

Dotmark Medical Solutions (DMS) Pharmacy Manual

"Easy, Quick and Efficient"

At DMS we strive to facilitate and streamline all your enterprise needs to achieve excellent care delivery and clinical productivity.

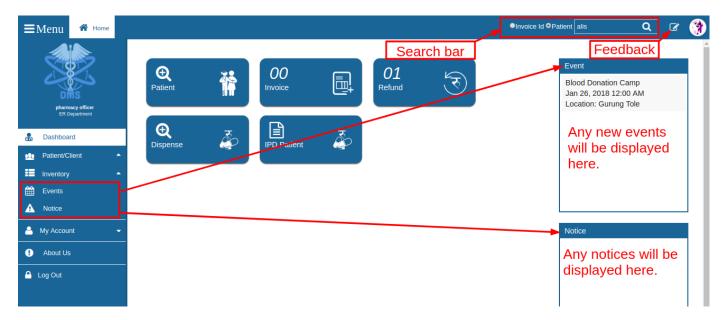
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Introduction

After logging in, you will be navigated to the DMS dashboard. DMS dashboard contains tools that can be used for many purposes. These all will be individually discussed in this manual.

Pharmacy can scan NFC card directly to view the patient details from this screen. NFC card won't work on other screens.



Click on the icon on the top-right corner of the screen to view options related to the user account.

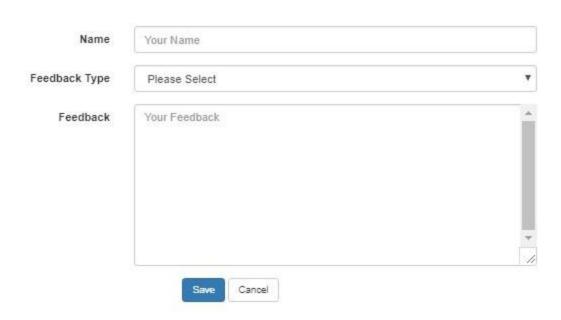
Clicking log out will sign you off from the session and redirect you to the log in page.



Feedbacks

Feedbacks for improving DMS system, error reporting and additional comments can be sent. Press feedback icon on the top right corner next to the Search bar and fill up the form.

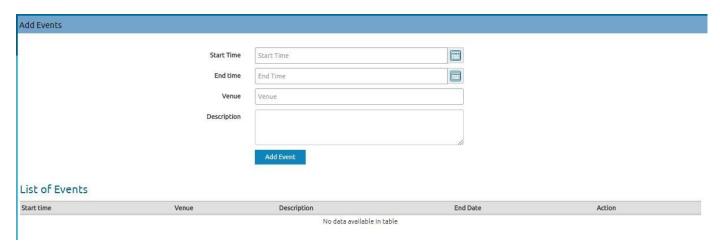
Feedbacks

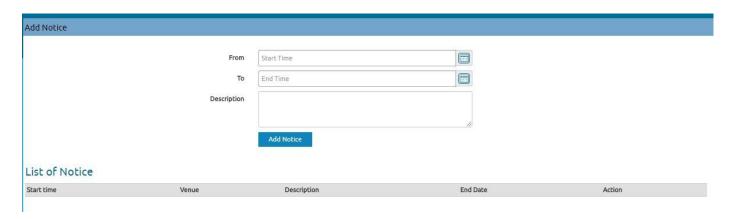


Events and Notices

Upcoming events and notices can be easily added to the dashboard. On the side bar scroll down, find Events and Notice. Click on them and fill up the form as required and post it on the dashboard.

NOTE: Every account holder can view this on their dashboard and could be super useful, so it should be properly utilized.

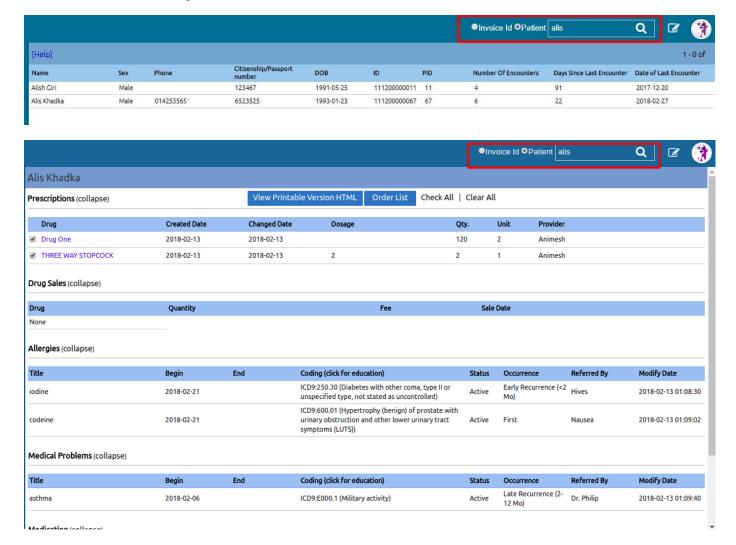




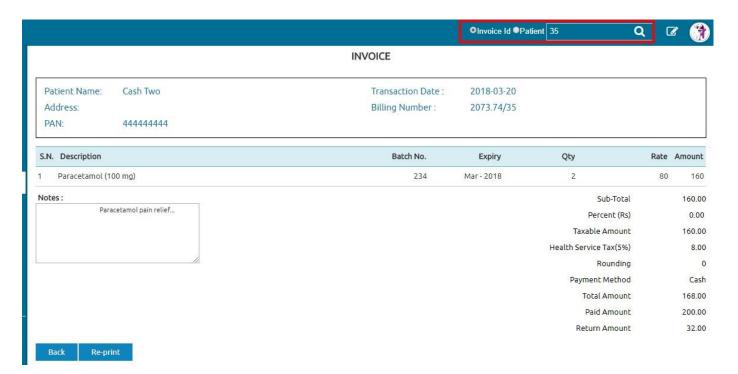
These messages will be posted for certain time only. From and To indicates start date and end date respectively of that message.

Searching an Existing Patient/Payments

Search patient using their name. If list of patients is shown, click on a patient to view the patient's detail as shown in the image below.

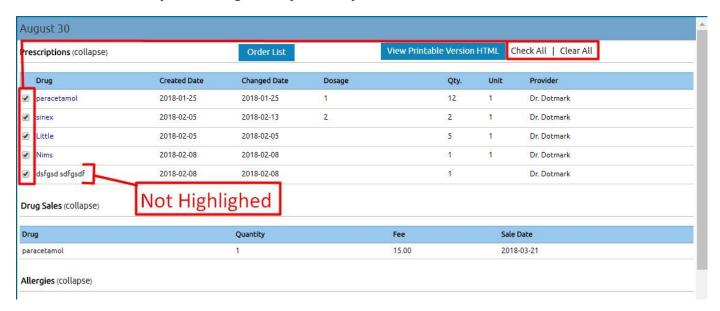


Search patient using invoice id. This will display the invoice of the patient as shown in the image below.



In the image below, Check All | Clear All on top of the screen, checks all or clears all the drugs. These selected drugs can be now printed out using View Printable Version HTML button.

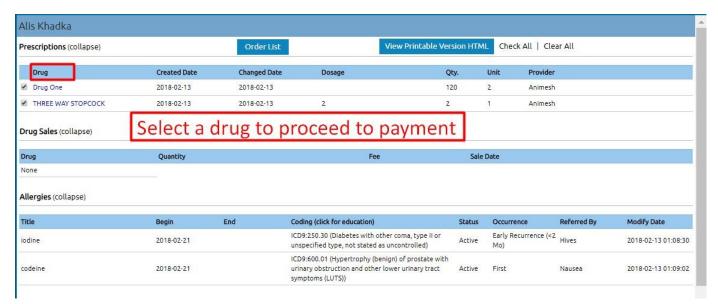
Highlighted drugs (blue text color) are the drugs that the pharmacy sells. The one which is not highlighted (Black text color) are those drugs that the pharmacy do not sell. In this case Pharmacy user should select and print the drug for the patient to purchase it for somewhere else.



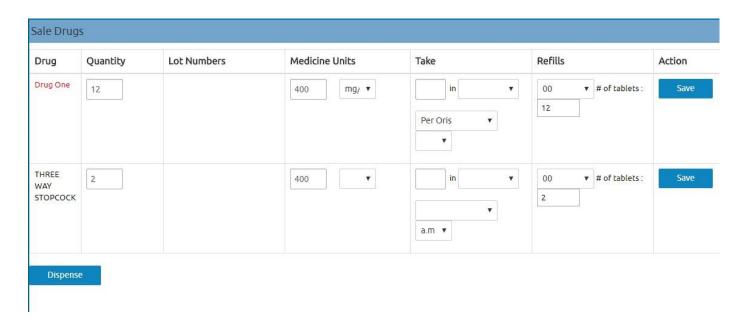
The Order List option allows user to add patient's request for additional purchase of the drugs. This option add new drug item on top of the prescriptions.



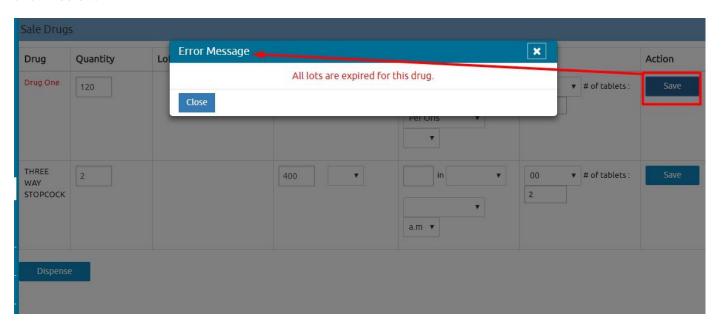
The image below shows the list of drugs that has been prescribed to the patient. Click on a drug to proceed with the payment.



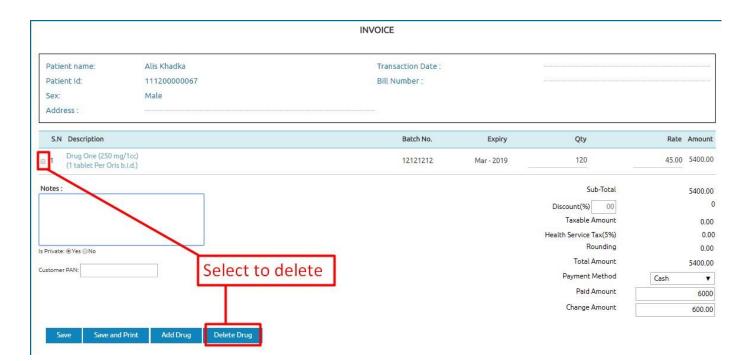
Clicking on Save will deduct the quantity of sold drugs from the inventory and adds this drug to the dispense basket. If a drug is already added to the dispense basket then it will be marked red. Please note that saving red marked drug will add the quantity on top of the existing quantities. Press Dispense to proceed with the payment.



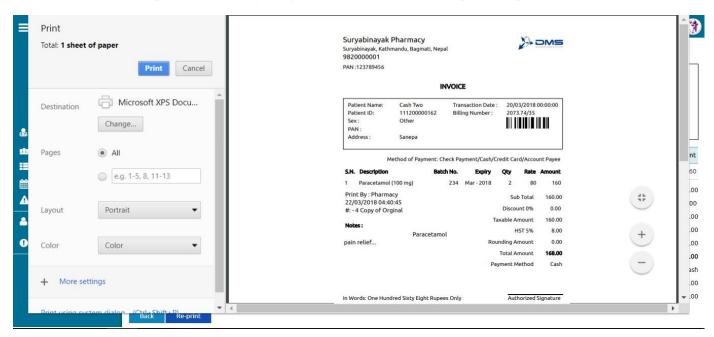
In case, the drug is out of stock in the system then the following message will be displayed. This message will be different for different situations which will be clearly described in the red marking as shown below.



If the drug is available then press Dispense, this will navigate to the following screen, where a patient can make the payment.

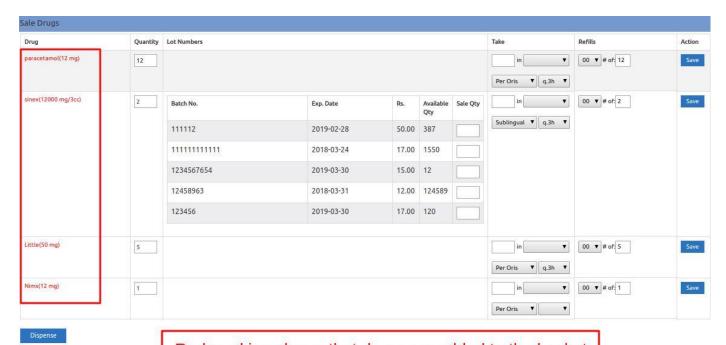


Save and Print will display the following image. Print and hand the receipt to the patient.



If the patient decides not to buy prescription at the moment then the saved drug will be stored in the dispense basket.

Red marking will appear on the drugs indicating that it has been added to the dispense basket.



Red marking shows that drugs are added to the basket

Please note that clicking on the Save while it is being marked red will add the drug and its quantity to the existing dispense basket.

Press Add Drug to add additional drugs requested by the patients. This will be an extra item on top of the prescription.

TAX INVOICE

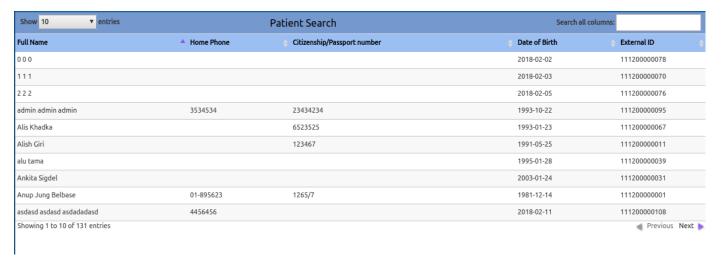
Patient name: Patient Id: Sex: Address:	August 30 222200000023 Female	Transaction Date : Bill Number :				
S.N Description		Batch No.	Expiry	Qty	Rate	Amount
□ 1 Nims (12 mg) (1 Per Oris q.3h)		111112	Feb - 2019	2	50.00	100.00
2 Little (50 mg) (1 Per Oris q.3h)		111112	Feb - 2019	2	50.00	100.00
3 sinex (12000 mg/3cc) (1 Per Oris q.3h)		111112	Feb - 2019	2	50.00	100.00
a paracetamol (12 mg) (1 Per Oris q.3h)		12458	Mar - 2018	1	15.00	15.00
Notes : Is Private: Yes No Customer PAN:				Sub-Total Discount(%) 00 Taxable Amount VAT(13%) Rounding Total Amount Payment Method Paid Amount Change Amount	Cash	315.00 (315.00 40.99 +0.05 356.00

Dashboard

Pharmacy cannot view patient demographics page. Patient selection from Patient won't be accessible. Please only use "Search Bar" on the top of the screen to view patient's prescriptions status.

Patient

This will show list of all the patients. Please note that to view patient's details page, use Search Bar.



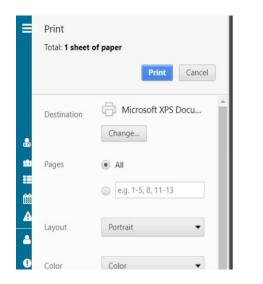
Invoice

- Invoice stores all the payment history of a patient. Payment is done through the Dispense section.
- Invoice can be Printed or Exported as CSV from here. CSV basically means in Microsoft Excel format.
- Invoice id is used in the Refund.
- Select a date range and press Submit to view history of that date.



Refund

Invoice id is the Bill Number of the invoice which is made up of Fiscal year/Invoice add.



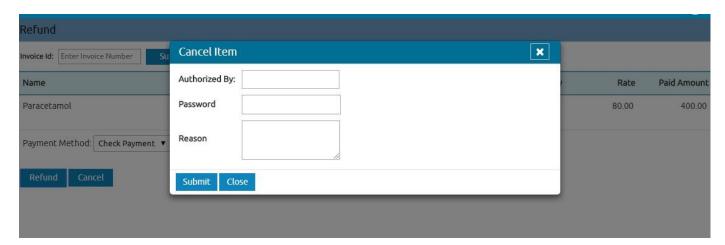


Enter the invoice id and press Submit to proceed with the refund process for that invoice.

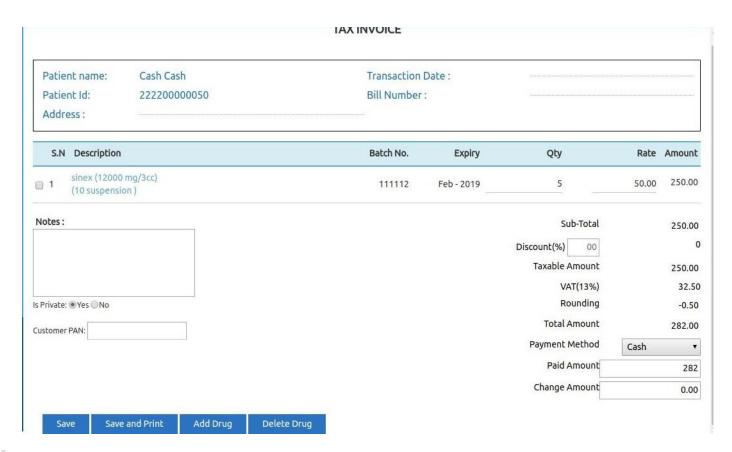
Select the Payment Method and press Refund.



Authorized users are only allowed to grant refund. Ask to enter their username and password.



Enter the quantity that is to be refunded and press save to create a new invoice for that transaction.



NOTE: Please note that the old invoice of the patient will be discarded and new invoice with new id will be generated. In other words, the original invoice of the patient will be modified according to the quantities and items he/she wants to return. Then, this modified invoice will be stored with a new id attached to it. The original will be discarded and the modified invoice will now be the original invoice.

Dispense

This section is used for third party patients who may visit the pharmacy to buy their required medication. This section should not be used for I.P.D or O.P.D patients.

IPD Patient

This will show the user the list of all the patient prescriptions assigned by the Cardex department. Select the required patient and follow the same steps for the payment discussed in Search an Existing Patient/Payments.

Patient/Client

- o Patient: This will show list of all patients. Please note that to view patient's details page, use Search Bar.
- o Patient Education: Search any information on the web from here.



Chart Tracker

Track patients with this function. Enter the Patient ID to view the information.

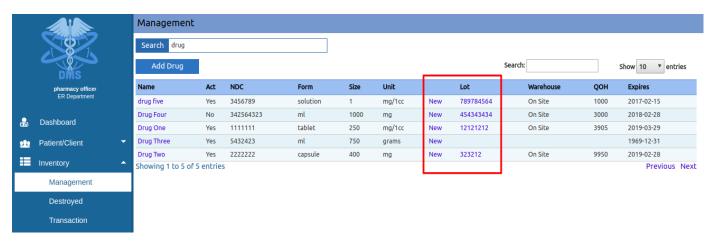
Inventory

Inventory contains all the information regarding drugs that the pharmacy owns. All the new arrived or damaged drugs should be updated here. This will keep track of all the items and keeps user notified about the item's status like out-of-stock or about to finish or other.

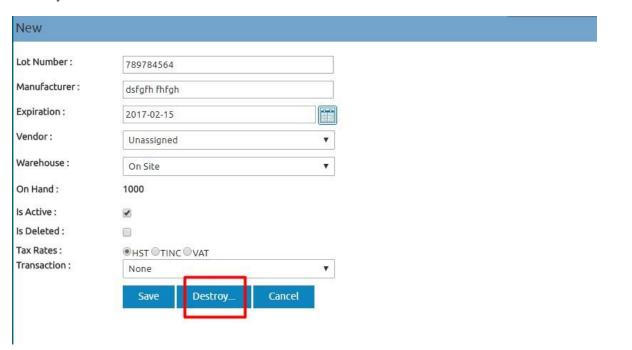
Management

This section updates the inventory of the pharmacy. All the drug details can be added and edited here

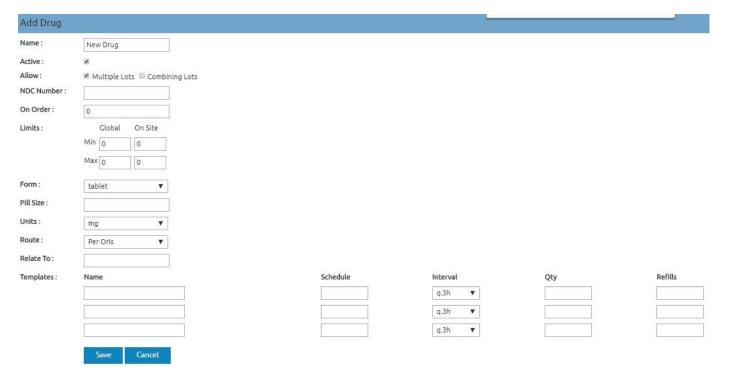
Type a drug name in the search bar and click Search to view the list of related drugs.



Click on the Lot number as shown in the image above and click Destroy to move that item in the Destroyed section.



Click on Add Drug is used to add new drug in the list of items. This will navigate to a drug details form. Fill up the form correctly with all the necessary details and press save to create a new entry on the system.



Destroyed

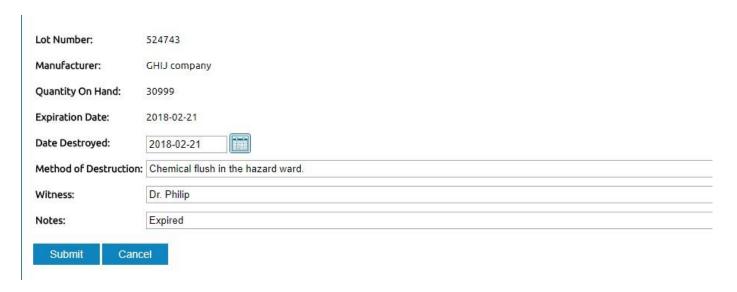
Select a time range and click Submit to view drugs that has been sent to the destroyed list.

Drugs are sent here, from the Management section as explained above.

All the expired or damaged drugs will be listed here.



Click on Lot number, in the above image, to add full description on how the drug ended here.

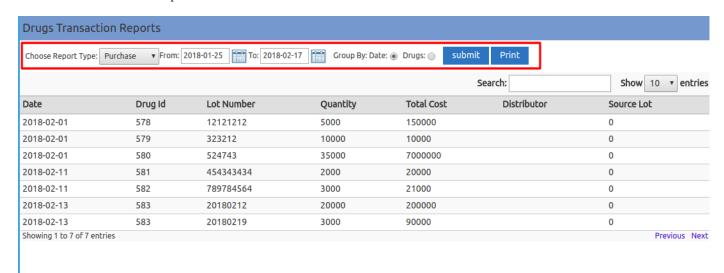


o Transaction

Transaction stores all the reports regarding drugs usages. Click on a desired report type and a date range to view the transaction history of that type.



Transaction can also be printed out. Just click on the Print button.



Events

This topic is described in General section 1b.

Notice

This topic is described in General section 1b.

My Account

Password: Change your password here.

Password Change

Full Name :	pharmacy officer
Username :	pharmacy
Current Password :	
New Password :	
Repeat New Password :	
	Save

Authorizations:

Address Book: Most of the details of different departments in the hospital will be stored here.

Office Notes: Any users can add notes here. These notes will be stored here, and anyone can come here and view these notes.

Configure Tracks: Doctors update this section to keep records of varieties of tests like blood pressure test in different timings, its normal state for person of certain type and other in-depth details for other members to view. These records will be stored in the encounter history. Accessing this information from the Encounters, graph of that record will be displayed. This graph also can be printed if required.

About Us

Provides information about DMS.