

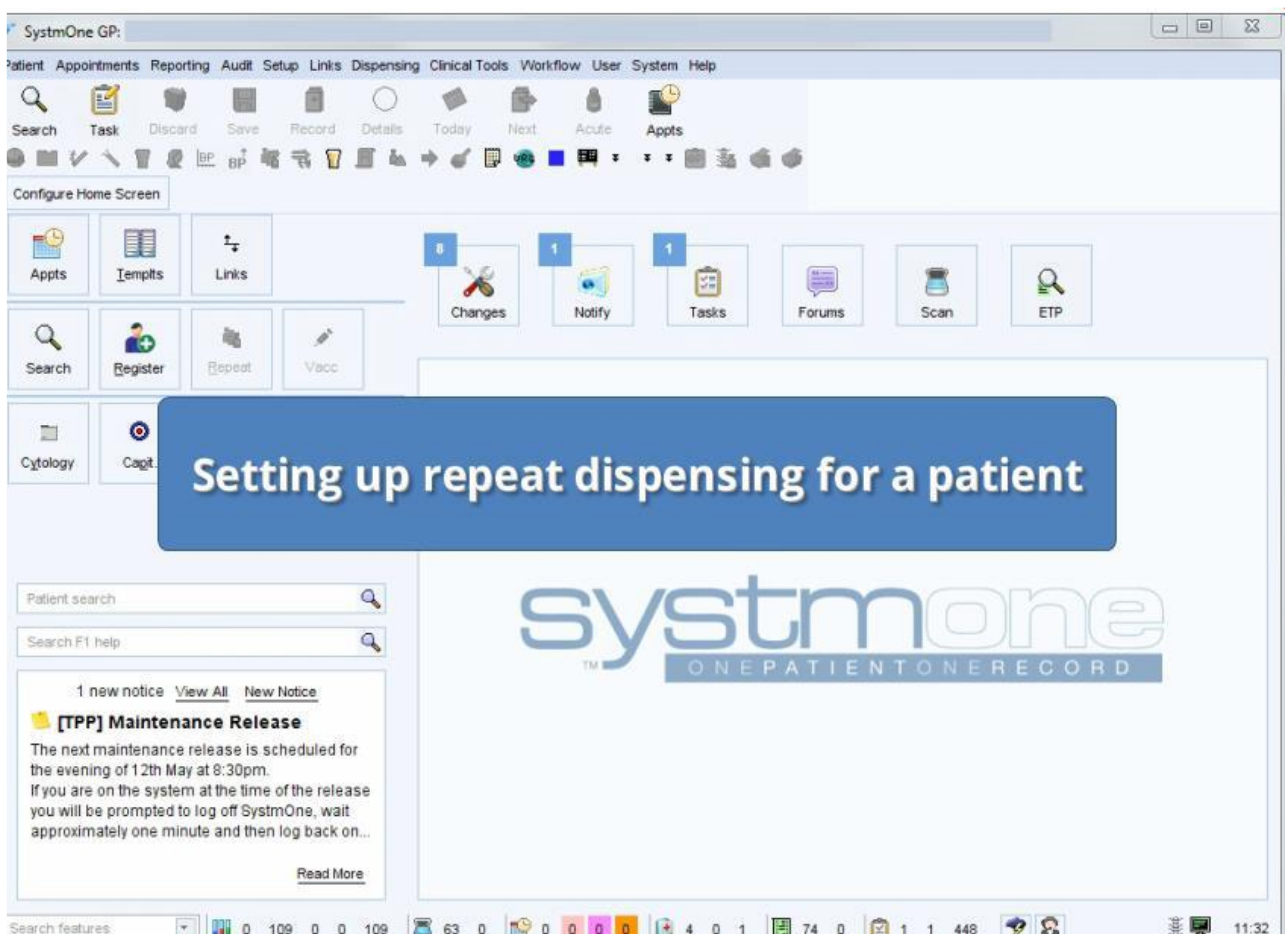
## How to set up Electronic Repeat Dispensing (eRD)

**Note:** You must have been granted the 'Repeat Prescriber' access right by a System Administrator to be able to perform repeat dispensing.

Repeat dispensing allows prescribers to prescribe a patient all their repeat scripts at the same time so that the patient does not need to request each script monthly. All the scripts are sent / held on the spine until 7 days before the due date of the script. The patient then returns to the pharmacy at the required interval to collect the medication prescribed.

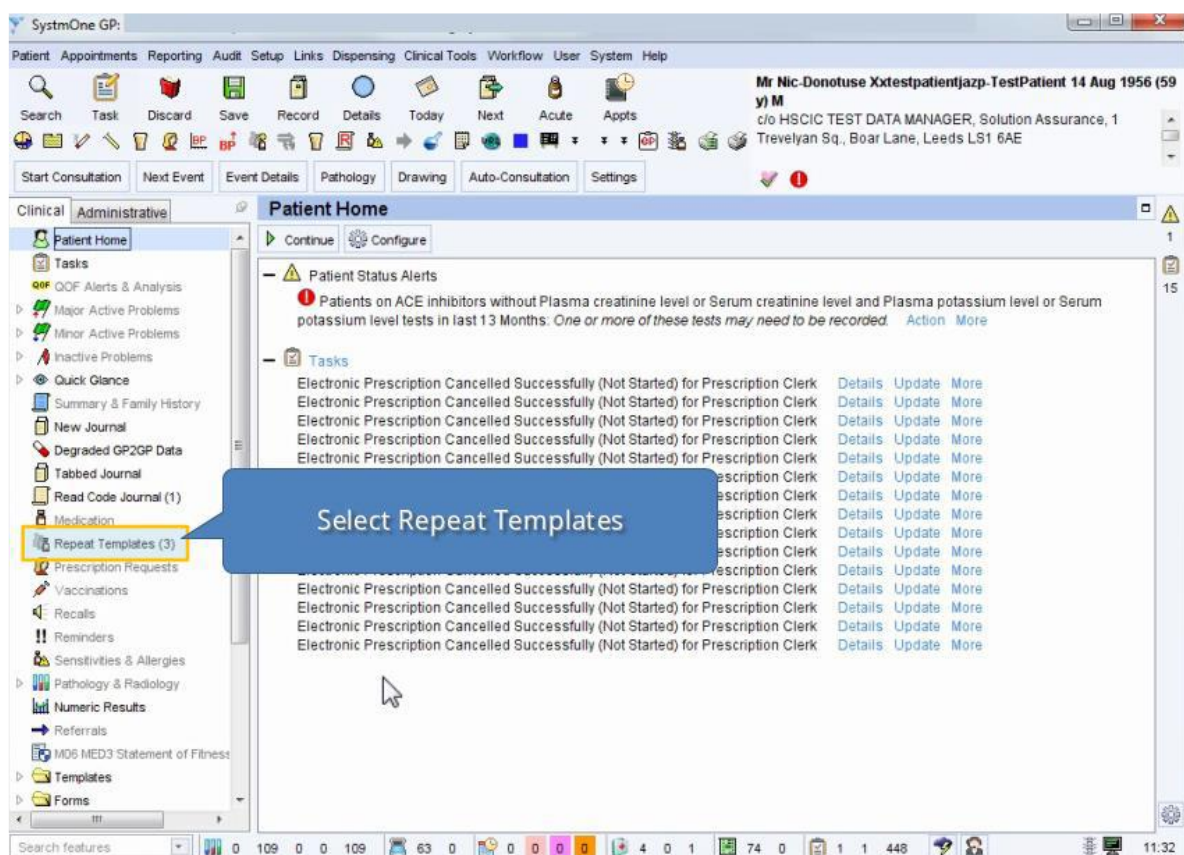
To repeat dispense one or more repeat templates:

1. Retrieve the appropriate patient record.

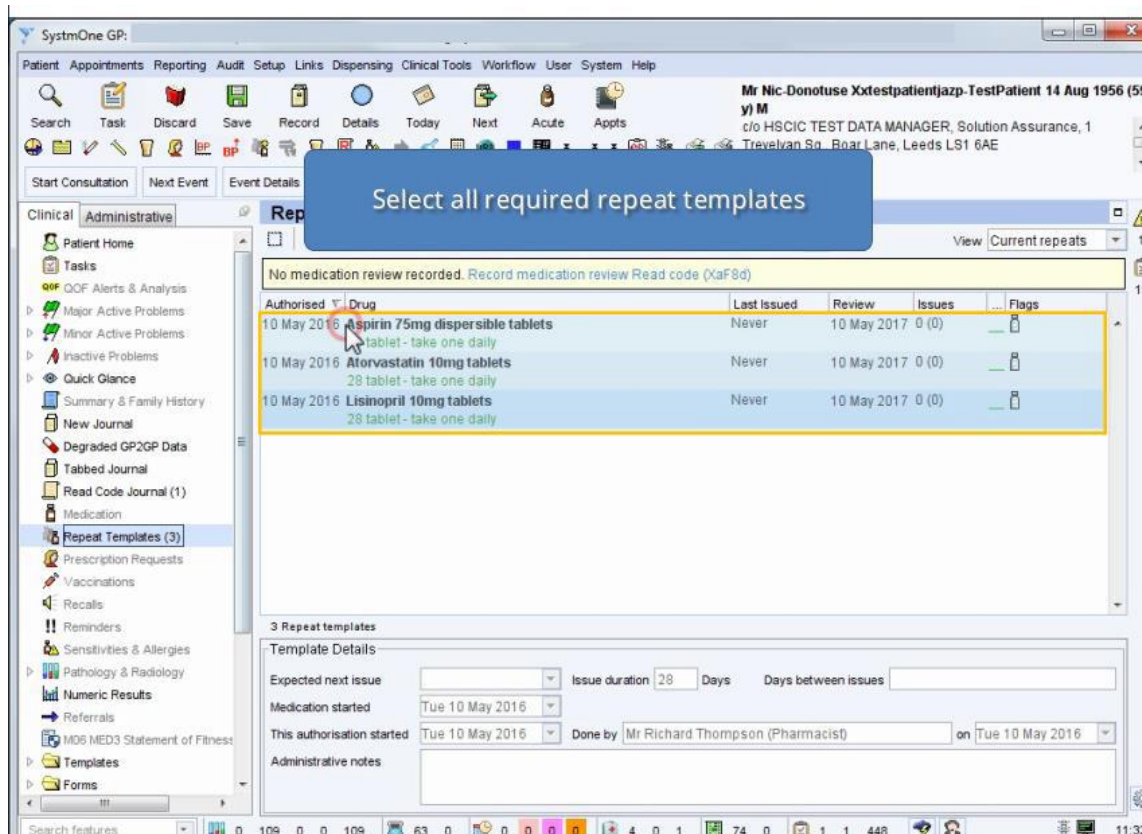



The screenshot displays the SystemOne GP software interface. A prominent blue overlay with white text reads "Setting up repeat dispensing for a patient". The interface includes a menu bar at the top with options like Patient, Appointments, Reporting, Audit, Setup, Links, Dispensing, Clinical Tools, Workflow, User, System, and Help. Below the menu is a toolbar with icons for Search, Task, Discard, Save, Record, Details, Today, Next, Acute, and Appts. A "Configure Home Screen" section contains various widgets such as Appts, Templates, Links, Changes, Notify, Tasks, Forums, Scan, and ETP. On the left side, there are search fields for "Patient search" and "Search F1 help", along with a notice section titled "[TPP] Maintenance Release" with a "Read More" link. The bottom of the screen shows a taskbar with system icons and the time 11:32.

2. Select the 'Repeat Templates' node from the Clinical tree.




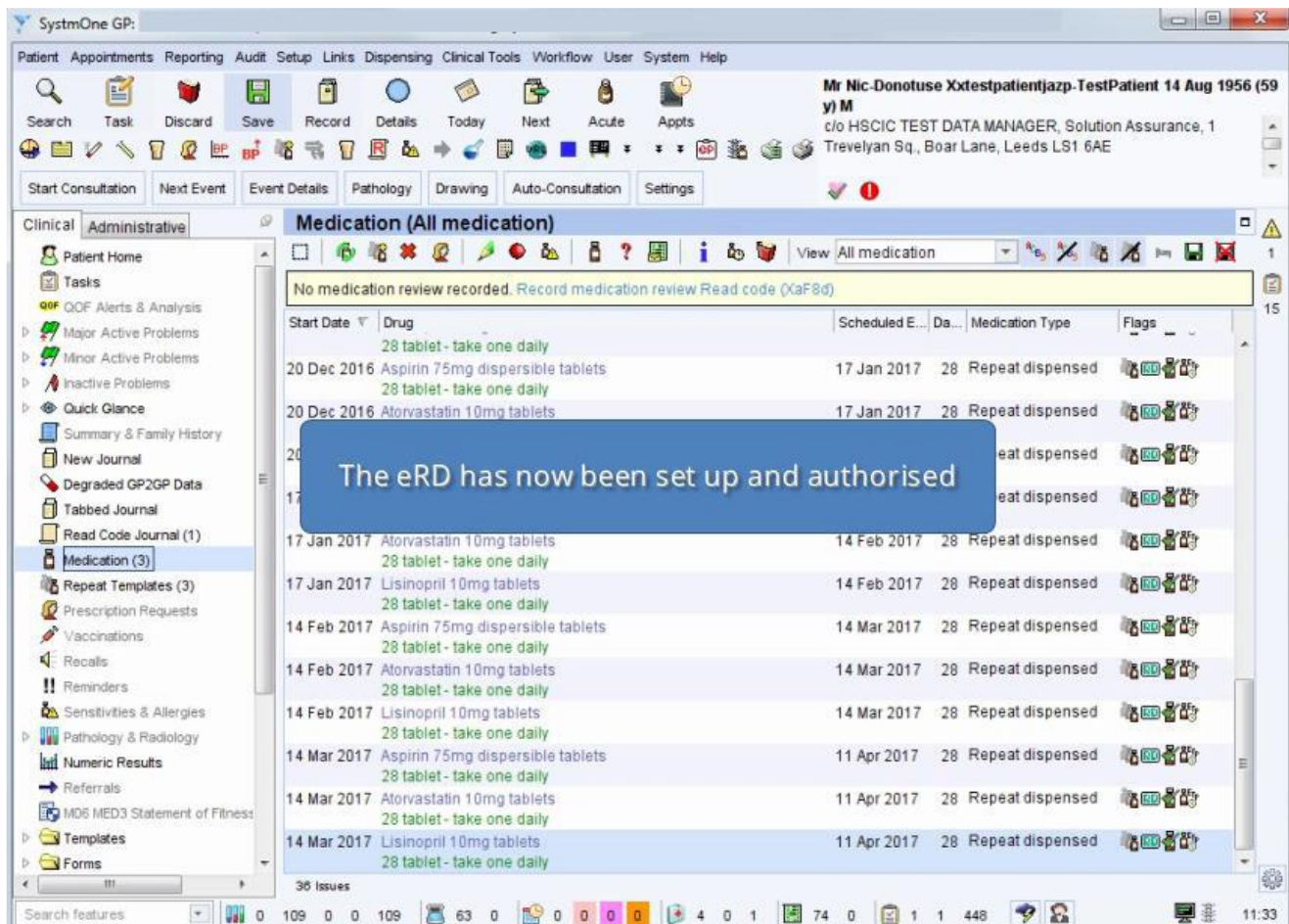
3. Select the template(s) you want to repeat dispense. To select more than one from the Repeat Templates view, hold down **Ctrl** and click on each template.














4. Click  under the 'Repeat Templates' heading and click **Ok** to acknowledge the messages displayed. The issue date(s) for the repeat template(s) will start on today's date for each repeat. If your selection contains repeats without maximum issue counts, the following message will be displayed: "The following repeat template(s) do not have maximum issue counts: [DRUG] [Review date]. Do you want to specify how many issues to repeat dispense?"
5. Do one of the following and follow the on -screen instructions:
  1. click **Skip Them** to repeat dispense only templates with maximum issue counts.
  2. click **Cancel** to cancel all repeat dispensing.
  3. click **Specify Issue Count** to manually enter the number of issues for the repeats without a maximum issue count.

You can issue repeat dispensed medication up to one year in the future, or up to the review date set on the repeat template.



The  icon is displayed in the **Flags** column beside the template you have repeat dispensed. For an explanation of any other icons displayed in the **Flags** column, hover the mouse over the icons.



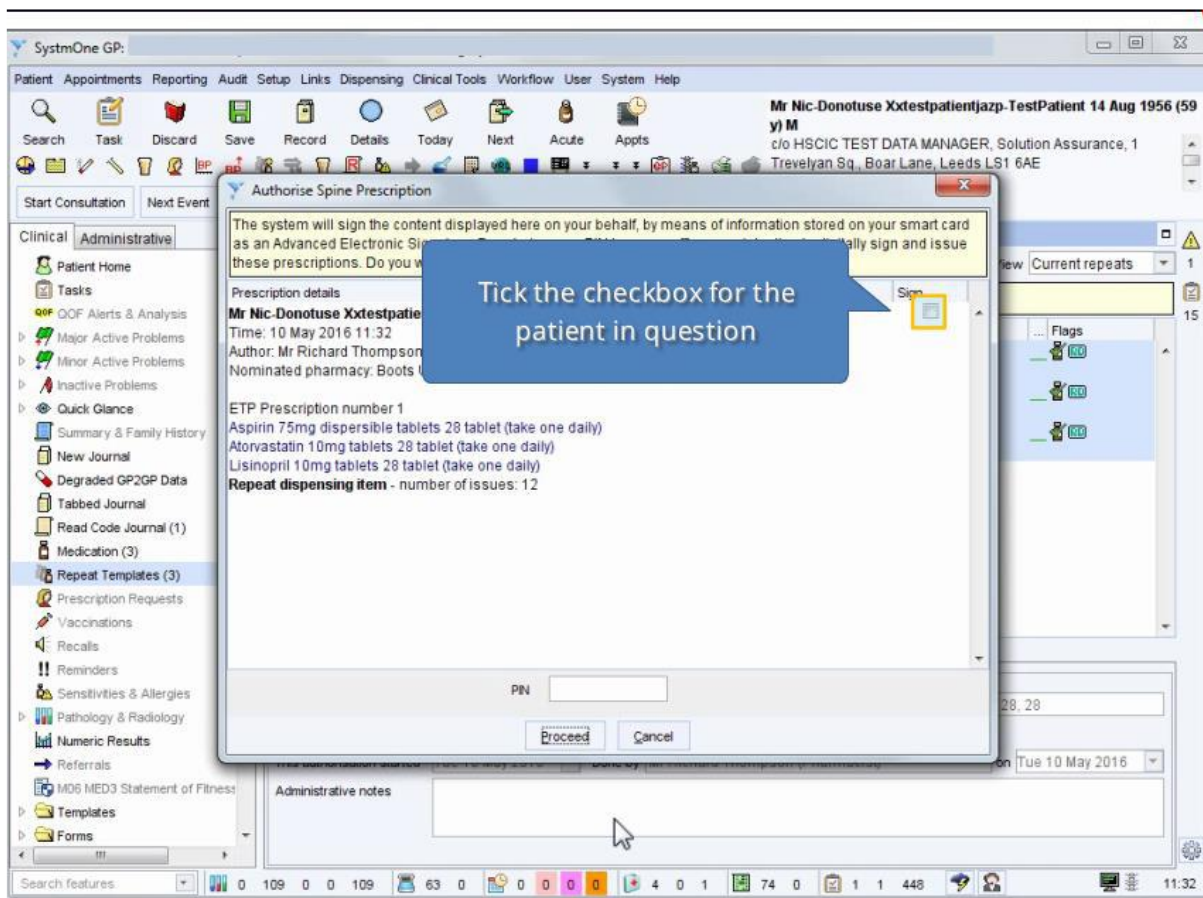
Start Date	Drug	Scheduled E...	Da...	Medication Type	Flags
20 Dec 2016	Aspirin 75mg dispersible tablets	17 Jan 2017	28	Repeat dispensed	
20 Dec 2016	Atorvastatin 10mg tablets	17 Jan 2017	28	Repeat dispensed	
17 Jan 2017	Atorvastatin 10mg tablets	14 Feb 2017	28	Repeat dispensed	
17 Jan 2017	Lisinopril 10mg tablets	14 Feb 2017	28	Repeat dispensed	
14 Feb 2017	Aspirin 75mg dispersible tablets	14 Mar 2017	28	Repeat dispensed	
14 Feb 2017	Atorvastatin 10mg tablets	14 Mar 2017	28	Repeat dispensed	
14 Feb 2017	Lisinopril 10mg tablets	14 Mar 2017	28	Repeat dispensed	
14 Mar 2017	Aspirin 75mg dispersible tablets	11 Apr 2017	28	Repeat dispensed	
14 Mar 2017	Atorvastatin 10mg tablets	11 Apr 2017	28	Repeat dispensed	
14 Mar 2017	Lisinopril 10mg tablets	11 Apr 2017	28	Repeat dispensed	

The date in the **Last Issued** column indicates when the selected repeat dispensed issue is due to begin and can be a future date. You can work out when repeat dispensed issues are due to end by looking at the date in the **Expected Next Issue** field in the 'Template Details' panel at the foot of the view (click  in the toolbar at the top of the Repeat Templates view if this panel is not visible).

**Tip:** The date any issues have been future dated to is displayed in the New Journal, after the medication details.

Click the **Save** button in your toolbar or click either  or . These buttons will only be available if specified in your toolbar configuration – see [Customising Toolbars](#) for details.

A 'master' or 'authorising' script is printed when signed by the issuing GP.



Each separate repeat dispensing script is held on the spine until the 7 days before the issuing date.

For multiple repeat dispensed drugs to appear on the same script, the following criteria must be fulfilled:

- issue duration of each drug must be the same
- drugs must be issued in the same consultation and the same number of issues must be issued
- script type must be the same (for example NHS issue/private)

**Tip:** To create a list of current repeat dispensed medication, select **Reporting>Miscellaneous Reports>Repeat Dispensed Medication Report** from the Main Menu.