



Withdrawal of Out-of-Date GP10 Stationery

Background

With the advent of ePharmacy prescribing in Scotland, all prescriptions are printed with information which can be optically scanned. In order to make scanning as accurate as possible, the information must fall within specific areas of the form. To this end, out-of-date versions of GP10 stationery (ie those earlier than GP10(SS)(4)) are being withdrawn in DLM 300.

Action Required

Vision uses print profiles to ensure that prescription information matches the version of the GP10 form in use at your practice. If any of your print profiles currently specify an out-of-date version, a simple change to the print profile must be made before you will be able to print prescriptions in DLM 300. This can be carried out before or after DLM 300 is installed, but is best done before if possible.

Please note the following important points:

- Print profiles are workstation-specific; if a workstation is shared by more than one user, any change made to a profile will affect all users who use that profile on that workstation. Similarly, any user who prints from more than one workstation will have to update the profile they use on each workstation, even if they always log on under the same Vision user ID.
- The prescription forms in use at your practice may be marked **GP10(SS)(5)**. However, there were no changes to the layout when this version was introduced, and specifying GP10(SS)(4) in your printing profiles will give the correct printing layout for both the GP10(SS)(4) and GP10(SS)(5) form.

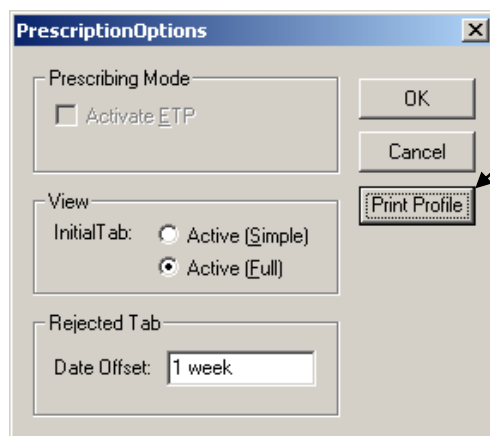
Nurse and Supplementary Prescriber Printing

Print profiles for Nurse and Supplementary Prescribers should be unaffected by the change in DLM 300, and should still specify the **GP10N(SS)(3)** form. Please note that selection of this stationery for GP prescriptions will disable the printing of bar codes on prescriptions, as non-GP prescribers are currently ineligible for ePharmacy prescribing.

Changing Stationery – Before receiving DLM 300

To change the GP10 stationery **before** you receive DLM 300:

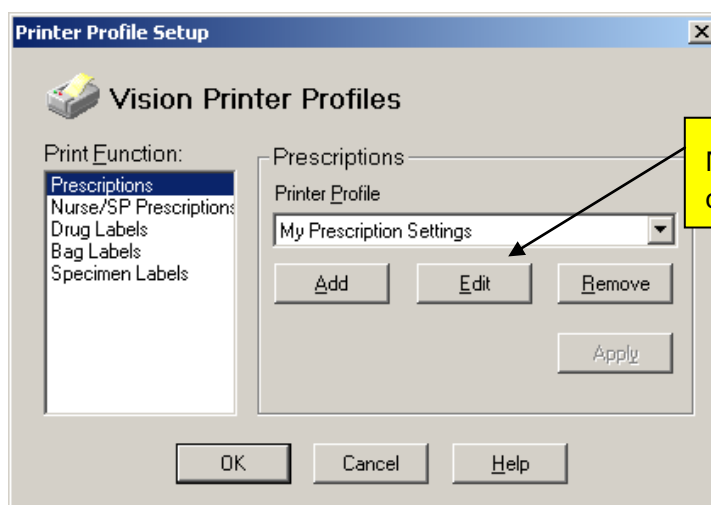
1. In Consultation Manager, select **Consultation – Options – Prescription Setup**.
2. In the Prescription Options window, click on the **Print Profile** button.



In Prescription Options, click **Print Profile**.

Prescription Options

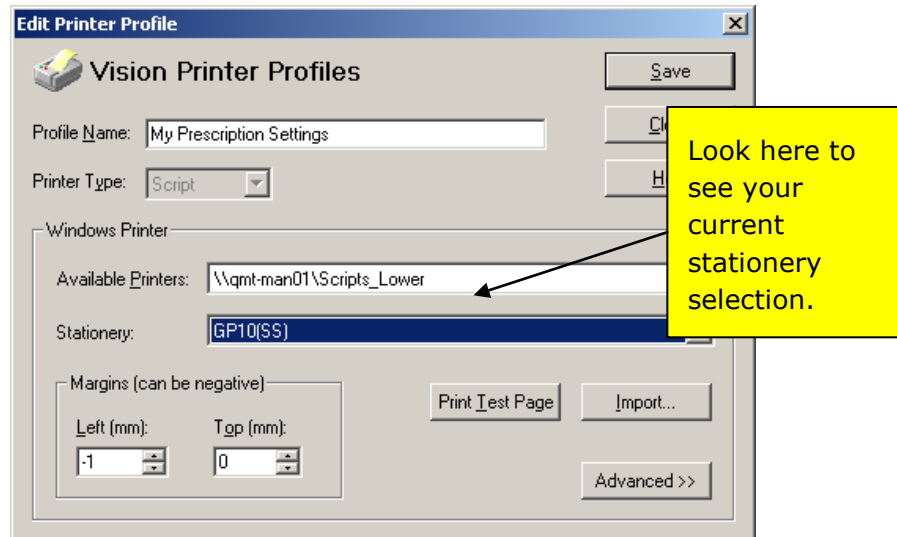
3. Next, in the Printer Profile Setup window, click **Edit**.



Next, click on **Edit**.

Printer Profile Setup

4. The Edit Printer Profile screen is displayed. From the Stationery box, you can see your current stationery selection.
5. If the selection is **GP10(SS)(4)**, you have a current version selected and need take no further action.

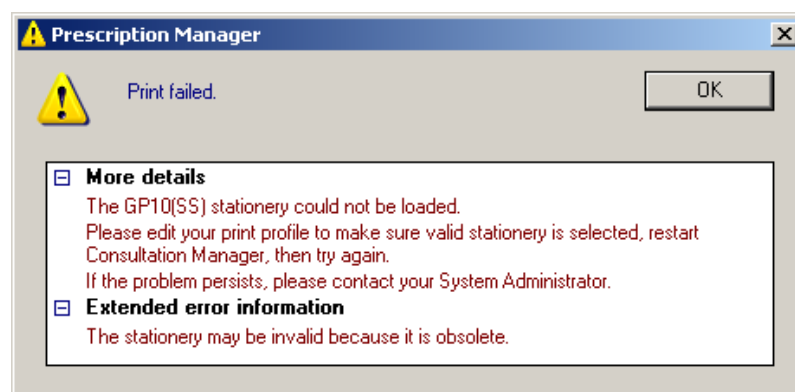


Edit Printer Profile - Stationery

6. If the selection is GP10(SS) or GP10(SS)(3), click on the Stationery drop down box to open the list of available forms and select **GP10(SS)(4)**.
7. Next, click Save, then click OK on the two preceding prompts to exit Print Profile Setup.

Changing Stationery - After receiving DLM 300

If you try to print using an out-of-date print profile **after** DLM 300 has been installed, the following Print Failed message is displayed in Consultation Manager:

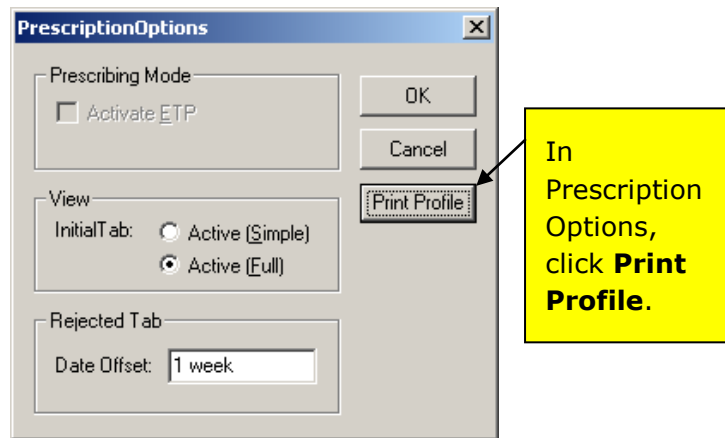


Error Message for incorrect stationery

To change the prescription stationery at this stage, follow these steps:

1. Click OK to close this message.

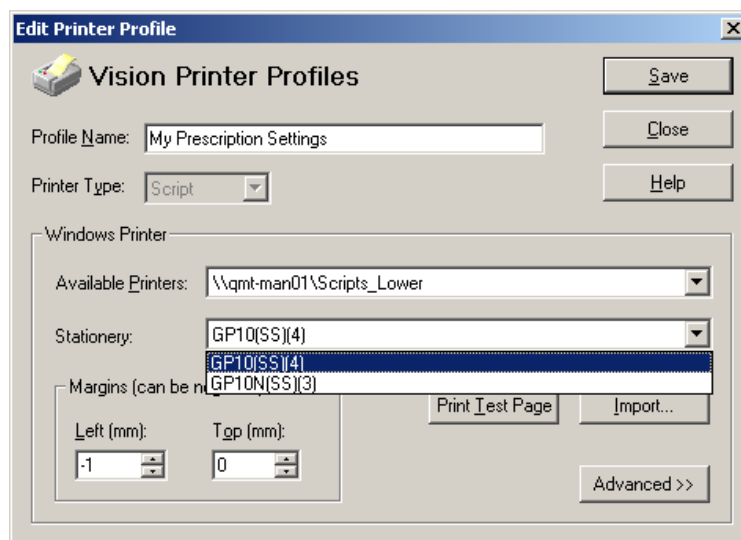
2. If you have not yet printed from the workstation since DLM 300 was installed, go to **Consultation - Options - Prescription Setup**, otherwise from Prescription Manager, click on the **Setup** button.
3. In the Prescription Options window, click on the **Print Profile** button.



Prescription Options

4. Next, in the Printer Profile Setup window, click **Edit**.
5. The Edit Printer Profile screen is displayed. From the Stationery box, you can see your current stationery selection.

Important - Even if the selection in the Edit Printer Profile dialog already reads GP10(SS)(4), you still need to reselect it from the list. This is because the list was updated when you received DLM 300, but needs to be manually applied.



Edit Printer Profiles - Stationery

6. Click on **GP10(SS)(4)**, then click **Save**, then click **OK** on the two preceding dialogs to exit Print Profile Setup.
7. Close Prescription Manager, then close and re-open Consultation Manager to pick up the change to the printing profile. You will be able to print prescriptions successfully from now on.