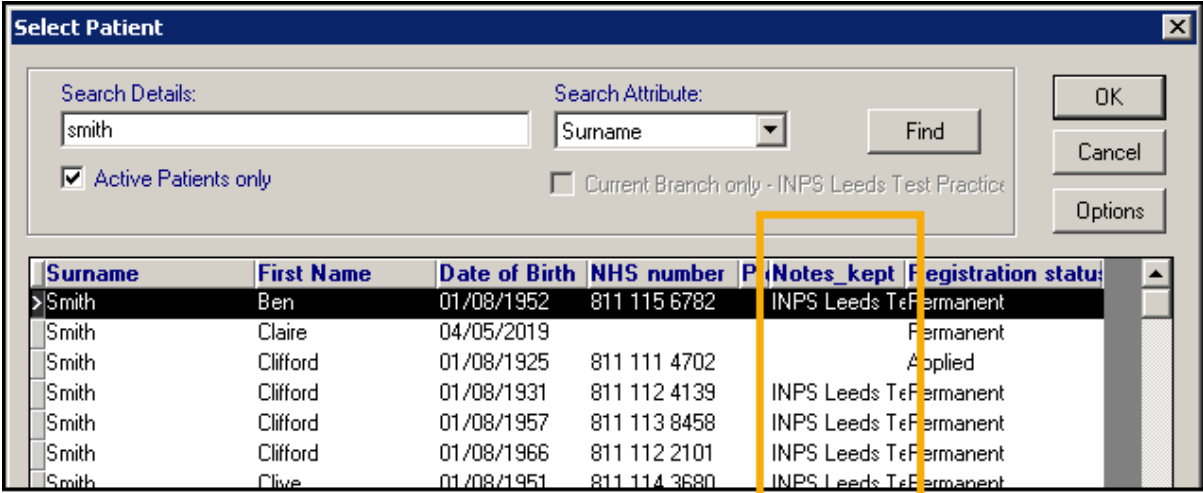


## How Do I...Manage Online Prescription Requests in a Branch Surgery?

To make it easier to manage your online prescription requests, you could do one or more of the following:

- **Check the patient's address** - If your branch is in a village five miles away, chances are the address indicates where the patient attends and therefore where they want to pick up their prescription.
- **Use Notes Kept at** - If you select a patient's preferred branch in **Registration - Other - Notes Kept at** and update the **Select Patient** screen to display the **Notes Kept at** selection, you can see their preferred branch in the **Select Patient** screen:



**Select Patient**

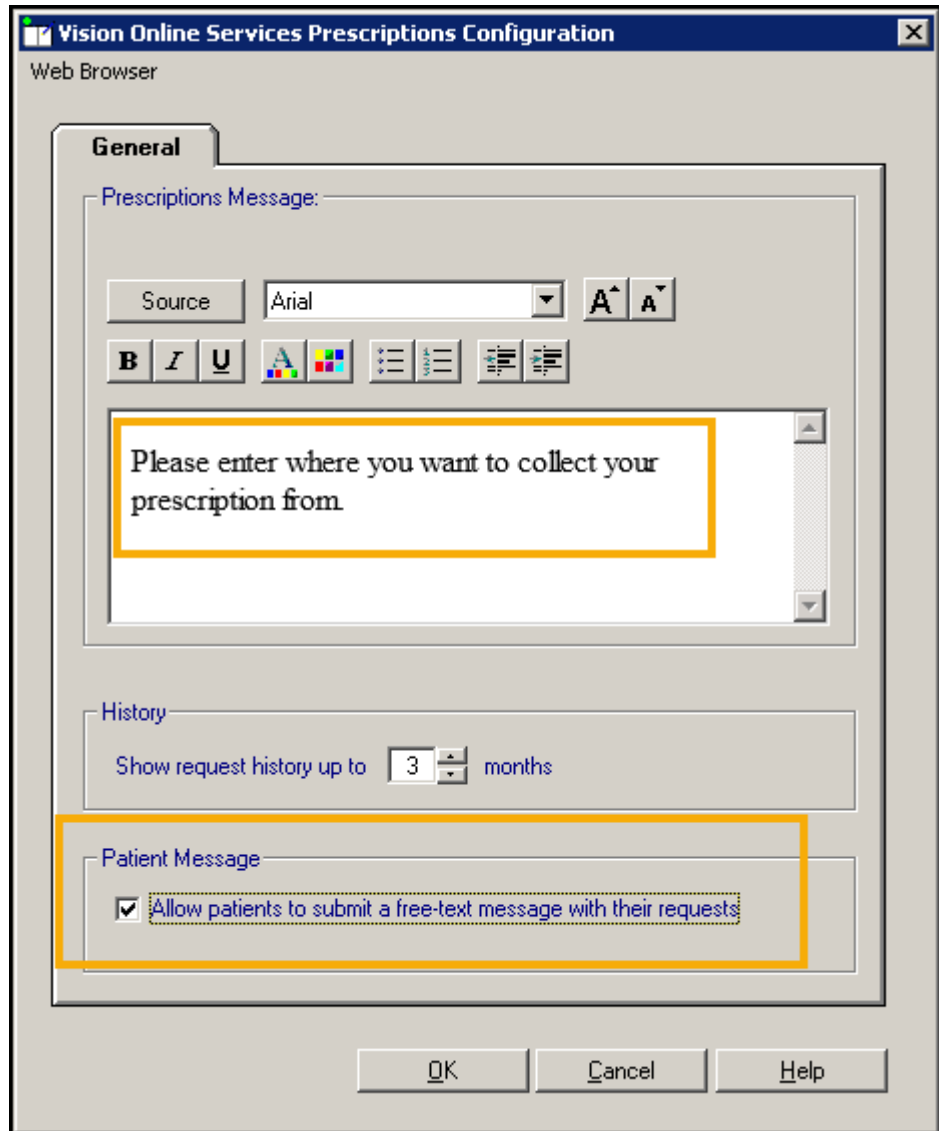
Search Details:  Search Attribute: Surname

Active Patients only  Current Branch only - INPS Leeds Test Practice

Surname	First Name	Date of Birth	NHS number	P	Notes_kept	Registration status
>Smith	Ben	01/08/1952	811 115 6782		INPS Leeds Te	Permanent
Smith	Claire	04/05/2019				Permanent
Smith	Clifford	01/08/1925	811 111 4702			Applied
Smith	Clifford	01/08/1931	811 112 4139		INPS Leeds Te	Permanent
Smith	Clifford	01/08/1957	811 113 8458		INPS Leeds Te	Permanent
Smith	Clifford	01/08/1966	811 112 2101		INPS Leeds Te	Permanent
Smith	Clive	01/08/1951	811 114 3680		INPS Leeds Te	Permanent

→ See [Changing or Moving the Select Patient Columns](#) in the **Consultation Manager Help Centre** for details.

- **Add a Prescription Message** - You can add a message to the **My Prescription** screen requesting your patients specify where they want to collect their prescription(s) from. To set the message:
  1. From the **Vision 3** front screen, select **Management Tools - Control Panel - File Maintenance - Online**.
  2. Select **Prescription - Configure** and the **Vision Online Services Prescriptions Configuration** screen displays:




Complete as required:

- **Prescriptions Message** - Enter your message here.
- **Patient Message** - Tick **Allow patients to submit a free-text message with their requests**.

3. Select **OK** to save.

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 See [Enabling Online Prescriptions](#) in the **Patient Online Services Help Centre** for full practice details, [How do I Request Repeat Prescriptions](#) in England, [How do I order a prescription](#) or [Sut ydw I'n archebu presgripsiwn](#) in Wales for patient help.

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