



MILLFLOW

Prescriber Portal Guide

Raising a Collection for a client

Raising a Collection for a client

The screenshot shows the NHS Community Equipment Services website. At the top, there are logos for MH MILLSBROOK HEALTHCARE and NHS. The user is logged in as David Personage 083 (083DavidP) with a 'PREPRODUCTION' status. A notification indicates 'No service user selected' with buttons for 'Choose service user' and 'Clear'. The main heading reads 'Welcome to Community Equipment Services'. Below this, there are three main navigation buttons: 'Service user management', 'Browse catalogue', and 'Information centre'. The 'Service user management' button has a red box around its 'View' link, with a red arrow labeled 'A' pointing to it. Below the navigation buttons is a 'Newsflash' section with two items: 'David P first edition' and 'Alert'. A 'Create newsflash' button is also present.

Notes

A – Select SERVICE USER MANAGEMENT

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.. (083Test) **DEVELOPMENT** No service user selected Choose service user Clear

Search for service users

Service user ref Service user ref

Forename Forename

Surname Surname

Advanced Options Search

Notes

You have 2 default options

B – Input the Service user ID, if known

OR

C – Input Forename &/or Surname

D – When details input to fields A or B, then Click SEARCH

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Search for service users

Service user ref: Forename: Surname:

Advanced Options Add new service user Search

Results: 28 service users Found

Items per Page: 6

Ref: 100030343 Other Yimfrpp Pragmen Pykwoox Bkxkaie Inccioe MK43 OZA 21/12/1945 Select service user	Ref: 100049633 Other Uvrxbmfr Precjsn Tavphrg Nsnbmtv Lhbmuca PH13 9AN dd/mm/yyyy Select service user	Ref: 100053454 MS Uahwbvl Pprkncx Xaixano Xlknwqu Ovyjdli CM20 9SE 05/10/1924 Select service user	Ref: 100056018 Other lytprai Pirosym Xsilmbq Bymiqmi Opaktqr S66 1FP 06/09/1919 Select service user
Ref: 100056665 MRS Yguhmeh Prkqkqn Cacsyig Inragab Mtyvtvw SL2 3PP 14/04/1940 Select service user	Ref: 100064872 Other Dtyutbp Prgmigd Pbdunai Pjxrji Solimyy HAB OPF 08/08/1922 Select service user		

First Previous Page 1 of 5 Next Last

Notes

E – Millflow will now return the closest matches to the search details input

You can now review all records returned by clicking on [Select service user](#) on each tile & select the correct client record

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[More Information & Edit Client](#)

Mr David Parsonage

Service user reference: 102040505

Service User details

Date of birth
17/12/1988

Age
36 year(s) 1 month(s) 18 day(s) old.

Title
Mr

Address
Millbrook Healthcare Ltd Pirbright Road
Guildford
Surrey
GU3 2DX

Primary contact number
01234098765

Mobile phone number

Email

Automated Notifications Opt In
Yes

Other Contact Information

Name

Relationship

Telephone
01234098765

Delivery

Collection

Repair

Peripheral Store

Trusted Assessor

On-Site Equipment

View

On-Site History

View

Pending Orders

View

PPM Historv

View

Alerts

View

Feedback

View

Documents

View

Notes

F – Select Collection

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Collect order

[Back](#)

Collection Of Goods

Following is the list of items which are currently with Mr David Parsonage. A full stock description appears when you hover over the description text with your mouse pointer. PCI stands for Pre Contract Item.

Material	Stock Description	Delivered	Collected	Delivery No	Collection No	On Hire	
CES30200-0066	Bed - Ultimate 4 Section ...	04/02/2025	Not Collected	94802693	0		<input type="checkbox"/>
CES30202-0066	Bed - Grab Rail - Standar...	04/02/2025	Not Collected	94802693	0		<input type="checkbox"/>

If you wish to collect items currently with this client, please select the items, fill in the following fields and click the Confirm and Collect button.

Speed *
None

Target date *
05/02/2025 11 : 37

Collection notes

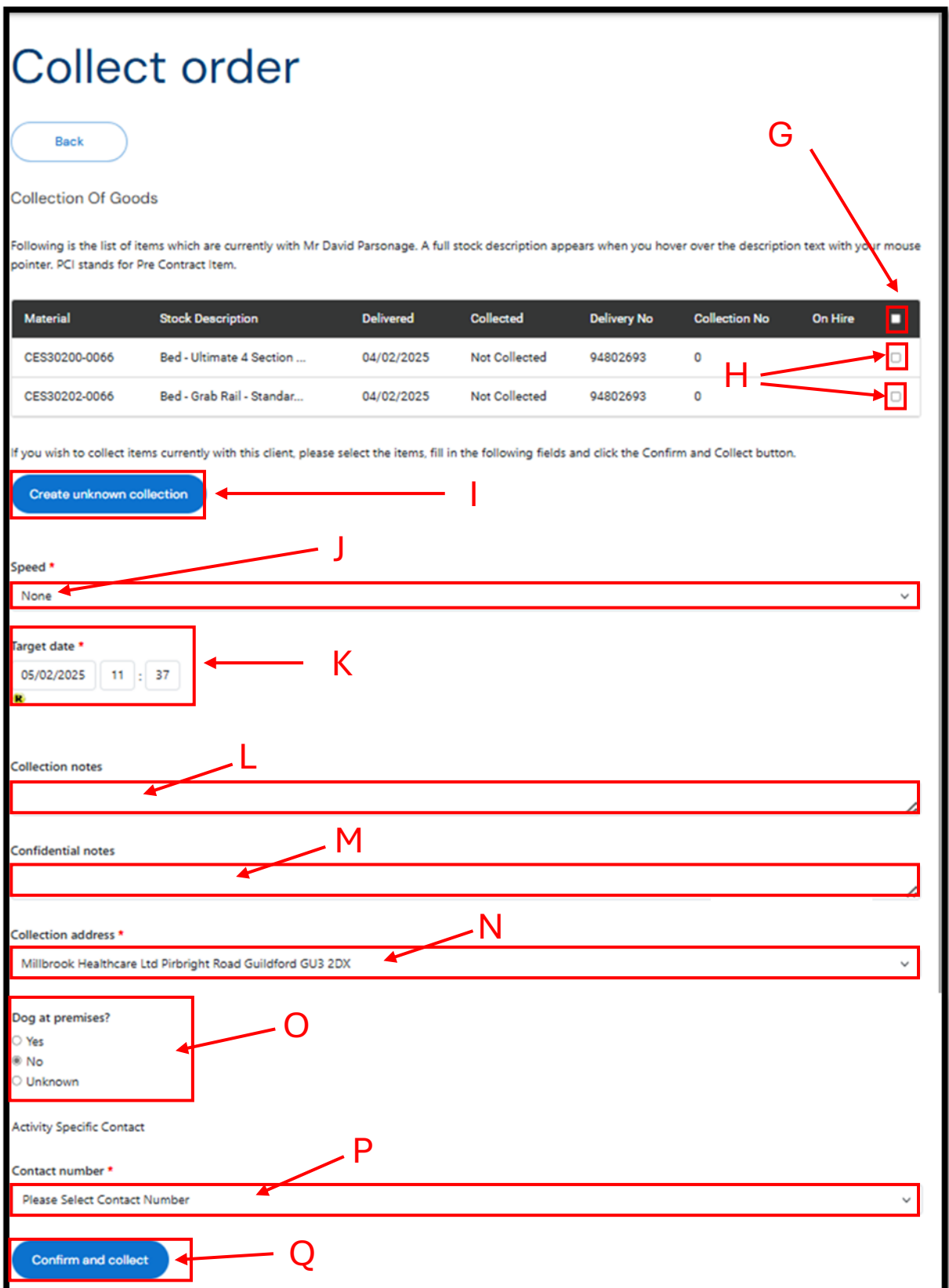
Confidential notes

Collection address *
Millbrook Healthcare Ltd Pirbright Road Guildford GU3 2DX

Dog at premises?
 Yes
 No
 Unknown

Activity Specific Contact

Contact number *
Please Select Contact Number



Notes

F – See page 7 for supporting notes

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Notes

G – Use this box to flag all items for collection

H – Use the boxes on each row to select individual equipment items for collection

I – You can create an UNKNOWN using this button. You can use this function when the item you want collected, is not listed on the equipment list. Alternatively you could add a Pre-contract item (PCI) to site, this is covered in a separate guide

J – Select the required response speed from the drop-down list

K – Displays the target collection date, using the speed selected in J

L - Place COLLECTION NOTES to support the delivery, such as equipment location. Do not place any sensitive or confidential information in this field. THESE NOTES ARE PRINTED ON THE CUSTOMER'S ORDER COPY AND LEFT WITH THE SERVICE USER.

M – Place any sensitive or confidential notes in this field. Such as **Key safe number, and other information meant for Millbrook only**

N – Select the correct collection address from the drop-down

O - When arranging delivery Millbrook ask if there are dogs at the premises. Please select the appropriate answer

P – Select the correct contact number..... Or add a number specifically for this collection

Q – Once happy with all information click on CONFIRM & COLLECT

Raising a Collection for a client

If you wish to collect items currently with this client, please select the items, fill in the following fields and click the Confirm and Collect button.

[Create unknown collection](#)

Speed *
None

Target date *
05/02/2025

Collection notes

Confidential notes

Collection address *
Millbrook Healthcare Ltd Pirbright Road Guildford GU3 2DX

Dog at premises?
 Yes
 No
 Unknown

Activity Specific Contact

Contact number *
Telephone | 01234098765

[Confirm and collect](#) [Print this order](#)

Collection for the selected items has been created successfully. CollectionUIId: 63837861

Notes

Millflow returns the screen above

R – Confirmation the order has been placed successfully and the order number

S – Clicking PRINT THIS ORDER to print a copy of the order – See page 9

Raising a Collection for a client

Activity Printing - Work - Microsoft Edge
 https://prescriber.preprod.millreport.com/activity_printing.aspx?UId=94802694&Typeld=1

Click Here To Print →

EQUIPMENT LOAN SERVICE DELIVERY Customer Led

Millbrook Healthcare Block 8, Henley Business Park
 Pirbright Road GU3 2DX
 Tel: 0330 124 1247 Fax: 0845 293 7264

Service User
 Mr David Parsonage
 Millbrook Healthcare Ltd
 Pirbright Road
 Guelkford
 GU3 2DX
 Tel: 01234098765

Prescriber
 David Parsonage
 01234567890

Orderno/Reqno/Date
 Activity Number/Date
 94802694/Req 13 2025 11:45PM
 Service User/Prescriber
 102040505/0830dwdP

Line	Material	Description	Unit	Qty
20	CES30202 0066	Bed - Ultimate 4 section Care Bed II - UBER7001	-	1
20	CES30202 0066	Bed - Grab Rail - Standard - UBER7004	-	1

Notes

Activity Notes:
None

Additional Notes:
Top secret

Clinical Reasons:
These are required

Equipment Demonstrated:
Yes [No] 1

Notes

Once you have clicked Click PRINT THIS ORDER. Millflow presents the above screen view of your order

T- CLICK HERE TO PRINT will open up your printer search function. Allowing you to print the locally, should you need. See below

Print
 Total: 1 sheet of paper

Printer
 on mhc-print01

Copies
 1

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only

Print **Cancel**

Click Here To Print

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Yes [No] 1