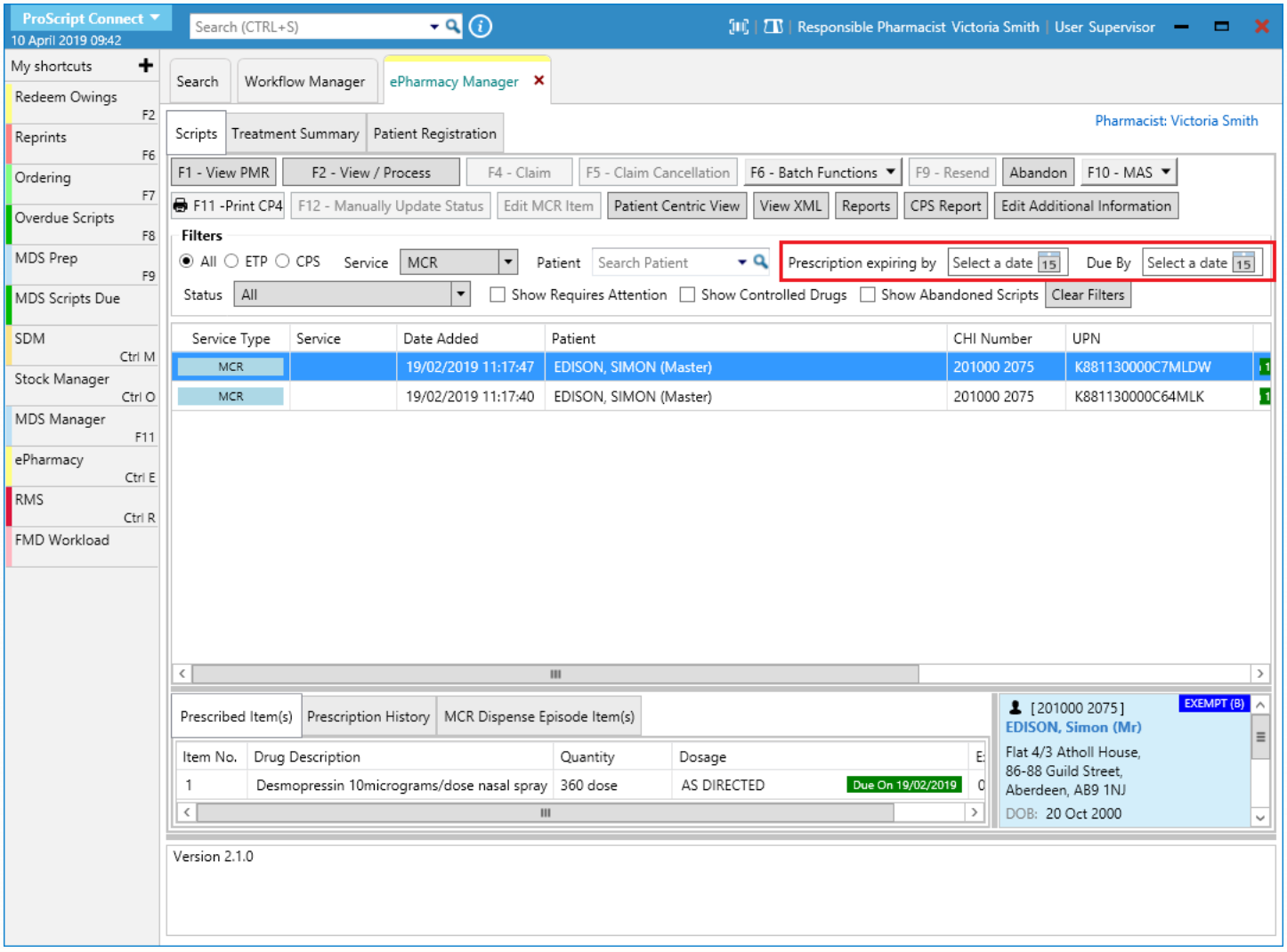
Creating an MCR Owing While Dispensing

1. From the ePharmacy Manager, notice the *Scripts* tab is selected by default.
2. You can toggle ePharmacy to only display MCR prescriptions by selecting the *MCR* menu item from the *Service* drop-down menu. This will restrict the grid view to MCR prescriptions.

The **[F3 – Workload 'X' Days]** button on ProScript has been replaced by two fields in the filters section, which enable you to display prescription due by a specific date, or due to expire by a specific date.



3. Highlight an MCR prescription marked as New.
4. Press **[F2 – View / Process]**.

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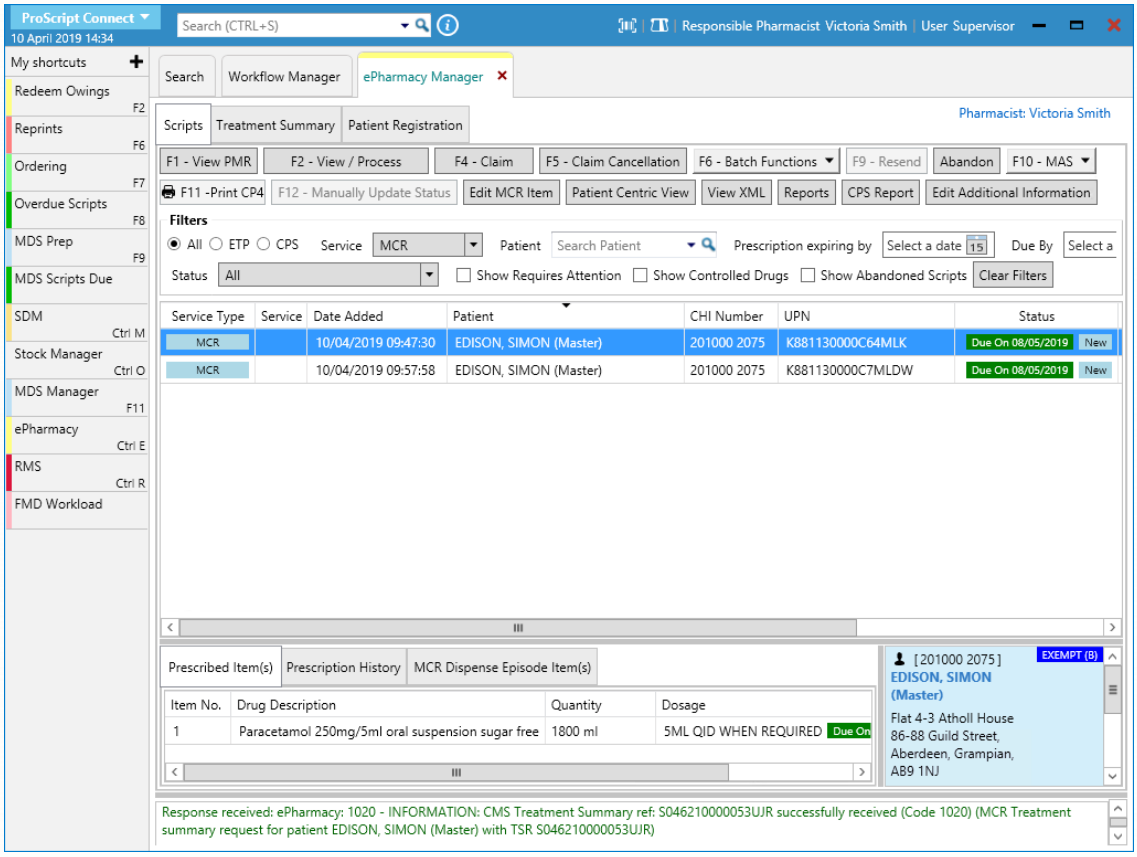
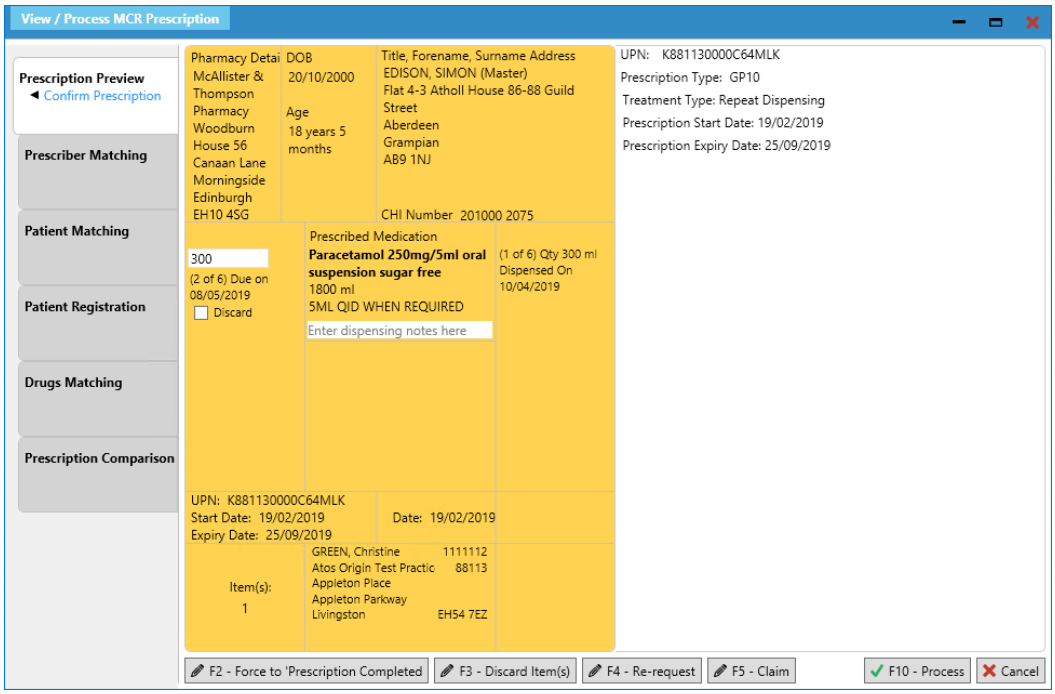


Reviewing the Prescription Preview

1. The View/Process MCR Prescription window displays.



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Don’t forget to enter the quantity you want to dispense against each of the items.

2. Press **[F10 – Process]**.

Matching the Prescriber

The system will automatically attempt to match the prescriber details from the prescription with existing prescriber details on the system. If a discrepancy is flagged, you will be prompted to:

- Press **[F1]** to accept with no changes made
- Press **[F2]** to save any changes

Matching the Patient

The system will automatically attempt to match the patient details from the prescription with existing patient details on the system. If a discrepancy is flagged, you will be prompted to:

- Press **[F1]** to accept with no changes made
- Press **[F2]** to save any changes
- Press **[F3]** to search for and select another patient
- Press **[F4]** to add the patient as a new patient record

If a patient with the same surname is found, but is not a match for the patient you are processing, you’ll have the opportunity to press **[F1 – Add Patient]** which will open a pre-populated Add New Patient window with all the details from the eAMS script. Edit and update as necessary, and press **[F10 – Save]**.

Matching the Drug

The system will automatically attempt to match the drug you want to dispense. If it cannot automatically select the drug, you will be prompted to search for and select the relevant item as per the drug details written on the prescription by pressing **[F10 – Select]**.

Comparing the Prescription

The system will compare the prescription you are attempting to dispense with whatever you have dispensed last time around.

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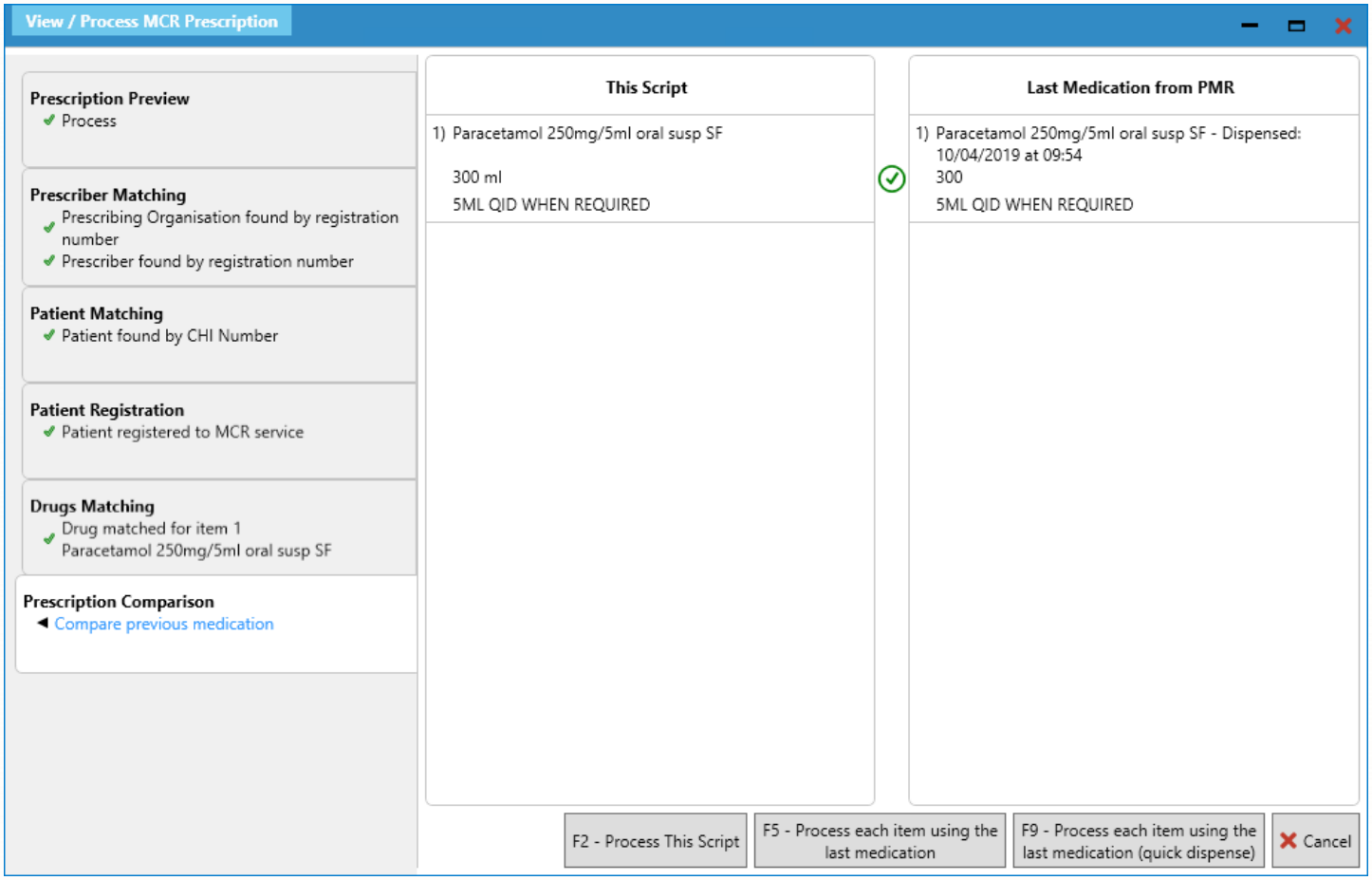

You will be prompted to:

- Press **[F2]** to process the prescription manually, and review the quantity and dosage against each item
- Press **[F5]** to process each item using what was last dispensed on the PMR
- Press **[F9]** to fast-track through the dispensing process for items last dispensed on the PMR

If the item was not previously dispensed, the only available option is **[F2 – Process This Script]**.

Dispensing the Prescription

1. If you have pressed **[F2 – Process This Script]**, the Dispense Prescription window displays. Notice the item has been pre-selected and the *Enter Quantity* tab is selected by default.

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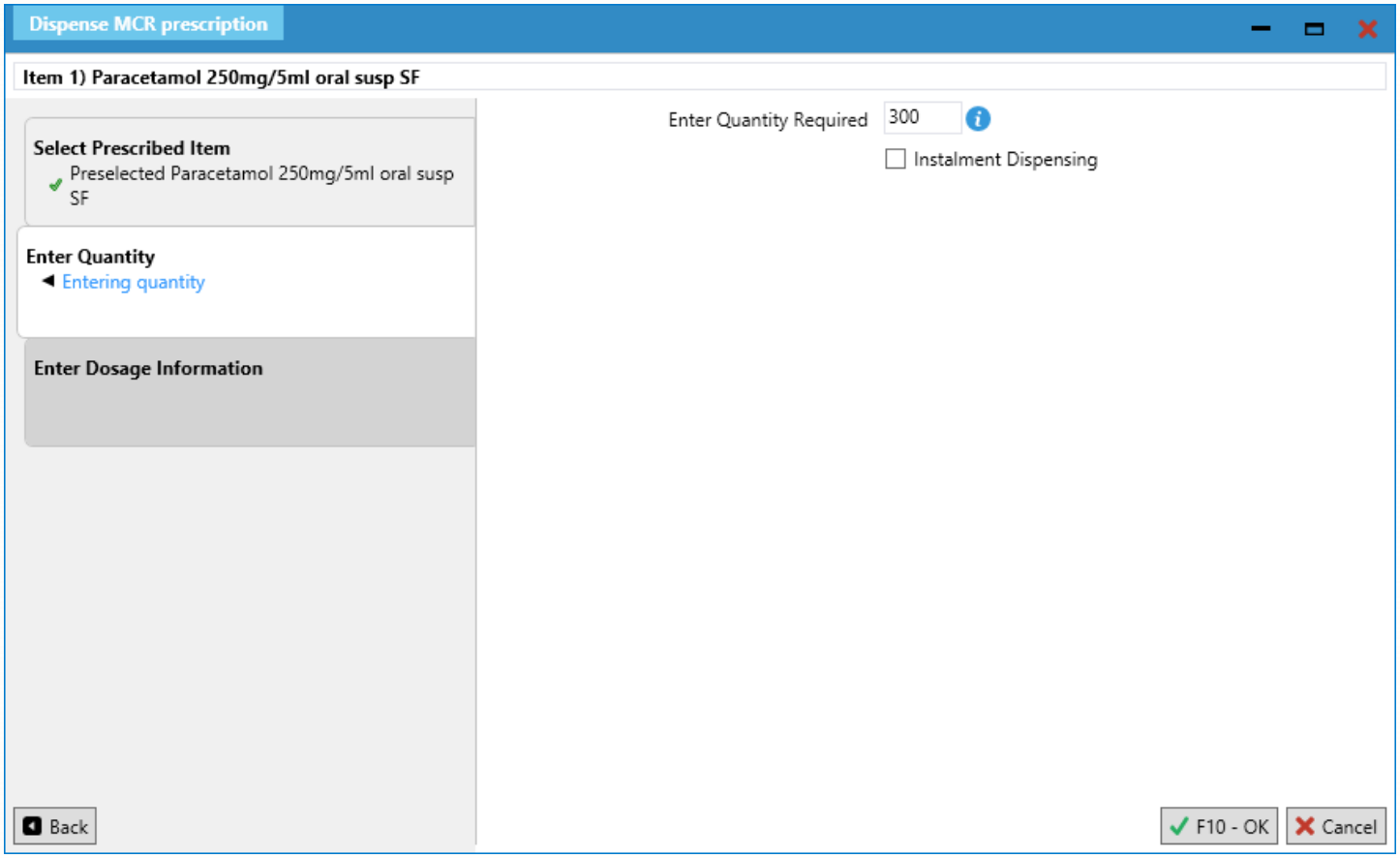

2. Review/edit the quantity and press **[F10 – OK]**.
3. The *Enter Dosage Information* tab is selected.
4. Review/edit the dosage information and press **[F10 – OK]**.

If applicable, medication warnings linked to the specific item you have just dispensed will display in a pop-up window. Press **[F10 – Confirm]** to dismiss it.

5. The system will prompt you to repeat that process for each of the items on the prescription.

Creating an Owing

1. The item(s) display in the first quadrant of the PMR, ready to be endorsed.

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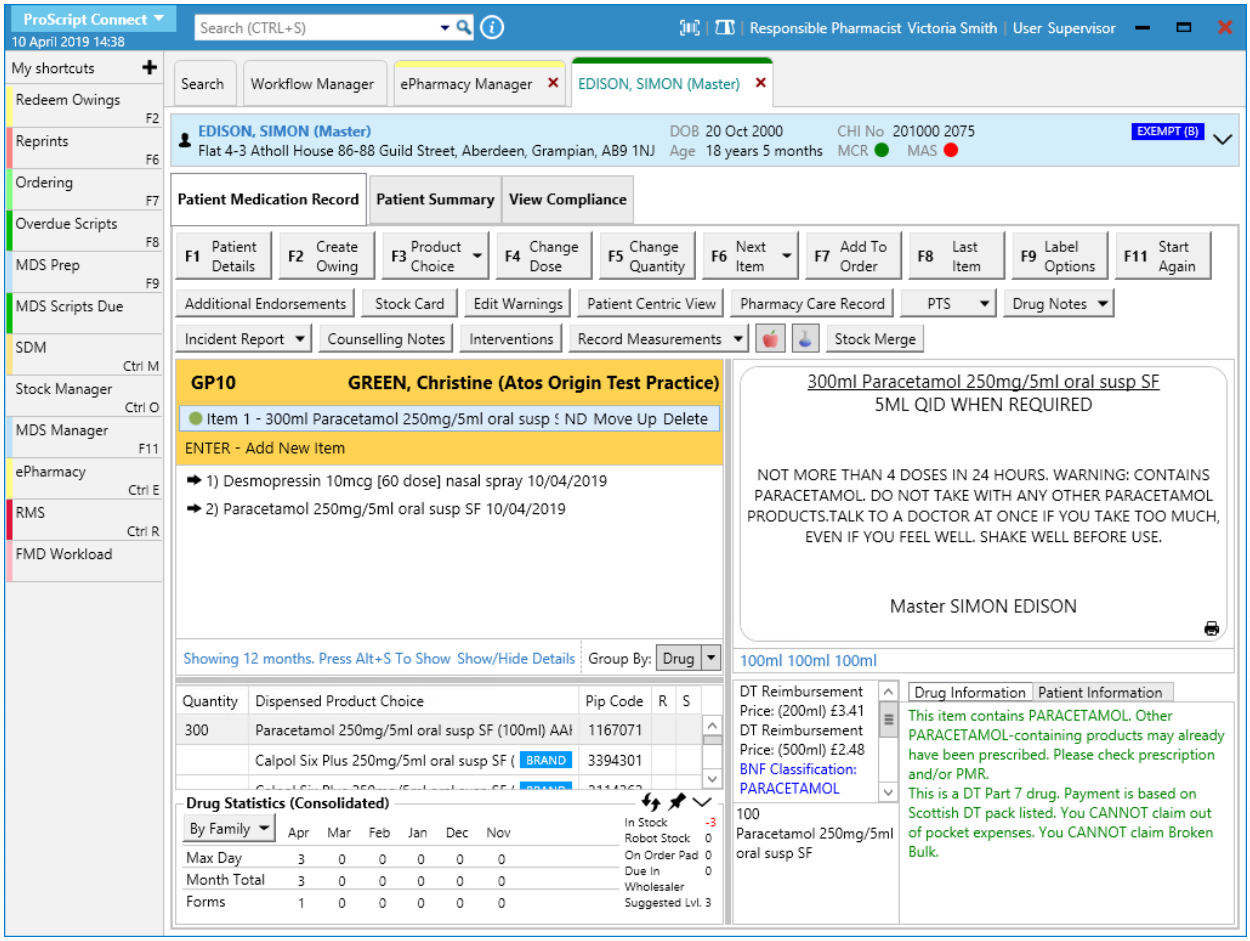
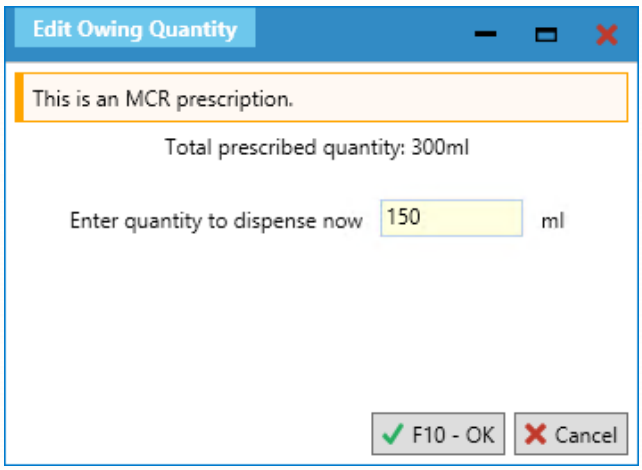


2. Highlight one of the items and press **[F2 – Create Owing]**.
3. The Edit Owing Quantity window displays.



4. Enter the quantity you want to dispense now and press **[F10 – OK]**.
5. You are returned to the PMR, where the selected item is now marked as having an owing.

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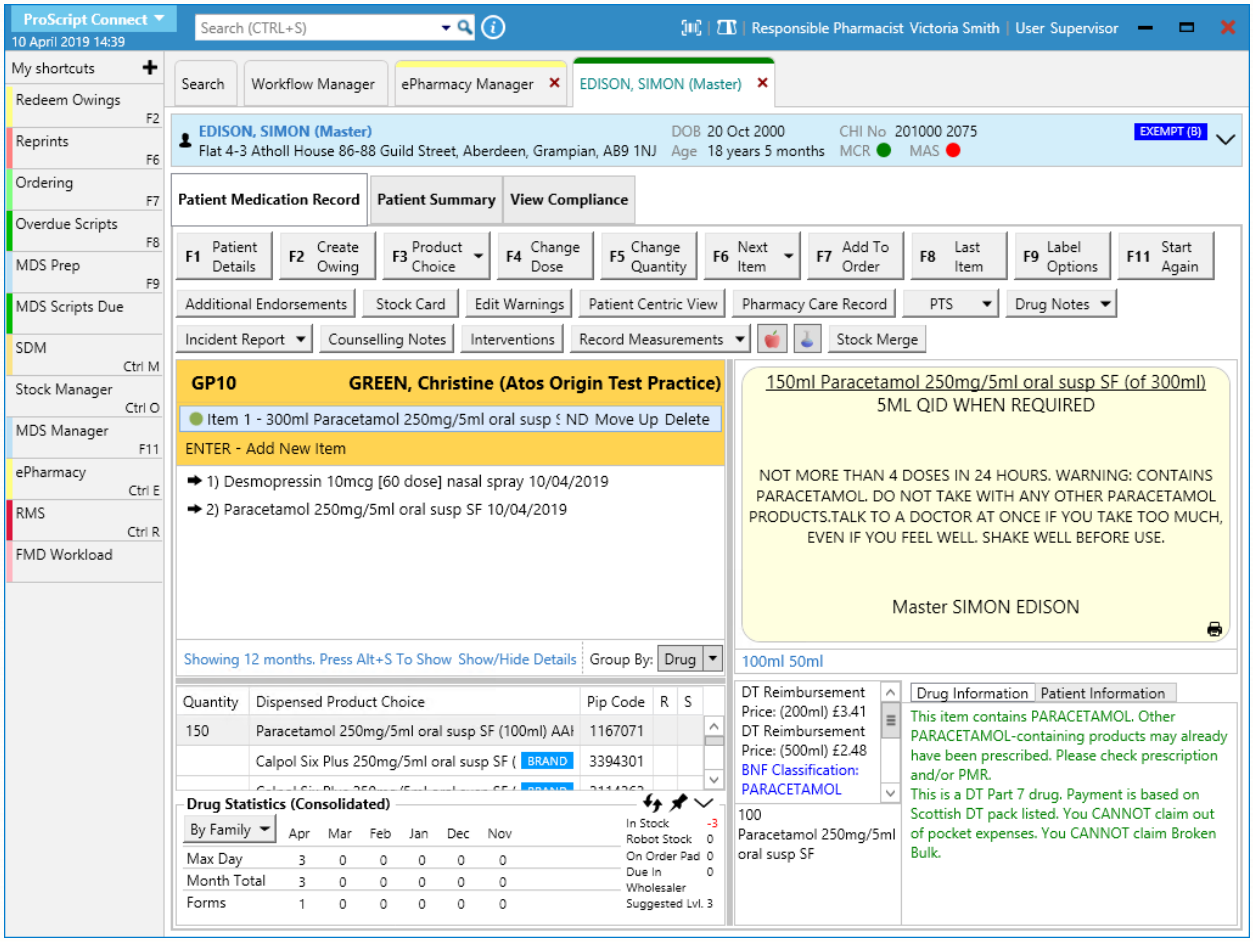

Endorsing the Prescription

1. Press **[F8 – Last Item]**.
2. The Prescription Type preview displays.

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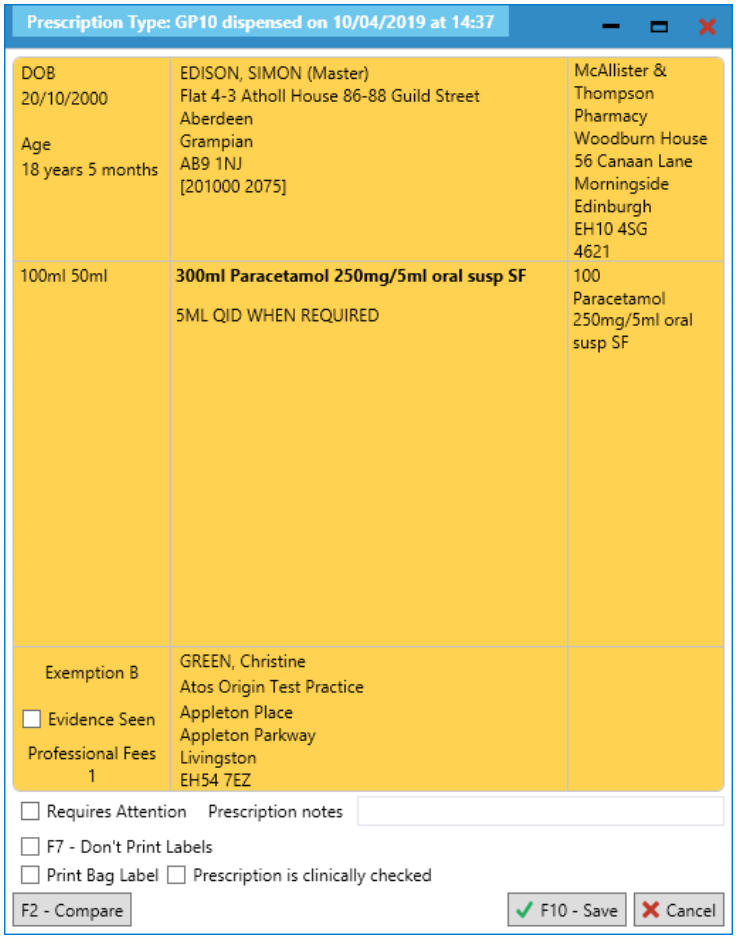

3. Press **[F10 – Save]**.
4. The system will automatically generate and print the endorsement, label(s), owing label, bag label and tracking label.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	16 September 2019		Joanne Hibbert-Gorst

Contact us

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