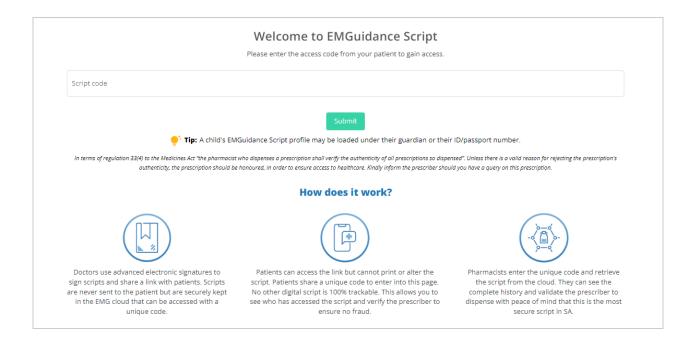


How to record dispensing of medicines on EMGuidance Script

Step 1. Open the script view page and type in the 8 letter script code



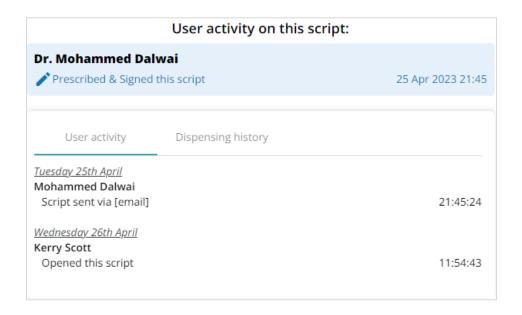
Step 2: Expand the prescriber and patient details if needed:





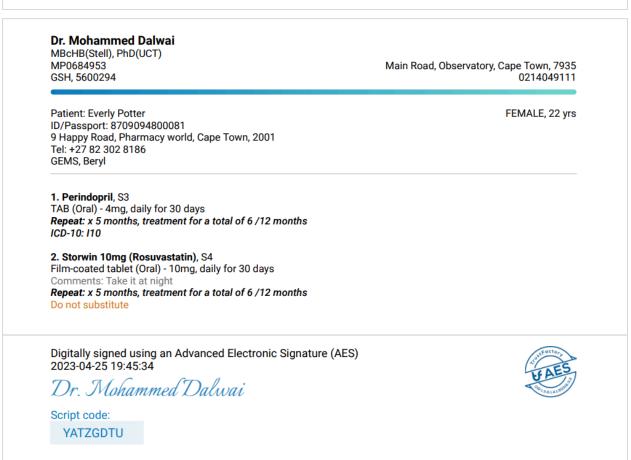


Step 3: Review the script validity by checking the tracking history which includes user and dispensing activity



By clicking the "Print script" button, the valid signed PDF script will be displayed.





Step 4: Update the dispensing history

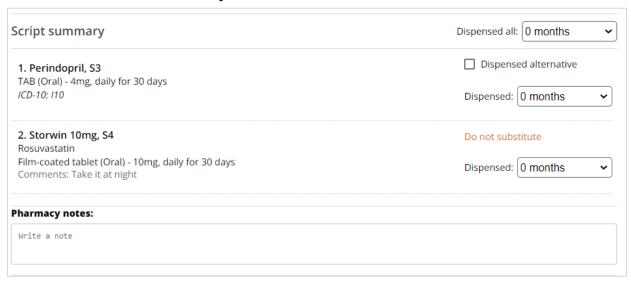
- The drop down arrow next to each medicine will indicate the number of repeats scripted for that particular medication.
- The signed PDF also provides full detail of repeat information if needed

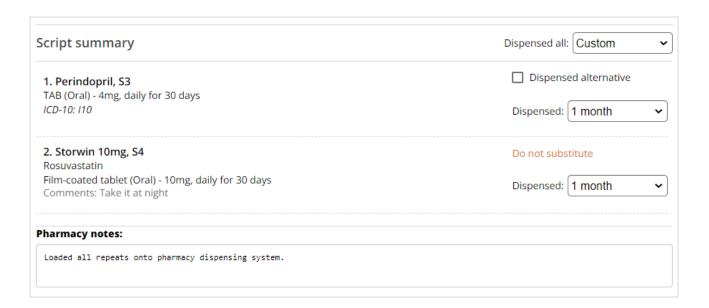


Perindopril, S3
 TAB (Oral) - 4mg, daily for 30 days

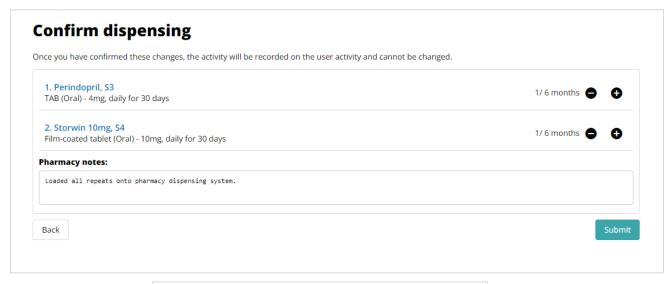
 Repeat: x 5 months, treatment for a total of 6 /12 months ICD-10: I10
 Storwin 10mg (Rosuvastatin), S4
 Film-coated tablet (Oral) - 10mg, daily for 30 days
 Comments: Take it at night
 Repeat: x 5 months, treatment for a total of 6 /12 months
 Do not substitute

- Each medicine's "Dispensed" drop down list can be updated or alternatively the "Dispensed all" drop down can be selected which will automatically populate the dispensed information for each medication.
- Any relevant notes may be added in the free text "Pharmacy notes" section.
 For example:
 - If all repeats have been captured on the pharmacy dispensing system but not yet dispensed then a note can be made in the "Pharmacy notes" section.
 - Notes on alternatives dispensed and where less than a full supply of medication has been issued due to stock constraints can also be noted in the "Pharmacy notes" section.





- Once all relevant dispensing information has been captured press "Proceed"
- If happy with the dispensing information captured on the Confirm dispensing screen, press Submit.







• The dispensing information will then appear in the "Dispensing history" tab on the right-hand side of the script view. Any pharmacy notes will appear on the bottom left-hand side of the script view.

