

# YOURmeds Dispensing Standards

## How to Make a Pack

For a video on how to make the pack please go to;

<https://marsoftware.wistia.com/medias/4doxfbam6v>

1. With the coloured side of the pack facing you, push out the sections of card numbered 1, 2, 3, 4 (see image below).



2. Take the numbered 3 section of card (disp, pharma, chkd), remove the lining from the back and carefully stick within the guides located above the blisters and below the fold line in the tag aperture. Throw away the remaining waste card.



3. With the coloured side facing down align the pack with the platen making sure that the blister apertures align. Gently peel back one third of the lining from the right-hand side and fold. Folding keeps it out of your way while dispensing.



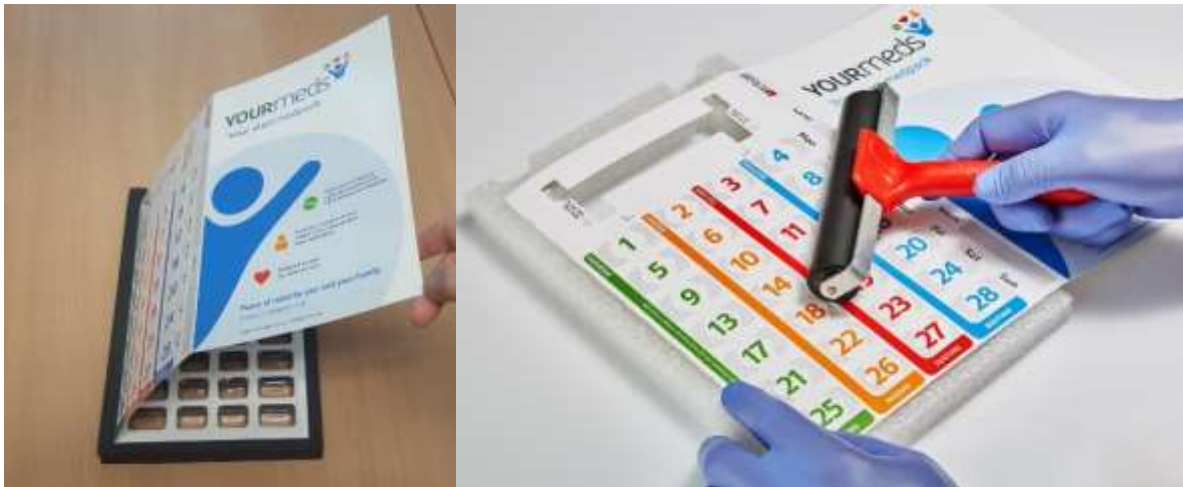
4. Place the plastic blister tray into the blister apertures and dispense as usual.



5. Gently peel all the lining off.



6. Seal pack by folding the two left-hand panels over the third panel. Using a roller, roll firmly to seal.



7. Take the pack out of the platen and open it. In the top section of the tag aperture, fold the flap backwards and press firmly to stick.



8. Fold down and stick the spare lining that covers the silver pins.

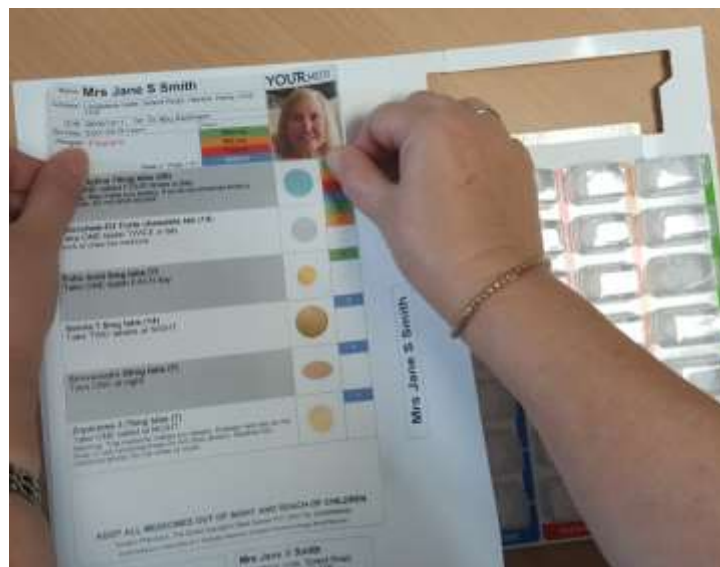




9. Fold on the fold line on the tab with the silver pins so that the silver pins are showing. Please note that this does not stick down.



10. Print a YOURmeds label from the YOURmeds MAR dispensing solution and stick to the inside page of the pack.



11. Every pack that is made **must** have its integrity checked. You do this by attaching your pharmacy test tag to the completed pack. When you attach a tag to a pack it will first need to stabilise, this will take 10-20 seconds and will display a message saying “Stabilising”, when it has finished it will say “Connected” (see images below). When the connected message appears, you will see a diagram of the pack on the left-hand side of the tag’s screen. The diagram shows open blisters as a black square and unopened blisters as a white square (see images below). To check the pack’s integrity, **you must ensure that every pack dispensed has no open blisters on the tag’s screen.**



## YOURmeds Dispensing Standards

As a YOURmeds partner pharmacy **you must ensure that;**

1. The disp, chkd, pharma section of card is correctly adhered within the guidelines provided.  
This is critical for a YOURmeds tag to read a YOURmeds pack.
2. The lining covering the silver pins is correctly folded downwards or completely removed.  
This is critical for a YOURmeds tag to read a YOURmeds pack.
3. A YOURmeds label is used on every YOURmeds pack.
4. Every YOURmeds pack must have its integrity checked before being delivered.
5. The patient's tag is attached to the first pack before delivery.
6. The correct tag is delivered to the correct patient as tags are preassigned using the ID number located on the back of the tag.