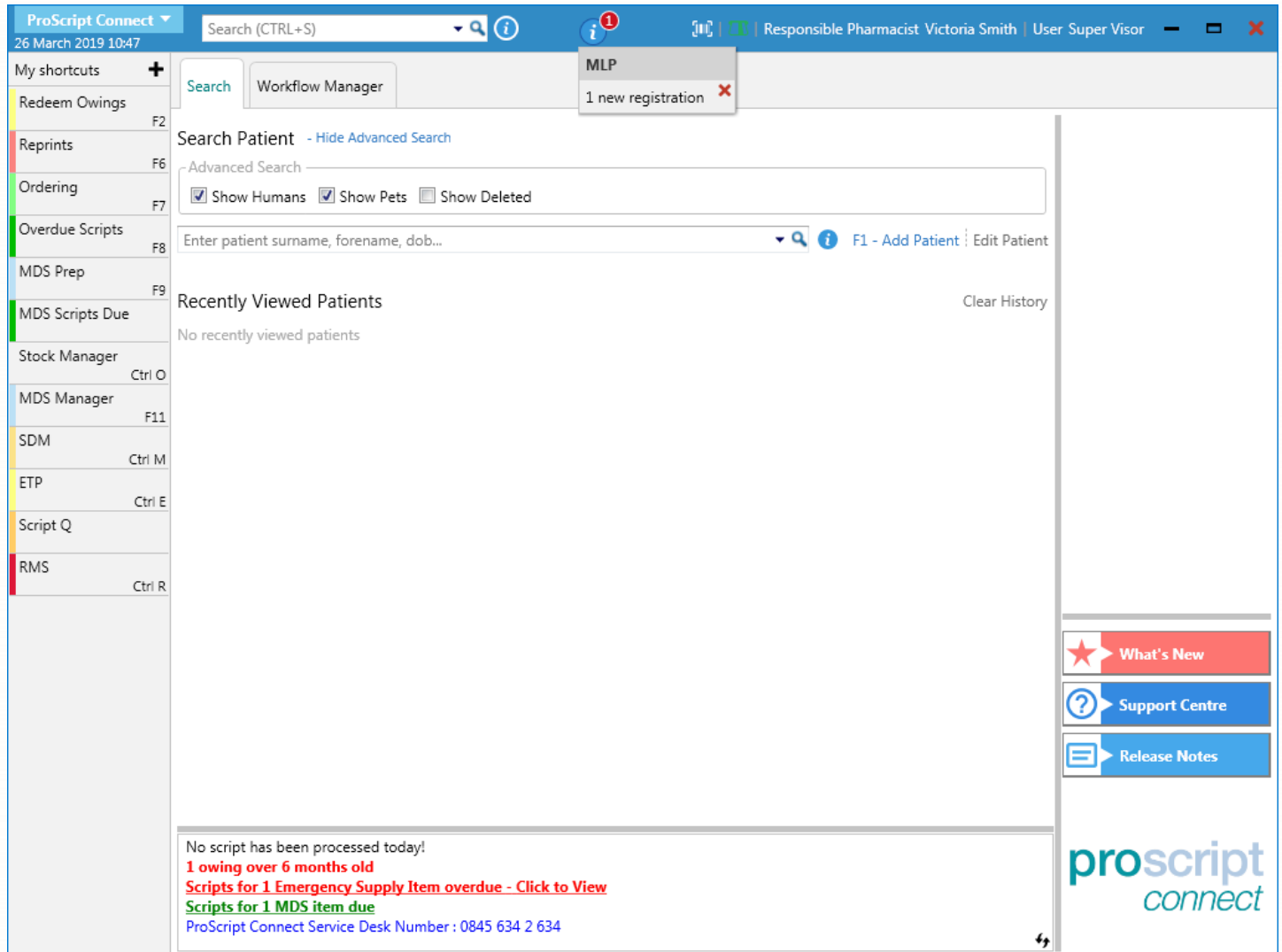


Accepting an MLP Patient Registration

ProScript Connect will display various notifications within the information notification icon when messages are received, including when a new MLP registration has been submitted to your pharmacy. The number of notifications is displayed within the red circle, and upon clicking the icon, a pop-out box will display providing the details of the notifications received.

By clicking on the notification within the pop-out box, the relevant module will open. In this case, clicking on the *1 new registration* menu item will open the *Registration Requests* tab within the MLP Manager.



The screenshot shows the ProScript Connect application interface. At the top, the title bar displays 'ProScript Connect' and the date '26 March 2019 10:47'. A search bar is visible with the text 'Search (CTRL+S)'. The user is identified as 'Responsible Pharmacist Victoria Smith' and 'User Super Visor'. A notification icon with a red circle containing the number '1' is present. A pop-out box for 'MLP' shows '1 new registration'. The main content area features a 'Search Patient' section with a search bar and filters for 'Show Humans', 'Show Pets', and 'Show Deleted'. Below this is a 'Recently Viewed Patients' section with the text 'No recently viewed patients'. A sidebar on the left lists various modules with keyboard shortcuts. A bottom status bar contains a message: 'No script has been processed today! 1 owing over 6 months old. Scripts for 1 Emergency Supply Item overdue - Click to View. Scripts for 1 MDS item due. ProScript Connect Service Desk Number : 0845 634 2 634'. On the right side, there are buttons for 'What's New', 'Support Centre', and 'Release Notes', along with the 'proscript connect' logo.

Accepting the Registration

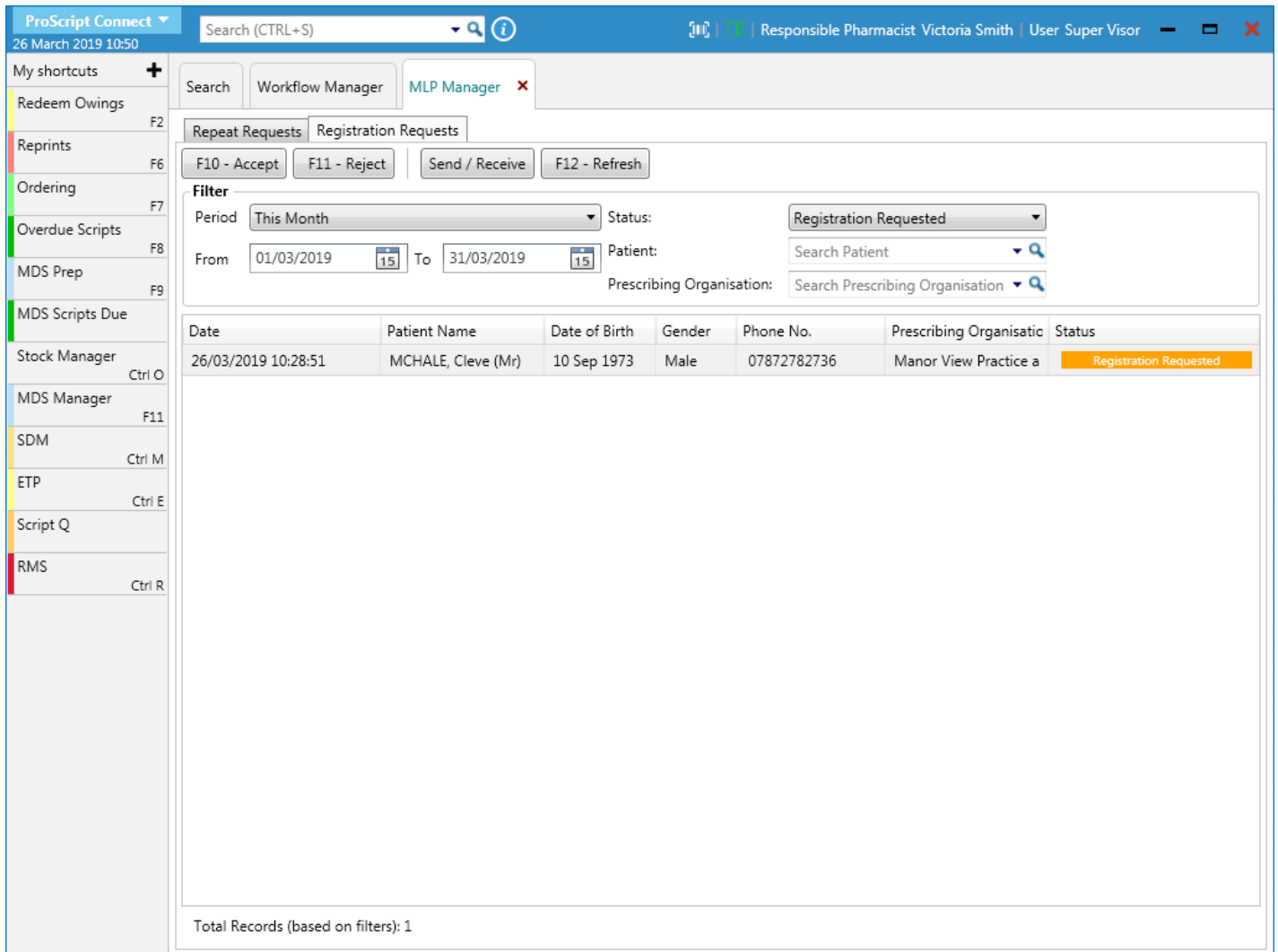


Accepting a patient's registration request will send a [push notification](#) to the patient's device if they have push notifications enabled.

1. From the *Registration Requests* tab within the MLP Manager, you will see any outstanding patient registration request(s) displayed as **Registration Requested**.

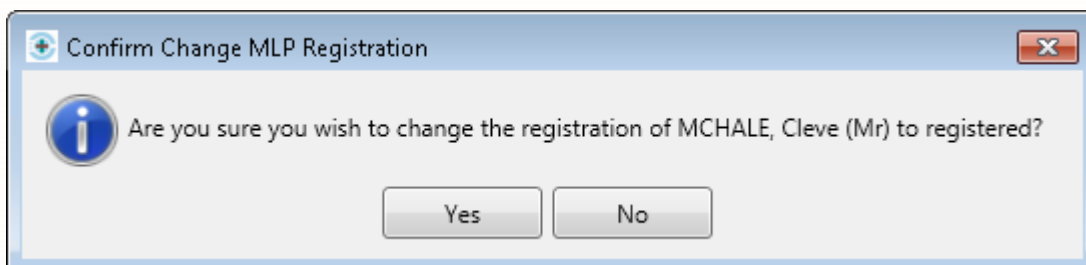


If the registration request you are looking for does not display in the grid, you can press **[Send/Receive]** to download new messages and **[F12 – Refresh]** to update the grid.



Date	Patient Name	Date of Birth	Gender	Phone No.	Prescribing Organisatic	Status
26/03/2019 10:28:51	MCHALE, Cleve (Mr)	10 Sep 1973	Male	07872782736	Manor View Practice a	Registration Requested


2. Highlight a patient registration request in the grid and press **[F10 – Accept]**.
3. A pop-up window displays, asking whether you want to change the selected patient registration request to registered.



4. Click **[Yes]**.

Processing the MLP Registration

1. The Process MLP Registration window displays.
2. The system will automatically attempt to match data for the **prescribing organisation** and **patient**. You may be required to confirm the details by pressing **[F10 – Select]**.

 If a match cannot be found, or details already held on your database do not match the request you have received, you will have to manually add a record or confirm the correct details using the function buttons displayed.

3. The system will compare the patient record, as per the registration details, to the existing patient record on the system.

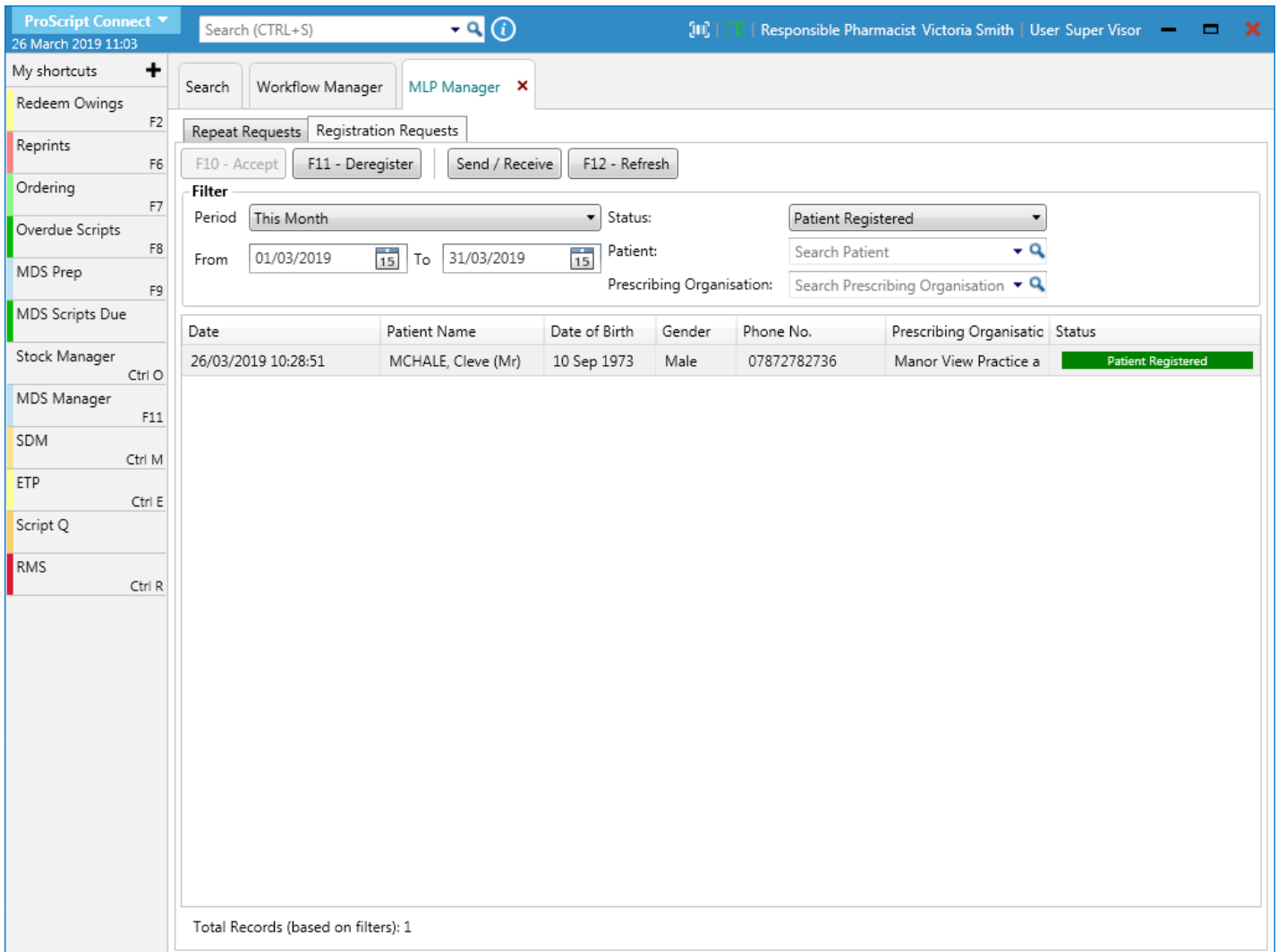
Process MLP Registration

	Patient Details From Registration		Existing Patient
<p>Prescribing Organisation Matching</p> <ul style="list-style-type: none"> ✔ Prescribing Organisation not found ✔ Prescribing Organisation selected <p>Patient Matching</p> <ul style="list-style-type: none"> ✔ Patient not found ✔ Patient selected manually ◀ Match Patient 	NHS Number	✘	NHS Number 944 637 0876
	Patient Name: MCHALE, Cleve (Mr)	✘	Patient Name: MCHALE, CLEVE GERALD
	Age: 45 years 6 months DOB 10/09/1973	✔	Age: 45 years 6 months DOB 10/09/1973
	Address: 2 Besford Close Luton LU28TX	✔	Address: 2 BESFORD CLOSE LUTON LU2 8TX
	Gender: Male	✔	Gender: Male
	Prescriber Manor View Practice at Callowland	✘	Prescriber DAWSON, Gracie (ILKLEY & WHARFEDALE)

F1 - Accept
(No Changes)
F2 - Accept
(Save Changes)
F3 - Search for
Another Patient
F4 - Add as
New Patient
✘ Cancel

4. From there, you have the option to:
 - Press **[F1]** to accept the patient details from registration with no changes
 - Press **[F2]** to save any changes to the existing patient record
 - Press **[F3]** to search for, and select another patient
 - Press **[F4]** to add the patient as a new patient

- After accepting the details or adding a new patient, you will be returned to the MLP Manager, where the patient registration request is now marked as **Patient Registered**.



ProScript Connect 26 March 2019 11:03 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Super Visor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, Stock Manager (Ctrl O), MDS Manager (F11), SDM (Ctrl M), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Workflow Manager: MLP Manager

Repeat Requests | Registration Requests

F10 - Accept | F11 - Deregister | Send / Receive | F12 - Refresh

Filter: Period: This Month | Status: Patient Registered | From: 01/03/2019 To: 31/03/2019 | Patient: Search Patient | Prescribing Organisation: Search Prescribing Organisation

Date	Patient Name	Date of Birth	Gender	Phone No.	Prescribing Organisatic	Status
26/03/2019 10:28:51	MCHALE, Cleve (Mr)	10 Sep 1973	Male	07872782736	Manor View Practice a	Patient Registered

Total Records (based on filters): 1

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	15 August 2019		Joanne Hibbert-Gorst

Contact us

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