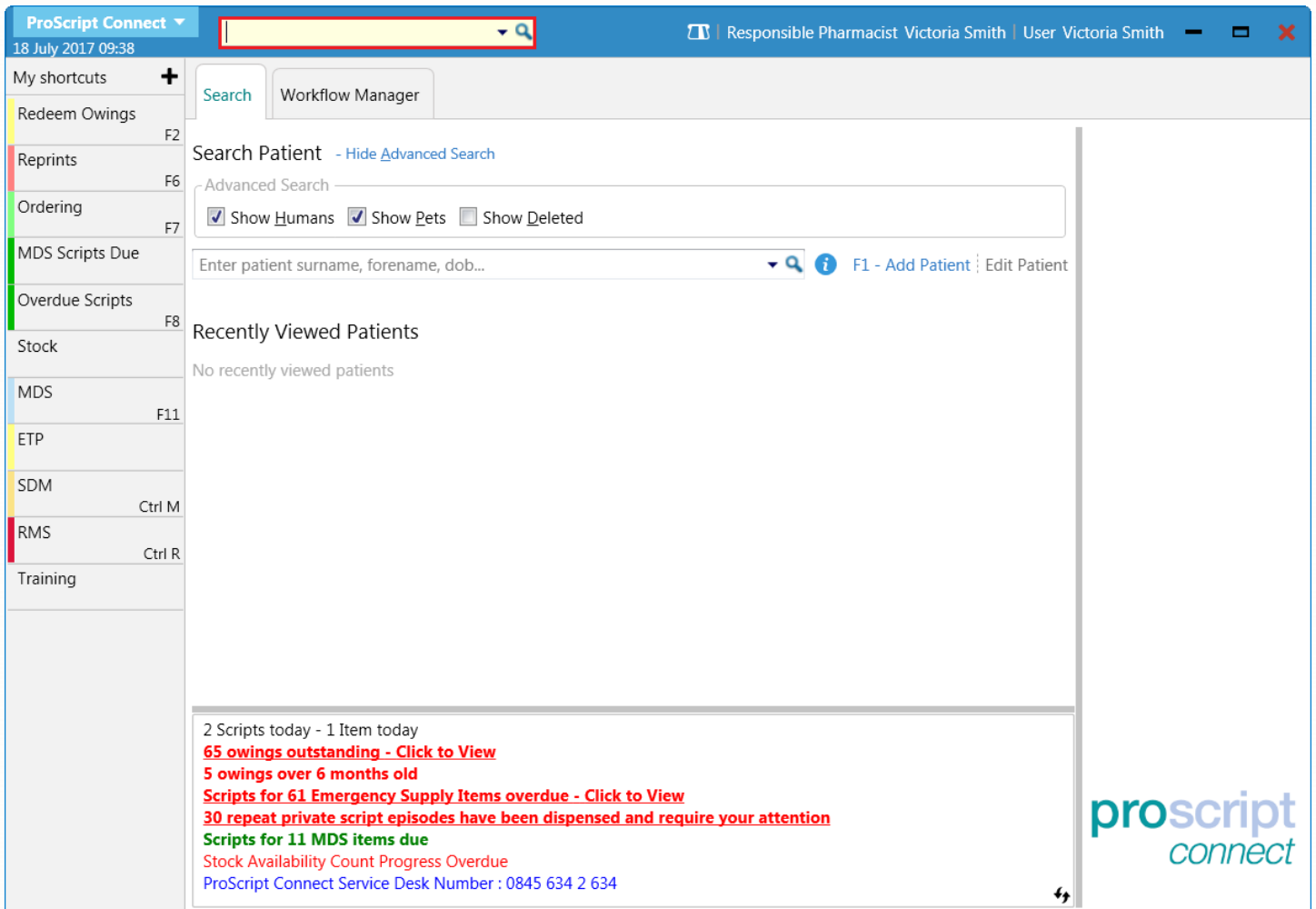# Editing a Prescription from the Prescription Tracking Edit

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

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

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

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.
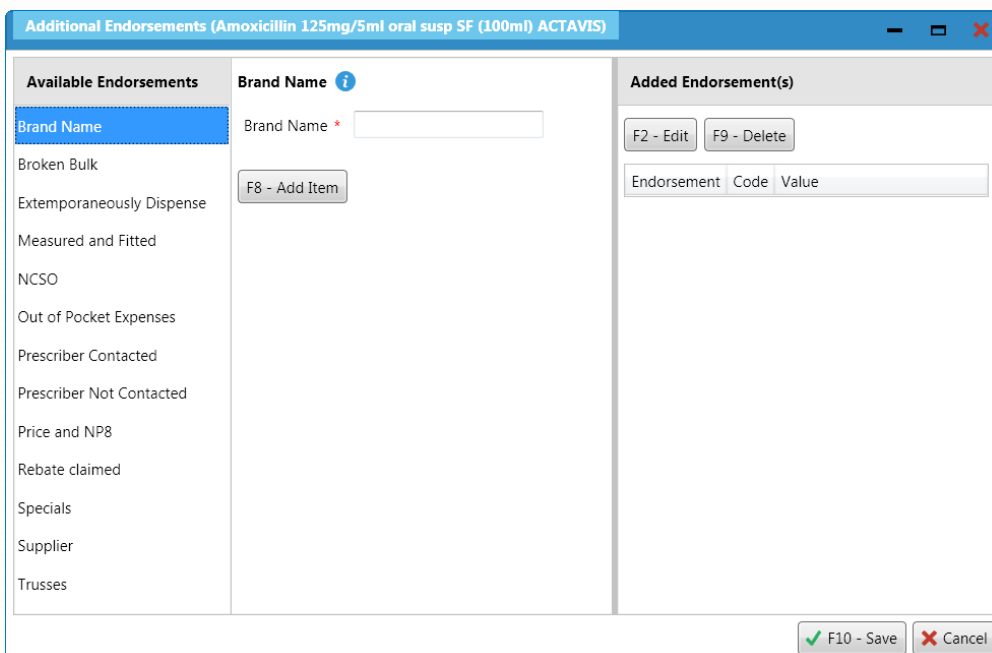
Editing and/or Deleting Dispensing Details

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.

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.
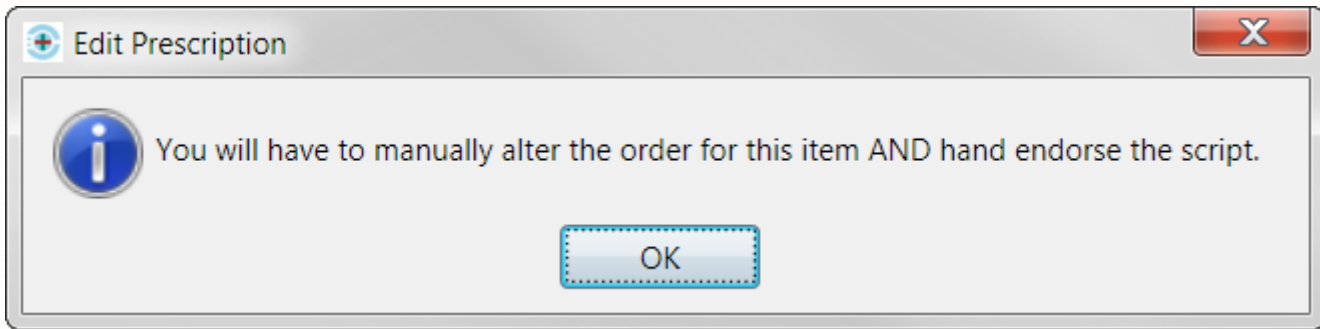4. The endorsement displays in the right-hand section.

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

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