

Changing the default settings for printing prescription token Background

As a new user of SystmOne 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: <u>PSNC factsheet</u>

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 mediation either from 'acute' or the 'repeat template'
- > Click 'save'

🍸 Print Issues			×			
Counterfoil options	Print all repeats if a repeat was issued					
	If there are no repeats to print, leave the counterfoil blank					
	Print details of next appointment (this ignores appointments today)					
	Print medication review reminder					
	Print recalls due in the next month					
Authoriser	SPENCER, Benjamin (Pharmacist)					
ETP options	Routine Immediate					
	Nominate dispenser Community pharmacy (Lloydspharmacy, Clive Parade, Cri 💌 🍇					
	One-off nomination			Click 'Set Default' next		
	Print tokens (optional for electronically signed scripts with a nominated dispenser) Set Default					
Desurring notiont						
counterfoil message			Presets			
counterior message	Clea		Clear			
One-off patient			Presets			
counterfoil message			Clear			
Scripts will be sign	ed now, and any tokens	s will print now.				
Script Printing						
Select what to do	with script(s)					
NHS Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (ICB) Page						

Question	X
?	It is optional to print tokens for electronically signed scripts when a nominated dispenser is selected.
	Do you want to print tokens by default in this situation?
	Print Tokens Don't Print Tokens

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

Click 'ok'.

Script Printing			
Select what to do with script(s)			
Print/Sign & Send Now			
Print/Sign & Send Later			Select the relevant option, then click 'ok'
Solution Not Print Them			
	Settings Ok Cancel		

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.

