13.06. Dispensary/prescription reports

Patient prescription notes report

Choose *Report > Dispensary > Patient prescription notes report* from the menus and the options window will open:



In the date range section select the confirmed date range of prescriptions you want to include in the report. The drop down list to the right of the date fields is a great way of quickly selecting them.

Check the **Open in Excel checkbox** if you want to open the report in Excel rather than as a pdf or to print it then click on the **OK** button to run the report. This is what the report looks like:



Prescriptions by patient type report

Choose *Report > Dispensary > Prescriptions by patient type report* from the menus and the options window, which is exactly the same as for the report above, will open. Make you selections then click on the **OK** button to run the report. It looks like this:



Others

The are other transaction report that specifically deal with prescriptions and prescribers. Please see the transaction reports page (13.03. Transaction reports) for details on how to run these. They are selected in the *Type of report* drop down list on the transaction reports options window, these are the types available:

- Prescription and general issues over time
- Prescriber report
- Dispensing with patient name and prescriber
- Prescription report based on transaction categories
- Prescriptions by patient type report

// Previous: **13.04. Purchasing reports** | Next: **13.08. Dashboard** //

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