

NECS Clinical Systems Specialist Team

EMIS Web - Clinical Prescribing

Adding a Medication

1. Click the **Medications** tab in the patients record



2. Click **Add Drug**



3. Type the **name** of the drug in the name field. The system will predict what you are typing and make suggestions

Name	aspiri
Dosage	A Aspirin 75mg dispersible tablets B Aspirin 75mg tablets C Aspirin 300mg dispersible tablets

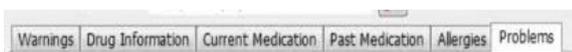
4. Use the mouse to **select** the medication required. Deal with any **warnings** that are displayed
5. Enter a **dose** into the dosage field. If you have issued this medication previously, you will be able to select the dosage used in the past from the drop down menu

Dosage	<input type="text"/>
Quantity	A One To Be Taken Each Day (28 tablet) B One To Be Taken At Bedtime (28 tablet) Remove

6. Enter a **quantity** in the quantity field
7. Use the **Generic/Trade Switch** button if you want to swap between branded and generic medication. The **Drug Information** button provides drug specific information
8. The **Medication Review** button records a review and **Local Mixtures** allows you to select a local mixture



9. Select the **prescription type** from the Rx Type drop down menu
10. Use the Warnings, Drug Information, Current Medication, Past Medication, Allergies or Problems tabs to view any information you may wish to review

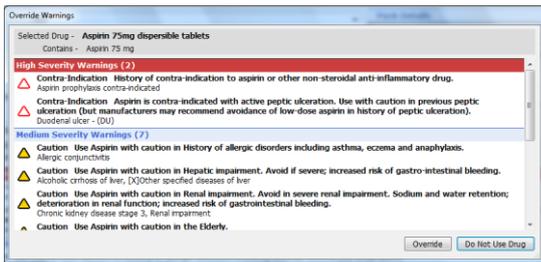


11. To link a medication to a **Problem**, click the Problems tab and click **Link** next to the problem you wish to link the medication to

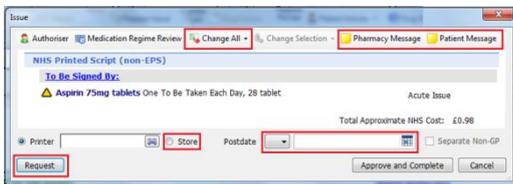


12. Click **Add Another** to add another drug, **Issue** to issue the medication, **Issue Later** to issue the medication later or **Cancel** to cancel the prescription

13. If you have clicked **issue**, you may be presented with an issue validation dialogue, giving any clinical safety warning. **Read** and **override** the warnings if you wish to proceed and then click **Continue**, or click **Do Not Use Drug** to cancel



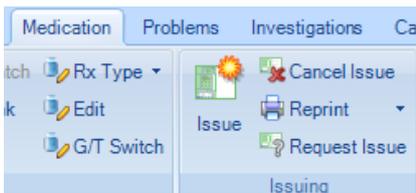
14. The Issue dialogue is displayed. Use the **Change All** drop down to indicate a hand written or hospital prescription etc. Use **Pharmacy** or **Patient Message** buttons to add messages for the pharmacy and/ or patient. Click **Store** if not issuing the script now. Click **Postdate** dropdown if postdating the script, complete **calendar** to choose start and follow on dates



15. Click **Approve and Complete** to print the prescription

Issuing an Existing Medication

1. **Highlight** the medication you wish to issue. If you require more than one medication, hold the **CTRL** key on your keyboard and use the mouse to select. You can also press **A, B, C** etc. to select the medication as indicated. Click **Issue**



2. Deal with any **warnings** that are displayed as appropriate. Click **Issue**

3. The **Issue dialogue** will now display, follow the same process for printing