

TECH TUESDAY

Medication Deliveries/Pick-ups

The Medication Deliveries Utility in MMS™ allows Webster-paks® to be scanned as they are leaving the pharmacy. This helps to create a visible audit trail by providing a record of what has left the pharmacy and can be used to refer to if a pack is misplaced.

Key features & benefits

- **Track outgoing packs**
Keep a record of medication packs as they leave the pharmacy.
- **Easy to reference**
Quickly check delivery records when investigating a misplaced or missing pack.
- **Reduces manual record keeping**
Digital scanning helps minimise the need for handwritten delivery records.
- **Barcode-enabled identification**
Uses the pack's barcode to help ensure the correct medication pack is being recorded.

How it works

To scan packs for delivery:

1. From the main screen select **Utilities**
2. Then select **Medication Deliveries**
3. Select **Start Scanning**
4. Select the **Driver** from the list of names
 - a) To set up a Driver, see the burning questions section

HANDY HINT

Create a 'Driver' for all pharmacy staff for in-store collection of Webster-paks.

5. Select **Next**
6. Scan each pack that is leaving the pharmacy.
You will notice a list is generated with each patient and the pack type
7. Once all the packs have been scanned select **Finish**

NOTE

The scanning utility is only available when the barcode option has been enabled on the header cards prior to printing. A barcode scanner is necessary to record the packs (your regular dispense scanner may be sufficient).

NOTE

You will need to have Delivery Drivers entered into the Webstercare® software prior to using this utility.

🔗 Burning questions

Q Can Medication Deliveries be used for in-store pick-up for regular customers and their families/carers?

A Yes, a delivery driver can be staff (pharmacist or pharmacy assistants) in-store. It is recommended to have regular staff members names listed.

Q How do I add a driver?

- A**
1. From the main screen select **Maintenance**
 2. Select **Maintain Delivery Drivers**
 3. Select **Add** or **Edit** to add/edit a new driver

Driver Surname ...	Given Name
Brendan	
Daily Order	
Daniel	
Emergency Delivery	
Frank	
James	
Melissa	
Weekly	

4. Enter the required details

2. Enter Driver Details

Driver Details

Surname * Pharmacy Assistant 1

First Name

Cancel Save

NOTE If there are no specific delivery drivers, you may wish to use the following categories: Weekly Delivery, Daily Order and Emergency Delivery.

5. Select **Save** and **Close**

Q How do I generate a report?

- A**
1. From the main menu, select **Reports**
 2. Select **Database Reports**
 3. Select **Delivery Summary Mutli Dose**
 4. **Select All**
 5. Select Print Preview to check then select **Print**

🔗 [Watch our Training Video](#)

🔗 [View our Example Report](#)

Have questions about Medication Deliveries/Pick-ups in MMS™?

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