



EMR Quick Reference Guide

Medications – Prescriptions - How to Re-Issue a Prescription (Renew function)

This process explains how to create a new prescription based on an original prescription (Renew function).

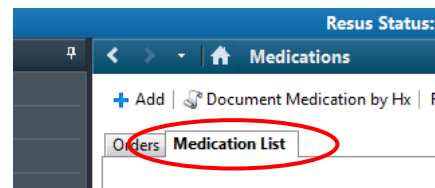
e.g. a HITH patient needs further supply of an existing medication order

- context: the original prescription has been printed and Pharmacy have dispensed it
- do not use the Print Rx function (Pharmacy will not dispense a prescription that has been issued)
- use the **Renew function** to generate a new prescription (with a new prescription number)

1. Click on '**Orders**' under the Table of Contents



2. Navigate to and click on the **Medication List** tab



3. Select and highlight the *Prescribed* order. Hold the **Ctrl** key to select more than 1 order.

Right-click over the highlighted order/s and choose **Renew**. Then choose the next option (Nb. Refills = repeats; Other = you wish to make further changes)

If you cannot see your

Status	Start	Order Name	Details	Stop	Ordering Physician	Last Updated By	Last Updated
Medications							
Active							
Ordered	1/02/2019 09:41	morphine (morphine for injection)	5-10 mg, IV, Ampoule, every 5 minutes, PRN for pain, Max dose per 24 hours: 30 mg, First dose 01/02/2019 09:41:00		Harney, Jason - SMO	Harney, Jason - SMO	1/02/2019 09:43
Prescribed	29/01/2019 14:23	buprenorphine (Norspan 5 mcg/hr tr...	1 patch(es), Transdermal, Patch, ONCE a week on...(same day each week), Qty: 1 patch(es), Refill(s) 0, Restricted - PBS, PBS Code: 886...		TEST, HTS	AhYick, Justin	13/02/2019 13:58
Prescribed	29/01/2019 14:15	simvastatin (simvastatin 40 mg or...	40 mg, 1 tab(s), Oral, Tablet, morning, Qty: 30 tab(s), Refill(s) 0, Restricted - PBS, PBS Code: 8173E				
Prescribed	29/01/2019 14:15	prednisone (prednisone 1 mg oral tablet)	5 mg, Oral, Tablet, BD (with or after food), Qty: 40 tab(s), Refill(s) 0, Restricted - PBS, PBS Code: 1934T				
Prescribed	29/01/2019 14:14	clopidogrel (clopidogrel 75 mg or...	1 tab(s), Oral, Tablet, daily, Qty: 28 tab(s), Refill(s) 0, Restricted - PBS, PBS Code: 8358X, PBS Restr ID: 5,436				
Prescribed	29/01/2019 14:14	atenolol (atenolol 50 mg oral tablet)	50 mg, 1 tab(s), Oral, Tablet, daily, Qty: 30 tab(s), Refill(s) 0, Restricted - PBS, PBS Code: 1081X				
Prescribed	29/01/2019 14:14	anastrozole (anastrozole 1 mg ora...	1 tab(s), Oral, Tablet, daily, Qty: 30 tab(s), Refill(s) 5, Restricted - PBS, PBS Code: 8179L, PBS Restr ID: 5,464				
Prescribed	29/01/2019 14:14	amlODIPine (amlODIPine 5 mg or...	5 mg, 1 tab(s), Oral, Tablet, daily, Qty: 30 tab(s), Refill(s) 0, Restricted - PBS, PBS Code: 2751T				

medications, you may need to change the **Display** option.

4. The original order will change to **Status: Complete** and a new order will appear at the top (**Status: Prescribe**).

Status	Start	Order Name	Details	Stop	Ordering Physician	Last Updated By	Last Updated
Prescribe	15/02/2019 10:58	simvastatin (simvastatin 40 mg oral tablet)	40 mg, 1 tab(s), Oral, Tablet, morning, Qty: 30 tab(s), Refill(s) 0, PBS, PBS Code: 8173E		TEST, HTS		
Ordered	1/02/2019 09:41	morphine (morphine for injection)	5-10 mg, IV, Ampoule, every 5 minutes, PRN for pain, Max dose per 24 hours: 30 mg, First dose 01/02/2019 09:41:00		Harney, Jason - SMO	Harney, Jason - SMO	1/02/2019 09:43
Prescribed	29/01/2019 14:22	buprenorphine (Norspan 5 mcg/hr transdermal patch)	1 patch(es), Transdermal, Patch, ONCE a week on... (same day each week), Qty: 1 patch(es), Refill(s) 0, Restricted - PBS, PBS Code: 886...		TEST, HTS	AhVick, Justin	13/02/2019 13:58
Complete	29/02/2019 14:15	simvastatin (simvastatin 40 mg oral tablet)			TEST, HTS	AhVick, Justin	13/02/2019 13:58
Prescribed	29/01/2019 14:15	prednisone (prednisone 5 mg oral tablet)	5 mg, Oral, Tablet, BD (with or after food), Qty: 60 tab(s), Refill(s) 0, PBS, PBS Code: 1934T		TEST, HTS	AhVick, Justin	13/02/2019 13:58
Prescribed	29/01/2019 14:14	clopidogrel (clopidogrel 75 mg oral tablet)	1 tab(s), Oral, Tablet, daily, Qty: 28 tab(s), Refill(s) 0, Streamlined - PBS, PBS Code: 8358X, PBS RestrID: 5,436		Barberi, Anthony - REGMO	AhVick, Justin	29/01/2019 14:51

Details for **simvastatin (simvastatin 40 mg oral tablet)** Send To: FH-4 West MFD on fhprint3 (from WH145848) in session 142

Dose	Route of Administration	Frequency	Duration	Dispense	Refill
1 tab(s)	Oral	morning		30 tab(s)	0

See Instructions Drug Form: Tablet PRN: [dropdown]

5. Make any necessary changes to the order.

6. Click on **Orders for Signature**.

7. Click on **Sign** to finalise the changes (and enter your password).