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Baile Átha Cliath 11, D11 XKF3
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Health Service Executive, Primary Care Reimbursement Service
Exit 5, M50, North Road, Finglas, Dublin 11, D11 XKF3
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Circular 034/22 8th December 2022

Online High Tech Stock Take

Information Pack

Dear Pharmacist,

The total value of High Tech drugs held in community pharmacies must be included in the HSE Annual Financial Statements. Pharmacists dispensing High Tech drugs as part of the High Tech Arrangement are therefore asked to complete an online end of year stock take.

The online stock take must reflect stock held on **Saturday 31st December 2022,** and your completed stock take report should be submitted online to HSE PCRS **on or before Friday 6th January 2023. Only online submissions of your High Tech Stock take will be accepted.**

Instructions on how to complete the online stock take process are included in this information pack which contains:

- Frequently Asked Questions
- Stock Take System User Guide

A personalised 'High Tech Stock Take Report' will assist you in completing your stock take. This report is available through your Pharmacy Application Suite and details on how to access and print it are contained in the attached Stock Take System User Guide.

We all have an obligation to ensure that public funds and resources are managed appropriately and are properly accounted for audit purposes. Your co-operation and timely completion of the High Tech Stock Take for 2022 contributes towards this and is appreciated.

Please email PCRS.HiTech@hse.ie if you have any queries.

Yours sincerely,

Shaun Flanagan
Assistant National Director,
Primary Care Reimbursement Service

Primary Care Reimbursement Service – High Tech Arrangement

FAQ Sheet – High Tech Stocktake

Version 4.0 – 14th November 2022

High Tech Stock Take

Frequently Asked Questions

Note: Please check periodically for the most recent version of this document on your Pharmacy Suite under 'High Tech Module' - 'High Tech Stock Take' then the Help Tab.

1. **What steps do I have to follow to submit my High Tech Stock Take report?**
   - Go to the High Tech Stock Take link on your pharmacy suite.
   - Print your High Tech Stock Take report in Landscape.
   - Complete your High Tech Stock Take report.
   - Input / key the Stock Take report in your Pharmacy Suite using the 'Entry' tab on your 'High Tech Stock Take' screen.
   - Complete your 'Declaration of Completion' details.

2. **When am I requested to undertake the High Tech Stock Take in my pharmacy?**
   For audit purposes, the total value of the HSE's High Tech drugs held in community pharmacies must be included in the HSE Annual Financial Statements. The HSE, therefore request that you complete your stock take on Saturday 31st December 2022.

3. **What date do I have to submit my High Tech Stock Take report online by?**
   Your completed stock take report must be submitted online on or before Friday, 6th January 2023.

4. **How do I print my High Tech Stock Take Report?**
   - Click on the link on 'Welcome' page of Stock Take module.
   - Click 'here' to view and print your High Tech Stock Take Report.
   - Please select 'Landscape' in your print options.
   - Print.

5. **What is the basis for the list of drugs on my High Tech Stock Take Report?**
   This report is based on your Stock Take from your previous year and any drugs dispensed under the High Tech Scheme during the past year.

6. **Do I count the number of packs or the number of units e.g. tabs?**
   Please record the number of units per pack e.g. 1 pack could contain 2 vials – your quantity in this instance would be 2. Likewise, I pack of tablets could contain 28 tablets – your quantity in this instances would be 28.

7. **What should I do if I have additional items in stock that are not listed on the report?**
   There are 5 extra lines at the bottom of the both the Fridge/Non Fridge section of the report for you to record additional items. These additional items should then be entered on-line in the same manner as the other items on your report.

8. **What should I do if I have zero items of a product that appears on my stock take report?**
   You simply key in a '0' (zero) in the totals field for that product and the rest of the fields on that product line will automatically set to zero.

9. **Do I have to submit my full stock take report online at once?**
   No, you can stop keying in information at any time, once you click on 'Save', which is located at the bottom of the entry screen. This will save what you have already keyed and allow you to enter more data at a later stage.

10. **I'm in the 'Entry' screen and have entered 10 items but cannot enter anymore – what should I do?**
    Click 'Save' to continue – this will save your current entries and allow you to enter more line items.

11. **I clicked 'Save' but there is an error – what do I do?**
    Scroll up – the item that is causing an error will be highlighted for your attention with the error noted. Please correct and click save again.

12. **How do I sign off my stock take report?**
    When your report is complete, please go to the tab called 'Confirmation of Completion'. Enter your Name, PSI number, tick box to confirm, then click 'submit'.

13. **What do I do if I have no High Tech Stock on hand on 31st December?**
    You should still complete a 'Confirmation of Completion' by going to the relevant screen (see 12 above). However, you should choose the tick box that indicates you have no stock on hand this year.

14. **Do I need to post in my High Tech Stock Take report?**
    No, keep this in your pharmacy for your own records. Your Stock Take must be submitted online.

15. **I mistakenly signed off my High Tech Stock Take report before it was fully completed - what should I do?**
    Please contact the High Tech Co-ordination Unit at pcrs.hitech@hse.ie who will assist you.

16. **I realised I made an error on one of my High Tech Stock Take entries but I've signed off by completing the 'Confirmation of Completion' tab. What do I do?**
    If you note an error on your data after completing your High Tech Stock Take submission, please contact the High Tech Co-ordination Unit at pcrs.hitech@hse.ie for the record(s) to be amended.

High Tech Stock Take System

Pharmacy User Guide

Note: Please check periodically for the most recent version of this document on your Pharmacy Suite under 'High Tech Module' - 'High Tech Stock Take' then the Help Tab.

Introduction

PCRS provide an online facility for Pharmacies to input High Tech stock on hand detail as requested from time to time. This online facility is accessed through the Pharmacy Suite under the option High Tech Stock Management. To navigate around this application you must use Menu options at the top of each screen.

To begin your High Tech Stock Take, log into this application and print your personalised High Tech Stock Take report. This report includes drug codes and product names of stock on hand from your previous High Tech Stock Take and also any additional items you have dispensed under the High Tech Arrangement since. You can use this report to record detail of stock on hand prior to inputting into the stock take input screen.

The drugs and medicines on this report have been grouped by Fridge/Non Fridge items to make it easier to complete. If you have further High Tech products in stock that we have not listed on your report, there are additional lines at the bottom of the report for you to record.

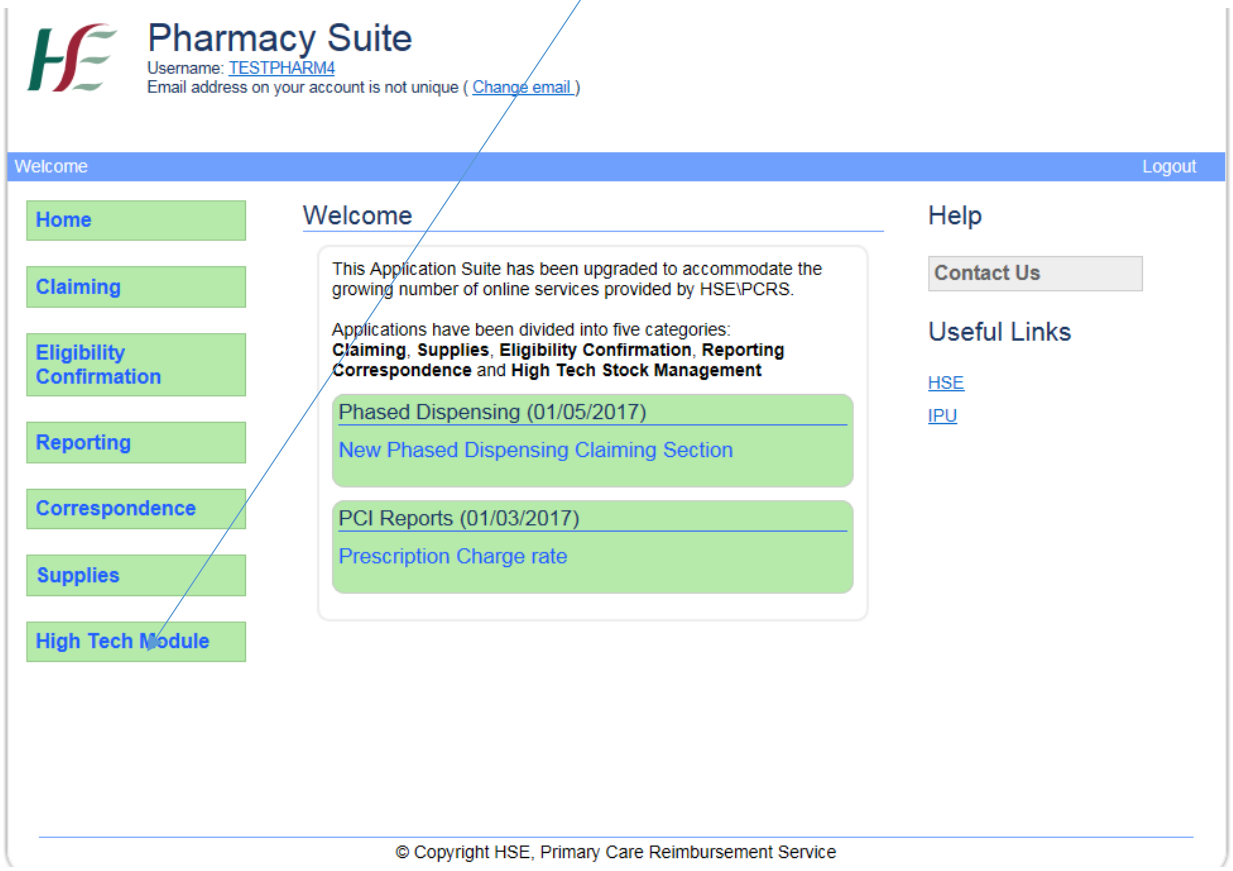
When you have completed the report, log back into the Pharmacy Application Suite and, under the 'Entry' tab, input the details you have recorded on your High Tech Stock Take report. The format of this screen is identical to your High Tech Stock Take report. If you make an incorrect entry, you have the facility to edit/remove this using the 'Maintenance' tab prior to submission. You can key in the full detail at this time and then proceed to the 'Confirmation of Completion' tab or, if you find it more practical, you can enter your High Tech Stock Take details on a sporadic basis. However, you must 'Save' before you exit each session. When you have made your last entry you may then proceed to the 'Confirmation of Completion' tab. If however you do note an error after your final submission, please contact the High Tech Co-ordination Unit at pcrs.hitech@hse.ie for the record(s) to be amended.

This following guide provides details of

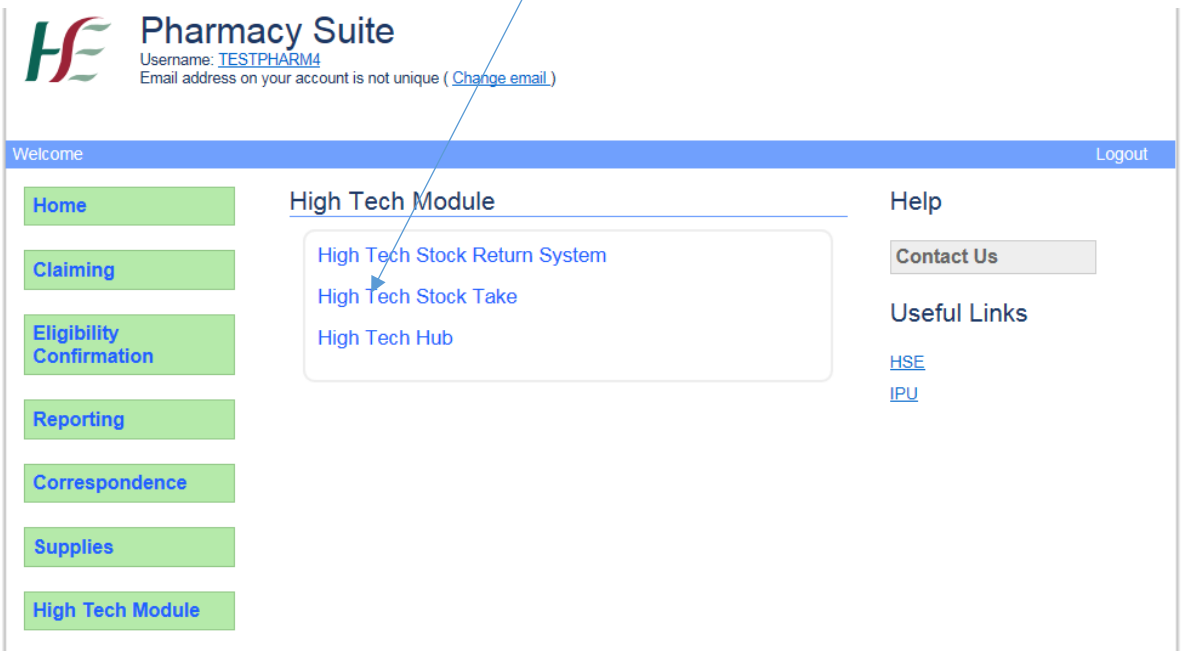
1. User Access
2. PCRS Report of Stock on Hand in your pharmacy
3. Entry Screen
4. Maintenance Screen
5. Confirmation of Completion
6. Help

1. User Access

You access the Online High Tech Stock Take screen through the Pharmacy Suite. On the Welcome Screen, select the option called 'High Tech Module'.

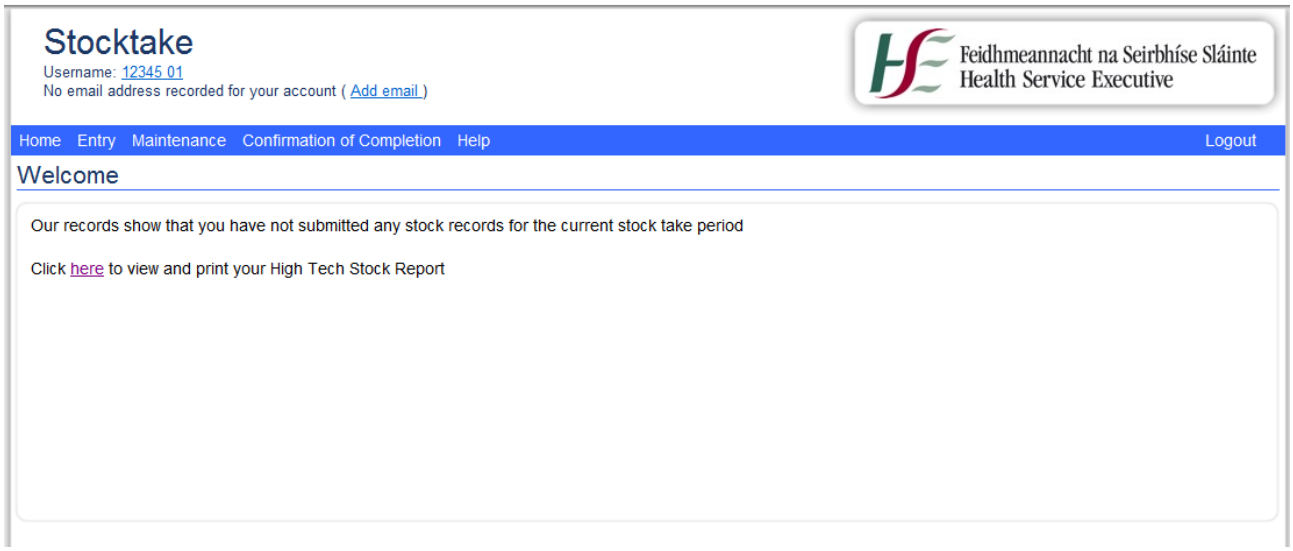


On choosing this option, please select 'High Tech Stock Take'



2. PCRS Report of Stock on Hand in your Pharmacy.

On choosing the option 'High Tech Stock Take' the following screen will appear.



Click here to view and print your High Tech Stock Report. **Please select 'Landscape' in your print options before you print your report.**

Here is a screen shot of what the report looks like broken down by Fridge and Non-Fridge sections.

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

High Tech Medicines Stock Take

Contractor: [redacted] **Name of pharmacy:** [redacted] **Date of Stock Take:** 31-Dec-

Fridge Items

Product Code	Product Name, Strength & Form (Pack Size)	Active Patients - please insert Y/N	Total Qty - Stock on hand	Stock on hand broken down by :			
				Qty - due to be dispensed	Qty - Available for return	Qty - Out of Date	Qty - Not fit for use/damaged
88777	Aranesp Soln. For Inj. Ang Pre Filled Syr 100 Mcg (4)						
88768	Aranesp Soln. For Inj. Ang Pre Filled Syr 40 Mcg (4)						
88747	Aranesp Soln. For Inj. Sureclick Pre Filled Pen 150 Mcg (1)						
88132	Cayston Pdr. & Solv. For Nebuliser Soln 75 Mg (84)						
88502	Cimzia Soln For Inj Pre Filled Syr 200 Mg/Ml (1)						
88534	Eligard Pdr. & Solv. For Soln. For Inj 22.5 Mg (1)						
88099	Enbrel Soln For Inj Pre-Filled Syringe 50 Mg (4)						
88245	Enbrel Soln. For Inj. Pre-Filled Pen 50 Mg (4)						
88527	Genotropin Pre-Filled (Go Quick) Pen 5.3 Mg (1)						
88471	Gonal F Soln. For Inj. Pre-Filled Pen 900 Iu (1)						
88435	Gonapeptyl Depot Pre-Filled Syringe 3.75 Mg (1)						
88514	Humira Pre Filled Syr 40 Mg/0.8 Ml (2)						

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

High Tech Medicines Stock Take

Contractor: [redacted] **Name of pharmacy:** [redacted] **Date of Stock Take:** 31-Dec-

Non Fridge Items

Product Code	Product Name, Strength & Form (Pack Size)	Active Patients - please insert Y/N	Total Qty - Stock on hand	Stock on hand broken down by :			
				Qty - due to be dispensed	Qty - Available for return	Qty - Out of Date	Qty - Not fit for use/damaged
88491	Tecfidera Gastro-Resistant Hard Caps 240 Mg (56)						
88591	Temozolomide Teva Caps 250 Mg (5)						
88213	Vfend Tabs 200 Mg (28)						
88559	Votrient Film Coated Tabs 400 Mg (30)						
88375	Xagrid Caps 0.5 Mg (100)						
88320	Xeloda Tabs 150 Mg (60)						
88321	Xeloda Tabs 500 Mg (120)						
88226	Zemplar Caps 1 Mcg (28)						
88034	Zytiga Tabs 250 Mg (120)						
88361	Zyvox Tabs 600 Mg (10)						

PLEASE INPUT ALL STOCK TAKE DETAILS ON LINE VIA THE PHARMACY SUITE

Page 5 of 5

Once printed please complete the report with the details of your High Tech stock on hand within your pharmacy.

PLEASE NOTE: your 'Total Qty – Stock on hand' is your overall total figure which is broken down under the following headings:

- Qty due to be dispensed,
- Qty available for return,
- Qty out of date,
- Qty not fit for use/damaged.

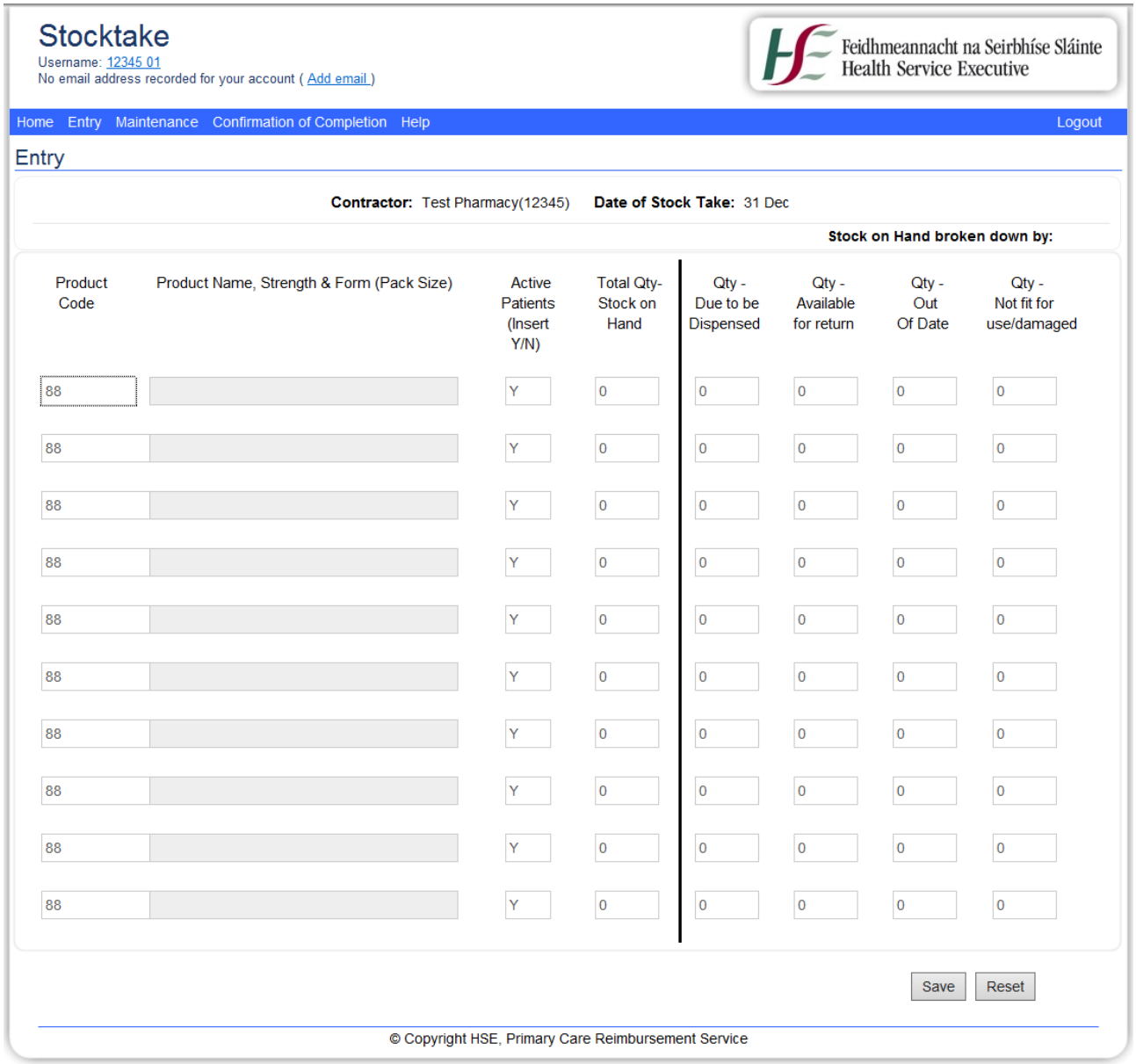
In the Quantity fields, you must input the number of units per pack (e.g. tablets, capsules, injections, mls or grams).

There are 5 extra lines at the bottom of the both the Fridge/Non Fridge section for you to record additional items that you may have in stock that are not listed on your report.

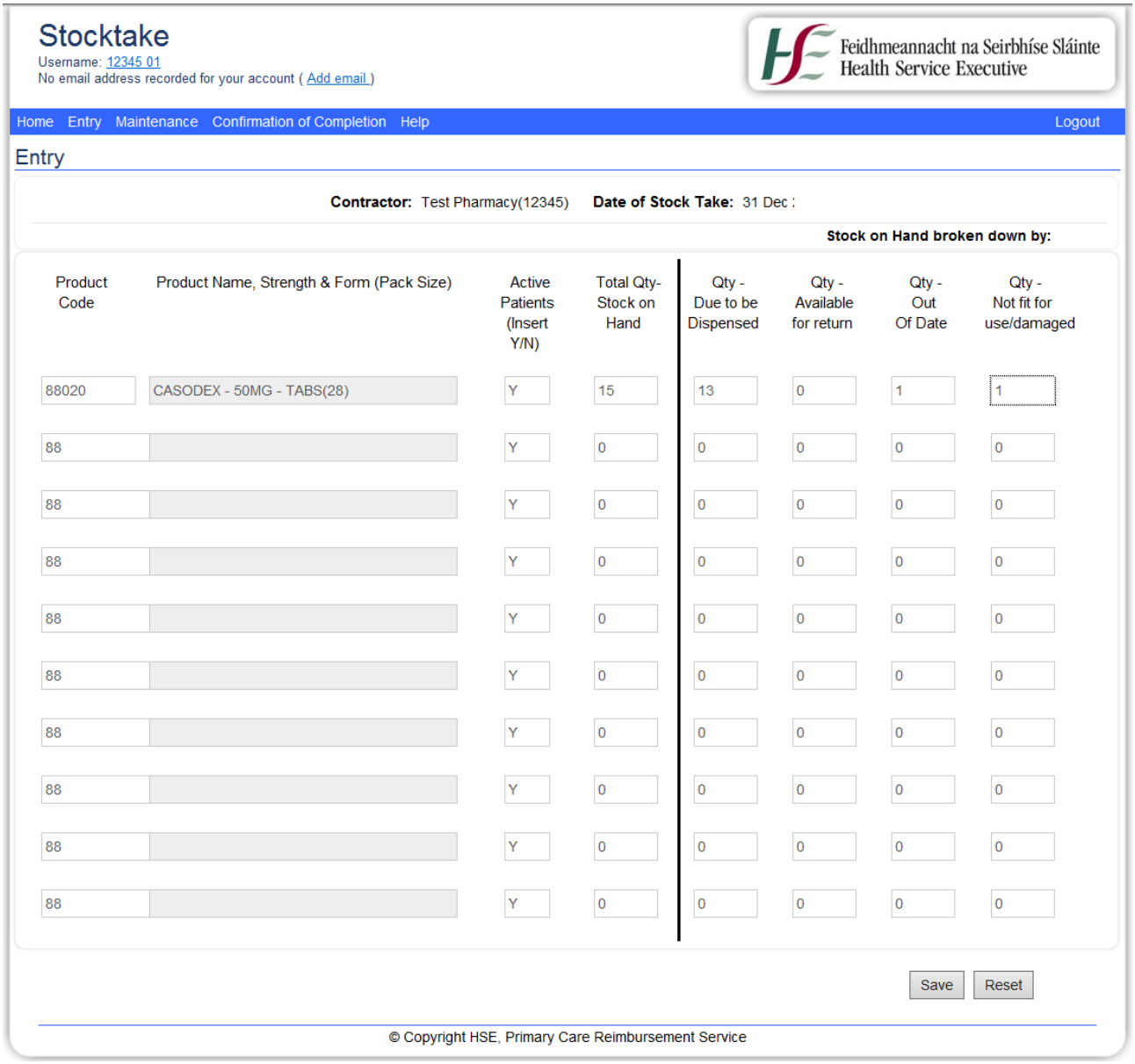
You must then input this information via the online High Tech Stock Take link which you can access through the Pharmacy Suite.

3. Entry Screen.

For your convenience, this 'Entry Screen' is in the same format as your High Tech Stock Report.



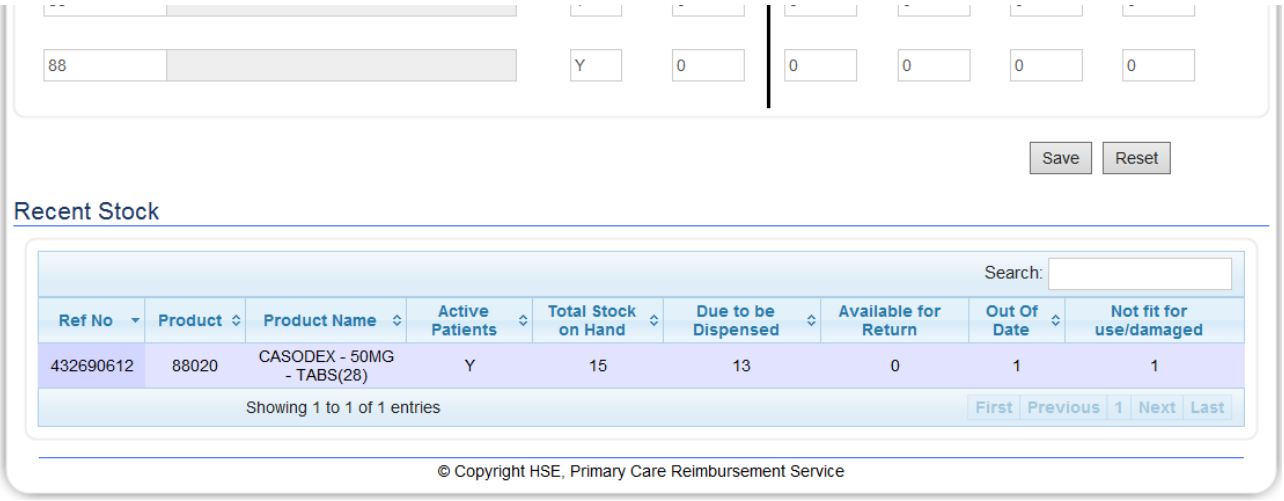
You must enter the information from your report into the 'Entry Screen'. Please note, the Quantity Stock on Hand figure is an overall total of 'Qty due to be dispensed', 'Qty available for return', 'Qty out of date' and 'Qty not fit for use/damaged'. Therefore the overall 'Total Qty – Stock on Hand' should tally with the total 'Stock on Hand broken down by'.



You can stop entering at any time, once you click on 'Save' which is located at the bottom of this screen. This will allow you to enter more data at a later stage. If there is an error on any item(s) you have entered, you will not be allowed save until you correct the item. Item(s) causing the error(s) will be highlighted in red. Scroll back up your screen to the item(s) needing attention, please correct and click 'Save' again.

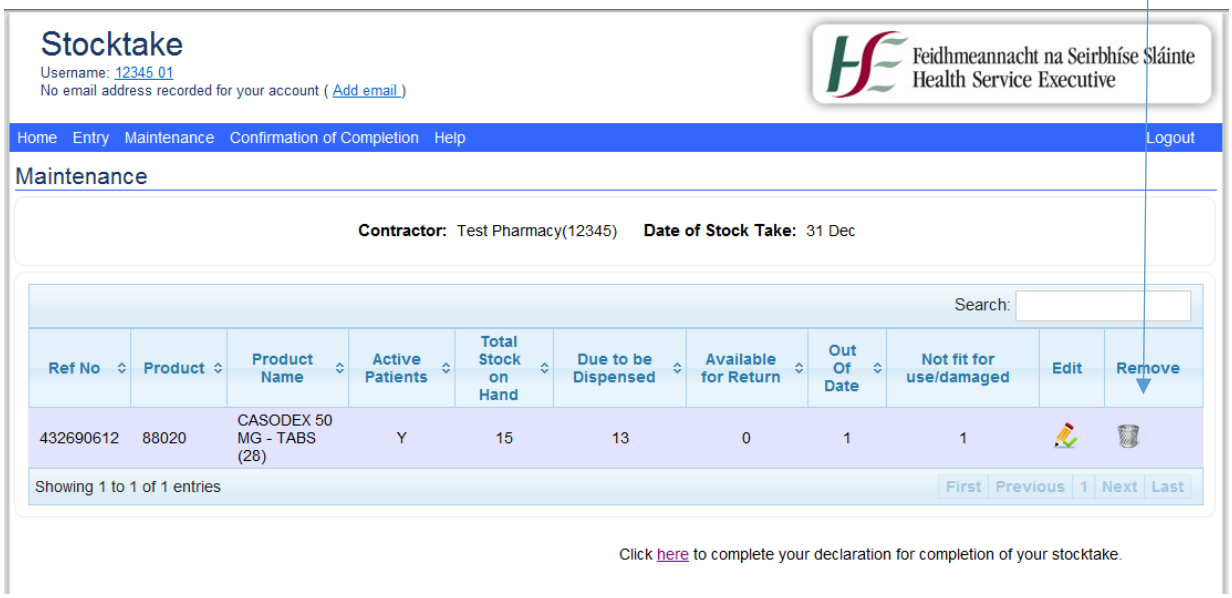
If you choose to input your full High Tech Stock Report in one session, you will notice that after each 10 entries you will click 'Save' to continue. This will save your current entries and allow you to enter more.

If you are unsure of what you entered you can search either by Product Code or Product Name using the search bar; you can also view your last five lines entered which is located under 'Recent Stock' at the bottom on the Stock Take 'Entry' screen.

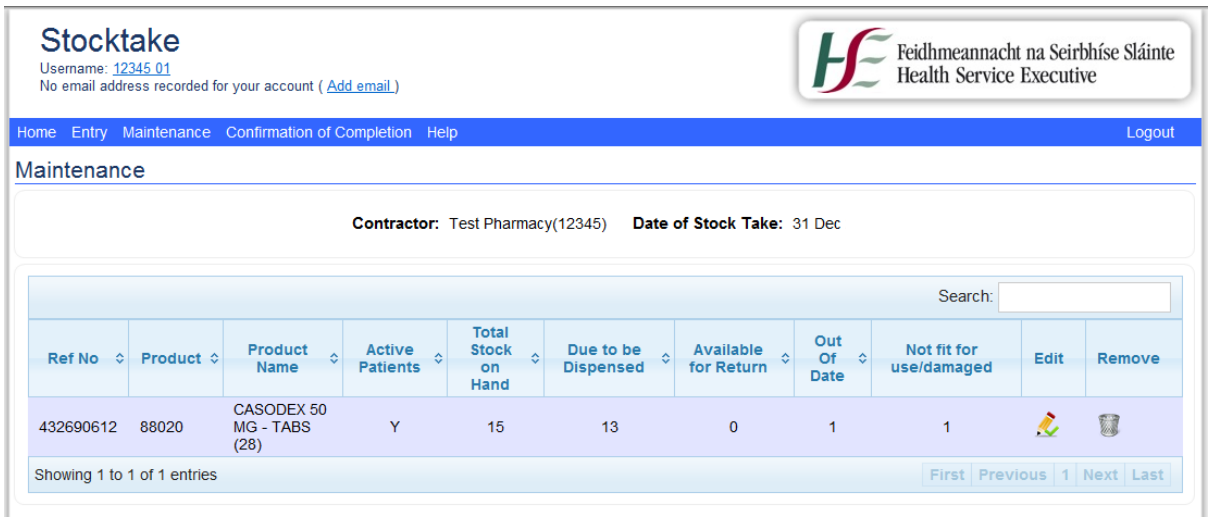


4. Maintenance Screen

The Maintenance Screen is in the same format as the 'High Tech Stock Report' and the 'Entry Screen'. You can search for product either by Product Code or Product Name using the search bar.



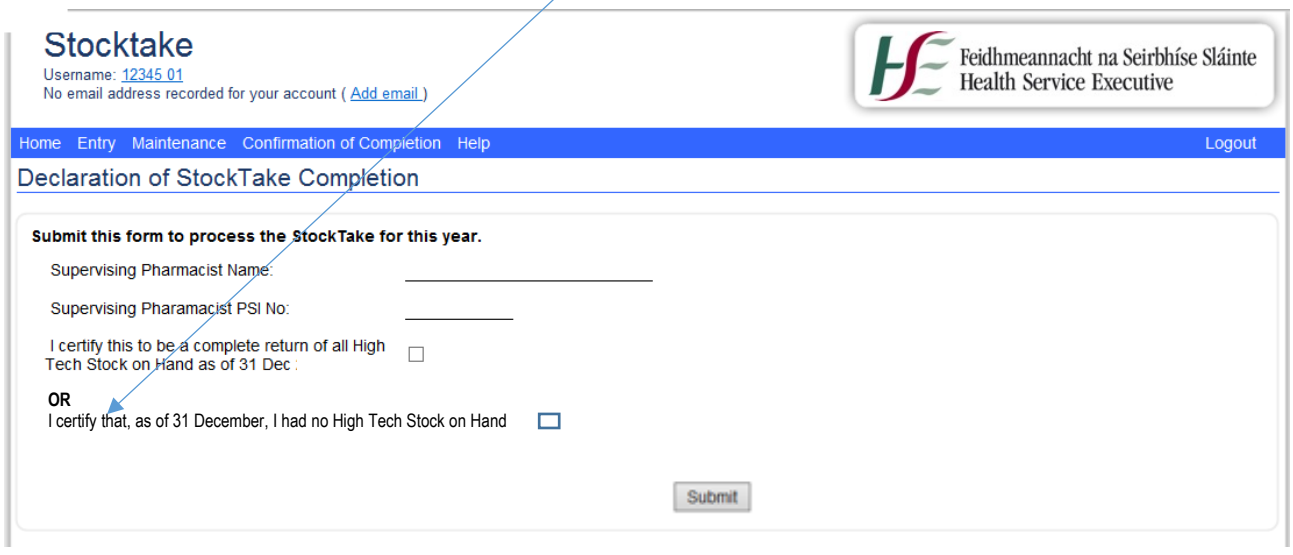
In the 'Maintenance Screen', you can edit any previous entry or remove if necessary by clicking on the icon under Edit or Remove . This will bring you into the following screen then you can make relevant changes and click 'Save'.



5. Confirmation of Completion

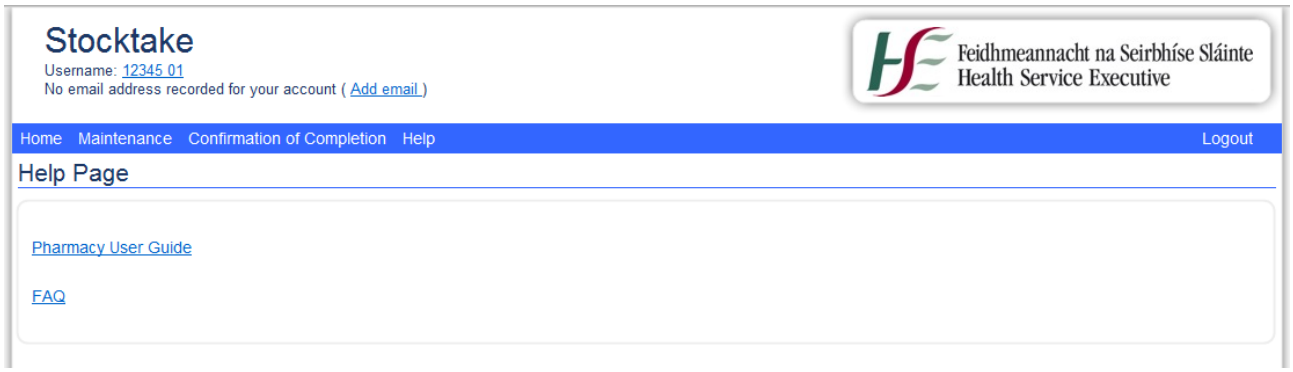
When you are finished entering all your High Tech Stock Take details, you must then select the tab 'Confirmation of Completion'. This is where you sign off to let PCRS know your High Tech Stock Take is complete. The information you provide is the same information you would have supplied in the past when manually signing off your report. Please note that if you have no High Tech Stock on hand on 31 December you should select the relevant option on the Declaration Screen. Only one option should be selected on this screen.

Please note you can only enter/edit/remove items before you click 'Confirmation of Completion'.



If you note an error on your data after completing your High Tech Stock Take submission, please contact the High Tech Co-ordination Unit at pcrs.hitech@hse.ie for the record(s) to be amended.

6. Help

When you click on the 'Help' tab, you have two options. The most recent versions of these documents will be available on these links.

- Pharmacy User Guide
- FAQ