

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

ANDREWS, Gary (Mr) DOB 27 Apr 1951 CHI № 270451 1632 126 Gray Street, Broughty Ferry, Tayside, DD5 2DG Age: 70 years 9 months MCR ●	Collection Manager Distance V
Patient Medication Record Patient Summary View Compliance	*
F1 Patient Details P2 Rx Type / v F3 Product v F4 Request F5 Bag F6 Next v F7 Change F8 Last F9 Label Additional Endorsements Stock Card Edit Warnings Patient Centric View Pharmacy Care Record Dispense Locally PTS Restrictions Drug i Stock Merge Clear Patient Access ID CPS CPS CPS CPS	Notes * Incident Report * Counselling Notes (1) Interventions Record Measurements *
GP10 TEST, John (Atos Origin Test Practice)	
ENTER-Add New Item 1) Trimethopini 100mg tabs 07/02/2022 2) Paracetamol 120mg suppos 07/02/2022 3) Methadone 1mg/Lml mixt 01/02/2022 4) Paracetamol 500mg caplets 20/01/2022 5) Furosemide 20mg tabs 06/01/2022 6) Lipitor 10mg tabs 24/12/2021 Claim Cancelled 7) Panadol Actifiast 500mg tabs 24/12/2021 8) Acticovir 5% cream 23/12/2021 9) Paracetamol 500mg tabs 23	Mr Gary Andrews
Drug Statistics 49 ★ √ By Family ★ Feb Jan Dec Nov Oct Sep In Stock C Rabet St	Drug Information Patient Information
Month Total Desin o Forms Suggested Level0	



2. 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.

Clinical Pharmacy Services	×
Select Patient	Service Category Select Service Category Unscheduled Care Gluten Free Food Services Health Services Public Health Services Pharmacy First Scotland Epidemic / Pandemic Services and Vaccinations
	✓ F10 - Send Claim 🗙 Cancel

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

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

ProScript Connect O7 February 2022 16:23	Search (CTRL+S)	🕶 🔍 🕧 Size: 1523 / 876 39	(III) 📶 Responsible Pharmacist Sign In User Supervisor 🗙 🗕 🗖
My shortcuts + Redeem Owings	Search Workflow Manager	ANDREWS, Gary (Mr) ×	
F2 Reprints F6	Search Patient - Hide Advance	ced Search	
Ordering F7	Show Humans 🔽 Show Pet	ts 🗆 Show Deleted	
Overdue Scripts F8			🗸 🕥 🚯 F1 - Add Patient Edit Patient
MDS Prep F9 MDS Scripts Due	Recently Viewed Patients		Clear History
Stock Manager	Name	Date of Birth Address	CHI Number Care Home Print ID Card
Ctri O MDS Manager	F10 ANDREWS, Gary (Mr)	27 Apr 1951 126 Gray Street, Broughty Ferry, Tayside, DD5 2DG	270451 1632 Patient Id: 1
F11 ePharmacy Ctri E			Patient Number: Prescription Collection Collection Manager
CPS			Collector manager
RMS Ctri R			
Collection Mana			Online
			Training
			Marts New
			Refase Notes
	No script has been processed to	lodav/	
Server running on WQAHVD-PSSC Text Made	ProScript Connect Service Desk	ocogi Number : 0845 634 2 634	proscrip



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

Clinical Pharmacy Services					-	– x
Select Patient	Filters Show Humans	Show Pets				
				•	🔍 🚺 🛛 F1 - Add Patier	t Edit Patient
Select Service & Activity	Name	Date of Birth	Address		CHI Numbe	r
	·				✔ F10 - Select	× Cancel

3. Select the required *Service Category*.

Clinical Pharmacy Services	×
Clinical Pharmacy Services	Service Category • Select Service Category Unscheduled Care Gluten Free Food Services Health Borvices Public Health Services Pharmacy First Scotland Epidemic / Pandemic Services and Vaccinations
	✓ F10 - Send Claim X Cancel

PCS version 1.26



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.

Clinical Pharmacy Services		- 1		×
Select Patient	Service Category * Public Health Services			
	Service *			
Select Service & Activity	Select Service			
 Category Selected Selecting Service 	Select Service			
	Bridging Contraception Only			
	EHC and Bridging Contraception			
	Emergency Hormonal Contraception			
	MenB Paracetamol			
	Smoking Cessation - Varenicline			
	Smoking Cessation excl. Varenicline			
	✓ F10 - Send Cl	aim 🔰	Car	ncel
			, can	

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.



One or more Activities are currently unavailable for the selected Service. An Eligibility Check is not required for the selected Service.
Service Category • Public Health Services • Service • Smoking Cessation - Varenicline • Activity • O Advice O Referral O Supply
Consultation Notes (Character Limit: 3

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

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.

ProScript Connect ▼	Search (CTRL+S) - B X In User Supervisor -	×
My shortcuts +		
Redeem Owings	Search Workflow Manager ANDREWS, GARY (MR) X	
F2 Reprints F6	ANDREWS, GARY (MR) DDB 27 Apr 1951 CHI № 270451 1632 DDB 27 Apr 1951 CHI № 270451 1632 DDB 27 Apr 1951 CHI № 270451 1632	\sim
Ordering F7	Patient Medication Record Patient Summary View Compliance	¢
Overdue Scripts F8	PatientRx Type /ProductRepeatBagNextChangeLastLabel	
MDS Prep	P1 Details P2 Service P3 Choice P4 Request P3 Label P6 Item P7 Prescriber P8 Item P9 Options	
MDS Scripts Due	Additional Endorsements Stock Card Edit Warnings Patient Centric View Pharmacy Care Record PTS 🔹 Restrictions Drug Notes 💌 Incident Report	•
SDM	Counselling Notes Interventions Record Measurements 🛡 🕡 🐱 Stock Merge Clear Patient Access ID CPS	
Ctrl M Stock Manager	Clinical Pharmacy Service (Smoking Cessation - Varenicline) GREEN, Christine (Atos	
Ctrl O MDS Manager	ENTER - Add New Item	
F11		
ePharmacy Ctrl E	➡ 2) Furosemide 20mg tabs 09/02/2022	
RMS Ctrl R		
FMD Workload		
CPS	MIN DART ANDREWS	⊜
-		
	Showing 12 months. Press Alt+S To Show all Show/Hide Details Group By: Drug T	
	Quantity Dispensed Product Choice R Stock Pip Code R S	
	Drug Statistics	



 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.

Dispense New Prescription I	tem on Clinical Pharmacy Service Prescription	×
Colort Processite of Herry	varen	✓ X (1) Add Own Drug
 Select Prescribed item Selecting prescribed item 	Results	
	F2 Varenicline 1mg tabs	*
Enter Quantity	F3 Varenicline 1mg+500mcg initiation pack tabs [53 pack]	
	F4 Varenicline 500mcg tabs	
	F5 Varenicline 500mcg/1mg initiation pack tabs [25 pack]	
Enter Dosage Information		
Back	Remove Favourite	✓ F10 - Select X Cancel

Entering the Quantity

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





Entering the Dosage Information

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	n Clinical Pharmacy Service Prescription	-	
Select Prescribed Item Selected Varenicline 1mg tabs	Take ONE daily after food	, Q	0
Enter Quantity			
Entered quantity: 28 Enter Desage Information			
Entering dosage information			
Back	✓ F2 - Record Dosage	Can	cel

Completing the Supply

- 1. The Patient Medication Record displays.
- 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 Servi	ce dispensed on 21/0	2/2022 at 🗕 🗖 🗙
DOB 27/04/1951 Age 70 years 9 months	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
28	28 Varenicline 1mg tabs	5 1	28 Q28 Champix 1mg tabs PFIZER MED
Exemption C Evidence Seen Professional Fees 1	GREEN, Christine Atos Origin Test Practice Appleton Place Appleton Parkway Livingston EH54 7EZ		
Requires Attentio	on Prescription notes		
 □ F7 - Don't Print L ☑ Print Bag Label [abels 📝 F8 - Don't Endo	rse 🗌 Alt+F10 - Same v checked	e Patient Next Script
F2 - Compare			✓ F10 - Save X Cancel



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

Claiming for the Supply

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

۲	CPS Claim	_ 🗆 🗙
Are you sure you	wish to send a CPS claim for patient A	NDREWS, GARY (MR)?
	Yes No	

- 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.
- 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.





Revision History

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

Contact us

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