

# GP10 Printing Alignment and eAMS – Setting Printer Profiles

## Introduction

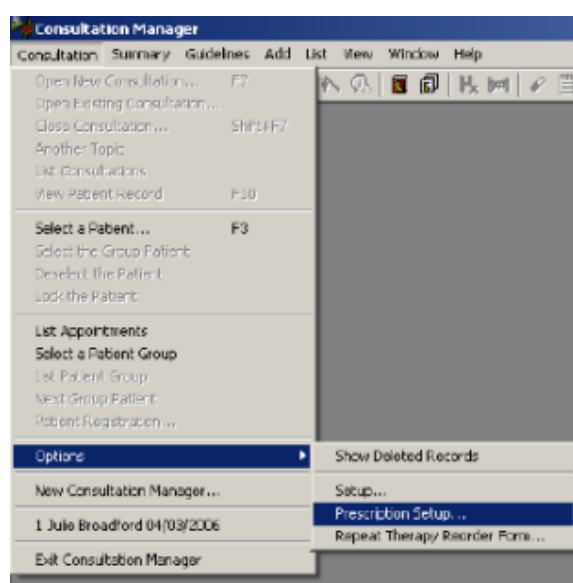
All Scottish prescriptions printed under electronic Acute Medication Service (eAMS) will be scanned to capture the data. It is essential that your printing profiles allow all the printed data to appear exactly where it should, and that none of it overlaps with the pre-printed lines on the prescription form.

Once eAMS has been installed and switched on at your practice, please ensure that all your workstations are printing with the data correctly positioned on the form, and that the correct version of prescription stationery has been specified. Each workstation has its own printing profile, and must be set up independently of the others.

## How to Set up a Printer Profile

1. In Consultation Manager, select **Consultation - Options - Prescription Setup**.

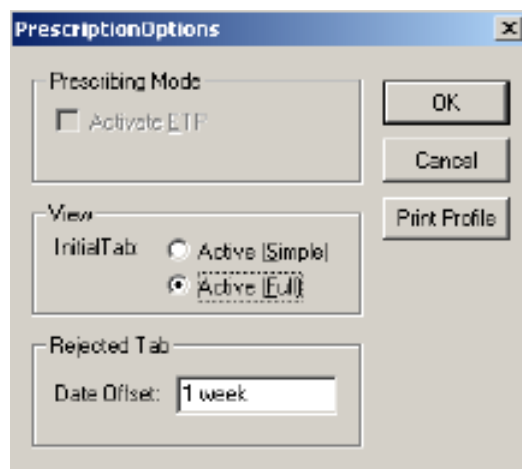
**Tip** – The Prescription Options dialog box can also be opened from Prescription Manager during printing by clicking on the **Setup** button.



*Consultation – Options – Prescription Setup*

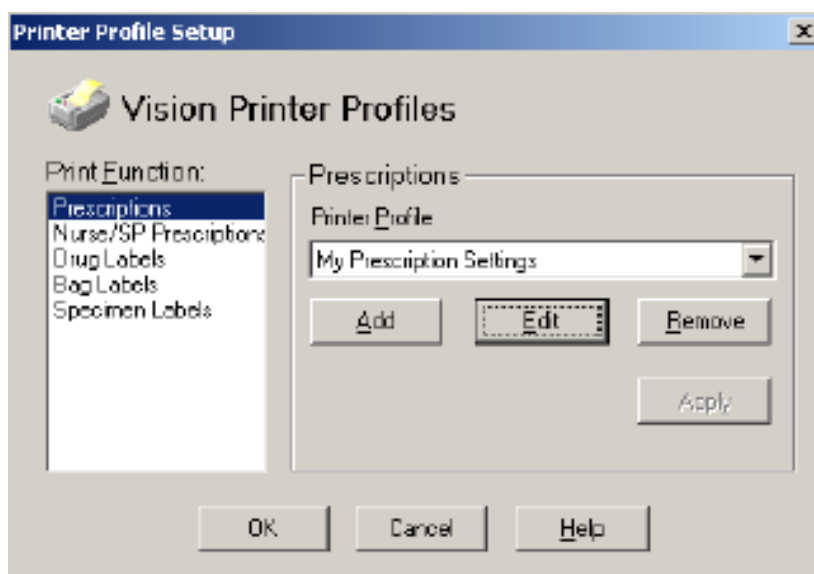


- The **Prescription Options** dialog box is displayed.



*Prescription Options*

- Click **Print Profile** to open the Printer Profile Setup.

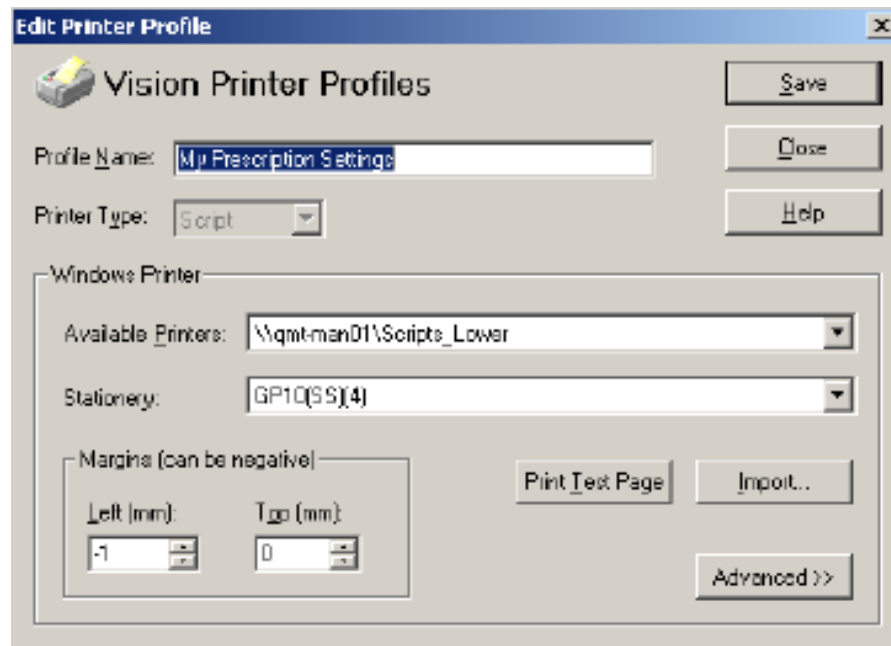


*Printer Profile Setup*

- If the printer you are setting up is going to be used by a GP, ensure that **Prescriptions** is highlighted under **Print Function** (column on the left) and that **My Prescription Settings** is displayed in the **Printer Profile** field.

If the printer you are setting up is going to be used by a Nurse Prescriber or Supplementary Prescriber, ensure that **Nurse/SP Prescriptions** is highlighted in the **Print Functions** (column on the left) and that **My Nurse/SP Prescription Setting** is displayed in the **Printer Profile** field.

- Click **Edit**.
- This opens **Edit Printer Profile**.



*Edit Printer Profile*

7. If setting up a printer to print a GP's prescriptions, select the required printer from the list in **Available Printers** and then select **GP10(SS)(4)** from the list in the **Stationery** field.

If setting up a printer to print Nurse Prescriber or Supplementary Prescriber prescriptions, select the required printer from the list in **Available Printers** and then select **GP10(SS)(3)** from the list in the **Stationery** field.

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**Warning** – If older versions of the stationery are selected some data elements, particularly the patient CHI No., will not print in the correct format.

**Note** – Although the form you are currently using is the GP10(SS)(5), selecting GP10(SS)(4) will give the correct printing positions.

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8. Set both the **Left** and **Top** margins to **0** and click **Print Test Page**. This generates a test prescription, check the Test Page and if necessary adjust the margins until the data prints in the appropriate fields.

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**Tip** – Margins can be negative in order to pull the data to the left or closer to the top of the page.

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9. Click **Save** and then **Close** the printer profile set-up screen.