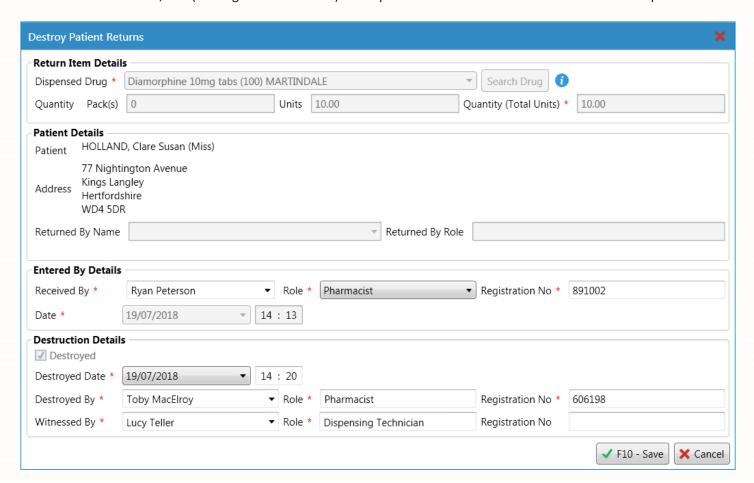


## Marking a CD Patient Return Entry as Destroyed



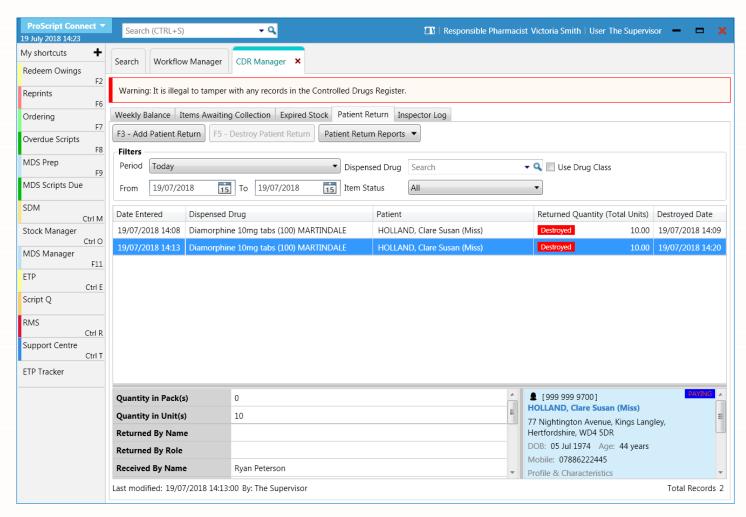
Marking a CD patient return entry as destroyed is irreversible.

- 1. To begin, open the <u>CDR</u> 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 *Patient Return* tab, highlight a CD patient return that has not yet been marked as destroyed and select the **[F5 Destroy Patient Return]** button.
- 3. The Destroy Patient Returns window for the selected entry displays, with the *Destroyed* tick box in the *Destruction Details* section already selected by default and the current date and time pre-populated as the *Destroyed Date*. From here, you must:
  - o Enter the destruction date and time as required. This cannot be a future date or time.
  - Enter the name, role and registration number of the person who destroyed the expired stock
  - o Enter the name, role (and registration number) of the person who witnessed the destruction of the expired stock



- 4. Once all the required details have been entered, select the [F10 Save] button.
- 5. The *Patient Return* tab in the CDR Manager displays, with the patient return entry in the grid marked as Destroyed. This is not written to the CD Register.





## **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	29 <sup>th</sup> April 2019		Joanne Hibbert-Gorst

## **Contact us**

For more information contact: **Telephone: 0344 209 2601** 

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