

Sending a CPS Consultation (Advice) or GP Referral

Selecting the Clinical Pharmacy Service

There are two methods you can use to record Advice or a Referral 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 No 270451 1632 126 Gray Street, Broughty Ferry, Tayside, DD5 2DG Age 70 years 9 months MCR ●	Collection Manager DREMPT (C)
Patient Medication Record Patient Summary View Compliance	*
F1 Patient Details F2 Fx Type / · · · · · · · · · · · · · · · · · ·	
Additional Endorsements Stock Card Edit Warnings Patient Centric View Pharmacy Care Record Dispense Locally PTS Restrictions Drug I	Notes * Incident Report * Counselling Notes (1) Interventions Record Measurements *
GP10 TEST, John (Atos Origin Test Practice)	
ENTER - Add New Item 1) Trimethoprim 100mg tabs 07/02/2022 2) Paracetamol 120mg suppos 07/02/2022 3) Methadone 1mg/1ml mixt 01/02/2022 4) Paracetamol 500mg capiets 20/01/2022 6) Lupitor 10mg tabs 24/12/2021 (Cam Cancelled 9) Accionary 56 cream 23/12/2021 9) Paracetamol 500mg tabs 23/12/20	
Quantity Dispensed Product Choice R Stoc Pip Cod I S	Mr Gary Andrews
	Drug Information Patient Information
Drug Statistics In Stock 0 By Family Feb Jan Dec Nov Oct Sep In Stock 0 Max Day On Order Pad On Order Pad Month Total Due In 0 Wholesair Forms Suggested Level0 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 Service	×
Select Patient	Select 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 X 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 07 February 2022 16:23	Search (CTRL+S) • • • • • • • • • • • • • • • • • • •	(iii) 🖽 Responsible Pharm	nacist Sign In User Supervisor 🗙 🗕 🗖 🗙
My shortcuts +	Search Workflow Manager ANDREWS, Gary (Mr) ×		
F2 Reprints F6	Advanced Search		
Ordering F7	Show Humans I Show Pets Show Deleted		
Overdue Scripts F8	1	• Q 🚺 EL	Add Patient Edit Patient
MDS Prep F9			
MDS Scripts Due	Recently Viewed Patients		Clear History Print ID Card
Stock Manager Ctri O	Name Date of Birth Address	CHI Number Care H	Home Print Bag Label
MDS Manager F11	FIO ANDREWS, Gary (Mr) 27 Apr 1951 126 Gray Street, Broughty Ferry, I	ayside, DD5 2DG 27/451 1652	Patient Id: 1 Patient Number:
ePharmacy Ctri E			Prescription Collection
CPS			Concetton Wanager
RMS Ctrl R FMD Workload Collection Mana			Online Training
			What's New Release Notes Feedback
Server running on WQAHVD-PSSC Test Mode	No script has been processed today! ProScript Connect Service Desk Number : 0845 634 2 634		proscript



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

Clinical Pharmacy Services			- = ×
Select Patient	Filters	Show Pets	
			🗸 🤇 🚺 F1 - Add Patient 🗄 Edit Patient
Select Service & Activity	Name	Date of Birth Address	CHI Number
			✓ F10 - Select X Cancel

3. Select the required *Service Category*.

Clinical Pharmacy Services		- = ×
	- Service Category *	
Select Patient	Select Service Category	
 Patient Selected 	Select Service Category	
♥ Done	Unscheduled Care	
Salact Sanvica & Activity	Gluten Free Food Services	
✓ Category Selected	Health Board Services	
 Selecting Service 	Public Health Services	
	Epidemic / Pandemic Services and Vaccinations	
		1 E10 Soud Claim
		V FIU - Send Claim 👗 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.

Sending a CPS Consultation (for Advice only)

1. Select the Service Category and Service required.

Clinical Pharmacy Services		×
Select Patient	Service Category * Public Health Services	
	Service *	
Select Service & Activity Category Selected Selecting Service 	Select Service Select Service	
	Bridging Contraception Only EHC and Bridging Contraception	
	Emergency Hormonal Contraception MenB Paracetamol Smoking Cessation - Varenicline	
	Smoking Cessation excl. Varenicline	
		✓ F10 - Send Claim × Cancel

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 *Advice* radio button.



Clinical Pharmacy Services	
Select Patient Patient Selected	An Eligibility Check is not required for the selected Service. Service Category *
Select Service & Activity ✓ Category Selected I Eligibility Not Required ✓ Selecting Activity	Public Health Services Service * Emergency Hormonal Contracep Activity * Advice O Referral O Supply
	Consultation Notes (Character Limit: 350 Advice given to the patient on options available
	✓ F10 - Send Claim 🔀 Canc

3. Enter any remarks from the consultation in the Comments box which appears. When you are finished, select the **[F10 – Send Claim]** button.

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

The comments field has a maximum character limit of 350 characters. However, if you enter more than 200 characters, a banner will appear to advise you that you will need to add these comments by hand to the CP4 form.

- 4. The CPS wizard closes.
- 5. ProScript Connect generates the CP4 form.





6. The ePharmacy Manager displays, with the selected CPS service marked as Advice, script *Status* marked as Claim and the *Request Type* as Request Success.

Scripts Treatment Summary Patient Registration							Pharmacist: Victori	ia Smith
F1 - View PMR F2 - View / Edit F4 - Claim F5 - C	aim Cancellation	F6 - Batch Functions F9 - Resend	Abandon F10	- Pharmacy First Std.	▼ 🖶 F11 -Print CP4 F1	12 - Manually Update Statu	Edit MCR Item	
Filters Image: All Image:	ription expiring by tention Show A Drugs V Exclude	Select a date s Due By Select a Abandoned Scripts Expired Scripts Clear Filters	date 15					
Service Type Date Added Service	Expiry Date F	Patient		CHI Number U	JPN	Status	Request Type	Notificat
CPS 23/02/2022 16:54:11 Emergency Hormonal Contracept)	DAWSON, PAULA (MS)	Advice	290186 1342	UP4621000016MHJK	Claim	Request Success	
CPS 23/02/2022 16:24:09 Emergency Hormonal Contracept)	DAWSON, PAULA (MS)	GP Referral	290186 1342	UP4621000014HKXJ	Claim	Request Success	
CPS 23/02/2022 15:55:35 Smoking Cessation - Varenicline		ANDREWS, GARY (MR)	Supply	270451 1632	UP4621000012RH17	Dispensed	Request Parked	
CPS 21/02/2022 13:08:40 Smoking Cessation - Varenicline		ANDREWS, GARY (MR)	Supply	270451 1632	UP4621000011LWF4	Claim	Request Success	
CPS 17/02/2022 12:25:05 Impetigo - Scot. GP Registered		ANDREWS, GARY (MR)	Supply	270451 1632	UT462100000YY2U8	Claim	Request Success	
CPS 16/02/2022 15:35:54 Pharmacy First Standard		GREEN, TIM (Mr)	Supply	111111 0778	CE462100001N1704	Claim	Request Success	
CPS 16/02/2022 14:38:29 Pharmacy First Standard	1	MACBETH, ORLA (Ms)	Supply	300462 0928	CE462100001T3K4G	Claim Cancellation	Request Success	
CPS 16/02/2022 14:36:49 Pharmacy First Standard	1	MACBETH, ORLA (Ms)	Supply DELETED	300462 0928	CE462100001RDXRR	Claim Cancellation	Request Success	
CPS 16/02/2022 14:33:58 Impetigo - Scot. Resident, no GP	1	MACBETH, ORLA (Ms)	Supply DELETED	300462 0928	UT462100000W9CTR	Claim Cancellation	Request Success	
CPS 11/02/2022 14:44:06 UTI - Scot. Resident, no GP	1	MACBETH, ORLA (Ms)	Supply	300462 0928	UT462100000UB117	Claim	Request Success	
CPS 09/02/2022 16:55:10 Shinoles - Scot GP Registered ANDREWS, GARY (MR) Support 270451 1632 UT46210000058XX1 Chima Results/Stresses								
Prescribed Item(s) Prescription History MCR Dispense Episode Item(s) Consultation Notes E [290186 1342] DAWSON, PAULA (MS) DXXME Date Recorded Pharmacist Note G2 78N				EXEMPT (D)				
23/02/2022 16:54 Victoria Smith Advice given to the patient	on options availabl	le			Elected Services MCR Registered	- Age, so years		

The *Consultation Notes* tab can be used to view notes made during the referral consultation.



Sending a CPS GP Referral

1. Select the Service Category and Service required.

Select Patient Putlic Health Service Y Patient Selected Putlic Health Service Select Service & Activity Service * Select Service Select Service Bridging Contraception Only EHead Bridging Contraception Emergency Homonal Contraception MenB Paracetamol Smoking Cessation - Varenicline Smoking Cessation excl. Varenicline	Clinical Pharmacy Service		
Select Service & Activity Category Selectd Select Service Bridging Contraception Only EHC and Bridging Contraception Emergency Hormonal Contraception Men8 Paracetamol Smoking Cessation - Varenicline Smoking Cessation excl. Varenicline	Select Patient & Patient Selected	Service Category * Public Health Services	
Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service Select Service 		Service *	
	Select Service & Activity Category Selected Selecting Service 	Select Service Select Service Bridging Contraception Only EHC and Bridging Contraception Emergency Hormonal Contraception MenB Paracetamol Smoking Cessation - Varenicline Smoking Cessation excl. Varenicline	

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 *Referral* radio button.

Select Patient	An Eligibility Check is not required for the selected Service.
 Patient Selected 	Service Category *
Select Service & Activity Category Selected Fligibility Not Required	Public Health Services
 Selecting Activity 	Emergency Hormonal Contracep
	Activity *
	Consultation Notes
	(Character Limit: 350
	Patient advised to book an appointment with her GP



3. Enter any remarks from the consultation in the Comments box which appears. When you are finished, select the **[F10 – Send Claim]** button.

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

The comments field has a maximum character limit of 350 characters. However, if you enter more than 200 characters, a banner will appear to advise you that you will need to add these comments by hand to the CP4 form.

- 4. The CPS wizard closes.
- 5. ProScript Connect generates the CP4 form.



 The ePharmacy Manager displays, with the selected CPS service marked as GP Referral, script Status marked as Claim and the Request Type as Request Success.

								AA	HÀ	Ś
Scrints Treatment Summany Pati	ant Registration								Pharmacist: Victor	ria Smith
F1 - View PMR F2 - View / I Patient Centric View View XML Filters All ○ ETP ○ CPS Patient Service All ▼ Status All	idit F4 - Claim F5 - Clai Reports CPS Report F3 - Send N Search Patient • • • Prescri Show Requires Atte • Show Controlled D	m Cancellation F lotification Edit A ption expiring by ention Show Ab rugs ✔ Exclude B	F6 - Batch Functions F9 - Resend Additional Information Select a date 15 Due By Select a bandoned Scripts Expired Scripts Clear Filters	Abandon F10	- Pharmacy First St	.d. 🕶 🖶 F1	11 -Print CP4	- Manually Update Stat	Edit MCR Item	
Carrier Ture Date Adda	Comitor	Funcies Data Data	***		CI II Number			Chathar	De nue et Turne	NI-44
CPS 23/02/2022 16:54:11	Emergency Hormonal Contracenti	Expiry Date Pa		Advice	290186 1342	UPN	016MHIK	Claim	Request Type	Notifica
CPS 23/02/2022 16:24:09	Emergency Hormonal Contracepti	DA	AWSON, PAULA (MS)	GP Referral	290186 1342	UP462100	0014HKXI	Claim	Request Success	
CPS 23/02/2022 15:55:35	Smoking Cessation - Varenicline	AN	NDREWS GARY (MR)	Supply	270451 1632	UP462100	0012RH17	Dispensed	Request Parked	
CPS 21/02/2022 13:08:40	Smoking Cessation - Varenicline	A	NDREWS, GARY (MR)	Supply	270451 1632	UP462100	0011LWF4	Claim	Request Success	
CPS 17/02/2022 12:25:05	Impetiao - Scot. GP Registered	A	NDREWS, GARY (MR)	Supply	270451 1632	UT462100	000YY2U8	Claim	Request Success	
CPS 16/02/2022 15:35:54	Pharmacy First Standard	GF	REEN, TIM (Mr)	Supply	111111 0778	CE4621000	01N1704	Claim	Request Success	
CPS 16/02/2022 14:38:29	Pharmacy First Standard	M	ACBETH, ORLA (Ms)	Supply	300462 0928	CE4621000	001T3K4G	Claim Cancellation	Request Success	
CPS 16/02/2022 14:36:49	Pharmacy First Standard	M	ACBETH, ORLA (Ms)	Supply DELETED	300462 0928	CE4621000	001RDXRR	Claim Cancellation	Request Success	
CPS 16/02/2022 14:33:58	Impetigo - Scot. Resident, no GP	M	ACBETH, ORLA (Ms)	Supply DELETED	300462 0928	UT462100	000W9CTR	Claim Cancellation	Request Success	
CPS 11/02/2022 14:44:06	UTI - Scot. Resident, no GP	M	ACBETH, ORLA (Ms)	Supply	300462 0928	UT462100	DOOUB117	Claim	Request Success	
CPS 09/02/2022 16:55:10	Shinales - Scot GP Reaistered	ΔΝ		Supply	270451 1632	LIT462100	0058XX1	Claim	Request Success	>
Prescribed Item(s) Prescription Hi Date Recorded Pharmacist	story MCR Dispense Episode Item(s)	Consultation Not	tes			F	[290186 1342] LAT 2A CORUNNA 52 7BN	DAWSON, PAULA (M HOUSE 29 CADOGAN	5) STREET, GLASGOW,	EXEMPT (D)
23/02/2022 16:54 Victoria Smith	Advice given to the patient of	n options available					OOB: 29 Jan 1986 Elected Services MCR Registered	Age: 36 years	Prescription	Collection

The *Consultation Notes* tab can be used to view notes made during the referral consultation.

Revision History

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

Contact us

For more information contact: **Telephone: 0344 209 2601**

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