

Set a one-off pharmacy nomination in Emis

One-off nominations allows 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 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 they are on holiday in a different part of the country and they may have forgotten to take their medication with them.

Only community pharmacies can be selected as a one-off nomination. Appliance contractors and distance selling pharmacies **cannot** be selected as a one-off nomination.

One-off nominations is **not** currently available for any organisations that use the EMIS Web Dispensing module.

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**.

The screenshot shows the 'Issue' screen in the EMIS system. At the top, there is a navigation bar with several buttons: 'Authoriser', 'Medication Regime Review', 'Change All', 'Change Selection', 'Pharmacy Message', 'Patient Message', 'GPS Nominations' (highlighted with a red box), and 'Urgency'. Below this, the screen displays medication details for 'Simvastatin 10mg tablets'. The 'Urgency' is set to 'Immediate', and the 'Total Approximate NHS Cost' is £0.58. At the bottom, there are buttons for 'Request', 'Approve and Complete', and 'Cancel'.

5. The Manage EPS Nominations screen is displayed.

Manage the pharmacy nominations for **SMITH, Adam (Mr)**.

Would you like to choose One-Off Pharmacy nomination?
A One-Off Pharmacy nomination cannot be selected for Appliances or Dispensing Doctors

Primary	Lloydspharmacy 69 Vesper Road, LS5 3QT.	Find Remove
Appliance	(none) (address)	Find Remove
Dispensing Doctor	(none) (address)	Set Remove

OK Cancel

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

The One-Off Pharmacy nomination search screen is displayed.

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

Name

* Postcode Timeframe Search

Code	Name	Address	Telephone	Distance	Opening hours
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OK Cancel

7. Enter the postcode and name of the required pharmacy. (Entering the postcode is mandatory)
8. 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)
9. Click **Search**.
10. Select the appropriate pharmacy, and then click **OK**.
11. On the Manage EPS Nominations screen, click **OK** to set the nomination.
12. Complete the prescription using your usual process.