Our Digital Future
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ieMR Advanced

Prescriptions – order and cancel

Medication Management

Quick reference guide

A prescription can be generated in two ways:

- through the Orders tab and adding a new prescription, or

- through the "Discharge Reconciliation" tab to convert an inpatient medication order or home medication to a prescription.

Note, you should always select the patient's current active encounter to generate a prescription. If the patient does not have an active encounter, you may select the most recent closed encounter to generate a prescription.
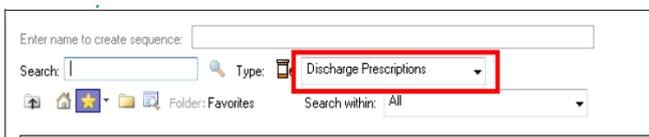
Generating a Prescription

1. Click on *Orders* in the Menu

2. Click *+Add* to order the prescription

3. In the *Search* window make sure that the *Type* chosen is appropriate. In an emergency/inpatient encounter select *Discharge Prescriptions*, in an outpatient encounter select *Ambulatory (Meds as Rx)*.
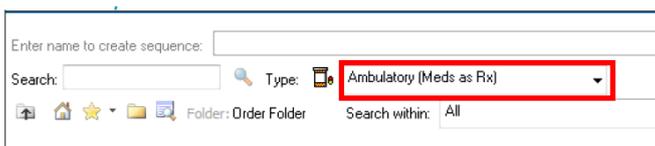
4. In the *Search* field enter the name of the medication being prescribed. The relevant order sentences for the medication will appear.

Note: A list of order sentences appears as the name of a drug is being typed.

Order sentences have the required details attached to an order. Where available, ALWAYS select the order sentence that is most complete, and includes: medication name, strength, form, dose and frequency.

Order sentences assist the ordering clinician by automatically completing the required fields, streamlining the medication ordering process and increasing patient safety by minimising errors.

5. Choose the appropriate Order Sentence from the list with the correct formulation. If the required order sentence is not available, choose the closest order sentence and modify accordingly.

6. Medications with ID restrictions will have a red diamond ◆ next to the medication order. Check if ID approval is required *prior* to commencing the prescription.

7. Click *Done*.

8. A *Blue Circle* with a *White Cross* ⊗ indicates that further order information is required. Click on the cross to display the Details tab.

9. Go to the PBS tab and select the most appropriate item from this list. This will auto-populate the dispense field in the "Details tab." In the PBS tab ensure you select the correct line by reading the applicable restrictions carefully and select

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the line with the correct Quantity and Repeats required.

Note: There are 4 types of prescriptions: PBS General Schedule, PBS Streamline Authority, PBS Full Authority required, and Non-PBS Medication.

PBS General Schedule: The medication item is available to select, with 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.

Non-PBS Medication: No medications will be listed under the *PBS* tab for selection.

10. Go back to the Details tab, and any mandatory fields will be highlighted in *Yellow.* Complete these fields.

Note, for medications pending written authority application, type the words Postal Authority into the mandatory field of PBS approval number.

11. For certain Regulated Controlled Drugs the following fields will auto populate as mandatory requirement.

12. Ensure the correct *dose, route, frequency, dispense quantity, duration* and *repeats* (if applicable) is filled out.

Note: If you increase the default dispense quantity for a PBS item, it will require phone approval and the PBS approval number field becomes *Yellow*.

Ensure sufficient quantity of the medication is supplied to the patient in order for them to complete the course of treatment.

13. Determine whether the therapy is Acute or Maintenance by selecting the appropriate field. (i.e. an antibiotic course is acute and the "duration" field should also be entered.)

14. Enter in Special Instructions field additional information such as an ID approval number (if applicable), or weaning/titration plan. Note: Plans or additional instructions can also be entered under the Order Comments tab to allow for more space.

15. Select a printer from the "*Send to*" dropdown menu.

16. Click *Sign* Sign

17. Enter *Novell Password* and click OK

The ordered medication now displays on the Orders page as *Processing*.

18. Click on *Refresh*.

The order will displays as "*Prescribed*" on the *Medications* list.

19. Collect the printed script from the selected printer and sign.

20. Ensure for Controlled Drugs you *hand write:*

    a.   Description of the drug

    b.   the quantity to be supplied (in words and figures)

    c.   dose and directions to be taken

    d.   if higher than official dose, underline dose with initial

    e.   number of repeats and repeat interval (if applicable)

    f.   The words "Specified condition" for amphetamine, dexamphetamine, lisdexamfetamine, methylamphetamin or methylphenidate.

Generating a Prescription from the Discharge Reconciliation Tab

1. In the Orders profile select Reconciliation, Discharge and the following window will open.
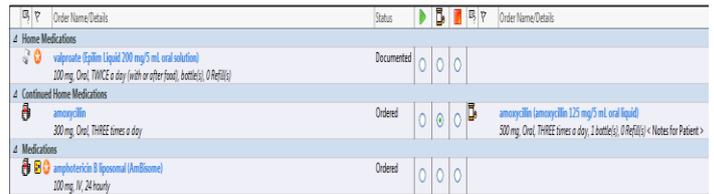
2. Select the radio button under the pill box for each item needing a prescription.

3. Click on the blue button to open the orders entry field. Repeat process as mentioned above to generate a prescription.

Cancelling Discharge Prescriptions

If a prescription needs to be cancelled, follow the steps below.

1. Navigate to the *Orders* screen, and find the prescription on the list.

2. Right click on the order, and click *Cancel/Discontinue*.
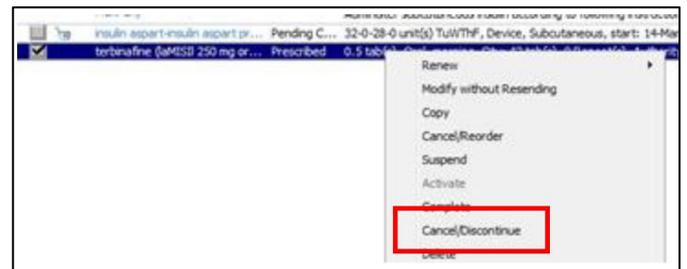
3. Enter your *Discontinue* reason, then sign to finalise the cancellation.