

# Sending Batch Patient Nominations

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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.

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

Prescription Management Consent
⌵ ⌵ ✖

SLACK, Laura (Mrs)

DOB 14 Dec 1924    NHS No 965 297 6423

EXEMPT (C) ⌵

10 BIRCH AVENUE, Grimsby, S Humberside, DN34 4RD    Age 94 years 1 month    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

- 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.

Batch Nomination
⌵ ⌵ ✖

Before nominating, the patient needs to be added in the application

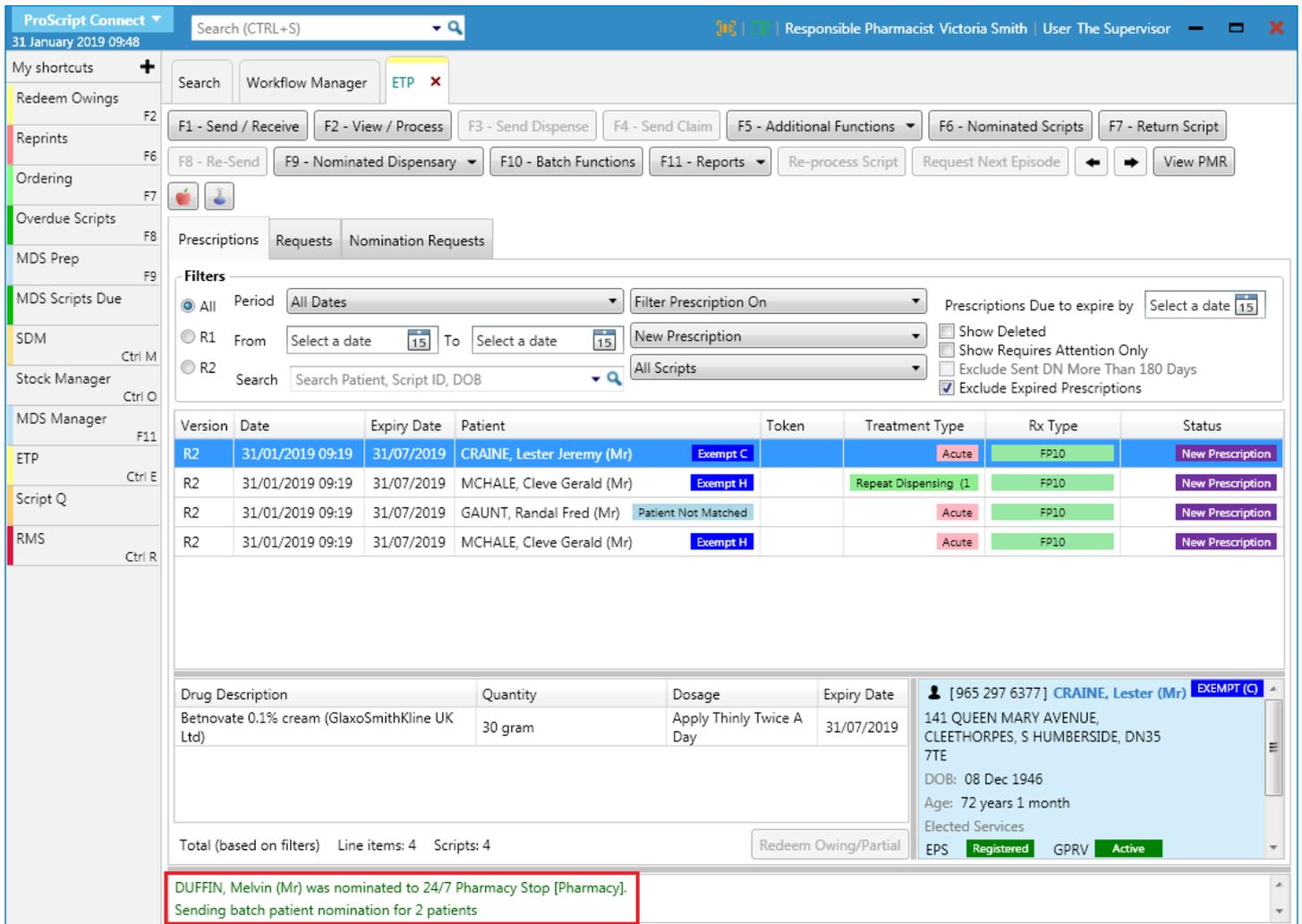
+ F1 - Add

Name	Nhs Number
SLACK, Laura (Mrs)	965 297 6423
DUFFIN, Melvin (Mr)	965 297 6342

✔ F10 - Batch Nomination

✖ Cancel

- 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.



ProScript Connect 31 January 2019 09:48 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Workflow Manager: ETP

Buttons: F1 - Send / Receive, F2 - View / Process, F3 - Send Dispense, F4 - Send Claim, F5 - Additional Functions, F6 - Nominated Scripts, F7 - Return Script, F8 - Re-Send, F9 - Nominated Dispensary, F10 - Batch Functions, F11 - Reports, Re-process Script, Request Next Episode, View PMR

Prescriptions Requests Nomination Requests

Filters: All, Period: All Dates, Filter Prescription On, Prescriptions Due to expire by: Select a date (15)

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

Drug Description: Betnovate 0.1% cream (GlaxoSmithKline UK Ltd) Quantity: 30 gram Dosage: Apply Thinly Twice A Day Expiry Date: 31/07/2019

[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

Total (based on filters) Line items: 4 Scripts: 4 Redeem Owing/Partial

DUFFIN, Melvin (Mr) was nominated to 24/7 Pharmacy Stop [Pharmacy].  
 Sending batch patient nomination for 2 patients

## 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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