10.01. Dispensary mode

Dispensary mode allows you to use mSupply to issue medicines to patients. It is ideally suited for pharmacies, clinics, hospital dispensaries, and facilities where medicines are supplied to individual patients.

The particular benefits of using Dispensary mode include:

- Prescription data can be entered into mSupply including:
 - Patient details
 - Prescriber details
 - Prescribed items
 - Item directions which can be quickly selected from standard abbreviations, and edited as necessary. Item directions do not need to be printed in English.
- Labels can be printed with:
 - $\circ\,$ Item description and quantity issued
 - Patient name
 - Prescriber name
 - Directions
 - $\circ~$ Institution name
 - More...
- Patient Histories are recorded, allowing repeat prescriptions to be:
 - Duplicated
 - Repeated
- Use of Dispensary mode depends on your mSupply registration type. Contact Sustainable Solutions if you wish to upgrade your registration.
- Regardless of mode, each user can only use those functions for which they have permission, according to the permissions set for that user. See Managing Users
- In client-server versions of mSupply, different users can be logged in in different modes at the same time, allowing you to dispense to patients and supply wards, stores, clients or cost centres simultaneously.
- Users whose permissions allow them to operate in either Store mode or Dispensary mode may change from one to the other by pressing *Ctrl+2* on the keyboard. Re-entry of the user's password is not necessary.

Activating dispensary mode



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Prior to version 3.5 you controlled dispensary mode for each user, and had to choose **File > Edit users...** Now it's a setting for a store.

- 1. Choose **Special > Show stores...**
- 2. Double-click on the store you want to set to dispensary mode.
- 3. Select *Dispensary* in the drop down list next to the store's code field. When you log out of the store and back in, you'll be in the new mode.
- Choose File > Preferences > Invoices 2 then check the Show direction entry in dispensary mode box.

	Preferences	
General	Label Printing	
Misc		
Purchase order defaults	Message on labels	
Purchase order 2	Custom identification code	ptions for units Always print units
nvoices 1	to print on labels	ptions for units Always print units
nvoices 2	Show direction entry in dispensary	
iem		Print sales value of Item on label
rice	Turn off cell padding in between direction and patient name	
uotes	Print full prescriber name on labels	Print patient code on label
eports	Print organisation Address 1 as separate line	Print batch on label
lames	Print patient category on label	Don't print placeholder lines
ender	Print Expiry Date of Item on label	Print a receipt on labels by default
eminders	- This expiry bace of item of laber	This a receipt of labels by default
atient Medication	Patients	
rug Interactions	Default patient category	
egistration		
rinting	Default prescriber name Search Prescriber	
K and print	Auto-generate patient code	Prescriber must be entered
opo	Prefix codes with	Expand abbreviations in patient address fields
ispensary mode	Capitalize patient names (shift overrides)	Share patient prescription over stores
15		Share patient prescription over stores
og 🖉	Apply stock to placeholder lines	
ackup	From 1/11/19 To 1/11/19 Today	Apply stock
ackup 2		
mail	Payments	
erver	Default prescription status to finalised	Receive payments from prescription window
vnchronise		
ustomization		Cancel OK

What is a "name"?

In mSupply a "name" can be a customer, a supplier, both or neither. A "customer" can be anyone you supply goods to - e.g. another organisation, or a ward in your hospital, or a patient.

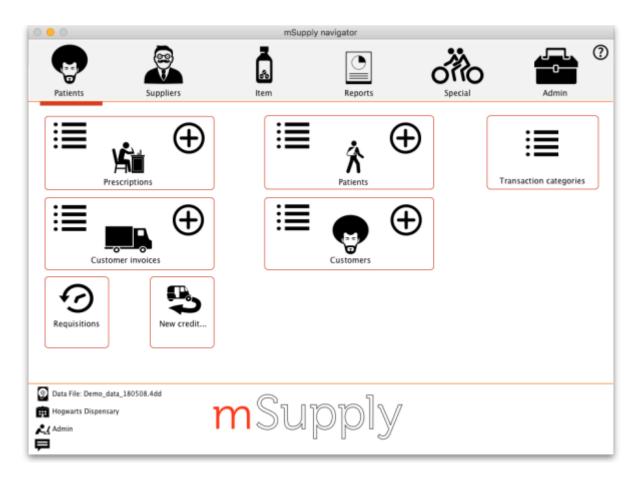
What changes in dispensary mode?

Different menus

Some of the menus in dispensary mode have different names. For example, the *Customer menu* becomes the *Patient menu*.



But most of the things you can do in store mode are also available in dispensary mode. In fact, the navigator looks much the same. The only difference is the Customers tab, which is renamed to the Patients tab and has a slightly different selection of icons:



The functionality of the common icons is the same as in store mode and applies mostly to customers not patients (a dispensary mode store can still distribute stock to customers (not patients) and handle customers' requisitions). For details of those functions, see the other sections of this guide.

Different windows

The windows displayed are appropriate for dispensing medicines to individual patients; in addition to the ability to record individual patient's notes (e.g. allergies), prescribers details are maintained. A patient history is maintained and other features specifically related to dispensing activities are

maintained.

Press the **tab** (not 'return') key after making the entry to show a list of matching prescribers. If only one presciber matches, the name will be entered directly without the list being shown.

Note that there is a setting on the *Dispensing* page of the mSupply Preferences that affects whether or not you can accept and print a prescription without entering a prescriber.

Previous: 10. Dispensing Goods | | Next: 10.02. Prescription entry

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Last update: 2019/10/31 14:22