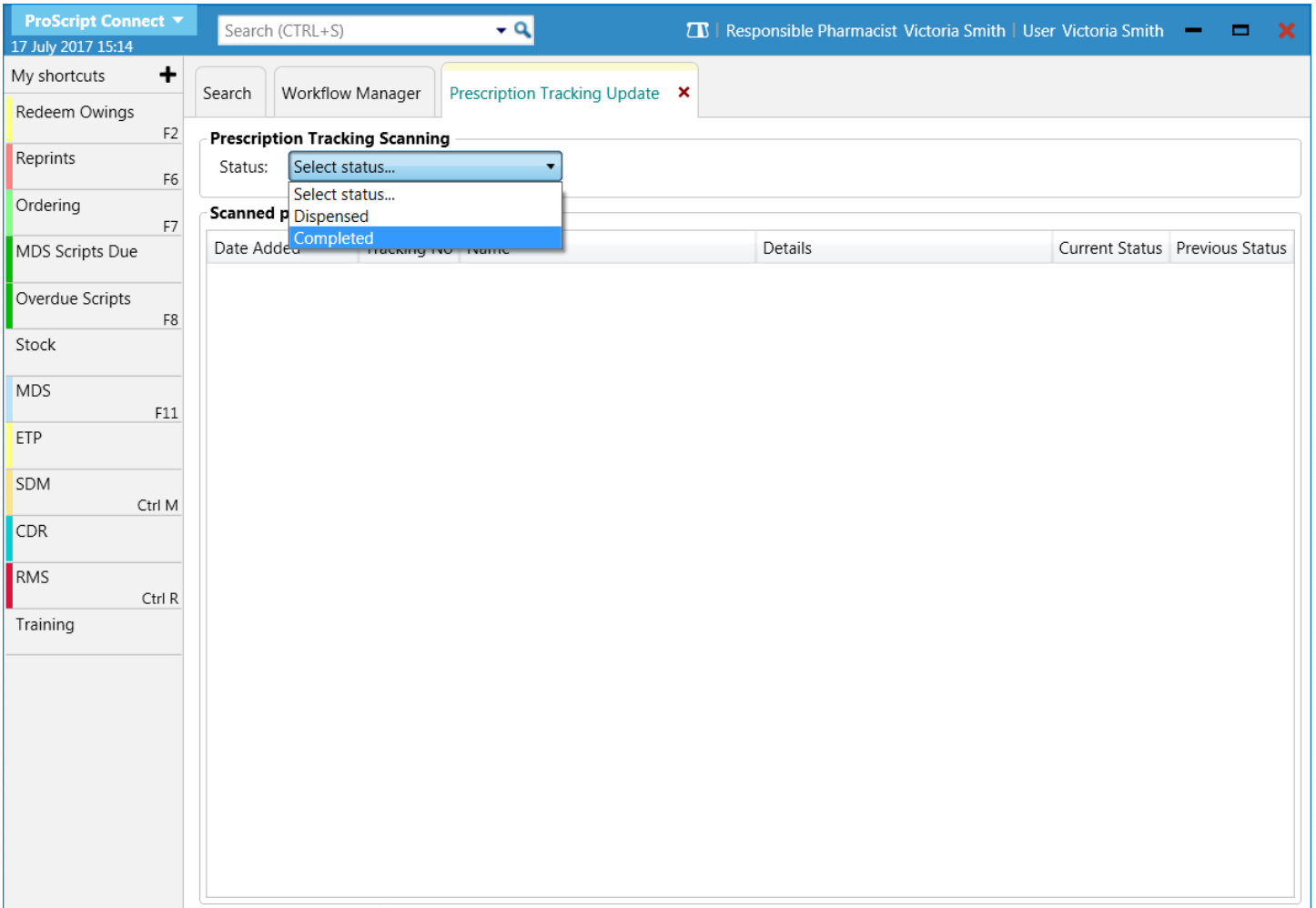


Marking Prescriptions as Completed

1. From the Prescription Tracking Update, click the *Status* drop-down menu and select the Completed status.



The screenshot shows the ProScript Connect application interface. The top navigation bar includes the ProScript Connect logo, a search bar, and the user's name, Victoria Smith. The main window is titled "Prescription Tracking Update" and contains a "Prescription Tracking Scanning" section. A dropdown menu for "Status" is open, showing options: "Select status...", "Select status...", "Dispensed", and "Completed". The "Completed" option is highlighted. Below the dropdown is a table with columns: "Date Added", "Tracking ID", "Name", "Details", "Current Status", and "Previous Status".

2. The Prescription Tracking Update window updates, to display options related to the Completed status, such as:
 - the Completion Type, which can either be collected, delivered or abandoned
 - the person who collected the prescription, which can be the patient or a patient representative, which you can select by clicking [Click Here](#)

ProScript Connect 17 July 2017 15:16 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts +

- Redeem Owings F2
- Reprints F6
- Ordering F7
- MDS Scripts Due F7
- Overdue Scripts F8
- Stock
- MDS F11
- ETP
- SDM Ctrl M
- CDR
- RMS Ctrl R
- Training

Search Workflow Manager Prescription Tracking Update x

Prescription Tracking Scanning

Status:

Completion Type

Collected Delivered Abandoned

Collected By

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

Scanned prescriptions

Date Added	Tracking No	Name	Details	Current Status	Previous Status

3. Select the completion type and person who collected the prescription.
4. Press **[CTRL+S]**.
5. This highlights the search field in the top left-hand corner.

ProScript Connect 17 July 2017 15:33 Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts +

- Redeem Owings F2
- Reprints F6
- Ordering F7
- MDS Scripts Due F8
- Overdue Scripts F8
- Stock
- MDS F11
- ETP
- SDM Ctrl M
- CDR
- RMS Ctrl R
- Training

Search Workflow Manager Prescription Tracking Update x

Prescription Tracking Scanning

Status: Completed

Completion Type

Collected Delivered Abandoned

Collected By

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

Scanned prescriptions

Date Added	Tracking No	Name	Details	Current Status	Previous Status

- Scan the first prescription barcode you want to mark as Completed.
- The prescription will display in the grid below, marked as Completed.

ProScript Connect | 17 July 2017 15:34 | Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), MDS Scripts Due, Overdue Scripts (F8), Stock, MDS (F11), ETP, SDM (Ctrl M), CDR, RMS (Ctrl R), Training

Search | Workflow Manager | Prescription Tracking Update

Prescription Tracking Scanning
Status: Completed

Completion Type
 Collected Delivered Abandoned

Collected By
 The patient has collected the prescription
Select the person who collected the medication or [Click Here](#) to select a different patient

Scanned prescriptions

Date Added	Tracking No	Name	Details	Current Status	Previous Status
07/06/2017 16:55	PT30154	AKOMALAFE, FLANNERY BRAIDEN (...)	Prescription Completed (collected by	Completed	Dispensed

8. Scan the prescriptions, until they all display in the grid below, marked as Completed.

ProScript Connect | 17 July 2017 15:34 | Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), MDS Scripts Due, Overdue Scripts (F8), Stock, MDS (F11), ETP, SDM (Ctrl M), CDR, RMS (Ctrl R), Training

Search | Workflow Manager | Prescription Tracking Update

Prescription Tracking Scanning
Status: Completed

Completion Type
 Collected Delivered Abandoned

Collected By
 The patient has collected the prescription
Select the person who collected the medication or [Click Here](#) to select a different patient

Scanned prescriptions

Date Added	Tracking No	Name	Details	Current Status	Previous Status
07/06/2017 16:55	PT30154	AKOMALAFE, FLANNERY BRAIDEN (...)	Prescription Completed (collected by	Completed	Dispensed
09/06/2017 11:58	PT30228	THURSTON, BOBBY CLARETTE (Ms)	Prescription Completed (collected by	Completed	Dispensed
14/07/2017 15:46	PT31302	HOLMES, Jane (Mrs)	Prescription Completed (collected by	Completed	Dispensed



9. Once you are done, close the  tab by clicking the  in the left-hand corner.
10. The ProScript Connect Search Screen displays.

Revision History

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

Contact us

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