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

Digital Health Quick Reference Guide

Key messages:

- The Renew prescription function should be used to generate a new prescription of a previously prescribed item.
- Details of the previous prescription will be carried over (i.e. instructions, quantity, PBS code) but can be modified if necessary.
- The Renew function will generate a new prescription number and update the prescribing date.
- Do NOT use the Print Rx function as Pharmacy will not dispense a prescription that has already been issued. .
- Click on 'Orders and Referrals' on the Table of Contents. 1.
- 2. Navigate to and click on the Medication List tab.
- 3. Select and highlight the Prescribed order. Hold the CTRL key and left click to select more than one order.
- Right-click over the highlighted 4. order/s and choose Renew. Then, select an appropriate option.

Note: Refills refers to the number of repeats. Selecting Same Supply will carry over previous prescription details. Selecting Other will allow you to make further changes.

Ordered

(paracetamol 500 mg .

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- 5. If you cannot see your medications, you may need to change the **Display** filter.
- 6. Click Orders for Signature. The orders being modified will be grouped and the status of the original order will change to Complete and the new order will appear as Prescribe.
- 7. Make any necessary changes to the order.
- 8. Click on **Sign** to finalise the changes.

Note: Completed orders will still appear under medication list/medications view in Orders and Referral. If the completed orders do not appear, change the display filter.

Same Supply & Same Number of Refills \checkmark Modify without Resending Prescribed Same Supply & 0 Refills Other Сору Cancel/Reorde \checkmark Prescribed Suspend . Qty: 1 mL, Refill(s) 0, Restricted - RPBS, PBS Code: 83 Activate \checkmark ;) 0, RPBS, PBS Code: 10177P Prescribed Complete Cancel/DC ~ idine sulfate iidine sulfate 200 . Ordered 2023 11:00:00 Delete trimETHOPRIM-su o Ordered MS Indication: Prophylaxis, 20 mL = 160 mg/800 mg, I Convert to Inpatient Order azole (trimETHO Print Ry piperacillin-tazobactam Ordered), Indication: TESTING INDICATION, AMS Indication: L itive) + Add/Modify Compliance 🗹 🐚 in(s), AMS Indication: ENT + ocular infection, Footsc daPTomycin (additive) Ordered + Sodium Chloride 0.... Dose: 6 mg/kg) 24/01/2023 10:53:5 Print 🗹 🍗 Ordered urs: 4 g of paracetamol, First dose 19/01/2023 12:00:00 paracetamol Advanced Filters...

Disable Order Information Hyperlink

Display:



All Medications 5 Days Back



🕂 Add 🛛 🔐 Document Medication by Hx 🗎 Reconciliation 🔻

Orders Medication List Document In Plan Manage Infusions

urs: 4 g of paracetamol, First dose 19/01/2023 12:00:00

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Orders and Referrals

+ Add