

# How to nominate a pharmacy as a one-off on Systmone (TPP)

## General Principles

SystmOne now has the option of choosing a **one-off nomination for EPS2 prescriptions**. Previously, you could only use a patient's nominated pharmacy, so if an acute prescription needed to go somewhere else, you needed to change their PDS (nominated pharmacy) and then change back after prescription actually arrived in the pharmacy. This meant that staff had to issue scheduled tasks to remember to revert back to the original, usual pharmacy. **There has been a TPP upgrade** so that you will be allowed to send the script to a one-off nomination. The patient's PDS nomination is not changed, and all subsequent scripts will still respect their PDS nomination.

## How to guide

**1. Tick box**

**2. Click this button**

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3. Tick most appropriate boxes, in this screenshot the 'here' box is ticked meaning the list of pharmacies is local to the surgery  
  
(The '24' is ticked meaning the pharmacy is open in the next 24 hours.)  
  
4. Click search - this will bring up the list of pharmacies open.

The one-off nomination will not affect future prescriptions; they will continue to be sent to the patient's regular nominated dispenser, but the one-off prescription would be affected if the regular nomination is changed before it is collected.

Name	Opening Hours	Distance	C...
<b>LloydsPharmacy</b> Hathaway Clinic, Middlefield Road, SN14 6GT	Thursday 14:00 - 18:00 Friday 10:00 - 13:00 14:00 - 18:00	0.0km	
<b>Morrisons Pharmacy</b> West Cepen Way, Cepen Park North, Wiltshire, SN14 6UZ	Thursday 14:00 - 20:00 Friday 08:30 - 13:00 14:00 - 20:00	0.7km	
<b>LloydsPharmacy</b> St Lukes Drive, Rowden Hill, SN15 2SD	Thursday 14:00 - 17:30 Friday 09:30 - 13:00 14:00 - 17:30	1.2km	
<b>Boots</b> 8-9 High St, Chippenham, Wiltshire, SN15 3ER	Thursday 15:00 - 16:30 Friday 10:00 - 13:00 14:00 - 17:00	1.2km	
<b>LloydsPharmacy Inside Sainsbury's</b> Bath Road, Chippenham, SN14 0BJ	Thursday 14:30 - 19:00 Friday 09:00 - 13:00 14:30 - 19:00	1.3km	

5 Pharmacies

5. Choose the pharmacy the patient would like the prescription to go to.

6. Click 'Ok' to confirm.

This will then go back to the send/sign off screen and should now display the pharmacies – as per next screenshot

ETP options

Routine  Immediate

Nominate dispenser Community pharmacy (Lloydspharmacy, Middlefield Road, ...)

One-off nomination Boots Uk Limited, 8-9 High Street, Chip