

Scanning an MCR Prescription

You can scan an MCR prescription from anywhere within ProScript Connect using the search field in the top left-hand corner of the menu. This search field is always visible, even if you have one or more tabs open.



1. To select the field, press **[Ctrl+S]**. This will highlight the field, which displays in pale yellow.

| ProScript Con 09 April 2019 17:0 | nect 🔻 | - C () III Responsible Pharmacist Alexander Scott Us | er Supervisor 🗕 🗖 🗙 |
|-------------------------------------|---------|--|---------------------|
| My shortcuts | + | Sarah Washflow Manager | |
| Redeem Owings | s F2 | | |
| Reprints | F6 | Search Patient - Hide Advanced Search | |
| Ordering | F7 | Show Humans Show Pets Show Deleted | |
| Overdue Scripts | F8 | Enter patient surname, forename, dob | |
| MDS Prep | F9 | | |
| MDS Scripts Du | e | Recently Viewed Patients Clear History | |
| Stock Manager | Ctrl O | No recently viewed patients | |
| MDS Manager | F11 | | |
| SDM | Ctrl M | | |
| ePharmacy | Ctrl F | | |
| RMS | Ctrl R | | |
| FMD Workload | Curre | | |
| | | | |
| | | | What's New |
| | | | Support Centre |
| | | | |
| | | | Release Notes |
| | | No seriet has been processed to day | |
| | | ProScript Connect Service Desk Number : 0845 634 2 634 | proscript |
| | | | connect |
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- 2. You can then use your hand-held scanner to scan the barcode on your prescription.
 - If you have issues with your hand-held scanner, or it is currently being used by another member of staff in your pharmacy, you can click the arrow in the right-hand corner of the **[Ctrl+S]** field and select the *Manual Search "\"* option. You can then directly enter the prescription ID in the field, which will also display the View/Process window.
- 3. The View/Process window for the relevant prescription automatically displays.



| View / Process MCR Prescription | | | | | | | | | |
|--|--|---|---|-------------------|--|---------------------|-----------------|------|------|
| Prescription Preview Confirm Prescription | Pharmacy Detai DO McAllister & 1: Thompson Pharmacy Ag Woodburn 10 | DOB T 11/11/1911 C Age I 107 years 4 | Title, Forename, Surname Address GREEN, TIM (Mr) 2 Baron Taylors Street Inverness Highland IV1 1QL CHI Number 111111 0778 | | UPN: K881130000B7B60M Prescription Type: GP10 Treatment Type: Repeat Dispensing Prescription Start Date: 04/01/2019 | | | | |
| Prescriber Matching | House 56 m Canaan Lane Morningside Edinburgh EH10 4SG | ionths | | | Prescription Expir | ry Date: 06/12/2019 | | | |
| Patient Matching | 56 (1 of 12) Due on | Prescribed Adcal-D3 chewable (ProStraka | Medication Lemon tablets In Ltd) | - | - | | | | |
| Patient Registration | 04/01/2019 | 672 tablet 1 TABLET T Enter dispe | WICE A DAY | | | | | | |
| Drugs Matching | 28 (1 of 12) Due on 04/01/2019 Discard | Aspirin 75 tablets 336 tablet 1 TABLET 0 | mg dispersible | | | | | | |
| Prescription Comparison | 28 (1 of 12) Due on UPN: K881130000 Start Date: 04/01/ | Enter dispe | Insing notes here in 40mg tablets VERV NIGHT Date: 04/01/20 | 19 | • | | | | |
| | Item(s): | GREEN, Chi Atos Origin Appleton P Appleton P Livingston | istine 1111112 Test Practi 88113 Iace arkway EH54 7E2 | 2 5 2 | | | | | |
| | Ø F2 - Force to 'P | Prescription C | ompleted 🥒 F3 | - Discard Item(s) | 🖉 F4 - Re-request |] | ✓ F10 - Process | X Ca | ncel |

- 4. 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.
- 5. To start the dispensing process, press [F10 Process].

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**

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