



Prescribing Tip No. 194 Date: 2nd March 2018

ScriptSwitch® - are ALL of your prescribers enabled?



Due to the variety of Prescribers currently working in GP Practices, it is vital that regular checks (perhaps monthly) are made to ensure that **all** Prescribers (GPs, both short-term and long-term locum GPs, pharmacists and nurses) are enabled to use ScriptSwitch, otherwise opportunities will be missed.

This is a very simple and quick process:-

1. Log into EMIS WEB
2. From the main EMIS WEB screen click EMIS in the top left
3. Select System Tools
4. Select EMAS manager
5. Select Partner API
6. Select ScriptSwitch from the list and then from the top click Configure
7. You will now see on the right of the screen a list of all the Prescribing staff. To enable ScriptSwitch functionality simply click on the user and this will enable the user.
8. If the user is currently logged into EMIS WEB, changes to ScriptSwitch will take effect next time the user logs in.

Please ensure ONLY CLINICANS have ScriptSwitch rights and any non-clinicians are de-activated.

Consider including the above information in the starter pack for any new clinicians, to ensure it is done at the same time they are set up with EMIS user details.

For the full Emis Web/ScriptSwitch User Manual please click on the link below:-

<https://static-0.scriptswitch.net/staticcontent/Docs/ScriptSwitch%20User%20Manuals/Emis%20Web%20Full%20User%20Manual%20-%20v4.7.pdf>

To contact the Medicines Optimisation Team please phone 01772 214302