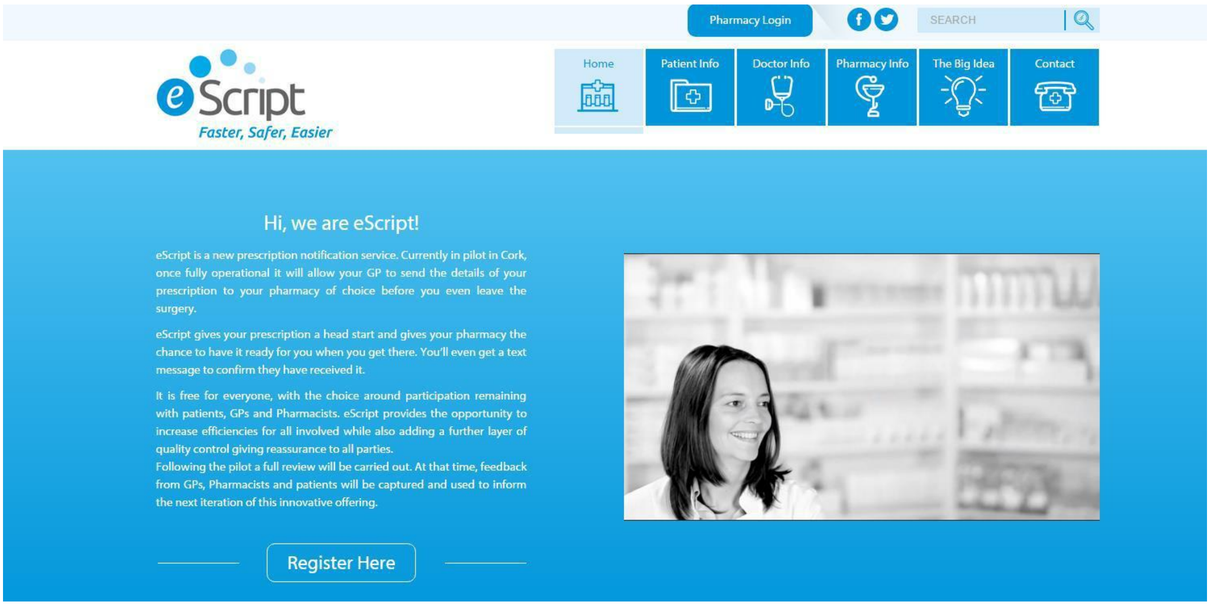
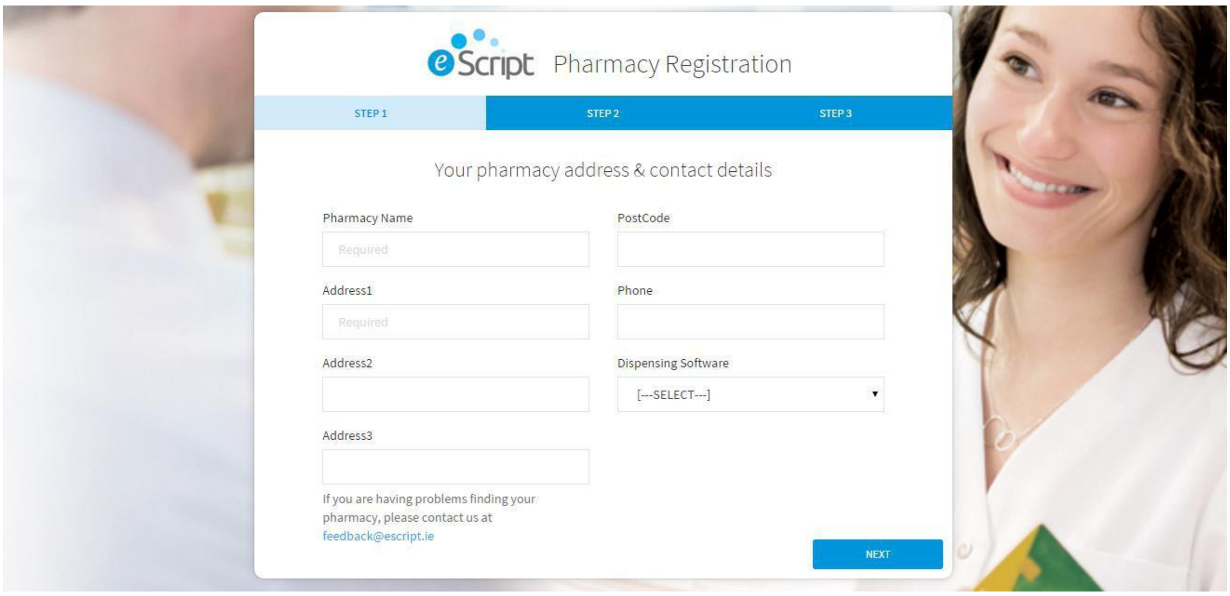
E-Script User Manual

Registering for E-Script

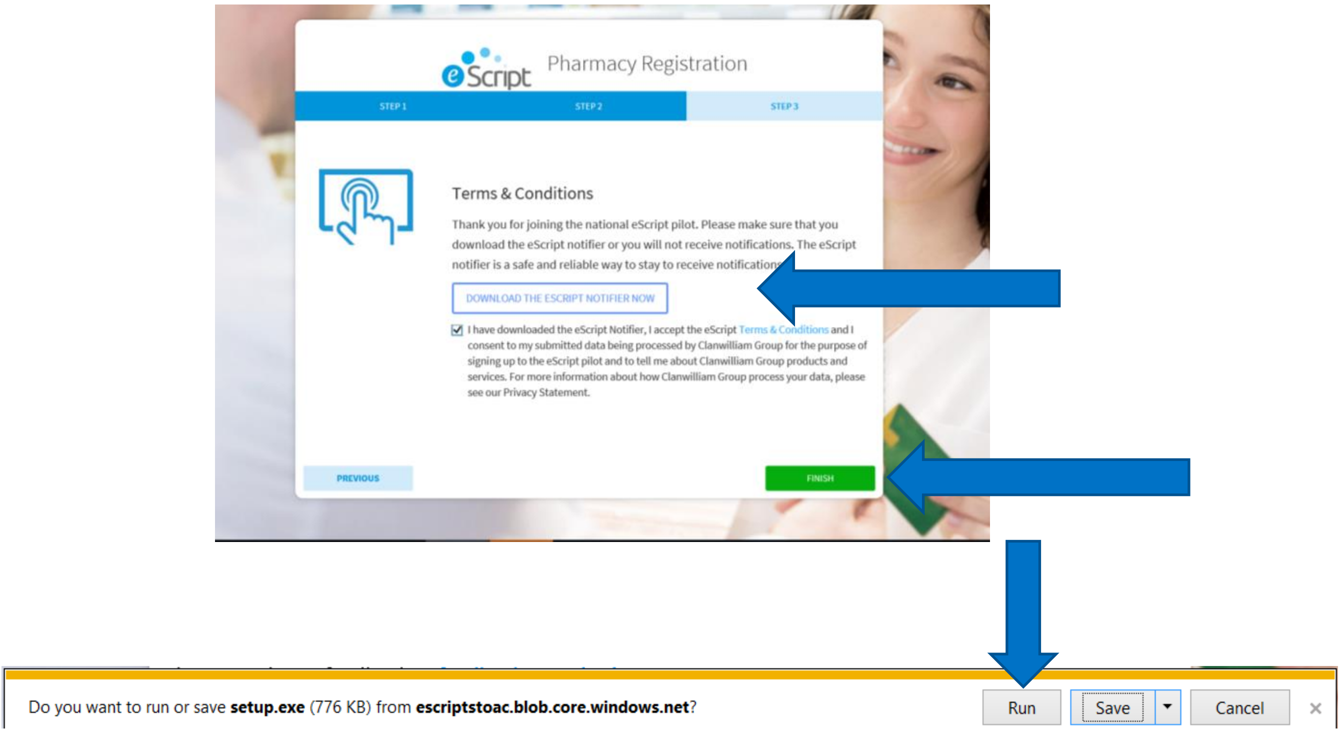
Firstly, you must register an account on www.escript.ie



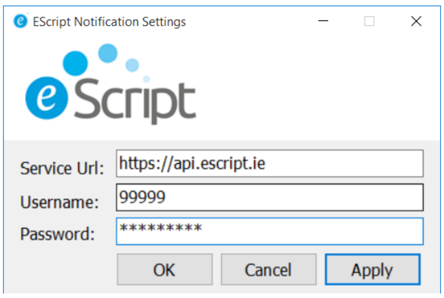
Populate the required fields and submit your request.



During Registration, you will be prompted to download an E-Script notifier. Click Download Notifier now, then click Run (there should be an option for this at the bottom of your browser) This will allow you to see notifications of new scripts. Then click the finish button to complete registration.



When you click Run to download the Notifier, you will then be prompted with the following:



Enter your Username and password and click Apply and Ok.

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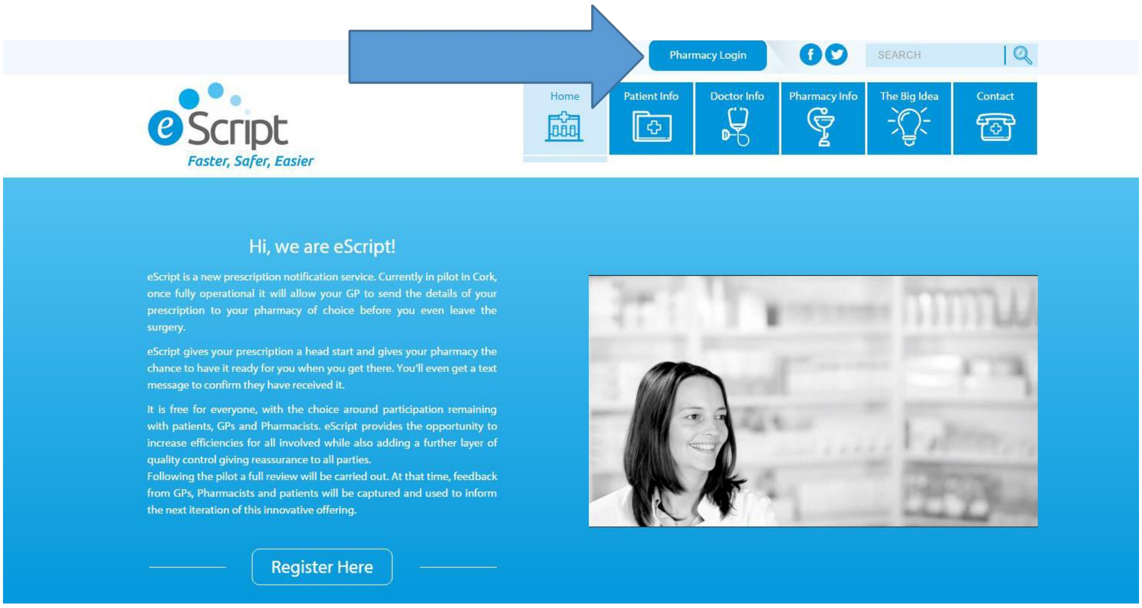
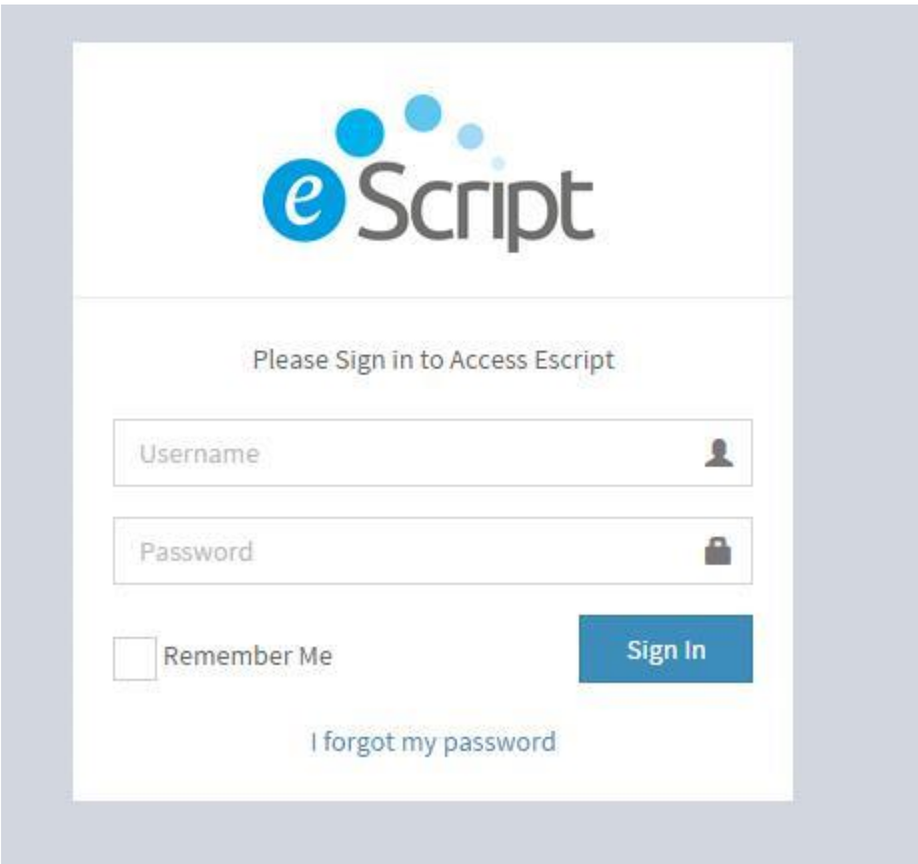
Once your account is Verified

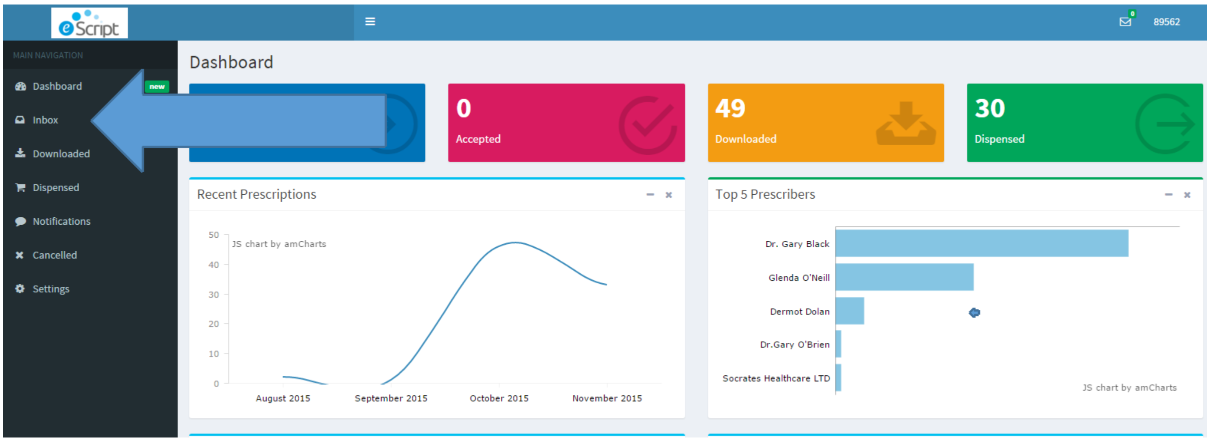
You will be provided with a username and password. Click the ‘Pharmacy Login’ button to login.



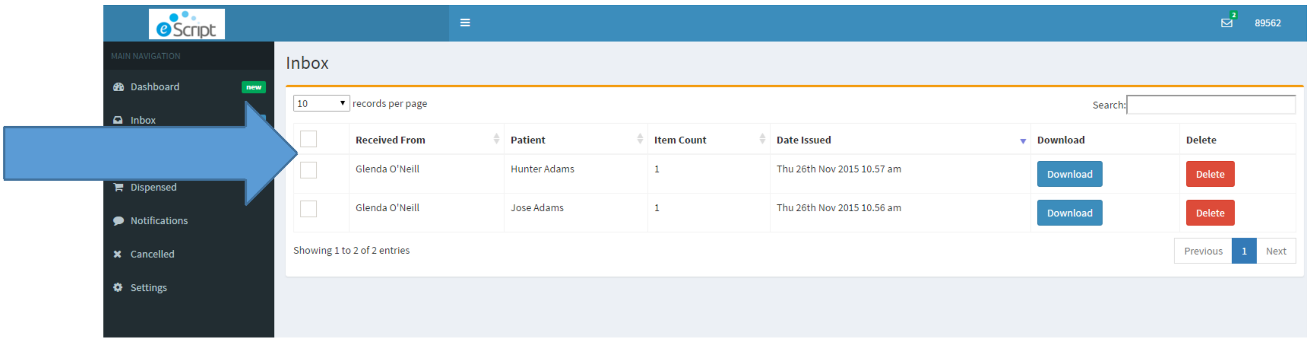
Input your details and click ‘remember me’ to store these details.



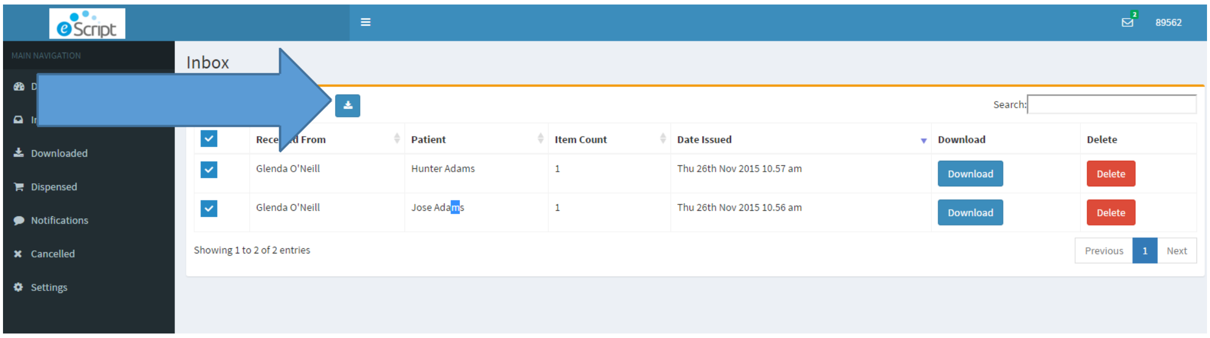
You will be directed to your dashboard which provides you with statistics around your e-script downloading history. To download a new script, go to your inbox



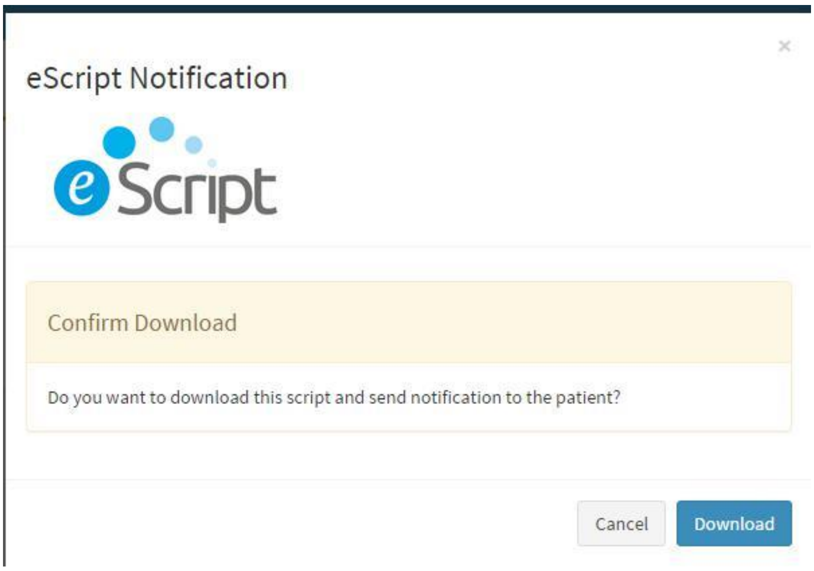
Any scripts awaiting download will be displayed here. To download, highlight the patient or tick the box beside their name and click the download button.



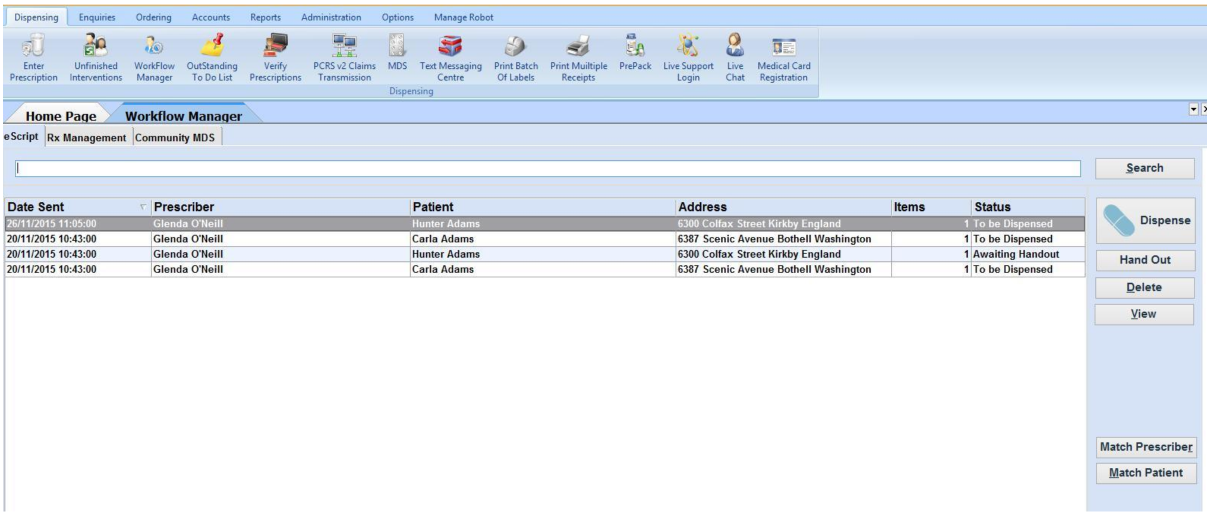
If you wish to download all scripts at once, place a tick in the box in the top left hand corner. This will select alll patients on the list. Then click the 'download all' button at the top. You can also delete a script by clicking on the delete button.



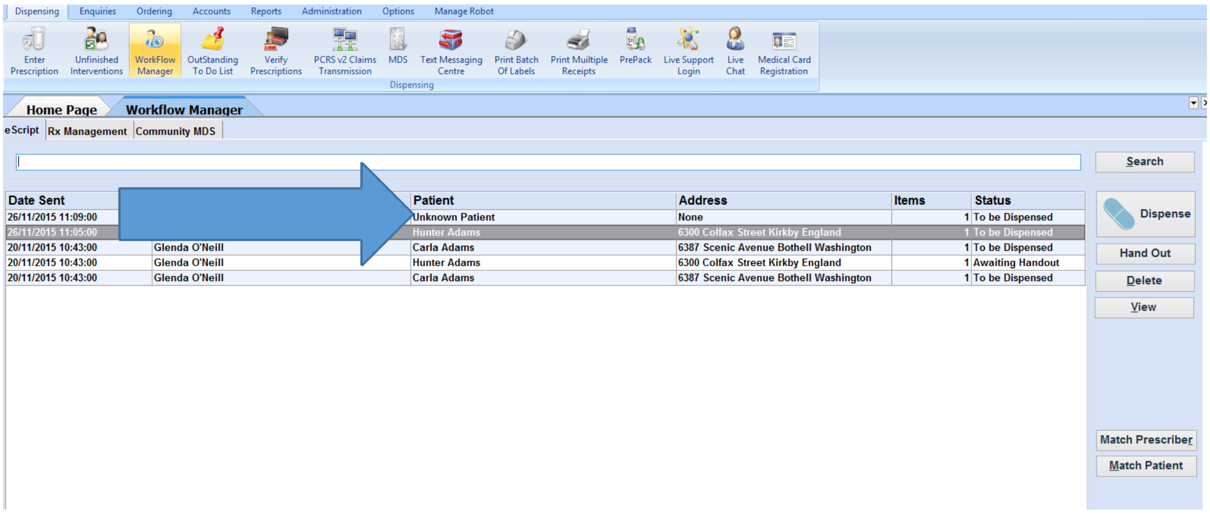
Once you click download, you will be asked to 'confirm download'. You do this by clicking the download button.



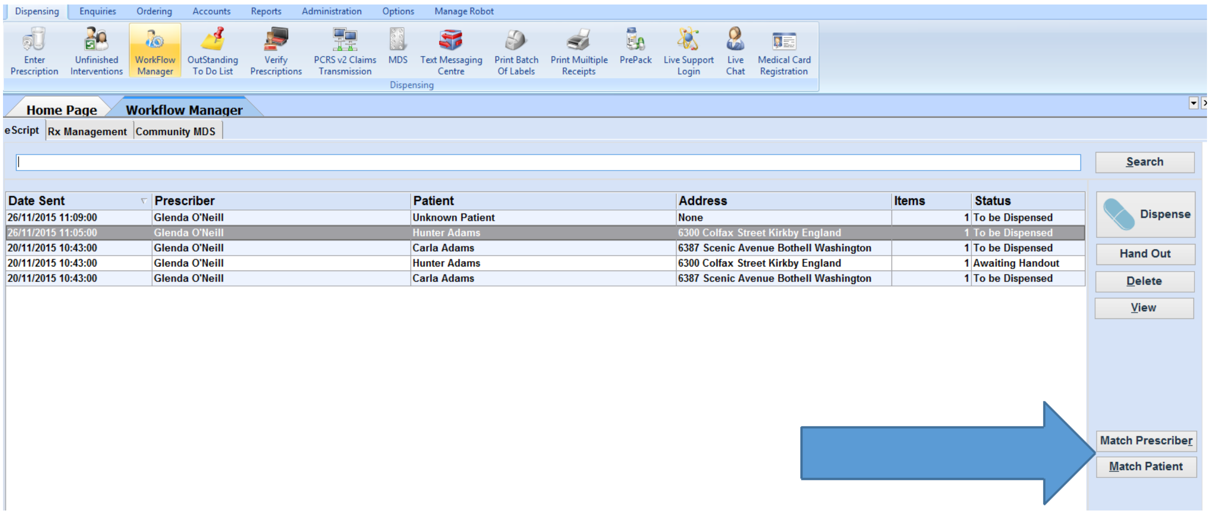
The scripts are now available for dispensing in your QicScript system. To view or action these scripts, go to the dipsening tab and to the 'workflow manager' button. Here you will find a list of scripts awaiting action.



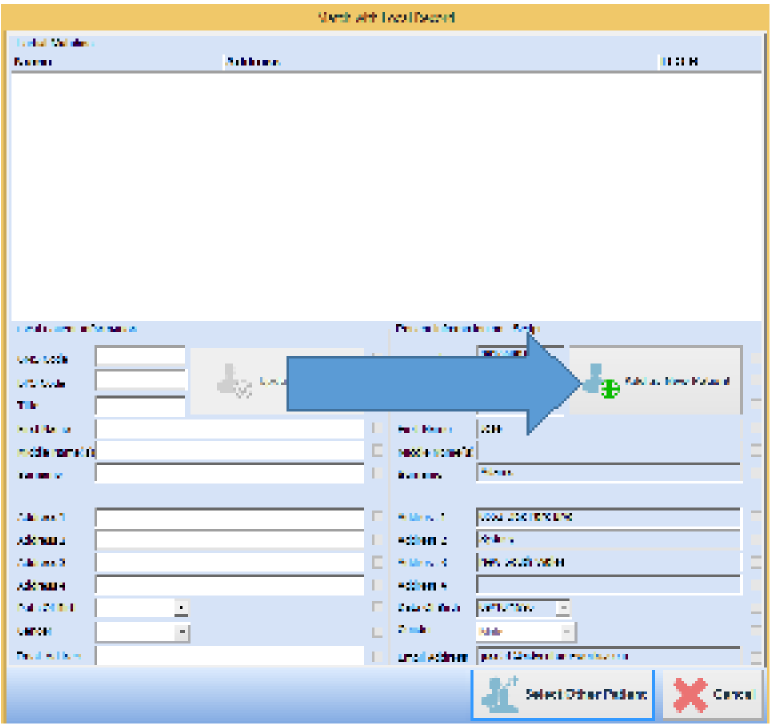
If a patient has never used the e-script option before, they will appear on the list as an 'unknown patient'. If you see this, you must match this patient prior to dispensing. It's the same with the prescriber also.



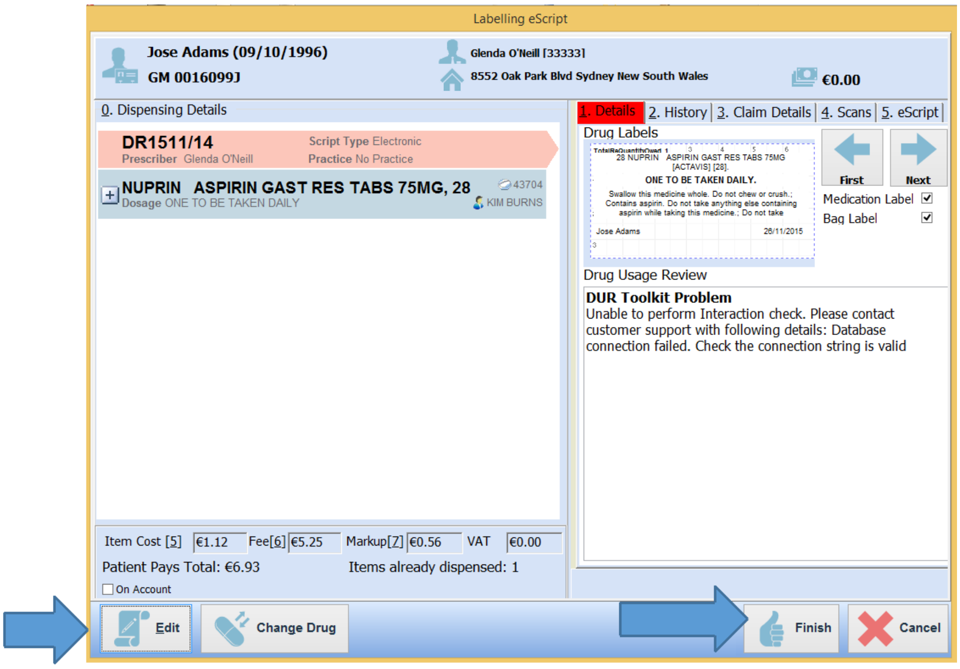
To match a patient click the 'match patient' button or to match the prescriber click 'match prescriber'.



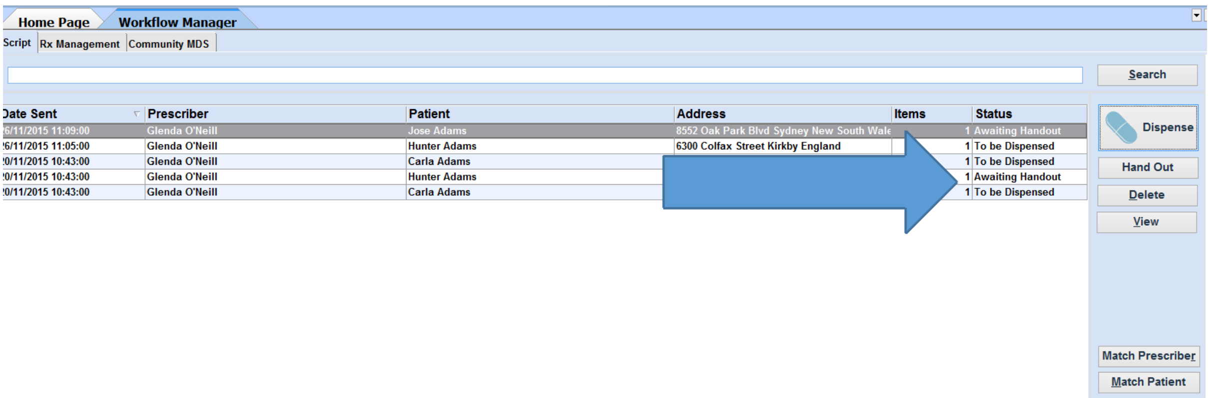
If the patient is in the system you can click the update patient option. If the patient is not already in your system click the 'Add as New Patient' button. This will create the patient file for you.



You can now dispense to this patient by clicking the 'Dispense' button. You will be re-directed to the dispensing screen within Qic-Script. If you need to make any changes you can click the edit button. If are happy to proceed, click the finish button.



The status of the prescription will now change from 'To be Dispensed' to 'Awaiting Handout'.



Once the patient presents with the paper prescription and you have given out the prescription click the 'Hand Out' button. The patient will then disappear from your list.