

Cancelling a CPS Supply, Consultation or GP Referral

- 1. From the *Scripts* tab of the ePharmacy Manager, highlight a CPS *Service Type* tag, and the required CPS *Service (Supply, Advice or Referral)* item marked as Claim.
- 2. Select the [F5 Claim Cancellation] button.

(<u>'-'</u>)

3. After selecting a script to cancel in the ePharmacy Manager the user is prompted to decide if they wish to delete the PMR entry for the patient.

Search Workflow Manager ePharmacy Manager 🗙					
Scripts Treatment Summary Patient Registration				Select ph	iarmacist 🛱
F1 - View PMR F2 - View / Edit F4 - Claim F5 - Claim Cancellation F6 - Batch Functions V F9 - Resend Abandon F	0 - Pharmacy First	Std 🖶 F11 -Print CP4 F12	Manually Update Stat	tus Edit MCR Item	
Patient Centric View View XML Reports CPS Report F3 - Send Notification Edit Additional Information					
Filters					
All O ETP O CPS Patient Search Patient • Prescription expiring by Select a date is Due By Select a date is					
Service All Show Requires Attention Show Abandoned Scripts					
Status All Show Controlled Drugs Exclude Expired Scripts Clear Filters					
Service Type Date Added Service Expiry Date Patient CRE 22/02/2023 17/02/37 Sensitive Constitute Variabilities ANDREMIS CARV (MD)	CHI Number	UPN	Status	Request Type	Notificat
CPS 23/02/2022 16:54:11 Emergency Hormonal Contracenti	290186 1342	UP4621000016MHJK	Claim	Request Success	
Claim Cancellation	290186 1342	UP4621000014HKKJ	Claim	Request Success	=
CPS 21/02/2022 13:08:40 Smoking Cessation - Varenicline O Do you wish to delete the PMR entry for this patient?	270451 1632	UP4621000011LWF4	Claim	Request Success	
CPS 17/02/2022 12:25:05 Impetigo - Scot. GP Registered	270451 1632	UT462100000YY2U8	Claim	Request Success	
CPS 16/02/2022 15:35:54 Pharmacy First Standard Yes No Cancel	111111 0778	CE462100001N1704	Claim	Request Success	
CPS 16/02/2022 14:38:29 Pharmacy First Standard MACBETH, ORDA (MIS)	300462 0928	CE462100001T3K4G	Claim Cancellation	Request Success	
CPS 16/02/2022 14:36:49 Pharmacy First Standard MACBETH, ORLA (Ms) Supply DELETED	300462 0928	CE462100001RDXRR	Claim Cancellation	Request Success	
CPS 16/02/2022 14:33:58 Impetigo - Scot. Resident, no GP MACBETH, ORLA (Ms) DELETE	300462 0928	UT462100000W9CTR	Claim Cancellation	Request Success	
CPS 11/02/2022 14:44:06 UTI - Scot. Resident, no GP MACBETH, ORLA (Ms) Supple	300462 0928	UT462100000UB117	Claim	Request Success	
CPS 09/02/2022 16:55:10 Shinoles - Scot GP Renistered ANDREWS GARY (MR)	270451 1632	UT46210000058XX1	Claim	Recuest Success	>
Yescribed Item(s) Prescription History MCR Dispense Episode Item(s) Consultation Notes		L290186 1342] FLAT 2A CORUNNA G2 78N DOB: 29 Jan 1986 Elected Services MCR Registered	DAWSON, PAULA (M: HOUSE 29 CADOGAN Age: 36 years	5) STREET, GLASGOW,	EXEMPT (D)

4. Enter a claim cancellation reason.

Search W	orkflow Manager eP	'harmacy Manager 🗙						
Scripts Treat	tment Summary Patie	nt Registration					Select pha	rmacist 🔅
F1 - View PM	R F2 - View / E	dit F4 - Claim F5 - Claim	ancellation F6 - Batch Functions 👻 F9 - Resend Aba	ndon F10 - Pharmacy First S	Std. 👻 🖶 F11 -Print CP4 🛛 F12	- Manually Update Sta	tus Edit MCR Item	
Patient Centr	ic View View XML	Reports CPS Report F3 - Send Not	ication Edit Additional Information					
Filters								
● All ○ ET	P 🔿 CPS Patient	Search Patient 🔹 🔍 Prescripti	on expiring by Select a date 15 Due By Select a date	15				
Service Al	· ·	Show Requires Attent	on Show Abandoned Scripts					
Status Al	1	Show Controlled Drug	Exclude Expired Scripts Clear Filters					
Service Type	Date Added	Service E	niny Date Patient	CHI Number	LIPN	Statue	Request Type	Notificat
CPS	23/02/2022 17:03:37	Smoking Cessation - Varenicline	ANDREWS, GARY (MR)	Supply: 270451 1632	UP4621000012RH17	Claim	Request Success	^
CPS	23/02/2022 16:54:11	Emergency Hormonal Contracepti	€ Claim Cancellation Reason -	■ X 186 1342	UP4621000016MHJK	Claim	Request Success	
CPS	23/02/2022 16:24:09	Emergency Hormonal Contracepti		186 1342	UP4621000014HKXJ	Claim	Request Success	-
CPS	21/02/2022 13:08:40	Smoking Cessation - Varenicline	Patient: DAWSON, PAULA (MS)	451 1632	UP4621000011LWF4	Claim	Request Success	
CPS	17/02/2022 12:25:05	Impetigo - Scot. GP Registered	Patent given a supply	451 1632	UT462100000YY2U8	Claim	Request Success	
CPS	16/02/2022 15:35:54	Pharmacy First Standard	4510 0	111 0778	CE462100001N1704	Claim	Request Success	
CPS	16/02/2022 14:38:29	Pharmacy First Standard	¥10-0	462 0928	CE462100001T3K4G	Claim Cancellation	Request Success	
CPS	16/02/2022 14:36:49	Pharmacy First Standard	MACBETH, ORLA (Ms) Suppl	DELETED 300462 0928	CE462100001RDXRR	Claim Cancellation	Request Success	
CPS	16/02/2022 14:33:58	Impetigo - Scot. Resident, no GP	MACBETH, ORLA (Ms) Suppl	OELETED 300462 0928	UT462100000W9CTR	Claim Cancellation	Request Success	
CPS	11/02/2022 14:44:06	UTI - Scot. Resident, no GP	MACBETH, ORLA (Ms)	Supply 300462 0928	UT462100000UB117	Claim	Request Success	
CPS	09/02/2022 16:55:10	Shinnles - Scot GP Renistered	ANDREWS GARY (MR)	Supply 270451 1632	UT46210000058XX1	Claim	Request Success	~
Prescribed It	em(s) Prescription His	tory MCR Dispense Episode Item(s)	multation Notes		[290186 1342] FLAT 2A CORUNNA	DAWSON, PAULA (M A HOUSE 29 CADOGAN	S) STREET, GLASGOW,	EXEMPT (D)
			No prescribed items		G2 78N DOB: 29 Jan 1986 Elected Services MCR Registered Patient Compliance	Age: 36 years	Prescription	E Collection



5. The ePharmacy Manager displays, with the service marked as Claim Cancellation.

A record not retained in the PMR will display in the ePharmacy Manager as Claim Cancellation and Deleted.

Revision History

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

Contact us

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