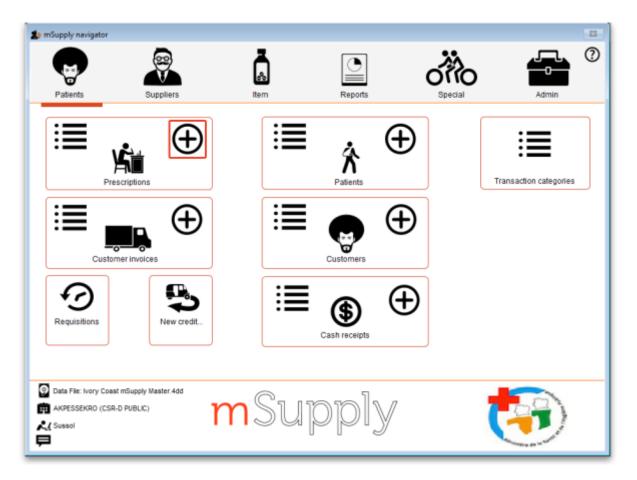
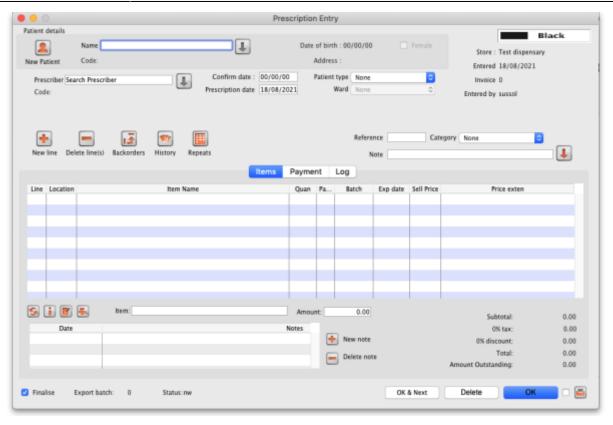
# **10.02.** Prescription entry

In dispensary mode, supply of items is made using a patient's **prescription** (rather than a **customer invoice** for a standard customer in store mode). Choose **Patient > New prescription** from the menus or the new prescription icon on the Navigator:



This will show the prescription entry window:



#### How to look up an existing patient

Type something in the Name field in the prescription entry window shown above and press the *Tab* key on the keyboard to see a list of patients matching what you typed.

Anything you type before a comma is treated as the start of a last name, anything typed after a comma is treated as the start of a first name.

• For example, to find **John Smith**, you could enter "Smi,J" or "smith,joh"

If you know the patient's code, enter the start of it prefixed with an asterisk (\*)

• For example, to find the patient with code **5829854** you could enter "\*58298"

If your patient has already been created in the system, then these entries should bring up the patient in question, or a small enough list of patients for you to choose from.



Always search for your patient in this way first, before entering a new patient, to avoid entering the same patient multiple times.

If only one patient matches what you have typed, after pressing the *Tab* key on the keyboard their last and first name will be put in the **Name** field separated by a comma and their other details will be filled in on the rescription entry window e.g. patient code, date of birth, gender, address.

If more than one patient matches what you have typed, after pressing the *Tab* key on the keyboard you are shown a list of the patients that matched:

New Patient Merge Rer	note Search		
Name	Code	Birth Date	Address
Auatabu, Rozanna	0160/47/00	28/08/1985	
Barenaba, Lucas	0101/34/00	29/08/1983	Ambo
Bountarawa, Andrei	0152/20/00	30/06/1983	Bikenibeu
Buatia, Ron	0027/09/00	30/06/1955	Betio
Erene, John	0053/02/00	25/08/1999	Teaoraereke
Granger, Hermione	0046/06/00	12/12/1968	
Healey, Nora	00107/06/00	30/06/1939	Teaoraereke
lareta, Ted	0057/07/00	20/01/1999	Bikenibeu
loteba, Emily	0104/05/00	30/06/1995	Buota
Kaitau, Malala	0162/33/00	30/06/1998	Buota
Kaongotao, Ignotus	0152/27/00	30/06/1988	Nawerewere
Kirata, Quentin	0102/10/00	30/06/1934	Bikenibeu
Koriander, Basil	0027/06/00	30/06/1977	Bikenibeu
Malfoy, Draco	0024/05/00	17/06/1993	Teaoraereke
Marshall, Suying	0152/39/00	14/04/2000	Bonriki
Matiota, Chris	0140/37/00	30/06/1996	Taborio
Moemoe, Alex	00102/19/00	29/07/1998	Bikenibeu
Nicole, Banteuea	0121/37/00	30/06/1996	Bikenibeu
Potter Harry	0029/04/00	18/02/2000	Antebuka
Double-click a name to choose it			
20/62			Cancel Use

- Find the correct patient in the list and double-click on them or single-click on them and click the **Use** button to select them.
- If you can't see the correct patient, click on the **Cancel** button to try the search again or to add them as a new patient as described on the Patients page.
- When you select a patient a few of their details will be displayed in the *Patient details* section of the window and any **Notes** they have will be displayed (see here for details on how to update their notes).

### **Editing patient details**

Once you have chosen a patient, you can click the small down-arrow to the right of the patient name to display a window where the patient details can be viewed and edited (see below):

Patient details			-
Name Snail, Rik	Date of birth : 7/03/	58 Female Black Store: General	
New Patient Code: 22	Addese -	Edit patient	
Prescriber Search Prescriber		curpatient	
•			Store: General C
		rescriptions Notes History PMR Backorders	Store
+ 🖃 🖬 💷	Name	Restriction	
New line Delete line(s) Backorders History Repeat	Code 22	Hold- do not issue	
	Last Snail	Contact	
ine Location Item Name	First Rik	email riksanil@gmail.com	
	Date of birth 07/03/1958 Age 58.89	web site	
	🔿 Female 💿 Male	Phone	
	Price Category A	Fax	
	Other		
	[1] A Statement of the second seco	tegory 4 none Custom 1	
🕞 🚺 🔣 🔣 ltem:		tegory 6 none O Custom 3	
Date	Flag	Comment	
21/12/16 weighed Mr Snail – he weighs 84kg	t Main/Billing Address		
		Lat	
	Address 1		
Finalise Export batch: 0 Status: nw	Address 2	Long	
Finalise Export batch: 0 Status: nw	Country	View on Map	Print
	for the second second second second second		Princ
	Delete Patient	OK	& Next Cancel OK

dispensing:prescription\_entry https://docs.msupply.org.nz/dispensing:prescription\_entry?rev=1629294570

Clicking the Print icon at this point will give you access to reports showing all prescription history.

#### **Entering the prescriber**

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Once you've chosen a patient, the cursor will automatically advance to the prescriber entry field.

• • •		Prescription entry
Patient details		
2	Name Snail, Rik	Date of bir
New Patient	Code: 22	Addre
Prescriber	earch Prescriber	Confirm date : 00/00/00

To enter a prescriber, you can type either their code, their last or first name in full or abbreviated, or "last comma first". For example for the prescriber Dr Felix Brown (whose code is 123) any of the following are acceptable:

- 123
- bro
- fel
- bro,fe

Press the **tab** button after making the entry to show a list of matching prescribers. If only one prescriber matches, the name will be entered directly without the list being shown.

#### Patient type and ward entry

0					Prescripti	on Entry				
atient details	Name			Ţ.	Da	te of birth : (	00/00/00			
New Patient	Code:			_		Address :				
Prescriber S Code:	Search Prescri	ber	Ţ	Confirm date Prescription date		Patient typ War	e None		0	Ent
•			<b>*</b>				Refere	ince	Cat	Igory No
	Delete line(s)	Eackorders		Repeats	items Payn	nent Lo	M	ence	Cat	egory No
	Delete line(s)	_		Repeats			M		Cate	egory No

The **Patient type** and **Ward** fields only appear if their contents have been setup in mSupply first. See the 10.12. Patient type and Ward setup page for details on setting them up.

When the prescription window first opens, the **Ward** field will be disabled. It will only be enabled when a **Patient type** of *Inpatient* or *Discharge* is selected. So a ward can only be selected for a patient of *Discharge* or *Inpatient* type.

### **Entering prescribed items**

On the *Prescription entry* window click on the **New line** button and the *Add item* window appears:

Add item					
Item Line Quan Pack	0 of 0	Bulk/Outer pack size	0	Repeats Total Repeat left Expiry date 12/0	New item
Directions Abbreviation					~
Expanded directions					< >
				Cancel OK	OK & Next

Type the first few characters of the item's name or code in the **Item** field and press the *Tab* key on the keyboard to select the right item from a matching list. Tip: if you enter the complete code mSupply will be able to identify the item and will select it straight away, saving you time and mouse-clicks. Another tip is that if the **Show item unit column when issuing** store preference is turned on (see the 25.08. Virtual stores page for details) then an *Item unit* column will also be included in the table used to select the items from.

When you have selected the item, the details of the stock available for that item are filled out:

Line Quar Paci		ilin 500mg 1 2 of 9999 1 2 of 9999		Bulk/	Outer pac	sk size 0		Repea	ts Total Repeat left Expiry date			Seat ntities
Line	Issue		Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	St
1	0	9998	9998	1		qwerty690	30/04/2025	Transit		15.03	15.03	
<												>
)irections Abbrevia	Total qua	uantity issu ntity availa		0 998								~
	ided ions											^

After you have selected the item, if you have told mSupply to inform you of interactions (see the 15.01. General preferences page for details) then an additional **Interacting items** button will be displayed on this window. Click on it if you wish to see interactions that this item has with other items. If there are any interactions between this item and any dispensed to the patient within the set length of time, you will be shown a warning message.

The first line of stock in the table is selected by default (the first expiring one). If you want to dispense from another, double-click it in the list. Enter the amount you want to give the patient of the selected stock line in the **Quan** field and click on the **OK** button if you've finished adding lines or the **OK & Next** button if you want to add another line.

Note that if the store preference **Edit prescribed quantity on prescription** is turned on (see Store preferences for details), an additional **Prescribed quantity** field is present for you to enter the appropriate quantity:

Line Quan Pack		ilin 500mg Pres of 9998 t beholder	scribed Quan		0 Duter pack	size O		Repea	mo500t ts Tota Repeat left Expiry date			Seat ntitie:
Line	Issue		Tot in store	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	St
1	0	9998	9998	1		qwerty890	30/04/2025	Transit		15.03	15.03	
<												>
irections Abbreviat	Total qua	uantity issu ntity availa		0 998								~
Expand direction												^

If the **Show direction entry in dispensary mode** preference in **File > Preferences** (Dispensary mode tab) is turned on then you can now enter the directions telling the patient how to take the medicine.

### **Entering directions**

For many commonly prescribed items, default direction abbreviations can be defined - refer to the section on Item Default Directions. In the example below, the item being dispensed is FRUSEMIDE 40mg tablets, and the default directions are "Take ONE tablet in the morning". Alternative directions present may be displayed by clicking on the down arrow to the right of the abbreviated direction field; directions not already present may be typed in using either the *Abbrev* entry area, or the *Expanded* entry area.

Note that you can mix abbreviations and text like this.

Abbreviations	
Abbreviatio	1t om
Expanded directions	Take ONE tablet in the morning

The drop-down list shows any default abbreviations you have entered for the chosen item. If one or more default abbreviations exists, the highest priority default abbreviation will be 'suggested' when you choose the item. If there is more than one standard abbreviation available, you can choose another one by choosing it from the drop-down list.





mSupply stores the expanded text for each line, not the abbreviation. This means that there is a full audit trail of what was printed on the label (unless you edit the directions after printing!).

## **Default directions**

The set up of default directions is done on the dispensing tab when editing an item. You will find it described here.

# View history

In the new prescription entry window, once you have entered a patient name you can click the "history" button to view a patient's history of what you have dispensed.

Date	Number	Item	Quantity	Directions
17/08/2006	Z109	CIMETIDINE TABS 400MG	28	Take ONE tablet TW/ICE a day until all taken
17/08/2006	2113	AMDXYCILLIN TABS/CAPS 250MG	42	Take TWD capsules THREE times a day until all taken
17/09/2006	2113	PARACETAMOL 500MG + CODE INE F	20	Take TWD tablets FOUR times a day when necessary for paid
0				

# **Duplicating a prescription**

Once you have a history window open you can click to select a single entry or control-click to select multiple entries, then click the "duplicate" button to create new prescription line(s) with exactly the same details. Stock will be issued for these lines automatically.

### Repeats

mSupply allows for the recording of repeat prescriptions. This is achieved when the prescription is first dispensed; in the *Add item* window, click on *Total* field in *Repeats* box in the top right corner of the window, and enter the number of repeats that the prescriber has authorised. The Repeat Dispensing procedure is described below.

Item	Quantity	Total repeats	Repeat left	Expiry date
ABACAVIR TABS 300NG	20	4	3	13/4/07
(				

#### **Repeat dispensing**

The Repeats panel (upper right of the window shown below) allows details of repeat prescriptions to be recorded. Take the example of a patient presenting a precription for Frusemide 40mg tabs x 30 on 1st January 2007, with the prescriber requesting "Repeat monthly x5"; in the *Total* field you should enter "5", and in the *Expiry Date* field you have the option of entering (a) the actual date on which the final repeat may be issued - in this example, "1 July 2007" (allowing the patient one month's grace) - or (b) "6m" for 6 months. Note that the characters "D", "W" & "M" in upper or lower case are interpreted in this particular field as the specified number of days, weeks or months before the repeat instruction expires. mSupply defaults to an expiry date two months later than the current date, but this may be edited as appropriate. The system automatically updates the number of repeats remaining as the patient makes further visits to have the repeats dispensed. The window below is displayed when you click on the *New line* in "*Prescription window*"

	2020	0.000				2.22	Add item					
Item	FRUSE	MIDE TAB	S 40MG						frt4	(	New item	)
Line		1							Repear	ts		, 
Quan	_	20 of 8	67.55							Total		4 🗘
Pack	_	1 EA		Bulk/Outer	r nack si	78	0		F	Left		4 Repeat
	_			Darkindator	pack of				E×p	i ry date	13/04/07	Quantities
	Ad	d Place ho	lder									
	Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expdate	Supplier	Locatio	n Cost Price	Sell price
	1	20	867.55	867.55	1		E014	4/7/10	TAIWAN		0.00	0.00
	Tote	al quantity	issued	20								
	Total q	juantity av	ailable	867.55								
Direction	s/Note	,										
Abbrev	1t om	1									1t om	•
Expanded	Take	ONE tablet	t in the mo	rning								
									ncel	0		OK & next

The number of repeats is assigned in *Total* field in Repeats box, and as the repeats are dispensed, the number remaining is displayed in the *Left* field.

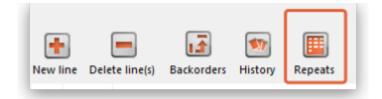
When you click on the blue arrows on the upper right side ,the total repeat number and total quantity for each repeat is shown. Clicking on the small arrow displays the window below.

🎥 Repeat		×
Densetwumber	Quantital	
Repeat number	Quantity 🖉	-
1	20	
Z	20	
3	20	
4	20	
	2	٢.
<i>.</i> ¢¢	DK	]

This window allows the user to alter the quantity of a particular repeat - e.g. if there is insufficient stock on a particular visit of the patient; the quantity can be edited by clicking on the quantity line, and again clicking on the quantity, which may now be edited. The arrow on the left bottom corner enables you to restore the default quantity setting.

Once you have filled repeat and other details on the *Add item* window properly, click on *OK* button to save details.

The Repeats icon is contained in Prescription entry.



When the *Repeat* function is used, and there are future repeats to be issued, the icon appears on a red background:

1 Prescription e	entry		
Patient details	Name Patient, Code: T22975	A.	<b>I</b>
Prescriber S	earch Prescriber		Confirm date
New line Delete	e line(s) Backorder	s History Repeats	Note
Line Location		Item Name	

The red background disappears when either:

- expiry date is reached
- all repeats have been dispensed

You can issue the repeat to a particular patient. Clicking on the *Repeats* icon displays this window:

tem	Quantity	Total repeats	Repeat left	Expiry date
PARACETAMOL TABS 500MG	30	3	2	14/4/07
AMOXYCILLIN TABS/CAPS 250MG	20	4	3	14/4/07

The repeat window shows items to be dispensed, quantity, total repeats, repeats remaining and expiry date for a particular repeat.

- **Process repeats button:** This button is used to issue the repeat for a particular patient and for a particular item line. For issuing the repeat, first select a desired item line and then click on the *Process repeats* button. Now the system automatically manages the repeats internally.
- **OK button:** Click the *OK* button to exit from the *Repeats* window.

There is an *Alert if repeat is dispensed before the defined interval of X days* preference you can set to ask the user to donfirm if they wish to proceded if a repeat is issued within a selected number of days of confirmation of the original prescription. See the 15.01. General preferences page for details.

### **Printing labels**

Dispensing labels are printed when the *Print labels* box is checked in the *Prescription Entry window*. You can specify what information gets printed on dispensing labels in **Dispensary Mode Preferences**.

s i 🛛 🖶	Item:		Amount: 0.00			
Date		Note	es New note		Subtotal: 0 % tax: Total:	10.05 0.00 10.05
Finalise Export bate	ch: 0 Status: nw	Print receipt		OK & Next Delete	ОК	•

Sample labels, produced by the Zebra TLP2844 printer are reproduced below:



mSupply currently is designed to work with the Zebra TLP 2844 label printer. The Zebra is a very nice printer. It can use either thermal labels or a thermal ribbon which gives non-fading results.

We currently support plain 90 x 40mm label stock as this is cheap and readily available. The Zebra printer is auto-sensing of the ending of a label, so you can most likely used labels longer than 40mm with no problems.

- Label specifications:
- 90mm x 40mm high
- White Matt Thermal Transfer Paper
- Wide Edge Leading
- 1 Across on a roll
- Perforation between each label
- Produced on 1" core to suit TLP2844

We are happy to support other printers if you use a different brand.

#### **Reprinting labels**

If you need to print the labels for an item again, choose Patient > Show Prescriptions to locate the prescription entry.

In the list of items dispensed, click on the line you wish to reprint, and then click OK (with the printing checkbox checked)

If you wish to reprint labels for all the items on the prescription, first click in the list of items below the last item so that now one item is highlighted. Then all labels will be preinted when you click OK

#### **Printing multiple labels**

If you want to print more that one label for an item, hold down the *Alt* key (*Option* on Mac) as you click the OK button. You will be asked for the number of labels required as the label is about to print.

#### What if there is not sufficient stock of one batch?

As the quantity of a particular batch of an item gets used up, you will need to issue stock from more

than one batch to a patient. mSupply handles this when printing labels, and combines the totals for any item on a prescription so that only one label is printed for the total quantity.

The directions for the item with the first line number will be used, so enter directions for the first batch you dispense, and leave the directions empty for subsequent batches.

Note: if you have the rare situation where you need to issue the same item to one patient with different directions you should either combine the directions onto the one label, or enter two prescriptions with the directions entered differently on each prescription (That is enter the line, then print the label(s), then choose Patient > New prescription and issue the item again with the second set of directions).

#### **Receiving payments**

You can recieve payments for prescriptions directly from the prescription window if you wish (an alternative is to receive them using the customer receipts module. Both result in the same transactions being created in mSupply but will suit different physical workflows).

See the special page on receiving payments from the prescription window here 11.03. Prescription payments and credits.

## **Printing receipts**

You can print a receipt for a patient's payment of a prescription if you have the **Receive payments from prescription window** preference turned on (see **Dispensary preferences** for details) .

Receipts are printed (from the same printer as the labels) when the **Print receipt** box is checked on the *Payment* tab of the prescription entry window:

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<u> </u>	lame	Ŧ	Date of birth : 00/00/00 Address :	Female	Store: AIKPESSt Entered 07/05/20:	Elack KRO (CSR-D PUBLIC)
Prescriber Search Code:	h Prescriber	Confirm date : Prescription date		ent 🗸	Invoice 0 Entered by Sussol	
Items Payment	be automatically finalised	if a payment is entered.				
a	heque #			Select Insurance Invoice to Payable by insura Total outstance Available or Amount paid by pat Amount paid by or	nce 0.00 ling 0.00 edt 0.00 ient 0.00	
Finalse Exp	ort batch: 0	Status: nw	]	OK & Next	Delete	ok 🗌 🚍

Receipts may also be reprinted later by opening the prescription and checking the *Print receipt* box again - in which case they will have the text "COPY" printed at the bottom.

After printing the medicine labels, a patient receipt will be printed as shown below.

1 2	ty .	Iten name			a contract the set of the	
1 2						Price
2 2	0	Amoxicillin Paraoetamol Total :	250mg 500mg	cap tab	C	0.27 0.07 0.34
	Va	iola Hosp Nuku'alo				/

If you don't have a printer setup in **Special > Printing preferences** you will be prompted to select one or set one up. If that is not possible, receipt printing will be cancelled.

#### **Prescriptions and barcode scanners**

It is possible to print barcodes on prescription labels and use barcode scanners to open the prescription quickly. For details, please see the 15.07. Barcode scanning and prescriptions page.

Previous: 10.01. Dispensary mode | | Next: 10.03. Patients

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