Chapter 14
Prepacking

This chapter—

- Describes the Prepacking process

- Familiarizes the user with how to—

    o Create a Pepacking List

    o Create a Pre-post List to draw stock from Main Stores

    o Post and Receive the repacked stock into the store

Working with Prepacking Requirements

What Is Prepacking?

Pre-packing is the process of taking medicines from the original supplier pack size and changing them to another pack size, greater or smaller than the original pack size. Pre-packing may also be required for items that have been manufactured or bulk compounded. In Short, it is the repacking of bulk packs into smaller packs suitable for patient use.

What Procedure Is Used for Prepacking?

Prepacking an item requires the creation of a paper trail to track the item properly. To create that record, the following overview outlines the steps in that process. A summary of the process is :

1. Select product to be Prepacked

2. Select the ingredients and quantities to be used to produce the Prepacked Item, stating if the stock comes from the main store or using manufacturing stock.

3. Pre-Post the Prepack List to remove the stock from the main store to the Prepacking area.

4. Receive the Prepacked item into the bulk store stock using a new batch number and expiry date. This is the final Posting process

5. Do a Demander transfer of odd quantities not packed to a Pharmacy demander.
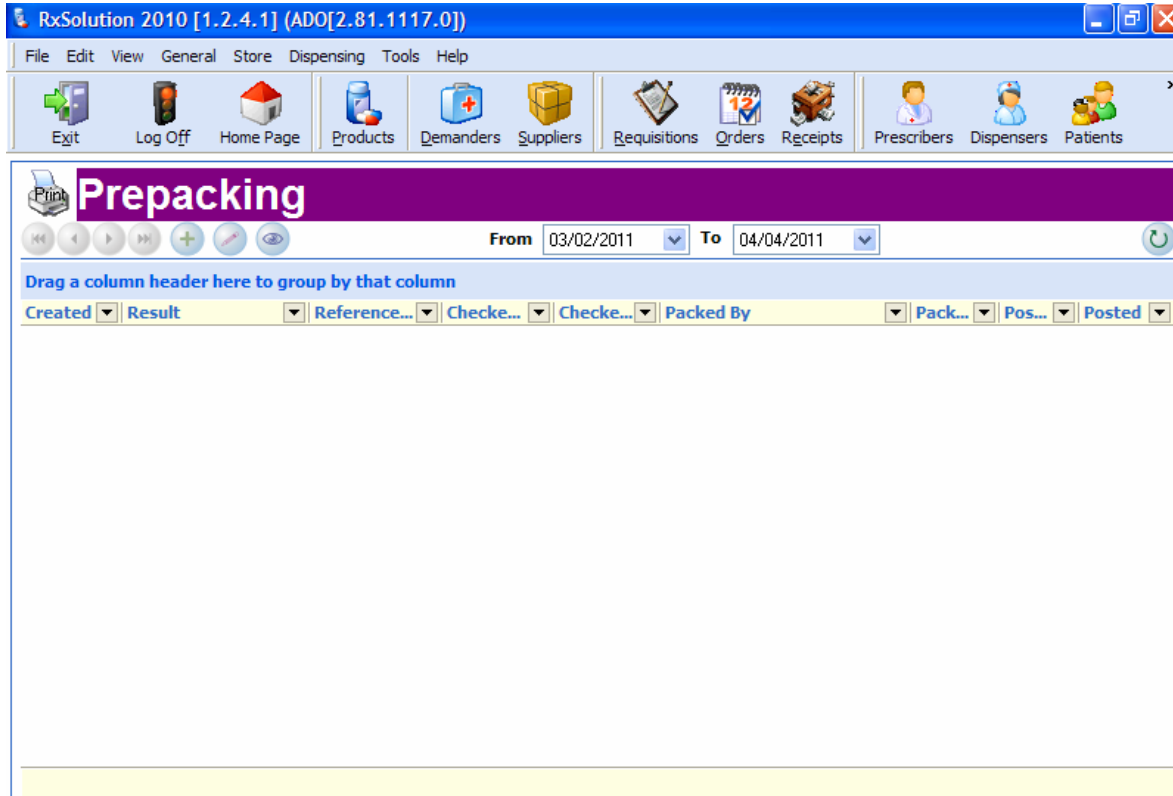
How Do I Get to the Prepack Screen?

1. Click on **Store** on the menu bar.

2. Choose **Prepacking** from the drop-down list.
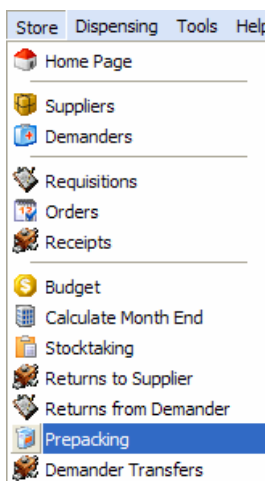
What Does the Prepacking Screen Look Like?

The image below shows what a Prepacking screen looks like when RxSolution has no Prepack lists in the system.

The following image shows what the screen looks like when RxSolution has Prepack Lists in the system. Summary information, including the Result of the Prepacking, Prepack cost, Reference, and Status of Posted or Pre-Posted appears here.
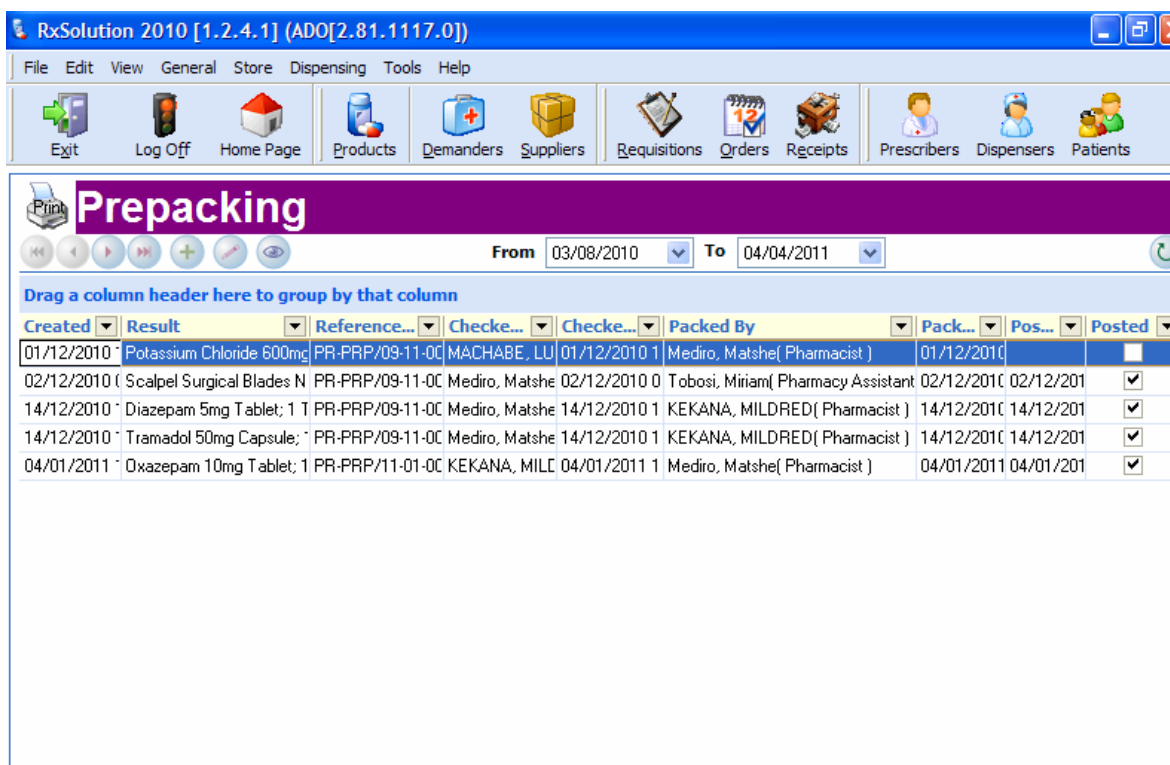
If you double click on a Pre-pack list, you open up the detail screen for that Pre-packing job. Descriptions of the various parts of the detail screen are provided below.

Prepack Number

The Prepack Number is displayed in the top right-hand corner of the **Prepack** screen. Each Prepack number is computer generated and is unique. Table 4-1 describes the components of a requisition number in RxSolution.

Table 14-1. Components of a Pre-packing Number in RxSolution

Component	Definition
PR	The **System Prefix** location entered by a user (see "Record Numbering Tab" in chapter 2). Here, "PR" is short for Protea Hospital.
PRP	The **Type Prefix** in the system. "PRP" means Prepack (see "Record Numbering Tab" in chapter 2).
09	The year of the Prepacking (here, 2009).
11	The month of the Prepacking (here, November).
0004	The number of the Prepack for this month (here, the Forth).

Detail Section

The detail section lists information about the

- **Result (What is being produced**) e.g. Paracetamol 500mg 10 tablets.

- **Required yield** Number of Prepacks you want to make.

- **Required Stock-keeping units for Dispensing or SKU** to create the desired Required Yield.

- **Calc SKU,** Calculated stock in dispensing SKU that is available based on quantity of bulk packs selected.

- **Actual Yield** The quantity actually made and this is the Quantity that is recorded as stock coming back into the main Store.

- **Value of Ingredient** is the value that each pack is going to be based on the addition of all the ingredients.

- **Packed By** the person that actually did the packing (With Date)

- **Check By** the person that captures and Signs off the Prepacking Job. (With Date)

- **Humidity** is the Percentage Humidity during the Prepacking job.

- **Temperature** is the Maximum Temperature during the Prepacking job.

- **Selling Date** is the sell by date for the new batch Number not exceeding the expiry date of any of the ingredients and should not exceed the legal Expiry period.

- **Repack Batch Number** is a number assigned by the institution and if omitted, is the Pre-packing reference number by default.

Pre-Packing Information

Info. Details	
Date:	04/04/2011 14:37:32
Items:	0
Total Cost:	0
Posted:	

Pre-packing information is summarized in the top left-hand corner of the **Prepacking** screen.

Details Tab/Ingredients Columns

This tab summarizes the items on the Pre-Pack Bulk Items details. The terms specific are detailed in Table 14-2. You may select which columns to display on the screen by clicking the "eye" icon and choosing through the screen shown below.
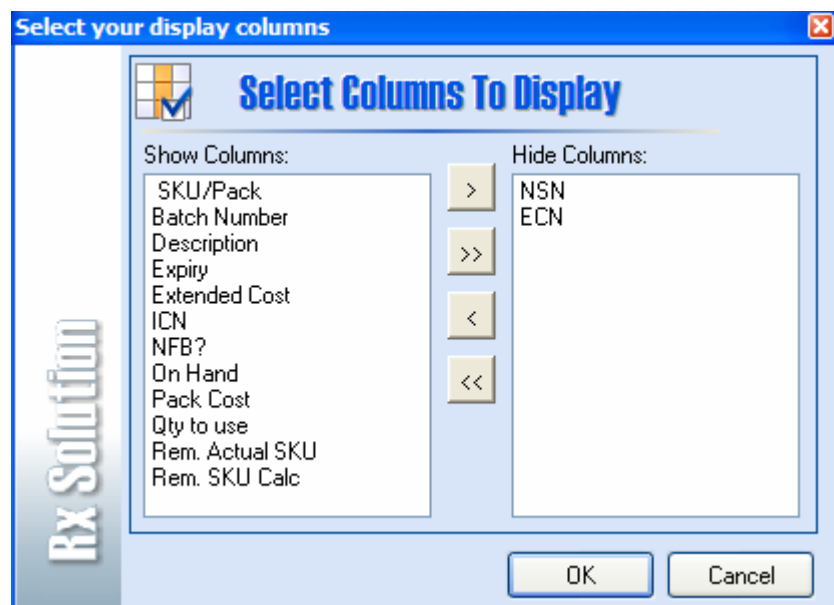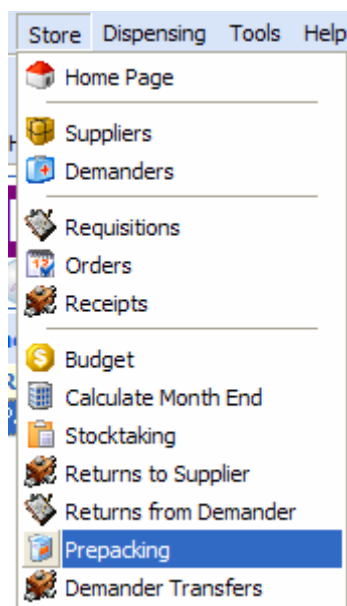

Table 14-2. Requisition Terms Used in RxSolution

Term	Description
SKU/Pack	The quantity of the dispensing dosage stock-keeping units per desired pack size. i.e if there are 10 tablets in a pack, it is 10. If there is one label per result, it is 1
Batch No.	The batch number in stock of the Bulk Stock
Expiry	The Expiry date of the Bulk ingredients used.

Term	Description
Extended Cost	The total value for the ingredient i.e. Cost Price Times the Quantity used.
ICN, ECN, NSN	The code numbers as described in Products
NFB?	Not from Bulk, meaning, used from stock in the Prepacking or Manufacturing area and is not deducted from bulk stock when pre-posting.
On Hand	Stock on hand in the Bulk Store
Pack Cost	The actual cost price per pack charged by the supplier.
Qty to Use	The quantity to use, Bulk or form not from Bulk to create the total number of Prepacks.
Rem. Actual SKU	The quantity in Dispensing Stock-keeping units remaining after the completion of the Prepack/manufacturing job. This is typed in .Example 7 tablets are left, 7 is typed in against the product and to move this to the dispensing area, do a demander transfer of the actual remaining tablets to a Demander such as In Out Patients Pharmacy.
Rem. SKU Calc	The quantity in Dispensing Stock-keeping units remaining theoretically based on Quantity requested to pack and quantity of Bulk stock selected to meet the needs in SKU

How Do I Create a Prepacking Job?

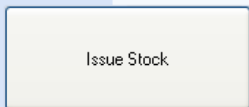1. Click on **Stores** on the dropdown menu and select **Prepacking**

2. Click on the add new Prepacking List icon ⊕ and the following screen appears—

3. **Result** : Select the pack size of product that is to be packed or manufactured

4. **Required Yield** : Enter the quantity to produce e.g. 100 Packets of a product.

5. **Required SKU** : is calculated by the system so to indicate the number of SKU required of the main ingredient to produce the required result e.g tablets, capsules or mL.

6. **Calc SKU** : Will be Calculated by the system to indicate the Quantity SKU of the ingredient selected will supply.

7. Select **Packed By :** Person that is doing the Packing and Enter date packed

8. Enter the Humidity in Percent, Temperature in °C, the proposed Selling date being determined by Good Pharmacy Practice, and the Repack Batch Number which can be manually entered or left blank to allow the system to use the systems list number.

9. Enter the Ingredients which is the Active ingredients and packaging material. Example: Want to Prepack 500 Packs of Paracetamol 500mg Tablet 10 Tablets. The first Ingredient is Paracetamol Tablets from packs of 5000, Tablet Packets and Labels. Click on the ⊕ to enter append the Paracetamol tablets and choose select

| 0664 | PHC | Paracetamol 500mg Tablet; 5000 Tablet [PO] | Painblok Tabs 500Mg 5000'S | R 262.53 | 80 | | DEPOTPHARM | | 19 |

10. Click on the [Select Batch] to add the quantity of a particular batch (if batch management is used.) and enter 1 pack of 5000's as that is all that is required to make the Prepack quantity.

Available Product Batches for Paracetamol 500mg Tablet; 5000 Tablet [PO]					
PHC				Total Used:	0
0664					
Paracetamol 500mg Tablet; 5000 Tablet [PO]					
Available to issue for this batch: **19**					
Batch Number	**Expiry**		**Pack Cost**	**Qty Used**	**On Hand**
Nesverbi342	31/12/2012		R 262.53	1	19
				0	

[Save and Close] [Cancel and Close]

11. Enter 10 into the SKU/Pack because there are 10 tablets required to produce 1 Pack of the Prepacked Product. Leave the Not From Bulk (NFB?) Unchecked because the stock is going to be issued from the bulk store.

Qty to use	SKU/Pack	Pack Cost	Extended Cost	NFB?	Rem. Act
1	10	R 262.53	R 262.53	☐	

12. The Second Ingredient in this example is Plastic Tablet packets. Click on the ⊕ and select the packets. Leave the SKU/Pack as 1 because there is 1 bag used in create a single pack. Leave the Not From Bulk (NFB?) Unchecked because the stock is going to be issued from the bulk store.

ICN	Description	Batch...	Expiry	On H...	Qty to use	SKU/Pack	Pack C...	Exten...	NFB?	Rem. ...	Rem. S...
0664	Paracetamol 500mg Tablet; 5000 Table	Nesverbi	31/12/2012	19	1	10	R 262.53	R 262.53	☐	0	0
3110/I	Bag Plastic Tablet White 104Mm X 120			102400	0	1	R 0.24	R 0.00	☐	0	0

13. Click on the [Select Batch] to add the quantity of a particular batch (if batch management is used.) and enter 500 Bag of units 1's as that is all that is required to make the Prepack quantity.

Available Product Batches for Bag Plastic Tablet White 104Mm X 120Mm Top Feed ; 1 Bag [SURG]

DIS
3110/01

Total Used: 0

Bag Plastic Tablet White 104Mm X 120Mm Top Feed ; 1 Bag [SURG]

Available to issue for this batch: **2400**   ✓ ✗

Drag a column header here to group by that column

Batch Number	Expiry	Pack Cost	Qty Used	On Hand
Bag	31/03/2025	R 0.24	0	100000
TABLET BAG	31/03/2015	R 0.24	500	2400

0

[Save and Close]   [Cancel and Close]

14. Enter the third ingredient which are the labels. Labels are not kept in the Bulk store in this case thus no batch is selected and the Not From Bulk (NFB?) tick box is checked so that the system will not deduct any stock from the Bulk store if there is some stocked there. One can type in a batch number for the labels. Have selected 501 labels because 1 label will be attached to the Prepacking register document. This is the Printout fro the system if so implemented.

CN	Description	Batch...	Expiry	On H...	Qty to use	SKU/Pack	Pack C...	Exten...	NFB?
664	Paracetamol 500mg Tablet; 5000 Table	Nesverbi	31/12/2012	19	1	10	R 262.53	R 262.53	☐
110/I	Bag Plastic Tablet White 104Mm X 120	TABLET	31/03/2015	102400	500	1	R 0.24	R 120.00	☐
022/I	Labels White 75mm X 50mm ; 1 Label [			20000	501	1	R 0.04	R 0.00	☑

15. Ensure all info is correct and the person Checking the details of the packing job enters their name

[Issue Stock]

and date. Issue the stock from the Bulk store by Pre- Posting.

16. The Prepacking job is completed. The Final yield of packs is entered and in this example 499 packs were successfully packed. Actual Yield: 499 . This quantity is the quantity that will be entered into stock in the Bulk store. The Final example is now as per screenshot below.

17. To complete and enter the Prepacked stock quantity as per Actual yield Quantity into the bulk store, click on the Post button.

18. Print the Prepacking register document by clicking on the printer Icon in the top left-hand corner.

19. Attach to the repot the sample label and complete the number of printed, and destroyed labels be it paper labels or printed tablet bags. There is also place to enter the manufactures name for each ingredient.

20. Issue to a selected Pharmacy demander from the Prepacking demander by a Demander transfer any remaining loose ingredients.