Completing FMD Workload Items Using a PTS Barcode

The quickest and easiest way to associate and decommission your dispensed packs is using the Prescription Tracking barcode.

With PTS enabled, you can configure your application to print the Prescription Tracking barcode on a label after dispensing (or this can be printed from Reprints) which can be scanned from the ProScript Connect Main Screen and if configured, will enable you to directly access the FMD Association window. This window is where all your pack associations and accuracy checks will take place.

Once p*rescription Items* have been successfully associated, they can be decommissioned with a single click.

Packs can only be associated and decommissioned if they have an FMD compliant 2D barcode.

FMD & PTS Application Settings

Before using PTS barcodes to complete your FMD Workload items, we recommend understanding the available FMD and PTS application settings and ensuring that your application is configured to meet your requirements.

Application Setting (Category)	Available Values
Verify On Association (FMD)	• **YES**; Once enabled, the NMVS verification check will take place when adding a new pack association to a *Prescription Item*. • **NO**; Packs will not be verified on association to a *Prescription Item*. Packs can be verified through the FMD Requests window.
GTIN Match Mode (FMD)	• **AUTOMATIC**; In instances where there are multiple pack matches or no matches on your prescription, the association will automatically assign to the latest match, or as selected depending on your *Prescribed item match level*. This option requires an additional manual accuracy check. • **MANUAL**; In instances where there are multiple pack matches or no matches on your prescription, a Select Prescription Item window will open allowing the user to select the correct item for association regardless of your *Prescribed item match level*.

Prescribed item match level (FMD)	• **LOW**; If the scanned pack matches a *Prescription Item*, the system will automatically make the association. However, if there is no match the system will associate the pack to the selected *Prescription Item*. This option requires an additional manual accuracy check. • **MEDIUM**; If the scanned pack matches a *Prescription Item*, the system will automatically make the association. However, if there is no match, a Select Prescription Item window will open allowing the user to select the correct item for association. • **HIGH**; The user will be required to select the correct *Prescription Item* prior to scanning the corresponding pack. The scanned pack will be associated to the selected item.
Print PTS Label After Dispensing (PTS)	• **YES;** Enabling this setting will print a Prescription Tracking barcode on a label at the end of dispensing every prescription. • **NO;** No PTS barcode will print after dispensing.
PTS Scan Action Type (PTS)	• **PROMPT;** After scanning a PTS barcode, a pop-up window will display asking you to select the window you want to open; the Prescription Tracking Edit, Uncollected Items or FMD Association window. We recommend using this value if you are using both the PTS and FMD modules. • **FMD ASSOCIATION;** After scanning a PTS barcode, the FMD Association window will open automatically. We recommend using this value if you are only using the FMD module. • **PTS TRACKING EDIT;** After scanning a PTS barcode, the Prescription Tracking Edit window will open automatically.

If preferred, you can print the PTS label from Reprints by highlighting the required *Patient* and *Prescribed Item*, accessing the Prescription Preview by selecting the **[F8 – View / Reendorse]** button, and selecting the **[F3 – Print Tracking Label]** button.

Completing Items with FMD Compliant 2D Barcodes

You are required to decommission packs when they are supplied to your patients. By scanning your PTS barcode, you can quickly access the FMD Association window, where you will be able to associate packs to each *Prescription Item* on each dispensed script completing the accuracy check as you go. Successfully associated packs can then be decommissioned once they've been collected by your patients.

> Your *PTS Scan Action Type* application setting must be configured to either *Prompt* or *FMD Association* to make use of this feature.

Associating Packs

1. To begin, scan your PTS barcode from the ProScript Connect Main Screen. The value set within the *PTS Scan Action Type* application setting will determine the window that opens:

   o **FMD Association**; this will automatically open the FMD Association window

   o **PROMPT**; this will open a pop-up window, asking you which window you would like to open. Select the **[F3 – FMD Record]** button.
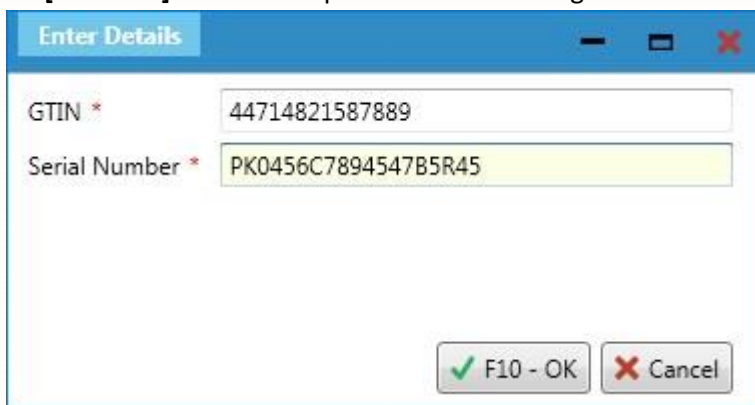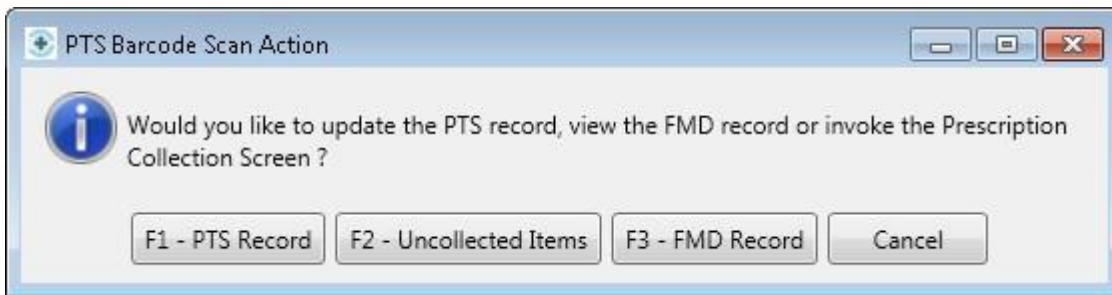

2. The FMD Association window opens. If there is more than one item on your prescription, it is important that you know the value assigned to your *Prescribed item match level* application setting, as this will determine the next step.

Prescribed item match level	Action
LOW	Scan (one of) the dispensed pack(s). If the pack has matched a *Prescription Item*, it will automatically assign it to that item in the *Associated FMD Item Details* grid. If no match was found, the scanned item will be assigned to the selected *Prescription Item*. This option requires an additional manual accuracy check.
MEDIUM	Scan (one of) the dispensed pack(s). If the pack has matched a *Prescription Item*, it will automatically assign it to that item in the *Associated FMD Item Details* grid. If no match was found, a Select Prescription Item window will open allowing you to select the correct *Prescription Item* and save your choice using the **[F10 – OK]** button.

HIGH	Select a *Prescription Item* on the left side of the window and scan the corresponding dispensed pack. The pack will be assigned in the *Associated FMD Item Details* grid.

In instances where you're unable to use your handheld scanner, you will need to complete a manual entry.

1. From the FMD Association window, highlight a *Prescription Item* and select the **[F7 – Manual Entry]** button.
2. The Enter Details window opens. Type in the *GTIN* and *Serial Number* from the corresponding pack and select the **[F10 – OK]** button. The pack is added to the grid.

Enter Details

GTIN *   44714821587889

Serial Number *   PK0456C7894547B5R45

✓ F10 - OK   ✗ Cancel

If the pack has already been associated with another *Prescription Item*, an FMD Warning popup will display to ask if you wish to associate it again for split pack dispensing. Select the **[Yes]** button to associate the pack, or the **[No]** button to cancel the request.

3. Repeat the process of association until each required *Prescription Item* has been associated to the corresponding dispensed pack(s) and displays the Associated tag.

If you only have a partial quantity for any particular *Prescription Item*, you can mark the associated pack as *Packs Pending* by selecting the **[F8 – Mark As Packs Pending]** button, this will mark the item with a PP tag and keep it in the Outstanding *Status* after the associated packs have been decommissioned. The PP tag can be removed once all pending packs have been associated by selecting the **[F8 – Remove 'Packs Pending']** button.

FMD Status, Tags & Accuracy Check Icons

You may have noticed the *FMD Status* updating upon association, and an accuracy check icon appearing. The table below explains each status and icon.

Status & Icon	Description
Verified	The FMD request was successfully processed, and the medicines have been verified as genuine in the NMVS database.
Invalid	There has been a verification error. You can view the FMD History to troubleshoot the reason for the error.
Decommissioned	The pack has been marked as invalid in the NMVS database.
PP	This indicates to the system that additional packs will need to be associated to complete the full prescribed quantity. Associated packs may have been decommissioned if they've already been supplied to the patient, but the *Prescribed Item* will remain as Outstanding in the FMD Workload grid until the remaining packs have been associated and the *Packs Pending* tag removed.
Associated	A pack has been associated to the *Prescription Item*.

⊘	The system accuracy check was successful.
⚠	The system accuracy check has been unsuccessful as the pack has not been recognised. A manual accuracy check is required. Hovering over the orange exclamation mark icon displays a tooltip to help troubleshoot the reason for the unsuccessful check.
⛔	The system accuracy check has failed. Hovering over the *No Entry* icon displays a tooltip to help troubleshoot the reason for the invalid request.
⊘	The pack did not have an FMD compliant 2D barcode and has been manually marked as completed.

Saving the Associations

1. Once completed, save the associations by selecting the **[F10 – Save]** button. This will leave the *Prescribed Items* as Outstanding in the FMD Requests grid, which is useful if you do not wish to decommission the pack(s) until the patient has collected their prescription.

    You can save and decommission the pack(s) straight away if preferred by selecting the **[F11 – Save and Decommission]** button.

Decommissioning Packs

Once dispensed packs have been successfully associated, and the patient has collected their medication, you can notify the NMVS that each pack is now inactive through the decommissioning process.

    All packs, including split packs, must be decommissioned as soon as any quantity from that pack has been given to a patient. The pack can be re-associated to the same

    Prescription Item on a different prescription at a later date, until the entire quantity of the pack has been used.

1. Scan your PTS barcode from the ProScript Connect Main Screen. The value set within the *PTS Scan Action Type* application setting will determine the window that opens:
   ○ **FMD Association**; this will automatically open the FMD Association window

   ○ **PROMPT**; this will open a pop-up window, asking you which window you would like to open. Select the **[F3 – FMD Record]** button.

2. The FMD Association window opens. Select the **[F11 – Save and Decommission]** button.
3. The *Prescribed Items* are automatically updated to Completed and are removed from the FMD Workload grid if your *Status* filter is set to show only *Outstanding* items.

MARCHEFORD, CHLOE ADELE (Mrs)'s Prescribed Items from 12/11/2018

F1 - Previous Item | F2 - Next Item | F3 - Rescan All Items | F4 - Mark As Completed | F5 - Mark All Items As Completed
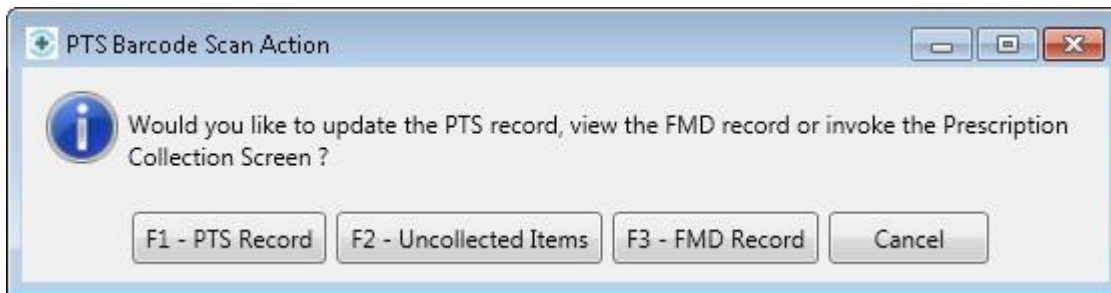
Prescription Items

Easyhaler Beclometasone 200mcg/dose 200 dose dry powd inh	Associated	✓
Paracetamol 500mg caplets	Associated	✓
Atenolol 25mg tabs	Associated	✓

Prescribed Item Details

Prescribed | Easyhaler Beclometasone 200mcg/dose 200 dose dry powd inh
Quantity | 1
Given Quantity | 1

Associated FMD Item Details

F6 - Remove Pack | F7 - Manual Entry | F8 - Mark As Packs Pending

Pack Description		Expiry Date	Batch Number	FMD Status
Easyhaler Beclometasone 200mcg/dose 200 do...	✓	07/11/2023	TEST8133BCB979	Decommissioned

✓ F10 - Save | ✓ F11 - Save and Decommission | ✗ Cancel

Completing Items without FMD Compliant 2D Barcodes

It is possible that you will still hold and receive stock without FMD compliant 2D barcodes. In these instances, you will need to follow an amended process to mark <mark>Outstanding</mark> *Prescribed Items* as <mark>Completed</mark>.

1. To begin, scan your PTS barcode from the ProScript Connect Main Screen. The value set within the *PTS Scan Action Type* application setting will determine the window that opens:
   o **FMD Association**; this will automatically open the FMD Association window

   o **PROMPT**; this will open a pop-up window, asking you which window you would like to open. Select the **[F3 – FMD Record]** button.

2. The FMD Association window opens. From here, you can:
   o Mark individual items as completed by highlighting a *Prescription Item* and selecting the **[F4 – Mark As Completed]** button.

   o Mark all *Prescription Items* as completed by selecting the **[F5 – Mark All Items As Completed]** button.

   If you have accidentally marked an item as completed, use the **[F4 – Mark As Outstanding]** button to reverse this change.

3. The FMD Association window updates to show an orange tick against each completed *Prescription Item*. Select the **[F10 – Save]** button. Each completed items' *Status* updates to <mark>Completed</mark> in the FMD Requests grid.

   You can locate the FMD Association window and associate packs at any time, which may be required if additional packs with FMD compliant 2D barcodes are given to the patient after items have been marked as completed, such as when redeeming an owing.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18 December 2018		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601