

Pharmacy Manager v12.6 Release Guide

Summary of Changes

Pharmacy Manager release v12.6 introduces the following features:

All Countries

- **Delivery Label Enhancements** – You can now print additional bag labels for patients who require a delivery service. See [Delivery Label Enhancements](#).
- **Repeat Request Export** – You can now produce a Repeat Request Export that contains the details of all repeat requests that have been sent by your pharmacy. See [Repeat Request Export](#).
- **Custom Label Option** - There is now a new option on the **Patient Details** - **Other** tab to print a custom label. See [Print Custom Label](#).

England Only

- **Nominate Newly Added Patients** – You can now update a patient's nomination details without their NHS number entered in **Patient Details**. See [Nominate Newly Added Patients](#).

Scotland Only

- **Pharmacy First Phase 2 Enhancements** – In this release, we have introduced further Pharmacy First Phase 2 enhancements.
 - **Indicator in Patient History** - We have added an indicator within **Patient History** to identify where medication has been dispensed in a MAS or UCF service. See [MAS/ UCF Dispensed Item Indicator in Patient History](#).

Robot Sites Only

- **Enhancement to Stock Adjustment Functionality** – You are now asked to enter a stock adjustment reason when adjusting non Robot stock. See [Enhancements to Stock Adjustment Functionality](#).

Integrated Functionality

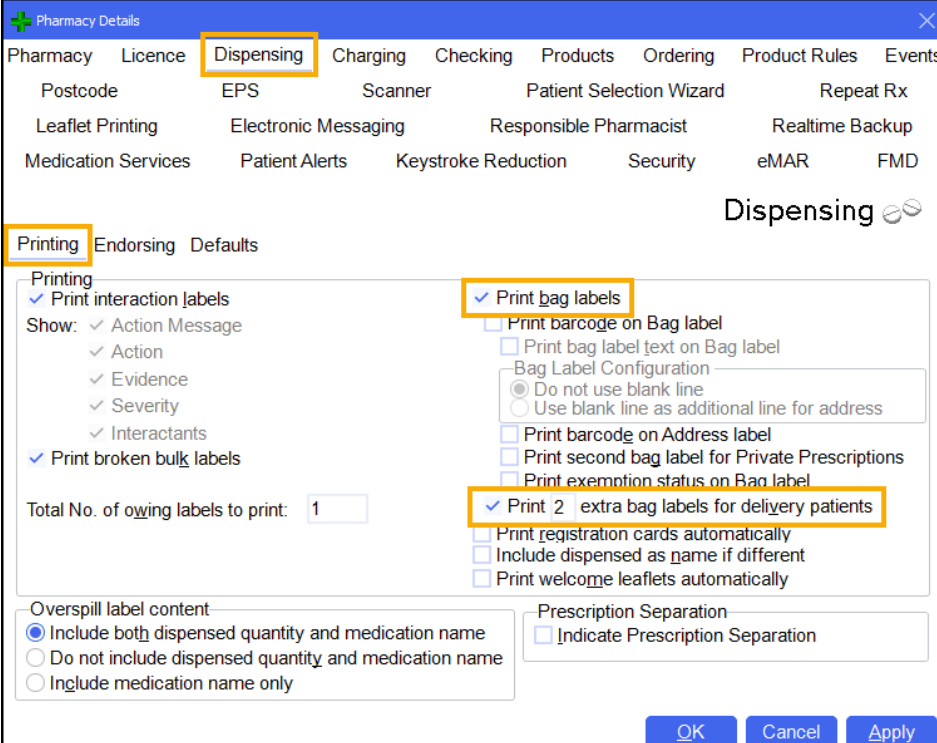
- **Pro Delivery Manager Integration** - You can now integrate your Pro Delivery Manager account with **Pharmacy Manager**.

Delivery Label Enhancements

When your pharmacy offers a delivery service, it can be useful to print an additional bag label to provide to the driver.

To print additional bag labels for patients who require delivery:

1. Select **Tools – System Settings – Pharmacy Details**.
2. The **Pharmacy Details** screen displays. Select **Dispensing**.
3. From **Printing**, select the **Print bag labels** **Print bag labels** checkbox.
4. Select the **Print extra bag labels for delivery patients** **Print 2 extra bag labels for delivery patients** checkbox.
5. Enter the number of extra bag labels you want to print for delivery patients, for example, 2:



The screenshot shows the 'Pharmacy Details' window with the 'Dispensing' tab selected. Under the 'Printing' sub-tab, the following settings are visible:

- Print interaction labels**
- Print bag labels**
- Print 2 extra bag labels for delivery patients**
- Print barcode on Bag label**
- Print bag label text on Bag label**
- Print barcode on Address label**
- Print second bag label for Private Prescriptions**
- Print exemption status on Bag label**
- Print registration cards automatically**
- Include dispensed as name if different**
- Print welcome leaflets automatically**
- Include both dispensed quantity and medication name**
- Do not include dispensed quantity and medication name**
- Include medication name only**
- Indicate Prescription Separation**

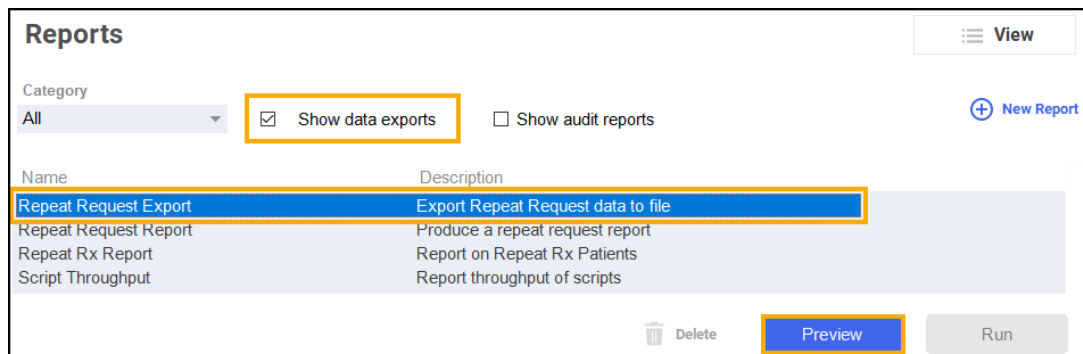
The 'Total No. of owing labels to print' field is set to 1. The 'Apply' button is highlighted.


6. Select **Apply**.
7. When dispensing to delivery patients, an extra 2 bag labels will print.

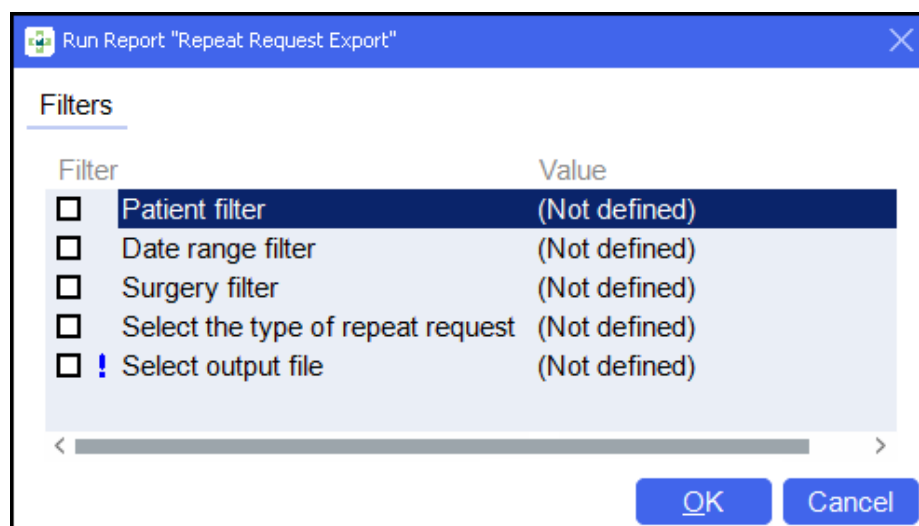
Repeat Request Export

To run a repeat request export, from the **Reports**  screen:

1. Select the **Show data exports** Show data exports checkbox.
2. Select **Repeat Request Export** and select **Preview** .



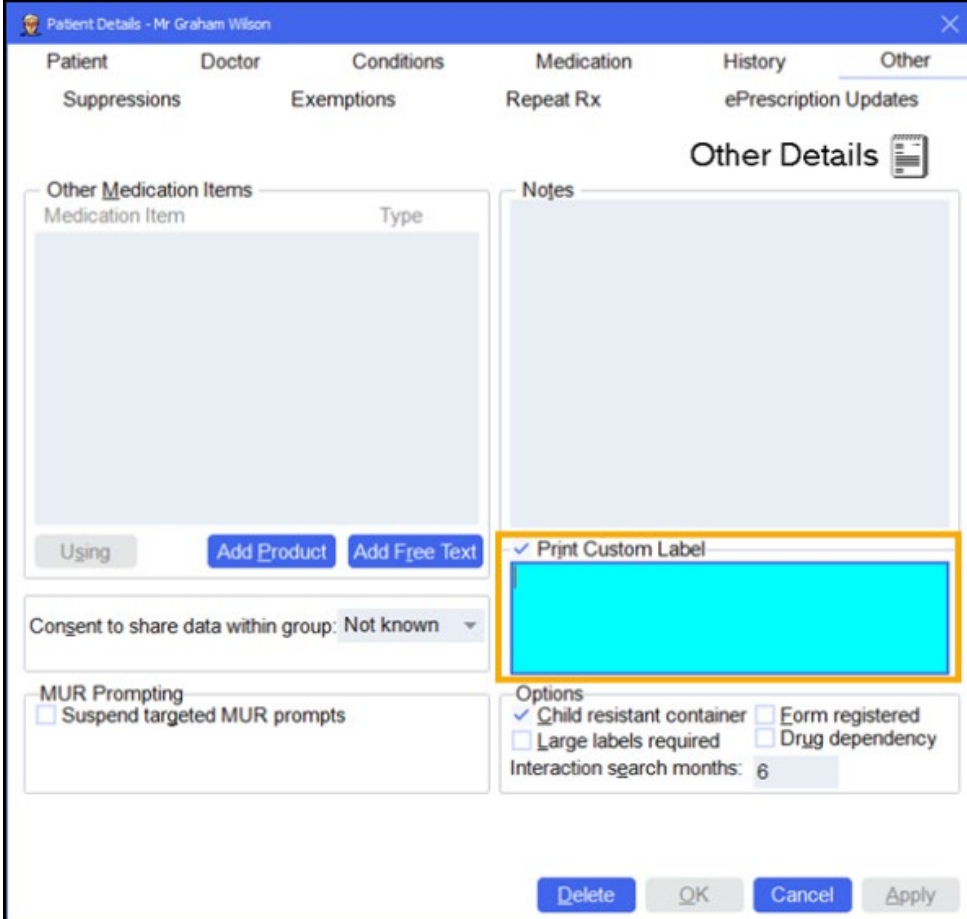
3. The **Run Report** screen displays. Apply the required filters. Select **OK** .



4. The **Repeat Request Export** displays, containing all repeat requests that have been emailed or printed by the pharmacy. The report contains:
 - Surgery Name and Address
 - Patient Number, Name, DOB and Postcode
 - Medication Description
 - Date of Request
 - Time of Request
 - Request Type
 - Username
 - Delivery Patient
 - App User
 - Company ID

Print Custom Label

There is now a new option on the **Patient Details - Other** tab to print a custom label. This can be used to add any supporting information for the pharmacy at the point of dispensing, for example any patient notes that require printing, or delivery driver notes.



The screenshot shows the 'Patient Details - Mr Graham Wilson' window. The 'Other' tab is selected, displaying various options. A yellow box highlights the 'Print Custom Label' checkbox, which is currently checked. Below it, there is a large blue rectangular area for entering text. Other visible elements include the 'Other Medication Items' table, 'Notes' text area, 'Consent to share data within group' dropdown, 'MUR Prompting' checkbox, and 'Options' section with checkboxes for 'Child resistant container', 'Form registered', 'Large labels required', and 'Drug dependency', along with an 'Interaction search months' field set to 6. At the bottom are 'Delete', 'OK', 'Cancel', and 'Apply' buttons.

Print Custom Label:

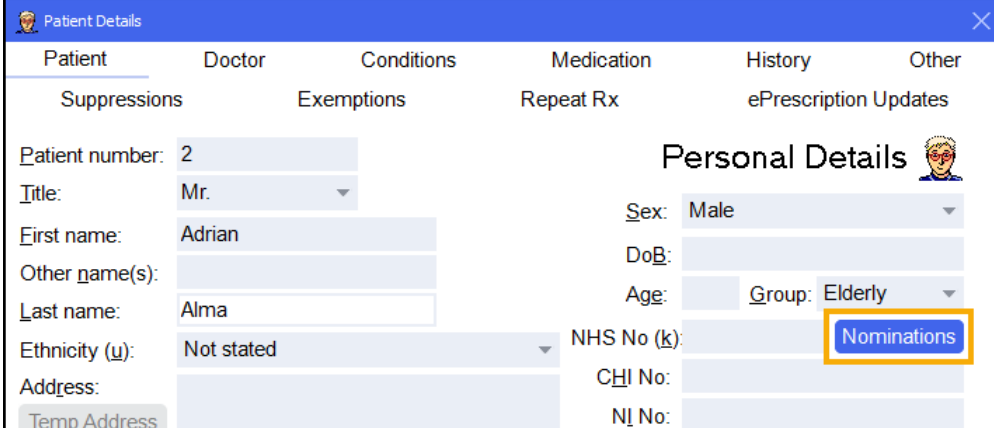
- **Ticked** - Each time you dispense for the patient an additional label is printed, with the information that is added here.
- **Unticked** - The **Print Custom Label** function is disabled.

Training Tip - Select  next to the patients name while dispensing to access the **Patient Details** screen.

Nominate Newly Added Patients

You can now update a patient's nomination details without their NHS number entered in **Patient Details**. This allows you to nominate new patients as they are added to the system. From **Patient Details**:

1. Select **Nominations** :



Patient Details

Suppressions Exemptions Repeat Rx ePrescription Updates

Patient number: 2

Title: Mr. Sex: Male

First name: Adrian DoB:

Other name(s):

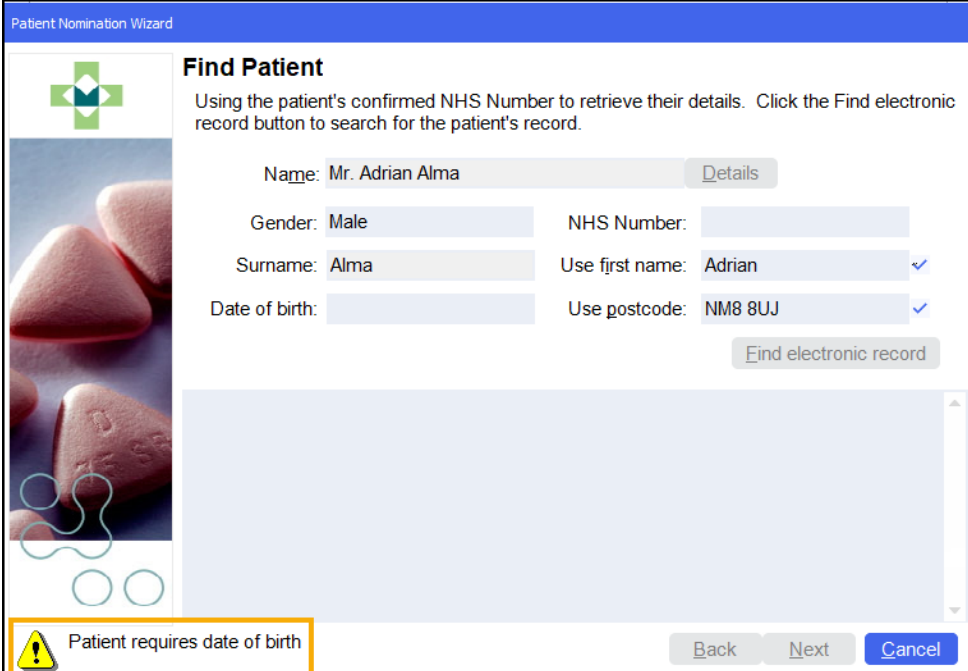
Last name: Alma Age: Group: Elderly

Ethnicity (u): Not stated NHS No (k): **Nominations**

Address: CHI No:

Temp Address NI No:

2. The **Patient Nomination** screen displays:



Patient Nomination Wizard

Find Patient

Using the patient's confirmed NHS Number to retrieve their details. Click the Find electronic record button to search for the patient's record.

Name: Mr. Adrian Alma Details

Gender: Male NHS Number:

Surname: Alma Use first name: Adrian ✓

Date of birth: Use postcode: NM8 8UJ ✓

Find electronic record

Warning: Patient requires date of birth


Back Next Cancel

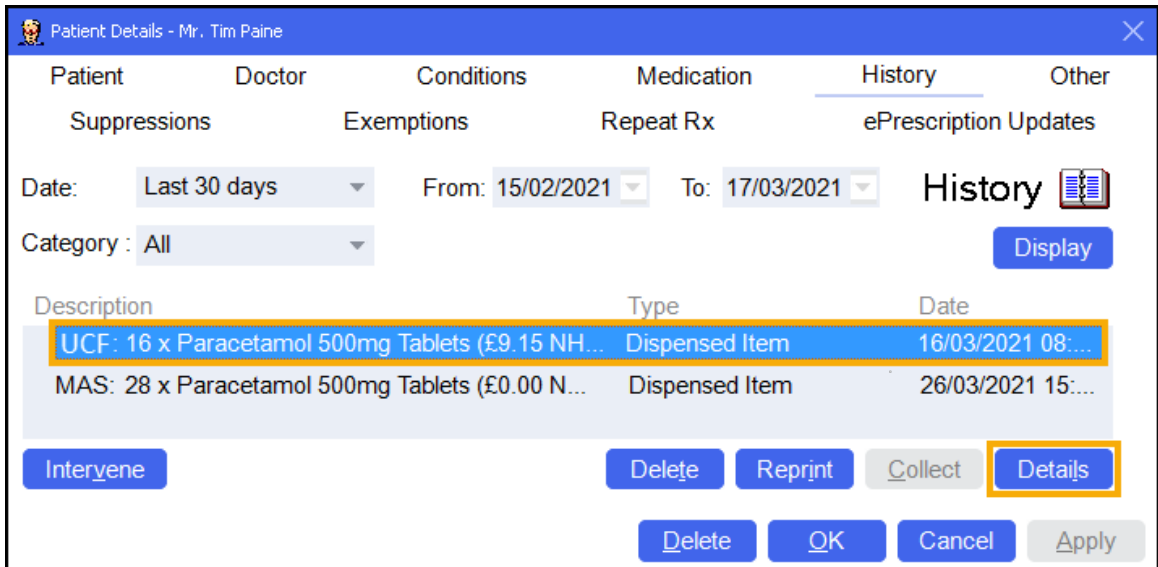
 **Note:** The patient's **Date of birth** must be entered to select **Find Electronic Record**.

MAS/ UCF Dispensed Item Indicator in Patient History

We have introduced an indicator within **Patient Details - History** to identify where medication has been dispensed in a MAS or UCF consultation.



From **Patient Details – History**:

1. Select the required service and select **Details** 





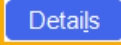






Patient Details - Mr. Tim Paine

Patient Doctor Conditions Medication History Other
 Suppressions Exemptions Repeat Rx ePrescription Updates

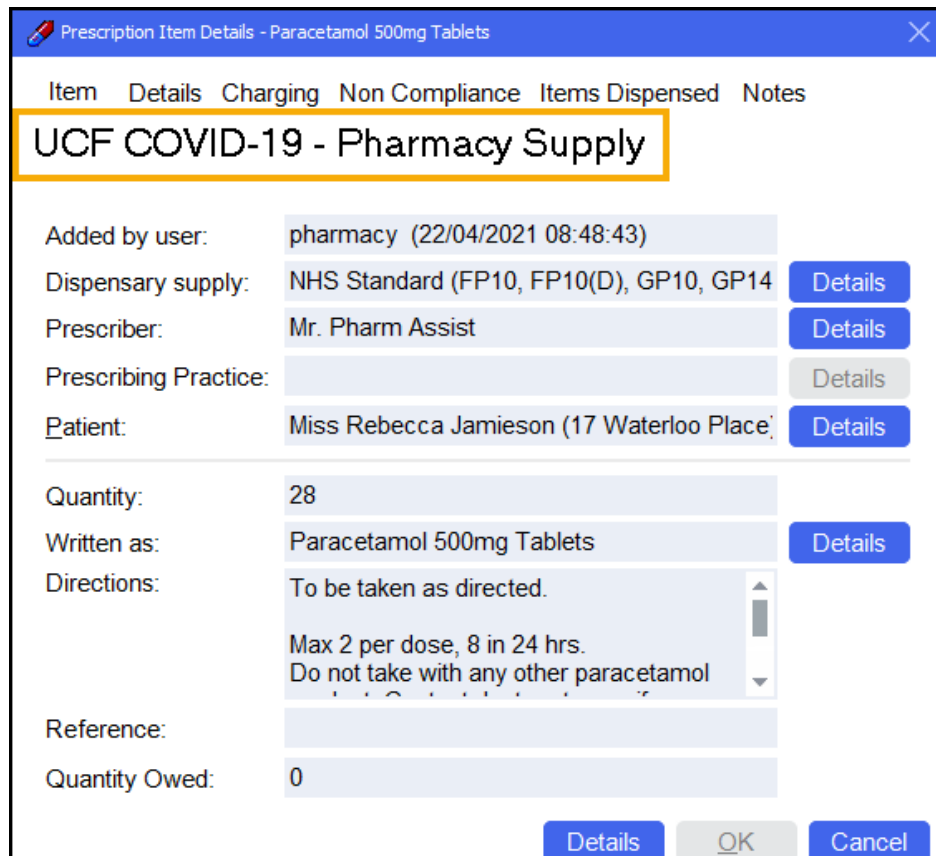
Date: Last 30 days From: 15/02/2021 To: 17/03/2021 History 
 Category: All 

Description	Type	Date
UCF: 16 x Paracetamol 500mg Tablets (£9.15 NH...)	Dispensed Item	16/03/2021 08:...
MAS: 28 x Paracetamol 500mg Tablets (£0.00 N...)	Dispensed Item	26/03/2021 15:...

2. The **Prescriptions Item Details** screen displays, containing the Pharmacy First service name:

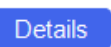


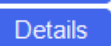
Prescription Item Details - Paracetamol 500mg Tablets

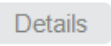
Item Details Charging Non Compliance Items Dispensed Notes

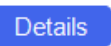
UCF COVID-19 - Pharmacy Supply

Added by user: pharmacy (22/04/2021 08:48:43)

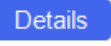
Dispensary supply: NHS Standard (FP10, FP10(D), GP10, GP14) 

Prescriber: Mr. Pharm Assist 


Prescribing Practice: 

Patient: Miss Rebecca Jamieson (17 Waterloo Place) 

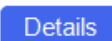
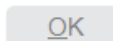
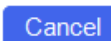
Quantity: 28

Written as: Paracetamol 500mg Tablets 

Directions: To be taken as directed.
 Max 2 per dose, 8 in 24 hrs.
 Do not take with any other paracetamol

Reference: 

Quantity Owed: 0

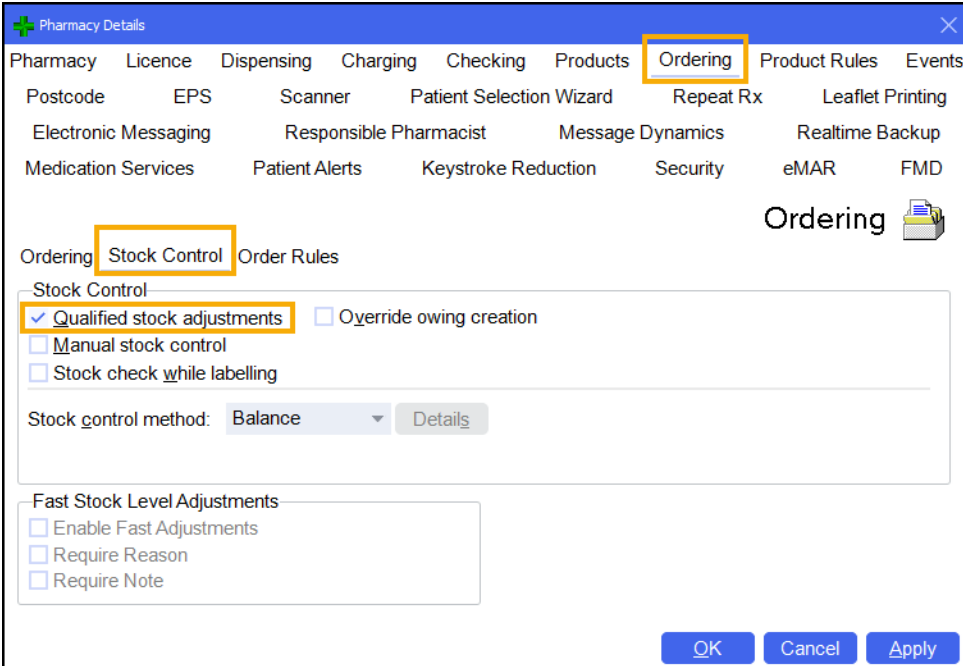
Enhancements to Stock Adjustment Functionality

When **Qualified stock adjustments** is enabled within Pharmacy Manager, you are now asked to enter a **Stock Adjustment Reason** when adjusting **non Robot stock** levels.

Enabling Qualified Stock Adjustments

To enable **Qualified stock adjustments**:

1. Select **Tools – System Settings – Pharmacy Details**.
2. The **Pharmacy Details** screen displays. Select **Ordering**:



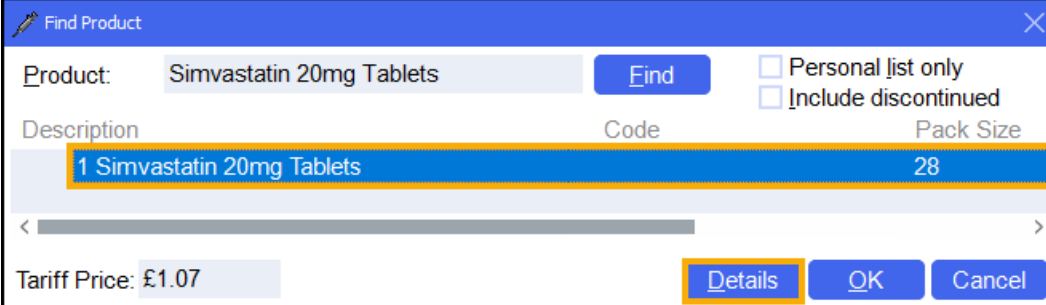
The screenshot shows the 'Pharmacy Details' window with the 'Ordering' tab selected. Under the 'Stock Control' section, the 'Qualified stock adjustments' checkbox is checked and highlighted with a yellow box. Other options like 'Manual stock control' and 'Stock check while labelling' are unchecked. The 'Stock control method' is set to 'Balance'. Below this, there is a 'Fast Stock Level Adjustments' section with three unchecked options: 'Enable Fast Adjustments', 'Require Reason', and 'Require Note'. At the bottom right, there are 'OK', 'Cancel', and 'Apply' buttons.

3. Select **Stock Control**.
4. From **Stock Control**, select the **Qualified stock adjustments** **Qualified stock adjustments** checkbox.
5. Select **Apply** .

Adjusting Non Robot Stock Quantities

To adjust **non Robot stock** quantities:

1. Search for the required medication item and select **Details**:



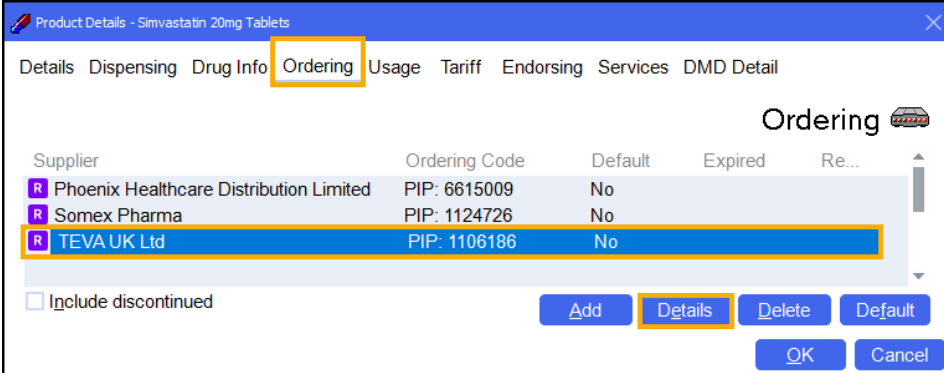
Find Product

Product: Personal list only
 Include discontinued

Description	Code	Pack Size
1 Simvastatin 20mg Tablets		28


Tariff Price:




2. The **Product Details** screen displays. Select **Ordering**:



Product Details - Simvastatin 20mg Tablets

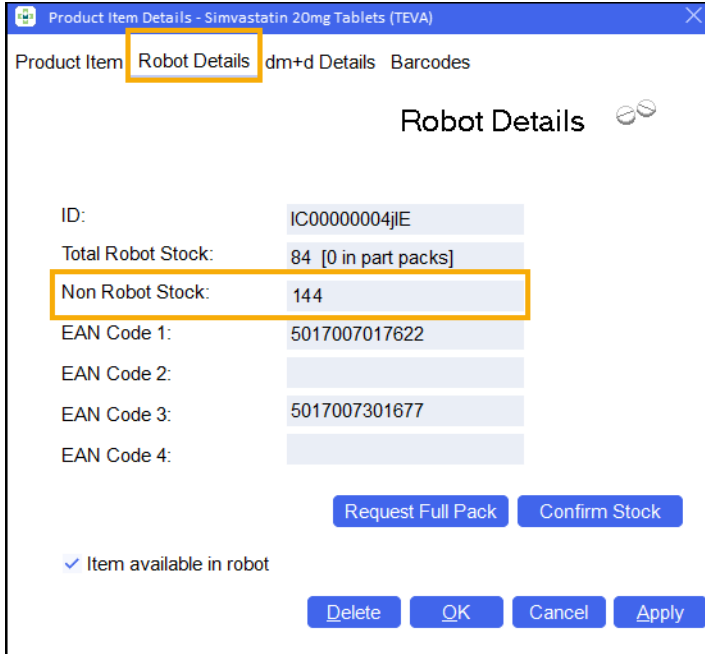
Details Dispensing Drug Info **Ordering** Usage Tariff Endorsing Services DMD Detail

Ordering 

Supplier	Ordering Code	Default	Expired	Re...
 Phoenix Healthcare Distribution Limited	PIP: 6615009	No		
 Somex Pharma	PIP: 1124726	No		
 TEVA UK Ltd	PIP: 1106186	No		


Include discontinued

3. Select the desired product and select **Details**.
4. The **Product Item Details** screen displays. Select **Robot Details**:



Product Item Details - Simvastatin 20mg Tablets (TEVA)

Product Item **Robot Details** dm+d Details Barcodes

Robot Details 

ID:

Total Robot Stock:

Non Robot Stock:

EAN Code 1:

EAN Code 2:

EAN Code 3:

EAN Code 4:

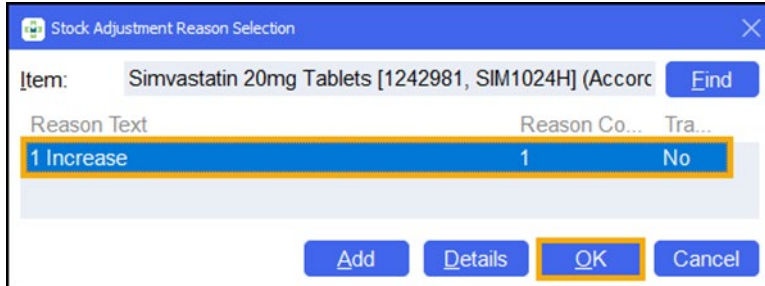
Item available in robot

5. From **Non Robot Stock**, enter the updated stock quantity. Select **OK**.



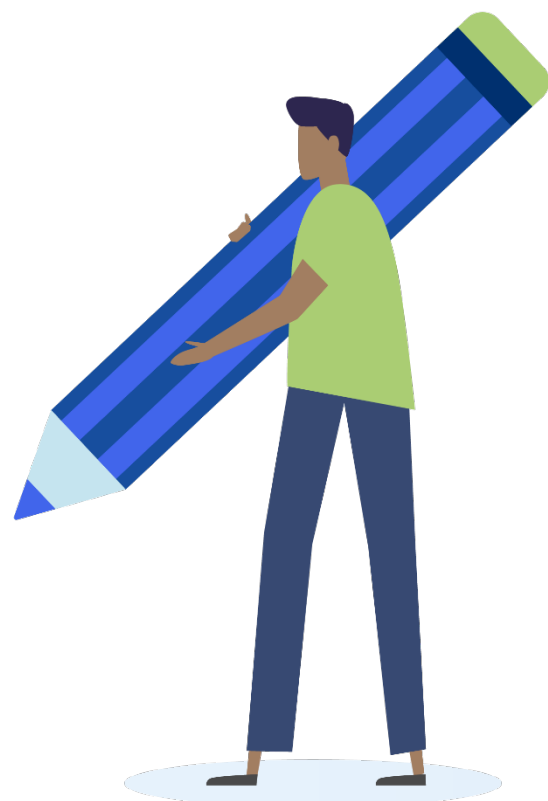
Note - Select **Request Full Pack** Request Full Pack to transfer a pack from **Total Robot Stock** to **Non Robot Stock**. This will require a Stock adjustment reason to be entered.

6. The **Stock Adjustment Reason Selection** screen displays. Select the desired Stock Adjustment Reason and select **OK**:



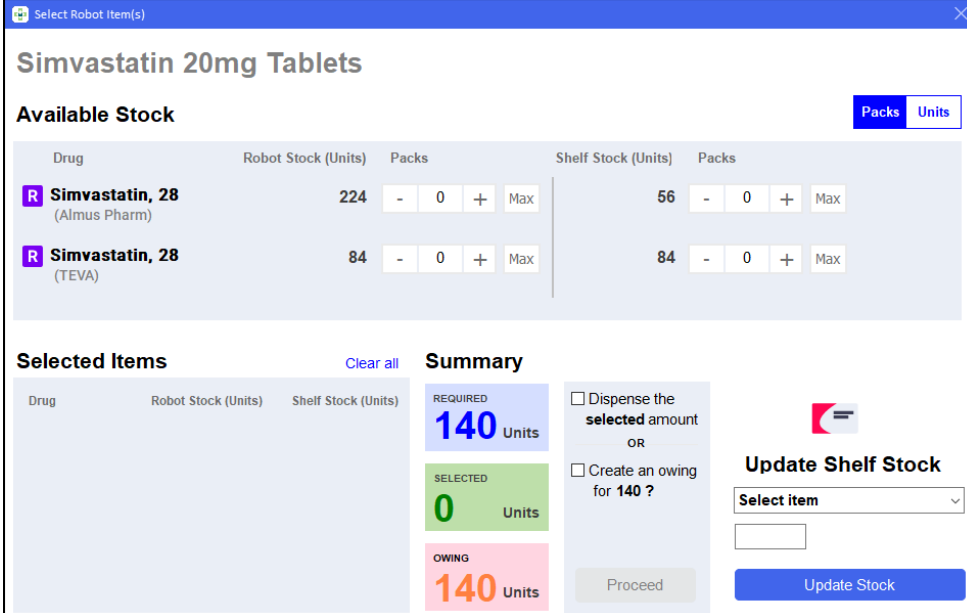
Reason Text	Reason Co...	Tra...
↑ Increase	1	No

Buttons: Add, Details, **OK**, Cancel



Updating Shelf Stock – Select Robot Items

If **Qualified stock adjustments** is enabled, you are prompted to record a stock adjustment reason when updating shelf stock from the **Select Robot items** screen.



Select Robot Item(s)

Simvastatin 20mg Tablets

Available Stock Packs Units

Drug	Robot Stock (Units)	Packs	Shelf Stock (Units)	Packs
R Simvastatin, 28 (Almus Pharm)	224	- 0 + Max	56	- 0 + Max
R Simvastatin, 28 (TEVA)	84	- 0 + Max	84	- 0 + Max

Selected Items Clear all **Summary**

Drug	Robot Stock (Units)	Shelf Stock (Units)

REQUIRED 140 Units

SELECTED 0 Units

OWING 140 Units

Dispense the selected amount
OR
 Create an owing for 140 ?

Update Shelf Stock

Select item ▼

From **Update Shelf Stock**:

1. Select the required item from the drop-down menu.
2. The current stock of the item displays in units:

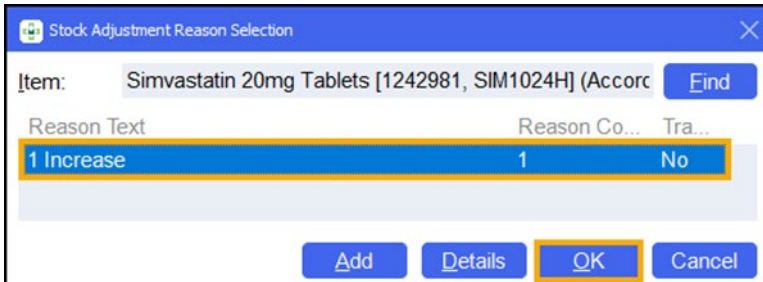


Update Shelf Stock

Simvastatin, 28 ▼

56

3. Select **Update Stock**
4. The **Stock Adjustment Reason Selection** screen displays. Select the desired Stock Adjustment Reason and select **OK**:



Stock Adjustment Reason Selection

Item: Simvastatin 20mg Tablets [1242981, SIM1024H] (Accorc)

Reason Text	Reason Co...	Tra...
1 Increase	1	No