

NHS Community Pharmacy Dispensing Service for the Community Optometry Minor Eye Conditions (MEC) Service

How to input consultation on neo360

www.needleex.co.uk/secure

- **Select 'Enhanced Services' tab**

DETAILS

- **Input Client Details:**

Gender Date of Birth → **click find**

NOTE provision of this service can NOT be anonymous – details have to be attributed so information can be passed on to GP practices

- **Define further by Secret Question:**

Has the patient accessed this 'new' service before?

- If yes they will already have selected their secret question you can select the correct patient from the list of questions and answers

OR

- If no they will need to select a secret question and answer.

Secret Questions include:

Favourite City?
Favourite Colour?
Place of Birth?

Remember: You can **view 'Transaction History'** before continuing to consultation – this allows you to see details of previous consultations (inc conditions, OTC medications, referrals made).

QUESTIONS

- **Which optician has this patient seen?**

- Start typing in box and it will predict the opticians surgery from the list in Tameside and Glossop

OR

- Type in 'any' and select an 'Any Optician in Greater Manchester Area' – this is ONLY for Opticians NOT in Tameside & Glossop. **Please type in full details of opticians name and address in 'Notes' section for out of area optician. PLEASE NOTE if this is not completed you will NOT get paid for this transaction.**

- **Does the client pay for prescriptions?**

- Select from drop down box:

- No → list of exemption categories will appear so you support you in checking patient is exempt. If the patient is exempt from paying prescription charges there is no charge to the patient (advice or medication).
- Yes → If the patient pays prescription charges then they may receive advice without charge but provision of medication will incur a prescription charge per item, collected by the pharmacy.

- **Is this the client or a representative?**

- Select from drop down box:

- Client → ok to proceed to consultation
- Representative of client over 16 years → usually you would discontinue the consultation and request client attend in person
- Representative of client under 16 years → usually it is ok to proceed with consultation (unless it relates to a condition that requires you to see the patient e.g. confirming head lice).

ITEMS

- **Select Minor Eye Conditions (MEC) Dispensing Service**

- **You can then choose from the following options :**

1. Written Order Presented & Patient Exempt From Prescription Charges

- a. Patient Supplied With Medication Requested on Written Order

Choramphenicol eye drops or oint

Hypromellose eye drops

Liquid paraffin and white soft paraffin eye oint

Sodium Cromoglycate eye drops

Fusidic Acid eye drops

Carbomer 980 eye gel

Antazoline and Xylometazoline eye drops

Sodium Hyaluronate preservative free drops

2. Written Order Presented & Patient Usually Pays Prescription Charges

- a. Patient Pays Prescription Charge(s) & Supplied With Medication Requested on Written Order

Fusidic Acid eye drops

Sodium Hyaluronate preservative free drops

- b. Patient Sold GSL or P Medicine Requested on Written Order

OPTION

**Save or
Cancel**

DON'T FORGET TO SAVE YOUR CONSULTATION

If you leave the page without saving everything is lost!

Have you remembered to record full details of opticians name and address in 'Notes' section for out of area optician. If this is not completed you will NOT get paid for this transaction.