

# 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.

	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"> <li>Renew</li> <li><b>Modify without Resending</b></li> <li>Copy</li> <li>Cancel/Reorder</li> <li>Suspend</li> <li>Activate</li> <li>Complete</li> <li>Cancel/DC</li> <li>Delete</li> <li>Convert to Inpatient Order</li> <li>Print Rx</li> <li>Add/Modify Compliance</li> <li>Print</li> <li>Advanced Filters...</li> <li>Disable Order Information Hyperlink</li> </ul>
	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)		

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

4. Enter changes as required.

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

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

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

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

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

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

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