

# 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

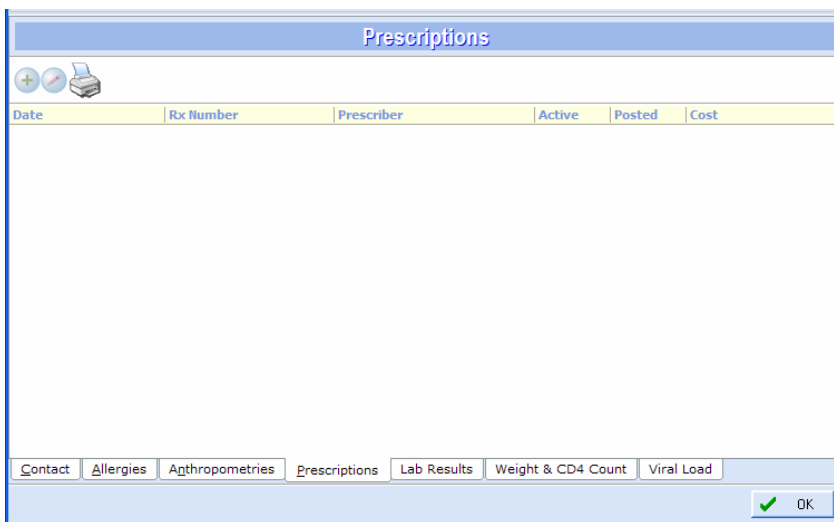
### *What Is a Prescription?*

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.

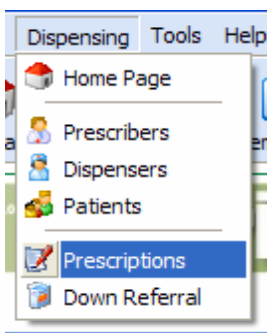
### *How Do I Get to the Prescriptions Screen?*

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.



The screenshot shows a toolbar with three circular icons: a plus sign (highlighted with a red arrow), a syringe, and an eye. To the right of these icons are two date range selectors: "From 24/07/2011" and "To 22/10/2011", each with a dropdown arrow. Further right is a button labeled "View Prescriptions".

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.

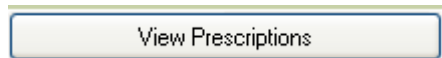
### *Viewing the List of Medicines on a Prescription*

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



The screenshot shows a date range filter with two dropdown menus. The first is labeled "From" and contains the date "24/07/2011". The second is labeled "To" and contains the date "22/10/2011". Both have small downward arrows indicating they are dropdowns.

Click on



A rectangular button with a light gray background and a thin border, containing the text "View Prescriptions".

s.

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

Prescriptions									Prescription Items	
Date	Rx Number	Folder ...	Patient	Pre... /	Cost	Status	Repeats	Posted	Rx #	Item
15/08/2011	R/11061344/2	580427	ABRAMS,	MEDICAL	R 191.67	POSTED	Repeats L	<input checked="" type="checkbox"/>	R/11061344/2	Metformin 850mg (Tablet) [56 Tablet]
15/08/2011	R/11061344/3	580427	ABRAMS,	MEDICAL	R 17.11	POSTED	Repeats L	<input checked="" type="checkbox"/>	R/11061344/2	Gliclazide 80mg (Tablet) [56 Tablet]
01/09/2011	R/11061344/4	580427	ABRAMS,	MEDICAL	R 189.23	Active	Repeats L	<input type="checkbox"/>	R/11061344/2	Cimetidine 200mg (Tablet) [56 Tablet]
									R/11061344/2	Nifedipine 60mg (Tablet XL) [30 Table
									R/11061344/2	DM Pack 1 (Syringe) [15 Syringe]
									R/11061344/2	Aspirin Soluble 300mg (Tablet) [14 Ta
									R/11061344/2	Vitamin B Complex BP (Tablet) [28 Ta
									R/11061344/2	Hydrochlorothiazide 25mg (Tablet) [28
									R/11061344/2	Perindopril 4mg (Tablet) [28 Tablet]
									R/11061344/2	Magnesium Trisilicate 500mg/10mL (A
									R/11061344/2	Test strip: Blood, Glucose (Accucheck
									R/11061344/2	Insulin Soluble, Isophane Premix, Hun
									R/11061344/2	Bisacodyl 5mg (Tablet) [28 Tablet]

### *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.

History
Aspirin Soluble 300mg Tablet [PO]
Bisacodyl 5mg Tablet [PO]
Cimetidine 200mg Tablet [PO]
DM Pack 1 Syringe [SURG]
Gliclazide 80mg Tablet [PO]
Hydrochlorothiazide 25mg Tablet [PO]
Insulin Soluble, Isophane Premix, Human, Yeast (Actraphane
Insulin Soluble, Isophane Premix, Human, Yeast (Humulin 70

### 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—

**WEBSTER, Peter**  
**010163.** 22/09/2011  
Clinic: Promosa Clinic ARV  
Naive: ☐  
Pregnant: ☐ Location: PSYCH  
Referred: ☒ Next Visit:

**R/11090010/0** **Active**  
Prescription Detail  
Demander: PHARMACY  
Prescriber: P0058 MITCHEL, Geoff  
Dispenser: D0014 BENSON, Gorgina

View - Standard

Formulation	Qty.	Int.	Dur.	Rep.	Calc.	Product	Disp Qty	Unit	Dir.	Pcks	BP	ND
1 Amitriptyline 25mg Tablet [PO]	1	tablet	tds	28	6	84 Amitriptyline 25mg (Tablet) [500 Tablet]	84	tablet	pc	0.168	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Item Detail

Amitriptyline 25mg tds PO for 28 days ( X 6) - (D.D. = 75mg)

ICD	Problem

Cost	Packs	Final Cost	Batch #	Intervention
R 49.67 X	0.168 =	R 8.34		

Label

Amitriptyline 25mg (Tablet) [ 84 x tablet(s) ]  
Take 1 tablet three times a day after meals  
Rx #: R/11090010/0 - [Repeats Left = 6]  
WEBSTER, Peter - [010163.]  
Potchefstroom Hospital T:(018-293 4451)  
Private Bag X938, Potchefstroom

Repeats Left = 6

Items: 1

**R 8.34**

<b>WEBSTER, Peter</b>		<b>R/11090010/0</b>	
<b>010163.</b>		22/09/2011	
Clinic:	Promosa Clinic ARV	Referred:	<input checked="" type="checkbox"/>
Naive :	<input type="checkbox"/>	Next Visit:	
Pregnant :	<input type="checkbox"/>	Location:	PSYCH

Prescription Detail	
Demander:	PHARMACY
Prescriber:	P0058 MITCHEL, G
Dispenser:	D0014 BENSON, G

**View - Labels**

Amitriptyline 25mg (Tablet) [ 84 x tablet(s) ]  
 Take 1 tablet three times a day after meals  
 Rx # : R/11090010/0 - [Repeats Left = 6]  
 WEBSTER, Peter - [010163.]  
 Potchefstroom Hospital T:(018-293 4451)  
 Private Bag X938, , Potchefstroom

Repeats Left = 6

Items: 1

## 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.

<b>WEBSTER, Peter</b>		<b>R/11090010/0</b>	<b>POSTED</b>
010163.		22/09/2011	
Clinic:	Promosa Clinic ARV	Referred:	<input checked="" type="checkbox"/>
Naive :	<input type="checkbox"/>	Next Visit:	21/10/2011
Pregnant :	<input type="checkbox"/>	Location:	PSYCH
		Prescription Detail	
Demander:		PHARMACY	
Prescriber:		P0058 MITCHEL, Geoff	
Dispenser:		D0014 BENSON, Gorgina	

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

**Local Settings**

Report Printer: HP LaserJet 4050 Series PCL6

Label Printer: HP LaserJet 4050 Series PCL6

Demander: PHARMACY

☒ Use

- **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

Dispenser: BENSON, Gorgina

Prescriber:

Demander:

### How Do I Enter Prescription Items?

Check the Patients Allergies

010163. 22/09/2011

Clinic: Promosa Clinic ARV Referred: ☒

Naive: ☐ Pregnant: ☐ Location: PSYCH Next Visit: 21/10/2011

**Allergies**

Metoclopramide

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.

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

Formulation	Qty.	Int.	Dur.	Calc.	Rep.	Product	Disp Qty	Dir.	Pc...	BP	ND	
Amiodarone 200mg Tablet [PO]	1	tablet	12h	30	60	0	Amiodarone 200mg (Tablet) [30 Tablet]	60	tablet	2	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin B Complex BP Tablet [PO]	0	tablet	0	0	0	0	0	tablet	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Underwear, Disposable Briefs Medium . Unit  
 Vaccine: BCG Intradermal, with Diluent BP Vial [INTR]  
 Vaccine: Diph,Pert,Tet & HIB BP Vial [INTR]  
 Vaccine:Tetanus Immunoglobulin 500IU Ampoule [INTR]  
 Valproate Sodium (Epilim CR) 200mg Tablet CR [PO]  
 Valproate Sodium (Epilim CR) 300mg Tablet CR [PO]  
 Valproate Sodium 200mg Tablet  
 Valproate Sodium 200mg Tablet, Coated  
 Valproate Sodium 500mg Tablet [PO]  
 Valproate Sodium 500mg Tablet CR  
 Valproate Sodium 500mg Tablet, Coated  
 Valproic Acid 300mg Capsule [PO]  
 Valproic Acid 500mg Capsule [PO]  
 Vancomycin 125mg Capsule [PO]  
 Vancomycin 500mg Vial [INJ]  
 Verapamil 2.5mg/ml Ampoule [INJ]  
 Verapamil 240mg Tablet [PO]  
 Vial Tablet Clear Amber 10ml 100'S 10ml Plastic  
 Vial Tablet Clear Amber 20ml 100'S 20ml Plastic  
 Vigabatrin 500mg Tablet [PO]  
 Vitamin A (Retinol) 200,000IU Capsule [PO]  
 Vitamin A (Retinol) 50,000IU/ml Ampoule [INJ]  
 Vitamin A (Retinol) 50000IU Capsule  
 Vitamin B Complex BP Syrup  
 Vitamin B Complex BP Tablet [PO]

- 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.

Formulation	Qty.	Int.	Dur.	Calc.	Rep.	Product	Disp Qty	Dir.	Pc...	BP	ND	
Amiodarone 200mg Tablet [PO]	1	tablet	12h	30	60	0	Amiodarone 200mg (Tablet) [30 Tablet]	60	tablet	2	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin B Complex BP Tablet [PO]	1	tablet	OD	0	0	0	0	tablet	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

12h  
 1pm  
 24h  
 2h  
 48h  
 4h  
 6h  
 aft  
 alt  
 alth  
 am  
 bd  
 bid  
 eve  
 fh  
 hr  
 ma  
 mane  
 mn  
 n  
 nocte  
 OD  
 om  
 prn  
 q12h

- 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 prescription, 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 is no stock in this demander, a warning is displayed.

View - Standard												
Formulation	Qty.		Int.	Dur.	Rep.	Calc.	Product	Disp Qty	Unit	Dir.	Pcks	BP ND
1 Amiodarone 200mg Tablet [PO]	1	tablet	12h	30	0	60	Amiodarone 200mg (Tablet) [30 Tablet]	60	tablet		2	<input type="checkbox"/> <input type="checkbox"/>
2 Vitamin B Complex BP Tablet [PO]	1	tablet	OD	28	0	28	Vitamin B Complex BP (Tablet) [28 Tablet]	0	tablet		0	<input type="checkbox"/> <input checked="" type="checkbox"/>
								<div>Vitamin B Complex BP (Tablet) [28 Tablet]</div> <div>Vitamin B Complex Strong (Tablet) [1000 Tablet]</div> <div>Vitamin B Complex Strong (Tablet) [5000 Tablet]</div>				

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.

- 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.

**View - Standard**


Formulation	Qty.	Int.	Dur.	Rep.	Calc.	Product	Disp Qty	Unit	Dir.	Pcks	BP	ND
1 Amiodarone 200mg Tablet [PO]	1 tablet	12h	30	0	60	Amiodarone 200mg (Tablet) [30 Tablet]	60	tablet		2	<input type="checkbox"/>	<input type="checkbox"/>
2 Vitamin B Complex BP Tablet [PO]	1 tablet	OD	28	0	28	Vitamin B Complex BP (Tablet) [28 Tablet]	28	tablet	<div> 1a2p  2spn  a  ac  ad  al  aqad  au  BSA  c  cc  COM  empty  hs  mm  ol  ou  paa  <b>pc</b>  pr  stb  ud </div>	1	<input type="checkbox"/>	<input type="checkbox"/>

- 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.

**View - Standard**


Formulation	Qty.	Int.	Dur.	Rep.	Calc.	Product	Disp Qty	Unit	Dir.	Pcks	BP	ND
1 Amiodarone 200mg Tablet [PO]	1 tablet	12h	30	0	60	Amiodarone 200mg (Tablet) [30 Tablet]	60	tablet		2	<input type="checkbox"/>	<input type="checkbox"/>
2 Vitamin B Complex BP Tablet [PO]	1 tablet	OD	28	0	28	Vitamin B Complex BP (Tablet) [28 Tablet]	28	tablet		1	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Adding Prescription Items from a Regimen


- 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.
- Click on the **Select** button from the **Regimen** screen to add the selected regimen, or click on the **Cancel** button to cancel the selection.
- Alternatively, click on the edit sign  from the menu, and then select the **Regimen** option from the drop-down menu.

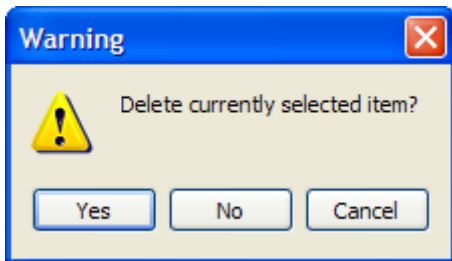
### Adding Prescription Items by Protocol

- 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.

- 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.

imide 40mg mane PO for 30 days - (D.D. = 40mg)

ICD				Problem
▼ Hypertensive diseases				▼ New TX problem
Cost	Packs	Final Cost	Batch #	Intervention
R 11.50 X	0.12 =	R 1.38		Noted by prescriber ▼

- Click on the medication in question.
- Press **F11** to open the **Interventions** window.

- 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?**

Item Detail				
Didanosine 250mg 24h PO for 30 days - (D.D. = 250mg)				
ICD			Problem	
B23	Human immunodeficiency virus [HIV] disease resulting		Cost	
Cost	Packs	Final Cost	Batch #	Intervention
R 0.00 x	1 =	R 0.00		Noted by prescriber
Repeats = Nil			Items: 3	R 509.12

**Label**  
**Didanosine 250mg (Capsule) [ 30 x capsule(s) ]**  
 Take 1 capsule once a day  
 THIS IS A TEST. [Repeats = Nil]  
 Morey,David Dumsani - Rx # : RFMP/07080001/0  
 RFM ART Centre T:() [8/1/2007]  
 Box 14, Manzini, Swaziland

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.

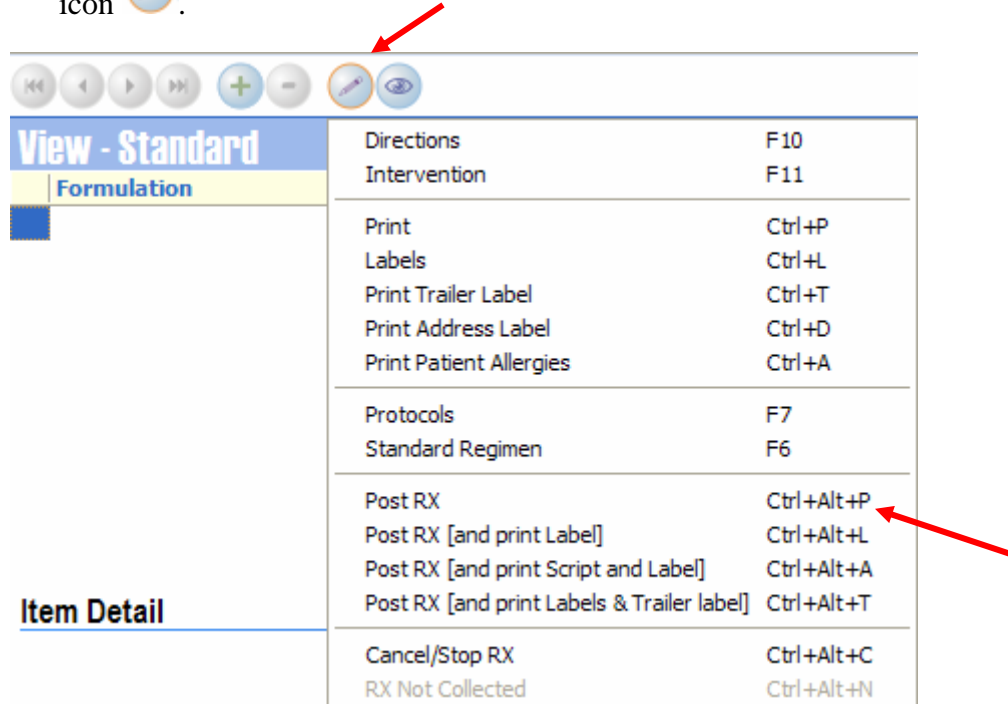
### How Do I Post a Prescription?

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.

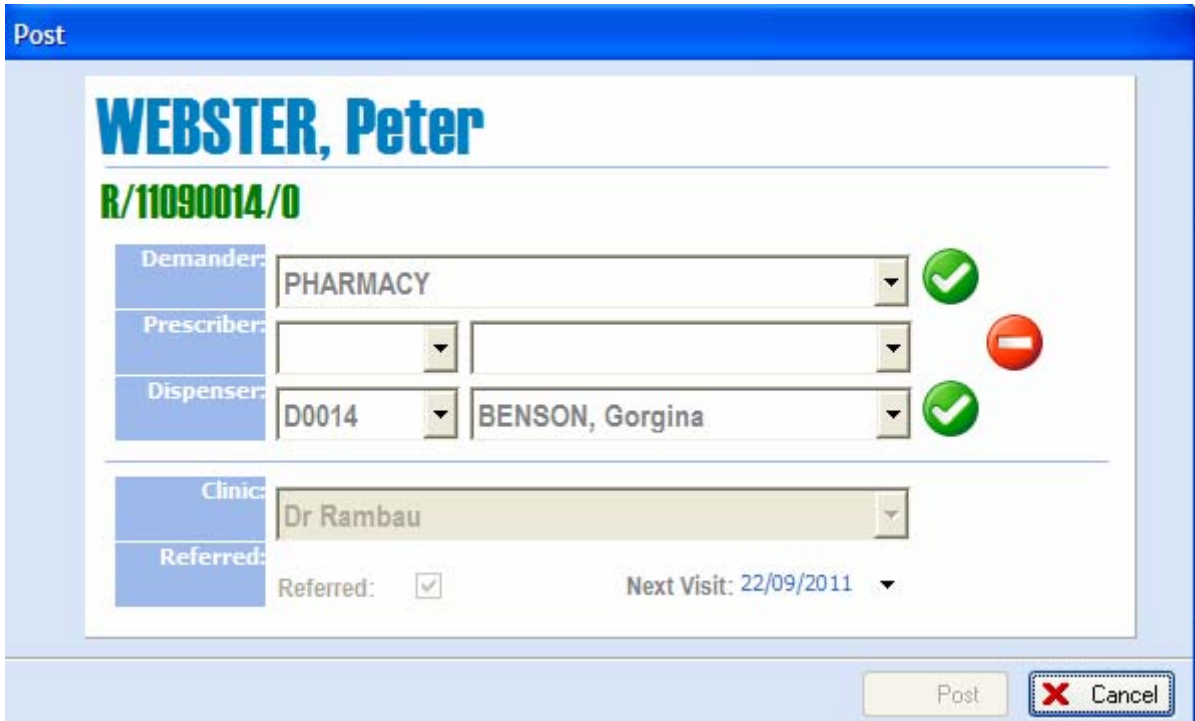
1. To post a prescription, press *Ctrl + Alt + P* on the keyboard.



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





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



The screenshot shows the 'Post' pop-up screen. It displays patient information: **WEBSTER, Peter** and **R/11090014/0**. Below this, there are fields for Demander, Prescriber, Dispenser, and Clinic. The Demander field is set to 'PHARMACY' with a green checkmark. The Prescriber field is empty with a red minus sign. The Dispenser field is set to 'D0014' and 'BENSON, Gorgina' with a green checkmark. The Clinic field is set to 'Dr Rambau'. There is a 'Referred' checkbox which is checked. The 'Next Visit' is set to '22/09/2011'. At the bottom, there are 'Post' and 'Cancel' buttons.



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—

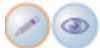
- **Post RX**—is accessed by pressing *Ctrl + Alt + P* and will post the prescription.
- **Post RX [and print Label]**—is accessed by pressing *Ctrl + Alt + L* and will post the prescription and print the item label or labels.
- **Post Rx [and print Script and Label]**—is accessed by pressing *Ctrl + 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?***

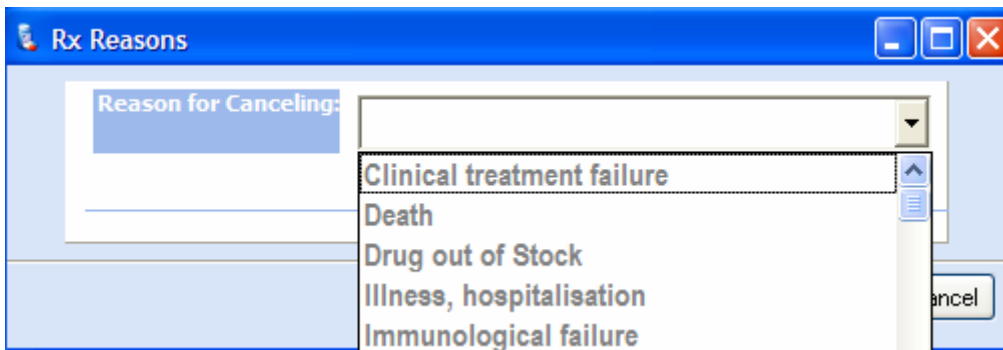
You can cancel or stop a prescription that has not yet been posted. This might be done, for example, if you would like to capture the prescription as a record but not dispense it because the patient says that he or she still has enough medicine to last until the next doctor's visit.

*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.

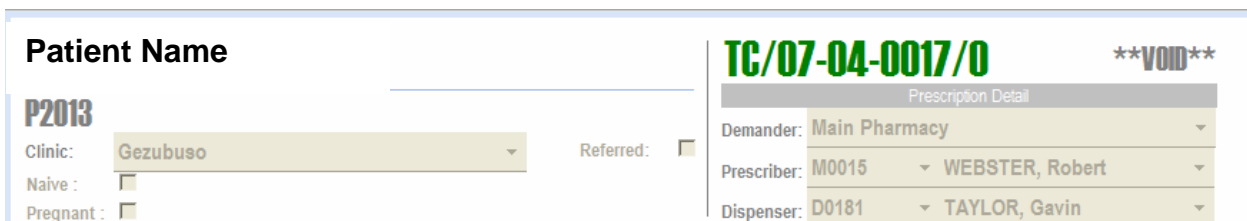
1. While in the **Prescriptions** screen, click on the edit  icon and select **Cancel/Stop RX**.

	
Directions	F10
Intervention	F11
Print	Ctrl+P
Labels	Ctrl+L
Print Trailer Label	Ctrl+T
Print Address Label	Ctrl+D
Print Patient Allergies	Ctrl+A
Protocols	F7
Standard Regimen	F6
Post RX	Ctrl+Alt+P
Post RX [and print Label]	Ctrl+Alt+L
Post RX [and print Script and Label]	Ctrl+Alt+A
Post RX [and print Labels & Trailer label]	Ctrl+Alt+T
Cancel/Stop RX	Ctrl+Alt+C
RX Not Collected	Ctrl+Alt+N

- Alternatively, press the *Ctrl + Alt + C* keys.
- Enter the reason for the cancellation and click on Post




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



- 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?

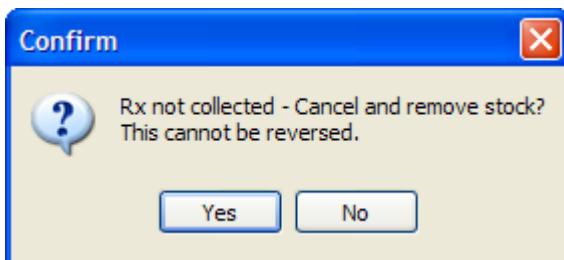
If a prescription has been dispensed and posted, but the patient does not collect it, the prescription can be cancelled, and the medication that has been subtracted from the demander stock is returned into the demander stock. In fact, it acts as a reverse posting.

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

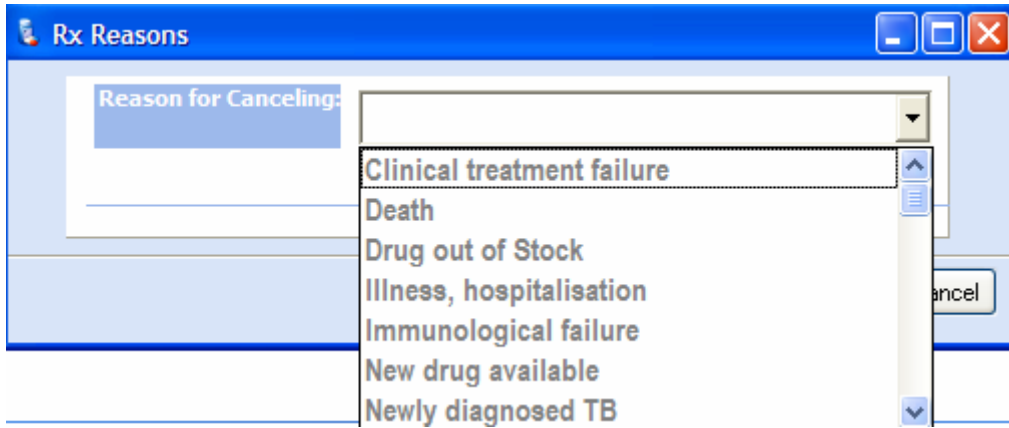
Directions	F10
Intervention	F11
Print	Ctrl+P
Labels	Ctrl+L
Print Trailer Label	Ctrl+T
Print Address Label	Ctrl+D
Print Patient Allergies	Ctrl+A
Protocols	F7
Standard Regimen	F6
Post RX	Ctrl+Alt+P
Post RX [and print Label]	Ctrl+Alt+L
Post RX [and print Script and Label]	Ctrl+Alt+A
Post RX [and print Labels & Trailer label]	Ctrl+Alt+T
Cancel/Stop RX	Ctrl+Alt+C
<b>RX Not Collected</b>	<b>Ctrl+Alt+N</b>



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



- 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.

**Patient Name**  
**P2013**  
Clinic: Gezubuso Referred: ☐  
Naive: ☐  
Pregnant: ☐

**TC/07-04-0016/0** **\*\*VOID\*\*NC\*\***

**Prescription Detail**  
Demander: Main Pharmacy  
Prescriber: M0015 WEBSTER, Robert  
Dispenser: D0181 TAYLOR, Gavin

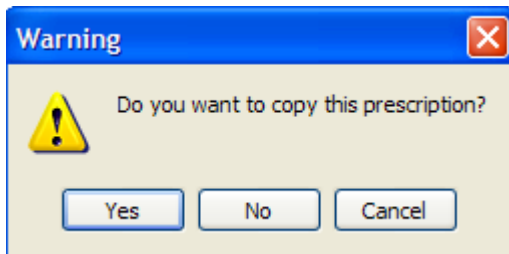
### How Do I Copy an Existing Prescription?

- Right click on the prescription that you want to copy.
- Select **Copy Rx**.

23/12/2008	RP/08120001/0	23245346	DLAMINI, Simon	SUMMERS, John	R 9.44	POSTED	Repeats = N	<input checked="" type="checkbox"/>
23/12/2008	RP/08120002/0	23245346	DLAMINI, Simon	SUMMERS, John	R 1.38	<b>**VOID**NC**</b>	Repeats = N	<input checked="" type="checkbox"/>

Add Rx...  
Edit Rx...  
Copy Rx...

- 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	<input checked="" type="checkbox"/>
23/12/2008	RP/08120003/0	23245346	DLAMINI, Simon		R 1.38 Active	Repeats = N	<input type="checkbox"/>

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