



One-Click Dispensing User Guide

Version 1.0 | February 2022

Author: Paul Murdoch

Table of Contents

1. Overview.....	2
2. One-Click Dispensing Screen.....	3
3. One-Click Dispensing Controls.....	6
4. System Configuration.....	7

1. Overview

One-Click Dispensing enables the fast dispensing of electronic prescriptions in 'one click', rather than having to navigate through multiple screens to process the prescription and print the labels.

It uses a series of algorithms to determine if each prescription is eligible, these are:

- The EPS patient is already matched with a local patient in RxWeb.
- The drug has been dispensed previously within X number of days. The system default is 180 days, but this is configurable.
- There has been no change in directions since the last dispensing.
- The drug does not appear on the One-Click Exclusions list. This is a user configurable list that can be set up via Group Admin.

In the To Be Dispensed Queue there is a column with the heading **O-C**. This stands for One-Click and indicates with a **Yes** or **No** whether the prescription is eligible for One-Click Dispensing.

The screenshot shows the 'Prescription Queue' interface. At the top, there are search filters for 'Barcode' and 'Patient', and a 'Show me' dropdown set to 'To be Dispensed'. Below this, there are navigation buttons for '<' and '>' and a 'For' dropdown set to 'Week'. The date range is set from '26 Jan 2022' to '2 Feb 2022'. A status message indicates '24 results found (59 items)'. The main table has columns: Patient, O-C, Age, Prescription Number, P, Items, AIR, Issue, eRD Due, Prescribed, and Del. The 'O-C' column is highlighted with a red box. Below the table are several action buttons: Dispense, One-Click Disp., Return, Rescan, View Token, Download, Details, PMR, Add. Info, and Refresh.

Patient	O-C	Age	Prescription Number	P	Items	AIR	Issue	eRD Due	Prescribed	Del
Crispian Maunder (D)	No	32	82B814-D81015-107614	No	1	ACU			27/01/22 - 12:01	Yes
Crispian Maunder (D)	No	32	5A4557-D81015-1075F1	No	1	ACU			27/01/22 - 12:01	Yes
Wilton Cronin	No	71	668E26-C81007-00001P	No	2	eRD	1 of 6	27/01/22	27/01/22 - 12:01	No
Sarita Sanzgiri (D)	Yes	31	5DE331-C81007-00001S	No	2	ACU			15/12/21 - 12:12	Yes
Camedyr Price (D)	Yes	39	580BB9-B81001-0FD534	No	1	eRD	3 of 6	09/02/22	15/12/21 - 12:12	Yes
Delice Rumney	No	27	2577C5-C85001-1EA550	No	2	eRD	3 of 6	09/02/22	15/12/21 - 12:12	No
Sigmund Ferrimiralles	Yes	42	7EB822-B83002-00001E	No	2	eRD	3 of 6	09/02/22	15/12/21 - 12:12	No
Lorn Egdell	Yes	77	465216-C81007-00001O	No	2	eRD	3 of 6	09/02/22	15/12/21 - 12:12	No
Pooran Nasir	Yes	36	37168D-B83002-00001Q	No	4	eRD	3 of 6	09/02/22	15/12/21 - 12:12	No
Margo Yarry	Yes	34	7ABD7E-A84002-1A613O	No	2	eRD	3 of 6	09/02/22	15/12/21 - 12:12	No
Dominica O'Neal (C)	No	34	53AAF7-C82008-2AFABG	No	4	eRD	3 of 6	09/02/22	15/12/21 - 12:12	No
Milford Bristol	Yes	35	591E00-A84002-1A607V	No	1	eRD	3 of 4	09/02/22	15/12/21 - 12:12	No
Sarita Sanzgiri (D)	No	31	3193A4-C81007-00001U	No	4	eRD	6 of 6	04/05/22	15/12/21 - 12:12	Yes

At the bottom of the screen is the **One-Click Disp.** button to access the One-Click Dispensing screen.

2. One-Click Dispensing Screen

To access the One-Click Dispensing screen, press the **One-Click Disp.** button at the bottom of the To Be Dispensed Queue.

Margo Yarry	Yes	14	7ABD7E-A84002-1A6130	No	2	eRD	3 of 6	09/02/22	15/12/21 - 12:12	No
Sarita Sanzgiri (D)	Yes	31	5DE331-C81007-00001S	No	2	ACU			15/12/21 - 12:12	Yes
Milford Bristol	Yes	15	591E00-A84002-1A607V	No	1	eRD	3 of 4	09/02/22	15/12/21 - 12:12	No
Sarita Sanzgiri (D)	Yes	31	3193A4-C81007-00001U	No	1	eRD	5 of 6	04/05/22	15/12/21 - 12:12	Yes

Powered by Clanwilliam Health © Confidential: Personal Data about a patient. 2022 RxWeb.

The One-Click Dispensing screen will then open.

One-Click Dispensing - [ESC to close]

17 Scripts (41 Items)

Scripts	A/R
Camedyr Price (D)	eRD
580BB9-B81001-0FD534	
Sigmund Ferrimralles	eRD
7EB822-B83002-00001E	
Lorn Egdell	eRD
465216-C81007-00001O	
Pooran Nasir	eRD
37168D-B83002-00001Q	
Margo Yarry	eRD
7ABD7E-A84002-1A6130	
Sarita Sanzgiri (D)	ACU
5DE331-C81007-00001S	
Milford Bristol	eRD
591E00-A84002-1A607V	
Sarita Sanzgiri (D)	eRD
3193A4-C81007-00001U	
Jaipreet Chandha	eRD
4549BD-A81001-0CB5F3	
Dann Cone (M) (D)	eRD
173A8A-C81007-00001+	
Sarita Sanzgiri (D)	eRD
4C5BBE-C81007-000018	

<p>KAYS FAX99 (FUTURE) 99 Tablet Street F1 2AB FAX99 02/02/2022</p>	<p>Age: 42 D.O.B: 19/11/1980</p>	<p>Titip: Mr Sigmund Ferrimralles 1 Romanby Avenue Stockton-On-Tees Cleveland TS19 5DG</p>	<p>NHS Number: 9453531014</p>
<p>Prescribed Medication Repeat Dispensing Issue 3 of 6</p>		<p>Review Date: 13/06/2022</p>	
<p>Vita-POS eye ointment preservative free (Scope Ophthalmics Ltd) 10 gram As Directed</p>		<p>Vita-POS eye ointment preservative free (Scope Ophthalmics Ltd)</p>	
<p>Benzydamine 0.15% oromucosal spray sugar free 30 ml As Directed</p>		<p>Benzydamine 0.15% oromucosal spray sugar free (3/6) Benzydamine 0.15% oromucosal spray sugar free (3/6)</p>	
<p>DISPENSING TOKEN - Not to be used as a prescription, even if signed by an authorised prescriber.</p>		<p>Date: 15/12/2021</p>	
<p>R. RAWLING SPRINGS LANE ILKLEY WEST YORKSHIRE 01943604455 AIREDALE PCT</p>		<p>933311 B83002 LS29 8TH 5AW</p>	

NHS

0 High Priority Patient Notes

1 High Interaction

Action Required

Likely interaction of BENZDAMINE HYDROCHLORIDE in Benzydamine 0.15% oromucosal spray sugar free reducing the ULCER HEALING effect of RANITIDINE in

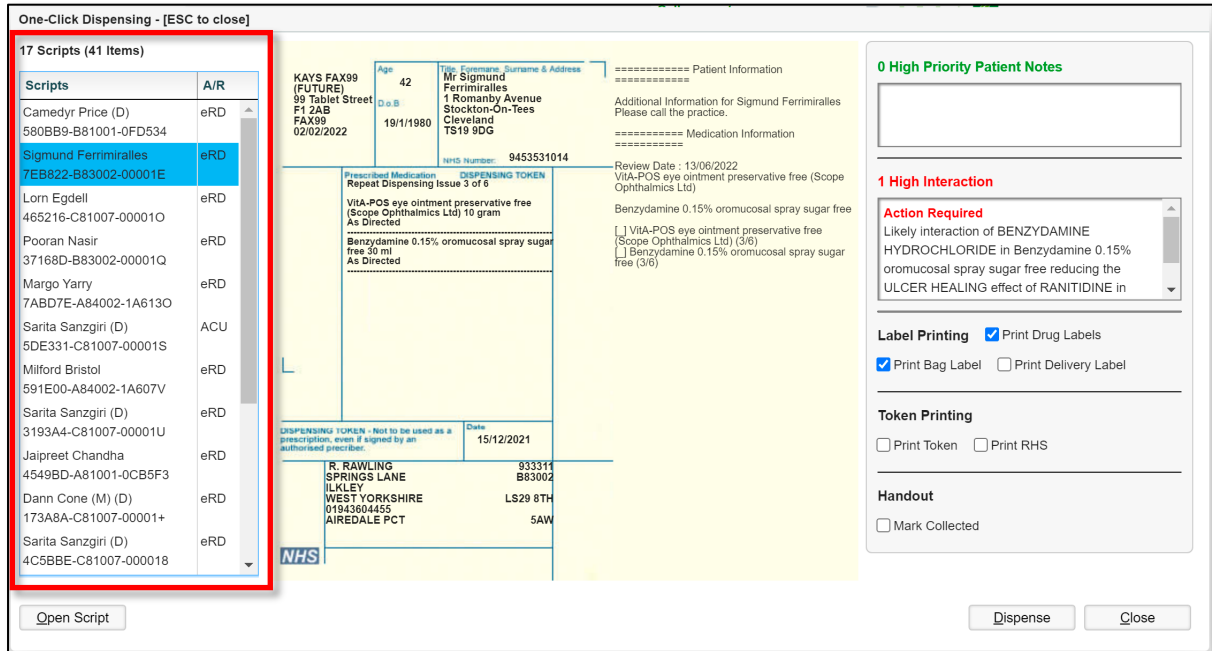
Label Printing Print Drug Labels
 Print Bag Label Print Delivery Label

Token Printing
 Print Token Print RHS

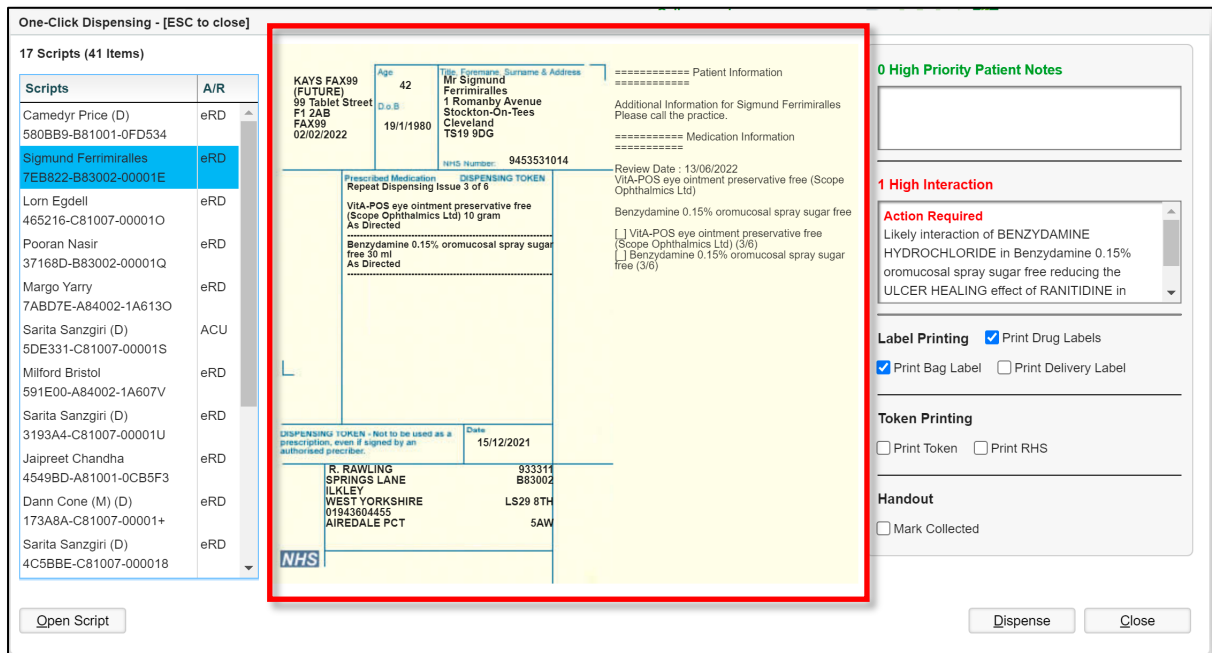
Handout
 Mark Collected

The screen will only display prescriptions that were flagged as **Yes** for One-Click Dispensing in the main To Be Dispensed Queue. Any prescriptions that were flagged as No will not be displayed here.

The left-hand side of the screen displays the **list of prescriptions**. This will be sorted in the same order as the main To Be Dispensed queue. You can click on the **Scripts** or **A/R** column headings if you want to rearrange the sort order.



The middle of the screen displays a preview of the **Token** for the currently selected prescription.



The top right-hand side of the screen displays any **High Priority Patient Notes** and any **High Priority Interactions** the selected patient/prescription may have.

The Note and Interaction text will display in red if they are present. If there aren't any notes or interactions the text will be green.

The screenshot shows the 'One-Click Dispensing' window. On the left is a list of 17 scripts, with 'Sigmund Ferrimiralles' selected. The main area displays patient details for Mr Sigmund Ferrimiralles, including his address, date of birth (19/1/1980), and NHS number (9453531014). Below this, it shows the prescribed medication: 'VIA-POS eye ointment preservative free (Scope Ophthalmics Ltd) 10 gram' and 'Benzydamine 0.15% oromucosal spray sugar free 30 ml'. The right-hand side of the screen features a red-bordered box containing the following information:

- 0 High Priority Patient Notes**
- 1 High Interaction**
- Action Required**: Likely interaction of BENZDAMINE HYDROCHLORIDE in Benzydamine 0.15% oromucosal spray sugar free reducing the ULCER HEALING effect of RANITIDINE in
- Label Printing**: Print Drug Labels, Print Bag Label, Print Delivery Label
- Token Printing**: Print Token, Print RHS
- Handout**: Mark Collected

Buttons for 'Open Script', 'Dispense', and 'Close' are visible at the bottom.

The bottom right-hand side of the screen contains the controls for One-Click Dispensing.

This screenshot is identical to the one above, showing the same patient and script information. However, the red-bordered box on the right-hand side highlights the control sections:

- Label Printing**: Print Drug Labels, Print Bag Label, Print Delivery Label
- Token Printing**: Print Token, Print RHS
- Handout**: Mark Collected

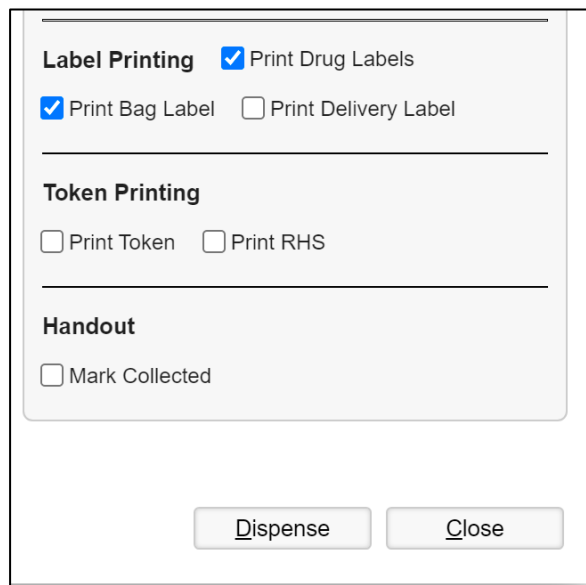
The 'Dispense' and 'Close' buttons are also visible at the bottom of the interface.

3. One-Click Dispensing Controls

The bottom right-hand side of the One-Click Dispensing screen is where you will find the controls that determine what happens when you press the **Dispense** button.

These can be pre-set via the System Configuration in RxWeb.

Please see the next chapter - **System Configuration** for more information.



The screenshot shows a dialog box titled "One-Click Dispensing Controls". It is divided into three sections: "Label Printing", "Token Printing", and "Handout".

- Label Printing:** Contains three checkboxes: "Print Drug Labels" (checked), "Print Bag Label" (checked), and "Print Delivery Label" (unchecked).
- Token Printing:** Contains two checkboxes: "Print Token" (unchecked) and "Print RHS" (unchecked).
- Handout:** Contains one checkbox: "Mark Collected" (unchecked).

At the bottom of the dialog box are two buttons: "Dispense" and "Close".

Label Printing

This determines which labels print when pressing the Dispense button – **Drug Labels, Bag Label, Delivery Label.**

Token Printing.

This determines if a **Token** will be printed when pressing the Dispense button. There is also an option to include or exclude the **Right-Hand Side** of the token.

Handout.

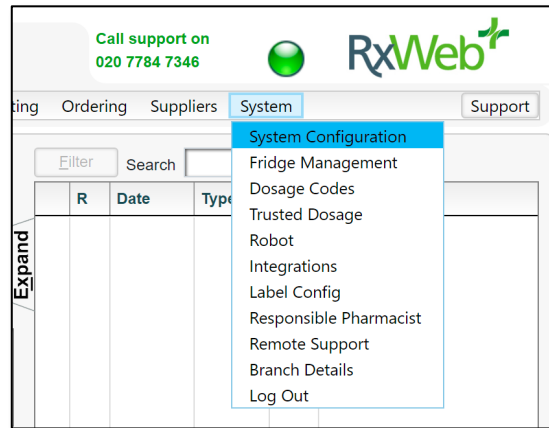
This determines if the prescription will be **Marked as Collected** when pressing the Dispense button.

After pressing the **Dispense** button, the next prescription in the list will be loaded ready for dispensing, without ever having to leave the screen.

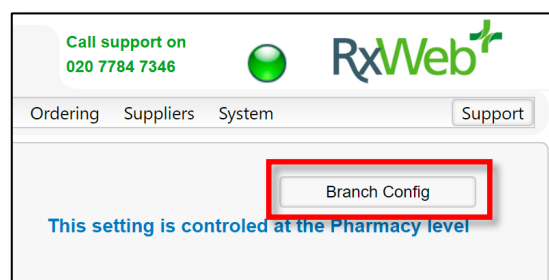
Once all the One-Click prescriptions have been dispensed the screen will close and return you to the To Be Dispensed queue.

4. System Configuration

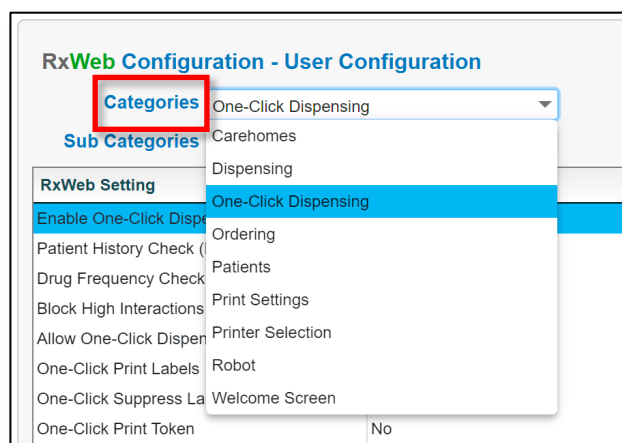
To configure the parameters and controls for One-Click Dispensing click on **System** in the main RxWeb menu and select **System Configuration**.



First press the **Branch Config** button in the top right-hand corner of the System Config screen. This makes sure that any settings are applied to all users of RxWeb in your pharmacy.



Next, change the **Categories** drop-down menu to **One-Click Dispensing**.



The first 5 settings in the grid are the parameters for One-Click Dispensing.

RxWeb Setting	Currently set to	Config Description
Enable One-Click Dispensing	Yes	Enable One-Click Dispensing functionality in RxWeb.
Patient History Check (Days)	180	Number of days that the One-Click Dispensing check logic looks back in a
Drug Frequency Check (Days)	0	Number of days to check if the prescribed items has been dispensed mor
Block High Interactions	No	Whether RxWeb should block High Interactions when using One-Click Di
Allow One-Click Dispense of Acute Scripts	Yes	Whether RxWeb allows the One-Click dispensing of Acute prescriptions
One-Click Print Labels	Yes	Automatically tick the print labels checkbox on the One-Click Dispense sc
One-Click Suppress Labels for MDS/MDSC	No	Uncheck the print labels checkbox on the One-Click Dispense screen if th
One-Click Print Token	No	Automatically tick the print Token checkbox on the One-Click Dispense sc
One-Click Print Token RHS	No	Automatically tick the print right-hand side of Token checkbox on the One
One-Click Mark Collected	No	Automatically tick the Mark Collected checkbox on the One-Click Dispens
One-Click Bag Label	Yes	Automatically tick the Print Bag Label on the One-Click Dispense screen.
One-Click Delivery Label	Yes	Automatically tick the Print Delivery Label on the One-Click Dispense scr

- Enable One-Click Dispensing**
This switches One-Click Dispensing on or off for your RxWeb branch.
- Patient History Check (Days)**
This is the number of days One-Click looks back in the PMR to see if the item was previously dispensed. This is set to 180 days by default, but you can set this at any value you choose.
- Drug Frequency Check (Days)**
This is the number of days in which the prescribed item can be dispensed more than twice (zero = no check)
- Block High Interactions**
This will prevent any prescriptions that have High Priority Interactions from being eligible for One-Click Dispensing.
- Allow One-Click Dispense of Acute Scripts**
This allows you to set whether acute prescriptions are eligible for One-Click Dispensing or not.

The next 7 settings in the grid are the settings for the checkbox controls on the One-click Dispensing screen.

RxWeb Setting	Currently set to	Config Description
Patient History Check (Days)	180	Number of days that the One-Click Dispensing check logic looks back in
Drug Frequency Check (Days)	0	Number of days to check if the prescribed items has been dispensed mor
Block High Interactions	No	Whether RxWeb should block High Interactions when using One-Click Di
Allow One-Click Dispense of Acute Scripts	Yes	Whether RxWeb allows the One-Click dispensing of Acute prescriptions
One-Click Print Labels	Yes	Automatically tick the print labels checkbox on the One-Click Dispense sc
One-Click Suppress Labels for MDS/MDSC	No	Uncheck the print labels checkbox on the One-Click Dispense screen if th
One-Click Print Token	No	Automatically tick the print Token checkbox on the One-Click Dispense sc
One-Click Print Token RHS	No	Automatically tick the print right-hand side of Token checkbox on the One
One-Click Mark Collected	No	Automatically tick the Mark Collected checkbox on the One-Click Dispense
One-Click Bag Label	Yes	Automatically tick the Print Bag Label on the One-Click Dispense screen.
One-Click Delivery Label	Yes	Automatically tick the Print Delivery Label on the One-Click Dispense scr

By adjusting these options, you are pre-configuring the checkbox controls on the One-Click Dispensing screen.

The screenshot shows the 'One-Click Dispensing' interface. On the left, there is a list of 17 scripts (41 items) with columns for 'Scripts' and 'A/R'. The selected script is 'Sigmund Ferrimralles' (7EB822-B83002-00001E). The main area displays patient information for Mir Sigmund Ferrimralles, including address, date of birth, and NHS number. Below this, there is a section for 'Prescribed Medication' and 'DISPENSING TOKEN'. On the right, there are sections for '0 High Priority Patient Notes', '1 High Interaction' (Action Required), and a configuration panel for 'Label Printing' and 'Token Printing'. The 'Label Printing' panel is highlighted with a red box and contains the following options: 'Print Drug Labels' (checked), 'Print Bag Label' (checked), and 'Print Delivery Label' (unchecked). The 'Token Printing' panel contains 'Print Token' (unchecked) and 'Print RHS' (unchecked). At the bottom right, there is a 'Handout' section with 'Mark Collected' (unchecked). Buttons for 'Open Script', 'Dispense', and 'Close' are visible at the bottom.

Note:

If **One-Click Suppress Labels for MDS/MDSC** is set to **Yes**, it will automatically uncheck all **Label Printing** options for any MDS/MDSC Patients.

If **One-Click Delivery Label** is set to **Yes**, it will only pre-check the **Print Delivery Label** option if the patient is set as a **Delivery Patient**.