

TECH TUESDAY

MedsPro® System – Workstation Manager, Stock Manager, Packing Coordinator

Useful features you might not know about!

Did you know the MedsPro System is patent protected?

Our innovative packing solution incorporates patent-protected technology designed to streamline the medication packing process and support greater efficiency in your pharmacy.



Workstation Manager

- Workstation Manager is used to set up and proactively manage your shelving area
- Medications are numbered by frequency of use and colour coded into bays
- Your most commonly used medications will be closest to the MedsPro terminal and packing technician

Helpful features

Check Shelves Needed/Not Needed function – Identifies which medications need to be assigned a shelf spot or can be removed from the shelves, according to your current active patients, active medications.

Add – If a patient starts a new medication not currently in the shelf configuration.

Change – If a medication brand is changed (e.g. originator to generic or vice versa).

Use brand override function in Webstercare MMS™ first, see page 6 of our [MedsPro User Guide](#).

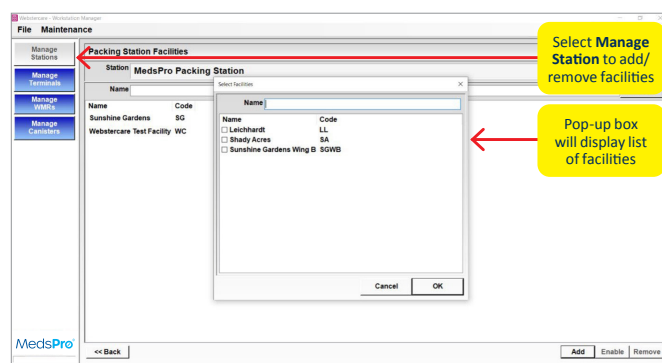
Delete – If a medication is no longer used/required.

To learn how to Add, Change and Delete shelf Labels, see page 13 of our [MedsPro User Guide](#).

Adding New Facilities to the Workstation – adding new facilities into the workstation means a facility group will appear in Packing Coordinator when completing a print run or appear in Stock Manager to add in the patient floats.

To Add New Facilities:

1. Open **Workstation Manager**
2. On the left side select **Manage Station**
3. On the left side select **MedsPro Packing Station**
4. Select **Facilities**
5. Select **Add**
6. Select **Facility Name** and press **OK**



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Stock Manager

- All patients' floats are entered and managed in Stock Manager.
- Floats are electronically tracked through the system, allowing medication to be packed from a communal source, resulting in a streamlined process that minimises disruptions to the packing workflow (e.g. when insufficient stock is on hand and dispensing is required).

Helpful features

- **Reporting tab** – A variety of reports your pharmacy can use to find negative floats, do a stocktake, look at packing numbers or assist with maintaining the MedsPro system (see page 39 of our [MedsPro User Guide](#)).

To find the reports, select the 'Menu' drop down, and then 'Reporting'.

For a complete list of available reports and their purpose, see page 39 of our [MedsPro User Guide](#).

- **Discard Meds** – Return or Zero off patient floats when they become inactive, with shelf location to identify where the stock is to be removed from. Common reasons to use the Discard Meds option include when a patient has been discharged or deceased.

For steps required to discard meds see page 24 of our [MedsPro User Guide](#).



Packing Coordinator

- Packing Coordinator is used to scan patient header cards after they have been printed from MMS.
- The software directs the technician to the correct medications on the MedsPro shelves and displays a Blister Matrix showing where each medication should be placed in the Webster-pak®.
- The technician scans each medication during the packing process to verify that the correct medication is being selected before packing it into the Webster-pak.

Helpful feature

- **Pack Incomplete** report – this report shows which medications have not been packed, partially-packed or set as 'Do Not Pack' (see page 46 of our [MedsPro User Guide](#)).

To access the report:

1. Select the **Activities Filter**
2. Select the Facility that you have completed a **Print Run** for
3. Select the **Date Range** which the header cards were printed
4. Select **Completed packs**
5. Select the completed **Print Run** that you would like to generate the report for
6. Select the **Incomplete Packs** Report on the right in the screen under **Activity Details**
7. Select **Print**

For more information, see page 46 of our [MedsPro User Guide](#).

Burning questions

Q What do I do if a tablet is dropped while I'm packing?

A While the medication is highlighted in Packing Coordinator, the '**Add Packing Variance**' option on the bottom of the screen can be selected. Here you can tell the system how many tablets have been affected and whether the tablets were dropped or broken.

Q If a tablet or part of a tablet is discarded, can the patient floats be adjusted to reflect this?

A Packing Coordinator automatically rounds up residual tablets to a whole tablet. This quantity can also be adjusted manually when packing if required.

Have questions about MedsPro?

Get in touch with our customer service team on **1800 244 358** or email us at info@webstercare.com.au

