

# LOTS – MMS User Guide

## Sending Script data to MMS

If MMS is enabled, the LOTS Patient Information Screen will now contain a new checkbox **Send Scripts to MMS**.

End Consumer	<input checked="" type="checkbox"/>
Invalid Medicare Notified	<input type="checkbox"/>
Don't Send Scripts to Gateway	<input type="checkbox"/>
Send Scripts to MMS	<input checked="" type="checkbox"/>

This checkbox is the master MMS setting, enabling this option will send ALL scripts that are dispensed to MMS. This option is available to all dispense patients but must be manually selected by the User. Selecting this option automatically tags and uploads any existing active scripts making them available for MMS Dispensing.

Located on the Script Screen is a secondary checkbox **Send to MMS** option, this checkbox is selected by default when the previous checkbox is selected.

**Send to MMS**

This setting can be manually deselected if needed, this caters for selective dispenses like PRN items, where a user does NOT want to send the script details through to MMS.

## Dispensing a Script / Sending Script details to MMS

Follow the LOTS standard Dispense workflow, ensuring that both checkboxes mentioned above are ticked. When these options are both selected and the scripts are dispensed, the data will be automatically sent/uploaded to MMS.

## Stock Control

SOH will reduce for each item. If you do not want your stock reduced, select the **Exclude from stock control** option.

**Exclude from stock control**

## Suggested Dispense

When enabled, a new tab **MMS Suggested Dispense** is added to the **Today's Scripts** screen. This is where the **Suggested Dispense** is displayed when sent to LOTS from MMS.

Scripts will be received, and the list will be automatically refreshed every minute, or each time the tab is accessed.

Today's Scripts (14)	Other Resubmitted Scripts (0)	17 Notifications (last 7 days)	<b>MMS Suggested Dispense</b>
MMS Suggested Scripts			

The scripts can be sorted by **Patient Name**, to do so, select the small arrow on the column header. The scripts can be dispensed by doing the following:

- Double clicking the script.
- Right clicking on the script and selecting - **Repeat Script**.
- Multi selecting all the Scripts, right clicking, and choosing to dispense all as a batch.

The **Ignore** option that is available as a right clicking function removes the suggested dispense from the Tab. If multiple items have been selected, the Scripts will load as a batch displaying **Processing Script X of X for Repeats Selected**.

## Repeat Printing

Standard Repeat printing does not apply to MMS Dispensing. A repeat form is NOT produced for an initial Dispense. However, this means that a repeat form will be produced for your last Dispense though, which is used for record keeping purposes.

## Maintain Institutions

A **Send Scripts to MMS** option is also available from the **Maintain Institutions** module.

Selecting this option when creating an Institution will automatically flag any Patient that is assigned to this Institution.

**Edit Institution**

Institution ID :  (optional)  Control Account

Institution Name :

RACF ID :  (Residential Aged Care Facility ID Number)

Address :

Suburb :

State :  Postcode :

Phone :

E-mail :

Send statement via email

Always Use Patient Address

Preferred Label :  Normal

Webstercare Thermal Label  Send Script to MMS

**Wards**

Ward/Room Number	HealthStream Code
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If you select this option, when editing an existing Institution, the following prompt is displayed:

**Send to MMS**

PH is tagged to send script to MMS.  
All historical scripts for patients under this institution will be tagged.  
Do you want to continue?

All existing Patients that are assigned to the Institution will have their Active Script History uploaded to MMS and will also be tagged for future dispensing.