



Merlin Quick Reference Guide

ADMODO

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1. Create an Additive Inventory Item

- The Product File is also known as the “Inventory Master File”. This is centrally managed by the Purchasing Officer and cannot be edited by any other staff, unless they have privileges.
- Navigate to the the ‘Inventory Master’ screen:
INVENTORY--> 1.Maintenance Procedures --> 1. Inventory Master
- As part of the go-live implementation, Pharmhos will automatically upload an initial batch of additive chemotherapy ‘inventory’ codes
- Each site will need to set up their own site-specific infusions (e.g. specific TPN infusions, clinical trial infusions etc).
- To create a new additive ‘inventory’ code:

Field no	Field Title	Field Description
1	Inventory Code	<ul style="list-style-type: none"> • Type in a minimum of 4 letters of the drug name (generic name) and press ENTER. • If there are medications beginning with the entered letters, a ‘Inventory Master Index’ lookup window appears. • Scroll through list to confirm an additive inventory item does not exist yet. • If not, press ESC to escape out of the ‘Inventory Master Index’ lookup window • You will be prompted with a message “about to create NEW Inventory record, continue Y/<RTN>” • Enter “Y” then RTN to create new inventory record • An inventory code will appear in field 1 (Inventory Code). Merlin uses the first 4 characters and assigns the next sequential number. The number is arbitrary and has no relation to the strength. • The Inventory Code is the main driver behind all transactional activity in Merlin
2	Generic Code	<ul style="list-style-type: none"> • Type in a minimum of 4 letters of the drug name (generic name) and press ENTER. • A ‘Drugs Look-up” window appears with all generic drugs with a match • Select the generic item. • The Drug name, strength and form will automatically appear in fields 3,4 and 5 respectively. This information can be edited. <p>NOTE:</p> <ul style="list-style-type: none"> • More than one generic code can be assigned to an inventory code for multi-component additive items i.e. where more than one chemotherapy drug is made up in the same bag/syringe
3	PBS Conversion	<ul style="list-style-type: none"> • Leave blank. This field applies to PBS items that are dispensed in quantities that differ from those that are purchased.
4	PBS UOM	<ul style="list-style-type: none"> • Leave blank
5	Generic Name	<ul style="list-style-type: none"> • The generic name field will pre-populate with the generic code’s name • If the item is multi-componented, the generic name will be a combination of the generic codes’ names e.g. for CISP950, the generic name is ‘Cisplatin + Cyclophosphamide’. • Add the suffix ‘[ADMIX]’, to differentiate the item from purchaseable inventory items and virtual inventory items. • NOTE: the first 4 characters must match the first 4 characters of the Inventory code including the case.

6	Strength	<ul style="list-style-type: none"> The strength field will pre-populate with the generic code's strength Remove the strength value
7	Form	<ul style="list-style-type: none"> The form field will pre-populate with the generic code's form The form value should be set to 'Infusion' or equivalent
8	Expense Account	<ul style="list-style-type: none"> Enter the General Ledger expense account code associated with this product. This must be a valid expense code found in the Expense code reference file. A lookup is available. The Expense Account used for the initial inventory upload is '17488' i.e. Antineoplastics – other
9	Product Group	<ul style="list-style-type: none"> Enter the Product Group code for this item. This must be a valid Product code from the Product Group reference file. A lookup is available. The Product Group is set to 'ADD' i.e. Additive Items Various reports may be performed based on this
10	Product Type	<ul style="list-style-type: none"> Enter a product type. For Additive items, the Product Type must be set to 'A' i.e. Additive.
11	Internal Issue	<ul style="list-style-type: none"> The internal issue should be the smallest quantity likely to be issued by the site. This is a descriptive term which qualifies the units of issue in look-ups, purchase orders, reports etc The Internal Issue is set to 'bag' or equivalent
12	Units per Issue	<ul style="list-style-type: none"> Enter the number of units per internal stock issue. In the majority of cases, this will be the units within the pack size. For PBS items, the value must match the quantity that can be dispensed under PBS. The Units per Issue is always set to '1'.
13	Status	<ul style="list-style-type: none"> In the "Overall Status" window, use the up and down arrow keys to select one of the following: <ul style="list-style-type: none"> NORMAL: item is able to be ordered. OBSOLETE: item is obsolete - cannot be re-ordered, but can continue to be issued. DELETED: item is flagged as deleted, i.e. cannot be ordered, requisitioned, etc. and will not be displayed in lookups. Deleted status may be reversed. Deleted status may only be applied if:- the store has no stock & there are no outstanding purchase orders & all sub-stores (if any) have the item marked as deleted in the Stock Data screen. The Status is set to 'N' ormal.
14	Shelf Life (days)	<ul style="list-style-type: none"> Leave blank
15	Intermediate Product	<ul style="list-style-type: none"> This code allows a link between the Inventory item & a code with a relative value unit assigned in Clinical Costing. A lookup is available. Leave blank
16	Workload Category	<ul style="list-style-type: none"> This data is OPTIONAL and is used for calculating workload statistics. The workload category code defines how much time is associated with transacting one internal unit of issue (time/unit). A lookup is available. Leave blank
17	Last Maintained	<ul style="list-style-type: none"> This is a display only field, no data can be entered. It displays details of when the current record was last maintained, including date, time, user ID and port number.

18 (Window)	Stock Groups	<ul style="list-style-type: none"> This is a window field which when opened presents the "Stock Groups" screen. To pop open this window simply press <spacebar> when the cursor is at this field, or type <18> at the OPTION Line and press <RTN>. This field allows for the grouping of stock items into one or more stock groups which may be used for reports or analysis. These stock groups must have been previously established in the Stock Group maintenance screen. This is an OPTIONAL field
19 (Window)	Purchase Data	<ul style="list-style-type: none"> There is no purchasing data for these ADDITIVE inventory items – these items are manufactured 'FINAL' products Press ENTER to proceed to next field
20 (Window)	Site Purchase Data	<ul style="list-style-type: none"> This field is used for sites where there are multiple stores purchasing stock, where purchasing data is different There is no purchasing data for these ADDITIVE inventory items. Press ENTER to proceed to next field
21 (Window)	Substitute Items	<ul style="list-style-type: none"> Items which can be substituted for the item in the Inventory Master screen can be entered here. Not required. Press ENTER to proceed to next field
22 (Window)	Stock Data	<ul style="list-style-type: none"> This window maintains all the related Stock related data
23 (Window)	Transaction Enquiry	<ul style="list-style-type: none"> This window functions to execute enquiries on inventory issues Press ENTER to proceed to next field
24 (Window)	Generic Data	<ul style="list-style-type: none"> This window displays the related generic data information Press ENTER to proceed to next field
25 (Window)	Comments	<ul style="list-style-type: none"> Entered comments will appear as pop-up messages for the inventory activity E.g. record a P/order comment which will pop-up that comment when placing a P/order Press ENTER to proceed to next field
26 (Window)	Tax Codes	<ul style="list-style-type: none"> Set up Tax codes for the inventory related activities If no values are set, the default global tax codes apply for these inventory related activities Press ENTER to proceed to next field
27 (Window)	Virtual Product	<ul style="list-style-type: none"> Components that are used to make a Virtual Product are entered in this screen. Press ENTER to proceed to next field
28 (Window)	Purchase Data ALL	<ul style="list-style-type: none"> This window displays purchase data in a table, listed in order of purchase preference, with the principal supplier in position 1. Press ENTER to proceed to next field
29 (Window)	Site Purchase Data ALL	<ul style="list-style-type: none"> Not yet in use. Press ENTER to proceed to next field

The screenshot below shows a sample multi-component inventory item entry in the "Inventory Master" screen:

```

Pharmhos Software Pty Ltd          Port:termite/11          15:06:24 02 Jun 2014
                                Inventory Master
1:Inventory Code ...: CISP950
2.Generic Code          3.PBS Conv          4.PBS UOM
1 CIS900 CISPLATIN (ICSP)
2 CYC900 CYCLOPHOSPHAMIDE (IC
5.Generic Name .....: CISPLATIN + CYCLOPHOSPHAMIDE [ADMIX]
6.Strength .....:          7.Form.: INFUSION
8.Expense Account ...: 17488          .....ANTINEOPLASTICS - OTHER
9.Product Group ...: ADD          Additive Items
10.Product Type ...: A          Additive
11.Internal Issue ...: BAG
                                BAG, EACH
12.Units per Issue ...: 1
13.Status .....: N
14.Shelf Life (days):
15.Intermediate Prod:
16.WorkLoad Category:

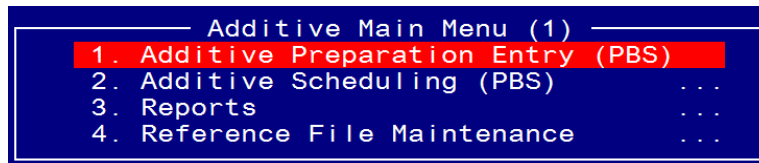
                                Windows
18<Stock Groups>
19<Purchase Data>28<All>
20<Site Purch Data>29<All>
21<Substitute Items>
22<Stock Data>
23<Trans Enquiry>
24<Generic Data>
25<Comments>
26<Tax Codes>
27<Virtual Product>

Last Maintained ..: 02/06/2014 14:01 HAI 11

Enter OPTION, <F1>=help.....:
<F>=file, <ESC>=exit, <#>=field no          (ICF.PRODUCT,M)
    
```

2. ADMOD Menu

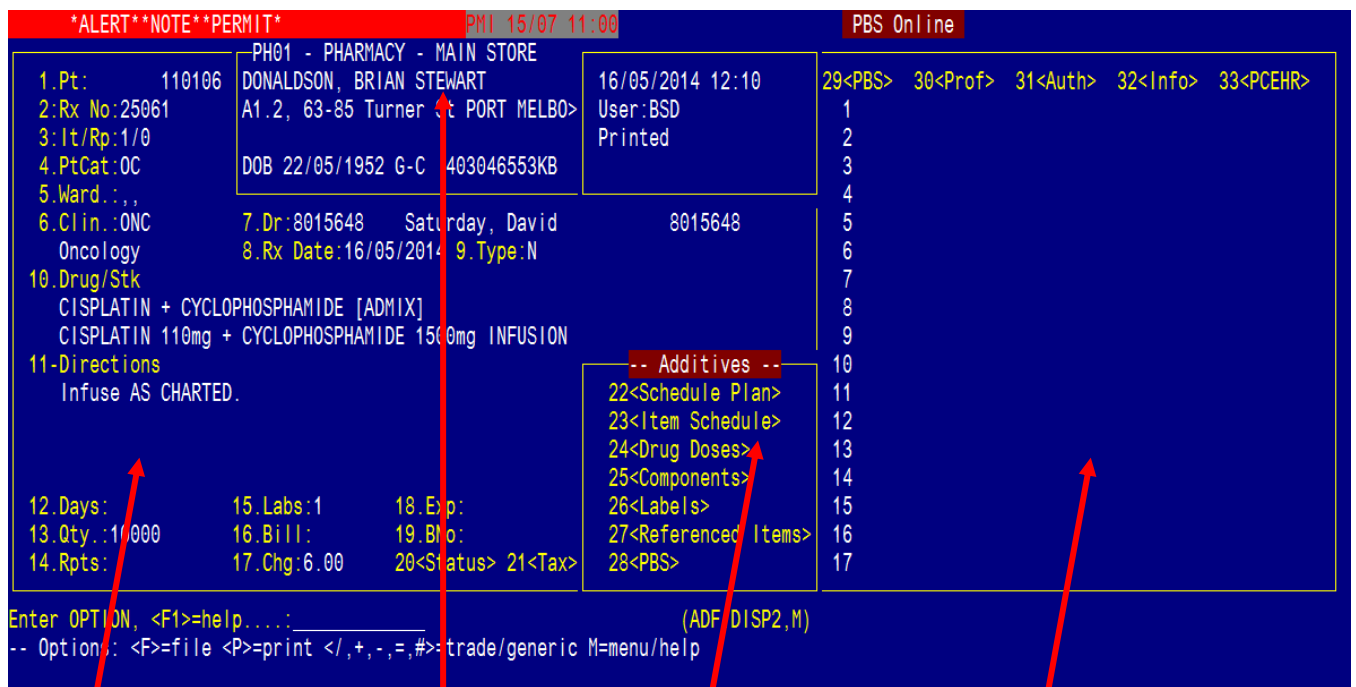
A new Additive menu "ADD2" is available in the Merlin main screen's menu bar. The ADD2 menu contains the following screens/submenus:



2.1 ADMOD screen

The ADMOD Screen provides for general Dispensing and ADDITIVE items to be processed from the same screen, thus collapsing the present use of the separate Dispense and Additive screens into a single screen and streamlining the dispense activity. For example, a script for Amoxicillin 500mg capsules can be dispensed in the ADMOD screen.

The ADMOD screen is similar to the Dispense screen. Additional 'sub-screens' have been added to the main ADMOD screen to allow additive/scheduling details to be entered.



DISPENSE DATA:
This is where user enters all script data in Fields 1 to 21.

PATIENT DATA: Imported from PMI/ATD interface. Includes concession details and reason for admission

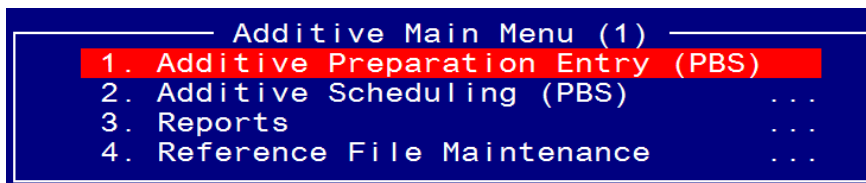
ADDITIVES DATA: Each field is a sub-screen and contains additive and PBS claiming related information

PATIENT PROFILE/ PBS ONLINE/ PBS AUTHORITY/INFO/PCEHR PANEL:
Displays patient medication history, PBS Online Status, PCEHR and PBS Authority information
An additional 'Info' panel has been added, which displays script related information including health fund, PBS status, item cost etc.

3. Process a Chemotherapy Order/Script

This section describes how to dispense a chemotherapy order/script. Details on how to process a normal script are not outlined in this document.

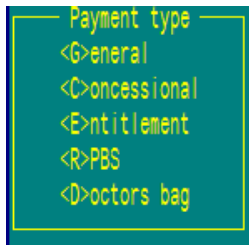
- Navigate to the the 'ADMOD' screen:
ADD2 -> 1.Additive Preparation Entry (PBS)




3.1 Dispense a New Chemotherapy Order/Script

Go through each field numerically. After the last field is populated, the cursor will end up at the options line. At the options line, fields can be edited by entering the field number and pressing ENTER.

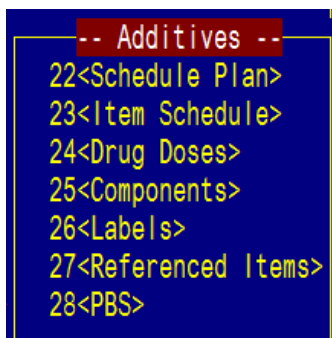
Field	Field Name	Action
Field 1	Pt = Patient	<p>Enter patient surname (partial or full). This can be followed by part of the first name. Then press the Enter key. e.g. Smith,J <i>OR</i> Enter patient UR number – be sure to include prefix letters and any extra zeros e.g. OJ00012345</p> <p>A patient list (maximum of 100 patients displayed) may appear if there is more than 1 matching name. Patients are listed with address, DOB and ward and admission date. Scroll down list to select patient and press <Enter>.</p> <p><i>Note: All patients are imported directly via PMI/ATD interface.</i></p>
Window	Alerts	<i>If there are patient Alerts recorded for this patient then a window will open.</i>
Window	Notes	<i>The next screen is for general notes. NOTE: not all sites have Notes switched on.</i>
Window	Entitlement update	<p>This window only displays the first time the patient is selected in the dispense screen. If the patient has an entitlement card (concession, repat, Safety net) then Merlin prompts the user to 'accept' the number. This ensures the number provided from PMI/ATD interface is accurate prior to dispensing. Type 'Y' to accept the number if it looks correct. This data will be copied to the PTX (Patient Extended Information) screen. Once the number is accepted the first time this window will not pop up anymore.</p> <div data-bbox="686 1780 1292 1966" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <pre>Merlin Pension number () PMI Pension number (VX229846A) is valid. Expiry date () OK to update concession from () to (VX229846A) Y/N ? Enter <Y>es, <N>o....: _</pre> </div>

Window	Dispensing History	<p>The Dispensing history will automatically pop up</p> <ul style="list-style-type: none"> - Press ESC once to return back to the Dispense screen <p>NOTE: For each dispensed item, there will only be ONE Additive dispense record, instead of a virtual dispense record and an additive record.</p>
Field 2	Rx No = Script Number	<p>'+' will enter the next available prescription number. Press enter to accept this default value. After pressing ENTER, the next available script number will be displayed.</p>
Field 3	It/Rp = Item & Repeat Number	<p>'+' will enter the next available item and repeat the number. Press enter to accept this default value.</p> <p>If you have filed your first item but then need to edit this, you can enter the item number into this to recall the item i.e. 1/0, 2/0 or 3/0.</p> <p>NOTE: The full Script Number is a combination of fields 2 and 3.</p>
Field 4	Pt Cat = Patient Category	<p>Enter an appropriate patient category. Each Institution will have their own set of 'patient categories'. For example: D = Discharge</p> <p>The Patient Category determines if the sub-screens are required to be opened to collect information on Scheduling, the individual Drug Doses, the Components for manufacture, the Manufacture method & worksheets, variations to the labels to be printed and defines the Billing rules.</p> <p>A new patient category specifically set up for ADMOD is required to process a chemotherapy order in the ADMOD screen. The existing Dispense patient categories can be used for dispensing normal scripts.</p> <p>NOTE: It is likely that 2 new patient categories will need to be set up for ADMOD:</p> <ul style="list-style-type: none"> • For outpatient/day centre prescriptions (with PBS enabled) • For inpatient orders (with PBS disabled i.e. all scripts are processed as non-PBS and there will be no PBS prompting) •
Window	Payment Type	<p>Select the <i>Payment Type</i>. The cursor will appear next to the patient's current concessional status. Press ENTER to accept the defaulted concessional status, or select a lower or higher status.</p> 
Field 5	Ward = Inpatient Ward	<p>This will automatically populate with the patient's current ward based on current episode record from the PMI/ATD interface. Press ENTER to select this default.</p> <p>NOTE: The cursor will only move to this field if the patient category is set up as 'inpatient'.</p> <p>To select a different ward, type '?' to bring up a list of alternative wards.</p>

Window	Admission Number (Visit/ Episode)	<p>If the patient has several bookings with the hospital, a drop-down menu will appear, displaying all admissions, their dates and visit/episode number - these may include future bookings (forward dated pre-admissions). Choose the correct admission for this dispensing. Check the dates and select an 'open' admission - always select a line with a valid admission number.</p> <p><i>It is critical that the dispensing is matched with the correct admission date and visit/episode number (both of which can be found on the patient sticker)</i></p> 
Field 6	Clinic	Enter a valid clinic code or type '?' for a list of clinic codes. The cursor will only move to this field if the patient category is set up as 'outpatient'.
Field 7	Dr = Doctor	Enter the prescribing doctor's surname, or part thereof. It is not necessary to type the doctor name in full with correct spelling. Only doctors relevant to that site will be listed based on the login. OR Type '#' followed by the doctor's prescriber number.
Field 8	Rx Date = Script Date	Enter the prescription date. Tip: Enter '0' for today's date. Enter '-1' for yesterday's date.
Field 9	Type = Script Type	There are 2 options: <ul style="list-style-type: none"> • N = Normal • NO = Normal, Owing NB: N does not refer to NHS.
Field 10	Drug/Stk = Drug Item	<p>Type in the drug to dispense. Drugs can be searched by:</p> <ul style="list-style-type: none"> • Generic name; or • Brand name (Type '/' then the trade name); or • Merlin inventory code <p>Choose the correct item, strength, form and quantity from the menu provided. The number in brackets in the top left hand corner of this window indicates the number of items listed. Each page of the list can be quickly navigated using the ← and → arrows.</p> <p>For the purpose of dispensing an Additive, select the the inventory name suffixed with '[ADMIX]'.</p> <p>The Inventory Drug Description is displayed e.g. for Inventory Code 'CISP950', the displayed description is 'Cisplatin + Cyclophosphamide [ADMIX] Infusion'.</p>
Field 11	Directions	Enter the directions for administration. There will be no default directions as there are for normal dispensing.

After Field 11, the cursor will skip to Fields 22-28. Press the SPACEBAR to open up the sub-screen OR press ENTER to move to the next field.

Refer to Sections 3.1.1 to 3.1.7 for instructions on how to complete the fields.



Fields 12-21 will have pre-populated values based on the values you provide in the Additive sub-screens (Fields 22-28).

Field 12	Days = Days Supply	No value is set.
Field 13	Qty = Quantity	The quantity of the final inventory item made (i.e. the Units Made value in Field 9 of the Components Sub-screen auto-populates this field) e.g. manufacture 2 bags of Cisplatin 1000mg, hence the Units Made = 2.
Field 14	Rpts = Repeats	The number of repeats on the prescription (for an original prescription) or the number of repeats remaining on the prescription (for repeats). The Repeats value in Field 5 of the PBS Sub-screen auto-populates this field.
Field 15	Lbl = Labels	Indicates the number of labels that will be printed. The labels value in Field 2 of the Labels sub-screen will auto-populate this field. If Field 15 is selected, the Labels sub-screen will appear.
Field 16	Bill = Bill to...	There are 3 options: Ward, Patient or Fund. This automatically populates based on patient category (field 2) and the Health Fund in the Patient Category screen. The cursor skips over but can be edited if required.
Field 17	Chg = charge price	The charge to be billed to Patient/Ward/Fund. For PBS claimable items, the CoPay value in Field 8 of the PBS Sub-screen auto-populates this field.
Field 18	Exp = Expiry Date	No value is set.
Field 19	BNo = Batch Number	No value is set.
Field 20	Status	This window indicates the script status: <O>pen, <C>ompleted, <D>eleted, <T>erminated and stock NOT used, <M>ade & terminated and stock used, <S>uspended, <U>n-suspended.
Field 21	Tax	The tax value is determined by the tax code values set for the inventory code.

The cursor will automatically move to the Options line after passing through Fields 22-28.

P at the bottom of the screen finishes the dispensing and *prints* the label. **F** at the bottom of the screen *files* the dispensing temporarily whilst other dispensing can be carried out for the same patient if required. When the final item is being dispensed, **P** can be entered at the bottom of the screen and all labels will print.

Additive label(s) will print out. If the script has been processed as PBS, an additional PBS dispensed label will print out.

3.1.1 Schedule Plan Sub-Screen - 22<Schedule Plan>

This screen is part of the Additive Scheduling process. If your site does not use the Scheduling feature, then skip Sub-screen 22 by pressing Enter.

```

Schedule Plan (1)
Id:110106_128
-- Cycle Plan --      -- Dates --      -- Forward Plan --
2.Frequency.:D      5.Start:16/05/2014  Day Date   Time ScriptNo
  Every Day        6.   :10:00 hr  1 Fri 16/05/14 10:00
3.Rate...:         7.Next.:17/05/2014  2
                   8.   :10:00 hr  3
4.Times...:10:00 hr 9.Last.:16/05/2014  4
                   10.  :10:00 hr  5
                   -- Specific Dates - 6
                   11<Non-Cycle-Plan> 7
Option.:_____
<F>=file, <ESC>=exit, </D>=delete, <#>=field no
    
```

3.1.2 Item Schedule Sub-Screen - 23<Item Schedule>

This was previously part of the existing primary additive screen. These fields are mandatory.

```

Item Schedule (1)
1.Sched.:16/05/2014  2.Hr.:10:00
3.Admin.:17/05/2014  4.Hr.:10:30
5.Expiry:18/05/2014  6.Hr.:10:00
Option.:_____
<F>=update <ESC>=no update
    
```

Field 1	Sched	Enter the manufacture date NOTE: the date is taken from the previous additive record's scheduled date for the defined location identifier.
Field 2	Hr	Enter the time of manufacture NOTE: the time is taken from the previous additive record's scheduled time for the defined location identifier.
Field 3	Admin	Enter the date that the product will be administered to the patient NOTE: the date is taken from the previous additive record's admin date for the defined location identifier.
Field 4	Hr	Enter the administration time NOTE: the date is taken from the previous additive record's admin time for the defined location identifier.
Field 5	Expiry	Enter the product expiry date NOTE: the date is taken from the previous additive record's expiry date for the defined location identifier.
Field 6	Hr	Enter the expiry time NOTE: the date is taken from the previous additive record's expiry time for the defined location identifier.

3.1.3 Drug Doses Sub-Screen - 24<Drug Doses>

This screen collects the the component(s)' doses details. These fields are mandatory.

```

----- Additives PBS Data (1) -----
  Drug                               2.Dose UOM
 1 CISPLATIN (ICSP) 1mg INFUSION      110.00 mg
 2 CYCLOPHOSPHAMIDE (ICSP) 1mg INFUSION 1500.00 mg
 3
Option.:_____
<F>=update <ESC>=no update
    
```

Field	Field Name	Action
Field 1	Drug	The Generic Drug Code(s)' description (mapped to the inventory code) is auto-populated. This field is multi-valued i.e. multiple drug descriptions are displayed if the inventory item is a multi-component item - This provides for multiple Drugs that can be PBS claimed.
Field 2	Dose UOM	The value (numeric only) entered in this field relates to the component(s)' doses. It is very likely that the doses entered here are equivalent to the PBS claim amount; hence this value will be used to auto-populate Field 4 of the PBS sub-screen.

3.1.4 Components Sub-Screen – 25<Components>

This was previously part of the existing primary additive screen. This screen collects the Component 'manufacturing' details – all drug(s) and qty used to manufacture the final inventory item. The previous "Dose" column has been removed as the "Dose" field has been moved to the Drug Dose sub-screen.

```

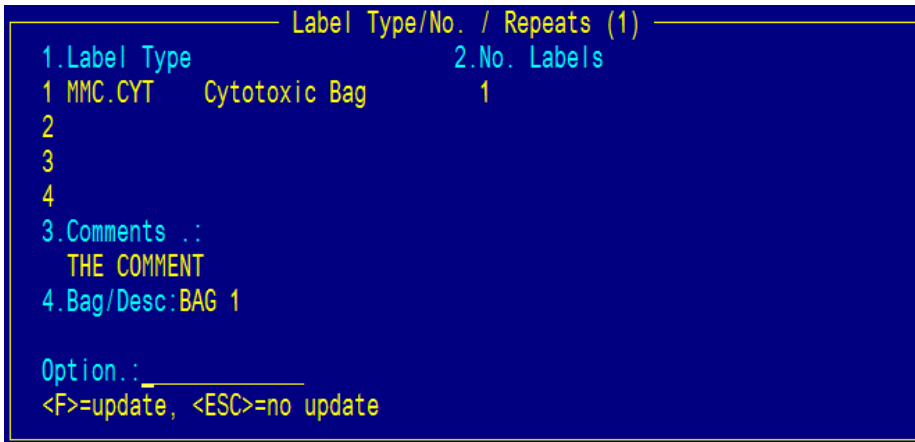
----- Additives Components (1) -----
 1.Drug/Stock                2.Volume 3.M'B/No          4.Stk Uts 5.PNF      Cost/IU  Extd Cost
 1 CISPLATIN 100mg/100mL INJECTION - VIAL(1)      100 BX,123          1.00 N      0.00      0.00
 2 CISPLATIN 10mg/10mL INJECTION - VIAL(1)         10 BX,987           1.00 N      0.00      0.00
 3 CYCLOPHOSPHAMIDE 1000mg INJECTION - VIAL(1)     1 BX,765            1.50 N      0.00      0.00
 4 SODIUM CHLORIDE (Plastic) 0.9% (100mL) IV FLU> 105 BX,765          1.00 F      0.00      0.00
 5
                               -----
                               Tot Vol:      215
                               -----
                               Itm Cost:      0.00
                               9.UnitsMade x :      1
                               =====
                               Tot Cost:
    
```

All fields are initially blank.

Field	Field Name	Action
Field 1	Drug/Stock	<p>Type in the drug(s) used in manufacturing the final inventory item. Drugs can be searched by:</p> <ul style="list-style-type: none"> • Generic name; or • Brand name (Type '/' before the trade name); or • Merlin inventory code <p>Choose the correct item, strength, form and quantity from the menu provided.</p> <p>This field is multi-valued i.e. multiple drugs may be consumed to manufacture the final inventory item. The component could be a pre-made chemotherapy item e.g. Baxter compounded cyclophosphamide 1g/500mL bag</p> <p>NOTE: FORMULAE can be used to pre-populate data into the fields. In Field 1, type * to bring up the Formula lookup.</p>
Field 2	Volume	The value entered in this field relates to the volume of the drug required to manufacture the final inventory item.
Field 3	M'B/No	<p>The value entered in this field relates to the drug's manufacturer's code/batch number/expiry date.</p> <p>NOTE: when you add a component and key in the batch/expiry, then file the record, the component's batch and expiry details are saved to file. The next time that the component is entered, the batch and expiry will auto-populated.</p>
Field 4	Stock Units	<p>The value entered in this field relates to the quantity of the drug required to manufacture the final inventory item. The value can be decimal number. e.g. if you use 1 and a half vials, then enter 1.5.</p> <p>If no stock is used, enter '0'. This is a mandatory field</p>
Field 5	PNF	<ul style="list-style-type: none"> • Enter 'P' to PRINT the drug on the printed Additive label. • Enter 'N' to NOT PRINT the drug on the printed Additive label. • Enter 'F' to indicate that drug is a FLUID. Drugs marked with 'F' will be printed on the printed Additive label.
	Cost/IU	Value(s) are auto-populated. The value displayed is the cost of the drug per internal unit. E.g. For Cisplatin 100mg/100ml vial, the cost of 1 vial = \$20.
	Extended Cost	Value(s) are auto-populated. The value displayed is the extended cost of the drug, where: extended cost = (stock unit) X (cost/IU)
	Total Volume	This value is auto-populated. The value displays the volume of the final product, where: total volume = Σ (volume)
	Item Cost	This value is auto-populated. The value displays the cost of the final product, where: Item Cost = Σ (extended cost)
Field 9	Units Made	<p>Enter the quantity of the final inventory item made e.g. manufacture 2 bags of Cisplatin 1000mg, hence the Units Made = 2.</p> <p>This value will be used to auto-populate Field 13 of the main ADMOD screen.</p>
	Total Cost	<p>This value is auto-populated. The value displays the total cost of the final product, where: Total Cost = Item Cost x Units Made.</p> <p>The Total cost value is the Cost of Sale (COS) for the inventory item for the dispensing record.</p>

3.1.5 Labels Sub-Screen – 26<Labels>

This was previously part of the existing additive screen. The screen collects data on the label template form to use and the other information that can appear on the label.

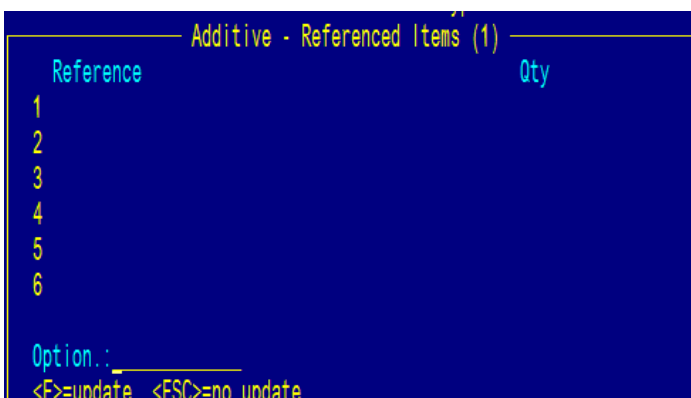


Field	Field Name	Action
Field 1	Label Type	Select the Label form to use. The value may be pre-populated if the label value is defined for the patient category.
Field 2	No of Labels	Enter the number of labels that will print out for the label form. This value will be used to auto-populate Field 15 of the main ADMOD screen.
Field 3	Comments	The data entered in this field will appear on the printed label.
Field 4	Bag/Description	The data entered in this field will appear on the printed label.

3.1.6 Referenced Items Sub-Screen – 27<Referenced Items>

This screen will auto-populate with the electrolyte concentration for TPNs. This data is defined in: Dispense -> 8. Reference file Maintenance -> 13. Drugs & Related files – Internal User Data -> 1. Drug file – Internal Data (or zoom [DRUGS2])
Field 18 <Additive Data> Fields 5 & 6.

This screen is display only. If data is available in this screen, the data will appear on the printed additive label.



3.1.7 PBS Sub-Screen – 28<PBS>

This screen collects PBS related information.

NOTE: To delay the PBS claiming process, skip this sub-screen by pressing Enter. i.e. this script will only be processed if the user enters and then files in the PBS Sub-screen.

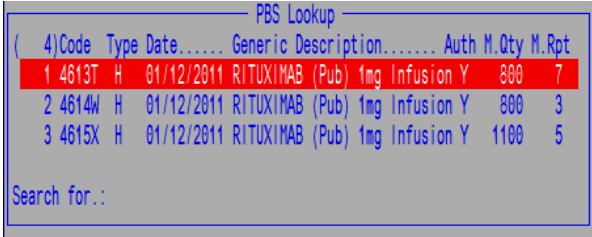
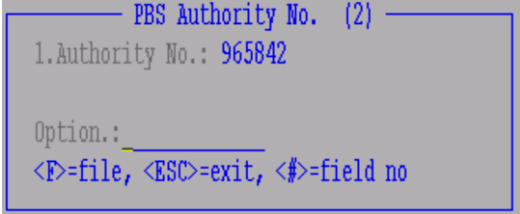
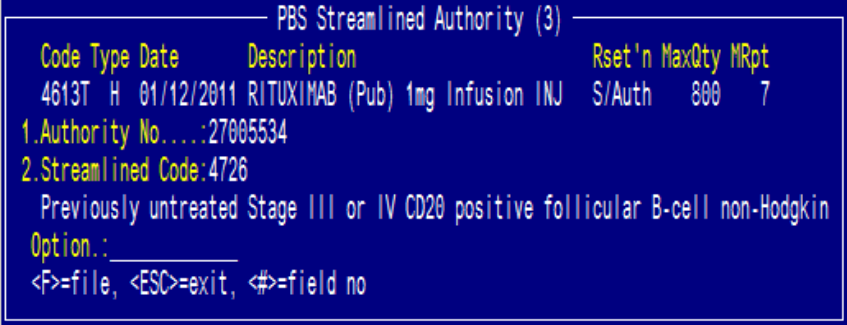
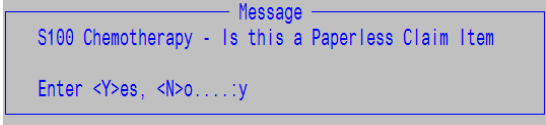
This is important where the Admixture and PBS claiming tasks are separated as currently performed by workflow practices e.g. Additive Items produced in advance, separate allocated staff for each function.

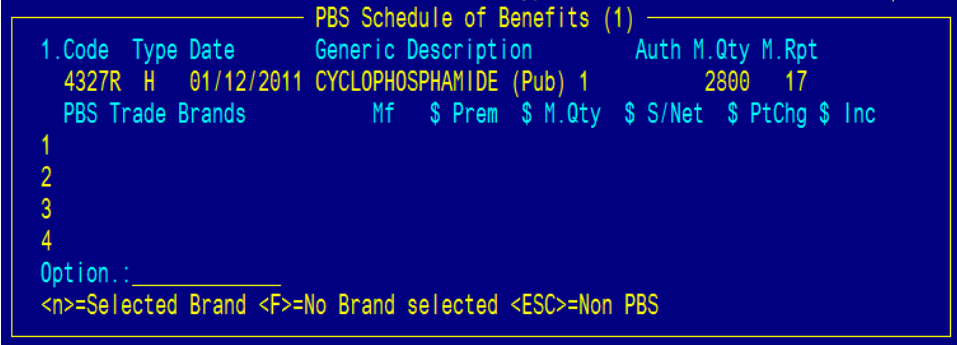
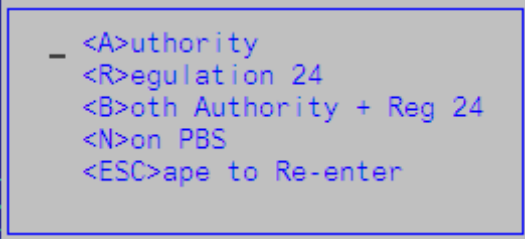
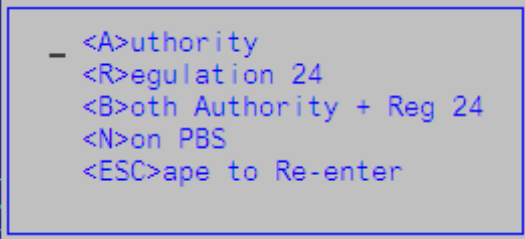
Additives PBS Data (1)									
1. Drug	2. PBSCode	Type	4. Qty	5. Rpt	6. AuthNo	7. PBS	8. CoPay	9. NHSMax	
1 CIS900 CISPLATIN (ICSP) 1mg INF	4319H	0	110	14			\$6.00		
2 CYC900 CYCLOPHOSPHAMIDE (ICSP) 1mg IN>	4327R	0	1500	17			\$6.00		

Field	Field Name	Action
Field 1	Drug	Press ENTER so that the Generic Drug Code(s) and description (mapped to the inventory code) are auto-populated. This field is multi-valued i.e. multiple drug code and descriptions are displayed if the inventory item is a multi-component item - This will provide for multiple Drugs that can be PBS claimed.

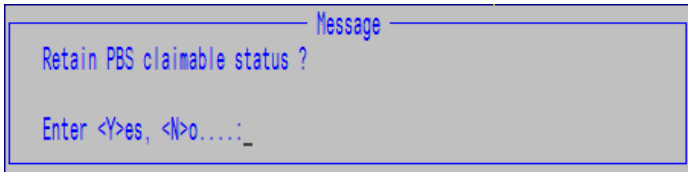
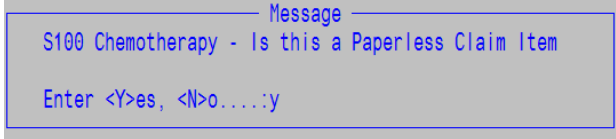
For each generic drug code, the following sequence of events occur:

Window	Dose Splitting prompt	<p>Qty (field 4 of this screen) = (Dose UOM value in Field 2 of the Drug Doses sub-screen) × (Units Made in Field 9 of the Components sub-screen)</p> <p>If this Qty > PBS max qty, Merlin will prompt you and:</p> <ul style="list-style-type: none"> • Enter “Y” to split dose; or • Enter “N” to not split dose <div data-bbox="596 1384 1375 1514" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Message</p> <p>Dose of 1000.0000 is greater than PBS max (800). Enter <Y> to split dose</p> <p>Enter <Y>es, <N>o....:</p> </div> <p>If “Y” Split dose is selected, Merlin will split the dose into [round up to the nearest integer (Qty divided by PBS max qty)] claims. e.g. If 1000mg Rituximab was manufactured, and the PBS max qty=800. Then the dose will be split into 2 claims i.e. 2 × 400mg claims.</p> <p>If “N” is selected, Merlin will retain the Qty value. The below prompt will appear later:</p> <div data-bbox="764 1839 1206 2040" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>- <A>uthority <R>egulation 24 oth Authority + Reg 24 <N>on PBS <ESC>ape to Re-enter</p> </div>
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Window	PBS Look Up	<p>The PBS Lookup screen appears if there is more than one PBS code for the inventory item. Choose the PBS code (left hand side) that matches the indication for the drug. Also check Type, Qty, Rpts and Authority requirements. If unknown refer to PBS Online.</p> 
Window	Authority	<p>When an authority item is selected in Field 10, a grey Authority Window will always appear. The authority number should either be:</p> <ul style="list-style-type: none"> • The Authority number as per the prescription on-hand • Auto-populated with an 11 digit number (specific sites only); or • Enter '000000' to bypass the screen (Note: the script will have Authority number '000000'. This will be rejected by Medicare unless a valid Authority number is entered).  <p>Press F to file the window.</p>
Window	Streamline Authority	<p>When an authority item is selected in Field 10, the PBS Streamline Authority Window will always appear.</p>  <p>Enter the Authority number. The authority number should either be:</p> <ul style="list-style-type: none"> • The Authority number as per prescription in hand • Auto populated with an 11 digit number (specific sites only); or • Enter '000000' to bypass the screen (Note: the script will have Authority number '000000'. This will be rejected by Medicare unless a valid Authority number is entered). <p>Enter the Streamline Code or ? to bring up a list of streamline codes for selection. Press F to file the window.</p>
Window	Paperless prompt	<p>Type 'Y' to claim the prescription as a 'Paperless S100 Chemotherapy Claim Item'</p> 

Window	Brand Selection	<p>The PBS Schedule of Benefits screen appears and show all items on the PBS under that PBS code. The PBS maximum qty and repeats are displayed in the top right-hand corner.</p>  <p>NOTE: For chemotherapy items, no trade brands are listed. Enter 'F' at the options line to indicate that no brand is selected for dispensing and press Enter to continue.</p>
Field 2	PBS Code	The PBS code selected in the PBS Lookup screen will auto-populate Field 2.
Field 4	Qty	<p>Qty (Field 4 of this screen) = (Dose UOM value in Field 2 of the Drug Doses sub-screen) × (Units Made in Field 9 of the Components sub-screen) Press ENTER to accept the value or ENTER the PBS qty.</p> <p>If the quantity entered is greater than that allowable on the PBS, an information box will appear (as below). Choose the reason for the increase quantity. If Authority is chosen, it will prompt you for an authority number.</p> 
Field 5	Repeat	<p>If the patient category 'repeat available' default is set to <S>cript, then a value must be entered in this field. If the patient category 'repeat available' default is set to <P>BS Max Rpt, then the PBS maximum repeat value for the PBS code will auto-populate this field. The auto-populated value can be over-ridden.</p> <p>If the repeats entered are greater than those allowable on the PBS, an information box will appear (as below). Choose the reason for the increase repeat. If Authority is chosen, it will prompt for an authority number.</p> 
Field 6	Authority No	The Authority No entered in the PBS Authority No window will auto-populate this field.
Field 7	PBS	The PBS Dispense Price value will auto-populate for the item.
Field 8	CoPay	The Patient co-contribution will auto-populate for the item.
Field 9	NHSMAX	The NHS Max Price will auto-populate for the item.

3.2 Process a Repeat

Field	Field Name	Action
Field 1	Pt = Patient	Type `r` followed by the prescription number (in the format ##### / # / #) e.g. 123/1/0 OR Scan the barcode on the repeat.
Window	Alerts	<i>If there are patient Alerts</i> recorded for this patient then the Patient Drug Alerts window will pop up.
Window	Notes	<i>The next screen is for general notes.</i> NOTE: not all sites have Notes switched on.
		<p>PBS Claiming can be done at the time of label printing or post-manufacture. Enter "N" to delay the PBS claiming process until a future date/time.</p>  <p>When you enter `N`, the PBS window (28) will not be filled with data. Thus, you will need to go back and update later when PBS claim processing is required.</p>
Window	Paperless prompt	<p>Type 'Y' to claim the prescription as a 'Paperless S100 Chemotherapy Claim Item'</p> 
		All fields will populate with data. Ensure all details match those of the original prescription.
Field 23	Item Schedule	All fields in the 'Item Schedule' sub-screen will be blank. Enter values in all the fields.
Field 25	Components	The 'Components' sub-screen will have all the fields pre-populated with the original prescription values. Amend if required.

Enter **P** at the bottom of the screen to complete the dispensing and **print** the label.

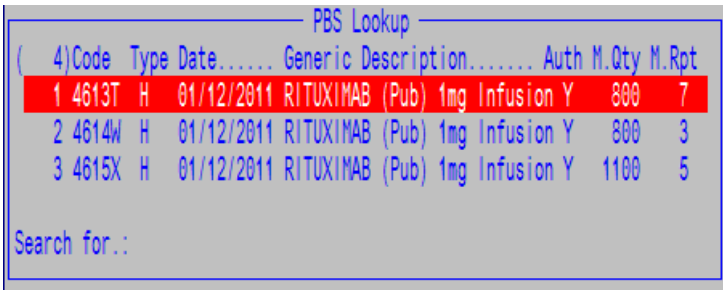
Enter the User ID when prompted.

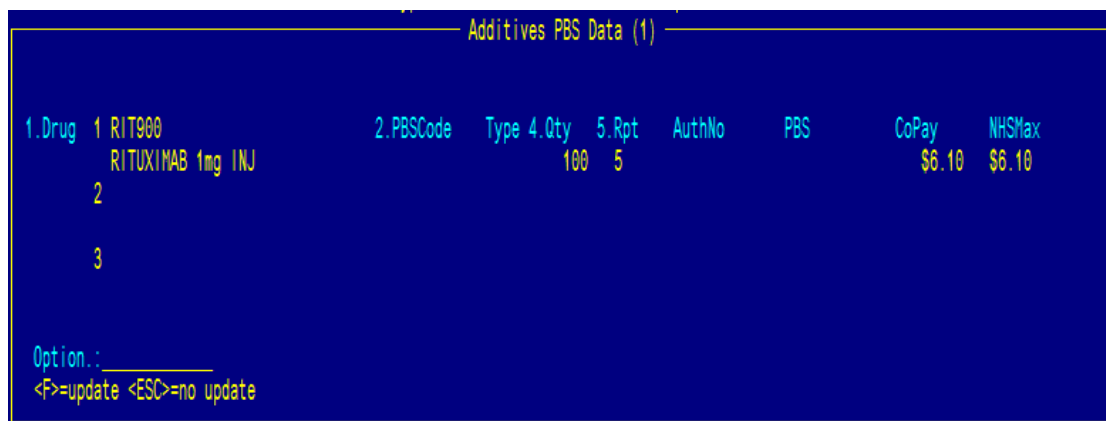
When the **Print** prompt is displayed, type **L** to print a label, **R** to print a repeat or **N** to save all changes but not print (multiple commands may be entered e.g. **LR**).

3.3 Process Script as non-PBS

There are 2 methods to make a script non-PBS. This can be done at the time of label printing, or post-manufacture in the PBS (Field 28) subscreen.

Method 1: In 28<PBS>

Field	Field Name	Action
Field 1	Drug	Press ENTER so that the Generic Drug Code(s) and description (mapped to the inventory code) are auto-populated. This field is multi-valued i.e. multiple drug code and descriptions are displayed if the inventory item is a multi-component item - This will provide for multiple Drugs that can be PBS claimed.
Window	PBS Look Up	<p>The PBS Lookup screen appears if there is more than one PBS code for the inventory item.</p>  <p>Press ESCAPE here to process the item as non-PBS.</p>
Field 4	Qty	The Dose UOM value in Field 2 of the Drug Doses sub-screen will auto-populate Field 4 Qty. Press ENTER to accept the value or ENTER a different non-PBS qty.
Field 5	Repeat	Enter the number of repeats on the prescription
Field 8	CoPay	The Patient co-contribution will auto-populate for the item. For non-PBS items, this will be the charge to the patient/ward/fund.
Field 9	NHSMax	The NHS Max Price will auto-populate for the item.



1. Drug	2. PBSCode	Type	4. Qty	5. Rpt	AuthNo	PBS	CoPay	NHSMax
1 RIT900 RITUXIMAB 1mg INJ			100	5			\$6.10	\$6.10
2								
3								

Option.:

<F>=update <ESC>=no update

File at the Options line.

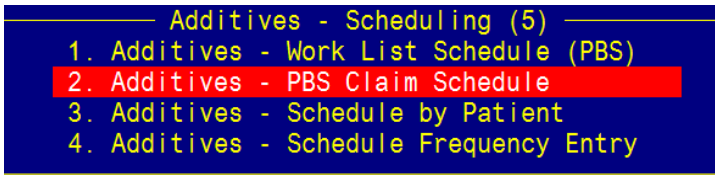
Method 2: Change Field 4:Qty value to '0' in 28<PBS>.

3.4 Label Formats

3.4.1 Customized Site Labels

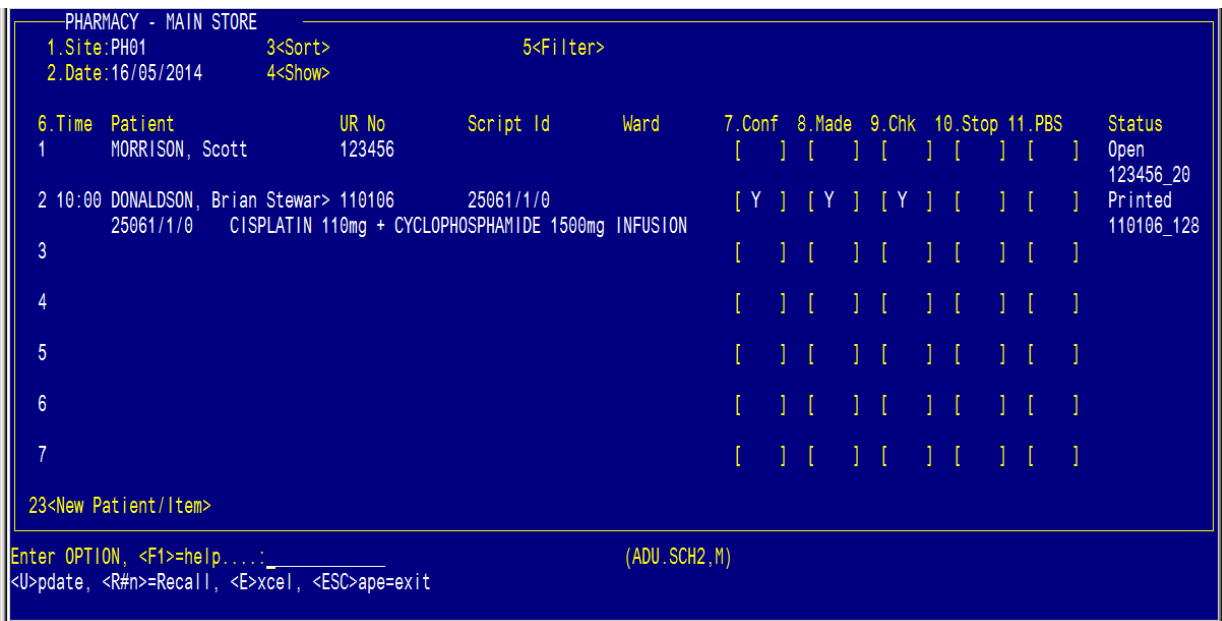
A number of customised label styles operate across sites. Prior to Go-Live , the label programs will require some modification for the change of the location of the data, but will maintain the same general format as in current use.

4. Additives Scheduling



4.1 Additive - Work List Scheduling (PBS)

The Additive Work List Scheduling screen provides a ‘scheduled’ worklist of items to be manufactured for a particular day for a particular site. The screen displays the current status i.e. pending/confirmed/made/checked/stopped of the manufacturing record. The functionality of this screen is identical to the Additive Scheduling screen.

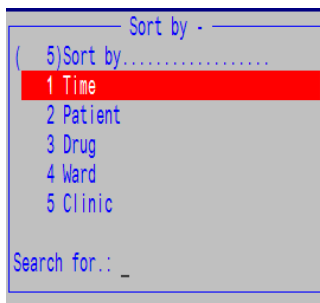


Field 1: Site – Enter the Dispensing Site code

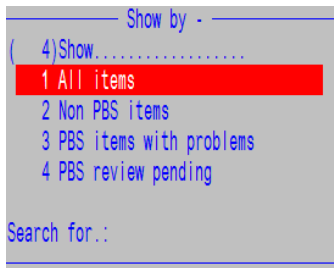
Field 2: Date – Enter the schedule date required

NOTE: The date in field 2 represents the scheduled manufactured date i.e. the ‘scheduled’ date entered in the Field 1 of the Item Schedule sub-screen (Field 23).

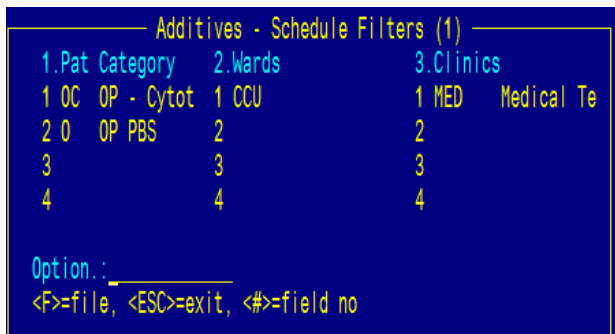
Field 3<Sort> - Select the Category on which to sort



Field 4<Show> - Select the Claim status on which to sort



Field 5<Filter> - Select the Patient Categories, Wards and Clinics on which to filter



Field 11:PBS - has been included to enable tracking of the PBS claim status for the items scheduled on each day. There will be a value displayed inside the brackets to indicate claim status, blank = not decided, Non = NonPBS, A/R/W = return status from PBS online. Click on the value OR enter "R" suffixed by the row number of the script at the options line, to edit the item in the ADD2 screen.

Print a daily worklist by entering "E" at the options line.

4.1.1 PBS Claiming using the Additive - Work List Scheduling (PBS) Screen

Clicking on the value in Field 11:PBS OR enter "R" suffixed by the row number of the script at the options line to edit the item in the ADD2 screen.

Refer to Section 3.1.7 on how to process a script as PBS

4.2 Additive PBS Claim Schedule

The Additive PBS Claim Schedule Screen can be used to track the the PBS claim status for the items scheduled i.e. manufactured on a specified day for a specific site. Items to be PBS claimed are to be queued in a screen for vetting prior to PBS claiming. This provides the option for validation of PBS eligibility ie day stay or outpatient status confirmed.

The screen displays the current status i.e. pending / confirmed / made / checked / stopped of the manufacturing record. The screen is a trimmed down version of the Additive Work List Scheduling screen, however the functionality remains the same i.e. sort by time / patient / drug / ward/ clinic, or filter by patient category /wards /clinics. Printing a daily worklist by entering “E” at the options line.

PHARMACY - MAIN STORE								
1.	Site:PH01		3<Sort>			5<Filter>		
2.	Date:16/05/2014		4<Show>					
6.	Time	Patient	UR No	Script Id		7.	PBS	Status
1		MORRISON, Scott	123456			[]		Open
2	10:00	DONALDSON, Brian Ste>	110106	25061/1/0	CISPLATIN 110mg + CYCLOPHOSPHAMIDE 1500mg INFUSION	[]		Printed
3						[]		
4						[]		
5						[]		

A ‘PBS’ column (Field 7) enables tracking of the PBS claim status for the items scheduled on each day. There will be a value displayed inside the brackets to indicate claim status, blank=not decided, Non=NonPBS, A/R/W=return status from PBS online. Clicking on the value OR entering “R” suffixed by the row number of the script at the options line to edit the item in the ADD2 screen.

Field 4<Show> offers the option to filter the view by claim status ie non reviewed items, NonPBS items, PBS items or PBS items with problems.

NOTE: The date in field 2 represents the scheduled manufactured date i.e. the ‘scheduled’ date entered in the Field 1 of the Item Schedule sub-screen (Field 23).

4.2.1 PBS Claiming using the Additive PBS Claim Schedule Screen

Click on the value in Field 7:PBS OR enter “R” suffixed by the row number of the script at the options line, to edit the item in the ADD2 screen.

Refer to Section 3.1.7 on how to process a script as PBS.

5. PBS Online Transactions

The overall appearance and function of the PBS Online Transactions screen will not change, however when an Additive item is recalled for fixing and re-transmission, it will call the new Additive PBS Screen to process the items.

6. Additive Cost of Sale and Revenue Reporting

6.1 Existing Merlin Dispense Reports

It is expected that the existing reports will work with the new data structure for Additive items. The reports will be simplified as they are dealing with a single Dispense admixture record with a single 'final manufactured product' Inventory Code with the Cost of Sale (COS) and the Revenue (Patient Co-payment & PBS Rebate) in the same Additive/Dispense record. Items that have 2 or more Drugs that are claimed eg the Cisplatin + Cyclophosphamide above will report as a single row with consolidated COS and revenue including the PBS Preparation fee.

6.2 Existing Merlin Inventory Reports

It is expected that the existing reports will work with the new data structure for Additive items.

Stock transactions for 'components' and the 'manufactured item' reflects the stock movements of both the components and the manufactured inventory item. Stock transactions (if trading against a store) that will occur, are:

- Down-date of components, with each component having a stock transaction at a sub-unit level eg 0.0001 of a vial. The total value of the components consumed equals the COS of the manufactured inventory item.
- New transaction for the manufactured inventory item will appear that account for the conversion of the components into the manufactured item as an increase in stock
- A simultaneous down-date to zero stock of manufactured inventory item for consumption by the dispense record. THE NET effect is that the 'final manufactured product' will never have stock on hand at any point.

The manufactured item COG will vary for each preparation with costs according to the components consumed. If there is a change to the components, then the inventory components would be adjusted with a commensurate change to the Admixture inventory item cost.