

Pharmacy Manager Release 12.8

Pharmacy Manager 12.8 introduces the following features:

All Countries

- **Excess Stock Tile** – We have added an **Excess Stock** tile to the **Stock Inventory** screen.



See [Stock Inventory Screen - Excess Stock Tile](#) for more information.

- **Low Stock Tile** - The **Low Stock** tile now indicates when the tile was last updated.

Scotland Only

- **Dispensing an MCR prescription from the Repeats screen** - A warning displays if you attempt to dispense to a patient who is not registered:



- **Claiming Report for MAS & UCF Services** - There is now a new report for claiming for MAS and UCF Services.



See [Pharmacy Services Report](#) for more information.

- **Eligibility check is now in UCF Services** - This is only initiated if the service requires an eligibility check.



See [Recording a Universal Claim Framework \(UCF\) Consultation](#) for more information on UCF Services.

Integrated Functionality


- **Pro Delivery Manager Integration** – You can now group multiple patient orders into one single PDM order. If you have selected multiple prescriptions for the same patient on sending to PDM it displays as one item.
-



Note – For more information on integrating your Pro Delivery Manager account with **Pharmacy Manager**, contact your account manager. [Click here to view our Pro Delivery Manager partner page.](#)

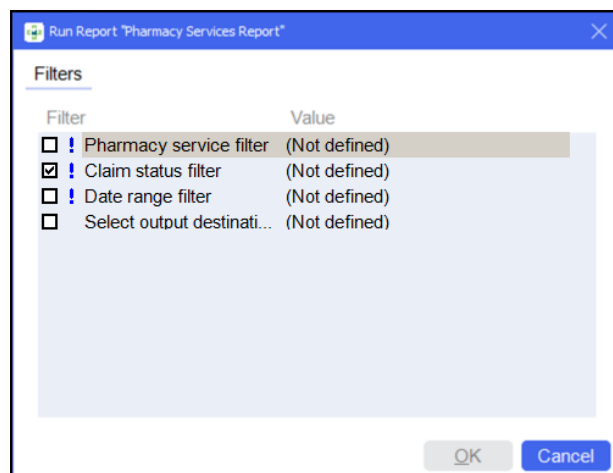
Pharmacy Services Report

You can easily run a report within **Pharmacy Manager** to show the number of claims for the selected MAS or UCF service(s). To run this report:

1. From the **Pharmacy Manager Side Navigation Bar**, select **Reports** 
2. From the list of available reports, select **Pharmacy Services Report** and select **Run**:



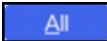
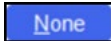
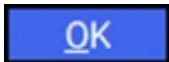
The **Run Report** screen displays:

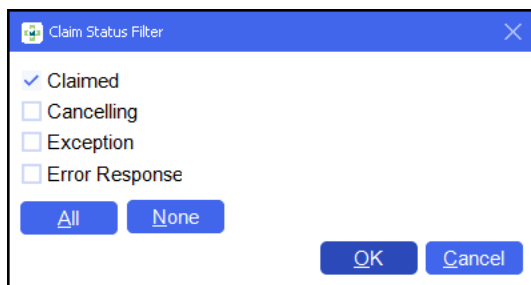


3. Select **Pharmacy service filter**.

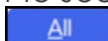
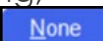
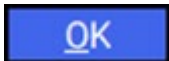
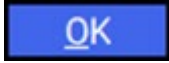
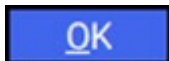
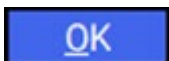
The **Pharmacy Services Filter** screen displays listing MAS and UCF services, all selected as default:



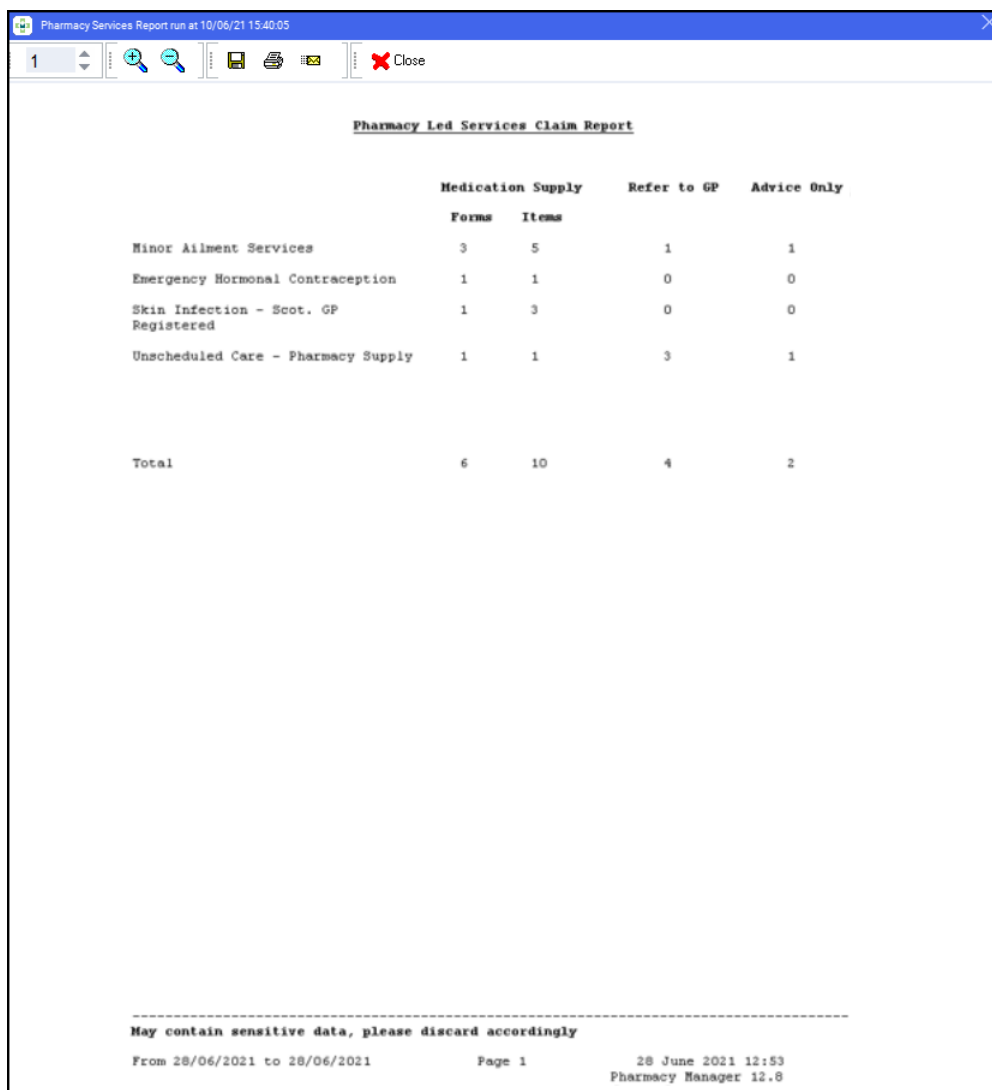
4. Select the services required or use the **All**  or **None**  buttons to bulk select/deselect.
5. Select **OK** . The **Run Report** screen displays.
6. Select **Claim status filter**. The **Claim Status Filter** screen displays:



Note - Claimed is set as default.

7. Select the filters required, for example if you want to see cancelling, exception or error response claims, or use the **All**  or **None**  buttons to bulk select/deselect.
8. Select **OK** . The **Run Report** screen displays.
9. Set the **Date range filter**.
10. Select **OK** . The **Run Report** screen displays.
11. Set the **Output Destination**.
12. Select **OK** . The **Run Report** screen displays.
13. Select **OK**  on the **Run Report** screen.

The **Pharmacy Services Report** displays:



Pharmacy Services Report run at 10/06/21 15:40:05

1 [Navigation icons] [Close]

Pharmacy Led Services Claim Report

	Medication Supply		Refer to GP	Advice Only
	Forms	Items		
Minor Ailment Services	3	5	1	1
Emergency Hormonal Contraception	1	1	0	0
Skin Infection - Scot. GP Registered	1	3	0	0
Unscheduled Care - Pharmacy Supply	1	1	3	1
Total	6	10	4	2

 May contain sensitive data, please discard accordingly
 From 28/06/2021 to 28/06/2021 Page 1 28 June 2021 12:53 Pharmacy Manager 12.8

The three columns of the report display totals for the service(s) selected:

- **Medication Supply** - Where medication has been prescribed:
 - **Forms** - Total number of consultation outcomes where **Medication Prescribed** has been selected.
 - **Items** - Total number of items prescribed where **Medication Prescribed** has been selected.
- **Refer to GP** - Total number of claims where **Refer to GP** has been selected.
- **Advice Only** - Total number of claims where **Advice Only** has been selected.

From here you can save or print the report.

Recording a Universal Claim Framework (UCF) Consultation

The **Universal Claim Framework (UCF)** allows your pharmacy to manage and deliver pharmacy-led services from **Pharmacy Manager**, for example, Emergency Contraception, Smoking Cessation, Gluten Free Food, COVID-19 Pharmacy Supply.

To record a **UCF Consultation**:

1. From the **Pharmacy Manager Side Navigation Bar** select **ePharmacy**

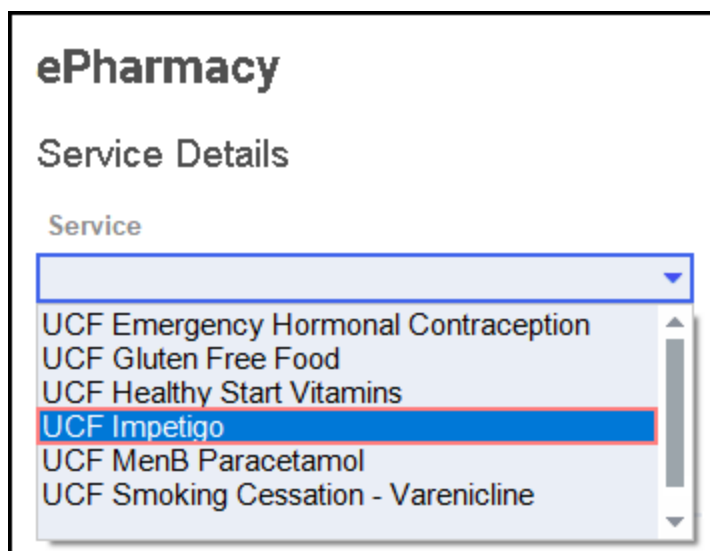


The **ePharmacy** screen displays.



Note - You must be logged into **ePharmacy**  in order to record a UCF consultation.

2. From **Service**, select the service you require:



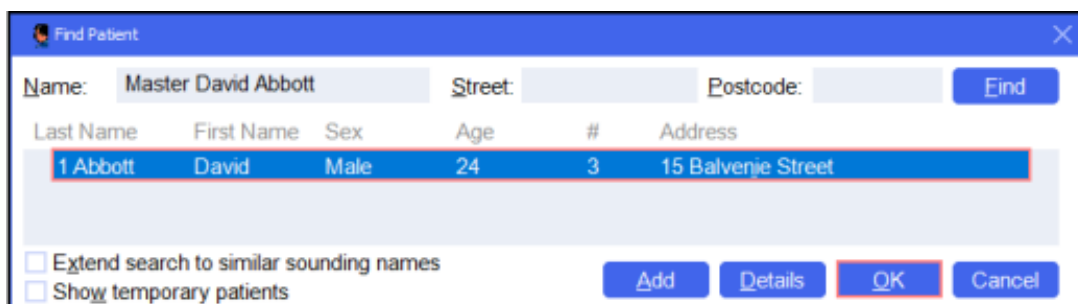
ePharmacy

Service Details

Service

- UCF Emergency Hormonal Contraception
- UCF Gluten Free Food
- UCF Healthy Start Vitamins
- UCF Impetigo**
- UCF MenB Paracetamol
- UCF Smoking Cessation - Varenicline

3. From **Patient**, enter the name of the patient and press **Enter** to search for the patient record.
4. The **Find Patient** screen displays. Select the appropriate patient and select **OK**:



Find Patient

Name: Street: Postcode:

Last Name	First Name	Sex	Age	#	Address
1 Abbott	David	Male	24	3	15 Balvenje Street

Extend search to similar sounding names
 Show temporary patients

 **Note** - The **Prescriber** field displays your **ePharmacy** login details.





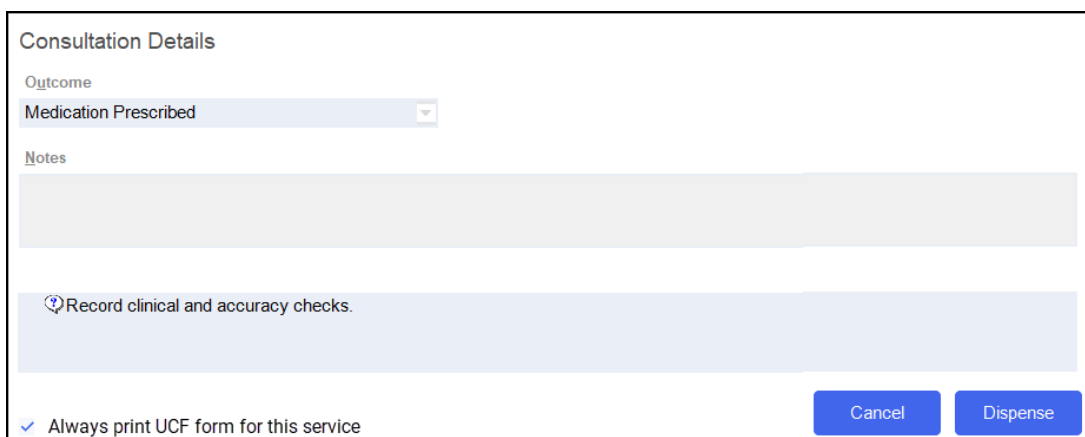
The screenshot shows the 'ePharmacy' interface with the following fields:

- Service Details:** Service: UCF Impetigo
- Patient:** Master David Abbott (15 Balvenie Street)
- Prescriber:** (12345) A Pharmacist
- Eligibility Status:** (empty)

- If an eligibility check is required for the selected service, **Pharmacy Manager** checks the eligibility status of the selected patient via **ePMS**.

 **Note** - If there is any demographic information missing, you are prompted and the relevant requests display.

- The **ePMS** responds with either:
 - Eligible** - Continue to record the consultation, or
 - Not Eligible** - The patient is not eligible for a consultation. You are asked to confirm if you wish to proceed with the consultation.
 - Patient Not Found** - The NHS record for this patient could not be found. You are asked to confirm if you wish to proceed with the consultation or clear the prompt. Select **Try again**  to run the eligibility check again.
 - Check Failed** - The eligibility check has failed. You are asked to confirm if you wish to proceed with the consultation or clear the prompt. Select **Try again**  to run the eligibility check again.
- From **Consultation Details**, complete as required:



The screenshot shows the 'Consultation Details' form with the following elements:

- Outcome:** Medication Prescribed
- Notes:** A large text area for entering consultation details.
- Record clinical and accuracy checks:** A checkbox with a refresh icon.
- Always print UCF form for this service:** A checked checkbox.
- Buttons:** Cancel and Dispense.


- Notes** - Enter details of the consultation.
- Outcome** - Select as appropriate, see below:

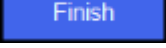

Medication Prescribed

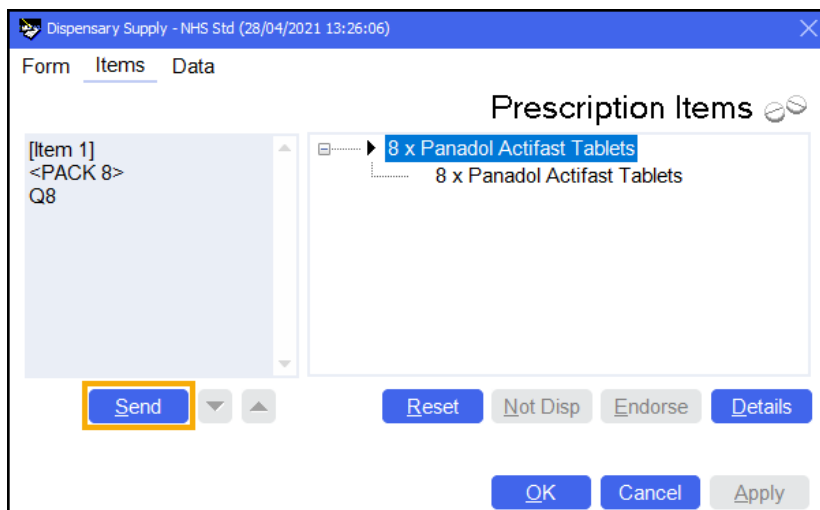
- Select **Dispense**  to dispense medications as required.



Note - If there are any partially completed prescriptions on the **Dispensary** screen you cannot complete a consultation.

The **Dispensary**  screen displays ready for you to dispense items you have prescribed.

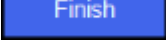
- Complete dispensing in the usual way and select **Finish** .
- The **Dispensary Supply** screen displays, select **Send**  to endorse and claim for the **UCF Consultation**:



Advice Only

- Enter the details in **Notes** and select **Finish** .
- The details of the consultation are sent to the **ePMS**.

Refer to GP

- Enter the details in **Notes** and select **Finish** .
- The details of the consultation are sent to the **ePMS**.



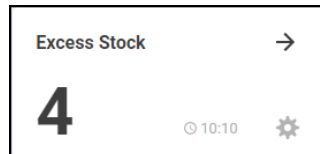
Important - Where a CHI number is mandatory and not known you will need to use the 'not Registered at a Scottish GP' variant of the service whereby the CHI number will not be mandatory for the service.

Stock Inventory Screen - Excess Stock Tile

Introduction

We have added an **Excess Stock** tile to the **Stock Inventory** screen.

This displays a count of the number of products within the pharmacy that are deemed excess stock:



Stock & Order Management Useful Links

Ordering [Stock Inventory](#) 7

Low Stock →

1

11:23 ⚙️

Excess Stock →

6

11:23 ⚙️

Dead Stock COMING SOON

Products which are in stock, but rarely used

Often Owed COMING SOON

Products which are frequently owed to patients

Search stock EXPORT TO PDF EXPORT TO CSV PACKS UNITS

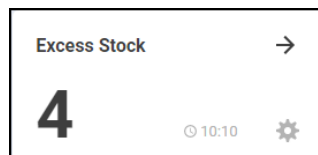
FILTER

<input type="checkbox"/>	Product	Pack Size	Total Stock	On Order	Owings	Robot Stock ↓	Shelf Stock	
<input type="checkbox"/>	Zovirax 200mg/5ml Suspension	125ml	500	0	125	125	375	EDIT DETAILS
<input type="checkbox"/>	Sectral 100mg Capsules	84	84	0	0	0	84	EDIT DETAILS
<input type="checkbox"/>	Sectral 200mg Capsules	56	0	0	0	0	0	EDIT DETAILS

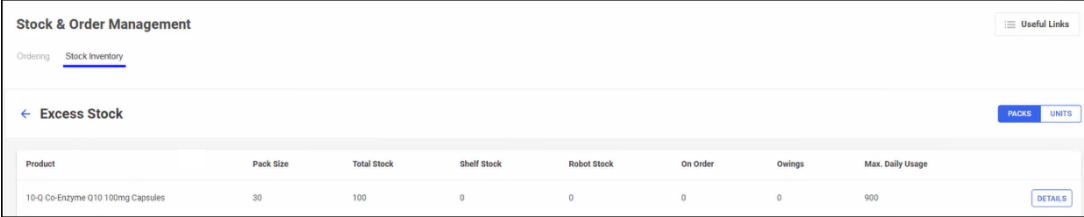
Excess Stock Tile Screen

To access the **Excess Stock** screen:

1. Select the **Excess Stock** tile:




2. The **Excess Stock** screen displays, showing:



Product	Pack Size	Total Stock	Shelf Stock	Robot Stock	On Order	Owings	Max. Daily Usage
10-Q Co-Enzyme Q10 100mg Capsules	30	100	0	0	0	0	900

- **Product** – The product name.
- **Pack Size** – The pack size of the product.
- **Total Stock** – Your current stock of the product.
- **Shelf Stock (Robot Sites only)** – Your current shelf stock of the product.
- **Robot Stock (Robot Sites only)** – Your current robot stock of the product.
- **On Order** - Any stock on order.
- **Owings** - Any owings for this product.
- **Max. Daily Usage** – The maximum amount of the medication item that you have ever dispensed in a day.

3. Select **Details**  to display the **Drug Details** screen.

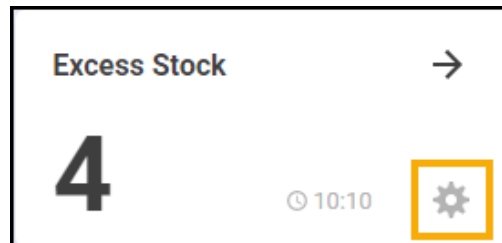
4. Select the **Return arrow**  to return to the **Stock Inventory** screen:



Configuring the Excess Stock Tile

By default, the **Excess Stock** tile is set to look back over the last 90 days when calculating which products are excess stock. To configure this setting:

1. Select the **Settings**  icon:



2. The **Configure Excess Stock Tile** screen displays:

Configure Excess Stock Tile ×

i Products are considered Excess Stock when the current stock level exceeds a given multiple of your maximum daily usage over a specified time period.

Excess Stock Calculation

Maximum Daily Usage Multiplier

Number of Days

Result

Items in your pharmacy will be considered Excess Stock where the current stock level is **3** times higher than your maximum daily usage of that product over the last **90** days (including today).

3. From **Maximum Daily Usage Multiplier**, set how many times higher than your maximum daily usage of the product, the system will deem as excess stock.
4. Set the **Number of Days** that you want to calculate the excess stock value.

Result explains the configuration:

Excess Stock Calculation

Maximum Daily Usage Multiplier

Number of Days

Result

Items in your pharmacy will be considered Excess Stock where the current stock level is **3** times higher than your maximum daily usage of that product over the last **90** days (including today).

5. Select **Save**.