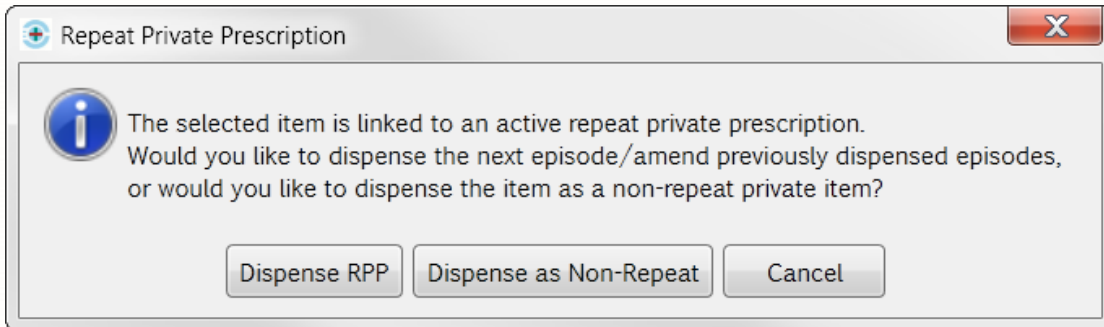


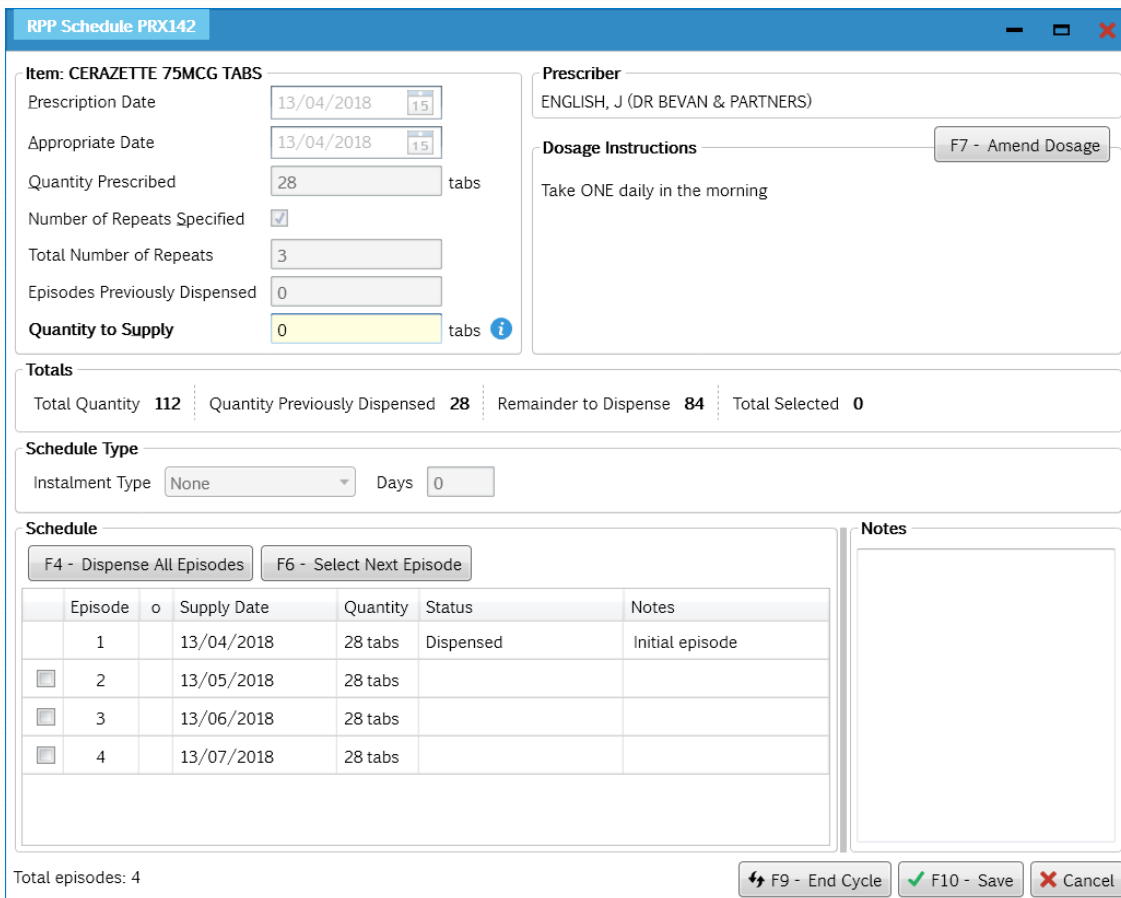
Managing RPP Episode Statuses

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.



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



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 PRX142

Item: CERAZETTE 75MCG TABS

Prescription Date: 13/04/2018

Appropriate Date: 13/04/2018

Quantity Prescribed: 28 tabs

Number of Repeats Specified:

Total Number of Repeats: 3

Episodes Previously Dispensed: 0

Quantity to Supply: 0 tabs

Prescriber: BROWNFIELD, MON (KINGS LANGLEY SURGERY)

Dosage Instructions: Take ONE daily in the morning

F7 - Amend Dosage

Totals

Total Quantity **112** | Quantity Previously Dispensed **28** | Remainder to Dispense **84** | Total Selected **0**

Schedule Type

Instalment Type: None | Days: 0

Schedule

F4 - Dispense All Episodes | F6 - Select Next Episode

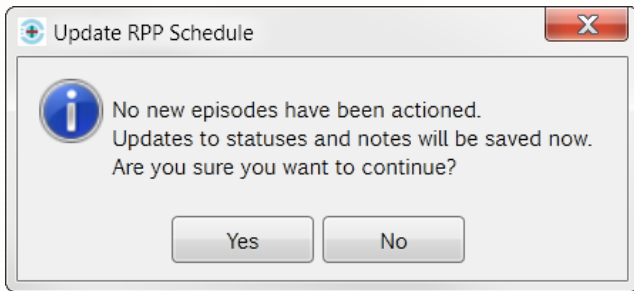
Episode	o	Supply Date	Quantity	Status	Notes
1		13/04/2018	28 tabs	Dispensed	Initial episode
2		13/05/2018	28 tabs	<div style="border: 1px solid #0070C0; padding: 2px;"> Dispense Now Dispensed Collected Not Dispensed Owing Elsewhere Cancelled Cycle Ended </div>	
3		13/06/2018	28 tabs		
4		13/07/2018	28 tabs		

Total episodes: 4

Notes

F9 - End Cycle
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.



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.

RPP Schedule PRX142

Item: CERAZETTE 75MCG TABS

Prescription Date: 15

Appropriate Date: 15

Quantity Prescribed: tabs

Number of Repeats Specified:

Total Number of Repeats:

Episodes Previously Dispensed:

Quantity to Supply: tabs i

Prescriber
BROWNFIELD, MON (KINGS LANGLEY SURGERY)

Dosage Instructions F7 - Amend Dosage
Take ONE daily in the morning

Totals

Total Quantity **112** | Quantity Previously Dispensed **28** | Remainder to Dispense **84** | Total Selected **0**

Schedule Type

Instalment Type: Days:

Schedule

Episode	o	Supply Date	Quantity	Status	Notes
1		13/04/2018	28 tabs	Dispensed	Initial episode
2	<input type="checkbox"/>	13/05/2018	28 tabs		
3	<input type="checkbox"/>	13/06/2018	28 tabs		
4	<input type="checkbox"/>	13/07/2018	28 tabs		

Notes

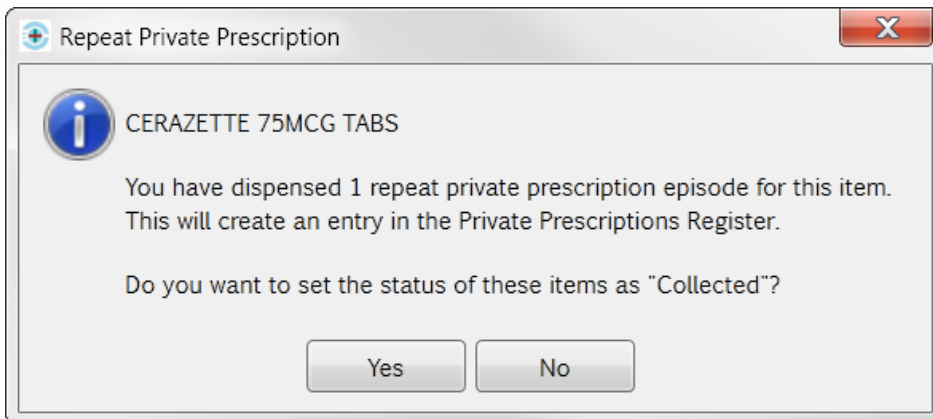
Initial episode

Total episodes: 4

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.



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 PRX142

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 **56** | Remainder to Dispense **56** | Total Selected **0**

Schedule Type

Instalment Type: Days:

Schedule

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

- Dispense Now
- Dispensed
- Collected
- Not Dispensed
- Owing
- Elsewhere
- Cancelled
- Cycle Ended

Notes

Total episodes: 4

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: 13/04/2018 15

Appropriate Date: 13/04/2018 15

Quantity Prescribed: 28 tabs

Number of Repeats Specified:

Total Number of Repeats: 3

Episodes Previously Dispensed: 0

Quantity to Supply: 0 tabs i

Prescriber

BROWNFIELD, MON (KINGS LANGLEY SURGERY)

Dosage Instructions F7 - Amend Dosage

Take ONE daily in the morning

Totals

Total Quantity **112** Quantity Previously Dispensed **84** Remainder to Dispense **28** Total Selected **0**

Schedule Type

Instalment Type: None Days: 0

Schedule

F4 - Dispense All Episodes
F6 - Select Next Episode

o	Episode	Supply Date	Quantity	Status	Notes
	1	13/04/2018	28 tabs	Dispensed	Initial episode
	2	13/04/2018	28 tabs	Dispensed	
	3	13/04/2018	28 tabs	Not Dispensed	
<input checked="" type="checkbox"/>	4	13/07/2018	28 tabs	<div style="border: 1px solid #0070C0; padding: 2px; width: 150px;"> <ul style="list-style-type: none"> Dispense Now Dispensed Collected Not Dispensed Owing <li style="background-color: #0070C0; color: white;">Elsewhere Cancelled Cycle Ended </div>	

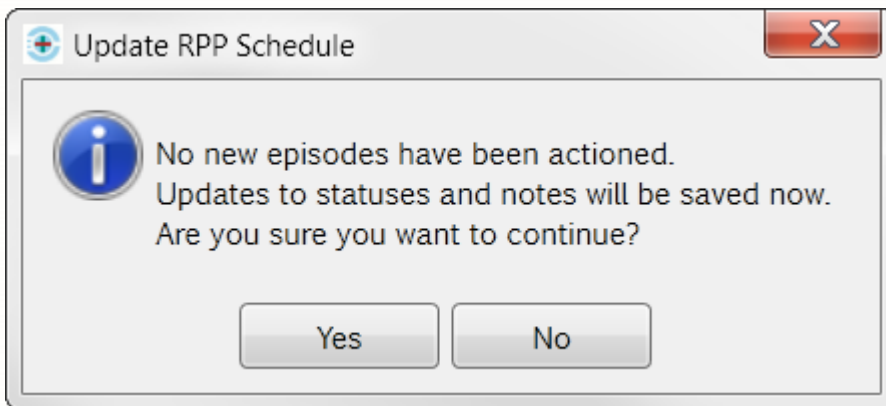
Notes

Total episodes: 4

⚡ F9 - End Cycle
✓ F10 - Save
✗ Cancel

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

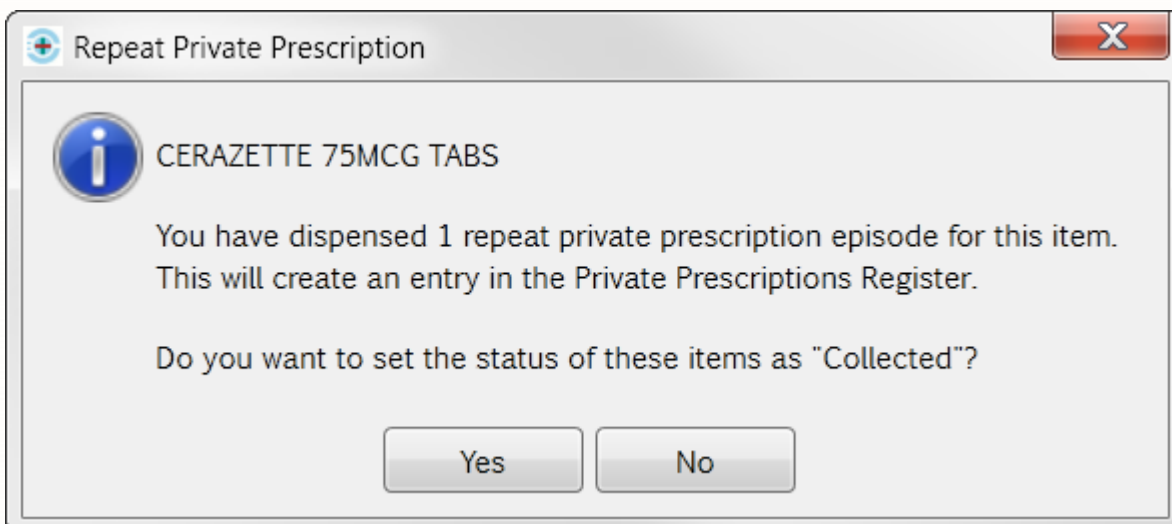
4. A pop-up window displays, advising you that no new episodes have been actioned and that updates to statuses will be saved now.



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 pop-up 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

Prescription Date: 13/04/2018

Appropriate Date: 13/04/2018

Quantity Prescribed: 28 tabs

Number of Repeats Specified:

Total Number of Repeats: 3

Episodes Previously Dispensed: 0

Quantity to Supply: 0 tabs

Prescriber
BROWNFIELD, MON (KINGS LANGLEY SURGERY)

Dosage Instructions
Take ONE daily in the morning

F7 - Amend Dosage

Totals

Total Quantity **112** | Quantity Previously Dispensed **84** | Remainder to Dispense **28** | Total Selected **0**

Schedule Type

Instalment Type: None | Days: 0

Schedule

F4 - Dispense All Episodes | F6 - Select Next Episode

Episode	o	Supply Date	Quantity	Status	Notes
1		13/04/2018	28 tabs	Dispensed	Initial episode
2		13/04/2018	28 tabs		
3		13/04/2018	28 tabs		
<input type="checkbox"/>		13/07/2018	28 tabs		

Total episodes: 4

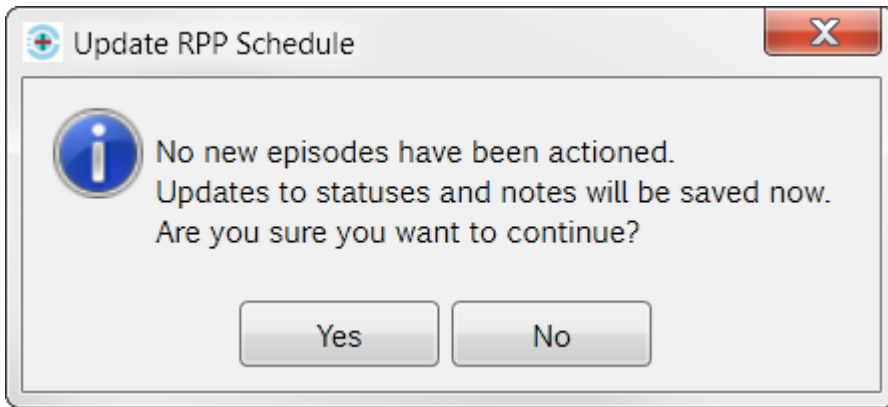
Notes

Initial episode

F9 - End Cycle | F10 - Save | Cancel

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

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



- Click **[Yes]**.
- The Patient Medication Record displays.

Revision History

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

Contact us

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