

## Generating an Outpatient Prescription

1. Navigate to “**Orders and Referrals**” and click **+Add**.
2. When ordering a prescription in an outpatient encounter, the order type will default to “**Outpatient Prescription**”. If this does not occur, manually change from the drop down box.



### Handy Hint

If “Outpatient Prescription” is not a selectable order “Type”, check the encounter! This option will **ONLY** appear for outpatient encounters.

3. Enter the medication in the “search” field and select the desired medication and order sentence.
4. Ensure the details are correct and make any necessary modifications.
5. Select the printer location. Click for more printing options.

6. Click “Sign” to generate prescription. Two copies of the prescription will be printed automatically (PBS copy and Pharmacist copy).
7. Sign **both** copies and give both to the patient/pharmacist.



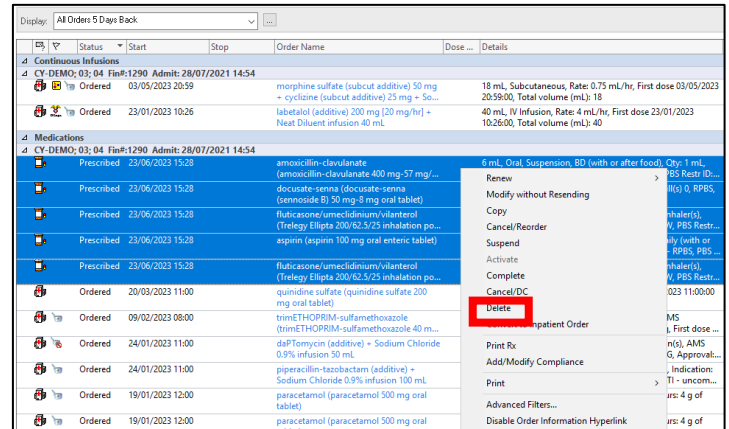
## Troubleshooting – Printing Issues

If your discharge scripts 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.

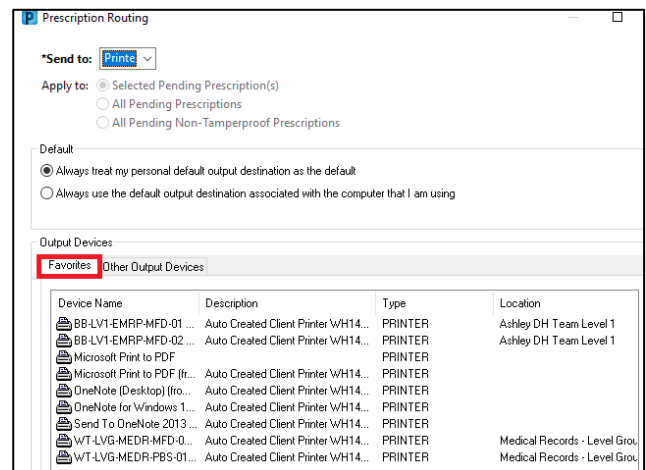
How to Reprint the Original Prescription:

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



How to Add a Printer:

1. Add printer via **"Favourites"**  
Select the printer and click **OK**.



2. Add printer 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**.

