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

Digital Health
CONNECTING BEST CARE

Digital Health Quick Reference Guide

Key messages:

Any changes made on the prescription (by hand or authorised by phone etc.) need to be made in the EMR.

Modify Prescription (quantity/instructions/repeats/PBS status)

1. Navigate to "Orders and Referrals" on the Table of Contents (TOC)
2. Right click on the order you wish to modify
3. Select "Modify without Resending"
4. Modify the details as appropriate
5. Select a printer (Send to)
6. Lick "Orders for Signature"
7. Click Sign and enter your password
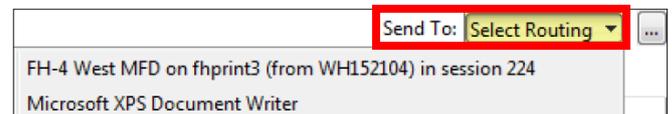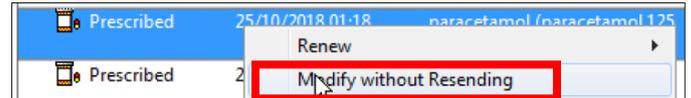
Add Prescription (after reconciliation)

1. Navigate to "Orders and Referrals" on the 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. Select a printer (Send to)
7. Click "Sign" and enter your password

Delete or Cancel/Discontinue (after reconciliation)

For changes to **PBS Authority Prescriptions** (i.e. change of drug, drug strength), original orders must be discontinued and new orders must be placed. Changes to PBS Authority Prescriptions will void previous PBS phone Approval Codes, thus new Approval Codes must be obtained.

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"

*Void Order Reason:
- Duplicate Order
- Incorrect Encounter
- Incorrect Order
- Incorrect Patient
- Reconciliation of Meds

*Discontinue Reason:
- Adverse Drug Event
- Alternate Therapy Used
- Clinically Inappropriate
- Condition Changed
- Dosage Adjustment
- No Longer Necessary
- On Leave
- Ordered in Error
- Other
- Patient Transfer
- Reconciliation of Meds
- Returned from Leave
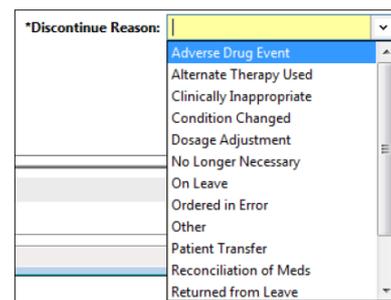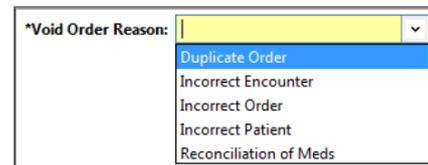
> ! **Important**
> - "Delete" function is to be used when an order was made in error (i.e. wrong patient, wrong encounter)
> - "Cancel/DC" function is to be used when medications are no longer clinically appropriate

Reprint Prescriptions (after reconciliation)

1. Navigate to "Orders and Referrals" on the TOC
2. Select the order you wish to reprint then right click and select "Print Rx"
3. If you wish to print multiple orders on the one prescription, hold down the CTRL key and left click to highlight additional orders.

Right-click menu:
- Renew
- Modify without Resending
- Copy
- Cancel/Reorder
- Suspend
- Activate
- Complete
- Cancel/DC
- Delete
- Convert to Inpatient Order
- Print Rx
- Add/Modify Compliance
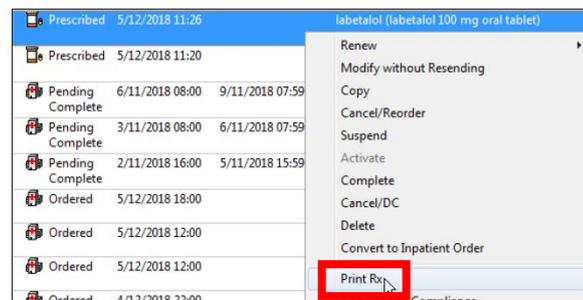
> ! **Important**
> - "Print Rx" is only used to reprint prescriptions. The original date on the prescription will remain the same. This is NOT the same as the "Renew" function.
> - The prescriber's name will be the prescriber printing the prescription.
> - If changes need to be made to the prescription, refer to 'Delete or Cancel/Discontinue (after reconciliation)' section regarding changes to PBS Authority Prescription.
> - The Authority script number will remain the same unless a new order is placed.