

Performing an RTEC Check Manually



The following process requires that the *Real Time Exemption Check Enabled* application setting is set to *True*. This can be found within the *ETP* category of Edit Application Settings.



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

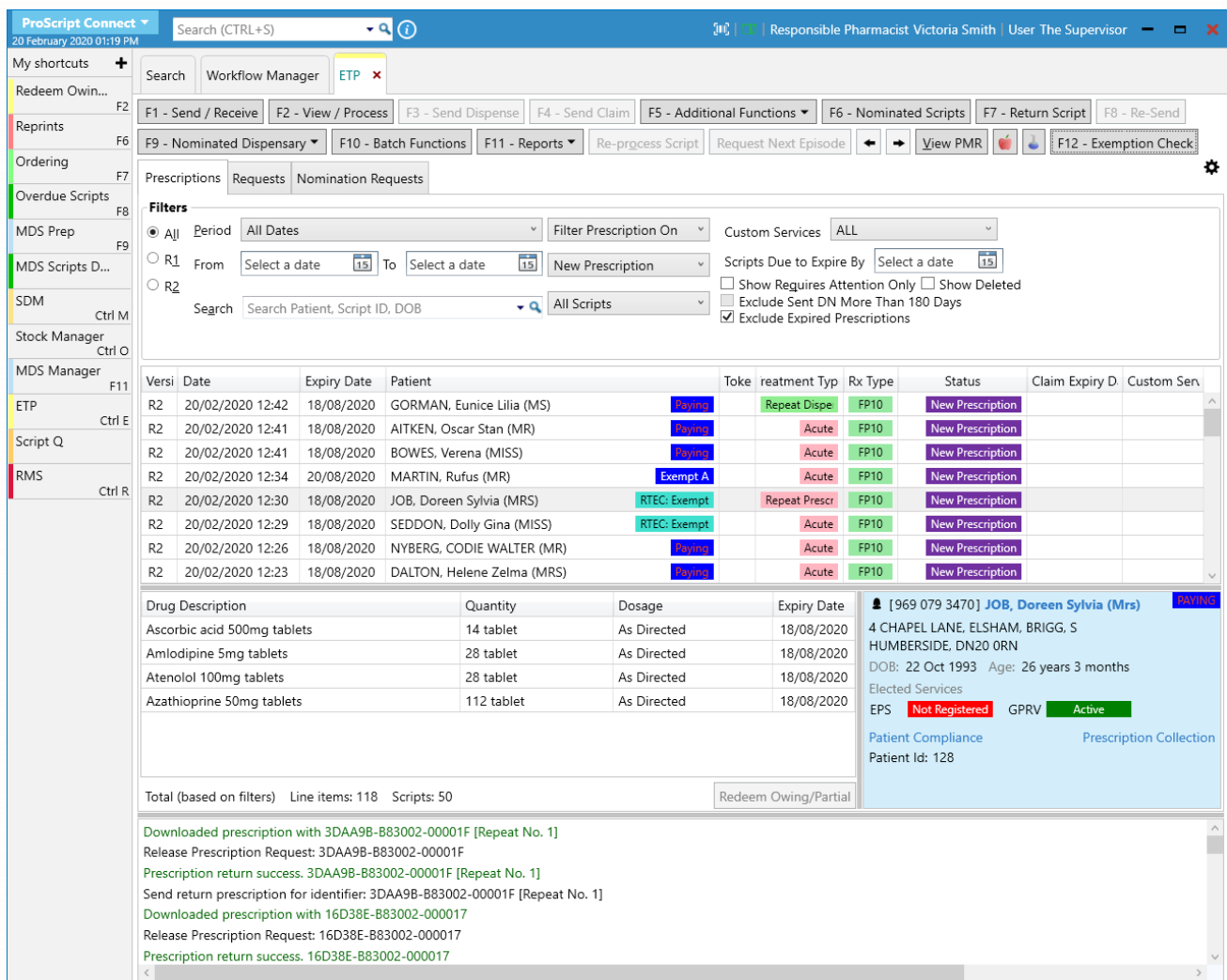


Real Time Exemption Checking (RTEC) is done on a per prescription basis. The patient's PMR record is not updated. If the patient is exempt then the EPS grid will update with **RTEC: Exempt** beside the patient's name, however the exemption itself will not be shown.

- 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 any prescription in the grid, other than a prescription with a status of **Claim Success**.



Prescriptions with a status of **Claim Success** are not eligible for an exemption check.



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

20 February 2020 01:19 PM

My shortcuts: Redeem Owin... (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts D... (Ctrl M), SDM (Ctrl O), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Search: Workflow Manager | ETP

Function Buttons: F1 - Send / Receive, F2 - View / Process, F3 - Send Dispense, F4 - Send Claim, F5 - Additional Functions, F6 - Nominated Scripts, F7 - Return Script, F8 - Re-Send, F9 - Nominated Dispensary, F10 - Batch Functions, F11 - Reports, Re-process Script, Request Next Episode, View PMR, F12 - Exemption Check

Prescriptions: Requests | Nomination Requests

Filters

- All Period: All Dates
- Filter Prescription On: [Dropdown]
- Custom Services: ALL
- R1 From: Select a date [15] To: Select a date [15] New Prescription
- R2 Search: Search Patient, Script ID, DOB [Dropdown]
- Scripts Due to Expire By: Select a date [15]
- Show Requires Attention Only [] Show Deleted []
- Exclude Sent DN More Than 180 Days []
- Exclude Expired Prescriptions [X]

Versi	Date	Expiry Date	Patient	Token	reatment Typ	Rx Type	Status	Claim Expiry D	Custom Sen
R2	20/02/2020 12:42	18/08/2020	GORMAN, Eunice Lilia (MS)	Paym	Repeat Dispe	FP10	New Prescription		
R2	20/02/2020 12:41	18/08/2020	AITKEN, Oscar Stan (MR)	Paym	Acute	FP10	New Prescription		
R2	20/02/2020 12:41	18/08/2020	BOWES, Verena (MISS)	Paym	Acute	FP10	New Prescription		
R2	20/02/2020 12:34	20/08/2020	MARTIN, Rufus (MR)	Exempt A	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)	Paym	Acute	FP10	New Prescription		
R2	20/02/2020 12:23	18/08/2020	DALTON, Helene Zelma (MRS)	Paym	Acute	FP10	New Prescription		

Drug Description | Quantity | Dosage | Expiry Date

Ascorbic acid 500mg tablets	14 tablet	As Directed	18/08/2020
Amlodipine 5mg tablets	28 tablet	As Directed	18/08/2020
Atenolol 100mg tablets	28 tablet	As Directed	18/08/2020
Azathioprine 50mg tablets	112 tablet	As Directed	18/08/2020

969702 [969 079 3470] **JOB, Doreen Sylvia (Mrs)**

4 CHAPEL LANE, ELSHAM, BRIGG, S HUMBERSIDE, DN20 0RN

DOB: 22 Oct 1993 Age: 26 years 3 months

Elected Services

EPS **Not Registered** GPRV **Active**

Patient Compliance Prescription Collection

Patient Id: 128

Total (based on filters) Line items: 118 Scripts: 50 Redeem Owing/Partial

Downloaded prescription with 3DAA9B-B83002-00001F [Repeat No. 1]
 Release Prescription Request: 3DAA9B-B83002-00001F
 Prescription return success. 3DAA9B-B83002-00001F [Repeat No. 1]
 Send return prescription for identifier: 3DAA9B-B83002-00001F [Repeat No. 1]
 Downloaded prescription with 16D38E-B83002-000017
 Release Prescription Request: 16D38E-B83002-000017
 Prescription return success. 16D38E-B83002-000017

3. Select the **[F12 – Exemption Check]** button. The application will send an RTEC request to check the patient’s exemption for the prescription. The following table outlines the various responses that can be received.

Prompt Wording	Explanation
Patient Exempt	The patient is exempt. The ETP grid will update with a label of RTEC: Exempt beside the patient’s name.
Patient is not eligible for an exemption check. (age exemption)	If the patient is age exempt you will immediately receive a prompt advising you of this and an RTEC check will not be carried out.
Patient Not Found	The system is unable to perform an RTEC check because the patient does not currently exist in your PMR. You will need to create a PMR record for the patient before you can carry out an RTEC check for their prescription.
Prescription not eligible for an exemption check as all items are exempt of charge.	If all items on the prescription are exempt of charge then a prompt will appear advising that the prescription is not eligible for an exemption check.
Exemption has not been found	The system performs an RTEC check but an exemption cannot be found. The EPS grid will update with a label of RTEC: Not Known beside the patient’s name. It is recommended that you print the prescription token and obtain the patient’s declaration and signature to confirm if an exemption exists for the patient.



You can also configure ProScript Connect to perform an RTEC check automatically during the dispensing process, or be prompted to do so when sending the dispense notification or sending the claim for a prescription. An automatic RTEC check will not be carried out or a prompt will not appear if the patient’s exemption has been checked via RTEC previously. However, a manual RTEC check can still be performed by following the process as described above.

ProScript Connect 24 February 2020 15:54 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, Script Q, RMS, ETP

Workflow Manager: F1 - Send / Receive, F2 - View / Edit, F3 - Send Dispense, F4 - Send Claim, F5 - Additional Functions, F6 - Nominated Scripts, F7 - Return Script, F8 - Re-Send, F9 - Nominated Dispensary, F10 - Batch Functions, F11 - Reports, Re-process Script, Request Next Episode, View PMR, F12 - Exemption Check, Clear Selected Scripts

Prescriptions Requests Nomination Requests

Filters: All, R1, R2. Period: All Dates. Filter Prescription On: Dispersed. Custom Services: ALL. Scripts Due to Expire By: 15. Show Requires Attention Only, Show Deleted, Exclude Sent DN More Than 180 Days, Exclude Expired Prescriptions.

Version	Date	Expiry Date	Patient	Token	Treatment Type	Rx Type	Status	Claim Exp	Ct
R2	13/02/2020 11:39	13/08/2020	JOB, Doreen Sylvia (...)	Script Edited	RTEC: Exempt	Repeat Prescribi	FP10	Dispensed	
R2	13/02/2020 11:39	13/08/2020	BOWES, Verena (MISS)	Script Edited	RTEC: Exempt	Acute	FP10	Dispensed	
R2	13/02/2020 11:39	13/08/2020	EVASON, Nancie Vera (MRS)		RTEC: Exempt	Acute	FP10	Dispensed	
R2	13/02/2020 11:39	13/08/2020	AITKEN, Oscar Stan (MR)		RTEC: Exempt	Acute	FP10	Dispensed	

Additional Filters Applied: 0 Clear All

Drug Description	Quantity	Dosage	Expiry Date
Ascorbic acid 500mg tablets	14 tablet	As Directed	13/08/2020
Amlodipine 5mg tablets	28 tablet	As Directed	13/08/2020
Atenolol 100mg tablets	28 tablet	As Directed	13/08/2020

Total (based on filters) Line items: 13 Scripts: 4 Redeem Owing/Partial

Community Pharmacy Emis Dr can access all spine functionality
 Role: "Clinical";"Clinical Provision";"Health Professional Access Role"
 User details retrieved successfully
 Retrieving user details

Job Details: [969 079 3470] JOB, Doreen Sylvia (Mrs) 4 CHAPEL LANE, ELSHAM, BRIGG, S HUMBERSIDE, DN20 ORN DOB: 22 Oct 1993 Age: 26 years 4 months Elected Services

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	17 July 2020		Joanne Hibbert-Gorst

Contact us

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