

## Registering a Patient to Medicines Manager



You must be logged in to the NHS Spine with your smart card to register a patient to the Medicines Manager service.



In order for patients to be eligible for the Medicines Manager service they will need to meet the following criteria:

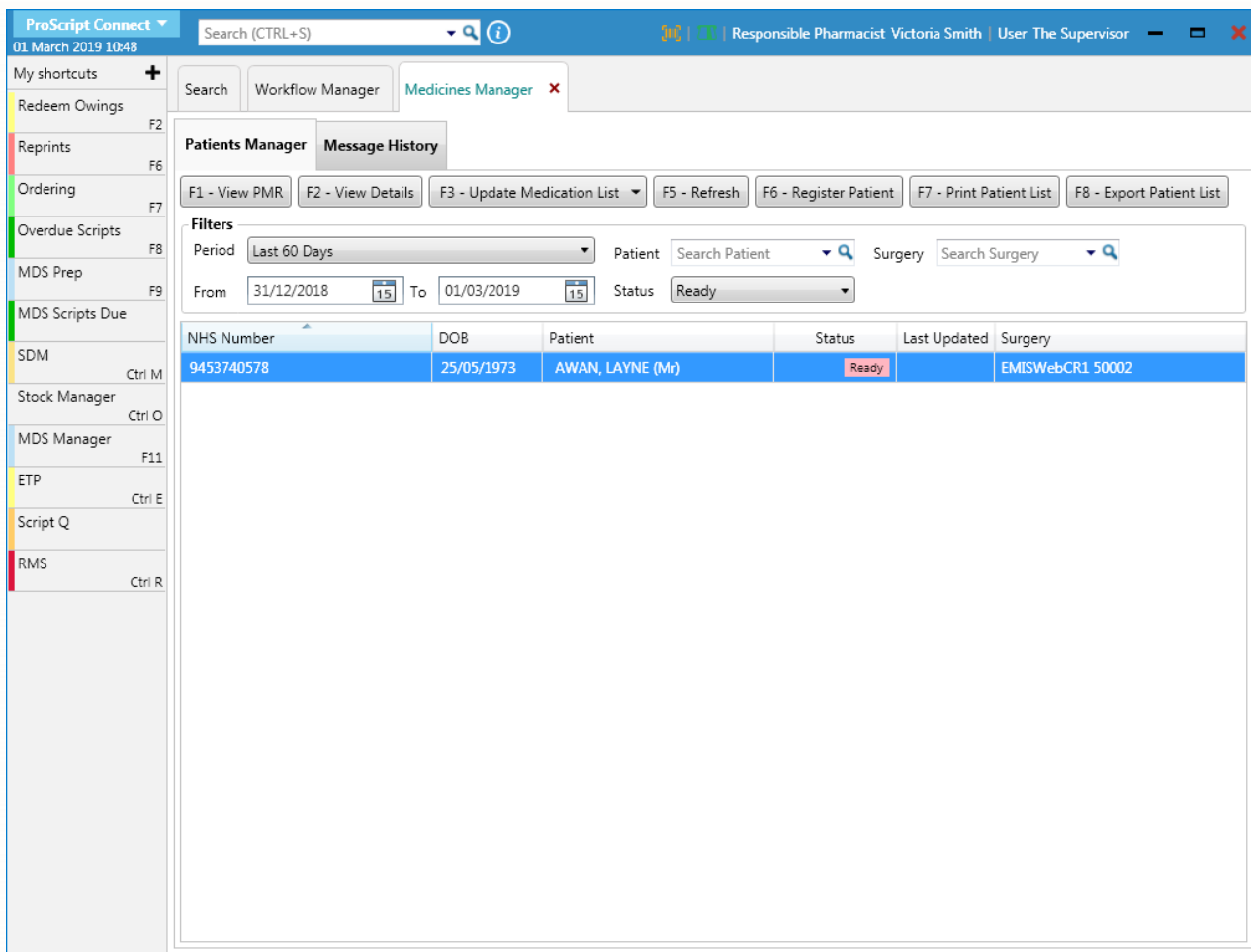
Given consent for GP Collection, Delivery and Electronic Scripts <b>or</b> <u>EPS</u>	✓
EPS registered (Patient must have valid NHS Number)	✓
Be associated with a Medicines Manager prescribing organisation	✓

### Patients Manager Statuses

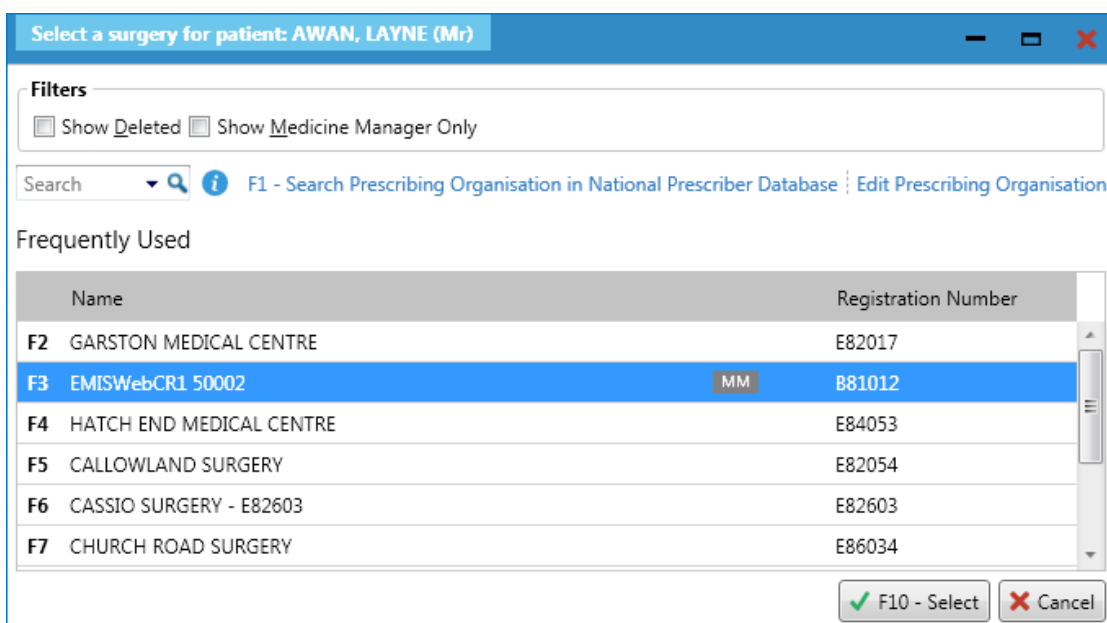
Status	Definition
Not Eligible	The patient does not meet any of the criteria and is not eligible to be registered for the <u>MM</u> service.
Eligible	The patient is linked to a <u>MM</u> (EMIS Web) surgery within their Patient Details but has not met one or both of the other criteria and is not ready to be registered for the MM service.
Ready	The patient has met all the criteria and is ready to be registered to the MM service.
Pending	A registration request has been sent and is pending checks.
Active	The registration request was successful, and you can now request repeat prescriptions via Medicines Manager for this patient.
Deregistered	The patient has been deregistered within Medicines Manager at your pharmacy.

### Registering a Patient

- From the Medicines Manager *Patients Manager* tab, use the *Filters* and search box to locate and highlight a patient marked as **Ready** or **Deregistered**.

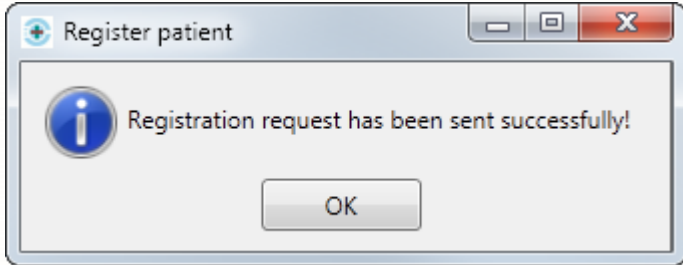


2. Press **[F6 – Register Patient]**.
3. The Select a surgery for patient window displays.

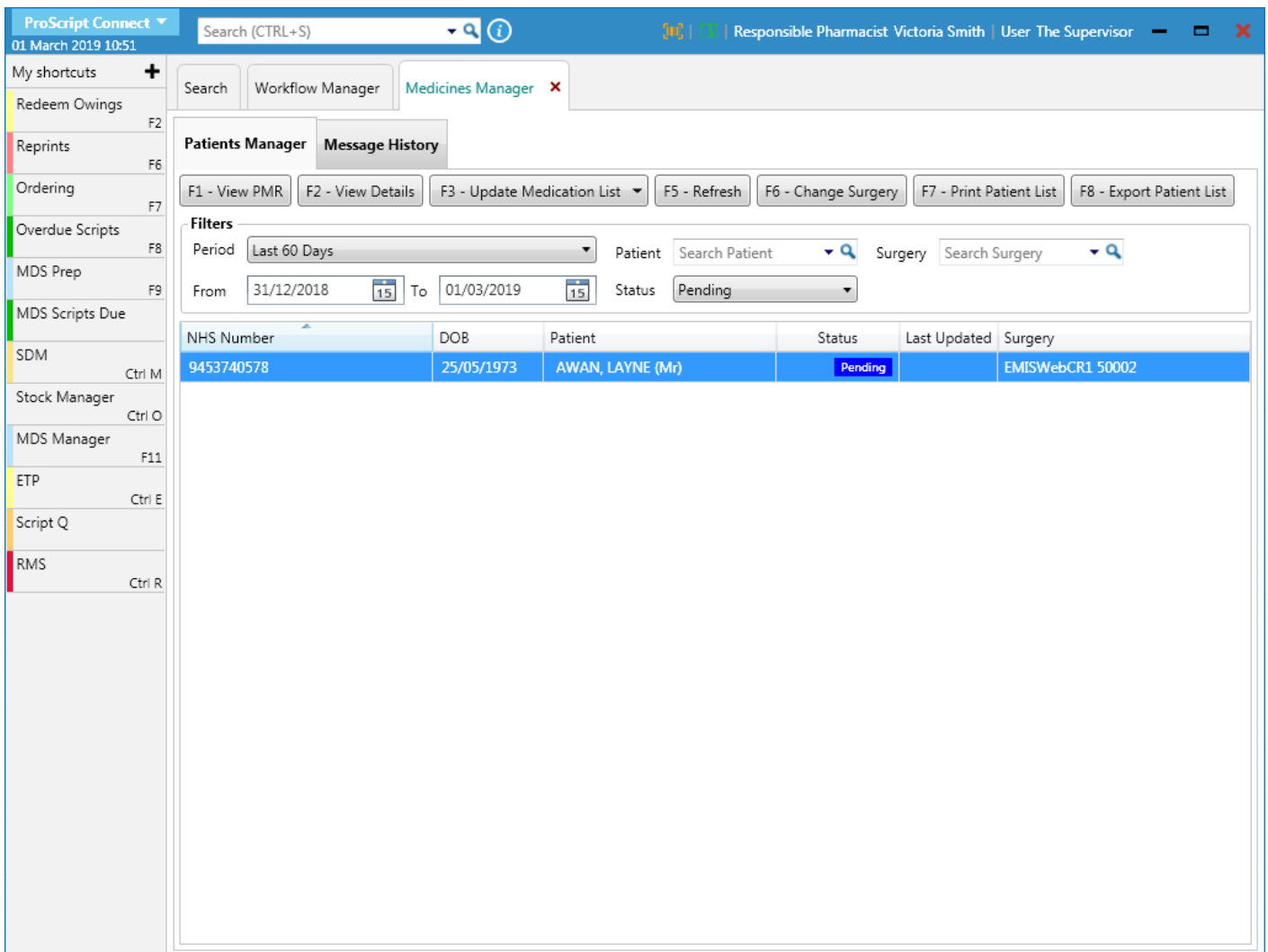


Name	Registration Number
F2 GARSTON MEDICAL CENTRE	E82017
F3 EMISWebCR1 50002	B81012
F4 HATCH END MEDICAL CENTRE	E84053
F5 CALLOWLAND SURGERY	E82054
F6 CASSIO SURGERY - E82603	E82603
F7 CHURCH ROAD SURGERY	E86034

4. Search for, locate and select an EMIS Web surgery marked as **MM** by pressing **[F10 – Select]**. This must match the surgery entered in the Patient Details.
5. A Register patient pop-up window displays, advising you that a registration request has been successfully sent/resent.



6. Click **[OK]**.
7. The patient will be marked as **Pending**.



ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor

01 March 2019 10:51

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Search | Workflow Manager | Medicines Manager

Patients Manager | Message History

F1 - View PMR | F2 - View Details | F3 - Update Medication List | F5 - Refresh | F6 - Change Surgery | F7 - Print Patient List | F8 - Export Patient List

Filters: Period: Last 60 Days | Patient: Search Patient | Surgery: Search Surgery

From: 31/12/2018 To: 01/03/2019 Status: Pending

NHS Number	DOB	Patient	Status	Last Updated	Surgery
9453740578	25/05/1973	AWAN, LAYNE (Mr)	Pending		EMISWebCR1 50002

8. 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

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

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