



Dispensing under Pharmacy First


The NHS Pharmacy First Scotland changes will take effect from 29th July 2020 and will appear in ProScript Connect from this date onward.

 The details of the pharmacist logged in to the ePharmacy Manager will be sent with each claim that is submitted. If the pharmacist dispensing or claiming the prescription differs to the logged in user, this can be amended by clicking on the blue **Pharmacist** text in the top right-hand corner of the ePharmacy Manager, and selecting the correct pharmacist from the Select Pharmacist window that opens.

 Due to the NHS Pharmacy First Scotland changes, registration requirements have been removed.


Selecting the Minor Ailment Rx Type

There are two methods you can use to supply medication under Pharmacy First, either by selecting the *Minor Ailment* Rx type from the patient's PMR or by selecting the relevant option from the ePharmacy Manager.

 The *Minor Ailment* Rx type will be renamed in line with the Pharmacy First changes in a future release of ProScript Connect.

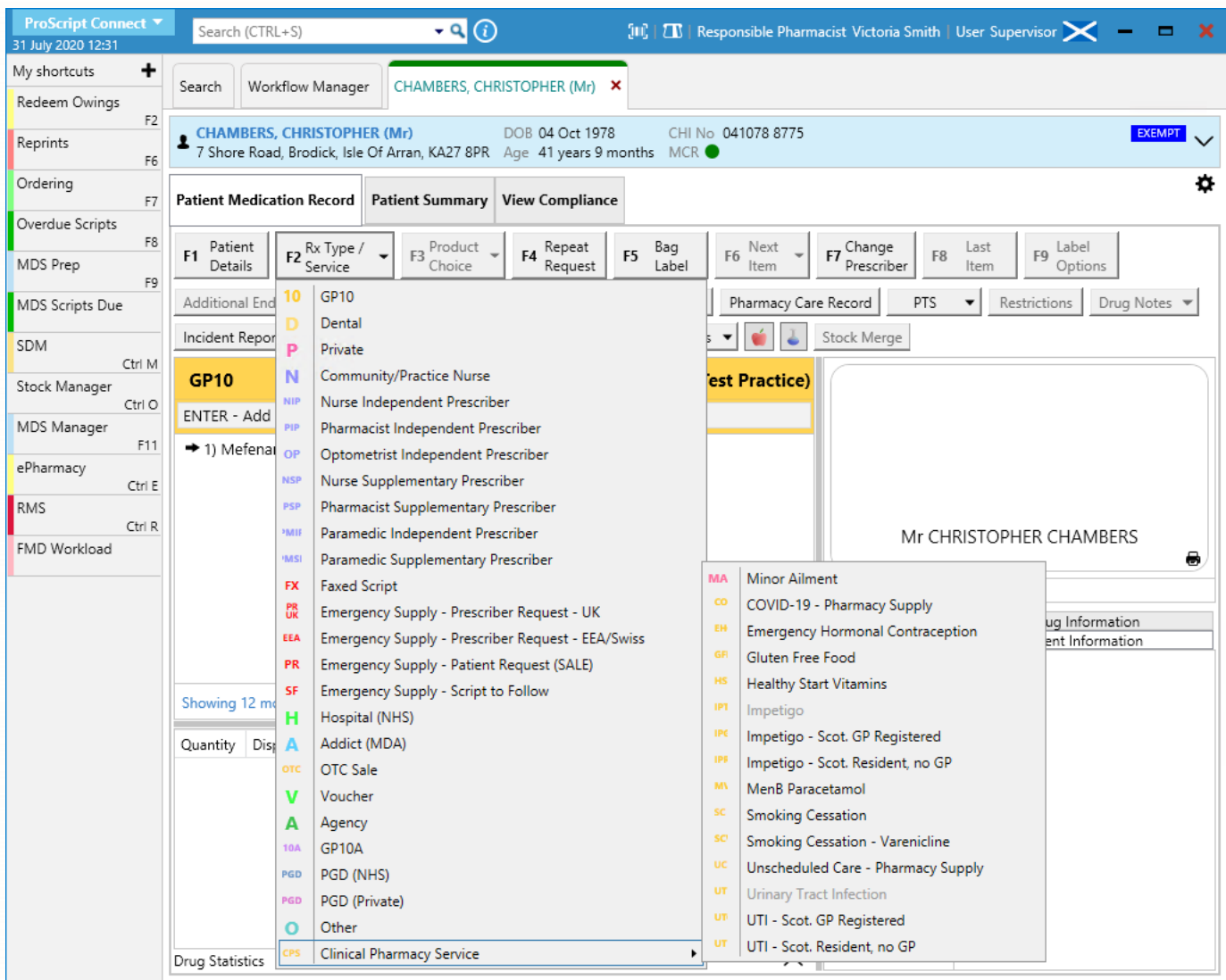
At the start of the dispensing process, an Eligibility Check takes place for the patient. If the patient is ineligible or the check fails due to a technical issue, a prompt displays with the response received. From here you can either:

- Select the **[F1 – Continue]** button to continue making the supply. You can do this even if the eligibility check fails or the patient is deemed *Not Eligible*;
- Select the **[F10 – Check Eligibility]** button to check the eligibility for the patient again;
- Select the **[Cancel]** button to cancel the dispensing process.

 You may not be reimbursed for supplying medication to a patient who is deemed not eligible or for whom the eligibility check fails.

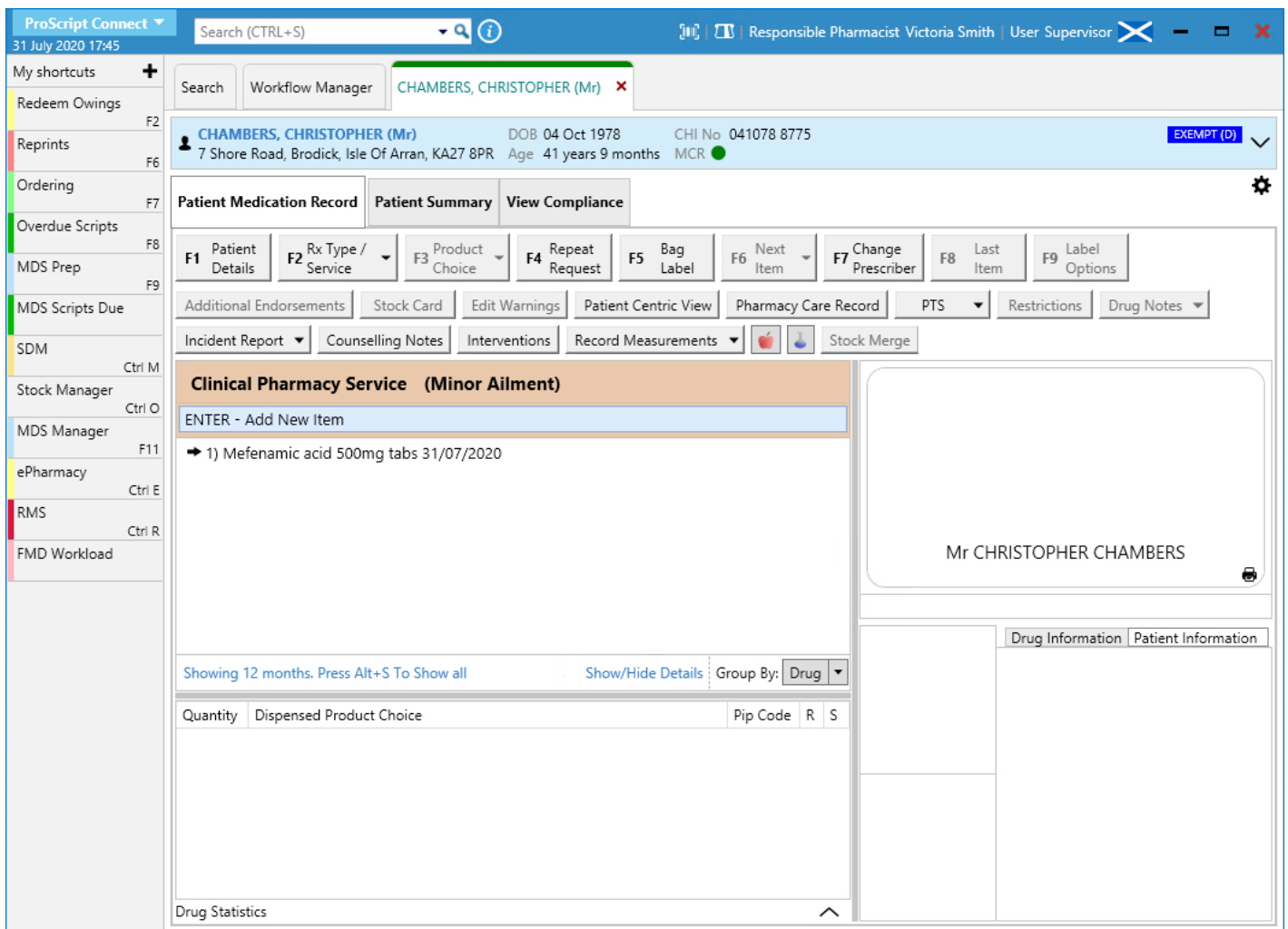
Selecting the Minor Ailment Rx Type from the patient's PMR

1. Search for and select the patient. The patient's PMR displays. Select the **[F2 – Rx Type/Service]** button and select the *Minor Ailment* prescription type within the *Clinical Pharmacy Service* extended menu.



The screenshot shows the ProScript Connect interface for a patient named CHAMBERS, CHRISTOPHER (Mr). The patient's details include DOB 04 Oct 1978, Age 41 years 9 months, and CHI No 041078 8775. The interface is displaying the 'Patient Medication Record' for this patient. A dropdown menu for 'Rx Type / Service' is open, showing a list of prescription types. The 'GP10' option is highlighted in yellow. Other options include Dental, Private, Community/Practice Nurse, Nurse Independent Prescriber, Pharmacist Independent Prescriber, Optometrist Independent Prescriber, Nurse Supplementary Prescriber, Pharmacist Supplementary Prescriber, Paramedic Independent Prescriber, Paramedic Supplementary Prescriber, Faxed Script, Emergency Supply - Prescriber Request - UK, Emergency Supply - Prescriber Request - EEA/Swiss, Emergency Supply - Patient Request (SALE), Emergency Supply - Script to Follow, Hospital (NHS), Addict (MDA), OTC Sale, Voucher, Agency, GP10A, PGD (NHS), PGD (Private), Other, and Clinical Pharmacy Service. The interface also shows a search bar, a workflow manager, and various shortcuts on the left side.

- An Eligibility Check takes place. If the patient is deemed eligible or you have selected to continue via the prompt, the Patient Medication Record prescription colour updates to match the selected prescription type.



ProScript Connect 31 July 2020 17:45

Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ePharmacy, RMS, FMD Workload

Search Workflow Manager CHAMBERS, CHRISTOPHER (Mr)

CHAMBERS, CHRISTOPHER (Mr) DOB 04 Oct 1978 CHI No 041078 8775 EXEMPT (D)
 7 Shore Road, Brodick, Isle Of Arran, KA27 8PR Age 41 years 9 months MCR

Patient Medication Record Patient Summary View Compliance

F1 Patient Details F2 Rx Type / Service F3 Product Choice F4 Repeat Request F5 Bag Label F6 Next Item F7 Change Prescriber F8 Last Item F9 Label Options

Additional Endorsements Stock Card Edit Warnings Patient Centric View Pharmacy Care Record PTS Restrictions Drug Notes

Incident Report Counselling Notes Interventions Record Measurements Stock Merge

Clinical Pharmacy Service (Minor Ailment)

ENTER - Add New Item

→ 1) Mefenamic acid 500mg tabs 31/07/2020

Mr CHRISTOPHER CHAMBERS

Showing 12 months. Press Alt+S To Show all Show/Hide Details Group By: Drug

Quantity	Dispensed Product Choice	Pip Code	R	S

Drug Statistics

Selecting the Minor Ailment Rx Type from the ePharmacy Manager

1. Open the ePharmacy Manager by selecting the **[ePharmacy]** shortcut button, or by pressing **[Ctrl+E]**.

ProScript Connect 16 March 2020 13:45 Responsible Pharmacist Victoria Smith | User Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ePharmacy, RMS, FMD Workload

Search Workflow Manager ePharmacy Manager

Scripts Treatment Summary Patient Registration

F1 - View PMR F2 - View F4 - Claim F5 - Claim Cancellation F6 - Batch Functions F9 - Resend Abandon F10 - MAS

F11 - Print CP4 F12 - Manually Update Status Edit MCR Item Patient Centric View View XML Rep

Filters: All ETP CPS Patient Search Patient Prescription expiring by Select a date 15

Service: All Show Requires Attention Show Abandoned Scripts Status: All Show Controlled Drugs Exclude Expired Scripts

Service Type	Service	Date Added	Patient	CHI Number	UPN	Status	Request
CPS	Minor Ailment	13/03/2020 12:10:06	GREEN, TIM (Mr)	111111 0778	CE462100001AGUD7	Claim	Request
CPS	Gluten Free Food	11/03/2020 12:00:10	MACBETH, ORLA (Ms)	300462 0928	UG462100000J2UXA	Claim	Request
CPS	Healthy Start Vitamins	11/03/2020 11:47:10	DAWSON, PAULA (MS)	290186 1342	UH462100000GHVER	Claim	Request
CPS	Minor Ailment	11/03/2020 11:19:20	MACBETH, ORLA (Ms)	300462 0928	CE46210000199507	Claim	Request
CPS	Urinary Tract Infection	10/03/2020 09:35:45	MACBETH, ORLA (Ms)	300462 0928	UT462100000EBGHF	Claim	Request
MCR		14/02/2020 13:22:18	MACBETH, ORLA (Ms)	300462 0928	K881130000BXJM09	10/01/2020 New	Request
CPS	Minor Ailment	13/12/2019 09:50:26	MACBETH, ORLA (Ms)	300462 0928	CE4621000018SE8G	Claim	Request
MCR		21/11/2019 14:26:08	CHAMBERS, CHRISTOPHER (Mr)	041078 8775	K881130000CPKWK7	2019 Completed	Request
CPS	Urinary Tract Infection	28/10/2019 15:59:57	MACBETH, ORLA (Ms)	300462 0928	UT462100000CG39H	Claim	Request

Prescribed Item(s) Prescription History MCR Dispense Episode Item(s)

Item No.	Drug Description	Quantity	Dosage	Exp
1	Paracetamol 500mg caplets	32 tablet	Take TWO every four hours	

[111111 0778] EXEMPT (C)
 GREEN, TIM (Mr)
 2 Baron Taylors Street,
 Inverness, Highland,
 IV1 1QL
 DOB: 11 Nov 1911

Response received: Eligible (MAS Eligibility check request for patient CHAMBERS, CHRISTOPHER (Mr))
 Sending MAS eligibility check for patient CHAMBERS, CHRISTOPHER (Mr).
 Response received: Check Fails (MAS Eligibility check request for patient GREEN, TIM (Mr))

2. From the ePharmacy Manager, select the **[F10 – MAS]** button and select the *MAS Prescribe* menu item.

Search Patient

chamber

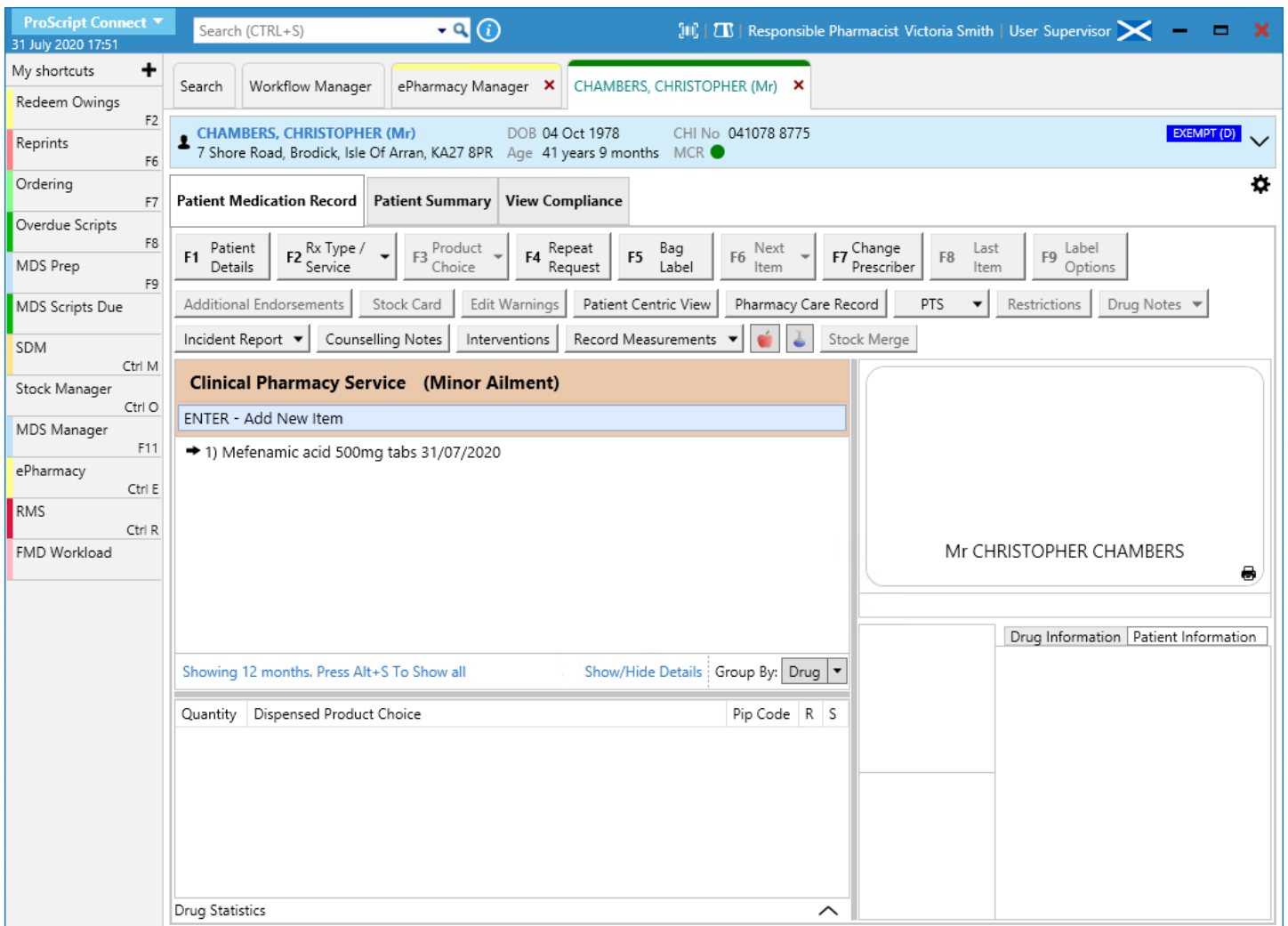
F1 - Add Patient Edit Patient

Name	Date of Birth	Address	CHI Number
F2 CHAMBERS, CHRISTOPHER (Mr)	04 Oct 1978	7 Shore Road, Brodick, Isle Of Arran, KA27 8PR	041078 8775

✓ F10 - Select ✗ Cancel


3. The Search Patient window opens where you can search for and select your patient using the **[F10 – Select]** button.

- An Eligibility Check takes place for the patient. If the patient is deemed eligible or you have selected to continue via the prompt, the PMR opens with the Minor Ailment Rx Type selected.



The screenshot shows the ProScript Connect software interface. At the top, there is a search bar and a user profile for Victoria Smith. The main area displays patient information for Christopher Chambers, including his DOB (04 Oct 1978) and CHI No (041078 8775). Below this, there are tabs for Patient Medication Record, Patient Summary, and View Compliance. A toolbar contains various function keys (F1-F9) for actions like Patient Details, Rx Type/Service, Product Choice, Repeat Request, Bag Label, Next Item, Change Prescriber, Last Item, and Label Options. The 'Clinical Pharmacy Service (Minor Ailment)' section is highlighted, showing a list of items. The first item is '1) Mefenamic acid 500mg tabs 31/07/2020'. The interface also includes a sidebar with shortcuts and a bottom section for Drug Statistics.

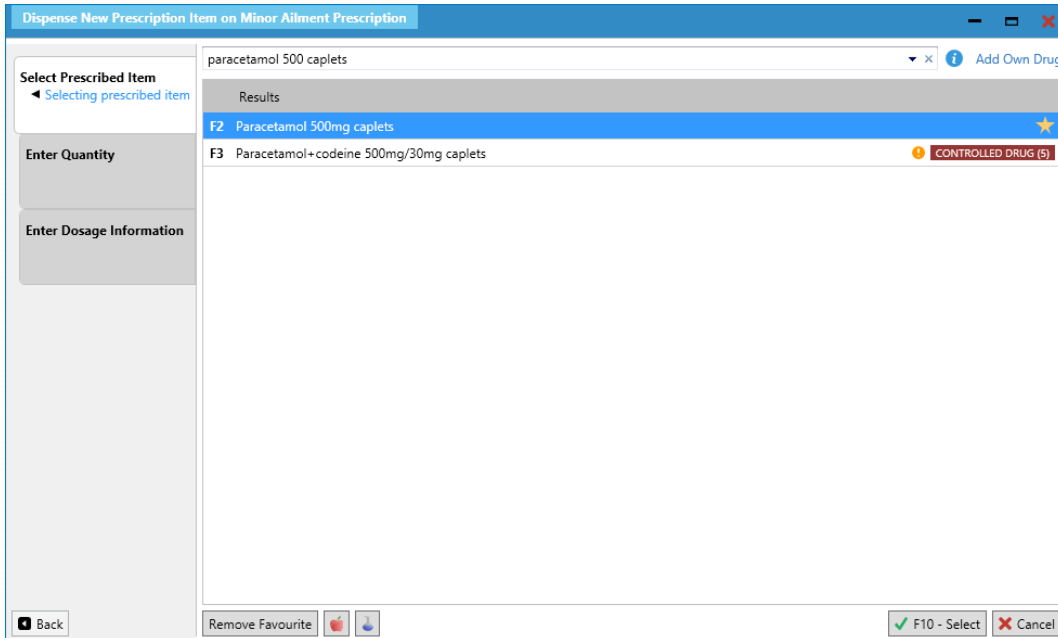
Dispensing the Supply

-  Items not on the approved White List will be displayed as **NOT ALLOWED** in the dispensed product choice pane and if selected will warn the user as such and ask if they wish to continue. Please note the system will not stop you from dispensing any item on this prescription type and the published White List which is Part 17 of the Drug Tariff should be referred to as it is subject to change. Emollients allowed in this service vary between Health Boards which the user is alerted to on product selection.

- From the Patient Medication Record, select **[ENTER – Add New Item]**. The Dispense New Prescription Item window displays.

Searching for and Selecting the Item

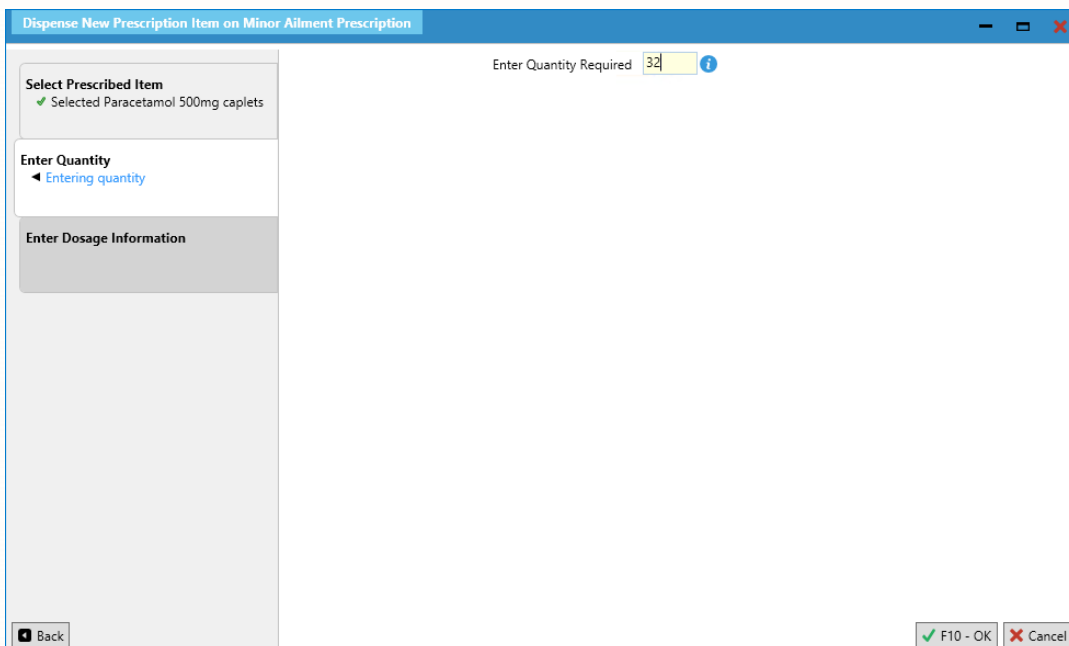
1. Notice the *Select Prescribed Item* tab is selected. Search for and select an item by selecting the **[F10 – Select]** button.



The screenshot shows a software window titled "Dispense New Prescription Item on Minor Ailment Prescription". On the left, there is a sidebar with three tabs: "Select Prescribed Item" (which is selected and shows "Selecting prescribed item"), "Enter Quantity", and "Enter Dosage Information". The main area displays a search for "paracetamol 500 caplets". Below the search bar, there are two results: "F2 Paracetamol 500mg caplets" (highlighted in blue) and "F3 Paracetamol+codeine 500mg/30mg caplets" (marked as a "CONTROLLED DRUG (5)"). At the bottom of the window, there are buttons for "Back", "Remove Favourite", "F10 - Select", and "Cancel".

Entering the Quantity

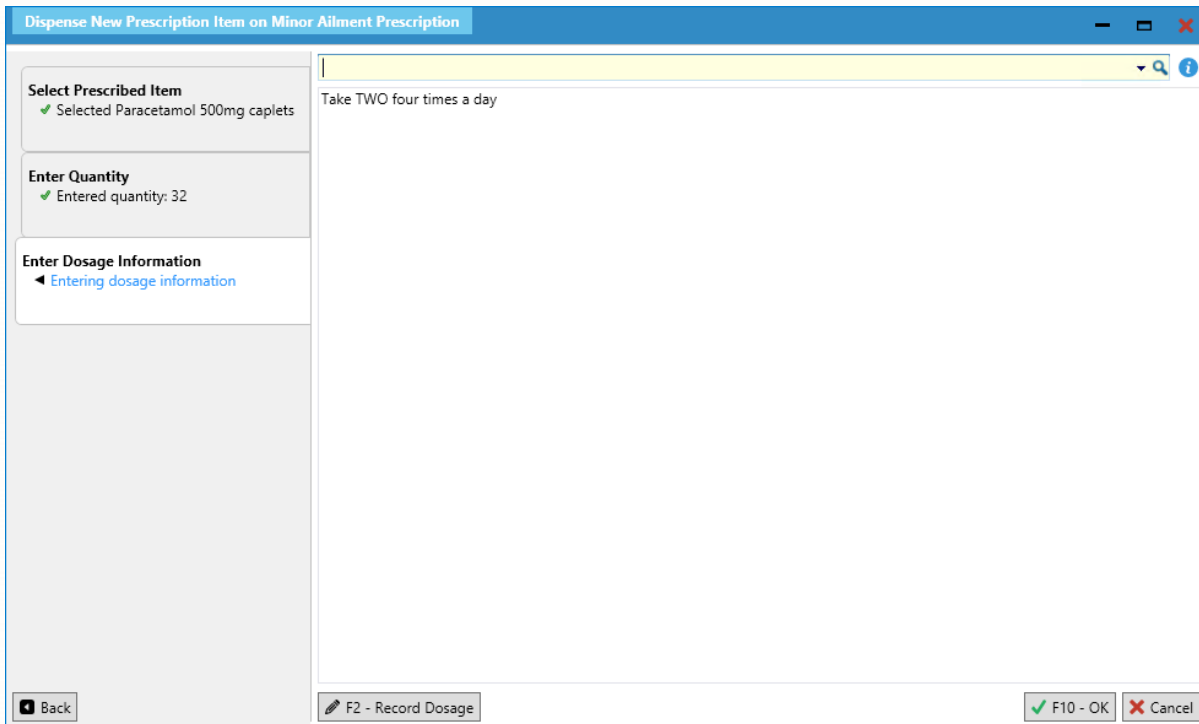
1. The Enter Quantity tab is selected. Enter the quantity in the field and select the **[F10 – OK]** button.



The screenshot shows the same software window, but now the "Enter Quantity" tab is selected, showing "Entering quantity". The "Select Prescribed Item" tab now shows "Selected Paracetamol 500mg caplets". In the main area, there is a text input field labeled "Enter Quantity Required" with the number "32" entered. At the bottom of the window, the buttons are now "Back", "F10 - OK", and "Cancel".

Entering the Dosage Information

1. The Enter Dosage Information tab is selected. Enter the dosage code in the field and press **[ENTER]**. The dosage description displays in the section below. If you want to add more than one dosage description, repeat the process. When you are done, select the **[F10 – OK]** button.



Dispense New Prescription Item on Minor Ailment Prescription

Select Prescribed Item
✓ Selected Paracetamol 500mg caplets

Enter Quantity
✓ Entered quantity: 32

Enter Dosage Information
◀ Entering dosage information

Take TWO four times a day

Back F2 - Record Dosage F10 - OK Cancel

Completing the Supply

1. The Patient Medication Record displays. If you select an item marked as **NOT ALLOWED** you will receive a prompt stating that the item is not on the approved White List. You can either select the **[Yes]** button and continue to supply the selected item or you can select the **[No]** button and select a different product.


Choose Item(s) to Dispense

F2 - All on Current Line F3 - Distribute Evenly

Total Quantity: 32

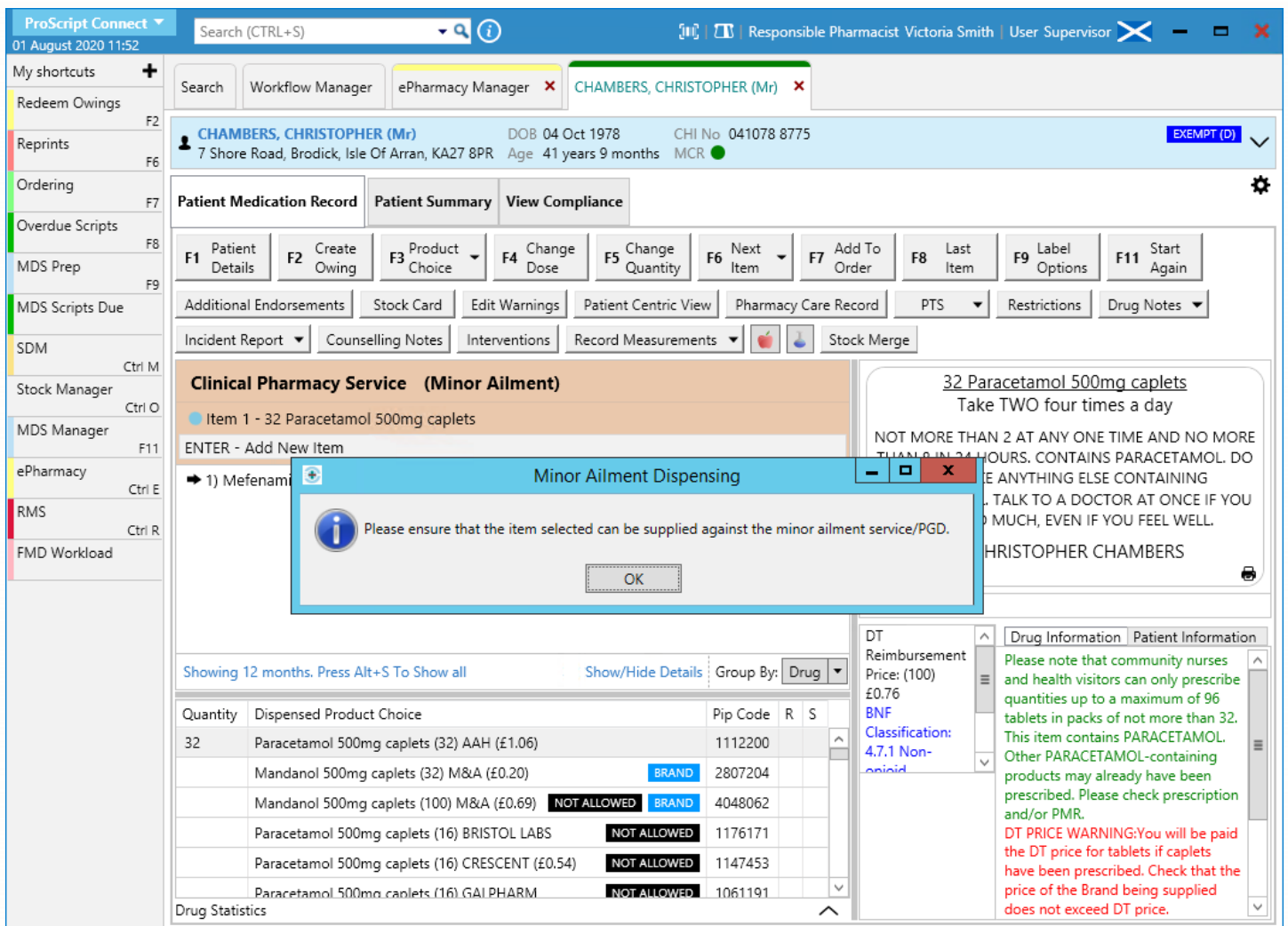
Quantity	Dispensable Items	Pip Code	R	S
	Mandanol 500mg tabs (32) M&A (£0.15) BRAND	2528685		
	Mandanol 500mg tabs (100) M&A (£0.69) NOT ALLOWED BRAND	1053735		
	Panadol ActiFast 500mg tabs (8) GSK CONS (£3.72) NOT ALLOWED BRAND	2803500		
	Panadol +	79276		
	Panadol	06535		
	Panadol	06543		
	Paracetamol	60939		
	Paracetamol	76171		
	Paracetamol 500mg caplets (16) LEXN NOT ALLOWED	6658322		
	Paracetamol 500mg caplets (16) ZENTIVA NOT ALLOWED	1075571		
32.00	Paracetamol 500mg caplets (32) AAH (£0.45)	6037964		
	Paracetamol 500mg caplets (32) ACTAVIS (£0.49)	1109792		
	Paracetamol 500mg caplets (32) BRISTOL LABS	1176189		

Choose Item(s) to Dispense - □ X

 This item / pack size is not in the white list. Do you wish to continue?

Drug Notes ▼

- You will then get a prompt advising you to confirm that the item you have selected can be supplied against the service. Select the [OK] button on the prompt. The selected item is displayed in the first quadrant.



ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User Supervisor

01 August 2020 11:52

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ePharmacy, RMS, FMD Workload

Search | Workflow Manager | ePharmacy Manager | CHAMBERS, CHRISTOPHER (Mr)

CHAMBERS, CHRISTOPHER (Mr) | DOB 04 Oct 1978 | CHI No 041078 8775 | EXEMPT (D) | 7 Shore Road, Brodick, Isle Of Arran, KA27 8PR | Age 41 years 9 months | MCR

Patient Medication Record | Patient Summary | View Compliance

F1 Patient Details | F2 Create Owing | F3 Product Choice | F4 Change Dose | F5 Change Quantity | F6 Next Item | F7 Add To Order | F8 Last Item | F9 Label Options | F11 Start Again

Additional Endorsements | Stock Card | Edit Warnings | Patient Centric View | Pharmacy Care Record | PTS | Restrictions | Drug Notes

Incident Report | Counselling Notes | Interventions | Record Measurements | Stock Merge

Clinical Pharmacy Service (Minor Ailment)

Item 1 - 32 Paracetamol 500mg caplets

ENTER - Add New Item

Minor Ailment Dispensing

Please ensure that the item selected can be supplied against the minor ailment service/PGD.

OK


Showing 12 months. Press Alt+S To Show all | Show/Hide Details | Group By: Drug

Quantity	Dispensed Product Choice	Pip Code	R	S
32	Paracetamol 500mg caplets (32) AAH (£1.06)	1112200		
	Mandanol 500mg caplets (32) M&A (£0.20)	2807204		
	Mandanol 500mg caplets (100) M&A (£0.69)	4048062		
	Paracetamol 500mg caplets (16) BRISTOL LABS	1176171		
	Paracetamol 500mg caplets (16) CRESCENT (£0.54)	1147453		
	Paracetamol 500mg caplets (16) GALPHARM	1061191		

DT Reimbursement Price: (100) £0.76
BNF Classification: 4.7.1 Non-steroidal anti-inflammatory drugs

Drug Information: Please note that community nurses and health visitors can only prescribe quantities up to a maximum of 96 tablets in packs of not more than 32. This item contains PARACETAMOL. Other PARACETAMOL-containing products may already have been prescribed. Please check prescription and/or PMR. DT PRICE WARNING: You will be paid the DT price for tablets if caplets have been prescribed. Check that the price of the Brand being supplied does not exceed DT price.

3. If you want to add more than one item to the prescription, select the **[F6 – Next Item]** button and then select **[ENTER]** to repeat the process. When you are done, select the **[F8 – Last Item]** button. The Prescription Type preview displays.

 You can only select up to three items on a Pharmacy First supply.

Prescription Type: Minor Ailment dispensed on 01/08/2020 at 11:05

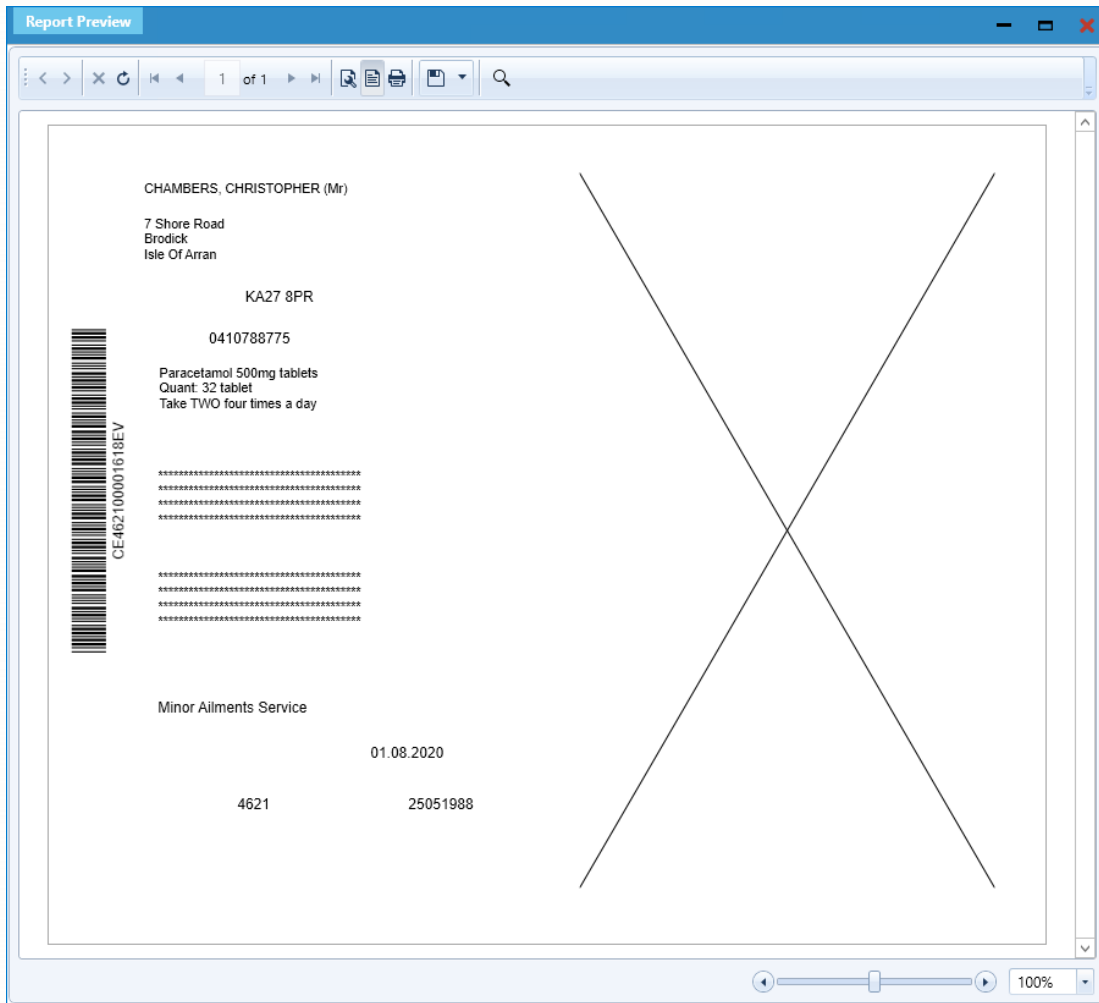
DOB 04/10/1978	CHAMBERS, CHRISTOPHER (Mr) 7 Shore Road Brodict Isle Of Arran KA27 8PR [041078 8775]	McAllister & Thompson Pharmacy Woodburn House 56 Canaan Lane Morningside Edinburgh EH10 4SG 4621
Age 41 years 9 months		
32	32 Paracetamol 500mg caplets Take TWO four times a day	32 Q32
Exemption D <input type="checkbox"/> Evidence Seen Professional Fees 1		


Requires Attention Prescription notes
 F7 - Don't Print Labels
 Print Bag Label Prescription is clinically checked

4. Select the **[F10 – Save]** button. The system will generate the label(s), bag label and tracking label, if configured.

Claiming for the Supply

1. If configured, a prompt will appear asking if you wish to send the claim.
 - o Selecting the **[Yes]** button returns you to the ePharmacy Manager with the script *Status* marked as **Claim** and the *Request Type* as **Request Success;**
 - o Selecting the **[No]** button returns you to the ePharmacy Manager with the script *Status* marked as **Dispensed** and the *Request Type* as **Request Parked.**
2. It is no longer mandatory to send a CP4 form for these claims. If you wish to print the form, select the **[F11 – Print CP4]** button from within ePharmacy Manager. This will generate the CP4/3 form print preview.



3. Select the printer  icon.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	27 July 2020		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601

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