

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

1



- 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

	<u></u> .								
No medicat	Record patient requests for the	selected repeat templates on review Read code (XaF8	d)	 	1	Basian	1	Flame	
Authorised	Aceirin 75mg dispersible tablets	1			Peoutherized	20 Aug 2010		Flags	
29 Aug 2016	56 tablet - take one daily				Reautionseu	29 Aug 2018	, 0 (0)	_ U 📾	ſ
29 Aug 2018	Atorvastatin 20mg tablets 56 tablet - take one daily				Reauthorised	29 Aug 2019	9 0 (0)	_08	
27 Mar 2018	Clenil Modulite 200micrograms/dos 200 dose - two puffs twice a day	se inhaler (Chiesi Ltd)			06 Apr 2018	27 Mar 2019	2 (2)	<mark></mark> Ö	
29 Mar 2018	Methotrexate 5mg/2ml solution for 5 vial - this product not advised Requested by patient 05 Apr 2018	injection vials			29 Mar 2018	29 Mar 2019	1 (1)	<u>6</u> 8⁵*	



Changing	the consultation date will aff	ect all other data entered. To avoid this, cancel and press the "Ne	xt' button Hide Warning
Medication star Thu 26 Mar Drug prescribed I II Script type II NHS Issu Dose Itake one daily Total quantity Number	2020 Aspirin 75mg gastro- e Private Issue	esistant tablets Instalment Dispensed Issue da % dase Times & Doses tablet	Change the dat you don't want issue to go immediately
Cript notes Administrative notes Issue duration Use review date Use maximum issues 13	as 👔 🗐	Presets Presets	
Patient can initiate issue	Irregularly issued template	Repeat template can be reauthorised Read codes	
Sensitivities (not checked): Adverse reaction to tet Penicillin allergy Contraindications: Migraine with aura: Ce	anus vaccine rebrovascular haemorrhage	i	

- **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.



Authorised Drug V	Last Issued Review Assues Flags
0 Nov 2019 Aspirin 75mg dispersible tablets 28 tablet - take one daily	10 Jul 2019, 0 / 13 (5) 🖥 🛱 🖬 Issue from previous — template,
0 Nov 2019 Ramipril 5mg capsules 28 capsule - take one daily	Readumonsed 29 May 2019, 0/13 (2) 집 영 교 Amended, Issue from previous template and Readthorised
0 Nov 2019 Simvastatin 10mg tablets 56 tablet - Take TWO tablets at night	23 May 2019, 0 / 13 (4) 🖞 🛱 🖬 Issue from previous — template, Reauthorised

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

Repeat Templates							
□ & & @ @ * / ₪ & >	🚛 🛔 âg 🕺 📰		View	Current repeats			
Last medication review recorded on 13 Nov 2019 by Richard Colo	len (Nurse Access Role) . Next due on 13 Nov 2020	D. Record medication review Read code (XaF8d)					
Authorised Drug 🔨		Last Issued	Review Issues	Flags			
20 Nov 2019 Aspirin 75mg dispersible tablets 28 tablet - take one daily		10 Jul 2019, Issue from previous template, Reauthorised	0/13(5)	089 —			
20 Nov 2019 Ramipril 5mg capsules 28 capsule - take one daily		29 May 2019, Amended, Issue from previous template and Reauthorised	0 / 13 (2)	0ੈ∯⊟ —			
20 Nov 2019 Simvastatin 10mg tablets 56 tablet - Take TWO tablets at night		23 May 2019, Issue from previous template, Reauthorised	0 / 13 (4)	0 ∯ —			
20 Nov 2019 Ventolin 100micrograms/dose Evohaler (GlaxoSmit 200 dose - inhale 2 doses as needed	thKline UK Ltd)	Never	20 Nov 2020 0 (0)	_08			

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. Information	×
i	3 Repeat Templates were repeat dispensed.
Y	You can now digitally sign the medication regime and print tokens if required.

Last medic	ation review recorded on 13 Nov 2010 by Pichard Colden (Nurse Access Role). Next due on 13 Nov 2020. R	acord madication review Read code (VaE8d)	View Current repeats
Authorised	Drug T	Last issued	Review Issues Flags
20 Nov 2019	Aspirin 75mg dispersible tablets 28 tablet - take one daily	21 Oct 2020	13 / 13 (18) 🔄 🕈 🖓 🛱 💷
20 Nov 2019	Ramipril 5mg capsules 28 capsule - take one daily	21 Oct 2020	13 / 13 (15) _ 🕈 🖥 🖗 🔟
20 Nov 2019	Sinvastatin 10mg tablets 56 tablet - Take TWO tablets at night	21 Oct 2020	13/13(17) _ 🕈 🖁 🛱 📼
20 Nov 2019	Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline UK Ltd) 200 dose - inhale 2 doses as needed	Never	20 Nov 2020 0 (0) 🖞 🖬

 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. Q 3 0 ٥ E 31, Ľ Search Task Next Details Save Discard Acute Note Free Slot

10. Make sure

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	
Ţ	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	DATE*	Preset
counterfoil message	Please ask patient to book medication review with their practice so eRD can be reauthorised when penultimate batch is dispensed.	Clear
One-off patient		Preset
counterfoil message		Clear
Scripts will be sign -Script Printing Select what to do	with script(s)	

Improving lives **together** Norfolk and Waveney Integrated Care System



- Click on Presets to add in the following recurring patient counterfoil message *
 - o 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

Version	Date	Author	Status	Comment
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

