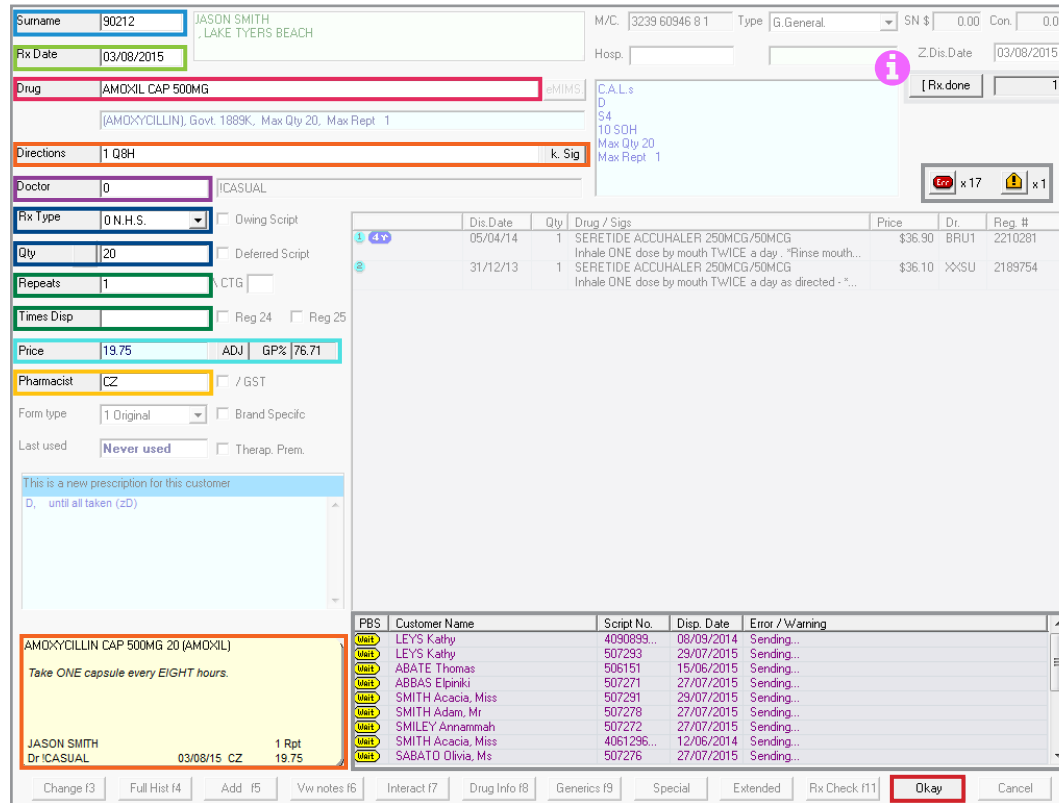


## Dispensing a prescription: Manually enter prescription details

### 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.



| PBS  | Customer Name      | Script No. | Disp. Date | Error /Warning |
|------|--------------------|------------|------------|----------------|
| Send | LEYS Kathy         | 4090899... | 08/09/2014 | Sending...     |
| Send | LEYS Kathy         | 507293     | 29/07/2015 | Sending...     |
| Send | ABATE Thomas       | 506151     | 15/06/2015 | Sending...     |
| Send | ABBAS Elpink       | 507271     | 27/07/2015 | Sending...     |
| Send | SMITH Acacia, Miss | 507291     | 29/07/2015 | Sending...     |
| Send | SMITH Adam, Mr     | 507278     | 27/07/2015 | Sending...     |
| Send | SMILEY Annammah    | 507272     | 27/07/2015 | Sending...     |
| Send | SMITH Acacia, Miss | 4061296... | 12/06/2014 | Sending...     |
| Send | SABATO Olivia, Ms  | 507276     | 27/07/2015 | Sending...     |

**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.

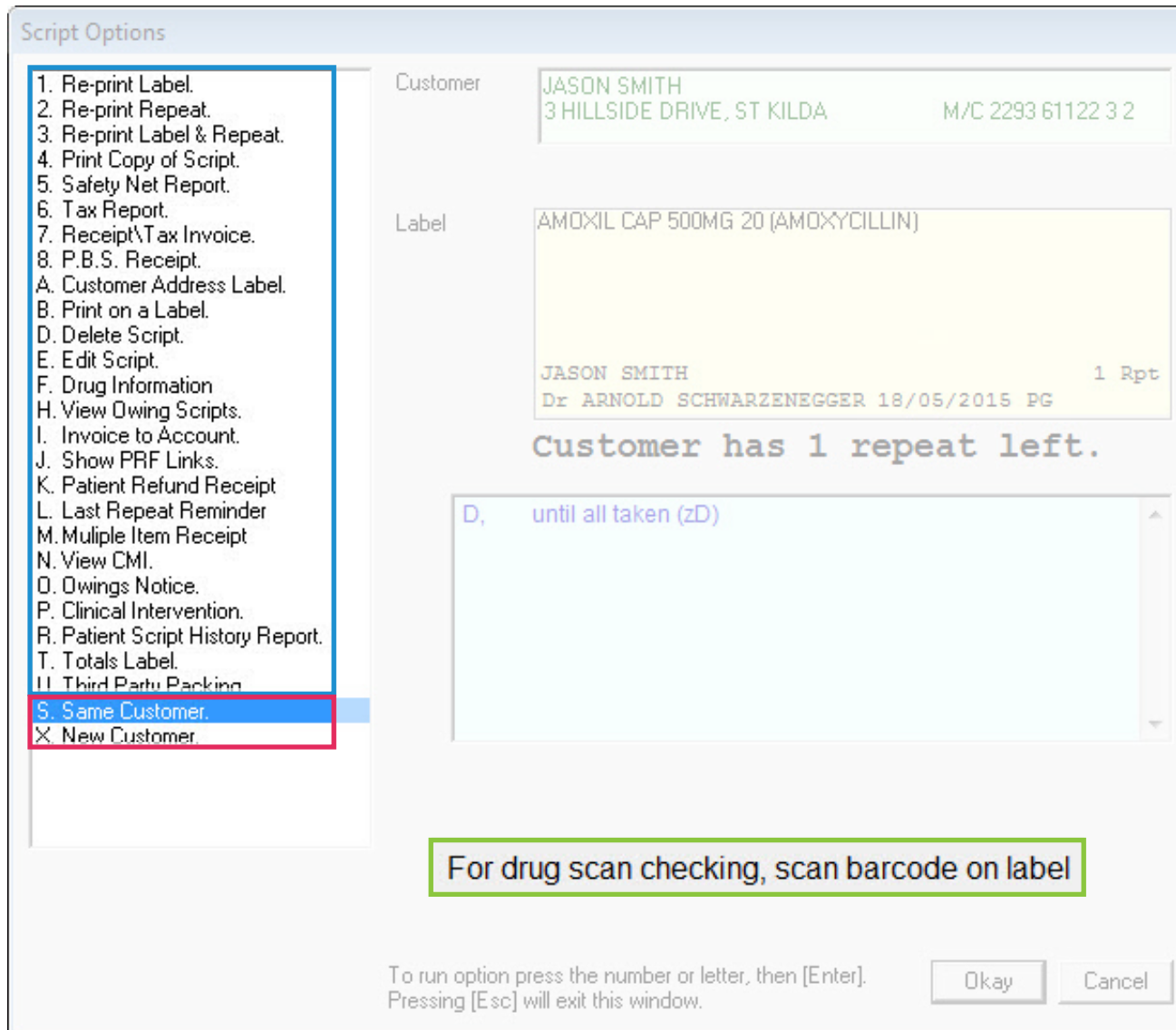
**10** Action the outstanding PBS rejections and warnings any time throughout the day.

- 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.**

## Dispensing a prescription: Print and scan check



**Script Options**

- 1. Re-print Label.
- 2. Re-print Repeat.
- 3. Re-print Label & Repeat.
- 4. Print Copy of Script.
- 5. Safety Net Report.
- 6. Tax Report.
- 7. Receipt\Tax Invoice.
- 8. P.B.S. Receipt.
- A. Customer Address Label.
- B. Print on a Label.
- D. Delete Script.
- E. Edit Script.
- F. Drug Information
- H. View Owning Scripts.
- I. Invoice to Account.
- J. Show PRF Links.
- K. Patient Refund Receipt
- L. Last Repeat Reminder
- M. Multiple Item Receipt
- N. View CMI.
- O. Owings Notice.
- P. Clinical Intervention.
- R. Patient Script History Report.
- T. Totals Label.
- U. Third Party Packing
- S. Same Customer.**
- X. New Customer.**

Customer: JASON SMITH  
3 HILLSIDE DRIVE, ST KILDA M/C 2293 61122 3 2

Label: AMOXIL CAP 500MG 20 (AMOXICYLLIN)

JASON SMITH 1 Rpt  
Dr ARNOLD SCHWARZENEGGER 18/05/2015 PG

Customer has 1 repeat left.

D, until all taken (zD)

**For drug scan checking, scan barcode on label**

To run option press the number or letter, then [Enter].  
Pressing [Esc] will exit this window.

Okay Cancel

### 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!