

## Manually Adding a New CD Entry



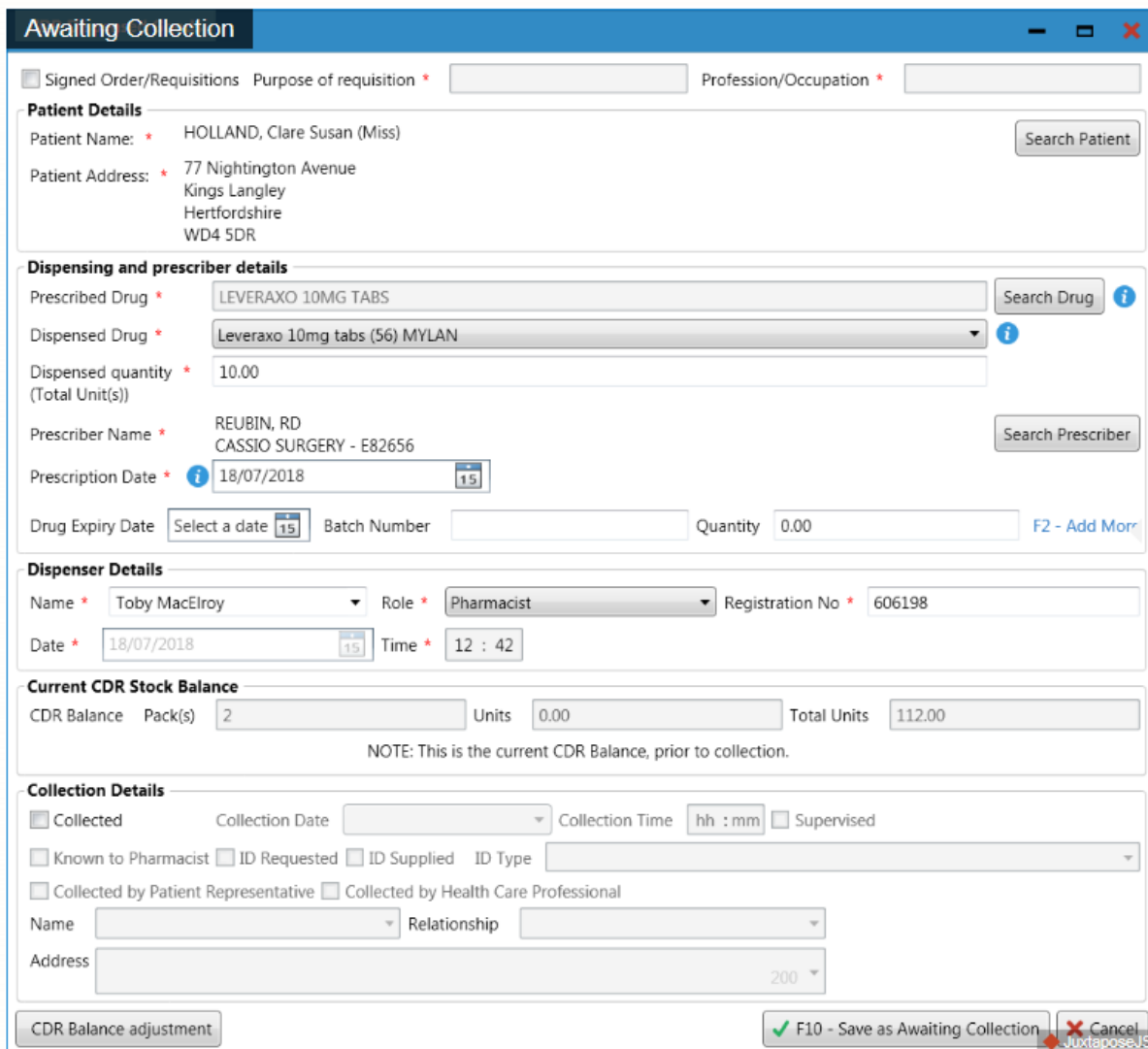
If your CD entry is already Awaiting Collection, see [Marking a CD Entry as Collected](#) or [Marking Batch CD Entries as Collected](#).

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

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 *Items Awaiting Collection* tab and select the **[F1 – Add New CD Entry]** button. A blank CDR Dispensed Goods window displays.

## Completing the CDR Dispensed Goods Screen

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



The screenshot displays the 'Awaiting Collection' window for a CDR Dispensed Goods entry. The form is filled with the following information:

- Patient Details:** Patient Name: HOLLAND, Clare Susan (Miss); Patient Address: 77 Nightington Avenue, Kings Langley, Hertfordshire, WD4 5DR.
- Dispensing and prescriber details:** Prescribed Drug: LEVERAXO 10MG TABS; Dispensed Drug: Leveraxo 10mg tabs (56) MYLAN; Dispensed quantity: 10.00; Prescriber Name: REUBIN, RD, CASSIO SURGERY - E82656; Prescription Date: 18/07/2018.
- Dispenser Details:** Name: Toby MacElroy; Role: Pharmacist; Registration No: 606198; Date: 18/07/2018; Time: 12 : 42.
- Current CDR Stock Balance:** CDR Balance: 2; Units: 0.00; Total Units: 112.00. Note: This is the current CDR Balance, prior to collection.
- Collection Details:** Collected: ; Collection Date: [dropdown]; Collection Time: hh : mm; Supervised: ; Known to Pharmacist: ; ID Requested: ; ID Supplied: ; ID Type: [dropdown]; Collected by Patient Representative: ; Collected by Health Care Professional: ; Name: [dropdown]; Relationship: [dropdown]; Address: [text field]; CDR Balance adjustment: [text field].

Buttons at the bottom include 'CDR Balance adjustment', 'F10 - Save as Awaiting Collection', and 'Cancel'.

CDR Dispensed Goods
Collected

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

**Patient Details**  
 Patient Name \* HOLLAND, Clare Susan (Miss) Search Patient  
 Patient Address \* 77 Nightington Avenue  
 Kings Langley  
 Hertfordshire  
 WD4 5DR

**Dispensing and prescriber details**  
 Prescribed Drug \* LEVERAXO 10MG TABS Search Drug  
 Dispensed Drug \* Leveraxo 10mg tabs (56) MYLAN i  
 Dispensed quantity \* 10.00  
 (Total Unit(s))  
 Prescriber Name \* REUBIN, RD  
 CASSIO SURGERY - E82656 Search Prescriber  
 Prescription Date \* 18/07/2018 15  
 Drug Expiry Date  Select a date 19 Batch Number  Quantity 0.00 F2 - Add More

**Dispenser Details**  
 Name \* Toby MacElroy Role \* Pharmacist Registration No \* 606198  
 Date \* 18/07/2018 15 Time \* 12 : 42

**Current CDR Stock Balance**  
 CDR Balance Pack(s) 2 Units 0.00 Total Units 112.00  
 NOTE: This is the current CDR Balance, prior to collection.

**Collection Details**  
 Collected Collection Date 18/07/2018 Collection Time 12 : 44  Supervised  
 Known to Pharmacist  ID Requested  ID Supplied ID Type Driving license  
 Collected by Patient Representative  Collected by Health Care Professional  
 Name  Relationship   
 Address  200

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"> <li>○ Enable the <i>Purpose of requisition</i> and <i>Profession/Occupation</i> fields which you must complete</li> <li>○ Change the Patient Details section to a Recipient Details section, which you can free-type or select the <b>[Search Recipient]</b> button to select another patient</li> <li>○ 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</i>, <i>Relationship</i> to the patient and <i>Address</i>.</li> </ul>
Patient Details/ Recipient Details	<p>Select the <b>[Search Patient]</b> button to search for, locate and select a patient record that already exists on your system. From the Select Patient window that opens, you can select <b>F1 – Add Patient</b> if the patient does not already exist. Manually adding an item in the CDR Dispensed Goods window does not create a record on the patient’s</p>

	<p><u>PMR</u>. If you have selected the <i>Signed Order/Requisitions</i> tick box, you will see <i>Recipient Details</i> and a <b>[Search Recipient]</b> button.</p>
<p>Dispensing and prescriber details</p>	<p>This section allows you to select and/or enter the drug and prescriber details.</p> <ul style="list-style-type: none"> <li>○ Select the <b>[Search Drug]</b> button to search for, locate and select the <i>Prescribed Drug</i>, this will activate the <i>Dispensed Drug</i> drop-down menu for selection and will allow you to add the <i>Dispensed Quantity</i> in units.</li> <li>○ Select the <b>[Search Prescriber]</b> button to search for, locate and select the prescriber. Once selected, hovering over the entered prescriber details will display the full address of the prescribing organisation.</li> <li>○ Enter the <i>Prescription Date</i>. For an NHS prescription, the <i>Prescription Date</i> 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 <i>Prescription Date</i> will always be the date on which it was signed.</li> <li>○ Enter the <i>Drug Expiry</i> details if required. Where drugs have multiple expiry dates, you can click the <a href="#">F2 – Add More</a> text to add more <i>Drug Expiry</i> lines. Any lines that have been added incorrectly can be <a href="#">Removed</a>.</li> </ul>
<p>Dispenser Details</p>	<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>
<p>Current CDR Stock Balance</p>	<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 <b>[CDR Balance adjustment]</b> button to adjust the CD Stock Balance for the selected item if required.</p>
<p>Collection Details</p>	<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"> <li>○ 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.</li> <li>○ 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.</li> <li>○ 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</li> <li>○ 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,</li> </ul>

	<p><i>Collected by Recipient</i> will replace the <i>Collected by Patient Representative</i> option and will be selected by default.</p> <ul style="list-style-type: none"><li>○ If selected, enter the Patient Representative, Health Care Professional or Recipient's <i>Name, Relationship, and Address</i>.</li></ul>
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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. 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**

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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. The *Items Awaiting Collection* tab in the CDR Manager displays. If you saved your entry as Awaiting Collection, this will appear within the grid.



Manual entries will not have a *Prescribed Quantity*.

ProScript Connect 18 July 2018 14:38 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

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
18/07/2018 08:58	14/08/2018	HUXLEY, Derek (Mr)	Diamorphine 10mg tabs (100) AURUM 3 of 8	10.00	1.00
18/07/2018 08:58	14/08/2018	PARKER, Nadine (Mrs)	Methodone 1mg/1ml oral soln (100ml) ROSE 3 of 10	140.00	10.00
18/07/2018 14:06	15/08/2018	HOLLAND, Clare Susan (Miss)	Leveraxo 10mg tabs (56) MYLAN		10.00

**Prescribed Drug** LEVERAXO 10MG TABS

**Name** Toby MacElroy

**Role** Pharmacist

**Registration No** 606198

**Expiry Date**

[999 999 9700] **HOLLAND, Clare Susan (Miss)** **PAVING**

77 Nightington Avenue, Kings Langley, Hertfordshire, WD4 5DR

DOB: 05 Jul 1974 Age: 44 years

Mobile: 07886222445

Profile & Characteristics

Last modified: 18/07/2018 14:38:52 by The Supervisor Total Records 3

## 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: 18/07/2018 To: 18/07/2018  
 Drug Class: Oxycodone Name/Brand: Leveraxo 10mg tabs (56) MYLAN Strength: 10mg Form: tabs

Date Supply received or date supplied	Received		Supplied							
	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 / patient's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)	Quantity Supplied	Balance	Notes
18/07/2018 12:44 CDR ID: 579 Pack Size: 56 tablets Name: Toby MacElroy Role: Pharmacist RegNo: 606198			HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR	REUBIN, RD CASSIO SURGERY - E82656 COLNE HOUSE, FIRST FLOOR 21 UPTON ROAD WATFORD HERTFORDSHIRE WD18 0JP RegNo: G9310286	Patient: HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR	Yes	Yes	10.00	102.00	Known To Pharmacist ID: Driving license

100 %

## Revision History

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

## Contact us

For more information contact:  
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