

## Dispensing Export

This document is only applicable to those practices which also dispense. You must have a valid PCRS certificate on your machine in order to export the monthly dispensing listing directly to the PCRS. Please contact us if you have any other queries on the above.

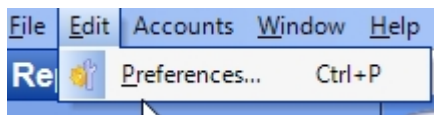
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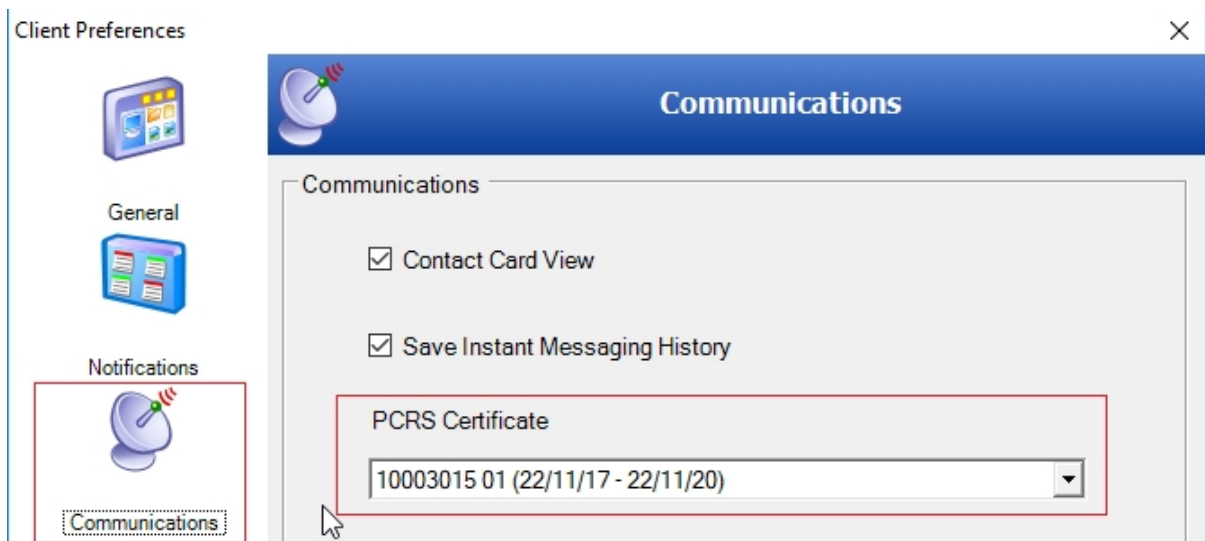
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## 1 PCRS Certificate

Select Edit > Preferences from the main menu.



Select **Communications** and select the valid PCRS certificate from the dropdown list and click **OK** to save your changes.



## 2 Patient Registration

The dispensing checkbox is displayed in Patient Registration. This is populated by the PCRS Importer tool when you upload the monthly excel file downloaded from the PCRS website. [Patient Maintenance > PCRS Importer](#).

**Patient Maintenance** Patient Registration

**Patient Details**

IHI Number: XXX-XXX-XXXX  
 Unique No.: 0000632  
 Chart No.:  
 PPSN: 8691880N  
 Surname: Bloggs  
 Forename(s): Joe  
 Title: DOB: 01/01/1980  
 Gender: Male  
 Address 1: Address Line 1  
 Address 2: Address Line 2  
 Address 3:  
 Address 4: Eircode:  
 Location:  
 Phone:  
 Mobile: (-) - -  
 SMS Consent: Not Asked  
 Email Address:  
 HCP: Paul Johnson

**Account Details**

Account Type: Personal  
 Account Note:  
 Insurance Scheme:  
 Policy Number:  
 Patient Status: Active  
 Patient Type: GMS  
 Healthboard:  
 GMS Status: Yes  
 GMS Doctor: Paul Johnson  
 GMS Doctor No: 88889  
 Patient GMS No: 7896587P  
 GMS Review: 31/12/2019  
 GMS Distance: A Class: H

Dispensing  Update Family

### 3 Print Prescription

When printing a **GMS script** for a GMS or DVC patient a new column will be displayed to allow you to mark the **GMS medication** as dispensed.

Print Prescription

Card Number: 7896587P      Expiry: 31/12/2019

Patient: Bloggs, Joe

Script: GMS      Issues: 1

Prescription	Allowed	Remaining	Issue	Dispense
ACCUPRO 5 MG TABLETS 5MG	3	2	1	<input checked="" type="checkbox"/>
PARACETAMOL TABS 500MG 500MG	3	2	1	<input checked="" type="checkbox"/>

Preview       Issue as 07/06/2019

Hand Written Script       Print 3 Issues

Send Electronically

Print      Close

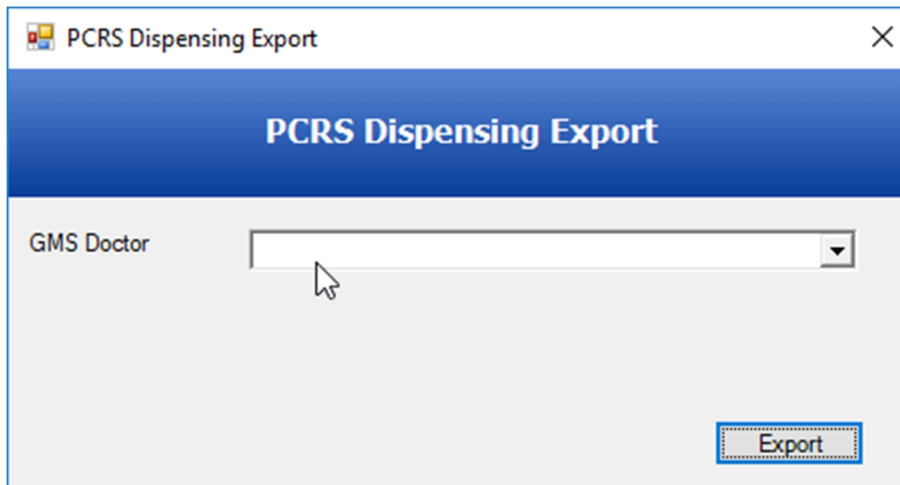
### 4 Export to PCRS

Select Dispensing Export in the Report menu to export the monthly dispensing list to the PCRS.

Reports

- Standard Reports
- STC Forms
- Mail Merge History
- IHI Export
- Dispensing Export
- Close

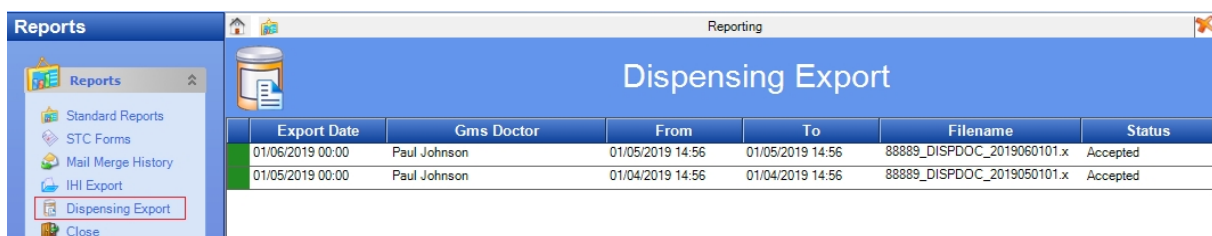
Click **New Export** to complete the export for the **previous month** and select the GMS Doctor from the dropdown list. This step must be completed for each doctor separately.



If you do not have your default PCRS certificate set in Client Preferences, you will receive this message.



Once the export is complete it will be displayed in the list. A green status icon shows that the file was delivered to the PCRS. If the status icon is red, the Status column will display the reason the file was not submitted to the PCRS.



Export Date	Gms Doctor	From	To	Filename	Status
01/06/2019 00:00	Paul Johnson	01/05/2019 14:56	01/05/2019 14:56	88889_DISPDOC_2019060101.x	Accepted
01/05/2019 00:00	Paul Johnson	01/04/2019 14:56	01/04/2019 14:56	88889_DISPDOC_2019050101.x	Accepted