
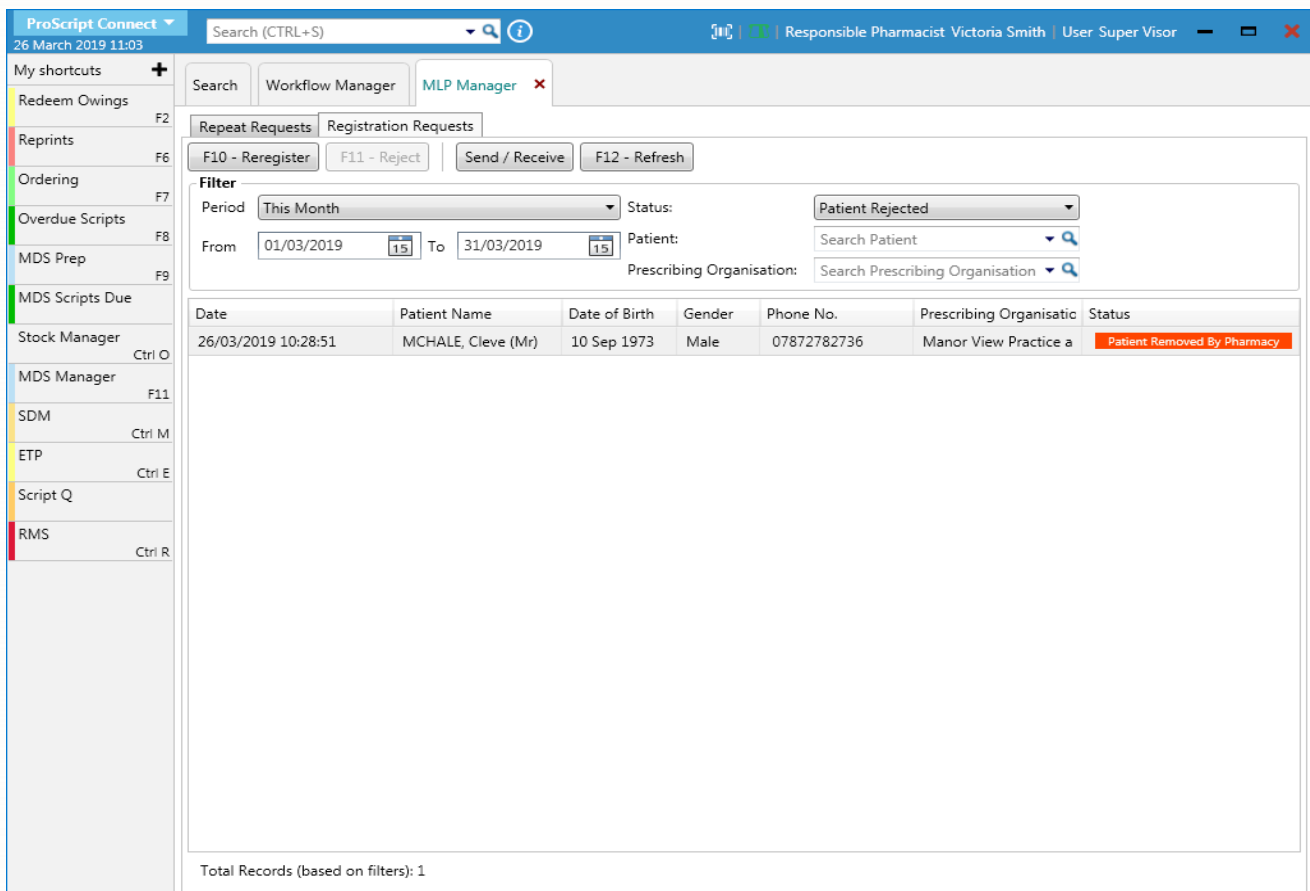


# Re-Registering an MLP Patient

## Re-registering the Patient

 Re-registering a patient will send a [push notification](#) to the patient's device if they have push notifications enabled.

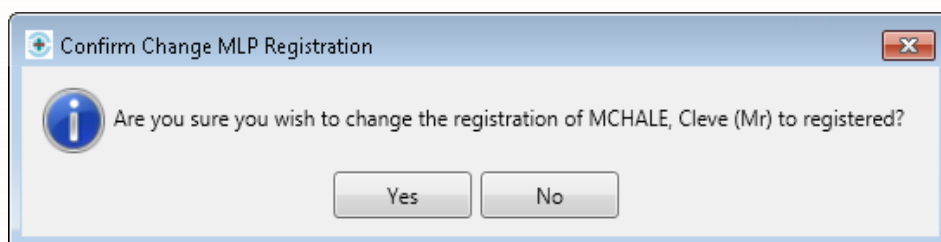
1. From the MLP Manager, click the *Registration Requests* tab.
2. The *Registration Requests* tab displays. Amend the *Status* filter to *Patient Removed by Pharmacy* to display all patients marked as **Patient Removed by Pharmacy**.



The screenshot shows the ProScript Connect MLP Manager interface. The top navigation bar includes 'Search (CTRL+S)', 'Workflow Manager', and 'MLP Manager'. The main area is divided into 'Repeat Requests' and 'Registration Requests' tabs. The 'Registration Requests' tab is active, showing a filter for 'Patient Rejected'. The table below displays one record for MCHALE, Cleve (Mr), with a status of 'Patient Removed by Pharmacy'.

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 Removed by Pharmacy


3. Select a patient and press **[F10 – Reregister]**.
4. A pop-up window displays, asking whether you want to change the selected patient registration request to registered.



5. 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.

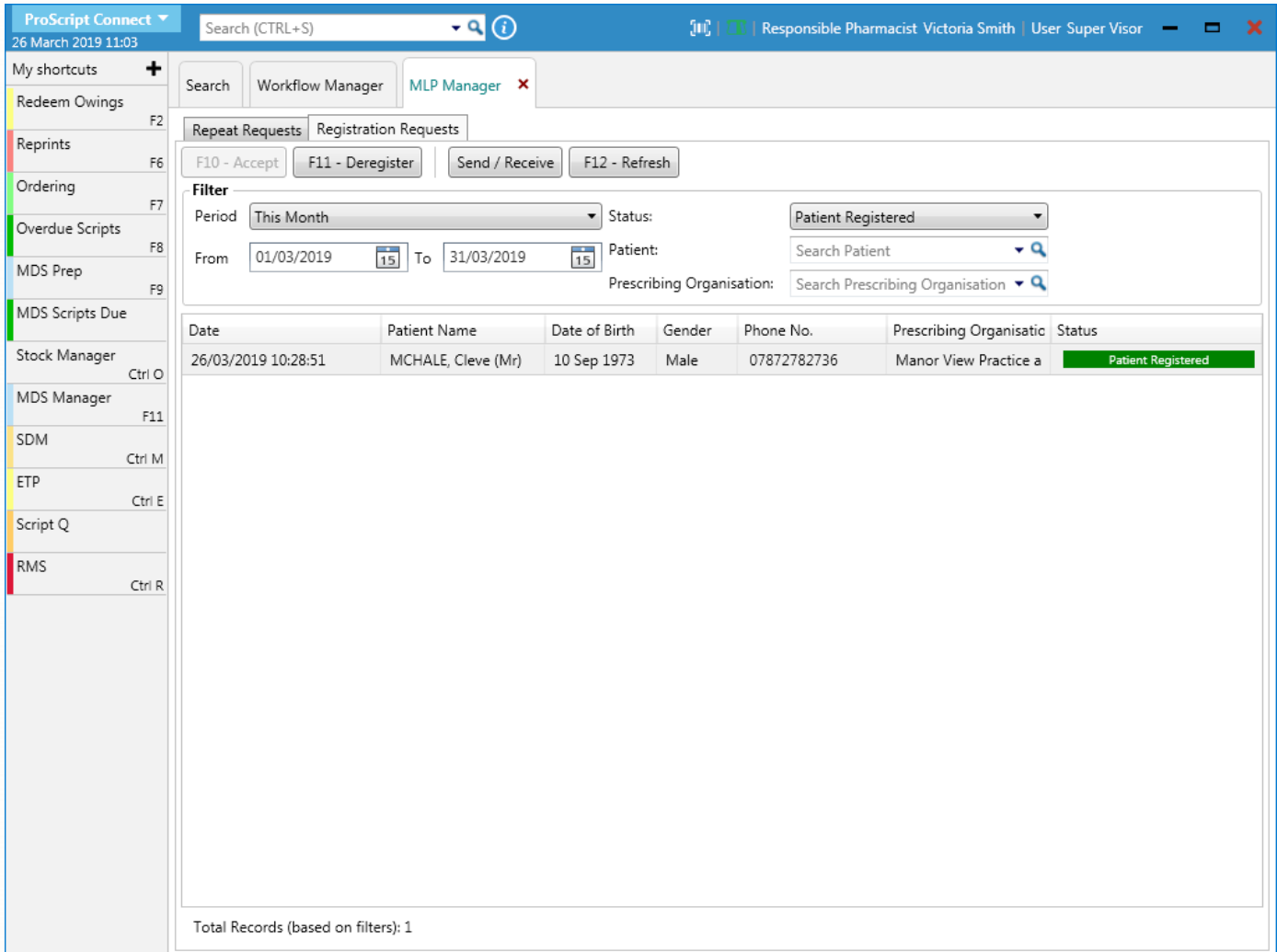
Process MLP Registration

	Patient Details From Registration		Existing Patient
<p><b>Prescribing Organisation Matching</b></p> <ul style="list-style-type: none"> <li>✔ Prescribing Organisation not found</li> <li>✔ Prescribing Organisation selected</li> </ul> <p><b>Patient Matching</b></p> <ul style="list-style-type: none"> <li>✔ Patient not found</li> <li>✔ Patient selected manually</li> <li>◀ <a href="#">Match Patient</a></li> </ul>	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
5. 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**.



The screenshot shows the ProScript Connect application window. The title bar indicates the user is 'Responsible Pharmacist Victoria Smith | User Super Visor'. The interface includes a search bar at the top, a sidebar with shortcuts, and a main area with tabs for 'Repeat Requests' and 'Registration Requests'. The 'Registration Requests' tab is active, showing a filter for 'Patient Registered' and a table with one record for 'MCHALE, Cleve (Mr)' with status 'Patient Registered'.

Date	Patient Name	Date of Birth	Gender	Phone No.	Prescribing Organisatioic	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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