

Dispensary Management System

USER MANUAL

Introduction

Thank you for purchasing CDC Forte as your Dispensary Software solution.

The following passages will guide you through how to use Forte to dispense medications in line with the Australian PBS regulations. Forte represents 3 years of research and development by CDC systems to design and build from the ground up the best dispensary system in Australia.

Overview

Forte's focus as a software solution is to be user friendly, fast and precise in assisting pharmacists dispense medication to patients. Indeed we expect you to be dispensing with Forte in less than 15 minutes from your first experience of the software.

Friendly - The windows based interface allows a well known way of interacting with information in the modern age. Navigation using shortcut keys and arrow buttons allows for single key and shortcut keyboard based dispensing while also providing for a mouse interface for those whom so choose. Also it is configurable to suit the dispensing work flow that best suits you and your pharmacy. Various warnings and detail screens can be turned on or off depending what are your main dispensary functions.

Fast – Integrated repeat scanning allows you to attach a repeat scanner for internal repeats. This alleviates the need to search for a customer or type in a repeat number. Simply pass the internal repeat over the scanner and within a second you are straight into the dispensing process. Also Forte's advanced caching techniques allows the system to remember what is the most commonly used drugs and store them in local memory saving access time from the server meaning your dispense time is quicker.

Precise –Integrated script checking at the assembly stage ensures you match the right drugs with right label for the right customer. It can also produce a delivery label for all currently dispensed medications for a given customer ready for a single scan at the cash register. Fully integrating the dispensary management system with the Point of Sale System. So you can always track where your medications are.

CDC Systems Forte is the first community pharmacy dispensing system to have fully integrated MIMS interaction and allergy information. CDC have worked closely with MIMS to ensure their medical data is seamlessly integrated in to the Forte dispense process.

Each night Forte automatically checks the CDC Drug Management system to determine if there are any new updates to the PBS and MIMS medication data if so it downloads and installs them. Ensuring the every day when you start dispensing you are always up-to date with Dispensing Best Practice



About this Manual

As dispensing is a very diverse and conditional process we have developed this manual around a set of 'How To's as in 'How to dispense a Script'.

We have adopted this approach as 90% of prescriptions are similar or identical in process and the remaining 10% are completely different. For the 90% the same, by working through the first few examples in this manual or online you will cover these dispensing requirements in no time.

As for the 10% remaining you may need to consult this manual the first time you need to dispense something in a given way. And when doing so will pose the question How do I?

Also, Take note of the shortcuts available on Pages 8 and 9, as they will undoubtedly speed up the process of Navigating Forte.

Additionally you can talk to CDC about one of our eTraining Modules where you can either learn at your own pace or with a live operator assisting and watching over the phone.



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CDC Software Support and Development

Telephone.....(02) 96033380 FAX:.....(02) 96037554

Software support and development service is available BH: 8a.m to 6 p.m. Monday to Friday (EST)

EMERGENCY Out of Hours Support Number

Mobile.....0412 060 907

Emergency service only, is available AH: 6pm to 9pm Monday to Friday (EST)

SATURDAY, SUNDAY and PUBLIC HOLIDAYS (EST 9am to 9pm)

Sales Co-ordination, Marketing and Administration

Telephone.....(02) 9603 3380 FAX:.....(02) 9603 7554

BH: MONDAY to FRIDAY (EST) 9am to 5pm



Medicare Australia

Contact Information

Phone 132290

For Concession and Medicare Entitlement Enquiries

Press number 1

For All Claim Payment, Safety Net, Stationeryand General Enquiries

Press number 2

For Technical Support for Online Claiming or Information about Online Claiming

Press number 3



Explanation of screen & field shortcuts by pressing <F> keys, shift and control

Below is an explanation of keyb	pard dispensing screen and field shortcuts
Function Key Short Cut	Function
<f1></f1>	Dispense Screen
<f2></f2>	Add Family Member
<f3></f3>	Add Patient
<f4></f4>	Patient Details
<f5></f5>	Print Options
<f10></f10>	Search/Find
<f11></f11>	Select Patient
<f12></f12>	Select Drug
<shift><f1></f1></shift>	Recently Dispensed Scripts
<shift><f2></f2></shift>	Script History
<shift><f3></f3></shift>	Pricing
<shift><f4></f4></shift>	Add Doctor
<shift><f5></f5></shift>	Add Pharmacist
<shift><f6></f6></shift>	Add Suburb
<shift><f7></f7></shift>	On Line Claiming
<shift><f8></f8></shift>	Script Checker
<shift><f12></f12></shift>	Repeat Script
<ctrl><f1></f1></ctrl>	Console
<ctrl><f2></f2></ctrl>	PBS



Explanation of screen & field shortcuts by pressing <ALT>+<underscored><letter> Example....

<ALT><A> takes the cursor to *Add Patient* in the select patient screen.

<ALT><A> takes the cursor to *Script Date* in the select drug or labels screens.

	Select Patient Screen	Selec	t Drug Screen
A	Add Patient	A	Script Date
С	Clear	В	Substitute
F	Family Member	C	Clear
Н	Help	D	Drug
	Pharmacist	Н	Help
М	Merge	1	Pharmacist
Ν	Next	М	Medicare
V	Start Over	N	Next
		0	Options
		Р	Prevoius
		T	Doctor
		٧	Start Over
l	abels Screen		
A	Script Date		
В	Substitute		
С	Clear	Interac	tions Screen
Е	Dispensed	C	Comments
G	Category	М	Monograph
Η	Help		
	Pharmacist		
N	Next		
0	Options		
Ρ	Previous		
Q	Quantity		
R	Repeat		
S	Sigs		
V	Start Over		



HOW TO: Dispense an Original Script

This is to dispense an original script with a patient already on file and with auto display of patient history turned "OFF" FROM SELECT PATIENT SCREEN:

CDC Forte 1.0.0 (215	1)				
gr. Note	w Help				
Pollowing requires a	attention to proceed.				
Name or Repea	at				
Pharmacists Initials					M
	Enter pharmacia	t initials			M
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8					
Dationts					
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Dispense					
Select Patie	ent				
Pharmacists	Initials				
	10HN TACEY				
Name or Per	eet				
					Frand
Mr. CHA	SE CL Press En Or just p	ter or key dow press correspon	n to correspo ding number	nding entry ther or letter next to	press Enter entry.
Patients —					
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2 CLEA	VERS	CHERRY		Miss	5 CONNUR
3 CLEA	VERS	JULIEANE			5 CONNUR
4 CLEAV	/ERS	MELISSAJ/	ANE		5 CONNUR



Dispense
Select Patient
Pharmacists Initials
JT JOHN TACEY
Name or Repeat
Mr. CHASE CLEAVERS, 5 CONNUR WAY FIELDS 2167, ACCT [5973
25437529912
Select Drug
Medicare Number Expiry Following requires attention to proceed.
2543 75299 1 2 Dec 2020 Drug or Repeat
Doctor Prescriber Code Script Date 1
413845 16/04/2007 🗔 Substitute 0
SPJ JAMES SPOCK Category
Options
Prug or Repeat Medicare, doctor and date
correct? then enter drug name
Drugs
DESCRIPTION FORM STRENGTH MAX QTY
Pharmacists Initials
Mr. CHASE CLEAVERS, 5 CONNUR WAY FIELDS 2167, ACCT [597]
25437529912
Select Drug
Medicare Number Expiry Store
2543 75299 1 2 Dec 2020 Special Interactions 111222
Doctor Prescriber Code Script Date A>[Paraceta
SP1 Category Category
SPJ JAMES SPOCK Category Options
SPJ JAMES SPOCK Category Drug or Repeat Options
SPJ JAMES SPOCK Options Drug or Repeat Options BACTRIM DS TABS 160mg/800mg qty 10, mr 1
SPJ JAMES SPOCK Options Drug or Repeat Options Options BACTRIM DS TABS 160mg/800mg qty 10, mr 1 Options
SPJ JAMES SPOCK Category Drug or Repeat Options BACTRIM DS TABS 160mg/800mg qty 10, mr 1 Drugs # DESCRIPTION FORM STRENGTH MAX QTY MAX RPTS 1 BACTRIM DS 1 BACTRIM DS 1 BACTRIM DS
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413845	13 Apr 07 NAPROSYN TABS 250 211ds	
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2 2 2	13 Apr 07 VENTOLIN CFC-FREE use	
Drug or Repeat	13 Apr 07 PLAVIX TABS 75mg qty 1 d	
E	13 Apr 07 PLAVIX TABS 75mg qty 1 d	
	13 Apr 07 ZESTRIL TABS 10mg qt d Moderate (4)	
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Repeats Dir	12 Apr 07 ChieOliah CARC 10ma mdu	Check arua
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HOW TO: Dispense an Internal Repeat

From select patient screen

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Dispense Note Following requires attention to proceed. Name or Repeat Name or Repeat Patients # SURNAME GIVEN NAME TITLE	Prog	ram	Dispense History Setup Commo	on View <u>H</u> elp	
Note Following requires attention to proceed. Name or Repeat Name or Repeat ITYON Patients # SURNAME GIVEN NAME	9	Dis	pense		
Name or Repeat Name or Repeat ITYON Patients # SURNAME GIVEN NAME	Tasl	F	lote following requires attention to proce	eed.	
Name or Repeat ITYON Patients # SURNAME GIVEN NAME		P	lame or Repeat		
Patients # SURNAME GIVEN NAME TITLE		Na	ame or Repeat		
Patients # SURNAME GIVEN NAME TITLE		1	1TYON		
Patients # SURNAME GIVEN NAME TITLE					
# SURNAME GIVEN NAME TITLE					
# SURNAME GIVEN NAME TITLE		Pa	tients	1	
		#	SURNAME	GIVEN NAME	TITLE

Enter repeat number in patient or drug screens

From select drug screen

Prog	ram Dispense History Setup Commo	n View <u>H</u> elp					
~	Dispense						
Tas	Select Patient						
	Pharmacists Initials						
	JT JOHN TACEY						
	Name or Repeat						
	DULIEANE CLEAVERS, 5 C	ONNUR WAY FIEL	DS 2567,	ACCT [5973]			
	Select Drug	-					
		Store		Override			
	2543 77833 1 1 Dec 2020			Interactions			
	Doctor Prescriber Code	Script Date		Incoraccions			
	Note	pr 2007 🗔		Substitute			
	Following requires attention to proce		Category				
	Drug or Repeat Options						
Drug or Repeat							
	Drugs						
	# DESCRIPTION	FORM	STRENGTH	MAX QTY			



Dispense					
Select Patient Pharmacists Initials	Tent koda				
JT JOHN TACEY Name or Repeat	CDC Force Drug to Drug Interactions Details of any interactions with current drug being dispensed.	*			
Select Drug Medicare Number Expiry [2543.77833.1.1] [Dec.]	Script Details Drug Being Signmedi (ROOTH-ROMYCIN TABS 150mg dy 10 (RULIDE) Date inserved	MMS data expires 30 Apr 07			
413846 992 MARES SPOO Drug or Repark Control Controls Social Control Controls Control Controls Controls Control Controls Control Controls Controls Control Controls		Check interactions and allergies, press enter All details checked and correct charge to account? Press enter for yes or key across and enter for no.			
		Monograph Somment Cancel			

Dispense			
Select Patient			
Pharmacists Initials			M
JT JOHN TACEY			MINS data express 30 Apr 07
Name or Repeat			
DULIEANE CLEAVERS, 5	CONNUR WAY FIELDS 2	567, ACCT [597	3
Select Drug			
Medicare Number Expiry	Store	Include PRP	
2543 77833 1 1 Dec 2020	Special		- Henrie Aller gres / Conditions
Doctor Prescriber Code	Script Date		-
413845	13 Apr 2007	Substitute	
SP3 JAMES SPOOK		Category	
		gotions	
Pla IDE	TARS 150mg obs 10 mm	1	
ROLIDE	THEST ISSUING GUY TO, THE		
Label Details			[managed and a second sec
200 libra	So Prove		Finance script X
Personal Company	and the second sec	1	Charge to ACCOUNT 5973
Repeats Dispersed	Guanacy hpproved		av .
	IG SZUIL	J	No No
Internet and the second	Face or	arge	
	(\$11.95		
Label			Cost \$8.38 B.P.Prem- \$2.42 PDE Amt \$12.94
RULIDE TABS 150mg qty 1	[] [General]		
TWICE A DAT			
JULIEANE CLEAVERS	No Rpt \$ 18.80		
			Repeat History
			* 5291L 13 Apr 07 Local Original
			+ 5291L 16 Apr 07 Current Script





HOW TO: Dispense an External Repeat

From select patient screen

gram	Dispense	History	Setup	Common	View	Hel
Dis	pense					
F	lote following re	quires at	tention:	to proceed	н.	
Þ	lame or	Repea	rt			
N.	ame or Rep	eat				
2	12345					
Pa	tients —					
#	SURNA	ME		0	SIVEN	NAM

From select drug screen

Medicare Number Expiry	Store				
2543 75299 1 3 Jul 2015	Specia		Override	Memo/Allergies/	Conditions
Doctor Prescriber Code	Script Date		Interactions		
Note	pr 2007		Substitute		
Following requires attention to	proceed.		Category		
Drug or Repeat			Options		
Drug or Repeat				Options	
8 ² 71234					
Drugs	1			1	
# DESCRIPTION	FORM	STRENGTH	MAX QTY	MAX RPTS	MANUF
ions Options	ppliers approval	number then	press OK		
CDC Forte				×	
Non Origin	al Script				
1AX Q [*] Enter scr of pharm	ipt date and ap acy that disper	oproved supp nsed repeat.	lier number		RECOVE
Approval S	Script Date	: 01 Apr 2	007 🗖		
		ОК	C	ancel	



Dispense			
Select Patient			
P <u>h</u> armacists Initia	als		
JOL TC	IN TACEY		
Name or Repeat			
Mrs. DOROT	HY JEAN MA	TRICKKS, 4	777 SUNSE
Select Drug —	N.O. 12345 ,9	9513J] 200607	998K 254375
Medicare Number	Expiry	Store	
2543 75299 1	3 Jul 2015		ecial
Doctor Prescriber	Code	Script Date	
Note		pr 2007	
Following require	es attention to pro	oceed.	
Drug or Rep	eat		
Drug or Repeat			
LEPIL			
Drugs			
# DESCRIPTION	ON	EORM	STREN
Enter and	change correct potiont	from coloct potiont cor	
	choose correct patient,	from select patient scre	<u>en.</u>
Enter and	choose correct Drug (3	from select drug screet	en
Dispense			
Select Patient			
Pharmacists Initials			
Mrs DOROTHY JE	ANIMATRICKKS	4/77 SUNSET S	
(HSFB BROKEFTF BE		1,77,00,10210	
[N.O. 1	2345,9513]] 20060)7998K 254375299	13
Medicare Number Expi	rv Store		
 2543 75299 1 3 Jul	2015	Special	Override
Doctor Prescriber Code	Script Date		Interactions
532840	01 Apr 20	07 🗔	Substitute
RWH RAYMOND V	VHITE		Category
			Options
Drug or Repeat	INA EC TARS DO	atu 200 per	2
			~
# DESCRIPTION	FORM	STRENGTH	MAX OTY
	SYRU	P 200mg/5r	nl,300ml 2
3 EPILIMICROSHAE	TABS	200mg	200
4 EPILIMEC 5 EPILIMSUGAREE	TABS	500mg 200mg(5)	200 ml 300ml - 2
Che	ck interactions and all	ergies, press enter	
3 CDC Forte 1.6.0 (2151) ogran Dispense History Setup Common View Help			
Dispense			
Pharmacists Initials CDC Forte CDC Forte		19-191	× Script Count: 60
Name or Repeat Drug to Drug Interactions Details of any interactions with	o current drug being dispensed.		20 Cess: 26
DAO. 12 Sound Datada			
Medcare Number Expire Drug Being Dispensed: SODR	IM VALPROATE TABS 200mg E.C aty 100 [EPILIM EC]	M HEMS data expires 30.	Apr 00" analy PRF Total: \$1!
2543 75299 1 3 Jul 2 Interactions Doctor Prescriber Code DATE DEPEN DRUG	DIFFECTIONS SEMERITY	Valproic acid and derivatives Diazenam	
532940 12 Apr 07 KARVEA TAK 12 Apr 07 DIAMORO W 12 Apr 07 COVERSYL	s soung_10 4	Severity, Moderate (4)	
Qrup or Repeat 05 Apr 07 SERE PAR 17 05 Apr 07 NAPR OSYN 05 Apr 07 ACENORM 1	UBB 15m., imdu TABS 50., 1 tols pc 2.5 TABS., 1 d	the patient's condition. The patient should be mo manifestations of the interaction. Medical interve	nitored for the possible rition or a change in
EP1L 05 Apr 07 AMOXUL CAP 37 Mar 07 PANAECOP7	S 250mg 2 tds	therapy may be required.	





2 tds				
<u>R</u> epeats	Dispensed	Last Dispensed Date	Quantity	PBS Approval No
2	1		200	9513J
Original Scrip	t No Auth	ority No Date last	dispensed for for	eign repeat Charge
1234		495	00	46 00

Enter directions, dispensed date.	alter repeats & quantity dispensed as needed, enter last Check script interval.
Options	tions
	erval Check Check 4 day script interval. A Days: 11 Apr 07, 20 Days: 26 Mar 07 Outside interval? Outside Inside Cancel SW st: \$28.98 B.P.Prem: \$1.28 PRF Amt: \$4.90
Press enter for "o enter for same pa	utside interval" or key across and enter for inside or cancel. Press tient or key across and enter for new patient or cancel.
)0, mr 2	Options
nterval roved Supplier No 3J ent Charge 20	Finalise Script

Finishing script. Paperwork will be printed. Script is then sent to Medicare



AY

HOW TO: Dispense an Owing Script.

Forte 1.2-0495 (10-09-2010 07:3	39)				_ 🗆 ×
Program Dispense History Setup Com	nmon View <u>H</u> elp				
Tasks	Dispense				🤬 💩 🚳 😡
Dispense Disperse Script History Script Checker	Select Patient Pharmacists Initials TEST CDC TEST Name or Repeat	CHECK ONL	INE	MIM5 data expires 30 Sep 2010 Drug data updated on 9 Sep 2010	Script Count: 84 4 Days: 05 Sep 10 20 Days: (20 Aug 10
	ONE THERES	A, TESTING ADDRE	SS CAMPBELTOWN 2566	DOB [10/12/1973], ACCT [300079]	
PBS ③ Online Claiming	Owed Scripts	SN000000781 2293	36121011	Origin	al Family Member indicated by *
Deleted/Caprelled Scripts	# SCRIPT NO	DATE DISP ACCT	DRUG	DIRECTIONS	
All Scripts	1 1KU2H	10 Sep 10	DIABEX TABS 500mg qty 100	mdu	
	2 1KLDS	08 Sep 10	BETALOC TABS 100mg qty 60	1 d	
Claim	3 1KLDR	08 Sep 10 300	AMOXIL CAPS 500mg qty 20		
Close Curret Clam Close Health Fund Clam Reports Health Fund Clam Reports Duplicate MCNs Patient Scriptis SI Scriptis Sorgets Owing Scriptis Drug History Drug Usage Unhikade Drugs			International States of St		
Undatine Undetek Top Pre Sorpt G	After sele	ecting patie ck, enter o	ent, a screen will o r key down & ente	pen with owing scripts liste on owing script to be disp	d bensed
		Med	ds Index Start Over Eamily Mem	. Add Patient Merge Previous	Next Dear
I Help					0 / _ ×]
Select Owed Script from list - Select Owed	d Script or <alt> S to Select</alt>	Drug		MIMS RP MS MXA PBS Overwrite	10 Sep, 15:34



Complete owed scripts details , finalise script



HOW TO: Dispense a Manual Repat Authority Non NHS Private

Medicare Number Expiry	Store	
2222 2222 2	Special Special	Interactio
Doctor Prescriber Code	Script D <u>a</u> te	Substitu
8013901	14 Aug 2007 🗔	Categor
DOCTOR MARGARET WA	LLACE	
Drug or Repeat		
Drug or Repeat		
Drug or Repeat	by ;	Outside script entered
Drug or Repeat	by ; B - Glass Bottle used	Outside script entered C - Print Receipt
Drug or Repeat Drug or Repeat Dptions Options separated from drug I A - Print Copy of Script F - Print HF Receipt M - Include BPP	by ; B - Glass Bottle used G - Dispense as Generic N - Nio Disnenses Eee on Private	Outside script entered C - Print Receipt H - Change to NHS froi O - Owing Prescription

Doctor Prescriber (8013901	iode s	icript D <u>a</u> te 14 Aug 2007 🚺	3	Substitu				
DOCTOR Search	DOCTOR Search for doctor by prescriber code, abbreviation or name							
Drug or Repeat)R. PRESCRIPT	ION	-	qty 1, mr				
# DESCRIPTION	J	FORM	STRENGTH	MAX				
1 -VA AUTH	OR. PRESCRIP			- 1				

In the drug or repeat field type "minusV' i.e. –V enter for repat **Or** "minusP" i.e. –P enter for private .



Enter product name & directions in sigs field, continue to repeats & authority fields if needed

licare Number Expiry Store	CDC Forte			×
27 27272 7 7	Dispense Options A - Prink Copy of Script D - Deferred Supply G - Dispense as Generic L#- Multiple Labels O - Owing Prescription T - Print RPI W - Charge WS Price	B - Glass Bottle used E - Print Delivery Label H - Change to NHS from M - Include BPP P#- Change to Private V - Change to RPBS Y - Manual Recovery	C - Print Receipt F - Print HF Receipt RPBS I - No Medicare Number N - No Dispense Fee on Private R - Regulation 24 VWGC-VA Card Type Z - No Label	
-VA AUTHOR. PRESCRIPTION	Options: Y Deferred		Print Copy of Script	
eats Dispensed Last Dispensed Date Quantil	V Include Brand Price Prem Dispense as Generic		Print Delivery Label Print Multiple Labels	88
inal Script No Authority No Dispensed Price 00048126 \$5.44	Regulation 24 No Dispense Fee on Private	P	rint No Medicare # Receipt Print Health Fund Receipt	
abel 'A AUTHOR. PRESCRIPTION	Change to Private Change to NHS from RPBS	1 🗃	Print Patient Record Form	
ffairs] AMILTON SUNSCREEN USE as directed by Doctor	Change to RPB5 Glass Bottle Used		Manual Recovery Wholesale Price as Charge	
RS MELINDA MAHER 1 R \$4.90			OK Cancel	

Open options and choose manual recovery or "Y". Enter manual recovery price in the dispensed price field and finalise script. Script is then sent to Medicare

Repeat				Selected Options
AUTHOR	R. PRESCRIPTIO	N	- qty 1, mr 0	SPECIFY RECOVE
etails —				
			S8 Interval	Messages
TON SUN	SCREEN USE UD		0	Generic: VA AUT
: Disp <u>e</u>	ensed Last Dispens	ed Date Quantity	PBS Approval No	NHS code: V99F Repeats > NHS M:
		1	80350Y	4 day supply inter
Script No	Authority No	Dispensed Price	Patient Charge	
	00048126	5.44	\$4.90	
			T.	Cost \$0.00 PRE
UITHOR P	RESCRIPTION.		tv 1 Neteran	5030 #0100 TTU /



HOW TO: Dispense Extemp, Local Extemp & Local Drugs

Select Drug			
Medicare Number	Expiry	Store	
2402 79477 7 7	Aug 2010	Special	
Doctor Prescriber Code	e	Script D <u>a</u> te	
8013901		17 Sep 2007	
DOCTOR JON WA	LLACE		
Options			
Options separated from	m drug by ;		Outside scrip
A - Print Copy of Script	t B-G	ass Bottle used	C - Print Reco

From the select drug screen click on the box next to the drug or repeat field This opens the screen for dispensing extemp , local extemp and local drugs





Store	IDC Forte							×
	Externo Local Ex	temp	Local Drug					
t D <u>a</u> te	Current Local Drug							
Sep		Descrip	tion	Form	Strength		Quantity	
	Brand:	JOHN	TACEY C/F 24 (E	MN) TABS			24	
	Maximum Calantifus	_						
_	Planting and they.	_		_				
	Inventory ID:	7161	69802	Quantit	y: 1.0			
	Manufacturer:			Cos	*: \$4.80			
	Previously Defined Lo	cal Dru	igs					
ttle us	DESCRIPTION		FORM S	RENGTH	QUANTITY	MAX QTV	MANUF	
ense F	JOHN TACEY C/F	24 (TABS		24			
CO RPI	JOHN TACEY DAY	C/F	TABS		24			
					ок	Delete	Glear	Cancel



HOW TO: Dispense using Script Options

DOCTOR MARSHET I	WALACE	(gtins		
Drug or Repeat			Selected Options	
GASTRO(0	Deven Name (- Ontions) or a Secret No	nie		
down 208	station for hours of a subsection			
Options separated from du	api:	Outside script entered by 7 csc	ript number>	/ suffix to generic for
Ceptions separated from du A - Print Copy of Script	ig by ; 8 - Glass Bottle used	Outside script entered by 7ksc C+Print Receipt	ript number> D+Deferred Supply	/suffix to generic for E - Print Delivery Labe
Cations separated from de A - Print Copy of Script F - Print HF Receipt	iş bir ; 8 - Giess Bottle uzed G - Dispense as Generic	Outside script entered by 7 cap C - Print Receipt H - Change to INIS from RPBS	ript rumber> D+Deferred Supply 1+Na Medicare Number	/ suffix to generic for E - Print Delwary Labe L#- Multiple Labels
Cytions separated from du A - Print Copy of Script F - Print HF Paccept N - Include BFP	g by ; 8 - Gless Bottle used G - Dispense as Generic N - No Dispense Fee on Private	Outsch script entered by 7 csc C - Print Receipt H - Change to IN-5 from RPB5 O - Owing Prescription	ript number> D+Deferred Supply I+Na Medicare Number P#+ Change to Private	/ suffix to generic for E - Print Delway Labe L#- Multiple Labels R - Regulation 24

nr 5		
	Options	Opti
	Category]
	Substitute	
	Interactions	
	Override	Men

Script options are accessible in two ways. By adding the option prefix after choosing drug, following ; or opening the "options box", by left clicking options field with mouse or pressing "ALT+O" Choose options required by either left clicking on option with mouse or entering corresponding prefix. Note: Options box can be accessed in both drug and label screens

CDC Forte		>
Dispense Options A - Print Copy of Script D - Deferred Supply G - Dispense as Generic L#* Multiple Labels O - Owing Prescription S - Brand Substitution V[WGC]- VA Card Type Z - No Label	B - Glass Bottle used E - Print Delivery Label H - Change to NHS from RPI M - Include BPP P#- Change to Private T - Print PRF W - Charge WS Price	C - Print Receipt F - Print HF Receipt B5 I - No Medicare Number N - No Dispense Fee on Private R - Regulation 24 V - Change to RPBS V - Manual Recovery
Options: OL1		
Owing		Print Receipt
Include Brand Price Prem Dispense as Generic		Print Delivery Label
Regulation 24	Print	No Medicare # Receipt
No Dispense Fee on Private	Prin	ht Health Fund Receipt
Change to Private	1 🗃 Prir	nt Patient Record Form
Change to NHS from RPBS		No Label
Change to RPBS		Manual Recovery
Glass Bottle Used	Whe	olesale Price as Charge
		OK Cancel



HOW TO: Add a Patient



Enter patients' name.No match? Press enter to insert new patient. Or press 'add patient' on select patient screen Complete patients details in patient tab

Forte 1.2-0477 (02-09-2010 11:	1)	_ 0
igram Dispense History Setup Com	mon View Help	
🛙 Tasks 📃	Dispense	B 🖉 🎝 😣 🦂 🛛 🖬
	Select Patient	
Dispense	Pharmacists Initials	Script Count: 81
Script History	TES Forte 1.2-0477 (02-09-2010 11:21) ×	4 Days: 04 Sep 10
Script Checker	Name Detect Details	20 Days: 19 Aug 10
~	Patient and Family details can be entered or existing information can be updated.	
	Search by Surname, Phone Number, Address or Medicare Number using F10.	
×B5 ③		Original Family Member indicated by
Online Claiming Statements	Patien Patient Family Miscelaneous Aged Care Changes	
Deleted/Caprelled Scripts	# c Patient Details	LS ACCT FAMILY
All Scripts	Surname: Phone Number: Dr. Bag Prefers Generic	
	Given Name: PRF Relationship: Deceased Registered for CTG PBS CPR	
aim ()	Title: Patient ID: 0 Malouts: Unknown 🔍	
Close Current Claim	Address: Earthy (0 Dearth	
Close Health Fund Claim		
Claim Reports	Supurp:	
meaning coall reports	Postcode: Weight: 0.0	
enorts	Default Doctor:	
Duplicate MCNs	Email Address: Medical Record No:	
Patient Scripts	Entitlement Details	
S8 Scripts	Entitlement No: Expiry Date:	
eScripts Outra Society	V & Exemple Ent Nov	
Drug History		
Drug Usage	Veteran Athairs No:	
Tax Invoice	S.M. Concessional No: Allergies	
Unclaimed Scripts	S.N. Entblement No:	
Unchecked Scripts	Private Fund No:	
Top Prescribers	Private Fund Name	
	Medicano Babala	
	Ballet Conset:	
	Medicare roumber:	
	Expiry Date: Medicare Given Name:	10
	Warring:	us <u>Next</u> <u>Gear</u>
Help		07-
	megcations PR+ card insert Delete Gear Cancel	
r Patient Name or Repeat - Enter cor	bination of sname, uname, title, address or Repeat No then <snter> MIMS RP MS MXA PBS</snter>	Overwrite 9 Sep. 11:47



C Forte						
atient Del Patient an Search by	tails Id Family deta Surname, Ph	ails can be enter none Number, Ac	ed or existing info Idress or Medicare	rmation can be updated Number using F10.		
Patient	Family	Miscellaneou	us Changes			
amily De	tails	This Pf	harmacy		Other Ph	narmacies
C	oncessional:	0	\$0.00	Concessional:	0	\$0.00
Vet	eran Affairs:	0	\$0.00	Veteran Affairs:	0	\$0.00
Special	Entitlement:	0	\$0.00	Special Entitlement:	0	\$0.00
	General:	0	\$0.00	General:	0	\$0.00
Other:		0 \$0.00		Other:	0	\$0.00
				Overall F	amily PRF Total:	\$0.00
ccount D	etails:					
	Accounts	0	Reset	Family ID:	144,612	
				Patient ID:	144,612	
Family Men	nbers			Other Members		
GIVEN NAM	IE SURNA	ME RELA	TIONSHIP	a		
LOUISA	IONIN	GTON (BLAN	NK	In family	tab add	other
				pharmacies p	orf totals to	update
				patients reco	rds.	
		<u>P</u> RI	Card Up	date Delete	∫lear	Cancel





HOW TO: Add a Family Member

Dispense						8 🖟 🎽	Ø 🖗 🦾 🕕 🔟		
Select Patient Pharmacists Initials (T) JOHN TACEY Name or Repeat Miss LOUISA (OVINGTON, 2 BRICKFIE 25437529931	LD ST RUSE 2560		MIMS data expires 30 Apr 07			Script Count: 112 4 Days: 14 Apr 07 20 Days: 29 Mar 07		
Patients									
# SURNAME	GIVEN NAME	TITLE	ADDRESS	SUBURB	ENTITLEMENT	ACCT TYPE	FAMILY ID		
1 OVINGTON	LOUISA	Miss	2 BRICKFIELD ST	RUŚE			144612		

Type in family name. To add a family member press the family member button at the bottom of your screen.

Eamily Member	Add Patient	Merge	Previous	Next	<u>_</u> lear

CDC Forte	X CDC Forte
Patient Details Patient and Family details can be entered or existing information can be updated. Search by Sumanie, Phone Number, Address or Medicare Number using F10.	Patient Details Patient and Family details can be entered or existing information can be updated. Search by Surname, Phone Number, Address or Medicare Number using F10.
Patient Family Miscelaneous Changes Patient Details Phone Number: Mislow Syname: PRF Relationship: Dr. Bit Given Name: PRF Relationship: Dr. Bit Trife: Patient Dit Patient Dit Address: 2 BRICKFIELD ST Family 144,612 Reset Subub: RUSE Date of Birth: Postcode: 2580 Weight: 0.0 Default Doctor:	Aalouts X- Bag Surname: CHAD Pretient Details Geven Name: CHAD PRF Relationship: Dr. Bag Title: Master Patient Details Patient Details Surname: CHAD PRF Relationship: Dr. Bag Title: Master Patient D: 144,614 Address: 2 BRICKFIELD ST Eanily 144,612 RUSE Date of Birth: Postcode: 2560 Weight: 0.0 Default Dotor: SPJ 413845 SMMES SPOCK
V.A. Format Ent No: Card Colour: Gold White C	V.H. FORMELER NO: PLL, CSHL - DVALUSS ISSued
S.N. Concessional No:	Card Colour: O Gold O white O Ora
S.N. Entitlement No:	
Private Fund No:	S.A. Erklemerk No:
Medicare Details	Medicare Details
Patient Consent: 🔄 store	Patient Consent: 🗹 store
Medicare Number: Medicare Surname:	Medicare Number: 2543 77833 1 1 Medicare Surname:
Expiry Date: Medicare Given Name:	Expiry Date: Dec 2020 Medicare Given Name:
Warning:	Warning:
PAF Card Insert Delete Clear Can	Cancel



Patient and Family de Search by Surname, I	tails can be Phone Num	e entered or existing inf ber, Address or Medica	ormation can be updat re Number using F10.	ed.		
Patient Family	Misce	laneous Change:	s			_
anniy Decails		This Pharmacy			Other Pharmacies	
Concessiona	. 0	\$0.00	Concession	al: 0	\$0.00	
Veteran Affairs	: 0	\$0.00	Veteran Affai	rs: 0	\$0.00	
Special Entitlement	: 0	\$0.00	Special Entitleme	nt: O	\$0.00	51
Genera	: 8	\$115.19	Gener	al: 0	\$0.00	
Other	: 0	\$0.00		er: O	\$0.00	
PRF Details			Other Members	D: 144,6	14	
GIVEN NAME SURF	JAME	RELATIONSHIP	GIVEN NAME SUF	NAME	RELATIONSHIP	
	any oth	ner pharmacy PRF Press update. Pr	totals, memo's o oceed with scrip	etc t	IBLANK	

C	C Forte								×	
	Patient Det	ails								
	Patient an Search by	d Family deta Surname, Ph	ils can be entered or one Number, Addres:	existing inform s or Medicare	mation can l Number usi	be updated ng F10.	I.			
									_	
	Patient	Family	Miscellaneous	Changes	1					
	Miscellane	ous							_	
		Memo:	no cred							
		Status:								
	0	wed Scripts:								
-										
-										
									_	
		Comments:								
-										
-										
			PRF Car	Upd	ate	Delete	lear	Cancel		
<u> </u>									_	

m Dispense History Setup Comp	non View Help					
Vispense				1	0 0 2	0 68
elect Patient						
harmacists Initials			M		Script Court	112
JT JOHN TACEY					4 Day	s: 14 Apr (
vame or Repeat			MIMS data expires 30 Apr 07		20 Day	st 29 Mar (
Master CHAD OVIN	GTON, 2 BRICKFIELD ST RUSE 256	50				
	25437763311					
dedicare Musher Expire	Note				Earsh: DDE Tota	
edicare Number Lopey	Following requires attention to proceed.	erride Memo /Alleroies /Conditions			Panary Pro- rock	1 \$1.0.10
2543 77033 1 1 11Dec 2020	Drug or Repeat	actions				
Joctor Prescriber Code	Script Date					
413845	19/04/2007	RECZE				
SP3 JAMES SPOCK		egory				
mun or Repeat	- 92	dions Ontions				
yay or respeat		options				
rugs	hanne hannen h		have a second second	In the second se	 la car	

HOW TO: Join Family Members



Type patients' name you wish to add to family, press <F4> to open patient details screen. Press family button. Select patient screen will open

Patients .	23010970031								Original I	Fomily Mean	ber indicates
le la pruver	COVEN NAME	Patient Family	Macellaneous	Changes	1				MEDICARE DETAILS	lacer.	Poers v
1 TEST	lepe	Patient Details			1	-					158593
2 TEST	GIVEN NAME	Syname	TEST		Phone	• Number: 0;	296033380	Halouts		-	158593
3 TEST	PENSION	CDC Forte						×			230*
4 TEST	REPAT	Select Patient									157579
5 TEST	TREZISE	Name: TEST									15859
6 TEST	WILL	Patients									196548
7 TEST		P.6445	ADORESS	SUBURB	POSTCODE	PHONE No.	an m				19555
8 TESTA	ANNETTE	CDC TEST	2 PEMBURY	MINTO	2560	029603	158592	158550	24078322651 Oct		25487
9 TESTA	BIANCA	GIVEN NAME TEST	(GENERAL)				158593	158593			10287
A TESTA	JACK	PENSION TEST	(PENSIONER)	SURRY	2010		230	230			19683
B TESTA	JAKE J	REPAT TEST	(VETERAN)				157579	157579	23656158483 May		15907
C TESTA	JOSEPH	TREZISE TEST					158591	158591			13521
D TESTA	KIML	WILL TEST	95 ORCHARD.	YENN	2160		196546	196546	23656158481 May		27454
E TESTA	LUCY	TEST	185 MERRYL.	MERRYL	2160		196687	196687	21011703361 Aug		13645
F TESTA	MARY					-					36296
G TESTA	NANATALIE						OK	Cancel	23656158482 May		17721
H TESTA	NATALE	Medicare Details							23656158485		18356
I TESTA	ROBERTA	Patient Consent:	gtore .						22422253492 Mar		18245
J TESTA	SILVIO	Hedicare Number:	2501 09766 3	1	Medicare	Sumane:			23962483251 Eeb		16445
K TESTA	V	Expry Date:	Oct 2007		Medicare Gi	en Nane:					120*
L TESTALA	MARK C	Wernings							25079681221 Feb		71266
M TESTER	AMY C	Line of SC 5 to care	al dialog		_		- 10 -	-	25080236043 May		12767-
N TESTER	CHEREE		Hores Hores	upos	60		Gen Ca	108	25080236041 May		63109
O TESTER	DAVID	16	ACHLAN AV	E	HEF	RINGTON	PARK	100.00	24178552052 Nov .		125574

Enter patients' family name you wish to connect to. Choose patient to link this patient to, Press Ok



Dispense							S 16 8	😔 💑 🙂 📖
Select Patient					100.000			and Grant Disc
IT JOHN TACEY					IVI		2	A Davie: 14 Nov 0
		CDC Forte				×		20 Days: 29 Oct 07
CDC TEP		Patient Details						
CDC 1E3	1,2 PENDORT ROADT	Patient and Family deta Search by Surname, Ph	ils can be entered or ex one Number, Address or	sting information can be updated. Medicare Number using F10.				
Dationte	25010976631						Original Far	nily Member indicated b
# SURNAME	GIVEN NAME	Patient Family	Miscellaneous	Changes			MEDICARE DETAILS	ACCT FAMILY
1 TEST	CDC	Patient Details	TEOT	Diverse bit with any	00000000000			158592*
2 TEST	GIVEN NAME	Sgriane:	IESI	Phone Number:	0296033380			158593*
3 TEST	PENSION	Given Name:	CDC	PRF Relationship:		Dr. Bag		230*
4 TEST	REPAT	Title:	-	Patient ID:	158,592	Deceased		157579*
5 TEST	TREZISE	Address:	2 PEMBURY ROA	D Eamly	158,593	Reset		158591*
6 TEST	WILL	Suburb:	MINTO	Date of Birth:				196546*
7 TEST		Postcode:	2560	Weight:	0.0			196687*
8 TESTA	ANNETTE	Default Doctor:				i	24078322651 Oct	25487*
9 TESTA	BIANCA	Entitlement Details						102872*
A TESTA	JACK	Entitlement No:		Expiry Date:				196838*
B TESTA	JAKE J	V.A. Format Ent No:		PCC, CSHC - DVA/DSS I	ssued		23656158483 May	159074*
C TESTA	JOSEPH	Veteran Affairs No:		Card Colour:		white \ominus Oranc		135211*
D TESTA	KIM L	S.N. Concercional No:	[Allernies			23656158481 May	27454*
E TESTA	LUCY	Sig. Concessionario.					21011703361 Aug	136455*
F TESTA	MARY	5.N. Enddement No:						36296*
G TESTA	NANATALIE	Private Fund No:					23656158482 May	177217*
H TESTA	NATALIE	Predicare Decails	et et est				23656158485	183560*
I TESTA	ROBERTA	Paderic Corberk.					22422253492 Mar	182456*
J TESTA	SILVIO	medicare Number:	2501 09766 3 1	medicare Sumame:			23862403251 Feb	164454*
K TESTA	V	Expiry Date:	Oct 2007	Medicare Given Name:				120*
L TESTALA	MARK C	Warning:					25079681221 Feb	71266*
M TESTER	AMY C	Use <esc> to cance</esc>	dialog PRF Card	Uodate Delete	Clear	Cancel	25080236043 May	127674*
N TESTER	CHEREE						25080236041 May	63109*
0 TESTER	DAVID	16 L	ACHLAN AVE	HERRINGT	ON PARK		24178552052 Nov	125574*
			Start Over	Family Member Add Patie	ot]	Merce	revious Next	Clear

Press update. This will link patient to family. Double check in the Family Tab

amily Details Other Pharmaces Concessional: \$0.00 Veteran Affairs: \$0.00 Special Entitlement: \$0.00 General: \$0.00 Compute Other: Other: \$0.00 General: \$0.00 Compute Other: Other \$0.00 General: \$0.00 Compute Other: Other \$0.00 General: \$0.00 Compute Other Other \$0.00 For Panily: Patient: For Patient: Patient ID: Family Members Other Members GIVEN NAME BLANK		harmacies \$0.00 \$0.00 \$0.00	Other Ph	Concessional:	harmacy	This Ph	mily Details
Concessional: \$0.0 \$0.0 Veteran Affairs: \$0.00 \$0.00 Special Entitlement: \$0.00 \$0.00 General: \$0.00 \$0.00 General: \$0.00 \$0.00 Other: \$0.00 \$0.00 Other: \$0.00 \$0.00 Other: \$0.00 \$0.00 Other: \$0.00 \$0.00 Compute Overall Family PRF Total: \$0.00 Count Details: Family ID: \$0.151,560 Parently: Patient ID: \$0.151,561 RF Details: Reset Family ID: \$0.151,561 For Panily: Other Members Other Members Other Members GIVEN NAME RELATIONSHIP Other Members Other Members GIVEN NAME BLANK BLANK BLANK BLANK		\$0.00		Concessional:	\$0.00		
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Special Entitlement: 0 \$0.00 Special Entitlement: 0 \$0.00 General: 0 \$0.00 General: 0 \$0.00 Other: 0 \$0.00 Other: 0 \$0.00 Other: 0 \$0.00 Other: 0 \$0.00 Compute Overall Family PRF Total: \$0.00 Compute Overall Family PRF Total: \$0.00 For Family: Patient: 1D: 10,151,560 For Patient: 0 Patient: 1D: 10,151,561 Family Members Other Members GIVEN NAME RELATIONSHIP Five ADDFIRST BLANK	j j	1\$0.00		Veteran Affairs:	\$0.00	0	Veteran Affairs:
General: 0 \$0.00 General: 0 \$0.00 Other: 0 \$0.00 Other: 0 \$0.00 Compute Overall Family PRF Total: \$0.00 Compute Overall Family PRF Total: \$0.00 Compute Overall Family ID: 10,151,560 For Family: Patient ID: 10,151,561 Patient ID: 10,151,561 For Patient: Given Name Standard St	j		0	Special Entitlement:	\$0.00		Special Entitlement:
other: 0 \$0.00 other: 0 \$0.00 Compute Overall Family PRF Total: \$0.00 Accounts 0 Reset Family ID: 10,151,560 For Family: Patient ID: 10,151,561 Accounts 0 Reset Family ID: For Patient: 0 Compute Other Members GIVEN NAME SURNAME RELATIONSHIP Five ADDFIRST BLANK GIVEN NAME	í.	\$0.00	0	General:	\$0.00		General:
Compute Overall Family PRF Total: \$0.00 Count Details: Family ID: 10,151,560 For Family: Patient ID: 10,151,561 Accounts Reset For Patient: Family ID: 10,151,561 Family Members Other Members GIVEN NAME RELATIONSHIP Five ADDFIRST BLANK GIVEN NAME		\$0.00	0	Other:	\$0.00	0	Other:
Account Details: Family ID: 10,151,560 For Family: Patient ID: 10,151,561 Accounts: Reset For Patient: Patient ID: 10,151,561 Family Members Other Members GIVEN NAME RELATIONSHIP Five ADDFIRST BLANK GIVEN NAME	Ĩ	\$0.00	amily PRF Total:	Overall F	Compute		
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Accounts 0 Reset For Patient:]	10,151,561	Patient ID:			For Family:
For Patient: FAT Details Family Members GIVEN NAME RELATIONSHIP FUR ADDFIRST BLANK GIVEN NAME SURNAME RELATIONSHIP FUR BLANK				l .	Reset	0	Accounts
Context Other Members Other Members GIVEN NAME RELATIONSHIP GIVEN NAME RELATIONSHIP FOUR ADDFIRST BLANK BLANK BLANK						L	For Patient:
GIVEN NAME SURNAME RELATIONSHIP FOUR ADDFIRST BLANK FIVE ADDFIRST BLANK				Other Members			amily Members
FOUR ADDFIRST BLANK BLANK		ATIONSHIP	AME RELA	GIVEN NAME SURN	TIONSHIP	AME RELA	SIVEN NAME SURN
		NK CONTRACTOR OF A CONTRACTOR OFTA	BLANK		ĸ	RST BLANK RST BLANK	IVE ADDFI
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			(10,151,560 (10,151,561 (10,151,561) (10,151,561) (10,151,561) (10,151,561) (10,151,561) (10,151,560) (10,151,560) (10,151,560) (10,151,560) (10,151,560) (10,151,560) (10,151,560) (10,151,561)(10,151,561) (10,151,561)(10,151,561) (10,151,561)(10,151	Family ID: Patient ID: Other Members	Reset Reset	0	For Family: Accounts For Family: Accounts For Patient: Foetails mily Members VEN NAME SURN (ADDITI VE ADDITI VE ADDITI



HOW TO: Remove Family Members

elect Patient							
Pharmacists Initials			NA			Script Co	unt: 916
JT JOHN TACEY			100			4 D.	ays: 14 Nov 07
Name or Denest						20 D	ays: 29 Oct 07
00.0 750		T0 0550					
CDC TES	ST, 2 PEMBURY ROAD MIN	10 2000					
CDC TES	ST, 2 PEMBURY ROAD MIN	10 2000					
CDC TES	25010976631	10 2360			Origina	l Family Men	iber indicated by *
CDC TES	25010976631	10 2500			Origina	l Family Men	ber indicated by *
atients # SURNAME	25010976631	TITLE ADDRESS	SUBURB	ENTITLEMENT	Origina MEDICARE DETAILS	I Family Men	iber indicated by '
atients	25010976631 GIVEN NAME CDC	TITLE ACCRESS	Suburb Minto	ENTITLEMENT	Origina MEDICARE DETAILS	I Family Men	Iber indicated by * FAMILY 158592*
atients # SURNAME 1 TEST 2 TEST	GIVEN NAME GIVEN NAME GIVEN NAME GIVEN NAME	TTILE ACORESS 2 PEMBURY ROAD (GENERAL)	Suburb Minto	ENTITLEMENT	Origina MEDICARE DETAILS	ACCT	FAMILY 158592* 158593*
atients # SURNAME 1 TEST 2 TEST 3 TEST	ST, 2 PEMBURY ROAD MIIN 25010976631 GRVEN NAME CDC GIVEN NAME PENSION	ITTLE ACCRESS 2 PEMBURY ROAD (GENERAL) (PENSIONER)	SUBURB MINTO SURRY HILLS	ENTITLEMENT 201666969T	Origina MEDICARE DETAILS	ACCT	FAMILY FAMILY 158592* 158593* 230*

To remove a patient from a family file, enter patients' name you wish to remove, press <F4> to open patient details screen.



Press the reset button then Update. This will remove the patient from the family and issue him/her with their own family ID number.



HOW TO: Merge Patients

Dispense								8 🔒 📝	😟 🎄 🗎
Select Pati	int								
Pharmacists	Įnitials					M			Script Count: 916
JT	JOHN TACEY								4 Days: 11 Nov
Name or Rep	Kec								20 Days: 26 Oct
		TEST,							
								Original F	anily Member indicated
Patients -							1		
# SURNA	NE T	GIVEN NAME	TITLE	ADDRESS	EDI	SUBURS	ENTITLEMENT	MEDICARE DETAILS	ACCT FAMILY
I TEO	T			(PENOION	iertj	SURRY HILLS	2010000000		200
2 TES	1 T			CENEDAL	4)		NATITITIA		151519
4 TES	T			GLNERAL		_			100093
A TEC	T								000535
6 TEG	CDC Factor	~				MNTO			168600
0 TEC	LUC Forte				×	MEDOVI ANDR			106697
0 TEC	Patient					MERRI DADS			159591
O TEC	Scripts from:		TEST			VEAN			196546
A TES	Add to Name: TEST	-				WENTWORTHMULE		24078322651 Oct	25487*
D TEC	Patients	10000000	0.000	hortcopr	human av	ALIELEN		24070022001 001	102072
C TES	TEST	(PENSIONER)	SURRY HL	2010		MEDOVI ANDR			102072
O TES	TEST	(VETERAN)				ODEVOTANES		20656158482 May	159074
E TES	TEST	GENERAL				ALIELIEN		20000100400 may	195011
E TEC	A TEST					ODEVSTANES		23656158481 May	274547
G TES	CDC TEST	2 PEMBURY R	MNTO	2560	02960333	PENDLE HLL		21011703361 Aug	136455
H TES	JILL TEST	185 MERRYLA.	MERRYLA			GRANVILLE	205457683V	2.2.1.100001710g	36296*
I TES	TREZISE TEST					GREYSTANES		23656158482 May	177217
J TES		05.0000400		0.00		GREYSTANES		23656158485	183560
K TES				08	Cancel	AUBURN		22422253492 Mar	182456
L TES	TA	SILVIO	-	49 MUNRC	STREET	GREYSTANES		23862403251 Feb	164454
M TES	TA	v		15 LAVINA	ST	GRANVILLE	204678299A		120*
N TES	TALA	MARK C		131 EXCE	LSIOR ST	MERRYLANDS		25079681221 Feb	71266*
O TES	TER	AMY C	Mr.	353 MERR	YLANDS RD	MERRYLANDS		25080236043 May	127674
					n		Here		- due
				Start Oy	er Earney Menb	ta Hace Ace ace	Eat 80	invitte Mest	

To merge patients, type the patients name of the **secondary entry** then press the merge button at the bottom of screen. CDC Forte patient screen will open. Enter the patients name of the **primary entry** all scripts will merge **TO** this patient records). Press OK.





Dispense								🖶 🔒 🗭	😔 🔈 🛛 🗉
Select Patient									
Pharmacists (initials						M		se	ript Count: 916
JT JOHN TACEY		CDC Forte					×		4 Days: 14 Nov
None or Repeat		Patient Details							20 Days: 29 Oct
CDC TEST	, 2 PEMBURY ROAD	Patient and Panity deta Search by Supports M	als can be entered or	editing info	mation can be updated.				
	25010976631							Original Para	ily Nember Indicate
Patients	in the second second	Patient Family	Mscelaneous	Changes	7			Anneal and a second of	and the second
1 TEST	COC	Patient Details			-			HEDICARE DETAILS	158593
2 TEST	GIVEN NAME	Symame:	TEST		Phone Number:	029603338	0 🗆 Malkuts		158593
a TEST	PENSION	Given Name:	CDC		PRF Relationship:		Dr. Bag		230*
4 TEST	REPAT	Title :			Patient 3D:	158,592	Deceased		157579
5 TEST	TREZISE	Address	2 PEMBURY RO)AD	Eanily	158,592	Reset		108091
6 TEST	WILL	Suburbi	MINTO		Date of Birthi				196546
7 TEST		Postcoder	2560		Weighti	0.0			196687
8 TESTA	ANNETTE	Default Doctor:					5 I I	24078322651 Oct	25487*
9 TESTA	BIANCA	Entitlement Details					-		102873
A TESTA	JACK	Entitlement No:			Expiry Date:				196838
B TESTA	JAKE J	V.A. Format Ent No:			POC, CSHC - DVAIDSS 1	sound		23656158483 May	159074
C TESTA	JOSEPH	Veteran Affairs No:			Card Colouri		white 🔾 Orans		13521
D TESTA	KIM L	S.N. Concertional No.			Alercies			23656158481 May	27464*
E TESTA	LUCY	C. N. Cablemant Mar]			21011703361 Aug	136455
F TESTA	MARY	S.N. DIOJETIER, NO.							36296*
G TESTA	NANATALIE	Hiwate Fund No:						23656158482 May	177217
H TESTA	NATALIE	Predicare Decails	atom.					23656158485	183560
I TESTA	ROBERTA	Marking Marking	2601 00766 2.4		A Marking Summer			22422263492 Mar	182456
J TESTA	SILVIO	Coccere nameer.	2001 09766 3 1					23862403251 Feb	16445
K TESTA	V	Expry Date:	08 2007		Hedicare unen Name:				120*
L TESTALA	MARK C	Warning:						25079681221 Feb	71266*
M TESTER	AMY C	Use <esc> to cance</esc>	N dialog PRF Card	Upd	ste Delete	Clear	Cancel	25080236043 May	127674
N TESTER	CHEREE							25080236041 May	63109
O TESTER	DAVID	16 L	ACHLAN AVE		HERRINGT	ON PARK		24178552052 Nov	125574
			Start Oyer	Earnily Ne	mber Add Patie	nt 🗌	Merge	Vervious Next	Clear

HOW TO: Disable Deceased Patient

Enter patients' name you wish to disable then press <F4> to open patient details screen. Tick the deceased box then update. The patient will then disappear from dispense, select patient screen. You can still access their records via the script history screen.

Dispense					0 6 7	0	0
Select Patient							
Pharmacists Initials			M			Script Co	unt: 916
JT JOHN TACEY			104			4 Da	ays: 14 Nov
Name or Reneat						20 Da	eys: 29 Oct 0
G. Patients	IVEN NAME TEST, (GENERAI	L)			Origina	al Family Men	ber indicated
G. Patients # SURNAME	IVEN NAME TEST, (GENERAI	L)	SLELAB	ENTITLEMENT	Origina MEDICARE DETAILS	al Family Merr	ber indicated
G. Patients # SURIVAME 1 TEST	IVEN NAME TEST, (GENERAI Given Name Given Name	I) ITTLE ACCRESS (GENERAL)	3.81.86	ENTITLEMENT	Origina Medicare details	al Family Men ACCT	ber indicated FAMILY 159593'
G Patients # p.RHAME 1 TEST 2 TEST	CVEN NAME TEST, (GENERAL CVEN NAME GIVEN NAME PENSION	L)	JURUPS SURRY HILLS	антьенни 201666999 Т	Origina Medicare details	al Family Mem ACCT	ber indicated FAMILY 1505593* 230*



HOW TO: Reverse Deceased Patient



To reverse disabling process <shift><F2> to access **patient history screen.** Type patients' name and <F4> to open patient details screen. **Un-tick** deceased box then update. The patient will then re-appear in patient screen as before

Dispense					8 8	1	9 🛛
Select Patient ———							
Pharmacists Initials			M			Script Co	unt: 916
JT JOHN TACEY			10			40	ays: 14 Nov 07
Name ny Denest						20 D	ays: 29 Oct 07
		10.0520					
CDC TP	ST. O DEMRI IRY ROAD MIN	10.2560					
CDC TE	ST, 2 PEMBURY ROAD MIN	110 2560					
CDC TE	ST, 2 PEMBURY ROAD MIN 25010976631	110 2560			Origin	al Family Mer	iber indicated by '
CDC TE	25010976631	110 2560			Origin	al Family Mer	iber indicated by '
CDC TE 'atients # SURNAME	ST, 2 PEMBURY ROAD MIN 25010976631 Given Name	ПО 2000 ППЕ ACORESS	SLBURB	ENTITLEMENT	Origini Medicare details	al Family Mer ACCT	iber indicated by '
CDC TE Patients # IDRIWARE 1 TEST	ST, 2 PEMBURY ROAD MIN 25010976631 Grenname 000	TTLE INCORESS	SURIAB MINTO	ENTITLEMENT	Origin MEDICARE DETAILS	al Fanily Mer ACCT	iber indicated by FAMILY 158592*
cDCTE Patients # SURVAVE 1 TEST 2 TEST	ST, 2 PEMBURY ROAD MIN 25010976631 CIVEN NAME CDC GIVEN NAME	TTTE KROESS 2 PEMBURY ROAD (GENERAL)	SURIPE MINTO	ENTILEMENT	Origin MEDICARE DETAILS	al Fanily Mer ACCT	iber indicated by FAMILY 158592* 158593*
CDC TE Patients # SURWARE 1 TEST 2 TEST 3 TEST	57,2 PENBLAY ROAD MIN 2500976631 (2701 WYE (200 (200 (200 (200 (200) (20	TTTE INCORESS TTTE INCORESS 2. PEMBURY ROAD (GENERAL) (PENSIONER)	SUBURB MINTO SURRY HILLS	емптемем 201666969T	Origin VEDICARE DETAILS	al Fanily Mer ACCT	iber indicated by ' FAMILY 158592* 158593* 230*
Addents Patient	51,2 PENBLAY ROAD MIN 2500376631 areinwe 000 Given Name Pension Repat	ITO 2000 TITLE ACCRESS 2 PEMBURY ROAD (GENERAL) (GENERAL) (PENSIONER) (VETERAN)	SUBURB MINTO SURRY HILLS	риппенени 2016669697 NX11111A	Origin)YEDICARE DETAILS	ACCT	Iber indicated by ' FAMILY 158592* 158593* 230* 157579*



HOW TO: Alter script history.

From select patient screen, enter patients name then press <shift><F2> takes you to patients history page, choose script to alter press enter or....

Script History										2	ġ	4	8	į.	0	
Select Patient														Ī		
Name or Repeat												Sa	ript Co	unt:	1,34f	r6
	MR FOR TEST	, WELLING	FON 2555													
	100022088H SN/C	12471326 240	127947777 MBF													
icripts ——														F	Ξ	
SCRIPT NO	S SCRIPT DATE	DATE DISP	DRUG	QTY	RPTS	DISP	NHS Code	CHARGE	DIRECTIONS							
73817587	12 Oct 07	12 Oct 07	AMOXIL CAPS 250mg qty 20	20	1	1	1884E	\$1.00	mdu							
73817586	12 Oct 07	12 Oct 07	AMOXIL CAPS 250mg qty 20	20	0	1	1884E	\$1.00	mdu							
73817577	10 Oct 07	10 Oct 07	MAXOLON INJ 10mg/2ml qty 10	10	0	1	1206L	\$0.00	fi							
73817576	10 Oct 07	10 Oct 07	AMOXIL CAPS 250mg qty 20	20	0	1	1884E	\$1.00	ud							
73717573	05 Oct 07	05 Oct 07	ZANIDIP# TABS 10mg qty 30	30	0	1	8534E	\$5.85	ud							
73717572	05 Oct 07	05 Oct 07	7ANIDIP# TARS 10mg atu 30	180	5	6	8534E	\$5.65	ud							

From 'clear' select patient screen press <shift><F2> to go to script history page. Enter patients name .Choose correct patient, press enter to display patients' script history. Choose script to alter , press enter

YOU CAN ALSO SEARCH CLAIM & SERIAL N	IUMBER FROM A CLEAR HISTORY PAGE
--------------------------------------	----------------------------------

Script History				
Select Patient				
Name or Repeat				
MR FOR	TEST, WELLINGTON	N 2555		
100022088H	SN702471326 240279	47777 MBF		
Script				
Script No Script	Туре			
73817576 Spe	cial Entitlement			
Drug				
AMOXIL CA	APS 250mg qty 20	Substitute	Change Monograph	
Details 1 Details 2	PBS Miscellaneous	Comments Changes		
Drug Label				
Sigs				
ud				
Directions				
as directed by Doctor				
-				
Claim Details				
				Dispensed Price
Not Claimable		Remove from	Claim 712	\$8.16 Manual
Health Fund Item Number	Benefit Value	Serial Number	Brand Price Premium	Government Contribution
	\$0.00	2	\$1.00	\$8.16
Wholesale Price	Total Script Value	PRF Amount	Therapuetic Group Premium	Patient Charge
\$0.00	\$0.00	\$0.00	\$0.00	\$1.00



cript History				
elect Patient				
Name or Repeat				
MR F	OR TEST, WELLING	TON 2555		
10002208	8H SN702471326 240	27947777 MBF		
cript				
Script No Scr	ipt Type			
73817576 S	pecial Entitlement			
Drug				
AMOXIL	CAPS 250mg qty 20	Substitute	Change Mon	ograph —
Details 1 Details 2	PBS Miscellaneous	Comments Changes	1	
Dates				
Script Date Disp	bensed Last Dis	spensed Supplied	Scanned Ve	rified Fail Count
10 Oct 2007 📼 10) Oct 2007 🔳			
Numbers				
Entitlement Number		Regulation 24	Owed	Regulation 25
SN702471326	ange	Deferred	Was Owed	Contributes to PRF
Medicare Number		Originally Deferrer	Charged	SN 20 Day Rule Drug
2402 79477 7 Ch	ange			
		Glass Bottle	Has Repeats	Reverse Supply Rules Settings
		Generic		
Script Details				
Pharmacist	Doctor Prescriber Code		S8 Interval	Supplying Pharmacist
ГТ	8013901	JON WALLACE	0	
Repeats	Dispensed	Quantity	Item Number	Immediate Supply Ru
0	1	20	1884E	4
Original Script Number	Authority Number	Patient Charge	PBS Approval Nu	nber Hospital Provider Nur
79917576		\$1.00	80350Y	

lame or Repeat					
MR FO	R TEST, WELLINGTON	2555			
100022088	H SN702471326 2402794	7777 MBF			
ript					
cript No Scrip	t Type				
73817576 Spi	ecial Entitlement				
rug					
AMOXIL C	APS 250mg qty 20	Substitute	Change Monograph		
Details 1 Details 2	PBS Miscellaneous	omments Changes			
PBS					
Reference Number	Cancel Number	Processing Code	Claim Number	Claim Reference Number	Serial Number
100,000,731,477		00 New Card	712	6	2
MA - Medicare Number	MA - Medicare Expiry Warnin	2	Item Number	Dispensed Price	
2402 79477 7 7			1884E	\$8.04	
MA - Medicare Expiry Date	MA - Entitlement Expiry Date	Manufacturer	PBS Approval Number	Government Contribution	
Aug 2007	13 Dec 2007	GK	80350Y	\$8.04	
Status					
Prepared		Result Code Error Code		Status	
10 Oct 2007, 08:47:28	Resubmitted	R	Acknowledge OK	Warning, Pro	oblem
Warning Codes			Reasons Why Acknowledged O	ĸ	
provided in your claim. 2. If the Medicare Australia on ' Select Option 1. W 126: The safety net ni Contact: 1. The safety net Australia or a pharmacy. 2. Check Medicare Australia on ' Select Option 1.	132 290 umber provided does not ex et number provided has not 132 290	st. been issued to Medicare			

After correcting script press update in PBS tab to complete the changes



Forte's Online PBS Module

Introduction to Online PBS

In Australia Forte has been developed to integrate with the Medicare Australia's online PBS system. This system purpose is to provide real-time validation of claimable prescriptions with Medicare Australia as the prescription is being dispensed. The system communicates via a securely encrypted link over the internet to Medicare Australia's online PBS System.

Each prescription is validated via the established business rules and passed back to Forte as either accepted, rejected or with a warning.

Forte displays results of the online claiming process in the online PBS pane. Where a *prescription requires attention* a red or yellow mark will appear next to the prescription and a rejection reason will be populated within the PBS table.

Rejected or warning prescriptions should be reviewed and modified where appropriate by the dispensing pharmacist.

Medicare Australia Publishes the appropriate action when a prescription requires attention.

This list is an appendix 2 of this document but should be updated by dispensing staff when MA publishes new versions.

Additionally the online PBS system allows for online claiming and statement receipting electronically. This means the majority of the process of generating claims and receiving statements is achieved using Forte's online PBS module.





Explanation of colouring of PBS boxes On dispensing screen.

			Start Oyer Early Member Add Patient M	rge	Previous	Next	Öear
🖥 PBS (18)					-		000
HME	SCRIPT No	SERIAL No	DRUG	NH5 Code	RC MESSAGES		
AR GIVEN NAME SPITE					R R115		
VR GIVEN NAME SPITE	73517536	14	LIPEX 10 TABS 10mg qty 30	2011W	R R115		
🕈 Console 📑 Help							
riber Code required					te	17 Sep, 12:58	39M of 61M 📋
	G	reel	n PBS means the		_		
	scrip	t iı	ist dispensed on	that			
	benp	· ۲		cinat			
	PC	ha	as been approved				





HOW TO: View scripts with No Reason Code Returned

After finishing a script, paperwork will be printed and a script is sent to PBS on the background and a result code A is returned. This means that a script is accepted with payment. This result code is updated in the PBS tab in the script history screen.

CDC Forte 1.0.0 (2229) Program Dispense History Setup Common	View Help			ð ×
Tasks P	Script History	12 💿 😔 🕹	يَ 🕒 😂	?
Dispense Oispense Script History	Select Patient Name or Repeat KATHY SPITE, GENERAL INT 22937197414 Script -	Sci	ript Count: 814	
PBS (132) Online Claiming Statements	Script No Script Type [704116843] General Crug [LIPIDIL TABS 145mg qty 30 Substitute Changes Details 1 Details 2 PB5 Miscellaneous Comments Changes PB5 -			
Claim Claim/Reports	Reference Number Cancel Number Processing Code Claim Number Claim Reference Number 100,000,579,059 00 New Card 753 1 Medicare Number Medicare No Expiry Warning 00 New Card 753 1 Medicare Number Medicare No Expiry Warning 9023X §39.06 6 Medicare No Expiry Date Entitlement No Expiry Date Manufacturer Approved Supplier Number Government Contribution LF 80350Y §3.36			
Reports Duplicate MCNs Patient Scripts S8 Scripts Owing Scripts Drug History Drug Usage	Status Prepared Result Code Error Code Status 19 Apr 2007, 13:11:51 Resubmitted A Admowledge CK Claim Closed, OK Warning Codes Exception			
	Start Over Update Delete Merge Previous	Next	Clear	
🗂 Console 📄 Help 📄 PBS (132)			
Edit Script Details	PBS Insert	24 Apr, 12:41	48M of 53M	亩



HOW TO: View scripts *with* a Reason Code Returned

After finishing a script, paperwork will be printed and a script is sent to PBS on the background and a result code is returned. This Result Code is updated in the Script History Screen in the PBS tab. Depending on what you have ticked, some examples are listed below.....

R – The script is rejected without payment. You must adjust and resubmit

H – Script is rejected. Adjust and resubmit or send hard copy prescription for MEDICARE AUSTRALIA evaluation.

A – Script is accepted with payment. Correct and update only if a Warning reason code is returned.



HOW TO: Fix a script with a Reason Code Returned.



There are two ways in which you can access this script to make the appropriate modifications.

Method 1: Via the PBS Task bar.

- 1. Click on the Online Claiming
- 2. Point the mouse to the appropriate script
- 3. Double left click to access the script history where changes can be made
- 4. Press Arrow left and right to move to Details 1 and Details 2
- 5. Fix up the problem where required.





HOW TO: Fix a script with a Reason Code Returned

Method 2 Via PBS tab on the bottom of the CDC Forte program.

1.Left click on the PBS. This will bring up a screen with all the scripts with reason code returned.

- 2.Point the mouse to the messages
- 3.Right click on the mouse. This will display a screen which explain the reason code
- 4. Double left click to access the script history where changes can be made
- 5. Press Arrow left and right to move to Details 1 and Details 2
- 6.Fix up the problem where required.

Point mo Right cli Double to make	ouse to mess ck for explan left click to a changes	ages ation. access	script	Check that the details from the Medican They do not match - please context and For further information please contact M Sec. The entitlement number poolded doe natt. Medicase Australia on 132 200 ect Option 1. Direk that the entitlement number on th m.	e card i i resub edicare s not e e entiti	match the details previded in your claim.
	P (00) (7)			 If they do not match - please correct and 3. For further information please contact M 	l resub edicare	mit. • Australia quoting code 115.
	NAVE	SCRIPT No SERIAL NO	DRUG	NH5 Code	PC.	MESSARS
	TIFFAN/ TESTRE	74117645 23	MODIUM CAPS 2mg qty 12	15710	R	W095 W100 R115
	MR FOR TEST	74117639 32	ZYPREXA TABS 10mg qty 28	8187X	S	W095 W100 W126
	Console 🛛 PBS (2) 📑 Help					
	nter Patient Name or Repeat				PBS	Insert 12 Nov, 13:29 41M of 66M 🗊

Examples of Reason codes and their correction method.

<u>1. Change a Prescriber number</u>

Press Left Arrow \leftarrow to go to Details 2 screen

Press Down Arrow \downarrow or click on the Prescriber Code field

Enter the correct Prescriber number

Click on the UPDATE button. This will automatically resubmit the script



2. Change a Patient names

Press F4 to bring up the Patient Details Screen

Enter the correct Surname

Press Down Arrow \downarrow or click on a Given Name field

Enter the correct Given name if required

Press Enter or Click on the Update button on the Patient Details screen

Click on the UPDATE button on the Script History screen. This will automatically

resubmit the script

3. Cancel a script and Add to Current Claim

Press Left Arrow \leftarrow to go to Details 1 screen

Press Down Arrow \downarrow or click on to the Remove from Closed Claim field. This will automatically submit to the PBS

Press Up Arrow \uparrow or click on to the PBS tab to check for the update Results returned by the PBS.

Press Left Arrow \leftarrow to go to Details 1 screen once changes are made

Press Down Arrow \downarrow or click on to the Add to Current Claim field. This will automatically submit to the PBS.

4. New Centrelink Cards

Press Down Arrow \downarrow or Click on the New Card field.

Click on Update button. This will automatically submit to the PBS

A Result Code H will be returned. This means that it is now required to **send hard copy** prescription for MEDICARE AUSTRALIA evaluation.



HOW TO: Deal with a Communication Error. Check Medicare Status Email Support

During a network outage, all scripts that are dispensed will be in a PBS waiting file until Communication is established. These scripts are automatically set to a processing code 02 and automatically submitted to the PBS online.

m Dispense History Setup Common View	Help
Dispense	
Select Patient Pharmacists Initials JT JOHN TACEY	Email Support MA Status <u>A</u> bout
Name or Repeat	
ė	

To check Medicare Status or Email CDC Support left click mouse on help in toolbar.





HOW TO: Close a Current Claim Period

Program Dispense Halony Seba	Sannon Vev (54b	
Tals	Cost Current Claw	0 🛛 🕈
(eperce 0	Clan	
Dispense	One savert chie and produce CTS batch/lie if necessary.	Soya Count Ins
Sopt Hillory		
salar rusoar	Farameters	
	Own Support	
	305	
	_ 0 Me	
	77 (Samay	
P025 (14)	1 //6 1	
Statements		
Deleted/Cancelled Sc.		
#Escipts		
flan (
dose Current Clam		
Caim Reports		
Reports 0		
Duplicate M2Is		
Patient Sorphs		
Dwins Spirits		
DrugHistory		
Drug Usage		
Tar Invoce		
		Citer Data

Click on Close Current Claim on the Task Bar

Click on Full or Short or Summary button.

Click on Close Claim to close the Current Claim.



Click on

Yes to close a claim.

This will automatically assign a new Claim number. e.g. Claim Number would be 777 This will automatically retrieve a statement for that Close Claim number from PBS and store in a Statement Screen on the PBS task bar.

Or

No to cancel a process of closing a claim

A print screen will appear. Click Ok to print the claim report or Cancel a report from being printed. A Save screen will appear. Click Save to save a report on a file or Cancel to cancel a saving.



Online PBS Statement and Report Access

Forte will obtain statement details electronically from Medicare Australia that will contain the detailed prescription information for each weekly payment and each claim period. Forte uses this data to produce a numbers of reports to assist with reconciling PBS payments.

There are two types of Statements:

Interim Statement (I) – The Interim Statement process is followed for each weekly payment until the claim period has been closed.

The diagram below details how interim statements are produced for a claim period.



Complete Statement (C) – The Complete Statement is produced once a claim period has been closed.

The diagram below details how a claim period is processed and how the complete statement is produced.





HOW TO: View & Print a Statement Reports

Summary Reconciliation Report

The Summary Reconciliation Report is to allow online pharmacies to reconcile their payments at a summary level for each claim period.

Click on the Statement on the PBS task bar Click on the Claim period that is listed on the Claim panel. Click on the Summary Report Type

Tada	Statements							0 🔛
Depense 0	Satement R	renchet	oe.					
Dispense	Produce mand	ikary Hedi	def ci stoqe alutula esc	records claims with stat	anents.			Solpt Courk: 966
Sout Helory Sout Owner	· · · · · · · · · · · · · · · · · · ·							
	Statements			Facal Loss				
	345			Operated	Oxedan	uned beyon		
				Oterer				
				Oferent				
PBS (14)	Alternation lines			Owner	Mail Sector			
Statements	Parcent: 1					2 [m]		
Deleted/Cancelled Scr	Total 40							
Al Sorpts								
	Colors		-	Company or	in the second		hard entropy	hoursesand
	765	1	13 0:4 07 65 07	076	1220	2002	120	b
	764		13 Oct 07 05 21	559	1250	2636	142	4
Oose Current Cain	743	c	13 Oct 07 06 37	549	1206	2518	168	9
Gain Reports	742	c	05 Oct 07 06 36	662	1148	2759	179	0
	741	0	29 Sep 07 06 27	576	1110	2673	164	11
	740	0	22 540 07 09 37	632	234	2729	143	1
	739	c	15 Sep 07 05 38	598	542	2828	114	14
	737	c	01 Sep 07 05 38	661	842	2816	161	18
Reports 0	736	0	01 Sep 07 05 38	544	749	3059	133	7
Dupicate MCN6	735	c	18 Aug 07 05:37	560	693	2901	200	6
Fatient Scripts	733	0	11 Aug 07 05 38	643	730	3082	150	4
Owne Solets	732	c	11 Aug 07 05:37	609	633	2847	149	0
Drug Hetory	730	c	21 Jul 07 06:35	646	499	3127	148	0
Diug Usage Tau Incolae	729	c	21 Jul 07 06:34	226	182	1140	51	0
10.000								
						Query N.A.		ger ger

Click on Preview to view the select report or Click on Print to print and save a report.

Durk Bafara	- Barbar (1997)								
PBS Payment Ic	de manader +5000050. S	General	Concessional	Entitiement	RP85	Ocetora Bag	Sub Total	BST	Total
100000055025	Transactions	2	1	a		D			3
	Value	\$14.09	\$5.05	\$0.00	\$0.00	\$0.00	\$20.54	\$0.00	\$20.54
565 1151	Value	\$14.09	\$5.05	\$0.00	\$0.00	\$0.00	\$20.54	\$0.00	\$20.54
2010 1001	Value	\$14.89	\$5.05	\$0.00	\$0.00		\$21.54	\$0.00	\$20.54
	Number of Scripts	2				0			
Printed 02 May	2007, 12:33								Page 1 of 1



Detailed Claim Report

The Detailed Claim Report is to allow online pharmacies to reconcile their claim period at the detailed prescription level.

The report will outline all prescriptions for the claim period and their final result at the time the report is produced. This also includes identifying all adjustments that may have occurred to a prescription throughout the claim period.

Pharmacies can also use this report to set parameters to only show prescriptions where the discrepancy is greater than a financial amount or greater than a certain %.

Click on the Statement on the PBS task bar

Click on the Claim period that is listed on the Claim panel.

Click on the Detailed Report Type

Click on Allowable Variance field to set a % or \$ parameter if need, otherwise leave it as default (Zero)



Click on Preview to view the select report or Click on Print to print and save a report.

	Secial #	Hen Code	Brand	1 Date Discoursed	Script #	Estimated Rebata	Actual Rebate	Bifference Reason Codes	Payment #	Bank Reference #	Transaction Volue	Reason Coder fold)
1 Gen				bbpaber		100/410	Absate				value	cous (au)
	G1	02688L	GK	20/04/2007	714116885	\$13.68	\$0.00	(\$13.68) 1015	100000055894	450000582374		
									100000055869	450000582341	\$13.68	
	G2	01463L	AF	20/04/2007	714116886	\$8.36	\$8.36		100000055869	450000582341		
	03	088860	AP	20/04/2007	714116895	\$6.45	\$6.45		100000055917	450000582396		
eb	64	+ 08174F	HX		/14110899	\$0.00	\$1.39	\$1.39	100000055937	460000582406		
SUD. 2 Ent					4	\$28.49	\$10.20	(\$12.29)				
2	E1	02454E	MK	20/04/2007	714116887	\$7.85	\$7.85		100000055917	450000582396		
									100000055869	450000582341	\$10.55	
	E2	01081X	AF	20/04/2007	714116888	\$10.06	\$10.06		100000055869	450000582341		
	E3	02449X	AW	20/04/2007	714116896	\$14.20	\$14.20		100000055917	450000582396		
Sub.					з	\$32.11	\$32.11	\$0.00				
3 Con												
	C1	02464E	MK	20/04/2007	714116889	\$5.65	\$5.65		100000055869	460000682341		
	62	01081A	10	20/04/2007	714116890	\$0.10	\$5.10		100000055869	450000582341		
Sub	00	004052	102	20/04/2007	3	\$25.28	\$25.28	\$0.00	100000000000000000000000000000000000000	40000002080		
4 Rep					0	\$20.20	\$20.20	40.00				
	R1	02454E	MK	20/04/2007	714116891	\$5.65	\$5.65		100000055869	450000582341		
	R2	01081X	AF	20/04/2007	714116892	\$5.16	\$5.16		100000055869	450000582341		
	R3	08483L	10	20/04/2007	714116898	\$14.47	\$14.47		100000055917	450000582396		
Sub.					3	\$25.28	\$25.28	\$0.00				
6 DB		00.00.02		00 0 4 0007	744440000	# 40 OF	# 10 OF		100000055050	450000500044		
	D3	03494	C S	20/04/2007	714116993	\$10.65	\$10.85		100000055869	450000582341		
Sub			00	20/04/2007	2	\$21.65	\$21.65	\$0.00	10000000000000	40000002041		
Total					15	\$132.81	\$120.52	(\$12.29)				
Printes	102 May 2	2007, 12:57										Page 1 of 1



Rejected Scripts Report

The Rejected Scripts Report is to allow online pharmacies to identify which prescriptions are still at a rejected status or have not been successfully submitted to Medicare Australia in a claim period. This allows the pharmacy to rectify any outstanding issues prior to closing the claim period.

Click on the Statement on the PBS task bar Click on the Claim period that is listed on the Claim panel. Click on the Rejected Report Type



Click on Preview to view the select report or Click on Print to print and save a report.

	5434 7	Ben Code	frond.	Puts Daymand	5004.7	T-thursday	Tabled Name	Bearin Coder	
						Table She			
1 0 an		44000		200000000	744440220	#4.03 KM TH	10078	8000 Bar7	
	-	40.400	141	20404/2020	744446000	And The own The	144TE	DOOD BANK	
540						\$0.00			
2.641									
	6.7	52305	644	25/04/2007	714110931	\$140 PE MANU	C. MANNENG	8099,8547	
	12	0048M	A9	22/04/0007	714110922	\$12.41 MAM	U. MANNENO	8008.8347	
240.					z	\$101.33			
2 C # h									
	C1	0030F	M/	35/04/0007	714110833	110.40.0000	LALLON .	8008.8147	
	C2	62300	-044	35/04/0007	714116824	8140.0010081	LALLYN .	8008,8140	
Easter.					2	\$100.37			
1 Kap									
		10007		Jan 64,0007	/10116405	\$18.68 DOSE	T BLOW T	m.400, 8.947	
4.44	10	623.03		20062000	/initesto	\$142.04 VUSS	180551	10,000, 1110	
2.00					×	* * AV			
Printed CO May	.2007.10.18								Page 1 411



Weekly Payment Report

The Weekly Payment Report is to allow online pharmacies to identify which prescriptions they were debited or credited for in each weekly payment and which claim period the prescriptions relate to. Click on the Statement on the PBS task bar

Click on the Weekly Report Type



Click on Week Starting field to select the starting date or leave it as default as current date Click on Preview to view the select report or Click on Print to print and save a report.

					·								
kak késno Smbr	Papasat 14	Claim #		alid P		ben Code	Brand	Date Reposed	Suige #	Extended Robush	Adual Mehan	Mireno -	Reason Codes
480000573057													
	10000093085	0240											
			10en										
					61	083316	. PM	12/04/2007	713110754	\$3.68	\$2.09	\$0.00	
			543.						1	\$3.68	\$3.53	\$3.00	
			3.04		02	019247	- 65	12/04/2007	712110750	\$2.71	\$2.71	\$2.00	
			545.						1	\$2.71	\$271	\$3.00	
		9.6.							2	\$0.39	\$5.29	\$0.00	
-	Sub.								2	\$5.39	\$5.29	\$3.00	
450000572079									*	40.54	50.04	60.00	
	100000065085												
		0740											
			1.040		w	022246	80	12042007	710100380	117.45	417.45	#2.00	
			543.						1 101 101 10	\$17.45	\$17.45	\$2.00	
		5ub.							1	\$17.45	\$17.45	\$3.00	
	Sub.								1	\$17.46	\$17.45	\$0.00	
910. 460006576702										\$10.40	\$17.40	\$3.00	
	100000055153												
		6740											
			3.044		c7	100040	ar.	12042017	71319283	65.10	65.70	\$2.00	
					Č8	01147.	HK.	12/04/2007	713110784	\$13.33	\$13.33	\$0.00	
			Sub.						2	\$19.72	\$19.72	\$0.00	
	Cu.A.	Sub.							2	\$10.72	\$19.72 \$19.72	\$3.00	
510	648.								2	\$19.72	\$19.72	\$3.00	
450000578108													
	100000055279				_								
Testad CO Max 2	997. 12:30												Page 1 et 10



HOW TO: Manually Query a Statement

CDC Forte 1.0.0 (2229) Program Dispense History Setup Common	View Help							_ d" ×
Tasks 🕈	Statements							3 3 9
Dispense	Statement Recon	ciliation –						
Dispense Script History	Produce mandatory	/ Medicare A	ustralia reports to help rec	oncile claims with stateme	nts.			Script Count: 814
Script History								
	Claim Number			Penort Type				
	775			Detailed	O Weekky Pa	wment Report		
				O Summary	U	,		
PBS (133)				O summary				
Statements				Rejected Script	5			
	Allowable Variance				Week Starting			
	Percent: U							
	Dollar: \$1.00							
	Claims							
Claim ©	CLAIM No.	TYPE P	PREPARED	GENERAL	ENTITLEMENT	CONCESSIONAL	VET. AFFAIRS	DOCTORS BAG
End Clairly reports	775	I I	24 Apr 07 13:15	4	1	1	0	0
	773	I	24 Apr 07 13:15	0	0	0	1	0
	772	1	24 Apr 07 13:00	1	1	4	1	0
	769	1	24 Apr 07 13:00	3	0	2	1	0
	766	1	24 Apr 07 13:00	2	0	1	0	0
Reports ©	/64	C	24 Apr 07 11:15	3	3	3	3	2
Duplicate MUNS Batiopt Scripts	701		24 Apr 07 13:00	2	2	2	2	2
S8 Scrints	759		24 Apr 07 13:19	4	0	3	3	2
Owing Scripts	752		24 Apr 07 13:15	0	0	0	3	0
Drug History	745	i i	24 Apr 07 13:15	0	1	0	1	0
Drug Usage	744	c	18 Apr 07 11:15	6	1	9	6	2
	740	1	24 Apr 07 13:00	2	0	4	0	0
						Query M.A.	Preview	Print Clear
Console Help PRS	(133)							
Produce claim reconciliation remote	()						DDC Incort 24	Apr 15/29 40M of 01M
Produce claim reconciliation reports.							PDO Insert 24	49M 01 PTM

Click on the Statement on the PBS task bar

Click on the Claim period that is listed on the Claim panel or Enter a claim period on a Claim Number field.

Click on Query MA to query the Statement again.

CDC Forte 1.0.0 (2229) Program Dispense History Setup Common	n View <u>H</u> elp								_ 🗆 ×
Tasks 🖉	Statements								• • •
Dispense	Statement Rec	onciliation							
Dispense	Produce mandat	ory Medicare	Australia reports to help	reconcile claims with	tatements.			Script Co	int: 814
Script History									
	Statements -								
	Claim Number			Report Typ	9				
	775			🔘 Detaile	±	Weekly Payment Report			
PPC (122)				O Summa	rv.				
Online Claiming				O Rejecte	- ed Sevinte				
Statements	Allewskie Merice				a serpes				
	Allowable Varial					week scarcing			
	Percent: U					23 Apr 2007			
	Dollar: \$1.00								
	Claims		Query	ing Medicare Austr	alia	×			
Claim ©	CLAIM No.	TYPE F	REPARED			CONCESSIONAL	VET. AFFAIRS	DOCTORS	BAG
End Calm/Reports	775	1	24 Apr 07 13:15	4	ր	1	0	0	<u>^</u>
	773	1	24 Apr 07 13:15	0	0	0	1	0	
	772	1	24 Apr 07 13:00	1	1	4	1	0	
	769	1	24 Apr 07 13:00	3	0	2	1	0	
	766	1	24 Apr 07 13:00	2	0	1	0	0	
Reports O	764	С	24 Apr 07 11:15	3	з	3	3	2	Φ
Duplicate MCNs	761	1	24 Apr 07 13:00	2	2	2	2	2	
Patient Scripts	759	1	24 Apr 07 13:15	4	3	3	3	2	
S8 Scripts	753	1	24 Apr 07 13:00	10	0	8	13	1	
Owing Scripts	752	1	24 Apr 07 13:15	0	0	0	3	0	
Drug History	745	1	24 Apr 07 13:15	0	1	0	1	0	
Drug Osage	744	0	18 Apr 07 11:15	6	1	9	6	2	-
						Query M.A.	Preview	Print	⊆lear
Console Help PBS	(133)								
Condian segment to M 4	(100)					1	DOC Texast	24 Apr 15,49 57	a –s cina – Istri
Senang request to M.A.						1	Insert	24 Apr, 10:48 33	MUIDIM [III] .:



HOW TO: Use Forte Preferences/SetUps



Open preferences

Here you may choose different ways of setting your program preferences e.g. turning patient history screen on or off, having an audible sound when scripts are rejected, search preferences etc.

rte 1.2-0497 (14-09-201	0.110.11)		Drug data undated on 9 Sen	2010
eferences You can see and edit the di Click on a tab to select a dil	spense programs pe ferent category.	rsistent preferences.		
Preferences Setups	Text Entry Font	Table Font Keyboard Shortcuts		
Max Recently Dispens Interactions Che Minimum Ranki	ed: 0 .ck: 6 .ng: All	(set to 0 to use legacy mechanism) (months)	 ✓ Prompt insert missing suburb ✓ Sort interactions by severity ✓ Hide same drug interactions 	 □ Force start from prescriber □ Auto switch to script checker ☑ Auto switch from script checker
II Preferences			Always expand drug selection	Local interactions cache
Focus Cok Shortcut Cok Popup Nol Charge to Accou Hospital Charge to Account Template Account	ur: hortcut es: Off (int: Selected (No: 0	Change Change Up to current field only Hospital Dispense Mode	Background reflects validation state Select text on focus gained Alternate navigation keys Alternate <end> key functionality Alternate Enter Patient Layout Enable up arrow clear Enable <enter> triggers dialog finalise Close Enter Patient Dialog on delete Calculate Number of Labels</enter></end>	 Display medication history Default doctor from last script Translate numbers throughout sigs Allow missing sigs Allow expired medicare numbers Allow expired entitlement numbers Audible MA online warning Popup patient notes Popup warning for patient allergies Popup warning for non PFDI item
				OK Car



Set the path to acroread for mims printouts. Change font , view shortcut programming

You can see and edit the dispense Click on a tab to select a different	programs persistent prefe category.	erences.						
Preferences Setups Text	Entry Font Table Font	Keyboard Shortcuts						
Labels Printer Port: COM1		IP Address or UNC Path:	192.168.1.63					
Webster Printer Port: COM1		IP Address or UNC Path:						
· · · · · · · · · · · · · · · · · · ·	Repeats Printer Q	ueue (blank for default):	Canon S800					
	Notes Printer Q	ueue (blank for default):	Canon S800					
Label Type: Forte-label		Label Printer Type:	Thermal				Select + Label by default	
Webster Label Type:		Webster Printer Type:	Thermal				Select Webster by default	
Barcode Type: Code 39	Repeat	s Printer Margin Indents:	0.0	0.0		mm)		
RoboPharma Setups								
Station Number: 0	Pipeline Printer Q	ueue (blank for default):					Enable RoboPharma	
Chute Number: 1	Pipelin	e Printer Margin Indents:	0.0	0.0		mm)	🛄 Enable Pipeline Printer	
Scanner Setups								
	Repeats 8	Script Checker Scanner:	COM1		Test		Auto task switch on scan	
Other Setups							_	
Path to Acroread C:\Program	Files\Adobe\Reader 8.0\F	eader\AcroRd32.exe					Enable MediSecure INFO	2
Path to Excel:		2014 2014					Enable Mirixa	2
Server IP Address: 172.16.1.53	3	2					Select Webster for new scripts	
Oracle Version: 🔘 8i	○ 11g						Time check with server	
Patient cache size:		5000	Prime drug	cache on starl	tup		Limit broadcast to local LAN	
Script cache size:) 15000	Force Disat	ile Check Stoc	k on Drug Se	arch	Check for EAP builds	
								Cancel



HOW TO: Use Forte Setup.

Setup Options

Open setup options

Here you may choose global settings such as print PRF card in reverse order, print price on supply label, confirm delete on account and more .Check values, fees & details

DC Forte			
Global Options			
Set options that will be used by all	dispense instanc	es.	
Values Fees Options	Details		
Label Options			
Print Price on Supply Label:	\checkmark	Print Price on Delivery Label:	\checkmark
Always Print Price on Box:	\checkmark	Always Print Delivery Label:	
Print Brand + Generic:	\checkmark	Print "NO CHRGE":	\checkmark
Receipts on Label:		Round Label Price to:	5
Minimum General Price:	\$8.50	Minimum Private Price:	\$0.00
Repeat Options	40.00)	40.00
Print Patient ID:		Print Pharmacy Message:	
General Options	_		_
Use Long Script Numbers:	\checkmark	Auto Increment Modifier:	
Use Auto Sigs:	\checkmark	Include Brand Price Premium:	\checkmark
Print Repeat Reminder:		Print Owing Reminder:	
Confirm Delete from Account:		Print PRE in reverse order:	
Log Dirpoper Chebra	-		
Log Dispense State:			
Number of Receipts to Print:	1	Number of Charge Slips to Print:	1
Search Field Delimiter:	COMMA 💽	Script Number Modifier:	1
System Options			
Alternate CDC Server Address:			
		OK	Cancel



HOW TO: Use Forte Setup. Setup Messages

5.2 S	DC 101CE 1.0.10-0 (0	11002	<i>''</i>	
Prog	ram Dispense History	Setup	Common View Help	
S	Dispense	Setup	Options	
Lask	Select Patient —	Setup	Messages	
	Pharmacists Initials	Highlig	hted Drugs	
	JT JOHN TA	ACEY		
	Name or Repeat			
	*			

DC Forte	
Global Messages Set messages that will b	e used by all Dispense instances.
Label	
Name 1:	
2: Report	MACQUARIE FIELDS
Issue Line 1:	John Tacey Chemist
2:	SH 25 G/Quarie Ctr
3:	MACQUARIE FIELDS
4:	Ph: (02) 9605-5130
Pharmacy Message:	Thank you for shopping at John Tacey Chemist
Notes	
Name 1:	JOHN TACEY CHEMIST
2:	Shop 25 Glenquarie Shopping Centre
3:	MACQUARIE FIELDS Ph: (02)9605-5130
PRF	
Pharmacists Name:	John Tacey
Phone Number:	02 96033380
	OK Cancel



HOW TO: Use Forte Setup. Highlighted Drugs



Highlighted Drug Highlight: Message for Repeat: Message for Repeat: Highlight is not l insert fie	ou wish
Highlight: Message for Repeat: Message for Repea	ou wish
	isted clie Id
Drugs	
DRUG NHS No Manuf	
ALPRAX 1 TABS 1mg qt 2132F AW	
ALPRAX 2 TABS 2mg qt 8118G AW	
ALPRAX 0.25 TABS 0.2 2130D AW	
ATROVENT CFC-FREE 8671J BY	
ATROVENT UDV NEB 1542E BY	
AUSCAP CAPS 20mg qt 1434L SI	
AUSCARD TABS 60mg 1335G SI	



	CDC Forte					>	ENTITLEN
	Highlighted Dr Flag drugs to	r ugs be highl	ighted when lis	ted and/or			1
CDC For	te						×
Select	Drug Enter Drug Name:	[******				
DESCR	IPTION	FORM	STRENGMA	X MAX	IS SCHED	FLAGS	
					ок	C.	ancel
		0.00				_	

Add drug to be highlighted then press OK





CDC Forte				×	INTITLEN
Highlighted Drugs Flag drugs to be hi add message to be	ghlighted whe printed on re	n listed and/or peat when dispe	nsing.		
Highlighted Drug					
Highli	ght: 🗹				
Message for Rep	^{eat:} add n	isg here			
Drugs		1	1 .		
DRUG		NHS No	Manuf		
ALDARA CREA	M SACH		MM	8	
ALPRAX 0.5 TA	BS 0.5m	2131E	AW		
ALPRAX 1 TAB	S 1mg qt	2132F	AW		
ALPRAX 2 TAB	S 2mg qt	8118G	AW		
ALPRAX 0.25 1	ABS 0.2	2130D	AW		
ATROVENT CF	C-FREE	8671J	BY		
ATROVENT UD	V NEB	1542E	BY		
			~		
	Teresub	Delete		cel	

Tick highlighted box Add a message to be printed on repeat when dispensing. Press ok



HOW TO: Reprint labels, repeats, receipts, PRF, free format etc.

From Patient History

rogram Dispens	se History Setup Common Vi	ew <u>H</u> elp			
Script Histo	ry				
Select Pa	tient		Go to	history screen	enter & choose correct
Name or F	lepeat				
	MR FOR TEST	WELLINGTON 25	patien	t, then choose	e correct script entry
	100022088H	24027947778 MBF			
Patients					
SURNAME		SIVEN NAME	TITLE	ADDRESS	
TEST	I	FOR	MR		
TEST	1	KAREN		8 NIGEL PL	
TESTA	λ	GRANT	M	8 NIGEL PL.,	
TESTA	λ Ι	<evin< td=""><td></td><td>8 NIGEL PL.,</td><td></td></evin<>		8 NIGEL PL.,	

Script History					
Select Patient					
Name or Repeat					
	MF	FOR TEST	, WELLING	FON 2555	
		100022088H	240279477	78 MBF	
Scripts					
SCRIPT NO	5	SCRIPT DATE	DATE DISP	DRUG	QT
80117687		15 Jan 08	15 Jan 08	AMOXIL CAPS 250mg qty 20	20
80117686	D	15 Jan 08	15 Jan 08	AMOXIL CAPS 250mg qty 20	20
80017668		03 Jan 08	03 Jan 08	LIPIDIL TABS 145mg qty 30	18
80017666		03 Jan 08	03 Jan 08	NEXIUM TABS 20mg E.C. qty 30	60
80017662		02 Jan 08	02 Jan 08	TEARS NATURALE EYE DROPS 0.3%-0.1%	. 6
74717657		20 Dec 07	20 Dec 07	ENIDED 25 TABS 25mg aty 50	60





HOW TO: Reprint labels, repeats, receipts PRF, free format etc.

🎇 Forte 1.2-0497 (14-09-2010	11:11)			
Program Dispense History Setup	Common View <u>H</u> elp			
Dispense Select Patient Pharmacists Initials TEST Name or Repeat Patient Patient Open recent Chool	 Dispense Script History Script Checker Online Claiming Recently Dispensed Scripts Pricing tly dispensed scripts screen icon or Shift>F1 se script then choose print content 	F1 Shift+F2 Shift+F8 Shift+F7 Shift+F1 Shift+F3	ection,	

From last 100 scripts

te 1.2-0497 (1-	4-09-2010 11:11) sed Scripts						×	
Print paperwork	for selected script.							
rint Options —								
Reprint:	Label	Health E	und Receipt	Print:	Drug Notes			
[Repeat	Chai	ge Slip		the Patient's Scripts]		
Ē	Label and Repeat	Qwing	Owing Reminder		PRF Card	Last Year As PDF		
Ē	Receipt	Repeat	Reminder	Ē	View CMI	j		
Ē	a Copy of Script	No Medical	e No Receipt	Ō	User Defined Labels	5		
Ē	Deliver <u>y</u> Label	Pipeli	ne Label	_		-		
Ē	Webster Label							
cripts								
PATIENT		SCRIPT No	SCRIPT DATE	DATE DISP	DRUG	LA.		
ONE THERESA		1KU2R	14 Sep 10	14 Sep 10	TENORMIN TAE	IS SUMB qty	- A	
GENERAL NU	NCTG	14020	13 Sep 10	13 Sep 10	DAMACID 20 BI			
		14420	13 Sep 10	13 Sep 10	PAMACID 20 BI	_S TABS 20		
	G :0	16020	13 Sep 10	13 Sep 10	CLIPER 40 TABS		-	
	G	11/2020	13 Sep 10	13 Sep 10				
GENERAL CTG		1/21/21	13 Sep 10	13 Sep 10	AMOVIL CARS	5 100mg atv 20		
GENERAL UTG		11/11/212	19 Con 10	19 Con 10	LIDITOD TARE	10mg atu 20		
		16121	13 Sep 10	13 Sen 10	THE OINTMENT	OINT aty 1		
		16128	10 Sep 10	10 Sep 10	DIAREX TARS	500mg atv 100		
GENERAL NONCTO		1KLDW	09 Sen 10	09 Sen 10	DE-GAS TABS 10MG			
		1KLDV	09 Sep 10	09 Sen 10	DE-GAS TABS 10MG			
GENERAL NONCTO		14.00	09 Sep 10	09 Sen 10	AMOXIL CARS	500ma atv 20		
				Meds Index	Edit Pa	atient (F4) Close		
					فنا لــــــــــــــــــــــــــــــــــــ		_	



HOW TO: Produce and Print Reports History, Tax Invoices etc.

Forte 1.2-0497 (14-09-2010 11:	11)									_ 🗆 ×
Program Dispense History Setup Cor	nmon View <u>H</u> elp							and B		•
Tests Tests Tests Tests Script History Script Checker Script Checker Script Checker Online Claiming Statements Deleted/Cancelled Scripts All Scripts Claim @ Close Current Claim Close Health Fund Claim Claim Reports Health Fund Claim Reports Health Fund Claim Reports Health Fund Claim Reports Stripts Stripts Stripts Stripts Stripts Reports @ Duplicate MCNs Patient Scripts S8 Scripts S8 Scripts S8 Scripts S8 Scripts S8 Scripts S8 Scripts S9 Scripts S0 Duplicate MCNs Potent Scripts S9 Scripts S9 Scripts S9 Scripts S9 Scripts S0 S0	Dispense Select Patient Pharmadets Initials TEST Name or Repeat 2 Patients # SURNAME		In the task by click on app then enter re me report tal please	ar, reports propriate in quired inf ce a while be patien	IBURB	UMS data expires 30 S ug data updated on 9 ENTITLEMENT	iep 2010 Sep 2010 MEDICARE DETAILS	Original Fa	Solution of the second seco	93 10 Sep 10 25 Aug 10 dicated by * <u>VIILY</u>
I Hep			Meds Index) Start O	eer] Eamily Mem.	<u>A</u> dd Pa	tient	ge <u>P</u> revious	Next		<u>C</u> lear
Enter Patient Name or Repeat - Enter co	mbination of sname,gname,title,	address or Repeat	No then <enter></enter>			MIMS RP	MS MXA PBS	Overwrite	15 Sep, 16:15	

