



Minor Ailments Scheme Service Guide

Once logged in, clicking the services tab takes the provider to the service delivery screen.- See Fig 1 below

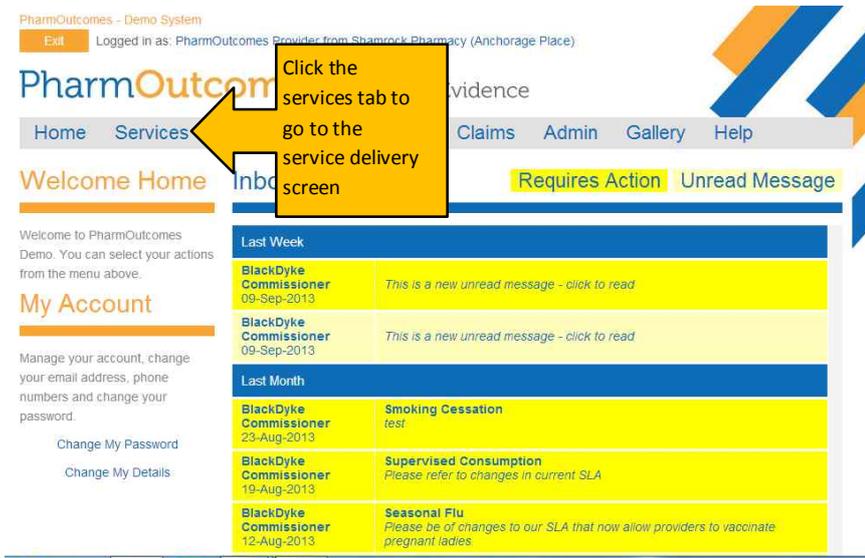


Fig 1 after login click the services tab

The left hand side of the screen shows a list of services under the heading “Provide Services”. These are the services the provider has been accredited to deliver. Service accreditation is set by the service commissioner. To deliver a service, simply click on the service title in the list.- See Fig 2

The main screen at this stage shows the service history. Clicking on the service title will take the provider to the data capture screen for that service



Fig 2 – Service screen

The minor ailments service is a two stage service, stage 1 – registration and stage 2 – consultation. Patients must be registered using stage 1 before medicines can be provided. Clicking on the registration link takes the provider to the service page.

Because this service involves the recording of patient data you will be prompted to enter two digits from your security word chosen when you first logged in to the system

Fig 3 - Security screen appears when patient data is captured in any service

Enter the letters from your security word and click the submit button. This takes the provider to the service delivery screen.

Stage 1 – Registration

Fig 4 Data capture screen – Registration Stage 1

Enter all details required to register the patient. The address can be populated by clicking the post code search button and selecting the correct address from the drop down fields. Please note the GP Practice field. This is a look

up question. As the provider starts to type the name of the practice, all practices with that name will appear in a drop down box. Select the correct practice and click on the address, this populates the field. When all data has been entered click the save button at the bottom of the screen. This registers the patient at the pharmacy and the consultation can now take place. Registration only needs to be carried out once, the details will be stored in the system.

Stage 2 – Consultation

From the services tab now click on the “Minor Ailments Scheme – Consultation” link in the left hand tool bar - see fig 2. This takes the provider to the consultation data capture screen. Stage 2 is linked to stage 1

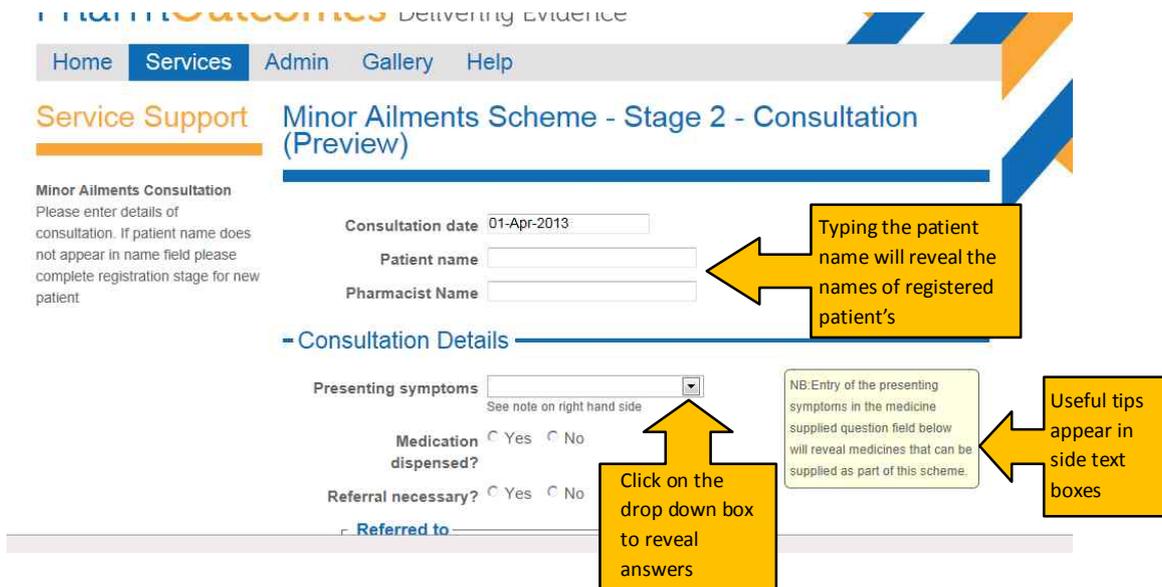


Fig 4 – Data capture screen – Consultation

Typing the patients name in the patient name field will reveal the names of those registered at the pharmacy. Four letters must be entered to trigger this. If the name does not appear, the patient is not registered and the provider must complete stage 1, registration. Clicking on the patient name for those who are registered will populate this field. Enter all details required. Most questions cannot be left blank, for multi-choice questions there will always be an answer to the question even if this is not applicable, so ensure all fields are populated in order to successfully save your data.

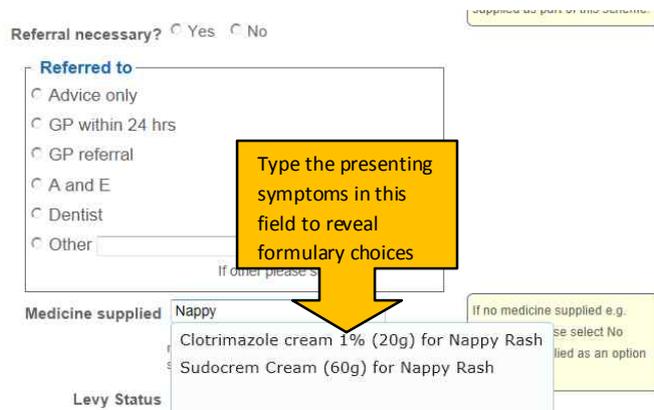


Fig 5 – Data capture – Consultation – Formulary appears when symptoms are entered in Medicines supplied field

Where symptoms entered require no treatment under the scheme e.g. diarrhoea, please select “No medicine supplied” in this field.

When all data has been entered, click on the orange save button at the bottom of the page to validate the data.

Clicking on save will populate the live audit of service that is visible to the commissioner and it will populate the pharmacy claim. There will be no need to make a paper return as PharmOutcomes automates the payment process.

Please download the other provider guides to read more about system functionality. These can be found on the help page.