

Creating an EPS Owing After Dispensing

1. To begin, open the ETP Main Screen from the ProScript Connect Main Screen by clicking the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.
2. From the ETP Main Screen, highlight a prescription marked as Dispensed and select the **[F2 - View / Edit]** button.
3. The Prescription Type window displays, with a *Processed* watermark. Select the **[F10 - Edit Script]** button.



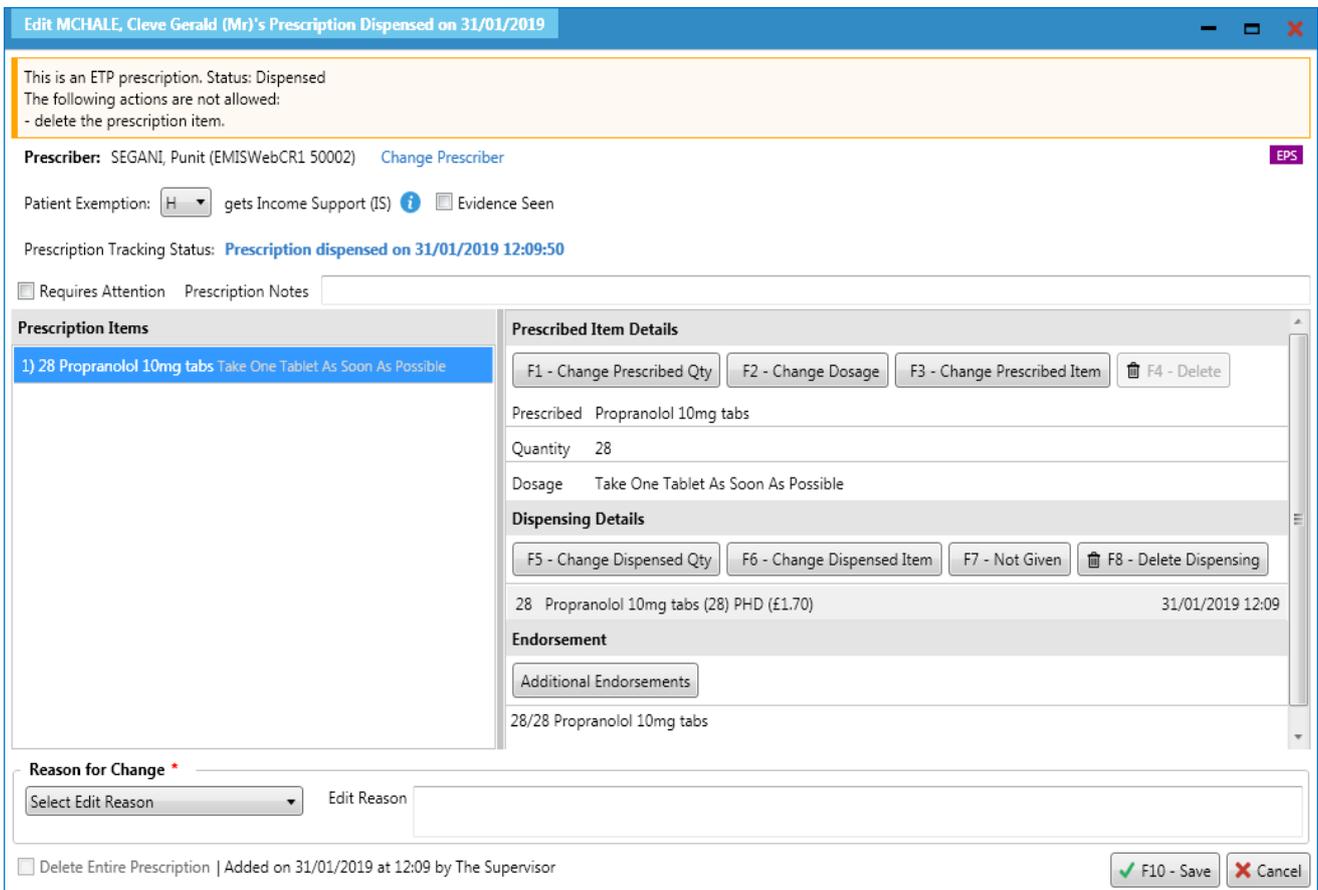
Tip: To print the full token, select the **[F8 - Print]** button. You can also print the token without the repeat information by clicking on the arrow and selecting the *Print without repeat information* option. You can also choose to print a line above each medication on the right hand side of the token by enabling the *Token Report Right Show Medication Separator* application setting from within the ETP category of Edit Application Settings.

Prescription Type: FP10

Pharmacy Details 24/7 Pharmacy Stop 128 Waterfields Way North Watford Hertfordshire WD24 7FE	DOB 10/09/1973 Age 45 years 4 months	Title, Forename, Surname Address MCHALE, Cleve Gerald (Mr) 2 Besford Close Luton LU2 8TX NHS Number 944 637 0876	Script Id: 7520BE-B81012-001319 Prescription Type: FP10 Release Version: 2 Treatment Type: Repeat Dispensing (1 of 6) Prescription Start Date: 31/01/2019 Review date at which the prescriber would like to review the treatment with the patient: 01/02/2020 Prescription Expiry Date: 31/07/2019 Digital Signature: Valid Signed By: 555073367109_Emis_Community_Pharmacy Signed Date: 31/01/2019 11:21:36
28/28 Propranolol 10mg tabs	Prescribed Medication Propranolol 10mg tablets 28 tablet Take One Tablet As Soon As Possible Dispensed Status: Fully Dispensed		Patient Medication History: [] Propranolol 10mg tablets - Take One Tablet As Soon As Possible, 28 tablet (1/6) [] Asacol 400mg MR gastro-resistant tablets (Allergan Ltd) - One To Be Taken Three Times A Day, 84 tablet (6/6) [] Amoxicillin 500mg capsules - One To Be Taken Three Times A Day, 15 capsule (6/6) [] Ramipril 1.25mg tablets - One To Be Taken Each Day, 28 tablet (6/6) [] Citalopram 40mg tablets - One To Be Taken Each Day, 28 tablet (6/6) [] Venlafaxine 75mg tablets - One To Be Taken Twice A Day, 56 tablet (6/6) [] Gabapentin 100mg capsules - One To Be Taken Three Times A Day, 100 capsule (1/5) [] Amlodipine 10mg tablets - One To Be Taken Each Day, 28 tablet (1/6) [] Omeprazole 20mg gastro-resistant tablets - One To Be Taken Each Day, 28 tablet (0/6) [] Propranolol 10mg tablets - One To Be Taken Twice A Day, 28 tablet (1/6)
Script Id: 7520BE-B81012-001319 Start Date: 31/01/2019 Date: 31/01/2019 Expiry Date: 31/07/2019			Patient Instruction: Next review date: 01-Feb-2020
Item(s): 1	SEGANI, Punit 558870 EMISWebCR1 50002 B81012 Fulford Grange, Micklefield Lane Rawd Rawdon Leeds Yorkshire LS19 6BA Tel: 01133800000		Charge Exemption Details: Exempt before date - 09/09/1989 Exempt after date - 10/09/2033

F8 - Print
F10 - Edit Script
Cancel

- The Edit Prescription window displays. If there is more than one item, ensure you have the relevant item highlighted in the left-hand side and select the **[F5 - Change Dispensed Qty]** button.



This is an ETP prescription. Status: Dispensed
The following actions are not allowed:
- delete the prescription item.

Prescriber: SEGANI, Punit (EMISWebCR1 50002) [Change Prescriber](#) EPS

Patient Exemption: gets Income Support (IS) [i](#) Evidence Seen

Prescription Tracking Status: **Prescription dispensed on 31/01/2019 12:09:50**

Requires Attention Prescription Notes

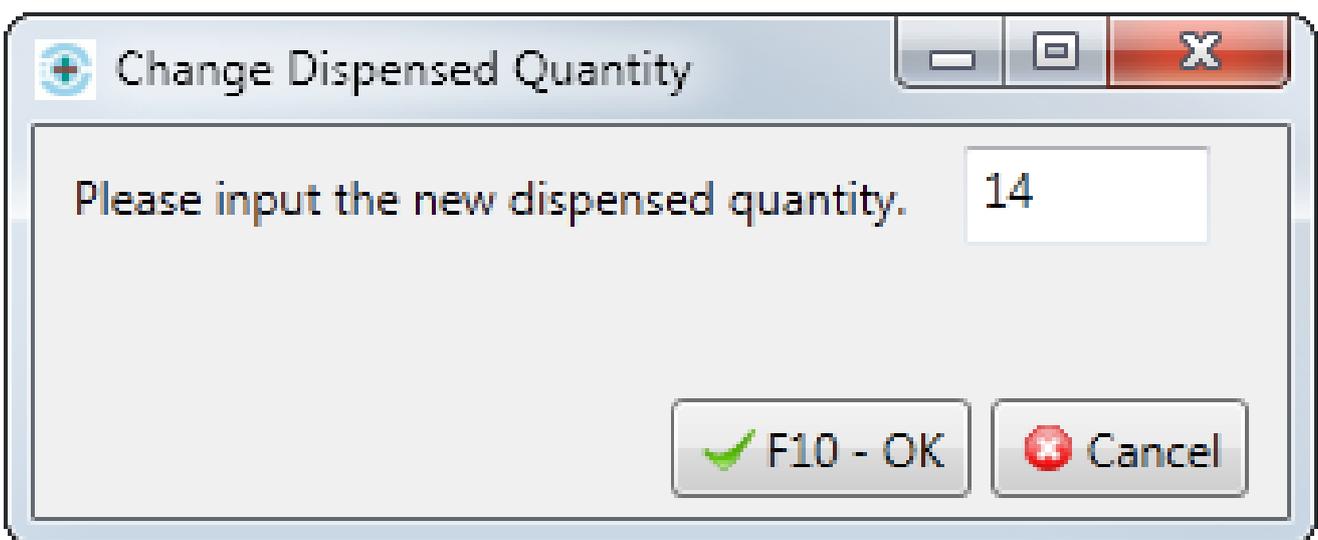
Prescription Items	Prescribed Item Details
1) 28 Propranolol 10mg tabs Take One Tablet As Soon As Possible	<p>F1 - Change Prescribed Qty F2 - Change Dosage F3 - Change Prescribed Item F4 - Delete</p> <p>Prescribed Propranolol 10mg tabs</p> <p>Quantity 28</p> <p>Dosage Take One Tablet As Soon As Possible</p> <p>Dispensing Details</p> <p>F5 - Change Dispensed Qty F6 - Change Dispensed Item F7 - Not Given F8 - Delete Dispensing</p> <p>28 Propranolol 10mg tabs (28) PHD (£1.70) 31/01/2019 12:09</p> <p>Endorsement</p> <p><input type="text" value="Additional Endorsements"/></p> <p>28/28 Propranolol 10mg tabs</p>

Reason for Change *

Select Edit Reason

Delete Entire Prescription | Added on 31/01/2019 at 12:09 by The Supervisor ✓ F10 - Save ✗ Cancel

- A pop-up window displays, asking you to input the new dispensed quantity. Enter the quantity you want to dispense now, or 0 if you're creating a full owing, and select the **[F10 - OK]** button.



Change Dispensed Quantity

Please input the new dispensed quantity.

- The item updates to display an owing tag of the outstanding quantity. Select the reason for the change, enter notes to explain the reason if applicable and select the **[F10 - Save]** button.

Edit MCHALE, Cleve Gerald (Mr)'s Prescription Dispensed on 31/01/2019

This is an ETP prescription. Status: Dispensed
The following actions are not allowed:
- delete the prescription item.

Prescriber: SEGANI, Punit (EMISWebCR1 50002) [Change Prescriber](#) EPS

Patient Exemption: gets Income Support (IS) [i](#) Evidence Seen

Prescription Tracking Status: **Prescription dispensed on 31/01/2019 12:09:50**

Requires Attention Prescription Notes

Prescription Items	Prescribed Item Details
1) 28 Propranolol 10mg tabs 14 OWING Take One Tablet As Soon As P...	<p>F1 - Change Prescribed Qty F2 - Change Dosage F3 - Change Prescribed Item <input type="checkbox"/> F4 - Delete</p> <p>Prescribed Propranolol 10mg tabs</p> <p>Quantity 28</p> <p>Dosage Take One Tablet As Soon As Possible</p> <p>Dispensing Details</p> <p>F5 - Change Dispensed Qty F6 - Change Dispensed Item F7 - Not Given <input type="checkbox"/> F8 - Delete Dispensing</p> <p>14 28 Propranolol 10mg tabs (28) PHD (£1.70) 31/01/2019 12:09</p> <p>Endorsement</p> <p><input type="text" value="Additional Endorsements"/></p> <p>28/28 Propranolol 10mg tabs</p>

Reason for Change *

Edit Reason

Delete Entire Prescription | Added on 31/01/2019 at 12:09 by The Supervisor ✓ F10 - Save ✗ Cancel

- The system will produce a label for the quantity you are dispensing now, and/or an owing label of what is owed.
- The ETP Main Screen displays, with the prescription tagged as Script Edited and PARTIAL or OWING, depending on if you created a partial or full owing.

ProScript Connect 01 February 2019 15:38 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

Search Workflow Manager ETP x

F1 - Send / Receive F2 - View / Edit F3 - Send Dispense F4 - Send Claim F5 - Additional Functions F6 - Nominated Scripts F7 - Return Script F8 - Re-Send
 F9 - Nominated Dispensary F10 - Batch Functions F11 - Reports Re-process Script Request Next Episode View PMR

Prescriptions Requests Nomination Requests

Filters
 All Period All Dates Filter Prescription On Prescriptions Due to expire by Select a date 15
 R1 From Select a date 15 To Select a date 15 Dispensed Show Deleted Show Requires Attention Only Exclude Sent DN More Than 180 Days Exclude Expired Prescriptions
 R2 Search Search Patient, Script ID, DOB All Scripts

Version	Date	Expiry Date	Patient	Token	Treatment Type	Rx Type	Status
R2	01/02/2019 10:04	01/08/2019	SLACK, Laura Irene (Mrs)	PARTIAL Exempt C	Acute	FP10	Dispensed
R2	31/01/2019 11:21	31/07/2019	MCHALE, Cleve Geral...	PARTIAL Script Edited Exempt H	Repeat Dispensing (1)	FP10	Dispensed
R2	17/12/2018 09:04	17/06/2019	MCHALE, Cleve Gerald (Mr)	Partial	Acute	FP10	Dispensed
R2	13/12/2018 12:34	13/06/2019	MCHALE, Cleve Gerald (Mr)	Partial	Repeat Prescribing	FP10	Dispensed
R2	13/12/2018 10:17	13/06/2019	MCHALE, Cleve Gerald (Mr)	Partial	Acute	FP10	Dispensed

Drug Description Quantity Dosage Expiry Date
 Propranolol 10mg tablets 14 OWING 28 tablet Take One Tablet As Soon As Possible 31/07/2019

Total (based on filters) Line items: 5 Scripts: 5 Redeem Owing/Partial

Prescription return success. 3C82A3-C81007-00001A
 Send return prescription for identifier: 3C82A3-C81007-00001A
 Downloaded prescription with 3C82A3-C81007-00001A
 Release Prescription Request: 3C82A3-C81007-00001A

[944 637 0876] EXEMPT (H)
 MCHALE, Cleve Gerald (Mr)
 2 Besford Close, Luton, LU2 8TX
 DOB: 10 Sep 1973
 Age: 45 years 4 months
 Elected Services
 EPS Registered
 GPRV Active

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	15 April 2025	KB0073440	Joanne Hibbert-Gorst

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Contact us

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