**Electronic Dispensing Tool**

**Quick User Guide to New Features in the EDT release 5.0.1.**

| **Feature** | **Related Process** |
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| 1. **Setting dispensing preferences:** 2. To view the full or abbreviated description of medicines during dispensing toggle the value of the [View Abr. Medicine] parameter between 1 and 0. 3. In the event that you would like to view or hide liquid formulations for adults during dispensing, toggle the value of the [View Liq Medicines] parameter between 1 and 0. This can be done through the EDT menu: Admin|Setup|Global Long Flags | Dispensing |
| 1. **Assigning a patient to a referral sites (IMAI or Outreach)** 2. Always ensure that the list of referral sites anchored to the main site is up to date before you update the referral site of a given patient during patient management on the EDT system (View or Add Patient forms). This can be done through the EDT menu: Admin|Setup|Maintenance|Add or Edit Referral Site | Patient Management |
| 1. **Dispensing with the EDT mobile:** 2. Dispensing by scanning the barcodes 3. Dispensing by entering the new three digit codes for medicines. Note: medicines will display in abbreviated form on the EDT mobile. | EDT Mobile Dispensing |
| 1. **Discarding pills returned to pharmacy:** 2. You have the option to record pills returned by the patient that needs to be discarded. This can be done through the EDT menu: User|Dispense | Dispensing |
| 1. **Stock taking for dispensary and store room** 2. It is possible to pre-print a stock take document to take with during stock taking and use afterwards to update the EDT. 3. You can record stock in the store room and at the dispensary separately using the EDT. Zero is used to denote stock outs. If stock take for a given medicine was not done, leave it blank. This can be done through the EDT menu:User|Stock Take | Stock Taking |
| 1. **Printing of appointment list for an outreach/IMAI site** 2. It is possible to filter by and print an appointment list for an outreach or IMAI site before a planned visit to the site. This will help in determining the medicine requirements while preparing for the visit to the referral site. 3. Two documents will be printed: (1) the list of regimens dispensed and corresponding number of patients; (2) the detailed appointment list. 4. This can be done through the EDT menu:User|Appointments | IMAI or Outreach site visit preparation |
| 1. **Managing patients on OPTION B+** 2. To add a patient on OPTION B+ to the EDT system, select the status PMTCT OPTION B+ from the dropdown menu. You will be required to additionally provide the expected date of delivery (EDD). After the expected date of delivery (EDD) the EDT will automatically update the patient’s status to ACTIVE from PMTCT OPTION B+. This can be done through the EDT menu:User|Add Patient or View Patient | Patient Management |
| 1. **Additional notes:** 2. During dispensing, medicines display in a prioritized manner, starting with triple combinations, double, singles, then the common non-ARVs follow at the bottom of the stack. 3. Regimen, medicines and their mapping is no longer managed at facility level. If you have a medicine that needs to be added under a specific regimen or you have a new regimen altogether please forward your request to the NMPC ART Logistics Pharmacist (ALP). 4. A list of health facilities (including hospitals and clinics) has been standardized and if any new facility needs to be defined, the request should be forwarded to the ALP. 5. During mobile dispensing the current pill count is included in the calculation of the patient adherence. 6. When updating the regimen, a type of change (switch or substitute) needs to be specified. 7. During patient management, if you transfer out a patient you will be required to specify the destination site and if you transfer in patients you will need to specify the site of origin 8. If you wish to delete all abandoned or incomplete patient records, use the EDT menu: Admin|Maintenance|Patients without Dispensing History |  |