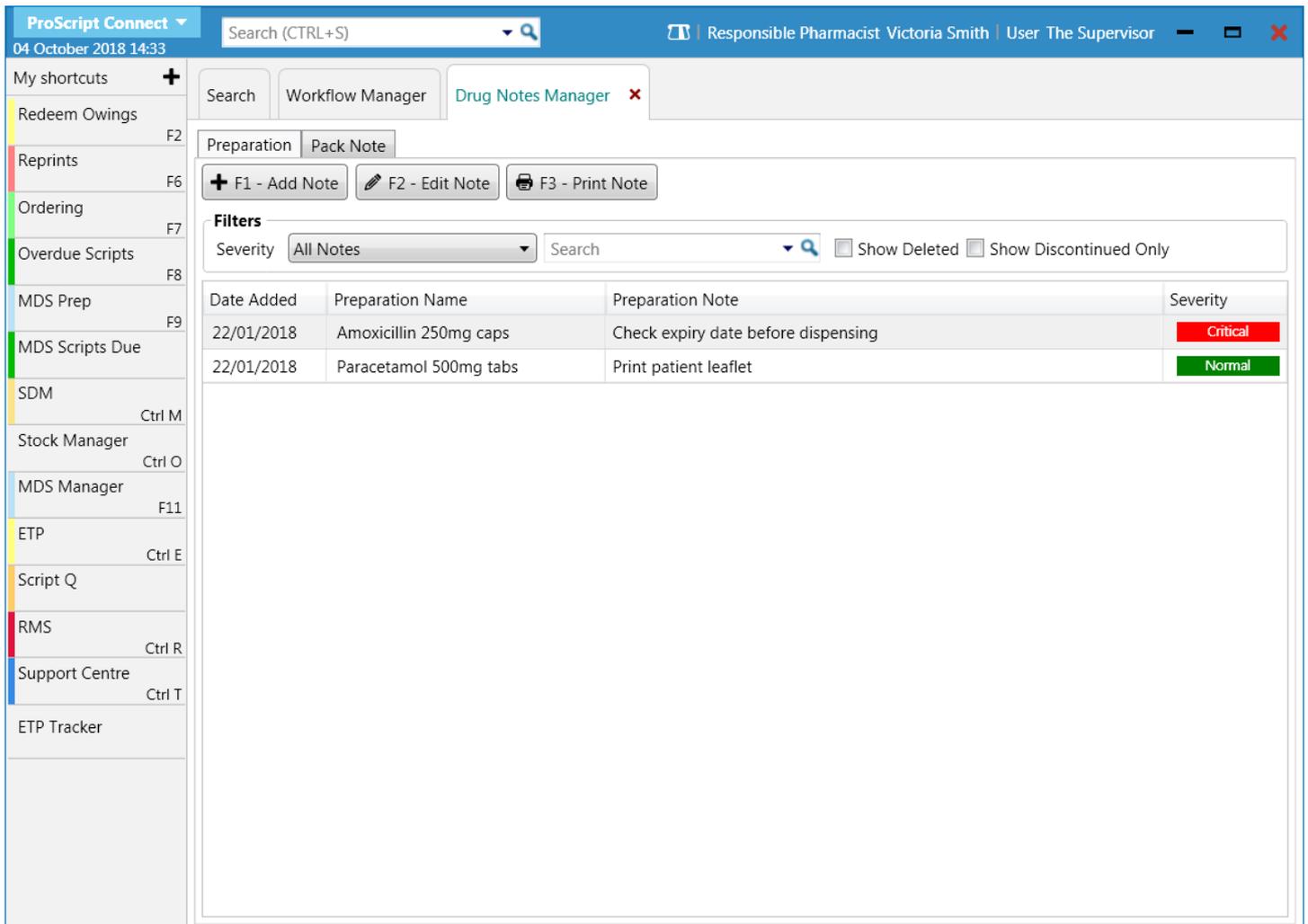


Adding a New Preparation or Pack Note

1. To begin, open the Drug Notes Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Drug Notes Manager* menu item.
2. From the Drug Notes Manager, select either the *Preparation* or *Pack Note* tab, depending on which you wish to add.



ProScript Connect 04 October 2018 14:33

Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts +

Redeem Owings F2

Reprints F6

Ordering F7

Overdue Scripts F8

MDS Prep F9

MDS Scripts Due

SDM Ctrl M

Stock Manager Ctrl O

MDS Manager F11

ETP Ctrl E

Script Q

RMS Ctrl R

Support Centre Ctrl T

ETP Tracker

Search Workflow Manager Drug Notes Manager x

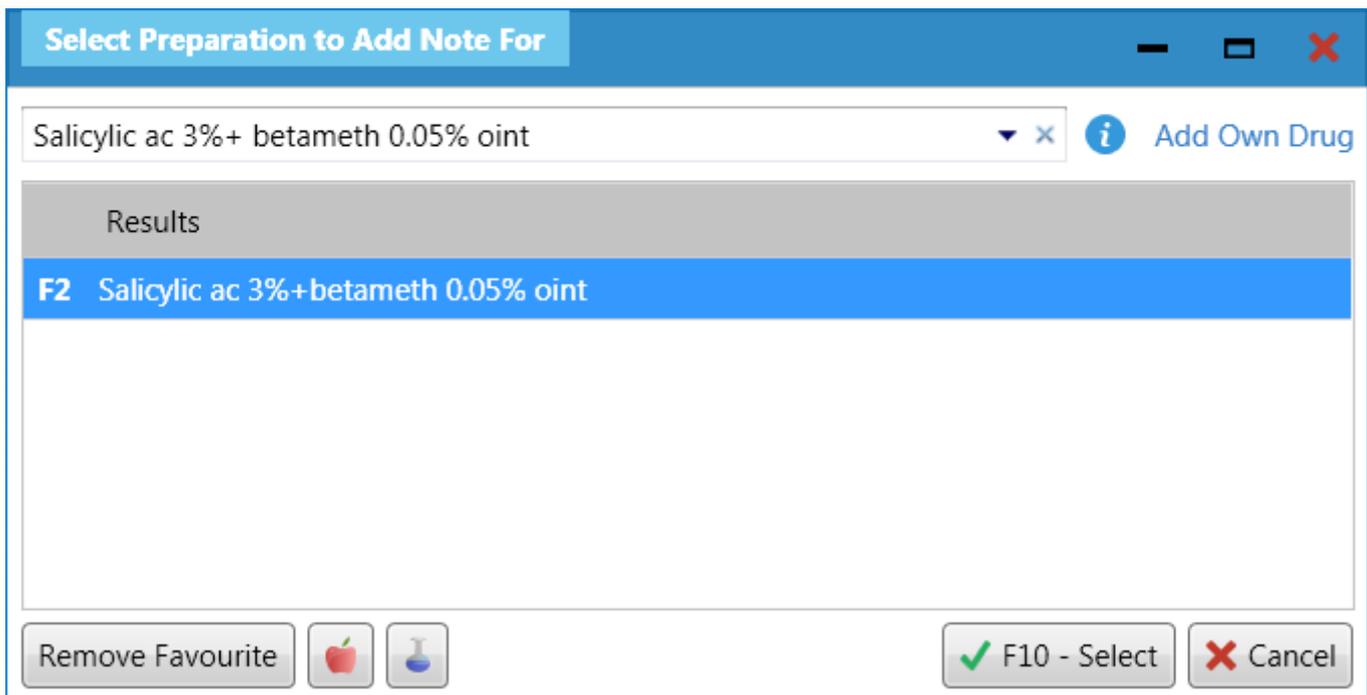
Preparation Pack Note

+ F1 - Add Note F2 - Edit Note F3 - Print Note

Filters Severity All Notes Search Show Deleted Show Discontinued Only

Date Added	Preparation Name	Preparation Note	Severity
22/01/2018	Amoxicillin 250mg caps	Check expiry date before dispensing	Critical
22/01/2018	Paracetamol 500mg tabs	Print patient leaflet	Normal

3. Select the **[F1 – Add Note]** button. A search box displays where you can search for, locate and select the pack or preparation that you wish to add a note to. Select the **[F10 – Select]** button.



Select Preparation to Add Note For

Salicylic ac 3%+ betameth 0.05% oint

Results

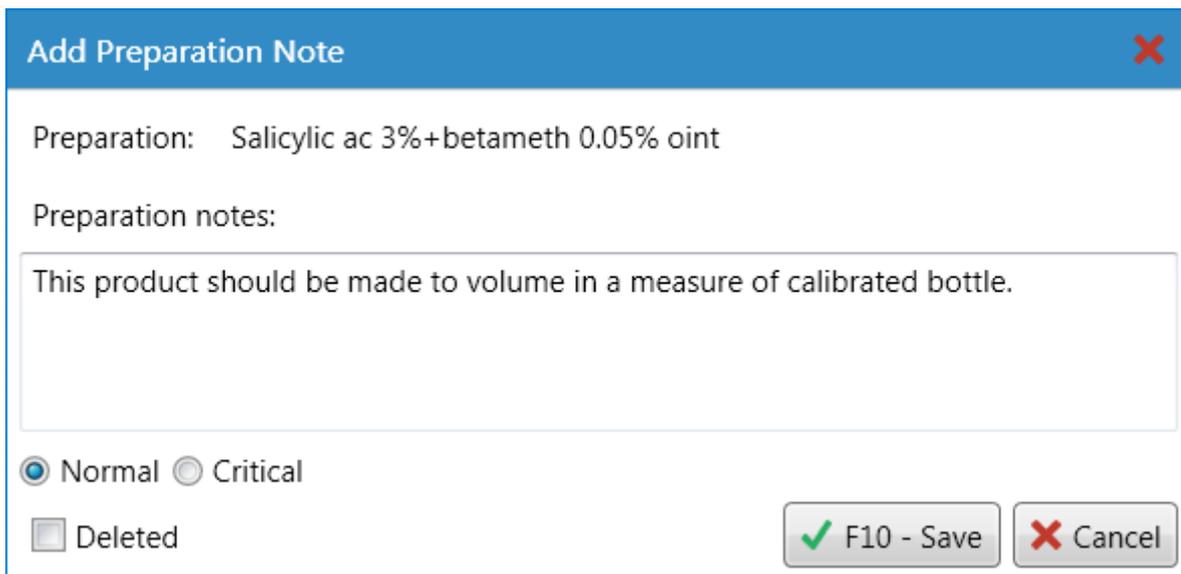
F2 Salicylic ac 3%+betameth 0.05% oint

Remove Favourite

F10 - Select

Cancel

4. A blank Add Note window displays. Enter the notes in the text field, and complete the remaining sections depending on the chosen note type:
- Preparation Notes: Select the severity level using the *Normal* or *Critical* radio dials, and select the **[F10 – Save]** button.
 - Pack Notes: Enter the *Brand* and *Price* if required, select one of the radio dials described below, and select the **[F10 – Save]** button.
 - *Just show notes*: to only show the entered notes when dispensing the item
 - *Show notes and force price*: to show the entered notes and force the entered drug price when dispensing the item
 - *Show notes and get price*: to show the entered notes and price, but to allow the user to amend the drug price when dispensing the item



Add Preparation Note ✕

Preparation: Salicylic ac 3%+betameth 0.05% oint

Preparation notes:

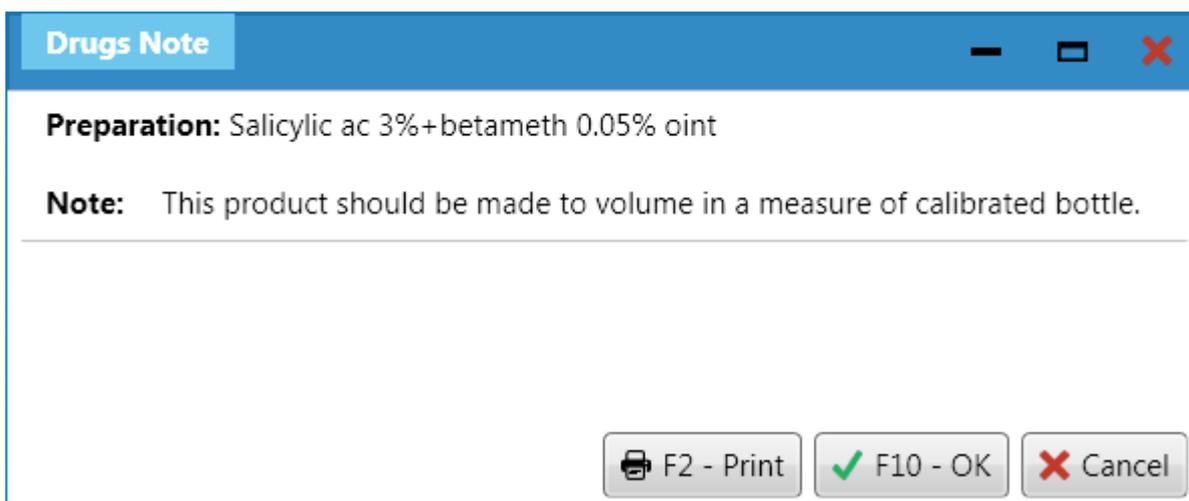
This product should be made to volume in a measure of calibrated bottle.

Normal Critical

Deleted

✓ F10 - Save ✕ Cancel

Active notes will be displayed to the user after dispensing a prescription for an applicable pack or preparation.



Drugs Note - □ ✕

Preparation: Salicylic ac 3%+betameth 0.05% oint

Note: This product should be made to volume in a measure of calibrated bottle.

🖨 F2 - Print ✓ F10 - OK ✕ Cancel

If you are a branch that has a head office, you can add a preparation or pack note to an existing drug note.

1. Select the **[F1 – Add Note]** button. A search box displays where you can search for, locate and select the pack or preparation that you wish to add a note to. Select the **[F10 – Select]** button.
2. An Edit Note window displays. Any head office notes will appear in the top section of the window. Enter the notes in the text field, and complete the remaining sections depending on the chosen note type:
 - Preparation Notes: Select the severity level using the *Normal* or *Critical* radio dials, and select the **[F10 – Save]** button.
 - Pack Notes: Enter the *Brand* and *Price* if required, select one of the radio dials described below, and select the **[F10 – Save]** button.
 - *Just show notes:* to only show the entered notes when dispensing the item

- *Show notes and force price*: to show the entered notes and force the entered drug price when dispensing the item
- *Show notes and get price*: to show the entered notes and price, but to allow the user to amend the drug price when dispensing the item

Edit Preparation Note
✕

Preparation: Amoxicillin 125mg/5ml oral susp SF

Head Office Preparation notes

Check that you are giving Sugar Free!

Preparation notes:

Shake well before giving to patient

Normal
 Critical

Deleted | Added on 27/11/2019 at 10:47

✓ F10 - Save

✕ Cancel

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	22 March 2023		Joanne Hibbert-Gorst

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Contact us

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