



25 February 2021

PHARMACY SOP

HOW TO USE CLYNXX WHEN DISPENSING FREERX TOKENS



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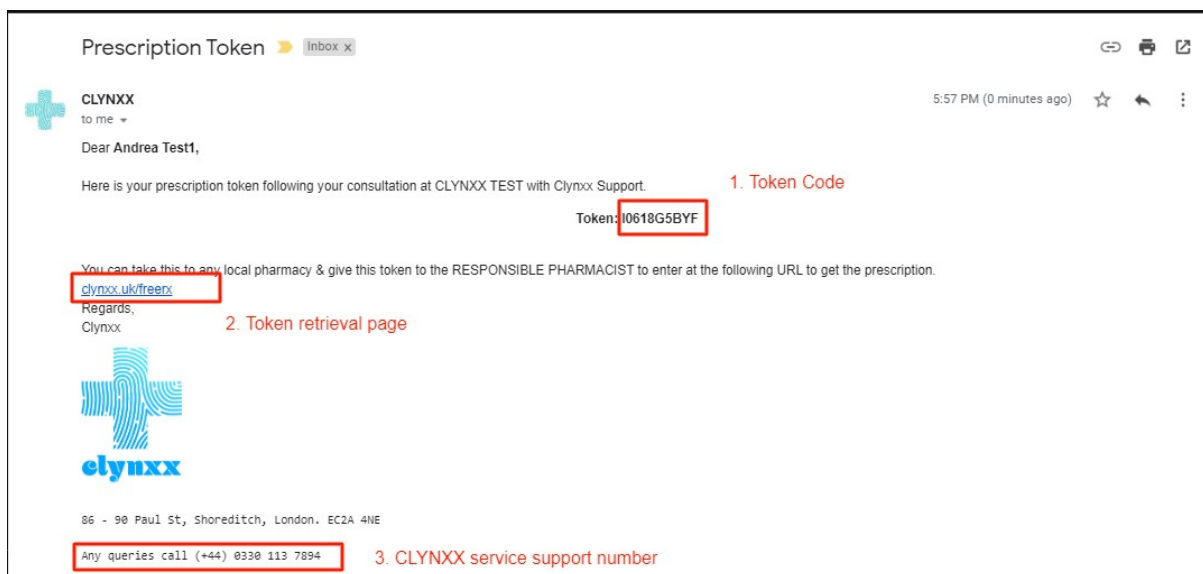
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Standard Operating Procedure

This document is aimed to be used by Responsible Pharmacists at Regulated Pharmacy Premises who wish to dispense an electronic prescription presented as a FreeRx® token.

Patient Token Presentation

A patient will present you their token either in the form of an SMS or as an email as shown below:



1. Go to the 'Token Retrieval Page' shown in the email or SMS and enter the token code to retrieve the electronic prescription. You can also visit clynxx.com and select the green 'View FreeRx token' button.
2. Review, download electronic prescription and mark 'Dispensed'.
3. Store electronic prescription on your computer for 2 years from the date of the supply.

Accessing Electronic Prescription

1. Enter the Token Retrieval Page URL in your browser (clynxx.uk/freerx) which will open the page shown below.

Welcome to FreeRx

Here, you can retrieve electronically signed private prescriptions. Removing the need for paper.

Enter Prescription Token


Enter DOB DD/MM/YYYY

FIND PRESCRIPTION

Enter token code here exactly as it appears in the message.

Ask for the patient and enter their date of birth here e.g. 01/02/2000 if it is the First of February 2000


1 Enter Token Above ●●● 2 Review And Print FreeRx ●●● 3 Mark As Dispensed

Powered by 

2. Enter the code shown in the patient's notification email or SMS.
3. Enter the patient's date of birth. If it is correct and matches the token, the electronic prescription will be revealed as shown below.

N.B. The token code is always in uppercase letters, numbers and symbols. Enter the code exactly as it is shown in the notification message presented by the patient.


Electronic Prescription



Clynxx Support oac-00000

Practice Name : CLYNXX TEST
Address : 80-90 Paul St, Shoreditch, EC2A 4NE
Signed Date-Time : 02 May 2020 | 5:58 PM BST
E-signature ID : V1Scf9mbbKgwN9NjT6O

[View E-Sign Certificate](#) E-sign valid in the UK & EU

[View Trust Commitment](#) 

Patient Details
Andrea Test | 30 years old | 0201769923
test rd, test, test, test, SW5 9LP
Phone : +447899777316
Gender : female
Date : May 2, 2020

Notes

Medicines

Name	Dosage Instruction	Quantity
PARACETAMOL TAB CAPLET 500MG [generic]	1-2 QDS PRN	32

[Print Prescription](#) For e-signature verification or queries contact the practice directly using a number independently derived or CLYNXX email: scripts@clynxx.uk telephone: +44 (0) 330 13 7894


4. Review all the prescription details. Check whether you have got the item and agree with the patient the terms of dispensing (price and product availability) before downloading the electronic prescription.
5. By downloading the prescription, you will also mark the prescription as 'Dispensed' and this is **not** reversible. Ensure that you only do so if you are satisfied that you can fulfil the service.

6. By marking the prescription as dispensed a notification showing the prescription as 'Dispensed' will be shown to the pharmacist if the same token code is entered on the Token Retrieval Page.

Recover an Electronic Prescription Record

To recover an electronic prescription record, follow the same steps as above. However, the record will show the prescription as 'Already Dispensed' and will **not** allow you to download the prescription again. See image below.

Electronic Prescription Already Dispensed on 02-05-2020 at 22:27 pm



Clynxx Support GMC-000000

Practice Name : CLYNXX TEST
Address : 86-90 Paul St, Shoreditch. EC2A 4NE

Notes

Medicines

Patient Details
Andrea Testi 31 years old (01/01/1990)
test rd, test, test, test, SW5 9UP
Phone : +447899677516
Gender : female
Date : 📅 May 2, 2020

Name	Dosage Instruction	Quantity
PARACETAMOL TAB CAPIET 500MG [Generic]	1-2 QDS PRN	32

Record Keeping

Store the downloaded electronic prescription as for regulatory purposes as required.

Declaration

I have read and understood this SOP

Date (DD/MM/YYYY)	Full Name	Signature