

## Dispensing a Medicines Manager Repeat from ETP



The RMS will require refreshing to display updated status changes that did not take place within the RMS e.g. through Medicines Manager. You can do this by closing and re-opening the tab.

ProScript Connect will display various notifications within the information notification icon when messages are received, including when a new ETP prescription has been unlocked and is ready to process. The number of notifications is displayed within the red circle, and upon clicking the icon, a pop-out box will display providing the details of the notifications received.

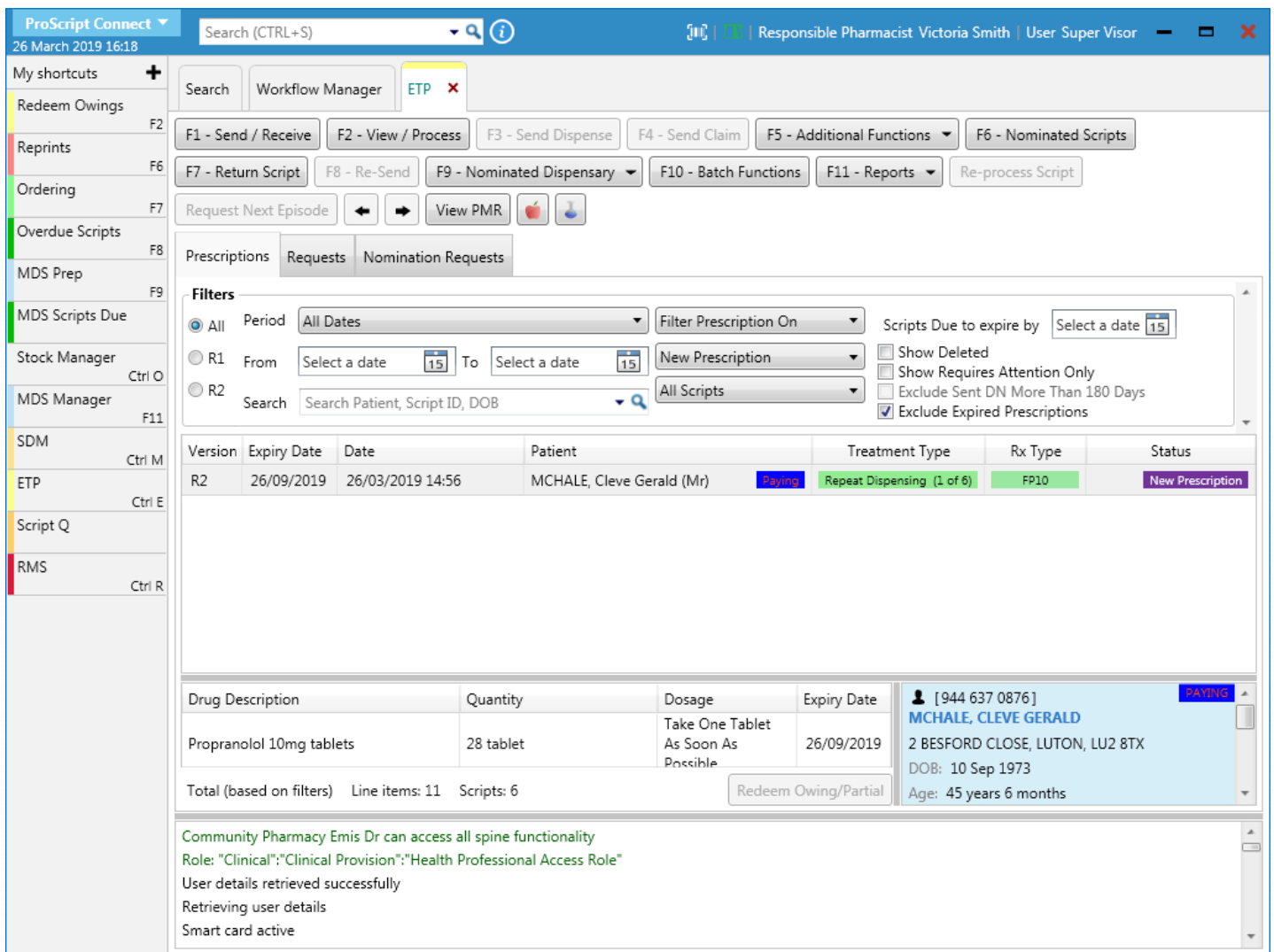
By clicking on the notification within the pop-out box, the relevant module will open. In this case, clicking on the *1 prescriptions have been unlocked and are ready to process* menu item will open ETP.

## Dispensing the MM Repeat Request



You must be logged in to the NHS Spine with your smart card and your patient must be eligible and registered for Medicines Manager to process an MLP repeat request via MM.

When the surgery has returned the prescription to your pharmacy and it has been downloaded via ETP, a **New Prescription** will display within ETP ready for processing.



ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User Super Visor

26 March 2019 16:18

My shortcuts +

Redeem Owings F2

Reprints F6

Ordering F7

Overdue Scripts F8

MDS Prep F9

MDS Scripts Due F9

Stock Manager Ctrl O

MDS Manager F11

SDM Ctrl M

ETP Ctrl E

Script Q

RMS Ctrl R

Search Workflow Manager ETP X

F1 - Send / Receive F2 - View / Process F3 - Send Dispense F4 - Send Claim F5 - Additional Functions F6 - Nominated Scripts

F7 - Return Script F8 - Re-Send F9 - Nominated Dispensary F10 - Batch Functions F11 - Reports Re-process Script

Request Next Episode View PMR

Prescriptions Requests Nomination Requests

Filters

All Period All Dates Filter Prescription On Scripts Due to expire by Select a date 15

R1 From Select a date 15 To Select a date 15 New Prescription Show Deleted Show Requires Attention Only Exclude Sent DN More Than 180 Days Exclude Expired Prescriptions

R2 Search Search Patient, Script ID, DOB All Scripts

Version	Expiry Date	Date	Patient	Treatment Type	Rx Type	Status
R2	26/09/2019	26/03/2019 14:56	MCHALE, Cleve Gerald (Mr)	Repeat Dispensing (1 of 6)	FP10	New Prescription

Drug Description	Quantity	Dosage	Expiry Date
Propranolol 10mg tablets	28 tablet	Take One Tablet As Soon As Possible	26/09/2019

Total (based on filters) Line items: 11 Scripts: 6 Redeem Owing/Partial

Community Pharmacy Emis Dr can access all spine functionality  
Role: "Clinical": "Clinical Provision": "Health Professional Access Role"  
User details retrieved successfully  
Retrieving user details  
Smart card active


[944 637 0876] MCHALE, CLEVE GERALD  
2 BESFORD CLOSE, LUTON, LU2 8TX  
DOB: 10 Sep 1973  
Age: 45 years 6 months

1. From ETP, use the *Filters* and search boxes to locate and highlight your prescription and select the **[F2 – View/Process]** button.
2. The View/Process ScriptQ Prescription window opens. Confirm the details, and select the **[F10 – Process]** button.



To print the full token, select the **[F8 – Print]** button. You can also print the token without the repeat information by clicking on the arrow and selecting the *Print without repeat information* option.

View / Process ScriptQ Prescription

<b>Prescription Preview</b> <a href="#">Confirm Prescription</a>	<b>Pharmacy Details</b> ALLIANCE PHARMACY fd wd24 4wh	<b>DOB</b> 10/09/1973	<b>Title, Forename, Surname Address</b> MCHALE, Cleve Gerald (Mr) 2 Besford Close Luton LU2 8TX	<b>Script Id:</b> E69C85-B81012-00149J <b>Prescription Type:</b> FP10 Release Version: 2 <b>Treatment Type:</b> Repeat Dispensing (1 of 6) <b>Prescription Start Date:</b> 26/03/2019 <b>Review date at which the prescriber would like to review the treatment with the patient:</b> 01/02/2020 <b>Prescription Expiry Date:</b> 26/09/2019
	<b>Age</b> 45 years 6 months	<b>NHS Number</b> 944 637 0876	<b>Prescribed Medication</b> <b>Propranolol 10mg tablets</b> 28 tablet Take One Tablet As Soon As Possible Dispensed Status: To Be Dispensed	<b>Digital Signature:</b> Valid Signed By: 555073367109_Emis_Community Pharmacy Signed Date: 26/03/2019 14:55:21
				<b>Patient Medication History:</b> <input type="checkbox"/> Propranolol 10mg tablets - Take One Tablet As Soon As Possible, 28 tablet (1/6) <input type="checkbox"/> Asacol 400mg MR gastro-resistant tablets (Allergan Ltd) - One To Be Taken Three Times A Day, 84 tablet (6/6) <input type="checkbox"/> Amoxicillin 500mg capsules - One To Be Taken Three Times A Day, 15 capsule (6/6) <input type="checkbox"/> Ramipril 1.25mg tablets - One To Be Taken Each Day, 28 tablet (6/6) <input type="checkbox"/> Citalopram 40mg tablets - One To Be Taken Each Day, 28 tablet (6/6) <input type="checkbox"/> Venlafaxine 75mg tablets - One To Be Taken Twice A Day, 56 tablet (6/6) <input type="checkbox"/> Gabapentin 100mg capsules - One To Be Taken Three Times A Day, 100 capsule (1/5) <input type="checkbox"/> Amlodipine 10mg tablets - One To Be Taken Each Day, 28 tablet (1/6) <input type="checkbox"/> Omeprazole 20mg gastro-resistant tablets - One To Be Taken Each Day, 28 tablet (0/6) <input type="checkbox"/> Propranolol 10mg tablets - One To Be Taken Twice A Day, 28 tablet (0/6) <input type="checkbox"/> Asacol 400mg MR gastro-resistant tablets (Allergan Ltd) - Two To Be Taken Three Times A Day, 168 tablet (1/6)
	<b>Script Id:</b> E69C85-B81012-00149J <b>Start Date:</b> 26/03/2019 <b>Expiry Date:</b> 26/09/2019	<b>Date:</b> 26/03/2019	<b>Patient Instruction:</b> Next review date: 01-Feb-2020	
<b>Item(s):</b> 1	SEGANI, Punit EMISWebCR1 50002 Fulford Grange, Micklefield Lane Rawdon Leeds Yorkshire Tel: 01133800000	558870 B81012 LS19 6BA	<b>Charge Exemption Details:</b> Exempt before date - 09/09/1989 Exempt after date - 10/09/2033	

F8 - Print   F10 - Process   Cancel

## Matching the Prescriber

The system will automatically attempt to match the prescribing organisation and prescriber details from the prescription with existing details on the system.

In instances where the prescribing organisation does not already exist within the database, you will be required to add them by selecting [F1 – Search Prescribing Organisation in National Prescriber Database](#) which opens a new window. From here, you can either;

- Search for the prescribing organisation using the *Search* box and select the correct prescribing organisation from the generated list, or
- Select [F1 – Add Prescribing Organisation](#) which will open a pre-populated Add New Prescribing Organisation window which you can update if required and select **[F10 – Save]**.

In instances where the prescriber does not already exist within the database, you will be required to add them by selecting [F1 – Search National Prescriber Database](#) which opens a new window. From here, you can either;

- Search for the prescriber using the *Search* box and select the correct prescriber from the generated list, or

- Select **F1 – Add Prescriber** which will open a pre-populated Add Prescriber window which you can update if required and select **[F10 – Save]**.

Whether you have just added the prescribing organisation and/or prescriber or they already existed within the database, any discrepancies will display highlighted in red on the *Match Prescriber* sub-tab where you can:

- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes

If there is a complete match, and no discrepancies, the *Prescriber Matching* tab will be skipped.

## **Matching the Patient**

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Just like the prescriber matching tab, the system will also automatically attempt to match the patient details from the prescription with existing patient details on the system.

In instances where the patient does not already exist within the database, you will be required to add them by selecting **F1 – Add Patient** which opens the Add New Patient window. From here, you can complete any details which may be missing, such as the *Exemption Details* and select the **[F10 – Save]** button.

If a discrepancy is flagged with an existing patient or one you've just added, it will be presented to you within the *Match Patient* sub-tab highlighted in red. You can select one of the following options:

- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes
- Use the **[F3]** button to search for and select another patient
- Use the **[F4]** button to add the patient as a new patient record

If there is a complete match, and no discrepancies, the *Patient Matching* tab will be skipped.

## **Matching the Drug**

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The system will attempt to map each prescribed drug on the prescription to an entry in our database. If the drug(s) are found, the *Drugs Matching* tab will be skipped.


In instances where the drug cannot be mapped, you will be required to search for and select the prescribed item using the *Search Drug* box and the **[F10 – Select]** button. After mapping a drug, ProScript Connect will conduct additional checks for the item and may display Flash Alerts during dispensing which will provide you with additional details.

## **Comparing the Prescription**

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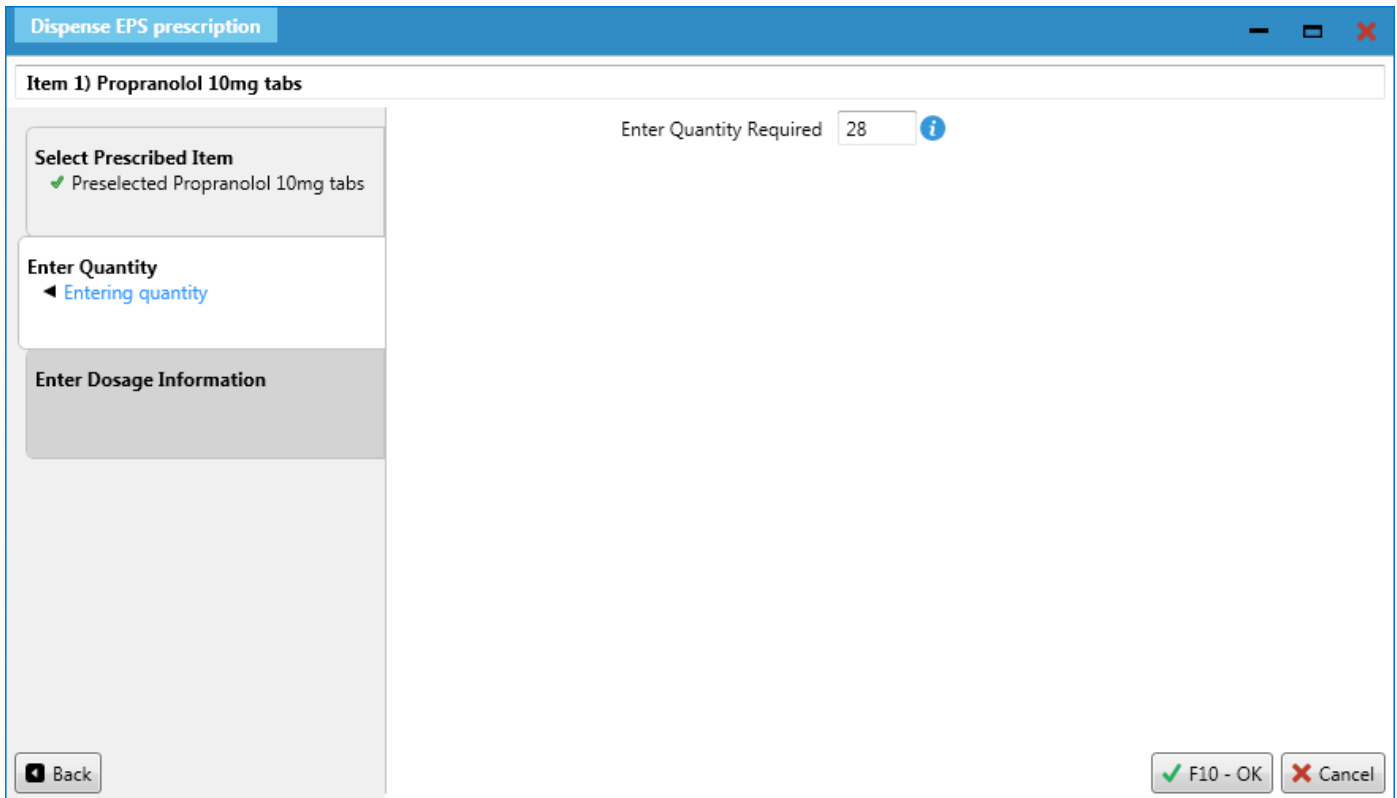
The *Prescription Comparison* tab displays all the drug details for each drug prescribed on *This Script* and, if this medication has been previously dispensed, compares this to the *Last Medication from the PMR*. You can;

- Use the **[F2]** button to process the prescription manually, and review the quantity and dosage against each item
- Use the **[F5]** button to process each item using what was last dispensed on the PMR
- Use the **[F9]** button to fast-track through the dispensing process for items last dispensed on the PMR


 If the item was not previously dispensed, the only available option is **[F2 – Process This Script]**.


## Dispensing the Prescription

1. If you have selected the **[F2 – Process This Script]** button, the Dispense EPS Prescription window displays with the item pre-selected and the *Enter Quantity* tab opened by default. Review the quantity and select the **[F10 – OK]** button.



2. The *Enter Dosage Information* tab is selected. Review and/or edit the dosage information as required and select the **[F10 – OK]** button.

 The system will prompt you to repeat this process for each of the items on the prescription, if applicable.

 If any items on the repeat request have been marked as *stopped*, a Confirm Stopped Item Dispensing pop-up will display giving you the option to activate the item and continue by selecting the **[Dispense]** button, or mark the item as *Not Dispensed* using the **[Mark Not Dispensed]** button.

3. Any warnings and Flash Alerts associated with the item(s) will display as a pop-up window. These are colour-coded classed by severity, and will contain additional details for the items you are dispensing. Once you have read these, you can close the windows by pressing **[F10 – Confirm]**.

## Endorsing the EPS Prescription

1. The patient's PMR displays with the drug(s) added within the first quadrant. Prior to endorsing, if required, you can:

- Amend the number of labels by pressing [**F9 – Label Options**]
  - Amend the quantity by pressing [**F5 – Change Quantity**]
  - Amend the dispensed product choice by pressing [**F3 – Product Choice**]
  - Amend the dosage by pressing [**F4 – Change Dose**]
  - Mark any items as *Not Dispensed* by highlighting the item and selecting the *ND* text
2. To endorse the prescription, select the [**F8 – Last Item**] button.
  3. The Prescription Type preview displays. Confirm the details and select the [**F10 – Save**] button.



Selecting the *Requires Attention* tick box means the prescription will be flagged as **REQUIRES ATTENTION** and you will not be able to claim for the prescription until you have removed this flag.

Prescription Type: FP10 dispensed on 26/03/2019 at 16:06

ALLIANCE PHARMACY fd wd24 4wh FA740	DOB 10/09/1973  Age 45 years 6 months	MCHALE, CLEVE GERALD 2 BESFORD CLOSE LUTON LU2 8TX [944 637 0876]
1. 28/28 Propranolol 10mg tabs	<b>28 Propranolol 10mg tabs</b>  Take One Tablet As Soon As Possible	28
<b>Paying Patient</b>  <input type="checkbox"/> Evidence Seen  Professional Fees 1	SEGANI, Punit EMISWebCR1 50002 Fulford Grange, Micklefield Lane Rawdon Rawdon Leeds Yorkshire LS19 6BA	

Requires Attention    Prescription notes

F7 - Don't Print Labels     F8 - Don't Endorse     Alt+F10 - Same Patient Next Script

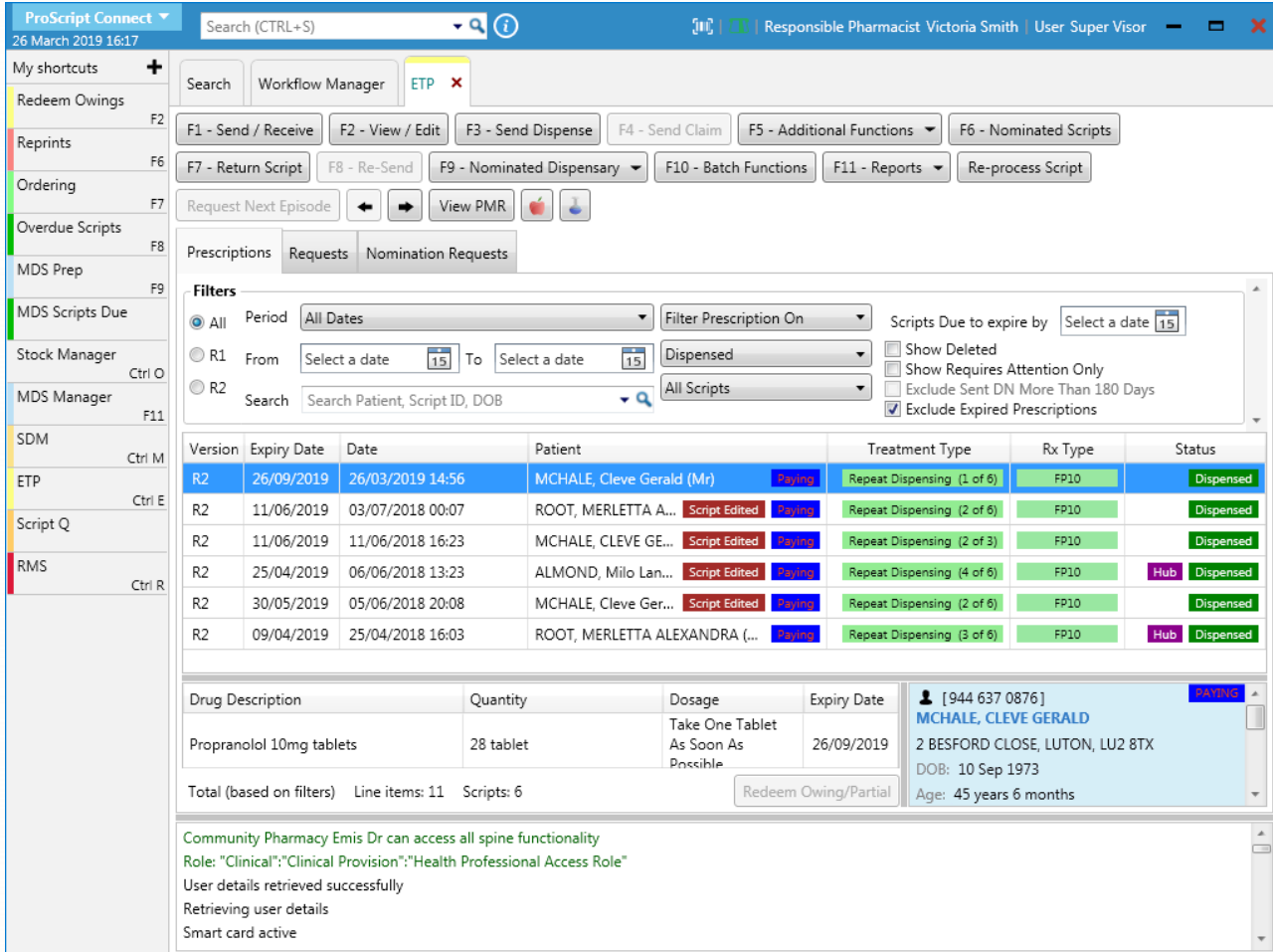
Print Bag Label     Prescription is clinically checked     RD Script

F2 - Compare

✓ F10 - Save

✗ Cancel

4. ProScript Connect will automatically generate and print the endorsement, label(s) and bag label.
5. The ETP Main Screen displays, with the repeat request and item(s) within it marked as **Dispensed**.
6. At the same time, the status of your prescription within the RMS will update to **Dispensed**.



The screenshot shows the ProScript Connect interface. At the top, there's a search bar and user information: "Responsible Pharmacist Victoria Smith | User Super Visor". Below that are various function buttons (F1-F11) and a "Request Next Episode" button. The main area displays a list of prescriptions with columns for Version, Expiry Date, Date, Patient, Treatment Type, Rx Type, and Status. The status for several prescriptions is highlighted as "Dispensed".

Version	Expiry Date	Date	Patient	Treatment Type	Rx Type	Status
R2	26/09/2019	26/03/2019 14:56	MCHALE, Cleve Gerald (Mr)	Repeat Dispensing (1 of 6)	FP10	Dispensed
R2	11/06/2019	03/07/2018 00:07	ROOT, MERLETTA A...	Repeat Dispensing (2 of 6)	FP10	Dispensed
R2	11/06/2019	11/06/2018 16:23	MCHALE, CLEVE GE...	Repeat Dispensing (2 of 3)	FP10	Dispensed
R2	25/04/2019	06/06/2018 13:23	ALMOND, Milo Lan...	Repeat Dispensing (4 of 6)	FP10	Hub Dispensed
R2	30/05/2019	05/06/2018 20:08	MCHALE, Cleve Ger...	Repeat Dispensing (2 of 6)	FP10	Dispensed
R2	09/04/2019	25/04/2018 16:03	ROOT, MERLETTA ALEXANDRA (...)	Repeat Dispensing (3 of 6)	FP10	Hub Dispensed

Below the list, a detailed view of a prescription is shown for MCHALE, CLEVE GERALD. It includes drug description (Propranolol 10mg tablets), quantity (28 tablet), dosage (Take One Tablet As Soon As Possible), expiry date (26/09/2019), and patient details (DOB: 10 Sep 1973, Age: 45 years 6 months).

## Revision History

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

## Contact us

For more information contact:  
**Telephone: 0344 209 2601**

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