# EPS Prescription Tracker Business Continuity Mode User Guide – Part 1 – BC Mode Functionality

Published September 2017

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# Introduction

Business Continuity (BC) Mode has been added to the EPS Prescription Tracker. Within this mode:

- Resident pharmacy staff will have access to summary level information on prescriptions which are nominated to their site. They will also be able to drill down to view prescription information relating to the patient and medication details.
- Locum pharmacy staff using the (FFFFF) Smartcard role profile will also have access to summary level information relating to the EPS prescriptions which are nominated to the selected pharmacy site. However, patient and medication details will only be viewable when a search has been performed for the relevant prescription ID, or the patient NHS Number.

Access to this information is intended to assist business continuity planning and working e.g. helping to assist any discussions with GP practices, and helping to determine which patients might require emergency supply.

Further information about using BC Mode is outlined below, including how to access the mode and how to find prescription information to assist continuity working.

# Entering Business Continuity Mode

## Accessing Prescription Tracker and Selecting BC Mode

Access EPS Prescription Tracker in the usual way, via the NHS Spine Portal (**Smartcard required**) (Figure 1).

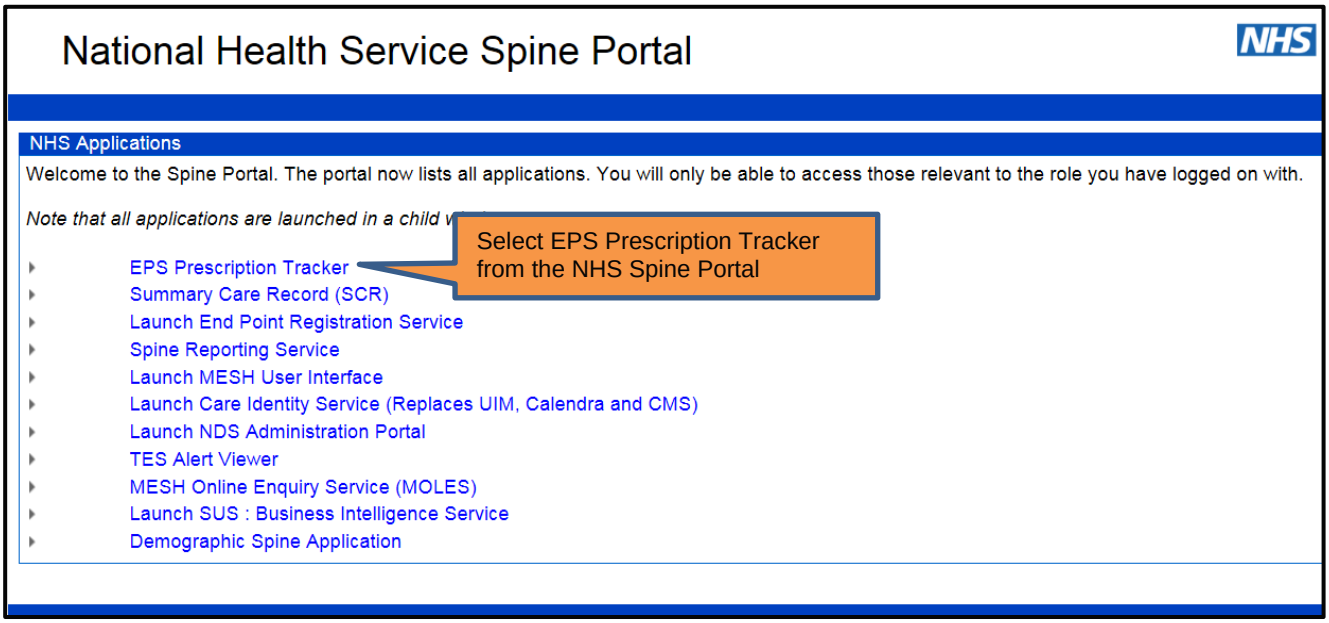


Figure 1: Accessing EPS Prescription Tracker

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# Changing the Mode

To use BC Mode, you must change the mode in which it operates usually.

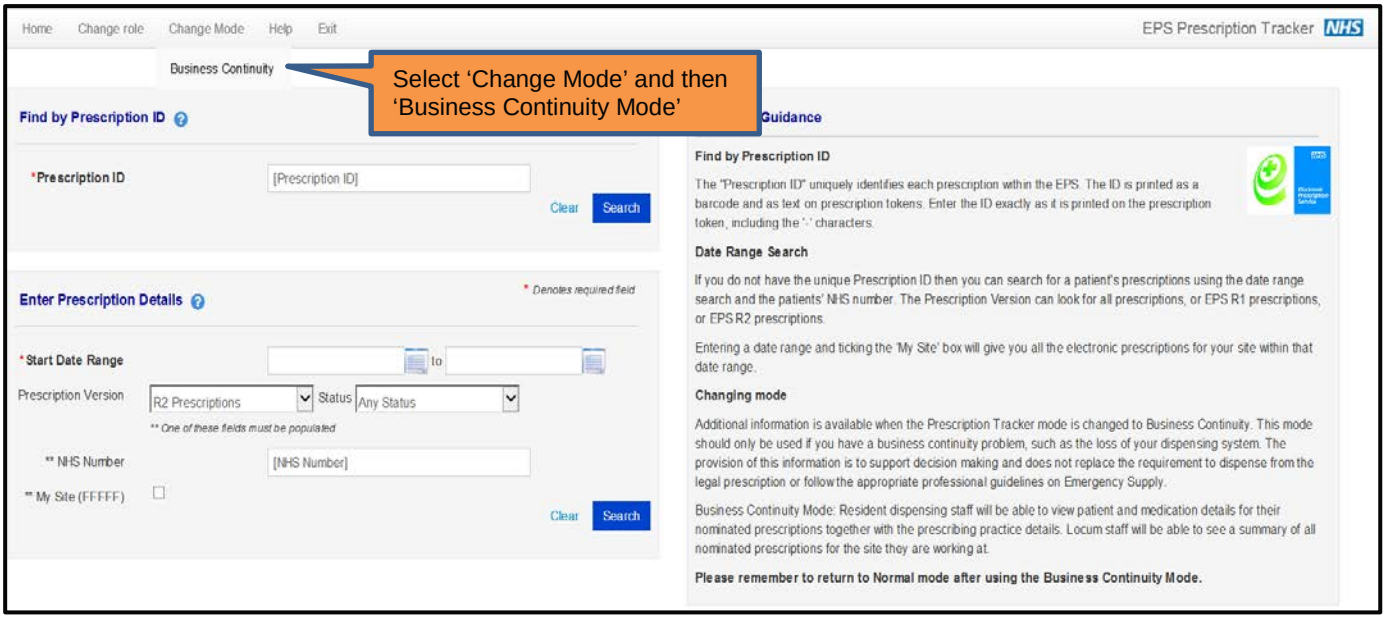


Figure 2: Entering Business Continuity Mode

# Accepting the Disclaimer

To proceed and use BC Mode, you need to agree the terms and conditions in the disclaimer. This will confirm that the pharmacy has a BC situation and that prescription details cannot be accessed using the usual dispensing system in the usual way.

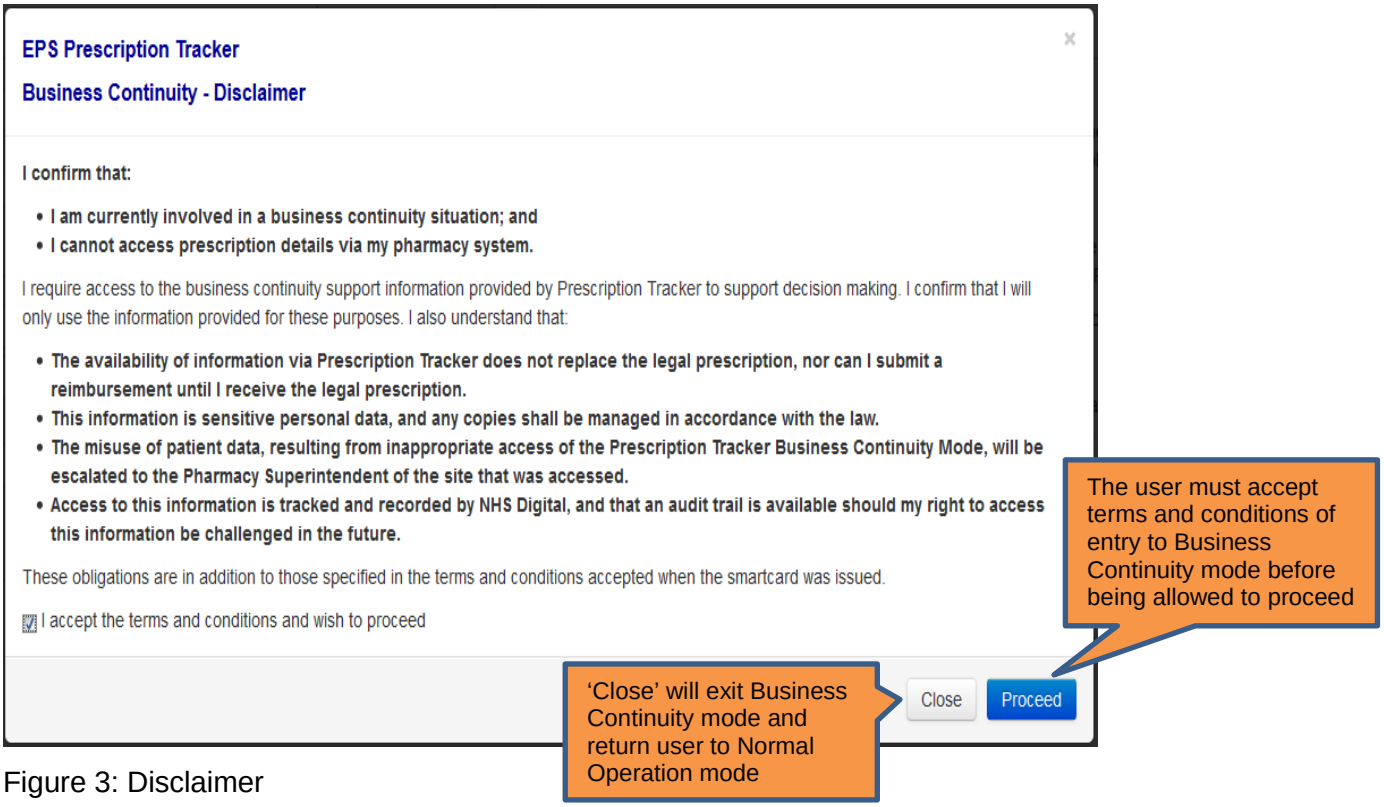


Figure 3: Disclaimer

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# Selecting your Pharmacy Site

**Resident pharmacy staff**: If you only have one pharmacy site assigned onto your Smartcard then the site will have been selected when you authenticated using your Smartcard reader. If you work at more than one pharmacy then you will need to select the site for business continuity when authenticating access to the NHS Spine Portal.

**Locum pharmacy staff using (FFFFF) Smartcard role profile**: A Locum (FFFFF) user must select and confirm which pharmacy site will use business continuity arrangements before proceeding (Figures 4 & 5). All activity by the locum whilst assigned to this site will be recorded within NHS Spine audit logs.

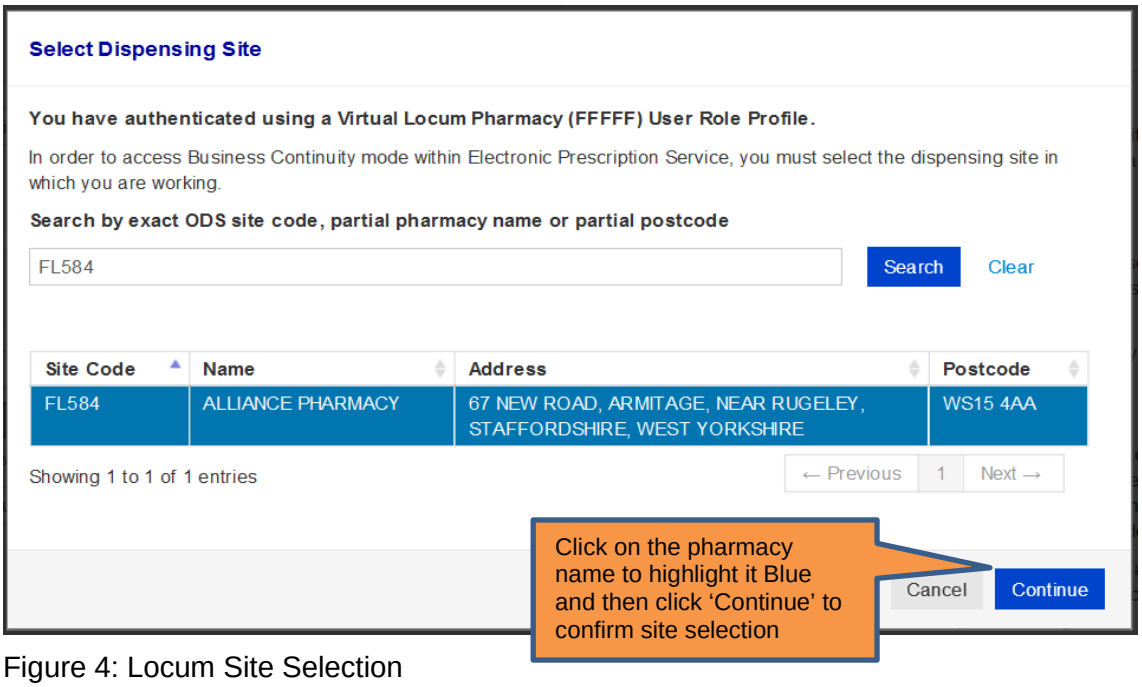


Figure 4: Locum Site Selection

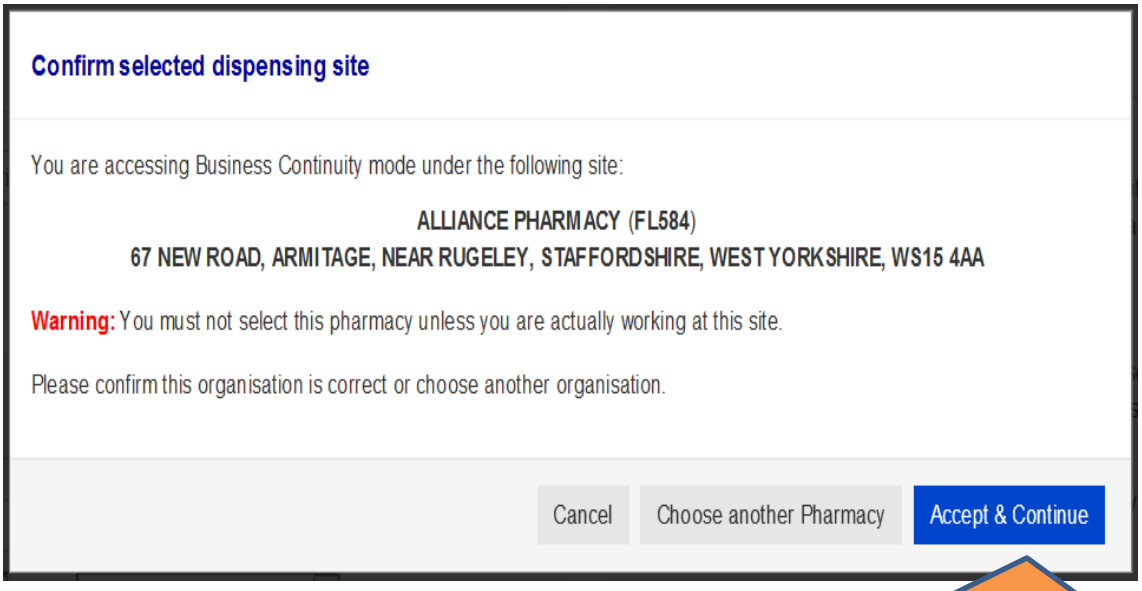


Figure 5: Locum Site Confirmation

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# Using Tracker Business Continuity Mode

## Find by Prescription ID

Resident staff or Locum (FFFFF) pharmacy staff can search by Prescription ID to look-up a single prescription (Figure 6).

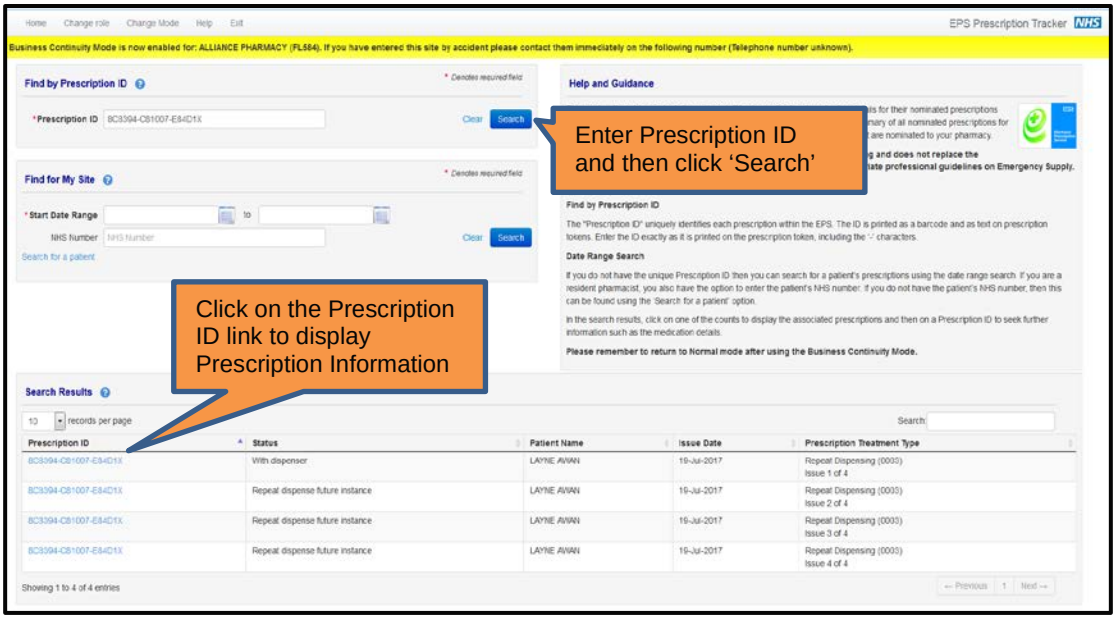


Figure 6: 'Find by Prescription ID' Search Results

Clicking on the 'Prescription ID' link will display the Prescription Information Screen (Figure 7) which provides details of the quantity and type of medication prescribed

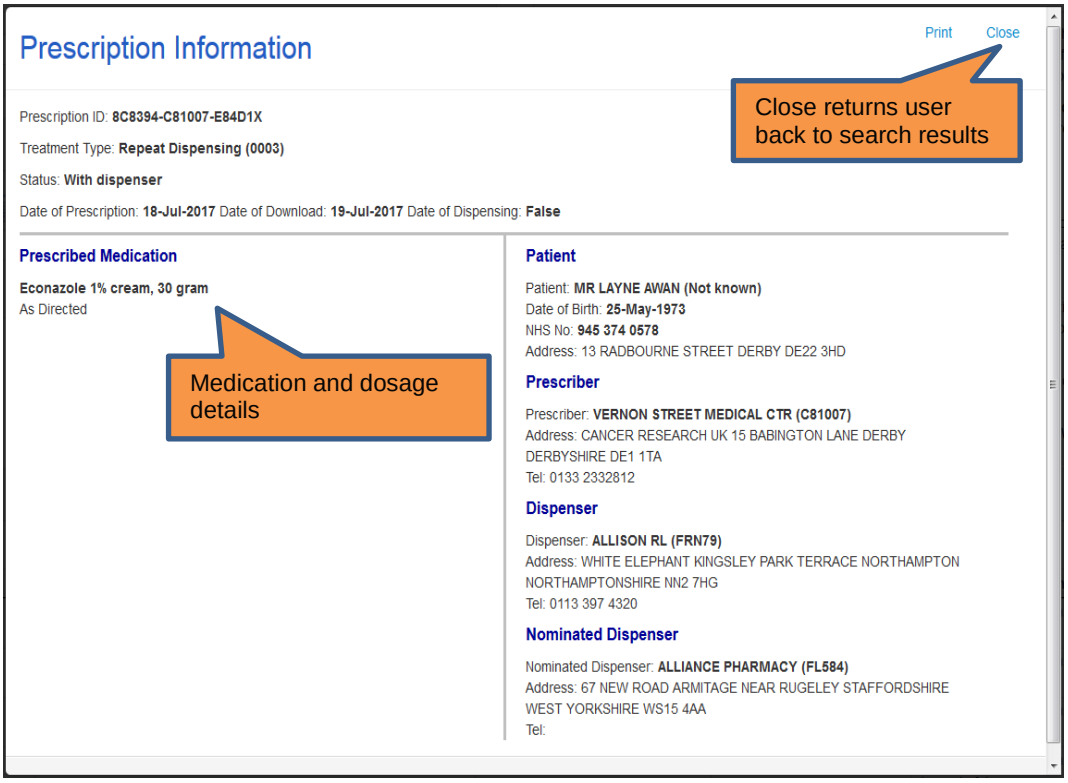


Figure 7: 'Prescription Information' Screen

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# Find for My Site

Resident staff or Locum (FFFFF) pharmacy staff can search by 'Date Range' to view all live prescriptions which are held on the NHS Spine for their site, within a set date range.

The information will be presented in a summary view filtered by 'Prescribing Site' and 'Prescription Status', for example 'with dispenser'. Clicking on any underlined numeric value for each report will display a report containing the corresponding prescriptions.

Individual prescription information can then be accessed by clicking on the Prescription ID link.

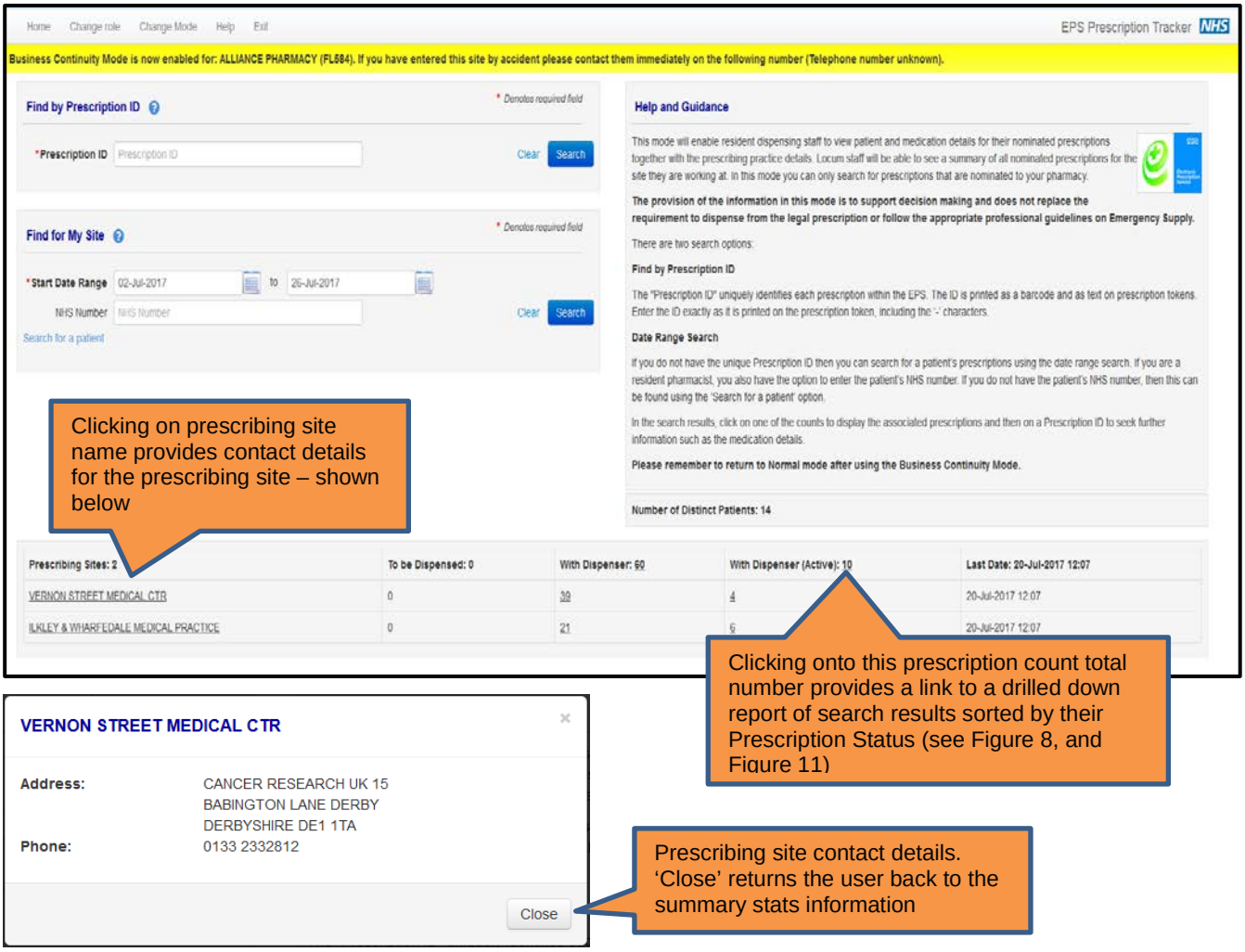


Figure 8: 'Find for My Site' - Date Range Search Results (Resident User)

**Please note: When running a search for an eRD (electronic repeat dispensing prescription) you must enter the date that the first prescription of the regime was created NOT the date of the most recent prescription, within the 'start date' field.**

**For example: If a 12 month eRD regime started on 1st January and it is now 15th September and you are looking for prescription 9/12, you must put 1st January as the 'start date' NOT the start date of prescription 9/12 which would be 1st September.**

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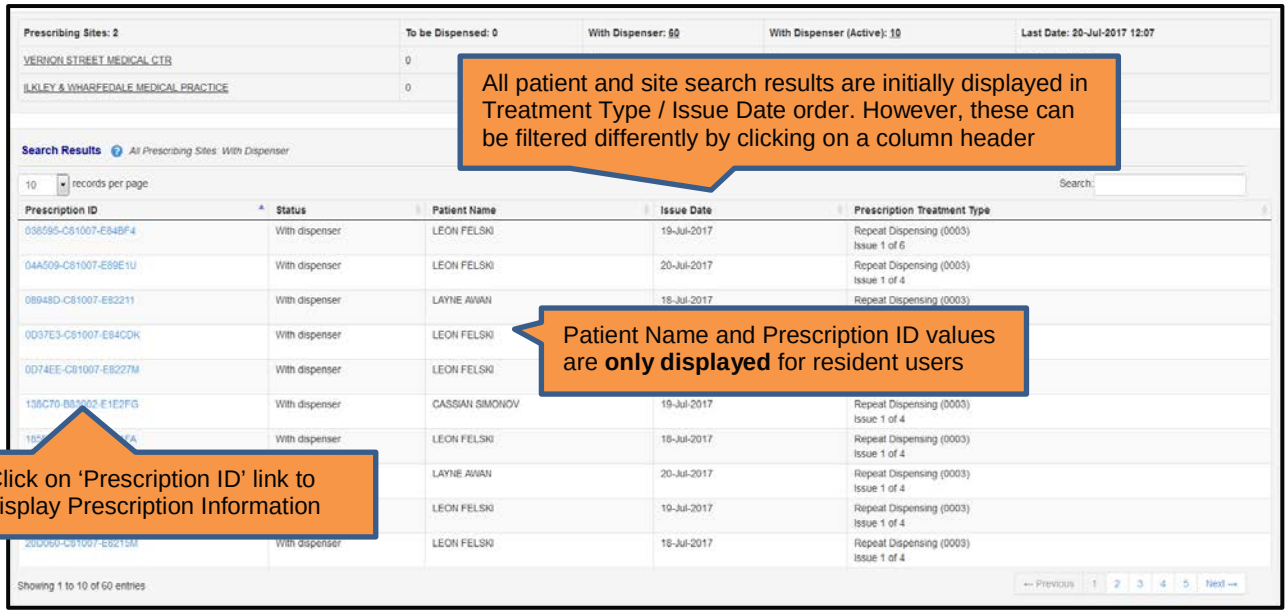


Figure 9: Find for My Site Report - Resident Pharmacy User

Users can also search for a specific patient by adding an NHS number to the Date Range search. Again, the Prescription ID link will be available and prescription information can be viewed.

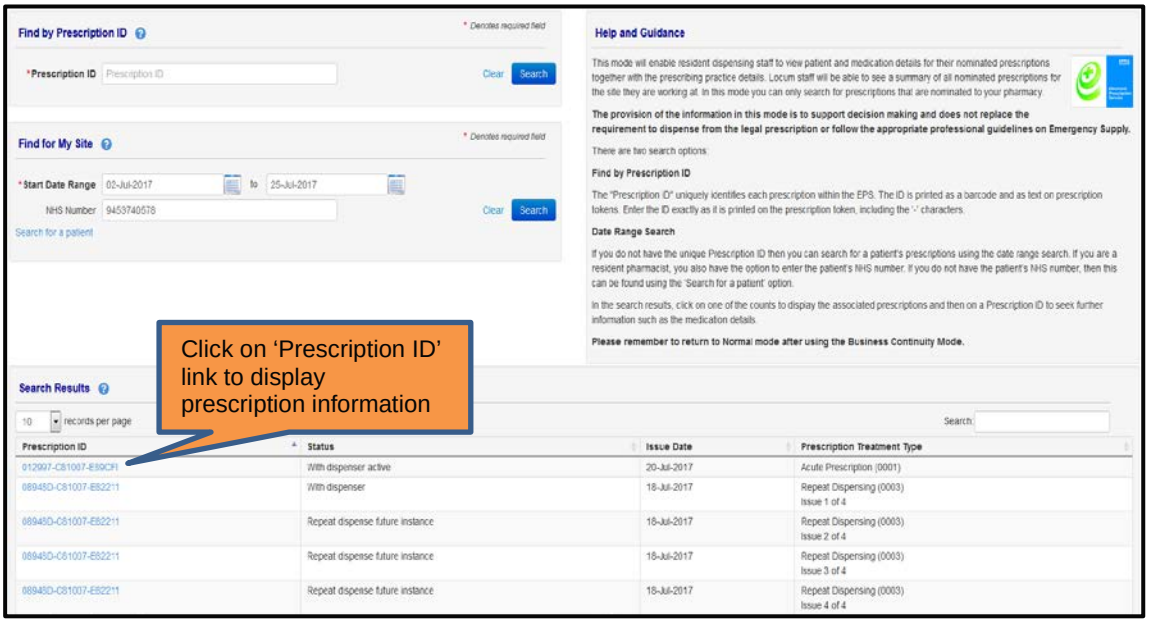


Figure 10: Find For My Site - Date range & NHS Number Search Results

**Please note: Locum FFFFF users will not have access to the Patient Name or Prescription ID link when searching using a Date Range search unless they add an NHS Number to the search.**

**Locum (FFFFF) pharmacy staff may need to work with resident staff if further information is required. If Locum (FFFFF) pharmacy staff regularly work at the same pharmacy site they can speak with the pharmacy contractor and the Smartcard Registration Authority (RA) about getting the ODS code for that site added to their Smartcard, so that more information is accessible via BC Mode.**

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# Search for a Patient's NHS Number

If the NHS Number is not known then this can be looked-up and selected using the new 'Search for Patient (NHS Number)' functionality (Figure 11).

Once you have identified the correct patient within the search results, click on the patient name. This will take you back to the search screen and automatically populate the search box with the NHS Number.

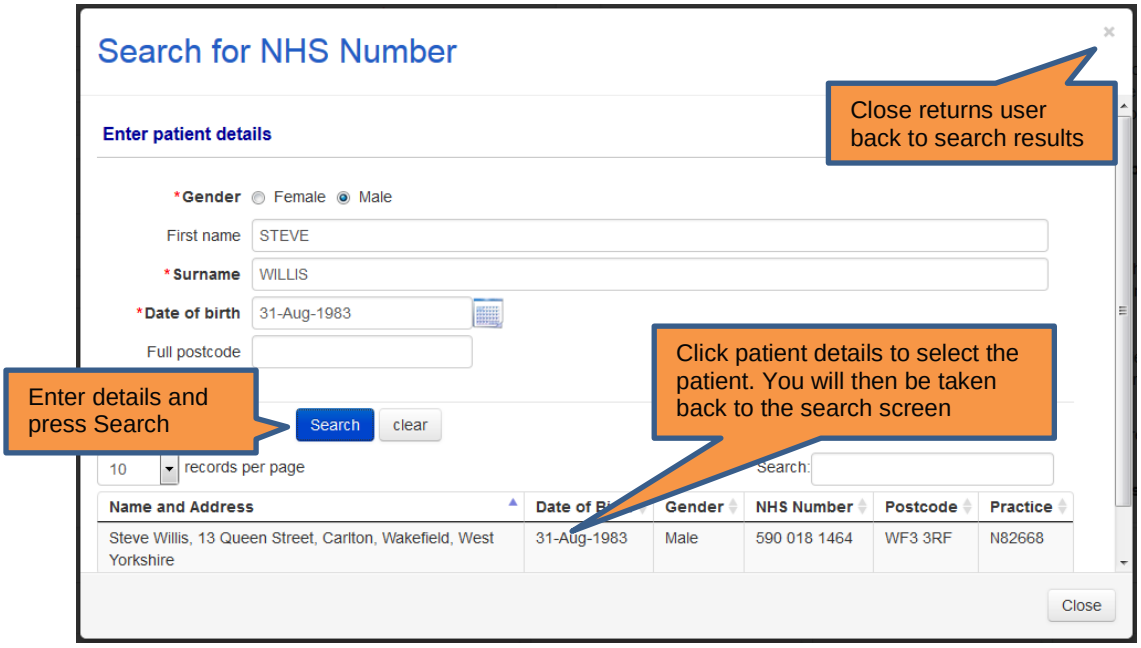


Figure 11: 'Search for a Patient' functionality

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