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.
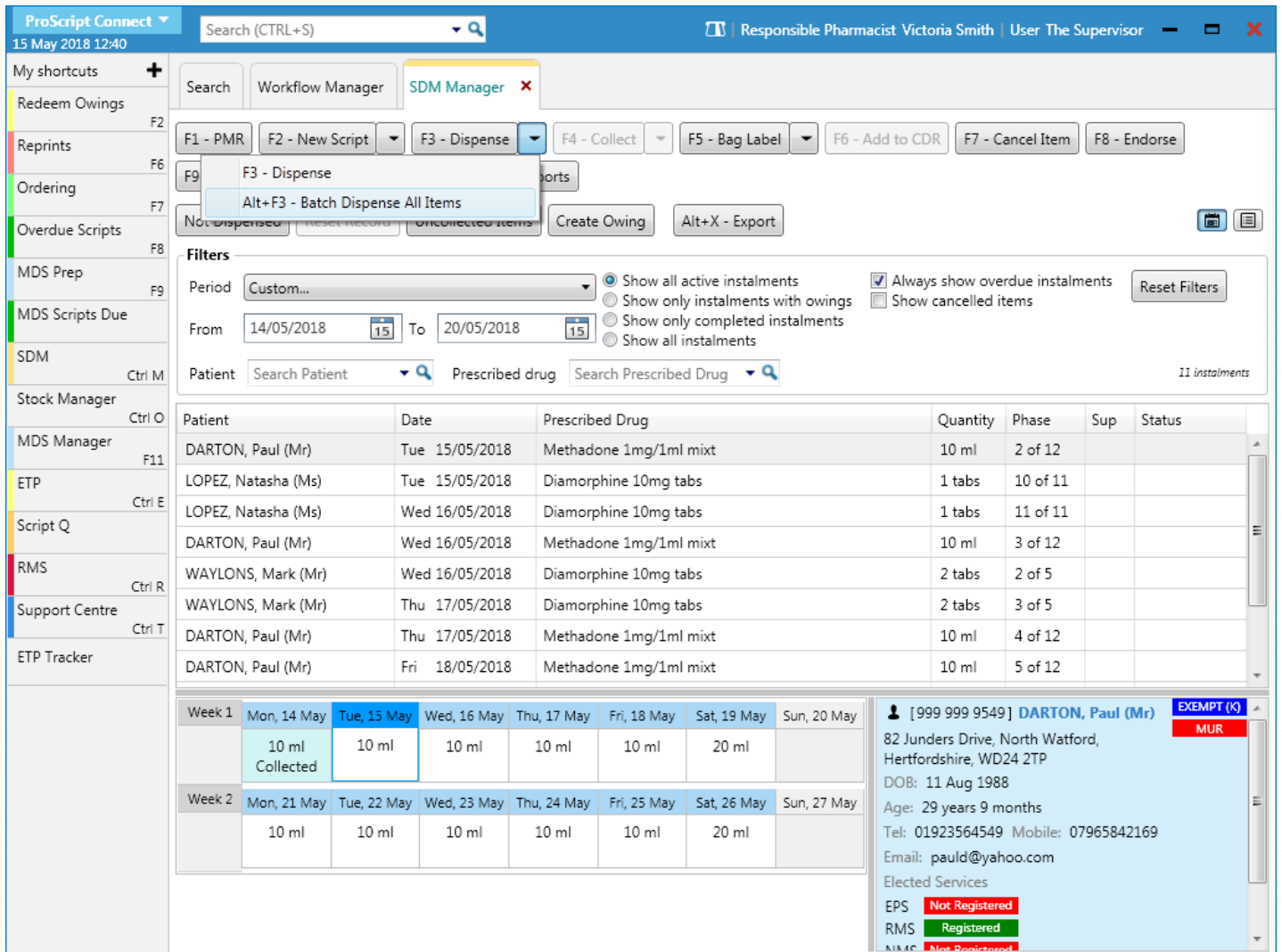
💡 We recommend the *Confirm Dispensing* application setting is enabled when dispensing SDM instalments for controlled drugs. This is found in the *SDM Category* within Edit Application Settings, and when enabled will trigger the Confirm Dispensing window during the dispensing of SDM instalments allowing 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	✗	✗	✗
Instalment(s) marked as Dispensed	✔	✔	✗
Instalment(s) marked as Collected	✔	✗	✔
Instalment(s) status change: 1. From To Be Dispensed to Not Dispensed 2. From To Be Dispensed to Cancelled	✗	✗	✗
Instalment(s) status change: 1. From Dispensed to Not Dispensed 2. From Dispensed to Cancelled	✗	✗	✗
Instalment(s) status change: 1. From Collected to any status	✗	*Only if status is changed to Dispensed*	✔

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.

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

💡 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

1. 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.

2. 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.
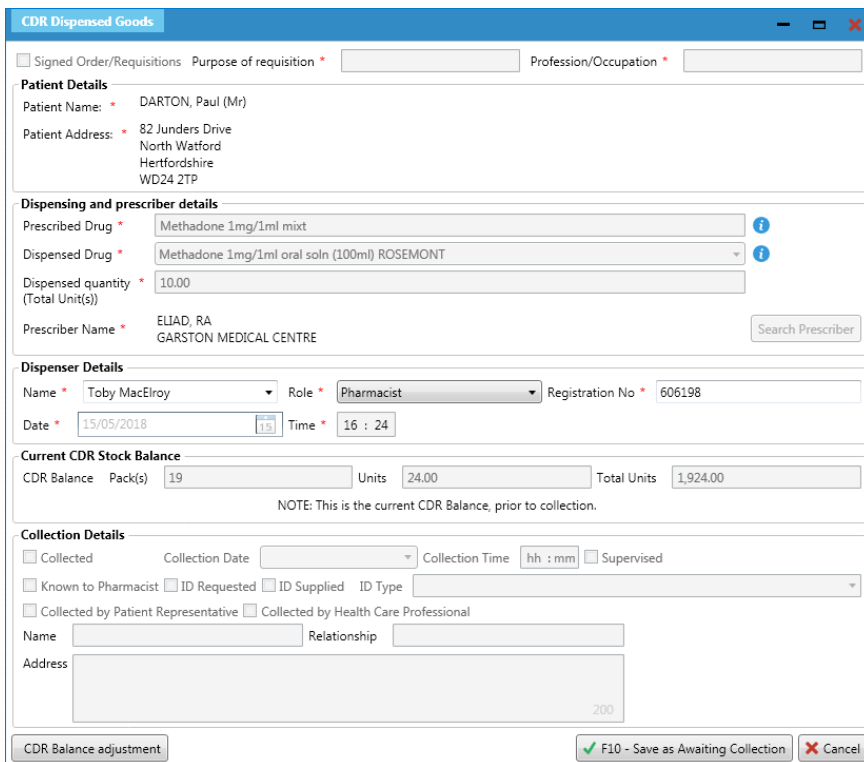

3. The SDM Confirm Dispensing window updates to show the updated *Dispensed Item* with the previous drug in a grey font and stricken through. Confirm the dispensing details and edit the Label Split using the **[F3 – Split]** button if required.
4. Once confirmed, select the **[F10 – Dispense]** button.

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 *Date* and *Time* 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).
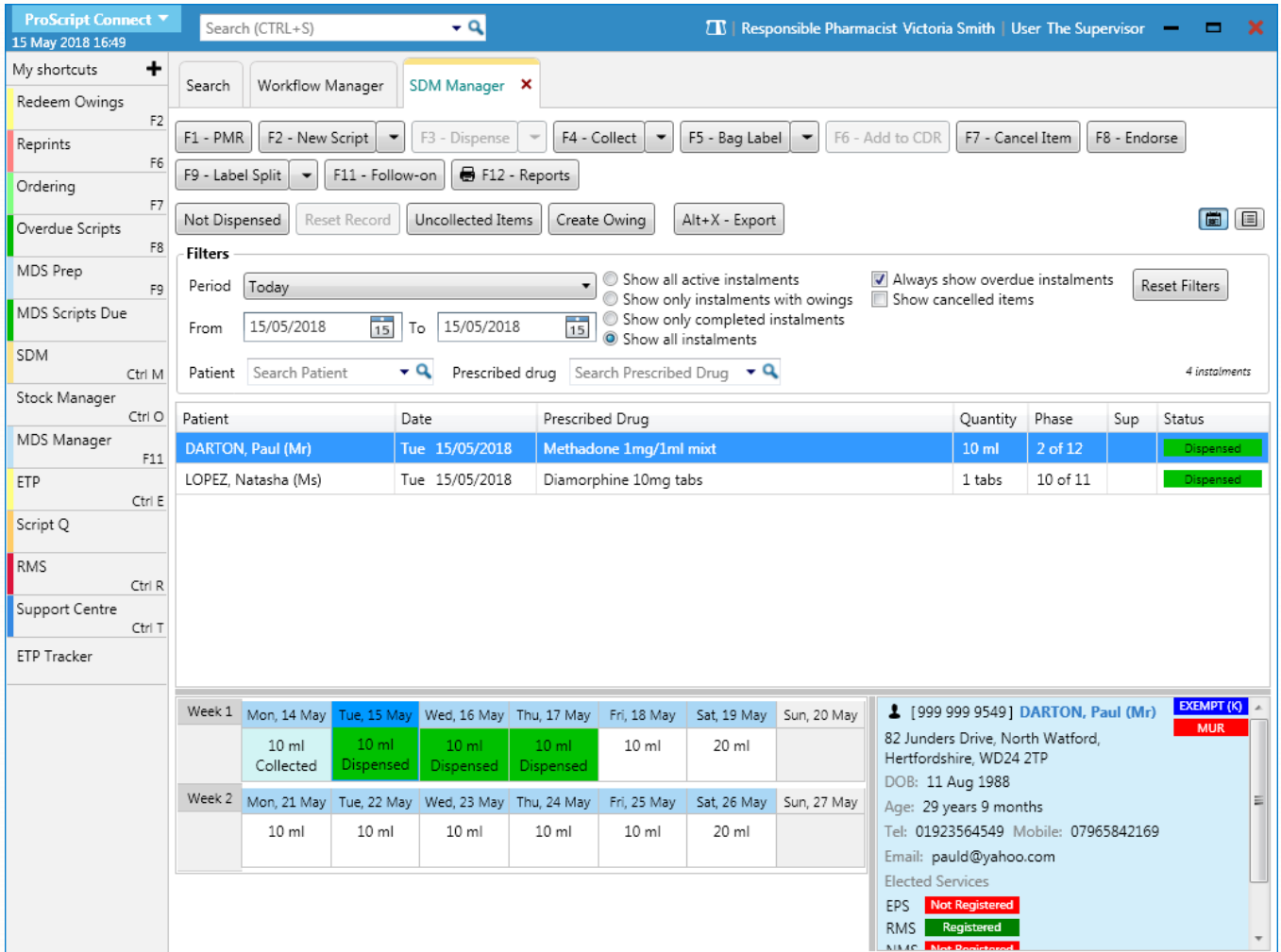
Processing the Next Instalment

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.

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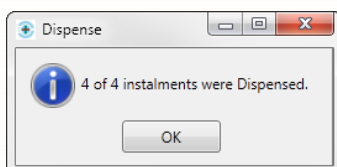
3. The Batch Dispensing window is displayed. If all required dispensing has been complete, close the window by selecting the **[Close]** button.
4. The SDM Manager is displayed, where the processed instalments are marked as <mark>Dispensed</mark>.

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

Revision History

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

Contact us

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