
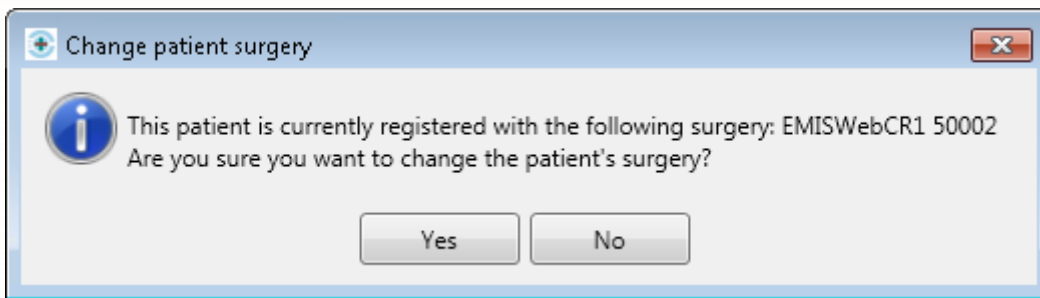


Changing a Patient's Surgery from Medicines Manager

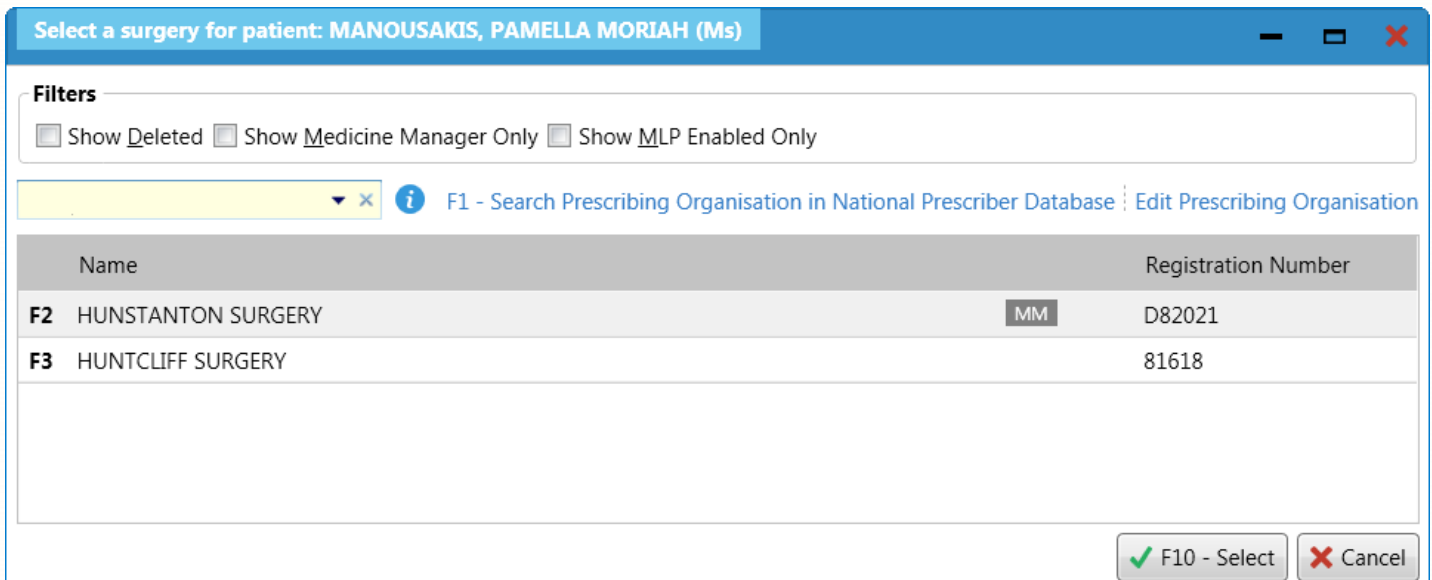
Once a patient has been registered to Medicines Manager as is within the **Active** or **Pending** status on the *Patients Manager* tab within Medicines Manager, you can change their surgery.

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

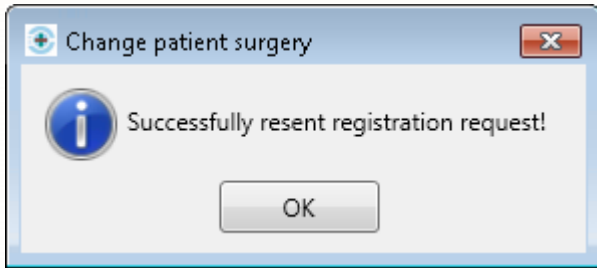
1. From the Medicines Manager *Patients Manager* tab, use the *Filters* and search box to locate and highlight a patient marked as **Active** or **Pending**.
2. Press **[F6 – Change Surgery]**.
3. A Change patient surgery pop-up window displays, asking whether you want to change the patient's surgery.



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



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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