

Managing RPP Episode Statuses

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.

Repeat Private Prescription	X
The selected item is linked to an active repeat private prescription. Would you like to dispense the next episode/amend previously dispens or would you like to dispense the item as a non-repeat private item?	ed episodes,
Dispense RPP Dispense as Non-Repeat Cancel	

4. Click [Dispense RPP].

5. The RPP Schedule window for the selected prescription displays.

RPP Schedule PRX142			- = ×		
Item: CERAZETTE 75MCG TABS			Prescriber		
Prescription Date	13/04/2018	15	ENGLISH, J (DR BEVAN & PARTNERS)		
Appropriate Date	13/04/2018	15	Dosage Instructions F7 - Amend Dosage		
Quantity Prescribed	28	tabs	Take ONE daily in the morning		
Number of Repeats Specified	1				
Total Number of Repeats	3				
Episodes Previously Dispensed	0				
Quantity to Supply	0	tabs 🚺			
CTotals					
Total Quantity 112 Quantit	y Previously Dispens	ed 28 Rer	mainder to Dispense 84 Total Selected 0		
Schedule Type Instalment Type None	▼ Days	0	Notes		
F4 - Dispense All Episodes	F6 - Select Next Ep	bisode			
Episode o Supply Date	e Quantity	Status	Notes		
1 13/04/201	8 28 tabs	Dispensed	Initial episode		
2 13/05/201	8 28 tabs				
3 13/06/201	8 28 tabs				
4 13/07/201	8 28 tabs				
Total episodes: 4			✓ F9 - End Cycle ✓ F10 - Save X Cancel		



Marking the Next RPP Episode as Cancelled

- 1. Highlight the episode you want to mark as *Cancelled*. Notice a drop-down menu displays in the Status column.
- 2. Select the *Cancelled* status.

RPP	Schedule	PRX	142					×
- Item : Pres	CERAZET	TE 7 ite	5MCG TABS	13/04/	2018 1	5	Prescriber BROWNFIELD, MON (KINGS LANGLEY SURGERY)	
Appr	opriate Da	te		13/04/	2018 1	5	Dosage Instructions F7 - Amend Dosag	ţe
Qua	Quantity Prescribed 28				tabs	Take ONE daily in the morning		
Num	ber of Rep	eats	Specified	1				
Tota	l Number o	of Re	peats	3				
Episo	odes Previ	ously	/ Dispensed	0				
Qua	ntity to Su	ipply	,	0		tabs 🥡		
Sche Insta	al Quantity edule Type alment Type edule	9 11 De [2 Quantit	y Previou	sly Dispense	ed 28 Rem	Notes	
F4	- Dispens	e Al	l Episodes	F6 - Se	lect Next Ep	isode		
	Episode	0	Supply Date	9	Quantity	Status	Notes	
	1		13/04/201	8	28 tabs	Dispensed	Initial episode	
	2		13/05/201	8	28 tabs			
	3		13/06/201	8	28 tabs	Dispense No	N	
	4		13/07/201	8	28 tabs	Dispensed		
Total e	pisodes: 4					Not Dispense Owing Elsewhere Cancelled Cycle Ended	ed fy F9 - End Cycle F10 - Save X Can	ncel

- 3. When you are done, press [F10 Save].
- 4. A pop-up window displays, advising you that no new episodes have been actioned and that updates to statuses will be saved now.





- 5. Click [Yes].
- 6. The Patient Medication Record displays.

Marking the Next 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.

ltem:	CERAZET	TE 75MCG TABS	;		Prescriber			
Preso	Prescription Date 13/04/2018				BROWNFIELD, MON (KINGS LANGLEY SURGERY)			
Appr	opriate Da	te	13/04/2018	15	Dosage Instructions F7 - Amend Dosage			
Quar	Quantity Prescribed 28 tabs				Take ONE daily in the morning			
Num	ber of Rep	eats Specified	1					
Total	Number o	of Repeats	3					
Episo	odes Previo	ously Dispensed	0					
Qua	ntity to Su	ipply	Ō	tabs 🚺				
Sche Insta Sche	dule Type alment Typ dule	oe None	Days	. 0		Note	5	
Sche Insta Sche F4	dule Type alment Typ dule - Dispens	e None	Days F6 - Select Next E	pisode	₽	Notes	s l episode	
Sche Insta Sche F4	dule Type alment Typ dule - Dispens Episode	e All Episodes	Days F6 - Select Next E Quantity	pisode Status	Notes	Note	s l episode	
Sche Insta Sche F4	dule Type alment Typ dule - Dispens Episode 1	e All Episodes o Supply Dat 13/04/202	F6 - Select Next E e Quantity 18 28 tabs	pisode Status Dispensed	Notes Initial episode	Notes	s I episode	
Sche Insta Sche F4	dule Type alment Typ dule - Dispens Episode 1 2	e All Episodes o Supply Dat 13/04/20 13/05/20	F6 - Select Next E e Quantity 18 28 tabs 18 28 tabs	pisode Status Dispensed	Notes Initial episode	Note: Initial	s l episode	
Sche Insta Sche F4	dule Type alment Typ dule - Dispens Episode 1 2 3	e All Episodes o Supply Dat 13/04/20 13/05/20 13/06/20	F6 - Select Next E e Quantity 18 28 tabs 18 28 tabs 18 28 tabs	pisode Status Dispensed	Notes Initial episode	Note: Initial	s l episode	
Sche Insta Sche F4	dule Type alment Typ dule - Dispens Episode 1 2 3 4	None None None Supply Date 13/04/201 13/05/201 13/06/201 13/07/201	DaysF6 - Select Next EeQuantity1828 tabs1828 tabs1828 tabs1828 tabs1828 tabs	pisode Status Dispensed	Notes Initial episode	Note: Initial	s l episode	
Sche Insta Sche F4	dule Type alment Typ dule - Dispens Episode 1 2 3 4	None None None Supply Date 13/04/201 13/05/201 13/06/201 13/07/201	F6 - Select Next EeQuantity1828 tabs1828 tabs1828 tabs1828 tabs1828 tabs	pisode Status Dispensed	Notes Initial episode	Note: Initial	s l episode	



- 3. When you are done, press [F10 Save].
- 4. The Patient Medication Record displays, with the selected item in the first quadrant.

Saving the RPP Schedule

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

Repeat Private Prescription
CERAZETTE 75MCG TABS
You have dispensed 1 repeat private prescription episode for this item.
This will create an entry in the Private Prescriptions Register.
Do you want to set the status of these items as "Collected"?
Yes No

- 6. Click [No].
- 7. If the configuration setting is enabled, a fourth pop-up window may display, asking whether you want to raise an invoice for this prescription.
- 8. Click [No].
- 9. The ProScript Main Screen displays.

Marking the Next RPP Episode as Not Dispensed

- 1. Highlight the episode you want to mark as Not Dispensed. Notice a drop-down menu displays in the Status column.
- 2. Select the Not Dispensed status.



RPP :	Schedule	PRX	142								-	🗖 🗖
Item: Presc Appr Quar Num Total Episc Quar	CERAZET cription Da opriate Da ntity Presc ber of Rep I Number o odes Previo ntity to Su s	TE 7 Ite tte ribeo eats of Re ously	25MCG TABS	13/04/ 13/04/ 28 ✓ 3 0 0	2018 1	5 tabs	Prescriber BROWNFIE Dosage In: Take ONE	LD, MON (KING structions daily in the mor	S LANGLEY SUI	RGERY)	F7 - Amer	nd Dosage
Tota	al Quantity dule Type	11	2 Quantity	y Previou	sly Dispens	ed 56 Rem	nainder to Dis	spense 56	Total Selected	0		
Sche	alment Typ dule - Dispens	e All	None I Episodes	F6 - Se	Days lect Next Ep	o				Note	s	
	Episode	0	Supply Date		Quantity	Status		Notes				
	1		13/04/2018	3	28 tabs	Dispensed		Initial episode	;			
	2		13/04/2018	3	28 tabs	Dispensed						
	3		13/06/2018	3	28 tabs		•					
	4		13/07/2018	3	28 tabs	Dispense Nov Dispensed Collected Not Dispense Owing Elsewhere Cancelled	w ed					
Total e	pisodes: 4	ļ				Cycle Liided			4 F9 - End	Cycle	✓ F10 - Save	X Cancel

- 3. When you are done, press [F10 Save].
- 4. The Patient Medication Record displays, with the selected item in the first quadrant marked as ND.

Saving the RPP Schedule

- 1. When you are done, press [F8 Last Item].
- 2. The Prescription Type preview displays.
- 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. If the configuration setting is enabled, a second pop-up window may display, asking whether you want to raise an invoice for this prescription.
- 7. Click **[No]**.
- 8. The ProScript Main Screen displays.

Marking the Next RPP Episode as Elsewhere

- 1. Highlight the episode you want to mark as *Elsewhere*. Notice a drop-down menu displays in the Status column.
- 2. Select the *Elsewhere* status.

RPP Schedule PRX142				– = ×
Item: CERAZETTE 75MCG TABS Prescription Date Appropriate Date Quantity Prescribed Number of Repeats Specified Total Number of Repeats Episodes Previously Dispensed	13/04/2018 15 13/04/2018 15 28 tai ✓ 3 0 0	Prescriber BROWNFIELD, Dosage Instru Take ONE dail	, MON (KINGS LANGLEY SURGEF uctions ily in the morning	F7 - Amend Dosage
Quantity to Supply Totals Total Quantity 112 Quantity 112 Schedule Type Instalment Type None	0 ta y Previously Dispensed 8 4	4 Remainder to Dispe	ense 28 Total Selected 0	otes
F4 - Dispense All Episodes Episode o Supply Date 1 13/04/201 2 13/04/201 3 13/04/201 4 13/07/201	F6 - Select Next EpisodeQuantityStatu828 tabsDispe828 tabsDispe828 tabsNot D828 tabsDispe828 tabsDispe928 tabsDispe928 tabsDispe928 tabsDispe	us Ne ensed In ensed Dispensed vense Now bensed	lotes nitial episode	
Total episodes: 4	Colle Not I Owir Elsev Cano Cycli	ected Dispensed ng where celled le Ended	4 F9 - End Cycl	e 🗸 F10 - Save 🗙 Cancel

3. When you are done, press [F10 – Save].



4. A pop-up window displays, advising you that no new episodes have been actioned and that updates to statuses will be saved now.

Update RPP Schedule
No new episodes have been actioned. Updates to statuses and notes will be saved now. Are you sure you want to continue?
Yes No

- 5. Click [Yes].
- 6. The Patient Medication Record displays.

Automatically Marking RPP Episodes as Collected

- 1. After marking the RPP episode as dispensed or not dispensed and pressing **[F10 Save]** at the endorsement stage, a popup window automatically 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]**.
- 2. A second pop-up displays advising you to manually endorse the private prescription
- 3. 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.



4. Click [Yes].



- 5. If the configuration setting is enabled, a third pop-up window may display, asking whether you want to raise an invoice for this prescription.
- 6. Click **[No]**.
- 7. The ProScript Main Screen displays.

Manually Marking RPP Episodes as Collected

Alternatively, if you click **[No]** when presented with the option to mark an episode as Collected, you can re-access the RPP schedule to manually mark it as Collected.

- 1. Highlight the episode you want to mark as *Collected*. Notice a drop-down menu displays in the Status column.
- 2. Select the *Collected* status.

RPP Schedule PRX142			×
Item: CERAZETTE 75MCG TABS			Prescriber
Prescription Date	13/04/2018 1	5	BROWNFIELD, MON (KINGS LANGLEY SURGERY)
Appropriate Date	13/04/2018 1	5	Dosage Instructions F7 - Amend Dosage
Quantity Prescribed	28	tabs	Take ONE daily in the morning
Number of Repeats Specified	√		
Total Number of Repeats	3		
Episodes Previously Dispensed	0		
Quantity to Supply	0	tabs 🥡	
Total Quantity 112 Quantity Schedule Type Instalment Type None Schedule Instalment Type Instalment Type	y Previously Dispense Days	ed 84 Rem	Notes
F4 - Dispense All Episodes	F6 - Select Next Ep	lisode	Initial episode
Episode o Supply Date	e Quantity	Status	Notes
1 13/04/201	8 28 tabs	Dispensed	Initial episode
2 13/04/201	8 28 tabs	Dispense No	
3 13/04/201	8 28 tabs	Dispensed	
4 13/07/201	8 28 tabs	Collected	ed
		Owing Elsewhere	
Total episodes: 4		Cycle Ended	i

3. When you are done, press [F10 – Save].

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4. A pop-up window displays, advising you that no new episodes have been actioned and that updates to statuses will be saved now.



- 5. Click [Yes].
- 6. The Patient Medication Record displays.

Revision History

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

Contact us

For more information contact: **Telephone: 0344 209 2601**

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