

## **Mclernon Pharmacy System**

### **Instructions on Setting up Extemporaneous Preparations**

**For queries or support please contact our customer services on 1890 886001**

## Calculating Ingredient Cost

To calculate the ingredient cost of the extemporaneous preparation you can use the **Price Lookup** program. Quantities entered must be per prescription. For products where VAT applies please ensure you **zero the vat field** before selecting the cost price.

The screenshot shows the 'Price Lookup' window with the following fields and data:

Product: AQUEOUS CREAM    Prod Code: 0    Legal Cat.:  
 Qty: 70    Pack Size: 100    Pack Price: 1.45    Vat %: 0

Grp	Description	Rtl MkUp	Prv Cont.	Prv Disp.	BB %	Prv MkUp	Rtl Price	Prv Price	Prv BB
1	Standard Markup	50.00	0.00	2.86	0.00	50.00	1.52	4.39	4.39
2	Markup 10%	10.00	0.00	2.86	0.00	10.00	1.12	3.98	3.98
4	Markup 25%	25.00	0.00	2.86	0.00	25.00	1.27	4.14	4.14
5	Markup 33%	33.00	0.00	0.00	0.00	33.00	1.35	1.36	1.36
6	Cost Price	0.00	0.00	0.00	0.00	0.00	1.02	1.02	1.02

Product Description	Quantity	Pack Price	Price
BETNOVATE CREAM	30	1.93	1.93
AQUEOUS CREAM	70	1.45	1.02

Total: € 2.95

Buttons: Exit, << Back, Delete, Print, Clear

Footer: Exit Product Maintenance

Numbered steps in the image point to: Step 1 (Product field), Step 2 (Vat % field), Step 3 (Cost Price row in pricing grid), Step 4 (Exit button), and Step 5 (Total field).

From the price lookup program select the first product which will be used in the extemporaneous preparation. Enter the required quantity as per the prescription as shown above.

Where VAT applies change it to zero. VAT will be added at a later stage.

Double click on the cost price value in the pricing grid. The value should then appear just below the pricing grid as shown in this example.

Click on **Back** and repeat steps 1-3 to calculate the cost of the next item.

Total ingredient cost is displayed on the bottom right of the screen.

**Note: If you do not have a cost price band in your pricing grid you can add one as follows:**

From the menu bar in the MPS program click **Utilities** then click **Pricing and Rates**.

Click the **Price Groups** tab.

Click on **Add Group**, type in a description e.g. Cost Price.

Click **Apply** then click **Exit**.

Restart the MPS program. The changes you have made in the Pricing and Rates window will only be visible in Price Lookup program after MPS is restarted.

## Creating a GMS Extemporaneous Item

1. Call up the patient's record and from the drug search screen (shown below) type the name of the extemporaneous product as per the prescription, then click **New**. The **Product Wizard** window will appear as shown.

- In the Product Wizard window enter the **ingredient cost** calculated in Price Lookup into the **Pack Price** field. Enter the **total quantity** into the **Pack Size** field. Select the correct vat rate i.e. 0% or 21.5%, then click **Ok**. This brings you to the labelling screen shown below.

- Click on the flashing **Stock Code** button, enter the correct code (see below) in the **Stock Code** window, and click **Ok**. Entering the correct code ensures the correct fees are claimed. There are three extemporaneous codes which can be used under the GMS schemes. These are:

<b>99159 Extemporaneous Preparation of Oral Medication (0% VAT)</b>	<b>€6.53</b>
<b>99160 Extemporaneous Compounding and Dispensing of Powders (0% VAT)</b>	<b>€19.60</b>
<b>99161 Extemporaneous Compounding of Ointments or Creams (21.5% VAT)</b>	<b>€13.07</b>

Finish the label as normal by clicking Next Item.

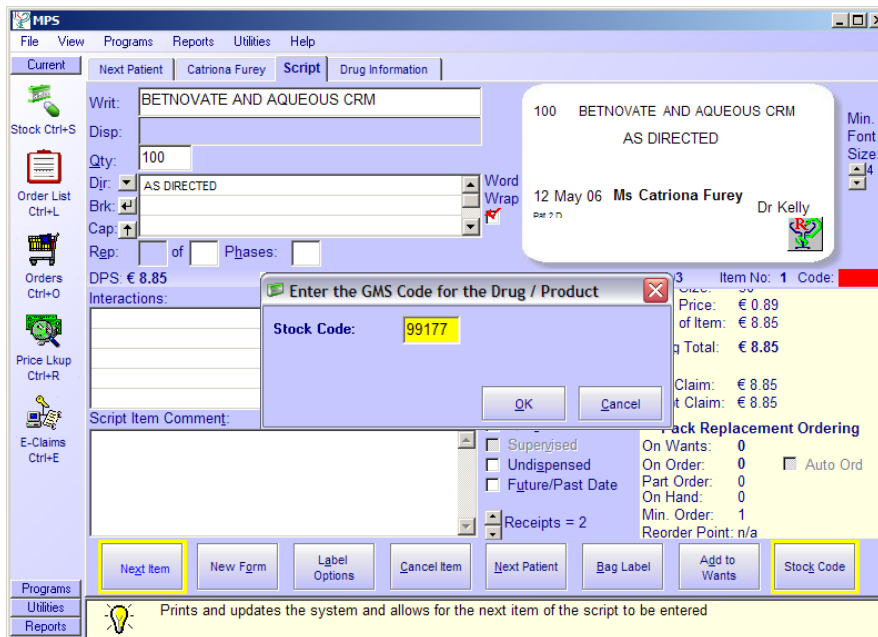
## Creating a DPS Extemporaneous Item

The DPS scheme is different to the GMS scheme because the fees claimable are dependent on the quantity of extemporaneous preparation being dispensed. In order for the program to calculate the correct extemporaneous price the product must be set up correctly. Depending on the type of extemporaneous preparation and regardless of the quantity on the prescription the product **must** be set up with the following pack sizes:

Description	Pack Size	Code	Fee Claimable
Extemp Ear & Nasal Drops	30	99167	€10.93
Extemp Eye Drops	30	99166	€13.68
Extemp Lotions	100	99173	€10.89
Extemp Mixtures	100	99168	€10.94
Extemp Creams & Ointments	30	99177	€13.76
Extemp Powders	30	99183	€20.44

1. Call up the patient's record and from the drug search screen (shown below) type the name of the extemporaneous product as per the prescription, then click **New**. The Product Wizard window will appear as shown.

In the above example the extemporaneous preparation is 30g of Betnovate Cream and 70g Aqueous Cream. The ingredient cost which was calculated from the price look up screen was €2.95. To set this product up correctly under the DPS scheme you must enter the **ingredient cost of 30g** (i.e. €2.95/100 x 30) in the **Pack Price** Field and enter **30** in the **Pack Size** field. Ensure the correct vat rate is selected i.e. 0% or 21.5%, and then click **Ok**. This brings you to the labelling screen as shown on the next page.



Click on the flashing stock code button and enter the code for extemporaneous creams and ointments which is 99177 in the Stock Code window, and click Ok.

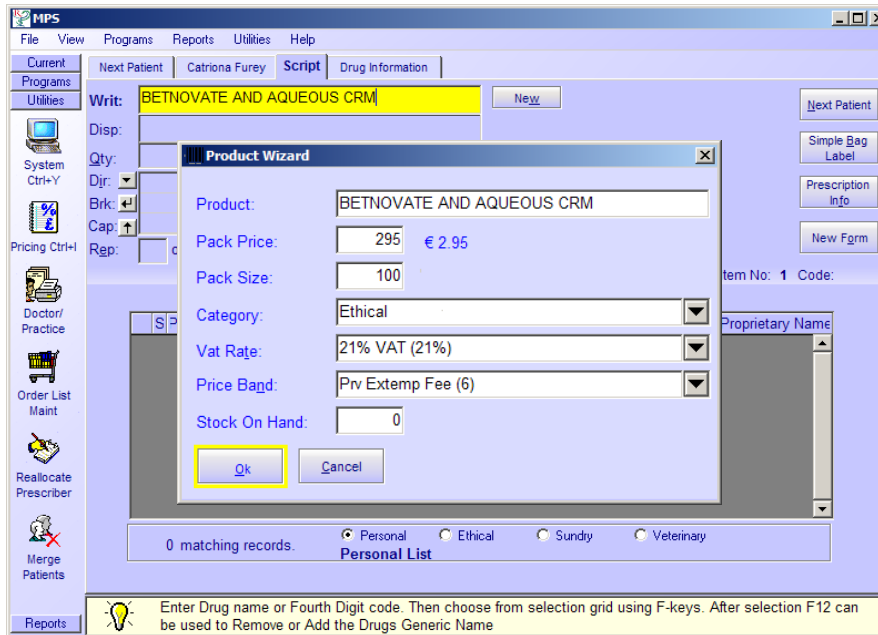
Change the quantity back up the quantity actually being dispensed e.g. 100g. Note that when you increase the quantity the stock code automatically changes and as a result the program re-prices the prescription with the higher fee.

Finish the label as normal by clicking on Next Item.

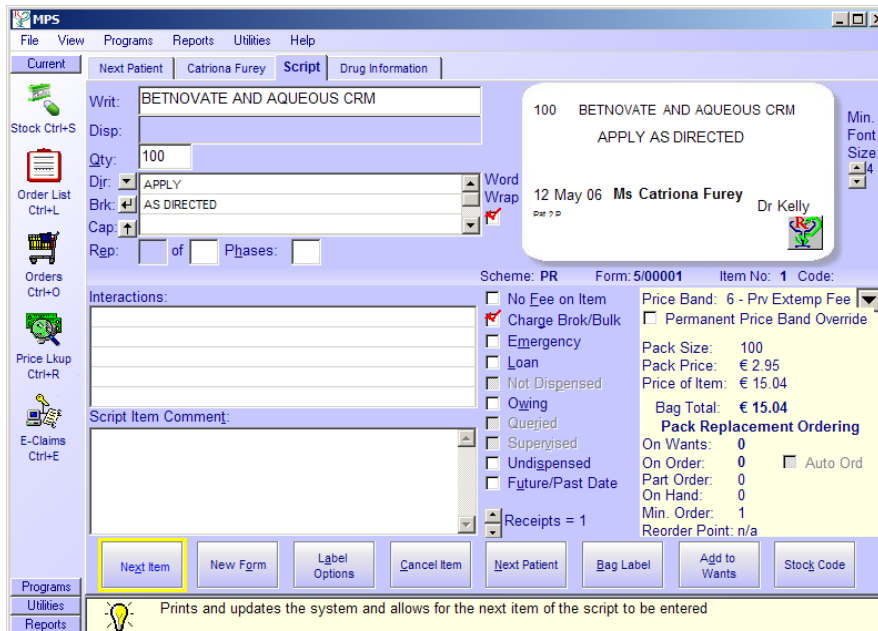
## Creating a Private Extemporaneous Item

Extemporaneous preparations from private patients can be set up in the same manner as DPS patients, however if you would prefer to claim your own specified fee then follow the instructions outlined below:

1. Call up the patient's record and from the drug search screen (shown below) type the name of the extemporaneous product as per the prescription, then click New. The Product Wizard window will appear as shown.



2. In the Product Wizard window enter the ingredient cost which you calculated from the price lookup and the total quantity into the Price and Size fields. Select the correct vat rate i.e. 0% or 21.5%, then select the Prv Extemp price band and then click Ok. This brings you to the labelling screen shown below.



3. Finish the label as normal by clicking on Next Item.

NOTE: Please refer to page 1 for instructions on how to set up price bands.