

[NeedsReview](#)

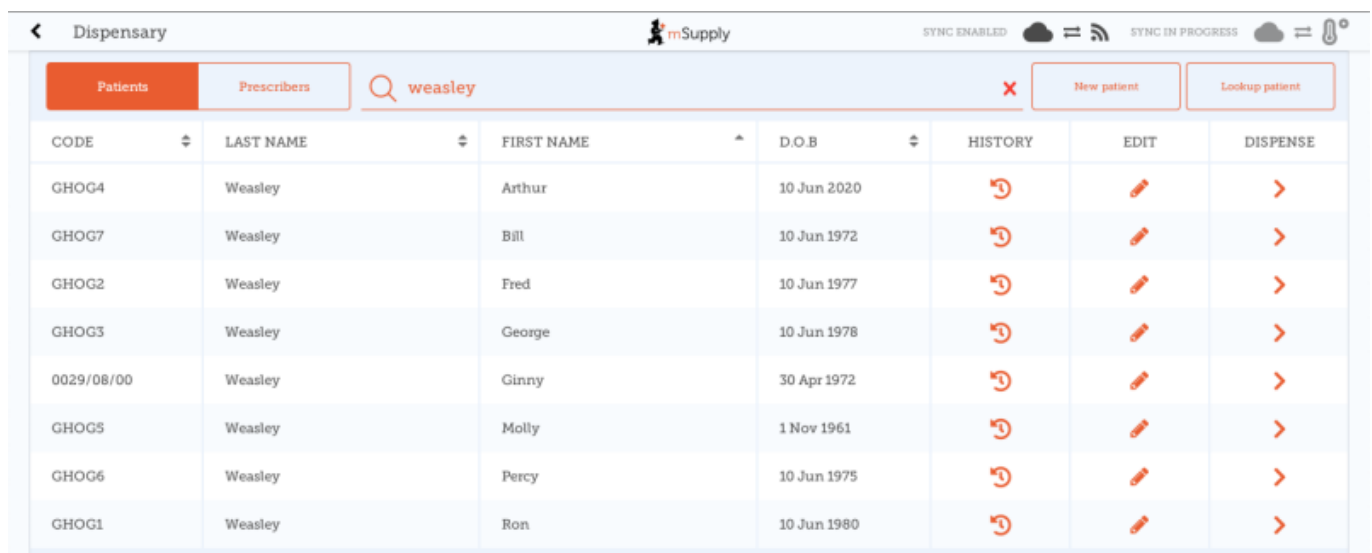
# Dispensing

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.

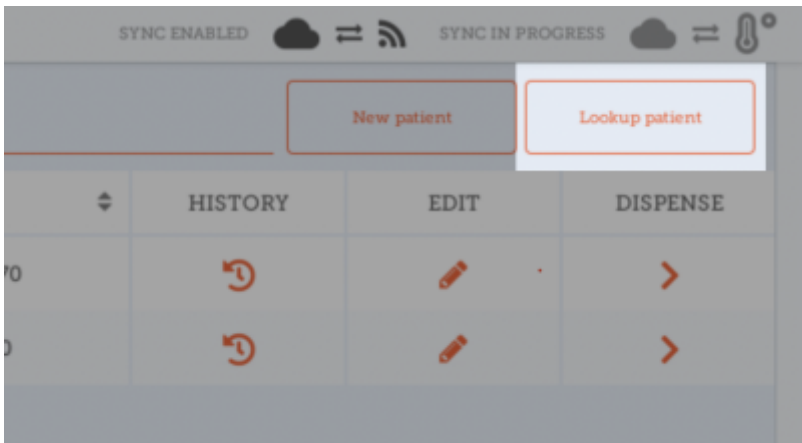


The screenshot shows the mSupply Dispensary app interface. At the top, there is a navigation bar with a back arrow, the title 'Dispensary', the mSupply logo, and status indicators for 'SYNC ENABLED' and 'SYNC IN PROGRESS'. Below the navigation bar, there are two tabs: 'Patients' (selected) and 'Prescribers'. A search bar contains the text 'weasley'. To the right of the search bar are two buttons: 'New patient' and 'Lookup patient'. Below the search bar is a table with the following columns: CODE, LAST NAME, FIRST NAME, D.O.B, HISTORY, EDIT, and DISPENSE. The table contains eight rows of patient data.

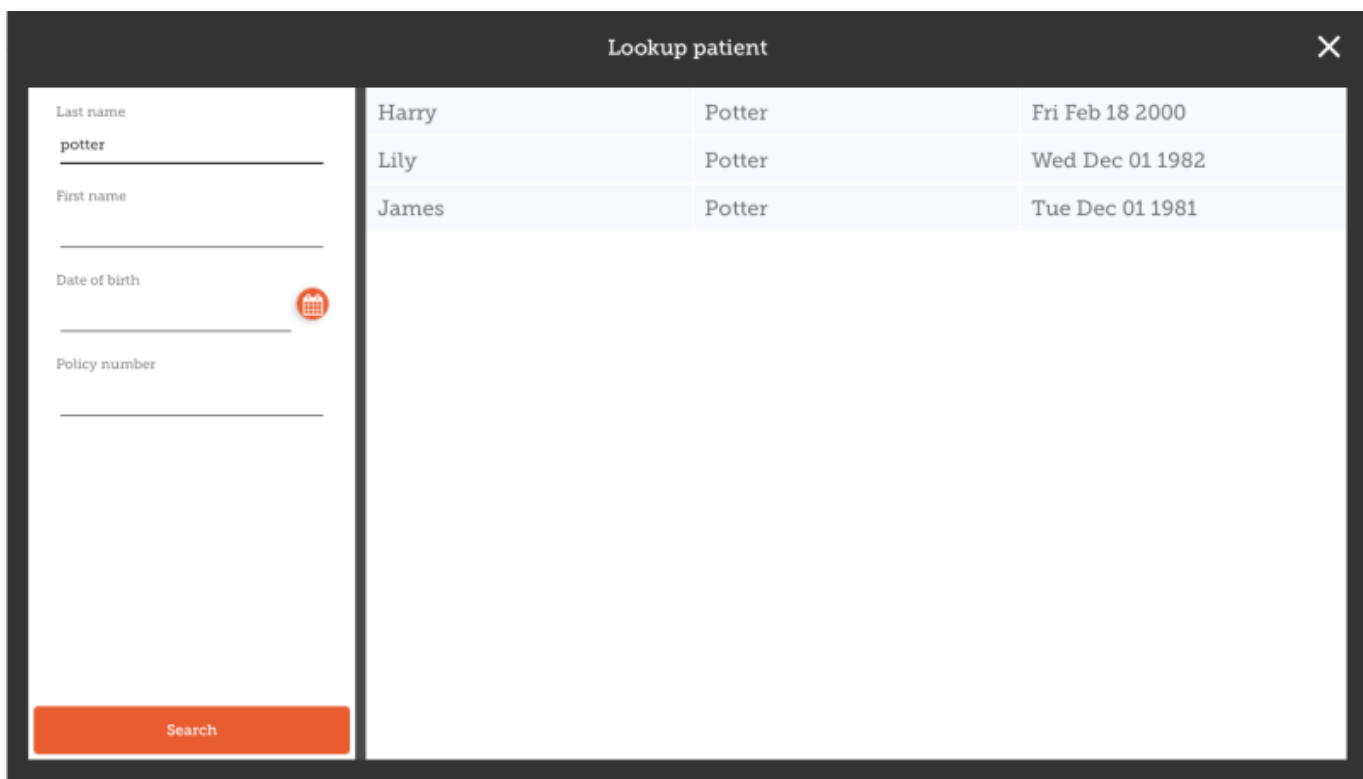
CODE	LAST NAME	FIRST NAME	D.O.B	HISTORY	EDIT	DISPENSE
GHOG4	Weasley	Arthur	10 Jun 2020			
GHOG7	Weasley	Bill	10 Jun 1972			
GHOG2	Weasley	Fred	10 Jun 1977			
GHOG3	Weasley	George	10 Jun 1978			
0029/08/00	Weasley	Ginny	30 Apr 1972			
GHOG5	Weasley	Molly	1 Nov 1961			
GHOG6	Weasley	Percy	10 Jun 1975	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

### Searching for a Patient ( on the server )

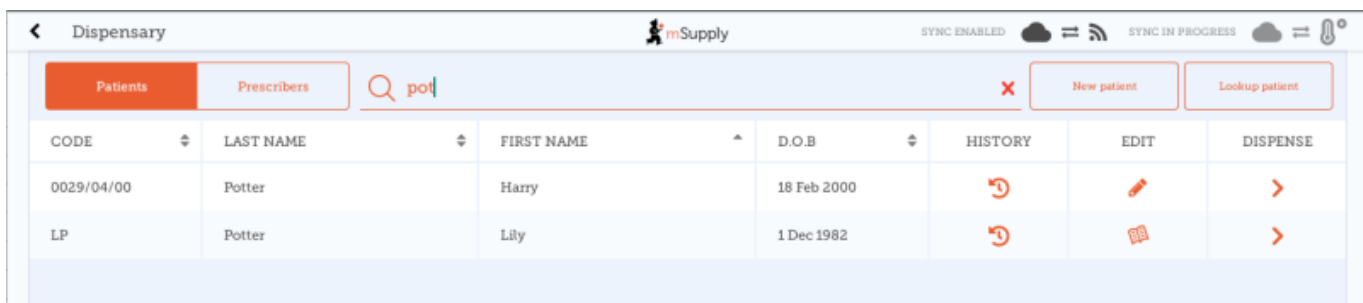
- If a patient does not exist in your current store, and you have internet access, you can search for the patient on the server
- Click the **Lookup patient** button



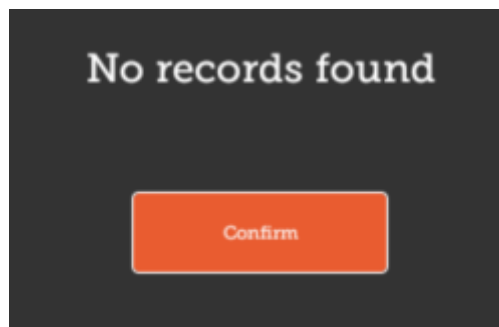
- You'll see a new window
- Enter some or all of the patient's first name, last name and/or date of birth and insurance policy number ( if used )
- Click **Search**



- 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



- 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.

Patient Details

First name  
is required

Last name  
is required

Date of birth  
is required

01/02/2020

Email

Phone

Address 1

Address 2

Cancel Save

- 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

---

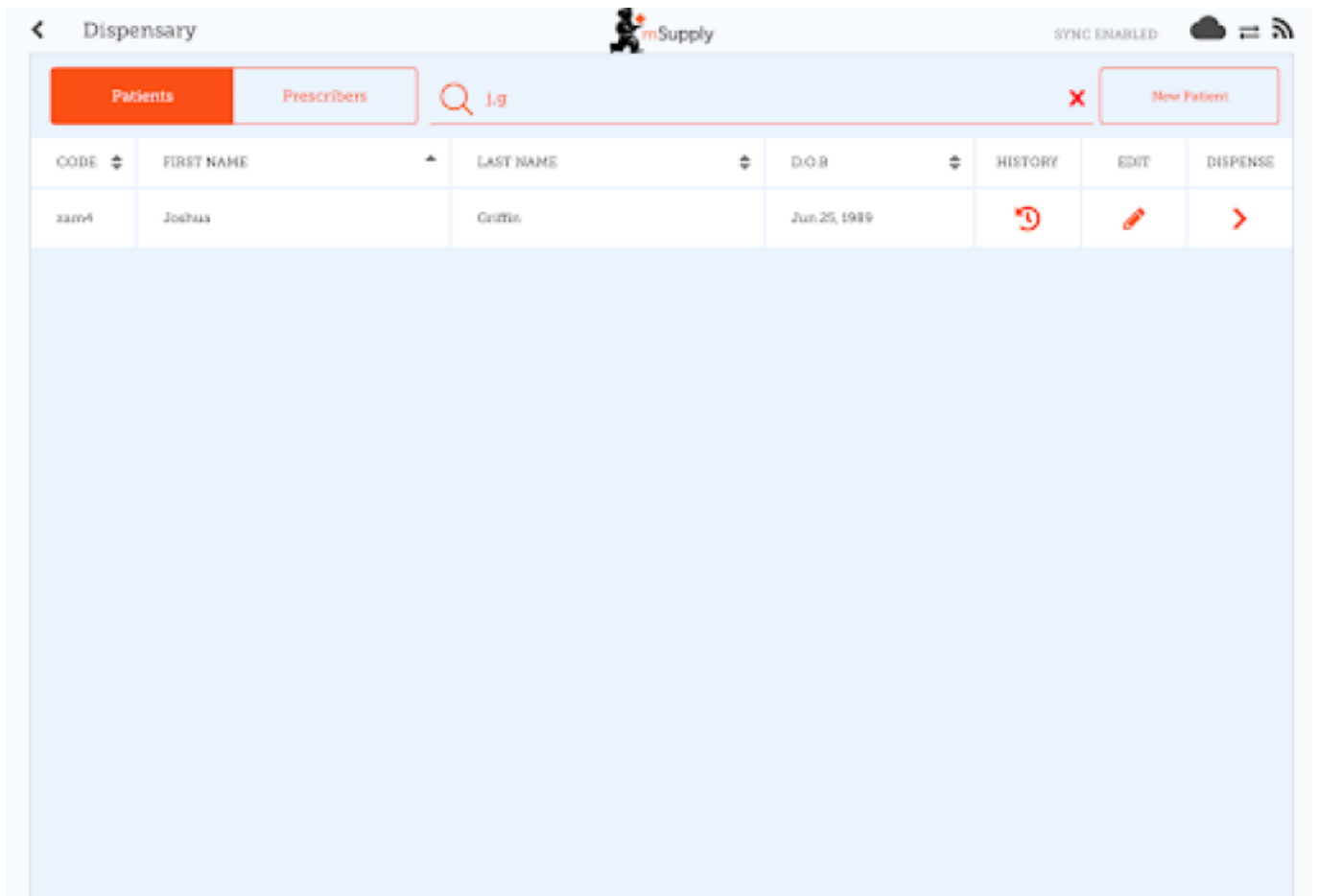
Address 2

---

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!



### Viewing a patient's History

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

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.

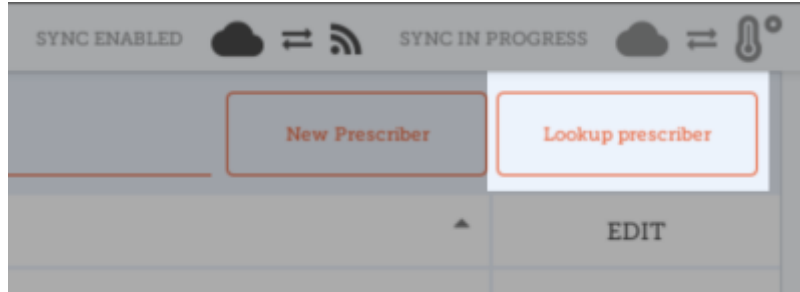
Dispensary mSupply SYNC ENABLED

Patients Prescribers 🔍 New Prescriber

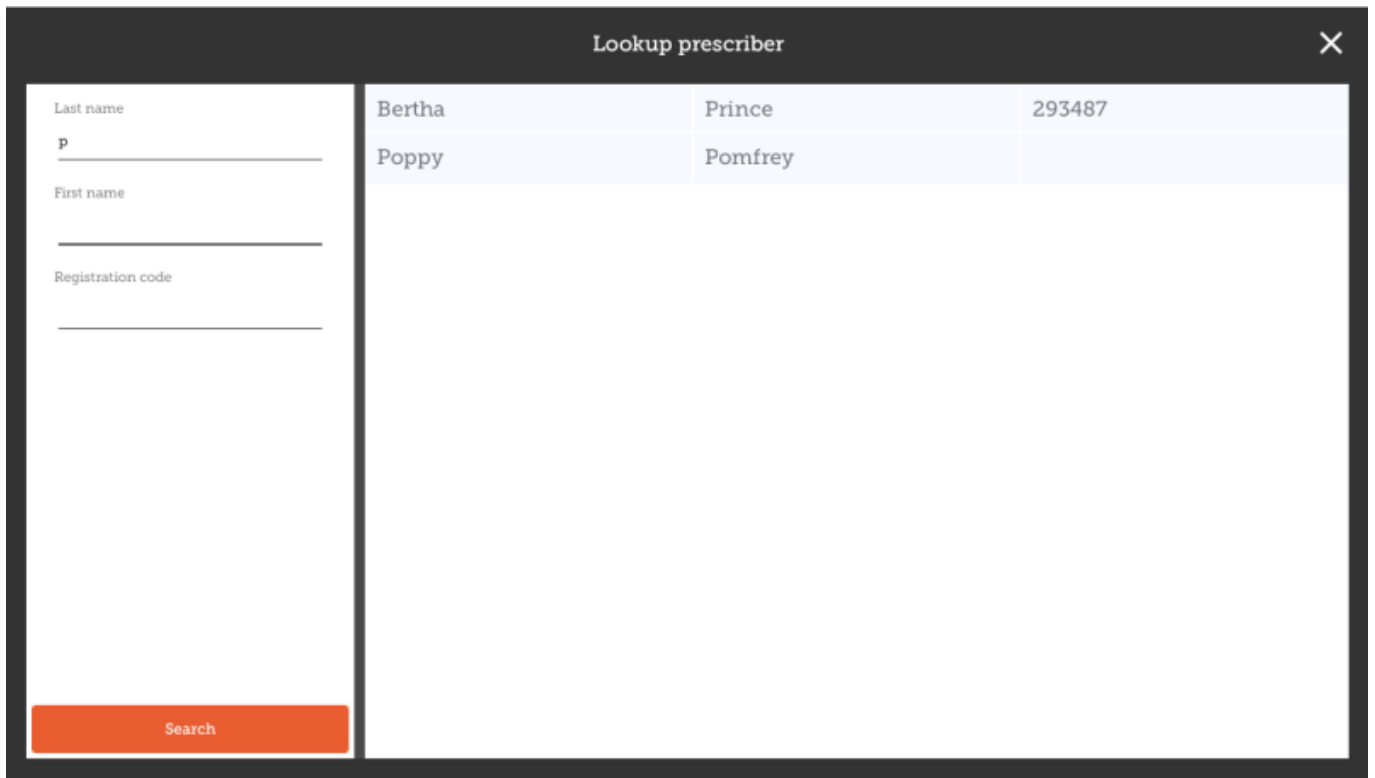
CODE	FIRST NAME	LAST NAME	EDIT
J-3234	Jasmine	McKewen	✎
JS-987	James	Smith	✎

## Searching for a Prescriber ( on the server )

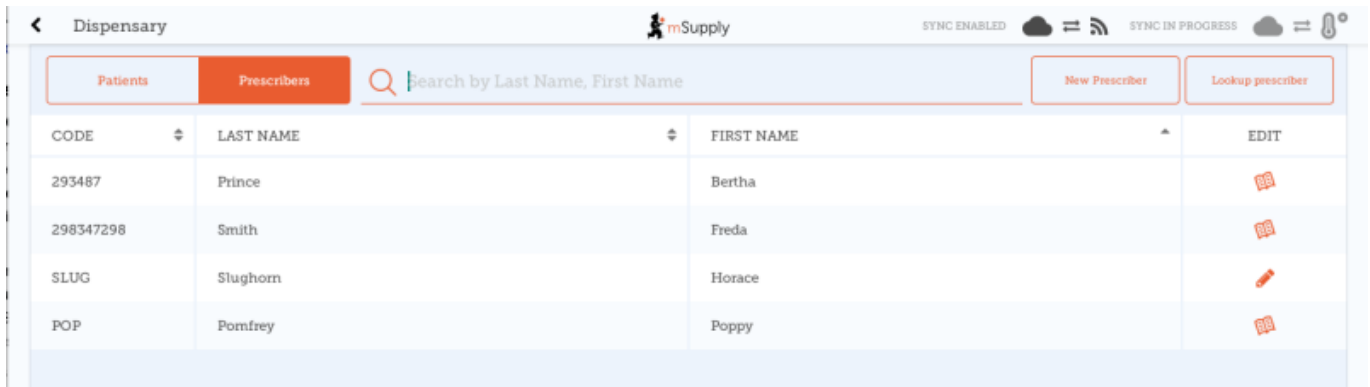
- If a prescriber does not exist in your current store, and you have internet access, you can search for the prescriber on the server
- Click the **Lookup prescriber** button







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



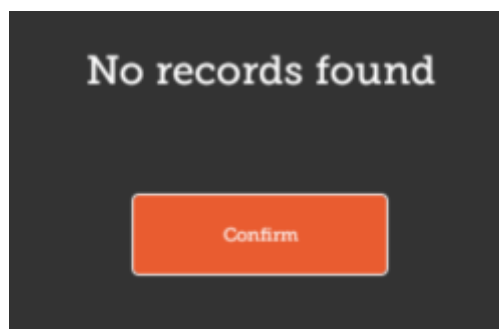
- You will see a list of prescribers which are configured on the server, but which are not in your local store
- If you see the prescriber you are looking for, click their name. This will copy their details to your local store and they will appear in your prescriber list



The screenshot shows the 'Dispensary' interface with the 'Prescribers' tab selected. At the top, there is a search bar with the placeholder text 'Search by Last Name, First Name'. To the right of the search bar are two buttons: 'New Prescriber' and 'Lookup prescriber'. Below the search bar is a table with the following columns: CODE, LAST NAME, FIRST NAME, and EDIT. The table contains four rows of data:

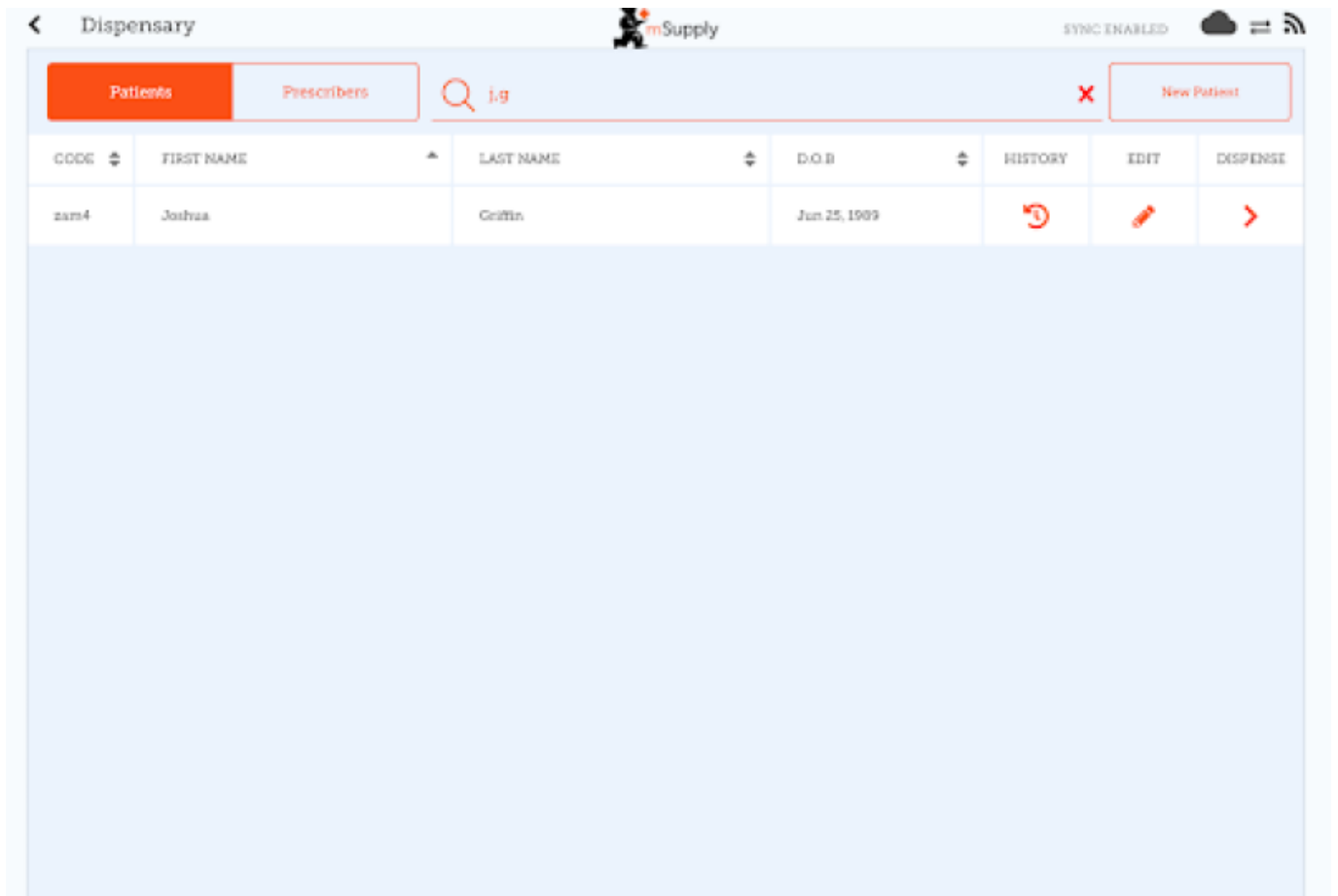
CODE	LAST NAME	FIRST NAME	EDIT
293487	Prince	Bertha	
298347298	Smith	Freda	
SLUG	Slughorn	Horace	
POP	Pomfrey	Poppy	

- 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
  - o 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.
  - o You can filter the list using the search bar
  - o 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

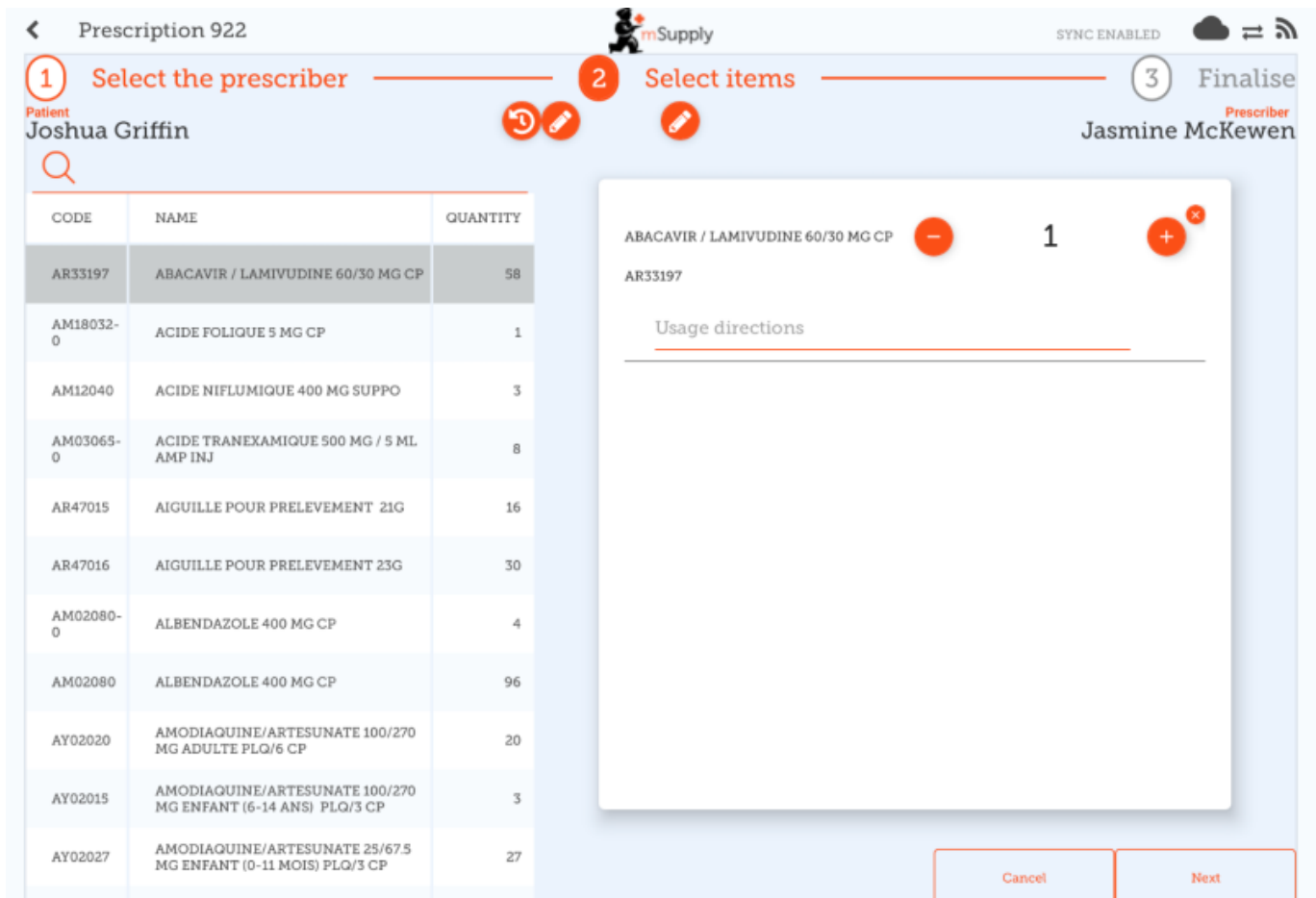
CODE	NAME	QUANTITY
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	59
AM18032-0	ACIDE FOLIQUE 5 MG CP	1
AM12040	ACIDE NIFLUMIQUE 400 MG SUPPO	3
AM03065-0	ACIDE TRANEXAMIQUE 500 MG / 5 ML AMP INJ	8
AR47015	AIGUILLE POUR PRELEVEMENT 21G	16
AR47016	AIGUILLE POUR PRELEVEMENT 23G	30
AM02080-0	ALBENDAZOLE 400 MG 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).



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

Type directions for the item into the directions text area.

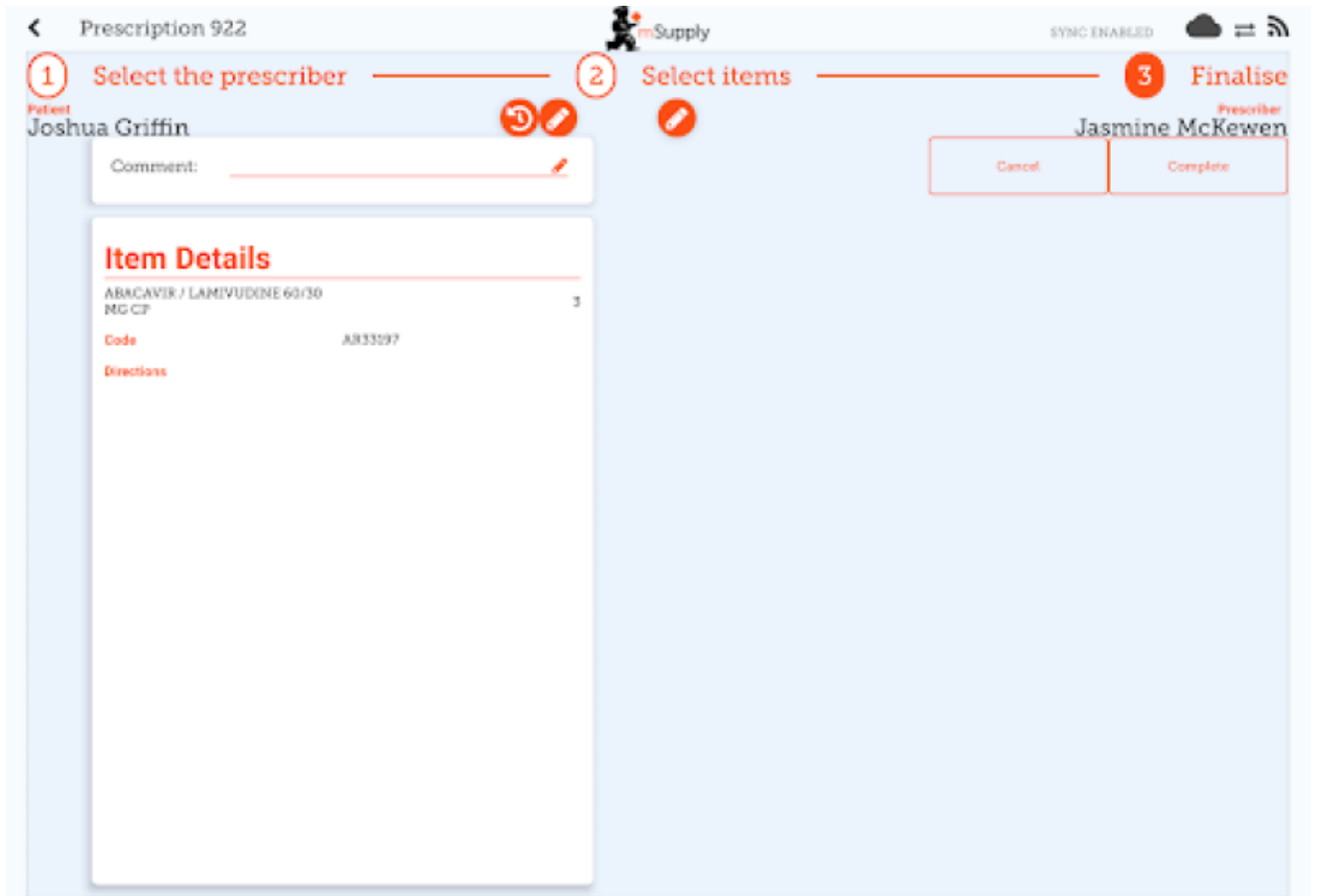
Once you've updated the quantity, the Next button is available and you can continue to step 3.

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

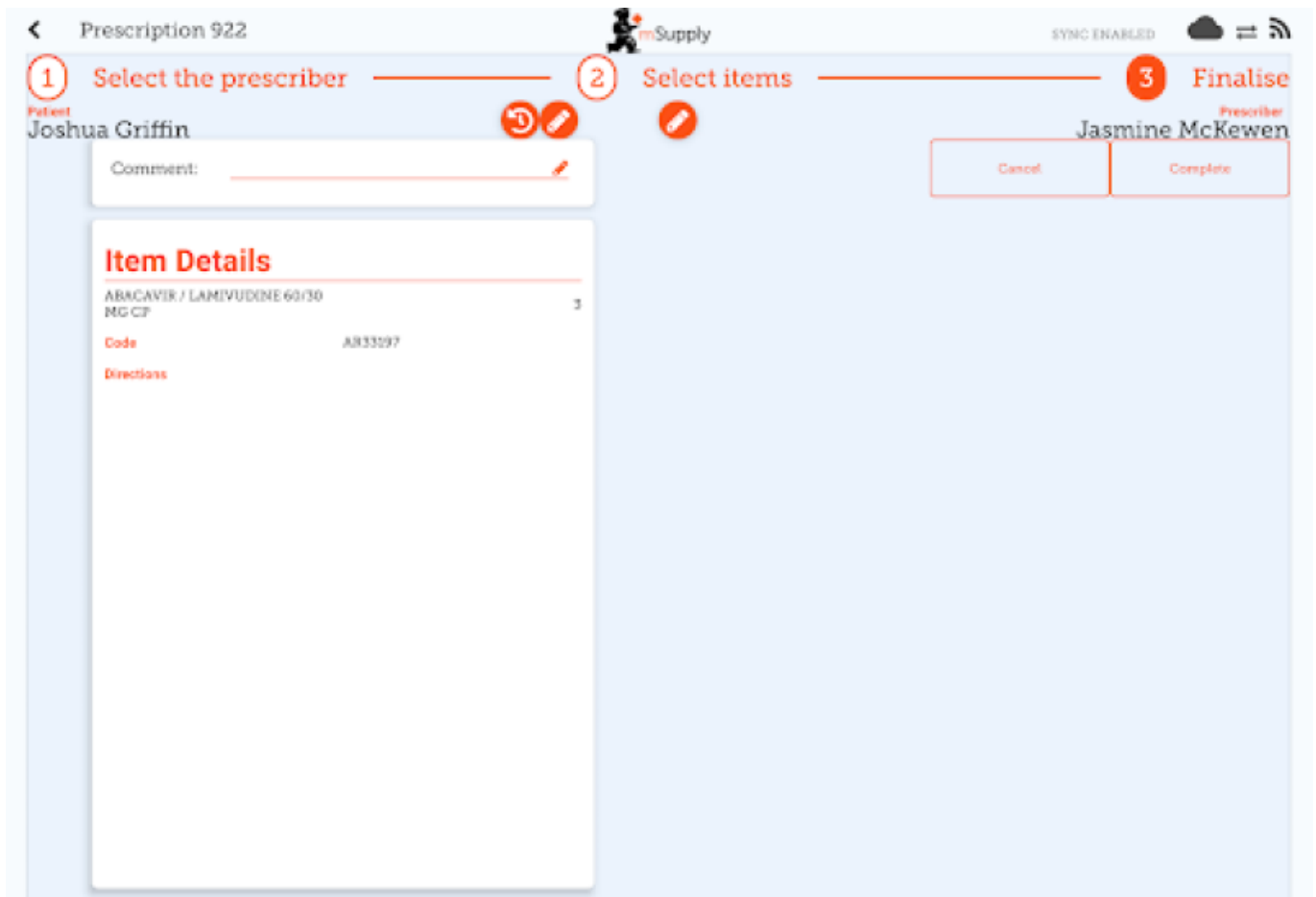
The screenshot shows the 'Prescription 922' interface in mSupply. At the top, it identifies the patient as Joshua Griffin and the prescriber as Jasmine McKewen. The interface is divided into three steps: 1. Select the prescriber, 2. Select items, and 3. Finalise. A table lists various pharmaceutical items with their codes, names, and quantities. A modal window is open for the item 'ARACAVIR / LAMIVUDINE 60/30 MG CP', showing its code (AR33197) and a quantity of 3. Below the item name is a section for 'Usage directions'. At the bottom right of the modal are 'Cancel' and 'Next' buttons.

CODE	NAME	QUANTITY
AR33197	ARACAVIR / LAMIVUDINE 60/30 MG CP	36
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 100/270 MG ADULTE PLG/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/270 MG ENFANT (6-14 ANS) PLG/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-51 MOIS) PLG/3 CP	27

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



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



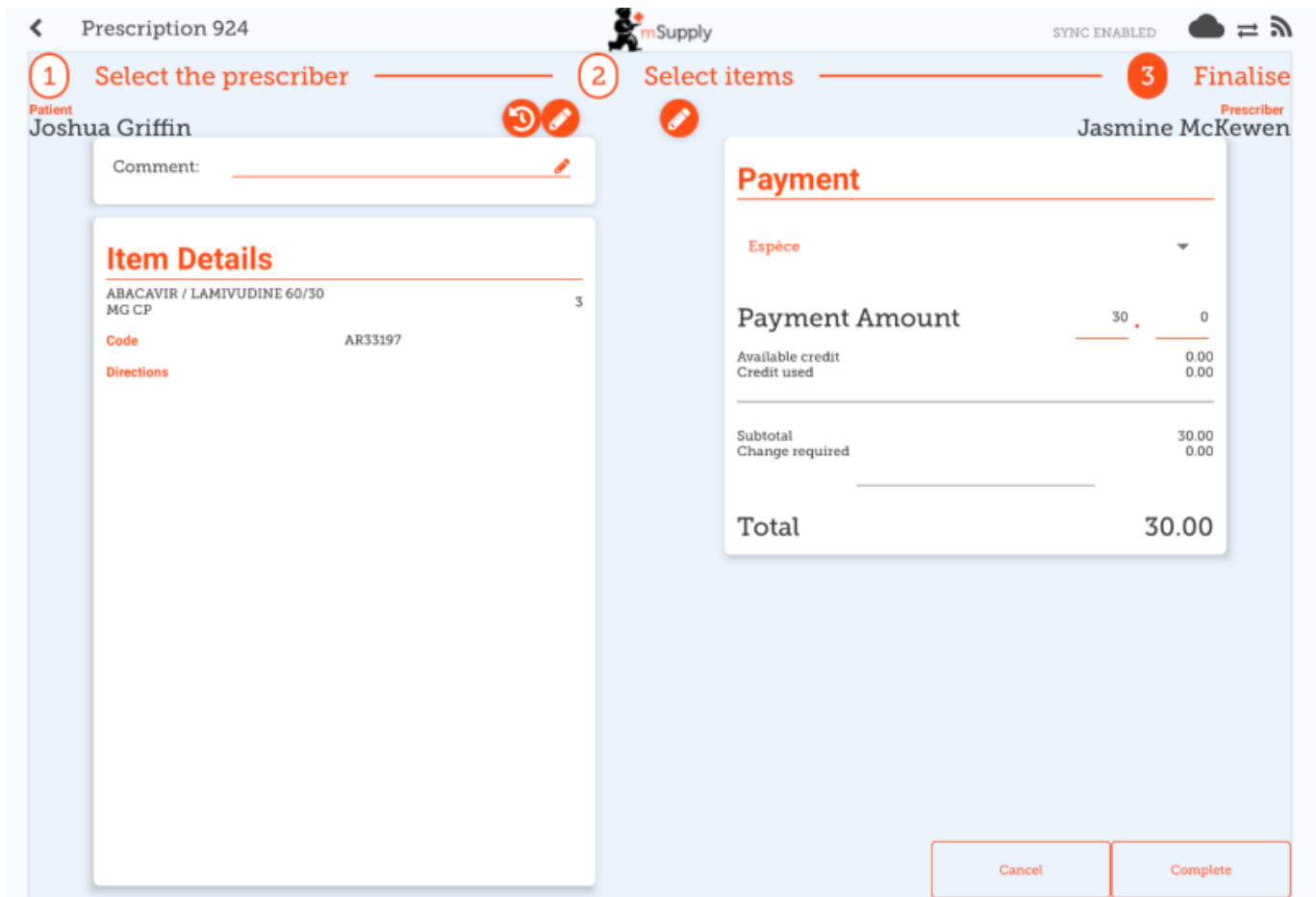
That was easy!. If you've enabled payments, you can go to the next step to receive payment. If not, you'll continue and dispense the next prescription.

## 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:

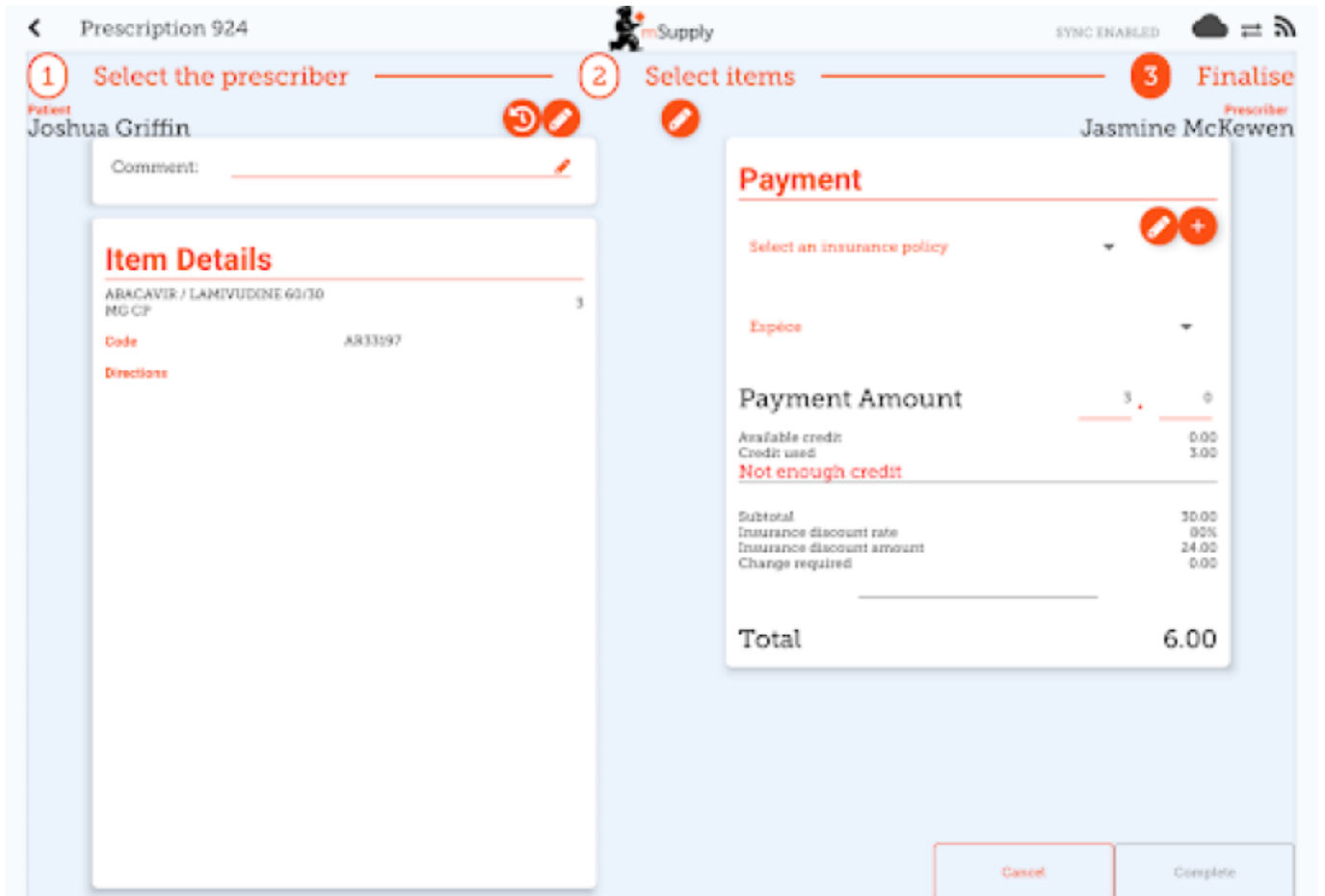


The dropdown list under the “Payment” allows you to select the type of the payment. (Types are configured on the server).

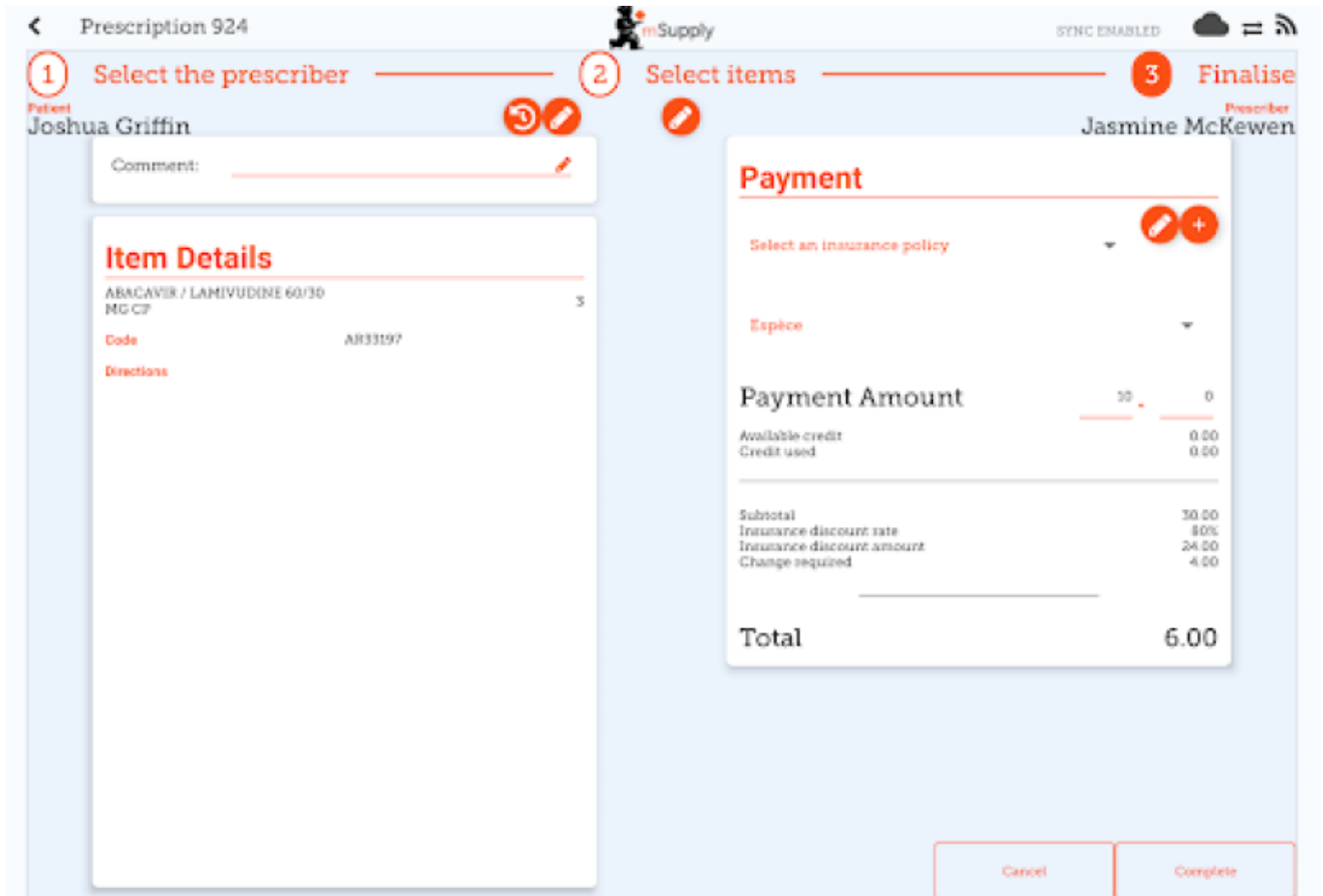


- The **Payment Amount** is the amount the patient is paying
- If they have any available credit, this will be listed under the **Payment Amount**
- There can only be a **Payment Amount** less than the **Total**, if the patient has sufficient available credit to cover the difference.
- The amount of 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:



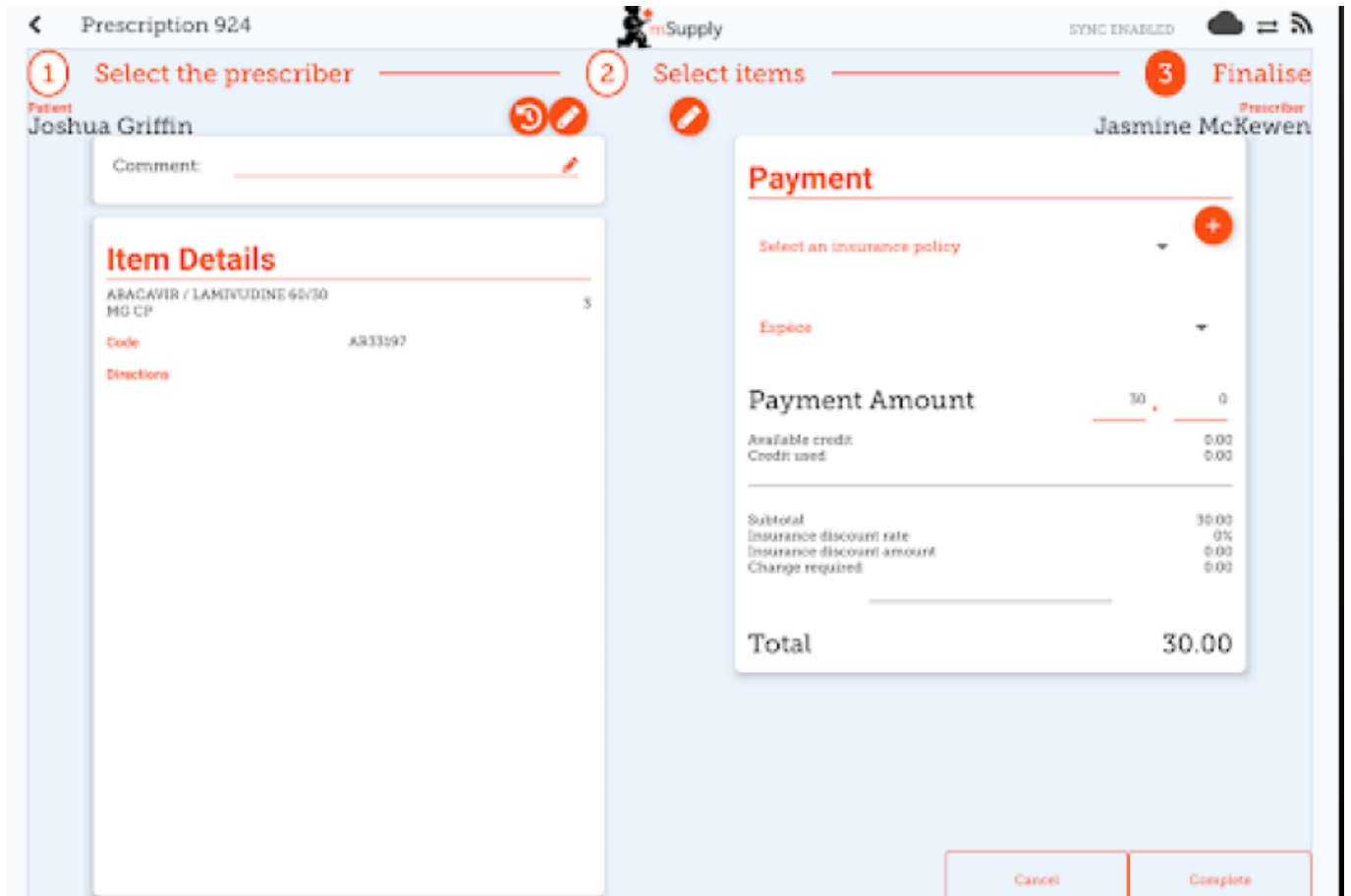
And here's an example of where the payment gave you more in cash than the amount to pay, and you need to give them back change:



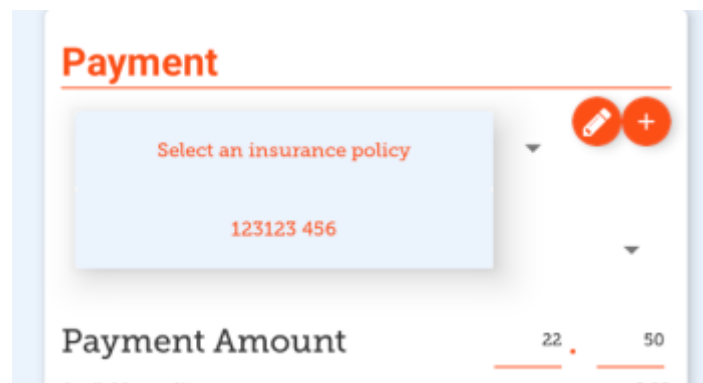
## Insurance

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):



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



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:

**Insurance Policy**

Personal policy number  
is required

Family policy number  
is required

Discount rate: 25

Policy provider: ALLIANCE

Is active: yes

Policy type: Personal

Buttons: Cancel, Save

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:

Maternity

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

Previous: [Indicators](#) | | Next: [The Cash Register](#)

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