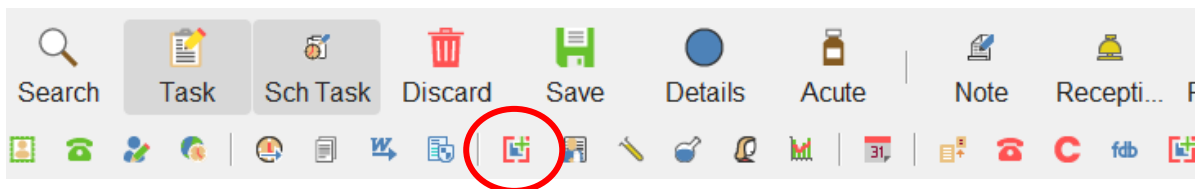


Electronic Repeat Dispensing (eRD) – Setting up an eRD

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 (circled below)



4. Follow **Electronic Repeat Dispensing (eRD) – Adding a SNOMED Clinical Term** document on [Home - Knowledge NoW \(nwknowledgenow.nhs.uk\)](http://Home - Knowledge NoW (nwknowledgenow.nhs.uk))

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



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

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

Restart / Reauthorise Repeat Template

Other Details... Exact date & time Thu 26 Mar 2020 07:37

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

Medication start: Thu 26 Mar 2020

Drug prescribed: Aspirin 75mg gastro-resistant tablets

Script type: NHS Issue Private Issue Instalment Dispensed Issue

Dose: take one daily

Total quantity: Number 28 tablets = 28 tablet

Issue duration: 28 Days

Use maximum issues 13

Patient can initiate issues

Link to Read code(s): No linked Read codes

Patient-Specific Warnings:

Sensitivities (not checked):
! Adverse reaction to tetanus vaccine
! Penicillin allergy

Contraindications:
! Migraine with aura: Cerebrovascular haemorrhage

Precautions:
! Allergic disposition. Conditions where bleeding would be hazardous. Surgery:

Ok Cancel

Change the date if you don't want first issue to go immediately


a
b
c
d

- 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	Aspirin 75mg dispersible tablets 28 tablet - take one daily	10 Jul 2019, Issue from previous template, Reauthorised		0 / 13 (5)	 
20 Nov 2019	Ramipril 5mg capsules 28 capsule - take one daily	29 May 2019, Amended, Issue from previous template and Reauthorised		0 / 13 (2)	 
20 Nov 2019	Simvastatin 10mg tablets 56 tablet - Take TWO tablets at night	23 May 2019, 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)

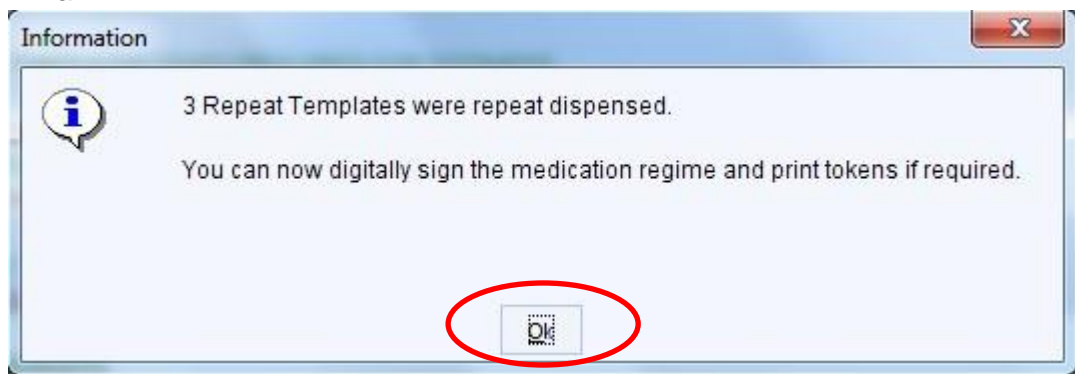
Authorised	Drug	Last Issued	Review	Issues	Flags
20 Nov 2019	Aspirin 75mg dispersible tablets 28 tablet - take one daily	10 Jul 2019, Issue from previous template, Reauthorised		0 / 13 (5)	 
20 Nov 2019	Ramipril 5mg capsules 28 capsule - take one daily	29 May 2019, Amended, Issue from previous template and Reauthorised		0 / 13 (2)	 
20 Nov 2019	Simvastatin 10mg tablets 56 tablet - Take TWO tablets at night	23 May 2019, Issue from previous template, Reauthorised		0 / 13 (4)	 
20 Nov 2019	Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline UK Ltd) 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.



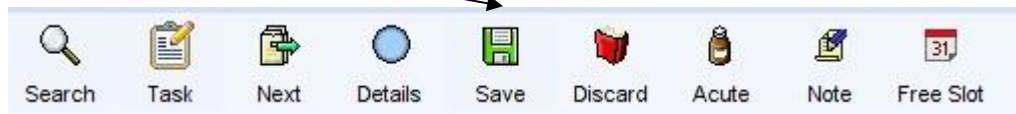
7. The items that have been set up for eRD will now have the following icons.



Authorised	Drug	Last Issued	Review	Issues	Flags
20 Nov 2019	Aspirin 75mg dispersible tablets 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	Simvastatin 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)	📄 📄

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  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

12. Inform patient's Community Pharmacy that the patient is now set up on eRD in your preferred way (Please see Appendix 1: eRD Community Pharmacy Checklist)

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

Appendix 1: eRD Community Pharmacy Checklist

When setting up Electronic Repeat Dispensing (eRD), all local pharmacies must be contacted and advised that the surgery is going to be initiating eRD.

Check whether the pharmacy currently process eRD prescriptions.

If yes, do they ask the required questions each time they hand out an eRD prescription:

- Have you seen any health professionals (GP, nurse or hospital doctor), since your last repeat prescription was supplied?
- Have you recently started taking any new medicines - either on prescription or that you have bought over the counter?
- Have you been having any problems with your medication or experiencing any side effects?
- Are there any items on your repeat prescription that you don't need this month?

Are they up to date with their claiming? Failing to claim on time may affect the next issue being ready for the patient.

If the pharmacy is currently not processing eRD

Are they aware of the service and how it works?

Check if they have SOPs in place and have staff read & understood them.

Have they completed relevant training? This a requirement to deliver this essential service. There is an online CPPE package they can complete www.cppe.ac.uk

The following links can be emailed to the pharmacies:

3 min video which explains eRD

<https://www.youtube.com/watch?v=zzaNeAaeAo&feature=youtu.be>

15 minute e-learning module

<https://learning.necsu.nhs.uk/nhs-digital-electronic-repeat-dispensing-elearning/>

https://wessexahsn.org.uk/img/projects/Electronic%20Dispensing%20Handbook_Digital_WEB_S.pdf

<https://digital.nhs.uk/services/electronic-prescription-service/electronic-repeat-dispensing-fordispensers>

Support is available from Community Pharmacy Norfolk & Suffolk
[Community Pharmacy Norfolk and Suffolk \(cpns.org.uk\)](http://cpns.org.uk)

[erd - Community Pharmacy England \(cpe.org.uk\)](http://erd - Community Pharmacy England (cpe.org.uk))

Version	Date	Author	Status	Comment
2.0	Dec 2023	Updated by JC, 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
2.1	Sept 2024	Updated by Medicines Optimisation Repeat Prescribing & Support Team	Final	Content reviewed and eRD Community Pharmacy Checklist added as Appendix 1. Links checked and updated and added in Home - Knowledge NoW (nwknowledgenow.nhs.uk) . Review date updated to Sept 2025.