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.
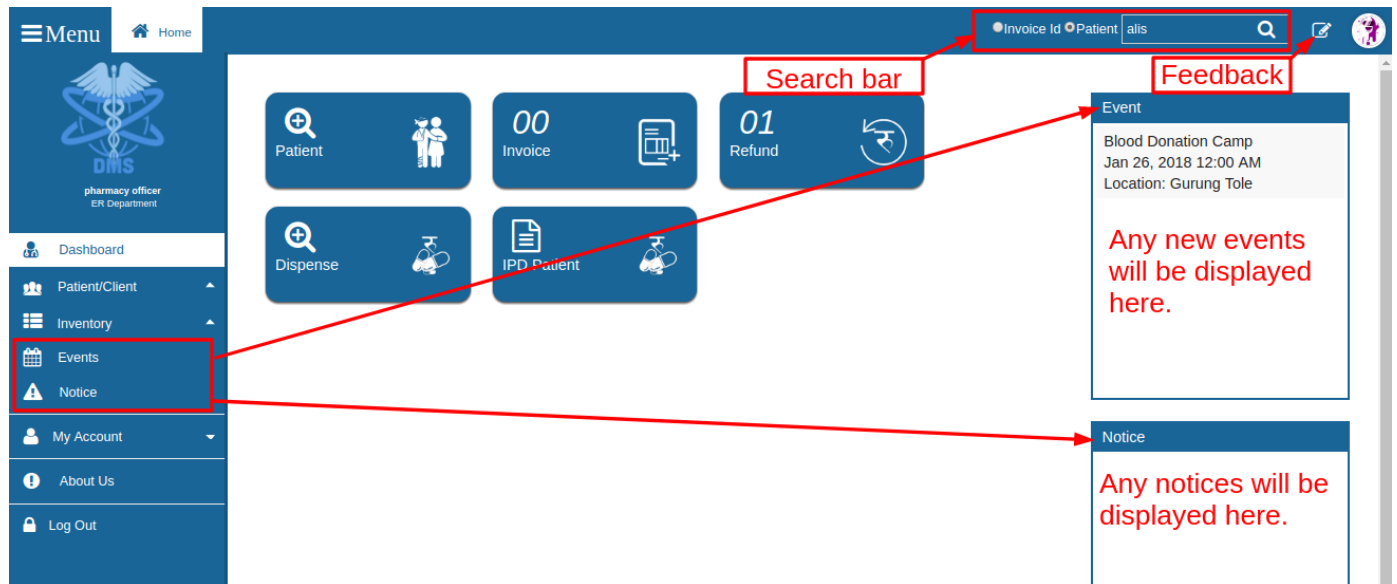
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Introduction

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.
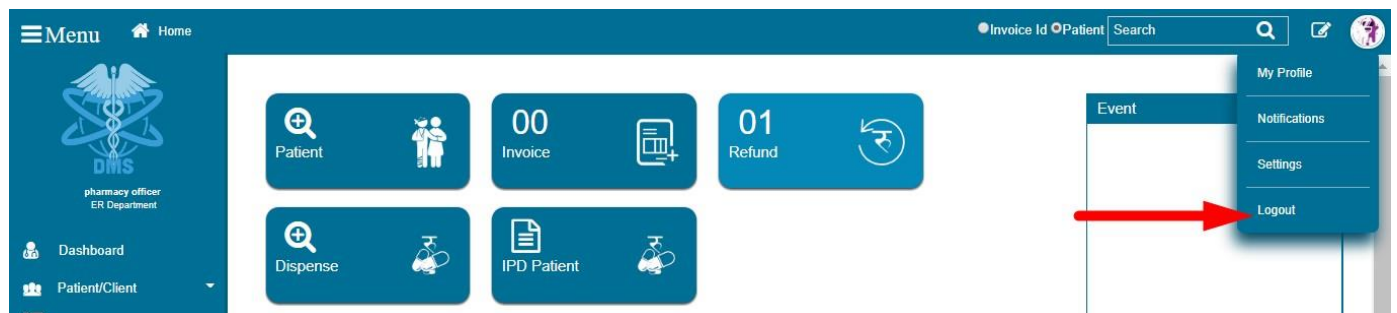
Feedbacks

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 an1d fill up the form.

Feedbacks

Name	Your Name
Feedback Type	Please Select ▼
Feedback	Your Feedback

Save   Cancel

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.

Add Events

Start Time	Start Time
End time	End Time
Venue	Venue
Description	

Add Event

List of Events

Start time	Venue	Description	End Date	Action
		No data available in table		

Add Notice

	From	Start Time	📅
	To	End Time	📅
	Description		

Add Notice

List of Notice

Start time	Venue	Description	End Date	Action

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.

INVOICE

Patient Name:	Cash Two		Transaction Date :	2018-03-20
Address:			Billing Number :	2073.74/35
PAN:	444444444			

S.N.	Description	Batch No.	Expiry	Qty	Rate	Amount
1	Paracetamol (100 mg)	234	Mar - 2018	2	80	160

Notes :

Paracetamol pain relief...

Sub-Total	160.00
Percent (Rs)	0.00
Taxable Amount	160.00
Health Service Tax(5%)	8.00
Rounding	0
Payment Method	Cash
Total Amount	168.00
Paid Amount	200.00
Return Amount	32.00

Back   Re-print

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.

August 30

Prescriptions (collapse)   Order List   View Printable Version HTML   Check All | Clear All

	Drug	Created Date	Changed Date	Dosage	Qty.	Unit	Provider
✔	paracetamol	2018-01-25	2018-01-25	1	12	1	Dr. Dotmark
✔	sinex	2018-02-05	2018-02-13	2	2	1	Dr. Dotmark
✔	Little	2018-02-05	2018-02-05		5	1	Dr. Dotmark
✔	Nims	2018-02-08	2018-02-08		1	1	Dr. Dotmark
✔	dsfgsd sdfgsdf	2018-02-08	2018-02-08		1		Dr. Dotmark

Not Highlighed

Drug Sales (collapse)

Drug	Quantity	Fee	Sale Date
paracetamol	1	15.00	2018-03-21

Allergies (collapse)

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.

Sale Drugs							
Drug	Quantity	Lot Numbers	Medicine Units		Take	Refills	Action
Drug One	12		400	mg/ ▾	___ in ___ ▾ Per Oris ▾ ___ ▾	00 ▾ # of tablets : 12	Save
THREE WAY STOPCOCK	2		400	▾	___ in ___ ▾ ___ ▾ a.m ▾	00 ▾ # of tablets : 2	Save

Dispense

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.

Sale Drugs

Drug	Quantity	Lot Numbers					Take	Refills	Action
paracetamol(12 mg)	12						[ ] in [▼] Per Oris ▼ q.3h ▼	00 ▼ # of: 12	Save
sinex(12000 mg/3cc)	2	**Batch No.**	**Exp. Date**	**Rs.**	**Available Qty**	**Sale Qty**	[ ] in [▼] Sublingual ▼ q.3h ▼	00 ▼ # of: 2	Save
		111112	2019-02-28	50.00	387	[ ]			
		111111111111	2018-03-24	17.00	1550	[ ]			
		1234567654	2019-03-30	15.00	12	[ ]			
		12458963	2018-03-31	12.00	124589	[ ]			
		123456	2019-03-30	17.00	120	[ ]			
Little(50 mg)	5						[ ] in [▼] Per Oris ▼ q.3h ▼	00 ▼ # of: 5	Save
Nims(12 mg)	1						[ ] in [▼] Per Oris ▼ [▼]	00 ▼ # of: 1	Save

Dispense

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:	August 30	Transaction Date :	....
Patient Id:	222200000023	Bill Number :	....
Sex:	Female		
Address :	....		

	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
☐	4	paracetamol (12 mg) (1 Per Oris q.3h)	12458	Mar - 2018	1	15.00	15.00

Notes :

Sub-Total	315.00
Discount(%) 00	0
Taxable Amount	315.00
VAT(13%)	40.95
Rounding	+0.05
Total Amount	356.00
Payment Method	Cash ▼
Paid Amount	00.00
Change Amount	

Is Private: ⦿ Yes ◯ No

Customer PAN: [   ]

Save **Save and Print** **Add Drug** **Delete Drug**

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**.

Full Name	Home Phone	Citizenship/Passport number	Date of Birth	External ID
0 0 0			2018-02-02	111200000078
1 1 1			2018-02-03	111200000070
2 2 2			2018-02-05	111200000076
admin admin admin	3534534	23434234	1993-10-22	111200000095
Alis Khadka		6523525	1993-01-23	111200000067
Alish Giri		123467	1991-05-25	111200000011
alu tama			1995-01-28	111200000039
Ankita Sigdel			2003-01-24	111200000031
Anup Jung Belbase	01-895623	1265/7	1981-12-14	111200000001
asdasd asdasd asdadadasd	4456456		2018-02-11	111200000108

Showing 1 to 10 of 131 entries   Previous Next

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.

Invoice

S.N	Invoice Id	Patient Id	Sub Total	Tax	Tax Rate	Discount Amount	Discount Type	Total	Action
1	8	111200000132	70.00	2.80	5	14.00	percentage	58.80	
2	9	111200000134	400.00	20.00	5	0.00	amount	420.00	

Showing 1 to 2 of 2 entries   Previous Next

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.

TAX INVOICE

Patient name:	Cash Cash		Transaction Date :	
Patient Id:	222200000050		Bill Number :	
Address :				

S.N	Description	Batch No.	Expiry	Qty	Rate	Amount
☐ 1	sinex (12000 mg/3cc) (10 suspension)	111112	Feb - 2019	5	50.00	250.00

Notes :

Sub-Total	250.00
Discount(%) 00	0
Taxable Amount	250.00
VAT(13%)	32.50
Rounding	-0.50
Total Amount	282.00
Payment Method	Cash ▼
Paid Amount	282
Change Amount	0.00

Is Private: ⦿Yes ○No

Customer PAN:

[Save] [Save and Print] [Add Drug] [Delete Drug]

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

Patient

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

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.

Destroyed Drugs	From: 2018-01-01	To: 2018-03-05	Submit	Print			
Drug Name	NDC	Lot	Qty	Date Destroyed	Method	Witness	Notes
Drug Three	5432423	524743	30999	2018-02-21	bhjbhji	hugbgi	hello

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

Lot Number:	524743
Manufacturer:	GHIJ company
Quantity On Hand:	30999
Expiration Date:	2018-02-21
Date Destroyed:	2018-02-21
Method of Destruction:	Chemical flush in the hazard ward.
Witness:	Dr. Philip
Notes:	Expired

Submit   Cancel

Transaction

Transaction stores all the reports regarding drugs usages. Select a preferred report type and a date range to view the transaction history of that type. For more detailed filtering select an option from the **Search By**.

Drugs Transaction Reports

Choose Report Type: None ▼ From: [ ] To: [ ] Group By: Date: ● Drugs: ○ submit

Drugs created but not placed under any lot number will be filtered by **type**, *Inventory* and, **Search by**, *Not In Inventory* option.

Transaction can also be printed out with the **Print** button.

Date	Drug Id	Lot Number	Quantity	Total Cost	Distributor	Source Lot
2018-02-01	578	12121212	5000	150000		0
2018-02-01	579	323212	10000	10000		0
2018-02-01	580	524743	35000	7000000		0
2018-02-11	581	454343434	2000	20000		0
2018-02-11	582	789784564	3000	21000		0
2018-02-13	583	20180212	20000	200000		0
2018-02-13	583	20180219	3000	90000		0

Events

This topic is described in the Introduction section.

Notice

This topic is described in the Introduction section.

My Account

Password

Change your password here.

Have you forgotton your password ? Please choose a new one here.

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

Save

Authorizations

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.

Address Book

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.