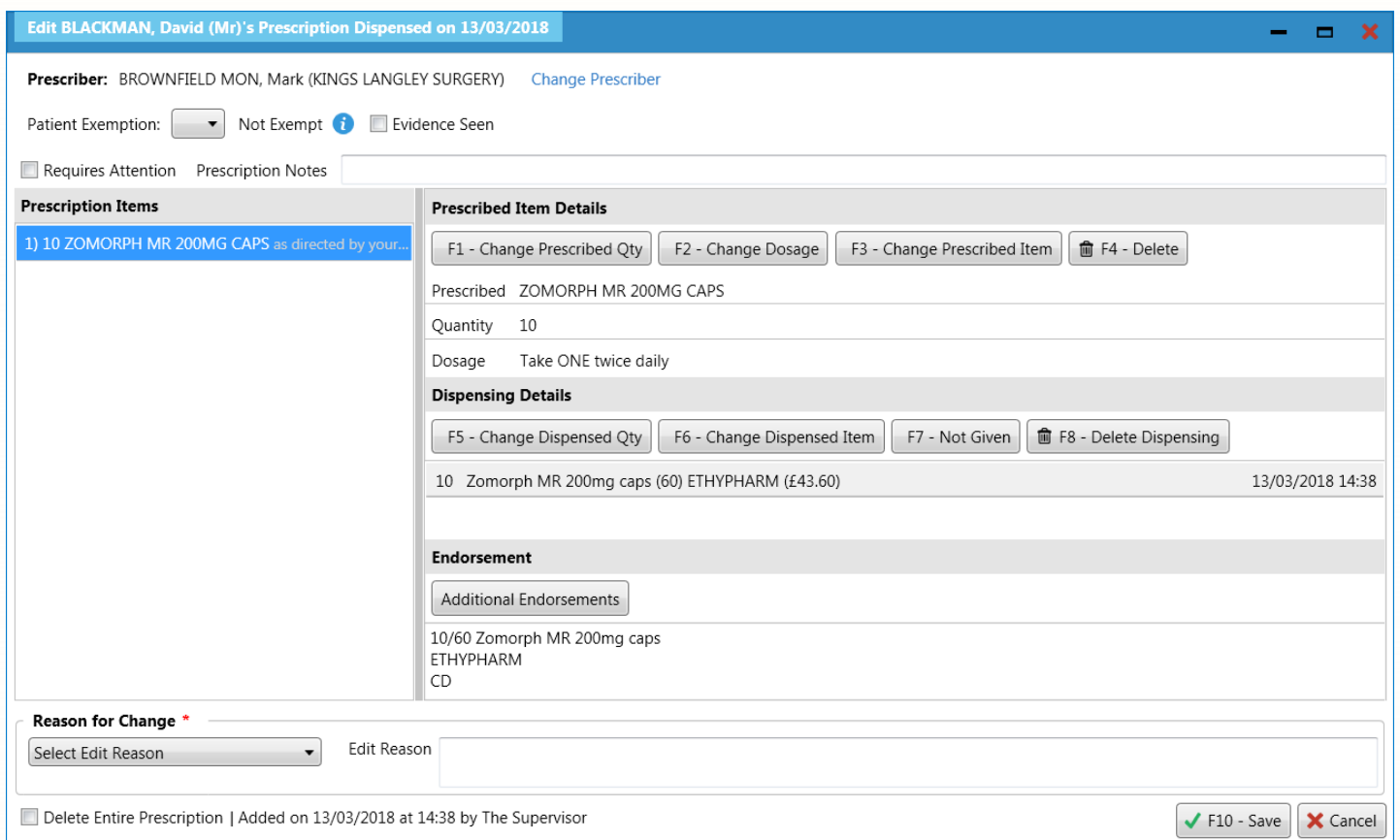


# Editing CD Prescriptions

Editing dispensed prescriptions enables you to change details such as the prescriber, patient exemption and details pertaining to the prescribed and dispensed item(s), including deleting lines or marking items as Not Given.

You can locate the Edit Prescription window from Reprints or the PMR following one of the steps below:

- Open Reprints either from the ProScript Connect Main Menu, the shortcuts bar, or by pressing **[F6]**, highlight your patient and press **[Edit Script]**
- Open the patient's PMR by [searching for and selecting the patient](#) from the ProScript Connect Main Screen, highlight the prescribed item and click **Edit Rx**



**Edit BLACKMAN, David (Mr)'s Prescription Dispensed on 13/03/2018**

**Prescriber:** BROWNFIELD MON, Mark (KINGS LANGLEY SURGERY) [Change Prescriber](#)

Patient Exemption:  Not Exempt [i](#)  Evidence Seen

Requires Attention Prescription Notes

**Prescription Items**

1) 10 ZOMORPH MR 200MG CAPS as directed by your...

**Prescribed Item Details**

Prescribed ZOMORPH MR 200MG CAPS

Quantity 10

Dosage Take ONE twice daily

**Dispensing Details**

10 Zomorph MR 200mg caps (60) ETHYPHARM (£43.60) 13/03/2018 14:38

**Endorsement**

10/60 Zomorph MR 200mg caps  
ETHYPHARM  
CD

**Reason for Change \***

Select Edit Reason  Edit Reason

Delete Entire Prescription | Added on 13/03/2018 at 14:38 by The Supervisor

# Editing Prescriptions Awaiting Collection

The process of editing prescriptions where controlled drugs are Awaiting Collection does not differ from core behaviour. You can use all the Edit Prescription features as normal, and any changes made will automatically refresh on the *Items Awaiting Collection* tab of the CDR Manager. No records will be written to the CD Register.

ProScript Connect 07 August 2018 08:55 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R), Support Centre (Ctrl T), ETP Tracker

Search Workflow Manager CDR Manager

Warning: It is illegal to tamper with any records in the Controlled Drugs Register.

Weekly Balance Items Awaiting Collection Expired Stock Patient Return Inspector Log

F1 - Add New CD Entry F2 - Add as Collected to CDR F4 - Batch Add as Collected to CDR F5 - Cancel Uncollected Item F8 - CD Register Report

Reports

Filters

Period: All Dates Patient: Search Patient Use Drug Class

From: Select a date 15 To: Select a date 15 Dispensed Drug: Search Drug Show expired prescription(s) only

Prescription that will expire by: Select a date 15

Dispensed Date	Prescription Expiry	Patient	Dispensed Drug	Prescribed Quantity	Dispensed Quantity
06/08/2018 10:58	03/09/2018	POSTER, Gale (	Methadone 1mg/1ml oral soln (100ml) ROSE 1 of 10	140.00	10.00

Prescribed Drug: Methadone 1mg/1ml mixt

Name: Victoria Smith

Role: Pharmacist

Registration No: 25051988

Expiry Date:

Batch Number:

[999 999 9654] POSTER, Gale (Mr)

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

DOB: 27 Jan 1977

Age: 41 years 6 months

Tel: 02081519845

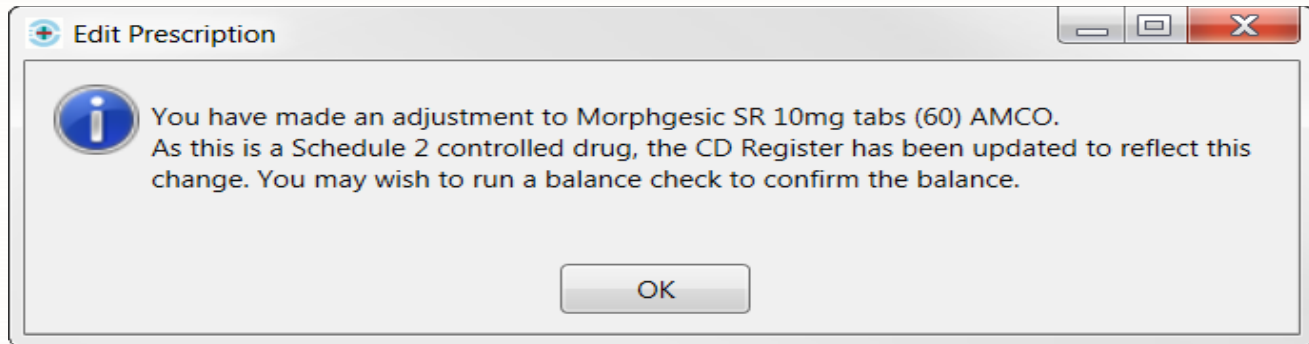
Mobile: 07816848946

CARER 1 OWING PAYING MUR A

Last modified: 07/08/2018 08:55:54 by The Supervisor Total Records 1

## Editing Collected Prescriptions

Once controlled drugs have been marked as Collected, you can use all the Edit Prescription features as normal, however an adjustment entry may be written to the CD Register report depending on the edit made. In instances where the CD Register has been updated, an Edit Prescription pop-up will display with varying details depending on the edit(s) you have made. The pop-up will confirm the CD Register has been updated, and advises you to run a balance check to confirm the balance.



Entries written to the CD register will refer to an Original CDR ID (the CDR ID of the first collection event) with details populated in the register that reflect your edit, including the *Reason for Change* you have selected, and any notes entered within the *Edit Reason* field.

Click on the expandable headings below for more details on how each edit impacts the CD Register. Once you have made your changes, press **[F10 – Save]**.

**Edit Prescriber**

---

**Edit Patient Exemption Status**

---

**Mark Evidence as Seen**

---

**Mark the Prescription as Requires Attention**

---

**Add Prescription Notes**

---

**Change the Prescribed Quantity**

---

**Change the Prescribed Dosage**

---

**Change the Prescribed Item**

---

**Delete/Restore the Prescribed Item**

---

**Change the Dispensed Quantity**

---

**Change the Dispensed Item**

---

**Mark a Dispensed Item as Not Given/Given**

---

**Delete/Restore the Dispensed Item**

---

**Add Additional Endorsements**

---

**Delete the Entire Prescription**

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