# 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.
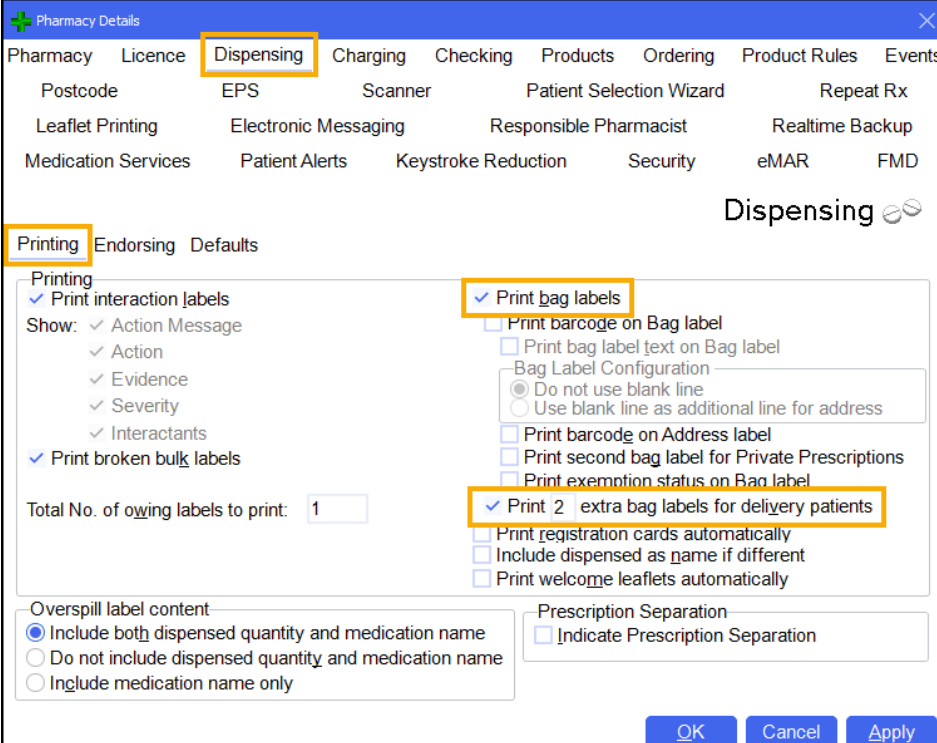
## Integrated Functionality

- **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:



6. Select **Apply** 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** [Preview].
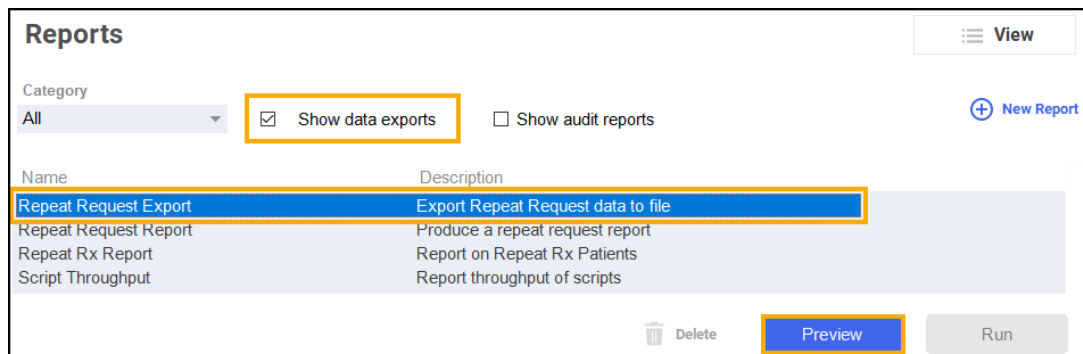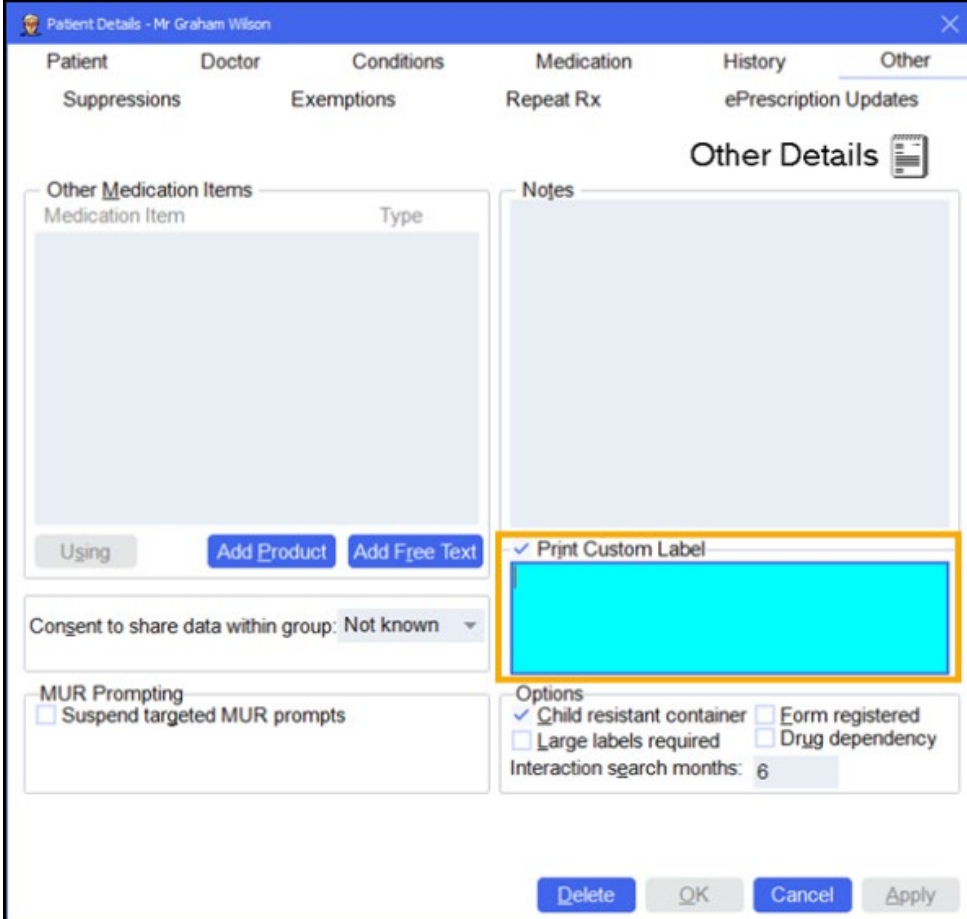


3.  The **Run Report** screen displays. Apply the required filters. Select **OK** [OK].
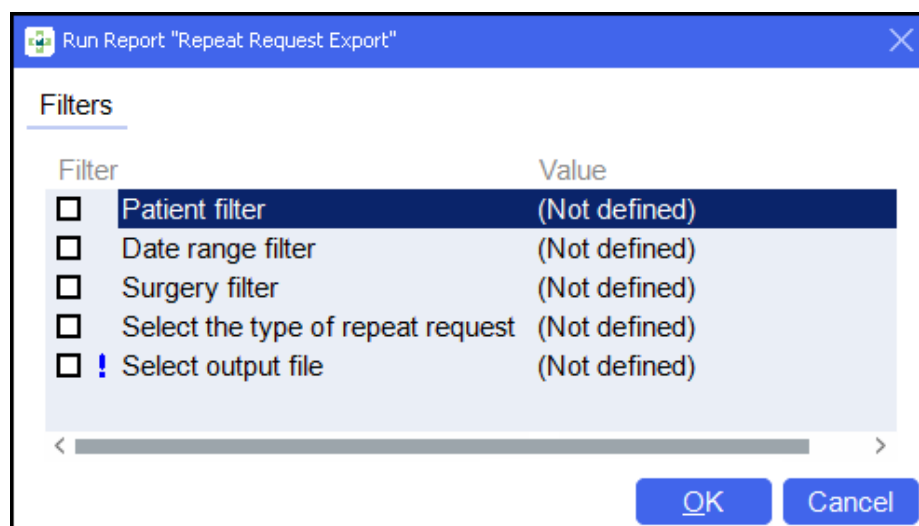


4.  The **Repeat Request Export** displays, containing all repeat requests that have been emailed or printed by the pharmacy. The report contains:

    - 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.



**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** Nominations :
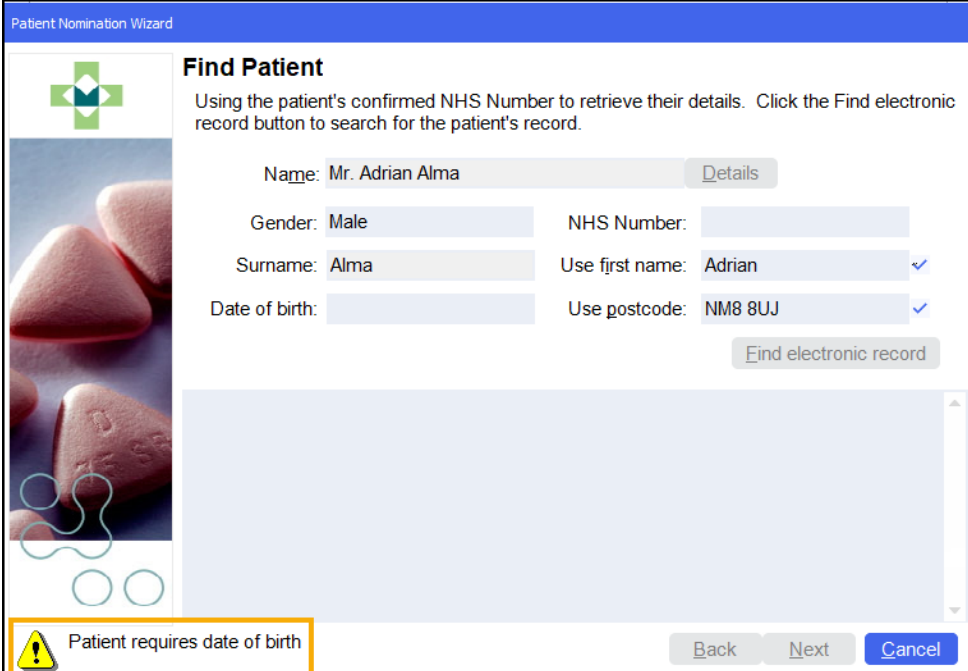


2. The **Patient Nomination** screen displays:



✏️ **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** :
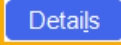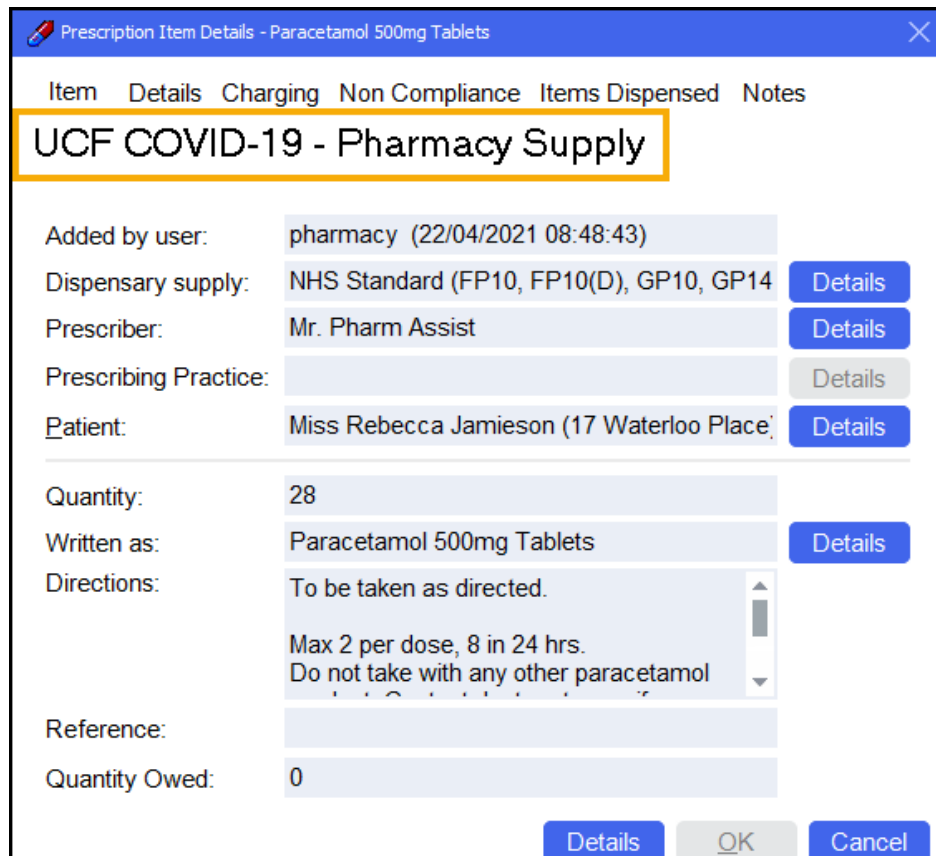


2. The **Prescriptions Item Details** screen displays, containing the Pharmacy First service name:
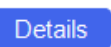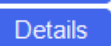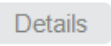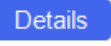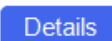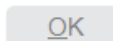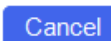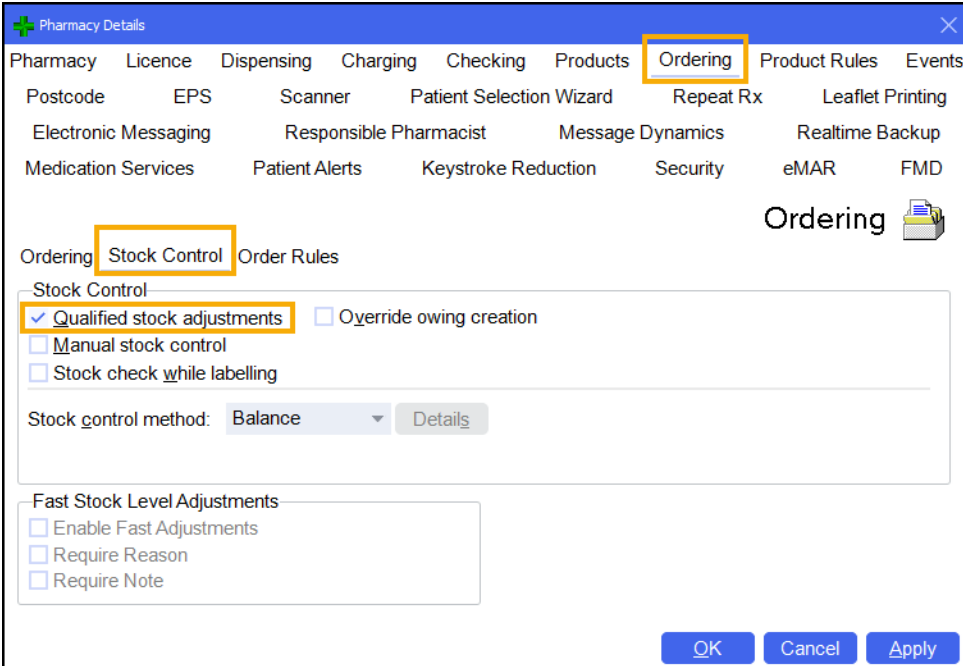
# Enhancements to Stock Adjustment Functionality

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**.

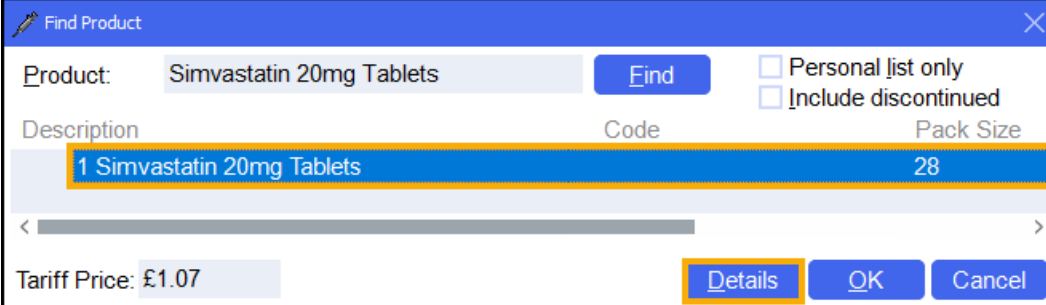2. The **Pharmacy Details** screen displays. Select **Ordering**:



3. Select **Stock Control**.

4. From **Stock Control**, select the **Qualified stock adjustments**  checkbox.

5. Select **Apply** .

# Adjusting Non Robot Stock Quantities

To adjust **non Robot stock** quantities:

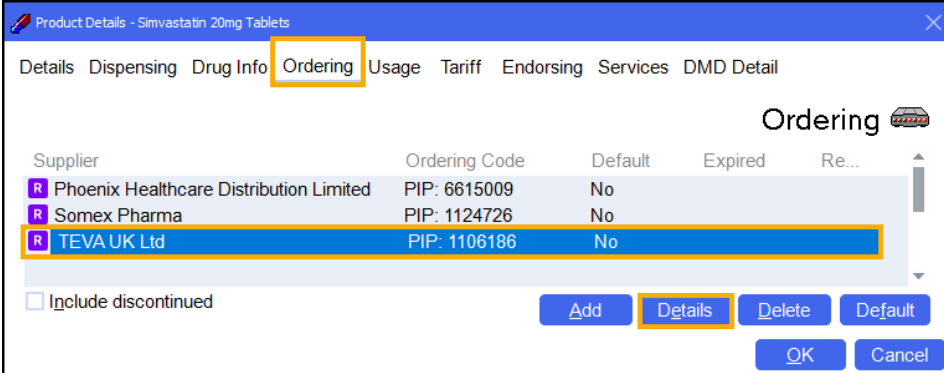1. Search for the required medication item and select **Details**:



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



3. Select the desired product and select **Details**.

4. The **Product Item Details** screen displays. Select **Robot Details**:
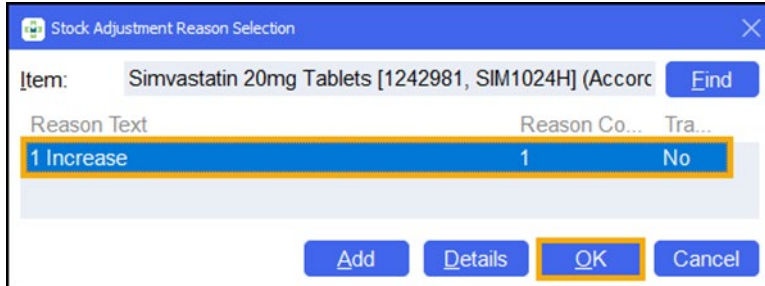
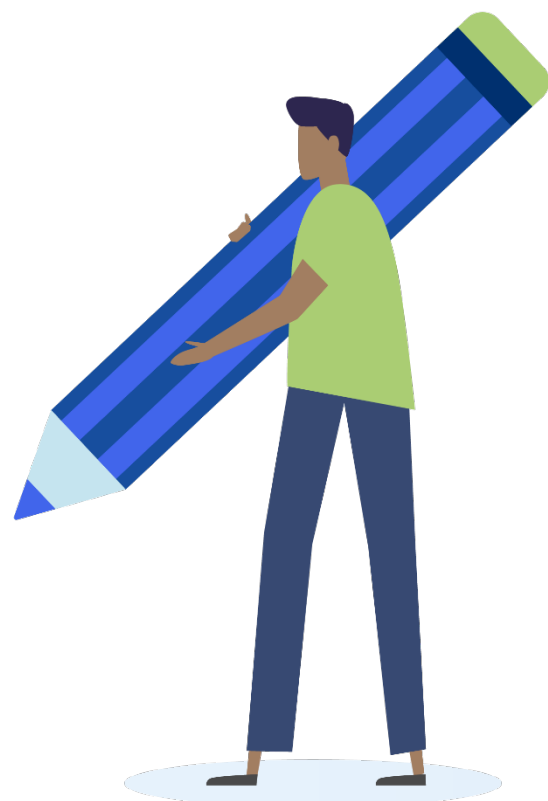5.  From **Non Robot Stock**, enter the updated stock quantity. Select **OK**.

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✏️   **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.

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6.  The **Stock Adjustment Reason Selection** screen displays. Select the desired Stock Adjustment Reason and select **OK**:
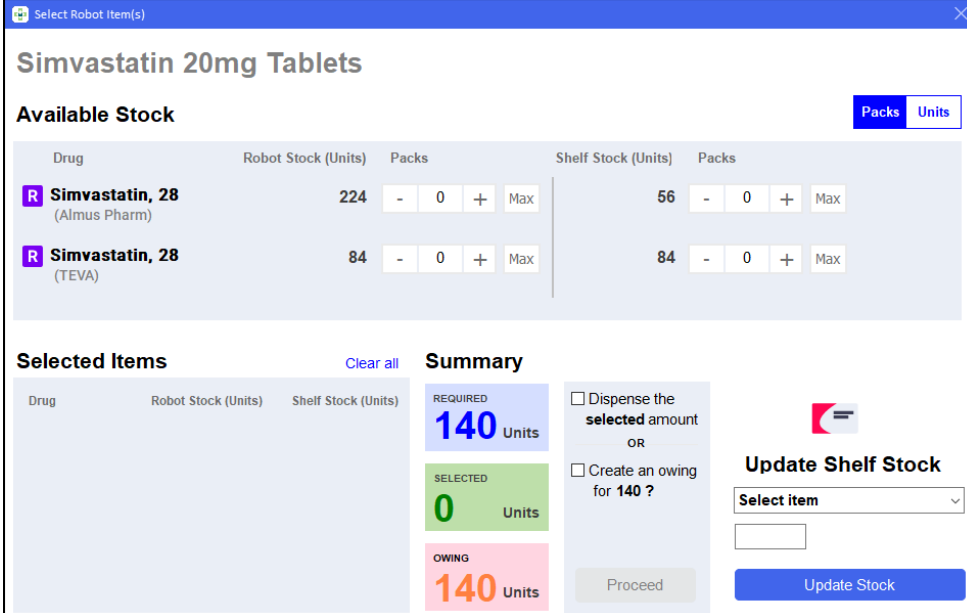
| Stock Adjustment Reason Selection | | ✕ |
|---|---|---|
| Item: | Simvastatin 20mg Tablets [1242981, SIM1024H] (Accord | Find |
| Reason Text | Reason Co... | Tra... |
| 1 Increase | 1 | No |

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.



From **Update Shelf Stock:**

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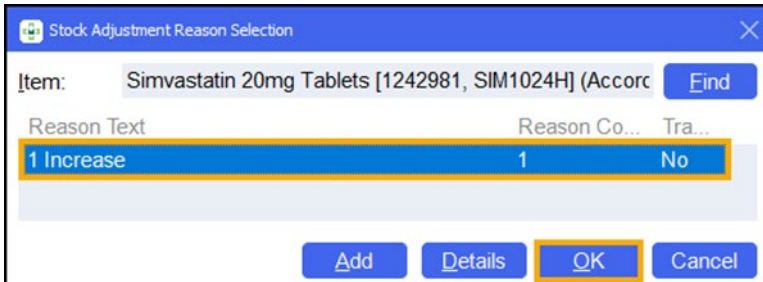
2. The current stock of the item displays in units:



3. Select **Update Stock** .

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