



Webinar – Dispensary Repeats 101 & Auto Texting Repeats (Coming Soon)

May 2024



Repeats

- Leave at 0 (zero) or enter desired quantity or press F7 Repeat until
- Variable repeats accessed after entering directions:
 - Press F9 Vary Repeat
 - Alter quantity and directions
 - (optional) Use F4 Rotate
 - Press F9 Accept

Rotate VarRpt F4					Accept VarRpt F9		
					Variable Repeats		
					Rx	Quantity	Directions
					1	400	vent
					2	200	vent
					3	400	vent
					4	200	vent

Dispensing Repeats

- Access patient history:
 - Small Red box indicates undispensed repeat
 - Red line indicates multiple undispensed repeat
 - Underline indicates dispensed repeat
 - Grey box indicates expired or inactive repeat
 - Grey line means multiple expired repeat
 - Brown box indicates a mix of expired and undispensed repeats
 - Blue numbers indicate an accumulated total (more than 1 dispensing on that day)
 - Green numbers indicate outstanding owing
 - Green box (and H) indicates Held script
 - Turquoise triangle (and U) indicates uncollected item
- Either:
 - Move highlighter to desired cell and press F5 Repeat
 - Or press F4 Repeat All
- Press F11 Auto Accept

Rpts.	Owe/ Status	May 7	Apr 20	Mar 10	Feb 28	Jan 2x	Dec 2x
Strips	U	100		<u>100</u>	100	100	100
Pen	U	9		<u>5</u>	5	<u>10</u>	5
Tablet	U	30					
Tablet	U	28					
Capsul	36	56					
Cream			45				

Inactivating Repeat(s)

- To inactivate an item:
 - Use the history grid to select item
 - Press F2 View then F2 Edit
 - Press F10 Other and select 'Inactivate repeats'
- To inactivate ALL items in visit:
 - Use the history grid to select item
 - Press F2 View (do not press F2 Edit)
 - Press F10 Other and select 'Inactivate all items in visit'
- To reactivate - do the same as above

V - Inactivate repeats/copies

V Inactivate all items in visit

Repeat Options

- From the main menu select 7.Administration, 1.Setup, 3.Printer setup, 2.Label print options
- Personalise as desired:

Repeat label options

Last repeat label text

Use word 'refill' instead of 'repeat' on label

Use word 'before' instead of 'by' on label

Don't print held rx details on last repeat label

Pharmacy closed: Saturday Sunday

Grouped Repeats

- From the main menu select 9. Other, 1.Grouped repeats
- Select Name / Medicine
- Press F11 Next page for options
- Select number of 'Consume' and / or 'Takeaway'
- Press F12 Accept

Edit Rx	Edit Original	Edit Patient	C'nsume	C'nsume All	Take Away	More Details		Other	Next Page	Accept Details
F2	F3	F4	F5	F6	F7	F8		F10	F11	F12
Medicine BIODONE FORTE 5mg/mL Liquid								Item count: 3		
								Patient count: 3		
Rx	Last Dispens...	Patient	Rx Expiry	Repeats left	Consume	Take a...				
382035/2	05/05/24	Donald Duck	03/06/24	4	0	0				
379484/4	05/05/24	Scrooge McDuck	27/05/24	4	0	0				
378468/14	07/05/24	Mickey Mouse	24/05/24	14	0	0				

Automatic Repeat Reminder Texting

A new focus on making Repeat Dispensing easy and smooth

Reduce User
Time burden

Reduce User
Errors

Better Patient
Service

Auto Texting Repeats

Reduce Manual Repetition sending reminders

- Running your Repeat Reminders can now be a set and forget process.
- Simply set up how you want to remind your Patients and what for:
 - Controlled Drugs
 - Expiring Repeats
 - General Repeats
- Watch the Magic work

Dispensing Repeats from Text Replies

F5 Use History

F12 Accept

Y Acknowledge

- When a text is received to the Contact Screen, press F5 Use History
- This shows you patient history grid and even pre-populates the meds the reminder was sent for
- Review and adjust as needed, then F12 and Done, as simple as that your repeat is now dispensed
- Text marked done, can add a reply through your Message templates to let the patient know when to collect

Let's have a look....



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Toniq Help and Knowledge Base

- Further information can be found in the Toniq Knowledge base:

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- Questions?



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