<u>EMIS WEB</u>

Adding medication supplied by HOSPITAL or specialist to the clinical system

Why?
- **ALL of a patient's medication is located in one place on clinical system so easy to locate.**
- **Clinical system will alert prescriber to potential drug interactions.**
- **Medication will appear in Summary care record (SCR) as being prescribed as elsewhere**

How to add?

1. Add the medication in the usual way as acute medication.

   Remember to:
   - Add the directions as per last letter from the hospital
   - Include wordings in the directions to reflect medicine is prescribed from elsewhere e.g. obtains from hospital (include name of hospital if possible).
   - Enter quantity of "0".

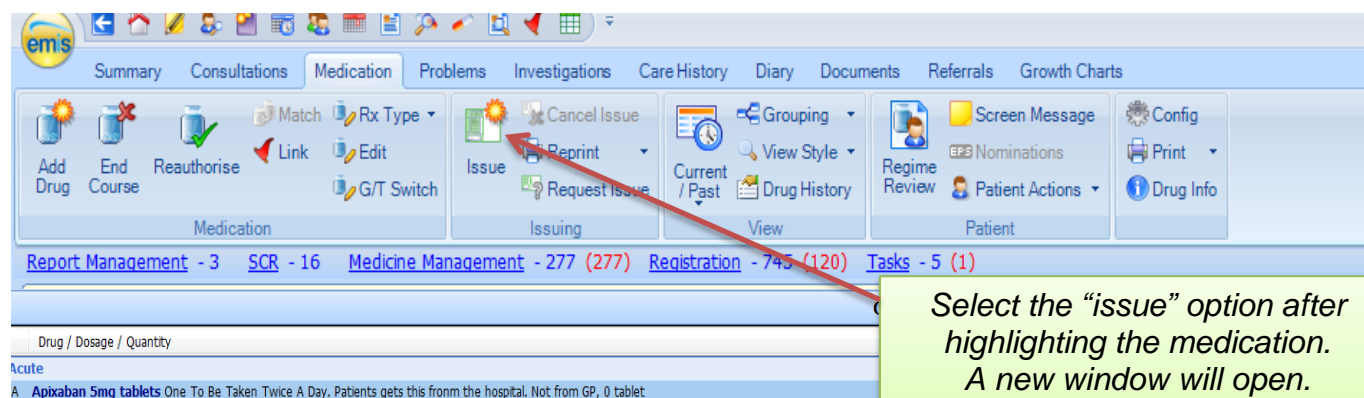   **To save, select "issue later" option.**

   Note: Medication which appears in the picking list in red and with "alert" preceding it, can only be added by a clinician. Examples include clozapine, methotrexate.

Current	
Drug / Dosage / Quantity	Usage Current / Average
Acute	
A **Apixaban 5mg tablets** One To Be Taken Twice A Day. Patients gets this fronm the hospital. Not from GP, 0 tablet	

> *Add:*
> - *Directions as per hospital letter.*
> - *Wordings "the hospital supply this" or similar (include name of hospital if space)*
> - *Enter as quantity of "0"*

2. Next highlight the medication from the list and select the "issue " from ribbon.

> *Select the "issue" option after highlighting the medication. A new window will open.*

3. Select the" change all" option

Select "change all"

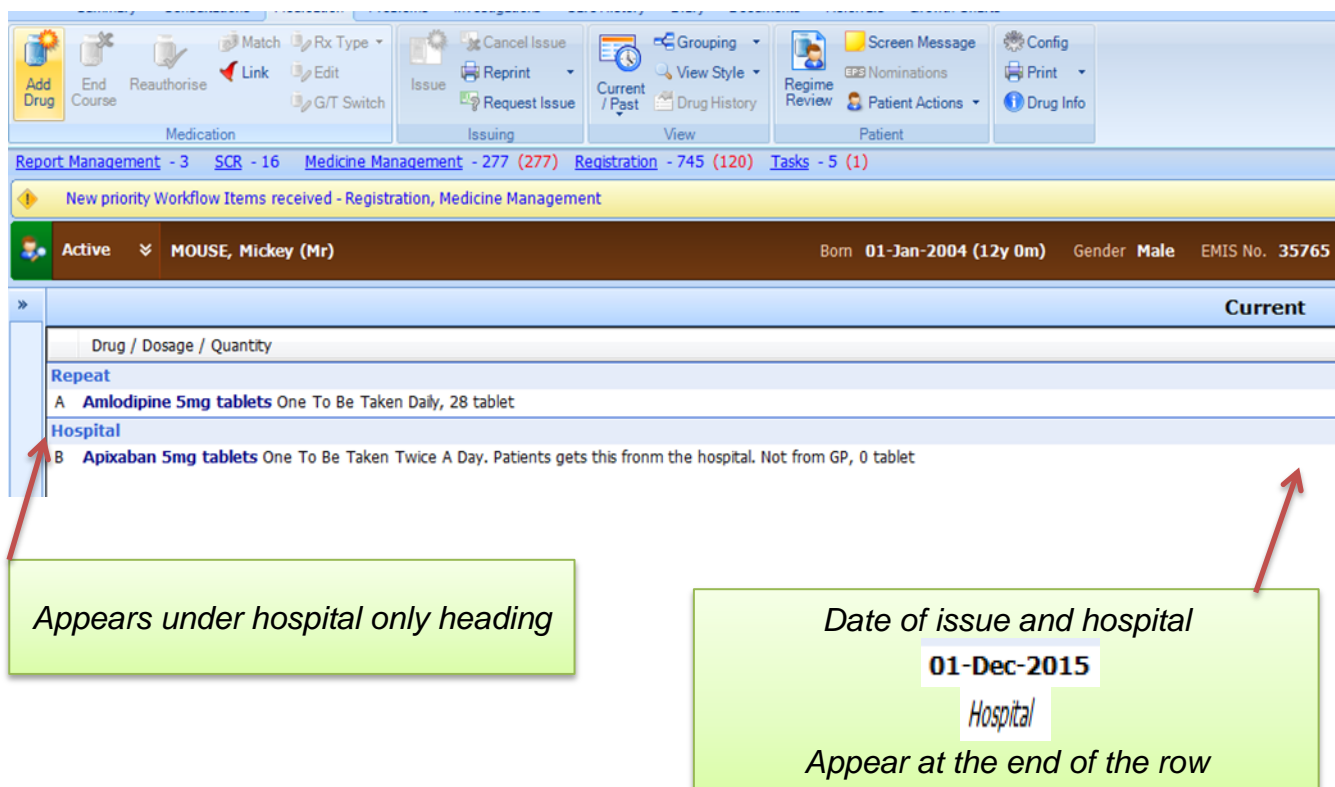4. From drop down options available -select "hospital no print"

   Note: From this option can also record scripts that are handwritten, OTC, OOH, private

5. Tick the "issue date" box – this will allow you to change the date. Use the date of the last letter / discharge summary which mentions the medication is being supplied by the hospital/specialist. Otherwise it defaults to todays date as date of issue.

Tick this box to allow the date to be selected from the calendar
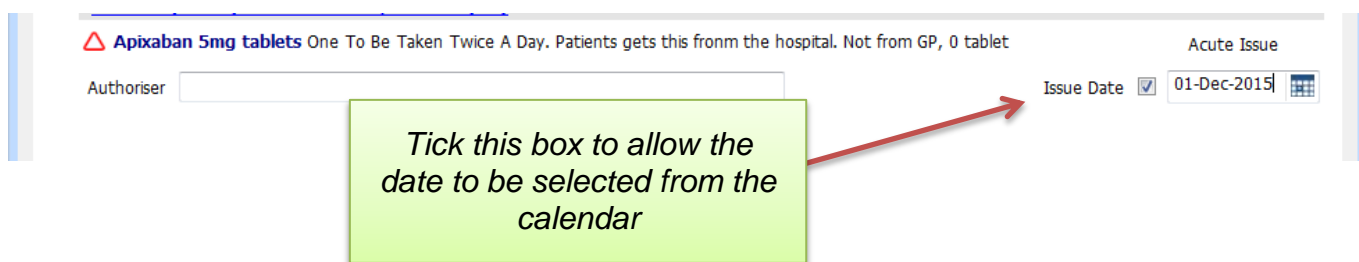
6. Next select "approve and complete"
7. The item should appear under a hospital heading after the repeat section.

Appears under hospital only heading

Date of issue and hospital

01-Dec-2015

Hospital

Appear at the end of the row

Medication added in this way will appear in the summary care records (SCR) as "prescribed elsewhere" under acute prescriptions.

Keep records updated, especially if the medication /dose/ dosage or strength changes.

VISION

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How to add?

Step 1: Go to Therapy Add – as you would normally do

Step 2: Source of Drug – change from 'In Practice' to 'By Hospital'

Step 3: Date Prescribed – change to date issued by hospital (obtained from discharge letter). Click in the 'Date prescribed box' to change the date.

Step 4: Add drug e.g. Apixaban 5mg

Step 5: Add dosage e.g. One twice daily.

Step 6: In the dosage box add wordings to reflect medication is being supplied by the hospital/specialist e.g. "Supplied by hospital" (add name of hospital and or phone number if space).

Step 7: Add quantity as 1 (one)
    Note: Vision will NOT allow you to save if you put in quantity of zero

Change date prescribed to date issued by hospital (obtained from discharge letter)

Select "By Hospital"

Add quantity of "1"

Add directions as per hospital letter. And wordings like "supplied by the hospital", include name of hospital / phone number if room

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Step 8: Click ok to save changes. The 'consultation manager', warning box will open, asking if you wish to proceed, with quantity of 1. Click "yes"
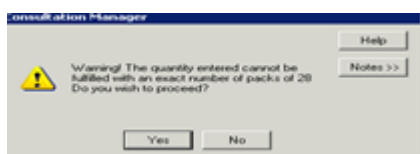
Step 9: Drug Test Results box **may** open, asking if you wish to continue to prescribe for this patient, click ok, if appropriate. Will ask for a reason for you proceeding – enter or click proceed.

Step 10: An 'add medication to problem' box **may** open. Good practice to link medication to problem, as this will appear in Summary Care Records.
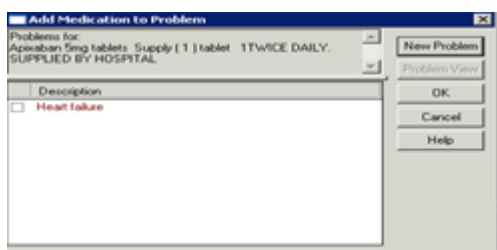
Step 11: Medication will be added to PMR

A "dash" denotes that the item is "prescribed elsewhere", hence including wordings in the directions will make it clearer to all that this is supplied by the hospital/specialist

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Keep records updated, especially if the medication /dose/ dosage or strength changes.