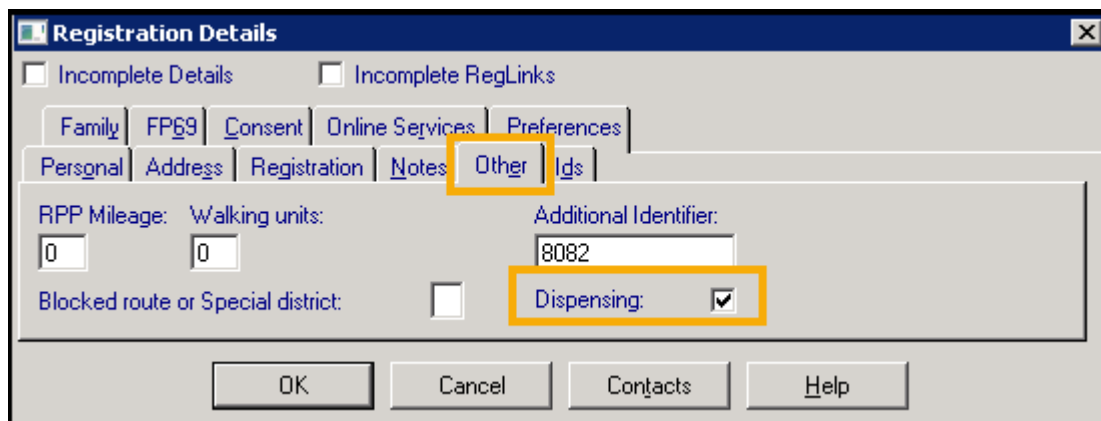# Dispensing using Vision 3 and Pharmacy Manager

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** .
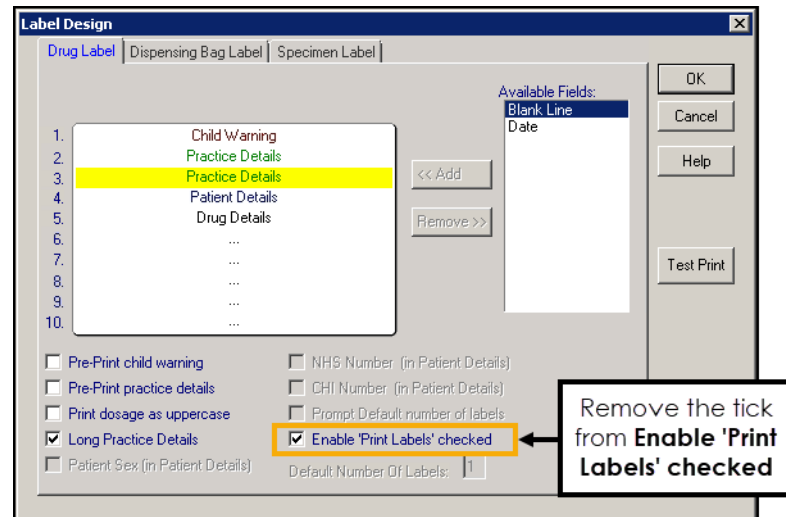
4. Select **OK** .

💡 **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** [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:
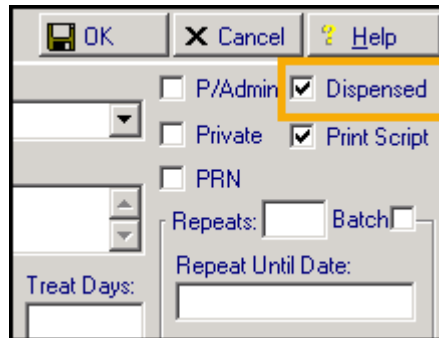
When you select to print a prescription for a dispensing patient, the '*Do you wish to transmit…*' message displays:
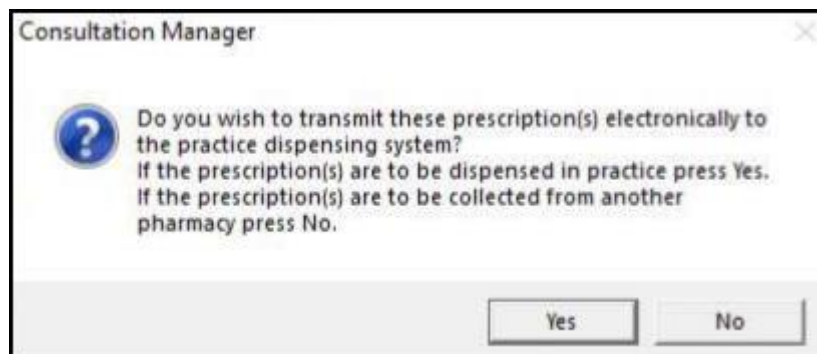
Select **Yes** ⟶ Yes to transmit the prescription electronically to your dispensing system.

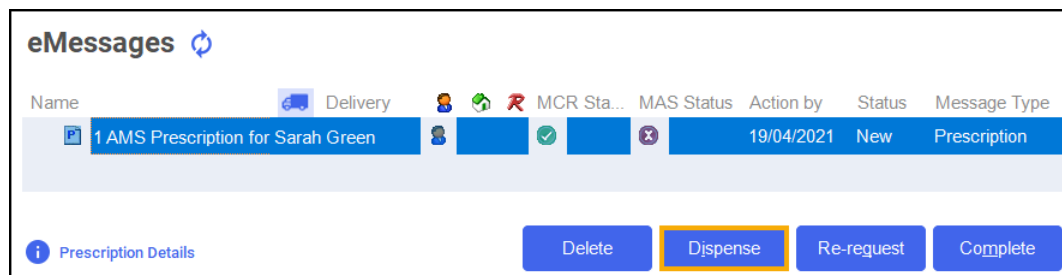# Pharmacy Manager Integration with Vision 3

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**:
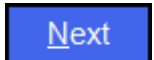
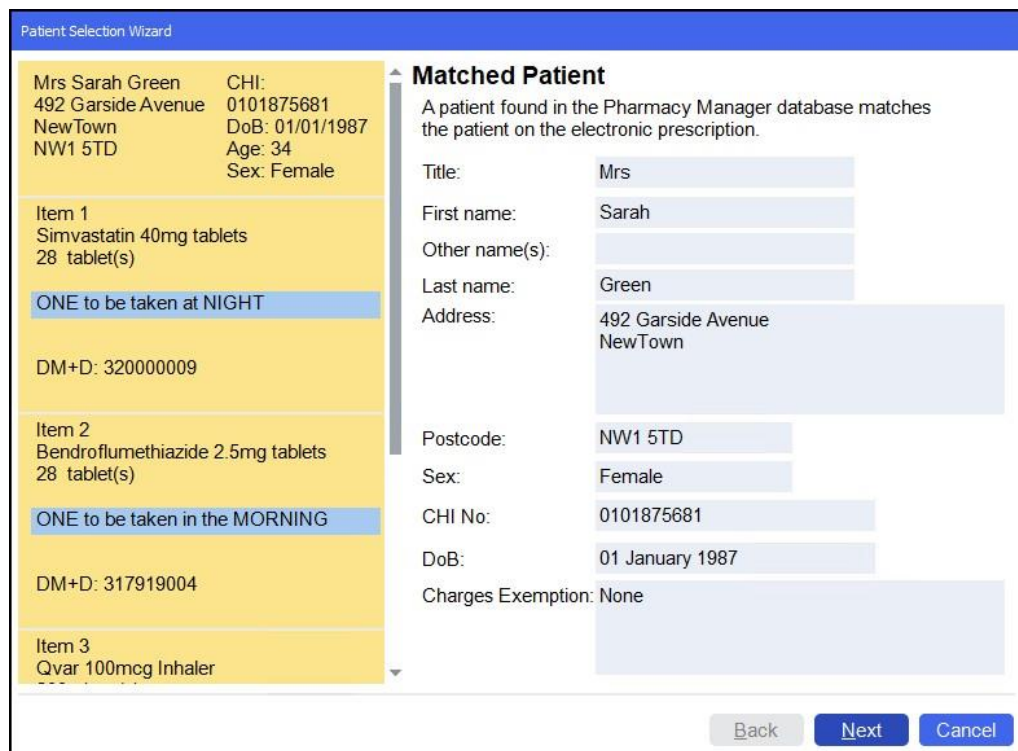1. From the **Pharmacy Manager Side Navigation Bar** select **eMessages** .
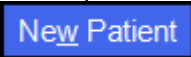
2. Select the prescription and select **Dispense** **Dispense** :

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

✏️ **Note** - If no patient is found, you can create a new patient record, select **New Patient** **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** Finish to continue without repeating from history:

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:

Press **Enter** on your keyboard to search for the prescribed item:
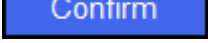
- **Written as** populates with the item details, for example, Simvastatin 40mg Tablets.

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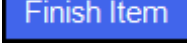
> 💡 **Training Tip** - Note the space after the 1 and the d.

7. Enter any owings required.

8. If **Warnings** display, read them and then select **Confirm** [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** [Finish Item] and repeat the process from step 5 for the next item.

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

✏ **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.