MedAdvisor

Project STOP
User Guide

## 2023

How to access Project STOP

1. Access Project STOP by launching PlusOne by MedAdvisor on your desktop

2. Select **Project STOP** from the menu

3. Enter your username and password

4. Select **Login**

If you do not have access to Project STOP, please contact support@medadvisor.com.au
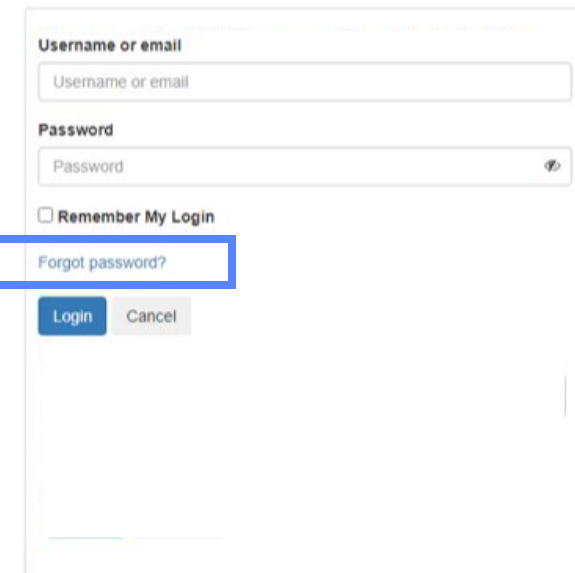
You must only access Project STOP using your own username and password. Project STOP contains confidential and highly sensitive data. Username/password sharing is prohibited.
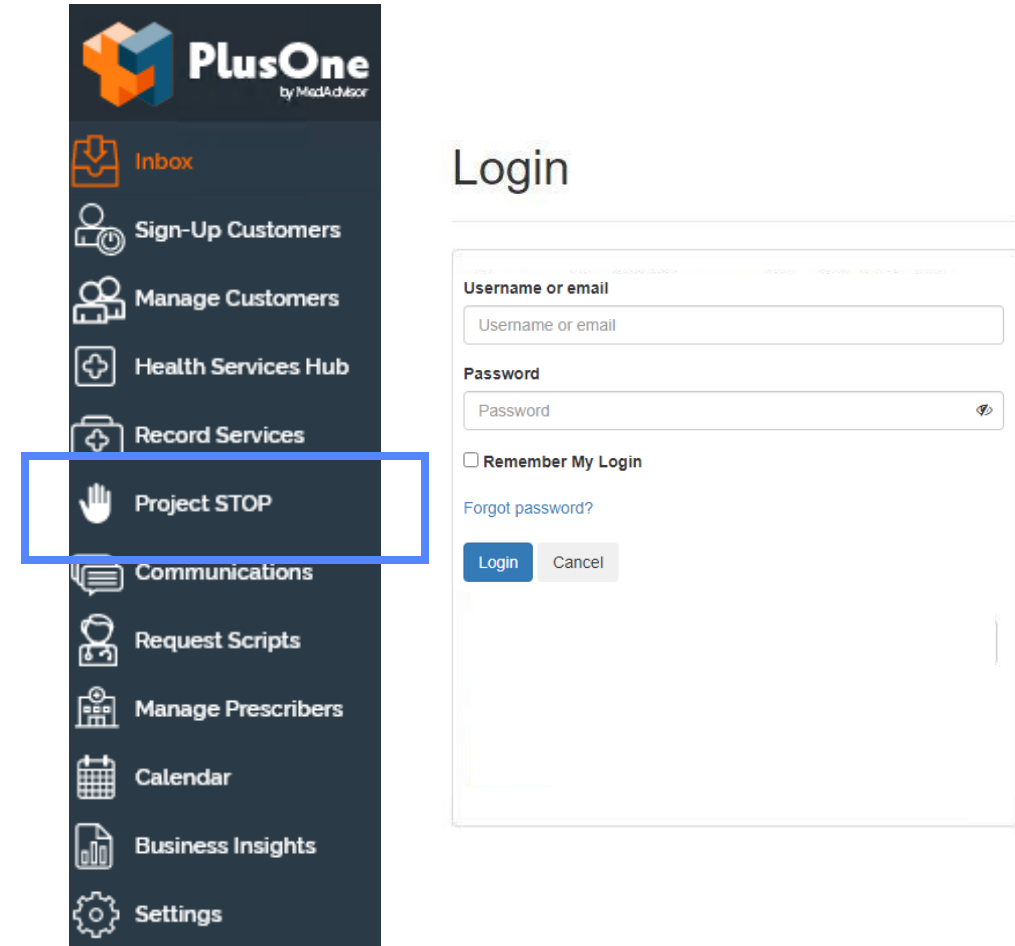
HANDY TIP Third-party software users can use their existing login to access Project STOP

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1. To reset your Project STOP password, select Project STOP in the left-hand menu

2. Select **Forgot password?** on the login page

3. Follow the prompts to reset your password.

Login

Username or email

Username or email

Password

Password
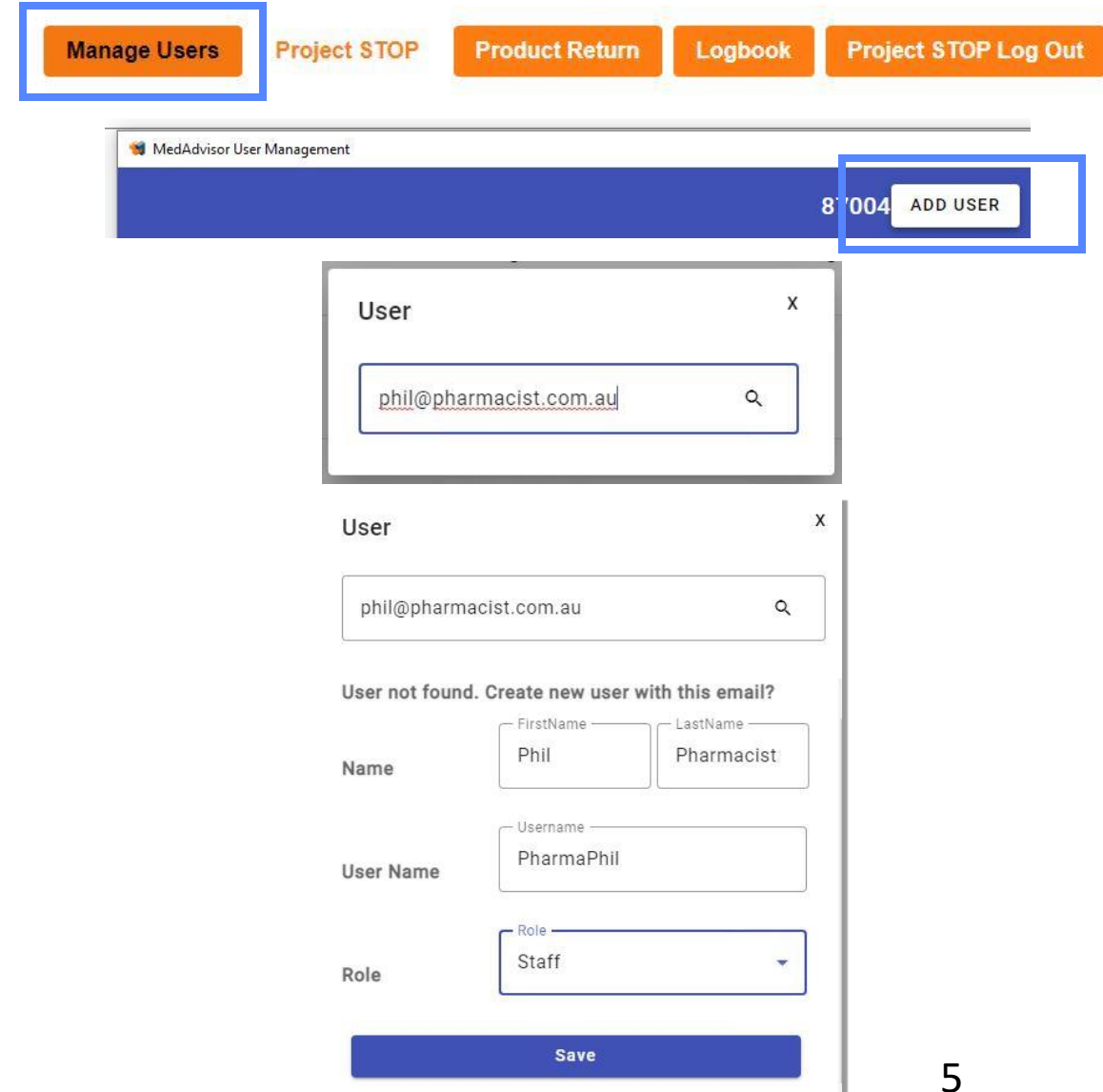
☐ Remember My Login

Forgot password?

Login   Cancel

HANDY TIP If you do not have access to PlusOne by MedAdvisor, please contact support@medadvisor.com.au
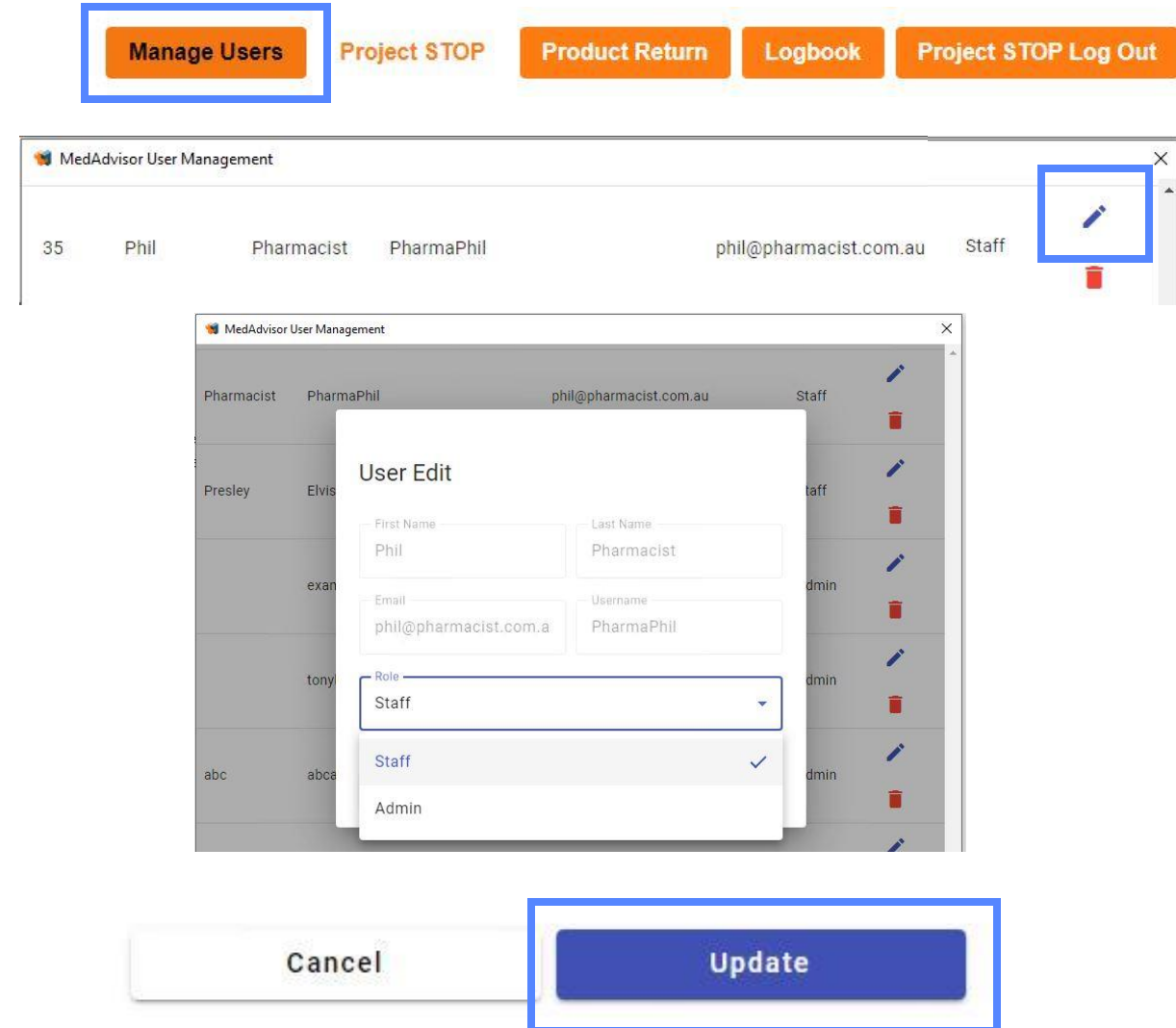
4

1. Select **Manage Users** in the top right-hand corner

2. In the MedAdvisor User Management pop-up select **ADD USER**

3. Enter the e-mail address of the new user and select the search icon

4. If the user is not found with an existing account, enter the Name, Username and choose the role Staff or Admin

5. Select **Save**

You should only add users on a "need to know" basis. In general, the Project STOP database should only be accessed and used by pharmacists for assessing a client's therapeutic need for pseudoephedrine products.

Manage Users   Project STOP   Product Return   Logbook   Project STOP Log Out

MedAdvisor User Management

8 004   ADD USER

User   X

phil@pharmacist.com.au 🔍

User   X

phil@pharmacist.com.au 🔍

User not found. Create new user with this email?

Name   FirstName: Phil   LastName: Pharmacist

User Name   Username: PharmaPhil
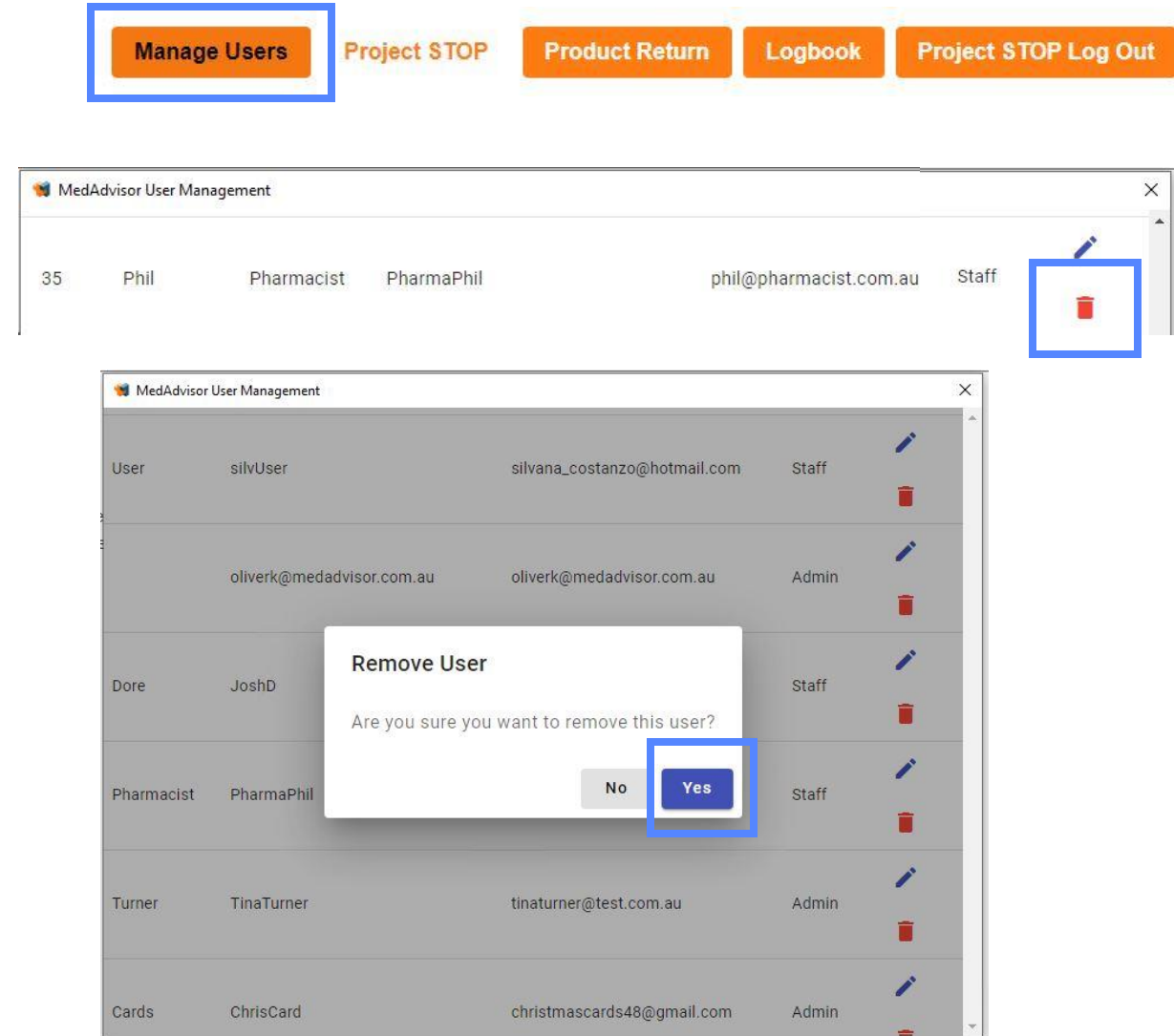
Role   Role: Staff

Save

5

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1. Select **Manage Users**

2. Scroll to find the user you would like to edit to change their use role

3. Select the pencil icon to edit user role and select the drop down to select Staff or Admin

4. Select **Update**

How to delete a user account

1. Select **Manage Users**

2. Scroll to find the user you would like to edit or delete

3. Select the trash icon to delete a user and choose **Yes** to confirm deletion.
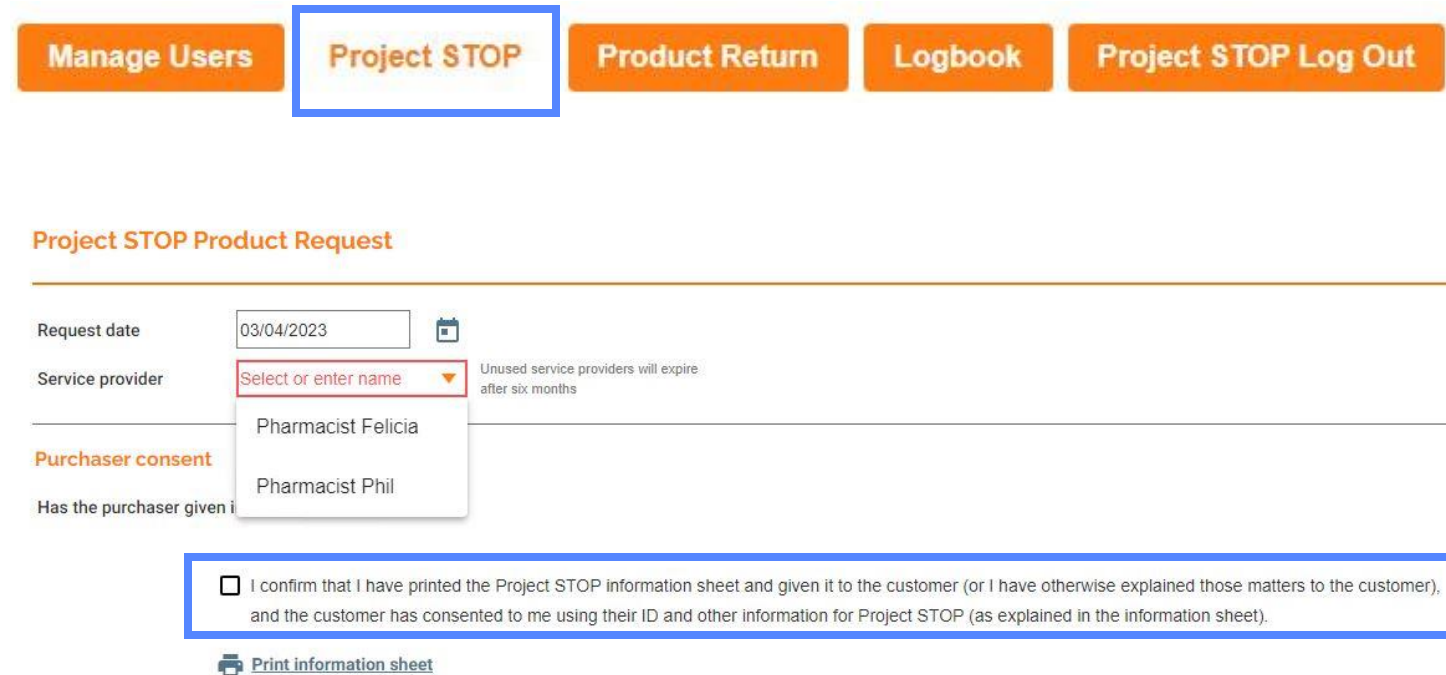
Please take care to promptly remove users once they no longer require access (for example, pharmacists who are no longer working at your pharmacy).

Manage Users   Project STOP   **Product Return**   **Logbook**   **Project STOP Log Out**

MedAdvisor User Management   ×

| 35 | Phil | Pharmacist | PharmaPhil | phil@pharmacist.com.au | Staff |

MedAdvisor User Management   ×

User	silvUser		silvana_costanzo@hotmail.com	Staff
	oliverk@medadvisor.com.au		oliverk@medadvisor.com.au	Admin
Dore	JoshD			Staff

Remove User

Are you sure you want to remove this user?

No   **Yes**

Pharmacist	PharmaPhil			Staff
Turner	TinaTurner		tinaturner@test.com.au	Admin
Cards	ChrisCard		christmascards48@gmail.com	Admin

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1. After logging in, select Project STOP in the top right-hand corner of PlusOne by MedAdvisor

2. The product request date will be populated with today's date

3. Click on Service Provider and select the correct service provider from the dropdown menu or type your name to enter a new service provider

4. Print out the Project STOP information sheet and give it to the customer

5. Then, under Purchaser consent, select the tick box to confirm that consent has been obtained from the purchaser

| Manage Users | Project STOP | Product Return | Logbook | Project STOP Log Out |

Project STOP Product Request

Request date   03/04/2023

Service provider   Select or enter name ▼   Unused service providers will expire after six months

Pharmacist Felicia

Pharmacist Phil

Purchaser consent

Has the purchaser given i

☐ I confirm that I have printed the Project STOP information sheet and given it to the customer (or I have otherwise explained those matters to the customer), and the customer has consented to me using their ID and other information for Project STOP (as explained in the information sheet).

🖨 Print information sheet

HANDY TIP: Select **Print Information Sheet** to download and print

8

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6. Select if the person is known to you
Note: The "Is this person known to you?" question only appears for pharmacies in NSW and WA.

7. Enter ID Type information (optional if you are a NSW or WA pharmacy and selected Yes, I know this person)

8. Select **Show past Project STOP transactions** to view Pseudoephedrine transaction history

9. Customer details including Name, date of birth and address will prepopulate if past transactions are shown

10. If no details are found, enter customers first name, last name, date of birth and address

Purchaser details

Is this person known to you?

◉ Yes, I know this person
○ No, I do not know this person

ID Type

Australian Driver Licence   ▾   VIC   ▾   123456

Hide past Project STOP transactions

Pseudoephedrine transaction history

Requests 10

Date	Script ID	State	Postcode	Product
22/03/2023		NSW	2210	
Directions:				
Notes:				
22/03/2023		QLD	4000	CODRAL ORIGINAL COLD & FLU TABS 24
Directions:				
Notes:				
17/03/2023		NSW	2211	
Directions:				
Notes:				

First name: Test

Last name: Test

Date of birth: 27/01/2023

Address: 1 Test St

9

11. Under **Current request** enter the **Script ID** (to be completed if the sales is on prescription)

12. Enter product name or barcode

13. Select quantity

14. Enter directions for safe and proper use (mandatory for SA) and any other notes (optional, use this to record any other mandatory details under your State / Territory laws.)

15. Under **Action**, view the unique reference code

16. Select **Approve Sale**

You can also select **Deny Sale** or **Safety Sale** as required. **Deny Sale** will mark the product request as denied. Use **Safety Sale** when there are concerns about the request but you do not want to confront the customer. This will put through the sale but mark it as a 'Safety Sale' for future reference.

Current request

Script ID	Script ID
Product	Enter Product name or Barcode
Quantity	1
Directions	
Notes	

Action

Reference: FsxITxqL

| ✋ Deny Sale | ⚠ Safety Sale | Approve Sale |

10

The following additional section will only be displayed for pharmacies in Western Australia.

You will be asked if the purchaser is the intended patient. If '**No**' is selected, you will be required to complete the details of the patient as shown.

Is the purchaser the intended patient?
○ Yes
◉ No

First name [First name]

Last name [Last name]

Address [Number and street]

[Suburb or town]

[State ▼] [Postcode]

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When processing a product request and you are unable to find the product requested, you will need to add the new product.

1. Click in the Product field and select **Add New Product**

2. Complete all fields in the **Add medicine** pop-up

3. Click **Submit** and continue with the request

Current request

Script ID	Script ID	Optional
Product	Enter Product name or Barcode	
Quantity	Add New Product	

Add medicine   X
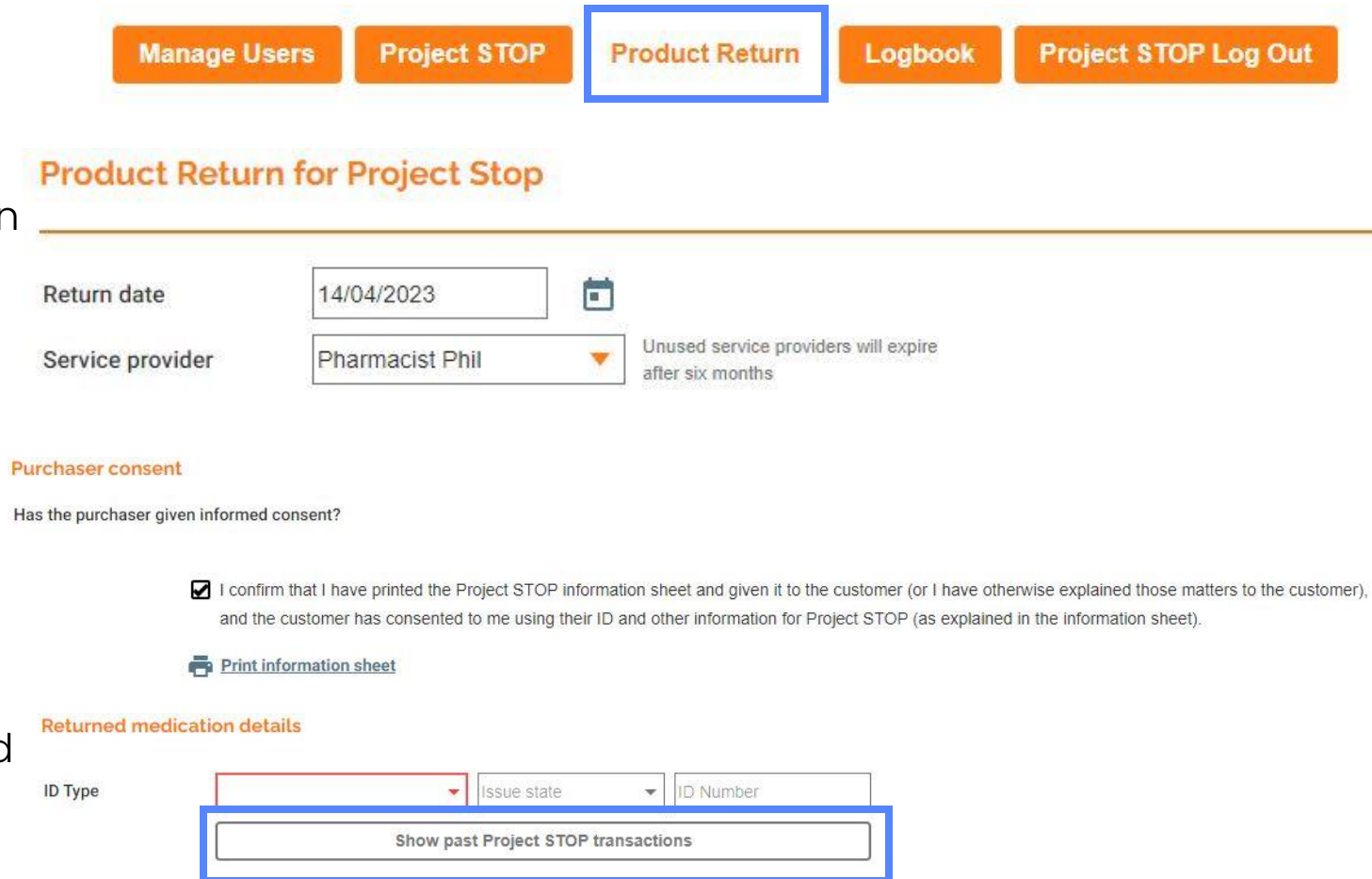
Brand name	Enter Product name or Barcode
Active ingredient	
Drug form	
Strength	
Dose	

Submit   Cancel

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1. Select Product Return in the top right-hand corner

| Manage Users | Project STOP | **Product Return** | Logbook | Project STOP Log Out |

2. The Return date will be defaulted to the current date and can be changed to a date in the past (you must record the correct date)

Product Return for Project Stop

Return date   14/04/2023

Service provider   Pharmacist Phil   Unused service providers will expire after six months

3. Select the Service provider from the drop down or enter name

4. Print the Project STOP information sheet and give it to the customer. Then select the tick box to confirm that consent from the patient has been obtained

Purchaser consent

Has the purchaser given informed consent?

☑ I confirm that I have printed the Project STOP information sheet and given it to the customer (or I have otherwise explained those matters to the customer), and the customer has consented to me using their ID and other information for Project STOP (as explained in the information sheet).

🖶 Print information sheet

Returned medication details

5. Complete the fields for ID type under Returned medication details

ID Type   [▾] [Issue state ▾] [ID Number]
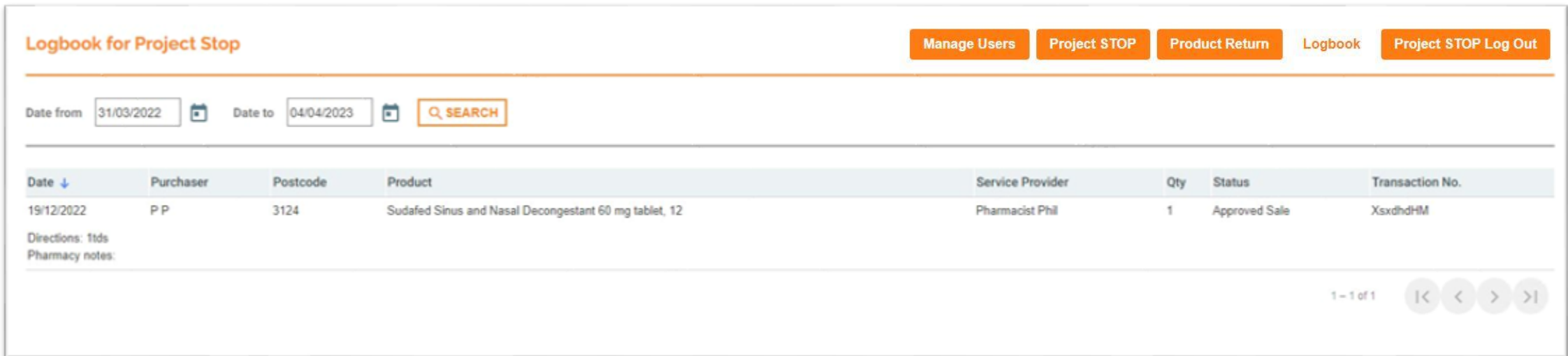
[Show past Project STOP transactions]

6. Click Show past Project STOP transactions

HANDY TIP **Past transaction will display the patient's pseudoephedrine transaction history for products purchased at your pharmacy.**

How to record a Product Return

1. Select the tick box of the product that the patient wishes to return and enter the reason for the product return

2. Click CONFIRM RETURN. This transaction has now been finalised and the product has been returned

1. Select **Logbook** in the top right-hand corner

2. Choose the date range and select **SEARCH**

3. You will be able to see the following details related to a transaction: Date. Purchaser Initials, Postcode, Product, Service Provider, Quantity, Status, Transaction Number, Directions and Pharmacy notes.

HANDY TIP   **The date range will show the past seven days by default**

15

QLD: Medicines and Poisons (Medicines) Regulation 2021 (QLD) and Medicines and Poisons Act 2019 (QLD)

VIC: Drugs, Poisons and Controlled Substances Regulations 2017 (VIC) and Drugs, Poisons and Controlled Substances Act 1981 (VIC)

NSW: Poisons and Therapeutic Goods Regulation 2008 (NSW) and Poisons and Therapeutic Goods Act 1966 (NSW)

ACT: Medicines, Poisons and Therapeutic Goods Regulation 2008 (ACT) and Medicines, Poisons and Therapeutic Goods Act 2008 (ACT)

SA: Controlled Substances Poisons Regulation 2011 (SA) and Controlled Substances Act 1984 (SA)

NT: Medicines, Poisons and Therapeutic Goods Regulations 2014 (NT) and Medicines, Poisons and Therapeutic Goods Act 2012 (NT)

WA: Medicines and Poisons Regulations 2016 (WA) and Medicines and Poisons Act 2014 (WA)

TAS: Poisons Regulations 2018 (TAS) and Poisons (Declared Restricted Substances) Order 2017 (TAS) and Poisons Act 1971 (TAS)

Visit the website for more: https://projectstop.mymedadvisor.com