

[NeedsReview](#)

# Dispensing

Dispensing mode only shows if the store is configured correctly on the server. Read how [here](#)


## Patients

When you tap the **Dispensary** icon you will get a list of your patients. You can search for a particular patient using the field in the search bar.



TIP: you can search by first and last name by using a comma. For example: g, j will search for all patients whose last name starts with G and first name starting with J.

←



Dispensary




SYNC ENABLED




SYNC IN PROGRESS





Patients

























Prescribers

 weasley

×

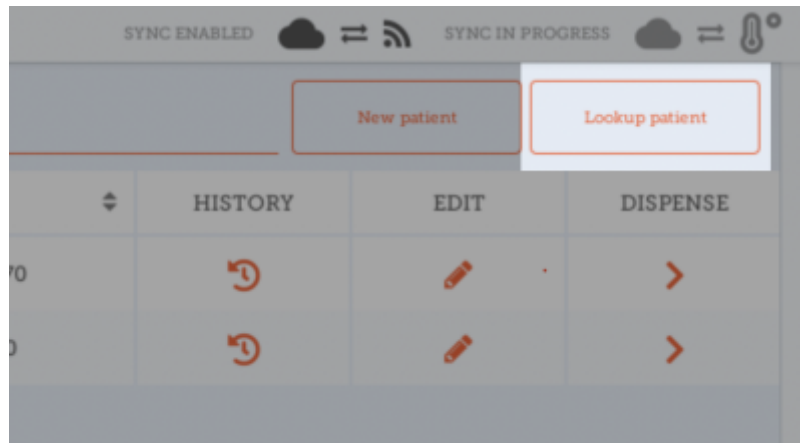
New patient

Lookup patient

CODE	LAST NAME	FIRST NAME	D.O.B	HISTORY	EDIT	DISPENSE
GHOG4	Weasley	Arthur	10 Jun 2020			
GHOG7	Weasley	Bill	10 Jun 1972			
GHOG2	Weasley	Fred	10 Jun 1977			
GHOG3	Weasley	George	10 Jun 1978			
0029/08/00	Weasley	Ginny	30 Apr 1972			
GHOG5	Weasley	Molly	1 Nov 1961			
GHOG6	Weasley	Percy	10 Jun 1975			
GHOG1	Weasley	Ron	10 Jun 1980			

## Searching for a Patient ( on the server )

- If a patient does not exist in your current store, and you have internet access, you can search for the patient on the server
- Click the **Lookup patient** button



- You'll see a new window
- Enter some or all of the patient's first name, last name and/or date of birth and insurance policy number ( if used )
- Click **Search**

Last name

potter

First name

Date of birth

Policy number

Search

Harry	Potter	Fri Feb 18 2000
Lily	Potter	Wed Dec 01 1982
James	Potter	Tue Dec 01 1981

- You will see a list of patients which are configured on the server, but which are not in your local store
- If you see the patient you are looking for, click their name. This will copy their details to your local store and they will appear in your patient list

Dispensary

mSupply

SYNC ENABLED

SYNC IN PROGRESS

Patients

Prescribers

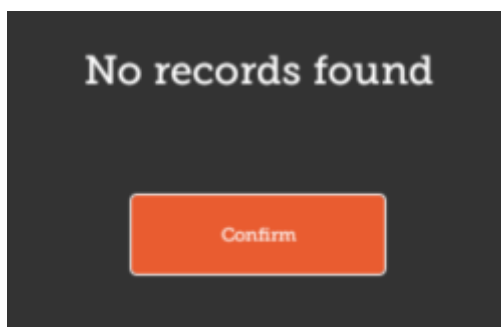
pot

New patient

Lookup patient

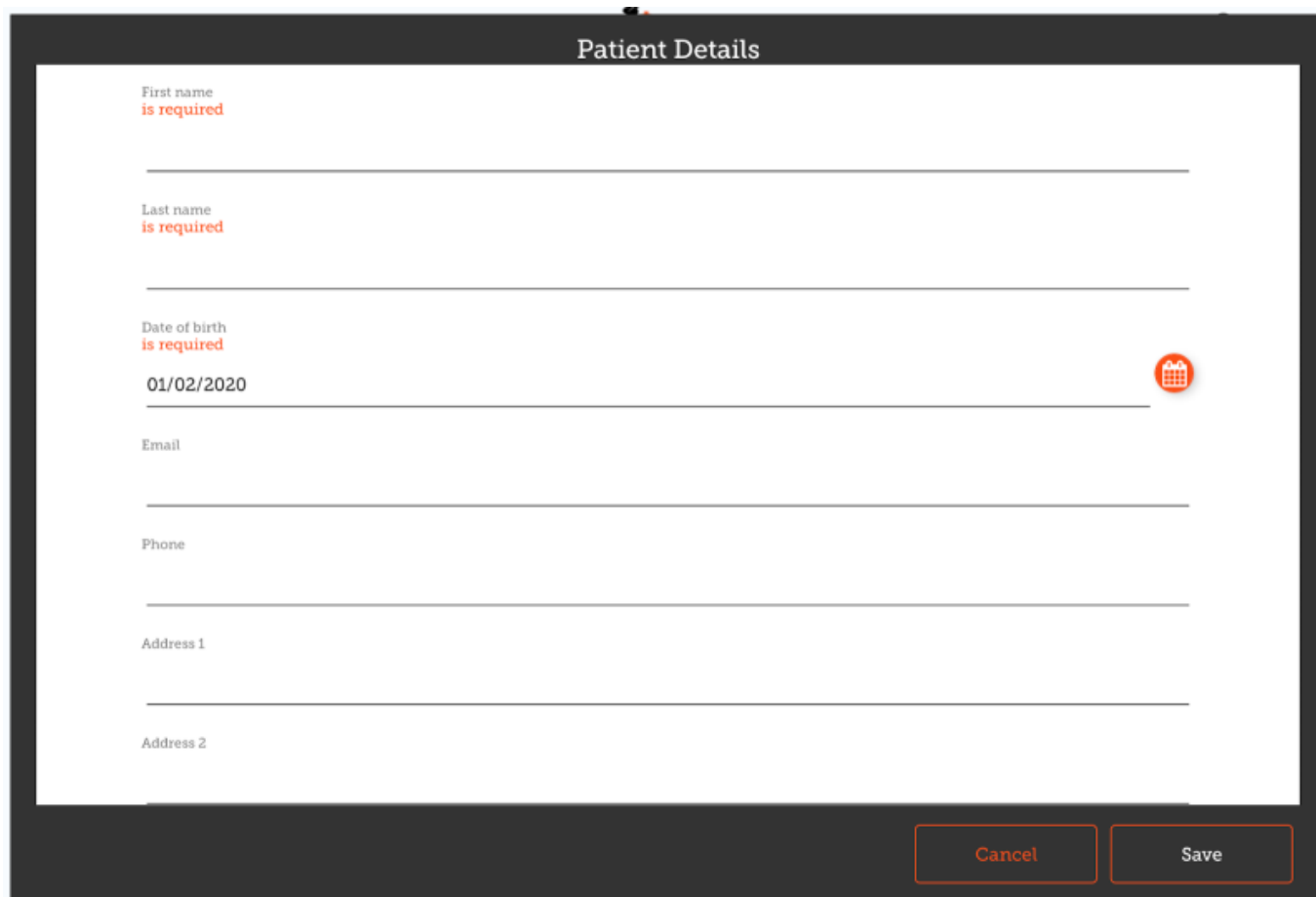
CODE	LAST NAME	FIRST NAME	D.O.B	HISTORY	EDIT	DISPENSE
0029/04/00	Potter	Harry	18 Feb 2000	<div></div>	<div></div>	<div></div>
LP	Potter	Lily	1 Dec 1982	<div></div>	<div></div>	<div></div>

- Note though, that you cannot edit this patient. This is indicated by the book icon in the edit column, rather than the pencil which shows for your local patients.
- If no patients match your criteria you will be shown the message below. Try making your search more general, for example search just for the first letter of their name



## Adding a new Patient

- To create a new patient, tap the **New Patient** button.



- You'll see a new window.
- The fields marked with IS REQUIRED are fields which must be filled in.
- The other fields are optional.
- The Save button will only be enabled if you have filled out all the required fields.
- Once you have entered all the details that are required, tap the **SAVE** button.

### Patient Details

First name  
is required


Joshua

Last name  
is required

Griffin

Date of birth  
is required

25/06/1989



Email

Phone

Address 1

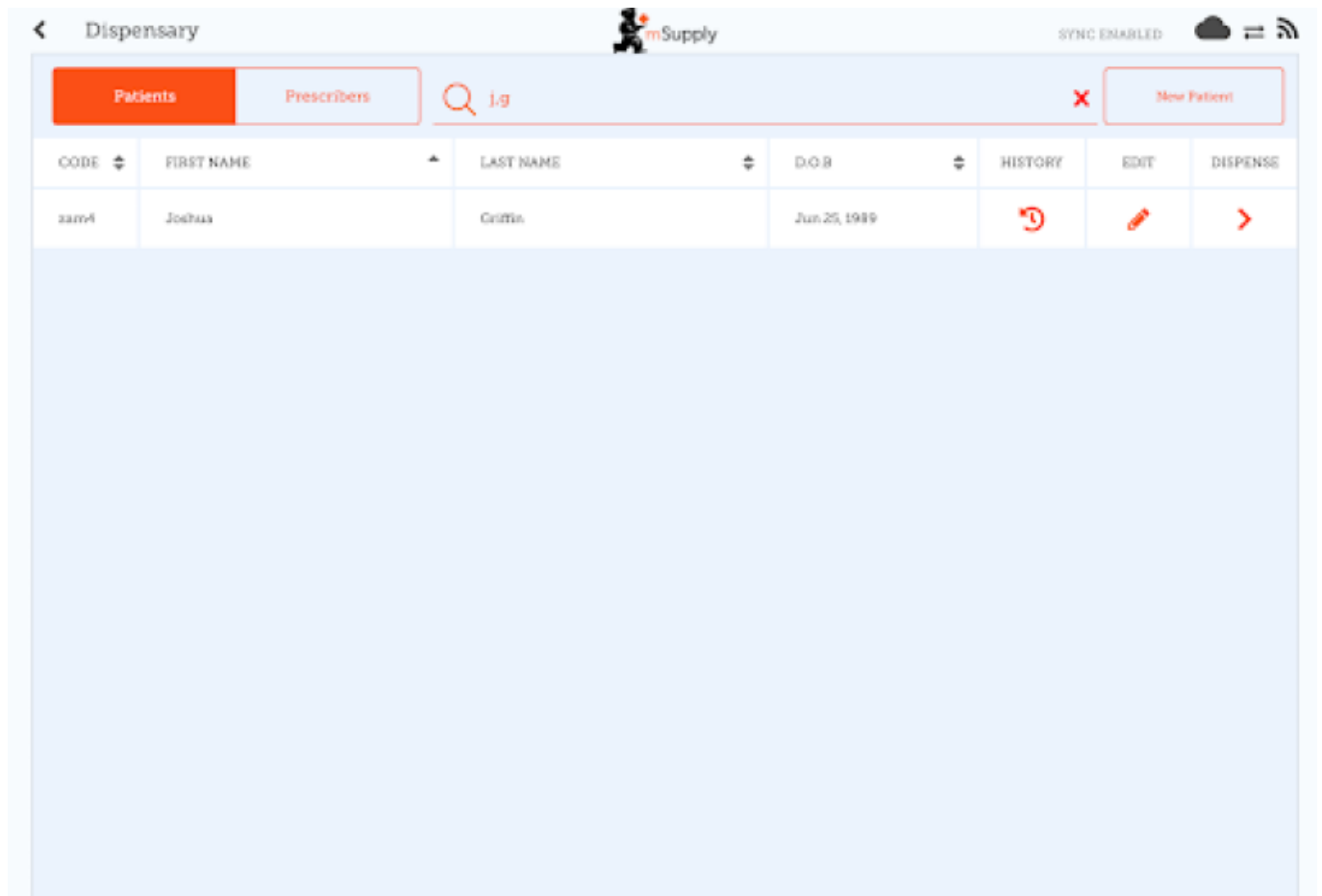
Address 2

Cancel

Save

## Editing a patient's details

To edit a patient's details, tap the **edit** button at the end of the row for that patient. Easy!



CODE	FIRST NAME	LAST NAME	D.O.B	HISTORY	EDIT	DISPENSE
xam4	Joshua	Griffin	Jun 25, 1989			

## Viewing a patient's History

You can also view the history for a patient by tapping the **history** button.

Patient History - Joshua Griffin				✕
ITEM CODE	ITEM NAME	QUANTITY	PRESCRIBER	
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	1	James Smith	

## Prescribers

You can show, add and edit prescribers in just the same way as you do for patients.

Simply tap the “Prescribers” toggle button at the top of the window:

To edit a prescriber, tap the edit (pen icon) button for the row you wish to edit. You're then shown the prescriber's details:

Prescriber Details

First name  
is required

Last name  
is required

Registration code  
is required

Email

Phone

Address 1


Address 2

Cancel



Save



As for patients, only when you've entered all the required fields you'll be able to save the record.

Dispensary



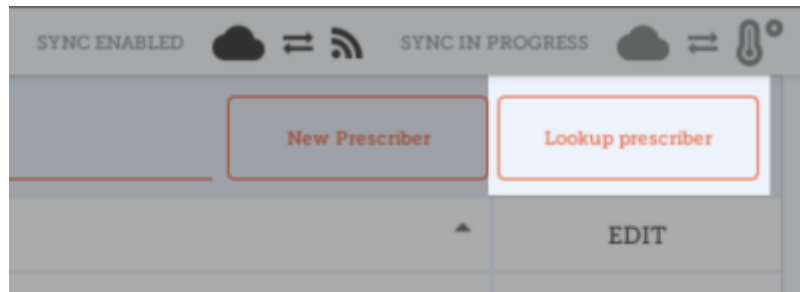
SYNC ENABLED



Patients		Prescribers		New Prescriber	
CODE	FIRST NAME	LAST NAME	EDIT		
J-1234	Jasmine	McKewen			
JS-987	James	Smith			

## Searching for a Prescriber ( on the server )

- If a prescriber does not exist in your current store, and you have internet access, you can search for the prescriber on the server
- Click the **Lookup prescriber** button



- You'll see a new window
- Enter some or all of the prescriber's first name, last name and/or Registration code
- Click **Search**

Lookup prescriber

Last name

p

First name

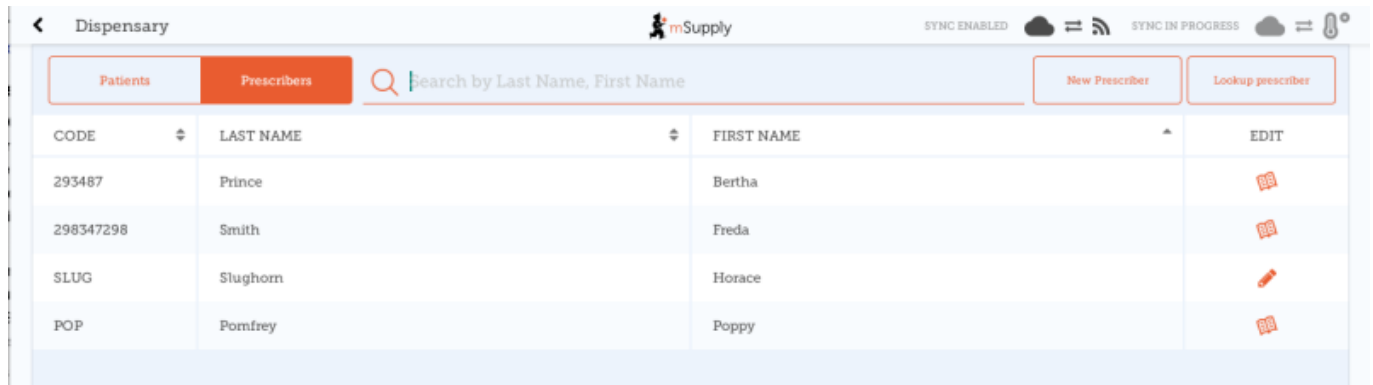
Registration code





Search

Bertha	Prince	293487
Poppy	Pomfrey	

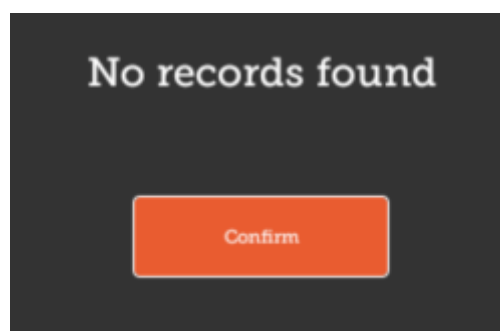
- You will see a list of prescribers which are configured on the server, but which are not in your local store
- If you see the prescriber you are looking for, click their name. This will copy their details to your local store and they will appear in your prescriber list





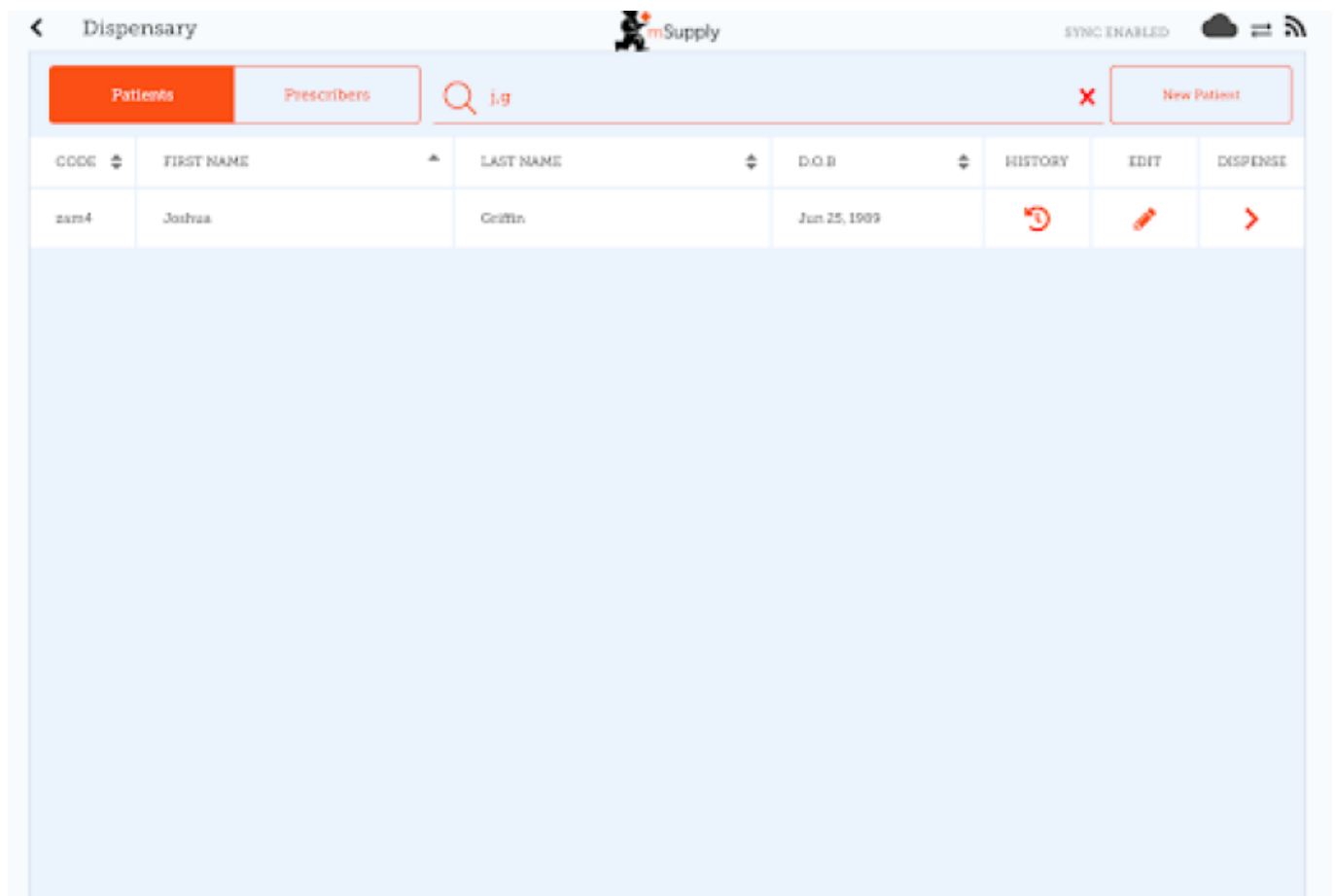
CODE	LAST NAME	FIRST NAME	EDIT
293487	Prince	Bertha	
298347298	Smith	Freda	
SLUG	Slughorn	Horace	
POP	Pomfrey	Poppy	

- Note though, that you cannot edit this prescriber. This is indicated by the book icon in the edit column, rather than the pencil which shows for your local prescribers.
- If no prescribers match your criteria you will be shown the message below. Try making your search more general, for example search just for the first letter of their name



## Dispensing to a patient


- Firstly, find the patient to dispense to (as above for viewing/editing a patient)
- Then click the **Dispense** button on that row.





Dispensing is a three step process. Each step must be completed before you can move to the next step

1. Step 1 you must select a prescriber by clicking on the SELECT icon
  - NOTE: You can press the HISTORY and EDIT icons next to the patients name to edit the patients details or view their history at any time.
  - You can filter the list using the search bar
  - Once you have selected a prescriber, you can edit the prescriber at any time using the EDIT icon next to the prescribers name
2. Step 2: You must select an item to dispense by selecting the row on the left hand side. You can filter the items using the search bar

Prescription 922



SYNC ENABLED  

1

Select the prescriber

2

Select items

3


Finalise

Patient

Joshua Griffin

Prescriber

Jasmine McKewen



CODE	NAME	QUANTITY
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	59
AM18032-0	ACIDE FOLIQUE 5 MG CP	1
AM12040	ACIDE NIFLUMIQUE 400 MG SUPPO	3
AM03065-0	ACIDE TRANEXAMIQUE 500 MG / 5 ML AMP INJ	8
AR47015	AIGUILLE POUR PRELEVEMENT 21G	16
AR47016	AIGUILLE POUR PRELEVEMENT 23G	30
AM02080-0	ALBENDAZOLE 400 MG CP	4
AM02080	ALBENDAZOLE 400 MG CP	96
AY02020	AMODIAQUINE/ARTESUNATE 100/270 MG ADULTE PLQ/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/270 MG ENFANT (6-14 ANS) PLQ/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-11 MOIS) PLQ/3 CP	27

Click on an item to add it

Cancel

Next

You must select at least one row to continue.

Once you select an item, you can adjust the quantity using the + and - buttons, or type quantity into the text area (tap first to bring up the keyboard).

Prescription 922

SYNC ENABLED

1 Select the prescriber Patient Joshua Griffin

2 Select items

3 Finalise Prescriber Jasmine McKewen

CODE	NAME	QUANTITY
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	58
AM18032-0	ACIDE FOLIQUE 5 MG CP	1
AM12040	ACIDE NIFLUMIQUE 400 MG SUPPO	3
AM03065-0	ACIDE TRANEXAMIQUE 500 MG / 5 ML AMP INJ	8
AR47015	AIGUILLE POUR PRELEVEMENT 21G	16
AR47016	AIGUILLE POUR PRELEVEMENT 23G	30
AM02080-0	ALBENDAZOLE 400 MG CP	4
AM02080	ALBENDAZOLE 400 MG CP	96
AY02020	AMODIAQUINE/ARTESUNATE 100/270 MG ADULTE PLQ/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/270 MG ENFANT (6-14 ANS) PLQ/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-11 MOIS) PLQ/3 CP	27

ABACAVIR / LAMIVUDINE 60/30 MG CP

AR33197

Usage directions

1

Cancel Next

You can remove an item using the **X** button.

Type directions for the item into the directions text area.

Once you've updated the quantity, the Next button is available and you can continue to step 3.

Note that clicking cancel, or navigating away from this prescription will **DELETE** this prescription

Prescription 922

SYNC ENABLED

1 Select the prescriber

2 Select items

3 Finalise

Patient: Joshua Griffin

Prescriber: Jasmine McKewen

CODE	NAME	QUANTITY
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	58
AM18232-0	ACIDE FOLIQUE 5 MG CP	1
AM12040	ACIDE NEFLUMIQUE 400 MG SUPPO	3
AM03065-0	ACIDE TRANEXAMIQUE 500 MG / 5 ML AMP INJ	8
AR47015	AIGUILLE POUR PRELEVEMENT 21G	16
AR47016	AIGUILLE POUR PRELEVEMENT 23G	30
AM02090-0	ALBENDAZOLE 400 MG CP	4
AM02090	ALBENDAZOLE 400 MG CP	96
AY02020	AMODIAQUINE/ARTESUNATE 100/275 MG ADULTE PLG/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/275 MG ENFANT (6-14 ANS) PLG/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-11 MOIS) PLG/3 CP	27

ABACAVIR / LAMIVUDINE 60/30 MG CP

AR33197

Usage directions

Cancel Next

- Step 3: You can view the final results of the prescription and add any other details such as a comment.

Prescription 922

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SYNC ENABLED

1 Select the prescriber

Patient Joshua Griffin

Comment: \_\_\_\_\_

2 Select items

Item Details

ABACAVIR / LAMIVUDINE 60/30 MG CP 3

Code AB33297

Directions

3 Finalise

Prescriber Jasmine McKewen

Cancel Complete

Tapping the **Complete** button will finalise the prescription. That means that it's locked- you can't edit it any more.

The screenshot shows the 'Prescription 922' screen in the mSupply application. At the top, there are three numbered steps: 1. Select the prescriber, 2. Select items, and 3. Finalise. The current step is 'Select items', indicated by a red circle with the number 2. The screen displays the patient's name 'Joshua Griffin' and the prescriber's name 'Jasmine McKewen'. A 'Comment' field is visible. The 'Item Details' section shows 'ABACAVIR / LAMIVUDINE 60/30 MG CP' with a quantity of 3. The 'Code' is 'AB33297' and the 'Directions' field is empty. At the bottom right, there are 'Cancel' and 'Complete' buttons. The mSupply logo and 'SYNC ENABLED' status are also visible.

That was easy!. If you've enabled payments, you can go to the next step to receive payment. If not, you'll continue and dispense the next prescription.

## Payments

The payments module needs to be configured on the server, so if it's turned off, you won't see it. Configuration instructions are [here](#) The 2 configuration settings that must be set to “true” are:

- usesDispensarymodule
- usesPaymentsmodule

Once enabled, when you arrive at the summary page where you check the details of a prescription, you will be shown a payment summary and each item will show its price:

Prescription 924

1 Select the prescriber ——— 2 Select items ——— 3 Finalise

Patient: Joshua Griffin Prescriber: Jasmine McKewen

Comment: \_\_\_\_\_

**Item Details**

ABACAVIR / LAMIVUDINE 60/30 MG CP 3

Code: AR33197

Directions: \_\_\_\_\_

**Payment**

Espèce: \_\_\_\_\_

Payment Amount: 30.00

Available credit: 0.00

Credit used: 0.00

Subtotal: 30.00

Change required: 0.00

Total: 30.00

Cancel Complete

The dropdown list under the “Payment” allows you to select the type of the payment. (Types are configured on the server).

**Payment**

Espèce: \_\_\_\_\_

Chèque: 0.00

Carte visa: 0.00

Paiement mobile: 30.00

Payment Amount: 0.00

Total: 30.00

- The **Payment Amount** is the amount the patient is paying
- If they have any available credit, this will be listed under the **Payment Amount**
- There can only be a **Payment Amount** less than the **Total**, if the patient has sufficient available credit to cover the difference.
- The amount of credit is shown under **Credit Used**
- The change required is the amount of change to give to the patient
- It is only possible to finalise a prescription when payments are enabled, when the payment amount is a valid value

Here's an example if the patient doesn't have enough credit:



Prescription 924

mSupply SYNC ENABLED

1 Select the prescriber 2 Select items 3 Finalise

Patient: Joshua Griffin Prescriber: Jasmine McKewen

Comment: \_\_\_\_\_

**Item Details**

ARACAVIR / LAMIVUDINE 60/30 MG CP 3

Code: AR33297

Directions: \_\_\_\_\_

**Payment**

Select an insurance policy: \_\_\_\_\_

Espèce: \_\_\_\_\_

**Payment Amount** 5.00

Available credit: 0.00  
Credit used: 3.00  
**Not enough credit**

Subtotal: 30.00  
Insurance discount rate: 00%  
Insurance discount amount: 24.00  
Change required: 0.00

**Total** 6.00

Cancel Complete

And here's an example of where the payment gave you more in cash than the amount to pay, and you need to give them back change:

Prescription 924

1 Select the prescriber

2 Select items

3 Finalise

Patient: Joshua Griffin

Prescriber: Jasmine McKewen

Comment: \_\_\_\_\_

**Item Details**

ABACAVIR / LAMIVUDINE 60/30 MG CF 3

Code: AR33197

Directions: \_\_\_\_\_

**Payment**

Select an insurance policy \_\_\_\_\_

Espèce \_\_\_\_\_

Payment Amount 30.00 0.00

Available credit 0.00

Credit used 0.00

Subtotal 30.00

Insurance discount rate 80%

Insurance discount amount 24.00

Change required 4.00

**Total 6.00**

Cancel Complete

## Insurance

If the server has insurance providers enabled, the mobile store will also.

This will enable the insurance drop-down list and the **add** button (The orange “plus” button to the right):

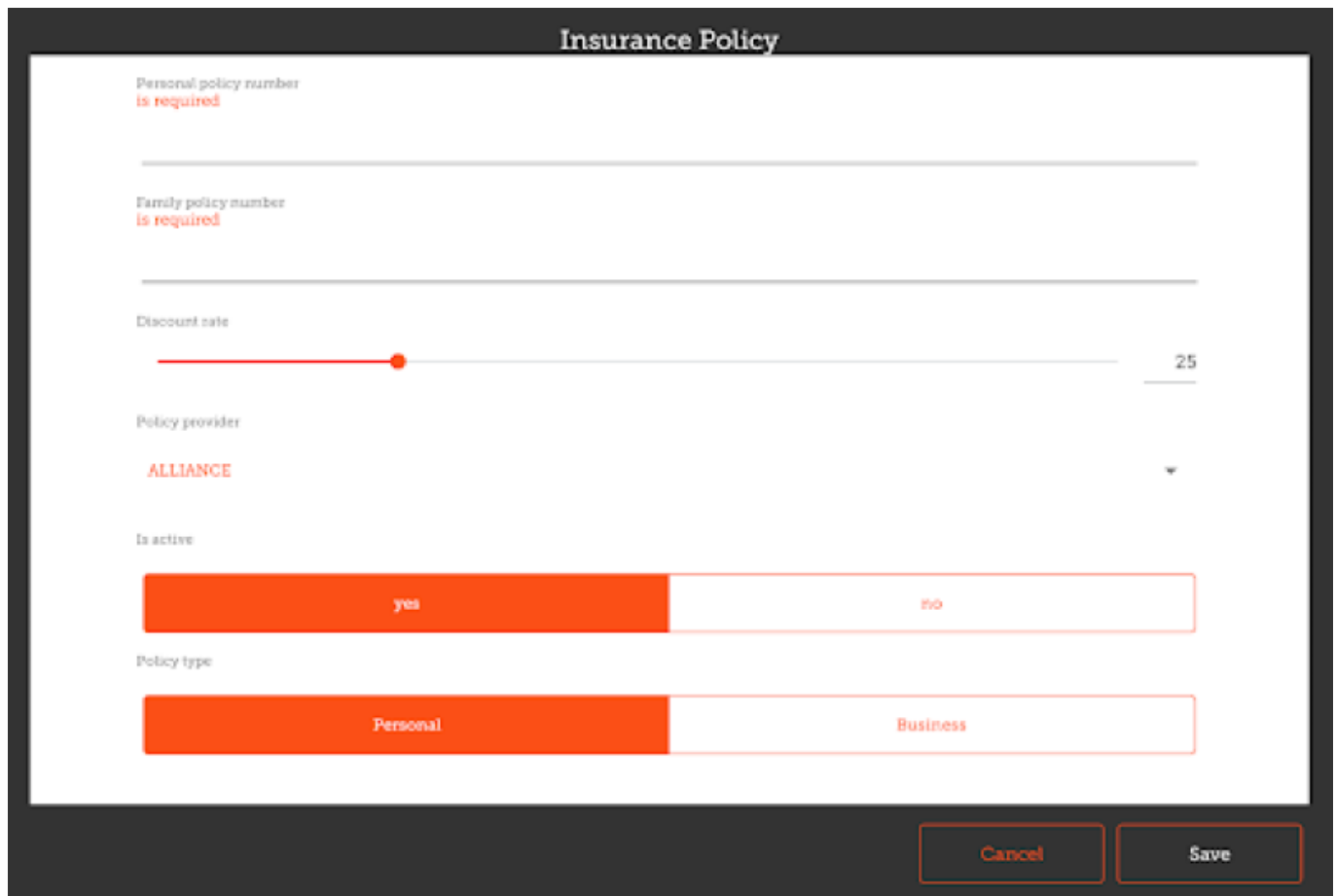
The screenshot shows the 'Prescription 924' screen in the mSupply application. At the top, there are three numbered steps: 1. Select the prescriber (Joshua Griffin), 2. Select items (ARAGAVIR / LAMIVUDINE 60/30 MG CP), and 3. Finalise (Jasmine McKewen). The 'Payment' section is highlighted, showing a dropdown for 'Select an insurance policy' with a red '+' button to add a new policy. Below this, the 'Payment Amount' is displayed as 30.00. A table shows the breakdown: Subtotal (30.00), Insurance discount rate (0%), Insurance discount amount (0.00), and Change required (0.00). The 'Total' is 30.00. At the bottom right, there are 'Cancel' and 'Complete' buttons.

When entering the payment details, if the patient has an insurance policy, you can select it from the drop-down list:

This close-up shows the 'Payment' section with the 'Select an insurance policy' dropdown menu open. The menu displays the selected policy number '123123 456'. To the right of the dropdown are two red buttons: a pencil icon for 'Edit' and a plus icon for 'Add'. Below the dropdown, the 'Payment Amount' is shown as 22.50.

You can use the **Edit** (the “pen”) or **Add** (the “plus”) buttons to add or edit insurance policies.

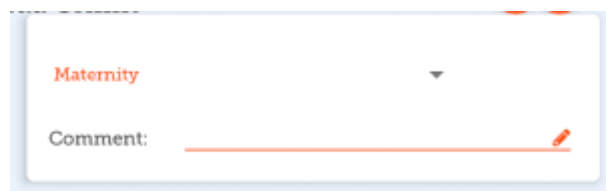
If you click the **Add** button you can add an insurance policy:



The screenshot shows the 'Insurance Policy' form. It includes fields for 'Personal policy number' and 'Family policy number', both marked as 'required'. A 'Discount rate' slider is set to 25. The 'Policy provider' dropdown is set to 'ALLIANCE'. The 'Is active' toggle is set to 'yes'. The 'Policy type' toggle is set to 'Personal'. At the bottom right are 'Cancel' and 'Save' buttons.

The **Save** button is only enabled when you've entered a valid value in each field that is labelled as "required".

If you have set up transaction categories on the server, then you'll be able to choose one at the top left of the window:



The screenshot shows a form with a dropdown menu set to 'Maternity' and a 'Comment:' field with a red pencil icon.

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Last update: **2020/06/10 03:36**

