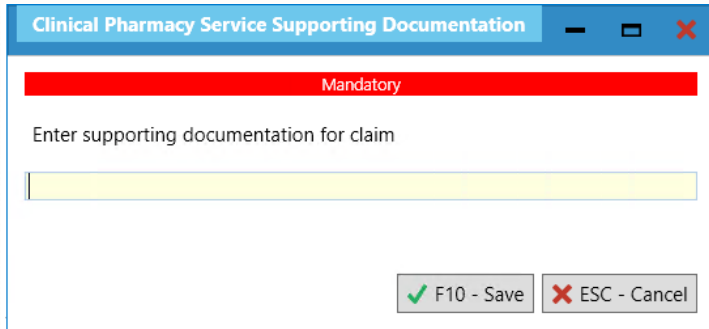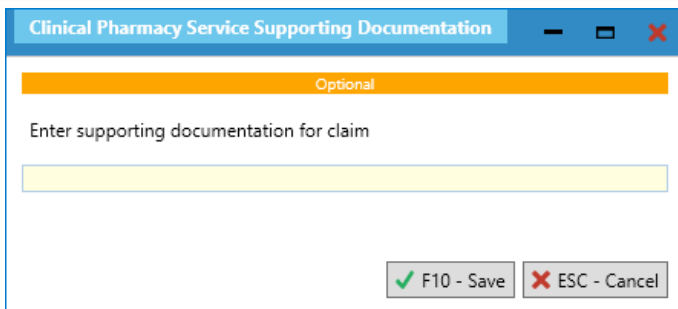# Adding CPS Supporting Documentation

You can add supporting documentation to your CPS claim if NHS Scotland have advised this is required. If additional supporting documentation is mandatory ProScript Connect will prompt you to add the details when recording the supply or service in the PMR.



If mandatory supporting documentation is not added the ePharmacy Manager displays the CPS supply marked as **Additional Information Missing**, the *Status* marked as **Claim** and the *Request Type* as **Request Parked**.

1. To begin, access ePharmacy from the ProScript Connect Search Screen.
2. From the *Scripts* tab of the ePharmacy Manager, highlight a **CPS** **Additional Information Missing** prescription.
3. Select the **[Edit Additional Information]** button. The Clinical Pharmacy Service Supporting Documentation window displays. Enter your additional information in the field and select **[F10 – Save]** button to save. Alternatively, select the **[ESC – Cancel]** button to cancel without making any changes.



4. Select the [F4-Claim] button.
5. The ePharmacy Manager displays the CPS supply as *Request Type* **Request Success**.

## Revision History

| Version Number | Date | Revision Details | Author(s) |
|---|---|---|---|
| 1.0 | 24 March 2022 | | Joanne Hibbert-Gorst |

**Contact us**

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