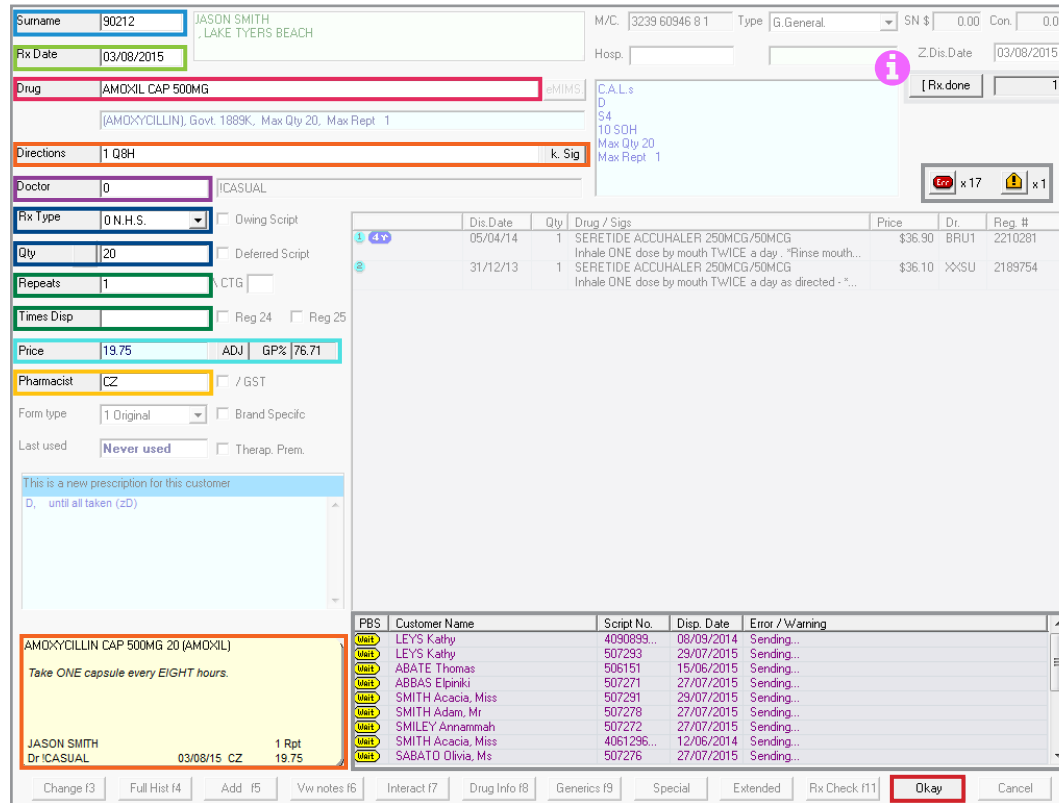# Introduction to Minfos Dispense

Dispensing a prescription: Manually enter prescription details

Using the Dispensing screen

- When you scan the barcode on the script or repeat, most of the script details are automatically populated on the screen.
- Press [Tab], to move through the fields in the screen.
- Press [Enter], any time after you enter a drug, to save and process the script.
- Press [F2], to clear the screen.

1 Search for a customer by the first 3 letters (min.) of their surname, by their customer number, or by their quick repeat number.

2 Enter the date the prescription was written.

Today's date is shown by default. Make sure you enter the original prescription date, not the dispense date.

3 Search for a drug by brand or generic.

When searching by generic, enter "/" before the generic's name.

i Click [Rx Done, or press [Alt+[ ], to view all of the scripts dispensed at your pharmacy today.

4 Enter directions (Sig codes), and any CALs required on the label.

Alternatively, you can press [Alt+K] or click **k. Sig**, to use the default sig code attached to the drug, if it's available. When you enter a sig code and [Tab] into the next field, the directions on the patient's label auto-populate.

5 Search for a doctor by prescriber number or code.

6 Select the Rx Type and check the quantity.
- **Rx type:** Script type.
- **Quantity:** Number of items dispensed.

7 Enter the number of repeats and times dispensed.
- **Repeats**: Total number of repeats allowed on the script.
- **Times dispensed**: Total times this script was dispensed previously, from any pharmacy.

8 Check the price the customer pays.
- A negative GP% is shown with a red background, so you can choose to adjust the price, if required.

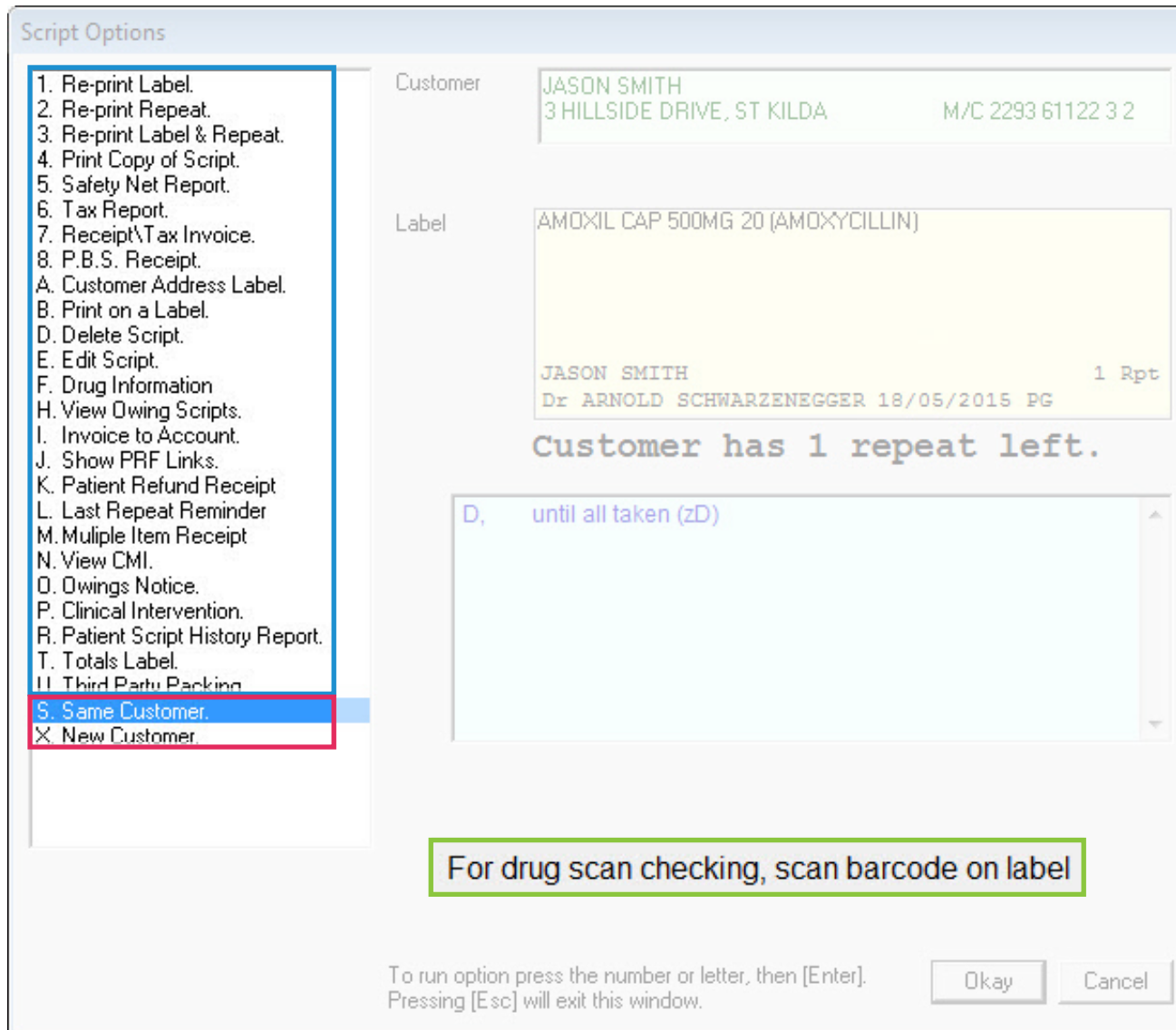**9** Change the pharmacist's initials, if required.

10 Action the outstanding PBS rejections and warnings any time throughout the day.
- Separate buttons for rejections and warnings show a *total count* of PBS script issues.
- PBS script status details are also shown in a panel.

11 Press [Enter] or click **Okay**, to finish processing the script.

The Script Options window is displayed.

ALMOST THERE
You've entered the prescription details. **Please turn over for printing and scan checking instructions.**

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minfos

Dispensing a prescription: Print and scan check

Dispense labels and repeats
Dispense labels, and repeats are automatically printed when you save and process the script.

1 **Print any other relevant documents.**
For example, print the drug's CMI leaflet.

2 **Scan-check the drug.**
You can scan either the:
- Dispense label.
- Product barcode.

3 **Dispense another script for the same customer or a different (new) customer.**
- **Same customer:** Press [S].
- **New Customer:** Press [X].

SUCCESS!
You've dispensed the prescription!