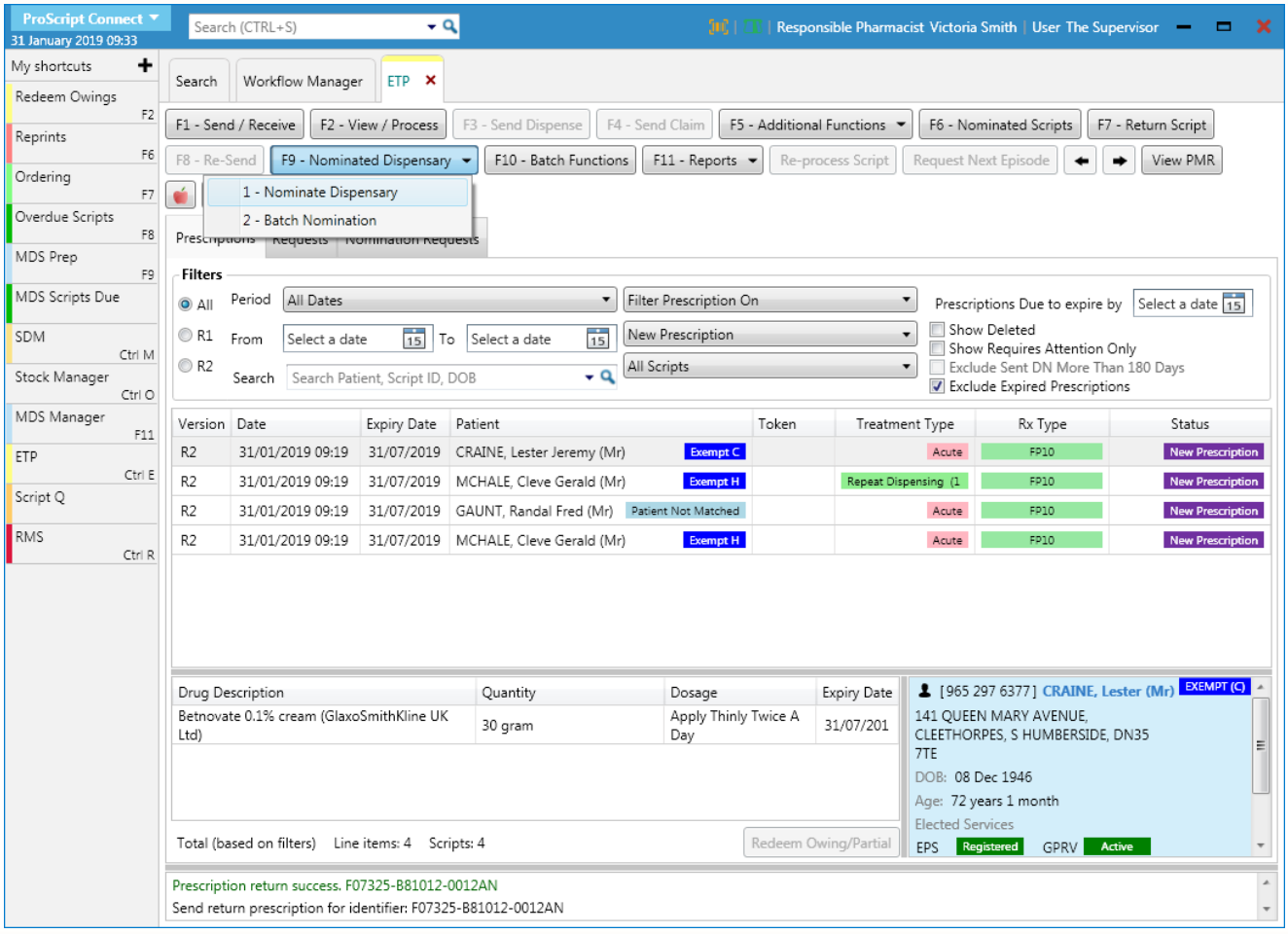
Nominating a Patient to your Pharmacy

Patients will need to be nominated to your pharmacy to allow you to download their newly issued EPS prescriptions from the NHS Spine. Patients can be nominated from within the ETP module, the patient's PMR or their Patient Details form.

Once a patient has been nominated at your pharmacy, if they are subsequently nominated elsewhere, ProScript Connect will not automatically update, and the EPS Status for the patient will still show as nominated.

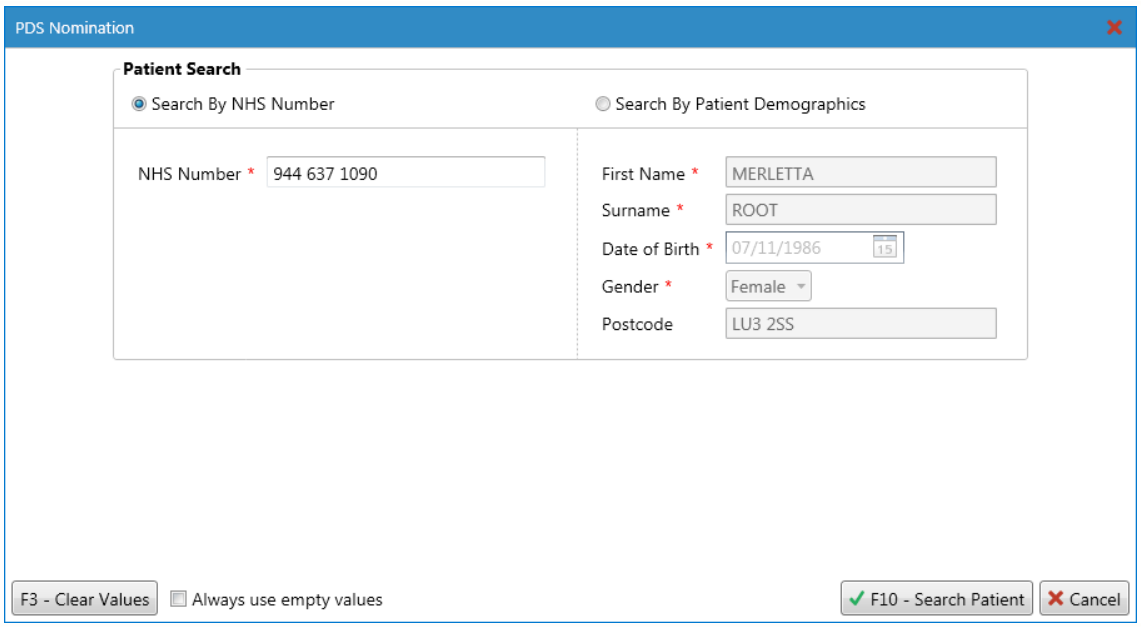
Nominating a Patient from the ETP Module

1. To begin, open the ETP Main Screen from the ProScript Connect Main Screen by selecting the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.
2. From the ETP Main Screen, select the **[F9 – Nominated Dispensary]** button and select the *Nominate Dispensary* option.

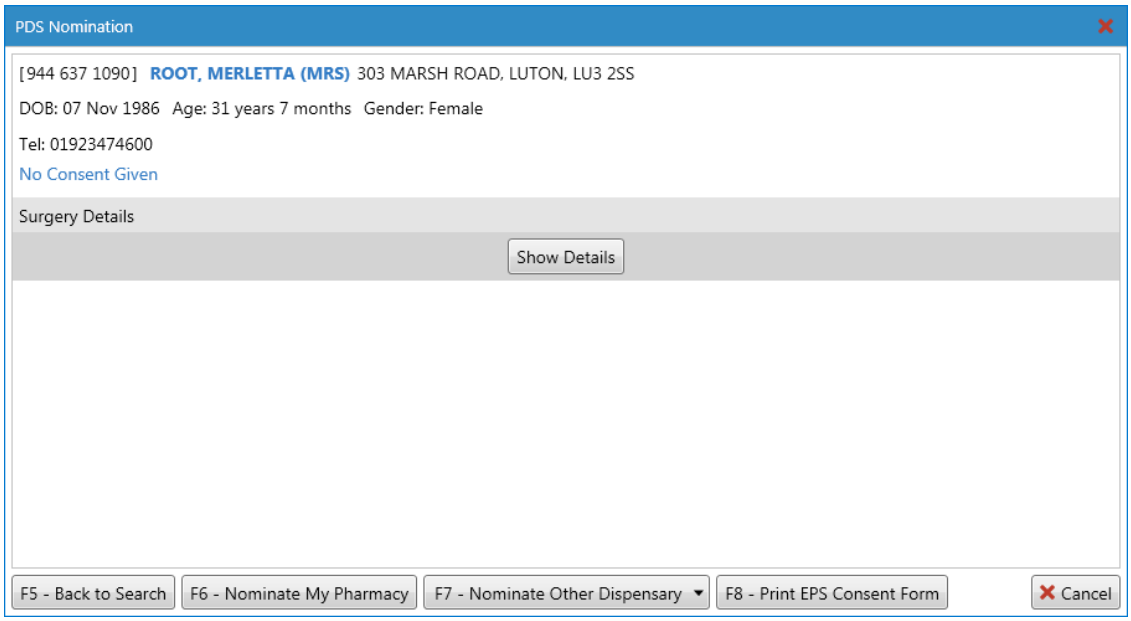


INTERNAL USE ONLY

3. The PDS Nomination window displays. From here, you can either:
    - Select the *Search By NHS Number* radio dial, enter the patient's NHS number, and select the **[F10 – Search Patient]** button. This is the recommended method.
    - Select the *Search by Patient Demographics* radio dial and search for the patient using their first name, surname, date of birth, gender and/or postcode, and select the **[F10 – Search Patient]** button.



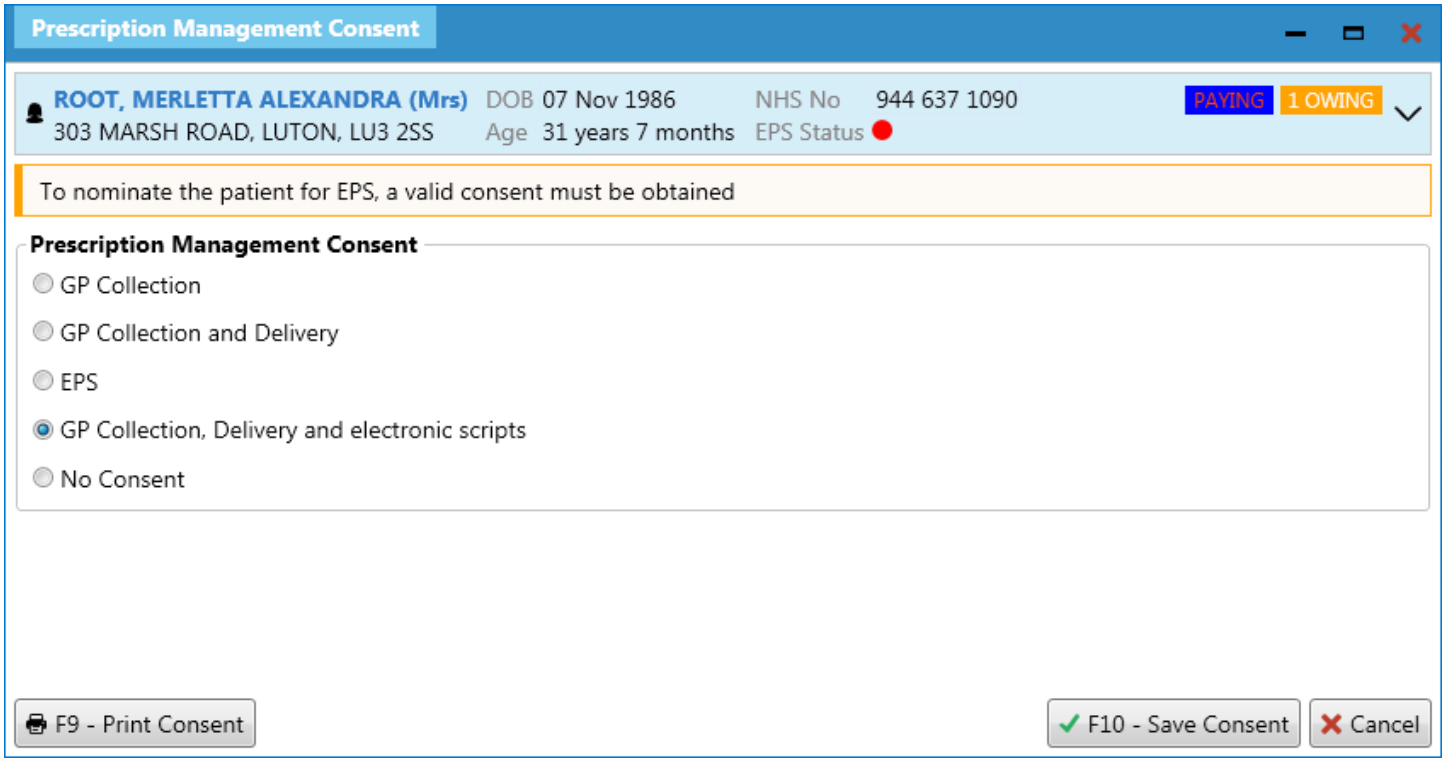
4. The PDS Nomination window updates and displays the patient's details. Verify this is correct patient and select the **[F6 – Nominate My Pharmacy]** button.



INTERNAL USE ONLY

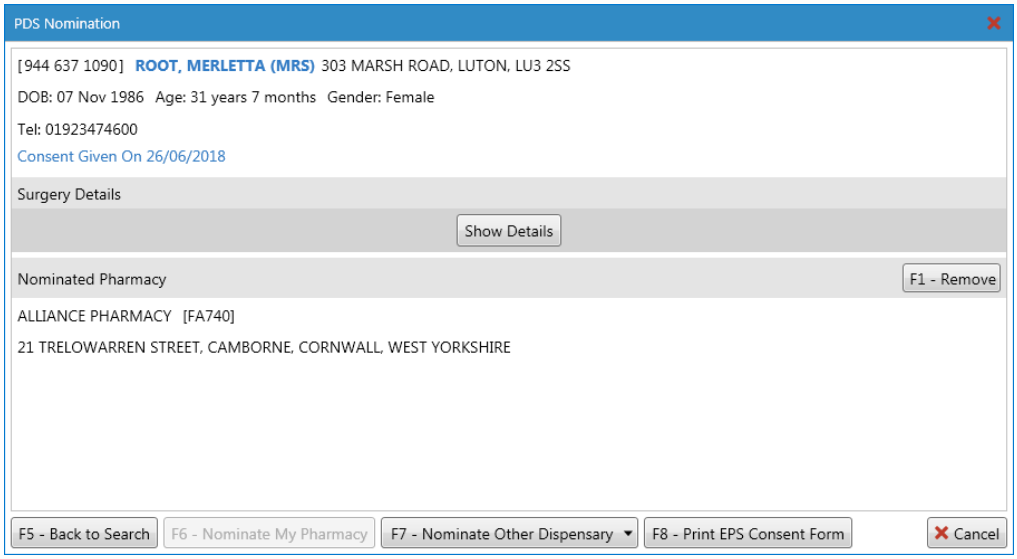
6. The Prescription Management Consent window displays. Select one of the following options:
    - *GP Collection*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy
    - *GP Collection and Delivery*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy or have them delivered to their home address by the pharmacy
    - *EPS*, which indicates the patient is consents to EPS
    - *GP Collection, Delivery and electronic scripts*, which indicates the patient consents to both RMS collection and delivery and EPS
    - *No Consent*, which indicates the patient does not consent to any of the services

⚠ Only the *EPS* and *GP Collection, Delivery and electronic scripts* consent types will trigger the nomination process for the selected patient.



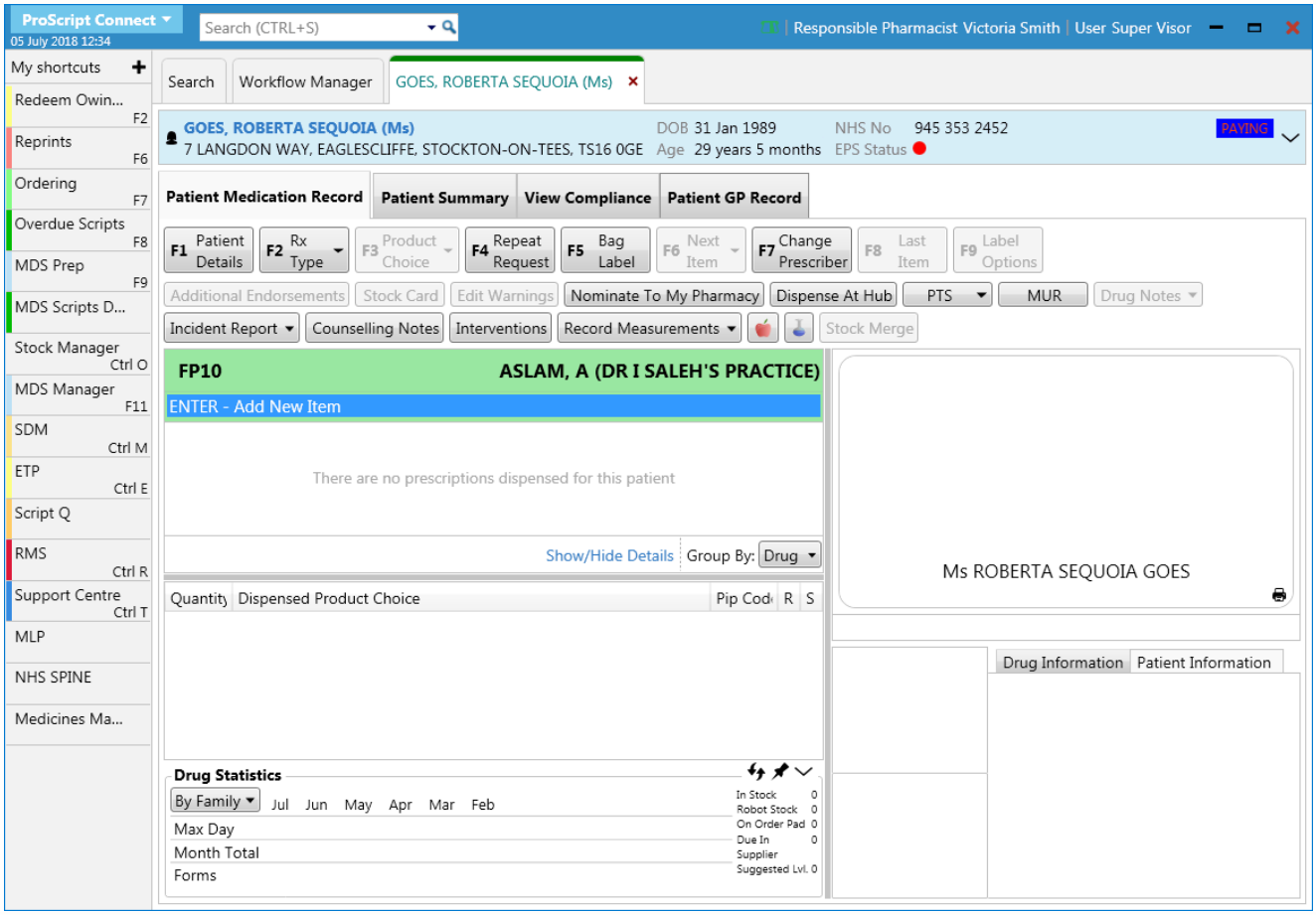
7. Select the **[F10 – Save Consent]** button.
8. The PDS Nomination window polls the NHS Spine, to retrieve your pharmacy's information. The pharmacy's information will then display in the window, under the *Surgery Details* section. This means the patient has been successfully nominated to your pharmacy. To close the window and return to the ETP Main Screen, click **[Cancel]**.

INTERNAL USE ONLY



Nominating a Patient from their PMR

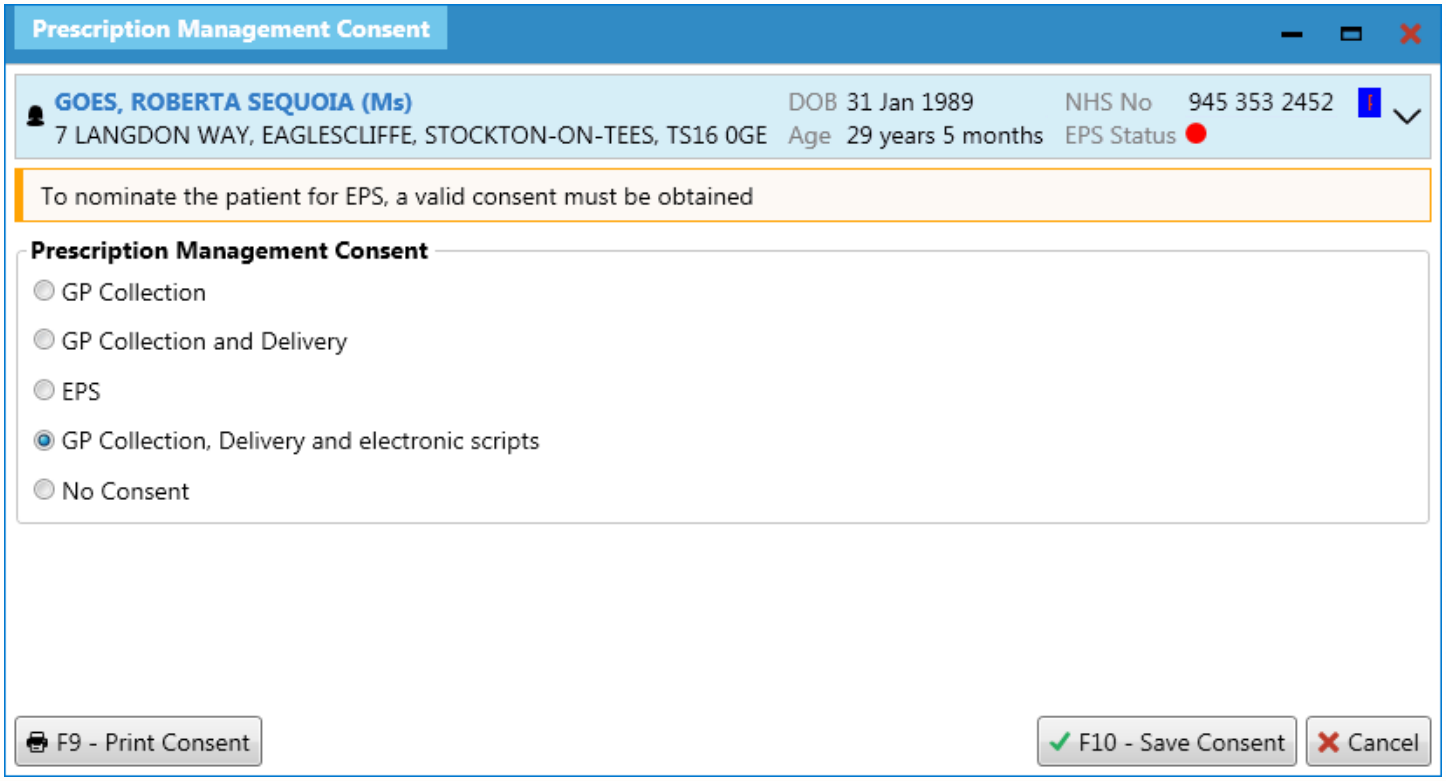
1. Search for and select the patient from the ProScript Connect Main Screen.
2. Their Patient Medication Record (PMR) opens. Select the **[Nominate To My Pharmacy]** button.



INTERNAL USE ONLY

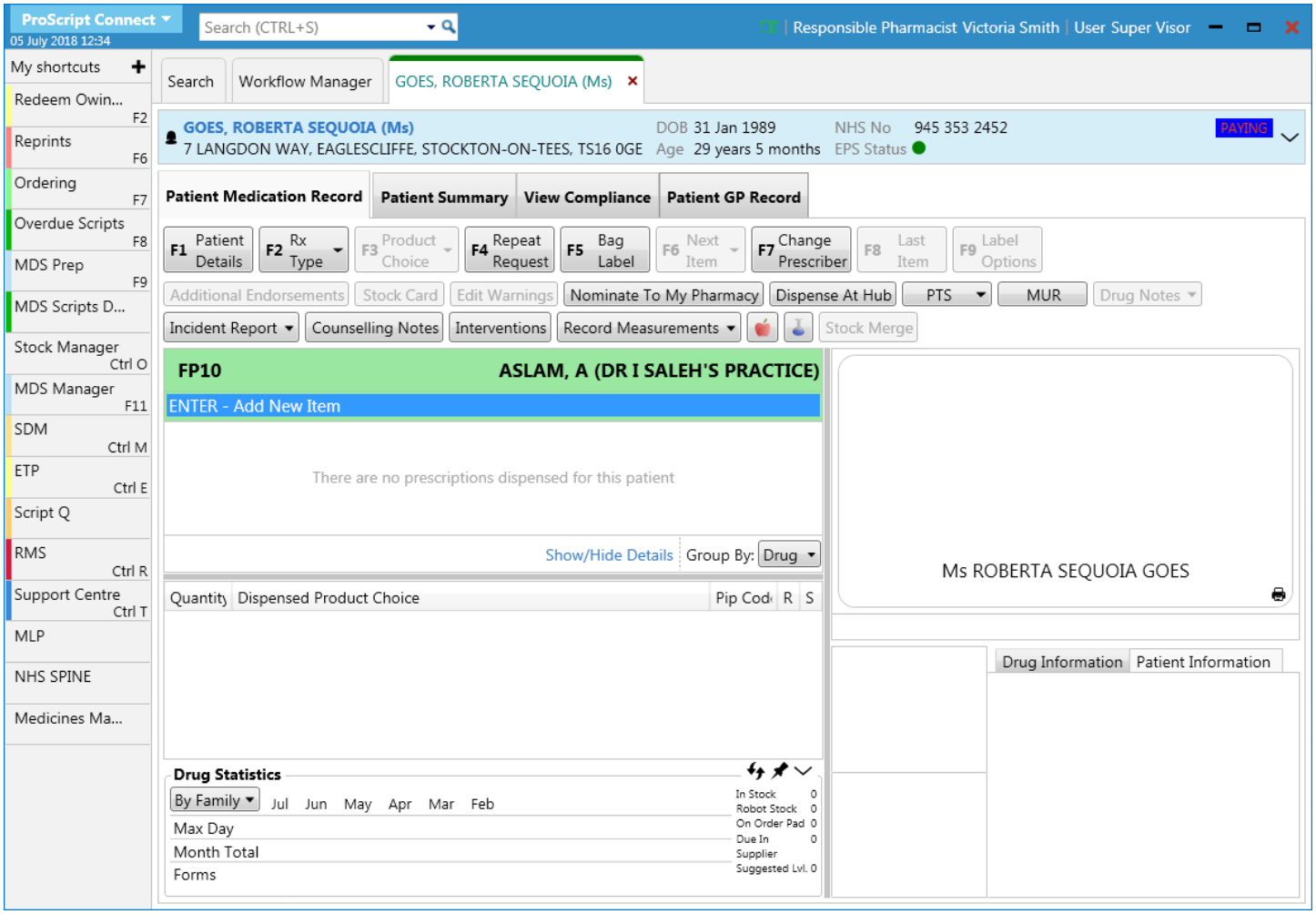
3. The Prescription Management Consent window displays. Select one of the following options:
    - *GP Collection*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy
    - *GP Collection and Delivery*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy or have them delivered to their home address by the pharmacy
    - *EPS*, which indicates the patient is consents to EPS
    - *GP Collection, Delivery and electronic scripts*, which indicates the patient consents to both RMS collection and delivery and EPS
    - *No Consent*, which indicates the patient does not consent to any of the services

⚠ Only the *EPS* and *GP Collection, Delivery and electronic scripts* consent types will trigger the nomination process for the selected patient.



4. Select the **[F10 – Save Consent]** button.
5. The system polls the NHS Spine, to retrieve your pharmacy's information. Once successfully completed the *EPS Status* within the blue patient information bar turns from red to green.

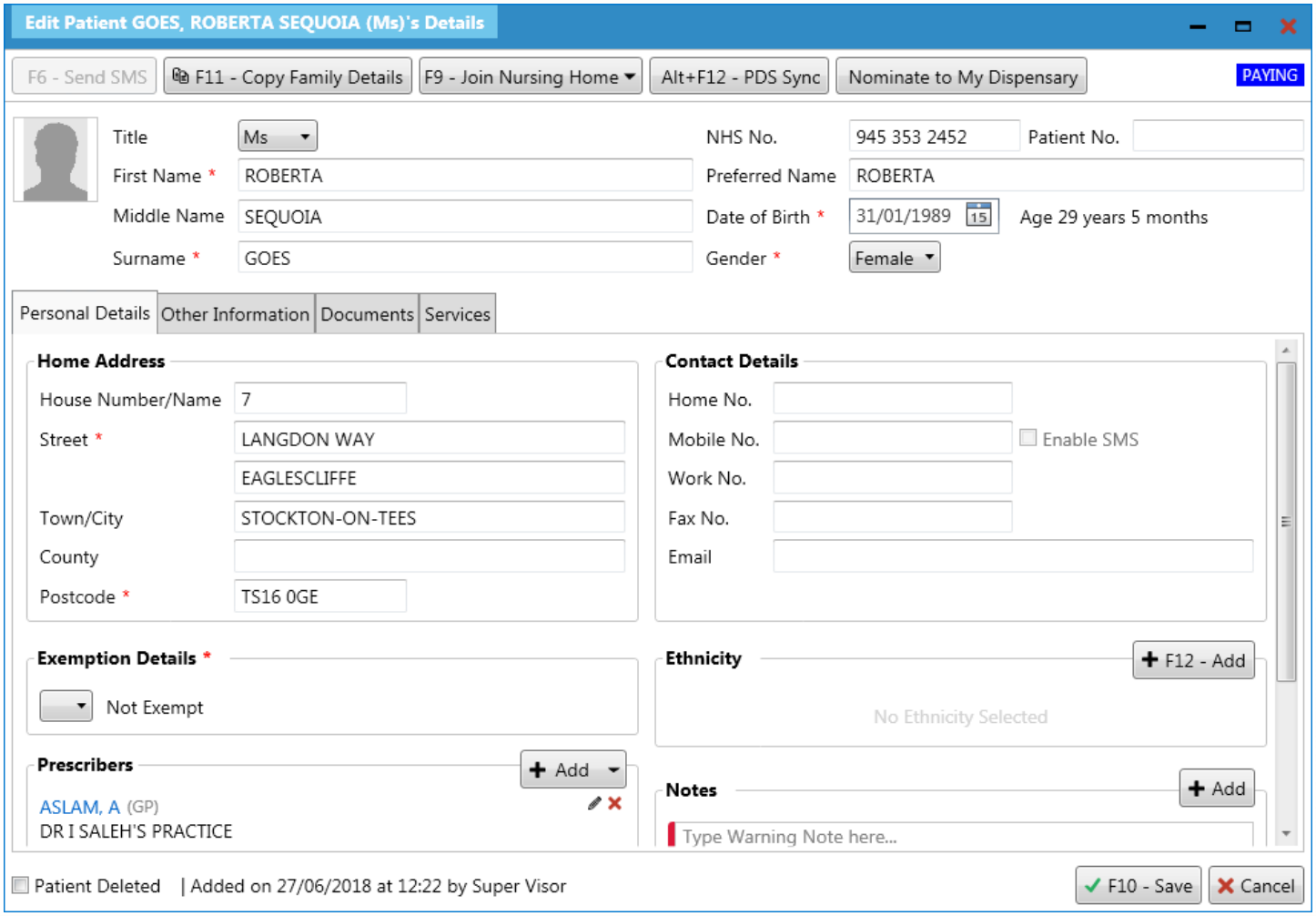
INTERNAL USE ONLY



Nominating a Patient from their Patient Details Form

1. Search for and select the patient from the ProScript Connect Main Screen.
2. Their Patient Medication Record (PMR) opens. Select the **[F1 – Patient Details]** button.

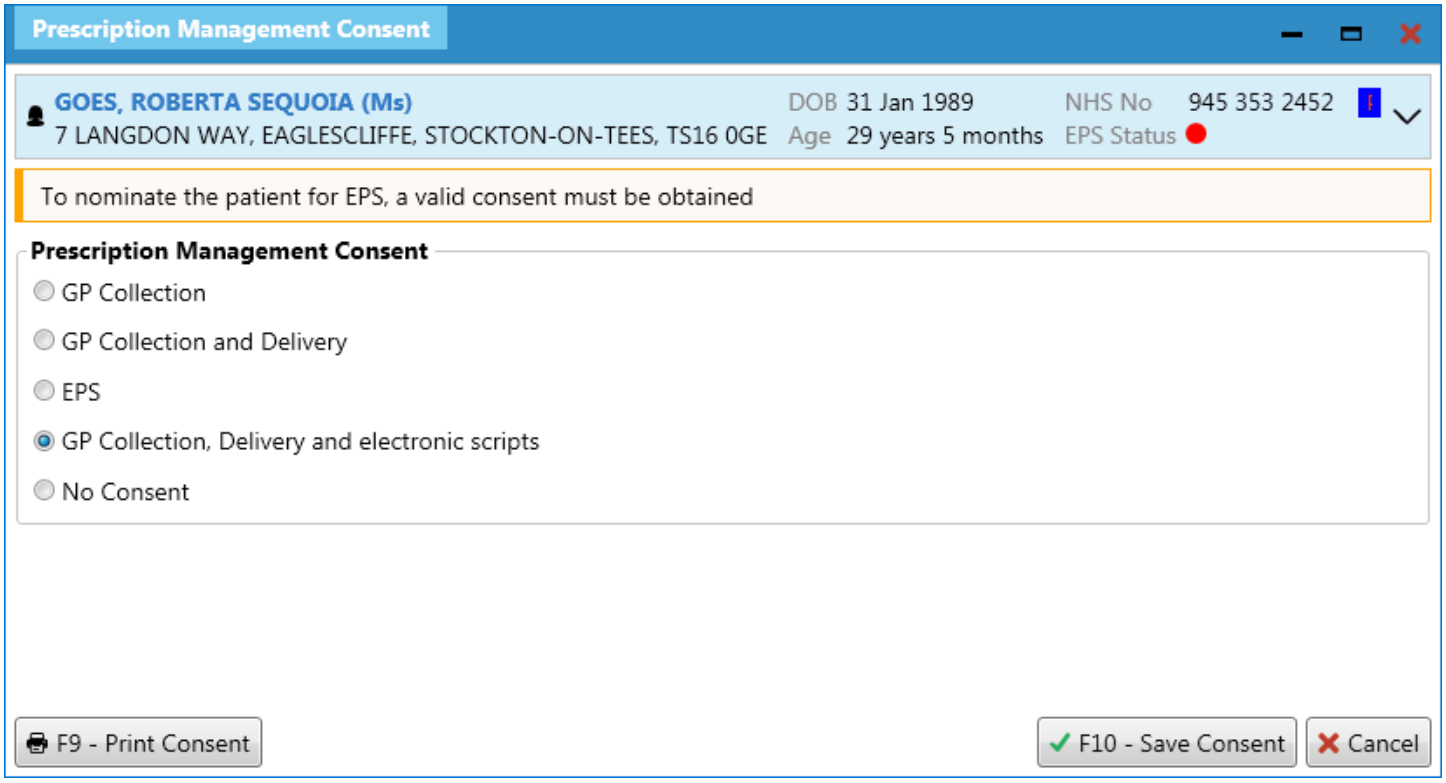
INTERNAL USE ONLY



3. From the Patient Details form, select the **[Nominate to My Dispensary]** button.
4. The Prescription Management Consent window displays. Select one of the following options:
    - *GP Collection*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy
    - *GP Collection and Delivery*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy or have them delivered to their home address by the pharmacy
    - *EPS*, which indicates the patient is consents to EPS
    - *GP Collection, Delivery and electronic scripts*, which indicates the patient consents to both RMS collection and delivery and EPS
    - *No Consent*, which indicates the patient does not consent to any of the services

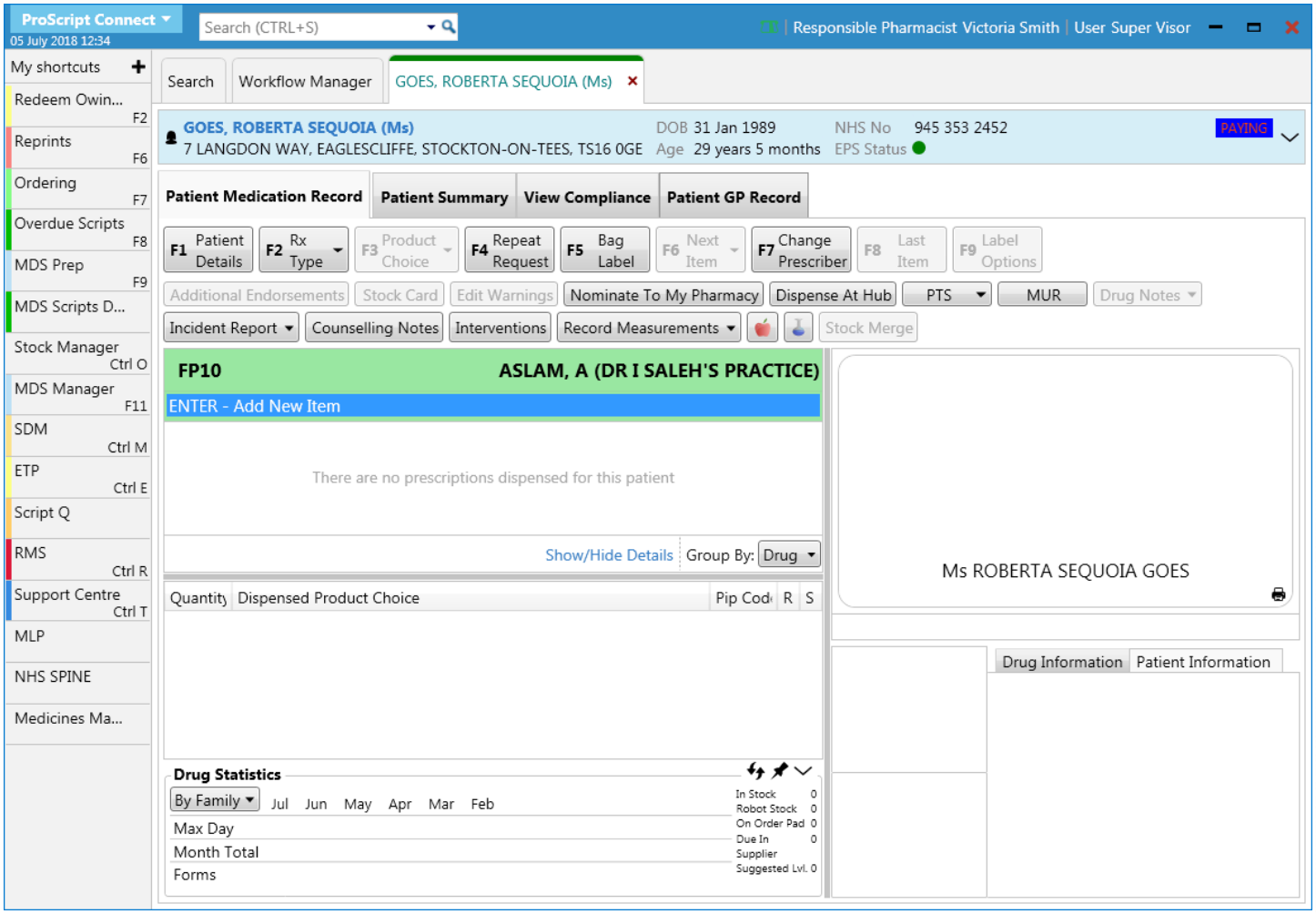
⚠ Only the *EPS* and *GP Collection, Delivery and electronic scripts* consent types will trigger the nomination process for the selected patient.

INTERNAL USE ONLY



5. Select the **[F10 – Save Consent]** button.
6. The system polls the NHS Spine, to retrieve your pharmacy's information. Once successfully completed the *EPS Status* within the blue patient information bar turns from red to green.

INTERNAL USE ONLY



Revision History

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

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2021.

Contact us

For more information contact:
Telephone: 0344 209 2601