

Changing a Patient's Surgery from Medicines Manager

Once a patient has been registered to Medicines Manager as is within the Active or Pending status on the Patients Manager tab within Medicines Manager, you can change their surgery.



You must be logged in to the NHS Spine with your smart card to successfully change a patients surgery within Medicines Manager.

- 1. From the Medicines Manager *Patients Manager* tab, use the *Filters* and search box to locate and highlight a patient marked as Active or Pending.
- 2. Press [F6 Change Surgery].
- 3. A Change patient surgery pop-up window displays, asking whether you want to change the patient's surgery.

💽 Change patient surgery 🧮					
This patient is currently registered with the following surgery: EMISWebCR1 50002 Are you sure you want to change the patient's surgery?					
Yes No					

- 4. Click [Yes].
- The Select a surgery for patient window displays where you can search for, locate and select a Prescribing Organisation marked as <u>MM</u> by pressing [F10 – Select]. This must match the surgery entered in the Patient Details.

Select a surgery for patient: MANOUSAKIS, PAMELLA MORIAH (Ms)						
Filters Show Deleted Show Medicine Manager Only Show Deleted Show Medicine Manager Only Show Deleted Show Medicine Manager Only F1 - Search Prescribing Organisation in National Prescriber Database Edit Prescribing Organisation						
	Name	Registration Number				
F2	HUNSTANTON SURGERY MM	D82021				
F3	HUNTCLIFF SURGERY	81618				
		✓ F10 - Select X Cancel				

6. A second Change patient surgery pop-up window displays, advising you that the patient registration has been successfully resent.





- 7. Click **[OK]**.
- 8. The patient will be marked as Pending and once the registration request has been processed the patient will be marked as Active.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	31 July 2019		Joanne Hibbert-Gorst

Contact us

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