

One-off pharmacy nominations in SystemOne

These instructions are correct at the date of writing. For further assistance, consult the SystemOne Online Help.

One-off nominations

There are some occasions when it may not be appropriate to send a patient’s prescription to their usual nominated pharmacy but picking a specific pharmacy to send the script is preferred to sending it via EPS Phase 4, e.g. on an evening or weekend when the patient’s usual pharmacy will be closed.

The one-off nomination functionality allows you to search for community pharmacies by postcode and opening hours and send the prescription electronically to this pharmacy.

A one-off nomination will not affect future prescriptions; these will continue to be sent to the patient’s regular nominated pharmacy.

Note: If a one-off nominated prescription is created, and then the regular nomination is changed before the one-off prescription has been downloaded by the pharmacy, the change in nomination will apply to the one-off prescription as well as any future scripts.

Creating one-off nominations

To set a one-off nomination in SystemOne:

1. On the Print Issues dialog, select **Nominate Dispenser** and then **One-off nomination**. Then select the  button.

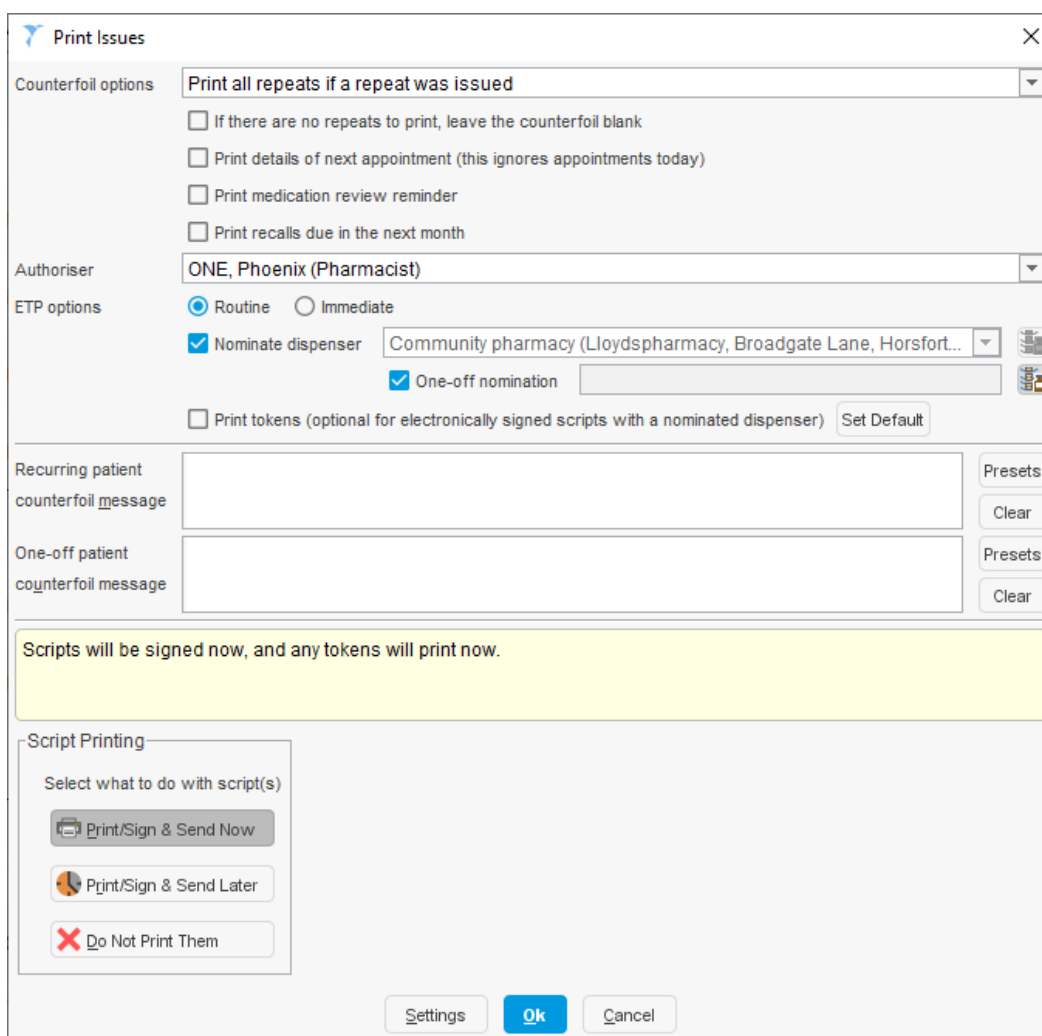


Figure 1: Print Issues

2. This will launch the **Select Community Pharmacy** dialog. From here, you can search for community pharmacies listed on the Directory of Services (DOS) using postcode and opening times.

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Select Community Pharmacy
✕

Postcode Patient's home Here Other

Open in the next 1 2 6 12 24 Custom hours

The one-off nomination will not affect future prescriptions; they will continue to be sent to the patient's regular nominated dispenser, but the one-off prescription would be affected if the regular nomination is changed before it is collected.

Name	Opening Hours	Distance	C...
Stancliffe Pharmacy	Thursday 14:00 - 18:30	0.4km	
Stancliffe Pharmacy, 4 The Parade, Bramhope, West Yorkshire, LS16 9AF			
Cohens Chemist	Thursday 08:30 - 18:00	1.7km	
Highfield Surgery, Holtdale Approach, Leeds, Yorkshire, LS16 7RX			
Pool Pharmacy	Thursday 14:00 - 18:00	1.7km	
Main Street, Pool In Wharfedale, Otley, West Yorkshire, LS21 1LH			
Asda Stores Ltd	Thursday 08:00 - 22:00	1.7km	
Holt Road, Holt Park, Leeds, LS16 7RY			
Cohens Chemist	Thursday 14:00 - 18:00	1.8km	
6 Tinshill Lane, Leeds, Yorkshire, LS16 7AP			

5 Pharmacies

Figure 2: Select Community Pharmacy

3. This search shows the first five pharmacies based on the search criteria and displays the details that are stored on DOS for those pharmacies.
4. Hovering over the icons in the **Contact Details** column will display the contact details that the patient and the prescriber should use.
5. Once a pharmacy has been selected, this will appear on the **Print Issues** dialog in the **One-off nomination** field.

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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: **ONE, Phoenix (Pharmacist)**

ETP options: Routine Immediate

Nominate dispenser: Community pharmacy (Lloydspharmacy, Broadgate Lane, Horsfort...)

One-off nomination: Asda Stores Ltd, Holt Road, Holt Park, Leeds LS1

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

Recurring patient counterfoil message: [Text Box] **Presets** **Clear**

One-off patient counterfoil message: [Text Box] **Presets** **Clear**

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**

Figure 3: One-off nomination populated

- You can then choose when to sign the prescription and whether to print tokens :
 - Print/Sign & Send Now** will prompt you to authorise the prescription now by entering your Smartcard PIN. Check the prescription details and tick the **Sign** box next to the items you wish to sign. Enter your PIN and select **Proceed**.

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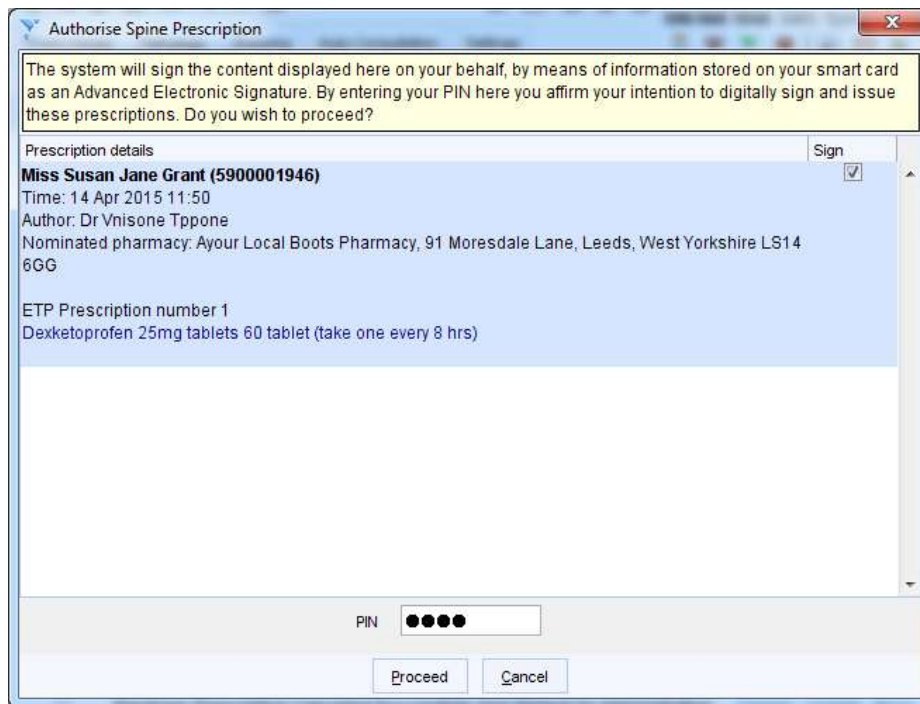


Figure 4: Authorising the prescription after choosing Print/Sign & Send Now

- **Print/Sign & Send Later** will generate the prescription to be signed later. This option will allow you to add a query note to the prescription. The prescription will be sent to the ETP Signing tab of the Prescription Search screen.
- **Do Not Print Them** will **NOT** send the prescription electronically and no token will be printed.

Quick Print

If your organisation has EPS Phase 4 enabled, then the **Quick Print** quick action will send a non-nominated EPS prescription via EPS Phase 4, even if that patient has a Nominated Pharmacy or Appliance Contractor. In order to send a prescription to a nominated pharmacy (either the patient's nominated pharmacy on PDS, or using a one-off nomination) then you must either save the record or use the **Print un-printed issues** quick action,