Guidance to support setting up patients on eRD

Check the patient has an electronical nominated pharmacy

Check the suitability of the medication (stable, no CDs, no acutes etc.)

Check the duration of the medications all match up (i.e. Clopidogrel 75mg x 28 taking 1 a day = issue duration 28 days) – if not click ‘amend’ and change the amount they are prescribed or the issue duration to match up (see circled numbers)

If the numbers of issues are out of line you can also amend these now – if you cannot see this box, tick ‘Use maximum issues’ to trigger this box (e.g. 28 tablets, 28 days issue duration, 6 issues = 6 months of medication triggering once a month)

If they have an item that is MDU – click ‘amend’ and set this is an irregularly issued template and set an issue duration

Where the patient is receiving 56 days supply of medicines, do not change this to 28 days but keep at 56 days. This is to reduce the number of changes for patients, who may be used to 56 days supply or may pay for their prescriptions or may be vulnerable and not able to easily collect their medicines.

Add One-off script message for next script: “To minimise disruption to your medication during the coronavirus pandemic we have issued your repeat prescriptions as electronic Repeat Dispensing prescriptions – the pharmacy can dispense your prescriptions for the next 6 months, once a month. You do no need to order your medication through the GP practice – they will be dispensed by your pharmacy every month. For more info go to: https://digital.nhs.uk/services/electronic-prescription-service/explaining-electronic-repeat-dispensing-to-patients”

Once everything is in line highlight all the medications you wish to set up on eRD (you can hold Ctrl and then click the ones you want) then click the ‘re-authorise’
Guidance to support setting up patients on eRD

button and set the number of issues (i.e. 28 days, 6 issues = 6 months – this will reset the number of issues to 0, making it clear on the record how many issues the patient has had on eRD

The medication you wish to issue should still be highlighted (if not highlight again – remembering that any MDU medication needs to be on a separate script, by itself), then click the ‘RD’ button

Click OK and then you have issued the medication on electronic repeat dispensing – repeat as necessary for MDU items

Code this on the system as ‘On repeat dispensing system’ (XaJs)

Add Reminder/Alert to home page (Priority: Normal) this is found by scrolling down the clinical tree and finding the ‘reminders’ icon, once open, click the in the top bar to add the note: “Added to electronic Repeat Dispensing (eRD) during Covid-19 pandemic. Repeat prescriptions will be automatically sent to nominated pharmacy once a month for 6 months”
Guidance to support setting up patients on eRD

If you want to postpone the start of the repeat dispensing, this can be done whilst on the re-authorise section, simply change the date to when you want the prescription to send to the pharmacy (perhaps set the date 1-2 days back to allow the pharmacy time to get the script made up).

Sending a text to the patient may be different depending on your surgery. Under the patient name, DOB and address you may see this icon if not you can click on the 'administrative' tree and send an SMS from here instead. The text you send can be the same as the one-off script note: “To minimise disruption to your medication during the coronavirus pandemic we have issued your repeat prescriptions as electronic Repeat Dispensing prescriptions – the pharmacy can dispense your prescriptions for the next 6 months, once a month. You do no need to order your medication through the GP practice – they will be dispensed by your pharmacy every month. For more info go to: https://digital.nhs.uk/services/electronic-prescription-service/explaining-electronic-repeat-dispensing-to-patients”

This document can be found on both Wrike and Microsoft Teams.
Guidance to support setting up patients on eRD

Version Control:

<table>
<thead>
<tr>
<th>Author</th>
<th>Date</th>
<th>Amendments made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte Steele-Halstead, Pharmacy Technician</td>
<td>23-03-2020</td>
<td></td>
</tr>
<tr>
<td>Kate Edwards</td>
<td>25-03-2020</td>
<td>Updated with logo, version control and info re 56 day prescribing.</td>
</tr>
<tr>
<td>Ben Garner</td>
<td>03-04-2020</td>
<td>Names from screenshots removed</td>
</tr>
</tbody>
</table>