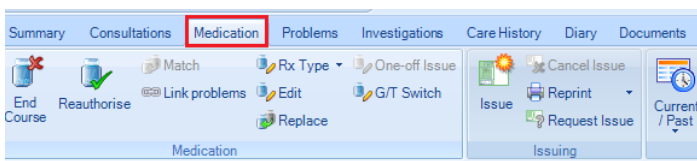


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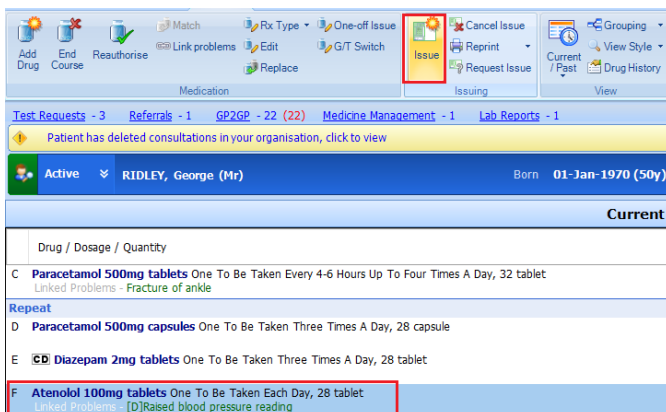
NECS Clinical Systems Specialist Team EMIS Web – Admin Prescribing

Issue Medication

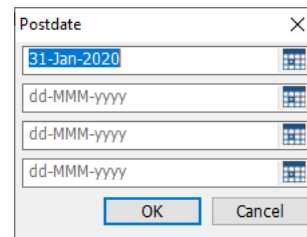
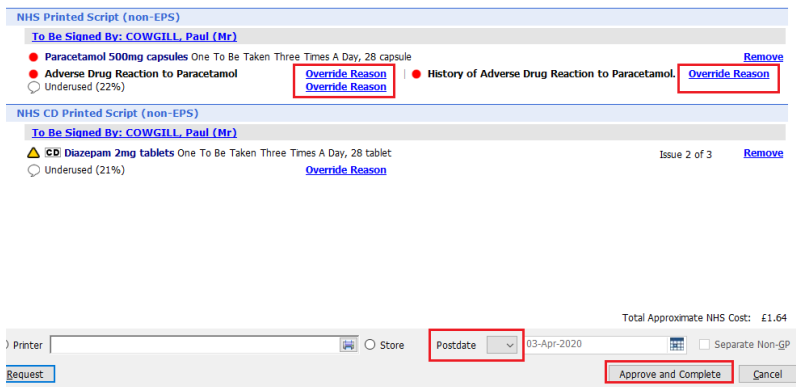
1. Click **Medication** from selected patient record, this will display a list of the patient's current medication



2. Highlight the medication to issue. To do this **drag the mouse** over the items required to select them, or **press the letters** shown to the left of the drug name to select them or select using the **mouse and Ctrl key**
3. Click **Issue**, or right click in the highlighted area and select **Issue**. You may need to override any warnings displayed



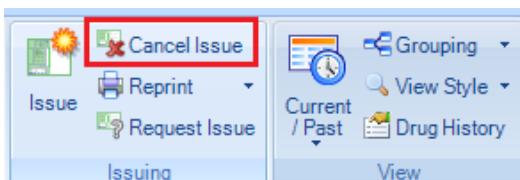
4. For **future dated issues** click **Postdate** and select the number of issues. You can then select the dates to issue each one



1. You can add additional pharmacy message (print on script) and patient message (print on counterfoil) if required
2. Click **Approve and Complete**

Cancelling last Issue of Medication

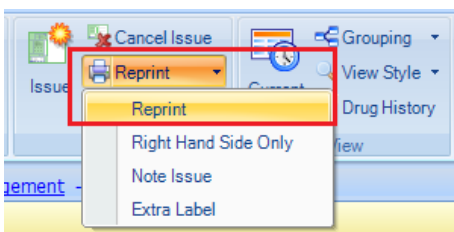
1. If a medication has been issued in error, select the item you wish to cancel, click **Cancel Issue**



2. Select a **Reason** for cancelling the issue and enter any free text, click **Cancel Issue**

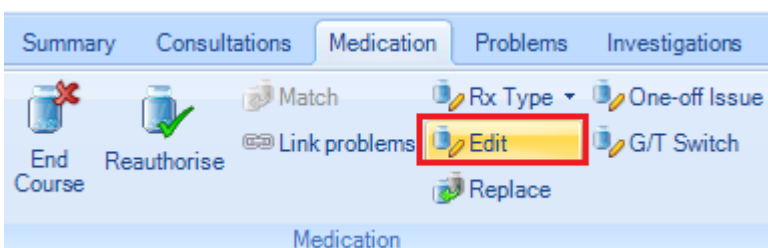
Re-Print Medication

1. Click **Medication** tab from selected patient, highlight drugs as necessary and click **Reprint** type the **Reason** and click **OK**



Amend Medication

1. Select drug to be amended, click **Edit** or right click selected drug and select **Edit**



2. Make changes required, and click **Update**