MODEUS

MethDA Getting Started Guide

Version: 3.0
25 / October / 2022

Contents

Introduction

If you are new to MethDA, here are 10 easy steps to help you get started.

Set the Pharmacy Details

To set your Pharmacy's details, please go to:

- Tools -> Utilities -> Pharmacy Details

Set the Manager Details

There is a special user called the "Manager". Typically the proprietor or pharmacist manager should accept the role of Manager in MethDA The main function of the Manager is to authorize adding (and editing) User (pharmacist/technician) details. The Manager should be the person considered responsible for the correct administration and usage of MethDA

To configure the Manager's details, Go to:

- Tools -> Utilities -> Manager Details

Please DO NOT disclose your password to any of your colleagues.

Create Pharmacists (Users)

Pharmacists users are now able to enter their details, each with a unique password. Go to:

- Manage -> Users -> Actions -> New User

The manager must then put in his/her password in the popup window to allow new users to enter their details. New users would simply then populate their first name and surname and choose a unique password once again, do not forget your unique password.

Create Supplier(s)

A supplier is a supplier of stock (e.g. a wholesaler API, Sigma, Symbion, etc). You need to specify a supplier when recording receipt of stock from a wholesaler. To create one or multiple Suppliers, go to:

- Manage -> Suppliers -> Add New Supplier

Enter Doctor Details

In order to add scripts for your patients you will need to first add the doctors that are prescribing the medications to your patients. In order to add doctors, go to **Manage -> Doctors -> Add New Doctor**.

Add Patients

Now you should be set up to add your first patient. Simply go to:

- **Patient -> Add New**

From here, enter all the relevant information that you have on the patient.

Set Charge Mode

Every time you create a patient, MethDA will automatically ask you whether you would like to set up a **charge mode** for this patient. This is only relevant if you intend to use MethDA's **Account** features to track your patient's account balances.

To proceed, simply click **Yes** and set the relevant charges according to your pharmacy's policies or individual arrangements with the patient.

You can also set a patient **Charge Mode** at a later stage by going to:

- **Patient -> Select a Patient -> Account -> Charge Mode**

Upload a Photo

We strongly recommend setting up a photo for your patient as an additional reference for security purposes. This way you will be familiar with what the patient looks like and be able to administer the correct dose to the correct person. To add a photo simply save a jpeg file of the photograph taken on a phone or webcam on your computer. Here's the exact path to add a patient photo:

- **Patient -> Select a Patient -> Personal -> Patient Photo -> Open**

Create Scripts

Now that your patient is set up, you can start adding their script information into the system. Go to:

- **Patient -> Select a Patient -> Scripts -> New Script**

Then select the type of script medication this patient uses and add all the relevant script information.

MethDA allows you to

- ➢ Edit the script's **Dose Schedule** for specific time-related changes in patient dosing, according to the doctor's requirements
- ➢ Add any special (ad hoc) instructions - e.g. *"Patient's mother passed away around Christmas. Please allow additional dosing around that period."*
- ➢ *Enter Script Reference*
- ➢ Set takeaways
- ➢ Upload a script image/scan

Once done press with the script setup, sign off with your Pharmacist credentials and press OK.

Stock Adjustments

Use the **Stock Adjustment** function to transfer the balances of each medication from your paper register (or safe). You can record a stock adjustment by selecting going to:

- **Manage -> Select Drug (e.g. Methadone) -> Actions -> Stock Adjustment**

For example, if you have 2000 ml of Methadone in the drug safe, simply enter 2000 ml under the **Amount** section and a **Note** (e.g. *"Initial setup of stock levels"*).

Repeat this process for all the drugs you have in the safe, to ensure that the stock you have in MethDA matches your stock levels right before starting to use the system.

Dispensing

Once you have entered all Doctors, Patients and Scripts, as well as set your initial balances, you will be ready to start dispensing in MethDA

There are a couple of different paths to access the dispense section in MethDA, depending on your preferences:

1. **Patient Tab -> Dispense -> Today's Dose** OR **Today's Dose Plus Takeaway -> Select Patient**

   The Dispense section under the Patient File and their ongoing script(s) will appear as a box on your screen.

To dispense the dose for the day press **Dispense This Dose** and to dispense a takeaway press **Dispense Takeaway Dose**.

2. **Press F10** (Today's Dose) **or F11** (Today's Dose Plus Takeaway) on your keyboard for even faster dispensing, then **select Patient**

3. In the **Still To Attend** table/widget, double-click the patient you wish to dispense for

Each dispense will have to be confirmed with the pharmacist password.

Under each patient's script appearing under their Dispense page you will also find additional tools should you need to **Un-supply this Dose** or create an **Additional Dose**.

Restrict Opioid Scripts From Flowing Down to DDBook

If you are also using Modeus electronic DDBook system, you do not need to record opioid transactions in both systems.

Please follow this link to restrict opioid scripts from flowing down from your Dispensing System into DDBook. Once done, you will not need to worry about those drugs in DDBook anymore, as you will be managing them through MethDA.

Support

If you are still unsure of a certain process or have any other technical issue that needs to be resolved, you can submit a support requests via the online portal at http://support.modeus.com.au or alternatively, you can send support queries via email to: support@modeus.com.au

Please note that if it's the first time you have contacted support, you will be emailed an automated response that takes you to a page to set up a support password. This is a once only process that streamlines future support requests. Please store this password in a safe place as you may need it from time to time.