Z Dispense Quick Guide

help.zsoftware.com.au/hc/en-us/articles/360026701932-Z-Dispense-Quick-Guide

Z Dispense can be used to dispense prescriptions, report on scripts dispensed, pack medications and send SMS reminders. This guide aims to cover the basic functions of the Z Dispense program.

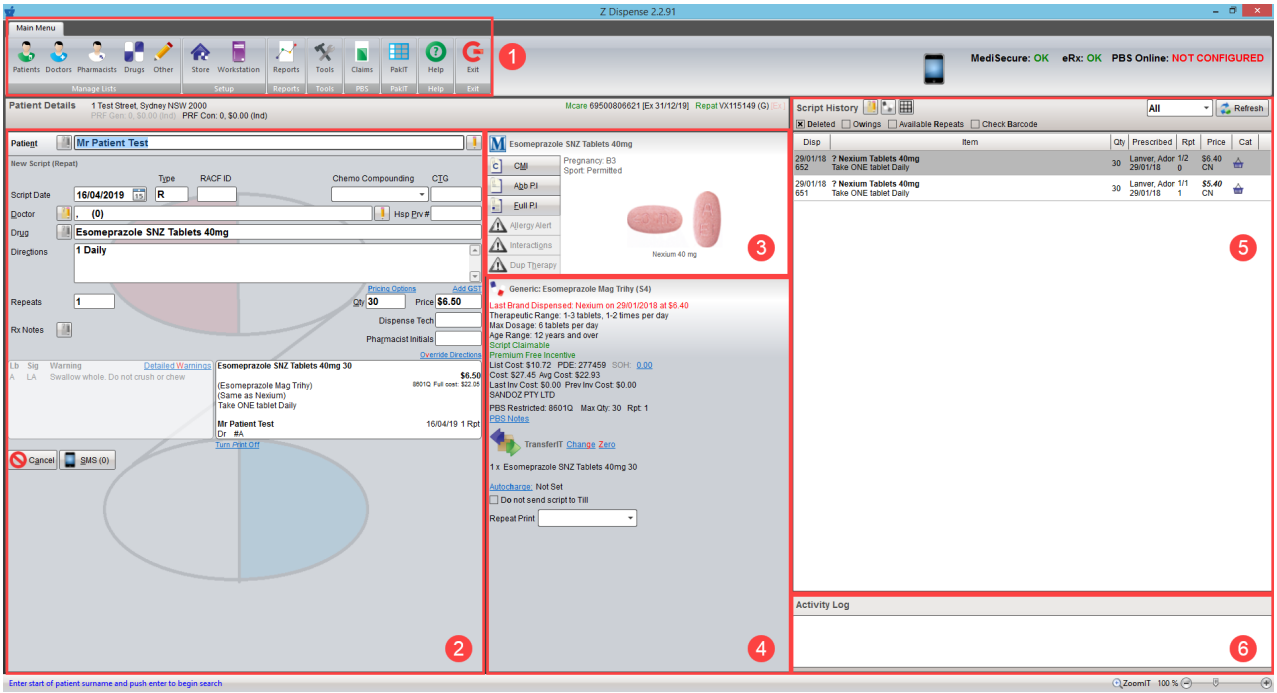
To open Z Dispense

1. Double-click the Z Dispense icon on the desktop

Z Dispense Layout

The Z Dispense screen has 6 main components:

1. The Main Menu
2. The Dispensing Screen
3. The MIMS Info
4. The POS Info
5. The Script History
6. The PBS Activity Log



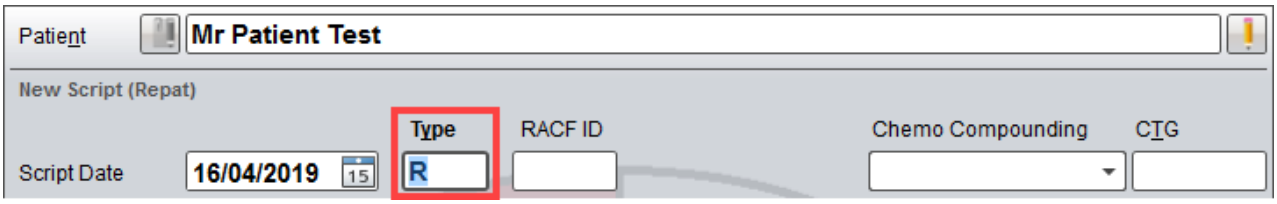
You can change between two dispensing layouts (BARNEY and RAPIDfire) by press Ctrl+Shift+Tab on your keyboard.

Entering a Patient

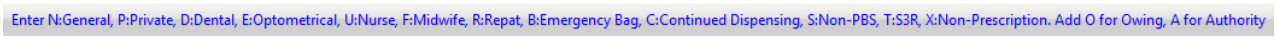
Type the patient's surname first then their first name. If they don't exist in the system, select Add New Patient and add all their details. To update the patient selected, press the Pencil button ( ) or press F8 on your keyboard.

Script Types

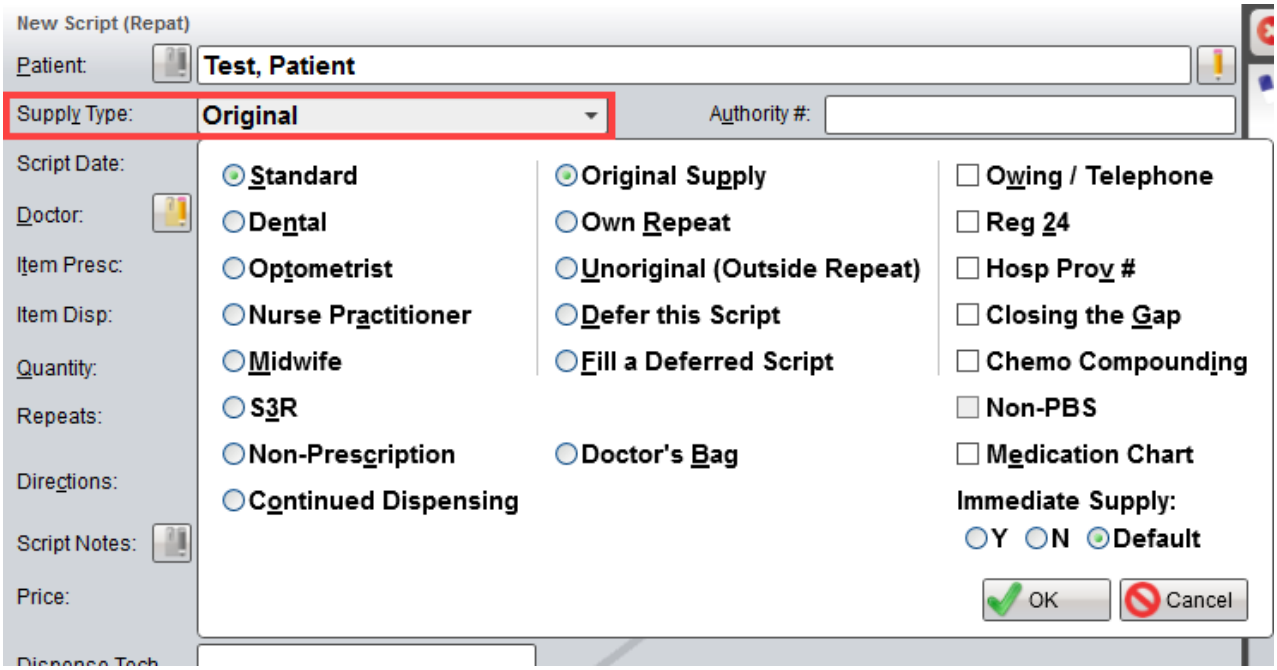
To dispense a dental prescription, emergency bag or other in the Barney layout, change the Type field to D or B respectively.



The codes for other script types can be found at the bottom of the Z Dispense screen when you have the Type field selected.

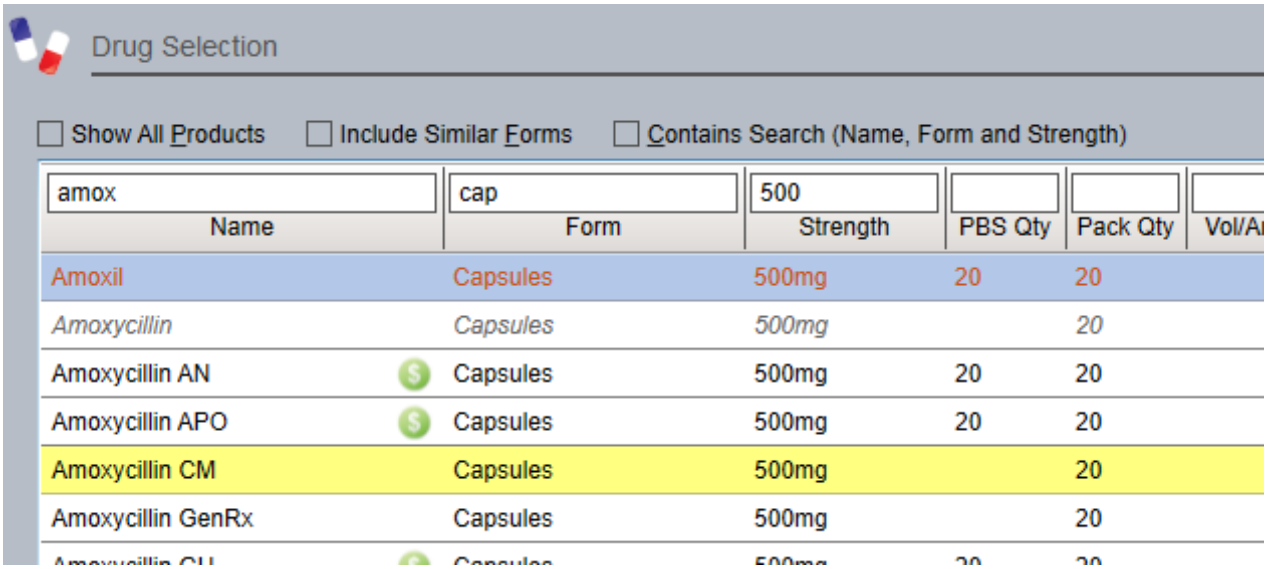


To dispense a dental prescription, emergency bag or other in the RAPIDfire layout, click on the Supply Type drop-down menu and select the appropriate option.

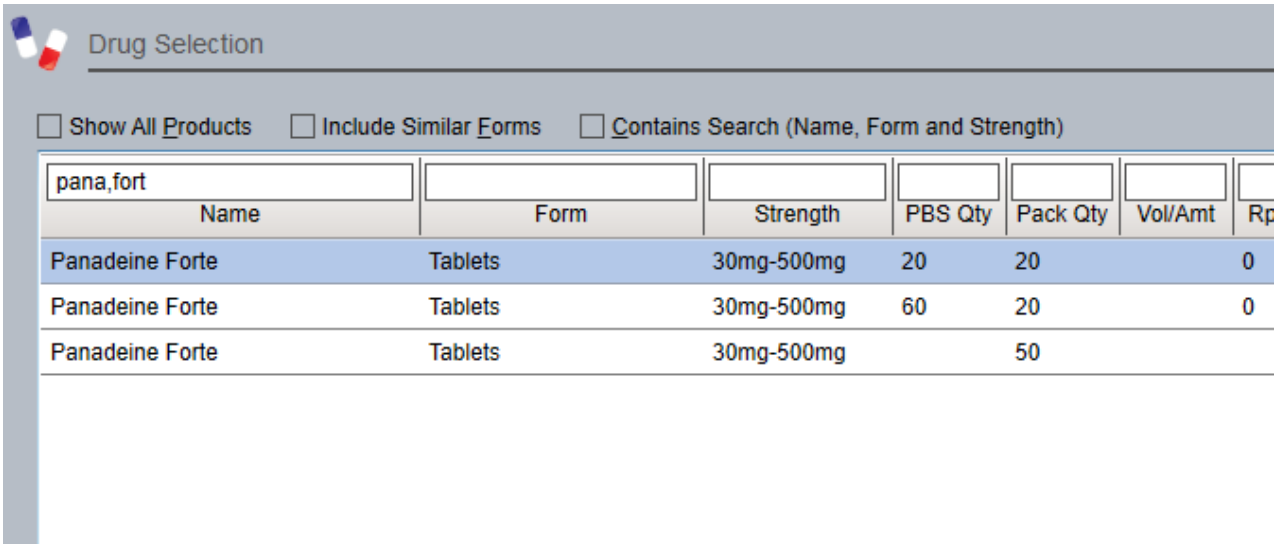


Selecting a Drug

To search for a drug, type into the Drug/Item Presc field. You can narrow down your search by adding the form and strength to your search i.e. searching 'amox cap 500' will search for drugs named 'amox', with form 'cap' and strength '500'.



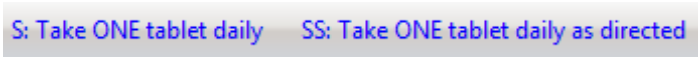
To search for a drug that has two parts to the name, separate the parts of the name with a comma e.g. 'pana,fort'.



To check for available generics, press F11 after selecting the drug.

Entering Directions

Enter the directions into the Directions field. Most standard sigs will work in Z Dispense and you can create your own custom sigs if you wish. You can enter 'S' into the directions for most medications and it will give you 'standard' directions for the medication. If they have used the medication before, entering 'SS' will use the same directions as their last script. A preview of the 'S' and 'SS' directions will be shown at the bottom of the Z Dispense screen when the Directions field is selected.



Deferring a Script

In the BARNEY layout, add a 'D' to the repeats field i.e. if the script has 5 repeats, enter '5D' into the Repeats field.

In the RAPIDfire layout, select 'Defer this Script' in the Supply Type drop-down menu.

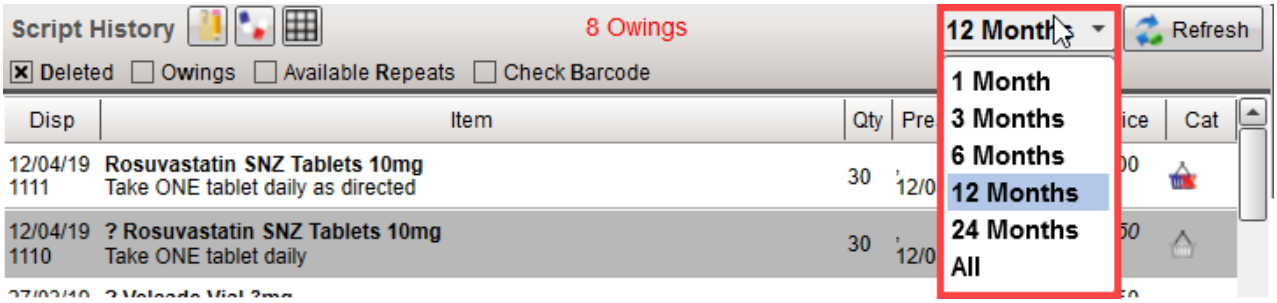
Dispensing a Reg 24

In the BARNEY layout, add an 'R' to the repeats field i.e. if the script has 5 repeats, enter '5R' into the Repeats field.

In the RAPIDfire layout, select 'Reg 24' in the Supply Type drop-down menu.

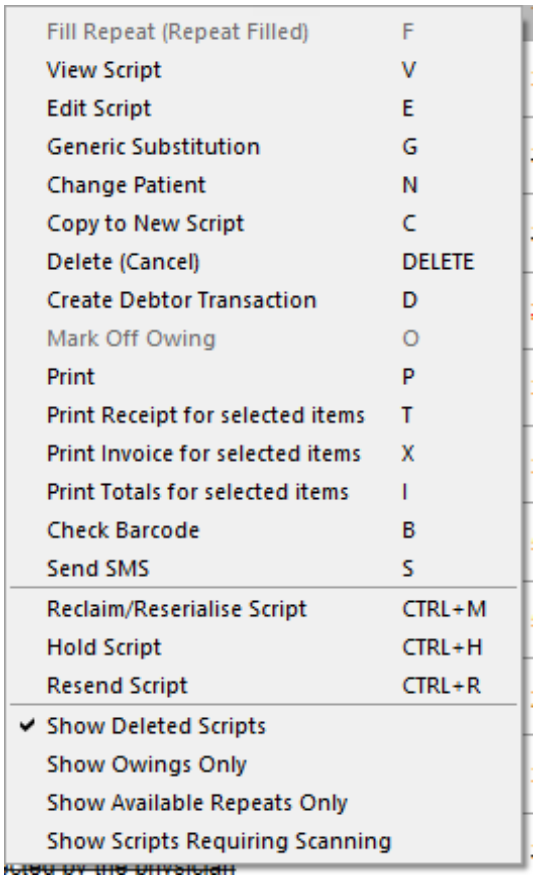
Script History

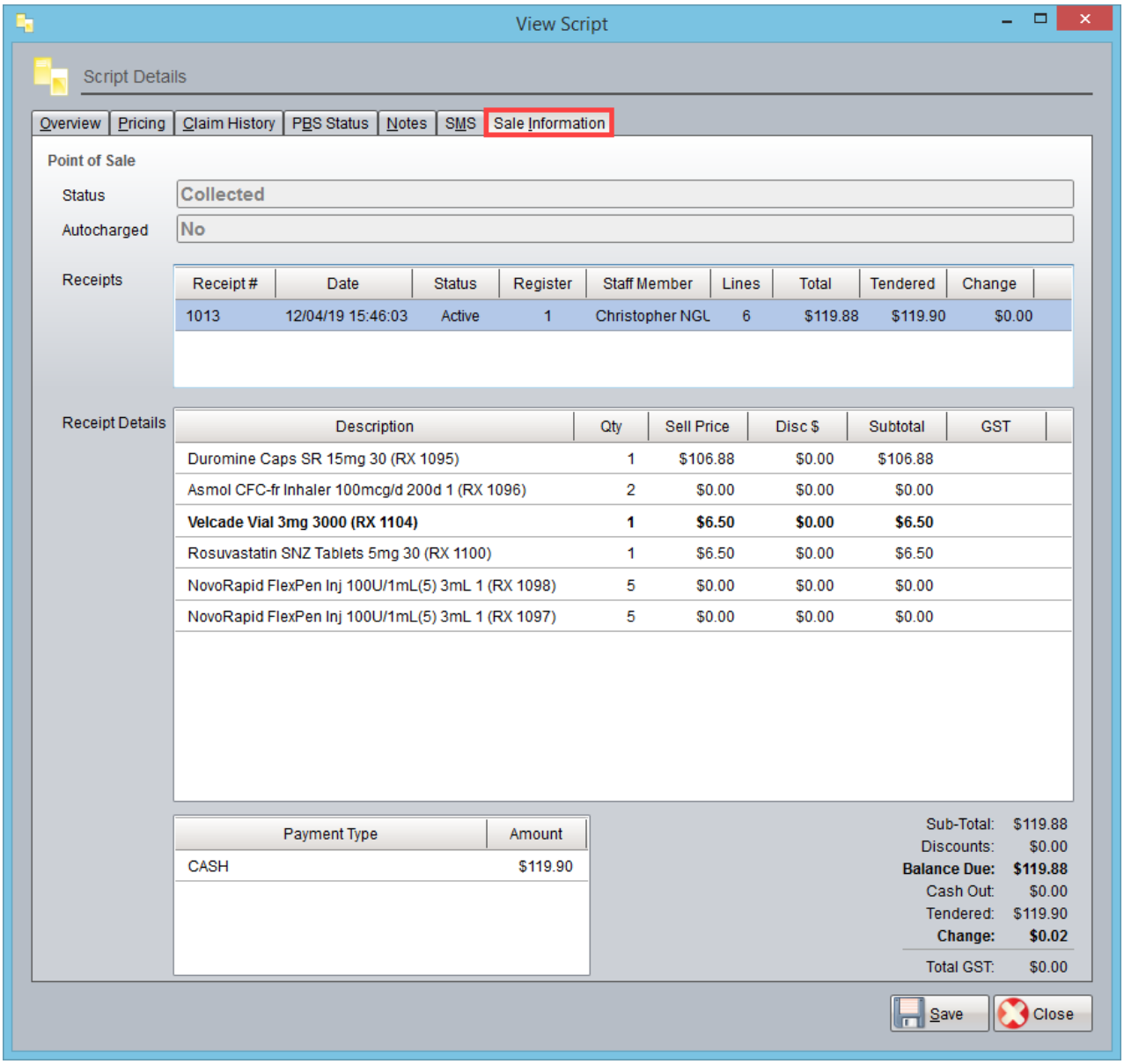
You can select how much script history to display by changing the option at the top of the Script History and pressing Refresh.



From the script history, you can right-click a script and select any of the options from the menu. There are options to print, view script details, edit the script and more. The letter that corresponds with each of the options is actually a keyboard shortcut so if you left-click the script in the script history and press a keyboard shortcut it will perform the corresponding action.

In the View Script window, you can check the script's claim status and check if the script has been sold.





Printing a CMI

To print a CMI for the medication you are currently dispensing

1. Press CMI in the MIMS Info section of the Dispense screen
2. Press Print

To search for a medication and print the CMI

1. Go to Z Dispense > Tools > MIMS Info
2. Search for the medication
3. Press CMI
4. Press Print

Printing a PRF

1. Go to Z Dispense > Reports > Patient Reports > Prescription Record Form
2. Select the patient and the year
3. Press OK
4. Press Print

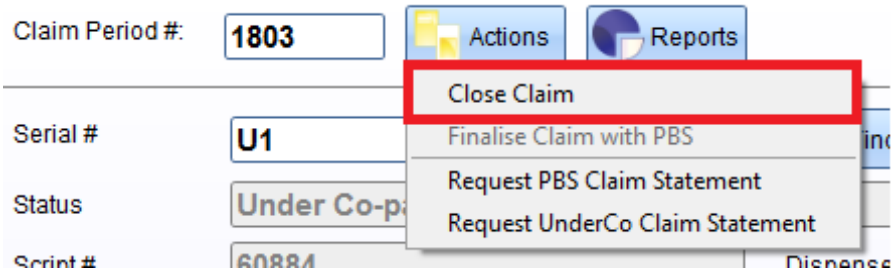
Closing the Claim

Closing the claim is a **two-step** process.

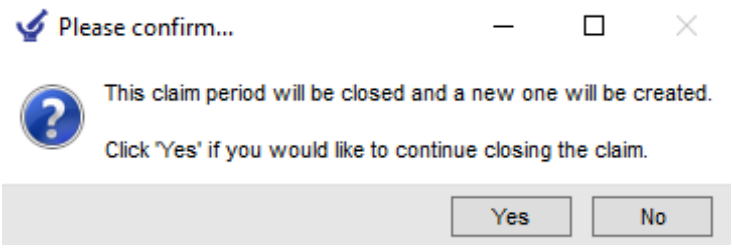
Closing the Claim

Closing the claim will roll the claim period over to the next period (e.g. 1801 > 1802).

1. Go to Z Dispense > Claims > Actions > Close Claim



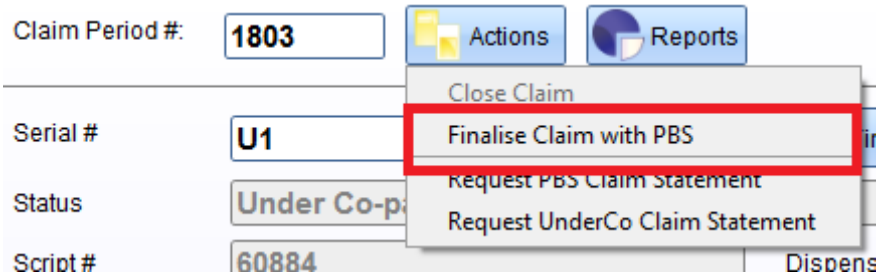
2. Select 'Yes' to the confirmation prompt



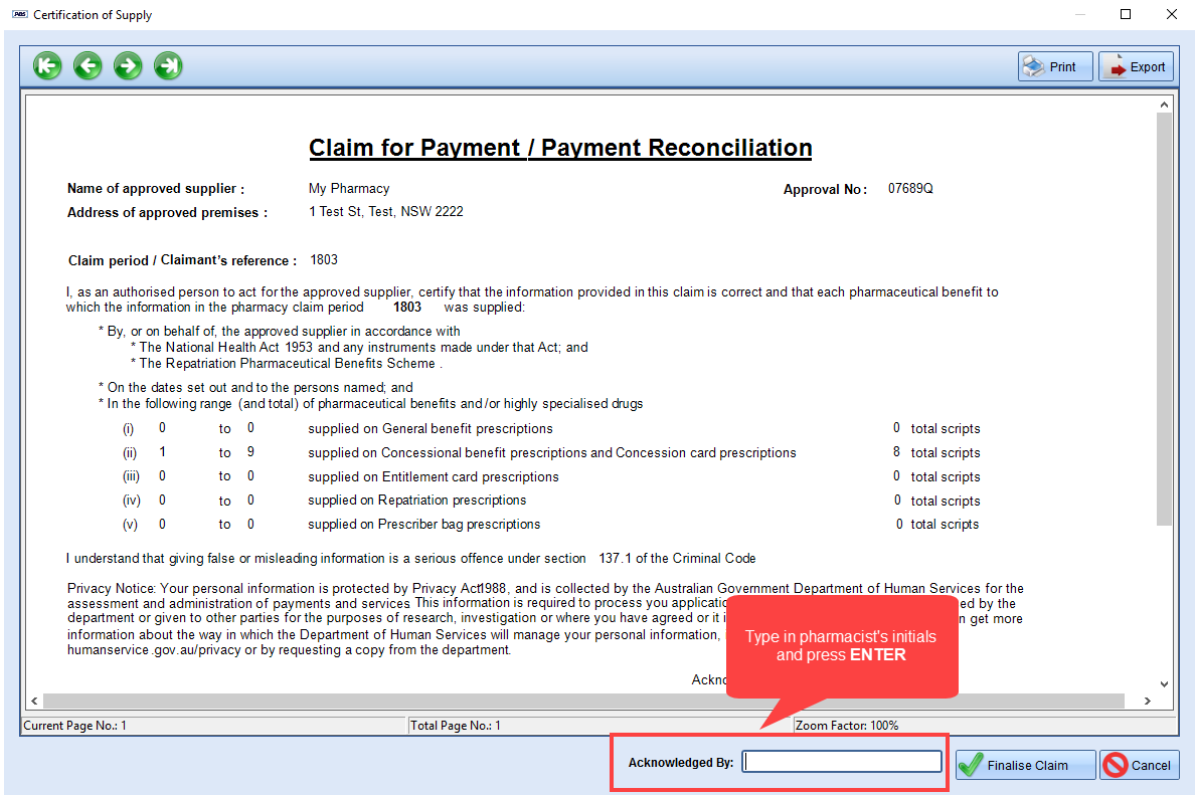
Finalising the Claim

Finalising the claim will send the claim off to Medicare.

1. Go to Z Dispense > Claims > Actions > Finalise Claim with PBS



2. Input your pharmacist initials in the 'Acknowledged By' field, press **ENTER** to refresh the Claim for Payment / Payment Reconcilliation report and then select 'Finalise Claim'


Certification of Supply
Print
Export
Claim for Payment / Payment Reconciliation
Name of approved supplier : My Pharmacy
Approval No : 07689Q
Address of approved premises : 1 Test St, Test, NSW 2222
Claim period / Claimant's reference : 1803
I, as an authorised person to act for the approved supplier, certify that the information provided in this claim is correct and that each pharmaceutical benefit to which the information in the pharmacy claim period 1803 was supplied:
* By, or on behalf of, the approved supplier in accordance with
* The National Health Act 1953 and any instruments made under that Act; and
* The Repatriation Pharmaceutical Benefits Scheme .
* On the dates set out and to the persons named; and
* In the following range (and total) of pharmaceutical benefits and/or highly specialised drugs
(i) 0 to 0 supplied on General benefit prescriptions 0 total scripts
(ii) 1 to 9 supplied on Concessional benefit prescriptions and Concession card prescriptions 8 total scripts
(iii) 0 to 0 supplied on Entitlement card prescriptions 0 total scripts
(iv) 0 to 0 supplied on Repatriation prescriptions 0 total scripts
(v) 0 to 0 supplied on Prescriber bag prescriptions 0 total scripts
I understand that giving false or misleading information is a serious offence under section 137.1 of the Criminal Code
Privacy Notice: Your personal information is protected by Privacy Act1988, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services This information is required to process you applicati ed by the department or given to other parties for the purposes of research, investigation or where you have agreed or it i n get more information about the way in which the Department of Human Services will manage your personal information, humanservice.gov.au/privacy or by requesting a copy from the department.
Ackno
Type in pharmacist's initials and press ENTER
Current Page No.: 1
Total Page No.: 1
Zoom Factor: 100%
Acknowledged By:
Finalise Claim
Cancel