
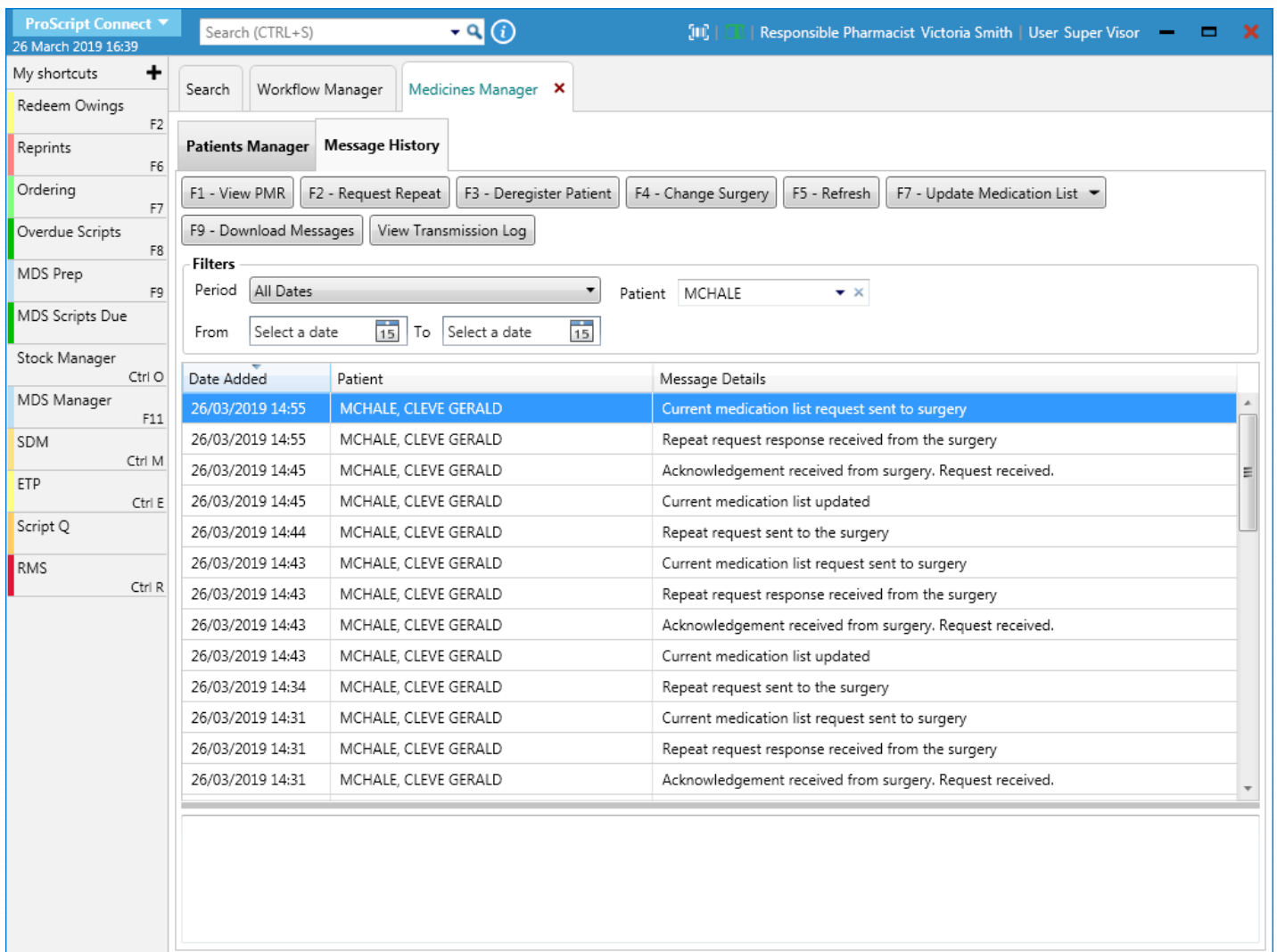


Requesting a Medicines Manager Repeat from Medicines Manager

Once a patient is **Active** within Medicines Manager, there are three ways you can submit a repeat request to their surgery; from the Medicines Manager, directly from the patient's PMR or, if the patient has requested a repeat through the My Local Pharmacy app, you can request the repeat within the MLP Manager.

 You must be logged in to the NHS Spine with your smart card to submit a repeat request via Medicines Manager.

1. From the Medicines Manager, click the *Message History* tab.
2. The *Message History* tab contents display. Use the *Filters* and search box to locate and highlight your patient.



The screenshot shows the ProScript Connect interface. The top bar includes the date and time (26 March 2019 16:39), a search box, and user information (Responsible Pharmacist Victoria Smith | User Super Visor). The main area is titled 'Medicines Manager' and has two tabs: 'Patients Manager' and 'Message History'. Below the tabs are several function buttons: F1 - View PMR, F2 - Request Repeat, F3 - Deregister Patient, F4 - Change Surgery, F5 - Refresh, F7 - Update Medication List, F9 - Download Messages, and View Transmission Log. A 'Filters' section allows selecting a period (All Dates) and a patient (MCHALE). Below the filters is a table with three columns: Date Added, Patient, and Message Details.

Date Added	Patient	Message Details
26/03/2019 14:55	MCHALE, CLEVE GERALD	Current medication list request sent to surgery
26/03/2019 14:55	MCHALE, CLEVE GERALD	Repeat request response received from the surgery
26/03/2019 14:45	MCHALE, CLEVE GERALD	Acknowledgement received from surgery. Request received.
26/03/2019 14:45	MCHALE, CLEVE GERALD	Current medication list updated
26/03/2019 14:44	MCHALE, CLEVE GERALD	Repeat request sent to the surgery
26/03/2019 14:43	MCHALE, CLEVE GERALD	Current medication list request sent to surgery
26/03/2019 14:43	MCHALE, CLEVE GERALD	Repeat request response received from the surgery
26/03/2019 14:43	MCHALE, CLEVE GERALD	Acknowledgement received from surgery. Request received.
26/03/2019 14:43	MCHALE, CLEVE GERALD	Current medication list updated
26/03/2019 14:34	MCHALE, CLEVE GERALD	Repeat request sent to the surgery
26/03/2019 14:31	MCHALE, CLEVE GERALD	Current medication list request sent to surgery
26/03/2019 14:31	MCHALE, CLEVE GERALD	Repeat request response received from the surgery
26/03/2019 14:31	MCHALE, CLEVE GERALD	Acknowledgement received from surgery. Request received.

3. Press **[F2 – Request Repeat]**.
4. The Select Repeat Items window displays, with the surgery current medication list.

Select Repeat Items

MCHALE, CLEVE GERALD DOB 10 Sep 1973 NHS No 944 637 0876 **PAYING** ✓
 2 BESFORD CLOSE, LUTON, LU2 8TX Age 45 years 6 months EPS Status ●

Current Medication List from Surgery

F1 - Select All F2 - De-Select All

Selected	Product Description
<input checked="" type="checkbox"/>	Propranolol 10mg tablets
<input type="checkbox"/>	Asacol 400mg MR gastro-resistant tablets (Allergan Ltd)
<input type="checkbox"/>	Amoxicillin 500mg capsules
<input type="checkbox"/>	Ramipril 1.25mg tablets
<input type="checkbox"/>	Citalopram 40mg tablets
<input type="checkbox"/>	Venlafaxine 75mg tablets
<input type="checkbox"/>	Gabapentin 100mg capsules
<input type="checkbox"/>	Amlodipine 10mg tablets
<input type="checkbox"/>	Omeprazole 20mg gastro-resistant tablets

Request Query


Last updated: 24/08/2018 14:35 + F6 - Update List

MLP - Requested Medication List


Product Description


Propranolol 10mg tabs

✓ F10 - Send Repeat Request ✗ Cancel

 We highly recommend you to update the surgery's medication list by pressing **[F6 – Update List]**.

- From Select Repeat Items, select the items you want to include in the repeat request and enter some notes using the *Request Query* field at the bottom of the window if required.
- When you are done, press **[F10 – Send Repeat Request]**. This will automatically create a corresponding repeat request entry on the RMS marked as **Request Sending**.
- A pop-up window displays, asking whether your selection completes the entire repeat request.

Open Repeat Management Items 

 Does this complete the entire repeat request?
 Selecting NO will display the local Repeat Management Items for this patient

Yes No

- From there, you can either:
 - Click **[Yes]** which returns you to the Medicines Manager
 - Click **[No]**, which opens the **RMS**, where your repeat request displays with a **Request Sending** status
- When the request is received, processed and returned from the surgery the status within the **RMS** will update;
 - Once the request is received at the surgery, the RMS status will update to **Acknowledged**.
 - Once the request has been returned by the surgery, the RMS status will update to **Requested**.
 - Once the request has been downloaded within ETP ready for processing, the RMS status will update to **Booked In**.

Revision History

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

Contact us

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