

Changing the default settings for printing prescription token

Background

As a new user of SystemOne your default settings will be set to always ‘print token’ when issuing or signing EPS prescriptions. Prescription tokens were a necessity from the first version of EPS, where pharmacy nominations were not possible and so printing a token was essential for a dispensing contractor to retrieve electronic prescriptions from the spine. For more details: [PSNC factsheet](#)

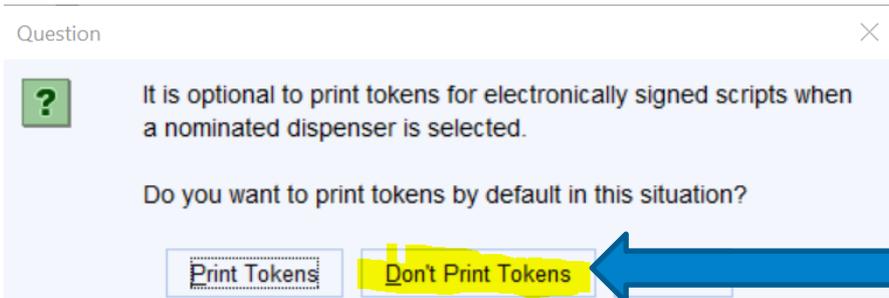
However, with the advent of dispensing and appliance contactor nominations, tokens are seldom required and will lead to un-necessary paper wastage.

There are two options for changing your default settings for printing tokens.

1. Changing the default prescription token printing option at the point of issuing a prescription (suitable for all staff)

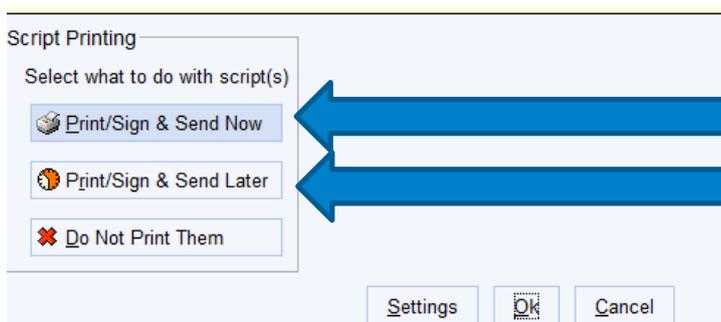
- Retrieve the patient’s record (Test Patients are unsuitable). You will need to select a live patient where medication needs issuing (e.g such as during a consultation or issuing repeat medication)
- Issue any medication either from ‘acute’ or the ‘repeat template’
- Click ‘save’

Click ‘Set Default’ next to ‘print token’ option.



Click 'Don't Print Tokens'

- Continue by either selecting 'print/sign & send now' (prescribers) or 'print/sign & send later (non-prescribers)
- Click 'ok'.

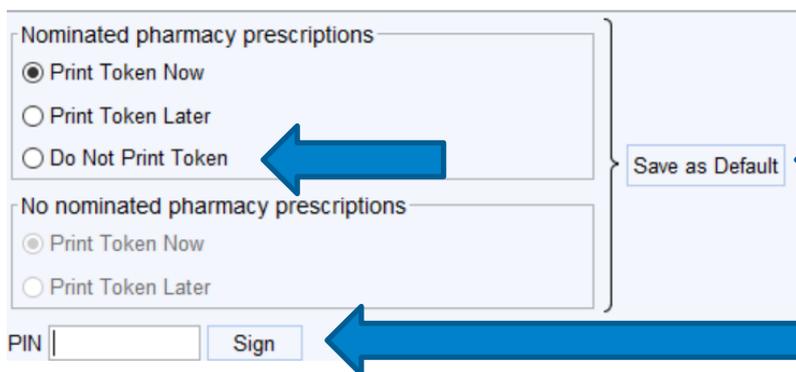


Select the relevant option, then click 'ok'

Please note this will only change your settings for EPS nominated prescriptions. SystmOne will still automatically print tokens for non-nominated EPS prescription.

2. Changing the default prescription token printing option at the point of signing a nominated EPS (suitable for prescribers only)

It is also possible to change your default token printing options at the point of signing a nominated EPS prescription. You'll notice the option to change settings for no nomination EPS will be greyed out as tokens will still be required for this.



Select 'Do Not Print Token'
Click 'Save as Default'
Enter 'PIN'
Click 'Sign'