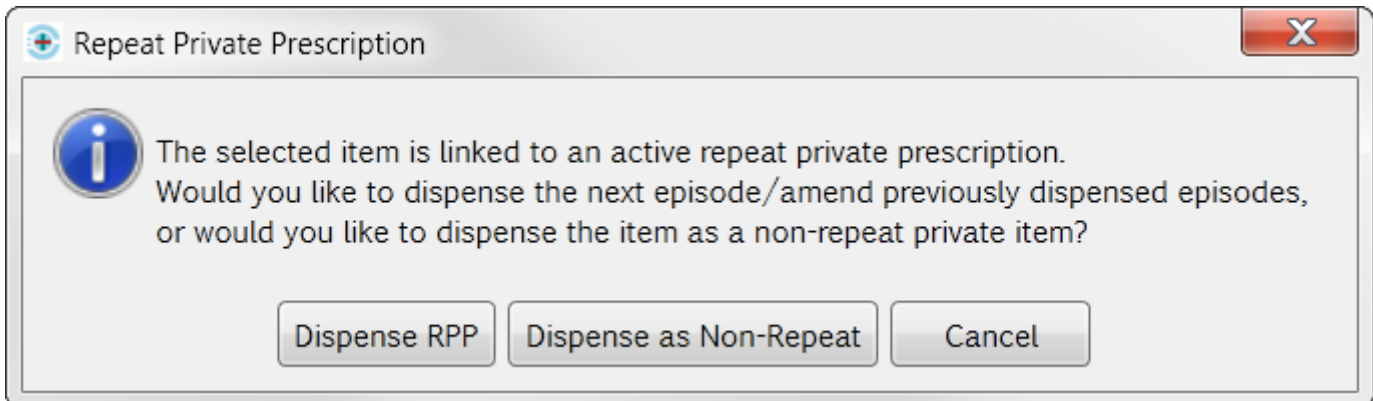


Creating an Owing on an RPP Episode

Accessing the RPP Schedule

1. From the first quadrant of the PMR, highlight the prescription marked with an **RPP** tag.
2. Press **[F6 – Next Item]**.
3. A pop-up window displays, advising you that the selected item is linked to an active repeat private prescription.



4. Click **[Dispense RPP]**.
5. The RPP Schedule window for the selected prescription displays.

Marking the RPP Episode as Dispensed

1. Press **[F6 – Select Next Episode]**.
2. The next episode in the grid is marked as *Dispense Now* and the *Quantity to Supply* field automatically populates to the default quantity for each episode.
3. Highlight the episode for which you want to create an owing. Notice a drop-down menu of statuses displays.
4. Select the *Dispense Now* status.
5. Notice the *Quantity to Supply* field automatically populates with the default quantity.

RPP Schedule PRX146

Item: CERAZETTE 75MCG TABS

Prescription Date:

Appropriate Date:

Quantity Prescribed: tabs

Number of Repeats Specified:

Total Number of Repeats:

Episodes Previously Dispensed:

Quantity to Supply: tabs

Prescriber

BROWNFIELD, MON (KINGS LANGLEY SURGERY)

Dosage Instructions

Take ONE daily in the morning

Totals

Total Quantity **112** | Quantity Previously Dispensed **28** | Remainder to Dispense **84** | Total Selected **28**

Schedule Type

Instalment Type: Days:

Schedule

	Episode	o	Supply Date	Quantity	Status	Notes
	1		13/04/2018	28 tabs	Dispensed	
<input checked="" type="checkbox"/>	2		13/04/2018	28 tabs	Dispense Now	
<input type="checkbox"/>	3		13/06/2018	28 tabs		
<input type="checkbox"/>	4		13/07/2018	28 tabs		

Total episodes: 4

Notes

Creating an Owing on an RPP Episode

- Once the episode is marked with a *Dispense Now* status, edit the *Quantity to Supply* field to the quantity you want to dispense now.

RPP Schedule PRX146

Item: CERAZETTE 75MCG TABS

Prescription Date:

Appropriate Date:

Quantity Prescribed: tabs

Number of Repeats Specified:

Total Number of Repeats:

Episodes Previously Dispensed:

Quantity to Supply: tabs

Prescriber

BROWNFIELD, MON (KINGS LANGLEY SURGERY)

Dosage Instructions

Take ONE daily in the morning

Totals

Owing Quantity: 18 | Total Quantity **112** | Quantity Previously Dispensed **28** | Remainder to Dispense **84** | Total Selected **28**

Schedule Type

Instalment Type: Days:

Schedule

Episode	o	Supply Date	Quantity	Status	Notes
1		13/04/2018	28 tabs	Dispensed	
<input checked="" type="checkbox"/>	2	13/04/2018	28 tabs	Dispense Now	
<input type="checkbox"/>	3	13/06/2018	28 tabs		
<input type="checkbox"/>	4	13/07/2018	28 tabs		

Total episodes: 4

Notes

2. An Owing Quantity box appears within the *Totals* section with the owed quantity.
3. When you are done, press **[F10 – Save]**.
4. The Patient Medication Record displays, with the selected item in the first quadrant and the label preview highlighted in pale yellow to indicate that there is an owing on the RPP prescription.

ProScript Connect 13 April 2018 16:27 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 MDS Scripts Due SDM Ctrl M Stock Manager Ctrl O MDS Manager F11 ETP Ctrl E Script Q RMS Ctrl R Support Centre Ctrl T ETP Tracker

Search HOLLAND, Clare Susan (Miss) x

HOLLAND, Clare Susan (Miss) 77 Nightington Avenue, Kings Langley, Hertfordshire, WD4 5DR DOB 05 Jul 1974 Age 43 years 9 months NHS No 999 999 9700 EPS Status ● PENDING

Patient Medication Record Patient Summary View Compliance

F1 Patient Details F2 Create Owing F3 Product Choice F4 Change Dose F5 Change Quantity F6 Next Item F7 Add To Order F8 Last Item F9 Label Options F11 Start Again

Additional Endorsements Stock Card Edit Warnings Nominate To My Pharmacy PTS MUR Drug Notes Incident Report

Counselling Notes Interventions (1) Record Measurements Stock Merge

Private (PRX146) ENGLISH, J (DR BEVAN & PARTNERS)

Item 1 - 28 CERAZETTE 75MCG TABS ND Move Up Delete

ENTER - Add New Item

- ➔ 1) CERAZETTE 75MCG TABS 13/04/2018 RPP
- ➔ 2) Propranolol 10mg tabs 13/04/2018
- ➔ 3) ASACOL MR 400MG GAST-RES TAB 13/04/2018
- ➔ 4) Warfarin 1mg tabs 12/04/2018

Showing 12 months. Press Alt+S To Show all Show/Hide Details Group By: Drug

Quantity	Dispensed Product Choice	Pip Code	R	S
10	Cerazette 75mcg tabs (84) MSD (£3.18)	BRAND 289758		
	Cerazette 75mcg tabs *PI* (84) LEXN	BRAND 662813		
	Cerazette 75mcg tabs *PI* (84) BUN (£3.18)	BRAND 886004		

Drug Statistics (Consolidated)

By Family	Apr	Mar	Feb	Jan	Dec	Nov
Max Day	1.67	0	0	0	0	0
Month Total	1.67	0	0	0	0	0
Forms	5	0	0	0	0	0

In Stock 0
Robot Stock 0
On Order Pad 0
Due In 0
Supplier Suggested Lvl 2

10 Cerazette 75mcg tabs (of 28)
Take ONE daily in the morning

READ THE ADDITIONAL INFORMATION GIVEN WITH THIS MEDICINE.

Miss Clare Susan Holland

Total Reimbursement Price: £3.18

Drug Information Patient Information

This is a calendar pack. Drug Tariff rules state that contractors are required to supply the exact quantity as written on the prescription.
If the script is for an OP or OP's & the prescriber's intention is that only a strip or strips be dispensed ie less than the manufacturer's OP, then input the EXACT quantity at the QUANTITY stage on the label.
This is a contraceptive item. There is NO patient charge.

Private Cost £3.18
Margin 50%
Dispensing Fee £2.00
Final Price £6.77
Episode 2 of 4

Saving the RPP Schedule

1. When you are done, press [F8 – Last Item].
2. The Prescription Type preview displays.

Prescription Type: Private dispensed on 13/04/2018 at 16:23

24/7 Pharmacy Stop 128 Waterfields Way North Watford WD24 7FE FA773	DOB 05/07/1974 Age 43 years 9 months	HOLLAND, Clare Susan (Miss) 77 Nightington Avenue Kings Langley Hertfordshire WD4 5DR [999 999 9700]
1. Private Cost £3.18 Margin 50% Dispensing Fee £2.00 Final Price £6.77 Episode 2 of 4	28 CERAZETTE 75MCG TABS Take ONE daily in the morning	10
Exemption X <input type="checkbox"/> Evidence Seen Professional Fees 1	ENGLISH, J DR BEVAN & PARTNERS SPINNEYBROOK MEDICAL CNTR 59 HIGH STREET IRTHLINGBOROUGH NORTHAMPTONSHIRE NN9 5GA	

Prescription Date *

Requires Attention Prescription notes

F7 - Don't Print Labels F8 - Don't Endorse Alt+F10 - Same Patient Next Script

Print Bag Label Prescription is clinically checked RD Script

3. Press **[F10 – Save]**.
4. A pop-up window displays, advising you of the private prescription's serial number, which is a reference number automatically assigned to the prescription by the software. To close the pop-up window, click **[OK]**.

5. A second pop-up displays advising you to manually endorse the private prescription
6. A third pop-up window displays, advising you that one or more episodes of the RPP schedule have been dispensed, which will create an entry in the private prescriptions register, and asking whether you want to mark this (these) episode(s) as collected.
7. If the configuration setting is enabled, a fourth pop-up window displays asking if you wish to raise an invoice, and a fifth advising that you have created an owing and asking whether you want to add the item to the order pad.
8. Once the pop-ups are actioned or cancelled the ProScript Main Screen displays.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	24 December 2019		Joanne Hibbert-Gorst

Contact us

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