

# MedChart User Guide Prescribers

## MedChart Support

Email – [medchart@midcentraldhb.govt.nz](mailto:medchart@midcentraldhb.govt.nz)

# Contents

<b>General Information .....</b>	<b>3</b>
Accessing MedChart and Patient Search .....	3
Patient Weight & Height.....	4
Printable Charts Overview .....	4
<b>Allergies, Alerts &amp; Warnings.....</b>	<b>5</b>
Allergy/Alert Processing .....	5
Add an Allergy or Intolerance.....	6
Edit an Allergy or Intolerance .....	7
Resolve (Delete) an Allergy or Intolerance.....	7
Add an Alert.....	8
Remove an Alert.....	8
Clinical Decision Support (CDS) Warnings .....	8
Comments.....	8
<b>Reference Viewer.....</b>	<b>9</b>
<b>System Outages – Refer to Incident Management Plan.....</b>	<b>9</b>
<b>Medications on Admission (MOA) .....</b>	<b>10</b>
Adding medications using Transfer From Medicines Data Repository (MDR) .....	10
<b>Prescribing.....</b>	<b>11</b>
Generic Medication Search .....	11
Non-Formulary Selections / Medications not on the HML .....	11
Prescribing by Brand .....	12
Non-Pharmaceuticals .....	12
Inpatient Prescribing Screens - Fields .....	13
Inpatient Prescribing Screen – Additional PRN Fields.....	15
Inpatient Prescribing Screen – Additional Stat Fields.....	15
Basic Long Hand Prescribing .....	15
Prescribe With Strength & Form .....	15
Prescribe Without Strength or Form .....	16
Prescribe With Form Only.....	17
Using the Frequency 'Regularly' .....	18
Prescribe by Quick List (via prescribe button).....	18
Via Quick List button (for blood products, fluids and nutrition).....	19
Variable dose – warfarin and clozapine titration only .....	20
Prescribe by Protocols.....	20
<b>Advanced Prescribing.....</b>	<b>21</b>
Calculate .....	21
Telephone Orders.....	21
Time Critical .....	22
Multi-Line Orders: AND .....	22
Selected days of the week .....	23
Multi-Line Orders: THEN .....	23
Patient's Own Products .....	24
<b>Infusions .....</b>	<b>25</b>
Prescribing a fluid as an infusion .....	25
Prescribing medications as an infusion.....	25

Infusions - Fields .....	26
<b>Clinical &amp; Pharmacy Review .....</b>	<b>27</b>
Clinical Review by Clinician/Location.....	27
Actions available in Clinical Review.....	28
Manage Clinical Reviews.....	28
Assign a Clinical Review .....	28
Nurse Initiated Medications / Standing Orders.....	29
Telephone Orders – Validate .....	30
<b>Withhold/Suspend Medications.....</b>	<b>30</b>
Withhold Medications .....	30
Suspend Medications Via Clinical Review .....	31
<b>Discharge Prescribing.....</b>	<b>32</b>
Adding from inpatient chart to discharge chart.....	32
Adding directly to discharge chart.....	32
Discharge Reconciliation .....	32
Finalising Discharge Medication Chart.....	32
Script Generation .....	33
Script Generation - Fields .....	34
Script History.....	35

# General Information

Accessing MedChart and Patient Search	
 If you are accessing the patient via Clinical Portal, you will automatically go to the Patient Summary screen – no search is required.	
1. Log in to MedChart (via sharepoint, desktop, iPad or Clinical Portal)	
2. Click <b>Patient Search</b> .	<p style="text-align: center;"><b>Medication Management</b></p>  <p>Patient Search      Clinical Review      Administration      Patient Worklist      Reference Viewer</p>

Searching for Current Patients																			
1. Search for the patient using <b>First Name, Last Name, NHI, Consultant or Location</b> , or any combination.	<p>Enter search details to find a patient</p> <table border="1"> <tr> <td>Family Name</td> <td>Visit Type</td> </tr> <tr> <td>Given Name</td> <td>Any Inpatient</td> </tr> <tr> <td>Identifier</td> <td>Consultant</td> </tr> <tr> <td>ZKN3950</td> <td>Any</td> </tr> <tr> <td>Identifier Type</td> <td>Location</td> </tr> <tr> <td>National Health Identifier</td> <td>Any</td> </tr> <tr> <td><input type="checkbox"/> Include Inactive</td> <td>Visit Schedule</td> </tr> <tr> <td></td> <td>Current Visit</td> </tr> <tr> <td></td> <td>Search</td> </tr> </table>	Family Name	Visit Type	Given Name	Any Inpatient	Identifier	Consultant	ZKN3950	Any	Identifier Type	Location	National Health Identifier	Any	<input type="checkbox"/> Include Inactive	Visit Schedule		Current Visit		Search
Family Name	Visit Type																		
Given Name	Any Inpatient																		
Identifier	Consultant																		
ZKN3950	Any																		
Identifier Type	Location																		
National Health Identifier	Any																		
<input type="checkbox"/> Include Inactive	Visit Schedule																		
	Current Visit																		
	Search																		
2. Select the patient's name to open their record.	<p>Identifier Type National Health Identifier</p> <p><input type="checkbox"/> Include Inactive</p> <table border="1"> <tr> <td>ID</td> <td>Name</td> <td>Gender</td> <td>DOB</td> </tr> <tr> <td>ZKN3950</td> <td>MCH-MEDCHART, AMYONE</td> <td>Female</td> <td>20/11/1992</td> </tr> </table> <p style="text-align: right;">Click a</p>	ID	Name	Gender	DOB	ZKN3950	MCH-MEDCHART, AMYONE	Female	20/11/1992										
ID	Name	Gender	DOB																
ZKN3950	MCH-MEDCHART, AMYONE	Female	20/11/1992																

## Patient Summary Screen

The screenshot shows the 'Patient Summary Screen' with several numbered callouts:

- 1**: Close, Patient, Print, Reference buttons.
- 2**: Help, Lock, Logout buttons.
- 3**: Allergies and Intolerances section.
- 4**: Alerts section.
- 5**: New Admission, Script History, Patient buttons.
- 6**: Scheduled Medications section.

## Key

1	Menu bar	2	Patient demographics, expand using
3	Allergies and intolerances	4	Alerts
5	Parts of the Patient Record	6	All prescribed medications

## Patient Weight & Height

1. From the <b>Patient Summary</b> screen, select <b>Patient &gt; Edit</b> .	
2. Select the <b>Clinical</b> tab.	
3. Enter the patient's height and weight along with the date the measurement was taken. If the details you have entered are an estimate, select the <b>Estimated</b> check box.	
4. Select <b>Continue</b> .	
5. The patient information will now reflect this information.	

## Printable Charts Overview

A range of printable charts can be created by selecting **Print** from the **Patient Summary** screen.

The screenshot shows the 'Patient Summary' screen with the 'Print' button highlighted:

- Close, Patient, Print, Reference, Viewer** buttons.
- Mr Donald MCH Duck , Patient ID:ZZZ9999, DOB:21/05/1952, Age:24/10/2023 , BMI:26, BSA:2.09 (Mosteller) , Admitted:24/10/2023, Lean Weight:79.7 kg, Adjusted Weight:80.06 kg**
- Allergies and Intolerances, Alerts** sections.

Name	Function	Notes
Medication Chart	<ul style="list-style-type: none"> <li>Prints a copy of all medications prescribed with a space for administration.</li> </ul>	
Current Meds and Last Admin	<ul style="list-style-type: none"> <li>Prints a copy of current medications including last administration event.</li> </ul>	
Chart History	<ul style="list-style-type: none"> <li>Prints a copy of all medications prescribed and ceased during the patient's admission.</li> <li>No administration section.</li> </ul>	<ul style="list-style-type: none"> <li>Rarely used.</li> </ul>
Administration Chart	<ul style="list-style-type: none"> <li>Prints all administration events for all medications in a calendar format.</li> </ul>	<ul style="list-style-type: none"> <li>Uses a lot of paper.</li> <li>Very rarely used.</li> </ul>

# Allergies, Alerts & Warnings

Allergy and intolerance information is displayed in the pink bar underneath demographics and appears slightly differently throughout MedChart.

## Allergy/Alert Processing

Local Patient Administration System (PAS) alerts not yet actioned in MedChart can be managed on the **Alert Processing** screen. This may contain allergy and non-allergy alerts.

Allergies: Allergy status unknown				
Alerts for processing				
Penicillin Penicillin - Anaphylaxis	Item	Type	Date Identified	Action
Penicillin - AnaphylaxisPenicillin		DA	01/01/1998	Add Ignore
Ketamine Ketamine - Nausea and Vomiting		MA	01/01/1998	Add Ignore
Ketamine - Nausea and Vomiting		DA	01/01/2000	Add Ignore
		MA	01/01/2000	Add Ignore
Processed Alerts				
No alerts processed				
MedChart Allergies And Intolerances				
Allergy status unknown Please enter all patient allergies, adverse drug reactions and alerts before prescribing				

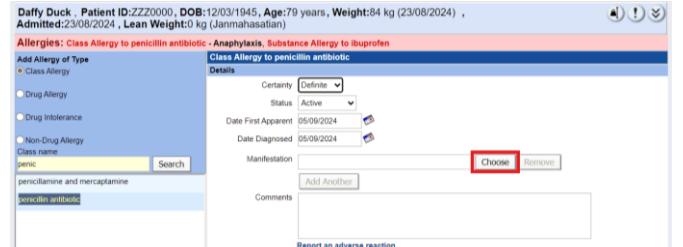
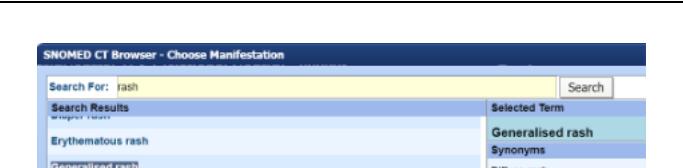
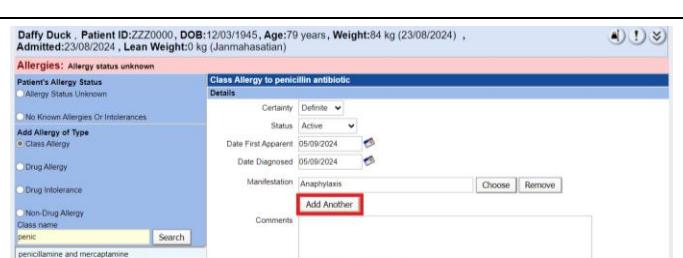
**Add** will proceed to Adding An Alert or Intolerance (*refer to Add an Allergy or Intolerance*). Text from the PAS alert is visible through this process.

Allergies: Allergy status unknown				
Alert: Penicillin Penicillin - Anaphylaxis Identification Date: 01/01/1998				
Add Allergy of Type	Adding An Allergy Or Intolerance			
<input type="radio"/> Class Allergy <input type="radio"/> Drug Allergy <input type="radio"/> Drug Intolerance <input type="radio"/> Non-Drug Allergy	To add a class allergy: 1. Choose Class Allergy from the list on the left. 2. Enter the first few letters of the drug class name and click Search. 3. Select the class from the list which appears on the left of the page. 4. Enter the details for the allergy in the form which appears on the right of the page.			
	To add a drug allergy or intolerance: 1. Choose Drug Allergy Or Intolerance from the list on the left. 2. Enter the first few letters of the medication name and click Search. 3. Select the medication name from the list which appears on the left of the page. 4. Enter the details for the allergy or intolerance in the form which appears on the right of the page.			
	To add a non-drug allergy: 1. Choose Non-Drug Allergy from the list on the left. 2. Enter the details for the allergy in the form which appears on the right of the page.			
	To set the patient's allergy status: 1. If the patient's allergy history has not been taken, click Allergy Status Unknown. 2. If the patient's allergy history has been taken, and the patient has no known allergies, click No Known Allergies Or Intolerances.			

You can proceed to medication chart without actioning by selecting **Continue**. Each time the chart is accessed thereafter, the user will be prompted that there are unprocessed allergies/alerts.

## Add an Allergy or Intolerance

Note – non-drug allergies are not checked by MedChart decision support.

<p>1. Select <b>Add</b> from the pink bar on either the <b>Patient Summary</b> screen or the <b>Prescribing Medication Chart</b>.</p>	
<p>2. If the patient has <b>No Known Allergies Or Intolerances</b> – please select this option otherwise MedChart will keep prompting for allergies to be verified.</p>	<p><b>Patient's Allergy Status</b></p> <p><input type="radio"/> Allergy Status Unknown <input type="radio"/> No Known Allergies Or Intolerances</p>
<p>3. Select the type of allergy you want to add.</p> <p><b>Class Allergy</b> e.g. penicillin antibiotic  <b>Drug Allergy</b> e.g. ibuprofen  <b>Drug Intolerance</b> e.g. diclofenac  <b>Non-Drug Allergy</b> e.g. eggs, latex</p>	
<p>4. Search for and then select the medicine. It is preferable to <b>select the substance</b> rather than a product (substances appears in bold italics).</p>	<p><b>Adding an Allergy Or Intolerance</b></p> <p>To add a class allergy: 1. Choose Class Allergy from the list on the left. 2. Enter the first few letters of the drug class name and click Search. 3. Select the class from the list which appears on the left of the page. 4. Enter the details for the allergy in the form which appears on the right of the page.</p> <p>To add a drug allergy or intolerance: 1. Choose Drug Allergy or Drug Intolerance from the list on the left. 2. Enter the first few letters of the medication name and click Search. 3. Select the medication name from the list which appears on the left of the page. 4. Enter the details for the allergy or intolerance in the form which appears on the right of the page.</p> <p>To add a non-drug allergy: 1. Choose Non-Drug Allergy from the list on the left. 2. Enter the details for the allergy in the form which appears on the right of the page.</p>
<p>5. To add a manifestation select <b>Choose</b> to open the SNOWMED CT browser.</p>	
<p>6. Search for and select the relevant manifestation.</p> <p>If you cannot find what you are looking for, please enter the information into the <b>Comments</b> box.</p>	
<p>7. If needed, multiple manifestations can be added by selecting <b>Add Another</b>, otherwise select <b>Continue</b> to add the allergy/intolerance.</p>	
<p>8. Clinical decision support does not check the new allergy against current medicines. Ensure chart is reviewed accordingly, select <b>Ok</b>.</p>	<p><b>Message from webpage</b></p> <p>The patient has current medications. Please ensure that the allergy information that you have just added/modified does not create a conflict with any medication order already on this patient's medication chart.</p> <p><b>Ok</b></p>
<p>9. Repeat this process for any additional allergies or intolerances.</p>	

## Edit an Allergy or Intolerance

- Select the allergy or intolerance from the pink allergy bar.

Daffy Duck , Patient ID:ZZZ0000, DOB:12/03/1945, Age:79 years, Weight:84 kg (23/08/2024) , Admitted:23/08/2024 , Lean Weight:0 kg (Janmahasatian)

Allergies and Intolerances [Add](#) Alerts [Add](#)

**Class Allergy to penicillin antibiotic** - Anaphylaxis

- Make any edits necessary such as adding an additional manifestation.

**Class Allergy to penicillin antibiotic**

**Details**

Certainty **Definite** Status **Active**

Date First Apparent 05/09/2024 Date Diagnosed 05/09/2024 Date Resolved

Manifestation Anaphylaxis [Choose](#) [Remove](#)

Add Another Comments

Entered By Jonathan Wilson Entered On 05/09/2024 Report an adverse reaction

## Resolve (Delete) an Allergy or Intolerance

- Select the allergy or intolerance from the pink allergy bar.

Daffy Duck , Patient ID:ZZZ0000, DOB:12/03/1945, Age:79 years, Weight:84 kg (23/08/2024) , Admitted:23/08/2024 , Lean Weight:0 kg (Janmahasatian)

Allergies and Intolerances [Add](#) Alerts

**Class Allergy to penicillin antibiotic** - Anaphylaxis

- Change the **Status** to **Resolved** and enter the **Date Resolved**.

**Allergies: Class Allergy to penicillin antibiotic - Anaphylaxis**

**Class Allergy to penicillin antibiotic**

**Details**

Certainty **Definite** Status **Resolved**

Date First Apparent 05/09/2023 Date Diagnosed 05/09/2023 Date Resolved 13/10/2023

## Alerts

Alert information is displayed in the yellow bar underneath a service users' demographics.

Where a screen does not have a yellow bar, an ! icon in the top right corner will indicate an alert exists if the icon background is yellow or red. Selecting the icon will open the alert.

**MedChart** MidCentral TEST (National Config) **Patient Summary - Daffy Duck** Jonathan Wilson Palmerston North Hospital

Close View Patient Reference Viewer Help Lock Logout

Daffy Duck , Patient ID:ZZZ0000, DOB:12/03/1945, Age:79 years, Weight:84 kg (23/08/2024) , Admitted:23/08/2024 , Lean Weight:0 kg (Janmahasatian)

Allergies and Intolerances [Add](#) Alerts [Add](#)

Class Allergy to penicillin antibiotic - Anaphylaxis, Substance Allergy to Ibuprofen

Nil by mouth Valid For - The current admission

Script History Patient History

**MedChart** MidCentral TEST (National Config) **Prescribing Medication Chart - Daffy Duck** Jonathan Wilson Palmerston North Hospital

Close View Patient Reference Viewer Help Lock Logout

Daffy Duck , Patient ID:ZZZ0000, DOB:12/03/1945, Age:79 years, Weight:84 kg (23/08/2024) , Admitted:23/08/2024 , Lean Weight:0 kg (Janmahasatian)

**Alerts**

Med	Alert	Valid For	Show Alert When	Created By
	Current Patient Alerts Nil by mouth	From: 05/09/2024 11:45	Prescribing Medications The current admission Administering Medications	Jonathan Wilson on 05/09/2024 11:45

## Add an Alert

- Select **Add** from the alert bar, or select the ! icon at the top right of the screen followed by **Add**.



- Add the alert information and select the appropriate options for **Show an alert when**.

By default, an alert will show until discharge. This can be changed by entering a time and date in the **Until** field, or a duration in the **For** field.

Note – **Alert Text** allows a max. of 244 characters. To add a longer message, use the **Comment** section.

A screenshot of the 'Add Patient Alert' dialog box. It has fields for 'Alert Text' (containing 'Show From 05/09/2024 at 11:54'), 'Show From' (set to '05/09/2024 at 11:54'), 'Applies to' (radio button selected for 'Only the current admission'), 'Show Until' (radio button selected), 'For' (duration dropdown set to 'Hour(s)'), 'Current and future admissions' (checkbox checked), 'Show an alert when' (checkboxes for 'Administering Medications', 'Prescribing Medications', 'Commencing a Pharmacy Review', and 'Prescribing for Discharge'), and a 'Comment' text area.

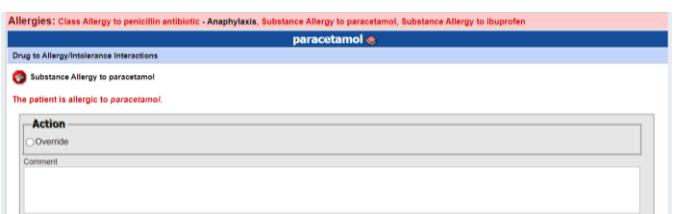
## Remove an Alert

- Select the ! icon at the top right of the screen.



## Clinical Decision Support (CDS) Warnings

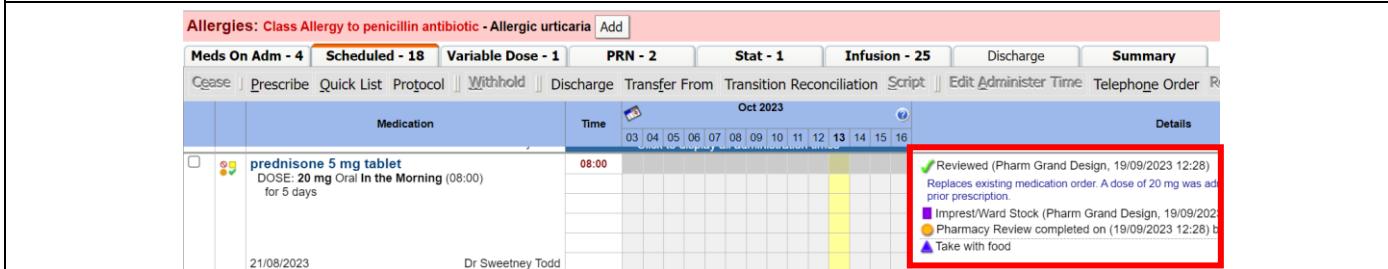
MedChart will generate warnings when it detects a potential issue that requires manual review such as an attempt to prescribe or administer a medication that the patient has an active allergy for.



## Comments

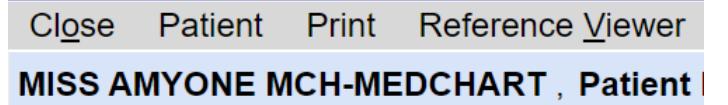
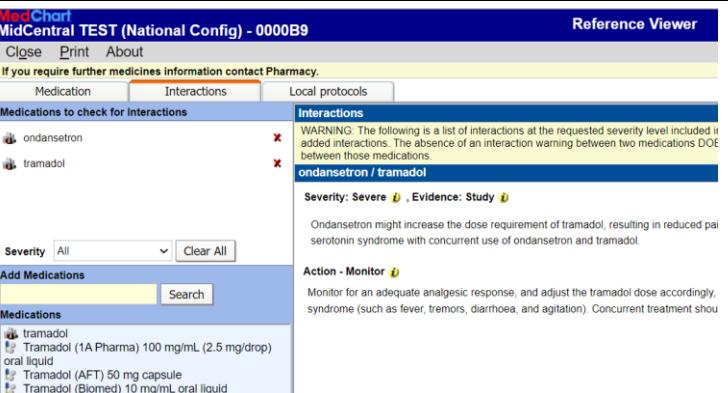
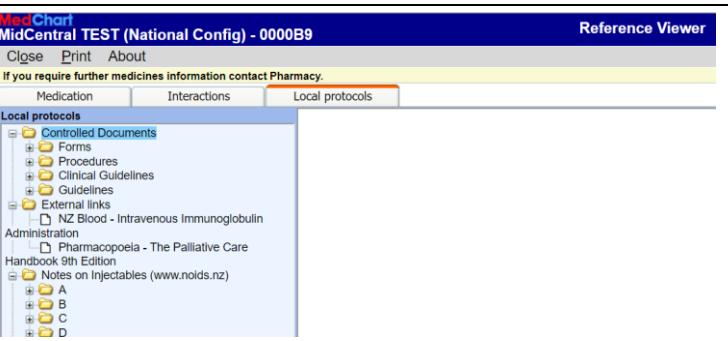
Comments can be in several places in MedChart including **Pharmacy Review**, **Clinical Review**, **Administration**, and **Chart History**.

Both comments and symbols are visible in the **Details** section.



# Reference Viewer

The **Reference Viewer** provides information about medications and users can access it from either the **Main Screen** or the top of other screens. You will also find user guides for MedChart within **Reference Viewer**.

To access <b>Reference View</b> from the <b>MedChart Desktop</b> screen.	<p><b>Medication Management</b></p> 
To access <b>Reference Viewer</b> from other screens.	
<b>Medication</b> – search for a medication by name to view monographs, Notes on Injectable Drugs (NIDs), substance summaries etc.	
<b>Interactions</b> – search for potential interactions between medications.	
<b>Local Protocols</b> – view controlled documents, Notes on Injectable Drugs (NIDs), and some other external resources.	

## System Outages – Refer to Incident Management Plan

MedChart will be unavailable during monthly outages that are required for updating medicines database. PDFs of each chart are saved/available in case of prolonged outages.

# Medications on Admission (MOA)

From the Prescribing Medication Chart, select the **Meds on Admin** tab.

## Adding medications using Transfer From Medicines Data Repository (MDR)

This new feature allows the import of community dispensing records into meds on admission.

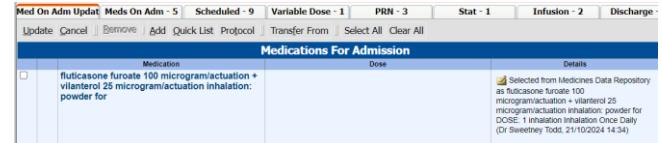
1. Select **Transfer From**, then Medicines Data Repository from the drop-down list. The search results are compiled and display the most recent dispensing of each medication.



2. Select the medications to import and select **Continue**.

3. On the Meds on Admission update screen, click on each of the medications to add the dose instructions.

**Note: This step is best completed BEFORE updating onto chart or activating prescribing plan.**



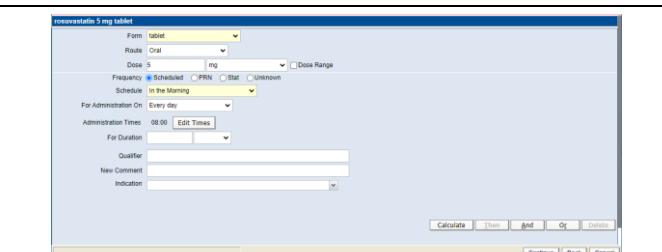
## Adding medications using Add option

Refer to the inpatient prescribing sections below for more information

1. Search for the medication and select the appropriate option. Where possible/appropriate, prescribe with strength and form (e.g. rosuvastatin 5 mg tablet).



2. Complete the dosing information as appropriate then select **Continue**.



3. Repeat for any remaining medications, then select **Update**.



4. For each medication, select a **Prescribing Plan**, then **Activate Plan**. This then updates these orders onto the inpatient chart.

Note: if a nurse or pharmacist notes an omission of a medicine when checking medication history, they can add to the medications on admission for the responsible clinician to transfer to the inpatient chart if appropriate.

# Prescribing

## Generic Medication Search

- Medications should be prescribed generically unless flagged for brand specific prescribing e.g. insulin and inhalers.
- Users can search using any number of letters.
- Use \* for a wildcard search.
- 3-5 letters are usually sufficient.
- MedChart does not autocorrect spelling and does not have a spell check feature.
- If **Quick List** orders are available for a medication, they will display at the top of the screen.
- Select the appropriate form and strength from the list on the right of the **Medication Search** screen.
- Prescribe by selecting one of the following options:
  - With strength and form (e.g. temazepam 10mg tablet). Generally the preferred method
  - Form only (e.g. temazepam tablet).
  - Without form or strength (e.g. temazepam).

The screenshot shows the 'Medication Search' interface. In the search bar, 'temazepam' is entered. Below the search bar, there's a 'Single Ingredient' section with a link to 'temazepam'. On the right, a 'Quick List Orders' table is displayed with one row for 'temazepam' (Adult, temazepam 10 mg tablet, DOSE: 10 mg Oral At Night (20:00)). Below this, a 'Prescribe As Generic' section shows options: 'Prescribe without strength or form' (selected), 'capsule' (with sub-options 'temazepam 10 mg capsule' and 'temazepam 20 mg capsule'), and 'tablet' (with the option 'temazepam 10 mg tablet'). A 'Cancel' button is at the bottom right.

## Non-Formulary Selections / Medications not on the HML

- Medications that appear greyed out are not part of the PHARMAC Hospital Medicines List formulary.
- Prescribing a non-formulary medication will present a warning message.
- Prescribers will need to acknowledge the warning to continue prescribing a non-formulary medication.
- Usual rules apply with respect to the use of non-HML medications.

The screenshot shows the 'Medication Search' interface. In the search bar, 'temazepam' is entered. Below the search bar, there's a 'Single Ingredient' section with a link to 'temazepam'. On the right, a 'Quick List Orders' table is displayed with one row for 'temazepam' (Adult, temazepam 10 mg tablet, DOSE: 10 mg Oral At Night (20:00)). Below this, a 'Prescribe As Generic' section shows options: 'Prescribe without strength or form' (selected), 'capsule' (with sub-options 'temazepam 10 mg capsule' and 'temazepam 20 mg capsule'), and 'tablet' (with the option 'temazepam 10 mg tablet'). A red box highlights the 'capsule' section. To the right, a 'Confirm' dialog box appears with the message: 'This form and strength of the medication is not available in your formularies. Are you sure you want to prescribe it?' with 'Yes' and 'No' buttons.

## Prescribing by Brand

- In some cases, medications need to be prescribed by brand (i.e. insulin and inhalers).
- A warning will be presented if a medication needs to be prescribed by brand.
- Prescribing by brand is at the product level only (e.g. **Protophane Penfill 100international unit/mL injection, 3mL cartridge** rather than **Protophane**)

**Medication Search**

Name	Search	Quick List Orders	Medication	Details
insulin Isophane		Quick List	Protophane 100 international units/mL injection, 10 mL vial	DOSE: 0 INTERNATIONAL UNIT Subcutaneous Twice Daily (08:00, 20:00)
<b>Single Ingredient</b>		Paediatric		
Insulin isophane human				
<b>Multi-Ingredient</b>				
insulin neutral human + insulin isophane human				
		Form	Prescribe As Generic	Prescribe As Product
		injection		
			insulin isophane human 100 international units/mL injection, 3 mL cartridge	Humulin NPH 100 international units/mL injection, 3 mL cartridge
				Protophane Penfill 100 international units/mL injection, 3 mL cartridge
			insulin isophane human 100 international units/mL injection, 10 mL vial	Protophane 100 international units/mL injection, 10 mL vial
				Humulin NPH 100 international units/mL injection, 10 mL vial
				Protophane HM 100 international units/mL injection, 10 mL vial

## Non-Pharmaceuticals

- Non-pharmaceuticals such as TEDS can be prescribed in MedChart.
- These orders behave as tasks for nursing.
- Other examples include *Record Weight, Fluid Balance Chart and Lying/Standing Blood Pressure*

**Medication Search**

Name	Search	Compression Stockings (TEDS)	Form	Prescribe As Generic	Prescribe As Product
TEDS		Compression Stockings (TEDS)	Task		
<b>Brands</b>					
Compression Stockings (TEDS)				Compression Stockings (TEDS)	Compression Stockings (TEDS)

## Inpatient Prescribing Screen – Scheduled

**aspirin**

Form	▼		
Route	▼		
Dose	▼	<input type="checkbox"/> Dose Range	
Frequency	<input checked="" type="radio"/> Scheduled <input type="radio"/> PRN <input type="radio"/> Stat <input type="radio"/> Variable Dose		
Schedule	In the Morning		
For Administration On	Every day		
Administer From	14/11/2023	Note: Starts Tomorrow	Start Today
Start Time	08:00	Edit Times	
For Duration	▼		
Qualifier	▼		
Indication	▼		
<input type="checkbox"/> Time Critical			
Minimum Dosage Interval	▼		
Show Due	60 minute(s) before scheduled time		
Show Overdue	60 minute(s) after scheduled time		
<input checked="" type="checkbox"/> Record Administration			
<input type="checkbox"/> For Self Administration			
<input type="button" value="Calculate"/> <input type="button" value="Then"/> <input type="button" value="And"/> <input type="button" value="Or"/> <input type="button" value="Delete"/>			
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			

**Dates For Administration**

	M	T	W	T	F	S	S
Nov	13	14	15	16	17	18	19
2023	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
Dec	4	5	6	7	8	9	10
2023	11	12	13	14	15	16	17
	18	19	20	21	22	23	24

## Inpatient Prescribing Screen – PRN

aspirin

Form	tablet
Route	Oral
Dose	
Frequency	<input type="radio"/> Scheduled <input checked="" type="radio"/> PRN <input type="radio"/> Stat <input type="radio"/> Variable Dose
Administrator From	14/11/2023
For Duration	
Minimum Dosage Interval	
Maximum of	
Qualifier	
Indication	
<input checked="" type="checkbox"/> Record Administration <input type="checkbox"/> For Self Administration	
<input type="button" value="Calculate"/> <input type="button" value="Then"/> <input type="button" value="And"/> <input type="button" value="Or"/> <input type="button" value="Delete"/>	
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

## Inpatient Prescribing Screen – Stat

aspirin

Form	tablet
Route	Oral
Dose	
Frequency	<input type="radio"/> Scheduled <input type="radio"/> PRN <input checked="" type="radio"/> Stat <input type="radio"/> Variable Dose
Administrator From	14/11/2023
Qualifier	
Indication	
<input type="checkbox"/> Record As Given <input type="checkbox"/> Time Critical	
Show Due	15 minute(s) before scheduled time
Show Overdue	15 minute(s) after scheduled time
<input checked="" type="checkbox"/> Record Administration <input type="checkbox"/> For Self Administration	
<input type="button" value="Calculate"/> <input type="button" value="Then"/> <input type="button" value="And"/> <input type="button" value="Or"/> <input type="button" value="Delete"/>	
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

## Inpatient Prescribing Screen – Variable Dose

warfarin

Form	tablet			
Route	Oral			
Frequency	<input type="radio"/> Scheduled <input type="radio"/> PRN <input type="radio"/> Stat <input checked="" type="radio"/> Variable Dose			
Administrator From	18/01/2024			
Brand	<input type="radio"/> Coumadin <input type="radio"/> Marevan <input type="radio"/> Unspecified			
Indication				
Target INR Range	to			
Administer At	16:00			
Qualifier				
<input type="button" value="Add New Dose Line"/>				
Date To Give	INR Result	Dose	Withhold	Actions
18/01/2024		mg	<input type="checkbox"/>	<input type="button" value="Remove"/> <input type="button" value="Select Test Result"/>
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>				

## Inpatient Prescribing Screens - Fields

Note: Mandatory fields are yellow; optional fields are white.

Field	Explanation
-------	-------------

<b>Form</b>	<ul style="list-style-type: none"> <li>May be autopopulated depending on medication selection.</li> </ul>
<b>Route</b>	<ul style="list-style-type: none"> <li>Can be single or multiple routes.</li> <li>Ensure route is appropriate for formulation (i.e. a tablet should not be prescribed intravenously).</li> </ul>
<b>Dose</b>	<ul style="list-style-type: none"> <li>Usually a value followed by dose units e.g. 10mg, 1 tablet</li> <li>There are some medications that may not display a dose or dose unit. E.g creams and ointments.</li> </ul>
<b>Dose Range</b>	<ul style="list-style-type: none"> <li>Allows prescribers to set a lower and upper dose range.</li> <li>Nurse to select appropriate dose during administration.</li> </ul>
<b>Frequency</b>	<ul style="list-style-type: none"> <li><b>Scheduled, PRN, Stat, or Variable Dose.</b></li> </ul>
<b>Schedule</b>	<ul style="list-style-type: none"> <li>The default is set to <b>Once Daily</b>.</li> </ul>
<b>For Administration On</b>	<ul style="list-style-type: none"> <li>The default is set to every day but it can be altered as required e.g. selected days of the week.</li> </ul>
<b>Administer From/Start Time</b>	<ul style="list-style-type: none"> <li><b>DEFAULTS TO NEXT AVAILABLE DOSE.</b> Can be edited by the prescriber by selecting START TODAY or entering a date.</li> <li>If next dose is not today, MedChart will display a warning.</li> <li>All frequencies have a default time. These can be changed individually by using <b>Edit Times</b>.</li> </ul>
<b>For Duration</b>	<ul style="list-style-type: none"> <li>A number of days or doses the medication is to be administered.</li> <li>By default this field is blank i.e. administer until patient is discharged or until the order is edited or ceased.</li> </ul> <p><b>Note:</b> <i>this field does not trigger a review before stopping the medication so use with caution. If needed, a clinical review can be scheduled in X days or on X date.</i></p>
<b>Qualifier</b>	<ul style="list-style-type: none"> <li>Instructions seen by nursing to explain when or how to administer the medication.</li> </ul>
<b>Indication</b>	<ul style="list-style-type: none"> <li>Free text field to document reason for prescribing or the medical condition being treated.</li> <li>It is mandatory to enter an indication when prescribing restricted antimicrobials, anticoagulants, and antiplatelets.</li> </ul>
<b>Time Critical</b> (Scheduled & Stat only)	<ul style="list-style-type: none"> <li>Used where a medication must have a minimum dose interval between doses.</li> <li>Some intravenous antibiotics and paracetamol included in <b>Quick Lists</b> are prepopulated with <b>Time Critical</b> minimum dose intervals to ensure doses remain appropriately spread even if a single dose is administered late.</li> </ul>
<b>For Self-Administration</b> (Scheduled, PRN & Stat only)	<ul style="list-style-type: none"> <li>Indicates if a medication can be self-administered by the patient. Nursing staff can record as nurse administered if required.</li> </ul>

## Inpatient Prescribing Screen – Additional PRN Fields

Field	Explanation
<b>Minimum Dose Interval</b>	<ul style="list-style-type: none"> <li>Minimum dose intervals are mandatory in MedChart. Minimum dose intervals define the minimum amount of time required between doses.</li> <li>Can be set low for medications where there is no upper limit e.g. 5mins for ointments/creams, or reliever inhalers.</li> </ul>
<b>Maximum of</b>	<ul style="list-style-type: none"> <li>The maximum amount of a medication that can be administered in a certain period of time.</li> </ul>

## Inpatient Prescribing Screen – Additional Stat Fields

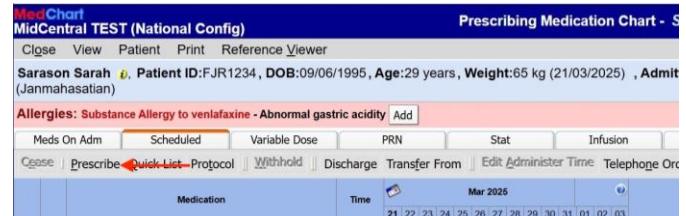
Field	Explanation
<b>Record As Given</b>	<ul style="list-style-type: none"> <li>Enables the prescribing and administration of a STAT medication in a single step.</li> </ul> <p><i>Note: for this function to be available, the order needs to be prescribed with strength and form</i></p>

## Basic Long Hand Prescribing

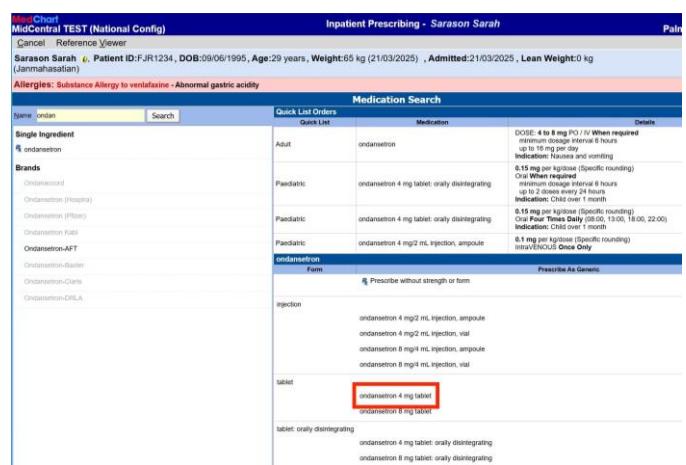
Where your prescribing needs are not met by a protocol or quick list order, MedChart enables prescribers to chart long hand.

## Prescribe With Strength & Form

- Select **Prescribe** from the **Prescribing Medication Chart** screen, ensuring you are NOT on the **Meds on Adm** tab.



- Search for the medication required.  
Note: Where **Quick List Orders** are available for a medication, these will appear at the top of the **Medication Search** results.



- Select the required formulation.

<p>4. Complete the mandatory (yellow) and other relevant fields on the <b>Inpatient Prescribing</b> screen then select <b>Continue</b>.</p>	<p><b>MedChart</b> MidCentral TEST (National Config)</p> <p>Sarason Sarah, Patient ID:FJR1234, DOB:09/06/1995, Age:29 years, Weight:65 kg (21/03/2025), Admitted:21/03/2025 (Janmahaasatian)</p> <p>Allergies: Substance Allergy to venlafaxine - Abnormal gastric acidity</p> <p>ondansetron 4 mg tablet</p> <p>Form: tablet Route: Oral Dose: 4 mg Frequency: Scheduled (PRN) Administrator From: 21/03/2025 At: 11:23 For Duration: Minimum Dosage Interval: 6 hour(s) Maximum of: mg per day(s) Qualifier: Indication: <input checked="" type="checkbox"/> Record Administration <input type="checkbox"/> For Self Administration</p>				
<p>5. The medication/s will now appear in the <b>Medications To Be Added</b> screen and prescribing can be completed by selecting <b>Update</b>.</p>	<p><b>MedChart</b> MidCentral TEST (National Config)</p> <p>Sarason Sarah, Patient ID:FJR1234, DOB:09/06/1995, Age:29 years, Weight:65 kg (21/03/2025), Admit (Janmahaasatian)</p> <p>Allergies: Substance Allergy to venlafaxine - Abnormal gastric acidity</p> <p>Chart Updates Meds On Adm Scheduled Variable Dose PRN - 4 Stat Update Cancel Remove Prescribe Quick List Protocol Transfer From Select All Clear All</p> <p><b>Medications To Be Added</b></p> <table border="1"> <thead> <tr> <th>Medication</th> <th>Dose</th> </tr> </thead> <tbody> <tr> <td>ondansetron 4 mg tablet 21/03/2025</td> <td>DOSE: 4 mg Oral When required (11:23) minimum dosage interval 6 hours</td> </tr> </tbody> </table>	Medication	Dose	ondansetron 4 mg tablet 21/03/2025	DOSE: 4 mg Oral When required (11:23) minimum dosage interval 6 hours
Medication	Dose				
ondansetron 4 mg tablet 21/03/2025	DOSE: 4 mg Oral When required (11:23) minimum dosage interval 6 hours				

## Prescribe Without Strength or Form

<p>1. Select <b>Prescribe</b> from the <b>Prescribing Medication Chart</b> screen, ensuring you are NOT on the <b>Meds on Adm</b> tab.</p>	<p><b>MedChart</b> MidCentral TEST (National Config)</p> <p>Sarason Sarah, Patient ID:FJR1234, DOB:09/06/1995, Age:29 years, Weight:65 kg (21/03/2025), Admit (Janmahaasatian)</p> <p>Allergies: Substance Allergy to venlafaxine - Abnormal gastric acidity</p> <p>Prescribe Quick List Protocol Withdraw Discharge Transfer From Edit Administrator Time Telephone Order</p> <p>Medication Time Mar 2025 21 22 23 24 25 26 27 28 29 30 31 01 02 03</p>																																																												
<p>2. Search for the medication required and select <b>Prescribe without strength or form</b>.</p>	<p><b>MedChart</b> MidCentral TEST (National Config)</p> <p>Inpatient Prescribing - Sarason Sarah</p> <p>Ibuprofen</p> <p>Medication Search</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Search</th> <th>Quick List Orders</th> <th>Medication</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Ibuprofen</td> <td>Single Ingredient</td> <td></td> <td>Adult</td> <td>Ibuprofen 200 mg tablet</td> <td>DOSE: 400 mg Oral When required minimum dosage interval 6 hours maximum dose: 1600 mg per day Indication: Analgesic - mild pain</td> </tr> <tr> <td>Ibuprofen</td> <td>Multi-Ingredient</td> <td></td> <td>Nurse Initiated Medications (Standing Orders)</td> <td>Ibuprofen 200 mg tablet</td> <td>DOSE: 400 mg Oral Once Only Exclusive: Aspirin/CPT, amoxicillin therapy is being discontinued, analgesic - mild pain Indication: Analgesic - mild pain (after giving a dose, if needed)</td> </tr> <tr> <td>Ibuprofen</td> <td>Brands</td> <td></td> <td>Pediatric</td> <td>Ibuprofen 100 mg/5 mL oral liquid</td> <td>(Dose Range - Express as single dose) 5 to 10 mg per kilogram (Specific rounding) (AUS Only) Indication: Analgesic - mild pain</td> </tr> <tr> <td>Ibuprofen</td> <td>Ibuprofen</td> <td></td> <td>Pediatric</td> <td>Ibuprofen 100 mg/5 mL oral liquid</td> <td>(Dose Range - Express as single dose) 5 to 10 mg per kilogram (Specific rounding) (AUS Only) Indication: Child 3 months to 18 years - Mild to Moderate Pain</td> </tr> <tr> <td>Ibuprofen</td> <td>Form</td> <td></td> <td></td> <td></td> <td>Prescribe As Generic</td> </tr> <tr> <td>Ibuprofen</td> <td>capsule</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ibuprofen</td> <td>Ibuprofen 100 mg capsule</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ibuprofen</td> <td>Ibuprofen 200 mg capsule</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ibuprofen</td> <td>Ibuprofen 400 mg capsule</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Prescribe without strength or form</b> (highlighted in red)</p>	Name	Type	Search	Quick List Orders	Medication	Details	Ibuprofen	Single Ingredient		Adult	Ibuprofen 200 mg tablet	DOSE: 400 mg Oral When required minimum dosage interval 6 hours maximum dose: 1600 mg per day Indication: Analgesic - mild pain	Ibuprofen	Multi-Ingredient		Nurse Initiated Medications (Standing Orders)	Ibuprofen 200 mg tablet	DOSE: 400 mg Oral Once Only Exclusive: Aspirin/CPT, amoxicillin therapy is being discontinued, analgesic - mild pain Indication: Analgesic - mild pain (after giving a dose, if needed)	Ibuprofen	Brands		Pediatric	Ibuprofen 100 mg/5 mL oral liquid	(Dose Range - Express as single dose) 5 to 10 mg per kilogram (Specific rounding) (AUS Only) Indication: Analgesic - mild pain	Ibuprofen	Ibuprofen		Pediatric	Ibuprofen 100 mg/5 mL oral liquid	(Dose Range - Express as single dose) 5 to 10 mg per kilogram (Specific rounding) (AUS Only) Indication: Child 3 months to 18 years - Mild to Moderate Pain	Ibuprofen	Form				Prescribe As Generic	Ibuprofen	capsule					Ibuprofen	Ibuprofen 100 mg capsule					Ibuprofen	Ibuprofen 200 mg capsule					Ibuprofen	Ibuprofen 400 mg capsule				
Name	Type	Search	Quick List Orders	Medication	Details																																																								
Ibuprofen	Single Ingredient		Adult	Ibuprofen 200 mg tablet	DOSE: 400 mg Oral When required minimum dosage interval 6 hours maximum dose: 1600 mg per day Indication: Analgesic - mild pain																																																								
Ibuprofen	Multi-Ingredient		Nurse Initiated Medications (Standing Orders)	Ibuprofen 200 mg tablet	DOSE: 400 mg Oral Once Only Exclusive: Aspirin/CPT, amoxicillin therapy is being discontinued, analgesic - mild pain Indication: Analgesic - mild pain (after giving a dose, if needed)																																																								
Ibuprofen	Brands		Pediatric	Ibuprofen 100 mg/5 mL oral liquid	(Dose Range - Express as single dose) 5 to 10 mg per kilogram (Specific rounding) (AUS Only) Indication: Analgesic - mild pain																																																								
Ibuprofen	Ibuprofen		Pediatric	Ibuprofen 100 mg/5 mL oral liquid	(Dose Range - Express as single dose) 5 to 10 mg per kilogram (Specific rounding) (AUS Only) Indication: Child 3 months to 18 years - Mild to Moderate Pain																																																								
Ibuprofen	Form				Prescribe As Generic																																																								
Ibuprofen	capsule																																																												
Ibuprofen	Ibuprofen 100 mg capsule																																																												
Ibuprofen	Ibuprofen 200 mg capsule																																																												
Ibuprofen	Ibuprofen 400 mg capsule																																																												
<p>3. Complete the mandatory and other relevant fields on the <b>Inpatient Prescribing</b> screen. Select <b>Continue</b> once the required information is entered.</p>	<p><b>MedChart</b> MidCentral TEST (National Config)</p> <p>Sarason Sarah, Patient ID:FJR1234, DOB:09/06/1995, Age:29 years, Weight:65 kg (21/03/2025), Admitted:21/03/2025, Lean Weight:0 kg (Janmahaasatian)</p> <p>Allergies: Substance Allergy to venlafaxine - Abnormal gastric acidity</p> <p>Ibuprofen</p> <p>Form: tablet Route: Oral Dose: 200 mg Frequency: Scheduled (PRN) Schedule: Four Times Daily For Administration On: Every day Administrator From: 21/03/2025 Start Time: 08:00 End Time: 18:00 For Duration: Qualifier: Indication: <input type="checkbox"/> Time Critical Minimum Dosage Interval: Show Due: 60 minutes(s) before scheduled time Show Overdue: 60 minutes(s) after scheduled time <input checked="" type="checkbox"/> Record Administration <input type="checkbox"/> For Self Administration</p> <p>Calendar View (Start Date: Mar 2025)</p>																																																												

- The medication/s will now appear in the Medications To Be Added screen and prescribing can be completed by selecting Update.

This screenshot shows the 'Prescribing Medication Chart - S' screen. At the top, it displays patient information: Sarason Sarah, Patient ID: FJR1234, DOB: 09/06/1995, Age: 29 years, Weight: 65 kg (21/03/2025), Admit (Janmahaasatian). Below this is a red header bar with the text 'Allergies: Substance Allergy to venlafaxine - Abnormal gastric acidity'. The main area has tabs for 'Chart Updates', 'Meds On Adm', 'Scheduled', 'Variable Dose', 'PRN - 5', 'Stat', and 'Infusion'. Under 'Meds On Adm', there is a table with a single row for 'ibuprofen' with a dose of '200 mg Oral Four Times Daily (08:00, 13:00, 18:00, 22:00)'.

## Prescribe With Form Only

- Select **Prescribe** from the **Prescribing Medication Chart** screen, ensuring you are NOT on the **Meds on Adm** tab.

This screenshot shows the same 'Prescribing Medication Chart - S' screen as above, but with the 'Prescribe' button highlighted in red. The other tabs ('Meds On Adm', 'Scheduled', etc.) are visible at the top.

- Search for the medication required.

**Note:** medications shown in **black** are available for selection; medications show in **grey** are not available in the Hospital Medicines List.

This screenshot shows a search results page for 'prednisone'. It includes a search bar with 'prednisone' entered, a 'Single Ingredient' section with a black Rx icon and 'prednisone', and a 'Brands' section with 'Prednisone (Clinect)' and 'Prednisone (Douglas)' listed.

- Select the intended form of the medication e.g. tablet

**Note:** this may be preferable to prescribe in this manner if a patient would require multiple strengths of tablets to make up a dose e.g. 8mg of prednisone

This screenshot shows a list of prednisone forms. The word 'tablet' is highlighted with a red box. Other options include 'prednisone 1 mg tablet', 'prednisone 2.5 mg tablet', 'prednisone 5 mg tablet', and 'prednisone 20 mg tablet'.

- Complete the mandatory and other relevant fields on the **Inpatient Prescribing** screen.

This screenshot shows the 'Inpatient Prescribing' screen for prednisone. The form is set to 'tablet', route to 'Oral', dose to '8 mg', frequency to 'Once Daily', and administration time to '18/10/2024 08:00'. A note says 'Note: Starts Tomorrow Start Today'. The 'Time Critical' checkbox is unchecked.

- Select **Continue** once the required information is entered.

- Repeat steps 2 to 6 for any additional medications.

- Once you have added all required medications, check the information on the **Medications To Be Added** screen and if satisfied, select **Update** and enter your user credentials when prompted.

This screenshot shows the 'Medications To Be Added' screen. It lists a single medication: 'prednisone tablet' with a dose of '8 mg Oral Once Daily (08:00)'. The top of the screen shows tabs for 'Chart Updates', 'Meds On Adm - 12', 'Scheduled - 8', 'Variable Dose - 1', 'PRN - 2', and 'Stat - 0'. There are also buttons for 'Update', 'Cancel', 'Remove', 'Prescribe', 'Quick List', 'Protocol', 'Transfer From', 'Select All', and 'Clear All'.

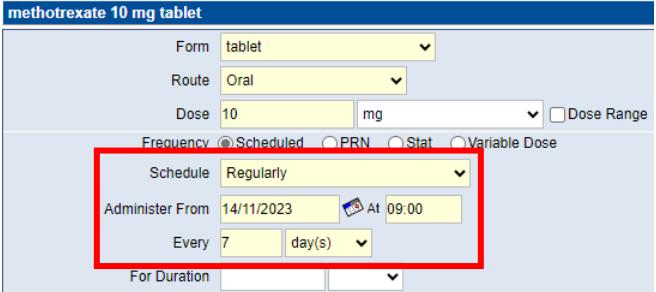
## Using the Frequency 'Regularly'

Regularly scheduled medications are used for medications that are administered in regular intervals of:

- Hours e.g. fentanyl patches every 72 hours.
- Days/Weeks e.g. methotrexate once per 7 days/1 week.
- Months e.g. cholecalciferol once per month.
- Intravenous antibiotics – to ensure timely administration.

*Remember: MedChart schedule defaults to next available dose which may be hours in the future. Prescribing regularly will prompt to enter a start time for the intravenous antibiotics.*

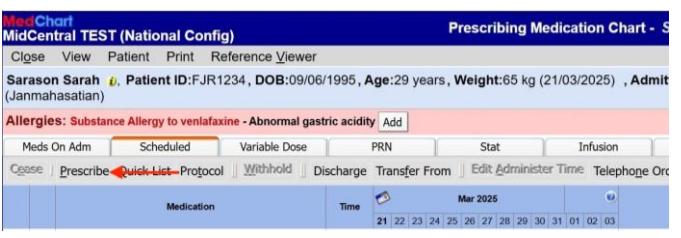
**Note: where possible, prescribers should use Quick List Orders if available. If there is no Quick List Order that meets your prescribing needs, the below process should be followed.**

1. From the <b>Medication Search</b> screen, select the medication needed.	
2. At the <b>Inpatient Prescribing</b> screen, complete the following actions:  Set <b>Schedule</b> to <b>Regularly</b> , then,  Complete <b>Administer From</b> (may be in the future for next upcoming dose)  Then complete <b>Every</b> field.	
3. Select <b>Continue</b> , then <b>Update</b> .	

## Prescribe by Quick List (via prescribe button)

Quick lists are a fast way to prescribe a range of medications by providing a range of predefined orders based on the most frequent ways a product is charted.

If the product you want to chart is not included as part of a standard protocol, we recommend using one of the available quick list orders when possible.

1. Using the <b>Prescribe</b> feature, search for the desired medication, ensuring you are NOT on the <b>Meds on Adm</b> tab.	
2. Any quick list orders available for that medication will display at the top of the screen.  Select the most suitable option noting that they can be edited if there is no option that perfectly meets your needs.	

3. Check the information on the **Schedule and Details** screen is correct and select **Continue**.

4. If any edits are required, select the medication to make changes to the order, then select **Update**.

## Via Quick List button (for blood products, fluids and nutrition)

Note: due to the amount of orders that are in these quick list folders, loading times may vary.

1. Using the **Quick List** feature, select the appropriate category and search for the required medication.

2. Select the required quick list order. Can select multiple before selecting **Continue**.

3. Check the information on the **Schedule and Details** screen is correct and select **Continue**.

4. Select **Update** or select the medication if you need to make changes to the order.

## Quick List ZERO mg Doses

Some medications have a wide range of clinically appropriate doses which will appear as 0 mg doses.

Prescribers will need to add the required dose.

1. When adding a quick list with a 0 mg dose, an error will appear on the **Medications To Be Added** screen.

2. Select the medication to open the **Inpatient Prescribing** screen.

3. Enter the required dose

4. Select Continue.	
5. Select Update from the Medications To Be Added screen to complete the order.	

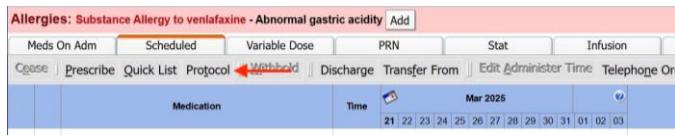
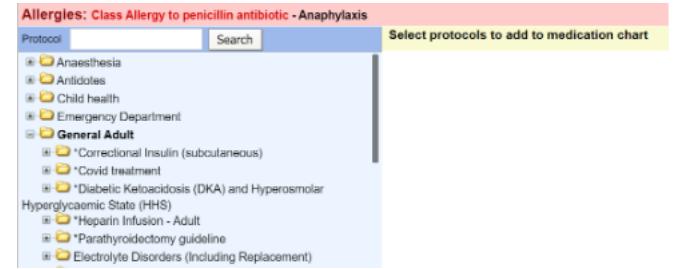
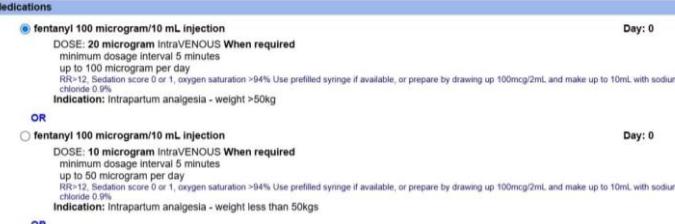
## Variable dose – warfarin and clozapine titration only

Warfarin has templates in Quick List and the variable dose format allows the dose to be individualised each day according to INR.

Clozapine titration has a variable dose template found in protocols – we use variable dose

## Prescribe by Protocols

Protocols allow a prescriber to prescribe one or more of the medications contained within a protocol, at the defined dosage, in a single task.

1. Select Protocol from the Prescribing Medication Chart	
2. Locate the required protocol by using either the search function, or via the folder structure. Protocols are named to be easily located via the search function.	
3. If a protocol requires choices to be made, note that radio buttons (circular) indicate a required selection, tick boxes (square) indicate an optional medication.  Select Add once you have selected the required medications.	
4. Review the information on the Schedule and Details screen and select Continue or Add Another Protocol.	

5. The medication/s will now appear in the **Medications To Be Added** screen and prescribing can be completed by selecting **Update**.

## Advanced Prescribing

### Calculate

For use when calculating dosage for a medication that uses weight-based dosing.

**Note: where possible, prescribers should use Quick List Orders if available. If there is no Quick List Order that meets your prescribing needs, the below process should be followed.**

1. From the **Medication Search** screen, select the medication needed from the **Prescribe As Generic** options.

2. Select **Calculate** to open the additional calculate fields.
3. Enter the **Dose**, **Index**, and **Weight Types** as appropriate. If **Rounding** is used, **Specific Rounding** is the recommended option which allows rounding to the nearest X mg, e.g., nearest 10 mg for enoxaparin if dose <100 mg, or nearest 15 mg if >100 mg.

4. MedChart will automatically calculate the dose and specify the calculation and weight used.

5. Complete mandatory and other relevant fields on the **Inpatient Prescribing** screen.

### Telephone Orders

The telephone order function may be helpful if you are prescribing a restricted medication at the advice of a specialist, e.g. meropenem on the advice of an infectious disease consultant.

1. Select **Telephone Order** from the **Inpatient Prescribing** screen.

2. Search for and select the relevant prescriber.	
3. The <b>Prescribing Medication Chart</b> will now show that you are initiating a telephone order on behalf of another prescriber. Can only use <b>Prescribe</b> or <b>Quick List</b> , protocol is not available for a telephone order	

<h2>Time Critical</h2>	
The time critical function can be activated at the time of prescribing in MedChart, or after the order has been added to the patient's medication chart.	
<ol style="list-style-type: none"> <li>If activating the time critical function from an existing order, select the medication from the <b>Prescribing Medication Chart</b>.</li> <li>On the <b>Inpatient Prescribing</b> screen, select <b>Time Critical</b> and complete the <b>Show Due</b> and <b>Show Overdue</b> as appropriate.</li> </ol> <p><b>Minimum Dose Interval</b> is the minimum time between scheduled doses, e.g. if a dose has been delayed, the minimum dose interval must pass before the next dose becomes available. This helps nursing bring doses back into alignment for subsequent doses rather than all doses.</p>	

<h2>Multi-Line Orders: AND</h2>	
<p>For use when prescribing <b>STAT</b> or <b>Scheduled</b> medications that have alternating doses on different days, or medications where a morning dose is different to an evening dose.</p> <p><b>Note:</b> where possible, prescribers should use Quick List Orders if available. If there is no Quick List Order that meets your prescribing needs, the below process should be followed.</p> <ol style="list-style-type: none"> <li>Once you have completed the <b>Inpatient Prescribing</b> screen, select <b>And</b>.</li> </ol>	

2. A new section will appear below the original order. Make any adjustments needed (the new order is a replication of the original order) and either select **And** to add additional orders or **Continue** to complete the order.

## Selected days of the week

1. Using the **For Administration On** field, a prescriber can specify which days of the week a patient takes a medication.

e.g. Binocrit ONCE Daily on Mon, Wed and Fri  
Methotrexate SHOULD NOT be prescribed by this method, instead use regularly frequency.

## Multi-Line Orders: THEN

For use with medications that have a loading or reducing schedule.

The **Then** function can only be used with the original order has a **For Duration** applied.

**Note: where possible, prescribers should use Quick List Orders if available. If there is no Quick List Order that meets your prescribing needs, the below process should be followed. If you are prescribing STAT medications, use the AND function.**

1. Once you have completed the **Inpatient Prescribing** screen and included a **For Duration**, select **Then**.

<p>2. A new section will appear below the original order. Make any adjustments needed (the new order is a replication of the original order) and either select <b>Then</b> to add additional orders or <b>Continue</b> to complete the order.</p>	<p><b>prednisone</b></p> <p>Dose: 40 mg</p> <p>Schedule: In the Morning</p> <p>For Administration On: Every day</p> <p>Administer From: 18/11/2023 <span style="color:red;">Note: Starts Tomorrow</span> Start Today</p> <p>Start Time: 08:00 Edit Times</p> <p>For Duration: 5 day(s)</p> <p>Qualifer: <span style="border: 1px solid red; padding: 2px;">Elevit - ONE capsule daily</span></p> <p>Indication:</p> <p>Show Due: 60 minute(s) before scheduled time</p> <p>Show Overdue: 60 minute(s) after scheduled time</p> <p><input checked="" type="checkbox"/> Record Administration</p> <p><input type="checkbox"/> For Self Administration</p> <p><b>THEN</b></p> <p>Dose: 30 mg</p> <p>Schedule: In the Morning</p> <p>For Administration On: Every day</p> <p>Administer From: 21/11/2023 <span style="color:red;">Note: Starts on 21/11/2023</span></p> <p>Start Time: 08:00 Edit Times</p> <p>For Duration: 5 day(s)</p> <p>Qualifer: <span style="border: 1px solid red; padding: 2px;">Elevit - ONE capsule daily</span></p> <p><b>THEN</b></p> <p>Dose: 20 mg</p> <p>Schedule: In the Morning</p> <p>For Administration On: Every day</p> <p>Administer From: 26/11/2023 <span style="color:red;">Note: Starts on 26/11/2023</span></p> <p>Start Time: 08:00 Edit Times</p> <p>For Duration: 5 day(s)</p> <p>Qualifer: <span style="border: 1px solid red; padding: 2px;">Elevit - ONE capsule daily</span></p>
---	---

## Patient's Own Products

Some locally added products have been created in MedChart to allow the recording (and potentially administration of) products that would not otherwise be able to be prescribed. Prescribers would still need to decide if they are suitable to continue during an inpatient stay.

- When searching for medications, can enter any of the following to find the templates

*Herbal product*  
*Supplement*  
*Complementary/alternative therapy*  
*Rongoā*  
*Clinical trial*

**Medication Search**

Name: suppl	Supplement	Form	Prescribe As Generic
Search		unknown	
Brands		Supplement (name and dose instructions in qualifier)	
Supplement			

- Some fields are not available due to the way the template has been created. **Not applicable** can be used for route if this field is not relevant.

**Name of the therapy and any dose instructions should be recorded in the qualifier.**

**Supplement (name and dose instructions in qualifier)**

Form: unknown	Route: Not Applicable	Frequency: Scheduled	Schedule: Once Daily
For Administration On: Every day	Administer From: 18/10/2024 <span style="color:red;">Note: Starts Tomorrow</span> Start Today	Start Time: 08:00 Edit Times	For Duration: <span style="border: 1px solid red; padding: 2px;">Elevit - ONE capsule daily</span>
Indication:			
<input type="checkbox"/> Time Critical			

3. Non-HML products (e.g. CBD, Voltaren gel) can also be included for continuation only (and patient has their own supply available).

These will appear grey as they are non-formulary.

Medication Search			
Name: medleaf	Search	Medleaf CBD	Form   Prescribe As Generic   Prescribe As Product
Brands		oral liquid	cannabidiol 100 mg/mL, oral liquid   Medleaf CBD Oil 100 mg/mL, oral liquid
Medleaf CBD			
Medleaf High THC GG4			
Medleaf High THC Zour Apple [obsolete]			

# Infusions

**Note: use quick lists or protocols where available. These orders are significantly more complicated and therefore more prone to error – especially if unfamiliar with this functionality.**

## Prescribing a fluid as an infusion

1. Utilise the **Quick List** option, there is a dedicated list for Fluids. These will also be visible when searching for the product if using **Prescribe** option.

Quick List Search														
Adult	Fluids													
#	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Blood products														
Fluids														
Nurse Initiated Medications (Standing Orders)														
Paediatric														
(Bart's solution) potassium chloride 20 mmol/1000 mL + sodium chloride 0.9% + glucose 4%, 1000 mL bag														
<input type="checkbox"/> IntraVENOUS Once Only														
DOSE: infuse 1000 mL over 10 hours (RATE: 100 mL per hour)														
By Infusion Pump														
Gelofusine 4% (20 g/500 mL), bag														
<input type="checkbox"/> IntraVENOUS Once Only														
DOSE: infuse 500 mL over 1 hour (RATE: 500 mL per hour)														
By Infusion Pump														

2. If using **Prescribe** option, the fluid quick lists will display during medication search.

Medication Search			
Name: glucose	Search	Fluids	Prescribe As Generic
Single Ingredient		glucose 10%, 1000 mL, bag	
<input checked="" type="checkbox"/> glucose		IntraVENOUS Once Only	DOSE: infuse at rate of 75 mL per hour for 10 hours (RATE: 75 mL per hour)
<input checked="" type="checkbox"/> glucose + ketone indicator urine		By Infusion Pump	Indication: Nutritional support if not for TPN
<input checked="" type="checkbox"/> glucose indicator urine		Measure Blood Glucose every 8 hours	
Multi-Ingredient			
bupivacaine + glucose		glucose 50% (25 g/50 mL), injection, syringe	
carbapolene + glucose		glucose 50% (5 g/10 mL), injection, ampoule	
deutan + glucose		glucose 50% (5 g/10 mL), injection, vial	
ethanol + glucose		glucose 50% (25 g/50 mL), injection, vial	
lidocaine + glucose			
potassium chloride + glucose		glucose 5% injection: intravenous infusion, 50 mL, bag	
sodium chloride + glucose		glucose 5% injection: intravenous infusion, 100 mL, bag	
theophylline + glucose		glucose 5% injection: intravenous infusion, 250 mL, bag	
ascorbic acid + glucose + nicotinamide		glucose 5% injection: intravenous infusion, 500 mL, bag	
glucose + sucrose + fructose		glucose 5% injection: intravenous infusion, 500 mL, bottle	
potassium chloride + sodium chloride + glucose		glucose 5% injection: intravenous infusion, 1000 mL, bag	

3. Plasma-lyte and Hartmann's will be found under **Brands** during medication search.

Medication Search			
Name: plasma-lyte	Search	Form   Prescribe As Generic	
Multi-Ingredient			
electrolytes (Plasma-Lyte 148 Replacement)		glucose 5% injection: intravenous infusion, 50 mL, bag	
electrolytes + glucose (Plasma-Lyte 148)		glucose 5% injection: intravenous infusion, 100 mL, bag	
Brands		glucose 5% injection: intravenous infusion, 250 mL, bag	
Plasma-Lyte 148		glucose 5% injection: intravenous infusion, 500 mL, bag	
Plasma-Lyte 56		glucose 5% injection: intravenous infusion, 500 mL, bottle	
		glucose 5% injection: intravenous infusion, 1000 mL, bag	

## Prescribing medications as an infusion

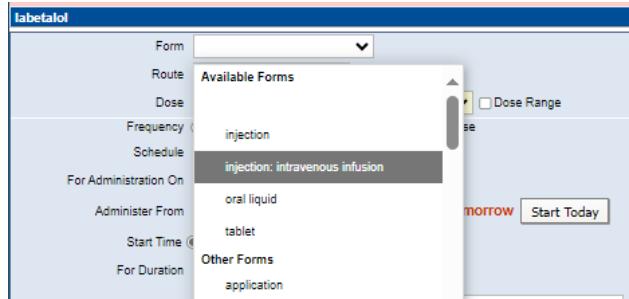
1. Electrolyte replacement can be found in **Protocols**.

Protocol potass			
Protocol	Search		
<input type="checkbox"/> Mild Hypokalaemia (Potassium Replacement) - Serum Potassium 3 - 3.5mmol/L			
<input type="checkbox"/> Moderate/Severe Hypokalaemia (Potassium Replacement) - Serum Potassium <3mmol/L			
<input type="checkbox"/> Moderate/Severe Hypokalaemia (Potassium Replacement) - Serum Potassium <3mmol/L Fluid restricted via CENTRAL LINE*			

2. If using **Prescribe** option, a quick list may be available to use during medication search.

Medication Search			
Name: labetalol	Search	Quick List Orders	Details
Single Ingredient		Adult	labetalol 100 mg tablet DOSE: 100 mg Oral Twice Daily (59.00, 18.00) Indication: Hypertension
<input checked="" type="checkbox"/> labetalol			labetalol 100 mg/20 mL injection, ampoule in sodium chloride 0.9% Concentration: 200 mg labetalol in sodium chloride 0.9%, made up to 200 mL
<input checked="" type="checkbox"/> labetalol hydrochloride			<input type="checkbox"/> IntraVENOUS Once Only DOSE: 50 to 400 mg, infuse if 1 to 8 mg labetalol per minute continuously (RATE: 50 to 400 mL, infuse if 1 to 8 mg labetalol per minute continuously)
Brands			By Infusion Pump DOSE: 50 to 400 mg, infuse if 1 to 8 mg labetalol per minute continuously (RATE: 50 to 400 mL, infuse if 1 to 8 mg labetalol per minute continuously)
Labetalol (Averen)			Measure Blood Pressure every 30 minutes
Labetalol EXP			
labetalol		Form   Prescribe As Generic	

3. If no there are no suitable options, prescribe **without strength and form** then select form ***injection: intravenous infusion*** for applicable medications (*refer to infusion fields section below*).



**Note:** when an infusion is prescribed, it is allocated to the infusion tab even if it has a scheduled frequency. For this reason, we discourage the prescribing of antibiotics as infusions.

## Infusions - Fields

Mandatory fields are yellow, optional are white

Field	Explanation
<b>Form</b>	<ul style="list-style-type: none"> <li>Infusion order template defaults when form <b><i>injection: intravenous infusion</i></b> or <b><i>injection: subcutaneous infusion</i></b> are selected for applicable medications or fluids.</li> </ul>
<b>By Device</b>	<ul style="list-style-type: none"> <li>Optional field</li> <li>Can specify how to deliver the infusion e.g. <i>infusion pump, syringe driver, elastomeric device</i></li> </ul>
<b>Specify concentration</b>	<ul style="list-style-type: none"> <li>When prescribing a medication for infusion (rather than a fluid) radio buttons will appear <b>Enter Manually, Use Dosage</b> and <b>Don't specify</b>.</li> </ul>
<b>Fluid</b>	<ul style="list-style-type: none"> <li>Defaults to preferred fluid.</li> <li>Can select an alternative compatible fluid from drop down.</li> </ul> <p><b>Note: Prescribing Information (top of screen) has a link to the Notes on Injectable Drugs (NIDs).</b></p>
<b>Add Additive</b>	<ul style="list-style-type: none"> <li>Can add additional medications using this option (e.g. a <i>palliative care syringe</i>).</li> </ul>
<b>Pack volume</b>	<ul style="list-style-type: none"> <li>Enter the volume of the bag to administer.</li> <li>For fluids this can be the same as the size of the bag.</li> </ul>
<b>Express dosage as</b>	<ul style="list-style-type: none"> <li>Medication (total dose) or mL fluid. Can also express dose as per kg or per sqm</li> </ul>
<b>Order As</b>	<p>Radio buttons include</p> <ul style="list-style-type: none"> <li>Initial bolus</li> <li>Dosage over a period</li> <li>Dosage and rate</li> <li>Continuous dose (<i>limited utility, best to avoid where possible</i>)</li> <li>Continuous rate</li> </ul>
<b>Frequency</b>	<ul style="list-style-type: none"> <li>Scheduled</li> <li>Stat</li> <li>Relative - allows the prescriber to link the infusion to another medication already on the chart.</li> </ul>
<b>Commence</b>	<ul style="list-style-type: none"> <li>Can specify a date/time when the infusion is to start.</li> </ul>

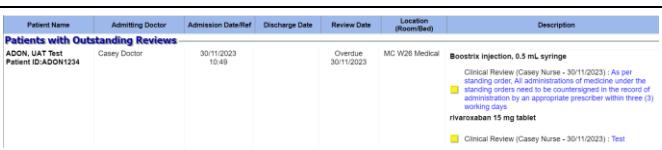
	<ul style="list-style-type: none"> <li>Can also link to a Stat order using <i>following start/completion of</i>.</li> </ul>
<b>Measure</b>	<ul style="list-style-type: none"> <li>Optional field</li> <li>Can specify what observation to monitor/record, a drop-down list is available but can also free text in this field.</li> </ul> <p><b>Note:</b> These observations should always be recorded as per local policy, MedChart should not be relied upon as the sole record of any given observation.</p>

# Clinical & Pharmacy Review

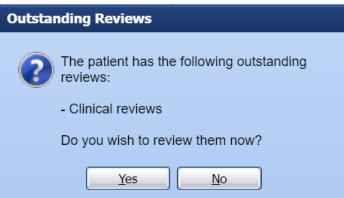
## Clinical Review Overview

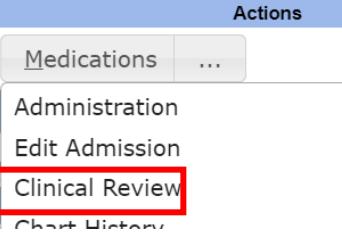
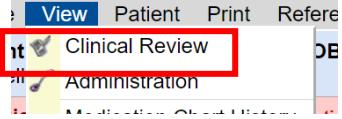
- Clinical reviews can be assigned to medications by prescribers, pharmacists, and system specific functions such as nurse-initiated medications.
- Clinical reviews can be assigned immediately or scheduled for a date in the future.
- Clinical reviews provide information and do not directly impact the administration of medication.

## Clinical Review by Clinician/Location

1. Select <b>Clinical Review</b> from the home screen.															
2. Clinical reviews can be searched by location or by clinician.	 <table border="1" data-bbox="811 1219 1473 1354"> <thead> <tr> <th>Location</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>MC W26 Medical</td> <td>5</td> </tr> <tr> <td>MC Orthopaedic Ward</td> <td>2</td> </tr> </tbody> </table>	Location	Count	MC W26 Medical	5	MC Orthopaedic Ward	2								
Location	Count														
MC W26 Medical	5														
MC Orthopaedic Ward	2														
3. Select either a location or clinician and select <b>Review</b> .															
4. Select a patient to manage their reviews.	 <table border="1" data-bbox="811 1462 1473 1612"> <thead> <tr> <th>Patient Name</th> <th>Admitting Doctor</th> <th>Admission Date/Ref</th> <th>Discharge Date</th> <th>Review Date</th> <th>Location (Room/Bed)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ACDN_UAT Test</td> <td>Casey Doctor</td> <td>30/11/2023 10:49</td> <td></td> <td>Overdue 30/11/2023</td> <td>MC W26 Medical</td> <td>Boostrix Injection, 0.5 mL syringe <small>Clinical Review (Casey Nurse - 30/11/2023) As per standing order. All administrations of medicine under the standing orders need to be documented in the record of administration by an appropriate prescriber within three (3) working days. rivaroxaban 15 mg tablet <small>Clinical Review (Casey Nurse - 30/11/2023) : Test</small></small></td> </tr> </tbody> </table>	Patient Name	Admitting Doctor	Admission Date/Ref	Discharge Date	Review Date	Location (Room/Bed)	Description	ACDN_UAT Test	Casey Doctor	30/11/2023 10:49		Overdue 30/11/2023	MC W26 Medical	Boostrix Injection, 0.5 mL syringe <small>Clinical Review (Casey Nurse - 30/11/2023) As per standing order. All administrations of medicine under the standing orders need to be documented in the record of administration by an appropriate prescriber within three (3) working days. rivaroxaban 15 mg tablet <small>Clinical Review (Casey Nurse - 30/11/2023) : Test</small></small>
Patient Name	Admitting Doctor	Admission Date/Ref	Discharge Date	Review Date	Location (Room/Bed)	Description									
ACDN_UAT Test	Casey Doctor	30/11/2023 10:49		Overdue 30/11/2023	MC W26 Medical	Boostrix Injection, 0.5 mL syringe <small>Clinical Review (Casey Nurse - 30/11/2023) As per standing order. All administrations of medicine under the standing orders need to be documented in the record of administration by an appropriate prescriber within three (3) working days. rivaroxaban 15 mg tablet <small>Clinical Review (Casey Nurse - 30/11/2023) : Test</small></small>									

## Clinical Review for Individual Patient

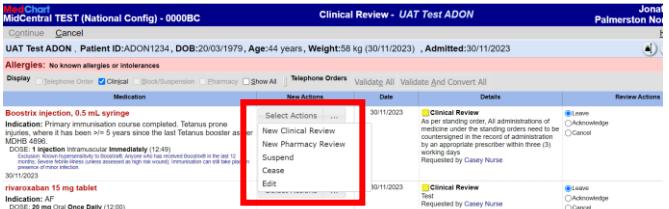
1. Entering a <b>Patient Summary</b> screen that has active clinical reviews will result in a prompt appearing.	 <p>The patient has the following outstanding reviews:</p> <ul style="list-style-type: none"> <li>- Clinical reviews</li> </ul> <p>Do you wish to review them now?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/></p>
2. To access the <b>Clinical Review</b> screen from the <b>Prescribing Medication Chart</b> , select the orange and yellow icon.	

<p>3. To access the <b>Clinical Review</b> screen from the <b>Patient Summary</b> screen, select the appropriate action.</p>	
<p>4. To access the <b>Clinical Review</b> screen from the <b>View</b> drop down menu, select <b>Clinical Review</b>.</p>	

## Actions available in Clinical Review

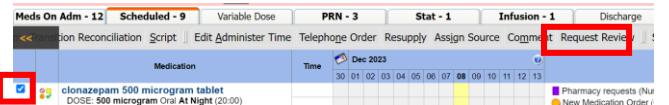
New Clinical Review	Add a new clinical review to a medication.
New Pharmacy Review	Add a new pharmacy review to a medication.
Suspend	Withhold <b>ALL</b> administrations of a medication until unsuspended by a prescriber. E.g. oral furosemide suspended while on intravenous therapy.
Cease	The order is ended, and the medication is no longer available for administration.
Edit	If a change is required to an order, selecting Edit will open the <b>Inpatient Prescribing</b> screen
Withhold Doses	Withhold one or more specific administrations of a medication. E.g. a medication can have one or multiple doses withheld prior to a planned event such as surgery or a scan.

## Manage Clinical Reviews

<p>1. In the <b>Clinical Review</b> screen, select an <b>Action</b> from the dropdown menu for each medication to be reviewed.</p>	
<p>2. Select <b>Continue</b>.</p>	
<p>3. Repeat until all medication reviews are complete.</p>	

## Assign a Clinical Review

### Method One

<p>1. From the <b>Prescribing Medication Chart</b>, select the relevant medication.</p>	
<p>2. Select <b>Request Review</b>.</p>	

3. Enter the date and reason for the clinical review then select **Continue**.

## Method Two

- Open the **Clinical Review** screen by selecting either **View>Clinical Review**, or by selecting the yellow box.

- Select **Show All**.

- Select the **Select Actions** dropdown next to the relevant medication and select **New Clinical Review**.

- Enter the date and reason for the clinical review then select **Continue**.

## Nurse Initiated Medications / Standing Orders

Nurses administering medications via a standing order will generate a clinical review for the relevant clinician to co-sign.

- Enter the **Clinical Review** screen and locate the outstanding review for the nurse-initiated medication.

- If no action is required at this point, select **Leave**. This will leave the clinical review as outstanding (no action taken).

- To approve the nurse-initiated medication, select **Acknowledge**. This indicates the clinical review has been approved by the clinician. **This is required to meet legal obligations**.

- To cancel the nurse-initiated medication, select **Cancel**. Ideally the clinician will also cease the medication if they do not approve the nurse-initiated medication.

## Telephone Orders – Validate

Validation of telephone orders is completed within the clinical review view of the chart. The prescriber who placed the telephone order is required to validate the order. Telephone orders are retained in clinical review indefinitely so this process can be completed post-discharge (when the prescribing chart is unavailable).

1. The prescriber that placed the telephone order can **Validate** or **Validate and convert**.

Medication		New Actions	Date	Details	Review Actions
orphenadrine citrate 100 mg tablet; modified release DOSE: 100 mg Oral Twice Daily (08:00, 18:00) 18/10/2024	Select Actions ...	18/10/2024 08:30	Validation of Telephone Order	<input type="checkbox"/> Leave <input type="checkbox"/> Validate <input type="checkbox"/> Validate and Convert <input type="checkbox"/> Decline and Cease (Reason) Reason:	

2. If the order was recorded incorrectly the option **Decline and Cease** can be used, and a reason will be required.

## Withhold/Suspend Medications

### Withhold Medications Via Clinical Review

1. Select **Withhold Doses** from the **Select Actions** dropdown menu.

Select Actions ...	
<input type="checkbox"/> New Clinical Review <input type="checkbox"/> New Pharmacy Review <input type="checkbox"/> Suspend <input type="checkbox"/> Cease <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Withhold Dose	

2. Select the dose/s to be withheld and select a **Reason**. Enter any comments necessary.

Future Dose Withhold									
Medication	Time	11/12	12/12	13/12	14/12	15/12	16/12	17/12	
enoxaparin sodium injection	08:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	20:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Reason: Planned withhold  
Comment: For procedure 12/12  
Cancel Comment: Continue Cancel

3. Select **Continue**.

4. The withheld dose/s will be reflected in the **Administration Medication Chart** and the **Prescribing Medication Chart**.

enoxaparin sodium injection DOSAGE: 90 mg (1 mg per kg/dose (Actual Weight) for 90kg) Subcutaneous Twice Daily (08:00, 20:00) Weight 100kg or less Indication: Treatment of DVT/PE (High Risk)	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	Source Not Assigned New Medication Order
11/12/2023 Jonathan Doctor														

enoxaparin sodium injection Subcutaneous Weight 100kg or less Indication: Treatment of DVT/PE (High Risk)

09 mg (1 mg per kg/dose (Actual Weight) for 90kg) Subcutaneous Twice Daily (08:00, 20:00)  
Weight 100kg or less Indication: Treatment of DVT/PE (High Risk)

Withheld by Jonathan Doctor on 11/12/2023 at 11:20 (Planned withhold)

## Withhold Medications Via Prescribing Medication Chart

- Select the medication from the list and select **Withhold**.

- Select **Continue**.

- The withheld dose/s will be reflected in the **Administration Medication Chart** and the **Prescribing Medication Chart**.

## Suspend Medications Via Clinical Review

- While in a patient chart and in clinical review view, select **Show All** to display all medications on the chart – not just those that have an outstanding clinical review.

- Select **Suspend** from the **Select Actions** dropdown menu.

- Enter a reason for suspending the medication, select **Continue**

- Doses will no longer be available to administer and will be automatically withheld if they were due after the medication was suspended. A new suspended icon is displayed on the medication chart and the administration chart.

**Suspended by Dr Sweetney Todd (18/10/2024 09:09)**  
Patient is NBM

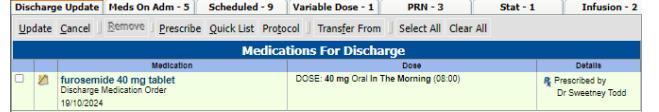
- The medication can be unsuspended at any time in clinical review. Select **Un-suspend** and enter a reason.

# Discharge Prescribing

The discharge chart must be completed and finalised before script generation becomes available. There are several ways to populate the discharge chart.

**NOTE:** this step needs to be completed prior to the patient being discharged from PAS, otherwise the chart will no longer be available, and a paper prescription will have to be generated.

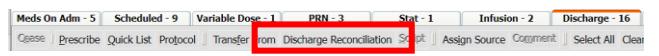
## Adding from inpatient chart to discharge chart

1. On the inpatient chart ( <i>Scheduled, Variable Dose, PRN, Stat, Infusion</i> ) tick the medications you want to transfer to discharge tab and select <b>Discharge</b> .	
2. Review schedule and details screen and make any adjustments to start dates/ times and then select <b>Continue</b> .	
3. <b>Update</b> will then prompt to enter credentials.	

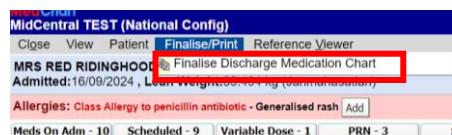
## Adding directly to discharge chart

1. On the discharge tab, select <b>Prescribe, Quick List or Protocol</b> . Functionality is similar to inpatient prescribing although some MedChart rules and clinical decision support may function differently.	
---	--

## Discharge Reconciliation

1. On the discharge chart, select <b>Discharge Reconciliation</b> .	
2. Select the medicines that you want to <b>Add to Discharge</b> , then <b>Continue</b> and <b>Update</b> .	

## Finalising Discharge Medication Chart

1. Once all medications have been added to the discharge tab, select <b>Finalise/Print</b> (top of screen), then <b>Finalise Discharge Medication Chart</b> .	
---	--

<p>2. Message <u>Script Generation available once Discharge list has been finalised</u> will update to <u>Discharge list has been finalised</u> and the script option will be available when at least one medication has been ticked/selected.</p>	
--	--

**Any subsequent changes to the discharge tab will revert the discharge tab into a non-finalised state.**

## Script Generation

**The discharge chart must be completed and finalised before script generation becomes available. NOTE: this step needs to be completed prior to the patient being discharged from PAS, otherwise the chart will no longer be available and a paper prescription will have to be generated.**

MedChart can generate NZePS compliant prescriptions meaning that controlled drug prescriptions can be generated without the need for H572 forms (triplicate prescription).

<p>1. Tick&gt;Select the medication(s) to be scripted, then select <b>Script</b>.</p>	
<p>2. The <b>Script Generation</b> page will display list of medications to be scripted on left side of screen.</p>	
<p>3. Complete the necessary fields for each medication (refer to <b>Script Generation - Fields</b> below), <b>Continue</b> will become available when each medications mandatory fields have been completed.</p>	
<p>4. The <b>Script Preview</b> screen can be used to review all the details prior to confirming the script (or saving the draft). Selecting <b>Confirm</b> will prompt for credentials.</p> <p><b>Do NOT nominate a pharmacy, this process locks the script so only the nominated pharmacy can dispense. This may adversely impact timely supply of medicine if they cannot action the script (e.g. pharmacy is closed). Instead, proceed and print a copy of the script (which will be barcoded to enable ANY dispensing pharmacy to import the details into their dispensing system).</b></p>	
<p>5. The script can then be printed via the pop-up. The script can also be printed via <b>Script History</b>.</p>	

**TIP:** Show Medication Summary Chart (top right corner) can be used to refer back to medication chart without exiting script generation.

Script Generation - Fields	
Field	Explanation
<b>For Duration</b>	<ul style="list-style-type: none"> <li>• <b>Relates to therapy duration NOT the duration to supply on the script.</b></li> <li>• If specified may auto populate supply information.</li> </ul>
<b>Period to supply</b>	<ul style="list-style-type: none"> <li>• Amount to supply on the script in days, weeks or months</li> </ul>
<b>Quantity to supply</b>	<ul style="list-style-type: none"> <li>• Amount to supply in dose units (tablets, capsules etc.) or in packs.</li> <li>• Mandatory for Stat, PRN or Controlled Drug scripts.</li> </ul>
<b>Trial Period</b>	<ul style="list-style-type: none"> <li>• Selecting creates new field of initial supply and trial reason.</li> </ul>
<b>PHARMAC Info</b>	<ul style="list-style-type: none"> <li>• This button will display any rules/restrictions relating to supply.</li> </ul>
<b>Select Endorsements</b>	<ul style="list-style-type: none"> <li>• If a medication requires an endorsement (e.g. certified condition), this can be annotated here.</li> </ul>
<b>Number of Repeats</b>	<ul style="list-style-type: none"> <li>• Prescriber can optionally choose to include repeats. If wanting close control – use <b>Frequent Dispensing</b> endorsement.</li> </ul>
<b>Allow generic substitution</b>	<ul style="list-style-type: none"> <li>• Generally this will be checked by default if prescribed generically and unchecked if prescribed by brand</li> <li>• Will be <b>unavailable</b> if the medication requires brand to be specified.</li> </ul>
<b>Long Term Medication</b>	<ul style="list-style-type: none"> <li>• Can check if an ongoing/regular medication</li> </ul>
<b>Pharmacy LTC Request</b>	<ul style="list-style-type: none"> <li>• Can check to flag the patient as a candidate for additional support from their pharmacy for long term conditions.</li> </ul>
<b>Flag item as confidential</b>	<ul style="list-style-type: none"> <li>• At patient request, selecting this checkbox flags the medication as confidential to other dispensing and prescribing systems</li> </ul>
<b>Prescriber Comments</b>	<ul style="list-style-type: none"> <li>• Messages from the prescriber to the dispensing pharmacy. Requests for blister packs can be specified here.</li> </ul>
<b>Choose item</b>	<ul style="list-style-type: none"> <li>• Mandatory if the order was prescribed only with form or without strength and form.</li> <li>• Select the appropriate generic formulation where appropriate.</li> <li>• Generic selection will be unavailable for medications that should have brand specified (e.g warfarin).</li> </ul>

	<ul style="list-style-type: none"> <li>Funding information from the PHARMAC schedule should be visible.</li> </ul>
Directions	<ul style="list-style-type: none"> <li>This field is not always available, when it is present the dose instructions can be modified.</li> <li><b>ALWAYS REVIEW</b> – MedChart is not always able to bring all the relevant instructions from the corresponding discharge order.</li> </ul>
Special Authority	<ul style="list-style-type: none"> <li>For relevant medications, additional fields are displayed to record special authority information.</li> <li>A link is available to apply and check for special authority applications.</li> </ul>

## Script History

1. Access via **Patient Summary** screen

OR

While on **Prescribing Medication Chart** selecting **View**, then **Script History**

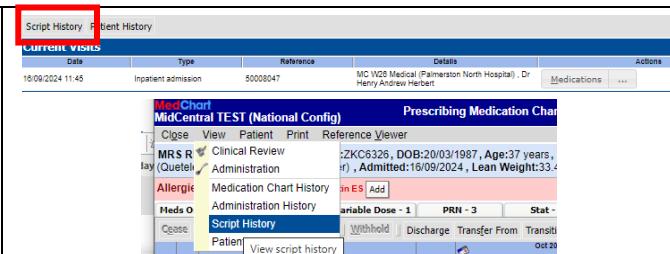
2. Select **Actions** – the selection dropdown list will depend on the status of the script

A script can only be cancelled if it has not been actioned by a community pharmacy.

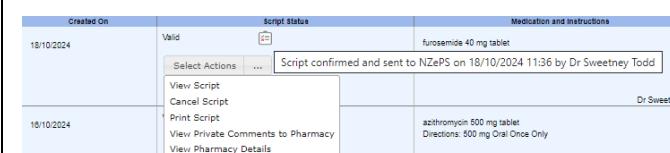
Refer to item status on right side of screen.

**View Pharmacy Details** will display contact info for the pharmacy if needing to communicate any changes.

Hovering over the clipboard will display all script actions to date.



3. If a script has multiple items, an individual item can be cancelled by selecting **Cancel Item**.



4. A pharmacy may flag a script as **Referred**. This is instigated by the pharmacy when a change is made to the script in the dispensing software following direct communication with a prescriber. The prescriber can then **Approve** or **Reject** the Referred Script in **Script History**.

*Note: A prescriber will be alerted of an outstanding script action when entering a patient record if a referred script is awaiting approval.*

