



MANUAL

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Contents

FRED PAK PACKING & PROFILING	4
CONNECTING FRED DISPENSE AND FRED PAK.....	4
CONFIGURING PACKING AND PROFILING FORMAT OPTIONS.....	4
PRINTERS & SELECTING PRINTER DRIVERS IN FRED PAK.....	11
FRED PAK PACKING	13
SETTING UP PATIENTS FOR PACKING.....	13
ADDING A NURSING HOME IN FRED DISPENSE.....	14
CONFIGURING NURSING HOME SETTINGS IN FRED PAK.....	15
CONFIGURING PATIENT DETAILS IN FRED PAK.....	19
ADDING PHOTO IDENTIFICATION.....	20
ADDING MEDICATION.....	22
MEDICATION ADMINISTRATION RECORDS (SIGNING CHARTS).....	42
THE MEDICATION SUMMARY REPORT.....	44
THE PRE-PACKING REPORT.....	45
WHAT TO DO BEFORE PRINTING A NEW PACKING PERIOD.....	46
PRINTING FOILS, LABELS & CHARTS FOR A NURSING HOME.....	47
PRINTING FOILS LABELS & CHARTS FOR A SINGLE PATIENT.....	48
THE PICK FUNCTION – PRINTING FOR A SPECIFIC DRUG, TRAY OR DOSAGE TIME.....	49
THE PULL DOWN MENUS.....	51
THE HELP MENU.....	55
MAKING CHANGES TO THE OWNER DETAILS.....	56
FREQUENTLY ASKED QUESTIONS.....	57
FRED PAK PROFILING	61
ADDING A NEW PATIENT TO FRED PAK PROFILING.....	61
NAVIGATION FROM FRED DISPENSE.....	62
INCLUDING MEDICATIONS IN THE MEDICATION PROFILE REPORT.....	63
PRINTING ALL BRANDS ON THE PROFILE.....	68
SAVING DRAFTS AND PRINTING DRAFT MEDICATION PROFILES.....	69
PRINTING THE COMPLETED MEDICATION PROFILE.....	71
PRINTING THE ABBREVIATED MEDICATION PROFILE.....	73
THE PULL DOWN MENUS – ADDITIONAL PROFILING OPTIONS.....	74
APPENDIX	77
SUPPORTED PACKING FORMATS EXAMPLES.....	77
INSTALLING AND CONFIGURING PRINTER DRIVERS.....	88
KYOCERA PRINTER CONFIGURATION.....	97
HOW TO RUN A FRED PAK UPDATE	99

FRED PAK PACKING & PROFILING

Welcome to Fred Pak. This manual provides a “step-through” of how Fred Pak operates. From starting the system through to full use of the integrated Fred Dispense/Fred Pak programs.

The manual is split into two sections.

Fred Pak Packing – Details how to pack and print for Nursing Home and Community patients.

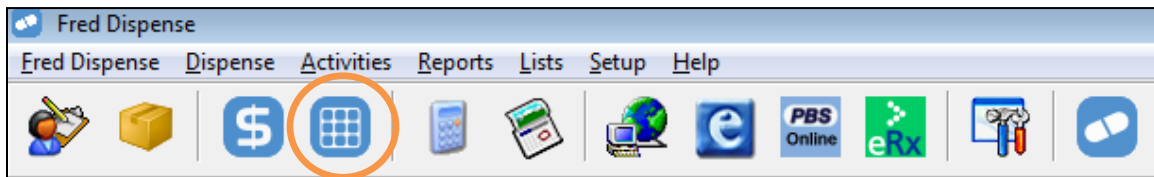
Fred Pak Profiling – Details how to create Medication Profiles for packing and non-packing patients.

CONNECTING FRED DISPENSE AND FRED PAK

When Fred Pak is installed, the Fred Dispense and Fred Pak programs are automatically linked. The patient, dispensed medication and nursing home information in Fred Dispense can be accessed from Fred Pak. There is no need to re-enter this information into the Fred Pak program.

To move between the Fred Dispense and Fred Pak programs

- Use **<SHIFT + F6>** or click on the Fred Pak Icon (circled) found at the top of the Fred Dispense Screen to enter Fred Pak



- Use **<F6>** or **<SHIFT+F6>** to return to Fred Dispense

CONFIGURING PACKING AND PROFILING FORMAT OPTIONS

The following formats are available in Fred Pak:

MEDICATION PROFILES	Baxter ATC packing	MedicoPak
JVMedi	Webster-Pak	PersoCare Disposapak
PersoCare PersoPak	Nomad (Active Care)	Practicare Practipak

Individual configuration settings for these packing formats can be found under:

- **<ALT+S>** Setup
- **<P>** Packing Options

MEDICATION PROFILES

Logo File - Browse for the Pharmacy Logo to be printed on the profiles.

Always go to profile view first? - For patients who do NOT belong in a nursing home, Fred Pak will go to the Profiling Screen. For patients who reside in a nursing home, Fred Pak can be customized to go to the Profile view or the Packing view depending on the following setting.

- **Y** When entering Fred Pak the profile view will display first. Press F9 to access the packing view.
- **N** When entering Fred Pak the packing view will display first. Press F9 to access the profiling view.

Show Usual Doctors name under their instructions?

- **Y** The doctors name will be included next to each individual drug entry in the Patient Medication Profile
- **N** The doctors name will only print once at the top of the Patient Medication Profile

Include Profile Explanation?

- **Y** To include the Profile Explanation in the Patient Medication Profile
- **N** To exclude the Profile Explanation from the Patient Medication Profile

Print Profile explanation at start of profile?

- **Y** Profile explanation will display at the start of the profile
- **N** Profile explanation will display at the end of the profile

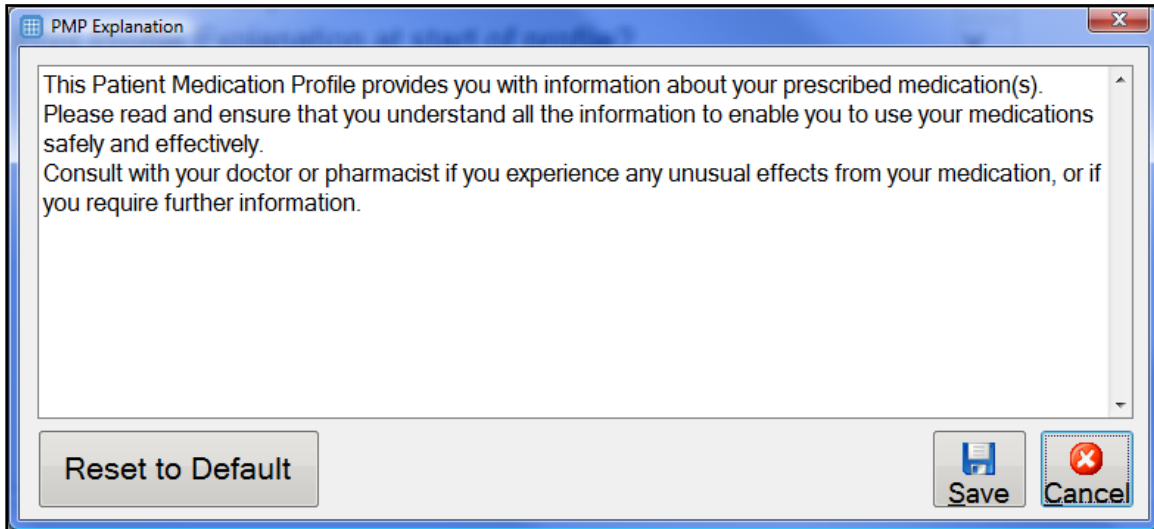
The screenshot shows the 'Packing System Options' dialog box with the 'Profiles' tab selected. The 'Logo File' is set to 'C:\Users\karen.stancliffe\Pictures\Fred%20A4%20page'. The settings for the four main questions are: 'Always go to profile view first?' (Y), 'Show Usual Doctors name under their instructions?' (N), 'Include Profile Explanation?' (Y), and 'Print Profile Explanation at start of profile?' (Y). There is an 'Edit Profile Explanation' button. A sub-section contains 'PMP Compliant Pharmacy?' (Y) and a list of checkboxes: 'Include Important Information Section?' (Y), 'Include Pharmacist/Patient Disclaimer?' (Y), 'Include Drug Images?' (Y), 'Allow B&W Drug Image Printing?' (N), and 'Prohibit Low Quality Drug Image Printing?' (Y). 'Save' and 'Cancel' buttons are at the bottom right.

Setting	Value
Logo File:	C:\Users\karen.stancliffe\Pictures\Fred%20A4%20page
Always go to profile view first?	Y
Show Usual Doctors name under their instructions?	N
Include Profile Explanation?	Y
Print Profile Explanation at start of profile?	Y
PMP Compliant Pharmacy?	Y
Include Important Information Section?	Y
Include Pharmacist/Patient Disclaimer?	Y
Include Drug Images?	Y
Allow B&W Drug Image Printing?	N
Prohibit Low Quality Drug Image Printing?	Y

Edit Profile Explanation

Fred Pak provides you with a standard Patient Medication Profile explanation. This explanation can be edited or changed to your preference.

After changes have been made, you can reset the explanation to the standard Patient Medication Profile explanation by clicking the 'Reset to Default' button.

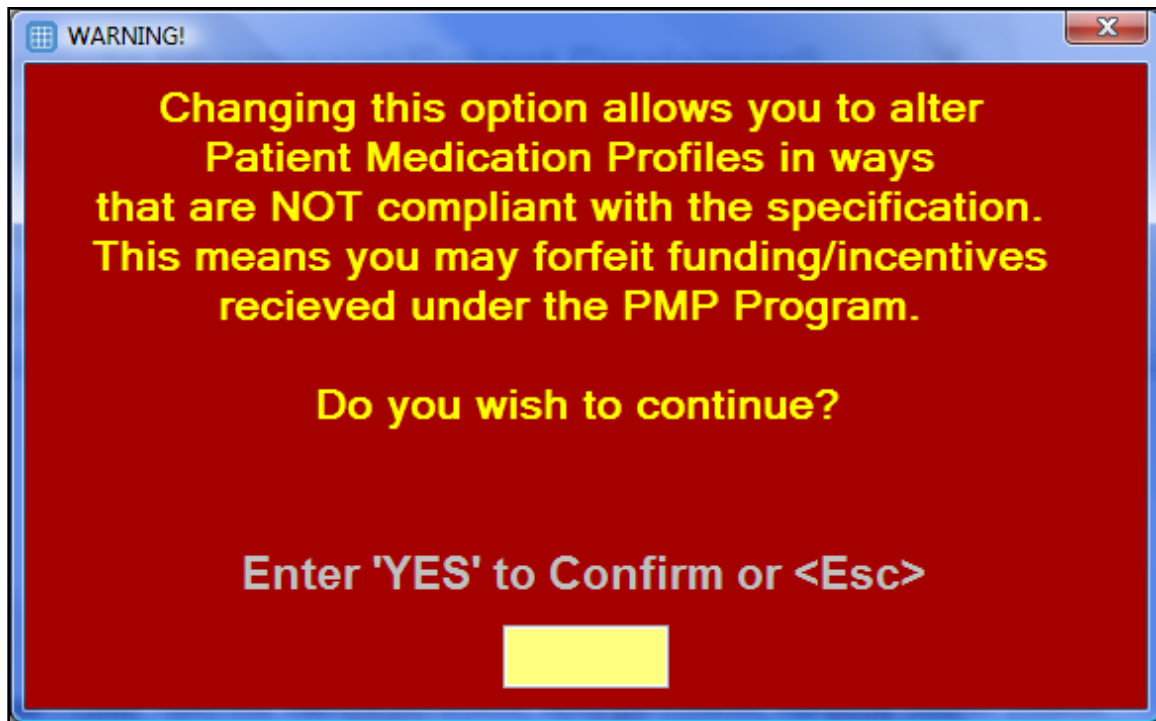


PMP Compliant Pharmacy?

To be compliant with the Patient Medication Profile guidelines as set out by Pharmacy Guild the following options need to be configured as shown.

PMP Compliant Pharmacy?	<input checked="" type="checkbox"/>
Include Important Information Section?	<input type="checkbox"/>
Include Pharmacist/Patient Disclaimer?	<input type="checkbox"/>
Include Drug Images?	<input type="checkbox"/>
Allow B&W Drug Image Printing?	<input type="checkbox"/>
Prohibit Low Quality Drug Image Printing?	<input type="checkbox"/>

If you change 'the PMP Compliant Pharmacy?' setting to N the following message will appear. You must enter 'YES' to confirm you have read this message.



Include important information section? <Y>es or <N>o to include the important information section in the Patient Medication Profile.

Include Pharmacist/Patient Disclaimer? <Y>es or <N>o to include the Pharmacist/Patient Disclaimer

Include Drug Images? <Y>es or <N>o to include Drug Images on the Patient Medication Profile

Allow B&W Drug Image Printing? <Y>es or <N>o to allow Black and White Drug Image Printing

Prohibit Low Quality Drug Image Printing? <Y>es or <N>o to prohibit low quality drug image printing.

BAXTER

Label Type/Size <M>edium=95mm, <L>arge=110mm, <U>pside Down= 110mm

Packing System Options

Profiles: Baxter, Medicopak, Webster, JVMedi, PersoCare, Nomad, Practicare

Baxter ATC Thermal Label Type/Size?

Save Cancel

MEDICOPAK

Labels can be configured to print with a larger than normal Patient Name. The Foils can also print in normal or reverse date order. Dates can be printed on the foil or omitted as required. Photos and Dates can be printed on signing charts as required.

Packing System Options

Profiles: Baxter, Medicopak, Webster, JVMedi, PersoCare, Nomad, Practicare

Medico-Pak to use Enhanced Label with Big Patient Name?

Day/Date order starting from top of Foil? (usually N)

Print dates on Foils? (usually Y)

Print Photos on Medico-Pak signing charts?

Print Dates on Medico-Pak signing charts?

Save Cancel

WEBSTER

Inverts the printing format of the Webster Laser header card Y/N. Photos and Dates can be printed on Webster signing charts as required.

Packing System Options

Profiles Baxter Medicopak Webster JVMedi PersoCare Nomad Practicare

Inverted A5 Foil Format? N

Print Photos on Webster signing charts? N

Print Dates on Webster signing charts? N

Save Cancel

JVMEDI

Label Type/Size <M>edium=95mm, <L>arge=110mm, <U>pside Down= 110mm

Packing System Options

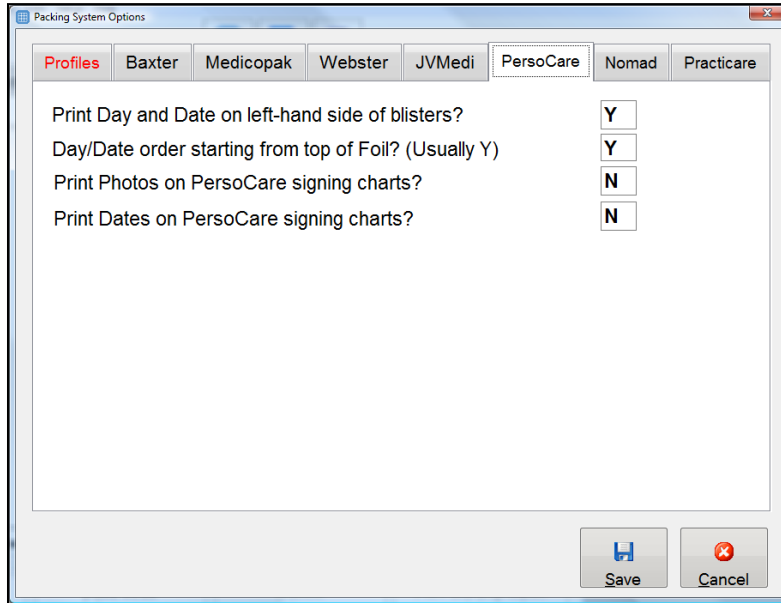
Profiles Baxter Medicopak Webster JVMedi PersoCare Nomad Practicare

'JV Medi' Thermal Label Type/Size? M

Save Cancel

PERSOCARE

Allows customization of day and date printing and foil printing in normal or reverse day/date order. The Day and Date can start from the top of the foil. Photos and Dates can be printed on PersoCare signing charts as required.



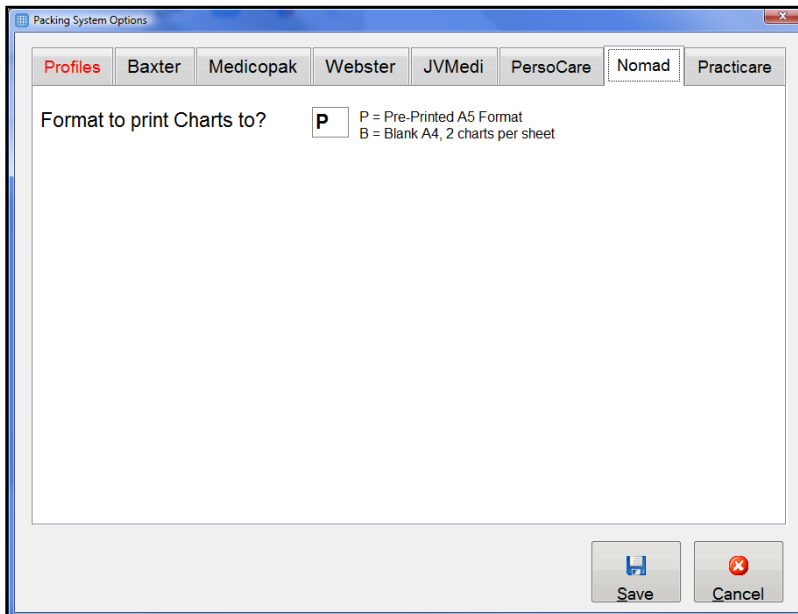
The screenshot shows the 'Packing System Options' dialog box with the 'PersoCare' profile selected. The dialog has a tabbed interface with tabs for Profiles, Baxter, Medicopak, Webster, JVMedi, PersoCare, Nomad, and Practicare. The PersoCare tab is active, displaying four options with radio buttons:

- Print Day and Date on left-hand side of blisters? Y
- Day/Date order starting from top of Foil? (Usually Y) Y
- Print Photos on PersoCare signing charts? N
- Print Dates on PersoCare signing charts? N

At the bottom right, there are 'Save' and 'Cancel' buttons.

NOMAD

Based upon the Active Care format. Paper can be <P>re Printed to A5 or lank with two charts printing to an A4 sheet of plain paper.



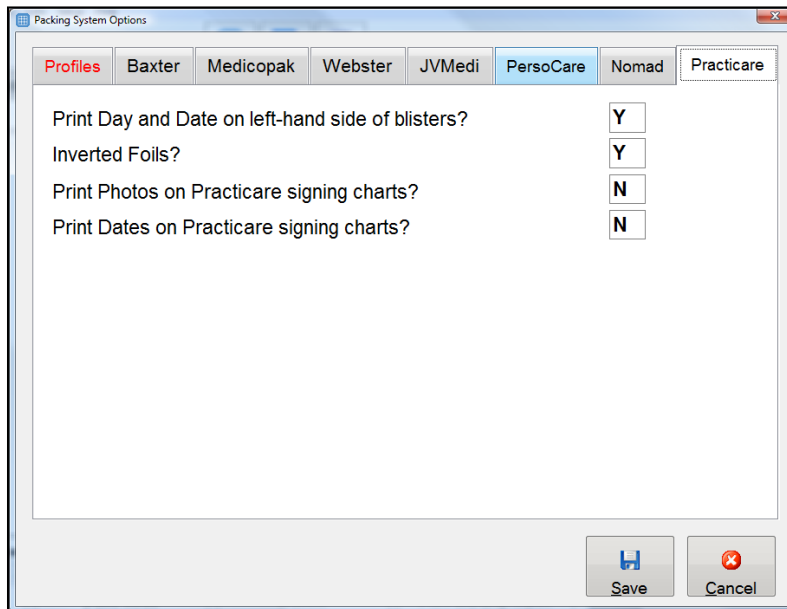
The screenshot shows the 'Packing System Options' dialog box with the 'Nomad' profile selected. The dialog has a tabbed interface with tabs for Profiles, Baxter, Medicopak, Webster, JVMedi, PersoCare, Nomad, and Practicare. The Nomad tab is active, displaying the 'Format to print Charts to?' option with a radio button set to 'P':

Format to print Charts to? P P = Pre-Printed A5 Format
B = Blank A4, 2 charts per sheet

At the bottom right, there are 'Save' and 'Cancel' buttons.

PRACTICARE

<Y> will print the Day Date on the left-hand side of the blisters. <N> will not print the Day or Date on the blisters. Photos and Dates can be printed on Practicare signing charts as required. **Inverted Foils?** Can be set to <Y> to invert the Practicare foil. The purpose of this is to reduce the risk of paper jams by improving how the foils feed through the printer.



PRINTERS & SELECTING PRINTER DRIVERS IN FRED PAK

FOR INFORMATION ON INSTALLING WINDOWS PRINTER DRIVERS PLEASE SEE PAGE 97

Printers used for Fred Pak must support PCL6 Emulation. The printer must also be configured to use the Multi Purpose Tray. An example of a printer suitable for use with Fred Pak is the Kyocera FS2000D



It is necessary to configure the Labels, Foils and Reports printer settings in Fred Pak. This is to ensure that the print jobs are sent to the correct Windows printer driver.

- Go to Fred Pak > Setup > System Configuration
- Set the Packing ID Label Printer to the required printer driver. (Note: Labels are not needed for most Laser Seal foils formats. In this scenario set the Labels printer to NO PRINTER)
- Set the Packing Foil Printer to the Laser Seal windows printer driver
- Set the Report printer to an A4 printer driver. If the reports go to the same printer driver as the Fred Dispense reports, set 'Uses Dispense Report Printer' to Y.
- Set the PMP Printer to the required printer driver.

To comply with Patient Medication Profiling Guidelines as outlined by the Guild, a colour printer must be used for PMP's. If do not wish to comply with the guidelines and would like to print PMP's in black and white, go to Setup > Packing Options – mark your pharmacy as 'PMP Compliant' - N and choose Y for 'Allow Black & White Drug Image printing'

System Configuration

Packing ID Label Printer
Printer Name: LABELS X axis calibration: 21 Y axis calibration: 19

Packing Foil Printer
Printer Name: LASERFOILS X axis calibration: 21 Y axis calibration: 19

PMP Printer
Printer Name: COLOUR PRINTER
Options:
 Activate Laser Printing
Calibration Document

Report Printer
 Uses Dispense Report Printer
Printer Name: REPORTS Printer Type: Kyocera Laser
 Exclusively Used Wide Paper Size
56 Wide Paper lines/page 0 Paper Heading Lines
51 Notes Paper lines/page 0 Tear-Off Lineup Lines

Station: MAIN

Save Cancel

- If using Laser Foils tick the box to Activate VPE Foils Printing.
Note: The calibration document can be printed by clicking on the calibration document button. It will provide instructions on recommended settings for X axis and Y axis calibration settings.
- **<ALT + S>**ave or click Save to exit Fred Pak System Configuration.

FRED PAK PACKING

SETTING UP PATIENTS FOR PACKING

Patients can be either **community or nursing home patients**. Unlike Profiling, before you can pack for a patient, it is essential the patient is placed in a nursing home in Fred Dispense. You can add the patient to a new or existing nursing home.

A note on Packing for Community and Nursing home patients

Packing for community patients is the same as packing for any other nursing home patient. A nursing home needs to be set up for each packing type and packing cycle that you need to pack for.

For example you may set up a Community Patient Weekly home (packing beginning on a Tuesday), a Community Patients Weekly home (packing beginning on a Sunday) and a Community Patients Monthly home.

Some nursing home name suggestions;

CPM	Community Patients Monday
CPTU	Community Patients Tuesday
CPW	Community Patients Wednesday
FHMO	Fred Health nursing home Monday
FHTU	Fred Health nursing home Tuesday
FHWE	Fred Health nursing home Wednesday

ADDING A NURSING HOME IN FRED DISPENSE

To add or edit an existing nursing home in Fred Dispense go to:

- <ALT+L> Lists
- <N> Nursing Homes
- Press <END> or click on to Save and exit the Nursing home screen.

Nursing Homes/Hospitals

Fast Code: **FHMO**

Name: **FRED HEALTH MONDAY N-HOME**

Address: **20 TRENERRY CRESCENT**

Suburb: **ABBOTSFORD** Postcode: **3067**

Phone: **1300731888** Fax: **1300730888**

SNQ Exempt? **N**

Default RX Type

Script Reminder' Notice? **N** Item Invoice? **N** Add GST? **N**

Markup? **0** Add Safety Net to Repat Patients Totals?

Packing System

Packing Cycle? **W** Weekly

Start of Week? **1** Monday

From: **09/09/08** To: **15/09/08**

Find Previous Next Update Add Delete Print Save Cancel

The **Fast Code** is a 4 digit code (alpha, numeric or both) used to identify the nursing home. Entering this code into the patient details in Fred Dispense assigns the patient to the nursing home

The **Packing Cycle** can be set to Weekly, Fortnightly or Monthly.

Start of week - the day the packing cycle starts. Enter as 1= Monday through to 7 = Sunday

From/To - enter a date range for the current packing cycle

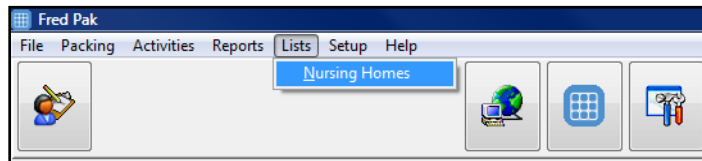
CONFIGURING NURSING HOME SETTINGS IN FRED PAK

Packing cycles for individual Nursing Homes can vary. These options need to be configured prior to commencement of packing.

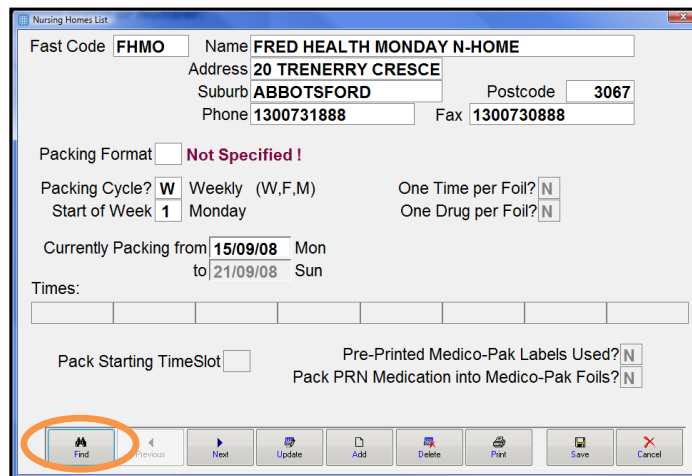
The Nursing Home details from Fred Dispense will automatically transfer to Fred Pak. Additional packing specific details need to be entered into the nursing home settings in Fred Pak.

To access a nursing home in Fred Pak:

- <ALT + L> Lists
- < N>ursing Homes



<F>ind



Nursing Homes List

Fast Code: FHMO Name: FRED HEALTH MONDAY N-HOME
Address: 20 TRENERRY CRESC
Suburb: ABBOTSFORD Postcode: 3067
Phone: 1300731888 Fax: 1300730888

Packing Format: Not Specified !

Packing Cycle? Weekly (W,F,M) One Time per Foil? N
Start of Week 1 Monday One Drug per Foil? N

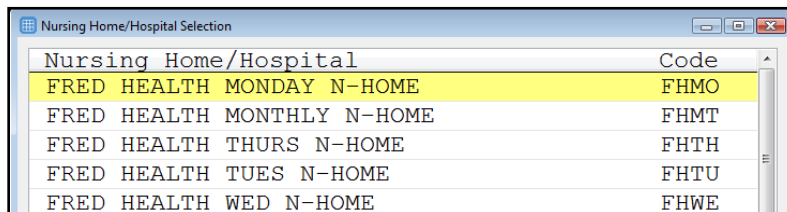
Currently Packing from: 15/09/08 Mon
to: 21/09/08 Sun

Times:

Pack Starting TimeSlot: Pre-Printed Medico-Pak Labels Used? N
Pack PRN Medication into Medico-Pak Foils? N

Buttons: Find, Previous, Next, Update, Add, Delete, Print, Save, Cancel

- Select the nursing home from the list that appears. Use the up/down arrows to highlight the nursing home and press <ENTER> to select it.



Nursing Home/Hospital	Code
FRED HEALTH MONDAY N-HOME	FHMO
FRED HEALTH MONTHLY N-HOME	FHMT
FRED HEALTH THURS N-HOME	FHTH
FRED HEALTH TUES N-HOME	FHTU
FRED HEALTH WED N-HOME	FHWE



If patients exist in the Nursing Home/Community with different packing cycles, (i.e. are packed on a different day, or some are packed weekly where as others are packed monthly) then a different Nursing Home should be created for each packing cycle

STANDARD NURSING HOME OPTIONS

Packing Cycle – Set to <W>eekly, <F>orntightly or <M>onthly

Start of Week – Set to Monday = 1 through to Sunday = 7

Times - will default to **B'FAST, LUNCH, DINNER and B'TIME**. You can also enter alternative dosage times for each nursing home. You may have up to 8 different administration times per

Packing Formats - <M>edicoPak, axter ATC packing, <A>ctive-Care, <J>VMedi Fill, <W>ebster <P>ersocare PersoPak, Persocare <D>isposapack. <N>omad. P<R>acticare Practipak

7 Day Unit Dose – Each medication is packed into its own separate compartment and each dosage time is printed on a separate foil.

Nursing Homes List

Fast Code Name

Address Suburb Postcode

Phone Fax

Packing Format **MedicoPak Foils/Labels**

Packing Cycle? Weekly (W,F,M) One Time per Foil?

Start of Week Monday 7 Day UNIT Dose?

Currently Packing from Mon to Sun

Times:

B'FAST	LUNCH	DINNER	B'TIME				

Pack Starting TimeSlot

Pre-Printed Medico-Pak Labels Used?

Pack PRN Medication into Medico-Pak Foils?

Pack Starting TimeSlot – used only for Baxter Packing. Denotes which timeslot the packing will begin from

Pack PRN Medication into Medico-PAK Foils – Set to <Y> mean that PRN Medication is printed onto a separate foil from the normal medication. Set to <N> will mean that the PRN medication is never printed onto any foil.

Current Packing from - dates for packing cycle are displayed here. Use <+> to advance 1 week and <-> to rewind 1 week.

Pre-Printed Medico-Pak labels are available with pre-printed administration times. If these are used enter <Y>es.

MONTHLY PACKING CYCLE ADDITIONAL OPTIONS

When the **packing cycle** is set to **Monthly**, there are different packing options available.

Nursing Homes List

Fast Code Name

Address Suburb Postcode

Phone Fax

Packing Format **MedicoPak Foils/Labels**

Packing Cycle? Monthly (W,F,M) One Time per Foil?

Start of Week Monday One Drug per Foil?

Currently Packing from Mon to Sun

Times:

B'FAST	LUNCH	DINNER	B'TIME				
--------	-------	--------	--------	--	--	--	--

Pack Starting TimeSlot

Pre-Printed Medico-Pak Labels Used?

Pack PRN Medication into Medico-Pak Foils?

Find Previous Next Update Add Delete Print Save Cancel

One Time per Foil -
One time per foil option only available with monthly cycles. A single foil will contain four weeks (28 days) worth of medication for each dosage time.

One Drug per Foil -
One Drug per foil option only available with monthly cycles set to One Time per Foil <Y>. One Drug per Foil <Y> will print an entire month's worth foil with each individual medication printed on a separate foil.

ADDING A PATIENT TO A NURSING HOME IN FRED DISPENSE

All Fred Pak patients need to be residents of a Nursing Home. This must be done in Fred Dispense.

From the Fred Pak program press **<F6>** return to Fred Dispense.

- Select the patient from the dispensing or “WAIT” screen
- Press **<CTRL+I>** to go to the “PATIENT EXTRA INFORMATION” screen
- Add the Nursing Home “FAST CODE” to the patient details (What is a “FAST CODE”? – see ‘Adding a nursing home to Fred Dispense’ page 16)
- Press **<END>** to save details

The screenshot shows the 'Patient: Extra Information' window. The 'N.Home/Hosp.' field is highlighted with an orange circle. A callout box on the right contains the text: 'A preferred Doctor can also be entered here. When the patient is added into Fred Pak, the preferred doctor's details will transfer across automatically'. The 'Preferred Doctor' field at the bottom is also indicated by an arrow from the callout box.



To filter for all patients in a nursing home

- Type = and then the nursing home code and press **<ENTER>** (e.g. =PCAM)
- Search required patients by surname (e.g. SMITH)

This will display only patients in the PCAM nursing home with a surname of SMITH. Press **<ESC>** to remove the Nursing home Filter.

The screenshot shows the main window of Fred Dispense. The 'Patient Name or Repeat No' field contains 'FHMO'. The 'Date' field is set to 'FRED HEALTH MONDAY N HOME Patients'.

The screenshot shows the main window of Fred Dispense with the 'Patient Name or Repeat No' field set to 'HEALTH'. A 'Patient selection' dialog box is open, displaying a list of patients:

	Surname	Firstname	Address	Conc. Nos	Wd	UR No
a	< Add New Patient >					
b	HEALTH	FRED, MR	20 TRENNERY CRES	C 503875421H		1600875

CONFIGURING PATIENT DETAILS IN FRED PAK

With the patient selected in Fred Dispense, Press <SHIFT + F6> to enter Fred Pak. If the selected patient is a **NEW** Fred Pak patient, the patient details screen will appear.

Active – A patient can be marked as Active Y or N. If a patient is marked as Active N then no foils will print for the patient

Room ID – Enter a room number for the patient. (Optional)

Allergies or Adverse Reactions - Can be added in Fred Pak. The Allergies listed in Fred Dispense will come across automatically. Both will print on the Medication Profiles.

Fred Allergies – These are any Allergies that have been recorded in Fred Dispense. These Allergies will appear in Fred Pak automatically.

Pack From – This the date of the patient's current packing

Image – Click on the image to browse for the file location of the photo to be included on the foil/profile. Note: will NOT print on heat seal foils. For extra information see Adding Photo Identification page 16. Click Clear Image to remove the current Image.

Started – This is the date the patient was added into Fred Pak

Doctor Details – If a preferred Doctor has been entered in Fred this will appear automatically. Otherwise Doctor Details can be entered manually.

<ALT + S> or <END> to save and exit the Patient Details screen.

Notes – Will print on the Medication Profiles. The Patient notes entered here are displayed at the bottom right of the packing screen. An example of information stored in the notes field would be a patient's vaccination

The screenshot shows the 'Patient Details' window with the following fields and values:

- Patient Name: MR FRANCIS FREDPAK (ID: 186890)
- Address: 20 TRENERRY CRESCENT, ABBOTSFORD
- Nursing Home: FHMO, FRED HEALTH MONDAY N-HOME
- Packing Cycle: WEEKLY, Week Start: MONDAY
- Pack From: 03/12/07, Started: 16/12/08
- Room ID: [Empty], Active?: Y
- Medicare: 33105222221
- Doctor Details: Name SMITH, A, Code SMIA, Phone 9576 1411, Presc No 2026228
- Times: B'FAST, LUNCH, DINNER, B'TIME
- Allergies or Adverse Reactions: Penicillin
- FRED Allergies: [Empty]
- Notes: Pack already taken for current cycle 11/10
- Buttons: Save, Clear Photo, Cancel

To update an **EXISTING** patient in Fred Pak

- Select the required patient in Fred Pak
- Press **<CTRL+U>** or **<F8>** to update patient details

ADDING PHOTO IDENTIFICATION

Take a photo of your patient using your own digital camera. A head to shoulder photo taken fairly close works best.

Save the image to **c:\fredpak\photos** on your main Fred Dispense/Fred Pak computer.



To make photo files easier to find, save files in patients' own name.

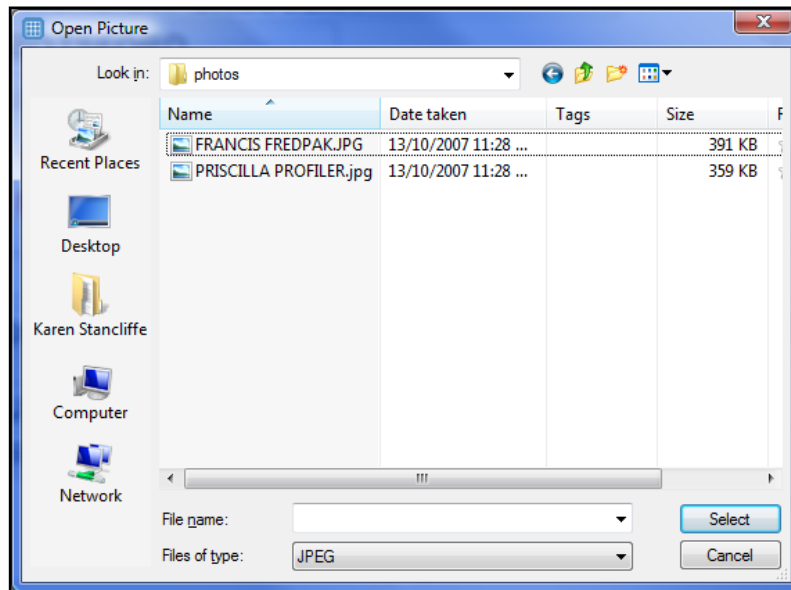
For example Francis Fred Pak.jpg

To add photo identification into Fred Pak

- On the main Fred Dispense/Fred Pak computer click on the Image Icon in the **<F8>** patient details screen in Fred Pak



- A browse for folder window will appear. Browse for the C:\FREDPAK\PHOTOS directory




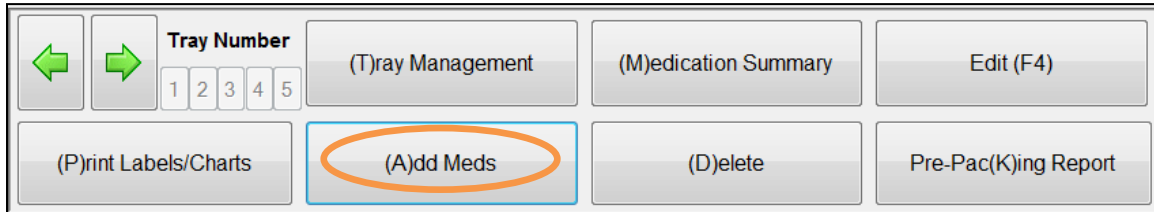
- Select the patientname.jpg file and click **Select**
- The patient's identification photo will then be visible in the patient details. The photo will print on the foil/medication profile.

- To remove a patient photo click the Clear Photo button.

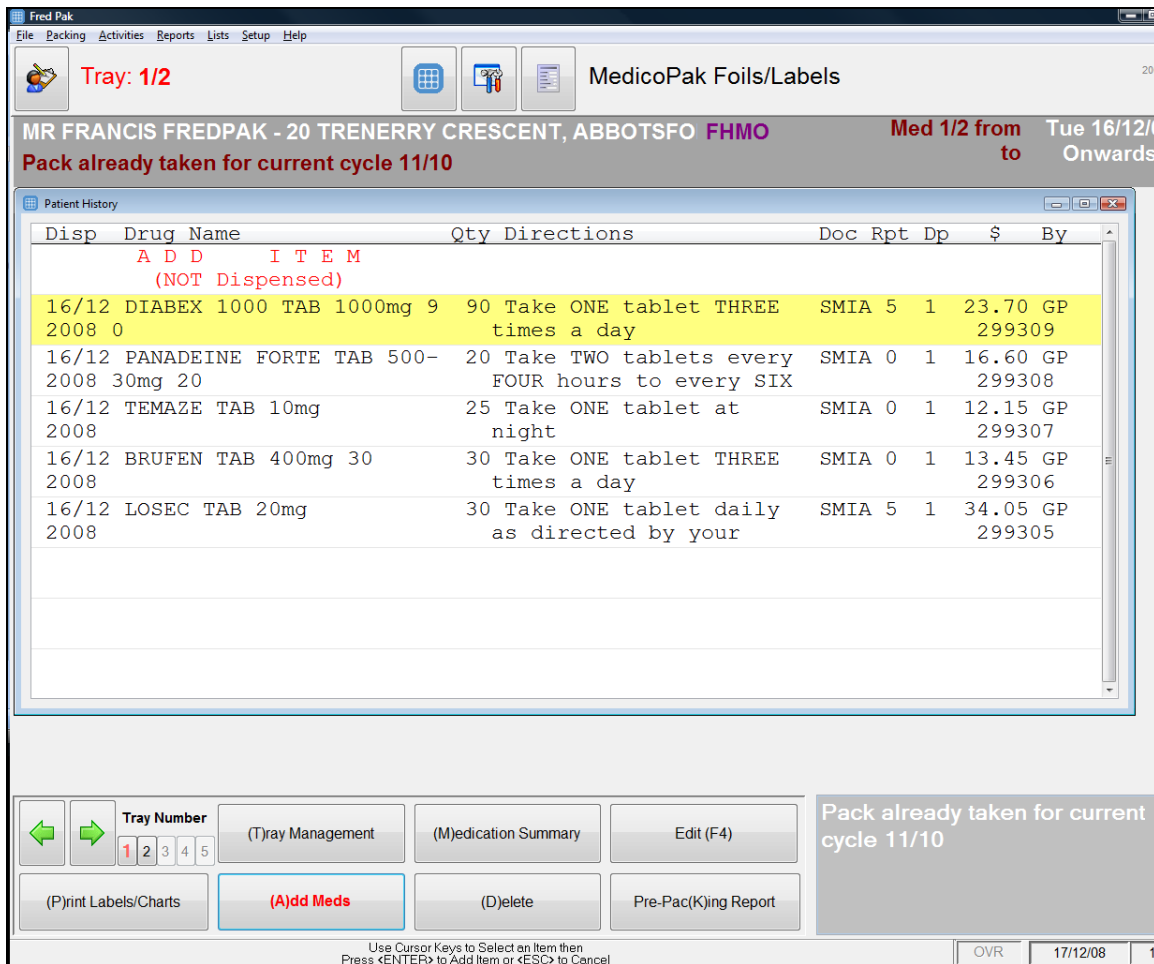
ADDING MEDICATION

ADDING MEDICATION FROM THE PATIENT HISTORY IN Fred Dispense

- Select the patient in Fred Dispense.
- **<SHIFT +F6>** or click on the  icon in Fred Dispense to access Fred Pak
- **<A>** to add medication



- Highlight the drug to be packed from the patient history and press **<ENTER>** to display the medication details screen.



THE MEDICATION DETAILS SCREEN

Type - <P>acked
<W>hen
Required <S>hort
Course

Start - This is the date the drug begins being

End - This is the date the drug ceases to be packed. An end date is not required for standard ongoing medications

QTY - Enter the number of tablets to be taken at each dosage time.

Drug Directions - transfer across from Fred Dispense. These can be adjusted in Fred Pak as required.

Desc - The tablet description can be edited and adjusted if the medication appearance changes.

Preferred Packed Name - If an alternate drug name is required to be printed on the foil, enter this as the Preferred Packed name. This alternate drug name is limited to 15 characters.

Tray No - Medications can be packed on separate trays. (Max 5 trays). Medications may need to be packed on a separate tray if a patient is on a large number of

Freq - <D>aily, <A>lternate Days, Every <3>rd Day, <S>et Days Monday to Sunday, <M>onthly, i Monthly, <Q>uarterly, <T>wice yearly, <Y>early.

HOW DOES THE FREQUENCY PRINT ON THE FOIL?

There are several different options for drug frequency. The different frequency options are represented by a symbol printing next to the drug name shown at the top of the foil.

% = Every 3rd Day

= Alternate Days

* = Set Days

& = Fortnightly

@ = Monthly

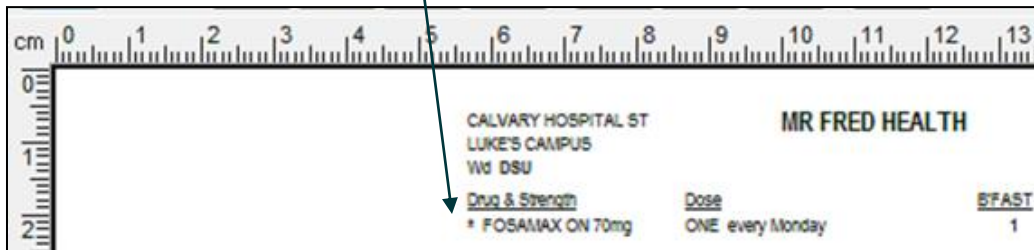
~ = Bi Monthly

^ = Quarterly

! = Twice Yearly

= = Yearly

In this example, Fosamax has a 'Set Day' frequency and therefore the foil has an asterisk printed next to the drug description.



HOW MANY MEDICATIONS CAN I PACK?

Medicopak – 11 drugs per tray with 8 drugs maximum per single compartment.

Websterpak – 8 drugs per tray

Baxter ATC – N/A

PersoCare – Disposapak – 12 drugs per tray, PersoCare Persopak – 8 drugs per single compartment

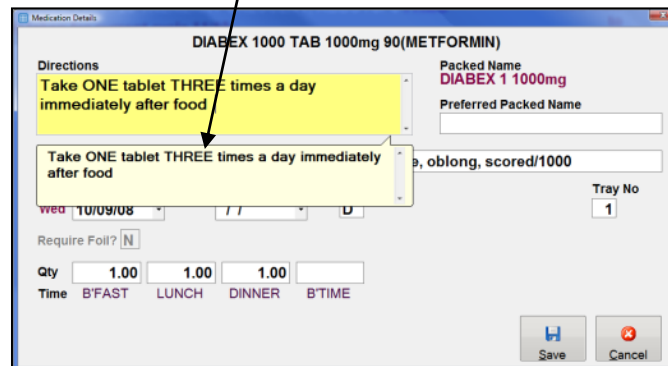
JVMedi – N/A

Nomad – 12 drugs per chart

Practicare Practipak – 8 drugs per tray

DIRECTIONS PREVIEW

When entering new directions or re-editing existing directions, a directions preview box will display as shown. This allows you to see how the sigs will expand when printed on the foil or profile. This feature can be seen when adding in new medications or items not dispensed for packing and profiling.



PACKING TYPES EXPLAINED

<P>acked

Medication is standard, ongoing medication that does not require an end date.

<S>hort course medication

Is taken for a set date range, e.g. antibiotics. A start and end date should be entered. The medication will cease to print on foils and charts after the end date has passed. Short course medication displays with an asterisk in the Fred Pak patient history screen.

Short course medication will not print in the nursing home print run. Short Course medication will print when printing for an individual patient. You may also use the Pick functionality to print the Short course medication on its own. See page 51 for more information on how to use the Pick function.

<W>hen required

(PRN Medication) is packed in a separate foil. It will display in the patient history screen in Red with *When Required* Require Foil – YES/NO

<A>dditional medication

Medication the patient is using but is not packed in the foil. Examples are Inhalers, Lotions and Syrups. 'Other medications not in Foil' will print on the foil with a list of the additional items. Additional medications appear in the Fred Pak packing history screen in purple.

Note: if using Medico-PAK foils with the Large Label name setting, the names of the additional medications will not be listed on the foil. Only 'Other medications not in Foil' will print.

Medication Details

DIABEX 1000 TAB 1000mg 90(METFORMIN)

Directions: Take ONE tablet THREE times a day immediately after food

Packed Name: DIABEX 1 1000mg

Preferred Packed Name:

Type: P - PACKED Desc: tablet, white, oblong, scored/1000

A (Additional)
W (When Required)
P (Packed)
S (Short Course)

End: 11 Freq: D Tray No: 1

Qty: 1.00 1.00 1.00 Time: B'FAST LUNCH DINNER B'TIME

Save Cancel

THE FRED PAK PACKING SCREEN

Med 1/2 – indicates there are medications packed on 2 separate trays. Medications from tray 1 are shown. Press the number 2 to view medications from tray 2.

<S>hort course medications indicated with an *asterisk.

Medication with a dosage on a set day will display as shown.

Additional Medications appear in purple at the bottom of the packing history screen.

Tray Management – assists with assigning medications to

To view medications not displayed on screen, use either the <Page Up> and <Page Down> keys or the <Up> and <Down>

The screenshot shows the 'Fred Pak' software interface. At the top, it displays 'Tray: 1/2' and 'MedicoPak Foils/Labels'. Below this, patient information is shown: 'MR FRANCIS FREDPAK - 20 TRENERRY CRESCENT, ABBOTSFO FHMO' and 'Med 1/2 from Tue 16/12/08 to Onwards'. A table lists medications with columns for Drug, Description, Directions, and dosing times (B'FAST, LUNCH, DINNER, B'TIME). The table includes entries for AMOXIL CAP 500mg, DIABEX 1000 TAB, FOSAMAX ONCE WEEKLY TAB 70mg, PANADEINE FORTE TAB, and VENTOLIN CFC FREE MET-AERO 200 Dose. At the bottom, there is a 'Tray Number' section with buttons for (T)ray Management, (M)edication Summary, Edit (F4), (P)rint Labels/Charts, (A)dd Meds, (D)elete, and Pre-Pac(K)ing Report.

Date range shown for medications currently displayed. Press the LEFT and RIGHT arrows to view any changes to the medication

When required (PRN) medication appears in RED under Additional Medications.

Tray 1/2 shows that there are medications on a second tray. Press the corresponding number on the keyboard to view the medications on each tray.

Click the green arrows or use the RIGHT or LEFT arrow on the keyboard to view medication changes from different date ranges.

ADDING MEDICATION NOT DISPENSED

Patients may bring in medications that have not been dispensed in your pharmacy. In this instance the medication needs to be added as an outside medication.

- Select the required patient in Fred Pak
- Press **<A>** to add medication. The *ADD ITEM (NOT Dispensed)* option is in red at the top of the patient history screen
- Highlight *ADD ITEM (NOT Dispensed)* and Press **<ENTER>** to select

MR FRANCIS FREDBAK - 20 TRENERRY CRESCENT, ABBOTSFO FHMO Med 1/2 from Tue 16/12/08
Pack already taken for current cycle 11/10 to Onwards

Disp	Drug Name	Qty	Directions	Doc	Rpt	Dp	\$	By
A D D I T E M (NOT Dispensed)								
16/12 2008 0	DIABEX 1000 TAB	1000mg 9	90 Take ONE tablet THREE times a day	SMIA	5	1	23.70	GP 299309
16/12 2008 30mg 20	PANADEINE FORTE TAB	500-	20 Take TWO tablets every FOUR hours to every SIX	SMIA	0	1	16.60	GP 299308
16/12 2008	TEMAZE TAB	10mg	25 Take ONE tablet at night	SMIA	0	1	12.15	GP 299307
16/12 2008	BRUFEN TAB	400mg 30	30 Take ONE tablet THREE times a day	SMIA	0	1	13.45	GP 299306
16/12 2008	LOSEC TAB	20mg	30 Take ONE tablet daily as directed by your	SMIA	5	1	34.05	GP 299305

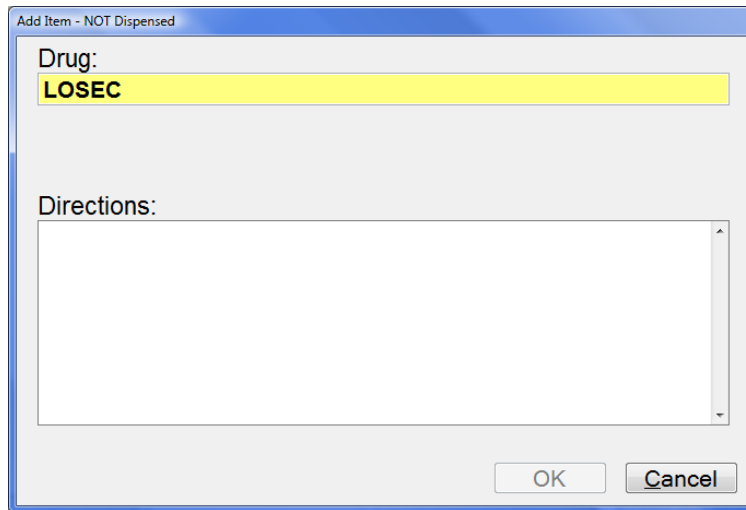
Tray Number: 1 2 3 4 5 (T)ray Management (M)edication Summary Edit (F4)
(P)rint Labels/Charts (A)dd Meds (D)elete Pre-Pac(K)ing Report

Pack already taken for current cycle 11/10

Use Cursor Keys to Select an Item then Press <ENTER> to Add Item or <ESC> to Cancel

OVR 17/12/08 16:29

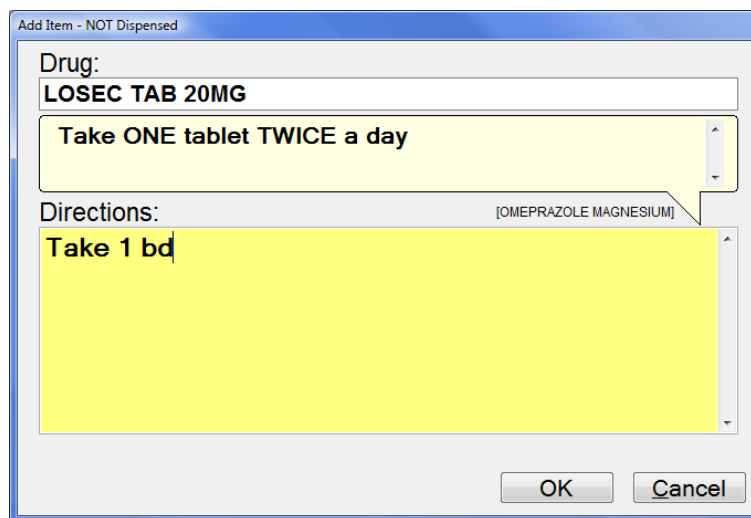
At the 'Add Item – NOT Dispensed' screen select the drug to be packed.



The screenshot shows a dialog box titled "Add Item - NOT Dispensed". It has two main input areas: "Drug:" and "Directions:". The "Drug:" field contains the text "LOSEC" and is highlighted in yellow. The "Directions:" field is currently empty. At the bottom right of the dialog box, there are two buttons: "OK" and "Cancel".

Please note that a drug can also be selected by generic name. In this example we could have entered 'Omeprazole' and then selected the brand as required.

Configure details such as the pack type and dosage times as required.



The screenshot shows the same dialog box, but now it is populated with more information. The "Drug:" field contains "LOSEC TAB 20MG". The "Directions:" field contains "Take ONE tablet TWICE a day". A tooltip is visible next to the "Directions:" field, containing the text "[OMEPRAZOLE MAGNESIUM]". The "OK" and "Cancel" buttons are still present at the bottom right.



If a non-Fred Dispense Drug needs to be packed type in BLANK and enter as a BLANK item using your own description.

UPDATING MEDICATION

To update medication in Fred Pak or to view the packing details for a particular medication:

- Select the required patient
- Use the up and down arrow keys to highlight the medication to be updated
- Press <U>update OR <F4> Edit
- At the medication details screen change any packing details as required
- Press <END> to save when finished

Medication Details

DIABEX 1000 TAB 1000mg 90(METFORMIN)

Directions
Take ONE tablet THREE times a day immediately after food

Packed Name
DIABEX 1 1000mg

Preferred Packed Name

Type: P - PACKED **Desc:** tablet, white, oblong, scored/1000

Start Wed 10/09/08 **End** / / **Freq** D **Tray No** 1

Require Foil? N

Qty 1.00 1.00 1.00

Time B'FAST LUNCH DINNER B'TIME

Save Cancel

GENERIC SUBSTITUTION

To generically substitute a single drug in Fred Pak

- At the packing history screen highlight the drug and press <G>

Fred Pak

File Packing Activities Reports Lists Setup Help

Tray: 1/2 MedicoPak Foils/Labels 2008.12.1

MR FRANCIS FREDPAK - 20 TRENERRY CRESCENT, ABBOTSFO FHMO Med 1/2 from to Tue 16/12/08 Onwards

Pack already taken for current cycle 11/10

Drug	Description	Directions	B'FAST	LUNCH	DINNER	B'TIME
*AMOXIL CAP 500mg (AMOXYCILLIN)	capsule brown/yellow amoxil/brl	Take ONE capsule TWICE a day until all finished	1		1	
DIABEX 1000 TAB 1000mg 90 (METFORMIN)	tablet, white, oblong, scored/1000	Take ONE tablet THREE times a day	1	1	1	

- Highlight and press enter to select the brand to substitute. In this example we are substituting Diabex 1000mg with Glucohexal 1000mg.

	Drug Name	Qty	DCode	Mf
a	DIAFORMIN 1000 TAB 1000mg	90	(DIAF2)	AF
b	FORMET 1000 TAB 1000mg	90	(FORM3)	AW
c	FORMET 1000 TAB 1000mg	90	(FORM4)	AW
d	GLUCOHEXAL TAB 1000mg	90	(GLHX1)	SZ
e	GLUCOHEXAL TAB 1000mg	90	(GLHX2)	SZ

- Enter the date that the new brand is to be supplied from and press <ALT+O> or click OK

Note the medication details shown here -
The dosage frequency, the date the medication was started and the date of the current packing cycle.

Select the date that the new brand
GLUCOHEXAL TAB 1000mg
is to be supplied from

22/12/08

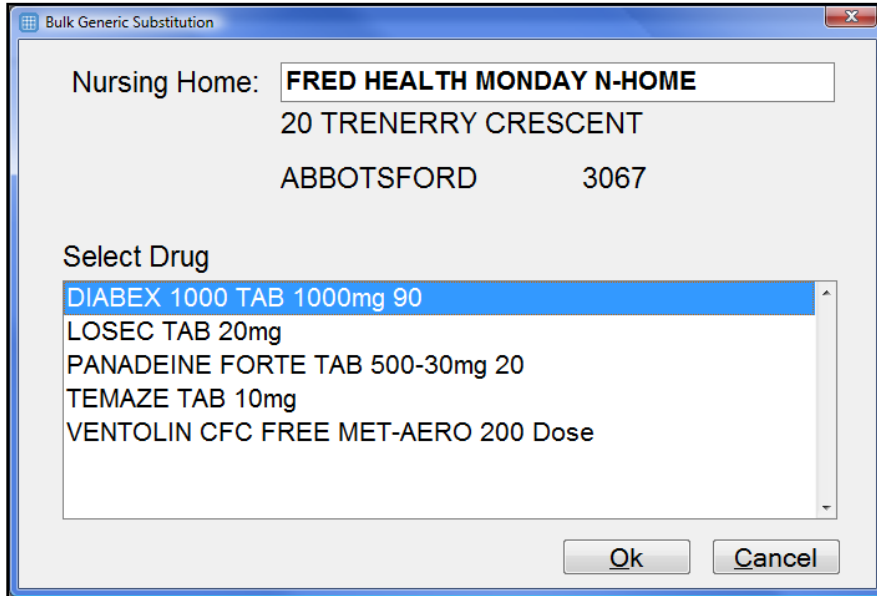
Frequency: Daily
Start Date: 16/12/08
Packing Cycle: 22/12/08 to 28/12/08

- The packing history screen will then show the newly substituted brand Glucohexal, in this case from the 15/09/08 onwards. The previous brand can be viewed by pressing the left arrow on the keyboard to view any previous packing medication profiles.

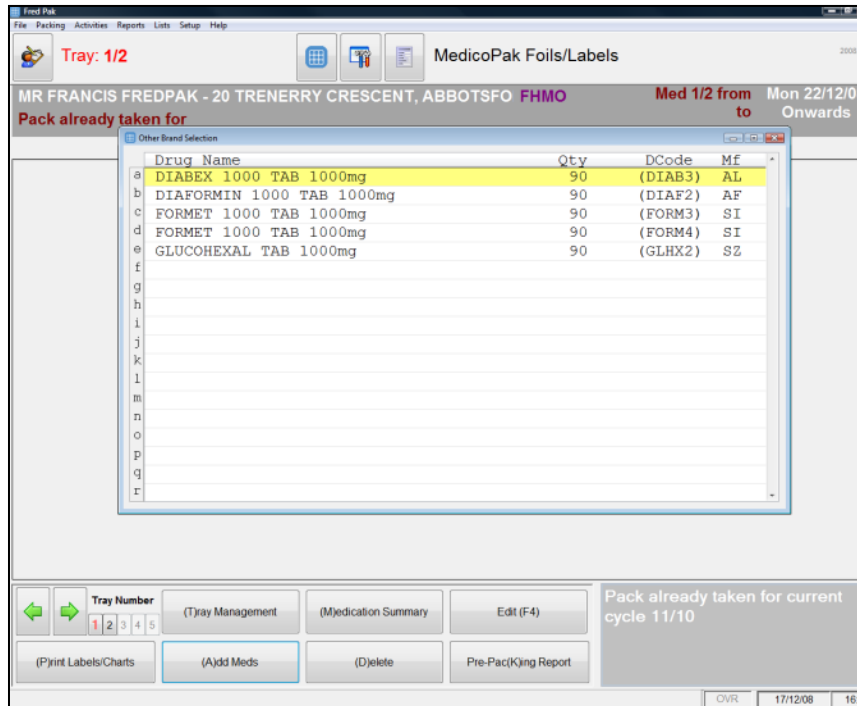
Drug	Description	Directions	B'FAST	LUNCH	DINNER	B'TIME			
*AMOXIL CAP 500mg (AMOXYCILLIN)	capsule brown/yellow amoxil/brl	Take ONE capsule TWICE a day until all finished	1		1				
FOSAMAX ONCE WEEKLY TAB 70mg (ALENDRONATE)		Take ONE tablet weekly on a Monday	1 Mon						
GLUCOHEXAL TAB 1000mg (METFORMIN)		Take ONE tablet THREE times a day	1	1	1				

To generically substitute all instances of a packed drug

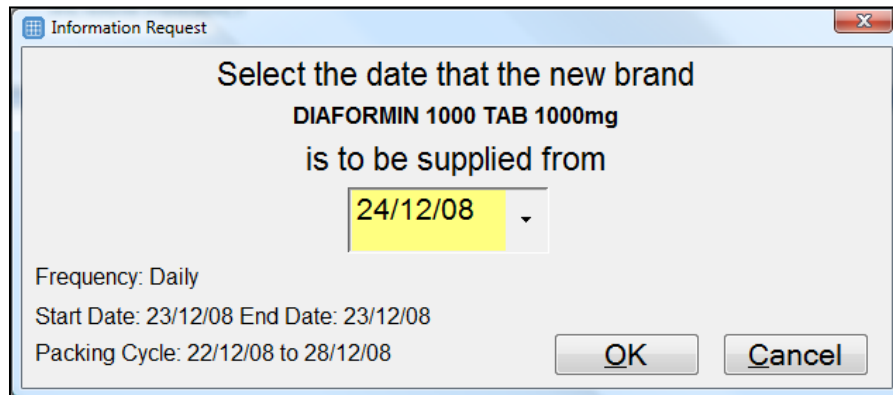
- Go into the Activities Menu and choose Bulk <G>eneric Substitution
- Select the Nursing Home and the drug that needs to be substituted



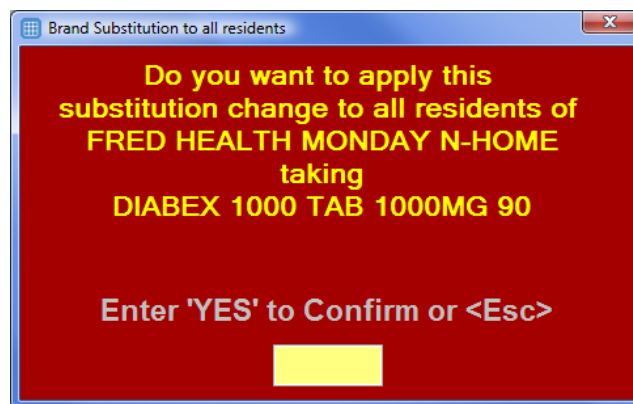
- Click OK <ALT + O>
- Choose the brand to substitute to



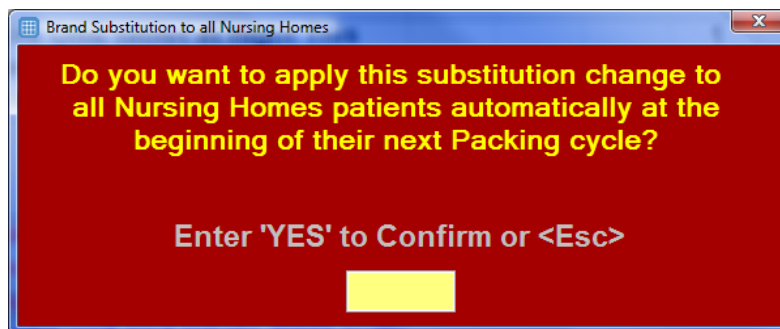
- Select the date that the new brand is to be supplied from



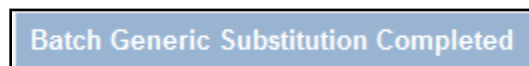
- Enter YES to confirm that you want to apply this substitution change to all residents of the selected nursing home



- Enter YES To apply this substitution change to **ALL** Nursing Homes patients automatically at the beginning of their next packing cycle



- Press a key to the message 'Brand Generic Substitution Completed'



DELETING MEDICATION

To delete medication from a patient in Fred Pak

- Select the required patient
- Use the up and down arrow keys to highlight the medication to be deleted.
- Press <X> or <D> to delete the medication
- A message confirming that this medication is to be deleted will be displayed. Choose <Y> if this is correct, otherwise <N> and the medication will not be deleted

The screenshot shows the Fred Pak software interface. At the top, there is a menu bar with 'File', 'Packing', 'Activities', 'Reports', 'Lists', 'Setup', and 'Help'. Below the menu bar, there is a 'Tray: 1/2' indicator and a 'MedicoPak Foils/Labels' button. The main area displays patient information: 'MR FRANCIS FREDPAK - 20 TRENERRY CRESCENT, ABBOTSFO FHMO' and 'Med 1/2 from Tue 16/12/08 to Sun 21/12/08'. Below this, it says 'Pack already taken for'. A table lists medications with columns for Drug, Description, Directions, B'FAST, LUNCH, DINNER, and B'TIME. The table contains three rows of medication data. A dialog box titled 'Delete?' is overlaid on the table, asking 'Sure you wish to Delete Medication?' with 'Yes' and 'No' buttons.

Drug	Description	Directions	B'FAST	LUNCH	DINNER	B'TIME
*AMOXIL CAP 500mg (AMOXYCILLIN)	capsule brown/yellow amoxil/brl	Take ONE capsule TWICE a day until all finished	1		1	
DIABEX 1000 TAB 1000mg 90 (METFORMIN)	tablet, white, oblong, scored/1000	Take ONE tablet THREE times a day	1	1	1	
FOSAMAX ONCE WEEKLY TAB 70mg (ALENDRONATE)		Take ONE tablet weekly on a Monday	1			Mon

Additional Medications: 2

PANADEINE FORTE TAB 500-30mg 20 (CODEINE & 114)	tablet white oblong WIN 114	Take hours required *Maximum of 8 per day when Required*				
VENTOLIN CFC FREE MET-AERO 200 Dose (SALBUTAMOL CFC)		Shake well and inhale ONE to TWO puffs by mouth as directed by your doctor				

WHEN REQUIRED (PRN) MEDICATION

When a PRN medication is first added to a patient's packing profile, the 'Require Foil?' option will default to <Y>.

This means that the foil is flagged for printing in the next nursing home print run. After the foil has been printed the 'Require Foil?' option will change to N.

Whenever the patient requires a foil for that drug again, this entry must be edited to Require Foil? <Y>

To configure When Required (PRN) medication to be printed in the nursing home print run

- Select the patient
- Use the up and down arrow keys to highlight the PRN Medication

Drug	Description	Directions	B'FAST	LUNCH	DINNER	B'TIME				
*AMOXIL CAP 500mg (AMOXYCILLIN)	capsule brown/yellow amoxil/brl	Take ONE capsule TWICE a day until all finished	1		1					
DIAFORMIN 1000 TAB 1000mg (METFORMIN)		Take ONE tablet THREE times a day	1	1	1					
FOSAMAX ONCE WEEKLY TAB 70mg (ALENDRONATE)		Take ONE tablet weekly on a Monday	1 Mon							
Additional Medications: 2										
PANADEINE FORTE TAB 500-30mg 20 (CODEINE & PARACETAMOL)	tablet white oblong WIN 114	Take TWO tablets every FOUR hours to every SIX hours when required *Maximum of 8 per day								*When Required*

- Press <F4> to edit or <U> to update
- Set the 'Require Foil?' option to <Y>

PANADEINE FORTE TAB 500-30mg 20(CODEINE & PARACETAMOL)

Directions: Take TWO tablets every FOUR hours to every SIX hours when required

Packed Name: PANADE 500-30mg

Preferred Packed Name: []

Type: [] - WHEN REQUIRED Desc: tablet white oblong WIN 114

Start: Wed 10/09/08 End: / / Freq: D Tray No: 1

Require Foil?

Qty: [] [] [] []

Time: B'FAST LUNCH DINNER B'TIME

Buttons: Save, Cancel

- Press <END> or <ALT+S> to save

Alternatively the PRN medication can be printed just for one individual patient. For further information regarding this procedure please refer to 'The Pick function – printing for a specific drug, tray or dosage time' on page 51



N.B. If a patient belongs in a Nursing Home that does NOT Pack PRN medications into foils as defined in Lists, Nursing Homes. The Require Foil? Y/N entry field will not be a valid option when adding When Required medications.

TRAY MANAGEMENT

Tray Management assists with relocating packed medications to different trays. Each packing format has a recommended number of medications per tray.

If the number of medications on the tray has exceeded the maximum amount, the tray heading will display in red. (As shown below for Tray 1)

To move a medication to a new tray – with the drug highlighted, use the left and right arrow keys to select the tray number and the space bar to select check box. Alternatively, use the mouse to select the check box.

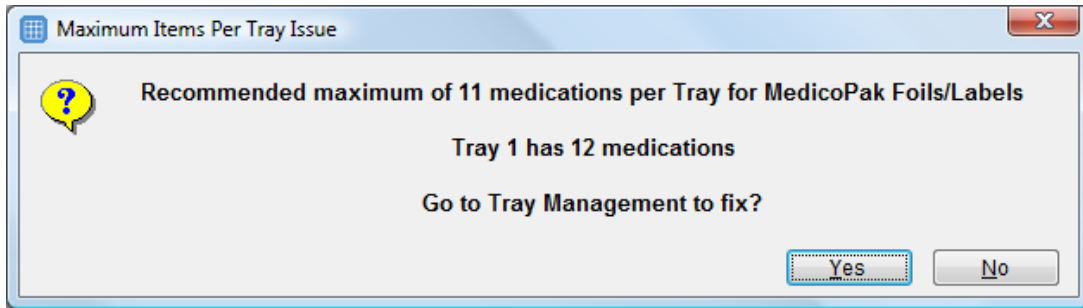
Packing Tray Management

Recommended maximum of 11 medications per Tray for MedicoPak Foils/Labels

Medication	Tray 1	Tray 2	Tray 3	Tray 4	Tray 5
DEXAMPHETAMINE TAB 5mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISOPTIN TAB 120mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KARVEA TAB 150mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DELTASONE TAB 5mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERENACE TAB 1.5mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OLMETEC TAB 20mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRYPTANOL TAB 25mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRISIUM TAB 10mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLAQUENIL TAB 200mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOPTEN CAP 1mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOSAMAX ONCE WEEKLY TAB 70mg	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

If a patient has more than the maximum number of medications per tray, Fred Pak will display the following message. This message will only appear the first time the patient is selected in Fred Pak.

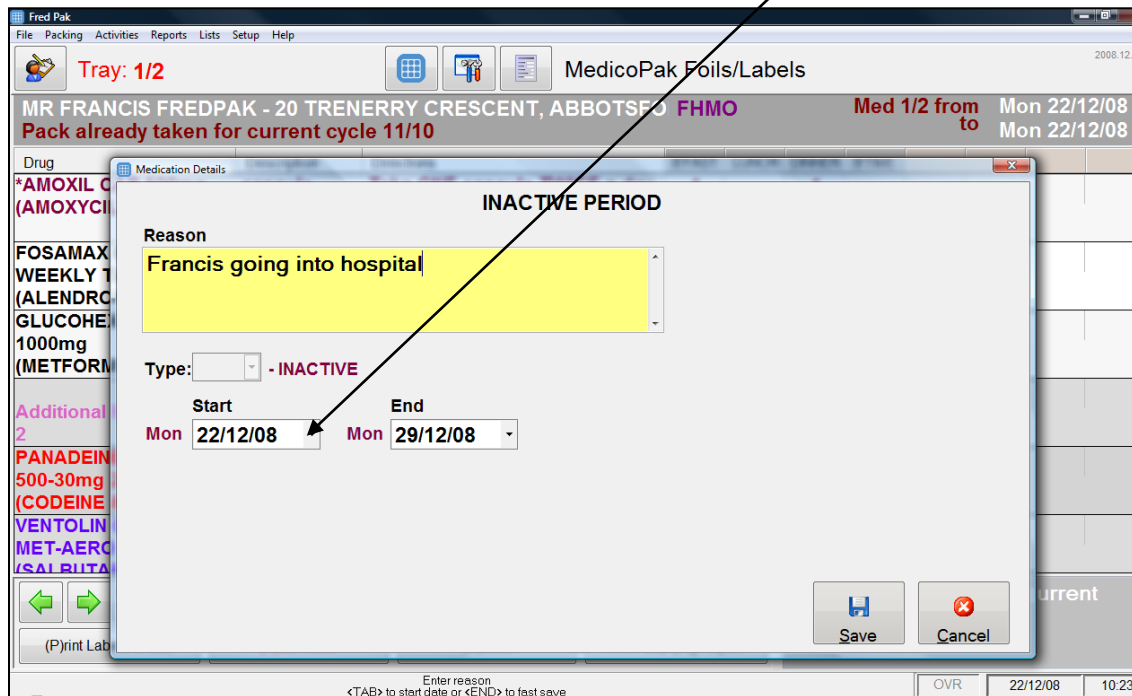


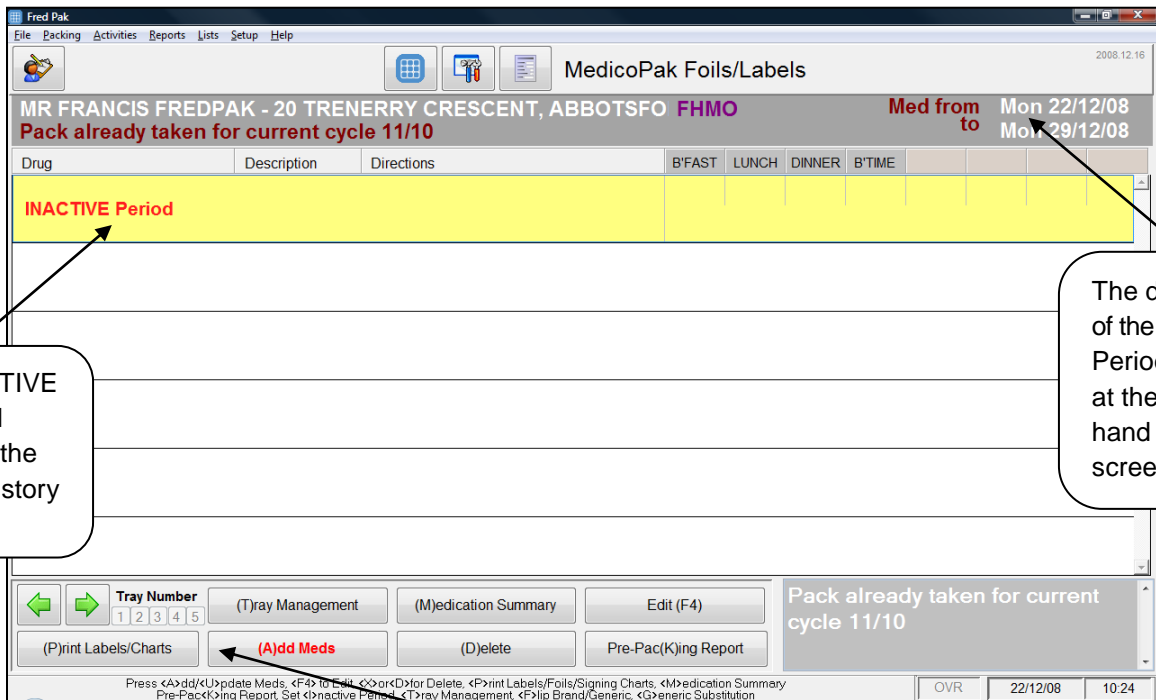
SETTING AN INACTIVE PERIOD

An inactive period can be used to cease packing for a patient. This would be used when a patient is not going to require packed medication for a period of time.

To set an inactive period –

- At the Fred Pak packing history screen press <I> for inactive
- At the INACTIVE PERIOD screen as seen below, enter the date range for the inactive period. The reason for the inactive period can also be recorded if required
- Press <END> or <ALT+S> to Save.





The INACTIVE Period will appear in the packing history screen

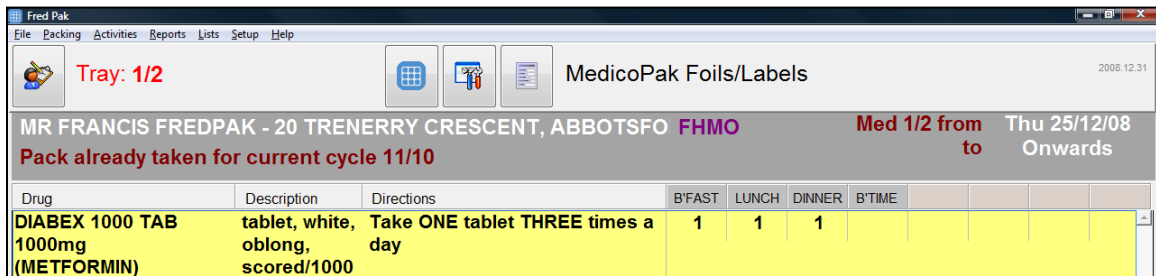
The date range of the INACTIVE Period is shown at the top right hand side of the screen.

Click the green arrows or use the RIGHT or LEFT arrow on the keyboard to view the packed medications before and after the inactive

MEDICATION DOSAGE CHANGES

When medication dosages change it is important that the directions in the medication details are updated. This ensures that accurate information is printed on the patient's foils, charts and medication summaries. In this example we will be changing the dosage of Diabex 1000mg from one tablet three times a day, to one tablet four times a day.

- Select the patient
- Use the up and down arrows to highlight the medication to be updated



- Press <F4> to edit or <U> to update
- Enter an end date. This date will be the last day that the medication is to be packed with the old dosage.

Medication Details

DIABEX 1000 TAB 1000mg 90(METFORMIN)

Directions: Take ONE tablet THREE times a day immediately after food

Packed Name: DIABEX 1 1000mg

Preferred Packed Name:

Type: P - PACKED Desc: tablet, white, oblong, scored/1000

Start: Mon 22/09/08 End: Mon 29/09/08 Freq: D Tray No: 1

Require Foil? N

Qty: 1.00 1.00 1.00

Time: B'FAST LUNCH DINNER B'TIME

Save Cancel

- Press <END> or <ALT + S> to save
- Choose <A> to add medication
- Add Diabex 1000mg tab as a new medication. Edit the Medication Directions if required.
- Enter a medication start date which is the day after the end date for the previous dose. In this example the previous dosage ended on the 25/10/07 so we will add a start date for the new dose as the 26/10/07

Medication Details

DIABEX 1000 TAB 1000mg 90(METFORMIN)

Directions: Take ONE tablet FOUR times a day immediately after food

Packed Name: DIABEX 1 1000mg

Preferred Packed Name:

Type: P - PACKED Desc: tablet, white, oblong, scored/1000

Start: Tue 30/09/08 End: / / Freq: D Tray No: 1

Require Foil? N

Qty: 1.00 1.00 1.00 1.00

Time: B'FAST LUNCH DINNER B'TIME

Save Cancel

- Press <END> or <ALT + S> to Save

MEDICATION DESCRIPTION CHANGES

When a medication changes in appearance, it's important that the description of the medication is updated. This ensures that accurate information is printed on the patient's foils, charts and medication summaries. In this example we will be changing the description of Plaquenil 20mg Tabs from off-white coated round tablet, to off-white coated round peanut shape tablet

- Select the patient
- Use the up and down arrows to highlight the medication to be updated

Drug	Description	Directions	B'FAST	LUNCH	DINNER	B'TIME
PLAQUENIL TAB 200mg (HYDROXYCHLOROQUINE)	tablet offwhite coated	Take ONE tablet TWICE a day	1		1	

- Press <F4> to edit or <U> to update
- Navigate to the Desc: Entry Field

PLAQUENIL TAB 200mg(HYDROXYCHLOROQUINE)

Directions: Take ONE twice a day

Packed Name: PLAQUENIL 200mg

Preferred Packed Name: [Empty]

Type: [Empty] - PACKED Desc: **tablet offwhite coated round**

Start: Wed 10/09/08 End: / / Freq: D Tray No: 1

Require Foil? [N]

Qty: 1.00 1.00 [Empty] [Empty]

Time: B'FAST LUNCH DINNER B'TIME

Buttons: Save, Cancel

- Change the description to off white peanut-shaped

- Press <END> or <ALT + S> to Save, the following message will appear

Choosing **NO** will only save the changed description for the currently selected patient.

Choosing **YES** will save the changed description to:-

1. The particular packing entry for the patient that is currently selected.
2. The Drug description database so that it could be used when adding this drug to packing profiles for other patients later on.

After choosing **YES**, Fred Pak will then check if you would like to update all existing packing entries for the drug with the new description.

Answering **NO** will not update previously entered packing entries for this drug, alternatively, **YES** will update ALL previously added entries. When the descriptions are all updated Fred Pak will advise you as shown.

VIEWING PREVIOUSLY PACKED MEDICATION PROFILES

- When a patient is selected, Fred Pak displays the medication list for the current medication packing profile.
- Previously packed medication profiles can be displayed by pressing the LEFT ARROW key. Alternatively, click on the Green Arrow that points to the left found at the bottom left of the screen.
- Use the RIGHT ARROW key or the Green Arrow that points to the right to navigate back to later packed medication profiles.

The date range of the currently viewed packed medication profile is shown at the top right hand side of the screen.

Med 1/2 from Thu 08/01/09 to Onwards

Drug	Description	Directions	B'FAST	LUNCH	DINNER	B'TIME
DIABEX 1000 TAB 1000mg (METFORMIN)	tablet, white, oblong, scored/1000	Take ONE tablet FOUR times a day immediately after food	1	1	1	1
FOSAMAX ONCE WEEKLY TAB 70mg (ALENDRONATE)		Take ONE tablet weekly on a Monday at least half an hour before food	1 Mon			
GOPTEN CAP 1mg (TRANOLAPRIL)	capsule red/orange	Take ONE capsule daily	1			
Additional Medications:						
2						
PANADEINE FORTE TAB 500-30mg 20 (CODEINE & WIN 114)	tablet white oblong	Take TWO tablets every FOUR hours to every SIX hours when required *Maximum of 8 per day				*When Required*
VENTOLIN CFC FREE MET-AERO 200 Dose (SALBUTAMOL CFC)		Shake well and inhale ONE to TWO puffs by mouth as directed by your doctor				

Tray Number: 1 2 3 4 5

Pack already taken for current cycle 11/10

Click the green arrows or use the RIGHT or LEFT arrow on the keyboard to view medication changes from different date ranges.

MEDICATION ADMINISTRATION RECORDS (SIGNING CHARTS)

Signing Charts are used at nursing homes for medical staff to sign when administering medication.

Note: Fred Pak will only print signing grids as per dose times. For example only breakfast and bedtime will print if a patient only takes medications at these times.

To print one signing chart for **all patients in a nursing home**, go to:

- **<ALT + A>** Activities. Select **N/home Labels/Foils**
- Enter a nursing home code or **<ALT+L>** to display a list of nursing homes
- Tick the signing option. Ensure the other options are un-ticked.
- Click Print to print signing charts.

A signing chart for patient with medications in 4 dosage times

Medication Administration Record

MR FRANCIS FRED PAK 08/09
 FRED HEALTH MONDAY N-HOME Doctor: SMITH, A

Drug & Strength	Dose	B'FAST	LUNCH	DINNER	B'TIME	Description
DIABEX 1000 TAB 1000mg 90	Take ONE tablet THREE times a	1	1	1		tablet, white, oblong, scored/1000
LOSEC TAB 20mg	Take ONE tablet daily as directed				1	
TEMAZE TAB 10mg	Take ONE tablet at night This pre				1	
When Required						
PANADINE FORTE TAB 500-3	Take TWO tablets every FOUR h					tablet white oblong WIN 114

Additional Items: VENTOLIN CFC FREE MET-ABRO 200 Dose

B'FAST	LUNCH	DINNER	B'TIME		B'FAST	LUNCH	DINNER	B'TIME	
				MON					MON
				TUE					TUE
				WED					WED
				THU					THU
				FRI					FRI
				SAT					SAT
				SUN					SUN
				MON					MON
				TUE					TUE
				WED					WED
				THU					THU
				FRI					FRI
				SAT					SAT
				SUN					SUN

A signing chart for patient with medications in 2 dosage times

Medication Administration Record

MR FRANCIS FRED PAK 08/09
 FRED HEALTH MONDAY N-HOME Doctor: SMITH, A

Drug & Strength	Dose	BF	L	D	Description
DIABEX 1000 TAB 1000mg 90	Take ONE tablet TWICE a day in		1	1	tablet, white, oblong, scored/1000
LOSEC TAB 20mg	Take ONE tablet daily as directed			1	
When Required					
PANADENE FORTE TAB 500-3	Take TWO tablets every FOUR h				tablet white oblong WN 114
Additional Items: VENTOLIN CFC FREE MET-AERO 200 Dose					

	LUNCH	DINNER		LUNCH	DINNER
			MON		
			TUE		
			WED		
			THU		
			FRI		
			SAT		
			SUN		
			MON		
			TUE		
			WED		
			THU		
			FRI		
			SAT		
			SUN		

To print one signing chart for an individual patient

- Select the patient
- Choose Print Labels/charts at the packing history screen
- Tick the signing option. Make sure the other options are un-ticked

LABEL/FOIL PRINTING

<input type="checkbox"/> Print Labels	Print from Mon 03/12/07 ▾
<input type="checkbox"/> Print Foils	to Sun 28/12/08 ▾
<input checked="" type="checkbox"/> Print Signing	Expiry Date 28/01/08 ▾
<input type="checkbox"/> Pick	<input type="button" value="Ok"/> <input type="button" value="Cancel"/>

- Click Print Chart to print the signing chart

THE MEDICATION SUMMARY REPORT

The Medication Summary report provides a summarized view of a patients packing profile. It contains a list of all medications on the profile

To print a medication summary for an entire nursing home

- Go to Reports > Medication Profiles
- Enter a Nursing Home code or leave blank for all Nursing Homes

To print a medication summary for an individual patient

- Select the patient
- Press <M> Medication Summary
- Select a date range and click OK
- A preview of the Medication Summary will appear on the screen. Press the printer icon at the top of the screen to print this report.

PCA NU SYSTEMS DEMO, PCA NU SYSTEMS PTY LTD 25 TRENERRY ST, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811						
12/09/08	PATIENT MEDICATION SUMMARY					
FRED PAK, MR FRANCIS	(Nh: FHMO)					
<u>PACKED Medication</u>						
Monday 25/08/08 to Sunday 21/09/08						
<u>Medication</u>	<u>Directions</u>	<u>B'FAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>B'TIME</u>	<u>Trays</u>
DIABEX 1000 TAB 1000mg 90 (METFORMIN) **** FROM Thu 11/09/08 ****	Take ONE tablet THREE times a day	1	1	1		T1
LOSEC TAB 20mg (OMEPRAZOLE MAGNESIUM) **** FROM Thu 11/09/08 ****	Take ONE tablet daily as directed by			1		T1
TEMAZE TAB 10mg (TEMAZEPAM) **** FROM Thu 11/09/08 ****	Take ONE tablet at night This				1	T1
<u>ADDITIONAL & PRN Medication</u>						
VENTOLIN CFC FREE MET-AERO 200 (SALBUTAMOL CFC FREE) **** FROM Thu 11/09/08 ****	Shake well and inhale TWO puffs by					T1
PANADEINE FORTE TAB 500-30mg 2 (CODEINE & PARACETAMOL) **** FROM Thu 11/09/08 ****	Take TWO tablets every FOUR hours to	<i>(When Required)</i>				

THE PRE-PACKING REPORT

This report is used as an order and checking sheet. The Pre Packing report can be used by the person who will pack the medication into the blister packs.

Note that not all currently packed medications will print on the Medication Summary but the Pre-Packing report will only show medications that are actually being packed. For example an additional medication such as Ventolin will print on the Medication Summary. It will not print on the Pre-Packing report as it is not physically being packed in the packing cycle.

Note the total column showing on the right hand side of the report. This figure is the total number of tablets packed in the date range the Pre-packing report was generated for.

To print a Pre-packing report for an entire nursing home

- Go to Reports > Pre-packing Report
- Enter a Nursing Home code or leave blank for all Nursing Homes

To print a Pre-packing report for an individual patient

- Select the patient
- Press <K> Pre-PacKING Report
- Select a date range and click OK
- A preview of the report will appear on the screen. Press the printer icon at the top of the screen to print this report.

Additional and PRN Medications are NOT included in the Pre Packing Report.

PCA NU SYSTEMS DEMO, PCA NU SYSTEMS PTY LTD
25 TREENERY ST, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811

12/09/08 **PATIENT PRE-PACKING REPORT**

FRED PAK, MR FRANCIS (Nh: FHMO)

PACKED Medication
Monday 08/09/08 to Sunday 14/09/08

Medication	Directions	BEAST	LUNCH	DINNER	B/TIME	Total
DIABEX 1000 TAB 1000mg 90 (METFORMIN)	Take ONE tablet THREE times a day **** FROM Thu 11/09/08 ****	1	1	1		12
LOSEC TAB 20mg (OMEPRAZOLE MAGNESIUM)	Take ONE tablet daily as directed by **** FROM Thu 11/09/08 ****			1		4
TEMAZE TAB 10mg (TEMAZEPAM)	Take ONE tablet at night This **** FROM Thu 11/09/08 ****				1	4

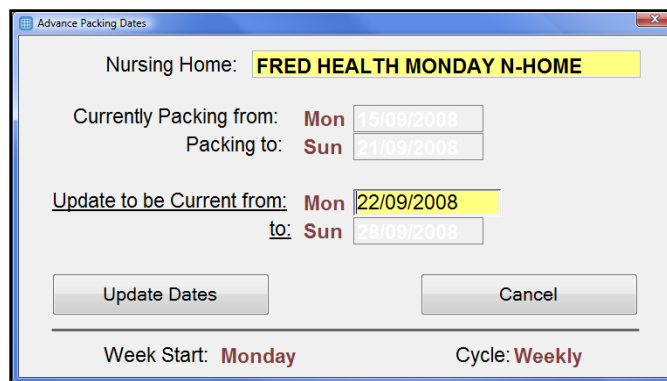
PACKED Medication
Monday 15/09/08 to Sunday 21/09/08

DIABEX 1000 TAB 1000mg 90 (METFORMIN)	Take ONE tablet THREE times a day	1	1	1		21
LOSEC TAB 20mg (OMEPRAZOLE MAGNESIUM)	Take ONE tablet daily as directed by			1		7
TEMAZE TAB 10mg (TEMAZEPAM)	Take ONE tablet at night This				1	7

This is the total number of tablets packed in the packing

WHAT TO DO BEFORE PRINTING A NEW PACKING PERIOD

- Ensure all medication changes have been entered for the nursing home patients
- Go to Activities > Advance Packing Dates
- Enter the Nursing Home code or press **<CTRL+L>** and the list of Nursing Homes will be displayed. Select the required Nursing Home
- Fred Pak will automatically enter the expected dates. As shown here the current packing cycle is the 15/09/2008 to the 21/09/2008. 'Update to be current from' is the date that the packing cycle will be advanced to.
- USE the **<+>** and **<->** keys to advance and rewind the 'Update to be current from' dates if the packing cycle dates need changing.



Advance Packing Dates

Nursing Home: **FRED HEALTH MONDAY N-HOME**

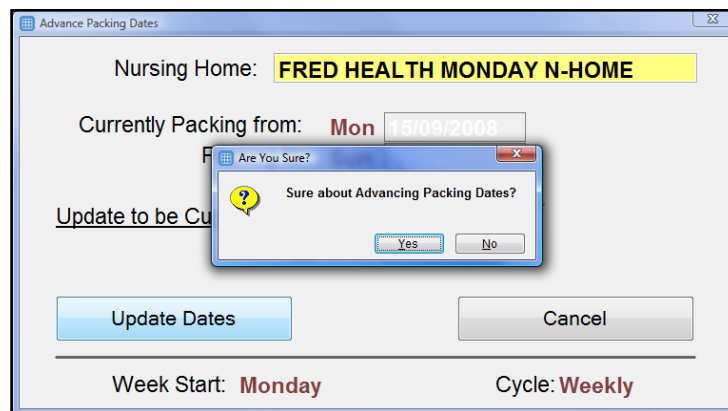
Currently Packing from: **Mon** 15/09/2008
Packing to: **Sun** 21/09/2008

Update to be Current from: **Mon** 22/09/2008
to: **Sun** 28/09/2008

Update Dates Cancel

Week Start: **Monday** Cycle: **Weekly**

- Press Enter or click on Update Dates to advance the packing dates
- Answer YES to the message 'Sure about advancing packing dates?' if sure.



Advance Packing Dates

Nursing Home: **FRED HEALTH MONDAY N-HOME**

Currently Packing from: **Mon** 15/09/2008

Update to be Current from: **Mon** 22/09/2008

Update Dates Cancel

Week Start: **Monday** Cycle: **Weekly**

Are You Sure?
Sure about Advancing Packing Dates?
Yes No

- Fred Pak will acknowledge that the packing dates were advanced for the nursing home and all its patients with the following message

The Nursing Home & Patients dates were Advanced ... Press a Key !

PRINTING FOILS, LABELS & CHARTS FOR A NURSING HOME

- Press <ALT+A> or click on the Activities Menu
- Choose Labels/Charts/Foils or Fill(JVMedi/Baxter ATC formats only)
- Enter the Nursing Home code or press <CTRL+L> and the list of Nursing Homes will be displayed. Select the required Nursing Home
- Depending on which option was chosen from the Activities menu, a printing option will be automatically selected. In this example we chose Foils so foils is automatically selected. Foils can be unselected and another printing option selected if necessary.

Nursing Home Labels / Foils / Packing

(MedicoPak Foils/Labels)

Nursing Home: **FRED HEALTH MONDAY N-HOME**
20 TRENNERY CRESCENT
ABBOTSFORD 3067

Include Patient Surnames From: **A** -to- **Z**

Print the following - Labels
 Foils
 Print Packed Drugs
 Print Required PRN Drugs
 Signing Charts
 Fill

Print Label(s)/Foil(s) to Sun **28/12/08**

Week Start: Monday Cycle: Weekly

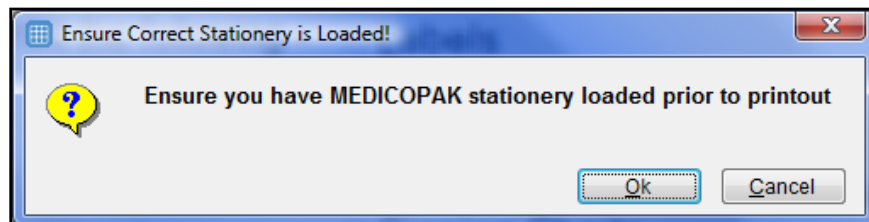
Expiry Date **16/02/09**

Print Cancel

- When all details are correct click Print

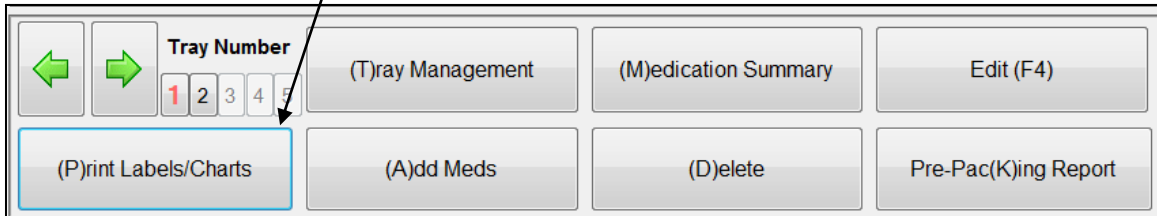


The following message may appear when printing Foils/Labels/Charts from Fred Pak if you have nursing homes set to use different packing formats. (I.e. one nursing home prints Medicopak and the other Websterpak). This is to remind you to ensure that the correct stationery is loaded.



PRINTING FOILS LABELS & CHARTS FOR A SINGLE PATIENT

- Select the required patient
- Ensure all medication changes have been entered for the patient
- Choose <P>rint Labels/Charts

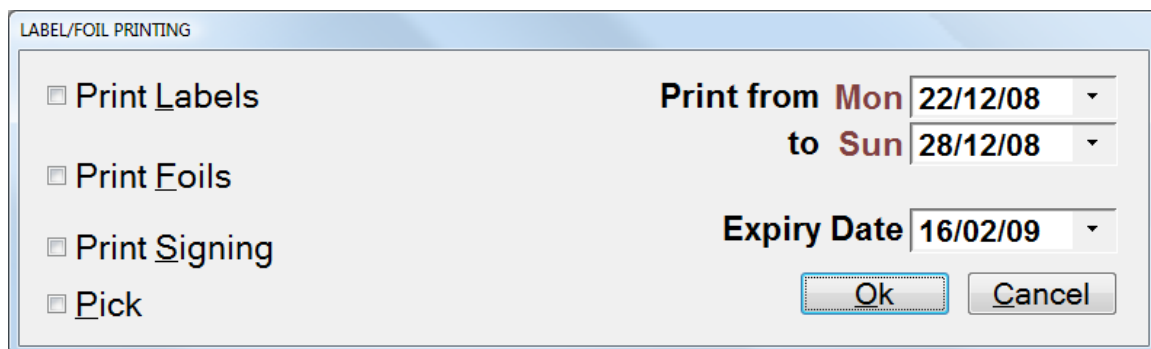


The screenshot shows a software interface for medication management. At the top, there are navigation arrows (left and right) and a 'Tray Number' field with buttons for trays 1, 2, 3, 4, and 5. Below this is a grid of buttons: (T)ray Management, (M)edication Summary, Edit (F4), (P)rint Labels/Charts (highlighted with a blue border), (A)dd Meds, (D)elete, and Pre-Pac(K)ing Report. An arrow points from the text '<P>rint Labels/Charts' in the list above to the corresponding button in the interface.

- Use <ALT + L> to select Labels, <ALT + F> to select Foils or <ALT+S> to select Signing Charts. Alternatively tick the box next to the item that needs to be printed. In the example below we have chosen Foils.
- Select a 'Print from' date range.

The 'Print from' date range will default to the packing cycle date range of the nursing home that the patient belongs to. This date range can be changed if a different date range is needed. Use the drop down arrow to access a calendar to select a date. Alternatively the <+> and <-> keys can be used to move forward or back by a week at a time. A completely new date can also be typed in if necessary.

- <ALT + O> or click OK when the details are complete to print the foil, label or chart.



The screenshot shows a dialog box titled 'LABEL/FOIL PRINTING'. It contains four checkboxes: 'Print Labels', 'Print Foils', 'Print Signing', and 'Pick'. To the right of these checkboxes are three date selection fields: 'Print from Mon' with a dropdown menu showing '22/12/08', 'to Sun' with a dropdown menu showing '28/12/08', and 'Expiry Date' with a dropdown menu showing '16/02/09'. At the bottom right of the dialog are 'Ok' and 'Cancel' buttons.

THE PICK FUNCTION – PRINTING FOR A SPECIFIC DRUG, TRAY OR DOSAGE TIME

The pick function in Fred Pak allows you to print specific medications, trays or dosage times. This feature is very useful if;

1. Just one foil has been changed and needing reprinting
2. NOT all of the patients regularly packed medication will be required during the current packing period.

To print a specific medication, tray or dosage time

- Select the required patient
- Choose <P>rint Labels/Charts
- Use <ALT + L> to select Labels, <ALT + F> to select Foils or <ALT + S> to select Signing Charts.
- Select a 'Print from' Date range
- Choose <ALT + P>ick or click in the Pick checkbox

LABEL/FOIL PRINTING

Print Labels

Print Foils

Print Signing

Pick

Print from Mon 22/12/08

to Sun 28/12/08

Expiry Date 16/02/09

Ok Cancel

- Select the item to be printed and click OK. In this example we are printing the Losec on Tray 2.

Label/Foil Printing Picks

Times

- B'FAST
- LUNCH
- DINNER
- B'TIME
- Short-Course
- When Required
- Additional

Trays

- Tray 1
- Tray 2

Drugs

Type	Tray	Print?	Drug Description
	1	<input type="checkbox"/>	DIABEX 1000 TAB 1000mg(METFORMIN)
	1	<input type="checkbox"/>	DIAFORMIN 1000 TAB 1000mg(METFORMIN)
	1	<input type="checkbox"/>	GLUCOHEXAL TAB 1000mg(METFORMIN)
	2	<input type="checkbox"/>	TEMAZE TAB 10mg(TEMAZEPAM)
A	1	<input type="checkbox"/>	VENTOLIN CFC FREE MET-AERO 200 Dose(SALBUTAMOL CFC F)
W	1	<input type="checkbox"/>	PANADEINE FORTE TAB 500-30mg 20(CODEINE & PARACETAMC

OK Cancel

Deselecting Trays will alter what medications display. Only medications for selected trays will appear in the pick screen.

- Press <ALT + O> or click OK to print.

LABEL/FOIL PRINTING

- Print Labels
- Print Foils
- Print Signing
- Pick

Print from **Mon** 22/12/08 to **Sun** 28/12/08

Expiry Date 16/02/09

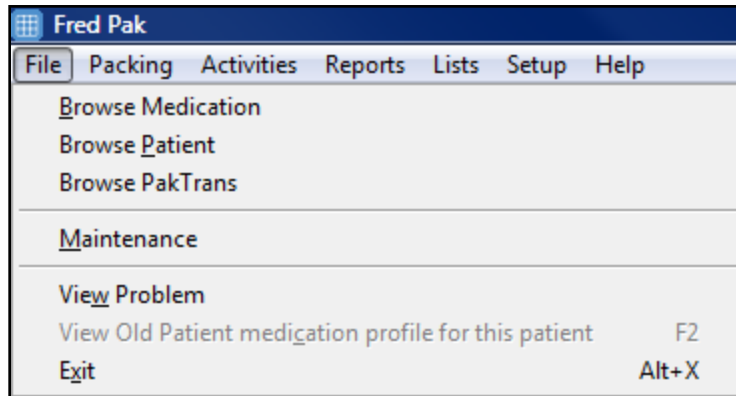
Ok Cancel

THE PULL DOWN MENUS

<ALT> or <F10> highlights the menu bar at the top of the screen. To open the menu option move the cursor with the <Left> and <Right> arrow keys and press <ENTER>. Alternatively press <ALT> and the highlighted letter of the menu option required. E.g. <ALT + A> will select the Activities menu. You can also click on the Menu required with the Mouse Cursor.

THE FILE MENU

<ALT + F> pulls down the “File” menu. The “File” menu contains:



- **Browse Medication**

Displays a summary of the medications packed in Fred Pak. If a patient is selected, Browse Medication will only display the selected patient’s medications. To view all medications packed, clear patients from the screen using the F12 key before accessing Browse Medications.

- **Browse Patient**

Displays the patient records for patients that exist in Fred Pak

- **Browse PakTrans**

Browse PAKTRANS is only used with the JVMedi/Baxter ATC Packing formats. Transactions are created for each packed medication in each packing cycle or batch.

- **Maintenance**

This option allows for Support to assist you if required. It can only be accessed with a password.

- **View Problem**

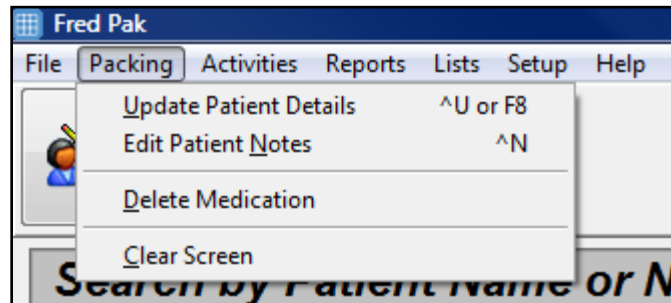
This option allows for Support to assist you if required. View problem shows a log of any issues that may have occurred while using Fred Pak

- **Exit**

<ALT + X> Exits Fred Pak

THE PACKING MENU

<ALT + P> pulls down the “Packing” menu. The “Packing” menu contains:



- **Update Patient Details** <CTRL + U> or <F8>

The patient details that can be updated through Fred Pak are

- The patient's room number at the Nursing Home
- The current packing date
- The Doctor and Doctor's Phone number
- Whether or not the patient is currently active
- Any allergies or adverse reactions the patient may have
- The patient notes.

All other patient details must be edited through Fred Dispense

- **Edit Patient Notes** <CTRL + N>

A short cut to accessing the patient notes in the patient details screen

- **Delete Medication** <X>

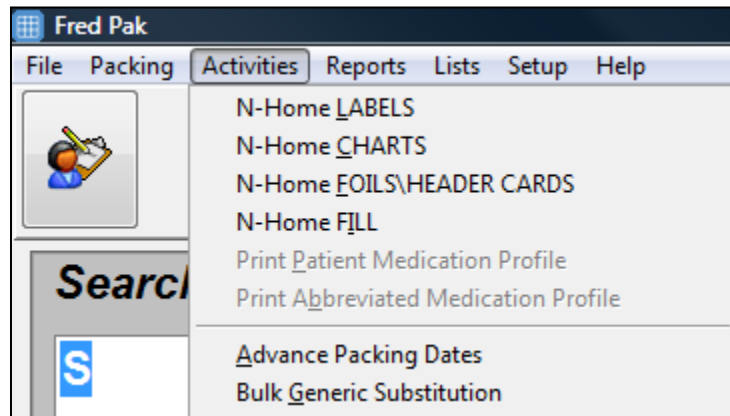
Used to delete medication from a patients packing profile

- **Clear Screen** <CTRL + C> or <F12>

Clears the screen

THE ACTIVITIES MENU

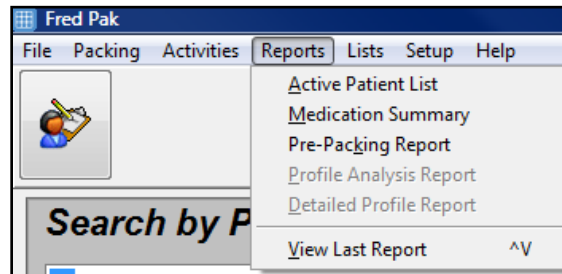
<ALT + A> pulls down the “Activities” menu. The “Activities” menu contains:



- **N-Home LABELS** <L>
Used to print labels for all patients in a nursing home packing cycle
- **N-Home CHARTS** <C>
Used to print Signing Charts for all patients in a nursing home packing cycle
- **N-Home FOILS\HEADER CARDS** <F>
Used to print Foils\Header Cards for all patients in a nursing home packing cycle
- **N-Home FILL** <I>
Used to create a nursing home packing cycle batch for the JVMedi packing format
- **ADVANCE PACKING DATES** <A>
This calculates and advances the date range for the next Nursing Home packing cycle.
- **BULK GENERIC SUBSTITUTION** <G>
This allows for bulk generic substitution between brands of a drug. For further information see Bulk Generic Substitution Page 33

THE REPORTS MENU

<ALT + R> pulls down the “Reports” menu. The “Reports” menu contains:



- **Active Patient List**

A list of patients currently marked as ACTIVE. Active patients will be included in any packing run generated for the Nursing Home in which the patient resides

- **Medication Summary**

Summarizes the medications in the packing profile for all patients in a nursing home

- **Pre-Packing Report**

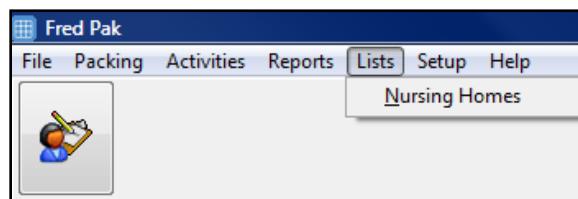
A report that lists all medications packed in a foil, for all patients in a nursing home. Note that additional medications will not appear in this report as they are not actually packed.

- **View Last Report** <CTRL + V>

The last report generated will be displayed

THE LISTS MENU

<ALT + L> pulls down the “Lists” menu. The “Lists” menu contains:

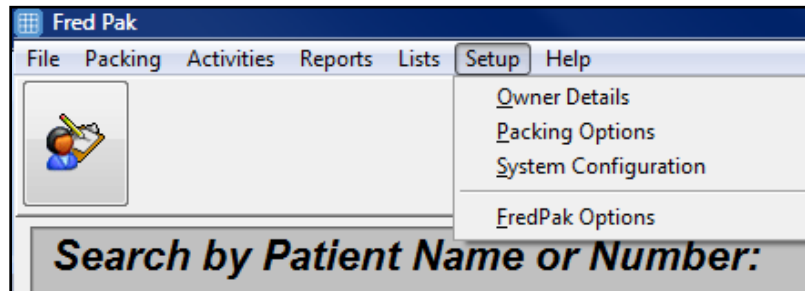


- **Nursing Homes**

A list of all Nursing Homes entered in Fred Pak

THE SETUP MENU

<ALT + S> pulls down the “Setup” menu. The “Setup” menu contains:



- **Owner Details**

Details of the owner including name, business name, address, phone and fax numbers.

- **Packing Options**

Each packing format has packing options specific to the format. These options are normally configured at the time of installation.

- **System Configuration**

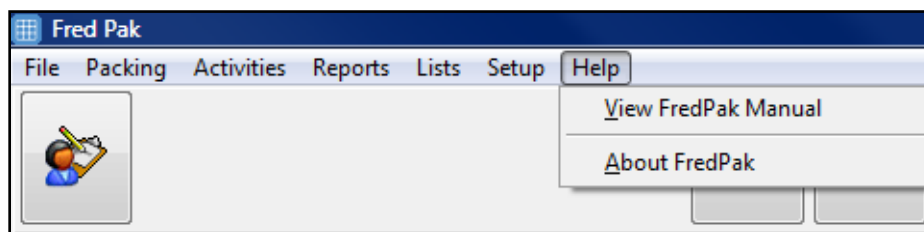
Details of which printer driver each part of the packing routine will print to.

- **Fred Pak Options**

Fred Pak options can only be accessed when the program is in Maintenance Mode. Used by support to configure extra packing options.

THE HELP MENU

<ALT + H> pulls down the “Help” menu. The “Help” menu contains:



- **View Fred Pak Manual**

The Fred Pak Manual can be opened, viewed and printed

- **About Fred Pak**

About Fred Pak displays detailed information about the current version of Fred Pak.

MAKING CHANGES TO THE OWNER DETAILS

Whenever making changes to the Business name or approval number, **you must contact Fred Help**. Fred Pak will require new access codes if the Business name is changed.

Address, Phone and Fax details can be updated without contacting support.

- Press **<ALT+S>** Setup
- **<O>** Owner Details
- Use **<TAB>** to access the field you need to update
- Update the details
- Press **<END>** to save

The screenshot shows a software window titled "Owner Details" with a standard Windows-style title bar (minimize, maximize, close buttons). The window contains a form with the following fields and values:

- Owner's Name: **FRED HEALTH** (highlighted in yellow)
- Business Name: **FRED HEALTH DEVELOPMENT**
- Street: **25 TRENERRY ST**
- Suburb: **ABBOTSFORD**
- State: **VIC**
- Postcode: **3067**
- Phone No: **03 9418 1888**
- Fax No: **03 9418 1811**

At the bottom right of the form are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red 'X' icon).

FREQUENTLY ASKED QUESTIONS

How do I stop packing for a patient?

If the patient temporarily or permanently stops needing packed medication, you can mark the patient as inactive.

To make a patient inactive:

- Select the required patient
- Press **<CTRL + U>** or **<F8>** - Update
- In the ACTIVE field enter **<N>** to make a patient INACTIVE
- Press **<END>** to Save

To make the patient active again:

- Select the required patient
- Press **<CTRL + U>** or **<F8>** - Update
Move to the ACTIVE field and enter **<Y>**
- Press **<END>** to Save

If the patient is deceased mark them as such in Fred Dispense:

- **<SHIFT + F6>** to enter Fred Dispense
- Select the patient
- **<CTRL + I>** then change the patient status to **<D>**
- Press **<END>** to Save

What should I do if some patients in a nursing home are packed on a different day to others?

A separate nursing home should be set up for each packing start day.

What should I do if a nursing home has more than one packing cycle i.e. some patients are packed for weekly and others fortnightly?

A separate nursing home should be set up for each packing cycle.

How do I advance packing dates?

You should ideally be printing the foils for all patients in a nursing home together. Therefore, you should be advancing the packing dates for all patients in that nursing home at once, directly before you print their foils.

To advance nursing home packing dates:

- Press <ALT + A> Activities
- <A> Advance Packing Dates
- Enter a nursing home code and press <ENTER> or press <CTRL + L> to view a nursing home/hospital selection list and press <ENTER> to select the required nursing home.
- Fred Pak will display the current packing cycle and will calculate the dates of the next cycle to be packed for that Nursing Home
- Press <ENTER> to update the packing cycle dates

How do I see what medication I packed for a patient last time?

Print a medication summary report.

- Select the patient
- Click on Medication Summary at bottom of the screen
- Enter date required

How many medications can I pack?

Medicopak – 11 drugs per tray with 8 drugs maximum per single compartment.

Websterpak – 8 drugs per tray

Baxter – N/A

PersoCare – Disposapak – 12 drugs per tray, Persopak – 8 drugs per single compartment

Practicare Practipak – 8 drugs per foil

JVMedi – N/A

Nomad – 12 drugs per chart

Note: You may not realistically be able to pack the maximum number of medications into each compartment due to the size and shape of the individual tablets or capsules you are packing.

How many foils can I pack for one patient?

You can print up to 5 trays for one patient.

How do I pack medications not dispensed in this pharmacy?

- Select the required patient in Fred Pak
- Press **<A>** to Add medication
- You will see the option ADD ITEM (NOT Dispensed) in red.
- Press **<ENTER>**
- The ADD ITEM screen will appear where you can enter the drug name for selection.
- You can then continue to select the standard drug packing options of type, start date, end date, frequency, tray number and administration times

What do I do when a patient stops taking a particular medication?

If a patient stops taking a particular medication, edit the medication and enter an end date. The medication will cease to be packed after the end date has passed.

Why didn't all medications for my patient print?

Check that there is no end date set on the item that did not print. Also check that the medication start date for the item is within the printing period.

How do I reprint the current packing cycle foils/labels/charts for one patient?

- Select the required patient in Fred Pak
- Press **<P>** to print Labels/ Charts
- Press **<F>** to select Foils, **<S>** to select Signing Charts or **<L>** to select Labels
- Check that the packing dates shown are those that you wish to pack for
- You can also use the pick function to select specific drugs if not all medications are required to be reprinted.
- Press **<ENTER>** to print

How do I reprint the current packing cycle foils/labels or charts for one nursing home?

- Press **<Alt + A>** to enter the Activities menu
- Select **<L>** N-Home LABELS , **<F>** N-home Foils , **<S>** N-home Charts or **<I>** N-home Fill
- Select the required nursing home
- Check that the packing to date is correct. If not, update the dates under Alt **<A>** Activities menu and then **<A>** Advance Packing Dates. Select the Nursing home whose packing dates you wish to check and update using the **<+>** or **<->** keys as required. Then return to N-Home Labels/Foils
- Press **<Enter>** to print selection

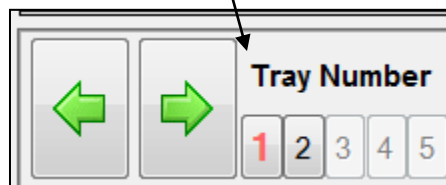
When do I use End Dates when packing medications?

End dates should be used when a patient is taking medication for a limited period of time e.g. for antibiotics or when a patient needs to stop taking a medication.

Why can't I see all the medications for a patient on the screen?

Not all of a patient's medications may show on the screen at once if more than 5 medications are being packed. Use the **DOWN ARROW** to scroll down the screen to see any other medication that is being packed for the patient. Alternatively, use your **PAGE DOWN** key.

If medication is packed onto separate trays not all medications may be visible at first glance. To see medications packed on to other trays press the corresponding tray number on the keyboard. For example, to view medications packed on tray 2 press the number 2 on the keyboard. Alternatively click on the numbered buttons shown at the bottom of the screen. If medications are packed on more than 1 tray, this will be seen towards the bottom left hand side of the screen by viewing the selected tray numbers. Tray numbers not in use will be grayed out.



How do I know what packing type to use?

Packing Type	Use
P - Packed	Default setting for all medication required to be packed
S - Short Course	Antibiotics, Anti-nausea, Prednisolones
W - When required	Analgesics, Anti-nausea
A - Additional Medication (Items unsuitable for packing into blister packs)	Creams, liquids, patches, inhalers

FRED PAK PROFILING

ADDING A NEW PATIENT TO FRED PAK PROFILING

It is important to note that unlike Packing, a patient DOES NOT need to belong to a Nursing Home to be able to generate Patient Medication Profiles.

With the patient selected in Fred Dispense, press **<SHIFT + F6>** to enter Fred Pak. Alternatively, click on the Fred Pak Icon (circled) found at the top of the Fred Dispense Screen to enter Fred Pak.



The Fred Pak patient details screen will appear the first time the patient is entered into Fred Pak.

Patient Details

Patient Name **MRS PRISCILLA PROFILER** 186899

Address **20 TRENERRY CRESCENT**

Suburb **ABBOTSFORD**

Nursing Home ***NONE*** **** NONE SET UP IN FRED ****

Packing Cycle Pack From **03/12/07**

Week Start Started **09/01/09**

Room ID Active? **Y**

Medicare

Doctor Details:

Name Code

Phone Presc No

Times **B'FAST** **LUNCH** **DINNER** **B'TIME**

Allergies or Adverse Reactions

Notes

FRED Allergies

186899.JPG

Clear Photo

Save Cancel

- The patient details will transfer across from Fred Dispense automatically. For more information on the patient details screen see page 21 of the packing section of this manual. Note the patient in our example is not in a Nursing Home.
- **<ALT+S>**ave or **<END>** to exit the patient details screen.

NAVIGATION FROM FRED DISPENSE

If the patient DOES belong in a Nursing Home and the packing option is set to “Always go to profile view first – N” you will be taken to the Packing Screen. Press F9 or click on the Medication Profile button to enter the Profiling Screen. (For more information about packing options see page 5)

If the patient DOES belong in a Nursing Home and the packing option is set to “Always go to profile view first – Y” you will be taken to the patient profiling screen.

Packing System Options

Profiles | Baxter | Medicopak | Webster | JVMedi | PersoCare | Nomad | Practicare

Logo File: C:\Documents and Settings\clare.porter.NUNET\My Doc

Always go to profile view first? Y

Show Usual Doctors name under their instructions? N

Include Profile Explanation? Y

Print Profile Explanation at start of profile? Y

Edit Profile Explanation

PMP Compliant Pharmacy? Y

Include Important Information Section? Y

Include Pharmacist/Patient Disclaimer? Y

Include Drug Images? Y

Allow B&W Drug Image Printing? N

Prohibit Low Quality Drug Image Printing? Y

Save Cancel



Always go to profile view first? Y/N - is a local setting and can be set to behave differently at Individual workstations (hint: set it to N at workstations where Fred Pak will be used mainly for DAA Packing and Y where Fred Pak will mainly be used for Profiling).

If the patient DOES NOT belong to a Nursing Home, you will be taken directly to the Medication Profile Screen.

Note: the 'Packing Profile screen title is in BLACK

THE PACKING SCREEN

Note: the 'Patient Medication Profile screen title is in RED

THE PROFILING SCREEN

F9 F9

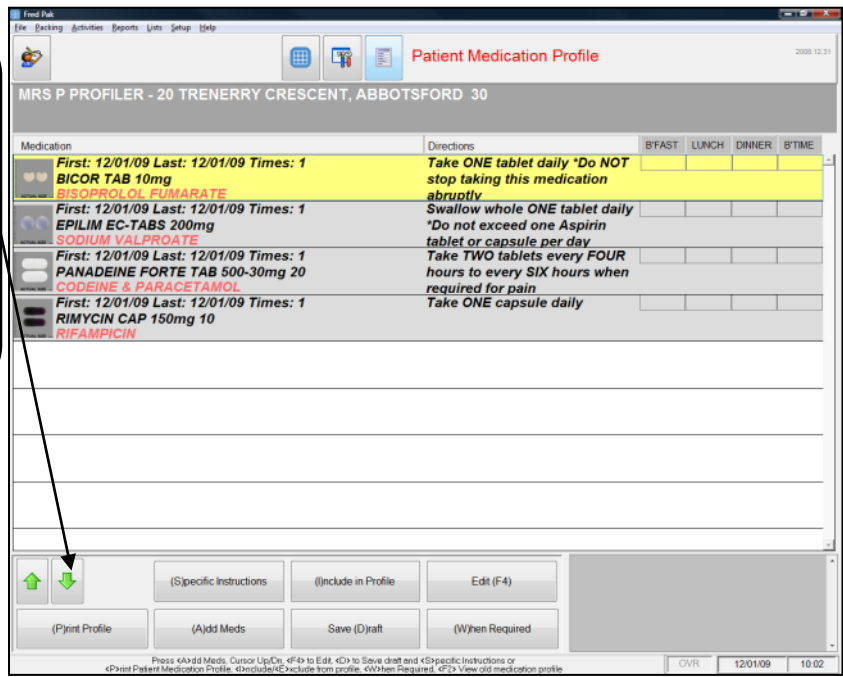
INCLUDING MEDICATIONS IN THE MEDICATION PROFILE REPORT

INCLUDING MEDICATIONS

The patient's dispensing history from Fred Dispense is automatically displayed in the Patient Medication Profile screen. The following information is shown

- The first date the medication was dispensed
- The last date the medication was dispensed
- How many times the medication has been dispensed
- The Brand name and the Generic name for the drug
- The directions entered for the medication the last time it was dispensed

Use the green arrows to change the order included medications print on the profile. When an excluded medication is selected the arrows will be disabled.



Each drug from the patient history must be 'included' so the drug will appear on the Medication Profile Report. Included medications can be identified by the green tick that shows in the profiling screen.

The selected drug is highlighted in yellow

Medication	Directions	B'FAST	LUNCH	DINNER	B'TIME
BICOR TAB 10mg BISOPROLOL FUMARATE	Take ONE tablet daily	1			
EPILIM EC-TABS 200mg SODIUM VALPROATE	Swallow whole ONE tablet daily			1	
PANADEINE FORTE TAB 500-30mg 20 CODEINE & PARACETAMOL	Take ONE to TWO tablets every FOUR hours to every SIX hours when required	2		2	
RIMYCIN CAP 150mg 10 RIFAMPICIN	Take ONE capsule daily				

Included Medications are shown with a white background and a green tick

Excluded Medications will display with a grey background and will NOT have a green tick. These medications will not print on the Medication Profile Report

To include medication in the Medication Profile Report –

- Highlight the medication
- Press <I>include in the profile or click on the Include in Profile button

The Medication Details screen will appear.

- Enter the dosage times
- Enter the 'Purpose of Medication' and 'Specific Instructions' notes
- Enter the prescriber name if different to the usual prescriber. For example – a specialist doctor or SELF for OTC Medications.
- Enter a drug description if required
- <ALT + S>ave or <END> to save and exit the Medication Details screen

Specific Instructions can be entered when the instructions do not comply with standard dosage times and drug directions.

The screenshot shows the 'Medication Details' window for 'BICOR TAB 10mg(BISOPROLOL FUMARATE)'. The 'Directions' field contains 'Take ONE tablet daily'. The 'Prescriber Name' is 'SMITH, A'. The 'Qty' is '1.00'. The 'Time' is 'B'FAST'. The 'Purpose of Medication' notes are 'This medication is used to treat heart failure.'. The 'Specific Instructions' notes are 'Swallow tablets with a glass of water. Do not crush or chew tablets - this reduces the efficiency'. There are 'Save' and 'Cancel' buttons at the bottom right.

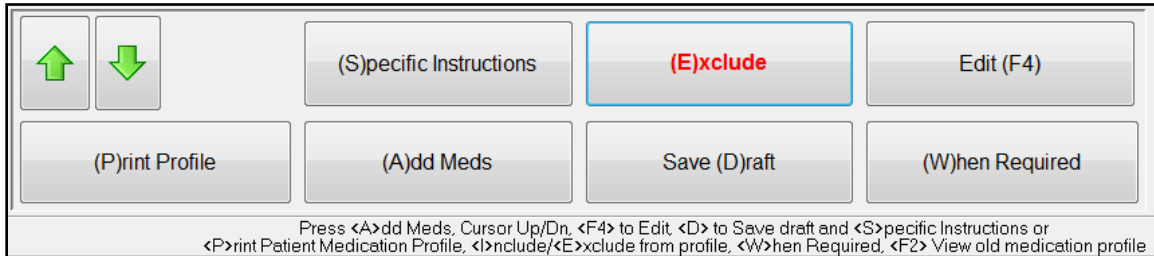
Important note regarding patients with PACKED Medication:

Any medications packed in the Fred Pak Packing after the patients Fred Pak medication profile is initially created, will be automatically be added and flagged as 'Included' in the Patient Medication Profile section of Fred Pak.

EXCLUDING MEDICATION

To exclude medication from the medication profile report –

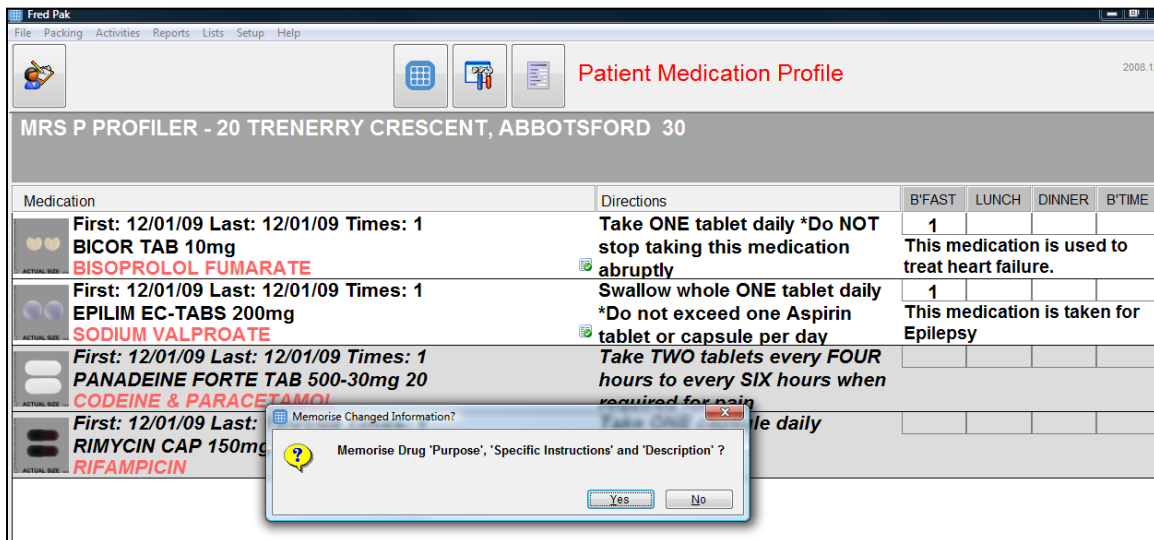
- Highlight the medication
- <E>xclude or click on the Exclude button found at the bottom of the screen
- The green tick will then be removed and the medication will no longer be included in the Medication Profile Report.



MEMORISE CHANGED INFORMATION?

When saving an included medication, a message may appear as shown below. Each time a Drug Purpose, Specific Instruction or Tablet Description is entered you will be asked if you wish to memorize this information.

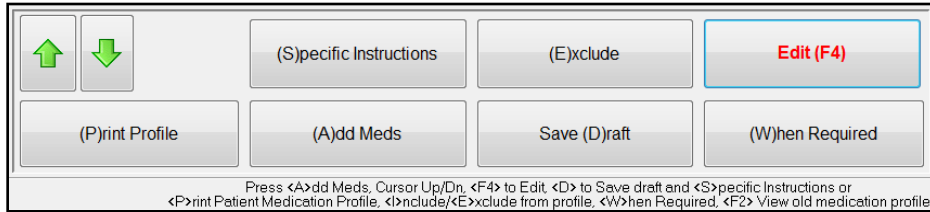
Memorizing the information will mean that the next time this medication is included on a future profile, the memorized information will be included automatically.



EDITING MEDICATION DETAILS

The medication must be included in the medication profile report to be edited.

- Highlight the included medication
- Press Edit <F4> to edit included medication



If you dispense Diabex 500mg with the directions 3 times a day, then a new script is presented with directions of 4 times a day, once dispensed these new directions will be transferred into the profile. It is important to remember you will need to change the dosage times in the profile to complete the update.

FLAGGING MEDICATIONS AS SPECIFIC INSTRUCTIONS & WHEN REQUIRED

Flagging a drug with **(S)**pecific instructions will disable the BFAST, LUNCH, DINNER, BTIME section. This is used to show that the specific instructions entered for the administration of this drug do not fit the B'FAST, LUNCH, DINNER, B'TIME format.

Standard medication that has not been flagged will appear with the dosage instructions in the BFAST, LUNCH, DINNER, BTIME

An **(S)** shows that this drug has been flagged as having specific instructions

Flagging a drug as **(W)**hen Required will disable the BFAST, LUNCH, DINNER, BTIME section. This is used to show that When Required (PRN) medication does not fit the B'FAST, LUNCH, DINNER, B'TIME format

(PRN) shows that this drug has been flagged as a When Required medication

PRINTING ALL BRANDS ON THE PROFILE

You can print all brands or only selected brands of a drug on the medication profile. In the medication details screen *Print All Brands* is ticked by default.

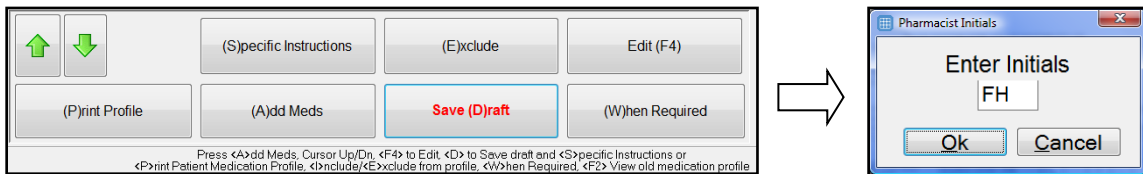
Un-ticking *Print All Brands* displays the *Select Brands* screen. Here specific brands can be selected and unselected as required. Only the selected brands will print on the profile.

PCA NU SYSTEMS DEMO, PCA NU SYSTEMS PTY LTD 25 TRENERRY ST, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811								
	MR FRANCIS FRED PAK 20 TRENERRY CRESCENT, ABBOTSFORD 3067 D.O.B: N/A Gender: MALE Usual Doctor: SMITH, A Dr. Phone: 95761411							
Allergies or Previous Adverse Drug Reactions: Penicillin								
Notes: Pack already taken for current cycle 11/10 This Patient Medication Profile provides you with information about your prescribed medication(s). Please read and ensure that you understand all the information to enable you to use your medications safely and effectively. Consult with your doctor or pharmacist if you experience any unusual effects from your medication, or if you require further information.								
Medication	Image	Description	Instructions	B'FAST	LUNCH	DINNER	B'TIME	Purpose
DIABEX 1000 TAB 1000mg 90 METFORMIN		Tablets Oval WHITE Scored Front: 10 00 Back:	Take ONE tablet THREE times a day immediately after food.	1	1	1		
Other Brands: DIAFORMIN 1000, FORMET 1000, GLUCOHEXAL								

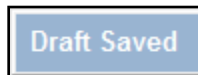
SAVING DRAFTS AND PRINTING DRAFT MEDICATION PROFILES

TO SAVE A DRAFT MEDICATION PROFILE

- **<ALT+D>** Save Draft or click on the Save Draft button. Enter the Pharmacist initials of the person creating the profile.

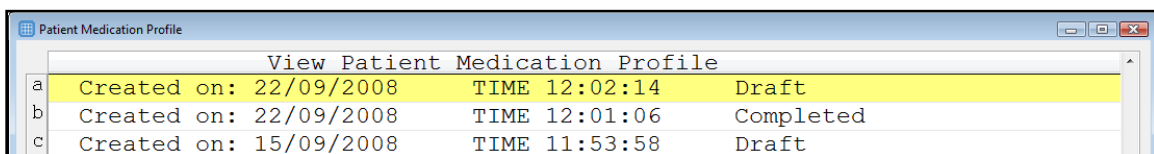


- A message will appear at the top right of the profile screen to show that the draft has saved.



VIEWING, REPRINTING OR DELETING PREVIOUSLY SAVED DRAFT, ABBREVIATED OR COMPLETED PROFILES

- Press F2 to display the list of Draft, Abbreviated and Completed Medication Profiles. Selecting the corresponding letter or use the up and down arrow keys to highlight the profile and press **<ENTER>** to view and print. Profiles can also be deleted by highlighting the desired profile and pressing the **<DELETE>** key. On pressing delete a prompt will appear seeking confirmation.



- A PDF Viewer will launch the profile. Note that the Draft Profile will appear with a DRAFT COPY Watermark.

The Pharmacy Logo can be configured to print on the profile. See Packing Options Page 5

Medication images print here. If no image is available this box will be empty.

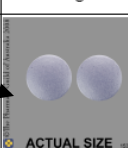


The Pharmacist initials entered when printing the profile will expand to show who the profile was prepared

If a different prescriber to the preferred doctor has been entered in the Medication Details screen, the prescriber's details will print on the profile as

PCA NU SYSTEMS DEMO, PCA NU SYSTEMS PTY LTD
25 TRENERRY ST, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811

DR MS PRISCILLA PROFILER
20 TRENERRY CRESCENT, ABBOTSFORD 3067
D.O.B: N/A Gender: FEMALE Usual Doctor: SMITH, A Dr. Phone: 9576 1411

This Patient Medication Profile provides you with information about your prescribed medication(s). Please read and ensure that you understand all the information to enable you to use your medications safely and effectively. Consult with your doctor or pharmacist if you experience any unusual effects from your medication, or if you require further information.

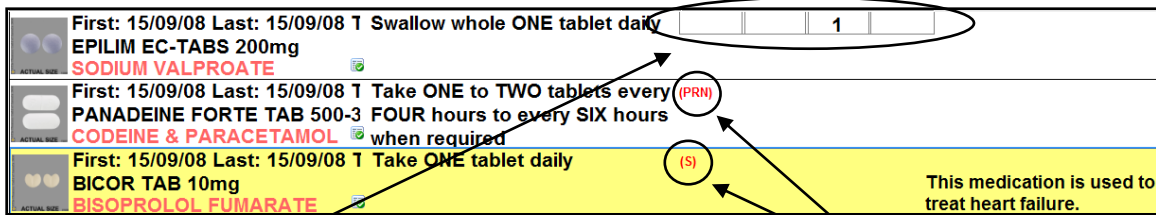
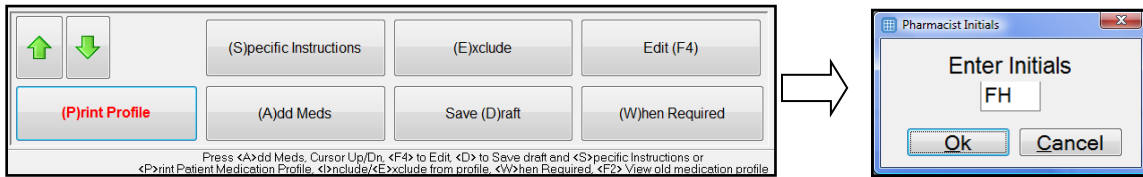
Medication	Image	Description	Instructions	BFAST	LUNCH	DINNER	BTIME	Purpose
EPILIM EC-TABS 200mg SODIUM VALPROATE <i>Other Brands: VALPRO 200, VALPROATE</i>	 ACTUAL SIZE	Tablets Round LILAC Front: Back:	Swallow whole ONE tablet daily.			1		
PANADEINE FORTE TAB 500-30mg 20 CODEINE & PARACETAMOL <i>Other Brands: DYMADON FORTE, CODALGIN FORTE, PRODEINE FORTE, DOLAFORTE, CODAPANE FORTE, COMFAROL FORTE</i>	 ACTUAL SIZE	Tablets Capsule-shaped WHITE Scored Front: P F Back:	Take ONE to TWO tablets every FOUR hours to every SIX hours when required. Dr. JONES, DANNY Phone: 52315866	When Required				
BICOR TAB 10mg BISOPROLOL FUMARATE	 ACTUAL SIZE	Tablets Heart-shaped LIGHT ORANGE Scored Front: Back:	Take ONE tablet daily. Swallow tablet with a glass of water. Do not crush or chew tablets - this reduces the efficiency.	Specific Instructions				This medication is used to treat heart failure.

Prepared by: FRED HEALTH Checked by: _____ 36322-080917-102017 17/09/08 Page 1 of 3

. This is a unique identifier for the medication profile. It consists of the Patient number (36322) the date (080917 = 17th of Sept 2008) and the time the medication profile was generated (102017 = 10:20:17am)

PRINTING THE COMPLETED MEDICATION PROFILE

- <ALT+P>rint Profile or click on the Print Profile button. Enter the Pharmacist Initials of the person creating the profile



Standard Medications will use the BFAST, LUNCH, DINNER, BTIME section to display the dosage instructions.

Medications flagged with Specific Instructions or as When Required display as shown. The BFAST, LUNCH, DINNER, BTIME dosage section is disabled.

PCA NU SYSTEMS DEMO, PCA NU SYSTEMS PTY LTD
25 TRENERRY ST, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811

MS PRISCILLA PROFILER
20 TRENERRY CRESCENT, ABBOTSFORD 3067
D.O.B: N/A Gender: FEMALE Usual Doctor: N/A

This Patient Medication Profile provides you with information about your prescribed medication(s). Please read and ensure that you understand all the information to enable you to use your medications safely and effectively. Consult with your doctor or pharmacist if you experience any unusual effects from your medication, or if you require further information.

Medication	Image	Description	Instructions	Dosage				Purpose
				BFAST	LUNCH	DINNER	BTIME	
EPILIM EC-TABS 200mg SODIUM VALPROATE Other Brands: VALPRO 200, VALPROATE		Tablets Round LILAC Front: Back:	Swallow whole ONE tablet daily.				1	
PANADEINE FORTE TAB 500-30mg 20 CODEINE & PARACETAMOL Other Brands: DYMADON FORTE, CODALGIN FORTE, PRODEINE FORTE, DOLAFORTE, CODAPANE FORTE, COMPAROL FORTE		Tablets Capsule-shaped WHITE Scored Front: P F Back:	Take ONE to TWO tablets every FOUR hours to every SIX hours when required.	When Required				
BICOR TAB 10mg BISOPROLOL FUMARATE		Tablets Heart-shaped LIGHT ORANGE Scored Front: Back:	Take ONE tablet daily. Swallow tablet with a glass of water. Do not crush or chew tablets - this reduces the efficiency.	Specific Instructions				This medication is used to treat heart failure.

Prepared by: FRED HEALTH Checked by: _____ 36322-080915-121550 15/09/08 Page 1 of 3

The following is the pharmacist and patient disclaimers. These may or may not print as part of the medication profile. This is determined by a setting in the Setup Menu > Packing Options > Include Pharmacist/Patient Disclaimer?

FRED HEALTH PTY LTD, Fred Health
20 TREENERY CRESENT, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811

MR FRED HEALTH
20 TREENERY CRESENT, ABBOTSFORD 3067

Pharmacy Copy

The Medication Profile is not intended to be a substitute for professional medical advice, diagnosis or treatment. If you have any queries regarding your diagnosis or treatment you should consult your medical practitioner.

This Medication Profile has been produced after reference to the patients dispensing history and personal interview. It is, by its nature, dependent upon accuracy and completeness of information provided by the patient and it remains at all times the patients responsibility to advise their pharmacist of any changes to their medication regimen.

Patient Signature: _____ **Date:** _____

Pharmacist Signature: _____ **Date:** _____

Pharmacist ID: CP
Prepared by: CLARE PORTER Checked by: _____ 39952-090114-151557 14/01/09 Page 3 of 4

FRED HEALTH PTY LTD, Fred Health
20 TREENERY CRESENT, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811

MR FRED HEALTH
20 TREENERY CRESENT, ABBOTSFORD 3067

Patient Copy

The Medication Profile is not intended to be a substitute for professional medical advice, diagnosis or treatment. If you have any queries regarding your diagnosis or treatment you should consult your medical practitioner.

This Medication Profile has been produced after reference to the patients dispensing history and personal interview. It is, by its nature, dependent upon accuracy and completeness of information provided by the patient and it remains at all times the patients responsibility to advise their pharmacist of any changes to their medication regimen.

Patient Signature: _____ **Date:** _____

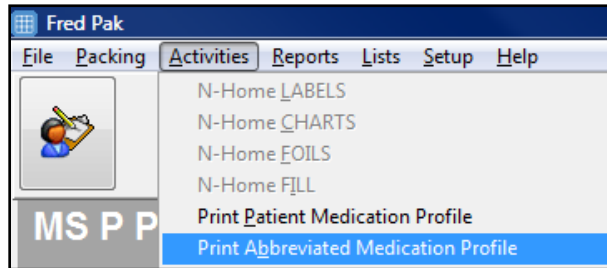
Pharmacist Signature: _____ **Date:** _____

Prepared by: CLARE PORTER Checked by: _____ 39952-090114-151557 14/01/09 Page 4 of 4

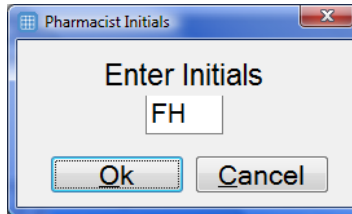
PRINTING THE ABBREVIATED MEDICATION PROFILE

The Abbreviated Medication Profile can be printed via the Activities Menu
 First Select the patient then press <ALT+A>, B - Print Abbreviated Medication Profile.

The Abbreviated Medication Profile is a medication profile without the signing sheets and disclaimer information that is included in a standard Medication Profile.



- Enter the pharmacist's initials when prompted



PCA NU SYSTEMS DEMO, PCA NU SYSTEMS PTY LTD
 25 TRENERRY ST, ABBOTSFORD 3067 Ph: 03 9418 1888 Fax: 03 9418 1811

MS PRISCILLA PROFILER
20 TRENERRY CRESCENT, ABBOTSFORD 3067
 D.O.B: N/A Gender: FEMALE UsualDoctor: N/A

Medication	Instructions	BP/AST	LUNCH	DINNER	E/TIME
EPILIM EC-TABS 200mg SODIUM VALPROATE <i>Other Brands: VALPRO 200, VALPROATE</i>	Swallow whole ONE tablet daily.			1	
PANADEINE FORTE TAB 500-30mg 20 CODEINE & PARACETAMOL <i>Other Brands: DYMADON FORTE, CODALGIN FORTE, PRODEINE FORTE, DOLAFORTE, CODAPANE FORTE, COMFAROL FORTE</i>	Take ONE to TWO tablets every FOUR hours to every SIX hours when required.	When Required			
BICOR TAB 10mg BISOPROLOL FUMARATE	Take ONE tablet daily. Swallow tablet with a glass of water. Do not crush or chew tablets - this reduces the efficiency.	Specific Instructions			

Prepared by: FRED HEALTH Checked by: _____ 36322-080915-121818 15/09/08 Page 1 of 1

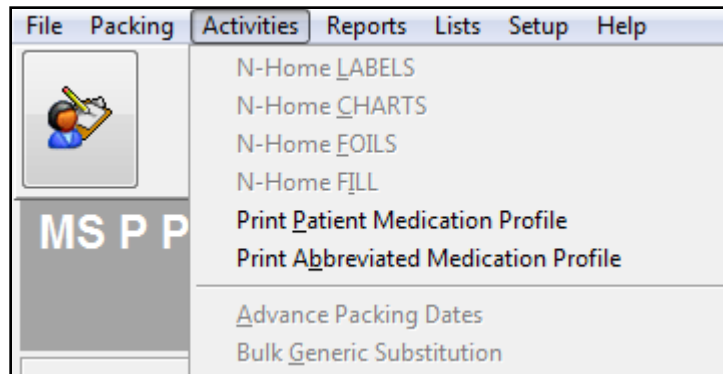
THE PULL DOWN MENUS – ADDITIONAL PROFILING OPTIONS

See page 53 for more Pull Down Menu options.

<ALT> or <F10> highlights the menu bar at the top of the screen. To open the menu option move the cursor with the <Left> and <Right> arrow keys and press <ENTER>. Alternatively press <ALT> and the highlighted letter of the menu option required. Eg <ALT + A> will select the Activities menu

THE ACTIVITIES MENU

<ALT + A> pulls down the “Activities” menu. The “Activities” menu contains:



- Print Patient Medication Profile

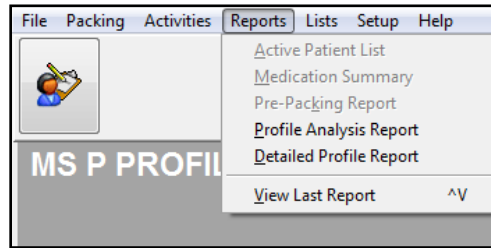
With the patient selected this option will print a Patient Medication Profile

- Print Abbreviated Medication Profile

With the patient selected this option will print an abbreviated Medication Profile that will exclude the purpose and additional instructions. This is ideally suited for other members of the patient’s healthcare team.

THE REPORTS MENU

<ALT + R> pulls down the “Reports” menu. The “Reports” menu contains:



- Profile Analysis Report
- The Profile Analysis Report will provide you with information on how many Profiles have been generated in a selected date range.

The report can be generated for <A>ll Patients or filtered by <N>ursing Home or N<o>n Nursing Home patients. For Hospital Sites the report can be filtered further by

A date range for the report can be specified here

The report can include Drafts – Y/N

A time range for the report can be specified here

The days in the date range specified where Medication Profiles were completed.

PCA NU SYSTEMS DEVELOPMENT, PCA NU SYSTEMS DEVELOPMENT
20 TRENNERY CRES, ABBOTSFORD 3007 Ph: 03 9419 1888 Fax: 03 9419 1811

08/11/07 **Profile Analysis Report** Page 1 of 1
All Patients
From 08/10/07 To 08/11/07 (Excluding Drafts)

Date	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Daily Total
Wed 10/10/07	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3
Thu 11/10/07	0	2	2	0	0	0	0	0	0	0	0	0	0	0	4
Fri 12/10/07	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Sun 14/10/07	0	0	0	0	0	2	0	0	0	4	0	0	0	1	7
Mon 15/10/07	0	0	0	9	2	0	0	0	0	0	0	0	0	0	11
Fri 19/10/07	0	0	0	8	0	0	5	0	0	0	0	0	0	0	13
Sun 21/10/07	0	0	0	0	3	0	0	0	0	0	0	0	0	1	4
Tue 23/10/07	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Wed 24/10/07	0	0	0	0	0	0	1	0	0	0	0	0	0	1	2
Fri 26/10/07	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
Mon 29/10/07	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
Tue 30/10/07	0	1	0	1	0	0	0	4	2	0	0	0	0	0	8
Thu 01/11/07	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
Sat 03/11/07	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Mon 05/11/07	0	0	0	0	0	0	1	0	0	0	0	2	0	0	3
Wed 07/11/07	0	0	1	0	0	0	0	0	3	0	0	0	0	4	8
GRAND TOTAL	0	3	4	21	5	6	5	7	3	7	0	0	4	7	72

The total Number of Profiles completed in the date range specified

- Detailed Profile Report- Similar to the Profile Analysis Report. The report provides a detailed listing of patients that Patient Medication Profiles were generated for.

The report can be generated for <A>ll Patients, <N>ursing Homes, or N<O>n Nursing Home patients. For Hospital Sites the report can be filtered further by Wards.

A date range for the report can be specified here

The report can include Drafts – Y/N

The report can be ordered by Date, Patient or Nursing Home

PCA NU SYSTEMS SUPPORT, PCA NU SYSTEMS
20 TRENNERY CRESCENT, ABBOTSFORD 3007 PH: 1300 73 1898 FAX: 1300 73 0888

04/12/07 **Detailed Profile Report** Page 1 of 1
All Patients
From 04/11/07 To 04/12/07 (Excluding Drafts)

Date	Name	Address	Medicare/DVA	Profile ID	Type
04/12/07	MEDICOPAK, MR MARK	20 TRENNERY CRESCENT ABBOTSFORD		42457-071204-154538	C
30/11/07	PROFILER, MISS PRISCILLA	20 TRENNERY CRESCENT ABBOTSFORD		42462-071130-114459	C
30/11/07	PROFILER, MISS PRISCILLA	20 TRENNERY CRESCENT ABBOTSFORD		42462-071130-162744	C
04/12/07	QUICKPAK, MR QUENTIN	20 TRENNERY CRESCENT ABBOTSFORD	33105222221	42458-071204-154443	C
04/12/07	WEBSTER, MR WARRICK	20 TRENNERY CRESCENT ABBOTSFORD	24416133832	25763-071204-154707	C
GRAND TOTAL					5


APPENDIX

SUPPORTED PACKING FORMATS EXAMPLES

Medicopak Cold Seal

MR FRED HEALTH					(15/12 - 21/12)
					Checked by _____
					Expiry Date: 09/02/09
Drugs & Strength	Dose	B'FAST	LUNCH	DINNER	B'TIME
GOPTEN 500mcg JEZIL 600mg TAB LIPEX 80mg TAB LOSEC 20mg TAB	ONE daily ONE daily ONE daily TWO daily	1 1	1		1 1
Description capsule red/white tablet white oval					
		B'TIME	DINNER	LUNCH	B'FAST
SUN 21/12/08	Sun B'TIME 21/12 MR FRED HEALTH LOSEC 20mg TAB x1	Sun DINNER 21/12 MR FRED HEALTH LOSEC 20mg TAB x1	Sun LUNCH 21/12 MR FRED HEALTH GOPTEN 500mcg x1	Sun B'FAST 21/12 MR FRED HEALTH JEZIL 600mg TABx1 LIPEX 80mg TAB x1	
SAT 20/12/08	Sat B'TIME 20/12 MR FRED HEALTH LOSEC 20mg TAB x1	Sat DINNER 20/12 MR FRED HEALTH LOSEC 20mg TAB x1	Sat LUNCH 20/12 MR FRED HEALTH GOPTEN 500mcg x1	Sat B'FAST 20/12 MR FRED HEALTH JEZIL 600mg TABx1 LIPEX 80mg TAB x1	
FRI 19/12/08	Fri B'TIME 19/12 MR FRED HEALTH LOSEC 20mg TAB x1	Fri DINNER 19/12 MR FRED HEALTH LOSEC 20mg TAB x1	Fri LUNCH 19/12 MR FRED HEALTH GOPTEN 500mcg x1	Fri B'FAST 19/12 MR FRED HEALTH JEZIL 600mg TABx1 LIPEX 80mg TAB x1	
THU 18/12/08	Thu B'TIME 18/12 MR FRED HEALTH LOSEC 20mg TAB x1	Thu DINNER 18/12 MR FRED HEALTH LOSEC 20mg TAB x1	Thu LUNCH 18/12 MR FRED HEALTH GOPTEN 500mcg x1	Thu B'FAST 18/12 MR FRED HEALTH JEZIL 600mg TABx1 LIPEX 80mg TAB x1	
WED 17/12/08	Wed B'TIME 17/12 MR FRED HEALTH LOSEC 20mg TAB x1	Wed DINNER 17/12 MR FRED HEALTH LOSEC 20mg TAB x1	Wed LUNCH 17/12 MR FRED HEALTH GOPTEN 500mcg x1	Wed B'FAST 17/12 MR FRED HEALTH JEZIL 600mg TABx1 LIPEX 80mg TAB x1	
TUE 16/12/08	Tue B'TIME 16/12 MR FRED HEALTH LOSEC 20mg TAB x1	Tue DINNER 16/12 MR FRED HEALTH LOSEC 20mg TAB x1	Tue LUNCH 16/12 MR FRED HEALTH GOPTEN 500mcg x1	Tue B'FAST 16/12 MR FRED HEALTH JEZIL 600mg TABx1 LIPEX 80mg TAB x1	
MON 15/12/08	Mon B'TIME 15/12 MR FRED HEALTH LOSEC 20mg TAB x1	Mon DINNER 15/12 MR FRED HEALTH LOSEC 20mg TAB x1	Mon LUNCH 15/12 MR FRED HEALTH GOPTEN 500mcg x1	Mon B'FAST 15/12 MR FRED HEALTH JEZIL 600mg TABx1 LIPEX 80mg TAB x1	
SUN 21/12/08					
SAT 20/12/08					
FRI 19/12/08					
THU 18/12/08					
WED 17/12/08					
TUE 16/12/08					
MON 15/12/08					

(15/12 - 21/12)
Expiry Date: 09/02/09



MEDICO NURSING HOME
MR FRED HEALTH
20 TREHERRY CRESENT, ABBOTSFORD, VIC
Other Medications not in Folio: PANAMAX TAB 500mg

Packed by FRED HEALTH PTY LTD - Ph: 03 9448 1888 (16/12)
20 TREHERRY CRESENT, ABBOTSFORD, VIC

Webster Multi Dose Header Cards

MR FRED HEALTH (15/12 - 21/12)
20 TRENERRY CRESENT, ABBOTSFORD 3067


Drug & Strength	Dose	B'FAST	LUNCH	DINNER	B'TIME	Description
GOPTEN 500mg CAP	ONE daily		1			capsule red/yellow
JEZIL 600mg TAB	ONE daily	1				tablet white oval
LIPEX 80mg TAB	ONE daily	1				
LOSEC 20mg TAB	TWO daily			1	1	

B'FAST	LUNCH	DINNER	B'TIME
JEZIL TAB 600mg LIPEX TAB 80mg	GOPTEN CAP 500mg	LOSEC TAB 20mg	LOSEC TAB 20mg
LIPEX TAB 80mg JEZIL TAB 600mg	GOPTEN CAP 500mg	LOSEC TAB 20mg	LOSEC TAB 20mg
B'FAST	LUNCH	DINNER	B'TIME
1	1	TWO daily ONE daily ONE daily	LOSEC 20mg TAB LIPEX 80mg TAB JEZIL 600mg TAB GOPTEN 500mg CAP
Description		Drug & Strength	
capsule red/yellow	tablet white oval	MR FRED HEALTH (15/12 - 21/12)	

MR FRED HEALTH (15/12 - 21/12)
20 TRENERRY CRESENT, ABBOTSFORD 3067

Other Medications not in Fol: PANAMAX TAB 500mg




FRED HEALTH PTY LTD
 App No: 80400N Tel: 03 9418 1888




Checked By: _____
 Expiry Date: 08/06/09

B'FAST	LUNCH	DINNER	B'TIME
JEZIL TAB 600mg LIPEX TAB 80mg	GOPTEN CAP 500mg	LOSEC TAB 20mg	LOSEC TAB 20mg

Webster 7 Day Unit Dose Header Cards

JEZIL TAB 600mg	LIPEX TAB 80mg		
X 1 B'FAST	X 1 B'FAST		
Expiry Date: 09/02/09			
B'FAST 1 of 1 of Foil 1	JEZIL TAB 600mg LIPEX TAB 80mg	ONE daily ONE daily	tablet white oval JEZIL
Expiry Date: 09/02/09	MR FRED HEALTH B'FAST 1 of 1		
GOPTEN CAP 500mcg			
X 1 LUNCH			
Expiry Date: 09/02/09			
LUNCH 1 of 1 of Foil 1	GOPTEN CAP 500mcg	ONE daily	capsule red/yellow
Expiry Date: 09/02/09	MR FRED HEALTH LUNCH 1 of 1		
LOSEC TAB 20mg			
X 1 DINNER			
Expiry Date: 09/02/09			
DINNER 1 of 1 of Foil 1	LOSEC TAB 20mg	TWO daily	
Expiry Date: 09/02/09	MR FRED HEALTH DINNER 1 of 1		

Webster Cold Seal

MON	MON	 <p>16/12/08</p>
TUE	TUE	
WED	WED	
THU	THU	
FRI	FRI	
SAT	SAT	
SUN	SUN	

<p>MR FRED HEALTH Also on: PANAMAX TAB 500mg</p>	<p>Checked By: _____ Expiry Date: 09/02/09</p>																																			
<p>Room: FRED HEALTH PTY LTD App No: 80400N Tel: 03 9418 1888</p>	<p>MR FRED HEALTH</p> <table border="0"> <tr> <td>Drug</td> <td>Directions</td> <td>BEFAST</td> <td>LUNCH</td> <td>DINNER</td> <td>B'TIME</td> <td>Description</td> </tr> <tr> <td>GOPTEN 500mg CAP</td> <td>ONE daily</td> <td></td> <td>1</td> <td></td> <td></td> <td>capsule red/yellow</td> </tr> <tr> <td>JEZIL 600mg TAB</td> <td>ONE daily</td> <td>1</td> <td></td> <td></td> <td></td> <td>tablet white oval JEZIL</td> </tr> <tr> <td>LIPEX 80mg TAB</td> <td>ONE daily</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>LOSEC 20mg TAB</td> <td>TWO daily</td> <td></td> <td></td> <td></td> <td>1</td> <td></td> </tr> </table>	Drug	Directions	BEFAST	LUNCH	DINNER	B'TIME	Description	GOPTEN 500mg CAP	ONE daily		1			capsule red/yellow	JEZIL 600mg TAB	ONE daily	1				tablet white oval JEZIL	LIPEX 80mg TAB	ONE daily			1			LOSEC 20mg TAB	TWO daily				1	
Drug	Directions	BEFAST	LUNCH	DINNER	B'TIME	Description																														
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JEZIL 600mg TAB	ONE daily	1				tablet white oval JEZIL																														
LIPEX 80mg TAB	ONE daily			1																																
LOSEC 20mg TAB	TWO daily				1																															

B'FAST	LUNCH	DINNER	B'TIME
B'TIME	DINNER	LUNCH	B'FAST

Nomad Charts Blank A4

Medication	Description	Directions	MON 15/12 - SUN 21/12		When					
			BB	AB	BL	AL	BD	AD		
GOPTEN CAP 500mg (TRANOLAPRIL)	capsule red/yellow	Take ONE capsule daily		1						
JEZIL TAB 600mg (GEMFIBROZIL)	tablet white oval JEZIL	Take ONE tablet daily	1							
LIPEX TAB 80mg (SIMVASTATIN)		Take FOUR tablets daily	1	1				1	1	
LOSEC TAB 20mg (OMEPRAZOLE MAGNESIUM)		Take TWO tablets daily			1	1				

When Required: PANAMAX TAB 500mg

Doctor: Patient: **MR FRED HEALTH** MON 15/12 - SUN 21/12
 Expiry Date: 09/02/09 NOMAD NURSING HOME 20 TRENERRY CRESENT Expiry Date: 09/02/09
 FRED HEALTH PTY LTD (03 9418 1888)

Nomad Charts Pre-Printed A5

	BB	AS	BL	AL	BD	AD	
GOPTEN CAP 500mcg (TRANDOLAPRIL) capsule red/yellow		1					Take ONE capsule daily
JEZIL TAB 600mg (GEMFIBROZIL) tablet white oval JEZIL		1					Take ONE tablet daily
LIPEX TAB 80mg (SIMVASTATIN)		1	1		1	1	Take FOUR tablets daily
LOSEC TAB 20mg (OMEPRAZOLE MAGNESIUM)				1	1		Take TWO tablets daily
When Required: PANAMAX TAB 500mg							

Doctor:	Patient: MR FRED HEALTH	MON 15/12 - SUN 21/12
Expiry Date: 09/02/09	NOMAD NURSING HOME 20 TRENERRY	Expiry Date: 09/02/09
FRED HEALTH PTY LTD (03 9418 1888)		

Persocare PersoPak Foils

Patient: **MR FRED HEALTH 20 TRENERRY CRESENT**
 Doctor: Pharmacy: **FRED HEALTH PTY LTD (03 9418 1888)**
 Facility: **PP**

Date: **17/12/08**

Expiry Date: **09/02/09**

<u>Drug & Strength</u>	<u>Dose</u>	<u>B'FAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>B'TIME</u>	<u>Description</u>
GOPTEN 500mg CAP	ONE daily		1			capsule red/yellow
JEZIL 600mg TAB	ONE daily	1				tablet white oval JEZIL
LIPEX 80mg TAB	TWO daily	1	1			
LOSEC 20mg TAB	TWO daily			1	1	

	<u>B'TIME</u>	<u>DINNER</u>	<u>LUNCH</u>	<u>B'FAST</u>
Mon 15/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mcg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Tue 16/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mcg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Wed 17/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mcg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Thu 18/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mcg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Fri 19/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mcg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Sat 20/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mcg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Sun 21/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mcg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB

Persocare PersoPak Labels

MR FRED HEALTH 20 TREENERY
CRESENT
Additional Unpacked Items:
PANAMAX TAB 500mg



**FRED HEALTH PTY LTD (03 9418
1888)**

Persocare DisposaPak

Patient: MR FRED HEALTH 20 TRENNERY CRESENT		Date: 18/12/08				
Doctor: Pharmacy: FRED HEALTH PTY LTD (03 9418 1888)		Expiry Date: 06/02/09				
Facility: PD						
<u>Drug & Strength</u>	<u>Dose</u>	<u>BTIME</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>BTIME</u>	<u>Description</u>
GOPTEN 500mg CAP	ONE daily		1	1		capsule red/yellow
JEZIL 600mg TAB	ONE daily		1	1		tablet white oval JEZIL
LIPEX 80mg TAB	TWO daily					
LOSEC 20mg TAB	TWO daily			1	1	
PANAMAX TAB 500mg						
		BTIME	DINNER	LUNCH	BFAST	

Practicare Foils


Patient: MR FRED HEALTH, 20 TRENERRY CRESENT
 Doctor: Pharmacy: FRED HEALTH PTY LTD (03 9418 1888)
 Facility: PRAC
 Expiry Date: 09/02/09

Date: 18/12/08

<u>Drug & Strength</u>	<u>Dose</u>	<u>B'FAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>B'TIME</u>	<u>Description</u>
GOPTEN 500mg CAP	ONE daily		1			capsule red/yellow
JEZIL 600mg TAB	ONE daily	1				tablet white oval JEZIL
LIPEX 80mg TAB	TWO daily	1	1			
LOSEC 20mg TAB	TWO daily			1	1	

	<u>B'TIME</u>	<u>DINNER</u>	<u>LUNCH</u>	<u>B'FAST</u>
Mon 15/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Tue 16/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Wed 17/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Thu 18/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Fri 19/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Sat 20/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB
Sun 21/12	LOSEC 20mg TAB	LOSEC 20mg TAB	GOPTEN 500mg CAP LIPEX 80mg TAB	JEZIL 600mg TAB LIPEX 80mg TAB

Practicare Labels

	Patient: MR FRED HEALTH, 20 TRENERRY CRESENT Doctor: Facility: PRAC Pharmacy: FRED HEALTH PTY LTD (03 9418 1888) Unpacked Items: PANAMAX TAB 500mg	Date: 18/12/08 Fol 1 of 1																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Drug & Strength</th> <th style="text-align: left;">Dose</th> <th style="text-align: center;">B'FAST</th> <th style="text-align: center;">LUNCH</th> <th style="text-align: center;">DINNER</th> <th style="text-align: center;">B'TIME</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>GOPTEN 500mg CAP</td> <td>ONE daily</td> <td></td> <td style="text-align: center;">1</td> <td></td> <td></td> <td>capsule red/yellow</td> </tr> <tr> <td>JEZIL 600mg TAB</td> <td>ONE daily</td> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> <td>tablet white oval JEZIL</td> </tr> <tr> <td>LIPEX 80mg TAB</td> <td>TWO daily</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>LOSEC 20mg TAB</td> <td>TWO daily</td> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td></td> </tr> </tbody> </table>	Drug & Strength	Dose	B'FAST	LUNCH	DINNER	B'TIME	Description	GOPTEN 500mg CAP	ONE daily		1			capsule red/yellow	JEZIL 600mg TAB	ONE daily	1				tablet white oval JEZIL	LIPEX 80mg TAB	TWO daily	1	1				LOSEC 20mg TAB	TWO daily			1	1		Checked By: _____ Signature: _____
Drug & Strength	Dose	B'FAST	LUNCH	DINNER	B'TIME	Description																														
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<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;"><u>B'FAST</u></td> <td style="width: 25%; text-align: center;"><u>LUNCH</u></td> <td style="width: 25%; text-align: center;"><u>DINNER</u></td> <td style="width: 25%; text-align: center;"><u>B'TIME</u></td> </tr> </table>		<u>B'FAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>B'TIME</u>																															
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INSTALLING AND CONFIGURING PRINTER DRIVERS

INSTALLING A WINDOWS PRINTER DRIVER FOR LASER SEAL MEDICOPAK PERSOPAK AND WEBSTERPAK

(For heat seal printer driver installation, please contact support 1300 73 1888.)

Fred Health supports Kyocera printers with PCL6 emulation for Laser seal foils printing. It is a requirement that Laser Seal foils be printed through the Multi Purpose (MP) tray. Using the cassette trays will void the manufacturer's warranty.

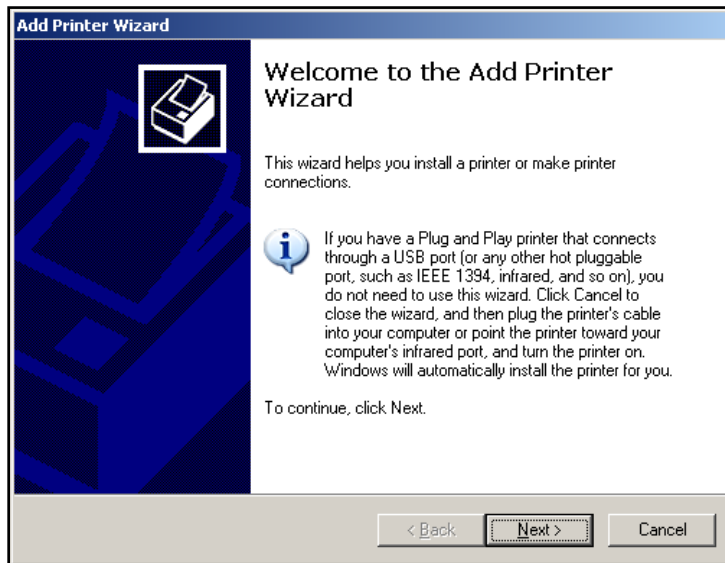
It is encouraged that you use a printer that is compatible with a separate output tray (for example a Kyocera PT-310 output tray) to allow for straight through label printing. The Kyocera models that support this output tray are C5015N C5030N and FS3900

Please Note – The WebsterCare Cold Seal Laser Labels (A5 Laser Sheet) format requires a HP Laserjet 6P printer driver

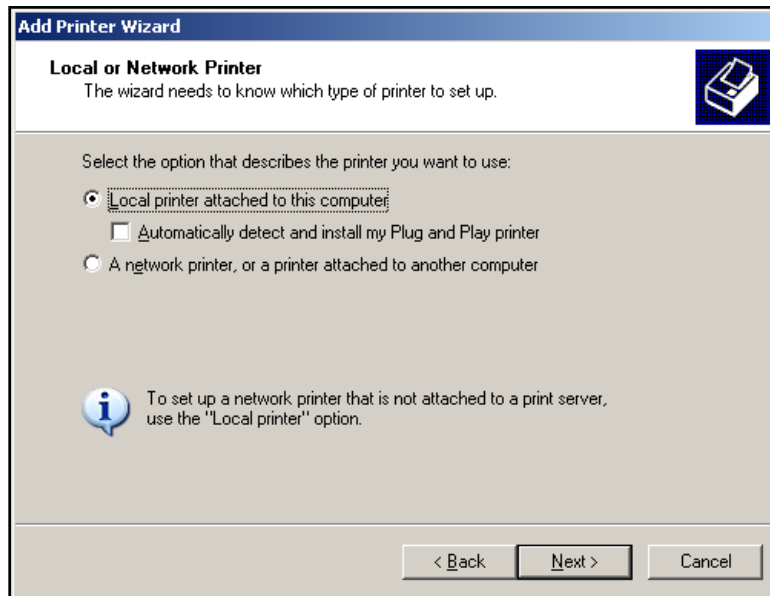
Installing a Windows printer driver for the Kyocera FS1920 multipurpose tray.

In this example we are installing a FS1920 Driver. The steps to install a printer driver will be similar for most Kyocera printers. Please install the printer driver designed for the model of printer you are using.

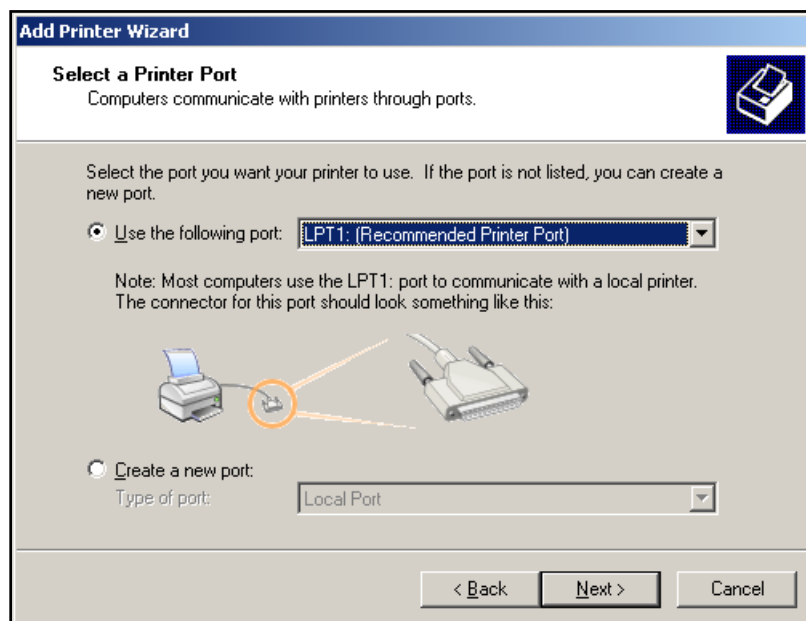
- Go to the Windows Start menu > Settings > Printers & Faxes
- Double left click on Add Printer
- Click Next



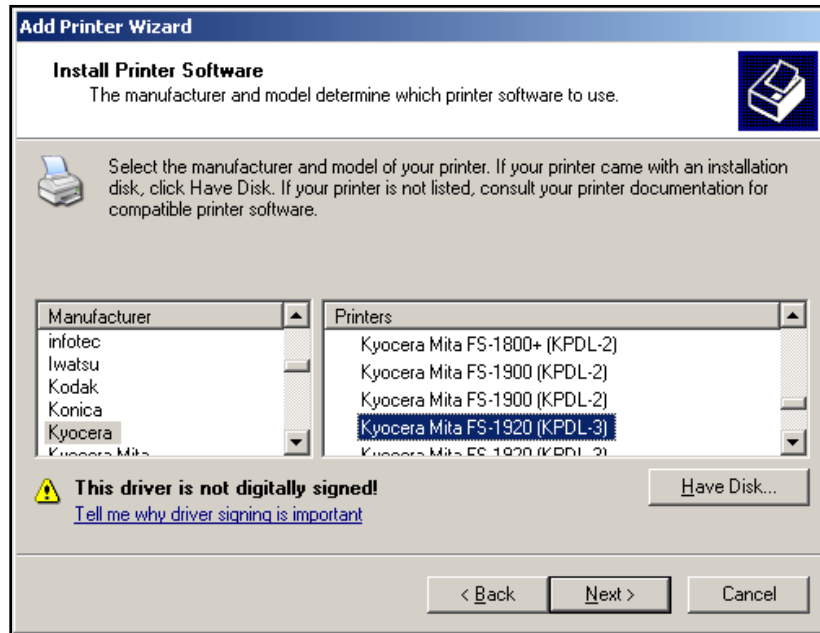
- Make sure that Local printer attached to this computer is selected and click Next.



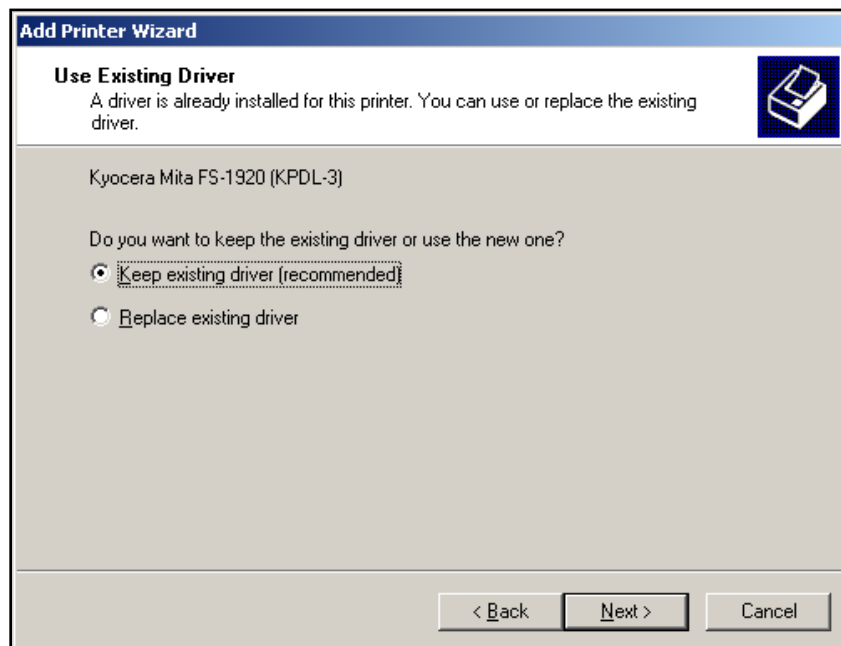
- Select the printer port that the printer is connected to.



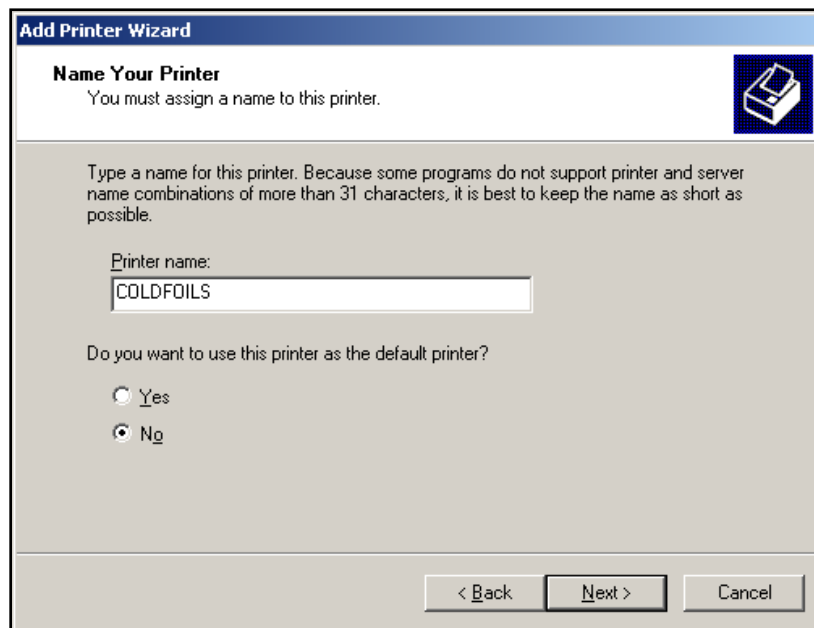
- Select the Manufacturer and Printer for the printer you are using.



- If prompted with a message that a driver already exists, choose to keep the existing driver as shown below. Click Next.

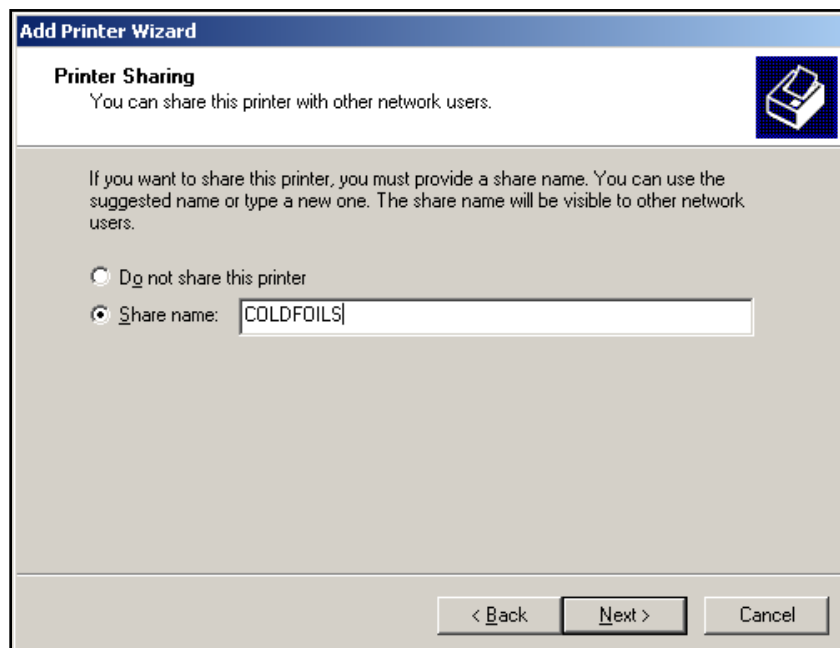


- By default, the name of the printer will be listed as the name of the driver. Change this to something more meaningful such as Medicofails or Websterfoils. In this example the printer will be called COLDFOILS. Select No to the question that asks if you would like this printer to be the default printer and click Next.



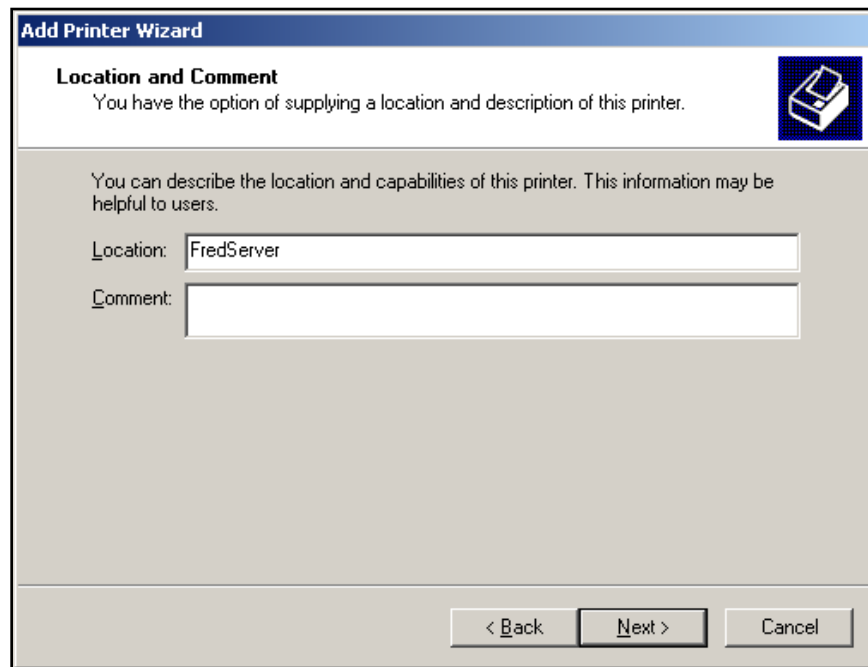
The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard'. The main heading is 'Name Your Printer' and the instruction is 'You must assign a name to this printer.' Below this, there is a text box labeled 'Printer name:' containing the text 'COLDFOILS'. A question follows: 'Do you want to use this printer as the default printer?' with two radio button options: 'Yes' (unselected) and 'No' (selected). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- Choose to share the printer and change the share name to be the same as the printer driver name. Click Next.



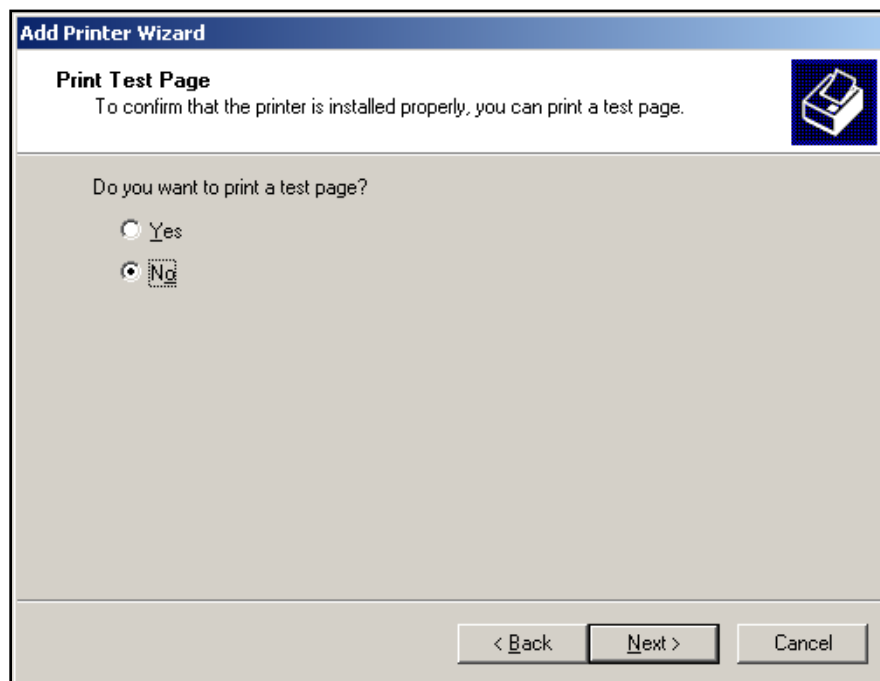
The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard'. The main heading is 'Printer Sharing' and the instruction is 'You can share this printer with other network users.' Below this, there is a text box labeled 'Share name:' containing the text 'COLDFOILS'. Two radio button options are present: 'Do not share this printer' (unselected) and 'Share name:' (selected). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- If you know the name of the computer the printer is plugged into, you can type this name into the Location field. In our example the computer name is Fredserver. This is optional. If you do not know the computer name leave the Location and comment fields blank and click Next.



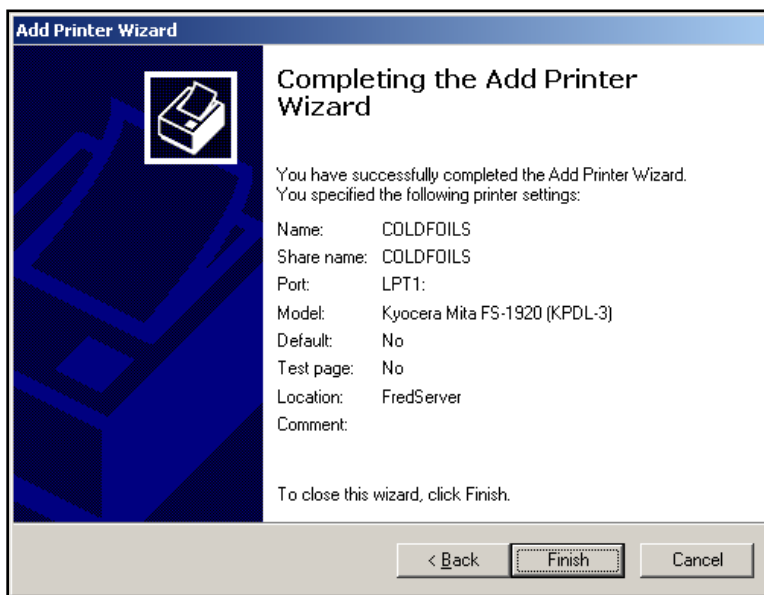
The screenshot shows the 'Add Printer Wizard' dialog box with the title bar 'Add Printer Wizard'. The main heading is 'Location and Comment'. Below the heading is the text: 'You have the option of supplying a location and description of this printer.' To the right of this text is a printer icon. Below this is a larger text block: 'You can describe the location and capabilities of this printer. This information may be helpful to users.' There are two input fields: 'Location:' with the text 'FredServer' and 'Comment:' which is empty. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- Choose No to printing a test page and click Next.



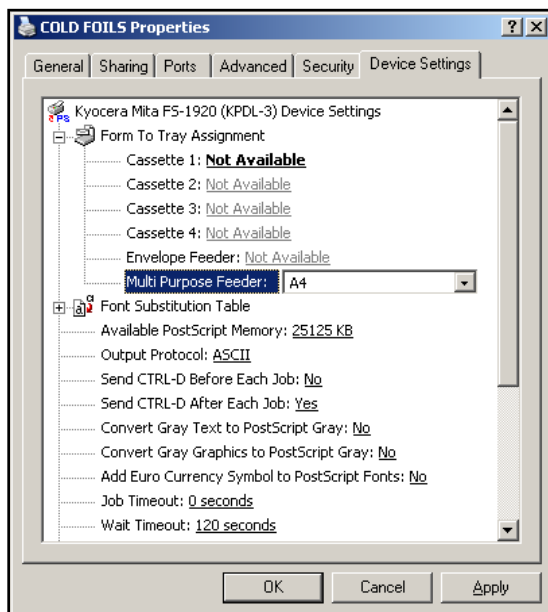
The screenshot shows the 'Add Printer Wizard' dialog box with the title bar 'Add Printer Wizard'. The main heading is 'Print Test Page'. Below the heading is the text: 'To confirm that the printer is installed properly, you can print a test page.' To the right of this text is a printer icon. Below this is the question: 'Do you want to print a test page?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- The installation of the driver is now complete. Click Finish.

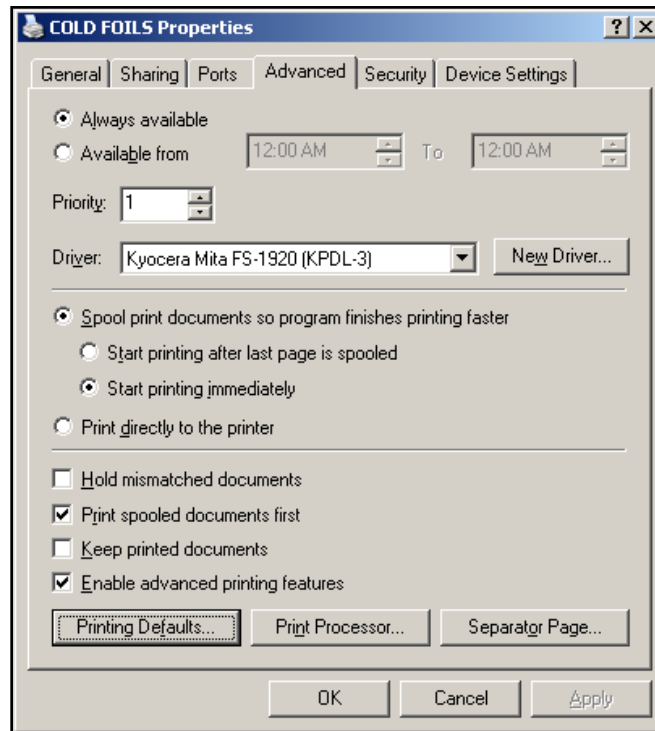


CONFIGURING THE PRINTER DRIVER

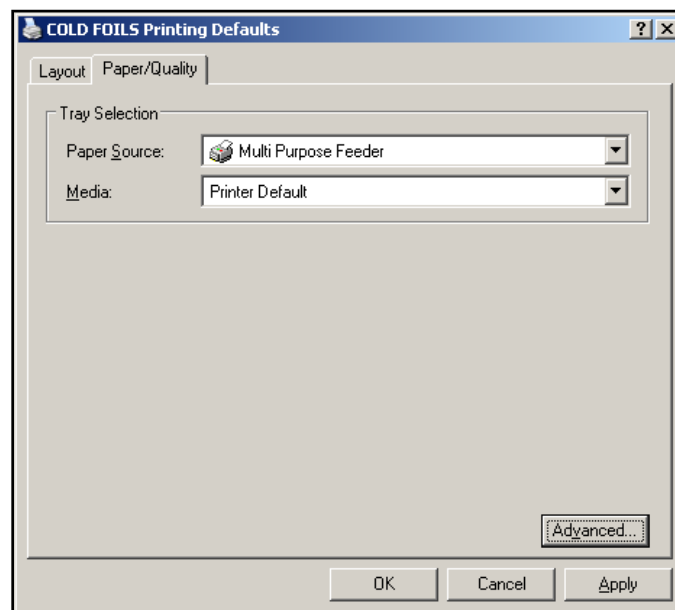
- Go to Start > Settings > Printers & Faxes.
- Right click on the COLDFOILS driver and left click on properties.
- Left click on the Device settings tab.
- Make all Cassettes not available. Change the Multi Purpose Feeder to A4 as shown in the screen shot below.
- Click Apply when finished.



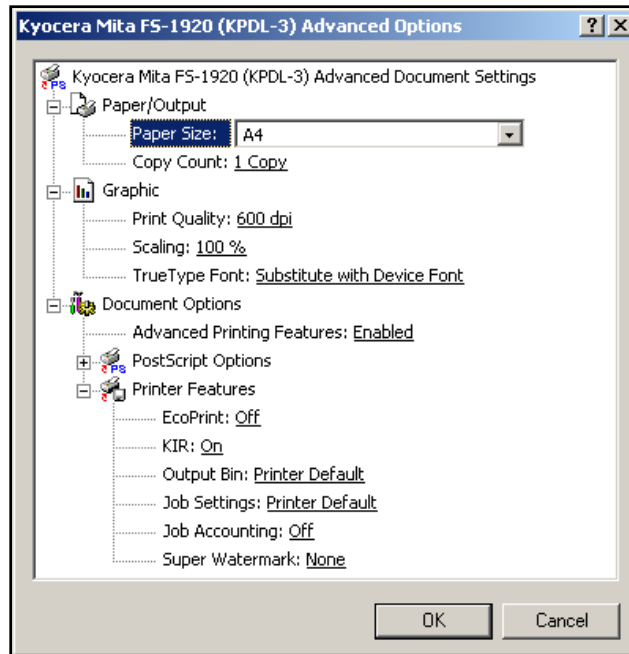
- Left click on the Advanced Tab. Left click on Printing Defaults button



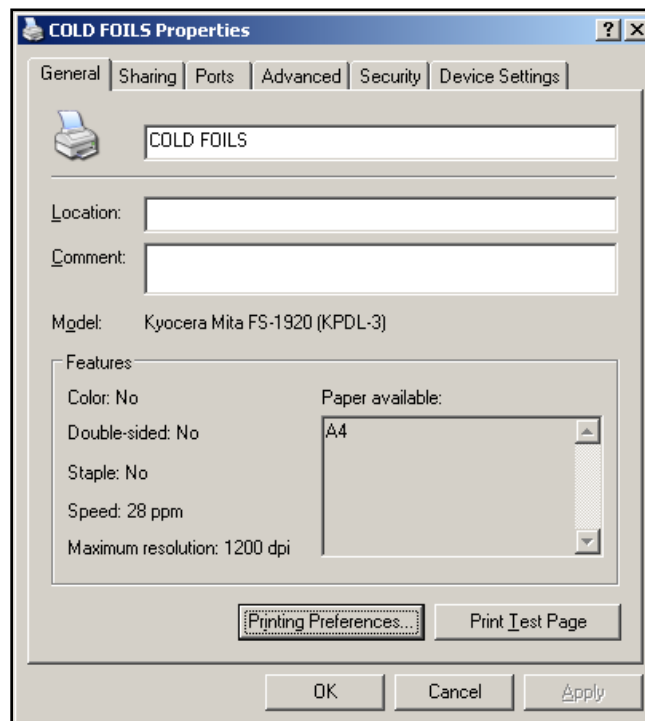
- Left click on the Paper/Quality tab, change the Paper Source to Multi Purpose Feeder.
- Click Apply when finished.



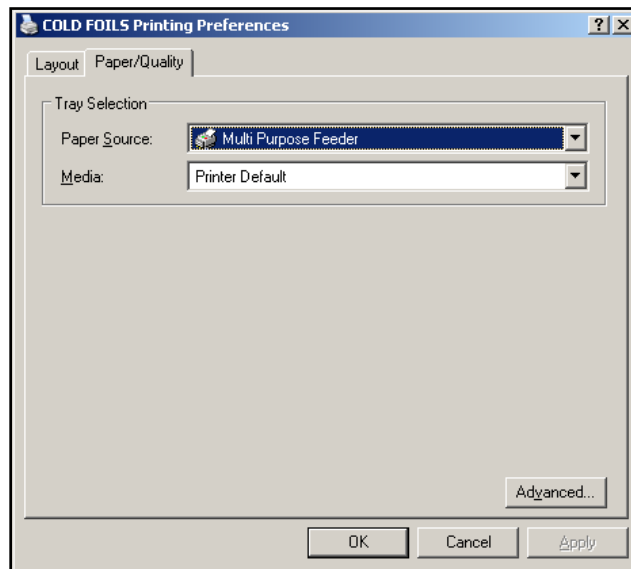
- Left click on the Advanced Button. Set the Paper Size to A4.
- Click OK and then Click OK again on the Paper/Quality Screen.



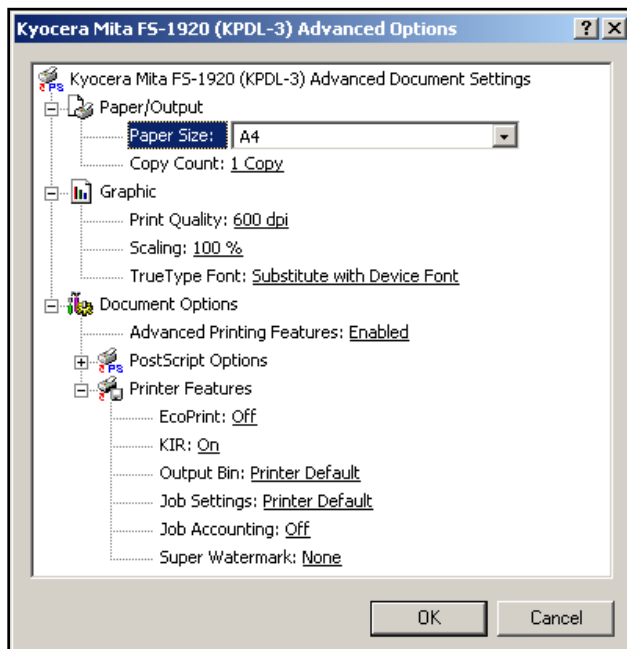
- Left click on the General Tab. Left click on Printing Preferences.



- Change the Paper Source to Multi Purpose Feeder
- Click Apply when finished



- Left click on the Advanced Button
- Set the Paper Size to A4.
- Click OK and then click OK on the paper Quality Screen



- Click OK on the General Tab to exit the Printer Properties.

KYOCERA PRINTER CONFIGURATION

There are 3 settings on the Kyocera Printer which help control where a print job feeds from. To configure these settings best for MP tray printing please check the settings for **MP Tray Mode**, **Feed Select** and **Override A4/LT** by completing the next 3 steps.

Step 1 - MP Tray Mode

- Press the Menu/ Mode button on the printer
- Down arrow until you get to Paper Handling
- Right arrow to access the Paper Handling Menu
- Down arrow until you get to **MP Tray Mode**
- If MP Tray Mode is set to Cassette
 - Press Enter
 - Up arrow once so the setting shows to be First
 - Press Enter again to save this setting.

If MP Tray Mode is already set to First continue on to Step 2.

Step 2 - Feed Select

- Down arrow until you get to the setting for **Feed Select**
- If Feed Select is set to Cassette 1 or MP Tray
 - Press Enter
 - Up arrow until the setting shows Cassette 2
 - Press Enter

If Feed Select is already set to Cassette 2 continue on to Step 3.

Step 3 Override A4/LT

- Down arrow until you get to Override A4/LT
- If Override A4/LT is set to OFF
 - Press Enter
 - Up arrow once so the setting shows to be ON
 - Press Enter to save this setting

Once this is saved or if Override A4/LT is already set to ON

- Press the left arrow button to return to the Paper Handling Menu
- Press the menu button to exit the Paper Handling Menu and exit the Menu Mode.

If you are using an Output Tray –

- Down arrow until you get to Paper Handling
- Right arrow to access the Paper Handling Menu
- Down arrow until you get to Stack Select
- If Stack Select is set to TopTray FaceDn press Enter, down arrow to display RearTray FaceUp and press Enter again to save the selection.
- Press the left arrow button to return to the Paper Handling Menu
- Press the menu button to exit the Paper Handling Menu and exit the Menu Mode.



FS-1920 Page Printer

MENU MAP

[EB20MA001/EB20KA009][C4][B20.13MXI][01]

Firmware version: 156.06-20

Released: 04/Oct/2004

Print Menu Map

Print Status Page

Interface Parallel >

>Parallel I/F Auto

Emulation PCL 6

Font >

>Font Select Internal

>> I000

>> Courier Regular

>> Letter Gothic Regular

>> Pitch 10.00 cpi

>Code Set IBM PC-8

>List of Internal Fonts

Page Set >

>Copies 001

>Orientation Portrait

>LF Action LF only

>CR Action CR only

>Wide A4 Off

Print Quality >

>KIR Mode On

>EcoPrint Mode Off

>Resolution Fast 1200 mode

>Print Density 03

RAM Disk Mode Off

Memory Card

Paper Handling >

Menu Continued

>MP Tray Mode First

>MP Tray Size A4

>MP Tray Type Plain

>Cassette 1 Type Plain

>Cassette 2 Type Plain

>Feed Select Cassette 2

>Stack Select Top tray FaceOn

>Override A4/LT On

>Type Adjust > Custom 1

>> Paper Weight Normal 2

>> Duplex Path Enable

>Reset Type Adjust

Life Counters >

>Total Print 0006467

>New Toner Installed

Others >

>MSG Language English

>Form Feed Time Out 030sec.

>Sleep Timer > 015 min.

>> Sleep Mode On

>Print HEX-DUMP

>Printer Reset

>Resource Prot. Permanent

>Buzzer On

>Auto Continue > Mode Off

>> Auto Continue Timer 030sec.

>Finishing Error

>Service >

Menu Continued

>>Print Status Page

>>Developer

>>DRUM-CTRL 00

>>Drum

HOW TO RUN A FRED PAK UPDATE

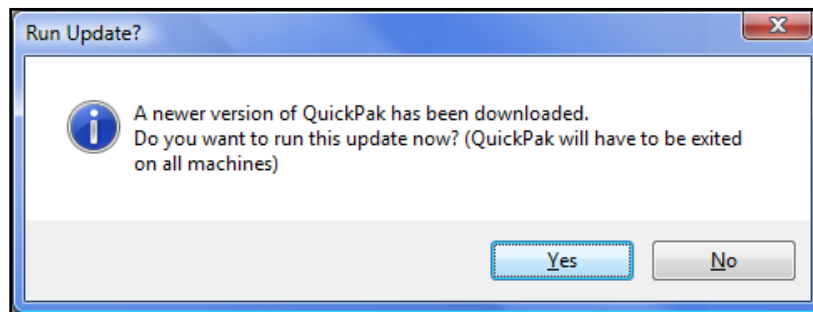
When a Fred Pak update becomes available, Fred Connect should download the update for you automatically.

The next time you enter Fred Pak on any computer, you will be prompted with a message. (See screenshot below)

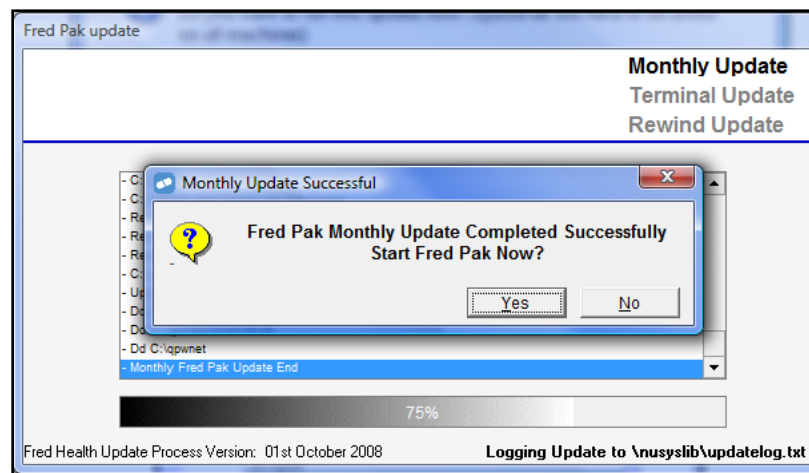
Please note: Before Saying YES to the message you **MUST** run a full backup of your Fred Dispense and Fred Pak data.

After a backup has been completed, it is recommended that you leave Fred Dispense and Fred Pak closed on all machines except for the computer running the update process.


- Choose Yes to the following message.

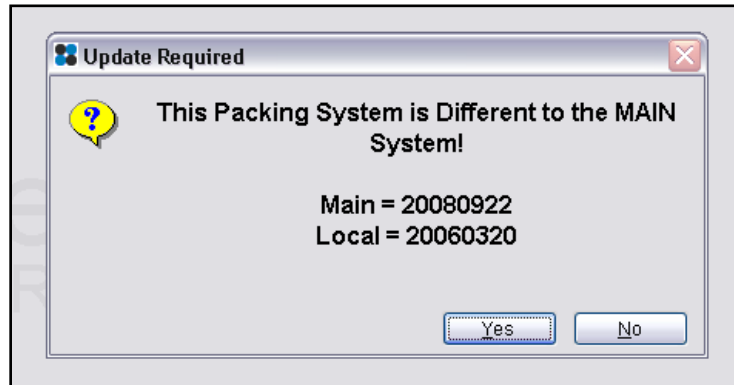


- After the update process has completed, choose Yes to start Fred Pak now



To run the Fred Pak update on a terminal

- Open Fred Dispense and click on the Fred Pak Icon  <SHIFT + F6> to enter Fred Pak
- Choose Yes to the following message. Please note that the local and main versions may be different to what is shown in this screen shot.



- Choose Yes to the following message to start the Fred Pak program on the terminal.

