

Get Started with Dispensing

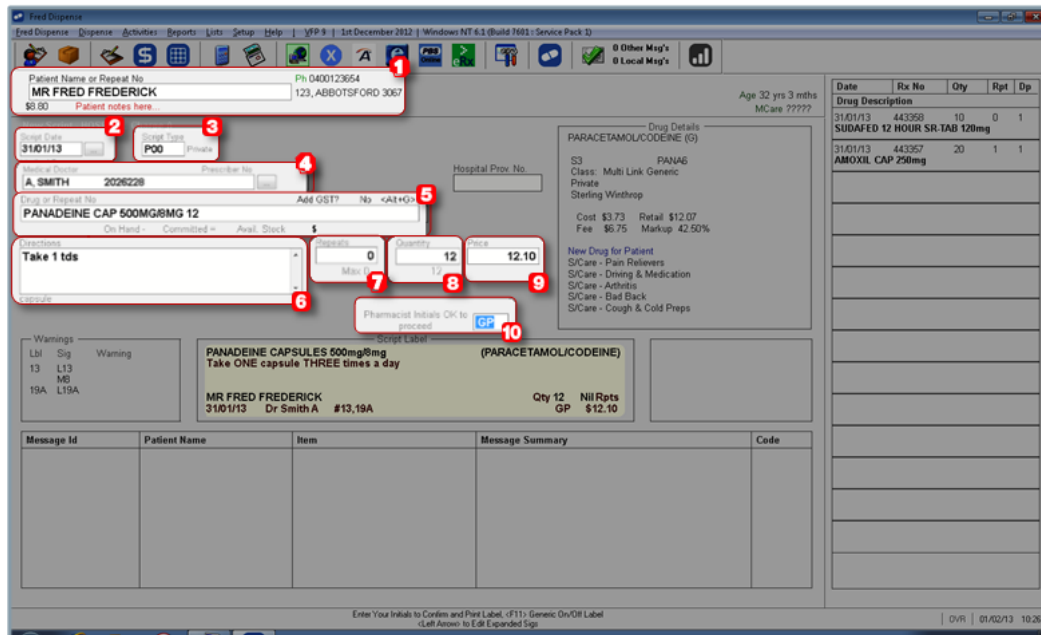
This topic outlines the step-by-step process of manually dispensing a new script. You can also follow this procedure for dispensing an outside repeat, deferred script or Reg 24 script.

For information on dispensing:

- An own repeat, see [Dispense an Own Repeat](#).
- Using eRx, see [Dispense a Script Using eRx](#)

⚠ Before dispensing, make sure that the pharmacist is set up in Fred Dispense. See [Pharmacist Initials Setup](#) for details.

The Dispense Process is made up of ten steps as shown in the diagram below.



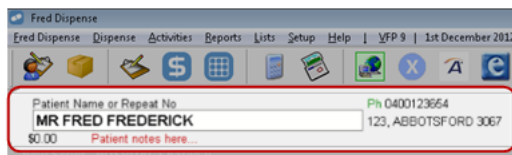
In this topic

- Step 1: Select the Patient
- Step 2: Enter the Script Date
- Step 3: Enter the Script Type
- Step 4: Select the Prescribing Doctor
- Step 5: Select the Drug
- Step 6: Enter the Directions
- Step 7: Enter the Repeats
- Step 8: Enter the Quantity
- Step 9: Enter the Price
- Step 10: Enter the Pharmacist Initials
- Watch a Video Tutorial

Step 1: Select the Patient

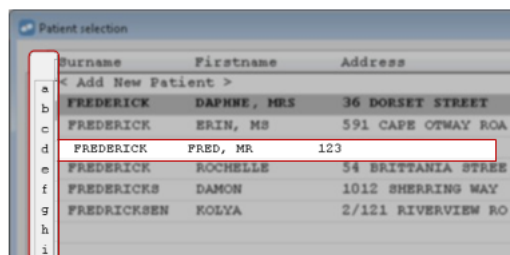
1. In the **Patient Name or Repeat No** field, search for a patient by swiping the Medicare card (if MCR available) or entering any of the following combinations:

Do this	Example
Surname, Firstname	FREDERICK, FRED
Surname	FREDERICK
Comma Comma Address	,,123 JOHNSON ST
Patient Number	42280
Semi colon and first five digits of the Medicare card	;33034



The results display a list of names matching the search.

2. Select the patient by either typing the *Fast Letter* on the left-hand side or using the cursor bar to highlight the patient and pressing [ENTER].



For details, see [Search for a Patient](#)

If the patient search does not show the correct patient, select **A** to **Add New Patient**. For details, see [Add a New Patient](#).

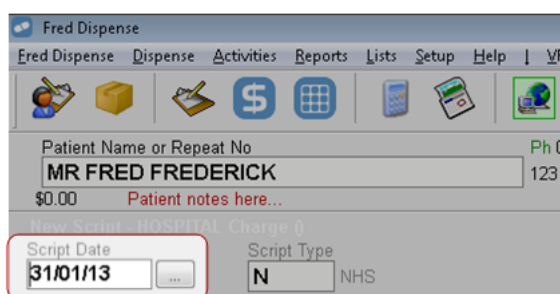
Step 2: Enter the Script Date

The **Script Date** defaults to today's date. Use the keyboard shortcuts to quickly change the date or overtype the date.

[Page Up]	Go forward one month	[Page down]	Go back one month
[+]	Go forward one day	[-]	Go back one day
[T]	Insert today's date		

See [Keyboard Shortcuts and Function keys](#) for more date function keys.

- Enter the date the doctor prescribed the medication.



Step 3: Enter the Script Type

The default Script Type is N (NHS) for all patients except those with a Repat Number, where it defaults to R (Repat). The script type reduces the selection of drugs to be shown. The Script Type field also allows for extra dispensing options.

See a full list of script types

Letter	Script Type
D	Dental
N	NHS
P	Private
R	Repat
T	Schedule 3 Recordable
E	Optometrist
U	Nurse
F	Midwife
RA	Repat Authority
B	Doctor's Bag
NO	NHS Owing
PM	Private Multiple

Letter	Script Type
PW	Private Wholesale
NV	NHS Override
PC	Private OTC Price
NS	NHS Set Price
PN	Private NHS Level
NX	Continued Dispensing

- To mark a script as Owing, add the letter **O** after the script type—for example, **NO** for NHS Owing or **RO** for Repat Owing.
- To mark a script as Authority, add the letter **A** after the script type—for example, **NA** for NHS Authority or **RA** for Repat Authority.

Step 4: Select the Prescribing Doctor

The Doctor will default to the patient's last doctor.

Patient Name or Repeat No: MR FRED FREDERICK
 \$0.00 Patient notes here...
 New Script - HOSPITAL Charge 0
 Script Date: 31/01/13 Script Type: NS NHS Set Price
Medical Doctor: A, SMITH Prescriber No: 2026228
 Drug or Repeat No

To search for and select a prescribing doctor:

- In the **Medical Doctor** field, you can search by the following:

Do this	Example
Surname Firstname	SMITH ALAN
Prescriber Number	2026228
Unique Fast Code	SMIB

The result displays a list of names matching the search.

- Select the Doctor by either typing the *Fast Letter* on the left-hand side or using the cursor bar to highlight the doctor and pressing [ENTER].

If the doctor is not found, Fred Dispense displays a selection with **<Add New Doctor>** or **<Enter Casual Doctor>**.

	Surname	Firstname	Pres. No	Type	Code
a	< Add New Doctor >				
b	< Enter Casual Doctor >				
c	A	SMITH	26228	Medical	ASH
d	ABBOTT	BENJAMIN	869513	Medical	BETE
e	ABDALLA	FAMAL	805457	Medical	BDLK
f	ABDELMALAK	ATEF H	2103972	Medical	ABAT
g	ABDULLA	NOORI	2144298	Medical	ABDN
h	ABDULLAH	N	2155962	Medical	ABDE

Step 5: Select the Drug

- The steps below show a basic search by Name, form, and strength. For other ways to search for a drug, see [Search for a Drug](#).

- Enter as many characters of the drug name as you like (more characters will reduce the number of search results).
- Then type a space or comma.
- Then enter the letter corresponding to the drug form (**C** for capsules, **T** for tablets, and so on).
- Then type a space or comma.
- Then enter letters corresponding to the strength (2 for 250mg, 5 for 500mg, and so on).
- Press [Enter].

The Drug Selection screen is displayed, and shows drugs that match your search terms.

Example: To find Amoxicillin Capsules 250mg you could try searches including AMOXY C 2 or AMOXY,C,20.

	Drug Name	Qty	Rp	Drug Type	S	Code	WScost	Mf
a	AMOXICILLIN (AN) CAP 250mg	20	1	NHS	a	1884E	1.40	EA
b	AMOXICILLIN (APO) CAP 250mg	20	1	NHS	a	1884E	1.40	TX
c	AMOXICILLIN (GA) CAP 250mg	20		Private			0.67	FM
d	AMOXICILLIN (PS) CAP 250mg	20		Private			1.14	FZ
e	AMOXICILLIN (RANBAXY) CAP 250mg	20	1	NHS	a	1884E	1.40	RA
f	AMOXICILLIN (SANDOZ) CAP 250mg	20	1	NHS	a	1884E	1.40	SZ
g	AMOXICILLIN (TW) CAP 250mg	20		Private			1.40	TW
h	AMOXICILLIN GENRX CAP 250mg	20		Private			1.14	GX
i	AMOXICILLIN-BC CAP 250mg	20		Private			2.91	BG
j	AMOXICILLIN-DP CAP 250mg	20		Private			1.85	GN
k	AMOXICILLIN CAP 250mg	20	1	NHS Gen		1884E	0.67	

Step 6: Enter the Directions

Smart SIGs do not require the drug form to be entered, thus allowing easy SIG entry. For example, 1tds on Amoxil caps will expand to Take ONE capsule THREE times a day.

Script Date: 31/01/13
 Script Type: NS NHS Set Price
 Medical Doctor: A, SMITH
 Prescriber No: 2026228
 Drug or Repeat No: AMOXIL CAP 250MG
 On Hand: -4.00, Committed: 5.00, Avail. Stock: -9.00
 Directions: **Take 1 tds**
 capsule


The form of the drug determines the verb used and the exact wording, which in most cases will be appropriate for the drug being dispensed. If you have a direction which is not appropriate, you can turn off the smart SIG for the item by placing a forward slash / at the beginning of the directions.

Step 7: Enter the Repeats

The Repeats field is where a New Script, Outside Repeat, Deferred Script or Regulation 24 Script is determined.

Script Type: NS NHS Set Price
 Prescriber No: 5228
 Add GST? No
 Hand - 4.00, Committed = 5.00, Avail. Stock -9.00, \$2.54
 Repeats: 1
 Max 1

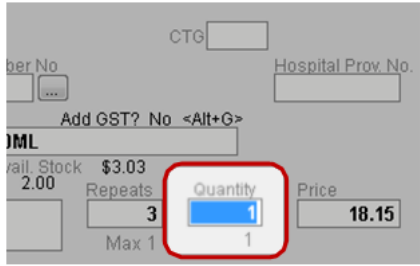
Type of Script	Enter this	Example
New Script	The number of repeats on the prescription form.	1 for one repeat.
Outside repeat	Repeats authorised / Times already dispensed	5/3 for five repeats authorised and three already dispensed.
Deferred script	D before or after the number of repeats prescribed.	5D or D5 for 5 repeats
Previously deferred script	Repeats authorised / 0 times already dispensed	5/0 for five repeats authorised, but previously deferred (none dispensed)
Regulation 24 Scripts	R before or after the number of repeats prescribed.	R5 or 5R for five repeats
Private Non-Switchable	P before or after the number of repeats prescribed.	5/3P or P5/3 for five repeats authorised and three already dispensed. This flags the item as a Private Non-Switchable and persists for all subsequent repeats for this item and none are able to be dispensed as PBS/RPBS.

 If you make an error, press [ESC].

Step 8: Enter the Quantity

The **Quantity** field defaults to the NHS maximum quantity. Most times you will not need to change this field. If a quantity is not provided, you will be prompted to enter a quantity greater than zero.

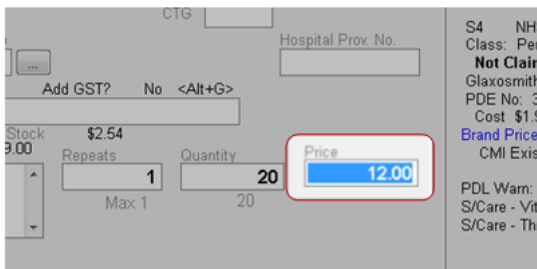
To move to the **Quantity** field, press the [TAB] key from the **Repeats** field and type the quantity you wish to dispense.



Step 9: Enter the Price

The **Price** field will have the normal calculated price (patient contribution). Most times you will not need to access this field.

If you need to change the price, press the [TAB] key from the **Quantity** field and change the price as required.



To override the price for a Private item, press [TAB] to move the cursor to the **Price** field and simply overwrite. Alternatively you can access the Private Pricing screen as displayed and enter a Fee and Markup to calculate a price.



Step 10: Enter the Pharmacist Initials

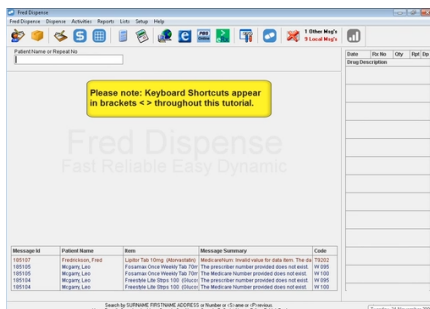
The Pharmacist Initials field is the final confirmation step before printing and saving the script. It will default to the last pharmacist who dispensed from Fred Dispense.

If two or more pharmacists are dispensing from the same terminal, Fred Dispense can be set to clear these initials after each patient. This option can be changed in **Dispense Options > Clear ints when diff patient: Y or N**.

All initials are validated against the **Pharmacist's Details** list from the **Lists** menu. You will have to add new pharmacist initials to the list before they can dispense. See **Pharmacist Initials Setup**.

 Once the pharmacist's details are entered, Fred Dispense will save the script and a label and the Repeat (if any) will be printed.

Watch a Video Tutorial



Related Topics

- [The Main Dispensing Screen](#)
- [The Wait Screen](#)