

Chapter 16

Dispensers

This chapter—

- Provides an overview of the list of dispensers
- Familiarizes the user with how to—
 - Add, amend, view, and delete details of a dispenser
 - Print a list of dispensers
- Explains how RxSolution can be used to manage dispensers

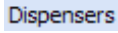
Working with Dispenser Data

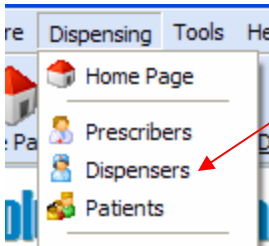
What Is a Dispenser?

A dispenser is a person who distributes the treatment as prescribed by a prescriber.

How Do I Get to the Dispenser Screen?



1. Click on the **Dispensers** icon  on the toolbar.
2. Alternatively, click on **Dispensing** on the menu bar.
3. Choose **Dispensers** from the drop-down list.



What Does the Dispenser Screen Look Like?

The **Dispenser** screen will display as follows, showing a list of the dispensers in the system.



Using RxSolution to Manage Dispenser Data

How Do I Open the Dispenser Detail Screen?

Double click on a dispenser record, and the details and information about that particular dispenser will be displayed.

How Do I Use Dispenser Detail Screen Information?

This screen is divided into two sections. The top part is where personal information is entered and displayed. The lower part has tab-separated panels with contact information, qualification details, the dispenser's photo and signature, and the comments.

Dispenser - One 1ST

One 1ST - () RX Level = [None]

Dispenser Level

4

Personal Information

Last Name	Taylor	Professional#	3456546
First Name(s)	Vernon	Staff #	2345
Initials	VT	Title	Mr
RxLevel	4	Post	Pharmacist
Number	D0002	Demander	Family Health

☒ **Active**

Contact Details

+ - ✓ × ↺

Contact Information

Mode: Phone Type: Work LandLine #: 02155441236

Note:

Contact Details

Mode	Type	Contact	Note
Cell Phone	Private	0834521447	
Phone	Work	02155441236	

Contact **Qualifications** **Signature & Photo** **Comments**

OK

Navigation through the various screens is done through the tabs at the bottom. Simply click on the tab title to view details of that tab.

Personal Information and Working Details

The top part of the dispenser detail screen provides the dispenser's personal information. Information such as the dispenser's name, professional number, staff number, and the post held in the institution is displayed on this screen. The **RxLevel** is the product level (as defined by product in the product catalog) and indicates the product level this dispenser is authorized to dispense.

The **Number** is a unique dispenser number that is automatically generated by RxSolution for each dispenser when you click on the **New Dispenser Number** button. The dispenser number has two components: a single-letter prefix and a four-digit suffix. The prefix reflects the dispenser's dispensing privileges in accordance with the rules as determined by the provincial and institutional Pharmacy and Therapeutics Committee. The suffix is just a sequential number.

The **Professional#** can be the professional registration number, such as the state registration number.

The **Staff #** is a unique identifying number given to a staff member at an institution.

The **Demandor** is obtained from the list of dispensing demandors as set up on the **Demandors** screen. The dispenser is normally located in that list of dispensing demandors.


When a dispenser leaves the organization, he or she cannot be deleted but only made inactive. Click the box next to **Active** to remove the mark and inactivate the dispenser. This will mean that the dispenser does not appear in lists or reports from that point forward.

Dispenser Level 4	Personal Information			
	Last Name TAYLOR		Professional# 3456546	
	First Name(s) Vernon		Staff # 2345	
	Initials VT	Title Mr	Post Pharmacist	
	RxLevel 4	Number D0002	Demandor Family Health	
	<input checked="" type="checkbox"/> Active		New Dispenser Number	

Contact Tab

This field provides a list of the dispenser's **Contact Details**, as shown in the sample screen that follows.

Contact Details








Contact Information

Mode: e-Mail Type: Work Mail Address: VernonT@Provgov.co.za
 Note:


Contact Details

Mode	Type	Contact	Note
Cell Phone	Emergency	+27 835527005	If on Ward Rounds a
e-Mail	Work	VernonT@Provgov.co.za	

 **Contact**
 Qualifications
  Signature & Photo
  Comments

 OK


Adding a New Contact Detail

1. Click on the plus sign  in the navigation buttons.
2. Select the contact **Mode**. Options for the contact mode are cell phone, phone, fax, pager, e-mail, or an address.


Contact Information

Mode: Address Type: Work - Physical Street: 17 Yellow Bass Street
 Suburb: Sea View
 City: New Port
 Code: 1234
 Note:

Type	Contact	Note

3. Select the type of contact appropriate for the contact mode selected, and then enter the contact detail.
4. Click on the check mark sign  in the navigation buttons to save the new information.

Deleting a Contact Detail

1. Select the contact detail from the contact details list.
2. Click on the minus sign  in the navigation buttons to delete the dispenser contact detail.
3. A confirmation message will appear. You can click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

Qualifications Tab

Academic Qualifications include qualifications that the dispenser has obtained through his or her life. The list shows the date the qualification was recorded, the institution attended, and the qualification name.

Dispenser - Vernon TAYLOR

Vernon TAYLOR - (D0002) RX Level = [4]

Dispenser Level
4

Personal Information

Last Name	TAYLOR	Professional#	3456546
First Name(s)	Vernon	Staff #	2345
Initials	VT	Title	Mr
RxLevel	4	Number	D0002
<input checked="" type="checkbox"/> Active		New Dispenser Number	
		Post	Pharmacist
		Demandor	Family Health

Academic Qualifications

+ - ✓ ✕ ↺

Qualification History

Date Recorded	Institution	Qualification
2008/11/17	University of Durban	Dip Pharm

Contact



Qualifications

Signature & Photo


Comments

OK

Adding a New Academic Qualification

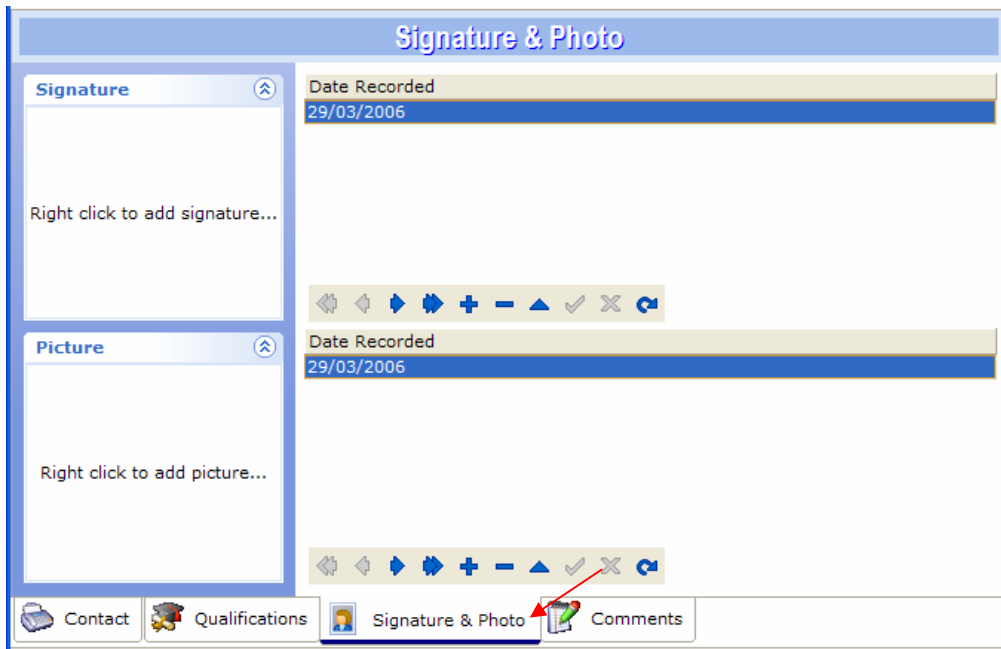
1. Click on the plus sign  in the navigation buttons to add a new qualification record.
2. Enter the institution and the qualification name.
3. Click on the check mark sign  in the navigation buttons to save the qualification.

Deleting an Academic Qualification

1. Select the qualification to delete from the list.
2. Click on the minus sign  on the navigation buttons to delete.
3. A confirmation message will appear. Click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

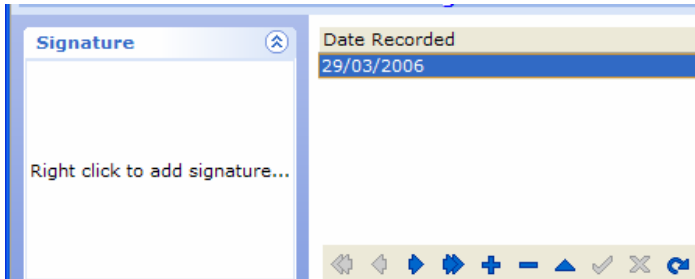
Signature & Photo Tab

The signature and photo, which are scanned images of the dispenser's signature and his or her digital photo, help identify the dispenser. Preferably, the photo should show only the dispenser's head and shoulders.

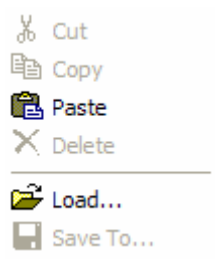



Adding a Dispenser Signature (or Photo)

The dispenser's signature must be captured on paper first, and then it can be scanned into an image that can be uploaded into the system. The file must be a bitmap file (i.e., with a *.bmp* filename extension). To add a signature file, follow the instructions below.



1. Right click near **Right click to add signature...** The following menu will appear—




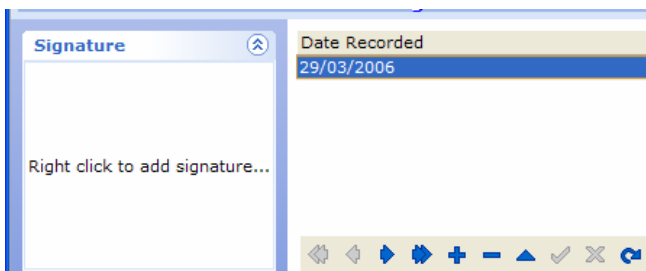
2. Choose **Load...** from this menu.
3. Find and select the image file, and then click on the **Open** button.
4. Once the image is loaded and appears on the screen, click on the blue check mark sign  to save the signature image.



Follow the same steps to load the dispenser photo except be sure to load it in the **Picture** box.



Deleting a Dispenser Signature (or Photo)

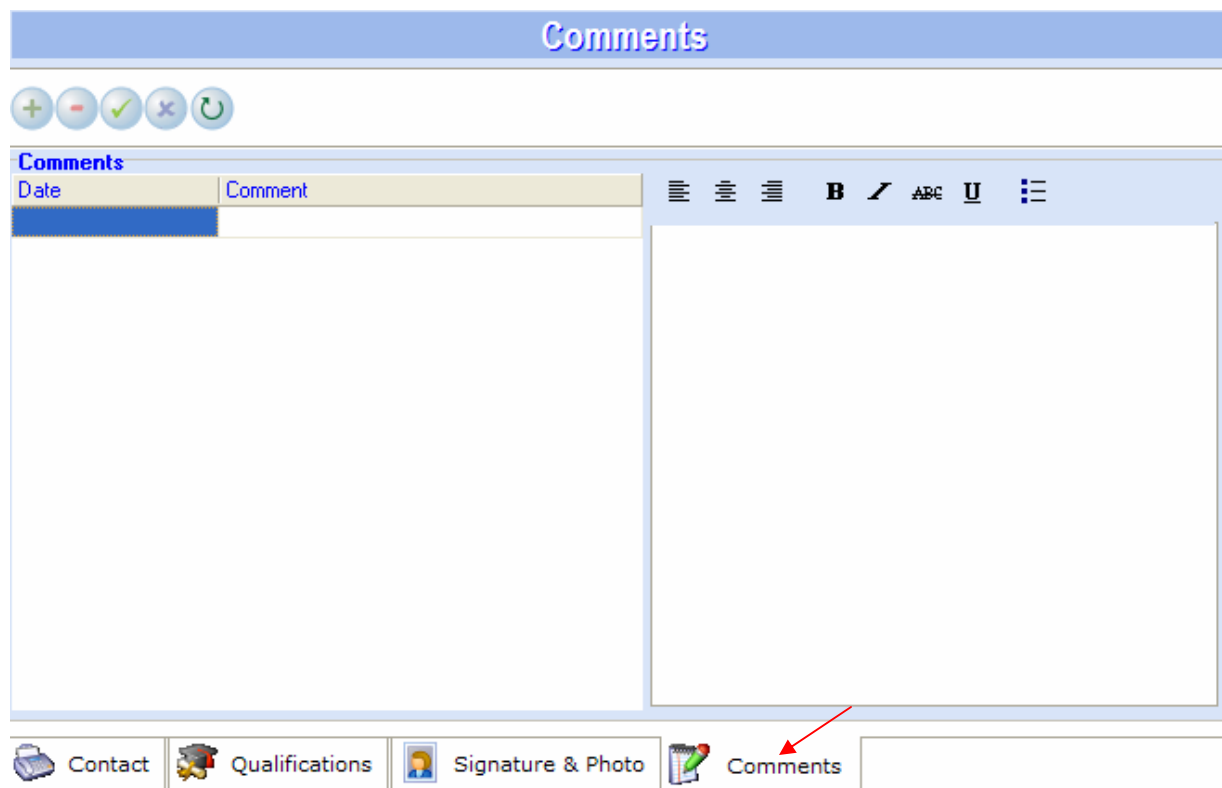
1. Click on the blue minus sign  at the bottom of the appropriate box. (The **Signature** box only is shown here. Select the **Picture** box to delete a photo.)



2. A confirmation message will appear. Click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

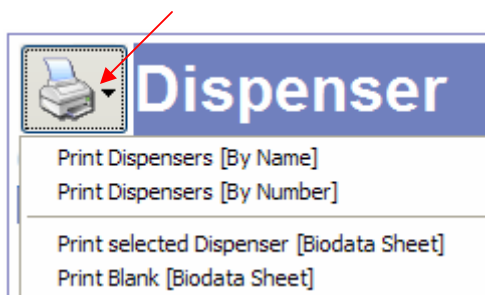
Comments Tab

Comments about the dispenser can be entered on this screen. To add a new comment, click on the blue plus  sign, enter the comment, and then click on the blue check mark sign  when done.



How Do I Create Dispenser Printouts?

Various lists and reports can be printed by clicking on the printer icon from the main **Dispenser** screen. The printouts may be previewed before printing on paper. Click on the printer icon on the top of the left-hand side of the screen to get a list of available prescriber printouts.



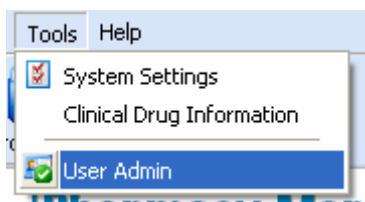
Create the desired dispenser printout by clicking on an entry from this list—

- **Print Dispensers [By Name]**—to print a list of dispensers ordered by name
- **Print Dispensers [By Number]**—to print a list of dispensers by their institutional Rx number
- **Print selected Dispenser [Biodata Sheet]**—to print the currently selected dispenser's biodata sheet

- **Print Blank [Biodata Sheet]**—to print a blank biodata sheet form that may be used to collect information from dispensers, such as their names and signature samples

How Do I Associate a Dispenser to an RxSolution User?

1. Click on **User Admin** under the **Tools** menu.



2. From the Dispenser drop-down list, select the dispenser that is associated with the user.

 A screenshot of a web-based user management interface for a user named 'Taylor'. The interface is divided into three main sections: 'Details', 'Contact', and 'System'.

- Details:** Includes fields for Last Name (Taylor), First Name (Vernon), Position (Pharmacist), Rank (Cheif), and an 'Init.' field with the value 'VT'.
- Contact:** Includes fields for Telephone (012.3760962), Cell Phone (0854321234), and E-Mail (V.Taylor@Heavenmail.com).
- System:** Includes fields for Username (vtaylor), Password (with a 'Change Password...' button), Dispenser (a drop-down menu showing 'TAYLOR, Vernon'), Prescriber, and Demander. A 'Refresh' button is located below these fields.

 At the bottom of the form are buttons for 'Add User...', 'Delete', 'Save', and 'Copy Rights'. Below these buttons are three tabs: 'Details' (selected), 'System Access', and 'User Sessions'. At the very bottom are 'OK' and 'Cancel' buttons.

3. This will automatically fill in the dispenser name when creating a prescription based on the user that is logged in.