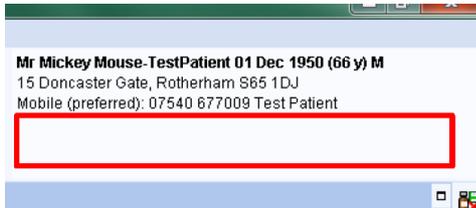


SystemOne – eRD training



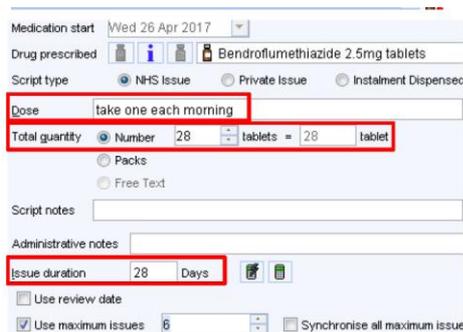
Ensure pt has community pharmacy EPS nomination set. Will appear here!

The PDS box is in the bottom right corner of the screen. Check if the SPINE image in the bottom right corner is connected.

To add a nomination click ADMINISTRATION - SPINE DETAILS - ETP DETAILS.

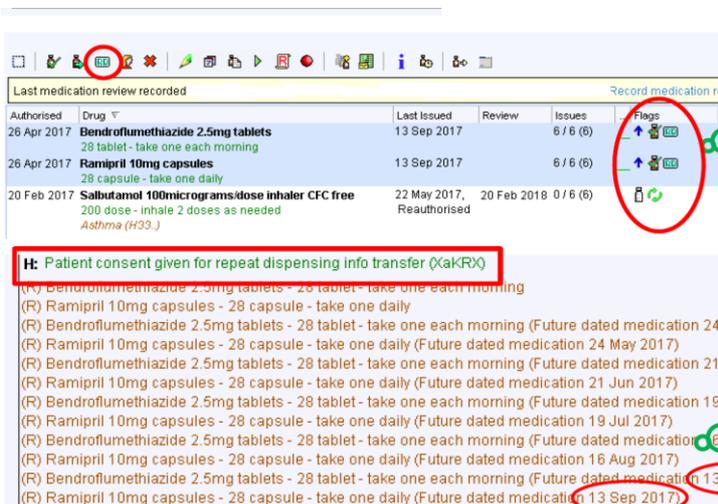
You can configure the toolbar to make it easier to search for this by adding DISPENSING INFORMATION.

You must SAVE before you move onto the next step otherwise the nomination will not stay updated.



All 3 (dose, total quantity & issue duration) must be aligned for the entire repeat template, to ensure all meds on the script are released from the spine together

When searching for a particular medication the prescriber should search by entering the first three letters of the drug and the full strength in order to create a shorter selection list. If an item has an ETP icon with a red line through it, this means that the item is an unmatched pack and will not go electronically.



Repeat dispense only the regular meds by using the **RD** button on ribbon. Do NOT include PRN "when required" meds.

Add eRD consent read code "XaKRX" & check final issue dates for "last batch" are all the same

H: Patient consent given for repeat dispensing info transfer (XaKRX)
 (R) Bendroflumethiazide 2.5mg tablets - 28 tablet - take one each morning
 (R) Ramipril 10mg capsules - 28 capsule - take one daily
 (R) Bendroflumethiazide 2.5mg tablets - 28 tablet - take one each morning (Future dated medication 24 May 2017)
 (R) Ramipril 10mg capsules - 28 capsule - take one daily (Future dated medication 24 May 2017)
 (R) Bendroflumethiazide 2.5mg tablets - 28 tablet - take one each morning (Future dated medication 21 Jun 2017)
 (R) Ramipril 10mg capsules - 28 capsule - take one daily (Future dated medication 21 Jun 2017)
 (R) Bendroflumethiazide 2.5mg tablets - 28 tablet - take one each morning (Future dated medication 19 Jul 2017)
 (R) Ramipril 10mg capsules - 28 capsule - take one daily (Future dated medication 19 Jul 2017)
 (R) Bendroflumethiazide 2.5mg tablets - 28 tablet - take one each morning (Future dated medication 16 Aug 2017)
 (R) Ramipril 10mg capsules - 28 capsule - take one daily (Future dated medication 16 Aug 2017)
 (R) Bendroflumethiazide 2.5mg tablets - 28 tablet - take one each morning (Future dated medication 13 Sep 2017)
 (R) Ramipril 10mg capsules - 28 capsule - take one daily (Future dated medication 13 Sep 2017)

The date is the last day the patient collects their medication.

When clicking RD, SystemOne tells you the last issue date. The prescriber should then add the code for repeat dispensing, then click SAVE and then it can be signed or set to sign later. If the medication is PRN (when required) the RX type should be changed to IRREGULAR ISSUED ITEM.

Script Printing

NOTE: When using 'Print Them Now', future-dated issues can optionally be printed using the Prescription Search screen. Use the radio buttons below to change this option

Select what to do with script(s)

Print Them Now

Print Them Later

Do Not Print Them

Print future issues now

Print future issues later

Do not print future issues

Print/sign now: will send scripts immediately to the spine and automatically print off a token (*discard token*)

Print/sign later: will send task to the EPS signing box with other EPS scripts to be signed (*no token will print off*)

Prescribers may think that the 'Do Not Print Them' button is for prescribing via EPS, however if the user clicks this, the prescription will be lost and not issued therefore the script will have to be cancelled and reissued. This error can be checked by selecting ADMIN - REPEAT TEMPLATES- PRESCRIPTION HISTORY. If no prescription is present it shows that the script has not been issued. They then need to cancel the script, which involves cancelling the full course. To do this the user must click the red record button then select the reason why and press OK. The prescriber should then go to new journal and click prescription history to reissue.

Acute & Repeat Prescriptions

Print Token Now

Print Token Later

Do Not Print Token

Repeat Dispensed Prescriptions

Print Token Now

Print Token Later

Save as Default

PIN Sign

Ensure for Acute & Repeat scripts "do not print token" & for Repeat dispensed scripts "print token later" are saved as default

Things to consider:

- Large pharmacies use servers to pull down their prescriptions, often at the early hours of the morning.
- Repeat dispensing: It is advisable to set up eRD during a medication review. If a patient's medication has not changed in the previous 12 months and they require the same medication then they are suitable for eRD. Patients must consent to eRD and it must be recorded.
- Key targets for eRD are patients that are ordering online but do not have a nomination.
- Patients on 4 or less medication are ideal as this will fit on 1 script.
- Repeats are recommended on a 28 day cycle,
- Repeat dispensing is not recommended for PRN.
- 28 day cycle assumes the patient takes it every day.
- Once the pharmacy marks as dispensed the repeat drops down 7 days prior to the next date for repeat.
- If a pharmacy does not mark as dispensed then their prescription will not be available when the next issue is due.
- A prescription can be signed one day and post-dated for another, which means that it will not be visible on the tracker and the spine until the day that to be dispensed. Post-dating should only be used if the prescriber is certain that the patient will not require the medication until the date that is selected. Post-dating works well if a patient has, for

example 3 weeks of medications left, the prescriber can set the date 3 weeks in advance for required dispensing date.

- If a script has been signed but is still waiting to go on the spine (through a server problem or glitch) then this script will not go until another script is signed. This is called a ghost script.
- ACUTE and REPEAT medications are not on the same screen.