

Pictorial explanation of setting up electronic repeat dispensing (eRD) prescription on EMIS Web

1. To use repeat dispensing, simply prescribe a course of medication in your usual way, but remember to change the Rx Type to **Repeat Dispensing** on the Add a Drug screen.

Generic / Trade Swite	:h 🕦 Dru	g Information	Medication Review	w Local Mixture	s 🛞 My Record -	
LLOYD, Susan (M	iss)		Born 11-M	ay-1979 (36y)	Gender Female	EMIS No.
Name	Clopidogr	el 75mg tablets				
Dosage	One To I	3e Taken Each Day	6			-
Quantity	30	tablet		Duration	30	Day(s)
Rx Types	Acute	-	-			
Authorising Clinician	Acute Repeat		- 2	🔄 Private 📃	Personally Administer	red
	Automat	lispensing	\mathbf{P}			
Warnings Drug Info	rmation	Current Medication	Past Medication	Allergies Probl	ems	
Selected Drug - C	lopidogre	75mg tablets				

 Type the number of authorised issues. The Authorised Issues field is displayed beside the Rx Types field after you select Repeat Dispensing.

Name Clopidogrel 75mg tablets Dosage One To Be Taken Each Day Quantity 30 Quantity 30 Repeat Dispensing Authorised Issues 3 Authorised Clinklan TEST, Erris (Dr)	LLOYD, Susan (M	liss)	Born 11	-May-1979 (36y)	Gender Female	EMIS No. 1
Dosage One To Be Taken Each Day Ph Quantity 30 tablet Duration 30 Day(s) Inf Rx Types Repeat Dispensing Authorised Issues 3 Authorised Issues 3 Authorising Clinician TEST, Erris (Dr) Private Personally Administered Re 	Name	Clopidogrel 75mg table	ets			- P
Quantity 30 tablet Duration 30 Day(s) Inf Rx Types Repeat Dispensing Authorised Issues 3 Day(s) Repeat Dispensing Repeat Dispensing	Dosage	One To Be Taken Eac	h Day			* ph
Repeat Dispensing Authorised Issues 3 Authorising Clinician TEST, Erris (Dr) Private Personally Administered Ref 	Quantity	30 tablet		Duration	30	Day(s) Inf
Authorising Clinician TEST, Erris (Dr) 🗸 💽 Private 🔄 Personally Administered Re	Rx Types	Repeat Dispensing	-	Authorised Issues	3	
	Authonsing Clinician	TEST, Emis (Dr)	- J	Private 🕅 Pe	ersonally Administer	ed Re



3. Complete the rest of the Add a Drug screen as required, and then at the bottom of the screen, click Issue.

The Issue screen is displayed, ready for you to issue the medication.

On the right-hand side of the Issue Screen, repeat dispensing items are marked as repeatable, followed by the number of issues in brackets.

Has not had a regme review			Send Reminder	Review
NHS Printed Script (non-EPS)				
To Be Signed By: TEST, Emis	(Dr)			
Clopidogrel 75mg tablets On	e To Be Taken Each Day, 30 tablet			Repeatable (3)

4. Add a **Pharmacy Message** and **Patient Message** advising what should happen when the last batch is issued depending on your local systems e.g.



"When your last repeat prescription is supplied, please contact the surgery for a medication review"

"When your last repeat prescription is supplied, please ensure you have your bloods checked before requesting your next supply of medication"

Click the **Approve and Complete** and enter your pin to electronically sign the prescription.

Authoriser 📷 Medication Regine Review	Nic-Donotuse (Mr)	Clon Pharmacy Mea Born 14-Aug-195 Upual GP	sage Fatent Hessage 0	Noninations of Ur NHS No. 999 00	jency + 16 8518
A Has not had a regime review				Send Reminder	Beview
EPS - Direct to Main Pharmacy			Boots (FK275)	19 Albion Arca	de, Leeds, LS1 5
To Be Signed By:	Urgency: Rou	tine			Print Tok
Aspirin 75mg dispersible tab Aneady issued today	lets One To Be Taken Each Day	, 28 tablet Reason		Altered Repe	atable (12) Rem
Atorvastatin 10mg tablets (Already issued today	Ine To Be Taken Each Day, 28 t	ablet Reason		Altered Repe	atable (12) Rem
Lisinopril 10mg tablets One Already issued today	To Be Taken Each Day, 28 table Overrid	Reason		Altered Repe	atable (12) Rem
			Click C	cthe " Ap omplete"	p rove and ' button
Printer SCRIPTS	ž.	Store Post	tdate 27-May-2016		🔲 Separate No
Request			•	Approve and (Complete Car

Post dating prescriptions

- Click the down arrow next to "postdate" at the bottom of the screen.
- Select number 1 and insert the date you would the first batch to be downloaded to the pharmacy
- Click "approve and complete"
- Subsequent batches will then be available for the pharmacy to download 7 days before the set interval.

The item is displayed under the Repeat Dispensing heading on the Medication screen.

- The expected end date is displayed in the Current Usage column.
- The start date is displayed in the Last Issue Date column.
- The counter is displayed in the final column, and is automatically incremented for you.

It is important to enter the duration correctly when adding the drug so that the counter displays the correct number of issues.

Contraction of the second second second		most of the second s	Contraction and an order of the		
		Current			
Drug / Dosage / Quantity			Usage Current / Average	Last Issue Date / Authorise/	Last Issue Number / Hethor
cole Burgenfan 400me tablate Die Tolle Teken Times Timer A	New After Doved 24 testiet			14-500-2015	
	and the stand of an entry			TEST, Erns (Dr)	Anint
Clopedigred 75mg tablets One To Be Taken Each Day, 30 to	bkc		(Southed End - 12-Nov-2015	14-Aug-2015 TEST, Bre (Dr)	1 of 3 Annt



 A good idea is to add a screen message that pops up when adding a new drug that reads: Patient is on electronic repeat dispensing. Please consider if still appropriate and if current batches need cancelling.

All future issue dates are recorded in the Drug History as batch issue items.

son.	March Dy Rx Type - Link Dy Edit Dy G/T Switch	Authorise and issue	Cancel Issue	View Syle • Drug History View	Screen Message 320 Nommabors Patient Actional * Patient	Config Unit Print • Or Drug Info
fica Ci	tion History ourses of the same p	reparation (i.e	. Clopidogrel 75mg tablet Clopidogrel)	s)		
	Date	Type	call the decision of the decis	Drug / Dosage / Qua	ntity	
	13-Oct-2015 13-Sep-2015 14-Aug-2015 11:17 14-Aug-2015 11:17	Medication Medication Script Print- Medication Course Con	Batch Issue Due Batch Issue Due ed Batch Issued <u>Cancel Issue</u> menced	Clopidogrel 75mg tabl Clopidogrel 75mg tabl 2. Clopidogrel 75mg tabl Clopidogrel 75mg tabl	sts, One To <mark>Be Taken B</mark> ets, One To Be Taken B ets, One To Be Taken B ets, One To Be Taken B	Each Day, 30 tablet Each Day, 30 tablet Each Day, 30 tablet Each Day, 30 tablet
	14-Aug-2015 Course Commenced Assorted Flavours Fake Authorised By TEST, Erns (Dr) Course Ourston 30 (Davs) Dosage One To Be Taken Each D Entered By TEST, Erns (Or) Entered By TEST, Erns (Or) Entered By 14-Aug-2015 11:12 Number Of Issues Authorised 3 Personally Administered Personalty Administered Fake Prescribed as Contraceptive Fake Quantty 50 tablet		Day	co, one to se taken e	aan bay, so tablet	

Amending courses

You can change repeat medication issues to repeat dispensing issues by changing the prescription type.

1. Access Medication.

Click , point to Care Record, and then select Medication. The Medication screen is displayed.

 Select the item(s) of medication you want to amend, click RX Type on the ribbon, and then select Repeat Dispensing.



3. On the Change Prescription Type screen, type the number of issues permitted before the item needs re-authorising again.

uthorising Clinicia	TEST, Emis (Dr)	-		
Salbutamol 10 One Or Two Puf	Omicrograms/dose	inhaler CFC free Times A Day When Regu	ired 3 x 200 dose	
Туре	Repeat Dispensing	Number of issues	3	
Issue Duration	75 days	Review Date (optional)	dd-MMM-уууу	

Acknowledgement: North East CSU Prescriber system specific prescriber eRD eLearning details and screenshots on setting up repeat prescribing on EMIS Web. <u>https://learning.necsu.nhs.uk/nhs-digital-electronic-repeat-dispensing-elearning/</u>



- 4. If you want to add a review date for the item, click and select the required date.
- 5. If required, beside the Authorising Clinician field, click 絕 , and then use the Find Users
- screen to select a new authorising clinician.

6. Click Authorise to change the prescription type.

The amended item(s) are displayed, marked as Altered, in the patient's list of current medication, under the Repeat Dispensing heading.

If you change the dose or the quantity, all outstanding issues are cancelled and you will need to reissue them.

If a patient requests an issue earlier than scheduled, for example to go on holiday, EMIS Web automatically cancels the remaining issues and issues a new batch.

 A good idea is to add a screen message that pops up when adding a new drug that reads: Patient is on electronic repeat dispensing. Please consider if still appropriate and if current batches need cancelling.

Cancelling issues

Cancel repeat dispensing issues in the same way as you normally cancel a medication issue.

You can select an option in Medication Configuration to cancel the whole prescription when a repeat dispensing prescription is cancelled.

Organisation Options	General
General	Separate GP and non-GP prescriptions
Medication Review	☑ Automaticaly cancel repeats not issued for
Printing	Require a number of issues authorised for repeats
	Number of unauthonsed issues allowed for none prescribers
Right Hand Side	Use usual doctor as stamp / signing falback
Safety	
View	Alternate Stamp Between Principals
	Categorise External Text Requests As Being "With Query"
User Options	Always warn when automatically adjusting pack size
General User	Zancel the most recent prescription by default when it has not yet expired and the o
	🖉 Cancel the whole prescription when you cancel a repeat dispensing prescription.



When cancelling the issue, you'll only see the option to cancel the whole prescription if the prescription meets the following criteria:

- The course is repeat dispensing.
- The course has future issues outstanding.
- The course is not EPS.

ne following drug issues will be cancelled. You must en	nter a reason.
Humalog 100units/ml solution for injection 3ml cartri For Subcutaneous Injection, Shortly Before Meals Or When Requirements 10 cartridge	idges (Eli Lilly and Company Ltd) Necessary Shortly After Meals, According To
Last Issued 04-May-2017 Reason	~
☑ Cancel whole prescription	

Cancelling courses

Cancel repeat dispensing courses in the same way as you normally cancel a course of medication. If the patient has any outstanding future issues, the following warning message is displayed:

Warning	×
?	Please ask the patient if they have any unused batch issues remaining.
	ОК

Repeat medication doesn't expire automatically, so you need to cancel it to remove it from the Current Medication screen. EMIS Web runs a daily job to clear cancelled repeat items from the Past Medication screen.



How To Add A Variable Use Repeat Dispensing Template.

Variable Use Repeat Dispensing is a function which allows you to add medication that is being used on a when necessary (PRN) basis.

- 1. Select Add Drug
- 2. Enter medication details on to Repeat Dispensing Template as normal
- 3. Ensure Variable Use box is ticked
- 4. Make as issue later or issue if applicable.
- 5. Once complete the following screen will be displayed, clearly showing patients the different repeat dispensing medications.

CO AL		() Mach an Link problem	lyfix Type - Lyfart Send N Gyfaft	General Inter	O Grouping Wew Style	Regime	Screen Message	Confg
	J	Madautor	Conservation and	- y neguest assume a	Kati Creatiums	1 0.00	Delivert	Using and
1	s -7 (1) Docur	menta - 13 SCR -	1	anarg	Yes		CANTON S	<u>h4</u>
\$	Your security	Add a Drug	Los Briefsteine					
¢	New priority V	Generic / Trade Su	witch 🚯 Drug Information 📷 N	Adication Review Local Motu	wes 🔊 My Second -			
P.	There are out	emiswer, test	: (Mr)				Born 01-Aug-1978 NHS No. 111 111 1	(38y) Gender 111
		Name	Paracetamol 500mg tablets				Pack Details	
		Dosage	To Be Taken Every 4-6 Hours	Up To Four Times A Day when	necessary for pain r	elef +	Optional Press	ription Informa
	Drug / Do	0	112 tablet	Duration	28	Day(s)	Pharmacy Info	* Pate Info
	Acute A Movicol Cl Day, 10 sat	Rx Types	Repeat dispensing 🔹	Authorised Ist	wes 🖉		-	
	Acute A Movicol Cl Day, 10 sat Repeat dispo B Aspirin 75 C Atorvasta	Rx Types Authorsing Clinica	Repeat dispensing	Authorsed Iss Private Variable us Part Medication	personally-adminis	tered	Review Date Days Before Next I	ssue Min 28

6. Once complete the following screen will be displayed, clearly showing patients the different repeat dispensing medications.

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0	Summary Consultations Medication Problems Investigations	Care History Diary Documents	Referrals			1 9		
Ade Dru	Match End Course Reauthorise Course Match	th Sisue Reprint Currer Request Issue Prequest Issue	→ Grouping → → View Style → ent → Drug History	Regime Review 2 Patient Actions •	 Config Print * Drug Info 			
	Medication	Issuing	View	Patient				
٠	Your security details have not been logged. Click here to resolve.							
4	New priority Workflow Items received - Tasks							
1	There are outstanding Summary Care Records waiting to be sent, click to send.							
۰	Active 🛛 EMISWEB, Test (Mr)	Born 01-Aug	- 1978 (38y) Ge	nder Male NHS No. 111 1	11 1111 Usual GP	PDS		
*			Current					
	Drug / Dosage / Quantity			Usage Current / Average	Last Issue Date / Authoriser	Last Issue Number / Method		
	Acute							
	A Movicol Chocolate oral powder 13.9g sachets (Norgine Pharmaceuticals Ltd) One Sachet To Be Taken Each Dr. Well Day, 10 sachet Dr. Well							
	Repeat dispensing							
	B Aspirin 75mg dispersible tablets One To Be Taken Each Day	28 tablet			Dr Well	0 of 6		
	C Atorvastatin 80mg tablets One To Be Taken Each Day, 28 t	blet			Dr Well	0 of 6		
	D Betahistine 8mg tablets One To Be Taken Three Times A Da	/, 84 ta <mark>blet</mark>				0 of 6		
~	E Metformin 500mg tablets One To Be Taken With Breakfast,	unch And Evening Meal, 84 tablet				0 of 6		
ata.	/ariable use repeat dispensing							
red de	F Paracetamol 500mg tablets One To Be Taken Every 4-6 Hou relief, 112 tablet	s Up To Four Times A Day when ne	cessary for pain		Dr Well	0 of 6		
(No sha	G Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline Times A Day, 1 x 200 dose		Dr Well	0 of 6				

Acknowledgement: North East CSU Prescriber system specific prescriber eRD eLearning details and screenshots on setting up repeat prescribing on EMIS Web. <u>https://learning.necsu.nhs.uk/nhs-digital-electronic-repeat-dispensing-elearning/</u>