
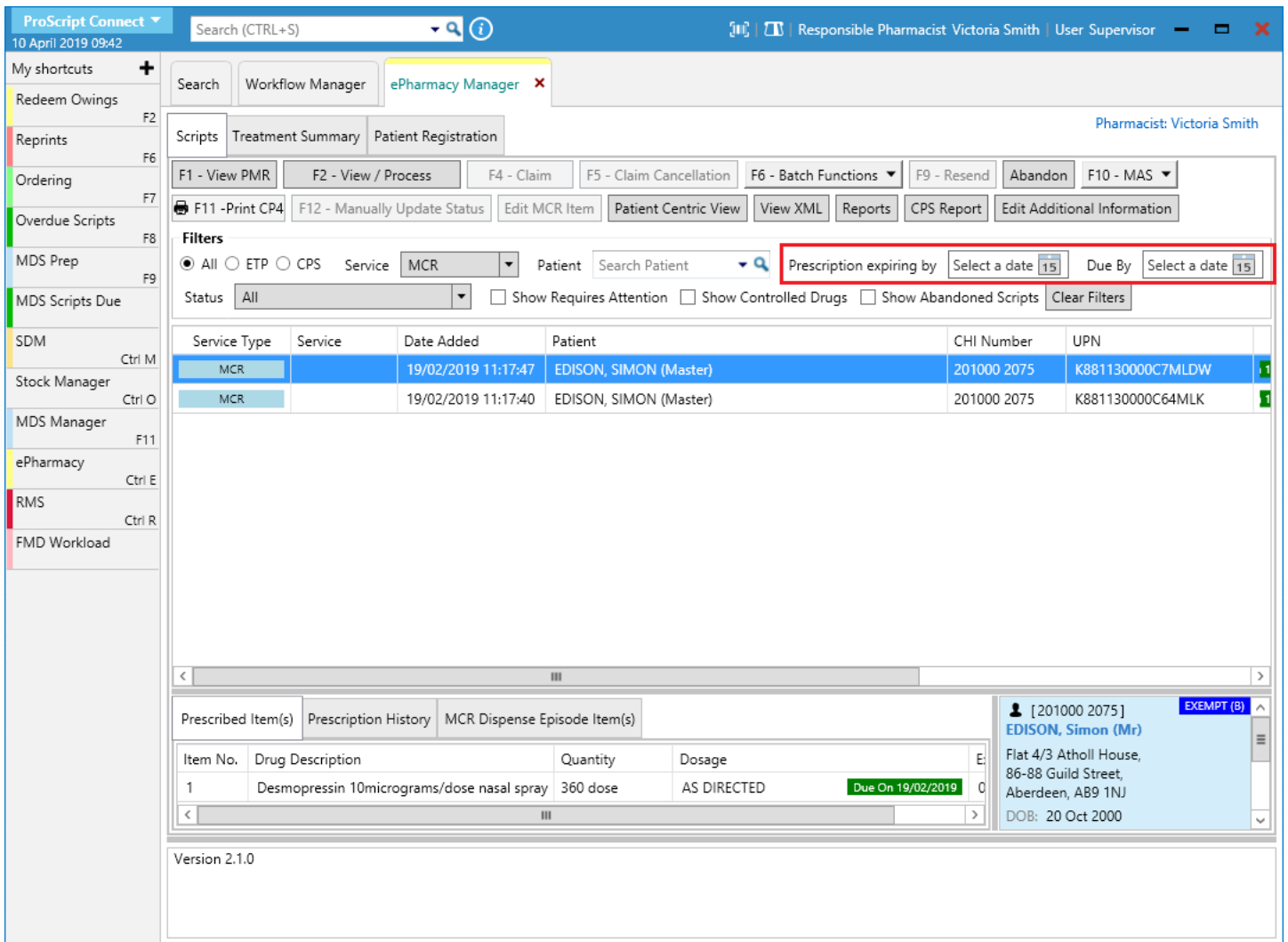


## Creating an MCR Owing While Dispensing

1. From the ePharmacy Manager, notice the *Scripts* tab is selected by default.
2. You can toggle ePharmacy to only display MCR prescriptions by selecting the *MCR* menu item from the *Service* drop-down menu. This will restrict the grid view to **MCR** prescriptions.

 The **[F3 – Workload ‘X’ Days]** button on ProScript has been replaced by two fields in the filters section, which enable you to display prescription due by a specific date, or due to expire by a specific date.

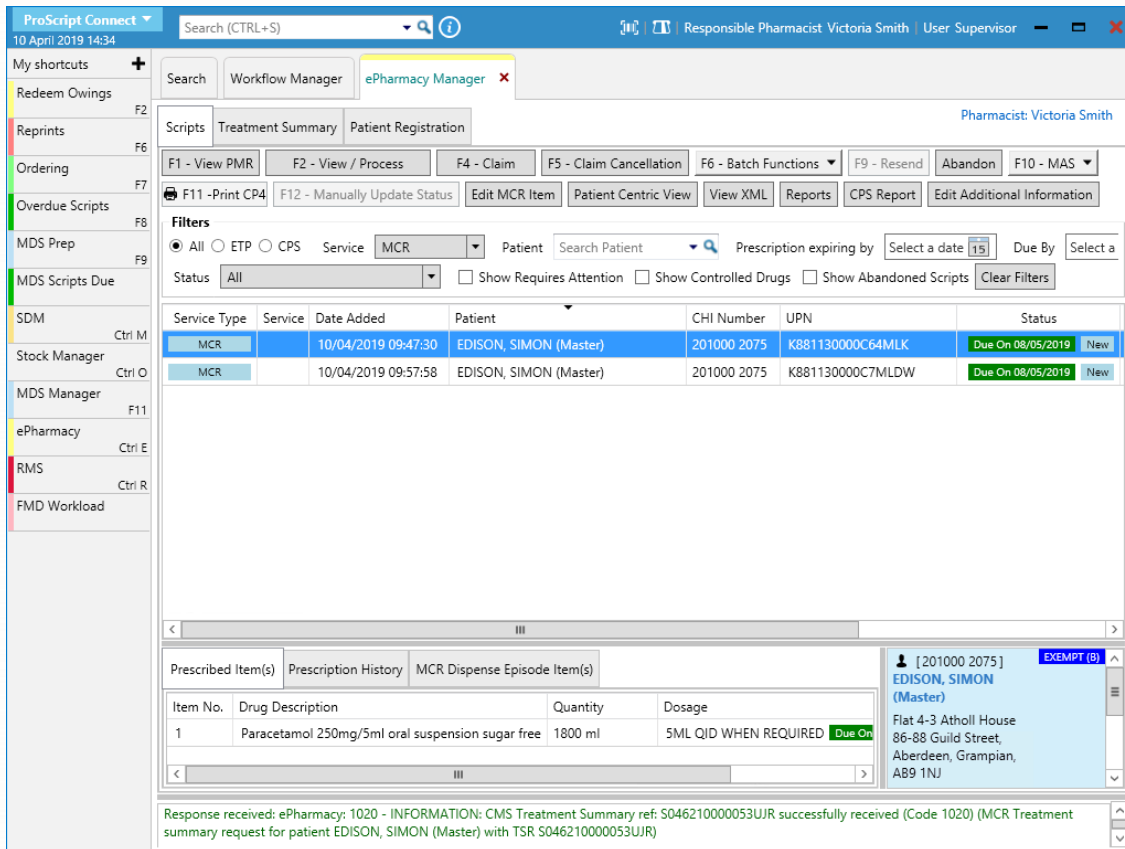


The screenshot shows the ProScript Connect interface. The top navigation bar includes a search bar, user information (Responsible Pharmacist Victoria Smith | User Supervisor), and window controls. The left sidebar lists various shortcuts like Redeem Owings, Reprints, Ordering, etc. The main area is titled 'ePharmacy Manager' and has tabs for Scripts, Treatment Summary, and Patient Registration. Below the tabs are function buttons (F1-F12) and a filters section. The filters section includes radio buttons for 'All', 'ETP', and 'CPS', a 'Service' dropdown menu set to 'MCR', a 'Patient' search field, and two date selection fields: 'Prescription expiring by' and 'Due By', both set to '15'. Below the filters is a table of prescriptions:

| Service Type | Service | Date Added          | Patient                | CHI Number  | UPN              |
|--------------|---------|---------------------|------------------------|-------------|------------------|
| MCR          |         | 19/02/2019 11:17:47 | EDISON, SIMON (Master) | 201000 2075 | K881130000C7MLDW |
| MCR          |         | 19/02/2019 11:17:40 | EDISON, SIMON (Master) | 201000 2075 | K881130000C64MLK |

Below the table is a patient profile for EDISON, Simon (Mr) with CHI number 201000 2075. The profile includes address (Flat 4/3 Atholl House, 86-88 Guild Street, Aberdeen, AB9 1NJ) and DOB (20 Oct 2000). A 'Due On 19/02/2019' label is visible in the patient profile area.

3. Highlight an **MCR** prescription marked as **New**.
4. Press **[F2 – View / Process]**.



ProScript Connect 10 April 2019 14:34

Search (CTRL+S) Responsible Pharmacist Victoria Smith User Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ePharmacy, RMS, FMD Workload

Search Workflow Manager ePharmacy Manager

Scripts Treatment Summary Patient Registration

F1 - View PMR F2 - View / Process F4 - Claim F5 - Claim Cancellation F6 - Batch Functions F9 - Resend Abandon F10 - MAS

F11 - Print CP4 F12 - Manually Update Status Edit MCR Item Patient Centric View View XML Reports CPS Report Edit Additional Information

Filters: All ETP CPS Service MCR Patient Search Patient Prescription expiring by Select a date Due By Select a Status All Show Requires Attention Show Controlled Drugs Show Abandoned Scripts Clear Filters

| Service Type | Service | Date Added          | Patient                | CHI Number  | UPN              | Status                |
|--------------|---------|---------------------|------------------------|-------------|------------------|-----------------------|
| MCR          |         | 10/04/2019 09:47:30 | EDISON, SIMON (Master) | 201000 2075 | K881130000C64MLK | Due On 08/05/2019 New |
| MCR          |         | 10/04/2019 09:57:58 | EDISON, SIMON (Master) | 201000 2075 | K881130000C7MLDW | Due On 08/05/2019 New |

Prescribed Item(s) Prescription History MCR Dispense Episode Item(s)

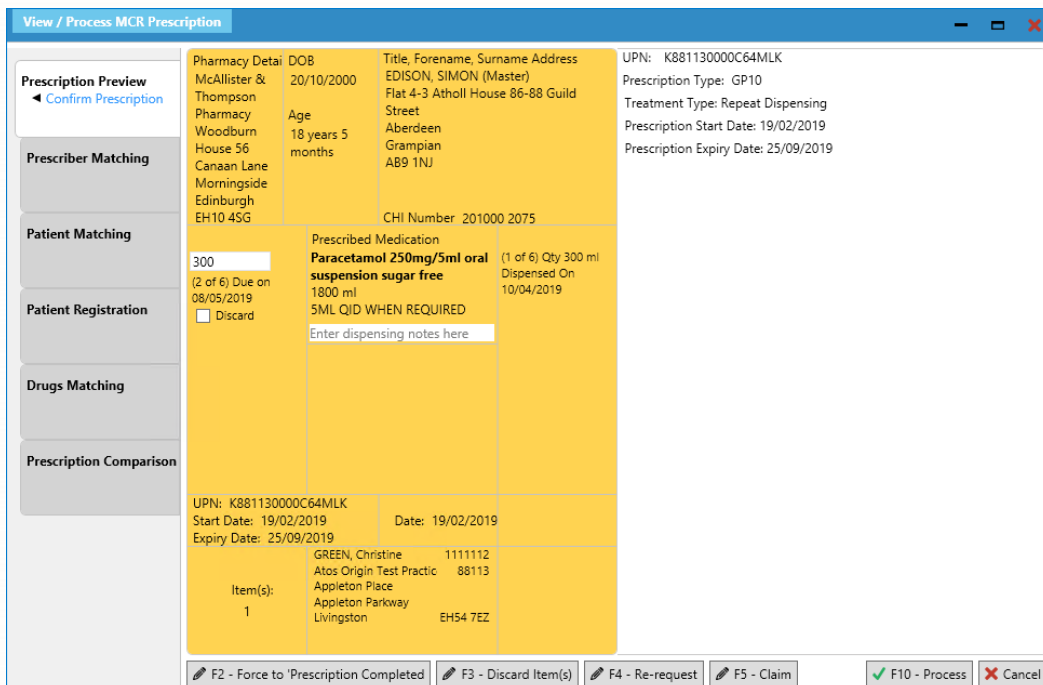
| Item No. | Drug Description                                 | Quantity | Dosage                |
|----------|--|----------|-----------------------|
| 1        | Paracetamol 250mg/5ml oral suspension sugar free | 1800 ml  | 5ML QID WHEN REQUIRED |

[ 201000 2075 ] EDISON, SIMON (Master) Flat 4-3 Atholl House 86-88 Guild Street, Aberdeen, Grampian, AB9 1NJ

Response received: ePharmacy: 1020 - INFORMATION: CMS Treatment Summary ref: S046210000053UJR successfully received (Code 1020) (MCR Treatment summary request for patient EDISON, SIMON (Master) with TSR S046210000053UJR)

## Reviewing the Prescription Preview

1. The View/Process MCR Prescription window displays.



View / Process MCR Prescription

**Prescription Preview** Confirm Prescription

**Prescriber Matching**

**Patient Matching**

**Patient Registration**

**Drugs Matching**

**Prescription Comparison**

Pharmacy Detail: McAllister & Thompson Pharmacy Woodburn House 56 Canaan Lane Morningside Edinburgh EH10 4SG

DOB: 20/10/2000

Age: 18 years 5 months

Title, Forename, Surname Address: EDISON, SIMON (Master) Flat 4-3 Atholl House 86-88 Guild Street Aberdeen Grampian AB9 1NJ

UPN: K881130000C64MLK

Prescription Type: GP10

Treatment Type: Repeat Dispensing

Prescription Start Date: 19/02/2019

Prescription Expiry Date: 25/09/2019

CHI Number: 201000 2075

Prescribed Medication: Paracetamol 250mg/5ml oral suspension sugar free (1 of 6) Qty 300 ml Dispensed On 10/04/2019

Quantity: 1800 ml

Dosage: 5ML QID WHEN REQUIRED

Enter dispensing notes here

UPN: K881130000C64MLK


Start Date: 19/02/2019

Expiry Date: 25/09/2019

GREEN, Christine 1111112 Atos Origin Test Practic 88113 Appleton Place Appleton Parkway Livingston EH54 7EZ

Item(s): 1

F2 - Force to 'Prescription Completed' F3 - Discard Item(s) F4 - Re-request F5 - Claim F10 - Process Cancel

 Don't forget to enter the quantity you want to dispense against each of the items.

2. Press **[F10 – Process]**.

## **Matching the Prescriber**

---

The system will automatically attempt to match the prescriber details from the prescription with existing prescriber details on the system. If a discrepancy is flagged, you will be prompted to:

- Press **[F1]** to accept with no changes made
- Press **[F2]** to save any changes

## **Matching the Patient**

---

The system will automatically attempt to match the patient details from the prescription with existing patient details on the system. If a discrepancy is flagged, you will be prompted to:

- Press **[F1]** to accept with no changes made
- Press **[F2]** to save any changes
- Press **[F3]** to search for and select another patient
- Press **[F4]** to add the patient as a new patient record

If a patient with the same surname is found, but is not a match for the patient you are processing, you'll have the opportunity to press **[F1 – Add Patient]** which will open a pre-populated Add New Patient window with all the details from the eAMS script. Edit and update as necessary, and press **[F10 – Save]**.

## **Matching the Drug**

---

The system will automatically attempt to match the drug you want to dispense. If it cannot automatically select the drug, you will be prompted to search for and select the relevant item as per the drug details written on the prescription by pressing **[F10 – Select]**.

## **Comparing the Prescription**

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The system will compare the prescription you are attempting to dispense with whatever you have dispensed last time around.


View / Process MCR Prescription

|  | This Script                           | Last Medication from PMR  |
|--|---------------------------------------|---|
| <b>Prescription Preview</b><br>✔ Process   | 1) Paracetamol 250mg/5ml oral susp SF | 1) Paracetamol 250mg/5ml oral susp SF - Dispensed:<br>10/04/2019 at 09:54 |
| <b>Prescriber Matching</b><br>✔ Prescribing Organisation found by registration number<br>✔ Prescriber found by registration number | 300 ml<br>5ML QID WHEN REQUIRED       | 300<br>5ML QID WHEN REQUIRED  |
| <b>Patient Matching</b><br>✔ Patient found by CHI Number   |                                       |   |
| <b>Patient Registration</b><br>✔ Patient registered to MCR service   |                                       |   |
| <b>Drugs Matching</b><br>✔ Drug matched for item 1<br>Paracetamol 250mg/5ml oral susp SF   |                                       |   |
| <b>Prescription Comparison</b><br>◀ <a href="#">Compare previous medication</a>  |                                       |   |

F2 - Process This Script    F5 - Process each item using the last medication    F9 - Process each item using the last medication (quick dispense)    X Cancel

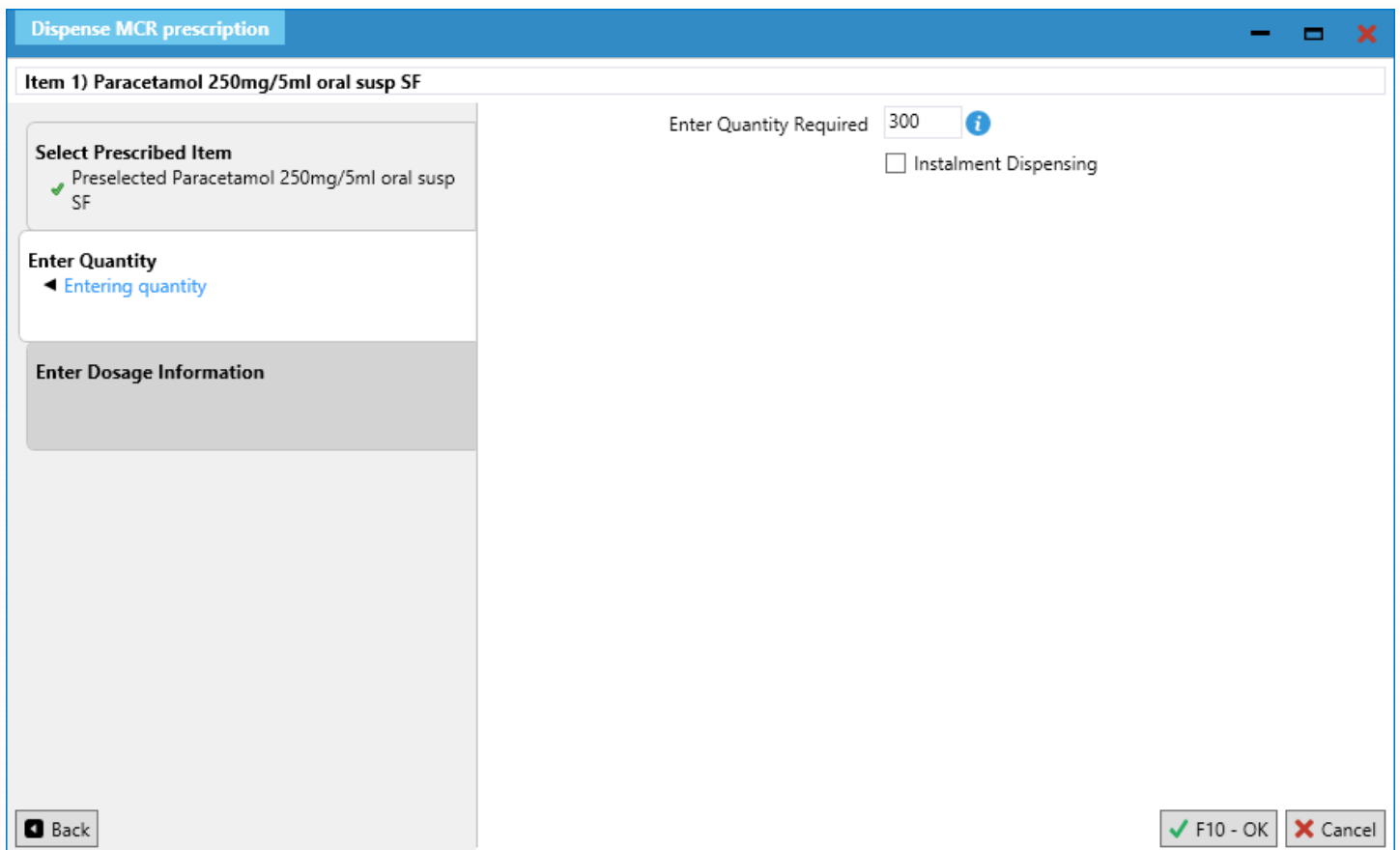
You will be prompted to:

- Press **[F2]** to process the prescription manually, and review the quantity and dosage against each item
- Press **[F5]** to process each item using what was last dispensed on the PMR
- Press **[F9]** to fast-track through the dispensing process for items last dispensed on the PMR

 If the item was not previously dispensed, the only available option is **[F2 – Process This Script]**.

## Dispensing the Prescription

1. If you have pressed **[F2 – Process This Script]**, the Dispense Prescription window displays. Notice the item has been pre-selected and the *Enter Quantity* tab is selected by default.



Dispense MCR prescription

Item 1) Paracetamol 250mg/5ml oral susp SF

Select Prescribed Item  
✓ Preselected Paracetamol 250mg/5ml oral susp SF

Enter Quantity  
◀ Entering quantity

Enter Dosage Information


Enter Quantity Required 300 ⓘ

Instalment Dispensing

Back

✓ F10 - OK ✗ Cancel

2. Review/edit the quantity and press **[F10 – OK]**.
3. The *Enter Dosage Information* tab is selected.
4. Review/edit the dosage information and press **[F10 – OK]**.

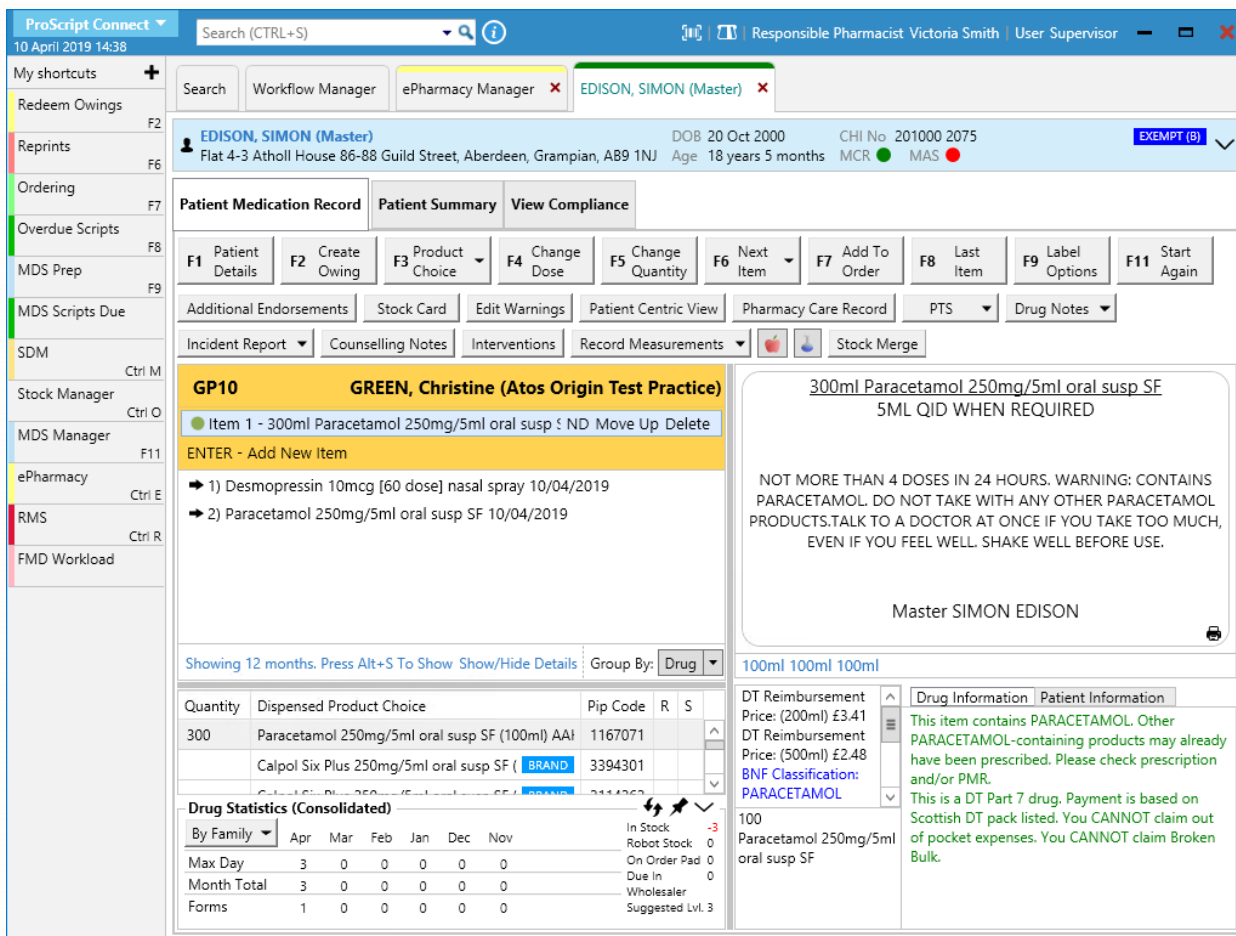
 If applicable, medication warnings linked to the specific item you have just dispensed will display in a pop-up window. Press **[F10 – Confirm]** to dismiss it.

5. The system will prompt you to repeat that process for each of the items on the prescription.

## Creating an Owing

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1. The item(s) display in the first quadrant of the PMR, ready to be endorsed.



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

10 April 2019 14:38

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ePharmacy, RMS, FMD Workload

Search | Workflow Manager | ePharmacy Manager | **EDISON, SIMON (Master)**

**EDISON, SIMON (Master)** | Flat 4-3 Atholl House 86-88 Guild Street, Aberdeen, Grampian, AB9 1NJ | DOB: 20 Oct 2000 | Age: 18 years 5 months | CHI No: 201000 2075 | MCR: ● | MAS: ● | EXEMPT (B)

**Patient Medication Record** | Patient Summary | View Compliance

F1 Patient Details | F2 Create Owing | F3 Product Choice | F4 Change Dose | F5 Change Quantity | F6 Next Item | F7 Add To Order | F8 Last Item | F9 Label Options | F11 Start Again

Additional Endorsements | Stock Card | Edit Warnings | Patient Centric View | Pharmacy Care Record | PTS | Drug Notes

Incident Report | Counselling Notes | Interventions | Record Measurements | Stock Merge

**GP10 GREEN, Christine (Atos Origin Test Practice)**

● Item 1 - 300ml Paracetamol 250mg/5ml oral susp SF ND Move Up Delete

ENTER - Add New Item

- ➔ 1) Desmopressin 10mcg [60 dose] nasal spray 10/04/2019
- ➔ 2) Paracetamol 250mg/5ml oral susp SF 10/04/2019

Showing 12 months. Press Alt+S To Show Show/Hide Details | Group By: Drug

| Quantity | Dispensed Product Choice                         | Pip Code | R | S |
|----------|--|----------|---|---|
| 300      | Paracetamol 250mg/5ml oral susp SF (100ml) AA    | 1167071  |   |   |
|          | Calpol Six Plus 250mg/5ml oral susp SF ( BRAND ) | 3394301  |   |   |

**Drug Statistics (Consolidated)**

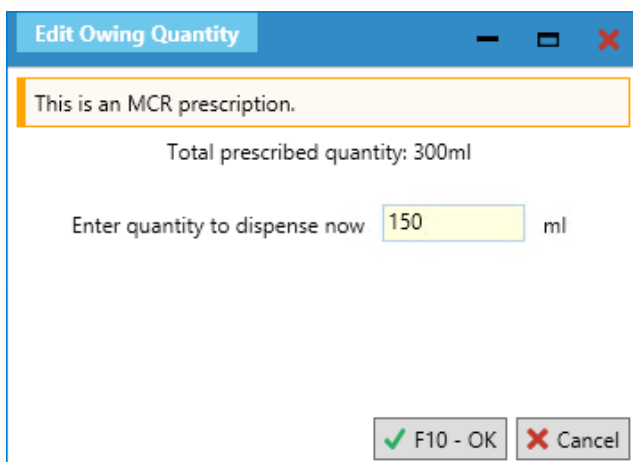
| By Family   | Apr | Mar | Feb | Jan | Dec | Nov | In Stock       |
|-------------|-----|-----|-----|-----|-----|-----|----------------|
| Max Day     | 3   | 0   | 0   | 0   | 0   | 0   | Robot Stock -3 |
| Month Total | 3   | 0   | 0   | 0   | 0   | 0   | On Order Pad 0 |
| Forms       | 1   | 0   | 0   | 0   | 0   | 0   | Due In 0       |

DT Reimbursement Price: (200ml) £3.41 | DT Reimbursement Price: (500ml) £2.48 | BNF Classification: PARACETAMOL

100 Paracetamol 250mg/5ml oral susp SF

Drug Information: This item contains PARACETAMOL. Other PARACETAMOL-containing products may already have been prescribed. Please check prescription and/or PMR. This is a DT Part 7 drug. Payment is based on Scottish DT pack listed. You CANNOT claim out of pocket expenses. You CANNOT claim Broken Bulk.

- Highlight one of the items and press **[F2 – Create Owing]**.
- The Edit Owing Quantity window displays.



**Edit Owing Quantity**

This is an MCR prescription.

Total prescribed quantity: 300ml

Enter quantity to dispense now  ml

✓ F10 - OK | ✗ Cancel

- Enter the quantity you want to dispense now and press **[F10 – OK]**.
- You are returned to the PMR, where the selected item is now marked as having an owing.

ProScript Connect 10 April 2019 14:39 Search (CTRL+S) Responsible Pharmacist Victoria Smith User Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ePharmacy, RMS, FMD Workload

Search Workflow Manager ePharmacy Manager EDISON, SIMON (Master)

**EDISON, SIMON (Master)** DOB 20 Oct 2000 CHI No 201000 2075 EXEMPT (B)  
 Flat 4-3 Atholl House 86-88 Guild Street, Aberdeen, Grampian, AB9 1NJ Age 18 years 5 months MCR MAS

Patient Medication Record Patient Summary View Compliance

F1 Patient Details F2 Create Owing F3 Product Choice F4 Change Dose F5 Change Quantity F6 Next Item F7 Add To Order F8 Last Item F9 Label Options F11 Start Again

Additional Endorsements Stock Card Edit Warnings Patient Centric View Pharmacy Care Record PTS Drug Notes

Incident Report Counselling Notes Interventions Record Measurements Stock Merge

**GP10 GREEN, Christine (Atos Origin Test Practice)**

Item 1 - 300ml Paracetamol 250mg/5ml oral susp 5 ND Move Up Delete

ENTER - Add New Item

- 1) Desmopressin 10mcg [60 dose] nasal spray 10/04/2019
- 2) Paracetamol 250mg/5ml oral susp SF 10/04/2019

Showing 12 months. Press Alt+S To Show Show/Hide Details Group By: Drug

| Quantity | Dispensed Product Choice                         | Pip Code | R | S |
|----------|--|----------|---|---|
| 150      | Paracetamol 250mg/5ml oral susp SF (100ml) AA    | 1167071  |   |   |
|          | Calpol Six Plus 250mg/5ml oral susp SF ( BRAND ) | 3394301  |   |   |

Drug Statistics (Consolidated)

| By Family   | Apr | Mar | Feb | Jan | Dec | Nov | In Stock |
|-------------|-----|-----|-----|-----|-----|-----|----------|
| Max Day     | 3   | 0   | 0   | 0   | 0   | 0   | -3       |
| Month Total | 3   | 0   | 0   | 0   | 0   | 0   | 0        |
| Forms       | 1   | 0   | 0   | 0   | 0   | 0   | 0        |

150ml Paracetamol 250mg/5ml oral susp SF (of 300ml)  
 5ML QID WHEN REQUIRED

NOT MORE THAN 4 DOSES IN 24 HOURS. WARNING: CONTAINS PARACETAMOL. DO NOT TAKE WITH ANY OTHER PARACETAMOL PRODUCTS. TALK TO A DOCTOR AT ONCE IF YOU TAKE TOO MUCH, EVEN IF YOU FEEL WELL. SHAKE WELL BEFORE USE.

Master SIMON EDISON

100ml 50ml

DT Reimbursement Price: (200ml) £3.41  
 DT Reimbursement Price: (500ml) £2.48  
 BNF Classification: PARACETAMOL

Drug Information Patient Information  
 This item contains PARACETAMOL. Other PARACETAMOL-containing products may already have been prescribed. Please check prescription and/or PMR.  
 This is a DT Part 7 drug. Payment is based on Scottish DT pack listed. You CANNOT claim out of pocket expenses. You CANNOT claim Broken Bulk.

## Endorsing the Prescription

1. Press [F8 – Last Item].
2. The Prescription Type preview displays.

Prescription Type: GP10 dispensed on 10/04/2019 at 14:37

|   |   |  |
|---|---|--|
| DOB<br>20/10/2000   | EDISON, SIMON (Master)<br>Flat 4-3 Atholl House 86-88 Guild Street<br>Aberdeen                                | McAllister &<br>Thompson<br>Pharmacy<br>Woodburn House<br>56 Canaan Lane<br>Morningside<br>Edinburgh<br>EH10 4SG<br>4621 |
| Age<br>18 years 5 months  | Grampian<br>AB9 1NJ<br>[201000 2075]  |  |
| 100ml 50ml  | <b>300ml Paracetamol 250mg/5ml oral susp SF</b><br><br>5ML QID WHEN REQUIRED                                  | 100<br>Paracetamol<br>250mg/5ml oral<br>susp SF  |
| Exemption B<br><input type="checkbox"/> Evidence Seen<br>Professional Fees<br>1 | GREEN, Christine<br>Atos Origin Test Practice<br>Appleton Place<br>Appleton Parkway<br>Livingston<br>EH54 7EZ |  |

Requires Attention Prescription notes   
 F7 - Don't Print Labels  
 Print Bag Label  Prescription is clinically checked

- Press **[F10 – Save]**.
- The system will automatically generate and print the endorsement, label(s), owing label, bag label and tracking label.

## Revision History

| Version Number | Date              | Revision Details | Author(s)            |
|----------------|-------------------|------------------|----------------------|
| 1.0            | 16 September 2019 |                  | Joanne Hibbert-Gorst |
|                |                   |                  |                      |
|                |                   |                  |                      |

### Contact us

For more information contact:  
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