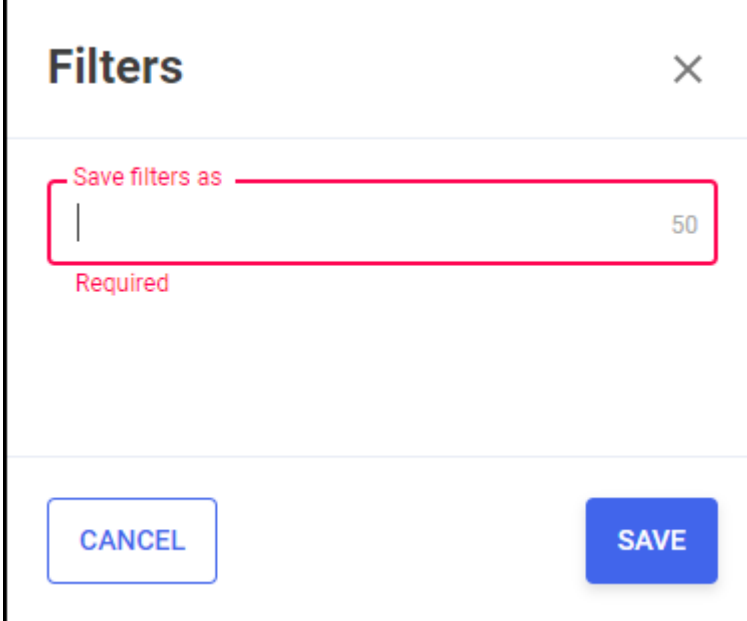
- Select **SAVE FILTERS** .



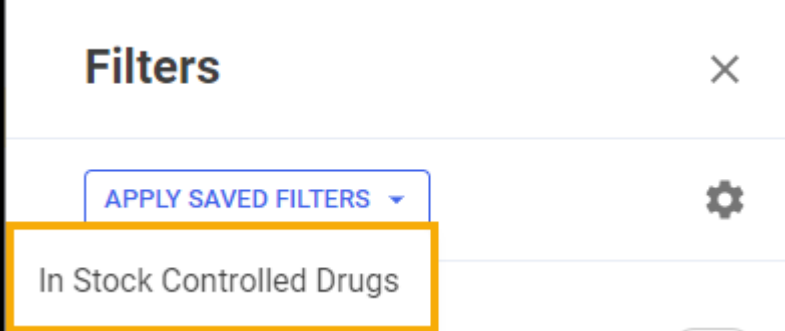
The dialog box is titled 'Product Type' and contains five checkboxes: 'Bandage', 'Catheter', 'Disposable Insulin Syringe', 'Drug (External)', and 'Drug (Internal)'. At the bottom, there are three buttons: 'SAVE FILTERS' (highlighted with a yellow box), 'CLEAR ALL', and 'APPLY'.



3. Enter the filter name and select **Save** :



4. The new filter displays in the **APPLY SAVED FILTERS** list:



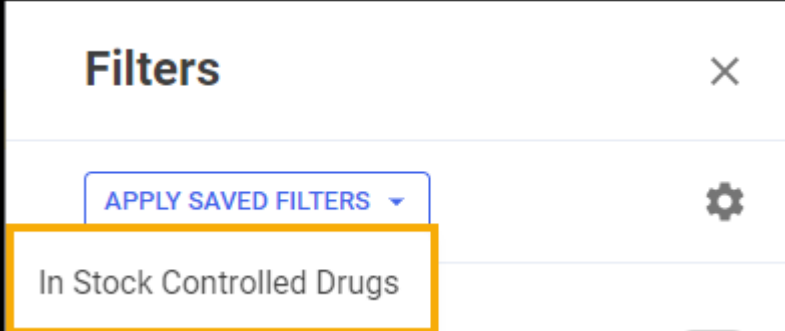
## Selecting Saved Filters

To quickly view a saved set of filters:

1. From the **Filters** screen select **APPLY SAVED FILTERS**




2. Select the required saved filter from the list:

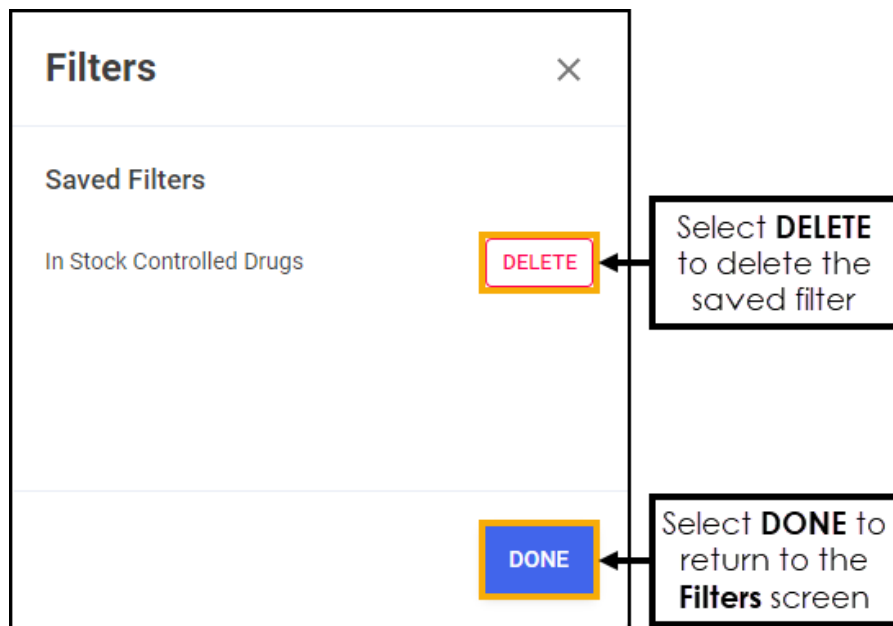



3. Select **Apply**  to view the filtered stock.

## Deleting a Saved Filter

To delete a saved filter:

1. From the **Filters** screen select .
2. The **Saved Filters** screen displays, select **DELETE**  next to the filter you want to delete:








3. Select **DONE**  to return to the **Filters** screen.

## Order Responses

### Icons used in Ordering

The table below displays the icons that are used on the **Ordering** screen and describes what each one represents:

Icon	Description
	The item is a Robot item.
	The product on order is an <b>Expensive</b> item, its pack price is above the set threshold. The aim of this feature is to reduce wastage arising through the unnecessary ordering of expensive items. The visual indicator can be seen during the ordering process to allow you to confirm the need for such products. See <a href="#">Pharmacy Details - Ordering Tab</a> for more details.
	The product has been <b>Discontinued</b> . Hover the mouse pointer over the icon to see the discontinued reason.
	The item is <b>User Maintained</b> . This applies to any item on automatic stock ordering (auto order ON) that has been manually ordered, or has had the number of packs amended manually.
	There is a response from the supplier, select product line and then select <b>View Response</b> to view more information.



See [Stock & Order Management - Ordering](#) for more details.



### Viewing Responses

The exact format of the response is dependent on the protocol that is being used for this particular transmission. However, in general, if an item is going to be supplied it is not referred to individually in the response. Some detail about items that cannot be supplied - exceptions - can be printed on labels.

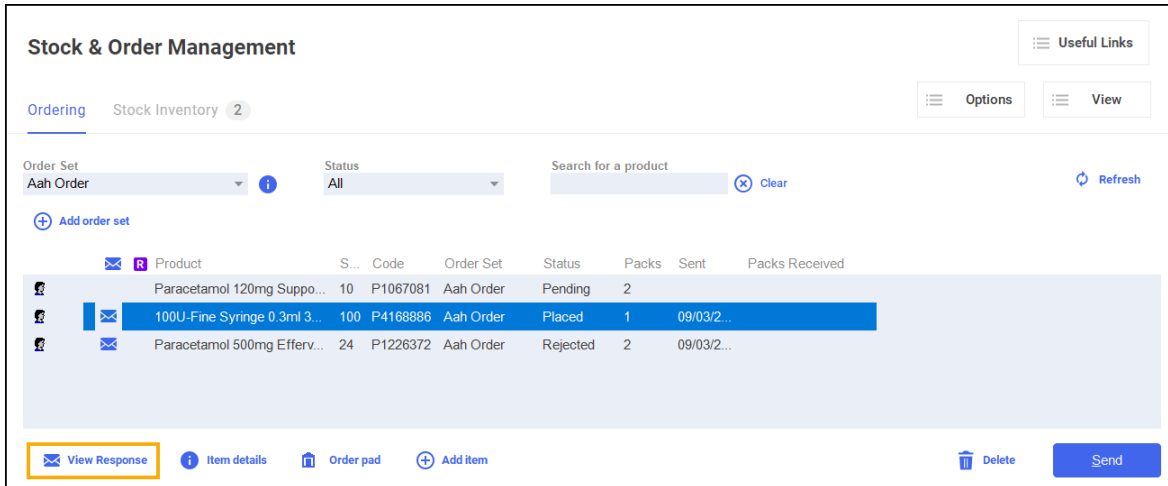
However, when an item has been rejected, this information will not always say why. It is often the case that all these exceptions are simply dealt with by the general term 'rejected'.

**Pharmacy Manager** provides detailed response information on the **Stock Order Item Details** screen:

1. From the **Stock & Order Management - Ordering** screen, select the item required.

 **Note** - Items with  have a wholesaler response to view.

2. Select **View Response**  **View Response**:



**Stock & Order Management**

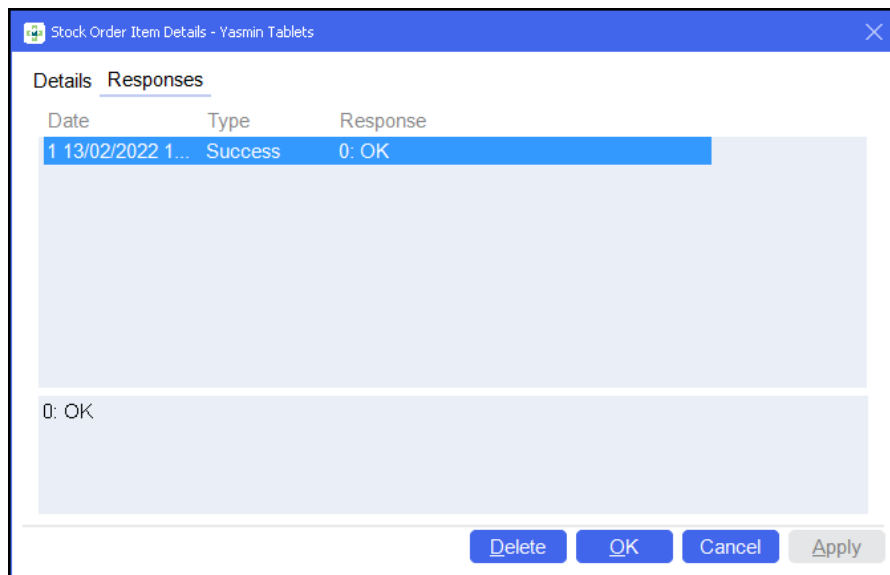
Ordering Stock Inventory 2

Order Set: Aah Order | Status: All | Search for a product: | Clear | Refresh

Product	S...	Code	Order Set	Status	Packs	Sent	Packs Received
Paracetamol 120mg Suppo...	10	P1067081	Aah Order	Pending	2		
100U-Fine Syringe 0.3ml 3...	100	P4168886	Aah Order	Placed	1	09/03/2...	
Paracetamol 500mg Efferv...	24	P1226372	Aah Order	Rejected	2	09/03/2...	

View Response | Item details | Order pad | Add item | Delete | Send

3. The **Stock Order Item Details - Responses** screen displays:



Stock Order Item Details - Yasmin Tablets

Details Responses

Date	Type	Response
13/02/2022 1...	Success	0: OK

0: OK

Delete OK Cancel Apply


 See [Order Responses](#) for more details.

## Adding a New Prescriber

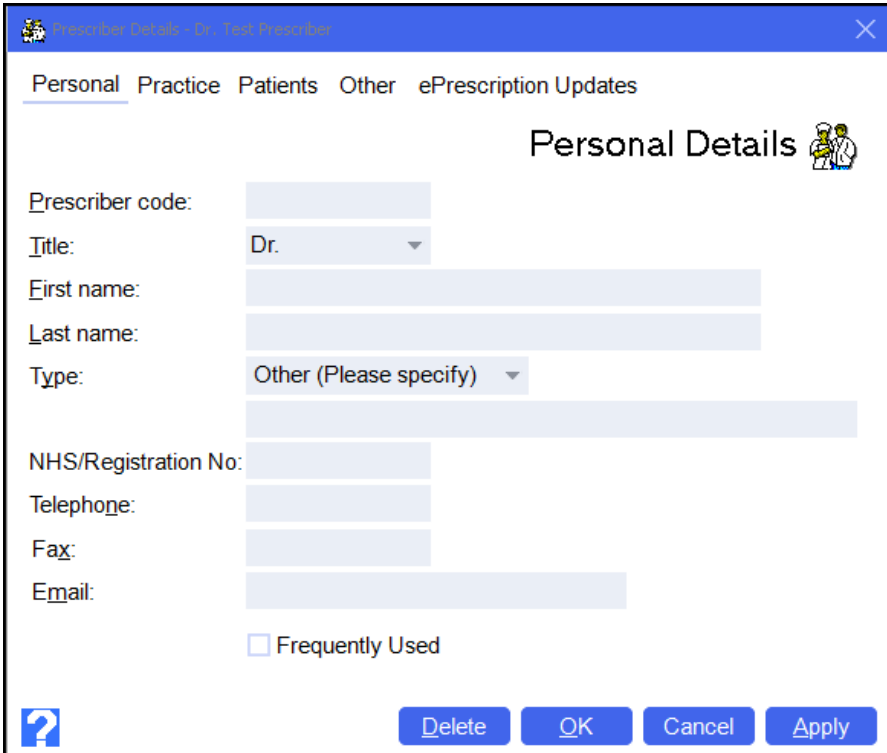
A prescriber is authorised to issue prescriptions, for example, doctors, nurses, vets.

To add a new prescriber:

1. From either:


- **Dispensary**  - With a patient selected, enter the clinician's surname (full or partial) and press **Enter**. The **Find Prescriber** form displays, select **Add**, or
- From the **Pharmacy Manager Menus** select **Tools - Inquiry - Prescriber**.

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



Prescriber Details - Dr. Test Prescriber

Personal Practice Patients Other ePrescription Updates

Personal Details 

Prescriber code:

Title: Dr.

First name:

Last name:

Type: Other (Please specify)


NHS/Registration No:

Telephone:

Fax:

Email:

Frequently Used

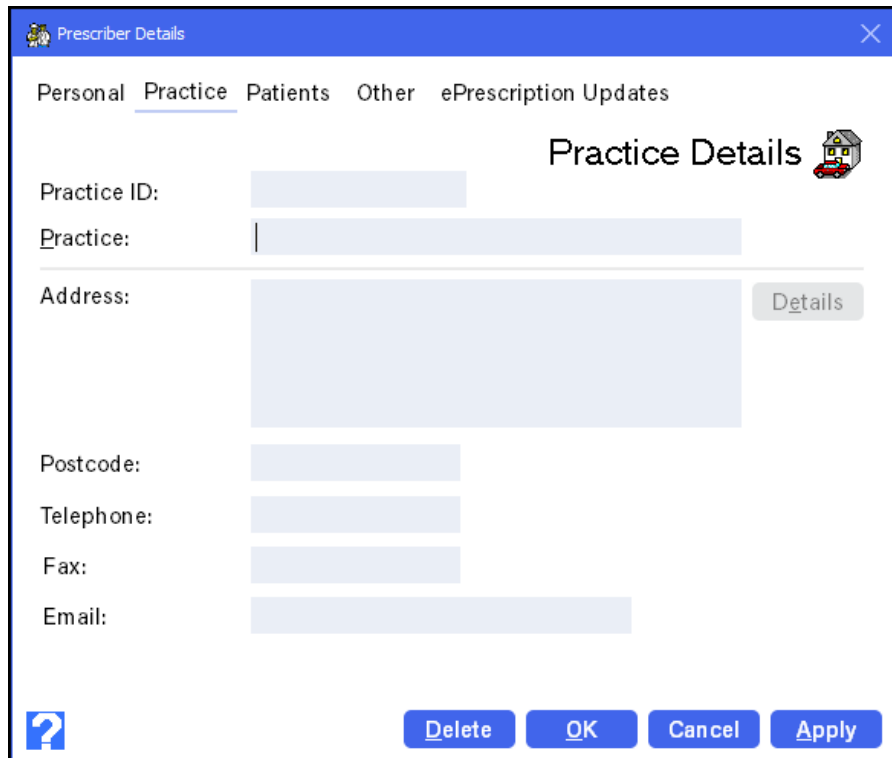


Complete as appropriate:

- **Title**
- **First name**
- **Last name**
- **Type** - Select the prescriber type from the list. If **Other (Please specify)** is selected an additional text box enables, manually enter the prescriber type.
- **NHS/Registration No**
- **Telephone**
- **Fax**

- **Email**
- **DILS** - Tick to enable (England only).
- **EPS** - Tick to enable (England only).
- **Frequently Used** - Tick to enable.

3. Select the **Practice** tab:



Complete as appropriate:

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

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