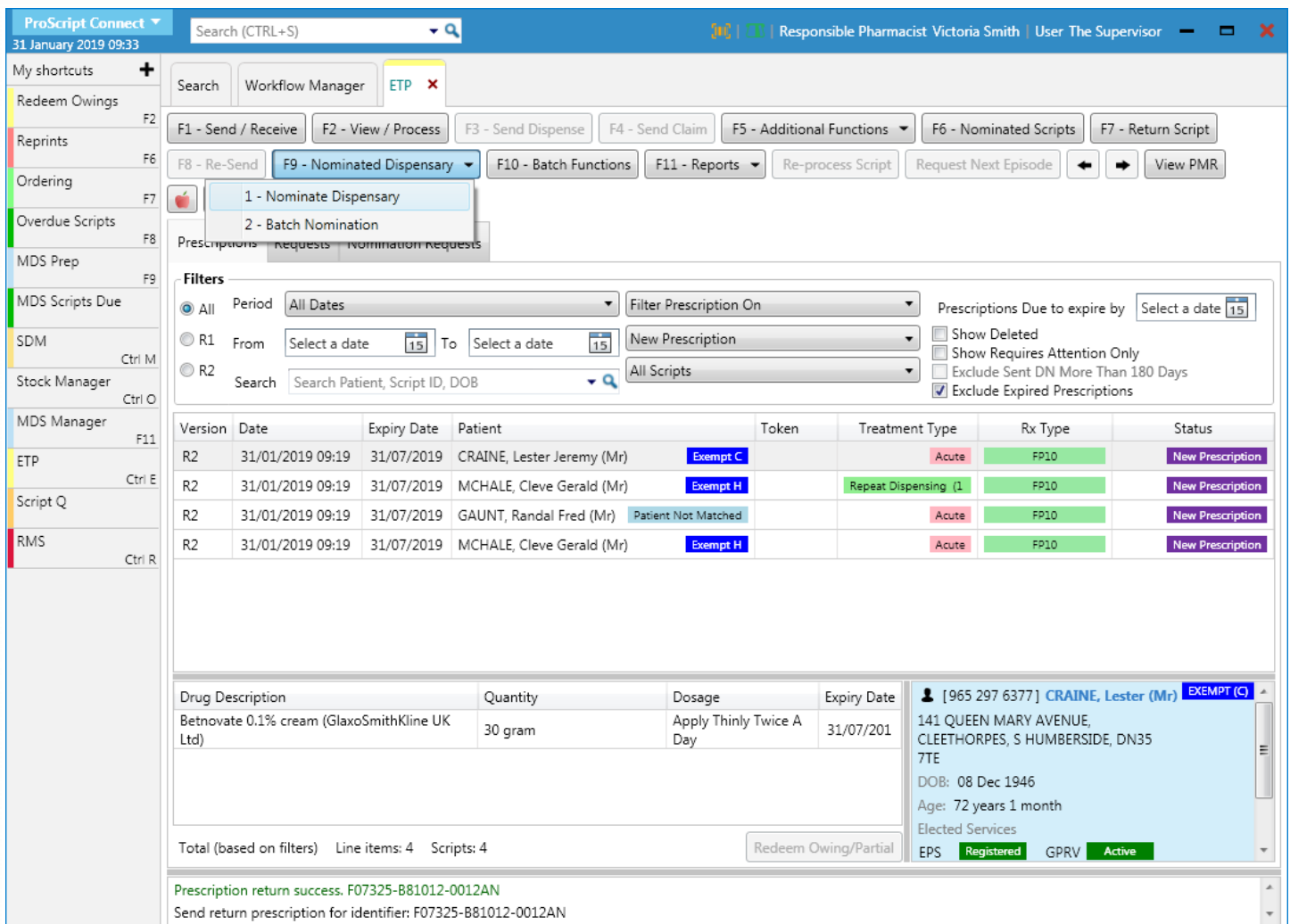


Removing a Patient Nomination



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.

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.



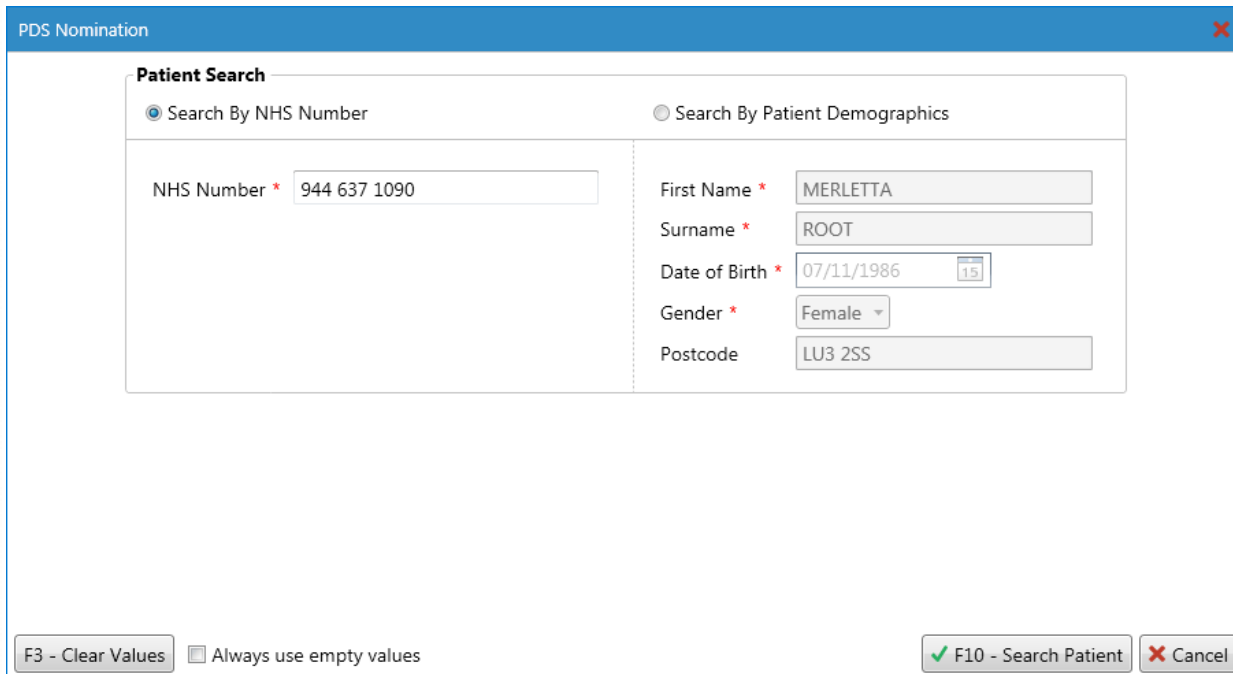
The screenshot shows the ProScript Connect interface. The top bar includes the date '31 January 2019 09:33', a search bar, and user information 'Responsible Pharmacist Victoria Smith | User The Supervisor'. The left sidebar lists various shortcuts like 'Redeem Owings', 'Reprints', 'Ordering', etc. The main area features a toolbar with function keys (F1-F7) and a dropdown menu for 'F9 - Nominated Dispensary' which is currently open, showing '1 - Nominate Dispensary' and '2 - Batch Nomination'. Below the toolbar is a 'Filters' section with options for 'All', 'R1', and 'R2', and a search field. The central part of the screen is a table of prescriptions:

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, a detailed view of a selected prescription is shown, including drug description, quantity, dosage, expiry date, and patient details (address, DOB, age, and services).

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



PDS Nomination

Patient Search

Search By NHS Number Search By Patient Demographics

NHS Number * 944 637 1090

First Name * MERLETTA

Surname * ROOT

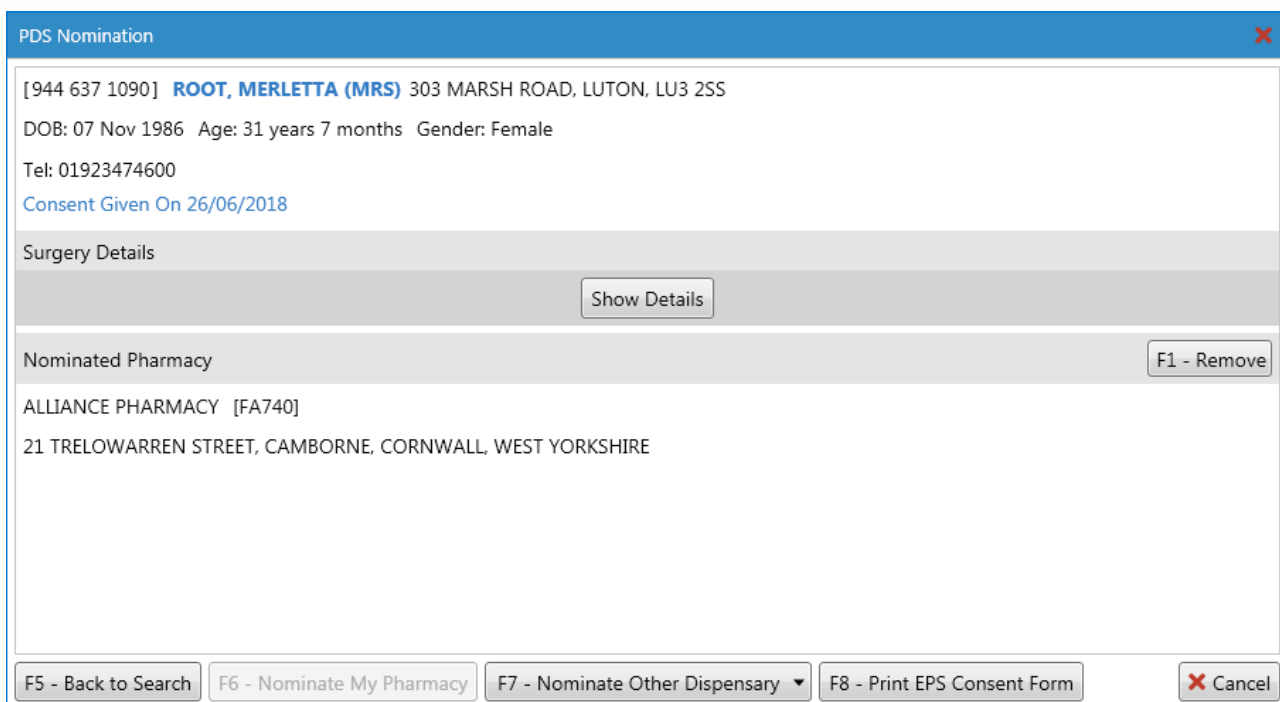
Date of Birth * 07/11/1986

Gender * Female

Postcode LU3 2SS

F3 - Clear Values Always use empty values

4. The PDS Nomination window updates and displays the patient's details. Verify this is correct patient and select the **[F1 – Remove]** button.



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

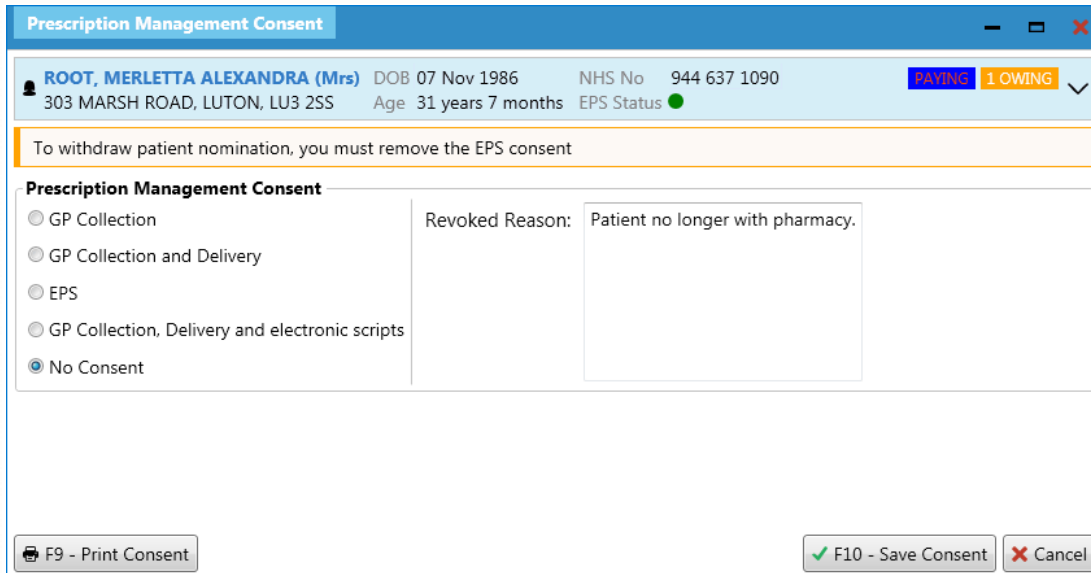
Nominated Pharmacy

ALLIANCE PHARMACY [FA740]

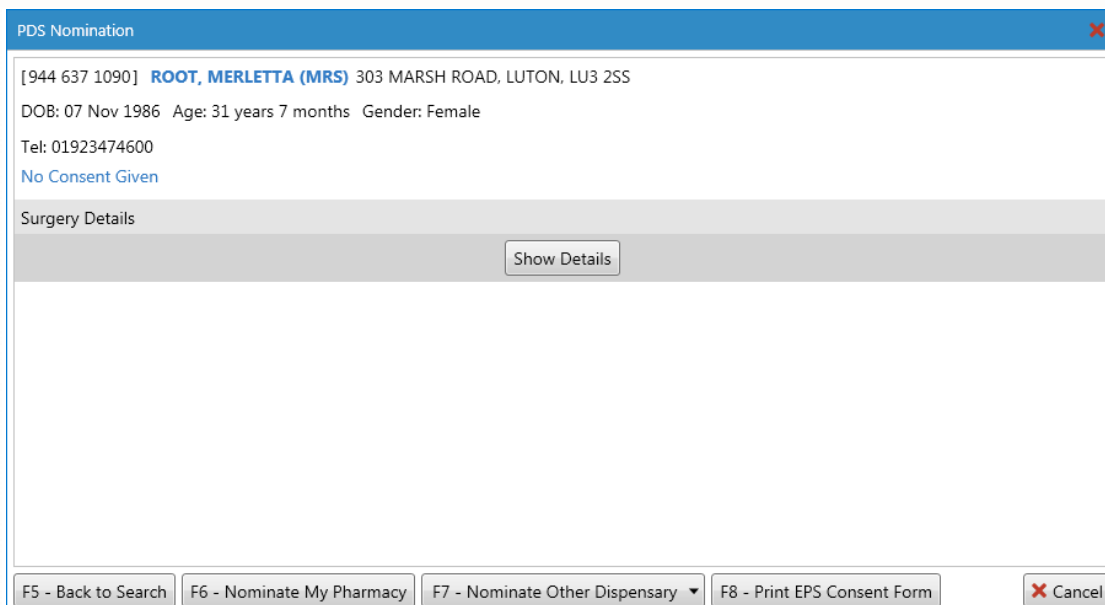
21 TRELOWARREN STREET, CAMBORNE, CORNWALL, WEST YORKSHIRE

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

- The Prescription Management Consent window displays. Select the *No Consent* radio dial, enter a *Revoked Reason* and select the **[F10 – Save Consent]** button.



- The window updates and no longer displays the pharmacy's details. This means the patient is no longer nominated to a pharmacy. To close the window and return to the PMR, click **[Cancel]**.



Revision History

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

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