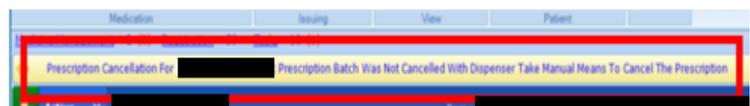
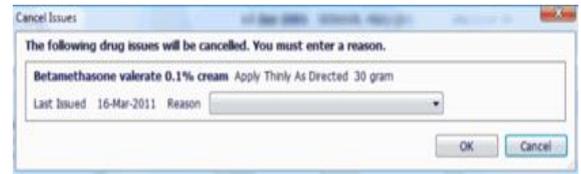


Prescribing Tip For Information

Cancelling Electronic Prescriptions

REMINDER-when medications are cancelled on EMIS, notifications that appear in the yellow banner **MUST** be acted on appropriately.

- Select the medication/item that requires cancelling and select “cancel issue” from the ribbon options.
- The “cancel issue” box will then appear. Select a **reason** from the drop-down options and click “OK.”
- (At this point it may also be appropriate to “End course” if the medication is to be discontinued. This will then archive the medication/item in the past drugs tab and the reason will be displayed.)
- If the prescription is **on the NHS spine**, it will be available for an automatic cancellation and a successful cancellation notification will appear in the yellow ribbon as displayed across. No further action is required.
- If the prescription **has been downloaded** from the spine by the pharmacy team, it will **NOT** be available for an automatic cancellation and an unsuccessful cancellation notification will appear in the yellow ribbon as displayed across.
- This will appear in **TWO** scenarios: if the pharmacy team has downloaded the prescription to be dispensed, OR if the prescription has been dispensed by the pharmacy team and is now with the patient.
- In both scenarios, **it is the responsibility of the surgery team to contact the pharmacy team**. If the prescription has been downloaded but is not yet with the patient, please request that the pharmacy team return the prescription to the spine.
- Once the pharmacy team have been notified of the prescription cancellation and have returned the prescription to the spine, find the rejected prescription in question within the Medications Management tab as displayed across.
- **“Mark as cancelled”** can then be selected to manually cancel the prescription.
- If the prescription has been dispensed by the pharmacy team and is now with the patient, the prescription **MUST NOT BE CANCELLED** at this stage, as this will result in an inaccurate removal of the medication issue from the patient’s medication history and will not appear to have been dispensed by the pharmacy team, nor received by the patient. The rejected prescription in question is to be found within the Medicines Management tab (as shown above) and **“Leave as issued”** is to be selected.
- In this scenario, **it is the responsibility of the surgery team to contact the patient** to ensure that they are aware that the medication is to be discontinued and a consultation added to the PMR to explain this, and if appropriate, to end the course with reason included.



If notifications are not acted on by the surgery team, and pharmacies are not contacted there are real consequences. These include prescriptions being dispensed, given to patients, and claimed for payment when the GP practice team think they have been cancelled. **THIS IS AVOIDABLE**- if you amend or cancel a prescription and you receive a notification informing to contact dispenser, you **MUST** do so.

To contact the Medicines Optimisation Team please phone 01772 214302

If you have any suggestions for future topics to cover in our prescribing tips please contact Nicola.schaffel@nhs.net