Pharmacy Manager

A Cegedim Solution

Release Guide v11.8

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Healthcare Solutions

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.

Scottish Customers Only

- **Prescriber Notes** - Prescriber notes for AMS and MCR prescriptions are now visible to you at the point of dispensing.
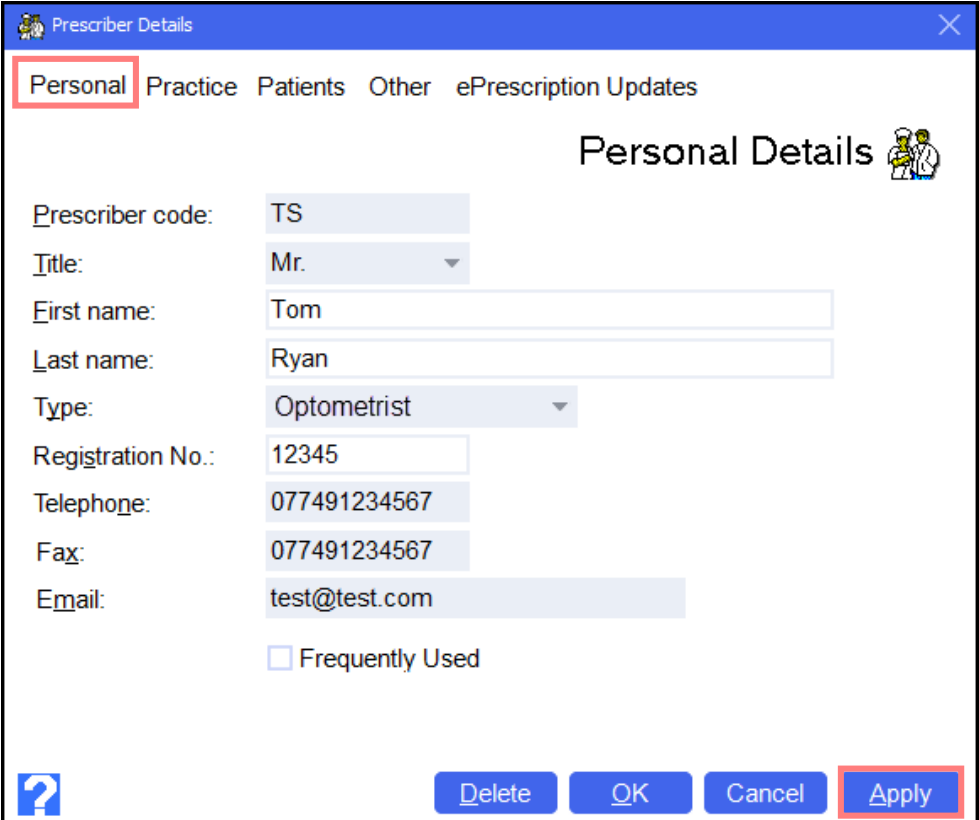
Adding an optometrist as a prescriber

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
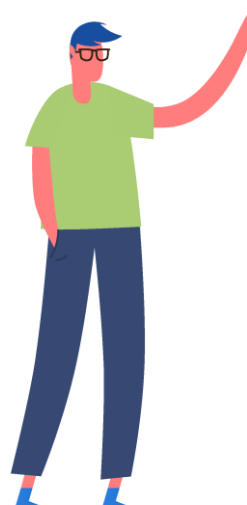
- **Frequently Used** - Tick to enable

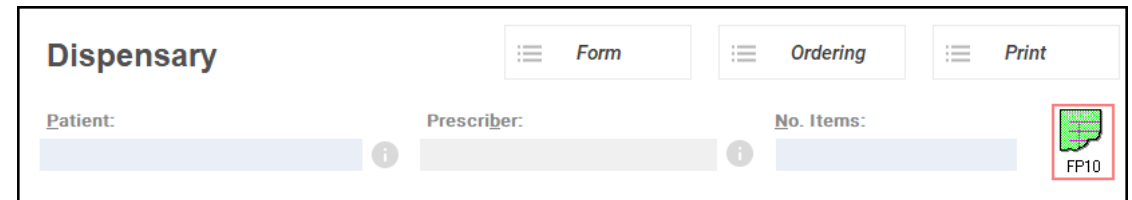4. Select **Apply** to add the prescriber.
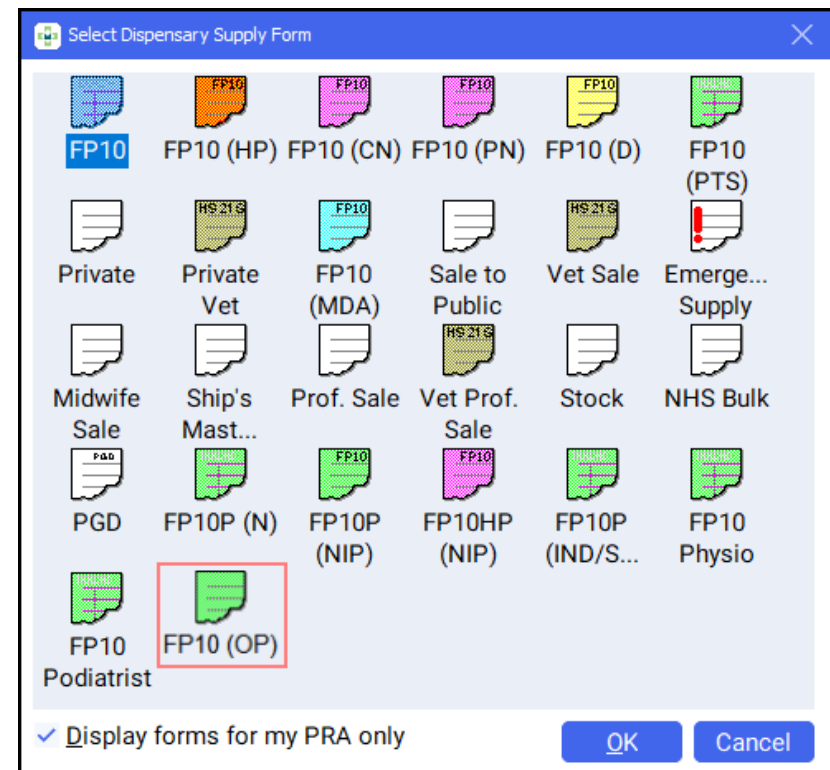
Dispensing as an optometrist

To dispense as an optometrist:

1. Select **Dispensary** [RX] 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.

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** Confirm to acknowledge the warning and finish dispensing the prescription as normal.

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
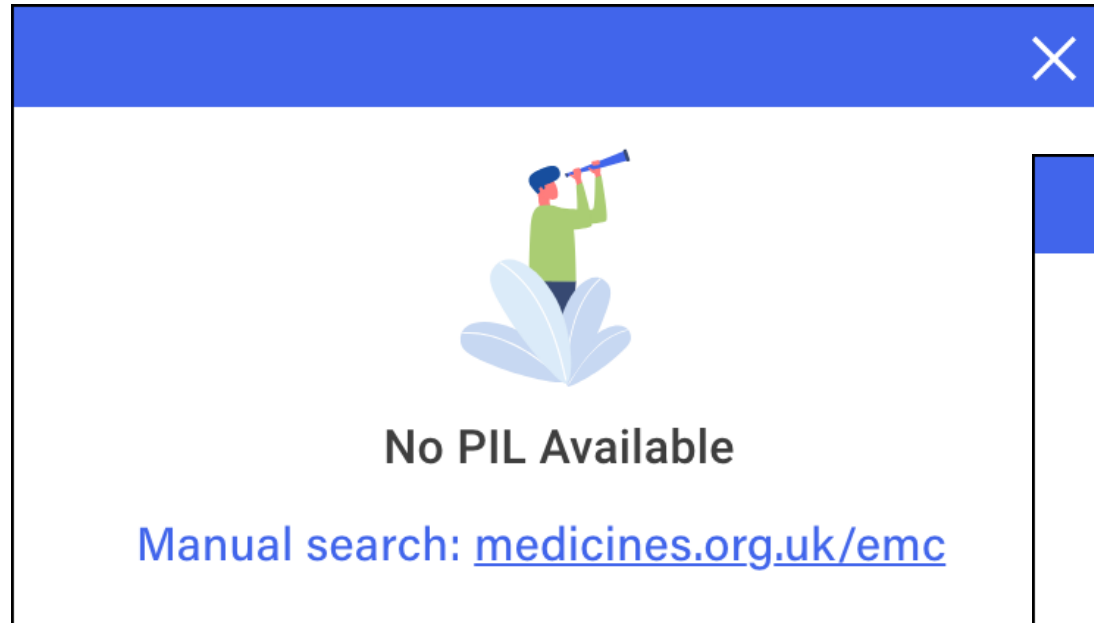
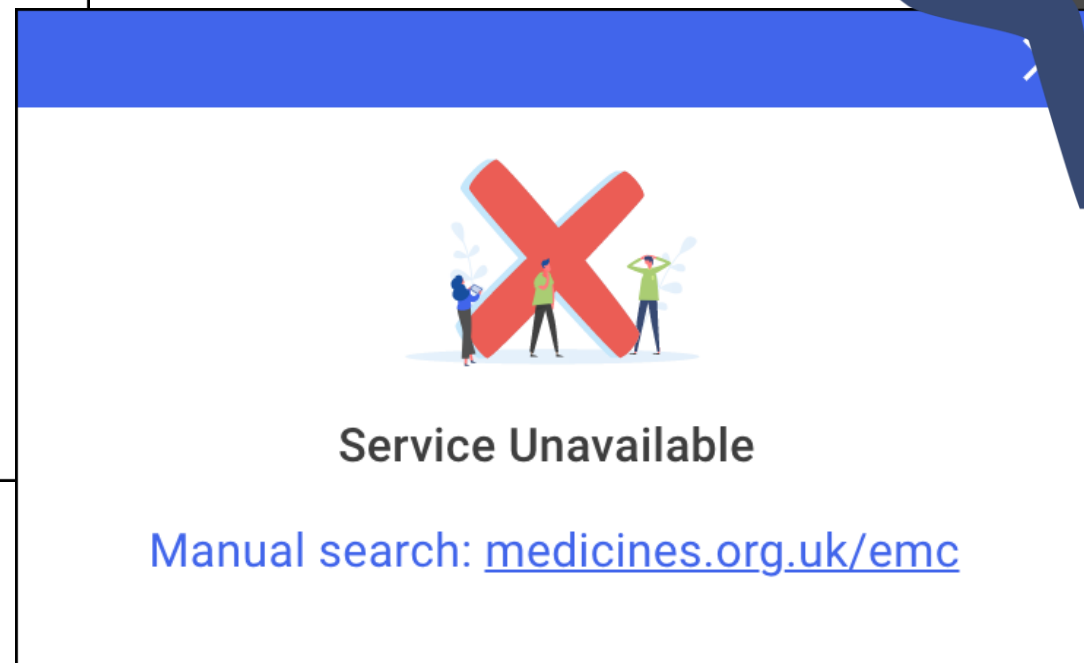|			
		☰ Item	
Edit Item	Ctrl+M	Select Multiple Items	Ctrl+Alt+U
Insert Item	Alt+I	Select Brand	Ctrl+B
Delete Item	Ctrl+Z	Select Generic	Ctrl+G
Regular	Ctrl+R	Select Pack	Ctrl+C
Redispense	Ctrl+F6	Select from Deal	Shift+Ctrl+D
Dispense in Instalments	Ctrl+I	Batch Number	Ctrl+U
Appliance Contractor	Shift+Insert	View PIL	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 link to conduct a manual search for a PIL.

No PIL Available

Manual search: medicines.org.uk/emc

Service Unavailable

Manual search: medicines.org.uk/emc