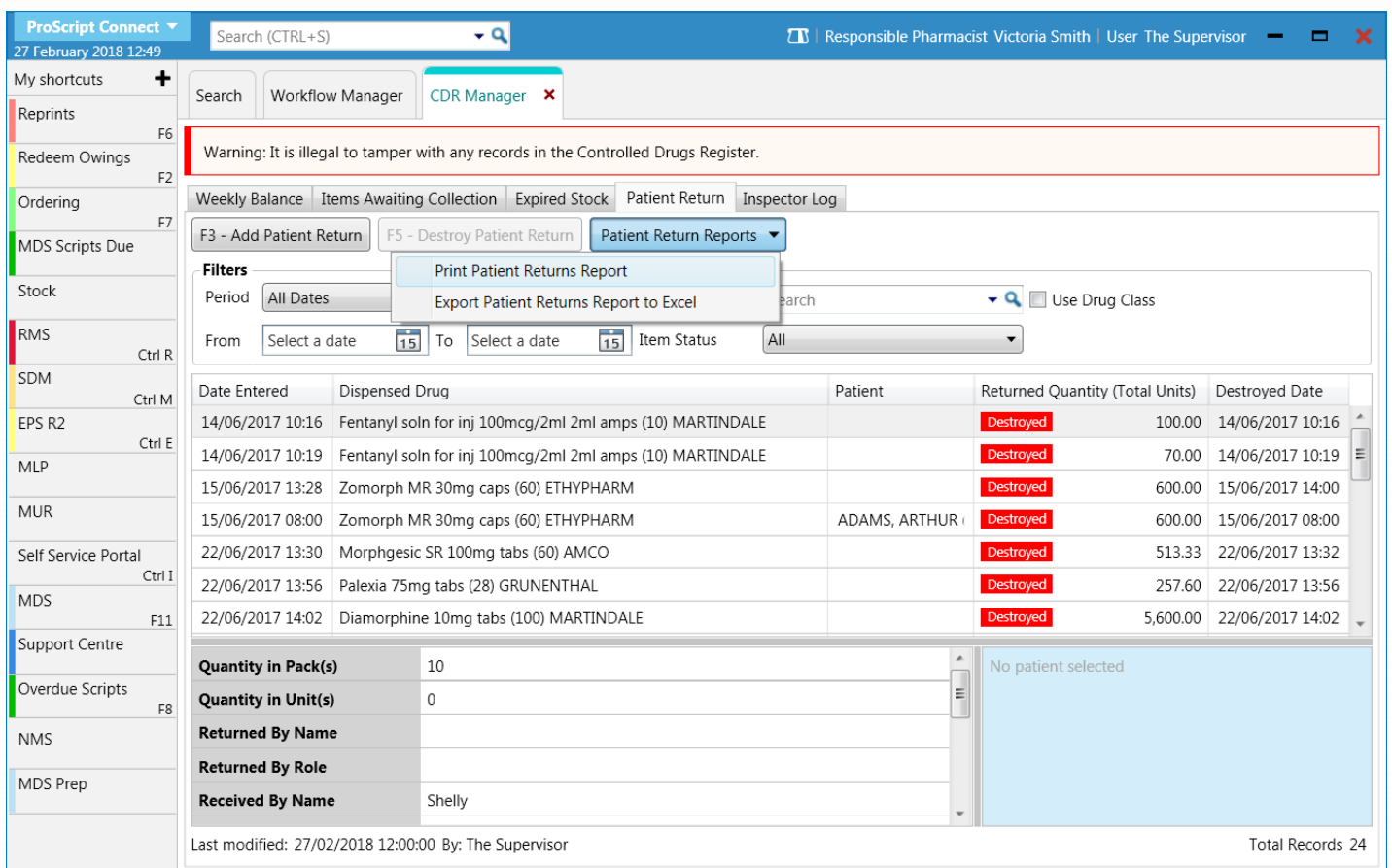


Printing and/or Exporting a Patient Return Report

- 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.
- From the CDR Manager, open the *Patient Return* tab and use the *Filters* to display items within the grid that you want to appear on your report. You can;
 - Filter by *Period*, either using a pre-defined date range from the drop-down menu, or a custom range by adding a *From* and *To* date
 - Search by *Dispensed Drug* using the corresponding search field, otherwise leave blank to run your report for all CDs
 - Search by drug class by ticking the *Use Drug Class* box and using the *Dispensed Drug* search field to free-type a drug class, if required
 - Search by *Item Status* by selecting a destruction status from the drop-down menu



The screenshot shows the ProScript Connect interface with the CDR Manager tab active. A warning message is displayed at the top: "Warning: It is illegal to tamper with any records in the Controlled Drugs Register." Below this, the "Patient Return" tab is selected, and the "Patient Return Reports" dropdown menu is open, showing options for "Print Patient Returns Report" and "Export Patient Returns Report to Excel".

The "Filters" section shows the "Period" set to "All Dates", "From" and "To" dates set to 15, and "Item Status" set to "All". The "Use Drug Class" checkbox is also visible.

Date Entered	Dispensed Drug	Patient	Returned Quantity (Total Units)	Destroyed Date
14/06/2017 10:16	Fentanyl soln for inj 100mcg/2ml 2ml amps (10) MARTINDALE		Destroyed 100.00	14/06/2017 10:16
14/06/2017 10:19	Fentanyl soln for inj 100mcg/2ml 2ml amps (10) MARTINDALE		Destroyed 70.00	14/06/2017 10:19
15/06/2017 13:28	Zomorph MR 30mg caps (60) ETHYPHARM		Destroyed 600.00	15/06/2017 14:00
15/06/2017 08:00	Zomorph MR 30mg caps (60) ETHYPHARM	ADAMS, ARTHUR	Destroyed 600.00	15/06/2017 08:00
22/06/2017 13:30	Morphgesic SR 100mg tabs (60) AMCO		Destroyed 513.33	22/06/2017 13:32
22/06/2017 13:56	Palexia 75mg tabs (28) GRUNENTHAL		Destroyed 257.60	22/06/2017 13:56
22/06/2017 14:02	Diamorphine 10mg tabs (100) MARTINDALE		Destroyed 5,600.00	22/06/2017 14:02

Below the table, there are fields for "Quantity in Pack(s)" (10), "Quantity in Unit(s)" (0), "Returned By Name", "Returned By Role", and "Received By Name" (Shelly). A blue box on the right indicates "No patient selected".

At the bottom, it says "Last modified: 27/02/2018 12:00:00 By: The Supervisor" and "Total Records 24".

- Once you have adjusted your filters as required, select the **[Patient Return Reports]** button and select either the:
 - Print Patient Returns Report* option to open the print preview, where you can save or print the report using the appropriate icons within the window
 - Export Patient Returns Report to Excel* option. 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

1 of 3

CD Register - Patient Return Stock

Applied Filter: All Dates

Date	Drug Information	Returns Information	Destruction Information	Quantity
03/05/2018 15:43 ID: 128	Breakyl buccal 200mcg film (10) MEDA PHARM Generic: Fentanyl Schedule: 2	Patient: BORDIER, Michael (Mr) 182 Colbrook Way Watford Hertfordshire WD18 5TR Received By: Toby MacElroy Role: Pharmacist Returned Date and Time: 03/05/2018 15:42	Destroyed Date: 03/05/2018 15:43 Destroyed By: Toby MacElroy Role: Pharmacist Witnessed By: Lucy Baker Position: Dispensing Technician	10.00
03/05/2018 15:44 ID: 129	Elvanse 30mg caps (28) SHIRE Generic: Lisdexamfetamine Schedule: 2	Patient: POSTER, Gale (Mr) 35 Hillview Road Pinner United Kingdom HA5 4PB Received By: Ryan Peterson Role: Pharmacist Returned Date and Time: 03/05/2018 15:44	Destroyed Date: 16/05/2018 15:35 Destroyed By: Toby MacElroy Role: Pharmacist Witnessed By: Lucy Baker Position: Dispensing Technician	4.00
		Patient: LYNCH, Stuart (Mr) 52 L.andlebury Drive		

100%

Revision History

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

Contact us

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