

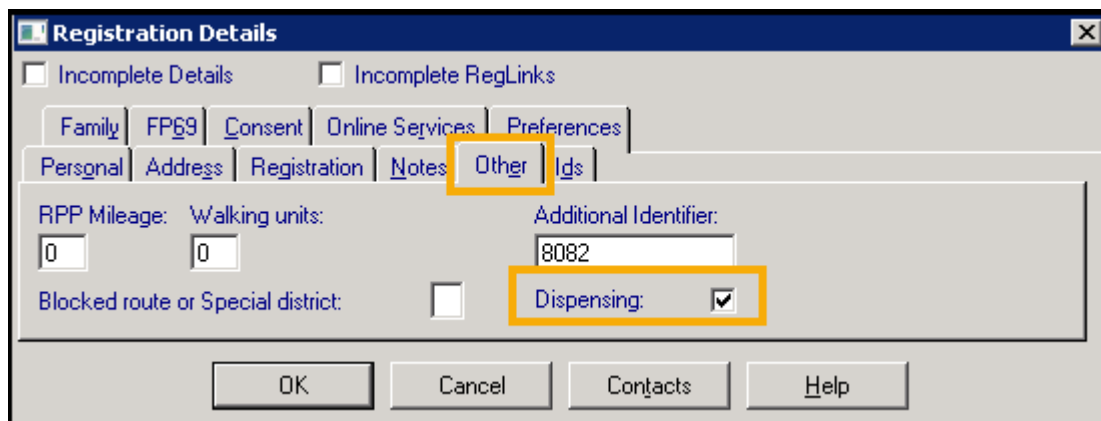
## Dispensing using Vision 3 and Pharmacy Manager


This quick reference guide is designed to demonstrate the integration between **Vision 3** and **Pharmacy Manager** for patients that use your practices dispensing services.

### Setting a Patient as Dispensing in Vision 3

If you are a dispensing GP practice and your patient opts to use your dispensary services, you must mark the patient as **Dispensing** in their **Vision 3 Registration** record:

1. From the **Vision 3 Front Screen**, select **Registration**.
2. Select the patient required, the **Registration Details** screen displays:



3. Select the **Other** tab and place a tick in **Dispensing** .
4. Select **OK** .

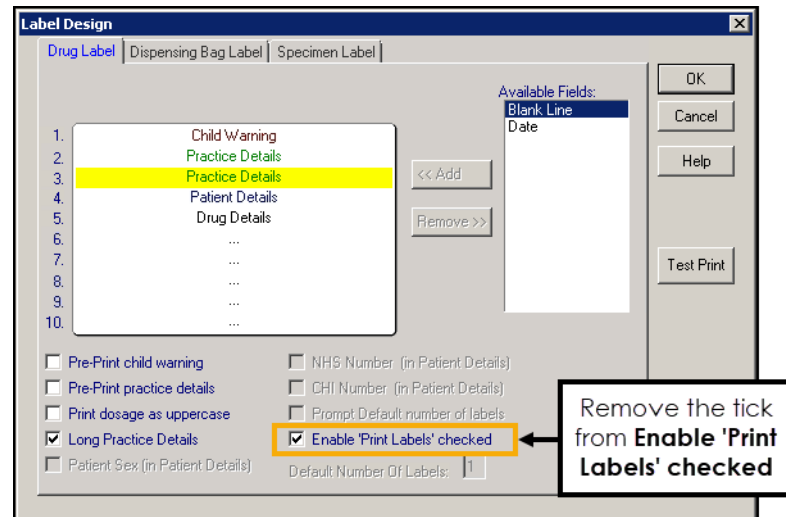


**Training Tip** - If you are a dispensing practice this can be done during the initial registration process.

## Drug Label Settings in Vision 3

If you print your drug labels from **Pharmacy Manager** you need to set **Vision 3** to stop printing drug labels, to do this:


1. From the **Vision 3 Front Screen**, select **Modules - Label Design**.
2. From the **Drug Label** tab, remove the tick from **Enable 'Print Labels' checked**:



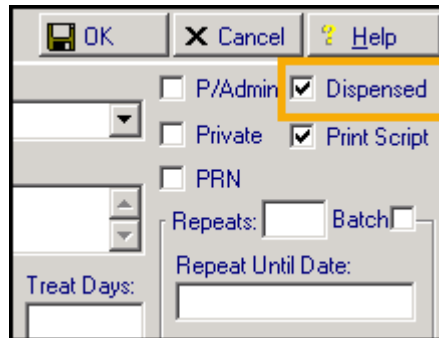
**Training Tip** - If the **Enable 'Print Labels' checked** option is not available you need to first remove the tick from **Vision 3 Front Screen - Options - Use Advanced Label Printing**.

3. Select **OK** .

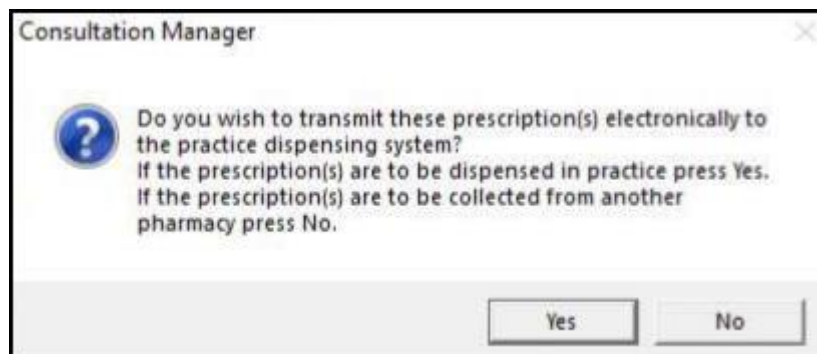
## Sending a Prescription to your Dispensing System

 **Note** - Only medication added after you tick **Dispensing** in the **Registration** module is flagged as dispensing, therefore items added before **Dispensing** is ticked must be reissued.

When you prescribe for a dispensing patient, **Dispensed**  **Dispensed** is ticked by default:



When you select to print a prescription for a dispensing patient, the 'Do you wish to transmit...' message displays:



Select **Yes**  **Yes** to transmit the prescription electronically to your dispensing system.


## Pharmacy Manager Integration with Vision 3

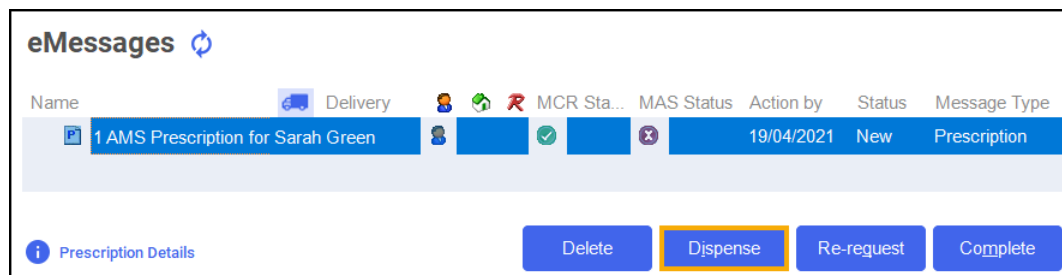
If you use **Pharmacy Manager** in your dispensary, we configure it to ensure that all prescriptions you issue to your dispensing patients, in **Vision 3**, automatically display in the **eMessages** screen within **Pharmacy Manager**.

To dispense a prescription from **Pharmacy Manager**:

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

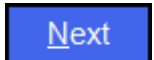
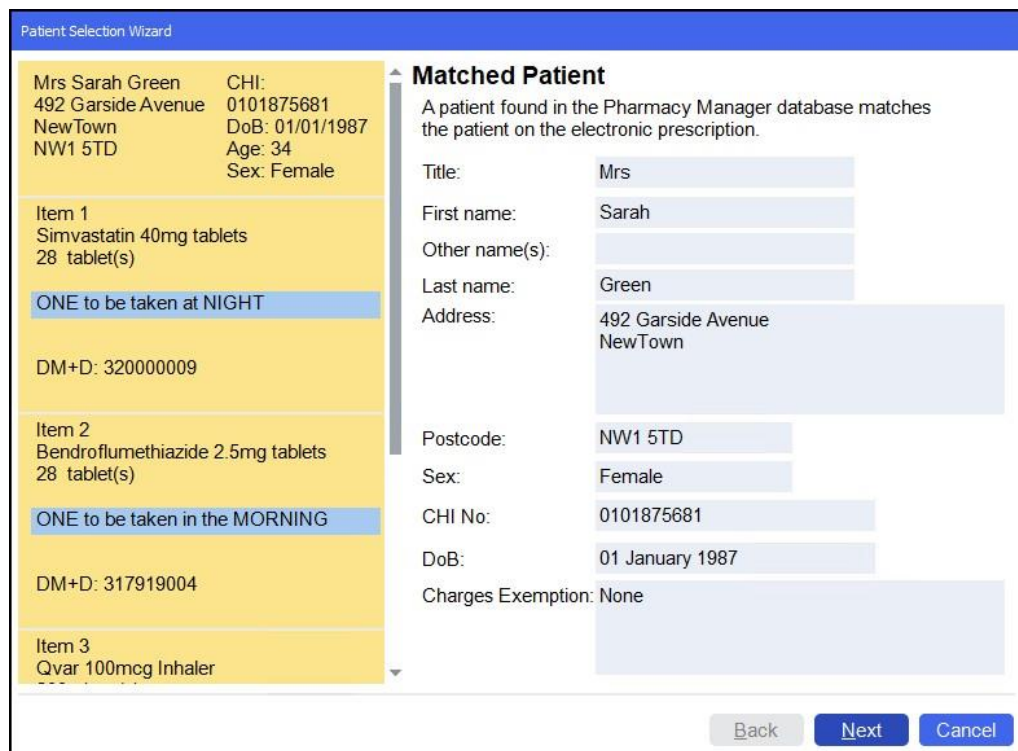


2. Select the prescription and select **Dispense** 


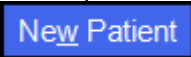



The screenshot shows the 'eMessages' interface. At the top, there's a header with 'eMessages' and a refresh icon. Below that, a table lists messages. The first message is '1 AMS Prescription for Sarah Green', dated '19/04/2021', with status 'New' and type 'Prescription'. At the bottom of the screen, there are four buttons: 'Delete', 'Dispense' (highlighted with a yellow border), 'Re-request', and 'Complete'. There is also a 'Prescription Details' link on the left.

3. The **Matched Patient** screen displays, confirming that the patient has matched to a patient already in **Pharmacy Manager**. Select **Next**

The screenshot shows the 'Patient Selection Wizard' screen. On the left, there's a list of items: 'Item 1: Simvastatin 40mg tablets, 28 tablet(s), ONE to be taken at NIGHT, DM+D: 320000009'; 'Item 2: Bendroflumethiazide 2.5mg tablets, 28 tablet(s), ONE to be taken in the MORNING, DM+D: 317919004'; and 'Item 3: Qvar 100mcg Inhaler'. On the right, under 'Matched Patient', it says 'A patient found in the Pharmacy Manager database matches the patient on the electronic prescription.' Below this, various fields are filled: Title: Mrs, First name: Sarah, Other name(s):, Last name: Green, Address: 492 Garside Avenue, NewTown, Postcode: NW1 5TD, Sex: Female, CHI No: 0101875681, DoB: 01 January 1987, Charges Exemption: None. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

 **Note** - If no patient is found, you can create a new patient record, select **New Patient** 

4. The **Patient Medication History** screen displays, listing the patient's medication history, either select a medication item to repeat from history or select **Finish**  to continue without repeating from history:

Patient Selection Wizard - Mrs Sarah Green (492 Garside Avenue, Newtown, NW1 5TD)

Mrs Sarah Green 492 Garside Avenue NewTown NW1 5TD	CHI: 0101875681 DbB: 01/01/1987 Age: 34 Sex: Female
Item 1 Simvastatin 40mg tablets 28 tablet(s)	
ONE to be taken at NIGHT	
DM+D: 320000009	
Item 2 Bendroflumethiazide 2.5mg tablets 28 tablet(s)	
ONE to be taken in the MORNING	
DM+D: 317919004	
Item 3 Qvar 100mcg Inhaler	

### Patient Medication History

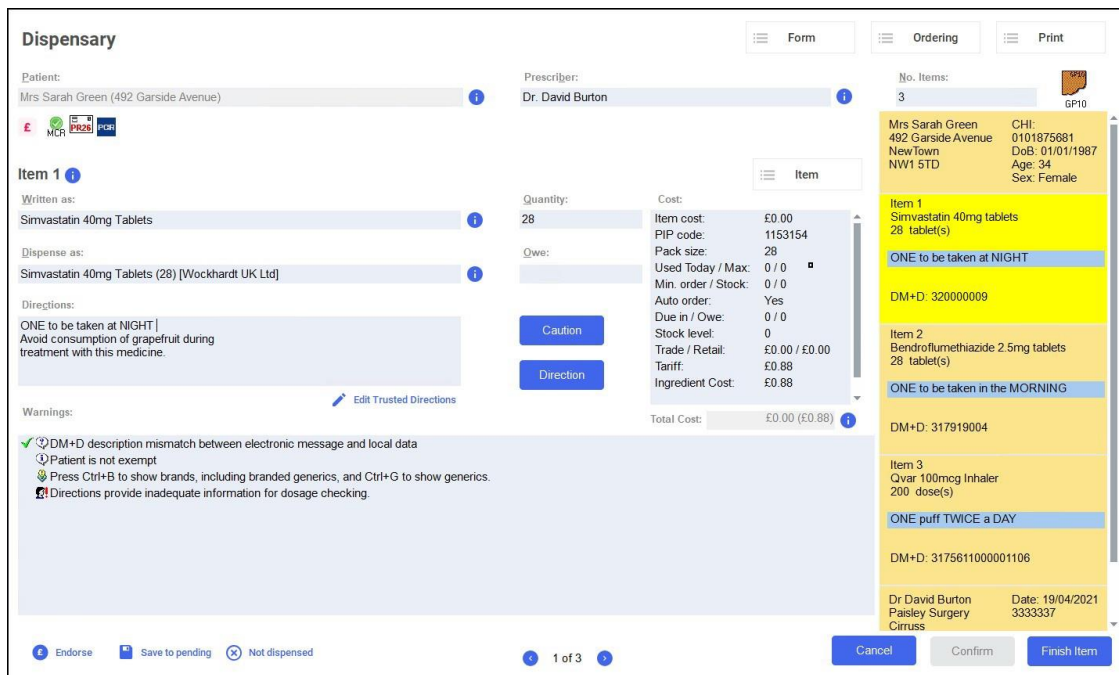
Select any patient medication history that you wish to repeat from

Description	#	Last Dispensed	Qty
Amoxicillin 250mg Capsules ONE to be taken at NIGHT Take regularly and complete the course.	1	19/04/2021 12:0...	21

Don't show me expanded directions  
 Don't show this page again

 See [Dispensing from a Patient's History](#) in the **Pharmacy Manager** Help Centre for more details on dispensing from history.

5. The **Dispensary** screen displays:



The screenshot shows the 'Dispensary' interface with the following details:

- Patient:** Mrs Sarah Green (492 Garside Avenue)
- Prescriber:** Dr. David Burton
- No. Items:** 3
- Item 1:** Simvastatin 40mg Tablets (28) [Wockhardt UK Ltd]
- Directions:** ONE to be taken at NIGHT | Avoid consumption of grapefruit during treatment with this medicine.
- Warnings:** DM+D description mismatch between electronic message and local data; Patient is not exempt; Press Ctrl+B to show brands, including branded generics, and Ctrl+G to show generics; Directions provide inadequate information for dosage checking.
- Costs:** Item cost: £0.00, PIP code: 1153154, Pack size: 28, Used Today / Max: 0 / 0, Min. order / Stock: 0 / 0, Auto order: Yes, Due in / Owe: 0 / 0, Stock level: 0, Trade / Retail: £0.00 / £0.00, Tariff: £0.88, Ingredient Cost: £0.88, Total Cost: £0.00 (£0.88)
- Item List:**
  - Item 1: Simvastatin 40mg tablets 28 tablet(s) - ONE to be taken at NIGHT - DM+D: 320000009
  - Item 2: Bendroflumethiazide 2.5mg tablets 28 tablet(s) - ONE to be taken in the MORNING - DM+D: 317919004
  - Item 3: Qvar 100mcg Inhaler 200 dose(s) - ONE puff TWICE a DAY - DM+D: 3175611000001106

Press **Enter** on your keyboard to search for the prescribed item:

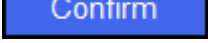
- **Written as** populates with the item details, for example, Simvastatin 40mg Tablets.
- **Dispense as** populates automatically with the dispensed item, for example, Simvastatin 40mg Tablets (28) [Wockhardt UK Ltd].
- **Quantity** populates automatically, check to ensure it is correct.

6. Enter the directions provided on the prescription, for example, type 'One to be taken Daily' or enter the appropriate dosage code, for example, for 'One to be taken Daily' enter '1 d'.



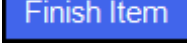
**Training Tip** - Note the space after the 1 and the d.

7. Enter any owings required.

8. If **Warnings** display, read them and then select **Confirm**  or press **F11** on your keyboard.



**Training Tip** - If there are multiple **Warnings**, once you have read them press **Ctrl + F11** on your keyboard to confirm all messages at once.

9. If the prescription contains multiple items, select **Finish Item**  and repeat the process from step 5 for the next item.

10. After dispensing all items, select **Finish**  and the item label and bag label prints.

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 **Note** - To dispense the prescription item without printing a label, press **Insert** on your keyboard.

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11. After dispensing the prescription, follow your usual endorsement and claiming protocol.

