



North of England
Commissioning Support

Partners in improving local health

NECS Clinical Systems Specialist Team

EMIS Web – Clinical Prescribing Mini Guide

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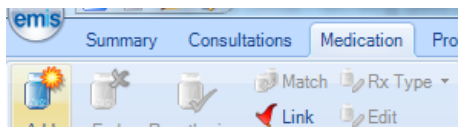
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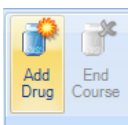
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Adding a Medication

1. Click the **Medications** tab in the patient's record (you can also add a drug during a Consultation).



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 you require. 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

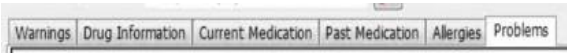
6. Enter a quantity in the quantity field.
7. Use the **Generic/Trade Switch** button if you want to swap between branded and generic medication.
8. The **Drug Information** button provides drug specific information.
9. The **Medication Review** button records a review and **Local Mixtures** allows you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



10. Select the prescription type from the **Rx Type** drop down menu.

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11. Use the Warnings, Drug Information, Current Medication, Past Medication, Allergies or Problems tabs to view any information you may wish to review.

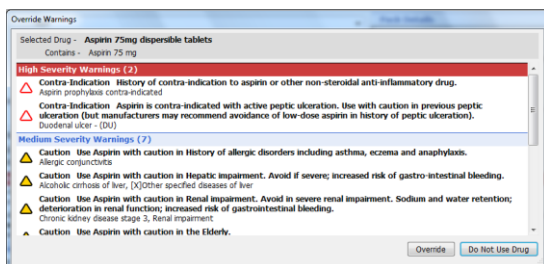


12. To link a medication to a Problem, click the **Problems tab** and click **Link** next to the problem you wish to link the medication to.



13. 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.

14. 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.

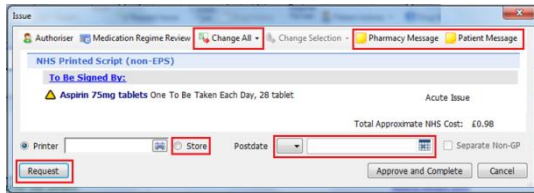


15. The Issue dialogue is displayed. Use the **Change All** drop down to indicate a hand written or hospital prescription etc.

16. Use the **Pharmacy** or **Patient Message** buttons to add messages for the pharmacy and/ or patient to the prescription.

17. Select your signing option, either:

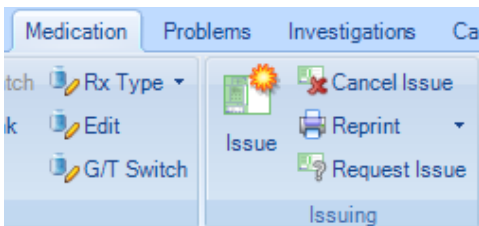
- a. Click **Store** if not issuing the script now.
- b. Click **Postdate** dropdown if postdating the script, complete **calendar** to choose start and follow on dates.



- c. Click **Request** if you are not signing the prescription. A separate window will appear for you to write any query notes.
- d. Click **Approve and Complete** to print the prescription or send electronically.

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.
2. Click **Issue**.



3. Deal with any **warnings** that are displayed as appropriate.
4. Click **Issue**.
5. The Issue dialogue will now display, follow the same process for printing.