

## Electronic Repeat Dispensing (eRD) – Setting up an eRD

1. Use preferred method to communicate with the patient that they have been identified as suitable for eRD explain the process.
2. Document in the tabbed journal method used to inform the patient. If patient does not consent to eRD please document this and add appropriate SNOMED code.
3. Click on the Read code browser



4. Follow **Electronic Repeat Dispensing (eRD) – Adding a SNOMED Clinical Term document**

5. Highlight the drug to be reauthorised, right click the mouse and select reauthorise



(Record patient requests for the selected repeat templates)

No medication review recorded. Record medication review Read code (XaF8d)




| Authorised  | Drug  | Last Issued  | Review      | Issues | Flags   |
|-------------|---|--------------|-------------|--------|---|
| 29 Aug 2018 | <b>Aspirin 75mg dispersible tablets</b><br>56 tablet - take one daily   | Reauthorised | 29 Aug 2019 | 0 (0)  |  |
| 29 Aug 2018 | <b>Atorvastatin 20mg tablets</b><br>56 tablet - take one daily  | Reauthorised | 29 Aug 2019 | 0 (0)  |  |
| 27 Mar 2018 | <b>Clenil Modulite 200micrograms/dose inhaler (Chiesi Ltd)</b><br>200 dose - two puffs twice a day                                | 06 Apr 2018  | 27 Mar 2019 | 2 (2)  |  |
| 29 Mar 2018 | <b>Methotrexate 5mg/2ml solution for injection vials</b><br>5 vial - this product not advised<br>Requested by patient 05 Apr 2018 | 29 Mar 2018  | 29 Mar 2019 | 1 (1)  |  |

- a. The quantity issued should supply 28 days medication (or 56 days if a 56 day practice)
- b. The prescription duration should be 28 days (or 56 days if a 56 day practice)
- c. The maximum issues should bring the patient to their next medication review e.g. the medication review is due in 12 months = 13 issues are allowed **13 issues x 4 weeks = 52 weeks (1 year)**

**If a practice issues 56 day's supply issue a maximum of 6 issues x 56 days**

- d. Untick the patient can initiate issues box
6. Complete this step for each item to be included on the electronic repeat dispensing template.
  7. Issues will show as zero/maximum issue number e.g. 0/13. This should be the same for each line.

Last medication review recorded on 13 Nov 2019 by Richard Colden (Nurse Access Role) . Next due on 13 Nov 2020. Record medication review Read code (XaF8d)




| Authorised  | Drug   | Last Issued  | Review   | Issues     | Flags   |
|-------------|--|--|--|------------|---|
| 20 Nov 2019 | <b>Aspirin 75mg dispersible tablets</b><br>28 tablet - take one daily    | 10 Jul 2019,<br>Issue from previous template,                          | 10 Jul 2019,<br>Issue from previous template, Reauthorised             | 0 / 13 (5) |   |
| 20 Nov 2019 | <b>Ramipril 5mg capsules</b><br>28 capsule - take one daily              | 29 May 2019,<br>Amended, Issue from previous template and Reauthorised | 29 May 2019,<br>Amended, Issue from previous template and Reauthorised | 0 / 13 (2) |   |
| 20 Nov 2019 | <b>Simvastatin 10mg tablets</b><br>56 tablet - Take TWO tablets at night | 23 May 2019,<br>Issue from previous template, Reauthorised             | 23 May 2019,<br>Issue from previous template, Reauthorised             | 0 / 13 (4) |   |


8. Highlight all medication lines that are to be included in the eRD

**Repeat Templates**

View Current repeats

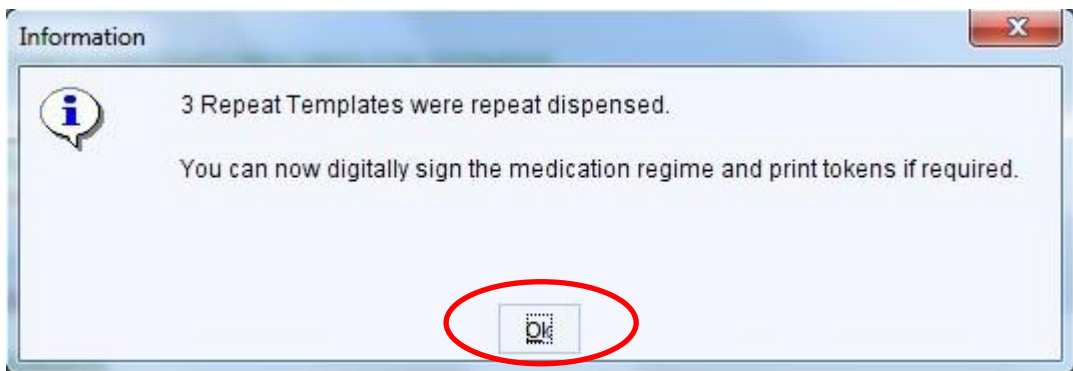
Last medication review recorded on 13 Nov 2019 by Richard Colden (Nurse Access Role) . Next due on 13 Nov 2020. Record medication review Read code (XaF8d)

| Authorised  | Drug  | Last Issued  | Review   | Issues     | Flags   |
|-------------|---|--|--|------------|---|
| 20 Nov 2019 | <b>Aspirin 75mg dispersible tablets</b><br>28 tablet - take one daily                                       | 10 Jul 2019,<br>Issue from previous template, Reauthorised             | 10 Jul 2019,<br>Issue from previous template, Reauthorised             | 0 / 13 (5) |       |
| 20 Nov 2019 | <b>Ramipril 5mg capsules</b><br>28 capsule - take one daily   | 29 May 2019,<br>Amended, Issue from previous template and Reauthorised | 29 May 2019,<br>Amended, Issue from previous template and Reauthorised | 0 / 13 (2) |       |
| 20 Nov 2019 | <b>Simvastatin 10mg tablets</b><br>56 tablet - Take TWO tablets at night                                    | 23 May 2019,<br>Issue from previous template, Reauthorised             | 23 May 2019,<br>Issue from previous template, Reauthorised             | 0 / 13 (4) |   |
| 20 Nov 2019 | <b>Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline UK Ltd)</b><br>200 dose - inhale 2 doses as needed | Never  | 20 Nov 2020  | 0 (0)      |   |

9. Click the RD icon  , the below message will appear. The dates should all be the same, press OK. **If the dates are not all the same press cancel and review your start dates.**



6. Click OK
  - a.



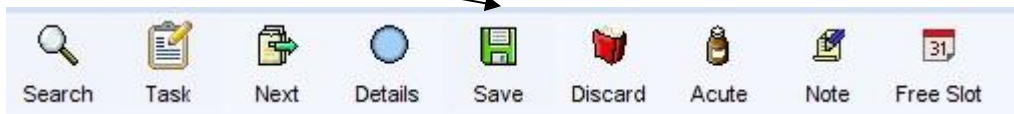
7. The items that have been set up for eRD will now have the following icons.



| Authorised  | Drug   | Last Issued | Review      | Issues       | Flags     |
|-------------|--|-------------|-------------|--------------|-----------|
| 20 Nov 2019 | Aspirin 75mg dispersible tablets<br>28 tablet - take one daily                                       | 21 Oct 2020 |             | 13 / 13 (18) | ↑ ↓ 🗑️ 🖨️ |
| 20 Nov 2019 | Ramipril 5mg capsules<br>28 capsule - take one daily   | 21 Oct 2020 |             | 13 / 13 (15) | ↑ ↓ 🗑️ 🖨️ |
| 20 Nov 2019 | Simvastatin 10mg tablets<br>56 tablet - Take TWO tablets at night                                    | 21 Oct 2020 |             | 13 / 13 (17) | ↑ ↓ 🗑️ 🖨️ |
| 20 Nov 2019 | Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline UK Ltd)<br>200 dose - inhale 2 doses as needed | Never       | 20 Nov 2020 | 0 (0)        | 🗑️ 🖨️     |

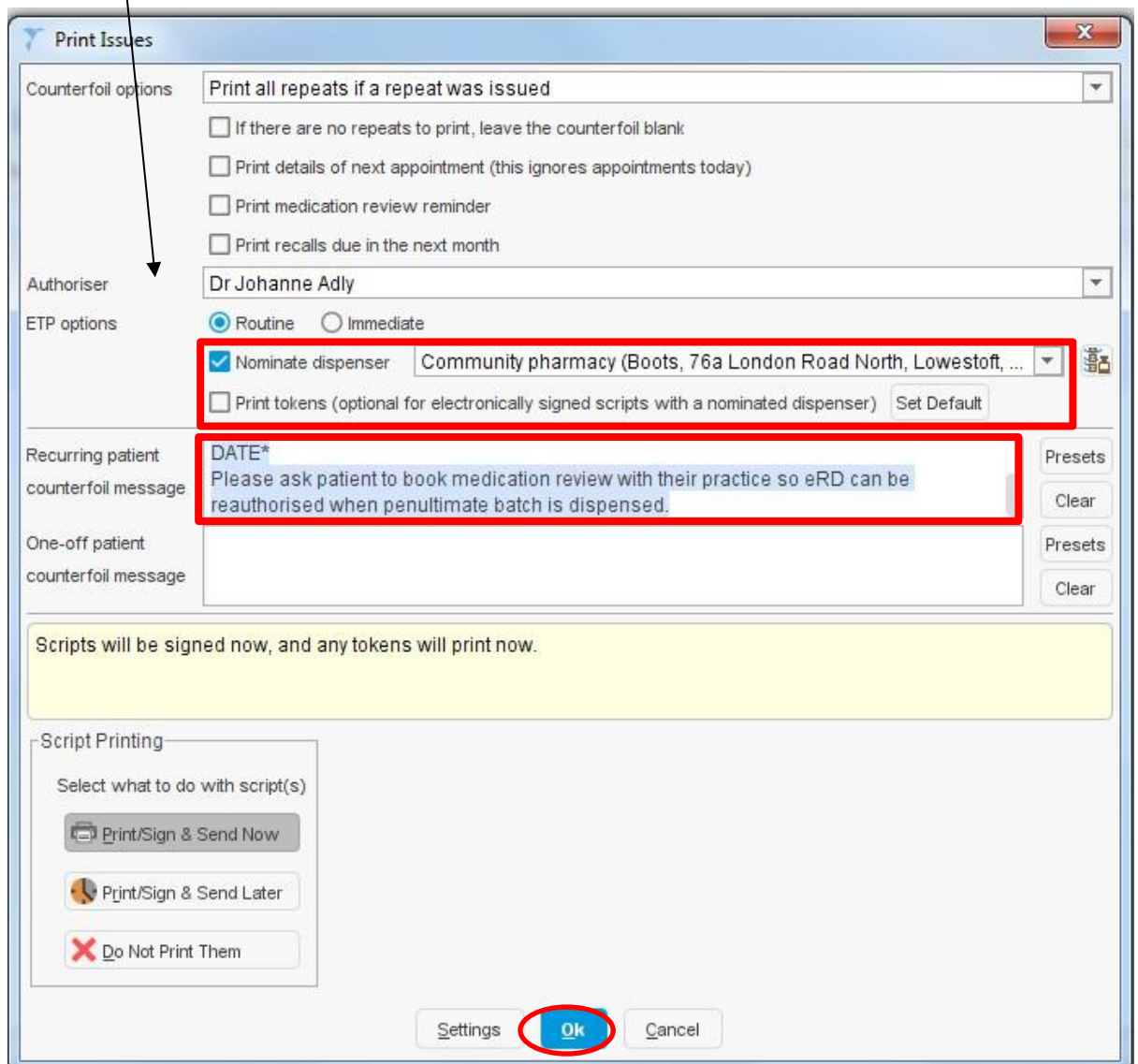
8. The last issue date will need to be recorded on the token 'recurring patient counterfoil message – see step 1

9. Click save to save the eRD.



10. Make sure

- NOMINATED DISPENSER is ticked
- TOKEN box is unticked.



**Print Issues**

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: Dr Johanne Adly

ETP options:  Routine  Immediate

Nominate dispenser: Community pharmacy (Boots, 76a London Road North, Lowestoft, ...)

Print tokens (optional for electronically signed scripts with a nominated dispenser) Set Default

Recurring patient counterfoil message: DATE\*  
Please ask patient to book medication review with their practice so eRD can be reauthorised when penultimate batch is dispensed.

One-off patient counterfoil message: [Empty]

Scripts will be signed now, and any tokens will print now.

Script Printing: Select what to do with script(s)

- Print/Sign & Send Now
- Print/Sign & Send Later
- Do Not Print Them

Settings **Ok** Cancel

- Click on **Presets** to add in the following recurring patient counterfoil message \*
  - eRD
  - Info for Pharmacy: eRD set up for \*\* issues. Last batch due for dispensing on \*ADD DATE\*  
Please ask patient to book medication review with their practice so eRD can be reauthorised when the penultimate batch is dispensed.

**11. Press OK to save the eRD**

\* Preset message can be created if not already saved at on the practice S1

| <b>Version</b> | <b>Date</b> | <b>Author</b>                               | <b>Status</b> | <b>Comment</b>  |
|----------------|-------------|---|---------------|---|
| 2.0            | Dec 2023    | Updated by Jen Carroll, TAG Lead Technician | Final         | Format and accessibility checks in preparation for transfer to Knowledge NoW website. Content not reviewed. Review date amended to Dec 2024 |
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