

# Step-by-Step Guide – Plato CMS

## WellAway Pharmacy X Plato CMS Your Integrated Prescribing Experience!



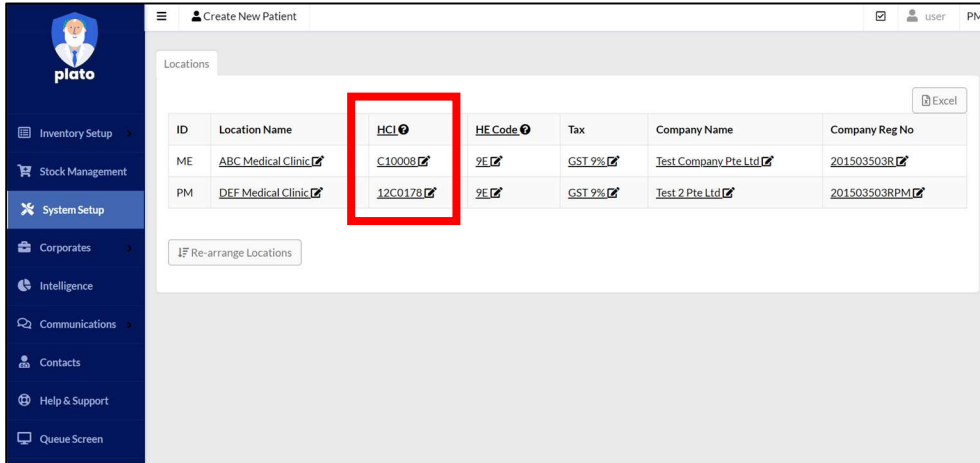
### Key Features

- One-click access, No setup needed!
  - Registered clinics will be identified with HCI code
  - For unregistered clinics, create account with registration form
- Automated entry of patient & clinic details
  - No manual entry required for patient information (Name, NRIC, Address, Contact) and clinic information (Name, Address, Contact)
- Pre-set retail prices and Automated Invoicing
  - Complimentary setup of retail prices for automated reflection in patient invoice (email [wellaway@pom.com.sg](mailto:wellaway@pom.com.sg) to enable feature)
  - If items without pre-set retail prices are prescribed, cost price of items will be reflected in patient invoice instead

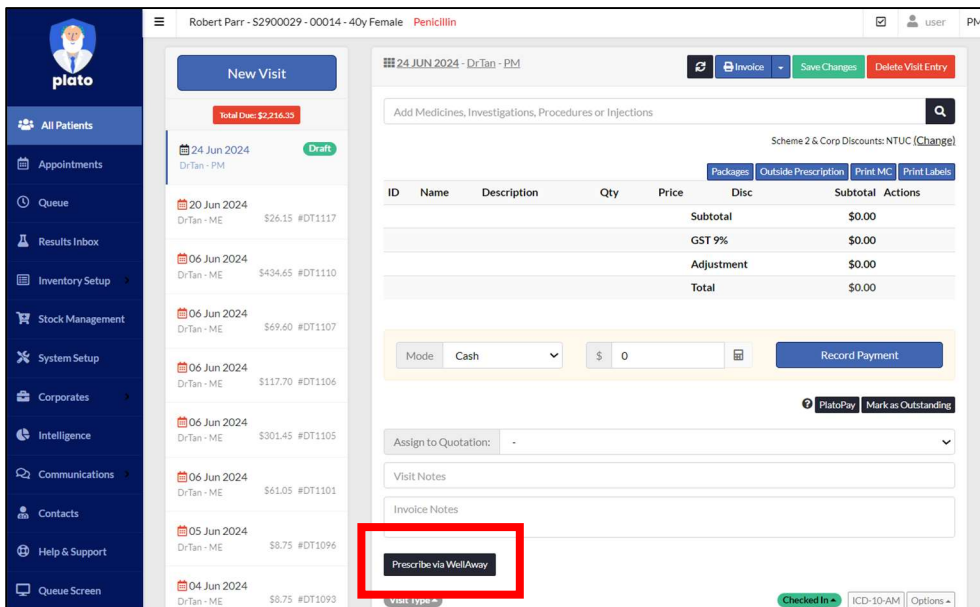
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## Step-by-Step Guide

1. Ensure HCI code is setup correctly (your clinic will be identified by your HCI code)

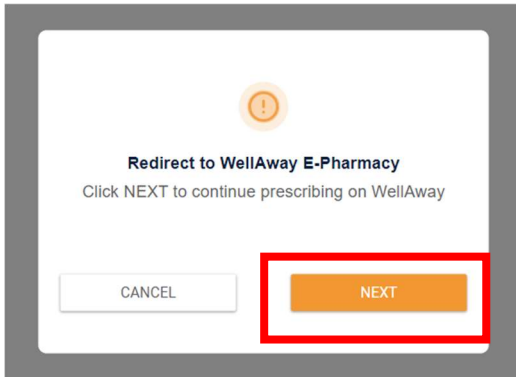


2. Navigate to All Patients > View Records > Visits, select correct visit and click “Prescribe via WellAway”

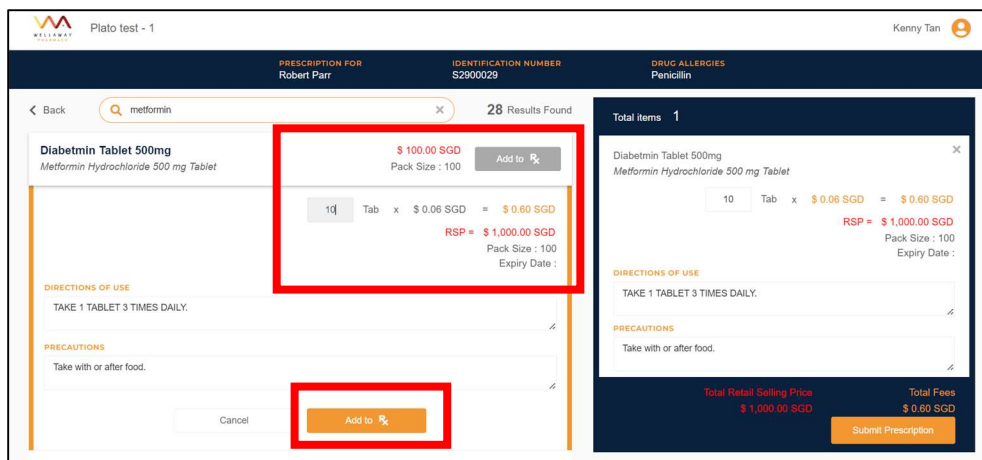


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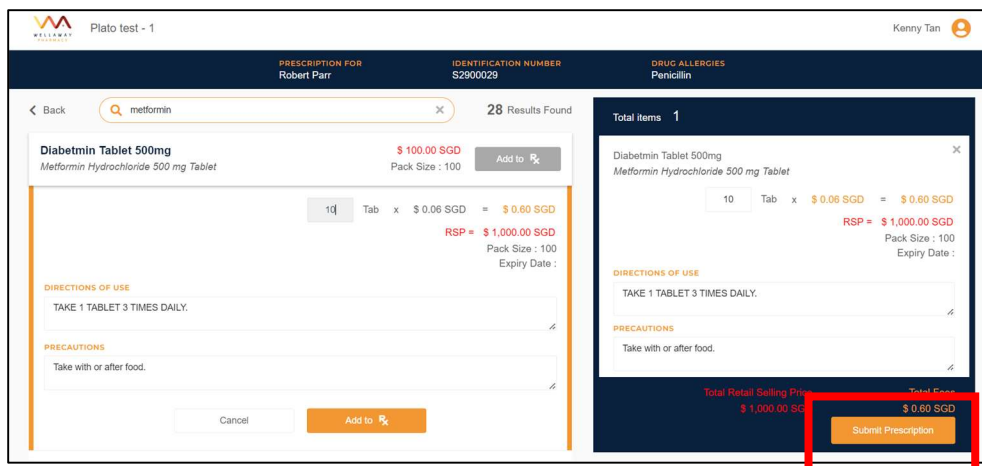
3. Click “Next” to redirect to WellAway Pharmacy



4. Search for medications, click on Add to Rx, then input quantity and directions of use and click “Add to Rx”



5. You may select multiple medications to Add to Rx. Once done, click “Submit Prescription”.



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## 6. Select delivery option, then click “Submit Prescription”

Click [here](#) for our delivery standards.

NEXT WORKING DAY DELIVERY - \$8  
 SAME DAY DELIVERY - \$10  
 EXPRESS DELIVERY - \$15

INSTRUCTION FOR PHARMACY  
Please indicate your preferred delivery slot (09am-2pm / 2pm-6pm / 6pm-10pm) - we'll try our best to meet this time based on the time prescription is submitted.

TOTAL COST TO CLINIC (EXCLUDING GST): \$ 9.38  
TOTAL RETAIL PRICE TO PATIENT (EXCLUDING GST): \$ 1,098.72

Edit Prescription Submit Prescription

## 7. Click “Yes” to acknowledge

You cannot cancel/amend WellAway prescription on Plato after submission

RSP prices will be added into patient invoice.

Amendments on Plato will not be updated to WellAway, please call 8725 8393 if cancellation or changes are required.

No Yes

## 8. Prices of medicines and Delivery Fees will be inserted into the visit entry invoice. You may adjust “Price” in the invoice as desired.

Robert Parr - S2900029 - 00014 - 40y Female Penicillin

New Visit

Total Due: \$8,848.92

15 Aug 2024 - DrTan - PM \$1,098.70 #NAB51

09 Aug 2024 - DrTan - PM \$20.35 #NAB50

09 Aug 2024 - DrTan - PM \$259.25 #NAB45

08 Aug 2024 - DrTan - ME \$22.35 #DT1139

08 Aug 2024 - DrTan - ME \$22.35 #DT1140

08 Aug 2024

Invoice No: NAB51

ID	Name	Description	Qty	Price	Disc	Subtotal	Print MC	Print Labels	Actions
<input type="checkbox"/> DIA07T	Diabetmin Tablet 500mg	TAKE 1 TABLET 3 TIMES DAILY. Wellaway Medicine	10	\$100.00	0.00%	\$1,000.00			
<input type="checkbox"/> WORKING_DAY_3843	Next Working Day	3843 Wellaway DeliveryFee	1	\$8.00	0.00%	\$8.00			
						Subtotal	\$1,008.00		
						GST 9%	\$90.72		
						Adjustment	(\$0.02)		
						Total	\$1,098.70		

**IMPORTANT: Changes in Plato invoice will not be reflected to Pharmacy.**

**If changes or cancellation in medication or quantity is desired, please call +65 8725 8393 or email [wellaway@pom.com.sg](mailto:wellaway@pom.com.sg) for assistance.**



WELLAWAY PHARMACY

