

Dispensing a CD Prescription

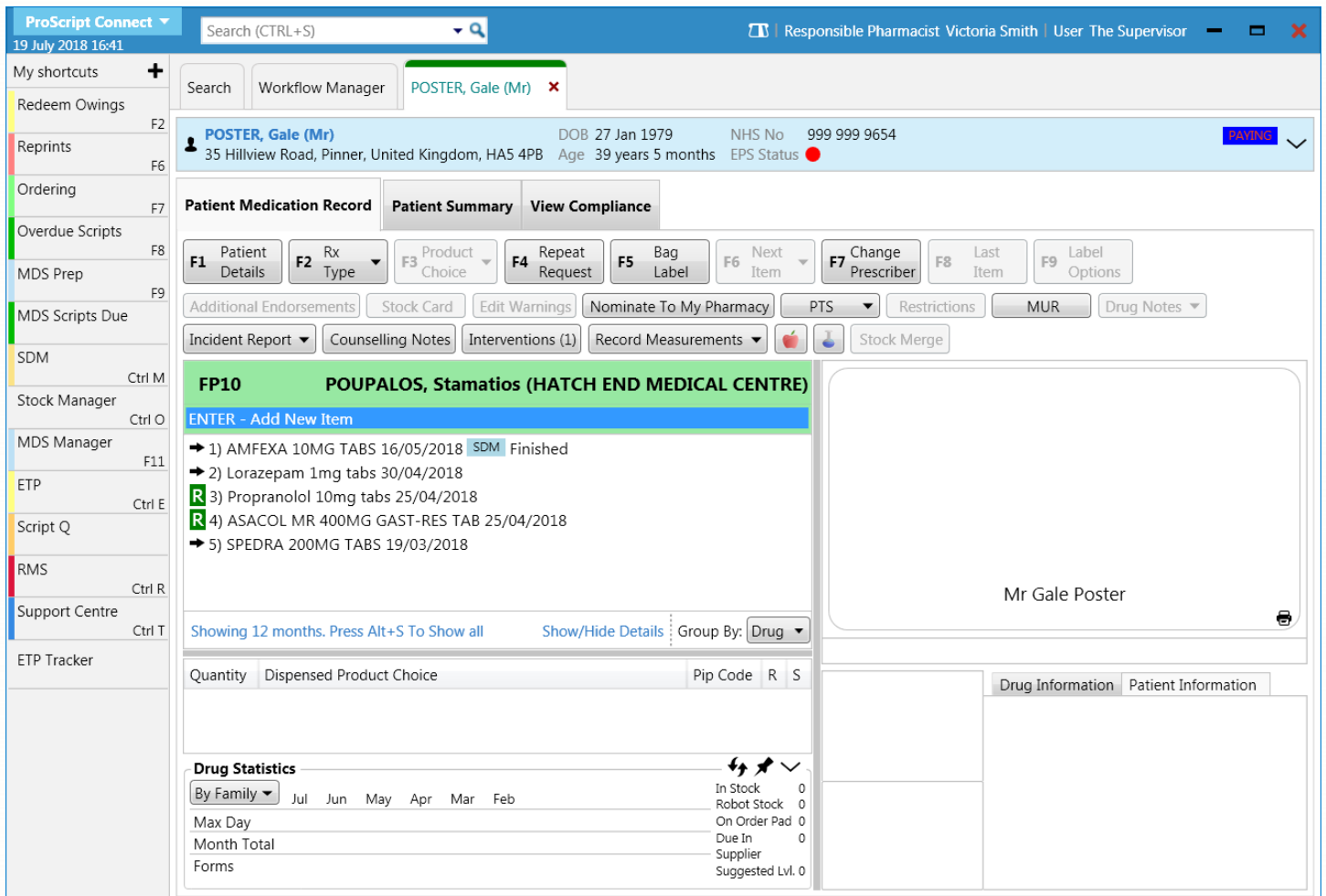


If your CD prescription is already Awaiting Collection, see Marking a CD Entry as Collected or Marking Batch CD Entries as Collected.

From the CDR Dispensed Goods screen, you can choose to mark your CD prescription as Awaiting Collection or Collected. Only once the item is marked as Collected will an entry be written to the CD Register.

Dispensing the Prescription

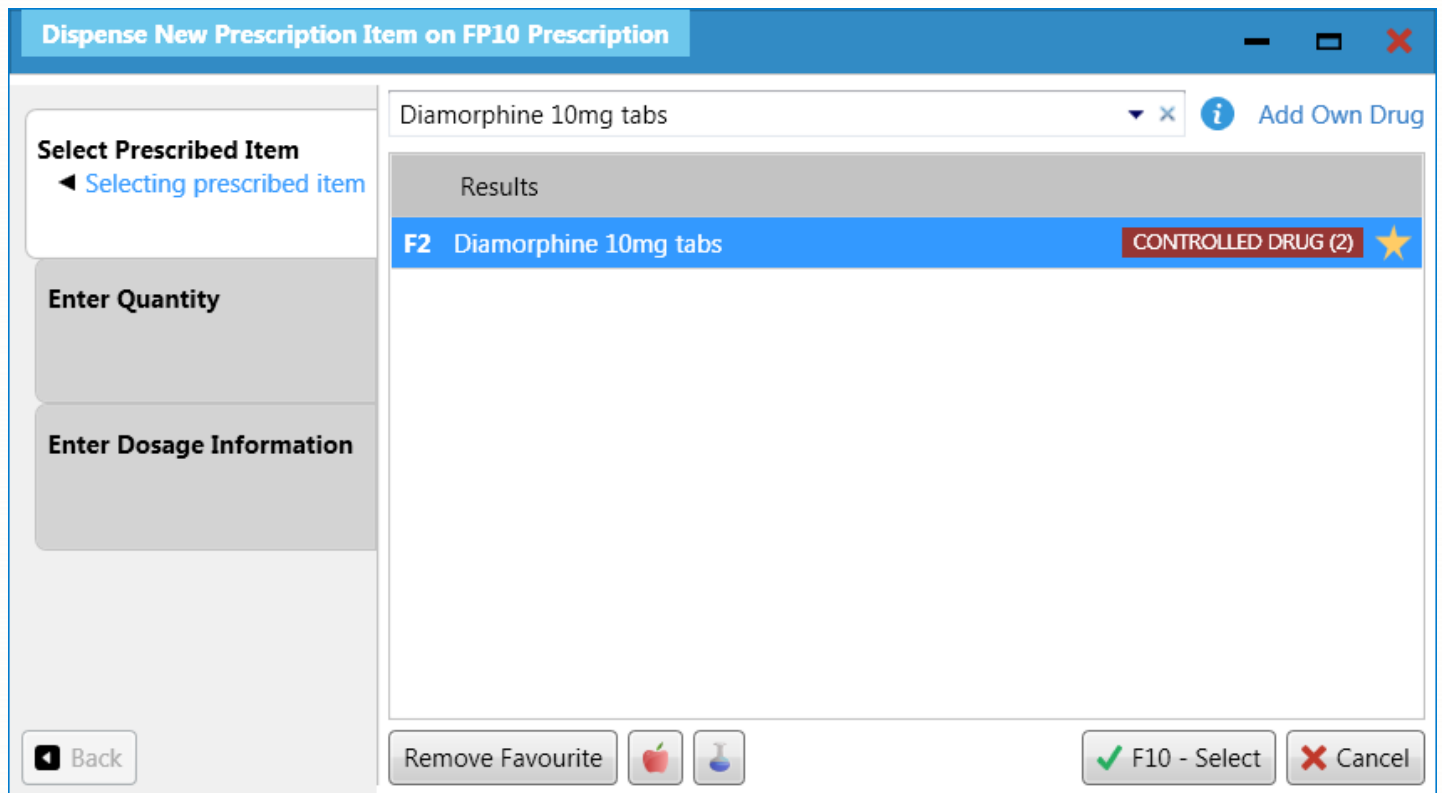
- To begin, search for, locate and select the patient from the ProScript Connect Search Screen.
- The patient's PMR opens in a new tab. Highlight the *ENTER – Add New Item* text in the first quadrant and press **[ENTER]** on the keyboard.





The screenshot displays the ProScript Connect interface for a patient named POSTER, Gale (Mr). The patient's details include DOB 27 Jan 1979, NHS No 999 999 9654, and address 35 Hillview Road, Pinner, United Kingdom, HA5 4PB. The medication record shows a list of items, with the first item highlighted: "ENTER - Add New Item". Below this, a list of medications is shown, including AMFEXA 10MG TABS, Lorazepam 1mg tabs, Propranolol 10mg tabs, ASACOL MR 400MG GAST-RES TAB, and SPEDRA 200MG TABS. The interface also features various toolbars for managing prescriptions, such as Patient Details, Rx Type, Product Choice, Repeat Request, Bag Label, Next Item, Change Prescriber, Last Item, Label Options, and Drug Statistics.

- The Dispense New Prescription Item window opens. Work through each tab as below;
 - On the *Select Prescribed Item* tab, search for and highlight a prescribed **CONTROLLED DRUG (2)** (or 3 if configured) item, and select the **[F10 – Select]** button.
 - On the *Enter Quantity* tab, enter the *Quantity Required* in the text box and select the **[F10 – OK]** button.

- On the *Enter Dosage Information* tab, enter the dosage code or manually type the dosage instruction into the text box and select the **[F10 – OK]** button.



 If you want to add more than one item to the prescription, select the **[F6 – Next Item]** button and then **[ENTER]** on the keyboard to repeat the process.

 Any warnings and Flash Alerts associated with the item(s) will display as a pop-up window. These are colour-coded classed by severity, and will contain additional details for the items you are dispensing. Once you have read these, you can close the windows by pressing **[F10 – Confirm]**.

Selecting the Dispensed Product Choice

1. The patient's PMR displays, with the item(s) listed in the first quadrant. Highlight *Item 1* and select the **[F3 – Product Choice]** button.

ProScript Connect 19 July 2018 16:49 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS, Support Centre, ETP Tracker

Search: POSTER, Gale (Mr)

Patient: POSTER, Gale (Mr) DOB 27 Jan 1979 NHS No 999 999 9654 Age 39 years 5 months EPS Status ● PAYING

35 Hillview Road, Pinner, United Kingdom, HA5 4PB

Patient Medication Record Patient Summary View Compliance

F1 Patient Details F2 Create Owing F3 Product Choice F4 Change Dose F5 Change Quantity F6 Next Item F7 Add To Order F8 Last Item F9 Label Options F11 Start Again

Additional Endorsements Stock Card Edit Warnings Nominate To My Pharmacy PTS Restrictions MUR Drug Notes Incident Report Counselling Notes Interventions (1) Record Measurements Stock Merge

FP10 POUPALOS, Stamatios (HATCH END MEDICAL CENTRE)

Item 1 - 10 Diamorphine 10mg tabs ND Move Up Delete

ENTER - Add New Item

- ➔ 1) AMFEXA 10MG TABS 16/05/2018 SDM Finished
- ➔ 2) Lorazepam 1mg tabs 30/04/2018
- R 3) Propranolol 10mg tabs 25/04/2018
- R 4) ASACOL MR 400MG GAST-RES TAB 25/04/2018
- ➔ 5) SPEDRA 200MG TABS 19/03/2018

Showing 12 months. Press Alt+S To Show all Show/Hide Details Group By: Drug

Quantity	Dispensed Product Choice	Pip Code	R	S
10	Diamorphine 10mg tabs (100) AURUM (£1.08)	1041136		
	Diamorphine 10mg tabs (100) MARTINDALE (£3.38)	0491191		

Drug Statistics (Consolidated)

By Family

	Jul	Jun	May	Apr	Mar	Feb
Max Day	0.30	0.75	1.54	1.40	0	0
Month Total	0.30	0.91	2.18	2	0	0
Forms	1	4	5	2	0	0

In Stock 0
Robot Stock 0
On Order Pad 0
Due In 0
Supplier
Suggested Lvl. 1

10 Diamorphine 10mg tabs
Take ONE every four hours when required

WARNING: THIS MEDICINE MAY MAKE YOU FEEL SLEEPY. IF THIS HAPPENS, DO NOT DRIVE OR USE TOOLS OR MACHINES. DO NOT DRINK ALCOHOL.

Mr Gale Poster

DT Reimbursement Price: (100) £3.38
BNF Classification: 4.7.2 Opioid analgesics
10/100 Diamorphine 10mg tabs
CD

Drug Information Patient Information

This is a Schedule 2 Controlled Drug. Script is only valid for 28 days. OUT of POCKET EXPENSES are NOT allowed.
This is a DT Part VIII A Category A drug. Cannot claim broken bulk unless the reimbursement price of the smallest pack size listed in the DT is equal to or more than £50.

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 **[F2 – All on Current Line]** button to move the *Quantity* to the correct line, if required.
3. Save any changes by selecting the **[F10 – OK]** button.

Choose Item(s) to Dispense

F2 - All on Current Line F3 - Distribute Evenly

Total Quantity: 10

Quantity	Dispensable Items	Pip Code	R	S
	Diamorphine 10mg tabs (100) AURUM (£1.08)	1041136		
10.00	Diamorphine 10mg tabs (100) MARTINDALE (£3.38)	0491191		
	Diamorphine 10mg tabs (100) VIRTUAL GENERIC	5015003		

Drug Notes

F10 - OK Cancel

4. Repeat this process for all Items on the PMR if required.

Endorsing the Prescription

1. The patient's PMR displays. Prior to saving, ensure you print the correct number of labels by pressing **[F9 – Label Options]**.



If required, you can amend the prescriber details using the **[F7 – Change Prescriber]** button. This will update the prescriber in the Patient Details Form.

2. To endorse the prescription, select the **[F8 – Last Item]** button.
3. The Prescription Type preview displays. Confirm the details, add the *Prescription Date* and select the **[F10 – Save]** button.



For an NHS prescription, the *Prescription Date* is the later of either the date on which the prescription was signed, or a date indicated by the appropriate practitioner as the date before which it should not be dispensed. For private prescriptions, the *Prescription Date* will always be the date on which it was signed.

Prescription Type: FP10 dispensed on 19/07/2018 at 16:41

EMISWebCR1 50002 Fulford Grange, Micklefield Lane, Rawdon Leeds Yorkshire LS19 6BA FA773	DOB 27/01/1979 Age 39 years 5 months	POSTER, Gale (Mr) 35 Hillview Road Pinner United Kingdom HA5 4PB [999 999 9654]
1. 10/100 Diamorphine 10mg tabs CD	10 Diamorphine 10mg tabs Take ONE every four hours when required	10
Paying Patient <input type="checkbox"/> Evidence Seen Professional Fees 1	POUPALOS, Stamatios HATCH END MEDICAL CENTRE HATCH END HEALTH CENTRE 577 UXBRIDGE ROAD HATCH END, PINNER MIDDLESEX HA5 4RD	

Prescription Date * i 19/07/2018 15

Requires Attention Prescription notes

F7 - Don't Print Labels
 F8 - Don't Endorse
 Alt+F10 - Same Patient Next Script

Print Bag Label
 Prescription is clinically checked
 RD Script

F2 - Compare
✓ F10 - Save
✗ Cancel

Completing the CDR Dispensed Goods Form

The CDR Dispensed Goods Form displays with several sections completed based on the information you've already entered, such as the *Patient Details* and *Dispensing and prescriber details*.

The screen shot below is to see an example of the CDR Dispensed Goods window completed as Awaiting Collection and Collected.

Awaiting Collection
— □ ×

Signed Order/Requisitions Purpose of requisition * Profession/Occupation *

Patient Details

Patient Name: * POSTER, Gale (Mr)

Patient Address: * 35 Hillview Road
Pinner
United Kingdom
HA5 4PB

Dispensing and prescriber details

Prescribed Drug * i

Dispensed Drug * i

Dispensed quantity *
(Total Unit(s))

Prescriber Name * POUPALOS, Stamatios
HATCH END MEDICAL CENTRE Search Prescriber

Drug Expiry Date Batch Number Quantity F2 - Add More

Dispenser Details

Name * Role * Registration No *

Date * Time *

Current CDR Stock Balance

CDR Balance Pack(s) Units Total Units

NOTE: This is the current CDR Balance, prior to collection.

Collection Details

Collected Collection Date Collection Time Supervised

Known to Pharmacist ID Requested ID Supplied ID Type

Collected by Patient Representative Collected by Health Care Professional

Name Relationship

Address

CDR Balance adjustment

✓ F10 - Save as Awaiting Collection

✗ Cancel

CDR Dispensed Goods **Collected**

Signed Order/Requisitions Purpose of requisition * Profession/Occupation *

Patient Details

Patient Name: * POSTER, Gale (Mr)
 Patient Address: * 35 Hillview Road
 Pinner
 United Kingdom
 HA5 4PB

Dispensing and prescriber details

Prescribed Drug * i
 Dispensed Drug * i
 Dispensed quantity *
 (Total Unit(s))
 Prescriber Name * Search Prescriber
 Drug Expiry Date Batch Number Quantity F2 - Add More

Dispenser Details

Name * Role * Registration No *
 Date * Time *

Current CDR Stock Balance

CDR Balance Pack(s) Units Total Units

NOTE: This is the current CDR Balance, prior to collection.

Collection Details

Collected Collection Date Collection Time Supervised
 Known to Pharmacist ID Requested ID Supplied ID Type
 Collected by Patient Representative Collected by Health Care Professional
 Name Relationship
 Address

CDR Balance adjustment

F10 - Save to CD Register Cancel JuxtaposeJS

Field/Section	Description
Signed order transfer / Requisition	<p>If your CDs are to be collected as part of a signed order or requisition, select the <i>Signed Order/Requisitions</i> tick box. This will;</p> <ul style="list-style-type: none"> ○ Enable the <i>Purpose of requisition</i> and <i>Profession/Occupation</i> fields which you must complete ○ Change the Patient Details section to a Recipient Details section ○ Change the <i>Collected by Patient Representative</i> option to <i>Collected by Recipient</i> in the <i>Collection Details</i> section, which will automatically be ticked once the <i>Collected</i> box is marked and will require manual completion of the recipient <i>Name, Relationship</i> to the patient and <i>Address</i>.
Patient Details/ Recipient Details	<p>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.</p>
Dispensing and prescriber details	<p>The drug and prescriber details are pre-populated with the details entered when entering the new script. The prescriber details can be amended here, if required, by using the [Search Prescriber] button. Updating the prescriber here will not update the patient's PMR.</p>
Dispenser Details	<p>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.</p>
Current CDR Stock Balance	<p>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.</p>
Collection Details	<p>This section should only be completed if your patient is collecting their medication now. You can enable the <i>Collection Details</i> section by selecting the <i>Collected</i> tick box and;</p> <ul style="list-style-type: none"> ○ Edit the <i>Collection Time</i> with the time of collection. This cannot be a future time, or a time before the dispensing event took place if both dispensing and collection occur on the same day. ○ Select whether the item was <i>Supervised</i>, in which case the recipient is considered to be the patient. Selecting that the items were collected by a <i>Patient Representative</i> or <i>Health Care Professional</i> after ticking the <i>Supervised</i> box will deselect and disable this field. You cannot select this field if this is a signed order/requisition. ○ Select whether the recipient is known to the pharmacist, if ID has been requested, if ID has been supplied, and if supplied, enter which type of ID was supplied e.g. Driving License ○ Select whether the item was collected by a Patient Representative or Health Care Professional. This will disable the <i>Supervised</i> tick box. If this is a signed order/requisition, <i>Collected by Recipient</i> will replace the <i>Collected by Patient Representative</i> option and will be selected by default. ○ If selected, enter the Patient Representative, Health Care Professional or Recipient's <i>Name, Relationship</i>, and <i>Address</i>.



If you want to save the item as awaiting collection, deselect the *Collected* tick box in the *Collection Details* section.



If there is no CDR balance available for the item and you attempt to save the entry as *Collected*, the system will advise that you will not be able to do this, and will highlight the item's current CDR balance. You can adjust the CDR balance from the CDR Dispensed Goods form by clicking [**CDR Balance adjustment**] and pressing [**F9 – Edit Balance**].



If you do adjust the CDR balance, an alert may appear if attempting to save the CD entry as *Collected* to the CD Register. This will advise that the *Collection Time* must be after the latest CDR balance adjustment. The alert will also provide the date and time the latest adjustment was completed. In this instance, ensure that the *Collection Time* is updated to reflect the actual collection time, which will most likely be the current/system time and only a minute or two greater than the time that is currently entered in this field. This will ensure that the CD Register entry for both the balance adjustment and collection event is displayed correctly, by order of events.

Saving the CDR Dispensed Goods Form

1. Once any required changes have been made, you can save the CDR Dispensed Goods form by;
 - Using the [**F10 – Save as Awaiting Collection**] button if no *Collection Details* have been entered. This will add an entry to the *Items Awaiting Collection* tab of the CDR Manager.
 - Using the [**F10 – Save to CD Register**] button if *Collection Details* have been completed.
2. ProScript Connect will generate the endorsement, label(s), and bag label.
3. You are returned to the ProScript Connect Search Screen.

CD Register Entry

Marking CD entries as collected is an event that will write an entry into the CD Register which can be viewed when printing and/or exporting a CD Register report and will display;

- The *Date Supply received or date supplied* column populated with;
 - The date and time the event occurred
 - A unique CDR ID
 - The pack size and unit of measure of the CD
 - Name, role and registration number of the user
- The *Name and address of person or firm supplied* column populated with the patient, or signed order transfer/requisition details
- The *Details of authority to possess* column populated with the prescriber details, if applicable
- The *Person collecting controlled drug* column populated with either the patient, recipient, health care professional or patient representative name and address
- If *proof of identity was requested* and if *proof of identity was provided*
- The *Quantity Supplied* i.e. The *Dispensed quantity* figure entered within the CDR Dispensed Goods window
- The total running *Balance* after the event
- *Notes* describing the event, which could include;

- Details of ID provided and if the person collecting the CD(s) was known to the pharmacist
- Signed order transfer/requisition details
- Prescription serial number and instalment X of Y details (SDM only)
- Owing status

Report Preview

CD Register

From: 02/03/2018 To: 02/03/2018
 Drug Class: Methadone Name/Brand: Methadone 1mg/1ml oral soln (500ml) T&R Strength: 1mg/1ml Form: oral soln

Date Supply received or date supplied	Received		Supplied					Balance	Notes	
	Name and address from whom received	Quantity Received	Name and address of person or firm supplied	Details of authority to possess; prescriber or licence holder's details	Person collecting schedule 2 controlled drug (patient / patient's rep / healthcare professional) and if healthcare professional, name and address	Was proof of identity requested of patient's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)			Quantity Supplied
02/03/2018 15:32 CDR ID: 891 Pack Size: 500 ml Name: Victoria Smith Role: Pharmacist RegNo: 1234567			HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR	LEVISON, WB CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG RegNo: G8601416	Patient: HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR	Yes	Yes	100.00	5,390.00	Known To Pharmacist ID: Driving License
02/03/2018 15:34 CDR ID: 892 Pack Size: 500 ml Name: Victoria Smith Role: Pharmacist RegNo: 1234567			Signed Order/ Requisition Michael Boughton 24/7 Pharmacy, 124 High Street, Hemel Hempstead, HP1 9LP		Patient Recipient: Michael Boughton Relationship: Hemel branch Pharmacist 24/7 Pharmacy, 124 High Street, Hemel Hempstead, HP1 9LP	No	No	1,000.00	4,390.00	Purpose of Requisition: Branch transfer Profession/ Occupation: Pharmacist Known To Pharmacist
02/03/2018 15:39 CDR ID: 893 Pack Size: 500 ml Name: Victoria Smith Role: Pharmacist RegNo: 1234567			PETERS, Ryan (Mr) 42 Hunters Close Watford Hertfordshire WD19 9RF	BROWNFIELD MON, Mark KINGS LANGLEY SURGERY KINGS LANGLEY SURGERY THE NAP KINGS LANGLEY HERTFORDSHIRE WD4 8ET RegNo: G9311154	Patient: PETERS, Ryan (Mr) 42 Hunters Close Watford Hertfordshire WD19 9RF	Yes	Yes	100.00	4,290.00	Serial Number: ADDED: 02-03-18 15:38:15.84 Instalment 1 of 12 ID: Passport

100 %

Revision History

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

Contact us

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