

Your new Healthxchange e-pharmacy™



Creating Orders

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The e-pharmacy allows you to build orders in 3 different ways. This document will take you through the steps required to create each of these types of order.

Remember when you order you can create orders for multiple patients on the same order, avoiding multiple delivery charges.

NEW

**IMPROVED DESIGN
LETTING YOU FOCUS
ON YOUR PATIENTS**

Order Types

- Prescription Orders
- Mixed orders (POM & POM Stock)
- Stock Only Orders

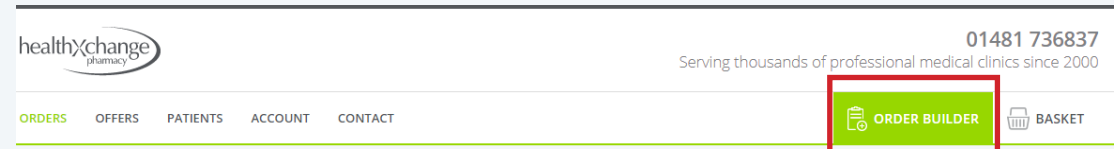


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Creating Orders: Prescription & POM Stock



1. Click on **Order Builder** in the main navigation bar at the top of the site

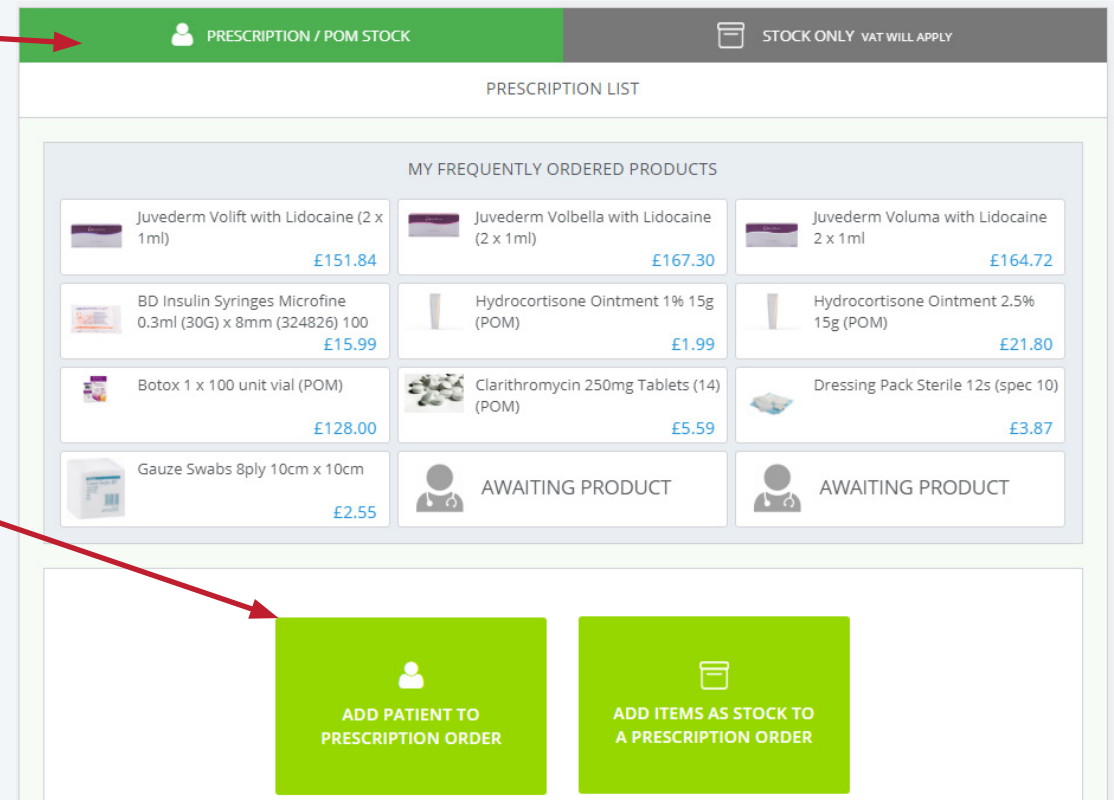


2. The first choice is to decide what type of order you are creating and click on the corresponding tab at the top of the Order Builder.

- **Prescription/POM Stock**
- **Stock Only**

In this example Prescription/POM stock is selected.

3. Click on the **ADD PATIENT TO PRESCRIPTION ORDER** button to add your first patient. From this box you can search for a patient and add them to the order



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4. Type the patient name you want to find. The more you type the more results will appear under the search field. Click on the patient name to add them to your order.

5. All patients that match your search will be displayed showing their Date of Birth. Click on the patient you want to create the order for.

6. If your patient hasn't been added to your account yet, click on **+ADD NEW PATIENT**. You will then be taken to a form where you can fill in your new patients details. Once you have added this new patient, search for them as in steps 4 & 5 and click to add them to the order.

ORDER BUILDER

PRESCRIPTION / POM STOCK STOCK ONLY
VAT WILL APPLY

← ASSIGN PATIENT TO PRESCRIPTION

Q David

Q David Smith

+ ADD NEW PATIENT

ORDER BUILDER

PRESCRIPTION / POM STOCK STOCK ONLY
VAT WILL APPLY

← ASSIGN PATIENT TO PRESCRIPTION

Q David Smith

David Smith
01/01/1979 - 670

- OR -

+ ADD NEW PATIENT

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7. A new order will have opened when you clicked on the patient name in step 5, with the patient name highlighted at the top of the order.

8. You can now add products to this patient in this order. Choose from either **MY FREQUENTLY ORDERED PRODUCTS**

OR

search for a product by using the **Quick Search box**. As you type all products matching your search will appear. This list of products will gradually reduce the more you type. Click on the product you need for it to be added to this order for the patient named at the top of the order.

PRESCRIPTION / POM STOCK

STOCK ONLY VAT WILL APPLY

DAVID SMITH | PRESCRIPTION OVERVIEW

MY FREQUENTLY ORDERED PRODUCTS

Juvederm Volift with Lidocaine (2 x 1ml) £151.84	Juvederm Volbella with Lidocaine (2 x 1ml) £167.30	Juvederm Voluma with Lidocaine 2 x 1ml £164.72
BD Insulin Syringes Microfine 0.3ml (30G) x 8mm (324826) 100 £15.99	Hydrocortisone Ointment 1% 15g (POM) £1.99	Hydrocortisone Ointment 2.5% 15g (POM) £21.80
Botox 1 x 100 unit vial (POM) £128.00	Clarithromycin 250mg Tablets (14) (POM) £5.59	Dressing Pack Sterile 12s (spec 10) £3.87
Gauze Swabs 8ply 10cm x 10cm £2.55	AWAITING PRODUCT	AWAITING PRODUCT

Q BOTO

+ PRODUCT + PATIENT GO TO BASKET

Q Botox 1 x 100 unit vial (POM) (BOT100ALL01)

Q Botox 1 x 200 unit vial (POM) (BOT200ALL01)

Q Botox 1 X 50 unit vial (POM) (BOT050ALL02)

Date of birth: 21/11/1979 Patient History

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Creating Orders: Prescription & POM Stock



9. Choose & click how you want to add the product to your order:

- **ADD TO [PATIENT NAME] (RX)**

Add this product to your patient chosen in step 5.

- **ADD PRODUCT AS STOCK TO THIS ORDER**

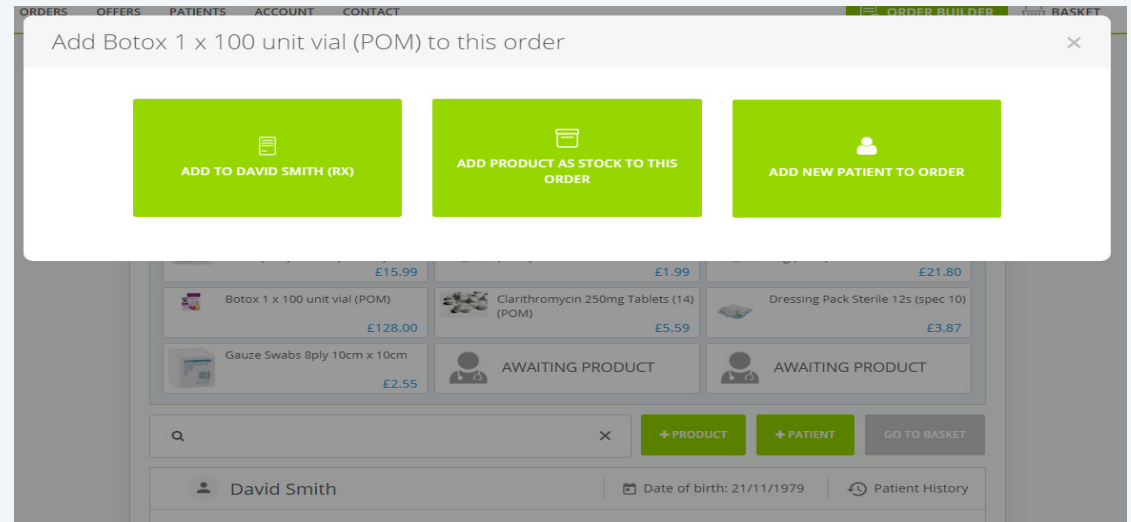
Add this product to your order as a Prescription Stock item

- **ADD NEW PATIENT TO ORDER**

Click here to search for a new patient name and add the item to that new patient.

This pop-up box will remain open to allow you to click on multiple options, for example you can add this item to the patient chosen in step 5 and then click on **ADD PRODUCT AS STOCK** to add this as a Prescription Stock item. (If ordering rules allow)

When you are finished with this item click on the cross to close the box and return to the order.



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Creating Orders: Prescription & POM Stock



10. Once returned to the order you can continue to add products to the same patient by repeating steps 7 - 9.

11. If you have another patient that you would like to order for you can click on + **PATIENT**.

12. From here you can repeat steps 3 - 6 to choose a new patient and then steps 7-9 to add new products to that new patient.

13. You can repeat steps 3 - 9 as many times as you want to add new patients and new products to your order.

14. When you have finished adding products and patients either click on **STOCK ONLY** to add stock items to your order* or click on **GO TO BASKET** to complete your order.

PRESCRIPTION / POM STOCK

STOCK ONLY VAT WILL APPLY

DAVID SMITH | PRESCRIPTION OVERVIEW

MY FREQUENTLY ORDERED PRODUCTS

Juvederm Volift with Lidocaine (2 x 1ml)	Juvederm Volbella with Lidocaine (2 x 1ml)	Juvederm Voluma with Lidocaine 2 x 1ml
£151.84	£167.30	£164.72
BD Insulin Syringes Microfine 0.3ml (30G) x 8mm (324826) 100	Hydrocortisone Ointment 1% 15g (POM)	Hydrocortisone Ointment 2.5% 15g (POM)
£15.99	£1.99	£21.80
Botox 1 x 100 unit vial (POM)	Clarithromycin 250mg Tablets (14) (POM)	Dressing Pack Sterile 12s (spec 10)
£128.00	£5.59	£3.87
Gauze Swabs 8ply 10cm x 10cm	AWAITING PRODUCT	AWAITING PRODUCT
£2.55		

Q TYPE PRODUCT TO BEGIN SEARCH

+ PRODUCT + PATIENT GO TO BASKET

David Smith Date of birth: 21/11/1979 Patient History

Botox 1 x 100 unit vial (POM)	- 1 +	Product Price: £128.00
BOT100ALLO1		Product VAT: £0.00
Dosage Instructions		Total Price inc VAT: £128.00

GO TO BASKET

*By creating a single order with your stock and named patient items in means single postage

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Creating Orders: Stock Only



1. To place an order that contains **STOCK ONLY** items click on the **STOCK ONLY** tab at the top of the order builder.
2. Use the quick search box to search for your product
3. Click on the product you want to order and it will display on screen so that you can check it is the correct product.
4. If you want to add it to your order click the + icon next to the item and it will add to your order.
5. Repeat steps 1 - 4 to add as many items as stock to your order.
6. When finished you can either click on the **PRESCRIPTION/ POM STOCK** tab to switch to ordering for patient names and POM Stock. If you are finished building your order you can click on **PROCEED TO BASKET** to complete your order.

The screenshot displays the 'STOCK ORDER OVERVIEW' page. At the top, there are two tabs: 'PRESCRIPTION / POM STOCK' and 'STOCK ONLY VAT WILL APPLY'. The 'STOCK ONLY' tab is selected. Below the tabs, there is a 'MY FREQUENTLY ORDERED PRODUCTS' section with a grid of product cards. Each card shows a product image, name, and price. A search bar is visible with the text 'GLOVE' entered. Below the search bar, a dropdown menu shows search results for 'Gloves Latex Exam Powder Free (Extra Small) (100) (LAT001AAH02)'. A red arrow points from the search bar to the dropdown menu. Another red arrow points from the 'PROCEED TO BASKET' button in the search results to the 'PROCEED TO BASKET' button in the main product grid. A third red arrow points from the '+' icon next to the selected product in the search results to the '+' icon next to the same product in the main product grid.

Product Name	Price
Juvederm Volift with Lidocaine (2 x 1ml)	£151.84
Juvederm Volbella with Lidocaine (2 x 1ml)	£167.30
Juvederm Voluma with Lidocaine 2 x 1ml	£164.72
BD Insulin Syringes Microfine 0.3ml (30G) x 8mm (324826) 100	£15.99
Hydrocortisone Ointment 1% 15g (POM)	£1.99
Hydrocortisone Ointment 2.5% 15g (POM)	£21.80
Botox 1 x 100 unit vial (POM)	£128.00
Clarithromycin 250mg Tablets (14) (POM)	£5.59
Dressing Pack Sterile 12s (spec 10)	£3.87
Gauze Swabs 8ply 10cm x 10cm	£2.55
AWAITING PRODUCT	
AWAITING PRODUCT	

Search results for 'GLOVE':

Product Name	Price
Gloves Latex Exam Powder Free (Extra Small) (100) (LAT001AAH02)	
Gloves Latex Exam Powder Free (Small) (100)	

Main product grid:

Product Name	Price
OBAGI ELASTIderm Eye Gel 15g	£41.79
Botox 1 x 100 unit vial (POM)	£111.11
OBAGI-C Rx Clarifying Serum 30ml N/ DRY (POM PATIENT NAME)	£52.69