



Batch Dispensing CD SDM Instalments

 We recommend amending the *SDM/ID Script Expiry Days Controlled* [application setting](#) to reflect the duration of your SDM prescription.

ProScript Connect provides the ability to batch dispense SDM instalments for CD items when you have more than one instalment to dispense.

 You can mark SDM instalments for controlled drugs as dispensed before their due date.

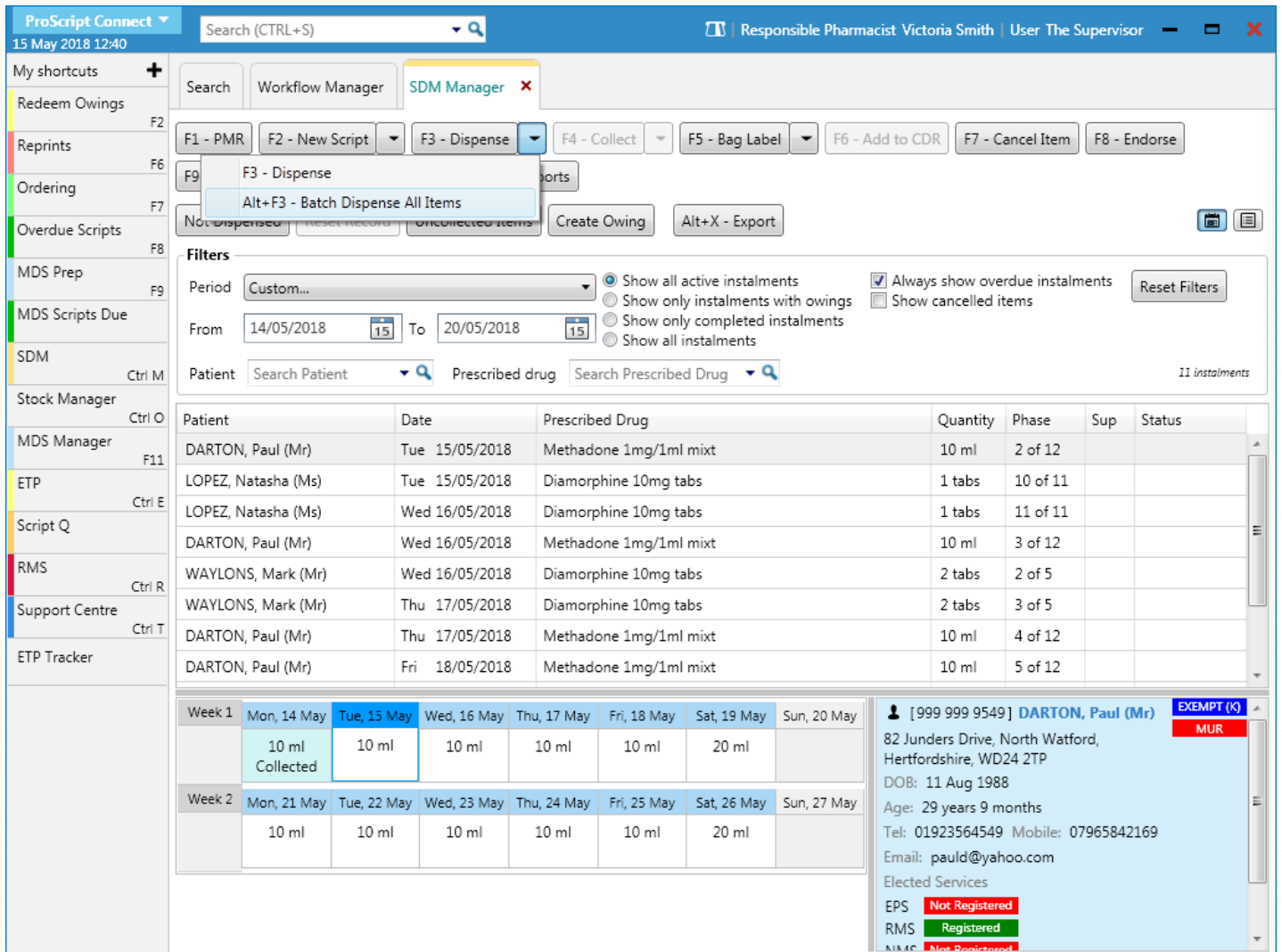
 We recommend the *Confirm Dispensing* application setting is enabled when dispensing SDM instalments for controlled drugs. This is found in the *SDM Category* within [Edit Application Settings](#), and when enabled will trigger the Confirm Dispensing window during the dispensing of SDM instalments allowing users to view the *Dispensed Item* choice and amend it, if required.

See table below for information as to when CDR triggers will display, and when entries will be recorded in the CD Register when processing an SDM instalment for a CD

Event Description	CDR Triggers	Items Awaiting Collection	CD Register Entry
Schedule created with all instalments To Be Dispensed	X	X	X
Instalment(s) marked as Dispensed	✓	✓	X
Instalment(s) marked as Collected	✓	X	✓
Instalment(s) status change: 1. From To Be Dispensed to Not Dispensed 2. From To Be Dispensed to Cancelled	X	X	X
Instalment(s) status change: 1. From Dispensed to Not Dispensed 2. From Dispensed to Cancelled	X	X	X
Instalment(s) status change: 1. From Collected to any status	X	<i>Only if status is changed to Dispensed</i>	✓

Batch Dispensing SDM Instalments

1. From the ProScript Connect Main Screen, access the SDM Manager by pressing **[Ctrl+M]**.
2. The SDM Manager opens in a new tab. Adjust the *Filters* as necessary to display all the instalments you want to dispense within the grid, select the arrow on the **[F3 – Dispense]** button and choose the **Alt+F3 – Batch Dispense All Items** option.



Filters

Period: Custom... Show all active instalments Always show overdue instalments Show cancelled items Show only instalments with owings Show only completed instalments Show all instalments

From: 14/05/2018 To: 20/05/2018

Patient: Search Patient Prescribed drug: Search Prescribed Drug 11 instalments

Patient	Date	Prescribed Drug	Quantity	Phase	Sup	Status
DARTON, Paul (Mr)	Tue 15/05/2018	Methadone 1mg/1ml mixt	10 ml	2 of 12		
LOPEZ, Natasha (Ms)	Tue 15/05/2018	Diamorphine 10mg tabs	1 tabs	10 of 11		
LOPEZ, Natasha (Ms)	Wed 16/05/2018	Diamorphine 10mg tabs	1 tabs	11 of 11		
DARTON, Paul (Mr)	Wed 16/05/2018	Methadone 1mg/1ml mixt	10 ml	3 of 12		
WAYLONS, Mark (Mr)	Wed 16/05/2018	Diamorphine 10mg tabs	2 tabs	2 of 5		
WAYLONS, Mark (Mr)	Thu 17/05/2018	Diamorphine 10mg tabs	2 tabs	3 of 5		
DARTON, Paul (Mr)	Thu 17/05/2018	Methadone 1mg/1ml mixt	10 ml	4 of 12		
DARTON, Paul (Mr)	Fri 18/05/2018	Methadone 1mg/1ml mixt	10 ml	5 of 12		

Week 1 Mon, 14 May Tue, 15 May Wed, 16 May Thu, 17 May Fri, 18 May Sat, 19 May Sun, 20 May

10 ml Collected 10 ml 10 ml 10 ml 10 ml 20 ml

Week 2 Mon, 21 May Tue, 22 May Wed, 23 May Thu, 24 May Fri, 25 May Sat, 26 May Sun, 27 May

10 ml 10 ml 10 ml 10 ml 10 ml 20 ml

[999 999 9549] **DARTON, Paul (Mr)** EXEMPT (S) MUR

82 Junders Drive, North Watford, Hertfordshire, WD24 2TP
 DOB: 11 Aug 1988
 Age: 29 years 9 months
 Tel: 01923564549 Mobile: 07965842169
 Email: pauld@yahoo.com
 Elected Services
 EPS **Not Registered**
 RMS **Registered**
 MAF **Not Registered**

3. The SDM Batch Dispensing window opens, where you can;
 - Use **[Ctrl+left-click]** to select instalments you want to dispense one at a time and select the **[F3 – Dispense Selected Items]** button.
 - Use **[Shift+left-click]** to highlight all consecutive instalments within your first and last click range for dispensing and select the **[F3 – Dispense Selected Items]** button.
 - Select the **[F10 – Dispense All]** button to dispense all the instalments that appear in the grid

Batch Dispensing

Filters
 Status: Show Overdue items Only show items with Owings

Patient	Due Date	Prescribed Drug	Quantity	Sup	Status
DARTON, Paul (Mr)	15/05/2018	Methadone 1mg/1ml mixt	10 ml		
LOPEZ, Natasha (Ms)	15/05/2018	Diamorphine 10mg tabs	1 tabs		
LOPEZ, Natasha (Ms)	16/05/2018	Diamorphine 10mg tabs	1 tabs		
DARTON, Paul (Mr)	16/05/2018	Methadone 1mg/1ml mixt	10 ml		
WAYLONS, Mark (Mr)	16/05/2018	Diamorphine 10mg tabs	2 tabs		
WAYLONS, Mark (Mr)	17/05/2018	Diamorphine 10mg tabs	2 tabs		
DARTON, Paul (Mr)	17/05/2018	Methadone 1mg/1ml mixt	10 ml		
DARTON, Paul (Mr)	18/05/2018	Methadone 1mg/1ml mixt	10 ml		

Label Split:

Print Supervised Print Bag Labels

Prescriber Details
 ELIAD, RA
 GARSTON MEDICAL CENTRE
 GARSTON MEDICAL CENTRE 6A NORTH
 WATFORD
 HERTFORDSHIRE
 WD25 9GP

Patient Details
 [999 999 9549]
DARTON, Paul (Mr)
 82 Junders Drive, North
 Watford, Hertfordshire,
 WD24 2TP
 DOB: 11 Aug 1988



Using the available filters within this window enables you to further refine the instalments you want to dispense. From here you can also amend label splits for each instalment, print individual bag labels or select to print bag labels for all instalments using the available function buttons.

Selecting the Dispensed Product Choice

- The SDM Confirm Dispensing window opens and displays the *Dispensed Item* choice as selected by ProScript Connect. If this requires amending, select the **[F8 – Change Item]** button.

Confirm Dispensing

Schedule

Week 1	Mon, 14 May	Tue, 15 May	Wed, 16 May	Thu, 17 May	Fri, 18 May	Sat, 19 May	Sun, 20 May
	10 ml Collected	10 ml	10 ml	10 ml	10 ml	20 ml	
Week 2	Mon, 21 May	Tue, 22 May	Wed, 23 May	Thu, 24 May	Fri, 25 May	Sat, 26 May	Sun, 27 May
	10 ml	10 ml	10 ml	10 ml	10 ml	20 ml	

Instalment

Dispensed At: 16:23 Quantity:

Label Split:

Dispensed Item: Methadone 1mg/1ml oral soln (100ml) ROSEMONT

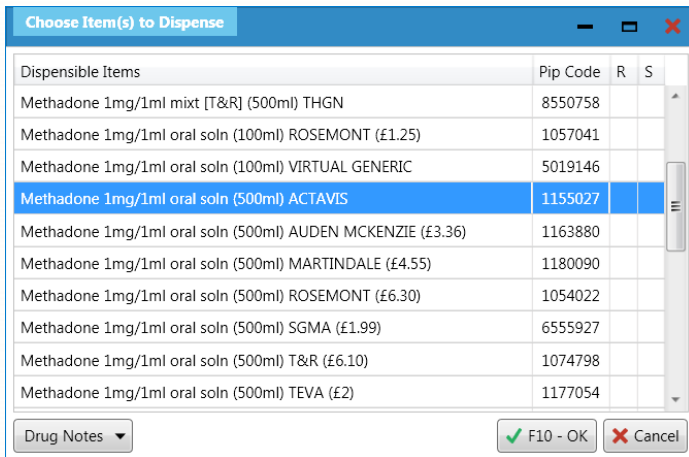
Prescriber Details
 ELIAD, RA
 GARSTON MEDICAL CENTRE
 GARSTON MEDICAL CENTRE 6A NORTH WESTERN ,
 WATFORD
 HERTFORDSHIRE
 WD25 9GP

Patient Details
 [999 999 9549] **DARTON, Paul (Mr)**
 82 Junders Drive, North Watford,
 Hertfordshire, WD24 2TP
 DOB: 11 Aug 1988
 Age: 29 years 9 months
 Tel: 01923564549
 Mobile: 07965842169
 Email: pauld@yahoo.com

Elected Services
 EPS
 RMS
 NMS

Patient Compliance
 Patient Id: 12

- The Choose Item(s) to Dispense window opens as a pop-up, and displays a full list of all available *Dispensable Items*. Locate and highlight the item that matches the pack you have ready to dispense, and select the **[F10 – OK]** button.



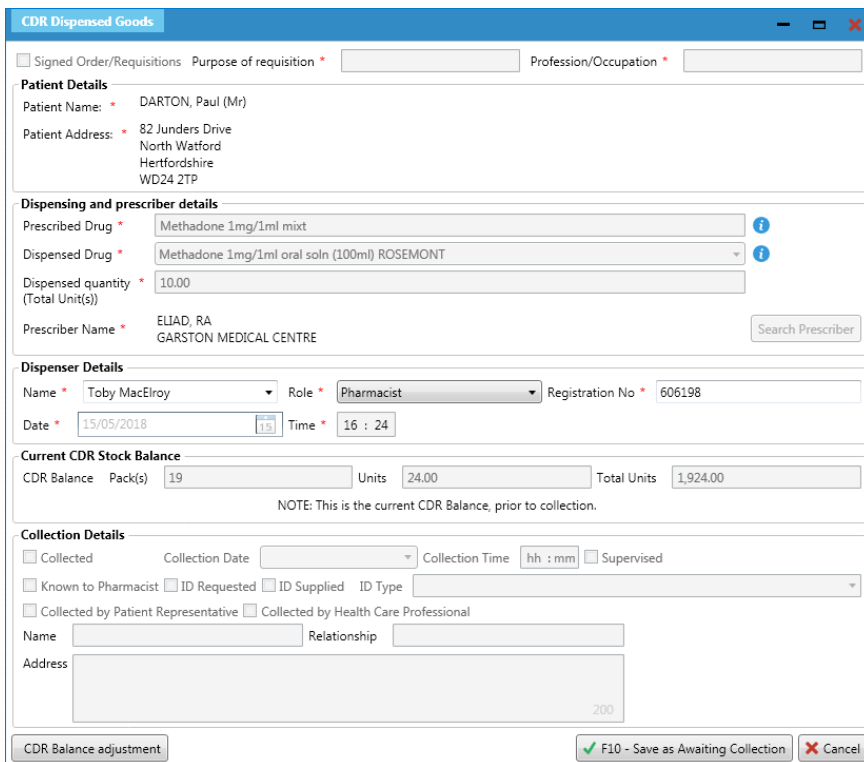
Dispensable Items	Pip Code	R	S
Methadone 1mg/1ml mixt [T&R] (500ml) THGN	8550758		
Methadone 1mg/1ml oral soln (100ml) ROSEMONT (£1.25)	1057041		
Methadone 1mg/1ml oral soln (100ml) VIRTUAL GENERIC	5019146		
Methadone 1mg/1ml oral soln (500ml) ACTAVIS	1155027		
Methadone 1mg/1ml oral soln (500ml) AUDEN MCKENZIE (£3.36)	1163880		
Methadone 1mg/1ml oral soln (500ml) MARTINDALE (£4.55)	1180090		
Methadone 1mg/1ml oral soln (500ml) ROSEMONT (£6.30)	1054022		
Methadone 1mg/1ml oral soln (500ml) SGMA (£1.99)	6555927		
Methadone 1mg/1ml oral soln (500ml) T&R (£6.10)	1074798		
Methadone 1mg/1ml oral soln (500ml) TEVA (£2)	1177054		

- The SDM Confirm Dispensing window updates to show the updated *Dispensed Item* with the previous drug in a grey font and stricken through. Confirm the dispensing details and edit the Label Split using the **[F3 – Split]** button if required.
- Once confirmed, select the **[F10 – Dispense]** button.

Completing the CDR Dispensed Goods Window



You can only save the dispensed items as Awaiting Collection. If the items are being collected now, you will need to action this after dispensing, which can also be done in batch or one at a time.



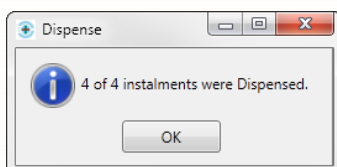
Field/Section	Description
Patient Details	The patient details are pre-populated. These details cannot be edited on this screen. If you wish to edit these, you will need to exit this screen and return to the patient's PMR.
Dispensing and Prescriber Details	The drug and prescriber details are pre-populated with the details entered when entering the new script.
Dispenser 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. The <i>Date</i> and <i>Time</i> fields are read-only based on the system date and time of dispensing.
Current CDR Stock Balance	This section provides you with an indication of your current CDR balance prior to collection. It is not directly editable, but you can use the [CDR Balance adjustment] button to adjust the CD Stock Balance for the selected item if required.
Collection Details	This section is disabled during the dispensing of an SDM instalment for a CD item.

Saving the CDR Dispensed Goods Form


1. Once any required changes have been made, select the **[F10 – Save as Awaiting Collection]** button. This is not written to the CD Register.
2. The system will generate label(s), a bag label (and tracking label if configured).

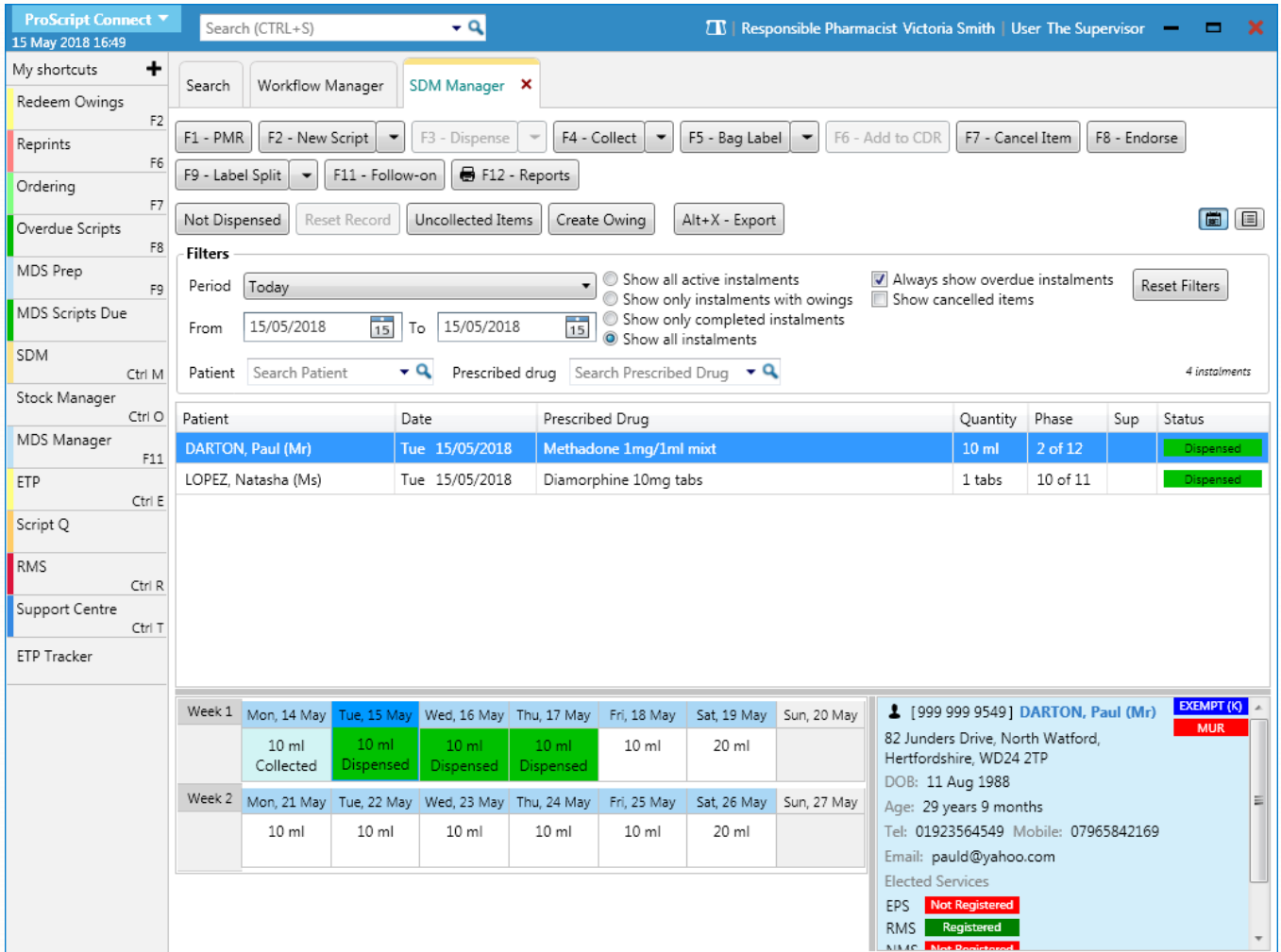
Processing the Next Instalment

1. The SDM Confirm Dispensing window opens for the next instalment. Repeat the steps above to select the correct *Dispensed Item* and label splits as required, and complete the CDR Dispensed Goods window. Repeat this process for each instalment.
2. A Dispense pop-up window displays, confirming the number of instalments which have been dispensed. Select the **[OK]** button.



- The Batch Dispensing window is displayed. If all required dispensing has been complete, close the window by selecting the **[Close]** button.
- The SDM Manager is displayed, where the processed instalments are marked as **Dispensed**.

 The dispensed instalments will also display in the CDR Manager on the *Items Awaiting Collection* tab.



The screenshot shows the ProScript Connect interface with the SDM Manager window open. The window title is "Responsible Pharmacist Victoria Smith | User The Supervisor". The interface includes a search bar, a toolbar with buttons like "F1 - PMR", "F2 - New Script", "F3 - Dispense", "F4 - Collect", "F5 - Bag Label", "F6 - Add to CDR", "F7 - Cancel Item", "F8 - Endorse", "F9 - Label Split", "F11 - Follow-on", and "F12 - Reports". Below the toolbar are buttons for "Not Dispensed", "Reset Record", "Uncollected Items", "Create Owing", and "Alt+X - Export".

The **Filters** section includes:

- Period: Today
- From: 15/05/2018 To: 15/05/2018
- Options: Show all active instalments (selected), Show only instalments with owings, Show only completed instalments, Show all instalments.
- Additional options: Always show overdue instalments (checked), Show cancelled items.

The main table displays the following data:

Patient	Date	Prescribed Drug	Quantity	Phase	Sup	Status
DARTON, Paul (Mr)	Tue 15/05/2018	Methadone 1mg/1ml mixt	10 ml	2 of 12		Dispensed
LOPEZ, Natasha (Ms)	Tue 15/05/2018	Diamorphine 10mg tabs	1 tabs	10 of 11		Dispensed

At the bottom, there is a weekly schedule for Paul Darton (DOB: 11 Aug 1988) and a patient profile. The profile includes contact information, address, and registration status:

- EPS: Not Registered
- RMS: Registered
- NMC: Not Registered

Revision History

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

Contact us

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