

# Redeeming an Owing on an RPP Episode

## Accessing the RPP Schedule

1. From the first quadrant of the PMR, double click the item marked with an RPP tag. This displays the breakdown of all previously dispensed, not dispensed and collected RPP episodes.

ProScript Connect ▼ 13 April 2018 16:33	Search (CTRL+S) • • • • • • • • • • • • • • • • • • •	nsible Pharmacist Victoria Smith   User The Supervisor 🛛 🗖 🔰				
My shortcuts 🕂						
Redeem Owings	Search HOLLAND, Clare Susan (Miss) X					
F2 Reprints F6	HOLLAND, Clare Susan (Miss)       DOB 05 Jul 1974       NHS No       999 999 9700       1 OWING         77 Nightington Avenue, Kings Langley, Hertfordshire, WD4 5DR       Age       43 years 9 months       EPS Status       •					
Ordering F7	Patient Medication Record Patient Summary View Compliance					
Overdue Scripts F8	F1 Patient F2 Redeem F3 Change F5 Change F5 Change F5 Change F6 Next V F7 Add To F8 Last F9 Change C4 Change F5 Chan					
F9	Details Owing Choice Dose Quantity item Order item Options					
MDS Scripts Due	Additional Endorsements       Stock Card       Edit Warnings       Nominate To My Pharmacy       PTS       MUR       Drug Notes       Incident Report         Counselling Notes       Interventions (1)       Record Measurements       ✓       ✓       ✓       ✓       ✓       ✓       ✓					
SDM Ctrl M			1			
Stock Manager	FP10         BROWNFIELD, MON (KINGS LANGLEY SURGERY)	<u>18 Cerazette /5mcg tabs (of 28)</u>				
Ctrl O	ENTER - Add New Item					
MDS Manager F11	→ 1) CERAZETTE 75MCG TABS 13/04/2018 RPP					
ETP	13/04/2018 16:30 : 28 18 OWNG RPP [2 of 4 : PRX146] Tal Edit Rx View Rx P 13/04/2018 16:23 : 28 RPP [1 of 4 : PRX146] Take ONE daily in the morning READ THE ADDITIONAL INFORMATION GIVEN WITH THIS					
Ctrl E	▶ P 13/04/2018 16:21 : 28 RPP [4 of 4 : PRX142] Take ONE daily in the morning	MEDICINE.				
Script Q	▶ P 13/04/2018 16:08 : 28 RPP [3 of 4 : PRX142] Take ONE daily in the morning					
RMS	<ul> <li>P 13/04/2018 16:04 : 28 RPP [2 of 4 : PRX142] Take ONE daily in the morning</li> <li>P 13/04/2018 15:39 : 28 RPP [1 of 4 : PRX142] Take ONE daily in the morning</li> </ul>					
Ctrl R	◆ 2) Propranolol 10mg tabs 13/04/2018 Miss Clare Susan Holland					
Ctrl T	→ 3) ASACOL MR 400MG GAST-RES TAB 13/04/2018					
ETP Tracker	Showing 12 months Press Alt_S To Show all Show/Hide Details Group By:	18				
	Showing 12 months. These Autro to Show all Show/ filde Details Gloup by. Drug	Total Drug Information Patient Information				
	Quantity         Dispensed Product Choice         Pip Code         R         S	Reimbursement Price: £3.18 This is a calendar pack. Drug Tariff rules				
	10 Cerazette 75mcg tabs (84) MSD (£3.18) BRAND 289758!	state that contractors are required to				
	Cerazette 75mcg tabs *PI* (84) LEXN BRAND 6628135	the prescription.				
		If the script is for an OP or OP's & the				
	Drug Statistics (Lonsolidated)	Cost £3.18 or strips be dispensed ie less than the				
	Apr Mar Feb Jan Dec Nov Robot Stock 0	Margin 50% manufacturer's OP,then input the EXACT				
	Month Total 2 0 0 0 0 0 Due In 0	Dispensing Fee £2.00 quantity at the QUANTITY stage on the label.				
	Forms         6         0         0         0         0         Suggested Lvl. 2	Suggested LvL 2 Episode 2 of 4 No patient charge				

2. Highlight the prescription marked with an OWING tag.

#### **Redeeming the Owing**

- 1. Press [F2 Redeem Owing].
- 2. The Redeem Owing window displays, with the total quantity left to be redeemed displayed in the top left field.



Redeem Owing – 🗖 🗙						
F1 - Single F2 - Split F3 - No. of labels F4 - Move last up F5 - Extra Label i						
Labels Split						
Number of labels: 1 Total: 18						
18						
Dispensed Item: Cerazette 75mcg tabs (84) MSD						
F8 - Change Item 🖌 F9 - Not Given 🗸 F10 - Redeem 🗶 Cance						

- 3. Press [F10 Redeem].
- 4. A pop-up window displays, advising you that you have redeemed an owing on an RPP episode, and asking whether you want to mark the quantity you have just redeemed as *Collected*.

Repeat Private Prescription				
CERAZETTE 75MCG TABS				
You have redeemed an owing for a repeat private prescription item. This will create an entry in the Private Prescriptions Register.				
Do you want to set the status as "Collected"?				
Yes No				

- 5. Click **[Yes]**.
- 6. The PMR reverts the label preview back to the default white background, as the entire quantity has been redeemed.

### **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** 

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2019.