

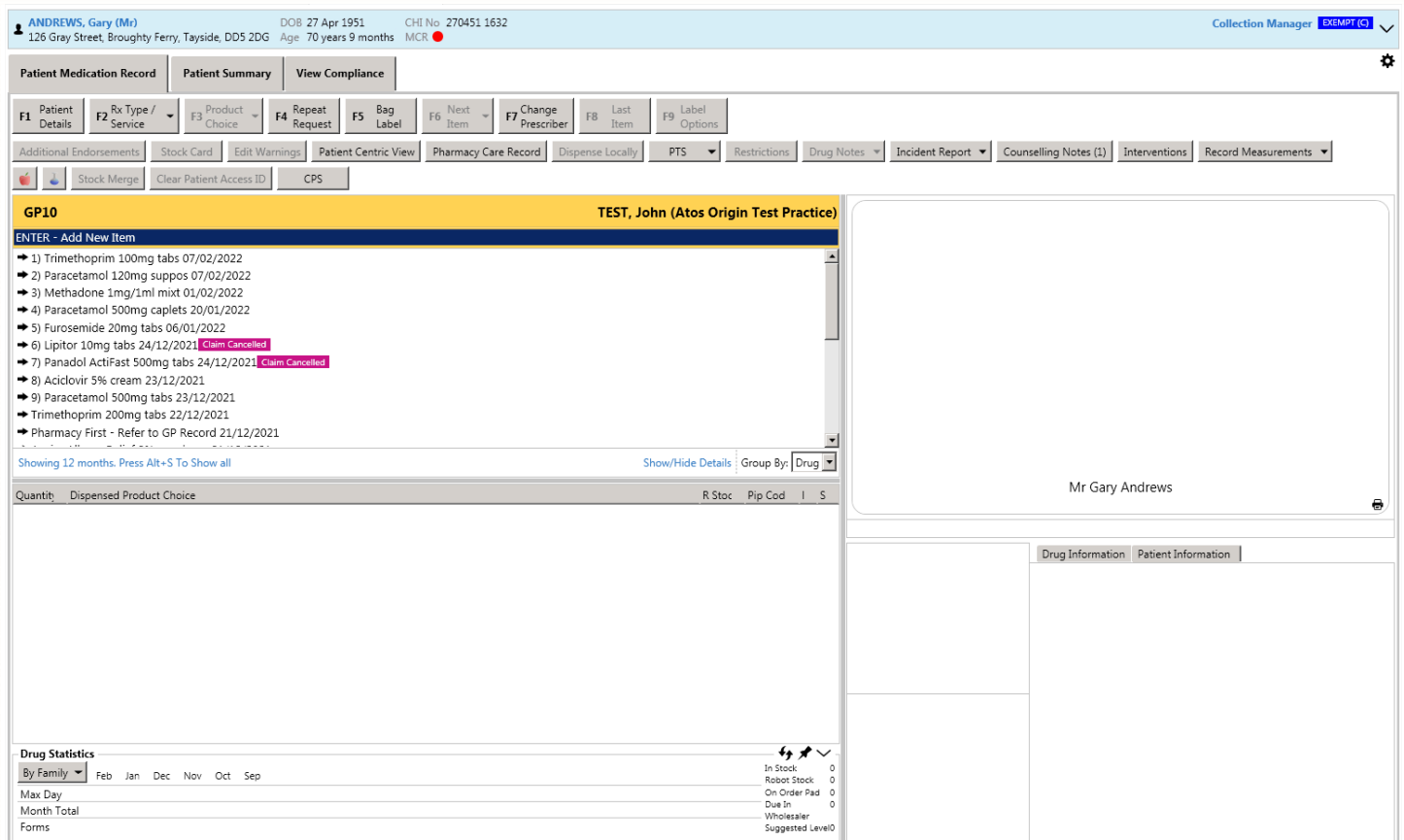
# Processing a CPS Supply

## Selecting the Clinical Pharmacy Service

There are two methods you can use to supply medication for Clinical Pharmacy Services, either by selecting the **[CPS]** button from within a patient's PMR or by selecting the **[CPS]** shortcut button from the ProScript Connect Main Screen.

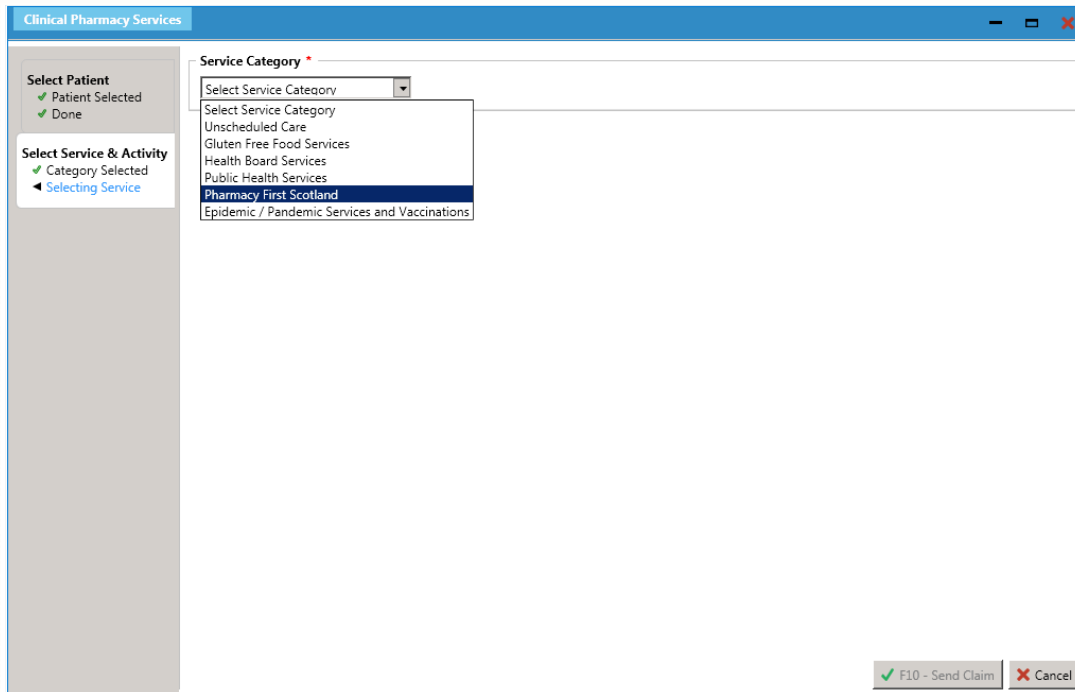
### Selecting the **[CPS]** button from the patient's PMR

1. Search for and select the patient. The patient's PMR displays. Select the **[CPS]** button



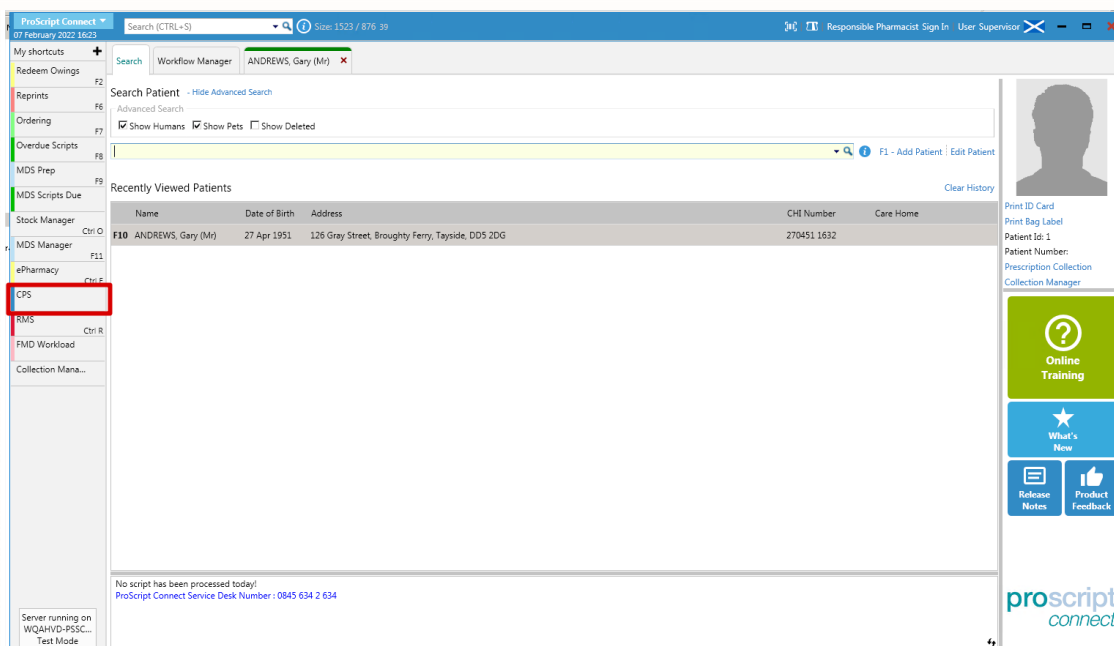
The screenshot shows the patient's PMR for Gary Andrews. The patient information at the top includes: ANDREWS, Gary (Mr), DOB: 27 Apr 1951, CHI No: 270451 1632, 126 Gray Street, Broughty Ferry, Tayside, DD5 2DG, Age: 70 years 9 months, MCR. The interface has several tabs: Patient Medication Record, Patient Summary, and View Compliance. Below these are function buttons (F1-F9) and a menu bar with options like Stock Card, Edit Warnings, Patient Centric View, Pharmacy Care Record, Dispense Locally, PTS, Restrictions, Drug Notes, Incident Report, Counselling Notes (1), Interventions, and Record Measurements. The CPS button is highlighted in the bottom left of the menu bar. The main area shows a list of medications under the heading 'GP10 TEST, John (Atos Origin Test Practice)'. The list includes items like Trimethoprim 100mg tabs, Paracetamol 120mg suppos, Methadone 1mg/1ml mixt, Paracetamol 500mg caplets, Furosemide 20mg tabs, Lipitor 10mg tabs, Panadol ActiFast 500mg tabs, and Acidovir 5% cream. Some items have 'Claim Cancelled' status. At the bottom, there are 'Drug Statistics' and 'Drug Information' sections.

- The CPS wizard displays in a new window. An Eligibility Check takes place. If the patient is deemed eligible or you have selected to continue via the prompt, the *Select Service* tab is selected.

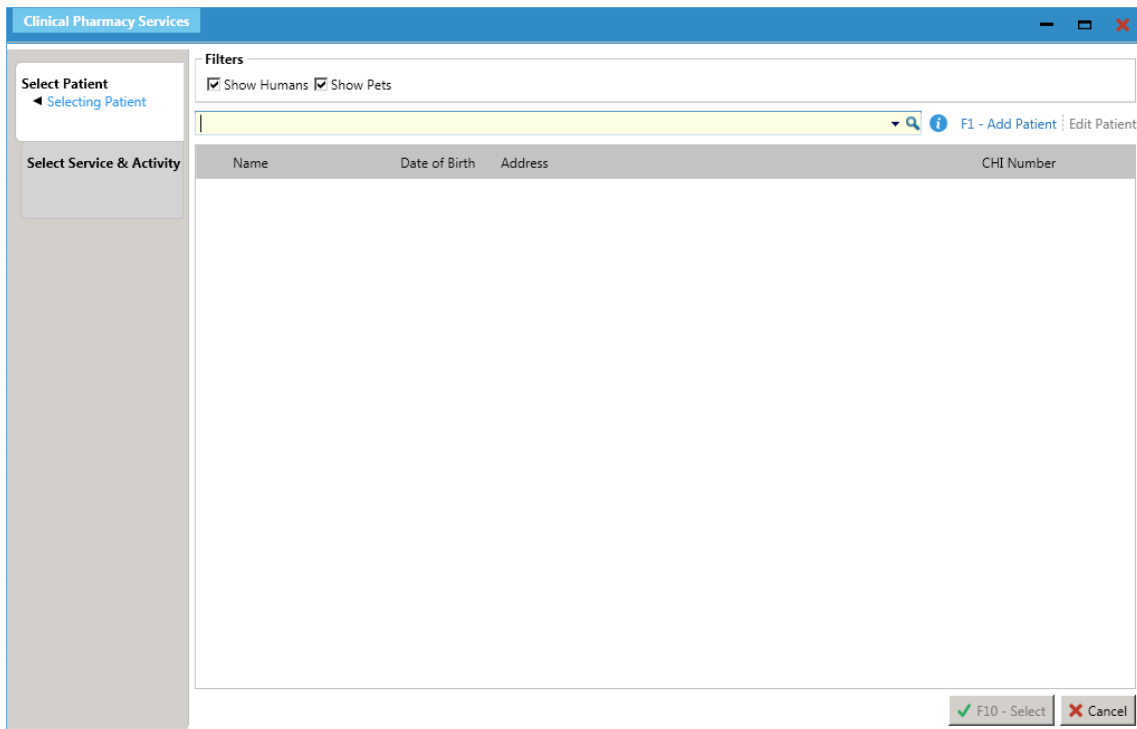


## Selecting the [CPS] shortcut button from the ProScript Connect Main Screen

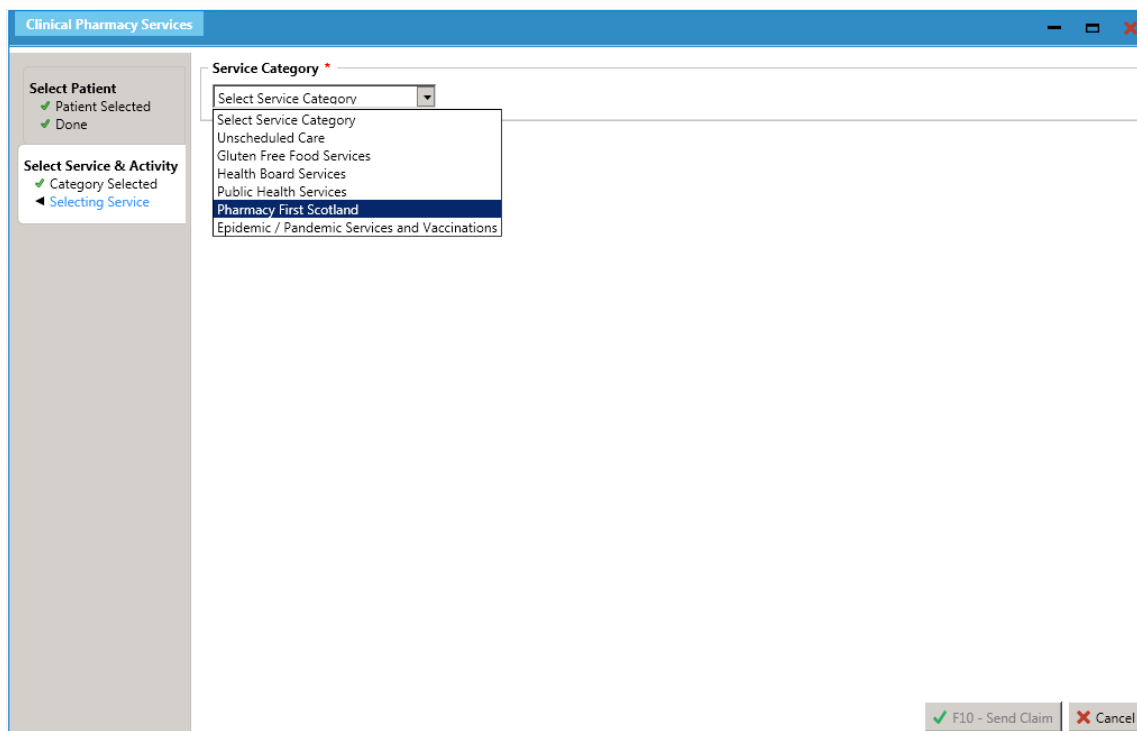
- From the ProScript Connect main screen, select the [CPS] shortcut button.



2. The CPS wizard displays in a new window with the *Select Patient* tab selected. Search for and select the patient.



3. Select the required *Service Category*.



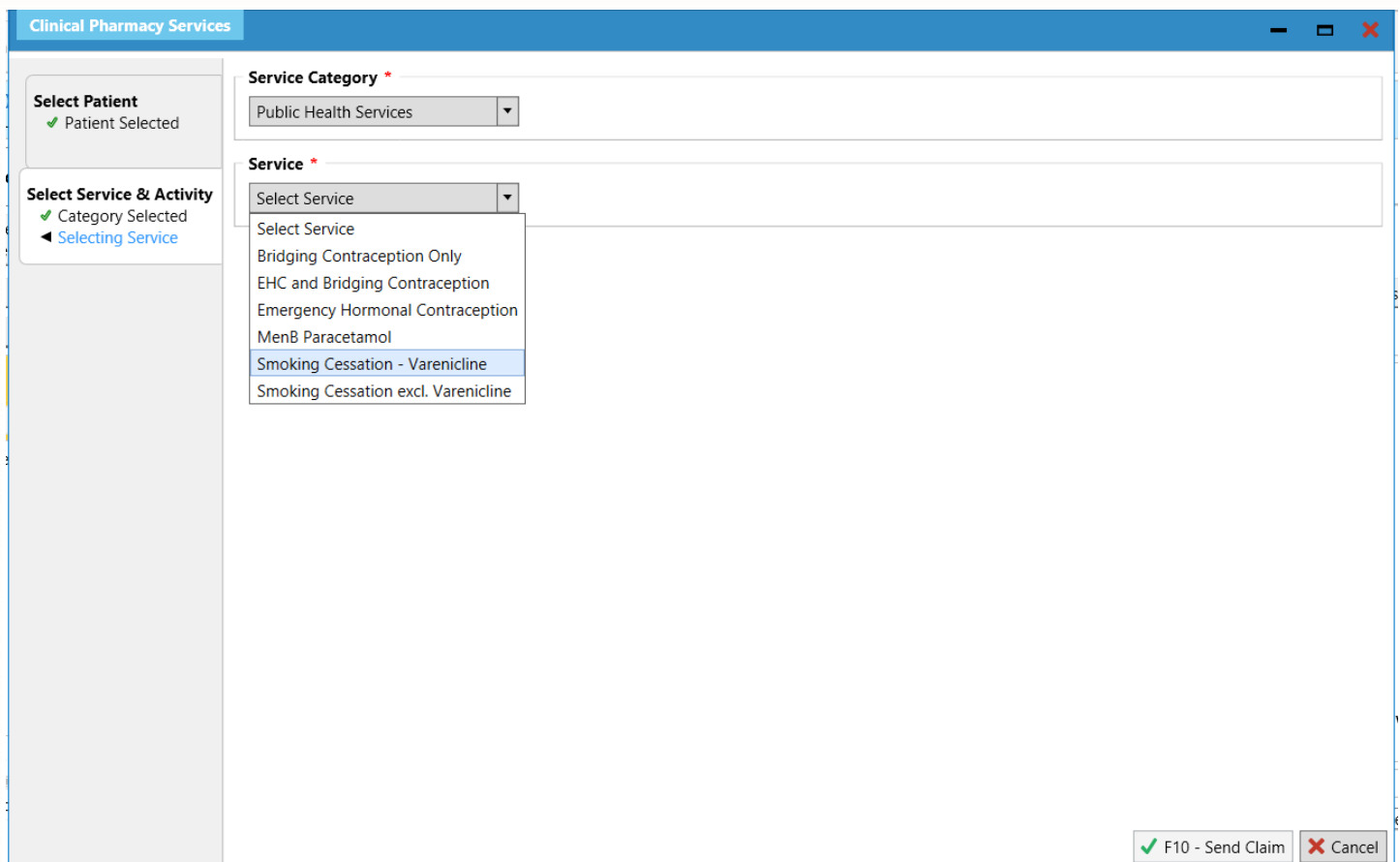
If your organisation has not yet updated to v1.27, you can start a new Pharmacy First service from the ProScript Connect Main Screen by selecting the **[Pharmacy First]** shortcut button.

You can also select the **[ePharmacy]** shortcut button then select the **[F10 – Pharmacy First]** button within the ePharmacy Manager module.

Alternatively, you can select the **[Pharmacy First]** button from within a patient's PMR. This will launch a separate Pharmacy First wizard.

## Dispensing the Supply

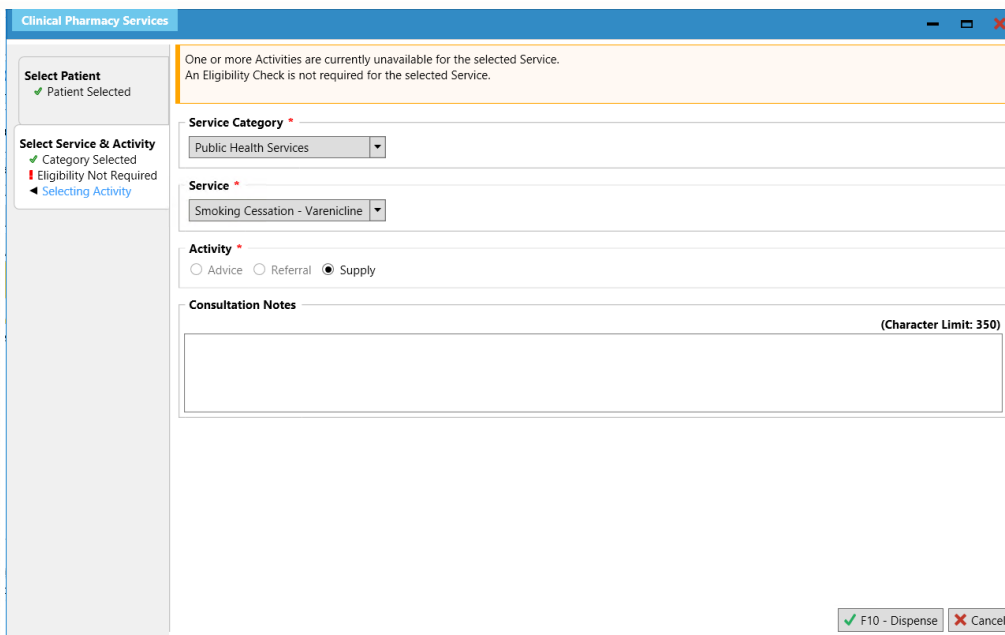
1. Select the Service Category and Service required.



The screenshot shows the 'Clinical Pharmacy Services' wizard interface. On the left, there are two sections: 'Select Patient' with a green checkmark and 'Patient Selected', and 'Select Service & Activity' with a green checkmark and 'Category Selected', and a blue arrow pointing to 'Selecting Service'. The main area has two dropdown menus. The first is 'Service Category \*' with 'Public Health Services' selected. The second is 'Service \*' with a dropdown menu open showing options: 'Select Service', 'Bridging Contraception Only', 'EHC and Bridging Contraception', 'Emergency Hormonal Contraception', 'MenB Paracetamol', 'Smoking Cessation - Varenicline' (highlighted in blue), and 'Smoking Cessation excl. Varenicline'. At the bottom right, there are two buttons: 'F10 - Send Claim' with a green checkmark and 'Cancel' with a red X.

ProScript Connect will indicate if one or more Activity is not available for the selected service. If an Eligibility Check is required for the selected service, this will be indicated.

2. From the list of *Activity* options that then appear, select the *Supply* radio button.

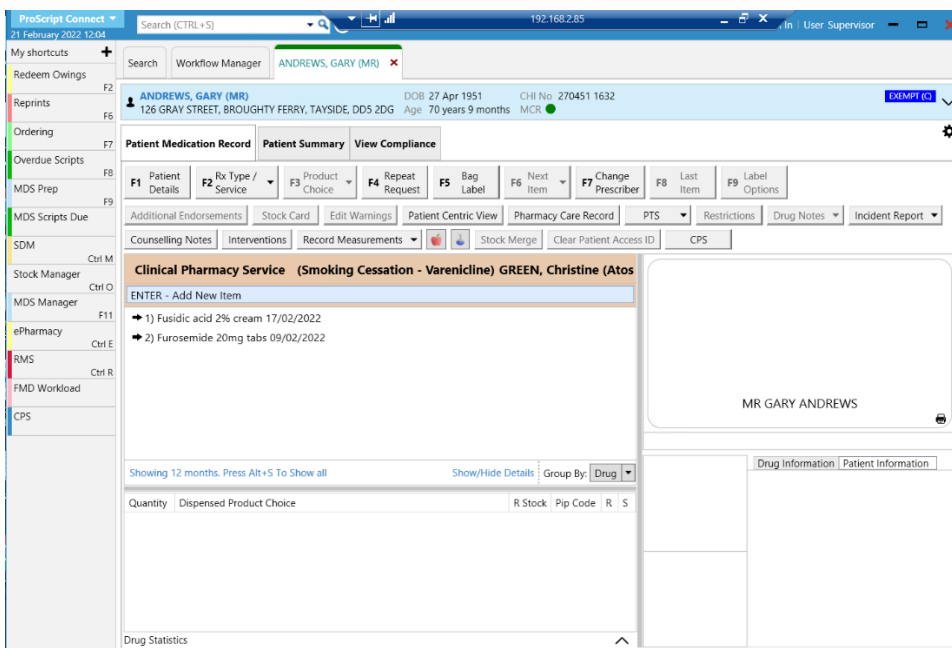


3. Add Consultation Notes and select the **[F10- Dispense]** button.

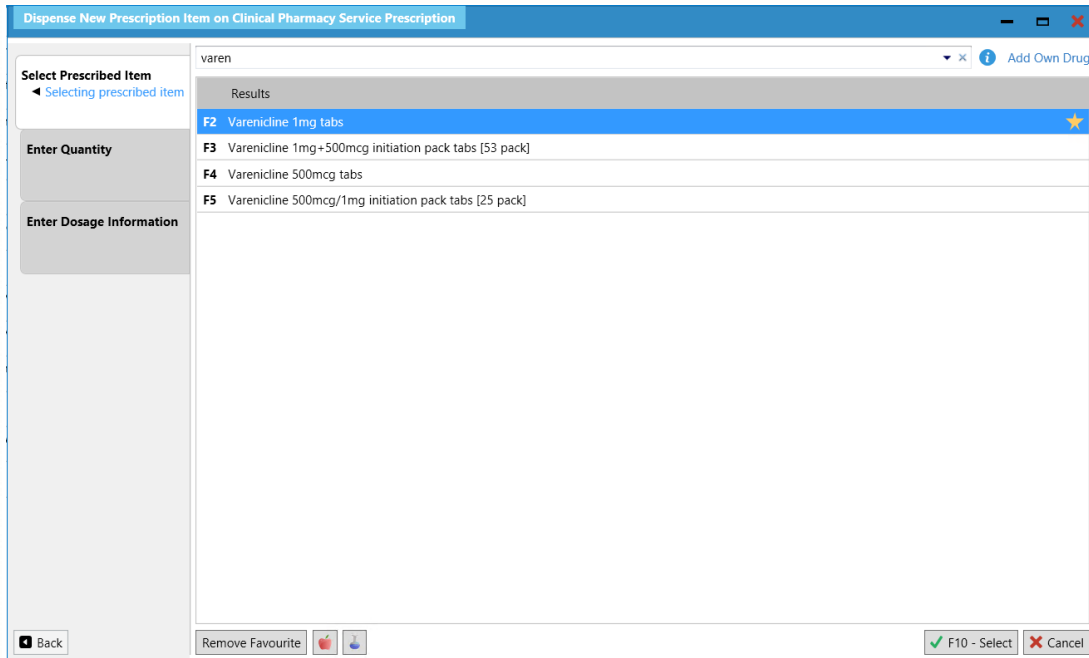
Consultation Notes are required for some CPS supplies. ProScript Connect will indicate if notes are mandatory as required by NHS Scotland.

## Searching for and selecting the Item

1. The CPS wizard closes and the patient's PMR displays, with the selected *Clinical Pharmacy Service* Rx type displayed. Select **[ENTER – Add New Item]** by selecting the ENTER key on your keyboard.



2. The Dispense New Prescription Item window appears. Notice the *Select Prescribed Item* tab is selected. Search for and select an item by selecting the **[F10 – Select]** button.



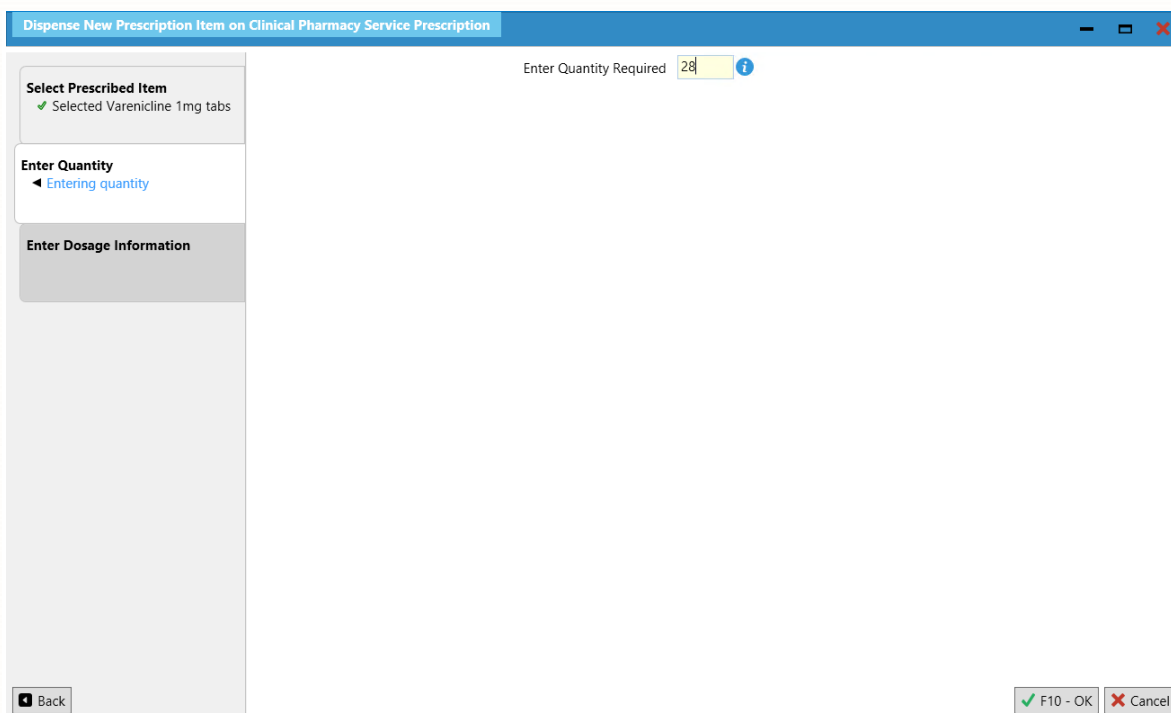
The screenshot shows a software window titled "Dispense New Prescription Item on Clinical Pharmacy Service Prescription". The window has a search bar at the top containing "varen". Below the search bar, a list of results is displayed:

Results
F2 Varenicline 1mg tabs
F3 Varenicline 1mg+500mcg initiation pack tabs [53 pack]
F4 Varenicline 500mcg tabs
F5 Varenicline 500mcg/1mg initiation pack tabs [25 pack]

The left sidebar contains three tabs: "Select Prescribed Item" (selected), "Enter Quantity", and "Enter Dosage Information". At the bottom of the window, there are buttons for "Back", "Remove Favourite", "F10 - Select", and "Cancel".

## Entering the Quantity

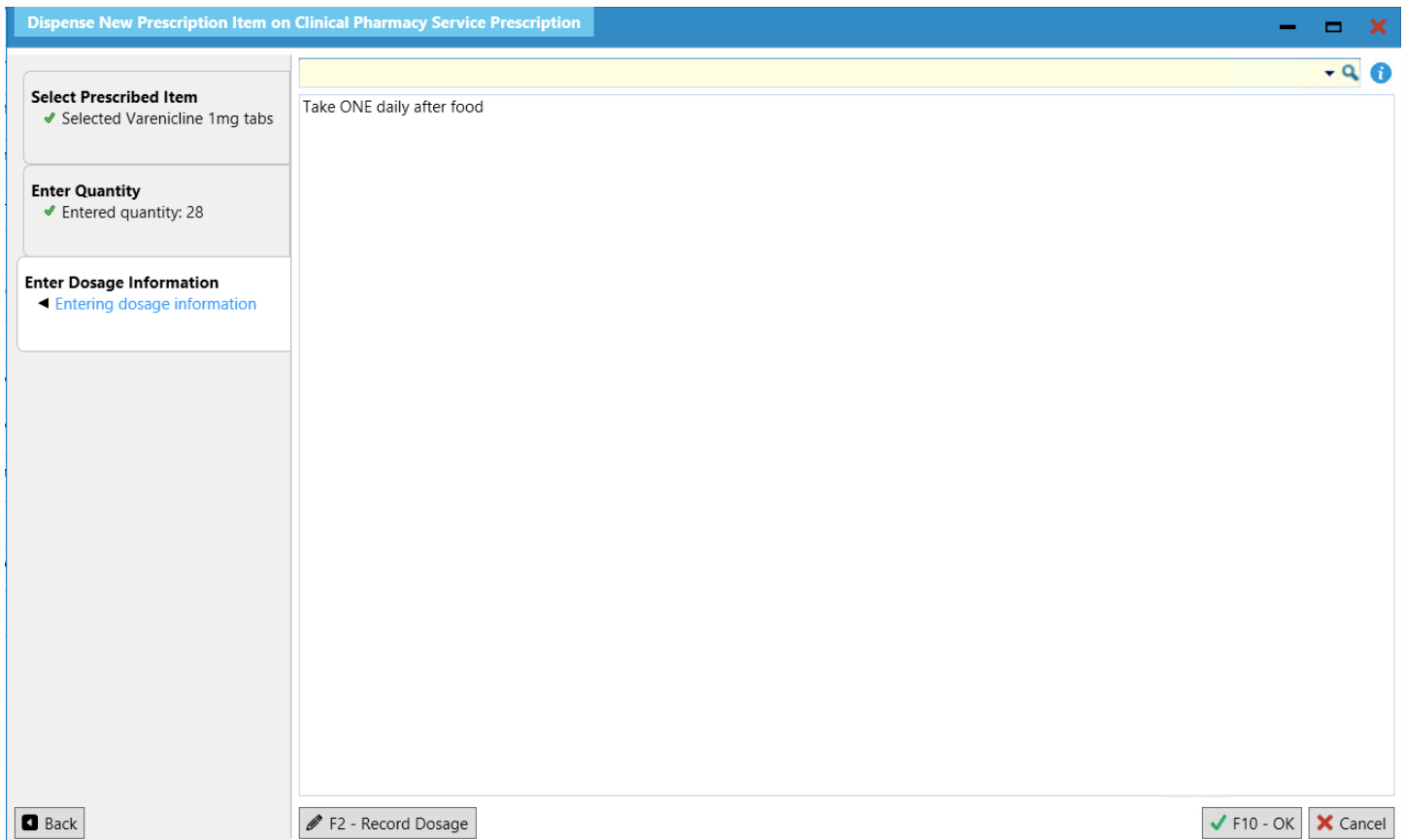
1. The Enter Quantity tab is selected. Enter the quantity in the field and select the **[F10 – OK]** button.



The screenshot shows the same software window, but now the "Enter Quantity" tab is selected. The search results are no longer visible. The "Enter Quantity Required" field contains the number "28". The left sidebar shows "Select Prescribed Item" with a checkmark and "Selected Varenicline 1mg tabs". The "Enter Quantity" tab is active, showing "Entering quantity". The "Enter Dosage Information" tab is also visible. At the bottom, the buttons are "Back", "F10 - OK", and "Cancel".

## Entering the Dosage Information

1. The Enter Dosage Information tab is selected. Enter the dosage code in the field and select **[ENTER]** on your keyboard. The dosage description displays in the section below. If you want to add more than one dosage description, repeat the process. When you are done, select the **[F10 – OK]** button.



Dispense New Prescription Item on Clinical Pharmacy Service Prescription

Select Prescribed Item  
✔ Selected Varenicline 1mg tabs

Enter Quantity  
✔ Entered quantity: 28

Enter Dosage Information  
◀ Entering dosage information

Take ONE daily after food

Back F2 - Record Dosage F10 - OK Cancel

## Completing the Supply

1. The Patient Medication Record displays.
2. If you want to add more than one item to the prescription, select the **[F6 – Next Item]** button and then select **[ENTER]** to repeat the process. When you are done, select the **[F8 – Last Item]** button. The Prescription Type preview displays.

Prescription Type: Clinical Pharmacy Service dispensed on 21/02/2022 at

DOB 27/04/1951	ANDREWS, GARY (MR) 126 GRAY STREET BROUGHTY FERRY TAYSIDE DD5 2DG [270451 1632]	McAllister & Thompson Pharmacy Woodburn House 56 Canaan Lane Morningside Edinburgh EH10 4SG 4621
Age 70 years 9 months		
28	<b>28 Varenicline 1mg tabs</b>  Take ONE daily after food	28 Q28 Champix 1mg tabs PFIZER MED
Exemption C  <input type="checkbox"/> Evidence Seen Professional Fees 1	GREEN, Christine Atos Origin Test Practice Appleton Place Appleton Parkway Livingston EH54 7EZ	

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

F2 - Compare

F10 - Save

Cancel

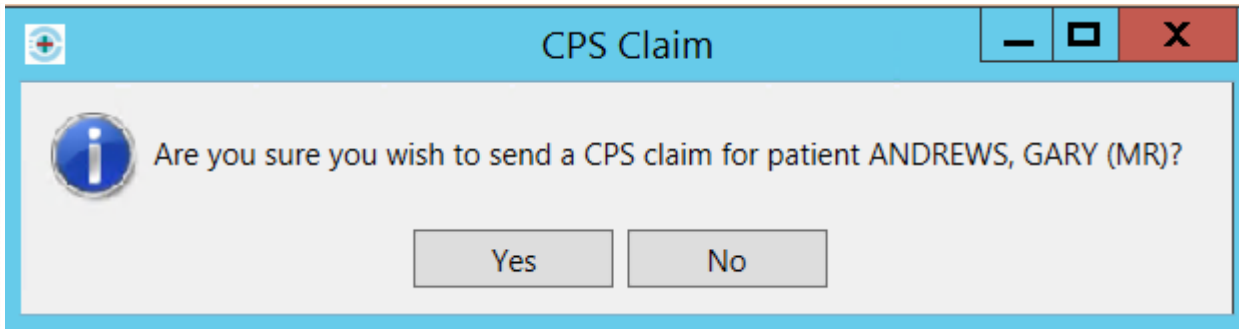


3. Select the **[F10 – Save]** The system will generate the label(s), bag label and tracking label, if configured.

## Claiming for the Supply

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1. If automatic claiming is configured, a prompt will appear asking if you wish to send the claim.



- - Selecting the **[Yes]** button returns you to the ePharmacy Manager with the script *Status* marked as **Claim** and the *Request Type* as **Request Success**.
    - Selecting the **[No]** button returns you to the ePharmacy Manager with the script *Status* marked as **Dispensed** and the *Request Type* as **Request Parked**. Subsequently the claim will need to be sent from ePharmacy Manager.
2. It is no longer mandatory to send a CP4 form for these claims. If you wish to print the form, select the **[F11 – Print CP4]** button from within ePharmacy Manager. This will generate the CP4 form print preview.

