Repeat Dispensing in Vision 3

From **Vision 3**, you can produce a repeatable prescription with a series of 'batch issues' of up to a year's duration, this is known as **Repeat Dispensing**.
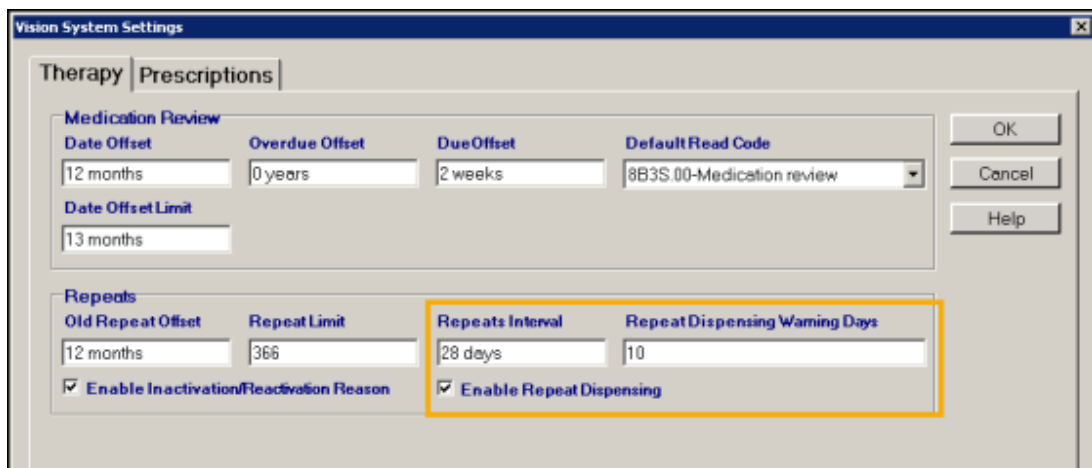
The pharmacy retains the signed repeatable prescription and the patient keeps the remaining batch issues, or asks the pharmacist to keep them on their behalf, until they require another issue of their medication.

England only - For practices enabled for **EPS**, you can also manage repeat dispensing electronically.

Configuring Repeat Dispensing

To switch on and set up repeat dispensing:

1. From the **Vision 3 Front Screen**, select **Management Tools** - **Control Panel** - **File Maintenance** - **Settings** - **Therapy:**

2. Complete as follows:
   - **Enable Repeat Dispensing** - Tick to allow repeat dispensing.
   - **Repeats Interval** - Defaults to 28 days, update to set your own period for repeat dispensing batches.
   - **Repeat Dispensing Warning Days** - Select a time frame to display Repeat Dispensing Warnings.
3. Select **OK** to save.

Adding a Repeat Dispensing Prescription

To add a repeat dispensing prescription:

1. From **Consultation Manager**, select the patient required and open a consultation.
2. Select the **Therapy** tab and then either press **F8** on your keyboard, or start typing the medication name and the **Repeat Master - Add** screen displays.
3. Select the required drug and enter the details of the prescription in the usual way.
4. Tick **Batch** to turn the repeat into a new repeat dispensing prescription.
5. An **Interval** option displays in place of **Days Between Issues**. The default is 28 days, but you can update it if required, for example, **Repeats** set to 6, and **Interval** set to 1 month, results in a repeat master with a batch of six issues, one month between issues.
6. Select **OK**, read and deal with any drug warnings as per your practice protocol.

The repeat dispensing prescription is now added to the Repeat Master list.

Please note the following:

- On **Therapy - Add**, the **Repeat Until Date** becomes read only, showing a date that corresponds to the Interval/Repeats. If the **Interval** is set to 1 month and **Repeats** to 6 and today is, for example, 21st June, then the **Repeat Until Date** is six months in the future (Interval x Repeats), 21st December.
- If you untick **Batch**, the batch instructions disappear and it reverts to a normal **Therapy - Add** screen.
- If you select and then update the **Drug**, all completed sections reset.
- The duration of a batch prescription cannot exceed one year, for example, if you set the interval to 2 months and the repeat to 9, interval x repeats = 18 months. An error message displays.
- Depending on your **Repeat Dispensing Warning Days** settings, when reauthorising a batch prescription with a set number of days before expiry, the '*Please ask the patient whether they have any unused batch issues remaining in their possession from a previous repeat prescription*' message displays.
- You cannot prescribe **Schedule 1**, **2** or **3 Controlled Drugs** or **Buprenorphine** as Repeat Prescription items.
- **Scotland** and **Wales** - If the selected prescriber is a Community Practitioner, Nurse Prescriber or a Supplementary Prescriber, **Batch** is unavailable. An error message displays if you select **Batch**, '*Nurse prescribers may not authorise batch prescriptions*'.
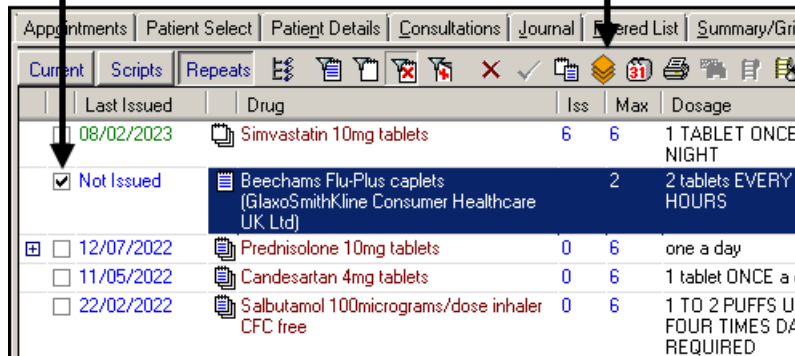
Turning Repeat Item(s) into Repeat Dispensing Items

> ✏️ **Note** - For England, Wales and Northern Ireland only. For Scotland please refer to Chronic Medication Service (CMS) in the **Consultation Manager** Help Centre.

Reauthorise Repeat as Repeatable is an option on the **Repeat** therapy tab which allows you to bulk select existing repeat masters and change them into items for Repeat Dispensing. The function is similar to bulk reauthorisation but processes each selected repeat sequentially so you have an opportunity to review each repeat before it is changed into a repeat dispensing item. Each repeat must be processed to completion before the next one is considered.

To turn multiple repeat masters into repeat dispensing items:

1. From **Consultation Manager**, select the patient and start a consultation if necessary.

2. Select the **Therapy** tab and then **Repeats**.

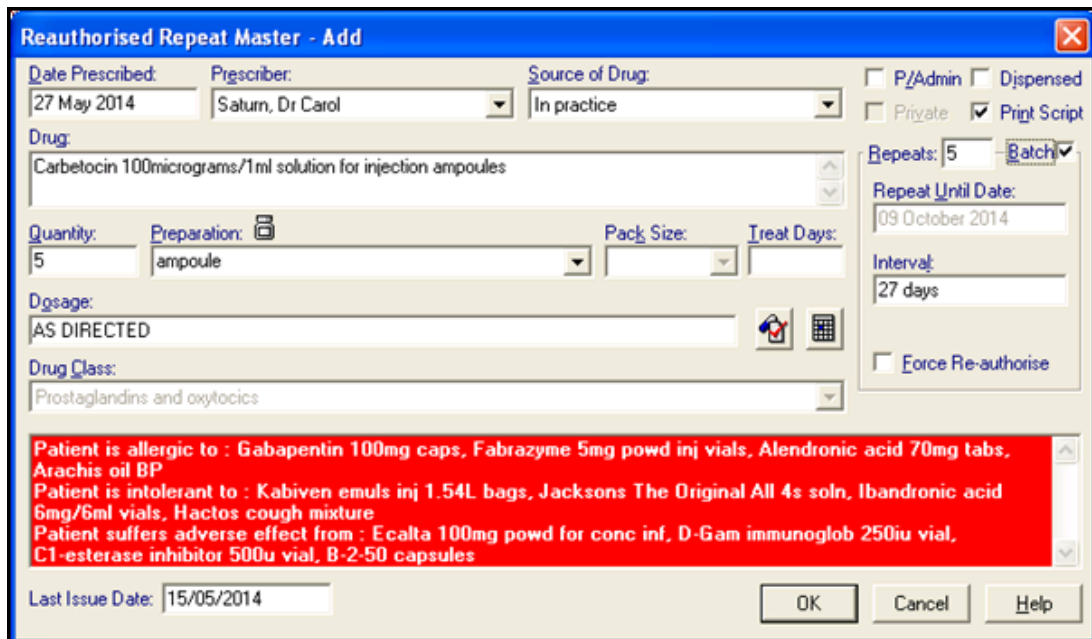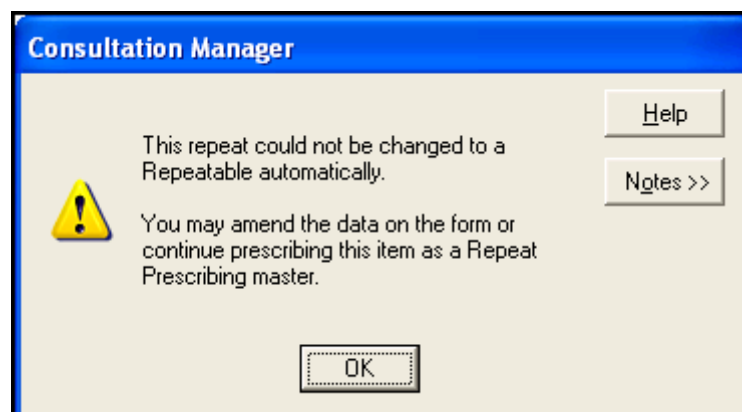3. Tick the repeats you want to reauthorise as repeat dispensing items:

4. Select **Reauthorise Repeat as Batch** ⧉. **Reauthorise Repeat as Batch** is only available if:

   - Repeat dispensing is switched on, see **Configuring Repeat Dispensing** on page **1** for details.
   - Existing repeat dispensing items are not selected.
   - You have the relevant security rights in **Control Panel**.

5. The repeats are then processed sequentially. If any repeat fails to be reauthorised, the process continues with the next one regardless. As with bulk reauthorisations, the following are checked:

   - Constraints on force reauthorise
   - Prompt for unexpired repeats
   - Constraints on inactive drugs

6. Providing the checks are successful, the **Reauthorised Repeat Master - Add** screen displays for each item with **Batch** ticked and your default repeat dispensing information, for example, repeat number and interval, populated:

7. Select **OK** to accept and continue to the next therapy selected for reauthorisation.

   If a Repeat is not initially compatible, for example, private medication, a warning displays, *'This repeat could not be changed to a Repeatable automatically. You may amend the data on the form or continue prescribing this item as a Repeat Prescribing Master'*:

   Select **OK** to return to the **Reauthorised Repeat Master - Add** screen and either update the information and then **OK** or select **Cancel**.

8. You can now **Print** or **Finalise** the batch prescriptions as required.

9. The original repeat masters are now inactivated with the reason for inactivation recorded as "Reauthorisation":

Printing a Repeat Dispensing Prescription

To print a Repeat Dispensing prescription:

1. From **Consultation Manager** , select the patient and if necessary open a consultation.
2. Select the **Therapy** tab.
3. From the Repeats list, double click on the Repeat Dispensing prescription required.
4. Print the batch prescription in the usual way. The **Prescription Manager** screen displays all the batch issues at the same time, regardless of whether this is practice administered or dispensed. For example, a batch of six issues shows six issue lines and a seventh batch prescription line displays, the master.

   - By default all the lines display a tick. You may untick one or more of the later issues if you do not want to print them all at this time. However, all issues are marked as "issued" on the **Scripts** tab, this happens as a result of the first **F9** or **Print** .
   - The event date of each issue is the date of issue plus the interval date in succession, for example, if today is 22nd June, then the first issue is dated 22nd June, the second 22nd July, the third 22nd August and so on, up to 22nd November

   ✎ **Note** - Once a batch is printed, the master batch prescription (Repeat Authorisation) on the **Repeats** tab immediately displays as **Expired** and needs reauthorising before further issues can be made.

When Repeat Dispensed prescriptions print:

   - **RA** - Prints on the prescription for the batch prescription master.
   - **RD** - Prints on issues of Repeat Dispensed masters.

Signing the Batch Prescription

Once you print the batch prescription and issues, the prescriber must sign the batch prescription master. This is the legal prescription form, needed by the dispenser (or pharmacist) at each dispensing episode. The batch issues are not signed (as they are not a prescription), these are used purely for reimbursement purposes.

Reprinting Repeat Dispensing Prescriptions

If the originals are lost or accidentally destroyed, you can reprint issued batch prescriptions. To reprint Repeat Dispensing issues:

1. From **Consultation Manager**, select **Therapy** - **Scripts**.

2. Highlight the issue(s) you want to reprint and select **Reprint** ⌷.

3. The '*This item is a batch issue, do you want to reprint all batch issues?*' message displays, select:

   - **Yes** - Reprints all the issues in a batch, or
   - **No** - You are asked if you want to reprint other drugs prescribed for this patient on the same day (if any), and only the issue highlighted in step 1 reprints.

4. Complete **Prescription Reprint reason** to explain the reason for the reprint.

5. Remove the ticks from the issues you do not want to print and select **Print** ⌷.

Reauthorising Repeat Dispensing Items

You can reauthorise a Repeat Dispensing prescription in the same way as you reauthorise a normal repeat master. Once a batch prescription and all its issues are printed, it expires.

Training Tip - You can use this method to turn a normal Repeat Master into a Repeat Dispensing Master.

To reauthorise a Repeat Dispensing item:

1. From **Consultation Manager** , select the patient required and open a consultation if necessary.

2. From the **Therapy** tab, highlight the repeat dispensing item to be reauthorised and select **Reauthorise Repeat as Batch** .

3. Providing the item is expired and has reached its repeat until date, the **Reauthorised Repeat Master - Add** screen displays and details complete as per the dates based on the **Repeat Dispensing Warning Days** set in **Control Panel** - **File Maintenance** - **Settings** - **Therapy**.

4. On issuing the item, the prescribed and repeat until dates recalculate using the consultation date.

5. If the original repeat dispensing item is active, it updates to **Inactive**.

Editing a Repeat Dispensing Item

If a Repeat Dispensing item has not been printed, you can simply right click on it and select **Edit**.

- A Repeat Dispensing master can be changed to a normal Repeat Master before printing by editing and removing the tick in **Batch**.
- Once a Repeat Dispensing master is issued and has expired, you can remove the tick in **Batch** when reauthorising it to revert it to a normal repeat master.

Note - You cannot postdate batch prescriptions and you cannot copy a batch issue.

Deleting a Repeat Dispensing Prescription or Issues

Deleting a Batch Prescription

If batch issues have not yet been printed, you can delete the batch prescription.

1. Simply right click on the therapy line and select **Delete**.
2. The Repeat Master - Delete screen displays, select **Delete.**
3. The **Delete patient data** screen displays, select a **Reason for deletion** and enter any **Additional information** to explain the deletion, the reason you enter here is applied to all the issues you are deleting.
4. A warning displays '*Warning! This batch prescription has issues against it. These will also be deleted. Do you wish to continue?*.'. Select:
   - **Yes -** All issues are deleted before the prescription itself is deleted.
   - **No** - To cancel the deletion.

All related batch issues and batch prescriptions are deleted as part of the same operation.

Deleting Batch Issues

You can delete individual batch issues without having to delete the whole batch:

1. From the **Therapy** tab, select **Scripts**, highlight the earliest issue to be deleted, right click and select **Delete**.
2. You are warned '*This is a batch issue. All later issues in this batch will also be deleted. Do you wish to continue?*'. The number of issues that have been printed displays and asks you if you are sure you want to delete them. Select:
   - **Yes** - To delete the issues, or
   - **No** - To cancel the deletion.
3. The **Delete patient data** screen displays, select a **Reason for deletion** and enter any **Additional information** to explain the deletion, the reason you enter here is applied to all the issues you are deleting.
4. Select **OK** to save.

All issues later than the one you highlighted are deleted. The number of issues returns to zero and the **Last Issue** date becomes blank.