Chapter 21
Prescriptions

This chapter—

- Provides an overview of the list of prescriptions
- Familiarizes the user with how to—
  - Add, amend, or delete details of a prescription
  - View details of prescription
  - Print out prescriptions and patient medicine labels
- Explains how the system can be used to manage prescriptions
- Explains how to copy a prescription

Working with Prescription Data

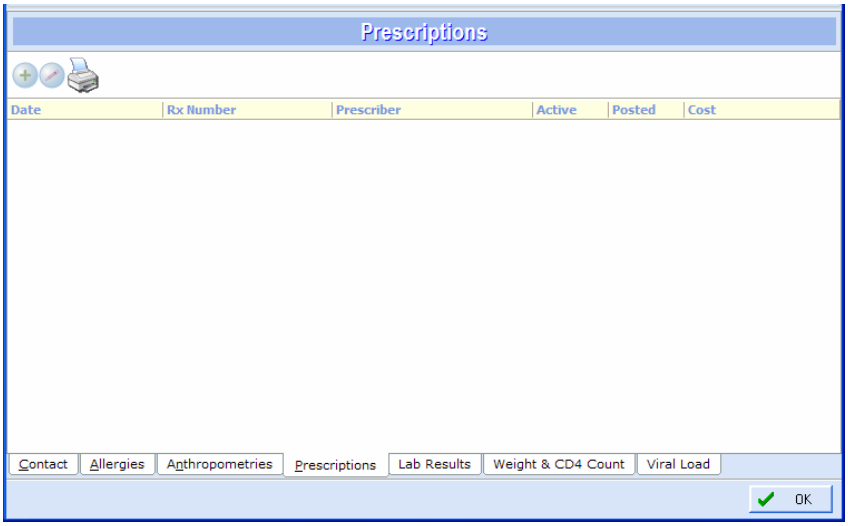
What Is a Prescription?

A prescription is a prescriber's order for medicine for a patient. RxSolution keeps a record of all the prescriptions that have been written for a patient by any prescriber and all medications that have been given to the patient.

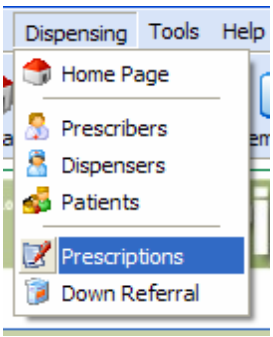
How Do I Get to the Prescriptions Screen?

You can use any of three ways to view patient prescriptions.

1. The **Prescriptions** tab on the **Patient** screen displays a list of that patient's prescriptions.



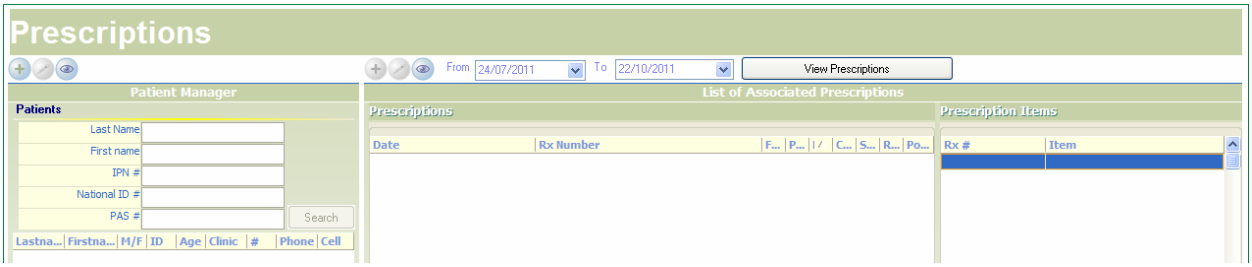
2. On the main menu, click on **Dispensing** and choose **Prescriptions**.



3. Click on the **Prescriptions** icon on the main toolbar.

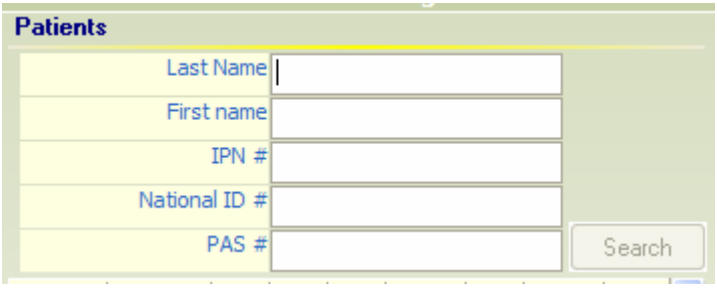
What Does the Prescription Screen Look Like?

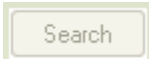
The prescription screen is divided into two sections: **Patient Manager** and **List of Associated Prescriptions**. This screen allows the user to search for a particular patient and see his or her prescriptions.



Using RxSolution to Manage Prescriptions

How Do I Use the Patient Manager Screen to Search for a Patient?



You can choose any of five search options when looking for a patient: the patient's **Last Name**, **First name**, internal patient number (**IPN #**), national identification number (**National ID #**), or the patient admission system number (**PAS #**). Enter any of these five parameters; and click on Search 

How Do I Manage Data in the List of Associated Prescriptions?

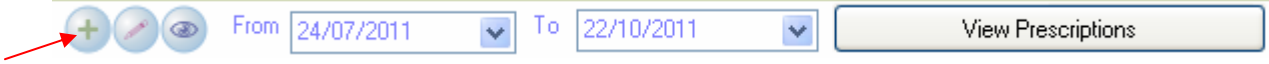
Enter a new date range or accept the cureent date range

Click on

The list of prescriptions associated with the currently selected patient from the **Patient Manager** section can be altered. You can add and edit prescriptions from this list using the navigation buttons located just above the list of prescriptions.

Adding a Prescription

1. Click on the plus sign on the **Prescriptions** screen.



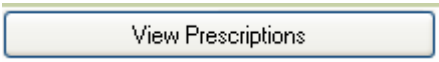
2. Add a new prescription for a patient.

Editing a Prescription

1. Select the prescription from the list.
2. Click on the edit sign to open an existing prescription.
3. Amend the prescription.

Viewing the List of Medicines on a Prescription

When the required patient is highlighted, enter a new date range or accept the cureent date range

Click on 

s.

The top half of the right column on the screen displays the medicines that are on the highlighted prescription, for quick reference.

Viewing a Patient's Prescription History

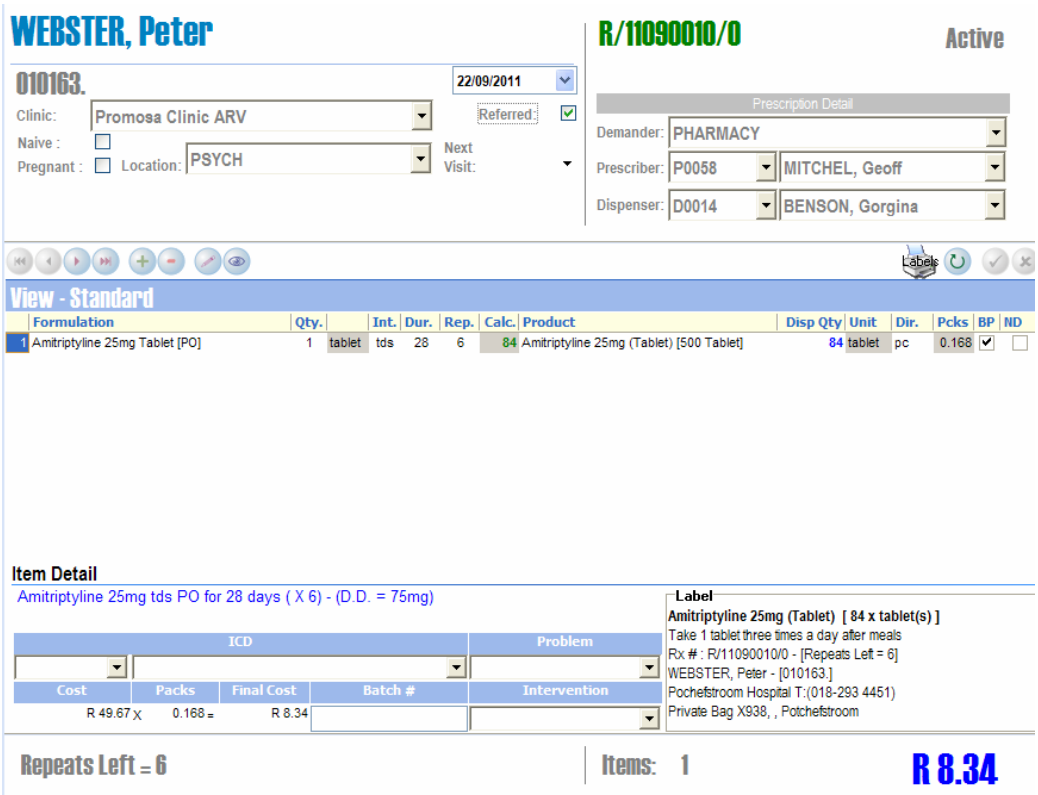
The bottom half of the right column on the screen displays a list of the medicines that have ever been prescribed for the highlighted patient.

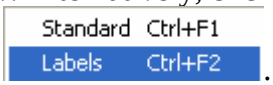
How Do I Navigate in the Prescriptions Screen?

When you open an existing prescription (by double clicking on it or by highlighting the entry by clicking on it and then clicking the edit button), you reach the **Prescriptions** screen. The layout of the **Prescriptions** screen is the same as you would find on a paper-based script written by a doctor.

Two views are available when capturing the prescription. The standard view shows you the prescription items, and the label view shows you the layout of the labels for each of the items that are on the prescription.

The standard view, which is the default view, is shown as follows—



Press *Ctrl + F2* to switch to the label view. Alternatively, click on the eye sign on the menu and select **Labels** from the pop-up menu 

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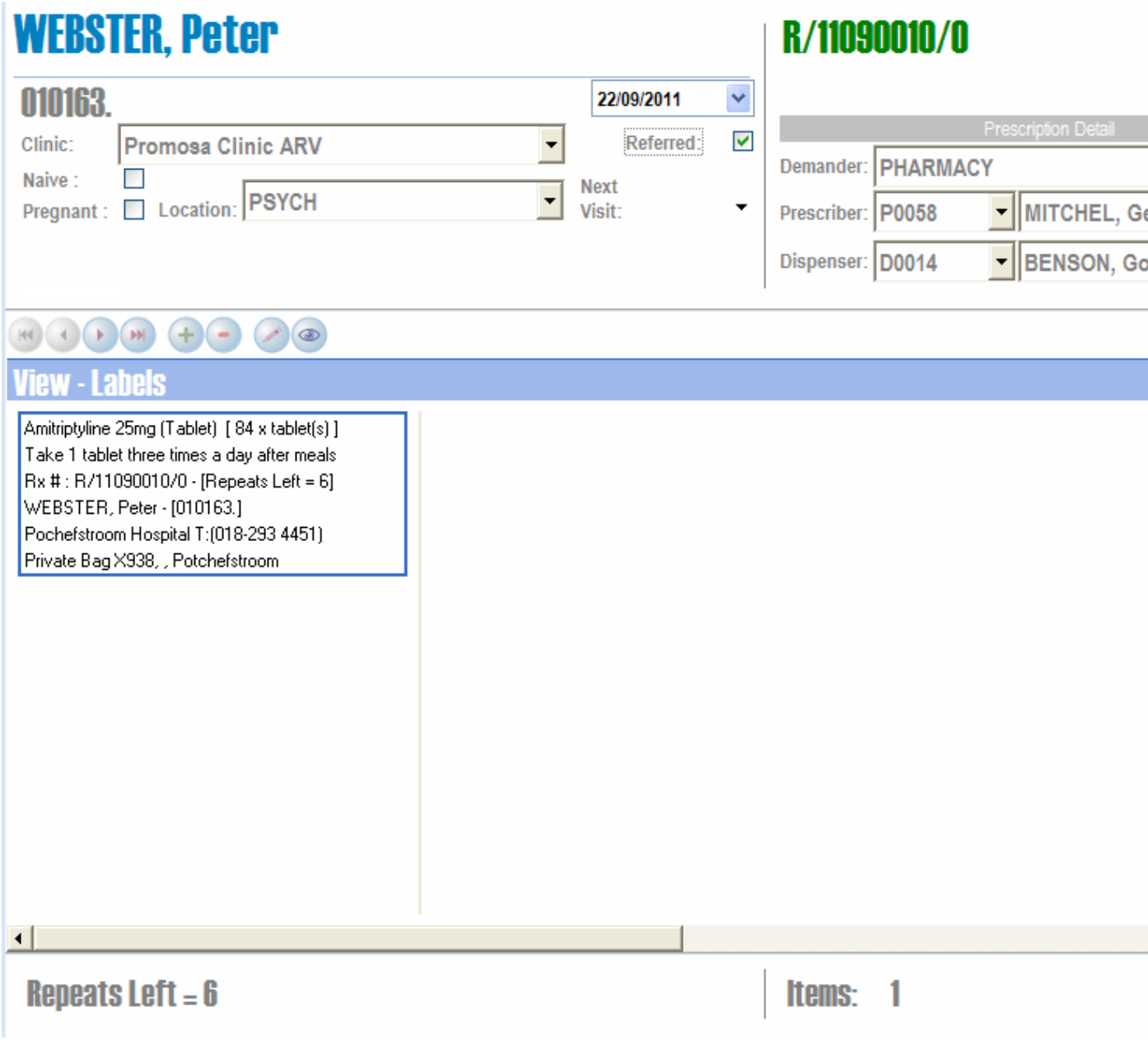
The label view is shown below with all of the corresponding labels on the prescription—



Press *Ctrl + F1* on the keyboard to switch back to see the standard view. Alternatively, click on the eye sign on the menu, and select **Standard** from the pop-up menu.

How Do I Manage Patient Details?

Patient details are automatically entered when you add a new prescription for a patient in the system. The top part of the prescription screen as shown below contains this patient information.

On the left-hand side, the patient information displayed includes—

- Patient name
- The internal patient number (IPN)
- **Clinic** where the patient can collect the medicine if the patient is part of a down-referral system
- Check box to indicate whether the patient is part of a down-referral system (**Referred**)
- Check box to indicate whether the patient is **Naïve**, meaning that he or she is new to antiretroviral treatment
- Prescription date (you must enter this information)
- Box indicating whether the patient is **Pregnant** at the time of issuing the prescription (you must check this box if appropriate)
- The Location where the prescription originated
- The next Visit date.

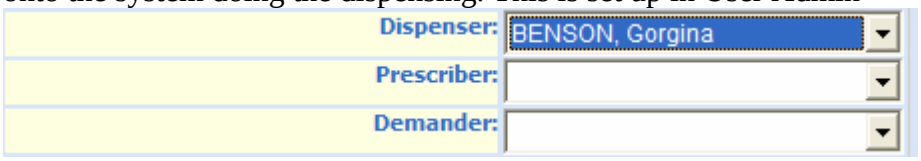
The right-hand side of the patient details screen relates to a particular prescription. The information displayed includes—

- Prescription number (e.g., R/11090010/0, which is generated automatically by RxSolution).

- **Demander**, which shows from where the prescription medicine will be issued. This can be defaulted at System Settings

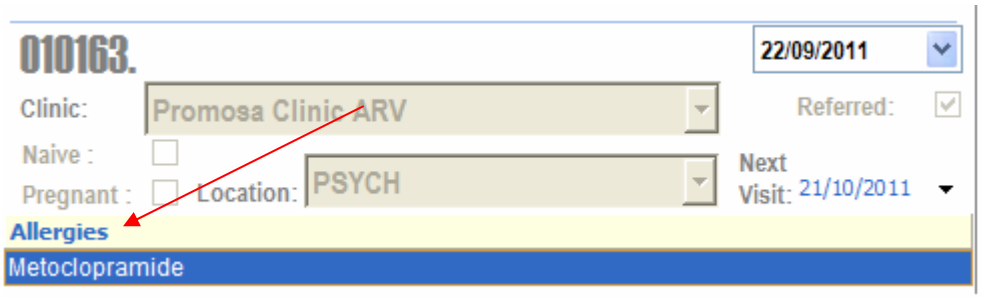
- **Prescriber**, the person who created the prescription for the patient (e.g., a doctor or a qualified and registered nurse). You can enter the prescriber using the prescriber code or by selecting his or her name from the drop-down list.

- **Dispenser**, you—RxSolution takes this information from the person currently logged onto the system doing the dispensing. This is set up in User Admin



How Do I Enter Prescription Items?

Check the Patients Allergies



The prescription screen has been built to facilitate data entry. Everything that needs to be captured can be put onto one screen.

You can add medications to the prescription in any of three ways—

- Enter the items manually by formulation and define exactly how the medication will be taken by the patient.

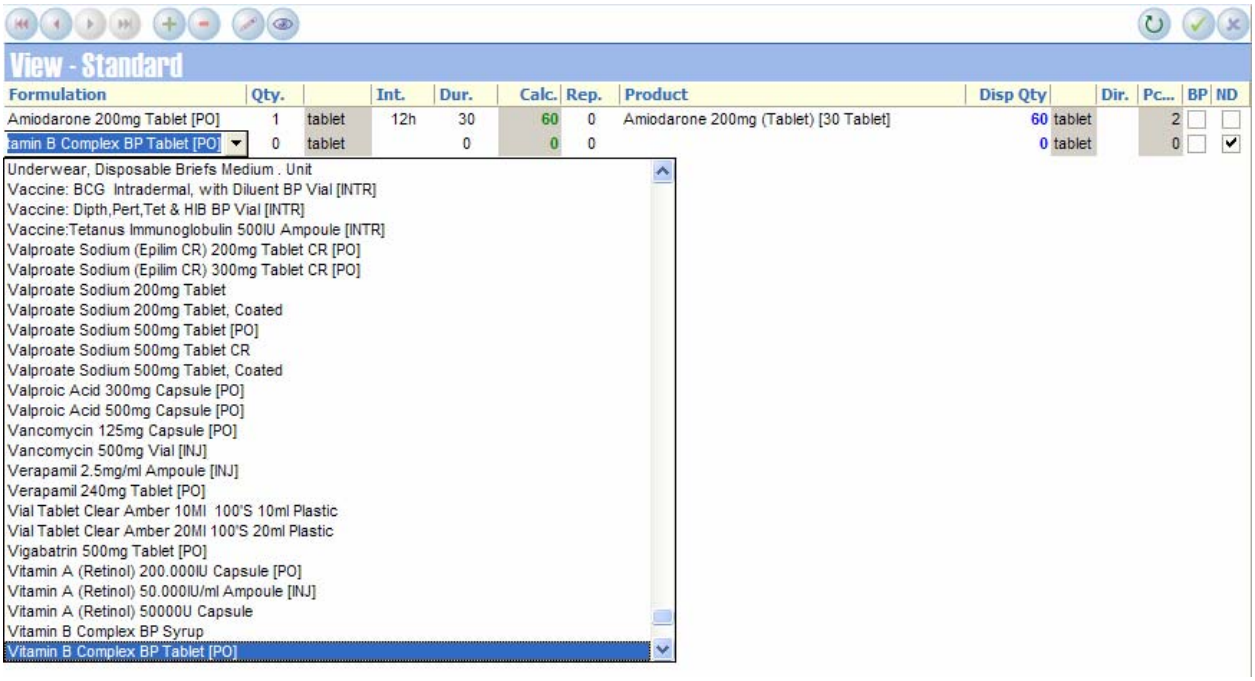
- Add items by regimen.

- Add items by protocol.

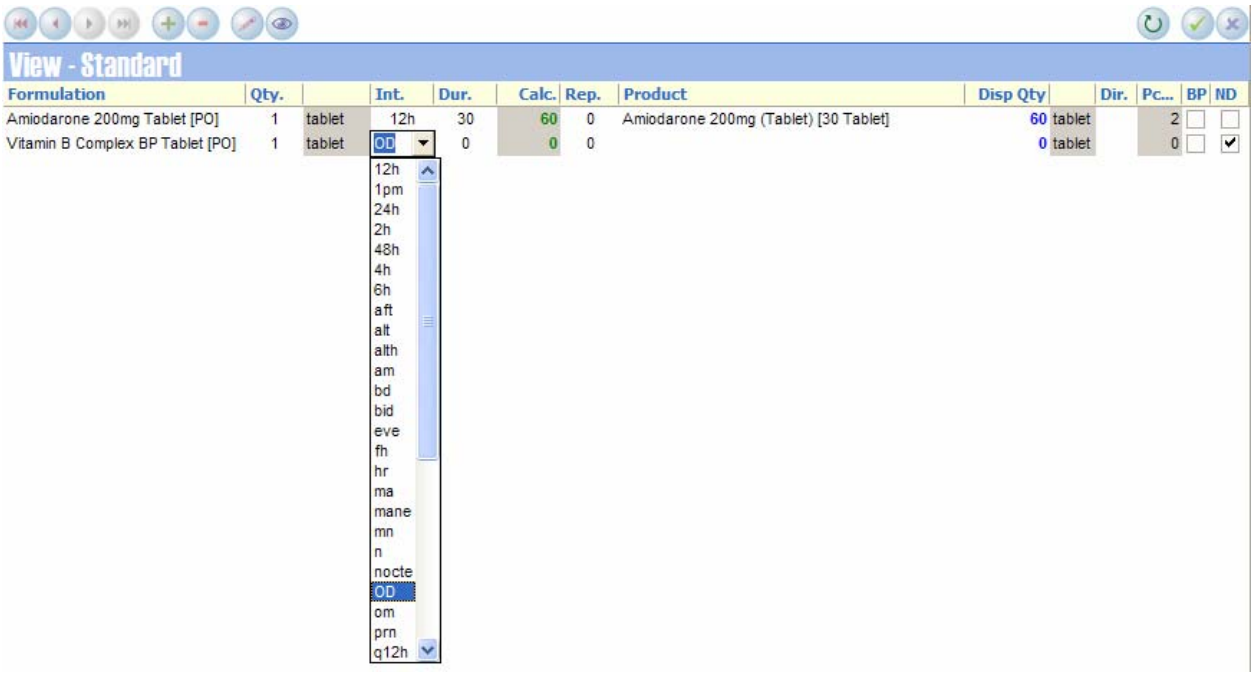
Manually Adding Items by Formulation

1. Click on the plus sign from the navigation menu.

2. From the formulation drop-down list of all items available from the system, select the item you want.



3. In the example screen above, vitamin B complex tablets have been prescribed to the patient. Select vitamin B complex from the formulation drop-down list.



4. Enter the dosage quantity (**Qty.**). In this example, the patient will take one tablet at a time.

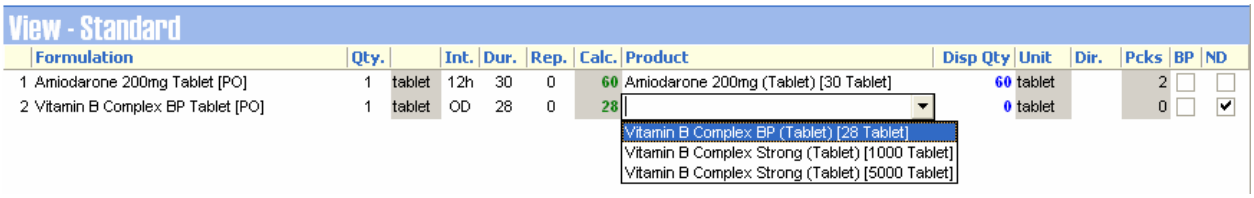
5. Enter the interval (**Int.**), selected from the drop-down list, to indicate how often the medicine should be taken. In the example screen above, the interval selected is **OD**, which stands for daily. Therefore, one tablet of vitamin B complex will be taken once a day.

6. Enter the duration (**Dur.**). This is the number of the days the medicine will be taken. Vitamin B complex tablets will be taken for the duration of 28 days in the following example screen.

7. Enter the repeats (**Rep.**), or refills, to give the patient; entering "4," for example, means the initial script plus three repeats. When posting this ptrescription, the system will automatically create a new prescription on the date the prescription will run out or on the next Visit date stated by you.

8. RxSolution automatically calculates the **Calc.** (calculated) column by multiplying the quantity, interval, and duration. In the example of the vitamin B complex above, **Calc.** is equal to 28 tablets for the duration of the prescription. One tablet is taken every day for 28 days, and therefore the patient will take a total of 28 tablets during that time.

9. Select the product. This decision will determine which product pack size you will give to the patient. Often, one item may come in different pack sizes. Vitamin B complex may be packed in 28 tablets or in 56 tablets a pack. If the option in System settings is set to ☑ Warning - Insufficient stock Dispense, and there in no stock in this demander, a warning is displayed.



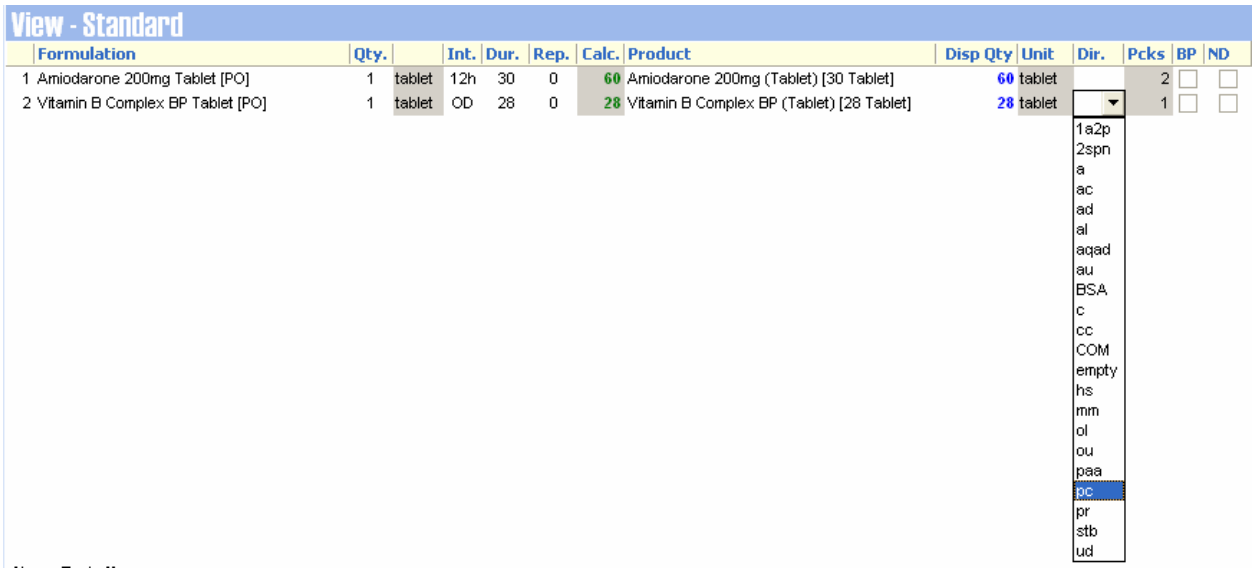
10. The **Disp Qty** field defaults to the closest pack size (as selected in product pack size) that will give the patient enough medication to last the number of days specified in the duration and based on the product selected.

11. RxSolution will also calculate the total number of packs (**Pcks**) that need to be dispensed to the patient. In the example screen above, one pack of 28 vitamin B complex tablets will be issued.

12. Sometimes you may want to give only a partial amount from a product pack size. An example would be to give the patient only 14 tablets from the 28 tablet pack size. To do this in the system, the user enters 14 in the **Disp Qty** field to indicate that a broken pack has been given to the patient. The **BP** (for *break pack* or *broken pack*) check box will change automatically when you alter the **Disp Qty** field. Alternatively, you can put a check mark in the check box under **BP** to dispense the calculated quantity or put in a value for **Disp Qty** if

the calculated quantity is not what needs to be dispensed, for example, as in "as required" (PRN) doses.

13. You can enter additional directions on how to take the medication in the directions (**Dir.**) column. In the example, **pc** (which stands for after meals) has been used as an additional instruction.



14. Place a check mark in the **ND** (not dispensed) box if the item was not dispensed. This option may be used, for example, if the prescriber wants to record a prescription, but the patient states that he or she still has enough of the medicine; so none is dispensed.

Adding Prescription Items from a Regimen

1. Press *F6* from the keyboard, and then select the regimen to use. The **Regimen** screen will display the regimens that are already set up in RxSolution.

2. Click on the **Select** button from the **Regimen** screen to add the selected regimen, or click on the **Cancel** button to cancel the selection.

3. Alternatively, click on the edit sign from the menu, and then select the **Regimen** option from the drop-down menu.

Adding Prescription Items by Protocol

1. Press *F7* from the keyboard. The **Protocol** screen will appear with a list of all protocols that have been set up already in RxSolution.

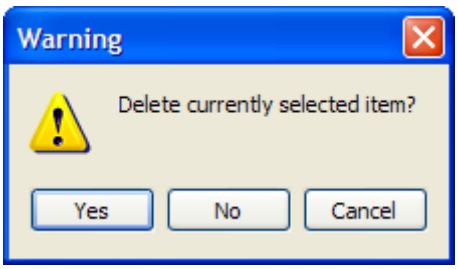
2. Select the protocol, and then click on the **Select** button to confirm selection, or click on the **Cancel** button to cancel the selection.

3. Alternatively, click on the edit sign from the menu, and then select **Protocols** from the drop-down menu. The **Protocol** screen will appear.

How Do I Delete Prescription Items?

1. Select the prescription item from the list, and click on the minus sign after the item has been highlighted.

2. A warning message will pop up to confirm the deletion of the selected item.

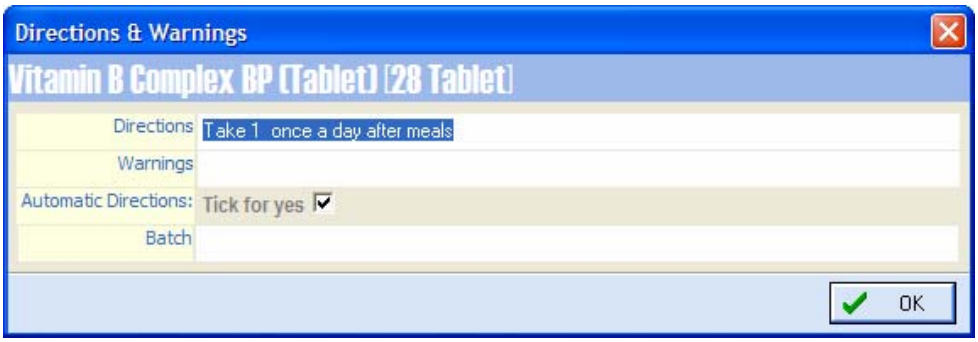


3. Click on **Yes** to confirm the deletion or on **No** or **Cancel** to cancel the deletion process.

How Do I Add or Edit Prescription Directions and Warnings?

Each item that is added on a prescription is accompanied by directions that are generated by RxSolution according to the information entered on the prescription (i.e., the dose, interval, and directions on how to use the medicine). To change or add to any directions, follow this procedure—

1. Press *F10* while selecting the prescription item, or click on **Directions** from the menu. A pop-up box like the following one will appear—



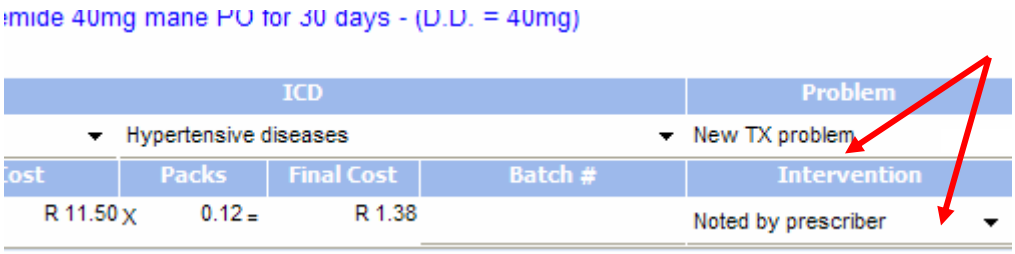
2. Enter any directions or warnings and the product batch number in this screen. You can use your own manually entered directions or the directions generated by RxSolution. Put a check mark next to the **Tick for yes** check box to use the RxSolution directions, or remove the

check mark from the check box to enter your own directions. The directions and warnings will be printed on the medicine label. The screen below gives an example of a direction.

3. Click on the **OK** button to save the changes and go back to the prescription screen.

How Do I Enter Intervention Information?

Any problems related to the medication can be recorded in the **Interventions** field of the **Item Detail** section of the **Prescriptions** screen. The action taken to address the problem can be entered as well.

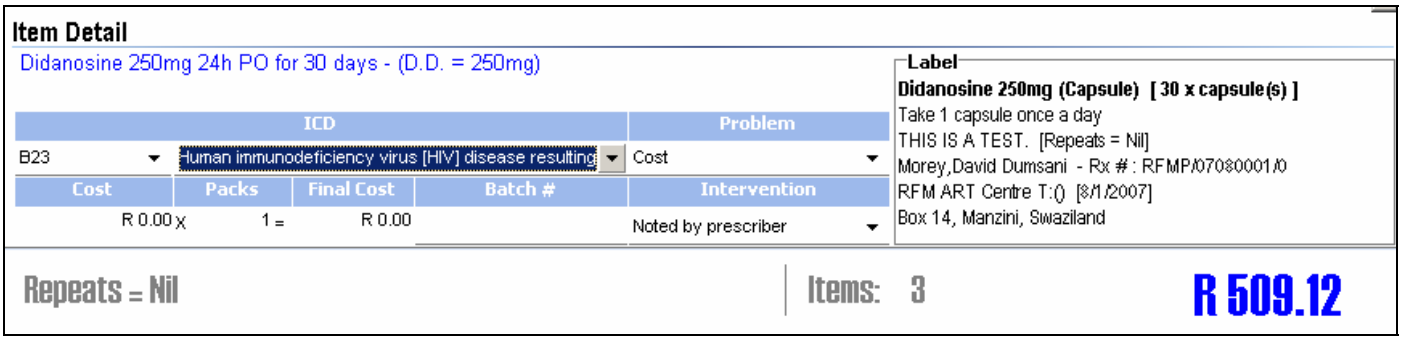


1. Click on the medication in question.

2. Press *F11* to open the **Interventions** window.

3. Choose a **Problem** from the drop-down list, or type in the **Outcome** that was taken because of that problem. The options in the drop-down list were defined in the **System Settings** of RxSolution.

How Do I Enter an Item Detail?



1. At the bottom of the **Prescriptions** screen, you can enter the **ICD** information for the medication.

2. Note that the pack cost and extended cost are displayed for each item, along with the batch number, if relevant.

3. Note that the final line on the screen summarizes the number of repeats on the prescription, the number of items, and the total cost.

How Do I Close the Prescriptions Screen?

Click on the **OK** button on the bottom right corner of the screen to close and save the prescription information.

How Do I Create Prescription, Medicine Label, and Address Label Printouts?

You can print three reports from the **Prescriptions** screen—

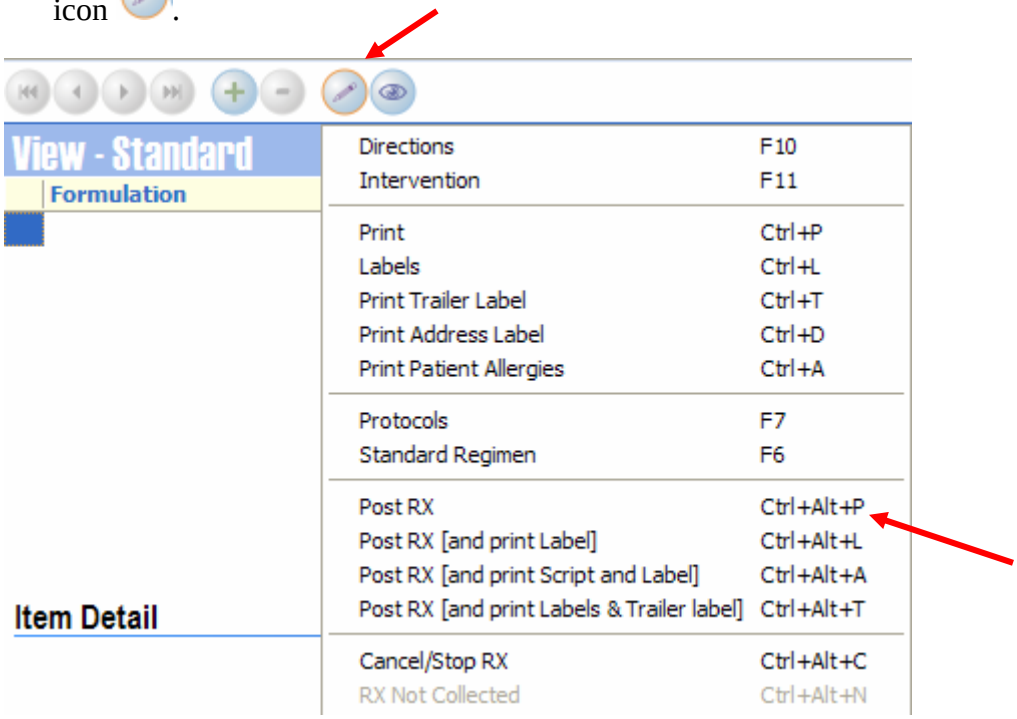
- Prescriptions—Press *Ctrl + P* on the keyboard to print the prescription.
- Medicine labels—Press *Ctrl + L* on the keyboard to print medicine labels.
- Trailer Label - Press *Ctrl + T* on the keyboard to print the trailer labels.
- Patient Allergies - Press *Ctrl + A* on the keyboard to print the Patients Allergies
- Patients address labels—Press *Ctrl + D* on the keyboard to print the patient address label.

How Do I Post a Prescription?

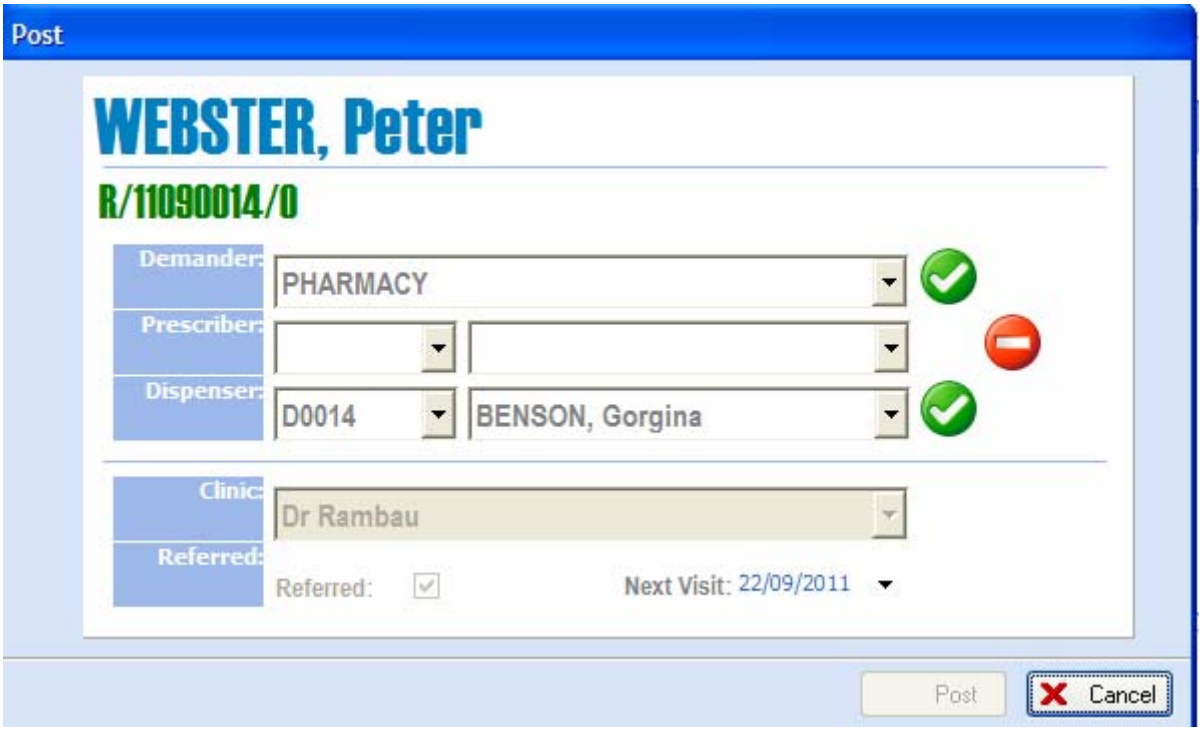
An active prescription needs to be posted after all the details relating to the prescription have been entered. Use the **Post** function to close and finalize the prescription and deduct the stock issued from the demander balance. After posting, no items can be added or changed on the prescription.

1. To post a prescription, press *Ctrl + Alt + P* on the keyboard.

2. Alternatively, click **Post RX** from the drop-down menu displayed by clicking on the edit icon .



3. When you post the prescription, a pop-up screen will appear for you to verify and complete any header information that might be missing.



4. If any of the information is missing, it will be highlighted by the red indication mark as seen in the above image. Here, the prescriber's name has not been entered. The user in this example needs to select the prescriber before posting the prescription. Once the prescriber has been selected, the red indication mark will be replaced by the green check sign.

5. After the prescription has been posted, the stock dispensed to the patient is deducted from the demander stock. In the previous example, the stock will be deducted from the main pharmacy.

The system has four posting methods—

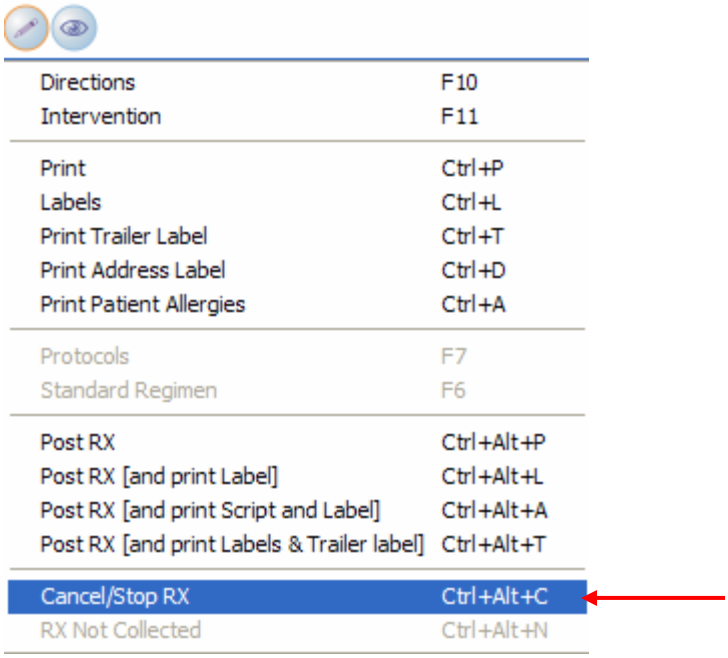
- **Post RX**—is accessed by pressing *Ctrl + Alt + P* and will post the prescription.
- **Post RX [and print Label]**—is accessed by pressing *Ctrl + Alt + L* and will post the prescription and print the item label or labels.
- **Post Rx [and print Script and Label]**—is accessed by pressing *Ctrl + Alt + A* and will post the prescription and print the prescription and labels.
- **Post Rx [and print Labels & Trailer label]**—is accessed by pressing *Ctrl + Alt + T* and will post the prescription and print and the prescription labels as well as a summary trailer label that is used for an audit or attached to the patient's file.

How Do I Cancel or Stop a Prescription?

You can cancel or stop a prescription that has not yet been posted. This might be done, for example, if you would like to capture the prescription as a record but not dispense it because the patient says that he or she still has enough medicine to last until the next doctor's visit.

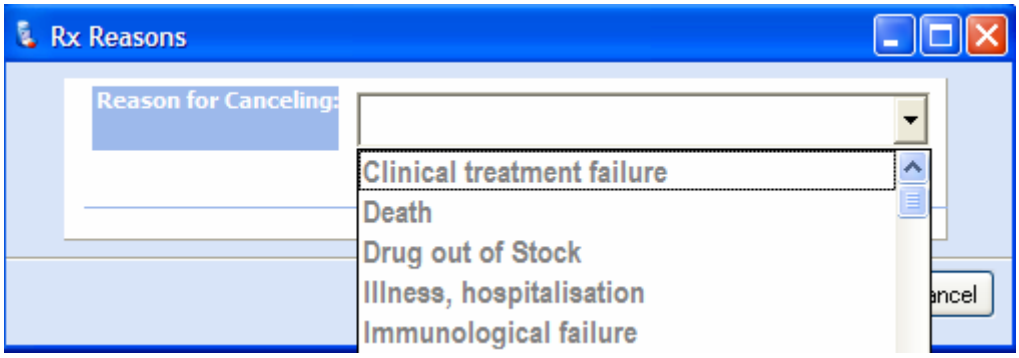
> *Note:* This option is available only if the prescription has not yet been posted. If you need to reverse a prescription that has been posted, you may use the **Rx Not Collected** option.

1. While in the **Prescriptions** screen, click on the edit icon and select **Cancel/Stop RX.**

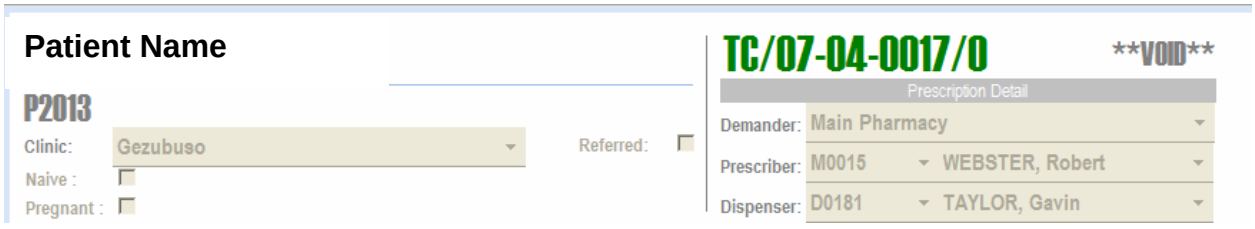


2. Alternatively, press the *Ctrl* + *Alt* + *C* keys.

3. Enter the reason for the cancellation and click on Post



4. The prescription will then have a ****VOID**** status, as can be seen at the top right corner of the **Prescriptions** screen that follows—

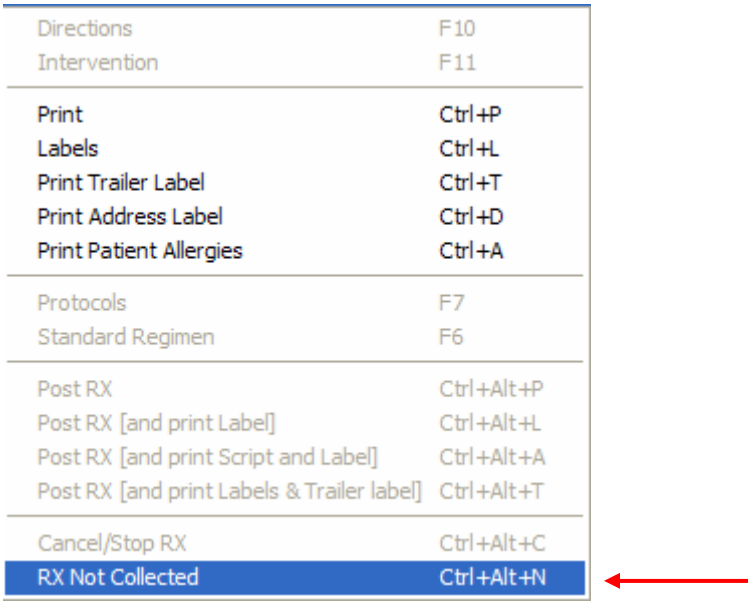


5. The prescription will then be deemed to be posted without any stock transaction taking place. No further editing can be done to this prescription.

How Do I Indicate That a Prescription Has Not Been Collected?

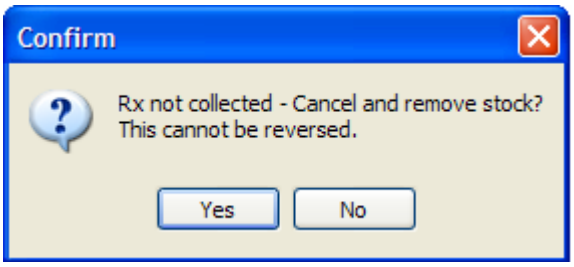
If a prescription has been dispensed and posted, but the patient does not collect it, the prescription can be cancelled, and the medication that has been subtracted from the demander stock is returned into the demander stock. In fact, it acts as a reverse posting.

1. While in the **Prescriptions** screen, click on the edit icon and select **RX Not Collected**.



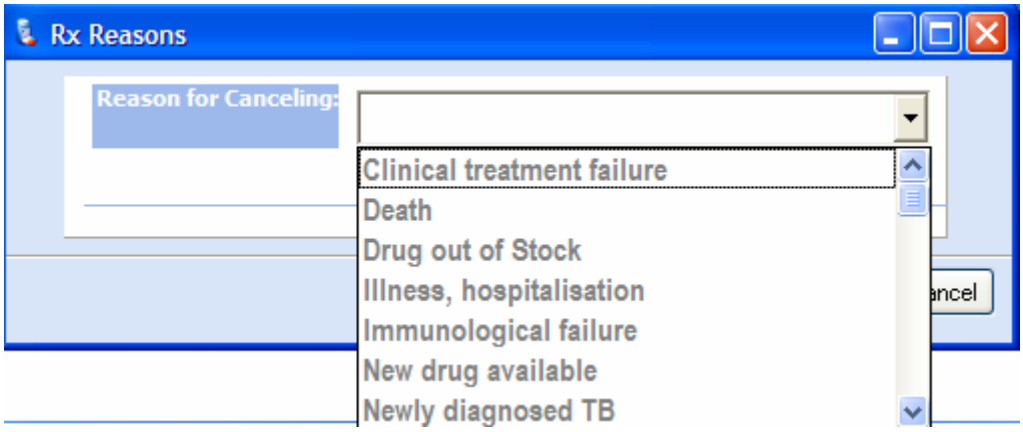
2. Alternatively, press the *Ctrl + Alt + N* keys.

3. The warning message below pops up, stating that the "Not Collected" transaction cannot be reversed.

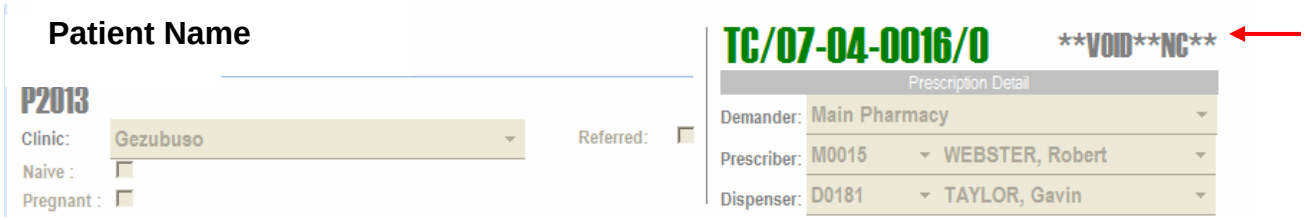


4. To proceed, click on the **Yes** button; otherwise, click on the **No** button.

5. Enter the reason and click on Post



6. The prescription will then be deemed to have been reversed and the stock issue from the demander reversed. No further editing can be done to this prescription, and the top right states ****VOID**NC****, meaning the prescription has been cancelled (i.e., is void) and not collected.

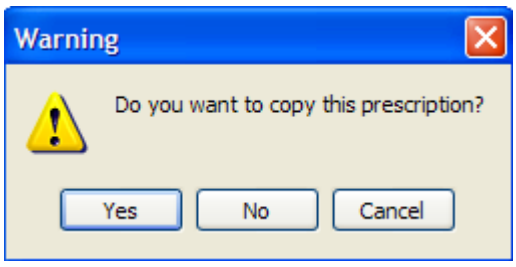


How Do I Copy an Existing Prescription?

1. Right click on the prescription that you want to copy.

2. Select **Copy Rx**.

3. Click on **Yes** to copy the prescription.



4. An unposted copy is created.

23/12/2008	RP/08120002/0	23245346	DLAMINI, Simon	SUMMERS, John	R 1.38	**VOID**NC**	Repeats = N	☑
23/12/2008	RP/08120003/0	23245346	DLAMINI, Simon		R 1.38	Active	Repeats = N	☐

5. Edit the copied prescription as needed and post it.