


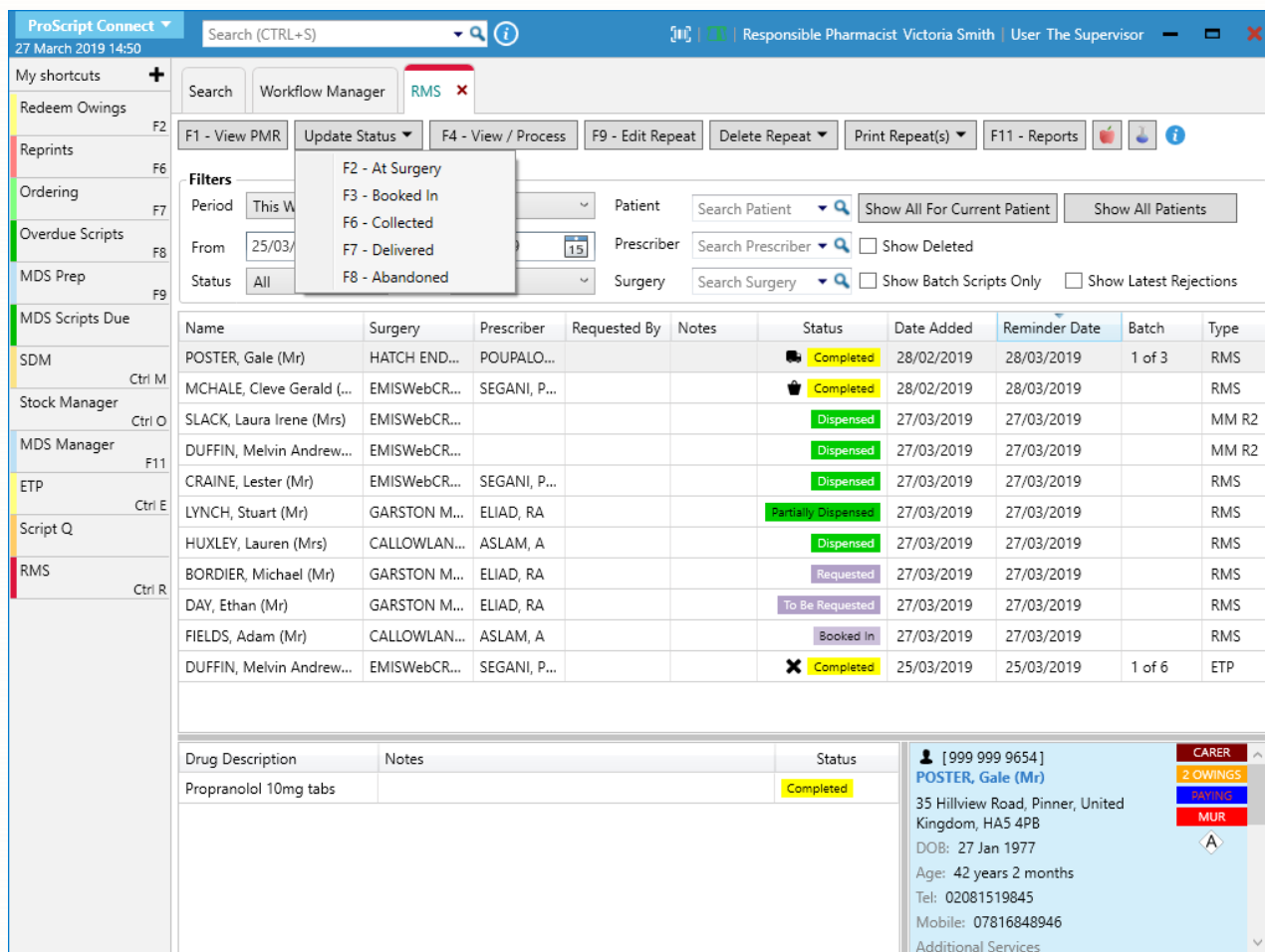





## Managing RMS Statuses

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.



Name	Surgery	Prescriber	Requested By	Notes	Status	Date Added	Reminder Date	Batch	Type
POSTER, Gale (Mr)	HATCH END...	POUPALO...			 Completed	28/02/2019	28/03/2019	1 of 3	RMS
MCHALE, Cleve Gerald (...)	EMISWebCR...	SEGANI, P...			 Completed	28/02/2019	28/03/2019		RMS
SLACK, Laura Irene (Mrs)	EMISWebCR...				Dispensed	27/03/2019	27/03/2019		MM R2
DUFFIN, Melvin Andrew...	EMISWebCR...				Dispensed	27/03/2019	27/03/2019		MM R2
CRAINE, Lester (Mr)	EMISWebCR...	SEGANI, P...			Dispensed	27/03/2019	27/03/2019		RMS
LYNCH, Stuart (Mr)	GARSTON M...	ELIAD, RA			Partially Dispensed	27/03/2019	27/03/2019		RMS
HUXLEY, Lauren (Mrs)	CALLOWLAN...	ASLAM, A			Dispensed	27/03/2019	27/03/2019		RMS
BORDIER, Michael (Mr)	GARSTON M...	ELIAD, RA			Requested	27/03/2019	27/03/2019		RMS
DAY, Ethan (Mr)	GARSTON M...	ELIAD, RA			To Be Requested	27/03/2019	27/03/2019		RMS
FIELDS, Adam (Mr)	CALLOWLAN...	ASLAM, A			Booked In	27/03/2019	27/03/2019		RMS
DUFFIN, Melvin Andrew...	EMISWebCR...	SEGANI, P...			 Completed	25/03/2019	25/03/2019	1 of 6	ETP




  

Drug Description	Notes	Status
Propranolol 10mg tabs		Completed

**[999 999 9654]**  
**POSTER, Gale (Mr)**  
 35 Hillview Road, Pinner, United Kingdom, HA5 4PB  
 DOB: 27 Jan 1977  
 Age: 42 years 2 months  
 Tel: 02081519845  
 Mobile: 07816848946  
 Additional 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.
Requested	<p>This status has two meanings.</p> <ul style="list-style-type: none"> <li>For MM requests, this status means your request has been accepted and a prescription has been returned for you to download within ETP.</li> <li>For locally created RMS requests, this status means your prescription has been sent to the surgery.</li> </ul>
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.
Completed	<p>The prescription has either been:</p> <ul style="list-style-type: none"> <li>Collected </li> <li>Delivered </li> <li>Abandoned </li> </ul>
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 <i>Out for delivery</i> .

## 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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