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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 cancelling 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 **ES** (i.e. **E**dit **S**tatus)  Press <**Return**> |  |
| 21 | Select a Status of **X - Cancelled** |  |
| 22 | Select **Ok** |  |
| 23 | In the “Reason for Cancellation” field press <**F9**> to view the Cancellation Query Lookup list |  |
| 24 | Select the appropriate option and press <**Return**> |  |
| 25 | The Status will have changed to **CNC** and the reason will be displayed. |  |
| 26 | End of Operation |  |