

Completing FMD Workload Items

The FMD Workload displays a list of all *Prescribed Items* that have been dispensed through the PMR, and is automatically filtered on Outstanding requests when loaded. From the FMD Workload, you can access the FMD Association window 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.

We strongly recommend using a PTS barcode to speed up managing your FMD Workload.

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

FMD Application Settings

Before using the FMD Workload, we recommend understanding the available FMD settings and ensuring that your application is configured to meet your requirements. There are three main application settings to configure, all of which are found within the *FMD Category* in Edit Application Settings.

Application Setting	Available Values
Verify On Association	 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	 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>.



	 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
Prescribed item match	system will automatically make the association. However, if there is no
level	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.

Completing Items with FMD Compliant 2D Barcodes

You are required to decommission packs when they are supplied to your patients. From the FMD Association window, 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.

Associating Packs

- 1. To begin, open the FMD Workload from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *FMD Workload* menu item.
- 2. From the FMD Workload, use the available *Filters* to search for, locate and highlight the *Patient* and *Prescribed Item* you want to associate a pack to, and select the **[F2 Associate Packs]** button.

Any packs that have previously been associated but not decommissioned will appear in the FMD Requests grid with an Associated tag in the Outstanding *Status*.



ProScript Connect ▼ 12 November 2018 13:51	Search	(CTRL+S)		τ Q			т (П	Responsible Pharm	nacist To	by McElory User	Super Visor 🗕 🗖 🗮
My shortcuts +	Search	Workflow M	Manager FMI	D Workload 🗙							
F2 Reprints	F1 - View	PMR F2 -	Associate Packs	F5 - Refresh	F10 - I	Decommission	Edit Script				
Ordering F7	Filter Period	Custom				Patient	Search Patient	+ Q	Status	Outstanding	Show Deleted
Overdue Scripts F8	From	29/10/201	.8 <u>15</u> To	12/11/2018	15	Prescribed Drug	Search Drug	, q		0.54	Show ND Items
MDS Prep F9	Date	•	Patient		P	rescribed Item					Status
MDS Scripts Due	12/11/201	8 13:51:53	MCHALE, Cleve	e Gerald (Mr)	C	efaclor MR 375mg	g tabs				Outstanding
Stock Manager Ctrl O	12/11/201	12/11/2018 13:51:53 MCHALE, Cleve Gerald (Mr)			C	efalexin 250mg	taos bs				Outstanding
MDS Manager F11	05/11/201	.8 08:35:46	DAWSON, Min	ni (Miss)	P	aracetamol 500m	g caplets				Outstanding
SDM Ctrl M	05/11/201	.8 08:35:46	DAWSON, Min	ni (Miss)	S	enna 7.5mg tabs					Outstanding
ETP Ctrl E	02/11/201	8 15:20:52	THURSTON, BU	DRRA CTAKELLE (N	As) P	aracetamol 500m	g tabs				Outstanding
Script Q											
RMS Ctrl R	6										
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MLP											
NHS SPINE											
Medicines Mana											

3. 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

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	the correct <i>Prescription Item</i> and save your choice using the [F10 – OK] button.
нідн	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.

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.
- 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
1	

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.

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.



MCHALE, Cleve Gera	ald (Mr)'s Prescrit	oed Items from 08/10/2	018					-	= ×			
F1 - Previous Item	F2 - Next Item	F3 - Rescan All Items	F4 - Mark As Completed	F5 - Mark All Iten	15 As Com	pleted						
Prescription Items			Prescribed Item Deta	Prescribed Item Details								
Cefaclor MR 375mg ta	ibs	Associated	Prescribed Cefac	lor MR 375mg tabs								
Amitriptyline 50mg ta	bs	Associated	Quantity 14									
Cefalexin 250mg tabs			Given Quantity 14									
			Associated FMD Item	Details								
			F6 - Remove Pack	F7 - Manual Entry	F8 - Ma	ark As Packs Pe	nding					
			Pack Description			Expiry Date	Batch Number	FMD Sta	tus			
			Distaclor MR 375mg t	abs (14) FLYNN	\odot	03/10/2023	TEST0D31C526D0	Ve	infied			
					✓ F10	0 - Save	F11 - Save and Decom	mission	X 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.
	The pack has been marked as invalid in the NMVS database.
Decommissioned	
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.
	A pack has been associated to the Prescription Item.
Associated	



\odot	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.
\odot	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. There are two ways you can decommission packs from the FMD Workload. Either by;

Selecting the [F11 – Save and Decommission] button within the FMD Association window, or Selecting the required Patient and Prescribed Item in the FMD Workload grid and selecting the [F10 – Decommission] button.

2. 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.



MCHALE, Cleve Gera	ld (Mr)'s Prescrib	ed Items from 08/10/20	8						×
F1 - Previous Item	F2 - Next Item	F3 - Rescan All Items	F4 - Mark As Completed	F5 - Mark All Item	s As Comp	leted			
Prescription Items			Prescribed Item Deta	ils					
Cefaclor MR 375mg ta	bs	Associated 🕢	Prescribed Cefac	lor MR 375mg tabs					
Amitriptyline 50mg tab	os	Associated 🕑	Quantity 14						
Cefalexin 250mg tabs		Associated 🥑	Given Quantity 14						
			Associated FMD Item	Details					
			F6 - Remove Pack	F7 - Manual Entry	F8 - Ma	rk As Packs Per	nding		
			Pack Description			Expiry Date	Batch Number	FMD Status	
			Distaclor MR 375mg t	abs (14) FLYNN	\oslash	03/10/2023	TEST0D31C526D0	Decommissio	oned
					🖌 F10	0 - Save 🗸	F11 - Save and Decom	imission 🛛 🗙 C	ancel

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 Outstanding *Prescribed Items* as Completed.

- 1. To begin, open the FMD Workload from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *FMD Workload* menu item.
- 2. From the FMD Workload, use the available *Filters* to search for, locate and highlight the *Patient* and *Prescribed Item* you want to mark as completed, and select the **[F2 Associate Packs]** button.



ProScript Connect	Search (CTF	RL+S)		, Q			10	🕻 Responsible Pharm	acist Tol	by McElory User Su	per Visor 🗕 🗖 🗙
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Redeem Owings	Search										
Reprints	F1 - View PMR	F2 - A	ssociate Packs	F5 - Refresh	F10 - 0	Decommission	Edit Script				
F6 Ordering	Filter									6	-
F7	Period Cu	stom			•	Patient	Search Patient	- Q	Status	Outstanding	Show Deleted
Overdue Scripts F8	From 29,	/10/2018	15 To	12/11/2018	15	Prescribed Dru	g Search Drug	+ Q			Show ND Items
MDS Prep F9	Date	p	atient		P	rescribed Item					Status
MDS Scripts Due	12/11/2018 13	:51:53 N	VICHALE, Cleve (Gerald (Mr)	С	efaclor MR 375m	g tabs				Outstanding
Stock Manager	12/11/2018 13	:51:53	MCHALE, Cleve C	Gerald (Mr)	A	mitriptyline 50m	g tabs				Outstanding
Ctrl O MDS Manager	12/11/2018 13	:51:53 N	MCHALE, Cleve C	Gerald (Mr)	C	efalexin 250mg t	abs				Outstanding
F11	05/11/2018 08	8:35:46 [DAWSON, Mimi	(Miss)	P.	aracetamol 500m	g caplets				Outstanding
SDM Ctrl M	05/11/2018 08	8:35:46 [DAWSON, Mimi	(Miss)	S	enna 7.5mg tabs					Outstanding
ETP	02/11/2018 15	:26:52 1	HURSTON, BOB	BY CLARETTE (N	s) P	aracetamol 500m	g tabs				Outstanding
Script Q											
RMS											
Ctri R											
Support Centre Ctrl T											
MLP											
NHS SPINE											
Medicines Mana											

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

4. 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 **Completed** 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.



MCHALE, Cleve Gerald (Mr)'s Prescribed Items from 08/10/20	
F1 - Previous Item F2 - Next Item F3 - Rescan All Items	F4 - Mark As Outstanding F5 - Mark All Items As Completed
Prescription Items	Prescribed Item Details
Cefaclor MR 375mg tabs	Prescribed Cefaclor MR 375mg tabs
Amitriptyline 50mg tabs	Quantity 14
Cefalexin 250mg tabs	Given Quantity 14
	Associated FMD Item Details
	F6 - Remove Pack F7 - Manual Entry F8 - Mark As Packs Pending
	Pack Description Expiry Date Batch Number FMD Status
	V F10 - Save and Decommission

Revision History

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

Contact us

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