

Electronic Prescription Service

Electronic prescription tracker guide

This guide will help you use the Electronic Prescription Tracker.

What is the Electronic Prescription Tracker?

The Electronic Prescription Service (EPS) Prescription Tracker is an online system which allows staff working at prescribing and dispensing sites to check the status of a prescription.

The application is designed to be used when there is a legitimate need to verify that a prescription exists or to identify a prescription status during the prescribing and dispensing process, e.g. which dispenser has downloaded it, when was it dispensed or has it been claimed.

It can also be used to help pharmacy staff find an EPS prescription they need to dispense.

The tracker can be used to help verify that a prescription exists or to identify a prescriptions current live status during the prescribing and/or dispensing process e.g. has a prescription left the prescribing site, is the script on the spine, which dispenser has downloaded it, when was it dispensed or has it been claimed.

The tracker can be used in 'Normal' mode or 'Business Continuity Mode'.

The tracker will always start in 'Normal Mode' and you will be required to insert a smart card.

The image below shows how it allows you to look up information about an EPS prescription by searching for it by prescription ID, date range and patient NHS number.

The screenshot shows the 'EPS Prescription Tracker' interface. At the top, there are navigation links: Home, Change role, Change Mode, Help, and Exit. The main content area is titled 'Business Continuity' and contains two search sections. The first section, 'Find by Prescription ID', has a text input field for the Prescription ID and a 'Search' button. The second section, 'Enter Prescription Details', includes a date range selector, dropdown menus for 'Prescription Version' (set to 'R2 Prescriptions') and 'Status' (set to 'Any Status'), a text input for 'NHS Number', and a checkbox for 'My Site (FFFF)'. A 'Search' button is also present. To the right, a 'Help and Guidance' sidebar provides instructions on how to use the search features and explains the difference between Normal and Business Continuity modes.

Use the prescription ID search enter or copy and paste the prescription ID (bar code) from the prescriber system or token.

Use the data range search - by ticking my site box to show all prescriptions for your site or enter NHS number for a single patient search.

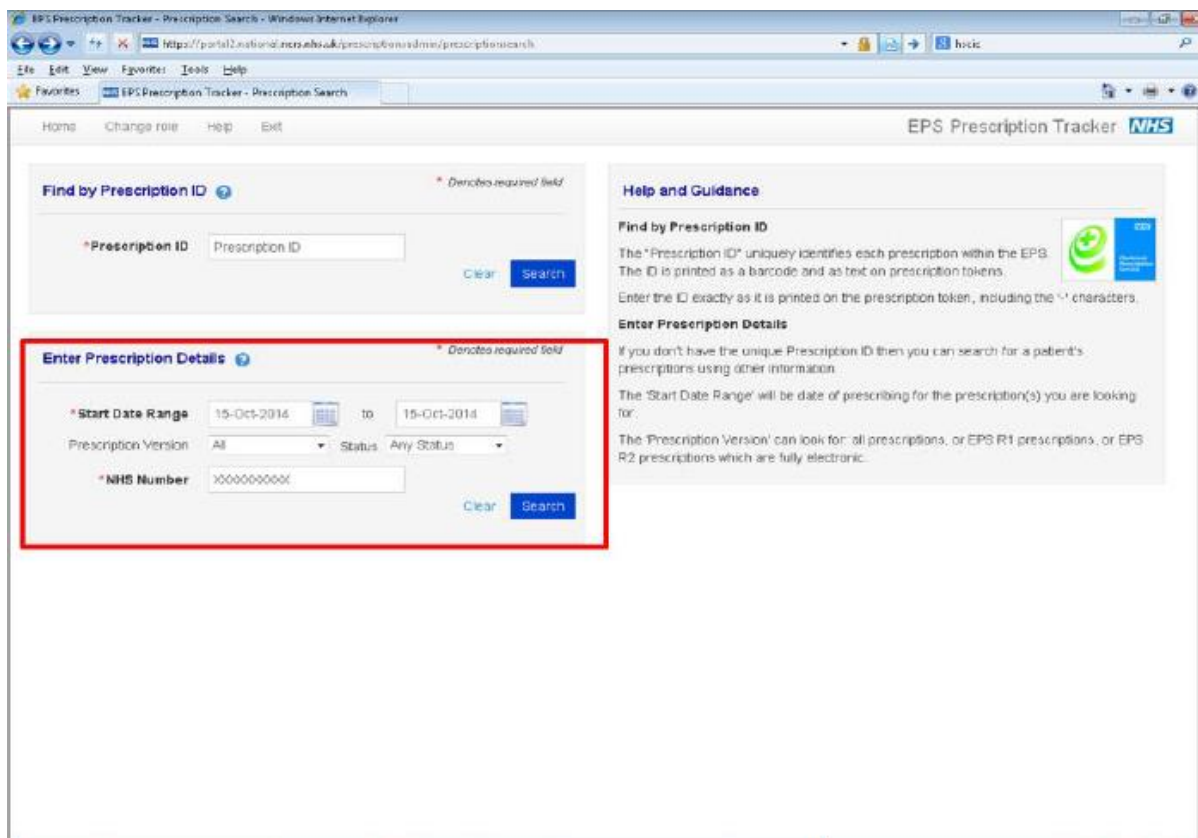
What do I need to do a search on the Electronic Prescription Tracker?

- the relevant prescription GUID number (this is the unique identifier for each electronic prescription), which can be obtained from either the Dispensing Token where there is one or, from the GP surgery;
- the patient's NHS number;
- the date range.

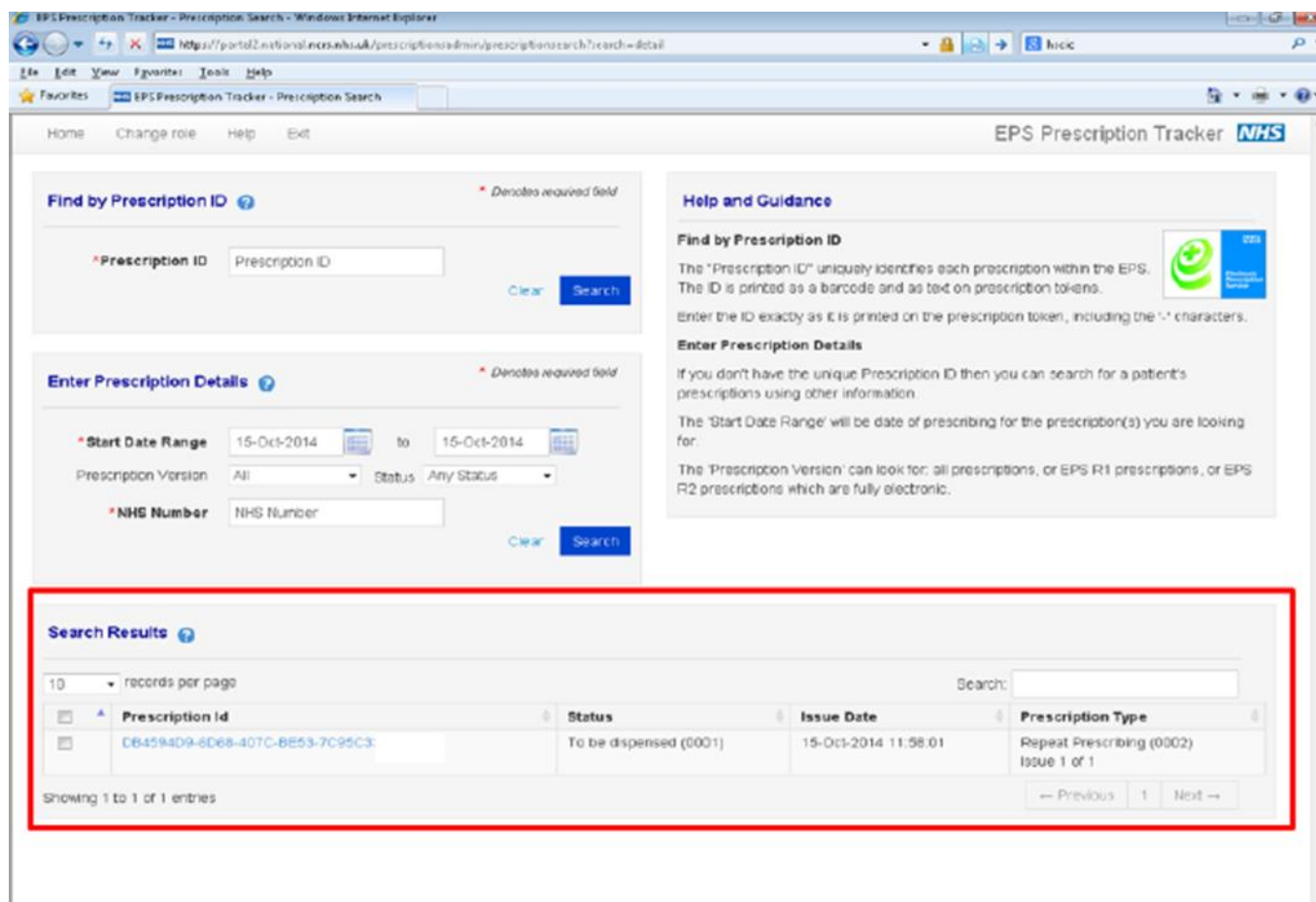
How to access the Electronic Prescription Tracker?

To access the Electronic Prescription Tracker, you need to:

- insert your smartcard
- access the screen shown below by clicking on the following link:
<https://portal2.national.ncrs.nhs.uk/prescriptionsadmin>
- fill in the patients **NHS Number** and the required **date range** from & to
- click Search to start



All electronic prescriptions issued for the NHS Number searched & for the given search dates will be displayed



The **prescription id (GUID)** is the same as the **script barcode** which has been printed on the prescribing token &/or dispensing token

Note: you can manually pull-down an EPS script by entering this GUID into your system manual barcode input tab

How to access the Electronic Prescription Tracker using Prescription ID?

Click on the prescription id (GUID) and a new window will open providing full details of the electronic prescription selected.

The screenshot shows the 'EPS Prescription Tracker - Prescription and Dispensing Details' page. The 'Prescription and Dispensing Details' section includes fields for Prescription ID (DB4594D9-6D68-407C-BE53), Patient NHS ID, Prescription Treatment Type (Repeat Prescribing (0002) - Issue 1 of 1), Prescription Type (General Practitioner Prescribing (0001)), Date/Time Signed (Not recorded), Prescriber Organisation, Prescriber Contact, Dispenser Organisation (Not Recorded), and Dispenser Contact (Not Recorded). The 'Prescription Status' is 'To be dispensed (0001)'. The 'Prescription Items' table lists four items with their GUIDs and status.

Line Item	GUID	Status
1	938AA325-8709-441A-80F8-	To be dispensed (0007)
2	39CA1670-A277-4378-8268-	To be dispensed (0007)
3	0FFAF180-F19D-4802-90ED-	To be dispensed (0007)
4	07B2EE83-7F7C-46E8-B463-	To be dispensed (0007)

The 'Prescription Event History' section is highlighted with a red box and contains a table with the following data:

Message	Sent Date	Organisation	Status
Prescription upload successful	15-Oct-2014 10:58:02	()	To be dispensed (0001)

Four yellow boxes labeled 1, 2, 3, and 4 are positioned below the event history table, with yellow arrows pointing up to the columns: 1 points to the Message column, 2 points to the Sent Date column, 3 points to the Organisation column, and 4 points to the Status column.

- 1) **MESSAGE:** confirms prescription has left the prescribing site and is on the spine
- 2) **SENT DATE:** date & time of message
- 3) **ORGANISATION:** contact details of prescriber/dispenser
- 4) **STATUS:** Confirms the status of the prescription

This is what is seen when a prescription has gone through the complete prescribing and dispensing process.

Note: the EPS Prescription Tracker does **not** make available any clinical or sensitive information about a patient's prescription

The screenshot shows the 'EPS Prescription Tracker - Prescription and Dispensing Details' page in a Windows Internet Explorer browser. The page is divided into several sections:

- Prescription and Dispensing Details:** This section contains fields for Prescription ID (FC8F11-C81), Patient NHS ID, Prescription Treatment Type (Repeat Prescribing (0002) - Issue 1 of 1), Prescription Type (General Practitioner Prescribing - GP (0101)), Date/Time Signed (21-Oct-2014 16:26:48), Prescriber Organisation, Prescriber Contact, Dispenser Organisation, and Dispenser Contact.
- Prescription Status:** Claimed (0005)
- Prescription Items:** A table with four rows, each representing a line item. The columns are Line Item, GUID, and Status. All items are marked as 'Fully dispensed (0001)'.

Line Item	GUID	Status
1	F822A754-19A7-433D-B401-.....	Fully dispensed (0001)
2	C94F1086-720C-48C9-98F0-.....	Fully dispensed (0001)
3	76FCF07-58F5-4565-AB58-.....	Fully dispensed (0001)
4	0E374CC6-D135-4341-9F3E-.....	Fully dispensed (0001)
- Prescription Event History:** A table with four rows, each representing an event. The columns are Message, Sent Date, Organisation, and Status. The events are: Prescription upload successful (21-Oct-2014 15:26:49, C, To be dispensed (0001)), Nominated Release Request successful (22-Oct-2014 01:13:19, F, With dispenser (0002)), Dispense notification successful (25-Oct-2014 15:11:42, F, Dispensed (0006)), and Dispense claim successful (27-Oct-2014 10:27:35, F, Claimed (0008)).

How to 'Search for a Patient' on the Electronic Prescription Tracker?

- If the NHS Number is not known then this can be looked-up and selected using the new 'Search for patient (NHS number)' functionality
- Once you have identified the correct patient within the search results, click on the patient name. This will take you back to the search screen and automatically populate the search box with the NHS number
- Type in the details and then press the search key
- The close button returns the user back to search results
- You can click on the patient details to select the patient
- You will then be taken back to the search results.

Support
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