



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.

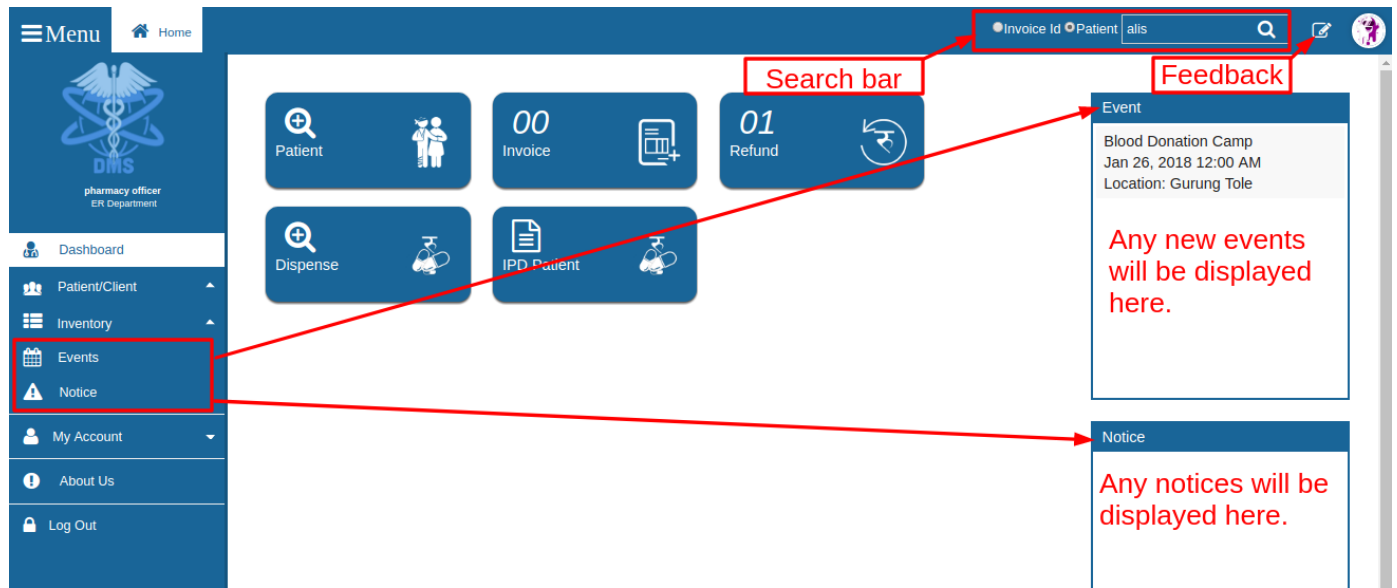
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Introduction

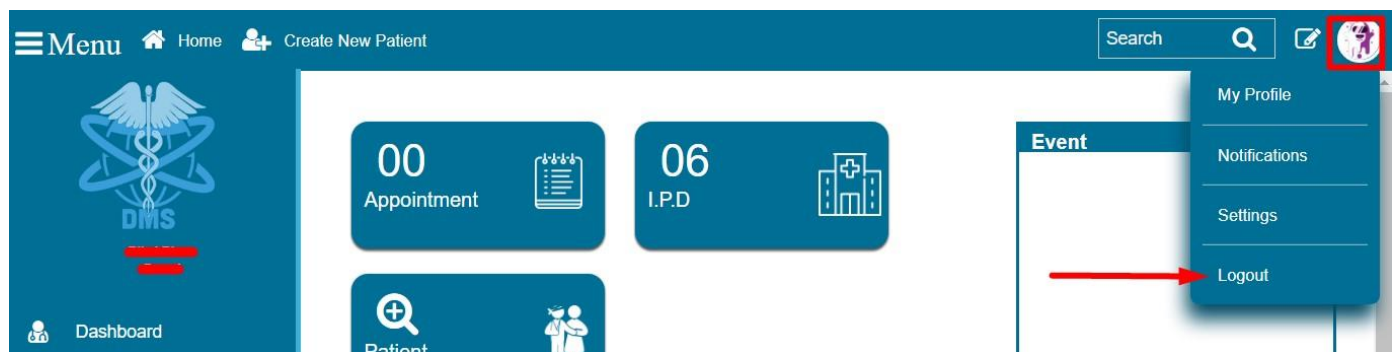
After logging in, you will be navigated to the DMS dashboard. DMS dashboard contains tools that can be used for many purposes. These all will be individually discussed in this manual.

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

Name	<input type="text" value="Your Name"/>
Feedback Type	<div>Please Select ▾</div>
Feedback	<div><div>Your Feedback</div><div></div></div>

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



End time



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

Search patient using their patient name or an invoice id. Click on the patient to view the patient's detail 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.

6

The **Order List** option will display all the pending payments of the patient's prescriptions. It can also be used to add new drugs or delete drugs. In addition, payment can also be done for the pending drugs using **Dispense** button.

7.2

All Sale Drugs

S.N	Sale Id	Inventory Id	Drug Name	Quantity	Fee	Tax Rate	Sale Price
<input type="checkbox"/>	1	77	579	Drug One	120	5400.00	2%
							5508
							Total
							5508

Add Drugs
Delete Drugs
Dispense
Back

Any drug shown in this list requires a payment which can be paid from Dispense button.

Press **Add Drug** shown in the above image to add new item on the list. Adding a drug requires user to fill in all the details regarding that drug. Press **Submit** when done.

New Order Sale

Starting Date

13

02

2018

Day Month Year

Drug Name

Drug name

Select WareHouse

Quantity

1

Medicine Units

500

mg

in

Take

Per Nostril

p.c.

Refills

01

of tablets: 1

Notes

Submit

Cancel

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

Alis Khadka

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

Drug	Created Date	Changed Date	Dosage	Qty.	Unit	Provider
<input checked="" type="checkbox"/> Drug One	2018-02-13	2018-02-13		120	2	Animesh
<input checked="" type="checkbox"/> THREE WAY STOPCOCK	2018-02-13	2018-02-13	2	2	1	Animesh

Drug Sales (collapse) **Select one to view the detail page, check the details and press "Save".**

Drug	Quantity	Fee	Sale Date
Drug One	120	5400.00	2018-02-13
Drug One	120	5400.00	2018-02-13

Allergies (collapse)

Title	Begin	End	Coding (click for education)	Status	Occurrence	Referred By	Modify Date
iodine	2018-02-21		ICD9:250.30 (Diabetes with other coma, type II or unspecified type, not stated as uncontrolled)	Active	Early Recurrence (<2 Mo)	Hives	2018-02-13 01:08:30
codeine	2018-02-21		ICD9:600.01 (Hypertrophy (benign) of prostate with urinary obstruction and other lower urinary tract symptoms (LUTS))	Active	First	Nausea	2018-02-13 01:09:02

Clicking on **Save** will deduct the quantity of sold drugs from the inventory. Press **Dispense** to proceed with the payment.

Sale Drugs

Drug	Quantity	Lot Numbers	Medicine Units	Take	Refills	Action
Drug One	<input type="text" value="12"/>		<input type="text" value="400"/> <input type="text" value="mg/"/>	<input type="text" value=""/> in <input type="text" value=""/> Per Oris <input type="text" value=""/>	<input type="text" value="00"/> # of tablets : <input type="text" value="12"/>	Save
THREE WAY STOPCOCK	<input type="text" value="2"/>		<input type="text" value="400"/> <input type="text" value=""/>	<input type="text" value=""/> in <input type="text" value=""/> <input type="text" value=""/> a.m	<input type="text" value="00"/> # of tablets : <input type="text" value="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.

Sale Drugs

Drug	Quantity	Lot	Per Ons	# of tablets :	Action
Drug One	120				Save
THREE WAY STOPCOCK	2	400	in	00 2	Save

Dispense

Error Message

All lots are expired for this drug.

Close

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

Click on **Pay**. You can also remove drugs from here. Check on the drug that you want to remove and click **Delete Drug**.

All Sale Drugs

Delete Drugs Back

Patient Name: Alis Khadka

Add additional drugs from here

Drug	Quantity	Medicine Units	Take	Refills	Action
			in	00 # of :	Save

S.N	Sale Id	Inventory Id	Drug Name	Quantity	Fee	Tax Rate	Sale Price
1	77	579	Drug One	120	5400.00		45.00
Total							45.00

Pay

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**.

Patient Search				
Show 10 entries				Search all columns:
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									
			Submit	Print	CSV Export	Search:		Show 10 entries	
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

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

Select the **Payment Method** and press **Refund**.

Refund

Invoice Id:
 Invoice : 2073.74/7 Date : 2018-03-15 Tax Rate: 5 % Discount: 0.00 Discount Type: percent

Name	Dosage	Qty	Rate	Paid Amount
Paracetamol		5	80.00	400.00

Payment Method:

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

Refund

Invoice Id:

Name	Rate	Paid Amount
Paracetamol	80.00	400.00

Payment Method:

Cancel Item

Authorized By:

Password

Reason

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 :

Is Private: ☒ Yes ☐ No

Customer PAN:

Sub-Total 250.00

Discount(%) 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

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.

Web Search - Patient Education Materials

Search in Generic category of the search.

Please input search criteria above, and click Submit to view results. (Results will be displayed in a pop up window)

- 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.

Name	Act	NDC	Form	Size	Unit	Lot	Warehouse	QOH	Expires
drug five	Yes	3456789	solution	1	mg/1cc	New 789784564	On Site	1000	2017-02-15
Drug Four	No	342564323	ml	1000	mg	New 454343434	On Site	3000	2018-02-28
Drug One	Yes	1111111	tablet	250	mg/1cc	New 12121212	On Site	3905	2019-03-29
Drug Three	Yes	5432423	ml	750	grams	New			1969-12-31
Drug Two	Yes	2222222	capsule	400	mg	New 323212	On Site	9950	2019-02-28

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

New

Lot Number : 789784564

Manufacturer : dsfgfh fhfgh

Expiration : 2017-02-15

Vendor : Unassigned

Warehouse : On Site

On Hand : 1000

Is Active : ☒

Is Deleted : ☐

Tax Rates : ☒ HST ☐ TINC ☐ VAT

Transaction : None

Save Destroy... Cancel

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.

Add Drug

Name :

Active : ☒

Allow : ☒ Multiple Lots ☐ Combining Lots

NDC Number :

On Order :

Limits : Global On Site

Min

Max

Form :

Pill Size :

Units :

Route :

Relate To :

Templates :

Name	Schedule	Interval	Qty	Refills
<input type="text"/>	<input type="text"/>	<input type="text" value="q.3h"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="q.3h"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="q.3h"/>	<input type="text"/>	<input type="text"/>

Name	Schedule	Interval	Qty	Refills
<input type="text"/>	<input type="text"/>	<input type="text" value="q.3h"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="q.3h"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="q.3h"/>	<input type="text"/>	<input type="text"/>

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:		<input type="text" value="2018-01-01"/>	<input type="button" value="PICKER"/>	To:		<input type="text" value="2018-03-05"/>	<input type="button" value="PICKER"/>
		<input type="button" value="Submit"/>		<input type="button" value="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

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.

Drugs Transaction Reports

Choose Report Type: None From:  To:  Group By: Date: ☒ Drugs: ☐

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

Drugs Transaction Reports

Choose Report Type: Purchase From: 2018-01-25  To: 2018-02-17  Group By: Date: ☒ Drugs: ☐

Search: Show 10 entries

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

Showing 1 to 7 of 7 entries
Previous Next

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

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

Full Name :	pharmacy officer
Username :	pharmacy
Current Password :	<input type="password"/>
New Password :	<input type="password"/>
Repeat New Password :	<input type="password"/>
<input type="button" value="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.