
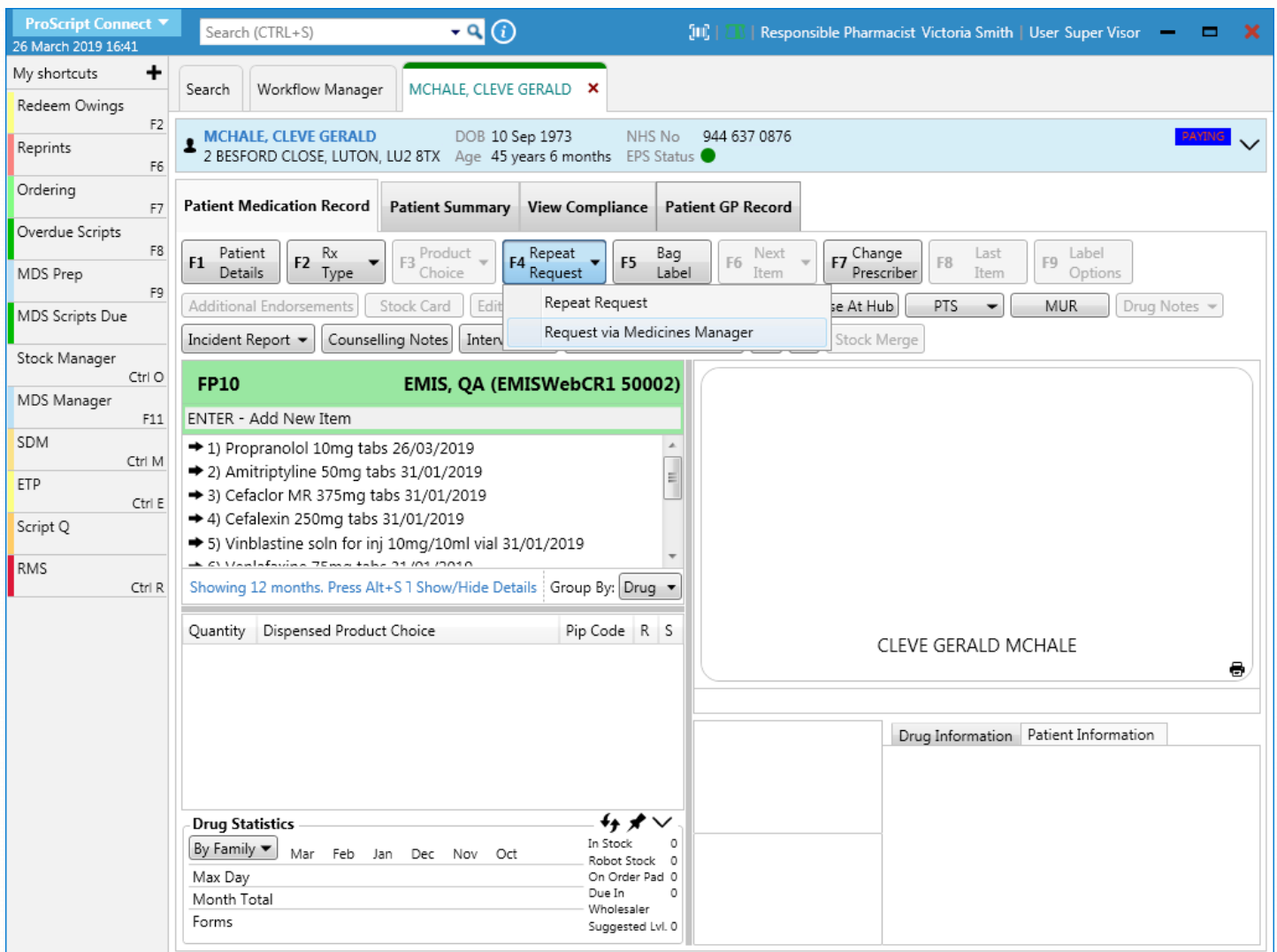


## Requesting a Medicines Manager Repeat from the PMR

Once a patient is **Active** within Medicines Manager, there are three ways you can submit a repeat request to their surgery; directly from the patients **PMR**, from the Medicines Manager 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 a registered patient's PMR, click the arrow on the right of the **[F4 – Repeat Request]** button and select the *Request via Medicines Manager* option.



The screenshot shows the ProScript Connect interface for patient MCHALE, CLEVE GERALD. The patient's details include DOB 10 Sep 1973, NHS No 944 637 0876, and address 2 BESFORD CLOSE, LUTON, LU2 8TX. The 'Patient Medication Record' tab is active, displaying a list of medications under 'FP10 EMIS, QA (EMISWebCR1 50002)'. The 'F4 Repeat Request' button is highlighted, and its dropdown menu is open, showing the option 'Request via Medicines Manager'.

Quantity	Dispensed Product Choice	Pip Code	R	S
	ENTER - Add New Item			
	1) Propranolol 10mg tabs 26/03/2019			
	2) Amitriptyline 50mg tabs 31/01/2019			
	3) Cefaclor MR 375mg tabs 31/01/2019			
	4) Cefalexin 250mg tabs 31/01/2019			
	5) Vinblastine soln for inj 10mg/10ml vial 31/01/2019			
	6) Morphine 75mg tabs 31/01/2019			

2. 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 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 PMR
  - 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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