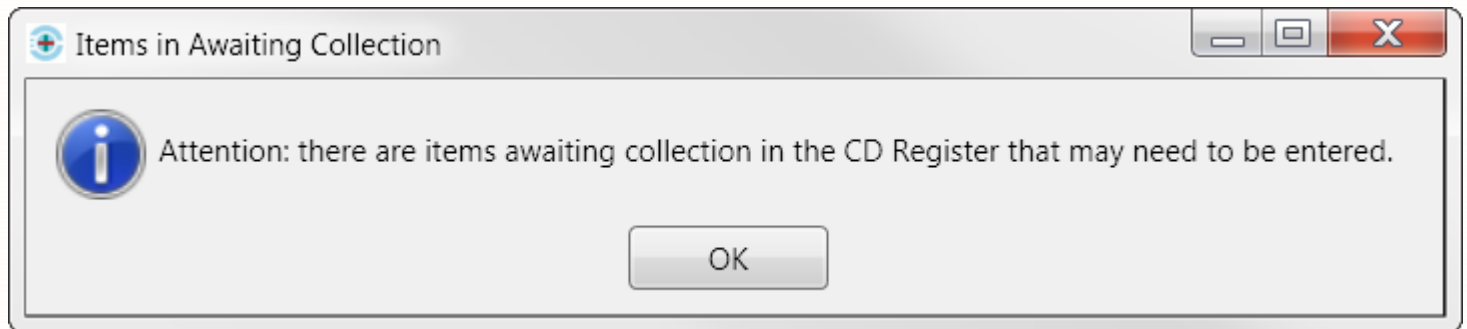



## Marking a CD Entry as Collected

If the *Show Uncollected Warning* application setting in the *CDR Category* within [Edit Application Settings](#) is enabled, each time you start ProScript Connect, the system will display a warning pop-up when there are items awaiting collection. After confirming the warning, you'll need to navigate to the *Items Awaiting Collection* tab of the CDR Manager to update as/when required.



 You can only mark CD entries as collected if they are currently awaiting collection and have not expired.

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, highlight a CD entry awaiting collection in the grid and select the **[F2 – Add as Collected to CDR]** button.

## Non-SDM Prescriptions

If the item you have selected to mark as collected is any prescription type other than an Addict (MDA) SDM instalment, the CDR Dispensed Goods Screen opens with the *Collected* tick box pre-selected within the *Collection Details* section.

## Completing the CDR Dispensed Goods Screen

CDR Dispensed Goods
⌵ ⌵ ✖

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 i

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

**Dispenser Details**

Name \* Toby MacElroy Role \* Pharmacist Registration No \* 606198

Date \* 18/07/2018 15 Time \* 14 : 06

**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 18/07/2018 Collection Time 16 : 28  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

CDR Balance adjustment
✔ F10 - Save to CD Register
✖ Cancel

Field/Section	Description
Patient Details	The patient details are populated with the details entered at the time the entry was saved as awaiting collection and 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 the entry was saved as awaiting collection.
Dispenser Details	The user that saved the entry as awaiting collection, and their role and registration number, are populated by default but can be edited if required. 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 <b>[CDR Balance adjustment]</b> button to adjust the CD Stock Balance for the selected item if required.
Collection Details	<p>This section is enabled, with the <i>Collected</i> tick box already selected. In this section you can;</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, <i>Collected by Recipient</i> will replace the <i>Collected by Patient Representative</i> option and will be selected by default.</li> <li>○ If selected, enter the Patient Representative, Health Care Professional or Recipient's <i>Name, Relationship, and Address</i></li> </ul>



If there is no CDR balance available for the item, the system will advise that you will not be able to save this CD entry as *Collected*, 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 when attempting to save the CD entry to the CD Register advising 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 select the **[F10 – Save to CD Register]** button.
2. You are returned to the CDR Manager where the CD entry has been removed.

## Addict (MDA) SDM Prescriptions



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.

If the item you have selected to mark as collected is an Addict (MDA) SDM instalment, the SDM Confirm Collection window opens, if configured.

Confirm Collection
⌵
⌵
✖

Schedule							
Week 1	Mon, 16 Jul	Tue, 17 Jul	Wed, 18 Jul	Thu, 19 Jul	Fri, 20 Jul	Sat, 21 Jul	Sun, 22 Jul
		1 tablets Collected	1 tablets Collected	1 tablets Dispensed	3 tablets		
Week 2	Mon, 23 Jul	Tue, 24 Jul	Wed, 25 Jul	Thu, 26 Jul	Fri, 27 Jul	Sat, 28 Jul	Sun, 29 Jul
	1 tablets	1 tablets	1 tablets	1 tablets			

**Instalment**

Pharmacist **Ryan Peterson - RegNo: 891002**

Collected On   Quantity

Dispensed Item Diamorphine 10mg tabs (100) AURUM

**Prescriber Details**

LEVISON, WB  
 CALLOWLAND SURGERY  
 THE CALLOWLAND SURGERY 141A LEAVESDEN RC  
 WATFORD  
 HERTFORDSHIRE  
 WD24 5DG

**Patient Details**

[999 999 9670] **HUXLEY, Derek (Mr)** PAYING  
MUR

7 Leavesden Road, Watford,  
 Hertfordshire, WD24 6EE  
 DOB: 06 Nov 1974  
 Age: 43 years 8 months  
 Tel: 01923887889 Mobile: 07778555647  
 Email: derekhuxley@yahoo.co.uk

**Elected Services**

EPS Not Registered  
 RMS Registered  
 NMS Not Registered

**Patient Compliance**  
 Patient Id: 9

 Ensure that the *Collected On* date within the SDM Confirm Collection window is amended if required.

1. Select the Pharmacist, verify the collection details and select the **[F10 – Collect]** button.

## Completing the CDR Dispensed Goods Screen

The CDR Dispensed Goods Screen opens with the *Collected* tick box within the *Collection Details* section pre-selected and disabled.



### CDR Dispensed Goods

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

**Patient Details**

Patient Name: \* HUXLEY, Derek (Mr)  
Patient Address: \* 7 Leavesden Road  
Watford  
Hertfordshire  
WD24 6EE

**Dispensing and prescriber details**

Prescribed Drug \* Diamorphine 10mg tabs   
Dispensed Drug \* Diamorphine 10mg tabs (100) AURUM   
Dispensed quantity \* 1.00  
(Total Unit(s))  
Prescriber Name \* LEVISON, WB  
CALLOWLAND SURGERY

**Dispenser Details**

Name \* Victoria Smith Role \* Pharmacist Registration No \* 25051988  
Date \* 18/07/2018 Time \* 08 : 58

**Current CDR Stock Balance**

CDR Balance	Pack(s)	1	Units	2.00	Total Units	102.00
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NOTE: This is the current CDR Balance, prior to collection.

**Collection Details**

Collected Collection Date 19/07/2018 Collection Time 09 : 02  Supervised  
 Known to Pharmacist  ID Requested  ID Supplied ID Type Passport  
 Collected by Patient Representative  Collected by Health Care Professional  
Name \* Lauren Huxley Relationship \* Wife  
Address \* 7 Leavesdon Road,  
Watford,  
Hertfordshire,  
WD24 6EE 147

Field/Section	Description
Patient Details	The patient details are populated with the details entered at the time the entry was saved as awaiting collection and 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 the entry was saved as awaiting collection.
Dispenser Details	The user that saved the entry as awaiting collection, and their role and registration number, are populated by default but can be edited if required. 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 <b>[CDR Balance adjustment]</b> button to adjust the CD Stock Balance for the selected item if required.
Collection Details	<p>This section is enabled, with the <i>Collected</i> tick box already selected and disabled. In this section you can;</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.</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. <i>Driving License</i></li> <li>○ Select whether the item was collected by a <i>Patient Representative</i> or <i>Health Care Professional</i>. This will disable the <i>Supervised</i> tick box.</li> <li>○ If selected, enter the <i>Patient Representative</i> or <i>Health Care Professional's Name, Relationship, and Address</i></li> </ul>



If there is no CDR balance available for the item, the system will advise that you will not be able to save this CD entry as *Collected*, 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 when attempting to save the CD entry to the CD Register advising 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 select the **[F10 – Save to CD Register]** button.
2. You are returned to the CDR Manager where the CD entry has been removed.

## 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

1 of 2

### 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							
	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
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 Installment 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

For more information contact:  
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