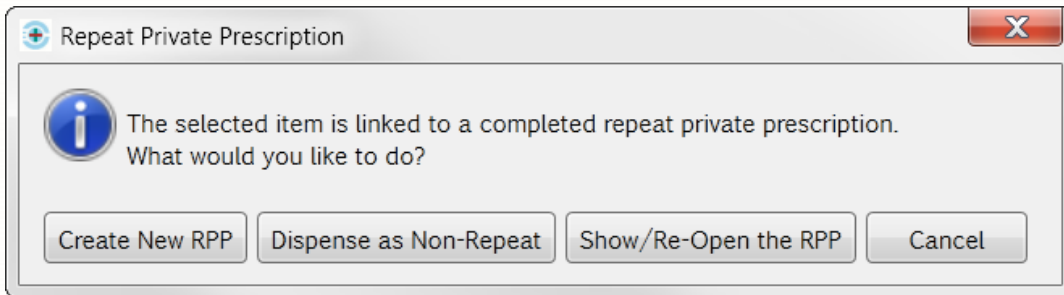


# Re-Opening an RPP Schedule

## 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 a completed repeat private prescription.



4. Click **[Show/Re-Open the RPP]**.
5. The RPP Schedule displays.

RPP Schedule PRX146

**Item: CERAZETTE 75MCG TABS**

Prescription Date	13/04/2018	15		
Appropriate Date	13/04/2018	15		
Quantity Prescribed	28		tabs	
Number of Repeats Specified	<input checked="" type="checkbox"/>			
Total Number of Repeats	3			
Episodes Previously Dispensed	0			
<b>Quantity to Supply</b>	0		tabs	<small>i</small>

**Prescriber**  
BROWNFIELD, MON (KINGS LANGLEY SURGERY)

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

**Totals**

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

**Schedule Type**

Instalment Type: None | Days: 0

**Schedule**

F4 - Dispense All Episodes
F6 - Select Next Episode

Episode		Supply Date	Quantity	Status	Notes
1		13/04/2018	28 tabs	Dispensed	
2		13/04/2018	10 tabs	Dispensed	
2	a	13/04/2018	18 tabs	Dispensed	
3		13/04/2018	10 tabs	Dispensed	
3	a	13/04/2018	18 tabs	Collected	

Total episodes: 6

⚡ F9 - Re-Open
✓ F10 - Save
✗ Cancel

## Re-opening the RPP Schedule

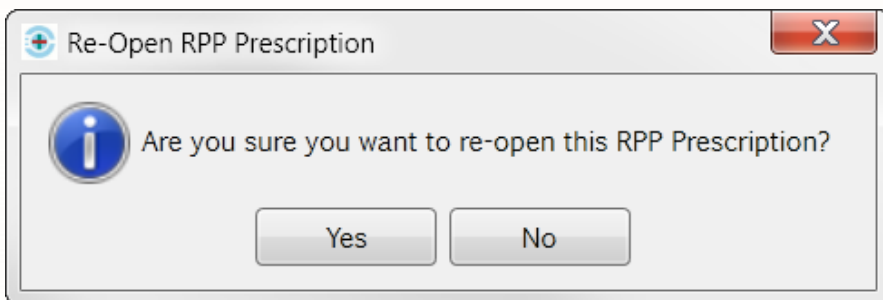
1. Notice all outstanding episodes of the schedule have been marked as *Cycle Ended*.

**Schedule**

F4 - Dispense All Episodes    F6 - Select Next Episode

Episode	o	Supply Date	Quantity	Status	Notes
2	a	13/04/2018	18 tabs	Dispensed	
3		13/04/2018	10 tabs	Dispensed	
3	a	13/04/2018	18 tabs	Collected	
4		13/07/2018	28 tabs	Cycle Ended	

2. Press **[F9 – Re-Open]**.
3. A pop-up window displays, asking whether you want to re-open this RPP prescription.



4. Click **[Yes]**.
5. Any *Cycle Ended* episodes will revert back to a blank status, and you will be able to mark episodes as dispensed, not dispensed and collected as per usual.

## 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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