METHSOF

Meth D.A. Getting Started

If you are new to Meth DA, here are 10 easy steps to help you get started.

1. Set the Pharmacy Details

Go to the **Utilities** button under the **Tools** tab to enter the details of the pharmacy.
Tools ->Utilities->Pharmacy Details

2. Set the Manager Details

There is a special user called the "Manager". Typically the proprietor or pharmacist manager should accept the role of Manager in Meth D.A. The main function of the Manager is to authorize adding (and editing) User (pharmacist/technician) details. The Manager should be the person considered responsible for the correct administration and usage of Meth D.A.
To configure the Manager's details, Go to the **Utilities** button under the **Tools** tab to enter the details of the pharmacy and press the **Manager Details** button. Please also do not forget your password or disclose it to others.
Tools ->Utilities->Manager Details

3. Enter Pharmacists

Pharmacists are now able to enter their details, each with a unique password. In the **Manage** tab, press the **Pharmacist** toolbar button and then navigate to the right hand side of the page to the actions button and select **New Pharmacist**. The manager must then put in his/her password in the popup window to allow new users to enter their details. New users would simply then populate their first name and surname and choose a unique password once again, do not forget your unique password.
Manage->Pharmacists->Actions->New Pharmacist

4. Check Suppliers

A supplier is a supplier of stock (e.g. a wholesaler API,Sigma, Symbion, etc). You need to specify a supplier when recording receipt of stock from a supplier. You can edit the list of suppliers by pressing the **Suppliers** toolbar button on the **Manage** tab and then navigate to the right hand side of the page and select **Edit Selected Supplier**.
Manage->Suppliers->Edit Selected Supplier

5. Enter Doctor Details

In order to add scripts for your patients you will need to add the doctor's which have prescribed the medications to your patients. In order to do this select the **Doctors** toolbar under the **Manage** tab and then navigate to the right hand side of the page and select **Add New Doctor.**
Manage->Doctors->Add New Doctor

6. Add a New Patient

Now you should be set up to add your first patient. Simply select **Add New** under the **Patient** tab and then enter all the relevant information that you have on the patient.

Patient->Add New

Set Patient Pricing

Once you have added a patient you will be asked to set up a charge mode for this patient. Simply click **Yes** and set the different charges according to your pharmacy's procedures and charging.

7. Upload a Photo

We strongly recommend setting up a photo for your patient as an additional reference for security purposes. This way you will be familiar with what the patient looks like and be able to administer the correct dose to the correct person. To add a photo simply save a **jpeg** file of the photograph taken on a phone or webcam on your computer. Then select the **Personal** tab under the Patient File, click **Patient Photo** and upload the picture by pressing **Open**.

Patient->Select(*Select a Patient***)->Personal->Patient Photo->Open**

8. Adding a Script

Now that your patient is set up you can now add their script information into the system. Go to **Scripts** tab under the Patient File. Select **New Script** and select the type of script medication this patient uses. Add all the relevant script information here and you can also upload a script image and set your takeaways here. Also add any special instructions and you can also **Edit Dose Schedule** for more specific editing of dosing requirements. Once done press ok and you will have your first script in the system.

Patient->Select(*Select a Patient***)->Scripts->New Script**

9. Stock Adjustments

Use the Stock Adjustment function to transfer the balances of each medication from your paper register (or safe). You can record a stock adjustment by selecting the drug **(Methadone)** pressing the **Actions** button on the right hand side and selecting **Stock Adjustment** then enter the information in as required. For example, if you have 2000 ml of Methadone in the drug safe, simply enter 2000 ml under amount and a note (eg initial supply from drug safe) into the Stock Adjustment fields. Repeat this process for all the drugs you have in the safe or on your paper register, to ensure what the stock you have in Meth D.A. matches what is in your drug safe.

Manage->Methadone->Actions->Stock Adjustment

10. Dispensing

Once you have entered all the script information you will be set up for dispensing of that script until its expiry date. Note the system will remind you when the script is going to expire. Simply go to **Dispense** tab under the Patient File and the script you have entered will appear as a box on your screen. To dispense the dose for the day press **Dispense This Dose** and to dispense a takeaway press **Dispense Takeaway Dose**. Each dispense will have to be confirmed with the pharmacist password. There are also additional tools should you need to un-supply a dose or create an additional dose.

Patient->Select(*Select a Patient***)->Dispense->Dispense This Dose**

You are now set up to dispense your Methadone/Suboxone/Subutex!

TROUBLESHOOTING

User Guide

The vast majority of questions regarding **Meth D.A.** processes can be answered in the user guide in the **help button** under the **tools tab**. Simply go to the table of contents, click on the topic relating to your query, which will take you to the relevant section of the user guide that should help to resolve your query.

Support

If you are still unsure of a certain process or have any other technical issue that needs to be resolved, you can submit support requests via the online portal at http://support.methsof.com.au or alternatively, you can send support queries via email to: support@methsof.com.au Please note that if it's the first time you have contacted support, you will be emailed an automated response that takes you to a page to set up a support password. This is a once only process that streamlines future support requests. Please store this password in a safe place as you may need it from time to time.