
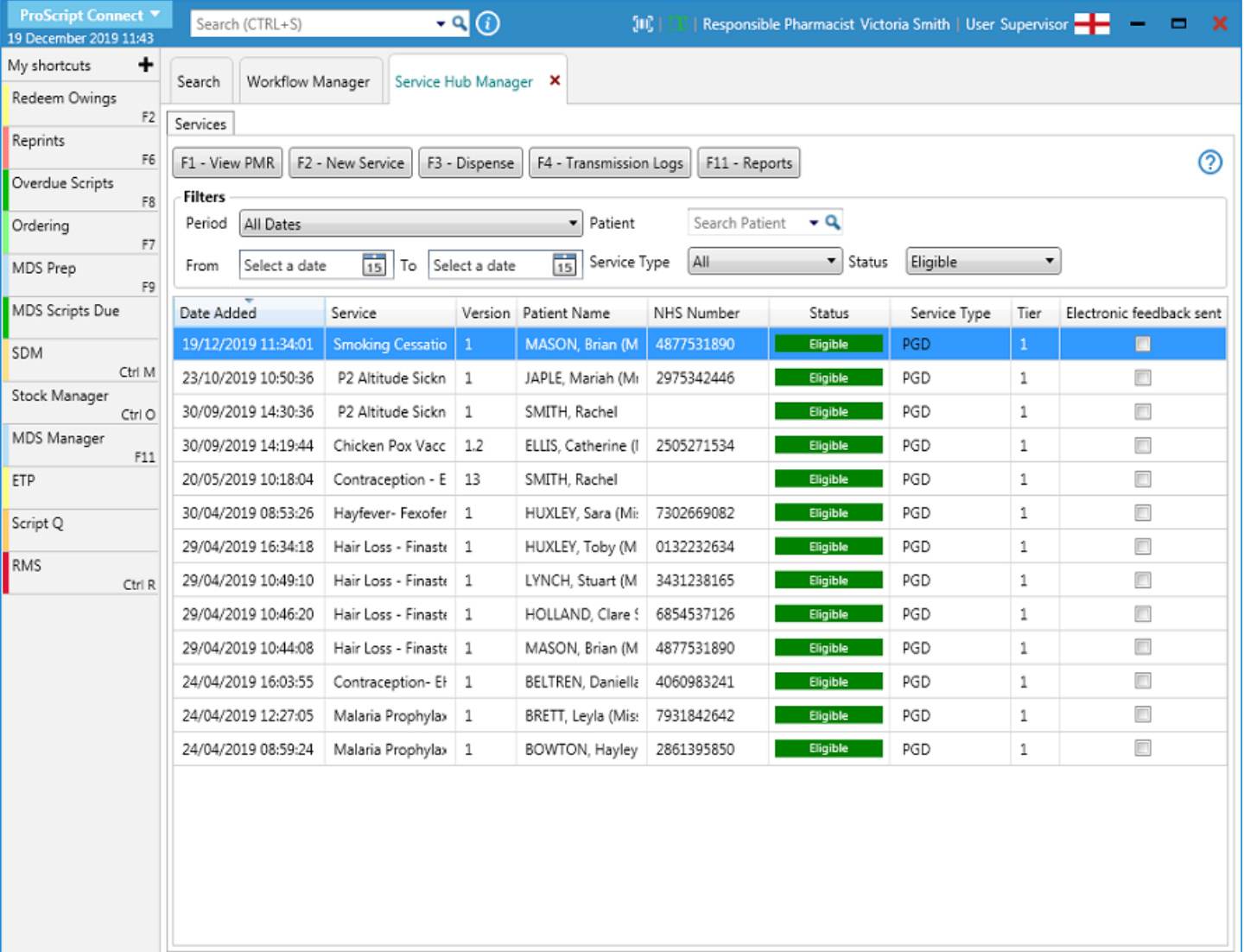


Dispensing a Saved PGD

If you chose not to dispense medication after completing the PGD service consultation, you can access the service from the Service Hub Manager at a later stage and complete the dispensing process.

 Verify with the patient that you have their correct GP and GP Surgery details in their PMR before dispensing medication to them under a PGD.

1. To begin, open the Service Hub Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Service Hub Manager* menu item.



The screenshot shows the ProScript Connect interface with the Service Hub Manager open. The interface includes a search bar, a navigation menu on the left, and a main content area with filters and a table of services.

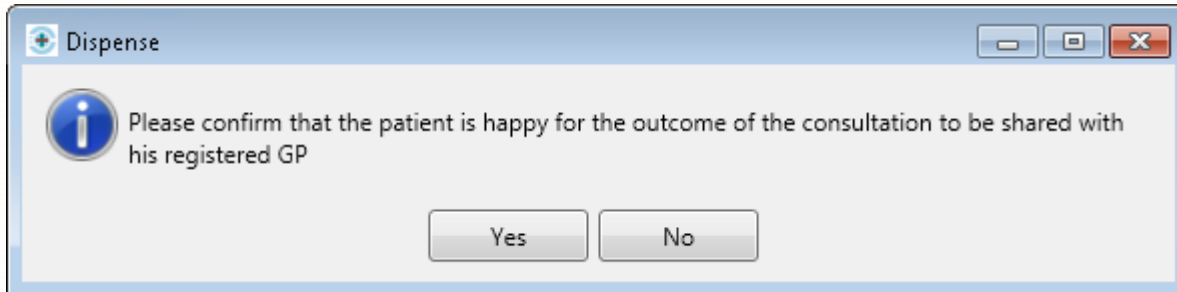
Filters:

- Period: All Dates
- Patient: Search Patient
- From: Select a date (15)
- To: Select a date (15)
- Service Type: All
- Status: Eligible

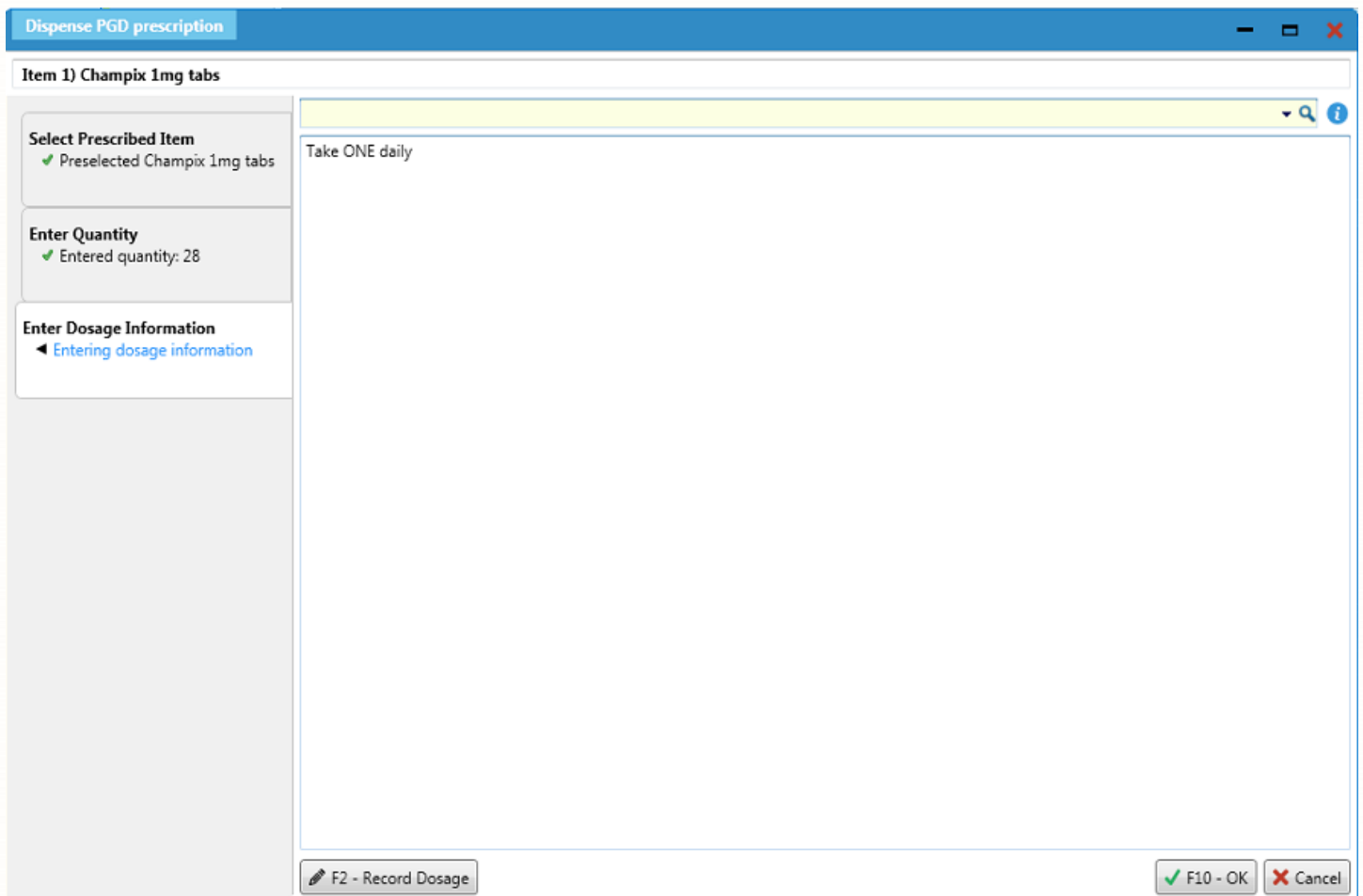
Date Added	Service	Version	Patient Name	NHS Number	Status	Service Type	Tier	Electronic feedback sent
19/12/2019 11:34:01	Smoking Cessatio	1	MASON, Brian (M	4877531890	Eligible	PGD	1	<input type="checkbox"/>
23/10/2019 10:50:36	P2 Altitude Sickn	1	JAPLE, Mariah (M	2975342446	Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:30:36	P2 Altitude Sickn	1	SMITH, Rachel		Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:19:44	Chicken Pox Vacc	1.2	ELLIS, Catherine (I	2505271534	Eligible	PGD	1	<input type="checkbox"/>
20/05/2019 10:18:04	Contraception - E	13	SMITH, Rachel		Eligible	PGD	1	<input type="checkbox"/>
30/04/2019 08:53:26	Hayfever- Fexofer	1	HUXLEY, Sara (Mi	7302669082	Eligible	PGD	1	<input type="checkbox"/>
29/04/2019 16:34:18	Hair Loss - Finast	1	HUXLEY, Toby (M	0132232634	Eligible	PGD	1	<input type="checkbox"/>
29/04/2019 10:49:10	Hair Loss - Finast	1	LYNCH, Stuart (M	3431238165	Eligible	PGD	1	<input type="checkbox"/>
29/04/2019 10:46:20	Hair Loss - Finast	1	HOLLAND, Clare	6854537126	Eligible	PGD	1	<input type="checkbox"/>
29/04/2019 10:44:08	Hair Loss - Finast	1	MASON, Brian (M	4877531890	Eligible	PGD	1	<input type="checkbox"/>
24/04/2019 16:03:55	Contraception- Et	1	BELTREN, Daniell	4060983241	Eligible	PGD	1	<input type="checkbox"/>
24/04/2019 12:27:05	Malaria Prophyla	1	BRETT, Leyla (Mis	7931842642	Eligible	PGD	1	<input type="checkbox"/>
24/04/2019 08:59:24	Malaria Prophyla	1	BOWTON, Hayley	2861395850	Eligible	PGD	1	<input type="checkbox"/>

2. From the *Services* tab, use the available *Filters* to search for, locate and highlight the required patient and service in the **Eligible** Status. Select the **[F3 – Dispense]** button.
3. A Dispense pop-up displays, asking you to confirm that the patient is happy for the outcome of the consultation to be shared with their registered GP.

- Selecting the **[Yes]** button will result in ProScript Connect automatically sending a PGD consultation summary electronically to the patients registered GP.
- Selecting the **[No]** button requires no further action.



4. The Dispense PGD prescription window opens. The *Select Prescribed Item* tab is completed with the item selected in the Service wizard window, and you're required to continue the dispensing process from the *Enter Quantity* tab.
 - On the *Enter Quantity* tab, enter the *Quantity Required* in the text box and select the **[F10 – OK]** button.
 - On the *Enter Dosage Information* tab, enter the dosage code or manually type the dosage instruction into the text box and select the **[F10 – OK]** button.



Dispense PGD prescription

Item 1) Champix 1mg tabs

Select Prescribed Item
✓ Preselected Champix 1mg tabs

Enter Quantity
✓ Entered quantity: 28

Enter Dosage Information
◀ Entering dosage information

Take ONE daily

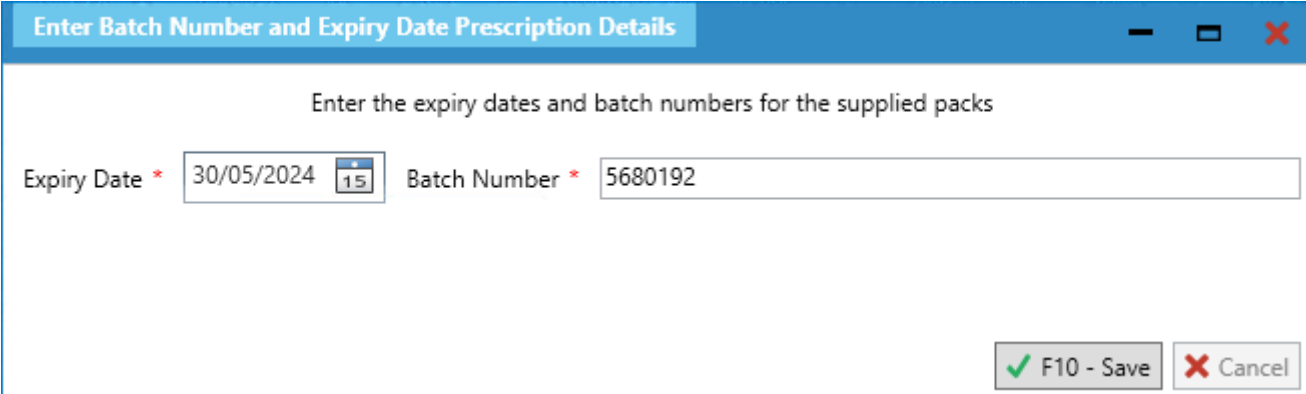
F2 - Record Dosage

F10 - OK Cancel




Any warnings and Flash Alerts associated with the item(s) will display as a pop-up window. These are color-coded classed by severity and will contain additional details for the items you are dispensing. Once you have read these, you can close the windows by pressing **[F10 – Confirm]**.



5. The Enter Batch Number and Expiry Date Prescription Details window opens. Enter the *Expiry Date* and *Batch Number* for the supplied packs and select the **[F10 – Save]** button.



Enter Batch Number and Expiry Date Prescription Details

Enter the expiry dates and batch numbers for the supplied packs

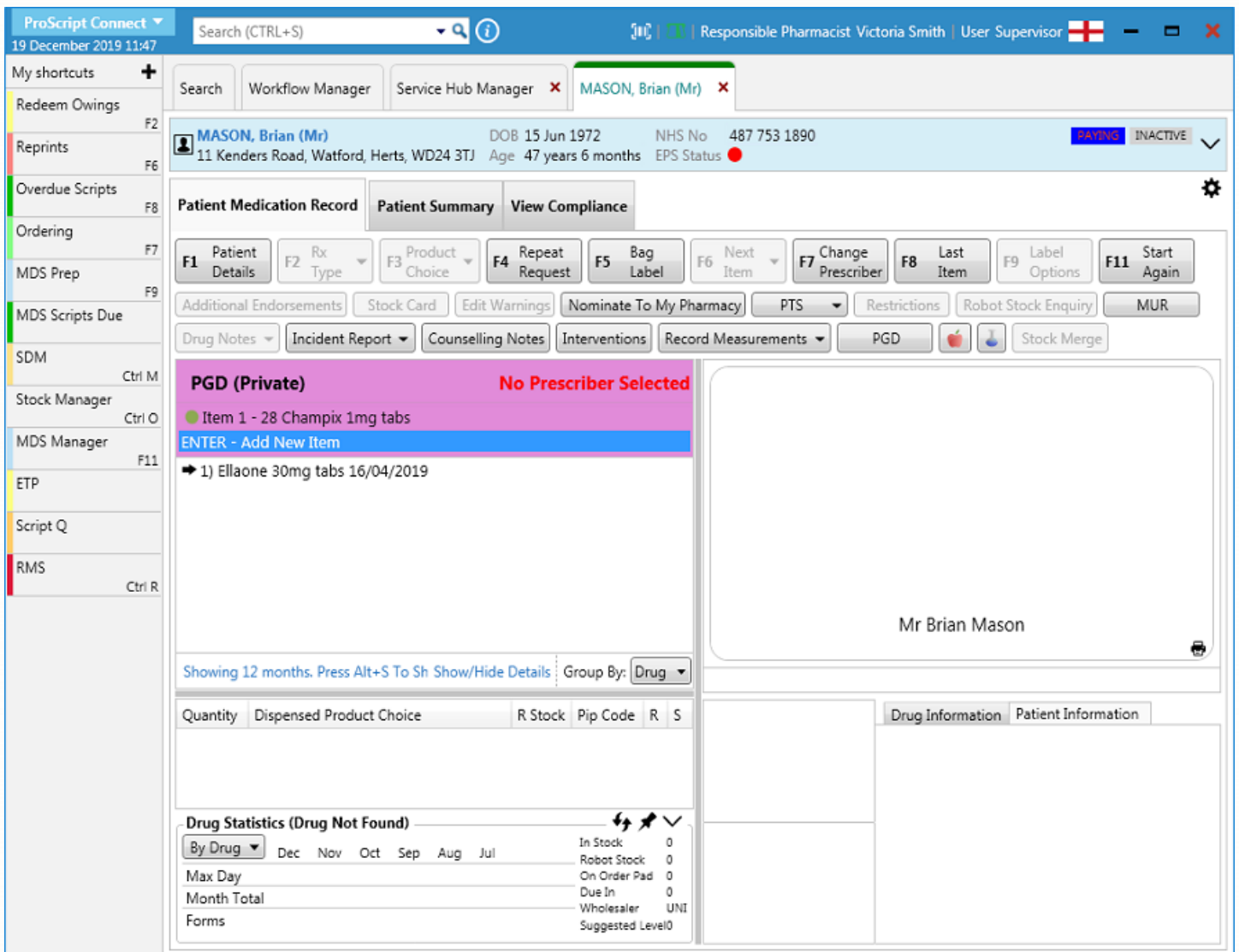
Expiry Date * 30/05/2024  Batch Number * 5680192

 F10 - Save  Cancel



During the PGD, if it becomes apparent that the patient is ineligible for the medication, for reasons such as allergies or drug interactions, you can mark the item as not dispensed by selecting the *ND* alongside the item in the first quadrant. This will prompt you to provide a not dispensed reason, after which you can continue to save the *ND* item to the patient's PMR.

- The patient's PMR displays with the PGD (Private) script type selected. To save the prescription, select the **[F8 – Last Item]** button.



ProScript Connect | 19 December 2019 11:47 | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User Supervisor

Search | Workflow Manager | Service Hub Manager | **MASON, Brian (Mr)**

MASON, Brian (Mr) | DOB 15 Jun 1972 | NHS No 487 753 1890 | PAYING INACTIVE
 11 Kenders Road, Watford, Herts, WD24 3TJ | Age 47 years 6 months | EPS Status

Patient Medication Record | Patient Summary | View Compliance

F1 Patient Details | F2 Rx Type | F3 Product Choice | F4 Repeat Request | F5 Bag Label | F6 Next Item | F7 Change Prescriber | **F8 Last Item** | F9 Label Options | F11 Start Again

Additional Endorsements | Stock Card | Edit Warnings | Nominate To My Pharmacy | PTS | Restrictions | Robot Stock Enquiry | MUR

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

PGD (Private) | No Prescriber Selected

Item 1 - 28 Champix 1mg tabs
 ENTER - Add New Item

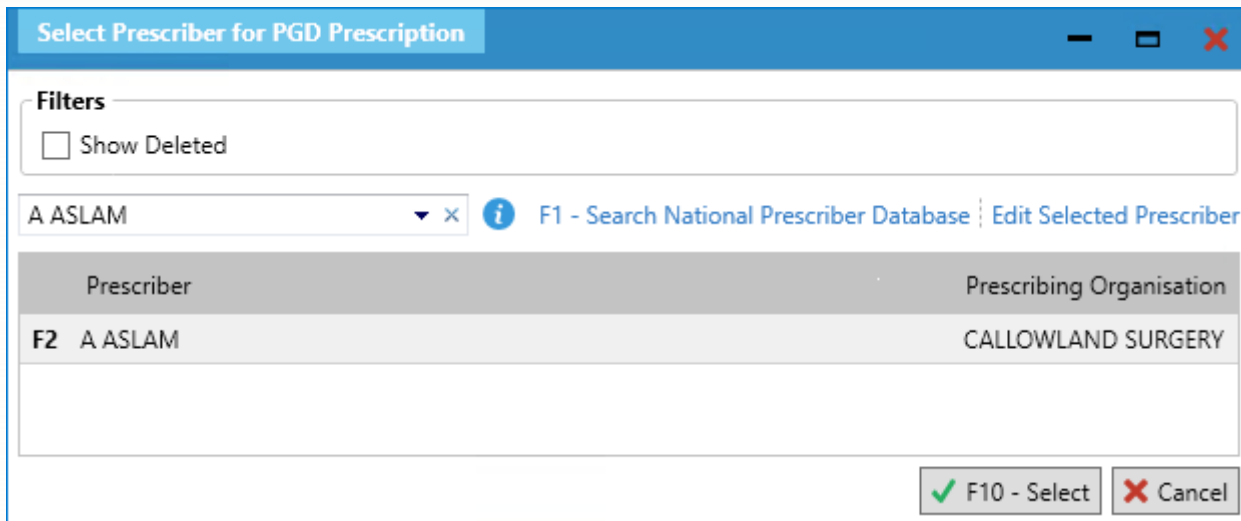
1) Ellaone 30mg tabs 16/04/2019

Mr Brian Mason

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

Quantity	Dispensed Product Choice	R Stock	Pip Code	R	S			
Drug Statistics (Drug Not Found)								
By Drug	Dec	Nov	Oct	Sep	Aug	Jul	In Stock	0
Max Day						Robot Stock	0	
Month Total						On Order Pad	0	
Forms						Due In	0	
						Wholesaler	UNI	
						Suggested Level	0	

7. The Select Prescriber for PGD Prescription window opens where you'll be required to search for and select the patient's usual GP. After highlighting the GP, select the **[F10 – Select]** button.



Select Prescriber for PGD Prescription

Filters

Show Deleted

A ASLAM ▼ × i F1 - Search National Prescriber Database | [Edit Selected Prescriber](#)

Prescriber	Prescribing Organisation
F2 A ASLAM	CALLOWLAND SURGERY

✓ F10 - Select ✗ Cancel

8. The Prescription Type preview displays. Confirm the details and select the **[F10 – Save]** button. ProScript Connect will generate the labels as configured, and the service *Status* will update to **Dispensed** in the Service Hub Manager.


Prescription Type: PGD (Private) dispensed on 19/12/2019 at 11:45

EMIS Pharmacy 212 Colonial Way Watford Hertfordshire WD24 4WD FTT23	DOB 15/06/1972 Age 47 years 6 months	MASON, Brian (Mr) 11 Kenders Road Watford Herts WD24 3TJ [487 753 1890]
1. PGD (Private) Cost £27.30 Margin 50% Dispensing Fee £2.00 Service Fee £5.00 Final Price £5.00	28 Champix 1mg tabs Take ONE daily	28
<input type="checkbox"/> Evidence Seen Professional Fees 1	ASLAM, A CALLOWLAND SURGERY THE CALLOWLAND SURGERY 141A LEAVESDEN ROAD WATFORD HERTFORDSHIRE WD24 5DG	

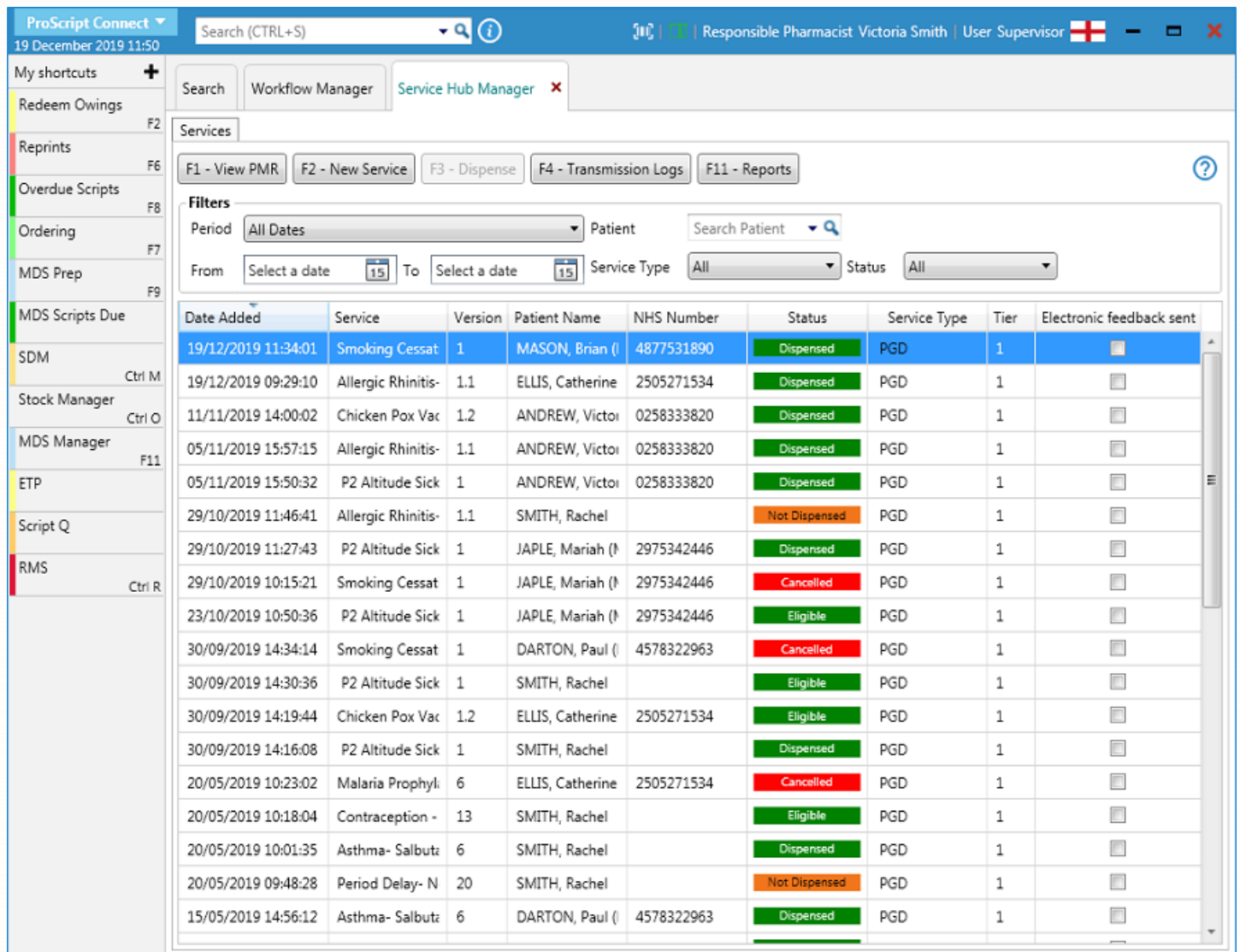
Requires Attention Prescription notes
 F7 - Don't Print Labels F8 - Don't Endorse Alt+F10 - Same Patient Next Script
 Print Bag Label Prescription is clinically checked RD Script

Viewing the Transmission Log

If your patient confirmed they were happy for the PGD Consultation summary to be sent electronically to their registered GP, you can view the Communication Logs to confirm this has been sent.

 The PGD consultation summary can take up to 48 hours to reach the GP's inbox. Please note the GP practice staff will need to process and append the summary to the patient's medical record.

- To view the transmission log, open the Service Hub Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Service Hub Manager* menu item.




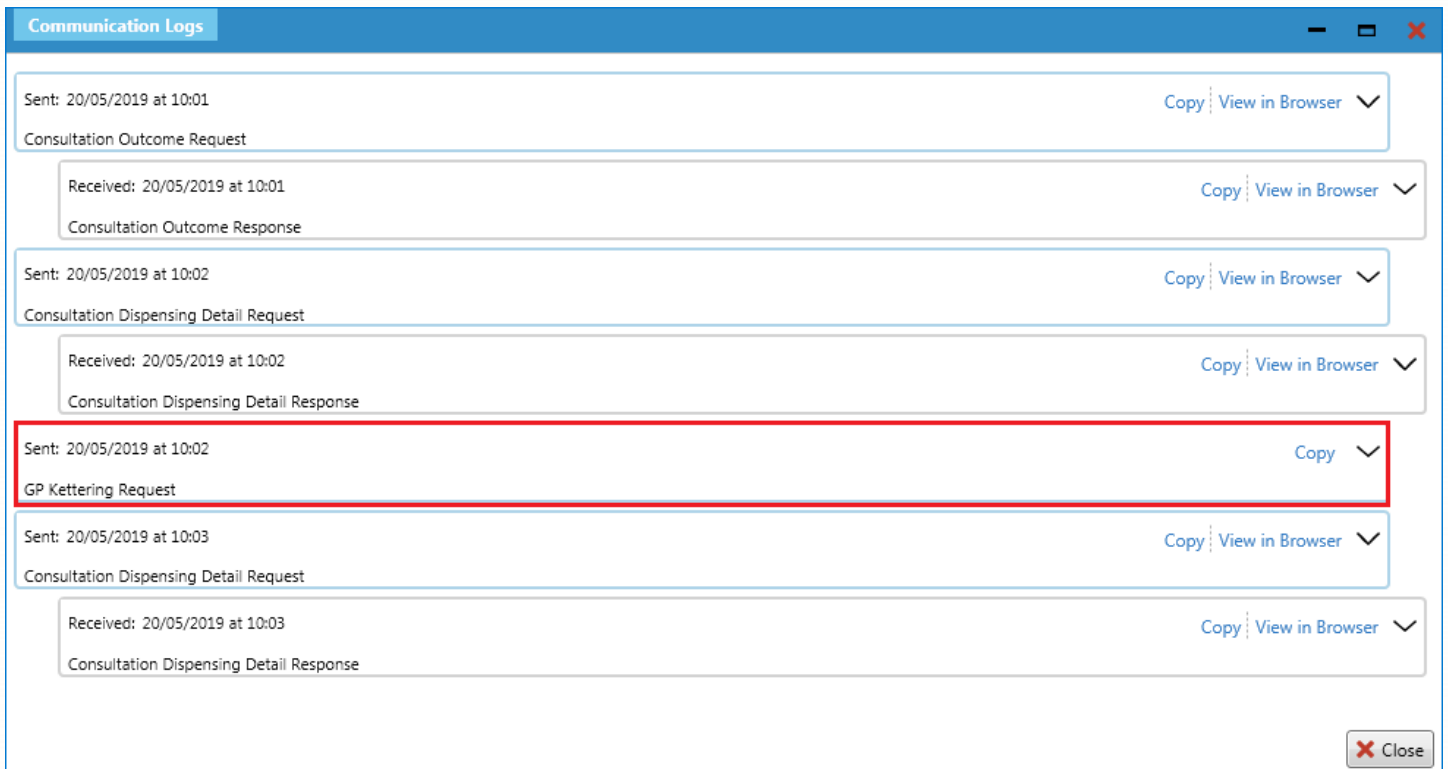
The screenshot shows the ProScript Connect interface with the Service Hub Manager open. The 'F4 - Transmission Logs' button is selected. The table below displays the transmission log data.

Date Added	Service	Version	Patient Name	NHS Number	Status	Service Type	Tier	Electronic feedback sent
19/12/2019 11:34:01	Smoking Cessat	1	MASON, Brian (I	4877531890	Dispensed	PGD	1	<input checked="" type="checkbox"/>
19/12/2019 09:29:10	Allergic Rhinitis-	1.1	ELLIS, Catherine	2505271534	Dispensed	PGD	1	<input type="checkbox"/>
11/11/2019 14:00:02	Chicken Pox Vac	1.2	ANDREW, Victor	0258333820	Dispensed	PGD	1	<input type="checkbox"/>
05/11/2019 15:57:15	Allergic Rhinitis-	1.1	ANDREW, Victor	0258333820	Dispensed	PGD	1	<input type="checkbox"/>
05/11/2019 15:50:32	P2 Altitude Sick	1	ANDREW, Victor	0258333820	Dispensed	PGD	1	<input type="checkbox"/>
29/10/2019 11:46:41	Allergic Rhinitis-	1.1	SMITH, Rachel		Not Dispensed	PGD	1	<input type="checkbox"/>
29/10/2019 11:27:43	P2 Altitude Sick	1	JAPLE, Mariah (H	2975342446	Dispensed	PGD	1	<input type="checkbox"/>
29/10/2019 10:15:21	Smoking Cessat	1	JAPLE, Mariah (H	2975342446	Cancelled	PGD	1	<input type="checkbox"/>
23/10/2019 10:50:36	P2 Altitude Sick	1	JAPLE, Mariah (H	2975342446	Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:34:14	Smoking Cessat	1	DARTON, Paul (I	4578322963	Cancelled	PGD	1	<input type="checkbox"/>
30/09/2019 14:30:36	P2 Altitude Sick	1	SMITH, Rachel		Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:19:44	Chicken Pox Vac	1.2	ELLIS, Catherine	2505271534	Eligible	PGD	1	<input type="checkbox"/>
30/09/2019 14:16:08	P2 Altitude Sick	1	SMITH, Rachel		Dispensed	PGD	1	<input type="checkbox"/>
20/05/2019 10:23:02	Malaria Prophyl.	6	ELLIS, Catherine	2505271534	Cancelled	PGD	1	<input type="checkbox"/>
20/05/2019 10:18:04	Contraception -	13	SMITH, Rachel		Eligible	PGD	1	<input type="checkbox"/>
20/05/2019 10:01:35	Asthma- Salbutz	6	SMITH, Rachel		Dispensed	PGD	1	<input type="checkbox"/>
20/05/2019 09:48:28	Period Delay- N	20	SMITH, Rachel		Not Dispensed	PGD	1	<input type="checkbox"/>
15/05/2019 14:56:12	Asthma- Salbutz	6	DARTON, Paul (I	4578322963	Dispensed	PGD	1	<input type="checkbox"/>

- Locate and highlight the patient in the Service Hub Manager and select the **[F4 – Transmission Logs]** button.

3. The Communication Logs window opens. Scroll through the list of messages to locate the *Sent* transmission displaying *GP Kettering Request*. This message indicates the consultation has been sent.

 If the *GP Kettering Request* message is not in the Communication Logs, you will need to manually send a summary to the GP e.g. by post.



Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18 November 2020		Elyas Khalifa

Contact us

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