



User Guide

Integra Medical Group 2026

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Access Level: All

I Administration: Requirements, Access and Procedure

i System Requirements

BnTRx Clinic:

Browser: Google Chrome latest version 94.0.4606.71

Computer: Any desktop or laptop or tablet that can run Chrome

Devices: For best results use a desktop with a large screen 1920 x 1080 resolution recommended.

URL: <https://clinic.bntrx.com.au/>

BnTRx Form:

Browser: Any

Devices: Designed for use on any smartphone, or any device that can scan a QR code. Desktop computers can also access by typing in the URL below.

URL: <https://form.bntrx.com.au>

ii Access

Once clinic and users have been configured, every user will receive an account activation email. Follow the link in the email to set password, then all clinic users log in at <https://clinic.bntrx.com.au/login>

iii User roles and Permissions

Each new user is assigned the Practice Administrator and Doctor roles by default, which gives them access to do most everything.

Practice Administrator (Admin):

Has access to the Administration section and can add/edit/remove other Clinic Staff and change their access levels, set vial stock, and make changes to the practice, including practice logo, practice name and contact details. Admin can add/edit patients, create/edit/submit orders, view/receive/reconcile ordered vials.

You can turn off the Doctor role for Administrators who do not prescribe botulinum toxin and do not own a supply for vials.

Doctor:

Can add/edit patients assigned to themselves, create/edit/submit orders, view/receive/reconcile ordered vials. Only Clinic Staff with Doctor permissions can have vials allocated to in the system, and appear in the list of Doctors to assign to patients.

Nurse:

Can add/edit patients, create/edit/submit orders, view/receive/reconcile ordered vials.

You should turn off Admin role and turn on Nurse role for those who need access to manage patient and order records, but who do not need to be able to invite other users or change settings.

Be careful turning off the Admin role! You must have at least one Practice Admin in your clinic.

iv Onboarding Overview

1. Clinic makes contact with Integra via:
 - a. HPS
 - b. Website
 - c. Existing BnTx Clinic
2. Onboarding date set with Integra via online form <https://www.bntrx.com.au/>
3. Clinic downloads HPS New Account and Delivery Preference form at <https://www.bntrx.com.au/resources>, fills out form and emails to: b.toxin@hpspharmacies.com.au.
4. Clinic downloads User Guide and QR Code in preparation for onboarding session.

v Demonstration Overview

1. Clinic makes contact with Integra via:
 - a. HPS
 - b. Website
 - c. Existing BnTx Clinic
2. Demonstration date set with Integra via online form <https://www.bntrx.com.au/>
3. Clinic receives email from Integra with demonstration resources for download.
4. Clinic downloads User Guide in preparation for onboarding session <https://www.bntrx.com.au/resources>

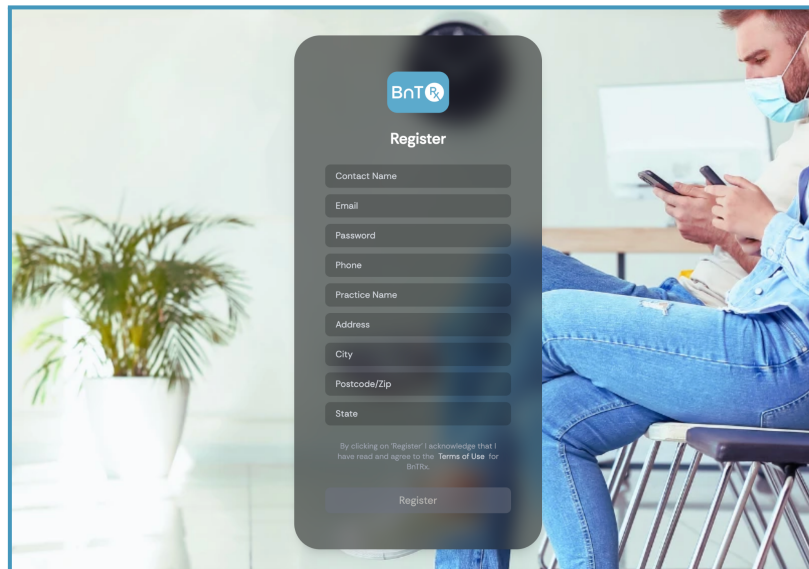
Access Level: Administrator

ii Clinic Configuration: Registration and Set Up

i Clinic Registration

Clinic Administrator (Admin) registers for access to BnTRx at <https://clinic.bntrx.com.au/register>

- Admin receives authentication email, follows prompts, and creates BnTRx Clinic with primary Administrator access

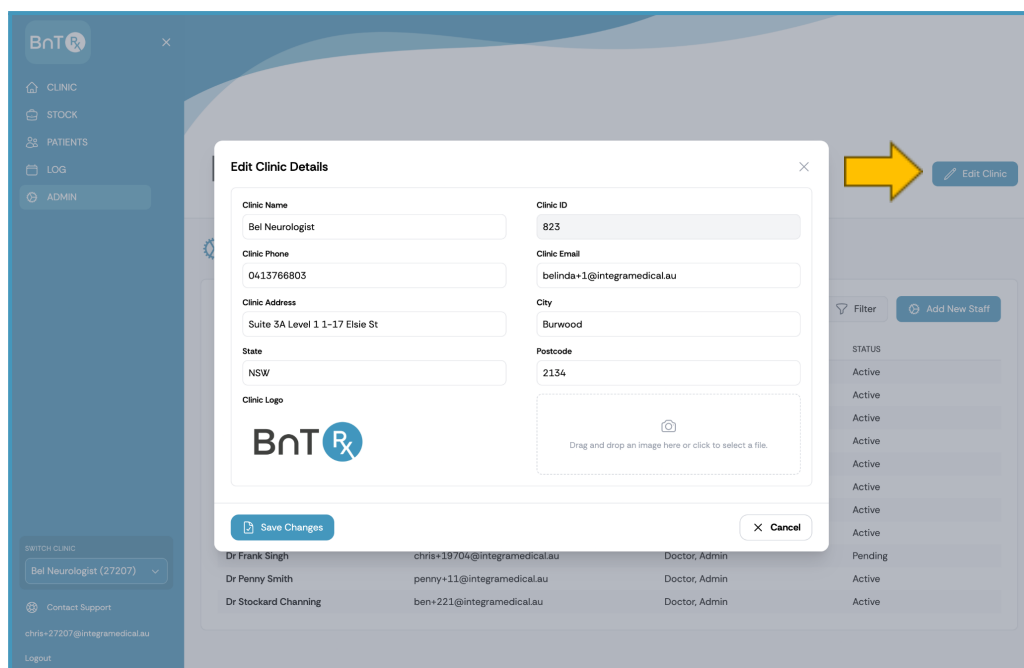


Clinic registration screen

ii Clinic Set Up

To Set / Edit Clinic Details

1. Admin selects **Edit Clinic** on Admin tab of BnTRx
2. Inputs Clinic Name, Address, Phone, Email, uploads Logo, and **Saves Changes**



Edit Clinic Details – dialogue box

To view Clinic Staff

1. Admin selects **Admin tab**, all Active and Pending Staff appear under Clinic Staff

The screenshot shows the BnTRx Admin interface. On the left is a sidebar with navigation links: CLINIC, STOCK, PATIENTS, LOG, and ADMIN (highlighted). The main header displays the BnTRx logo and 'Bel Neurologist Botulinum Injection Clinic' with an 'Edit Clinic' button. Below the header, the 'ADMIN' section is active, showing a 'Clinic Staff' table. The table has columns for NAME, EMAIL, ROLE, and STATUS. A 'Filter' button and an 'Add New Staff' button are located above the table. The table lists 12 staff members with their details.

NAME	EMAIL	ROLE	STATUS
Dr Bel Miller	belinda+1@integramedical.au	Doctor, Admin	Active
Dr Ben Williams	ben+1@integramedical.au	Doctor, Admin	Active
Dr Bob Brown	chris+27207@integramedical.au	Doctor, Admin	Active
Dr Bob Green	chris+2378946@integramedical.au	Doctor, Admin	Active
Dr Cara Brown	chris+17456@integramedical.au	Doctor, Admin	Active
Dr Chelsea Grammar	ben+212@integramedical.au	Doctor, Admin	Active
Dr Chris Davis	chris+11@integramedical.au	Doctor, Admin, Nurse	Active
Dr Frank Nguyen	chris+93325@integramedical.au	Doctor, Admin	Active
Dr Frank Singh	chris+19704@integramedical.au	Doctor, Admin	Pending
Dr Penny Smith	penny+11@integramedical.au	Doctor, Admin	Active
Dr Stockard Channing	ben+221@integramedical.au	Doctor, Admin	Active

At the bottom left, there is a 'SWITCH CLINIC' dropdown menu set to 'Bel Neurologist (27207)', a 'Contact Support' link, and a 'Logout' button.

Admin Screen

To add Clinic Staff

1. Admin selects **Add New Staff**

This screenshot is a closer view of the 'ADMIN' section of the interface. It shows the 'Clinic Staff' table with three rows of data. A yellow arrow points to the 'Add New Staff' button, which is located to the right of the 'Filter' button. The table data is as follows:

NAME	EMAIL	ROLE	STATUS
Dr Bel clinic	belinda+1@integramedical.au	Doctor, Admin	Active
Dr Ben C	ben+1@integramedical.au	Doctor, Admin	Active
Dr Ben II	ben+39@integramedical.au	Doctor, Admin	Pending

2. Inputs Name, Email and Role¹, and
3. Selects **Send Email Invitation**

The 'Add New Staff' dialog box contains three input fields: 'Staff Full Name', 'Contact Email', and 'Role'. Below the 'Role' field are three buttons: 'Doctor' (highlighted), 'Admin', and 'Nurse'. There is a close button (X) in the top right corner of the dialog.

Add New Staff – dialogue box

Newly added staff members will receive email from BnTRx Clinic to activate their account.

The activation email expires after 24 hours.

If required, Admin can resend an invitation.

¹ See Table A for breakdown of Clinic Staff roles and levels of access.

To edit Clinic Staff details / Vial Stock

1. Select chosen staff member
2. Update Name, Email, Status (Active, Pending, Inactive, Delete),
3. Select one or more roles (Doctor, Admin, Nurse)
4. (If the staff member has not responded to the invitation email yet) **Resend Invitation**
5. (If the staff member has the Doctor role), adjust Vial Stock
6. Press the **Save Changes** button

Edit Staff Details page

To see Inactive or Deleted Clinic Staff

1. Select **Filter** button
2. Check boxes for statuses to make then visible

NAME	EMAIL	ROLE	STATUS
Dr Bel Miller	belinda+1@integramedical.au	Doctor, Admin	Active
Dr Ben Williams	ben+1@integramedical.au	Doctor, Admin	Active
Dr Bob Brown	chris+27207@integramedical.au	Doctor, Admin	Active
Dr Bob Green	chris+2378946@integramedical.au	Doctor, Admin	Active
Dr Cara Brown	chris+17456@integramedical.au	Doctor, Admin	Active
Dr Chelsea Grammar	ben+212@integramedical.au	Doctor, Admin	Active
Dr Chris Davis	chris+11@integramedical.au	Doctor, Admin, Nurse	Active

Clinic Staff Table - Filter

Access Level: Patient

III Patient: Registration and Co-Payment Set Up

i Introducing the BnTRx Form app

The recommended way to receive patient data into the BnTRx system is by asking patients to complete the BnTRx Form online using their smartphone.

The BnTRx Form is a separate app just for patients to use, which neatly captures their current details, their co-payment details, and their consent to carry out the co-payment transaction on their behalf, sending the funds to the pharmacy.

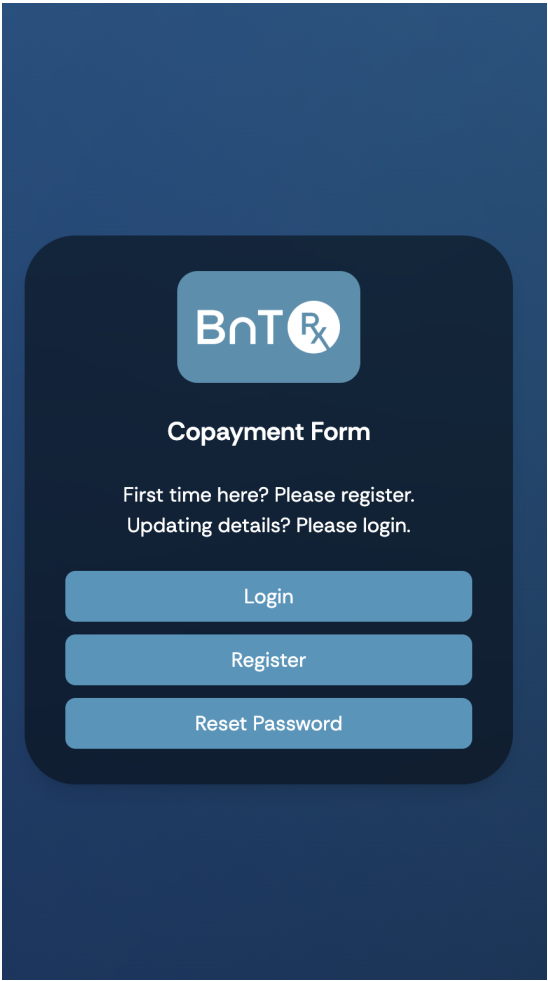
The BnTRx form app replaces the paper invoice system.
When patients provide their co-payment details in the app, they will not receive an invoice by mail.

To create an account and login, patients will need:

- their own smartphone and corresponding phone number

The account is necessary to protect their privacy of their personal data and payment card details, as well as enabling the patient to log in again in future if they wish to change or update their payment method.

If a patient is unable or unwilling to use the BnTRx Form app, there is an option to give their details via a paper form instead, and have the clinic staff enter the details. See [III.iii Patient Registration via BnTRx paper form](#).

A screenshot of a mobile application interface for 'BnTRx'. At the top is the BnTRx logo, which consists of the text 'BnT' followed by a circle containing an 'Rx'. Below the logo is the title 'Copayment Form'. Underneath the title, there are two lines of text: 'First time here? Please register.' and 'Updating details? Please login.'. At the bottom of the screen, there are three blue rectangular buttons stacked vertically. The top button is labeled 'Login', the middle button is labeled 'Register', and the bottom button is labeled 'Reset Password'.

Some patients may have Registered previously, in which case they should Login instead.

ii Patient Registration via BnTRx Form app

To register as new patient at a clinic via the QR Code

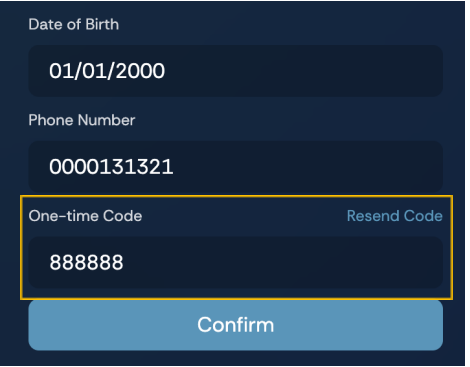
1. Botulinum Toxin patient arrives at clinic for appointment
 2. Patient scans BnTRx QR code with their smart phone, taking them to the landing page <https://form.bntrx.com.au/> and selects option to **Register**
 3. Patient inputs Given Name, Family Name, Date of Birth, and Mobile number, then presses the **Verify Mobile** button.
- A One-time 6-digit Code will be sent by SMS to their mobile number.



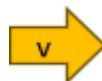
The image shows a mobile app interface for the BnTRx Register form. At the top is the BnTRx logo. Below it is the title 'Register'. A yellow box highlights the input fields: 'Given Name' (John), 'Family Name' (Smith), 'Date of Birth' (01/01/2000), and 'Phone Number' (0000131321). Below these fields is a 'One-time Code' field and a 'Verify Mobile' button.



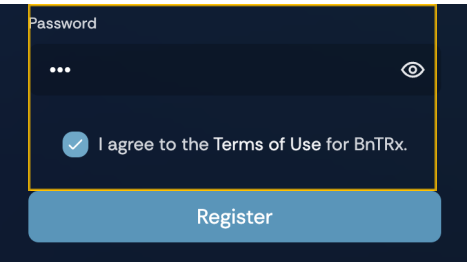
4. A new field appears to enter their One-time Code, and they then **select Confirm** to verify their mobile number.
- This is a minimum form of security to ensure that only this person who holds this smartphone and mobile number can access the patient's data.



The image shows a mobile app interface for the BnTRx Confirm form. It displays the 'Date of Birth' (01/01/2000) and 'Phone Number' (0000131321) fields. A yellow box highlights the 'One-time Code' field (888888) and a 'Resend Code' link. Below this is a 'Confirm' button.



5. Patient then creates a Password to secure their new account, agrees to the Terms of Use, and selects **Register**



The image shows a mobile app interface for the BnTRx Register form. It displays a 'Password' field with a masked input (dots) and an eye icon. Below it is a checkbox labeled 'I agree to the Terms of Use for BnTRx.' and a 'Register' button.



6. Patient proceeds to form page, reads the instructions and double checks their Personal Details.

Consent and Payment Authorisation Form

Your doctor has prescribed botulinum toxin (Botox, Dysport or Xeomin), which is subsidised via the Pharmaceutical Benefits Scheme (PBS). Please complete this form to set up automatic payment for your PBS co-payment.

Personal Details

Given Name	John
Family Name	Smith
Date of Birth	1 January 2000
Mobile Phone	0131333

7. Patient scrolls through to the Billing Details section and input their address and email.



Billing Details

Address	Required
Search address here...	
Email	Optional
Enter your email	

The Address is required for billing purposes, but the Email is optional.

8. Patient indicates if they pay the main Medicare rate or the Concession rate for their co-payment, by selecting the corresponding checkbox.
 - The dollar value of the rate appears when they make their selection.

Concession Cards Required

Please note: Concession cards are checked with the government for verification.



☒ Medicare (only)

Amount Due
\$25.00
PBS Co-Payment Amount



Concession Cards Required

Please note: Concession cards are checked with the government for verification.



☒ Medicare + Concession

Amount Due
\$7.70
PBS Co-Payment Amount

9. Patient selects their clinic from the drop-down list, confirms their Consent (click on the arrow to read the consent text in full), and selects **Connect to Clinic**.

Connect to your Clinic

Closest clinics to you
We've preselected the closest one based on your location.

Bondi Neurology Nearest
123 Main Street

QA Clinic GI 31530
05956 Alisha Junction

Ben's Test Practice
Ben's Test Practice Address

QA Clinic GI 59756
490 Erdman Road



> [Click here to read consent.](#)

☒ I have read and understood the consent statement above.

Please check the details entered above are correct before connecting to your clinic.

Connect to Clinic

When Patient selects **Connect to Clinic**, BnTRx Form submits all the data they have entered so far to their nominated clinic, and their data will appear in BnTRx Clinic in the **Patient Form In-tray**.

10. Patient receives confirmation on-screen that they have been connected to their chosen Clinic. If they wish they can scroll down and check the details they just submitted.

11. Patient selects **Proceed to Payment** to input their co-payment details.



Confirmation

Congratulations John! Your details have successfully been submitted to Bondi Neurology.

Integra Medical Group Pty Ltd partners with Stripe for simplified billing of your co-payment. Please press the button below to enter your card or direct debit details into Stripe. Your card will be charged only after your injection session.

Proceed to Co-Payment

Clinic Submission Details

Clinic	Bondi Neurology	▼
Submitted	22 April 2026	

- This opens a new window in their phone browser for Stripe, our partner for simplified billing. By default, the landing page states "No Payment Method".

12. Patient selects + **Add payment method**.



BnTRx Test mode

PAYMENT METHOD

No payment method.

+ Add payment method

Powered by **stripe**
Learn more about Stripe Billing
[Terms](#) [Privacy](#)

13. Patient selects either Card (credit or Visa debit) or AU Direct Debit (bank transfer), and inputs their chosen co-payment method details, then selects **Add** to complete.

The image displays two side-by-side screenshots of the 'Add payment method' screen in the BnTRx app. Both screens show the 'Billing > Payment method' breadcrumb and the title 'Add payment method'. The left screen has the 'Card' option selected, showing fields for Card number (1234 1234 1234 1234), Expiration date (MM / YY), Security code (CVC), and Country (Australia). The right screen has the 'AU Direct Debit' option selected, showing fields for BSB, Account number, Email (appsbybenc@gmail.com), and Full name (John Smith). Both screens feature an 'Add' button and a 'Go back' button. Yellow arrows point to the selected options and the 'Add' button on both screens.

If a patient chooses Direct Debit, Stripe will require an email address. If they do not have an email address, the clinic email can be used. The clinic will not receive correspondence.

If a patient *cannot* provide a payment method, they should notify reception.

The patient has now completed their BnTRx Form, including providing their payment method.

iii Patient Registration via BnTRx paper form

To register a new patient via the BnTRx paper form

1. Botulinum Toxin patient arrives at clinic for appointment
2. Patient is unable/unwilling to scan the BnTRx QR code to register
3. Clinic provides patient with **New Patient via paper Co-payment Authorisation and Consent Form** - Downloadable from the BnTRx website <https://www.bntrx.com.au/resources>
4. Patient fills out form and returns it to the Clinic Admin
5. Clinic adds patient to BnTRx as per **Patient Management: Add New and Edit Patient Information**

iv Existing Patient - Detail Edit, Co-Payment Update and Forgot Password

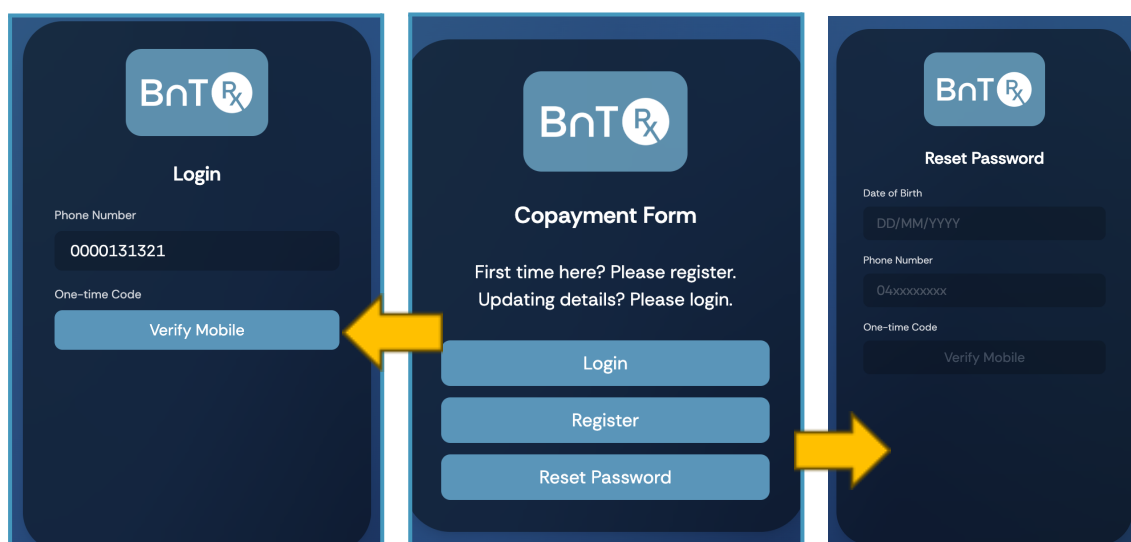
If a patient has already completed their BnTRx Form in a past visit, and would like to:

Access their Stripe account to update their payment card details

1. Patient can scan QR code and Select **Login**
 2. This will return them to the Confirmation screen where they can access their Stripe payment method.
- If the Patient was part-way through filling out their Form previously and had not yet Connected to Clinic, then they will return to their partially completed Form.

Reset their password

1. Patient can scan QR code and Select **Reset Password**
 2. Try to Login again.
- Patient will need to verify their mobile number with a 6-digit code, and to Reset their password they will also need to verify the Date of Birth they used to create their account.



If a patient is already registered to use Integra Medical's migraine tracking app, MiHub, they should use their MiHub login details to access BnTRx form and will not need to register again.

IV Patient Management: Add New and Edit Patient Information

To add/confirm New Patients who have registered via the BnTRx QR code

- Please scan to complete co-payment



1 Once page opens, **select 'Register'**, input your details, submit your one-time code, create a password, agree to the Terms of Use, and register.

2 Once in the **Consent and Payment Authorisation Form**, enter your address, email, medicare status, consent, and connect to your chosen clinic.

3 Select **'Proceed to Payment'** to be directed to Stripe payment page. Add your payment method, enter all details and select 'Add'. If you don't have a credit or debit card, please notify reception.

Thank you and enjoy your appointment

- 

CLINIC

STOCK

PATIENTS

LOG

ADMIN

BnT Rx

Bel Neurologist

Botulinum Injection Clinic

CLINIC

Patient Form Intraday

PATIENT NAME	D.O.B.	STATUS
Charlotte Johnson	29-07-2004	Form
Cody Wright	11-06-1956	Form
Darrell Barrett	14-02-1948	Form
James Cordon	01-01-2001	Form

<< < 1 > >>

Registered Patients

PATIENT NAME	D.O.B.	STATUS
Ben Cusack	01-01-2001	Active
Christopher Curry	17-02-1977	Active
Cody Wright	24-07-1992	Active
David Kerr	31-07-1987	Active
Elizabeth O'Neill	04-08-2003	Active

<< < 1 2 3 4 5 6 > >>

Today's Clinic List

PATIENT	DOCTOR	MEDICATION	UNITS	VIALS	STATUS

SWITCH CLINIC

Bel Neurologist (27207) ▾

When a patient is selected from the In-tray, **The Patient Details Dialogue** will open. It has two panels:

The *left hand side panel* is used to **Confirm New Patient From Form** when this is the first time that patient record is added to BnTRx Clinic

The *right hand side panel* is used to **Match Existing Record** when BnTRx Clinic already has a partially completed record, or the record needs updating with new details.

If this is the first time this patient has had a record added to BnTRx Clinic, then use the *left hand side panel*, **Confirm New Patient From Form**:

4. Input patient's **Doctor** and **Condition** and **Confirm New Patient** to add to list of Registered Patients OR
 - **Confirm and Create Order** to add to Registered Patients and to Todays Clinic List

Confirm New Patient From Form

Patient Details

Given Name: Charlotte

Family Name: Johnson

Date of Birth: 29/07/2004

Status: Form

Contact Details

Mobile Phone: 61400012037

Address: Unit 5, 4 Mason Court, HIGHETT VIC 3190

Co-Payment Details

☒ Patient has granted consent?

[View Form Stripe Account](#)

Clinic Details

Doctor: Dr Ben Williams

MATCH EXISTING RECORD

Blepharospasm

Hemifacial Spasm

Cervical Dystonia

Chronic Migraine ✓

Spasticity Upper Body

Spasticity Lower Body

Axillary Hyperhidrosis

Overactive Bladder

Sialorrhea

Equinus Foot Paed

Equinus Foot Adult

Detrusor Overactivity

Chronic Migraine

[Confirm New Patient](#) [Confirm & Create Order](#) [Cancel](#)

If the patient already has a record in BnTRx Clinic, use the *right hand side panel*, **Match Existing Record** to search for the existing patient record to cross-match and update details.

See section **IV.iii Checking and Merging Duplicate Patient Record**, below.

To add/confirm New Patients who have registered via the BnTRx paper form:

1. The Patient fills out paper form provided by the Clinic as per [III.iii Patient Registration via BnTRx paper form](#)
2. Navigate to Patient tab of BnTRx and select **Add New Patient**

GIVEN NAME	FAMILY NAME	D.O.B.	DOCTOR	STATUS
Ben	Cusack	01-01-2001	Dr Bob Brown	Active
Christopher	Curry	17-02-1977	Dr Bel Miller	Active
Cody	Wright	24-07-1992	Dr Bel Miller	Active
David	Kerr	31-07-1987	Dr Ben Williams	Active

3. Input Patient Name, Date of Birth, Mobile, Email, Address, Concession Status, and SafetyNet Status provided in the paper form.
4. Select patient's **Doctor** and **Condition** and **Submit** to add to Registered Patients.

Edit Patient Details

Patient Details

Given Name: Cody, Family Name: Wright, Date of Birth: 24/07/1992, Status: Active

Contact Details

Mobile Phone: 61400012020, Address: House 88, 74 Eagleby Road, EAGLEBY QLD 4207

Co-Payment Details

☒ Consent to act as agent? [View in Stripe](#)

Clinic Details

Doctor: Dr Bel Miller, Condition: Blepharospasm

[Save Changes](#) [Save and Create Order](#) [Delete](#) [Cancel](#)

PATIENTS

Given name...

Family name...

Filter

Add New Patient

GIVEN NAME	FAMILY NAME	D.O.B.	DOCTOR	STATUS
Ben	Cusack	01-01-2001	Dr Bob Brown	Active
Christopher	Curry	17-02-1977	Dr Bel Miller	Active
Cody	Wright	24-07-1992	Dr Bel Miller	Active

- The patient record has now been created and appears with an Active status on both the Patients screen, and in the Registered Patients table of the Clinic Screen.
- Once you have created the Patient Record, you can add the patient's payment details.

When a patient record is created, BnTRx automatically sets up an account for the patient in Stripe to record their payment details, either credit card or direct debit bank transfer.

To view a patient's Stripe Account:

Edit Patient Details

Patient Details

Given Name

Family Name

Date of Birth

Status

Contact Details

Mobile Phone

Email

Address

Co-Payment Details

☒ Consent to act as agent?



Concession Details

☒ Concession card holder?

☐ Safety net card holder?

Clinic Details

Doctor

Conditions

1. Search for the new patient via the Patients Screen or Registered Patients table
2. Select patient name to open **Edit Patient Details**.
3. Click **View in Stripe** and this will open up a new window where the payment method can be entered into Stripe.
4. Select **+ Add Payment Method**

BnTRx Test mode

Integra Medical Solutions Pty Ltd partners with Stripe for simplified billing.

PAYMENT METHOD

No payment method.

+ Add payment method

5. Select either Card (credit or debit) or Direct Debit and enter the details the patient provided on the paper form and clicking **Add**.

Add payment method

Card AU Direct Debit

Card number
1234 1234 1234 1234

Expiration date
MM / YY

Security code
CVC

Country
Australia

By providing your card information, you allow Integra Medical Solutions Pty Ltd to charge your card for future payments in accordance with their terms.

Notwithstanding the logo displayed above, when paying with a co-branded eftpos debit card, your first payment and all future debit payments may be processed through either card network.

You can review important information from Integra Medical Solutions Pty Ltd on their [Terms of Service and Privacy Policy](#) pages.

Add

Go back

Add payment method

Card AU Direct Debit

BSB
BSB

Account number
Account number

Email
john.smith@example.com

Full name
John Smith

By providing your bank account details and confirming this payment, you agree to this Direct Debit Request and the [Direct Debit Request service agreement](#) and authorise Stripe Payments Australia Pty Ltd ACN 160 180 343 Direct Debit User ID number 507156 ("Stripe") to debit your account through the Bulk Electronic Clearing System (BECS) on behalf of Integra Medical Solutions Pty Ltd (the "Merchant") for any amounts separately communicated to you by the Merchant. You certify that you are either an account holder or an authorised signatory on the account listed above.

You can review important information from Integra Medical Solutions Pty Ltd on their [Terms of Service and Privacy Policy](#) pages.

Add

Go back

- After clicking **Add** you may close the Stripe tab on your browser screen, and return to the BnTRx Clinic Screen, the Edit Patient Details dialogue will still be open.
- If you made any other changes, select **Save Changes**, otherwise select **Cancel**.

ii Edit Patient Information and Delete Registered Patients

To locate patient information

1. Navigate to Patients tab of BnTRx and search for patient by First or Last Name.
 - Use Filter to further define results

The screenshot shows the BnTRx application interface with the 'PATIENTS' tab selected. The left sidebar contains navigation links: CLINIC, STOCK, PATIENTS (highlighted), LOG, and ADMIN. The main header displays the BnTRx logo and 'Bel Neurologist Botulinum Injection Clinic'. Below the header, the 'PATIENTS' section includes a search bar with 'Given name...' and 'Family name...' fields, a 'Filter' button, and an 'Add New Patient' button. A table lists patient records with columns: GIVEN NAME, FAMILY NAME, D.O.B., DOCTOR, and STATUS.

GIVEN NAME	FAMILY NAME	D.O.B.	DOCTOR	STATUS
Ben	Cusack	01-01-2001	Dr Bob Brown	Active
Christopher	Curry	17-02-1977	Dr Bel Miller	Active
Cody	Wright	24-07-1992	Dr Bel Miller	Active
David	Kerr	31-07-1987	Dr Ben Williams	Active

OR

1. Navigate to Clinic tab, locate Registered Patients list and search for patient by First or Last Name.
2. Select Patient name to see Patient Details

The screenshot shows the BnTRx application interface with the 'CLINIC' tab selected. The left sidebar contains navigation links: CLINIC (highlighted), STOCK, PATIENTS, LOG, and ADMIN. The main header displays the BnTRx logo and 'Bel Neurologist Botulinum Injection Clinic'. Below the header, the 'CLINIC' section includes two panels: 'Patient Form Intry' and 'Registered Patients'. Both panels have search bars and tables listing patient records.

PATIENT NAME	D.O.B.	STATUS
Charlotte Johnson	29-07-2004	Form
Cody Wright	11-06-1956	Form
Darrell Barrett	14-02-1948	Form
James Cordon	01-01-2001	Form

PATIENT NAME	D.O.B.	STATUS
Ben Cusack	01-01-2001	Active
Christopher Curry	17-02-1977	Active
Cody Wright	24-07-1992	Active
David Kerr	31-07-1987	Active
Elizabeth O'Neill	04-08-2003	Active

3. Edit patient details and **Save Changes** to update
 - **OR Save and Create Order** to update and add to Todays Clinic List
 - **OR Select Delete** to remove patient from BnTRx. Delete cannot be undone.

✕

Edit Patient Details

Patient Details

Given Name

Christopher

Family Name

Curry

Date of Birth

17/02/1977

📅

Status

Active

▼

Contact Details

Mobile Phone

61400012034

Email

c.curry@gmail.com

Address

Unit 549, 6C Cowper Wharf Roadway, WOOLLOOMOOLOO NSW 2011

Co-Payment Details

☒ Consent to act as agent?

📄

View in Stripe

Concession Details

☒ Concession card holder?

Health Care Card

▼

☐ Safety net card holder?

Clinic Details

Doctor

Dr Bel Miller

▼

Conditions

Hemifacial Spasm

▼

💾 Save Changes

📄 Save and Create Order

📅

🗑 Delete

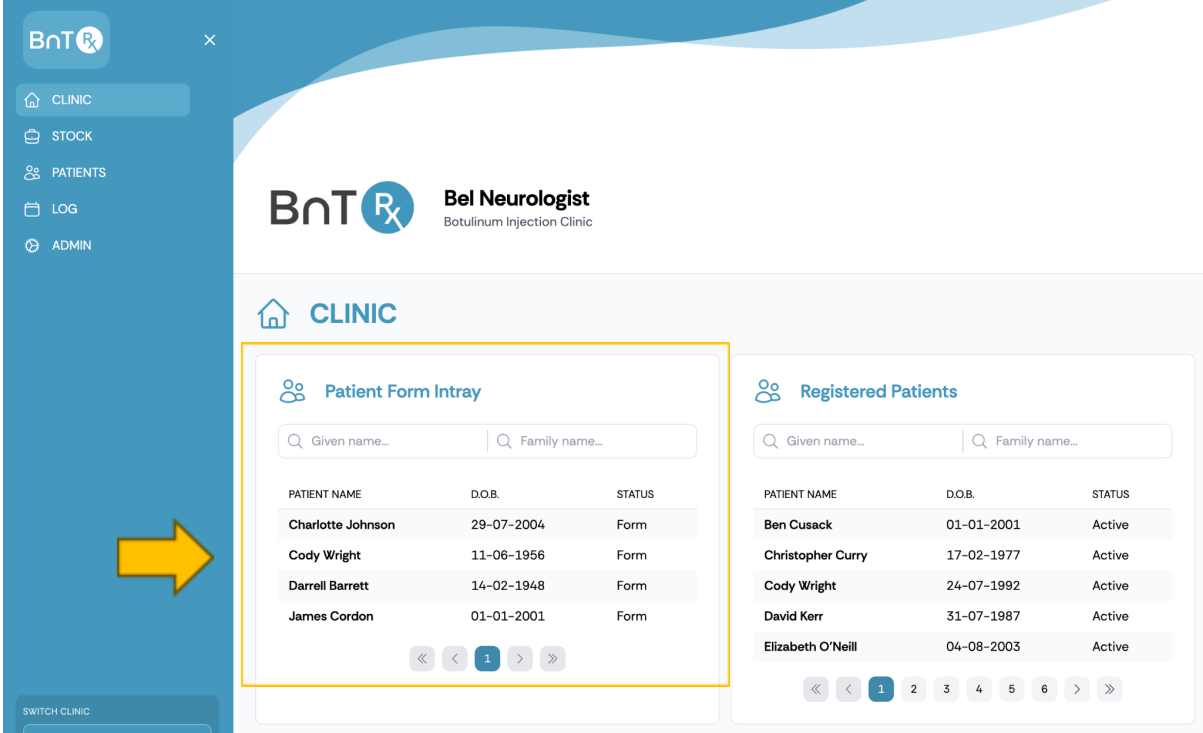
✕ Cancel

iii Checking and Merging Duplicate Patient Records

When a patient registers as patient of the Clinic, see **III Patient: Registration and Co-Payment Set Up**, and the patient already has an Active record in BnTRx Clinic, it is possible to identify and merge these records. This is especially important if the Patient completed their Copayment method in Stripe using BnTRx Form, as this operation ensures that payment method is transferred over to their BnTRX Clinic record.

To check if a new Patient Form matches an existing patient records

1. Patient registers as patient of the Clinic as per **III Patient: Registration and Co-Payment Set Up**
2. Patient appears/can be searched for by name in Patient Form In-tray on Clinic tab of BnTRx. Select patient to see Patient Details.



The screenshot shows the BnTRx web application interface. The left sidebar contains navigation links: CLINIC, STOCK, PATIENTS, LOG, and ADMIN. The main content area is titled 'CLINIC' and features two sections: 'Patient Form In-tray' and 'Registered Patients'. The 'Patient Form In-tray' section is highlighted with a yellow box and a large yellow arrow pointing to it. It contains a search bar with 'Given name...' and 'Family name...' fields, and a table of patient records. The 'Registered Patients' section is also visible on the right, containing a similar search bar and table.

PATIENT NAME	D.O.B.	STATUS
Charlotte Johnson	29-07-2004	Form
Cody Wright	11-06-1956	Form
Darrell Barrett	14-02-1948	Form
James Cordon	01-01-2001	Form

PATIENT NAME	D.O.B.	STATUS
Ben Cusack	01-01-2001	Active
Christopher Curry	17-02-1977	Active
Cody Wright	24-07-1992	Active
David Kerr	31-07-1987	Active
Elizabeth O'Neill	04-08-2003	Active

3. Search for patient by either Given or Last Name next to **Match Existing Record** on the right hand side of the Patient Details page. If duplicates exist, they will appear in a dropdown to be selected.

Confirm New Patient From Form

Patient Details

Given Name

Cody

Family Name

Wright

Date of Birth

11/06/1956

Status

Form

Contact Details

Mobile Phone

61400012010

Email

phillisiw@yahoo.com.au

Address

2 Newell Cove, JOONDALUP WA 6027

Co-Payment Details

☒ Patient has granted consent?

View Form Stripe Account

Concession Details

☐ Patient holds concession card?

Medicare/PBS

☐ Safety net card holder?

Clinic Details

Doctor

Dr Bel Miller

Condition(s)

Chronic Migraine

Confirm New Patient

Confirm & Create Order

Cancel

Match Existing Record

Search Patient

Search active records by given and family name.

Q

Cody

Q

Wright

Clear

Cody Wright
 DOB 24-07-1992 • Active • ID 967008

- If a duplicate patient record appears, select the name. The right hand side patient record will appear and you can cross-check date-of-birth with patient form on the left of screen to make sure this is the same person.

Confirm New Patient From Form

Patient Details

Given Name

Cody

Family Name

Wright

Date of Birth

11/06/1956

Status

Form

Contact Details

Mobile Phone

61400012010

Email

phillisiw@yahoo.com.au

Address

2 Newell Cove, JOONDALUP WA 6027

Co-Payment Details

☒ Patient has granted consent?

View Form Stripe Account

Concession Details

☐ Patient holds concession card?

Medicare/PBS

☐ Safety net card holder?

Clinic Details

Doctor

Dr Bel Miller

Condition(s)

Blepharospasm

Save Changes

Save & Create Order

Cancel

Match Existing Record

Reset Search

Patient Details

Given Name

Cody

☐

Family Name

Wright

☐

Date of Birth

24/07/1992

☐

Status

Active

Contact Details

Mobile Phone

61400012020

☐

Email

cody@mannguzman.org

☐

Address

House 88, 74 Eagleby Road, EAGLEBY QLD 4207

☐

Co-Payment Details

☒ Patient has granted consent?

Copy Form Stripe Account

Concession Details

☒ Patient holds concession card?

Pensioner Concession Card

☐ Safety net card holder?

Clinic Details

Doctor

Dr Bel Miller

Condition(s)

Blepharospasm

Save Changes

Save & Create Order

Cancel

- If the patient has submitted any new Contact Details in their form (Mobile Phone, Email, Address), or if their Concession card status has changed, then copy across these patient details.

Confirm New Patient From Form

Patient Details

Given Name
Cody

Family Name
Wright

Date of Birth
11/06/1956

Status
Form

Contact Details

Mobile Phone
61400012010

Email
phillisiw@yahoo.com.au

Address
2 Newell Cove, JOONDALUP WA 6027

Co-Payment Details

☒ Patient has granted consent?

View Form Stripe Account

Concession Details

☐ Patient holds concession card?

Medicare/PBS

Match Existing Record ✕ Reset Search

Patient Details

Given Name
Cody ☐

Family Name
Wright ☐

Date of Birth
24/07/1992 ☐

Status
Active

Contact Details ☒

Mobile Phone
61400012010 ☒

Email
phillisiw@yahoo.com.au ☒

Address
2 Newell Cove, JOONDALUP WA 6027 ☒

Co-Payment Details ☒

☒ Patient has granted consent?

Copy Form Stripe Account

Concession Details ☐

☒ Patient holds concession card?

Pensioner Concession Card

▼

☐ Safety net card holder?

Clinic Details

Doctor
Dr Bel Miller ▼

Condition(s)
Blepharospasm ▼

Save Changes

Save & Create Order

Cancel

6. To complete the process, either **Save Changes** to update
- Or **Save and Create Order** to update and add to Today's Clinic List
 - Note that when you **Save** (either button) the patient's new Copayment Method (View in Stripe) from the left hand side will automatically be transferred across and replace any existing copayment method on the right hand side.

Access Level: Administrator, Doctor and Nurse

V Clinic Order Management: Create, Edit and Submit Order

i Add patient to Today's Clinic List

If you need to Create an Order from a Registered Patient using their details from a previous occasion, then you can begin an order from the list of Registered Patients

1. Search patient by name, select desired record to open the Edit Patient Details Dialogue
2. Select **Save and Create Order** to add to Today's Clinic List

The screenshot shows the 'Registered Patients' interface. On the left, a list of patients is displayed with columns for Patient Name, D.O.B., and Status. A yellow arrow points to the first patient, Ben Cusack. On the right, the 'Co-Payment Details' section shows a checked box for 'Consent to act as agent?' and a 'View in Stripe' button. Below this, the 'Clinic Details' section shows a dropdown menu for the Doctor, currently set to 'Dr Bob Brown'. At the bottom, there are two buttons: 'Save' and 'Save and Create Order'. A yellow arrow points to the 'Save and Create Order' button.

PATIENT NAME	D.O.B.	STATUS
Ben Cusack	01-01-2001	Active
Christopher Curry	17-02-1977	Active
Cody Wright	24-07-1992	Active
David Kerr	31-07-1987	Active
Elizabeth O'Neill	04-08-2003	Active

Co-Payment Details

☒ Consent to act as agent?

[View in Stripe](#)

Clinic Details

Doctor: Dr Bob Brown

[Save](#) [Save and Create Order](#)

In the previous section, you may already have selected **Save and Create Order** from either the Patient Form In-tray or Registered Patients. If you did so, then this patient will already have a new order record in Today's Clinic List, and you can skip the above step.

The order status is **Incomplete** at the start and does not yet have Medication or Vials assigned.

The screenshot shows the 'Today's Clinic List' interface. It features a search bar and a table of orders. The table has columns for Date, Patient, D.O.B., Doctor, Medication, Units, Vials, and Status. Two orders are listed, both with a status of 'Incomplete'. A yellow box highlights the second order, which is for Ben Cusack, dated 22-04-2026, with Dr Bob Brown as the doctor.

DATE	PATIENT	D.O.B.	DOCTOR	MEDICATION	UNITS	VIALS	STATUS
22-04-2026	Elizabeth O'Neill	04-08-2003	Dr Penny Smith				Incomplete
22-04-2026	Ben Cusack	01-01-2001	Dr Bob Brown				Incomplete

ii Create Draft Order and Submit

To complete and submit the order:

1. Select the patient's order in Today's Clinic List

2. Populate Medication Name from dropdown list and input number of Vials prescribed to patient

Edit Order

Patient: **Elizabeth O'Neill** Date of Birth: **04-08-2003** Status: **Incomplete**

Treating Physician: Dr Penny Smith
Concession Card Holder: No
Safety Net Card Holder: No

Patient Condition (PBS): Chronic Migraine Session Date: 22/04/2026

Medication Name: Select Medication Vials:

BOTOX* 100
DYSPORT* 300
DYSPORT* 500
XEOMIN* 100

Order Not Required Close

3. Select **Save as Draft** and proceed to next page of Edit Order

Edit Order

Patient: **Elizabeth O'Neill** Date of Birth: **04-08-2003** Status: **Incomplete**

Treating Physician: Dr Penny Smith
Concession Card Holder: No
Safety Net Card Holder: No

Patient Condition (PBS): Chronic Migraine Session Date: 22/04/2026

Medication Name: BOTOX* 100 Vials: 2

Save as Draft Order Not Required Close

The order status changes to Draft, and the dialogue now allows the user to upload the prescription.

4. Upload prescription to order by
 - o Option 1 – Use your mobile phone photo app to scan the QR code to take a photo
 - o Option 2 – Drag and drop or click to select files on your computer
 - o Option 3 – Enter or paste the 18-digit eScript token in the field provided

Depending on how your practice dispenses prescriptions, you may add either an eScript token or an image of a paper prescription, but you must upload at least one of these.

An eScript token is a string of capital letters and numbers that is exactly 18 digits long and looks something like this:

A1B2C3D4E5F6G7H8I9

Or

<https://ausscripts.erp.com.au/scripts/A1B2C3D4E5F6G7H8I9>

To use an eScript with a BnTRx Order, open the eScript in your Practice Software and look for the 18-digit token. Select and copy it from your Practice Software. To copy text, you can either right-click and select Copy, or use a keyboard shortcut like Ctrl+C on PC or Command+C on Mac. Next, return to the BnTRx Edit Order screen and Paste the 18-digit token into the eScript Token field. To paste the token, you may use the Paste button (double clipboard) next to the eScript Token field, or right-click and select Paste, or use a keyboard shortcut like Ctrl+V on PC or Command+V on Mac.

Option 3 - eScript

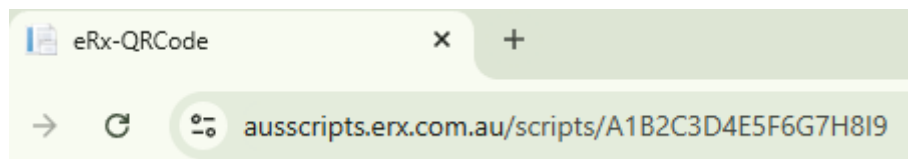
Enter or paste eScript token below.

eScript Token

ABCDEFGHIJKLMNOPQRSTUVWXYZ



To confirm the eScript token is working, you can click on the preview button (up and right arrow) to open a new web browser tab and see the eScript details and a QR code.

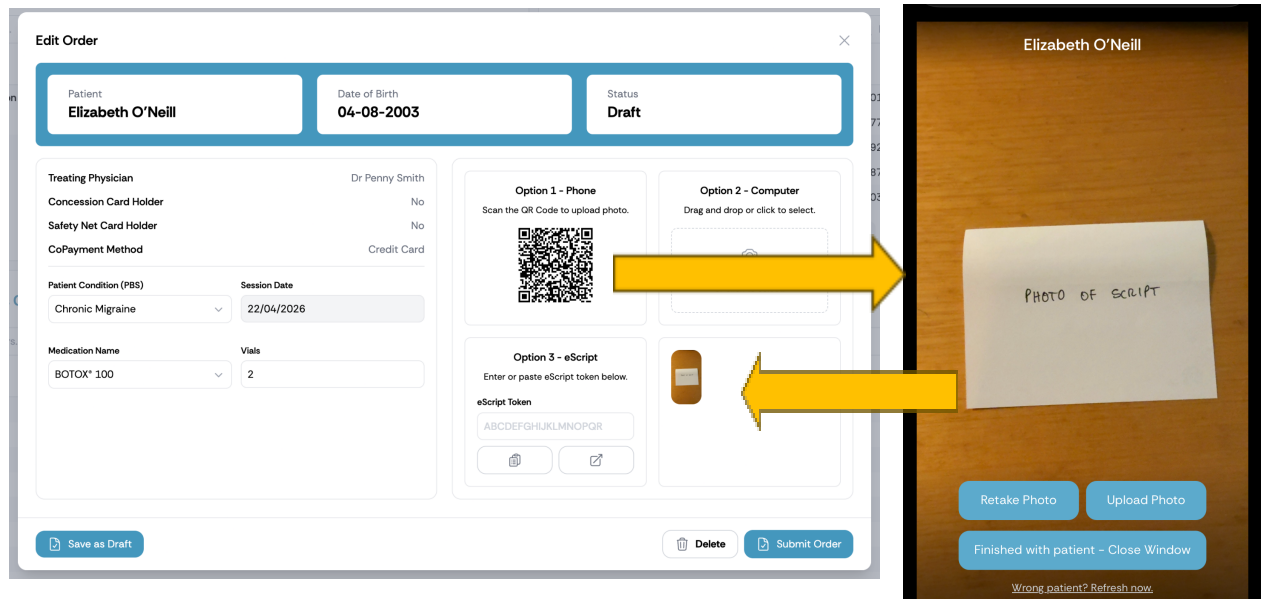


When you're satisfied you can close that tab and return to BnTRx.

Consult your Practice Software help documents to learn more about eScripts and tokens. An example is given in the Appendix.

If instead you are adding photo images of a paper prescription, you can add just one image or more than one image if required.

There are two ways to upload an image. Option 1 is to use your smartphone with the QR code (point your smartphone camera at the QR code, then when a link appears, click on it), then follow the instructions to take a photo of the prescriptions and send it back to BnTRx. Option 2 allows you to upload a file already on your computer, such as a scanned pdf from a photocopier. After uploading, a thumbnail of the image will appear.



You may delete any image by hovering the mouse over until the Trash icon appears, then click to delete. You may also preview a full size version of the image by clicking anywhere else on the icon (avoiding the trash icon).

5. If you are not ready to submit the order – if you want to check any details first – you can **Save as Draft** to return and submit later
6. When you are ready – select **Submit Order** to submit –
 - o Order status will update to *Submitted**

Today's Clinic List							
Search orders...							
DATE	PATIENT	D.O.B.	DOCTOR	MEDICATION	UNITS	VIALS	STATUS ↓
22-04-2026	Ben Cusack	01-01-2001	Dr Bob Brown				Incomplete
28-03-2025	Charlotte Johnson	29-07-2004	Dr Ben Williams				Incomplete
28-03-2025	Ben Cusack	01-01-2001	Dr Bob Brown				Incomplete
22-04-2026	Elizabeth O'Neill	04-08-2003	Dr Penny Smith	BOTOX*	100	2	Submitted*

NOTE: Orders Saved as Draft will maintain Draft status until Clinic adds a prescription image and selects **Submit Order**

iii Stop or Edit Order

Once an order has been *Submitted**, the Clinic has 2 hours to edit or **Stop Order**, before the patient's card is charged with the copayment, if necessary.

To stop an order within 2 hours of submission:

1. Search and select patient order with *Submitted** status under Today's Clinic List
2. Select **Stop Order**, and Order will revert to *Draft* status in Today's Clinic List

View Order

Patient
Elizabeth O'Neill

Date of Birth
04-08-2003

Status
Submitted*

Treating Physician

Dr Penny Smith

Concession Card Holder

No

Safety Net Card Holder

No

CoPayment Method

Credit Card

CoPayment Outcome

Pending

Patient Condition (PBS)

Chronic Migraine

Session Date

22/04/2026

Medication Name

BOTOX* 100

Vials

2

UPLOADED SCRIPTS



Save as Draft

→

Stop Order

Close

Two hours after an order is *Submitted**, patient's co-payment will be processed, their order status will convert to *Submitted*, and edits will no longer be possible

To edit/resubmit an order:

1. Search and select patient order (now Draft status again) under Today's Clinic List
2. Double-check previously input Medication, Vials and Prescription
3. Delete or edit Medication and Vial details and upload new prescription where necessary, and select **Submit Order**

Edit Order

Patient: **Elizabeth O'Neill** Date of Birth: **04-08-2003** Status: **Draft**

Treating Physician: Dr Penny Smith
 Concession Card Holder: No
 Safety Net Card Holder: No
 CoPayment Method: Credit Card

Patient Condition (PBS): Chronic Migraine Session Date: 22/04/2026

Medication Name: BOTOX* 100 Vials: 2

Option 1 - Phone
 Scan the QR Code to upload photo.

Option 2 - Computer
 Drag and drop or click to select.

Option 3 - eScript
 Enter or paste eScript token below.

eScript Token: ABCDEFGHIJKLMNOPQR

Buttons: Save as Draft, Delete, Submit Order

Alternatively, if the order is no longer required, orders with Draft status have a **Delete** button. This will remove the medication, vials and image upload, and revert the order to *Incomplete* status.

iv Order Not Required

For circumstances in which PBS co-payment is **not** required and the clinic is **not** requesting replacement vials:

1. Select patient's order in Today's Clinic List – the order must be *Incomplete* status
 2. Populate Medication Name from dropdown list and input number of Vials prescribed to patient (optional if medication was used)
 3. Select **Order Not Required**
 4. Confirm Order Not Required by selecting from the dropdown list of reasons: Private Patient; Training; Other, and select **Confirm**
- Status will change to *Order Not Required*
 - Order will no longer appear in Today's Clinic List
 - Order will be viewable under Treatment History on the Log tab, see section **VI.v Log – Treatment History**

Edit Order

Patient: **Elizabeth O'Neill** | Date of Birth: **04-08-2003** | Status: **Incomplete**

Treating Physician: _____
 Concession Card Holder: _____
 Safety Net Card Holder: _____

Patient Condition (PBS): **Chronic Migraine** | Session Date: **22/04/2024**

Medication Name: **Select Medication** | Vials: _____

Confirm Order Not Required

Reason: **Select reason** (dropdown menu with options: Private patient, Training, Other)

Save as Draft | **Order Not Required** | **Close**

Order Status	Definition	Actions
Incomplete	Order has been created for patient, no medication or vial details***	Save as Draft, Order Not Required
Draft	Order assigned medication and vials, and may have prescription image uploaded	Save as Draft, Submit Order, Delete (revert Incomplete)
Submitted*	Order is in 2 hour waiting period before charging co-payment using patient's card	Stop Order (revert to Draft)
Submitted	Patient co-payment has been charged to card, order added to batch to send to pharmacy at end of day	-
Ordered	Patient order has been sent to the pharmacy for processing	Confirm (available on Stock screen, Reconcile Orders)
Received	Replacement vials have been confirmed as received by clinic (some days later).	-
Order Not Required	Order retired without requesting replacement vials or charging patient for copayment	Stop Order (revert to Draft)

***For clinics using the BnTx Interact software in tandem with BnTRx Clinic, *Incomplete* Orders in BnTRx correspond to *Injection Sessions* in BnTx Interact. This is why they are not deleted, as there may be injection data in the BnTx Interact system.

v Pharmacy CSV Order

The Clinic's submitted orders are compiled into a single batch order to be sent to the Clinic's nominated pharmacy. The automated order, a CSV file email attachment, is sent overnight at 2.00AM following every day for which the Clinic has processed orders in BnTRx.

Once an order has been sent to the pharmacy, the order status is changed to *Ordered*. It no longer appears in Today's Clinic List since the ordering process is complete. Instead, the order can now be found either in the **Stock** view or the **Log** view as explained in the sections that follow.

BnTRx Bel Neurologist
Botulinum Injection Clinic

CLINIC

Patient Form Intry

PATIENT NAME	D.O.B.	STATUS
Charlotte Johnson	29-07-2004	Form
Cody Wright	11-06-1956	Form
Darrell Barrett	14-02-1948	Form
James Cordon	01-01-2001	Form

Registered Patients

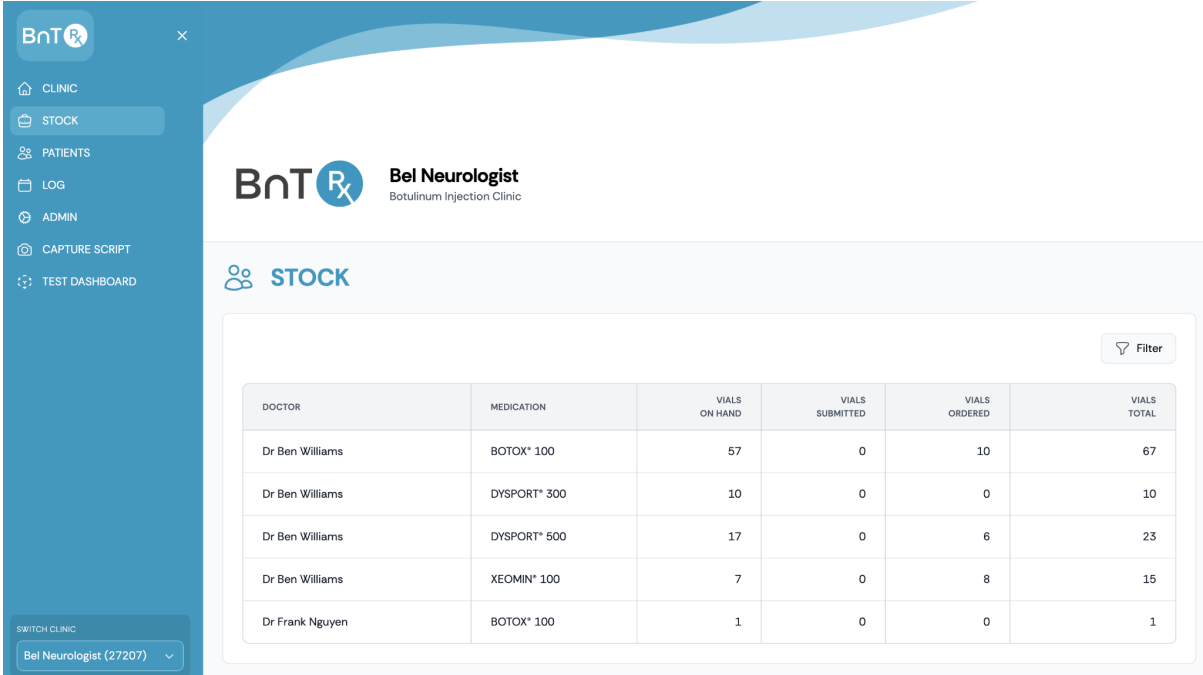
PATIENT NAME	D.O.B.	STATUS
Ben Cusack	01-01-2001	Active
Christopher Curry	17-02-1977	Active
Cody Wright	24-07-1992	Active
David Kerr	31-07-1987	Active
Elizabeth O'Neill	04-08-2003	Active

Access Level: Administrator, Doctor and Nurse

VI Stock Management: View, Receive and Reconcile Ordered Vials

Under the Stock tab, the Stock table displays the status of Clinic vial stock, broken down by Doctor and Medication type.

If there are many doctors each with many medications, the stock table can have many rows. If needed to filter to see selected rows only, click the Filter button and select the doctors and/or medications to display in the table.



DOCTOR	MEDICATION	VIALS ON HAND	VIALS SUBMITTED	VIALS ORDERED	VIALS TOTAL
Dr Ben Williams	BOTOX* 100	57	0	10	67
Dr Ben Williams	DYSPOX* 300	10	0	0	10
Dr Ben Williams	DYSPOX* 500	17	0	6	23
Dr Ben Williams	XEOMIN* 100	7	0	8	15
Dr Frank Nguyen	BOTOX* 100	1	0	0	1

i The Stock Table

For each row in the Stock Table, there are four columns of numbers:

- **Vials on hand** – this represents the count of vials of this medication kept in the clinic refrigerator, ready to administer to visiting patients.
 - When the clinic first starts, this is the same as the initial vials set for this doctor in their Edit Staff dialogue (see [I.ii Clinic Set Up](#)).
- **Submitted** – this represents the count of vials expended today where a prescription and order to replace these vials has been submitted
 - These correspond to all orders with **Submitted** status. The orders for these vials will be emailed to the pharmacy at the end of the day
- **Ordered with HPS** – this represents the count of vials expended prior to today, where a prescription and order to replace these vials has already been emailed to the pharmacy.
 - These correspond to orders with **Ordered** status. These are the vials that will be delivered in the coming days
- **Total** – this is the total count of all vials in circulation, and represents the total working stock this clinic has either in the fridge, ordered on prescriptions, or in transit to be delivered.

ii View Orders sent to Pharmacy

Click on any row of the stock table to see a list of the orders submitted or ordered with HPS for that doctor and medication type. This opens the **Reconcile Orders** dialogue on the right hand side of the screen, which shows a table with a list of each order and prescription that has been sent to the pharmacy.

The screenshot shows the BnT Rx Stock interface. A yellow arrow points to the first row of the stock table, which is highlighted with a yellow box. The stock table has columns for DOCTOR and MEDICATION. The first row shows Dr Bel Miller and BOTOX* 100. The Reconcile Orders dialog is open on the right, showing a table of orders for Dr Bel Miller and BOTOX* 100.

Reconcile Orders

Confirming Delivery of 25 vials
Dr Bel Miller
BOTOX* 100

Enter batch number (optional) Conf

ORDER DATE	PATIENT	VIALS	
18-10-2025	4 orders >	4	✓
06-02-2026	6 orders >	21	✓

Click on any order in this table to **View Order** via another dialogue on the left hand side of the screen.

Reconcile Orders

×

Confirming Delivery of 25 vials

Dr Bel Miller
BOTOX® 100

Enter batch number (optional)

Confirm

ORDER DATE	PATIENT	VIALS	✓
18-10-2025	4 orders ▼	4	✓
	Fadi Zagreb	1	✓
	Ashley Brooks	1	✓
	Fadi Zagreb	1	✓
	Joe Smith	1	✓
06-02-2026	6 orders >	21	✓



View Order

×

Patient

Ashley Brooks

Date of Birth

17-01-1954

Status

Ordered

Treating Physician

Dr Bel Miller

Concession Card Holder

Yes

Safety Net Card Holder

No

CoPayment Method

Credit Card

CoPayment Outcome

Paid

Patient Condition (PBS)

Chronic Migraine

Session Date

09/12/2024

Medication Name

BOTOX® 100

Vials

1

UPLOADED SCRIPTS

eScript Token

A1B2C3D4E5F6G7H8I9

Save as Draft

×

Close

Receiving and Reconciling Orders

When replacement vials are delivered to your clinic, the **Reconcile Orders** dialogue can be used to mark in each order of vials. It is possible to mark in each individual order and prescriptions, but often clinics will want to mark in an entire batch from one day or several days together to speed up this process. Below are three examples:

1. Mark ALL vials ordered as received

By default, all outstanding orders are selected using the checkbox in the right hand column, and the total count of vials from all orders is displayed at the top.

- To mark ALL vials ordered as received, simply click the **Confirm** button
- (Optional) Before conforming, enter a Batch Number in the field next to the Confirm button. This will be applied to each order selected for ease of reference later.

In the example below, there are 9 orders, totalling 16 vials of BOTOX 100. When confirmed as being received, all 9 orders will change status from *Ordered* to *Received*.

Reconcile Orders



Confirming Delivery of 25 vials

Dr Bel Miller

BOTOX® 100

Enter batch number (optional)



Confirm

ORDER DATE	PATIENT	VIALS	✓
18-10-2025	4 orders ✓	4	✓
	Fadi Zagreb	1	✓
	Ashley Brooks	1	✓
	Fadi Zagreb	1	✓
	Joe Smith	1	✓
06-02-2026	6 orders >	21	✓

2. Mark ONE DAY of vials ordered as received

Some busy clinics may have several days of orders outstanding before the first ordered vials are replaced.

- To mark only some vials ordered as received, first uncheck the topmost checkbox to unselect all the orders, then individually select each order that has been received.
- Check that the new total number of vials matches the count of delivered vials.
- Click the **Confirm** button

In the example below, there are 7 orders from the oldest date of 13 NOV 2024, totalling 14 vials of BOTOX 100. The user has selected only these 7 orders and will mark them in, leaving the two orders from 21 DEC 2024 still to be delivered another day.

Reconcile Orders



Confirming Delivery of 23 vials

Dr Bel Miller

BOTOX® 100

Enter batch number (optional)

Confirm

ORDER DATE	PATIENT	VIALS	
18-10-2025	4 orders ✓	4	☐
	Fadi Zagreb	1	☐
	Ashley Brooks	1	☒
	Fadi Zagreb	1	☒
06-02-2026	Joe Smith	1	☐
	6 orders >	21	☒

3. Mark ONE vial order as received (at a time)

Some clinics may wish to check each order and prescription one-by-one during mark-in. may have several days of orders outstanding before the first ordered vials are replaced.

- To mark only one vial order as received, first uncheck the topmost checkbox to unselect all the orders, then individually select the order that has been received.
- Click the **Confirm** button.
- Repeat this process for each order received.

In the example below, just the first order for Fadi Zagreb on 18 OCT 2025 is selected, totalling 1 vials of BOTOX 100.

Reconcile Orders



Confirming Delivery of **1 vials**

Dr Bel Miller

BOTOX® 100

ORDER DATE	PATIENT	VIALS	☐
18-10-2025	4 orders ▼	4	☐
	Fadi Zagreb	1	☒
	Ashley Brooks	1	☐
	Fadi Zagreb	1	☐
	Joe Smith	1	☐
06-02-2026	6 orders >	21	☐



After Confirming receipt of any number of Orders, the stock table counts update. The number of vials received is subtracted from **Ordered with HPS** and added to **Vials on hand**, representing these vials now being returned to the on hand stock.

Log: Treatment History

The Log view can be used to view any orders, regardless of their status or progress through the system.

The screenshot shows the BnT Rx interface with the 'LOG' menu item highlighted in the sidebar. The main content area displays the 'Treatment History' tab, which contains a table of treatments. A yellow arrow points to the 'LOG' menu item in the sidebar. The table lists treatments with columns for DATE, PATIENT, D.O.B., DOCTOR, MEDICATION, UNITS, VIALS, and STATUS. The status for all treatments shown is 'Received'.

DATE	PATIENT	D.O.B.	DOCTOR	MEDICATION	UNITS	VIALS	STATUS
03-09-2025	TEST TEST	03-09-2025	Dr Chris Davis	BOTOX*	100	1	Received
11-06-2025	Kyle Anderson	10-07-1990	Dr Chris Davis	BOTOX*	100	2	Received
27-03-2025	Christopher Curry	17-02-1977	Dr Bel Miller	BOTOX*	100	2	Received
14-03-2025	Steven Brown	05-03-1988	Dr Bel Miller	XEOMIN*	100	8	Received
11-02-2025	Cody Wright	24-07-1992	Dr Bel Miller	BOTOX*	100	3	Received
16-01-2025	Chad Gonzalez	14-02-1953	Dr Bel Miller	DYSPOX*	300	3	Received
16-01-2025	Chad Gonzalez	14-02-1953	Dr Bel Miller	BOTOX*	100	5	Received
16-01-2025	Chad Gonzalez	14-02-1953	Dr Bel Miller	DYSPOX*	300	-7	Received
16-01-2025	Chad Gonzalez	14-02-1953	Dr Bel Miller	BOTOX*	100	2	Received
16-01-2025	Chad Gonzalez	14-02-1953	Dr Bel Miller	BOTOX*	100	-2	Received
16-01-2025	Chad Gonzalez	14-02-1953	Dr Bel Miller	DYSPOX*	300	4	Received

By default, the Log only shows orders of Received status. To view other statuses, select the **Filter** button and choose another status, such as Draft, or Submitted/Ordered or All statuses. You can also filter by Doctor or Medication.

The screenshot shows the BnT Rx interface with the 'LOG' menu item highlighted in the sidebar. The main content area displays the 'Treatment History' tab, which contains a table of treatments. A yellow arrow points to the 'Filter' button. A yellow box highlights the filter dropdown menu, which shows options for Doctor (Dr Bel Miller), Medication (All), and Status (All). The table lists treatments with columns for DATE, PATIENT, D.O.B., DOCTOR, MEDICATION, UNITS, VIALS, and STATUS. The status for all treatments shown is 'Ordered'.

DATE	PATIENT	D.O.B.	DOCTOR	MEDICATION	UNITS	VIALS	STATUS
06-02-2026	Roy Brown	19-03-1942	Dr Bel Miller	XEOMIN*	100	2	Ordered
06-02-2026	Steven Brown	05-03-1988	Dr Bel Miller	BOTOX*	100	2	Ordered
06-02-2026	Holly St John-Salazar	16-04-1944	Dr Bel Miller	BOTOX*	100	2	Ordered
06-02-2026	Timothy Mueller	20-11-1933	Dr Bel Miller	XEOMIN*	100	2	Ordered
06-02-2026	THOMAS STANLEY	08-01-1968	Dr Bel Miller	BOTOX*	100	2	Ordered
06-02-2026	Terry Watson	01-01-1940	Dr Bel Miller	XEOMIN*	100	9	Ordered
06-02-2026	Holly St John-Salazar	16-04-1944	Dr Bel Miller	XEOMIN*	100	9	Ordered
06-02-2026	Steven Brown	05-03-1988	Dr Bel Miller	XEOMIN*	100	9	Ordered
06-02-2026	Christopher Curry	17-02-1977	Dr Bel Miller	XEOMIN*	100	9	Ordered
23-10-2025	Chris Abstead	01-02-1999	Dr Bel Miller	BOTOX*	100	5	Ordered
17-10-2025	Chris Abstead	01-02-1999	Dr Bel Miller	XEOMIN*	100	6	Ordered

If you know the name of a patient you want to search for orders, you can use the **Search treatments...** field, by typing the first few letters of the patient name. Note you may need to set the filters to All to see the records if you are not sure of the status.

CLINIC

STOCK

PATIENTS

LOG

ADMIN

CAPTURE SCRIPT

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BnT Rx

Bel Neurologist

Botulinum Injection Clinic

Treatments

Delivery History

fa

Filter

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DATE	PATIENT	D.O.B.	DOCTOR	MEDICATION	UNITS	VIALS	STATUS
11-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	2	Received
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Received
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft
09-12-2024	Fadi Zagreb	23-06-1999	Dr Bel Miller	BOTOX*	100	1	Draft

Doctor

Dr Bel Miller

Medication

BOTOX*

Status

All

Clear

Close

Bel Neurologist (27207)