# Z Dispense Quick Guide

Shelp.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

	Z Dispense 2.2.91		- 0 ×
Main Menu Constraints Planmacists Drugs Other Fatterist Doctarius Planmacists Drugs Other Ster Workstation Reports Tools Comm. Part Hop Col Ster Workstation Reports Tools Comm. Part Hop Col Ster Workstation Reports Tools Other Ster Hop Col Ster Workstatio	0	MediSecure: OK eRx: OK	PBS Online: NOT CONFIGURED
Patient Details 1 Test Street, Sydney NSW 2000 PRF Gen: 0, \$0.00 (ind) PRF Con: 0, \$0.00 (ind)	Mcare 69500806621 [Ex 31/12/19] Repat VX115149 (G) [Ex ]	Script History	All 👻 👶 Refresh
Here Songet (Heard) Script Date Script Dat	Abb Pl	Disp Enrol United Register All Control	Oh     Prescribed     Rpt     Prece     Cat       30     Limere Ador 10     SA     A       30     Limere Ador 11     SA     A       30     Limere Ador 11     SA     A       30     201016     1     SA
		Activity Log	
2 Enter start of externt summers and such enter to basic search.	4		6

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 (

#### Script Types

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

Patient Mr Patient Test								
New Script (R	epat)		_					
		Туре	RACF ID	Chemo Compounding	C <u>T</u> G			
Script Date	16/04/2019 15	R		-				

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

```
Enter N:General, P:Private, D:Dental, E:Optometrical, U:Nurse, F:Midwife, R:Repat, B:Emergency Bag, C:Continued Dispensing, S:Non-PBS, T:S3R, X:Non-Prescription. Add O for Owing, A for Authority
```

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

New Script (Repat)				(
Patient:	Test, Patient			
Suppl <u>y</u> Type:	Original	-	A <u>u</u> thority #:	
Script Date:	Standard	<b>⊙</b> Or	iginal Su <u>p</u> ply	□ O <u>w</u> ing / Telephone
Doctor:	⊖De <u>n</u> tal	Ov	/n <u>R</u> epeat	🗆 Reg <u>2</u> 4
l <u>t</u> em Presc:	○Op <u>t</u> ometrist	<u>⊖U</u> n	original (Outside Repeat)	□ Hosp Pro <u>v</u> #
Item Disp:	ONurse Pr <u>a</u> ctitioner	0 <u>D</u> e	fer this Script	□ Closing the <u>G</u> ap
<u>Q</u> uantity:	○ <u>M</u> idwife	<mark>⊖</mark> <u>F</u> il	a Deferred Script	□ Chemo Compound <u>i</u> ng
Repeats:	○ S <u>3</u> R			Non-PBS
	○Non-Pres <u>c</u> ription	ODo	ctor's <u>B</u> ag	☐ Medication Chart
Dire <u>c</u> tions:	Continued Dispensing			Immediate Supply:
Script Notes:				⊖Y ON ⊙Default
Price:				V OK Cancel
Dispanse Tech				

## 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'.

Drug Selection									
Show All Products Include Similar Forms Contains Search (Name, Form and Strength)									
amox Name		cap Forr	n	500 Strength	PBS Qty	Pack Qty Vol/A			
Amoxil		Capsules		500mg	20	20			
Amoxycillin		Capsules		500mg		20			
Amoxycillin AN	S	Capsules		500mg	20	20			
Amoxycillin APO	S	Capsules		500mg	20	20			
Amoxycillin CM		Capsules		500mg		20			
Amoxycillin GenRx		Capsules		500mg		20			
Amagagilia CU	•	Concular		500mg	20	20			

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'.

Show All Products	lude Similar Forms 🛛 Con	tains Search (Name, F	Form and St	renath)	
pana,fort Name	Form	Strength	PBS Qty	Pack Qty	Vol/Amt
Panadeine Forte	Tablets	30mg-500mg	20	20	1 1
Panadeine Forte	Tablets	30mg-500mg	60	20	
Panadeine Forte	Tablets	30mg-500mg		50	

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.

S: Take ONE tablet daily SS: Take ONE tablet daily as directed

## 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 RAPID fire 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 RAPID fire 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.

Script History 🛄 🍡	8 Owings		12 Month 🔉 🔹	🔹 Refresh
🗙 Deleted 🗌 Owings [	Available Repeats 🗌 Check Barcode		1 Month	
Disp	Item	Qty Pre	3 Months	ice Cat 🖻
12/04/19 Rosuvastatin SI		30 42/0		0 _ 0
1111 Take ONE tablet	daily as directed	12/0	12 Months	Ú <b>Š</b>
12/04/19 ? Rosuvastatin 1110 Take ONE tablet		30 42/0		50
27/02/40 2 Valanda Vial 2	,	12/0	All	10

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.

	Fill Repeat (Repeat Filled)	F
	View Script	v
	Edit Script	E
	Generic Substitution	G
	Change Patient	N
	Copy to New Script	c
	Delete (Cancel)	DELETE
	Create Debtor Transaction	D
	Mark Off Owing	0
	Print	Р
	Print Receipt for selected items	т
	Print Invoice for selected items	х
	Print Totals for selected items	1
	Check Barcode	В
	Send SMS	S
	Reclaim/Reserialise Script	CTRL+M
	Hold Script	CTRL+H
	Resend Script	CTRL+R
~	Show Deleted Scripts	
	Show Owings Only	
	Show Available Repeats Only	
	Show Scripts Requiring Scanning	
	U DY LINE DITYSICIAN	

ICIAN DA ILLA DILASICIAL

				View Scr	ipt					-	
Script Detai	ls										
verview Pricing	Claim History	PBS Status Note	s S <u>M</u> S	Sale <u>I</u> nformati	ion						
Point of Sale											
Status	Collected										
Autocharged	No										
				1	1			1	1		
Receipts	Receipt#	Date	Status	Register		ember	Lines	Total	Tendered	Change	
	1013	12/04/19 15:46:03	Active	1	Christo	pher NGL	6	\$119.88	\$119.90	\$0.00	
Receipt Details		Description			Qty	Sell Pri	ce	Disc \$	Subtotal	GST	
	Duromine Caps SR 15mg 30 (RX 1095)				1	\$106	.88	\$0.00	\$106.88		
	Asmol CFC-fr Inhaler 100mcg/d 200d 1 (RX 1096)			096)	2	\$0	.00	\$0.00	\$0.00		
	Velcade Vial 3mg 3000 (RX 1104)				1	\$6	.50	\$0.00	\$6.50		
	Rosuvastatin SNZ Tablets 5mg 30 (RX 1100)				1	\$6	.50	\$0.00	\$6.50		
	NovoRapid F	TexPen Inj 100U/1mL	.(5) 3mL 1 (F	RX 1098)	5	\$0	.00	\$0.00	\$0.00		
	NovoRapid FlexPen Inj 100U/1mL(5) 3mL 1 (RX 1097)				5	\$0	.00	\$0.00	\$0.00		
		Payment Type		Amount					Disc		60.00
	CASH			\$119.90	-					e Due: \$11 sh Out: \$	1 <b>9.88</b> 60.00
										idered: \$11	
										-	60.02
									Tota	al GST: \$	60.00
											Clos

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

https://help.zsoftwarecogn.au/hoten-us/articles/360026701932-Z-Dispense-Quick-Guide

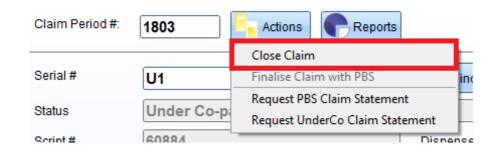
#### Closing the Claim

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

og Pi	ease confirm	_		$\times$
?	This claim period will be closed and Click 'Yes' if you would like to continu			
	[	Yes	N	lo

#### Finalising the Claim

Finalising the claim will send the claim off to Medicare.

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

Claim Period #:	1803	Ex Actions Reports
		Close Claim
Serial #	U1	Finalise Claim with PBS ir
Status	Under Co-pa	Request PBS Claim Statement Request UnderCo Claim Statement -
Script#	60884	Dispens

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 Suppl								Rint	Export
			<u>Claim</u>	for Payment / Pay	/ment Reconci	liation			
Name of app	roved su	upplier ;	My Pharma	v		Approval No:	07689Q		
Address of a	pproved	l premises	: 1 Test St, Te	st, NSW 2222					
Claim period	l / Claim	ant's refe	rence: 1803						
			for the approved su macy claim period	oplier, certify that the information 1803 was supplied:	provided in this claim is corr	ect and that each pha	rmaceutical benefit to		
Í * T	he Natio	nal Health	proved supplier in ac Act 1953 and any in armaceutical Benefit:	struments made under that Act; a	nd				
			to the persons name d total) of pharmace	t; and tical benefits and/or highly speci	alised drugs				
(i)	0	to 0	supplied on	General benefit prescriptions			0 total scripts		
(ii)	1	to 9	supplied on	Concessional benefit prescriptio	ns and Concession card pres	criptions	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 t	hat givin	g false or i	misleading informatio	n is a serious offence under section	on 137.1 of the Criminal Co	de			
assessment a department o information a	and adm r given t bout the	inistration o other pa way in wh	of payments and ser ties for the purpose ich the Department o	d by Privacy Act1988, and is col vices This information is required of research, investigation or wh f Human Services will manage yo f from the department.	to process you application are you have agreed or it i our personal information,	emment Department c Type in pharmacis and press <b>EN</b>	ed by t n get n it's initials	he	
					Ackno				
				T. 10 N. 4			1000/		>
rrent Page No.: 1				Total Page No.: 1		Zoom Factor: 1	100%		
					Acknowledged By:				-