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MedicoCombo **Dosepacks**

Toniq User Guide



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DOSEPACK OVERVIEW

The Toniq Dispensary program has been designed to print a number of different dosepacks types, including the *MedicoCombo* type, which this manual covers. *Not* covered in this manual, but also available to use in the Toniq system, are dosepack types such as the *Medico Alpaca*, *Medico Proud*, *Medico Max*, *Meditec ADS*, *HealthStream MPS*, *Nimrod*, *MedPak*, *ATF Connect*, and *Cretem* dosepack types, amongst others; please contact Toniq for further details.

Toniq does not supply the stationary or blister packs required; these can be supplied by the manufacturer.

Prescriptions for a patient have to be dispensed *before* they can be added to a patient dosepack. Once this has been done, prescriptions can be generated for dosepack items when using the **Prescription cycle processing** option. This automatic dispensing option will issue repeats, or if there are no repeats left, copy the prescription. Refer to the **Dosepack Prescription Cycles Guide** for further details.

CONVENTIONS USED IN THE GUIDE

Menu, function key, and drop-down options are as follows:

- Menu option **5. Dosepacks/Charts**
- Function key **Dosepack F6**
- Options **Edit dosepack type**

Note: Most Dosepack activities are carried out from the **Dosepacks/Charts** menu accessed from the **Main Menu** by choosing **5. Dosepacks/Charts**.

Toniq has moved away from using the term *foil* in favour of *dosepack* for reasons of consistency; the Dispensary program now tends to use *dosepack* (or *pack*). In the past the terms *foil* and *dosepack*, as used to describe a patient dosing system, have been used interchangeably.

This guide uses standard settings and options applicable to *MedicoCombo* dosepacks, but these may not work for all dosepack types. If there are any problems, Toniq can assist in creating dosepacks and adjusting printing settings.

STEPS TO CREATE PATIENT DOSEPACKS

The basic steps to use the Toniq Dosepack module:

1. **CREATE A DOSEPACK TYPE**
2. **CREATE INSTITUTIONS (OPTIONAL)**
3. **CREATE THE PATIENT DOSEPACK**
4. **PRINTING**

1. CREATE A DOSEPACK TYPE

A **Dosepack type** is the template on which a patient's dosepack is built and then printed; it is where the layout of the dosepack is determined. The layout of the dosepack is very customisable. However as a starting point, default values for *MedicoCombo* type dosepacks can be automatically pre-filled in. See **Adding or Editing Dosepack Types** below.

ADDING OR EDITING DOSEPACK TYPES

Go to:

- **5. Dosepacks/Charts**
- **7. Administration**
- **5. Edit Dosepack Types**

Then choose **Add F3** to begin creating a new **Dosepack type**, or press **spacebar** to choose an existing **Dosepack type** to edit.

Default values can be pre-populated for a new **Dosepack type** being created using **Other F10**. A number of options are available, but of relevance to **MedicoCombo** dosepacks are:

- **M MedicoCombo defaults**
- **F MedicoCombo Flip defaults**

Note: The **L MedicoCombo Landscape defaults** option is used with backing labels that have a specific pre-printed layout, different from the regular **MedicoCombo** style, and is generally not used.

The image displays a vertical dosepack label for Mr Albert Einstein. The label is divided into four weekly sections, each with a 'Break' and a 'Medicine' list. The medicines listed are Citalopram hydrobromide 20mg Tablets, Dipyridamo 150mg SR Tablets, Aspirin 100mg EC Tablets, Furosemide 40mg Tablets, Alopurinol 100mg Tablets, Finasteride 5mg Tablets, and Spironolactone 25mg Tablets. The label also includes a patient photo, the pharmacy name 'Douglas Medication Systems', and contact information. A green arrow points to the 'MedicoCombo' label, and another green arrow points to the 'MedicoCombo Flip' label.

A new **Dosepack type** can also be created by using **Copy From F6**. This is particularly useful when a similar one already exists that is already correctly aligned and only stylistic changes are required, for example: if a rest-home

requests a *MedicoCombo* style dosepack but with different **Row** or **Column** headings. Simply select the dosepack from the list that displays that the new type is to be based on and make changes as necessary.

Note: It is not possible to delete a dosepack type, but it is possible to **Hide** it by ticking this option on **Edit Dosepack Type Pg3**. Hidden dosepacks types are still able to be used.

To save the new **Dosepack type**, enter a descriptive name in the **Type** field, e.g. *MedicoCombo Flip*, and press **Accept Details F12**.

Note: The alignment settings that are pre-populated with the default options may need to be adjusted to allow for variations created by the printer driver. See the **Dosepack and Signing Sheet Alignment** section in this document, or call Toniq for help if required.

See also the **Customising the Look** section for suggestions on how change other details.

2. CREATE INSTITUTIONS (OPTIONAL)

Patients who are in a rest home, prison, or the like can be processed in a more efficient manner if they are in an Institution. For example using **Cycle Processing** (refer to the **Dosepack Prescription Cycles Guide** for further details).

Patients do not have to be in an Institution, however if a large number of patients are processed in a similar way, e.g. CDOS patients or those that are community patients, it may be efficient to process those dosepacks in bulk as a *pseudo*-Institution.

ADDING OR EDITING INSTITUTIONS

Go to:

- **5. Dosepacks/Charts**
- **7. Administration**
- **1. Institution maintenance**

Either select an Institution (search by typing its name or press **Enter** for a list), or use **Add F3** to create a new Institution.

There are fields for name and address, notes, etc. Explained below are some of them.

EDIT INSTITUTION PG1

General options

Code	Used in the file name when exporting data to a robot, but otherwise not needed.
Use patient address	By default, if a patient is in an Institution, the Institution address is displayed on the patient dosepack. However, if a patient is a member of a <i>pseudo</i> -Institution purely for processing efficiency, then this option allows the patient private address to be used.
ARRC/CRC Institution	All patients which are linked to this Institution will have their prescriptions funded as per the ARRC (Age Related Residential Care) subsidy payment rules.

Receipt options

Auto receipt Patients in an Institution, by default, do *not* get receipts for amounts owed unless the patient record is specifically ticked as such. If this option is ticked, a patient will have receipts printed when in this Institution. Also, If this is set, extra receipt information options become available and can be specified to suit the needs of the Institution.

Billing options

Send bill to POS If this option is selected, all prescription billing information generated for a patient will be sent to Toniq Retail if the Institution is not assigned a debtor account. This option will override the setting on system options (under **7. Administration**, **1. Setup**, **5. General Options**), but can be overridden by a setting on the patient record, i.e. if the patient has **Don't send bill to POS** set on page 2 of **Edit Patient**.

Don't send bill to POS The converse of above.

Debtor account Select a **Debtor account** for the Institution to allow billing of patients' charges directly to this account. Scripts generated in a cycle for this Institution will be directly billed to this account *unless*, for a particular patient, the person is both linked to an individual account and has the flag **Charge Rx's direct to debtor** set (see page 2 of **Edit Patient**).

Ask before billing manual scripts Only relevant if a debtor account is selected for the Institution *and* scripts are normally created and billed in a prescription cycle. Set to control when a manually raised (i.e. a normal script outside a cycle) prescription is billed. At **End Visit** the user has the choice for it to be charged to the Institution debtor or send it to the POS parked transaction list for billing later.

Press **Next Page F11** for more options.

EDIT INSTITUTION PG2

Dosepack options

Default pack type When adding a dosepack for patient assigned to the Institution, this will be the default used. Can be overridden. (**Dosepack types** have to be set up).

Default pack start day When adding a dosepack for patient assigned to the Institution, this will be the default used. Can be overridden. For details on **Start day** see later sections.

Default rx cycle If automatic generation of dosepack prescriptions is used, a **Default rx cycle** can be selected for the Institution. Refer to the **Dosepack Prescription Cycles Guide** for further details.

Chart type A number of dosepack chart types can be set up. This option determines what type is used for all patients in this Institution. This option is currently the *only* way to link a patient to a particular chart type.

Default pack weekly Default dosepack system to be used. Tick for **Weekly** dosepacks, otherwise **Monthly** is used. Can be overridden.

Patient notes on chart If ticked, the patient general **Note** (not **Warning note**) will print on a **Medication chart** (not **Dosepack chart**). Can be overridden for individual patients.

Print RPN admin record label Check to print a dispensing label with second part suitable to be used for the Toniq PRN Administration Record (which is printed from either **5. Dosepacks/Charts**, **5. Reports**, **8. PRN administration records** or from the **Edit Dosepack** screen). It can also be used as a box label. The label will show the medicine, directions, patient name and date.

1CHART options

1CHART Institution	Check to enable 1CHART integration for this Institution.
Other options	
Auto deliver	Set to enable the printing of delivery labels, including within script cycles.
Don't print Tel Rx form	Tick to prevent telephone script forms being printed for patients in the Institution. This option applies not only if using cycle processing, but also during manual dispensing. If a Tel Rx form is required for a patient with the option set to don't print , then the option Reprint Telephoned Rx Form can be used.
Don't print Cert Rpt Copy	Overrides the default CRC options set in 7. Administration , 1. Setup , 3. Printer setup , 6. Other print options .
Don't print check label	Suppresses the option to print a label checking for things like Interactions, Change of Dose/Frequency, Change of Strength , etc., if turned on in 7. Administration , 1. Setup , 3. Printer setup , 2. Label print options .
Stat-dispense stock	An option to allow stock to be drawn in bulk from the dispensary for dosepacks. Stock for a new prescription and its repeats, is deducted from the stock level when the original prescription is dispensed (normally 3 months stock at once). No stock is deducted when repeats are dispensed. This option only applies to patients in the Institution.
Monthly dispensing	Tick to print one Dispensing Frequency pharmacist endorsement per patient TxRx.
Copy note when copying	Set this option to ensure that a copy of a prescription, for a patient in this Institution, will bring forward any Rx Notes text, from the copied script to the newly generated one. This is irrespective of whether the copy is done from patient history or in a cycle. (By default, This Rx notes field is maintained across scripts generated under Prescription cycle processing but <i>not</i> on scripts copied in the normal prescription entry screen from patient history.)

Remember to press **Accept Details F12** to save selections.

ADDING PATIENTS TO AN INSTITUTION

Adding a patient to an Institution is done from the normal dispensing screen. Select the patient in the usual way, then press **Edit Patient F2**, then **Next Page F11**. Select the name of the Institution required (see below), and check other patient-specific fields which are relevant to Institutions:

Dosepack Details

Institution	Select the name of the Institution required (press spacebar then Enter to bring up a list of Institutions).
Room	The room number or other Institution reference can be entered here, if required. Dosepacks can be printed using Room as a selection criterion, e.g. for a ward or a wing, if one has been entered here.

Miscellaneous Details

Debtor account	If the patient has a debtor account linked in Toniq Retail it will show here, or press the spacebar to select one. It would usually be the patient's private account, but could be a company, Institution, or even ACC.
Charge Rx's direct to debtor	Tick to bill scripts to the debtor account assigned to the patient. If the patient's Institution also has a debtor account assigned the account linked to the patient will <i>override</i> the Institution account if this is ticked.
Auto delivery	Some patients always have their prescriptions delivered. The word <i>Delivered</i> will be automatically printed on the bag label.

Auto receipt Receipts are not automatically printed for patients in an Institution. If an automatic receipt is required then tick this option.

Inactive No dosepacks are printed. Can be used if a patient is away for a period of time. If the patient is marked as **Deceased**, it is usual to tick this option.

Send Bill To POS If this option is selected, all prescriptions generated for a patient will be sent to Toniq Retail. This option will override the setting on system options (from the Main Menu **7. Administration**, **1. Setup**, **5. General Options**). If the patient has **Auto receipt** set (see above) then a receipt is also printed.

Don't send bill to POS The converse of above.

3. CREATE THE PATIENT DOSEPACK

ADDING OR EDITING PATIENT DOSEPACKS

Dosepacks can be prepared directly from the patient in the dispensing screen, using **Dosepack F6**, or from:

- **5. Dosepacks/Charts**
- **1. Edit dosepacks**

ESC	F1 Help	(AS) Select Dosepack		
	Add			
	F3			
Institution	Toniq Institution			
Patient	Miss A Test			
Dosepack	[Yellow Highlight]			

The **Select Dosepack** screen will be displayed (shown at right):

Institution If patient is in an Institution select the appropriate one.

Patient Enter patient name for which the dosepack is to be prepared.

Dosepack Press **Add F3** to create a new dosepack for patient, or press **spacebar** to select a dosepack to edit.

Once the fields have been filled, the **Edit Dosepack** screen will then be displayed.

EDIT DOSEPACK SCREEN

The **Edit Dosepack** screen is where a patient dosepack is created.

1 Main Section

Institution: Toniq Institution Label: Albert Einstein, Toniq Institution, 100 Main Road
Patient: Albert Einstein Dr D Doctor
Pack name: Reg Start date: 30/12/2016 Prepared by This Pharmacy
Type: MedicoCombo Start day: Fri *****
Layout: Monthly Rx cycle: Green --- You can enter / alter any text in this field ---
Active: Items: 8 Expiry text: Expires 12 weeks after pack printed Font size adjust: -1
Note: Dosepack note Chart print order: 0

2 Dosepack Item Section

Script	Qty	Owe Medicine	Strength	Sigs	Breal	Luncl	Dinn	Bed
15603/2	56	56 This only prints in the blister		Changing sigs doesn't affect the Rx	1			1
15599/2	1	1 Colecalciferol	1.25mg	1c ONCE monthly	Var			
15602/2	14	14 Escitalopram	10mg	3/4 t od n				¼
15604/2	28	28 Furosemide	40mg	1t od m	1			
15600/2	28	28 Isosorbide mononitrate	20mg	1t od n				1
No Rx	0	0 Paracetamol	500mg	2t qid. max8	2	2	2	2
15605/2	28	28 Potassium chloride	600mg	1t /b od m. /a. /10	1			
15598/2	28	28 Triazolam	125mcg	1t od n. /2. /11				1

3 Medicine Options Section

Options: Start date In dosepack **Yes** On signing sheet **Yes**
Stop date With dosepack **No** Patient review note **No**
Original medicine name **Isosorbide mononitrate 20mg** Dosepack chart section **Packed Regula**
Original instructions **1t od m** Prescription notes

Enter name for dosepack

As seen above, there are three main sections to the **Edit Dosepack**:

1. **Main Section**
2. **Dosepack Item Section**
3. **Medicine Options Section**

1. MAIN SECTION

Some of the fields may already be filled in.

Institution	The name of the Institution the current patient belongs to (if applicable). A patient <i>cannot</i> be assigned to an Institution from here; it must be done from the Edit Patient screen.
Patient	The name of the patient for current dosepack (not editable).
Pack name	The name for the current dosepack can be set here. See the section Naming Dosepacks for further details.
Type	Press the spacebar to see the types set up. A dosepack can be set up and printed using different types. This means that a dispensing regime for a patient is not restricted to one Dosepack type .
Layout	Press the spacebar to toggle between <i>Weekly</i> and <i>Monthly</i> dosepack layouts. (Not editable if the dosepack is in a prescription cycle).
Active	Only active dosepacks are printed when option 2. Print dosepacks is used from the Dosepack menu . Default is active.
Items	The number of different medicines in the dosepack. Different strengths are counted separately. (Not editable.)
Start date	The date that is printed on the dosepacks, header labels and signing sheets. Only enter the date if a dosepack is being printed at this <i>Edit</i> stage. The date entered when the Dosepack/Charts menu option 2. Print dosepacks is used, overrides this date. If more than one week of <i>Weekly</i> dosepacks is printed then the date will be automatically advanced by seven days for each following week.
Start day	Press the spacebar to choose the day of the week that the dosepack commences. This day is assigned to the first row to be taken by the patient on the dosepack. The abbreviation of the day, e.g. <i>Tu, Tue, Tues</i> , can be changed in Edit Matrix F5
Rx cycle	Press the spacebar then Enter to select a cycle for the dosepack only if the Prescription cycle processing facility is being used. Refer to the Dosepack Prescription Cycles Guide for further details.
Expiry text ... weeks after pack printed	This prints the Expiry text specified, as well as the date calculated from the number of weeks after the pack printed entered. It prints on the header label, in brackets, following the Start date of the pack. These fields may be pre-populated by the Dosepack type , but can be overridden here for values specific to this patient. Note: The text and date only prints if the number of weeks is greater than zero.
Note	Designed to be used to display dosepack notes for the operator. Generally not printed anywhere, but can be printed on the dosepack using Print dosepack notes on Fix-It patch if required. Refer to the Edit Dosepack Type Pg3 section.
Label	The patient's name and address are printed at the top of the header label by default, as well as other information, such as their Institution, if it is recorded. This can be edited without affecting those details stored on the real patient record. The header label is essentially free-formatted text. It may be used to describe how the medication should be taken, or show additional medicine not packed with the

dosepack.

The number of lines on the header label is determined in the setup of the **Dosepack type**.

The header label is common to all the dose-times and to all weeks. Header labels can be changed between print jobs (e.g. to make the *Week 2* label different from the *Week 3* one), but the last header label created will be the default for future print jobs.

For *Monthly* packs the dose-time can be printed automatically (in large print) on each header label. This may assist rest home staff to identify dosepacks. To print the dose-time automatically on the header label, insert at the desired position in the header label field: ***** (5 asterisks). These asterisks will be replaced by the dose-time as displayed in the **Matrix**. Otherwise, if specific header labels are required for each dose-time of *Monthly* dosepacks, separate dosepacks should be created for each of the dose-times.

1CHART Patient	If the patient is in a rest home which uses the 1Chart system, 1CHART Patient will display below the Label field. Please contact Toniq for more information about 1Chart.
Font size adjust	Enter an adjustment, between -5 and 5, to decrease or increase the font size of the text on the dosepack (negative figures indicate small size).
Chart print order	If a patient has more than one dosepack, the order in which they print can be specified here.

DOSEPACK NAMING STANDARDS

Before setting up dosepacks for all patients, determine a naming standard that is meaningful. For example:

- *1, reg, or std* for main dosepacks
- *2, 3, etc.* for additional dosepacks
- *B'fast, Lunch, etc.* for packs with dose-times

SELECTING DOSEPACKS TO PRINT BY DOSEPACK NAME

The **2. Print dosepacks** option from the **Dosepack/Charts** menu includes the selection parameter **Dosepack name contains text**. This will search for all active dosepacks that have a name that includes the text written into that field. For example, if the search is for *Din*, then dosepacks named *Dinner, Dinr,* and *Tue Din* will all be printed.

PATIENTS WITH MULTIPLE DOSEPACKS

A patient can have more than one dosepack which are identified by name. Cases where there may be different dosepacks include:

- The pharmacy may wish to have notes on the dosepack header label (which are entered in the **Label** text field) specific to a dose-time, so a different dosepack setup is required for each dose-time (e.g. *morning, noon, dinner, night*). This is because each dosepack only has one note. **Note:** Only valid for monthly dosepacks.
- The pharmacy may want to divide the patients in an Institution into separate print jobs to spread the workload of preparing dosepacks. (A better alternative is to use **Prescription Cycle Processing** and separating the dosepacks into cycles. Refer to the **Dosepack Prescription Cycles Guide** for further details.)
- A patient may have a regular dosepack and a second short-term dosepack, perhaps for an antibiotic or diminishing dose.

- A patient may have a new dosepack setup and the pharmacy wishes to keep the previous dosepack on file.
- The patient has too many medicines to fit into one blister or one dosepack.

2. DOSEPACK ITEM SECTION

Tip: to go directly to the medicines on the [Dosepack Item Section](#), use **Goto Meds F7**.

Script	Current prescription number for the dosepack item (if applicable).
Qty	The quantity entered on the prescription for the dosepack item selected.
Owe	Displays any owed amount on the prescription. If a prescription has been generated automatically using the Prescription cycle processing option then, by default, all prescriptions are generated with an owe. Those owes are displayed in this column. Refer to the Dosepack Prescription Cycles Guide for further details.
Medicine, Strength, Sigs	Medicine information for the dosepack item. If any of these are displayed in red indicates that the medicine, strength, or sigs have been manually edited in the dosepack in some way (see the section Colouring of Text in Edit Dosepack below).
Doses	Enter doses for each medicine below the appropriate dose-times. Dose-times are set up in the Edit Dosepack Type screen or the Matrix . See appropriate sections for details.

MEDICINE ORDER

The order in which the medicines appear here, on the [Edit Dosepack](#) screen, and subsequently on dosepacks and signing sheets, can be altered using the [Sort items by](#) option in the dosepack type settings. Options include sorting by [Date/time added to pack](#), [Medicine name A-Z](#), and [Chart section](#) by either date or medicine name. See [Edit Dosepack Type Pg3](#) for further details.

TEXT COLOUR

The [Edit Dosepack](#) screen may show some of the medications in the dosepack coloured **red**. This indicates that the medicine appearing in the dosepack has been manually edited in some way. It may be that the medicine name or strength has been changed, or the sigs have been altered. The original value of these items is displayed at the bottom of the screen in the [Options](#) section under [Original medicine name](#) and [Original instructions](#).

Note: The [Original medicine name](#) and [Original instructions](#) are taken from the actual prescription item dispensed. If the original prescription is edited in the prescription screen then this is what will appear in these values. The medicine in the dosepack will appear in **red** to show that there has been a *manual* edit made since the dosepack was created.

IMPORTANT

The medicine that appears in [Original medicine name](#) will print on dosepack. A manually altered medicine *name* or *strength* will *only* print in the blisters. Changed *sigs*, however, will print on the dosepack in *all* cases. The signing sheet will also use the changed sigs unless the option [Use original direction](#) is ticked on the [Signing Sheet Parameters](#) on page 2 of [Edit Dosepack Type](#) screen.

ADDING MEDICINES

Prescriptions for a patient have to be dispensed *before* they can be added to a dosepack for a patient.

To add a prescription to the dosepack:

- Choose **Add Rxs F3**, this will display a list of prescriptions dispensed for the patient.
- Choose a prescription from the list then press **Add Rx F3** to add it to the dosepack. Repeat as necessary.
- Once all the required prescriptions have been added, press **Accept Details F12**.

Note: If the medicine to be added to dosepack has been dispensed by another pharmacy, or there is no prescription, then it can be added using **Add Item F4** from the **Edit Dosepack** screen.

Once the medicines have been added to the dosepack, the doses can be entered, along with any changes needed. Both the name of the medicine and the sigs can be edited to suit the dosepack. The arrow keys on the keyboard can be used to move to the required fields.

Note: If the prescription has been marked inactive, the medicine cannot be included into a dosepack nor printed on a dosepack.

IMPORTANT

Any changes to the medicine name or strength are *only* printed in the dosepack blisters. The **Original medicine name** is printed elsewhere on the dosepack. Changing these details will *not* affect the prescriptions. Changes will be highlighted in **red** in the **Edit Dosepack** screen.

REMOVING MEDICINES

To remove a medicine:

- Select the medicine and press **Other F10**
- Choose option **1 Delete Rx/Item**.

This does *not* delete the prescription item, it only removes it from the dosepack.

DELETING A PRESCRIPTION

If a dosepack prescription is deleted or un-repeated from the prescription screen, the the dosepack will *not* roll back to a previous prescription; it will display as a **No Rx** item. If the dosepack is in a prescription cycle, then it will no longer generate an update prescription for the medicine item. The medicine item will have to be manually changed to a current prescription, and doses setup for the medicine may be lost.

CHANGING MEDICINES

To change a medicine in a dosepack:

- Select the medicine and press **Change Rx F2**.
- Select the new prescription required from the patient history that appears.
- Press **Enter** to change the script. (**Add Rx F3** can be used to add to the list rather than change the script.)
- Check that the doses are still correct.

UPDATING PRESCRIPTIONS

To update the patient dosepack with the most recently dispensed prescription items use **Repl. Rxs F8**. If Dispensary can find a new dispensing of a prescription a prompt to replace prescriptions will show. If there are no new prescription items found then a message *No replacements were found for the dosepack* will be displayed.

It is a good idea to press and replace prescriptions until the no replacements message shows. This will ensure that if several prescriptions for a dosepack item have been dispensed since the last update of the dosepack, the most recent will be used in the dosepack.

Note: The **Replace Rx** function will look for newer prescriptions for the medicines listed in the dosepack. If a newer prescription is found that has a differing quantity than the current prescription, a prompt will display to confirm replacement of the prescription item.

PRESCRIPTION CYCLE USERS

Using the **Prescription cycle processing** option will automatically create and update the prescription item in the dosepack. Before using **Prescription cycle processing**, the manual method above must be used to ensure it will dispense using the most up to date and correct prescription for the patient.

ENTERING DOSES

If a medicine is to be given each day for the duration of the dosepack (i.e. one month) the easiest method is to enter the quantity into the column directly below the dose-times shown at the right hand side of the screen.

If quantities are to vary from day to day, or the descriptions of dose-times have to change (e.g. *Lunch to 11 a.m.* for a single patient), then use the **Matrix** (see below).

Note: On monthly dosepacks, if a separate dosepacks have been set up for each dose-time (e.g. because separate header labels are required), only enter a quantity against the appropriate dose-time for that dosepack.

FRACTIONAL DOSES

To enter doses less than 1, refer to the table below:

Dose	Represented by
½ (half)	H
¼ (quarter)	Q
⅓ (third)	T
¾ (three quarters)	TQ

Simply type the letter(s) to get the fractional quantity needed.

USING THE MATRIX

EDIT MATRIX PANEL

If a particular dosepack needs to have *one off* dose-times, or the dose varies, then use the matrix. The matrix for a medicine can be accessed by selecting the medicine and pressing **Edit Matrix F5**.

The matrix has 4 panels, one for each week. The keys **Page Up** and **Page Down** on the keyboard are used to move between the panels.

ROTATE FUNCTION

The **Rotate F5** function will repeat a pattern set up on the matrix over all the days of the 4 weeks. For example, if half a tablet is taken every second day, then type *H* into the dose-time, move the cursor to the second row (don't enter anything) and press **Rotate F5** (see example below).

If the matrix is used to enter varying doses, then medicine quantities on the **Dosepack Item Section** are shown as *Var* (in red), indicating a variable dose:

Prednisone				
	Brk	Lun	Din	Bed
Tue				
Wed				
Thu	½			
Fri				
Sat	½			
Sun				
Mon	½			

TACROLIMUS SANDOZ				
	8am	Lunch	Dinner	8pm
Fri	1			1
Sat	1			1
Sun	1			1
Mon	1			1
Tue	1			1
Wed	1			1
Thu	1			1

Week 1 - PageDown for next week				
816508/1	7	Prednisone	1mg ht alt	Var

CHANGING DOSE-TIME DESCRIPTIONS

The cursor can be placed on the dose-times at the top of the matrix (see example on the right) and the new dose-time, specific to the dosepack being edited, can then be entered. For instance, the majority of patients might have a *Break* dose but on one particular dosepack a time of *8am* is required, the dose-time can be changed simply and specifically for that dosepack.

If the dose-times are going to be changed for a large number of patients then it may be simpler to set up a new **Dosepack type** and assign it to only those packs that need to change.

The option **Update Packs F9** in the **Edit Dosepack Type** screen is another way to change not only dose-time descriptions (to what is entered in the **Column** field), but also the days of the week (under **Row**), and cycle headings (**Dosepack Cycle**) for all dosepacks using that type.

3. MEDICINE OPTIONS SECTION

To access the medicine **Options** for a particular medicine, highlight it in the **Dosepack Item Section** then press **Edit Item F6**. Some of these options are only necessary for **Prescription cycle processing**. Refer to the **Dosepack Prescription Cycles Guide** for further details.

Start date The start date for the medicine in the dosepack. Only used in the dosepack **Prescription cycle processing** facility. **Note:** Does *not* determine whether the medicine will print on the dosepack.

Stop date The stop date for the medicine in the dosepack. Only used in the dosepack **Prescription cycle processing** facility. **Note:** Does *not* determine whether the medicine will print on the dosepack.

In dosepack	This is set by default when including a script into the dosepack. If this is not ticked then the medicine is <i>not</i> printed on dosepack. Note: This option and the one below are mutually exclusive. If neither option is set then replacement prescriptions will not be generated nor will Supply Med F5 deduct doses from the owe in Prescription cycle processing .
With dosepack	If this option is set then the medicine will not print on dosepack. Note: This option and the one above are mutually exclusive. If neither option is set then replacement prescriptions will not be generated nor will Supply Med F5 deduct doses from the owe in Prescription cycle processing .
On signing sheet	This is set by default when including a script into the dosepack. If this is not ticked then the medicine is not printed on the signing sheet. Note: The Show All Medicines option in Edit dosepack type under Prescription Summary Parameters does <i>not</i> override this nor the above options if they are not selected.
Patient review note	Not used in <i>MedicoCombo</i> type dosepacks. (Used in the <i>MedPak</i> style dosepack to print medicines with this set in a separate section entitled Patient Review Note Medications .)
Chart section	This is the section that the medicine will print under on the Dosepack chart . If a Default Section has been set up under Dosepack chart options then it will appear here. Use the spacebar to select the relevant dosepack Chart section if the field is blank or needs changing.
Defer cycle process*	Used in dosepack Prescription cycle processing . This option will exclude the medicine from being processed in the cycle. Can be overridden by Undefer deferred items setting in Prescription cycle options . Refer to the Dosepack Prescription Cycles Guide for further details. * Defer cycle process is not visible on the Medicine Options Section but is an option available by using Edit Item F6 .

The following fields *cannot* be changed from the **Edit Dosepack** screen:

Original medicine name	Displays the medicine name as it appears on the corresponding prescription for the dosepack item selected.
Original instructions	Displays the sigs as on the matching prescription for the dosepack item selected.
Prescription notes	Shows any notes entered in the Rx Notes field for the prescription item. It is not printed on Dosepack.

DELETING A PATIENT DOSEPACK

To completely remove a patient dosepack, press **Other F10** and choose option **3 Delete dosepack**.

Note: It may be preferable to make the dosepack inactive for patient history purposes. Untick the **Active** option on the **Edit Dosepack** screen and it will appear in **red** when trying to select a dosepack for that patient.

4. PRINTING

There are three areas where a patient dosepack can be printed:

- **Edit Dosepack** screen
- **Print Dosepacks** screen
- **Prescription Cycle Processing** screen

PRINTER SELECTION

By default, dosepacks will print to the printer set up in:

- 7. Administration
- 1. Setup
- 3. Printer setup
- 3. Devices setup

Select the required printer by pressing **spacebar** in the **Dosepack** field. This can be overridden by the printer selection in the **Edit Dosepack Type** screen:

- 5. Dosepacks/Charts
- 7. Administration
- 6. Edit Dosepack Types

Press **spacebar** to choose the **Dosepack type** to edit, and select the required printer in the **Dosepack** field under **Printer settings**.

Refer to the **Troubleshooting** section for further information, or if the error *Selected dosepack printer is not available* occurs.

DOSEPACK SEQUENCE

When printing dosepacks, or signing sheets, a sequence will often be required. The sequence determines which dose-times will be printed but it is not the same as number of dosepacks.

WEEKLY DOSEPACKS

Entering the sequence number *1* will print the dosepack for the first week, *2* will print the second week, etc. The letter *a* or *A* (representing *all*) will print all four weeks.

MONTHLY DOSEPACKS

Entering the sequence number *1* will print the dosepack for the first dose-time (e.g. *Breakfast*), *2* will print the second dose-time (e.g. *Lunch*), etc. The letter *a* or *A* (representing *all*) will print all four dose-times.

PRINTING FROM THE EDIT DOSEPACK SCREEN

This option is used to print a dosepack for the current patient only. This is mainly used if a change is made to a patient dosepack and it needs to be reprinted, or if this is a one off printout.

Use **Print F9** to display the options shown to the right:

Choose the option required. Both **F Pack** and **L Label** (not used with *MedicoCombo* dosepacks) will prompt for the entry of a sequence number to print. See the **Dosepack Sequence** section for full explanation.



Select print option

- F** Pack
- S** Signing Sheet
- L** Label
- P** PRN Administration Record
- M** Medpak PRN
- C** Chart
- 1** Sachet Labels
- 2** Photo on Medicine Label

While the option **S Signing Sheet** prints a regular signing sheet that lists medicine names and dose-times (see the section **Signing Sheets** for further information and setup), the option **P PRN Administration Record** prints signing sheets for use with non-packed or PRN medicines without medicine details. Alternatively, **M Medpak PRN** will print a *Medpak* style form for non-packed or PRN medicines (see examples below).

NON PACKAGED OR PRN ADMINISTRATION RECORD

PATIENT NAME: Albert Einstein, NHI: ABC1235, DOB: 30/03/1930
 ADDRESS: Toniq Institution, 100 Main Road

MEDICATION	MEDICATION	MEDICATION	MEDICATION	MEDICATION
Dose Last Given Date Time				
DATE DOSE TIME SIGN				

← PRN Administration Record

This Pharmacy

Patient Review Note Medication Report

Patient: Albert Einstein
Facility: Toniq Institution
Ward:
Doctor: Dr D Doctor
NHI: ABC1235
Sequence:
Date:

→ Medpak PRN

Date	Time	Medication	Dose	Nurse Signature	Comments

Using **P PRN Administration Record** when the **Type** of signing sheet is set to *Toniq* in **Signing Sheet Parameters**, on page 2 of **Edit Dosepack Type** screen, creates a specialised PRN / non-packed administration record. The **Don't show signing register** box on **Edit Dosepack Type Pg4** can be set according to whether or not a signing register is required on this *Toniq* style PRN administration record.

The *Toniq* style PRN administration record is designed to fit a second part label that has the medicine name and directions on it in the Medication box at the top of each column:

28 Metoclopramide HCl Ta 10mg (MET)

Take ONE tablet ONCE daily as required for nausea or vomiting as directed.

Albert Einstein
 21291/0 20Dec16 Dr D Doctor
 This Pharmacy
 10 The Crescent
 Anytown

Metoclopramide H Tablets 10mg

Take ONE tablet ONCE daily as required for nausea or vomiting

Albert Einstein 20/12/2016

PRN and/or Non-packed Medicine Signing Sheet **Albert Einstein**

Name: Albert Einstein NHI: ABC1235 Address: Toniq Institution 100 Main Road, Anytown Doctor: Dr D Doctor	DOB: 30/03/1930 (86 years) Gender: Male Room: Phone/Fax: Registration: MC999999 Phone/Fax:	
--	---	--

Metoclopramide H Tablets 10mg				MEDICATION				MEDICATION			
Take ONE tablet ONCE daily as required for nausea or vomiting				Dose Last Given: Date / Time:				Dose Last Given: Date / Time:			
Date / Time	Strength	Quantity	Sign	Date / Time	Strength	Quantity	Sign	Date / Time	Strength	Quantity	Sign

To enable the PRN labels to print on the second part label, go to:

- **5. Dosepacks/Charts**
- **7. Administration**
- **1. Institution maintenance**

Select the Institution, press **Next Page F11**, and tick the box next to **Print PRN admin record label**. **Note:** The patient needs to be in an Institution for the medicine information to be printed on the second part label.

Note: It is possible to print blank signing sheets without any patient or medicine details, but not from this menu. See the section **Blank Signing Sheets**.

A dosepack chart can be printed from a patient's dosepack using the option **C Chart**. The chart shows the medicines and doses to take at different dose-times. This option will only work if the pharmacy is registered to use the **Toniq Charts** module (at extra cost); please contact Toniq. For further information, refer to the **Dosepack Charts** manual.

Sachet robots will print the patient's name, the date, day, and dose-time, and the medicines with their dosages directly onto the individual sachets in which those medicines are packed. However, **1 Sachet Labels** can be used to print this information onto a standard dispensary label for one or several dose-times (see example at right).

Mr Albert Einstein	
NHI: ABC1235	
30/11/16	Wed Break
Citalopram 20mg x1	
Dipyrid 150mg SR x1	
Aspirin 100mg EC x1	
Furosemide 40mg x1	
Allopurinol 100mg x2	
Finasteride 5mg x1	
Spironolact 25mg x½	
Dr D Doctor	05/12/16
Pk: _____	
Ck: _____	

Pressing the **Sachet Labels** option opens a new screen displaying a grid of the dose-times and days, one or more of which can be selected using the function keys. The times that are highlighted in green on the grid indicates which sachet labels will be printed when **Accept Details F12** is pressed.

Using the option **2 Photo on Medicine Label** will print the patient photo on a standard dispensary label, if a patient photo has been loaded and the pharmacy is registered to use the **Toniq Photos** module (at an extra cost).

PRINTING FROM THE PRINT DOSEPACKS SCREEN

This option is designed for both one-off and bulk printing. To print from this screen, go to:

- **5. Dosepacks/Charts**
- **2. Print dosepacks**

When the selection screen appears, either press **Enter** and the select the name of previously saved criteria, or press **Add F3** to create a new one.

Export F3	Print Photos F4	Print Usage F5	Print Labels F6	Print Sign. F7	Print Packs F8	Print L+S+P F9	Other F10	Accept Details F12
Name Regularly Used Criteria								
Institution <input type="text" value="Toniq Institution"/>								
Patient <input type="text"/>								
Room <input type="text"/>								
Dosepack name contains text <input type="text" value="reg"/>								
Weekly/Monthly <input type="text" value="Monthly"/>								
Dosepack start date <input type="text" value="/ /"/>								
Sequence <input type="text"/>								
Start from selected institution <input type="checkbox"/>								
Start from selected patient <input type="checkbox"/>								
List usage report by generic name <input type="checkbox"/>								

Which dosepacks are printed is determined by entering criteria into the fields as required:

Name Enter a descriptive **Name** to allow commonly used criteria to be saved, i.e. so that the settings for individual Institutions can be reused.

Institution Printing can be restricted to a specific Institution; select one by entering the Institution name, or press **spacebar** then **Enter** to display a list of Institutions.

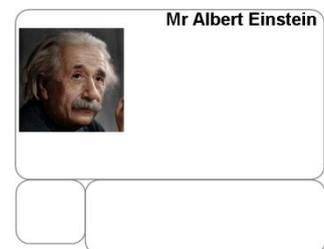
Patient Printing can be restricted to a specific patient; select a patient in the same way as when dispensing. **Note:** if an Institution has been selected, only patients in that Institution can be chosen.

Room	Printing can be restricted to all patients in a specific room (or ward) within an Institution. The Room needs to be set in the patient record using Edit Patient F2 .
Dosepack name contains text	Each dosepack has a name. This search will find the dosepacks that have a matching text within the dosepack name. For example, if the search is <i>Din</i> then dosepacks named <i>Dinner</i> , <i>Dinr</i> , or <i>Tue Din</i> will be printed.
Weekly/Monthly	Only dosepacks set up for the selected option (i.e. <i>Weekly</i> or <i>Monthly</i>) will print. Press the spacebar to toggle between the two options.
Dosepack start date	The date that prints on the dosepacks and signing sheets. The date entered here will <i>override</i> any date entered on patient dosepack. Note: when printing weekly dosepacks: the date is advanced by 7 days for each dosepack printed beyond the first week.
Sequence	Enter the sequence number (1 – 4, or A) to print the corresponding dose-time. See Dosepack Sequence section for full explanation.
Start from selected Institution	Tick to begin printing from the selected Institution. Useful if the dosepack run was interrupted.
Start from selected patient	Tick to begin printing from the selected Institution. Useful if the dosepack run was interrupted.
List usage report by generic name	When using the Print Usage F5 option, the report lists medicines by generic name rather than brand name.

Note: Only dosepacks ticked as active in the **Edit Dosepack** screen are printed (the default setting is active).

From the **Print Dosepacks** screen it is possible to print dosepacks and signing sheets separately using the function keys **Print Packs F8** and **Print Sign. F6** respectively, as well as printing labels with **Print Labels F6** (not used with *MedicoCombo* dosepacks). All three of these options can be printed with one key press, **Print L+S+P F3**, providing that different printers have been selected for them (or different trays from the same printer). **Note:** using **Print L+S+P F3** with *MedicoCombo* style dosepacks will just print the packs and signing sheets, not labels.

The option **Print Photos F4** allows patient photos to be printed on dispensary labels (see example at right). This option will only work if the pharmacy is registered to use the Toniq **Photos** module (at an extra cost), and the patient photo has been loaded.



The **Medication Usage Report**, available from **Print Usage F5**, shows the quantities of medicines that will be used for the dosepacks that are currently being printed (see example below). The report can be displayed by generic by setting the **List usage report by generic name** option.

<i>This Pharmacy</i>		22 Dec 2016 3:55pm Page 1						
Dosepack Medication Usage Report								
Institution: Toniq Institution Stock Point: Dispensary Sequence: All Monthly Only								
Medication	P/Code	Patients	Location	On Hand	Required	Remaining	Low	
AMITRIPTYLINE ARROW 10mg Tablets	2404451	3		757	77	680		
ANTEN 10mg Capsules	589209	1		169	28	141		
ANTINAUS 5mg Tablets	395838	2		318	168	150		
APC...		

Export F3 creates a file that is sent to a robot for the medicines to be packed there. Registration with Toniq is required for pharmacies with robots (at an extra cost).

PRINTING FROM THE PRESCRIPTION CYCLE PROCESSING SCREEN

Printing of dosepacks assigned to a prescription cycle can be done from the [Edit Rx Cycle Processing](#) screen, accessed from:

- [5. Dosepacks/Charts](#)
- [3. Prescription cycle processing](#)

Choose [Print F9](#), after selecting the required cycle. This gives the options to print dosepacks, labels (which are not used for *MedicoCombo* dosepacks), and signing sheets, as well as the option to print all three at once.

Reports, specifically the [Usage report](#), [Dosepack summary report](#), and [Pharmacy medication summary report](#), can also be printed from the [Print F9](#) function key. For further reports available refer to the [Reports](#) section in this document.

Dosepack charts can also be printed from this menu, as well as options to export to different types of robots.

Refer to the [Dosepack Prescription Cycles Guide](#) for further details.

SIGNING SHEETS

Signing sheets are used by rest home staff to sign off that a patient has taken a medicine. The type that is chosen depends on pharmacy or Institution preference. There are several types that can be selected which are listed below.

SIGNING SHEET TYPES

The different types of signing sheets can be selected from the [Edit Dosepack Type Pg 2](#) screen. To access this, go to:

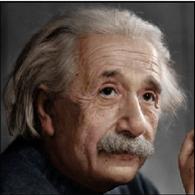
- [5. Dosepacks/Charts](#)
- [7. Administration](#)
- [5. Edit Dosepack Types](#)

Then press [Next Page F11](#). To see the options available, press the [spacebar](#) in the field next to [Type](#) under [Signing Sheet Parameters](#).

Default	Standard weekly <i>Medico</i> style signing sheet. Can be printed on plain paper or using pre-printed templates.
With Date	Standard weekly <i>Medico</i> style signing sheet with the start date of the pack printed on each grid. Can be printed on plain paper or using pre-printed templates.
Monthly	Monthly <i>Medico</i> style signing sheet which has a separate page for each dose-time. Can be printed on plain paper or using pre-printed templates.
The Prompt	<i>The Prompt</i> style signing sheet. Requires pre-printed templates.
Apotex	<i>Apotex</i> style signing sheet. Prints on plain paper.
QS	<i>Quicksript</i> style signing sheet. Prints on plain paper. See Edit Dosepack Type Pg4 for QS signing sheet settings .
Foil	Prints the signing sheet in the style of the dosepack, i.e. the heading and the grid layout are the same as the dosepack, but no details are printed in the individual blisters – they are left blank for signing purposes. Only useful for <i>Medico</i> style dosepacks. Prints on plain paper.

Medpak MedPak Style signing sheet. Prints on plain paper. See [Edit Dosepack Type Pg4](#) for [Medpak signing sheet settings](#).

Toniq Toniq designed signing sheet which can cater for up to 9 dose-times. It has word wrapped directions in the header and prints on plain paper (example below.) See [Edit Dosepack Type Pg4](#) for further [Toniq signing sheet settings](#).

Signing Sheet		Albert Einstein						
Name: Albert Einstein		DOB: 30/03/1930 (86 years)						
NHI: ABC1235		Gender: Male						
Address: Toniq Institution		Room:						
100 Main Road, Anytown		Phone/Fax:						
Doctor: Dr D Doctor		Registration: MC999999						
Phone/Fax:								
Medicine	Directions	2200	1800	1400	1200	0800	0600	Rx No.
Triazolam 125mcg Tablets	Take ONE tablet ONCE daily at night. Do not drink alcohol. Avoid grapefruit and its juice	1						15598/2
Colecalciferol 1.25mg Capsules	Take ONE capsule ONCE monthly					1*		15599/2
Isosorbide mononitrate 20mg Tablets	Take ONE tablet ONCE daily in the morning. Swallow whole, do not crush or chew					1		15600/2
Paracetamol 500mg Tablets	Take TWO tablets FOUR times daily. Maximum of 8 tablets in 24 hours.	2	2		2	2		15601/2
Escitalopram 10mg Tablets	Take HALF a tablet ONCE daily at night	½						15602/2
SINEMET 100mg+25mg Tablets	Take TWO tablets at 6am, and take ONE tablet at 2pm, 6pm, and 10pm	1	1	1			2	15597/2
SINEMET 200+50mg CR Tablets	Take ONE tablet TWICE daily (at 6am and 6pm). Swallow whole, do not crush or chew		1				1	15603/2
Furosemide 40mg Tablets	Take ONE tablet ONCE daily in the morning						1	15604/2
Potassium chloride 600mg SR Tablets	Take ONE tablet with food ONCE daily in the morning. Swallow whole, do not crush or chew. Take with a large glass of water						1	15605/2
TACROLIMUS SANDOZ 5mg Capsules	Take ONE tablet THREE times daily (at 6am, 2pm and 10pm). Avoid some medicines - ask pharmacist. Avoid grapefruit and its juice.	1		1			1	21294/1

Fri 30 Dec			Fri 06 Jan			Fri 13 Jan			Fri 20 Jan		
0600	0800	1200	0600	0800	1200	0600	0800	1200	0600	0800	1200
1400	1800	2200	1400	1800	2200	1400	1800	2200	1400	1800	2200
/ / /			/ / /			/ / /			/ / /		
Sat 31 Dec			Sat 07 Jan			Sat 14 Jan			Sat 21 Jan		
0600	0800	1200	0600	0800	1200	0600	0800	1200	0600	0800	1200
1400	1800	2200	1400	1800	2200	1400	1800	2200	1400	1800	2200
/ / /			/ / /			/ / /			/ / /		
Sun 01 Jan			Sun 08 Jan			Sun 15 Jan			Sun 22 Jan		
0600	0800	1200	0600	0800	1200	0600	0800	1200	0600	0800	1200
1400	1800	2200	1400	1800	2200	1400	1800	2200	1400	1800	2200
/ / /			/ / /			/ / /			/ / /		
Mon 02 Jan			Mon 09 Jan			Mon 16 Jan			Mon 23 Jan		
0600	0800	1200	0600	0800	1200	0600	0800	1200	0600	0800	1200
1400	1800	2200	1400	1800	2200	1400	1800	2200	1400	1800	2200
/ / /			/ / /			/ / /			/ / /		

See the [Customising the Look](#) section for suggestions on how tailor the details of signing sheets.

MEDICO STYLE SIGNING SHEETS

There are three options for Medico signing sheets, **Default**, **With Date** (both weekly), or **Monthly**. What prints at the top can be altered, see [Customising the Look](#) for further information.

WEEKLY

Both the **Default** and the **With Date** signing sheets are weekly styles. A weekly style signing sheet will print only one signing sheet. If a *weekly* dosepack is used then one of the four grids is used per *week*, and each grid covers four dose-times. E.g. the first grid will be for *Week 1* and have the dose-times *Break, Lunch, Dinner, Bed*. If a *monthly* dosepack is used, one of the four grids is used per *dose-time* and each grid covers four weeks. E.g. the first grid will be for *Break* and have columns of *Week 1, Week 2, Week 3, and Week 4*.

The difference between the two weekly styles is that **Default** only prints the start date (if entered) at the top of the signing sheet, while **With Date** prints the start date at the top of each grid. The date advances by one week for each

grid on the **With Date** style signing sheet only if the dosepack **Layout** is set to *Weekly*, otherwise it remains as the start date of the pack.

MONTHLY

A **Monthly** style signing sheet will print a separate signing sheet for each dose-time, with each signing sheet covering twelve weeks of the dose-time. Each of the three grids used will have the start date (if start date is entered), which advances by four weeks for each subsequent grid.

When printing a sequence number has to be entered; see the **Dosepack Sequence** section for full explanation.

The fact that the *dosepack* is weekly or monthly is irrelevant for the **Monthly** option of Medico signing sheets; the **Type** simply needs to be set to **Monthly** on **Edit Dosepack Type Pg 2**.

PRINTING SIGNING SHEETS

By default, signing sheets will print to the printer set up in:

- 7. Administration
- 1. Setup
- 3. Printer setup
- 3. Devices setup

Select the required printer by pressing **spacebar** in the **Signing sheet** field. This can be overridden by the printer selection in the **Edit Dosepack Type** screen:

- 5. Dosepacks/Charts
- 7. Administration
- 6. Edit Dosepack Types

Press **spacebar** to choose the **Dosepack type** to edit, and select the required printer in the **Signing sheet** field under **Printer settings**.

Refer to the **Troubleshooting** section if the error *Selected dosepack printer is not available* occurs.

PRINTING PRN RECORD WITH SIGNING SHEET

If a PRN administration record is required to be printed at the same time as the signing sheet, go to **Edit Dosepack Type Pg 2**:

- 5. Dosepacks/Charts
- 7. Administration
- 6. Edit Dosepack Types

Press **Next Page F11** and tick the option **Print prn record**. This will print out a signing sheet for PRN and/or non-packed items, with patient details, on a separate sheet of paper following the signing sheet printout.

It is possible to print it on the back of the signing sheet *if*:

- the printer supports duplex (double-sided) printing, *and*
- there is a duplex printer driver installed, *and*
- this printer driver is assigned as the signing sheet printer in this **Dosepack type**

BLANK SIGNING SHEETS

Two types of *blank* signing sheets, without patient details, are also available to be printed. For examples of these see the [PRN Administration Records](#) section under the main [Reports](#) heading.

To access these blank records, from the main menu, go to:

- 5. Dosepacks/Charts
- 5. Reports
- 8. PRN administration records

Press **spacebar** in the **PRN type** to be able to select either the **Medico** or **Toniq** style record. The number of copies required can be specified.

The **Toniq** style PRN administration record is designed to fit a second part label that has the medicine name and directions on it in the Medication box at the top of each column. To enable the PRN labels to print on the second part label, go to:

- 5. Dosepacks/Charts
- 7. Administration
- 1. Institution maintenance

Select the Institution, press **Next Page F11**, and tick the box next to **Print PRN admin record label**. **Note:** The patient needs to be in an Institution for the medicine information to be printed on the second part label.

By default, the blank **Toniq** style PRN administration record has a Signing Register printed at the bottom. If this is not required, go to:

- 7. Administration
- 1. Setup
- 5. General options

Then press **Next Page F11** four times. Under **Dosepack options** tick the box **Don't print signing register on Toniq PRN Record**.

Note: The blank [PRN administration records](#) print to the signing sheet printer assigned on the [Devices setup](#) screen.

REPORTS

Reports can be accessed using from the [Dosepack](#) menu. Go to:

- 5. Dosepacks/Charts
- 5. Reports

There are a number of options to choose from, which are itemised in the sections below.

All reports are able to be named so that the criteria are saved. The report can then be run by selecting that report name (press Enter to view a list of saved report criteria).

PATIENT CHARGES REPORT

REPORT OUTPUT

Prints the charges for prescriptions dispensed to patients in an Institution as determined by the criteria selected in the report screen.

The default settings will print a report showing a list of prescription numbers arranged in order by Institution, patient, and day, with individual prescription costs, a total per patient, and total per Institution. Below is a sample **Patient Charges Report** where the **Show medicine names**, **Show price details**, and **Show patient address** options have been selected:

Patient Charges Report					
This Pharmacy 10 The Crescent Anytown					
Period: 01/11/16 to 07/11/16 Patient: Einstein, A					
PP = Product premium NSS = No subsidy CoPay = Patient's contribution Other = Fee, OTC					
Institution: Toniq Institution					
Albert Einstein, Toniq Institution, 100 Main Road, Anytown					
1 Nov 16					
12901/1	A4	28 Metoprolol succ. 47.5mg CR Ta		\$5.00	\$5.00
12902/1	A4	28 Quinapril HCl 20mg Tablets 90 [\$5.00	\$5.00
12903/1	A4	28 Simvastatin 20mg Tablets 90 [A		\$5.00	\$5.00
12898/1	A4	28 Allopurinol 100mg Tablets 1000		\$5.00	\$5.00
12899/1	A4	28 Aspirin 100mg EC Tablets 990 [\$5.00	\$5.00
12900/1	A4	112 Doxazosin mesylate 4mg Table		\$5.00	\$5.00
13024/0	A4	16 Risperidone 0.5mg Tablets 60 [\$5.00	\$5.00
13025/0	A4	1 FEE - RH FOIL 1			\$2.65
13026/1	A4	28 Risperidone 0.5mg Tablets 60 [\$5.00	\$5.00
Total for Albert Einstein				\$40.00	\$42.65
Total for Toniq Institution				\$40.00	\$42.65

Note: This report is *only* applicable to patients who are assigned to an Institution.

REPORT INPUT

Various criteria can be selected to determine the report output:

- A date range, using the **Start date** and **End date**, has to be specified for the report to run.
- If no **Patient**, **Medicine**, or **Institution** is selected, the maximum period for the report is one month. A **Room** can also be selected to narrow the range of patients reported on.
- Tick boxes are available for the options to **Include new scripts**, **Include repeats** (both of which are set by default) , and to **Include zero value scripts**.
- If the text *xrx* (not case sensitive) is included in the Institution **Notes**, patient **Note**, or **Rx Notes** fields, then they are not included in the report unless the **Include XRx Scripts** option is ticked. *Xrx* may be included in these note fields if the patient is in an Institution but has to be billed as an individual, rather than invoicing the rest home. (To find out if any scripts have been excluded by using *xrx*, the report can also be run with **XRx scripts only** ticked.)
- There are options available to **Show medicine names** or **Show doctor names** on the report by setting the tick boxes. These are unticked by default, and may be preferred to be left that way for privacy reasons.
- **Summary by patient only** will prevent individual prescription details from appearing on the report, and only print a total cost per patient.

- Some Institutions may require a [Separate page per patient](#) for their [Patient Charges Report](#); this option is available.
- [Show price details](#) will show the breakdown of the prescription charges into their *PP*, *NSS*, and *Co-pay* components, as well as showing *Other* types of charges such as fees. These are subtotalled by patient.

MEDICATION PROFILE REPORT

This report prints the medicines in each dosepack for a patient, ordered by Institution, patient and dosepack name.

REPORT OUTPUT

The medicine display lists the dispensed *Quantity*, *Medicine Name* and strength, and the *Directions* for the prescription item, as well as the *Start-* and *Stop Date* of the medicine if it is recorded. If different doctors prescribe the medicines in a dosepack, these will be shown as well.

Part of a sample [Medication Profile Report](#) is shown below:

<i>This Pharmacy</i>				<i>Medication Profile</i>		
Pack Name	Rx	Quantity	Medicine Name	Directions	Start Date	Stop Date
Patient: Albert Einstein		Doctor: Dr D Doctor		Institution: Toniaq Institution		
Reg	15598/2	28	Triazolam 125mcg	1t od n. /2. /11		
	15599/2	1	Colecalciferol 1.25mg	1c ONCE monthly		
			Dr Different			
	15600/2	28	Isosorbide mononitrate 20mg	1t od n		
No Rx		0	Paracetamol 500mg	2t qid. max8		
	15602/2	14	Escitalopram 10mg	3/4 t od n		
	15604/2	28	Furosemide 40mg	1t od m		
	15605/2	28	Potassium chloride 600mg SR	1t /b od m. /a. /10		
Patient: Albert Einstein		Doctor: Dr D Doctor		Institution: Toniaq Institution		
PRN	10108/1	28	Codeine phosphate 30mg	1t q12h prn for pain. /1		

REPORT INPUT

- An [Institution](#), [Room](#), and [Patient](#) can be selected as criteria for the report. If none are selected the report will print a [Medication Profile Report](#) for *all* dosepack patients.
- [Expand directions](#) will show the directions as printed on the label.
- The following options are available to select which items appear on the report: [‘In Dosepack’ only](#), [‘With Dosepack’ only](#), [Exclude ‘No Rx’ items](#), and [‘No Rx’ items only](#).
- The report is ordered by Institution, patient, and dosepack name by default, but can also be ordered either by [Patient Note](#) or by [Prescriber](#) (where a new page is started for each prescriber).

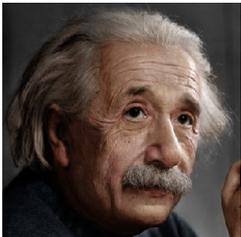
PHARMACY SIGNING SHEET

This report is designed to be used by pharmacy staff to sign off that dosepacks have been packed and checked.

REPORT OUTPUT

This Pharmacy

Pharmacy Signing Sheet



Patient: Albert Einstein
Foil: Reg
Institution: Toniq Institution
Ward:
Doctor: Dr D Doctor
Date: 30/12/2016

Week 1	Medicine Name	Bed	Dinne	Lunc	Brea	Thu	Wed	Tue	Mon	Sun	Sat	Fri
15598/2	Triazolam 125mcg Tablets	1										
15599/2	Colecalciferol 1.25mg Capsules				1*							
15600/2	Isosorbide mononitrate 20mg Tablets	1										
15602/2	Escitalopram 10mg Tablets	¾										
15604/2	Furosemide 40mg Tablets				1							
15605/2	Paracetamol 600mg SR Tablets				1							

The report prints each medicine in the dosepack with a grid on the right hand side for signing each day. The lines are repeated for each sequence specified (see example above).

Note: the [Pharmacy Signing Sheet](#) prints to the [Report](#) printer.

REPORT INPUT

The criteria used for selection works in almost exactly the same way as the [Medication Usage](#) report.

- Pharmacy Signing Sheets to print can be selected by [Cycle](#), [Institution](#), or [Patient](#). Ranges can be chosen within each of these criteria. It is also possible to choose an [Institution Group](#).
- Selection for the report can further be refined by entering text in the fields to [Match room](#) or [Match dosepack](#). This will select dosepacks to report on by matching the [Room](#) (as entered on patients), or the [Pack name](#), respectively. This may be useful if wanting to print reports for a particular wing of an Institution or named dosepack, e.g. *Reg, Break, or PRN*.
- Tick boxes are available to select [Only weekly](#) or [Only monthly](#) packs for the report. Tick to choose only the required [Dosepack type](#). Leave both options blank to allow both *Weekly* and *Monthly* dosepacks to be included in report.
- A [Start date](#) can be entered as search criteria. Dosepacks with a matching date will be selected for the report.
- Further to the above selection criteria, one or more dosepack [Sequence](#) numbers can be entered to run the report by. Simply enter the number(s) of the sequence required separated by a space (grammar marks will be entered automatically once the user has gone out of the field). Leave blank to include *All* sequences. Refer to [Dosepack Sequence](#) if required.
- [Pharmacy Signing Sheets](#) can be selected by [Chart section](#). Press the spacebar for the selection of available chart sections. If a chart section is needed to be excluded from the report, e.g. *Non-packed meds*, tick the box under [Excl.](#) next to the [Chart section](#) field.

MEDICATION USAGE

Prints a list of medicine quantities required to fill dosepacks that meet the criteria entered.

REPORT OUTPUT

26 Jan 2017 2:54pm Page 1

This Pharmacy

Dosepack Medication Usage Report

Rx Cycle: Green
Stock Point: Dispensary
Sequence: All
Deferred Items excluded
SS = Sole supply start date, SE = Sole supply end date, DL = Delist date

Medication	P/Code	Patients	Location	On Hand	Required	Remaining	Low
AMITRIPTYLINE ARROW 10mg Tablets (SE = 30/06/17)	2404451	2		757	56	701	
ANTEN 10mg Capsules	589209	1		31	28	3	*
ANTINAUS 5mg Tablets (SE = 30/06/17)	395838	1		92	112	-20	***
APO-ALLOPURINOL 100mg Tablets (DL = 01/06/17)	2383993	4		3513	126	3387	
APO-ALLOPURINOL 300mg Tablets (DL = 01/06/17)	2383977	1		744	28	716	

As is shown above, the report shows the *Medication* name, its pharmacode (*P/Code*), *Location* (if one has been assigned), current stock *On Hand*, stock *Required* for the dosepacks, and the stock *Remaining* after filling dosepacks. If the stock on hand is not sufficient this is indicated by *** (three asterisks) in the *Low* column. If the remainder is very low then this is indicated by a single asterisk (*). Both levels of *Low* stock are highlighted in the example above.

REPORT INPUT

The criteria used for selection works in almost exactly the same way as the [Pharmacy Signing Sheet](#). The range of dosepacks covered in the report can be specified by filling in the required criteria:

- The [Medication Usage Report](#) can be processed by [Cycle](#), [Institution](#), or [Patient](#). Ranges can be chosen within each of these criteria. It is also possible to choose an [Institution Group](#).
- Selection for the report can further be refined by entering text in the field to [Match room](#). This may be useful if wanting to print reports for a particular wing of an Institution (if the [Room](#) has been specified on patients for this purpose), e.g. *Hospital*, or *Resthome*.
- Further to the above selection criteria, one or more dosepack [Sequence](#) numbers can be entered to run the report by. Simply enter the number(s) of the sequence required separated by a space (grammar marks will be entered automatically once the user has gone out of the field). Leave blank to include *All* sequences. Refer to [Dosepack Sequence](#) if required.
- Criteria for the [Medication Usage](#) report can also be selected by [Chart section](#) and [Stock points](#). Press the spacebar for the selection of available options for either of these. If a chart section or stock point needs to be excluded from the report, e.g. *Non-packed meds*, tick the box under [Excl.](#) next to the [Chart section](#) or [Stock points](#) as needed.
- A [Start date](#) can be entered as search criteria. Dosepacks with a matching date will be selected for the report.
- Tickboxes are available to select [Only weekly](#) or [Only monthly](#) packs for the report. Tick to choose only the required [Dosepack type](#). Leave both options blank to allow both *Weekly* and *Monthly* dosepacks to be included in report.
- Tick the [Exclude deferred dosepack items](#) box to not report on those medicines which are marked [Defer cycle process](#) in the dosepack.

REPORT INPUT

- A date range, using **Start Date** and **End Date**, is entered for the report to cover.
- An **Institution**, **Prescriber**, **Prescriber group**, and/or **Patient** can be selected for the printout (pressing the spacebar on each of these will bring up a list of available options). If none of these criteria are selected *all* patients will be reported on.
- **Telephone Rxs**: when ticked, only scripts marked *Phone* are included in the report.
- Rather than having the doctor fill in the date below where they sign, when ticked **Print Signed date** will print the date the report was run there instead.
- When set, **Print Rx Barcode** will place a barcode at the bottom of each page of the report for scanning. This also results in the report having separate pages for each doctor.
- Some GPs prefer to have a separate **Page per patient**; tick this option if that is what they require.
- The option to exclude Class B controlled drugs, or to only report on Class B controlled drugs, can be applied by ticking the **Exclude CDB Rxs** and **CDB Rxs only** boxes respectively.
- It is also possible to exclude scripts marked *BS*, bulk supply order, and *PS*, medical practitioner's supply order, by setting the **Exclude BS/PS Rxs** tickbox.
- Two lines of pharmacy-defined text can be printed at the bottom of the form. E.g. *I have read and authorised these prescriptions orders* is on there by default, but this can be altered and added to.

AUDIT REPORTS

The **Audit reports menu** option has the **Institution patients report** and the **Rxs recommended for dosepack** report which are explained in the following sections.

INSTITUTION PATIENTS REPORT

REPORT OUTPUT

This report prints a list of patients in an Institution. If no Institution is specified then all dosepack patients are listed ordered by Institution and will also include dosepack patients not assigned to any Institution.

<i>This Pharmacy</i>			<i>Institution patients</i>	
Patient name	Active packs	Rx exempt count		
Institution : TONIQ INSTITUTION				
Test-Patient Apple	3	24		
<i>The patient's "printed note"</i>				
Test-Patient Apricot	3	21	Inactive	
<i>Another "Printed note"</i>				
Test-Patient Banana	0	22		No Active Pack
Test-Patient Cantaloupe	11	43	Deceased	
Test-Patient Cherry	3	14		

REPORT INPUT

The following options can be selected to determine the format of the output:

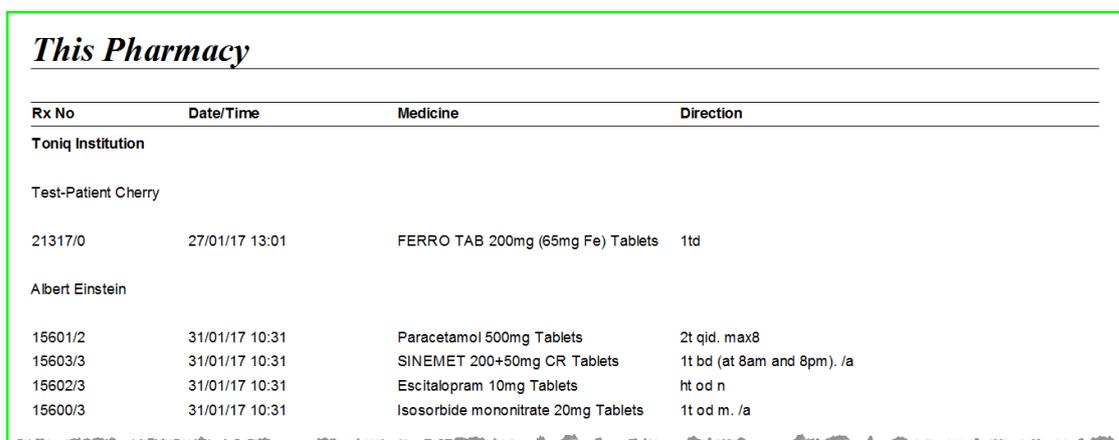
- The report will include all patients including those without an Institution, but it can be refined by entering an **Institution** or **Institution group** to limit the number of patients reported on.
- Conversely, the **All non-institution patients** tickbox *only* reports on patients who are not assigned to an Institution. This includes patients who have no dosepacks and may take some time.
- **Include deceased patients**, when set, will include patients who are deceased into the **Institution Patients Report**. The report will indicate if the patient is deceased (see example above).
- Ticking **Include inactive patients** will include into the report those patients that have been marked **Inactive** for dosepacks (see example above). This is set under the **Miscellaneous Details** section on page 2 of the **Edit Patient** screen.
- Having **Include if no active dose packs** ticked will include patients even when all their dosepacks have been inactivated; i.e. the report will include patients whose dosepacks have **Active unticked** in the **Edit Dosepack** screen. The report will say *No Active Pack* if that is the case (see example above).
- The patient **Printed note**, which is entered on the **Edit Patient Pg1** screen, will print on the **Institution Patients Report** when **Show patient printed note** is set.
- For the report to print on a new page for each Institution tick **Separate page / institution**.

RXS RECOMMENDED FOR DOSEPACK

This report lists scripts which are *not* listed in a dosepack for a patient. It is a good check for *missed* prescriptions and should be run regularly.

REPORT OUTPUT

The **Rxs recommended for dosepack report** will highlight prescriptions that have been dispensed to a patient, but are not recorded in a dosepack. If you don't update the prescriptions in dosepacks, then this report will be extensive; *but* if you do, as you should, the report will highlight discrepancies. The report should be part of your audit control. Part of a sample printout is shown below:



This Pharmacy

Rx No	Date/Time	Medicine	Direction
Toniq Institution			
Test-Patient Cherry			
21317/0	27/01/17 13:01	FERRO TAB 200mg (65mg Fe) Tablets	1td
Albert Einstein			
15601/2	31/01/17 10:31	Paracetamol 500mg Tablets	2t qid. max8
15603/3	31/01/17 10:31	SINEMET 200+50mg CR Tablets	1t bd (at 8am and 8pm) ./a
15602/3	31/01/17 10:31	Escitalopram 10mg Tablets	ht od n
15600/3	31/01/17 10:31	Isosorbide mononitrate 20mg Tablets	1t od m. /a

REPORT INPUT

- A specific cycle can be chosen for the report to cover This is done by selecting it in the **From cycle** field (the **To cycle** field will be populated with that same cycle). If a different cycle is chosen for the **To cycle** field the report will work from one cycle through to the other alphabetically. **Note:** if a cycle is chosen for the **To cycle** which comes before the **From cycle** alphabetically, they will automatically swap around.
- In the same way as choosing cycles above, a single Institution or a range of Institutions can be selected using **From institution** and **To institution**.
- If no cycle or Institution is chosen, all dosepack patients will be considered for this report.
- By default, the **Rxs recommended for dosepack** report checks scripts dispensed the day the report is run. Enter the number of **Look back days** required if past scripts are needed to be checked.
- Tick the box **Show brand name** if medicine brands are wanted on the report, otherwise generic medicine names are displayed.

SPECIFIC USE REPORTS

These reports were developed for specific pharmacy processing requirements and are unlikely to be commonly used. The most widely used is the **Cycle patients needing new scripts** report which is utilised by pharmacies that process community patients in cycles.

STOCK REVIEW REPORT

REPORT OUTPUT

This report was designed to show two columns for *Institution* staff to tick, **Stock Adequate** and **Stock Required**. This report is then used by the pharmacy to temporarily defer or stop supply of overstocked medicines.

The report is ordered by Institution, patient, and medicine. **Note:** if more than one patient requires a particular medicine, it will appear under all the patients who receive that medicine.

<i>This Pharmacy</i>			Stock review		
Institution	Patient	Medicine	To Supply	Stock Adequate	Stock Required
Toniq Institution	Test-Patient Apple	CITALOPRAM PSM 20mg Tablets	14	<input type="checkbox"/>	<input type="checkbox"/>
		DIURIN 40 40mg Tablets	56	<input type="checkbox"/>	<input type="checkbox"/>
		DURO K 600mg SR Tablets	28	<input type="checkbox"/>	<input type="checkbox"/>
		FOSAMAX PLUS 70mg +140mcg Vit	4	<input type="checkbox"/>	<input type="checkbox"/>
		PARACETAMOL PHARMACARE 500	224	<input type="checkbox"/>	<input type="checkbox"/>
Test-Patient Banana	Test-Patient Banana	DIURIN 40 40mg Tablets	14	<input type="checkbox"/>	<input type="checkbox"/>
		VIT D3 1.25mg Capsules	1	<input type="checkbox"/>	<input type="checkbox"/>
Test-Patient Cherry	Test-Patient Cherry	CARDINOL 160mg LA Capsules	28	<input type="checkbox"/>	<input type="checkbox"/>
		CITALOPRAM PSM 20mg Tablets	28	<input type="checkbox"/>	<input type="checkbox"/>
		LAXSOL Tablets	112	<input type="checkbox"/>	<input type="checkbox"/>
		OMEZON 20mg Capsules	28	<input type="checkbox"/>	<input type="checkbox"/>

REPORT INPUT

The input criteria selection is exactly the same as for the **Pharmacy signing sheet** report. See the **Report Input** section for that report for further information.

UNITDOSE PRE-PACK REPORT

REPORT OUTPUT

The **Unitdose pre-pack report** lists, by medicine, the number of packs requiring same volumes of medicine; e.g. 18 **Packs** have a **Dose** of 1 capsule of M-ESLON 10mg in the sample report below. This report may be useful for daily dispensings processed in cycles.

This Pharmacy

Cycle: From CD Institution A to CD Institution D

Medicine	Dose	Packs
M-ESLON 10mg SR Capsules	1	18
M-ESLON 30mg SR Capsules	2	5
METHATABS 5mg Tablets	2	2
METHATABS 5mg Tablets	H	1
OXYCODONE 10mg CR Tablets	1	7
OXYCODONE 10mg CR Tablets	2	2
OXYCODONE 40mg CR Tablets	2	2
OXYCODONE BNM 5mg CR Tablets	1	9
OXYCODONE BNM 5mg CR Tablets	3	2
OXYNORM 5mg Capsules	1	3

REPORT INPUT

The input criteria selection is exactly the same as for the **Pharmacy signing sheet** report. See the **Report Input** section for that report for further information.

UNITDOSE LABELS

REPORT OUTPUT

This report prints standard dispensary labels for unit dose packs according to the criteria chosen (see example at right). The labels include patient name, medicine details, etc. and may be useful for daily dispensings processed in cycles.

Albert Einstein	Qty: 1
Dr: Dr D Doctor	Date: 31/01/2017
Rx No: 21413/1	
MORPHINE SULFATE 10mg SR Capsules (M-Eslon)	
<i>Take ONE capsule ONCE daily mane. Swallow whole, do not crush or chew. May cause sleepine</i>	
Albert Einstein	
Toniq Institution	
Dr D Doctor	
31/01/2017	

REPORT INPUT

The input criteria selection is exactly the same as for the **Pharmacy signing sheet** report. See the **Report Input** section for that report for further information.

CYCLE PATIENTS NEEDING NEW SCRIPTS

REPORT OUTPUT

The **Cycle patients needing new scripts** lists patients who have a certain number (e.g. zero) repeats remaining. This report may be used by pharmacies that process community patients in cycles.

This Pharmacy

Dosepack patients needing new prescriptions

Test-Patient Apple (NHI: [REDACTED]) 1 Sample Street

31/01/17	Olsalazine sodium 500mg	Take ONE tablet with food THREE times daily
31/01/17	Paracetamol 500mg	Take TWO tablets FOUR TIMES DAILY. Maximum of 8 tablets in 24 hours.
31/01/17	Potassium chloride 600mg SR	Take ONE tablet ONCE daily in the morning with food and water. Swallow whole, do not cr
31/01/17	Zopiclone 7.5mg	Take ONE and a HALF tablets at night. Do not drink alcohol
31/01/17	Loperamide HCl 2mg	Take ONE to TWO capsules after each loose bowel motion as required for diarrhoea
31/01/17	Docosate sod.+sennosides	Take TWO tablets as required up to TWICE daily as directed
31/01/17	Metformin HCl 500mg	Take ONE tablet with food THREE times daily

Test Patient Banana (NHI: [REDACTED]) 2 Random Road

03/12/16	Paracetamol 500mg	Take ONE tablet THREE times daily. - Do not take more than EIGHT in every 24 hours
----------	-------------------	--

Test-Patient Orange (NHI: [REDACTED]) 3 Another Avenue

28/01/17	Hyoscine-N-butylbromide 10mg	Take ONE tablet THREE times daily
28/01/17	Levodopa+benserazide 125	Take TWO capsules FOUR times daily and take ONE capsule at night
28/01/17	Colecalciferol 1.25mg	Take ONE capsule ONCE monthly
28/01/17	Fluoxetine HCl 20mg	Take ONE capsule ONCE daily in the morning
28/01/17	Terazosin HCl 1mg	Take THREE tablets ONCE daily
28/01/17	Omeprazole 40mg	Take ONE capsule ONCE daily in the morning. Swallow whole, do not crush or chew

New prescriptions needed by: ___/___/___

REPORT INPUT

- A **Script cycle** must be selected for this report, and it can be further refined by entering a **Prescriber** or **Prescriber group**.
- The **Repeats left** option is set to 0 (zero) by default, but this figure can be changed. If, for example, the report needs to be for patients who have either one or no repeats left, enter 1 in the **Repeats left** field and tick the **or fewer** option.
- The scripts for different doctor and be on separate sheets if **Separate by prescriber** is ticked. The doctor's name and contact details then also print at the top of each page.

PRN ADMINISTRATION RECORDS

See below for examples of the two styles of blank PRN administrations records this report is able to produce. However, please refer to the [Blank Signing Sheets](#) section under the main heading [Signing Sheets](#) for further information.

MEDICO PRN TYPE

NON PACKAGED OR PRN ADMINISTRATION RECORD																								
PATIENT NAME:																								
ADDRESS:																								
MEDICATION					MEDICATION					MEDICATION					MEDICATION					MEDICATION				
Dose Last Given					Dose Last Given					Dose Last Given					Dose Last Given					Dose Last Given				
Date		Time			Date		Time			Date		Time			Date		Time			Date		Time		
DATE	DOSE	TIME	SIGN		DATE	DOSE	TIME	SIGN		DATE	DOSE	TIME	SIGN		DATE	DOSE	TIME	SIGN		DATE	DOSE	TIME	SIGN	

TONIQ PRN TYPE

PRN and/or Non-packed Medicine Signing Sheet											
Name:						DOB:					
NHI:						Gender:					
Address:						Room:					
						Phone/Fax:					
Doctor:						Registration:					
						Phone/Fax:					
MEDICATION				MEDICATION				MEDICATION			
Dose Last Given:				Dose Last Given:				Dose Last Given:			
Date / Time:				Date / Time:				Date / Time:			
Date / Time	Strength	Quantity	Sign	Date / Time	Strength	Quantity	Sign	Date / Time	Strength	Quantity	Sign
Signing Register											
Full Name	Initial	Full Name	Initial	Full Name	Initial	Full Name	Initial				
Notes:											
Prepared by: This Pharmacy, 10 The Crescent, Anytown.											
Page 1 of 1						Printed from TONIQ software on 03/02/2017 5:29 pm					

CUSTOMISING THE LOOK

Dosepacks and Signing sheets can be customised to suit pharmacy preferences. The appearance depends on various options and settings accessed on the [Edit dosepack type](#) screens.

WHAT PRINTS AT THE TOP

What is displayed at the very top of dosepacks and *Medico* style signing sheets is constant; the patient's name prints out followed by the doctor's name. It is possible to [Capitalise patient name](#) by ticking that option on the [Edit Dosepack Type Pg1](#) screen. The doctor's name is taken either from the [Usual doctor](#) field on the first of the [Edit Patient](#) screens or, if none is set there, from the prescriber of the *first* script in the dosepack. After this is *Prepared by* followed by the pharmacy's name (which is taken from their registration with Toniq) and the pharmacy address (which comes from the [Pharmacy Setup](#) in the Toniq).

What prints above the blisters and grid of dosepacks and *Medico* style signing sheets, i.e. the medicine summary, *can* be customised. See the [Prescription Summary Parameters](#) section on how this is done.

For an explanation of *all* dosepack options available, see the [Dosepack Type Settings](#) section in the [Appendix](#).

DOSEPACKS

HEADER LABEL

HEADER LABEL TEXT

This can be changed to suit; it does not affect the details stored on the actual patient record, e.g. the patient's address. The label text is not automatically updated therefore if, for example, the patient's Institution is changed, it will need to be updated on their dosepack label.

HEADER LABEL FONT SIZE

The size of the font showing patient name, address, etc., is controlled by the number of lines on the header label. Increasing the number of lines decreases the font size and vice versa. The number of lines is set on the [Edit Dosepack Type Pg2](#) screen.

HEADING SIZE

The size of the column headings at the bottom of the header label is set on the [Edit Dosepack Type Pg2](#) screen in the [Label Heading](#) row under [Height](#). Increasing the height increases the font size and vice versa (measurements are in tenths of millimetres).

HEADING POSITION

Alignment of the headings on the Header Label, so that they print within the pre-printed box, is done from the [Edit Dosepack Type Pg2](#) screen.

Moving the headings on the label up or down is controlled by adjusting the [Label Heading, Top](#) setting. The width of the left margin is set in [Label Heading, Left](#) field, and the spread of the headings across the label is controlled by [Label Heading, Width](#).

For further help with alignment, see the [Dosepack and Signing Sheet Alignment](#) section in the [Appendix](#).

DOSEPACK HEADINGS

HEADING TEXT

The **Column** headings can be changed to reflect required dose-times. **Row** and **Dosepack cycle** headings can also be changed, e.g. for PRN packs. This can be done from **Edit Dosepack Type Pg1**. Changing the headings will affect all *new* dosepacks created with the current dosepack type. To apply the changes to *all* dosepacks select the preferred option, i.e. **1 Row**, **2 Column**, or **3 Foil Cycle**, from **Update Packs F9**.

Note: If only a few dosepacks need to have the changes applied, reselect the dosepack **Type** on the **Edit Dosepack** screen for each patient dosepack (after making the required changes to the dosepack type), otherwise creating a new dosepack type by using the **Copy From F6** function, and selecting this new **Type** on the **Edit Dosepack** screen may be more efficient. See **Create a Dosepack Type** for further information.

Headings can also be customised individually if required. The dose-time headings can be changed for a particular dosepack by changing the text in the matrix. See **Changing Dose-time Descriptions** in the **Using the Matrix** section.

FONT SIZE OF COLUMN HEADINGS

The size of the column headings is determined by the **Column heading height** setting on **Edit Dosepack Type Pg1**. This can be increased or decreased to control the font size; measurements are in tenths of millimetres. The **Main heading height** needs to be adjusted by the corresponding amount, e.g. if the **Column heading height** is increased by 20 the **Main heading height** must be reduced by 20. This keeps dosepack alignment correct.

BLISTER CONTENTS

The following options, which are relevant to how blister contents print out on the dosepack, are available on **Edit Dosepack Type Pg1**:

No blister heading	Tick to prevent blister headings being printed. The blister heading shows the patient name and dose-time in each blister. Blister headings are <i>required</i> for perforated blisters, such as the <i>MedicoCombo</i> , for when the dose pack is split up.
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Bold blister name	The patient's name that is printed in each individual blister will be printed in Bold .
--------------------------	--

Blister name first	The patient's name will be printed on the first line of each blister.
---------------------------	---

SIGNING SHEETS

FONT SIZE

The size of the font at the top of signing sheet can be changed for *Medico* style signing sheets by reducing the **Height** setting (of the **Signing sheet**) on the **Edit Dosepack Type Pg1** screen. This does not affect the line-up of the grids, if using pre-printed signing sheets.

Note: Changing the height setting for any other style apart from *Medico* will affect the size of the *entire* signing sheet.

For further help with alignment, see the **Dosepack and Signing Sheet Alignment** section in the **Appendix**.

PATIENT PHOTOS

It is possible to have a photo of the patient print on the header label for a dosepack, on the dosepack itself, and on the signing sheet. Settings for these are on **Edit Dosepack Type Pg2**. See **Dosepack and Signing Sheet Alignment** for information about placement of the patient photo.

This feature is available as an optional extra to the standard dosepack option and the pharmacy must be registered to use it at an additional cost.

A separate manual is available which explains in detail the use of the photo module.

APPENDIX

DOSEPACK TYPE SETTINGS

The **Dosepack type** determines the format of a patient dosepack. There are many options in the **Dosepack type** that can be changed. For these options, go to:

- 5. Dosepacks/Charts
- 7. Administration
- 5. Edit Dosepack Types

Then press **spacebar** to choose an existing **Dosepack type** to edit. (See **Create the Dosepack Type** for information on how to set up a new type.) Below is an itemised list of all the options available to customise dosepacks and signing sheets.

EDIT DOSEPACK TYPE PG1

Type Give the **Type** a meaningful name, such as *MedicoCombo*.

Printer settings

Printer Press **spacebar** to select printers for **Dosepack**, **Dosepack label** (not used for *MedicoCombo* type dosepacks), and **Signing sheet**. The selection here overrides the default printers in **7. Administration**, **1. Setup**, **3. Printer setup**, **3. Devices setup**.

Left, Top, Width & Height of Dosepack, Dosepack label & Signing sheet Settings for **Left**, **Top**, **Width**, and **Height** determine the size and position of the printed image on the page for each of **Dosepack**, **Dosepack label** (not used for *MedicoCombo* type dosepacks), and **Signing sheet**. Measurements are in tenths of millimetres. See **Dosepack and Signing Sheet Alignment** for further details.

Font Press **spacebar** to choose a Windows font. This changes the font for **Dosepacks**, **Dosepack labels**, and **Signing sheets**.

Font size adjust This changes the font size for **Dosepacks**, **Dosepack labels**, and **Signing sheets**. Enter an adjustment, between -5 and 5, to decrease or increase the font size of the text on the dosepack (negative figures indicate small size).

Export file path Used for exporting dosepack data to robots. Enter the file path to the robot in this field. Contact Toniq for further information.

Dosepack Headings

Row Enter the days of the week as they are to appear on the dosepack, e.g. *Mon, Tue*, etc., (or *PRN*, if required).

Column Enter the dose-times as they are to appear on the dosepack, e.g. *Break, Lunch*, etc., or *0700, 1300*, etc.

Dosepack Cycle Enter the cycle names as they are to appear on the dosepack, e.g. *Week1, Week2*, etc.

Dosepack Parameters

Type	Press spacebar and select one of the available types. This manual covers the <i>MedicoCombo</i> type dosepack, but also available are the <i>Medico Alpaca</i> , <i>Medico Proud</i> , <i>Medico Max</i> , <i>Meditec ADS</i> , <i>HealthStream MPS</i> , <i>Nimrod</i> , <i>MedPak</i> , <i>ATF Connect</i> , and <i>Cretem</i> dosepack types, amongst others. A number of these types are specifically for robots. Please ring Toniq for more information.
Main heading height, Column heading height & Row heading width	Settings which determine the alignment of the dosepack. Measurements are in tenths of millimetres. See Dosepack and Signing Sheet Alignment for further details.
Column heading gap	Not used for <i>MedicoCombo</i> type dosepacks. (Used to create a gap between column headings and the first dose blister in Webster style packs to allow for width of plastic grid.)
Max blister medicines	Use to specify the maximum number of items that can be included in the dosepack. If a medicine is added that exceeds the number specified a warning will display. The medicine will still be added.
Expiry text ... weeks after pack printed	This prints the Expiry text specified, as well as the date calculated from the number of weeks after the pack printed entered. It prints on the header label, in brackets, following the Start date of the pack. This can be overridden for values specific to a patient on their Edit Dosepack screen. Note: The text and date only prints if the number of weeks is greater than zero.
Capitalise patient name	Tick to print the patient name in capitals at the top of Dosepacks and Signing sheets .
Capitalise medicine	Tick to print the medicine names in capitals in the medicine summary at the top of Dosepacks and Signing sheets .
Show lines	Tick to show all the grid lines that separates each blister on the dosepack.
No blister heading	Tick to prevent blister headings being printed. The blister heading shows the patient name and dose-time in each blister. Blister headings are <i>required</i> for perforated blisters such as the <i>MedicoCombo</i> for when the dose pack is split up.
Bold blister name	The patient's name that is printed in each individual blister will be printed in Bold .
Blister name first	The patient's name will be printed on the first line of each blister.
No row headings	Stops the row headings, i.e. <i>Sun, Sat, Fri</i> , etc., down the dosepack from printing, e.g. for PRN dosepacks.
Row heading on right	Puts the row headings, i.e. <i>Sun, Sat, Fri</i> , etc., to the right of the blister grid. Not used for <i>MedicoCombo</i> type dosepacks, but is necessary for other types such as <i>Medico Alpaca</i> .
Reverse row	Set this option to print the Row headings in the reverse order to that listed in Dosepack Headings section, i.e. <i>Sun, Sat, Fri</i> , etc. Ticked by default for MedicoCombo default settings.
Reverse column	Set this option to print Column headings, i.e. <i>Bed, Din</i> , etc., in reverse order to that listed Dosepack Headings section,. Ticked by default for MedicoCombo default settings.

Press **Next Page F11** for more options.

Dosepack Parameters

Left, Top, Width & Height of Photo & Label Heading	Settings for Left , Top , Width , and Height determine the size and position of the Photo and Label Heading on the header label. Measurements are in tenths of millimetres. See Dosepack and Signing Sheet Alignment for further details.
No. of Lines	Enter number of lines to be printed on the header label. Reducing the number will make the text printed larger and vice versa.
Photo on label	Tick to print patient photo (if one available) on the dosepack header label. Note: This requires that the pharmacy is registered to use the Toniq Photos module.
Print on dosepack	Tick to print the Label text at the top of the dosepack as well as on the header label. It prints below the medicine summary within a border.
Print Pkd + Chk	Prints the text <i>Pk:</i> and <i>Ck:</i> on the header label with underlined space to allow the packer and checker to sign.
Short Lines	Tick to have the text following <i>Prepared by</i> wrapped to the following line to produce a shorter line on the header label. Will only apply to new dosepacks created using the Dosepack type, unless Recreate dosepack label is selected from the Edit Dosepack screen under Other F10 .
No Headings	Tick to prevent the Column headings from printing on the header label, i.e. will not print dose-times for weekly packs, or week numbers if a monthly dosepack is being used.

Signing Sheet Parameters

Left, Top, Width & Height of Heading & Image	Settings for Left , Top , Width , and Height determine the alignment on the page for the Heading , and Image on <i>MedicoCombo</i> style signing sheets (<i>Default</i> , <i>With Date</i> , and <i>Monthly</i>). Measurements are in tenths of millimetres. See Dosepack and Signing Sheet Alignment for further details.
Type	Press spacebar to select the format of signing sheet required. See the Signing Sheet Types section for available types.
Allow reverse column	Reverses order of dose-times on signing sheet (only if Reverse column is ticked under Dosepack Parameters).
Only Show used grids	When ticked, only prints those grids where medication is to be given, e.g. if a monthly dosepack only has breakfast items, then only the top left grid will print. Note: applies to <i>Medico</i> signing sheets, specifically to <i>Default</i> and <i>With Date</i> style signing sheets.
Print prn record	Tick to print out a signing sheet for PRN and/or non-packed items, with patient details, on a separate sheet of paper following the signing sheet printout.
Use original direction	Tick to print the directions as they appear on the original prescription item rather than directions in dosepack item, which may have been altered.
Print date in dose grid	Prints the date at each signing point advanced by the appropriate number of days from the dosepack Start Date for <i>MedicoCombo</i> style signing sheets (<i>Default</i> , <i>With Date</i> , and <i>Monthly</i>), but <i>only</i> when Use plain paper is also selected. Also applies to <i>QS</i> style signing sheet.
Use plain paper	If ticked this will print the grid when printing to plain paper. Applies to <i>MedicoCombo</i> type signing sheets, i.e. <i>Default</i> , <i>With Date</i> , and <i>Monthly</i> .

Prescription Summary Parameters

Dosepack & Signing Widths <i>for Medicine, Appearance, Usage, Direction, Dose, Total, Rx. No. & Photo</i>	Settings for what prints at the top of dosepacks and signing sheets. The measurements determine the width of the column for each of the parameters, i.e. Medicine, Appearance , etc., in tenths of millimetres. For a parameter column to display, the column width needs to be greater than zero. See Prescription Summary Parameters for further details.
Expand Direction <i>for Dosepack & Signing</i>	Expands the sigs to full directions on the Prescription Summary of dosepacks and/or signing sheets, as ticked. This option is automatically set when using MedicoCombo- or MedicoCombo Flip defaults for both dosepacks and signing sheets.
Reverse Column <i>for Dosepack & Signing</i>	Reverses the order of the columns of the dose-time matrix on dosepacks and/or signing sheets, if ticked. This option is automatically set when using MedicoCombo- or MedicoCombo Flip defaults for both dosepacks and signing sheets. Note: the dosepack matrix only appears on the prescription summary if a width has been assigned to Dose .
Show All Medicines <i>for Dosepack & Signing</i>	Lists all medicines in the Dosepack Item Section , even those without dose-times, on dosepacks and/or signing sheets as long as they are marked as being In dosepack in the Medicine Options Section . Note: this option does not override On signing sheet in the Medicine Options Section , i.e. On signing sheet has to be ticked for the medicine to print on the signing sheet.
Expand Appearance <i>for Dosepack & Signing</i>	The abbreviated appearance of medicines expands out on the prescription summary when this option is set. Note: the Appearance column only appears on the prescription summary if a width has been assigned to it.

Press **Next Page F11** for more options.

EDIT DOSEPACK TYPE PG3

General settings

Send to ScriptPro	Exports dosepack data to ScriptPro when printing.
Don't check start date matches start day	When set, stops checking that the Start date and the Start day of the dosepack agree. Note: if this option is ticked it is possible to print dosepacks and signing sheets where the date and the day don't match, e.g. if Print date in dose grid or Print date on blisters is ticked.
Include warnings in directions	Standard cautionary and advisories will be included when this option is set. This option is ticked by default when using MedicoCombo- or MedicoCombo Flip defaults . Note: Changing the status of this option will only affect <i>new</i> scripts added to the dosepack.
Alternative appearance order	Appearance will be shown by <i>colour, shape, other</i> , then <i>size</i> when this option is set, as opposed to <i>size, colour, shape</i> , and then <i>other</i> , which is the default order.
Show blister sequence number	Tick to show the sequence in which the blisters in the dosepack are to be opened; the sequence number is shown in brackets in each dose-time. Helps patients who are struggling with their packs to select the right blister; the patient can just follow the sequence numbers.
Hide	Tick to hide dosepack type. Hidden dosepacks types are still able to be used.
Sort items by	Press spacebar to show option available by which to list the dosepack medicines on the Edit Dosepack screen and on dosepacks and signing sheets. The options include sorting by Date/time added to pack, Medicine name A-Z , and Chart section by either date or medicine name. Press Update Packs F9 and select 6 Sort order on Edit Dosepack Type Pg1 to update all packs with the new sort order.
Meditec ADS settings	<i>Not relevant to MedicoCombo style dosepacks.</i>

Medico settings

Days strip left margin, & Days strip bottom margin	Settings for these parameters determine the alignment of the days strip (which prints at the bottom of non-flipped dosepacks). Measurements are in tenths of millimetres. See Dosepack and Signing Sheet Alignment for further details.
Flip combo top margin	Flip combo top margin is the distance from the days strip that the dosepack starts printing for flip style dosepacks. Measurements are in tenths of millimetres. See Dosepack and Signing Sheet Alignment for further details.
Print dosepack suitable for flip type folder	When set, this option causes the dosepack to print upside down, leaving the header label and days strip unaltered. Note: if this option is ticked and the next option, Rotate flip type for printing , is <i>not</i> ticked, then the dosepack paper will need to be rotated 180° after printing regular <i>MedicoCombo</i> (i.e. non-flipped) dosepacks.
Rotate flip type for printing	If the above option, Print dosepack suitable for flip type folder , is set, ticking this option causes the printing on the dosepack to invert so that the dosepack paper does not need to be rotated.
Print date on blisters	Prints the date the dose is to be taken on each individual blister. Set by default.
Print pkd + Chk on dosepack	Prints <i>Pk:</i> and <i>Ck:</i> below the patient's NHI number at the top of the dosepack with space for staff to add their initials when they have packed and checked the dosepack.
Print dosepack notes on Fix-It patch	This prints the dosepack Note on the patches at the top left of the dosepack paper where it says <i>Fix-it Patch for your convenience</i> .
Notes left, Notes top, Notes width & Notes height	Settings for these parameters determine the alignment of the dosepack Note on the Fix-it patch. Measurements are in tenths of millimetres. See Dosepack and Signing Sheet Alignment for further details.
Print barcode on dosepack label	Not available for <i>MedicoCombo</i> type dosepacks. Used when exporting to robots e.g. <i>Alpaca</i> type dosepacks.
Barcode left, Barcode top, Barcode width & Barcode height	Not used for <i>MedicoCombo</i> type dosepacks. Settings for these parameters determine the alignment of the barcode on dosepacks such as the <i>Alpaca</i> type.

Press **Next Page F11** for more options.

EDIT DOSEPACK TYPE PG4

The Prompt settings *Not relevant to MedicoCombo style dosepacks.*

Nimrod settings settings *Not relevant to MedicoCombo style dosepacks.*

QS signing sheet settings

Medicine summary lines Enter the number of prescription summary lines leave room to display at the top of the signing sheet. The default, shown as 0 (zero), is set to eight lines. What details are displayed on those lines, and the width of those columns, can be altered; see [Prescription Summary Parameters](#) for further information.

Reverse row Set this option to print the **Row** headings, i.e. the days of the week, in the reverse order to that listed in [Dosepack Headings](#) section; e.g. *Sun, Sat, Fri*, etc. instead of *Mon, Tue, Wed*, etc.

Apotex settings *Not relevant to MedicoCombo style dosepacks.*

Medpak signing sheet settings

Print medicine summary A prescription summary prints at the top of the signing sheet when this option is set. What details are displayed, and the width of those columns of information, can be altered; see [Prescription Summary Parameters](#) for further information.

Toniq signing sheet settings

Don't show conditions	Hides patient conditions on <i>Toniq</i> signing sheets when ticked. Note: only LTC <i>conditions</i> show when unticked, other LTC items, such as LTC PF (patient factors), LTC MH (mental health), and LTC PP (polypharmacy), do <i>not</i> print, whether this option is set or not.
Don't show signing register	Hides the signing register, where staff's full name and initials are recorded, when ticked. Is set by default when MedicoCombo defaults are used.
Use codes from National Medication Chart Standard	National Medication Chart Standard non-administration codes are displayed when ticked, otherwise non-standardised codes are shown. Is set by default when MedicoCombo defaults are used.
Split signing area	Splits the signing area into two, for recording the administration code and staff initials in separate places, when ticked. Set by default when MedicoCombo defaults are used.

Toniq PRN settings

Don't show signing register	Hides the signing register, where staff's full name and initials are recorded, when ticked. Set by default when MedicoCombo defaults are used.
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DOSEPACK AND SIGNING SHEET ALIGNMENT

The examples below give a visual representation of the measurements used to adjust Medico Combo dosepacks and signing sheets. If your printout is still not lining up properly, please call Toniq for assistance.

Note: all measurements entered are in tenths of millimetres.

TOP OF PAGE

The main element which prints at the top of *both* dosepacks *and* signing sheets is the prescription summary. The parameters are marked in yellow in the following example. The **Prescription Summary Parameters** setup is explained in full in the sub-section below.

The image shows a sample printout of a medication dosepack and signing sheet. The printout includes patient details, a list of medicines, directions, and a weekly medication schedule. Purple arrows and dashed lines indicate key alignment measurements: 'Main heading height' (the top section), 'Column heading height' (the weekly schedule headers), and 'Row heading width' (the individual medication rows). Yellow arrows and dashed lines indicate 'Medicine - Width', 'Direction - Width', and 'Rx. No. - Width' for the prescription summary parameters.

Shown in purple on the example above are the **Main heading height**, **Column heading height**, and **Row heading width**, the settings for which are on **Edit Dosepack Type Pg1**:

- The **Main heading height** is the space allowed for patient dosepack details and the prescription summary at the top of the dosepack or signing sheet. Practically, decreasing or increasing it helps align the solid printed line with the pre-printed dashed line below the column headings, and correspondingly, moves the dosepack rows up or down. Along with **Dosepack - Height**, this assists getting the individual blisters in the right place vertically.
- The **Column heading height** effectively controls the font size of the column headings; increasing or decreasing the height increases or decreases the size of the text. To keep dosepack alignment correct, the

Main heading height needs to be adjusted by the corresponding amount, e.g. if the **Column heading height** is increased by 20 the **Main heading height** must be reduced by 20.

- Increasing or decreasing the **Row heading width** moves the dosepack columns right or left. In conjunction with **Dosepack – Width**, use this setting to get blisters in the right place horizontally.

Note: use the + symbols to help line up the dosepack rows and columns. They are intended to go in the centre of the pre-printed circles, slightly below and to the right of the perforations.

PRESCRIPTION SUMMARY PARAMETERS

The prescription summary, printed at the top of dosepacks and signing sheets (and indicated in yellow in the example above), can display one or more of the following parameters:

- Medicine name
- Appearance
- Usage
- Directions
- Dose matrix
- Total (i.e. the quantity entered on the prescription)
- Script number
- Patient photo

It is unlikely that all the options will be chosen, as there is physically not enough room to print them all without compromising the width of some of the more important fields, e.g. medicine name or directions.

It is possible to display differing prescription summaries on dosepacks and signing sheets using the same dosepack type; there are separate fields for widths of the parameters for each of them.

Widths		Widths			
	Dosepack	Signing		Dosepack	Signing
Medicine	600	500	Dose	0	100
Appearance	0	0	Total	0	0
Usage	0	0	Initial	0	0
Direction	640	720	Rx. No.	140	140
			Photo	0	0

To display one of these parameters as a column on the prescription summary, the corresponding width (in tenths of millimetres) must be greater than zero. This is set on **Edit Dosepack Type Pg2**.

The sum of all the parameter widths must be less than or equal to the **Width** setting of the dosepack or signing sheet (found on **Edit Dosepack Type Pg1**).

Note:

- There is a default space of 1mm between all parameter columns which must be taken in to consideration when calculating the sum of widths.
- The width value of **Dose** is only for one dose-time. There are four doses on a dosepack, so this value must be multiplied by four to calculate the total width.

Values to customise the layout can be calculated easily by simple arithmetic; see [Example Calculation](#) below. All measurements are made in tenths of millimetres.

EXAMPLE CALCULATION

To display **Medicine**, **Appearance**, **Direction**, **Dose**, and **Rx. No.** on a *Medico* style dosepack, the values (in tenths of millimetres) are calculated as follows:

Parameter	Width	Number of Columns	Total Width
Medicine	340	1	340
Appearance	125	1	125
Direction	400	1	400
Dose	100 (each)	4	400
Rx. No.	140	1	140
Column spacing	10 (each)	Total Columns – 1 = 7	70
Total Width			1475 = Dosepack Width

The following example (printed on plain paper) shows a dosepack prescription summary with the above measurements and a **Font size adjust** of -2. **Note:** the directions are cut short in this example and may not pass audit.

30/12/2016 **Albert Einstein, Tonic Institution, 100 Main Road.**
 NHI: ABC1235 Dr D Doctor.
 Prepared by This Pharmacy, 10 The Crescent, Anytown.

Medicine	Appearance	Direction	Week 4	Week 3	Week 2	Week 1	Rx No
Colecalciferol 1.25mg Capsules	yw ov	Take ONE capsule ONCE monthly	1	1	1	1	15599/2
Paracetamol 500mg		Take TWO tablets FOUR times daily. Maximum of	2	2	2	2	No Rx
Furosemide 40mg Tablets	med wh by rd sc *F]	Take ONE tablet ONCE daily in the morning	1	1	1	1	15604/2
Potassium chloride 600mg SR Tablets		Take ONE tablet with food ONCE daily in the mor	1	1	1	1	15605/2

DOSEPACK ALIGNMENT

The dimensions of the printable area of the dosepack, excluding the label, fix-it patch, and days strip, are described by the **Dosepack – Left**, **– Top**, **– Width**, and **– Height** settings. They can be set on [Edit Dosepack Type Pg1](#), and are shown in **red** in the example below:

The diagram illustrates the layout of a dosepack with various alignment dimensions highlighted in red. The main content area is bounded by 'Dosepack - Left', 'Dosepack - Top', 'Dosepack - Width', and 'Dosepack - Height'. The layout includes a header with the date '30/11/2016' and patient name 'Mr Albert Einstein, Tonic Institution, 100 Main Road'. Below this is a list of medicines and their directions. A weekly breakdown table follows, showing breaks for each week. At the bottom, a 'Day strip' is shown with days of the week labeled: Tue, Mon, Sun, Sat, Fri, Thu, Wed. A 'Fix-it Patch for your convenience' is located on the left side of the dosepack.

- The **Dosepack – Left** and **– Top** settings generally do not need to be adjusted. They are the left and top margins of the dosepack and are the starting point for a number of other parameters listed below, such as the **Main heading height**, **Dosepack – Width**, and the left hand margin of the prescription summary. The **Dosepack – Top** value is 0 (zero) by default and cannot be a negative number.
- The **Dosepack – Width**, and **– Height** not only set the right and bottom margins, but also affect the *spread* of the columns and rows across and down the page. What this means in practical terms is that when the last row or column is more misaligned than the first one, i.e. the + symbols (printed to help align dosepacks) are not the same distance away from the centre of the pre-printed circles across or down the dosepack, then the **Dosepack – Width** and/or **– Height** need to be adjusted.

DAYS STRIP

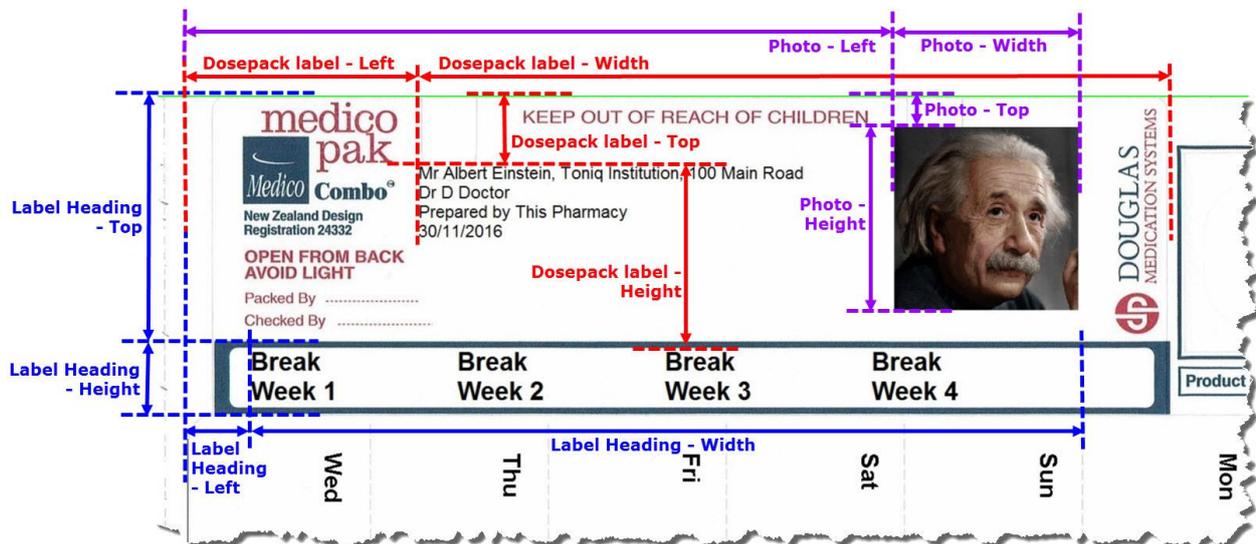
Across the bottom of dosepack is the days strip label. Settings to adjust the placement of the days and date on the days strip are on **Edit Dosepack Type Pg3** and are shown in purple on the example above.

- The **Days strip left margin** moves the days of the week up and down when oriented *as you would read them*, but normally would not need adjusting.
- The **Days strip bottom margin** would be adjusted when the first or last letter(s) of the days or date are being cut off.

Note: if the value of either of these settings is 0 (zero), the default settings are used. These are 150 and 60 for the **Days strip left margin** and **- bottom margin** respectively.

DOSEPACK HEADER LABEL

Alignment of the headings on the Header Label is done from setting on both the **Edit Dosepack Type Pg1** and the **Edit Dosepack Type Pg2** screens.



DOSEPACK LABEL

The parameters which adjust the dosepack label are shown in red on the image above, the settings of which are on [Edit Dosepack Type Pg1](#).

- **Dosepack label – Top** moves the label text (i.e. *Mr Albert Einstein...* in the example) up or down.
- Movement to the left or right is controlled by **Dosepack label – Left**.
- **Dosepack label – Width** and **– Height** are not normally adjusted but move the right and bottom margins as shown.

Note: the size of the font can be increased or decreased by reducing or increasing (respectively) the **No. of Lines** of the [Dosepack Label Parameters](#) on [Edit Dosepack Type Pg2](#).

DOSEPACK LABEL PHOTO

Photo parameters are shown in purple in the example and are adjusted on [Edit Dosepack Type Pg2](#).

- The **Photo – Width** and **– Height** indicate the size of the photo.
- The **Photo – Left** and **– Top** control the position of the photo on the label.

Note: for the photo to print out, both a photo needs to be loaded for the patient and the **Photo on label** tickbox on [Edit Dosepack Type Pg2](#) needs to be ticked.

DOSEPACK LABEL HEADINGS

The blue on the sample label above shows how the label heading positions are able to be altered. These too are adjusted on [Edit Dosepack Type Pg2](#).

- Of particular use is that **Label Heading – Height** increases and decreases the *font size* of the headings.
- The **Label Heading – Top** field adjusts the label headings up or down; e.g., if the heading *Break* was being cut in half by the upper border of the pre-printed box, adding a couple of millimetres would push the heading down to sit within the box.
- **Label Heading – Left** sets the width left margin of the label.
- **Label Heading – Width** adjusts the *spread* of heading across the label.

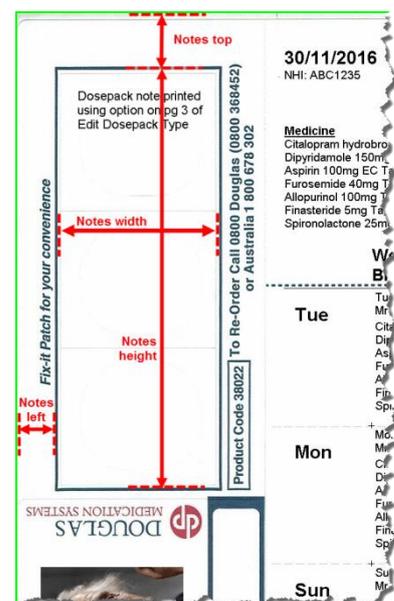
DOSEPACK FIX-IT PATCH (FOR DOSEPACK NOTES)

The parameters of the dosepack notes on the fix-it patch generally do not need to be altered but are self-explanatory, as can be seen in red on the example to the left.

Notes top and **Notes left** mark where the top and left margins of the fix-it patch are and where the note can start printing. **Notes width** and **Notes height** indicated the size of the area where note text is to be printed, i.e. the right and bottom margins of the printable area.

To print the note, [Print dosepack notes on Fix-It patch](#) needs to be ticked on [Edit Dosepack Type Pg3](#).

Note: the dosepack note prints in portrait view, which is at right angles to the pre-printed wording to the left and right of the patch.



SIGNING SHEET ALIGNMENT

Signing sheets which are printed on pre-printed templates can be adjusted as per the image below. When the top left grid (*Breakfast* in the example) is adjusted, the other grids will automatically be adjusted accordingly. See the section [Prescription Summary Parameters](#) to change what is shown above the grids (highlighted in purple).

MEDICATION ADMINISTRATION RECORD

Mr Albert Einstein, Toniq Institution, 100 Main Road. 04/03/2018 Printed 27/02/2018 Page 1
 Dr D Doctor. NHI: ABC1235 Prepared by: This Pharmacy

Medicine	Direction	Bed	Dinner	Lunch	Break	Rx No
Metoprolol succ. 23.75mg CR Tablets	Take ONE tablet once daily. Swallow whole.				1	649856/0
Cilazapril 2.5mg Tablets	Take ONE tablet once daily.			1		649855/0
Aspirin 100mg EC Tablets	Take ONE tablet once daily with food - swallow whole, do not				1	649854/0
Atorvastatin 20mg Tablets	Take ONE tablet once daily. Avoid grapefruit.				1	649853/0
Loratadine 10mg bpk Tablets	Take ONE tablet daily for hayfever/ allergy.				1	649858/0
Codeine phosphate 30mg Tablets	Take ONE tablet ONCE at night for pain				1	649857/0

INSTRUCTIONS
 Place your initial inside the matching square when giving out medication or use one of the following letters:-

- R - Refused
- N - Nausea and Vomiting
- H - Hospitalised
- A - Absent
- D - Refused and Destroyed
- S - Social Leave
- T - Transferred
- WD - Withdrawn
- WH - Withheld

Break	Break	Break	Break		Lunch	Lunch	Lunch	Lunch	
Week 4	Week 3	Week 2	Week 1		Week 4	Week 3	Week 2	Week 1	
				Sat					Sat
				Fri					Fri
				Thu					Thu
				Wed					Wed
				Tue					Tue
				Mon					Mon
				Sun					Sun

SIGNING REGISTER		Dinner	Dinner	Dinner	Dinner	Bed	Bed	Bed	Bed
FULL NAME	INITIAL	Week 4	Week 3	Week 2	Week 1	Week 4	Week 3	Week 2	Week 1

TROUBLESHOOTING

NOTHING PRINTS OR MEDICINE MISSING

- If none of the medicines in a dosepack have doses entered then no dosepack will print.
- Check that there are doses entered for *all* medicines that are to be printed.
- Check that **In dosepack** has been set to **Yes** in the **Medicine Options Section**, and change it under **Edit Item F6** if necessary.
- Check the printer is switched on and available.
- Check the correct printer is selected in either **Devices setup** or the **Edit Dosepack Type** screen (see below).

ERROR: SELECTED DOSEPACK PRINTER IS NOT AVAILABLE

- Has the usual printer recently been replaced or moved? If so a new driver may have to be installed on the appropriate computer(s).
- There are two places in which a printer for dosepacks can be selected:
 1. Under **Devices setup**, go to:

- 7. Administration
- 1. Setup
- 3. Printer Setup
- 3. Devices Setup

Choose the appropriate printer in the **Dosepack** field.

2. The **Edit Dosepack Type** screen:

- 5. Dosepacks/Charts
- 7. Administration
- 6. Edit Dosepack Types

Then press **spacebar** to choose the **Dosepack type** to edit and select the required printer in the **Dosepack** field under **Printer settings**.

*The printer selected in the **Edit Dosepack Type** screen overrides any in **Devices setup** screen; dosepacks will print to the one selected in **Devices setup** by default, unless one has been specified in **Edit Dosepack Type**.*

If the printer is selected in the **Devices setup** screen then *all* dosepack types will use it if they do not have a printer specified in their respective **Edit Dosepack Type** screens.

A printer selected in the **Devices setup** screen is specific to that computer because the printer path is not stored in the database but in the registry. This allows *all* computers to use their own printer path whether it be network or local.

If a printer has been specified in the **Edit Dosepack Type** screen the printer path is stored in the database and is common to all computers. Potentially not all computers will be able to use it. If the printer is networked, the network path, e.g. `\\Disp1\Dosepacks`, can be selected and all computers that have that network printer installed can use it. However Disp1 cannot because it will have the local driver installed, i.e. *Dosepacks*, and these path names are different. Conversely, if that printer is selected in the **Edit Dosepack Type** screen on Disp1 then it will be the local printer driver and *only* Disp1 can print dosepacks.

HEADER LABEL TEXT IS WRONG

- The header label text does *not* update automatically if a patient changes address or Institution; the text will have to be manually changed to reflect the changes.

CAN'T REMOVE A PATIENT FROM AN INSTITUTION

- An Institution can only be removed from the **Edit Patient** screen; go to the **Dosepack Details** section on page 2 of **Edit Patient**, delete the Institution, then press **Enter** to accept the change, and **Accept Details F12**.

NO RECEIPTS PRINTING

- Patients in an Institution by default do not get receipts. If receipts are required then the option **Auto receipt** must be ticked in the **Miscellaneous Details** section on page 2 of the **Edit Patient** screen.

MEDICINE NAME IS WRONG

- Check that the *prescription item* is up to date and correct. If the medicine name has been manually altered in the dosepack it will show in **red**. Manually altered medicines only print in the blister. The **Original medicine name** taken from the prescription item is printed elsewhere.

CAN'T CHANGE A DOSEPACK FROM WEEKLY TO MONTHLY OR VICE VERSA

- The dosepack cannot be changed if it is assigned to a prescription cycle. One of the following must occur to allow the change:
 - Dosepack removed from the prescription cycle
 - Dosepack assigned to a different cycle with the required **Monthly** or **Weekly** cycle
 - The current Rx cycle is edited and changed to be weekly or monthly as required. This will change *all* dosepacks assigned to the current prescription cycle.

UNWANTED MEDICINE LABELS WHEN PROCESSING DOSEPACKS

- When dispensing for dosepacks and no labels are required, from the prescription processing screen press **Other F10** either just before or immediately after selecting the patient required and select **Dosepack prescriptions**. This option:
 - Stops labels for tablets and capsules being printed
 - Displays a list of other patients in the Institution the patient was in at **End Visit**

To exit out of **Dosepack Mode**, escape back to the **Main Menu**.

PATIENT STRUGGLING WITH THE ORDER IN WHICH TO TAKE THE BLISTERS

- Blister sequence numbers helps patients who are having difficulty with their packs, in particular how to select the right blister. The patient can just follow the sequence numbers. To set this option, set **Show blister sequence number** which is on **Edit Dosepack Type Pg3** on the dosepack type the patient uses.