

How to...

...Dispense instalments

Instalment dispensing involves more than one dispensing from a single prescription. The prescriber will specify a total quantity to be dispensed and the frequency the item should be should be dispensed.

This dispensing process is most frequently used when dispensing a controlled drug to drug dependents.

The following "how to" sheet guides you through the process of using the instalment facility within Nexphase and how it can be used for drug dependency dispensing.

Step 1: Begin dispensing an FP10 (MDA) prescription

The FP10 (MDA) prescription can be used to dispense items, such as controlled drugs, that may need to be administered to the patient in instalments

- Select FP10(MDA) prescription from the Dispensing menu located on the menu toolbar
- Enter the patient's name into the Surname, Forename & Address field within the prescription form.
 Select the correct patient from the Patient Search window or add a (New Patient) if the patient can not be found
- Enter the quantity and prescribed item onto the form.
 The Dispense for this prescribed item window will appear
- Select the appropriate product you wish to dispense.
 Nexphase will automatically display the Installment Dispensing Schedule

6 (FP10 (MDA))			3	
CRX Pharmacy Marathon Place Leyland PR26 7QN 1234	Age D.o.I	Surname,Forename & Address Apple, Adam 18 Long Road Birmingham		
Any time you nee	d help, press	and hold the Ctrl key		
Endorsement	Qty	Prescribed Item		
	70 ml	Methadone 1 mg/1ml mixture SF As directed		

: cegedimrx

Step 2: Set up the instalment schedule

- Select the appropriate options to configure the schedule in accordance with the prescription
- In the example, 560ml of Methadone will be dispensed every day in 40ml doses for 14 days. All instalments will be supervised.
- Click the **Rebuild Schedule** button. The system will generate a list of the scheduled installments in the bottom half of the window. Click **Save**

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Step 3: Dispense the first instalment

- Press **Esc** to confirm the item being dispensed and return to the prescription
- A prompt similar to the screenshot on the right will appear. Select the letter representing the appropriate option
- Depending on how your system is configured a prompt may appear asking you whether the installment has been collected. Select either Y or N
- This line is marked for instalment dispensing. What would you like to do?
 Dispense and print a label for the first instalment now
 Dispense the first instalment now and print labels for all instalments
 Just print labels for all instalments now
 Do nothing
- You will notice an
 icon now appears next to the item on
 the prescription. Press the icon if you wish to edit the instalment dispensing schedule
- Press F8 to complete the prescription
- A prompt will appear asking you to check the prescriber. Press **Y** to confirm the prescriber is correct
- Depending on the system configuration, ab prompt similar to the screenshot on the right will appear. Press either **A** or **B** to either endorse the prescription now or wait until all instalments have been dispensed
- The first instalment of the item has been dispensed





Step 4: Mark the instalment as collected

Once an instalment has been administered to the patient, you need to mark the item as collected. This may have already been done at the end of the dispensing process if a '**Collect instalment on dispense**' prompt has been set up within the system.

• Select the **Installments** tab within the **Workflow** area. A list of patients who are either scheduled to collect their instalment that day or who have uncollected past instalments will be displayed

A Dispensed	1	🐴 Not Disper	nsed	E Labelled		Collected			
Finished Scrip	ts Parked Instalm	Scripts	Scriptserve	Owings Reg © EPS	Emerg.	Supply			
Instalments									
	Patient	Dose	Inst. No.	-	Item	Prescriber	Due Date		
	Pear,Percy	50/700m	1 of 1	4 🛃	Methado	ROSE, ANDREW	04/03/201		

- Click in the check box next to any patients that have collected their installment. Press Ctrl and K
- If the instalment has been marked as requiring supervision, the system will display a prompt similar to the screenshot on the right
- Select Y to confirm the instalment was supervised
- The installment will then display a icon indicating it has been collected
- You may notice other icons within the Installments tab:

3	Instalment has been dispensed
	Instalment has not been dispensed
ĐĐ	Instalment has been labelled
6	Instalment has been collected
ô	Instalment has not been collected
	Instalment requires supervision
	A controlled drug item



Step 5: Dispensing future instalments

- Select the Installments tab within the Workflow area. A list of patients who are either scheduled to collect their instalment that day or who have uncollected past instalments will be displayed
- Press **Ctrl** to help quickly find the installment you wish to dispense *i.e. Ctrl* and *M* will only display controlled drug instalments. Alternatively, use the advance filter options by pressing **F4.**
- Choose to either filter by instalments 'due today pending collection' or 'instalments due for dispense'
- Alternatively, select the Custom Filter radio button and search using the options provided i.e. selecting the Patient Name check box and entering the name will return all instalments for that patient
- Click **Save.** The instalments
 matching the search criteria will
 be returned
- Click on the instalment to be dispensed and hold Ctrl and S
- A series of prompts will appear. Select the appropriate options to dispense the instalment
- Repeat 'Step 4; marking the instalment as collected' once the instalment has been administered to the patient.

Step 6: Viewing instalments within the patient history

Once a patient has been dispensed an item that is to be administered in instalments, you will be able to view the instalments within the patient history.

- Enter the patient's name into the **Surname**, **Forename & Address** field within the prescription form. Select the correct patient from the *Patient Search* window
- The **Patient History** will appear on the right hand side of the window
- Click on the date below the item being dispensed in instalments
- All the instalments will be listed with icons displaying their current status *i.e. dispensed*, *collected*

04/03/2015 560ml As directed		Orange Oliver
40ml Methadone 1mg/1ml mixt SF		
40ml MDALE (500ml) 04/03/2015	C+3	
40ml Methadone 1mg/1ml mixt SF	-	

S Filter options Option O Due today and pending collection Custom Filter C Due today and pending dispense Patient Name Apple,Adam From Date Range To Type of Patient -Prescriber Prescription Type -Drug Prescription UID Bag Label ID Interventions Instalment Dispense Status No Endorsement Printed □ Labelled Dispensed Collected Supervised Controlled Drug Save Cancel

Istalments											
	đ	8	â	Patient	Dose	Inst. No.		Item	Prescriber	Due Date	
]			Apple,Adam	40/560ml	a 1 of 14		Methado	Orange,Oliver	04/03/2015	
	1			Apple,Adam	40/560ml	💩 2 of 14		Methado	Orange,Oliver	05/03/2015	
	1			Apple,Adam	40/560ml	💩 3 of 14		Methado	Orange,Oliver	06/03/2015	
	1			Apple,Adam	40/560ml	💩 4 of 14		Methado	Orange,Oliver	07/03/2015	
	1			Apple,Adam	40/560ml	💩 5 of 14		Methado	Orange,Oliver	08/03/2015	
	1			Apple,Adam	40/560ml	💩 6 of 14		Methado	Orange,Oliver	09/03/2015	
	1			Apple,Adam	40/560ml	💩 7 of 14	8	Methado	Orange,Oliver	10/03/2015	
	1			Apple,Adam	40/560ml	💩 8 of 14		Methado	Orange,Oliver	11/03/2015	
_	1			Apple,Adam	40/560ml	💩 9 of 14		Methado	Orange,Oliver	12/03/2015	
	1			Apple,Adam	40/560ml	💩 10 of 14		Methado	Orange,Oliver	13/03/2015	
	1			Apple,Adam	40/560ml	💩 11 of 14	8.	Methado	Orange,Oliver	14/03/2015	
-	1			Apple,Adam	40/560ml	💩 12 of 14		Methado	Orange,Oliver	15/03/2015	
	1			Apple,Adam	40/560ml	💩 13 of 14		Methado	Orange,Oliver	16/03/2015	
	1			Apple,Adam	40/560ml	💩 14 of 14		Methado	Orange,Oliver	17/03/2015	

