

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.

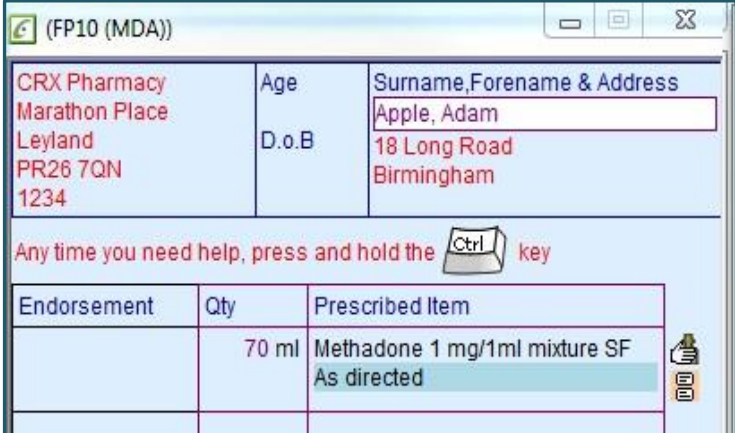
This dispensing process is most frequently used when dispensing a controlled drug to drug dependents.

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**

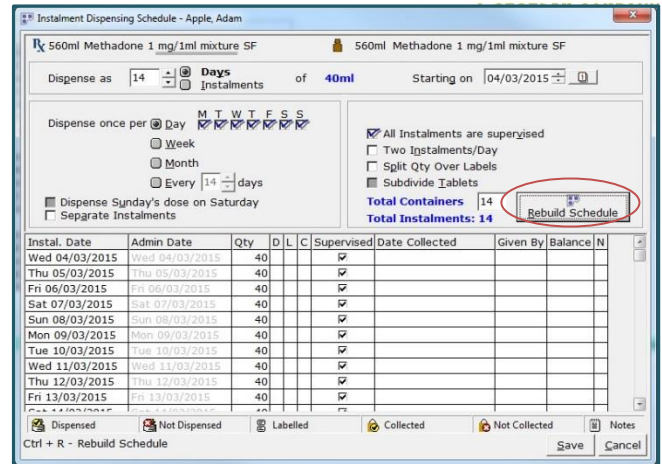


The screenshot shows a software window titled "(FP10 (MDA))". It contains a form with the following fields and data:

CRX Pharmacy Marathon Place Leyland PR26 7QN 1234	Age D.o.B	Surname, Forename & Address Apple, Adam 18 Long Road Birmingham
Any time you need help, press and hold the  key		
Endorsement	Qty	Prescribed Item
	70 ml	Methadone 1 mg/1ml mixture SF As directed

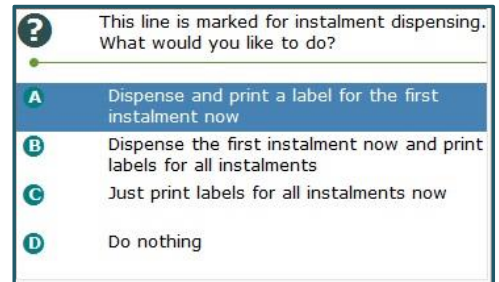
Step 2: Set up the instalment schedule


- 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**



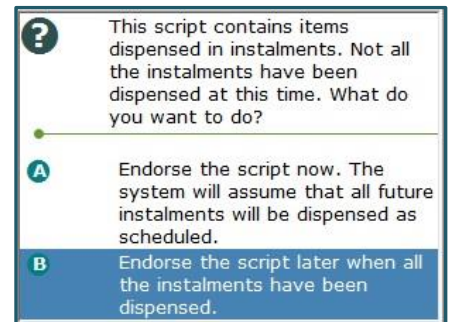
Step 3: Dispense the first instalment

- 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**



- 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, a 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

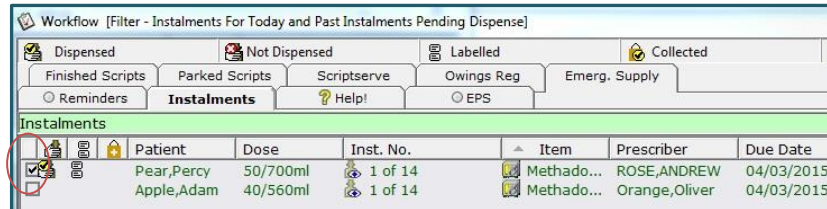



- The first instalment of the item has been dispensed

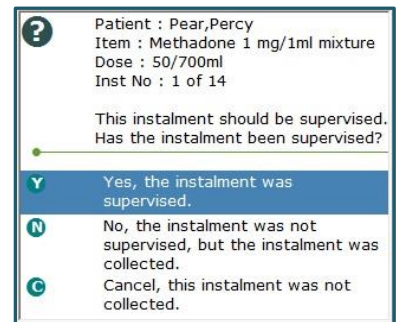
Step 4: Mark the instalment as collected








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



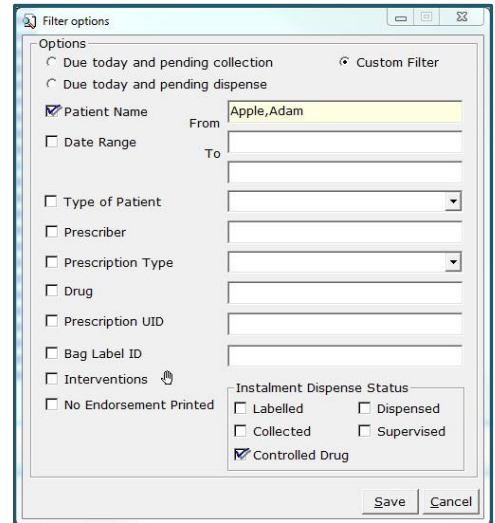
- Click in the check box next to any patients that have collected their instalment. Press **Ctrl** and **K**
- If the instalment has been marked as requiring supervision, the system will display a prompt similar to the screenshot on the right
- Select **Y** to confirm the instalment was supervised
-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



	Instalment has been dispensed
	Instalment has not been dispensed
	Instalment has been labelled
	Instalment has been collected
	Instalment has not been collected
	Instalment requires supervision
	A controlled drug item

Step 5: Dispensing future instalments

- Select the **Instalments** 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 instalment 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



Filter options dialog box showing 'Custom Filter' selected. The 'Patient Name' checkbox is checked and 'Apple,Adam' is entered in the 'From' field. Other options like 'Date Range', 'Type of Patient', 'Prescriber', etc., are unchecked.

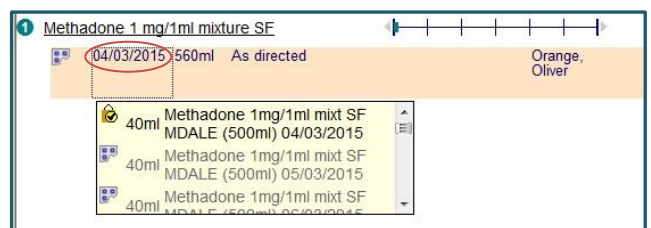
	Patient	Dose	Inst. No.	Item	Prescriber	Due Date
<input type="checkbox"/>	Apple,Adam	40/560ml	1 of 14	Methado...	Orange,Oliver	04/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	2 of 14	Methado...	Orange,Oliver	05/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	3 of 14	Methado...	Orange,Oliver	06/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	4 of 14	Methado...	Orange,Oliver	07/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	5 of 14	Methado...	Orange,Oliver	08/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	6 of 14	Methado...	Orange,Oliver	09/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	7 of 14	Methado...	Orange,Oliver	10/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	8 of 14	Methado...	Orange,Oliver	11/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	9 of 14	Methado...	Orange,Oliver	12/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	10 of 14	Methado...	Orange,Oliver	13/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	11 of 14	Methado...	Orange,Oliver	14/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	12 of 14	Methado...	Orange,Oliver	15/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	13 of 14	Methado...	Orange,Oliver	16/03/2015
<input type="checkbox"/>	Apple,Adam	40/560ml	14 of 14	Methado...	Orange,Oliver	17/03/2015

- 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*



Screenshot of the patient history window showing a list of instalments for 'Methadone 1mg/1ml mixture SF'. The date '04/03/2015' is circled in red. The list includes details like '40ml Methadone 1mg/1ml mixt SF MDALE (500ml) 04/03/2015' and the prescriber 'Orange, Oliver'.