Chapter 18
Clinics

This chapter—

- Provides an overview of the list of clinics

- Familiarizes the user with how to—

  - View, add, amend, and delete details of a clinic

Working with Clinic Data

What Is a Clinic?

A clinic is any institution from which patients on the down-referral system can collect their medication. The clinic could be on the premises of another institution, such as a diabetic clinic at a hospital or the outpatient pharmacy of the pharmacy complex. Clinics form part of the down-referral system.

The clinics menu option in RxSolution is used to set up and record the details of the clinics where patients registered on RxSolution can collect their follow-up treatment as part of the down-referral system. In many cases, after the initial visit to the main pharmacy, the patient no longer needs to visit the pharmacy where the original prescription was dispensed.

How Do I Get to the Clinic Manager Screen?

Click on **General** on the main menu, and select the **Clinics** option.

What Does the Clinic Manager Screen Look Like?

The **Clinic Manager** screen is divided into two parts: the list of clinics is on the right and the individual clinic details are on the left.

The navigation bar at the top of the **Clinic Detail** screen is used to move through the clinic list. It is also used add, edit, and delete clinics from the list.

Most of the clinic details relate to the clinic location or governmental jurisdiction. **Batch Route** signifies on which route this clinic is located for deliveries of down-referral medicines. Clinics are grouped and ordered for delivery efficiency. **Days** refers to the day of the week the medications are collected or dispatched to the down-referral site.

Using RxSolution for Clinic Manager Functions

How Do I Add a Clinic?

1. Click on the plus sign on the navigation bar at the top of the **Clinic Detail** screen to add a new clinic to the list. This screen will appear—

2. Enter the clinic details on the left-hand side of the screen. Creating your batch routes first is important if you want to use the tool for down-referral. The batch routes drop-down list is defined in **Tools, System Settings**. Each clinic must belong to a batch route if it is to be used for down-referral.

3. Click on the check sign in the navigation bar at the top of the **Clinic Detail** screen to save the clinic entered. To cancel any changes made, click on the X sign on the navigation bar so changes that have been made will not be saved.

How Do I Delete a Clinic?

1. Select the clinic to be deleted from the **Clinic List** on the right-hand side of the screen.

2. Click the minus sign ▬ from the navigation bar to delete.

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

How Do I Edit and Save Clinic Details?

To edit and save the clinic details, use the navigation bar at the top of the **Clinic Detail** screen—

1. Select the clinic you want to edit from the **Clinic List**. The changes to the selected clinic details can be made on the left-hand side of the screen.

2. To save the changes, click the check mark sign ✔ from the navigation bar at the top of the **Clinic Detail** screen. To cancel any changes made, click on the X sign ✖ on the navigation bar so changes that have been made will not be saved.