



# 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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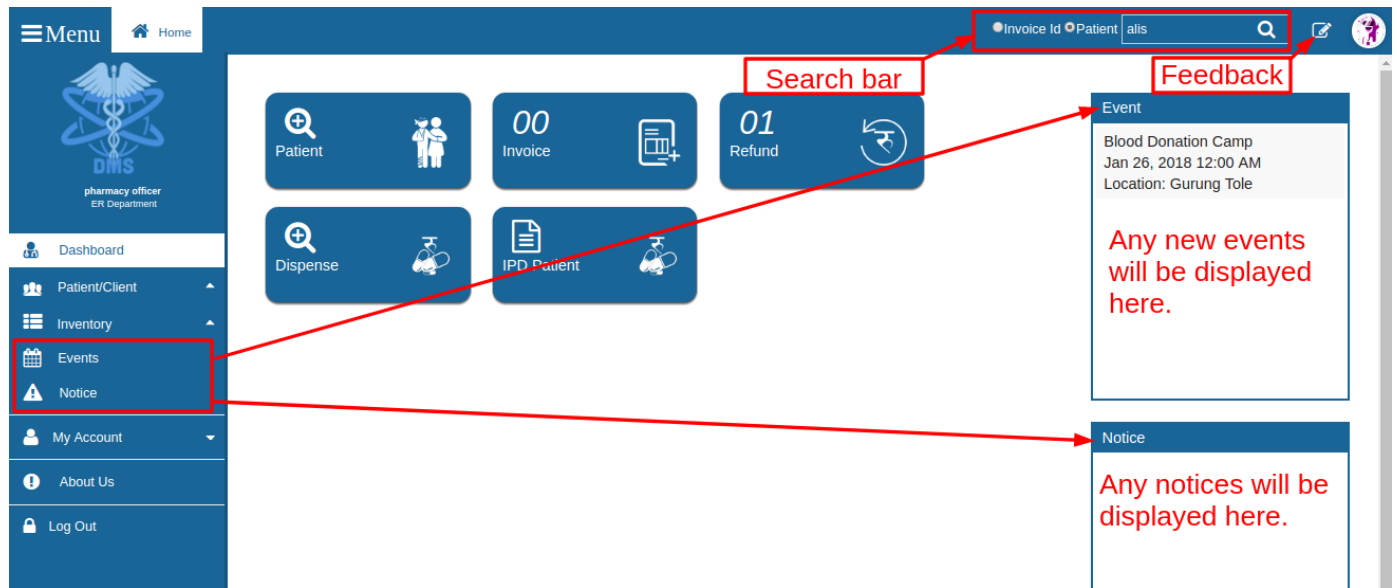
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# Introduction

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

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
------------	-------	-------------	----------	--------

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.


<div>● Invoice Id ● Patient <input type="text" value="alis"/> <input type="button" value="Q"/></div>									
[Help] 1 - 0 of									
Name	Sex	Phone	Citizenship/Passport number	DOB	ID	PID	Number Of Encounters	Days Since Last Encounter	Date of Last Encounter
Alish Giri	Male		123467	1991-05-25	111200000011	11	4	91	2017-12-20
Alis Khadka	Male	014253565	6523525	1993-01-23	111200000067	67	6	22	2018-02-27


● Invoice Id

● Patient

alis

Q





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)

Drug	Quantity	Fee	Sale Date
None			

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

Medical Problems (collapse)

Title	Begin	End	Coding (click for education)	Status	Occurrence	Referred By	Modify Date
asthma	2018-02-06		ICD9:E000.1 (Military activity)	Active	Late Recurrence (2-12 Mo)	Dr. Philip	2018-02-13 01:09:40

Medications (collapse)

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

Invoice Id Patient 35

### INVOICE

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

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
<input checked="" type="checkbox"/> paracetamol	2018-01-25	2018-01-25	1	12	1	Dr. Dotmark
<input checked="" type="checkbox"/> sinex	2018-02-05	2018-02-13	2	2	1	Dr. Dotmark
<input checked="" type="checkbox"/> Little	2018-02-05	2018-02-05		5	1	Dr. Dotmark
<input checked="" type="checkbox"/> Nims	2018-02-08	2018-02-08		1	1	Dr. Dotmark
<input checked="" type="checkbox"/> dsfgsd sdfgsdf	2018-02-08	2018-02-08		1		Dr. Dotmark

Drug Sales (collapse)

Not Highlighted

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.

**All Sale Drugs**

[Delete Drugs](#) [Back](#)

Patient Name:

Drug	Quantity	Medicine Units	Take	Refills	Action
"ADHESIVE 7""(0)	<input type="text" value="1"/>	<input type="text" value="50"/> <input type="text" value="mcg"/>	<input type="text" value="1"/> in <input type="text" value="cream"/> <input type="text" value="To Affected Area"/> <input type="text" value="q.8h"/>	<input type="text" value="00"/> # of : <input type="text" value="1"/>	<a href="#">Save</a>

S.N	Sale Id	Inventory Id	Drug Name	Quantity	Fee	Tax Rate	Sale Price
No data							

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 \(collapse\)](#) [Order List](#) [View Printable Version HTML](#) [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 a drug to proceed to payment

Drug	Quantity	Fee	Sale Date
None			

**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 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	<input type="text" value="12"/>		<input type="text" value="400"/> <input type="text" value="mg/"/>	<input type="text"/> in <input type="text"/> Per Oris <input type="text"/>	<input type="text" value="00"/> # of tablets : <input type="text" value="12"/>	<input type="button" value="Save"/>
THREE WAY STOPCOCK	<input type="text" value="2"/>		<input type="text" value="400"/> <input type="text"/>	<input type="text"/> in <input type="text"/> <input type="text"/> a.m <input type="text"/>	<input type="text" value="00"/> # of tablets : <input type="text" value="2"/>	<input type="button" value="Save"/>

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	Medicine Units	Take	Refills	Action
Drug One	<input type="text" value="120"/>				<input type="text"/> # of tablets :	<input type="button" value="Save"/>
THREE WAY STOPCOCK	<input type="text" value="2"/>		<input type="text" value="400"/> <input type="text"/>	<input type="text"/> in <input type="text"/> <input type="text"/> a.m <input type="text"/>	<input type="text" value="00"/> # of tablets : <input type="text" value="2"/>	<input type="button" value="Save"/>

**Error Message**

All lots are expired for this drug.

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

INVOICE

Patient name: Alis Khadka	Transaction Date: .....
Patient Id: 111200000067	Bill Number: .....
Sex: Male	
Address: .....	

S.N	Description	Batch No.	Expiry	Qty	Rate	Amount
1	Drug One (250 mg/1cc) (1 tablet Per Oris b.i.d.)	12121212	Mar - 2019	120	45.00	5400.00

Notes:

Is Private: ☒ Yes ☐ No

Customer PAN:

Sub-Total 5400.00

Discount(%) 

00

 0

Taxable Amount 0.00

Health Service Tax(5%) 0.00

Rounding 0.00

Total Amount 5400.00

Payment Method 

Cash

Paid Amount 

6000

Change Amount 

600.00

Save

Save and Print

Add Drug

Delete Drug

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

**Print**

Total: 1 sheet of paper

Print

Cancel

Destination 

Microsoft XPS Docu...

Change...

Pages 

☒ All  
☐ e.g. 1-5, 8, 11-13

Layout 

Portrait

Color 

Color

[+ More settings](#)

Print using custom dialog (Ctrl+Shift+P)

**Godawari Medcity Polyclinic Pvt. Ltd.**  
Thaliba, Godawari-14, Lalitpur, Bagmati, Nepal  
 01-5014713/01-5014573  
 PAN: 123789456

**INVOICE**

Patient name: Alis Khadka	Transaction Date: 2018-03-21 00:54:50
Patient Id: 111200000067	Bill Number: 2073.74/36
Sex: Male	
Address: .....	
PAN: .....	

S.N	Description	Batch No.	Expiry	Qty	Rate	Amount
1	Drug One (250 mg/1cc) (1 tablet Per Oris b.i.d.)	12121212	Mar - 2019	120	45.00	5400.00

Print By : Pharmacy  
Invoice Issue Date : 2018-03-21 00:54:50

Sub-Total 5400.00	Discount(%) 0
Taxable Amount 0.00	Health Service Tax(5%) 0.00
Rounding 0.00	Total Amount 5400.00
Payment Method Cash	Paid Amount 6000
Change Amount 600.00	

In Words: Five Thousand Four Hundred Rupees Only Authorized Signature

"Everywhere you want to be. Life flows better with Visa. The future takes Visa. Yes you can. Makes the world go round."

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						<input type="text"/> in <input type="text"/> Per Oris ▼ q.3h ▼	00 ▼ # of: 12	Save
sinex(12000 mg/3cc)	2	Batch No.	Exp. Date	Rs.	Available Qty	Sale Qty	<input type="text"/> in <input type="text"/> Sublingual ▼ q.3h ▼	00 ▼ # of: 2	Save
		111112	2019-02-28	50.00	387	<input type="text"/>			
		1111111111111	2018-03-24	17.00	1550	<input type="text"/>			
		1234567654	2019-03-30	15.00	12	<input type="text"/>			
		12458963	2018-03-31	12.00	124589	<input type="text"/>			
		123456	2019-03-30	17.00	120	<input type="text"/>			
Little(50 mg)	5						<input type="text"/> in <input type="text"/> Per Oris ▼ q.3h ▼	00 ▼ # of: 5	Save
Nims(12 mg)	1						<input type="text"/> in <input type="text"/> Per Oris ▼ <input type="text"/> ▼	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 :

Is Private: ☒ Yes ☐ No

Customer PAN:

Sub-Total	315.00
Discount(%) <input type="text" value="00"/>	0
Taxable Amount	315.00
VAT(13%)	40.95
Rounding	+0.05
Total Amount	356.00
Payment Method	Cash ▼
Paid Amount	<input type="text" value="00.00"/>
Change Amount	<input type="text"/>

# 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

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

The image shows a print dialog box on the left and an invoice on the right. The print dialog has options for destination (Microsoft XPS Document Writer), pages (All), layout (Portrait), and color (Color). The invoice is from Godawari Medcity Polyclinic Pvt. Ltd. and includes patient information, transaction details, and a list of items.

**Godawari Medcity Polyclinic Pvt. Ltd.**  
Thaiba, Godawari-14, Lalitpur, Bagmati, Nepal  
01-5014713/01-5014573  
PAN :123789456

**INVOICE**

Patient name: Alis Khadka  
Patient Id: 111200000067  
Sex: Male  
Address :  
PAN :  
Transaction Date : 2018-03-21 01:03:33  
Bill Number : 2073.74/37

S.N	Description	Batch No.	Expiry	Qty	Rate	A
1	Drug One (250 mg/1cc) (0 Per Oris)	12121212	Mar - 2019	120	45.00	5400.00

Print By : Pharmacy  
Invoice Issue Date :2018-03-21 01:03:33  
Sub-Total : 5400.00  
Discount(%) : 0

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

Select the Payment Method and press Refund .

The Refund form shows the invoice ID 2073.74/37 and a table of items. The payment method is set to Cash.

**Refund**

Invoice Id: 2073.74/37 Submit Invoice : 2073.74/37 Date : 2018-03-21 Tax Rate: 5 % Discount: 0.00 Discount Type: percent

Name	Dosage	Qty	Rate	Paid Amount
Drug One	0	120	45.00	5,400.00

Payment Method: Cash

Refund Cancel

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

The Refund form is shown with a 'Cancel Item' dialog box open. The dialog box has fields for Authorized By, Password, and Reason, and buttons for Submit and Close.

**Refund**

Invoice Id: Enter Invoice Number Submit

**Cancel Item**

Authorized By:   
Password:   
Reason:

Submit Close

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

**TAX INVOICE**

Patient name: <b>Cash Cash</b>	Transaction Date : .....
Patient Id: <b>222200000050</b>	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 Medline Generic category of the search.

search bar Submit

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.

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

# 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

### 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:   To:   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 forgotton 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"/>
<div>Save</div>	

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.