

Managing RMS Statuses

When you have completed an action for a patient's repeat request, it is important that it is marked appropriately in the RMS. Each status reflects a phase that needs to be carried out in order to successfully complete a repeat request. Ensuring your repeat requests are in the correct statuses will help you to manage your RMS workload using the available reports.

After highlighting the patient, use the **[Update Status]** button to open a drop-down menu which you can use to process the repeat.

- Select *At Surgery*, or use the **[F2]** function button to mark the request as **Requested** once the request has been sent to the surgery
- Select *Booked In*, or use the **[F3]** function button to mark the request as **Booked In** once the prescription has been returned from the surgery
- Select *Collected*, or use the **[F6]** function button to mark the request as Completed once the prescription has been collected.
- Select *Delivered*, or use the [F7] function button to mark the request as Completed once the prescription has been delivered.
- Select *Abandoned*, or use the **[F8]** function button to mark the request as Completed if the prescription has been abandoned.

ProScript Con 27 March 2019 14	nect 🔻	Searc	:h (CTRL	+S)		- Q 🤅)			(III) 🎞 R	esponsib	le Pharmac	ist Victoria Sr	nith User The Supe	rvisor 🚽	🗖 🗙
My shortcuts	+					_										
Redeem Owings	; 50	Search	Work	flow Man	ager RMS	×										
Reprints	F2	F1 - View PMR Update		Status	Proces	ocess F9 - Edit Repeat Velete Repeat Repeat Velete Repeat Repeat Repeat Repeat Velete Repeat				Repeat(s) 🔻 F11 - Reports 👹 🤳 🚺						
Ordering	F7	- Filters - Period	This W	FS	3 - Booked In			ç	Patient	Search F	atient	🕶 🔍 Sh	ow All For Cu	rrent Patient Sh	ow All Patier	nts
Overdue Scripts	F8	From	25/03/	F	7 - Collected 7 - Delivered		>	15 Presci		r Search F	rescriber	escriber 👻 🔍 Show Deleted				
MDS Prep	F9	Status All F8			- Abandoned			~ Surgery Se		Search S	earch Surgery 🔹 🔍 🗌 Show Batch Scripts Only 🗌 Show Latest Rejections					ections
MDS Scripts Du	e	Name			Surgery	Preso	riber	Requ	lested By	Notes	S	tatus	Date Added	Reminder Date	Batch	Туре
SDM		POSTER, Gale (Mr)			HATCH END	POUI	PALO					Completed	28/02/2019	28/03/2019	1 of 3	RMS
Stock Manager	Ctri M	MCHALE	, Cleve (Gerald (EMISWebC	R SEGA	NI, P				Ŷ	Completed	28/02/2019	28/03/2019		RMS
	Ctrl O	SLACK, Laura Irene (Mrs)			EMISWebC	ł						Dispensed	27/03/2019	27/03/2019		MM R2
MDS Manager	F11	DUFFIN, Melvin Andrew			EMISWebC	ł						Dispensed	27/03/2019	27/03/2019		MM R2
ETP	Chill F	CRAINE, Lester (Mr)			EMISWebC	R SEGA	NI, P					Dispensed	27/03/2019	27/03/2019		RMS
Script Q	Ctri E	LYNCH, S	Stuart (N	1r)	GARSTON I	A ELIAD	d, RA				Partial	y Dispensed	27/03/2019	27/03/2019		RMS
		HUXLEY,	Lauren	(Mrs)	CALLOWLA	N ASLA	М, А					Dispensed	27/03/2019	27/03/2019		RMS
RMS	Ctrl R	BORDIER	R, Micha	el (Mr)	GARSTON I	И ELIAD	D, RA					Requested	27/03/2019	27/03/2019		RMS
		DAY, Ethan (Mr)			GARSTON I	И ELIAD	D, RA				To B	e Requested	27/03/2019	27/03/2019		RMS
		FIELDS, Adam (Mr)			CALLOWLA	N ASLA	М, А					Booked In	27/03/2019	27/03/2019		RMS
		DUFFIN, Melvin Andrew			EMISWebC	R SEGA	NI, P				×	Completed	25/03/2019	25/03/2019	1 of 6	ETP
		Drug De	scriptior	1	Notes	Notes					Status 2 [999 999 9654] CARE					
	Proprano	olol 10m	ig tabs		Completed						35 Hillvi	2 OWINGS 35 Hillview Road, Pinner, United				
													Kingdon	n, HA5 4PB		MUR
													DOB: 27	' Jan 19// vears 2 months		VV
													Tel: 020	81519845		
													Mobile:	07816848946		
													Addition	al Services		~



RMS Statuses Explained

Status	Definition						
Request Sending	Your request is being sent to the surgery. This is only applicable for MM and MLP via MM requests.						
Acknowledged	Your request has been received at the surgery. This is only applicable for MM and MLP via MM requests.						
To Be Requested	A newly created repeat request waiting to be sent to the surgery.						
	This status has two meanings.						
Requested	 For MM requests, this status means your request has been accepted and a prescription has been returned for you to download within <u>ETP</u>. For locally created RMS requests, this status means your prescription has been sent to the surgery. 						
Booked In	The prescription has been downloaded within ETP, and is awaiting processing.						
Dispensed or Partially Dispensed	The prescription has been processed and dispensed/partially dispensed.						
	The prescription has either been:						
Completed	 Collected Delivered Abandoned 						
Location	The dispensed prescription is being stored in a location via PTS.						
To Be Delivered	The prescription tracking status is <i>To Be Delivered</i> .						
Out for Delivery	The prescription tracking status is Out for delivery.						

Revision History

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

Contact us

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2019.

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