10.12. Patient type and Ward setup

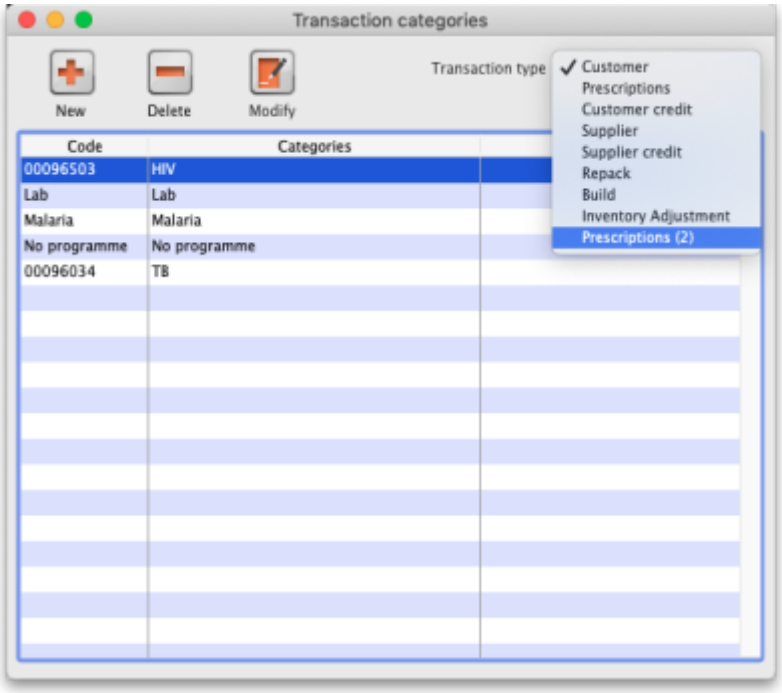
Patient types and Wards are two fields that are enterable on a prescription. But before they will appear on a prescription for display, you must set them up. Have no fear, the instructions are here 🙂

Patient types

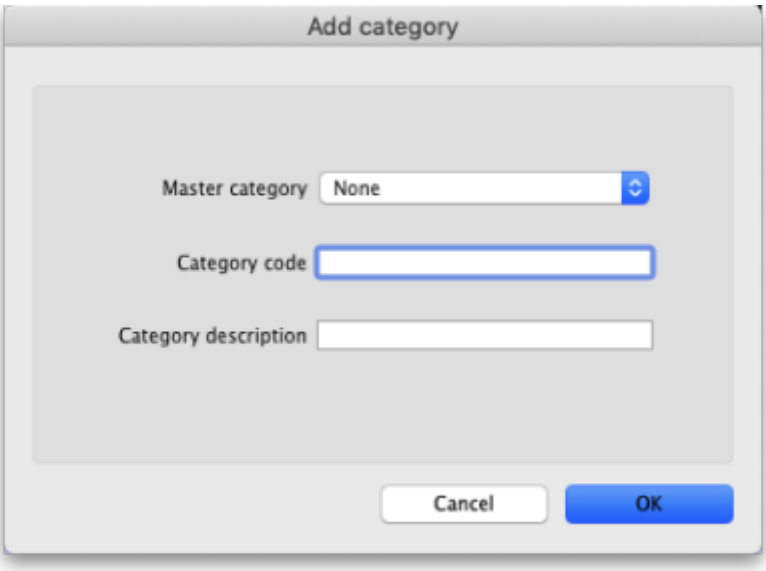
Patient types are actually transaction categories. To set them up, choose *Special* > *Transaction categories...* from the menus or click on the Transaction categories icon on the Patient, Customer or Special tab of the Navigator:



On the Transaction categories window that opens, click on the **Transaction type** drop down list and select *Prescriptions (2)*:



Click on the **New** button to add one or double-click one already in the list to edit it. This window opens (populated with the current details of the category if you're editing one, empty if you're creating a new one):



- **Master category**: You can ignore this, it isn't used for patient types.
- **Category code**: Enter a short code for each patient type. If you are wanting to enter wards for patients then you need to add an *Inpatient* category with a code of **IP** and a *Discharge* category with code **DI**.
- **Description**: The name of the category as it will be seen throughout mSupply (if you are using wards then two of these will be *Inpatient* and *Discharge*).

Click on the **OK** button to save your changes.

Wards

If you want to select the patient's ward on a prescription you must first turn on the *Allow users to select ward on prescriptions* preference. See the 16.01. General preferences page for details on that.

In mSupply, wards are names that have been assigned a tag of *Ward*:

- For details on creating names, see the 5.01. Names: using, adding and editing page
- For details creating and editing name tags, see the 5.05. Name tags page.
- For details on assigning the *Ward* tag you created to the ward names see the Tags tab section of the 5.01. Names: using, adding and editing page.

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