
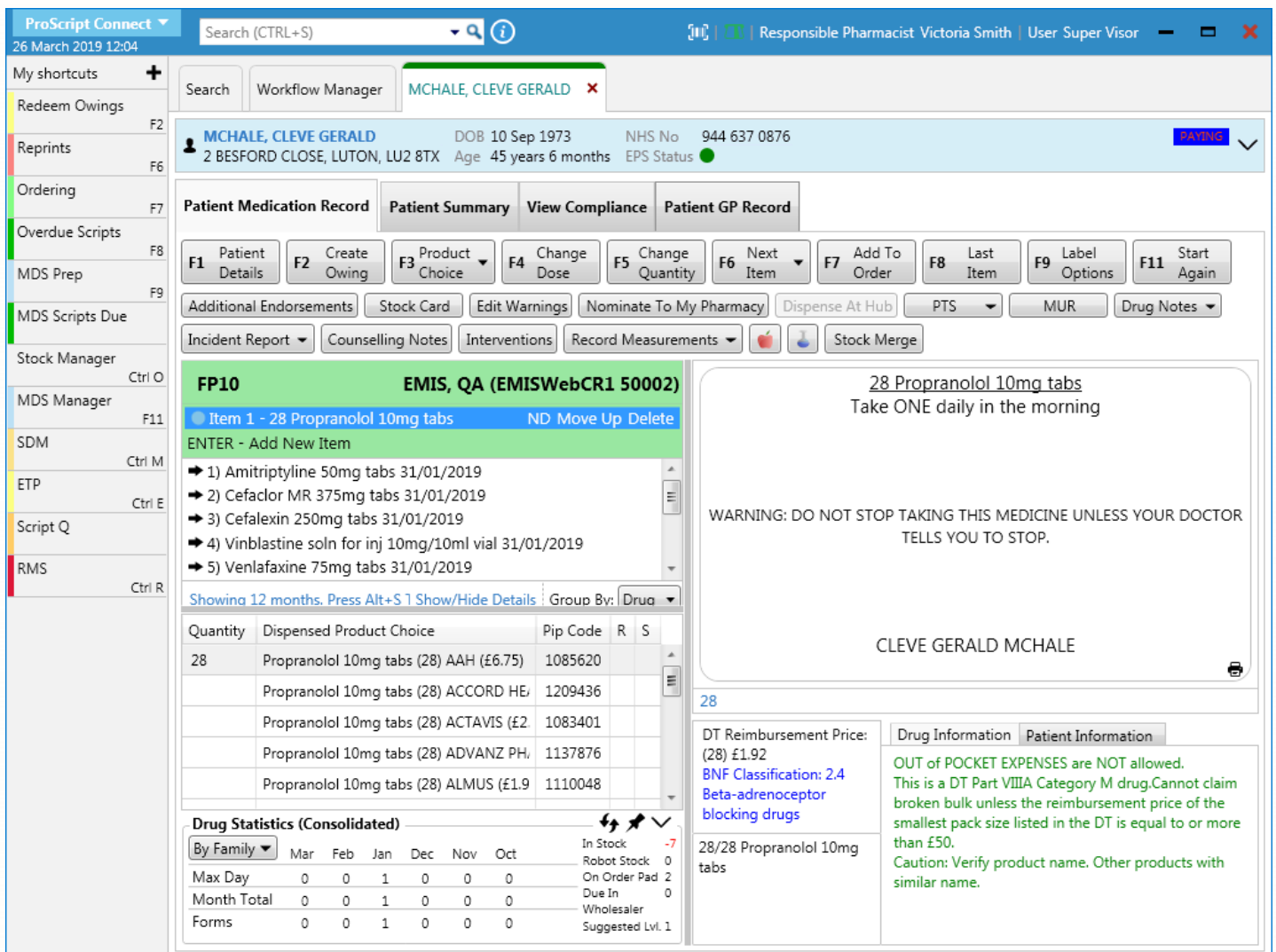


Dispensing an MLP Repeat Request from the PMR

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.



The screenshot shows the ProScript Connect interface for a patient named MCHALE, CLEVE GERALD. The patient's details include DOB 10 Sep 1973, NHS No 944 637 0876, and address 2 BESFORD CLOSE, LUTON, LU2 8TX. The interface displays a list of medications, with the current item being 28 Propranolol 10mg tabs. The dispensing window shows the medication name, quantity, and a warning: "DO NOT STOP TAKING THIS MEDICINE UNLESS YOUR DOCTOR TELLS YOU TO STOP." The pharmacist's name, CLEVE GERALD MCHALE, is visible. The drug information section indicates that this is a DT Part VIII A Category M drug and that out-of-pocket expenses are not allowed.

Quantity	Dispensed Product Choice	Pip Code	R	S
28	Propranolol 10mg tabs (28) AAH (£6.75)	1085620		
	Propranolol 10mg tabs (28) ACCORD HE	1209436		
	Propranolol 10mg tabs (28) ACTAVIS (£2)	1083401		
	Propranolol 10mg tabs (28) ADVANZ PH.	1137876		
	Propranolol 10mg tabs (28) ALMUS (£1.9)	1110048		

Drug Statistics (Consolidated)						
By Family	Mar	Feb	Jan	Dec	Nov	Oct
Max Day	0	0	1	0	0	0
Month Total	0	0	1	0	0	0
Forms	0	0	1	0	0	0

 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 1. 28/28 Propranolol 10mg tabs	DOB 10/09/1973 Age 45 years 6 months	MCHALE, CLEVE GERALD 2 BESFORD CLOSE LUTON LU2 8TX [944 637 0876]
28 Propranolol 10mg tabs Take ONE daily in the morning		28
Paying Patient <input type="checkbox"/> Evidence Seen Professional Fees 1	EMIS, QA EMISWebCR1 50002 Fulford Grange, Micklefield Lane Rawdon Rawdon Leeds Yorkshire LS19 6BA	

Requires Attention Prescription notes

F7 - Don't Print Labels
 F8 - Don't Endorse
 Alt+F10 - Same Patient Next Script

Print Bag Label
 Prescription is clinically checked
 RD Script

F2 - Compare

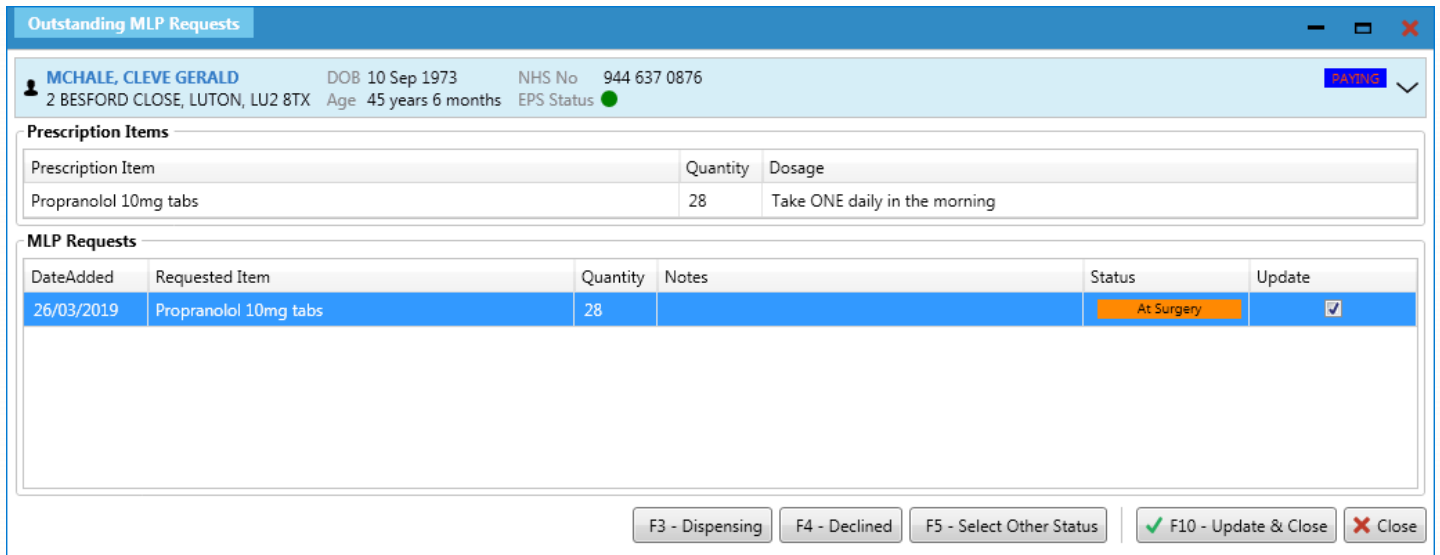
✓ F10 - Save

✗ 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.



2. From here, you can either:
 - o Press **[F3 – Dispensing]** to mark the repeat item as **Dispensing**
 - o Press **[F4 – Declined]** to mark the repeat item as **GP Declined**
 - o 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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