

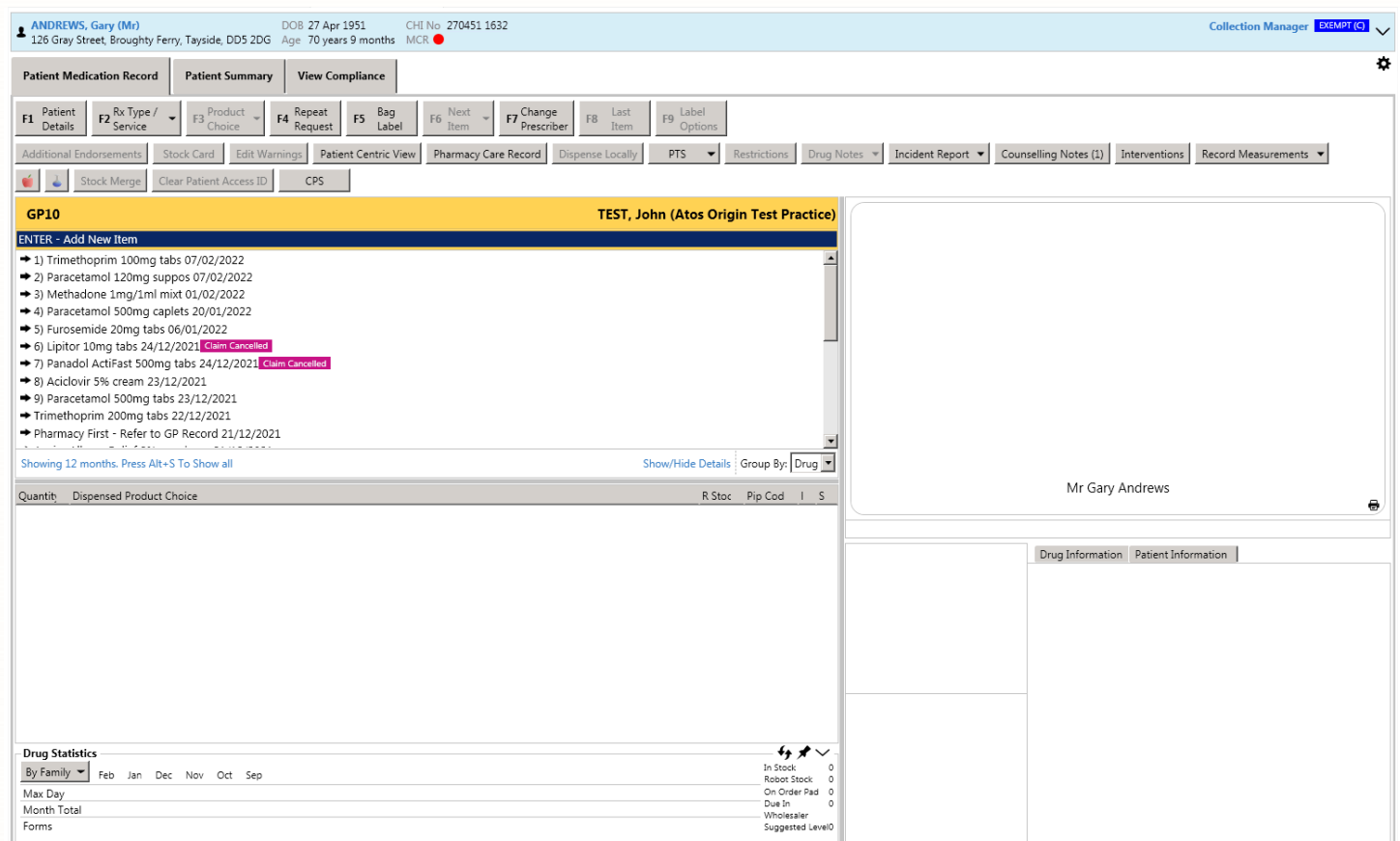
Sending a CPS Consultation (Advice) or GP Referral

Selecting the Clinical Pharmacy Service

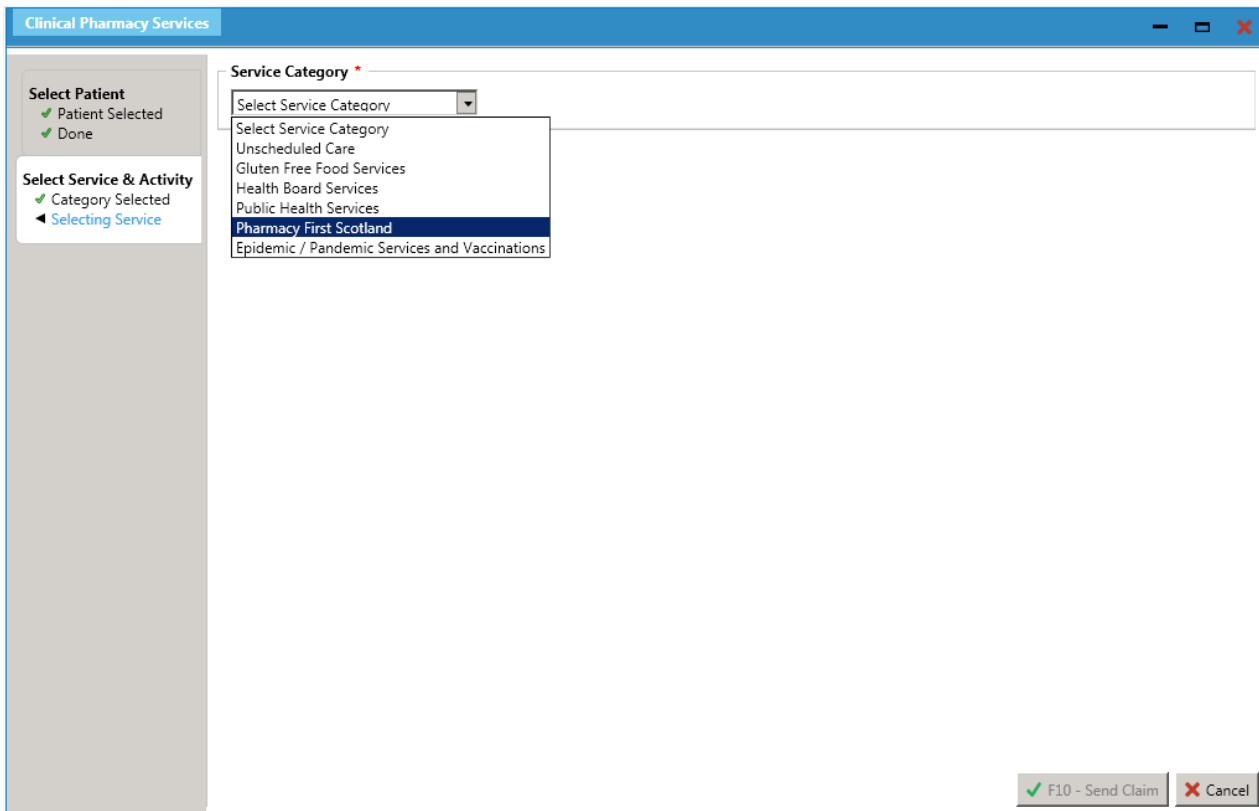
There are two methods you can use to record Advice or a Referral for Clinical Pharmacy Services, either by selecting the **[CPS]** button from within a patient's PMR or by selecting the **[CPS]** shortcut button from the ProScript Connect Main Screen.

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

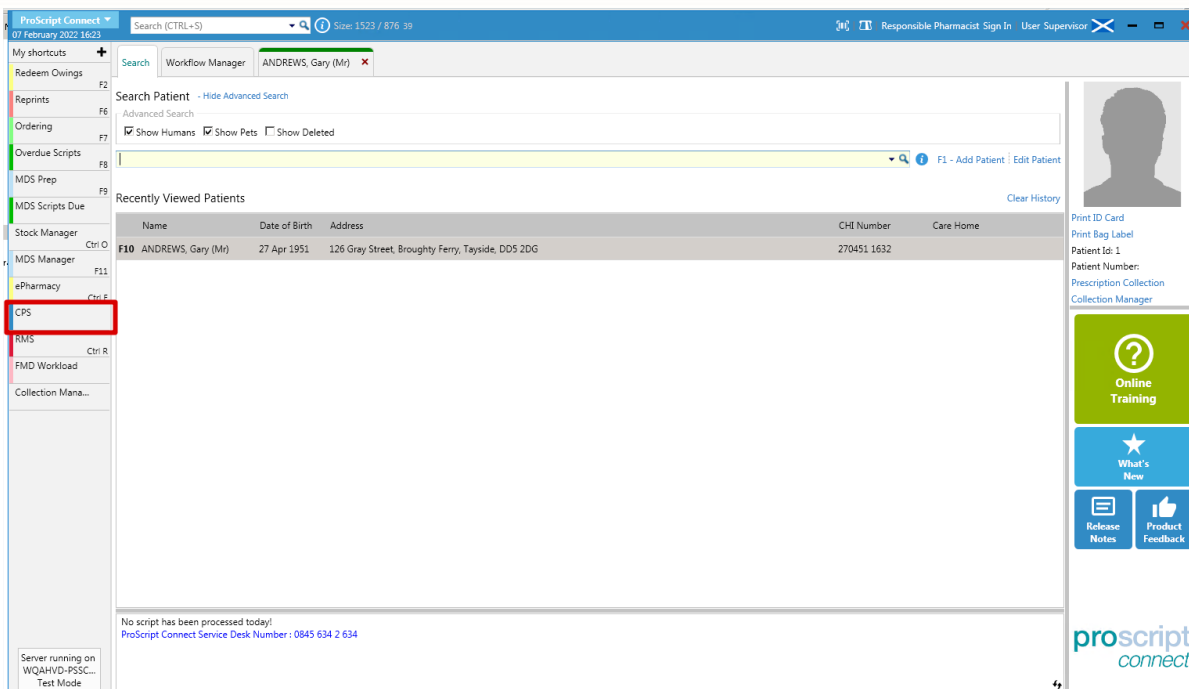


2. The CPS wizard displays in a new window. An Eligibility Check takes place. If the patient is deemed eligible or you have selected to continue via the prompt, the *Select Service* tab is selected.

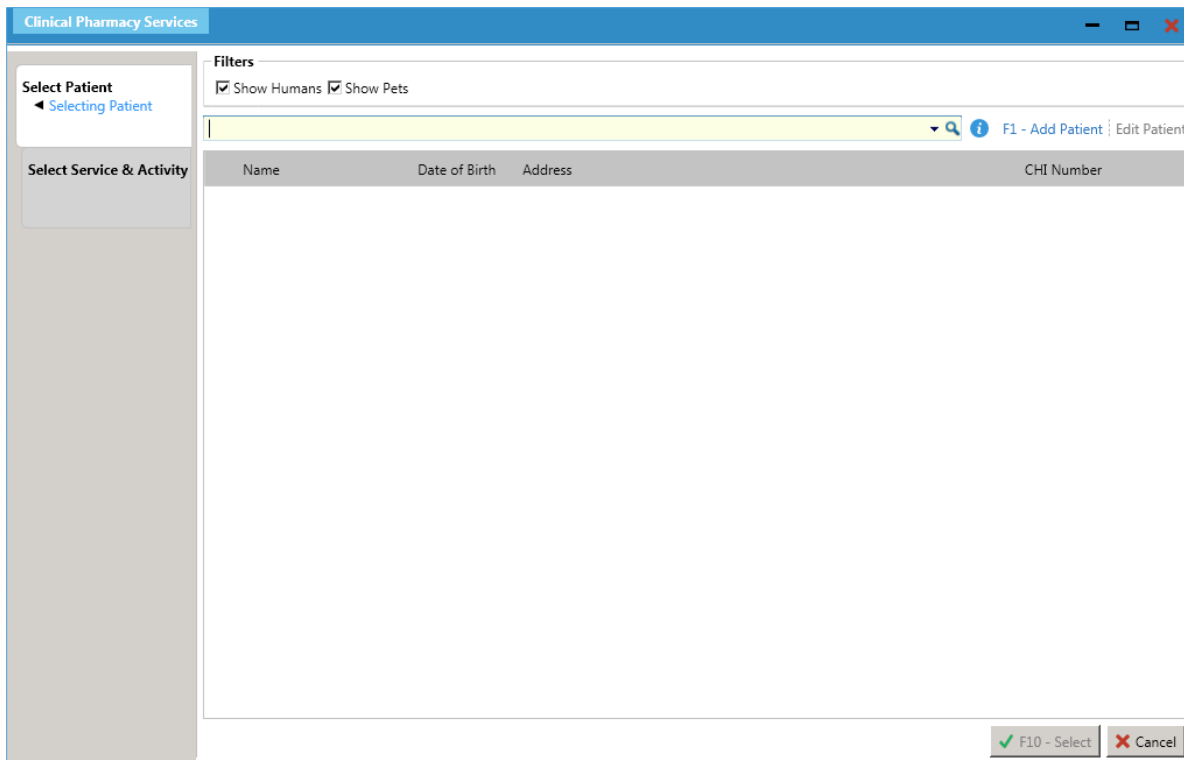


Selecting the [CPS] shortcut button from the ProScript Connect Main Screen

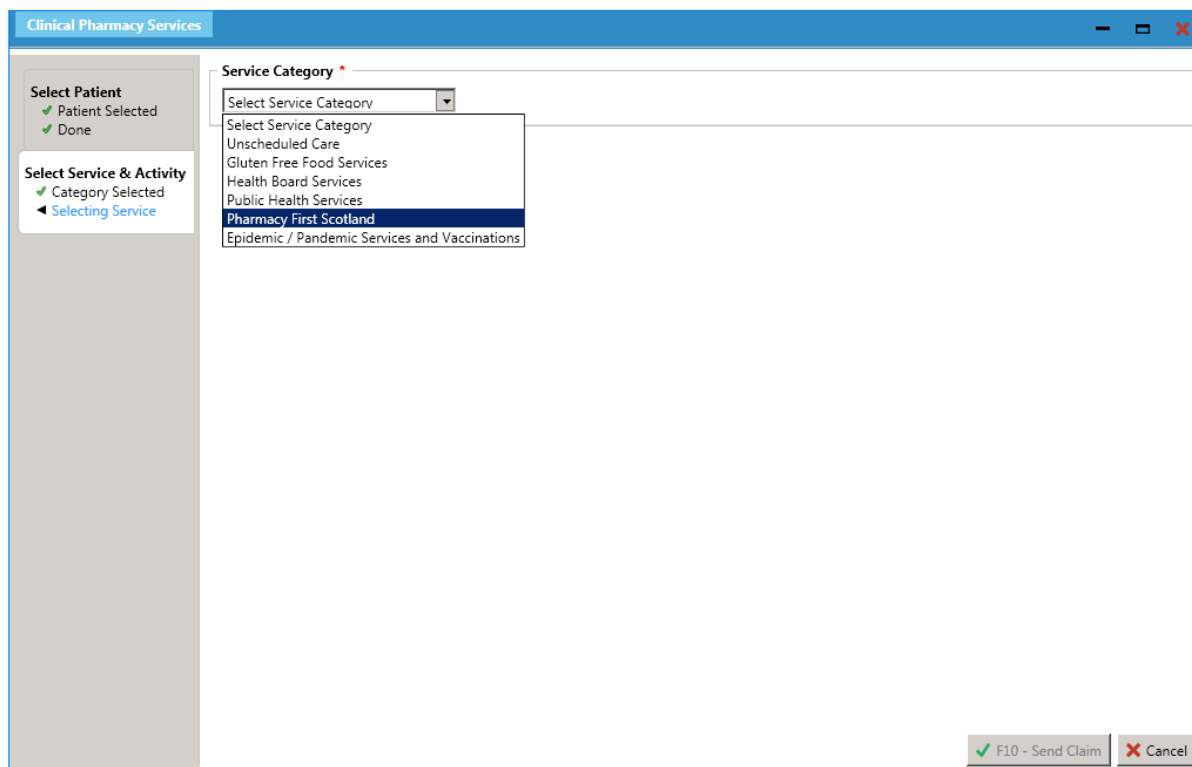
1. From the ProScript Connect main screen, select the [CPS] shortcut button.



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*.



PCS version 1.26

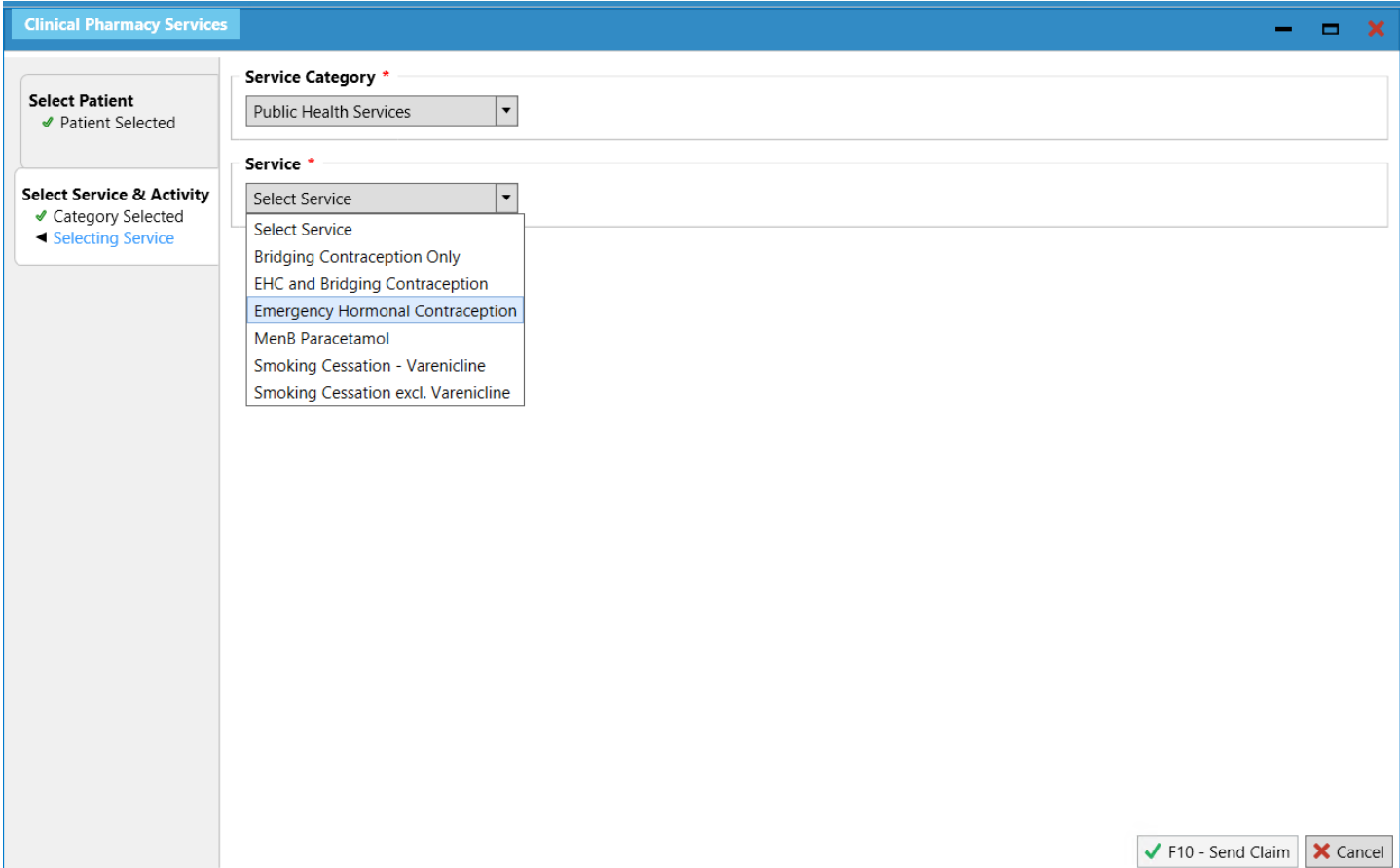
If your organisation has not yet updated to v1.27, you can start a new Pharmacy First service from the ProScript Connect Main Screen by selecting the **[Pharmacy First]** shortcut button.

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)

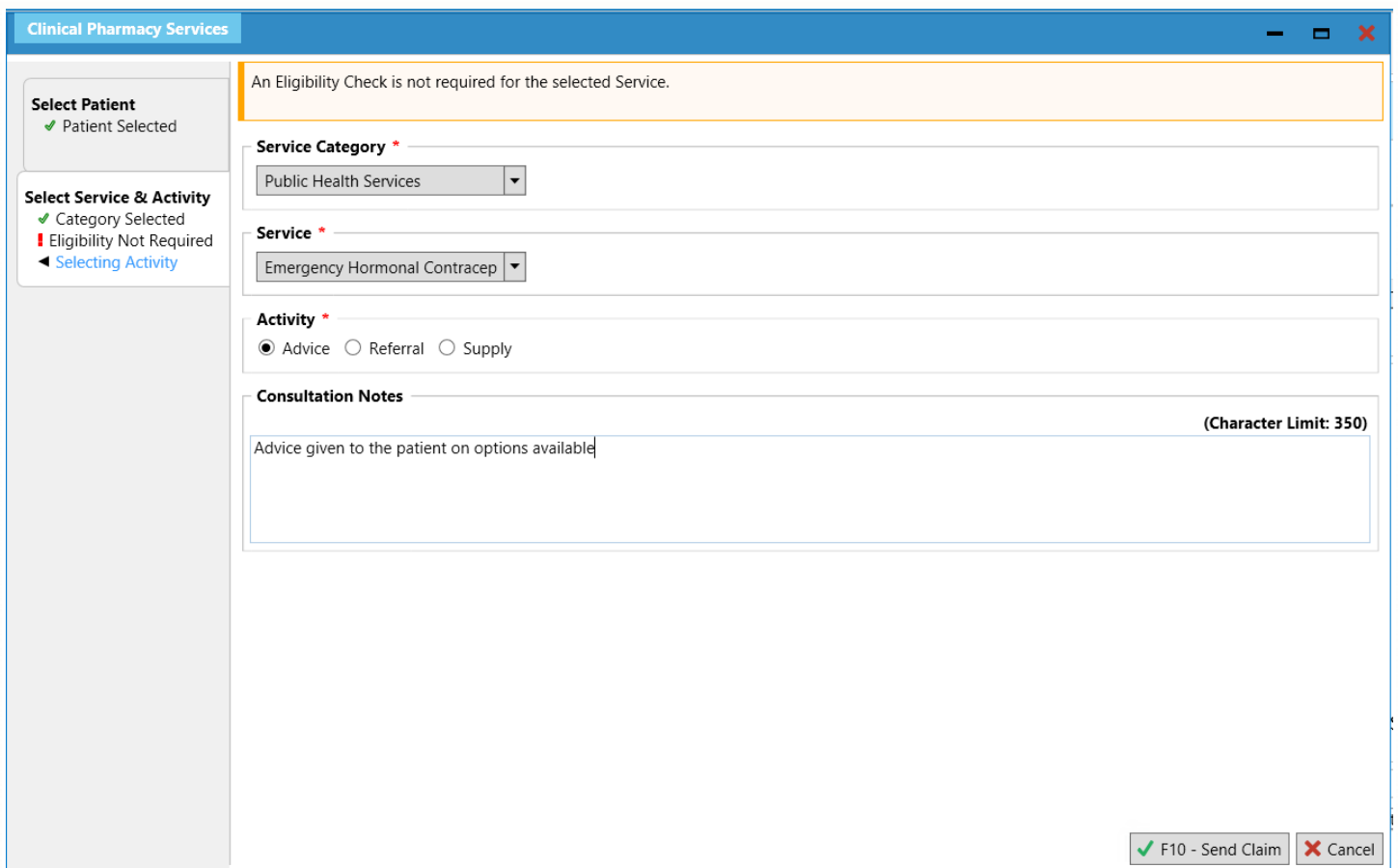
1. Select the Service Category and Service required.



The screenshot shows a software window titled "Clinical Pharmacy Services". On the left, there are two panels: "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" (highlighted in blue), "MenB Paracetamol", "Smoking Cessation - Varenicline", 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 *Advice* radio button.



Clinical Pharmacy Services

An Eligibility Check is not required for the selected Service.

Select Patient
✔ Patient Selected

Select Service & Activity
✔ Category Selected
! Eligibility Not Required
◀ Selecting Activity

Service Category *
Public Health Services

Service *
Emergency Hormonal Contracep

Activity *
 Advice Referral Supply

Consultation Notes (Character Limit: 350)
Advice given to the patient on options available

✔ F10 - Send Claim ✖ Cancel

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

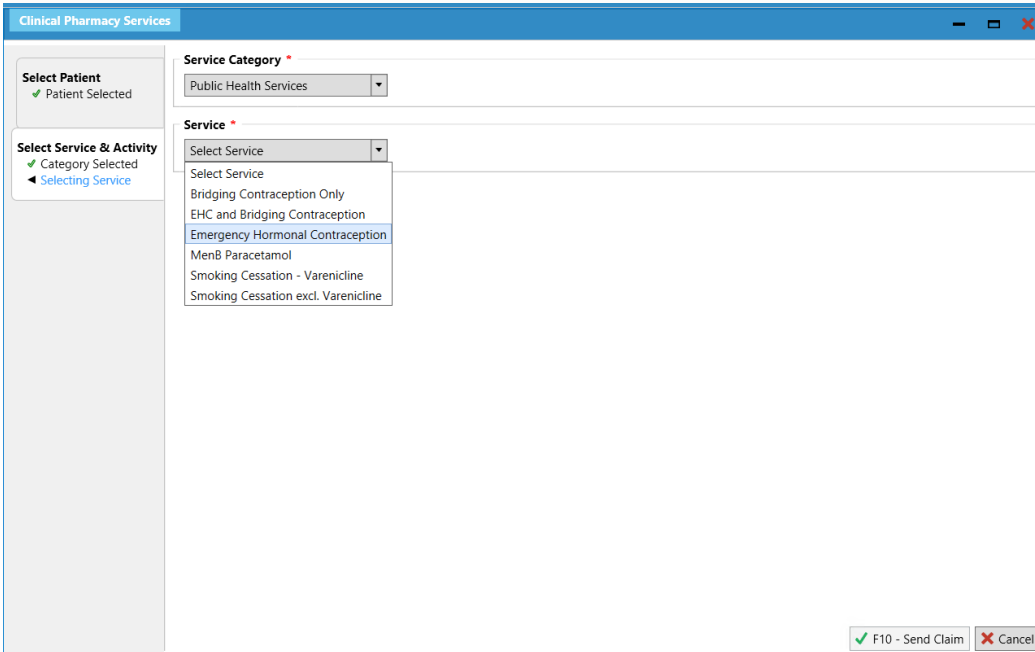
Consultation Notes are required for some CPS supplies. ProScript Connect will indicate if notes are mandatory as required by NHS Scotland.

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.

Sending a CPS GP Referral

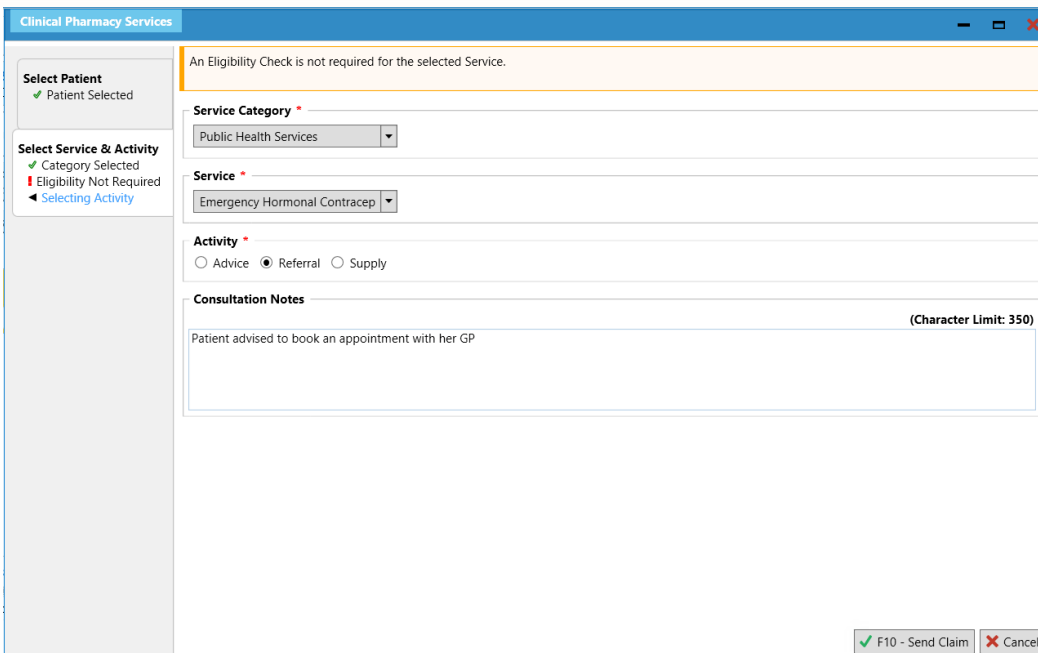
1. Select the Service Category and Service required.



The screenshot shows the 'Clinical Pharmacy Services' window. On the left, there are two sections: 'Select Patient' with a green checkmark and 'Patient Selected', and 'Select Service & Activity' with a green checkmark for 'Category Selected' and a blue arrow for 'Selecting Service'. The main area has a 'Service Category' dropdown set to 'Public Health Services' and a 'Service' dropdown with a list of options: 'Select Service', 'Bridging Contraception Only', 'EHC and Bridging Contraception', 'Emergency Hormonal Contraception' (highlighted), 'MenB Paracetamol', 'Smoking Cessation - Varenicline', and 'Smoking Cessation excl. Varenicline'. At the bottom right, there are buttons for 'F10 - Send Claim' and '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 *Referral* radio button.



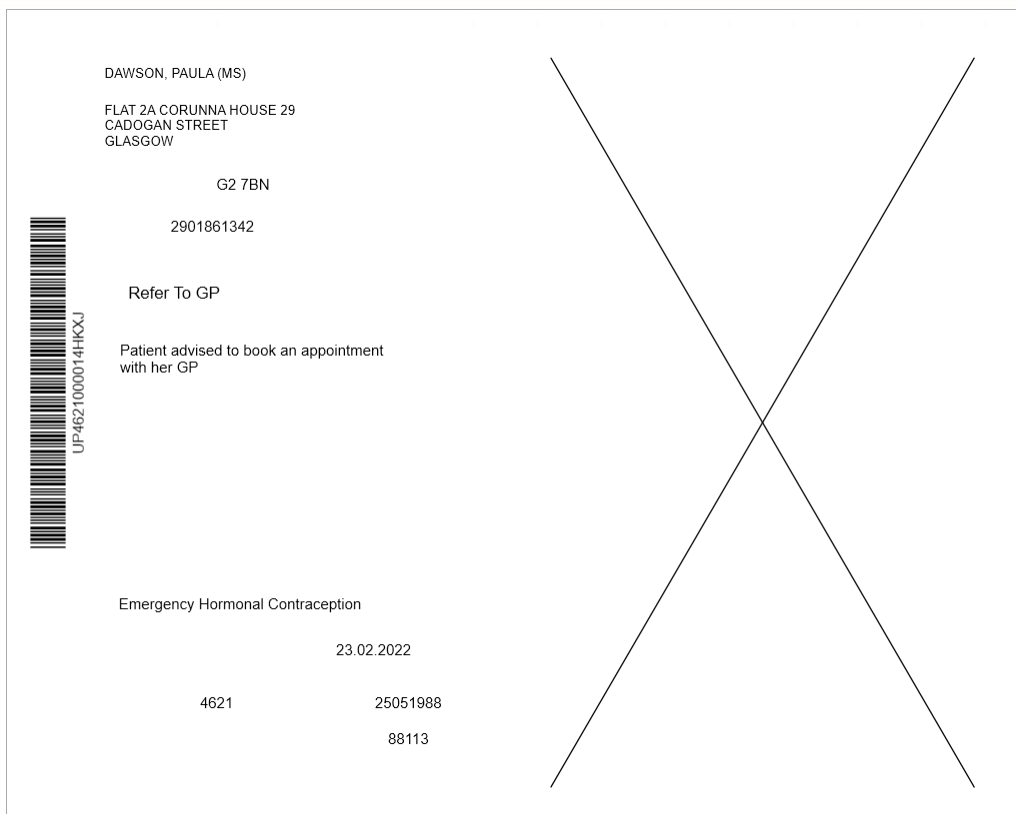
The screenshot shows the 'Clinical Pharmacy Services' window. At the top, a message states 'An Eligibility Check is not required for the selected Service.' The 'Service Category' is 'Public Health Services' and the 'Service' is 'Emergency Hormonal Contracep'. The 'Activity' section has three radio buttons: 'Advice', 'Referral' (selected), and 'Supply'. Below this is a 'Consultation Notes' text area with a character limit of 350, containing the text 'Patient advised to book an appointment with her GP'. At the bottom right, there are buttons for 'F10 - Send Claim' and 'Cancel'.

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.



DAWSON, PAULA (MS)
 FLAT 2A CORUNNA HOUSE 29
 CADOGAN STREET
 GLASGOW
 G2 7BN
 2901861342

Refer To GP
 Patient advised to book an appointment
 with her GP

Emergency Hormonal Contraception
 23.02.2022
 4621 25051988
 88113

LP4621000014HKXJ

6. 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**.

Scripts Treatment Summary Patient Registration Pharmacist: Victoria Smith

F1 - View PMR F2 - View / Edit F4 - Claim F5 - Claim Cancellation F6 - Batch Functions F9 - Resend Abandon F10 - Pharmacy First Std. F11 -Print CP4 F12 - Manually Update Status Edit MCR Item

Patient Centric View View XML Reports CPS Report F3 - Send Notification Edit Additional Information

Filters

All ETP CPS Patient Search Patient Prescription expiring by Select a date 15 Due By Select a date 15

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	CHI Number	UPN	Status	Request Type	Notificat
CPS	23/02/2022 16:54:11	Emergency Hormonal Contracepti		DAWSON, PAULA (MS)	290186 1342	UP4621000016MHJK	Claim	Request Success	
CPS	23/02/2022 16:24:09	Emergency Hormonal Contracepti		DAWSON, PAULA (MS)	290186 1342	UP4621000014HKXJ	Claim	Request Success	
CPS	23/02/2022 15:55:35	Smoking Cessation - Varenicline		ANDREWS, GARY (MR)	270451 1632	UP4621000012RH17	Dispensed	Request Parked	
CPS	21/02/2022 13:08:40	Smoking Cessation - Varenicline		ANDREWS, GARY (MR)	270451 1632	UP4621000011LWF4	Claim	Request Success	
CPS	17/02/2022 12:25:05	Impetigo - Scot. GP Registered		ANDREWS, GARY (MR)	270451 1632	UT462100000YY2U8	Claim	Request Success	
CPS	16/02/2022 15:35:54	Pharmacy First Standard		GREEN, TIM (Mr)	111111 0778	CE462100001N1704	Claim	Request Success	
CPS	16/02/2022 14:38:29	Pharmacy First Standard		MACBETH, ORLA (Ms)	300462 0928	CE462100001T3K4G	Claim Cancellation	Request Success	
CPS	16/02/2022 14:36:49	Pharmacy First Standard		MACBETH, ORLA (Ms)	300462 0928	CE462100001RDXR	Claim Cancellation	Request Success	
CPS	16/02/2022 14:33:58	Impetigo - Scot. Resident, no GP		MACBETH, ORLA (Ms)	300462 0928	UT462100000W9CTR	Claim Cancellation	Request Success	
CPS	11/02/2022 14:44:06	UTI - Scot. Resident, no GP		MACBETH, ORLA (Ms)	300462 0928	UT462100000UB117	Claim	Request Success	
CPS	09/02/2022 16:55:10	Shingles - Scot. GP Registered		ANDREWS, GARY (MR)	270451 1632	UT462100000S8YX1	Claim	Request Success	

Prescribed Item(s) Prescription History MCR Dispense Episode Item(s) Consultation Notes

Date Recorded	Pharmacist	Note
23/02/2022 16:54	Victoria Smith	Advice given to the patient on options available

[290186 1342] DAWSON, PAULA (MS) EXEMPT (D)

FLAT 2A CORUNNA HOUSE 29 CADOGAN STREET, GLASGOW, G2 7BN

DOB: 29 Jan 1986 Age: 36 years

Elected Services

MCR Registered

Patient Compliance 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:
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