

User Guide

UNISOLV Software Version 8 – Pharmacy Program

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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.
-

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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

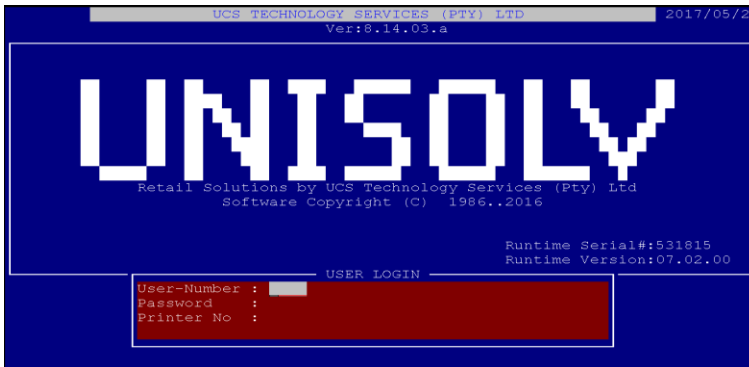
This option allows you to print a free type label, i.e. it does not affect your stock levels or RX numbers in any way.

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:

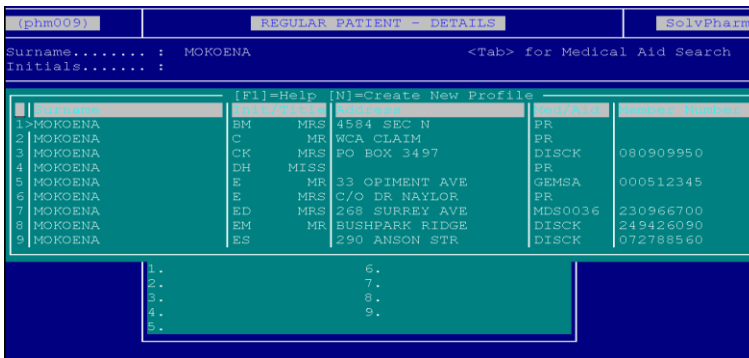
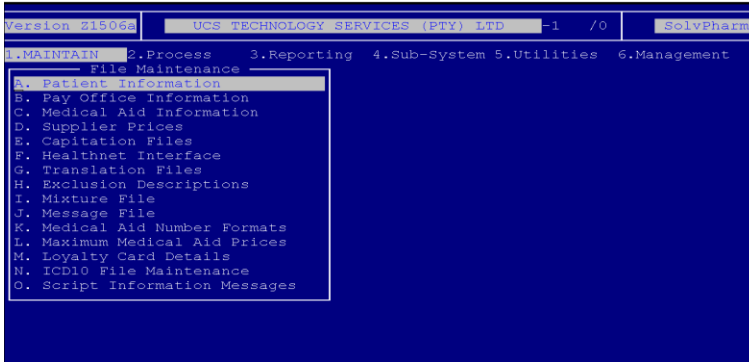


This will take you to the Unisolv Login.

a. Create / Update Profiles

From the Pharmacy Main Menu, select:

- < 1 > Maintain
- < A > Patient Information



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 No.:607861 Last- Accessed:2017/05/04 SolvPharm

Surname	MOKOENA	A/c No	000000	Alt:	Blk:	Disc%:	0
Initia..	BM	Title:MRS	Home/Cel	/0795125656			
FirstNm	BETTY	Link To	Buss/Fax	Sms:			
ID No	8411040865082	Employer	Rpts.Sms:				
Sex: F	Wght:	Age: 32.06	eMail	Lang:E			
ResAdr1	4584 SEC N	M/Aid Cd	PR	File No:			
ResAdr2	MAMELODI WEST	M/Aid No	-				
ResAdr3	BRETORIA	Doctor	ABDULLA Y	-			
P/Code.	0122	Pract No	1448374	Tel:			

1)
2)
3)
4)
5)
6)
7)
8)
9)

<Enter>=Accept,<U>=update,<M>=<G>=<M>=messages,<A>=Allergies,<I>=mits,<Y>=Loyalty #
<D>=debtor Info,<K>=Erase Profile,<L>=label

These are the important fields to <ENTER>:

Option	Description
Surname:	The surname of the patient / main member you are creating the profile for.
Initials:	The patient's initials.
First Name:	Type the first name/s of 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 of the patient correctly as it appears on his medical aid card.
Sex:	Type the gender of the patient.
Address:	This is the address of 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 charged to the debtors 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 has 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 Practice 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.

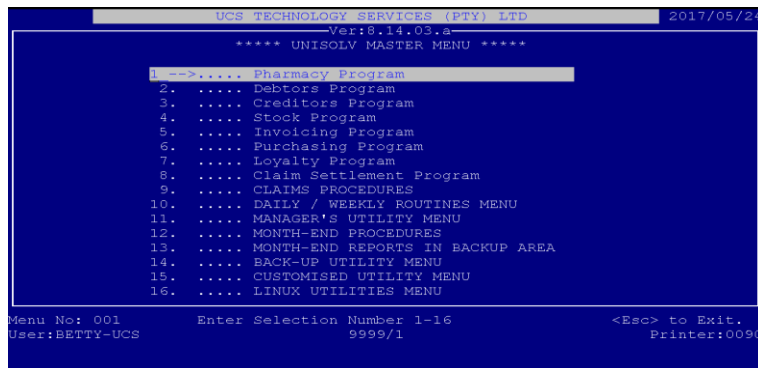
3. Dispensing

a. Regular Script

Make sure your CAPS lock is ON

From the Unisolv Master Menu, select:

< 1 > **Pharmacy Program**

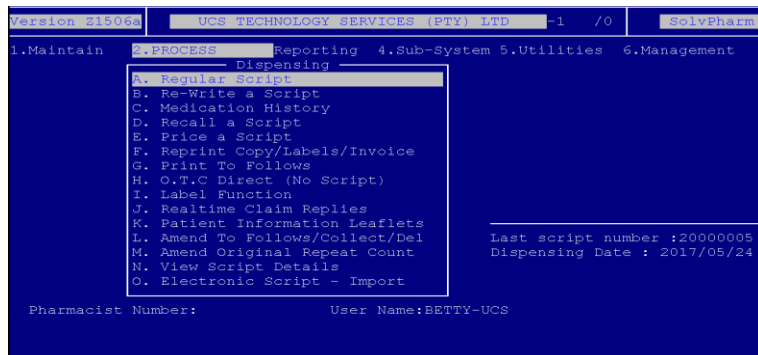


This will take you into the Pharmacy Program. When entering the Pharmacy Program, it displays the system date. Press <ENTER> to accept this.

From the Pharmacy Program Main Menu, select:

< 2 > **Process**

< A > **Regular Script**

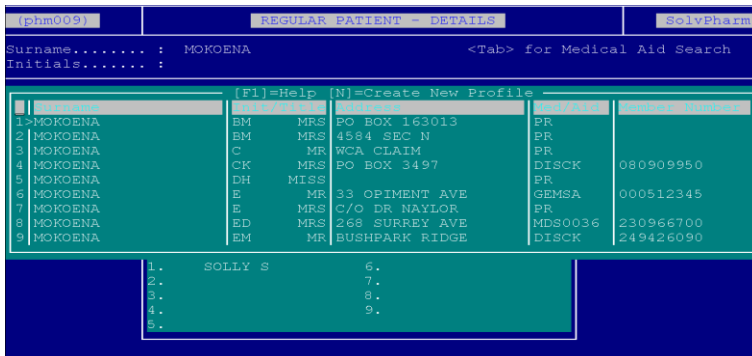


Pharmacist Name:

Password:

Type in your code and <ENTER>.

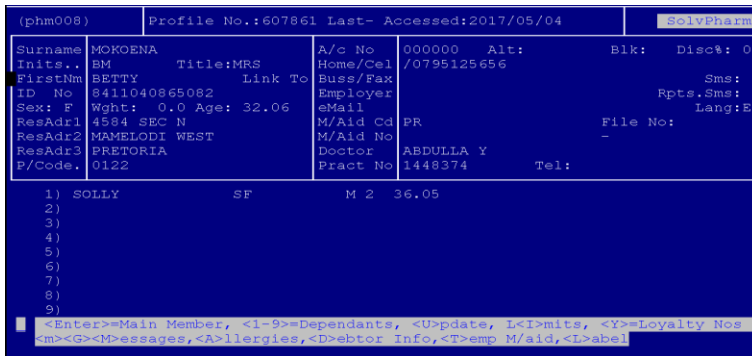
Type your password and press <ENTER>.



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.



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.

```

(phm008) Profile No.:607861 Last- Accessed:2017/05/04 SclvPharm
Surname MOKOENA A/c No 000000 Alt: Blk: Disc%: 0
Inits.. BM Title:MRS Home/Cel /0795125656
FirstNm BETTY Link To Buss/Fax Sms:
ID No 8411040865092 Employer Rpts.Sms:
Sex: F Wght: Age: 32.06 eMail Lang:E
ResAdr1 4584 SEC M W/Aid Cd PR File No:
ResAdr2 MAMELODI WEST W/Aid No
ResAdr3 PRETORIA Doctor ABDULLA Y
P/Code 0122 Pract No 1448374 Tel:
Act 90 Settings
1) S P.A.T Doctor's Prescription
2) Schedule: C
3) Prof Fee %: 0.00 0.00
4) Prof Fee Max: 0.00 0.00
5) Markup Below Sched: 0.00 0.00
6) Admin Fee: 1.99 1.99
7) Select [P].A.T Or [D]octor Prescription:
8)
9)
<Enter>=Main Member, <1-9>=Dependants, <U>=update, <L<I>=Loyalty Nos
<M>=Messages, <A>=Allergies, <D>=Debtor Info, <T>=Temp M/aid, <L>=Label

```

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.

```

(phm040) DRUG DETAILS SclvPharm
Patient:MOKOENA BM MRS BETTY Lang:E PR
[Ph: BETTY] Script Number...
Drug Name.....<TAB>=Mixture : ACC
(Rec. 01 of 01 )
Quantity.....<TAB>=0
Cost Plus Price.....
Number of Repeats.....
Directions :- Daily
Ln Drug 20170524 Strength Dos. T S Napp1 V
1.ACC 200 EFF TAB 200MG EFT 3 3 824291
2.ACCOLATE 20 TAB 20MG TAB 3 3 892580
3.ACCORD PACLI ADM SET 222 0 0 008023
4.ACCORD-ALENDRONATE10 10MG TAB A 3 715854
5.ACCORD-ALENDRONATE70 70MG TAB A 3 715855
6.ACCORD-ANASTROZO 1MG 1MG TAB A 4 715703
7.ACCORD-BICALUTA 50MG 50MG TAB A 4 715705
8.ACCORD-CARBOPLATIN15 150MG/15ML INJ 4 4 711367
9.ACCORD-CARBOPLATIN45 450MG/45ML INJ 4 4 711368
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.

rphm021		MAINTAIN MIXTURE FILE		SolvPharm	
Mixture Name : BISOLV/CELE					
No.	Drug-name	Nappi	Quantity	Cost (Excl)	
1.	BISOLVON DA LINCTUS 4(5)MG/5ML SYR	L 2 (710032)	100.000	24.83	
2.	CELESTAMINE SYR 0.25(2)MG/ SYR	L 4 (713058)	50.000	87.75	
3.					
4.					
5.					
6.					
7.					
8.					
9.					
			150.000	112.58	
Press <Enter> if Correct, <U> To Update, <D> To Delete					

Mixture Name:

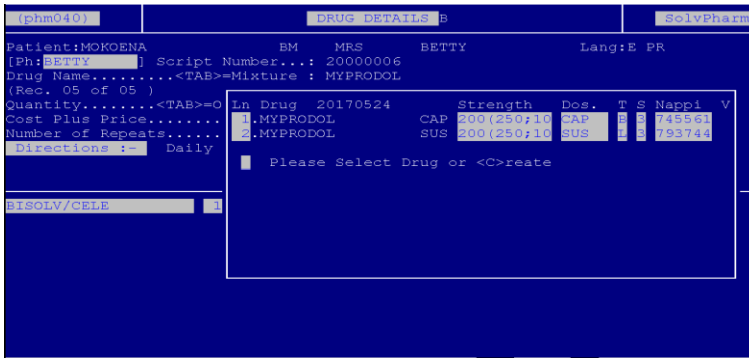
Type in the name you wish to call the mixture and press <ENTER>.

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:

rphm040		DRUG DETAILS		SolvPharm	
Patient:	MOKOENA	BM	MRS	BETTY	Lang: E PR
[Ph: BETTY]	Script Number...	20000006	Price As At :	20161116	
Drug Name.....	Mixture	:	BISOLV/CELE	220.0	268.39 4
(Rec. 03 of 04)					
Quantity.....<TAB>=OTC/NC/ND :	150.000		Container=	.00	
Cost Plus Price..... :	128.36				
Number of Repeats..... :	0				
Directions : :	Daily Dosage.. :	7.00	ICD10:276.9	/	
TAKE ONE MEDICINE MEASURES THREE TIMES A DAY					Clinical Intervention [Y/N]:
BISOLV/CELE	150.0	150.36			
Person encountering health services in unspecified circumstances					

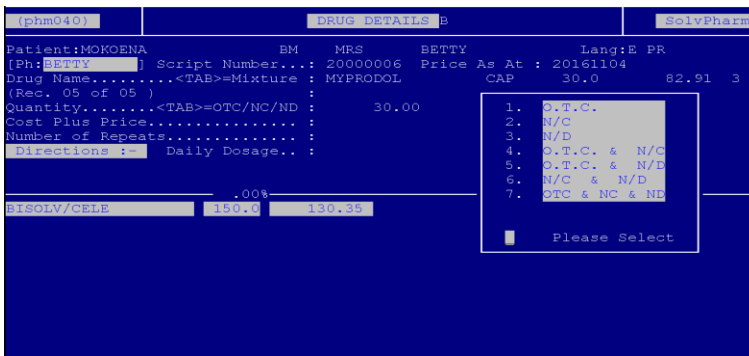


Quantity:

At the quantity field you enter the quantity needed. If you leave this field blank and press <ENTER> Unisolv 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.) Unisolv SOFTWARE calculates the price automatically.)



Change Price:

Should you wish to change the PRICE, you can – Unisolv 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.

```

(phm040)          DRUG DETAILS B          SolvPharm
Patient:MOKOENA      BM      MRS      BETTY      Lang:E PR
[Ph: BETTY ] Script Number...: 20000006 Price As At : 20161104
Drug Name.....<TAB>=Mixture : MYPRODOL      CAP      30.0      82.91  3
(Rec. 05 of 05 )
Quantity.....<TAB>=OTC/NC/ND :      30.00      Container=NONE
Cost Plus Price.....:      82.91
Number of Repeats.....:
Directions :      Daily Dosage..:

```

Ln	Drug	20170524	Strength	T	S	Pack	Price	Q.c.h	Active(s)
1.	DENTOPAIN FORTE	CAP	200(250;10	B	3	30.0	49.36	0.00	IBUP PARA C
2.	GEN-PAYNE	CAP	200(250;10	B	3	30.0	49.40	869.98	IBUP PARA C
3.	IBUPAIN FORTE	CAP	200(250;10	B	3	30.0	47.22	990.00	IBUP PARA C
4.	IBUPAIN FORTE BLISTE	200(250;10	B	3	30.0	47.22	180.00	IBUP PARA C	
5.	MYBULEN	CAP	200(250;10	B	3	30.0	49.41	19.98	IBUP PARA C
6.	MYPRODOL	CAP	200(250;10	B	3	30.0	82.91	724.96	IBUP PARA C

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. Press the <TAB> key to lookup the appropriate ICD10 code.

Directions:

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

To Follows:

After the Directions type in the amount to follow e.g. "[10TF]". Once the script has been processed, you will be prompted "Deliver or Collect?" Select the preferred option.

```

(phm040)          DRUG DETAILS B          SolvPharm
Patient:MOKOENA      BM      MRS      BETTY      Lang:E PR
[Ph: BETTY ] Script Number...: 20000006 Price As At : 20161104
Drug Name.....<TAB>=Mixture : MYPRODOL      CAP      30.0      82.91  3
(Rec. 05 of 05 )
Quantity.....<TAB>=OTC/NC/ND :      30.00      Container=NONE
Cost Plus Price.....:      82.91
Number of Repeats.....:      0
Directions :      Daily Dosage..:      15.00 ICD10:Z76.9 /
TAKE ONE CAPSULE THREE TIMES A DAY IF NECESSARY [10 TF]
Clinical Intervention [Y/N]:

```

Drug	Price	Quantity	Total
SISOLV/CELE	150.00	130.35	
MYPRODOL	30.00	84.90	

Person encountering health services in unspecified circumstances

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 and authorize 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 the <HOME> key **Twice** to clear the line, then type "DELETE" and <ENTER>.

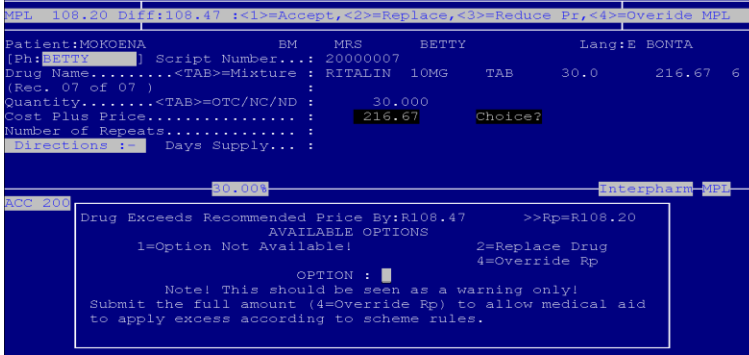
```

=>Exit 1=Copy 2=Auto(3-5) 3=Price 4=Label 5=Store 7=Chge 8=Mdep <ENT=lex
Patient:MOKOENA      BM      MRS      BETTY      Lang:E PR
[Ph: BETTY] Script Number...: 20000006
Drug Name.....<TAB>=Mixture : DELETE
(Rec. 05 of 06 )
Quantity.....<TAB>=OTC/NC/ND : 30.000      Container=NONE
Cost Plus Price.....: 82.91
Number of Repeats.....: 0
Directions 1: Daily Dosage..: 15.00 ICD10:Z76.9 /
TAKE ONE CAPSULE THREE TIMES A DAY IF NECESSARY [10 TP]
Clinical Intervention [Y/N]:N
BISOLV/CELS 150.0 130.35
Person encountering health services in unspecified circum

```

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:

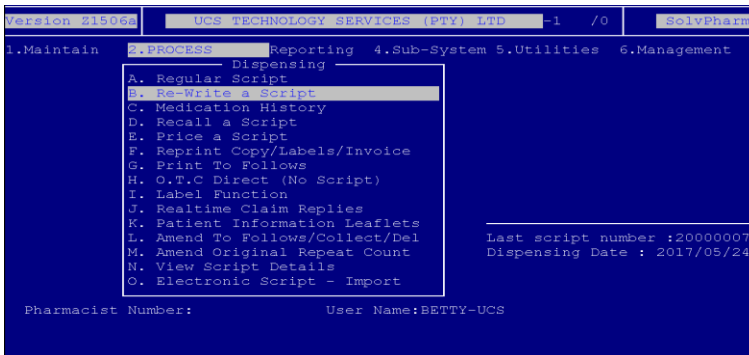


In the example above, the total price of the 15 Amoxil 250mg Capsules is R47.18. According to the menu at the top of the screen a MMAP Price of R41.53 is applied to the selected drug. The difference the member will have to pay, on top of any levy to be paid. You have the following choices:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Accept 2. Replace 3. Reduce Price 4. Override MMAP | <p>This accepts the MMAP price and lets the customer pay this difference.</p> <p>This will let you replace the item with a generic equivalent.</p> <p>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)</p> <p>This lets you override the MMAP price and claim the full price of R47.18.</p> |
|--|--|

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.

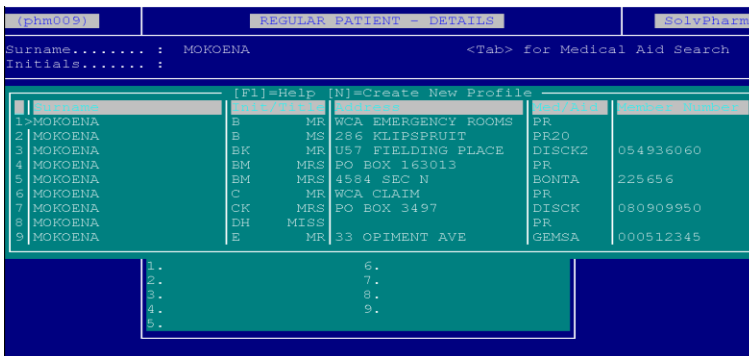
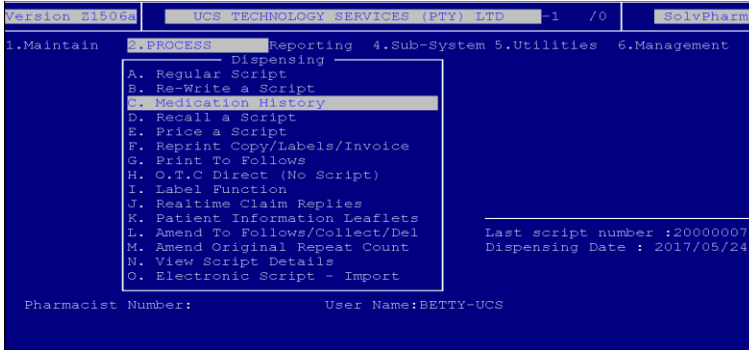


c. Medication History

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.

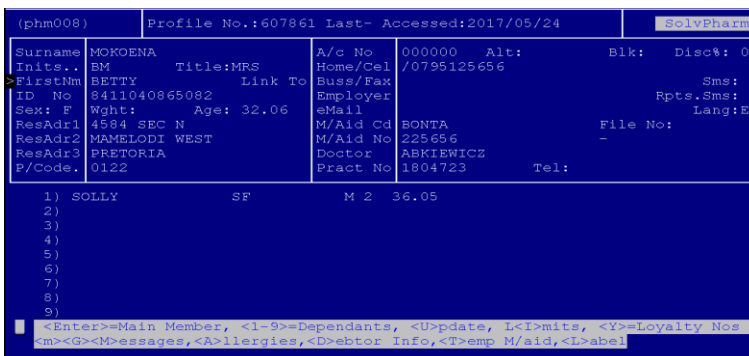
From the Pharmacy Program Main menu, select:

- < 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.



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.

```

phm035 2017/05/24
MRS BM MOKOENA (Pat: BETTY) BONTA ABKIEWICZ
4584 SEC N, MAMELODI WEST, PRETORIA, 0122 Tel: Lang: E
All Items - [F2] For Repeats Only
>>ACC 200 EFF TAB 25.000 93.82 20000007 170524 01/02
BET TAKE ONE DISSOLVED IN WATER TWICE A DAY ABKIEWICZ BONTA
RITALIN 10MG TAB 30.000 250.87 02/02
BET TAKE ONE TABLET DAILY
BISOLVON EA LINCTUS 100.000 20000006 170524 01/02
CELESTAMINE SYR 50.000
BISOLV/CELE 150.000 130.35
BET TAKE ONE MEDICINE MEASURES THREE TIMES A DAY ABKIEWICZ DISCK
MYPRODOL CAP 30.000 100.00 02/02
BET TAKE ONE CAPSULE THREE TIMES A DAY IF
NECESSARY .10 TF.
ACC 200 EFF TAB 25.000 112.21 20000003 170504 01/01
BET . ABKIEWICZ PR
VESICARE 10MG TAB 30.000 524.15 00000002 170424 01/01
BET . ABKIEWICZ PR
DURAMINE 30MG CAP 30.000 493.40 00000001 170411 01/01
BET TAKE ONE CAPSULE DAILY BARCLAY D R PR
<PgUp> <PgDn> <UpAr> <DnAr> <Tab> or <Esc> to Dispense ...<R> [ 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.
>>ACC 200

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 B SolvPharm
Patient: MOKOENA BM MRS BETTY Lang: E BONTA
[Ph: BETTY] Script Number...: 20000008
Drug Name.....<TAB>=Mixture : ACC 200 EFF TAB
(Rec. 01 of 02) :
Quantity.....<TAB>=OTC/NC/ND : 25.000
Cost Plus Price.....:
Number of Repeats.....: Auth:
Directions : Days Supply...:
TAKE ONE DISSOLVED IN WATER TWICE A DAY
30.000 Interpharm MPI
  
```

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

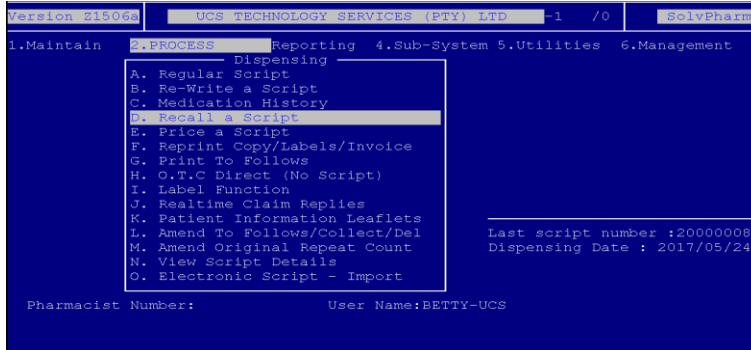
If you are busy dispensing and the patient then requires another item from his/her history, enter through as if you are going to add another item onto the script. Type in a <?> and <ENTER>, this will bring up all the relevant history. The items that are already selected will appear, e.g.
<>DISPRIN

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.

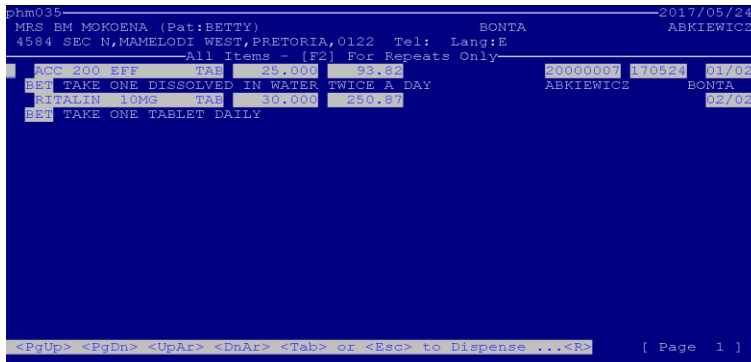
From the Pharmacy Program Main Menu, select:

- < 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.



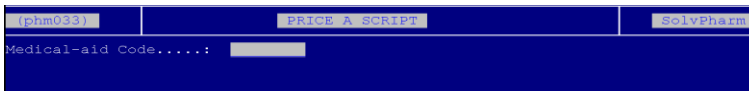
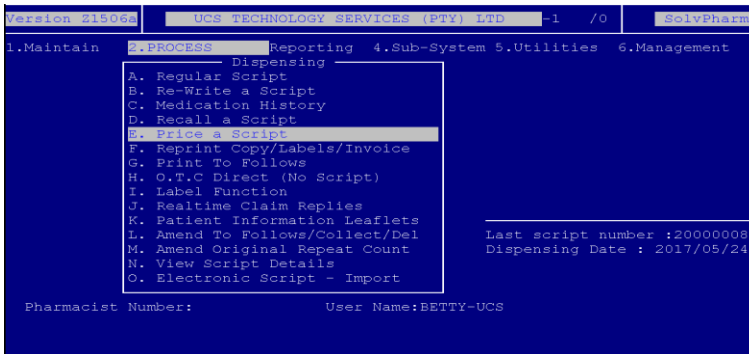
At the dispensing screen you can now press <PageDown> to auto complete the script or press <ENTER> to continue.

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.

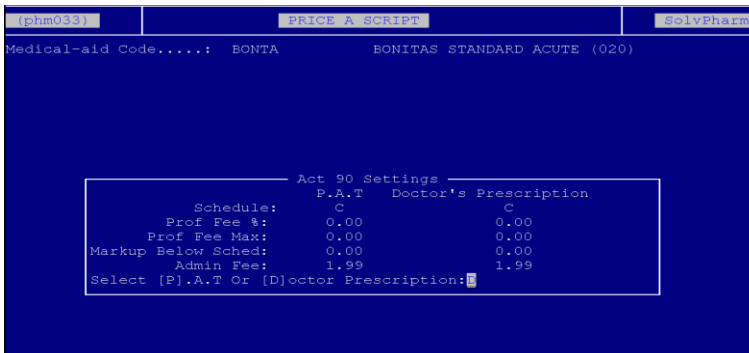
From the Pharmacy Program Main menu, select:

- < 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:



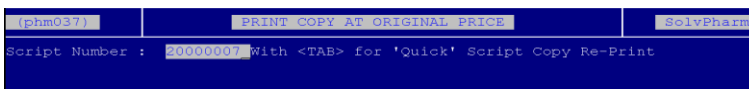
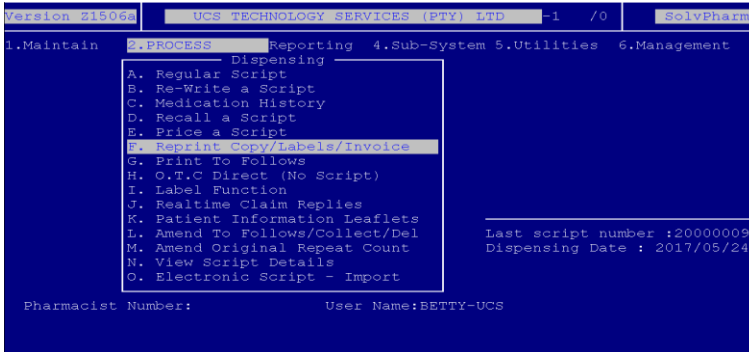
Options	Description
< 0 > Exit	This will take you out of the pricing option without storing the information for a script.
< 1 > Copy	If the customer requests a copy, this can be printed and given to him. The copy will indicate that this was a "QUOTE ONLY"
< 3 > Price	This will calculate the totals for 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

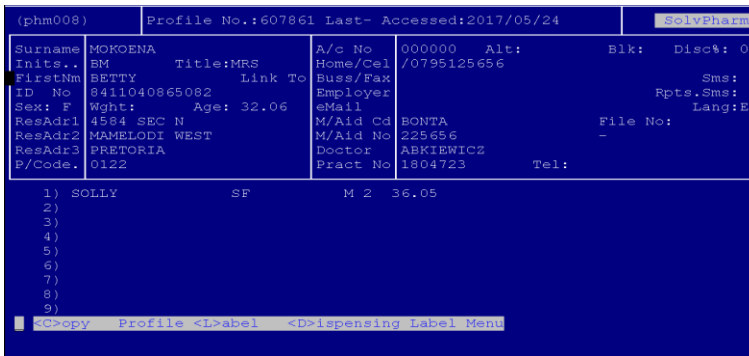
This option allows you to reprint a script copy, medication labels, trailer labels, delivery labels and any other labels you need to reprint.

From the Pharmacy Program main menu, select:

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



Script Number: **Type the script number you wish to reprint the copy or labels for.**

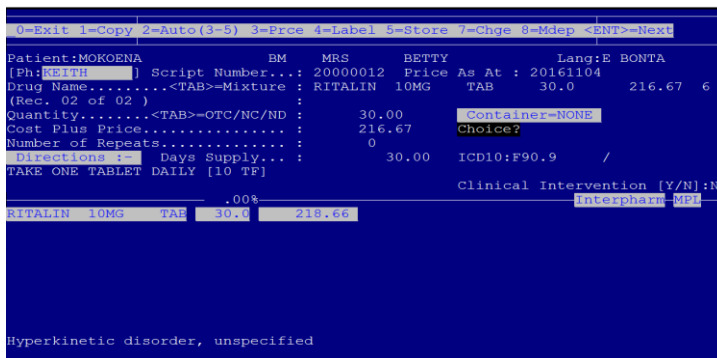


This will display the profile for which the script has been done. You have the following options:

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. Adding a To Follow

This option will allow the Pharmacist to add a “To Follow” on a script. After typing in the Directions for the Medication, Press the SPACE bar once. Open a square bracket [type in the quantity that was short supplied “space” TF close brackets] As per the example below;



A to follow label will then print with the Medication Labels.

h. 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 515066 UCS TECHNOLOGY SERVICES (PTY) LTD -1 /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
O. Electronic Script - Import
Last script number :20000009
Dispensing Date : 2017/05/24
Pharmacist Number: User Name:BETTY-UCS
  
```

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

```

iphm026 SELECT TO-FOLLOWS AND PRINT LABELS SolvPharm
1. Select by Script Number
2. Select by Drug Name
3. Select by Patient Name
4. Select by Date Range
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.

```

iphm026 SELECT TO-FOLLOWS AND PRINT LABELS SolvPharm
00181166/01 20120318 LAMISIL 250MG TAB C 3 MR PM MWABI
00183168/01 20120403 ADALAT XL 60MG TAB C 60 MR M ANDJEMBE
00183168/02 20120403 PHARMAPRESS CO TAB C 60 MR M ANDJEMBE
00183168/03 20120403 ASPAVOR 20MG TAB C 60 MR M ANDJEMBE
00183418/01 20120404 IAZ TAB C 28 MS LL SPENCE-ROSS
00184198/02 20120411 ASPEN LAMZID TAB C 40 MRS M MAIPA
00189845/03 20120526 DUPHASTON 10MG TAB C 15 MRS Y BENEDETTI
00192889/02 20160309 VOLTAREN 75MG AMP D 3 MR P PATEL
00192899/01 20160309 PANADO SYR C 40 FAIZAL F AYOB
00192914/01 20160309 ACC 200 EFF TAB C 10 MRS BM MOKOENA
00192915/01 20160309 MYPRODOL CAP D 10 NAIDOO
00192920/01 20160309 SUBUTEX 2MG TAB D 7 MR N SURIA
00192920/04 20160309 MYPRODOL CAP D 10 MR N SURIA
00192930/01 20160310 MYPRODOL CAP D 5 MR K GANDHI
00192940/01 20160419 FLUSTAT C 100 MR L DEKKER
00192950/01 20160419 ciplavase 5mg tab c 10 MR L DEKKER
00192952/01 20160419 DUROMINE 30MG CAP C 10 MR L DEKKER
Select for Printing, <D> to Select to Delete, <Enter> for More
  
```

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          SolvPharm
00181166/01 20120318 LAMISIL 250MG TAB C 3 MR PM MWABI
00183168/01 20120403 ADALAT XL 60MG TAB C 60 MR M ANDJEMBE
00183168/02 20120403 PHARMAPRESS CO TAB C 60 MR M ANDJEMBE
00183168/03 20120403 ASPAVOR 20MG TAB C 60 MR M ANDJEMBE
00183418/01 20120404 YAZ TAB C 28 MS LL SPENCE-ROSS
00184196/02 20120411 ASPEN LAMZID TAB C 40 MRS M MAUPA
00189845/03 20120526 DUPHASTON 10MG TAB C 15 MRS Y BENEDETTI
00192889/02 20160309 VOLTAREN 75MG AMP D 3 MR P PATEL
00192899/01 20160309 PANADO SYR C 40 FAIZAL F AYOB
>>> 00192914/01 20160309 ACC 200 EFF TAB C 10 MRS BM MOKOENA
00192915/01 20160309 MYPRODOL CAP D 10 NAIDOO
00192920/01 20160309 SUBUTEX 2MG TAB D 7 MR N SURIA
00192920/04 20160309 MYPRODOL CAP D 10 MR N SURIA
00192930/01 20160310 MYPRODOL CAP D 5 MR K GANDHI
00192940/01 20160419 FLUSTAT C 100 MR L DEKKER
00192950/01 20160419 ciplavasc 5mg tab c 10 MR L DEKKER
00192952/01 20160419 DUROMINE 30MG CAP C 10 MR L DEKKER
<Enter> to Select <Tab> to Ignore

```

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: >>>00192914/01.....

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

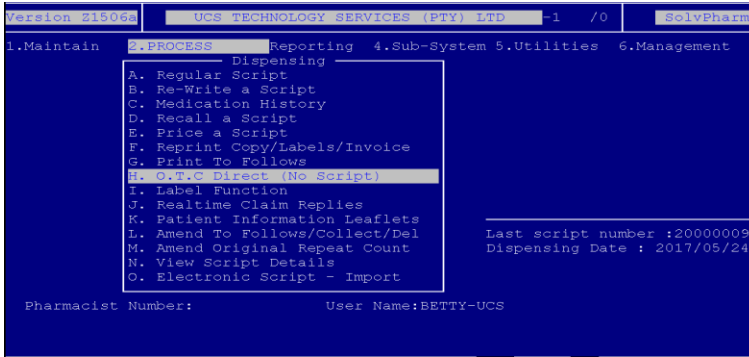
After all items / scripts have been selected, press <ENTER> and the labels will be printed.

i. OTC Direct (No Script)

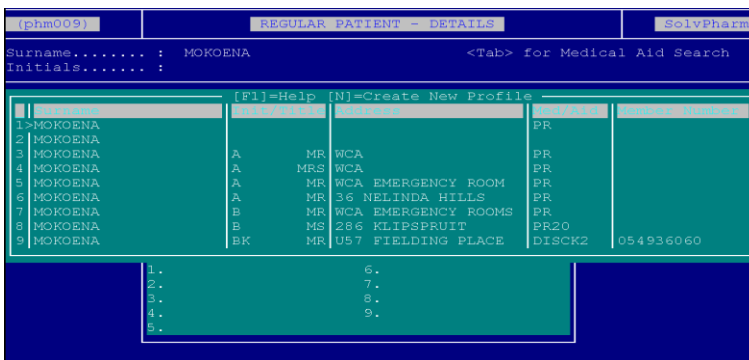
Use this option to dispense OTC scripts. This option does not print a copy.

From the Pharmacy Program Main Menu, select:

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

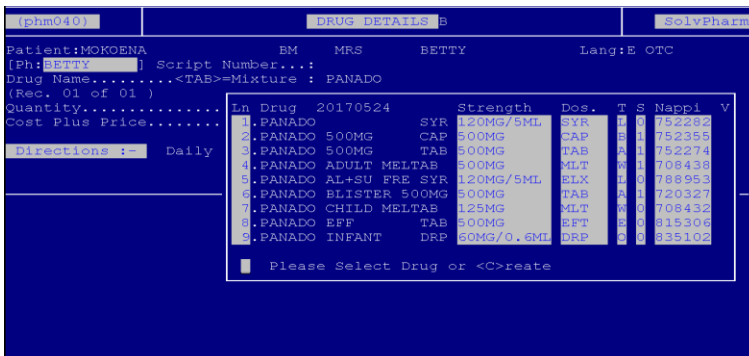


Type the Pharmacist's name and press <ENTER>. If there is a password, type it and press <ENTER>.



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.



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:

```

(phm040)          DRUG DETAILS B          SolvPharm
Patient:MKOGENA      BM      MRS      BETTY      Lang:E OTC
[Ph: BETTY ] Script Number...: 20000010
Drug Name.....<TAB>=Mixture : PANADO      SYR      100.0      38.50      0
(Rec. 01 of 01 )
Quantity.....<TAB>=OTC/NC/ND :      100.00
Average Cost Price - Discount ! :      38.50

Directions :      Daily Dosage.. :      30.00      ICD10:276.9
TAKE ONE MEDICINE MEASURES THREE TIMES A DAY
Clinical Intervention [Y/N]:

PANADO      SYR      100.0      38.50      P.T.C.

Person encountering health services in unspecified circumstances

```

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.

j. 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 21506a      UCS TECHNOLOGY SERVICES (PTY) LTD      -1 /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
O. Electronic Script - Import

Last script number :20000010
Dispensing Date : 2017/05/24

Pharmacist Number:      User Name:BETTY-UCS

```

```

(phm024)          MAINMENU 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 SolvPharm
Code.....: 023
Language..(A/E) : E
Translate..(Y/N) : N
On One Line(Y/N) :
Data line 1.....: CLOPOMON TABLETS (10)
Data line 2.....: TAKE ONE TABLET 8 HOURLY AS NEEDED FOR
Data line 3.....: NAUSEA/VOMITING
Data line 4.....:
Data line 5.....: MARIA MAGORO 23 MARCH 2009
Data line 6.....: BATCH: E716939 EXP: 6/2010
Data line 7.....:
Data line 8.....:
Data line 9.....:
Number to Print..:
Press <Enter> to Store, <U> to Update, <D> to Delete, <P> to Print

```

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.

k. 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.

```
Version 31506a UCS TECHNOLOGY SERVICES (PTY) LTD -1 /0 SolvPharm
1.Maintain E.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
O. Electronic Script - Import
Last script number :20000010
Dispensing Date : 2017/05/24
Pharmacist Number: User Name:BETTY-UCS
```

How to Dial in for Price and Medical Aid Updates

1. Go to the Unisolv Master Menu
2. Select option (15) Customised Utility Menu

```
UCS TECHNOLOGY SERVICES (PTY) LTD 2017/06/01
Ver:8.14.03.a
***** UNISOLV MASTER MENU *****
1. .... Pharmacy Program
2. .... Debtors Program
3. .... Creditors Program
4. .... Stock Program
5. .... Invoicing Program
6. .... Purchasing Program
7. .... Loyalty Program
8. .... Claim Settlement Program
9. .... CLAIMS PROCEDURES
10. .... DAILY / WEEKLY ROUTINES MENU
11. .... MANAGER'S UTILITY MENU
12. .... MONTH-END PROCEDURES
13. .... MONTH-END REPORTS IN BACKUP AREA
14. .... BACK-UP UTILITY MENU
15-->.... CUSTOMISED UTILITY MENU
16. .... LINUX UTILITIES MENU
Menu No: 001 Enter Selection Number 1-16 <Esc> to Exit.
User:KEITH - UCS 999 /1 Printer:0091
```

3. In the Customised Utility Menu select option "13. Dial Computerkit for Updates
The System will now connect to the UCS Price and Medical Bureau and download all available updates such as, New Medical Aid codes and Pricing and new S.E.P Pricing from the Manufactures and new Products released by the Manufacturers.