


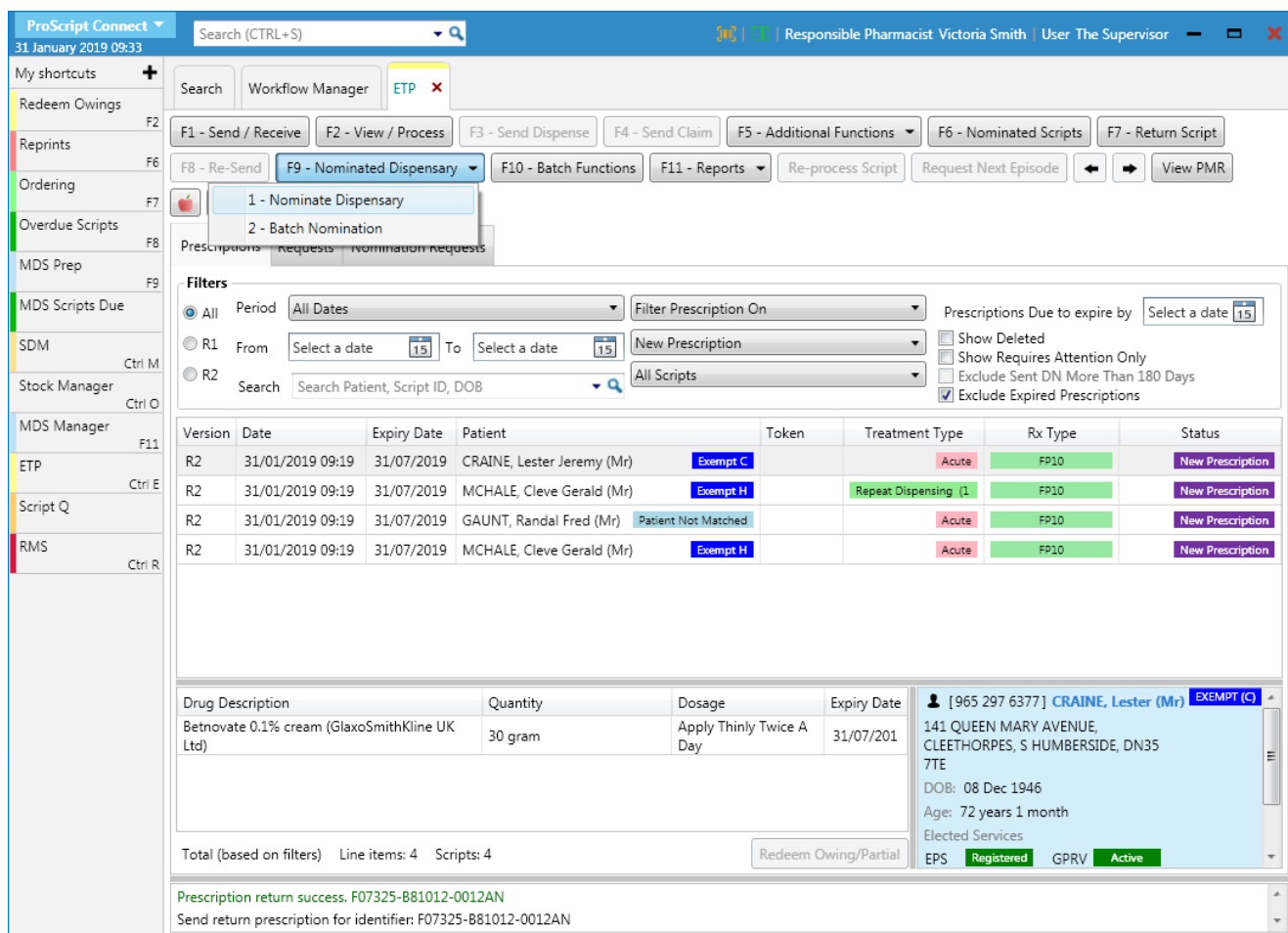
# Nominating a Patient to your Pharmacy

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.



The screenshot shows the ProScript Connect interface with the ETP module active. The 'F9 - Nominated Dispensary' menu is open, showing options for '1 - Nominate Dispensary' and '2 - Batch Nomination'. Below the menu is a table of prescriptions with the following data:

Version	Date	Expiry Date	Patient	Token	Treatment Type	Rx Type	Status
R2	31/01/2019 09:19	31/07/2019	CRAINE, Lester Jeremy (Mr)	Exempt C	Acute	FP10	New Prescription
R2	31/01/2019 09:19	31/07/2019	MCHALE, Cleve Gerald (Mr)	Exempt H	Repeat Dispensing (1)	FP10	New Prescription
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

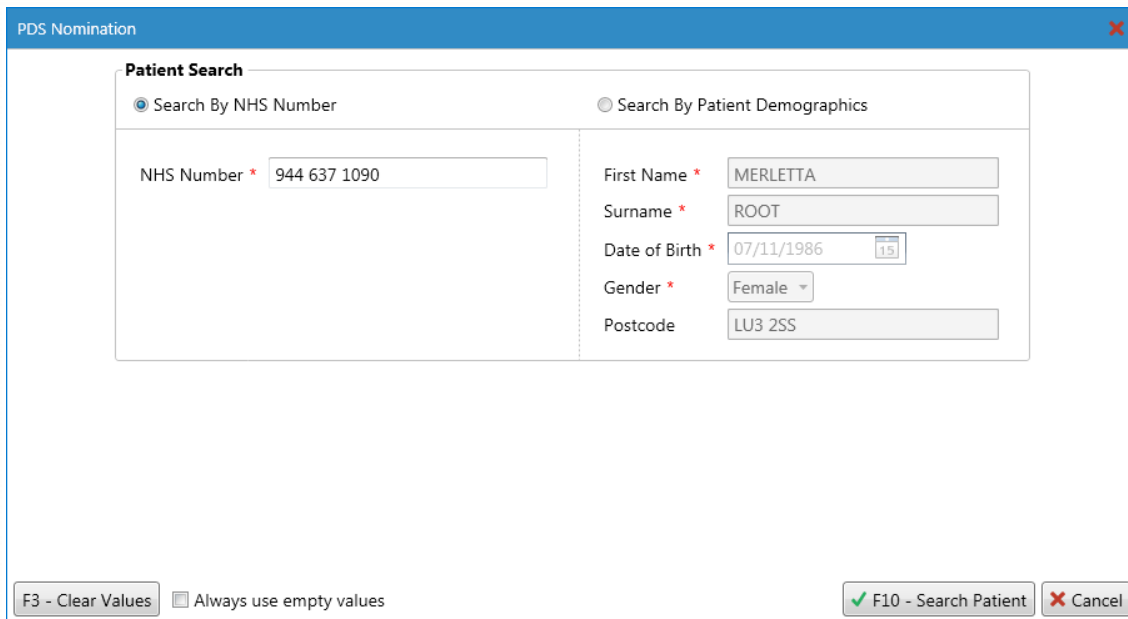
Below the table, the details for the selected prescription are shown:

Drug Description	Quantity	Dosage	Expiry Date	Patient Details
Betnovate 0.1% cream (GlaxoSmithKline UK Ltd)	30 gram	Apply Thinly Twice A Day	31/07/201	[965 297 6377] CRAINE, Lester (Mr) EXEMPT (C) 141 QUEEN MARY AVENUE, CLEETHORPES, S HUMBERSIDE, DN35 7TE DOB: 08 Dec 1946 Age: 72 years 1 month Elected Services EPS Registered GPRV Active

At the bottom of the screen, a status message reads: "Prescription return success. F07325-B81012-0012AN. Send return prescription for identifier: F07325-B81012-0012AN".

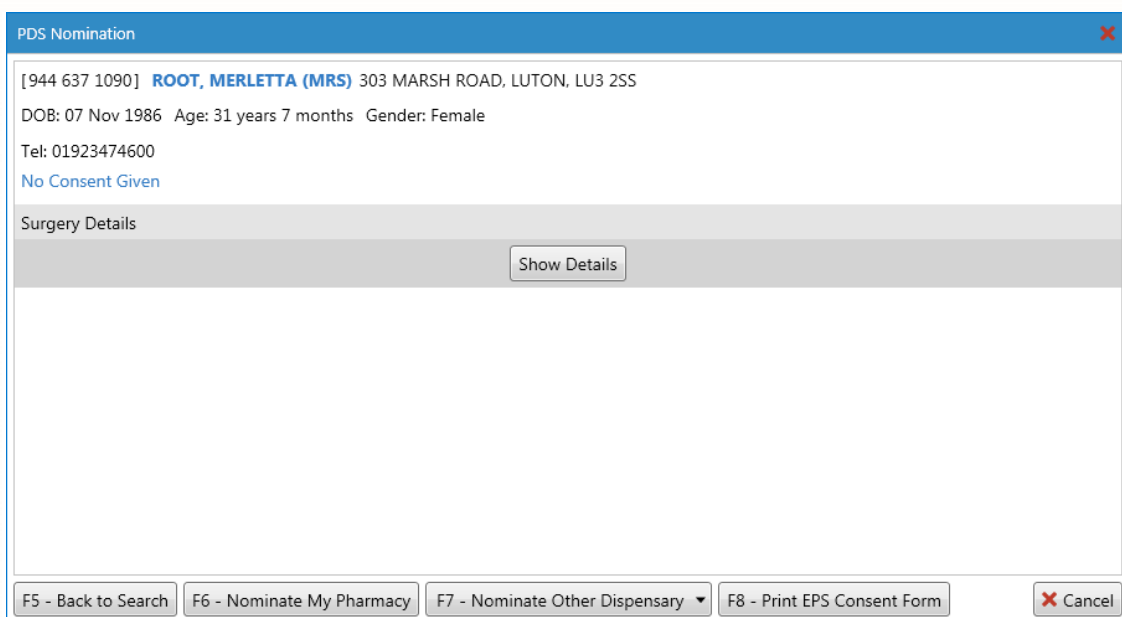
3. The PDS Nomination window displays. From here, you can either:

- 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.




The screenshot shows the 'PDS Nomination' window with the 'Patient Search' section. Two radio buttons are present: 'Search By NHS Number' (selected) and 'Search By Patient Demographics'. The 'Search By NHS Number' section has a text input field for 'NHS Number \*' containing '944 637 1090'. The 'Search By Patient Demographics' section has several fields: 'First Name \*' (MERLETTA), 'Surname \*' (ROOT), 'Date of Birth \*' (07/11/1986 with a calendar icon), 'Gender \*' (Female dropdown), and 'Postcode' (LU3 2SS). At the bottom, there are buttons for 'F3 - Clear Values', 'Always use empty values', 'F10 - Search Patient', and 'Cancel'.

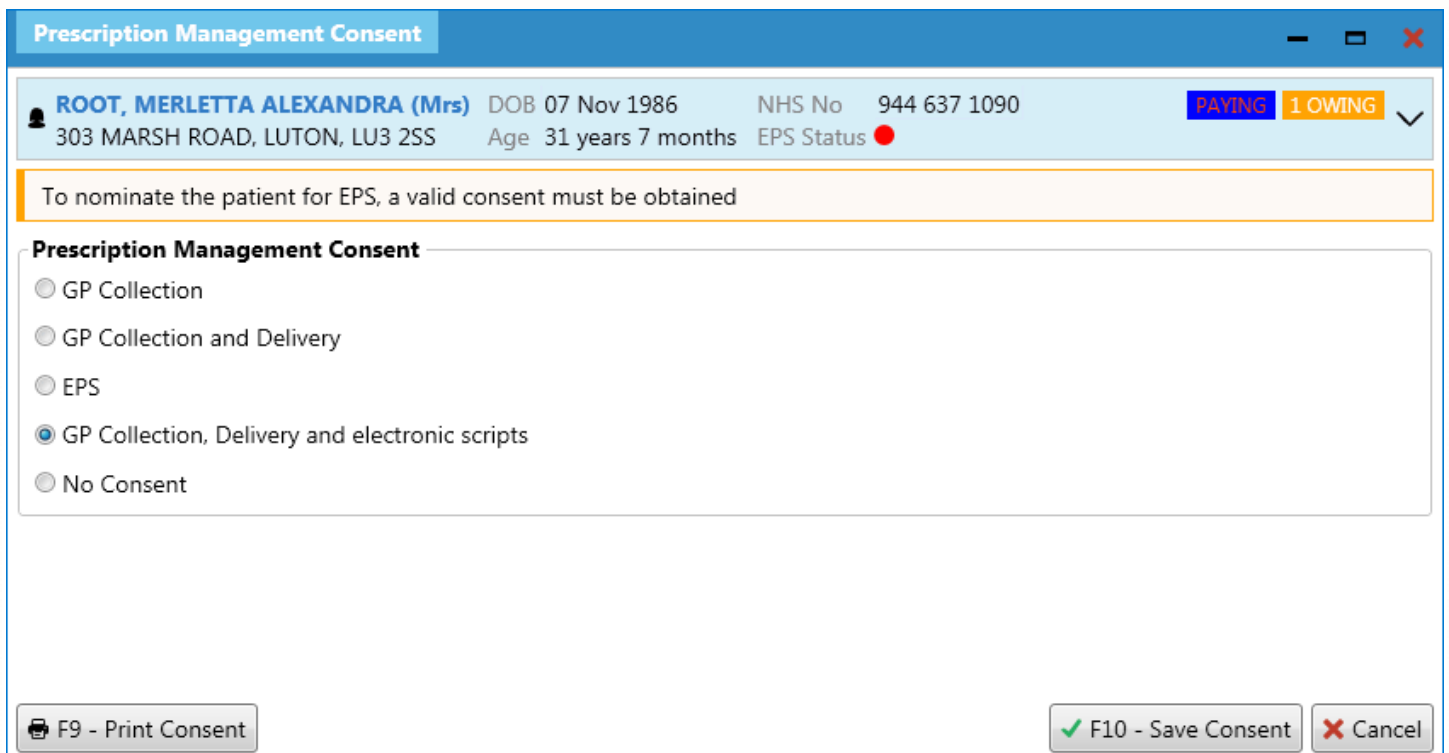
4. The PDS Nomination window updates and displays the patient's details. Verify this is correct patient and select the **[F6 - Nominate My Pharmacy]** button.



The screenshot shows the 'PDS Nomination' window displaying patient details. The text reads: '[944 637 1090] **ROOT, MERLETTA (MRS)** 303 MARSH ROAD, LUTON, LU3 2SS'. Below this, it shows 'DOB: 07 Nov 1986 Age: 31 years 7 months Gender: Female' and 'Tel: 01923474600'. A link for 'No Consent Given' is visible. A section titled 'Surgery Details' has a 'Show Details' button. At the bottom, there are buttons for 'F5 - Back to Search', 'F6 - Nominate My Pharmacy', 'F7 - Nominate Other Dispensary', 'F8 - Print EPS Consent Form', and 'Cancel'.

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.



The screenshot shows a software window titled "Prescription Management Consent". At the top, patient information is displayed: "ROOT, MERLETTA ALEXANDRA (Mrs)", "DOB 07 Nov 1986", "NHS No 944 637 1090", "303 MARSH ROAD, LUTON, LU3 2SS", "Age 31 years 7 months", and "EPS Status" with a red dot. There are two buttons: "PAYING" (blue) and "1 OWING" (yellow). Below this is a yellow warning box: "To nominate the patient for EPS, a valid consent must be obtained". The main area is titled "Prescription Management Consent" and contains five radio button options: "GP Collection", "GP Collection and Delivery", "EPS", "GP Collection, Delivery and electronic scripts" (which is selected), and "No Consent". At the bottom, there are three buttons: "F9 - Print Consent", "F10 - Save Consent" (with a green checkmark), and "Cancel" (with a red X).

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]**.

**PDS Nomination**

[944 637 1090] **ROOT, MERLETTA (MRS)** 303 MARSH ROAD, LUTON, LU3 2SS  
 DOB: 07 Nov 1986 Age: 31 years 7 months Gender: Female  
 Tel: 01923474600  
 Consent Given On 26/06/2018

Surgery Details

Show Details

Nominated Pharmacy F1 - Remove

ALLIANCE PHARMACY [FA740]  
 21 TRELAWARREN STREET, CAMBORNE, CORNWALL, WEST YORKSHIRE

F5 - Back to Search   F6 - Nominate My Pharmacy   F7 - Nominate Other Dispensary   F8 - Print EPS Consent Form   X Cancel

## 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.

**ProScript Connect** | 05 July 2018 12:34 | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User Super Visor

My shortcuts: Redeem Owin..., Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts D..., Stock Manager, MDS Manager, SDM, ETP, Script Q, RMS, Support Centre, MLP, NHS SPINE, Medicines Ma...

Search: **GOES, ROBERTA SEQUOIA (Ms)**

**GOES, ROBERTA SEQUOIA (Ms)** | DOB 31 Jan 1989 | NHS No 945 353 2452 | PAYING  
 7 LANGDON WAY, EAGLESCLIFFE, STOCKTON-ON-TEES, TS16 0GE | Age 29 years 5 months | EPS Status

**Patient Medication Record** | Patient Summary | View Compliance | Patient GP Record

F1 Patient Details   F2 Rx Type   F3 Product Choice   F4 Repeat Request   F5 Bag Label   F6 Next Item   F7 Change Prescriber   F8 Last Item   F9 Label Options

Additional Endorsements   Stock Card   Edit Warnings   **Nominate To My Pharmacy**   Dispense At Hub   PTS   MUR   Drug Notes

Incident Report   Counselling Notes   Interventions   Record Measurements   Stock Merge

**FP10 ASLAM, A (DR I SALEH'S PRACTICE)**

ENTER - Add New Item

There are no prescriptions dispensed for this patient

Show/Hide Details   Group By: Drug

Quantity	Dispensed Product Choice	Pip Cod	R	S

**Drug Statistics**

By Family: Jul Jun May Apr Mar Feb


Max Day   Month Total   Forms

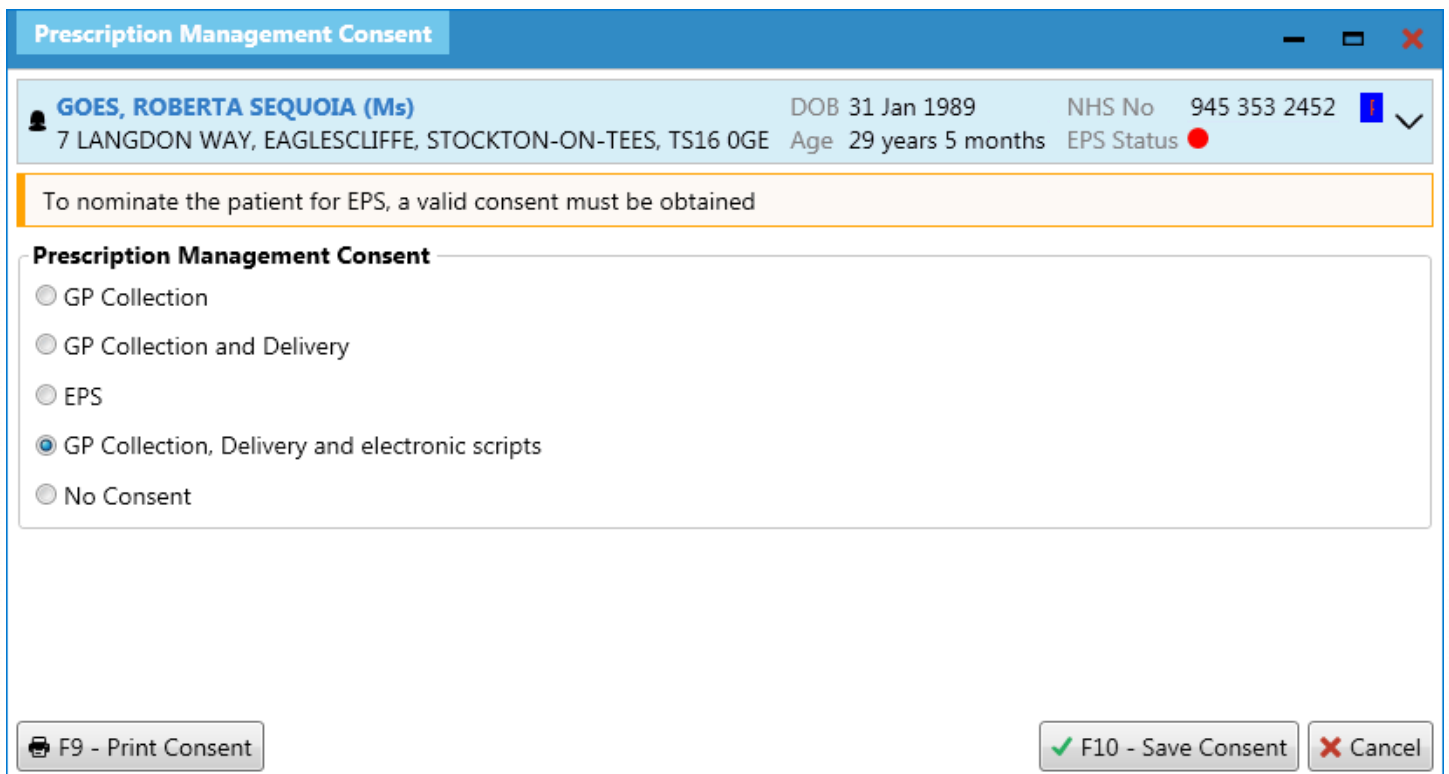
In Stock: 0  
 Robot Stock: 0  
 On Order Pad: 0  
 Due In: 0  
 Supplier:     
 Suggested Lvl: 0

Ms ROBERTA SEQUOIA GOES

Drug Information   Patient Information

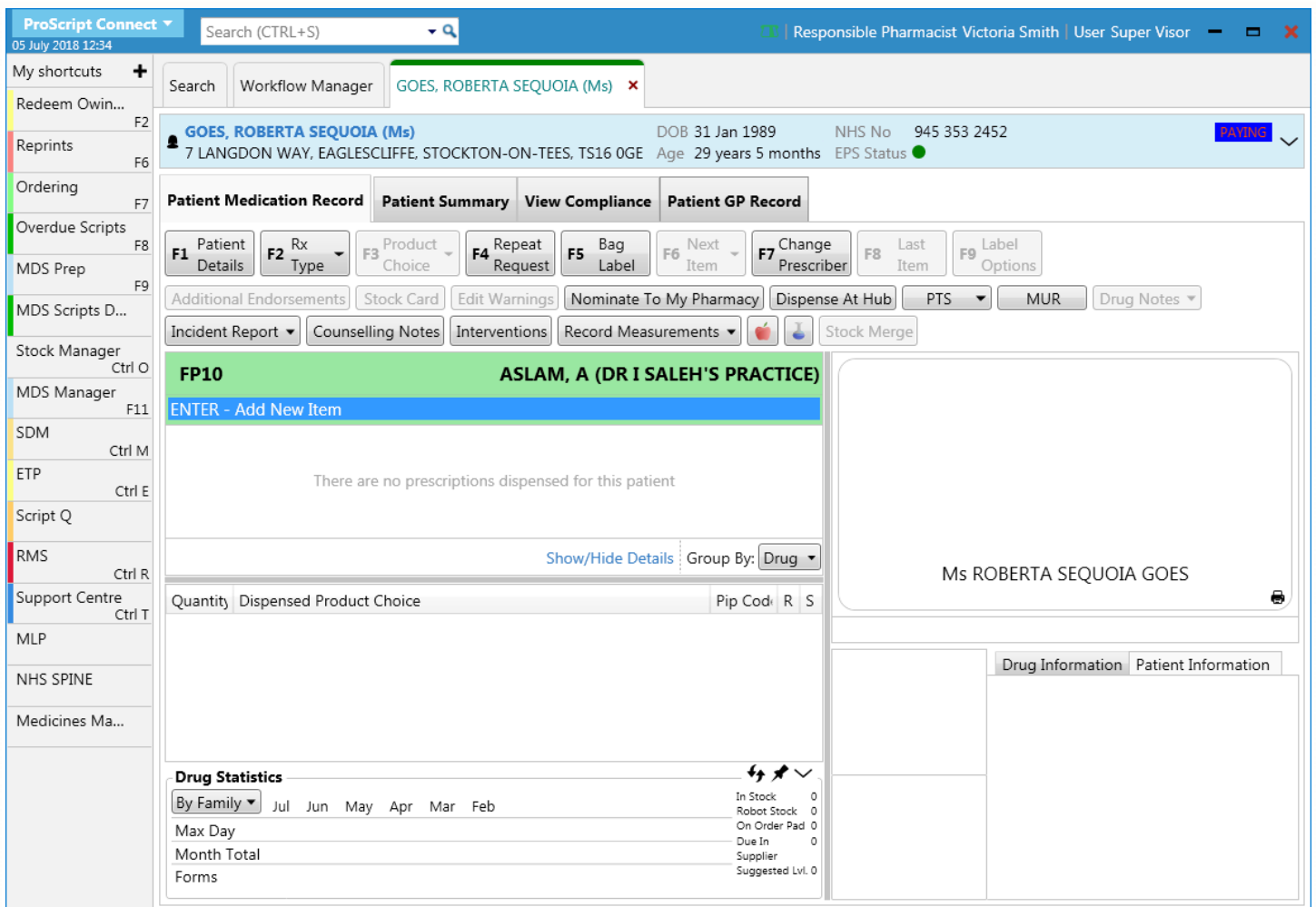
3. The Prescription Management Consent window displays. Select one of the following options:
  - *GP Collection*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy
  - *GP Collection and Delivery*, which indicates the patient is consenting to collect their RMS 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.



The screenshot shows a software window titled "Prescription Management Consent". At the top, there is a patient information bar with the following details: Name: GOES, ROBERTA SEQUOIA (Ms); Address: 7 LANGDON WAY, EAGLESCLIFFE, STOCKTON-ON-TEES, TS16 0GE; DOB: 31 Jan 1989; Age: 29 years 5 months; NHS No: 945 353 2452; EPS Status: Red dot. Below this bar is a yellow warning message: "To nominate the patient for EPS, a valid consent must be obtained". The main area contains a section titled "Prescription Management Consent" with five radio button options: "GP Collection", "GP Collection and Delivery", "EPS", "GP Collection, Delivery and electronic scripts" (which is selected), and "No Consent". At the bottom of the window, there are three buttons: "F9 - Print Consent", "F10 - Save Consent" (with a green checkmark icon), and "Cancel" (with a red X icon).

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.



The screenshot displays the ProScript Connect interface. At the top, the user is identified as 'Responsible Pharmacist Victoria Smith | User Super Visor'. The search bar contains 'GOES, ROBERTA SEQUOIA (Ms)'. The patient details for GOES, ROBERTA SEQUOIA (Ms) are shown, including DOB (31 Jan 1989), NHS No (945 353 2452), and address (7 LANGDON WAY, EAGLESCLIFFE, STOCKTON-ON-TEES, TS16 0GE). The Patient Medication Record (PMR) screen for ASLAM, A (DR I SALEH'S PRACTICE) is active, showing a message: 'There are no prescriptions dispensed for this patient'. The interface includes various navigation buttons and a 'Drug Statistics' section at the bottom.

## 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.

**Edit Patient GOES, ROBERTA SEQUOIA (Ms)'s Details**

F6 - Send SMS | F11 - Copy Family Details | F9 - Join Nursing Home | Alt+F12 - PDS Sync | Nominate to My Dispensary **PAYING**

Title: Ms | NHS No.: 945 353 2452 | Patient No.:   
 First Name \*: ROBERTA | Preferred Name: ROBERTA  
 Middle Name: SEQUOIA | Date of Birth \*: 31/01/1989 | Age 29 years 5 months  
 Surname \*: GOES | Gender \*: Female

Personal Details | Other Information | Documents | Services

**Home Address**  
 House Number/Name: 7  
 Street \*: LANGDON WAY  
 EAGLESCLIFFE  
 Town/City: STOCKTON-ON-TEES  
 County:   
 Postcode \*: TS16 0GE

**Contact Details**  
 Home No.:   
 Mobile No.:   Enable SMS  
 Work No.:   
 Fax No.:   
 Email:

**Exemption Details \***  
 Not Exempt

**Ethnicity**   
 No Ethnicity Selected

**Prescribers**   
 ASLAM, A (GP)  
 DR I SALEH'S PRACTICE

**Notes**   
 Type Warning Note here...

Patient Deleted | Added on 27/06/2018 at 12:22 by Super Visor

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
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  - *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.

**Prescription Management Consent**

**GOES, ROBERTA SEQUOIA (Ms)**      DOB 31 Jan 1989      NHS No 945 353 2452  
7 LANGDON WAY, EAGLESCLIFFE, STOCKTON-ON-TEES, TS16 0GE      Age 29 years 5 months      EPS Status ●

To nominate the patient for EPS, a valid consent must be obtained

**Prescription Management Consent**




GP Collection

GP Collection and Delivery

EPS

GP Collection, Delivery and electronic scripts

No Consent

 F9 - Print Consent       F10 - Save Consent       Cancel

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.



ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User Super Visor | 05 July 2018 12:34

My shortcuts: Redeem Owin... (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts D... (F9), Stock Manager (Ctrl O), MDS Manager (F11), SDM (Ctrl M), ETP (Ctrl E), Script Q, RMS (Ctrl R), Support Centre (Ctrl T), MLP, NHS SPINE, Medicines Ma...

Search: GOES, ROBERTA SEQUOIA (Ms)

**GOES, ROBERTA SEQUOIA (Ms)** | DOB 31 Jan 1989 | NHS No 945 353 2452 | Age 29 years 5 months | EPS Status ● | PAYING

7 LANGDON WAY, EAGLESCLIFFE, STOCKTON-ON-TEES, TS16 0GE

**Patient Medication Record** | Patient Summary | View Compliance | Patient GP Record

F1 Patient Details | F2 Rx Type | F3 Product Choice | F4 Repeat Request | F5 Bag Label | F6 Next Item | F7 Change Prescriber | F8 Last Item | F9 Label Options

Additional Endorsements | Stock Card | Edit Warnings | Nominate To My Pharmacy | Dispense At Hub | PTS | MUR | Drug Notes

Incident Report | Counselling Notes | Interventions | Record Measurements | Stock Merge

**FP10 ASLAM, A (DR I SALEH'S PRACTICE)**

ENTER - Add New Item

There are no prescriptions dispensed for this patient

Show/Hide Details | Group By: Drug

Quantity	Dispensed Product Choice	Pip Cod	R	S

Ms ROBERTA SEQUOIA GOES

Drug Information | Patient Information

**Drug Statistics**

By Family: Jul Jun May Apr Mar Feb

Max Day | Month Total | Forms

In Stock: 0 | Robot Stock: 0 | On Order Pad: 0 | Due In: 0 | Supplier: 0 | Suggested Lvl: 0

## 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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