



Pharmacy Manager 16.8

Release Guide

Version 1.2

15 April 2025

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Pharmacy Manager Release 16.8

Summary of Changes

Pharmacy Manager release **16.8** introduces the following features and improvements:

All Countries

- The following features are added to the **Accuracy Check** module:
 - **Fridge and Controlled Drug Flags** - Fridge and Controlled Drug items now display with the following flags in the **Accuracy Check** module:
 - Fridge 
 - Controlled Drug 
 - **Extra Bag Configuration** - There is now an option in **Pharmacy Details** to automatically place Fridge and Controlled Drug items that require safe custody into additional bags.

 - ➔ See [Pharmacy Details - Accuracy Check on page 7](#) for details.
 - **Manual Confirm All Items** - There is now an option in **Pharmacy Details** to manually confirm all unchecked items. All manually checked items require approval on completion.

 - ➔ See [Pharmacy Details - Accuracy Check on page 7](#) and [Manual Confirmation on page 18](#) for details.

- Manually Adding Barcodes** - There is now an option to manually add a barcode for a product, if one is missing from the product file.

→ See [Manually Adding Barcodes on page 24](#) for details.

- Automated Clinical Check** - There is now an option in **Pharmacy Details** to automate clinical check performed in the clinical check module only. With this enabled, prescriptions clinically checked on the **Dispensary** screen are not automatically checked in the future.

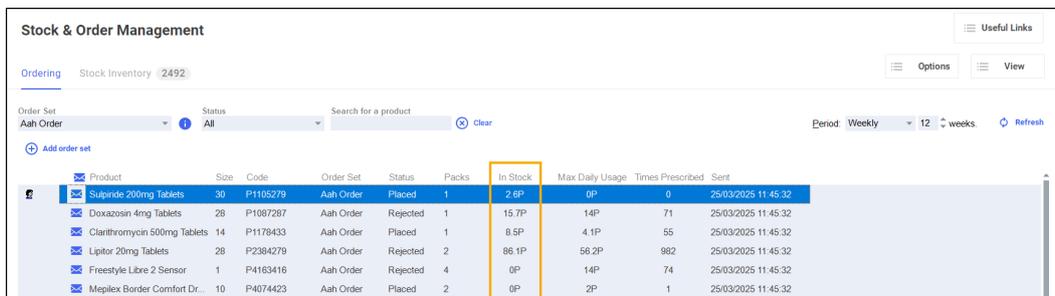
→ See [Pharmacy Details - Automated Clinical Check on page 28](#) for details.

- Clinical Check** - The way that directions display in the clinical check module have changed. You can now view the **Prescribed Directions** and the **Label Directions**. **Label Directions** mirrors the prescribed directions unless trusted directions have been used or the directions have been edited.

→ See [Clinical Check - Manual \(England\)](#), [Clinical Check - Manual \(Scotland\)](#) or [Clinical Check - Manual \(Wales\)](#) in the **Pharmacy Manager Help Centre** for details.

- Stock and Ordering Management - Ordering** - The following features are added to the **Ordering** screen:

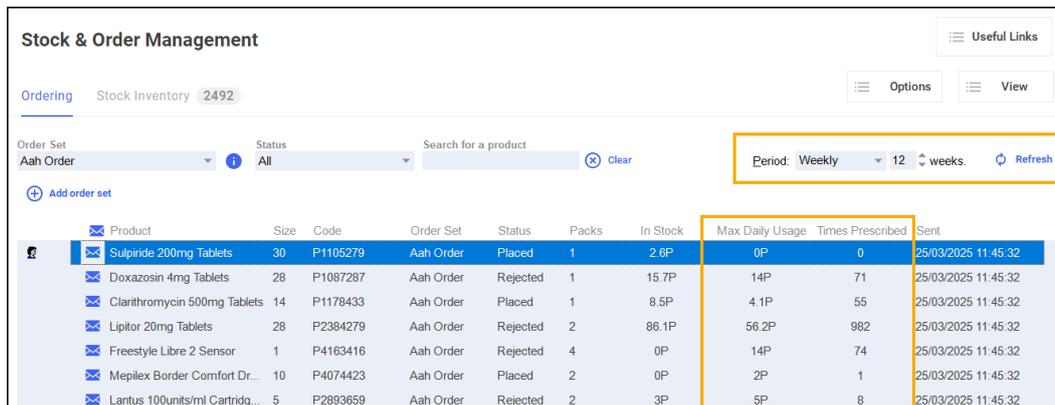
- In Stock Figures** - A new **In Stock** column displays the number of packs in stock.



Product	Size	Code	Order Set	Status	Packs	In Stock	Max Daily Usage	Times Prescribed	Sent
Supride 200mg Tablets	30	P1105279	Ash Order	Placed	1	2 6P	0P	0	25/03/2025 11:45:32
Doxazosin 4mg Tablets	28	P1087287	Ash Order	Rejected	1	15 7P	14P	71	25/03/2025 11:45:32
Clarithromycin 500mg Tablets	14	P1178433	Ash Order	Placed	1	8 5P	4 1P	55	25/03/2025 11:45:32
Lipitor 20mg Tablets	28	P2384279	Ash Order	Rejected	2	86 1P	56 2P	982	25/03/2025 11:45:32
Freestyle Libre 2 Sensor	1	P4163416	Ash Order	Rejected	4	0P	14P	74	25/03/2025 11:45:32
Mepilex Border Comfort Dr...	10	P4074423	Ash Order	Placed	2	0P	2P	1	25/03/2025 11:45:32

- **Usage Data** - New **Max Daily Usage** and **Times Prescribed** columns display prescribing data based on the set period of time.

Max Daily Usage reports the maximum number of times the stock item was dispensed in a single day. **Times Prescribed** displays number of times the item was prescribed within a set period of time.



Stock & Order Management

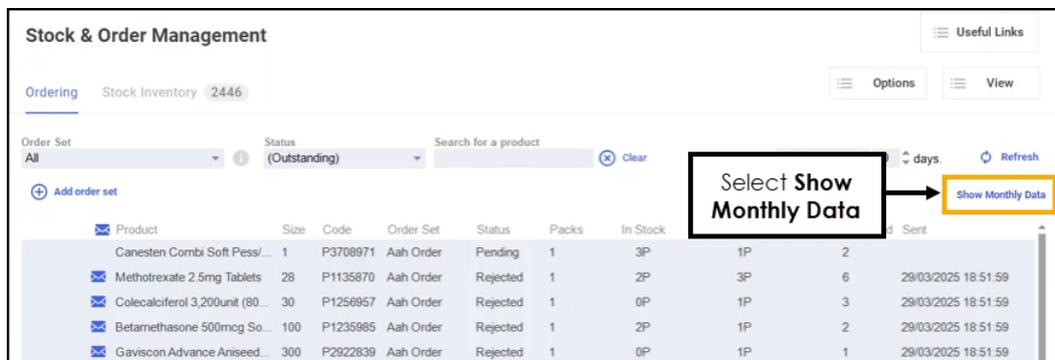
Ordering Stock Inventory 2492

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

Period: Weekly 12 weeks Refresh

Product	Size	Code	Order Set	Status	Packs	In Stock	Max Daily Usage	Times Prescribed	Sent
Sulpinde 200mg Tablets	30	P1105279	Aah Order	Placed	1	2.6P	0P	0	25/03/2025 11:45:32
Doxazosin 4mg Tablets	28	P1087287	Aah Order	Rejected	1	15.7P	14P	71	25/03/2025 11:45:32
Clarithromycin 500mg Tablets	14	P1178433	Aah Order	Placed	1	8.5P	4.1P	55	25/03/2025 11:45:32
Lipitor 20mg Tablets	28	P2384279	Aah Order	Rejected	2	86.1P	56.2P	982	25/03/2025 11:45:32
Freestyle Libre 2 Sensor	1	P4163416	Aah Order	Rejected	4	0P	14P	74	25/03/2025 11:45:32
Mepilex Border Comfort Dr...	10	P4074423	Aah Order	Placed	2	0P	2P	1	25/03/2025 11:45:32
Lantus 100units/ml Cartridg...	5	P2893659	Aah Order	Rejected	2	3P	5P	8	25/03/2025 11:45:32

- **Usage Data - Show Monthly Data** - A new **Show Monthly Data** option provides a summary of usage over the last six months for the selected item.



Stock & Order Management

Ordering Stock Inventory 2446

Order Set: All Status: (Outstanding) Search for a product: Clear

Period: days Refresh

Select Show Monthly Data

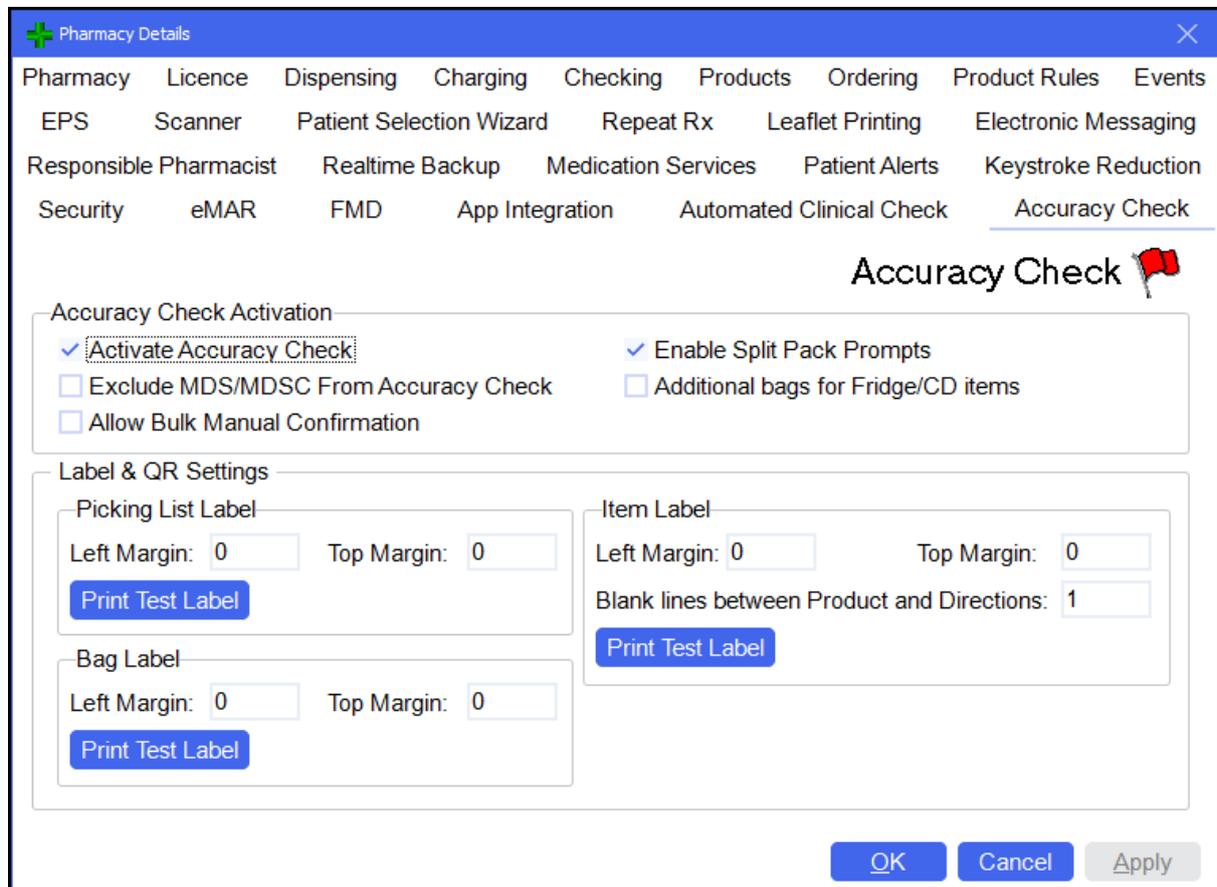
Show Monthly Data

Product	Size	Code	Order Set	Status	Packs	In Stock	Max Daily Usage	Times Prescribed	Sent
Canesten Combi Soft Pess/...	1	P3708971	Aah Order	Pending	1	3P	1P	2	
Methotrexate 2.5mg Tablets	28	P1135870	Aah Order	Rejected	1	2P	3P	6	29/03/2025 18:51:59
Colecalciferol 3,200unit (80...	30	P1256957	Aah Order	Rejected	1	0P	1P	3	29/03/2025 18:51:59
Betamethasone 500mcg So...	100	P1235985	Aah Order	Rejected	1	2P	1P	2	29/03/2025 18:51:59
Gaviscon Advance Aniseed...	300	P2922839	Aah Order	Rejected	1	0P	1P	1	29/03/2025 18:51:59

- ➔ See [Stock & Order Management - Ordering](#) in the **Pharmacy Manager Help Centre** for details.

Pharmacy Details - Accuracy Check

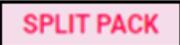
The **Accuracy Check** tab allows you to activate and edit your **Accuracy Check** settings in **Pharmacy Manager**.



From **Pharmacy Manager**, select **Tools - System Settings - Pharmacy Details - Accuracy Check**.

You have the following options:

- **Accuracy Check Activation:**
 - **Activate Accuracy Check** - Tick to activate the **Accuracy Check** module. You are prompted 'To get the most out of this feature and to ensure fast and efficient dispensing we recommend that you also turn on the Fast Labelling option in the Keystroke Reduction tab'.

- **Enable Split Pack Prompts** - Tick to enable a split pack prompt  and additional approval required when the dispensed item's quantity does not match the pack size.
- **Exclude MDS/MDSC From Accuracy Check** - Tick to exclude Monitored Dosage System (MDS) prescriptions from accuracy checking. With this ticked, once an MDS prescription is labelled, a bag label prints and the prescription displays with a status of **In Progress - Awaiting Collection**.
- **Additional bags for Fridge/CD items** - Tick to automatically place checked Fridge and Controlled Drug items that require safe custody into separate bags.
- **Allow Bulk Manual Confirmation** - Tick to enable manual checking of all items in **Unchecked Items** at the same time.
- **Label & QR Settings:**
 - **Picking List Label** - Adjust the QR code position on the picking list label. Edit the left and top margins in pixels as required and then select **Print Test Label**  to print a test label.

With the **Top** and **Left** margins set to 0 the QR code defaults to the top right of the label.
 - **Bag Label** - Adjust the QR code position on the bag label. Edit the left and top margins in pixels as required and then select **Print Test Label**  to print a test label.

With the **Top** and **Left** margins set to 0 the QR code defaults to the top right of the label.

- **Item Label:**

- **Left Margin / Top Margin** - Adjust the QR code position on the item label. Edit the left and top margins in pixels as required and then select **Print Test Label**  to print a test label.

With the **Top** and **Left** margins set to 0 the QR code defaults to the top left of the label.

- **Blank lines between Product and Directions** - Adjust the number of blank lines between the product name and the directions. Edit the number of blank lines and then select **Print Test Label**  to print a test label.



Training Tip - Adjusting the left margin value from 0 to 10 moves the QR code to the right by 10 pixels, or adjusting the top margin from 0 to 10 moves the QR code down by 10 pixels. Alternatively, negative numbers move the QR code in the opposite directions, to the left or up.

Select **Apply**  to save the changes and restart **Pharmacy Manager** as prompted.

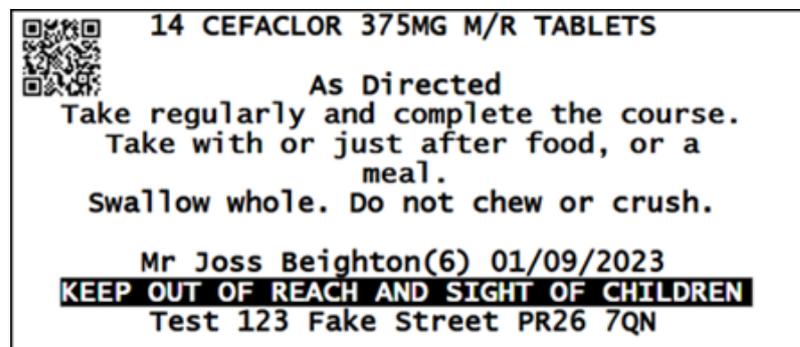
Accuracy Checking Prescriptions (England)

Accuracy Check in **Pharmacy Manager** enables you to confirm:

- The items picked match the items on the selected prescription, and
- The correct labels have been affixed to the correct items.

Once **Accuracy Check** is enabled, when dispensing a prescription, a unique QR code displays on item labels and additionally a picking list label prints:

- **Item Label**



- **Picking List Label**



The picking list label includes the following:

- Patient Name
- Prescribed Medication and Quantity
- Unique QR code to be used to launch the **Accuracy** screen.

 **Note** - If multiple prescriptions for a patient are group dispensed, all items display on the picking list.

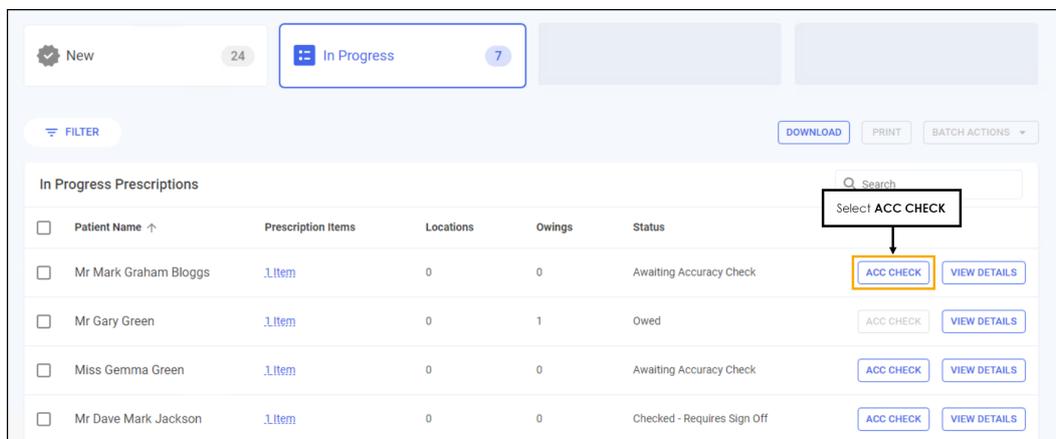
i Important - A bag label is only produced when an accuracy check is completed or approved.

To accuracy check your prescriptions:

1. To start the accuracy check for a basket of prescriptions you can either:

- Scan the QR code on a picking list, or
- From the **Prescriptions - In Progress** screen, select **ACC CHECK**

ACC CHECK for the required prescription grouping.



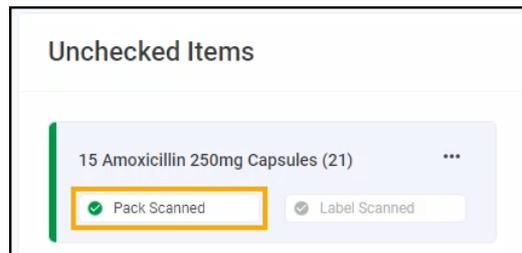
The screenshot shows the 'In Progress Prescriptions' screen. At the top, there are tabs for 'New' (24) and 'In Progress' (7). Below the tabs, there are buttons for 'FILTER', 'DOWNLOAD', 'PRINT', and 'BATCH ACTIONS'. A search bar is present above the table. The table has columns for 'Patient Name', 'Prescription Items', 'Locations', 'Owings', and 'Status'. The first row is highlighted, and a callout box labeled 'Select ACC CHECK' points to the 'ACC CHECK' button in the 'Status' column for that row.

Patient Name	Prescription Items	Locations	Owings	Status	Actions
Mr Mark Graham Bloggs	1 item	0	0	Awaiting Accuracy Check	ACC CHECK VIEW DETAILS
Mr Gary Green	1 item	0	1	Owed	ACC CHECK VIEW DETAILS
Miss Gemma Green	1 item	0	0	Awaiting Accuracy Check	ACC CHECK VIEW DETAILS
Mr Dave Mark Jackson	1 item	0	0	Checked - Requires Sign Off	ACC CHECK VIEW DETAILS

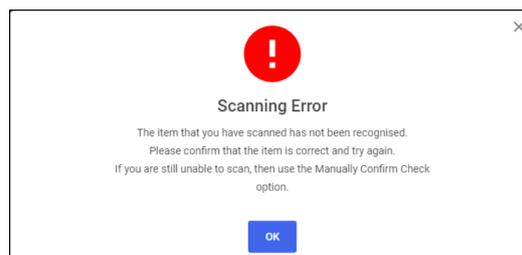
Note - Accuracy check only applies to electronic (EPS) prescriptions.

2. The **Accuracy** screen displays with the current signed in user details at the top right of the screen. **Unchecked Items** displays a list of the required items, scan the barcode (1D or 2D) on the first medication box/packaging picked:

- If you have scanned a correct item a green tick  displays next to **Pack Scanned** and the item moves to the top of the **Unchecked Items** list.



- If you have scanned an item that is not on any of the prescriptions under check or the barcode is not in the product file, you are prompted '*Scanning Error - The item that you have scanned has not been recognised. Please confirm that the item is correct and try again. If you are still unable to scan, then use the Manually Confirm Check option*', select **OK**  to continue.

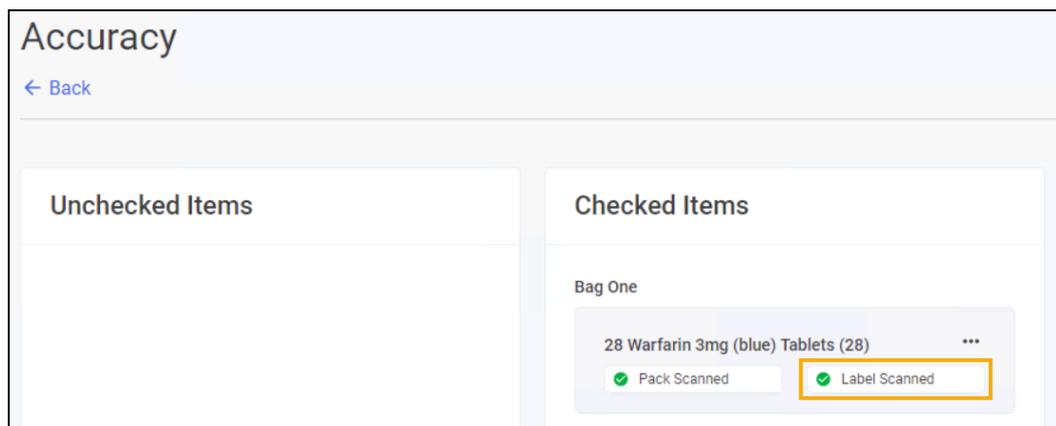


-
- ➔ If the barcode does not scan you can either manually add the barcode to your product file or manually confirm the check. Before completing the accuracy check, manually confirmed items need an additional approval. See [Manually Adding Barcodes on page 24](#) or [Manual Confirmation on page 18](#) for details.
-

 **Note** - Where you have multiple flavours for one item and you have combined to one label you only need to scan one item.

3. Now scan the item label for same item:

- If you have scanned the correct label for the item a green tick  displays next to **Label Scanned** and the item moves to **Checked Items**.



If **Additional bags for Fridge/CD items** is enabled on the **Pharmacy Details - Accuracy Check** screen and the prescription contains a Fridge or Controlled Drug item, the item is automatically placed into

a separate bag.

Checked Items

Bag One - Fridge

7 NovoRapid 100units/ml FlexPen 3ml (5) ⋮

FRIDGE LINE

Manually Confirmed

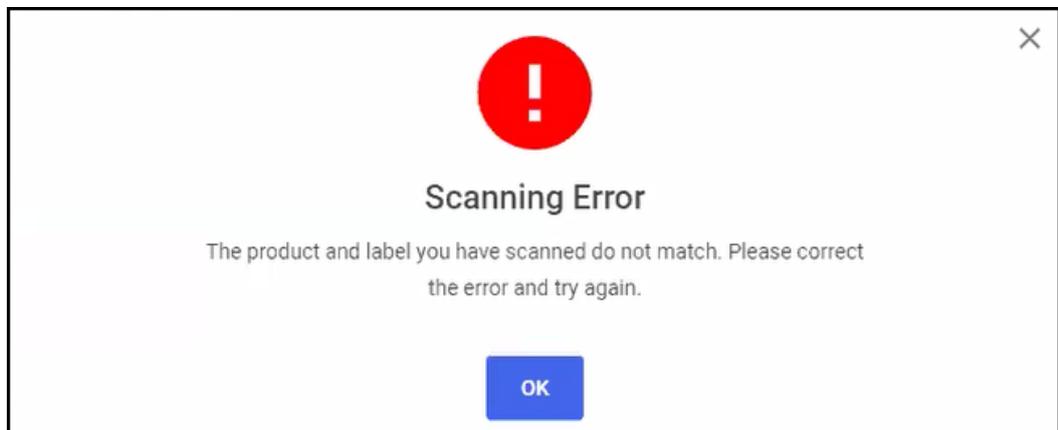
Bag Two - CD

28 Gabapentin 600mg Tablets (100) ⋮

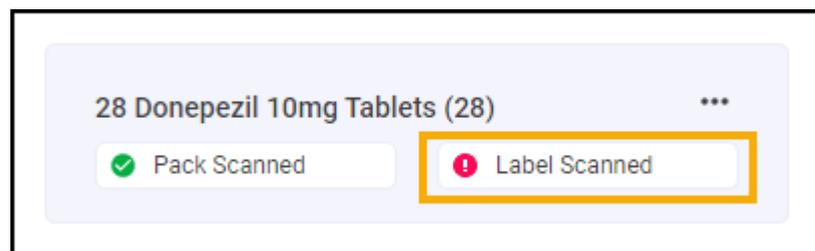
CD

Manually Confirmed

- If you have scanned an incorrect label for the item you are prompted 'Scanning Error - The product and label you have scanned do not match. Please correct the error and try again'.



Select **OK**  to continue. **Label Scanned** displays a red exclamation mark  until you scan the correct label.

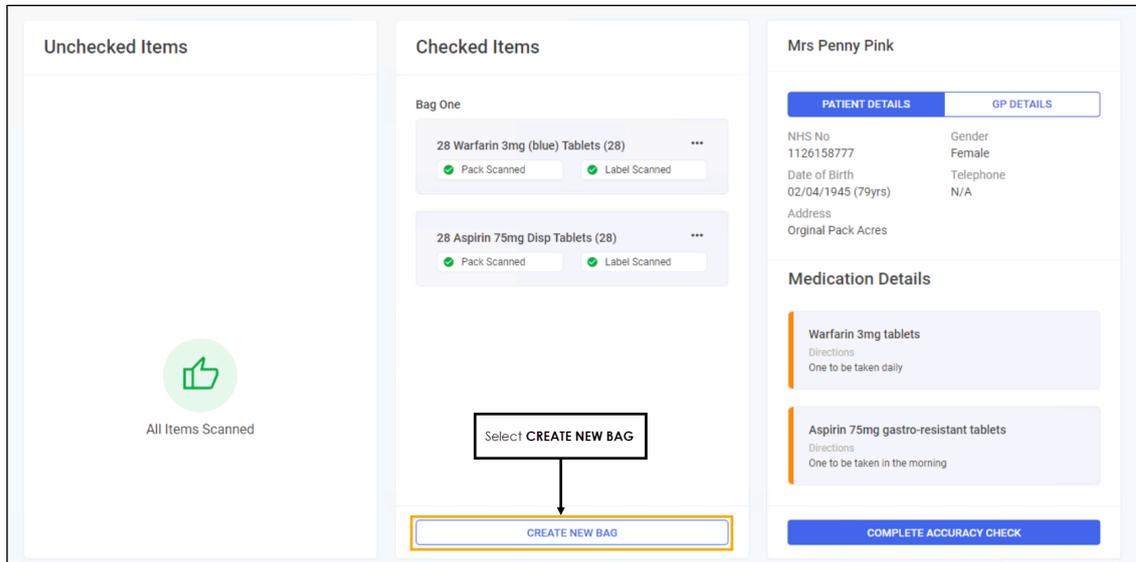


-
- ➔ If the label does not scan, and you would still like to accurately check the item, you can manually confirm the check, see [Manual Confirmation on page 18](#) for details.
-

4. Continue to scan all items and labels.

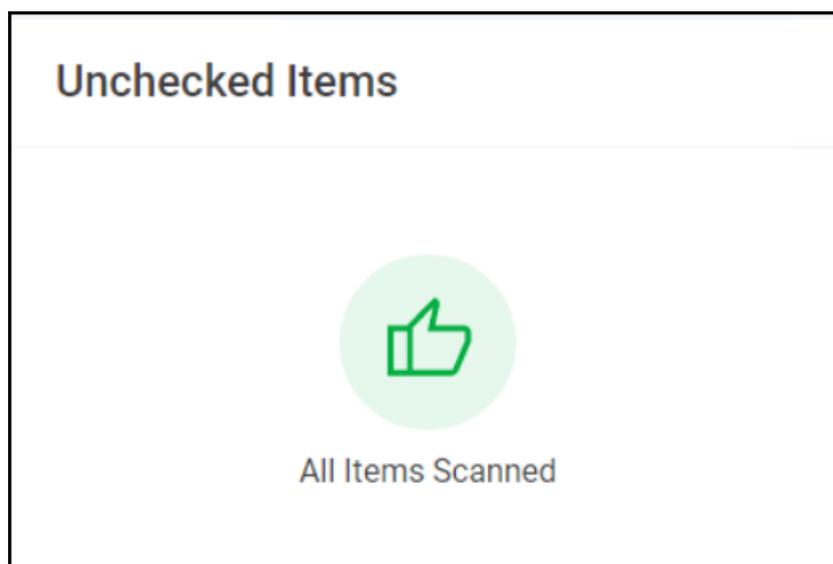
If extra bags are needed you can select **CREATE NEW BAG**

CREATE NEW BAG. It is important that this is done at this stage to avoid having to edit the prescription later in the process.

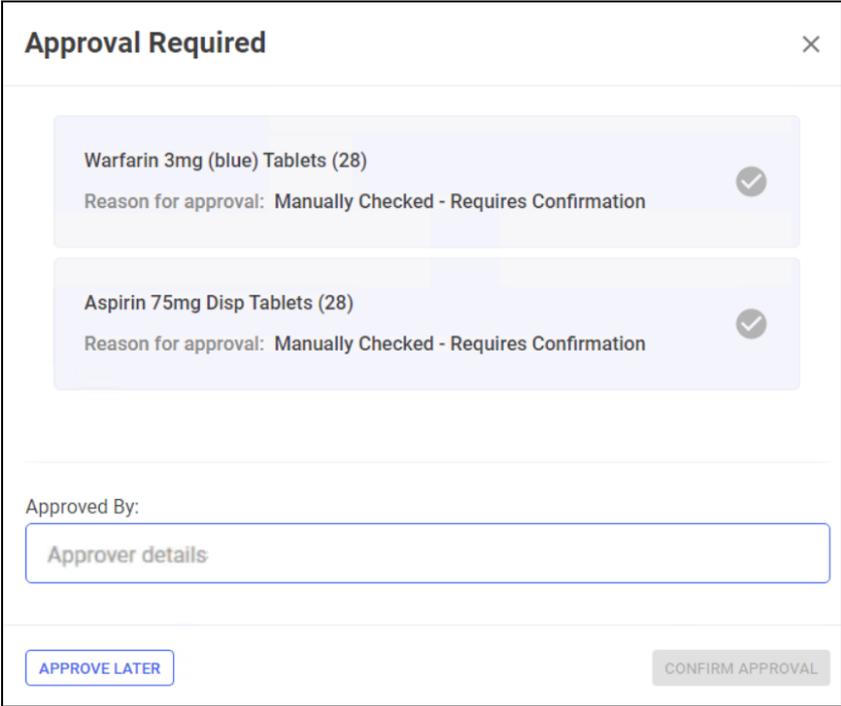


Training Tip - To move an item between bags, select **Options** and then select either **Move Up** or **Move Down**.

5. Once all packs and labels have been scanned you are informed 'All Items Scanned' in **Unchecked items**.



6. Select **COMPLETE ACCURACY CHECK** . If additional approval is not required the **Accuracy** screen closes and the required bag labels print, the prescription(s) display on the **eMessages** screen with a status of **In Progress - Awaiting Collection**.
7. If additional approval is required, for example, for manually confirmed items or high-risk medication, the **Approval Required** screen displays.



This displays all items on the prescription and where applicable the reasons for approval, you can either:

- **Approve Later** - Select **APPROVE LATER**  to close the **Approval Required** screen. The patient's prescriptions display on the **In Progress** screen with a status of **Checked - Requires Sign Off**. The pharmacist can filter by **Checked - Requires Sign Off** to complete the accuracy check when available.
- **Confirm Approval** - In **Approved By** enter the name of the approver and then select **CONFIRM APPROVAL** . The

Accuracy screen closes, the required bag labels print and the prescription(s) displays on the **eMessages** screen with a status of **In Progress - Awaiting Collection**.

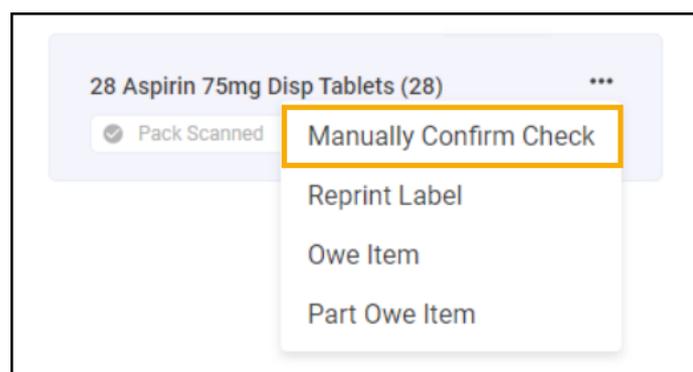
 **Note** - You can edit a prescription grouping that has been accuracy checked, however you are not prompted to accuracy check again. To put the prescription grouping through the accuracy check again you must reset the prescriptions to a status of **New - Ready to dispense** first.

Manual Confirmation

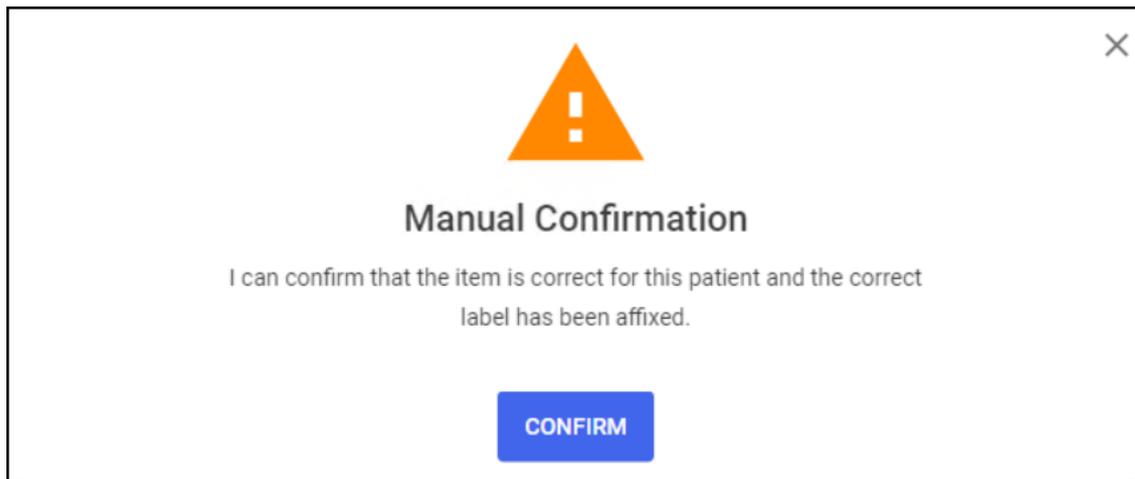
Should you need to manually confirm the item and label is correct for the patient, for example if the barcode does not scan or it is not in an original pack, you can manually confirm the match. You can do this individually or in bulk in **Unchecked Items**.

Manually Confirming Individual Items

1. Select **Options**  next to the required item and select **Manually Confirm Check**.



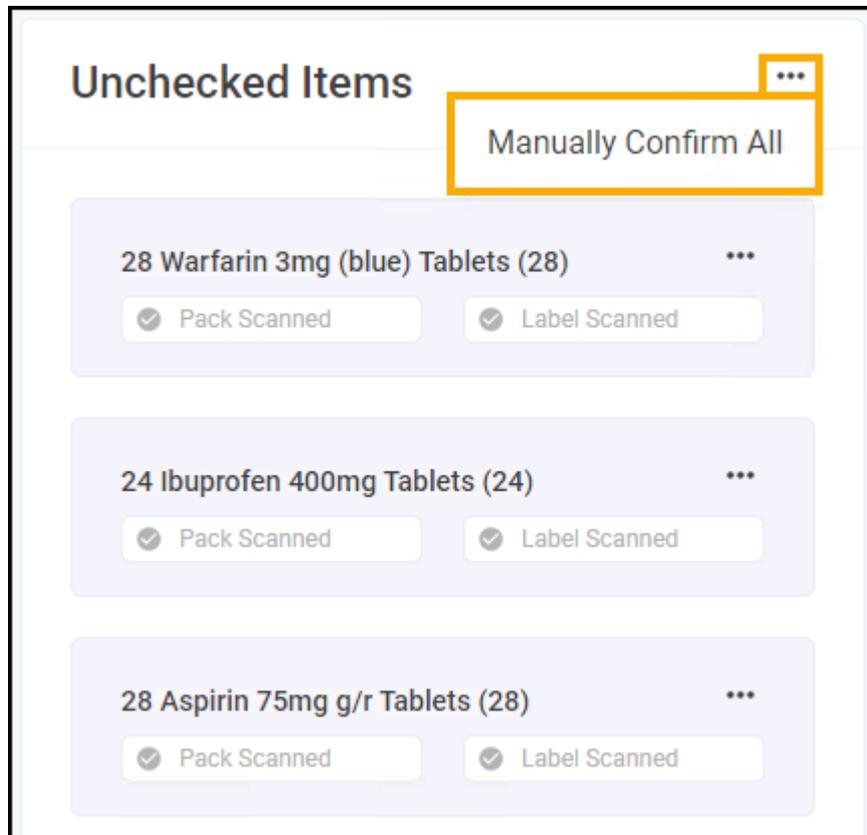
2. You are prompted 'Manual Confirmation - I can confirm that the item is correct for this patient and the correct label has been affixed'.



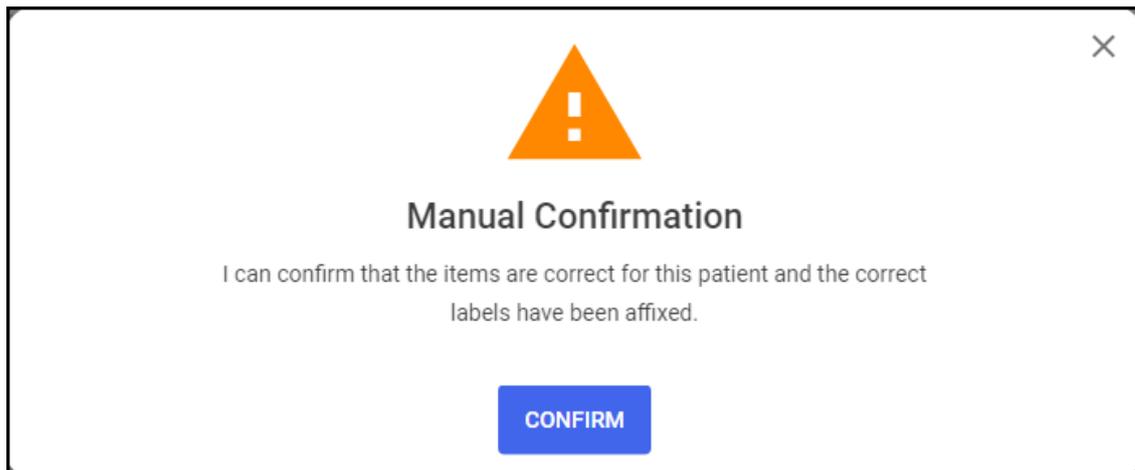
3. Select **Confirm**  to continue with the manual confirmation. To return without confirming, select **Close** .

Manually Confirming All Items

1. Select **Options**  next to **Unchecked Items** and select **Manually Confirm All**.

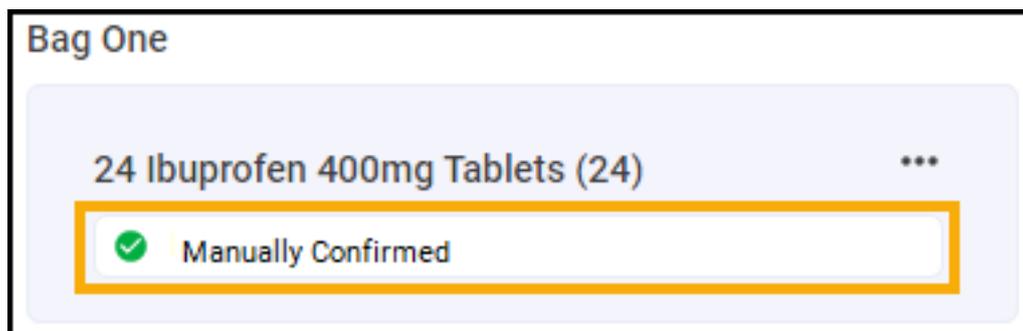


2. You are prompted 'Manual Confirmation - I can confirm that the items are correct for this patient and the correct labels have been affixed'.



3. Select **Confirm**  to continue with the manual confirmation. To return without confirming, select **Close** .

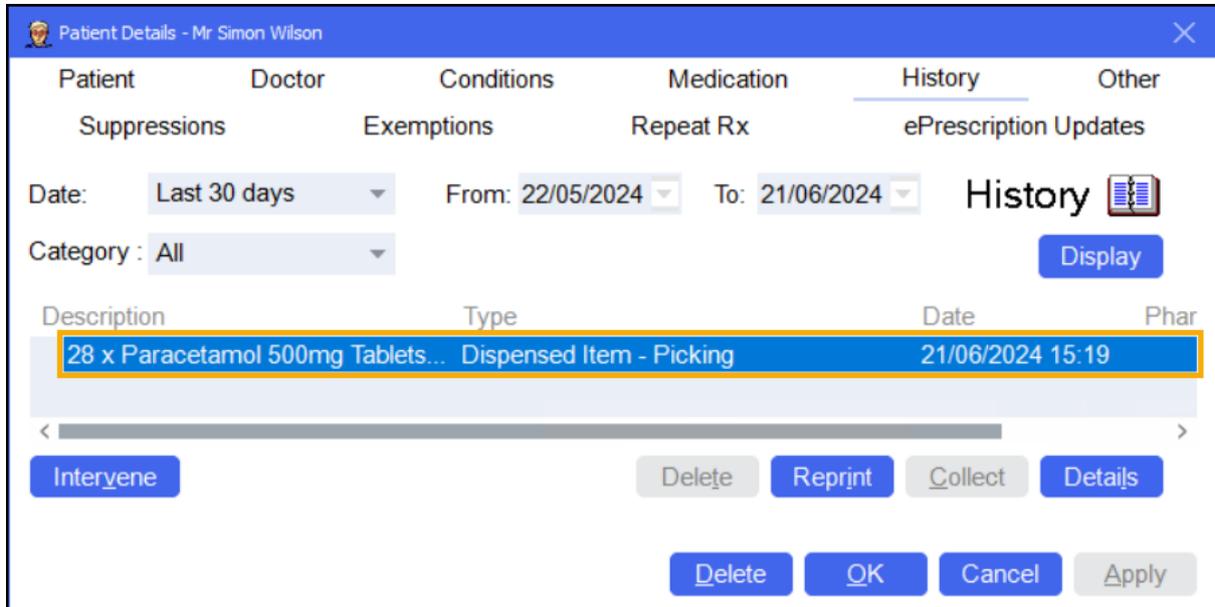
Once manually confirmed the items move to **Checked Items** highlighted as **Manually Confirmed**.



Manually confirmed items need an additional approval before completing the accuracy check.

Accuracy Check - Patient History

When prescriptions are labelled with **Accuracy Check** enabled, the **Patient Details - History** tab displays a **Type** of **Dispensed Item - Picking**.

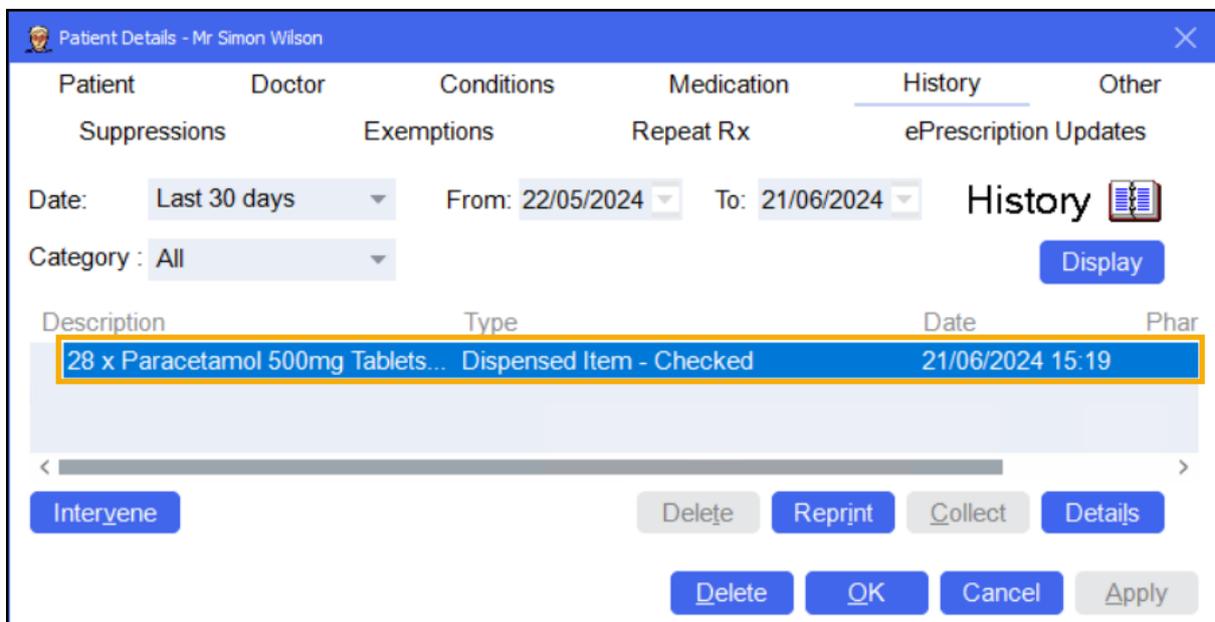


The screenshot shows the 'Patient Details - Mr Simon Wilson' window with the 'History' tab selected. The 'Date' filter is set to 'Last 30 days', 'From' is 22/05/2024, and 'To' is 21/06/2024. The 'Category' is 'All'. A table displays the following entry:

Description	Type	Date	Phar
28 x Paracetamol 500mg Tablets...	Dispensed Item - Picking	21/06/2024 15:19	

Below the table, there are buttons for 'Intervene', 'Delete', 'Reprint', 'Collect', and 'Details'. At the bottom, there are buttons for 'Delete', 'OK', 'Cancel', and 'Apply'.

Once accuracy checked, the **Patient Details - History** tab displays a **Type** of **Dispensed Item - Checked**.

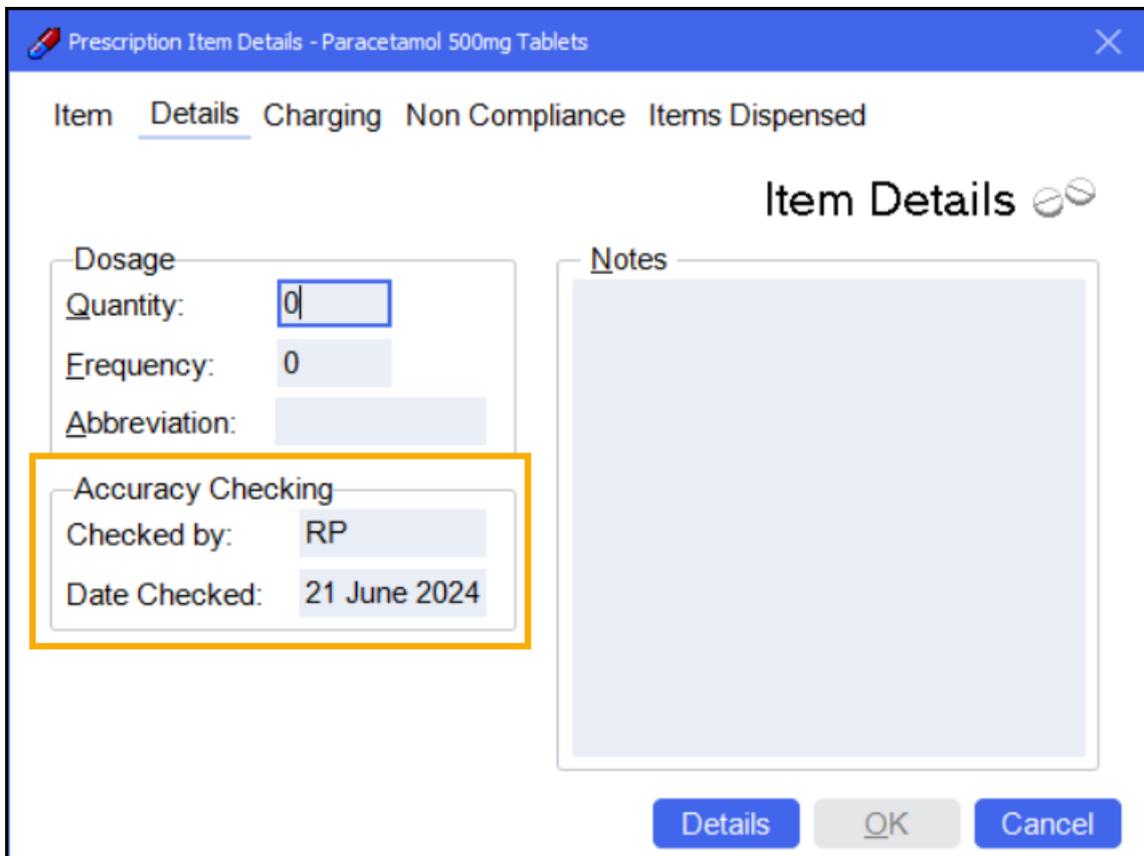


The screenshot shows the 'Patient Details - Mr Simon Wilson' window with the 'History' tab selected. The 'Date' filter is set to 'Last 30 days', 'From' is 22/05/2024, and 'To' is 21/06/2024. The 'Category' is 'All'. A table displays the following entry:

Description	Type	Date	Phar
28 x Paracetamol 500mg Tablets...	Dispensed Item - Checked	21/06/2024 15:19	

Below the table, there are buttons for 'Intervene', 'Delete', 'Reprint', 'Collect', and 'Details'. At the bottom, there are buttons for 'Delete', 'OK', 'Cancel', and 'Apply'.

Prescription Item Details - Details - Accuracy Checking displays the user ID of the pharmacist signed in when the accuracy check was carried out, or the name supplied during the final approval, if required, and the date the accuracy check was approved.



Prescription Item Details - Paracetamol 500mg Tablets

Item Details Charging Non Compliance Items Dispensed

Item Details 

Dosage

Quantity:

Frequency:

Abbreviation:

Accuracy Checking

Checked by:

Date Checked:

Notes

➔ Check out our **Accuracy Check** eLearning! See [Pharmacy Manager eLearning](#) for details.

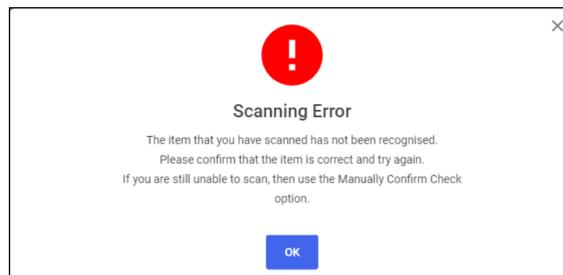
Manually Adding Barcodes

Cegedim Rx strives to add as many product barcodes into the product file as possible however there may be occasions where some barcodes are missing.

 **Note** - You cannot add barcodes that already exist for this or another product.

Where a barcode is missing, it can be manually added against a product, to do this:

1. Identify which product is missing a barcode, this may be while carrying out an accuracy check. On scanning an item with no barcode a message displays '*Scanning Error - The item that you have scanned has not been recognised. Please confirm that the item is correct and try again. If you are still unable to scan, then use the Manually Confirm Check option*'.

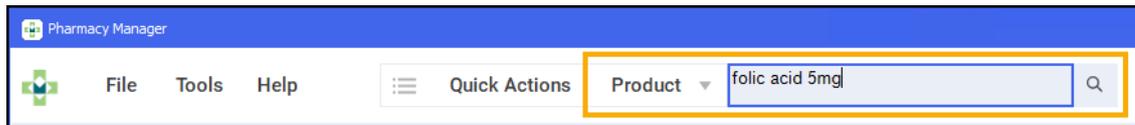


Select **OK**  to continue.

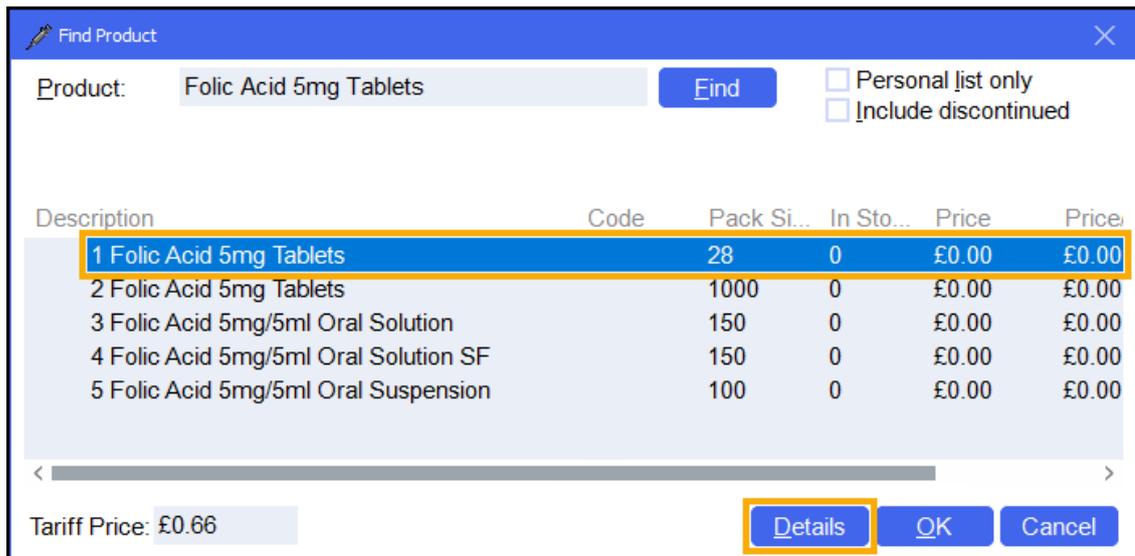
2. From the **Pharmacy Manager Search bar** select the drop-down arrow and select **Product**.



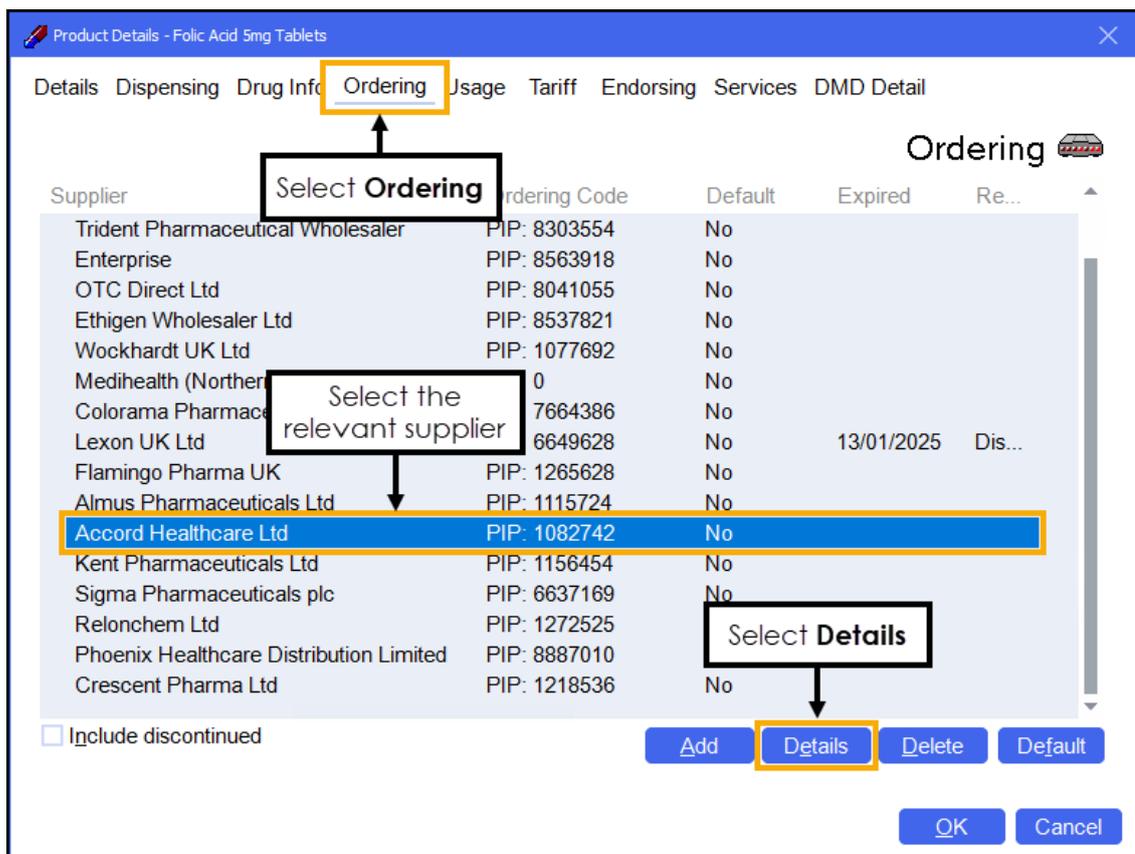
3. Enter the **Product Name** and select **Search** .



4. The **Find Product** screen displays. Select the required product and pack size and then select **Details**.



5. The **Product Details** screen displays. Select the **Ordering** tab.



Product Details - Folic Acid 5mg Tablets

Details Dispensing Drug Info **Ordering** Usage Tariff Endorsing Services DMD Detail

Ordering 

Supplier	Ordering Code	Default	Expired	Re...
Trident Pharmaceutical Wholesaler	PIP: 8303554	No		
Enterprise	PIP: 8563918	No		
OTC Direct Ltd	PIP: 8041055	No		
Ethigen Wholesaler Ltd	PIP: 8537821	No		
Wockhardt UK Ltd	PIP: 1077692	No		
Medihealth (Northern)	0	No		
Colorama Pharmace	7664386	No		
Lexon UK Ltd	6649628	No	13/01/2025	Dis...
Flamingo Pharma UK	PIP: 1265628	No		
Almus Pharmaceuticals Ltd	PIP: 1115724	No		
Accord Healthcare Ltd	PIP: 1082742	No		
Kent Pharmaceuticals Ltd	PIP: 1156454	No		
Sigma Pharmaceuticals plc	PIP: 6637169	No		
Relonchem Ltd	PIP: 1272525	No		
Phoenix Healthcare Distribution Limited	PIP: 8887010	No		
Crescent Pharma Ltd	PIP: 1218536	No		

Include discontinued

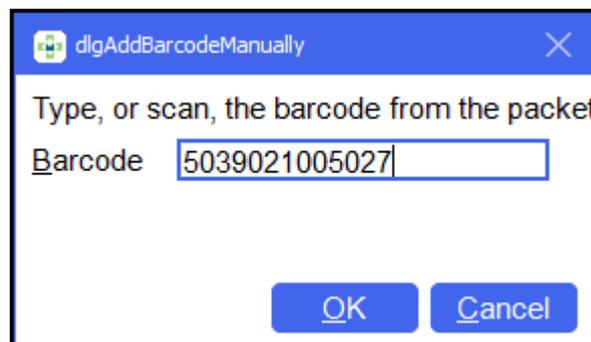
Add **Details** Delete Default

OK Cancel

6. Select the supplier and then select **Details** .
7. The **Product Item Details** screen displays for the selected product and supplier. Select the **Barcodes** tab and then select **Add** .



8. The **Add Barcode Manually** screen displays. Either type the barcode number or, if you have a scanner, scan the barcode on the product.

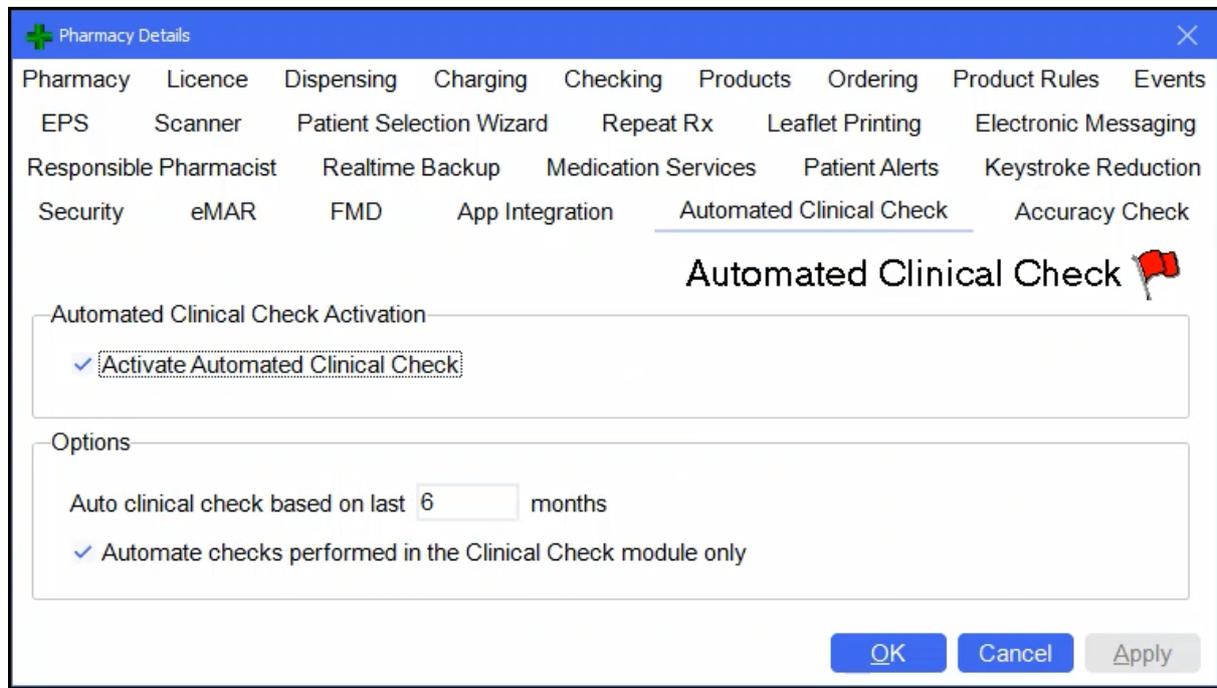


9. Select **OK** to add the barcode to the selected product. The **Product Item Details** screen displays the new barcode with the **Added By** column stating **This Site**.
10. Select **OK**  on each screen to close them.

You can now perform an accuracy check using the newly added barcode. Future checks using this barcode are successful if the item scanned matches.

Pharmacy Details - Automated Clinical Check

The **Automated Clinical Check** tab allows you to activate and edit your Automated Clinical Check settings.



The screenshot shows a window titled 'Pharmacy Details' with a tabbed interface. The 'Automated Clinical Check' tab is selected. The window contains the following elements:

- Navigation Tabs:** Pharmacy, Licence, Dispensing, Charging, Checking, Products, Ordering, Product Rules, Events, EPS, Scanner, Patient Selection Wizard, Repeat Rx, Leaflet Printing, Electronic Messaging, Responsible Pharmacist, Realtime Backup, Medication Services, Patient Alerts, Keystroke Reduction, Security, eMAR, FMD, App Integration, **Automated Clinical Check**, Accuracy Check.
- Section Header:** Automated Clinical Check 
- Automated Clinical Check Activation:** A section with a checked checkbox labeled 'Activate Automated Clinical Check'.
- Options:** A section containing:
 - 'Auto clinical check based on last 6 months' (where '6' is in a text input field).
 - A checked checkbox labeled 'Automate checks performed in the Clinical Check module only'.
- Buttons:** 'OK', 'Cancel', and 'Apply' buttons at the bottom right.

From **Pharmacy Manager**, select **Tools - System Settings - Pharmacy Details - Automated Clinical Check**.

You have the following options:

- **Automated Clinical Check Activation:**
 - **Activate Automated Clinical Check** - Tick to activate Automated Clinical Check.
- **Options:**
 - **Auto clinical check based on last n months** - Defaults to six months. Enter the number of months, between one and six, that you want the automated clinical check to be based on.

- **Automate checks performed in the Clinical Check module only -**
Tick to ensure that only checks performed in the Clinical Check module are automated next time they are prescribed. Prescriptions clinically checked on the **Dispensary** screen are not automatically checked in the future.