Editing an EPS Prescription

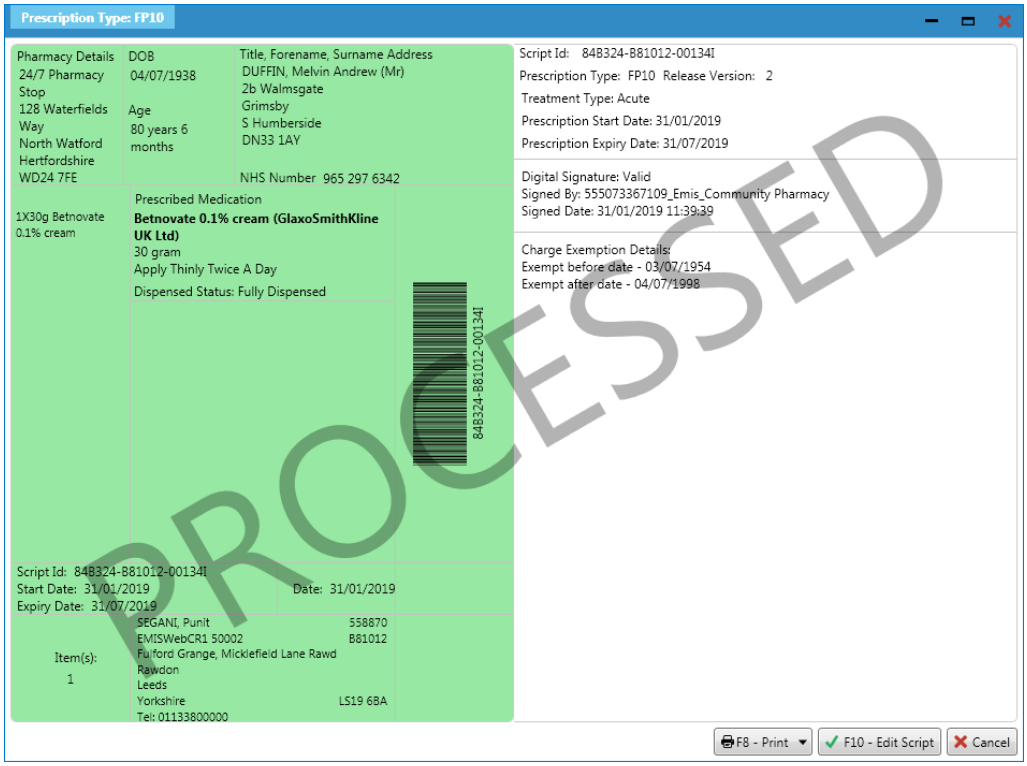
You can only edit an EPS prescription in three scenarios:

- After dispensing the prescription, but before sending the dispense notification and the claim
- After withdrawing a sent dispense notification for the prescription
- After sending the claim, but before the overall cut-off date for claims, so in effect sending a reclaim

Editing the Prescription

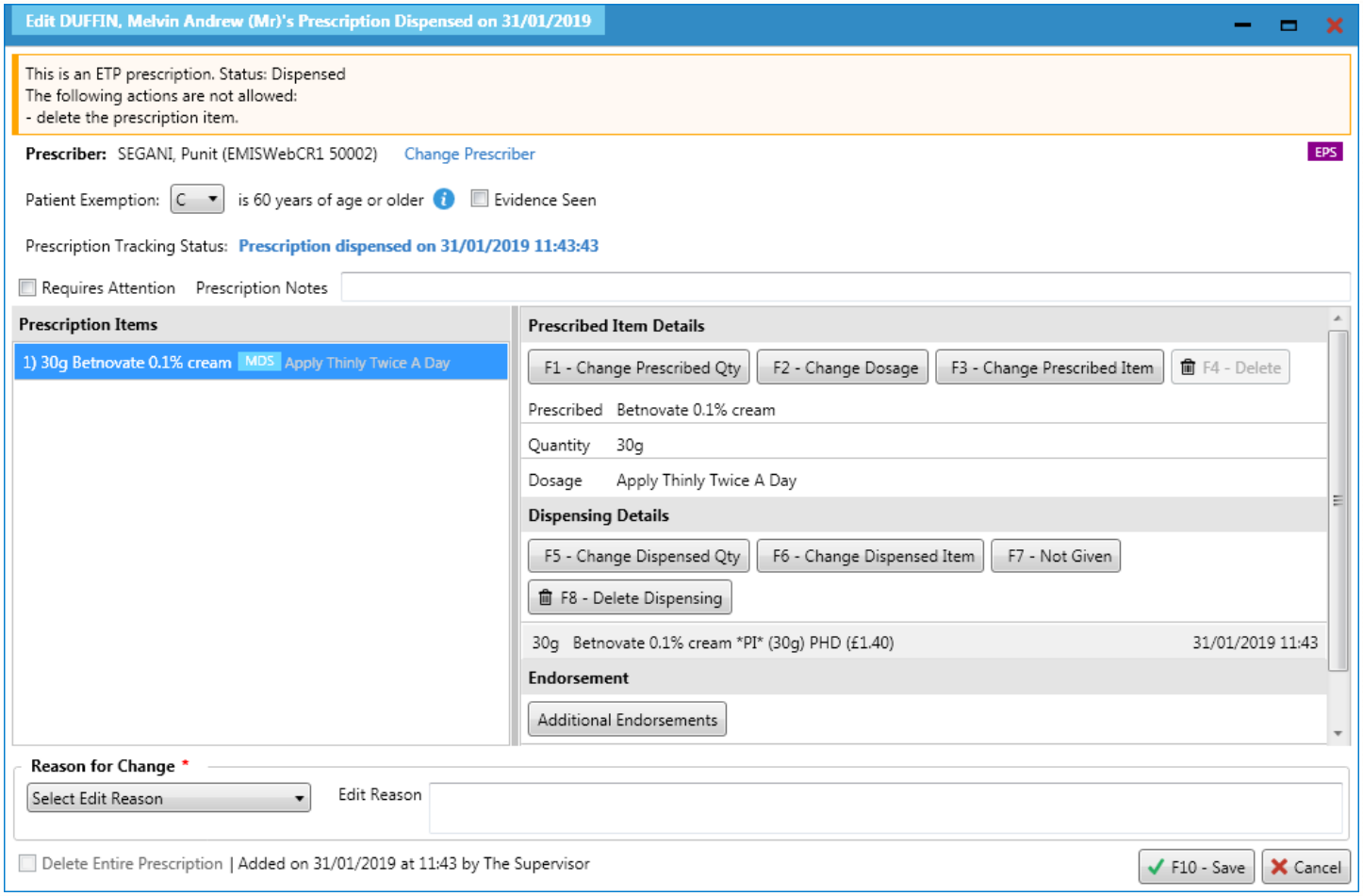
1. To begin, open the ETP Main Screen from the ProScript Connect Main Screen by clicking the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.
2. Highlight a prescription that meets the criteria for one of the above scenarios and select the **[F2 – View / Edit]** button. The Prescription Type preview displays with a *Processed* watermark.

To print the full token, select the **[F8 – Print]** button. You can also print the token without the repeat information by clicking on the arrow and selecting the *Print without repeat information* option. You can also choose to print a line above each medication on the right hand side of the token by enabling the *Token Report Right Show Medication Separator* application setting from within the ETP category of Edit Application Settings.



INTERNAL USE ONLY

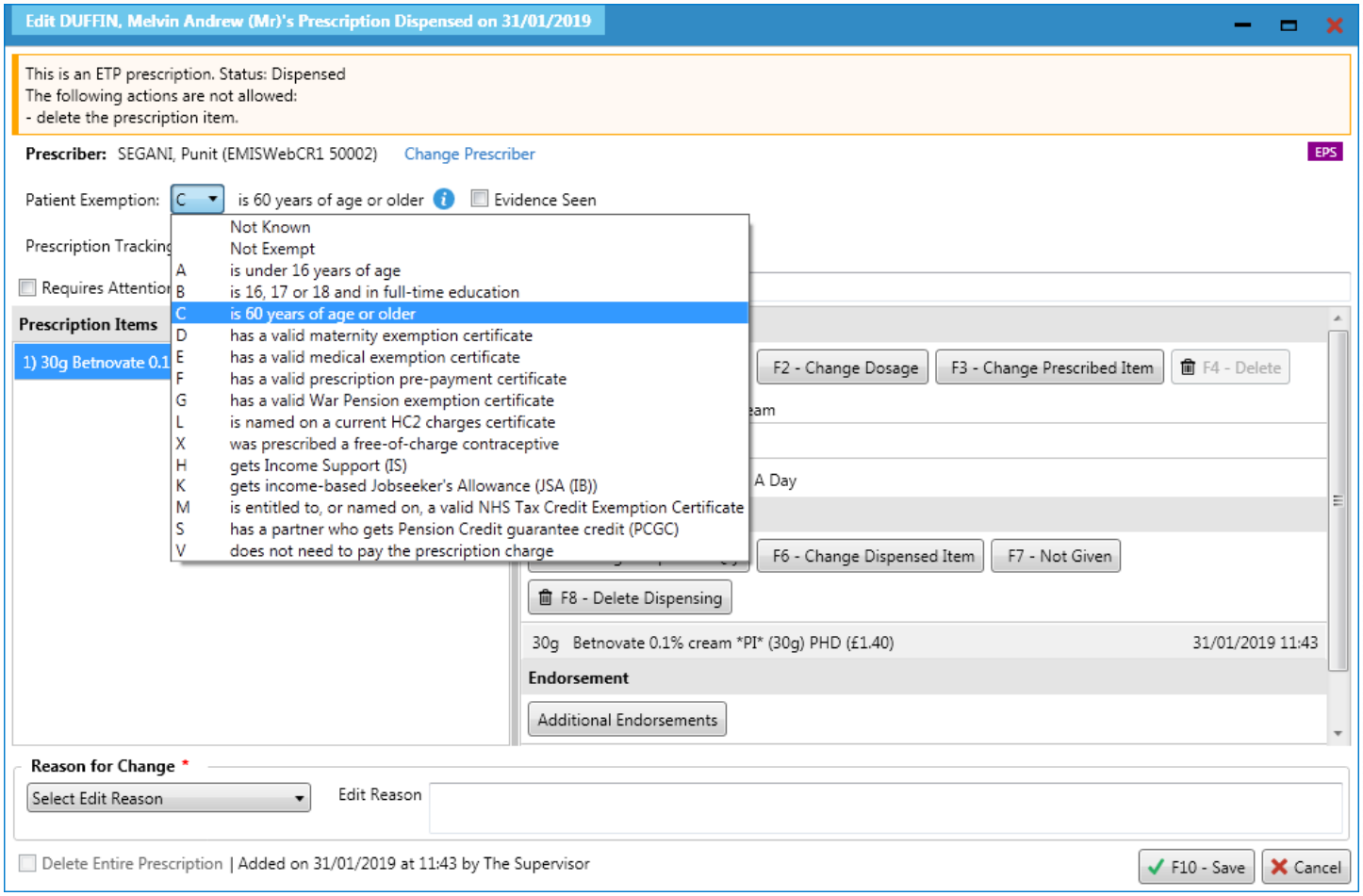
3. Select the **[F10 – Edit Script]** button. The Edit Prescription window displays.



Editing the Exemption Status

The Edit Prescription window enables you to edit the exemption status by selecting an alternative exemption status in the drop-down menu.

INTERNAL USE ONLY



Item Level Edits

In instances where there is more than one item on the prescription, you must ensure the correct item has been highlighted within the *Prescription Items* grid before making any edits.

Editing Prescribed Item Details

Within the *Prescribed Item Details* section, you can:

- Use the **[F2 – Change Dosage]** button to edit the dosage for the item.

Editing and/or Deleting Dispensing Details

Within the *Dispensing Details* section, you can:

INTERNAL USE ONLY

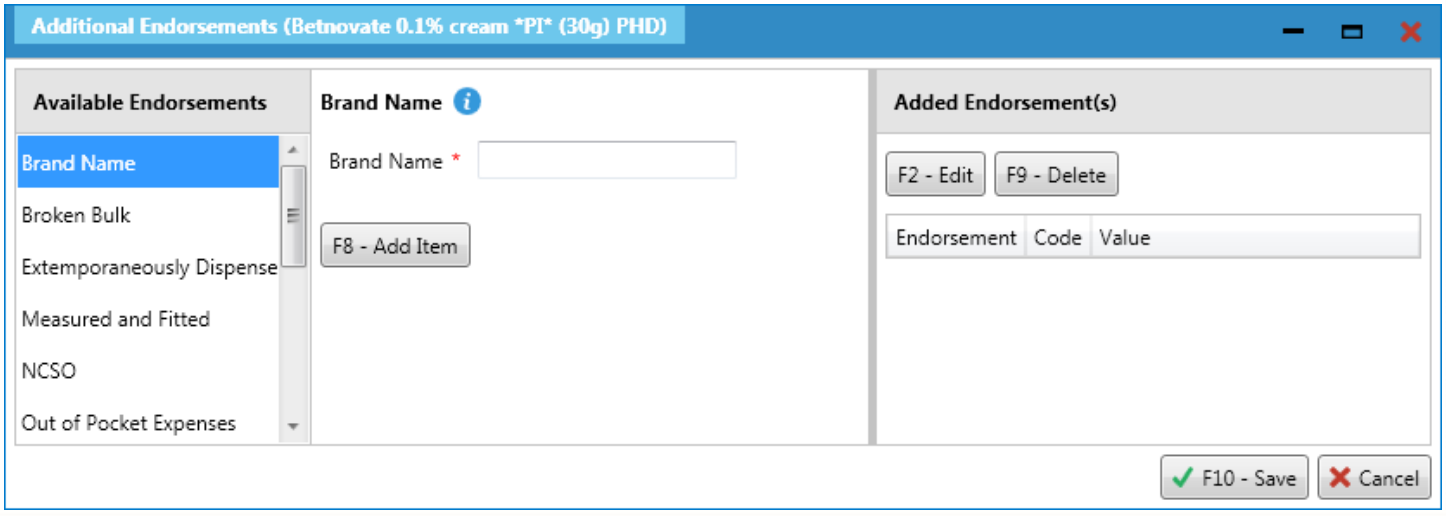
- Use the **[F5 – Change Dispensed Qty]** button to edit the dispensed quantity for the item, which creates an owing
- Use the **[F6 – Change Dispensed Item]** button to edit the dispensed product (either an alternative brand or generic)
- Use the **[F7 – Not Given]** button to select a not dispensed reason and mark the item as NOT GIVEN. This button will update to **[F7 – Given]** for any lines marked as not given.

You will only be able to mark an item as *Given/Not Given* before a claim has been sent. Using this option after sending a claim will result in a failed claim.

Editing the dispensed item at a Dispensing Doctors site, or when Scan Check is enabled, will trigger the Scan Items window.

Adding an Additional Endorsement

From within the Edit Prescription window, you are also able to add extra endorsements to the items on the prescription by clicking **[Additional Endorsements]**. This opens the Additional Endorsements window where you can select the endorsement type from the *Available Endorsements* list, complete the relevant details and apply this to the script by selecting the **[F10 – Save]** button.



Saving the Edited Prescription

1. Select the *Reason for Change* and enter a reason, if applicable and select the **[F10 – Save]** button.
2. The ETP Main Screen displays, with the prescription marked as Script Edited.

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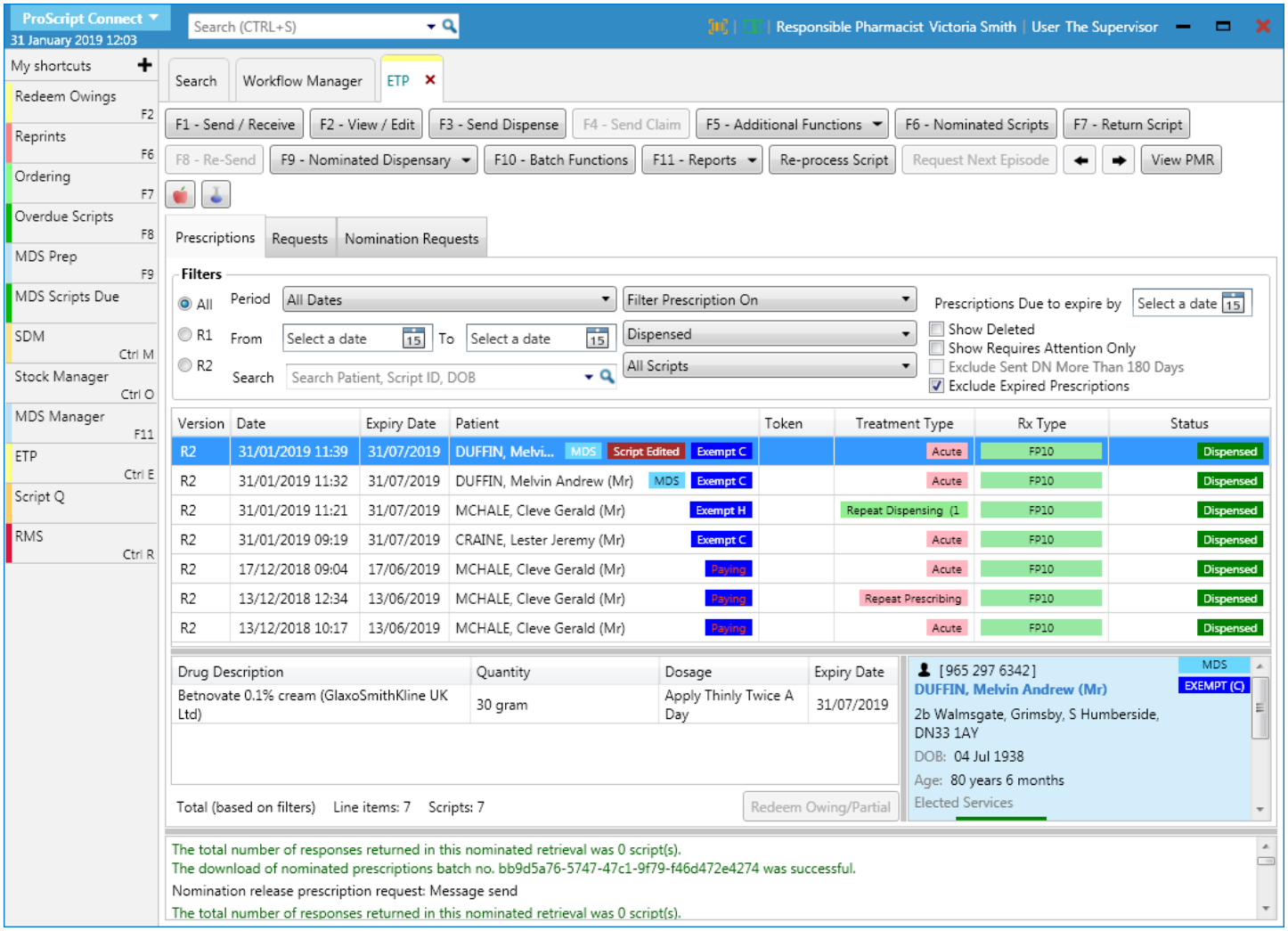

The *Select Edit Reason* can be set to a default value if required. Set the *Reason For Change* application setting to be either *OperatorError*, *PharmacistIntervention*, or *PatientRequest*. This can be configured via Edit Application Settings from within the Default category.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	05/05/2023		Joanne Hibbert-Gorst

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Contact us

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