



Using abbreviations to reduce dispensing time

In this lesson you will learn:

1. how to define and use abbreviated instructions in mSupply when dispensing;
2. then you will learn how to assign default instructions to items;
3. finally you will learn how to define instructions which are specific to individual items - e.g. Benzyl Benzoate lotion - & how to assign them to the item.

Defining and using abbreviations for dispensed medicines in mSupply.

The directions given to patients with their dispensed medicines usually follow the same pattern, comprising three elements:

- **Dose** ('Take two capsules', 'Take One 5mL spoonful', etc.)
- **Frequency** ('twice daily', 'at night', etc.)
- **Condition** ('before food', 'for pain relief', etc.)

These 3 elements can be considered as the building blocks for producing clear instructions, and by using abbreviated codes which translate into meaningful instructions, much time is saved in label production.

For example, typing the following abbreviated codes - '1t td pc', can produce the directions - 'One to be taken three times daily after food'.

This is easily set up in mSupply here's how it's done:

Click the 'Special' icon in the Navigator



Reports



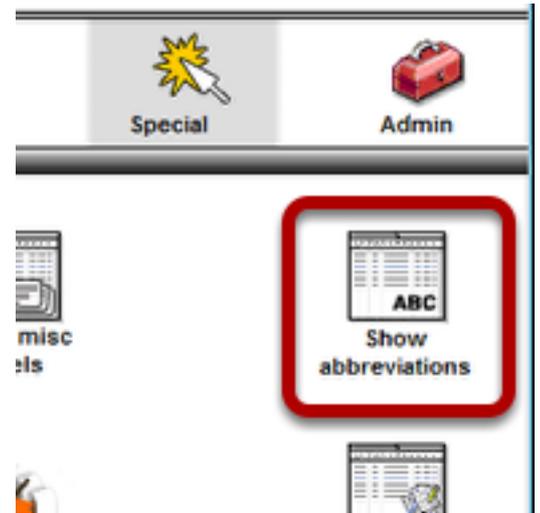
Special



Admin

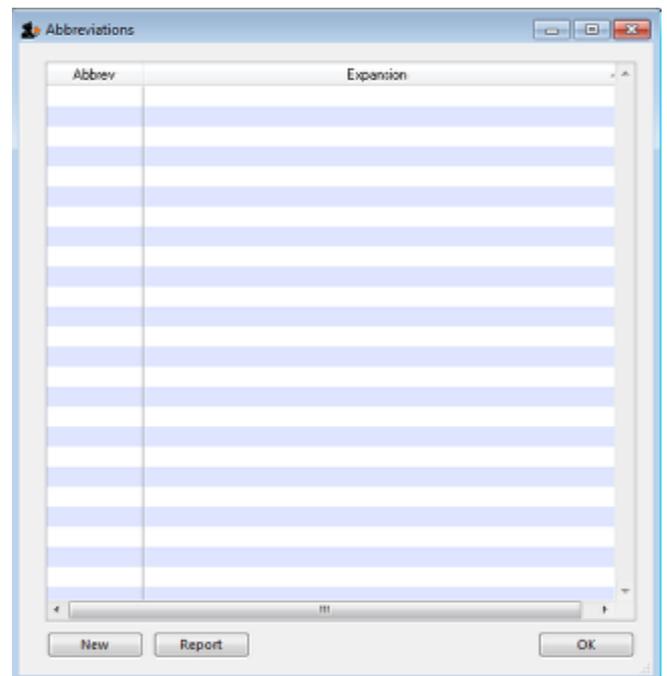


..... then click 'Show abbreviations'



..... to display this window:

Clicking 'New' displays a window where you can enter the abbreviation and the expanded text.

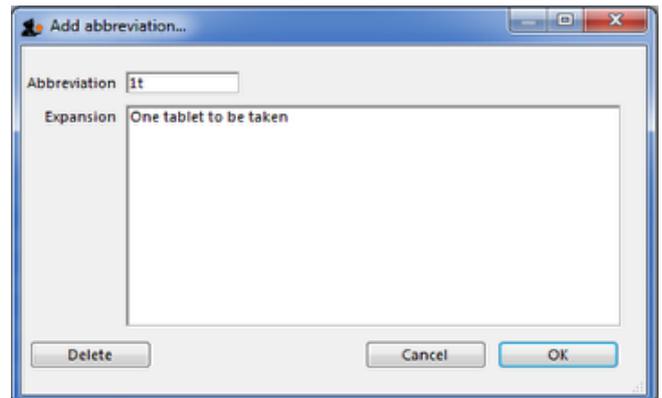




Adding the abbreviation

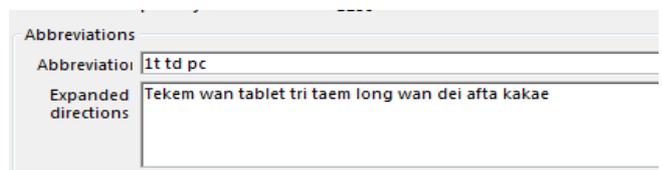
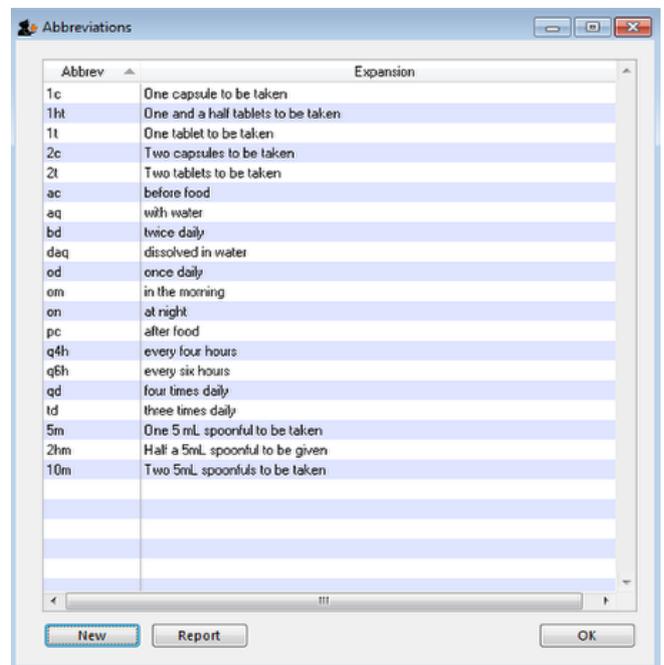
in our example, the abbreviation '1t' expands to 'One tablet to be taken'

It's a good idea to keep some uniformity in the abbreviations you enter, so that users will quickly become familiar with them - e.g. '1t', '1ht', '2t' could expand to 'One tablet to be taken', 'One and a half tablets to be taken', 'Two tablets to be taken', etc.



After entering some abbreviations, the list may appear like this:

When there are such abbreviations in the list, it reduces significantly the time taken to produce dispensing labels - the example below shows the result of entering '1t td pc' in a dispensary in Vanuatu, where the expanded text is in the local language.





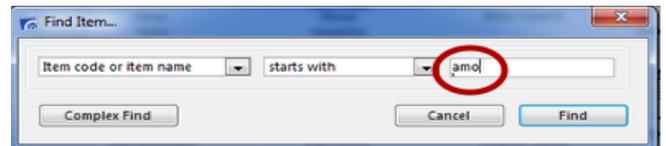
Assigning instructions to an item

Click 'Show items'

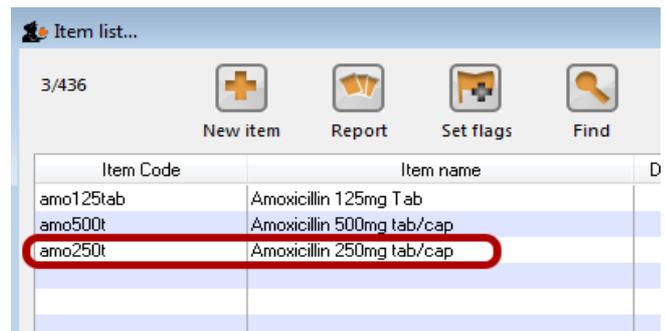


Find target item

For our example we're using amoxicillin, so we enter 'amo' in the box, and click 'Find'



Double click the required item





Item detail window is shown

Click 'Dispensing' in the list on the left

Item details...
Item name: Amoxicillin 250mg tab/cap
General...
Item code: amo250t
Units: ea
Department: None
Category: 6.2.1 Beta Lactam med...
Interaction group: None
Item flag:
Catalogue code: A
Hold: do not issue
Issue in builds only
Hide in this store
Allow pack to one conversion
Pricing
Default sell price:
Full description:
Stock category:
Normal
Critical
On essential d

.... to display this window. As shown, there are no entries, so click 'Add'

Item name: Amoxicillin 250mg tab/cap
Add Delete
Priority Directions
Drag items up and down the list to change priority.
Double-click a direction to edit it

Entering the directions

Enter the abbreviations for the directions; we've entered '1c', space, 'q8h', and we're going to click 'OK'; it is important to note that '1c' and 'q8h' have already been defined as abbreviations (see above). Now we're going to click 'Add' again, and this time we'll enter '2c', space, 'q8h'.

Request
Enter the directions
1c q8h
Cancel Ok

Having done that, this window should appear: We've now completed the task, and have defined two directions for Amoxycillin 250mg capsules. The first entry (no.1 in the 'Priority' column) is the default direction, which will be displayed when dispensing. Lines can be

Item name: AMOXYCILLIN 250mg CAP
Store: Dis
Add Delete
Priority Directions
1 1c q8h
2 2c q8h



dragged up or down the list to change their order and a new default direction placed at no.1 if this becomes necessary.

When Dispensing:

When a prescription for amoxicillin is being dispensed, once the patient name and prescriber have been entered, this is how the lower part of the window appears.

The first direction in the list is the default direction, and automatically appears; if two or more directions have been defined, the appropriate one can be selected from the drop down list on the right.

Abbreviations	
Abbreviation	1c q8h
Expanded directions	Take one capsule every eight hours

Using another (not the default) abbreviation

Two abbreviations were defined for amoxicillin 250mg; if the prescription specifies a dose of 500mg (that is, 2 capsules) every eight hours, choose the second abbreviation.

2c q8h
1c q8h
2c q8h

Modifying the directions

Should the prescription specify directions which have not been assigned, it is a simple matter to make the required change to the abbreviation just for this specific prescription. Providing that '3c' has already been defined, to display 'Take three capsules', simply change the '1c' to '3c' in the 'Abbreviation' box. Note that this will not add a third entry to the list of abbreviations assigned to amoxicillin, as it specifically applies to this one prescription.

Notes	
Abbrev	3c q8h
Notes	Take three capsules every eight hours

Defining and assigning instructions which are specific to an individual item

We're choosing Benzyl benzoate lotion to demonstrate this feature.

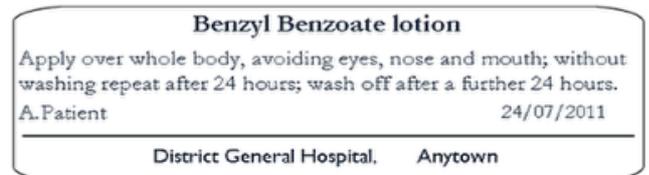
Following the instructions at the start of this lesson, create an abbreviation - we'll name it '**benzlot**' - to read '**Apply over the whole body, avoiding eyes, nose and mouth; without**



washing repeat after 24 hours. Wash off after a further 24 hours.'

- From the Navigator, select 'Show items' and find Benzyl benzoate lotion.
- In the item window, click on 'Dispensing' in the list on the left.
- Then click on 'Add', and under 'Directions' enter 'benzlot'.

Next time a prescription for Benzyl Benzoate lotion is dispensed, a label similar to the one shown will be printed.



Having worked through this lesson, you should now be able to:

- define abbreviations for instructions used in dispensing;
- assign abbreviations to items
- define and assign specific instructions unique to individual items