

Check In – Care Home to Schedule (TBC)

A medication sent as a TBC medication must have a schedule added before it can be checked in. This can be PRN, regular, a COM/INT.



Click on the **Check In** icon.

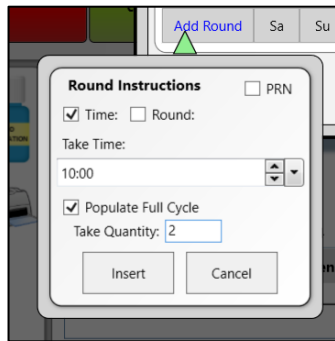


Select a medication that has been sent as a TBC medication.

Drug Code	Please Select	Quantity
154607510	<div> <div>----- Please Select -----</div> <div> Pharmacy - Awaiting Delivery Pharmacy - Owing Disposed/Destroyed/Item Complete Pharmacy - Returned In Stock </div> </div>	28

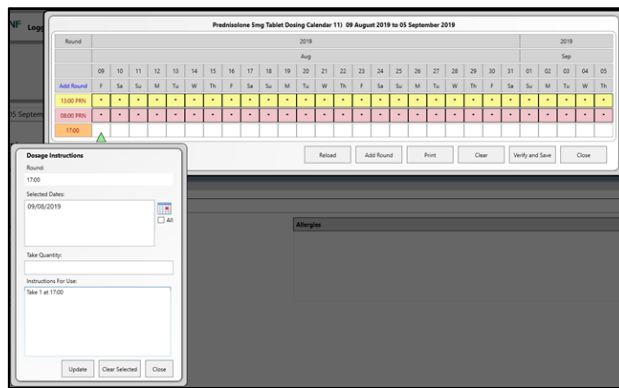


Select 'In Stock' from the drop-down list and 'Check In'.



The Dosage Calendar will appear. Select 'Add Round' button. Toggle the PRN tick box if the dosage is PRN. Adjust take time or select the round tick box and enter the take times. Click 'Insert' to add the rounds. PRN rounds will automatically populate with '*' in the dosage quantity, but this can be edited if desired. If the does will be the same for each day in this round for the whole cycle, click the Populate Full Cycle checkbox and input the quantity.

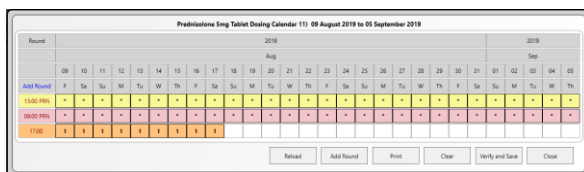
Note: The rounds will display in the order they were created in the Dosage Calendar.



In the created round, select a day to populate. If it is the same dosage for multiple days, select the calendar logo and click the appropriate days.

You also have the option to populate all remaining dates in the cycle by ticking the 'All' box, found underneath the calendar icon.

Fill in the quantity and instructions, then select 'Update'.

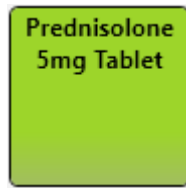


Repeat the process for as many rounds as required.

If a mistake is made use 'Reload' to re-set the calendar.

Once completed click 'Verify' and 'Save'.

This medication will now show to give the entered number of tablets on the corresponding days.



The tile will now turn green and the blue icon removed.

Note: If the medication is a variable dosage, input the lowest amount into the Dosage Calendar and document what is physically administered in the Medication Round.



Note: On the merge window when merging medications 'TBC' and '*' will appear under every round even if the Dosage Calendar had been filled in prior to the merge.