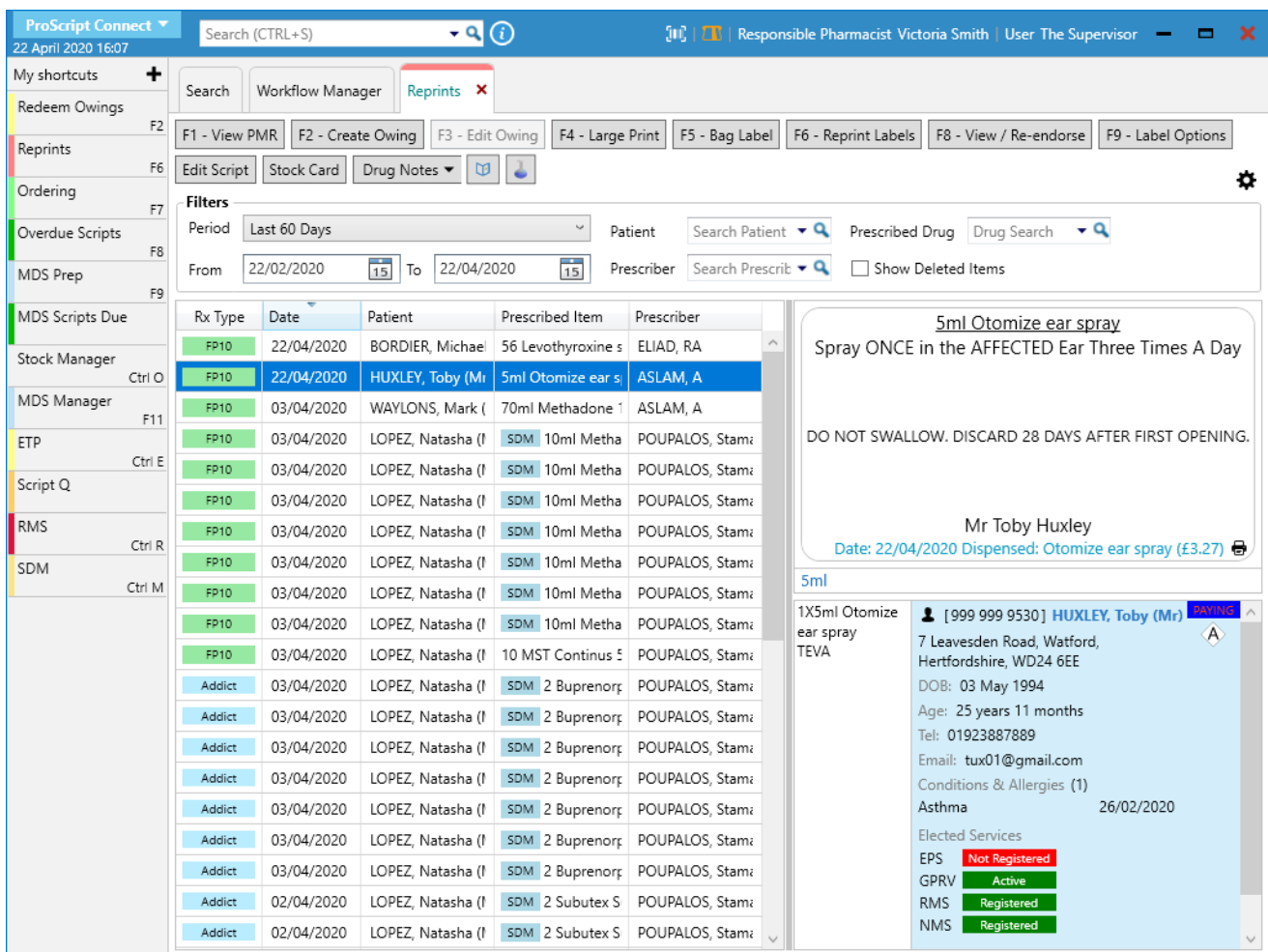


Editing an Endorsed Prescription from Reprints

1. From the ProScript Connect Main Screen, click **Reprints** shortcut or click **F6**.
2. Reprints opens in a new tab. Use the filters to locate the prescription/item you want to edit, then click **Edit Script**.



The screenshot shows the ProScript Connect interface. The top navigation bar includes the search bar, user information (Responsible Pharmacist Victoria Smith, User The Supervisor), and window controls. The main area is titled 'Reprints' and contains a toolbar with buttons for 'F1 - View PMR', 'F2 - Create Owing', 'F3 - Edit Owing', 'F4 - Large Print', 'F5 - Bag Label', 'F6 - Reprint Labels', 'F8 - View / Re-endorse', and 'F9 - Label Options'. Below the toolbar is a 'Filters' section with options for 'Period' (Last 60 Days), 'Patient' (Search Patient), 'Prescribed Drug' (Drug Search), 'From' (22/02/2020), 'To' (22/04/2020), 'Prescriber' (Search Prescriber), and a 'Show Deleted Items' checkbox.

Rx Type	Date	Patient	Prescribed Item	Prescriber
FP10	22/04/2020	BORDIER, Michael	56 Levothyroxine s	ELIAD, RA
FP10	22/04/2020	HUXLEY, Toby (Mr)	5ml Otomize ear s	ASLAM, A
FP10	03/04/2020	WAYLONS, Mark (70ml Methadone 1	ASLAM, A
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
FP10	03/04/2020	LOPEZ, Natasha (f	SDM 10ml Metha	POUPALOS, Stama
Addict	03/04/2020	LOPEZ, Natasha (f	SDM 2 Buprenor	POUPALOS, Stama
Addict	03/04/2020	LOPEZ, Natasha (f	SDM 2 Buprenor	POUPALOS, Stama
Addict	03/04/2020	LOPEZ, Natasha (f	SDM 2 Buprenor	POUPALOS, Stama
Addict	03/04/2020	LOPEZ, Natasha (f	SDM 2 Buprenor	POUPALOS, Stama
Addict	03/04/2020	LOPEZ, Natasha (f	SDM 2 Buprenor	POUPALOS, Stama
Addict	03/04/2020	LOPEZ, Natasha (f	SDM 2 Buprenor	POUPALOS, Stama
Addict	03/04/2020	LOPEZ, Natasha (f	SDM 2 Buprenor	POUPALOS, Stama
Addict	02/04/2020	LOPEZ, Natasha (f	SDM 2 Subutex S	POUPALOS, Stama
Addict	02/04/2020	LOPEZ, Natasha (f	SDM 2 Subutex S	POUPALOS, Stama

The detailed view on the right shows the prescription for '5ml Otomize ear spray'. The instructions are: 'Spray ONCE in the AFFECTED Ear Three Times A Day'. A warning states: 'DO NOT SWALLOW. DISCARD 28 DAYS AFTER FIRST OPENING.' The patient is identified as 'Mr Toby Huxley' with a dispensation date of '22/04/2020' and a cost of '£3.27'. Below this, the patient's full details are shown, including contact information and registered services: 'EPS Not Registered', 'GPRV Active', 'RMS Registered', and 'NMS Registered'.

3. The Edit Prescription screen is displayed. Follow the steps below to make amendments to the prescription item.

Edit HUXLEY, Toby (Mr)'s Prescription Dispensed on 22/04/2020

Prescriber: ASLAM, A (CALLOWLAND SURGERY) [Change Prescriber](#)

Patient Exemption: Not Exempt [i](#) Evidence Seen

Prescription Tracking Status: **Prescription dispensed on 22/04/2020 15:04:12**

Requires Attention Prescription Notes

Prescription Items	Prescribed Item Details
1) 5ml Otomize ear spray Spray ONCE in the AFFECTED Ear Three Tim...	<p>F1 - Change Prescribed Qty F2 - Change Dosage F3 - Change Prescribed Item <input type="checkbox"/> F4 - Delete</p> <p>Prescribed Otomize ear spray</p> <p>Quantity 5ml</p> <p>Dosage Spray ONCE in the AFFECTED Ear Three Times A Day</p> <p>Dispensing Details</p> <p>F5 - Change Dispensed Qty F6 - Change Dispensed Item F7 - Not Given <input type="checkbox"/> F8 - Delete Dispensing</p> <p>5ml Otomize ear spray (5ml) TEVA (£3.27) 22/04/2020 15:04</p> <p>Endorsement</p> <p>Additional Endorsements</p> <p>1X5ml Otomize ear spray TEVA</p>

Reason for Change * Edit Reason

Delete Entire Prescription | Added on 22/04/2020 at 15:04 by The Supervisor

Editing or deleting prescribed item details

On the Edit Prescription screen, you can edit or delete information pertaining to the prescribing details of the selected item.

- Click **F1 - Change Prescribed Qty** to edit the prescribed quantity for the item.
- Click **F2 - Change Dosage** to edit the dosage for the item.
- Click **F3 - Change Prescribed Item** to edit the prescribed item.
- Click **F4 - Delete** to delete the prescribed item.

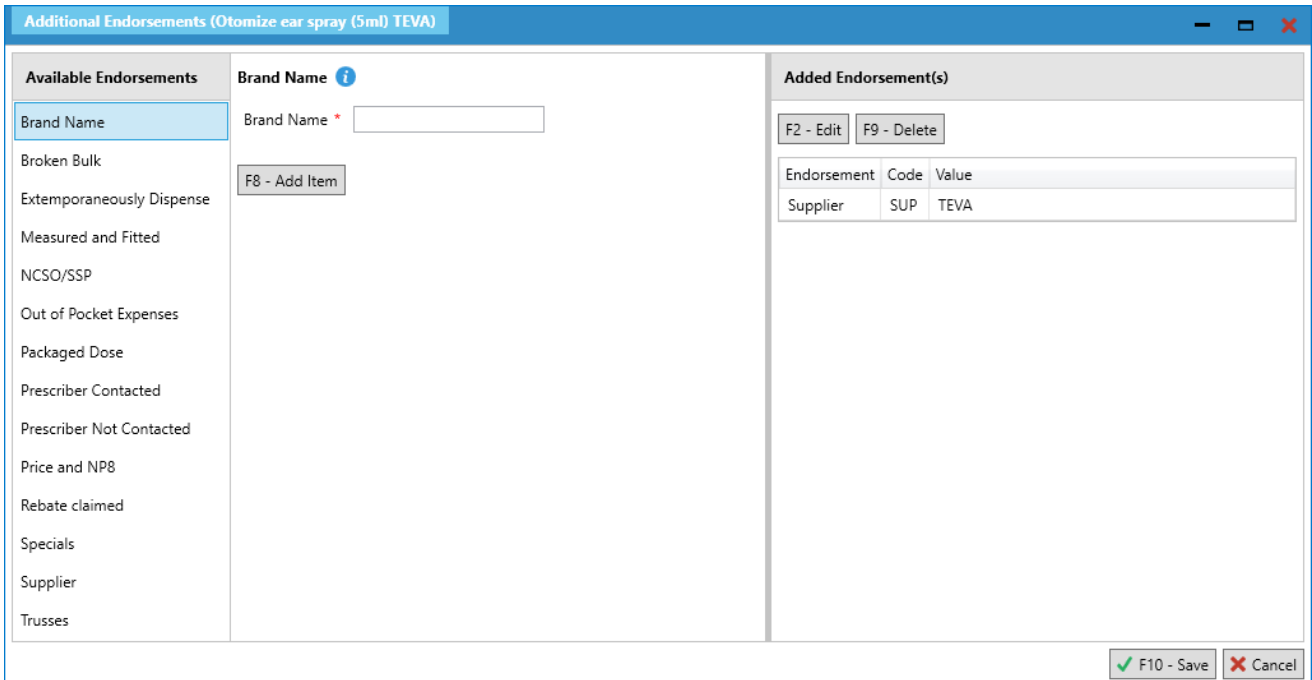
Editing or deleting dispensing details

On the Edit Prescription screen, you can edit or delete information pertaining to the dispensing details of the selected item.

- Click **F5 - Change Dispensed Qty** to edit the dispensed quantity for the item.
- Click **F6 - Change Dispensed Item** to edit the dispensed product (either an alternative brand or generic).
- Click **F7 - Not Given** to mark the item as not given.
- Click **F8 - Delete Dispensing** to delete the dispensed item.

Adding an extra endorsement

1. On the Edit Prescription screen, you can add, edit or delete [extra endorsements](#) to the selected item, click **Additional Endorsements**. The Additional Endorsements screen is displayed.

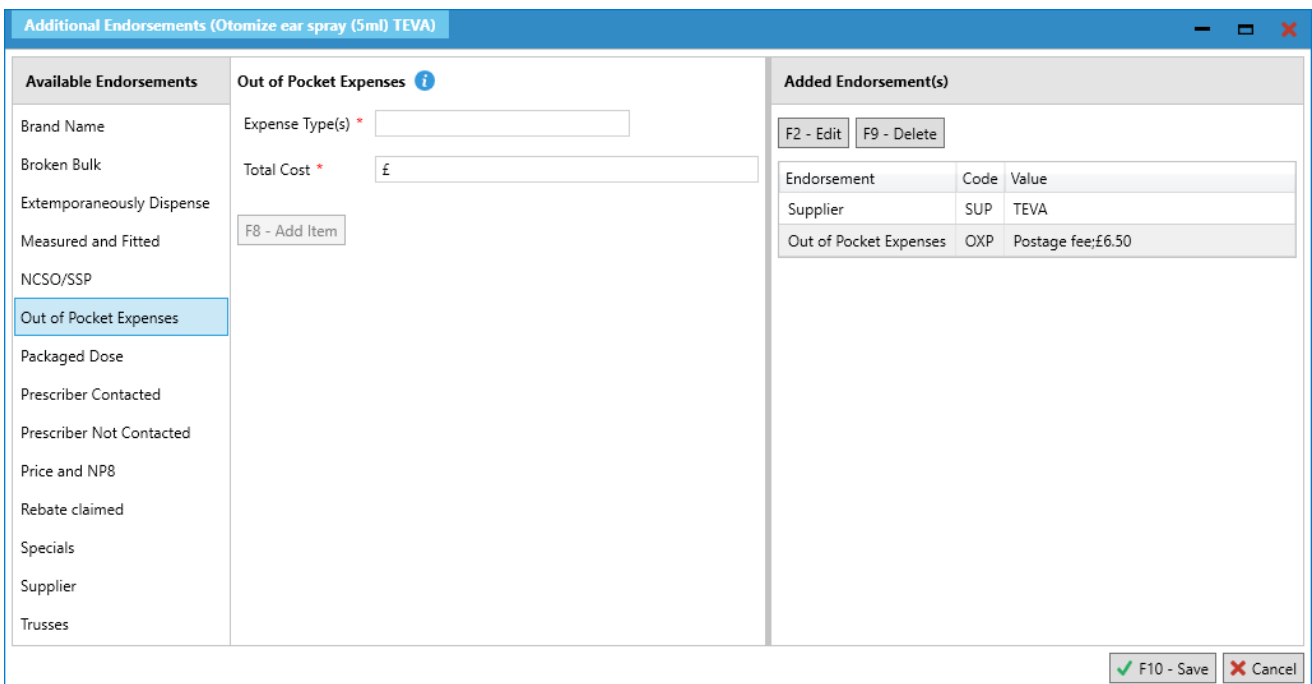


Additional Endorsements (Otomize ear spray (5ml) TEVA)

Available Endorsements	Brand Name <i>i</i>	Added Endorsement(s)
Brand Name	Brand Name * <input type="text"/>	F2 - Edit F9 - Delete
Broken Bulk	F8 - Add Item	Endorsement Code Value
Extemporaneously Dispense		Supplier SUP TEVA
Measured and Fitted		
NCSO/SSP		
Out of Pocket Expenses		
Packaged Dose		
Prescriber Contacted		
Prescriber Not Contacted		
Price and NP8		
Rebate claimed		
Specials		
Supplier		
Trusses		

F10 - Save Cancel

2. Select a type of endorsement in the left-hand section, complete the relevant fields in the middle section, then click **F8 - Add Item** to add the endorsement. The endorsement is displayed in the right-hand section.



Additional Endorsements (Otomize ear spray (5ml) TEVA)

Available Endorsements	Out of Pocket Expenses <i>i</i>	Added Endorsement(s)
Brand Name	Expense Type(s) * <input type="text"/>	F2 - Edit F9 - Delete
Broken Bulk	Total Cost * £ <input type="text"/>	Endorsement Code Value
Extemporaneously Dispense	F8 - Add Item	Supplier SUP TEVA
Measured and Fitted		Out of Pocket Expenses OXP Postage fee:£6.50
NCSO/SSP		
Out of Pocket Expenses		
Packaged Dose		
Prescriber Contacted		
Prescriber Not Contacted		
Price and NP8		
Rebate claimed		
Specials		
Supplier		
Trusses		

F10 - Save Cancel

- Repeat the process as many times as required, and once you are done, click **F10 - Save**. The Edit Prescription screen is displayed, with the endorsement in the relevant section.

Edit HUXLEY, Toby (Mr)'s Prescription Dispensed on 22/04/2020

Prescriber: ASLAM, A (CALLOWLAND SURGERY) [Change Prescriber](#)

Patient Exemption: Not Exempt i Evidence Seen

Prescription Tracking Status: [Prescription dispensed on 22/04/2020 15:04:12](#)

Requires Attention Prescription Notes

Prescription Items	Prescribed Item Details
<div style="background-color: #0070C0; color: white; padding: 2px; font-weight: bold;">1) 5ml Otomize ear spray Spray ONCE in the AFFECTED Ear Three Tim...</div>	<div style="background-color: #D3D3D3; padding: 2px; font-weight: bold;">Prescribed Item Details</div> <div style="padding: 2px;"> <input type="button" value="F1 - Change Prescribed Qty"/> <input type="button" value="F2 - Change Dosage"/> <input type="button" value="F3 - Change Prescribed Item"/> <input type="button" value="F4 - Delete"/> </div> <p>Prescribed Otomize ear spray</p> <p>Quantity 5ml</p> <p>Dosage Spray ONCE in the AFFECTED Ear Three Times A Day</p> <div style="background-color: #D3D3D3; padding: 2px; font-weight: bold;">Dispensing Details</div> <div style="padding: 2px;"> <input type="button" value="F5 - Change Dispensed Qty"/> <input type="button" value="F6 - Change Dispensed Item"/> <input type="button" value="F7 - Not Given"/> <input type="button" value="F8 - Delete Dispensing"/> </div> <p>5ml Otomize ear spray (5ml) TEVA (£3.27) 22/04/2020 15:04</p> <div style="background-color: #D3D3D3; padding: 2px; font-weight: bold;">Endorsement</div> <div style="padding: 2px;"> <input type="button" value="Additional Endorsements"/> </div> <p>1X5ml Otomize ear spray TEVA XP Postage fee £6.50</p>

Reason for Change *

Delete Entire Prescription | Added on 22/04/2020 at 15:04 by The Supervisor

Saving changes to the endorsed prescription

- Once the changes are complete, select the reason for the change using the drop-down field in the bottom left-hand corner of the Edit Prescription screen.

Edit HUXLEY, Toby (Mr)'s Prescription Dispensed on 22/04/2020

Prescriber: ASLAM, A (CALLOWLAND SURGERY) [Change Prescriber](#)

Patient Exemption: Not Exempt [i](#) Evidence Seen

Prescription Tracking Status: **Prescription dispensed on 22/04/2020 15:04:12**

Requires Attention Prescription Notes

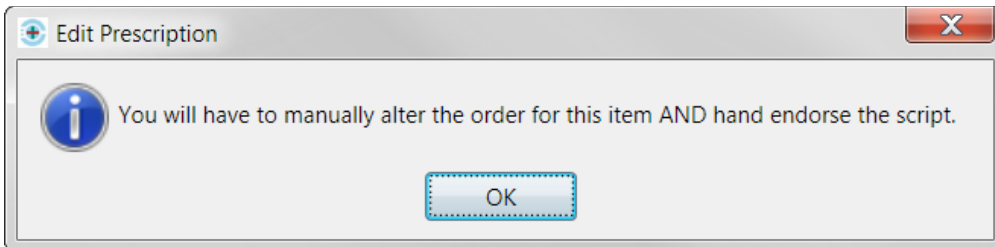
Prescription Items	Prescribed Item Details
1) 5ml Otomize ear spray Spray ONCE in the AFFECTED Ear Three Tim...	<p>F1 - Change Prescribed Qty F2 - Change Dosage F3 - Change Prescribed Item F4 - Delete</p> <p>Prescribed Otomize ear spray</p> <p>Quantity 5ml</p> <p>Dosage Spray ONCE in the AFFECTED Ear Three Times A Day</p> <p>Dispensing Details</p> <p>F5 - Change Dispensed Qty F6 - Change Dispensed Item F7 - Not Given F8 - Delete Dispensing</p> <p>5ml Otomize ear spray (5ml) TEVA (£3.27) 22/04/2020 15:04</p> <p>Endorsement</p> <p>Additional Endorsements</p> <p>1X5ml Otomize ear spray TEVA XP Postage fee £6.50</p>


Reason for Change *

Pharmacist Intervention Edit Reason

Delete Entire Prescription | Added on 22/04/2020 at 15:04 by The Supervisor F10 - Save Cancel

2. Enter an Edit Reason, if applicable, then click **F10 - Save**.
3. A warning message is displayed, advising that you need to manually alter the order and hand endorse the prescription, click **OK**.



 The Select Edit Reason can be set to a default value if required. Set the Reason For Change application setting to be either **OperatorError**, **PharmacistIntervention**, or **PatientRequest**. This can be configured via [Edit Application Settings](#) from within the Default category.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	29 April 2024		Joanne Hibbert-Gorst

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