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# Prescription reprints and amendments

## Medication Management
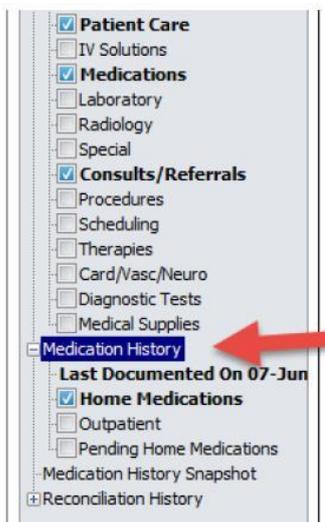
### Quick reference guide

There may be an occasion where a prescriber is required to reprint a prescription.

**Note:** You are **only** able to **reprint** prescriptions that **you have authored**. The provider name and number of the prescriber will automatically be attached to the printed prescription. You will need to **Cancel/Reorder** a prescription that you have **not authored** if you wish to reprint or make amendments.
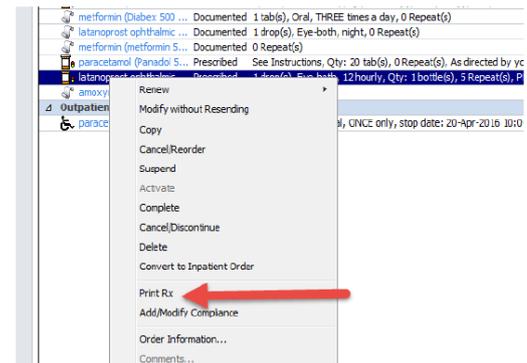
Ensure the origional paper copy of the prescription has been dystroyed prior to reprinting.

### Self-Authored Prescriptions

1. Navigate to the Orders page and click on Medication History in the navigator band.



2. Find the required prescription within the Medication History list.

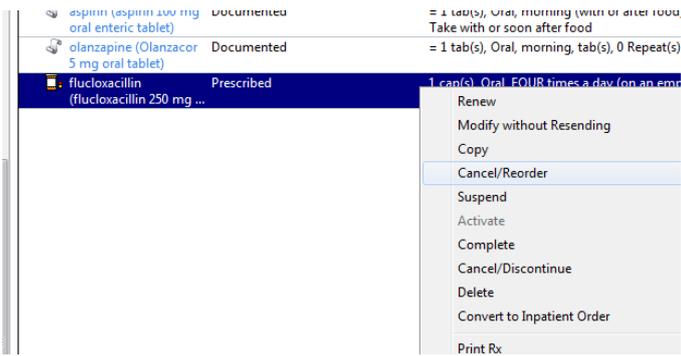3. Right click over the desired prescription and select Print Rx.



4. You will be required to select a printer and then click OK from the bottom right of the window.

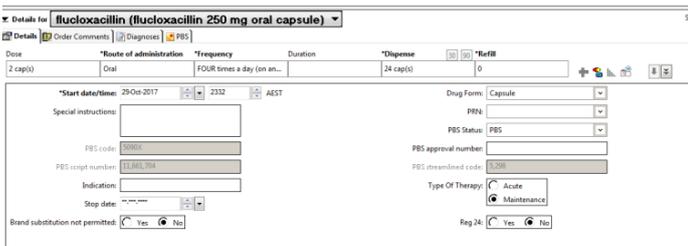5. Retrieve your printed prescription, check for accuracy and sign.

**Note:** If you **haven't** authored a prescription and it is required to be reprinted (i.e. communication by initial author that a change in dose/frequency is required before discharge), the original prescription(s) will need to be Cancelled and Reordered as a new prescription(s). This will ensure that the second prescriber will be listed as the prescription author and will be legally able to sign the reprinted prescription(s).

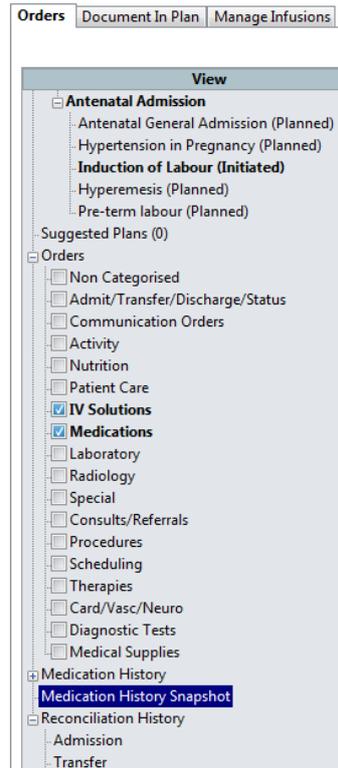### Non Self-Authored Prescriptions

1. Navigate to the Orders page and click on Medication History in the navigator band.

2. Find the required prescription within the Medication History list.

3. Right click over the desired prescription and select Cancel/Reorder.

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4. Complete (if any) desired amendments in the medication Details tab, while also selecting any relevant PBS inclusions and entering Order Comments if needed. Select Orders for Signature and enter the reason for discontinuing the initial prescription – then electronically Sign.



5. Retrieve your printed prescription, check for accuracy and sign.



You can check the Medication History Snapshot in the Orders tab to ensure that your amendments have been made – see below.