

# Dispensing Label Design

INPS



### Table of Editions and Contents

<b>Date</b>	<b>Version</b>	<b>Contents</b>	<b>Output</b>
22/06/10	001	Draft Started HJOH	docx
26/10/10	002	Draft Finished HDOO	docx
1/11/10	003	Review ESTU	Docx/pdf
02/03/11	004	Printer set up details added	PDF
14/03/11	005	Review JCOL and PROW	PDF
23/03/11	006	Review ESTU	PDF
30/03/11	007	Modified Points to Consider HDOO	PDF

Copyright © INPS Ltd 2010, 2011

# Contents

<b>DISPENSING LABEL DESIGN</b>	<b>1</b>
<b>Summary of Changes</b>	<b>1</b>
Points to consider	1
<b>Dispensing Label Design Setup</b>	<b>2</b>
Check – Use Advanced Label Printing	2
To Set Dispensing Label Print Sizes and Options	2
Example Dispensing Labels	4
Normal Label	5
Poor Eyesight Label	5
Branded Drug Label	5
Table of Dispensing Label contents	6
Dispensing Label Options within Registration	7
Recording Patient Uses Monitored Dosage System	7
Patient Preferred Written Communication Format	8
<b>Label Printing</b>	<b>9</b>
Printing a Dispensing Label	9
Preview	9
To add new Caution Codes	11
Monitored Dosage System (MDS) Column	13
Label number	13
Prescription Options	14



# Dispensing Label Design

---

## Summary of Changes

We have made the following changes to the drug label design facility within Vision:

- You can now manage Monitored Dosage Systems (MDS) labelling.
- Labels can now have larger text for patients with poor eyesight.
- You can now print practice definable label warnings and instructions.
- You now have more control over the number of labels required.
- A preview of the information to be printed is now available.

## Points to consider

Before using this facility the following points should be considered:

- Existing label design settings for label printing are not affected until you edit the label printing settings. However, once you switch on the new drug label design facility, you cannot modify the old format label designs; you must use the new functionality to change the label format.
- Advance Label Printing uses blank labels only, you can no longer have pre-printed lines.
- It is no longer possible to define the order of the information printed.
- You can only have one label format for your whole practice at any one time, this includes branch sites.
- 70x35mm is the minimum print area and 99x99mm is the maximum print area.

---

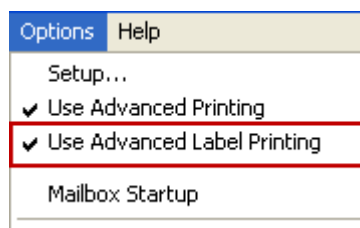
## Dispensing Label Design Setup

To setup and use the new dispensing label design you need to do the following:

- Check that you have DLM 350 installed (go to the front screen of Vision, select Help – About Vision).
- Check you have Advanced Label Printing enabled. See [Check – Use Advanced Label Printing](#) page 2.
- Set up your label size and options. See [To Set Dispensing Label Print Sizes and Options](#) page 2.
- Review the new Patient options in Registration. See [Dispensing Label Options within Registration](#) page 7.

### Check – Use Advanced Label Printing

To enable Advanced Label Printing, from the main Vision screen select **Options – Use Advanced Label Printing**.



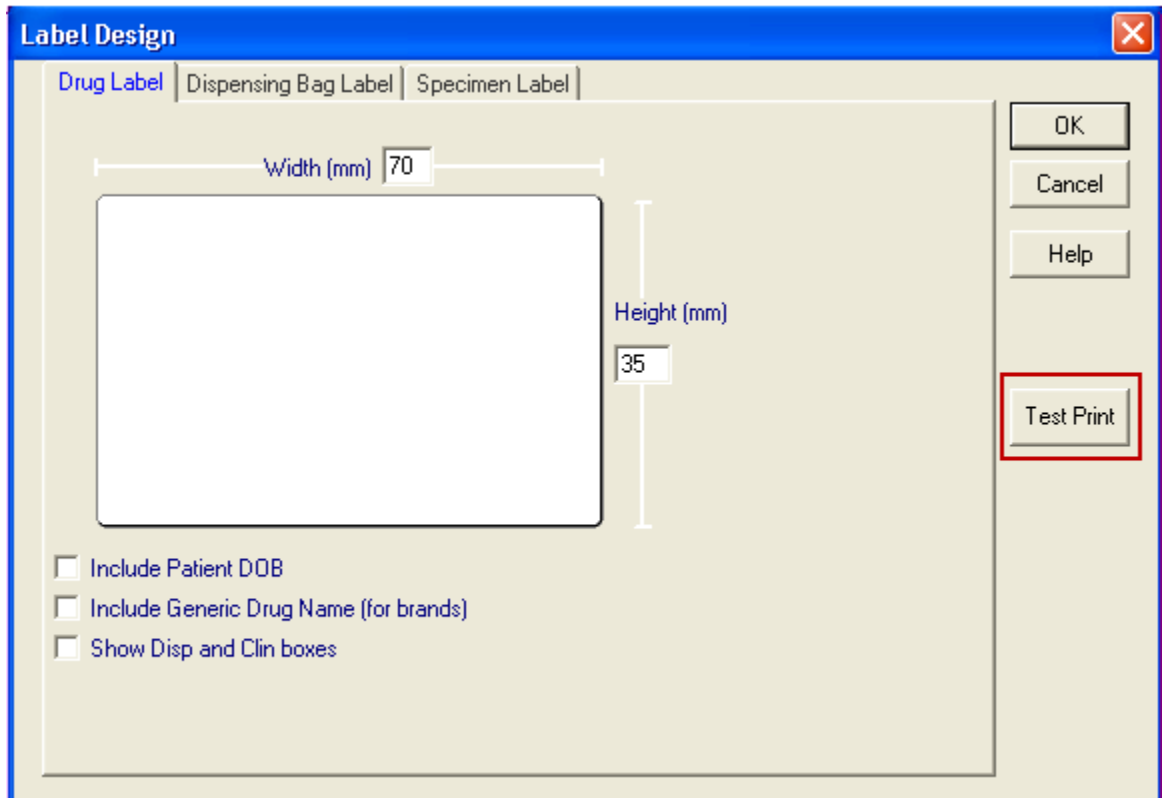
*Options menu with Use Advance Label Printing highlighted*

Advanced label design is available to all practices.


### To Set Dispensing Label Print Sizes and Options

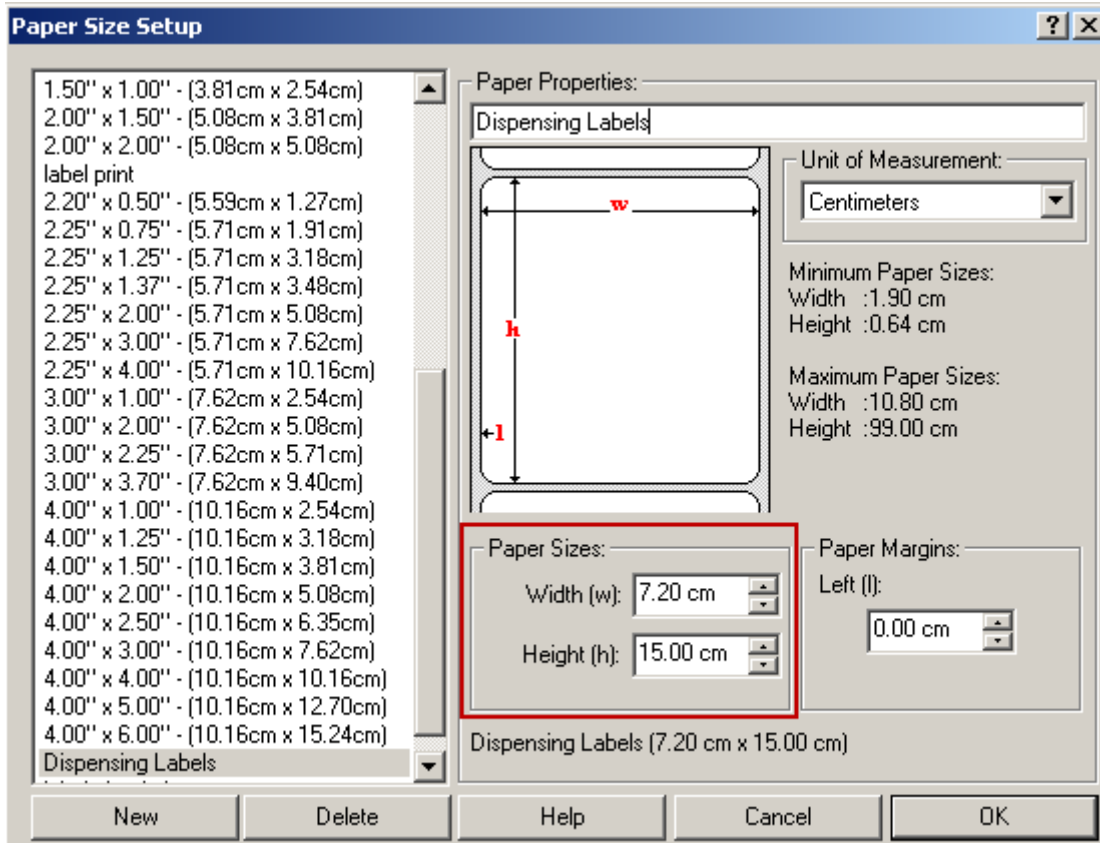
To specify your practice dispensing labels:

1. From the main Vision screen, select **Modules – Label Design – Drug Label**.



*Advance Label Design – Drug Label with Test Print highlighted*

2. Increase the **Width (mm)** if required by clicking and over typing with the width of the labels you are using. Maximum width is 99mm.
3. Increase the **Height (mm)** if required by clicking and over typing with the height of the labels you are using. Maximum height is 99mm.
4. You have the following options to select from:
  - **Include Patient DOB** – The patient’s Date of Birth can print under their name.
  - **Include Generic Drug Name (for Brands)** – The full generic name for a drug can be printed under the brand name if a brand is prescribed.
  - **Show Disp and Clin boxes** – The ability to print boxes for internal work flow monitoring.
5. Click **Test Print** to check the resultant label.
6. If the position of the text on the label needs adjusting, click .
7. Select **Settings** and then **Printers and Faxes**.
8. Highlight your label printer, right click and select **Printing Preferences**.
9. Click on **Advanced**.
10. Next to **Paper Size**, Click on **Customise**.




*Paper Size – Customise - with Paper sizes highlighted*

11. Change the **Width** and **Height** of the paper as required.

**Tip** – If the text on the label slips on to two labels, reduce the height. If the text does not use the whole height of the label, increase the height. If the text does not fill the width, increase the width. If the text falls off the sides of the label, reduce the width.

**Note** – The sizes here do **not** relate to the real size of your labels.

12. Click **OK** to save and close the **Paper Size Setup** screen, the **Advance Options** screen and the **Printing Preferences** screen.
13. Close the Printers and Faxes screen using .
14. Test the new settings by returning to **Vision - Modules – Label Design – Drug Label** and clicking **Test**.
15. Repeat steps 6. To 14. until the label is printing correctly.
16. Click **OK** to save and close **Label Design**.

**Note** – Dispensing Bag Label and Specimen Label design are not affected by these dispensing label enhancements.

### **Example Dispensing Labels**

The following examples show the positions for the various items on the first label. These figures are shown on a minimum sized label (35mm x 70mm); if larger labels are specified (up to 99mm x 99mm) the text will adjust automatically.

## Normal Label

<b>Keep out of reach and sight of children</b>	
Co-codamol 30mg/500mg effervescent tablets (50) tablets	
<b>TAKE TWO TABLETS THREE TIMES A DAY</b>	
<b>Avoid Alcoholic drink</b>	
<b>Take with or after food</b>	
Mr Edwin T W Orme-Herrick (03/11/1976) Oakville Surgery, Vision House, London Green Lane, London, SW6 4XX Tel: 0207 111 2222	DISP CLIN 1 of 5 31/08/2010

*An example of a normal label*

## Poor Eyesight Label

<b>Keep out of reach and sight of children</b>
Co-codamol 30mg/500mg effervescent tablets (50) tablets
<b>TAKE TWO TABLETS</b>
<b>THREE TIMES A DAY</b>
<b>Do not take with any other paracetamol products.</b>

<b>Do not take more than 2 at any one time, or more than 8 in 24 hours.</b>	
<b>Avoid Alcoholic drink.</b>	
Mr Edwin T W Orme-Herrick Oakville Surgery, Vision House, London Green Lane, London, SW6 4XX Tel: 0207 111 2222	DISP CLIN 1 of 5 31/08/2010

*An example of a poor eyesight label*

## Branded Drug Label

<b>Keep out of reach and sight of children</b>	
Anafranil 10mg capsules (Novartis Pharmaceuticals UK Ltd) (100) capsules (Clomipramine 10mg capsules)	
<b>TAKE TWO TABLETS THREE TIMES A DAY</b>	
Mr Edwin T W Orme-Herrick (03/11/1976) Oakville Surgery, Vision House, London Green Lane, London, SW6 4XX Tel: 0207 111 2222	DISP CLIN 1 of 5 31/08/2010

*An example of a branded drug label*

---

**Note** - If there is too much text for one label, the dosage and instructions continue on subsequent labels and the patient name, practice address etc is placed at the end of the last label. Blocks of text, such as dosage, are not split between labels.

---

### Table of Dispensing Label contents

This table shows, in the correct order, the information printed on the dispensing labels with **Advanced Label Printing** turned on.

Item	Optional	Format	Wrap	Size - normal	Size - poor eyesight
Child warning	N	"Keep out of reach and sight of children"	N Centred	8, Bold	10,Bold
Drug name + Quantity	N	Full drug name as on script including quantity and unit in brackets	Y Centred	9	10
Generic drug name	Y  (Or it is shown if prescribed drug has a generic)	Full generic drug name in brackets	Y Centred	8, Italic	10
Dosage	N	Full dosage as on script (excluding extra information text)	Y Centred	9, bold	12, bold
Warnings / Instructions	N	Full text obtained from Multilex and the practice's caution table. Each instruction has a separate line.	Y Centred	9, bold	12, bold
Patient Name	N	<forename> <middle name initials> <surname>	N Left	6-10 the text size reduces to fit, surname in bold	10
DOB	Y	"(<dd/mm/yyyy>)"	N	9 italic	12 italic
Practice Address	N	Comma separated, this includes the branch name if present.	Y Left	6	8
Practice phone	N	"Tel: " + phone number	N Left	8	8
Dispensed	Y	"DISP" within a box	N Right	6	6
Clinical	Y	"CLIN" within a box	N Right	6	6
Date	N	dd/mm/yyyy	N Right	8, bold	8, bold
Sequence number	N	X of Y – where Y is the total number of complete labels (not including over flow to another label due to too much text to fit on one)	N Centred in a box	6, bold	6, bold

## Dispensing Label Options within Registration

For Advanced Dispensing Labels there are two new options within the patient registration screen.

- **Monitored Dosage System (MDS) Patients** – To record that the patient requires a weekly 'tray' of medication.
- **Preferred written communication format** – To record the format that the patient prefers written communication.

The screenshot shows the 'Registration Details' dialog box with the 'Other' tab selected. The 'Is MDS Patient' checkbox is checked, and the 'Preferred written communication format' dropdown is set to 'No Selection'. Other fields include RPP Mileage (4), Walking units (0), Additional Identifier (8644), Dispensing (checked), Residential Institute (No Selection), Prescription charge exemption (No selection), Household Rank (No selection), Capitation Supplement (Not Applicable), Medical Insurance (Not Insured), Notes Kept at (The Health Centre), Records Requested by TP (unchecked), Date Records Requested by TP (empty), Records Sent by TP (unchecked), Date Records Sent by TP (07/12/1998), Date Records Sent to TP (empty), Sensitive Records (Patient Record is not Sensitive), and Restrictions... button.

*Registration – Other tab – Advance Label Printing options highlighted*

## Recording Patient Uses Monitored Dosage System

Monitored Dosage System (MDS) is a method of prescribing that helps patients take the correct medication at the correct time. Medication is provided in a weekly 'tray' style pack which breaks down the prescription into the days and times it should be taken.

To record that the patient requires the monitored dosage system:

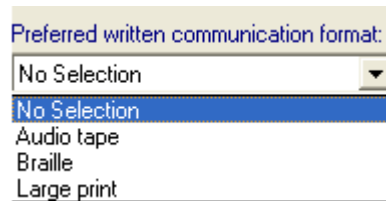
1. From **Vision – Registration**, select the patient required.
2. Click **Other** tab.
3. Select **Is MDS Patient**  **Is MDS Patient**.
4. Click **OK**.

See also "Monitored Dosage System (MDS) Column" on page 13.

### ***Patient Preferred Written Communication Format***

To record the patients preferred written communication format:

1. From **Vision – Registration**, select the patient required.
2. Click **Other** tab.
3. Select one of the following from the **Preferred Written Communication Format** pick list:
  - Not Specified
  - Audio Tape
  - Braille
  - Large Print
4. Click **OK**.



*Preferred written communication format pick list*

The poor eyesight sized font is used if anything other than No Selection is selected from this pick list.

---

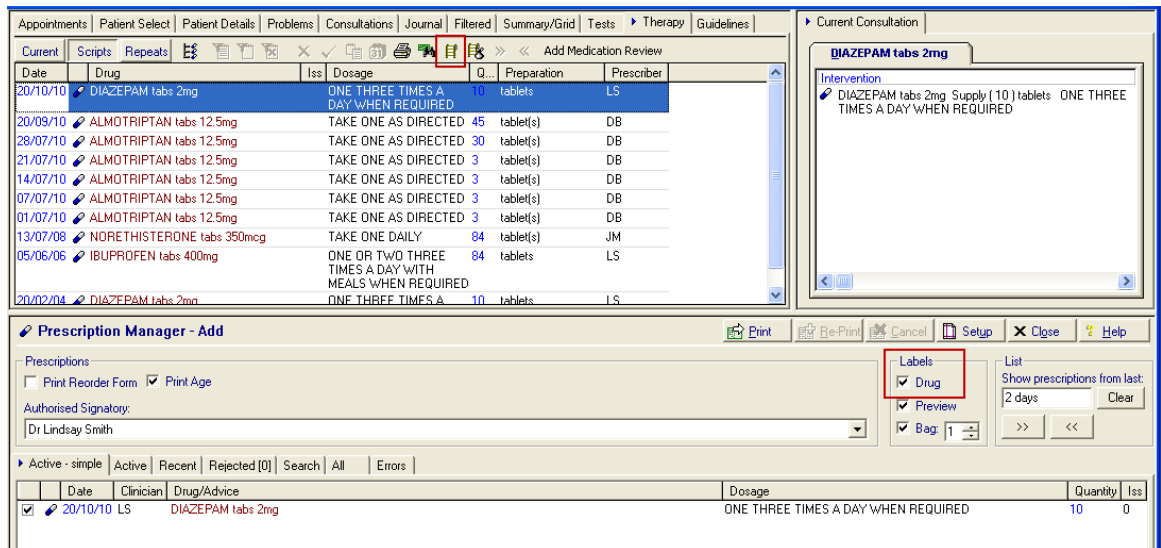
**Note** –'Is MDS Patient' and 'Preferred Written Communication format' are not currently searchable options.

---

# Label Printing

## Printing a Dispensing Label

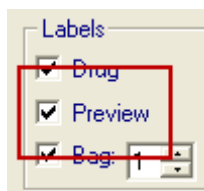
There is no change to the creation of dispensing labels. They are generated from the toolbar button for items in the **Scripts** list, or by clicking in the **Drug** check box in Prescription Manager and starting the print process.



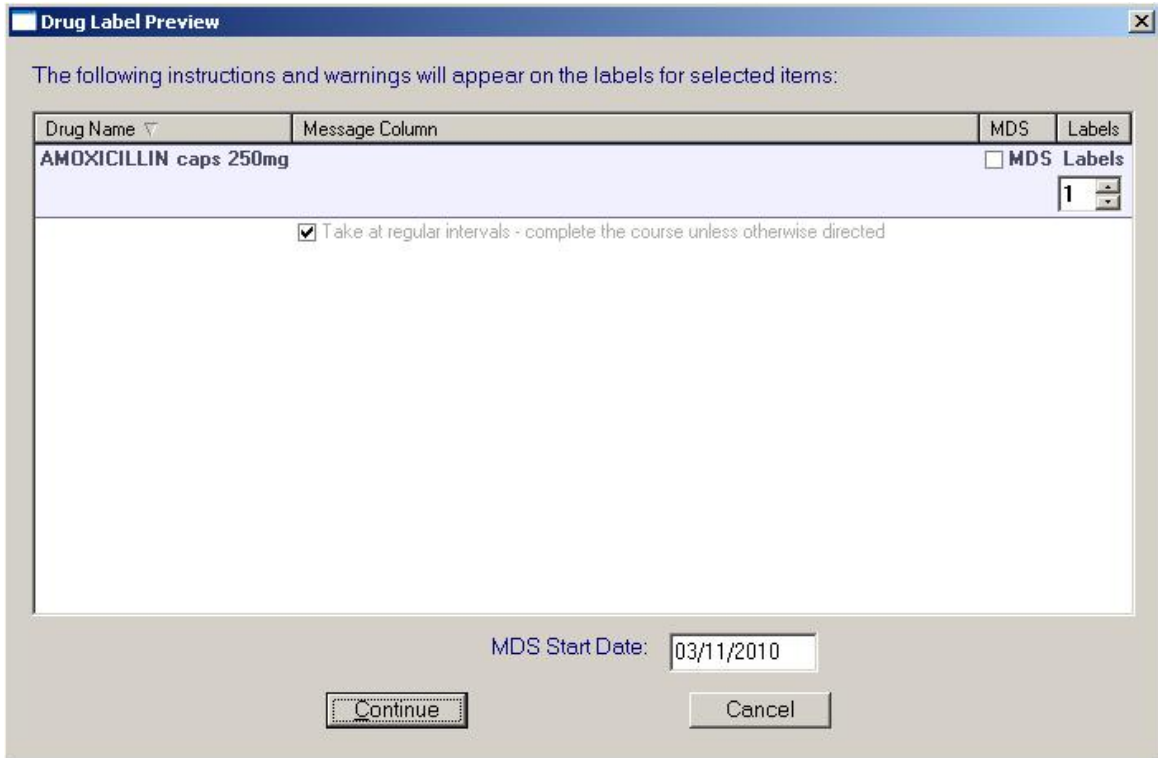
*Consultation Manager – Therapy – Scripts- Prescription Manager - Print Labels and Labels Drug check box highlighted*

## Preview

The new **Preview** check box option allows a preview screen to show when ticked. The tick can be removed if the preview screen is not required.



*Preview check box highlighted*



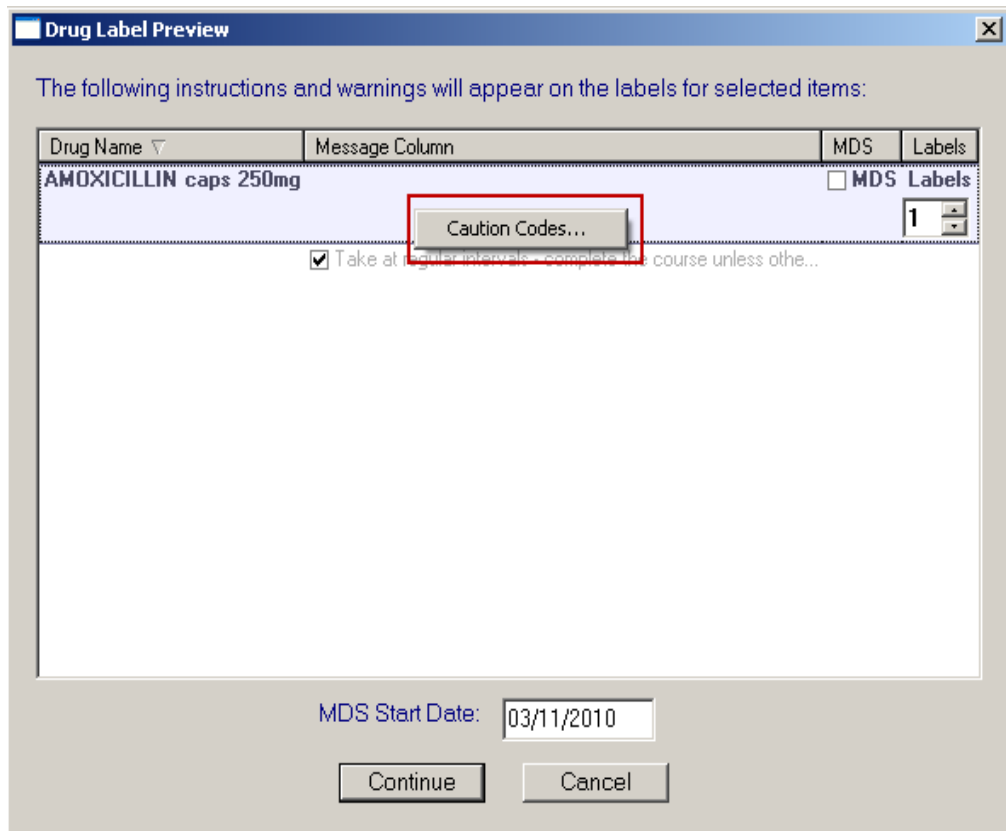
*Drug Label Preview screen*

The Drug Label Preview screen shows all the labels that you are about to print with the relevant warnings and instructions. Instructions and warnings in grey are mandatory for these drugs and cannot be changed. Practice defined Caution Codes that are linked to this drug displays in black and can be withheld by removing the tick in the check box next to the text.

## To add new Caution Codes

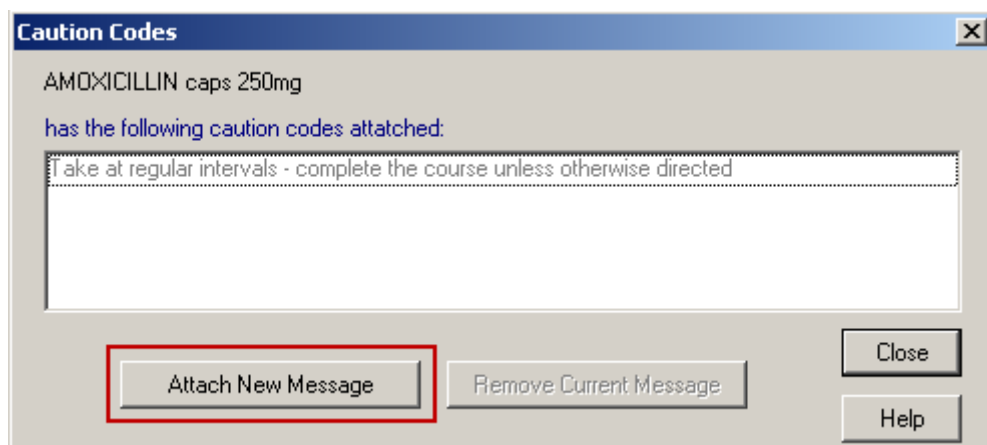
To add new Caution Codes from the Drug Label Preview screen:

1. Right click on the drug you want to add the **Caution Code** to.
2. Select **Caution Codes....**



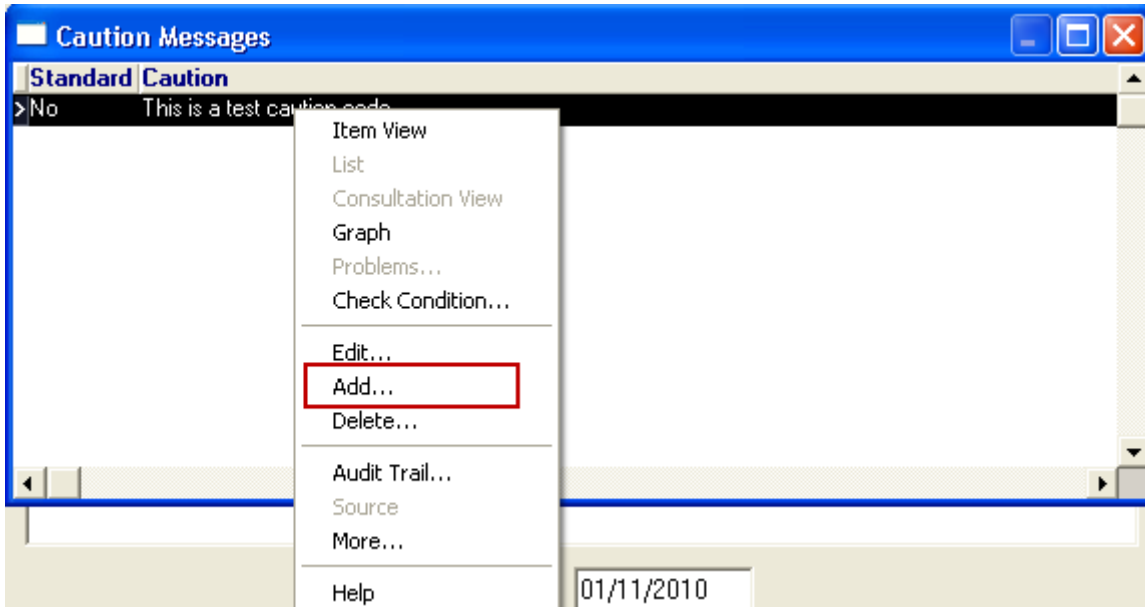
*Drug Label Preview screen with Caution Code highlighted*

3. From the Caution Codes screen, select **Attach New Message**.



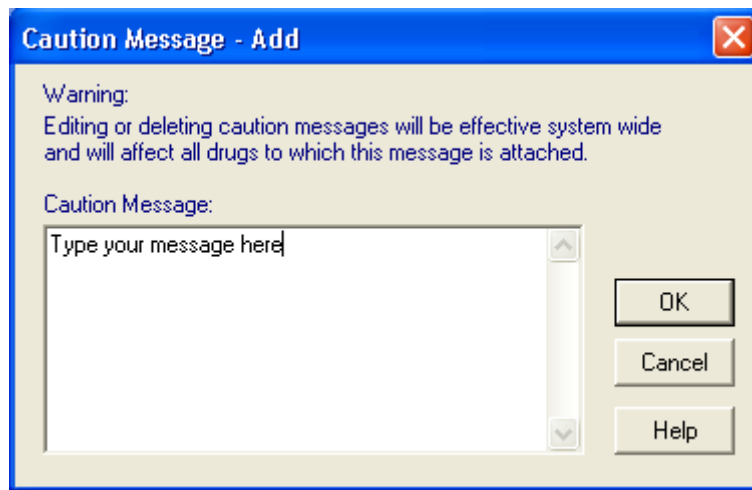
*Caution Codes with Attach New Message highlighted*

4. If the code you require is on the Caution Messages list, double click to select it.  
If the code is not on the Caution Messages list, right click on any entry and select **Add**.



*Caution Messages right click menu with Add highlighted*

Type the text you require into **Caution Message – Add**. Click **OK**.



*Example of Caution Message - Add*

Double click to select it from the Caution Messages screen.

5. Select **Close**.

## Monitored Dosage System (MDS) Column

If the patient is a registered for Monitored Dosage System (MDS), a check box is displayed against each item. There is an option to enter the MDS start date, which defaults to today's date, for forward planning. The check boxes are then automatically checked and the number of labels default according to the following rule:

- If the number of treatment days is greater than 0, the number of labels will be the treatment days divided by 7 (rounded up).
- If the treatment days is 0, one label will be printed.
- The date printed on the labels is the start date plus 7 days for each label.

See also "Recording Patient Uses Monitored Dosage System" on page 7.

## Label number

The number of labels is calculated automatically but can be changed by over typing the Label number.

If number of labels is greater than 10 for any drug, the following warning is shown "Warning! You are about to print labels for nnnn containers. Are you sure this is the correct number of labels?":

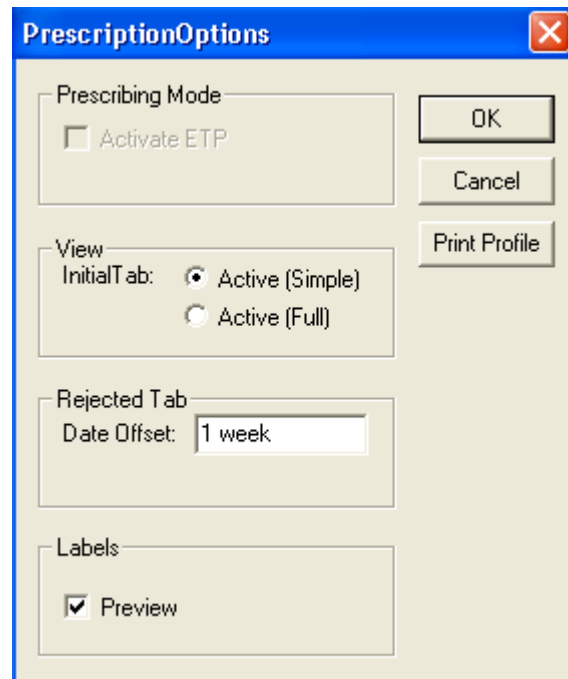


*Greater than 10 warning message*

## Prescription Options

The Preview option is checked by default, but can be changed for each user:

1. From **Consultation Manager**, select **Consultation – Options – Prescription Setup** list.
2. Remove the tick from the Preview check box.



The screenshot shows a dialog box titled "PrescriptionOptions" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Prescribing Mode:** Contains a checkbox labeled "Activate ETP" which is currently unchecked.
- View:** Contains a section labeled "InitialTab:" with two radio button options: "Active (Simple)" (which is selected) and "Active (Full)".
- Rejected Tab:** Contains a section labeled "Date Offset:" with a text input field containing the value "1 week".
- Labels:** Contains a checkbox labeled "Preview" which is currently checked.

On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Print Profile".

*Prescription Options screen*