



# Pharmacy Manager

A Cegedim Solution



## Release Guide v11.8

# Summary of Changes: All Countries

## July 2020

Pharmacy Manager release v11.8 introduces:

- **Add an optometrist as a prescriber** – You can now add an optometrist as a prescriber.

See [Adding an optometrist as a prescriber](#) on page 4



- **Dispense a prescription as an optometrist** – You can now dispense a prescription as an optometrist

See [Dispensing as an optometrist](#) on page 5



- **Print a Patient Information Leaflet (PIL)** – You can now print a PIL when dispensing a prescription.

See [Printing a patient information leaflet](#) on page 7



# Summary of Changes



- **Text field highlight** – We have introduced a visible text box outline within Pharmacy Manager. This makes it easier for you to locate your position on the screen.

A screenshot of a patient information form. The form contains four fields: 'Sex: Male', 'DoB: 29 February 1996', 'Age: 24', and 'Group: Adult'. The 'DoB' field is highlighted with a blue border, and the 'Age' and 'Group' fields are highlighted with a light blue background. A black rectangular box is drawn around the entire form area.

## Scottish Customers Only

- **Prescriber Notes** - Prescriber notes for AMS and MCR prescriptions are now visible to you at the point of dispensing.

A screenshot of a 'Patient Information' dialog box. The dialog has a blue header with a close button (X) in the top right corner. The main content area contains the following text: 'The selected eMessage has the following additional information. This information is printed on the dispensing token.' Below this, there are two sections: 'Patient information' with the text 'Please call the practice.' and 'Medication information' with the text 'Ensure Plus milkshake style liquid (Flavour Not Specified)'. At the bottom right of the dialog is an 'OK' button.

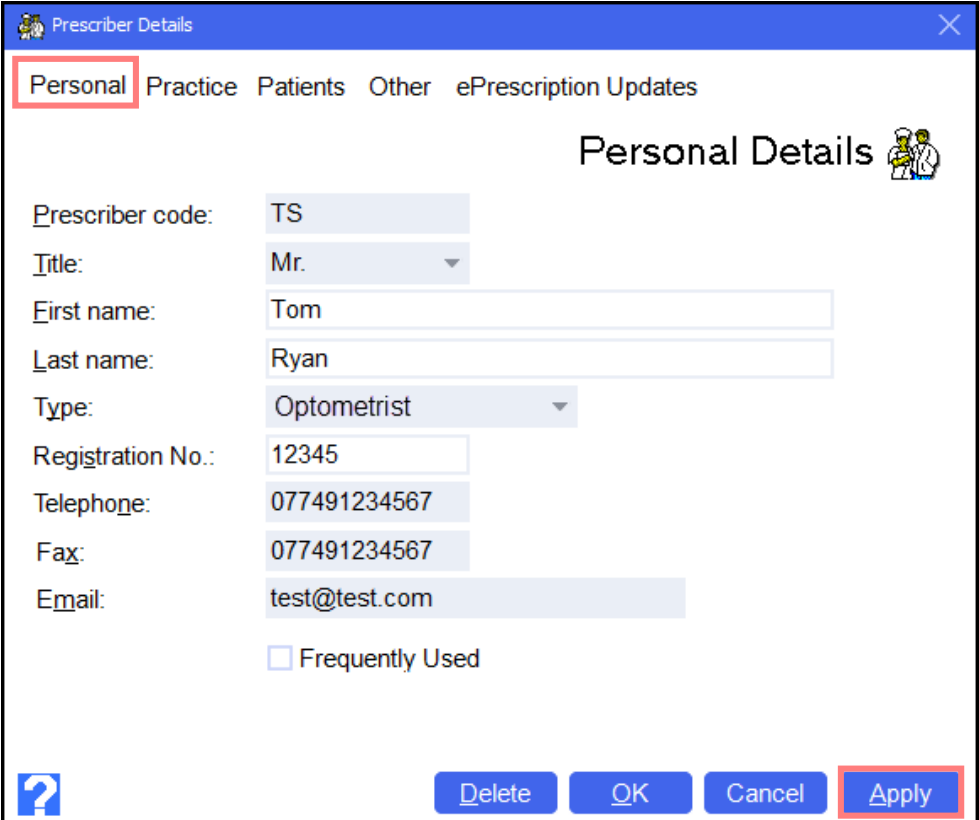
# Adding an optometrist as a prescriber

We have added **Optometrist** as a prescriber type. To add an optometrist as a prescriber:

1. Select **Tools – Inquiry – Prescriber**.
2. The **Find Prescriber** screen displays. Select **Add**.
3. The **Prescriber Details** screen displays. Complete the **Personal** tab as outlined below:

- **Prescriber Code** - Enter as required
- **First name, Last name** - Enter as required
- **Type** - Select **Optometrist** from the drop-down menu
- **Registration number** - Enter as required
- **Telephone, fax, email** - Enter as required
- **Frequently Used** - Tick to enable

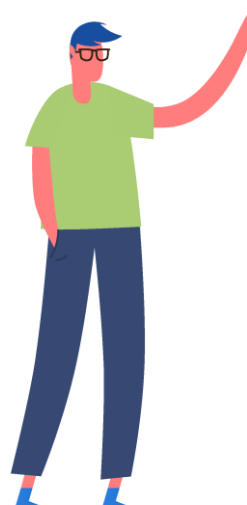
4. Select **Apply** to add the prescriber.



The screenshot shows a software window titled "Prescriber Details" with a blue header bar. Below the header are tabs: "Personal" (highlighted with a red box), "Practice", "Patients", "Other", and "ePrescription Updates". The "Personal Details" section includes the following fields:


Prescriber code:	TS
Title:	Mr. (dropdown)
First name:	Tom
Last name:	Ryan
Type:	Optometrist (dropdown)
Registration No.:	12345
Telephone:	077491234567
Fax:	077491234567
Email:	test@test.com

At the bottom of the form is a checkbox labeled "Frequently Used" which is currently unchecked. Below the form are four buttons: "Delete", "OK", "Cancel", and "Apply" (highlighted with a red box). A help icon (?) is located in the bottom left corner of the window.

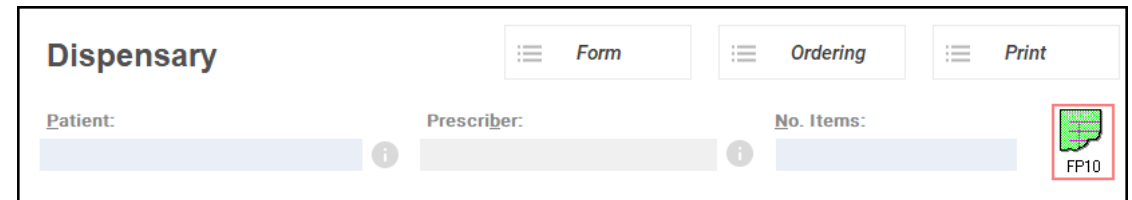


# Dispensing as an optometrist

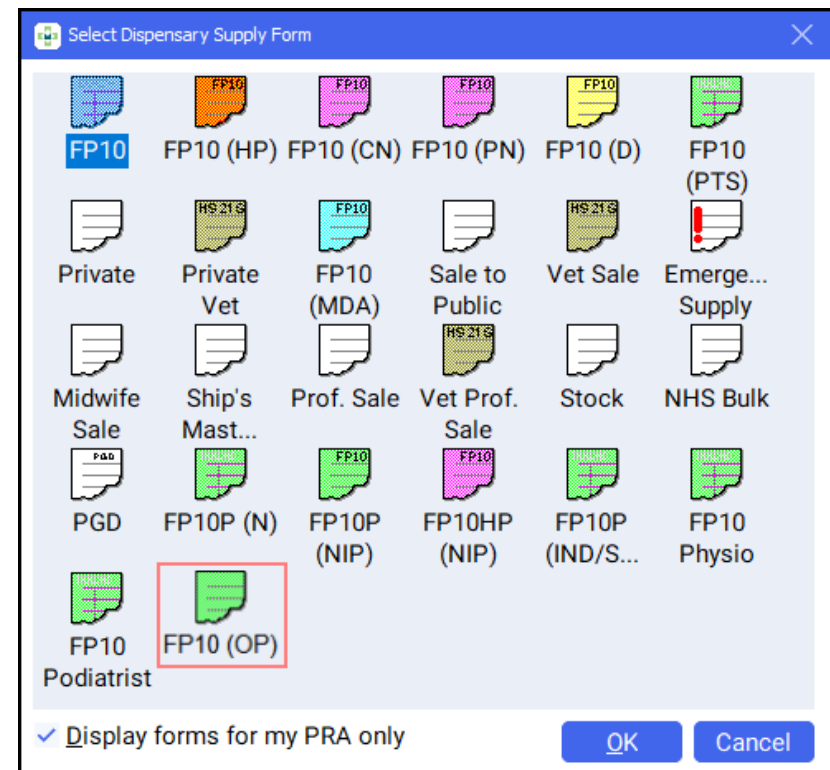
To dispense as an optometrist:

1. Select **Dispensary**  from the Pharmacy Manager Side Navigation Bar.
2. Change the prescription form type by double clicking on the **FP10** button.
3. The **Select Dispensary Supply** form displays. Select **FP10 (OP)** and select **OK**.

**Note** – This form displays as **GP10(OP)** for Scottish users and **WP10(OP)** for Welsh users.




The screenshot shows the 'Dispensary' interface. At the top, there are three buttons: 'Form', 'Ordering', and 'Print'. Below these are three input fields: 'Patient:', 'Prescriber:', and 'No. Items:'. Each field has a small 'i' icon to its right. On the far right, there is a red-bordered button labeled 'FP10'.

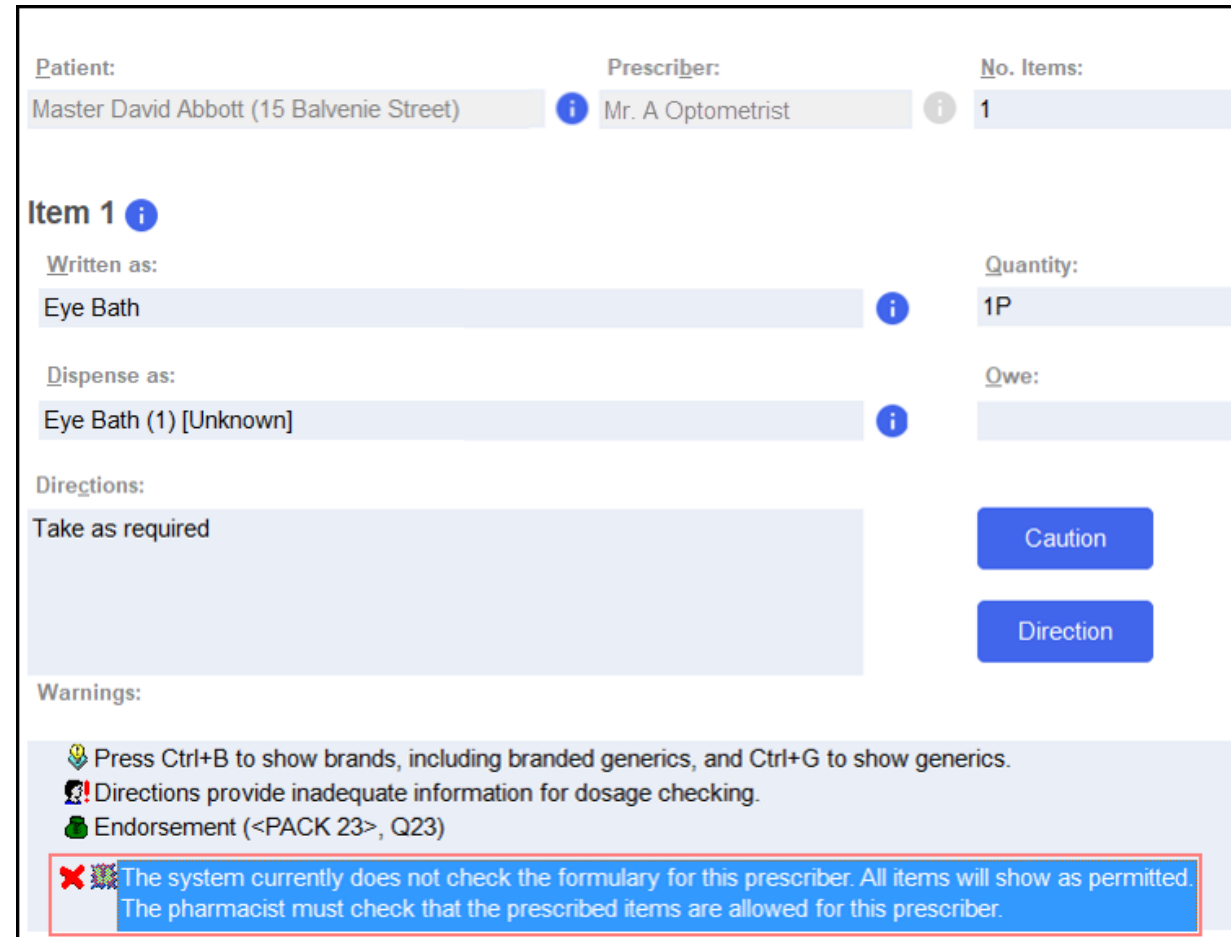


The screenshot shows the 'Select Dispensary Supply Form' dialog box. It contains a grid of form options, each represented by a colored icon and a text label. The options are: FP10 (HP), FP10 (CN), FP10 (PN), FP10 (D), FP10 (PTS), Private, Private Vet, FP10 (MDA), Sale to Public, Vet Sale, Emerge... Supply, Midwife Sale, Ship's Mast..., Prof. Sale, Vet Prof. Sale, Stock, NHS Bulk, PGD, FP10P (N), FP10P (NIP), FP10HP (NIP), FP10P (IND/S...), FP10 Physio, and FP10 Podiatrist. The 'FP10 (OP)' option is highlighted with a red box. At the bottom, there is a checkbox labeled 'Display forms for my PRA only' which is checked, and two buttons: 'OK' and 'Cancel'.



# Dispensing as an optometrist

4. Enter the **Patient**, **Prescriber** and **No. Items** as normal.
5. Within **Written as**, search for and select the desired item.
6. A **Warning** displays to inform you that Pharmacy Manager does not check the formulary when an Optometrist is selected as a prescriber.
7. Select **Confirm**  to acknowledge the warning and finish dispensing the prescription as normal.



**Patient:** Master David Abbott (15 Balvenie Street) **Prescriber:** Mr. A Optometrist **No. Items:** 1

**Item 1**

**Written as:** Eye Bath **Quantity:** 1P

**Dispense as:** Eye Bath (1) [Unknown] **Qwe:**

**Directions:** Take as required **Caution** **Direction**

**Warnings:**

- Press Ctrl+B to show brands, including branded generics, and Ctrl+G to show generics.
- Directions provide inadequate information for dosage checking.
- Endorsement (<PACK 23>, Q23)
- 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.**



# Printing a Patient Information Leaflet (PIL)

A Patient Information Leaflet (PIL) can be generated and given to the patient within Pharmacy Manager.

To generate a PIL:

1. Dispense a prescription as normal.
2. After the prescription item is entered in **Dispensed as**, select **Item - View PIL**.
3. The PIL displays as a PDF pop-up on the **Dispensary** screen.
4. Follow your normal document printing process to print the document.
5. The PIL prints and can be given to the patient.

**Training Tip** – After entering the prescription in **Written as**, press and hold **CTRL+W** to display the PIL

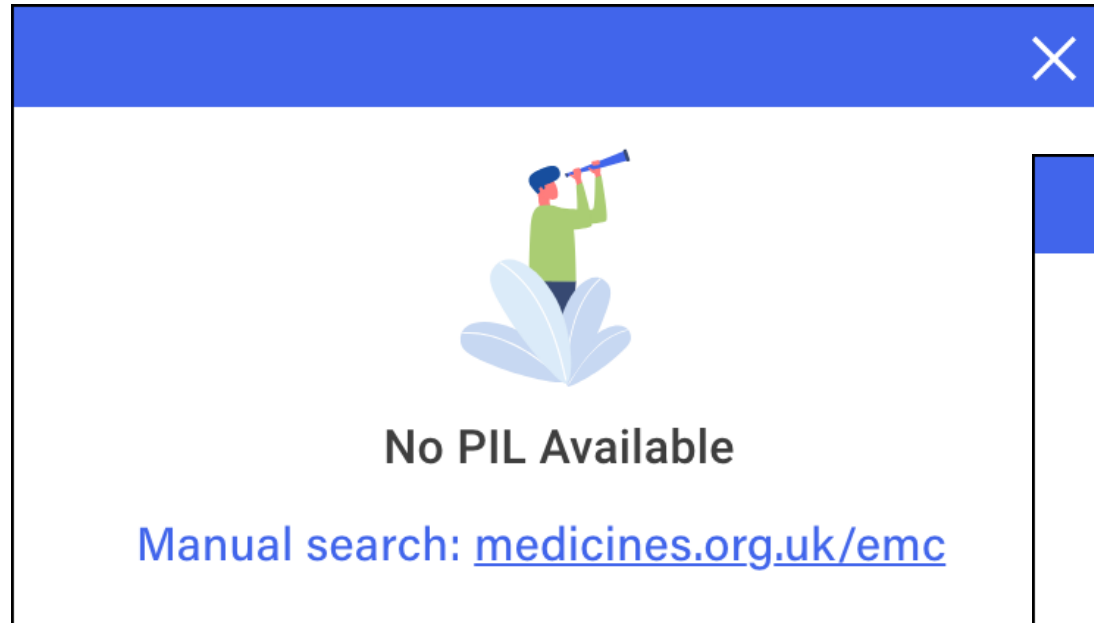


		☰	Item
Edit Item	Ctrl+M	Select Multiple Items	Ctrl+Alt+U
Insert Item	Alt+I	Select Brand	Ctrl+B
Delete Item	Ctrl+Z	Select Generic	Ctrl+G
Regular	Ctrl+R	Select Pack	Ctrl+C
Redispense	Ctrl+F6	Select from Deal	Shift+Ctrl+D
Dispense in Instalments	Ctrl+I	Batch Number	Ctrl+U
Appliance Contractor	Shift+Insert	<b>View PIL</b>	Ctrl+W
Recalculate Interactions	Ctrl+Alt+T		
Select stock from robot			

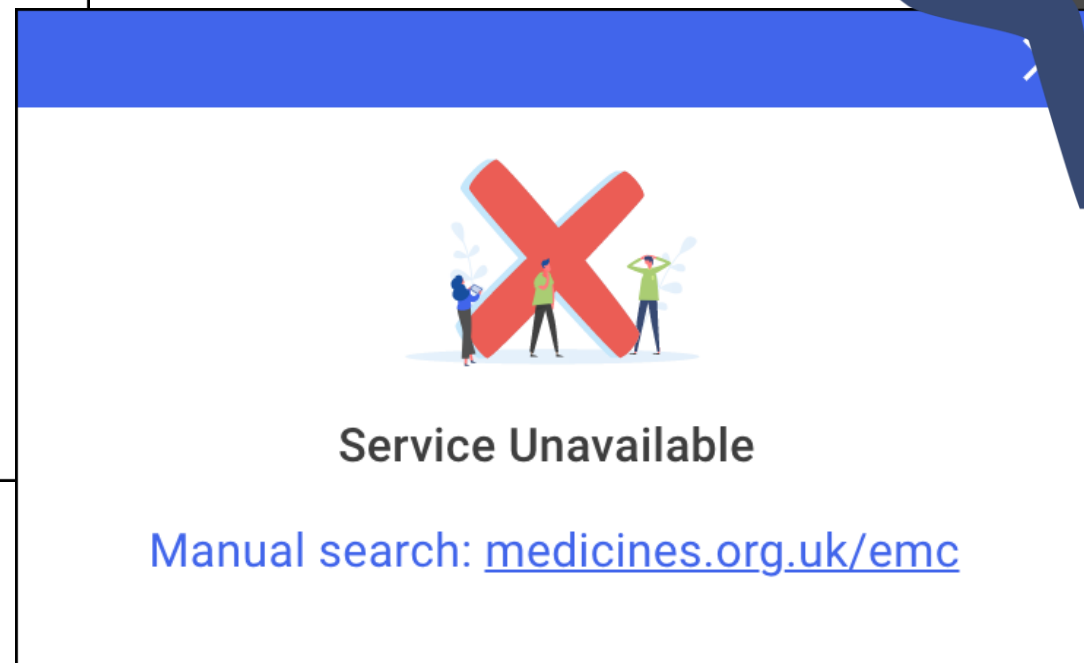


# Printing a Patient Information Leaflet (PIL)

If no PIL is available, or the service is unavailable, the below notifications display.  
Select the [medicines.org.uk/emc](https://www.medicines.org.uk/emc) link to conduct a manual search for a PIL.



A notification window with a blue header bar containing a white 'X' icon. The main content area is white and features an illustration of a person in a green shirt looking through a telescope, with a large blue leaf-like shape below them. The text 'No PIL Available' is centered, followed by the text 'Manual search: [medicines.org.uk/emc](https://www.medicines.org.uk/emc)'.



A notification window with a blue header bar containing a white 'X' icon. The main content area is white and features an illustration of a large red 'X' with three small figures (one in blue, one in green, one in red) standing around it. The text 'Service Unavailable' is centered, followed by the text 'Manual search: [medicines.org.uk/emc](https://www.medicines.org.uk/emc)'.

