



Marking a CD SDM Instalment as Dispensed

 We recommend amending the *SDM/ID Script Expiry Days Controlled* [application setting](#) to reflect the duration of your SDM prescription.

When marking a CD Schedule 2 (or Schedule 3 if configured) SDM instalment as dispensed, a CDR trigger will display, prompting you to also add a CD entry marked as awaiting collection.

 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.

[Use the table below to see when CDR triggers will display, and when entries will be recorded in the CD Register when processing an SDM instalment for a CD](#)

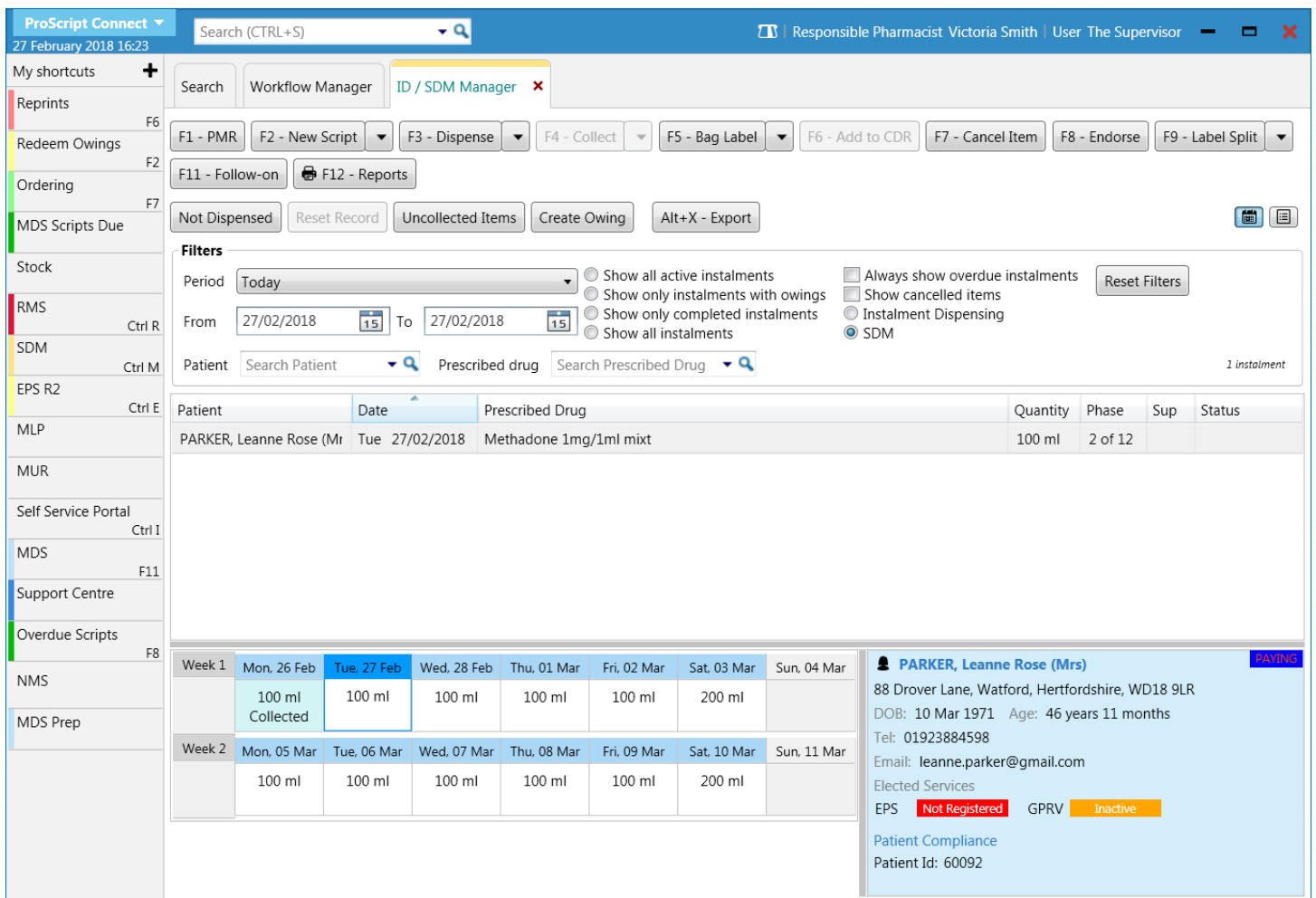
Event Description	CDR Triggers	Items Awaiting Collection	CD Register Entry
Schedule created with all instalments To Be Dispensed	X	X	X
Instalment(s) marked as Dispensed	✓	✓	X
Instalment(s) marked as Collected	✓	X	✓
Instalment(s) status change: 1. From To Be Dispensed to Not Dispensed 2. From To Be Dispensed to Cancelled	X	X	X
Instalment(s) status change: 1. From Dispensed to Not Dispensed 2. From Dispensed to Cancelled	X	X	X
Instalment(s) status change: 1. From Collected to any status	X	<i>Only if status is changed to Dispensed</i>	✓

Locating the SDM Instalment

You can mark instalments as dispensed from either the SDM Manager or the PMR. Use one of the methods below to locate the instalment.

Locating the Instalment in the SDM Manager

1. To begin, open the SDM Manager from the ProScript Connect Main Screen by pressing **[Ctrl+M]**.
2. The SDM Manager displays. Use the available *Filters* to search for, locate and highlight the instalment and select the **[F3 – Dispense]** button.



The screenshot shows the ProScript Connect interface with the SDM Manager open. The top navigation bar includes a search bar and user information. The left sidebar lists various shortcuts like Reprints, Redeem Owings, Ordering, etc. The main area features a toolbar with function keys (F1-F9) and a 'Filters' section. The filters are set to 'Today' for the period, with 'Show all instalments' and 'SDM' selected. Below the filters is a table of instalments:

Patient	Date	Prescribed Drug	Quantity	Phase	Sup	Status
PARKER, Leanne Rose (Mr)	Tue 27/02/2018	Methadone 1mg/1ml mixt	100 ml	2 of 12		

Below the table is a calendar view showing the schedule for Week 1 and Week 2. The patient details panel on the right shows:

- PARKER, Leanne Rose (Mrs)** (PAYING)
- 88 Drover Lane, Watford, Hertfordshire, WD18 9LR
- DOB: 10 Mar 1971 Age: 46 years 11 months
- Tel: 01923884598
- Email: leanne.parker@gmail.com
- Elected Services: EPS (Not Registered), GPRV (Inactive)
- Patient Compliance: Patient Id: 60092

Locating the Instalment in the PMR

1. To begin, **search for and select the patient** from the ProScript Connect Search Screen.
2. The patient's PMR opens in a new tab. Highlight the item marked as **SDM** in the first quadrant, and select *Show/Hide Details*. All the instalment details for the SDM schedule display with their respective statuses.

FP10 **ELIAD, RA (GARSTON MEDICAL CENTRE)**

ENTER - Add New Item

1) Methadone 1mg/1ml mixt 14/05/2018 **SDM** 12 of 12 outstanding Edit Rx View Rx

- 14/05/2018 10:27 - 140 **SDM** 12 of 12 outstanding
 - SDM Script: ADDED: 14-05-18 10:27:31.16
 - 14/05/2018 : 10 - (1 of 12) - To Be Dispensed
 - 15/05/2018 : 10 - (2 of 12) - To Be Dispensed
 - 16/05/2018 : 10 - (3 of 12) - To Be Dispensed
 - 17/05/2018 : 10 - (4 of 12) - To Be Dispensed
 - 18/05/2018 : 10 - (5 of 12) - To Be Dispensed
 - 19/05/2018 : 20 - (6 of 12) - To Be Dispensed
 - 21/05/2018 : 10 - (7 of 12) - To Be Dispensed

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

3. Highlight an instalment marked as *To Be Dispensed* and click **Dispense**.

Selecting the Dispensed Product Choice

1. The SDM Confirm Dispensing window opens and displays the *Dispensed Item* choice as selected by ProScript Connect. If this requires amending, select the **[F8 – Change Item]** button.

Confirm Dispensing

Schedule	Mon, 26 Feb	Tue, 27 Feb	Wed, 28 Feb	Thu, 01 Mar	Fri, 02 Mar	Sat, 03 Mar	Sun, 04 Mar
Week 1	100 ml Collected	100 ml	100 ml	100 ml	100 ml	200 ml	
Week 2	Mon, 05 Mar	Tue, 06 Mar	Wed, 07 Mar	Thu, 08 Mar	Fri, 09 Mar	Sat, 10 Mar	Sun, 11 Mar
	100 ml	100 ml	100 ml	100 ml	100 ml	200 ml	

Prescriber Details

KAHUSIK, Rama
SCHOPWICK SURGERY
EVERETT COURT, ROMELAND
ELSTREE
HERTFORDSHIRE
WD63BJ

Patient Details

PARKER, Leanne Rose (Mrs) PAYING
88 Drover Lane, Watford,
Hertfordshire, WD18 9LR
DOB: 10 Mar 1971
Age: 46 years 11 months
Tel: 01923884598
Email: leanne.parker@gmail.com
Elected Services
EPS Not Registered
GPRV Inactive

Patient Compliance
Patient Id: 60092

Instalment

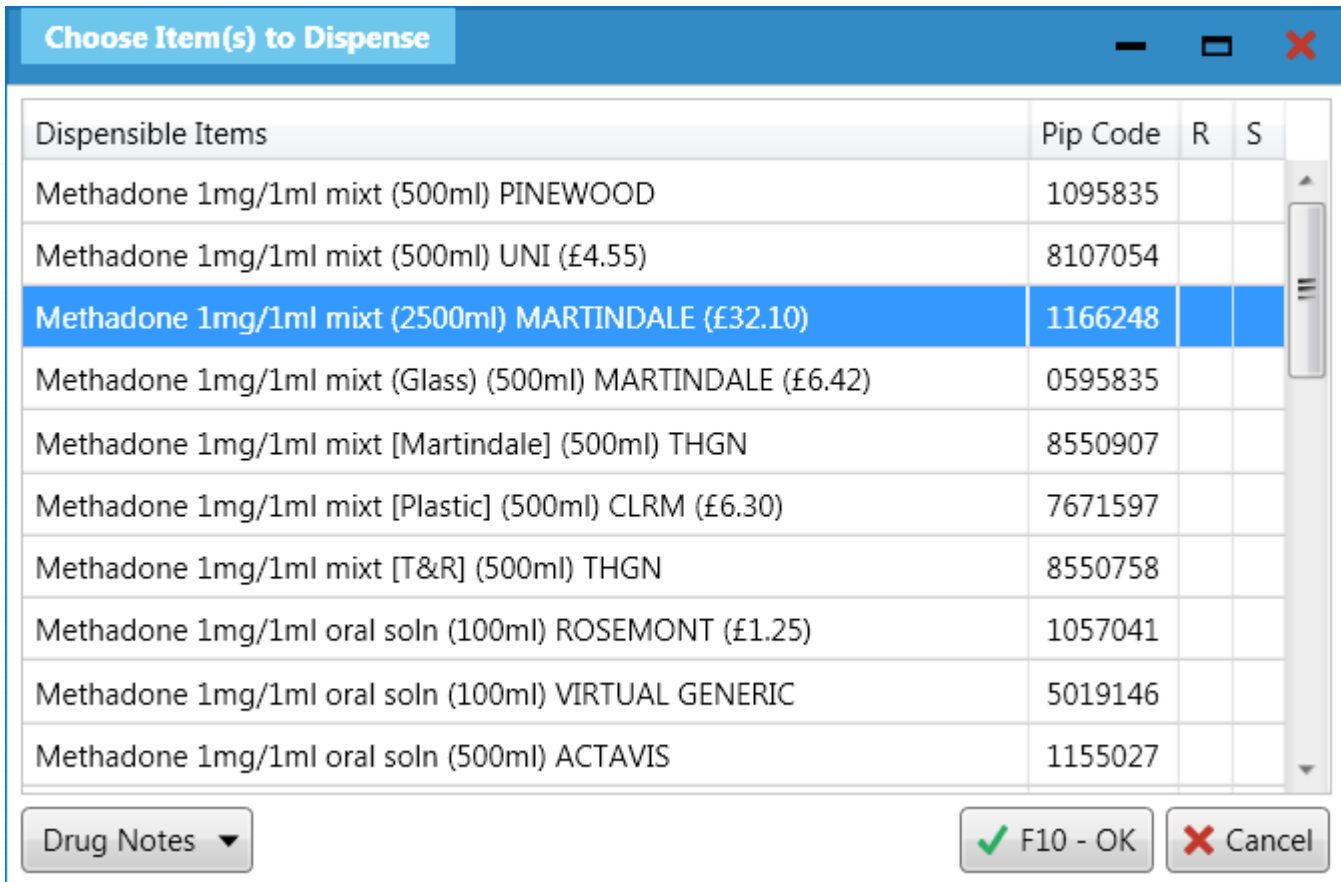
Dispensed At: 27/02/2018 15:16:25 Quantity: 100.000

Label Split: 100 ml F3 - Split

Dispensed Item: Methadone 1mg/1ml mixt (500ml) UNI

F2 - Create Owing F8 - Change Item F10 - Dispense Cancel

- 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 **[F10 – OK]** button.




Dispensable Items	Pip Code	R	S
Methadone 1mg/1ml mixt (500ml) PINEWOOD	1095835		
Methadone 1mg/1ml mixt (500ml) UNI (£4.55)	8107054		
Methadone 1mg/1ml mixt (2500ml) MARTINDALE (£32.10)	1166248		
Methadone 1mg/1ml mixt (Glass) (500ml) MARTINDALE (£6.42)	0595835		
Methadone 1mg/1ml mixt [Martindale] (500ml) THGN	8550907		
Methadone 1mg/1ml mixt [Plastic] (500ml) CLRM (£6.30)	7671597		
Methadone 1mg/1ml mixt [T&R] (500ml) THGN	8550758		
Methadone 1mg/1ml oral soln (100ml) ROSEMONT (£1.25)	1057041		
Methadone 1mg/1ml oral soln (100ml) VIRTUAL GENERIC	5019146		
Methadone 1mg/1ml oral soln (500ml) ACTAVIS	1155027		

Drug Notes ▼

✓ F10 - OK ✗ Cancel

- The SDM Confirm Dispensing window updates to show the updated *Dispensed Item* with the previous drug in a grey font and stricken through. Confirm the dispensing details and edit the Label Split using the **[F3 – Split]** button if required.
- Once confirmed, select the **[F10 – Dispense]** button.

Completing the CDR Dispensed Goods Screen

-  You can only save the dispensed item as Awaiting Collection. If the patient is collecting the item now, you will need to action this after dispensing from either the [SDM](#) or [CDR Manager](#).

CDR Dispensed Goods

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

Patient Details

Patient Name: * PARKER, Leanne Rose (Mrs)

Patient Address: * 88 Drover Lane
Watford
Hertfordshire
WD18 9LR

Dispensing and prescriber details

Prescribed Drug * i

Dispensed Drug * i

Dispensed quantity *
(Total Unit(s))

Prescriber Name * KAHUSIK, Rama
SCHOPWICK SURGERY Search Prescriber

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

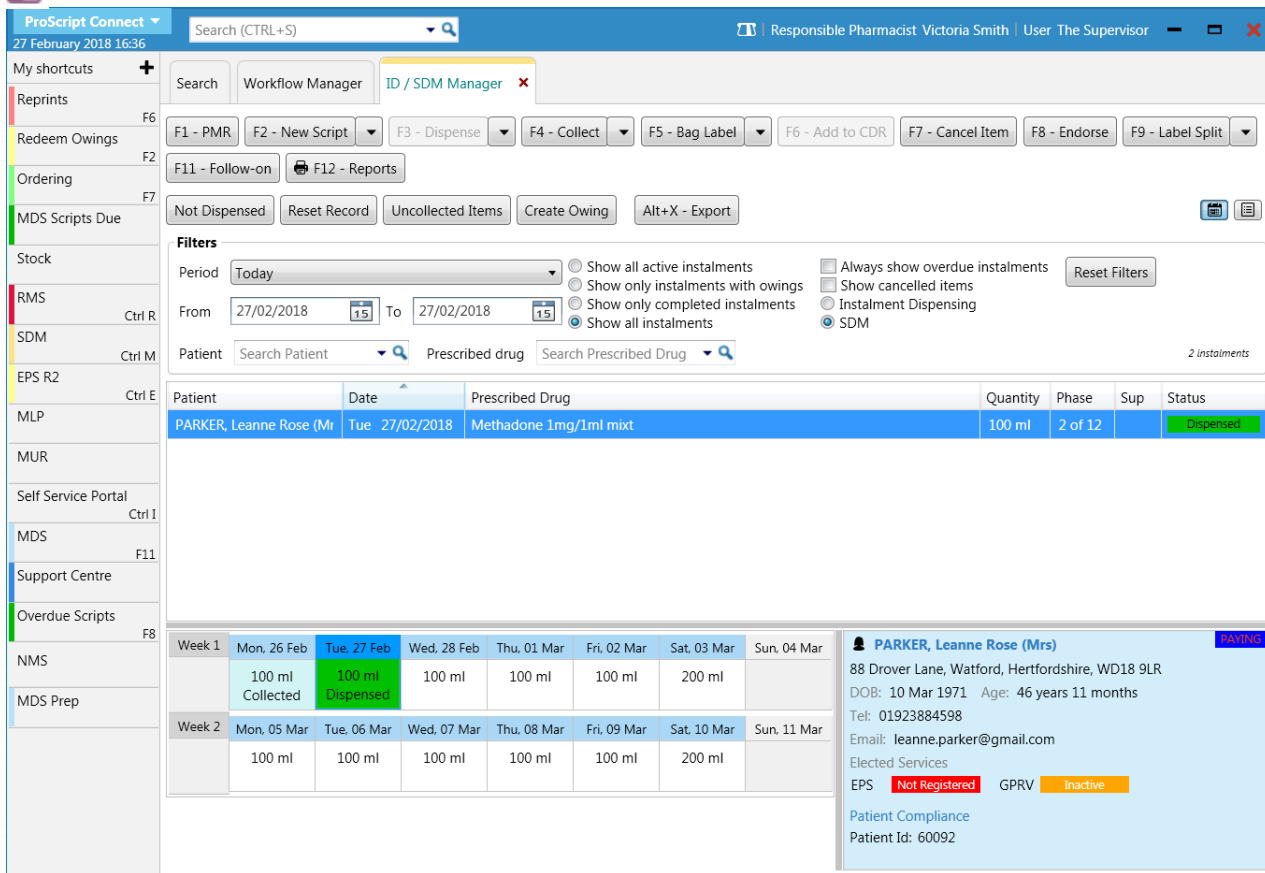
 F10 - Save as Awaiting Collection Cancel

Field/Section	Description
Patient Details	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.
Dispensing and Prescriber Details	The drug and prescriber details are pre-populated with the details entered when entering the new script.
Dispenser Details	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.
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 [CDR Balance adjustment] button to adjust the CD Stock Balance for the selected item if required.
Collection Details	This section is disabled during the dispensing of an SDM instalment for a CD item.

Saving the CDR Dispensed Goods Form

1. Once any required changes have been made, select the **[F10 – Save as Awaiting Collection]** button. This is not written to the CD Register.
2. The system will generate label(s), a bag label (and tracking label if configured).
3. If you located the patient from the SDM Manager, you are returned where your instalment is marked as **Dispensed** or if you located the patient from the PMR, you are returned where you instalment is marked as *Prepared*.

 This will also display in the CDR Manager on the *Items Awaiting Collection* tab.



The screenshot shows the ProScript Connect interface. At the top, it displays the date and time (27 February 2018 16:36) and the user's name (Responsible Pharmacist Victoria Smith). The main area shows a list of filters and a table of medication instalments. The table has columns for Patient, Date, Prescribed Drug, Quantity, Phase, Sup, and Status. One instalment is highlighted: PARKER, Leanne Rose (Mr) on Tue 27/02/2018 for Methadone 1mg/1ml mixt, with a quantity of 100 ml and a status of Dispensed. Below the table, there is a weekly summary and a patient profile for PARKER, Leanne Rose (Mrs).

Week 1	Mon, 26 Feb	Tue, 27 Feb	Wed, 28 Feb	Thu, 01 Mar	Fri, 02 Mar	Sat, 03 Mar	Sun, 04 Mar
	100 ml Collected	100 ml Dispensed	100 ml	100 ml	100 ml	200 ml	
Week 2	Mon, 05 Mar	Tue, 06 Mar	Wed, 07 Mar	Thu, 08 Mar	Fri, 09 Mar	Sat, 10 Mar	Sun, 11 Mar
	100 ml	100 ml	100 ml	100 ml	100 ml	200 ml	

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Revision History

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

Contact us

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