



HELIX HEALTH

QicScript Plus – General Quick Guides

Searching for a patient

The system has a number of ways you can search for a patient from the **Select Patient** screen.

1. In the search field type in the patient's surname and first-name in the following format: *Surname, First Name* and press **Enter**.
2. In the search field type in the patient's scheme code and press **Enter**.
3. Press **Alt+ M** (Press More). Select the required search criteria such as Address and Prescriber etc. and press **Alt+ G** (Press Go).

Each of the above methods will return all patients whose details match the search criteria. On locating the required patient press **Enter** (Press Ok) to access their PMR.

Search for recent patients:

- Use the **Home Page** to view the last 10 patients
- Select **F7** to open the last patient

Enter a new Rx

1. Select the patient and access their PMR.
2. Type in drug name and press **Enter**.
3. Enter the quantity to dispense and press **Enter**
4. Select the required dosage and press **Enter**
5. Enter the number of repeats (if any) and press **enter**
6. If there are any other changes enter at this stage, use the **shortcuts** for other options (Alt + N – Not dispensed, Alt + R – Rx required, etc.)
7. Press **enter** and start entering the next items, repeat process as above
8. To finish the script and print receipts/bag labels, press **F10**

Repeating/Copying Rx

To repeat items from a patient PMR:

1. Open the patients PMR.
2. Press **Tab** to view the Rx history.
3. **Tag** the items by using the arrow keys to highlight the item and pressing **Enter** to tag an item.
4. Alternatively, use numbers to tag items if you need to separate items on to different script numbers or different schemes. E.g. to split GM items onto two different script numbers, press 1 on all items on the 1st script then press 2 on all the items that will be going on the 2nd script.
5. Press **Esc** or **Tab** to start dispensing the selected items.
6. Each item will appear separately allowing time to make any changes, press enter to dispense each item.
7. Any new items can be added at the end.
8. Press **F10** to finish and print receipts/Bag labels

Edit an Rx

To edit an item in the patient's prescription history:

1. On the patient's PMR, **tab** into the history,
2. Use the **Down Arrow** key to select the Rx you wish to edit.
3. Press **F9** or select Edit
4. Enter the number of the field you wish to edit
5. Press **Enter** to save.

Reprint Labels/Receipts

To reprint a label or a receipt:

1. Tab into the history,
2. Highlight the item you wish to reprint
3. Make your selection from the reprint screen. The default is the drug label. Arrow down to select UCF for a receipt. Use the tick box options on the right of the screen for bag or owings labels

Instalments

To issue a phased item:

1. Open the patients PMR
2. Enter the drug name, quantity and dosage as normal
3. Select Alt + P for a phased item
4. Enter the number of Lots to dispense for the item
5. Enter the reason for phasing
6. Press enter to save

You can choose to issue all phases together, you will get a label for each phase but all in one go. If you choose not to assemble all lots together, you can issue the next part of a phase by Tabbing into the history, tag the item and press Tab or Esc. You will be asked to dispense the next part of the phase, press enter to continue.

Owings

To enter an owing on an item that you do not dispense part or all of the quantity to the patient:

1. Enter the drug name, the full quantity to dispense and the dosage as normal.
2. Edit option 4 'Quantity Still Owed', enter the amount still owed to the patient here
3. Finish the prescription as normal

To issue the balance on an owing:

1. Tab into the patient PMR history
2. Tag the item owed and press Esc or Tab to exit and dispense the item. You can choose the quantity to be dispensed.

F3 – Price Enquiry

To check the price of an item or a prescription, press **F3**.

Enter the drug name, quantity and scheme. The price of the item and the total for the script will appear. The OTC price will also appear on the right of this screen.

To add more items to the prescription, click **Add**

F2 – Ordering

To manually ordering an item, press **F2**. If the item displayed is the item you wish to order press enter then enter the number of packs required.

If you wish to order additional items press enter and select the next item to order.

To finish ordering press **Ok**. The item(s) will be added to the wants list.

Sending an Order

To send an order:

1. Go the Ordering tab in the main menu
2. Select **Edit Current Orders** / Wants list
3. Select the supplier to send using the drop down list at the bottom right of the wants list
4. Click **Send Orders**. The order will send, click Close when the order has been sent.