Sending Batch Patient Nominations

Using batch nominations, you can nominate existing patients on your ProScript Connect to your pharmacy in bulk. You can then access the ETP Main Screen to ensure these nominations have been successfully sent to the NHS Spine.

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.

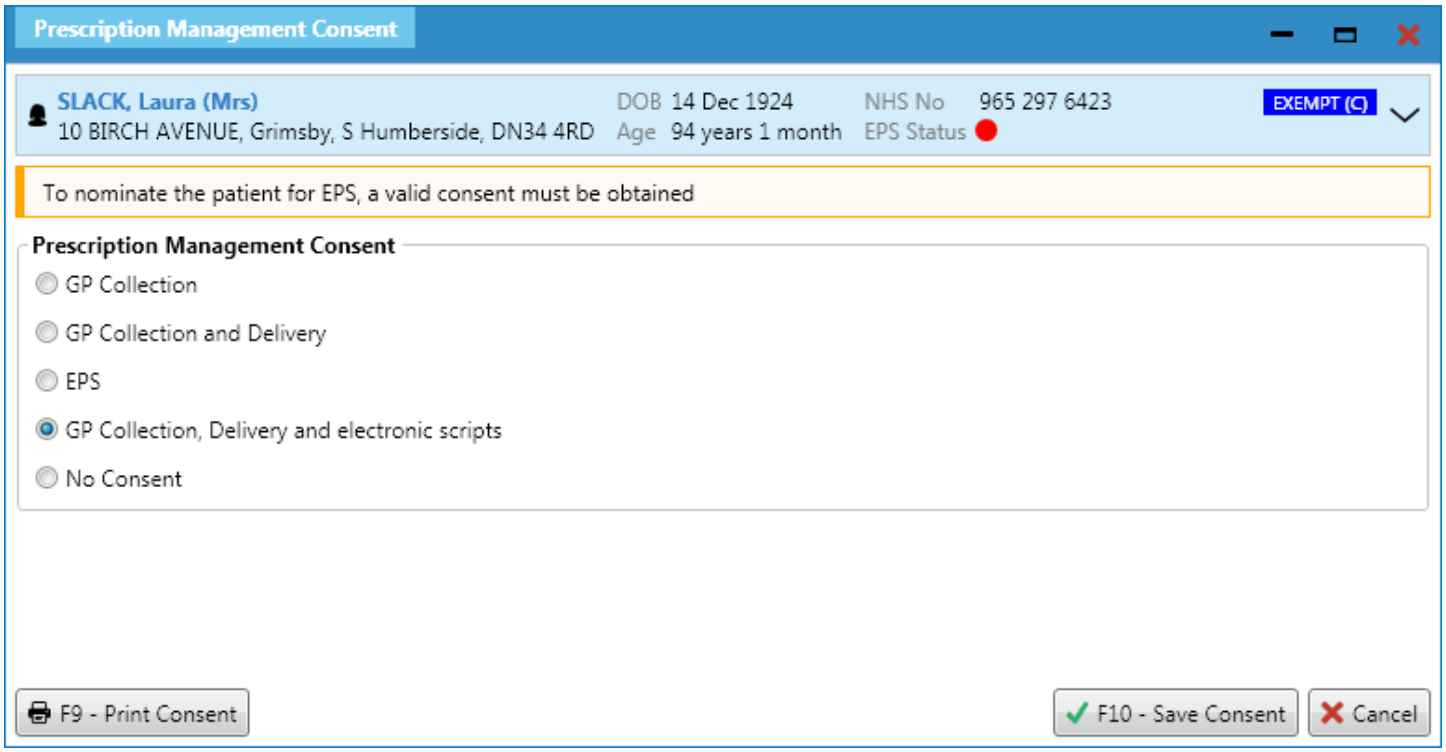
1. Access the Batch Nomination window using one of the methods below:
    - From the ProScript Connect Search Screen, select the ProScript Connect menu button and select the **Batch Nomination** menu item.
    - Open the ETP Main Screen from the ProScript Connect Main Screen by clicking the **[ETP]** shortcut button, or by pressing **[CTRL+E]**, and select the **[F9 – Nominated Dispensary]** button and the *Batch Nomination* option.
2. The Batch Nomination window displays. Enter a patient's NHS Number in the search box and select the **[F1 – Add]** button.

All patients added to the Batch Nomination window must already exist within your ProScript Connect database. You can follow the Adding a New Patient Record article to add patients, if required.

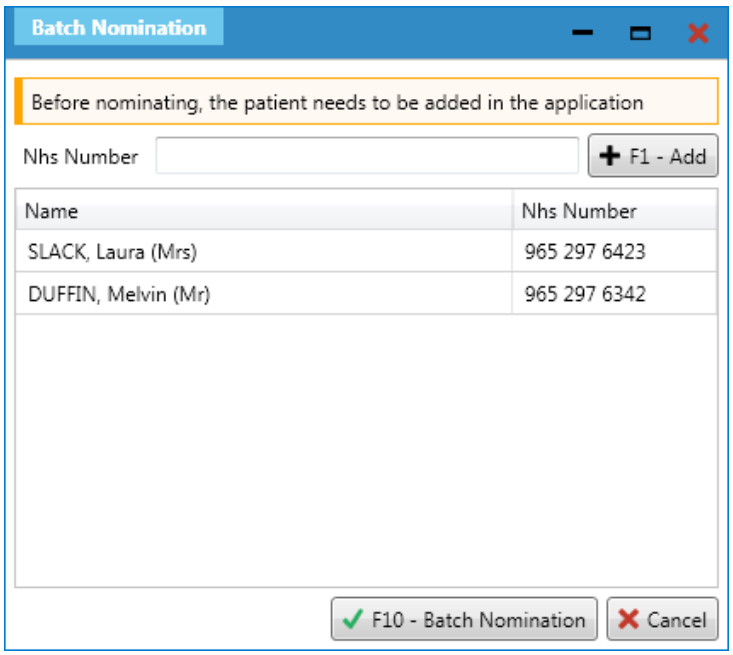
3. If the patient hasn't given consent, the Prescription Management Consent window will display. Select one of the following options:
    - *GP Collection*, which indicates the patient is consenting to collect their RMS prescriptions at the pharmacy.
    - *GP Collection and Delivery*, which indicates 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.

INTERNAL USE ONLY

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

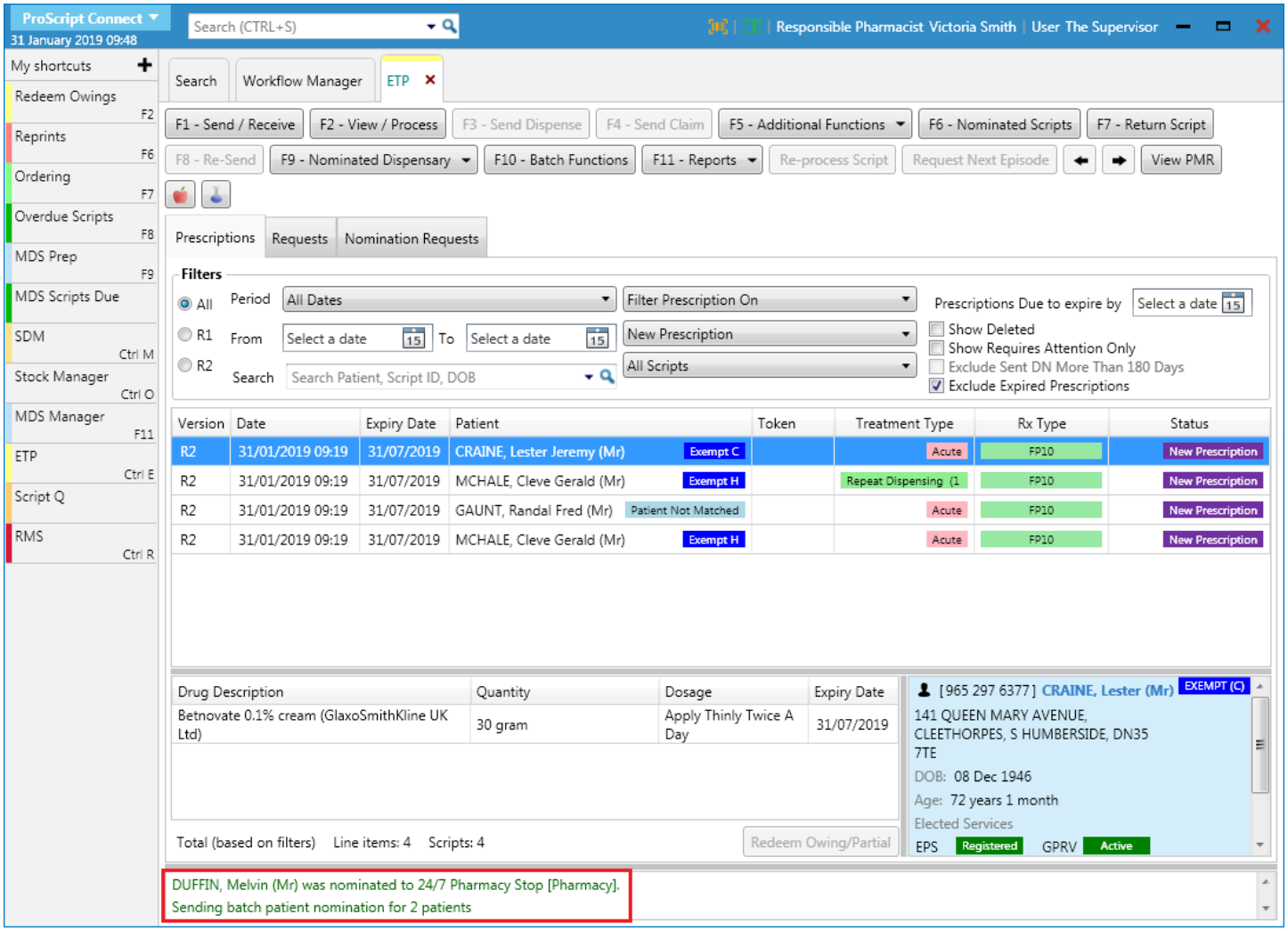


4. The Batch Nomination window displays, with the selected patient in the grid. Repeat the process as many times as required and select the **[F10 – Batch Nomination]** button once all the patients have been added.



INTERNAL USE ONLY

5. Open the ETP Main Screen from the ProScript Connect Main Screen by clicking the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**, to see the status of the nominations in the ETP Summary Field.



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