

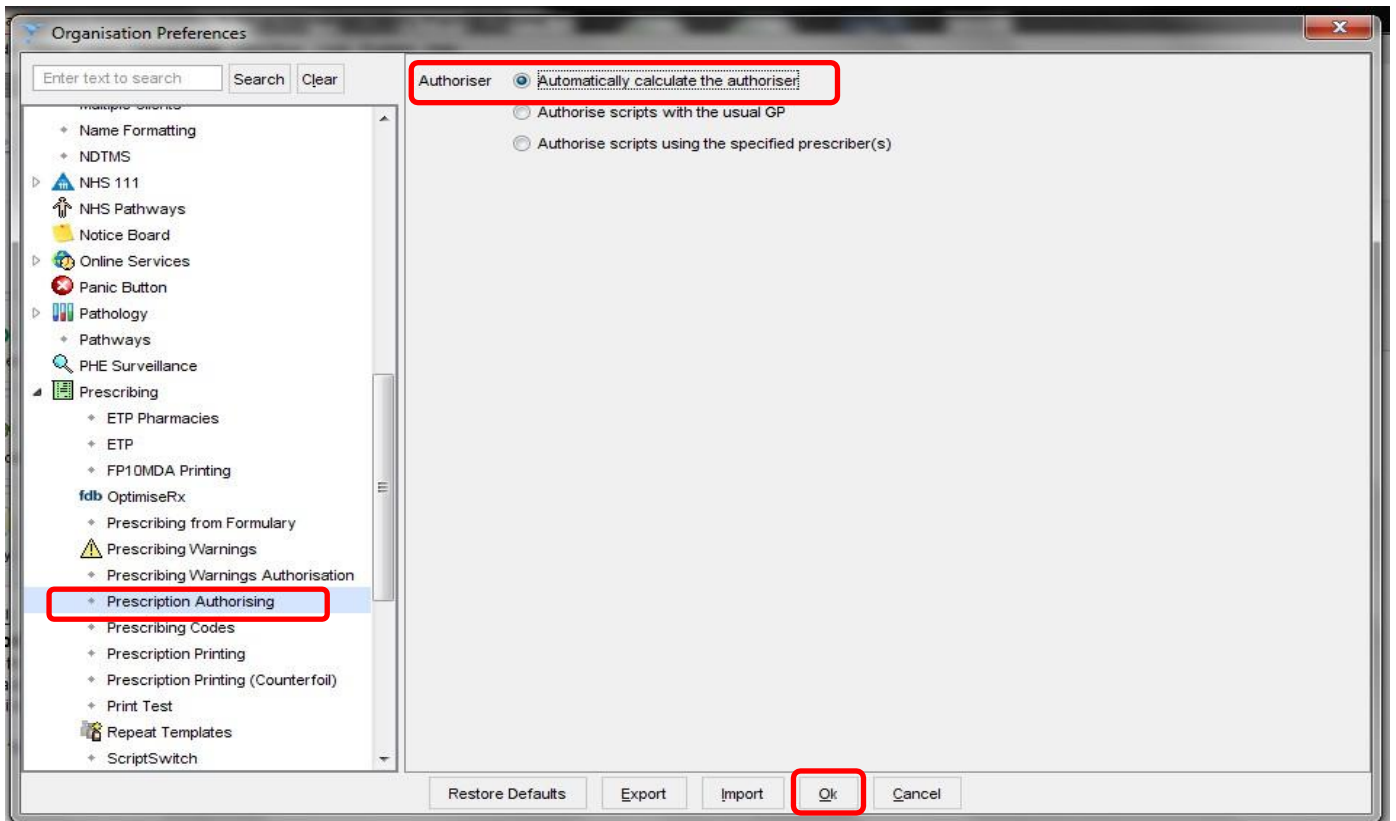
## Configuration Preferences for Prescribing in SystemOne

**Note:** The following guidance is the recommended configuration settings to be used with EPS2.

The recommended organisational preference for prescribing in SystemOne is to automatically calculate the authoriser

To do this go to **Setup > Users & Policy > Organisation Preferences > Prescribing > Prescription Authorising**

Select the Option which states **“Automatically calculate the authoriser”** and select **OK** at the bottom of the screen.



## Users Profiles

The setting for each individual user will depend on those GPs/Nurses who have a PPA ID and those who don't.

**Users with a PPA ID** – Setup > Users & Policy > Staff and Organisation setup > Right click on the user and Amend Staff > Global Settings

Amend Staff Details

Global Settings | Local Settings | Local Access Rights | Skill Sets | Additional Languages

Personal Details

Title: Dr  
Name: [Redacted] [Redacted] [Redacted]  
Initials: [Redacted] Amend Name  
Gender:  Male  Female  Indeterminate  Unspecified/Unknown

Contact Details

Usual organisation: [Redacted]  
Mobile: [Redacted]  
Email: [Redacted]

Professional Details

National ID: GMC [Redacted] [GMC Website](#)  
 Other  Consultant  GP  
Qualifications: [Redacted]  
GMP ID: [Redacted]

Logon Details

User logon name: [Redacted] Password  
Time before system lockout: 30 Minutes  
Lockout warning prompt: 60 Seconds  
Number of invalid password attempts permitted: 3  
Lifetime of password: 30 Days  
Smartcard ID: [Redacted]

OK Cancel

All GPs should have their GMC number entered

There should be a GMP ID in this box

If this GP has a PPA ID then ensure the GP option is selected

**Note:** If using ICE (Pathology system), the GMP ID becomes the first username for the system. Please liaise with the pathology provider to inform them of this username.

Select the **Local Settings** tab to ensure the users PPA ID is entered and check

Amend Staff Details

Global Settings | Local Settings | Local Access Rights | Skill Sets | Additional Languages

Employment Details

Employment role: Clinical Practitioner Access Role

Telephone no. / ext.: [ ]

Pager number: [ ]

Employment start date: 14 Jul 2014

GP local codes: [ ]

**PPA ID: [ ]**

Using PPA ID: [ ]

Using GMC Number: [ ]

Preferred appointment duration: 10 Minutes

Activation

Logon at this organisation is enabled

Automatically disable this logon if not used for 56 hours (this number can be changed via preferences)

This logon will not be disabled automatically

Reset Timer

OK Cancel

The GP's PPA ID number should be entered here

Select OK

**Users without a PPA ID** (typically Locum/Salaried GP's/Nurse Prescribers) - Setup > Users & Policy > Staff and Organisation setup > Right click on the user and Amend Staff > Global Settings

Amend Staff Details

Global Settings | Local Settings | Local Access Rights | Skill Sets | Additional Languages

Personal Details

Name: Dr [ ] [ ] [ ]

Initials: [ ] Amend Name: [ ]

Gender:  Male  Female  Indeterminate  Unspecified/Unknown

Contact Details

Usual organisation: [ ]

Mobile: [ ]

Email: [ ]

Professional Details

National ID: GMC [ ] GMC Website

Other  Consultant  GP GMP ID: [ ]

Qualifications: [ ]

Logon Details

User logon name: [ ] Password: [ ]

Time before system lockout: 20 Minutes

Lockout warning prompt: 60 Seconds

Number of invalid password attempts permitted: 3

Lifetime of password: 30 Days

Smartcard ID: [ ]

OK Cancel

All GPs should have their GMC number entered here and all Nurse Prescribers should have a NMC number

GPs and Nurse Prescribers who do not have a PPA ID please select the "Other" button

Then select the **Local Settings** tab at the top of the screen

Workflow User System Help

### Amend Staff Details

Global Settings **Local Settings** Local Access Rights Skill Sets Additional Languages

Employment Details

Employment role: Clinical Practitioner Access Role

Telephone no. / ext.:

Pager number:

Employment start date: 14 Jul 2014

GP local codes: Edit Local Codes

PPA ID: Caseload Prescribing

Using PPA ID: [Redacted] Set Clear

Using GMC Number: Set Clear

Preferred appointment duration: 10 Minutes

Activation

Logon at this organisation is enabled

Automatically disable this logon if not used for 56 hours (this number can be changed via preferences)

This logon will not be disabled automatically Reset Timer

OK Cancel

Under the Using PPA ID section select Set and link the user to the main GP's PPA ID

Select the GP on the list to join the user to a PPA ID and select OK

### Select Staff Member to Use the PPA ID of

Enter text to search Search Clear

| Staff Member  | Location   | PPA ID     |
|---------------|------------|------------|
| Dr [Redacted] | [Redacted] | [Redacted] |

1 Row

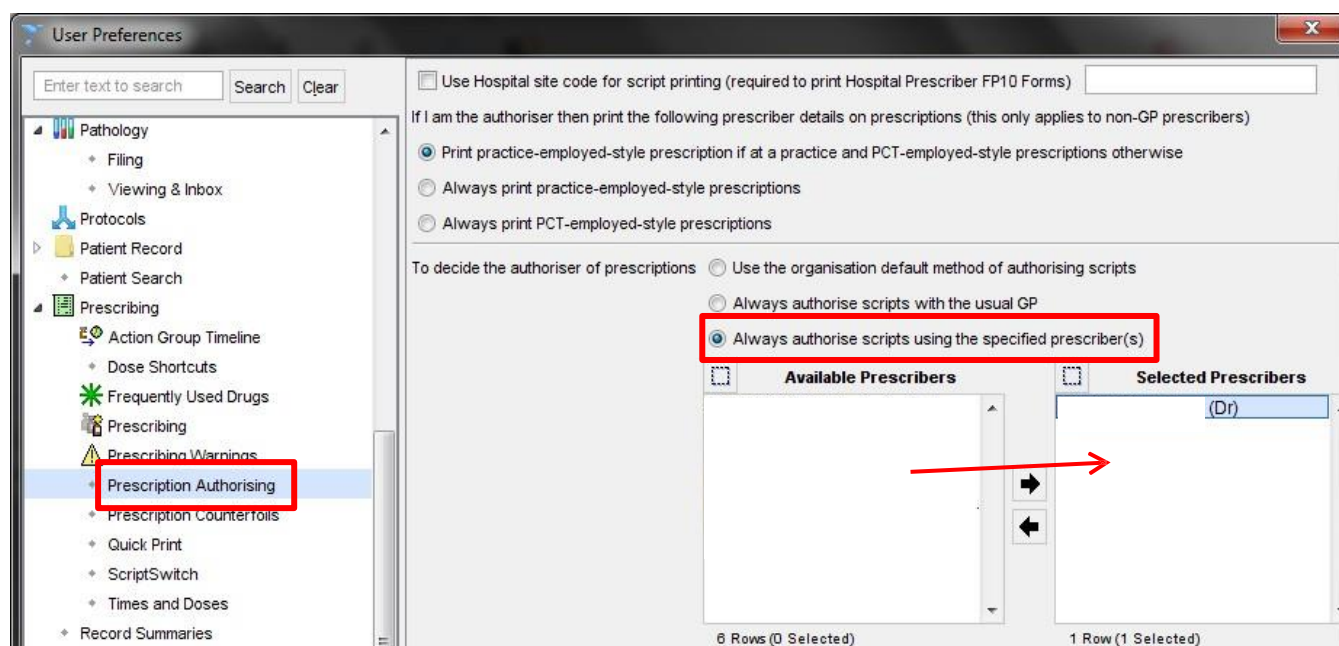
OK Cancel

## User Preferences for GP's Authorisers (with PPA ID) ONLY

**Note:** The following settings must be configured per logged in user.

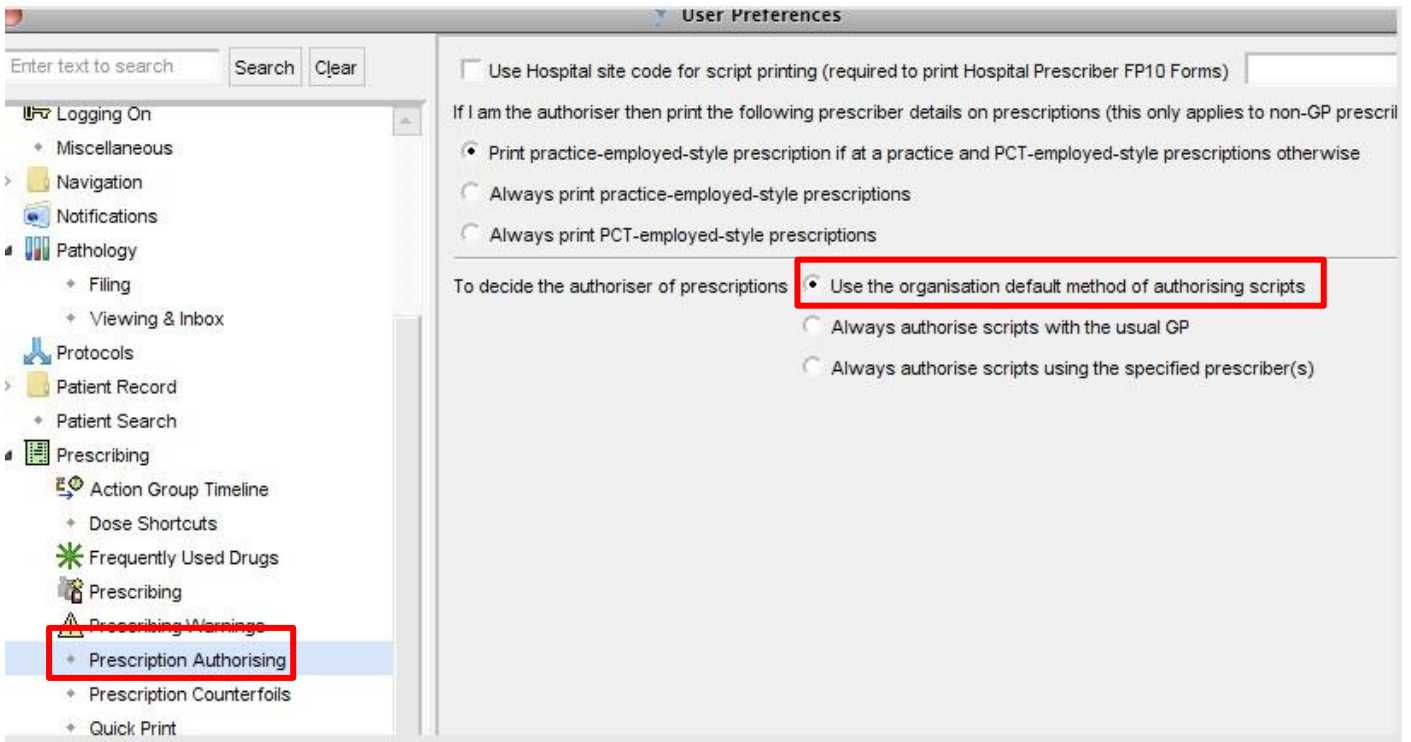
In the User Preferences screen for Authorised signers (with their own PPA ID only), bring that GP's name over to the selected Prescribers screen. This will ensure the users name always appears as the default prescriber when prescribing.

To do this select **User** dropdown menu > **User Preferences** > expand the **Prescribing** node > **Prescription Authorising** > select '**Always authorise scripts using the specific prescriber(s)**' > select current logged in users name and select **OK**.



## User Preferences for GP's Authorisers (without PPA ID) ONLY

To do this select **User** dropdown menu > **User Preferences** > expand the **Prescribing** node > **Prescription Authorising** > select '**Use the organisation default method of authorising scripts**' option and select **OK**.



## Admin Staff associated to a PPA ID

Admin staff that is associated to a PPA ID should have their user preferences set to usual GP to do this select **User** dropdown menu > **User Preferences** > expand the **Prescribing** node > **Prescription Authorising** > select **Always authorize scripts with the usual GP**

