

Completing FMD Workload Items with Owings 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 *Prescription 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)	<ul style="list-style-type: none"> • YES; Once enabled, the NMVS verification check will take place when adding a new pack association to a <i>Prescription Item</i>. • NO; Packs will not be verified on association to a <i>Prescription Item</i>. Packs can be verified through the FMD Requests window.
GTIN Match Mode (FMD)	<ul style="list-style-type: none"> • 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 <i>Prescribed item match level</i>. 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 <i>Prescribed item match level</i>.

<p>Prescribed item match level (FMD)</p>	<ul style="list-style-type: none"> • LOW; If the scanned pack matches a <i>Prescription Item</i>, the system will automatically make the association. However, if there is no match the system will associate the pack to the selected <i>Prescription Item</i>. This option requires an additional manual accuracy check. • MEDIUM; If the scanned pack matches a <i>Prescription Item</i>, 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 <i>Prescription Item</i> prior to scanning the corresponding pack. The scanned pack will be associated to the selected item.
<p>Print PTS Label After Dispensing (PTS)</p>	<ul style="list-style-type: none"> • 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.
<p>PTS Scan Action Type (PTS)</p>	<ul style="list-style-type: none"> • 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.

Packs Pending

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.

Packs Pending allows you to mark a partial pack as decommissioned, and will keep the item *Outstanding* in the FMD Workload grid until the pending packs have been associated and decommissioned. Full owings will not be impacted by *Packs Pending*, as these will remain in the FMD Workload grid until stock is available for supply.

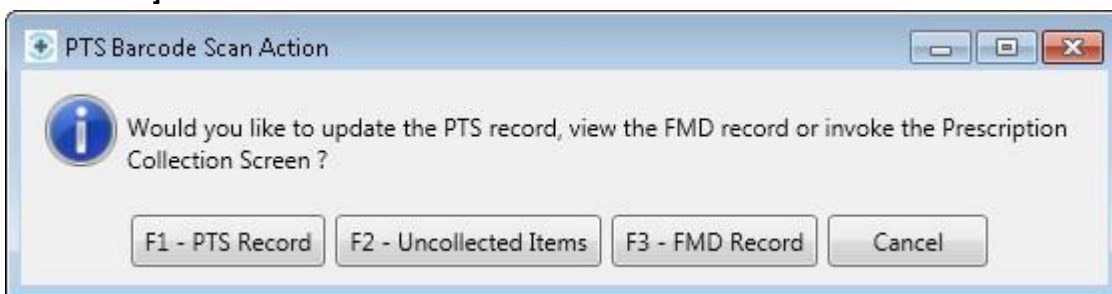
Marking FMD Items as Packs Pending

Packs Pending allows you to mark a partial pack as decommissioned and will keep the item *Outstanding* in the FMD Workload grid.

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

Associating Packs

- 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:
 - **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.



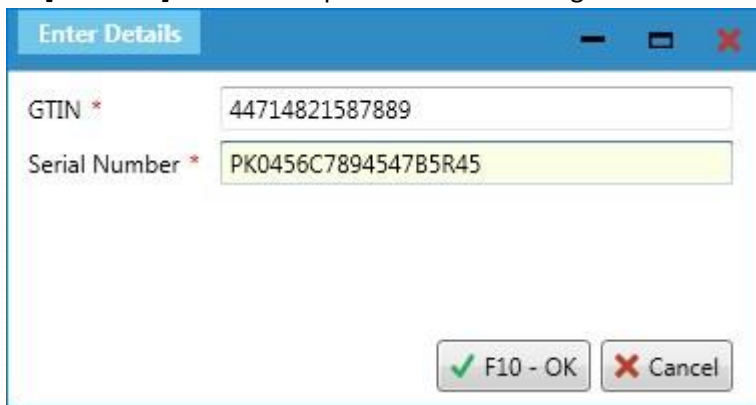
- The FMD Association window opens. If there is more than one item on your prescription, it is important that you know the value assigned to your *Prescribed item match level* application setting, as this will determine the next step.

Prescribed item match level	Action
LOW	Scan (one of) the dispensed pack(s). If the pack has matched a <i>Prescription Item</i> , it will automatically assign it to that item in the <i>Associated FMD Item Details</i> grid. If no match was found, the scanned item will be assigned to the selected <i>Prescription Item</i> . This option requires an additional manual accuracy check.

<p>MEDIUM</p>	<p>Scan (one of) the dispensed pack(s). If the pack has matched a <i>Prescription Item</i>, it will automatically assign it to that item in the <i>Associated FMD Item Details</i> grid. If no match was found, a Select Prescription Item window will open allowing you to select the correct <i>Prescription Item</i> and save your choice using the [F10 – OK] button.</p>
<p>HIGH</p>	<p>Select a <i>Prescription Item</i> on the left side of the window and scan the corresponding dispensed pack. The pack will be assigned in the <i>Associated FMD Item Details</i> grid.</p>

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.



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.
4. Highlight the partially dispensed *Prescription Item* with the **OW** tag, and select the **[F8 – Mark As Packs Pending]** button. The item will be tagged with a **PP**.

If you have accidentally marked the wrong item as packs pending, use the **[F8 – Remove ‘Packs Pending’]** button to reverse this change.

FYNE, RALPH MARLIN (Mr)'s Prescribed Items from 11/10/2018

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





Prescription Items		Prescribed Item Details	
Propranolol 40mg tabs	OW Associated PP	Prescribed	Propranolol 40mg tabs
		Quantity	28
		Given Quantity	14
		Associated FMD Item Details	
		F6 - Remove Pack F7 - Manual Entry F8 - Remove 'Packs Pending'	
Pack Description	Expiry Date	Batch Number	FMD Status
Propranolol 10mg tabs (28) AAH	03/10/2023	TEST0D31C526D0	Verified

F10 - Save F11 - Save and Decommission Cancel

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 <i>Prescribed Item</i> will remain as Outstanding in the FMD Workload grid until the remaining packs have been associated and the <i>Packs Pending</i> tag removed.
Associated	A pack has been associated to the <i>Prescription Item</i> .

	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 <i>No Entry</i> 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 partially 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 *Packs Pending Prescribed Item(s)* will remain in the **Outstanding** Status on the FMD Workload grid until the pending packs have been associated, decommissioned and the *Packs Pending* tag removed.

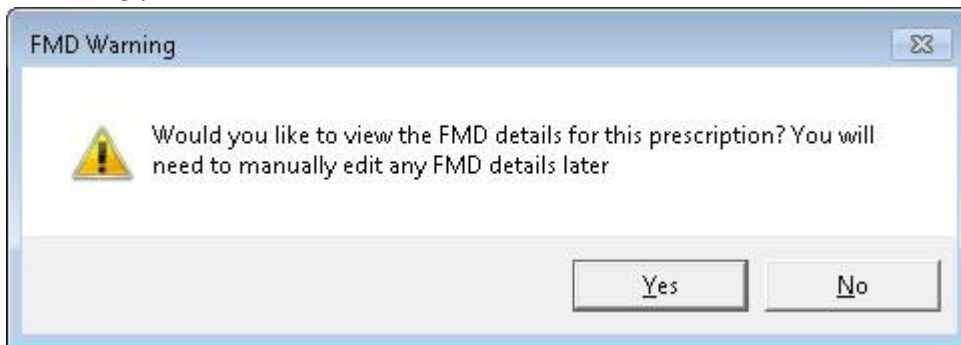
Removing Packs Pending

Items with *Packs Pending* will remain as **Outstanding** in the FMD Workload until the **PP** tag is removed. This will usually be once additional packs have been associated, such as after redeeming an owing.

Redeeming the Owing

After partially or fully redeeming your owing – either from Redeem Owings, Reprints or the patient’s PMR – an FMD Warning pop-up will display and will ask if you wish to view the FMD details for the prescription.

- Selecting the **[Yes]** button will open the FMD Association window.
- Selecting the **[No]** button will close the pop-up, and you will be required to access the FMD Association window by scanning your PTS barcode.



Associating Packs

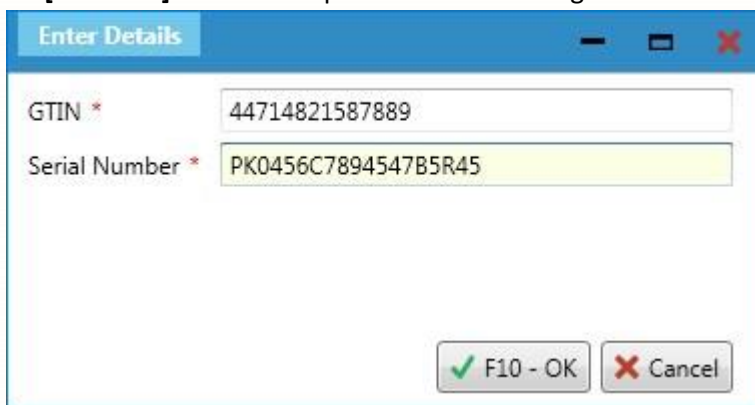
1. The FMD Association window opens. If there is more than one item on your prescription, it is important that you know the value assigned to your *Prescribed item match level* application setting, as this will determine the next step.

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

HIGH	Select a <i>Prescription Item</i> on the left side of the window and scan the corresponding dispensed pack. The pack will be assigned in the <i>Associated FMD Item Details</i> grid.
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In instances where you're unable to use your handheld scanner, you will need to complete a manual entry.

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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.

4. Repeat the process of association until each required *Prescription Item* has been associated to the corresponding dispensed pack(s) and displays the Associated tag.
5. If the full quantity has been redeemed (as *Given* or *Not Given*), highlight the *Prescription Item* with the **PP** tag, and select the **[F8 – Remove 'Packs Pending']** button. The **PP** tag will be removed.

FYNE, RALPH MARLIN (Mr)'s Prescribed Items from 11/10/2018

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

Prescription Items	Associated
Propranolol 40mg tabs	Associated

Prescribed Item Details

Prescribed Propranolol 40mg tabs

Quantity 28

Given Quantity 21

Associated FMD Item Details

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





Pack Description	Expiry Date	Batch Number	FMD Status
Propranolol 10mg tabs (28) AAH	03/10/2023	TEST0D31C526D0	Decommissioned
Propranolol 10mg tabs (28) ACTAVIS	03/10/2023	TEST0D31C526D0	Verified

F10 - Save F11 - Save and Decommission Cancel

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Saving the Associations

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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.

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- 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.
- The FMD Association window opens. Select the **[F11 – Save and Decommission]** button.
- 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.

FYNE, RALPH MARLIN (Mr)'s Prescribed Items from 11/10/2018

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

Prescription Items

Propranolol 40mg tabs Associated

Prescribed Item Details

Prescribed Propranolol 40mg tabs
 Quantity 28
 Given Quantity 21

Associated FMD Item Details

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

Pack Description	Expiry Date	Batch Number	FMD Status
Propranolol 10mg tabs (28) AAH	<input checked="" type="checkbox"/> 03/10/2023	TEST0D31C526D0	Decommissioned
Propranolol 10mg tabs (28) ACTAVIS	<input checked="" type="checkbox"/> 03/10/2023	TEST0D31C526D0	Decommissioned

F10 - Save F11 - Save and Decommission Cancel

Revision History

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

Contact us

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