


Discharge and Outpatient Prescription Writing – ieMR Workflow

SAFETY CHECK	1.0 Patient and Encounter selection
	<ol style="list-style-type: none"> 1. Navigate to patient list and select patient; 2. Confirm you are in the correct patient record and encounter using the banner bar.
ALERTS	2.0 Allergies
	<ol style="list-style-type: none"> 1. Review allergies tab with patient/carer/parent; 2. Mark all as Reviewed
MEDICATION HISTORY	3.0 Medication Administration Record (MAR) Summary
	<ol style="list-style-type: none"> 1. Review the Medication Administration Record (MAR) Summary 2. Select All Medications (System) 3. Check active and discontinued medication/fluid orders across all encounters (open and closed) to avoid duplicate orders within the patient's current encounter. <hr style="border: 1px solid red;"/> <div style="display: flex; align-items: center;">  <p style="color: red; margin: 0;">ALERT - Review of previous administration times is critical to ensure appropriate prescribing occurs for therapy continuing post the patient's hospital stay as well as prescribing to reflect changes to home medications that have occurred during the patient's hospital stay.</p> </div> <hr style="border: 1px solid red;"/>
GENERATE ORDERS	4.0 Medication selection
	<ol style="list-style-type: none"> 1. Click on the Orders tab in left main menu and Add in top left corner of screen 2. Select the Type of medication event that you are actioning is selected correctly: <ul style="list-style-type: none"> • Discharge prescription – prescribing out of hospital medication for an inpatient upon discharge • Ambulatory (Meds as Rx) – prescribing out of hospital medication for an outpatient clinic 3. Type name of medication in Search box, click enter to view a full list of search results. You can also include other details (such as strength) in your search to reduce the number of results. 4. Select most appropriate order sentence from the list of medication orders that appear automatically. <ul style="list-style-type: none"> • If there is NO appropriate order sentence, select the most appropriate order sentence and make the necessary modifications during the next step. • Order sentences assist the prescriber by automatically completing the required fields and streamlining the medication ordering process to minimise errors.
CALCULATE DOSE	5.0 Dosage Calculator (Calculate medication doses based on measurement e.g. weight, BSA, mg/kg)
	<ol style="list-style-type: none"> 1. Review Dose Values with independent resources 2. Review the Reference Data to confirm the weight and other measurements are from a current source 3. Click Apply Dose (no rounding with consideration to weight or medication availability size) OR Click Apply Standard Dose (will round to an appropriately measured dose for administration) 4. Click Done from the Add Order screen



6.0 Decision Support screen

1. Review alerts that appear for this medication (for example, duplication or allergies)
2. **Remove** or **modify** the order **OR** select a **Current override reason** such as clinical judgement applied

7.0 Orders for Signature

1. Select/highlight the medication order to be completed from the **Orders for Signature** screen.
2. Go to the **PBS tab** and select the most appropriate Listed PBS Item or System Exception Item. This will auto-populate dispense field in the **Details tab**.

The selection of the correct item in the **PBS** tab is important to understand the applicable restrictions, and subsequently order the correct **Quantity** and **Repeats** required. The medication items are categorised by 4 criteria:

- PBS General Schedule - The medication item is available to select, no further action required by the prescriber.
- PBS Streamline Authority -  An open padlock icon will display on the PBS tab for these items. A streamline authority number will automatically populate in the Details tab when selected.
- PBS Full Authority - A locked padlock symbol  is displayed indicating restricted use for these items. The prescriber is required to ring Medicare for a phone authority number, OR for certain high cost drugs, a written application to Medicare for approval must be obtained.
 - For PBS Full Authority medications pending written authority application, type the words "Postal Authority" into the mandatory field of **PBS approval number** in the **Details** tab.
- Non-PBS Medication - No medications will be listed under the PBS tab for selection. (If medication does not meet PBS criteria, you will need to specify **non-PBS** in the **Details** tab.)

3. Return to the **Details** tab, and confirm that the **drug, dose, route, frequency, duration, dispense, and refill** values are correct.
 - If using the **Special Instructions** field (for example, you have selected the closest order sentence but it still needs modification), be aware that this will erase the previously auto-populated **Dispense** and **Refill** values – you will need to go back and enter these details.
4. Complete the mandatory fields highlighted in yellow in the **Details** tab.
5. For certain Regulated Controlled Drugs additional mandatory fields are required (**specified condition and repeat interval**).
6. Increasing the default **dispense quantity** for a PBS item requires PBS phone approval
 - Enter the PBS approval number and approved quantity unit (e.g. x bottles) in the Details tab. Note: To meet general PBS criteria, the **dispense quantity** must match the **quantity** specified in the **PBS** tab.
7. For non-PBS items, ensure sufficient **quantity** of the medication is ordered for the patient to complete the course of treatment
 - A time-specific **quantity** (e.g. x days) is not an accepted quantity unit for a prescription.
 - If a listed item does not have a **pack size**, call pharmacy to confirm the pack size that is available for dispensing.
8. Select **Type of Therapy** as Acute or Maintenance (i.e. an antibiotic course is acute)
9. Complete additional details as required in the **Details** tab
10. Enter in **Special Instructions** field additional information such as ID approval numbers, or weaning/ titration plan. Additional instructions can also be entered under the **Order Comments** tab to allow for more space.

8.0 Orders for Signature (Sign and Generate)

SIGN AND GENERATE

1. Select a printer from the **Send to** dropdown menu.
2. Click **Sign** and enter the Novell password, click OK (this sends the order to the printer) ➤ the ordered medication now displays on the **Orders** page as Processing.
3. Click on **Refresh** ➤ the order will display as “Prescribed” on the Medications list.
4. Collect the printed prescriptions (2 copies) from the selected printer
5. Check that your prescriber number is correct and that the prescribed date and PBS prescription number has been printed on both copies
6. Sign BOTH copies of the prescription in black ink.
7. Handwrite for Controlled Drugs the following required details:
 - description of the drug
 - quantity to be supplied (must be written in words and figures)
 - dose and directions to be taken (if higher than official dose, underline dose with initial)
 - number of repeats and repeat interval (if applicable)
 - The words “Specified condition” for amphetamine, dexamphetamine, lisdexamfetamine, methylamphetamine or methylphenidate.
8. Provide both copies of the script to the carer to get the medication made in a community pharmacy **OR** send to the LCCH pharmacy to be dispensed.

9.0 Cancelling Discharge Prescriptions

CANCEL/REORDER

Cancelling/discontinuing a prescription occurs when the prescriber wishes to intentionally cease the medication course.



ALERT - Never modify a prescription if it has already been dispensed. A new prescription will need to be completed.

1. Navigate to the **Orders** screen, and find the prescription on the list.
2. Right click on the order, and click **Cancel/Discontinue**.
 - Use the Cancel/Reorder function if you need to re-prescribe the item.
3. Enter your **Discontinue** reason, then sign to finalise the cancellation.