


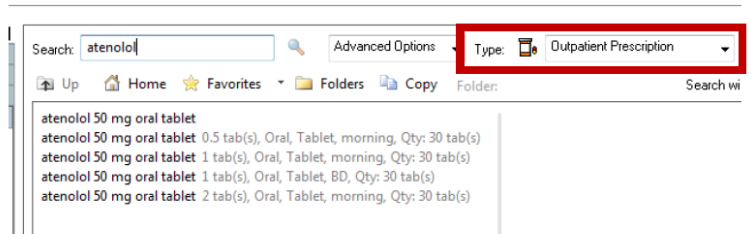


EMR Quick Reference Guide

Medications - Outpatient Prescriptions - Creating and Printing

2. Click on  **Add** to start the process for ordering medications

3. When ordering in an outpatient encounter, the order type will default to 'Outpatient Prescription'.

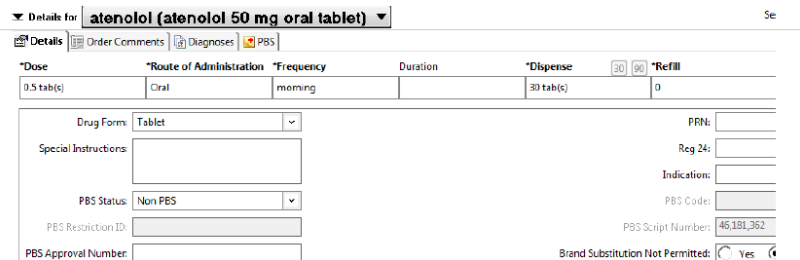


If this doesn't occur, you will need to manually change it.


Note: if "Outpatient Prescription" is not an option in the "Type" field, check the encounter, this option will ONLY appear for outpatient encounters

4. Enter the medication in the 'Search' field and select the desired medication and order sentence.

5. Ensure the details are correct and make any necessary modifications (refer to PBS prescribing and/or Discharge Prescriptions for Inpatients QRG if required)



6. Check the printer location – is this correct?

If not, click  to find your printer (see next page for how to select the printer).



7. Click 'Sign' (and enter your password) to generate an outpatient prescription.

EMR will automatically print TWO copies:

- 1) PBS (Medicare) Copy
- 2) Pharmacist (Patient) Copy

8. Sign both copies and give both of them to the patient/pharmacist.

Please see over to troubleshoot printing issues

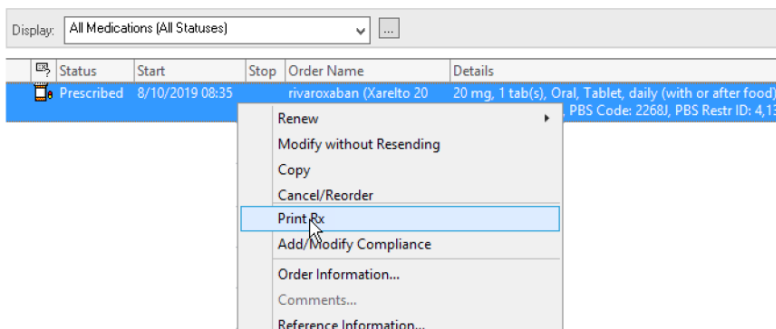
Troubleshooting – Printing Issues

If your prescriptions haven't printed, first check the following:

1. Does the printer have PBS prescription paper? Ask the staff in-charge for further supply.
2. Has the correct printer and/or tray been selected? See below to reprint the prescription.

How to Reprint the Original Prescription:

1. From the Table of Contents, go to **Orders**.
2. Select and highlight the 'Prescribed' medication order. Hold the **Ctrl** key to select more than 1 order.
3. Right-click over the highlighted orders and choose **Print Rx**.

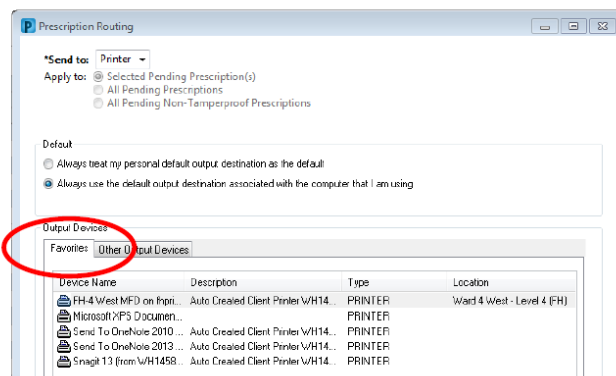


How to Add a Printer:

There are two ways to add a printer:

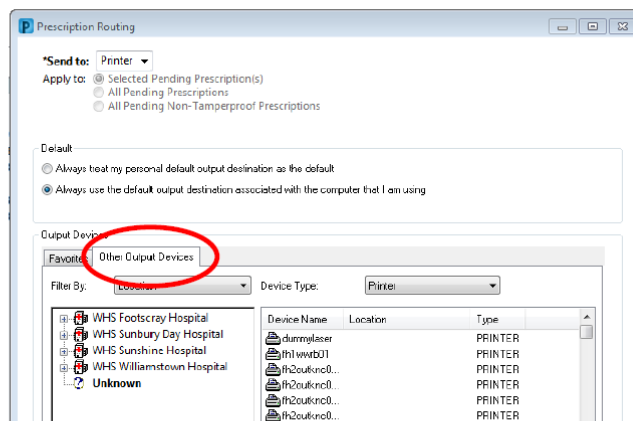
1. Via 'Favourites':

- Select the printer and click OK.



2. Via 'Other Output Devices':

- Click the plus icons to drill down and find your location's printer.
- If your location is not listed, click on **Unknown** to find your printer.
- Select the desired printer and click **OK**.



Check that you have the correct printer and also the correct tray!

