



# Minfos 6.0.2

## Release Notes

August 2020

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# Enhancements

## Dispense

### ePrescribing

Previous versions of Minfos met the Fast Track ePrescribing requirements released early to help protect people most at-risk from exposure to COVID-19. Fast Track ePrescribing will no longer be conformant with the Department of Health requirements from 30 September 2020. This version of Minfos, 6.0.2, meets full ePrescribing requirements.

To ensure you are able to continue to dispense eScripts please update to Minfos 6.0.2 prior to 1 October 2020.

If you have not yet done so, please read the following helpful resources on [Service Now](#):

- [ePrescribing Readiness Checklist](#)
- [ePrescriptions guide](#)
- [Pharmacist Maintenance](#) (was previously named Pharmacist Password Management)
- [Pharmacist Check screen guide](#)

### Pharmacist Check Screen Copy of eScript display

The tabs to switch between the **Copy of the Original eScript** and the **Copy of the Repeat Authorisation** form are now displayed vertically on the left side of the eScript. The eScript also has a watermark '**Dispensed**' indicating the eScript has been dispensed.

Pharmacist Check

Scan barcode on product: SYLVESTER STALLONE (52 yrs) 15/05/68  
787 CCA BELIEF ST, NEWCASTLE

G. General. 2950 16304 1 1

Total 8 Scripts dispensed

Drug/Product	Qty	Rpts	Disp	Last Used	Times	Directions	Prescriber	Rx Date	Price
AMOXIL CAP 500MG	20	1	1	15/07/20	2	2 bdd	BES0	02/03/20	19.18
APO-ATORVASTATIN TAB 20MG	30	5	1	18/05/20	2	2 bdd	BES0	02/03/20	16.47
TARGIN TAB-CR 10MG-5MG	28	0	1	None	1	2 bdd	BES0	02/03/20	35.51
PENTASA SACH 1G	120	5	1	None	1	2 bdd	BES0	02/03/20	41.00
<b>APO-PERINDOPRIL-ARGININE TAB 2.5MG</b>	<b>30</b>	<b>4</b>	<b>2</b>	<b>15/07/20</b>	<b>2</b>	<b>Take ...</b>	<b>BES0</b>	<b>02/03/20</b>	<b>15.75</b>
AMOXIL CAP 500MG	20	0	2	15/07/20	2	2 bdd	BES0	02/03/20	19.18
QUESTRAN-LITE SACH 4G 50X	2	5	1	None	1	2 bdd	BES0	02/03/20	41.00

**Copy of Original eScript**

Patient's Medicare no. 29501630411 Expiry date CTG   
Entitlement no. DOB 1968-05-15

Name SYLVESTER STALLONE  
Address 787 CCA BELIEF ST  
NEWCASTLE NSW 2300

Last dispensed 2020-07-15 PBS info 9006B / TX

**Copy of Repeat Authorisation**

30 APO-PERINDOPRIL-ARGI 2.5MG  
TAB - PERINDOPRIL  
Take ONE tablet daily.

Original script no. 007151 Original PBS approval no. 11111P  
No. of repeats authorised 5 No. of times already dispensed 1

Pharmacy PBS approval no. 11111P Repeat prepared 2020-07-15  
ZZZ TEST PHARMACY 003  
737 BOURKE ST  
TEST 123  
DOCKLANDS VIC 3000  
PH:123456789012 FX:

APO-PERINDOPRIL-ARGININE TAB 2.5MG 30  
Take ONE tablet daily.

C.A.L.s  
11, 12+, 16+  
S4  
3 SOH (+2)  
Max Qty 30  
Max Rept 5

SYLVESTER STALLONE  
Dr GEORGE BEST 15/07/20 3 4 Rpt  
15.75

Comments

Supply Annotations  
Doctor's Dose 3 mg with water  
1st Supply 1 annotation - test  
2nd Supply 2 annotation

Buttons: Edit, Edit Customer, Customer Notes, View History, Drug Interactions, Clinical Interventions, PBS Rejections, Close

## eScript Details screen

### Copy of Original eScript

The eScript Details screen has been updated to display additional information. The following tables outline the fields that may display, depending on the type of script, in each section.

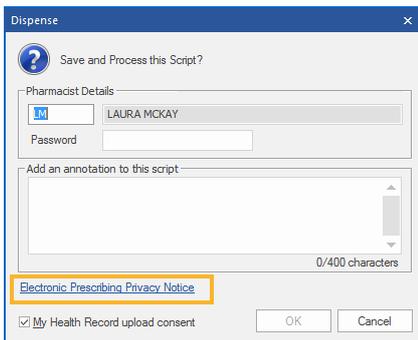
eScript Section	Details
a. eScript Details	<ul style="list-style-type: none"> <li>Status of the script - Active or Dispensed</li> <li>Tabs to navigate between the Copy of Original eScript or Copy of Repeat Authorisation Form</li> </ul>
b. Prescriber Section	<ul style="list-style-type: none"> <li>Prescriber's name, address and phone number</li> <li>Prescriber's qualification</li> <li>Prescriber Number</li> <li>HPI-O of the prescribing organisation</li> <li>Hospital Provider Number (HPN)</li> <li>Residential Aged Care Facility ID (RACF ID)</li> </ul>
c. Patient Section	<ul style="list-style-type: none"> <li>Patient's Medicare card number</li> <li>Patient's date of birth</li> <li>Pharmaceutical benefits entitlement number e.g. Concession/DVA/Entitlement number</li> <li>Patient's name</li> </ul>

	<ul style="list-style-type: none"> <li>• Patient's address</li> </ul>															
d. Drug Section	<ul style="list-style-type: none"> <li>• Prescription date</li> <li>• Drug PBS Code or 'Private' for private scripts</li> <li>• Brand substitution not permitted checkbox</li> <li>• Drug name and strength*</li> <li>• Form and active ingredient*</li> <li>• Directions</li> <li>• Route of administration (ROA)</li> <li>• If the prescriber has indicated the script is an unusual dose *UNUSUAL DOSE* will display</li> <li>• Prescription quantity</li> <li>• Repeat quantity</li> <li>• Repeat interval</li> <li>• Authority Number</li> <li>• Streamline Authority Number</li> <li>• States authorisation reference number **</li> </ul> <p>* If the name is too long to display on the screen, hover the mouse over the <b>brand name</b> or the <b>active ingredients</b> to display the name in full</p> <p>** Minfos will reflect the name of this field based on your states legislation i.e.</p> <ul style="list-style-type: none"> <li>• NSW &amp; NT will read as 'Authorisation Number'</li> <li>• WA &amp; TAS – 'Authority Number'</li> <li>• SA – 'Permit Number'</li> <li>• VIC – 'Warrant Number'</li> <li>• ACT &amp; QLD – 'Approval Number'</li> </ul>															
e. Annotation Section	<ul style="list-style-type: none"> <li>• Doctor annotation's displayed first <ul style="list-style-type: none"> <li>– The doctor's annotation field may display: Maximum quantity authorised to dispense (in numbers and words if a controlled drug)</li> <li>– If the Prescriber is:</li> </ul> </li> </ul> <table border="1"> <thead> <tr> <th>Prescriber</th> <th>ACT</th> <th>SA</th> </tr> </thead> <tbody> <tr> <td>A dentist</td> <td>the words 'for dental treatment only'</td> <td>the words 'for dental treatment only'</td> </tr> <tr> <td>An eligible midwife</td> <td>the words 'for midwifery use only'</td> <td></td> </tr> <tr> <td>An optometrist</td> <td>the words 'for optometry use only'</td> <td>the words 'for optometry use only'</td> </tr> <tr> <td>A veterinary practitioner</td> <td> <ul style="list-style-type: none"> <li>i. the words 'for animal treatment only'; and</li> <li>ii. the species of the animal for which the medicine is to be dispensed; and</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>the words 'for animal treatment only'; more details for a phone order e.g. the species</li> <li>i. In the case of prescription drug for animal use – the owner of the animal; or the</li> </ul> </td> </tr> </tbody> </table>	Prescriber	ACT	SA	A dentist	the words 'for dental treatment only'	the words 'for dental treatment only'	An eligible midwife	the words 'for midwifery use only'		An optometrist	the words 'for optometry use only'	the words 'for optometry use only'	A veterinary practitioner	<ul style="list-style-type: none"> <li>i. the words 'for animal treatment only'; and</li> <li>ii. the species of the animal for which the medicine is to be dispensed; and</li> </ul>	<ul style="list-style-type: none"> <li>the words 'for animal treatment only'; more details for a phone order e.g. the species</li> <li>i. In the case of prescription drug for animal use – the owner of the animal; or the</li> </ul>
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		iii. if possible, a way of identifying the animal	person acting on behalf of the owner
	A podiatrist		the words 'for podiatric treatment only'
<ul style="list-style-type: none"> <li>Any dispensing annotations</li> </ul>			

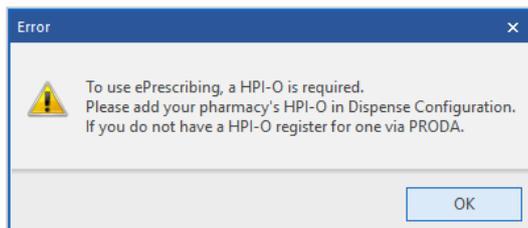
## eScript Privacy Notice

A hyperlink to the **Electronic Prescribing Privacy Notice** has been added to the **Dispense Save and Process this Script** window. Click this link to read the privacy notice.



## HPI-O check when dispensing an eScripts

When downloading or uploading ePrescriptions, Minfos validates your pharmacies HPI-O. If you do not have your HPI-O saved in the **Dispense Configuration** and attempt to dispense an eScript the following prompt will display:



Click **OK** to close the prompt. The download/upload process will be aborted and you will not be able to dispense the script until a HPI-O has been set up.

To set up your HPI-O, navigate to **Dispense Pro**, click the **Maintenance** menu, select **D. Configuration**, and enter your HPI-O on the Pharmacy tab and click **OK** to save.

If you do not have a HPI-O, register on the [PRODA](#) website.

## Copy of ePrescription Report

When printing a copy of an ePrescription dispensed in Minfos 6.0.2 onwards, the report will now display all requests and responses from the Prescription Delivery Services.

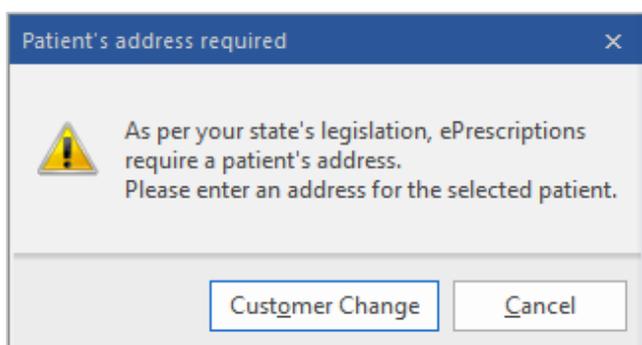
The copy of the ePrescription report will also indicate the time in time + time zone format. All eScripts dispensed in previous versions of Minfos use Coordinated Universal Time (UTC) format.

## WA pharmacies – Verification of Script Authenticity automatically set for eScripts

Schedule 8 eScripts will be automatically set as verification type 'Electronic'. Therefore, when dispensing an S8 eScript, the 'Verify Script Authenticity' prompt will not display. For all paper prescriptions, the prompt will still display.

## SA pharmacies – Patient address is required for eScripts

As part of the South Australian ePrescription legislation all patients must have address details recorded in their dispensing customer profile. If the patient does not have their street, suburb, state or postcode recorded in Minfos the following prompt will display when saving and processing an eScript.



To add an address:

1. Click **Customer Change** to display the Customer Editing window.
2. Update the address details, click **OK** to save and close the **Customer Editing** window.
3. Then continue to save and process the script.

Click **Cancel** to close the **Patient's address required** prompt. If you do not update the customers address details, you will not be able to save and process the ePrescription.

## QLD pharmacies – How to manage 'invalid ePrescriptions'

From, [Queensland Health's Electronic Prescribing systems fact sheet](#) - Electronic prescriptions that do not comply with the requirements of the HDPR must not be dispensed (refer to s82 – controlled

drug and s193 – restricted drug) and the dispenser must ‘cancel’ the prescription and send a notification with the relevant information including any attachments to [MC&HTUInvestigations@health.qld.gov.au](mailto:MC&HTUInvestigations@health.qld.gov.au)

In these circumstances, reasonable steps must be taken by the dispenser to ensure the electronic prescription has been processed within the system to effectively remove it from circulation so that it cannot be dispensed; repeats are removed and appropriately annotated.

### To remove a prescription from circulation

1. From the **Dispense Form**, scan the eScript barcode into the **Surname** field.

The **Dispense Form** is updated and populated with the eScript details.

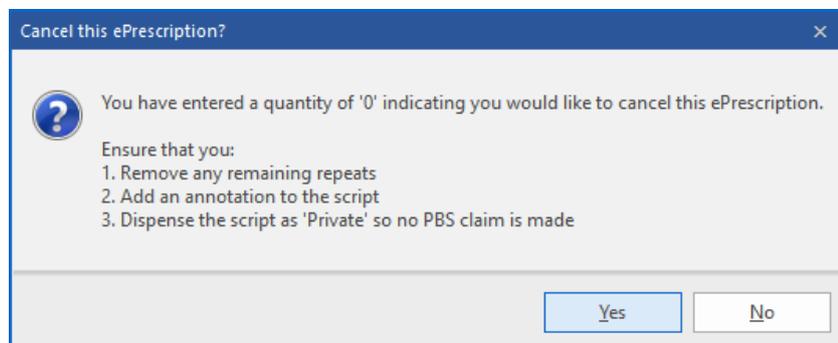
2. [Tab] to the **Rx Type** field and press [5] or click the drop-down and select **5. Private**.

#### Note

This is to prevent the script from being sent to PBS Online for claiming. If you do not set the script to ‘Private’ you will receive a PBS Response R 56 - ‘The quantity was not provided or the quantity provided is invalid.’

3. [Tab] to the **Qty** field and adjust the prescribed quantity to ‘0’ (zero), as you will not be making a supply of the script.

The **Cancel this ePrescription?** prompt is displayed.



4. Remove any remaining repeats to ensure these are removed from circulation and no further supplies are made from the prescription.
  - a. For an Original eScript adjust the number of **Repeats** to ‘0’ (zero)
  - b. For a repeat eScript, adjust the **Repeats** to be the same as the value in the **Times Disp** field.

Surname: 62304 VICKI MCPARLANE (63 yrs) 03/10/56  
 42 ROSE HWY, PORT KENNY  
 M/C: 5950 45802 1 1 Type: G.General SN \$ 0.00 Con: 0.00  
 Rx Date: 10/07/2020 Hosp: Z Dis Date: 30/07/2020  
 Drug: SEVREDOL TAB 20MG [MORPHINE] Govt: 8670H, Max Qty 20  
 C.A.L. 1A\* SR O/S Max Qty 20  
 RACF ID: [ Rx done ] 0  
 Auth: RTAC: ePad k 0 k 71 k 206  
 Directions: 1 twice a day  
 Doctor: 3575376 GEORGE BEST  
 Rx Type: 1 Authority eScript  
 Qty: 0 Repeats: 0  
 Times Disp: [ ] Reg 24 [ ] Reg 25  
 Price: [ ] ADJ [ ] GP% 100.00  
 Pharmacist: LM [ ] GST [ ] Co-Pay [ ]  
 Dispenser: AW [ ] Brand Specific [ ] Special Price [ ]  
 Form type: 3 Original Author [ ] Therap. Prem.  
 Last used: Never used  
 This is a new prescription for this customer  
 1. This medicine may cause drowsiness and may increase the effects of alcohol. If affected do not drive a motor vehicle or operate machinery. (21)  
 \* Swallow whole. CHECK PRODUCT INFORMATION IF UNSURE (2A\*)  
 SEVREDOL TAB 20MG 0  
 Take ONE tablet twice a day.  
 VICKI MCPARLANE 10/07/20 LM 18 Rpt  
 Dr GEORGE BEST  
 eScript Details - Active  
 Copy of Original eScript  
 Darlene Crawford MBBS; MMed; FRACGP  
 112 Trenerry Crescent  
 Level 2  
 Canberra ACT 2601  
 Ph: 12341234 Fax:  
 Prescriber no: 3575376 HPIO: 8003629166667044  
 Hosp: 123456A RACFID: RACFID1  
 Medicare no: 5950 45802 1 1 DOB: 1956-10-3  
 Pharmaceutical benefits entitlement no:  
 Name: Vicki McParlane  
 Address: 42 ROSE HWY  
 PORT KENNY SA 5671  
 Date: 2020-07-10  
 PBS Code: 8670H Brand substitution not permitted [ ]  
 Sevedrol 20mg  
 Tablet-morphine sulfate pentahydrate  
 1 twice a day  
 ROA: Oral \*UNUSUAL DOSE\*  
 Quantity: 20 2 rpts Repeat interval: 20  
 Authority no: 11  
 Authorisation Number: 1234567890abcdefg  
 Supply: Annotations  
 Doctor's: for dental treatment only, Twenty

5. Press [Enter] to save and process the script.

The **Dispense Save and Process this script?** window is displayed.

Dispense

Save and Process this Script?

Pharmacist Details  
 LM LAURA MCKAY  
 Password \*\*\*\*\*

Add an annotation to this script  
 Ensure the cancelled eScript is appropriately annotated as per the Queensland Health's Electronic Prescribing systems fact sheet.  
 129/400 characters

[Electronic Prescribing Privacy Notice](#)

My Health Record upload consent

OK Cancel

6. Add an annotation, refer to the annotation section of the [ePrescriptions guide](#) for more information.

7. Click **OK** to save and process the script.

8. The script will be at the till with a \$0.00 charge, this will need to be 'rung off' the till. The SOH will not be affected, as the dispensed quantity is zero. This behaviour will be updated in a coming release.

## Warning

Once an eScript has been dispensed and cancelled, that is, dispensed with zero in the quantity field; a pharmacist cannot put it back into circulation by editing the eScript and adjusting the quantity from zero. The prescriber will need to issue a new eScript.

## NSW & TAS pharmacies - 6 month expiry date on the Repeat Authorisation Form for S4D items

In a recent version of Minfos, we released an enhancement to prompt the 6 month expiry date warning and repeat interval required for restricted drugs as per your states legislation. The script expiry date can be configured to print on **Repeat Authorisation Forms**.

To configure the script expiry date printing on repeat forms:

### Warning

Changing any settings in the **Repeat Printing Options** will affect how repeats print from **all** workstations. We recommend adjusting this configuration during a 'quiet period' or outside of trading hours. Always take note of any settings before you change any values, to ensure you can easily revert to your previous repeat settings.

From **Dispense Pro**

1. Click the **Maintenance** menu and select **G. Repeat Options**.

The **Repeat Printing Options** window is displayed.

	Row (0.1 mm)	Col. (0.1 mm)	Width(Char)	Feature
Serial Number	<input checked="" type="checkbox"/> 150	100	15	3 12 C.P.I.
Prescriber Number	<input checked="" type="checkbox"/> 150	670	9	3 12 C.P.I.
Repeat Type	<input checked="" type="checkbox"/> 160	1015	3	3 12 C.P.I.
Patients Name	<input checked="" type="checkbox"/> 300	170	34	3 12 C.P.I.
Patients Address	<input checked="" type="checkbox"/> 360	170	34	3 12 C.P.I.
Authority Number	<input checked="" type="checkbox"/> 500	130	14	3 12 C.P.I.
Entitlement Number	<input checked="" type="checkbox"/> 500	560	20	6 20 C.P.I.
Original Script Transcription	<input checked="" type="checkbox"/> 625	5	55	3 12 C.P.I.
Orig. Script Date	<input checked="" type="checkbox"/> 970	40	8	3 12 C.P.I.
Orig. Script Number	<input checked="" type="checkbox"/> 1090	40	12	3 12 C.P.I.
Orig. Script No. Repeats	<input checked="" type="checkbox"/> 1090	320	5	3 12 C.P.I.
Orig. Script PBS Approval No.	<input checked="" type="checkbox"/> 970	340	7	3 12 C.P.I.
Number of Times Dispensed.	<input checked="" type="checkbox"/> 1090	600	6	3 12 C.P.I.
Price	<input type="checkbox"/> 960	910	9	3 12 C.P.I.
Script Expiry Date	<input checked="" type="checkbox"/> 1140	30	20	3 12 C.P.I.
CTG Repeat	<input type="checkbox"/> 0	0	0	0 Normal.

- Check the **Script Expiry Date** checkbox
- Enter the **Row (0.1mm)** value
- Enter the **Col. (0.1mm)** value
- Enter the **Width (Char)** value
- Click the **Feature** drop down and select **3. 12 C.P.I.**

2. Click **Okay** to save.

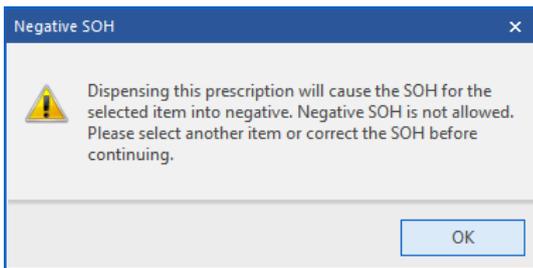
The prescription expiry date will now print on all repeats.

## New Dispense configuration for negative stock on hand

There is a new configuration setting that pharmacies can apply in Dispense to prevent dispensing a product where the stock on hand is or will go into negative stock.

By default the configuration setting is selected to **Allow Negative SOH** i.e. no changes to the current workflow; dispensary staff can dispense any product in their database regardless of the stock on hand value.

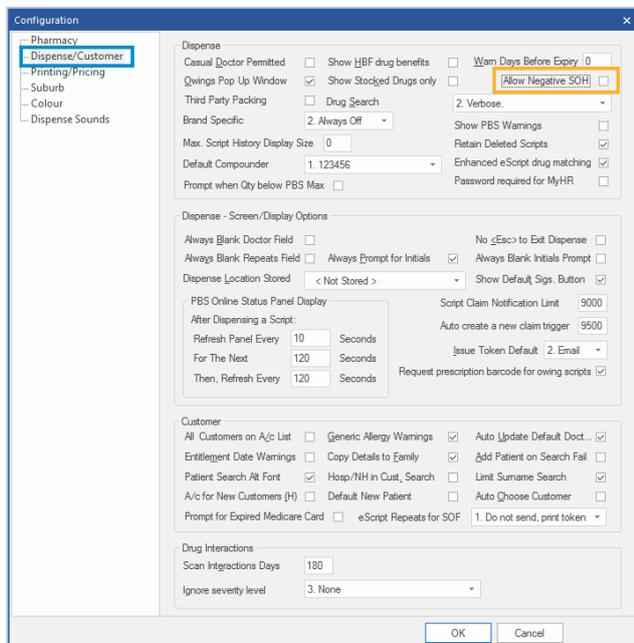
Where the config is unticked to **NOT** allow negative SOH, a prompt will display on the Dispense Form when dispensing a product where the SOH is zero, negative or less than the dispensed quantity:



### To change the configuration setting to prevent negative SOH:

From **Dispense Pro**

1. Click the **Maintenance** menu and select **D. Configuration**.
2. Navigate to the **Dispense/Customer** tab.
3. Un-check the **Allow Negative SOH** checkbox.



### Dispensary staff will need to either:

- a. Enter the correct stock on hand in Product Maintenance before proceeding with dispensing
- b. Dispense a brand the pharmacy does have in stock

- c. Adjust the quantity being dispensed

#### Note

Committed stock (where the stock has already been dispensed to another customer but not collected) is not available stock.

## Resolved issues

### Dispense

eScripts can be dispensed when the 'Always Blank Initial Prompt' is enabled in Dispense Configuration.

The Safety Net Contribution will record correctly for a CTG patient when you tab through the Dispense Form.

A Podiatrist with a Reg No. longer than seven digits can be selected in Dispense.

Dispense will no longer print out '1' label when you enter '0' in the "How many labels do you need?" prompt.

In some scenarios, scripts downloaded from a PDS have no Government Code resulting in a PBS Rejection of R53 – The item code provided is invalid. The drug will have to be re-selected manually to fix this error. This has now been resolved and scripts will download with the correct Government Code.

### Stock Manager

Minfos will not select the highlighted business when you cancel out of Business Maintenance.

Minfos checks Optimal Stock to order against the current stock on hand when generating an order under TerryWhite Chemmart Buy Better program.

Order Maintenance generates for the TerryWhite Chemmart Buy Better program where the main Business code is not 001.

Buying Deal Information for the TerryWhite Chemmart Buy Better program are displayed correctly after a filter has been applied.

### Promotions

Further improvements have been made to Create Order from a Promotion to ensure that all products are included in the order.

## Packing

Blister pack foils will no longer print non-packed items multiple times when printing for more than one week.

## Robotics

Minfos sends the alternate barcodes to the robotic dispensing system to be delivered when the primary barcode is out of stock.



[minfos\\_support@minfos.com.au](mailto:minfos_support@minfos.com.au)  
1300 887 418

[minfos.com.au](http://minfos.com.au)  
[symbion.service-now.com](http://symbion.service-now.com)



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