

Enabling Email for a Patient

The *Notifications Enabled* and *Email Enabled* application settings need to be enabled from within Edit Application Settings and relevant service and log-in details populated in order to use this feature. The settings can be found under the *Notifications* category.

Activating email takes place at patient level and requires ensuring that the patient has a valid email address saved and email enabled within their Patient Details Form.

 To begin, search for, locate and select the patient from the ProScript Connect Search Screen. The patient's PMR opens in a new tab.

ProScript Connect ▼ 21 October 2019 10:40	Search (CTRL+S) - Q 🤅 III Responsible Pharmacist Victoria Smith User The Supervisor 🖛 🗙							
My shortcuts 🕂								
Redeem Owings	Search Workflow Manager HOLLAND, Clare Susan (Miss)							
Reprints F6	HOLLAND, Clare Susan (Miss) DOB 01 Aug 1980 NHS No 999 999 9700 I OWING Delivery 77 Nightington Avenue, Kings Langley, Hertfordshire, WD4 5DR Age 39 years 2 months EPS Status I OWING							
Ordering F7	Patient Medication Record Patient Summary View Compliance Patient GP Record							
Overdue Scripts F8	F1 Patient F2 Rx + F3 Product + F4 Repeat F5 Bag F6 Next + F7 Change F8 Last F9 Label							
MDS Prep F9	Details Type Choice Request Label To Item Prescriber Item Options							
MDS Scripts Due	Additional Endorsements Stock Card Edit Warnings Nominate To My Pharmacy Dispense Locally PTS Restrictions MUR Drug Notes Incident Report Counselling Notes Interventions (2) Record Measurements Image: Counselling Notes Stock Merge							
SDM Ctrl M	FP10 BROWNFIELD, MON (KINGS LANGLEY SURGERY)							
Stock Manager Ctrl O	ENTER - Add New Item							
MDS Manager F11								
ETP Ctrl F	→ 3) Propranolol 10mg tabs 28/02/2019							
Script Q								
RMS Ctri R	 → 6) Hydrocortisone 0.5% cream 10/12/2018 → 7) Diamorphine 10mg tabs 22/10/2018 SDM Finished 							
CDR	Miss Clare Susan Holland							
	Showing 12 months. Press Alt+S To Sh Show/Hide Details Group By: Drug V							
	Quantity Dispensed Product Choice Pip Code R S							
	Drug Statistics 4y ★ ∨ By Drug ▼ Oct. Sep. Aug. Jul. Jun. May In Stock. 0							
	Max Day On Order Pad O							
	Month Total Wholesaler Forms Suggested Level0							

2. Select the **[F1 – Patient Details]** button. The Edit Patient Details form displays in a new window.



3. Add the patient's email address into the *Email* field and select the *Enable Email* tick box.

Edit Patient HOLLAND, Clare Susan (Miss)'s Details											
F6 - Send Notification 🕲 F11 - Copy Family Details F9 - Join Nursing Home 👻 Alt+F12 - PDS Sync Nominate My Pharmacy											
Title	~		NHS No.		999 999 9700 Patient No.						
First Name * Clare			Prefer	red Name	Clare						
Middle Name Susan			Date of Birth * 01/08/1980 15 Age 39 years 2 months								
Surname * Holland			Gende	er *	Female Y						
Personal Details Other Information Documents Services											
Home Address		Co	ontact Det	tails				^			
House Number/Name 77	House Number/Name 77		ome No.	01923878	3597						
Street * Nightingto	n Avenue	M	obile No.	07239827	7498	✓ Enable SMS					
		w	ork No.								
Town/City Kings Lang	ley	Fa	x No.								
County Hertfordsh	ire	En	nail	clare.holl	and@gmail.com	🖌 Enable Email					
Postcode * WD4 5DR											
Exemption Details *		Inv	voice To								
 Not Exempt 	None Y										
Prescribers	+ Add ×	Eti	hnicity								
BROWNFIELD, MON (GP)				sh			,	•			
ENGLISH, J (Private Doctor)											
DR BEVAN & PARTNERS				Notes Add Note							
Prescribing Organisation	n i F	Type Warr	ning Note k	iere							
Prescribing Organisation KINGS	LANGLEY SURGERY										
- Carers	➡ Alt+F9 - Add	ון	Type Bag	Label Note	here			~			
Patient Deleted Last edited on 2	21/10/2019 at 10:46 by The Supervisor					√ 6	F10 - Save 🗙	Cancel			

4. Once you complete, select the **[F10 – Save]** button.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	31 March 2020		Joanne Hibbert-Gorst

Contact us

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