

Adding a New Preparation or Pack Note

To begin, open the Drug Notes Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Drug Notes Manager* menu item.

1. From the Drug Notes Manager, select either the *Preparation* or *Pack Note* tab, depending on which you wish to add.

ProScript Connect 🔻	Search (CTRL+S) - Search (CTRL	
04 October 2018 14:33		
My shortcuts 🕂	Search Workflow Manager Drug Notes Manager	
Redeem Owings F2		
Reprints	Preparation Pack Note	
F6	F1 - Add Note F2 - Edit Note	
Ordering F7	Filters	
Overdue Scripts F8	Severity All Notes Search Search Severity	
MDS Prep	Date Added Preparation Name Preparation Note Severity	
F9 MDS Scripts Due	22/01/2018 Amoxicillin 250mg caps Check expiry date before dispensing Critical	
MDS Scripts Due	22/01/2018 Paracetamol 500mg tabs Print patient leaflet Normal	
SDM		_
Stock Manager		
Ctrl O		
MDS Manager F11		
ETP		
Script Q		
BMS		
Ctrl R		
Support Centre		
ETP Tracker		

Select the [F1 – Add Note] button. A search box displays where you can search for, locate and select the pack or preparation that you wish to add a note to. Select the [F10 – Select] button.

Select Preparation to Add Note For	– – ×
Salicylic ac 3%+ betameth 0.05% oint	🕶 × 🧃 Add Own Drug
Results	
F2 Salicylic ac 3%+betameth 0.05% oint	
Remove Favourite	✓ F10 - Select X Cancel



- 4. A blank Add Note window displays. Enter the notes in the text field, and complete the remaining sections depending on the chosen note type:
 - Preparation Notes: Select the severity level using
 - the *Normal* or *Critical* radio dials, and select the **[F10 Save]** button.
 - Pack Notes: Enter the *Brand* and *Price* if required, select one of the radio dials described below, and select the [F10 Save] button.
 - *Just show notes*: to only show the entered notes when dispensing the item
 - *Show notes and force price*: to show the entered notes and force the entered drug price when dispensing the item
 - *Show notes and get price*: to show the entered notes and price, but to allow the user to amend the drug price when dispensing the item

Add Preparation Note					
Preparation:	Salicylic ac 3%+betameth 0.05% oint				
Preparation notes:					
This product should be made to volume in a measure of calibrated bottle.					
Normal	Critical				
Deleted	✓ F10 - Save	Cancel			

Active notes will be displayed to the user after dispensing a prescription for an applicable pack or preparation.



If you are a branch that has a head office, you can add a preparation or pack note to an existing drug note.

AAH 💉 Connect+

- Select the [F1 Add Note] button. A search box displays where you can search for, locate and select the pack or preparation that you wish to add a note to. Select the [F10 – Select] button.
- 2. An Edit Note window displays. Any head office notes will appear in the top section of the window. Enter the notes in the text field, and complete the remaining sections depending on the chosen note type:
 - Preparation Notes: Select the severity level using the *Normal* or *Critical* radio dials, and select the **[F10 – Save]** button.
 - Pack Notes: Enter the *Brand* and *Price* if required, select one of the radio dials described below, and select the **[F10 Save]** button.
 - *Just show notes*: to only show the entered notes when dispensing the item
 - *Show notes and force price*: to show the entered notes and force the entered drug price when dispensing the item
 - *Show notes and get price*: to show the entered notes and price, but to allow the user to amend the drug price when dispensing the item

Edit Preparation Note						
Preparation: Amoxicillin 125mg/5ml oral susp SF						
Head Office Preparation notes Check that you are giving Sugar Free!						
Preparation notes:						
Shake well before giving to patient						
Normal Critical						
□ Deleted Added on 27/11/2019 at 10:47	:el					

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18/08/2023		Joanne Hibbert-Gorst

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Contact us

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