



Prescriber Guide

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GLOSSARY

Advanced Electronic Signature: A legal requirement to issue an electronic prescription as set out in The Human Medicines Regulations 2012, where the electronic signature is one that is:

- a. Uniquely linked to the prescriber,
- b. Able to identify the prescriber,
- c. Created under means that remain under the control of the prescriber,
- d. Linked to the data in such a way that any changes to the data can be identified.

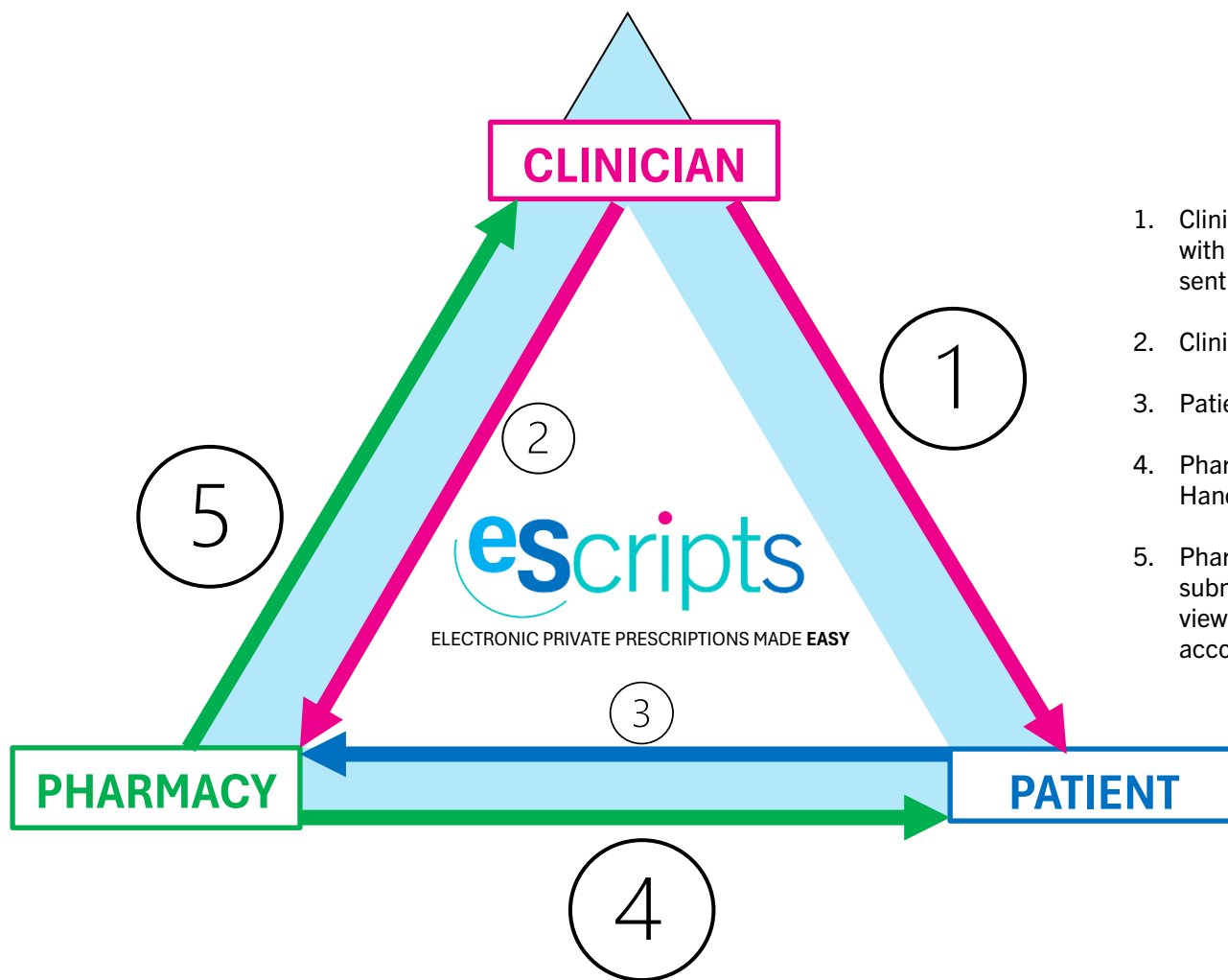
BNF: British National Formulary.

BNFC: British National Formulary for Children.

eCode: An alphanumeric code composed of a total of 15 characters including the prefix ESC, uniquely linked to an eScript.

eScript: A legally valid electronic private prescription issued with an advanced electronic signature by a verified prescriber and linked to an eCode on the eScripts platform.

eToken: A downloaded Portable Document Format (PDF) or a paper printout of an eScript.



1. Clinician has a consultation (in person or remotely) with the patient and issues an eScript. An eCode is sent to the patient by email and SMS.
2. Clinician can inform the pharmacy of the eCode.
3. Patient presents the pharmacy with the eCode.
4. Pharmacy downloads and dispenses the eScript. Handover of medication upon payment.
5. Pharmacy marks the eScript as dispensed and submits the required pharmacy details. Clinician can view the pharmacy details from their eScripts account.

Figure 1: Diagram Summarising The eScripts Journey.

REGISTER YOUR CLINIC

Visit www.escripts.co.uk and click the **Register Your Clinic** link on the homepage as shown below in Figure 2.

You can also directly visit www.escripts.co.uk/signup

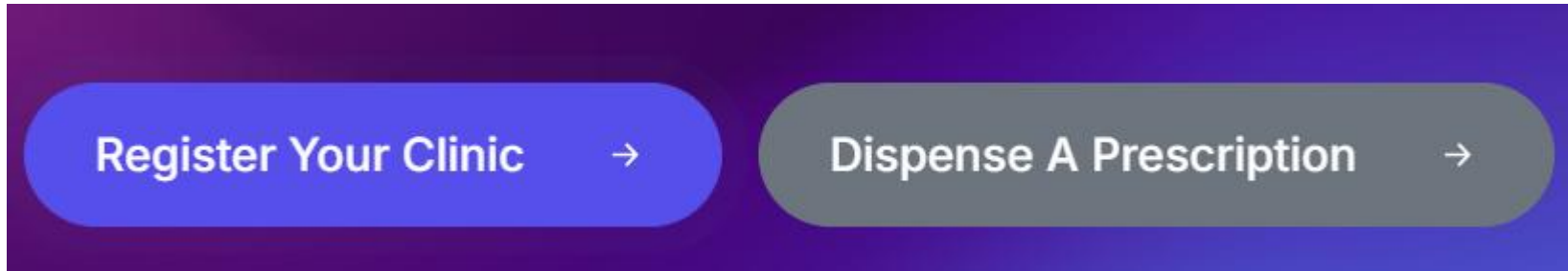


Figure 2: eScripts Homepage.

The clinic registration form appears as shown below (Figure 3).

The Asterisk indicates mandatory fields to be filled out along with a confirmation check accepting our terms and conditions.

Selecting **Clinic Type** will give the user a drop-down menu listing the most common types in the UK.

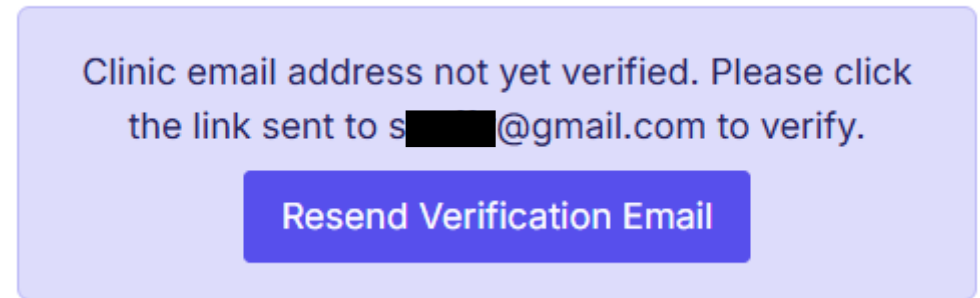
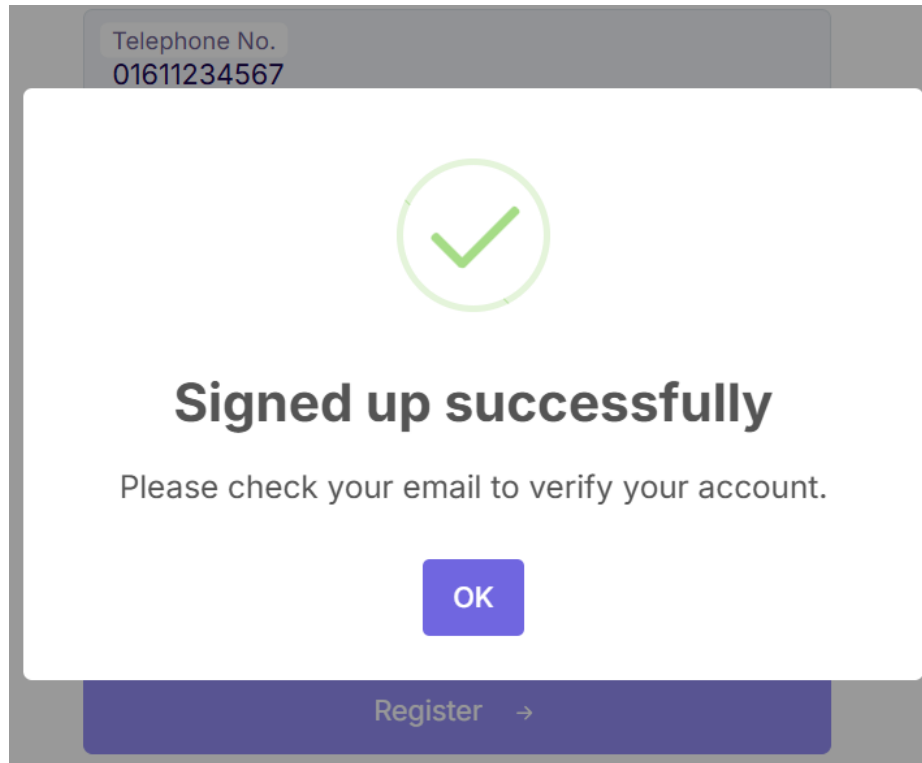
The email address to register the clinic *should* be the clinic/business email address. A strong password with **FIVE** particulars is required to register the clinic.

The image shows a clinic registration form with two versions side-by-side. The left version is a standard form layout, and the right version is a more detailed view with annotations. The form includes the following fields and elements:

- Clinic/Business Name***: Text input field.
- Street***: Text input field.
- City***: Text input field.
- Postcode***: Text input field.
- Telephone No.***: Text input field.
- Select clinic type***: Dropdown menu with options: Doctor's Surgery, Dental Surgery, Veterinary Surgery, Hospital, Independent Prescriber, Other.
- Registration No.**: Text input field.
- Clinic/Business Email***: Text input field. Annotation: "Enter clinic/business email address, NOT a personal email address".
- Password***: Password input field with a strength indicator (dots) and an eye icon. Annotation: "Must include at least one uppercase letter, one lowercase letter, one number, one special character and be at least 8 characters long".
- I accept eScripts terms & conditions.**
- Register** button with a right arrow.

The right version of the form shows the "Select clinic type" dropdown menu open, highlighting "Doctor's Surgery". It also shows a "City" label above the dropdown and a "Registration No." field with the value "1234567".

Figure 3: Clinic Registration Form.



Once signed up successfully, the clinic will receive a verification email. This is to ensure the account is secure and ready for use. The verification email can be re-sent if needed.

Register A Prescriber Lead

A **Prescriber Lead** must be assigned to a registered clinic. The email used to register the prescribing lead *should* be a personal email. *We recommend a professional email account such as NHS mail.*

The **Prescriber Type** will give the user a drop-down menu to select from a list of the different health professionals allowed to prescribe in the UK. The appropriate **Prescriber Regulator** can then be selected as shown below in Figure 4.

The image shows a registration form titled "Prescriber Lead". At the top, there is a link "Already have an account elsewhere? Click Here". Below this is the main heading "Add Prescriber Lead". The form is divided into two main sections: "Personal Details" and "Professional Registration Details".

Personal Details:

- Select title (dropdown)
- Forename (text input)
- Surname (text input)
- Personal Email (text input)
- Password (text input with eye icon)

Professional Registration Details:

- Select prescriber type (dropdown menu with the following options: Doctor, Dentist, Pharmacist Independent Prescriber, Nurse Independent Prescriber, Vet, Physiotherapist Independent Prescriber, Chiropodists/Podiatrists Independent Prescriber, Independent Therapeutic Radiographer Prescriber, Optometrist Independent Prescriber, Paramedic Independent Prescriber, Community Practitioner Nurse Prescriber, Supplementary Prescriber)
- Select regulator (dropdown menu with the following options: General Medical Council (GMC), Nursing and Midwifery Council (NMC), Health and Care Professions Council (HCPC), General Pharmaceutical Council (GPhC), Pharmaceutical Society of Northern Ireland (PSNI), General Dental Council (GDC), Royal College of Veterinary Surgeons (RCVS), General Optical Council (GOC))

At the bottom right of the form is a blue button labeled "Add Prescriber" with a right-pointing arrow.

Figure 4: Prescriber Lead Registration Form.

Upload Photo Identification

Photo ID is to be uploaded whenever a new prescriber registers as part of our security requirements. *An official valid driving licence, valid passport or an NHS Smartcard are all acceptable forms.*

The photo ID can be uploaded directly from a laptop/PC, or our smartphone feature can be used by scanning the QR code (Figure 5).

Once successfully registered, the user will receive an email stating their account is currently pending review. This also appears as a notification if the user logs into their account and it is pending approval. A second email is issued once the prescriber has been successfully verified by the eScripts team.

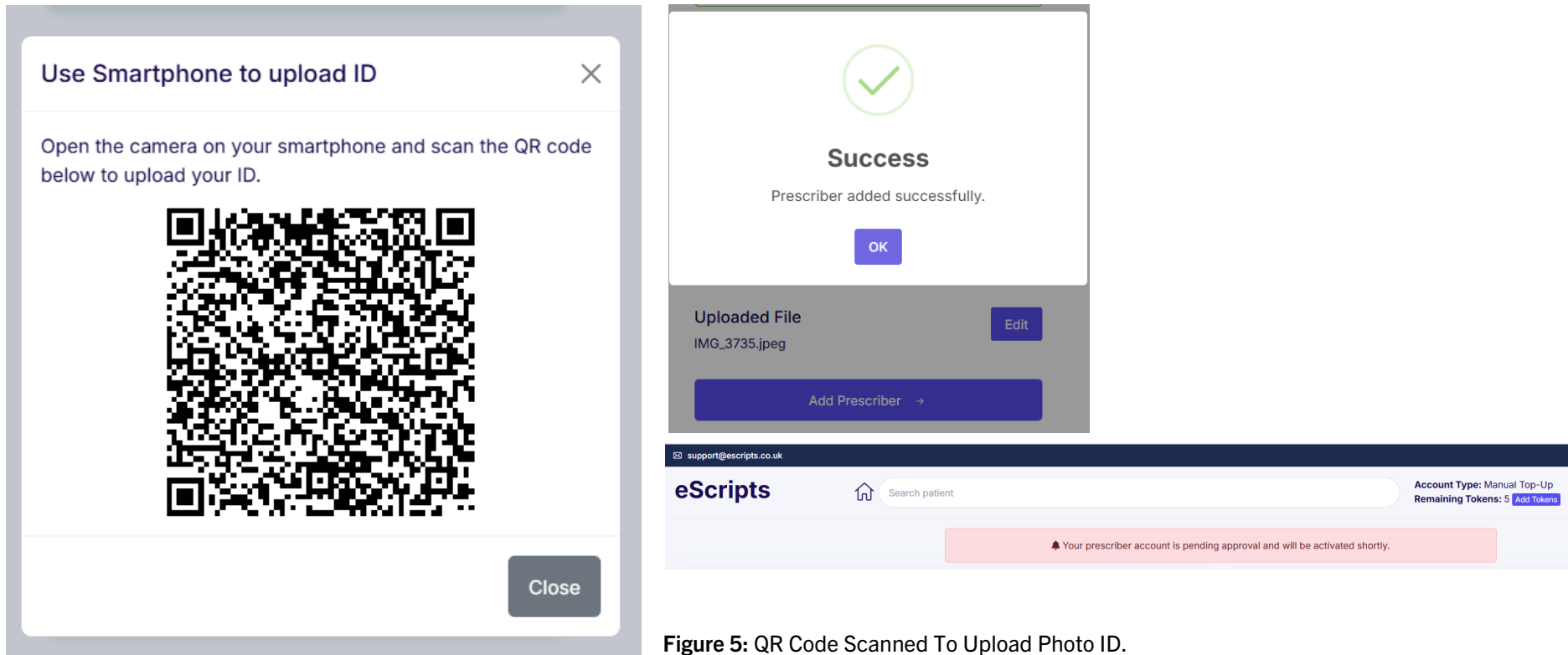


Figure 5: QR Code Scanned To Upload Photo ID.

Prescriber Sign In

On the eScripts homepage, prescribers can sign in by clicking on **Clinic/Prescriber Login** located in the top right-hand corner (link highlighted in the red box in Figure 6). The prescriber will then be taken to the eScript **Sign In** portal.

When inputting their account details, the prescriber will be able to **Select a Clinic** they are prescribing on behalf of.

As a security feature, a new 2-Factor Authentication (2-FA) code will be sent to their registered email and will need to be submitted to access the account. The 2-FA code can be re-sent if needed.

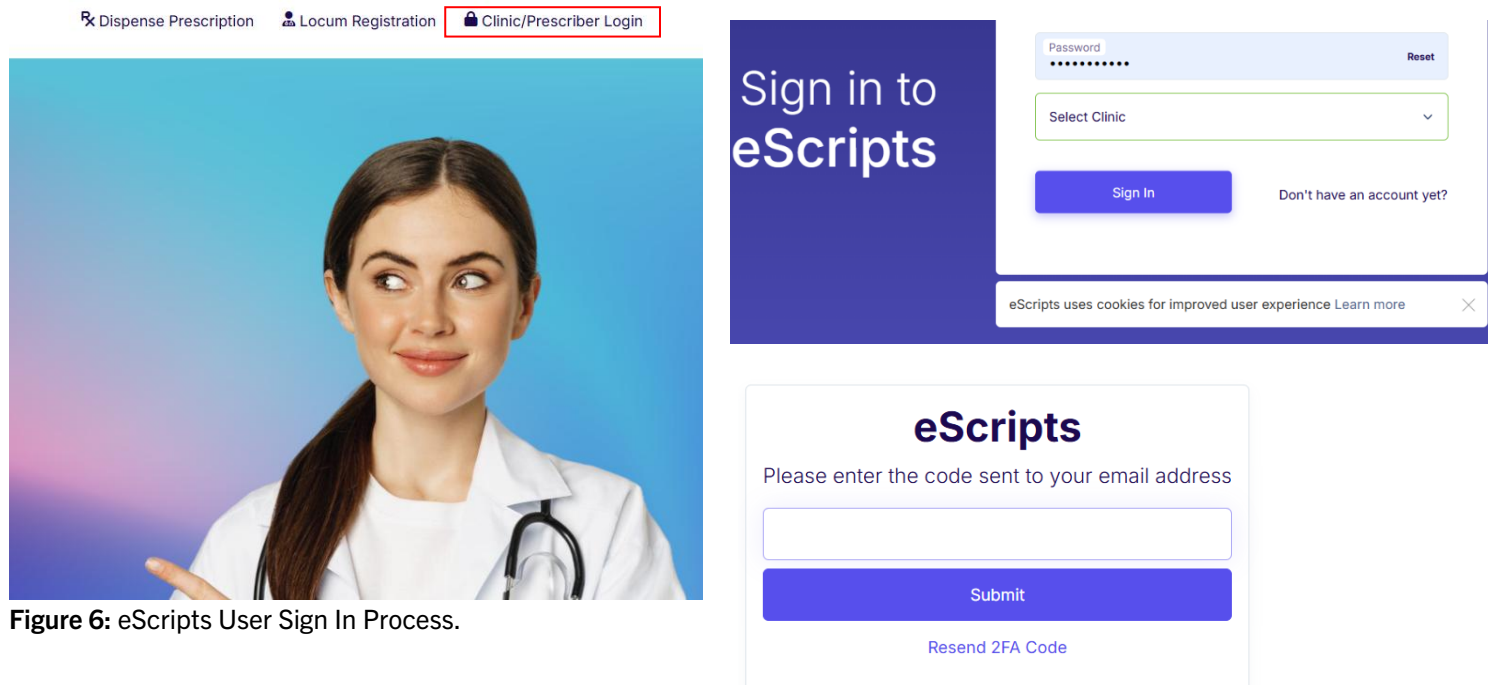


Figure 6: eScripts User Sign In Process.

PRESCRIBER DASHBOARD

Once successfully signed in, the user will be presented with the eScripts dashboard.

The dashboard has three main sections*: **Patient Search, Prescribing Activity & Reports** and **Clinic Management**.

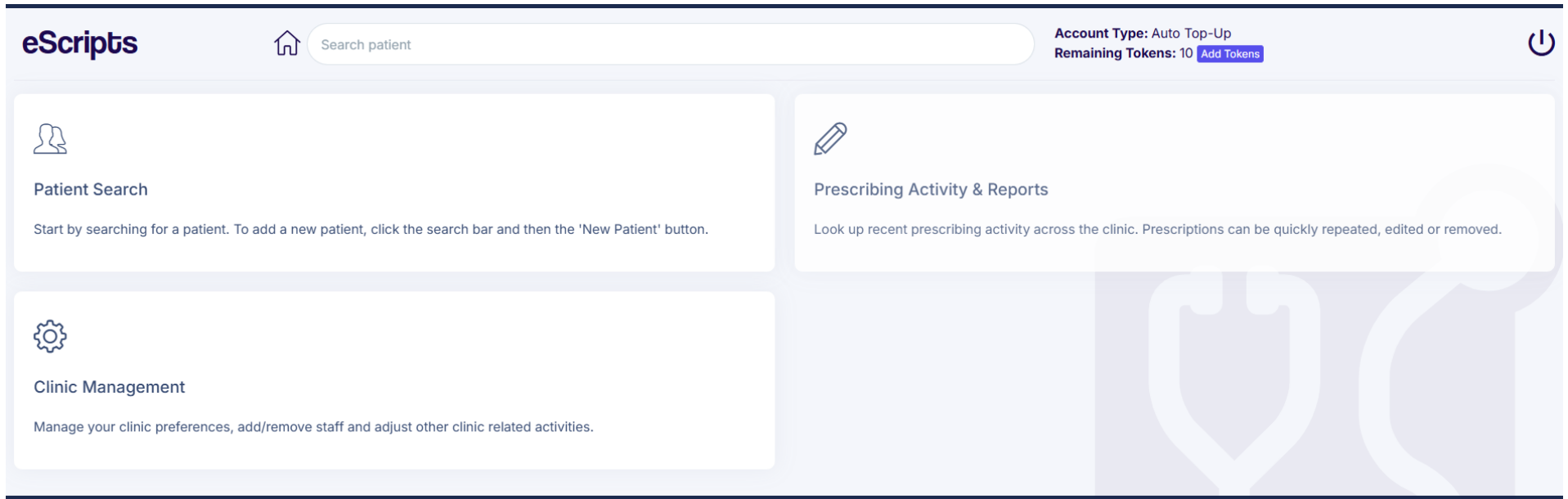
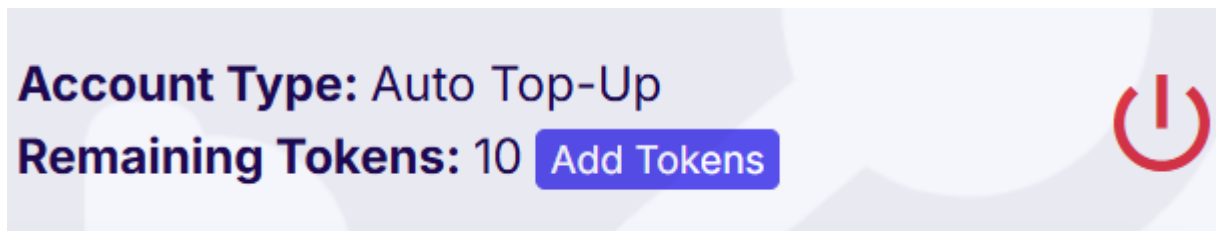


Figure 7: eScripts Dashboard. *The sections of the dashboard accessible will depend on the type of user account (Prescriber Lead, Prescriber Only, Admin Only).



To sign out, click the log out icon in the top right-hand corner. A warning notification will appear to confirm log out.

TOKEN PURCHASE

Tokens are to be purchased to issue eScripts. 1 token is required to issue 1 eScript.

On the dashboard, the token counter can be viewed in the top right-hand corner. The default account type is **Manual Top-Up**.

Clicking **Add Tokens** will allow the user to be presented with the 2 buying options - **One-Off Token Purchase** or **Auto Top Up**.

Selecting one of the two options will take the user to the payment page. A notification will appear of successful payment.

The token counter and the account type will automatically update to reflect the purchase (Figure 8).

In the **Clinic Management** section of the dashboard, under the **Accounts & Billing** tab, token transaction history can be viewed.

The figure illustrates the token top-up process through three stages:

- Account Type: Manual Top-Up**: The user starts with 5 remaining tokens and an **Add Tokens** button.
- Upgrade Account**: A modal window prompts the user to choose a payment plan. The **One-Off Token Purchase** option shows a quantity of 5 tokens for a total of £5 + VAT. The **Auto Top Up** option offers automatic top-ups of 5 tokens when the balance is low.
- Account Type: Auto Top-Up**: After payment, the account type changes to Auto Top-Up, and the remaining tokens increase to 10.
- Payment Successful**: A confirmation message states: "Thank you for your payment. Your transaction has been processed successfully. You will be redirected to the home page shortly." with the email support@escripts.co.uk.
- Clinic Management**: The **Accounts & Billing** tab shows a **Transaction History** table with the following data:

Date	Amount	Transaction ID	Status
2025-02-20 10:14:26	£6.00	pl_3QuWlvRmA3xR6Xms1wrfQcbl	success

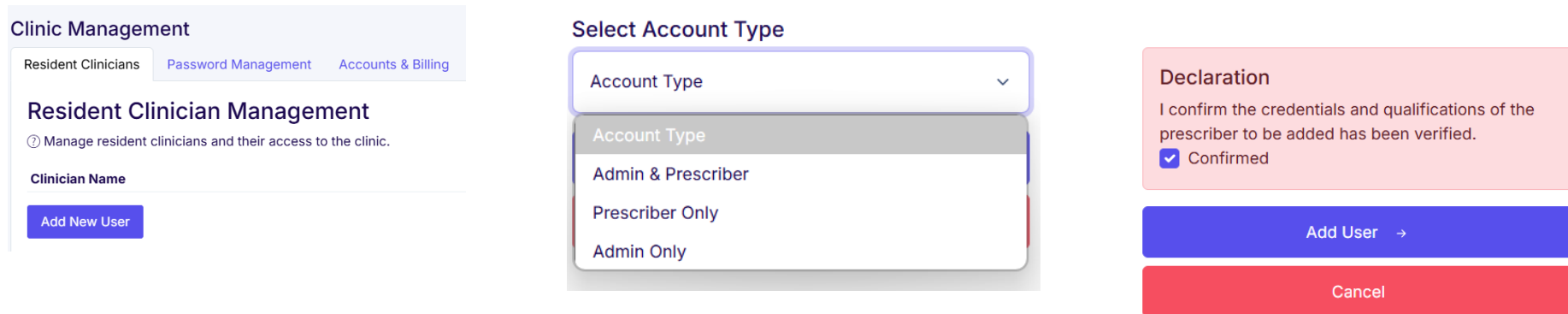
Figure 8: Token Top-Up Process.

Add A New Prescriber

The eligible user is to click **Clinic Management** on the eScripts dashboard.

Under the **Resident Clinicians** tab, the eligible user will be able to add a new prescriber to the clinic and assign their account type (**Admin & Prescriber**, **Prescriber Only** or **Admin Only**).

A declaration can be confirmed to allow a new prescriber to start issuing prescriptions instantly on behalf of the clinic they are being added to.



The image displays three components of the Resident Clinician Management interface:

- Clinic Management**: A header with tabs for "Resident Clinicians", "Password Management", and "Accounts & Billing". Below it is the "Resident Clinician Management" section, which includes a sub-header "Resident Clinician Management", a help icon and text "Manage resident clinicians and their access to the clinic.", a "Clinician Name" input field, and an "Add New User" button.
- Select Account Type**: A dropdown menu showing the selected "Account Type" and a list of options: "Admin & Prescriber", "Prescriber Only", and "Admin Only".
- Declaration**: A pink box containing the text "I confirm the credentials and qualifications of the prescriber to be added has been verified." and a checked checkbox labeled "Confirmed". Below this are two buttons: "Add User →" (blue) and "Cancel" (red).

Figure 9: Resident Clinician Management.

Add A New Patient

Click the cursor in the search bar at the top of the dashboard. You will then be able to click **New Patient**.

The Asterisk shows the mandatory fields required to be filled out to create a new patient. The Date of Birth can be entered manually in dd/mm/yyyy format or using the calendar icon.

At least one contact number, whether mobile or landline will need to be provided by the patient.

The image shows two parts of a user interface. On the left, a search bar labeled 'Search patient' is visible. Below it, a 'Search Results' box contains the text 'No results found' and a blue 'New Patient' button. On the right, a 'New Patient' form is displayed. The form includes the following fields: 'Title' (dropdown menu), 'Address*' (text input), 'Forename*' (text input), 'City' (text input), 'Surname*' (text input), 'Postcode' (text input), 'Date of Birth*' (text input with a calendar icon), 'Mobile Number' (text input), 'Gender*' (dropdown menu), 'Landline Number' (text input), and 'Email*' (text input). A blue 'Add Patient' button is located at the bottom right of the form.

Figure 10: Adding A New Patient.

ISSUE AN ESCRIPT

Once the patient has been created, the patient's record can be retrieved by searching for the patient in the search bar.

To do this, the cursor **must** be present in the search bar, and the user can filter out patients by typing their surname first. Selecting the patient will open a patient's record.

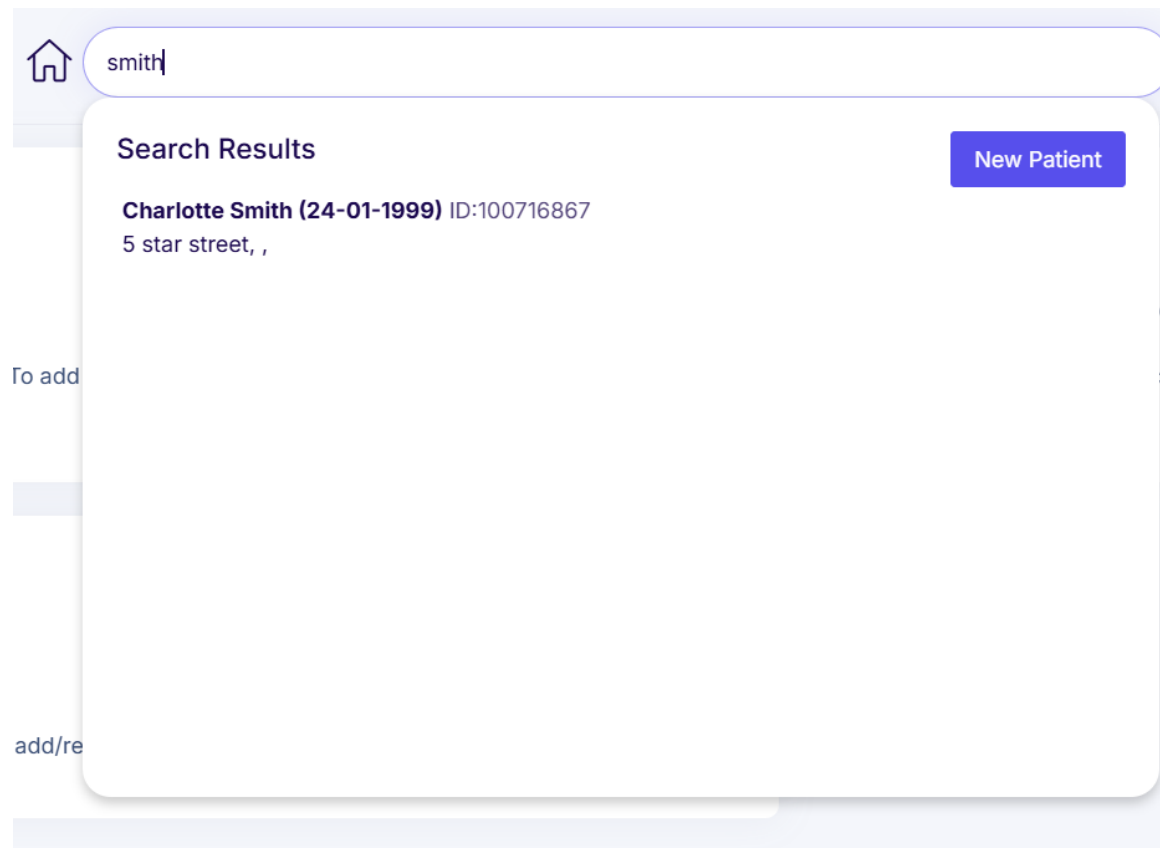


Figure 11: Searching For A Patient.

eScripts smith Account Type: Auto Top-Up Remaining Tokens: 10 [Add Tokens](#)

Mrs Charlotte Smith
Patient ID: 100716867

Patient Details [Edit](#)

DOB: 24-01-1999
Gender: Female
Address:
5 star street
Mobile: 07 [REDACTED]
Home:
Email: te [REDACTED]

Prescription History [New Prescription](#)

Date	Rx	Prescriber	Status
Repeat Edit Cancel Rx Resend Email/SMS			

Patient Notes [Edit Notes](#) **Allergies** [Edit Allergies](#)

Figure 12: Patient Record.

The patient record presents with the **Patient Details**, **Prescription History**, **Patient Notes** and **Allergies** sections.

The patient notes are for prescriber reference and therefore will **not** be added to an electronic prescription issued.

However, any allergy information added will be visible to a dispensing pharmacy.

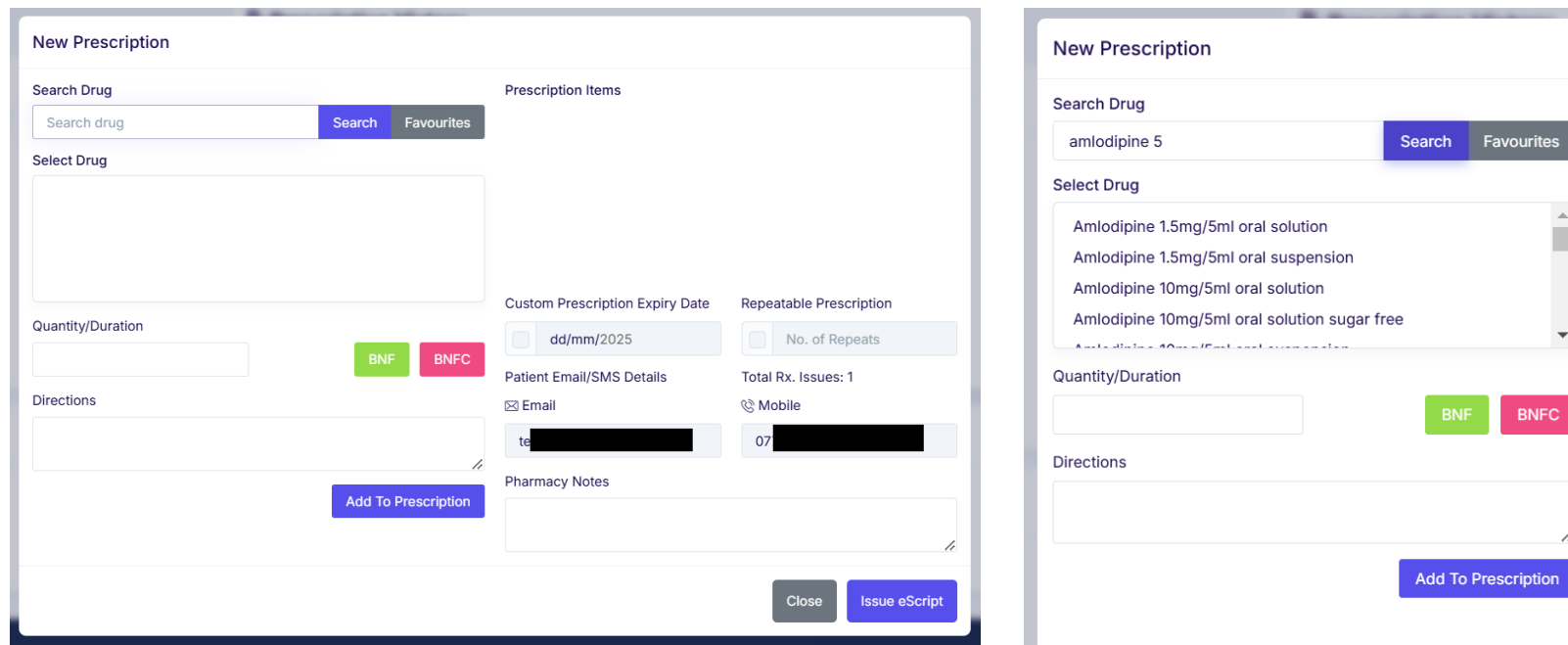


Figure 13: New Prescription.

Click on **New Prescription** to search and select the medicine(s) to prescribe. Enter the other required fields such as the quantity/duration and dosing directions.

The **Favourites Tab** can be used to select the most frequently prescribed medicines by the clinic. The prescriber can also be signposted to the online BNF/BNFc for reference by clicking the icons respectively.

New Prescription

Search Drug Search Favourites

Prescription Items
56 x Amlodipine 5mg tablets
Directions: 1 daily

Select Drug

Quantity/Duration

Directions

Custom Prescription Expiry Date

Repeatable Prescription No. of Repeats

Patient Email/SMS Details
 Email
 Mobile

Pharmacy Notes

BNF BNFC

Add To Prescription

Close Issue eScript

Then simply click **Add To Prescription**. The medication details will be transferred to the prescription under **Prescription Items**. These details can be removed from the prescription if required.

Prescription Items
56 x Amlodipine 5mg tablets
Directions: 1 daily

Custom Prescription Expiry Date 07/08/2025

Repeatable Prescription No. of Repeats

Patient Email/SMS Details
 Email
 Mobile

Pharmacy Notes

Close Issue eScript

August 2025 -

Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Clear Today

The expiry date will be automatically calculated depending on the classification of the medication added. However, the prescriber can set a custom expiry date manually in the dd/mm/yyyy format or use the calendar icon.

Repeatable Prescription

2

Total Rx. Issues: 3

Mobile

07 [REDACTED]

Close Issue eScript

The prescriber can set a **Repeatable Prescription** depending on the classification of the medicine(s) added, with the total number of times the prescription being allowed to be dispensed by a UK pharmacy shown underneath (n+1).

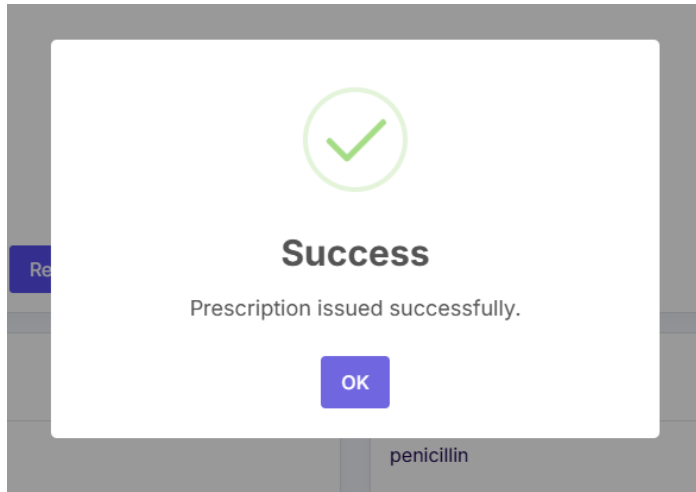
Pharmacy Notes

prefers sandoz brand

Close Issue eScript

Under **Pharmacy Notes**, the prescriber can add *any* information for a dispensing pharmacy to view.

Examples may include a certain manufacturer the patient prefers or *any clinical information* such as pregnancy or the weight of a child, that helps the pharmacy to clinically check dosing of the medication prescribed.



When the prescriber is ready to issue, click **Issue eScript**. A notification will appear once the eScript is issued successfully. The token counter will automatically update to reflect that an electronic prescription has been issued.

Prescription Serial: ESC6N9BCVHZDFC8 | Expiry Date: 09-10-2025

<input type="checkbox"/>	24-04-2025	Codeine 15mg tablets (112) Directions: 1 qds	Dr John Smith	To be dispensed
--------------------------	------------	---	---------------	-----------------

The prescription history of the patient will update to show the particulars of the eScript issued.

Prescription Serial: ESCZJYCKGMMN4AA | First Dispensing Limit: 10-10-2025

<input checked="" type="checkbox"/>	25-04-2025	Codeine 15mg tablets (112)	Mr Michael Jackson	To be dispensed
-------------------------------------	------------	----------------------------	--------------------	-----------------

The prescriber can select the eScript to:

- **Repeat** the prescription.
- **Edit** particulars of the prescription.
- **Cancel** the prescription.
- **Resend** the eCode to patient's email/phone.

Prescription Serial: ESCZJYCKGMMN4AA (Cancelled)

25-04-2025 Codeine 15mg tablets (112) Mr Michael Jackson Cancelled
Directions: 1 qds Dispensings: 0 of 4

If a prescription is cancelled, the status of the prescription will be updated and is reflected by turning red.

Once a prescription is cancelled, this action is **irreversible** and cannot be edited.

Prescription Serial: ESC6N9BCVHZDFC8 | Expiry Date: 09-10-2025

24-04-2025 Codeine 15mg tablets (112) Dr John Smith **Dispensed**
Directions: 1 qds

Once dispensed by a UK pharmacy, the status of the eScript will be updated to **Dispensed**.

Dispensings				
Date	Pharmacy Name	Post Code	Telephone	Email
2025-05-08 10:30:12	eScripts Pharmacy	ES1 1AA	0121 1234567	Not recorded

Clicking on the prescription status will allow the prescriber to view the details of the dispensing pharmacy.

ISSUE AN ESCRIPT FOR AN ANIMAL (VET ACCOUNT)

The screenshot displays the 'New Prescription' interface. On the left, there is a 'Select Animal' dropdown menu with the text 'Select pet' and a blue 'Add New' button. To the right, a 'New Pet' modal form is open, containing fields for 'Pet Name', 'Species', and 'Address Where Animal Kept (if different to owner)'. At the bottom of the modal are 'Close' and 'Save Pet' buttons. Further to the right, the text 'Prescribed Under The Cascade' is displayed with radio buttons for 'Yes' (selected) and 'No'.

Figure 14: Adding A New Animal

An animal owner's record is to be created – see the **Add A New Patient** section above (page 13).

Retrieve the owner record using the search bar, located at the top of the prescriber dashboard. Click on **New Prescription**.

You will now be able to **Add A New Animal** or select an animal from the drop-down menu. You can then search and select the medicine(s) to prescribe for the animal and **Add To Prescription**.

Please refer to the **Issue An eScript** section above (pages 14-20) for particulars that can be amended for the veterinary prescription, including expiry date, repeatable prescription and pharmacy notes – as permitted for non-veterinary prescriptions.

The veterinary prescriber can confirm the medication for the animal is being **Prescribed Under The Cascade**.

Once the prescription is issued successfully, the prescriber has the same functions to edit, repeat, cancel, or resend the eCode to the patient's email and phone – as permitted for non-veterinary prescriptions.

PREScriBER FAQ

1. WHAT IS AN ESCRIPT?

An eScript is a legally valid electronic *private* prescription that is issued with an advanced electronic signature by a verified prescriber and linked to a unique eCode on the eScripts prescription platform.

The eCode is an alphanumeric code composed of a total of 15 characters including the prefix ESC, uniquely linked to an eScript.

2. HOW IS AN ESCRIPT LEGALLY VALID?

An eScript is legally compliant in the UK with The Human Medicines Regulations 2012, Veterinary Medicines Regulations 2013 and the Misuse of Drugs Act 1971, with the following particulars:

- Created in an electronic form via an electronic prescribing system.
- Signed with an advanced electronic signature.
- Secured patient identification.
- Is accessed/transferred by the pharmacy via electronic means.

3. HOW SECURE IS ESCRIPTS?

Data protection is our top priority – eScripts uses encrypted patient data to ensure privacy and complies fully with General Data Protection Regulations (GDPR).

We follow guidance from the Information Commissioner's Office (ICO) to maintain the highest standards of data protection and security. You can find more information in our eScripts Security document, located on our homepage.

4. WHO CAN PRESCRIBE ON ESCRIPTS?

eScripts is designed for use by all registered healthcare prescribers in the UK, including doctors, dentists, veterinary surgeons and independent prescribers. If you are a healthcare professional with a prescribing qualification and wish to issue private prescriptions, you can register your clinic with eScripts today.

5. HOW DO I REGISTER MY CLINIC WITH ESCRIPTS?

- To register your clinic with eScripts, simply click the "Register Your Clinic" link on the homepage and complete the clinic registration form.
- During initial login, you will be asked to assign a Prescribing Lead and upload suitable ID. Once your account is approved, you can start issuing electronic private prescriptions to your patients.
- We *recommend* the clinic to register with a clinic/business email address. The Prescribing Lead and subsequent prescribers should register with their individual professional email address, such as *NHS mail*.

6. HOW DO I REGISTER AS A LOCUM PRESCRIBER WITH ESCRIPTS?

There are two ways in which you can register as a locum prescriber:

1. On the eScripts homepage click "Locum Registration" link and complete the short registration form.

Note: This locum registration form is to only be used if a clinic is *already* registered with eScripts.

2. Liaise with the Prescribing Lead or Admin of a clinic that is already registered to **Add A New Prescriber** and verify locum details accordingly.

If you operate as a single independent prescriber from your own clinic, register your clinic first and then assign yourself as the Prescriber Lead.

7. HOW MUCH DOES IT COST TO USE ESCRIPTS?

Currently, new prescribers are issued with a 30-day FREE trial **OR** 1000 tokens, whichever is reached first.

After this, tokens are to be purchased to issue eScripts. 1 token is required to issue 1 eScript.

We charge a small fee of £1+VAT per prescription issued. There are no monthly fees or hidden charges, and you only pay for the prescriptions you issue. The cost can then be transferred to the patient or absorbed by the prescriber/clinic based on practice policy.

8. CAN I STILL ISSUE PAPER PRESCRIPTIONS ALONGSIDE ESCRIPTS?

Yes, you have the option to print the eScript if required and this can be presented to any UK pharmacy for dispensing.

9. CAN PHARMACIES DISPENSE ESCRIPTS IN ENGLAND, NORTHERN IRELAND, SCOTLAND AND WALES?

Yes. Advanced electronically signed private prescriptions are legally valid in **ALL** parts of the UK. Therefore, eScripts can be dispensed by any UK pharmacy residing in England, Northern Ireland, Scotland and Wales.

10. WHICH WEB BROWSER DOES ESCRIPTS WORK BEST ON?

We recommend using web browsers such as Google Chrome or Internet Explorer for the best user experience.

Revised: August 2025