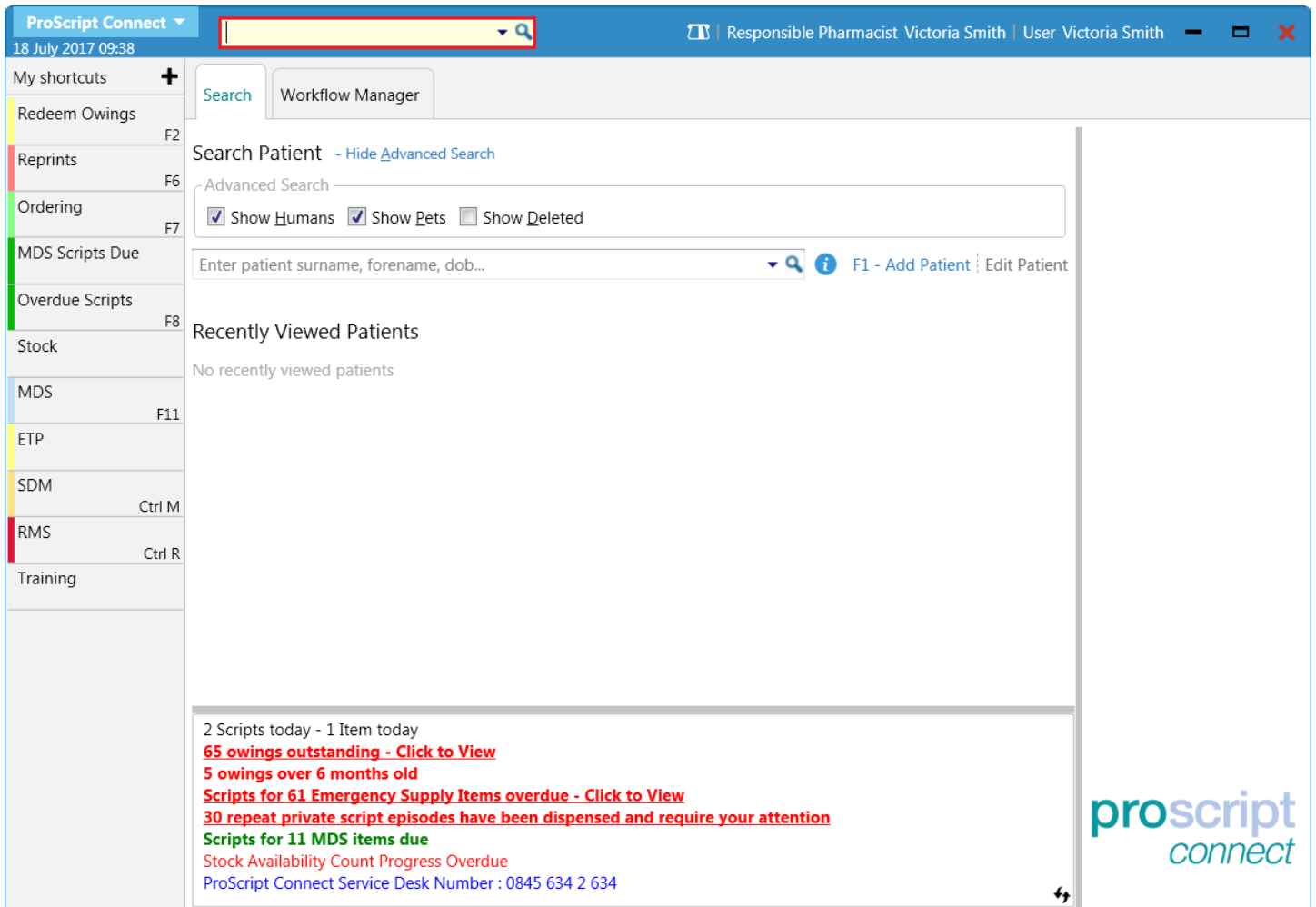


Marking a Prescription as Out For Delivery

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 interface. The top bar displays the date and time (18 July 2017 09:38) and the user's name (Responsible Pharmacist Victoria Smith). The search field is highlighted with a red box. The sidebar on the left lists various shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), MDS Scripts Due (F8), Overdue Scripts (F8), Stock (F11), MDS (F11), ETP, SDM (Ctrl M), RMS (Ctrl R), and Training. The main content area shows the 'Search Patient' section with an 'Advanced Search' filter and a search input field. Below this, there is a 'Recently Viewed Patients' section with the message 'No recently viewed patients'. At the bottom, there is a summary of scripts and a service desk number.

2 Scripts today - 1 Item today
65 owings outstanding - Click to View
5 owings 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

proscript connect

3. Scan the prescription you want to mark as out for delivery.
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. Select the *Out for Delivery* status from the drop-down field.

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

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

6. The window updates accordingly.

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: Out for delivery ▼

F9 - Edit Prescription

✓ F10 - Save

✗ Cancel

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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