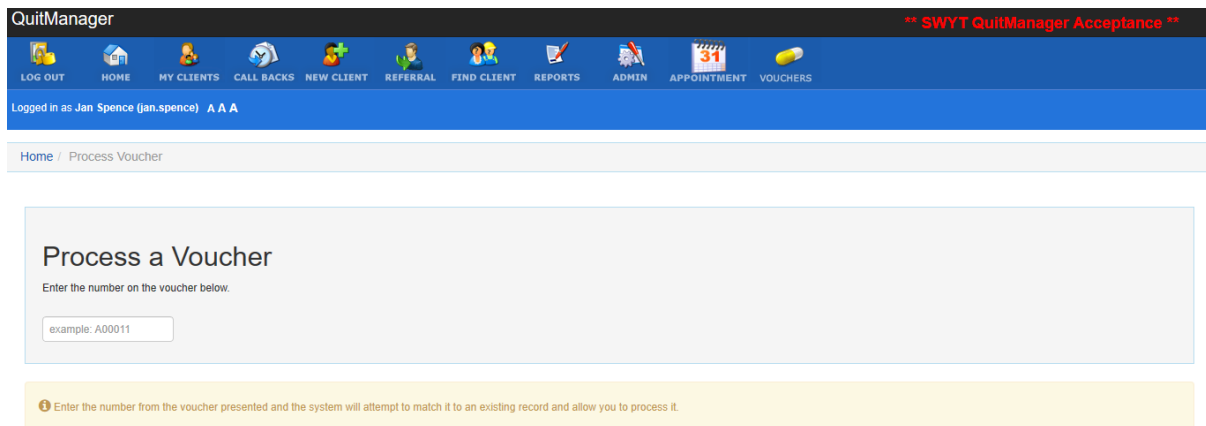


Processing and dispensing a E-voucher

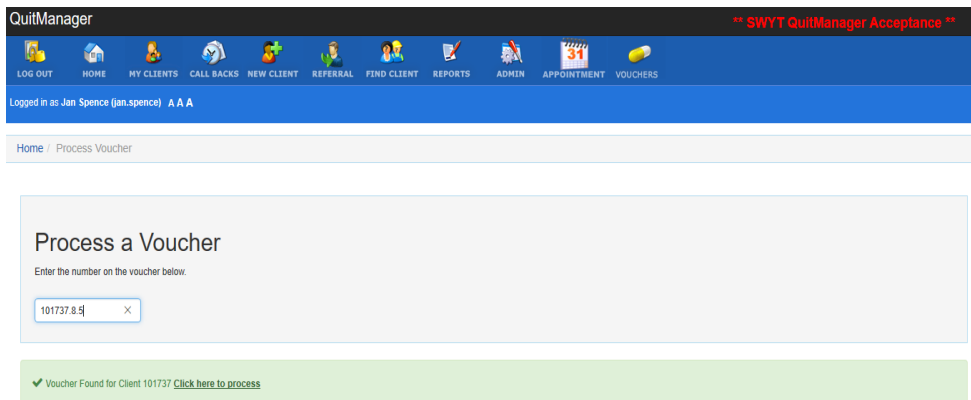
1. On the top tool bar click the voucher icon and the below screen will appear.

Input the voucher number from the client's text message into the process voucher box. Include all numbers and full stops.



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2. When the voucher number is found, a green line will appear below the voucher number. Click on [click here to process](#).



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3. Your pharmacy name should appear in the drop down, if not complete the fields by picking from the drop down menu.
 - a. Dispense the medication to the client

Voucher Details	Additional Info
Voucher Number : 101737.8.5 Forename : Client Surname : 101737 Date of Birth : 02/09/1992 Voucher Issue Date : 17/03/2020 CCG : Calderdale	
Date Voucher Processed <input type="text" value="17/03/2020"/>	
Pharmacy <input type="text" value="Please select a Pharmacy"/>	
Redeeming Pharmacist <input type="text"/>	
Prescription Fee Paid <input type="checkbox"/>	
Have you performed a clinical check <input type="checkbox"/>	
Medication <input type="text" value="Calderdale Inhalator"/> <input type="text" value="15.00mg Generic Calderdale Inhalator Nicotine inhalator 1 x 20 (Qty: 20)"/> Supply Given <input type="text" value="1"/>	
Medication <input type="text"/> <input type="text"/> Supply Given <input type="text"/>	
<input type="button" value="I have dispensed the Medications on this Voucher"/> <input type="button" value="I do not want to dispense the Medications on this Voucher"/>	

Click I have dispensed the medication on the voucher.

This is an important step. If you do not click I have dispensed the medication on the voucher the voucher will not go through for payment. The system reminds you to click process before you leave this screen.

- When you enter the voucher code and process the voucher, this will automatically go for payment.

Co Validation:

If the client is within their four week follow up period for their quit date, the system will show the CO reading tick box. If you have signed up to taking CO validations, you will need to perform a CO reading with the client, tick the box and enter the reading.

Date Voucher Processed

Pharmacy

Redeeming Pharmacist *

Prescription Fee Paid

Have you performed a CO Reading

Troubleshooting:

- If the voucher has already been dispensed a notice will appear to alert you. Tell the client you are unable to dispense the voucher as it has already been redeemed and they must contact their stop smoking advisor.
- If a client says they have deleted their voucher code they should contact Yorkshire Smokefree Doncaster on 01302 561722
- If you have forgotten your log on details or have any problems accessing the system please contact Yorkshire Smokefree Doncaster on 01302 561722