

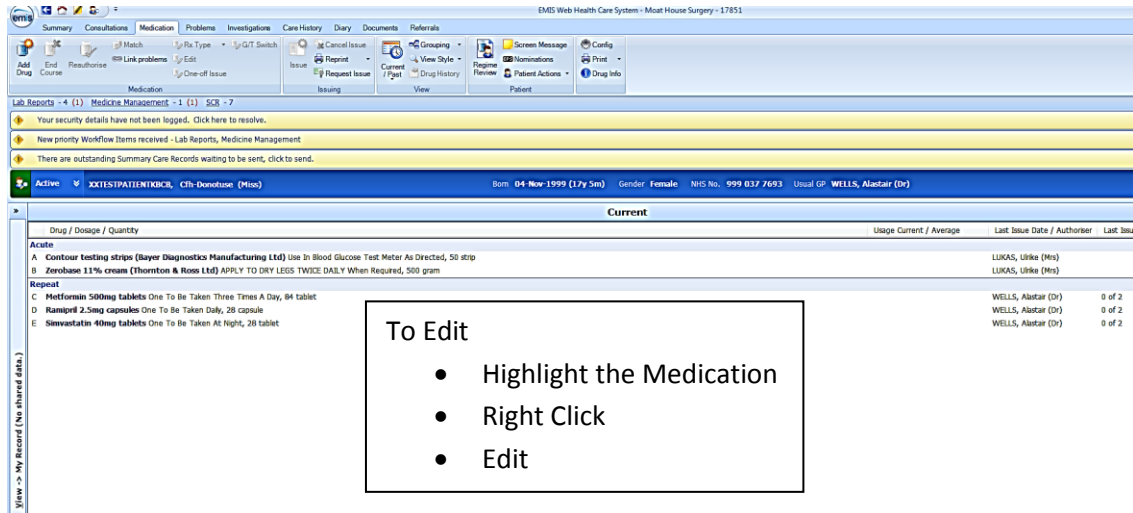
Electronic Repeat Dispensing (eRD) in Emis

Please Note: This is not an official training document or official guidance. It is a reference source from experience to aid understanding. Please feel free to adapt.
Produced by Nicola Chapman(NHS Digital) 19th April 2017

SYNCHRONISATION

Editing an existing Repeat Template

If an eRD regime is being set up from existing repeat templates it is crucial for ALL medication items to be edited individually to synchronise them.



To Edit

- Highlight the Medication
- Right Click
- Edit

Regular medications need to be synchronised to have the SAME DURATION (i.e. how many days supply) and the same number of **AUTHORISED ISSUES** (How many times you want them to have it) for them to be released to the pharmacy at the same time.

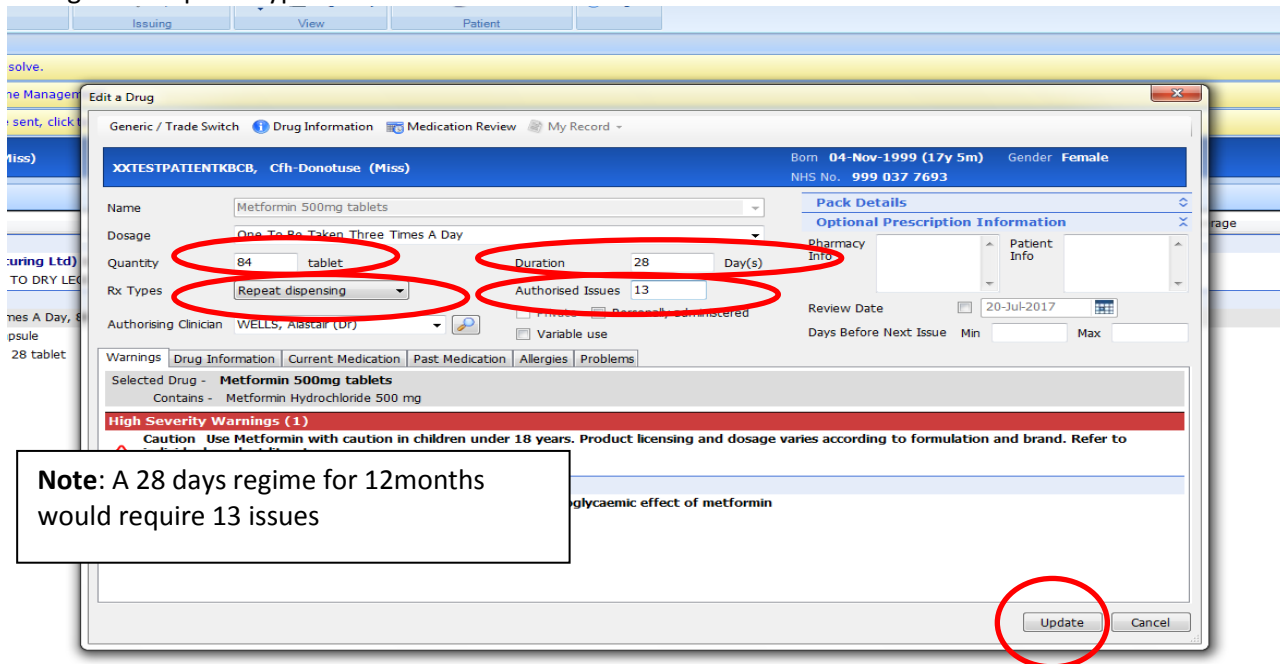
The **QUANTITY** will be calculated from the Dose and Issue Duration i.e.

Dose x Issue Duration = Quantity

1 Three times a Day x 28 days = 84

1 Twice a day x 56 days = 112

Change Prescription Type to REPEAT DISPENSING



Note: A 28 days regime for 12months would require 13 issues

Changing Prescription Type to 'Repeat Dispensing' creates a new section on the Medication Screen from the Acutes and Repeats.

| Drug / Dosage / Quantity | Usage Current / Average | Last Issue Date / Authoriser | Last Issue Number / Method |
|---|-------------------------|------------------------------|----------------------------|
| A. Contour testing strips (Bayer Diagnostics Manufacturing Ltd) Use In Blood Glucose Test Meter As Directed, 50 strip | | LUKAS, Ulrike (Mrs) | |
| B. Zerobase 11% cream (Thornton & Ross Ltd) APPLY TO DRY LEGS TWICE DAILY When Required, 500 gram | | LUKAS, Ulrike (Mrs) | |
| C. Ramipril 2.5mg capsules One To Be Taken Daily, 28 capsule | | WELLS, Alastair (Dr) | 0 of 2 |
| D. Simvastatin 40mg tablets One To Be Taken At Night, 28 tablet | | WELLS, Alastair (Dr) | 0 of 2 |
| E. Metformin 500mg tablets One To Be Taken Three Times A Day, 84 tablet | | WELLS, Alastair (Dr) | 0 of 13 |

Repeat the process for the other regular medications to be put on the repeat dispensing regime

To Edit

- Highlight the Medication
- Right Click
- Edit

For 'When Required' Medication

Check the Medication History to determine the Duration and Number of Authorised Issues.

For example - For a 12 month regime where the patient is ordering every 3 months

Issue Duration = 84 days (3 x 28 days)

Number of Issues = 4 (4 x 84 = 336 days which is just less than 12 months or could be 5)

The Quantity will be how much you want to supply at each issue e.g. 500g of Zerobase cream

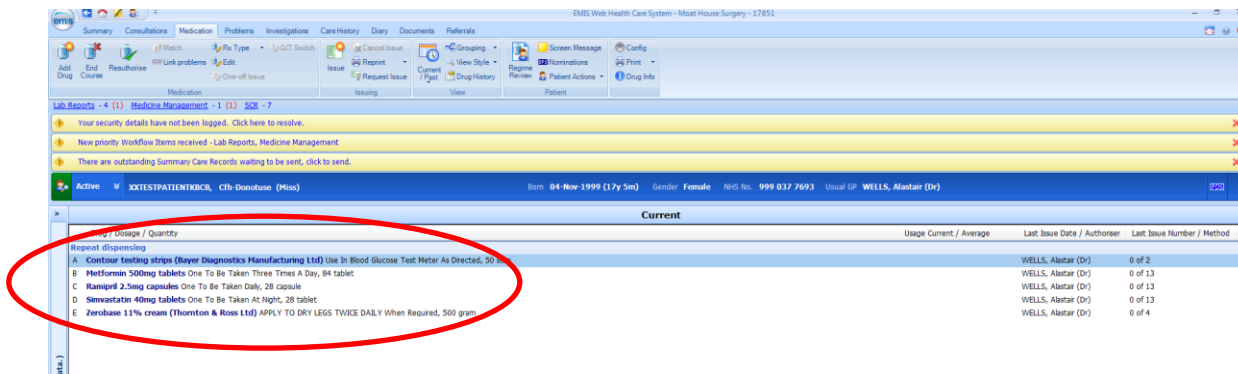
Some drugs are classed as appliances and will go to a Dispensing Appliance Contractor if nominated. They will automatically have the DAC box ticked. Remove this tick for the drug to go to a nominated community pharmacy. This will remain as the Default when updated.

Repeat the process for all 'When Required' Medication.

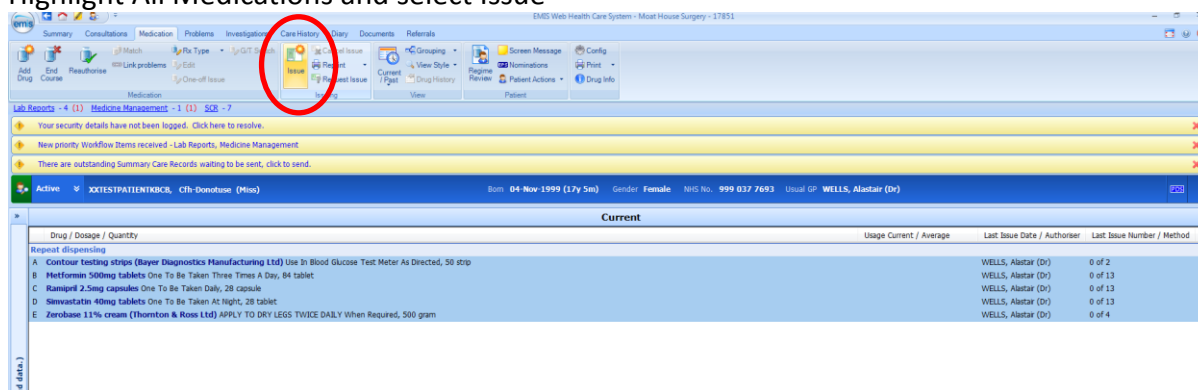
In this case Contour Testing strips should only be needed occasionally. Remember they can be downloaded early if required.

Some drugs are classed as appliances and will go to a Dispensing Appliance Contractor if nominated. They will automatically have the DAC box ticked. Remove this tick for the drug to go to a nominated community pharmacy. This will remain as the Default when updated.

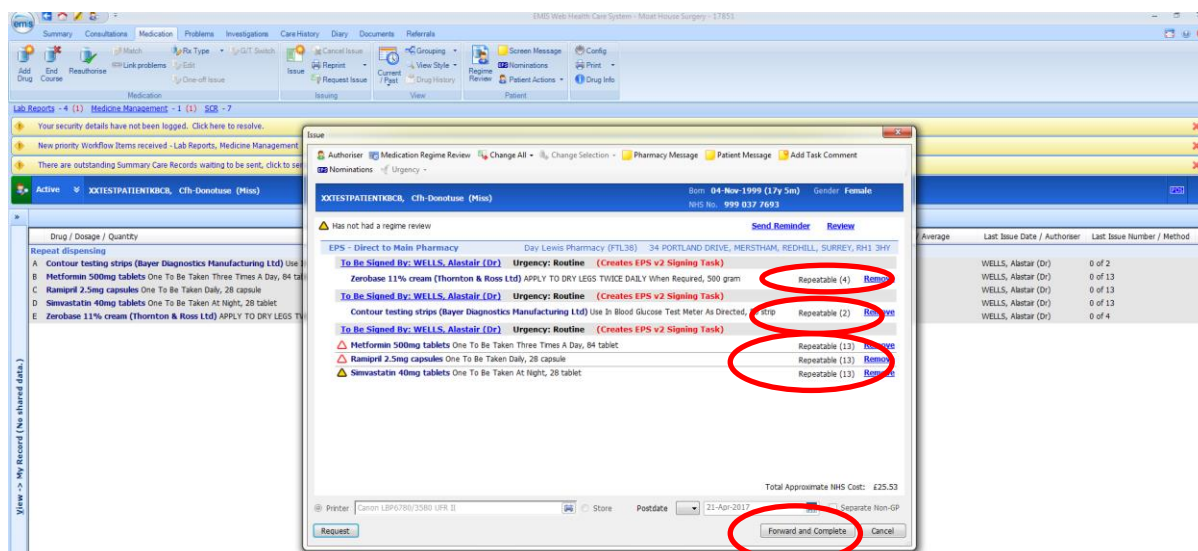
All Medications are now in the 'Repeat Dispensing' section on the Medication screen



Highlight All Medications and select Issue



If the Prescription Duration or Number of Authorised issues are different it will automatically separate the prescriptions. Even though ALL items were highlighted and issued together; if an item has a different 'Duration' or 'Authorised Issues' it will put that item on a separate prescription with its own barcode. This gives that prescription flexibility to come down in the pharmacy at different durations to the regular medication but it will still be associated with all other items issued at the same time on emis.



Forward and Complete to send for signing by non-clinical staff or
 Approve and Complete if Clinician and signing

EMS Web Health Care System - Most House Surgery - 17851

Lab Reports - 4 (1) Medicine Management - 1 (1) SCB - 7

Your security details have not been logged. Click here to resolve.

New priority Workflow Items received - Lab Reports, Medicine Management

There are outstanding Summary Care Records waiting to be sent, click to send.

Active XXTESTPATIENTKBCR, CH Donotuse (Miss) Born: 04 Nov 1999 (17y 5m) Gender: Female NHS No. 999 037 7693 Usual GP: WELLS, Alastair (Dr)

Current

| Drug / Dosage / Quantity | Usage Current / Average | Last Issue Date / Authoriser | Last Issue Number / Mat |
|--|-------------------------|------------------------------|-------------------------|
| Repeat dispensing | | | |
| A Contour testing strips (Bayer Diagnostics Manufacturing Ltd) Use In Blood Glucose Test Meter As Directed, 50 strip | | WELLS, Alastair (Dr) | 0.02 |
| B Metformin 500mg tablets One To Be Taken Three Times A Day, 84 tablet | | WELLS, Alastair (Dr) | 0.013 |
| C Ramipril 2.5mg capsules One To Be Taken Daily, 28 capsule | | WELLS, Alastair (Dr) | 0.013 |
| D Simvastatin 40mg tablets One To Be Taken At Night, 28 tablet | | WELLS, Alastair (Dr) | 0.013 |
| E Zerobase 11% cream (Thornton & Ross Ltd) APPLY TO DRY LEGS TWICE DAILY When Required, 500 gram | | WELLS, Alastair (Dr) | 0.04 |

Indicates awaiting signing

Prescription is signed and the expected end date is indicated as the future. Last issue number will count down according to the durations set previously.

EMS Web Health Care System - Most House Surgery - 17851

Lab Reports - 4 (1) Medicine Management - 1 (1) SCB - 7

Your security details have not been logged. Click here to resolve.

New priority Workflow Items received - Lab Reports, Medicine Management

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Current

| Drug / Dosage / Quantity | Usage Current / Average | Last Issue Date / Authoriser | Last Issue Number / Methic |
|--|----------------------------|----------------------------------|----------------------------|
| Repeat dispensing | | | |
| A Contour testing strips (Bayer Diagnostics Manufacturing Ltd) Use In Blood Glucose Test Meter As Directed, 50 strip | Expected End - 23-Mar-2018 | 21-Apr-2017 WELLS, Alastair (Dr) | 1 of 2 Electronic R2 |
| B Metformin 500mg tablets One To Be Taken Three Times A Day, 84 tablet | Expected End - 20-Apr-2018 | 21-Apr-2017 WELLS, Alastair (Dr) | 1 of 13 Electronic R2 |
| C Ramipril 2.5mg capsules One To Be Taken Daily, 28 capsule | Expected End - 20-Apr-2018 | 21-Apr-2017 WELLS, Alastair (Dr) | 1 of 13 Electronic R2 |
| D Simvastatin 40mg tablets One To Be Taken At Night, 28 tablet | Expected End - 20-Apr-2018 | 21-Apr-2017 WELLS, Alastair (Dr) | 1 of 13 Electronic R2 |
| E Zerobase 11% cream (Thornton & Ross Ltd) APPLY TO DRY LEGS TWICE DAILY When Required, 500 gram | Expected End - 23-Mar-2018 | 21-Apr-2017 WELLS, Alastair (Dr) | 1 of 4 Electronic R2 |

eRD and the Prescription Tracker

The eRD regime is visible on the prescription tracker.

Clicking on the Electronic R2 (which will only be visible when the prescription is signed) will show all items that were issued at the same time. The prescription barcode can be obtained for each prescription.

The screenshot shows the eRD system interface. A list of prescriptions is displayed, including items like 'Contour testing strips', 'Metformin 500mg tablets', 'Ramprel 2.5mg capsules', 'Simvastatin 40mg tablets', and 'Zerobase 11% cream'. A 'View prescriptions' pop-up window is open, showing details for a specific prescription. Annotations indicate: 'Left Click the Electronic R2', 'Right click the Prescription Barcode', and 'Left click Copy Identifier'.

Paste the Prescription ID into the tracker and search to see the regime

The screenshot shows the EPS Prescription Tracker interface. The 'Find by Prescription ID' field is highlighted, and the 'Search' button is indicated. The interface includes a 'Help and Guidance' section on the right.

All issues have the same Prescription ID

The status and issue date of the prescription changes as it passes from Spine to Pharmacy to Patient.

EPS Prescription Tracker shows each issue individually

Status 'To be dispensed' means it is on the spine

| Prescription ID | Status | Issue Date | Prescription Treatment Type |
|----------------------|---------------------------------|----------------------|---|
| 9270C2-H81083-OC872P | To be dispensed | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 1 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 2 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 3 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 4 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 5 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 6 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 7 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 8 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 9 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 10 of 13 |

Showing 1 to 10 of 13 entries

Click into the prescription hyperlinks for further information

Prescription and Dispensing Details

Prescription ID: 9270C2-H81083-OC872P

Prescription Treatment Type: Repeat Dispensing (0003) - Issue 1 of 13

Days Supply: 28

Prescription Type: General Practitioner Prescribing - GP (0101)

Date/Time Signed: 21-Apr-2017 11:31:31

Prescriber Organisation: MCAT HOUSE SURGERY (H81083)

Prescriber Contact: 01737 642207

Nominated Dispenser: DAY LEWIS PHARMACY (FTL38)

Dispenser Organisation: Not Recorded

Dispenser Contact: Not Recorded

Patient NHS ID: 969 037 7693

Prescription Status: To be dispensed

Applied Cancellations: None

Pending Cancellations: None

Prescription Event History

| Message | Sent Date | Organisation | From Status | To Status |
|--------------------------------|----------------------|--------------|-------------|-----------------|
| Prescription upload successful | 21-Apr-2017 10:31:35 | H81083 | None | To be dispensed |

Close Show Barcode Details

Click into hyperlinks on event history to show the status at prescription item level.

Prescription Items

Prescription upload successful

| GUID | From Status | To Status |
|--------------------------------------|-------------|-----------------|
| 36CD6E3A-B4E6-473E-B0F2-131E409530D3 | None | To be dispensed |
| F8EE3A20-58CA-40FC-BABD-7866C9716D3F | None | To be dispensed |
| E933CE46-4689-423A-890D-08B9E3DC212 | None | To be dispensed |

Close

Search Results

| Prescription ID | Status | Issue Date | Prescription Treatment Type |
|----------------------|---------------------------------|----------------------|--|
| 9270C2-H81083-OC872P | With dispenser | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 2 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 3 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 4 of 13 |
| 9270C2-H81083-OC872P | Repeat dispense future instance | 21-Apr-2017 11:31:31 | Repeat Dispensing (0003) Issue 5 of 13 |

Status 'With Dispenser' means the pharmacy have downloaded the prescription and it is in their pharmacy

Medication Changes and Cancellations

If one of the items on an issued eRD regime needs to be changed or stopped **consider the following**:

1. All prescription located on the spine are legally signed prescriptions. They cannot be 'edited'.
2. To amend a prescription in any way, the item needs to be cancelled and re-issued.
3. If an item is cancelled and a new amended repeat template is created for that item and issued; that item will have its own barcode, it will be on its own regime timetable and it will be available immediately on the spine for the pharmacy to download! If this is not in line with the other items for that patient it will mean the prescriptions for that patient will be coming down at different times in the pharmacy. This is very confusing for pharmacy and patient and potentially a clinical risk.
4. Any changes should be clearly communicated to the pharmacy.

How to Cancel/Stop a Single item

If one item on a multiple item prescription needs to be **stopped** and not replaced or amended it can be highlighted and 'cancel issue'. This will cancel that item off all remaining future prescriptions on the spine. If one issue of the prescriptions is in the pharmacy you will receive a 'Cancellation Rejection' message (see later screenshots); Ring the pharmacy and request them to return the prescription to the spine for that item to be cancelled. The pharmacy can download it again and the item will be cancelled. Alternatively ask the pharmacy to mark that item as 'Not Dispensed' for that issue. Any future issues will have that item cancelled.

Suggestions for amending a medication

1. If there are multiple items on a prescription and one items needs to be amended; cancel ALL items on that prescription barcode. Amend the item and then re-issue ALL items in line with any other prescriptions for that patient.
2. The first issue of a regime can be delayed by post-dating the first one to be in line with any other regime the patient may have. *Remember! Post-dated prescriptions will not leave the GP clinical system and therefore, they will not be visible on the EPS tracker, until the post date.*

In this scenario we will edit the dose of metformin.

To Prevent Cancellation Rejections; before carrying out any cancellations, check the EPS Tracker. If a prescription is 'With Dispenser' call the pharmacy and ask them to return any outstanding prescriptions to the spine.

The screenshot shows the 'Current' medication list for a patient. The list includes:

- Contour testing strips (Bayer Diagnostics Manufacturing Ltd) Use In Blood Glucose Test Meter As Directed, 50 strip
- Metformin 500mg tablets One To Be Taken Three Times A Day, 84 tablet
- Ramipril 2.5mg capsules One To Be Taken Daily, 28 capsule
- Simvastatin 40mg tablets One To Be Taken At Night, 28 tablet
- Zerobase 11% cream (Thornton & Ross Ltd) APPLY TO DRY LEGS TWICE DAILY When Required, 500 gram

The 'View prescriptions' pop-up window shows the following details for the highlighted Metformin entry:

- EPS - Direct to Main Pharmacy (9278C2-H810B3-BC872P) Day Lewis Pharmacy (PTL38) 34 PORTLAND DRIVE, MERSTHAM, REDHILL...
- To Be Signed By: WELLS, Alastair (Dr) Urgency: Routine
- Contour testing strips (Bayer Diagnostics Manufacturing Ltd) Use In Blood Glucose Test Meter As Directed, 50 strip
- EPS - Direct to Main Pharmacy (9278C2-H810B3-BC872P) Day Lewis Pharmacy (PTL38) 34 PORTLAND DRIVE, MERSTHAM, REDHILL...
- To Be Signed By: WELLS, Alastair (Dr) Urgency: Routine
- Zerobase 11% cream (Thornton & Ross Ltd) APPLY TO DRY LEGS TWICE DAILY When Required, 500 gram

The 'Electronic R2' status is visible next to the Metformin entry in the pop-up window.

Highlight the medication with the same barcode and select 'Cancel Issue'

Indicate the reason for cancellation from the drop down box
Select 'Apply to All' if applicable
Select Ok

On the Medication screen it will show that a cancellation has been **Requested** for those items.

If the pharmacy have not been asked to return any outstanding prescriptions to the spine; if a prescription is 'with dispenser' it can not be cancelled. Emis will generate a 'Cancellation Rejection' task for each item on that prescription that has been requested to cancel.

The tracker will show the cancellation as pending

Search Results 10 records per page

| Prescription ID | Status | Issue Date | Prescription Treatment Type |
|--------------------------------------|----------------------|-------------|---|
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 1 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 2 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 3 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 4 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 5 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 6 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 7 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 8 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 9 of 13 |
| 9270C2-H81083-OC872P | Pending Cancellation | 21-Apr-2017 | Repeat Dispensing (0003) Issue 10 of 13 |

Click the hyperlink for further information

Prescription ID: 9270C2-H81083-OC872P
 Prescription Treatment Type: Repeat Dispensing (0003) - Issue 1 of 13
 Days Supply = 28
 Prescription Type: General Practitioner Prescribing - GP (0101)
 Date/Time Signed: 21-Apr-2017 11:31:31
 Prescriber Organisation: MOAT HOUSE SURGERY (H81083)
 Prescriber Contact: 01737 642207

Nominated Dispenser: DAY LEWIS PHARMACY (FTL38)
 Dispenser Organisation: DAY LEWIS PHARMACY (FTL38)
 Dispenser Contact: 01737 642805
 Patient NHS ID: 969 037 7693
 Prescription Status: With dispenser
 Applied Cancellations: None
 Pending Cancellations: Lincitem 1 - Pending: Prescribing Error
 Lincitem 2 - Pending: Prescribing Error
 Lincitem 3 - Pending: Prescribing Error

Prescription Event History

| Message | Date | Organisation | From Status | To Status |
|---|----------------------|--------------|-----------------|-----------------|
| Prescription upload successful | 21-Apr-2017 10:31:35 | H81083 | None | To be dispensed |
| Nominated Release Request successful | 21-Apr-2017 11:17:00 | FTL38 | To be dispensed | With dispenser |
| PrescriptionItem was not cancelled. With dispenser. Marked for cancellation | 21-Apr-2017 11:32:08 | H81083 | With dispenser | With dispenser |
| PrescriptionItem was not cancelled. With dispenser. Marked for cancellation | 21-Apr-2017 11:32:08 | H81083 | With dispenser | With dispenser |
| PrescriptionItem was not cancelled. With dispenser. Marked for cancellation | 21-Apr-2017 11:32:09 | H81083 | With dispenser | With dispenser |

Close Show Barcode

Call the pharmacy and ask them to return the prescription to the spine

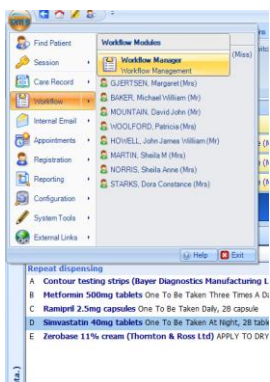
The cancellation will then take effect

Search Results 10 records per page

| Prescription ID | Status | Issue Date | Prescription Treatment Type |
|--------------------------------------|-----------|-------------|---|
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 1 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 2 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 3 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 4 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 5 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 6 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 7 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 8 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 9 of 13 |
| 9270C2-H81083-OC872P | Cancelled | 21-Apr-2017 | Repeat Dispensing (0003) Issue 10 of 13 |

Showing 1 to 10 of 13 entries

To Complete the Cancellation Rejection Task



In workflow Manager; select Medicines Management
 Cancellation Rejections
 Select the patient
 Mark the item as Cancelled
 Then Process
 NB: If the patient had already been given the medication; select 'Leave as issued'

To Prevent Cancellation Rejections; before carrying out any cancellations, check the EPS Tracker. If a prescription is 'With Dispenser' call the pharmacy and ask them to return any outstanding prescriptions to the spine.

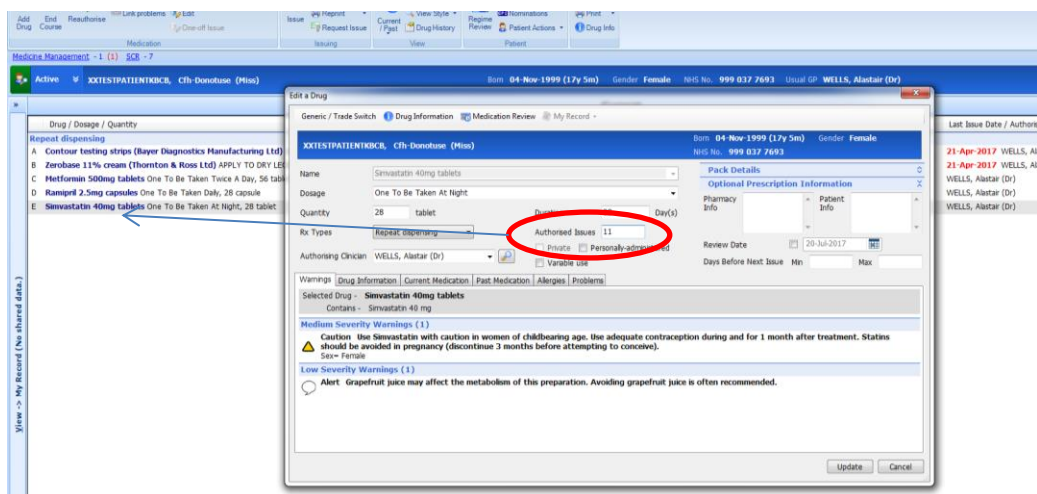
The dose of the metformin can now be changed to: One to be Taken Twice a Day.

The quantity will be changed to 56

For this example the regime has been running for just over 1 month so the number of authorised issues = 11

Select Update

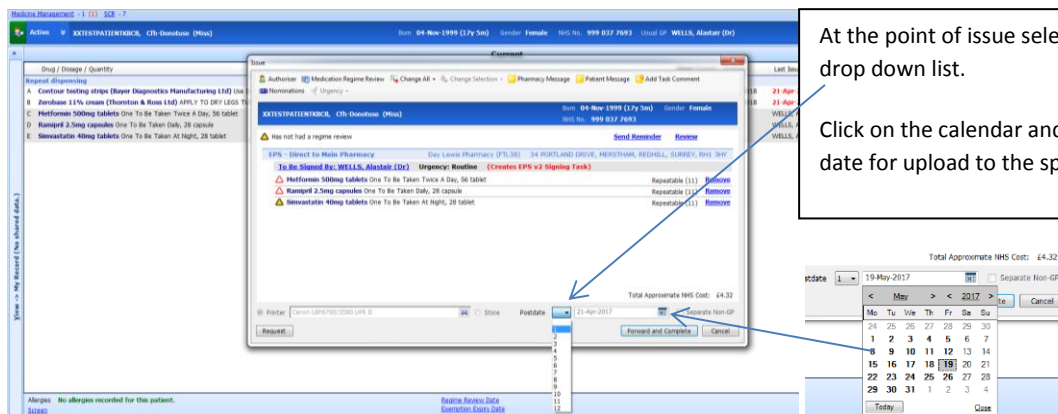
Edit the other items on the prescription to ensure they are synchronised with the amended item. In this case change the number of authorised issues to 11.



Highlight the altered Medication and 'Issue'

Post-Dating an eRD regime

As soon as the eRD regime is issued it will be available for download at the pharmacy. To keep the amended prescription in line with other regimes or with current supplies, it is possible to delay the release of the regime by post-dating the first prescription. This will release the batch of prescriptions to the spine on the date specified.



Forward and Complete to send for signing by non-clinical staff
or

Approve and Complete if Clinician and Signing.

Consider the following:

When the eRD regime is post-dated; it will not be visible on the spine until the due date and the pharmacy will not be able to access it until that date.

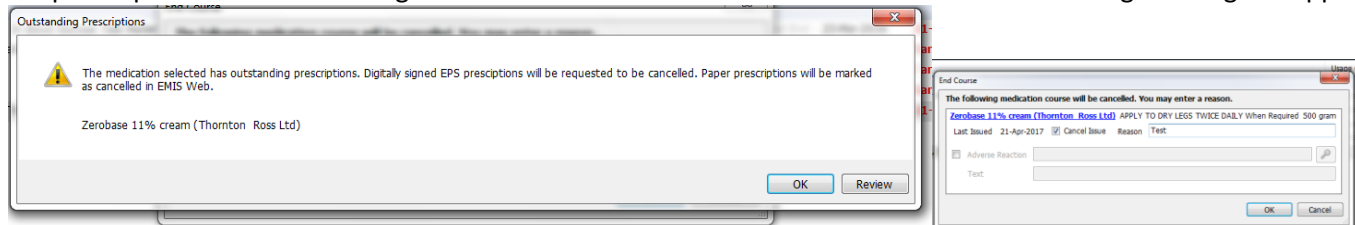
If a post-dated regime needs cancelling, a cancellation request can be sent but will not take effect until the regime is on the spine, at which point the cancellation will take effect.

If a single item is being amended and set up to synchronise with the other prescriptions on the spine; the GP could bridge the gap with an acute prescription.


To prevent cancellation rejections and having to action Cancellation Rejections in Emis – ask the pharmacy to return the prescription to the spine **prior** to cancelling the medication.

IMPORTANT NOTE!

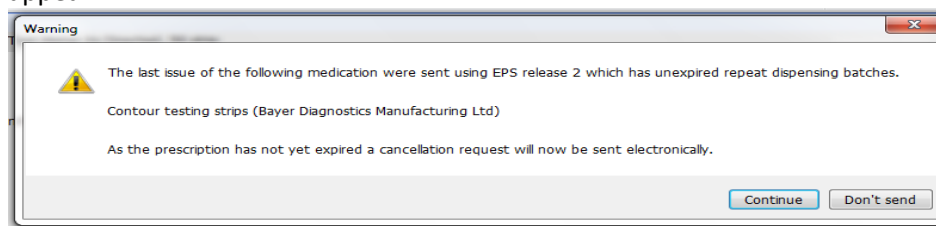
If a prescription is amended using 'End Course' it will ask for the reason and then the following warning will appear

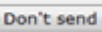



Select Ok or Review to prompt a reason to be entered and a cancellation request will be sent to the spine. The normal cancellation process will resume.

If the  is pressed, the current regime will NOT BE CANCELLED and will still be available for download in the pharmacy causing a potential clinical risk to the patient.

If a prescription is amended using the 'edit' function without previously cancelling issue the following warning will appear



If the  or  is pressed, the current regime will NOT BE CANCELLED and will still be available for download in the pharmacy causing a potential clinical risk to the patient.

Select Continue to trigger the cancellation process.

Use the Cancel Issue function and not 'End Course' or 'Edit' if amending drugs to avoid the potential for duplicate regimes running parallel