

Printing and/or Exporting a CD Register Report

The Controlled Drugs Register report is the legal CD report. Entries will be written to the CDR when the following events occur:

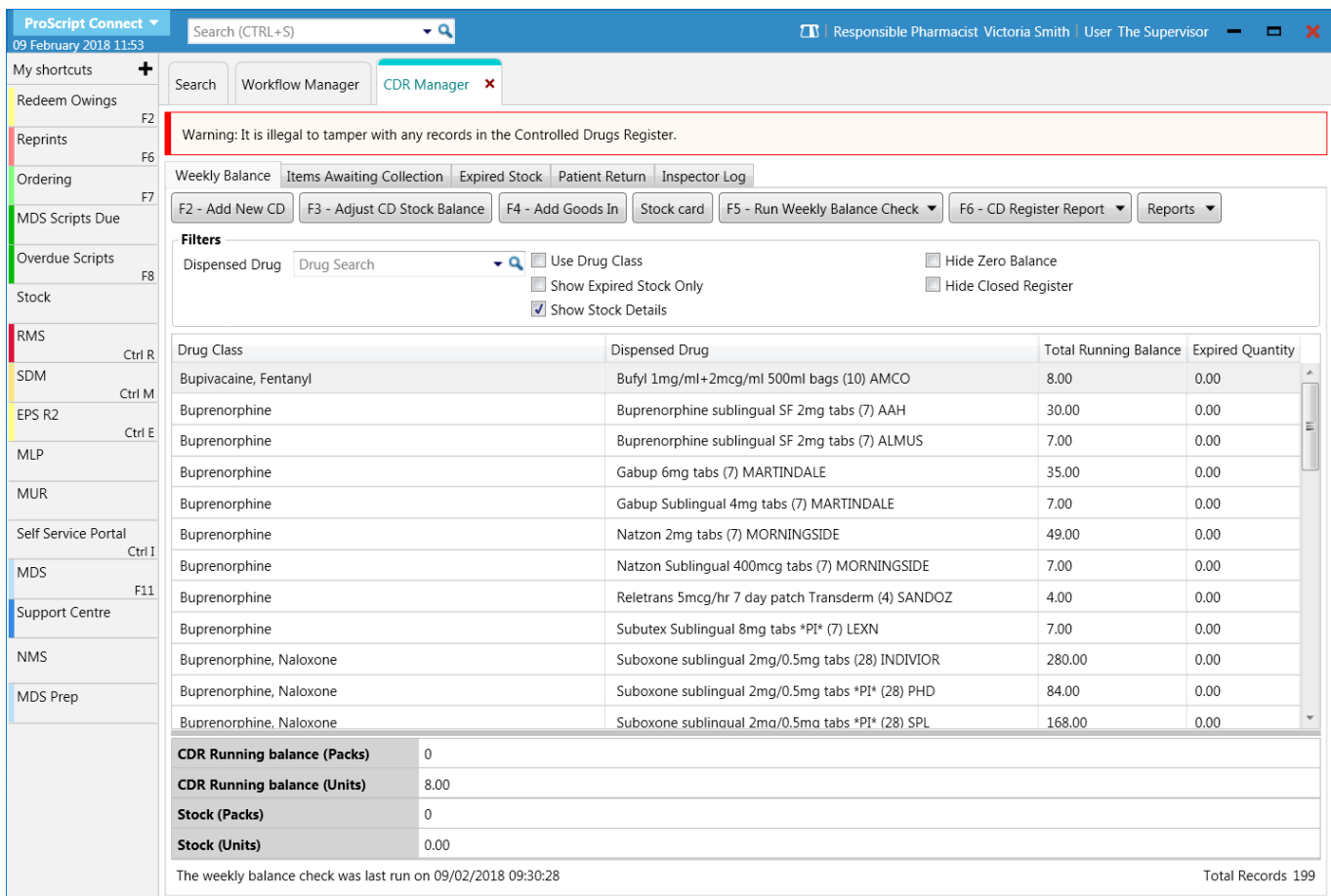
- Adding new CD stock
- Adjusting CD stock
- Running a weekly balance check on CDs
- Marking CDs as collected
- Marking CD stock as expired
- Destroying expired CD stock
- Editing collected scripts
- SDM resets from the Collected status

Each entry that is written into the CD Register is given a CDR ID. In instances where linked events occur, entries are marked with their Original CDR ID. This is the CDR ID assigned when the first event occurred, such as marking a CD as expired, and allows you to identify a sequence of related events when viewing the CDR report.

You can print and/or export a CD Register Report from the *Weekly Balance*, *Items Awaiting Collection*, *Expired Stock* and *Inspector Log* tabs within the CDR Manager.

If you require a refined CD Register Report for non-legal purposes, you can run the [General CD Register Report](#) which provides you with additional filters to streamline the output based on your requirements.

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, you can run the CD Register Report within the:
 - *Weekly Balance* tab by selecting the **[F6 – CD Register Report]** button and selecting the *CD Register Report* option
 - *Items Awaiting Collection* tab by selecting the **[F8 – CD Register Report]** button
 - *Expired Stock* tab by selecting the **[F8 – CD Register Report]** button
 - *Inspector Log* tab by selecting the **[F3 – CD Register Report]** button



ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

09 February 2018 11:53

My shortcuts +

Redeem Owings F2

Reprints F6

Ordering F7

MDS Scripts Due F8

Overdue Scripts F8

Stock

RMS Ctrl R

SDM Ctrl M

EPS R2 Ctrl E

MLP

MUR

Self Service Portal Ctrl I

MDS F11

Support Centre

NMS

MDS Prep

Search Workflow Manager CDR Manager x

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

F2 - Add New CD F3 - Adjust CD Stock Balance F4 - Add Goods In Stock card F5 - Run Weekly Balance Check F6 - CD Register Report Reports

Filters

Dispensed Drug Drug Search Use Drug Class Hide Zero Balance

Show Expired Stock Only Hide Closed Register

Show Stock Details

Drug Class	Dispensed Drug	Total Running Balance	Expired Quantity
Bupivacaine, Fentanyl	Bufyl 1mg/ml+2mcg/ml 500ml bags (10) AMCO	8.00	0.00
Buprenorphine	Buprenorphine sublingual SF 2mg tabs (7) AAH	30.00	0.00
Buprenorphine	Buprenorphine sublingual SF 2mg tabs (7) ALMUS	7.00	0.00
Buprenorphine	Gabup 6mg tabs (7) MARTINDALE	35.00	0.00
Buprenorphine	Gabup Sublingual 4mg tabs (7) MARTINDALE	7.00	0.00
Buprenorphine	Natzon 2mg tabs (7) MORNINGSIDE	49.00	0.00
Buprenorphine	Natzon Sublingual 400mcg tabs (7) MORNINGSIDE	7.00	0.00
Buprenorphine	Reletrans 5mcg/hr 7 day patch Transderm (4) SANDOZ	4.00	0.00
Buprenorphine	Subutex Sublingual 8mg tabs *PI* (7) LEXN	7.00	0.00
Buprenorphine, Naloxone	Suboxone sublingual 2mg/0.5mg tabs (28) INDIVIOR	280.00	0.00
Buprenorphine, Naloxone	Suboxone sublingual 2mg/0.5mg tabs *PI* (28) PHD	84.00	0.00
Buprenorphine, Naloxone	Suboxone sublingual 2mg/0.5mg tabs *PI* (28) SPL	168.00	0.00

CDR Running balance (Packs) 0

CDR Running balance (Units) 8.00


Stock (Packs) 0

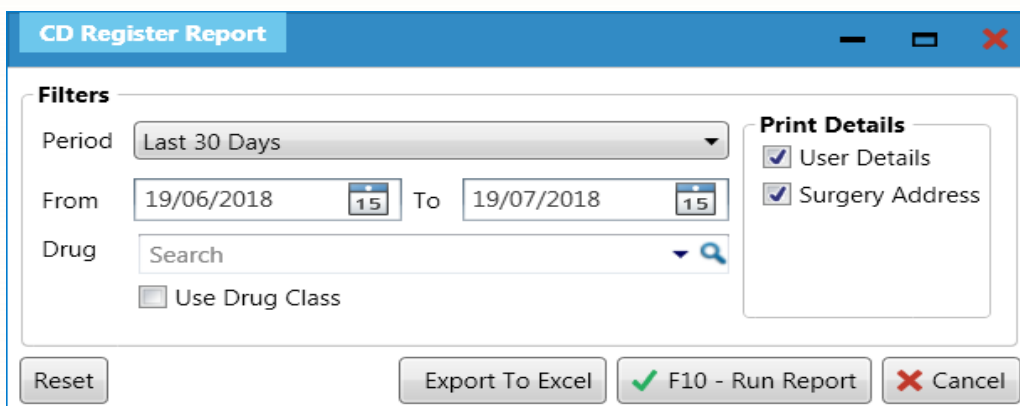
Stock (Units) 0.00

The weekly balance check was last run on 09/02/2018 09:30:28

Total Records 199

- The CD Register Report pop-up window displays. From here, you can:
 - Edit the *Period* of the report either using the drop-down menu, or by adding a custom *From* and *To* date
 - Search by *Drug* to restrict your report to a particular drug, otherwise leave blank to run your report for all CDs
 - Tick the *Use Drug Class* box and use the *Drug* search box to restrict your report to a particular class of drugs, if required
 - (De)select *Print Details* to include/remove *User Details* and/or *Surgery Addresses* from your report

 If you have made changes within the Filters that you want to reverse, you can select the **[Reset]** button to return the CD Register Report window to the default display.



CD Register Report

Filters

Period Last 30 Days

From 19/06/2018 To 19/07/2018

Drug Search

Use Drug Class

Print Details

User Details

Surgery Address

Reset Export To Excel F10 - Run Report Cancel

4. Once you have edited your filters as required, you can;

- Select the **[F10 – Run Report]** button to open the CD Register report preview, where you can save or print the report using the appropriate icons within the window
- Select the **[Export to Excel]** button. A pop-up will display, advising you that the report has been successfully exported to the specified location. You can view the Excel file now by selecting the **[Yes]** button or access the report at a later date by selecting **[No]**.

Report Preview

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CD Register

From: 03/07/2018 To: 02/08/2018
 Drug Class: Diamorphine Name/Brand: Diamorphine 10mg tabs (100) AURUM Strength: 10mg Form: tabs

Date Supply received or date supplied	Received		Supplied					Quantity Supplied	Balance	Notes
	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's rep? (Yes / No)	Was proof of identity of person collecting provided (Yes / No)			
18/07/2018 08:59 CDR ID: 517 Pack Size: 100 tablets Name: Toby MacElroy Role: Pharmacist RegNo: 606198			HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	LEVISON, WB CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG RegNo: G8601416	Patient: HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	Yes	Yes	1.00	107.00	Serial Number: ADDED: 17-07-18 12.02.46.50 Instalment 1 of 8 Known To Pharmacist ID: Driving license
18/07/2018 09:00 CDR ID: 522 Pack Size: 100 tablets Name: Toby MacElroy Role: Pharmacist RegNo: 606198			HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	LEVISON, WB CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG RegNo: G8601416	Patient: HUXLEY, Derek (Mr) 7 Leavesden Road Watford Hertfordshire WD24 6EE	Yes	Yes	1.00	106.00	Serial Number: ADDED: 17-07-18 12.02.46.50 Instalment 2 of 8 Known To Pharmacist ID: Driving license
18/07/2018 09:57 CDR ID: 525										Adjustment: Destruction of Expired Pharmacy Stock Destroyed By: Toby

100%

Revision History

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

Contact us

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