





Dispensing an EPS Prescription with Real Time Exemption Checking (RTEC)

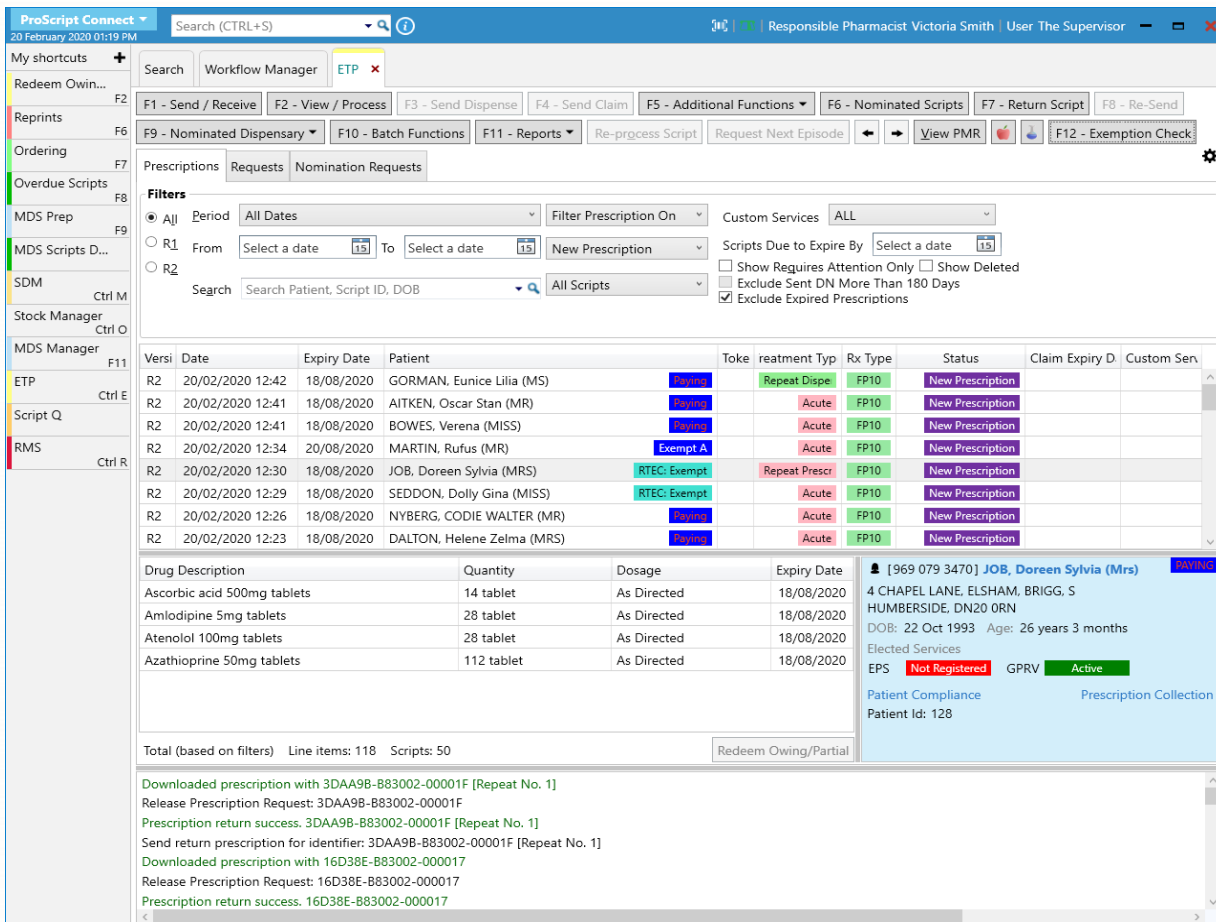
 In order to perform Real Time Exemption Checking (RTEC) during the dispensing process, you will need to enable the *Real Time Exemption Check Enabled* and *Check Exemption During Dispensing* application settings from within the *ETP* category of Edit Application Settings.

 You can manually check the exemption for a patient's prescription at anytime whilst in the ETP main screen, by highlighting the script in the grid and selecting the **[F12 – Exemption Check]** button.

 Only prescriptions for patients with maternity, medical, pre-payment, HC2 charges certificate and NHS Tax Credit exemptions can currently be checked.

 Real Time Exemption Checking (RTEC) is done on a per prescription basis. The patient's PMR record is not updated. If the patient is exempt then the EPS grid will update with **RTEC: Exempt** beside the patient's name, however the exemption itself will not be shown.

- To begin, open the ETP Main Screen from the ProScript Connect Main Screen by selecting the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.
- From the ETP Main Screen, highlight a prescription marked as **New Prescription** and select the **[F2 – View / Process]** button.



The screenshot shows the ProScript Connect interface. At the top, there's a search bar and user information. Below that are various function buttons (F1-F8) and a filter section. The main area displays a grid of prescriptions with columns for Versi, Date, Expiry Date, Patient, Token, treatment Typ, Rx Type, Status, Claim Expiry D, and Custom Ser. One prescription is highlighted in green, indicating it is a 'New Prescription'.

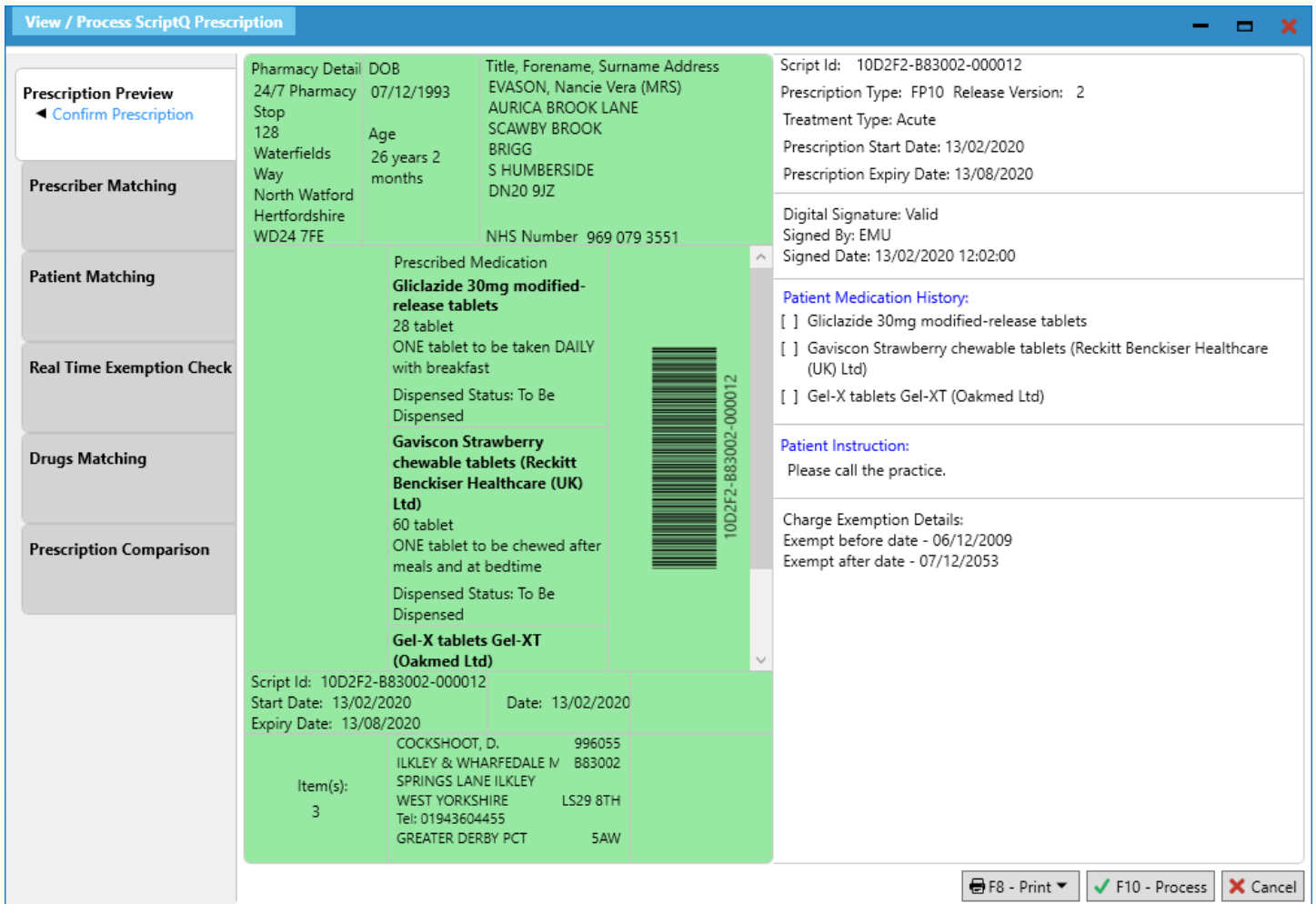
Versi	Date	Expiry Date	Patient	Token	treatment Typ	Rx Type	Status	Claim Expiry D	Custom Ser
R2	20/02/2020 12:42	18/08/2020	GORMAN, Eunice Lilia (MS)	Repeat Dispe	FP10	New Prescription			
R2	20/02/2020 12:41	18/08/2020	AITKEN, Oscar Stan (MR)	Acute	FP10	New Prescription			
R2	20/02/2020 12:41	18/08/2020	BOWES, Verena (MISS)	Acute	FP10	New Prescription			
R2	20/02/2020 12:34	20/08/2020	MARTIN, Rufus (MR)	Exempt LA	Acute	FP10	New Prescription		
R2	20/02/2020 12:30	18/08/2020	JOB, Doreen Sylvia (MRS)	RTEC: Exempt	Repeat Prescr	FP10	New Prescription		
R2	20/02/2020 12:29	18/08/2020	SEDDON, Dolly Gina (MISS)	RTEC: Exempt	Acute	FP10	New Prescription		
R2	20/02/2020 12:26	18/08/2020	NYBERG, CODIE WALTER (MR)	Acute	FP10	New Prescription			
R2	20/02/2020 12:23	18/08/2020	DALTON, Helene Zelma (MRS)	Acute	FP10	New Prescription			

The detailed view on the right shows patient information for JOB, Doreen Sylvia (Mrs), including address, DOB, and age. It also indicates that the patient is not registered for EPS but is active for GPRV.

3. The View/Process ScriptQ Prescription window displays, with the *Prescription Preview* tab selected by default. Select the **[F10 – Process]** button to begin processing the prescription.



To print the full token, select the **[F8 – Print]** button. You can also select from the drop-down menu item options to either select **[Alt+F8 – Print without repeat information]**, **[Alt+F9 – Print with Patient information]** or **[Alt+F10 – Print All Repeat information]**.



Pharmacy Detail	DOB	Title, Forename, Surname	Address
24/7 Pharmacy Stop 128 Waterfields Way North Watford Hertfordshire WD24 7FE	07/12/1993	EVASON, Nancie Vera (MRS)	AURICA BROOK LANE SCAWBY BROOK BRIGG S HUMBERSIDE DN20 9JZ
	Age 26 years 2 months	NHS Number 969 079 3551	

Prescribed Medication	Dispensed Status
Gliclazide 30mg modified-release tablets 28 tablet ONE tablet to be taken DAILY with breakfast	To Be Dispensed
Gaviscon Strawberry chewable tablets (Reckitt Benckiser Healthcare (UK) Ltd) 60 tablet ONE tablet to be chewed after meals and at bedtime	To Be Dispensed
Gel-X tablets Gel-XT (Oakmed Ltd)	

Script Id:	Date:
10D2F2-B83002-000012	13/02/2020
Start Date: 13/02/2020	Expiry Date: 13/08/2020

Item(s):	Address	Postcode	Area
3	COCKSHOOT, D. ILKLEY & WHARFEDAILE M SPRINGS LANE ILKLEY WEST YORKSHIRE Tel: 01943604455 GREATER DERBY PCT	996055 B83002	LS29 8TH 5AW

Script Id:	Prescription Type:	Release Version:
10D2F2-B83002-000012	FP10	2
	Treatment Type:	Acute
	Prescription Start Date:	13/02/2020
	Prescription Expiry Date:	13/08/2020

Digital Signature: Valid
Signed By: EMU
Signed Date: 13/02/2020 12:02:00

Patient Medication History:
 Gliclazide 30mg modified-release tablets
 Gaviscon Strawberry chewable tablets (Reckitt Benckiser Healthcare (UK) Ltd)
 Gel-X tablets Gel-XT (Oakmed Ltd)

Patient Instruction:
Please call the practice.

Charge Exemption Details:
Exempt before date - 06/12/2009
Exempt after date - 07/12/2053

Matching the Prescriber

The system will automatically attempt to match the prescribing organisation and prescriber details from the prescription with existing details on the system.

If the prescribing organisation cannot be found, See below.

In instances where the prescribing organisation does not already exist within the database, you will be required to add them by selecting **F1 – Search Prescribing Organisation in National Prescriber Database** which opens a new window. From here, you can either;

- Search for the prescribing organisation using the *Search* box and select the correct prescribing organisation from the generated list, or
- Select **F1 – Add Prescribing Organisation** which will open a pre-populated Add New Prescribing Organisation window which you can update if required and select **[F10 – Save]**.

If the prescriber cannot be found, See below.

In instances where the prescriber does not already exist within the database, you will be required to add them by selecting **F1 – Search National Prescriber Database** which opens a new window. From here, you can either;

- Search for the prescriber using the *Search* box and select the correct prescriber from the generated list, or
- Select **F1 – Add Prescriber** which will open a pre-populated Add Prescriber window which you can update if required and select **[F10 – Save]**.

Whether you have just added the prescribing organisation and/or prescriber or they already existed within the database, any discrepancies will display highlighted in red on the *Match Prescriber* sub-tab where you can:

- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes

If there is a complete match, and no discrepancies, the *Prescriber Matching* tab will be skipped.

Matching the Patient

Just like the prescriber matching tab, the system will also automatically attempt to match the patient details from the prescription with existing patient details on the system.

If the patient cannot be found, See below.

In instances where the patient does not already exist within the database, you will be required to add them by selecting **F1 – Add Patient** which opens the Add New Patient window. From here, you can complete any details which may be missing, such as the *Exemption Details* and select the **[F10 – Save]** button.

If a discrepancy is flagged with an existing patient or one you've just added, it will be presented to you within the *Match Patient* sub-tab highlighted in red. You can select one of the following options:

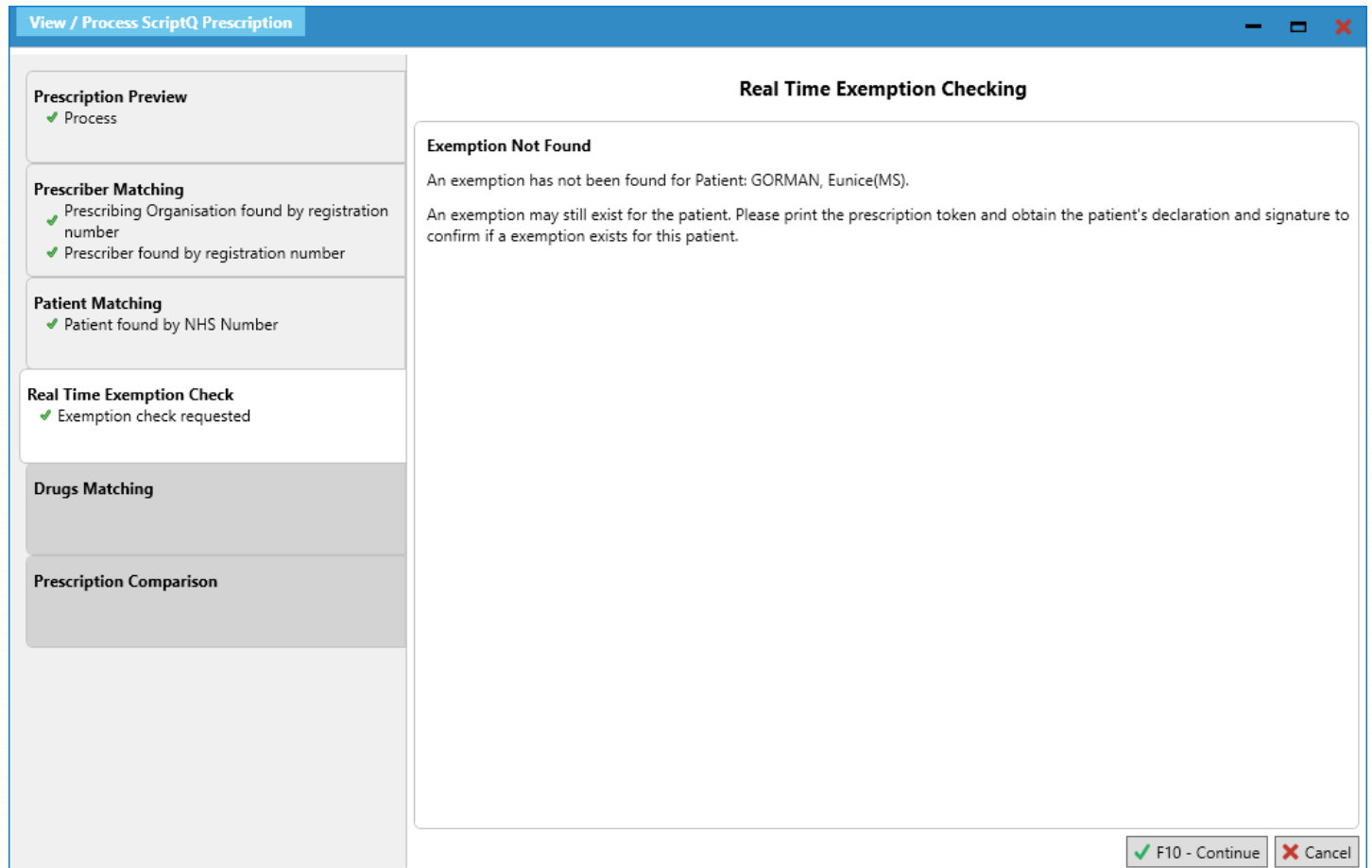
- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes
- Use the **[F3]** button to search for and select another patient
- Use the **[F4]** button to add the patient as a new patient record

If there is a complete match, and no discrepancies, the *Patient Matching* tab will be skipped.

Real Time Exemption Check

The patient's exemption will be checked against information held by NHSBSA. If the patient is exempt, the *Real Time Exemption Check* tab will update with *Patient Exempt* and the wizard will automatically move on to the *Drugs Matching* tab. If

an exemption cannot be found, the wizard will pause on this tab to advise that you may want to print the dispensing token and obtain the patient's declaration and signature to confirm if an exemption exists for the patient. Selecting the **[Cancel]** button at this point will end the dispensing process. Select the **[F10 – Continue]** button to move on to the next tab.



Matching the Drug

The system will attempt to map each prescribed drug on the prescription to an entry in our database. If the drug(s) are found, the *Drugs Matching* tab will be skipped.

If ProScript Connect cannot locate the drug, See below.


In instances where the drug cannot be mapped, you will be required to search for and select the prescribed item using the *Search Drug* box and the **[F10 – Select]** button. After mapping a drug, ProScript Connect will conduct additional checks for the item and may display Flash Alerts during dispensing which will provide you with additional details.

Comparing the Prescription

The *Prescription Comparison* tab displays all the drug details for each drug prescribed on *This Script* and, if this medication has been previously dispensed, compares this to the *Last Medication from the PMR*. You can;

- Use the **[F2]** button to process the prescription manually, and review the quantity and dosage against each item

- Use the **[F5]** button to process each item using what was last dispensed on the PMR
- Use the **[F9]** button to fast-track through the dispensing process for items last dispensed on the PMR

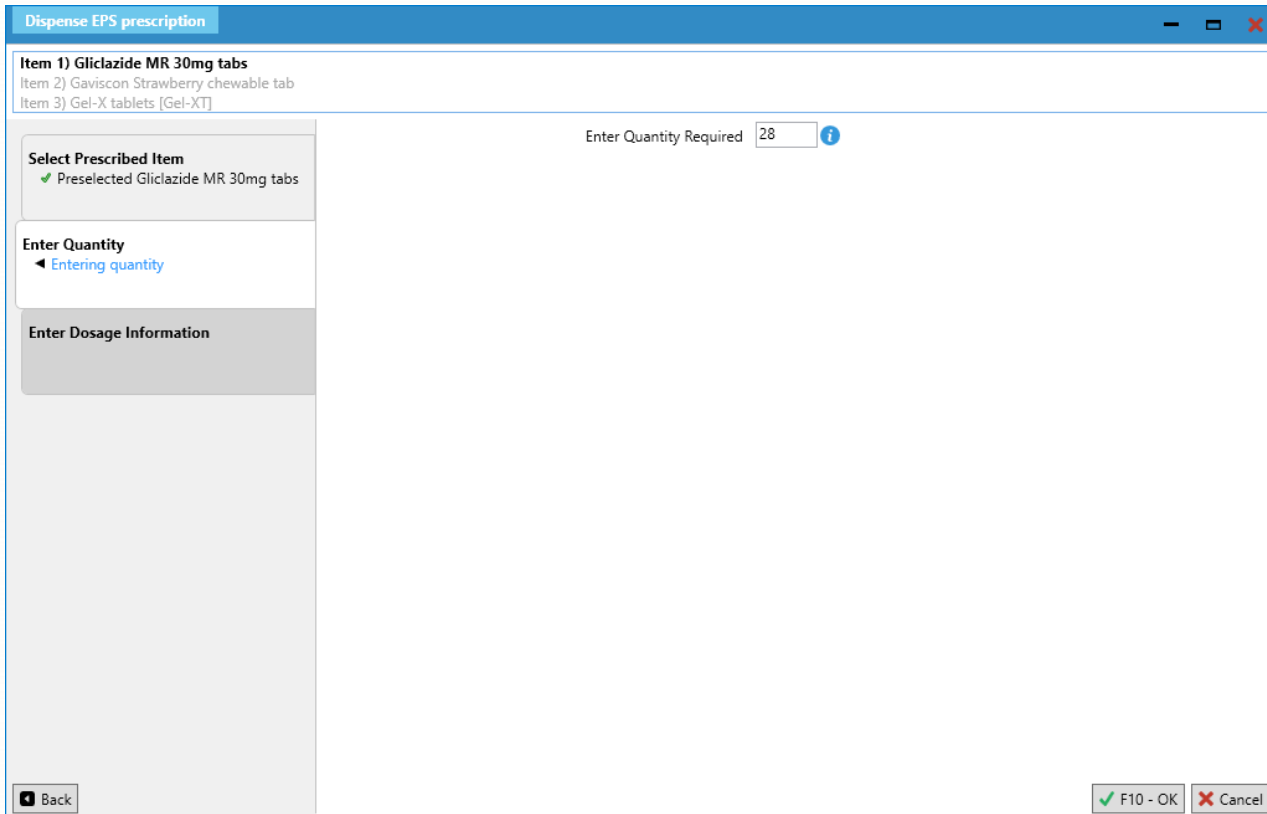
 If the item was not previously dispensed, the only available option is **[F2 – Process This Script]**.




If a previously identical prescription was marked as clinically checked, the *Prescription Comparison* tab will not appear. However, if there are any differences in any item, quantity or dosage between *This Script* and the *Last Medication from PMR*, the Prescription Comparison tab will display and highlight these differences.


Dispensing the Prescription

1. If you have selected the **[F2 – Process This Script]** button, the Dispense EPS Prescription window displays with the item pre-selected and the *Enter Quantity* tab opened by default. Review the quantity and select the **[F10 – OK]** button.



2. The *Enter Dosage Information* tab is selected. Review and/or edit the dosage information as required and select the **[F10 – OK]** button.

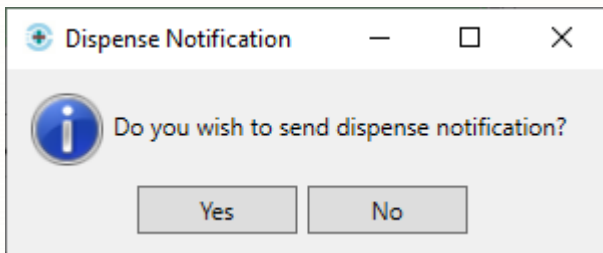
 The system will prompt you to repeat this process for each of the items on the prescription, if applicable.

 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.

4. ProScript Connect will automatically generate and print the endorsement, label(s) and bag label.
5. If you have dispensed a Repeat Prescribing script, the system may ask if you wish to set a prescription reminder for the patient. Selecting **[Yes]** will open the Repeat Items window where you can select the item(s) to mark as repeatable and set the reminder by selecting **[F5 – Add to RMS]**, otherwise the ETP Main Screen displays, where the prescription is now marked as **Dispensed** and flagged as **RTEC: Exempt** or **RTEC: Not Known** if appropriate.



If you have enabled the *Auto Dispense Notification Process* application setting, the system will prompt you at the point of completing the prescription if you wish to send the dispense notification. Selecting the **[Yes]** button will mark the prescription in the ETP Main Screen as **Dispense Notification Success**.



Enabling the *Auto Reimbursement Claim Process* application setting will automatically send the claim notification for the prescription after the dispense notification has been sent. The prescription will show in the ETP Main Screen with a status of **Claim Success**. You can configure this setting via a drop-down menu to send claims automatically for acute, repeat prescribing, repeat dispensing or all prescription types.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18 August 2020		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601