



EMR Quick Reference Guide

Pharmacy - Merlin - Sorting the PRX screen by time, ward, patient or medication

The PRX list is an electronic queue within Merlin of verified medications which require dispensing. By default, orders are sorted by time (latest on top) although the view can be changed to sort orders by ward, patient or medication

1. Open Merlin

2. Type the zoom "[PRX]"

```
[prx]
```

3. Select the appropriate date in field
(1) in the format DD/MM/YYYY . Alternatively
enter "0" for today's date

4. Left mouse click on 2<Sort>

```
1.Date:12/11/2018                2<Sort> Time
Medication search:[                ] 3<Show> Not Confirmed
[                                ] [          ] [          ] [
Date      Time  Patient          UR No    Script    Wa
```

5. Select the relevant option and press enter
(1) Time (most recent)
(2) Patient (surname in alphabetical order)
(3) Ward/Clinic
(4) Medication (in alphabetical order)

```
Sort by -
( 4)Sort by.....
1 Time
2 Patient
3 Ward/Clinic
4 Medication

Search for.: _
```

6. The PRX list will display medications sorted accordingly