

Marking Prescriptions as Completed

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

ProScript Connect 🔻	Search	(CTRL+S)	- Q			Responsible Pharmacist Victoria Smith	User Victoria Smith	×
17 July 2017 15:14		-						
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Stock								
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RMS Ctrl R								
Training								

- 2. The Prescription Tracking Update window updates, to display options related to the Completed status, such as:
 - \circ \quad 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)	, Q	🔳 Responsible Pharmacist	Victoria Smith User Victoria Smith	– – ×				
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- 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			- Q	🔳 Resp	oonsible Pharmacist Victoria	Smith User Vict	oria Smith	– – ×
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- 6. Scan the first prescription barcode you want to mark as Completed.
- 7. The prescription will display in the grid below, marked as Completed.



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MDS	Date Added	Tracking No	Name	Details	Current Status	Previous St	tatus			
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8. Scan the prescriptions, until they all display in the grid below, marked as Completed.

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MDS F11	Date Add	led Tra	cking No	Name	Details	Current Status	Previous Status		
ETP	07/06/20	017 16:55 PT3	30154	AKOMALAFE, FLANNERY BRAIDEN (Prescription Completed (collected by	Completed	Dispensed		
SDM.	09/06/20	017 11:58 PT3	30228	THURSTON, BOBBY CLARETTE (Ms)	Prescription Completed (collected by	Completed	Dispensed		
Ctrl M	14/07/20	017 15:46 PT3	31302	HOLMES, Jane (Mrs)	Prescription Completed (collected by	Completed	Dispensed		
CDR									
RMS Ctrl R									
Training									
5									

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tab by clicking the × in the left-hand corner.

9. Once you are done, close the

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

For more information contact: **Telephone: 0344 209 2601**

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