

Pharmacy – Merlin – Sorting PRX List by Time, Ward, Patient or Medication



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Quick Reference Guide

Key messages:

The PRX list is an electronic queue within Merlin of verified medications which require dispensing. By default, orders are sorted by time (latest on top) although the view can be changed to sort orders by ward, patient or medication.

1. Open Merlin

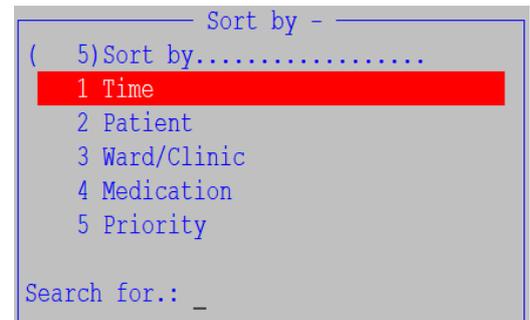
2. Type the zoom “[PRX”

3. Select the appropriate date in field 1 in the format DD/MM/YYYY.
Alternatively enter “0” for today’s date.

4. Left mouse click on field 2 <Sort>

5. Select the relevant option and press enter

- Time (most recent)
- Patient (surname in alphabetical order)
- Ward/Clinic
- Medication (in alphabetical order)



6. The PRX list will display medications sorted accordingly