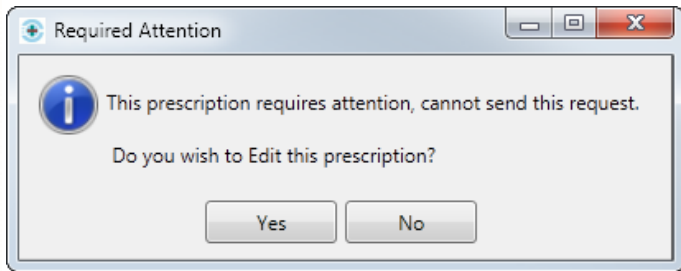


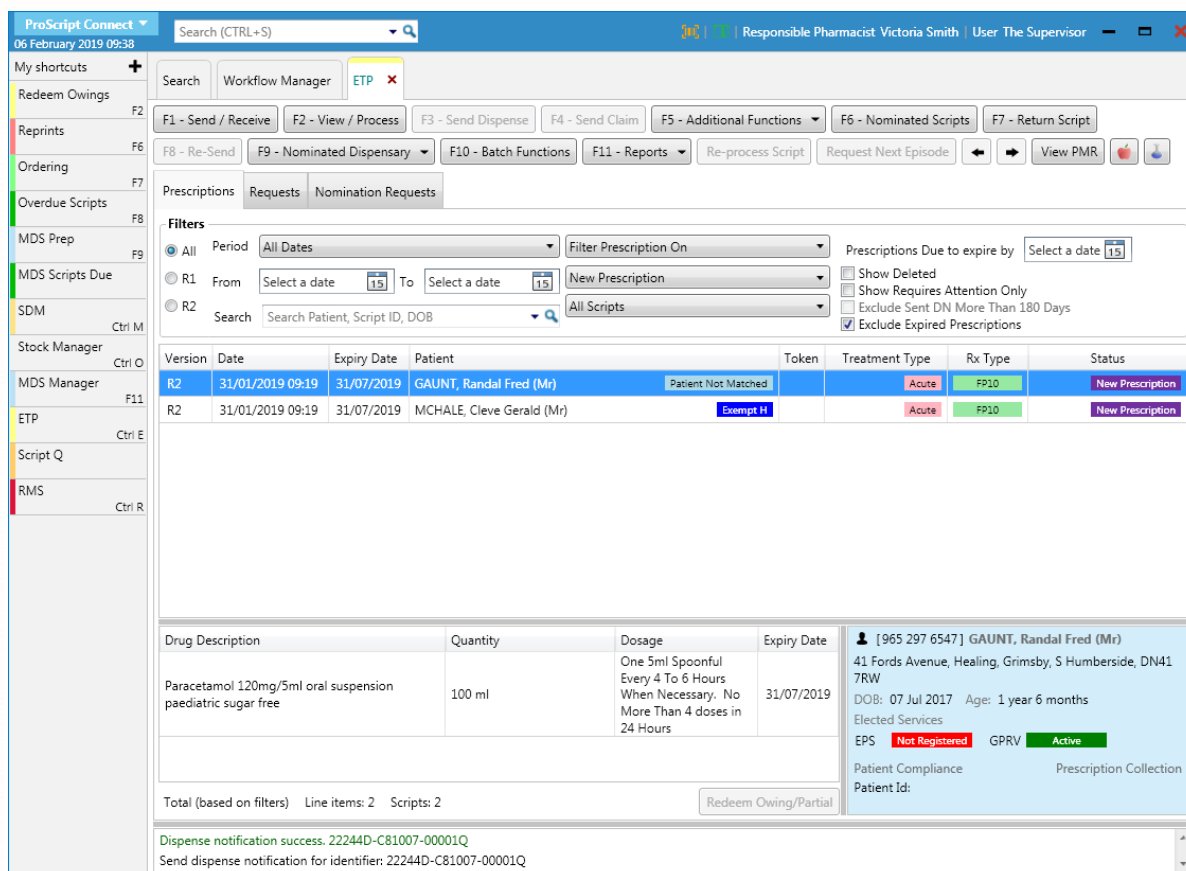
Flagging an EPS Prescription as Requiring Attention

Flagging a prescription as requiring attention is useful to prevent the user from sending a claim for the prescription. If you try to claim for a prescription marked as **REQUIRES ATTENTION**, a pop-up window displays, advising you that the prescription requires attention, and asking whether you want to edit this prescription.



Flagging an EPS Prescription While Endorsing

1. From the ETP Main Screen, highlight a prescription marked as **New Prescription** and select the [F2 – View / Process] button.



Version	Date	Expiry Date	Patient	Token	Treatment Type	Rx Type	Status
R2	31/01/2019 09:19	31/07/2019	GAUNT, Randal Fred (Mr)	Patient Not Matched	Acute	FP10	New Prescription
R2	31/01/2019 09:19	31/07/2019	MCHALE, Cleve Gerald (Mr)	Exempt H	Acute	FP10	New Prescription

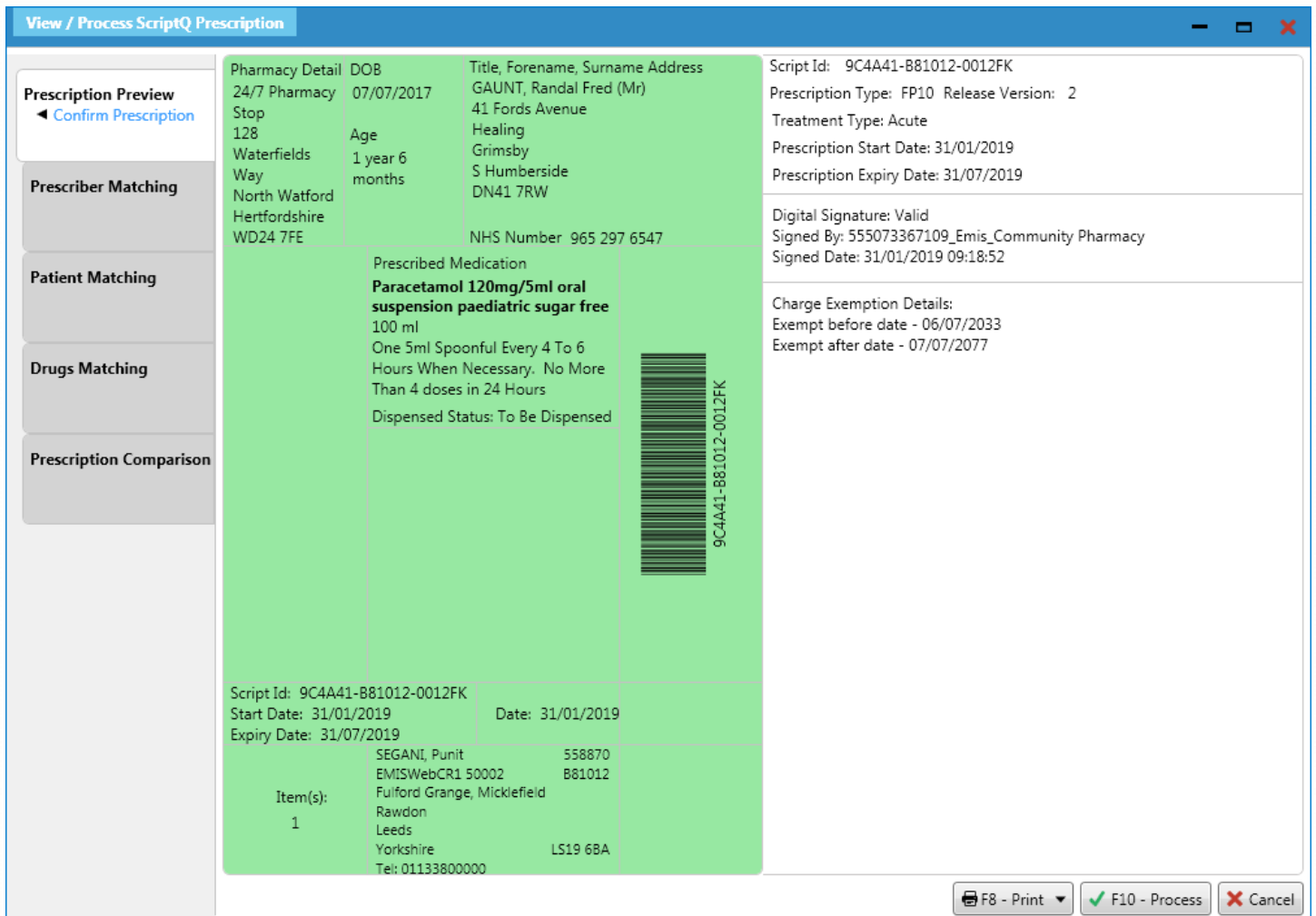
Drug Description: Paracetamol 120mg/5ml oral suspension paediatric sugar free
Quantity: 100 ml
Dosage: One 5ml Spoonful Every 4 To 6 Hours When Necessary. No More Than 4 doses in 24 Hours
Expiry Date: 31/07/2019

Patient: [965 297 6547] GAUNT, Randal Fred (Mr)
41 Fords Avenue, Healing, Grimsby, S Humberside, DN41 7RW
DOB: 07 Jul 2017 Age: 1 year 6 months
Elected Services: EPS **Not Registered** GPRV **Active**
Patient Compliance: Prescription Collection
Patient Id:

- The View/Process ScriptQ Prescription window displays, with the *Prescription Preview* tab selected by default. Select the **[F10 - Process]** button to begin processing the prescription.



To print the full token, press **[F8 - Print]**. 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.



Pharmacy Detail	DOB	Title, Forename, Surname	Address
24/7 Pharmacy Stop 128 Waterfields Way North Watford Hertfordshire WD24 7FE	07/07/2017	GAUNT, Randal Fred (Mr)	41 Fords Avenue Healing Grimsby S Humberside DN41 7RW
	Age	NHS Number 965 297 6547	
	1 year 6 months		

Prescribed Medication
Paracetamol 120mg/5ml oral suspension paediatric sugar free 100 ml One 5ml Spoonful Every 4 To 6 Hours When Necessary. No More Than 4 doses in 24 Hours Dispensed Status: To Be Dispensed

Script Id: 9C4A41-B81012-0012FK	Prescription Type: FP10 Release Version: 2
Start Date: 31/01/2019	Treatment Type: Acute
Expiry Date: 31/07/2019	Prescription Start Date: 31/01/2019
	Prescription Expiry Date: 31/07/2019
	Digital Signature: Valid
	Signed By: 555073367109_Emis_Community Pharmacy
	Signed Date: 31/01/2019 09:18:52
	Charge Exemption Details:
	Exempt before date - 06/07/2033
	Exempt after date - 07/07/2077

Script Id: 9C4A41-B81012-0012FK	Date: 31/01/2019
Start Date: 31/01/2019	
Expiry Date: 31/07/2019	
Item(s):	SEGANI, Punit 558870
1	EMISWebCR1 50002 B81012
	Fulford Grange, Micklefield
	Rawdon
	Leeds
	Yorkshire LS19 6BA
	Tel: 01133800000

Matching the Prescriber

The system will automatically attempt to match the prescribing organisation and prescriber details from the prescription with existing details on the system.

If the prescribing organisation cannot be found, see here.

In instances where the prescribing organisation does not already exist within the database, you will be required to add them by selecting [F1 – Search Prescribing Organisation in National Prescriber Database](#) which opens a new window. From here, you can either;

- *Search for the prescribing organisation using the Search box and select the correct prescribing organisation from the generated list, or*
- *Select [F1 – Add Prescribing Organisation](#) which will open a pre-populated Add New Prescribing Organisation window which you can update if required and select **[F10 – Save]**.*

If the prescriber cannot be found, see here.

In instances where the prescriber does not already exist within the database, you will be required to add them by selecting [F1 – Search National Prescriber Database](#) which opens a new window. From here, you can either;

- *Search for the prescriber using the Search box and select the correct prescriber from the generated list, or*
- *Select [F1 – Add Prescriber](#) which will open a pre-populated Add Prescriber window which you can update if required and select **[F10 – Save]**.*

Whether you have just added the prescribing organisation and/or prescriber or they already existed within the database, any discrepancies will display highlighted in red on the *Match Prescriber* sub-tab where you can:

- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes

If there is a complete match, and no discrepancies, the *Prescriber Matching* tab will be skipped.

Matching the Patient

Just like the prescriber matching tab, the system will also automatically attempt to match the patient details from the prescription with existing patient details on the system.

If the patient cannot be found, see here.

*In instances where the patient does not already exist within the database, you will be required to add them by selecting **F1 – Add Patient** which opens the Add New Patient window. From here, you can complete any details which may be missing, such as the Exemption Details and select the **[F10 – Save]** button.*

If a discrepancy is flagged with an existing patient or one you've just added, it will be presented to you within the *Match Patient* sub-tab highlighted in red. You can select one of the following options:

- Use the **[F1]** button to accept with no changes made
- Use the **[F2]** button to save any changes
- Use the **[F3]** button to search for and select another patient
- Use the **[F4]** button to add the patient as a new patient record

If there is a complete match, and no discrepancies, the *Patient Matching* tab will be skipped.

Matching the Drug

The system will attempt to map each prescribed drug on the prescription to an entry in our database. If the drug(s) are found, the *Drugs Matching* tab will be skipped.

If ProScript Connect cannot locate the drug, see here.

*In instances where the drug cannot be mapped, you will be required to search for and select the prescribed item using the Search Drug box and the **[F10 – Select]** button. After mapping a drug, ProScript Connect will conduct additional checks for the item and may display Flash Alerts during dispensing which will provide you with additional details.*

Comparing the Prescription

The *Prescription Comparison* tab displays all the drug details for each drug prescribed on *This Script* and, if this medication has been previously dispensed, compares this to the *Last Medication from the PMR*. You can;

- Use the **[F2]** button to process the prescription manually, and review the quantity and dosage against each item
- Use the **[F5]** button to process each item using what was last dispensed on the PMR
- Use the **[F9]** button to fast-track through the dispensing process for items last dispensed on the PMR

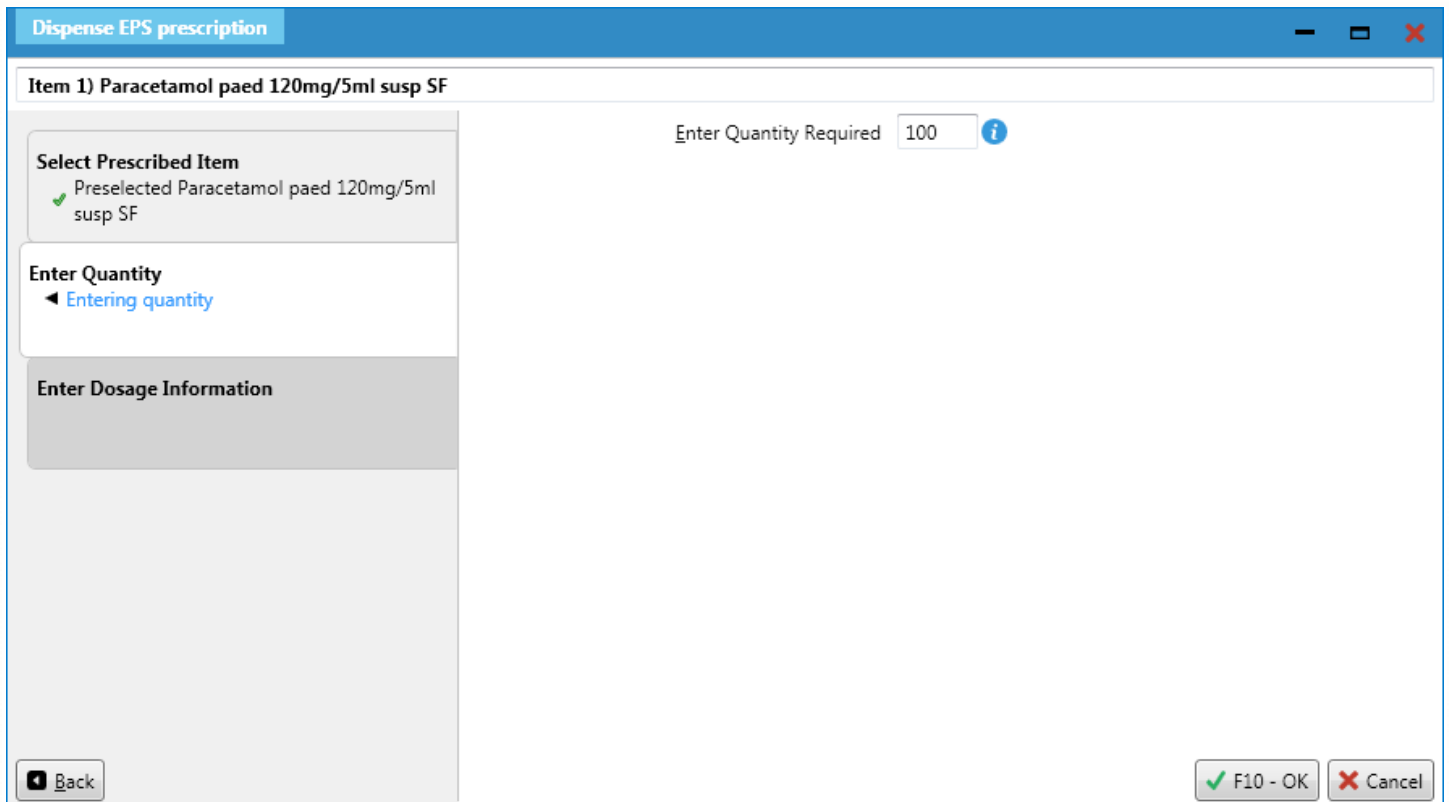
 If the item was not previously dispensed, the only available option is **[F2 – Process This Script]**.



If a previously identical prescription was marked as clinically checked, the *Prescription Comparison* tab will not appear. However, if there are any differences in any item, quantity or dosage between *This Script* and the *Last Medication from PMR*, the Prescription Comparison tab will display and highlight these differences.

Dispensing the Prescription

1. If you have selected the **[F2 – Process This Script]** button, the Dispense EPS Prescription window displays with the item pre-selected, and the *Enter Quantity* tab opened by default. Review the quantity and select the **[F10 – OK]** button.



2. The *Enter Dosage Information* tab is selected. Review and/or edit the dosage information as required and select the **[F10 – OK]** button.



The system will prompt you to repeat this process for each of the items on the prescription, if applicable.

- Any warnings and Flash Alerts associated with the item(s) will display as a pop-up window. These are colour-coded classed by severity and will contain additional details for the items you are dispensing. Once you have read these, you can close the windows by pressing **[F10 – Confirm]**.

Endorsing the EPS Prescription



ProScript Connect can be configured to not endorse EPS R2 prescriptions by default. Simply set the *Endorse R2 Prescriptions* application setting to *NO*, from within the ETP category of Edit Application Settings.

- The patient's PMR displays with the drug(s) added within the first quadrant. Prior to endorsing, ensure you print the correct number of labels by pressing **[F9 – Label Options]**.
- To endorse the prescription, press **[F8 – Last Item]**.
- The Prescription Type preview displays. Confirm the details and select the *Requires Attention* tick box.

Prescription Type: FP10 dispensed on 06/02/2019 at 09:42

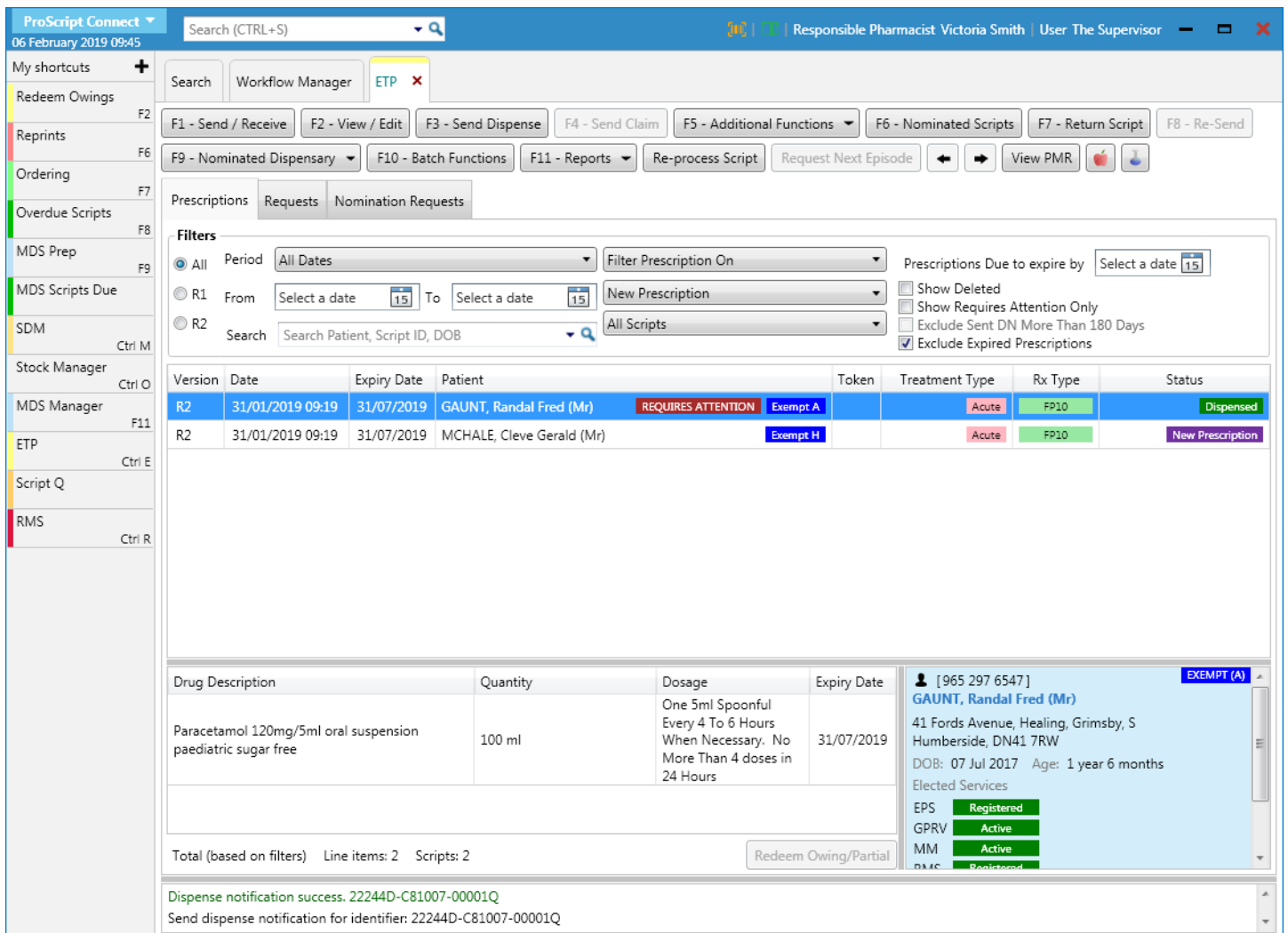
24/7 Pharmacy Stop 128 Waterfields Way North Watford Hertfordshire WD24 7FE FA576	DOB 07/07/2017 Age 1 year 6 months	GAUNT, Randal Fred (Mr) 41 Fords Avenue Healing Grimsby S Humberside DN41 7RW [965 297 6547]
1. 100/100ml Paracetamol paed 120mg/5ml susp SF	100ml Paracetamol paed 120mg/5ml susp SF One 5ml Spoonful Every 4 To 6 Hours When Necessary. No More Than 4 doses in 24 Hours	100ml
Exemption A <input type="checkbox"/> Evidence Seen Professional Fees 1	SEGANI, Punit EMISWebCR1 50002 Fulford Grange, Micklefield Lane Rawdon Rawdon Leeds Yorkshire LS19 6BA	

Requires Attention Prescription notes:

F7 - Don't Print Labels
 F8 - Don't Endorse
 Alt+F10 - Same Patient Next Script

Print Bag Label
 Prescription is clinically checked
 RD Script

4. Select the **[F10 - Save]** button.
5. ProScript Connect will automatically generate and print the endorsement, label(s) and bag label.
6. Depending on the prescription *Treatment Type*, you may be presented with additional windows to provide RD consent or set reminders, otherwise the ETP Main Screen displays, where the prescription is now marked as **Dispensed** with a **REQUIRES ATTENTION** tag.



The screenshot shows the ProScript Connect interface. At the top, there's a search bar and user information: "Responsible Pharmacist Victoria Smith | User The Supervisor". The main area is divided into a top toolbar with buttons like "F1 - Send / Receive", "F2 - View / Edit", "F3 - Send Dispense", etc. Below this is a "Filters" section with options for "All", "R1", and "R2", and a search field. The central part of the screen displays a table of prescriptions:

Version	Date	Expiry Date	Patient	Token	Treatment Type	Rx Type	Status	
R2	31/01/2019 09:19	31/07/2019	GAUNT, Randal Fred (Mr)	REQUIRES ATTENTION	Exempt A	Acute	FP10	Dispensed
R2	31/01/2019 09:19	31/07/2019	MCHALE, Cleve Gerald (Mr)	Exempt H	Acute	FP10	New Prescription	


Below the table, there's a detailed view of the selected prescription for Randal Fred Gaunt. It includes drug description, quantity (100 ml), dosage instructions, and expiry date (31/07/2019). On the right, there's a patient profile section with contact information, address, and DOB. At the bottom, there's a summary of the total based on filters and a "Redeem Owing/Partial" button.

Flagging an EPS Prescription After Endorsing

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. From the ETP Main Screen, highlight a prescription that in the **Dispensed** status and select the **[F2 - View / Edit]** button.
3. The Prescription Type preview displays with a *Processed* watermark. Select the **[F10 - Edit Script]** button.

 You can also add the **REQUIRES ATTENTION** tag in the ETP Batch Functions window by highlighting a prescription and selecting the **[F7 - Edit Prescription]** button.

Prescription Type: FP10

Pharmacy Details 24/7 Pharmacy Stop 128 Waterfields Way North Watford Hertfordshire WD24 7FE	DOB 07/07/2017	Title, Forename, Surname Address GAUNT, Randal Fred (Mr) 41 Fords Avenue Healing Grimsby S Humberside DN41 7RW NHS Number 965 297 6547	Script Id: 9C4A41-B81012-0012FK Prescription Type: FP10 Release Version: 2 Treatment Type: Acute Prescription Start Date: 31/01/2019 Prescription Expiry Date: 31/07/2019
100/100ml Paracetamol paed 120mg/5ml susp SF	Prescribed Medication Paracetamol 120mg/5ml oral suspension paediatric sugar free 100 ml One 5ml Spoonful Every 4 To 6 Hours When Necessary. No More Than 4 doses in 24 Hours Dispensed Status: Fully Dispensed	 9C4A41-B81012-0012FK	Digital Signature: Valid Signed By: 555073367109_Emis_Community Pharmacy Signed Date: 31/01/2019 09:18:52
Script Id: 9C4A41-B81012-0012FK Start Date: 31/01/2019 Expiry Date: 31/07/2019	Date: 31/01/2019	SEGANI, Punit EMISWebCR1 50002 Fulford Grange, Mickfield Lane Rawd Rawdon Leeds Yorkshire Tel: 01133800000	Charge Exemption Details: Exempt before date - 06/07/2033 Exempt after date - 07/07/2077

Item(s):
1

558870
B81012
LS19 6BA

F8 - Print F10 - Edit Script Cancel

4. The Edit Prescription window displays. Select the *Requires Attention* tick box.

- Select the *Reason for Change* and enter a reason if applicable, and select the **[F10 - Save]** button.

Edit GAUNT, Randal Fred (Mr)'s Prescription Dispensed on 06/02/2019

This is an ETP prescription. Status: Dispensed
 The following actions are not allowed:
 - delete the prescription item.

Prescriber: SEGANI, Punit (EMISWebCR1 50002) [Change Prescriber](#) EPS

Patient Exemption: A is under 16 years of age i Evidence Seen

Prescription Tracking Status: **Prescription dispensed on 06/02/2019 09:45:14**

Requires Attention Prescription Notes

Prescription Items

1) 100ml Paracetamol paed 120mg/5ml susp SF One 5ml Spoonful Ev...

Prescribed Item Details

Prescribed Paracetamol paed 120mg/5ml susp SF

Quantity 100ml

Dosage One 5ml Spoonful Every 4 To 6 Hours When Necessary. No More Than 4 doses in 24 Hours

Dispensing Details

100ml Paracetamol 120mg/5ml susp SF (100ml) AAH (£1.19) 06/02/2019 09:45

Endorsement

Additional Endorsements

100/100ml Paracetamol paed 120mg/5ml susp SF

Reason for Change *

Pharmacist Intervention Edit Reason

Delete Entire Prescription | Added on 06/02/2019 at 09:45 by The Supervisor

- The ETP Main Screen displays, with the prescription marked as **Script Edited** and **REQUIRES ATTENTION**.

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

06 February 2019 09:45

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS

Workflow Manager: F1 - Send / Receive, F2 - View / Edit, F3 - Send Dispense, F4 - Send Claim, F5 - Additional Functions, F6 - Nominated Scripts, F7 - Return Script, F8 - Re-Send, F9 - Nominated Dispensary, F10 - Batch Functions, F11 - Reports, Re-process Script, Request Next Episode, View PMR

Prescriptions: Requests, Nomination Requests

Filters:

- All: Period All Dates, Filter Prescription On, Prescriptions Due to expire by Select a date 15
- R1: From Select a date 15 To Select a date 15, New Prescription, Show Deleted, Show Requires Attention Only, Exclude Sent DN More Than 180 Days, Exclude Expired Prescriptions
- R2: Search Search Patient, Script ID, DOB, All Scripts

Version	Date	Expiry Date	Patient	Token	Treatment Type	Rx Type	Status
R2	31/01/2019 09:19	31/07/2019	GAUNT, Randal Fred (Mr)	REQUIRES ATTENTION Exempt A	Acute	FP10	Dispensed
R2	31/01/2019 09:19	31/07/2019	MCHALE, Cleve Gerald (Mr)	Exempt H	Acute	FP10	New Prescription

Drug Description: Paracetamol 120mg/5ml oral suspension paediatric sugar free
 Quantity: 100 ml
 Dosage: One 5ml Spoonful Every 4 To 6 Hours When Necessary. No More Than 4 doses in 24 Hours
 Expiry Date: 31/07/2019

[965 297 6547] GAUNT, Randal Fred (Mr)
 41 Fords Avenue, Healing, Grimsby, S Humberside, DN41 7RW
 DOB: 07 Jul 2017 Age: 1 year 6 months
 Elected Services: EPS Registered, GPRV Active, MM Active, DMC Registered

Total (based on filters) Line items: 2 Scripts: 2 Redeem Owing/Partial

Dispense notification success. 22244D-C81007-00001Q
 Send dispense notification for identifier: 22244D-C81007-00001Q

Revision History

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

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Contact us

For more information contact:
Telephone: 0344 209 2601