

# 10.08. Patient medication records

Added: Version 3.11

## Introduction

A Patient Medication Record (PMR) is a way of recording all the medications a person is using, whether or not they were dispensed by you. The record contains useful information for the patient such as

- The dosage in a clear easy-to-understand format.
- An (optional) picture of the dose form (tablet, capsule, etc)
- The medication's purpose.
- Common instructions for taking/using the medicine, which may be customised for each patient

## Setting up items

Before adding items it is good to set up the standard purpose, instructions and item photo for common items at least. Once set up, you can add these to a particular patient's PMR with just the click of a button.

1. Find the item you are interested in and go to the dispensing tab

The screenshot shows the 'Item details...' window with the 'Dispensing' tab selected. The 'Item name' is 'GLIBENCLAMIDE SMG TAB'. The 'Store' is set to 'Dispensary'. The 'Picture' field shows a green circle with a pink diagonal line. The 'Medication Purpose' field contains 'To control blood sugar'. The 'Patient instructions' field contains 'Take this medicine immediately after food.' The 'Default Directions' table lists three directions: '1 2t bd pc uat', '2 1t bd pc uat', and '3 1t od pc uat'. The 'Warn if user tries to issue more than:' field is set to '0'. The 'Print out the units for this item on labels:' checkbox is unchecked, with a red message: 'This option has been disabled as you have chosen to 'Always print item units' in the mSupply preferences.'

Priority	Directi
1	2t bd pc uat
2	1t bd pc uat
3	1t od pc uat

- 2.
3. Enter purpose and instructions. Both these fields can take as much text as you wish to enter.
4. Add a photo by either dragging a photo from another application or pasting a photo from the clipboard.





mSupply will automatically resize large photos when you add them- there is no need to resize photos yourself first.

## Default direction

On the default direction list, you can add a combination of abbreviation which can be used to fill in the direction while issuing drugs to patients.

To set up abbreviation, view [10.05. Abbreviations for dispensing](#)

Item details...

Item name: Amoxicillin Capsule 500mg Store: Dispensary store

Item code: A0027

**Default Directions**

Add Delete

Priority	Direction
1	1c tds uf.

Picture

Medication Purpose

Patient instructions

To be taken until all used.

Warn if user tries to issue more than: 0

Print out the units for this item on labels: ☐ This option has been disabled as you have chosen to 'Always print item units' in the mSupply preferences.

Delete OK & Previous OK & Next Cancel OK

**Add** This is to add default directions. You may combine multiple abbreviation code to make up a sentence. You may even add a full sentence.

**Delete** This is to delete direction.

Direction for items that were added above will be available when dispensing to patients.

Item: Amoxycillin Capsule 500mg A0027

Line: 2

Quan: 0 of 8895

Pack: 1 cap. Bulk/Outer pack size: 0

Sell price: 0.00

Repeats: Total: 0, Repeat left: 0, Expiry date: 24/11/2019

Add Place holder

Line	Issue	Available	Tot in st...	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Sta
1	0	0	15	1		TN180721	01/01/2019			0.00	0.00	
2	0	8895	8895	1		NL2591	30/11/2020	invad		0.00	0.00	

Total quantity issued: 0  
Total quantity available: 8895

Directions: Abbreviation: 1c tds uf. Expanded directions: Take ONE capsule THREE(3) times a day until finished. |

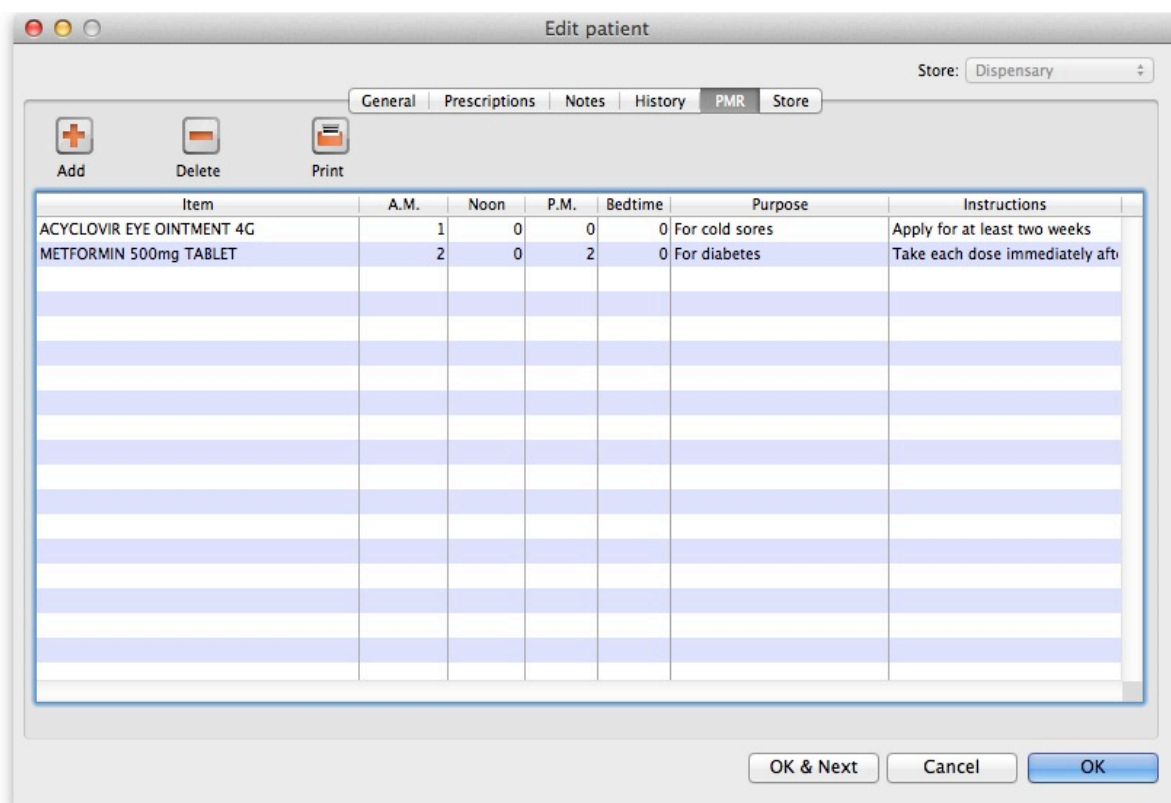
Buttons: Cancel, OK, OK & Next

Note the Drop down list will now be populated by the default directions. Once a direction is chosen, mSupply will expand valid abbreviation to sentences. It is possible to have more than one set of direction as options.

## Adding items to a PMR

There are 2 ways of adding items to a PMR

- From the patient history tab:
  - Highlight the items from the patient's history you wish to add, then click the **Add to PMR** button.
  - The record will be shown on the "PMR" tab if you switch to it.
  - Note that on the PMR tab you still have to double-click on the added record and fill in the dose, instructions etc.
- From the Patient details PMR tab
  - Here you can add any item that is in the mSupply catalogue.
  - For example, a patient might be regularly taking paracetamol or aspirin that they buy themselves. You can add such items here.

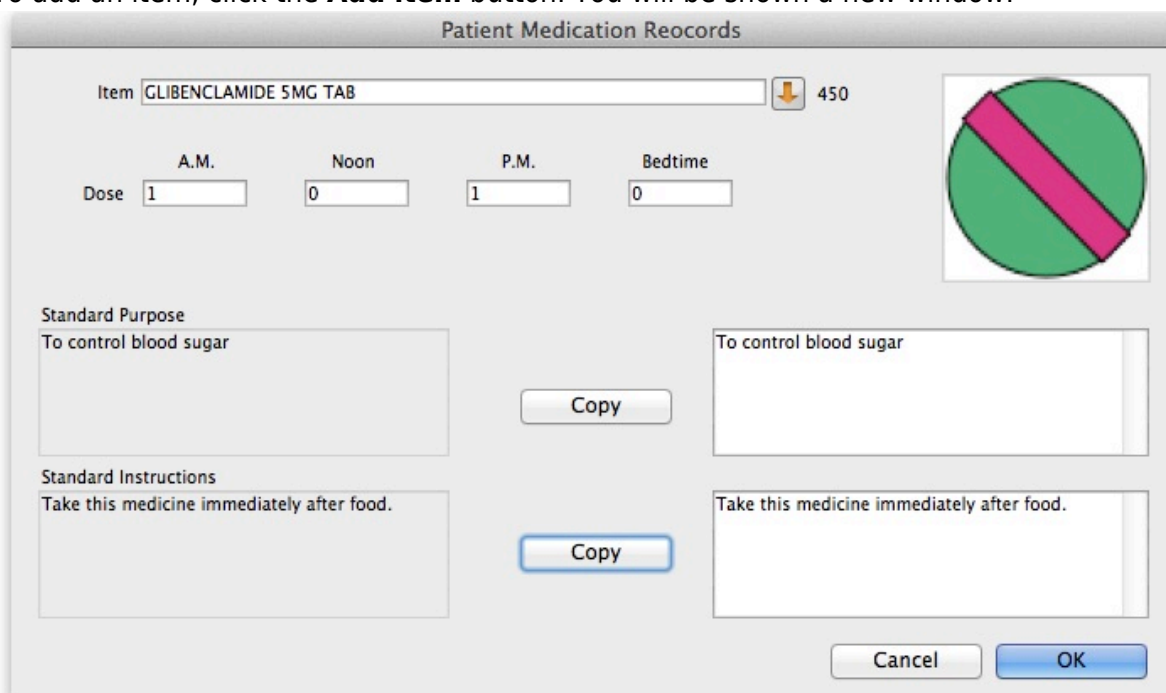


The 'Edit patient' window displays a table with the following columns: Item, A.M., Noon, P.M., Bedtime, Purpose, and Instructions. The table contains two rows of data:

Item	A.M.	Noon	P.M.	Bedtime	Purpose	Instructions
ACYCLOVIR EYE OINTMENT 4G	1	0	0	0	For cold sores	Apply for at least two weeks
METFORMIN 500mg TABLET	2	0	2	0	For diabetes	Take each dose immediately after food

At the bottom of the window are buttons for 'OK & Next', 'Cancel', and 'OK'.

1. To add an item, click the **Add item** button. You will be shown a new window:



The 'Patient Medication Records' window shows the following fields and controls:

- Item:** A dropdown menu showing 'GLIBENCLAMIDE 5MG TAB' with a quantity of '450'.
- Dose:** Input fields for A.M. (1), Noon (0), P.M. (1), and Bedtime (0).
- Standard Purpose:** A text box containing 'To control blood sugar'.
- Standard Instructions:** A text box containing 'Take this medicine immediately after food.'
- Copy buttons:** Two buttons labeled 'Copy' are positioned between the left and right boxes to transfer data.
- Right-hand boxes:** Two empty text boxes for editing the purpose and instructions.
- Buttons:** 'Cancel' and 'OK' buttons at the bottom right.

2. **Item name:** type the start of the item name and press <tab>, then select from the list
3. **Dosage:** Enter the number of tablets/drops/whatever to be taken/administered morning, noon, evening and bedtime.
4. **Purpose:** If the item has a purpose entered, click the **copy** button to copy it to the right-hand box. Here you can edit the details if you want to.
5. **Instructions:** If the item has instructions entered, click the **copy** button to copy them to the right-hand box. Again, you can edit the details if you want to.
6. Click **OK** when you're done, or cancel if you decide not to add a record.

## Editing a PMR entry

To edit a PMR, double-click the entry you wish to edit, change details, and click **OK** to save the changes and close the window.

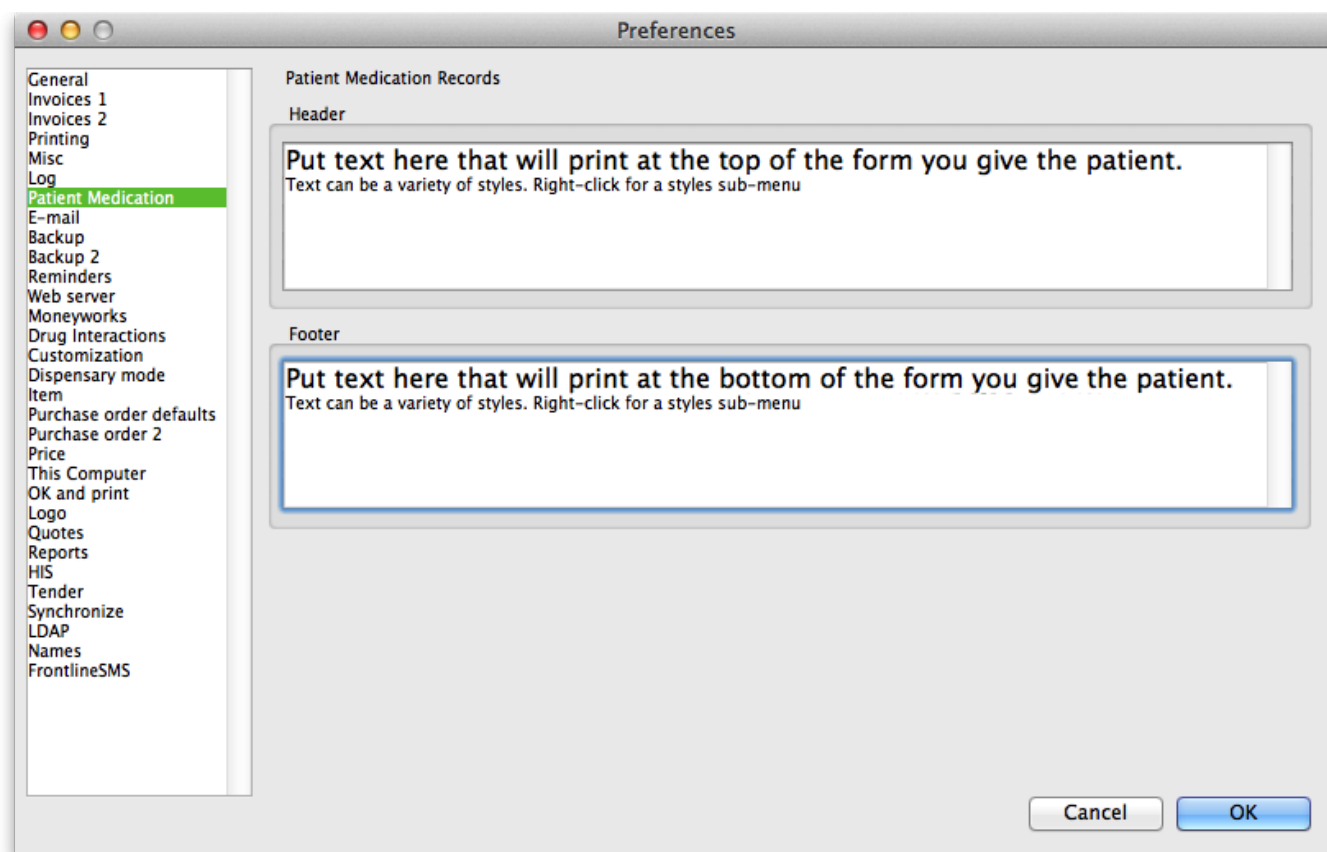
## Deleting a PMR entry

To delete a PMR entry, highlight the record(s) you wish to delete, then click the **delete** button. (Do be careful- it's not reversible!)

## Printing a PMR

### Setting up printing preferences

When a PMR is printed, it has a header and footer. These are set up by choosing **File > Preferences** and then clicking the **Patient Medication** tab.



Note that you can style the text in these boxes by selecting text and right-clicking on your highlighted text to get a contextual menu to apply font styles, colour and size.

## Printing a PMR

Simply click the **Print** button. Note that you do not have to highlight records- all records will be printed.

Currently we have included a single PMR printing form in mSupply. We are happy to include others- send us your designs.

Previous: [10.07. Warnings](#) | Next: [10.09. Printer setup for Remote Desktop Client](#)

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