

Repeat dispensing

Have you ever wished you could do more for your patients by doing less? Well, the secret's out: repeat dispensing may have been around a while, but now the volume's been turned up. CPCF contract changes mean uptake of repeat dispensing is increasing. Our pharmacies are promoting it, our patients are waking up to it, and it goes hand in hand with EPS to create a seamless prescribing service fit for our digital age.

Are you using EMIS Web to its best advantage to play your part in this streamlined service? Would you like to reduce bureaucracy, free up time for more pressing tasks and provide a more convenient service for your patients? This page will tell you all you need to know to get the best out of repeat dispensing with EMIS Web.

Repeat dispensing is suitable for patients who require regular medicines for long-term, stable conditions. Once you've identified your patients and got them on board, you simply issue a master prescription and a batch of numbered dispensing prescriptions. Patients either take each numbered dispensing prescription directly to the pharmacy at regular intervals, or they can choose to leave them all with the pharmacist for safe keeping. The patient's pharmacy of choice manages the repeat supplies until the end of the prescribing period.

Repeat dispensing works with both paper based prescribing and also with the Electronic Prescription Service.

For further general information about repeat dispensing, you can refer to:

- Guidance from the BMA
- Guidance from the PSNC
- Guidance from the HSCIC
- Guidance from NHS England

Repeat dispensing in EMIS Web

Selecting patients

Repeat dispensing is suitable for patients on stable long-term medication for conditions which are unlikely to change in the short to medium term, for example:

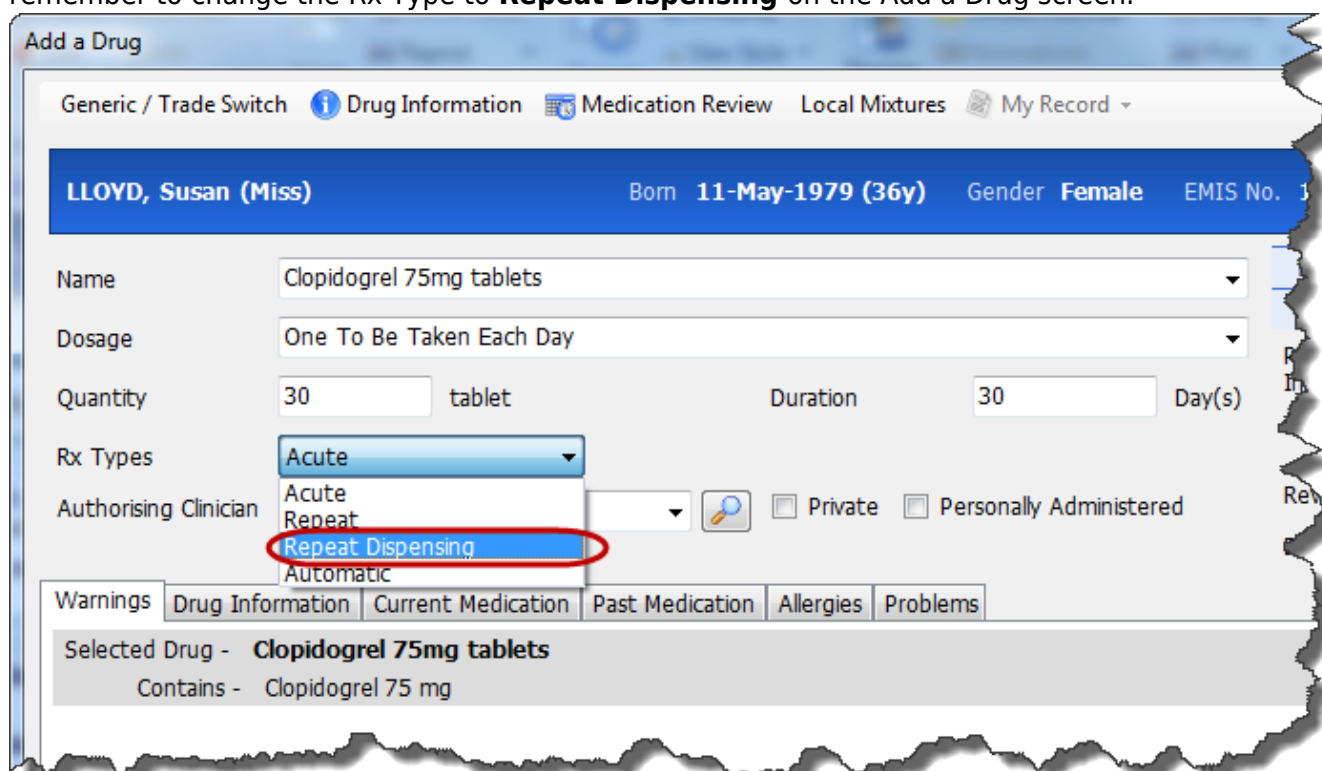
- Patients on single, stable therapy.
- Patients with stable long-term conditions, for example, hypertension, diabetes, asthma.
- Patients who can self-manage seasonal conditions.
- In preparation for, and during, a flu pandemic.

Repeat dispensing is *not* suitable for all patients, nor for controlled drugs.

To use repeat dispensing, you need explicit consent from the patient. This can be written or verbal, as long as you record how and when this consent was given.

Adding courses

1. To use repeat dispensing, simply prescribe a course of medication in your usual way, but remember to change the Rx Type to **Repeat Dispensing** on the Add a Drug screen.



Selecting Repeat Dispensing on the Add a Drug screen

2. Type the number of authorised issues. The Authorised Issues field is displayed beside the Rx Types field after you select Repeat Dispensing.

Add a Drug

Generic / Trade Switch | Drug Information | Medication Review | Local Mixtures | My Record

LLOYD, Susan (Miss) Born **11-May-1979 (36y)** Gender **Female** EMIS No. **11**

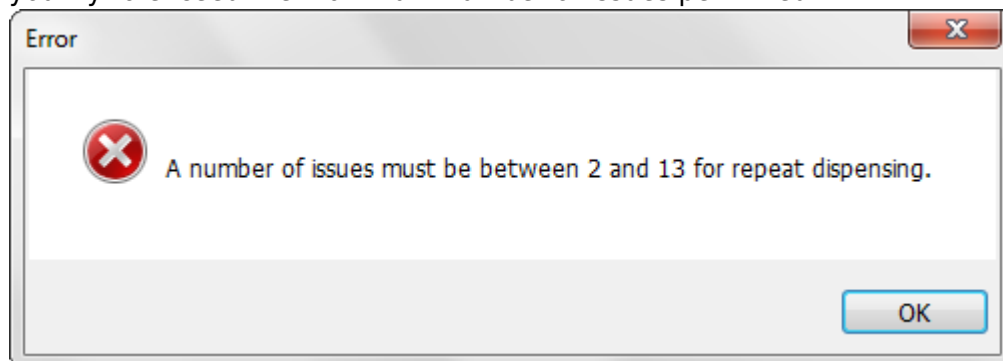
Name: Clopidogrel 75mg tablets
 Dosage: One To Be Taken Each Day
 Quantity: 30 tablet Duration: 30 Day(s)
 Rx Types: Repeat Dispensing **Authorised Issues: 3**
 Authorising Clinician: TEST, Emis (Dr) Private Personally Administered

Warnings | Drug Information | Current Medication | Past Medication | Allergies | Problems

Selected Drug - **Clopidogrel 75mg tablets**
 Contains - Clopidogrel 75 mg

Typing the number of authorised issues

You can issue up to a year's supply of repeat dispensing items. An error message is displayed if you try to exceed the maximum number of issues permitted.



Error message

- Complete the rest of the Add a Drug screen as required, and then at the bottom of the screen, click Issue. The Issue screen is displayed, ready for you to issue the medication. On the right-hand side of the Issue Screen, repeat dispensing items are marked as repeatable, followed by the number of issues in brackets.

LLOYD, Susan (Miss) Born **11-May-1979 (36y)** Gender **Female** EMIS No. **1187** Usual GP **TEST, Emis (Dr)**

⚠ Has not had a regime review [Send Reminder](#) [Review](#)

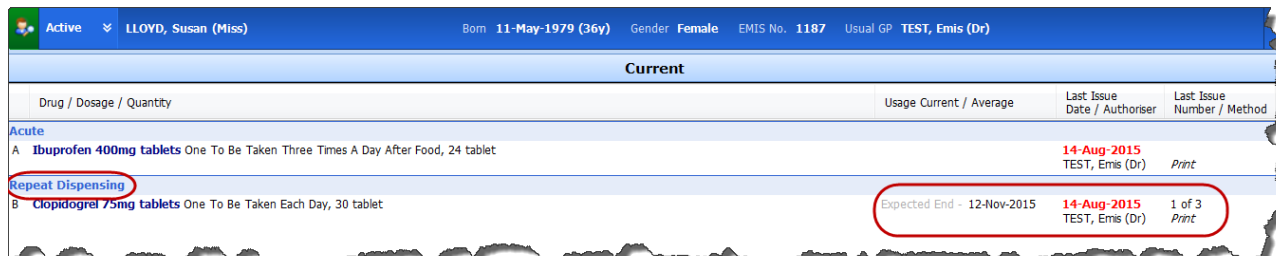
NHS Printed Script (non-EPS)

To Be Signed By: TEST, Emis (Dr)

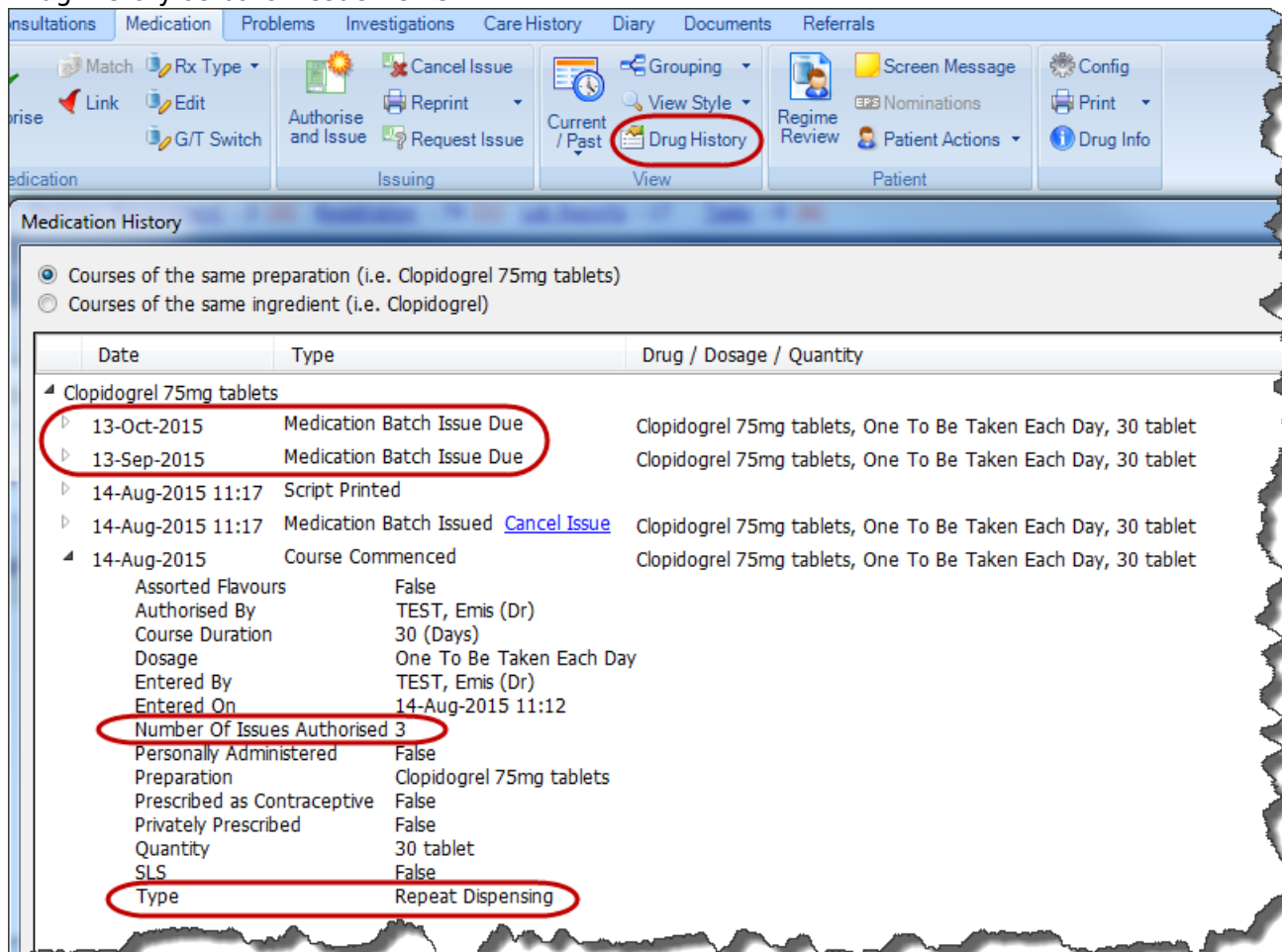
Clopidogrel 75mg tablets One To Be Taken Each Day, 30 tablet **Repeatable (3)**

Issue screen displaying repeatable item

4. Complete the Issue screen as required, and then click **Approve and Complete**.
The item is displayed under the Repeat Dispensing heading on the Medication screen.
 - o The expected end date is displayed in the Current Usage column.
 - o The start date is displayed in the Last Issue Date column.
 - o The counter is displayed in the final column, and is automatically incremented for you. It is important to enter the duration correctly when adding the drug so that the counter displays the correct number of issues.



Repeat dispensing information in the Medication screen All future issue dates are recorded in the Drug History as batch issue items.




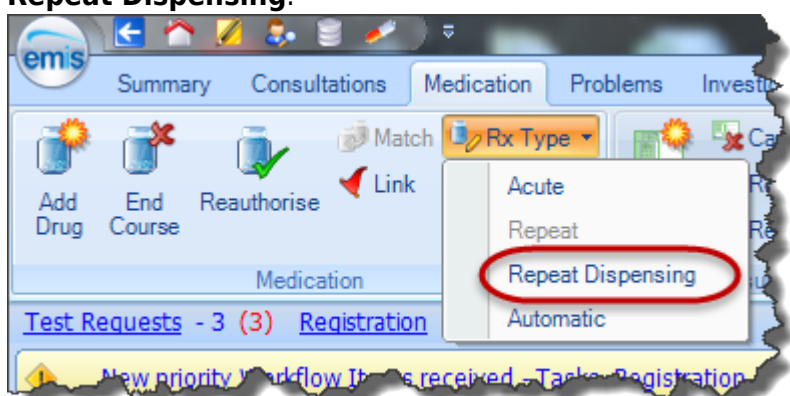
Repeat dispensing items (Batch Issues) displayed in Drug History

Amending courses

You can change repeat medication issues to repeat dispensing issues by changing the prescription type.

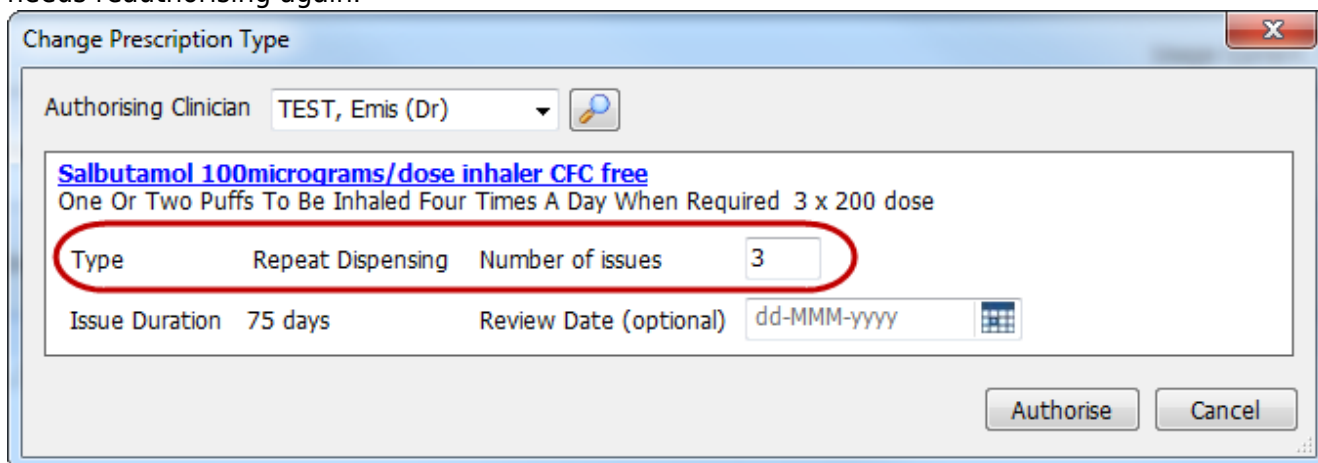
1. Access Medication.

- Click , point to **Care Record**, and then select **Medication**. The Medication screen is displayed.
- Select the item(s) of medication you want to amend, click **Rx Type** on the ribbon, and then select **Repeat Dispensing**.



Changing the Rx Type to Repeat

3. On the Change Prescription Type screen, type the number of issues permitted before the item needs reauthorising again.





The 'Change Prescription Type' dialog box is shown. It contains the following information:

- Authorising Clinician: TEST, Emis (Dr)
- Medication: **Salbutamol 100micrograms/dose inhaler CFC free**
- Instructions: One Or Two Puffs To Be Inhaled Four Times A Day When Required 3 x 200 dose
- Type: Repeat Dispensing
- Number of issues: 3
- Issue Duration: 75 days
- Review Date (optional): dd-MMM-yyyy

The 'Type' and 'Number of issues' fields are circled in red. Buttons for 'Authorise' and 'Cancel' are at the bottom right.

Change Prescription Type screen

4. If you want to add a review date for the item, click  and select the required date.
5. If required, beside the Authorising Clinician field, click , and then use the Find Users screen to select a new authorising clinician.
6. Click **Authorise** to change the prescription type. The amended item(s) are displayed, marked as Altered, in the patient's list of current medication, under the Repeat Dispensing heading.

Current			
Drug / Dosage / Quantity	Usage Current / Average	Last Issue Date / Authoriser	Last Issue Number / Method
Acute			
A Ibuprofen 400mg tablets One To Be Taken Three Times A Day After Food, 24 tablet		14-Aug-2015 TEST, Emis (Dr)	Print
Repeat Dispensing			
B Salbutamol 100micrograms/dose inhaler CFC free One Or Two Puffs To Be Inhaled Four Times A Day When Required, 3 x 200 dose	Altered	14-Aug-2015 TEST, Emis (Dr)	0 of 3 Print
C Clopidogrel 75mg tablets One To Be Taken Each Day, 30 tablet	Expected End - 12-Nov-2015	14-Aug-2015 TEST, Emis (Dr)	1 of 3 Print

Amended Repeat Dispensing item

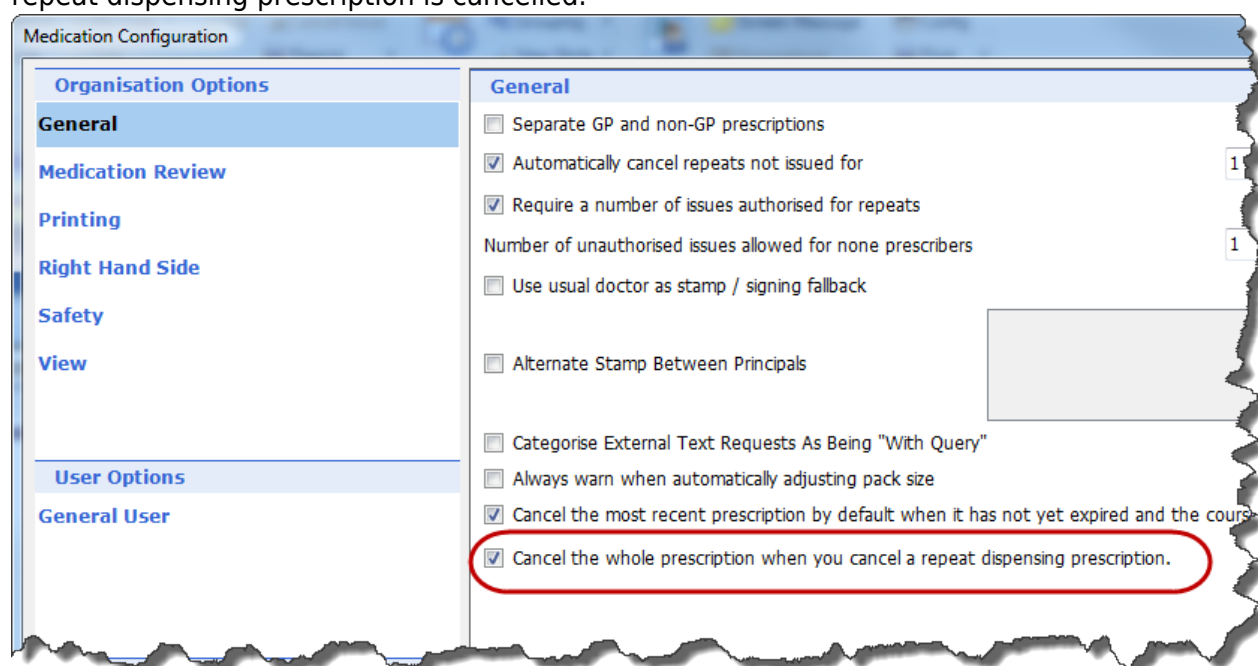
If you change the dose or the quantity, all outstanding issues are cancelled and you will need to reissue them.

If a patient requests an issue earlier than scheduled, for example to go on holiday, EMIS Web automatically cancels the remaining issues and issues a new batch.

Cancelling issues

Cancel repeat dispensing issues in the same way as you normally cancel a medication issue.

You can select an option in Medication Configuration to cancel the whole prescription when a repeat dispensing prescription is cancelled.



Medication Configuration

Organisation Options

- General
- Medication Review
- Printing
- Right Hand Side
- Safety
- View

User Options

- General User

General

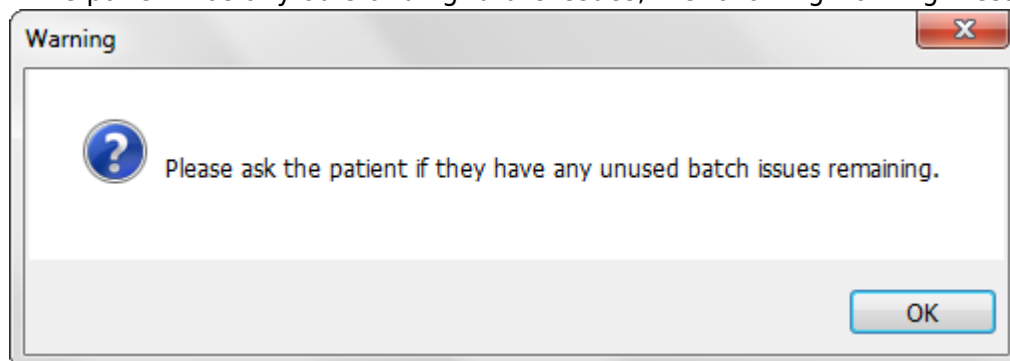
- Separate GP and non-GP prescriptions
- Automatically cancel repeats not issued for 1
- Require a number of issues authorised for repeats
- Number of unauthorised issues allowed for none prescribers 1
- Use usual doctor as stamp / signing fallback
- Alternate Stamp Between Principals
- Categorise External Text Requests As Being "With Query"
- Always warn when automatically adjusting pack size
- Cancel the most recent prescription by default when it has not yet expired and the course
- Cancel the whole prescription when you cancel a repeat dispensing prescription.

Medication configuration screen

Cancelling courses

Cancel repeat dispensing courses in the same way as you normally cancel a course of medication.

If the patient has any outstanding future issues, the following warning message is displayed:



Unused batch issues warning

Repeat medication doesn't expire automatically, so you need to cancel it to remove it from the Current Medication screen. EMIS Web runs a daily job to clear cancelled repeat items from the Past Medication screen.

Repeat dispensing prescriptions

When you print repeat dispensing prescriptions, there will be one RA page for the patient to keep and one RD page per issue for the patient to take to the pharmacy.

The total number of authorised issues is recorded on the left hand side of the RA page.

11/05/1979 87 The Green
South Kirkby and Moorthorpe
Alwoodley HD5 4FD

493 897 0228

GP REPEAT DISPENSING **RA**
Authorising no. of issues = 3

Salbutamol 100micrograms/dose inhaler
CFC free
One Or Two Puffs To Be Inhaled Four
Times A Day When Required
3 x 200 dose

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14/08/2015

Dr Emis Test **634535** **RA**

Fulford Grange, Micklefield Lane
Rawdon
Rawdon
Tel. 01133800000 LS19 6BA
Leeds PCT 5N1

RA page

Each subsequent RD page is numbered, but only displays the start date, so that the patient can take them to the pharmacy at regular intervals as required. The RD number is incremented by one on each page until the authorised issuing period is complete.

