

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



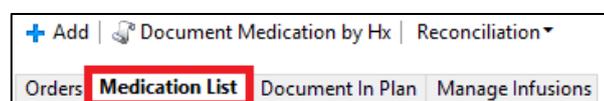
Key messages:

- 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.

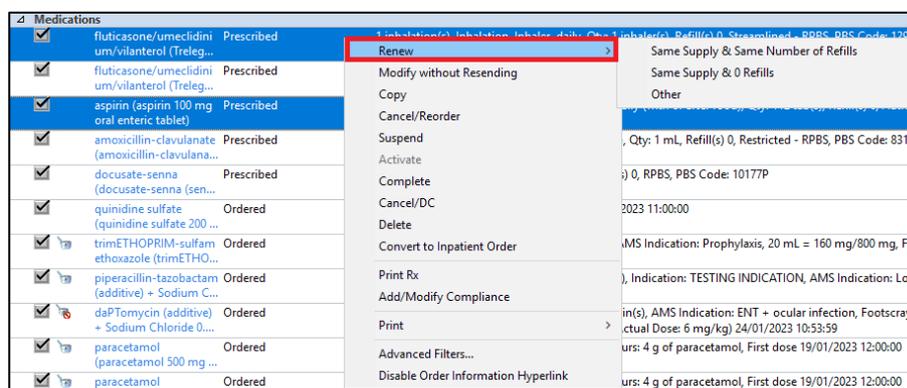
1. Click on '**Orders and Referrals**' on the Table of Contents.



2. Navigate to and click on the **Medication List** tab.



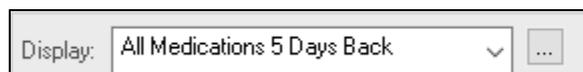
3. Select and highlight the **Prescribed** order. Hold the **CTRL** key and left click to select more than one order.



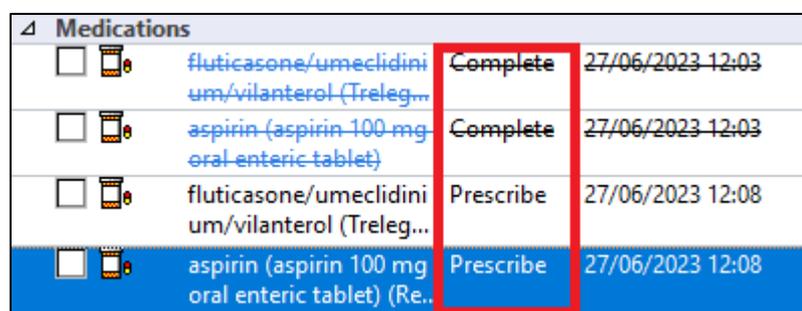
4. Right-click over the highlighted order/s and choose **Renew**. Then, select an appropriate option.

***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.

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.