

## A guide to one-off nominations on EMIS Web?

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

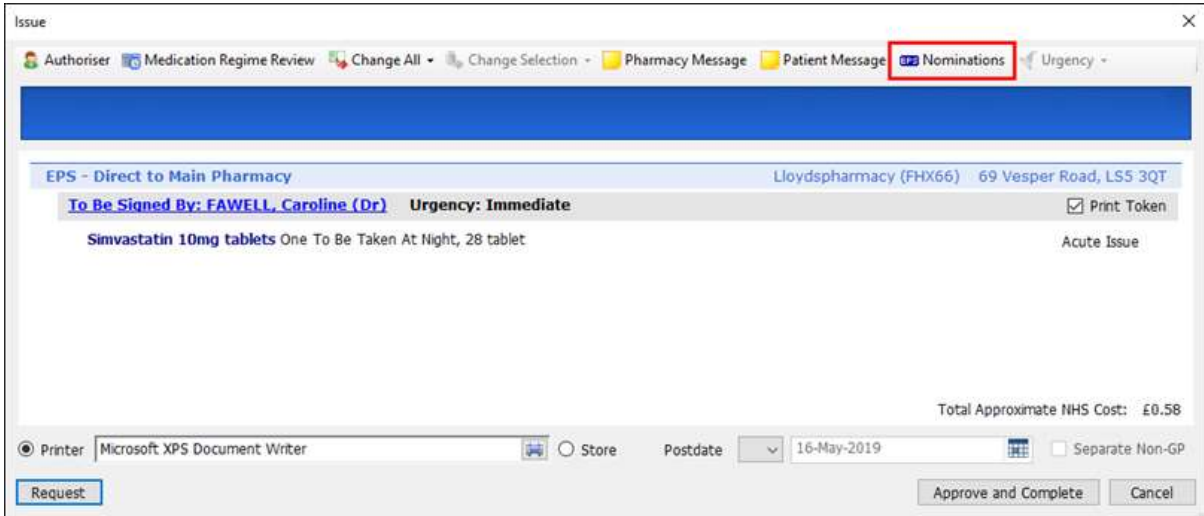
### Issuing a one-off nomination

1. Log on to EMIS Web using your smartcard.
2. Access Medication.

Click , point to **Care Record**, and then select **Medication**.

If you do not have a patient selected, you are prompted to choose one.

3. Access the Issue screen.  
Do one of the following:
  - If you are issuing existing medication, select the required medication on the Current Medication screen, and then click **Issue** (or **Reauthorise and Issue**).
  - If you are adding new medication, the Issue screen is displayed when you click **Issue** after completing the [Add a Drug](#) screen.  
The issue screen is displayed.
4. Click **Nominations**.



Issue

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

EPS - Direct to Main Pharmacy Lloydspharmacy (FHX66) 69 Vesper Road, LS5 3QT

To Be Signed By: FAWELL, Caroline (Dr) Urgency: Immediate  Print Token

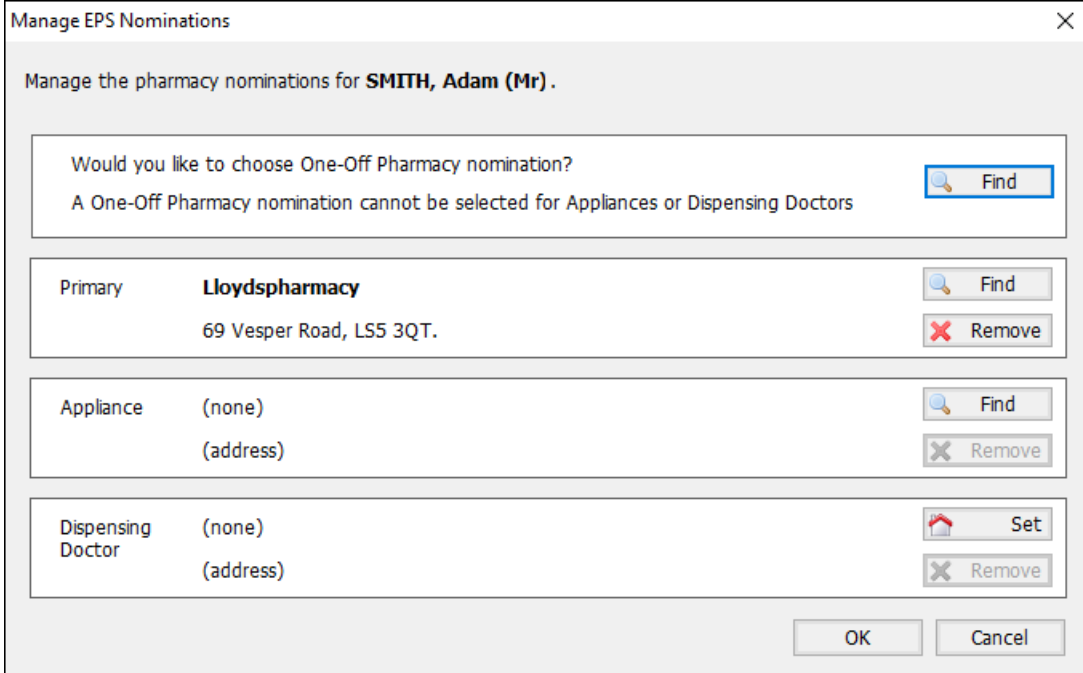
Simvastatin 10mg tablets One To Be Taken At Night, 28 tablet Acute Issue

Total Approximate NHS Cost: £0.58

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

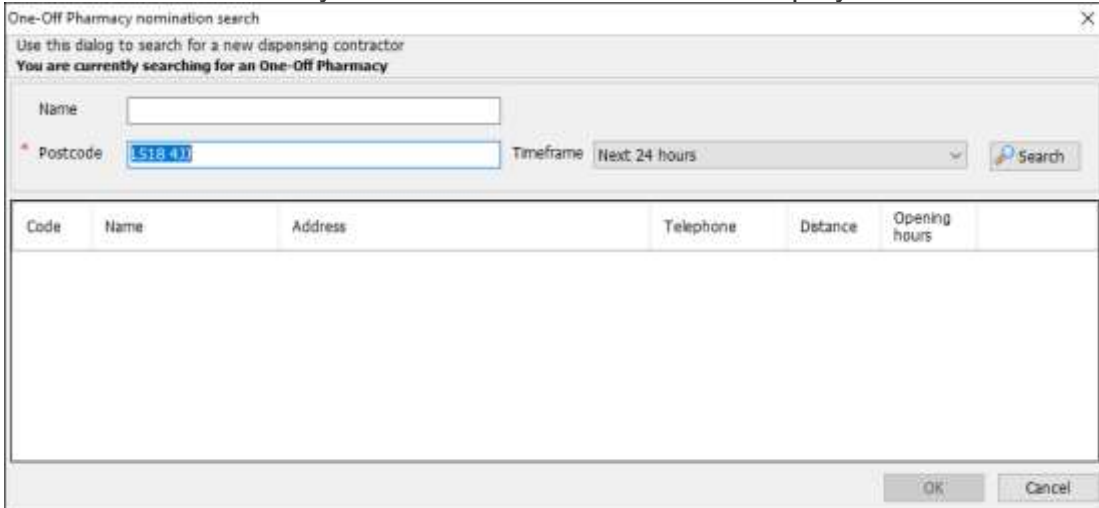
Request Approve and Complete Cancel

The Manage EPS Nominations screen is displayed.




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

The One-Off Pharmacy nomination search screen is displayed.



- Enter the postcode and name of the required pharmacy.

Entering the postcode is mandatory.

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

The default Timeframe is the next 24 hours.

- Click **Search**.

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9. Select the appropriate pharmacy, and then click **OK**.
10. On the Manage EPS Nominations screen, click **OK** to set the nomination.

## Issuing a one-off appliance contractor nomination

To use one-off nominations for an appliance contractor, you must do the following to remove the 'Use DAC' option from the item.

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.

## Frequently asked questions

### **Q. Will one-off nominations affect the way our organisation works?**

No, if you choose not to use the one-off nomination functionality, there will be no change to the way your organisation processes currently work.

### **Q. Can I issue a repeat dispensing prescription using a one-off nomination?**

Yes. If you use a one-off nomination for a repeat dispensing prescription, all issues within the prescription will be sent to the one-off nomination.

### **Q. What happens to any prescriptions already issued but not yet dispensed?**

Any prescriptions issued and sent to the primary nomination will not be affected by the one-off nomination.