Chapter 15

Prescribers

This chapter—

- Provides an overview of the list of prescribers
- Familiarizes the user with how to—
  - Add, amend, view, and delete details of a prescriber
  - Print a list of prescribers
- Explains how the system can be used to manage prescribers

Working with Prescriber Data

What Is a Prescriber?

A prescriber is a person who orders the use of medicine or treatment for a patient. This person could be a nurse entitled to do so by law, a medical practitioner, or a medical doctor.

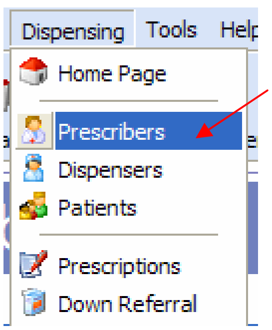
How Do I Get to the Prescribers Screen?

1. Click on the **Prescribers** icon 

on the toolbar.

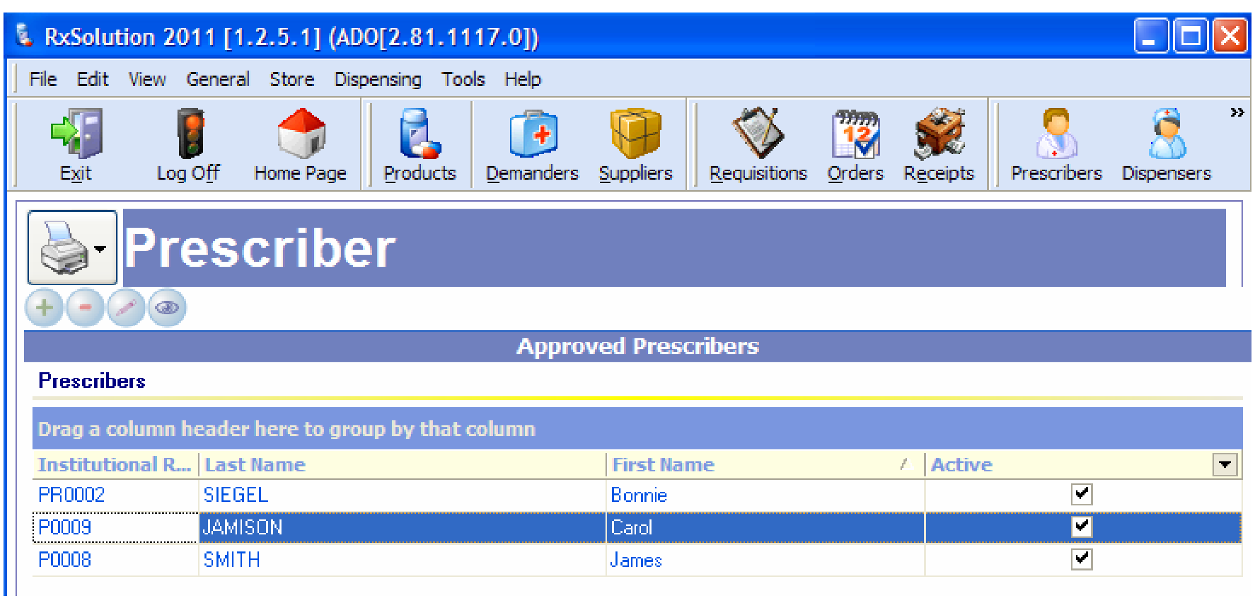
2. Alternatively, click on **Dispensing** on the menu bar.

3. Choose **Prescribers** from the drop-down list.



What Does the Prescriber Screen Look Like?

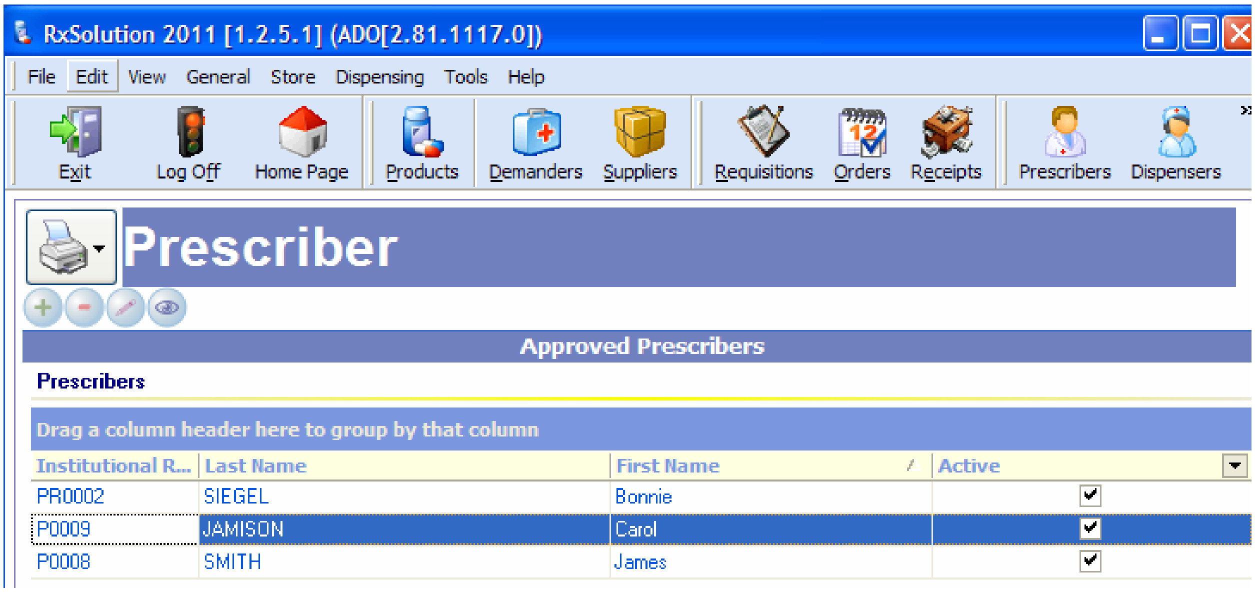
The **Prescriber** screen will display a list of prescribers entered in RxSolution—



The list can be sorted by first name, last name, institutional Rx number (i.e., the institutional prescriber number), telephone, cell phone, or active status. If the active column has been checked, then that prescriber is active, meaning he or she can prescribe. If the **Active** column has not been checked, then the prescriber is not active and is not allowed to prescribe. An inactive prescriber is kept on the list for previous prescription purposes only and will not be available to select when creating a new prescription.

Using RxSolution to Manage Prescriber Data

How Do I Open the Prescriber Detail Screen?



1. Double click on a prescriber record, and the relevant details and information about a particular prescriber will show.

2. Alternatively, select the prescriber from the list to highlight it, and then click on the edit button .

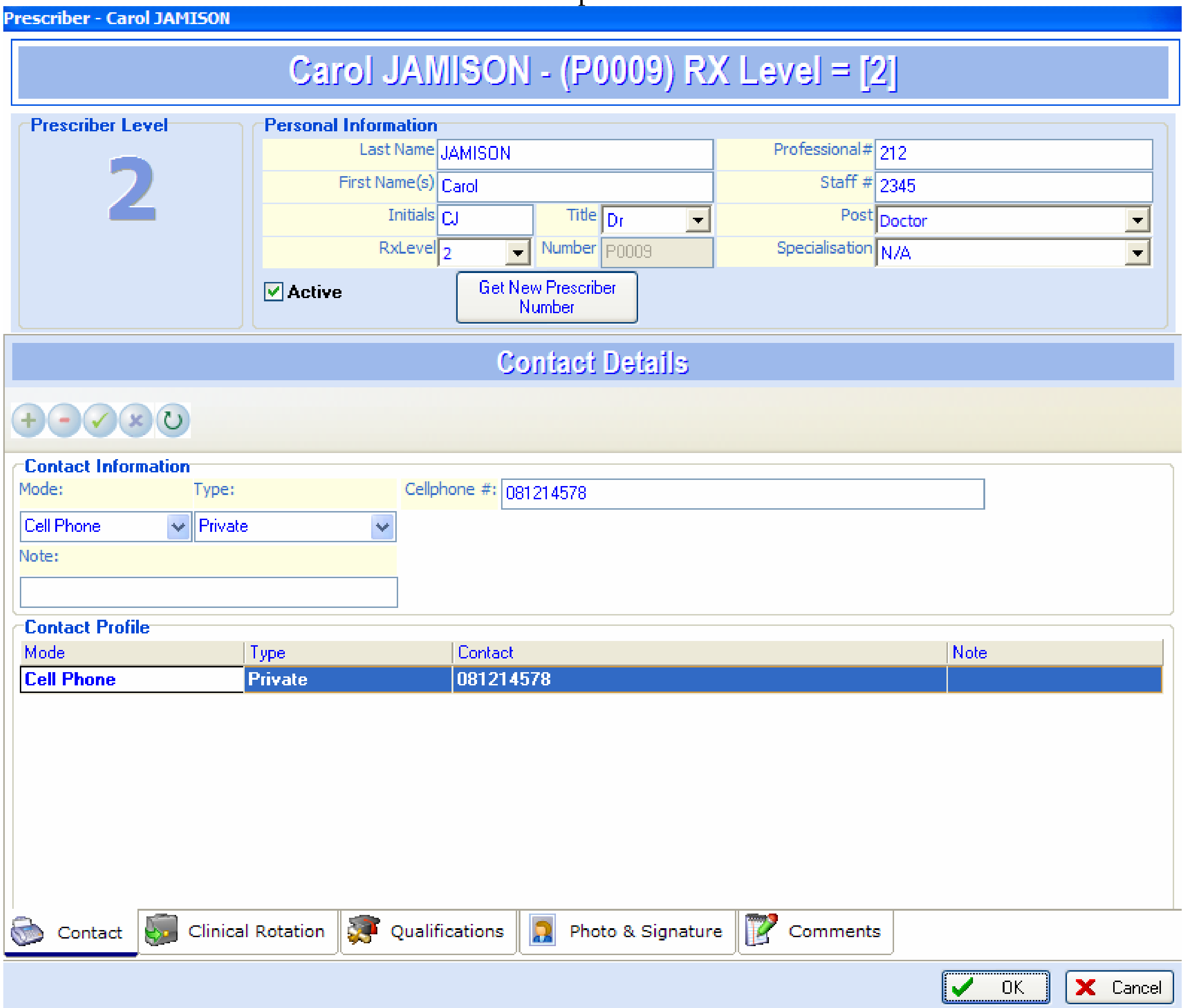
How Do I Close the Prescriber Detail Screen?

Click on the **OK** button at the bottom of the screen to close the prescriber screen.

How Do I Use Prescriber Detail Screen Information?

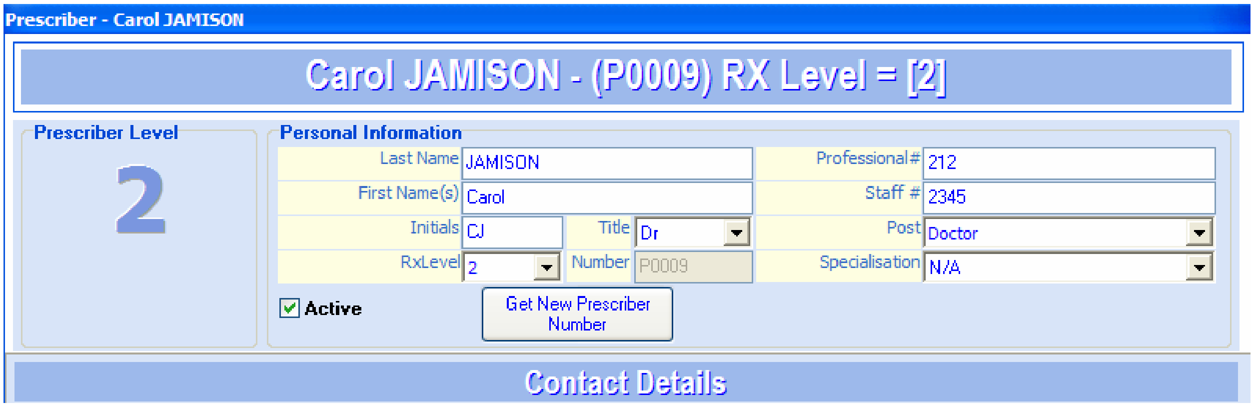
Following is a sample prescriber detail screen that displays the types of information available. This screen is divided into two sections. The top part is where personal information is entered and displayed. The lower part has tab-separated panels with contact information, clinical rotation details, academic qualification details, the dispenser's photo and signature, and comments. Navigation through the various screens is done through the tabs at the bottom. Simply click on the tab title to view details of that tab.

Each block is discussed in detail below the sample screen.



Personal Information and Working Details

The top part of the screen provides the prescriber's personal information (e.g., name, staff number, professional number, and post). The **RxLevel** is the prescriber level (as defined by the user in System Settings, as described in chapter 2) and indicates the health care level at which this person is authorized to prescribe.



The **Number** (here, P0009) is a unique number that is automatically generated by RxSolution for each prescriber. The number can also be typed in if your institution already has a prescriber number assigned to that prescriber. The prescriber number has two components: a single-letter prefix and a four-digit suffix. The prefix reflects the prescriber's prescription privileges in accordance with the rules as determined by the provincial and institutional Pharmacy and Therapeutics Committee. The suffix is just a sequential number.

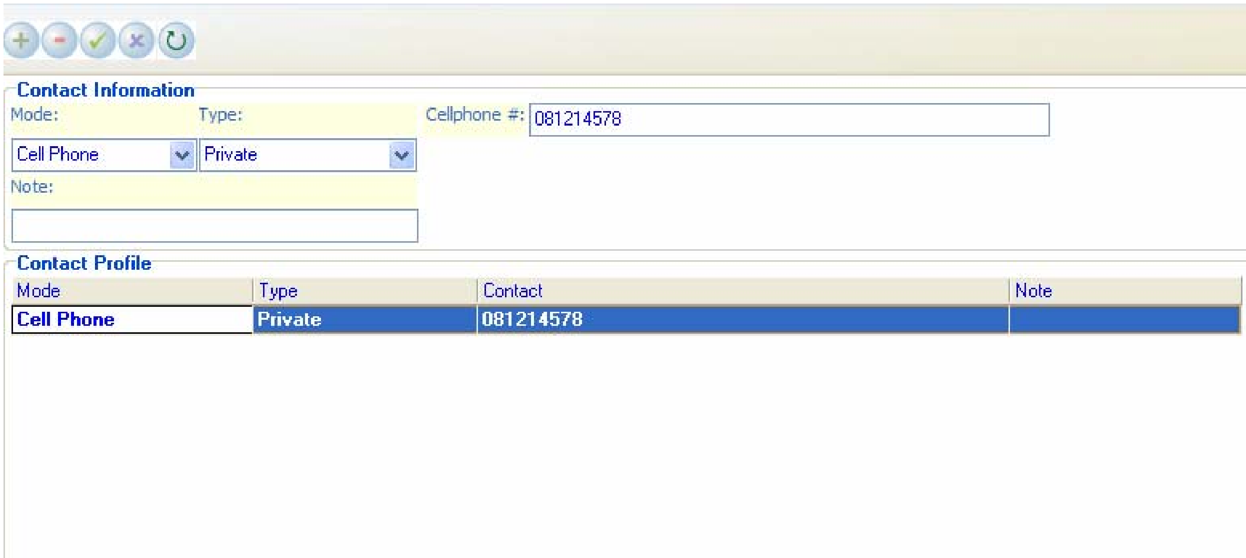
The **Professional#** can be the professional registration number, such as the state registration number.

The **Staff #** is a unique identifying number given to a staff member at an institution.

Place a check mark in the **Active** box to signify that this prescriber is active and is authorized to prescribe in the institution. If the box is not checked, it means that the prescriber is inactive and may not prescribe at the institution. When a prescriber leaves the organization, he or she cannot be deleted but only made inactive. When made inactive, the prescriber does not appear in lists or reports from that point forward.

Contact Details Tab

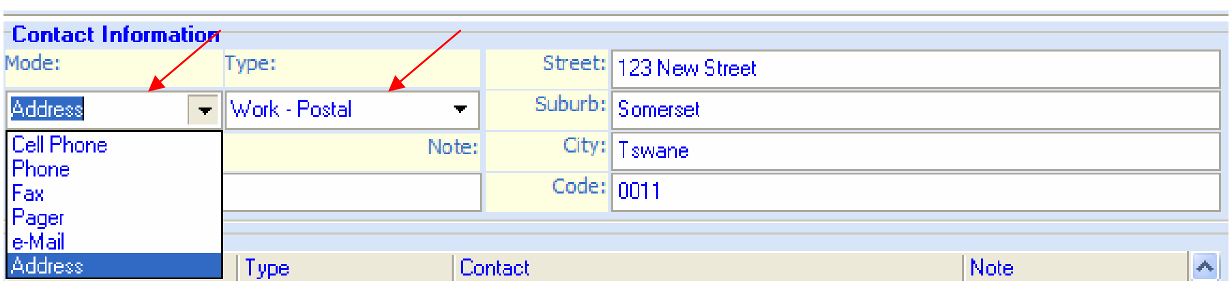
A list of contact details, such as telephone number, cell phone number, fax number, work address, e-mail address, and pager number, can be stored in RxSolution for each prescriber. Click on the **Contact** tab at the bottom of the screen to access the contact details list. More than one contact detail can be added.



Adding a New Contact Detail

1. Click on the plus sign  in the navigation buttons.

2. Select the contact **Mode**. Options for the contact mode are cell phone, phone, fax, pager, e-mail, or an address.



3. Select the type of contact appropriate for the contact mode selected, and then enter the contact detail.

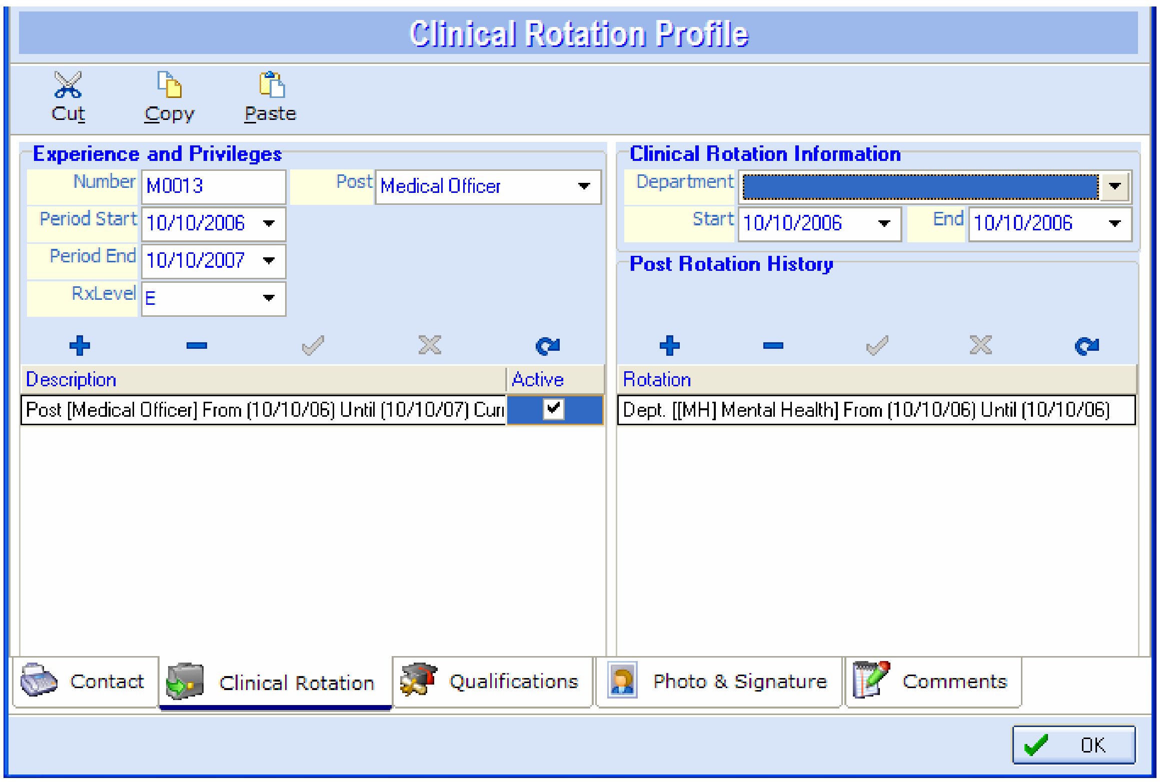
4. Click on the check mark sign  in the navigation buttons to save.

Deleting a Contact Detail

1. Select the contact detail from the contact details list.
2. Click on the minus sign in the navigation buttons to delete the prescriber contact detail.
3. A confirmation message will appear. You can click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

Clinical Rotation Profile Tab

The **Clinical Rotation Profile** shows the prescriber's experience and history at the institution. It shows when the person started and how he or she has progressed through the different levels of his or her career at the institution.



Experience and Privileges Record

This section is a list of the postgraduate experiences and privileges that the prescriber has had at the institution.

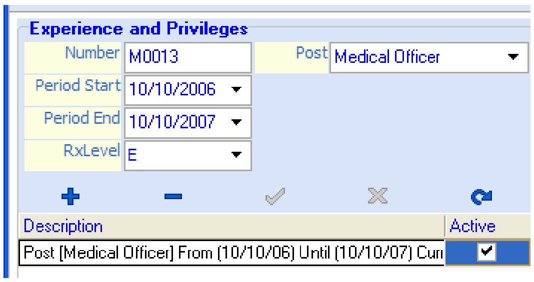
Adding a New Experience and Privileges Record

1. Click on the blue plus sign to add a new experience and privileges record.

2. Capture the new prescriber number, or generate it automatically from RxSolution by clicking on the **Get New Prescriber Number** button.

3. Enter the **Period Start** and **Period End** dates.

4. Enter the new **RxLevel** and **Post**.



5. Click on the blue check mark sign  to save the new experience and privilege to the list.

Deleting an Experience and Privileges Record

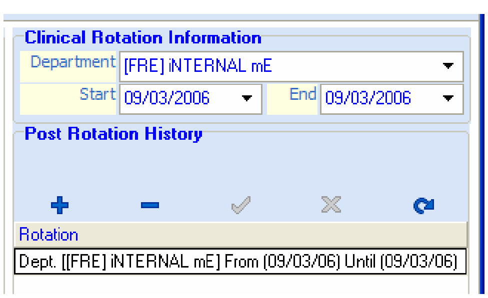
1. Select the record you want to remove.

2. Click on the blue minus sign .

3. A confirmation message will appear. Click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

Clinical Rotation Information

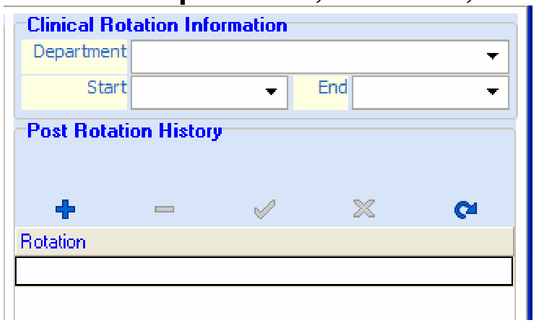
This section displays rotation information, including the department and the start and end dates of the rotation.



Adding a New Clinical Rotation Profile

1. To add a new clinical rotation profile, click on the blue plus sign .

2. Select the **Department**, **Start** date, and **End** date of the rotation.



3. Click on the blue check mark sign to save the details.

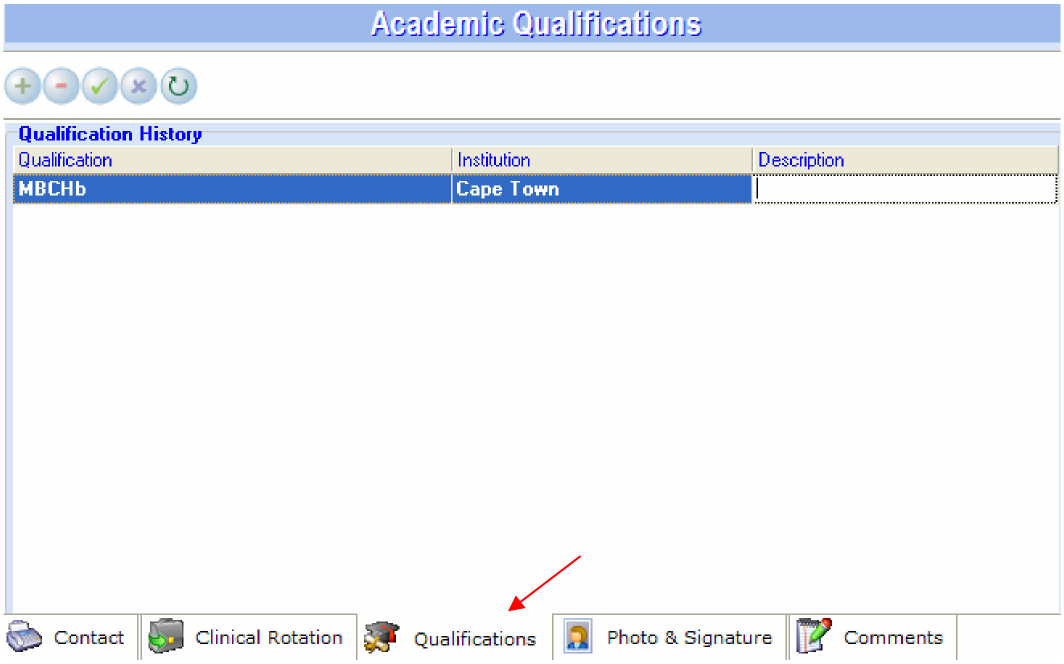
Deleting a Clinical Rotation Profile

1. To delete a clinical rotation profile, select the rotation record you want to delete, and then click on the blue minus sign to remove it.

2. A confirmation message will appear. Click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

Qualifications Tab

Prescriber **Academic Qualifications** lists each prescriber's qualifications. Click on the **Qualifications** tab at the bottom to access the list of prescriber qualifications.



Adding a New Academic Qualification

1. Click on the plus sign in the navigation buttons to add a new qualification to the current prescriber.

2. Enter the qualification name, the institution where the qualification was obtained, and the description of the qualification.

3. Click on the check mark sign in the navigation buttons to save the prescriber qualification record.

Deleting an Academic Qualification

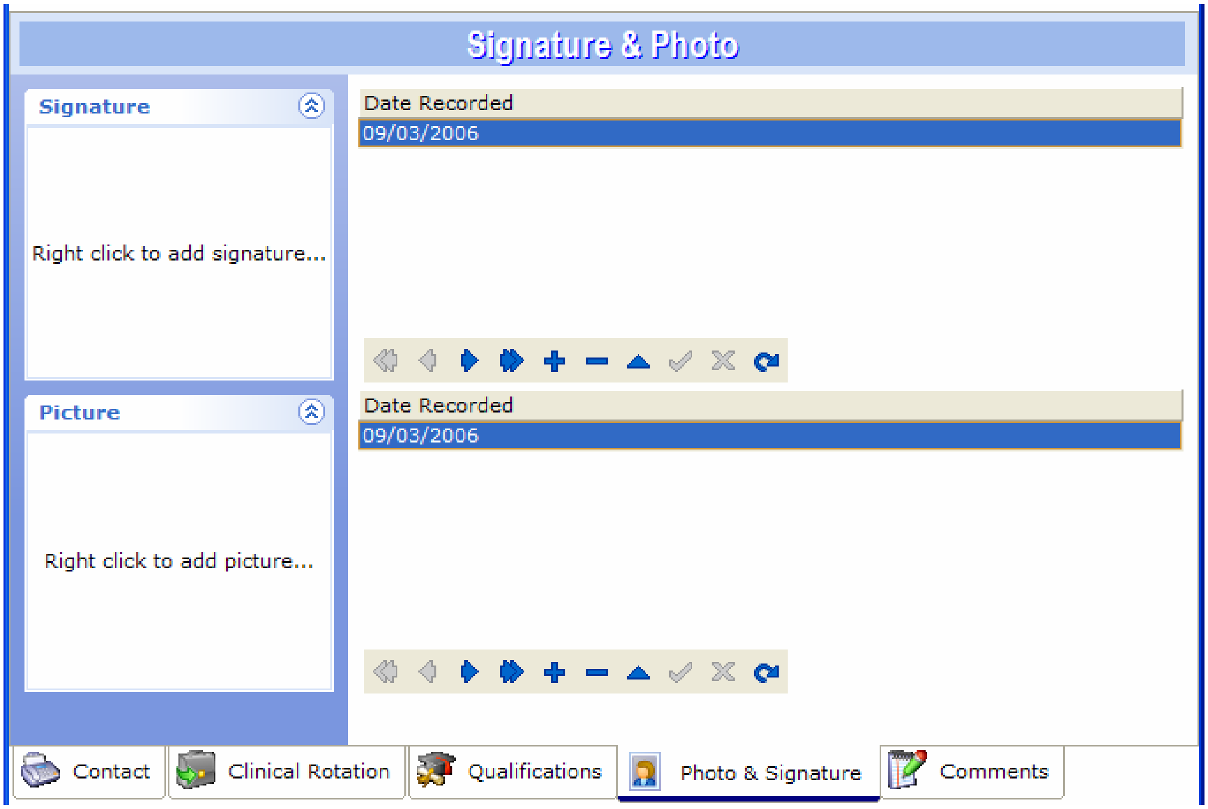
1. Select the qualification record from the list of qualifications.

2. Click on the minus sign from the navigation toolbar to delete it.

3. A confirmation message will appear. Click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

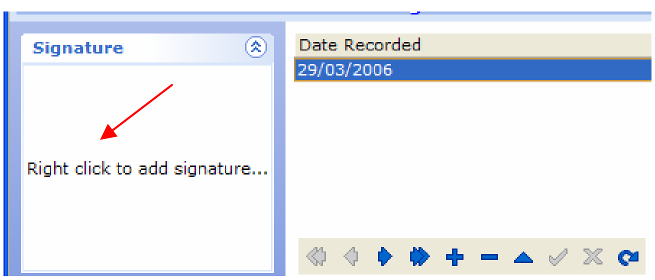
Photo & Signature Tab

The signature and photo, which are scanned images of the prescriber's signature and his or her digital photo, help identify the prescriber. Preferably, the photo should show only the prescriber's head and shoulders.

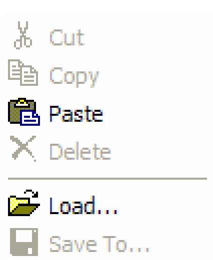


Adding a Prescriber Signature (or Photo)

The prescriber's signature must be captured on paper first, and then it can be scanned into an image that can be uploaded into the system. The file must be a bitmap file (i.e., with a *.bmp* filename extension). To add a signature file, follow the instructions below.



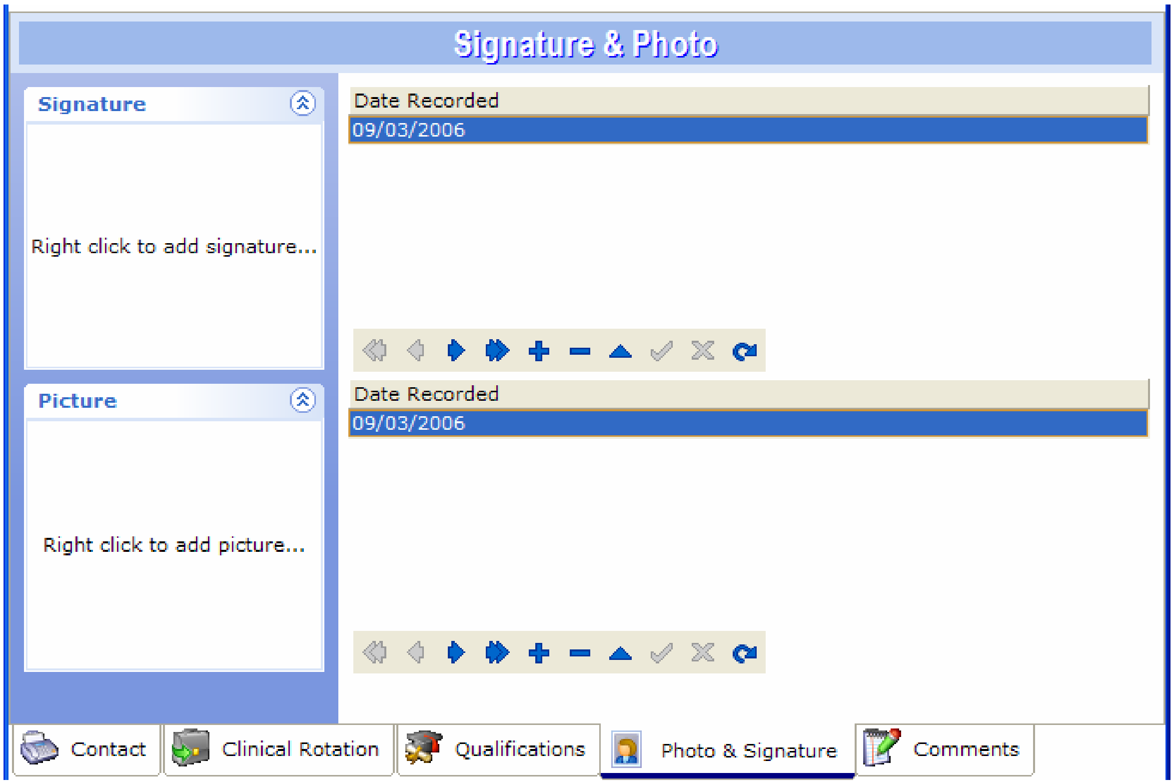
1. Right click near **Right click to add signature…**. The following menu will appear—



2. Choose **Load...** from this menu.

3. Find and select the image file, and then click on the **Open** button.

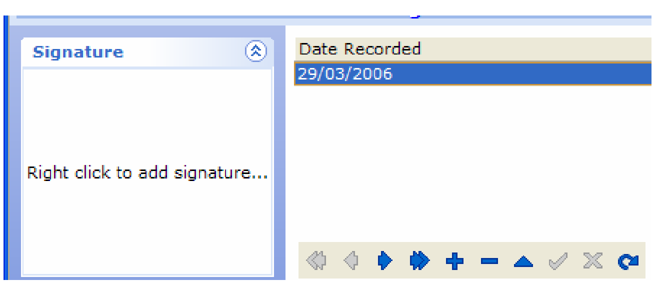
4. Once the image is loaded and appears on the screen, click on the blue check mark sign  to save the signature image.



Follow the same steps to load the prescriber photo; except be sure to load it in the **Picture** box.

Deleting a Prescriber Signature (or Photo)

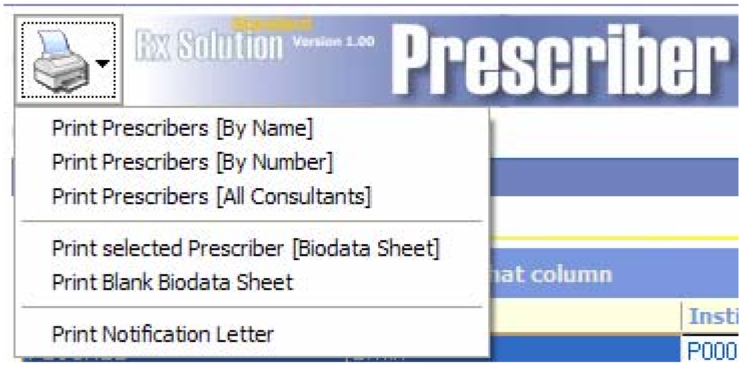
1. Click on the blue minus sign at the bottom of the appropriate box. (The **Signature** box only is shown here. Select the **Picture** box to delete a photo.)



2. A confirmation message will appear. Click on **OK** to continue deleting the record or on **Cancel** to cancel the deletion.

How Do I Create Prescriber Printouts?

Various lists and reports can be printed by clicking on the printer icon from the main **Prescriber** screen. The printouts may be previewed before printing on paper. Click on the printer icon on the left-hand side to get a list of available prescriber printouts.



Create the desired prescriber printout by clicking on an entry from this list—

- **Print Prescribers [By Name]—**to print a list of prescribers ordered by name
- **Print Prescribers [By Number]—**to print a list of prescribers by their institutional Rx number
- **Print Prescribers [All Consultants]—**to print a list of all prescribers who are consultants
- **Print selected Prescriber [Biodata Sheet]—**to print the currently selected prescriber's biodata sheet
- **Print Blank Biodata Sheet—**to print a blank biodata sheet form that may be used to collect information from prescribers, such as their names and signature samples
- **Print Notification Letter—**to print a notification letter that is sent to prescribers to inform them of their prescriber status and their prescribing privileges