

Pharmacy Manager Release 15.7

Pharmacy Manager release **15.7** introduces the following features:

All Countries

- **Fast Labelling** - We have introduced **Fast Labelling** to speed up the electronic prescriptions dispensing process.



See [Fast Labelling](#) on page **2** for more details.

- **Clinical Check** - The **Clinical Check** functionality on the **Prescriptions** screen has been updated to include the following two features:
 - **Reset Clinical Check** - You can now reset a clinically checked prescription, see [Resetting a Clinically Checked Prescription](#) on page **4** for details.
 - **Prevent Editing of Directions** - There is now an additional setting to prevent editing directions on the **Dispensing** screen after the clinical check has taken place. See [Pharmacy Details - Checking](#) in the **Pharmacy Manager Help Centre** for details.

Integrated Functionality

- **Pro Delivery Manager** - We have now implemented an option to print a QR barcode on the delivery label. The QR barcode includes the patient's delivery details that can be scanned by delivery drivers. See [Integrating Pro Delivery Manager with Pharmacy Manager](#) on page **5** for details.

We are also working hard to improve the infrastructure and security of **Pharmacy Manager** and are continuing to work on the next stage of the *Dispensing Evolution* which includes Automated Clinical Check.




For more information on the *Dispensing Evolution*, see [Prescriptions](#) in the **Pharmacy Manager Help Centre** for details.

Fast Labelling

What is Fast Labelling?

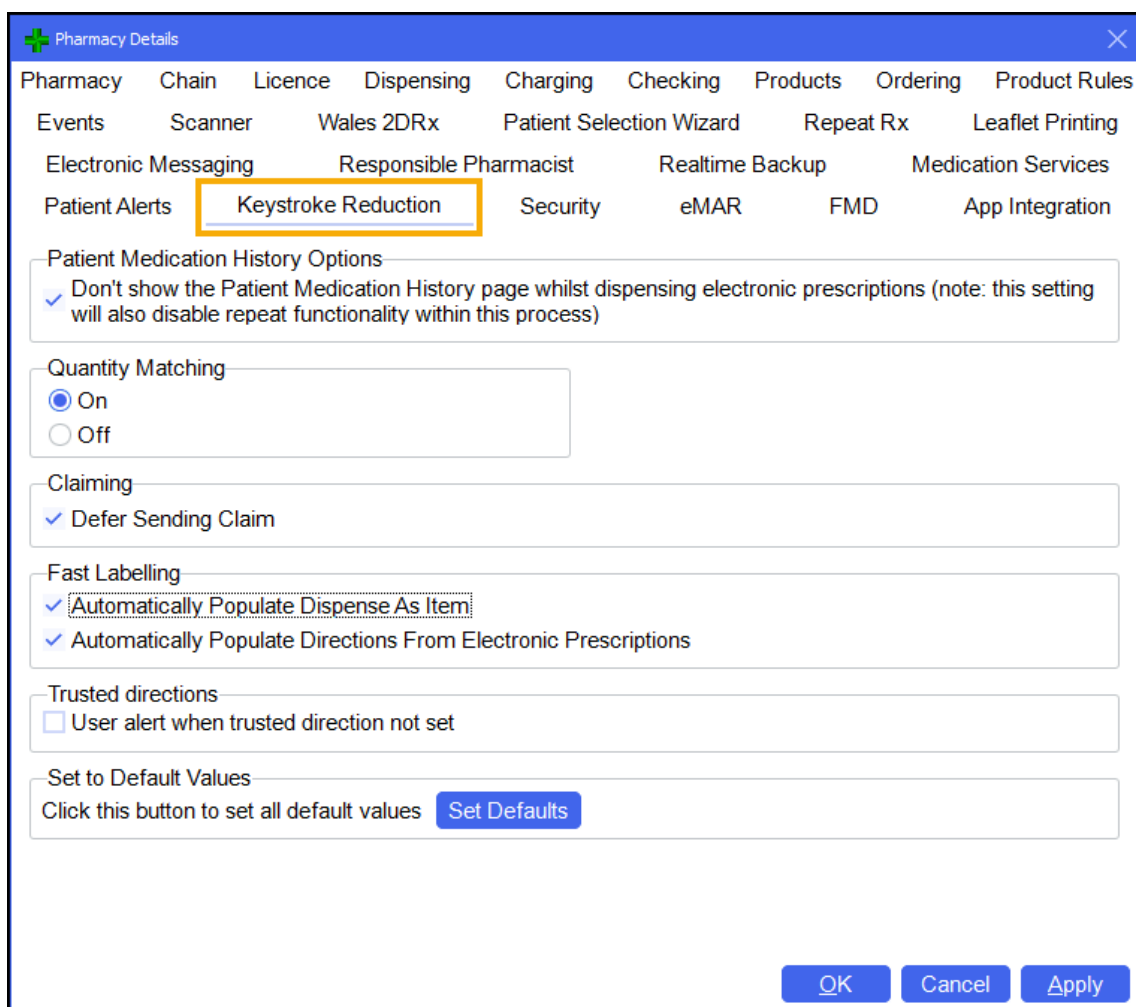
Fast Labelling pre-populates the patient, product, directions and quantity from an electronic prescription on the **Dispensary** screen. This allows for labels to be produced quickly and easily with minimal input.

 **Note - Fast Labelling** is not currently available for Monitored Dosage System or Medicines: Care & Review (MCR) patients.

Enabling Fast Labelling

To enable **Fast Labelling**:

1. From the **Pharmacy Manager Toolbar**, select **Tools - System Settings - Pharmacy Details** and then select the **Keystroke Reduction** tab:



Pharmacy Details

Pharmacy Chain Licence Dispensing Charging Checking Products Ordering Product Rules
 Events Scanner Wales 2DRx Patient Selection Wizard Repeat Rx Leaflet Printing
 Electronic Messaging Responsible Pharmacist Realtime Backup Medication Services
 Patient Alerts **Keystroke Reduction** Security eMAR FMD App Integration

Patient Medication History Options
 Don't show the Patient Medication History page whilst dispensing electronic prescriptions (note: this setting will also disable repeat functionality within this process)

Quantity Matching
 On
 Off

Claiming
 Defer Sending Claim

Fast Labelling
 Automatically Populate Dispense As Item
 Automatically Populate Directions From Electronic Prescriptions

Trusted directions
 User alert when trusted direction not set

Set to Default Values
 Click this button to set all default values

2. From **Fast Labelling** you have the following options:

Fast Labelling
<input checked="" type="checkbox"/> Automatically Populate Dispense As Item
<input checked="" type="checkbox"/> Automatically Populate Directions From Electronic Prescriptions

- **Automatically Populate Dispense As Item** - Tick to enable. If enabled, when you dispense a prescription, providing that the:
 - **Patient** is matched to an existing patient,
 - **Prescriber** is matched to an existing prescriber,
 - **Institution** is matched to an existing institution, and
 - The medication on the prescription has been dispensed to the patient in the last 6 months.

The following automatically populates on the **Dispensary** screen:

- **Patient**
- **Prescriber**
- **Written as** - Populates with the details from the last time it was dispensed.
- **Quantity**
- **Automatically Populate Directions From Electronic Prescriptions** - Tick to enable. If enabled, when you dispense a prescription the directions from the electronic prescription automatically populate on the **Dispensary** screen.



Important - If this is ticked, dosage checking for electronic prescriptions is not possible.



Note - If there is a trusted direction set up for the direction on the prescription the trusted direction takes precedence.



Note - This does not affect dosage codes when dispensing an MDS prescription.

Resetting a Clinically Checked Prescription

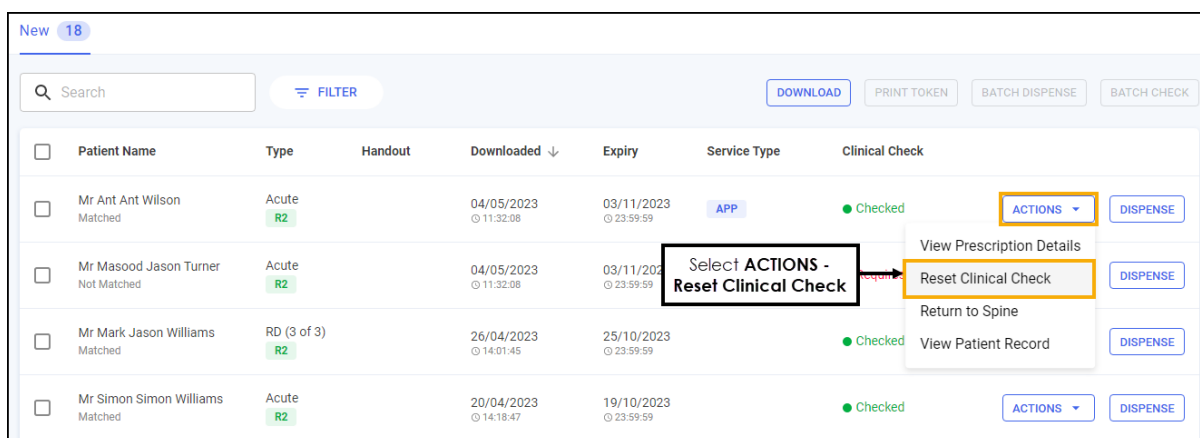
You may wish to reset the clinical check on a new prescription. This resets the status to **Requires Check** and clears the patient's history of any acknowledgements recorded during the clinical check.

To reset a clinical check on a prescription:

1. From the **Prescriptions** screen, locate the prescription you want to reset.


➔ See [Searching for, Sorting and Filtering Prescriptions](#) in the **Pharmacy Manager Help Centre** for details.

2. Select **ACTIONS - Reset Clinical Check**:

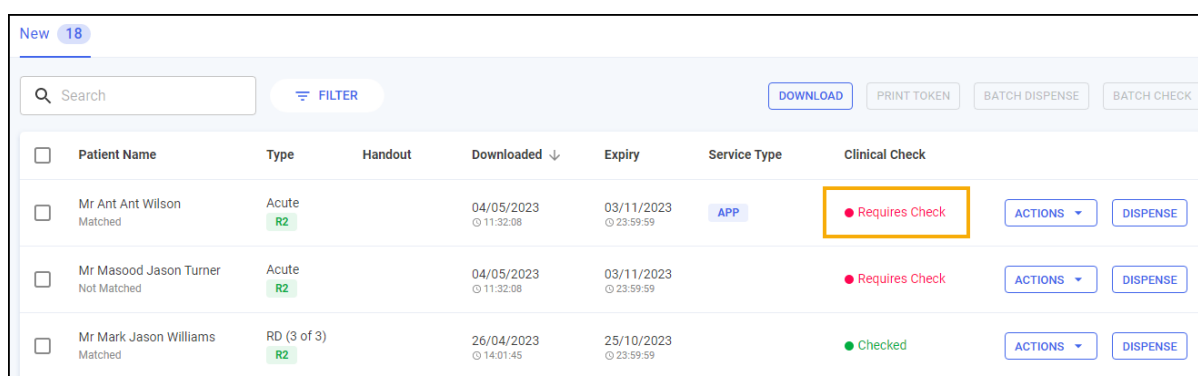


The screenshot shows the 'Prescriptions' screen with a table of prescriptions. The 'Clinical Check' column for the first two prescriptions is 'Checked'. A dropdown menu is open for the first prescription, showing options: 'View Prescription Details', 'Reset Clinical Check', 'Return to Spine', and 'View Patient Record'. A callout box points to the 'Reset Clinical Check' option with the text 'Select ACTIONS - Reset Clinical Check'.

Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check
Mr Ant Ant Wilson Matched	Acute R2		04/05/2023 ⌚ 11:32:08	03/11/2023 ⌚ 23:59:59	APP	Checked
Mr Masood Jason Turner Not Matched	Acute R2		04/05/2023 ⌚ 11:32:08	03/11/2023 ⌚ 23:59:59		Checked
Mr Mark Jason Williams Matched	RD (3 of 3) R2		26/04/2023 ⌚ 14:01:45	25/10/2023 ⌚ 23:59:59		Checked
Mr Simon Simon Williams Matched	Acute R2		20/04/2023 ⌚ 14:18:47	19/10/2023 ⌚ 23:59:59		Checked

 **Note - Reset Clinical Check** is only available for prescriptions with a status of **Checked**.

The clinical check is removed from the patient's history and the status of the prescription reverts to **Requires Check**:




The screenshot shows the 'Prescriptions' screen after the 'Reset Clinical Check' action. The 'Clinical Check' column for the first two prescriptions is now 'Requires Check'.

Patient Name	Type	Handout	Downloaded ↓	Expiry	Service Type	Clinical Check
Mr Ant Ant Wilson Matched	Acute R2		04/05/2023 ⌚ 11:32:08	03/11/2023 ⌚ 23:59:59	APP	Requires Check
Mr Masood Jason Turner Not Matched	Acute R2		04/05/2023 ⌚ 11:32:08	03/11/2023 ⌚ 23:59:59		Requires Check
Mr Mark Jason Williams Matched	RD (3 of 3) R2		26/04/2023 ⌚ 14:01:45	25/10/2023 ⌚ 23:59:59		Checked

Integrating Pro Delivery Manager with Pharmacy Manager

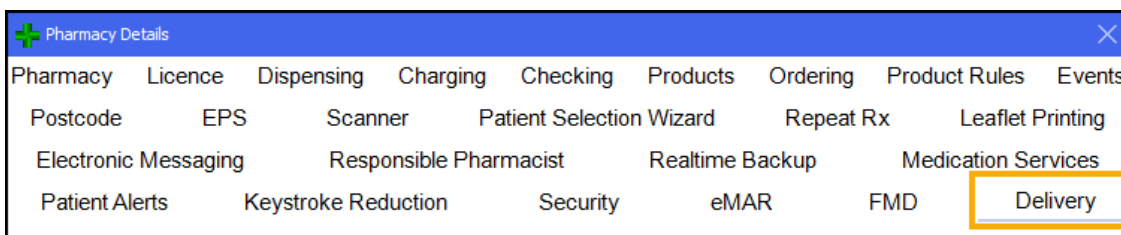
Pro Delivery Manager (PDM) is a digital order management system, designed for pharmacy, by pharmacists, enabling you to manage, optimise and track your patient medication deliveries from start to finish.

 **Note** - Integration with **PDM** is included in our Advance and Ultimate packages, for more information on integrating your **Pro Delivery Manager** account with **Pharmacy Manager**, contact your Account Manager. [Click here to view our Pro Delivery Manager partner page.](#)

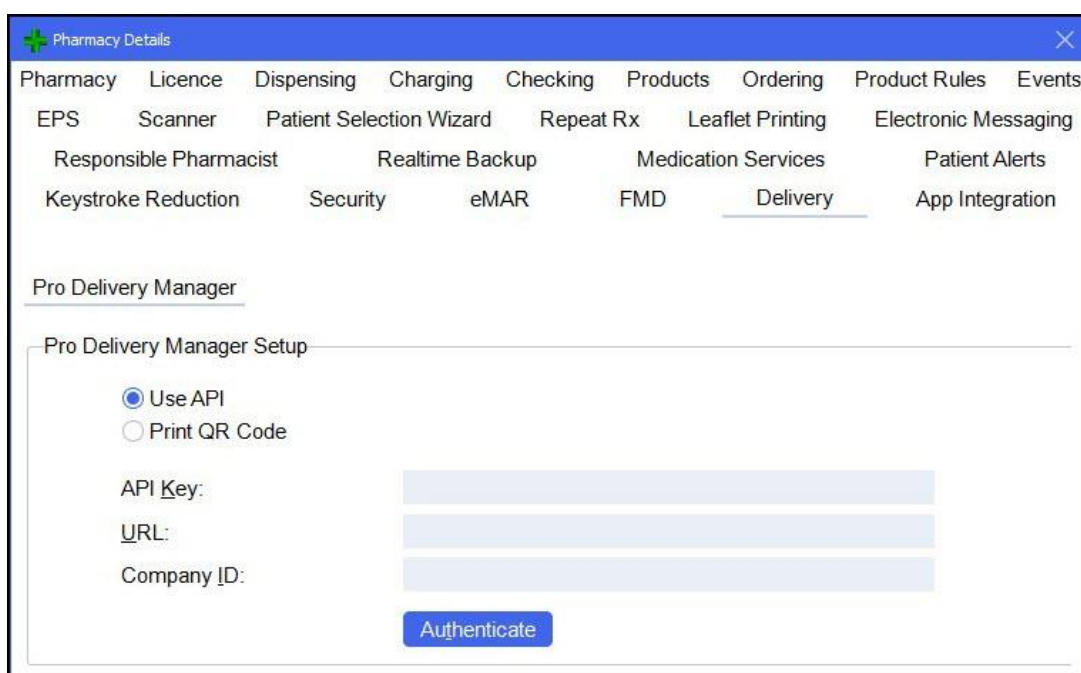
 For more information on **Pro Delivery Manager**, visit their website: [Pro Delivery Manager.](#)

To integrate your **PDM** account with **Pharmacy Manager**:

1. Select **Tools - System Settings - Pharmacy Details**.
2. The **Pharmacy Details** screen displays, select **Delivery**:



3. Select the **Pro Deliver Manager** tab.
4. The **Pro Delivery Manager Setup** screen displays:



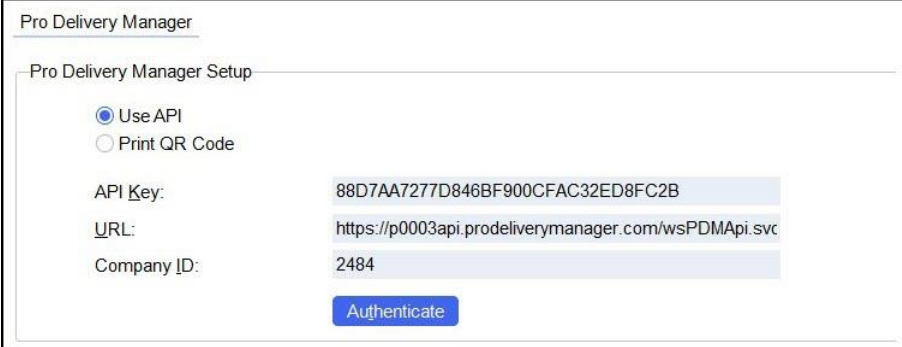
You have two options of how you use **Pro Delivery Manager** with **Pharmacy Manager**:

- **Use API** - Select to use the **Pro Delivery Manager - Pharmacy Manager** integration, to continue the setup see [Pro Delivery Manager and Pharmacy Manager Integration](#) on page 6.
- **Print QR Code** - Select to simply print a QR barcode on the delivery label. The QR barcode includes the patient's delivery details that can be scanned by delivery drivers. See [Pro Delivery Manager QR Code](#) on page 9 for details.

Pro Delivery Manager and Pharmacy Manager Integration

To set up **Pharmacy Manager** for **Pro Delivery Manager** integration:

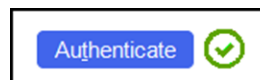
1. From **Pro Delivery Manager Setup**, select **Use API** and complete as follows:



- **API Key** - Available from your **Pro Delivery Manager** profile.
- **URL** - Available from your **Pro Delivery Manager** profile.
- **Company ID** - Available from your **Pro Delivery Manager** profile.

2. Select **Authenticate** .


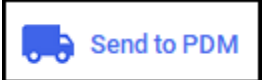
3. When your **PDM** details are authenticated, a green tick displays:

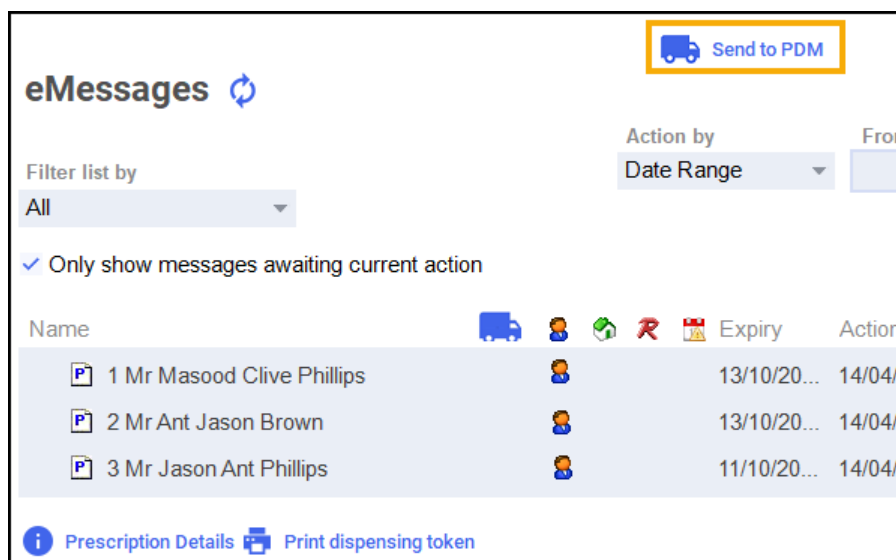


4. Select **Apply** .

Sending Prescriptions to PDM

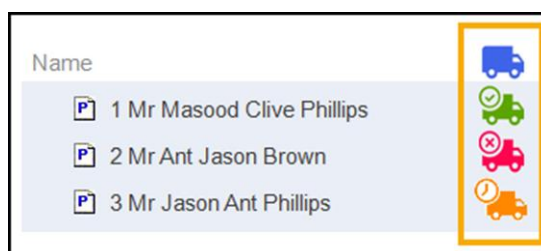
To send prescriptions from **Pharmacy Manager** to **PDM**:




- From the **eMessages**  screen, select the prescription you want to send for delivery and select **Send to PDM**  :



Training Tip - Press and hold **Ctrl** on your keyboard and then select the prescriptions required to send multiple prescriptions to **PDM**.

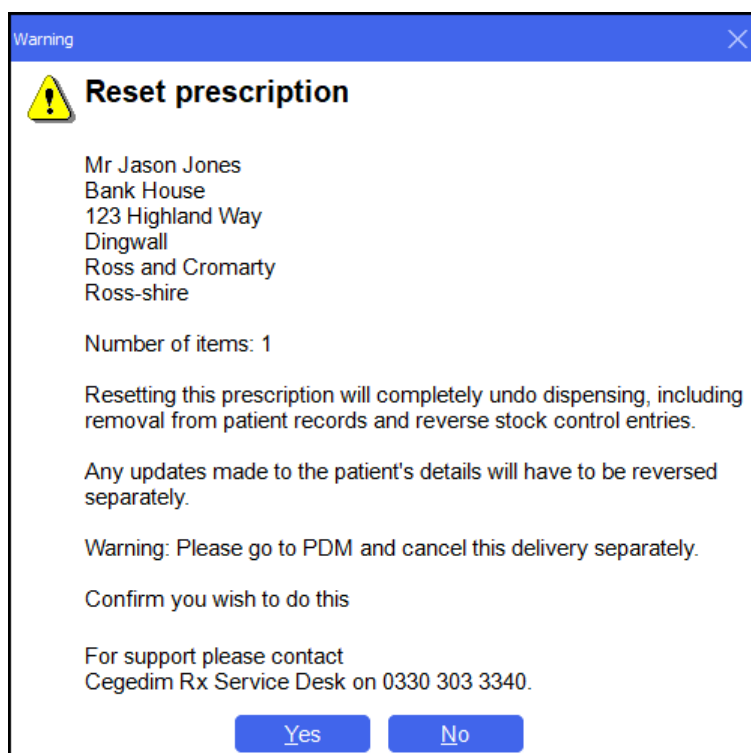
- The prescription delivery status displays:



-  - Indicates the prescription has been transferred successfully to **PDM** and a delivery task is ready for a driver.
-  - Indicates the prescription has failed to send to **PDM**.
-  - Indicates the prescription is in the process of being sent to **PDM**.

Resetting a Pro Delivery Manager Prescription

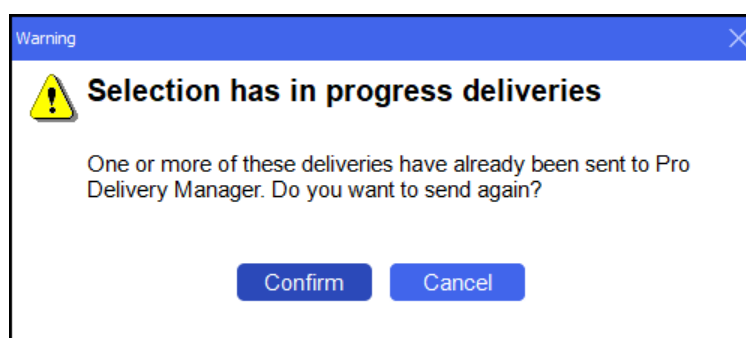
If you reset a prescription that was sent to **PDM**, the **Reset prescription** warning displays:



Training Tip - Press and hold **Ctrl** on your keyboard and then select the prescriptions required to send multiple prescriptions to **PDM**.

Resending a Prescription to Pro Delivery Manager

If you are re-sending a prescription to **PDM**, for example, to deliver an owing, the **Selection has in progress deliveries** warning displays:



Select **Confirm**

Confirm

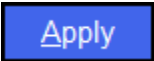


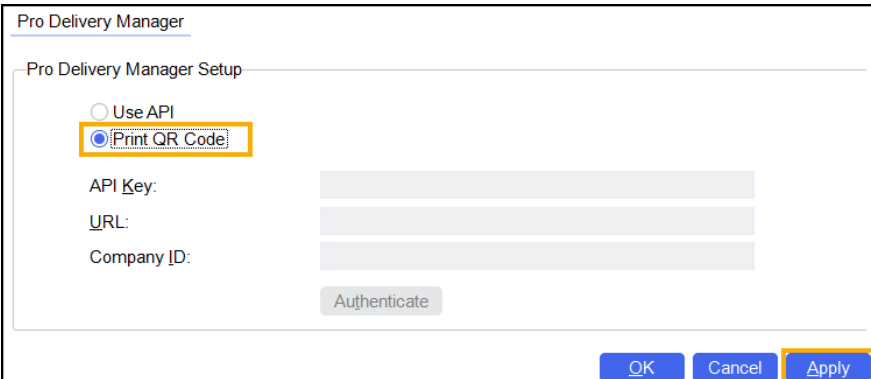
Note - Resending a prescription to **PDM** creates a new delivery task and may incur additional cost from **PDM**.

The prescription delivery status updates.

Pro Delivery Manager QR Code

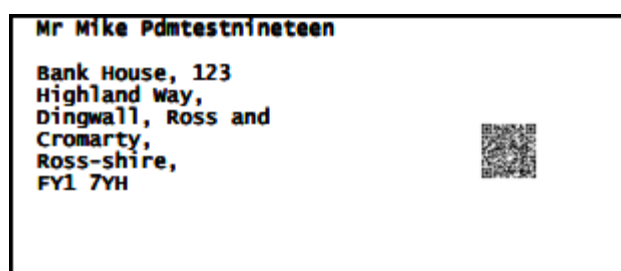
From **Pro Delivery Manager Setup**, select **Print QR Code** and select **Apply**

 to apply the changes:

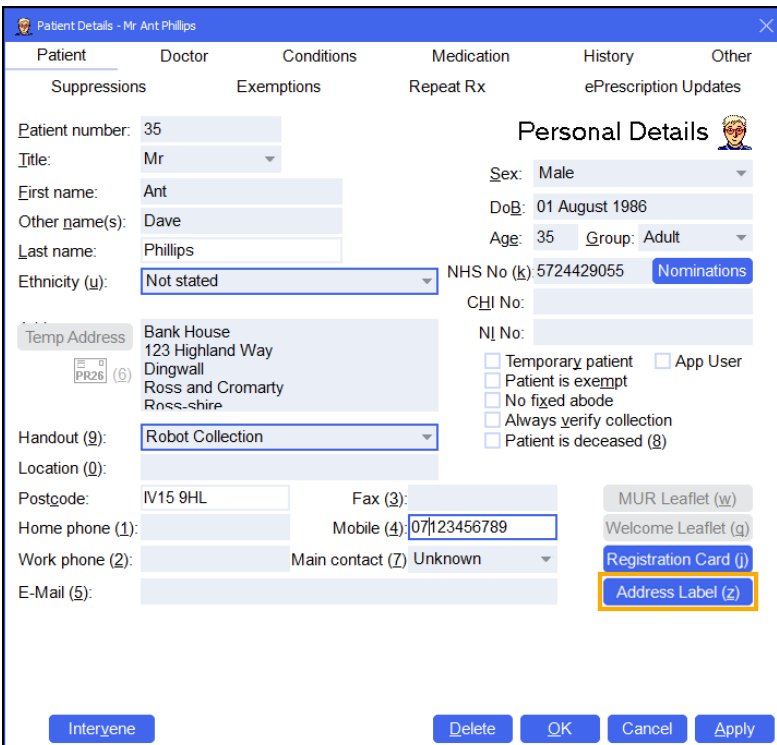


The screenshot shows the 'Pro Delivery Manager Setup' window. Under the 'Pro Delivery Manager Setup' section, there are two radio buttons: 'Use API' and 'Print QR Code'. The 'Print QR Code' option is selected and highlighted with a yellow box. Below these are input fields for 'API Key:', 'URL:', and 'Company ID:'. An 'Authenticate' button is located below the input fields. At the bottom right, there are three buttons: 'OK', 'Cancel', and 'Apply', with the 'Apply' button highlighted in yellow.

Once **Print QR Code** is activated, when dispensing to patients that are set to a handout method of **Delivery**, an additional label prints. The label displays a QR code that contains the patient's data, this can be scanned using the **Pro Delivery Manager** application to manage your deliveries:



With **Print QR Code** active, to reprint a label, from the **Patient Details** screen select **Address Label (z)**:



The screenshot shows the 'Patient Details - Mr Ant Phillips' screen. The 'Personal Details' section is visible, showing fields for Patient number (35), Title (Mr), First name (Ant), Other name(s) (Dave), Last name (Phillips), Ethnicity (Not stated), Sex (Male), DoB (01 August 1986), Age (35), and Group (Adult). The 'Temp Address' field is populated with 'Bank House, 123 Highland Way, Dingwall, Ross and Cromarty, Ross-shire'. The 'Handout' dropdown is set to 'Robot Collection'. At the bottom right, there are several buttons: 'MUR Leaflet (w)', 'Welcome Leaflet (q)', 'Registration Card (j)', and 'Address Label (z)', with the 'Address Label (z)' button highlighted in yellow. At the bottom of the screen, there are buttons for 'Intervene', 'Delete', 'OK', 'Cancel', and 'Apply'.