

Medications – Prescriptions – How to Modify and Print Prescriptions



Key messages:

The Modify function should only be used for minor changes to prescriptions such as change in quantity, directions, PBS status or repeat number.

1. From Table of Contents, navigate to **Orders and Referrals**.

Orders and Referrals + Add

2. Select and highlight the “Prescribed” medication order. Hold the **CTRL** key and left click to select multiple orders.

3. Right click over the highlighted orders and choose **Modify without Resending**.

	Status	Start	Stop	Order Name	Dose ...	Details
Medications						
CY-DEMO; 03; 04 Fin#:1290 Admit: 28/07/2021 14:54						
	Prescribed	23/06/2023 15:28		docusate-senna (docusate-senna (sennoside B) 50 mg-8 mg oral tablet)		<ul style="list-style-type: none"> Renew Modify without Resending Copy Cancel/Reorder Suspend Activate Complete Cancel/DC Delete Convert to Inpatient Order Print Rx Add/Modify Compliance Print Advanced Filters... Disable Order Information Hyperlink
	Prescribed	23/06/2023 15:28		amoxicillin-clavulanate (amoxicillin-clavulanate 400 mg-57 mg/...		
	Prescribed	23/06/2023 15:28		fluticasone/umeclidinium/vilanterol (Trelegy Ellipta 200/62.5/25 inhalation po...		
	Prescribed	23/06/2023 15:28		aspirin (aspirin 100 mg oral enteric tablet)		
	Prescribed	23/06/2023 15:28		fluticasone/umeclidinium/vilanterol (Trelegy Ellipta 200/62.5/25 inhalation po...		
	Ordered	20/03/2023 11:00		quinidine sulfate (quinidine sulfate 200 mg oral tablet)		
	Ordered	09/02/2023 08:00		trimETHOPRIM-sulfamethoxazole 40 m...		
	Ordered	24/01/2023 11:00		piperacillin-tazobactam (additive) + Sodium Chloride 0.9% infusion 100 mL		
	Ordered	24/01/2023 11:00		daPTomycin (additive) + Sodium Chloride 0.9% infusion 50 mL		
	Ordered	19/01/2023 12:00		paracetamol (paracetamol 500 mg oral tablet)		
	Ordered	19/01/2023 12:00		paracetamol (paracetamol 500 mg oral tablet)		

5. Click on **Orders for Signature**.

6. Select **Sign** to finalise the orders.

7. Click refresh to change order status from Processing to Prescribed.

8. Select and highlight the order(s). Hold the **CTRL** key and left click to select multiple orders.

	Status	Start	Stop
CY-DEMO; 03; 04 Fin#:1290 Admit: 28/07/2021 14:54			
	Processing	23/06/2023 15:28	
	Processing	23/06/2023 15:28	
	Prescribed	23/06/2023 15:28	

9. Right click over the highlighted orders and select **Print Rx**.

	Prescribed	23/06/2023 15:28		docusate-senna (docusate-senna (sennoside B) 50 mg-8 mg oral tablet)		<ul style="list-style-type: none"> Renew Modify without Resending Copy Cancel/Reorder Suspend Activate Complete Cancel/DC Delete Convert to Inpatient Order Print Rx Add/Modify Compliance Print Advanced Filters... Disable Order Information Hyperlink
	Prescribed	23/06/2023 15:28		amoxicillin-clavulanate (amoxicillin-clavulanate 400 mg-57 mg/...		
	Prescribed	23/06/2023 15:28		fluticasone/umeclidinium/vilanterol (Trelegy Ellipta 200/62.5/25 inhalation po...		
	Prescribed	23/06/2023 15:28		aspirin (aspirin 100 mg oral enteric tablet)		
	Prescribed	23/06/2023 15:28		fluticasone/umeclidinium/vilanterol (Trelegy Ellipta 200/62.5/25 inhalation po...		
	Ordered	20/03/2023 11:00		quinidine sulfate (quinidine sulfate 200 mg oral tablet)		
	Ordered	09/02/2023 08:00		trimETHOPRIM-sulfamethoxazole 40 m...		
	Ordered	24/01/2023 11:00		piperacillin-tazobactam (additive) + Sodium Chloride 0.9% infusion 100 mL		
	Ordered	24/01/2023 11:00		daPTomycin (additive) + Sodium Chloride 0.9% infusion 50 mL		



Printer name and tray

EMR Printer Device Names are labelled directly on the printer. Tray numbers are indicated at the end of the device name. For example:

- mhurgcpbs24-1 corresponds to **Tray 1**
- mhurgcpbs24-2 corresponds to **Tray 2**

10. Select the printer with the corresponding tray that contains prescription paper.

There are two ways to do this:

a. Via **“Favourites”**

Select the printer and click **OK**.

b. Via **“Other Output Devices”**

Click the plus icons to filter and find your location’s printer. If your location is not listed, click on **Unknown** to find the printer. Select the printer and click **OK**.

