

## NECS Clinical Systems Specialist Team SystemOne - Repeat Templates

### Creating a New Repeat Template

1. Click on the **Setup a New Repeat Template** button on the toolbar if available or right click the Repeat Templates node in the clinical tree and select **New Repeat Template**

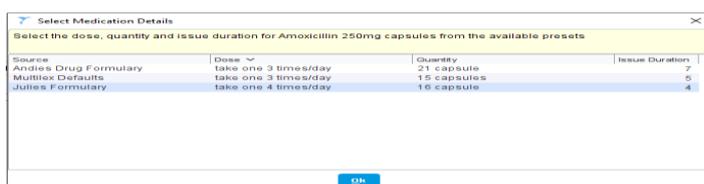


The Drug & Appliance Browser is displayed.

2. Type the first few letters of the drug and click **Search** (on the right)
3. Click once on the correct drug name.



4. Select the specific formulation with a double mouse click.
5. If asked, select the required Formulary entry and click **Ok**.

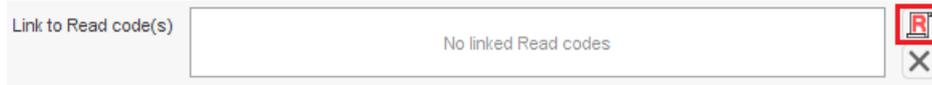


6. Select the correct medication and complete the dosage, quantity and duration.
7. Select to use a review date or maximum issues for the template (practice decision). At least one of these must be selected. You can then enter a review date or specify the number of issues.

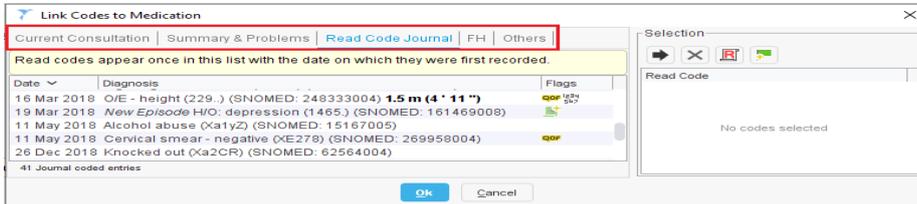
Use review date    27 Jan 2021
   
 Use maximum issues    6

8. Ensure that the patient can initiate issues is ticked, tick if this drug is an irregularly issued template and untick if this repeat drug cannot be reauthroised.

- To link the template to a read code, click the Read code button.



- Using the tabs along the top of the box, you can navigate areas of the patient's record to select a suitable code. Use the Red R icon to choose a new code.



- Click **Ok** and the repeat template will now be set up.

You can issue the medication now or you can leave the repeat template set up to be issued at a later date.

## To issue

- Right click the repeat template and select **Issue** or select the template and click **Issue the selected template** button.
- Use the **Print Un-Printed issues** button or click **Save** to close the record



- The print issues dialog box will be displayed prompting the user to print or digitally sign the prescription.

