

How to make up YOURmeds weekly packs - Assist.



Before you start you will need these seven components.



Black foam platen



Cardboard cover



Clear plastic tray



Seal



White foam platen



Fully charged tag



Patient label



Step 1.

Place the clear plastic tray onto the black foam platen, so the blisters are inserted snugly into each hole.

Fill the pack with appropriate medication, as with a normal dosette pack.



Step 2.

Using the 4 alignment studs at the bottom of the seal alignment tool.

Pierce the holes at the bottom of the seal using the studs and lay the seal on top of the tray.



Step 3.

Lift the seal up and remove the top back layer of the seal. Holding the seal taut, make sure tracks on the seal align with those on the seal alignment tool at the top. You can now press down, sticking the top of the seal to the top of the tray.



Step 4.

Press firmly along the top of the seal to secure it in place.

With the seal attached, fold the plastic tongue in half away from you.

Firmly pinch the folded edge and ensure it is sufficiently folded.



Step 5.

Turn the black platen horizontal. Lift up the bottom of the seal away from the plastic tray and begin to peel away the backing using one hand.

With your other hand, press firmly to smooth down the seal as you peel away the back.

Use your hand to press down across the entire seal to ensure the seal is firmly adhered to the clear plastic tray.



Step 6.

Turn the black foam platen until it is vertical.

Take the cardboard cover and peel away the backing.

Turn the cardboard cover over and align the square cut-outs with the raised squares on the plastic tray. Use your hands to press firmly on the cardboard cover to adhere it to the tray.



Step 7.

Peel the patient label away from the backing and apply squarely on the inside of the cardboard cover.

Place the white foam platen on top of the clear plastic tray, so the blisters fit snugly within the holes.

Close the pack and press firmly along the spine of the pack to fold the cardboard cover.



Step 8.

Insert your finger between the plastic tray and the white foam platen and push the plastic tongue away from the platen.

Take the tag and line up the grooves on the side with the plastic edges at the top of the tray.

Push down the top of the tag to secure it firmly onto the plastic tongue. Adjust the cardboard to fit securely around the tag.



Step 9.

Check the pack integrity using the third menu option (this automatically shows when connecting a pack)

Ensure there are no blisters marked as open on this screen (you will see a black spot highlighting open blisters)

When setting up a user for the first time, please call the office on **02392 470001** so that we can check the pack and tag before you send it out.

We're always on hand to help.

Call: 023 9247 0001
Email: support@yourmeds.net
Support is available between 9AM - 5PM, Mon to Fri



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