


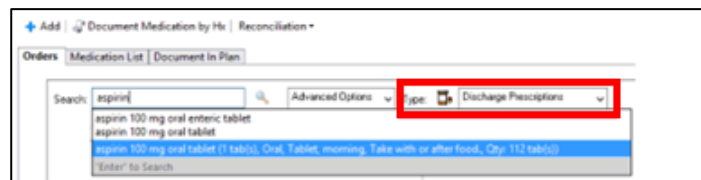
Medications –Add / Modify / Delete / Reprint Prescriptions After Reconciliation



Add Prescription (after reconciliation)

1. Navigate to **Orders and Referrals** on the Table of Contents (TOC), then click **+ Add**.
2. Ensure order **Type** is set to **Discharge Prescription**.
3. Search for the medication you wish to prescribe.
4. Select an order sentence and modify as required.
5. Repeat to add more items to print on the ONE prescription.
6. Check the printer location and tray. If the location is not correct, click  to find the correct printer

Orders and Referrals + Add



Printer name and tray

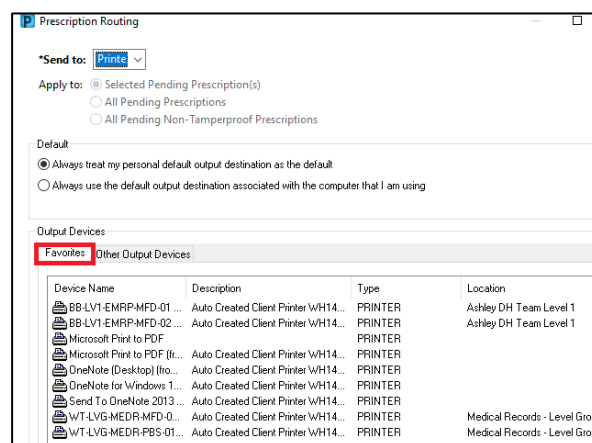
EMR Printer Device Names are labelled directly on the printer. Tray numbers are indicated at the end of the device name. For example:

- mhurgcpbs24-1 corresponds to **Tray 1**
- mhurgcpbs24-2 corresponds to **Tray 2**

There are two ways to add a printer:

a) Via **Favourites**

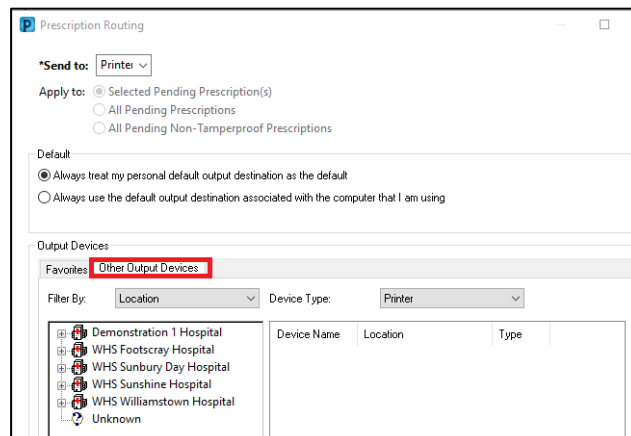
Select the printer with the corresponding tray that contains prescription paper and click **OK**.





b) Via **Other Output Devices**

Click the plus icons to filter and find you location’s printer.
If your location is not listed, click on **Unknown** to find the printer. Select the printer and click **OK**.



7. Click **Sign** and enter your password.

Important – PBS Authority Prescriptions



- **Cancel/Reorder** will generate a new PBS Script Number.

PBS Script Number:

- Follow steps to **Modify** for PBS Phone Authority Prescriptions to retain the same PBS Script Number (steps below).
- For changes to drug strength, quantities and repeats, original orders must be **Discontinued** (steps below), and new PBS Approval Codes must be obtained.

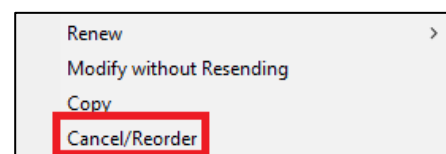
Handy Hint – Select multiple orders at once



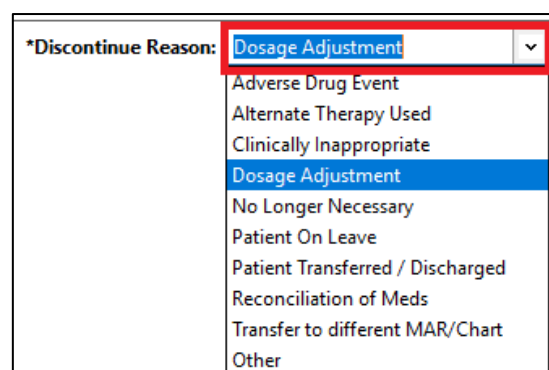
- **Left-click and drag** to highlight multiple orders.
- **Left-click + Shift** to select a range.
- **Left-click + Ctrl** to pick individual orders.

Cancel/Reorder Prescription

1. Navigate to **Orders and Referrals** on the TOC.
2. Select the order(s) you wish to modify.
3. Right click over the highlighted orders and select **Cancel/Reorder**.
4. Modify the details as appropriate.
5. Select correct printer and tray.
6. Click **Orders for Signature**.
7. Enter appropriate **Discontinue Reason** for cancelled order(s).
8. Click **Sign** and enter your password.



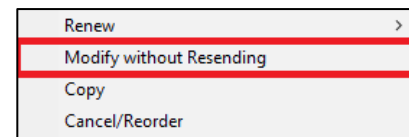
Send To:



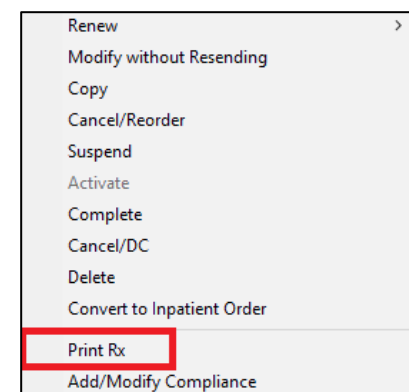


Modify Prescription

1. Navigate to **Orders and Referrals** on the TOC.
2. Select the order(s) you wish to modify.
3. Right click over the highlighted orders and select **Modify without Resending**.
4. Modify the details as appropriate.
5. Click on **Orders for Signature**.
6. Select **Sign** to finalise the orders.
7. Click refresh to change order status from Processing to Prescribed.
8. Select and highlight the modified order(s).
9. Right click over the highlighted orders and select **Print Rx**.
10. Select the printer and click **OK**.



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



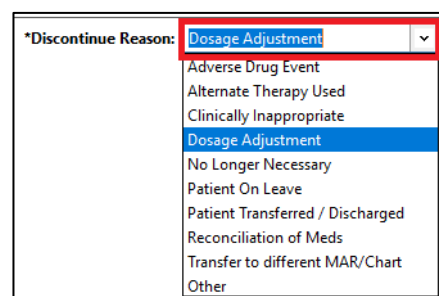
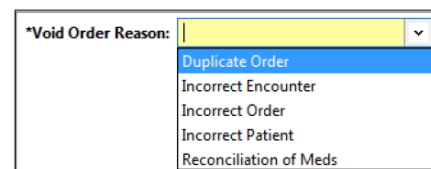
Delete or Cancel/Discontinue Prescription (after reconciliation)



Important

- **Delete** function is to be used when an order was made in error (i.e. wrong patient, wrong encounter).
- **Cancel/DC** function is to be used when medications are no longer clinically appropriate.

1. Navigate to **Orders and Referrals** on the TOC.
2. Right click the order and select **Delete** or **Cancel/DC**.
3. Select an appropriate reason for:
 - a. Deleting an order (when an order was made in error)
 - b. Cancel/DC (discontinuing medications that are no longer clinically appropriate)
4. Click **Orders for Signature** then **Sign**.





Reprint Prescriptions (after reconciliation)



Important

- **Print Rx** is only used to reprint prescriptions. The original date on the prescription will remain the same. This is NOT the same as the [Renew](#) function.
- The prescriber's name will be the prescriber printing the prescription.
- If changes need to be made to the prescription, refer to above instructions to **Cancel/Reorder**, **Modify**, **Delete** or **Cancel/DC**.
- The PBS Script Number will remain the same unless a new order is placed.

1. Navigate to **Orders and Referrals** on the TOC.
2. Select and highlight the 'Prescribed' medication order(s).
3. Right-click over the highlighted order(s) and choose **Print Rx**.
4. Select the printer and click **OK**.

