# 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](#content)

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](#content)

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.

## [Events and Notices](#content)

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](#content)

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.

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.

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.

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. 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.

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

# [Dashboard](#content)

###### 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

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

Make sure to enter correct return quantity and amount that needs to be refunded.

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

* + 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](#content)

* + 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](#content)

###### 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.

* + 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](#content)

This topic is described in **General** section **1b**.

# [Notice](#content)

This topic is described in **General** section **1b**.

# [My Account](#content)

**Password:** Change your password here.

**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](#content)

Provides information about DMS.