

Electronic Repeat Dispensing

User Guide

Contents

Document History

Version	Date	Description
1.0	15/11/2016	Document created.

Introduction

This document has been created in order to demonstrate the functionality available to users to electronically repeat dispense medication.

The ability to repeat dispense electronically is one of the major benefits of using ETP2. It allows a clinician to generate multiple issues of a repeat template and send these to the pharmacy. Electronic repeat dispensing allows patients to collect their repeat medication from the pharmacy without having to remember to order a new prescription or bring a physical paper prescription.

Prescriptions can be signed digitally and therefore printed only if necessary or appropriate. When electronically repeat dispensing a patient's repeat medication, a prescription is sent to the Spine via ETP2. The medication can then be pulled down from the Spine by the Pharmacy when the patient visits to collect their medication without the need of a printed prescription. If the patient does have a printed version, this will not be an actual prescription (unless it has been reverted to an FP10 and printed), it will be a *token*. The token bears text to remind the patient that it is not an actual prescription. The legal prescription is sent electronically to the pharmacy

Another benefit of using ETP2 when repeat dispensing is that you can cancel the prescription electronically. When using paper prescriptions, the clinician would have to ask the patient to give back or destroy the prescriptions. With ETP2, the prescription is never in the patient's possession and so can be cancelled electronically.

Note: ETP2 is not available for Sensitive Patients.

Note: ETP2 cannot be used when prescribing appliances. These will always be printed on an FP10 (there will be no barcode).

ETP2 can only be used on patients enabled for Spine functionality. If Spine functionality is available for patient, this symbol will appear in the bottom right of the screen when within the patient record.



How to repeat dispense a repeat template via ETP2

1. To repeat dispense one or more repeat templates, highlight them in the Repeat Templates node within the

patient record, and click the 100 button.

Note: You can only repeat dispense a repeat template if you have the Local Access Right 'Repeat Prescriber'. If you don't have the relative access right, when trying to repeat dispense a template, the following error message will appear:



Figure 1a: User does not have the relative access right to repeat dispense.

Note: You can issue repeat dispensed medication up to one year in the future, or up to the review date set on the repeat template.

2. You will then receive the following confirmation question.



Figure 1b: Confirmation when repeat dispensing a repeat template

3. When a repeat template is created, if it is created with a number of maximum issues, when you **OK** the above dialog the template will be repeat dispensed. If there are templates created without a maximum number of issues, then you will need to specify how many issues to dispense and this Question Dialog box will appear:



Figure 2: Repeat template requires a number of maximum issues.

One of the following options can then be selected:

- select Skip These to only repeat dispense templates with maximum issue counts, the template(s) appearing in the dialog will not be dispensed.
- select **Cancel Repeat Dispensing** to cancel all repeat dispensing.
- select Specify Issues to enter the number of issues for the repeat templates without a maximum issue count.
- 4. The prescription warning dialog will then be displayed and if you choose to proceed you will receive a confirmation message advising the following:



Figure 3: Confirmation advising that the template has been repeat dispensed.

- 5. The ^[10] icon is displayed in the **Flags** column beside the template you have repeat dispensed. For an explanation of any other icons displayed in the **Flags** column, hover the mouse over the icons.
- 6. When you **Save** the record, you will be shown the **Print Issues dialog**.

Print Issues		\times
Counterfoil options	Print all repeats if a repeat was issued If there are no repeats to print, leave the counterfoil blank Print details of next appointment (this ignores appointments today) Print medication review reminder Print recalls due in the next month	
Authoriser	CARR, Alistair	
ETP options	Routine	
Recurring patient counterfoil <u>m</u> essage One-off patient co <u>u</u> nterfoil message	You will need to book a medication review before you reorder Presets your medication Clear Clear	_
Script Printing NOTE: When using 'Pri Now', future-dated issue optionally be printed u Prescription Search so the radio buttons below change this option Print future issues Do not print future	Int Them select what to do with script(s) as can sing the reen. Use v to Query Prescription Adds a query note to the prescription visible to the authoriser when signing Presets S now S now S not Print/Sign & Send Later Image: sign of the second	
	Settings Ok Cancel	

Figure 4: The Print Issues dialog.

- 7. When selecting **Print/Sign & Send Now**, to digitally sign the prescription using the information on your smart card another dialog will appear. You will need to enter your pin and select which prescriptions you want to digitally sign and issue.
 - In order to digitally sign a prescription, you need the Local Access Right 'Digitally Sign Prescriptions'. If you don't have this access right, when selecting Print/Sign & Send Now the following error message will appear. If you believe you should have this access right a System Administrator will need to add it for you.



Figure 5: User doesn't have the relative access right to digitally sign prescriptions.

8. A prescription token can then be printed for each prescription item detailing that the item is to be repeat dispensed and the number of issues dispensed. If there are multiple items with the same number of issues, then only one token will be printed for these items. This can be provided to the patient to take to the pharmacy if desired but is not mandatory and the token is not classed as a legal prescription.

Note: Some products cannot be sent via ETP2, these medications will have the **Non-ETP product** icon in the flags column of the **Repeat Templates** node. To see more information, including the reason for not being EPS compliant, hover over the icons.

Nominate a Community Pharmacy

• In order to electronically repeat dispense a template the patient needs to have a nominated community pharmacy to send the template to. If you receive the below message while attempting to repeat dispense a template a community pharmacy will need to be assigned to the patient. This can be decided with the patient.

Information		×
i	1 Repeat Template was repeat dispensed.	
- V	Before digitally signing the regime, you must nominate a community pharmacy to send the prescription to.	
	<u>O</u> k	

Figure 6: Information box to nominate a Community Pharmacy before digitally signing.

• To do this, go to the ETP Details node under Spine Details on the Administrative tree.

🍸 SystmOne GP: WILSON, Bob (Mr) ('Other' Community Health Service) at Spine Testing - Patient Record				
	_)	×
Patjent <u>Appointments</u> Path <u>way</u> R <u>aporting</u> Audt <u>s</u> etup Lin <u>ks</u> <u>D</u> ispensing <u>C</u> linical Tools Workflow <u>U</u> ser System <u>H</u> elp				
Image: Constraint of the state of	N PX			
🍠 🚞 🎐 👔 🏏 腔 🕫 🍓 🦏 🛐 🖻 🍇 ᄤ 🌩 🖪 😓 🏈 🏂	ast Chemi	ist		
Start Consultation Next Event Event Details Pathology Drawing Auto-Consultation Settings				
Clinical Administrative P ETP Details				Ø
🕷 Treatment Centres				10
Address History (1) This patient record is matched to a Spine record.				
Spine Details Spine functionality is available for this patient.				
B ETP Details				
SCR Details Norminated Dispensers - Commission London SW15 4H L				
Prescription History (14) Commany promote processing and the processing of the procesing of the processing of the proce	_			
Appanite contractor	_			
Uspensing accor				
Nominated Pharmacy History				
Date A Changed By Previous Data	Previou	us Code		
21 Sep 2016 OINE, Proenix Was previously unset			^	
				alla
			•	**
3 15 11 1 0 3 11 1 2 0 2 4 2 16 6 2 0 0 0 0 8 11 1 2 21 21 308		1000	v 17	(計) 10

Figure 7: ETP Details screen.

• Click the Select the nominated pharmacies for ETP button³⁴ in the top left corner.



Figure 8: Nominate pharmacies button.

• This brings up the following dialog, where you can nominate a community pharmacy. Use the 🛍 button to launch the **Select Community Pharmacy** dialog.

Nominated Dispenser	5	×
Community pharmacy		
Appliance contractor	8 ×	
Dispensing doctor		
	OK <u>C</u> ancel	

Figure 9: Nominate Dispensers dialog

• If no pharmacy is nominated, the following warning message will appear upon patient save. This informs you that if no pharmacy is nominated it will revert to printing an FP10 prescription rather than electronically dispensing the repeat prescription. At this stage you can cancel the **Print Issues dialog** that will then appear and nominate a community pharmacy. Alternatively, you can proceed with an FP10 script by selecting the Print Now/Print later option on the **Print Issues dialog**.



Figure 10: Warning to nominate a pharmacy to repeat dispense.

How it appears in the patient record

Medication node

On the Medication node each issue will appear as its own entry. As it appears in Figure 1b, the start date will be the expected start date depending on the expected end date of the previous issue.

Medication (All medication)					
🖸 👘 📽 🗰 🖉 🤌 🌢 🔓 ? 📓 🕴 🏚 🤘 View All medication 🛛 💌 🎭 🌿 🔞 :	🔀 🛏 🖬 🔀	[
No medication review recorded. Record medication review Read code (XaF8d)					
Start Date V Drug	Scheduled End	Days Duration	Medication Type	Flags	
30 Oct 2016 Linaclotide 290microgram capsules 28 capsule - take one once daily	27 Nov 2016	28	Repeat dispensed		^
27 Nov 2016 Linaclotide 290microgram capsules 28 capsule - take one once daily	25 Dec 2016	28	Repeat dispensed		
25 Dec 2016 Linaclotide 290microgram capsules 28 capsule - take one once daily	22 Jan 2017	28	Repeat dispensed		
22 Jan 2017 Linaclotide 290microgram capsules 28 capsule - take one once daily	19 Feb 2017	28	Repeat dispensed	in 1997 (1997)	
4 Issues					~

Figure 11: Repeat Dispensed medication in the Medication screen.

The repeat template 🏜 and repeat dispensed 💷 icons will appear in the Flags column.

Current issues will appear with the name of the medication written in black, future issues will be written in blue.

Prescription History node

On the Prescription History node the repeat prescription will appear as below.

Script A	Script Date	Printed	Digitally Signed	Colle	Destroyed	Status
ETP2 Repeat Dispensed FP10	30 Oct 2016	30 Oct 2016 02:59	30 Oct 2016 02:59			20 20
	Figure 12: How it appea	rs in Prescription Hist	tory.			

For information about the status of the prescription, hover over the icon in the Status column. When the prescription is selected, the details will appear in the pane on the right of the view.

Selected Prescription Details
<u>4 issues:</u> Linaclotide 290microgram capsules 28 capsule take one once daily
Linaclotide 290microgram capsules 28 capsule take one once daily
Linaclotide 290microgram capsules 28 capsule take one once daily
Linaclotide 290microgram capsules 28 capsule take one once daily
ETP Barcode Number: FD8484-C86030-AC1ED0
<u>Authoriser:</u> SMITH, James

Figure 13: Details of prescription in Prescription History.

New Journal

The repeat prescription will also be visible in the New Journal. Any future issues will appear as a future dated medication with the expected start date in the brackets. An (R) will appear next to the details of each issue to show that it was issued from a Repeat Template.

Sun 30 Oct 2016	02:28 - Surgery: SMITH, James ('Other' Community Health Service)	Q
JS	(R) Linaclotide 290microgram capsules - 28 capsule - take one once daily	
	(R) Linaclotide 290microgram capsules - 28 capsule - take one once daily (Future dated medication 27 Nov 2016)	
	(R) Linaclotide 290microgram capsules - 28 capsule - take one once daily (Future dated medication 25 Dec 2016)	
	(R) Linaclotide 290microgram capsules - 28 capsule - take one once daily (Future dated medication 22 Jan 2017)	
	Table 290microgram capsules - 28 capsule - take one once daily	
	ETP2 Repeat Dispensed FP10: Not Yet Printed	
	Community Pharmacy changed. Previous data: Was previously unset	
	Summary Care Record Update	

Figure 14: How it appears in the New Journal.

Cancelling Repeat Dispensed Medication

Note: You must have been granted the **'Perform ETP Cancellations'** access right by a System Administrator to cancel ETP2 issues. If you don't have the appropriate access right, when trying to stop an electronically repeat dispensed template the following error will appear.

Error	:	×
8	You cannot stop the selected repeat template(s). At least one of the repeats has future or repeat dispensed issues which were sent via ETP. It is not possible to send ETP cancellations because you do not have the required access right.	^
	The following staff members have the access right and may perform ETP cancellations:	
	ADAMS, Dan (Mr) ADMIN, Gp (Dr) AINGE, Anthony (Mr) ALLEN, Zamira (Ms) AMNER, Harry (Mr) ANDERSON, David ASHBY, Martin (Mr) BANKS, Pippa BIRRELL, Jessica BOYNOVA, Gergana ('Other' Community Health Service) BOYNOVA, Gergana ('Other' Community Health Service)	
	BROWN, Matt (Mr)	Υ.
	<u>Ok</u>	

Figure 15: Error when attempting an ETP cancellation without appropriate access right.

As described in the Introduction the advantage of using electronic repeat dispensing is that you can cancel the electronic prescription. When using paper prescriptions, the clinician would have to ask the patient to give back or destroy the prescriptions. With ETP2, the prescription is never in the patient's possession and so can be cancelled electronically.

You can cancel a repeat dispensed medication item in two ways; either via the **Repeat Templates** node or via the **Medication node** within the patient record.

To cancel a medication item from the Medication node:

1. Right-click on the item and select **Stop Medication**. You will be advised that the item was repeat dispensed and you will need to cancel the repeat template.

21 Sep 2010 Linacionae 290microgram capsules 28 capsule - take one once daily	19 OU 201	10 Zo Nepearaispensea	-000
19 Oct 2016 Linaclotide 290microgram capsules 28 capsule - take one once daily	16 Nov 20	16 28 Repeat dispensed	in RD
16 Nov 2016 Linaclotide 290microgram capsules	14 Dec 20	16 28 Repeat dispensed	in 1997 in 199
Stop I	Addication 14 los 004	17 00 Depart dispersed	lin con
28 capsule - take one once da	escribe 11 Jan 201	17 28 Repeat dispensed	"QIKU
11 Jan 2017 Linaclotide 290microgram car Make	Repeat 08 Feb 20	17 28 Repeat dispensed	in 10 and
28 capsule - take one once da 🗱 Undo	Medication		-
08 Feb 2017 Linaclotide 290microgram car 🙋 Patier	t Request 08 Mar 201	17 28 Repeat dispensed	in 1997 (1997) (19977) (19977) (1997) (1997) (1997) (1997) (1997) (1997)

Figure 16: Stop Medication on the Medication node.

2. The following dialog will then appear, prompting to cancel all outstanding issues on the repeat template.



Figure 17: Prompt to cancel the repeat template

3. Selecting **Yes** will bring up the following dialog allowing the reason for stopping the repeat template to be captured. You can enter supporting comments either from a list of pre-configured presets or as free text.

End Repeat T	emplate: Linaclotide 290microgram capsules	\times
End reason	At the Patient's request At the Pharmacist's request Change to medication treatment regime Clinical contra-indication Clinical grounds Prescribing error	
	✓ Save as Default	
Comments		
	Presets	
	<u>O</u> k <u>C</u> ancel	

Figure 18: Recording the reason for stopping the repeat template.

4. Click **Ok**. The outstanding future-dated repeat dispensed issues will then be cancelled.

Note: The Spine does not send SystmOne a message stating how many repeat dispensed issues have been dispensed by the pharmacist and how many remain, therefore, discrepancies are possible if the pharmacist has dispensed any issues in advance, for example because of holidays. If in any doubt, the pharmacist should be contacted directly.

To cancel a repeat template from the Repeat Templates node:

- 1. Navigate to the Repeat Templates node and select the template that the item was repeat dispensed from.
- 2. Right click on the template and select Stop.



Figure 19: Stopping a repeat template.

3. You will then be prompted to record the reason for stopping the repeat template. You can enter supporting comments either from a list of pre-configured presets or as free text.

End Repeat Te	mplate: Linaclotide 290microgram capsules			Х
-	At the Detion to request			
End reason	At the Platent's request	^		
	Al the Phalmadist's request			
	Change to medication treatment regime			
	Clinical contra-indication			
	Proceribing error			
	Freschblig entit			_
	· · · · · · · · · · · · · · · · · · ·	~	Save as Default	
		_		
Comments				
				-
			Presets	
	Ok Cancel			

Figure 20: Recording the reason for stopping the repeat template.

4. You will then be notified if the repeat template has outstanding future issues. If these were repeat dispensed via ETP, you will be notified that they will be cancelled.

Informati	on	×										
٩	The repeat that you have ended has outstanding future issues. The following future issues will be stopped:											
	 19 Oct 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 14 Dec 2016 Linaclotide 290microgram capsules 11 Jan 2017 Linaclotide 290microgram capsules 08 Feb 2017 Linaclotide 290microgram capsules The following repeat dispensed issues will be cancelled via ETP: 19 Oct 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 14 Dec 2016 Linaclotide 290microgram capsules 15 Nov 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 17 Jan 2017 Linaclotide 290microgram capsules 18 Feb 2017 Linaclotide 290microgram capsules 											

Figure 21: Notification when items are cancelled via ETP.

- 5. An **Electronic Prescription Cancellation Pending** task is sent automatically when the record is saved detailing that the request has been submitted and is awaiting confirmation. The task will list the issues that will be cancelled.
- 6. Another task is then sent to confirm whether or not the cancellation message has been accepted by the Spine:
 - An 'Electronic Prescription Cancellation Rejected' task indicates that the cancellation was rejected by the Spine.
 - An 'Electronic Prescription Cancelled Successfully' task indicates that the cancellation was accepted by the Spine.
- 7. This task will be updated and automatically marked as completed if the cancellation is accepted by Spine.

Information		×
•	A new task of type 'Electronic Prescription Cancelled Successfully' has arrived.	
	OK	

Figure 22: Notification of new task.

- 8. The following icons are displayed in the **Flags** column of the Medication view to indicate the cancellation status of the corresponding items (hover the mouse over the icon for any additional details):
- ETP cancellation pending
- ETP cancellation accepted by the Spine
- ETP cancellation rejected by the Spine

0	🙋 🛛 abj 🖏 🖲	· 🗇 • 🌾 • 😽 😽 🧉 📃	• X
Updated A	By For	Patient	Task Status Due Date Started Flags
21 Sep 2016	PO	BUTCHER, Tom (Mr)	Electronic Prescription CaNot Started 📃 🏹 🔥
21 Sep 2016	PO	BUTCHER, Tom (Mr)	Electronic Prescription C Not Started 📃 🏹 🥥
21 Sep 2016	PO	BUTCHER, Tom (Mr)	Electronic Prescription C Not Started 📃 🟹 🥥
01 Sep 2016	CR	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 📃 🟹 🥒
01 Sep 2016	CR	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 🛛 🗌 🏹 🤳
26 Aug 2016	CR	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 📃 🟹 🥥
26 Aug 2016	CR	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 📃 🟹 🥒
17 Aug 2016	JS	VALCON, Troy (Mr)	Electronic Prescription CaNot Started 📃 🟹 🥒
16 Aug 2016	TV	LOW, James (Mr)	Electronic Prescription CaNot Started 📃 🖉 🥒
04 Aug 2016	CR	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 📃 🗸 🥥
04 Aug 2016	CR	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 📃 🟹 🥒
07 Jul 2016	PO	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 📃 🟹 🥒
07 Jul 2016	PO	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 🛛 🗌 🏹 🥥
07 Jul 2016	PO	GRANT, Susan (Miss)	Electronic Prescription CaNot Started 📃 🟹 🥥
04 Jul 2016	TV	GRANT_Susan (Miss)	Electronic Prescription Ca Not Started 🛛 🗸 🗡
48 Tasks			

Wed 21 Sep 14:22 - Sent automatically by SystmOne

A request for the cancellation of an ETP prescription has been accepted. Prescription/prescription item(s) cancelled successfully.

Please be aware that all future dated issues from this repeat dispensed repeat template have now been successfully cancelled on the Spine. This means that your patient will no longer be dispensed any of the remaining issues. Please note that the current issue within SystmOne will remain active until you have confirmed with the patient whether they have been dispensed this issue or not.

This is because SystmOne is unable to determine from the Spine whether your patient has been dispensed the current issue. You will need to follow your usual
processes i.e. contact the patient and pharmacist to determine whether this is the case and take action accordingly.

The cancellation is for the following issue(s): 19 Oct 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 14 Dec 2016 Linaclotide 290microgram capsules 11 Jan 2017 Linaclotide 290microgram capsules

1	5 11	1	0	3		0	2	0	2	4	8	16	0	0	0	0	0	٦	0	0	0	411	1	11	11	307	 8		4898	14:22
	08 Feb	201	7 Li	naclo	tide	290	mic	rogr	am	caps	ules																			
	11 Jan	201	7 Li	naclo	tide	290	mic	rogr	am	caps	ules																			

Figure 23: The Electronic Prescription Cancellation Pending task marked as completed once Spine has acknowledged the cancellation.

If the cancellation is rejected by the Spine

If the cancellation is rejected by the Spine, then you will be sent an '**Electronic Prescription Cancellation Rejected**' task. A notification will also appear informing you that the new task has arrived.

Cancellations can be rejected for multiple reasons, e.g. the Spine being unable to process the message due to missing/incorrect information in the record or they could be rejected if the pharmacy has already downloaded one of the issues. The task on the **Task List** screen will show the details of the issues that have not been cancelled and the reason why their cancellation has been rejected.

💌 💵 0 1 0 2 3 🖀 16 0 🔛 0 0 0 0 📝 0 0 0 🗮 422 2 😰 5 5 138 🍞 🍒 🔅 11:38											
The pharmacy and/or patient must be contacted to ensure they are aware that this prescription should be cancelled.											
Oct 2016 Paracetamol 500mg tablets											
te cancellation is for the following issue(s):											
ejection reason: Unable to process message. Information missing or invalid - Patient address is missing											
Thu 06 Oct 08:30 - Sent automatically by SystmOne A request for the cancellation of an ETP prescription has been rejected:											

Figure 24: ETP cancellation rejected task.

Amending the Repeat Template

 To reauthorise/restart or amend a repeat template that has been repeat dispensed, right click on the template from the Repeat Templates node and select Reauthorise/Restart or Amend as appropriate.

		r 12 capsule - take one 4 umes/day				
	Reminders	22 Sep 2016 Bezafibrate 400mg modified-release t	ablet	s	0	9 Fe
ø	Vaccinations	28 tablet - take one once daily				
Č <u>e</u>	Sensitivities & Allergies	22 Sep 2016 Ibuprofen 600mg tablets			0	9 Fe
U	Record Attachments	84 tablet - take one 3 times/day	8/	leave]	
⊳ 🕒	Templates	22 Sep 2016 Protionamide 250mg tablets 1000 tablet - use as directed	Ø	Patient Request	0	9 Fe
	Past Appointments	21 Sep 2016 Tamsulosin 400microgram modified-	*	Undo Issue	1:	9 Fe
⊿ 🔛	Spine Details	30 capsule - take one daily	ø	Amend		
	SCR Details	22 Sep 2016 Timolol 10mg / Amiloride 2.5mg / Hydr		Reauthorise / Restart	1:	2 Ja
	Prescription History (18)	28 tablet - take one each morning		Stop		
õ	Medication (11)	This drug requires active monitoring be	Č۵.	Record Sensitivity		
2	Briefcase General Testing			Assign Diagnosis		
-	Referrals					
	New Journal			Information >		
i i i i i	Repeat Templates (6)		18	New Repeat Template		
	Summary Care Record			New Repeat Based on This		
49 800	Patient Download		A	Show Journal Entry		

Figure 25: Right click options on a template from the Repeat templates screen

 When re-authorising a repeat template that has been repeat dispensed, if there are outstanding future issues you will receive the following warning. This states that these future issues will not be cancelled via ETP.



Figure 26: Message when reauthorising a template that has outstanding future issues.

To prevent a duplication of issues, the user can stop all of the outstanding issues by selecting to stop one
of the issues from the medication node.

ETP Cancella	tion for Linaclotide 290microgram capsules	×
?	This drug was repeat dispensed via Electronic Prescribing. You need to cancel the repeat template via ETP in order to electronically cancel any outstanding issues. In order to do this you must stop the repeat template. Do you want to stop the repeat template?	
	Yes <u>N</u> o	

Figure 27: ETP cancellation message, to stop the medication the repeat template must be stopped.

- If Yes is selected, then the End Reason dialog will appear. This is the same process from <u>To cancel a</u> <u>medication item from the Medication node</u>. Once cancelled then the outstanding future repeat dispensed issues will appear as **Stopped** in the Medication node under **Future Medication**.
- If **No** is selected, then nothing will change and outstanding future issues won't be stopped.
- When amending a repeat template that has outstanding repeat dispensed issues, a warning will appear advising that the changes made will not be applied to any outstanding issues (see Figure 19).

Warning	×	
ł	The repeat template you have altered still has outstanding repeat dispensed issues. Changes made to the template will not be reflected in the outstanding issues.	
	DK	

Figure 28: Message when amending a template that has outstanding future issues.

- To Mark in Error a repeat template that has been repeat dispensed, right click on the template from the **Repeat Templates** node and select **Mark in Error**.
 - If you Mark in Error a repeat template that has been repeat dispensed or a future issue of a repeat template, this will also cancel any repeat dispensed issues on Spine, and you will get the following messages.



Figure 29: Message when marking a repeat dispensed template in error.



Figure 30: Message when marking a repeat dispensed template in error.

If you try to **Mark in Error** an individual issue from the Medication node you will need to cancel the outstanding issues via ETP. After entering a **Reason for Marking in Error**, the following question dialog will appear.

Question		\times
?	Unable to Cancel Protionamide 250mg tablets via ETP	
V	This drug was repeat dispensed via Electronic Prescribing. You need to cancel the repeat template via ETP in order to electronically cancel any outstanding issues. In order to do this you must stop the repeat template. Once the cancellation has been accepted by Spine you will be able to mark the issue in error. Do you want to stop the repeat template?	

Figure 31: Question to stop a repeat dispensed template.

• If you select Yes, a dialog appears to enter an end reason for the template. This is chosen from a hardcoded list with the option to add a comment via free text or a preset.

End Repeat T	emplate: Linaclotide 290microgram capsules	×
End reason	At the Patient's request At the Pharmacist's request Change to medication treatment regime Clinical contra-indication Clinical grounds Prescribing error	ve as Default
Comments		Presets
	<u>O</u> k <u>C</u> ancel	

Figure 32: Dialog box to enter a reason for ending a Repeat Template.

 After selecting an End reason, a dialog will appear informing you the future issues will be cancelled via ETP.

Informati	on	Х
٩	The repeat that you have ended has outstanding future issues. The following future issues will be stopped:	
	 19 Oct 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 14 Dec 2016 Linaclotide 290microgram capsules 11 Jan 2017 Linaclotide 290microgram capsules 08 Feb 2017 Linaclotide 290microgram capsules The following repeat dispensed issues will be cancelled via ETP: 19 Oct 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 16 Nov 2016 Linaclotide 290microgram capsules 14 Dec 2016 Linaclotide 290microgram capsules 15 Nov 2016 Linaclotide 290microgram capsules 16 Nov 2017 Linaclotide 290microgram capsules 	
	<u>Dk</u>	

Figure 33: Notification when items are cancelled via ETP.

Re-synching Regimes after Medication Changes

If a repeat dispensed template is amended (e.g. the dose is changed) and a patient has multiple medications, it is possible to re-sync the new template so that all their items are available to collect on the same date.

- When medication is changed the old template will need to be stopped and a new template will have to be created with the new medication details.
- In order to sync the new template with the other current medications, the new template will need to be future dated. When creating the new template, set the **Medication start** date in the top left corner so that this coincides with the date their other medication will next be due.
- The new template can then be repeat dispensed as normal.
 - If required, Acute medication can be issued until the repeat template start date.

Other Details	Exact date & time 🔻	Mon 26 Sep 2016	🝷 09:41 🏼 🖉 🗙		
		Char	nging the consultation		
Medication sta	art Mon 26 Sep 2016	Y			
Drug prescrib	ed 📮 i 🖥				
Script type	NHS Issue	O Private Issue	Instalment Dispensed		
Figure 34: Medication start date on new repeat template.					