

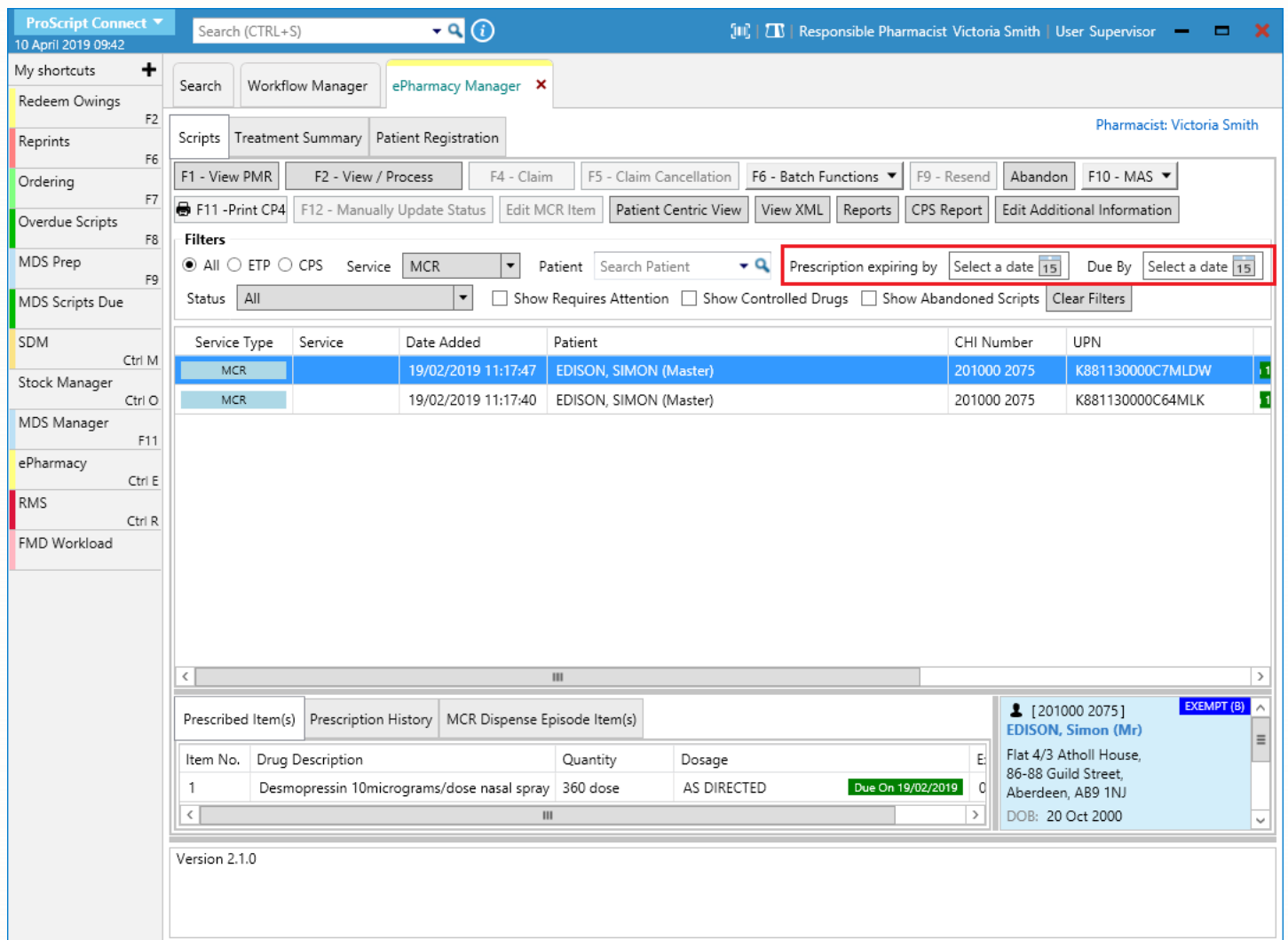
Dispensing an Instalment of an MCR Prescription

You can dispense instalments of a serial MCR prescription from the ePharmacy Manager.

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The **[F3 – Workload ‘X’ Days]** button on ProScript has been replaced by two fields in the filters section, which enable you to display prescription due by a specific date, or due to expire by a specific date.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 ePharmacy Manager interface. The top navigation bar includes the ProScript Connect logo, a search bar, and the user's name (Responsible Pharmacist Victoria Smith) and role (User Supervisor). The left sidebar contains various shortcuts like Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ePharmacy, RMS, and FMD Workload. The main area is titled "ePharmacy Manager" and has tabs for Scripts, Treatment Summary, and Patient Registration. Below the tabs are several function buttons (F1-F11) and a "Filters" section. The "Filters" section includes 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 with columns for Service Type, Service, Date Added, Patient, CHI Number, and UPN. Two MCR prescriptions are listed for patient EDISON, SIMON (Master). The bottom of the interface shows a detailed view of a prescribed item (Desmopressin 10micrograms/dose nasal spray) and patient information for EDISON, Simon (Mr).

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

Item No.	Drug Description	Quantity	Dosage	E
1	Desmopressin 10micrograms/dose nasal spray	360 dose	AS DIRECTED	0

EDISON, Simon (Mr)
Flat 4/3 Atholl House,
86-88 Guild Street,
Aberdeen, AB9 1NJ
DOB: 20 Oct 2000

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

ProScript Connect 10 April 2019 09:46 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

Workflow Manager ePharmacy Manager

Scripts Treatment Summary Patient Registration Pharmacist: Victoria Smith

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	Request Type
MCR		19/02/2019 11:17:47	EDISON, SIMON (Master)	201000 2075	K881130000C7MLDW	Due On 19/02/2019 New	Request Success
MCR		19/02/2019 11:17:40	EDISON, SIMON (Master)	201000 2075	K881130000C64MLK	Due On 19/02/2019 New	Request Success

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 (Mr) Flat 4/3 Atholl House, 86-88 Guild Street, Aberdeen, AB9 1NJ DOB: 20 Oct 2000 Age: 18 years 5 months EXEMPT (B)


Version 2.1.0

Reviewing the Prescription Preview

1. The View/Process MCR Prescription window displays.

View / Process MCR Prescription

Prescription Preview ◀ Confirm Prescription	Pharmacy Detail McAllister & Thompson Pharmacy Woodburn House 56 Canaan Lane Morningside Edinburgh EH10 4SG	DOB 20/10/2000	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: 06/08/2019
	Prescriber Matching	Age 18 years 5 months	CHI Number: 201000 2075	
Patient Matching	300 (1 of 6) Due on 19/02/2019 <input type="checkbox"/> Discard	Prescribed Medication Paracetamol 250mg/5ml oral suspension sugar free 1800 ml SML QID WHEN REQUIRED Enter dispensing notes here		
Patient Registration				
Drugs Matching				
Prescription Comparison				
	UPN: K881130000C64MLK Start Date: 19/02/2019 Expiry Date: 06/08/2019	Date: 19/02/2019		
	Item(s): 1	GREEN, Christine 1111112 Atos Origin Test Practice 88113 Appleton Place Appleton Parkway Livingston EH54 7EZ		

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

2. You can either:

- Press **[F2 – Force to Prescription Completed]** to complete the prescription at this instalment interval. No further instalments will be received for the items on the prescription.
- Press **[F3 – Discard item(s)]** to stop further instalments of an item if the *Discard* box is ticked against the item in the prescription preview window.
- Press **[F4 – Re-request]** to re-request the prescription from ePharmacy.
- Press **[F10 – Process]** to process the prescription normally.

3. To start the dispensing process, 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

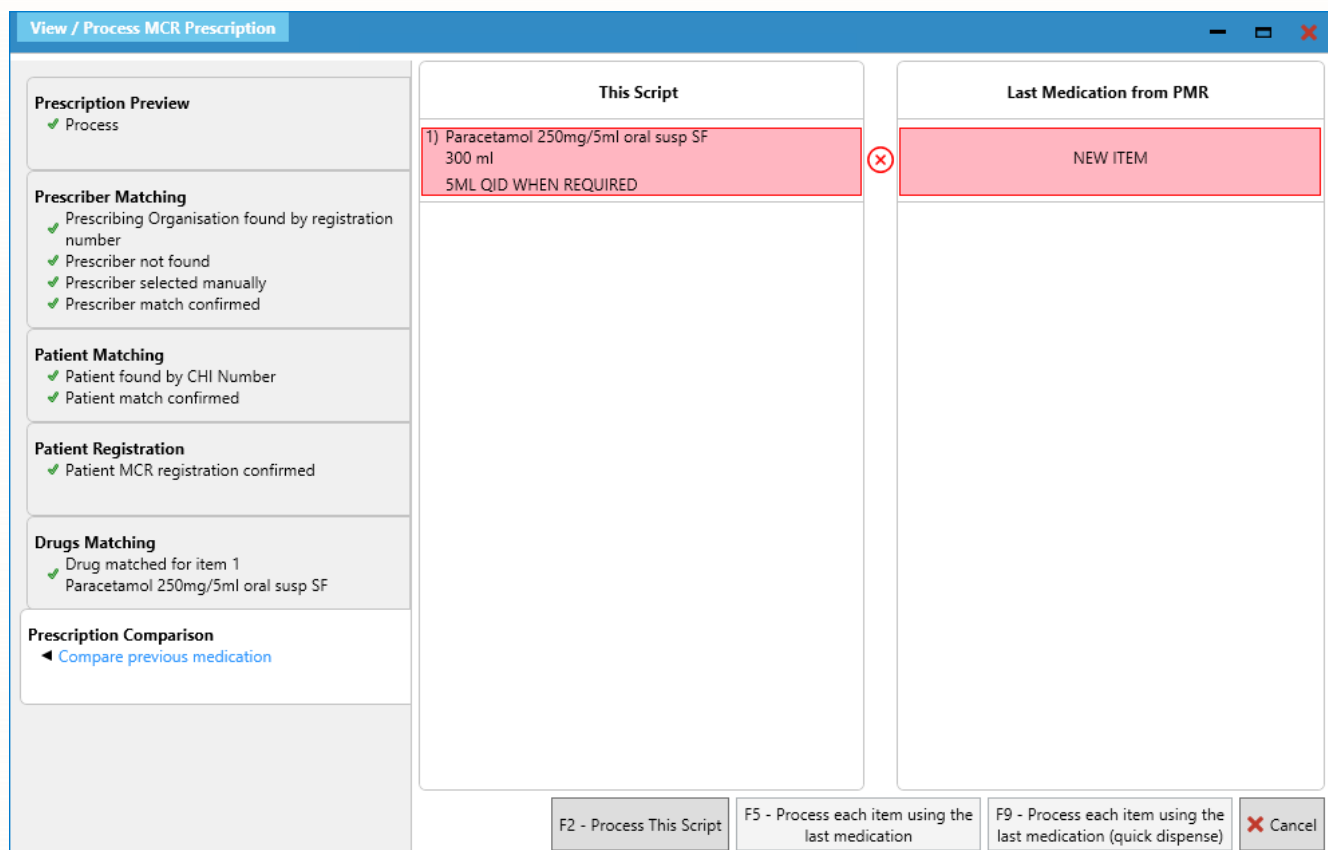
If a patient with the same surname is found, but is not a match for the patient you are processing, you'll have the opportunity to press **[F1 – Add Patient]** which will open a pre-populated Add New Patient window with all the details from the eAMS script. Edit and update as necessary, and press **[F10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

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



View / Process MCR Prescription

Prescription Preview
✔ Process

Prescriber Matching
✔ Prescribing Organisation found by registration number
✔ Prescriber not found
✔ Prescriber selected manually
✔ Prescriber match confirmed

Patient Matching
✔ Patient found by CHI Number
✔ Patient match confirmed

Patient Registration
✔ Patient MCR registration confirmed

Drugs Matching
✔ Drug matched for item 1
Paracetamol 250mg/5ml oral susp SF

Prescription Comparison
◀ [Compare previous medication](#)

This Script

1) Paracetamol 250mg/5ml oral susp SF
300 ml
5ML QID WHEN REQUIRED

Last Medication from PMR


NEW ITEM

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:

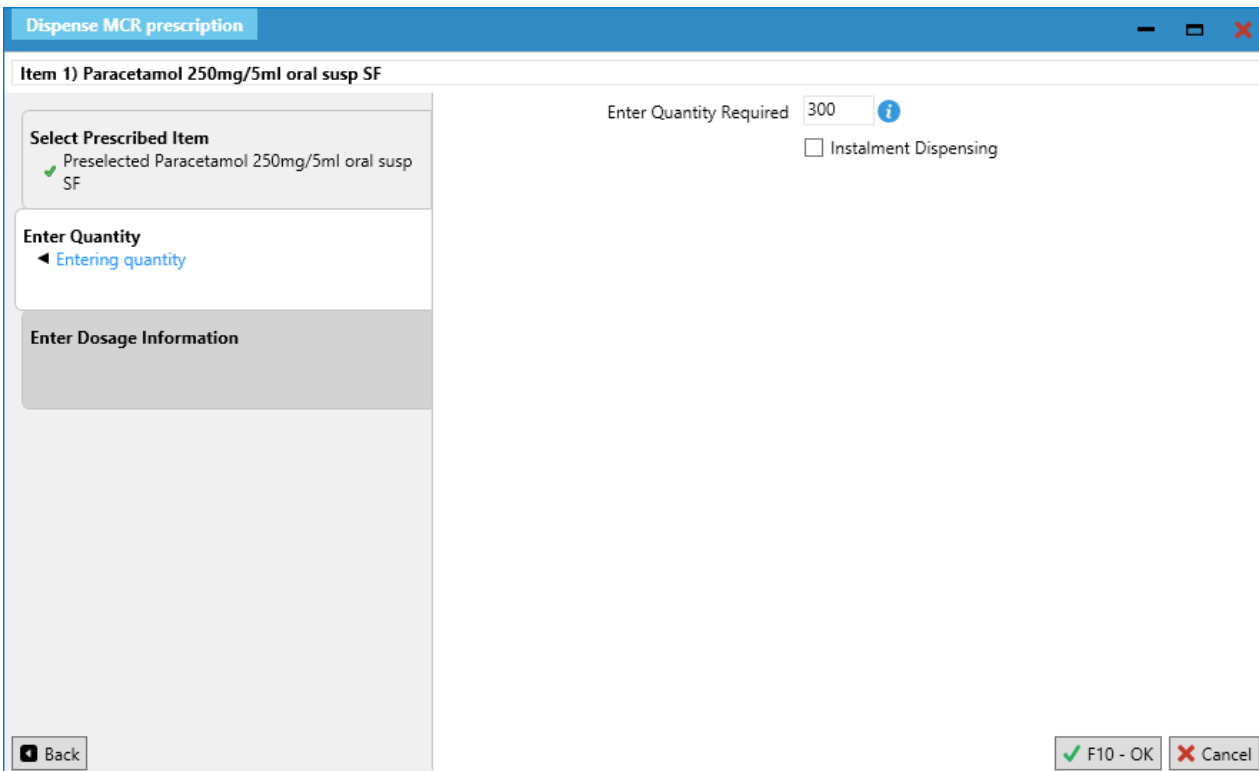
- Press **[F2]** to process the prescription manually, and review the quantity and dosage against each item
- Press **[F5]** to process each item using what was last dispensed on the PMR

- 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.



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.

Endorsing the Prescription

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

ProScript Connect 10 April 2019 09:52 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) Flat 4-3 Atholl House 86-88 Guild Street, Aberdeen, Grampian, AB9 1NJ DOB 20 Oct 2000 CHI No 201000 2075 Age 18 years 5 months 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, C (Atos Origin Test Practice)

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

ENTER - Add New Item

300ml Paracetamol 250mg/5ml oral susp SF 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

Quantity	Dispensed Product Choice	Pip Code	R	S
300	Paracetamol 250mg/5ml oral susp SF (100ml) AA1	1167071		
	Calpol Six Plus 250mg/5ml oral susp SF (BRAND)	3394301		

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

100 Paracetamol 250mg/5ml oral susp SF

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.

Drug Statistics (Consolidated)

By Family	Apr	Mar	Feb	Jan	Dec	Nov	In Stock	Robot Stock	On Order Pad	Due In	Wholesaler	Suggested Lvl.
Max Day	0	0	0	0	0	0	0	0	0	0		0
Month Total	0	0	0	0	0	0						
Forms	0	0	0	0	0	0						

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

ProScript Connect 10 April 2019 09:54 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 Pharmacist: Victoria Smith

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

Service Type	Service	Date Added	Patient	CHI Number	UPN	Status	Request Type
MCR		10/04/2019 09:47:30	EDISON, SIMON (Master)	201000 2075	K881130000C64MLK	Due On 08/05/2019 New	Request Succes
MCR		19/02/2019 11:17:47	EDISON, SIMON (Master)	201000 2075	K881130000C7MLDW	Due On 19/02/2019 New	Request Succes

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 Due On

[201000 2075] EDISON, Simon (Mr)
Flat 4/3 Atholl House,
86-88 Guild Street,
Aberdeen, AB9 1NJ
DOB: 20 Oct 2000
Age: 18 years 5 months

Response received: Registered (MCR registration request for patient EDISON, SIMON (Master))
Sending MCR registration request for patient EDISON, SIMON (Master).

Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601