

## Prescribing Settings

**Note:** Changing the Organisation and User Settings for all staff will enable all prescribers (including locums, salaried GPs and registrars) to send acute and repeat prescriptions electronically.

**Note:** It is important to follow these steps in order (i.e. 1 through to 4). If the steps are not completed in the correct order it could cause confusion for some staff, as the wrong name may be printed on a paper script or set as the authoriser for EPS.

### 1. Prescriber's Local Settings

### 2. User Preferences for Prescribers

### 3. User Preferences for Non Prescribers

### 4. Organisation Preferences

#### 1. Prescriber's Local Settings

**Note:** These settings are required for all authorised prescribers.

**Note:** DHC Nurses should not use the GP system for prescribing.

- Click **Setup** on the menu bar
- Select **Users & Policy** from the list
- Select **Staff & Organisation Setup**
- Right click on the required staff member and select **Amend Staff**
- On the **Global Settings** tab ensure that the professional registration number (e.g. **GMC, NMC, GPhC**, etc.) is entered and that **GP** is selected for all doctors
- On the **Local Settings** tab ensure that:
  - **PPA ID** is entered for all GPs, including salaried, (this may be a spurious code from SBS if the GP is salaried at more than one practice – please contact **Medicine Management** for further details)
  - **Using PPA ID** is entered for all Locum GPs and Registrars.
  - **No PPA ID** is entered for non-GP Prescribers employed by the practice
- Click **Ok**

#### 2. User Preferences for Prescribers

**Note:** If this is not changed it might result in the **Prescriber** being unable to sign a script electronically when in a consultation

- With the **Prescriber** logged in
- Click **User** on the menu bar
- Select **User Preferences** from the list
- Double click **Prescribing** on the tree

- Select **Prescription Authorising**
- Ensure that **Always authorise scripts using the specified prescriber(s)** is selected
- Move the name of the prescriber, or for Locum/Registrar GP's the name of the GP they are **Using PPA ID** of, to the **Selected Prescribers**
- Click **Ok**

#### 3. User Preferences for Non Prescribers

With the **Non Prescriber** logged in

- Click **User** on the menu bar
- Select **User Preferences** from the list
- Double click **Prescribing** on the tree to expand the list
- Select **Prescription Authorising**
- Ensure that **Use the organisation default method of authorising scripts** is selected
- Click **Ok**

#### 4. Organisation Preferences

**Note:** This should be the last option to be amended.

- Click **Setup** on the menu bar
- Select **Users & Policy** from the list
- Select **Organisation Preferences** from the list
- Double click **Prescribing** on the tree to expand the list
- Select **Prescription Authorising**
- Ensure that **Authorise scripts with the usual GP** is selected
- Click **Ok**