

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.
 - 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.

ProScript Connect ▼ 31 January 2019 09:33	Searc	h (CTRL+S)	. 0	1		🛾 Respoi	nsible Pharma	cist Victoria	Smith User The S	Supervisor 🗕 🗖 🗙
My shortcuts + Redeem Owings	Search	Workflow Manage	er ETP ×							
F2 Reprints F6	F1 - Sen	d / Receive F2 - V	iew / Process	F3 - Send Dispense F4 -	F3 - Send Dispense F4 - Send Claim F5 - Additional Functions ▼ F6 - Nominated Scripts F7 - Return Script					
Ordering F7	1 - Nominate Dispensary									
Overdue Scripts F8	2 - Batch Nomination Prescherons nequests somination nequests									
MDS Prep F9	F9 Filters									
MDS Scripts Due	All Dates Filter Prescription On Prescriptions Due to expire by Select a date 15								e by Select a date 15	
SDM Ctrl M	© R1	From Select a dat	te 15 To	Select a date 15	New Prescription			 Show Show 	v Deleted v Requires Attentio	n Only
Stock Manager Ctrl O	Search Search Patient, Script ID, DOB								Than 180 Days otions	
MDS Manager F11	Version	Date	Expiry Date	Patient		Token	Treatme	ent Type	Rx Type	Status
ETP	R2	31/01/2019 09:19	31/07/2019	CRAINE, Lester Jeremy (Mr)	Exempt C			Acute	FP10	New Prescription
Ctrl E Script O	R2	31/01/2019 09:19	31/07/2019	MCHALE, Cleve Gerald (Mr)	Exempt H		Repeat Dis	pensing (1	FP10	New Prescription
	R2	31/01/2019 09:19	31/07/2019	GAUNT, Randal Fred (Mr)	Patient Not Matched			Acute	FP10	New Prescription
RMS Ctrl R	R2	31/01/2019 09:19 31/07/2019 M		1CHALE, Cleve Gerald (Mr) Exempt H		Acu		Acute	FP10	New Prescription
	Drug Description		Quantity	Dosage		Expiry Date	L [965 2	297 6377] CRAINE,	Lester (Mr) EXEMPT (C)	
	Betnovate 0.1% cream (GlaxoSmithKline UK Ltd)			30 gram	Apply Thinly Day	Twice A	31/07/201	141 QUEEN MARY AVENUE, CLEETHORPES, S HUMBERSIDE, DN 7TE		E, DN35
	Total (based on filters) Line items: 4 Scripts: 4 Redeem Owing/Partial EPS Registered GPRV Active						Active			
	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.

PDS Nominat	tion				×
	Patient Search				
	Search By NHS Number		Search By Par		
	NHS Number *	944 637 1090	First Name *	MERLETTA	
			Surname *	ROOT	
			Date of Birth *	07/11/1986 15	
			Gender *	Female 💌	
			Postcode	LU3 2SS	
F3 - Clear V	'alues 🔲 Always us	se empty values		✓ F10 - Search Patier	t X Cancel

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 F1 - Remove
ALLIANCE PHARMACY [FA740]
21 TRELOWARREN STREET, CAMBORNE, CORNWALL, WEST YORKSHIRE
F5 - Back to Search F6 - Nominate My Pharmacy F7 - Nominate Other Dispensary V 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.

Prescription Management Consent				×		
ROOT, MERLETTA ALEXANDRA (Mrs) DOB 303 MARSH ROAD, LUTON, LU3 2SS Age	07 Nov 1986 31 years 7 months	NHS No 944 637 1090 EPS Status ●	PAYING 1 OWING	•		
To withdraw patient nomination, you must remove the EPS consent						
Prescription Management Consent						
GP Collection	Revoked Reason:	Patient no longer with pharmacy.				
GP Collection and Delivery						
© EPS						
$\ensuremath{\bigcirc}$ GP Collection, Delivery and electronic scripts						
No Consent						
🖶 F9 - Print Consent		✓ F10) - Save Consent 🗙 C	ancel		

6. 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]**.

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 No Consent Given
Surgery Details Show Details
E5_ Back to Search E6_ Nominate My Dharmany E7_ Nominate Other Dimension * E8_ Driet EDS Concent Form

Revision History

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