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:
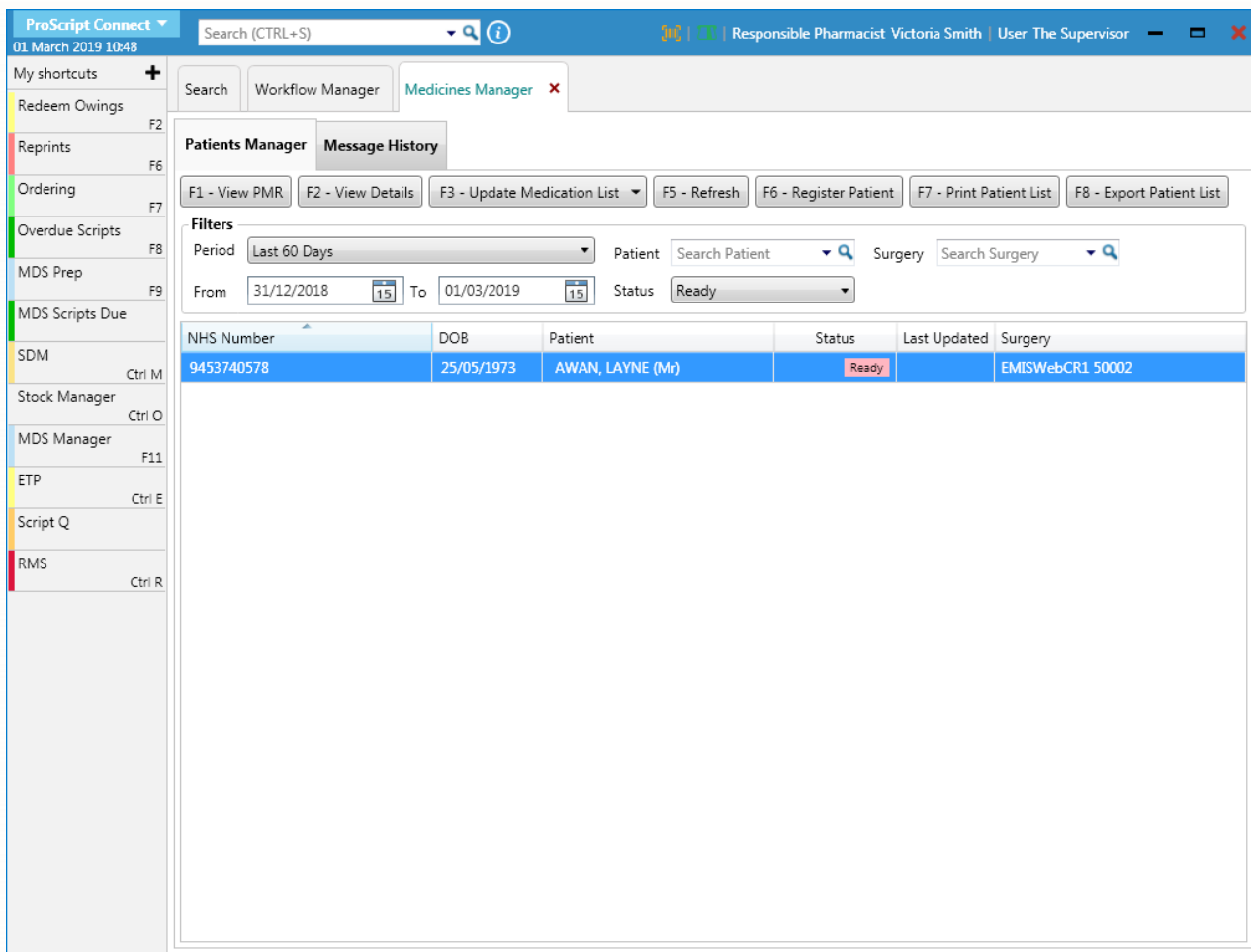
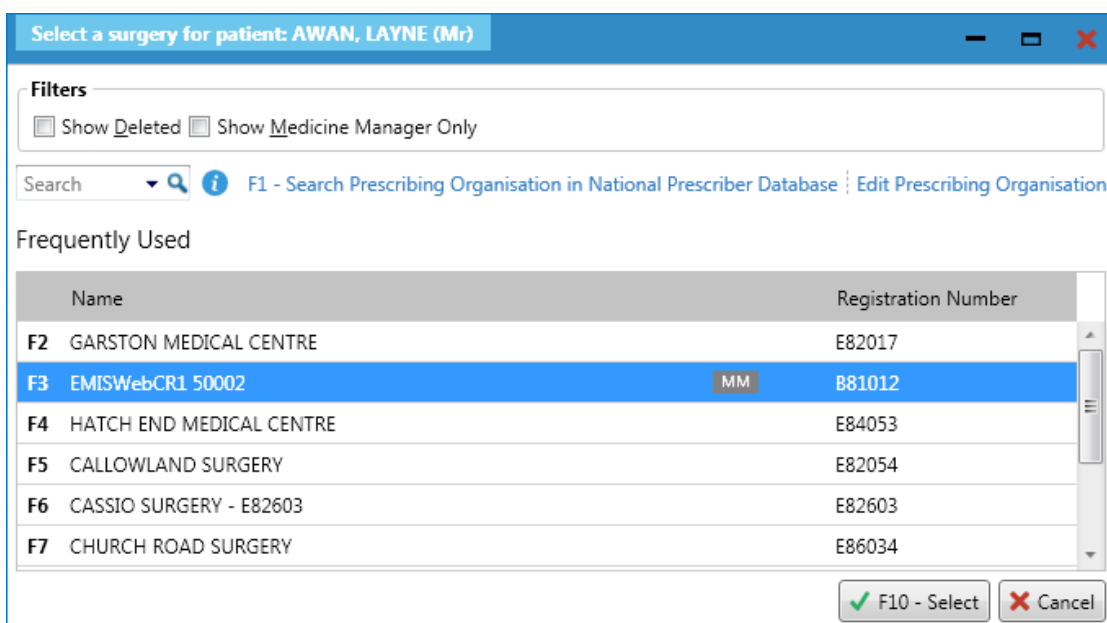|	
Given consent for GP Collection, Delivery and Electronic Scripts **or** EPS	✔
EPS registered (Patient must have valid NHS Number)	✔
Be associated with a Medicines Manager prescribing organisation	✔

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 MM service.
Eligible	The patient is linked to a MM (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

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

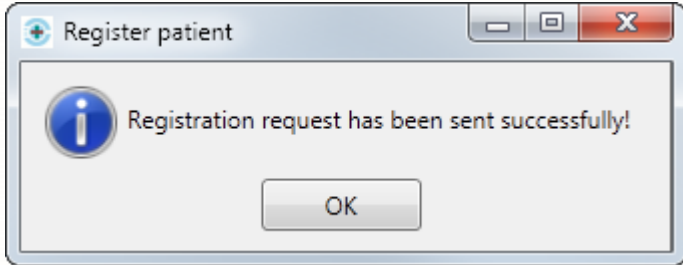2. Press **[F6 – Register Patient]**.
3. The Select a surgery for patient window displays.

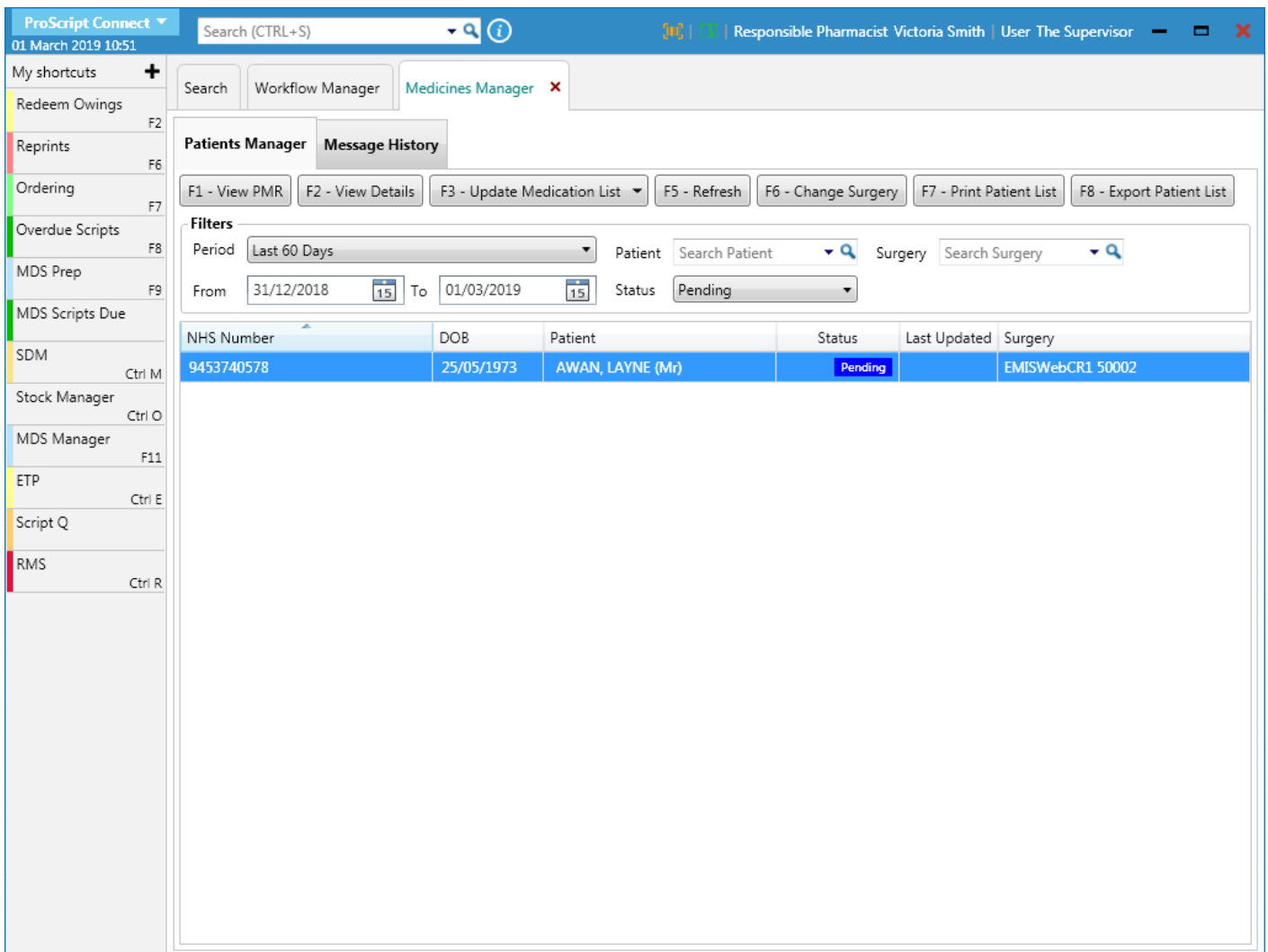4. Search for, locate and select an EMIS Web surgery marked as MM by pressing **[F10 – Select]**. This must match the surgery entered in the Patient Details.
5. A Register patient pop-up window displays, advising you that a registration request has been successfully sent/resent.

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

8. Once the registration request has been processed the patient will be marked as Active.

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Revision History

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

Contact us

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