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| Standard Operating Procedure | | | |
| **Date Created** | August 2017 | **Version Number** | 1.0 |
| **Created by** | Melanie Colegrove | **Owner** | EP Team |
| **Reviewed by** | Julie Barlow, Pharmacy Clinical Services Manager | **Time to Operate** | 5-10mins |
| **Checked by** |  | **Frequency of Use** | Daily |
| **Purpose of SOP** | Procedure for amending a referral to community pharmacy via Meditech | **SOP** |  |
| **Project / System** | PharmOutcomes |  |  |
| **Tools / Equipment** | Meditech access | **Next Review Date** | August 2019 |

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| No | Main Operating Steps | Explanation / Examples / Diagrams |
| 1 | From the**Status Board** identify and select the patient, ensuring you have the correct **CC number** |  |
| 2 | Select **Regulatory** |  |
|  | Select **ETTO Prescription Tracking** |  |
| 17 | In the “Dept/Cat” field type **PHARMACY** and press <**Return**> |  |
|  | In the “Patient” field press <**spacebar**> followed by <**Return**> |  |
| 18 | At the Yes/No Confirmation prompt confirm it is the correct patient and select **Yes** if correct |  |
| 19 | Select the appropriate referral using the black bar to highlight it |  |
| 20 | In the field in the top left hand corner, type **AO** (i.e. **A**mend **O**rder)  Press <**Return**> |  |
| 21 | Press <Return> until you reach the field(s) to be amended e.g.:   * Link to PharmOutcomes Website?   (to search for a different nominated Community Pharmacy and ODS code)   * Community Pharmacy   (to amend the ODS code)   * Referral Reason * Additional Comments   Make the required amendments  \*Note:  Refer to SOP “Procedure for entering a referral to community pharmacy via Meditech” for full details on how to complete these fields. |  |
| 22 | Once all the amendments have been made  press <**F12>** to save the amendments |  |
| 23 | At the “File Verified?” prompt select **Yes** |  |
| 24 | End of Operation |  |