RxWeb

One-Click Dispensing User Guide

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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.

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.

The One-Click Dispensing screen will then open.

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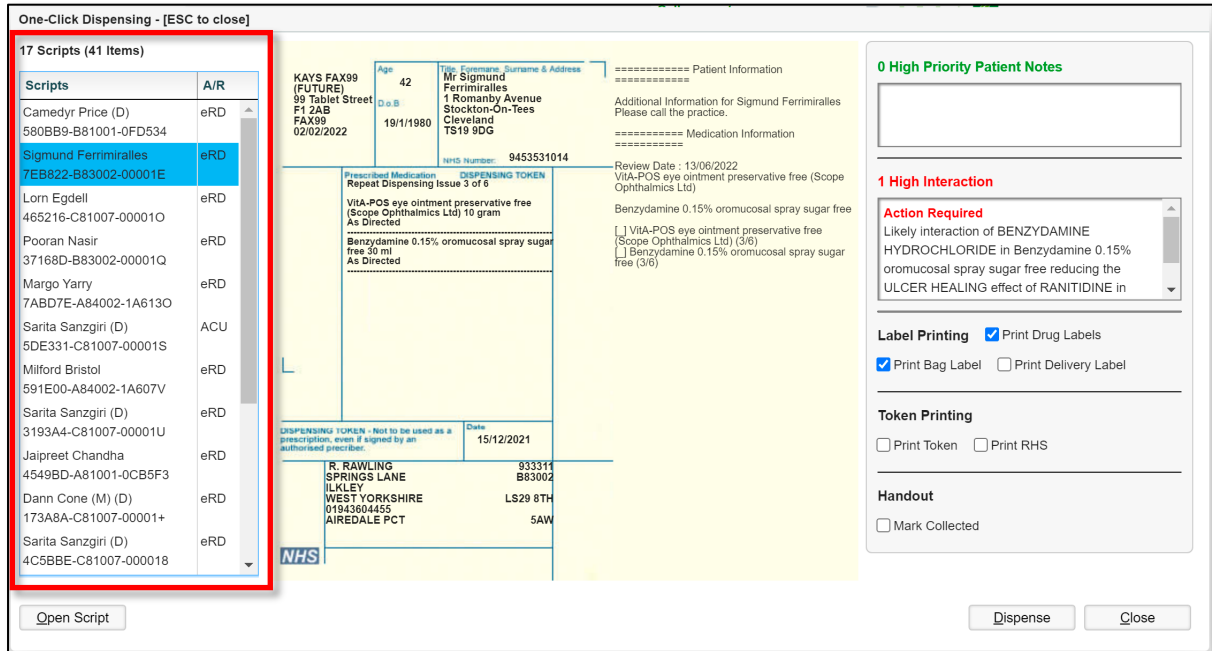
The middle of the screen displays a preview of the **Token** for the currently selected prescription.
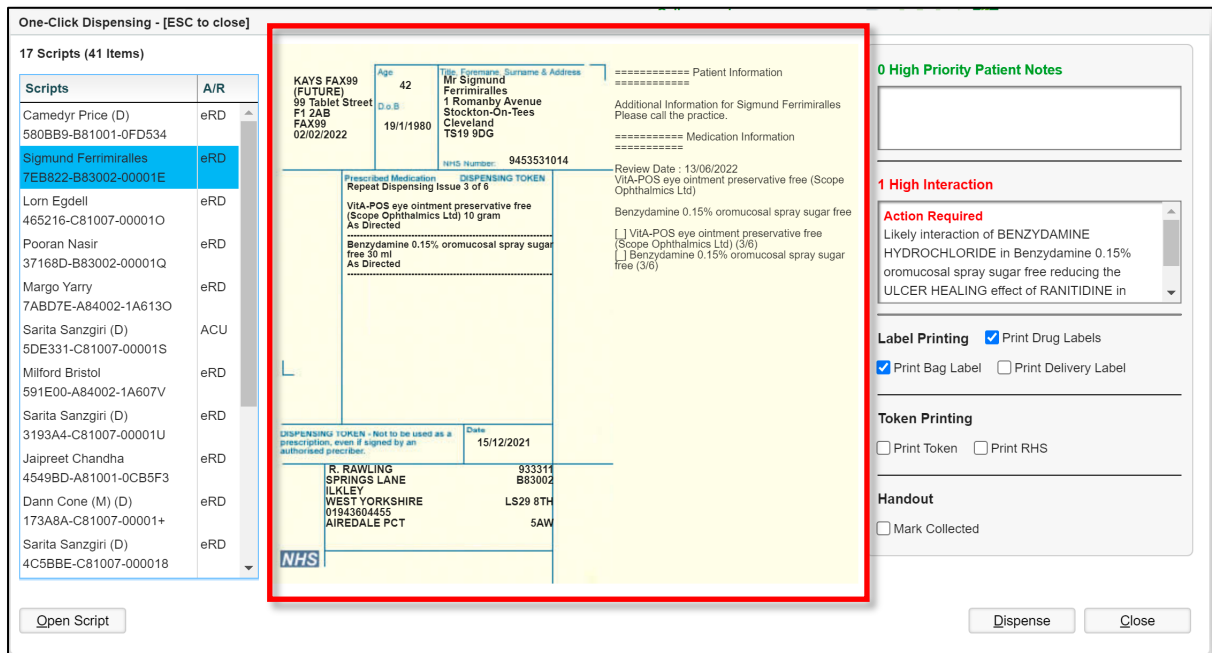
The top right-hand side of the screen displays any **High Priority Patient Notes** and any **High Priority Interactions** the selected patient/prescription may have.

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

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.

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**.
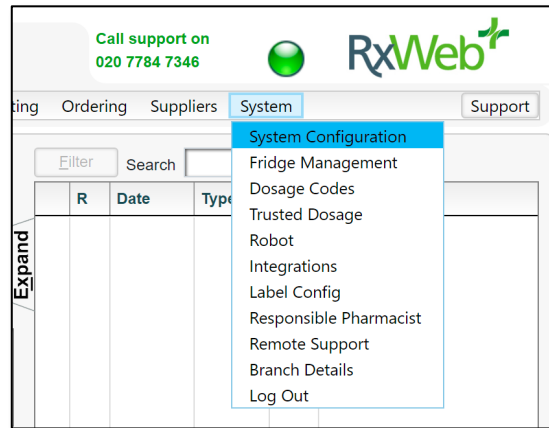
First press the **Branch Config** button in the top right-hand corner of the System Config screen. This makes sure that any settings are applied to all users of RxWeb in your pharmacy.
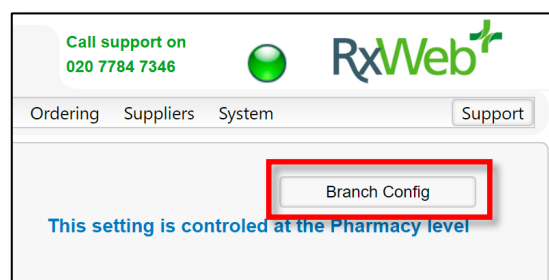
Next, change the **Categories** drop-down menu to **One-Click Dispensing**.

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

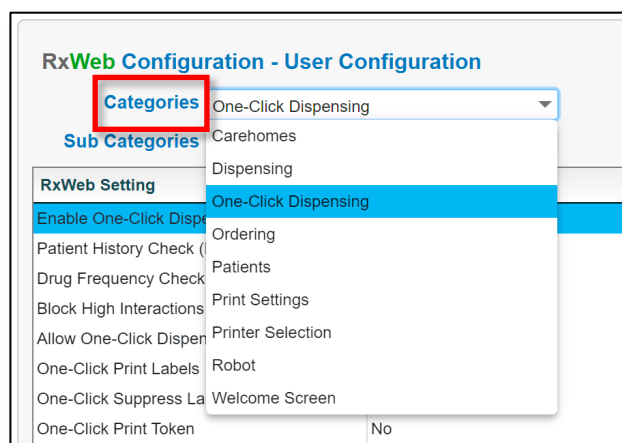| RxWeb Setting	Currently set to	Config Description
Enable One-Click Dispensing	Yes	Enable One-Click Dispensing functionality in RxWeb.
Patient History Check (Days)	180	Number of days that the One-Click Dispensing check logic looks back in a
Drug Frequency Check (Days)	0	Number of days to check if the prescribed items has been dispensed mor
Block High Interactions	No	Whether RxWeb should block High Interactions when using One-Click Dis
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.

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

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

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.