



Dispensing a prescription

From the Navigatore, Choose Patients > New Prescription

Keyboard shortcut: Ctrl + N



Type as much of the surname as you want to, then a comma, then as much of the first name, **then press <tab>** (not <Enter>)

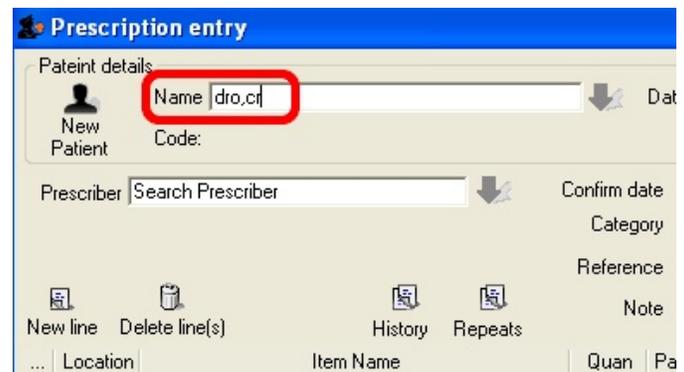
There are three possibilities

- i. Only one name matches. The name will be filled in, and the cursor advances to the *prescriber* field
- ii. More than one name matches. You are then shown a list of matching names, where you can choose the name (This list can be navigated with the mouse or the keyboard).
- iii. No names match, and the box changes to "try again" and the text is highlighted, allowing you to try again, or enter a new patient if needed. Let's say this is the case here.

Notes;

* If you have patient codes assigned, you can search by patient code by entering a "*" (shift-8 on the keyboard) then typing the code.

* Even if you have 100,000 names the list of matching entries is displayed immediately, and if users learn to enter just 3 or 4 characters of the last name and the same for the first name, usually the list to choose from





contains just a few names.

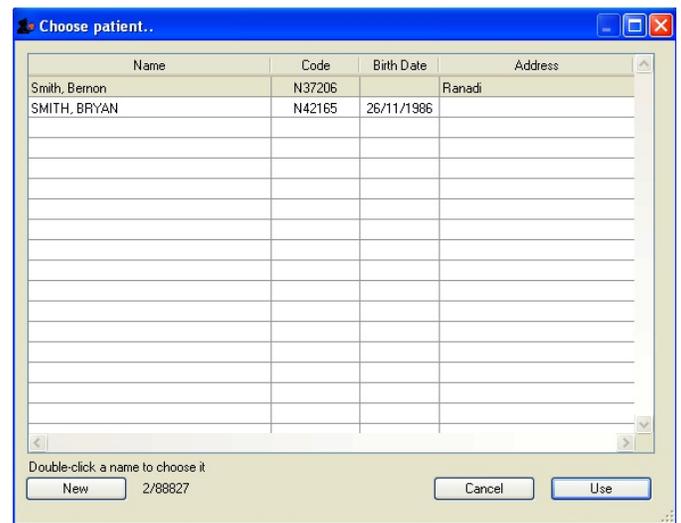
* Once you have entered a new patient once, they stay in the system, and do not need to be entered again.

Option 2: more than one name matches

Note that address and date of birth is shown to differentiate patients with the same name.

There is a "new" button if none of the names match.

To choose a name, either double-click it, or use the "d" and "u" keys to move the highlight up and down the list, and press "return" to choose the highlighted item.



Option 3: you need to enter a new name

Click the *New Patient* button (shortcut Ctrl + P)





Entering new patient details

Only the last and first name fields are compulsory.

Note there are settings in the preferences to:

- i. Assign a code automatically (you can assign a hospital code later or now)
- ii. Automatically capitalise names, so you only need to enter in lower case.

In this example, we enter "drown", press <tab>, enter "craig" and then click the OK button to close the window.

The screenshot shows the 'New Patient' form with the following fields and values:

- Code: N78310
- Last: drown
- First: (empty)
- Date of birth: 00/00/00
- Age: 0
- Gender: Male (selected)
- Price Category: A
- Address: (empty)
- Contact: email, web site, Phone, Fax (all empty)
- Other: Category, Comment (all empty)

Entering prescriber details

Once you are returned to the list, the name you entered shown, and the cursor advances to the prescriber field.

Note that you can choose in the preferences whether entering a prescriber is optional or compulsory.

The logic is the same as for entering a patient (remember to press the <tab> key and not <enter> to search. If no prescriber matches, you are shown an empty list with a "new" button to add a prescriber.

Usually you will learn the name or code for common prescribers.

Once you have entered the prescriber, click the *New line* button to add a new line.

The screenshot shows the 'Prescription entry' form with the following details:

- Patient details: Name: Drown, Craig; Code: N78310
- Prescriber: smi,fr; fs
- Buttons: New line (highlighted), Delete line(s), History, Repeats
- Table columns: Location, Item Name, Quan, P



Enter an item to dispense

As with a patient, you type as much of the item name or code as you know, then press <tab> to show matches.

Notes:

- * if only one item matches it will be inserted, and the cursor will move to the quantity field.

- * if you use a logical coding system (e.g Amoxy 250mg caps = amo2c and paracetamol 500mg tabs = par5t) users will soon learn the codes.

In the example above, a list of matches will be shown

Add item..."

Item

Line

Quan of **0**

Pack Bulk/Outer pack size

Pick the item from the list

As with the patient list, you can use the mouse or keyboard ("u", "d" and "enter" keys) to choose the item you want.

Item name	Item code	Stock on Hand
AMOXICYLLIN CAPS 500MG	AMC50	0
AMOXICYLLIN SUSP 125MG IN 5ML	AMS1	121004
AMOXICYLLIN SUSPENSION 250MG/5ML	AMOS2	1010
AMOXICYLLIN TABS/CAPS 250MG	AMT2	5239476

Double-Click the item you want.



Enter the item quantity and directions

The cursor is now in the quantity field, and the first batch available has been selected (note that there is a preference to control whether the user has to choose a batch, or whether the batch with shortest expiry is automatically chosen)

Enter the quantity (e.g. "21") and press <tab> to advance to the directions field.

Note that if there is not enough of the first batch, mSupply will offer to split the needed quantity over multiple batches.

In the example above default directions have been set for this item, and they are entered automatically, along with the expansion in the field below.

On the right is a drop-down list where other default directions can be chosen.

Once you have default directions set up for your top 20 or 30 items (an hour's work), you will rarely have to type any directions.

If you do need to type custom directions, you can do so. You can set up as many abbreviations as you wish using the menu item Special > Show abbreviations. Let's say for this item the default directions are correct. You have another item to add, so you click *OK and Next* (Shortcut: <Enter>)

Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expiry	Supplier	Location	Cost Price	Sell price
1	0	779284	779798	1						0.00	0.00
2	0	0	72	1		050801	08/01/2008	invrad	T	0.00	0.00
3	0	84	84	1		PP0611024	06/01/2008	NMS		0.13	0.13
4	0	5332.5	5332.5	1		PP0610241	06/01/2008	NMS		0.12	0.12
5	0	0.5	0.5	1		STJ52/06F	06/01/2008	NMS		0.16	0.16
6	0	9462	9462	1		PP0706011	12/01/2008	NMS		0.00	0.00

item 2: Add another item

In the system we're using the code for Paracetamol 500mg tabs is "pat5". We type this, press <tab> and item is immediately inserted.

Line	Issue	Available	Tot in store	Pack	Hold	Batch	Expiry	Supplier	Location	Cost Price	Sell price
1	0	779284	779798	1						0.00	0.00
2	0	0	72	1		050801	08/01/2008	invrad	T	0.00	0.00
3	0	84	84	1		PP0611024	06/01/2008	NMS		0.13	0.13
4	0	5332.5	5332.5	1		PP0610241	06/01/2008	NMS		0.12	0.12
5	0	0.5	0.5	1		STJ52/06F	06/01/2008	NMS		0.16	0.16
6	0	9462	9462	1		PP0706011	12/01/2008	NMS		0.00	0.00



Item 2: Enter quantity and custom directions

We enter the prescribed quantity of 20 and press <tab> to advance to the directions.

Here we're going to assume that the prescriber for some unknown reason wants the patient to take one tablet three times a day. We haven't entered this as a standard direction for paracetamol as it is rarely used, so we type "1t tid prn pf" and it will expand to "Take one tablet three times a day when necessary for pain or fever"

As this is the last item for this patient, we click **OK** to return to the main window.

The screenshot shows the 'Add item...' dialog box. The 'Item' is 'PARACETAMOL TABS 500MG'. The 'Line' is '1'. The 'Quan' field is set to '20'. The 'Directions/Note' field contains '1t tid prn pf'. The 'Expanded' text below reads: 'Take ONE tablet THREE times a day when necessary for pain or fever'. The 'OK' button is highlighted with a red box.

Print labels, start the next patient

If you need to edit any details you can change the name, the prescriber, or double-click a line to change it. Presuming everything is OK, you simply click **OK & Next** to print labels (Printing can be turned off by default in the preferences, and turned on or off for single prescriptions with the check-box at the lower right corner of the window).

A new blank window will be shown with the cursor in the patient name field, ready to enter a new patient.

The screenshot shows the 'Prescription entry' window. The patient name is 'Drown, Craig'. The prescriber is 'Smith, Fred'. The list of items shows 'AMOXICILLIN TABS/CAPS 250MG' and 'PARACETAMOL TABS 500MG'. The 'OK & Next' button is highlighted with a red box.