

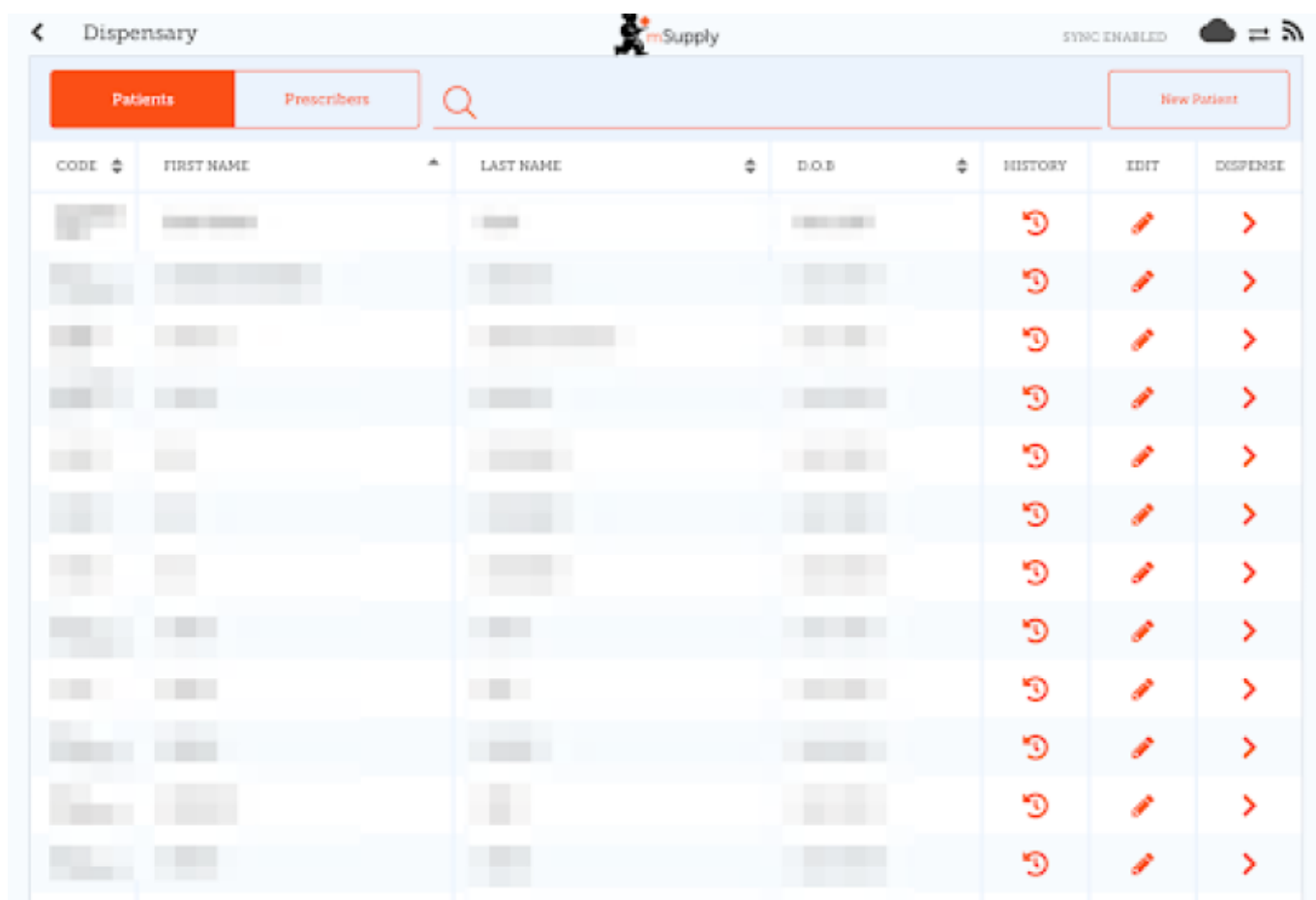
Dispensing

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.



CODE	FIRST NAME	LAST NAME	D.O.B	HISTORY	EDIT	DISPENSE
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]
[blurred]	[blurred]	[blurred]	[blurred]	[red circular arrow]	[red pencil]	[red chevron right]

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 **Search Patient** button



- 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

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

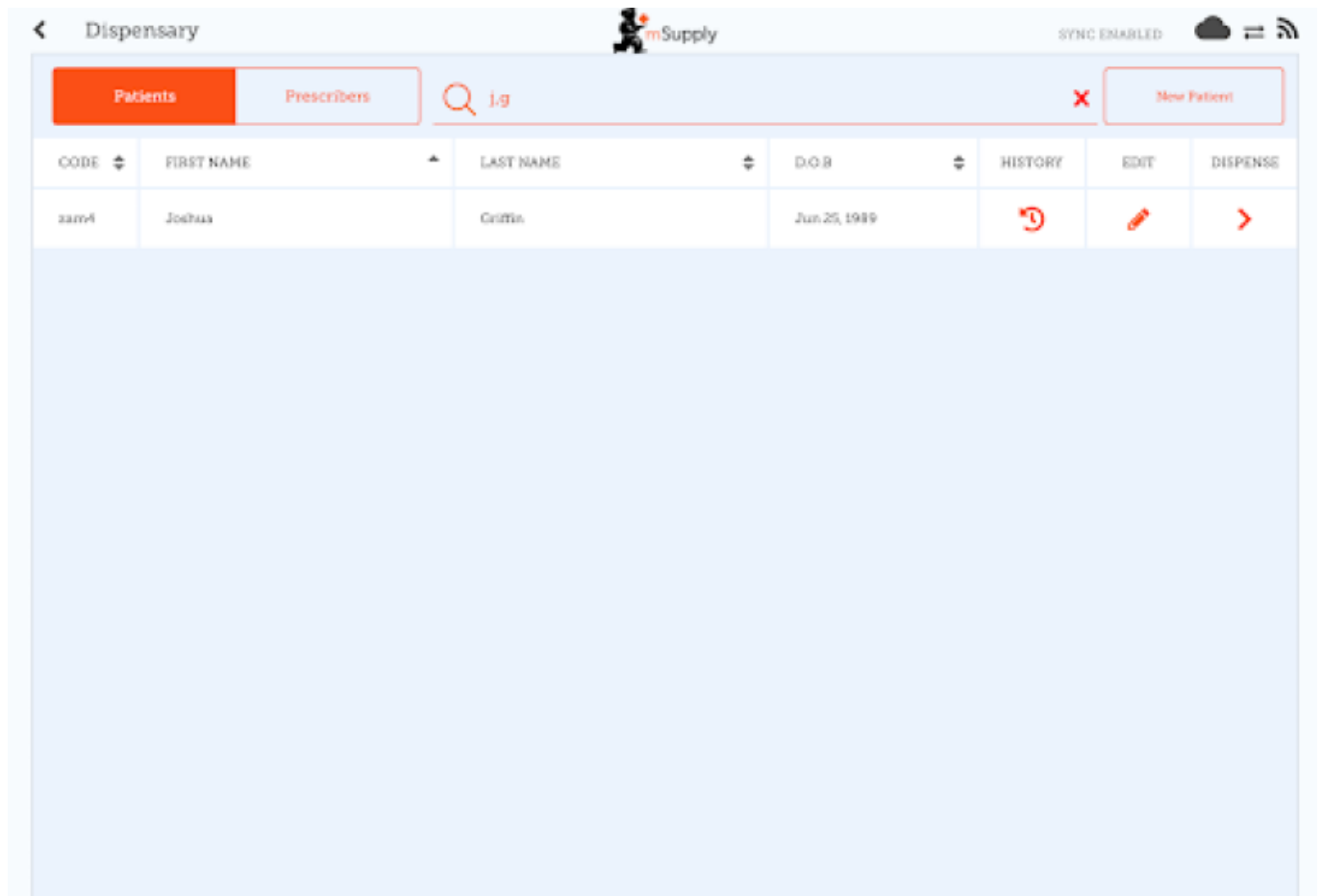
Address 2

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!



CODE	FIRST NAME	LAST NAME	D.O.B	HISTORY	EDIT	DISPENSE
xam4	Joshua	Griffin	Jun 25, 1989			

Viewing a patient's History

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

Patient History - Joshua Griffin				✕
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



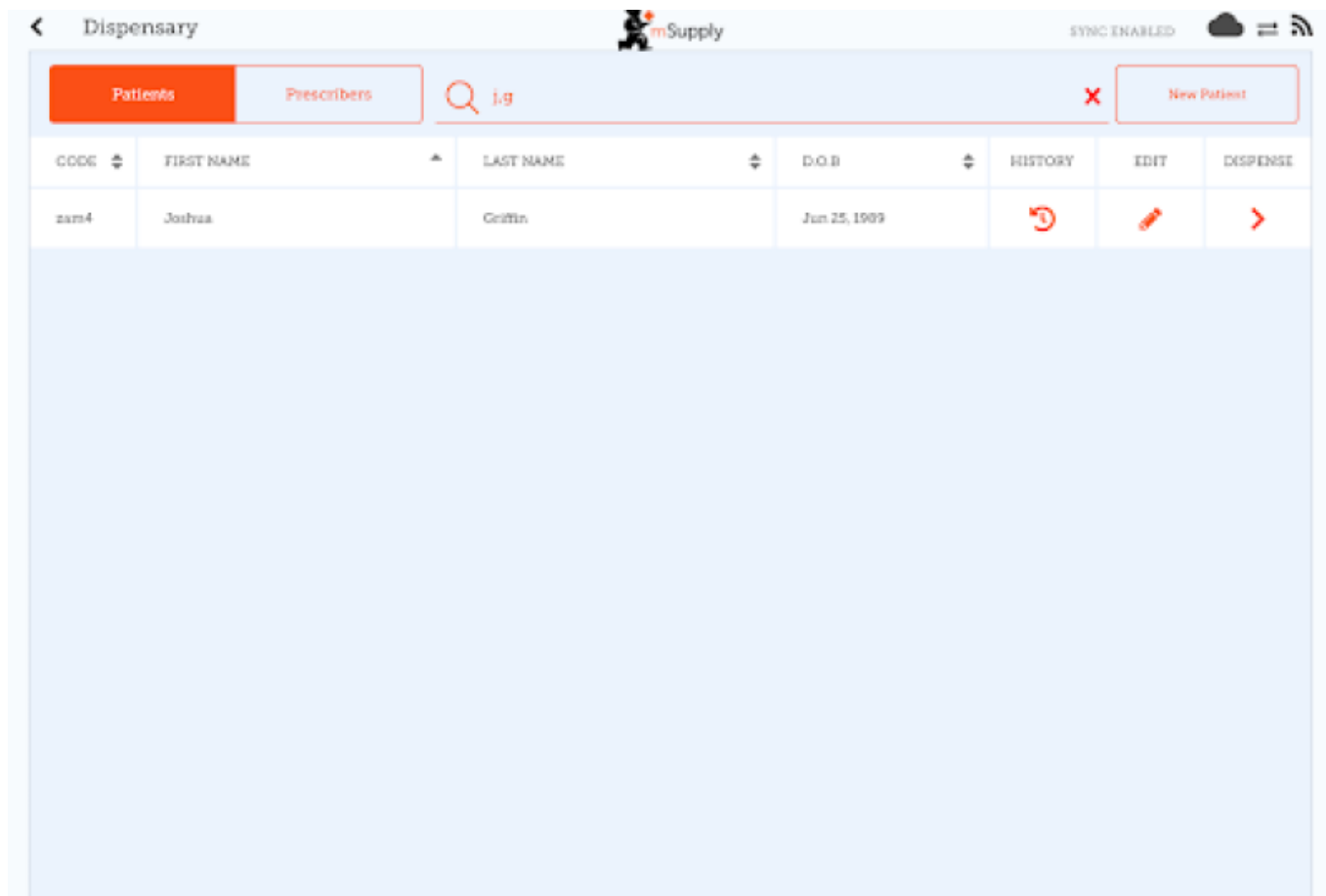
SYNC ENABLED



Patients		Prescribers			New Prescriber
CODE	FIRST NAME	LAST NAME		EDIT	
J-1234	Jasmine	McKewen			
JS-987	James	Smith			

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.



The screenshot shows the 'Dispensary' screen in the mSupply application. At the top, there's a header with a back arrow, the title 'Dispensary', the mSupply logo, and a 'SYNC ENABLED' status. Below the header, there are two tabs: 'Patients' (active) and 'Prescribers'. A search bar with a magnifying glass icon and the text 'i.g' is present. To the right of the search bar is a red 'X' icon and a 'New Patient' button. The main area displays a table with patient information. The table has columns: CODE, FIRST NAME, LAST NAME, D.O.B, HISTORY, EDIT, and DISPENSE. The first row shows a patient with CODE 'zara4', FIRST NAME 'Joshua', LAST NAME 'Griffin', and D.O.B 'Jun 25, 1999'. The HISTORY, EDIT, and DISPENSE columns for this patient contain icons: a circular arrow for history, a pencil for edit, and a right-pointing arrow for dispense.

CODE	FIRST NAME	LAST NAME	D.O.B	HISTORY	EDIT	DISPENSE
zara4	Joshua	Griffin	Jun 25, 1999			

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

Prescription 922

 SYNC ENABLED   

1 Select the prescriber

Patient
Joshua Griffin

2 Select items

ABACAVIR / LAMIVUDINE 60/30 MG CP

AR33197

Usage directions

3 Finalise

Prescriber
Jasmine McKewen

CODE	NAME	QUANTITY
AR33197	ABACAVIR / LAMIVUDINE 60/30 MG CP	58
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

ABACAVIR / LAMIVUDINE 60/30 MG CP

AR33197

Usage directions

Cancel

Next

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

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	58
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 100/275 MG ADULTE PLG/6 CP	20
AY02015	AMODIAQUINE/ARTESUNATE 100/275 MG ENFANT (6-14 ANS) PLG/3 CP	3
AY02027	AMODIAQUINE/ARTESUNATE 25/67.5 MG ENFANT (0-51 MOIS) PLG/3 CP	27

ABACAVIR / LAMIVUDINE 60/30 MG CP

AR33197

Usage directions

Cancel Next

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

The screenshot displays the mSupply mobile application interface for Prescription 922. The top bar includes a back arrow, the title 'Prescription 922', the mSupply logo, and a 'SYNC ENABLED' status. The main screen is divided into three sections, each with a red circular icon and a red arrow pointing to the next step:

- 1 Select the prescriber**: This section shows the patient's name 'Joshua Griffin' and a 'Comment:' field. A red circular icon with a '3' and a pencil icon are visible.
- 2 Select items**: This section shows the item details for 'ABACAVIR / LAMIVUDINE 60/30 MG CP' with a quantity of '3'. The code 'AB33297' and directions are also displayed. A red circular icon with a pencil icon is visible.
- 3 Finalise**: This section shows the prescriber's name 'Jasmine McKewen' and two buttons: 'Cancel' and 'Complete'.

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

The screenshot shows the 'Prescription 922' screen in the mSupply application. At the top, there are three numbered steps: 1. Select the prescriber, 2. Select items, and 3. Finalise. The current step is 'Select items', indicated by a red circle around the number 2. The screen displays the patient's name 'Joshua Griffin' and the prescriber's name 'Jasmine McKewen'. A 'Comment:' field is visible. The 'Item Details' section shows 'ABACAVIR / LAMIVUDINE 60/30 MG CP' with a quantity of '3'. The 'Code' is 'AB33297' and the 'Directions' field is empty. At the bottom right, there are 'Cancel' and 'Complete' buttons. The mSupply logo and 'SYNC ENABLED' status are also visible.

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:

Prescription 924

1 Select the prescriber ————— 2 Select items ————— 3 Finalise

Patient: Joshua Griffin

Comment: _____

Item Details

ABACAVIR / LAMIVUDINE 60/30 MG CP 3

Code: AR33197

Directions: _____

Payment

Espèce: _____

Payment Amount 30.00

Available credit 0.00

Credit used 0.00

Subtotal 30.00

Change required 0.00

Total 30.00

Cancel Complete

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

Payment

Espèce

Chèque

Carte visa

Paiement mobile

0

0.00

0.00

30.00

0.00

- 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:

Prescription 924

msupply

SYNC ENABLED

1 Select the prescriber

2 Select items

3 Finalise

Patient: Joshua Griffin

Prescriber: Jasmine McKewen

Comment:

Item Details

ARACAVIR / LAMIVUDINE 60/30
MG CP 3

Code: AR33297

Directions:

Payment

Select an insurance policy

Espèce

Payment Amount

5.00

Available credit: 0.00
Credit used: 3.00
Not enough credit

Subtotal: 30.00
Insurance discount rate: 00%
Insurance discount amount: 24.00
Change required: 0.00

Total 6.00

Cancel Complete

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:



This will enable the insurance drop-down list and the **add** button (The orange “plus” button to the right):

The screenshot shows the 'Prescription 924' screen in the mSupply application. At the top, there are three numbered steps: 1. Select the prescriber (Joshua Griffin), 2. Select items (ARAGAVIR / LAMIVUDINE 60/30 MG CP), and 3. Finalise (Jasmine McKewen). The 'Payment' section is highlighted, showing a dropdown for 'Select an insurance policy' with a red '+' button. Below this, the 'Payment Amount' is displayed as 30.00. A table shows the breakdown: Subtotal (30.00), Insurance discount rate (0%), Insurance discount amount (0.00), and Change required (0.00). The 'Total' is 30.00. At the bottom right, there are 'Cancel' and 'Complete' buttons.

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

This close-up shows the 'Payment' section. The 'Select an insurance policy' dropdown is open, displaying the policy number '123123 456'. To the right of the dropdown are two red buttons: an 'Edit' button (a pen icon) and an 'Add' button (a plus icon). Below the dropdown, the 'Payment Amount' is shown as 22.50.

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

Policy provider
ALLIANCE

Is active

Policy type

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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