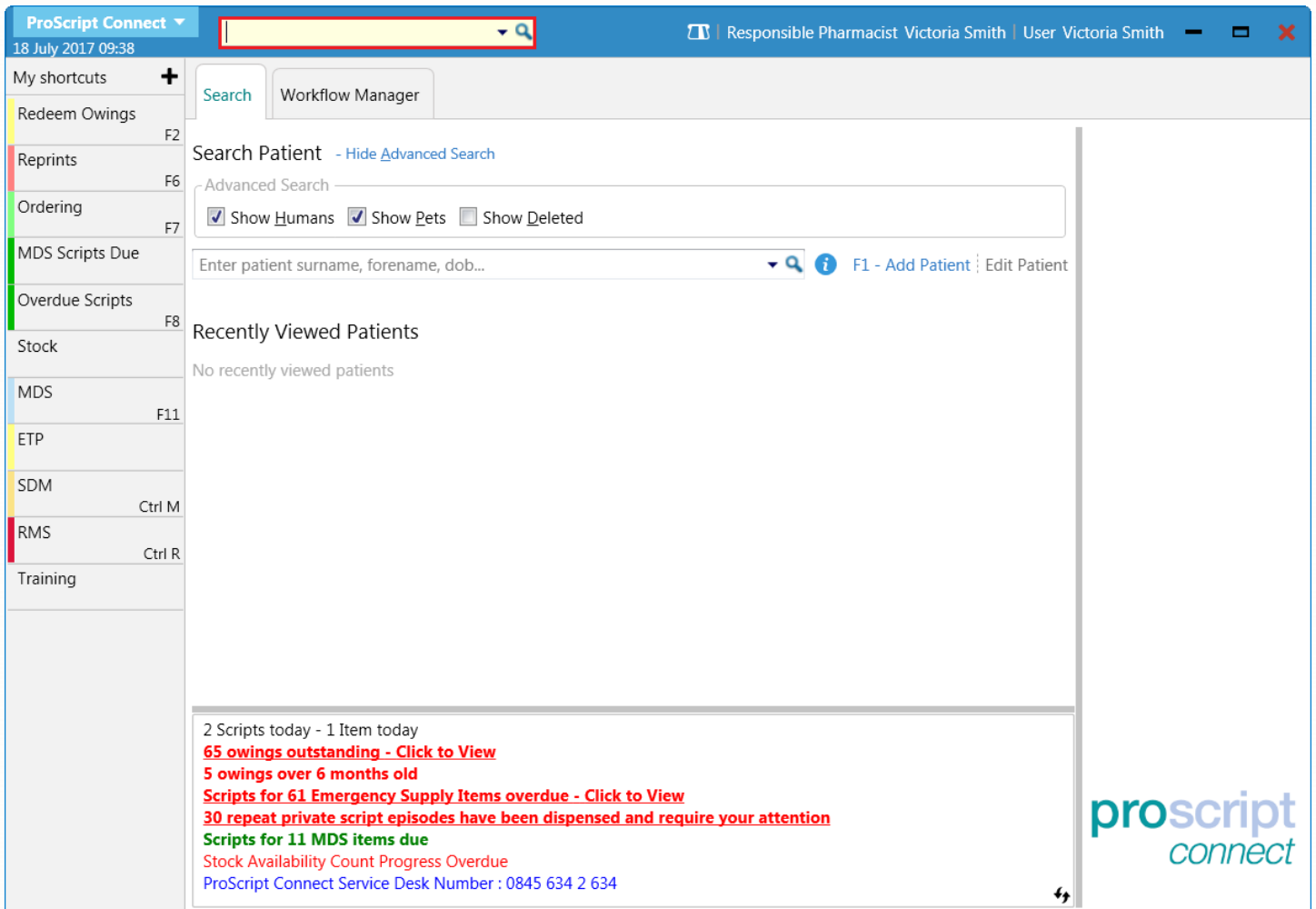


Editing a Prescription from the Prescription Tracking Edit

1. From the ProScript Connect Search screen, press [CTRL+S].
2. This highlights the search field in the top left-hand corner.



The screenshot shows the ProScript Connect application interface. At the top, the title bar reads "ProScript Connect" and "18 July 2017 09:38". The user is identified as "Responsible Pharmacist Victoria Smith" and "User Victoria Smith". The main content area is titled "Search Patient" and includes a search bar with the placeholder text "Enter patient surname, forename, dob...". Below the search bar, there are checkboxes for "Show Humans", "Show Pets", and "Show Deleted". The "Recently Viewed Patients" section is currently empty, displaying "No recently viewed patients". At the bottom of the screen, there is a summary of scripts and omissions:

- 2 Scripts today - 1 Item today
- 65 omissions outstanding - Click to View**
- 5 omissions over 6 months old**
- Scripts for 61 Emergency Supply Items overdue - Click to View**
- 30 repeat private script episodes have been dispensed and require your attention**
- Scripts for 11 MDS items due**
- Stock Availability Count Progress Overdue
- ProScript Connect Service Desk Number : 0845 634 2 634

The ProScript Connect logo is visible in the bottom right corner of the interface.

3. Scan the prescription you want to edit.
4. The Prescription Tracking Edit window for the scanned prescription displays.

Prescription Tracking Edit

FAAL, GERALD (Mr)
 DOB 07 Jun 1981
 NHS No 944 637 0884
 PAYING
 3 OWINGS

3 STRONNELL CLOSE LUTON, London, LU2 9AS
 Age 36 years 1 month
 EPS Status ●

Current Prescription Status: Location Tracking Number: PT31414

New Status: Completed

Completion Type

Collected
 Delivered
 Abandoned

Collected By

Select the person who collected the medication or [Click Here](#) to select a different patient

FAAL, GERALD (Mr) Patient

F9 - Edit Prescription
✓ F10 - Save
✗ Cancel

5. Press **[F9 – Edit Prescription]**.
6. The Edit Prescription window displays.

Edit FAAL, GERALD (Mr)'s Prescription Dispensed on 17/07/2017

Prescriber: DANIELLS, J (ILKLEY & WHARFEDALE MEDICAL PRACTICE) [Change Prescriber](#)

Patient Exemption: A is under 16 years of age i Evidence Seen

Prescription Tracking Status: **Prescription is stored Blue Basket (Basket)**

Requires Attention Prescription Notes

Prescription Items	Prescribed Item Details				
<p>1) 28 Tramadol MR 200mg tabs Take 1 tablet daily with plenty of water</p>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> F1 - Change Prescribed Qty F2 - Change Dosage F3 - Change Prescribed Item ✕ F4 - Delete </div> <p>Prescribed Tramadol MR 200mg tabs</p> <p>Quantity 28</p> <p>Dosage Take 1 tablet daily with plenty of water</p>				
	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> F5 - Change Dispensed Qty F6 - Change Dispensed Item F7 - Not Given ✕ F8 - Delete Dispensing </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;">0 Tilodol SR 200mg tabs (60) SANDOZ (£31.04)</td> <td style="font-size: 0.8em; text-align: right;">17/07/2017 17:18</td> </tr> <tr> <td style="font-size: 0.8em;">0 Zydol SR 200mg tabs *PI* [UK] (60) CLRM (£36.52)</td> <td style="font-size: 0.8em; text-align: right;">17/07/2017 17:19</td> </tr> </table>	0 Tilodol SR 200mg tabs (60) SANDOZ (£31.04)	17/07/2017 17:18	0 Zydol SR 200mg tabs *PI* [UK] (60) CLRM (£36.52)	17/07/2017 17:19
0 Tilodol SR 200mg tabs (60) SANDOZ (£31.04)	17/07/2017 17:18				
0 Zydol SR 200mg tabs *PI* [UK] (60) CLRM (£36.52)	17/07/2017 17:19				
	<p>Endorsement</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Additional Endorsements</div> <p style="font-size: 0.8em;">28/60 Zydol SR 200mg tabs [UK] 0/60 Tilodol SR 200mg tabs Rebate claimed</p>				

Reason for Change *

Select Edit Reason
 Edit Reason

Delete Entire Prescription | Last edited on 17/07/2017 at 17:24 by shelly aggarwal

✓ F10 - Save
✗ Cancel

Editing and/or Deleting Prescribed Item Details

The Edit Prescription window enables you to edit or delete information pertaining to the prescribing details of the selected item. You can:

- Press **[F1 – Change Prescribed Qty]** to edit the prescribed quantity for the item
- Press **[F2 – Change Dosage]** to edit the dosage for the item
- Press **[F3 – Change Prescribed Item]** to edit the prescribed item
- Press **[F4 – Delete]** to delete the prescribed item



You will only be able to use the **[F1]**, **[F3]** and **[F4]** buttons to edit non-ETP scripts.

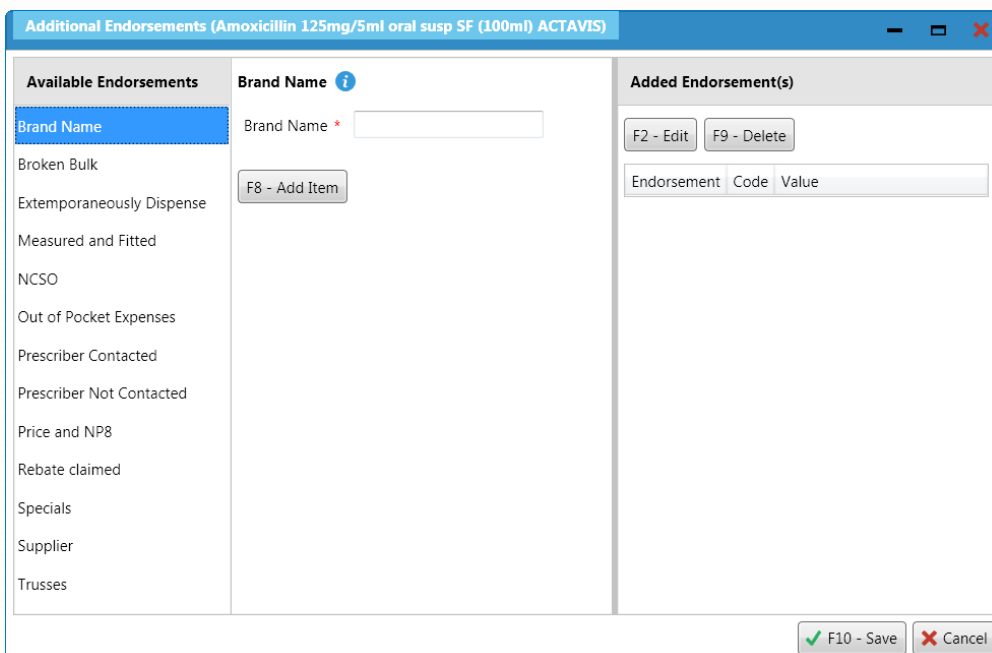
Editing and/or Deleting Dispensing Details

The Edit Prescription window enables you to edit or delete information pertaining to the dispensing details of the selected item. You can:

- Press **[F5 – Change Dispensed Qty]** to edit the dispensed quantity for the item
- Press **[F6 – Change Dispensed Item]** to edit the dispensed product (either an alternative brand or generic)
- Press **[F7 – Not Given]** to mark the item as **NOT GIVEN**
- Press **[F8 – Delete Dispensing]** to delete the dispensed item

Adding an Extra Endorsement

1. The Edit Prescription window also enables you to add, edit or delete extra endorsements to the selected item by clicking the **[Additional Endorsements]** button.
2. The Additional Endorsements window displays.



Available Endorsements	Brand Name	Added Endorsement(s)
Brand Name	Brand Name * <input type="text"/>	F2 - Edit F9 - Delete
Broken Bulk	F8 - Add Item	Endorsement Code Value
Extemporaneously Dispense		
Measured and Fitted		
NCSC		
Out of Pocket Expenses		
Prescriber Contacted		
Prescriber Not Contacted		
Price and NP8		
Rebate claimed		
Specials		
Supplier		
Trusses		

3. Select a type of endorsement in the left-hand section, complete the relevant fields in the middle section, and press **[F8 – Add Item]** to add the endorsement.
4. The endorsement displays in the right-hand section.

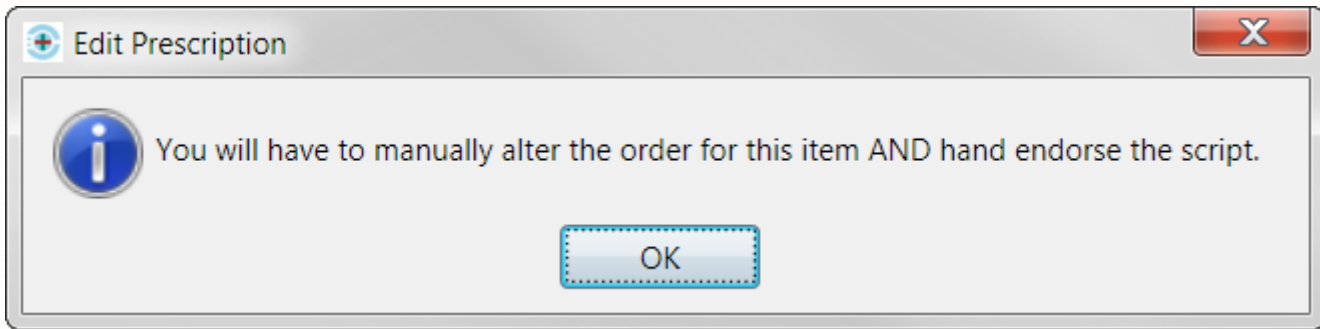
Additional Endorsements (Amoxicillin 125mg/5ml oral susp SF (100ml) ACTAVIS)

Available Endorsements	Out of Pocket Expenses i	Added Endorsement(s)						
<ul style="list-style-type: none"> Brand Name Broken Bulk Extemporaneously Dispense Measured and Fitted NCSO <li style="background-color: #0070C0; color: white; padding: 2px;">Out of Pocket Expenses Prescriber Contacted Prescriber Not Contacted Price and NP8 Rebate claimed Specials Supplier Trusses 	<p>Expense Type(s) * <input style="width: 80%;" type="text"/></p> <p>Total Cost * <input style="width: 80%;" type="text" value="£"/></p> <p style="text-align: center; margin-top: 10px;">F8 - Add Item</p>	<div style="margin-bottom: 5px;"> F2 - Edit F9 - Delete </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #D3D3D3;"> <th style="width: 60%;">Endorsement</th> <th style="width: 15%;">Code</th> <th style="width: 25%;">Value</th> </tr> </thead> <tbody> <tr> <td>Out of Pocket Expenses</td> <td>OXF</td> <td>Postage Fee;£2.50</td> </tr> </tbody> </table>	Endorsement	Code	Value	Out of Pocket Expenses	OXF	Postage Fee;£2.50
Endorsement	Code	Value						
Out of Pocket Expenses	OXF	Postage Fee;£2.50						
✓ F10 - Save ✗ Cancel								

5. Repeat the process as many times as required, and once you are done, press **[F10 – Save]**.
6. The Edit Prescription window displays, with the endorsement in its dedicated section.

Saving Changes to the Prescription

1. Once you are done with your changes, select the reason for the change using the drop-down field in the bottom left-hand corner of the Edit Prescription window.
2. Enter an *Edit Reason* if applicable.
3. Press **[F10 – Save]**.
4. A pop-up window displays, advising that you need to manually alter the order and hand endorse the prescription.



5. Click **[OK]**.
6. You are returned to the Prescription Tracking Edit window.
7. Press **[F10 – Save]**.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	26 September 2019		Joanne Hibbert-Gorst

Contact us

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