

Minfos 5.0.1

Welcome to Minfos 5.0.1

This document provides an overview of the enhancements and resolved issues in this Minfos release.

How to update Minfos

1. At any point in the day, download the latest Minfos software.
 - a. On the Minfos Launch Pad, click the **File** menu, and select **Minfos Net Terminal**.
The Minfos Net Terminal window is displayed.
 - b. Click the **Connect** menu, and select **1. Internet**. The Online Menu is displayed.
 - c. Check the **1 New Minfos Software** check box, then click **Okay**.
2. When you're finished trading for the day, ensure there are zero connections to your Minfos server.
Your Minfos software will update automatically, overnight.
3. Check that your Minfos software successfully updated. On the Minfos Launch Pad, click the **Help** menu, then click **About Minfos Software**.
The About Minfos Software window is displayed and shows your current Minfos version in the **Applications Versions** box.

Disclaimer

Screen captures from Minfos are used in this document. While care is taken to use fictional data, some of these images might contain names, addresses, or other details of individuals and/or organisations. Any fictional or nonfictional names, addresses, drug histories, or other details about individuals or organisations are used for demonstration purposes only.

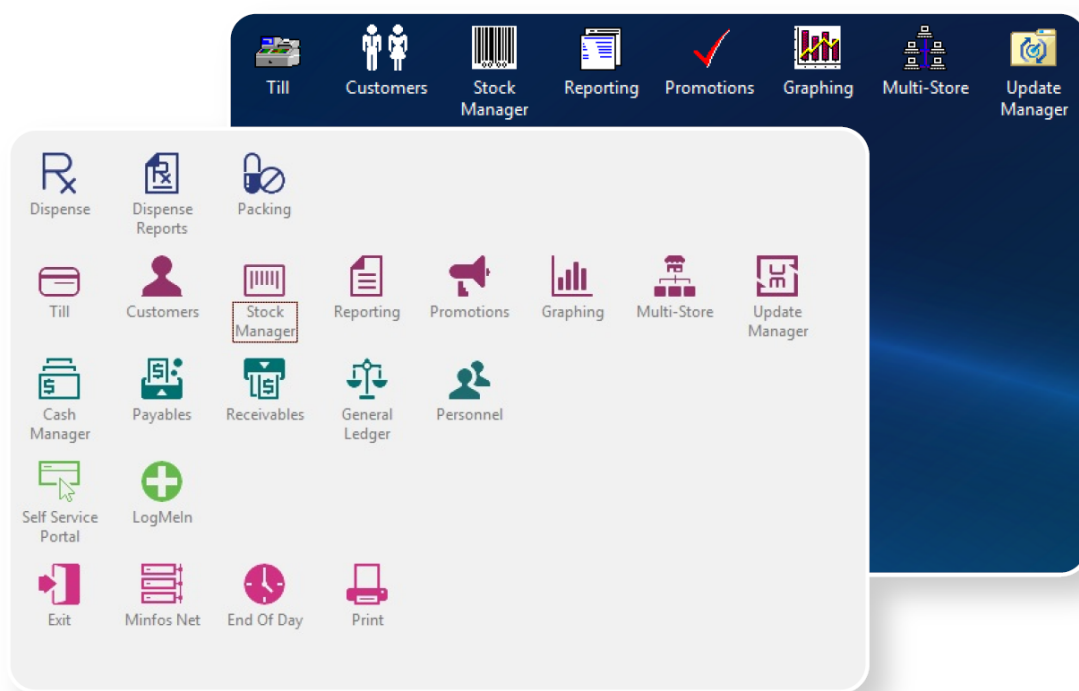
In this release

Welcome to Minfos 5.0.1	1
How to update Minfos	1
Enhancements	3
Minfos new look	3
Dispense	4
PBS Minimum Patient Contribution reinstated	4
Scripts on file indicator	5
Till	6
Ability to report on discounts	6
Reporting	8
Reportable Discounts Report	8
Stock Manager	8
Automatic Product Updates	8
Merge file collection	12
Packing	13
Products used within Packing can no longer be deleted	13
Deferred scripts are no longer filtered in the Insufficient Stock window	13
Large medication quantity prompt	13
Add photo to patient's profile	13
Perform bulk action to update cycle start date	14
Report by Drug	15
DoseAid only	15
Blister only	16
Set default printer	16
Resolved Issues	17
Dispense	17
Stock Manager	17
Reporting	17
Packing	17
DoseAid only	17
Blister only	17

Enhancements

Minfos new look

We have modernised the Minfos design as part of our drive to deliver a great user experience. To retain familiarity however, we have kept the basic navigation much the same.



The following features have been updated:

Launchpad and module icons: Simplified icons that help make the modules easy to identify.

Background colour: The new background colour helps minimise screen glare.

Buttons and dialogue boxes: Cleaner style and reduced use of capitals keeps text easy to read.

Desktop shortcut icons: A new desktop shortcut icon on the top row with the other dispensary modules.

Launchpad and module footers: You will find the software version number you are using, your station number, our contact details and the name of the module you are currently using.

Dispense

PBS Minimum Patient Contribution reinstated

As part of Minfos 4.2.1 and 4.3.1, we made a number of changes to dispense pricing to simplify and rationalise dispense pricing rules.

As part of these changes, the **NHS Minimum Patient Contribution** field was removed. This was because increasing the value in this field could lead to the maximum price to customer being exceeded. For more information on PBS pricing, refer to PBS <http://www.pbs.gov.au/pbs/home>.

However, this field was used for various purposes by a number of pharmacies and has therefore been reinstated as the **PBS Min. Pat. Contrib.** fields for **Ready Prep.** and **Extemp.** pricing on the **Options** window.

The screenshot shows the 'Options' window in Minfos. It is divided into three main sections: PBS Pricing, Private Pricing, and Chemo Fees. The PBS Pricing section has a table with columns for 'Ready Prep.' and 'Extemp.' and checkboxes for 'Use max. allowed govt fee' and 'Allow max PBS price to be exceeded'. The Private Pricing section has a table with columns for 'Ready Prep.' and 'Extemp.' and checkboxes for 'Use max. govt discount'. The Chemo Fees section has a table with columns for 'Prep', 'W.S./Dist.', and 'Diluent'. The 'Allow max PBS price to be exceeded' checkbox is highlighted with an orange box.

PBS Pricing		Ready Prep.	Extemp.		
Dispensing Fee		7.02	9.06	Narcotic (\$8)	2.95
SN Recording Fee		1.19	1.55	☒ Use max. allowed govt fee	Water Fee 0.61
Allowable Ext. Fee		4.38	4.38	☒ Use max. allowed govt fee	
PBS Min. Pat. Contrib.		0.00	0.00	☐ Allow max PBS price to be exceeded	
		Concession	General		
Patient Co-Payment		6.30	38.80		
Co-Payment Discount		1.00	1.00	☒ Use max. govt discount	
Safety Net Limits		378.00	1494.90		

Private Pricing		Ready Prep.	Extemp.		
Private Disp. Fee		6.80	8.80	Narcotic (\$8)	14.90
Private Min.Pat.Contrib.		12.95	20.00	Mark Up.	10.00
S3 Recordable		6.80			

Chemo Fees		Prep	W.S./Dist.	Diluent
		83.22	25.92	5.14

Advanced Details | Okay | Cancel

By default, the **PBS Min. Pat. Contrib.** fields are set to 0.00. This means that the current drug pricing rules will apply when dispensing an under-co script. That is, where a set price* is less than the PBS calculated price, then the price to customer equals the set price.

*Drug prices can be set in the **Drug Pricing** window in Minfos.

If the **Allow max PBS price to be exceeded** checkbox on the **Options** window is selected, then the fields become enabled and the price can be changed. When this price exceeds the price to customer (as per the above pricing rule) the price to customer equals the value set in the **PBS Min. Pat. Contrib.** field. If this price is greater than the Max PBS Price to customer then the script type should be changed to **5. Private** and will not contribute to the patient's Safety Net.

Scripts on file indicator

A new checkbox is now available in **Customer Maintenance** to indicate customers that keep their scripts on file in the pharmacy. Selecting this checkbox will display an icon when the customer is recalled in the Dispense Form, Drug Scan Check window and the Till.

This can assist pharmacy staff in the management of the customer's scripts and ensure they don't unintentionally leave the pharmacy with the customer.

Customer Editing (Customer No. 92280)

Details Clubs Notes Medical Carer Accounts Image

Preferred Names
First Names STEVE
Surname HOWE
Title MR Sex Male
Street 21 PARALLEL
Suburb MELBOURNE
State VIC Post Code 3000
Home Phone 90125153 Work 90137150

Medicare Names
First Names STEVE
Surname HOWE
Customer Type 1. Customer.
Birth Date 22/10/1945
Gen. Conc.
Other Safety Net 0.00 0.00
Safety Net Total 0.00 0.00

Doctor 1035791 ANDERSON MICHAEL
Family Prf. 0 None
Current Status C.Concessional.
Medicare No. 3117 08480 8 7
Concession
S.N.N.
Repat. No.
IHI
Valid to 10/2018
Expiry None
Expiry None
Expiry None
Co-Pay Status Pharmacy Default

Scripts On File ☒ Pregnant
Consent All Scripts
CTG
Type None

OK Cancel

Type C.Concessional. SN \$ 0.00 Con. 0.00
Z.Dis.Date 04/04/2017
Nurs. [Rx.done 0
Auth.
RTAC
Scripts On File
Q x 0 Err x 0 Home x 0

Scan Check

Now scan product barcode for this script

Scripts On File

CABASER TAB 1MG 30

Dispensed item

Product					
General		Now scan products			
		SOF			
Product	Qty	Price	Discount	Total	
NEXIUM TAB-EC-BLIS 40MG 30 [qty:1.00@30]	## 1	38.30	0.00	38.30	
AMOXIL PAED O-DRPS 100MG/ML 20ML 1 [qty:	## 1	23.25	0.00	23.25	
LIPITOR TAB 10MG 30 [qty:1.00@30]	## 1	17.80	0.00	17.80	

Till

Ability to report on discounts

New discount buttons can now be configured, named, applied to a sale and then reported on.

For more information, please refer to the [Reportable Discounts guide](#).

To configure a new discount option in the Till:

1. Navigate to the **Till**.
2. From the **Maintenance** menu select **B. Discount Maintenance**.

The **Discount Maintenance** window is displayed.

In this example, a Staff Discount has been previously been configured.

Code	Discount Name	Discount Type
A 2	Staff Discount	5% Off

Buttons: Add, Change, Delete, Enquire, Set Active, Next, Prev, Cancel

3. Click the **Add** button to add a new discount.

Discount Name

Line 1: Centre Line 2: Discount

Type: Percentage Off Value: 5.00

Buttons: Okay, Cancel

4. In the **Line 1** and **Line 2** fields enter the name of the discount that will appear on the hotkey, e.g. 'Centre Discount'.
5. In the **Value** field enter the percentage value you will offer with this discount, e.g. 5 for 5%.
6. Select **Okay** to save.

7. The **Discount Maintenance** window is displayed.
8. To enable the hotkey for display in the **Till**, select the discount and then click the **Set Active** button.
9. The discount is now displayed with an 'A' icon.

Code	Discount Name	Discount Type
A 2	Staff Discount	5% Off
A 3	Centre Discount	5% Off

Buttons: Add, Change, Delete, Enquire, Set Active, Next, Prev, Cancel

To apply the discount to a sale:

1. Navigate to the **Till**.
2. Enter the Clerk Code.
3. Scan items into the sales basket.
4. Select the **Depts.** tab.
5. Select the **Centre Discount** hotkey.

The discount is then applied to the sales basket.

Buttons: Common, Depts., Options, Scripts, General inc. GST, General ex. GST, Gift Voucher, Dosette Fee, Deposit Special Ord, Lottery, Flu Clinic, PainWise Management, Leave Certificate, NDSS, Staff Discount, Centre Discount

i Reportable discounts work the same as the general discount buttons in the Till, whereby once added to the sales basket, if another discount button is selected then the last discount is applied.

Reporting

Reportable Discounts Report

The **Reportable Discounts Report** has been added to the reporting module and can be generated over a defined date range for all, some, or a specific discount.

The report can be found under the **Total Sales** tab in the **Reports** module.

The report will display the total quantity of products sold with the selected discount applied as well as the sales figures associated with each discount.

A **Show details** option is available and when selected will display each of the products sold under the relevant discount.

POSRPRDT 11:14:05am		Reportable Discount Totals 01/05/2017 to 31/05/2017 From: 2 Staff Discount to 3 Centre Discount						Page No. 1 of 1 Date 31/05/2017	
Business : 001 - Minfos Pharmacy									
Id Number Discount Name		Quantity	Gross Sales	Discounts	G.S.T.	Net Sales	C.O.G.S.	G.P. \$	G.P. %
2 Staff Discount		4	64.73	3.55	6.11	55.07	30.14	9.66	17.54
3 Centre Discount		2	32.98	1.81	3.12	28.05	23.29	4.93	17.58
T O T A L		6	97.71	5.36	9.23	83.12	53.43	14.59	17.55

Stock Manager

Automatic Product Updates

MNPN, Symbion Daily and Wholesaler product updates have been enhanced to allow Stock Controllers to apply automatic updates.

Applying automatic updates for suppliers and wholesalers that you regularly interact with will ensure you have the latest product information in your database and save you the time required to manually import the files.

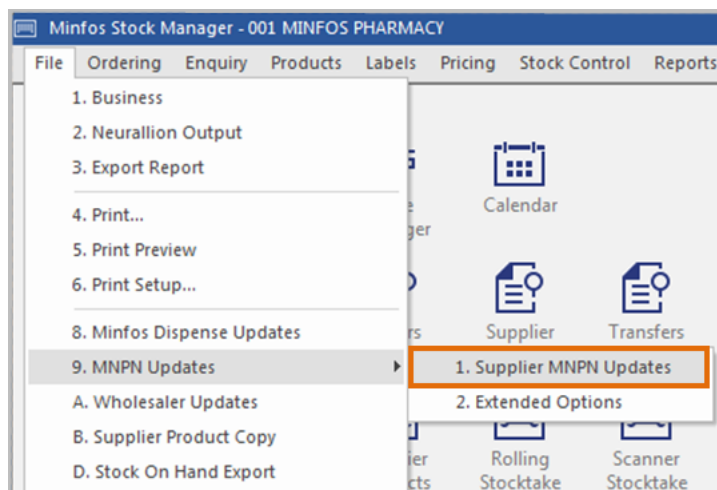
Automatic updates will be imported during the end of day process.

New screens have been introduced for MNPN and Wholesaler product updates allowing Stock Controllers to configure the type of update for the selected supplier and the update options they wish to apply to each update.

MNPN and Symbion Daily Product Updates

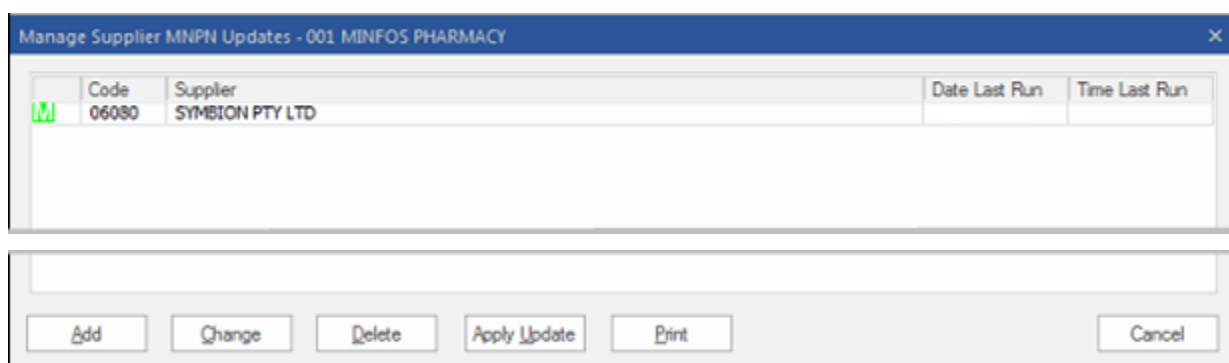
Stock Controllers can now set up MNPN and Symbion daily updates to be applied automatically.

1. From the **Stock Manager** File menu, select **9. MNPN Updates** and then **1. Supplier MNPN Updates**.



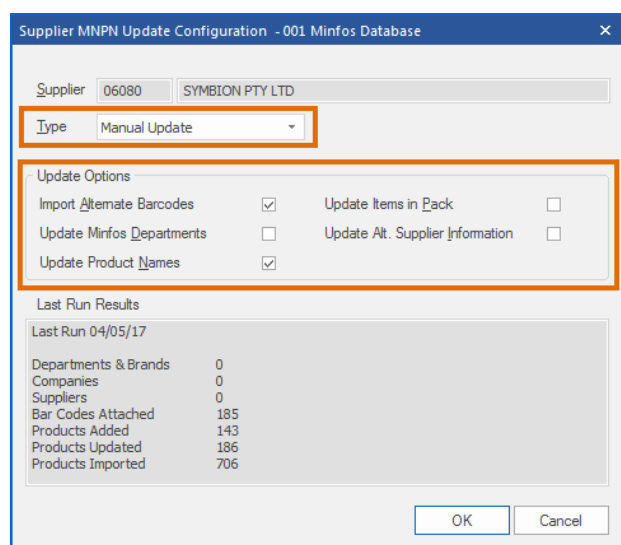
The **Manage Supplier MNPN Updates** window is displayed.

The **MNPN Updates** window has been enhanced to allow you to add and configure suppliers for updates. The window also displays the **Last Run** information, providing you visibility of the most recent supplier update.



By default **06080 Symbion** is the only supplier visible when you first update. This is the Symbion daily supplier.

2. Click the **Add** button to add a new supplier or select an existing supplier, e.g. Symbion, and then click **Change** button to display the **Supplier MNPN Update Configuration** window.



3. Select **Automatic Update** from the **Type** drop down box to apply an automatic update for Symbion.
4. Select the checkboxes for the **Update Options** you want to import as part of the update.
5. Select **OK** to save.

When an update is available for Symbion this will be imported as part of the end of day process. Minfos will remember the 'Update Options' selected and apply these each time there is an update.

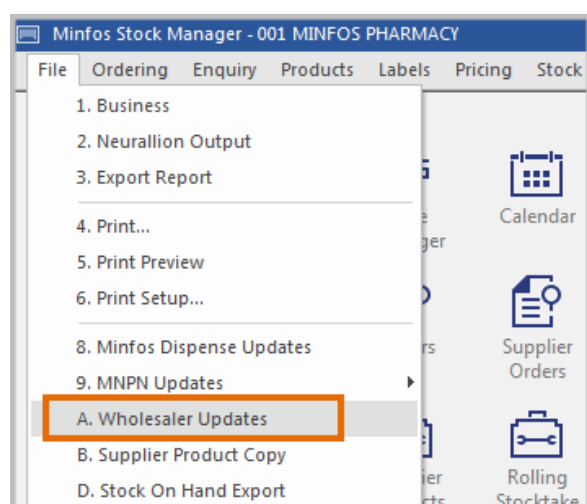
Manual updates can continue to be run for suppliers by adding them to the supplier list and clicking the **Apply Now** button.

For more information, please refer to the [Product Updates User Guide](#).

Wholesaler Product Updates

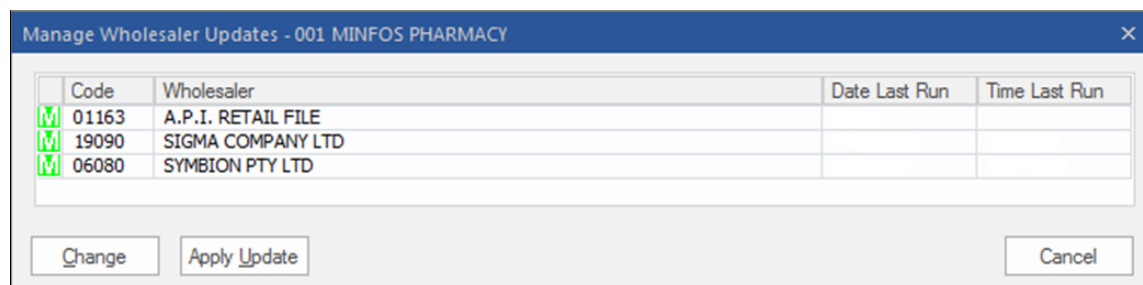
Wholesaler updates has also been enhanced, allowing **Stock Controllers** to apply automatic Wholesaler Updates for their main wholesalers.

1. From the **Stock Manager** File menu, select **A. Wholesaler Updates**.



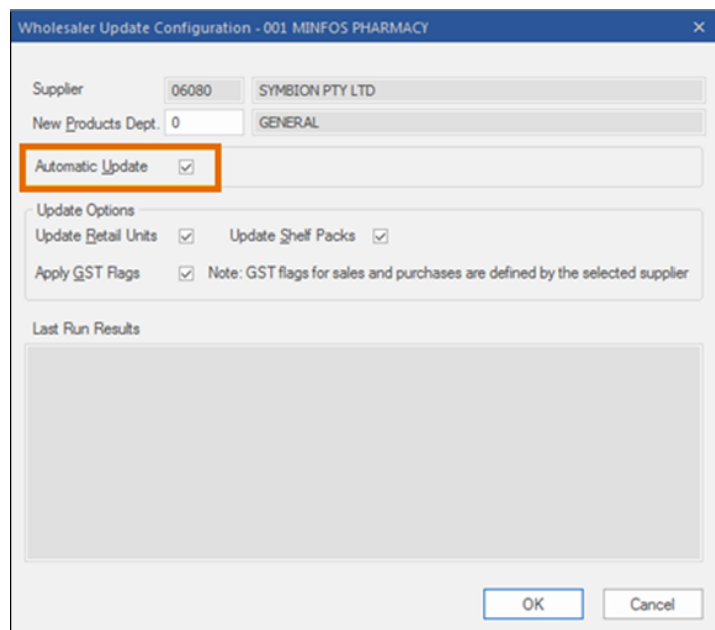
The **Manage Wholesaler Updates** window is displayed.

By default, each of the wholesalers is displayed in the **Manage Wholesaler Updates** window.



3. To apply an automatic update for a supplier, click on a supplier, e.g. Symbion and select **Change**.

The **Wholesaler Update Configuration** window is displayed.



4. Tick the **Automatic Update** checkbox.

5. Tick the **Update Options** you wish to apply as part of the automatic update.

6. Click **OK** to save.

When a wholesaler update is available for Symbion it will be applied during the end of day process.

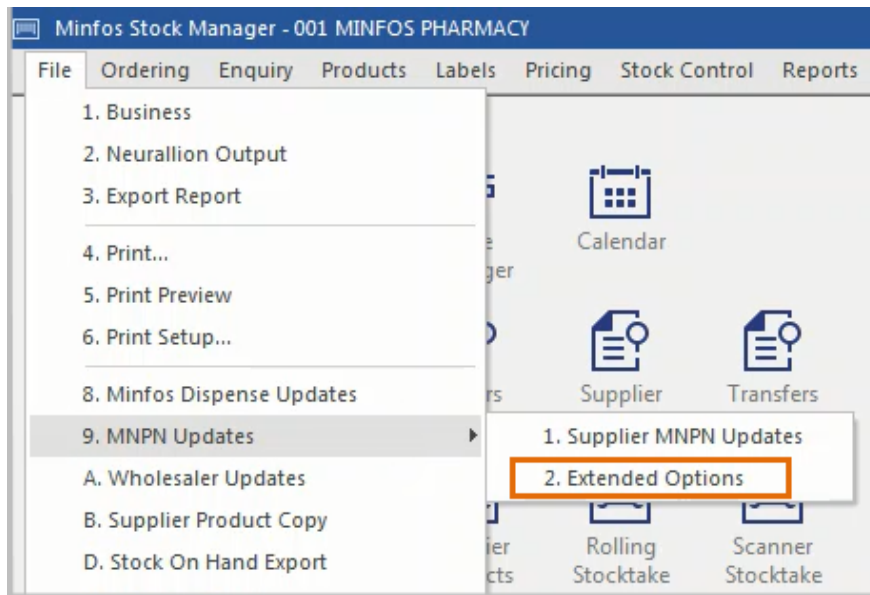
Manual updates can continue to be run from the **Manage Wholesaler Updates** window, by selecting the supplier and clicking the **Apply Update** button.

For more information, please refer to the [Product Updates User Guide](#).

Merge file collection

A new menu option has been added to collect Merge files when they become available.

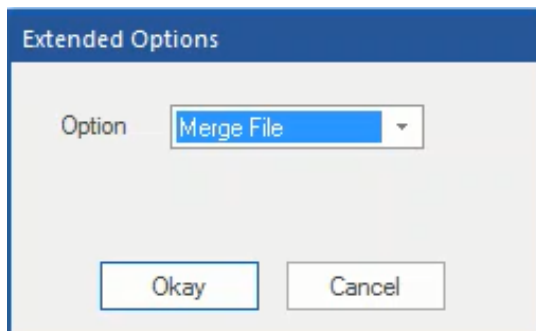
1. From the **Stock Manager** File menu, select **2. Extended Options**.



2. With the default **Merge File** option selected, click **Okay**.

The **Merge** file will be downloaded.

For more information, please refer to the [Product Merges User Guide](#).



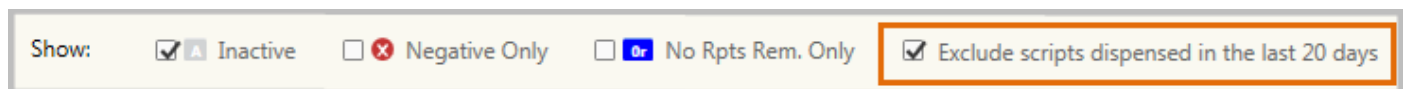
Packing

Products used within Packing can no longer be deleted

Products used with Minfos Packing can no longer be deleted. This includes medications in a patient's profile, including the Virtual Pillbox.

Deferred scripts are no longer filtered in the Insufficient Stock window

Deferred scripts are no longer included in the **Exclude scripts dispensed in the last 20 days** filter in the **Insufficient Stock** window. This filter **excludes** balances that had a script dispensed in the last 20 days.

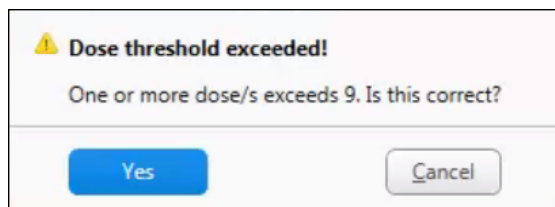


Previously, when this filter was checked, items with a deferred script dispensed in the last 20 days were not displaying, even though no supply was made.

With this enhancement, items with a deferred script dispensed in the last 20 days will display when the filter is selected - meaning that these balances can be replenished if required.

Large medication quantity prompt

If a medication quantity greater than 9 is entered into the dose matrix, Minfos will display a prompt requesting confirmation of the dose.



Add photo to patient's profile

To assist with identifying patients, a photo can now be added to the patient profile. The patient photo can be added from **Customer Maintenance**.

1. From the **Customer** module, select **Customer Maintenance**.
2. Find the patient to add a photo and select **Change**.
3. Select the **Image** tab and click on the **Import button**.
4. Browse to the location of the saved photo and click **Okay** to import the picture.

For Blister Packing, this image can also be added to their template for display on the printed foils.

Minfos Packing

ACTIVE Surname SMITH First Name AMBER

Patient & Pack Details Medication Grids Medication History

Patient Details

Address: MOLESWORTH, VIC, 3718

Comments

Allergies List

Code Active Ingredient(s)

Perform bulk action to update cycle start date

Cycle start dates can now be updated in bulk in both the **All Packing Profiles** window and the **Facilities** window. For the **All Packing Profiles** window, you can choose to update all patients or a selection of patients.

This can be useful for:

- Configuring patients when first setting up Packing.
- Realigning a patient start dates or moving the start date of a group of patients forward if they do not need packs for a known period of time.

Select patients to be updated and click the **Update Cycle Start Date** button. Select the new Cycle Start Date from the date picker and click the **Update Cycle Start Dates** button.

Minfos Packing

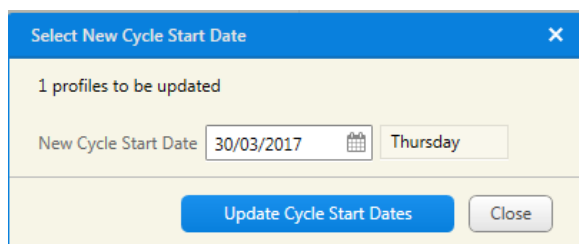
Search All Packing Profiles Search by patient surname or c

Show: ☐ Inactive

15 packing profiles found

Status	Customer No.	Surname	First Name
A	69855	HOWE	AI PENG
A	92280	HOWE	STEVE
A	3781	HOWE	ADRIANO (SNR)
A	8601	SMITH	BAIBA

Substitute Drug Update Cycle Start Date



Select New Cycle Start Date

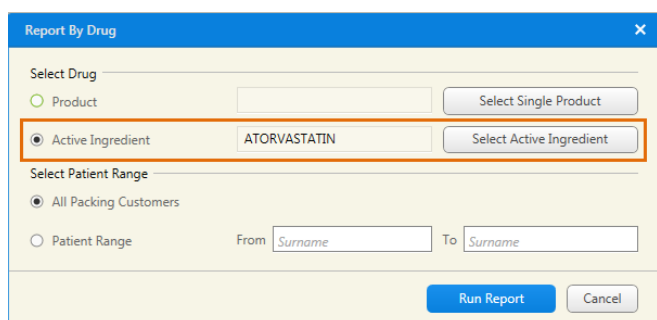
1 profiles to be updated

New Cycle Start Date: 30/03/2017 Thursday

Update Cycle Start Dates Close

Report by Drug

When viewing the **Report by Drug** report, Pharmacists can now choose to view patients prescribed to a particular drug by either the drug product (as before) or drug active ingredient.



Report By Drug

Select Drug

☐ Product Select Single Product

☒ Active Ingredient ATORVASTATIN Select Active Ingredient

Select Patient Range

☒ All Packing Customers

☐ Patient Range From Surname To Surname

Run Report Cancel

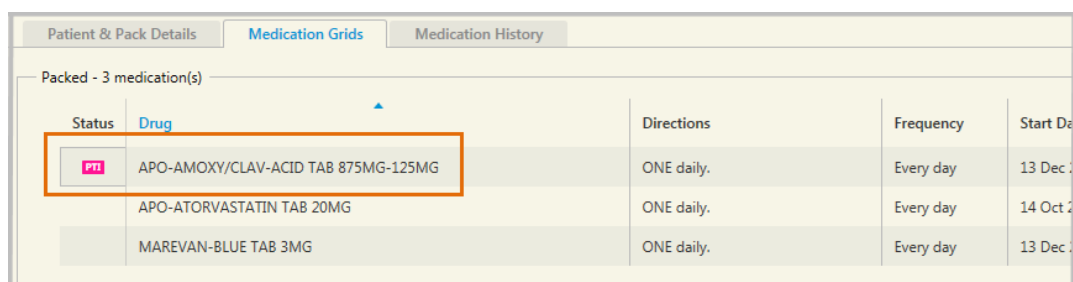
The generated report will list patients who are taking a drug containing the selected active ingredient. For more information, please refer to the [DoseAid Packing User Guide](#).

Report by Drug:		Address:	Email:	Phone:	Fax:	Printed On:
MINFOS DATABASE		, 484 St Kilda Rd, MELBOURNE, VIC 3000	N/A	03 1234 5678	03 1234 5678	30/03/2017, 10:52:47 AM
Drug Name:	-					
Active Ingredient:	ATORVASTATIN					
Patient Name	Drug Name	Facility	Ward	DAA Type	Pack Type	
HOWE, ADRIANO (SNR)	LIPITOR TAB 20MG	BELVIEW AGED CARE	1	DoseAid	Weekly	
HOWE, STEVE	LIPITOR TAB 40MG	BELVIEW AGED CARE	1234	DoseAid	Weekly	
SMITH, ACACIA	LIPITOR TAB 10MG	BELVIEW AGED CARE	2B	Blister	Weekly	

DoseAid only

Pharmacist to Insert indicator on Medication Grid and Report

The pink **Pharmacist to Insert** indicator 'PTI' now displays on the **Medication Grid** and **Report**, allowing Pharmacists to quickly and easily review that the item is designated as 'Pharmacist to Insert'.



Patient & Pack Details Medication Grids Medication History

Packed - 3 medication(s)

Status	Drug	Directions	Frequency	Start Date
PTI	APO-AMOXY/CLAV-ACID TAB 875MG-125MG	ONE daily.	Every day	13 Dec.
	APO-ATORVASTATIN TAB 20MG	ONE daily.	Every day	14 Oct 2
	MAREVAN-BLUE TAB 3MG	ONE daily.	Every day	13 Dec.

Blister only

New drugs are auto allocated to a tray

Drugs added to a patient's profile are now auto-allocated to a tray.

The criterion below determines how a drug will be allocated:

- If a patient only has medications in the first four timeslots, all of their drugs will be auto allocated to tray 1.
- If a patient has medications in more than 4 timeslots, then drugs with a blue square icon '  ' will be assigned to tray 1 and drugs with an orange circle icon '  ' will be assigned to tray 2.

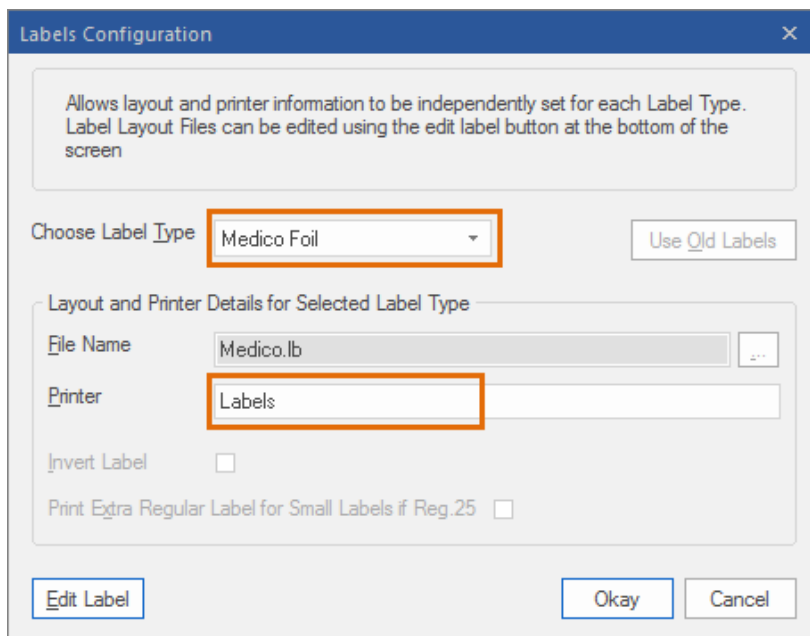
For more information, please refer to the [Blister Packing User Guide](#).

Set default printer

Pharmacies can now set a default foil printer for Blister packing.

To set up the printer:

1. From **Dispense Pro**, select **F. Label Options** from the **Maintenance** menu.
2. Click **Cancel** at the **Labels Templates** window to display the **Labels Configuration** window.
3. Choose **Medico Foil** as the **Label Type** and enter the **Printer** name.
4. Click **Okay**.



The image shows a screenshot of the 'Labels Configuration' window. At the top, there is a title bar with the text 'Labels Configuration' and a close button. Below the title bar, there is a text box that reads: 'Allows layout and printer information to be independently set for each Label Type. Label Layout Files can be edited using the edit label button at the bottom of the screen'. Below this text box, there is a section titled 'Choose Label Type' with a dropdown menu showing 'Medico Foil'. To the right of the dropdown menu is a button labeled 'Use Old Labels'. Below the 'Choose Label Type' section, there is a section titled 'Layout and Printer Details for Selected Label Type'. This section contains a 'File Name' field with the text 'Medico.lb' and a button with a file icon. Below the 'File Name' field is a 'Printer' field with the text 'Labels'. Below the 'Printer' field are two checkboxes: 'Invert Label' (unchecked) and 'Print Extra Regular Label for Small Labels if Reg.25' (unchecked). At the bottom of the window, there are three buttons: 'Edit Label', 'Okay', and 'Cancel'.

Resolved Issues

Dispense

- Minfos will no longer set **Add to Existing Infusion** to True when dispensing Chemotherapy Repeats.
- It is now possible to use a comma to recall a deferred script queued from Packing.
- When dispensing manually, Minfos will now recognise a repeat has been dispensed.
- Minfos will now use the correct **Private Dispensing Fee** when dispensing private extemporaneous Items.
- It is now possible to print **Fixed Drug Pricing** and **Clinical Interventions** from the **Extended Dispense Options** menu.
- Minfos will now display the correct values in the **Drug Information Database** window when the values exceed 9999.99.

Stock Manager

- It is now possible to use **Range Tag** to set the **Exclude from Loyalty flag** to False.
- Unit Costs over \$99.99 are now displayed correctly in the **Product Exceptions Report**.

Reporting

- The **Customer History Report** will now correctly display the amount with GST.

Packing

- When creating a **New Profile**, patient search can now be made by surname followed by first name.

DoseAid only

- The PDF pack run file for a **DoseAid Export** now shows the complete list of patients included in the pack run.
- Manually changing the **To** date in the **Create Pack Run** window no longer results in an incorrect pack run export.

Blister only

The foil **Summary** section now only display drugs in the blister pack.