

EPS One-Off Nomination		
Reference	How To Guide 74	Approval date 29.10.20
Version	1.0	Review date 29.10.21

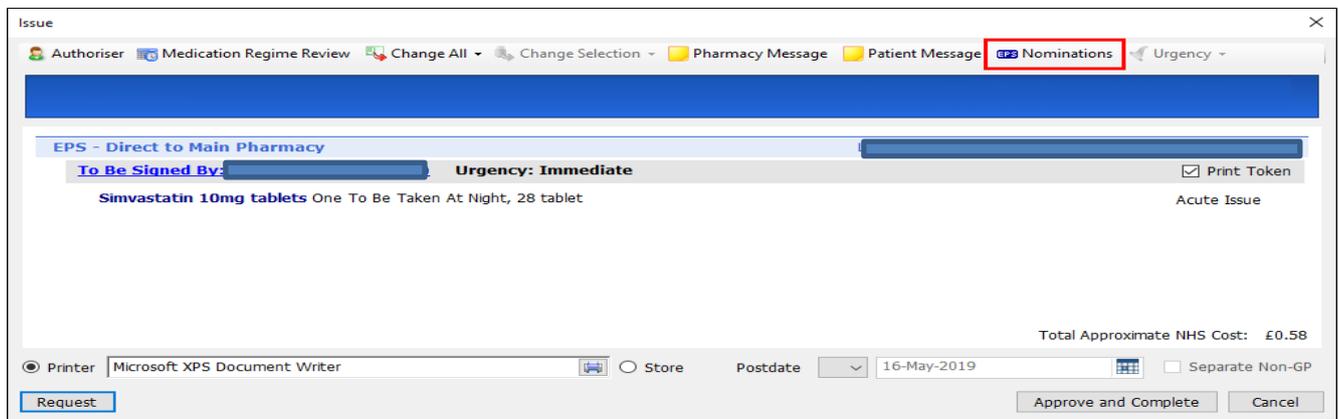
1. Purpose

One-off nominations allow patients with an EPS nomination to request a one-off prescription to be sent to a different pharmacy without the need to change their primary nomination. It can be used where the patient will not be able to collect their prescription from their usual pharmacy, or if they are on holiday in a different part of the country and they may have forgotten to take their medication with them

2. Procedure

Only Community Pharmacies can be selected, you can't select Appliance Contractors

You only see the One off Nomination when you go to issue a prescription



Issue

Authoriser Medication Regime Review Change All Change Selection Pharmacy Message Patient Message **EPS Nominations** Urgency

EPS - Direct to Main Pharmacy

To Be Signed By: [redacted] Urgency: Immediate Print Token

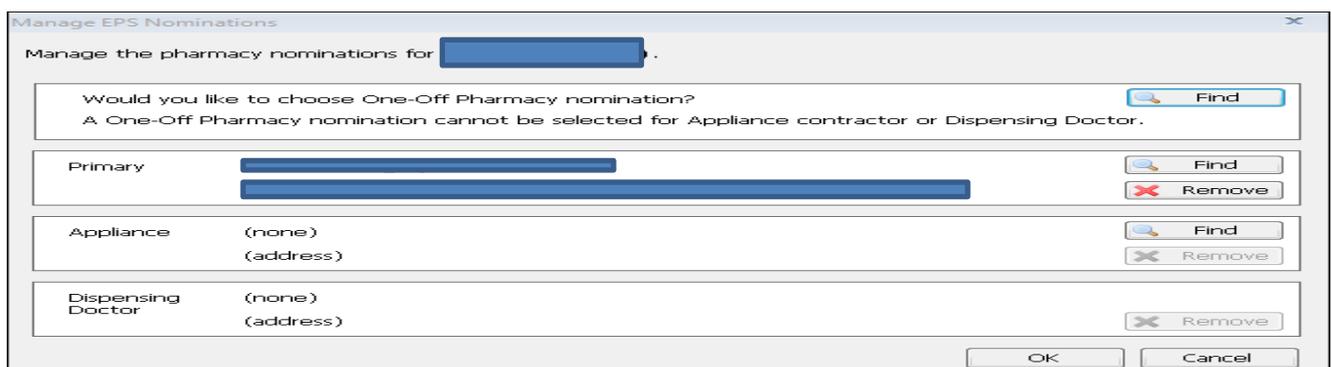
Simvastatin 10mg tablets One To Be Taken At Night, 28 tablet Acute Issue

Total Approximate NHS Cost: £0.58

Printer: Microsoft XPS Document Writer Store Postdate: 16-May-2019 Separate Non-GP

Request Approve and Complete Cancel

In the 'would you like to choose One-Off Pharmacy nomination' section, click **Find**.



Manage EPS Nominations

Manage the pharmacy nominations for [redacted].

Would you like to choose One-Off Pharmacy nomination?
A One-Off Pharmacy nomination cannot be selected for Appliance contractor or Dispensing Doctor.

Primary [redacted]

Appliance (none) (address)

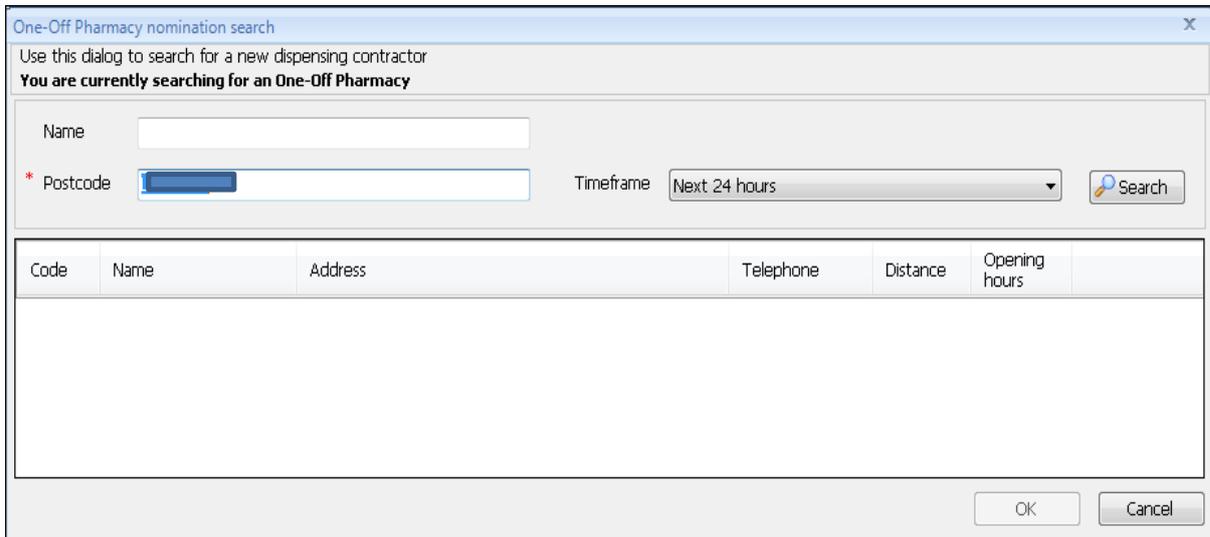
Dispensing Doctor (none) (address)

OK Cancel

Enter the postcode and name of the required pharmacy

In the Timeframe section, click  and select the number of hours the pharmacy needs to be accessible.

The default Timeframe is the next 24 hours. Click Search, select Pharmacy & click OK



One-Off Pharmacy nomination search

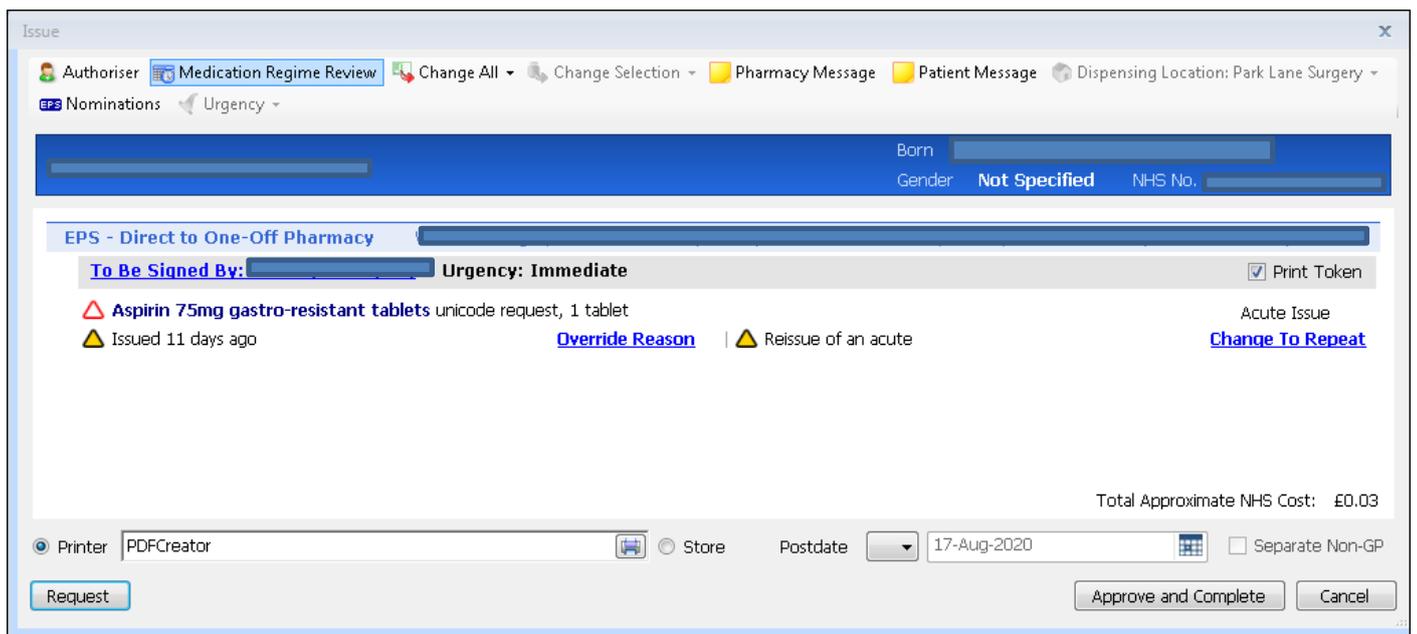
Use this dialog to search for a new dispensing contractor
You are currently searching for an One-Off Pharmacy

Name

* Postcode Timeframe

Code	Name	Address	Telephone	Distance	Opening hours
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The one-off nomination will now be displayed with the updated information



Issue

Authoriser Medication Regime Review Change All Change Selection Pharmacy Message Patient Message Dispensing Location: Park Lane Surgery

Nominations Urgency

Born

Gender **Not Specified** NHS No.

EPS - Direct to One-Off Pharmacy

To Be Signed By: Urgency: Immediate Print Token

Aspirin 75mg gastro-resistant tablets unicode request, 1 tablet Acute Issue

Issued 11 days ago [Override Reason](#) | **Reissue of an acute** [Change To Repeat](#)

Total Approximate NHS Cost: £0.03

Printer PDFCreator Store Postdate Separate Non-GP

Using one-off pharmacy nomination for an appliance item

One-off pharmacy nomination only applies to pharmacies and will not override the appliance contractor nomination, however one-off nominations can be used for an appliance item. To do this, you must do the following to remove the 'Use DAC' option from appliance item so that it is directed to a one-off community pharmacy.

1. [Add a new item](#) or [edit an existing one](#).
2. Untick the **Use DAC** box.

3. Click **Update** if you are editing an item.
4. Issue the item using the one-off nominations functionality detailed above.
5. Edit the item once it has been issued and tick the **Use DAC** to revert it back to the appliance contractor nomination

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