

User Guide

CKS Software Version 8 – Pharmacy Program

Document Version: 3.10.11



Technology Services

Module 1 : Pharmacy Program

In this module you are shown how to:






-  Create a new script for a new patient
 -  Create a new script for an existing patient
 -  Dispense medication from a patient profile
 -  Do an “Over the Counter” prescription
 -  Send claims through to medical aids, real-time.
-

TABLE OF CONTENTS – MODULE 1: PHARMACY PROGRAM

1. Overview - Dispensing Menu Option Descriptions	4
a. Regular Script	4
b. Re-Write a Script	4
c. Medication History	4
d. Recall a Script	4
e. Price a Script	4
f. Reprint Original Copy / Invoices / Labels	4
g. Print to Follows	4
h. OTC Direct (No Script)	4
i. Label Function	4
j. Claim Replies	4
2. Log into Pharmacy	5
a. Create / Update Profiles	5
3. Dispensing	7
a. Regular Script	7
I. Deleting an Item	12
II. MMAP Pricing	13
b. Re-Write a Script	13
c. Medication History	14
d. Recall a Script	16
e. Price a Script	17
f. Reprint original Copy / Invoices / Labels	18
g. Print To Follows	19
h. OTC Direct (No Script)	21
i. Label Function	22
j. Claim Replies	23

1. Overview - Dispensing Menu Option Descriptions

a. Regular Script

This option would be used to dispense a prescription for:

1. a new patient,
2. an 'OTC' item

b. Re-Write a Script

This is an editing function. It will allow you to edit the profile and any of the medications while keeping the same RX number.

c. Medication History

This file contains all the medication history for a patient. Use this option to do a repeat for a patient. Also used to dispense a new script for an existing patient.

d. Recall a Script

Use this option to do a repeat for a patient if you have the previous RX number.

e. Price a Script

This option will allow you to price a prescription for a patient.

f. Reprint Original Copy / Invoices / Labels

This option will allow you to reprint a script copy, medication labels, trailer labels, delivery labels and any other dispensing labels you need to reprint.

g. Print to Follows

This option will allow you to print the 'To Follows' that need to be prepared. It will also allow you to delete 'To Follows' that have previously been dispensed.

h. OTC Direct (No Script)

Use this option to dispense OTC scripts. This option does not print a copy. The pharmacist dispensing the script, would have to choose a valid patient profile to dispense the OTC script to.

i. Label Function

This option allows you to print a free type label, i.e. it does not affect your stock levels or RX numbers in any way.

j. Claim Replies

This option allows you to view the response of a real-time claim that has been processed.

2. Log into Pharmacy

At the Login screen enter the User number you are going to use:

```

DEMONSTRATION MODULE 2010/06/16
Ver:8.9.01.a

CKS Software Copyright (C) 1986..2009
CKS SOFTWARE

Login:root Runtime Serial#:524928
Runtime Version:07.00.00

-----
USER LOGIN
-----
User-Number : 
Password : 
Printer No :
  
```

This will take you to the Unisolv Login.

a. Create / Update Profiles

From the Pharmacy Main Menu, select:

- < 1 > Maintain
- < A > Patient Information

```

Version 8.901a DEMONSTRATION MODULE -0 /0 SolvPharm
1.MAINTAIN 2.Process 3.Reporting 4.Sub-System 5.Utilities 6.Management
File Maintenance
A. Patient Information
B. Pay Office Information
C. Medical Aid Information
D. Supplier Prices
E. Capitation Files
F. Healthnet Interface
G. Translation Files
H. Exclusion Descriptions
I. Mixture File
J. Message File
K. Medical Aid Number Formats
L. Maximum Medical Aid Prices
M. Loyalty Card Details
N. ICD10 File Maintenance
O. Script Information Messages
  
```

```

(phm009) REGULAR PATIENT - DETAILS SolvPharm
Surname..... : AR <Tab> for Medical Aid Search
Initials..... : | [Down] To Read Credit Card

[F1]=Help [N]=Create New Profile
-----
| Surname | Init/Title | Address | Med/Aid | Member Number |
-----
1>ARANGIES | GJ MNR | BRUAR FOSS STRAAT 11 | PR | 5195180
2>ARENDS | M MNR | | FARANA | 4700094158
3>ARENDE | E MNR | | FARANA | 4658406
4>ARENDT | AHH MR | 364 JOOSTE STREET | PR |
5>ARI | A | | DISCO | 24545535423
6>ARNDT | DES | SONHEUWEL 20 | MHGTRNSA | 4648100
7>ARUMUGAM | R MNR | | FARANA | 4700094725
8>ASPELING | G | ALARICWEG 74 | MDS0300 | 4149130
9>ATSHUSE | FD MNR | | FARANA | 47000051380

1. HENDRINA 6.
2. 7.
3. 8.
4. 9.
5.
  
```

New Profile:

Type the surname of the person you wish to add to the profiles and press <ENTER>. At the surname display, press <N> for new. This will allow you to capture details for the patient.

Existing Profile:

Type the first couple of characters of the surname you are looking for and press <ENTER>. This will display a list of all possible matches. If the surname is in the list, press the corresponding line number to select it. If not press the down arrow key to continue searching, otherwise press <ESC> to type the surname again.

```

(phm008) | PROFILE NUMBER: 000313 | Last Accessed:2010/05/14 | SolvPharm
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
Surname|ACKERMAN|A/c No|002111|Alt:000000|Blk:1|Disc%: 0|
Inits..|AJ|Title:MR|Tel Home|012 6536081|Cell:|Sms:|
FirstNm|ANDRIES|Link To|Employer|eMail|Lang:A|
ID No|8008210141086|M/Aid Cd|PR|File No:0000313|
Sex: M|Wght:|Age:|M/Aid No|3342600|
ResAdr1|454 THEUNS VAN NIEKE|Doctor|ABOOBAKER|
ResAdr2|ROOIHUISKRAAL|Pract No|1439049|Tel:|
ResAdr3|(GOOI IN POSBUS)|
P/Code|57|
-----|-----|-----|-----|-----|-----|-----|-----|-----|
1) JULIE JEY F 4 49.04 MHGTRNSA3342600
2) ANDRIES AJ M 4 25.04 MHGTRNSA3342600
3)
4)
5)
6)
7)
8)
9)
-----|-----|-----|-----|-----|-----|-----|-----|-----|
|<Enter>=Accept,<U>pdate,<M>-<M>essages,<A>llergies,<L<I>mits,<Y>=Loyalty Nos
|<D>ebtor Info,<K>=111 (Erase) Profile,<L> for Label

```

These are the important fields to <ENTER>:

Option	Description
Surname:	The surname for the patient / main member you are creating the profile for.
Initials:	The patient's initials.
First Name:	Type the first name/s for the patient exactly as it appears on his medical aid card as this could lead to a rejection of a claim at a later stage.
Identity #:	Type the identity number for the patient correctly as it appears on his medical aid card.
Sex:	Type the gender for the patient.
Address:	This is the address for the customer.
A/C No:	If the pharmacy and debtors programs are linked together and the debtor has an account, the account number can be entered here to allow for levies to be written to the debtor's account directly.
Alt:	This is an alternative debtor's account which is used by Claim Settlement to charge unpaid medical aid claims to.
BLK:	If the profile is blocked due to outstanding levies / claims not paid, this could be set.
Telephone numbers:	These are the numbers the patient could be contacted on.
Medical Aid Code:	Make sure this is correct for the medical aid the patient belongs to, as errors here could lead to rejections later on.
Medical Aid No.:	Type this as it appears on the customer's medical aid card. Make sure this is correct as errors can lead to rejections.
Doctor:	Select the doctor the patient will be getting scripts from.
Doctor Practise Nr:	Make sure this is correct as errors could lead to rejections later on.

This will then take you into a new screen where you are able to enter details for any additional members to the main member. Insert the information for the dependant (as above) .When finished, press <TAB> to exit. Also, if there are no dependants for the main member, press <TAB> to exit.

Press <ENTER> to accept the changes and save it.

3. Dispensing

a. Regular Script

Make sure your CAPS lock is ON

From the Unisolv Master Menu, select:

< 1 > Pharmacy Program

```
DEMONSTRATION MODULE 2010/06/17
--Ver:8.9.01.a
***** UNISOLV MASTER MENU *****
1.-->..... Pharmacy Program
2. .... Debtors Program
3. .... Creditors Program
4. .... Stock Program
5. .... Invoicing Program
6. .... Purchasing Program
7. .... CLAIMS PROCEDURES
8. .... DAILY / WEEKLY ROUTINES MENU
9. .... STOCK FILE UTILITY MENU
10. .... DEBTORS UTILITY MENU
11. .... MONTH-END PROCEDURES
12. .... MONTH-END REPORTS IN BACKUP AREA
13. .... BACK-UP UTILITY MENU
14. .... CUSTOMISED UTILITY MENU
15. .... Claim Settlement Program
16. .... UNIX UTILITIES MENU

Menu No: 001      Enter Selection Number 1-16      <Esc> to Exit.
User:CKS SUPPORT      9999/3      Printer:0099
```

This will take you into the Pharmacy Program. When entering the Pharmacy Program, it displays the system date. Press <ENTER> to accept this.

From the Pharmacy Program Main Menu, select:

< 2 > Process

< A > Regular Script

```
Version 8.901a | DEMONSTRATION MODULE -0 /0 | SolvPharm
1.Maintain 2.PROCESS Reporting 4.Sub-System 5.Utilities 6.Management
----- Dispensing -----
A. Regular Script
B. Re-write a Script
C. Medication History
D. Recall a Script
E. Price a Script
F. Reprint Copy/Labels/Invoice
G. Print To Follows
H. O.T.C Direct (No Script)
I. Label Function
J. Realtime Claim Replies
K. Patient Information Leaflets
L. Amend To Follows/Collect/De1
M. Amend Original Repeat Count
N. View Script Details

Last script number :00753525
Dispensing Date : 2010/06/17

Pharmacist Number:      User Name:CKS SUPPORT
```

Pharmacist Name:

Type in your code and <ENTER>.

Password:

Type your password and press <ENTER>.

[phm009]		REGULAR PATIENT - DETAILS		SoloPharm	
Surname..... : LAND		<Tab> for Medical Aid Search			
Initials..... :					
#	Surname	[F]=Help [N]=Create New Profile	Address	Med/Aid	Member Number
1	KRIEL	D MS		PR	
2	LANDSBERG	M MS	38 ANTON HARTMAN STR	IMPLA	265986
3	LOUW	J MR	PO BOX 2843	PR	
4	MITCHELL	D MR		PR	
5	NEL	R MR	99 BLUE LANE	DISCO	92837598245
6	SPIERS	B MS		TEST	234635
7	SWART	U		PR	
8	VAN DER BERGH	U MS		PR	
9	YOUNG	EW MR	38 ANTON HARTMAN STR	SASOLA	982375
	1.		6.		
	2.		7.		
	3.		8.		
	4.		9.		
	5.				

Surname:

Type the first couple of characters of the surname you are looking for and press <ENTER>. If the surname you are looking for is displayed in the list press the corresponding line number and press <ENTER>. If the surname is not in the list, press the down arrow key to continue searching or press <ESC> to search again.

If it is a script for a new patient, type the surname and press <N> to create a new profile. This will allow you to capture all the customer's details on a new profile.

(phm008)		PROFILE NUMBER: 000313		Last Accessed: 2010/05/14		SoloPharm	
Surname	ACKERMAN	A/c No	002111	Alt	000000	Blk	1
Inits.	AJ	Title	MR	Tel Home	012 6536081	Cell	
FirstNm	ANDRIES	Link To		Buss/Fax		Sms	
ID No	8008210141086	Employer		Lang	A		
Sex	M	wght		Age			
ResAdr1	454 THEUNS VAN NIEKE	M/Aid Cd	PR	File No	0000313		
ResAdr2	ROOIHUISKRAAL	M/Aid No	3342600				
ResAdr3	(GOOI IN POSBUS)	Doctor	ABOUBAKER				
P/Code	57	Pract No	1439049	Tel			
1)	JULIE	JEY	F 4	49.04	MHGTRNSA3342600		
2)	ANDRIES	AJ	M 4	25.04	MHGTRNSA3342600		
3)							
4)							
5)							
6)							
7)							
8)							
9)							
<Enter>=Accept, <U>update, <M>=Messages, <A>=Allergies, <L>=Loyalty Nos <D>=Debtor Info, <K>=111 (Erase) Profile, <L> for Label							

This will display the details for the profile you have chosen.

Options are as follows:

Option	Description
<ENTER>	If it is the correct profile chosen / created, press <ENTER> to dispense for the Main member.
< 1 – 9 > Dependants	If it is the correct profile chosen / created, type the number for the dependant you wish to dispense for.
< U > Update	If details on the profile need to be changed, press <U> to update. This will take you through ALL the options on the profile.
< M > Messages	This will allow you to create a message on the profile for the patient.
< A > Allergies	Press <A> to add the patient's allergies onto the profile for future reference.
< D > Debtor Info	If parameters are set up correctly and the pharmacy and debtors programs are linked and there is an account number in the

	profile, you are able to view the patient's debtor's information.
< T > Temp Medical Aid	This is used when the customer gets Over the Counter medication and does not want to process it through his medical aid, you have the option to change the medical aid for the particular script.
< L > Label	This is used to print a label with the customer's name and address. Could be used as a delivery label.

After pressing <ENTER> for the main member or typing the correct number for a dependant, you will be prompted to choose whether you are about to process an item that is (items that are) on prescription or not. This will determine the calculation of the appropriate dispensing fee as per the new pricing regulations 2004.

```

<Phn008> PROFILE NUMBER: 037108 Last Accessed:2005/04/28 SoluPharm
Surname...: LANDSBERG A/C No...: 000001 Blk: Disc%: 0
Initials...: M Title:MS Tel Home: 011 805 6396/0826477 No Limit
*First Name..: MARITZA Link To Tel Bus...: 011 695 5300 X 5392 Sns:Y
Identity #.: 8000210141086 Employer: CKS
Sex: Weight: Age: 24.10 Lang:E eMail: jesse@cks.co.za
*Addr Line 1: 38 ANTON HARTMAN STR *M/Aid Code.: IMPLA File No: -
*Addr Line 2: UORNA VALLEY *M/Aid No...: 265986
*Addr Line 3: *Doctor...: ABKLEWITZ SR
*Addr Line 4: Pract No: 1804723 Tel:442-2065

Act 90 Settings
1) J P.A.T Doctor's Prescription
2) Schedule: 1 1
3) Prof Fee %: 18.24 29.64
4) Prof Fee Max: 18.24 29.64
5) Markup Below Sched: 36.00 50.00
6) Admin Fee: 0.00 0.00
7) Select [P]A.T Or [D]octor Prescription:
8)
9)
<ENTER> for Main Member, <1-9> for Dependant, <U>update, L<I>mmits
<M>essages, <A>llergies, <D>ebtor Info, <T>emp Med.aid, <L>abel

```

Pat or Doctor: **Select the correct option for the script in order for the correct calculation to take place.**

If a tier structure has been implemented on the system the above option would not appear and the calculations would be done automatically.

```

<Phn040> DRUG DETAILS S SoluPharm
Patient:LANDSBERG M MS MARITZA Lang:E IMPLA
[Ph:CARFIELD] Script Number...:
Drug Name.....<TAB>=Mixture : MYPROD
<Rec. 01 of 01 >
Quantity.....<TAB>=OTC Ln Drug 20050615 Strength Dos. T S Nappi
Cost Plus Price..... 1.MVPRODOL CAP 200<250:10 CAP B 3 745561
Number of Repeats..... 2.MVPRODOL SUS 200<250:10 SUS L 3 793744
Directions :- Days Sup
Please Select Drug or <C>reate

```

Drug Name: **Type the first couple of characters for the item you are looking for and press <ENTER>. This will display a list of possible matches. If the item you wish to dispense is displayed in the list press the corresponding line number, otherwise press <ESC> to search again.**
If the stock and pharmacy systems are correctly linked and barcodes are captured in stock, the barcode of the item can be scanned at this point.

If you would like to dispense a Mixture or any compounded product, you would press <TAB> at this point.

Cphm021		MAINTAIN MIXTURE FILE		SoloPharm	
Mixture Name : CODIS COCKTAIL					
No.	Drug-name			Quantity	
1.	CODIS	TAB		20.00	
2.	STOPAYNE	SYR		100.00	
3.					
4.					
5.					
6.					
7.					
8.					
9.					
				120.000	
Press <RET> If Correct, <U> To Update, <D> To Delete					

Mixture Name: Type in the name you wish to call the mixture and press <ENTER>.

Drug Name: Insert the drugs you wish to add to the mixture including the quantities thereof. The program will automatically add the quantities and calculate the pricing.

If you have finished adding all the drugs into the mixture and everything is correct, press <ENTER>. The mixture will be placed on the script as follows:

0=Exit 1=Copy 2=Auto<3-5> 3=Price 4=Label 5=Store 7=Chge 8=Mdep <ENT>=Next	
Patient:LANDSBERG	M MS MARITZA Lang:E IMPLA
[Ph:CARFIELD] Script Number...: 00189139	Price As At : 20040828
Drug Name.....<TAB>Mixture :	CODIS COCKTAIL 110.0 35.26 2
<Rec. 06 of 06 >	
Quantity.....<TAB>=OTC/NC/ND :	120.000
Cost Plus Price.....	44.17
Number of Repeats.....	0
Directions :-	Days Supply... : 10.00 ICD10: Auth:
AS DIRECTED	
	50.00% Healthnet
STOPAYNE SVR	100.0 34.16
CODIS COCKTAIL	120.0 57.26

Cphm040		DRUG DETAILS S		SoloPharm	
Patient:LANDSBERG	M MS MARITZA	Lang:E IMPLA			
[Ph:CARFIELD] Script Number...:	00189139	Price As At : 20040828			
Drug Name.....<TAB>Mixture :	MYPRODOL	CAP		3	
<Rec. 01 of 01 >					
Quantity.....<TAB>=OTC/NC	Ln	Qty	Cost	Sell	Unit Nappi
Cost Plus Price.....	1.	30.00	45.96	68.95	2.30 745561/004
Number of Repeats.....	2.	60.00	90.49	135.74	2.26 745561/012
Directions :-	3.	100.00	153.20	229.81	2.30 745561/020
Days Supply	Please Select Drug				
	50.00%				

Quantity: At the quantity field you enter the quantity needed. If you leave this field blank and press <ENTER> CKS Software will show the options e.g. 28's or 30's. Press the corresponding line number for the pack size you wish to dispense.

Not Dispensed: If you would like to make the item 'Not Dispensed', press <TAB> at the quantity field and select 'N/D'. (OTC – Over the counter i.e. no dispensing fee or broken bulk, etc) CKS SOFTWARE calculates the price automatically.)

Cphm040		DRUG DETAILS \$		SoloPharm															
Patient:	LANDSBERG	M	MS	MARITZA	Lang:E IMPLA														
[Ph: CARFIELD]	Script Number...	: 00189139		Price As At :	20040828														
Drug Name.....	<TAB>=Mixture	:	BENYLIN CHESTY	SVR	100.0 26.35 2														
<Rec. 07 of 07 >		:																	
Quantity.....	<TAB>=OTC/MC/ND	:	0.00																
Cost Plus Price.....		:																	
Number of Repeats.....		:																	
Directions :-	Days Supply...	:																	
<table border="1"> <tr> <td>STOPAYNE</td> <td>SVR</td> <td>50.00%</td> <td>100.0</td> <td>34.16</td> </tr> <tr> <td>CODIS COCKTAIL</td> <td></td> <td></td> <td>120.0</td> <td>57.26</td> </tr> </table>						STOPAYNE	SVR	50.00%	100.0	34.16	CODIS COCKTAIL			120.0	57.26				
STOPAYNE	SVR	50.00%	100.0	34.16															
CODIS COCKTAIL			120.0	57.26															
<table border="1"> <tr> <td>1.</td> <td>O.T.C.</td> </tr> <tr> <td>2.</td> <td>N/C</td> </tr> <tr> <td>3.</td> <td>N/D</td> </tr> <tr> <td>4.</td> <td>O.T.C. & N/C</td> </tr> <tr> <td>5.</td> <td>O.T.C. & N/D</td> </tr> <tr> <td>6.</td> <td>N/C & N/D</td> </tr> <tr> <td>7.</td> <td>OTC & NC & ND</td> </tr> </table>						1.	O.T.C.	2.	N/C	3.	N/D	4.	O.T.C. & N/C	5.	O.T.C. & N/D	6.	N/C & N/D	7.	OTC & NC & ND
1.	O.T.C.																		
2.	N/C																		
3.	N/D																		
4.	O.T.C. & N/C																		
5.	O.T.C. & N/D																		
6.	N/C & N/D																		
7.	OTC & NC & ND																		
Please Select																			

Change Price:

Should you wish to change it, you can – **CKS SOFTWARE** will prompt you “Enter YES to confirm price override” as a double check. The price shown at this point will be the Single Exit Price (SEP) for those items.

Generic Equivalents:

If you would like to give a generic equivalent of the drug you have chosen, press <TAB> in the price field. This will display a list of all the relevant generics for the item. To select the drug you wish to dispense, press the line number to select it.

Cphm040		DRUG DETAILS \$		SoloPharm	
Patient:	LANDSBERG	M	MS	MARITZA	Lang:E IMPLA
[Ph: CARFIELD]	Script Number...	: 00189139		Price As At :	20040828
Drug Name.....	<TAB>=Mixture	:	STOPAYNE	SVR	100.0 26.35 2
<Rec. 01 of 01 >		:			
Quantity.....	<TAB>=OTC/MC/ND	:	100.00		
Cost Plus Price.....		:	26.35		
Number of Repeats.....		:			
Directions :-	Days Supply...	:			Auth:
Generic Equivalents					
Ln	Drug	20050617	Strength	I S	Pack Price Q.o.h Active(s)
1.	STOPAYNE		SVR 120(5;6.5)	L 2	100.0 26.35 0.00 PARA CODEP
Please Select Drug					

Number or repeats:

If there are any repeats to be done from this prescription, type the number of repeats needed. This will be used when the repeat script is processed.

Days Supply:

Medical aids require this to be filled in, in order to control substance abuse.

ICD10 Code:

From 1 July 2005, Medical Schemes are requiring pharmacies to enter an ICD10 code for items dispensed.

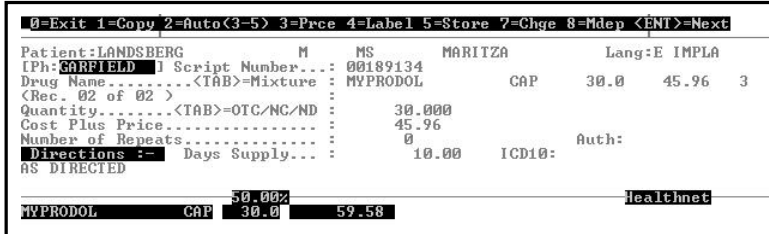
Directions:

Type the directions for the patient on how to use the drug correctly.

To Follows:

After the Directions type “[XX TF]” where XX is the amount to follow e.g. “[10TF]”. Once the script has

been processed, you will be prompted “Deliver or Collect?”
Select the preferred option.



After one item has been added onto the script, press <ENTER> to add more if necessary.

After all drugs have been dispensed, you have the following options:

Option	Description
< 0 > Exit	This will take you out of the script. If you have not stored the script already, a message will appear and warn you that it has not been saved, do you wish to continue. After the script has been saved this will take you back to the Pharmacy Main Menu.
< 1 > Copy	This will print the copy for the script. This does not store the script.
< 2 > Auto (3-5)	This will automatically price the script, print the medication and script labels as well as store the script.
< 3 > Price	This will price the script.
< 4 > Labels	This is where you go to print the labels. Script, medication, delivery, etc., labels can be printed using this option.
< 5 > Store	This will save the information for the script to the medication history.
< 7 > Charge	If there was a levy payable or if it was a Private script, you have the option to charge this amount directly to the patients' account (if it exists and parameters are set correctly).

After the script has been stored, the 'transaction' has been completed successfully.

I. Deleting an Item

If after you have entered an item and the patient no longer needs it, go back up to the item using the 'up arrow' key. Press <HOME> and then <HOME> again to clear the line, then type "DELETE" and <ENTER>.

Cphm040		DRUG DETAILS		SoloPharm	
Patient:LANDSBERG	M	MS	MARITZA	Lang:E	IMPLA
[Ph:CARFIELD] Script Number...	: 00189139				
Drug Name.....<TAB>=Mixture	: DELETE				
<Rec. 01 of 06 >	:				
Quantity.....<TAB>=OTC/MC/ND	:				
Cost Plus Price.....	:				
Number of Repeats.....	Auth:				
Directions :-	Days Supply... :				
AS DIRECTED	:				
	50.00%		Healthnet		

II. MMAP Pricing

If MMAP Pricing is applied to a particular item on a script for a particular Medical Scheme, the following option will be given:

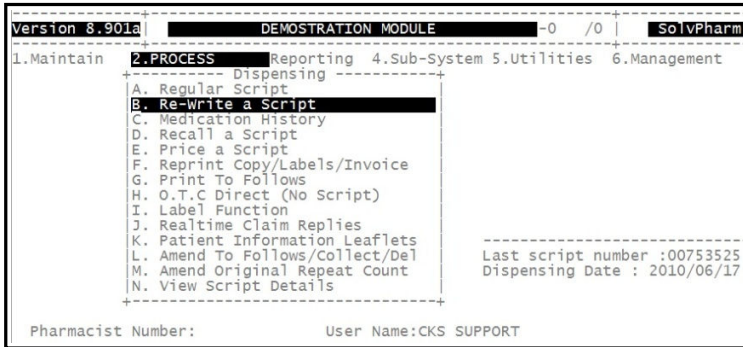
MPL 5.65 Diff: 41.53 :<1>=Accept,<2>=Replace,<3>=Reduce Pr.<4>=Override MPL					
Patient:LANDSBERG	M	MS	MARITZA	Lang:E	LBT
[Ph:CARFIELD] Script Number...	: 00189139 Price As At : 20040604				
Drug Name.....<TAB>=Mixture	AMOXIL 250MG	CAP	15.0	47.18	4
<Rec. 07 of 08 >	:				
Quantity.....<TAB>=OTC/MC/ND	: 15.00				
Cost Plus Price.....	:				
Number of Repeats.....	:				
Directions :-	Days Supply... :				
AS DIRECTED	:				
	50.00%		Authorisation Required Interpharm MPL		
CODIS C Drug Exceeds Recommended Price By:R41.53 >Rp=R5.65 AVAILABLE OPTIONS 1=Option Not Available? 2=Replace Drug 3=Reduce Drug Price 4=Override Rp OPTION : █ Note! This should be seen as a warning only! Submit the full amount (<4=Override Rp> to allow medical aid to apply excess according to scheme rules.					

In the example above, the total price of the 15 Amoxil 250mg Capsules is R47.18. According to the menu at the top of the screen a MMAP Price of R41.53 is applied to the selected drug. The difference the member will have to pay, on top of any levy to be paid. You have the following choices:

- | | |
|------------------|--|
| 1. Accept | This accepts the MMAP price and lets the customer pay this difference. |
| 2. Replace | This will let you replace the item with a generic equivalent. |
| 3. Reduce Price | This will let you override the total price of the drug e.g. if a selling price of R41.53 is okay, the claim will be at the correct MMAP price and the patient will not have to pay any difference. (The difference is absorbed by the business) |
| 4. Override MMAP | This lets you override the MMAP price and claim the full price of R47.18. |

b. Re-Write a Script

This will allow you to edit a script as mentioned above. If you do not need to print the copy and the labels again, always remember to press "<5> Store" to exit from the script, otherwise the script will not be stored.

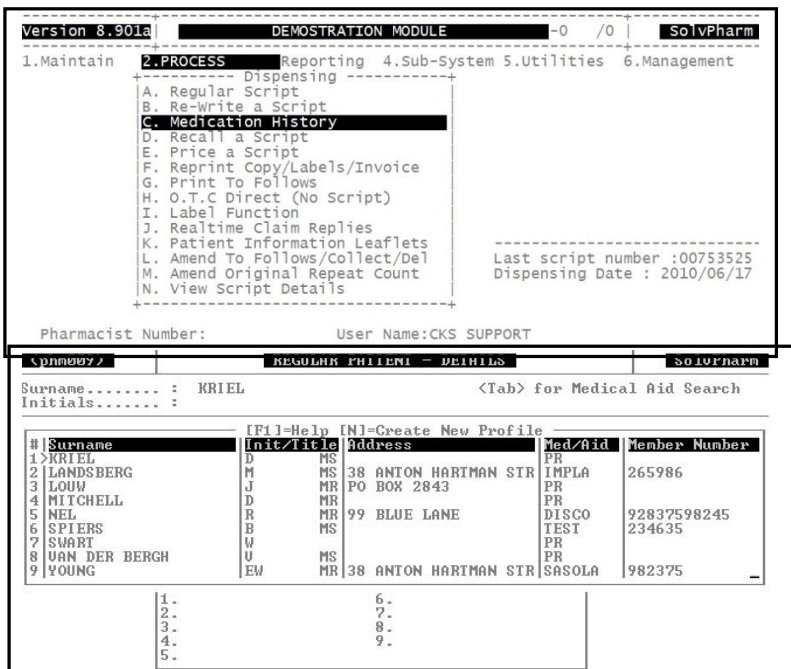


c. Medication History

If a patient needs a repeat and does not have a script number, use this option. It will list all the medication in the patient's history file. It is also best practice to use this option when dispensing a new script to an existing patient.

From the Pharmacy Program Main menu, select:

- < 2 > Process
- < C > Medication History



Surname:

Type the first couple of characters of the patient's surname and press <ENTER>. Select the correct patient from the list displayed.

```

(phm008) PROFILE NUMBER: 000313 Last Accessed:2010/05/14 SolvPharm
Surname ACKERMAN A/c No 002111 Alt:000000 Blk:1 Disc%: 0
Inits.. AJ Title:MR Tel Home 012 6536081 Cell:
FirstNm ANDRIES Link To Buss/Fax
ID No 8008210141086 Employer
Sex: M Wght: Age: eMail
ResAdr1 454 THEUNS VAN NIEKE M/Aid Cd PR File No:0000313
ResAdr2 ROOIHUISKRAAL M/Aid No 3342600
ResAdr3 (GOOI IN POSBUS) Doctor ABOOBAKER
P/Code: 57 Pract No: 1439049 Tel:

1) JULIE JEY F 4 49.04 MHGTRNSA3342600
2) ANDRIES AJ M 4 25.04 MHGTRNSA3342600
3)
4)
5)
6)
7)
8)
9)
<Enter>=Accept, <U>=update, <M>-<M>=messages, <A>=Allergies, <L<I>=Limits, <V>=Loyalty Nos
<D>=Debtor Info, <K>=ill (Erase) Profile, <L> for Label
  
```

This will display the patient's profile. If all the details on the patient's profile are correct, press <ENTER> to continue with the script.

```

05/06/17
KRIEL D MS E SMITH C
PR
>>DISPRIN CU 100MG TAB 30.000 22.10 00189128 050607 01/02
AS DIRECTED SMITH C PR
NEXIAM 40MG TAB 28.000 347.03
AS DIRECTED
DISPRIN CU 100MG TAB 30.000 22.10 RPT 1 of 6 00189097 050412 01/01
AS DIRECTED KRASSIA CLINI PR
DISPRIN CU 100MG TAB 30.000 22.10 Original + 6 00189096 050412 01/01
AS DIRECTED KRASSIA CLINI PR

END OF HISTORY - <RETURN> to Dispense [ Page 1 ]
  
```

A list of all the medication dispensed to the particular patient will be displayed.

To select an item press <ENTER>, the item is selected and it will look like this, e.g. >>DISPRIN CV

To deselect an item move the cursor opposite the item on the list and press <TAB>. To skip an item press <TAB> and the cursor will move to the next item in the history.

This will then take you to the dispensing screen as follows:

```

(phm040) DRUG DETAILS $ SolvPharm
Patient:KRIEL D MS Lang:E PR
[Ph:CARFIELD] Script Number...: 00189140
Drug Name.....<TAB>=Mixture : DISPRIN CU 100MG TAB
<Rec. 01 of 02 >
Quantity.....<TAB>=OTC/MC/MD :
Cost Plus Price.....:
Number of Repeats.....: Auth:
Directions :- Daily Dosage..:
AS DIRECTED
50.00%
  
```

At this stage you are able to press <PageDown> to 'auto complete' the script or press <ENTER> to continue.

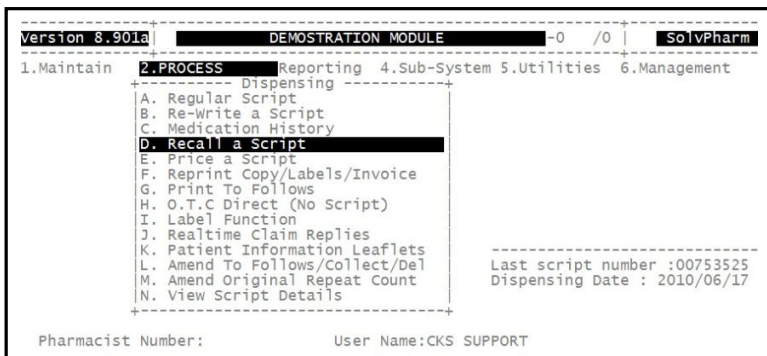
If you are busy dispensing and the patient then requires another item from his/her history, enter through as if you are going to add another item onto the script. Type in a <?> and <ENTER>, this will bring up all the relevant history. The items that are already selected will appear, e.g. <>DISPRIN

d. Recall a Script

Use this option to do a repeat for a patient if you have the original script number. When using this option a new script number is allocated and the script is stored as a new script.

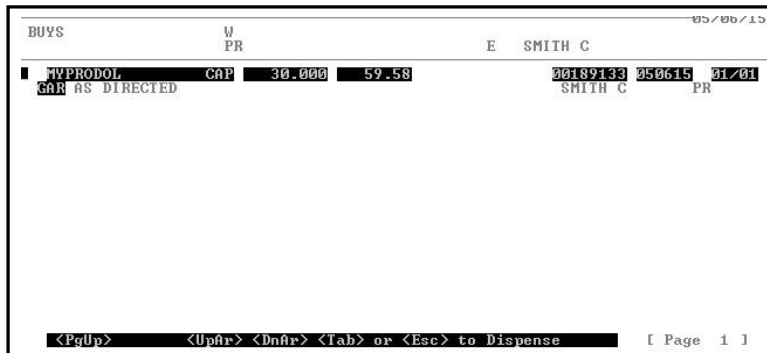
From the Pharmacy Program Main Menu, select:

- < 2 > Process
- < D > Recall a Script



You will be prompted for a script number. Type this in and press <ENTER>. The profile that was used for the particular script will be displayed on the screen. If all the details on the profile are still correct and there are no changes to be done, press <ENTER> to continue.

The list of items that were dispensed on the particular script will now be displayed on the screen. Select the items as before (medication history) and press <ESC> to continue dispensing.



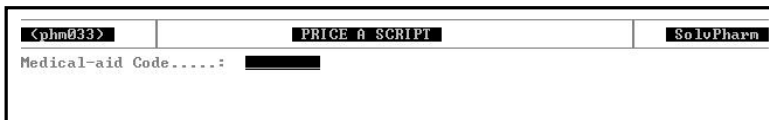
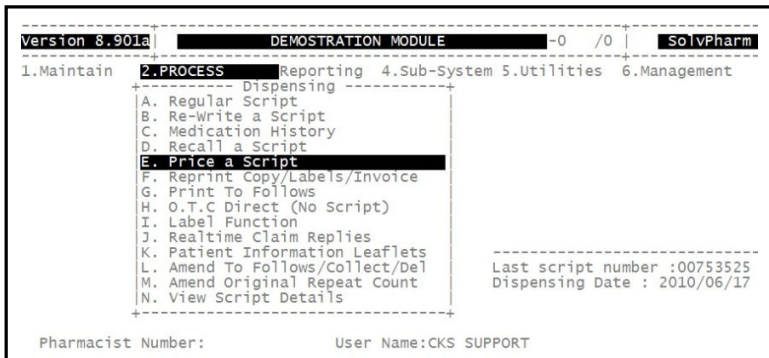
At the dispensing screen you can now press <PageDown> to auto complete the script or press <ENTER> to continue.

e. Price a Script

This option will allow you to price a prescription for a patient. If the patient decides not to take the medication, you can exit the screen without having affected anything, however if the patient decides to accept the script, you can allocate the correct profile and store it as a script.

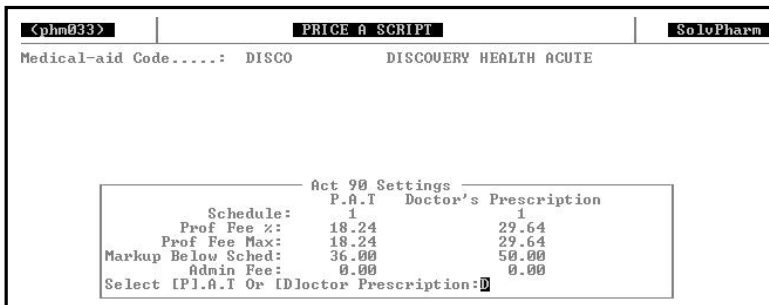
From the Pharmacy Program Main menu, select:

- < 2 > **Process**
- < E > **Price a Script**



Medical Aid Code:

If the patient wants to have the drugs priced on his medical aid, type in the medical aid code accordingly.



Select whether this is a script done for a doctor or medication given OTC (PAT).

Add the items you wish to dispense onto the script as before. When finished you will have the following options at the top of your screen:

```

0-Exit, 1=Copy, 3=Price, 8=Profile, <ENTER>=Next
Patient:PRICE-A-SCRIPT                               Lang: DISCO
[Ph:CARFIELD] Script Number...: 00189136
Drug Name.....<TAB>=Mixture : PANTOLOC 20MG   TAB   28.0  149.58  4
<Rec. 02 of 02 >
Quantity.....<TAB>=OTC/NC/ND : 28.000
Cost Plus Price.....: 149.58
Number of Repeats.....: 0                               Auth:
Directions :- Days Supply...:
PANTOLOC 20MG TAB 28.0 179.22
50.00%
healthnet

```

Options	Description
< 0 > Exit	This will take you out of the pricing option without storing the information for a script.
< 1 > Copy	If the customer requests a copy, this can be printed and given to him. The copy will indicate that this was a "QUOTE ONLY"
< 3 > Price	This will calculate the totals for the drugs with any levies, dispensing fees and give a total the customer would need to pay.
< 8 > Profile	If the customer accepts the price and decides to take the medication you are able to add this to his profile and therefore, this is stored.
<ENTER> Next	Whilst busy with the script, if you press <ENTER> you are able to add a next item to the script.

f. Reprint original Copy / Invoices / Labels

This option allows you to reprint a script copy, medication labels, trailer labels, delivery labels and any other labels you need to reprint.

From the Pharmacy Program main menu, select:

- < 2 > Process
- < F > Reprint Copy / Invoices / Labels

```

Version 8.901a | DEMONSTRATION MODULE -0 /0 | SolvPharm
-----
1.Maintain 2.PROCESS Reporting 4.Sub-System 5.Utilities 6.Management
Dispensing
A. Regular Script
B. Re-Write a Script
C. Medication History
D. Recall a Script
E. Price a Script
F. Reprint Copy/Labels/Invoice
G. Print To Follows
H. O.T.C Direct (No Script)
I. Label Function
J. Realtime Claim Replies
K. Patient Information Leaflets
L. Amend To Follows/Collect/Del
M. Amend Original Repeat Count
N. View Script Details
-----
Last script number :00753525
Dispensing Date : 2010/06/17

Pharmacist Number: User Name:CKS SUPPORT

```

```

<phm03?> | PRINT COPY AT ORIGINAL PRICE | SolvPharm
Script Number : With <TAB> for 'Quick' Script Copy Re-Print

```

Script Number:

Type the script number you wish to reprint the copy or labels for.

```

(phm008) |-----| PROFILE NUMBER: 005627 | Last Accessed:2010/05/21 | SolvPharm
Surname|ADCOCK| | | A/c No |000000| Alt: | | Blk: | Disc%: 0
Inits..|DH| | | Title:MR| | | | Tel Home|0832536592| | | Cell:
FirstNm|DH| | | Link To| | | | Buss/Fax| | | | Sms:
ID No |8008210141086| | | | | | | Employer| | | | Lang:E
Sex: M | | | | Wght: | | | | Age: |.00| | | | eMail| | | |
ResAdr1|21 RANGE VIEW RD| | | M/Aid Cd|PR| | | | File No:0005627
ResAdr2|ALLAN WOODROW PARK| | | M/Aid No|3319700| | | |
ResAdr3|BRAKPAN| | | Doctor |ABDOOL-CARIM| | | |
P/Code.|102| | | Pract No|4208196| | | | Tel:123456789@
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
1)
2)
3)
4)
5)
6)
7)
8)
9)
| <C>copy | Profile <L>label | <D>dispensing Label Menu
  
```

This will display the profile for which the script has been done. You have the following options:

Option	Description
< C > Copy	This will reprint the script copy for you.
< L > Label	This will reprint the profile (delivery) label for you.
< D > Dispensing Label Menu	This will give you the option to reprint any of the labels available in the Pharmacy program.

g. Print To Follows

This option will allow you to print the “To Follows” that need to be prepared. It will also allow you to delete “To Follows” that have previously been dispensed.

From the Pharmacy Program Main menu, select:

- < 2 > Process
- < G > Print to Follows

```

Version 8.901a |-----| DEMONSTRATION MODULE | -0 /0 | SolvPharm
1.Maintain | 2.PROCESS | Reporting | 4.Sub-System | 5.Utilities | 6.Management
-----|-----|-----|-----|-----|-----|
Dispensing
A. Regular Script
B. Re-Write a Script
C. Medication History
D. Recall a Script
E. Price a Script
F. Reprint Copy/Labels/Invoice
G. Print To Follows
H. O.T.C Direct (No Script)
I. Label Function
J. Realtime Claim Replies
K. Patient Information Leaflets
L. Amend To Follows/Collect/Del
M. Amend Original Repeat Count
N. View Script Details
-----|-----|-----|-----|-----|-----|
Last script number :00753525
Dispensing Date : 2010/06/17
-----|-----|-----|-----|-----|-----|
Pharmacist Number: | User Name:CKS SUPPORT
  
```

Type in the Pharmacist code and password and press <ENTER>.

```

| Cphm026 | | SELECT TO-FOLLOWS AND PRINT LABELS | | SolvPharm
-----|-----|-----|-----|-----|-----|
1. Select by Script Number
2. Select by Drug Name
3. Select by Patient Name
Please Enter Selection
  
```

Choose which of the following options you wish to use to print the report with.

Depending on the selection you have made, the drugs to be sent as “To follows” will be displayed in that particular sequence.

```

<phm026> | SELECT TO-FOLLOWS AND PRINT LABELS | SoloPharm
00188160/01 20041022 PURMYCIN 250MG CAP D 40 MR RW DAMON
00188322/03 20041025 TOPAMAX 50MG TAB D 10 MNR GS VAN WVK
00188322/04 20041025 TOPAMAX 100MG TAB D 10 MNR GS VAN WVK
00188661/01 20041103 TOPAMAX 15 SPRINKLE D 25 MR EJ VAN EECKHOVEN

■ <S>select for Printing, <D> to Select to Delete, <ENT> to End
  
```

Options are as follows:

Option	Description
< S > Select for Printing	By pressing <S> you are able to select which drugs you want to print for. This will print the labels for the particular drugs.
< D > Select to Delete	This will allow you to select the script you wish to delete.
<ENTER> to End	Press <ENTER> to go back to the menu.

```

<phm026> | SELECT TO-FOLLOWS AND PRINT LABELS | SoloPharm
>>> 00188160/01 20041022 PURMYCIN 250MG CAP D 40 MR RW DAMON
00188322/03 20041025 TOPAMAX 50MG TAB D 10 MNR GS VAN WVK
00188322/04 20041025 TOPAMAX 100MG TAB D 10 MNR GS VAN WVK
00188661/01 20041103 TOPAMAX 15 SPRINKLE D 25 MR EJ VAN EECKHOVEN

■ <ENT> to Proceed, <A> to Amend, <ESC> to Exit
  
```

If you have selected “S” it will allow you to select drugs. Press <ENTER> to select the drugs you wish to process. If an item has been selected it will be displayed as follows: >>>00188160/01.....

If you wish to skip an item and select another item, press <TAB>.

After all items / scripts have been selected, press <ENTER> and the labels will be printed.

h. OTC Direct (No Script)

Use this option to dispense OTC scripts. This option does not print a copy.

From the Pharmacy Program Main Menu, select:

- < 2 > Process
- < H > OTC Direct (No Script)

```

Version 8.901a | DEMONSTRATION MODULE -0 /0 | SolvPharm
-----
1.Maintain  2.PROCESS  Reporting  4.Sub-System  5.Utilities  6.Management
-----
                Dispensing
A. Regular Script
B. Re-write a Script
C. Medication History
D. Recall a Script
E. Price a Script
F. Reprint Copy/Labels/Invoice
G. Print To Follows
H. O.T.C Direct (No Script)
I. Label Function
J. Realtime Claim Replies
K. Patient Information Leaflets
L. Amend To Follows/Collect/Del
M. Amend Original Repeat Count
N. View Script Details
-----
                Last script number :00753525
                Dispensing Date : 2010/06/17
-----
Pharmacist Number:          User Name:CKS SUPPORT
  
```

Type the Pharmacist's name and press <ENTER>. If there is a password, type it and press <ENTER>.

```

Cphm009 | REGULAR PATIENT - DETAILS | SolvPharm
-----
Surname..... : KRIEL          <Tab> for Medical Aid Search
Initials..... :
-----
[FI]=Help [N]=Create New Profile
-----
#| Surname | Init/Title | Address | Med/Aid | Member Number
-----
1| KRIEL | D MS | 38 ANTON HARTMAN STR | PR | 265986
2| LANDSBERG | M MS | PO BOX 2843 | PR |
3| LOUW | J MR | 99 BLUE LANE | DISCO | 92837598245
4| MITCHELL | D MR | | TEST | 234635
5| NEL | R MR | | PR |
6| SPIERS | B MS | | PR |
7| SWART | U | | PR |
8| VAN DER BERGH | EW MS | 38 ANTON HARTMAN STR | SASOLA | 982375
9| YOUNG | | | | |
-----
1. 6.
2. 7.
3. 8.
4. 9.
5.
  
```

Surname:

At the surname field, type the first couple of characters of the surname you are looking for and press <ENTER>. A list of possible matches will be displayed. Press the corresponding line number to select the surname you wish to dispense for.

```

Cphm040 | DRUG DETAILS $ | SolvPharm
-----
Patient:KRIEL D MS Lang:E OTC
[Ph:BARFIELD] Script Number...
Drug Name.....<TAB>=Mixture : DISPRIN
<Rec. 01 of 01 >
Quantity.....
Cost Plus Price.....
Directions :- Daily Do
-----
Ln Drug 20050615 Strength Dos. I S Nappi
1.DISPRIN TAB 300MG EFT E 0 720577
2.DISPRIN CU 100MG TAB 100MG EFT E 0 347283
3.DISPRIN EXTRA TAB 500MGH EFT E 0 720595
-----
Please Select Drug or <C>reate
-----
50.
  
```

Add the drugs onto the script as before (Regular script options). After adding all the drugs to the script, you will have the following options:

```

0-Exit, 2=Auto(5), 4=Label, 5=Update-stock, <ENT>=Next
Patient:KRLEL D MS Lang:E OTC
[Ph:CARFIELD] Script Number...: 00189137
Drug Name.....<TAB>=Mixture : DISPRIN TAB 12.0 5.73 0
<Rec. 02 of 02 > :
Quantity.....O.T.C. : 12.000 Container=NONE
Cost * Disp.Fee -Discount ! : 5.73 Auth:
Directions :- Daily Dosage.. :
ndu
DISPRIN TAB 50.00% 12.0 5.73 O.T.C.

```

Option	Description
< 0 > Exit	This will take you out of the script without saving it.
< 2 > Auto	This option will store the script and exit to the dispensing menu.
< 4 > Label	This option will allow you to print labels for the script if necessary.
< 5 > Update Stock	If the medication is given to the customer, use this option to update the stock accordingly.
<ENTER> Next	After entering one item on the script, press <ENTER> to be able to add another to the script.

i. Label Function

This option allows you to print a free type label, i.e. it does not affect your stock levels or RX numbers in any way.

These labels can also be stored for future use.

From the dispensing main menu, select:

< I > Label Function

```

Version 8.901a DEMONSTRATION MODULE -0 /0 SolvPharm
1.Maintain 2.PROCESS Reporting 4.Sub-System 5.Utilities 6.Management
----- Dispensing -----
A. Regular Script
B. Re-Write a Script
C. Medication History
D. Recall a Script
E. Price a Script
F. Reprint Copy/Labels/Invoice
G. Print To Follows
H. O.T.C Direct (No Script)
H. Label Function
J. Realtime Claim Replies
K. Patient Information Leaflets
L. Amend To Follows/Collect/Del
M. Amend Original Repeat Count
N. View Script Details
-----
Last script number :00753525
Dispensing Date : 2010/06/17
Pharmacist Number: User Name:CKS SUPPORT

```

```

Cphm024 MAINTAIN SPECIAL LABEL FILE SolvPharm
Code.....: <TAB> to create new code

```

Code:

If you have already created labels and you know the code the label you wish to print, type the number and press <ENTER>. If you want to create a new label, press <TAB> to create a new code.

```

<Phm024>          MAINTAIN SPECIAL LABEL FILE          SoloPharm

Code.....: 118
Language...<A/E> : E
Translate..<Y/N> : N
On One Line<Y/N> : N

Data line 1.....: THE MEGRAIN MIX
Data line 2.....:
Data line 3.....: TAKE TWO TABLETS IMMEDIATELY.
Data line 4.....: AFTER 4 HOURS TAKE 1 TABLET.
Data line 5.....:
Data line 6.....: BATCH:3985/34
Data line 7.....: EXP DATE: 2006/07
Data line 8.....:
Data line 9.....:

Number to Print..: 1
Press <ENT> to Print & Store, <P> to Print & Delete, <U>update, <D>delete

```

You will be able to create details for a new label, as follows:

- Language: **English / Afrikaans**
- Translate: **If you type the details of the label in one language and you wish to print the label in the other language, say "Y" to translate it.**
- On one Line: **If set to "Y" you will have one line to enter the details of the label.**
- Date line 1 – 9: **Type any details you wish to have on the label.**
- Number to print: **The number of labels that should be printed at one time.**

The options after you have captured the details for the label are as follows:

Options	Description
<ENTER> Print & Store	This will print the number of labels as requested as well as store the label information for future use.
< P > Print & Delete	If you only want to print the specific label once, press "P" to print the number of copies requested. The label will be printed and removed off the system.
< U > Update	If you wish to change any details for the label, press "U" to update those.
< D > Delete	Use this option if you wish to delete the label information without printing it.

j. Claim Replies

This option will allow you to view the response of a realtime claim.

This option will allow you to view the claim reply of any script that has been sent through realtime to the medical aids.