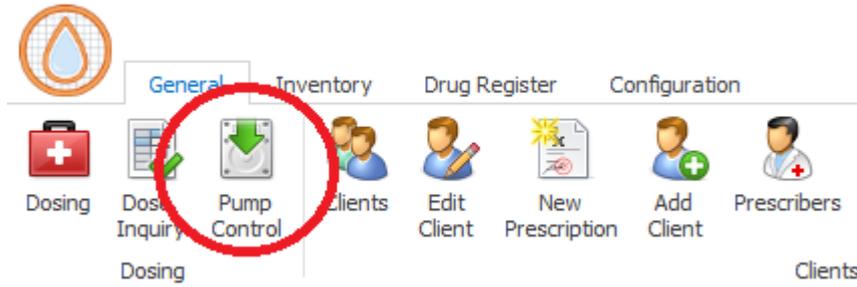




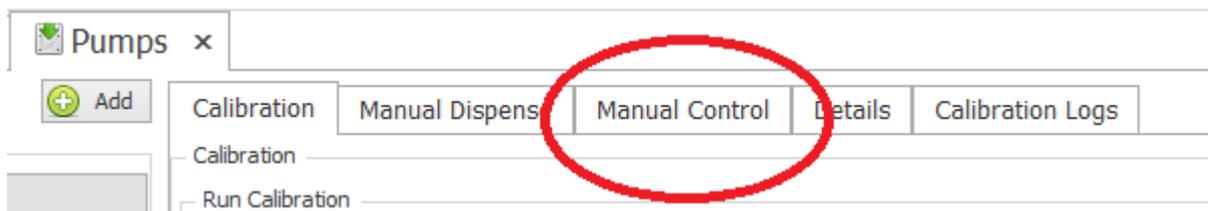
## AUTODOSE User Guide

### Calibrating the pumps

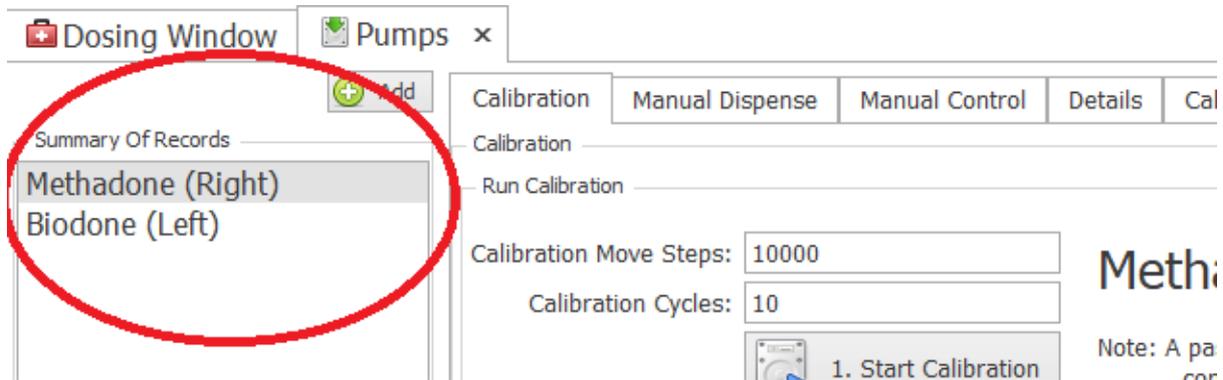
1. Navigate to the calibration menu (go to pump control on the top left of the AUTODOSE window:



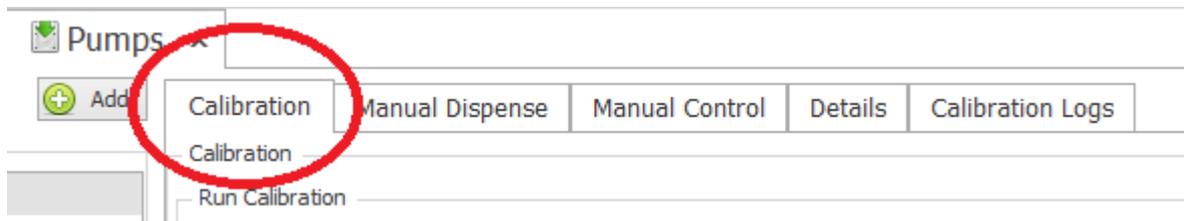
2. Enter the password (default is 'autodose')
3. If the pipe lines from the reservoir to the pumps are still filled with air, and are not yet loaded with liquid yet, navigate to the 'Manual control' tab in the pump menu.



- a. In the manual control menu, click on the Load fluid button to load fluid into the lines (warning: put a cup under the pump outlet in case it overflows).
  - b. Use the 'Sniffle Forward' button until the lines are fully loaded. You can alter the values up above the buttons for more control.
4. Repeat previous step for the Left pump – click on the left side to switch between pumps:



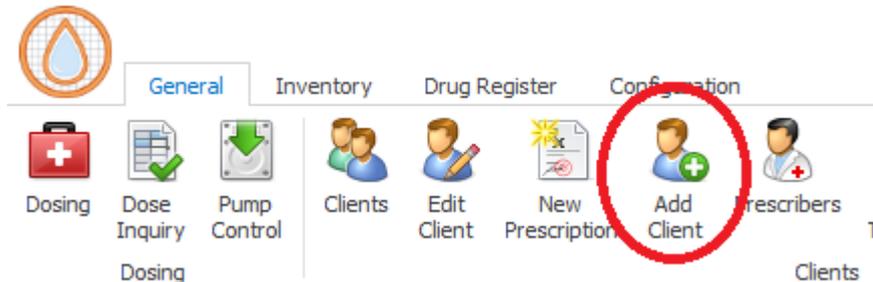
5. Switch back to the Right pump before starting the next step.
6. Make sure the calibration tab is selected



7. Put an accurate measuring vessel under the pump and begin the calibration process.
8. Press the 'Start Calibration' button. This will pump through an amount of liquid.
9. Measure the liquid pumped out and input the measured value into the input box underneath the button and then press the calculate button. This will provide a steps/ml value in the textbox on the right side.
10. Test this current calibrated value by performing a dispense test. Make sure you empty the measuring vessel before this step. The volume that is pumped out should match the volume that is indicated above the dispense test button (default 10mL). If the pumped volume is not matching, then perform one of the two following steps:
  - a. Start the calibration process again, being very careful to measure accurately the initially pumped out volume
  - b. Adjust the step volume up or down and perform the dispense test. Repeat this until the dispense test volume matches the indicated test volume.
11. Once the correct calibration value has been found, click on the 'Confirm' button below. This will prompt for the password.
12. Repeat steps 6 – 11 for the left pump.
13. This calibration process should be performed around once a month.

## Adding clients

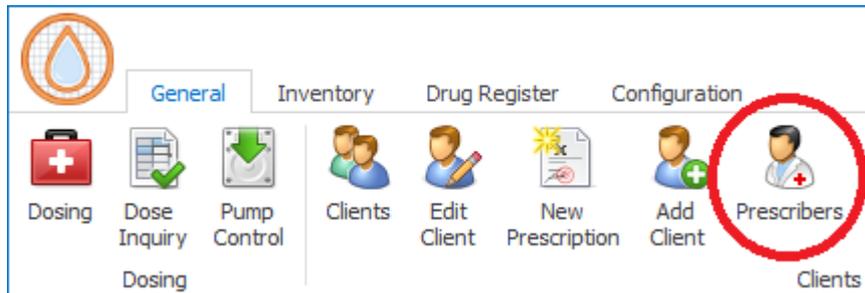
In the general tab click on the Add Client button



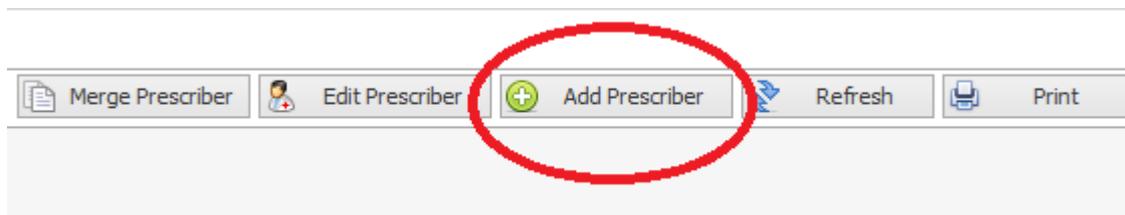
Enter in all of the available information in the dialogue and then click the next button on the bottom right side of the window. Any information that is missing can be entered in later by clicking on the edit client button on the general tab.

## Adding Prescribers

Before any prescriptions are added into the system, the details of the prescriber will have to be entered into the system. Click on the Prescribers button in the general tab:



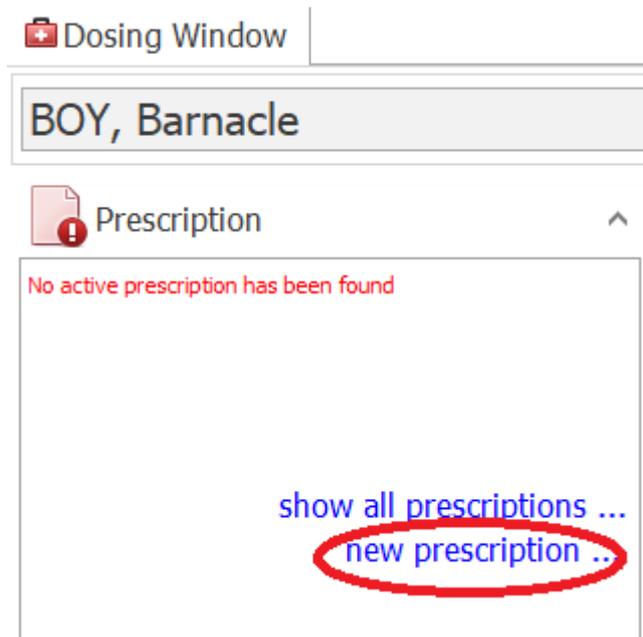
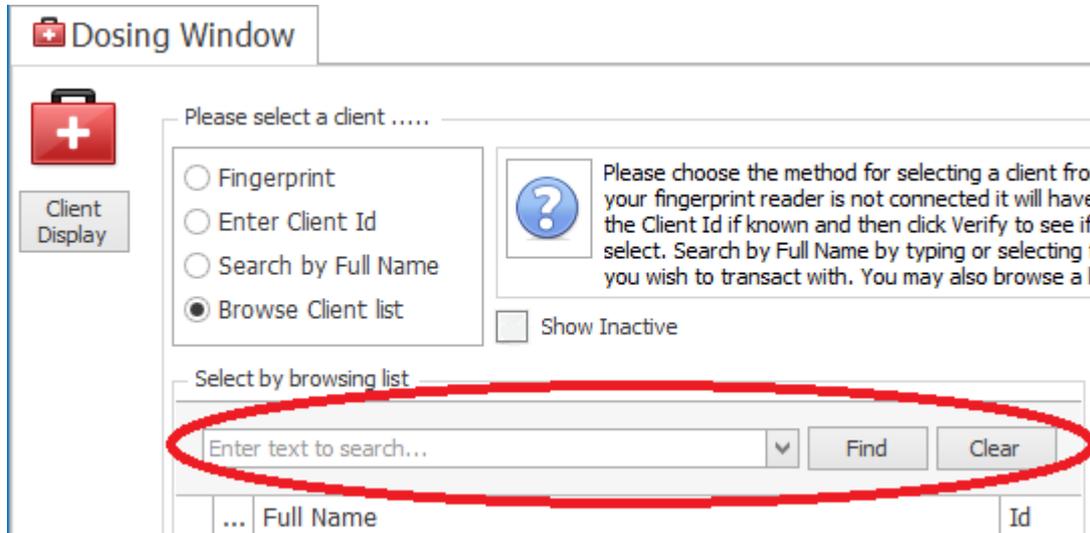
On the right side of the window click on the Add Prescriber button:



Enter in the details and click the Save button down the bottom left.

## Adding Prescriptions

The most common workflow for adding prescriptions and dosing is from within the main Dosing Window. Use the search bar to search for your client:



Once you have selected the client and are ready to add a prescription, click on the Prescription drop down on the left side of the dosing window, and then click on the new prescription button.

Follow the steps in the form and enter all of the relevant information. The entry process will let you set up takeaway days, scheduling, split doses and more. Once you have a valid prescription in the system, you will be then ready to dose the client.



## Dosing

 Dosing Window

BOY, Barnacle

-  Prescription
-  Account Balance & Payment
-  Inventory
-  Dosing

You have dosed today, continue anyway?

- [continue to dosing ...](#)
- [undo a dose ...](#)
- [client dose history ...](#)

In the dosing window, click on the dosing drop down menu on the left side. Then Click continue to dosing...

Dosing Prepare for: Today

Dose List

	Methadone	Today	15.00 mg
--	-----------	-------	----------

Pick up/visit days Selected visit days

Monday  Tuesday  Wednesday  Thursday

Friday  Saturday  Sunday

Client will not be present for 2 days  
2 non-visit days per 7 day cycle

Don't show this again (can be turned back on in Settings)

Takeaway  
 Double Dosing  
 Triple Dosing

Current Dose

Total Dosage: 15.00 mg

Takeaway Days:  Single Dose

Administered By: Ted Greene

Dose Fee: \$0.00 Fee is per dose Total visit fee is \$0.00

Auto Print  Auto Flag Taken

Volume Expand

Takeaway  
 Double Dose  
 Triple Dose

Above is an image from the dosing dialogue. Check the dosage, and the number of takeaway days (0 is a single dose), then after placing a vessel under the pump, click the Dose button. This will dose the indicated amount, and by default print a label. Once the dose is complete the item on the dose list will go green:

Dose List

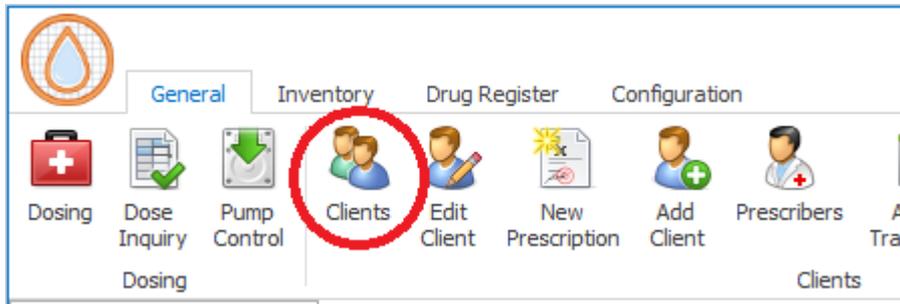
	Methadone	Today	15.00 mg
--	-----------	-------	----------

You can now click on the finish button to move on to the next client.

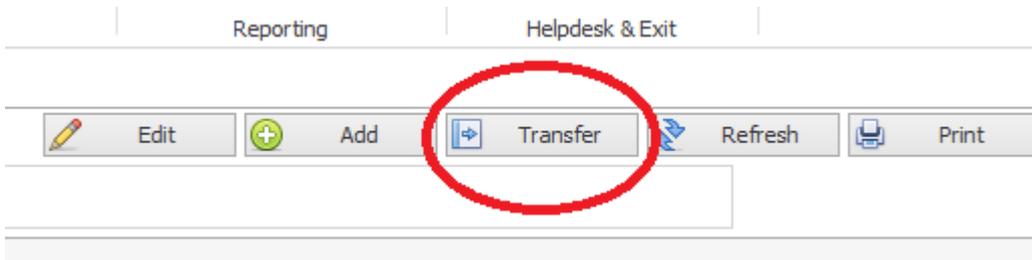


## Transferring clients in between locations

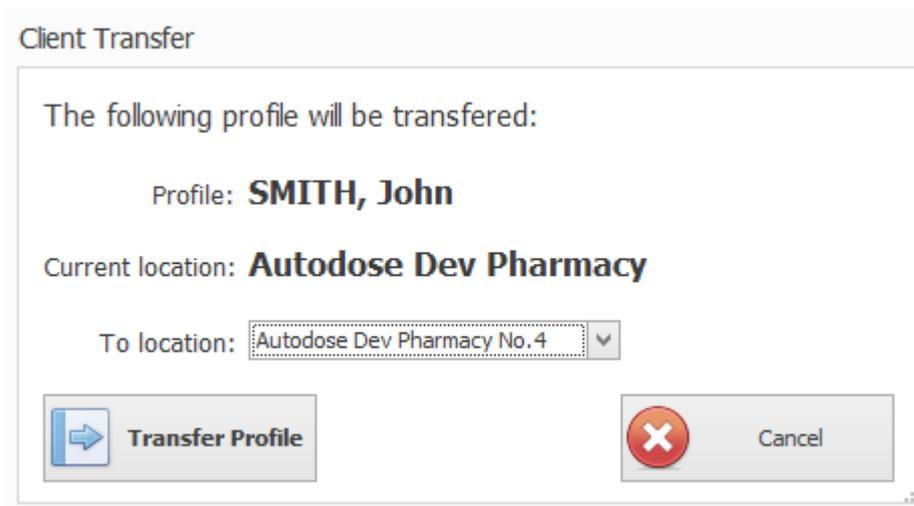
In the General tab, click on the Clients button.



Search for the client using the search bar, select the client from the list and click the Transfer button on the right side of the window.



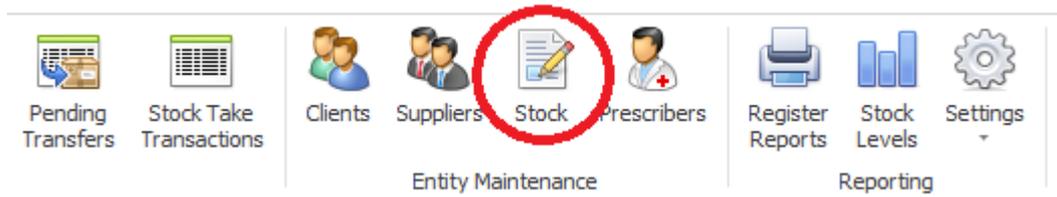
The transfer dialogue will be shown now. Click on the dropdown box to select the destination location, and then click on the Transfer Profile button to complete the transfer.



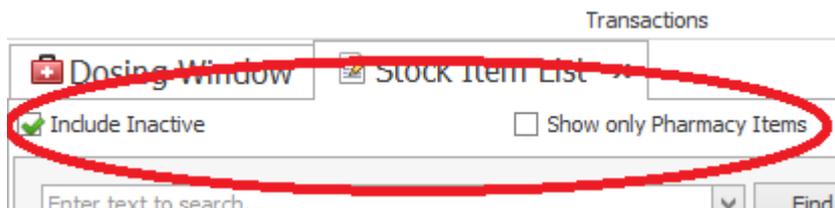
There will be a confirmation dialogue where you will have to enter the ID of the patient shown to verify this transferral.

## Enabling and adding drugs in MEDLEDGER

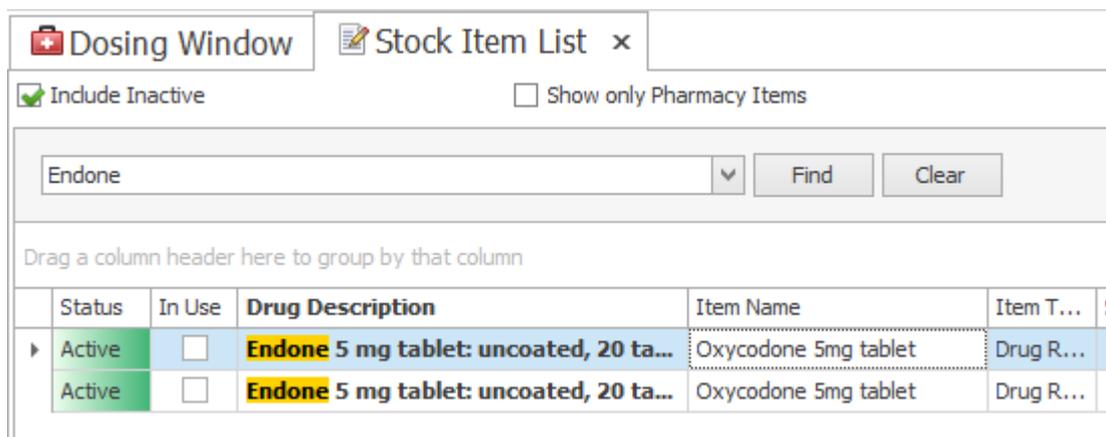
Go to the stock item list by clicking on the Stock button in the drug register tab.



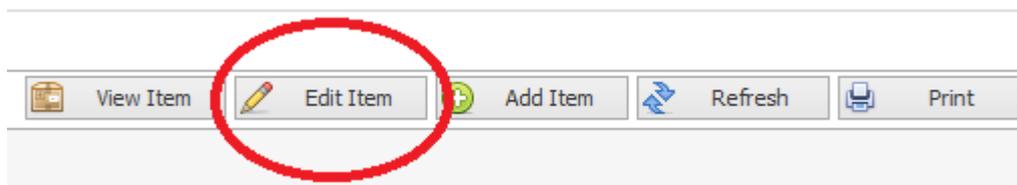
Invert the checkboxes above the search bar so that Include Inactive is checked and Show only pharmacy items is unchecked:



Search for the drug using the search bar and the results should show below.



Click on the Edit Item button on the right side of the window.



About halfway down the edit stock items dialogue, make sure the status is set to "Active" and change the "Used in this pharmacy" option to "In Use".



Allow MultiGroup:  Yes  No

Status:  Active  Inactive

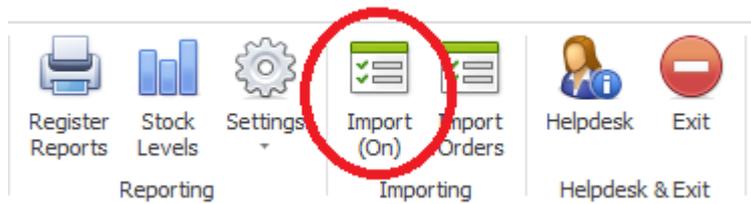
Used in this Pharmacy:  In Use  Not Used

Maximum Quantitv:

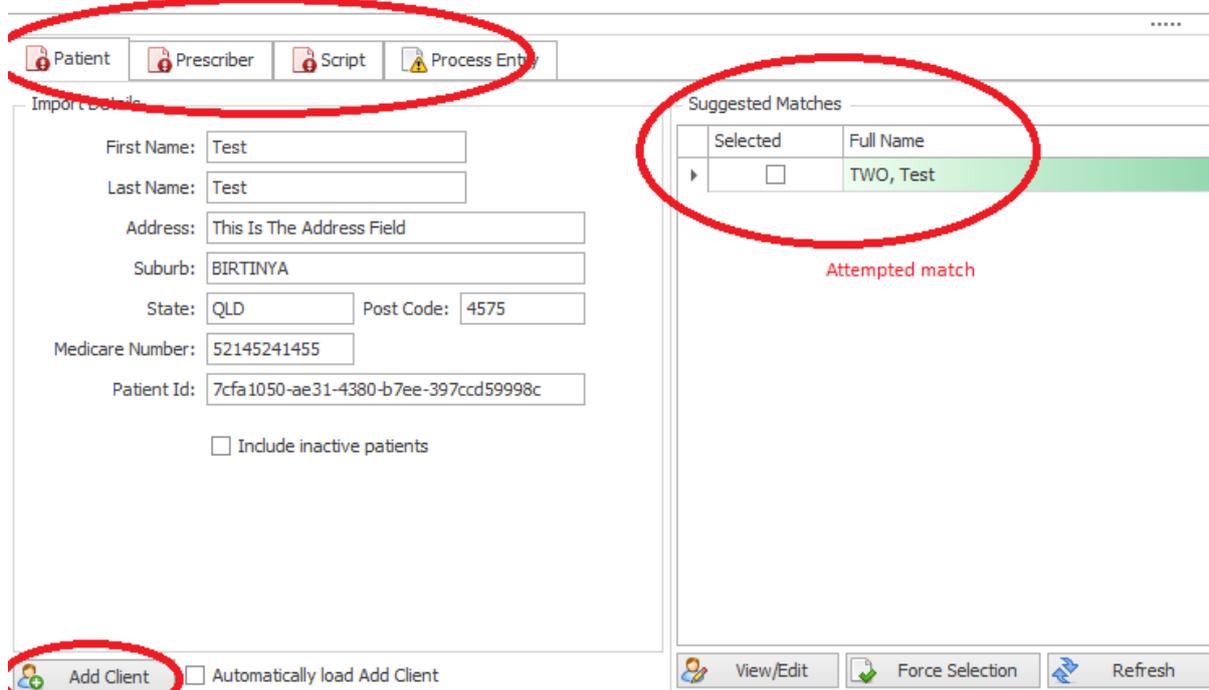
Now the drug should be available for use with MEDLEDGER. If the drug was not found when searching for it, please call AUTODOSE support.

### Importing scripts into MEDLEDGER

The configuration of the drug importing can be done by AUTODOSE support. To use the import feature after configuration, use the following instructions: On the drug register tab, click on the Import button.



This will show a window with all of the current scripts that have been dispensed in other software and are ready to be imported into MEDLEDGER. Select the script that you want to import and the bottom half of the window will show some data related to the script. There are 4 tabs that represent the workflow for this process (Patient, Prescriber, Script and Process Entry). On the first tab it will show the patient's details from the imported prescription. If this patient has not yet been mapped to a patient in AUTODOSE then it will look for a match, if it does not find one or the match is incorrect, then click the add client button down on the bottom left. Follow the dialogue to add the client.



Patient
  Prescriber
  Script
  Process Entry

Import Details

First Name:   
 Last Name:   
 Address:   
 Suburb:   
 State:  Post Code:   
 Medicare Number:   
 Patient Id:   
 Include inactive patients

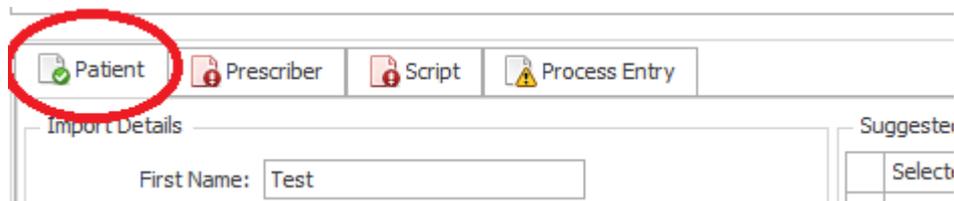
Add Client
  Automatically load Add Client

Suggested Matches

Selected	Full Name
<input type="checkbox"/>	TWO, Test

Attempted match

Once the client has been added and selected, the patient tab should turn green with a tick mark.



Patient
  Prescriber
  Script
  Process Entry

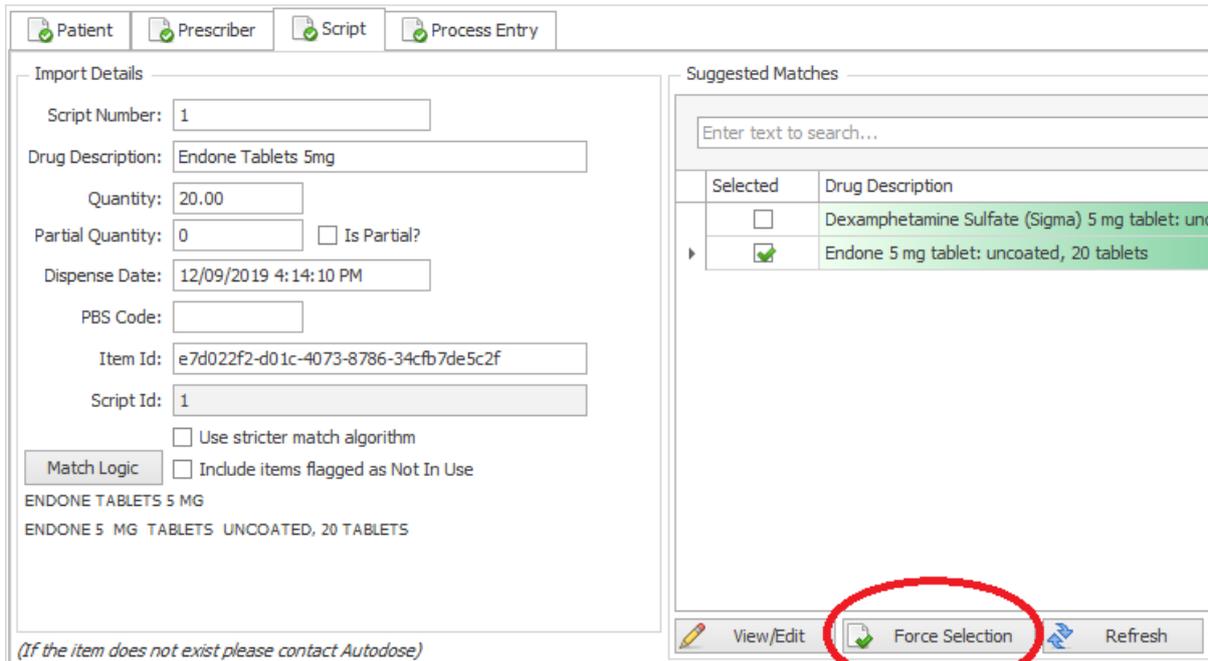
Import Details

First Name:

Suggested Matches

Select

Click on the Prescriber tab to continue. The process is exactly the same here as it was for the patient tab: If there is no match, then add the prescriber into the system and continue to the Script tab once the Prescriber tab is also marked green. For the next step, the prescribed drug must be active in the system. Please refer to the instructions for “Enabling and adding drugs in MEDLEDGER” if the drug is not showing as a match here. If there are multiple suggested matches for a particular product, please select the correct one and click on the Force Selection button. Once it has been selected, it will show a green tick next to the record, and the Script tab will now also be showing green.



Patient    Prescriber    Script    Process Entry

**Import Details**  
 Script Number:   
 Drug Description:   
 Quantity:   
 Partial Quantity:   Is Partial?  
 Dispense Date:   
 PBS Code:   
 Item Id:   
 Script Id:   
 Use stricter match algorithm  
 Include items flagged as Not In Use

ENDONE TABLETS 5 MG  
 ENDONE 5 MG TABLETS UNCOATED, 20 TABLETS

**Suggested Matches**

Selected	Drug Description
<input type="checkbox"/>	Dexamphetamine Sulfate (Sigma) 5 mg tablet: uncoated, 20 tablets
<input checked="" type="checkbox"/>	Endone 5 mg tablet: uncoated, 20 tablets

*(If the item does not exist please contact Autodose)*

It is important to make sure all of the imported data shown on the left side of all tabs is matching the prescription, and should be double checked before processing. Click on the Process Entry tab to proceed. This tab is the final review before processing it into the system. Check on the left side that the selected stock quantity is correct and if it is not, then select the correct stock quantity and press the Set as Item Default button to save this for next time.

Drug: **Endone 5 mg tablet: uncoated, 20 tablets**

Quantity:

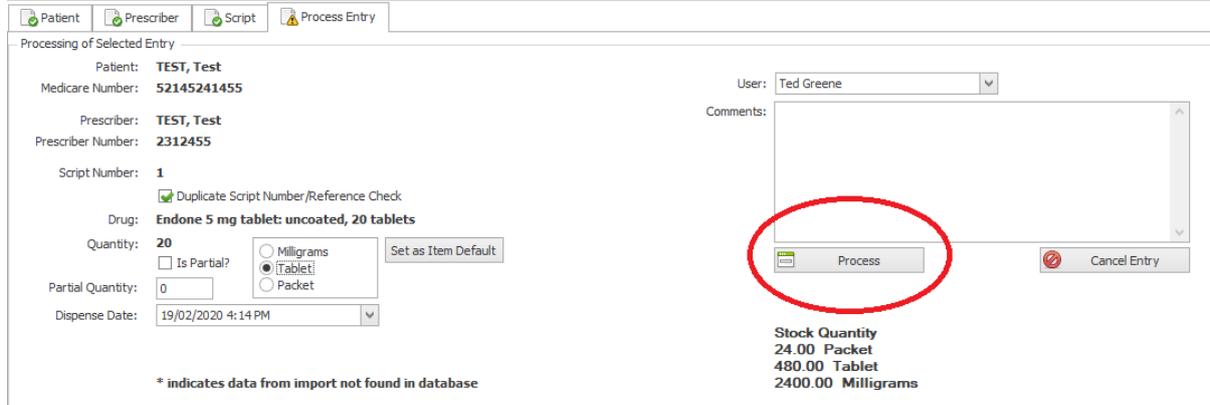
Is Partial?

Partial Quantity:

Dispense Date:

Milligrams  
 **Tablet**  
 Packet

If there are no stock problems detected, then MEDLEDGER should be ready to process. Click on the Process button on the lower right side of the tab to complete.



Patient | Prescriber | Script | **Process Entry**

Processing of Selected Entry

Patient: **TEST, Test**  
Medicare Number: **52145241455**

Prescriber: **TEST, Test**  
Prescriber Number: **2312455**

Script Number: **1**  
 Duplicate Script Number/Reference Check

Drug: **Endone 5 mg tablet: uncoated, 20 tablets**

Quantity: **20**  
 Is Partial?  Milligrams  Tablet  Packet

Partial Quantity:

Dispense Date:

\* indicates data from import not found in database

User: Ted Greene  
Comments:

**Process**

Stock Quantity  
24.00 Packet  
480.00 Tablet  
2400.00 Milligrams