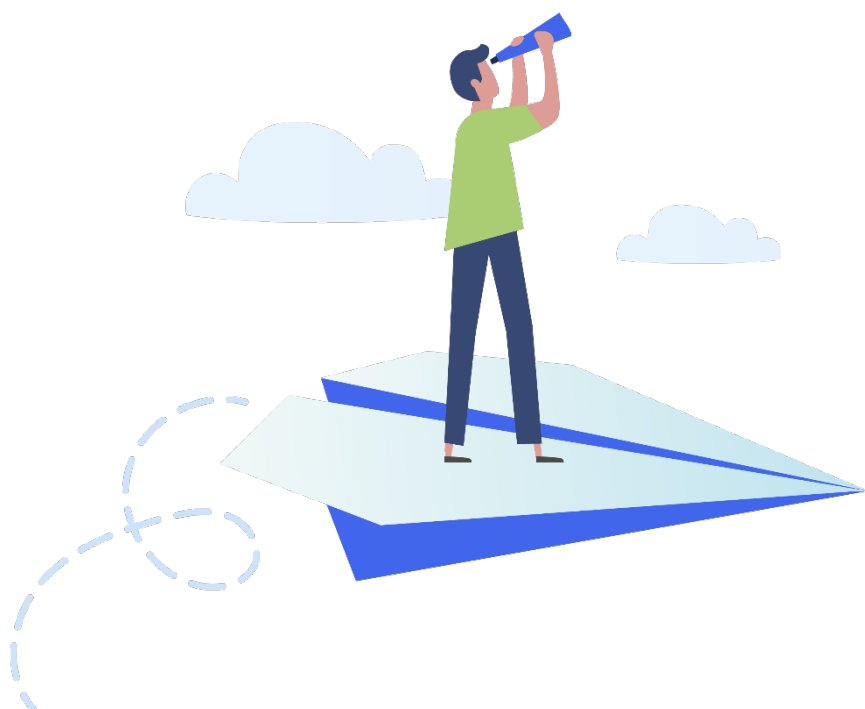




Pharmacy Services Getting Started Guide

Version 1.0

14 February 2024



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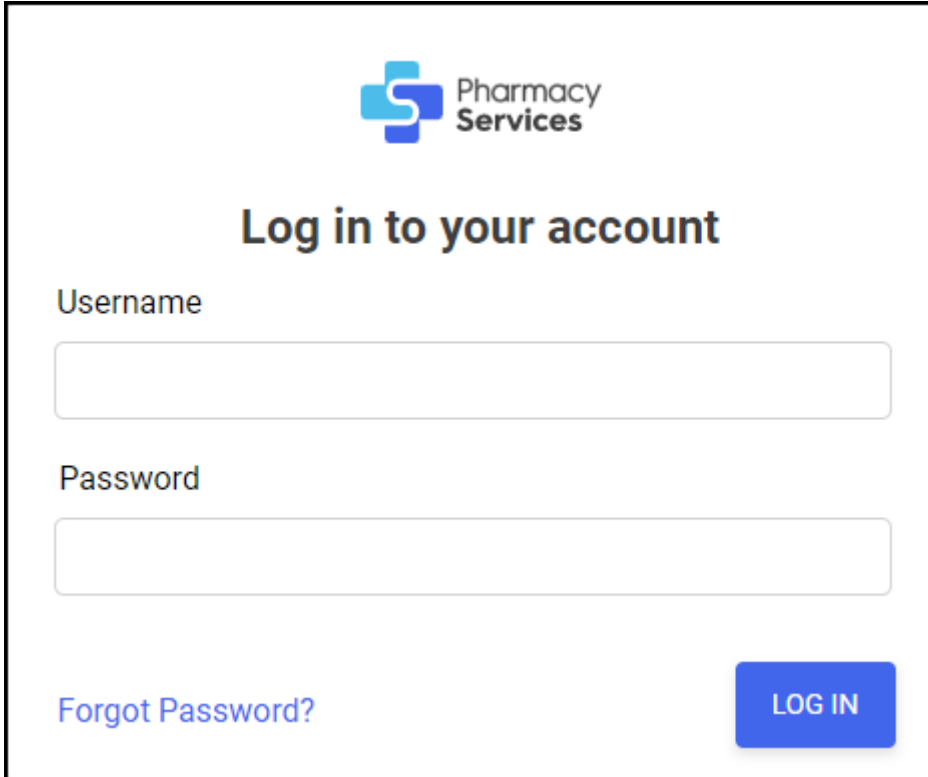
Logging in to Pharmacy Services

To log in to **Pharmacy Services**:

1. From your Internet browser, enter <https://www.pharmacyservices.co.uk/> and press **Enter** on your keyboard.

 **Important** - Pharmacy Services is not compatible with Internet Explorer.

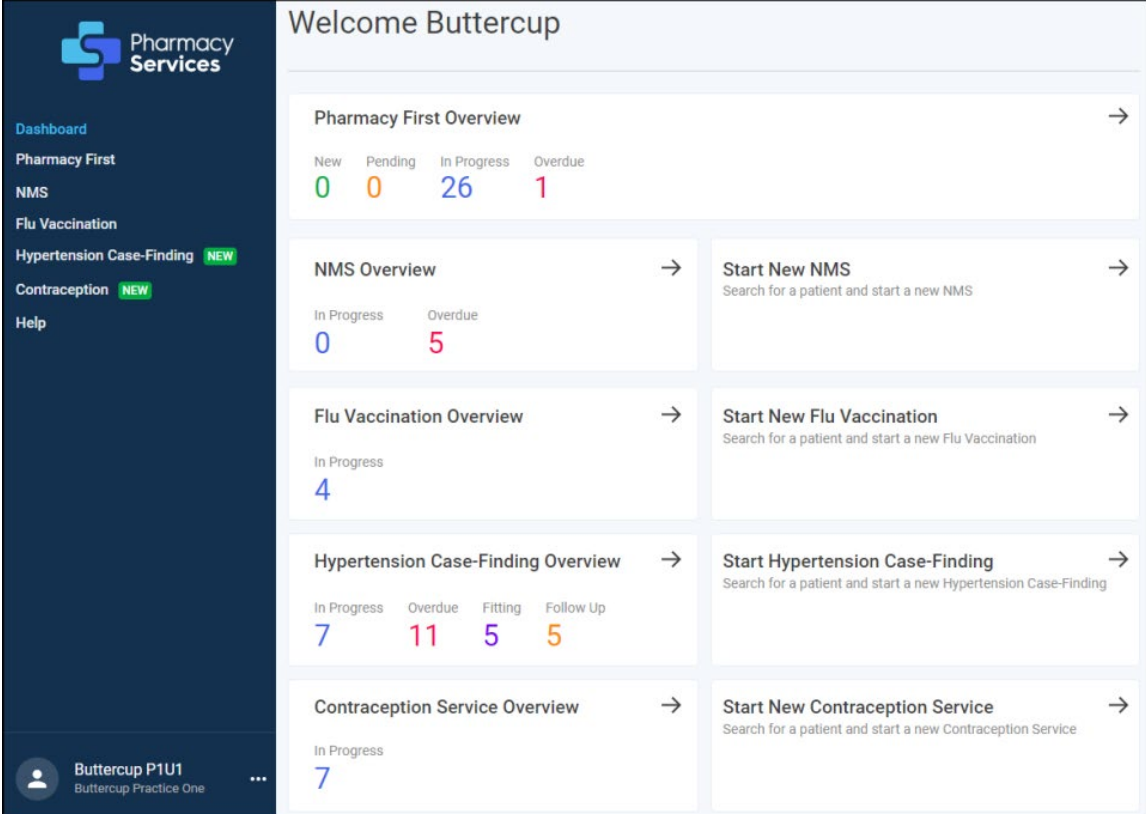
2. From the **Log in** screen enter your **Username** and **Password**, provided by **Cegedim Healthcare Solutions**:



The screenshot shows the Pharmacy Services login interface. At the top center is the Pharmacy Services logo. Below it, the heading "Log in to your account" is displayed. There are two input fields: "Username" and "Password". At the bottom left, there is a link for "Forgot Password?". At the bottom right, there is a blue button labeled "LOG IN".

3. Select **LOG IN** .

4. The **Pharmacy Services Dashboard** displays:



Welcome Buttercup

Pharmacy First Overview →

New	Pending	In Progress	Overdue
0	0	26	1

NMS Overview →

In Progress	Overdue
0	5

Start New NMS →
Search for a patient and start a new NMS

Flu Vaccination Overview →

In Progress
4

Start New Flu Vaccination →
Search for a patient and start a new Flu Vaccination

Hypertension Case-Finding Overview →

In Progress	Overdue	Fitting	Follow Up
7	11	5	5

Start Hypertension Case-Finding →
Search for a patient and start a new Hypertension Case-Finding

Contraception Service Overview →

In Progress
7

Start New Contraception Service →
Search for a patient and start a new Contraception Service

Buttercup P1U1
Buttercup Practice One

→ See **Pharmacy Services Dashboard** on page 11 for more details.

Automatic Account Lockout


If you enter your **Username** and/or **Password** wrong five times, you are automatically locked out of **Pharmacy Services**. You can try to log in again after five minutes.

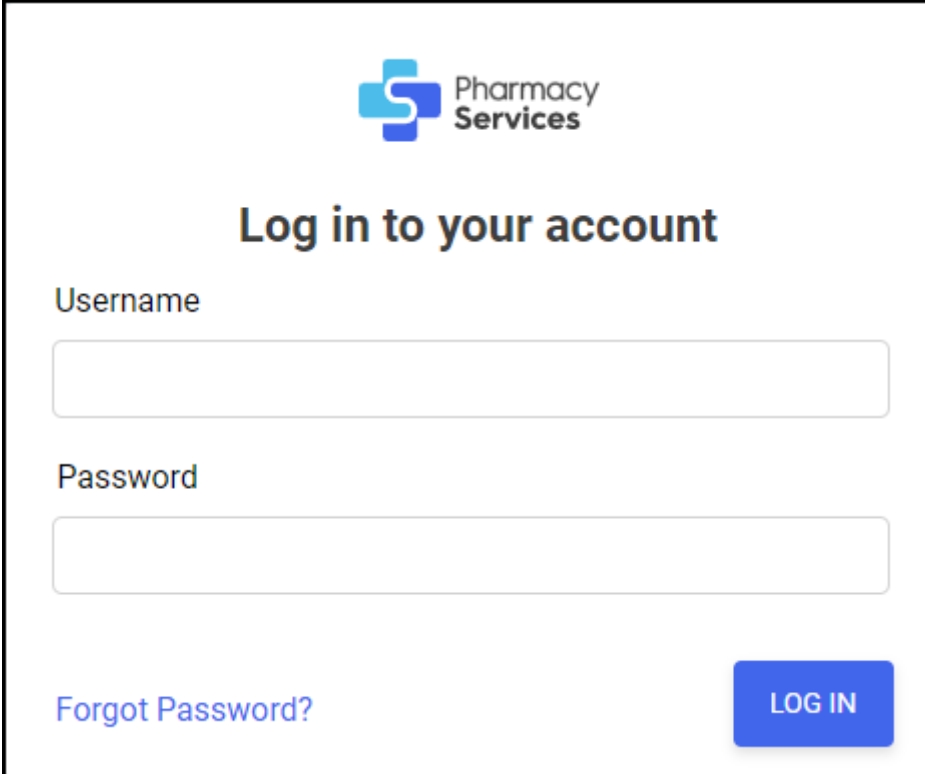
Logging in to Pharmacy Services as a Locum

To log in to **Pharmacy Services** as a Locum:

1. From your Internet browser, enter <https://www.pharmacyservices.co.uk/> and press **Enter**.

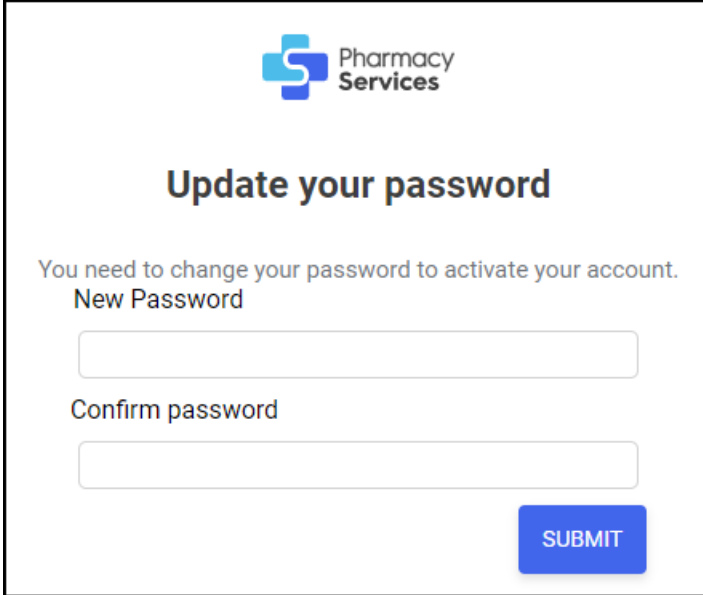
 **Important** - Pharmacy Services is not compatible with Internet Explorer.


2. Enter the pharmacy Locum account **Username** and **Password**, provided by **Cegedim Healthcare Solutions** and select **LOG IN** 



The screenshot shows the Pharmacy Services login interface. At the top center is the Pharmacy Services logo. Below it is the heading "Log in to your account". There are two input fields: "Username" and "Password". Below the "Password" field is a link for "Forgot Password?". At the bottom right of the form is a blue "LOG IN" button.

The first time you log in, the **Update your password** screen displays:



 Pharmacy
Services

Update your password

You need to change your password to activate your account.


New Password

Confirm password

SUBMIT

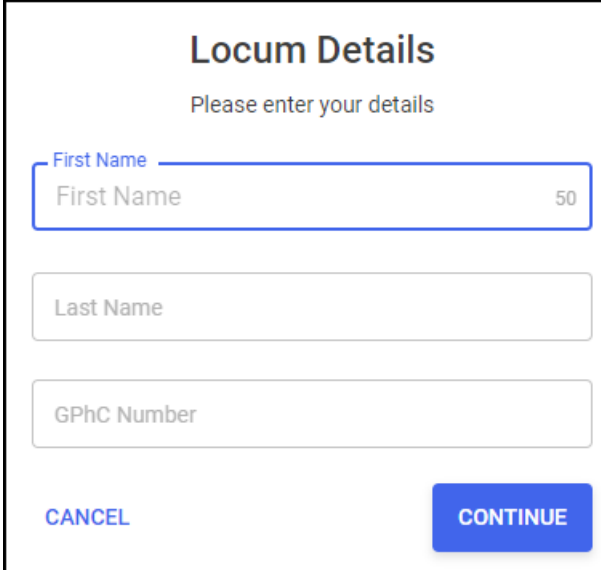
a. To activate your account, complete as follows:

- **New Password** - Enter a new password.
- **Confirm Password** - Confirm the new password.

 **Note** - The password must be a minimum of 8 characters.

b. Select **SUBMIT**  to create your new password.


3. The **Locum Details** screen displays:



The screenshot shows a form titled "Locum Details" with the instruction "Please enter your details". It contains three input fields: "First Name" (with a character count of 50), "Last Name", and "GPhC Number". At the bottom, there are two buttons: "CANCEL" and "CONTINUE".

Enter your **First Name**, **Last Name** and **General Pharmaceutical Council (GPhC) Number**.

 **Important** - All fields are mandatory, the details you add are recorded on the **Summary Overview** screen.

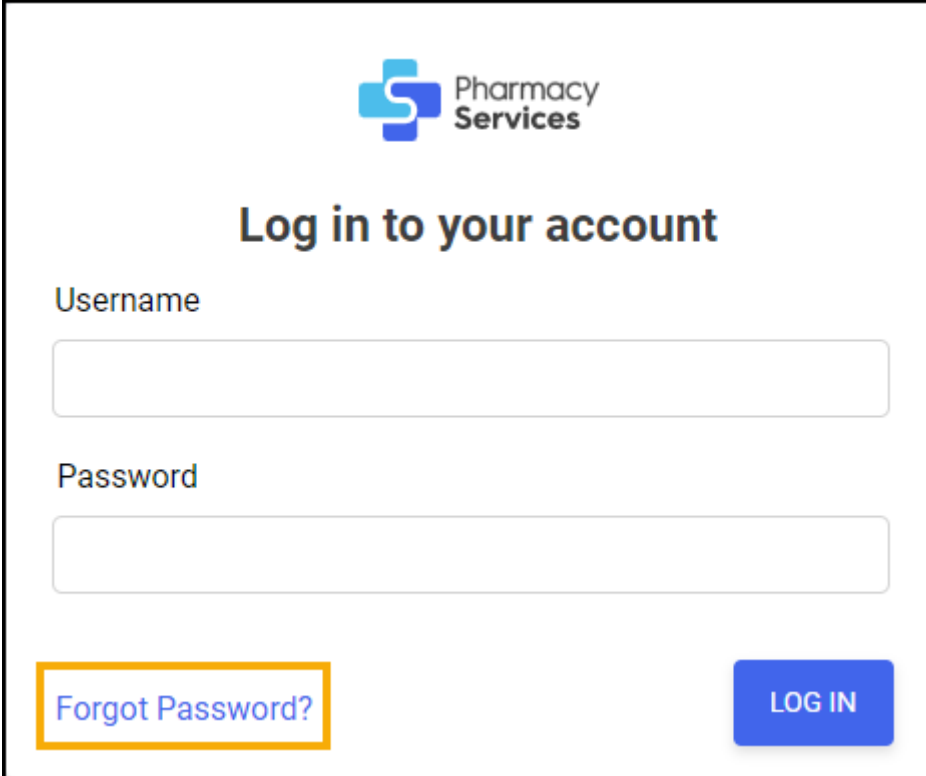
4. Select **CONTINUE**  and the **Pharmacy Services Dashboard** displays.

 See **Pharmacy Services Dashboard** on page **11** for more details.

Forgot Your Password?

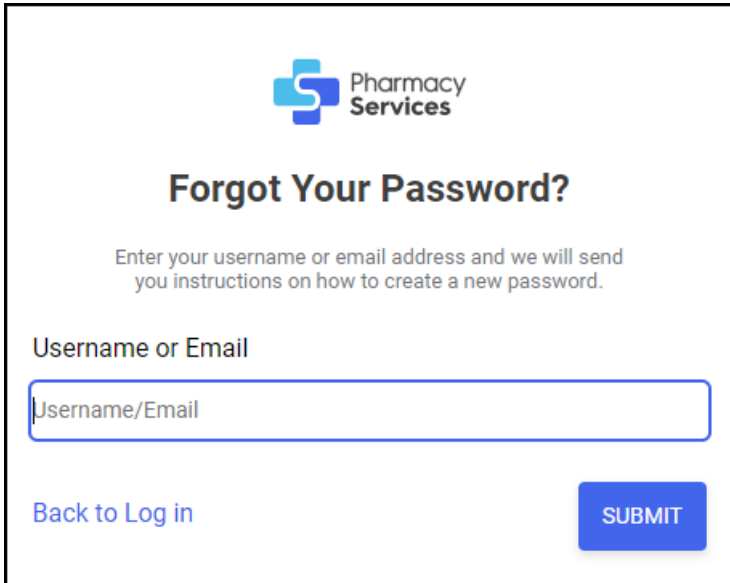
If you forget your password, use the following instructions to create a new password:

1. From the **Log in** screen, select **Forgot Password**:



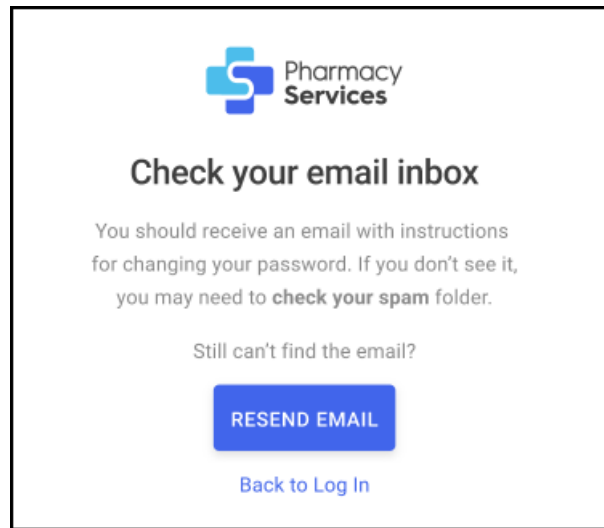
The screenshot shows the Pharmacy Services login interface. At the top is the Pharmacy Services logo. Below it is the heading "Log in to your account". There are two input fields: "Username" and "Password". At the bottom left, the "Forgot Password?" link is highlighted with a yellow border. At the bottom right is a blue "LOG IN" button.


2. The **Forgot Your Password?** screen displays. Enter your **Username** or **Email address**, and then select **SUBMIT** :



The screenshot shows the "Forgot Your Password?" screen. At the top is the Pharmacy Services logo. Below it is the heading "Forgot Your Password?". Underneath is the instruction: "Enter your username or email address and we will send you instructions on how to create a new password." There is an input field labeled "Username or Email" with the placeholder text "Username/Email". At the bottom left is a blue link "Back to Log in". At the bottom right is a blue "SUBMIT" button.



3. The instructions to reset your password are sent to your email address:

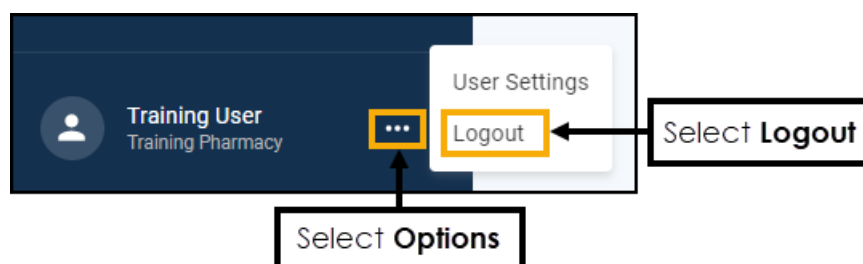


 **Training Tip** - Select **RESEND EMAIL**  to resend the password reset email, or **Back to Log in** to return to the **Log in** screen.

Logging out of Pharmacy Services

To log out of **Pharmacy Services**:

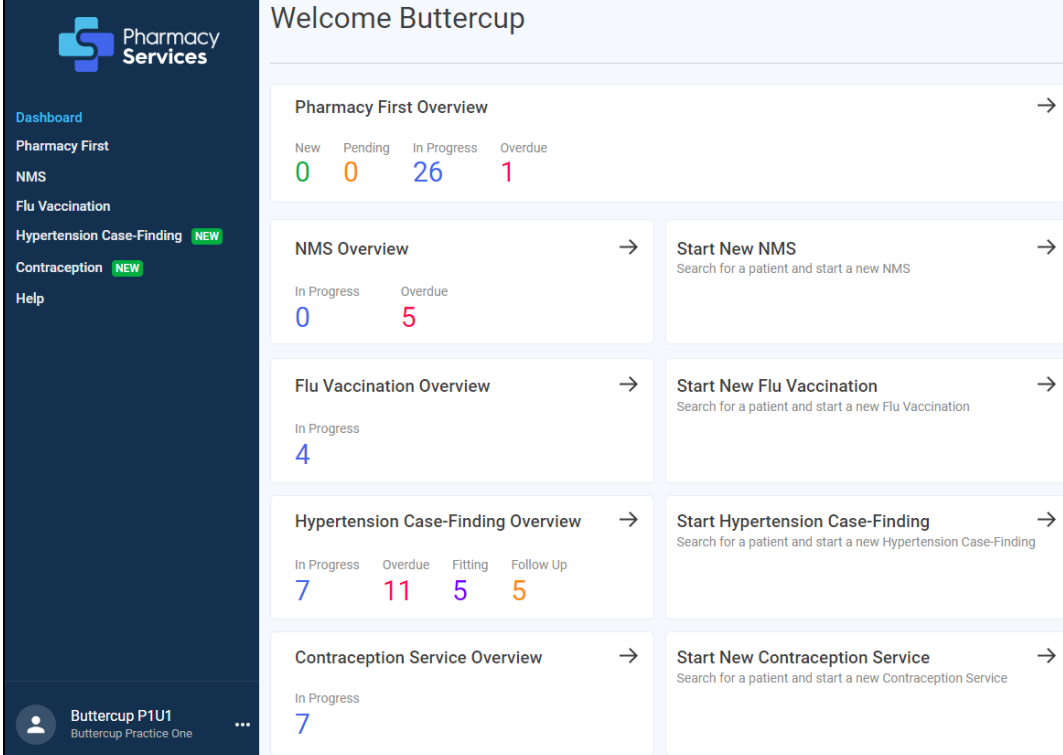
1. From the **Side Navigation Bar**, select **Options**  next to your account name, and then select **Logout** :



You are logged out of **Pharmacy Services**.

Pharmacy Services Dashboard

When you first log in to **Pharmacy Services**, the **Pharmacy Services Dashboard** displays dynamic tiles providing an overview of your services and quick links:



Welcome Buttercup

Pharmacy First Overview →

New	Pending	In Progress	Overdue
0	0	26	1

NMS Overview →

In Progress	Overdue
0	5

Start New NMS →
Search for a patient and start a new NMS

Flu Vaccination Overview →

In Progress
4

Start New Flu Vaccination →
Search for a patient and start a new Flu Vaccination

Hypertension Case-Finding Overview →

In Progress	Overdue	Fitting	Follow Up
7	11	5	5

Start Hypertension Case-Finding →
Search for a patient and start a new Hypertension Case-Finding

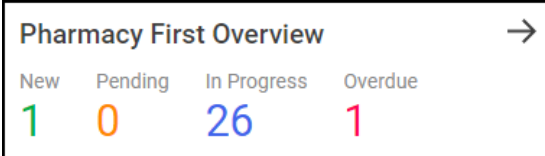
Contraception Service Overview →

In Progress
7

Start New Contraception Service →
Search for a patient and start a new Contraception Service

Buttercup P1U1
Buttercup Practice One





Pharmacy First



Pharmacy First Overview →

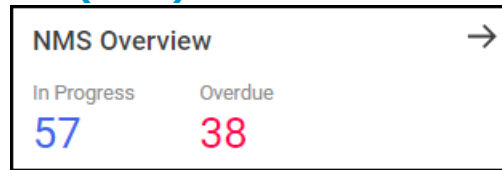
New	Pending	In Progress	Overdue
1	0	26	1

The **Pharmacy First Overview** tile displays the number of **PFS Referrals** with the following statuses:


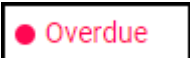
-  **New** - The referral is yet to be opened.
-  **Pending** - The referral has been opened but not yet started.
-  **In Progress** - The referral is started and in progress.
-  **Overdue** - The referral is received but not started:
 - For **Urgent Medicines Supply** the referral displays as overdue if the consultation is not started within 30 minutes.
 - For **Minor Illness/Clinical Pathways** the referral displays as overdue if the consultation is not started within 12 hours.

Select the tile to access the **Pharmacy First Referrals** screen.

New Medicine Service (NMS)

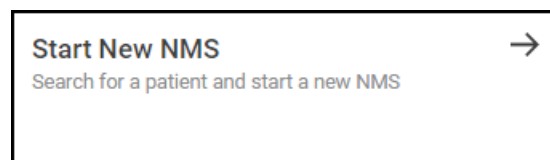


The **NMS Overview** tile displays the number of **New Medicine Services** with the following statuses:

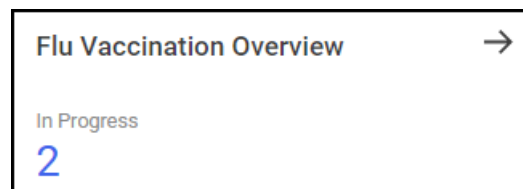
-  **In Progress** - NMS episodes that are started and in progress.
-  **Overdue** - NMS episodes where the next session is overdue.

Select the tile to access the **New Medicine Services** screen.

Select the **Start New NMS** tile to start a new **NMS**:



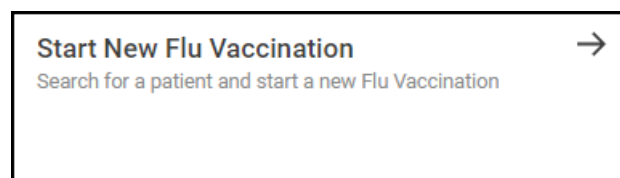
Flu Vaccination Service



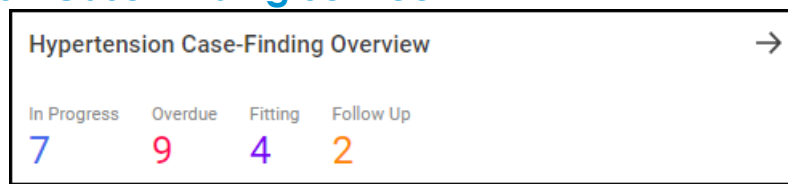
The **Flu Vaccination Overview** tile displays the number of **Flu Vaccinations** in progress.

Select the tile to access the **Flu Vaccination Service** screen.





Select the **Start New Flu Vaccination** tile to start a new **Flu Vaccination**:



Hypertension Case-Finding Service

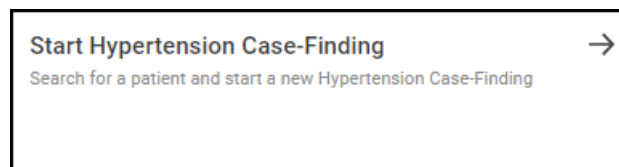


The **Hypertension Case-Finding Overview** tile displays the number of **Hypertension Case-Finding Services** with the following statuses:

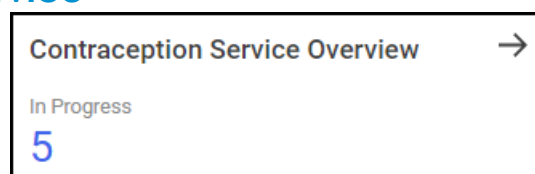
-  **In Progress - Hypertension Case-Finding Services** that are started and in progress.
-  **Overdue - Hypertension Case-Finding Services** where the next session is overdue.
-  **Fitting - Hypertension Case-Finding Services** where the patient requires an Ambulatory Blood Pressure Monitor (ABPM) device fitting.
-  **Follow Up - Hypertension Case-Finding Services** where the patient requires a follow up consultation after an ABPM device fitting.

Select the tile to access the **Hypertension Case-Finding Service** screen.

Select the **Start Hypertension Case-Finding** tile to start a new **Hypertension Case-Finding Service**:



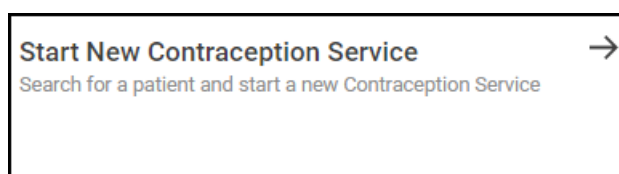
Contraception Service



The **Contraception Service Overview** tile displays the number of **Contraception** service episodes in progress.

Select the tile to access the **Contraception Service** screen.

Select the **Start New Contraception Service** tile to start a new **Contraception** service episode:



Navigating the Dashboard

Use the dashboard to navigate to different screens within **Pharmacy Services**.
You can:

- Select a file from the dashboard to display the corresponding screen, or,
- Select the option from the **Side Navigation Bar** to display the corresponding screen. The available options are:
 - **Dashboard**.
 - **Pharmacy First - Pharmacy First Referrals** screen.
 - **NMS - New Medicine Service** screen.
 - **Flu Vaccination - Flu Vaccination Service** screen.
 - **Hypertension Case-Finding - Hypertension Case-Finding Service** screen.
 - **Contraception - Contraception Service** screen.
 - **Help** - Opens the **Pharmacy Services Help Centre**.

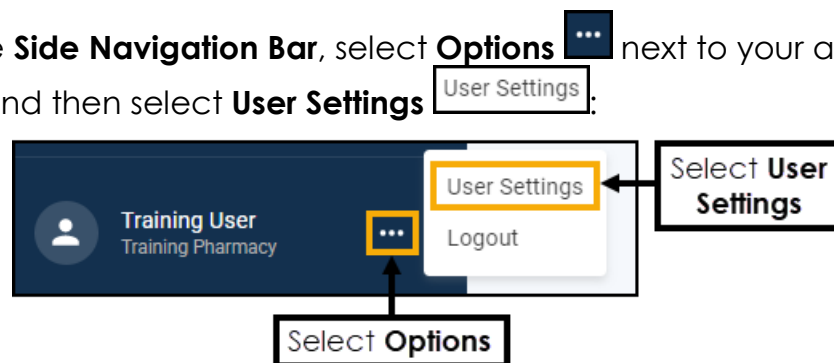
User Settings

The **User Settings** screen allows you to edit your user profile details and change your password.

Accessing User Settings

To access the **User Settings** screen:

1. From the **Side Navigation Bar**, select **Options**  next to your account name, and then select **User Settings** .



2. The **User Settings** screen displays:

< User Settings

Profile Password

Your Profile Details

Username *

First Name *

Last Name *


Email *

GPHC Number *

From the **Profile** tab you can edit your details as required:

- **First Name**
- **Last Name**
- **Email**
- **GPHC Number** (General Pharmaceutical Council)

 **Note** - Your **Username** cannot be changed.

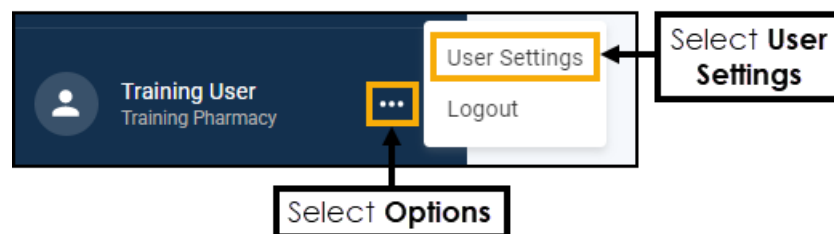
 **Important** - All fields are mandatory, you are unable to edit your profile if any of the fields are empty.

3. Select **SAVE CHANGES** 

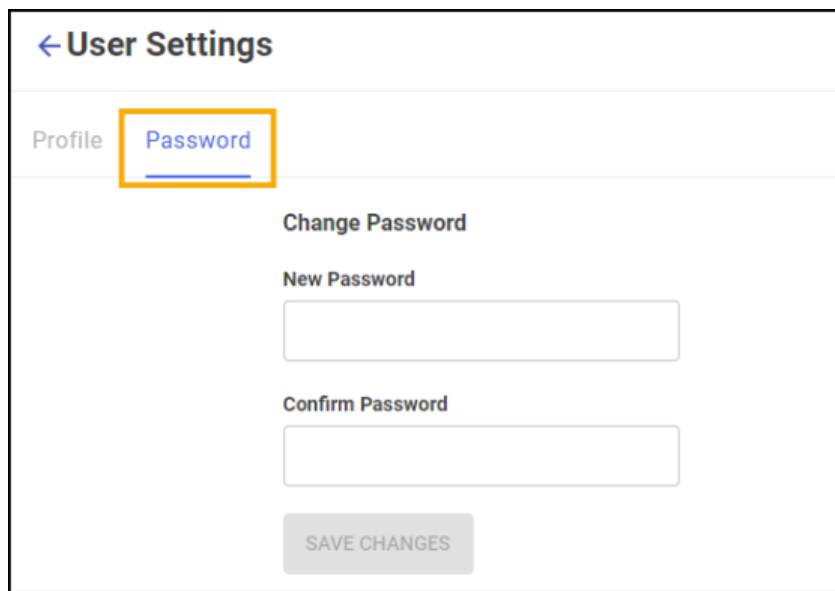
Change Password

To change your password:

1. From the **Side Navigation Bar**, select **Options**  next to your account name, and then select **User Settings** .



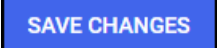
2. The **User Settings** screen displays, select the **Password** tab:



The screenshot shows the "User Settings" screen. At the top left is a back arrow and the title "User Settings". Below the title are two tabs: "Profile" and "Password". The "Password" tab is selected and highlighted with a blue underline. Below the tabs is a section titled "Change Password" containing two input fields: "New Password" and "Confirm Password". At the bottom of the section is a "SAVE CHANGES" button.

3. The **Change Password** screen displays, complete as follows:

- **New Password** - Enter a new password.
- **Confirm Password** - Confirm the new password.

4. Select **SAVE CHANGES**  to save the new password.

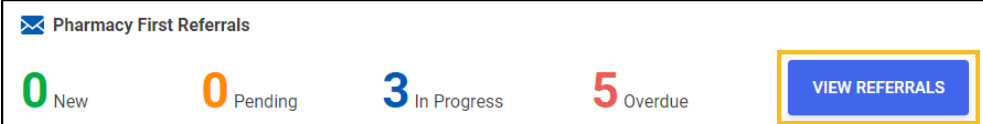
Viewing Pharmacy First Referrals from Pharmacy Manager

You can view the number of **Pharmacy First Referrals** from **Pharmacy Manager** from either:

- The **Pharmacy Manager Intelligent Dashboard** - A **Pharmacy First Referrals** file displays on the **Pharmacy Manager Intelligent Dashboard** providing an at a glance overview of the number of referrals and their current status.

To view the referrals in **Pharmacy Services** from the **Pharmacy Manager Intelligent Dashboard**:

- Log in to **Pharmacy Manager** in the usual way, see [Logging in to Pharmacy Manager](#) in the **Pharmacy Manager Help Centre** if required.
- The **Pharmacy Manager Intelligent Dashboard** displays, select **VIEW REFERRALS**:

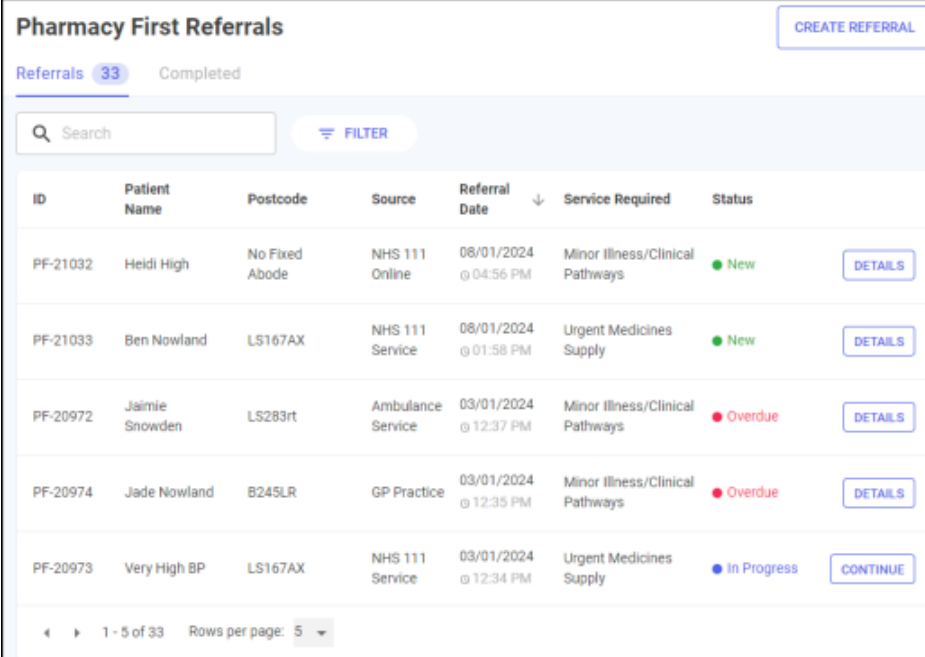


Pharmacy First Referrals

0 New 0 Pending 3 In Progress 5 Overdue

[VIEW REFERRALS](#)

- The **Pharmacy First Referrals** screen displays:



Pharmacy First Referrals CREATE REFERRAL


Referrals **33** Completed

Search FILTER

ID	Patient Name	Postcode	Source	Referral Date	Service Required	Status
PF-21032	Heidi High	No Fixed Abode	NHS 111 Online	08/01/2024 @ 04:56 PM	Minor Illness/Clinical Pathways	New
PF-21033	Ben Nowland	LS167AX	NHS 111 Service	08/01/2024 @ 01:58 PM	Urgent Medicines Supply	New
PF-20972	Jaimie Snowden	LS283rt	Ambulance Service	03/01/2024 @ 12:37 PM	Minor Illness/Clinical Pathways	Overdue
PF-20974	Jade Nowland	B245LR	GP Practice	03/01/2024 @ 12:35 PM	Minor Illness/Clinical Pathways	Overdue
PF-20973	Very High BP	LS167AX	NHS 111 Service	03/01/2024 @ 12:34 PM	Urgent Medicines Supply	In Progress

1 - 5 of 33 Rows per page: 5

- The **Pharmacy Manager Toolbar** - A **Pharmacy First Referrals** option displays the number of new referrals:



File Tools Help Quick Actions Patient Search for a patient

Pharmacy First referral alert PFS ● New ● Overdue

The Dispensing Evolution has Begun
2023 is the year in which **Pharmacy Manager's 2nd Generation Dispensing** takes shape. Take a peek...