# 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

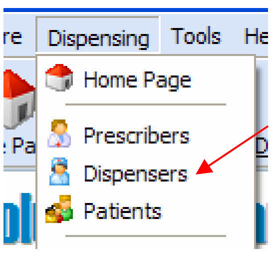
### *What Is a Dispenser?*

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

### *How Do I Get to the Dispenser Screen?*

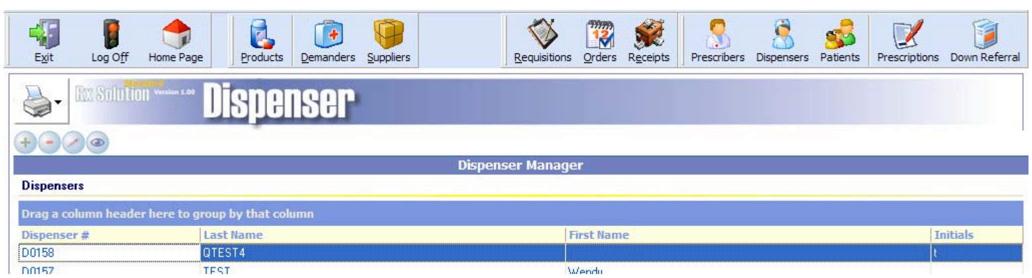
1. Click on the **Dispensers** icon 

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.



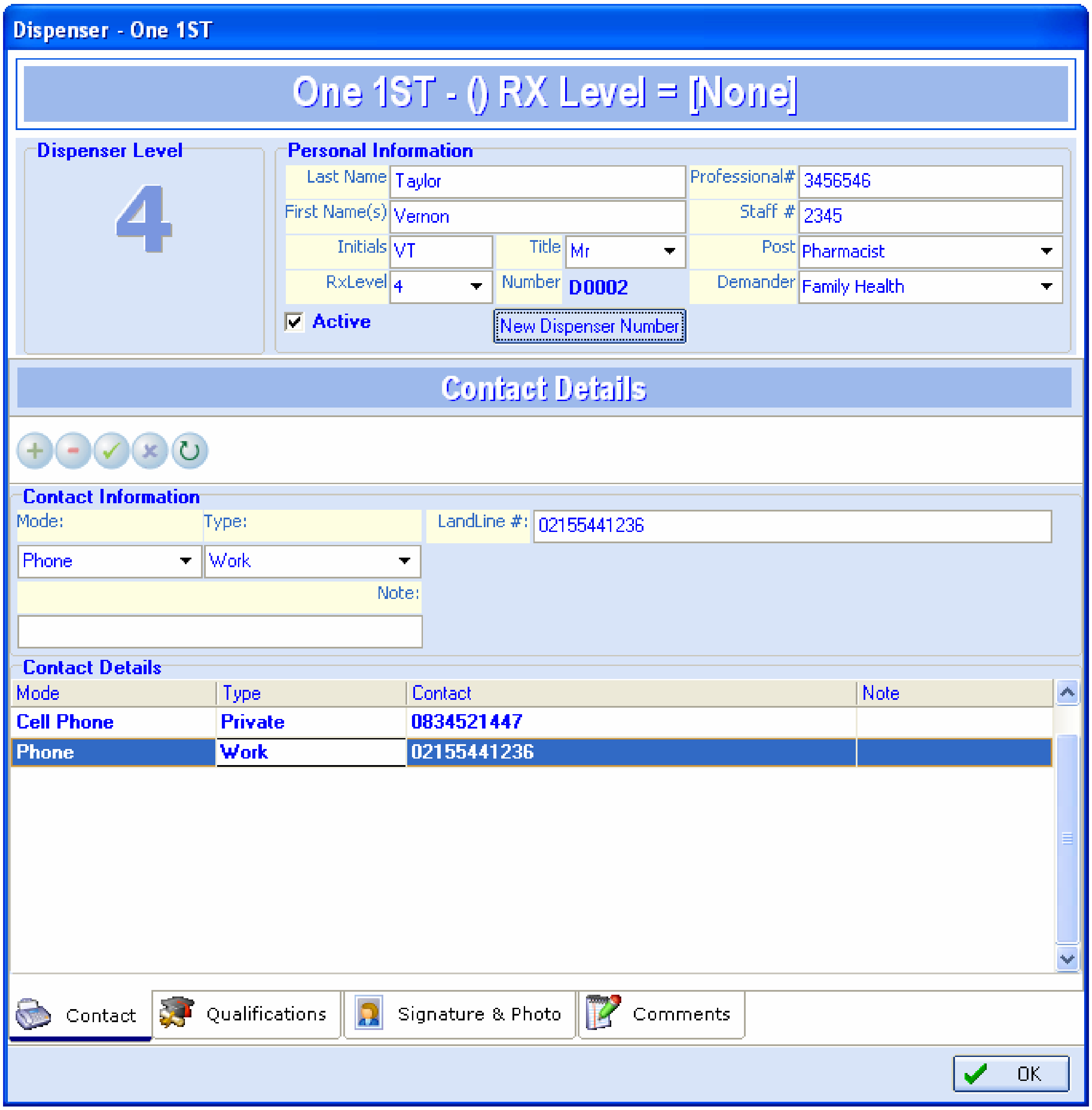

## Using RxSolution to Manage Dispenser Data

### *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.




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.

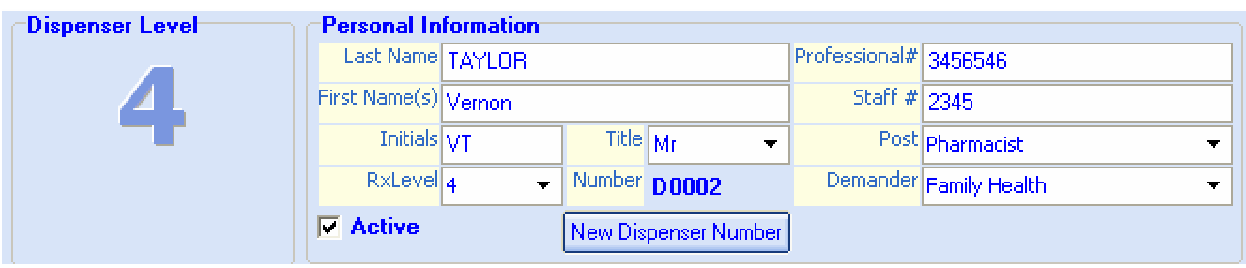
The **Number** is a unique dispenser number that is automatically generated by RxSolution for each dispenser when you click on the **New Dispenser Number** button. The dispenser number has two components: a single-letter prefix and a four-digit suffix. The prefix reflects the dispenser's dispensing privileges 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.

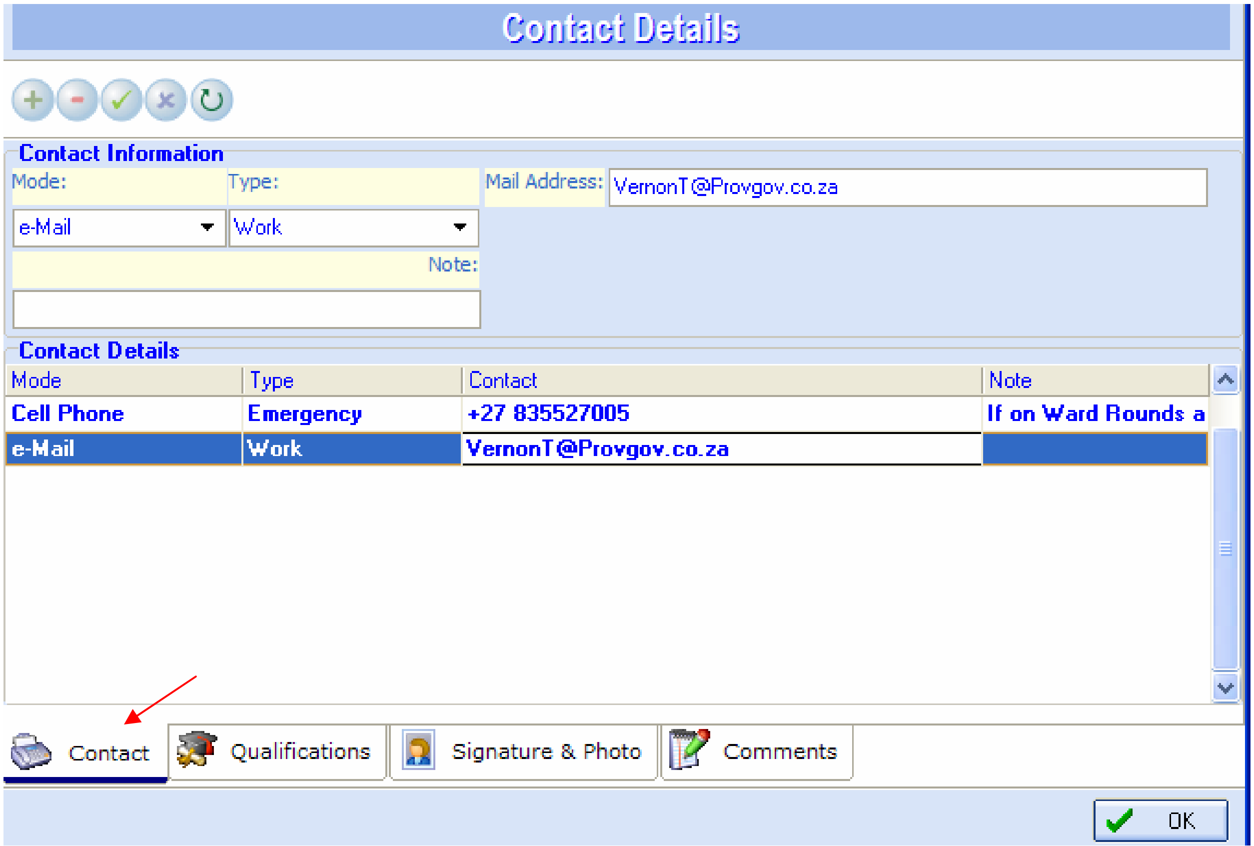
The **Demander** is obtained from the list of dispensing demanders as set up on the **Demanders** screen. The dispenser is normally located in that list of dispensing demanders.

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.



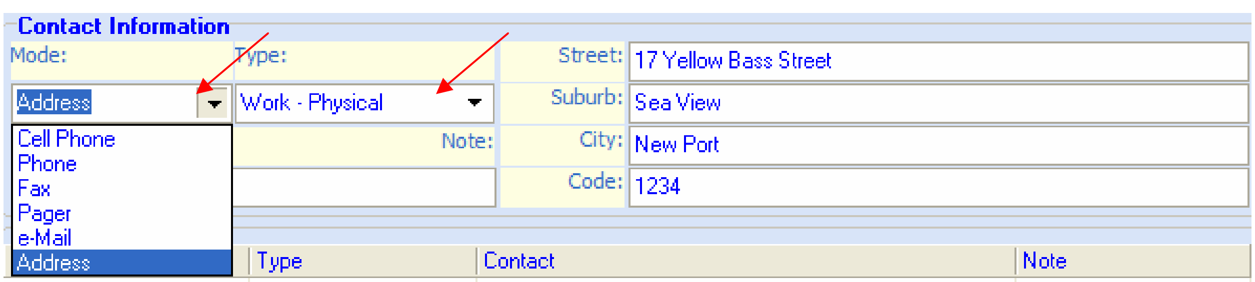

### *Contact Tab*

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



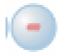

## Adding a New Contact Detail

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.



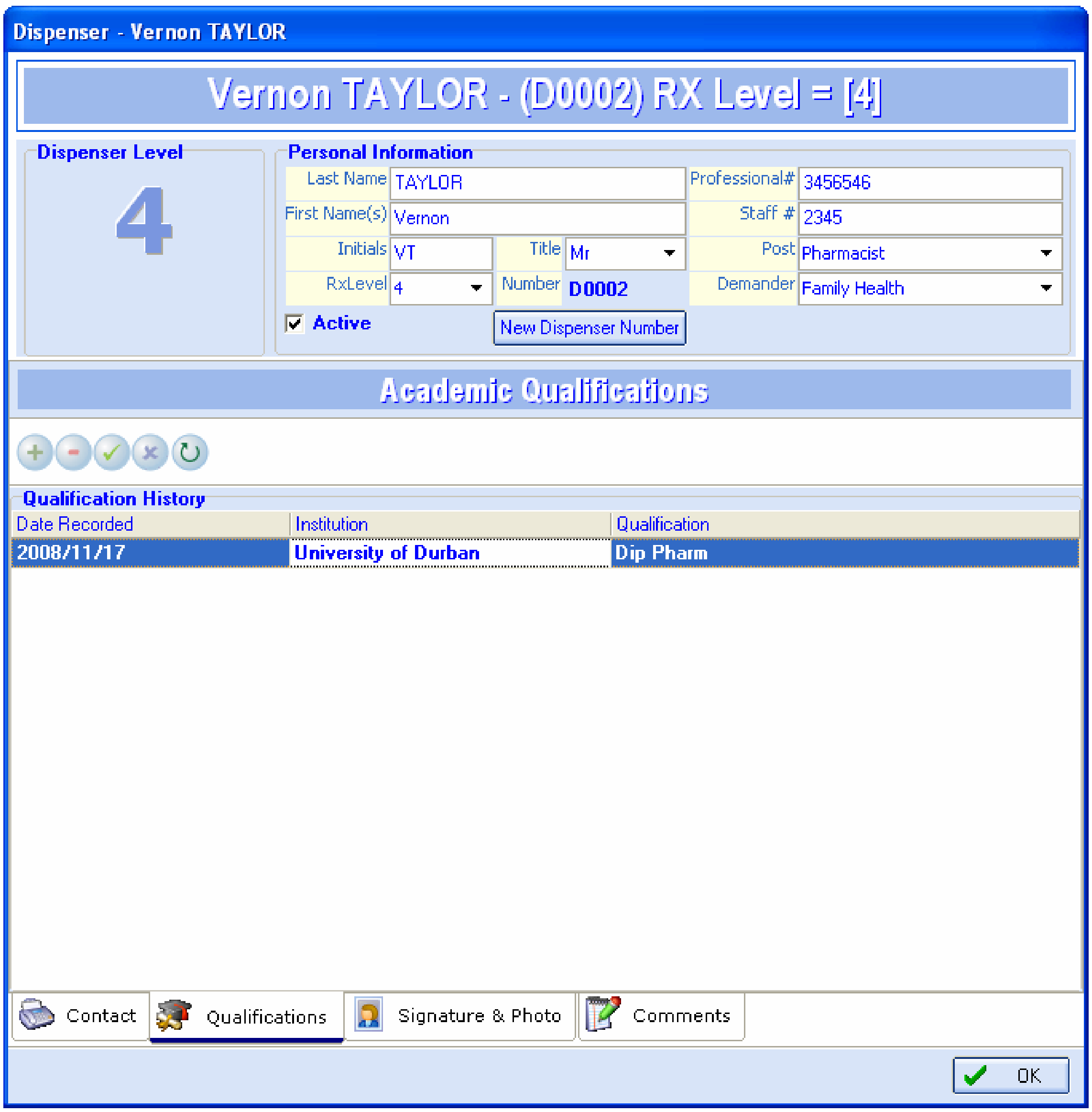

3. Select the type of contact appropriate for the contact mode selected, and then enter the contact detail.
4. Click on the check mark sign in the navigation buttons to save the new information.

## 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

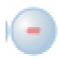
**Academic Qualifications** include qualifications that the dispenser has obtained through his or her life. The list shows the date the qualification was recorded, the institution attended, and the qualification name.



### Adding a New Academic Qualification

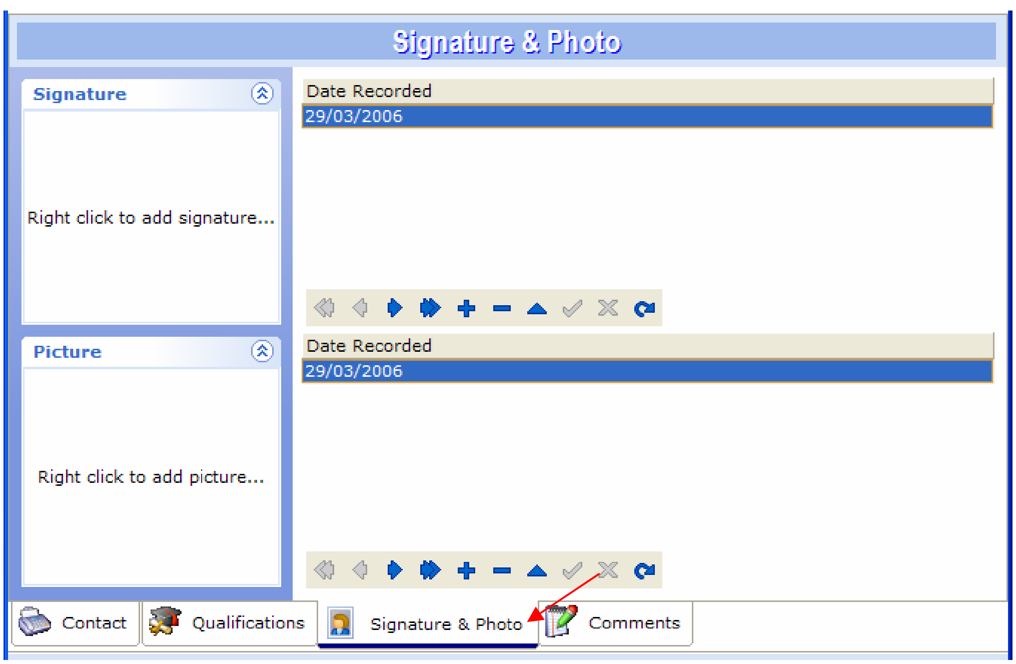
1. Click on the plus sign  in the navigation buttons to add a new qualification record.
2. Enter the institution and the qualification name.
3. Click on the check mark sign  in the navigation buttons to save the qualification.

### 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.

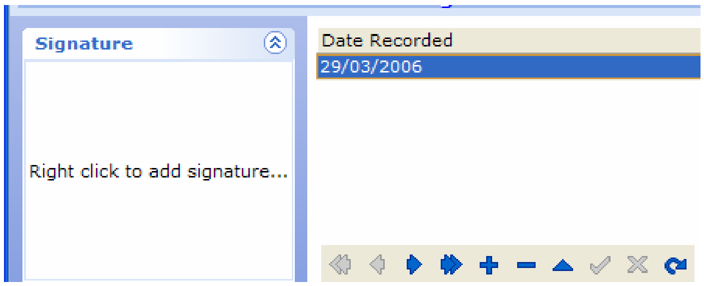
### *Signature & Photo Tab*

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.

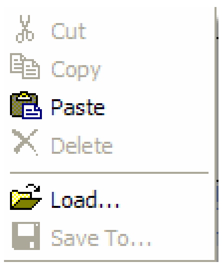


## Adding a Dispenser Signature (or Photo)

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.



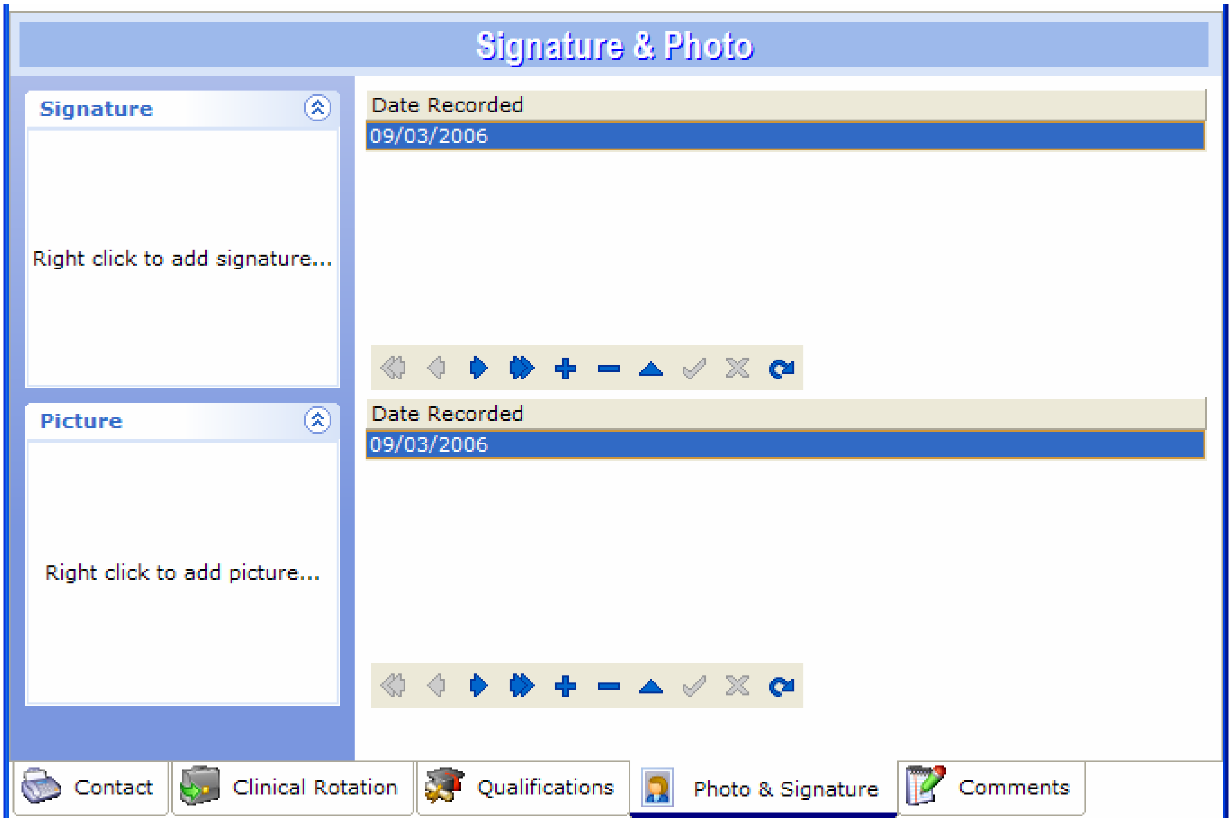

1. Right click near **Right click to add signature…**. The following menu will appear—




2. Choose **Load...** from this menu.

3. Find and select the image file, and then click on the **Open** button.

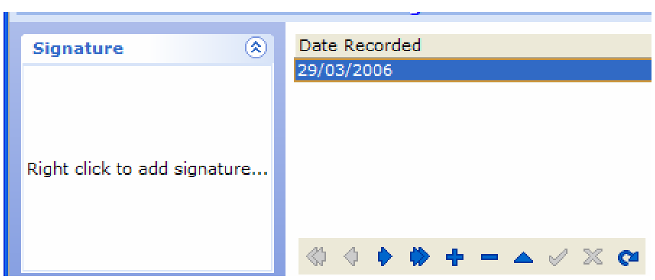
4. Once the image is loaded and appears on the screen, click on the blue check mark sign  to save the signature image.




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)

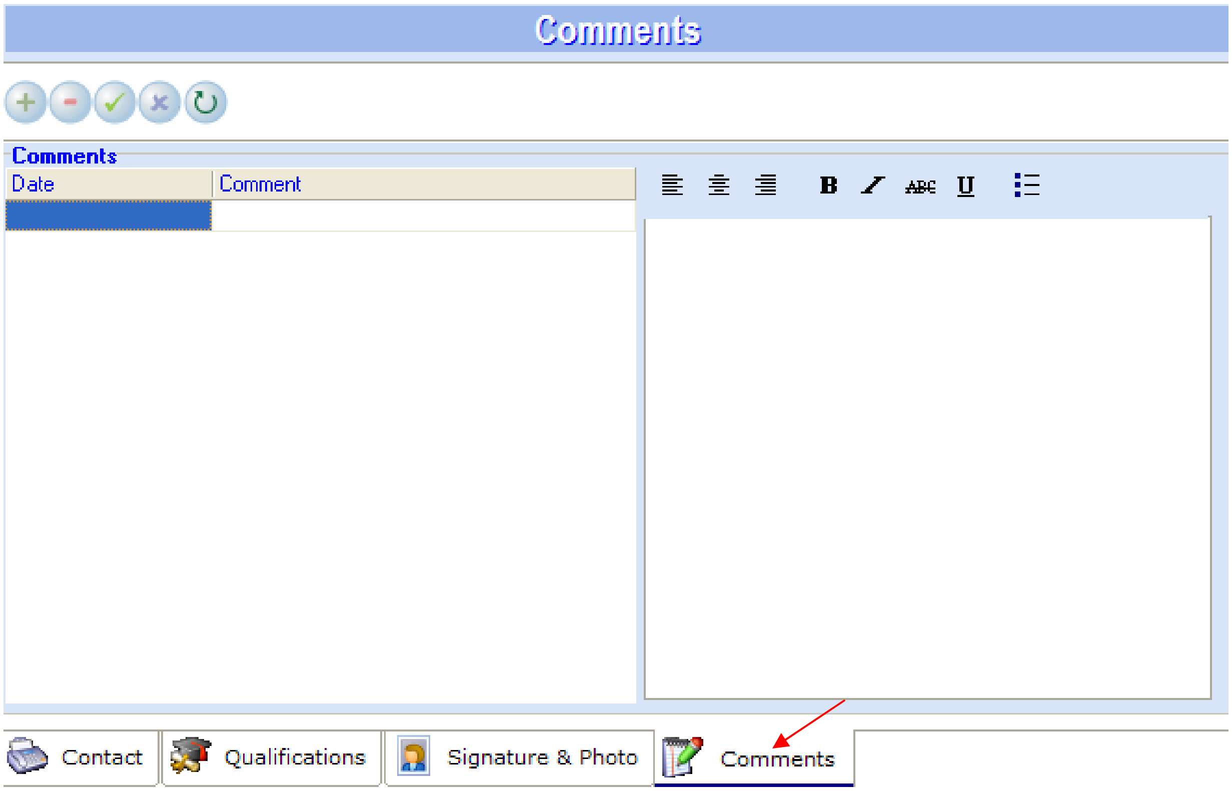
1. Click on the blue minus sign  at the bottom of the appropriate box. (The **Signature** box only is shown here. Select the **Picture** box to delete a photo.)




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

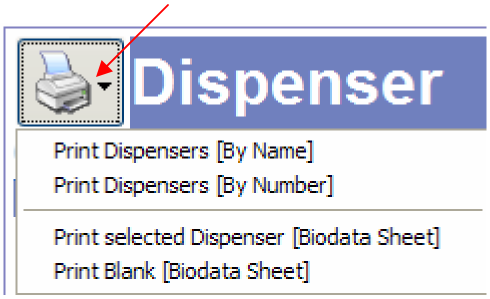
### *Comments Tab*

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.



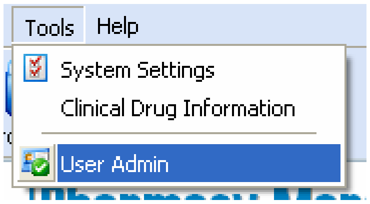

Create the desired dispenser printout by clicking on an entry from this list—

- **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

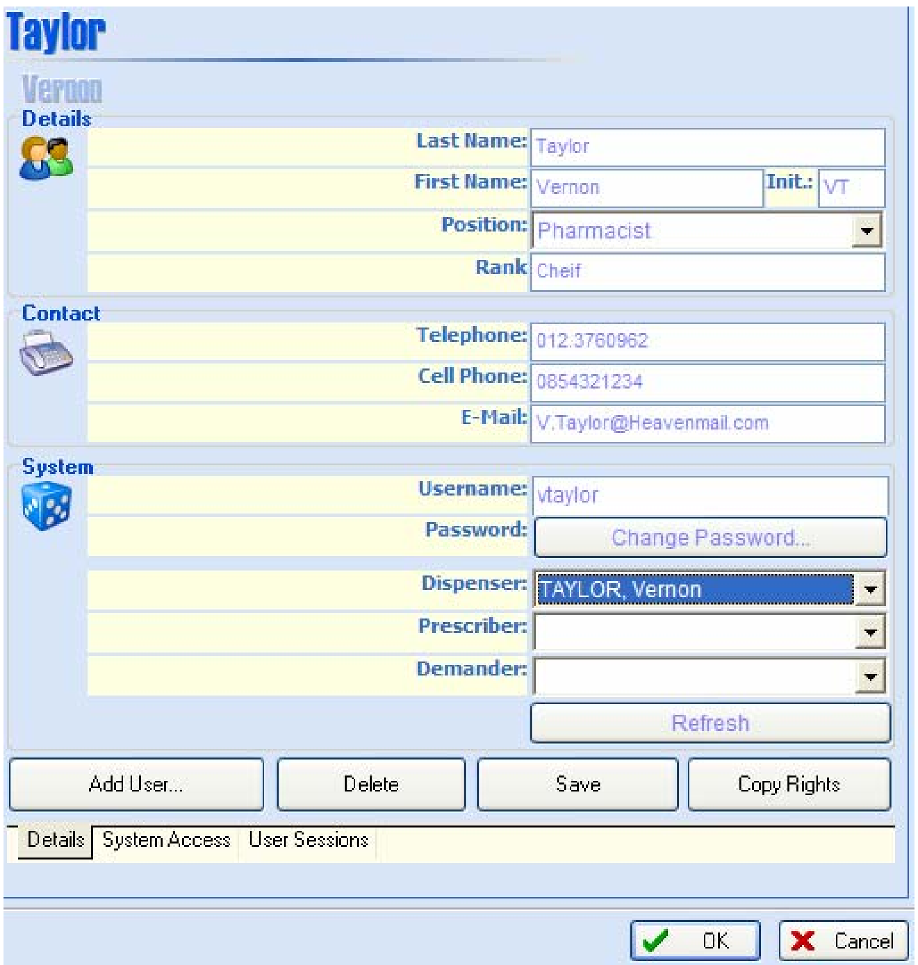
- **Print Blank [Biodata Sheet]**—to print a blank biodata sheet form that may be used to collect information from dispensers, such as their names and signature samples

### *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.




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