Pharmacy Manager Release 15.2

Pharmacy Manager release **15.2** introduces the following new features and improvements:

England Only

- **Scanning Prescriptions** - We have introduced scanning functionality to the **Prescriptions** screen to help you easily locate your prescriptions.
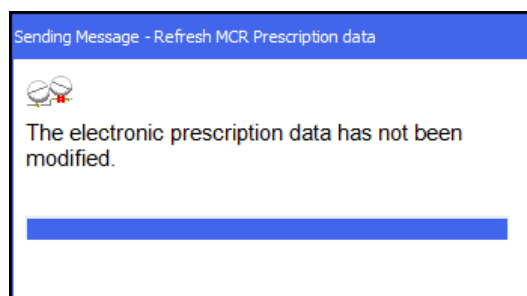
  See **Scanning Prescriptions** on page **2** for more details.

Scotland Only

- **MCR First Iteration Cancellation Check** - When dispensing the first iteration of a Serial (MCR) Prescription, on any day other than the day of download, **Pharmacy Manager** now checks to see if the MCR prescription has been modified by the prescriber:

  Sending Message - Refresh MCR Prescription data

  The electronic prescription data has not been modified.

  See **Confirming the Dispensing Schedule** on page **4** for more details.
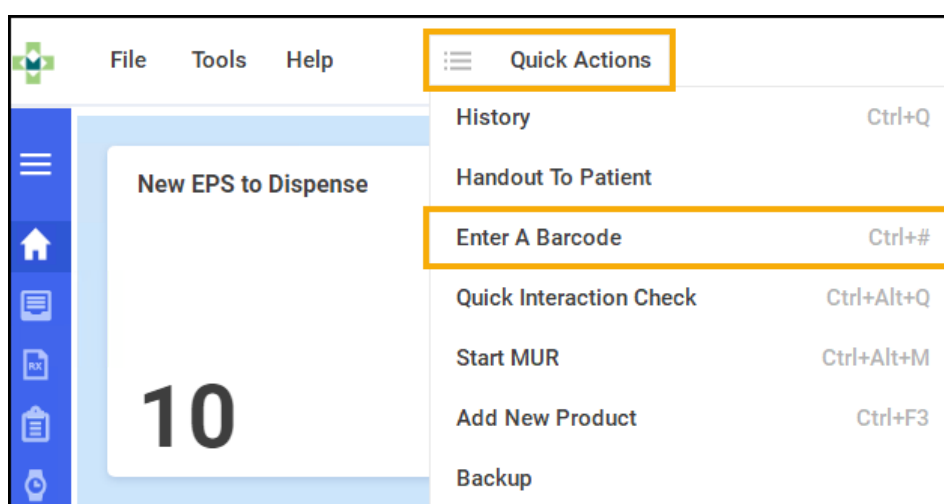
Scanning Prescriptions

We have introduced a scanning function to the **Prescriptions** screen to allow you to quickly and easily locate prescriptions to dispense. Prescriptions can be scanned with a barcode scanner or if no scanner is available you can manually enter the prescription **Universally Unique Identifier (UUID)**.

Manually Entering a Barcode

If scanning the barcode of a prescription is not an option, for example, if no scanner is available, you can manually enter the barcode.

To manually enter a barcode:

1. From the **Pharmacy Manager Toolbar** select **Quick Actions** - **Enter A Barcode**:

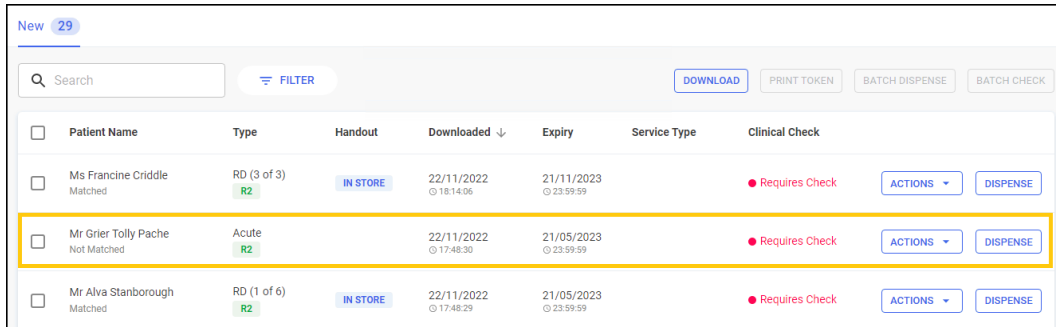
2. The **Manual Barcode Entry** screen displays. Enter the barcode number from the prescription and select **OK** :
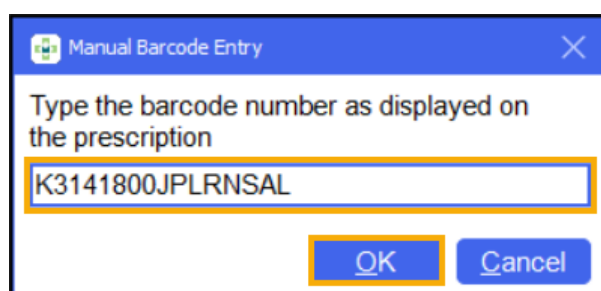
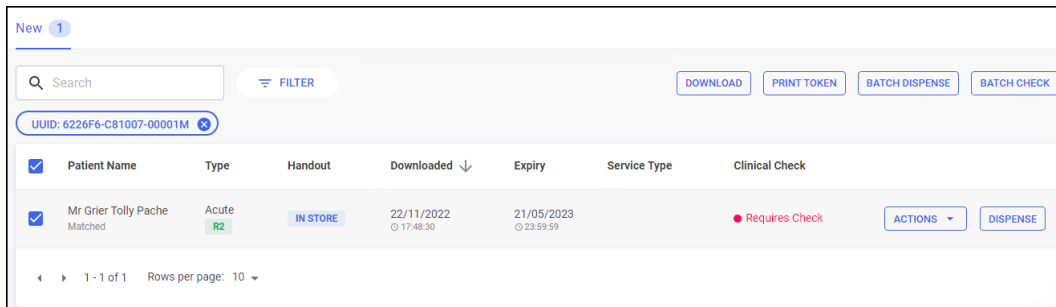# Scanning a Barcode

To scan a barcode:

- If you scan a prescription that has not been downloaded to **Pharmacy Manager**, the prescription downloads from the NHS Spine and displays on the prescription list:

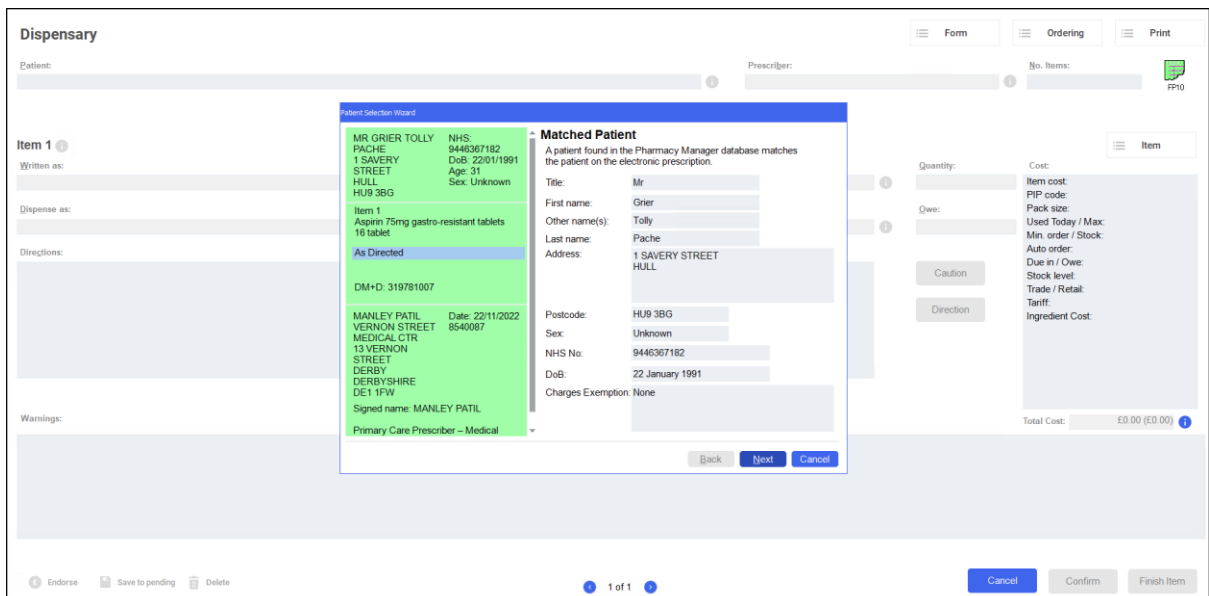**Note** - If the list is sorted the prescription displays in the list according to the sort criteria.

- If you scan a prescription that is already downloaded, **Pharmacy Manager** filters the prescription list by the scanned UUID number the appropriate prescription displays and is selected:

- Scan the selected prescription again to start the dispensing process:

Confirming the Dispensing Schedule

When dispensing the first iteration of a Serial (MCR) Prescription you must confirm the dispensing schedule. The dispensing schedule indicates the quantity of medication and the frequency at which it is due to be dispensed to the patient.

To confirm the dispensing schedule:

1. Scan the barcode on the Serial (MCR) Prescription, or select **Quick Actions** - **Enter A Barcode**, and enter the UPN number from the Serial (MCR) Prescription:
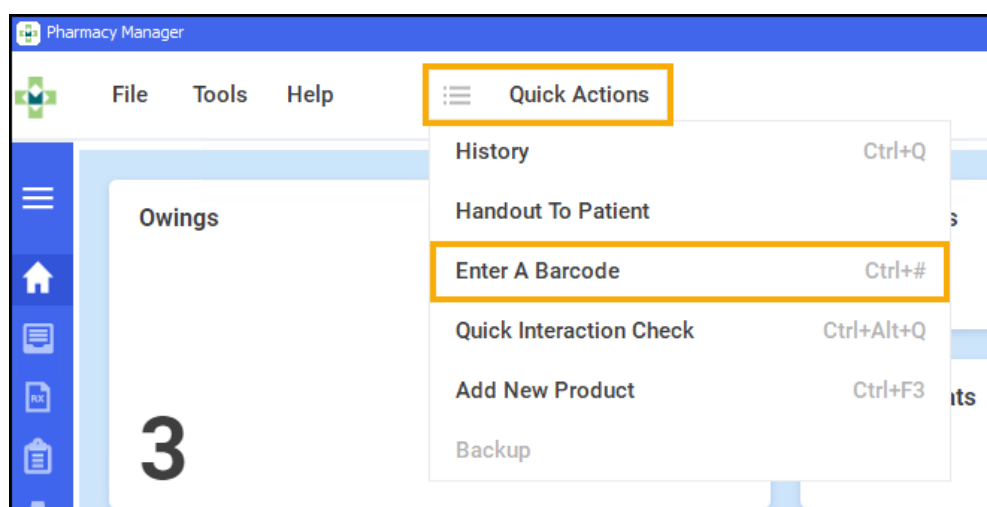
2. From the **Pharmacy Manager Side Navigation Bar** select **eMessages**

   and the **eMessages** screen displays with the scanned/entered prescription highlighted.

3. The prescription is ready to dispense when the status changes to **New**, select **Dispense** :
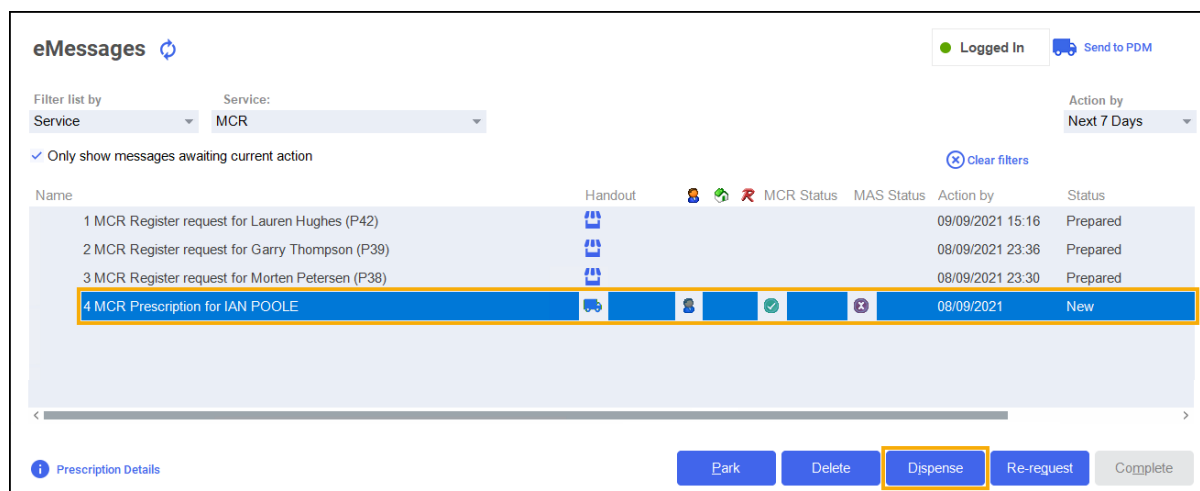
4. **Pharmacy Manager** checks to see if the MCR prescription has been modified by the prescriber:

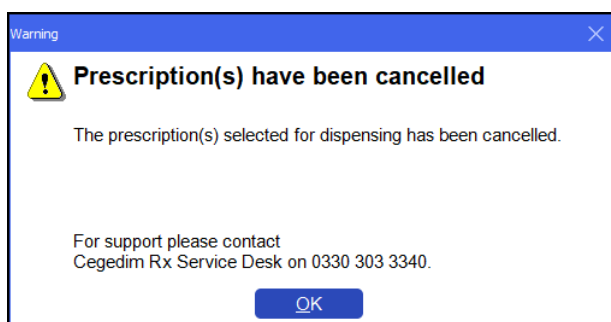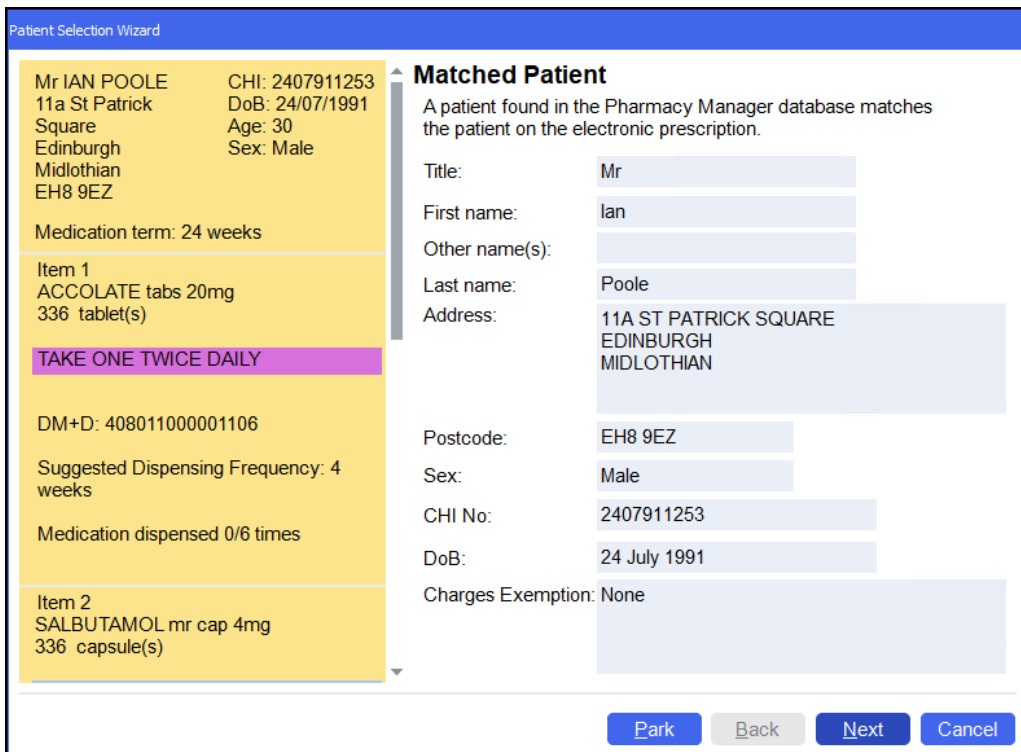> Sending Message - Refresh MCR Prescription data
>
> The electronic prescription data has not been modified.
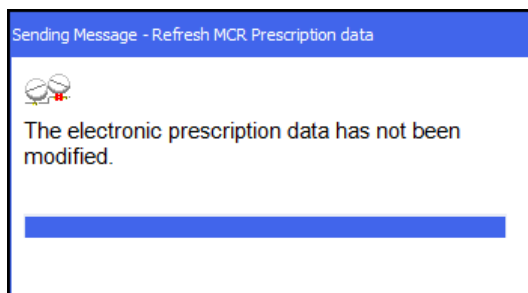
If the prescription is cancelled a warning displays:

> Warning ✕
>
> ⚠ **Prescription(s) have been cancelled**
>
> The prescription(s) selected for dispensing has been cancelled.
>
> For support please contact
> Cegedim Rx Service Desk on 0330 303 3340.
>
> OK

5. The **Matched Patient** screen displays. Confirm the patient's identity and select **Next** Next :

> Patient Selection Wizard
>
> Mr IAN POOLE CHI: 2407911253
> 11a St Patrick DoB: 24/07/1991
> Square Age: 30
> Edinburgh Sex: Male
> Midlothian
> EH8 9EZ
>
> Medication term: 24 weeks
>
> Item 1
> ACCOLATE tabs 20mg
> 336 tablet(s)
>
> TAKE ONE TWICE DAILY
>
> DM+D: 408011000001106
>
> Suggested Dispensing Frequency: 4 weeks
>
> Medication dispensed 0/6 times
>
> Item 2
> SALBUTAMOL mr cap 4mg
> 336 capsule(s)
>
> **Matched Patient**
> A patient found in the Pharmacy Manager database matches the patient on the electronic prescription.
>
> Title: Mr
> First name: Ian
> Other name(s):
> Last name: Poole
> Address: 11A ST PATRICK SQUARE
> EDINBURGH
> MIDLOTHIAN
>
> Postcode: EH8 9EZ
> Sex: Male
> CHI No: 2407911253
> DoB: 24 July 1991
> Charges Exemption: None
>
> Park Back Next Cancel

💡 **Training Tip** - If you are unsure when you are going to dispense the first iteration of the prescription you can choose to **Park** the prescription. The prescription status changes from **New** to **Parked** and no longer displays as a **New Prescription**.

6. The **Dispensing Schedule** screen displays:

Pharmacy Manager automatically populates the **Dispensing Schedule** for each item on the prescription based on the Medication term, quantity and dosage/directions on the serial prescription and populates **Dispense** and **Every** with the correct values. In the example of the second item above, 336 capsules of Salbutamol 4mg is prescribed over a 24 week period with the directions 'TAKE ONE TWICE DAILY', **Pharmacy Manager** calculates you should dispense 56 tablets every 28 days.

If a value is required it is highlighted with your chosen colour, in this example the **Dispense** value requires adding.

Enter the **Proposed date of first dispensing**.

7. Select **Finish** and the **Dispensary** screen displays.

 Continue to dispense the first iteration of the Serial Prescription in the usual way, see Dispensing the first iteration of a serial (MCR) prescription in the **Pharmacy Manager** Help Centre.