Adding a New CD Patient Return Entry

⚠️ We recommend exercising the utmost caution when adding new CD patient return entries, as once this window is saved as awaiting destruction, it cannot be edited.

⚠️ Saving a CD patient return entry as destroyed is irreversible.

1. To begin, open the CDR Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *CDR Manager* menu item.
2. From the CDR Manager, open the *Patient Return* tab and select the **[F3 – Add Patient Return]** button. A blank Add Patient Returns window displays.

Completing the Add Patient Returns Form

The screen shots below an example of the Add Patient Returns window completed as Awaiting Destruction and Destroyed.

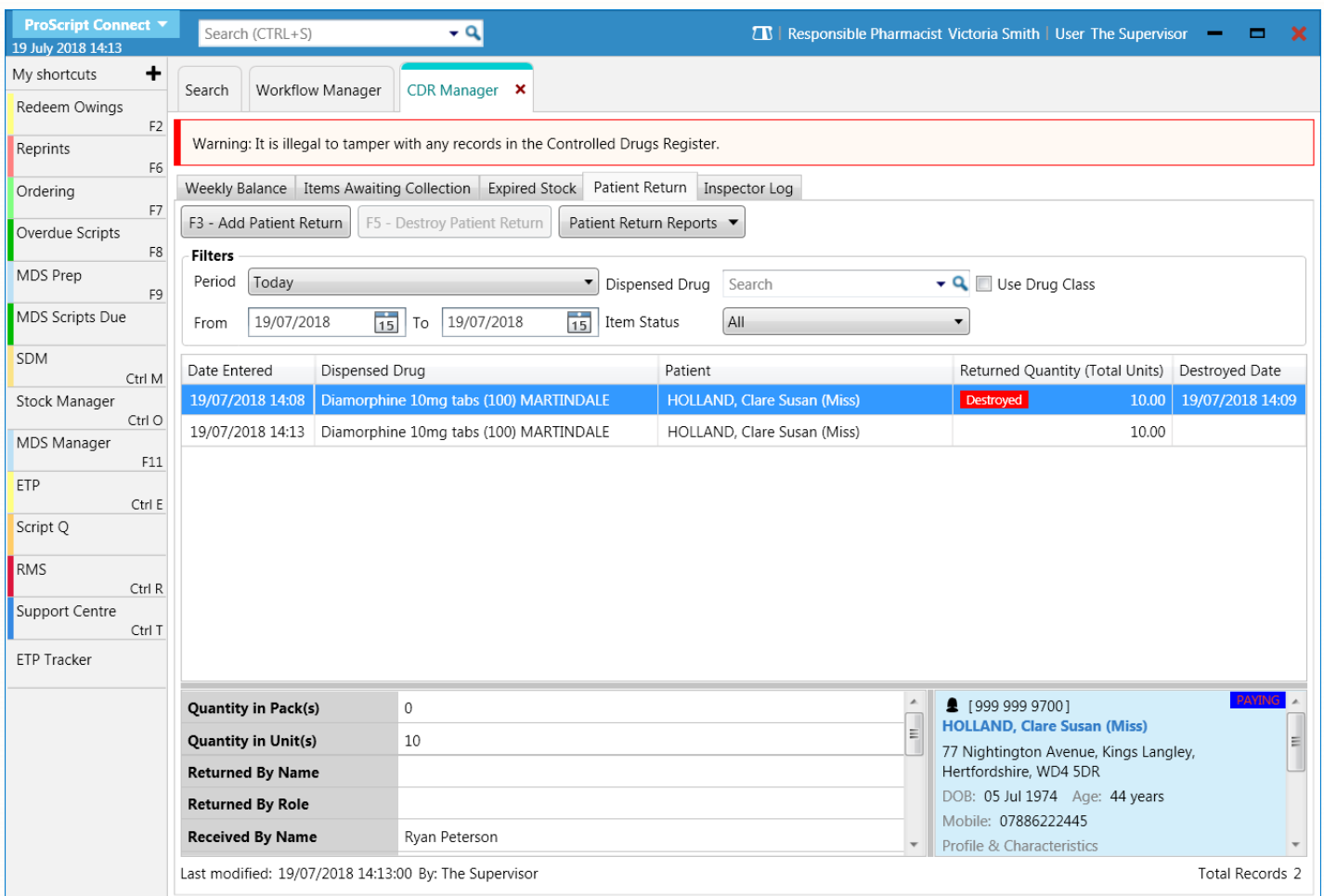| Field/Section	Description
Return Item Details	Select the **[Search Drug]** button to search for, locate and select the returned drug. Enter the *Quantity* being returned, and add any *Drug Expiry* details if required. If there are multiple expiry dates, click the F2 – Add More text to add more *Drug Expiry* lines. Any lines that have been added incorrectly can be Removed.
Patient Details	This field can be left empty, but if used, you can complete the fields manually or select the **[Search Patient]** button to search for, locate and select a patient record that exists within your database. From the Select Patient window that opens, you can select F1 – Add Patient if the patient does not already exist. You can also enter the name and role of the person who has returned the CD(s) to your pharmacy.
Entered By Details	The signed-in user name and their role are populated by default if configured, but you may have to manually enter the registration number. Otherwise you must fill these details in manually. You can edit the *Date* to either the present or previous day. The time field is fully editable but cannot be a future time if the *Date* is the present day.
Destruction Details	This section should only be used if you are destroying the returned items now. You can enable the *Destruction Details* section by selecting the *Destroyed* tick box and;

	o Populate the *Destroyed Date* and time as required
	o Enter the name, role and registration number of the person who destroyed the returned stock
	o Enter the name, role (and registration number) of the person who witnessed the destruction of the returned stock.

⚠️ If you are adding a patient return with different batch numbers and/or expiry dates, you will be prompted to destroy these together. You will need to create new patient return entries if you intend to destroy these separately.

💡 If you want to save the entry as awaiting destruction, deselect the *Destroyed* tick box in the *Destruction Details* section.

Saving the Add Patient Returns Stock Form

1. Once the form is complete, select the **[F10 – Save]** button.
2. The *Patient Return* tab in the CDR Manager displays, with the newly-added CD patient return entry in the grid. If destruction details were added, the entry appears with a <mark style="background-color:red">Destroyed</mark> tag. This is not written to the CD Register.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 June 2019		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601