

Community Pharmacy – Treatment Summary Reports (TSR) Quick Guide

Treatment Summary Reports (TSRs) are used to request new Serial Prescriptions (SRx) and to summarise the past 24/48/56 weeks of managing patients' medication.

TSRs should be sent after the final supply has been collected and CLAIMED.

DO NOT send the TSR before you have sent the claims.

Pharmacies can send the TSRs any time between the final claim being sent and 4 weeks before patients' next due date – the timing should be captured on the Shared Care Agreement. You should have a robust process in place to remind you to send the TSR.

When completing the TSR, have the tracker to hand - request not only the completed medication, but any that is not complete, such as PRNs and any started during the previous cycle. This will synchronise all medication.

TSRs should never be sent without a written summary of the last 24/48/56 weeks.

Always include notes to supplement the 'item collected' dates. Some examples are provided below:

- How is the patient doing, generally? If no problems, then record this e.g. "compliant, no problems".
- Check your tracker for any problems and record these on the TSR.
- Check for any claim date issues or explained late collections; put this on your TSR.
- All scripts should be 48 or 56 weeks (unless there is a clinical reason to keep them at 24 weeks). If your scripts aren't, ask for them to be changed on the TSR e.g. "56wks scripts next time please"
- Have you taken any health information or done any checks like smoking status, smoking cessation, inhaler check, sick day rule card, NSAID card?
- If there is a requirement for quantity changes, request these on TSR.
- If the dates weren't evenly spread due to giving a supply early because of loss or holiday, add an explanation e.g. supplied early 13/07 as going on holiday.
- If you have any concerns about the medication or how the patient is taking it, add this.

The date you put on the TSR is the NEXT DUE DATE

Before sending the TSR, ALWAYS PREVIEW to ensure:

- your **COMMENTS** are clear
- there is a **YES** beside all medication you wish order
- the **DUE DATE** is correct
- the correct **GP and PRACTICE** are included