

Dispensing an MLP Repeat Request from the PMR

Dispensing the MLP Repeat Request

- 1. To begin, access a non-MM MLP patient's PMR either by searching for the patient, or by pressing [F1 View PMR] from the MLP Manager.
- 2. Within the PMR, press [ENTER].
- 3. The Dispense New Prescription Item window opens, where you can follow the process of dispensing a prescription by adding the prescribed item, quantity and dosage information.
- 4. Once complete, you'll return to the PMR with the item displayed within the first quadrant ready to be endorsed

If any items on the repeat request have been marked as *stopped*, a Confirm Stopped Item Dispensing pop-up will display giving you the option to activate the item and continue by selecting the **[Dispense]** button, or mark the item as *Not Dispensed* using the **[Mark Not Dispensed]** button.

ProScript Connect 26 March 2019 12:04	Search (CTRL+S) • • •	💷 🔠 Responsible Pharmacist Victoria Smith User Super Visor 🛛 🗖 🗙				
My shortcuts 🕂						
Redeem Owings	Search Workflow Manager MCHALE, CLEVE GERALD					
F2 Reprints F6	MCHALE, CLEVE GERALD DOB 10 Sep 1973 NH 2 BESFORD CLOSE, LUTON, LU2 8TX Age 45 years 6 months EP	IS No 944 637 0876				
Ordering F7	Patient Medication Record Patient Summary View Compliance Patient GP Record					
Overdue Scripts F8	ra Patient ra Create ra Product La Change ra	Change Fre Next _ Frz Add To Fre Last Fre Label Frit Start				
MDS Prep	T Details Choice T Dose T Choice	Quantity To Item To Order To Item To Options The Again				
MDS Scripts Due	Additional Endorsements Stock Card Edit Warnings Nominat Incident Report Counselling Notes Interventions Record Me	e To My Pharmacy Dispense At Hub PTS MUR Drug Notes asurements Stock Merge				
Stock Manager						
MDS Manager	FP10 EMIS, QA (EMISWebCR1 50	Take ONE daily in the morning				
F11 SDM	Item 1 - 28 Propranolol 10mg tabs ND Move Up De ENTER - Add Now Item					
Ctrl M	M → 1) Amitriptyline 50mg tabs 31/01/2019 → 2) Cefaclor MR 375mg tabs 31/01/2019					
ETP Ctrl E						
Script Q	→ 3) Cefalexin 250mg tabs 31/01/2019 WARNING: DO NOT STOP TAKING THIS MEDICINE UNLESS YOUR DOCTOR					
RMS	 4) Vinblastine soln for inj 10mg/10ml vial 31/01/2019 5) Venlafaxine 75mg tabs 31/01/2019 					
Ctrl R	Showing 12 months. Press Alt+S 1 Show/Hide Details Group By: Dru	a •				
	Quantity Dispensed Product Choice Pip Code R	3				
	28 Propranolol 10mg tabs (28) AAH (£6.75) 1085620	CLEVE GERALD MCHALE				
	Propranolol 10mg tabs (28) ACCORD HE/ 1209436					
	Propranolol 10mg tabs (28) ACTAVIS (£2. 1083401	DT Reimburgement Price: Drug Information Datient Information				
	Propranolol 10mg tabs (28) ADVANZ PH/ 1137876	(28) £1.92 OUT of POCKET EXPENSES are NOT allowed.				
	Propranolol 10mg tabs (28) ALMUS (£1.9 1110048	BNF Classification: 2.4 Beta-adrenoceptor Beta-adrenoceptor				
	Drug Statistics (Consolidated)	blocking drugs blocking drugs smallest pack size listed in the DT is equal to or more				
	By Family ▼ Mar Feb Jan Dec Nov Oct Robot Stock	7 28/28 Propranolol 10mg than £50.				
	Max Day 0 1 0 0 On Order P Month Total 0 0 1 0 0 Due In	ad 2 0 similar name.				
	Forms 0 0 1 0 0 Suggested	Lvl. 1				



At this stage, you can check the label split for the (or each of the) item(s) by highlighting the relevant item and pressing [F9 – Label Options].

5. To endorse the prescription, press **[F8 – Last Item]**. The Prescription Type Preview displays.

Prescription Type	: FP10 dispensed on	26/03/2019 at 12:04		×
ALLIANCE PHARMACY fd wd24 4wh FA740	DOB 10/09/1973 Age 45 years 6 months	MCHALE, CLEVE GERALD 2 BESFORD CLOSE LUTON LU2 8TX [944 637 0876]		
1. 28/28 Propranolol 10mg tabs	28 Propranolol 10r Take ONE daily in th	ng tabs ne morning	28	
Paying Patient Evidence Seen	EMIS, QA EMISWebCR1 5000 Fulford Grange, Mic Rawdon	2 :klefield Lane Rawdon		
Professional Fees 1	Leeds Yorkshire LS19 6BA			
Requires Attention F7 - Don't Print I	on Prescription not	es Indorse 🥅 Alt+F10 - Same	Patient Nex	t Script
✓ Print Bag Label Prescription is clinically checked RD Script				
F2 - Compare 🖌 F10 - Save 🗙 Cancel				

6. Press [F10 – Save].



Updating the MLP Status

1. The Outstanding MLP Requests window displays, where the system flags the prescription you have just dispensed as an outstanding MLP request.

Outstanding MLP Requests -							
MCHALE, CLEVE GERALD DOB 10 Sep 1973 NHS No 944 637 0876 Sep 1973 Age 45 years 6 months EPS Status							
P	rescription Ite	ms					
Ρ	Prescription Item Quantity Dosage						
Propranolol 10mg tabs			28	Take ONE daily in the morning			
MLP Requests						,	
C	ateAdded	Requested Item	Quantity 1	Notes Status Update		Update	
2	26/03/2019	Propranolol 10mg tabs	28	At Surgery			
Ľ							
			F3	- Dispensing	F4 - Declined F5 - Select Other Sta	tus 🗸 F10 - Upd	ate & Close 🗙 Close

- 2. From here, you can either:
 - Press [F3 Dispensing] to mark the repeat item as Dispensing
 - Press [F4 Declined] to mark the repeat item as GP Declined
 - Press **[F5 Other]** to open the Change Patient Repeat Request Status window and mark the repeat item as one of the other available MLP statuses from the drop-down menu
- 3. In the case you are dispensing the repeat request, press [F3 Dispensing]. The status updates accordingly.
- 4. Press [F10 Update & Close].

Updating the MLP status may send a push notification to your patient, if they have this enabled on their device.

- 5. ProScript Connect will automatically generate and print the endorsement, label(s) and bag label.
- 6. You will be returned to the ProScript Connect Main Screen. As per your update within the Outstanding MLP Request window, the status of your repeat request will be updated to Dispensing within the MLP Manager.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	16 August 2019		Joanne Hibbert-Gorst

Contact us

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