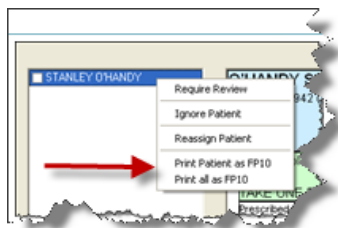


Choose to print prescription

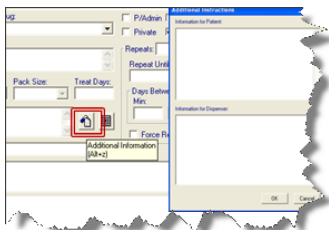
If you prefer to print an FP10, rather than send it electronically, right-click on a listed patient and select **Print Patient as FP10** from the menu.



Add a note for the patient or dispenser

You can add a note for the patient or dispenser to the prescription token and the electronic prescription. On the prescription token:

- The patient note is displayed on the right-hand page.
- The pharmacy note is displayed beneath the item details on the prescription page.



Issue screen – showing Pharmacy/Patient Message options

Reject a Request

You can reject a request to remove the task from your list without issuing. Click **Don't Sign** to cancel the request. The task is removed from your task list.



Remove task - without issuing

Further Information

For further information about the Electronic Prescription Service (EPS) Release 2:

<http://www.connectingforhealth.nhs.uk/systemsandservices/eps/prescribing>

Electronic Prescription Service (EPS) – Release 2

Quick Reference Guide for Prescribers

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Electronic prescriptions

To issue both acute and repeat electronic prescriptions a patient has to have nominated a pharmacy. Select/add the required item(s) then select **Print** or **F9**, the item(s) will appear in the Prescription Manager screen with an icon indicating its status.

	Date	Clinician	Drug/Advice
	05/10/10	RT	Aspirin 75mg dispersible tablets
	02/05/10/10	RT	Urisac sterile leg bag 7661 350ml

Prescription Manager – Electronic item

To change the prescription type right-click on the item and select one of the following:

- **Electronic** signed electronic message.
- **Electronic + Token** – Electronic message with a paper copy for the patient.
- **Dual** – Electronic message and signed FP10.
- **Paper** – Signed FP10 paper script.



Change prescription type

You can also change the prescription type by removing the tick from the **Nominate** box and the item with change from an electronic to a paper script.



Change the Prescription Type

If you want to print a prescription token for any electronic prescription, select **Electronic + Token** before you sign the electronic prescription.

If you produce a repeat dispensing regime electronically, a prescription token is printed automatically; this acts as a reminder to the patient.

Note: Prescription tokens **cannot** be used in the same way as a normal FP10 or barcoded prescription.

Bulk Signing

Electronic prescriptions processed by non-prescribing users and those that you have marked for signing later can be reviewed as a batch, using the **List All Prescriptions** View in Consultation Manager.



All Prescriptions View – Electronic Prescriptions

1. Log on using your Smartcard.
2. From the Consultation Manager screen select List All Prescriptions icon.

3. Click the **Authorised** tab to display unsigned prescriptions depending on your filter settings.
4. Review items in the list individually, tick the box to the left of the patients name to digitally sign.
5. Click **Sign Selected** and provide your PIN code when prompted.
6. Review items on the **Review Required** list, these require your review, they may have a prescription note, or need to be reauthorised.
7. Once reviewed they can then be signed.

Note: You do *not* have to process all tasks at once. Signed electronic prescriptions are transmitted to the relevant dispensers and prescription tokens printed (if applicable), the completed tasks are then removed from the list.

Further actions from All Prescriptions View

You can perform the following further actions when dealing with a signing task.

Reassign Patient

Right click on a listed patient and select **Reassign Patient** from the menu, select a clinician to reassign the script request.

