

## EPS Phase 4 Quick Reference Guide - England only

The EPS Phase 4 pilot is due to start towards the end of 2018. A selected batch of practices will be contacted, and the functionality enabled. Once NHS Digital give approval for full rollout, all practices will be informed and enabled.

Once EPS Phase 4 is enabled, prescriptions are processed electronically for all patients regardless of whether they have a pharmacy nomination. For patients without a nominated pharmacy, a token is printed and they can take this to any pharmacy. Patients with a nominated pharmacy do not by default have a prescription token printed, and can simply present themselves at their nominated pharmacy where they can obtain their items.

### Issuing EPS 4 Acute Prescriptions

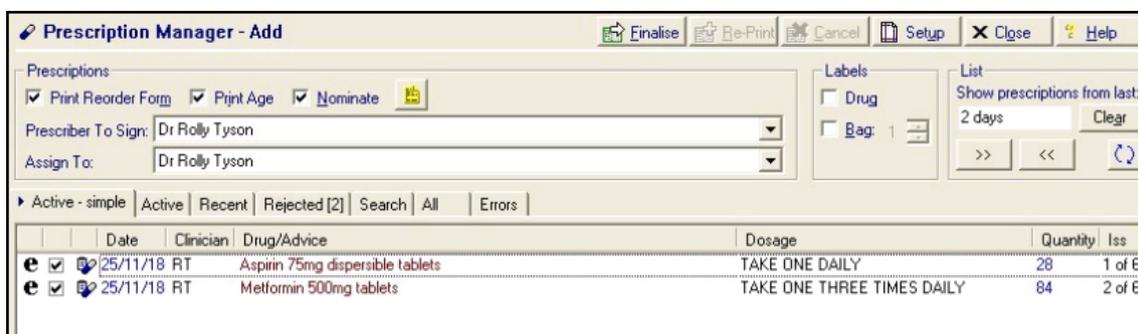
With EPS Phase 4 enabled the following conditions apply:

- If the patient has a nominated pharmacy: No token or prescription prints, the patient simply collects the prescription from the nominated pharmacy.
- If the patient doesn't have a nominated pharmacy: No prescription prints, a printed token is produced and handed to the patient. The patient can present this token at any pharmacy they choose.

The steps below provide an overview for prescribers for digitally signing prescriptions after they have been issued from Consultation Manager. You have the option to sign now or sign later See [Prescription Manager and EPS](http://help.visionhealth.co.uk/DLM640/Consultation_Manager/index.htm#15128) [http://help.visionhealth.co.uk/DLM640/Consultation\\_Manager/index.htm#15128](http://help.visionhealth.co.uk/DLM640/Consultation_Manager/index.htm#15128) for more detailed information.



1. From **Consultation Manager**, select the patient.
2. From the **Therapy** tab, add or issue the therapy as usual.
3. Press **F9** to display **Prescription Manager**. Check the details in this screen:



	Date	Clinician	Drug/Advice	Dosage	Quantity	Iss
e	25/11/18	RT	Aspirin 75mg dispersible tablets	TAKE ONE DAILY	28	1 of 6
e	25/11/18	RT	Mefformin 500mg tablets	TAKE ONE THREE TIMES DAILY	84	2 of 6

**4.** It is advised that you also check the type of prescription that has been generated:

-  **Electronic** signed electronic message. The message is the legal entity.
-  **Electronic +Token** - If the patient requires a paper token or Repeat Dispensed items. The message is the legal entity.
-  **Dual** - a single ETP message and dual signed script/token. Paper is the legal entity.
-  **Paper** (signed script only, eg FP10) - this is the only icon you will see if ETP is not enabled. Paper is the legal entity.

**5.** Press **Finalise**.

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 **Note** - Only prescribers are able to electronically sign prescriptions. Admin staff can issue and finalise prescriptions but these are forwarded to the allocated **Prescriber To Sign** and/or **Assigned To** clinician.

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6. The **Apply Advanced Electronic Signature** screen displays, review the patient and drug details, then either:

- **Sign now** - Enter your Smartcard passcode to sign the prescription now.

**Apply Advanced Electronic Signature**

<b>EVEREST Ronald</b> DoB 06/06/1994 ( 15 years )	30 St Stephens Road Norwich Norfolk NR1 3RA
Lactulose 3.1-3.7g/5ml oral solution 200 15ML TWICE DAILY	
Prescribed by Guybrush Threepwood on 13/08/2009 Token	

The system will sign the content displayed here on your behalf, by means of information stored in your smart card as an Advanced Electronic Signature. By entering your PIN here you affirm your intention to digitally sign and issue this electronic prescription.

Do you wish to proceed?

Passcode:   Sign Later

- **Sign Later** - Tick **Sign Later** to not send the prescription now, this option adds the prescription to the **All Prescriptions** screen where you can sign and/or review your prescriptions in bulk at a later date.

*Tick to sign later*

Passcode:   Sign Later

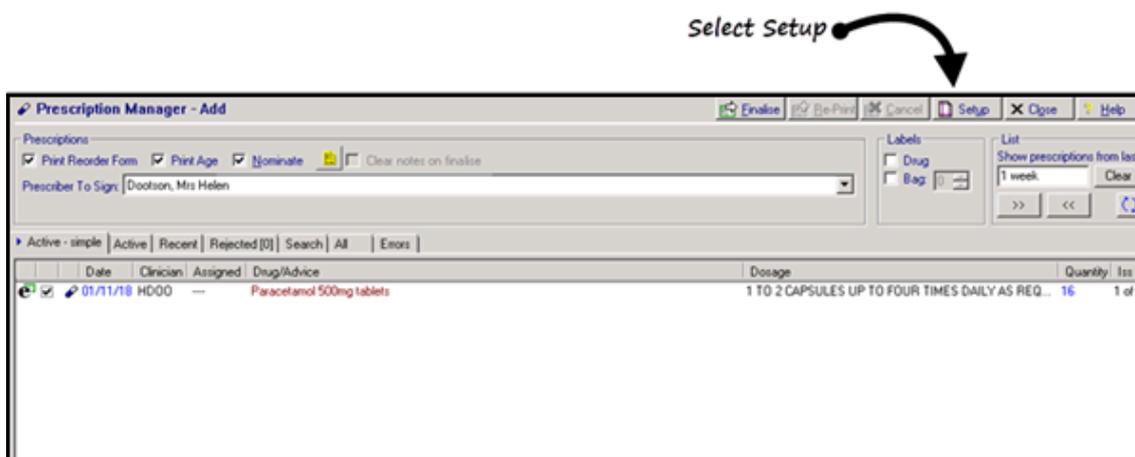
7. Select **OK** to continue and send the prescription message to the Spine.

## Printing an Acute Prescription Phase 4 Token to a different printer as a one off

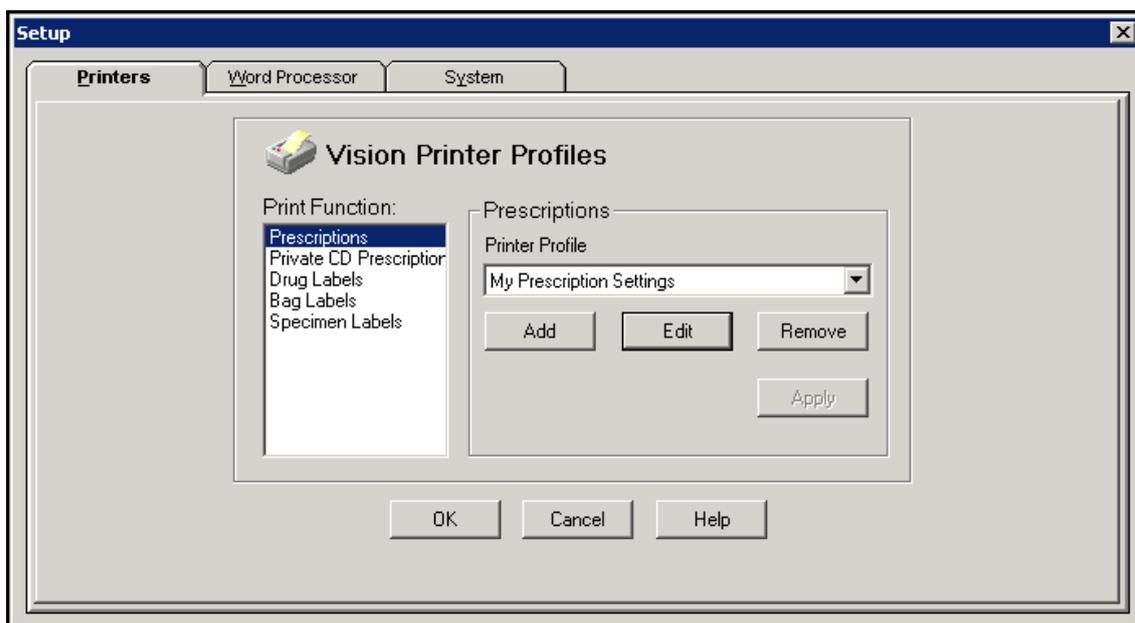
There may be the odd occasion when you want to print the Acute Prescription token to a different location, for example, back office, branch site. As a one-off you can change the selected printer without updating the default printer:

1. Once you select to issue a script, **Prescription Manager** displays.

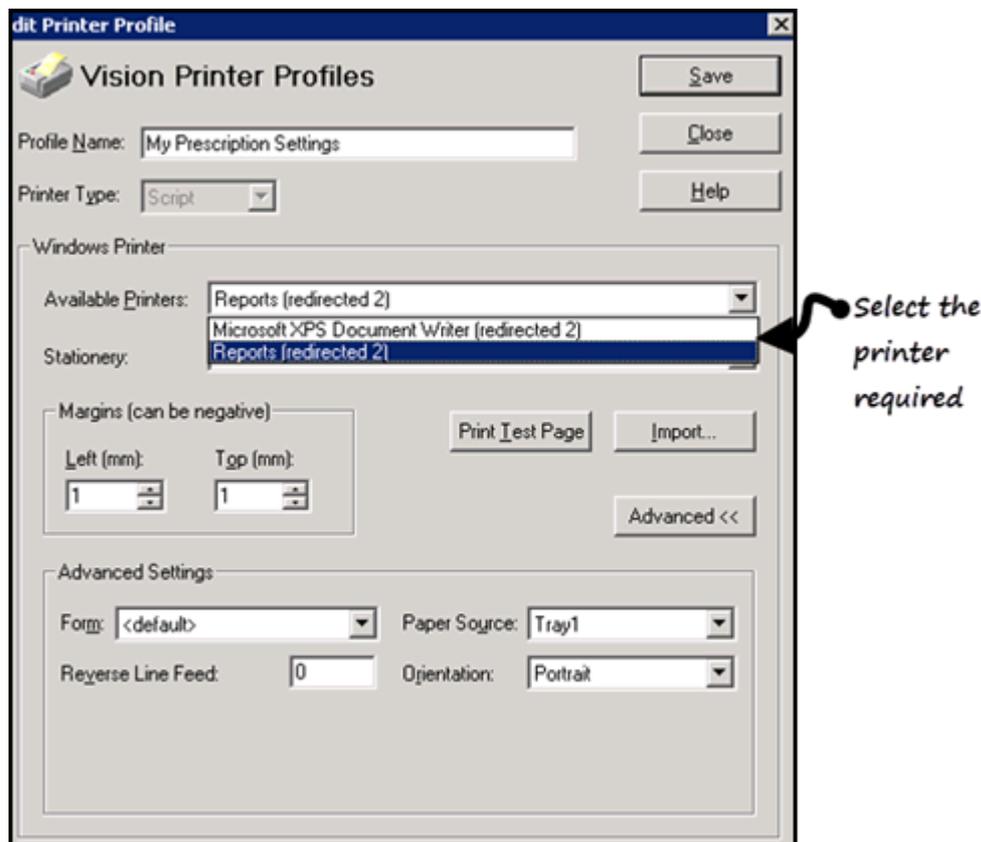
2. Select **Setup** :



3. The **Printer Profile Setup** displays, select **Edit**:



4. The **Edit Printer Profile** screen displays:



5. From **Available Printers**, select the printer required.

6. Select **Save**.

 **Note** - You need to repeat the steps to change the printer back.

## Bulk Signing - All Prescriptions View

Repeat prescriptions issued by admin are automatically sent to the **All Prescription View** for bulk signing by the clinicians.

Clinicians check the prescriptions and sign selected. With Phase 4 EPS this results in tokens being printed for non-nominated patients.

If you do not want EPS4 tokens printed in the consulting room, please contact the Vision Helpdesk to change the default printer to the admin printer.

## Routing Phase 4 tokens to branch sites

If a branch site printer is on the same network as the main site and visible, then you can do a one-off print to this location or, set the default to the branch location. If this is not currently available you should contact your IT Lead.

Alternatively, you could send all prescriptions to the signing queue and then log into Vision at the branch site and sign and print tokens from there. This would be the recommended solution in instances where sites do not share a network or where sites are hosted.

 **Reminder** - The **Notes Kept at** option in the Registration module is used to identify patients registered at a different site.

A process needs to be agreed to establish how to identify branch patients when printing as you need to know which prescriptions are printed off at which location.

## Frequently Asked Questions

### What does a Phase 4 Token look like?

N L WADE LTD, WESTERHAM, KENT, TN16 1AN

15/10/2019

84 Mr Gerald Simon Head  
7 Brynmore  
Bretton  
27/01/1935 Peterborough PE3 8JF  
965 277 7

**NOMINATED EPS TOKEN PART 1 OF 1**

Nebcin 80mg/2ml solution for injection vials (Flynn Pharma Ltd).  
(1) vial.  
AS DIRECTED

Jinarc 15mg tablets (Otsuka Pharmaceuticals U.K.)  
Ltd).  
(7) tablet.  
1 TABLET PER WEEK

Two items on fol

X  
X  
X  
X  
X  
X  
X  
X  
X  
X  
X

707492-D81019-000682

PRESCRIPTION TOKEN - Not to be used as a prescription, even if signed by an authorised prescriber.

15/10/2019

Dr Clinical Practitioner **345678**  
Minster Medical Centre  
Woodford Medical Centre 29-31 Chantr...  
Grimsby DN31 2LP  
Tel: 01472342325

NHS North East Lincolnshire CCG 03H

### Do patients without a nomination get a token?

Yes, the token is presented to the pharmacy they choose to collect the prescription from. This can then be scanned to pull down the script.

### Are dual prescriptions available in phase 4?

Dual prescriptions are not available in Phase 4, the Dual prescription is equivalent to Phase 3 Deployed Disabled which was the first introduction of EPS (prescribing involved both electronic message and token, but the token was the legal document).

### Are Private Prescriptions available via EPS

No, this isn't supported by NHS digital as yet.

### **How do I do a one-off non-nominated token?**

From the prescription manager screen remove the tick from the **Nomination** box.

If you would like one prescription item to go to your nominated dispenser and one to go non-nominated, then they must be issued on separate prescriptions, this is because ticking or unticking **Nomination** applies to the whole script, not individual items.

To split the items, right click on the item to split and select **Electronic and Token**.

### **If a patient has a preferred pharmacy, is this used for Phase 4 nomination as with Phase 3?**

Preferred pharmacy is still used in Phase 4 and patients without a nomination may still wish to use a Prescription Collection Service (PCS) or sites may have other uses for this field. The Preferred pharmacy is printed on a Phase 4 non-nominated token and can be used to sort tokens, for example, for patients using PCS.

### **Further Information**

For further information on EPS Phase 4, please refer to the NHS Digital website [here](https://digital.nhs.uk/services/electronic-prescription-service/the-future-of-the-electronic-prescription-service) <https://digital.nhs.uk/services/electronic-prescription-service/the-future-of-the-electronic-prescription-service>.