Pharmacy Manager v12.4 Release Guide

Summary of Changes

Pharmacy Manager release v12.4 introduces the following features:

All Countries

- **Repeat Request Report** – We have introduced a Repeat Request Report that outlines all repeat requests that have been sent by your pharmacy. See Running a Repeat Request Report.

- **Repeat Prescription Request Enhancements** – You can now preview a repeat prescription email/ letter, and add additional comments before sending it to the GP. See Repeat Prescription Request Enhancements.
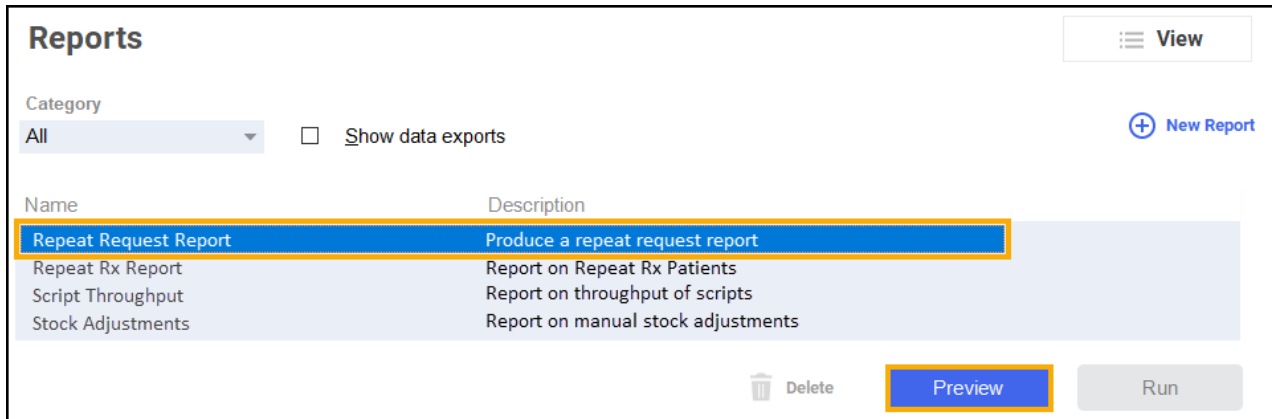
England Only

- **NHS Prescription Tracker Enhancements** - You can now access the NHS Prescription Tracker within Patient Details, helping you quickly locate and view all prescriptions for the patient. See NHS Prescription Tracker Enhancements.
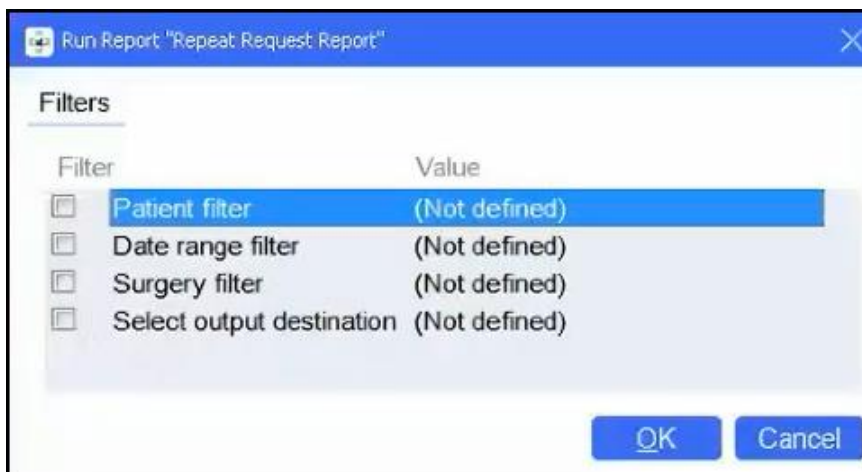
Running a Repeat Request Report

To run a Repeat Request Report, from the **Reports** 📊 screen:

1. Select **Repeat Request Report** and select **Preview** [Preview].

Reports   ≡ View

Category
| All ▾ | ☐ Show data exports   ⊕ New Report

Name   Description
Repeat Request Report	**Produce a repeat request report**
Repeat Rx Report	Report on Repeat Rx Patients
Script Throughput	Report on throughput of scripts
Stock Adjustments	Report on manual stock adjustments

                                    🗑 Delete   [Preview]   Run

2. The **Run Report** screen displays. Apply the required filters.

3. Select **OK** [OK].

Run Report "Repeat Request Report"   ✕

Filters

Filter		Value
☐	Patient filter	(Not defined)
☐	Date range filter	(Not defined)
☐	Surgery filter	(Not defined)
☐	Select output destination	(Not defined)

                                         [OK]   [Cancel]

4. The **Repeat Request Report** displays, containing all repeat requests that have been emailed or printed by your pharmacy. The report contains:

   - Practice request sent to
   - Patient name
   - Requested item
   - Request date

Previewing and adding comments to a repeat prescription request

To preview and add comments when requesting a repeat prescription:

1. From **Patient Details**, select the **Medication** tab.

2. Select the item you wish to request the repeat prescription for.

3. From **Select Repeat Request Format**, select the required format, for example, **Email**.
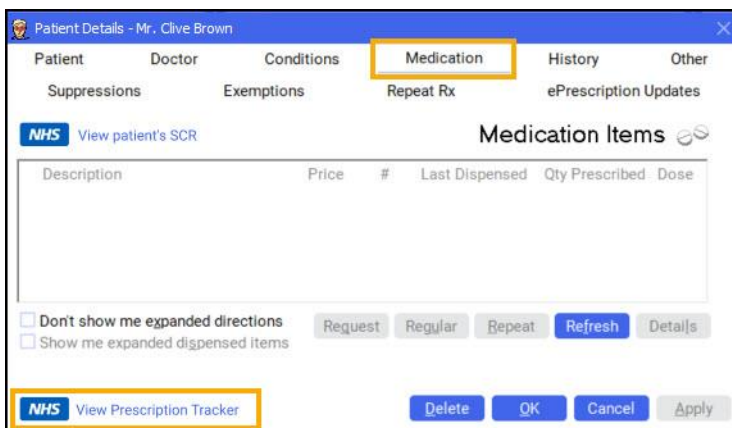
> *Note:* **Email** is currently only available in England.

4. Select **Preview** Preview .

5. The **Repeat Request Email** screen displays, providing you a preview of the email being sent to the GP.

6. Within **Additional Comments**, enter any supporting information for the GP to read.

7. Select **Send** Send .

8. The repeat request is sent to the patient's listed GP practice.

NHS Prescription Tracker - Enhancements

You can now access the **NHS Prescription Tracker** within **Patient Details**, helping you quickly locate and view all prescriptions for the patient.

Accessing the Prescription Tracker within Patient Details

To view the **Prescription Tracker** from within **Patient Details**:

1. From **Patient Details**, select **Medication**.

2. Select **View Prescription Tracker** `NHS View Prescription Tracker`.
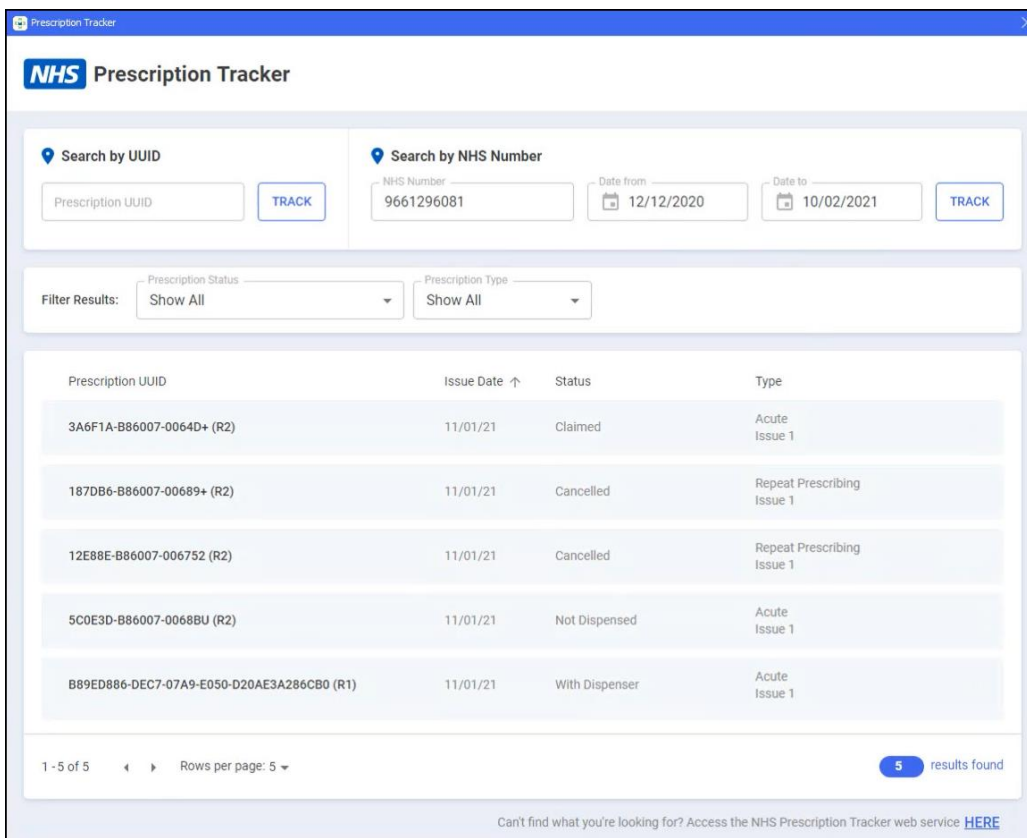
> ✎ **Note:** The patient's NHS number must be recorded to enable the View Prescription Tracker button.

3. The **Prescription Tracke**r screen displays, containing all prescriptions for the patient:

4. The **Prescription Tracke**r screen contains a range of functionality to help you locate a prescription. Select the drop-down text below to read more about the available functionality:

4.1 Search by UUID

To search for a prescription by UUID:

1. Enter the **Prescription UUID**.

2. Select **Track** .

3. The matching prescription displays.

4.2 Search by NHS Number

To search for a prescription by NHS Number:

1. Enter the required date range within **Date from** and **Date to**.

2. Select **Track** .

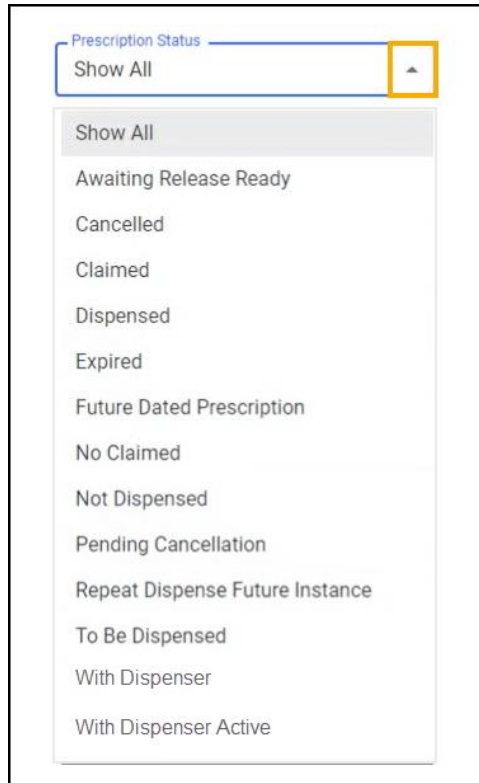3. All prescriptions within the selected date range display.

  Note: The patient's NHS number displays by default.

4.3 Filter Results - Prescription Status

To filter prescriptions by prescription status:

1. Select the **Prescription Status** drop-down.

2. Select the required prescription status, for example, **To Be Dispensed**.

3. All matching prescriptions with a matching prescription status display.

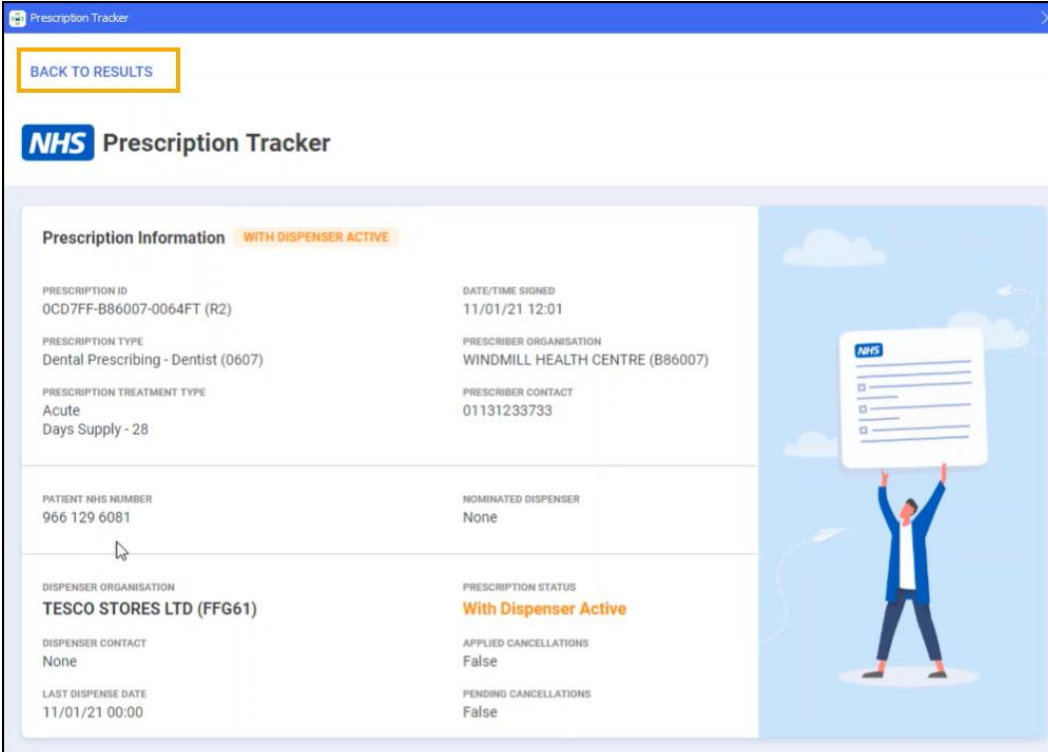## 4.4 Filter Results – Prescription Type

To filter prescriptions by prescription type:

1. Select the **Prescription Type** drop down.

2. Select the required prescription type, for example, **Repeat Dispensing**.

3. All prescriptions with a matching prescription type display.

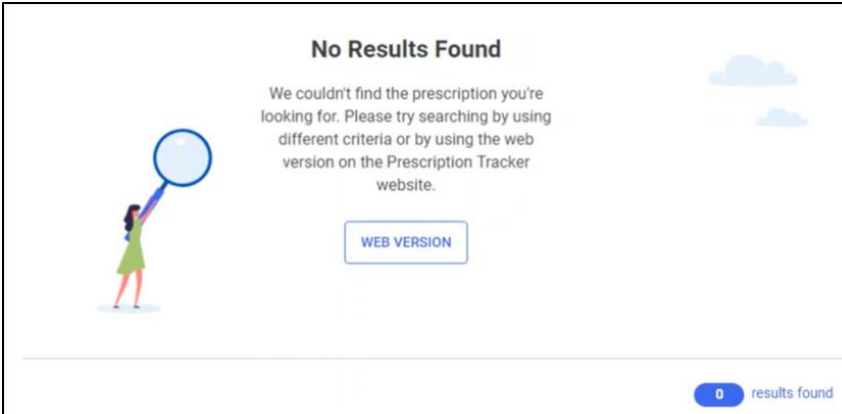5. Select the required prescription. The **Prescription information** screen displays.

6. Select **Back to Results** `BACK TO RESULTS` to return to the **Prescription Tracker** screen.

Please Note

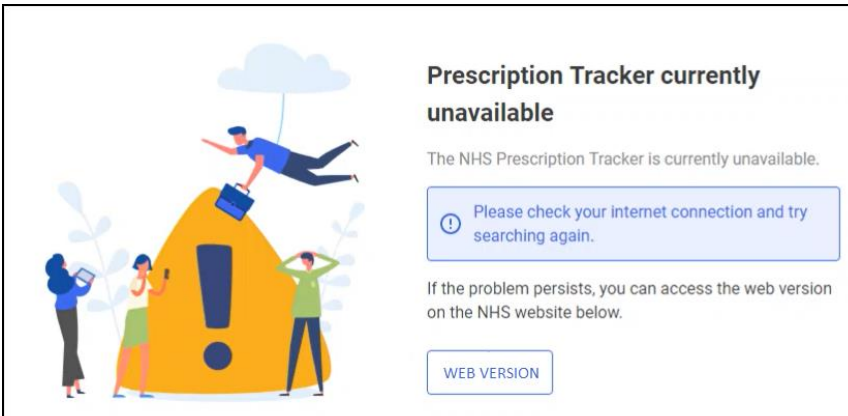If no prescription is available, or the service is unavailable, the below notifications display: