Vision 3

Therapy - Part One

Consultation Manager

The Bread Factory, 1A Broughton Street, Battersea, London, SW8 3QJ
T: +44 (0) 207 5017000 F:+44 (0) 207 5017100 W: www.inps.co.uk

INPS Ltd.
The Bread Factory
1a Broughton Street
London
SW8 3QJ

Website: www.inps.co.uk

Contents

Therapy - Part One

Therapy Introduction

On the **Therapy Add** screen, prescribed medicines and appliances can be selected from the Gemscript drug dictionary, and recorded and printed for each patient on regulation computerised prescriptions

- For help with setting up Therapy see

  Setting up Therapy

  Default Settings for Therapy
- For ways to list Therapy see

  List Therapy (page 48)
- For help with adding therapy see

  Add Therapy (page 59)

  Copy Therapy or turn Acute into Repeat.
- For help with editing or deleting therapy see

  Edit and Delete Therapy,

  Reauthorise Repeat Master

  and how to discontinue repeats Inactivate Repeats (discontinue) and Reactivate
- For help with printing therapy see

  Print prescriptions. This section covers acutes, repeats, controlled drugs, repeat reorder forms, prescription forms, regulations etc.

  You should also set up Printer setup for prescriptions and labels and Printer Profiles
- For advice about Nurse prescribing see Nurse Prescribing
- For an explanation of repeat dispensing see Repeat Dispensing
- For help with instalment prescribing see Instalment Prescribing
- For help with Medication Reviews see Medication Review

You may create your own practice formulary as a sub-set of the full drug dictionary (see Formulary and Drug Dictionary Utilities). The drug dictionary can be listed alphabetically or in hierarchical categories. Additional drug information is shown for each item, including prices, pack sizes, general contraindications and interactions, drug doubling and recommended prescribing.

Once a drug has been prescribed, drug checks are made against the patient's specific entries of history and other therapy for contra-indications and interactions, and for

drug doubling. If a new repeat master, reauthorisation of a repeat master, or an acute therapy, you are then prompted to associate the therapy with a problem.

Prescriptions can be recorded on patients' records if they have been issued outside of the practice, for example, from hospitals or psychiatrists, or over the counter, but these cannot be printed from Vision.

Gemscript Drug Dictionary

DLM 400 includes an important change in Prescribing and Decision Support; Vision will no longer use the Multilex drug dictionary provided by First Data Bank. In its place we have integrated a new drug dictionary called **Gemscript** that is maintained by another Cegedim company, RESIP UK.

Gemscript is an integrated dm+d drug dictionary. This means that Gemscript adheres to NHS standards to provide clear and unambiguous information to uniquely identify the specific medicines and devices used in the diagnosis or treatment of patients. Gemscript will be at the heart of improvements in the efficiency and effectiveness of Vision prescribing and will allow the reliable electronic exchange of information on medicines and devices between healthcare organisations.

INPS has worked closely with RESIP UK on the Gemscript integration project and we believe this close working relationship will be beneficial to practices as we will be able to respond more quickly to changes in the availability of pharmaceutical products.

It is anticipated that the installation of the new drug dictionary will have minimum impact on your practice as the changes to the way you use the dictionary are relatively minor and can be found below, throughout the *Therapy* topic or in the DLM 400 user guide (*www.inps.co.uk/vua/dlm/index.html* (*http://www.inps.co.uk/vua/dlm/index.html*)).

Gemscript Drug Dictionary Updates

You can check drug dictionary versioning from Help – About Vision on the Vision front screen. You can also see a bulletin of the monthly drug dictionary additions and editions on the INPS website at *http://www.inps4.co.uk/my_vision/vua/drug-dictionary-dlm* (*http://www.inps4.co.uk/my_vision/vua/drug-dictionary-dlm*).

> **Note** - After installing a new upgrade of Gemscript, you no longer need to run the Therapy Update utility on your system as this is now done automatically

Drug Dictionary Updates may contain a number of new drugs, drug changes or even name changes.

dm+d Mapping/Name Replace

The Gemscript installation process will not update current scripts or active repeat masters so there is a chance that you will receive *drug name mismatch* warnings when you attempt to re-authorise existing repeat masters if the drug description has changed. INPS recommends that you **run the dm+d mapping** utility to update non-dm+d drug names, quantities and preparations for existing items that become mapped to Gemscript. See the DLM 400 user guide or Drug Dictionary Utilities on-screen help for further information.

Note – dm+d mapping is required due to changing to full dm+d terminology and is not a direct cause of c Gemscript.

dm+d Terminology

Because the Gemscript drug dictionary uses dm+d descriptions, you may see drugs appearing in a different order than expected in the drug list. Also there are other variations ie searching for 'gastro-resistant' as opposed to 'ec'. When searching for a drug using the Gemscript dm+d dictionary, the format is **name - strength** – **form** (ie Aspirin 75mg tablets). The Multilex format was name - form – strength (ie Aspirin tab 75mg).

Overview

Gemscript provides additional detailed drug information relating to each drug item as well as robust decision support facilities. The benefits of Gemscript include:

- Extensive product information for each item, including pack sizes, prices, normal prescribing regimes.
- Contraindications, interactions, checks for drug doubling, prescriber warnings, mandatory instructions (to patient), side effects, high risk warnings and other product information.
- Improved allergy and sensitivity checks.
- Interaction information is based on the BNF (British National Formulary) and SPCs (Summary of Product Characteristics), alerts are more relevant to the selected patient.
- New, country specific, drug details e.g. black lists.
- Better Prescriber specific drug selection: Support for Nurse, Supplementary and Independent prescribers.
- Practice defined formularies with future plans for multiple formulary support.
- New details for special preparations.
- Appliances can be searched by order number using #.

Gemscript Drug Dictionary Updates

You can check drug dictionary versioning from Help – About Vision on the Vision front screen. You can also see a bulletin of the monthly drug dictionary additions and editions on the INPS website at *http://www.inps4.co.uk/my_vision/vua/drug-dictionary-dlm* (*http://www.inps4.co.uk/my_vision/vua/drug-dictionary-dlm*).

> **Note** - After installing a new upgrade of Gemscript, you no longer need to run the Therapy Update utility on your system as this is now done automatically

Drug Dictionary Updates may contain a number of new drugs, drug changes or even name changes.

Drug Read Codes

To find out the drug Read code for a drug you can either:

- Whilst adding the drug, go to the drug list and from the green Drug Information headings, select **More**. The Read code is displayed here.
- To find a drug Read code for an item that has already been added, find the drug, then right mouse click, and select Audit Trail. Click on the double arrow  at the bottom right and scroll down on the backscreen until you get to Read code.

Guideline Drug Regimes

Refer to the Guidelines section and the Patients Record section within Data Entry to see how it is possible to trigger the display of a guideline after entry of specific Read terms.

A guideline might consist of clinical advice as an aid to a consultation, as well as supporting evidence for a prescribing regime. Both acute and repeat prescriptions can be set up to be prescribed from within a guideline. Drug items are included either from a drug regime, or from a drug class List. Guidelines can also include Prescriber warnings, and drug information can be printed for patients. See also:

Prescribing from a Local Guideline

Drug Class Options

Preferred Drug List options

Drug Regime

Drug Class List

Setting Up Therapy

The following can be set up before entering and printing patients' prescriptions:

General Settings

In Control Panel - File Maintenance:

- In Control Panel - File Maintenance - Staff, enter a list of those who are prescribers, including doctors and nurses, in Control Panel - File Maintenance and the default prescriber (see *Setup Default Prescribers* (page 15)). Enter the Prescribing number for GPs. Mark any GP as Handwritten exempt in order to print controlled drug prescriptions. All doctors should have a GMC code entered in Identifiers.
- All GP prescribers should have a GMC code set up in Control Panel - File Maintenance - Staff - Edit user - Identifiers Add. An exception is made for locums, registrars and GP retainers in Scotland prescribing under ePharmacy, where, if no GMC code is entered, the value of their Responsible Partners will be used.. An exception is made for locums, registrars and GP retainers in Scotland prescribing under ePharmacy, where, if no GMC code is entered, the value of their Responsible Partners will be used.
- In Control Panel - File Maintenance - Staff - Edit user - Identifiers Add - for GPs and nurses who prescribe private *Controlled Drugs* (page 140), enter the private controlled drug code (PCD Code for England and IPC code for Wales) in Identifier Type and type in the code in Identifier Value. The PCD code in England has the format 6AAAAA (eg 6ABCDE); and the IPC code in Wales PNNNNNN, eg P123456.
- In Control Panel - File Maintenance, Staff - enter the Formulary options for prescribing nurses – either Nurse Formulary or Extended Nurse Formulary.
- In Control Panel - File Maintenance, Staff - enter Independent and Supplementary Prescribers from nurses/pharmacists. In Wales, SPs need also to enter their HSW Registration Number in Identifiers.
- In Control Panel - File Maintenance - Organisations, add manufacturers in Organisations - needed when entering batch numbers.
- In Control Panel - File Maintenance - Organisations, add your PCT and add an identifier code for that PCT.
- In Control Panel - File Maintenance - Organisations, add pharmacies. Then in Consultation Manager - Patient Details - click on the tab **Preferences**, to add the preferred pharmacy for each patient. Click on Change. The preferred pharmacy will be printed on the prescription (FP10SS0901) under Pharmacy Stamp.
- In Control Panel - File Maintenance - Practice Details, enter the address of the main surgery to be printed on prescriptions, and choose which Health Authority is to be printed on prescriptions, or for England & Wales, which PCT. In England and Wales only, if you select your PCT in the Control Panel - File Maintenance - Practice Details screen, then the PCT address will be printed on prescriptions. If left unselected, then the HA will be printed instead. If this is blank, then the TP will be printed. First you must enter PCT in Organisations and add an Identifier code for that PCT.

- In Control Panel - File Maintenance - Staff Configuration Utility, from a list of workstations, quickly update the Prescription Printers, Drug Label Printers, and Word Processor choice
- Enable *Scriptswitch* (page 79) in Control Panel - Security - Add/Edit user

In Consultation Manager - Under Consultation - Options:

- Design of Repeat Therapy Reorder Form (see *Repeat Therapy Reorder Form Set-up* (page 16)).
- *Default Settings for Therapy* (page 19) (Consultation – Options – Setup - Therapy tab)
- The Prescriber on a Therapy entry defaults to user signed on if a prescriber, if not, set options (Consultation – Options – Setup - Data Entry - see *Setup Default Prescribers* (page 15)).
- *Drug Check options* (page 22)(Consultation – Options – Setup - Drug Checks tab) - decide this per user who is logged on
- Defaults for Medication Review (Consultation – Options – Setup - Therapy tab)
- Options to link medication to problems (Consultation – Options – Setup - Management tab) - see *Set Up Medication Link to Problem* (page 108) Set up Medication Link to Problem
- Repeats Interval and Repeat dispensing switch on in Consultation – Options – Setup - Therapy tab

From Vision Front Menu:

- From Options - Setup - System - select relevant country: England, Wales, Scotland or Northern Ireland - which affects prescription printing (see *Printer setup for prescriptions and labels* (page 25)).
- *Formulary and Drug Dictionary Utilities* (page 46) - create a practice drug formulary.
- In Control Panel - Security (or Management Tools menu), default drug selection for each user from either the practice formulary or the full drug dictionary (you can swap while adding therapy); and whether to select drugs by name or drug class (see *Default drug selection and formulary selection* (page 37)).
- *Dispensing Drug Labels Design* (page 38) and *Dispensing Bag Label Design* (page 45) from Modules – Drug Label Design from the Vision front menu).
- From Options - Use Print Profiles, optional Printer profiles for prescription, drug, bag and specimen label printers. See *Printer setup for prescriptions and labels* (page 25).
- From Options - *Advanced Printing* (page 35), a must if your practice has nurse or supplementary prescribers. However, every practice is encouraged to switch on Advanced Printing to reap the benefits of Prescription Manager.

In Consultation Manager - Therapy:

- User-defined caution codes for dispensing labels (see Caution Codes – add, view, remove, edit).
- User-defined dosage codes can be added to therapy items (see Add a new dosage code).

- Create a drug formulary (see *Formulary and Drug Dictionary Utilities* (page 46))

In Consultation Manager - Patient Details:

- Add Preferred Pharmacy for individual patients so it will print on their prescriptions. Click on Preferences tab from Patient Details in Consultation Manager. Click on Change. This lists the pharmacies you have added in File Maintenance - Organisations. Select one and OK.

In Registration:

- Mark patients as dispensing in Registration - Other and tick the Dispensing box.
- Mark patients with prescription charge exemptions in Registration – Other.

Setup Default Prescribers

Control Panel - File Maintenance – Staff - Professional

The clinicians who can prescribe make up a Prescribers list. Each must have a valid **Prescribing Number** entered in Control Panel - File Maintenance - Staff – Professional under **Prescribing No**.

A prescriber must have one of the following **roles**: sole practitioner, senior partner, partner, associate partner, locum GP or assistant GP. For practices in England using full Role Based Access Control (RBAC), the prescriber must have the correct row added to their Smartcard.

GP Registrars (Trainees) have the PPA number of their responsible partner. Prescriptions issued by GP registrars have (D) next to the responsible GP's PPA number and their name to the top left of the responsible GP's name.

Locums, **assistants** and **associates** can use the same PPA number as one of the partners.

The **GMP Code** must also be entered for each GP partner. This is 8 characters - the letter G followed by the 6 digit numeric prescribing number (PPA) plus a last check digit. This can be entered on Staff – Professional screens for GP partners.

Hand-written Exempt

Controlled Drugs (page 140) (CDs) are printable and no longer have to be hand-written.

Consultation – Options – Setup – Data Entry

The Prescriber on a Therapy entry will default to the current user if the user is a Prescriber as described in one of the roles above.

Otherwise, if the user signed on is not a prescriber, then this will be the Prescriber in Group 2 as defined in Consultation Options - Setup - Data entry.

Repeat Therapy Reorder Form Set-up

The Repeat Therapy Reorder Form is attached to the right-hand side of printed prescriptions, listing the patient's therapy, and allowing the patient to tick and return the form to the surgery to order repeats.

You can determine what is printed on this form (but not its layout) within Consultation Manager.

1. Go to **Consultation – Options – Repeat Therapy Re-order Form**.
2. Make selections as required:

   Patient Details

   Decide which patient details to include (checked) or exclude (unchecked): **Title, Second Forename, Date of Birth, Vision identifier, NHS number, CHI number, Additional Identifier** (practice defined patient number).

   - If Additional Identifier is chosen, practices can use letters after **(but never before if you are involved in Data collection)** the figures in Additional Identifier to indicate a preferred pharmacy and then select it to appear on Repeat Re-order Forms. Note that you cannot use a space in the Additional Identifier but can use _ or /. The Additional identifier can be practice-defined in Registration (Other tab) for the patient, but for practices whose patients were converted from VAMP Medical or another competitor systems, the patient number used in these systems were allocated automatically as Additional Identifiers during the data conversion process. Once converted to Vision, the numbering stops, and you would have to continue adding manually if you want to use this. **Practices involved in data collection should never amend this Additional Identifier**.
   - Each patient is identified on the Vision system by a Vision identifier. This is a hidden unique system number allocated to patients as they are added. It cannot be viewed anywhere but can be printed on a Repeat Reorder Form. It is also the pat_id number you see when you extract data. If you had extracted data and all you had was the pat_id number (often the case with confidential clinical data), then to identify the patient, you would enter the Vision Identifier in Select Attribute on the Select Patient screen.

   GP Details

   Select from one of the following GP details to be included on the reorder form: **None, Registered GP, Usual GP, Signing GP** or **Responsible GP.**

   Reorder Instructions

This is the practice defined message which can be included at the top of the reorder form, for example:Please give the practice a minimum of two days notice prior to collecting your repeat drugs.

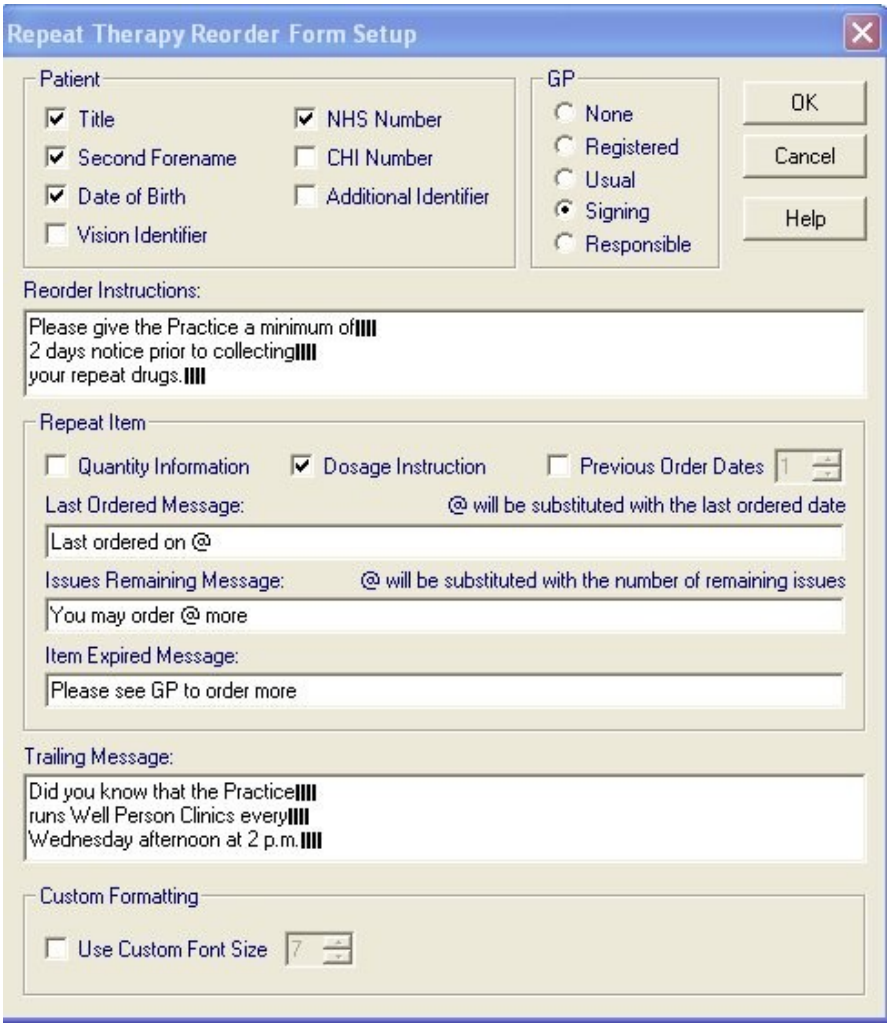


Figure 1: Repeat Therapy Reorder Form Setup

Repeat Item

You can choose to include either the **Dosage Instructions** or **Quantity Information**, or both, on the reorder form against each drug.

In addition, if Previous Order Dates is checked, the dates of previous issues of each repeat are printed on the right hand reorder form for each repeat master.

You may enter a number 1-9, which is the number of previous issues, for example, entering 2 shows the dates of the last two issues. Entering 0 is the same as leaving the box unchecked.

The previous order dates also include previous authorisations of the repeat master. However, they exclude the last ordered date, but only if the last ordered date is being printed under the existing section.

You cannot configure the previous order dates message which appears as a new line at the bottom of the information for the drug in the following form: Previous order dates: 02/10/2012, 13/11/2012, 12/12/2012". The dates appear chronologically.

Last Ordered on

@ - the last ordered date is filled in @;

Issues Remaining Message

You may order @ more - the number of remaining issues is entered in @;

Item Expired Message

For example, *Please see GP to order more*. This is a free text message which is substituted for the *You may order* message above, only shown when the patient has had the authorised number of repeat issues. This message is global for all repeat issue prescriptions. Note that you can also print messages on the right-handside of a prescription by using the patient Notes option - either in Drug Defaults for a particular drug (eg for patients' inhaler prescriptions, add Notes for patients to see the Asthma nurse rather than GP when inhaler prescription runs out - see Drug defaults: dosage, quantity, etc); or for a message on an individual prescription, use Notes on the front Therapy screen (see Additional Information from Therapy – Add).

Trailing Message

Include a generalised message for all prescription patients, for example, about Saturday morning Clinics, or out-of-hours emergency phone numbers. Do not make each line run on too long, but press carriage return - the reorder form will wrap round but you may need to experiment with the line length. For example:

Did you know that the practice runs emergency (carriage return)

Saturday morning Clinics between 9.00 and 11.30 a.m.

Custom Formatting

You can change the font on the Repeat Therapy Reorder form to a smaller font than that on the left-hand side of the prescription. This means that for patients with a long repeats list, fewer reorder forms will be printed. This is relevant for Scottish scripts with their larger Courier 11 font. You can also set the font to a larger size for patients with poor eyesight. Once you have set the font, you are advised to review and test print your *Repeat Therapy Reorder Form Set-up* (page 16) as carriage returns on free text messages may no longer be in the right place.

Note that the prescription font size can be set in Use Print Profiles from Options on the Vision front menu (see *Printer Profiles* (page 26)).

3. Click on OK.

> Note - If you are a Scottish practice, there is a requirement to print prescriptions in a Courier 11 font, which can be read by the scanners at the pricing bureau.

If you are using the *Classic Printer Setup* (page 26):

1. From the Vision front menu, select Options - Setup - Printers.
2. Right click anywhere on the Printers screen.
3. Select Use Courier 11 for all scripts.
4. OK.

Check the setup of your Repeat Reorder Form in Consultation Manager - Consultation - Options - Repeat Reorder Form Setup. The change in font may affect the word wrap / carriage returns on the messages.

If you are using *Printer Profiles* (page 26), refer to this section which explains how to change the font size on the Print Profiles screen.

Default Settings for Therapy

Management Tab

On the Consultation Options Set-Up screen, under the **Management** tab, you can set up the options for linking medication to a problem. See *Set up Medication Link to Problem* (page 108).

Therapy Tab

On the Consultation Options Set-Up screen, under the **Therapy tab**:

General

Show packsize warnings – On Therapy Add, if a therapy item is marked as Practice administered or Dispensing, and if the quantity cannot be divided equally by the packsize, then a warning can be shown. For example, if a therapy item has a quantity of 60 tablets, and a pack size of 28 is chosen, then a warning is given, giving you the opportunity of changing the quantity. If left, the consequent printing of pack labels means two labels will be printed with pack size 28, and one further label for the remaining 4 tablets.

Handwriting Reminders - Controlled drug prescriptions are now printable so this option is no longer relevant.

If ticked, then the reminder message described in Controlled Drugs (*Print on RHS, Don't Print*, *Cancel*) will be displayed for a selected controlled drug after the first Print command (F9 or). You can choose to print the controlled drug details on the right-hand side, as a reminder to handwrite the prescription on the left.

Use Gemscript Posology Defaults – If Use Gemscript Posology Defaults is checked, this will automatically fill in the amount and dosage fields with the recommended quantity, from the Gemscript drug dictionary. You can always override them at the time of entering the drug item.

Note – When copying an an item which has your own quantity and dosage, and you have Use Gemscript Posology Defaults switched on, the copied item will have the Gemscript defaults, not yours.

Medication Review

Date Offset: You first set up a medication review with a Setup Date, usually today's date (see Adding a new Medication Review). The Date Offset is the period in the future when you want to carry out the medication review and mark it as Review done. The default is 6 months, ie six months from the Setup Date, or T+6M. For example, if today is 1st April 2012, the date offset of 6 months would be 1st October 2012.

Overdue Offset: The Medication Review becomes overdue once the period in the Date offset (eg 6 months) is reached from the Setup Date (ie six months from now). The default is 0 years. A typical setting of this would be +2w (ie T+6M +2W) such that a review is marked as due in the month around the due date and as overdue subsequently. In the example above, the overdue offset is 14th October 2012.

Due Offset: When the Medication Review is due, you want to be flagged before it becomes due. This is the date the flag starts, say 6 months from the Setup Date, minus 2 weeks (the default). In the current example, the Due Offset would be 17th September 2012.

Default Read code: The default is 8B3S Medication Review. The full list of codes is listed in Adding a new Medication Review

Printing

Unprinted prescriptions - Choose, if there are any unprinted prescriptions when you exit Consultation Manager, whether to ignore, print, view or choose each time (see "Unprinted prescriptions").

The default is Choose, which allows you either to continue without printing, print unprinted scripts or view the items when the consultation is closed. The other options are Ignore (ie always ignore unprinted prescriptions), Print (always print automatically), or View which means the Therapy Print screen will always be displayed automatically.

Print Reorder Form - The default is **Issues Only**, ie the reorder form will be printed only when the repeat is issued. The other options are **Always Off** - the reorder form is never printed; or **Always On** - the reorder form is always printed, regardless of whether it is a repeat issue or an acute prescription.

Print Signing GP Name – (Note – this option is not given on Northern Ireland systems as the Signing GP never appears) If you have the option **Print Signing GP Name** ticked, then the name of whichever doctor is selected in **Authorised Signatory** (previously *Doctor to sign prescription*) on the Print Therapy or Prescription Manager screen will print on the prescription. You may select a signing GP who may differ from the issuing or prescribing GP in Authorised Signatory (the prescribing GP is determined by which GP is signed on in Therapy Add).

Print Record Sheet (Scotland) - Please ignore this field.

Repeats

Initial Repeat View - Choose how the Repeat Therapy screen is initially displayed and which master lines are listed:

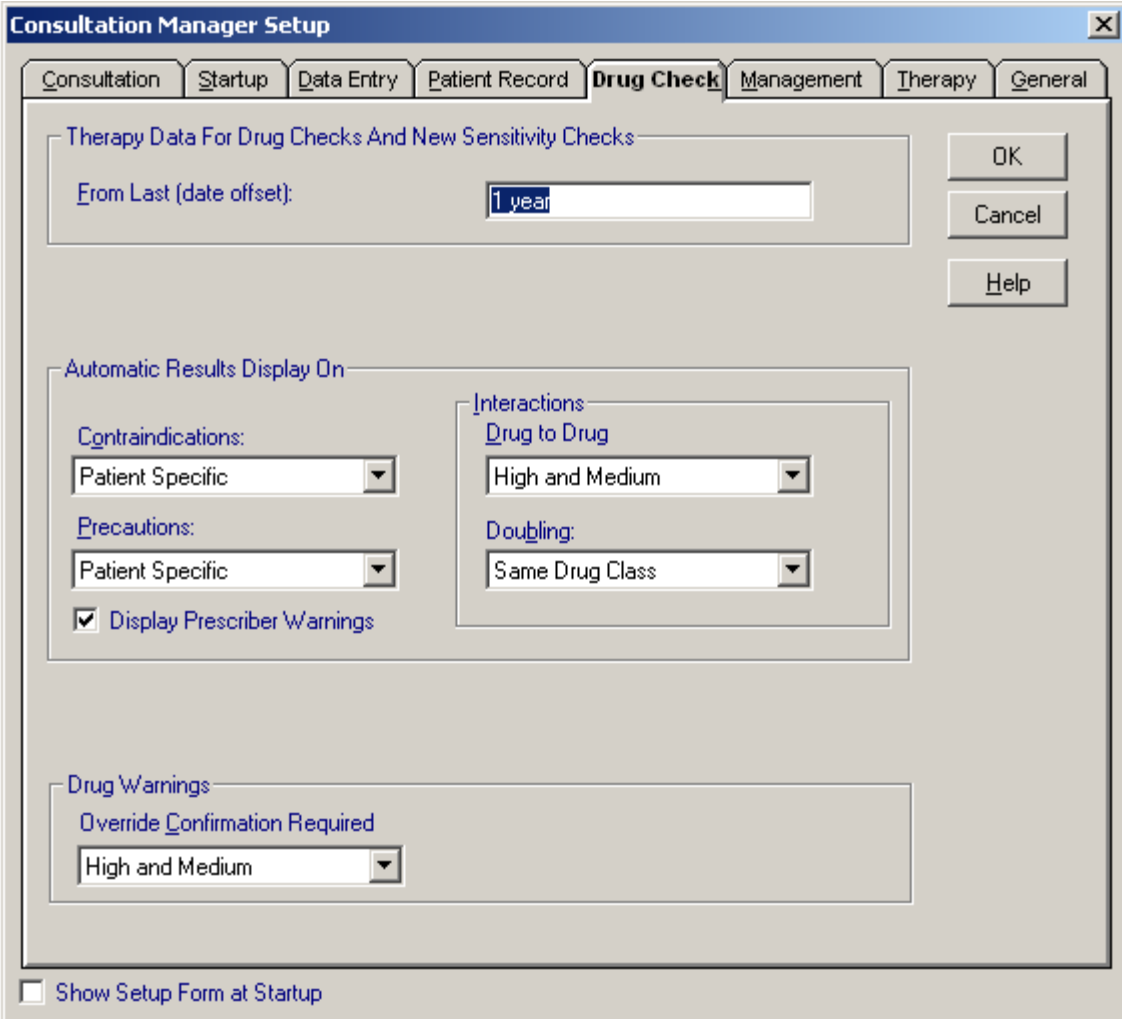
- **By Role** is the default, so the display depends on whether you are a clinician or member of staff. Prescribers (the doctors) can reauthorise prescriptions and can view expired items. The other options are:
- **Active** (show valid and expired repeats which have not been inactivated).
- **All** (show repeats which can be issued, and their former expired repeat lines).
- **Expired** (show those needing reauthorising before items can be issued).
- **Valid** (show current medication list of repeats).

Old Repeat Offset - A period of time can be entered here: type in a period, such as 6M for six months, and press Enter. If a repeat master has not been issued during this time, the date will appear in red on the left-hand column in the Repeat Master screen (see *List Repeat Masters Therapy* (page 52)).

Repeats Interval (note that in Scotland this is called **Review Interval**) - In England, you can set your own default period for repeat dispensing batches. This defaults to 28 days. If you prefer, you can alter this, for example, to change to thirty days, overtype 30D and press Enter.

Drug Check Options

On the **Consultation Options Set-Up** screen, under the **Drug Check** tab, there are several options which can be used to check contraindications, interactions, drug doubling etc when selecting drugs for prescribing in Therapy (see Drug check displays).



Therapy Data for Drug Checks

All therapy data is checked for drug-to-drug interactions and drug doubling..

In **From Last (date offset),** you can specify the date offset in days, weeks, months or years (eg 7D, 6W, 6M, 1Y):

- Only Therapy added within the period specified is checked.
- The date offset here also determines which acute therapies are listed on the Current tab of Therapy – it only shows acutes within the date offset (see *List Therapy* (page 50))

Non-Scottish practices - A value of around 20 days (20D) is recommended so that you avoid getting drug doubling messages on 28 day repeats. The minimum number of days which the drug and sensitivity offset date can be set is 7 days for non-Scottish practices. After receipt of DLM 260, all users who had an offset date of less than 30 days were automatically changed to the minimum 30 days offset but this can now be changed to 7 days.

Scottish practices - the minimum number of days which can be entered is 30 days.

For new users, the default is one year.

Automatic Results Display On

This sets the level of information which is displayed after drug checks (see Drug check displays).

Contraindications, Precautions and Prescriber Warnings

Display All – Shows all warnings regardless of whether patient has record of condition or not – some clinicians may want to choose between Display All or Patient Specific.

General – Shows patient specific and more important warnings only.

Patient Specific – Only show those warnings for which patient has record of condition; some clinicians may prefer to choose this option. After installing DLM 260, users will be changed to Patient Specific if their current option is less rigorous.

Never - Never display warnings to the prescriber of contraindications, precautions or prescriber warnings.

If you try to reduce the levels of warnings, for example, from Display All to General (or Patient Specific), you will be prompted with the following *Are you sure you wish to reduce this warning level? This may have negative consequences for patient care. Yes/No.* This is also recorded in the Audit Trail and can be found in Event Log.

In Scotland, the warning is stronger if you change the display option from Patient Specific to Never for contraindications: *The optional suppression of drug disease contraindications is not part of the original SEF specification. Users should note that potentially important clinical warnings may be suppressed by selecting this option. Are you sure you wish to proceed?* Select Yes to continue or No to cancel.

Usually *Drug check displays* (page 103) are automatically displayed after clicking OK on Therapy Add, where relevant, warning of any contraindications, interactions or drug doubling. The flags on the status bar at the bottom of the Therapy screen indicate if there is a drug check warning. You can click on the status bar flags to view the relevant warning screen. Once the screen has been viewed, the flags will be greyed out and turned downwards to indicate that the contraindications have been viewed.

In the above illustration, the status bar shows that there are no drug interactions and no contraindications.

Interactions - Drug to Drug

Interaction warnings are shown by red bars up to three levels - High, Medium and Low. The options are to display interactions that are:

High, Medium and Low – Displays mild, serious and life-threatening interactions.

High and Medium – Displays serious and life-threatening interactions.

High – Displays life-threatening interactions only.

You can change the level at each individual screen by using the *View* button (this is explained further in Drug Check Displays in the Therapy section.

Doubling

D**oubling** provides an extra drug check at the end of Therapy Add that the therapy item being added does not double with the patient's other therapy by being in either the **Same Drug Class**, or has the **Any Same ingredient.**

There are additional options of the **Exactly Same Drug;** and **Suppress All**, the latter displaying no doubling warnings to the prescriber.

As with Contraindications, Precautions and Prescriber Warnings, if you select to reduce the level of Drug to Drug or Doubling interactions, you will be prompted with the following *Are you sure you wish to reduce this warning level? This may have negative consequences for patient care?* You can select Yes or No. This is also recorded in the audit trail and can be found in Event Log.

Display Prescriber Warnings

The Prescriber Warning option is triggered by the drug information and not patient record (such information is now displayed as contraindications or precautions). There is a Display Prescriber Warnings tick box option as follows:

Checked – Shows all prescriber warnings for the drug.

Unchecked - Never display prescriber warnings.

Drug Warnings - Override Confirmation Required

From the drop down box under **Drug Warnings - Override Confirmation Required** select either **High** or **High and Medium**. In Scotland only, this is set to High and Medium and CANNOT be altered.

You are now able to select the level of drug warnings which you require to initiate a second confirmation for drug override. This also allows you to add free text to record why you are continuing to prescribe a drug after receiving a high or medium drug warning.

> **Note** - The default setting for Drug Warnings is High. You are able to change this to High and Medium if you wish. For Scottish practices, the only setting available is High and Medium.

With **High** or **High and Medium** selected, on prescribing a drug that has such warnings, you will be prompted with an initial drug warning followed by a further prompt where you can enter an override reason. If you select Yes and continue to prescribe the drug, you will be prompted with a screen which asks you to enter your reason for overriding this warning. Here you can optionally record the free text reason why you have decided to prescribe the drug and bypass the warning. If there are two

or more warnings, there will only be one reason for override as they all relate to the same drug.

You do not have to enter a reason for override if you do not wish to do so. An audit trail of any free text entered or whether you have bypassed the opportunity to enter free text can be found in the Event Log.

Printer Setup for Prescriptions and Labels

Printers will be set up by the engineer when you are installing your Vision system. They are determined by workstation and user and are set from the Vision front menu under Options.

However, you can yourself control the printer settings in one of three ways:

Classic Printer Setup (page 26) - Setup for Prescription printer and drug label printer.

Printer Profiles (page 26) (introduced in DLM 180) - this allows you to set up different printers for prescriptions, drug labels, bag labels and specimen labels.

Advanced Printing (page 35) (introduced in DLM 193) - This is a necessity:

- if your practice has nurse or supplementary prescribers who print prescriptions.
- Advanced printing must be enabled to print private controlled drugs.
- In Scotland, Advanced Printing is a pre-requisite for ePharmacy.
- If you are using Barcoded prescriptions in Wales and Northern Ireland.

Even if your practice is not involved in any of the above, all practices are encouraged to move towards Advanced Printing. Its main feature is the Prescription Manager screen which replaces the former Print Therapy screen. Its Active Simple tab resembles the Print Therapy screen, listing items to be printed, so practice staff can choose whether they use this or the Active Full tab which divides items by prescription pages. To a user on the Active Simple tab, reprinting is the only function that has moved

The use of Printer profiles is optional and reversible.

The **Options** - **Use Print Profiles** menu option is a toggle switch between the new Print Profiles and the old classic printer setup. So if you have already run the new Print Profiles conversion successfully, and Use Print Profiles is ticked on the menu, then the new Vision Printer Profiles screen will be displayed under the Setup - Printers tab. To revert to the classic printing, untick Use Print Profiles, then re-select Setup - Printers.

Classic Printer Setup

To set up the printer for the workstation you are at, select from the Vision front menu **Options - Set-Up**. Select the **Printers** tab for selection of the prescription and label printer. You will also need to select the correct country in **System** - England, Wales, Scotland or Northern Ireland - for prescription printing.

The **Staff Maintenance Utility** in **Control Panel - File Maintenance** will also let you set up the printers for prescriptions and labels without having to move around each machine. This is only a feature that can be used if you remain with the classic printer setup.

Choose the selected printer for prescription output, and that for printing drug labels if dispensing. Note that the printers are recorded by workstation – you cannot add new printers (this has to be done by an engineer).

1. Select Options from the Vision Start-up menu, then Set-Up.
2. Click on the Printers tab.
3. Under Prescription, click to highlight the printer you use to print prescriptions.
4. Select the Port - a parallel printer is usually in LTP1, and a serial printer in LTP2 - if you are not sure you will need to contact the Help Line.
5. Then click on Select.
6. Repeat for Drug Labels if you are printing these within the practice, usually dispensing practices.
7. Click on OK.

Finally, check in Options - Set-up on the Vision front menu, under the System tab, that the correct country is defined for your practice - England, Scotland or Northern Ireland. This is particularly relevant for prescription printing.

Note that changes can only be made if all other users are logged out of Vision and you are signed as the System Manager (see Modules - Security).

Printer Profiles

This is a long help section and you may prefer to print out the topic. Right click on Printer Profiles on the left-hand navigation pane of Help, select Print, then select Print the selected headings and all sub-topics.

Introducing New Printer Profiles

You can define separate printer profiles for the following:

- Prescription Printer
- Nurse/SP Prescriptions (particularly in Scotland where there is different prescription stationery)
- Specimen Label Printer
- Drug Label Printer
- Bag Label Printer

The new printer configuration system is optional - you need not convert to it if you are satisfied with your current printing arrangements. However, it will:

- Allow you to set up a separate printer destination for each therapy print function (e.g. Drug Labels and Specimen Labels). This is attached to a workstation, although it may be desirable to allow roaming profiles.

- Allow you to configure new and existing printers, thus eliminating the need to manage and test all printers centrally. This function is simple and easy to use, but a wide variety of settings can be adjusted, such as orientation and paper source.
- Automatically convert existing settings to create default values during the initial upgrade.

Access to Printer Profiles

You can access Printer Profiles from:

- The Vision front screen – Options – Setup – Printers.
- Within Consultation Manager, by pressing the Setup button on the Print Therapy-Add screen or Prescription Manager screen.
- Consultation - Options - Prescription Setup (see *Consultation Options - Prescription Setup* (page 36)) then press Print Profile.

Conversion to New Printer Functionality

It is important that you make a smooth transition between the old classic printing and the new printing profiles. The conversion process is described below.

> **Note - To minimise the impact, the use of printer profiles is optional and reversible.** This way, those who are happy with their current printing should be able to continue without interruption.

Select the menu option **Use Print Profiles** from the **Options** menu on the Vision front menu. If the system detects that no profiles have been created for this workstation, and there is at least one printer set up for classic printing, then the conversion process is initiated.

The **Vision Printer Profiles** dialogue is shown:

Automatic Conversion

If **Automatic** is selected, then the current genprint settings are used to generate up to two new profiles, which are then automatically assigned to the relevant Vision print functions. After conversion, a message will show if the conversion was successful or failed.

- If successful, the message will read:
- Script settings converted successfully

- Label settings converted successfully

Conversion successful

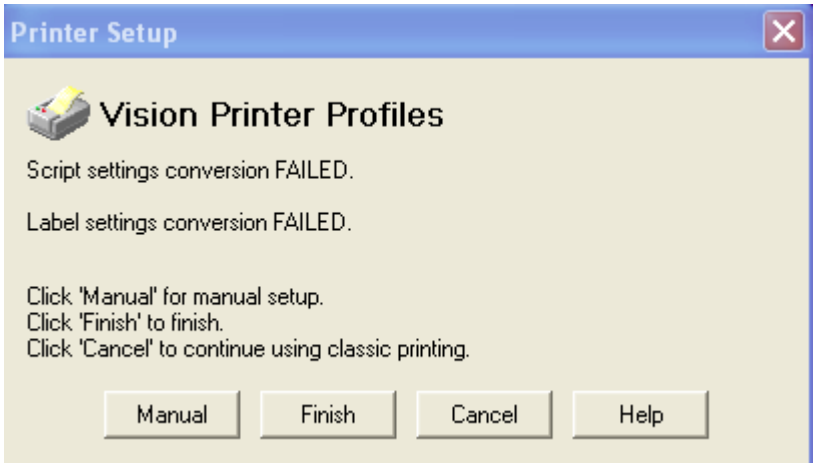
- If unsuccessful, the message reads similar to the following example:
- Script settings conversion FAILED:
- "Could not open printer - [name of printer, eg Epson Compatible 24 Pin]"
- Label settings converted successfully
- In this case you should do a manual conversion for the prescription printer. Check the label settings as well.

Conversion encountered an error

If conversion of both Script and Label settings failed, the following message is shown:

- "*Script settings conversion FAILED:*
- *Label settings converted FAILED*"

1. In this case you should do a manual conversion.



2. Clicking **Manual** lets you follow a manual setup of the Printer Profiles.
3. Clicking **Finish** exists from the screen without Printer Profiles being set up for either Script or Label settings, whichever failed.
4. Clicking **Cancel** lets you return to classic printing.

Manual Conversion

If **Manual** is selected at any stage, then the Profile setup dialogue is shown. If unconverted settings remain, then a new Convert Existing Settings button is visible which gives you a second chance to use the automatic conversion for a particular printer type (Script or Label).

Printer Drivers - The conversion process relies on the default Windows printer driver being the same as the driver specified in a file called genprint.dat. If these drivers are different, then, as with the import, it is unlikely that the settings will work well. Should this occur, a warning is given, recommending a test print. This is unlikely to happen on NT systems, since setting up a printer under classic printing will permanently change the default driver in Windows to match the genprint.dat driver. On Windows95 however, the driver is changed temporarily at the time of printing, and so there is a greater chance that the drivers will not match.

Set up Vision Printer Profiles

1. Setting up of printers is made via **Options - Setup - Use Print Profiles** from the Vision front menu.
2. If printer profiles have not been enabled on the workstation, then the classic printing setup screen is shown as usual. There are other circumstances in which the Vision Printer Profiles screen may be displayed (for example, Manual Conversion). In these cases, the other system options and tabs will not be visible.

Note - You can also reach the Printer Profile screen from within Consultation Manager, by pressing the new Setup button on the Print Therapy-Add screen or Prescription Manager screen, and also from Consultation - Options - Prescription Setup.

Print Function - This list contains all Vision print functions that are supported by Printer Profiles. Each of these functions has an associated printer type, currently Script or Label:

- Prescriptions
- Nurse/SP Prescriptions (in Scotland)
- Drug Labels
- Bag Labels
- Specimen Labels

Select one of these, eg, Prescription, if you want to set up a prescription profile.

Printer Profile - This picklist contains all profiles that have been created on this workstation that correspond to the selected print function, eg My Prescription Settings.

Thus, if *Prescriptions* is selected, then the picklist is filled with all script profiles, whereas if any of the three label functions are selected, then it is filled with all label profiles. The selected item is the profile assigned to the currently selected print function.

- **Add and Edit** - These buttons on the Vision Printer Profiles screen let you add or edit a printer profile (described below).
- **Remove** - This deletes the currently selected configuration after a warning has been given.
- **Apply** - This is enabled when the profile assignment has changed. When pressed, all function-profile assignments are saved and the button is disabled. The OK button also saves any unsaved assignments in addition to closing the screen.

Add a Profile

Add or Edit a profile - Make sure the correct function is selected in Printer Function, then select **Add** (or Edit) for the Add (or Edit) Printer Profile settings screen.

Profile Name - Type in a name, or keep the simple default, e.g *My Prescription Settings, My Drug Label Settings*. This is the name that appears under the Printer Profile on the main screen, and also on the import screen. It is the primary identifier of a profile, and must be unique for a given workstation. The default is a unique value

Printer Type - Select either **Script** or **Label**. This is used to filter profiles by printer type. It is disabled in Edit mode. The default is the printer type of the print function currently selected in the main screen.

Available Printers - Select a printer from the list of installed printers. There is no default selection. This is the way to select different printers for different labels.

Stationery - If you are setting up a Nurse/Supplementary Prescriber in Scotland, then choose GP10NSS. If GP in Scotland, choose GP10SS. Under the Advanced option, you can specify the tray for loading each type of script in Paper Source. In England, there is a choice of FP10SS0105, FP10SS0406 and FP10SS0901.

Print a test page. This prints a dummy script/label to the printer. Note that both English and Scottish scripts will print a barcode, even if the practice is not enabled for ETP (Electronic Transmission of Prescriptions, part of the NPfIT project)

Script test prints a dummy script on the left hand side with the profile settings and other details on the right-hand side:

Label test prints differ from the test print available via label design. A border of characters is printed to make it easy to align the output on the label. Selected profile settings are also printed.

Margins - If the alignment is incorrect, then adjust the left or top margins to fine tune the printing alignment. Print another test page. The measurement is in mm and can be negative.

Advanced Settings - see below. You will need to select the correct Form, eg FP10 (HL-1250 script) ES, though if you do not, the default form setup is used for that printer on your workstation. Label settings, however, may need Advanced adjustments; or if you need to select landscape.

Press **Save** when correct.

Repeat for Drug Labels, Bag Labels and Specimen Labels.

Click on either OK at the front Profiles screen if you are adding, or Apply if you are editing a profile.

Advanced Settings

Sometimes it will be necessary to adjust other parameters. These can be made available pressing the **Advanced** button on the Add (or Edit) Printer Profile settings screen.

Page Height - Form feed. Only visible under Windows 95 (1/10 ths of a mm). The default is 2169 for scripts, 381 for labels.

Form - NT Form name. Only visible under Windows NT, 2000 and XP. The default is the current printer form - note that you can scroll down and select various options including those listed below. If you do not pick from the Form picklist, then the default form will be used, ie the form that is setup for that printer on your workstation. This will usually be FP10 or A4 on a new printer. The form size does not really matter with FP10s in portrait mode unless it is smaller than the paper, so A4 is quite acceptable.

If you select landscape in Orientation, then the form size becomes much more important.

Label printer setup will probably require changing advanced settings, unless the import is used

If you import from an existing setting, then the form and other details will be filled in accordingly, and no further action should be required other than fine tuning the margins.

Reverse Feed - Reverse feed – (1/216 inch). The default is 0.

Paper Source - Printer Bin to use. The default is the current printer bin, eg <default>. For Scotland where there is separate GP and nurse prescription stationery, you can specify the bin as you add or edit each.

Orientation - Portrait or Landscape – a landscape option permits the use of some printers that cannot otherwise be used because of printer tray limitations. The default is Portrait.

The following options are not available when editing prescriptions if you are enabled for ETP, ie you are not able to change the font and font size if ETP messaging. The following options ARE available if you are editing labels:

Font - Font picklist – limited to Roman and Courier. Scottish scripts require Courier 11 on the left-hand side of the prescription. The default is Courier.

Font Size - a limited range of 6-11. 11 for Scottish scripts, else 9. 7 for labels.

Line Height - Labels only – must be greater than the Font size. The default is the Font Size.

Bold - Labels only – bold or normal. The default is normal.

Form Options

These are some of the options under Form.

ES refers to England, Wales and Scotland, NI to Northern Ireland

Prescription Printers - England, Wales and Scotland (ES)	Prescription Printers - Northern Ireland (NI)	Label printers
FP10 (EPSON LQ850) ES FP10 (EPSON SQ850) ES FP10 (EPSON FX-100+) ES ES FP10 (FUJITSU DL1100) ES FP10 (FUJITSU DL1150) ES FP10 (CITIZEN S90) ES FP10 (MT-150) ES FP10 (MT-2030) ES FP10 (HP Deskjet 930C) ES FP10 (HP Deskjet 540) ES FP10 (HL-1030 script) ES FP10 (HL-1230 script) ES FP10 (HL-1240 script) ES FP10 (HL-1250 script) ES FP10 (Canon BJ-300) ES FP10 (Citizen 300) ES FP10 (EPSON SQ870) ES FP10 (HL-1260 script) ES	FP10 (EPSON LQ850) NI FP10 (EPSON SQ850) NI FP10 (EPSON FX-100+) NI NI FP10 (FUJITSU DL1100) NI FP10 (FUJITSU DL1150) NI FP10 (CITIZEN 590) NI FP10 (MT-150) NI FP10 (MT-2030) NI FP10 (HP Deskjet 930C) NI FP10 (HP Deskjet 540) NI FP10 (HL-1030 script) NI FP10 (HL-1230 script) NI FP10 (HL-1240 script) NI FP10 (HL-1250 script) NI FP10 (HL-1260 script) NI FP10 (Canon BJ-300) NI FP10 (Citizen 300) NI	Fanfold 8.5 x 12 in Label (STAR LC-200) Label (MT-150) Label (CITIZEN 590) Label (4.00 X 1.50) Label (Brother M1409) Label (Brother M1709) Appointments form Label (2.80 x 1.40)

Import Label Printer Profile

The Import button on the Add (or Edit) Printer Profile button displays the Import screen which allows the sharing of printer settings between users, or access to centrally distributed settings.

The Import screen is intended to help when a widespread change is required, such as when the practice begins to use a new script, or a new main printer. If one user configures a profile for the new printer, then it is available for other users to import. It is also provides a list of InPS defined settings.

The Import screen is reached from the **Vision front menu** - **Options - Setup - Printers** - select **Profile Name** - **Add** or **Edit**; or **Advanced - Import**.

The following columns are shown:

Work Station - The name of the workstation that owns the profile

Platform - The operating system of the workstation that owns the profile

Profile - The name of the profile

Modified - The date/time that the entry was last modified

Printer - The name of the local windows printer

Driver - The driver assigned to the local windows printer

When a configuration is selected for import, control returns to the Advanced Settings dialog, and the following fields are filled using the imported configuration:

Margins

Page Height / Form

Reverse Feed

Font

Font Size

Line Height

Bold

Paper Source

Orientation

View Options on Import Profile screen

All listed profiles are filtered on the printer type (script or label) currently selected in the Profile setup screen. In addition to this, the following user definable filters can be applied.

- **Source -** This filters the list based on one of two options:
- **Practice**: Profiles that have been created on other workstations in the practice.
- **System**: InPS defined settings. This is currently the contents of genprint.dat. If selected, then all columns will be hidden except for Profile Name, and Driver.

Platform - This filters the view to show profiles that have been setup on either Windows95 or Windows NT/XP family workstations. It always defaults to the user's local platform, as it is unlikely that settings from a different platform will work correctly.

Only show profiles with a matching printer driver - This filters the list to show only settings with a driver that matches the driver for the Windows printer currently selected in the Profile setup screen. If this filter is not enabled, then non-matching drivers are shown in grey text. This is important because, as with the platform, if the driver differs, then it is unlikely that the settings will provide the correct layout.

Group By Workstation - If the source is set to Practice, then this option groups the settings by workstation.

Save Options - This saves the current options as the default for the next time this screen is launched on this workstation. This does not include the Platform filter.

Reverting to Classic Printing Setup

If you have the new Print Profiles but want to return to the classic printing setup:

1. Select Options - Use Print Profile then Cancel the screen. This should remove the tick from Use Print Profile.
2. Select Options - Setup - Printers for the classic printing screen.

Edit a Printing Profile

You can edit a Print Profile either from Options - Setup - Printers, or from within Consultation Manager on the Print Therapy screen, using the button Setup.

When you have made your amendments, click on Save on Edit Printer Profile.

Private CD Prescription Selection

For England, a print function called **Private CD Prescription** is available to be used for private Controlled Drugs if specified. This is optional but does allow you to specify a separate printer or printer bin. The standard prescription function is used if Private CD Prescription is not selected.

In **Print Function** select **Private CD Prescription**, then click on **Add**. Select the **Available Printer**. In **Stationery**, select **FP10PCDSS** for private CD stationery. In **Advanced - Paper Source**, you can set up a separate printer or printer bin for this stationery.

Advanced Printing

There is an option on the Vision front menu under Options called **Use Advanced Printing**.

All practices are encouraged to move towards Advanced Printing. Once Advanced Printing is switched on, you should check *Printer Profiles* (page 26).

- It will introduce you to the new Prescription Manager screen which replaces the current Print Therapy screen. Its Active Simple tab resembles the current Print Therapy screen so practice staff can choose whether they use this or the Active Full tab which divides items by prescription items. To a user on the Active Simple tab, reprinting is the only function that has moved.
- Advanced Printing must be in use if nurses or supplementary prescribers are to print prescriptions.
- Advanced printing must be enabled to print private controlled drugs.
- In Scotland, Advanced Printing is a pre-requisite for ePharmacy.
- In Wales and Northern Ireland, Advanced Printing must be switched on for barcoded prescriptions.

Switching on Advanced Printing

You must be a system administrator to switch on Advanced Printing.

From the Vision front menu, select **Options - Use Advanced Printing**. This will tick the Advanced Printing option to show it is selected, and the menu option Use Print Profiles will disappear.

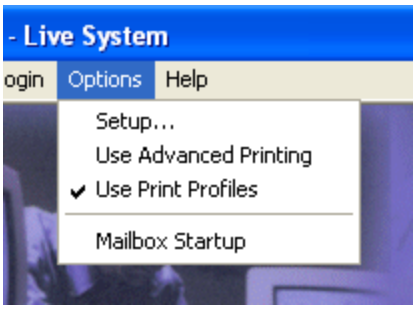
Switching on Advanced Printing will not only make the selection of Print Profiles unavailable, but will force use regardless of whether they have been used before. Users who do not have print profiles set up will be prompted to do so the first time

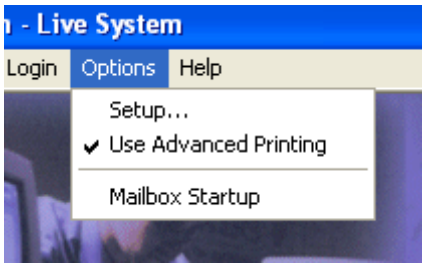
they print after switching on Advanced Printing. This is explained more fully in the DLM 180 user Guide or the on-screen help within Consultation Manager - Therapy - Setting up Therapy - Printer setup for prescriptions - Printer Profiles.

To switch off Advanced Printing, re-select it from the Options menu so it is no longer ticked. The Use Print Profiles option will re-appear.

Once Advanced Printing has been switched on, you can still access *Printer Profiles* (page 26) from one of three places:

- The Vision front menu – Options – Setup – Printers.
- Within Consultation Manager, by pressing the Setup button on the Print Therapy-Add screen or Prescription Manager screen.
- Consultation - Options - Prescription Setup in Consultation Manager (see *Consultation Options - Prescription Setup* (page 36).) then press Print Profile.





Consultation Options - Prescription Setup

There is an option under Consultation - Options - **Prescription Setup**. If Advanced Printing is switched on, the new Prescription Manager screen will replace Print Therapy. Eventually ETP will be switched on at the Prescription Options screen, but in the meantime, you are able to choose whether to display initially the Active (Simple) tab or Active (Full).

The initial view is set at **Active (Simple)** which is the screen which most resembles the current Print Therapy screens. Choose **Active (Full)** as the default view if you would prefer to divide the items prescribed into prescriptions.

The **Print Profile** button accesses the *Printer Profiles* (page 26) screen. This can also be reached from the Vision front menu - Options - Setup - Printers.

The Rejected tab option is an option for practices using ETP (electronic transmission of prescriptions) and refers to rejected messages.

Default Drug Selection and Formulary Selection

Within Control Panel – Security (from Vision Start-up menu), each user can set up how to choose defaults for the selection of drugs. Whatever is chosen and displayed initially can always be varied at the time of adding a therapy.

From the Vision front screen, select **Management Tools - Control Panel – Security**. This can only be done by a user signed on and designated as a system manager within Security.

Point to a user and click with the right mouse, selecting **Edit User**.

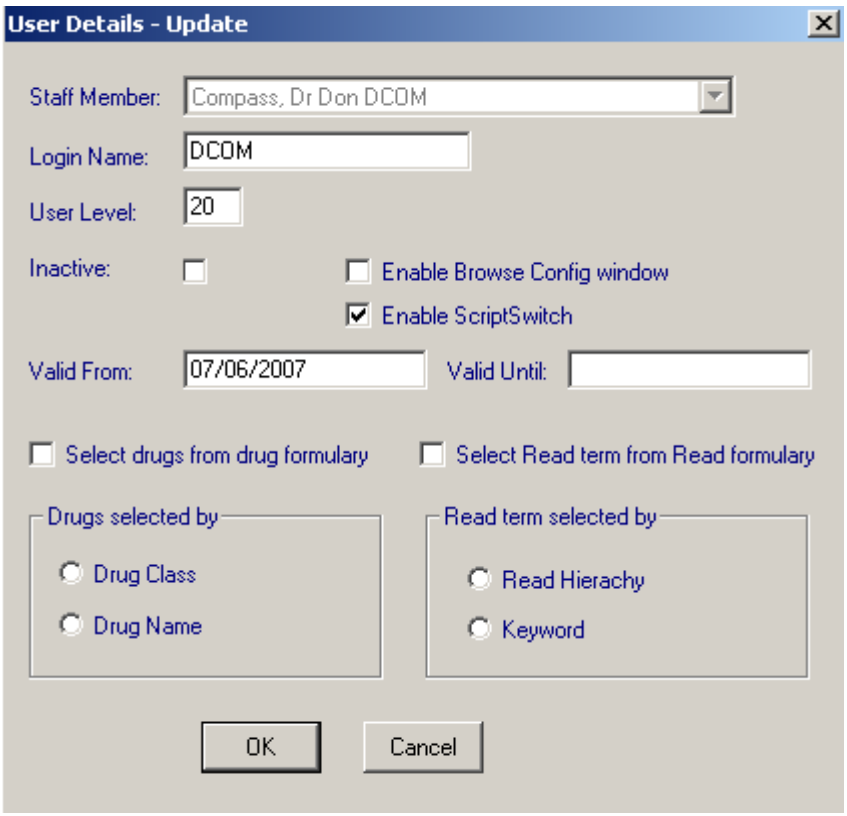


Figure 2: User Details - Update

Select Drugs from Drug Formulary - While displaying drugs for selection in Therapy, you may either by default display the full Drug Dictionary or the practice-defined Formulary. You can switch between the two at the time of selection in *Therapy*.

Drug Selected By - Choose either **Drug Class** or **Drug Name**, as the default display for the user to select items from the Drug Dictionary in *Therapy*. It is possible to switch between the two at the time of selection.

The other entries, not relevant to Therapy, are explained in the on-screen help at the Vision front menu.

Click on OK to save the entries.

Dispensing Drug Label Design

Dispensing practices that want to print dispensing drug labels with the prescriptions in Therapy, Consultation Manager, should first check and amend the label design from the Vision Front menu, selecting Label Design from the Modules menu.

Here, you can also set up the design of bag labels (see *Dispensing Bag Label Design* (page 45)) and specimen labels.

Caution Codes, with warning messages, can be allocated to drugs within the Formulary and printed on dispensing labels. Refer to the Therapy section of the Consultation Manager User Guide or on-screen help about how to print the dispensing label and add caution codes.

The design of the dispensing label has been set up in a standard way as a default, but you may want or need to alter the design, for instance, if you use labels with pre-printed warnings or practice details.

The drug, bag and specimen labels use a fixed number of characters per label (45 by 10). This is designed to print on a 3.8 x 1.45 inch label using the default font sized specified (in genprint). If the font size is adjusted, then it is technically possible to print on a different label size.

Note - A patient should be marked as dispensing in Registration – Other. The Dispensing check box will automatically be checked on the Therapy Add screen; and the Drug Labels box will also be checked automatically on the Print Therapy screen. The Bag Labels box remains unchecked on this screen and is optional. Pack Labels will be printed automatically if the P/Admin box is checked on Therapy Add – there is no "Pack Labels" box.

1. From the Vision Front Menu, select **Label Design** from the **Modules** menu, then the **Drug Label** tab.
2. The default design is the Child Warning on the first line, Practice Details on the 2nd and 3rd, Drug Details on the 4th and following lines. There is a maximum of ten lines.
3. You can drag and drop items to and from the **Available Fields** on to the left-hand label design. You do not need to keep to the above default order of lines, but can move items around on the design window using drag and drop. The Blank Line is the one item not used in the default design.
4. Alternatively, click with your mouse within the left-hand design window and position the yellow line with up/down arrows where you want the item to be inserted. Then highlight an item in Available Fields, and either click on Add; or just double click on an Available Fields item.

   Child Warning - The first line (*Warning : Keep out of reach of children*). If you already have pre-printed computer labels with this warning message, then select **Pre-Print Child Warning** which will blank out this first line.

   Practice Details - The second and third lines have the surgery name and address.

   - If the computer labels are already pre-printed with the practice details, then select **Pre-Print Practice Details** which will blank out these second and third lines.
   - If **Long Practice Details** is ticked, the practice details are condensed to the second line (practice name only), and the third line is blank. If unticked, both the second and third lines will print with the practice name and address.

   Patient Details - The fourth line – surname, forename and date of birth, and the date prescribed for this drug. Note that the *Patient Sex (in Patient Details)*

and *NHS/CHI Number (in Patient Details)* option are unavailable on Drug Label Design.

Drug Details - The next three lines, lines 5-7, are for the drug details. The drug name, form, strength and quantity is given on the first line. The next line is the dosage abbreviation and the following line the dosage description.

Caution Codes - The remaining lines, 8-10, are reserved for Caution Codes which are allocated to this drug. When printing a dispensing label (from *Therapy Repeat - Issue*), you may check and add to these messages.

Print dosage as uppercase – The box can be ticked for uppercase dosage.

You cannot specify the **Prompt Default number of labels** or **Default Number of Labels** (for dispensing patients, one drug label prints per therapy item).

Enable Print Labels checked – If this box is checked, then on the Print Therapy – Add screen when printing a script, the **Drug Labels** box will be checked so drug labels will be printed. If you are a dispensing practice, but do not want drug labels to be printed usually, then uncheck this box.

You can **Print Test** the label to see how it looks on your label printer setup.

5. Click on **OK** to finish and exit.

Drug Labels can be printed from the Print Therapy screen, by ticking the box Drug Labels. If the patient is marked as dispensing in Registration, then this box will be ticked by default.

An example of the text on a drug label is:

WARNING : KEEP OUT OF REACH OF CHILDREN

Anytown Medical Centre

22 Barnfield Hill, Cardale, Leeds, LS1 1TV

Mr A Allen 08/05/1922 28/11/94

1 pack of 100 PENICILLIN

4 qds

TAKE AT REGULAR INTERVALS - COMPLETE THE

COURSE UNLESS OTHERWISE DIRECTED

AN HOUR BEFORE FOOD OR ON AN EMPTY

STOMACH

Advanced Label Printing

The Advanced Label Printing option brings the following additional functionality to Drug Label Design:

- You can manage Monitored Dosage Systems (MDS) labelling.
- Labels can have larger text for patients with poor eyesight.
- You can print practice definable label warnings and instructions.
- You have more control over the number of labels required.
- A preview of the information to be printed is available.

Points to consider

Before using Advanced Label Design, you should note the following points:

- Existing label design settings for label printing are not affected until you enable Use Advanced Label Printing option from the Options menu on the Vision Front screen **and** edit the label printing settings. However, once you switch on the new drug label design facility, you must use the new functionality to change the label format.
- Advance Label Printing uses blank labels only, you can no longer have pre-printed lines.
- It is no longer possible to define the order of the information printed.
- You can only have one label format for your whole practice at any one time, this includes branch sites.
- 70x35mm is the minimum print area and 99x99mm is the maximum print area.

Dispensing Label Design Setup with Advanced Label Printing

To setup and use the dispensing label design you need to do the following:

- Check you have Advanced Label Printing enabled. See *Use Advanced Label Printing* (page 40).
- Set up your label size and options. See *To Set Dispensing Label Print Sizes and Options* (page 41).
- Review the new Patient options in Registration – Other tab.

Use Advanced Label Printing

To enable Advanced Label Printing, from the main Vision screen select **Options – Use Advanced Label Printing**.

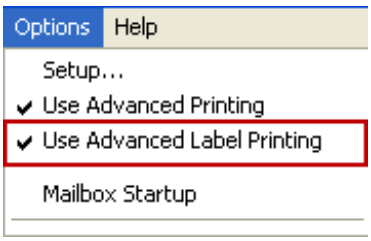


Figure 3: Options menu with Use Advance Label Printing highlighted

To Set Dispensing Label Print Sizes and Options

To specify your practice dispensing labels:

1. From the main Vision screen, select **Modules – Label Design – Drug Label**.

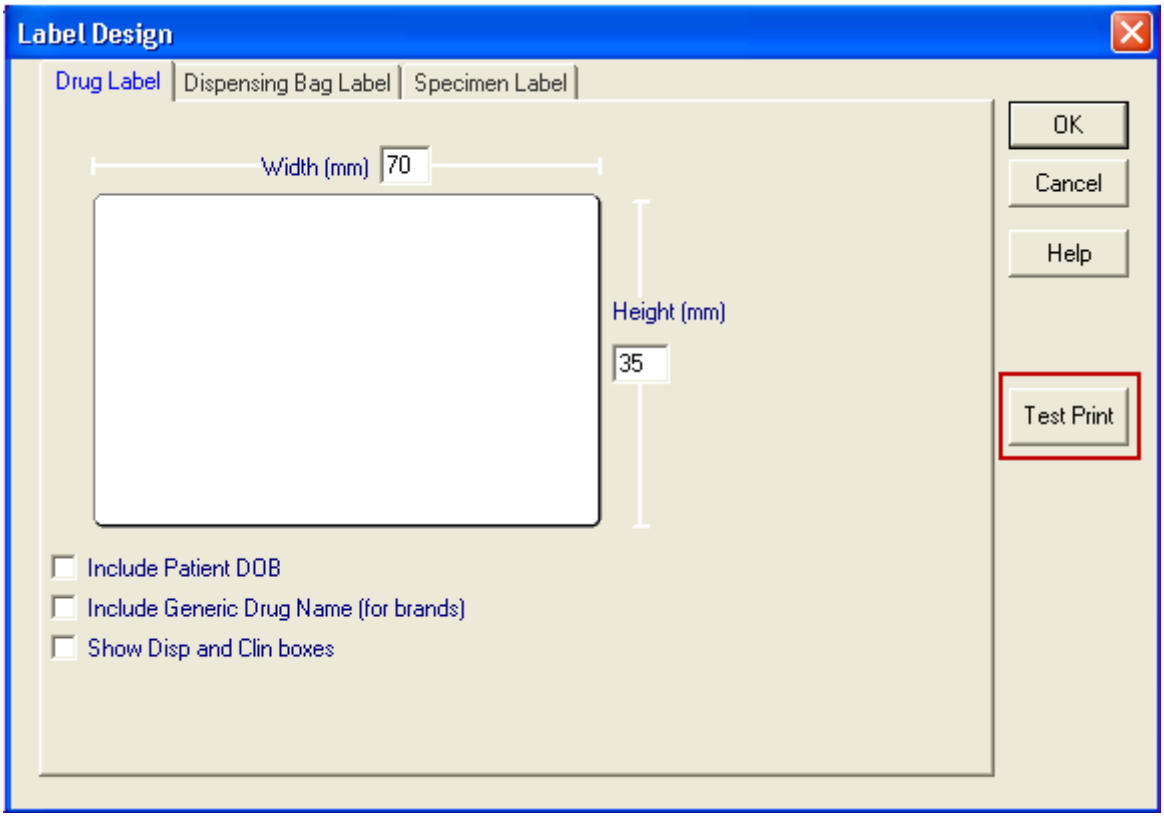


Figure 4: Advance Label Design – Drug Label with Test Print highlighted

2. Increase the **Width (mm)** if required by clicking and over typing with the width of the labels you are using. Maximum width is 99mm.
3. Increase the **Height (mm)** if required by clicking and over typing with the height of the labels you are using. Maximum height is 99mm.
4. You have the following options to select from:
   - **Include Patient DOB** – The patient's Date of Birth can print under their name.
   - **Include Generic Drug Name (for Brands)** – The full generic name for a drug can be printed under the brand name if a brand is prescribed.
   - **Show Disp and Clin boxes** – The ability to print boxes for internal work flow monitoring.

5. Click **Test Print** to check the resultant label.
6. If the position of the text on the label needs adjusting, click Start.
7. Select **Settings** and then **Printers and Faxes**.
8. Highlight your label printer, right click and select **Printing Preferences**.
9. Click on **Advanced**.
10. Next to **Paper Size**, Click on **Customise**.

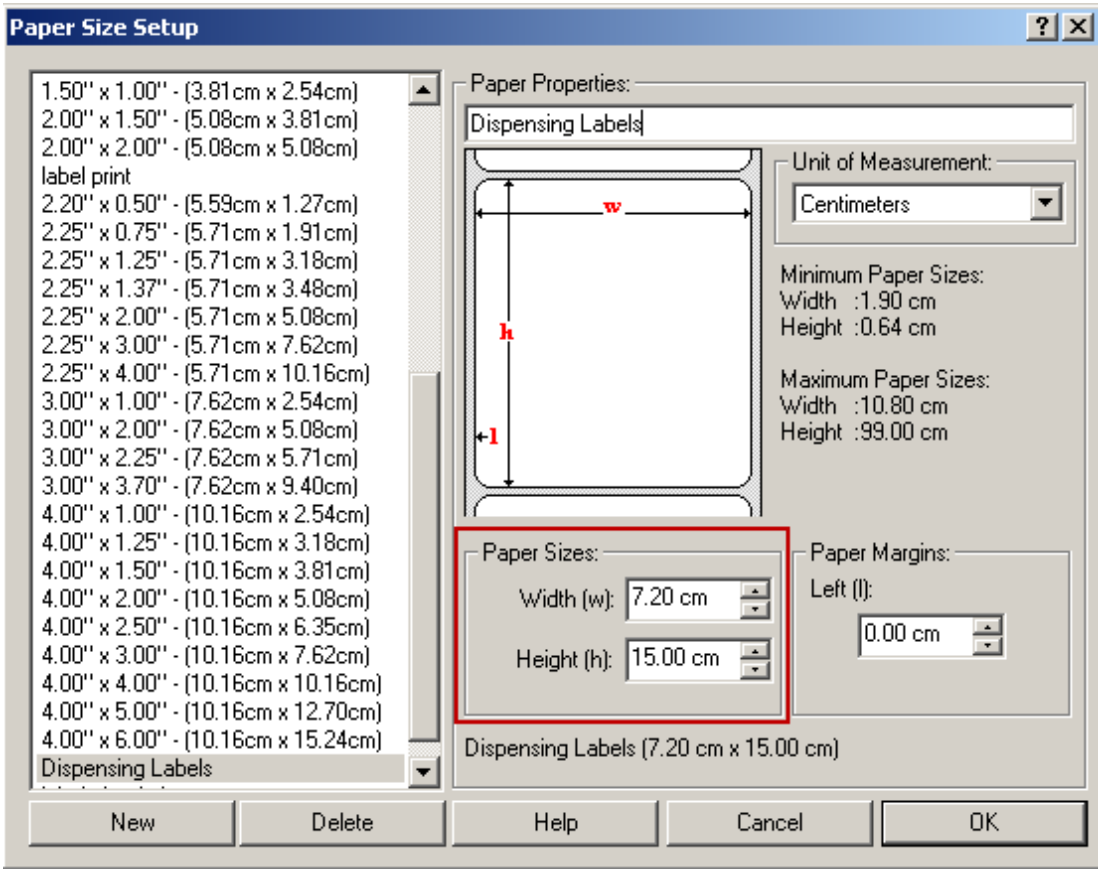


Figure 5: Paper Size – Customise - with Paper sizes highlighted

11. Change the **Width** and **Height** of the paper as required.

> **Tip** – If the text on the label slips on to two labels, reduce the height. If the text does not use the whole height of the label, increase the height. If the text does not fill the width, increase the width. If the text falls off the sides of the label, reduce the width.
>
> **Note** – The sizes here do **not** relate to the real size of your labels.

12. Click **OK** to save and close the **Paper Size Setup** screen, the **Advance Options** screen and the **Printing Preferences** screen.
13. Close the Printers and Faxes screen using ☒.
14. Test the new settings by returning to **Vision** - **Modules – Label Design – Drug Label** and clicking **Test**.
15. Repeat steps 6. To 14. until the label is printing correctly.
16. Click **OK** to save and close **Label Design**.

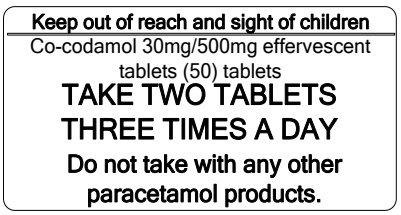
> **Note** – Dispensing Bag Label and Specimen Label design are not affected by these dispensing label enhancements.

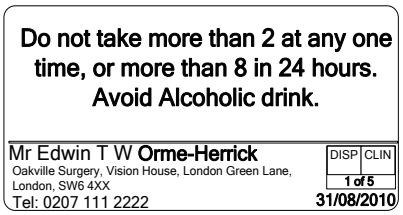
Example Dispensing Labels

The following examples show the positions for the various items on the first label. These figures are shown on a minimum sized label (35mm x 70mm); if larger labels are specified (up to 99mm x 99mm) the text will adjust automatically.

Normal Label

Poor Eyesight Label





Branded Drug Label

Note - If there is too much text for one label, the dosage and instructions continue on subsequent labels and the patient name, practice address etc is placed at the end of the last label. Blocks of text, such as dosage, are not split between labels.

Preview Dispensing Label

The new **Preview** check box option allows a preview screen to show when ticked. The tick can be removed if the preview screen is not required.

The Drug Label Preview screen shows all the labels that you are about to print with the relevant warnings and instructions. Instructions and warnings in grey are mandatory for these drugs and cannot be changed. Practice defined Caution Codes that are linked to this drug displays in black and can be withheld by removing the tick in the check box next to the text.

Adding New Caution Codes

To add new Caution Codes from the Drug Label Preview screen:

1. Right click on the drug you want to add the **Caution Code** to.
2. Select **Caution Codes...**.
3. From the Caution Codes screen, select **Attach New Message**.
4. If the code you require is on the Caution Messages list, double click to select it.
5. If the code is not on the Caution Messages list, right click on any entry and select **Add**.
6. Type the text you require into **Caution Message – Add**. Click **OK**.
7. Double click to select it from the Caution Messages screen.
8. Select **Close**.

Monitored Dosage System (MDS) Column

If the patient is a registered for Monitored Dosage System (MDS), a check box is displayed against each item. There is an option to enter the MDS start date, which

defaults to today's date, for forward planning. The check boxes are then automatically checked and the number of labels default according to the following rule:

- If the number of treatment days is greater than 0, the number of labels will be the treatment days divided by 7 (rounded up).
- If the treatment days is 0, one label will be printed.
- The date printed on the labels is the start date plus 7 days for each label.

Label number

The number of labels is calculated automatically but can be changed by over typing the Label number.

If number of labels is greater than 10 for any drug, the following warning is shown "*Warning! You are about to print labels for nnnn containers. Are you sure this is the correct number of labels?*"

Prescription Options

The Preview option is checked by default, but can be changed for each user:

1. From **Consultation Manager**, select **Consultation – Options – Prescription Setup** list.
2. Remove the tick from the Preview check box.

Dispensing Bag Label Design

Dispensing Bag Labels can be printed from the Print Therapy screen for use on the bag(s) containing a number of dispensed therapy items. Bag labels are non-drug specific. The default number of bag labels can be determined in the setup design, but you can overwrite this on the Print Therapy – Add screen.

The design of the Dispensing bag label is set in Modules – Drug Label Design – Dispensing Bag Labels (you can also alter the *Dispensing Drug Labels Design* (page 38) from here as well).

The default design has a maximum of ten lines. The second line is the Patient Details. Lines 1, 3, 4, 7, 9 and 10 are blank. Line 5 is the Patient Address, Line 6 the Requesting GP. Line 8 shows the Total items Prescribed.

The drug, bag and specimen labels use a fixed number of characters per label (45 by 10). This is designed to print on a 3.8 x 1.45 inch label using the default font sized specified (in genprint). If the font size is adjusted, then it is technically possible to print on a different label size.

1. Select Modules – Drug Label Design, then the Dispensing Bag Label tab.
2. You can drag and drop items from the **Available Fields** on to the left-hand label design and vice versa. You do not need to keep to the above default order of lines, but can move items around on the design window using drag and drop. The **Blank Line** and the **Patient Identifier** are two optional items not used in the default design.
3. Alternatively, click with your mouse within the left-hand design window and position the yellow line with up/down arrows where you want the item to be inserted. Then highlight an item in Available Fields, and either click on Add; or just double click on an Available Fields item.

   Patient Details – this line is mandatory and cannot be removed. It include the surname, forename and date of birth. If the **Patient Sex (in Patient Details)** box is ticked, then male/female is included on this line. If the **Patient**

Identifier (in Patient Details) box is ticked, then the NHS No will be included in England and Wales, and the CHI number in Scotland and Northern Ireland.

Patient Address – this the default 5th line.

Requesting GP – the clinician adding this therapy item.

Total items Prescribed – the default 8th line. This shows the total items prescribed on the current date (blank if zero).

Prompt Default number of labels – If ticked, a prompt will be shown to ask how many bag labels are to be printed.

Default Number of Labels – Set this at least to 1.

The box **Enable Print Labels checked** cannot be checked for bag labels.

You can do a **Print Test**.

4. Click OK to finish.

Dispensing Bag Labels can be printed from the Print Therapy screen.

Formulary and Drug Dictionary Utilities

Practice Formulary Overview

A sub-set of the full Gemscript Drug Dictionary can become the practice formulary in order to save time when prescribing (it is quicker to find a drug from a Formulary than from the full drug dictionary), and to encourage consistency amongst GPs and GP registrars when prescribing.

The Formulary can be created in a number of ways:

- You can use the Drug Dictionary Utilities option in the Modules menu. This lets you compile a list of the most commonly used drugs in your practice which can later be reduced or enlarged and used as a basis for creating your Formulary (see Drug Dictionary Utilities on-screen help)
- You can also start a Formulary from a blank list if required.
- You can import an already existing Formulary (for example, from another practice or PCT user) and modify it for your own use (see see Drug Dictionary Utilities on-screen help).

Note - To avoid formularies being deleted by accident, it is strongly recommended that only System Administrators have access to the Drug Dictionary module.

After the Formulary has been created:

- You **must** change the security settings of the staff who are going to use the Formulary, so that their default selection of drugs is from the formulary. A System Manager needs to edit their user details in Control Panel - Security and tick the box **Select drugs from drug formulary**.
- When listing the full dictionary during drug selection, a Formulary item has a small **f** in the left-hand margin. Each user can decide whether to select or remove items from the Formulary (see *Default drug selection and formulary selection* (page 37))

- You can add drug defaults to formulary and non-formulary items (see To add your own defaults)
- For those who are set to use the Formulary by default, on adding a drug in Consultation Manager, Vision will initially search for the drug in the practice Formulary. If a drug match is not found in the Formulary, you will be given the option to look at the full Gemscript drug dictionary. From Consultation Manager you are also able to add and remove items from the Formulary on an ad hoc basis.
- You will need to **update** the Formulary as new drugs are added to the Vision drug dictionary.

Maintaining the Formulary

The Drug Dictionary Utilities option from the Modules menu on Vision front menu also allows you to create a drug Formulary. It is well worth while keeping a copy of your formulary – you can do this by exporting your formulary and storing the copy. You are also advised to restrict access to Drug Dictionary Utilities to **system managers** in case a member of staff inadvertently selects Formulary – Remove All Formulary Entries or Replace Formulary with List.

Maintain Formulary lets you add or remove individual therapy items to or from the formulary.

Using the Formulary from Consultation Manager

Once the individual staff members have been enabled to select drugs from the Formulary, when selecting drugs, Consultation Manager will primarily look in the Practice Formulary list. You are able to search the full drug dictionary if required. You are also able to view the Formulary list and add and remove drugs from the list from here.

Selecting Drugs from the Formulary

From the **Therapy Add** screen, whilst adding either a repeat or an acute, type in the drug you require.

Upon pressing Enter, Vision will search the Formulary list for a match. If you find the required drug, you are able to add this in the usual way.

To allow you to search your entire formulary without restriction, the All Generics, Specials and Discontinued filters are not applied when searching for a drug item from the Therapy Add forms (including when you use the up and down arrows to browse the list). Your settings in the drug select screen are not affected by this.

If you enter a therapy item which is not in the Formulary, you are given a message: *Drug name [name] not found in Formulary. Do you wish to search the main dictionary? Yes / No.*

> **Note** - You will find that when searching for drugs, you do not need to type as much information in the Drug Search box because the Formulary list is much smaller than the full drug list.

Selecting a Drug Outside the Formulary

If you cannot find the drug you want within the formulary, simple take the tick of the Formulary box and once again press Find or Enter.

Maintaining the Formulary from Consultation Manager

You are able to View the Formulary list and add and remove Formulary drugs whilst in Consultation Manager if required. You do not necessarily have to go to Drug Dictionary Utilities to maintain your Formulary.

Viewing the Formulary from Consultation Manager

Whilst in a patient consultation, you can view the practice Formulary list:

1. From **Therapy Add** screen, double click in the drug box or press <**F3**>.
2. This will display the **Select Drug** screen. Make sure that the **Formulary** tick box is already selected. Without typing anything in the name box, select **Find**.
3. This will display all the drugs which are currently in your Formulary.

Adding/Removing Drugs the Formulary from Consultation Manager

If you want to add and remove drugs from the practice Formulary from Consultation Manager:

1. Whilst in a patient consultation from the **Therapy Add** screen, double click in the drug box or press <F3>.
2. When the **Drug Select** screen is displayed, click on the Mode... button.
3. Click on **Maintain Formulary**.
4. This will switch on the option to update the drug Formulary and change the heading at the top of the screen to **Maintain Formulary**.
5. If you want to add a drug to the Formulary, first make sure the Formulary at the top right is unchecked so the full drug dictionary is displayed from which to make your selection. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small **f** in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.
6. When you have finished adding / removing drugs click on the Change button.
7. Then click on Close and OK to exit.

You are also able to add drug defaults (see *To add your own defaults* (page 93)).

List Therapy in Consultation Manager

Therapy is Listed According to Acutes and Repeats

Therapy records are divided between two lists: one-off acute prescriptions and any issues of repeat prescriptions are grouped under Therapy Scripts or Current; and repeat masters are listed under Therapy Repeats.

A patient's existing Therapy records can be listed as follows:

- From Add – Therapy Acute (or press F4) or Add – Therapy Repeat (or press F5),
- From List – Therapy Acute (or press F4) or List – Therapy Repeat (or press F5)
- By clicking on  for a list of one-off acute prescriptions, and each issue of a repeat prescription on the Scripts tab.

- See *List Acute and Repeat Issues Therapy* (page 51).
- By clicking on  for a list of repeat masters on the Repeats tab.
- See *List Repeat Masters Therapy* (page 52).
- From Patient Records Therapy tab on a Vision 3 view.
- See *List Therapy from Therapy Tab of Patient Record (Vision 3)* (page 50).

Note there are a number of function keys to access therapy records quickly – see *Function keys and keyboard* (page 49).

Function Keys and Keyboard

A number of function keys have been programmed to allow one-handed access on the keyboard, to help members of the practice who take repeat prescription requests over the phone:

- **F1** On-screen Help
- **F2** List Medical History
- **F3** Find (select a patient), or depending if the cursor is in Read Term Add, the Read dictionary
- **F4** Displays the Script tab showing acute and repeat issues. For Add new Acute Therapy, then press Esc or F4 or F8.
- **F5** Displays Therapy Repeats - then press F5 or F8 or Esc for Repeat Master Add.
- **F7** Start a Consultation (Shift-F7 Ends a Consultation)
- **F8** New Therapy Add screen (you need to be at a Therapy List screen first)
- **F9** Print/Issue and Print - This displays the Therapy Print Record - Add screen and marks any selected drugs as issued. A second F9 then prints the prescription. There does not need to be a Therapy window open for this function key to operate - use it anywhere within Consultation Manager.
- **F10** Wide screen view of patient record without the navigation or topic pane.
- **Spacebar** - To select and mark as selected > from a Therapy list. Pressing again removes the > mark.
- **CTRL R** Displays the Current tab.

Selecting menu options by keyboard rather than the mouse, once either Therapy icon has been selected, or Add - Therapy Acute or Repeat selected, then a Therapy or Repeats menu is displayed on the Consultation Manager menu, the options on which are:

- **Therapy** (Acute and Issues of Repeats) - New [F8], Print [F9], Reprint, Print Label Close
- **Repeats** - New [F5], View, Select All, Deselect All, Reauthorise, Inactivate, Reactivate, Post-date, Issue [F9], Print Reorder Form, Close.

List Therapy from Therapy Tab of Patient Record

On the Patient Record of the Vision 3 Framework, the Therapy tab itself has three tabs: *Current tab* (page 50), *Scripts tab* (page 50) and *Repeats tab* (page 52).

> **Note** – You can quickly reach the Therapy tab from other tabs by pressing either <F4> (Scripts) or <F5> (Repeats).

Current Tab

The **Current tab** lists current medication - acutes within the date offset, and active repeat masters (the date offset is set in Consultation – Options – Setup – Drug Check – Therapy Data for Drug Checks – From Last (date offset), for instance 1Y for within the last year). From DLM 300 this can now be selected using the shortcut **CNTL R.**

- Acutes
- Active repeat master is either valid repeat; or expired repeat which need reauthorising

Sort Therapy Data by Date, GP etc - On either the Current, Scripts or Repeats tabs, click with the left mouse once on any column header to sort the data entries - for instance clicking on the Drug column sorts the list alphabetically A-Z and clicking again sorts Z-A. Clicking on the date column sorts dates chronologically from latest first, or clicking again, earliest first.

Sort the Current list into acutes and repeat masters - Click once with the left mouse on the Max column. Any with numbers against them in the Max column are repeat masters, and will be listed in numerical sequence. Any that are blank in the Max column are acutes . Clicking again will bring the acutes to the top of the list and the repeats listed thereafter.

Scripts Tab

The **Scripts** tabs shows all acutes (whether printed or not) and issues of repeats. Issues of repeats have a figure in the Iss column, and acutes do not. Details include the date printed, drug name, form and strength, how many issues have been made to date (or blank for acutes), the quantity and preparation, and the prescriber. When at the Scripts tab, an extra Therapy menu option appears on the main toolbar for keyboard users: New (F8), Print (F9), Reprint, Print Label, Close.

Sort the Scripts tab into acutes and issues of repeats - Click on the Iss column once with the left mouse. Those with numbers are issues of repeat masters. Those without numbers are either unissued repeat masters or acutes.

List Acute and Repeat Issues Therapy

To display of list of a patient's acute and repeat issue records:

- either click on the Therapy Acute icon to display the Scripts tab
- or click on Add - Therapy Acute (or Alt-A, T)
- or click on List - Therapy Acute (or Alt-L, T)
- or press F4 function key - if no data screen is shown at the bottom of the screen, press the Escape key for it to be displayed.
- or select the Therapy tab of a Patient Record (Vision 3 Framework) under the Therapy tab, then Current (see *List Therapy from Therapy Tab of Patient Record (Vision 3)* (page 50)).

This section describes below the standard Therapy Listing.

What the List Shows

The records are listed chronologically, latest at the top. Each line on the *Therapy* screen shows:

- **Date** of the acute prescription or issue of a repeat.
- **Drug** name, form and strength, dosage,
- **Iss** - the number of prescriptions of a repeat prescription, for example, 3 means three issues made of a repeat; acute prescriptions are blank in this column.
- **Dosage** text in full
- **Quantity** prescribed
- **Preparation** – eg ml, gm, 10 ml sachets, suspension, pack of tube 78g
- **Prescriber** (Authorised Signatory, previously called *Doctor to sign prescription*)

You may also see the following items listed:

- Prescription Reprint – displays issues that have been reprinted and the reason for reprint.
- Prescription Amendment – Displays issues of electronic prescriptions that have been amended.
- Prescription Cancellation - Displays issues of electronic prescriptions that have been cancelled and the cancellation reason.

Changing the Width of the Columns and Screen

Not all the columns can be displayed on this screen without scrolling unless maximised. Maximise the screen either by double clicking on the title bar – Therapy, or clicking on at the top right. Use the horizontal arrows on the Status Line to move the screen display across.

You may also alter the width of the columns by clicking on the title bar within the column you want to alter, for example, clicking on either Date, Drug, Iss, Dosage, Quantity, Prescriber. This highlights that column and if you point the cursor on the column's dividing line with the next column, the cursor changes to a double-headed white arrow. Press the left mouse button, hold down, and drag the vertical column line to the left or right, depending on whether you are increasing or decreasing the column width.

Repeats Tab

List Repeat Masters Therapy

To display of list of a patient's repeat masters:

- either click on the Therapy Repeat icon
- or click on Add - Therapy Repeat (or Alt-A, E)
- or press F5 function key;
- or select the Therapy tab of a Patient Record (Vision 3 Framework) under the Therapy tab, then Repeats (see *List Therapy from Therapy Tab of Patient Record (Vision 3)* (page 50)).

The **Repeats** tab lists only repeat masters. These are prescriptions that may be given regularly at the patient's request over a period of months, then needing reauthorising by a GP before being renewed for a further few months, if required.

You can filter the display by depressing one, two or three buttons at a time:

- To show all repeats, regardless of status, make sure no buttons are depressed.
- To show a list of valid repeats, click on Filter Expired Repeats and Filter Inactive Repeats (leave Filter Valid repeats undepressed).
- To show only expired or inactive repeats, click on Filter Valid repeats to remove valids from the list.
- Click on Filter Expired Repeats to remove expired repeats from list;
- Click on Filter Inactive Repeats to remove inactive repeats from list.
- All buttons depressed clears list completely.

By default, a clinician will filter *inactive* repeats, while a non-clinician will filter *expired* and *inactives*.

What the Repeat Therapy List Shows

Each prescription from the repeat master is called an issue. Issues are not listed on the Repeat Masters list, but are shown with the acutes prescriptions (see *List Acute and Repeat Issues Therapy* (page 51). Therapy reprint reasons are shown

Details of each line on Repeat Masters include:

- **Last issued -** the date of the last issue. Your attention can be drawn to r**epeats not recently issued** by the date being highlighted in red. The period of time is set in General Setup, Options, Consultation, under Old Repeat Offset (see Default Settings for Therapy). Alternatively, it will say **Not Issued** if never printed.
- **Drug** name, form and strength,
- **Iss** - the number of prescriptions issued for this item.
- **Dosage** text in full
- **Quantity** prescribed
- **Preparation** - eg ml, gm, 10 ml sachets, suspension, pack of tube 78g
- **Authorised** – the date the repeat master was authorised or reauthorised (see Reauthorise Repeat Master)
- **Max**imum permitted number of issues,
- **Repeat until** date (optional)
- **Prescriber** – Authorised Signatory (previously Doctor to Sign Prescription) on Print Therapy or Prescription Manager screen.

You may also see the following items listed:

- Prescription Reprint – displays issues that have been reprinted and the reason for reprint.
- Repeat Inactivation - displays repeats that have been inactivated and the reason for inactivation.
- Repeat Reactivation - displays repeats that have been reactivated and the reason for reactivation.
- Prescription Amendment – Displays issues of electronic prescriptions that have been amended.
- Prescription Cancellation - Displays issues of electronic prescriptions that have been cancelled and the cancellation reason.

The screen can be maximised using , and scrolled to the right using the right horizontal scroll arrow.

Display Valid, Expired, Active or All Repeats

The initial display of Repeat Masters depends on what is specified in Consultation Options Set-Up (see Initial Repeat View in Default Settings for Therapy).

Thereafter, the repeats that are listed depend on what sort of repeats are selected – the title bar gives this information, eg Repeat Masters – Active, or Repeat Masters – Valid, or Repeat Masters - All.

The following icons can be used against a repeat master line:

- Valid repeat master
- Expired repeat master
- Inactivated repeat master
- Prescribed out of practice (see Date Prescribed, Prescriber, Source of Drug, Print Script)

Note - You can enter a record of a repeat prescribed in hospital, or out of the practice. It will be given a bowtie icon and stored under inactive repeats. If the repeat is required for the patient once back in practice care, then display inactive repeats and drag the line on to the floating toolbar top left icon - Another - to create a new repeat master.

Therapy Toolbar Icons

- Show Drug Classes – displays items by drug category.
- Filter out expired repeat masters (Repeats tab only) and show only valid repeats and inactive repeats
- Filter out inactive repeat masters (Repeats tab only) to show only active repeat masters
- Filter out valid repeat masters (Repeats tab only) to show only expired or inactive repeats
- Inactivate or discontinue a repeat master - see Inactivate Repeats (discontinue) and Reactivate
- Reactivate an inactivated repeat master
- Reauthorise a repeat master once the maximum number of issues has been reached - see Reauthorise Repeat Master
- Postdating a selected repeat master to give more than one issue which are dated, usually, a month apart - see Post-Date Repeats
- Print prescription of selected therapy items (equivalent is F9)
- Display Prescription Manager screen (see Prescription Manager)
- Reprint a prescription
- Print drug label only (see below)

- Print bag label with patient's details in which to place patient's dispensed items
- Expand All – allows you to view inactivation/reactivation reasons on the Repeat screen and Reprint reasons on the Scripts screen.
- Collapse All - allows you to collapse inactivation/reactivation reasons on the Repeat screen and Reprint reasons on the Scripts screen.
- Select all
- Deselect All
- Medication Review - see Adding a new Medication Review

When at the Repeats tab, an extra Repeats menu option appears on the main toolbar for keyboard users: New (F8), View, Select All, Deselect All, Reauthorise, Inactivate, Reactivate, Post-date, Issue (F9), Print Reorder Form, Close.

When you **select items to print**, click once on the line to select an individual item. A tick appears in the left-hand column:

Or you can use the Select All / Deselect All icons

Print Bag and Drug Labels

There are two icons on the toolbar for printing drug labels and printing bag labels . You can print bag labels with the patient's name and address at any time from either Current, Repeats or Scripts. Bag labels are non drug specific and do not require you to select a drug beforehand (see Printing Dispensing Drug, Pack and Bag Labels and Caution Codes).

Drug Labels, on the other hand, can only be printed separately when a drug line is selected from Scripts. Once you click on the Drug label icon, printing starts straightaway.

Sorting Therapy Lists

Sort Therapy Data by Date, GP etc

On either the Current, Scripts or Repeats tabs, click with the left mouse once on <u>any</u> column header to sort the data entries - for instance clicking on the Drug column sorts the list alphabetically A-Z and clicking again sorts Z-A. Clicking on the date column sorts dates chronologically from latest first, or clicking again, earliest first.

Sort the Current List into Acutes and Repeat Masters

Click once with the left mouse on the Max column. Any with numbers against them in the Max column are repeat masters, and will be listed in numerical sequence. Any that are blank in the Max column are acutes . Clicking again will bring the acutes to the top of the list and the repeats listed thereafter.

Sort the Scripts Tab into Acutes and Issues of Repeats

Click on the Iss column once with the left mouse. Those with numbers are issues of repeat masters. Those without numbers are either unissued repeat masters or acutes.

Show Drug Classes

On any Therapy Tab, you can click on the to the right of the Repeats button to show the Current, Scripts or Repeats listing by Drug Class. The list is re-sorted into drug classes, with heading lines. Click on to expand the therapy items within each group, and to collapse to heading again. More detail is given about Drug Classes in Hierarchy/Drug Class .

Overview of Adding, Copying, Editing, Deleting

Right Mouse Menu

Click with the right mouse on a selected line for the following menu options:

Item View - Click with the right mouse button on the required line and select Item View. This displays a Therapy Display screen which is read-only.

Reprint – you can reprint an acute prescription (see Reprint a prescription).

Edit and Delete have their own rules. You cannot edit or delete an acute therapy item if it has been printed, although there are exceptions to this. See Edit and Delete Therapy.

Add – This displays the Acute Therapy Add screen (see Add Therapy Summary**).**

Copy an Acute therapy by clicking with the right mouse button and selecting Copy (see "Copy Therapy or turn Acute into Repeat").

Audit Trail shows an Acute Therapy – Audit Trail screen. The screen is similar to the Acute Therapy Display or Add screen with a window at the bottom of the screen displaying the date the record was written. Use the scroll arrow to select different dates to see how the record has changed, if at all. Records that have since changed are coloured red. Up-to-date records are coloured green.

Hiding the Therapy Add Screen

Note - On most views, the Therapy Add data entry form at the bottom of the screen is initially hidden, so you can more of the patient's therapy list. Press Esc to re-display Therapy Add (or Esc to hide it again) or just start typing a drug name. If the cursor is flashing within the Therapy Add form, then pressing Cancel or Esc will hide the form. Pressing Esc redisplays the Add form. If the focus is outside the form, pressing the + on a keyboard toggles between hiding and displaying the form.

Add

By default, an Acute Therapy Add screen is displayed in the bottom pane at the Current and Scripts tabs. From the Repeats tab, a Repeat Masters Add is displayed.

If you have hidden the data entry form by clicking on Cancel, re-display it by:

- Just starting to type a drug name,
- or point to any therapy item and right click and select Add,
- or just click on Current tab (for acute add) or Repeats tab (for repeat master add)
- or press the +key on the keyboard to re-display the Therapy Add screen

> **Note** Both acutes and repeat masters can be added from the same combined Therapy Add screen. Starting with an Acute Therapy Add screen, entering a figure in Repeats makes it a repeat master, while leaving Repeats blank makes it an acute. But if you start with Repeat Master Add, you cannot make this an acute prescription, and you can only add only a repeat master and must put at least 1 in Repeats.

Once the cursor is within Drug, press F3 or double click to select from the drug dictionary in the usual way and enter quantity and dosage.

- If this is an acute, now click OK to finish.
- To turn this into a Repeat Master Add, just type a figure in the Repeats column on the right, and complete the extra Repeat fields. Click OK.

See *Add Therapy Summary* (page 60).

Drag and Drop to Copy or New Add

You can drag any Therapy line on to one of the options on a Floating Drop Target which displays once you start dragging.

To Make an Acute into a Repeat

Drag an acute line on to the "pill" icon  on the Floating Drop Target and make it into a repeat. Complete the Repeat details then click on OK.

To Copy a Therapy

Drag an acute or repeat master line on to the Another icon  on the Floating Drop Target for an Acute Therapy Add or Repeat Master Add respectively, with the same drug, details and dosage already selected. Just click OK if correct.

> **Note –** When copying an an item which has your own quantity and dosage, and you have Use Gemscript Posology Defaults switched on, the copied item will have the Gemscript defaults, not yours.

Display Existing Therapy Details

If you double click on any therapy line, its details are displayed in the bottom section as Therapy – Display screen. This also puts an Edit button on the toolbar. Click on this to update, if editing is permitted.

Edit and Delete

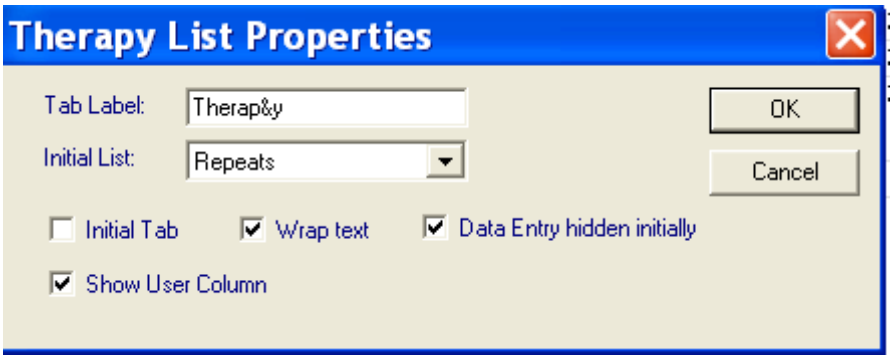
There are rules about editing and deleting Therapy, which in essence mean that once issued, a therapy line cannot be edited. There are some circumstances when you can delete an acute. If you right click on a line, then select Delete. A Delete Acute Therapy window is displayed with a Delete button. Click on this to delete the item, if allowed. See Edit and Delete Therapy.

Add Medication Review or Medication Review Due

See How Medication Views are shown on the Therapy tab.

Therapy Tab View Options

Right click on the Therapy tab and select View Options. This lets you rename the tab title, and to check an **Initial Tab** box if you want the initial display of this view to be at the Therapy tab.



Initial List – Select which of the three tabs you want displayed first.

Wrap Text - Notes and Long drug names - You can determine how long drug names and free text notes, which appear in Dosage, are displayed. In Therapy Tab View Options, if Wrap Text is unchecked, then long drug names and free notes appear on one line only with ... to show there is more. The free text notes appear after the dosage and divided with a block line:

Hover with the mouse over the long drug name or note to display the note in full as a pop-up:

If Wrap Text is checked, then a long drug name, or free text, wraps around to subsequent lines and is always shown in full

Data Entry Hidden Initially - If this option is checked, then the Therapy Add form in the bottom pane is hidden when you first go to the Therapy tab, so the full Therapy list is shown. Pressing Esc will re-display the Add form.

Show User Column - If this box is ticked, then a column is displayed showing the user logged on when a therapy entry is made; this is in addition to the Prescriber column.

Inactivate/Reactivate – Displays the repeat issue and the reason for which the repeat item has been inactivated/reactivated.

Reprint – Displays the issue and the reason for which an item has been reprinted. (Note this option is not available on the Problems tab).

Amendment/Cancellation - Displays the issue and the reason for which an *electronic* item has been changed or cancelled.

Add Therapy

Add Therapy Summary

1. **First display the Therapy Add screen** in order to add a new prescription. On a Vision 3 view, you may need to press Esc or start to type the drug name for Therapy Add to redisplay. Start at the Current (Therapy) tab to display the Acute Therapy Add, or Repeats tab for a Repeat Master Add.

   Note - Both acutes and repeat masters can be added from the Therapy Acute Add screen. Entering a figure in *Repeats* makes it a repeat master, while leaving *Repeats* blank makes it an acute. But if you start with Repeat Master Add, you cannot make this an acute prescription, and you can only add only a repeat master.

   - On the Therapy tab of the Patient Record Vision 3 Framework, first select Current tab to add an acute, or Repeats tab if you want to add a repeat master. You then may need to press the Esc key to display the Therapy Add screen with the cursor in the Drug name (go to step 4).
   - To display Therapy Add on the classic view, click on  or press F4, or click on  or F5. Then Click on  . See also *List Acute and Repeat Issues Therapy* (page 51) and *List Repeat Masters* (page 52) Therapy.
   - By keyboard, press F4 then F8; or Alt-A, T, then Alt-T, N.
   - Or from Options, click on Intervention, Prescribe Acute / Prescribe Repeat.

   Note - As well as adding a new item, you can also copy a previously added acute therapy item if it is similar (see Copy or Turn an Acute into a Repeat).

   If this is the first time reaching the Therapy Add screen, you may see a Therapy Tips help screen describing how to enter quantity and therapy items in packs. If the box *Show this screen again* is unchecked, this Therapy Tips screen will no longer be shown again. Press OK to continue to Therapy-Add. For the text of the message, see Therapy Tips in the section on *Quantity, Preparation, Packs* (page 84).

2. **Select the drug or therapy item** - The cursor is flashing in the *Drug* selection window on a Therapy Add screen. Two options: either type part of the drug name at this front screen, or press F3 or double click to reach the back Select Drug screen.

   - You can type part of the whole of a drug name directly on the front Therapy Add screen and press Enter in the **Drug** window on Therapy – Add. This does not display the dictionary listing for selection, but the first and nearest match to what you have typed; then use the up/down arrow keys to go through the dictionary one by one till you reach the drug name, form and strength you require. If you are set as a user to select by default from the formulary, and you enter a therapy item which is not in the formulary, a message appears: *Drug name [name] not found in formulary. Do you wish to search the main dictionary? Yes / No* Answer Yes (this saves having to re-enter the drug).
   - Note that sometimes you do not reach the drug you want. For instance, typing **para tab 500**, you might expect to find Paracetamol Tabs 500mg, but in fact, the following is displayed: Paracetamol + Codeine & Buclizine

(Combination Pack) tabs. The way round this is to employ a backslash before the form, eg para \tab 500 which then finds Paracetamol Tabs 500mg.

- The better way to select a drug is to **press <F3> or double click** within the **Drug** name window to display the *Select Drug screen* (page 63)(the added advantage of this screen is that you are given detailed Product Information about each item). Then select from the drug dictionary by typing part or the whole of a drug name, eg, type LOSEC and press Enter (or click on Find) to display *Losec caps 10mg*, then use the down arrow key until you reach the strength or entry you require. You need not specify the form and strength at this stage (see *Enter a drug name and select therapy item* (page 63)).

If you highlight the item you want, further product and pack information can be displayed in the bottom section (see *Select Drug screen – Product information* (page 68)).

Also check this drug against the current selected patient's other therapy and clinical data, by pointing to it and clicking with the right mouse, selecting Drug Check (see *Drug check displays* (page 103)).

3. **Confirm selection of the required drug** from the drug list by either double clicking on it, or clicking to highlight it then OK. You are returned to the front Therapy-Add screen. (If you made a mistake, click on Clear and re-select a drug). Then fill in the remaining prompts:

Quantity, Preparation, Packs (page 84),  - Enter quantity depending on the units in Preparation. Clicking on the pillbox icon lists the pack information – highlight and OK to select.

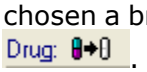
Dosage (page 88) - enter the dosage by clicking with the right mouse button in the Dosage window and selecting List. Select a dosage code by double clicking and build up the dosage message. Note that if you have Use Gemscript Posology defaults switched on, the dosage and quantity will be entered automatically (see Default Settings for Therapy).

Click in **P/Admin** or **Dispensed** boxes if a personally administered item (eg injection) or dispensed item. Allocate a batch no. and manufacturer, or add a new batch number then allocate it (see *Personally Administered, Batch Number, Manufacturer* (page 96)).

In the Pack Size field below Batch Number, the selection arrow will be enabled as soon as you click within P admin/Dispensed. The lists available packs for your selection. When printing the prescription, this will automatically print pack labels for each pack that makes up the prescribed quantity.

If this is to be a repeat master, you must enter a figure in **Repeats**. This then turns the prescribing into a repeat master. This figure is the number of times the patient can request a repeat of this prescription without having to see you. After that, the prescription will need reauthorising before further issues can be made. You can optionally complete the other Repeat fields (see *Repeats, Repeat Until, Days Between, Force Reauthorise* (page 94)).

Check the other default entries are correct; if so, skip to step 15. If you want to make amendments from the default, which is to print an NHS script with today's date for the GP currently signed on, see *Date Prescribed, Prescriber, Source of Drug, Print Script* (page 100) and *Private Prescriptions* (page 101) .

If you have chosen a brand name, you can change to its **generic** equivalent by clicking on 

. If you have chosen a generic where it is

recommended/mandatory that the brand be prescribed, you can select switch to **brand**.

Once you have done this, the icon will disappear.

If you need to **re-select the drug**, double click within the Drug Name window to return to the *Select Drug screen - top section* (page 63).

To add **free text** which will print on the right-hand side of the prescription form, click on the Additional Information button , type in your free text in the Information for Patients section of the Additional Information screen and OK. The icon is then ticked.

4. **Finally click OK**, after checking the entries and entering the dosage and quantity (see *Accept OK on Therapy - Add* (page 101)).

   A Drug Checks warnings screen is displayed. This first shows warnings of any contraindications, interactions or drug doubling for you to check whether to proceed with the prescription (see *Drug check displays* (page 103)). If you answer Yes to *Do you still wish to prescribe this drug?*, the Therapy Records screen is re-displayed, from which you can print the prescription (see Print prescriptions -).

   You may then be asked to link the Medication to a problem, if these options have been set. See *Medication linked to Problem (GMS Contract requirement)* (page 107).

5. To print the prescription, the drug you have just added should be selected and marked > or highlighted on the initial Therapy screen (if not, double click on it or highlight it and press the space bar).

6. Press F9 for the Print Therapy-Add screen. Check the Authorised Signatory (previously called Doctor to Sign Prescription), and tick as required Drug Labels and Bag Labels. Print Reorder Form will be checked for repeat issues.

7. Proceed to print by clicking on the Print icon or pressing F9 again. If a dispensed item in packs, pack labels will be printed. Drug labels and bag labels will also be printed if marked to do so.

Select Drug Screen - Top Section

Enter a Drug Name and Select Therapy Item

Reach the Select Drug screen by following steps 1-2 of *Add Therapy Summary* (page 60).

You can then search the drug dictionary or formulary for the item you wish to prescribe - See *Enter a drug name and select therapy item* (page 63), unless you first want to make use of one of following optional features:

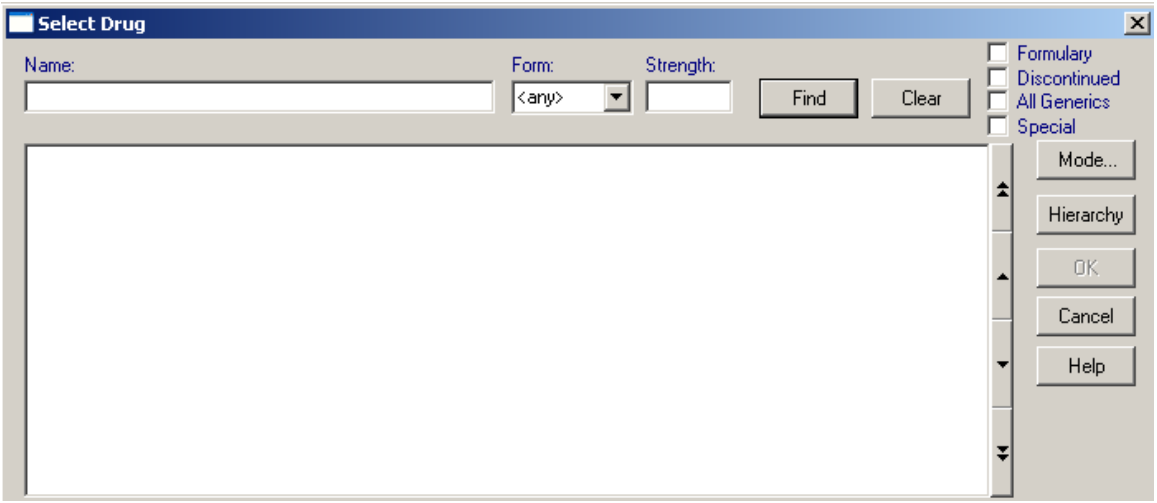


Figure 6: Drug Selection screen - top section

Options from Select Drug Screen

Formulary - Click to check the Formulary box to select *Formulary*, if you want to list and select from the practice formulary. Uncheck the box if you want to list and select from the full dictionary. When listing the full dictionary during drug selection, a Formulary item has a small f in the left-hand margin. You can set your own default to select from either Formulary or Drug Dictionary (ask a system manager to do this for you in Security – see *Default drug selection and formulary selection* (page 37)).

Discontinued - Click in the *Discontinued* box if you want to include discontinued drugs in the drug selection list (they are usually excluded by default). Discontinued items are displayed with a small d in the left-hand margin.

All Generics - Click on *All Generics* if you want the drug selection list to include all the branded generics and parallel imports. Generics have a "g" and parallel imports a "p" in the left-hand margin.

Special – Click on *Special* if you want to include special preparation items drug selection list. These are displayed with a small s in the left-hand margin.

Mode - If you click on the *Mode* button, a pop-window shows a choice of:

Select drug, the default. This is the normal mode for this screen, allowing you to select a drug in order to prescribe it and add to this patient's therapy.

or **Maintain Formulary**. This lets you add or remove therapy items from the practice formulary (see *Maintaining the Formulary from Consultation Manager* (page 48)).

Hierarchy / List - If you click on the *Hierarchy* button, the dictionary listed is sorted into drug class instead of an alphabetical listing. If you have a drug currently selected, the drug class displayed is the one this drug belongs to. If no drug is highlighted, then the drug classes are displayed from the chapter headings. Click your way up and down the tree and select the item you want (see *Hierarchy/Drug Class* (page 67)).

Find – Enter part of or a whole name of a drug and click on Find (see below for more detail).

Clear - Click on Clear to clear any selected drug in *Name*, in order to re-enter and search for another item.

OK - Click on OK to accept the currently displayed drug as the prescribable item.

Cancel – Escapes from this screen without selecting any item.

Drug allergy status - Any known allergies which have been entered for this patient are shown at the top of the bottom pane on the *Select Drug screen – Product information* (page 68).

Zoom – You can enlarge or decrease the drug list text size by selecting Ctrl + mouse scroll. The next time you view the list the text returns to the default size.

To Select a Drug

Name - With the cursor in Name, type in the first few letters of a drug item and either press Enter or click on Find. For example, eg type **eryth** for Erythrocin; or **capt** for Captopril. This will list the dictionary or formulary from the nearest item it finds. You can enter a brand name and swap to a generic form later.

Form and Strength - There is no need to enter a form and strength as well as a name and you can leave the default of <any> in Form, and the Strength blank, then click on Find to list the dictionary.

If you do want to enter Form and Strength, press Tab to move the cursor from the drug name to the Form field.

If you wish, specify the form by selecting from the picklist, eg Tablets, Capsules, or typing an initial letter eg T for tablets.

If you are entering a strength, enter a figure without its units, ie 250 (for 250 mg). The strength of drugs will later be displayed with their units, for example, in mg, or liquids in %.

For example, type in:

- **DIG**, press <Tab>, **T**, press <Tab>, **125**, press Enter to find *Digoxin tablets 125 micrograms*.
- **Appliances** - See *Appliances* (page 66) which explains how you can enter an appliance number, preceding it with #, eg #1 or #100500. Appliances cover such items as stoma bags, bandages etc
- **Elastic stockings** - Most stockings are found from the full drug dictionary by typing ELASTIC HOSIERY in Name, and pressing Enter, but some can be chosen by entering the brand, eg SOFT-GRIP, DUOMED. Stockings can be found in Drug Classes under the chapter *Elastic Hosiery, Anklets and Kneecaps*. Click on *Hierarchy* and find this (see page -).

- **Insulin** - The insulins are not all grouped under Insulin in the drug dictionary, and may be found under another name, for example, Human or Humulin.
- **Needles, Lancets** - These can be found in Drug Classes under *Hypodermic Equipment*. Click on Hierarchy and find this (see page -). Lancets can be found under Monolet, Unilet, or Micro-Fine Plus Type A. They have the form LAN for lancet.
- **Packs with flavours** - It is not always obvious how to choose items which have different flavours. Some flavoured items are separate items in the drug dictionary and can be selected as such.
- **Bandages, dressings, shampoos** - These can be found in Drug Classes under *Wound management and chiropody products*. Click on *Hierarchy* to look for these.

If you haven't already done so, now click on Find, or press Enter after typing in the part-name of the drug. A drug list will be displayed unless you see one of the following messages:

- **[drugname] not found in formulary. Do you wish to search the main dictionary? Yes/No**. You are configured to select from the Formulary initially (see Security – right click on user - *Edit User – Select drugs from drug formulary*). A drug cannot be found in the formulary from the letters you typed in. Press Enter on Yes to select from the full dictionary.
- **[drugname] not found**. **OK**. The letters you have typed in have not found a drug. Press Enter. Reposition the cursor in Name and retype in the first few letters. If the drug you seek is not in the drug dictionary, please inform INPS.

The drug selection list is displayed, or in the case of appliances, an appliance list.

- Items with a small g in the left margin indicate a generic form.
- A Formulary item has a small f in the left-hand margin.
- Items with a small d are discontinued (only seen if you have the Discontinued box ticked)
- Items with s in the left-hand margin are special preparations.
- For branded items, the drug item is displayed for each manufacturer. The supplier name is displayed in brackets. Regardless of what manufacturer is on the prescription, it is up to the pharmacists which brand is dispensed.

The bottom section of the screen relates to further product information about the currently highlighted drug (see *Select Drug screen – Product information* (page 68)).

Either highlight a therapy item you want by clicking on it, or use the scroll arrows on the right of the list to move the highlight to the correct drug. On the drug dictionary list, move the highlight:

- to page up to page down up or down one line.
- Note that as you scroll, the further information in the bottom section will automatically change, and you can read through. Check the *Drug Status* (page 69) of the item you have highlighted and *Equivalents, Ingredients and Branded Generics* (page 70).

You can right click on an item on the list at this point to check for drug check warnings, and view any caution codes:

- Check Drug – This summarise the drug checks specifically for the current patient's therapy (interactions, drug doubling) and history data (contraindications, precautions) and the currently highlighted drug (see *Drug check displays* (page 103)).
- Caution Codes - These are warning messages which can be allocated to drugs and printed on dispensing labels, eg Take at regular intervals – complete the course unless otherwise directed; or Take an hour before food or on an empty stomach. See Caution Codes – add, view, remove, edit.

Click on OK to select the drug and return to the Therapy - Add screen (see Complete and exit from the Drug Select screen which directs you to the next step).

Appliances

Appliances include such items such as colostomy bags, other stoma aids, bandages, lint, breast shields etc. These can be difficult to search for by name, though entering a Brand name, for example *Unique*, is one option. If you know the order number, you can enter this.

In *Name* on Select Drug, there are two ways to select appliances:

- Either type in **#** followed by the appliance reference number, eg #1460, then click on Find to list available appliances. Use the vertical scroll arrows to scroll and highlight the item you want and press Enter.
- Or you can type **#1** and press Enter or Find to list all appliances in the dictionary, then page through. This displays an Order number window – you can also clear the entry in Order Number, type in a new number (no need for #) and click on Find. Highlight the one you want, and click on OK.

  Place**%** or **_** before your order number to search as follows:

  -Place **%** before your search to return items that have this number sequence anywhere in their order number.

  -Place **_** anywhere in your search to return items that have this number sequence from the second and onwards characters from this point.

When back at the main Therapy Add screen, make sure to click on the Preparation icon to see the pack size of this appliance and enter a number in Quantity accordingly (see *Quantity, Preparation, Packs* (page 84)).

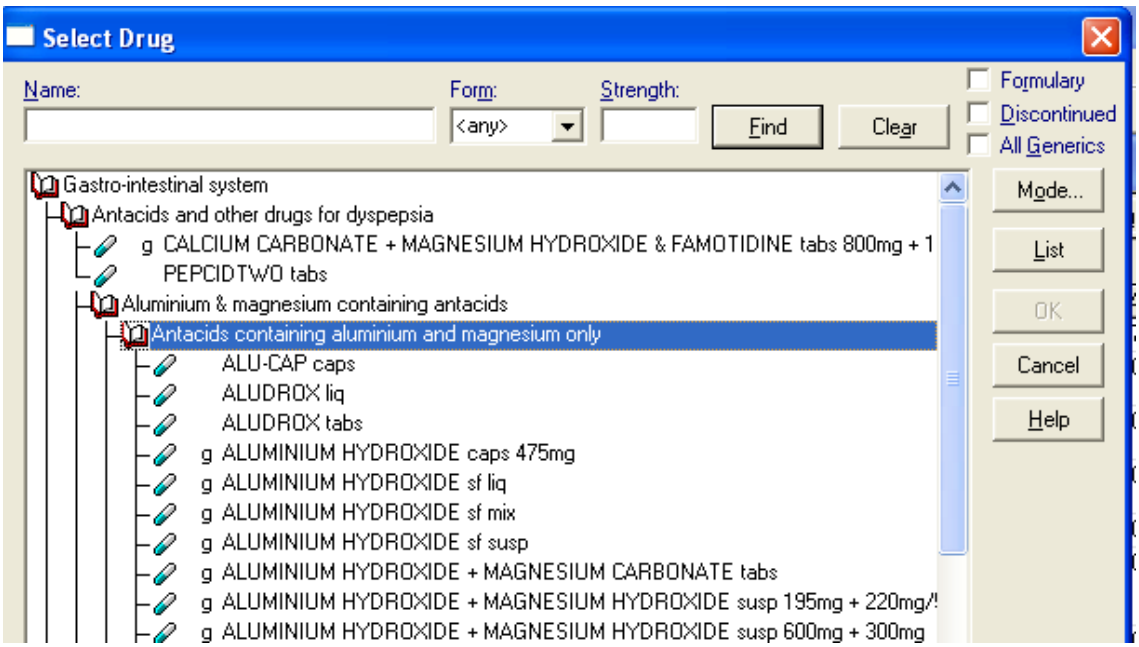
Note that appliances can also be selected using *Hierarchy/Drug Class* (page 67).

Hierarchy/Drug Class

If you want to search for the drug item by drug class or category, click on **Hierarchy** on the Select Drug screen.

This will display the main drug class headings if you had no item entered in Name. Otherwise, if you already have a drug highlighted, the display will start within the hierarchy at the drug class for that item, for example, if *Digoxin* is highlighted, then clicking on *Hierarchy* will show at *Cardiac glycosides*.

Double click on a red folder icon by a main chapter heading, eg *Gastro-intestinal system*, to open to the first level of sub-headings. Double clicking on an open folder will collapse its sub-lines.



Continue down the levels, eg Antacids, until you reach the lines with pill icons which are selectable.

Use the vertical scroll arrows to find the drug within the section.

If you click once on a drug line, it will be highlighted, and further information is shown about this item in the bottom section of the screen (see *Select Drug screen – Product information* (page 68)).

- The *Drug Classes* heading on this bottom section shows in which section the currently highlighted drug is included. For example, for Digoxin tabs:

  Drug Classes
  Cardiac glycosides (main)

If you double click on a drug line against a pill icon, you will select it and re-display the Therapy - Add screen.

Oxygen

Following the changes to the supply of oxygen in England and Wales on the 1st February 2006, oxygen is no longer a prescribable item.

Oxygen in Scotland and Northern Ireland is still prescribable.

Select Drug Screen – Product Information

Once a drug is highlighted on the drug dictionary list in the top section of the *Select Drug screen - top section* (page 63), further Product Information about that item is available in the bottom section of the screen, changing if you scroll through the top section.

Click on a green heading to expand its lines of information. Clicking again will collapse it again.

Use the vertical scroll arrows on the right to scroll up and down this section.

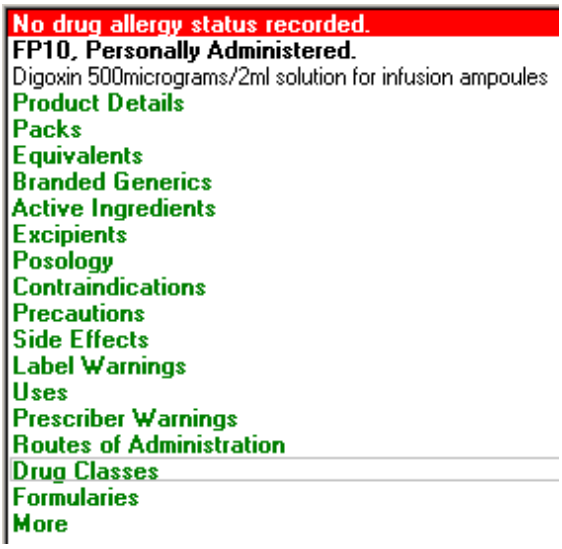


Figure 7: Product Information

Sensitivities and Allergies

Any allergies and intolerances for this patient that have been entered previously are displayed in red on the first line of the bottom pane of the *Select Drug* screen.

Allergies are entered in *Add - Drug Allergy and Intolerance* (see Allergy -).

If a record of *No Known Allergy* has been recorded, this will also be displayed. No known allergies can be recorded from either the Alert form or Absence of Condition, Clinical Entities.

If no allergy record has been recorded, then *No drug allergy status recorded* is shown.

If a patient has a recorded allergy to a drug, and a drug with the same ingredients (not drug class)is then selected from the *Drug Select* screen, when you finally accept this drug on the *Therapy - Add* screen, a warning message is displayed on a Drug Sensitivities screen, for example:

> This patient has the following sensitivities which may be relevant to the prescription of FLUCLOXACILLIN caps 250mg.
>
> 19/04/2005 H/O: drug allergy Likely Moderate Allergy to AMOXICILLIN caps 250mg causing Adverse Reaction to amoxycillin

You are asked if you still want to prescribe it. Answer either Yes or No. If No, you can re-select another drug.

> **Note** - If you try and prescribe an item which is marked as Potentially Fatal (in Severity) on an Allergy/Adverse record, you will be prevented from doing so with the message: *It will not be possible to prescribe this item due to the presence of potentially fatal reactions.*

Drug Status

The Drug Status is shown on the second line on the bottom section of the *Select Drug* screen. The following can be displayed:

FP10*:* NHS prescribable. The drug is allowable under the NHS and prints on the left hand side of the computerised FP10 in England & Wales, GP10 for Scotland and HP10 for Northern Ireland.

DOH approved: NHS prescribable and preferred by the DOH.

Discontinued: No longer allowable as an NHS prescription. Only displayed if the Discontinued box is ticked in the top right of Select Drug, and indicated by a small d in the left-hand margin of a drug dictionary listing.

Black Triangle: Report all adverse or unexpected reactions, however minor, to the CSM using yellow cards.

ACBS: Advisory Committee on Borderline substances for special category patients, eg malabsorption preparations, gluten free food for gluten sensitive patients. The prescription will print ACBS in England, Wales and Northern Ireland. In Scotland, ACBS will also be printed when eCMS is released.

Non FP10: This cannot be prescribed on an NHS prescription and will therefore be a private prescription, printing on the right-hand side (see *Private Prescriptions* (page 101)).

Contraceptive: Oral contraceptives, will print on separate FP10 to non-contraceptive items.

Must Use Brand: This should always be prescribed in its brand form.

Must Use Generic: This should always be prescribed in its generic form.

Brand Recommended:It is recommended that the brand be prescribed but you are still able to continue with generic prescribing.

Generic Available:Generic equivalents are available but you are still able to continue with generic prescribing.

External: The words *For External Use Only* will be printed after the dosage instructions.

Personally Administered: This is a practice administered item dispensed within the practice, for example, injections.

One item: one item per script, particularly referring to *Oxygen* (page 67)

Schedule: Details for controlled drugs are listed here. Storage instructions are also given here.

SLS: Selective List Scheme drug items (Schedule 11), which can only be prescribed for particular patients needing particular treatment. The prescription must be endorsed S3B. For example, carbocisteine for a patient under 18 who has undergone a tracheostomy; clobazam for any patient with epilepsy etc.

Product Details

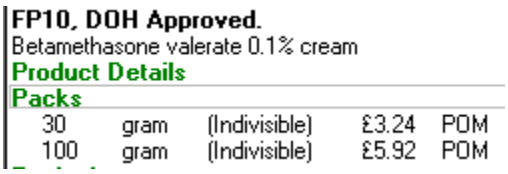
Product Details provides drug information such as name, form, strength, flavour, manufacturer and order number where available.

Pack Sizes and Price

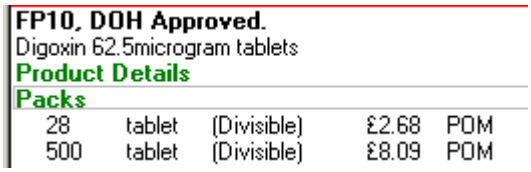
As a drug is highlighted in the top section of Select Drug, its pack size and price information can be viewed by clicking on Packs . This shows information about the pack size(s), or multiple pack sizes.

The same choice will be given in Preparation Details on the Therapy - Add screen where you will be able to choose which pack you want to prescribe (see *Quantity, Preparation, Packs* (page 84)). There, you click on  by Preparation (or Ctrl-P) for pack details. Vision will not accept free text preparation entries.

In some cases, packs cannot be split (indivisible), for example, creams, liquids.



Others, such as tablet packs, may be split (divisible):



Abbreviations you may see against drugs on Packs:

POM Prescription only medicine

P Supplied by a pharmacist only

P not available under NHS – Supplied by a pharmacist and cannot be prescribed on a prescription

GSL A product on the General Sales List, ie it does not have to be a pharmacist who supplies it, it could be a supermarket.

NHS NHS prescribable on a prescription form

HOSP Prescribable from hospital

CD Controlled drug

You may also see the following against drugs in the drug dictionary:

Sf sugar free

Udv unit dose vial

Equivalents, Branded Generics and Active Ingredients

The selected drug is shown in its generic form beneath the drug status on the bottom section of the *Select Drug* screen:

- If you click on **Equivalents**, you can expand this section to show the alternative brand or generic form (if any), depending which is highlighted in the top section (generic forms have a small g in the left-hand margin).

- **Active Ingredients** shows the generic composition. At the end of therapy add, checks are made to see if the newly added item has the same ingredients as an existing therapy for this patient. Drug Strength and unit details are also included here.
- If you click on **Branded Generics**, you will see generic names (if any) that are branded with the manufacturer code at the end of the generic name (XXX).

Cimetidine tabs equivalents, ingredients and branded generics

If you double click on one of the drug name lines above, then this form will be selected and the Therapy - Add screen will be re-displayed showing this form.

If the drug selected has the drug status of either **Must Use Brand** or **Must Use Generic**, and the opposite has been chosen, you will be given the opportunity to swap:

- [Drugname] is available to be prescribed in the generic form. Would you like to switch to the generic? Yes / No (Yes is the default).
- [Drugname] cannot be prescribed as a generic. Please select the brand name.

Excipients

Excipients lists the components of the drug item other than its active ingredients.

Posology

Posology lists the recommended dosage, suggested quantity to prescribe and the number of days, as part of the Gemscript drug dictionary. You are also offered information on typical adult dose, standard dose, detailed posology and warnings.

If **Use Gemscript Posology Drug Defaults** is checked in Consultation – Options - Setup (see Default Settings for Therapy), this will automatically fill in the Quantity, Preparation and Dosage fields for the currently selected drug item with the Gemscript suggested amounts, though you can override these if you wish. For example, for Digoxin tabs:

Posology
Typical Adult Dose:
1 capsule THREE times a day
Suggested Supply: 21.00 capsule
Suggested Period: 7 days
Expected Quantity per Day: 3.00 capsule
Detailed Posology:
Adults:
Standard dosage:
250 mg THREE times a day (every 8 hours), increasing to 500 mg THREE times a day for more severe infections.
Severe or recurrent purulent infection of the respiratory tract: 3g TWICE a day in appropriate cases.
Urinary tract infection (over 18 years): 3g repeated after 10|12 hours.
Dental abscess (over 18 years): 3g repeated after 8 hours.
Gonorrhoea: 3g as a single dose.
Tonsillitis: 50 mg/kg/day in TWO divided doses.
Otitis media: 500 mg every 8 hours.
Early Lyme disease (isolated erythema migrans): 50 mg/kg/day in THREE divided doses, for 14-21days.
Prophylaxis of endocarditis: Refer to product literature for dosage guidance.
Helicobacter pylori eradication:
Omeprazole 20mg TWICE a day for 7 days
PLUS
(Amoxicillin 1g TWICE a day + Clarithromycin 500mg TWICE a day)
OR
(Amoxicillin 750mg to 1g TWICE a day + Metronidazole 400mg THREE times a day)
Children:
Weight >40kg: As for adults.
Weight <40kg: 40 - 90mg/kg/day in 2 to 3 divided doses depending on indication, severity of disease and susceptibility of the pathogen. (Maximum 3g/day).
Elderly:
No dosage modification necessary.
Renal impairment:
CrCl >30mL/min: No dosage modification necessary.
CrCl 10-30mL/min: Maximum 500mg TWICE a day.
CrCl <10mL/min: Maximum 500mg/day.
Hepatic impairment:

Figure 8: Posology

Contraindications

Contraindications in the bottom section of the *Select Drug* screen is a list of *Do not use in the case of ...* These are generalised contra-indications for this therapy item. When you click OK to accept the drug later, a more specific drug check is made against the patient's data. There are further contraindication warnings given under *Precautions* (page 73) and Prescriber Warnings.

Contraindications
Cephalosporin allergy
Hypersensitivity to penicillins
beta-lactam hypersensitivity

Figure 9: Contraindications for Digoxin tabs

If this drug is selected by clicking on OK, and once the remaining prompts of dosage and quantity have been entered on the *Therapy - Add* screen and accepted with OK, a warning screen repeats the contraindications and interactions (see *Drug check*

displays (page 103)) and the status bar at the bottom of the screen shows warning signals.

Precautions and Side Effects

Further *Contraindications* (page 71) warnings are given under *Precautions* in the bottom section of the *Select Drug* screen. These are not as serious as contraindications but require action, for instance in the case of *Pregnancy and lactation* (page 74).

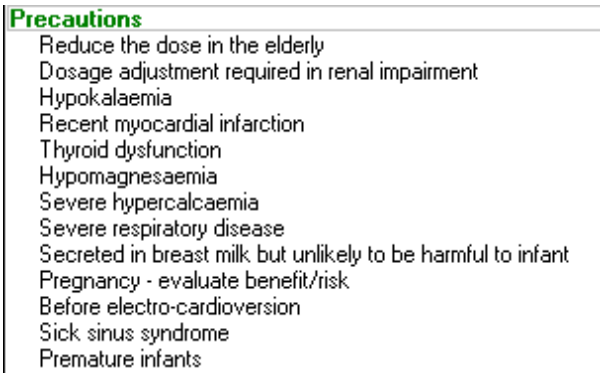


Figure 10: Precautions when prescribing Digoxin tablets

Drug check warnings are repeated for contraindications and interactions when finally accepting the drug (see *Drug check displays* (page 103)). The status bar at the bottom of the screen shows warning signals.

Side Effects

As well as contraindications, precautions and prescriber warnings, a list of side effects for the currently highlighted drug are given in the bottom section of the *Select Drug* screen.

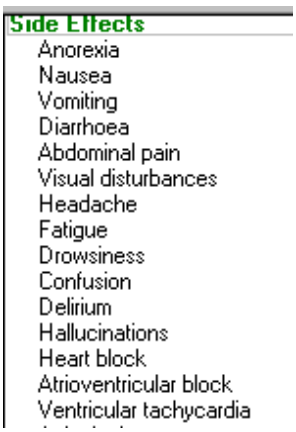


Figure 11: Some of the side effects listed for Digoxin tablets

Pregnancy and Lactation

A woman will trigger pregnancy warnings if within the last year there is either an LMP entry, or a Read code Pregnancy entry on History, and neither is followed by a pregnancy outcome.

Lactation warnings will be triggered if a woman's latest pregnancy outcome is for a live birth within the last two years; or there is a *History* Read code entry of *Lactation* within the last two years. The Read codes for lactation include:

- 1551.00 H/O: infant breast fed
- 26B6.00 O/E - lactation breast
- 62E3.* Feeding intention - breast
- 62P1.* Breast fed
- 62P5.00 Breast feeding started
- ZV241.00 [V]Examination of Lactation mother

Label Warnings

Label Warnings contain Mandatory Label Warnings and Counselling Information:

Mandatory Label Warnings

Mandatory Label Messages are instructions which should be made clear to the patient. There may be none at all, but if there are any, these should be printed on the dispensing label, for example, *For external use only*. An example for a cream:

Counselling Messages

Counselling Messages are to warn the patient of possible side effects, for example, May affect your ability to drive a car or operate machinery:

Mandatory Label Messages
Take at regular intervals - complete the course unless otherwise directed
With or after food
Counselling Messages
May affect your ability to drive a car or operate machinery

Uses

Uses lists the indications for the currently selected therapy item. For example, for erythroped A tablets, the uses include campylobacter enteritis, syphilis - chancre (initial therapy), sinusitis - acute infective (initial therapy), otitis media - acute suppurative (initial therapy) and so on.

Prescriber Warnings

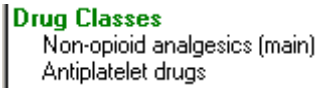
Prescriber Warnings list generic prescriber warnings for the drug item.

Routes of Administration

Lists how to drug should be administered ie orally.

Drug Classes

Drug Classes shows the drug category under which this currently selected drug is found. For example, for digoxin, the drug class is *Cardiac glycosides*. You will also see (main) after the principal drug classes.



In Gemscript, drug action group categories are now referred to as **drug classes** throughout Vision. Some drug classes in Gemscript do not exactly match the action group categories in the previous Drug Dictionary. Because of this, when you start to use Gemscript, you are advised to review any practice guidelines which contain drug filters or drug regimes and any ad-hoc searches which contain action group/drug class search criteria. This is especially pertinent to the Appliances drug class.

Formularies

Formularies displays the prescriber formularies that the item belongs to (practice formulary, nurse independent prescriber formulary, non-nurse, non-gp independent prescriber formulary excl.nurse, or nurse formulary).

More

More provides detail on dm+d code, Vision Drug Code, Read code for the drug, type, VTM name, Search key, key form, key strength.

Complete and Exit from the Drug Select Screen

Having checked the information given in the bottom section of the Select Drug screen, you can finally select the drug by:

- either double clicking on that line in the top section of the screen; or highlighting and clicking on OK;
- select its generic form by double clicking (or single click then OK) on the generic name displayed in the bottom section of the Select Drug screen under the Drug Status line (note that you can also select the generic equivalent, if you have chosen a brand, from Therapy - Add - see *Accept OK on Therapy - Add* (page 101);
- select a branded generic by double clicking (or single click then OK) on one of these listed under *Branded Generics* in the bottom section of *Select Drug*.

The Therapy - Add screen is re-displayed with the selected drug entered in the Drug window.

Continue with *Quantity, Preparation, Packs* (page 84), *Dosage* (page 88) and other entries. Re-select a generic form if required (see *Select Generic Form* (page 80)).

Drug Allergy Checks

Drug allergy entries that have been previously recorded using non-dm+d terminology, cannot be checked against existing drug items. However, you are prompted at the point of prescribing if such items exist:

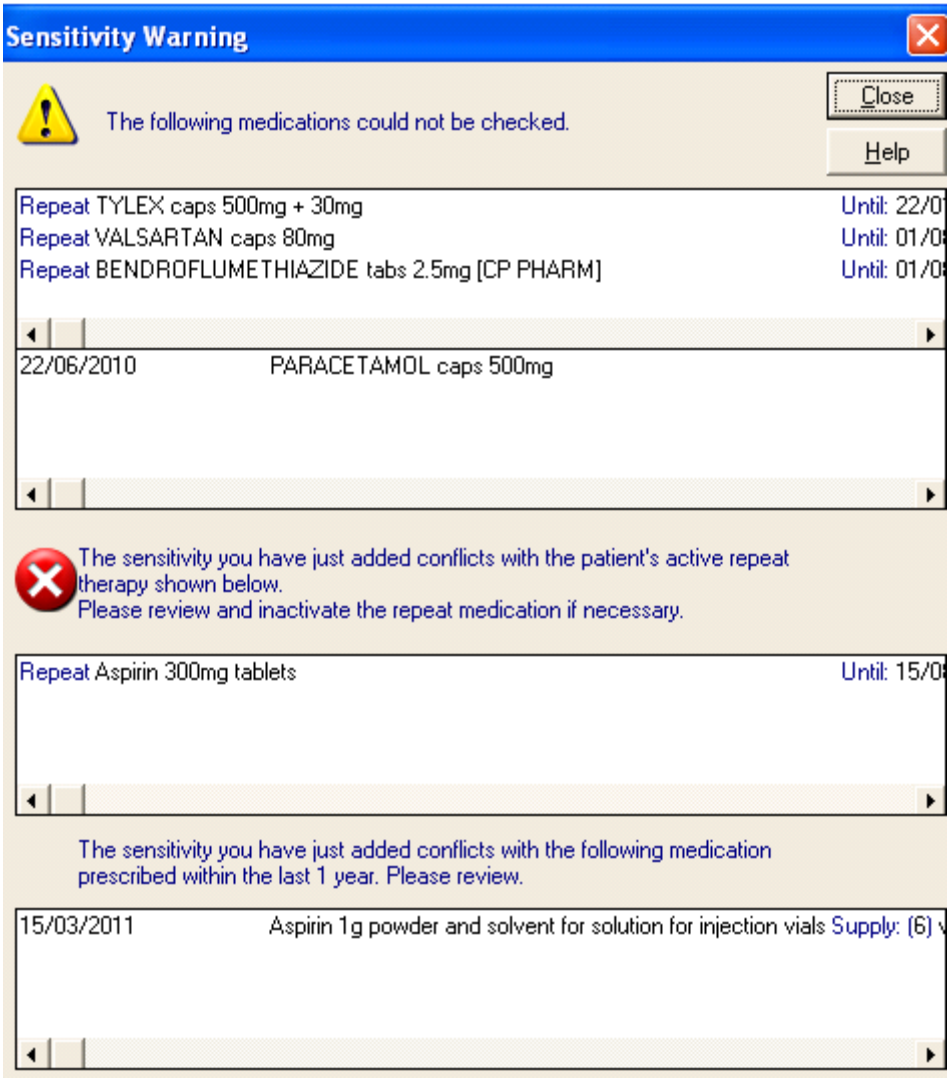


Figure 12: Drug Allergy Alert with Unrecognised Drug

Degraded Drug Allergies

Drug allergy records that are non-dm+d and cannot be checked against therapy are referred to as Degraded Allergies and are displayed in the Alerts pane in Consultation Manager:

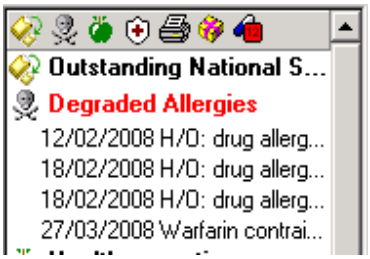


Figure 13: Alerts Pane – Degraded Allergies

Hover the mouse over the entry(s) to expand, or double click to edit and reselect the drug allergy from the Gemscript dm+d dictionary.

Note – For practices in England using GP2GP, this concept is separate to degraded allergies from incoming GP2GP transfers.

Methotrexate Warning

There is a central concern that methotrexate is a high risk drug with unusual dosing. The drug list displays high risk items in red font with a shaded red background. High Risk! Precedes the drug name: ! High Risk: Methotrexate 10mg tablets

You are similarly warned if you select penicillamine (125mg and 250mg), mercaptamine (50mg and 150 mg), mecaptopurine 50 mg tabs and 150 mg, co-proxamol sf susp 32.5mg + 325mg and co-proxamol tabs 32.5mg + 325mg, and dextropropoxyphene HCl with paracetamol tabs.

> **Note** -- When printing any of the above dangerous drugs, the signature area will be shaded in order to draw attention to it.

When you select the item, an additional message associated with the selected drug eg:

"This is a NPSA High Risk process Caution!

methotroxate tablets 10mg - Usually prescribed weekly. Patients require regular monitoring & blood tests

Proceed / Do not Proceed

If Proceed is selected, the prescribing will continue.

If **Do not Proceed** is selected, you are returned to the screen prior to the secondary alert."

If you prescribe Methotrexate with a dosage frequency that is not weekly, you will be prompted with the following warning: *Warning! The current dosage does not match any of the recommended dosages. You are recommended to record clinical evidence to support this dosage regime.*.

For Scotland and Northern Ireland, Vision will not allow you to continue unless "Weekly" appears in the dosage field. You will also be warned if you change the text of a recommended dosage. Methotrexate AS DIR is not a valid dosage.

Dosages for Methotrexate can be selected from a dosage pick list on Therapy Add:

Methotrexate tablets 2.5mg: **(standard dosage in bold)**	**Methotrexate tablets 10mg:** **(Standard dosage in bold)**
2.5mg (one tablet) to be taken weekly	**10mg (one tablet) to be taken weekly**
5mg (two tablets) to be taken weekly	**20mg (two tablets) to be taken weekly**
7.5mg (three tablets) to be taken weekly	No dose greater than 20mg will be presented for the 10mg dose
10mg (four tablets) to be taken weekly	
12.5mg (five tablets) to be taken weekly	
15mg (six tablets) to be taken weekly	
17.5mg (seven tablets) to be taken weekly	
20mg (eight tablets) to be taken weekly	
22.5mg (nine tablets) to be taken weekly	
25mg (ten tablets) to be taken weekly	

Some local prescribing has been restricted to using 2.5 mg tablets only, and sometimes doses are required above the maximum 3 x 2.5 mg contained in the NPSA (National Patient Safety Agency) specification.

The current maximum licensed dose for weekly administration in arthritis (including psoriatic arthritis) is 25mg. You can also overtype the Dosage if prescribing the 10mg tabs, but prescribing above 20mg will alert you in the same way.

You may override these dose options to prescribe greater multiples of 2.5mg, and if you do so, it is recommended that you record clinical evidence of any overridden dosages and a message reminds you of this: *Warning! The current dosage does not match any of the recommended dosages. You are recommended to record clinical evidence to support this dosage regime. Are you sure you wish to continue? Proceed / Do not proceed*

If you select Proceed, the prescribing continues.

If you select Do not proceed, you are returned to the Therapy Add screen.

For patients that are taking more than 7.5 mg (3 x 2.5mg), or more than 20 mg (2 x 10mg), and there are no 10 mg tabs available, you are prompted to record clinical evidence to support overriding the maximum 3 x 2.5mg dosage or 2 x 10mg dosage.

Switch on drug doubling checks - We recommend that you switch on drug doubling checks to avoid prescribing two forms of methotrexate simultaneously (Consultation - Options - Setup - Drug Check - Doubling - Same Ingredient or Same Drug). This will ensure that if a patient has been prescribed 2.5 mg tablets and in the future, within six months, they are prescribed the 10mg tablets, then a warning is displayed.

Scriptswitch

Scriptswitch references a database which is linked into Therapy Add to offer specific prescribing recommendations. If a match is found, based on drug formulation, strength, dosage and therapy type, Scriptswitch alerts the doctors at the point of prescribing. This enables doctors to benefit from local prescribing advice at every consultation

Two types of advice are presented: Firstly, an alternative suggestion to the drug and/or dosage, quantity, preparation that the GP has chosen, with a brief reason for the evidence. Suggested optimisations are chosen and authorised by the local prescribing advisory team, and using a message box, the reason behind the recommendation can be evidenced.

Secondly, an information-only advice record can be used to communicate messages, alerts, or reminders, specific to the drug the GP has entered. These can be used to highlight clinical governance and safety issues, eg "traffic light" specialist prescribing.

Whatever advice type is triggered, it is dependent on the drug details the GP enters on to Vision, and any matches found by automatic comparison with the underlying knowledge base. Any available advice is then presented concisely, instantly and automatically, which the GP, with one click, can accept or reject.

A brochure giving further details about Scriptswitch can be downloaded from www.scriptswitch.com.

Setting up Scriptswitch

To switch Scriptswitch on a practice-wide basis, you will need to have a Scriptswitch database installed. Your local PCO should be able to advise about obtaining Scriptswitch.

Once the practice flag for Scriptswitch is on, individual users can switch Scriptswitch on in Control Panel - Security - Add/Edit user by checking the box Enable Scriptswitch.

How Scriptswitch Works

Scriptswitch will operate with Acute Therapy - Add, Acute Therapy - Update, Repeat Master -Add, Repeat Master - Update, and Reauthorise single repeat master (but not at this stage, multiple reauthorisations). However, it will not be invoked if the Therapy screen has been triggered from DXS.

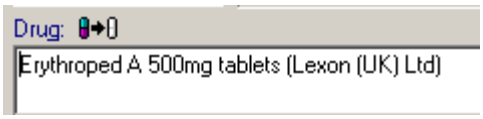
When you click OK on Therapy Add, Scriptswitch determines whether there are any recommendations for the current drug and displays the screen showing these.

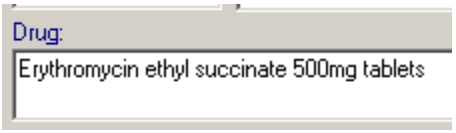
The prescriber then has three options:

- **Accept** - The existing drug, quantity and dosage are replaced by those suggested, and the Therapy Add screen is re-displayed. The prescriber then checks the amended Therapy Add before confirming OK again.
- **Edit Original** - You are returned to the Therapy Add screen.
- **Prescribe Original** - The Therapy Add screen is saved with your *original* entry.

Select Generic

Once you have selected the drug and returned to the *Therapy - Add* screen, you can switch from a brand to a generic form by clicking on the symbol above the drug name, or pressing **Control G**:





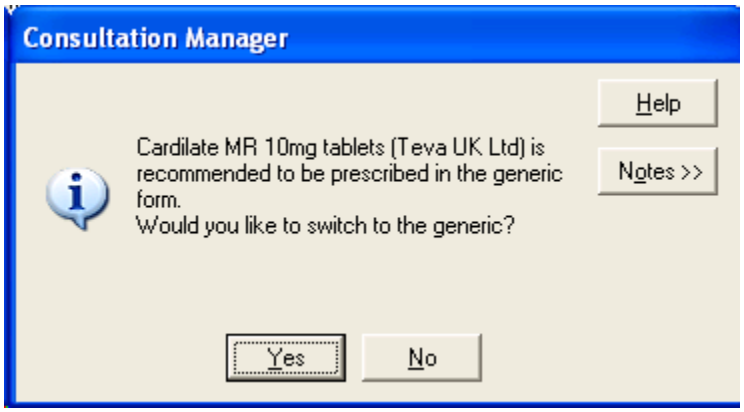
- You can also switch to a generic on the Drug Select screen: type in a brand name and press Enter, then highlight the line. Select its generic form by double clicking (or single click then OK) on the generic name displayed in the bottom section of the Select Drug screen under the Drug Status line
- Or select a branded generic by double clicking (or single click then OK) on one of these listed under *Branded Generics* in the bottom section of *Select Drug*.
- If the item you have chosen has a drug status of Must Use Generic (this means that prescribing in the generic form is mandatory for this item), and you do not change, when you finally *Accept OK on Therapy - Add* (page 101), a message will recommend that you switch to the generic form; answering Yes will make the switch.

- Generic Recommended is displayed in the Drug Information bar on the Drug Select screen for items where prescribing the generic is available but not mandatory.

Generic Prescribing Mandatory

Where it is mandatory that the generic be prescribed, the switch to generic icon Drug: is displayed on the Therapy - Add form. "**Must Use Generic**" is displayed in the Drug Information bar on the Drug Select screen.

On adding the items, you are prompted, with "*<drug name> is recommended to be prescribed in the generic form. Would you like to switch to the generic*?" You can either select Yes to continue to prescribe the generic or no to cancel and return to the Therapy Add form.

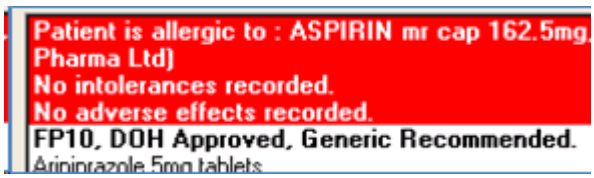


Selecting yes changes the item to the generic equivalent. Selecting no returns you to the Therapy - Add form.

Generic Prescribing Recommended

Where the generic is available to be prescribed, the switch to generic icon is displayed Drug: (it is recommended that this is selected).

"**Generic Available**" is displayed in the Drug Information bar on the Drug Select screen:



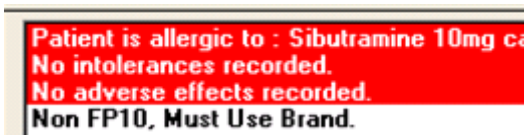
If you choose not to switch to the generic, on clicking OK any relevant guidance warnings are displayed when you select the item ie "this item is not printable (e.g. secondary care, extemporaneous or parallel import drug) Print script will now be reset".

Select Brand

The switch to brand  option on the Therapy Add screen automatically displays for items where it is recommended or mandatory that the brand is prescribed:

Brand Prescribing Mandatory

Where it is mandatory that the brand be prescribed, "**Must Use Brand**" is displayed in the Drug Information bar on the Drug Select screen in Consultation Manager:



When you click OK to select the drug item, the following screen is displayed:

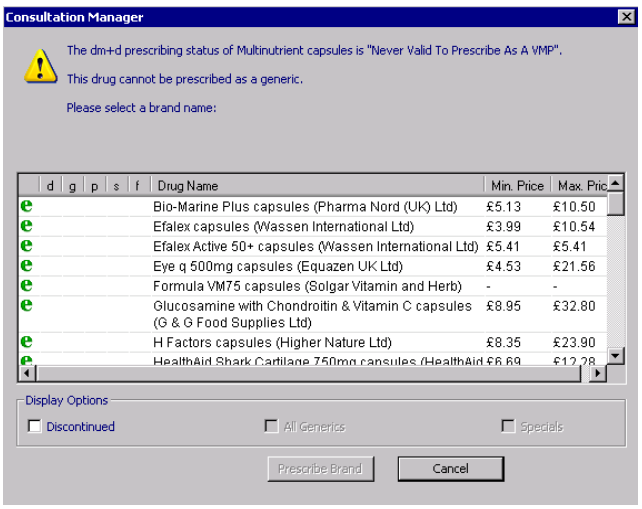


Figure 14: Brand Mandatory

You are prompted "*dm+d prescribing status of <drug name> is <one of the dm+d status below>This Drug cannot be prescribed as generic please select a brand name*"

Possible dm+d status include:

- Never Valid to Prescribe as a VMP
- Invalid to prescribe in NHS primary care
- VMP not recommended to prescribe - brands not bioequivalent
- VMP not recommended to prescribe - patient training required
- Not recommended to prescribe as VMP

Note - The Virtual Medicinal Product (VMP) describes the generic title for a product including the form and strength, for example 'Atenolol 100mg tablets' without the name of the supplier.

To help make a selection you can:

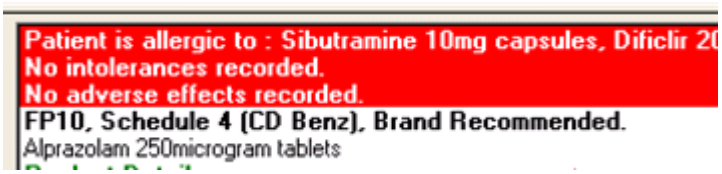
- **Sort column headers** so that the drug list can be arranged by the column of choice.
- **Minimum and Maximum Price** of items are displayed (this is derived from available pack information). If no pack price is available - is displayed.

- **d,g,p,s and f** - depict discontinued, generic, special, and items that are in the practice formulary.
- **Filter options** for discontinued, All Generics (Branded Generics and Parallel imports) and Special Drugs. Selecting one of the options includes the information in the list. All filters are selected by default so you must deselect to hide items. If items in the list are not relevant to the filters then the filter(s) display as inactive.

Select an item from the list and select **Prescribe Brand**.

Brand Prescribing Recommended

Where it is recommended that the brand be prescribed, "**Brand Recommended**" is displayed in the Drug Information bar on the Drug Select screen in Consultation Manager:



When you click OK on the Therapy Add screen to select the drug item, the following screen is displayed:

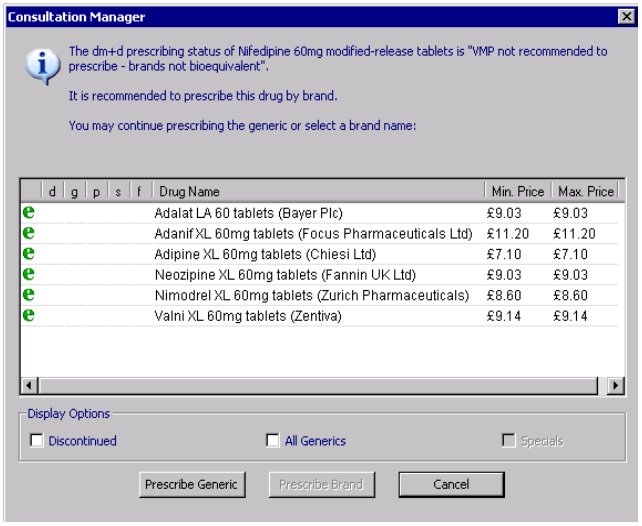


Figure 15: Brand Recommended

You are prompted "*The dm+d prescribing status of <drug name> is <one of the dm+d status below>. It is recommended that you prescribe the drug by brand. You may continue prescribing the generic or select a brand name*".

Possible dm+d status include:

- Never Valid to Prescribe as a VMP
- Invalid to prescribe in NHS primary care
- VMP not recommended to prescribe - brands not bioequivalent
- VMP not recommended to prescribe - patient training required
- Not recommended to prescribe as VMP

Note - The Virtual Medicinal Product (VMP) describes the generic title for a product including the form and strength, for example 'Atenolol 100mg tablets' without the name of the supplier.

To help make a selection you can:

- **Sort column headers** so that the drug list can be arranged by the column of choice.
- **Minimum and Maximum Price** of items are displayed (this is derived from available pack information). If no pack price is available - is displayed.
- **d,g,p,s and f** - depict discontinued, generic, special, and items that are in the practice formulary.
- **Filter options** for discontinued, All Generics (Branded Generics and Parallel imports) and Special Drugs. Selecting one of the options includes the information in the list. All filters are selected by default so you must deselect to hide items. If items in the list are not relevant to the filters then the filter(s) display as inactive.

Select Prescribe Generic to continue with your original selection or select an item from the list and select Prescribe Brand.

Quantity, Preparation, Packs

Once you have selected the drug and returned to the Therapy - Add screen, you need to enter the **Quantity** to be prescribed. However, the Quantity does depend on the type in **Preparation**, and, of course, the *Dosage* (page 88). For instance, one tablet twice a day would mean a supply of 56 to bring the patient back in a month's time.

If **Use Gemscript Posology Defaults** is checked in *General, Set-Up, Consultation Options*, the Quantity, Preparation and Dosage will automatically be filled with the Gemscript recommended quantity. To set this up, see *Default Settings for Therapy* (page 19).

Quantity and Preparation

1. You can simply type the quantity you want in **Quantity**, and accept what is currently in Preparation.
2. Or put a figure in quantity, eg 28, and multiply it using * by, eg, the number in the dosage, eg 28*4, and press Enter which gives the total.
3. Or you can select from the picklist in **Preparation** using the selection scroll arrow to the right of the **Preparation** window to list the ways this therapy item is packaged (the Gemscript dictionary standard), eg: 1 ml pre-filled syringe and 2 ml pre-filled syringe. Click to select one of these for entry in Preparation. Then in **Quantity**, type the number the patient is prescribed.

Preparation

If you click on the bottle icon by **Preparation** (or Ctrl – P), this shows **Pack Details**. This also lists the ways this therapy item is packaged (eg tablets), the cost, and whether the drug item is packaged in divisible or indivisible quantities. It also has a default quantity to be prescribed, so clicking on one of these will enter both the **Preparation** and **Quantity**. You can overtype the quantity in **Quantity** if you wish.

Historically, you have been allowed to type free text in Preparation. However, this is no longer possible. The reason is that preparations with free text were not being

interpreted by the receiving pharmacy systems in the same way as the sender intended. This does mean that any repeats with non-standard text, ie typed in, rather than being selected from the Preparation picklist, must be changed to a picklist selection. A particular culprit has been 'OP' (original pack) which has been freely used historically.

This also applies to the Preparation field in drug defaults as well, and may well have been included in drug regimes in local guidelines.

Warning messages will be given if you are trying to add, edit, reauthorise or issue a repeat or acute with non-standard text. All warning messages are listed on the Event Log (Vision front menu - Management Tools - Event Log).

The items with non-standard text will be shown in red under the Preparation column on Therapy Display. For any such repeats, you are advised to reauthorise, editing the Preparation column by selecting from the Preparation picklist before clicking OK.

Reminder - You can use the Additional Information box on the Therapy Add form to enter any additional free text for the dispenser.

Pack Size and Pack Labels

- On the Therapy Add screen, if you have ticked the P/Admin box at the top right because you will dispense the item, the Pack Size box automatically shows an appropriate pack size from the available standard packs, and if more than one, a picklist. You can bypass this automatic selection by either specifically entering a pack size, or if the quantity comes from a drug default with a preferred pack size.
- The selection arrow in Pack Size is enabled when P/Admin is checked. You can list all available pack sizes held on Gemscript and make a selection here for the pack you are dispensing. The number in Quantity should equal the total number (eg of tablets) you are prescribing, either by your entering this manually or from the drug default (see *Quantity, Preparation, Packs* (page 84)).

Note - This only applies to an Acute Therapy Add screen. On a Repeat Master Add, you do not have access to the Pack Size field when adding a repeat master, but you can tick the P/Admin box if you know it will be dispensed later. Validation of the pack size will take place when you press OK and warnings may be issued (see below). When you come to print an issue, and if the P/Admin box has been ticked, then a Repeat Issue Add screen is displayed (before Print Therapy screen) where you can select a pack size, enter a batch number, and edit the patient's notes. Alternatively, you can right click on an issue line, Edit, and add the batch number to the Repeat Issue Update screen.

- When you come to print the prescription, this will automatically print a number of pack labels for each pack that makes up the prescribed quantity. For instance, if you have a Quantity of 56, and the pack size is 28, then two pack labels will be printed. (Drug labels will also be printed for each item prescribed).
- A Quantity of 60 and a pack size of 60 will print one pack label. A Quantity of 60 and a pack size of 30 will print two; and a pack size of 15 will print four.
- In other words, the number of pack labels printed is calculated by dividing the quantity by the pack size. An extra label will be printed for any remainder of this division. It is not possible for the user to influence this other than selection of pack size, or entering a quantity.

- If it is not possible to make up the exact prescribable quantity, then the combination of identical packs that leave a remainder equivalent to another pack size should be selected. If more than one combination satisfies this requirement then the combination with the smallest number of packs should be chosen. For instance, for a quantity of 22 tablets and a pack size of 10, three pack labels will be printed – two with a specified quantity of 10, and one label for the remaining 2 tablets.
- A prescription can only hold one identical pack size, which means, for example, a quantity of 45 is dispensed as 3 pack labels x 15 (where 15 is the pack size) though it may, in practice, be dispensed as 1 x 15 and 1 x 30. All this means is that too many pack labels have been printed, which is preferable to printing too few, and you can put the surplus label on one pack.
- When you finally press OK on the Therapy Add screen, if the pack size does not divide exactly into the quantity, then a warning is given:
- "Warning! The quantity entered (46) cannot be fulfilled with an exact number of packs of [15]. Do you wish to proceed?"
- If the selected pack size is marked as indivisible, then a stronger warning is given:
- "Warning! The quantity entered (46) cannot be fulfilled with an exact number of packs of [15]. It is not normally possible to split an individual pack of 15. Do you wish to proceed?"
- In both cases the default action is to proceed with the prescription. If you choose not to proceed, then you will be returned to the Add screen form with the focus in Quantity.
- Both warnings can be suppressed per user in Consultation – Options – Setup - General – Show packsize warning.
- The Drug Default maintenance screen also includes a Pack Size field. This allows dispensing practices preferentially to select a particular pack size for a particular drug. See Drug defaults: dosage, quantity, etc.
- See also *Personally Administered, Batch Number, Manufacturer* (page 96).

How the Quantity is Printed on Prescriptions

The Quantity is printed on the prescription in various forms:

- liquid drugs are usually printed in ml, eg 20 ml.
- 2.5 ml vial(s) where there are ten indivisible 2.5 ml vials.
- other forms of drugs are printed with the following units:
- gm aerosol, cream, crystals, emollient cream, granules, ice, ointment, paste, powder, wax.
- ml drops, elixir, gel, infusion, linctus, liquid, lotion, mixture, oil, paint, shampoo, solution, spirit, spray, suspension, syrup, tincture.

The following forms have no units printed after them:

capsules, inhaler, injection, kit, lozenge, pad, patch, pen, pessary, sachet, spansule, suppository, tablets, vaccine.

Pack Size and Pack Labels

- On the Therapy Add screen, if you have ticked the P/Admin box at the top right because you will dispense the item, the Pack Size box automatically shows an

appropriate pack size from the available standard packs, and if more than one, a picklist. You can bypass this automatic selection by either specifically entering a pack size, or if the quantity comes from a drug default with a preferred pack size.

- The selection arrow in Pack Size is enabled when P/Admin is checked. You can list all available pack sizes held on Gemscript and make a selection here for the pack you are dispensing. The number in Quantity should equal the total number (eg of tablets) you are prescribing, either by your entering this manually or from the drug default (see *Quantity, Preparation, Packs* (page 84)).

Note - This only applies to an Acute Therapy Add screen. On a Repeat Master Add, you do not have access to the Pack Size field when adding a repeat master, but you can tick the P/Admin box if you know it will be dispensed later. Validation of the pack size will take place when you press OK and warnings may be issued (see below). When you come to print an issue, and if the P/Admin box has been ticked, then a Repeat Issue Add screen is displayed (before Print Therapy screen) where you can select a pack size, enter a batch number, and edit the patient's notes. Alternatively, you can right click on an issue line, Edit, and add the batch number to the Repeat Issue Update screen.

- When you come to print the prescription, this will automatically print a number of pack labels for each pack that makes up the prescribed quantity. For instance, if you have a Quantity of 56, and the pack size is 28, then two pack labels will be printed. (Drug labels will also be printed for each item prescribed).
- A Quantity of 60 and a pack size of 60 will print one pack label. A Quantity of 60 and a pack size of 30 will print two; and a pack size of 15 will print four.
- In other words, the number of pack labels printed is calculated by dividing the quantity by the pack size. An extra label will be printed for any remainder of this division. It is not possible for the user to influence this other than selection of pack size, or entering a quantity.
- If it is not possible to make up the exact prescribable quantity, then the combination of identical packs that leave a remainder equivalent to another pack size should be selected. If more than one combination satisfies this requirement then the combination with the smallest number of packs should be chosen. For instance, for a quantity of 22 tablets and a pack size of 10, three pack labels will be printed – two with a specified quantity of 10, and one label for the remaining 2 tablets.
- A prescription can only hold one identical pack size, which means, for example, a quantity of 45 is dispensed as 3 pack labels x 15 (where 15 is the pack size) though it may, in practice, be dispensed as 1 x 15 and 1 x 30. All this means is that too many pack labels have been printed, which is preferable to printing too few, and you can put the surplus label on one pack.
- When you finally press OK on the Therapy Add screen, if the pack size does not divide exactly into the quantity, then a warning is given:
- "Warning! The quantity entered (46) cannot be fulfilled with an exact number of packs of [15]. Do you wish to proceed?"
- If the selected pack size is marked as indivisible, then a stronger warning is given:

- "Warning! The quantity entered (46) cannot be fulfilled with an exact number of packs of [15]. It is not normally possible to split an individual pack of 15. Do you wish to proceed?"
- In both cases the default action is to proceed with the prescription. If you choose not to proceed, then you will be returned to the Add screen form with the focus in Quantity.
- Both warnings can be suppressed per user in Consultation – Options – Setup - General – Show packsize warning.
- The Drug Default maintenance screen also includes a Pack Size field. This allows dispensing practices preferentially to select a particular pack size for a particular drug. See Drug defaults: dosage, quantity, etc.
- See also *Personally Administered, Batch Number, Manufacturer* (page 96).

Dosage

The dosage and quantity prescribed are closely related, for example, two tablets twice a day for a month means a quantity of 112 tablets (see also *Quantity, Preparation, Packs* (page 84)).

Vision uses shorthand to enter dosages and this is expanded to full text on the prescription form. Point to the *Dosage* window, and click with the right mouse, then select Dosage Codes - List to remind yourself of the currently available abbreviated dosage codes. Scroll and double click on the code you want. Repeat as required.

> **Note -** If the Dosage on Therapy Add is blank (from either your own defaults or those of Gemscript), and you leave it blank, you are forced to make a dosage entry after you click OK - *"A Valid Dosage must be entered*". Note that this only applies to drugs and does not apply to appliances or oxygen prescriptions. You should always **CHECK THE DOSAGE** before clicking OK on a Therapy Add screen.

See also *Methotrexate Warning* (page 78)

Add a Dosage for Selected Therapy

Having selected an item which is then displayed in Drug on Therapy - Add screen, a dosage needs to be entered in the window below the Drug name. You can either:

Gemscript Posology – Use the *Posology* (page 72) defaults for dosage - if you have these switched on (see Default Settings for Therapy). Alternatively you can overtype these.

Add a practice-defined default dosage for that particular drug, form and strength which will thereafter be displayed automatically (see *Drug defaults: dosage, quantity, etc* (page 90)). Note that practice-defined defaults take precedence over Gemscript defaults.

Or *Add a new dosage code* (page 90) to the dosage code list then enter this;

Or **type a dosage code in directly** - click with the left mouse in the *Dosage* window (the top narrow one) and type in the abbreviated code.

- For example, to enter Take two immediately: Type in **2 STAT**.

- For example type in **1**(space)**om**(space)**ac** for *One every morning before food*.

Or **select a Dosage Code** - point to the *Dosage* window, and click with the right mouse, then select *Dosage Codes*, *List* to remind yourself of the currently available abbreviated dosage codes. Scroll and double click on the code you want. Repeat as required. While in the list, you can use the right mouse button to edit, add or delete dosage codes.

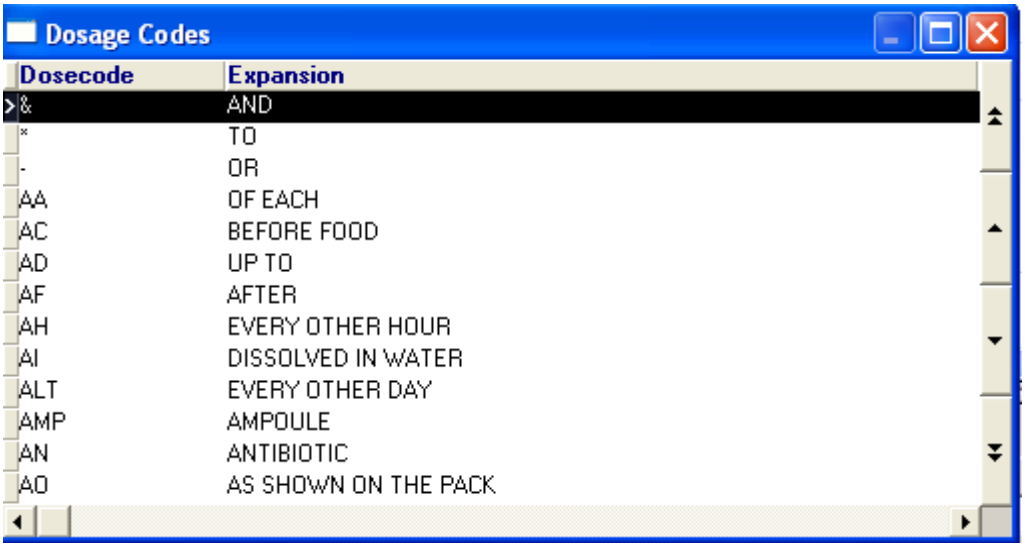


Figure 16: Dosage code list

For example, to enter Four immediately reducing to two every four hours: Type in

4 STAT RT 2 EV 4 HR

(stat = immediately, RT = reducing to, EV = every, HR = hour).

For example, for the dosage *To be applied to each eye*: Type in **APL EE**

Enter the dosage in the same way as if you were handwriting a prescription, eg i od, 2 qds, MDU (As directed), 2stat then qds, prn (when required).

Free Text - Or just type in free text in the Dosage window. Note that if you want a word such as ON to mean "on" rather than expanding to "omne nocte", place an inverted comma before the text that you do not wish to expand - 'on.

> **Note** - When adding Methotrexate, you are given a High Risk warning and the dosage will default to the limited Gemscript options which cannot be edited or removed. See Methotrexate warning.

Add a New Dosage Code

You may add your own dosage code to the list of dosage codes:

1. Click with the right mouse button in the **Dosage** window on the Therapy - Add screen.
2. Select **Dosage Codes**, then **Add**.
3. At **Short Name**, enter a descriptive short name, which must be unique and not a commonly used word, as it will later be decoded to the full dosage text.
4. In the text window, type the dosage text in full. You can make dosages up from abbreviations. For example, Short Name - APLEAR could have the dosage text TO BE APPLIED TO THE EAR.
5. Click on **Assign**.

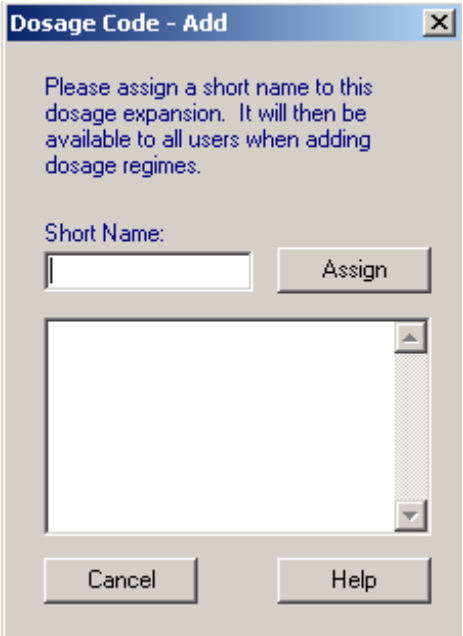


Figure 17: Adding a Dosage Code

Dosage by Weight

Vision can calculate how much of a liquid preparation should be prescribed based on the patients latest recorded weight:

1. Complete the **Dosage** section of the Therapy Add screen as follows:
   - [dosage per weight(mg/kg) : drug strength(mg/ml)]
   - Followed by the dosage term

   eg [25:30] TDS.

   Compatible Dosage Terms are:

   - Daily
   - Twice A Day
   - Three Times Daily
   - Once A Day

- Twice Daily
- Four Times A Day
- *n* Times Daily
- Once Daily
- Three Times A Day
- Four Times Daily

Or their standard abbreviations.

Note – The dosage per weight, where available, is found in the Product Information section of the **Select Drug** screen.

2. Enter the number of treatment days into **Treat Days**.
3. Click **OK**.
4. The Dosage by Weight window is displayed detailing:
   - Drug selected
   - Dosage you have entered
   - Last recorded weight of the patient with the date it was recorded
   - Dosage calculation
   - Quantity calculation
5. If the patient is 30 years old or under **Dosage By Weight** displays an average weight for the age of the patient in addition to the latest recorded weight.

   Average Weight is based on:

Age	Average Weight (Kg)	Age	Average Weight (Kg)
0 Months Old	5	10 Years Old	31
1 Months Old	5	11 Years Old	34
2 Months Old	5	12 Years Old	38
3 Months Old	7	13 Years Old	45
4 Months Old	7	14 Years Old	55
5 Months Old	7	15 Years Old	60
6 Months Old	8	16 Years Old	62
7 Months Old	8	17 Years Old	62
8 Months Old	8	18 Years Old	63
9 Months Old	9	19 Years Old	64
10 Months Old	9	20 Years Old	65
11 Months Old	9	21 Years Old	67
1 Years Old	9	22 Years Old	67
2 Years Old	12	23 Years Old	70
3 Years Old	14	24 Years Old	70
4 Years Old	16	25 Years Old	73
5 Years Old	18	26 Years Old	73
6 Years Old	20	27 Years Old	76
7 Years Old	22	28 Years Old	76
8 Years Old	25	29 Years Old	79
9 Years Old	28	30 Years Old	79

6. If no previous weight has been entered on the patient record, the Dosage By Weight screen displays **No recorded weight for patient** and is therefore unable to determine the dosage or amount to supply.
7. If you want to enter a new weight record click **Add Weight**. Enter the new weight into **Weight – Add** and click **OK.**
8. Click **OK** to accept and save the dosage and quantity calculations, or click **Cancel** to skip the calculation and enter the quantity manually.

Drug defaults: Dosage, Quantity, etc

It is possible to assign a default dosage, quantity/pack, pack size, free text notes, and age range to a drug dictionary or formulary item. Whenever that drug item is prescribed, the defaults will automatically apply.

The Gemscript drug dictionary also contains its own defaults. Switch these on in General Setup, Options, Consultation see Default Settings for Therapy. You can override them if you wish at the time of entering the drug item. If an item has both Gemscript defaults and practice-defined defaults, the practice defaults take priority when the item is added to a patient record. However, note that if you copy an item with your own defaults, the copied version will revert to Gemscript defaults, rather than yours.

To Add Your Own Defaults

If you are a dispensing practice and want to specify a preferred pack size, look this up first using the Preparation icon and decide which one you want. The Pack Size field in Defaults is free text 0-99999 and does not include a selection list.

1. Once a drug has been selected in the Drug window on the Therapy-Add screen, click with the right mouse for the options of Drug Defaults, Dosage Codes, Batch Numbers and Preparation Details.
2. Select **Drug Defaults** to give you the options View and Maintain.
3. Click on **Maintain**. The Default Dosages and Quantities - Add screen is shown. If you do not want to enter defaults for different age ranges, skip to step 5.
4. Click on **Add** (beneath the Age Range window)**.**

   An **Age Range** - Add screen is displayed.

   - Either just click OK for all ages;
   - Or to enter an age range for which the defaults will apply, enter a Start age, or an End age, or both. For example, type in 0y in Start age and 16y in End age for 0 to 16 years. Click on OK.

   Quantity and Preparation – You can click directly into the Quantity field and enter a figure here, appropriate to the units in Preparation, for example, 28 tablets, 30 grams, 100 ml (see *Quantity, Preparation, Packs* (page 84)). . The Preparation selection arrow shows the way the therapy item is prescribed, for example, tablet(s), mls, gram(s) etc. If there is a choice of packs, select the most commonly prescribed pack size to be the default.

   Pack Size – This is a free text field 0-99999 – there is no picklist of pack sizes so you need to know this information before starting the Drug Default Maintenance.

   Treatment Days – Entering a default number of treatment days as well as a quantity is optional, and only relevant for repeat master prescriptions

   Force Re-Authorise - Only relevant for repeat master prescriptions - if this is checked, then only a valid Prescriber (a GP) can re-authorise expired repeats, and not a member of staff (see Reauthorise Repeat Master).

   Click on the **Notes** icon  if you want to add free text information for patients being prescribed this item. This text will always print on the right-hand side of the prescription.

   Default Dosage - Click within the Dosage window, and type in the default dosage code (see *Add a dosage for selected therapy* (page 88)), eg 1 od for 1 every day.

   Repeats - Only relevant for repeat master prescriptions, enter a default number of repeats. In Duration, you can enter a time for the prescription to last, for example, 28d for 28 days. Optionally enter Days Between Issues as a minimum figure and/or maximum figure (see *Repeats, Repeat Until, Days Between, Force Reauthorise* (page 94)).

5. **Drug Class** - Here you are specifying which Drug Class you would like by default for this therapy item. <None> implies no drug class by default. To select a drug class, click on the selection arrow and change the default from <None> to the drug class of the currently selected item.

   - For example, the default drug class for Aspirin can be either <None>, Non-opioid analgesics, Antiplatelet drugs, or NSAID.

- Some drugs in Gemscript belong to more than one drug class, ie they are licensed for more than one use. For example, Aspirin is a non-opioid analgesic (main drug class) but is also licensed as an anti-platelet drug. Aspirin is more often prescribed as an anti-platelet drug.
- When prescribing, the GP is therefore able to specify in what respect the drug is being given – main drug class or otherwise.

6. Click on **Save** then click on **Close**.
   - Thereafter, when that drug is selected for a patient within the specified age range, the defaults you have chosen will be entered automatically.

Repeats, Repeat Until, Days Between, Force Reauthorise

Up until this point, the method of Therapy Add has been the same for both acute prescriptions and repeat masters. Once you make an entry into the Repeats field, the prescription becomes a repeat master. Leaving Repeats blank means the prescription is an acute one.

1. Follow the steps in *Add Therapy Summary* (page 60), selecting a drug, and entering a quantity, preparation and dosage.
2. **Repeats** – The number entered in Repeats is the number of repeats or issues the patient can have of a prescription without seeing the GP. Once that number of issues has been made, the GP must see the patient again, in order to re-authorise the prescription which then allows further issues to be made. This is a mandatory entry. Making an entry in this Repeats field turns an Acute Therapy-Add into a Repeat Master-Add.

Figure 18: Add Repeat Prescription Master Add screen

3. **Force Re-Authorise** – This is an optional entry. When the number of issues (Issues Made) equals the figure in Repeats, no further prescriptions can be issued until the repeat is re-authorised. The repeat master is then said to have expired and will be listed under Expired on Repeat Masters. On the Repeat Prescription Master - Add screen:
   - If Force Re-Authorise is blank, anyone can re-authorise a repeat master.
   - If this box is checked, only a valid prescriber can re-authorise the master – ie they have to sign on in order to reauthorise. (Prescribers are added in Staff, Control Panel - File Maintenance) - see Reauthorise Repeat Master -.

We advise that Force Re-Authorise should only be checked if the prescriber alone is to reauthorise the medication. Otherwise, to enable anybody to reauthorise the medication when it expires, do not check this field.

4. **Repeat Until Date** - You may optionally enter a date in Repeat Until Date beyond which you do not want further prescriptions printed. Rather than working out a date, you can also enter an abbreviation such as 56D (56 days) 3M (three months), or 6W (six weeks). 1Y (one year).
5. **Days between issues** – An optional field, which could be used for persistent patients who every time tend to come earlier for each repeat. Enter a minimum number of days between issues.
    - For example, 28 means this drug cannot be re-issued for 28 days without further authorisation, and will not appear on the Valid screen until then.
    - You can also enter a maximum number of days between issues. Once you are satisfied with your entries, click on OK.
6. Complete the screen with OK and to display the drug check warnings (see *Accept OK on Therapy - Add* (page 101)). Any warnings about contraindications, interactions or drug doubling will be displayed (see *Drug check displays* (page 103)).

For help with the following, see:

- You can also print post-dated scripts - see Post-Date Repeats;
- *Select Drug screen* (page 63)
- *Dosage* (page 88)
- *Quantity, Preparation, Packs* (page 84)
- *Personally Administered* (page 96)
- *Drug check displays* (page 103)
- Issue and print repeats

Batch, Interval, Repeats

The Batch box relates to Repeat dispensing. Where repeat dispensing is required, you can produce a repeatable prescription on an FP10 and a further series of 'batch issues' (also printed on FP10s) of up to a year's duration. The pharmacy retains the repeatable prescription which has been signed by the GP. The patient keeps the remaining batch issues or asks the pharmacist to keep them on his/her behalf, until he/she requires another issue of medication.

To create a new batch prescription, tick the **Batch** box.

- An **Interval** box appears in place of *Days Between Issues Min/Max*. This denotes the interval between issues. The default is 28 days, but you can alter it if you like, using the abbreviated format - eg 2M (two months), 6W (six weeks) etc.
- The **Repeats** box defaults to 6. This number of repeats can also be amended, though you cannot exceed one year (Interval x Repeats).

With Repeats at 6, and the interval set at 1 month, this is a repeat master - a batch prescription - with a batch of six issues, one month between issues.

Personally Administered, Batch Number, Manufacturer

You will find that patients marked as Dispensing in Registration – Other will already have the **Dispensing** box checked automatically.

On the front Therapy Add screen, once the therapy item has been selected, check the box **P/Admin** at the top right if the prescription is to be dispensed in the practice for a non-dispensing patient. In the case of non-dispensing practices, this normally only includes vaccinations and some Treatment Room items.

This prescription will be classed as practice administered or personally administered, and **must carry the batch number and manufacturer**. Both the manufacturer and batch number will be printed on the prescription.

The Batch Number window will be filled with the batch number and the manufacturer if it is available.

If not, the batch number can be added (see *Allocating or Adding a Batch Number* (page 97)). Batch numbers can be added either when adding the therapy, or by editing the prescription (eg by the dispenser) and the batch number added then. In the latter case, the script should not be printed first.

The **Pack Size** field can only be used if **P Admin / Dispensed** is ticked. Then you can click and select a Pack Size (eg y), which would mean you are administering x in Quantity, using a Pack Size of y (see *Pack Size and Pack Labels* (page 85)).

Allocating or Adding a Batch Number

The batch number must be entered for each personally administered item.

If a GP or nurse has entered the prescription on Therapy Add, and if they do not print it, a dispenser or pharmacist can later right-click-Edit the prescription at the time of printing – a Repeat Issue Add or Acute Therapy – Update screen is displayed which has the same fields as Therapy Add, with a Batch Number field (see Editing scripts to add batch numbers). Make sure *P admin/dispensed* is checked.

If the prescription has already been printed, then right click on the issue line (on Scripts tab, or on Acutes and Issues list) and select Edit. You will then be able to edit the batch number.

> Note that for a manufacturer to appear on the manufacturer picklist when adding a batch number, their name must be added beforehand as an Organisation in Control Panel - File Maintenance (Category - Drug Manufacturer)

Any existing batch numbers for any drug can be displayed and selected by clicking with the right mouse and selecting **Batch Numbers***,* then **List***.*

Select the correct batch number if it is shown on the list, by double clicking on it (you will be warned if the drug on Therapy - Add and on the Batch number list do not match).

Adding a new batch number - If there are no batch numbers on the list relating to the item you are personally administering, then you need to add the number to the batch number list.

Either close the List screen by double clicking on ☒. Then on Therapy Add, click with the right mouse, select **Batch Numbers** then **Add**. The Batch Number Add screen is displayed with the drug already selected.

Or, while Batch Number List is displayed, point to a line, right mouse click and select Add. The Batch Number Add screen is displayed but the drug name is blank. You will have to press F3 and select the drug from the drug dictionary.

At the **Batch Numbers – Add** screen, check the drug name is correct. You can double click in this window or press F3 and re-select from the drug dictionary, if necessary.

A **Manufacturer** can only be selected from the manufacturer list, if it has been added as an Organisation in Control Panel - File Maintenance - Organisations (category - Drug Manufacturer). Click on your selection.

Type in the batch number for this item exactly as on the box or phial.

Enter the date this batch expires. You may add abbreviated forms, eg 1y (one year), or enter the date in full, eg 31.12.03.

Click on OK.

If you added your entry from Therapy Add – right mouse – Batch Details – Add, the number you have just added will also be assigned to the currently selected Therapy Add screen in the Batch Number window.

If you added the Batch Number to the Batch Number List, then this new number will be added to the Batch Number List. In order to assign it to your current drug, double click on it. The number will then appear in Batch Number on Therapy Add.

> **Note** - Once a batch number has reached its Expiry Date, it will automatically be removed from the Batch Number list.

Additional Information from Therapy – Add

The Additional Information button on the Therapy Add screen lets you add Information for Patient notes which print on the right hand side of the prescription and Information for Dispenser notes which print on the left hand side of the prescription under drug dosage:

Information for Patient

The Information for Patients section lets you add in your own free text which prints on the right-hand side of a prescription form. For instance, you might want to remind the patient to book a blood test before the next prescription or appointment.

- Adding a note on a Therapy Add screen will print a one-off for this patient when the prescription is printed.
- To add a free text note permanently to a drug item so it is printed for all patients, use drug defaults (see *Drug defaults: dosage, quantity, etc* (page 90)).

See also Repeat Therapy Reorder Form Set-up for permanent messages printed on the right-hand side of prescriptions. You can also print advice on the right-hand side of prescriptions - see Print advice for non-drug therapy items on prescriptions

To enter the note, click on this button (or Alt-z, and type in the free text in the Information for Patient screen.

Information for Dispenser

The Information for Dispenser section of the Additional Information screen allows you to type free text for the dispenser which prints on the left hand side of the prescription under the drug dosage. For English practices using Electronic Prescribing, these notes are sent as part of the electronic prescription message.

When you exit, the Additional Information button is ticked, and if you hover with the mouse over the button, a yellow pop-up shows the text you have entered.

On the Journal tab of Patient Record, up to nine lines of the note text are shown with the Therapy entry by the heading *Notes for patient or Notes for Dispenser* – if more lines than that, the word MORE... is shown in the right-hand column; click on this for the full text.

The note(s) is also stored in the Dosage column on the Therapy List screen, and appears after the dosage text. You may need to widen the column to see it in full (click on Dosage heading at column header, then point cursor at dividing line between next column header, and drag this line to increase the column width).

Added in this way, the Information for Patient prints on this patient's prescription form on the right-hand side and the Information for Dispenser notes on the left, under the drug dosage.

Instalment Dispensing Notes

 The Instalment Dispensing button on the Therapy Add screen allows you to enter free text instalment instructions to a therapy item. These instalment instructions are added to the prescription form (or electronic message) under heading "Instalment Instructions". Instalment prescribing can be used when prescribing any drug, but is especially useful when prescribing specific controlled drugs (you are also prompted to use the correct stationery for controlled drugs).

To add instalment instructions, in the Therapy-Add screen, click on the Instalment Dispensing button or press Alt+y.

In the Instalment Dispensing window, enter the required free text instructions for instalment dispensing:

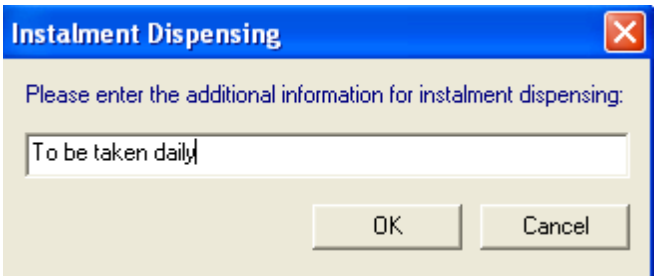


Figure 19: Instalment Dispensing Window

Note – There is a limit of 35 characters in the Instalment Dispensing window.

Click on OK to save. The Instalment Notes button now displays with a red tick  to depict instalment notes have been entered.

Complete the therapy entry as usual.

When you print the item, if the item is not a controlled drug, the prescription prints the instalment instructions beneath the heading "Instalment Instructions". These details also appear on therapy entry in the journal.

Drug Class

On the front Therapy Add screen, in Drug Class, you can select the drug class from which you would like to prescribe this drug.

Click on the selection arrow and change from the default to the Drug Class of your choice.

Some drugs in Gemscript belong to more than one drug class, ie they are licensed for more than one use.

Date Prescribed, Prescriber, Source of Drug, Print Script

Date Prescribed

The Date Prescribed on Therapy - Add defaults to today's date. This can be amended if you are making a record of a drug prescribed outside of the practice or by another partner, or bought by the patient over the counter.

Note that it is possible to post-date issues of repeat prescriptions (see Post-Date Repeats) but not acute prescriptions.

Source of Drug

The Source of Drug on Therapy - Add defaults to **In Practice** and prescriptions will be printed for this option.

You can also click on and select from: <None>, Self-prescribing, By Hospital, By Health Carer in another practice, By GP in another practice. One way round recording nurses' prescriptions is to use one of these options (see Nurse Prescribing).

> **Note** - You can enter a record of a repeat prescribed in hospital, or out of the practice. It will be given a bowtie icon and stored under inactive repeats. If the repeat is required for the patient once back in practice care, then display inactive repeats and drag the line on to the floating toolbar top left icon - Another - to create a new repeat master

Prescriber

The Prescriber on Therapy - Add defaults to the doctor currently signed on and set up in Consultation Options - Setup (see Setup Default Prescribers). It can be amended by clicking on to display those clinicians with a PPA number entered in *Control Panel - File Maintenance* under *Staff*. Click on your selection. *Prescriber* is disabled for any scripts other than In-Practice (see *Source of Drug)* (page 100).

If the signed on user is not a prescriber, and all the items on the script have the same prescriber, then the prescriber is the default. The default is the member of staff defined in *Consultation Options - Setup* - Group 2 option (see Setup Default Prescribers).

The Prescriber field is disabled if you choose an out-of-practice option.

When you come to print a prescription, the Print Therapy / Prescription Manager screen field of **Authorised Signatory** (previously called Doctor to sign prescription) lets you select a signing GP who may differ from the issuing or prescribing GP. The prescribing GP is determined by which GP is signed on. If in Consultation – Options – Setup – General, you have the option *Print Signing GP Name* ticked, then name of whichever doctor is selected in **Authorised Signatory** will print on the prescription (see Default Settings for Therapy).

> **Note** - Where there are nurse prescribers and supplementary prescribers, the scenario is different - see Prescription and Signer Selection.

Print Script

Normally the default is a check in the box Print Script on Therapy – Add, ie the therapy item you are prescribing can be printed on a prescription.

You can only print **In practice** prescriptions. If you uncheck the Print Script box, the therapy item is for record only, and cannot be printed.

If you choose an out-of-practice option, the Print Script option will automatically be unchecked, and the Prescriber will be disabled.

Private Prescriptions

By default, the Private box is unticked on the Therapy Add screen so that as long as you have chosen an FP10 item, this will print as an NHS script on the left-hand side of the prescription form.

If this is an NHS patient but you wish to issue a private prescription, tick the Private box. Patients with a registration status of Private will automatically have private prescriptions printed.

The other to select a private prescription is on the Select Drug screen when you chose a therapy item with a drug status of non-FP10, shown in the Product Information section (see *Drug Status* (page 69)).

If you have chosen a non-FP10 prescription for an NHS patient, you will be warned at the end of Therapy Add and given the opportunity to re-select.

> This is not a FP10 drug. If you continue, then the record will be saved as a private prescription. Do you wish to continue?

Private prescriptions are printed on the right-hand side of the double prescription form.

For nurse prescribers, it is not possible to add private prescriptions, and the private prescription check box will be disabled on Therapy Add. A message will be shown for non-FP10 drugs: *It is not possible for [nurse] to prescribe non-NHS drugs.* For private patients where the private box is checked, the warning is: *It is not possible for [nurse] to prescribe privately.*

Accept OK on Therapy - Add

Having entered at least a **Drug** and **Quantity** on the Therapy Add screen, you can:

- Either finally accept with OK,
- Or click on **Another** which accepts the current drug, clears the drug window, and allows you to select a new therapy item without having to exit and Add to re-enter.

There are a number of warnings that may be given before you can proceed:

> *Missed mandatory entries* (page 102)
>
> *Recommended to be prescribed in generic form* (page 102)
>
> *Drug allergy/Insensitivity warning* (page 102)
>
> *Unexplained dosage code* (page 103)
>
> *Methotrexate warning* (page 78)
>
> Messages you may encounter while issuing repeat scripts
>
> Drug Dictionary Changes - warning messages

A **Drug Check Results** window may then be displayed and symbolised on the status bar. The symbols are explained in *Drug check displays* (page 103) and give information about possible drug interactions, contra-indications or drug doubling (same ingredients as item already prescribed) relevant to prescribing this item to the currently selected patient.

After the Drug Checks display, you are prompted to **link the medication to a problem**. See *Medication linked to Problem (GMS Contract requirement)* (page 107).

You are returned to the Therapy list, ready for printing the prescription (see Print prescriptions.)

Missed Mandatory Entries

When you click OK, you will be warned if you have missed a mandatory entry, which will then be highlighted in red. Exiting will be possible once this entry is filled in.

Recommended to be Prescribed in Generic Form

You will be reminded if you have selected a branded drug item with the status Use Generic. It asks if you would like to switch to the generic now, answer Yes if you do.

Generic/Brand Prescribing

See *Generic Prescribing Mandatory* (page 81), *Generic Prescribing Recommended* (page 81), Brand Prescribing Mandatory, Brand Prescribing Recommended

Drug Allergy/Insensitivity Warning

On prescribing a drug to which the patient has a Drug Allergy and Adverse Reaction recorded (see To enter a Drug Allergy/Adverse Reaction), you will be prompted with the following Drug Sensitivity Warning and will be asked: *Do you still wish to prescribe this drug?*

If you select **No**, you will be taken back to the Therapy Add screen where you can select another drug.

If you select **Yes** and wish to continue to prescribe the drug, despite the Drug Sensitivity Warning you will be prompted with *Please enter your reason for overriding this warning.* You have the option of entering free text to record why you are prescribing a drug to which the patient has an allergy/intolerance. You do not have to enter a reason for override, although it is strongly advisable.

- Click **Proceed** to add the drug to the patient record
- or **Do Not Proceed** to be taken back to the Therapy Add where you can select another drug.

An audit trail of any free text entered or whether you have bypassed the opportunity to enter free text can be found in the Event Log under **Reason for Drug Warning override**.

For medication items for which an allergy or adverse reaction is recorded:

- If you prescribe a drug to which the patient has an allergic severity of Minimal, Mild or Moderate recorded, a Medium Level Warning log will be recorded in the Event Log.
- If you prescribe a drug to which the patient has an allergic severity of Severe or Very Severe recorded, a High Level Warning will be recorded in the Event Log.

- You will be prevented from prescribing an item which has a Potentially Fatal record with the following message on a Drug Sensitivities screen: *It will not be possible to prescribe this item due to the presence of potentially fatal reactions.*

Unexplained Dosage Code

A warning is given if the pre-defined dosage for the drug you have selected contains an unexpanded dosage code. This is to prevent dosage misunderstandings, for example, where the abbreviated form such as ON, is interpreted as "on" instead of "every night". You can either select Yes, to expand the dosage and continue. Or select No, to continue without expanding the dosage. Or to review the dosage manually, press Cancel.

The warning continues: "*NB Drug defaults should only contain expanded dosages, so we recommend that you amend the defaults for this drug*. *Sometimes a dosage contains a word that is also a code, eg "ON", hence the "no" option above.*

Drug Check Displays

Once you have selected a drug during Therapy Add and finally clicked OK, the Drug Checks Results screen is displayed in full. The system can perform checks for drug interactions, drug doubling, contraindications and prescriber warnings. *The following information may be relevant to prescribing [DRUG NAME, form and strength] to this patient.*

The level options that are displayed on the Drug Check Results screen are set in Drug Check options in Consultation - Options - Setup. They will default to Patient Specific for Contraindications, Precautions and Prescriber Warnings. Drug to Drug Interactions default to High, Medium and Low.

While still in Therapy Add before clicking OK, you can check for information about contraindications, interactions etc for the selected drug in the Product Information on the Select Drug screen. When you have the drug dictionary listed at the Select Drug screen, right click on any item and select Check Drug to display any warnings of interactions, contraindications and drug doubling on a Drug Check Results screen.

The above illustration is a completely normal drug check with green light and green flag.

The **status bar** signals if there are any drug interactions or drug doubling (on the left) or contraindications (on the right) of which you should be aware. This checks against the currently selected patient's data or gives general warnings.

- **Drug interactions** are shown as traffic lights (green or yellow) and red bars (one, two or three bars with increasing severity)  .
- **Drug doubling** (blue bars) on left (checking for any same ingredients, exactly same ingredient or same drug class) 
- *Contraindications* (page 71) are shown as (shown on the right on the status bar):
- = No contraindications exist.
- = General warnings exist for contraindications.
- = Patient specific contraindications exist.

- for example 
- Precautions (see *Precautions and Side Effects* (page 73))
- Prescriber Warnings

Note - You can click on the drug check display on the status bar at any time, if it is not greyed out, to re-display the Drug Check Results screen.

Drug Interactions Warning Signals

The left-hand traffic lights and red bars warn of drug interactions, between the drug currently selected and the patient's existing therapy. There are three ratings of interactions - life-threatening, avoid if possible, and warn patient. Some interactions are not rated but may be moderate or severe depending if the patient is a healthy young adult or elderly and sick.

 **Green light** - No Drug Interactions

 **Yellow light** - Context sensitive interactions exist eg, elderly or females, those on digoxin etc.

 **Red single bar** - Warn that patient interactions exist

 **Red double bar** - Avoid if possible - interactions exist

 **Red triple bar** - Life threatening interactions exist

Drug Doubling Warning Signals

Checks are also made for drug doubling. This looks at the patient's current therapy to see if there is any item that has the same ingredients, or is in the same drug class, or is the same drug (but not in Scotland), as the therapy being added.

The doubling drug check warnings are shown as a series of blue bars:

One blue bar - Same drug class.

Two blue bars - Same ingredient

Three blue bars - Same drug

Contraindication Warning Signals

The contraindications warning signals are shown as flags on the right on the status bar - these are shaped differently to compensate for those with colour blindness:

Green flag = No contraindications exist.

Yellow flag General warnings exist for Contraindications

Red flag Patient specific Contraindications

Contraindications are checked against the patient's clinical history (see also *Contraindications* (page 71)), and also include precautions, prescriber warnings and special morbidities such as pregnancy and lactation.

Drug Check Results Screen

If a line has a red flag, yellow light or red or blue bars on the **Drug Check Results** screen, click on a line to expand the text beneath so you can see the patient's clinical or therapy data responsible for generating the contraindication, interaction, or doubling warning.

Any heading line can be clicked to expand or collapse the text beneath it.

You are given the choice whether or not to continue to prescribe this drug.

With **High and Medium** selected in **Drug Check options** under **Drug Warnings - Override** C**onfirmation Required**, on prescribing a drug that has such warnings, you will be prompted with an initial drug warning followed by a further prompt where you can enter an override reason.

Do You Still Wish to Prescribe this Drug?

- If you select **Yes** that you want to continue to prescribe the drug, despite the warnings, you are then prompted with another screen with the message *Please enter your reason for overriding this warning.* You can then optionally record the free text reason why you have decided to prescribe the drug and bypass the warning. Press **Proceed**. Note that if there are two or more warnings, there will only be one reason for override as they all relate to the same drug. You do not have to enter a reason for override if you do not wish to do so. An audit trail of any free text entered or whether you have bypassed the opportunity to enter free text can be found in the Event Log.

  Note - You are given a similar warning if you have prescribed an item which conflicts with an allergy/adverse reaction record and you can also enter a reason for overriding and proceeding if you want to continue to prescribe. See *Drug allergy/Insensitivity warning* (page 102)

- If you answer **No** not to prescribe it, in which case the Therapy - Add screen remains so you may re-select a drug.
- If you select **View**, you can then choose to see more (or less) levels of information for interactions and contraindications. **Defaults (**in Display Options at the bottom of the screen), if ticked, is showing the drug checks set up for you in Consultation - Options - Setup - Drug Check options, for example, Patient Specific Contraindications. If you untick **Defaults** then you can click on the buttons with traffic light, bars, or flags, to change the level of information displayed. Use **Hide** to end the display of options.

Note - You can check warnings for any clinical condition. Highlight a clinical line, for example, a medical history entry on the Filtered tab on Patient Record, and click with the right mouse, selecting Check Condition. Any warnings associated with this condition will be displayed. Otherwise the message *The selected clinical condition has not associated warnings* is shown.

Once you have been in and viewed the **Drug Check Results** screens, the flags and signals will be greyed out and turned downwards.

Unrecognised Drugs Excluded from Drug Check Results

Gemscript drug terminology is based on dm+d. As a consequence, any items that are not using dm+d terminology are not included in the drug checking process. This is also true for unmapped drug items from practice legacy systems. Previous to Gemscript, this used to prevent drug checking all together.

We have improved this so that when such items are present, the drug check is still performed for the other qualifying drug items. You are now warned in the drug check results if there were drugs that could not be checked and they are listed beneath (you can click on the drug name for further details):

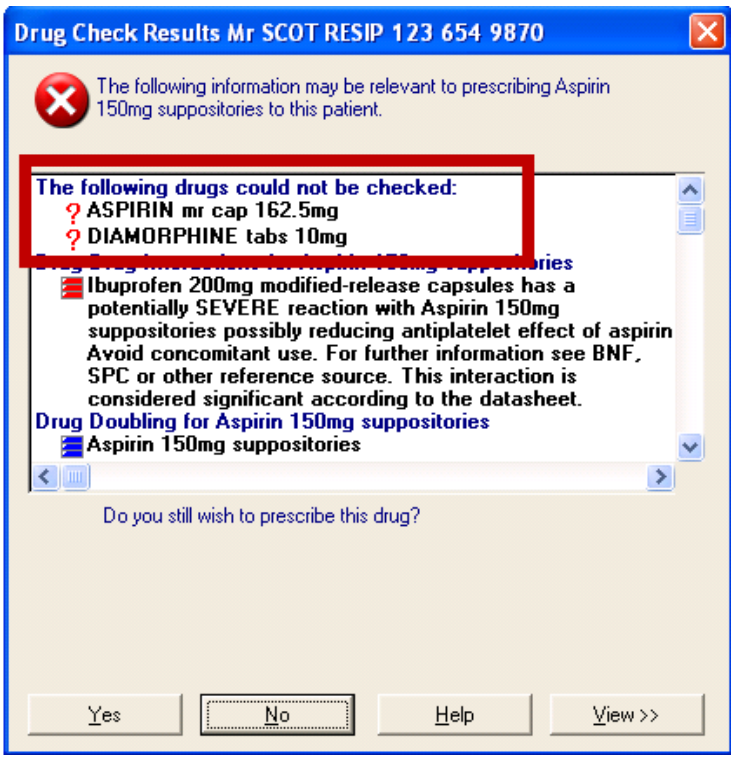


Figure 20: Drug Check Results – Drugs that could not be checked

This also applies when adding a drug allergy and when Vision performs drug allergy checks.

Pregnancy Warnings

A pregnancy warning can be given after prescribing a therapy. However, the Drug Check Facility will only recognise that a patient is pregnant if one of the following two conditions is met:

The Read code **#62 Patient Pregnant** and any of its sub-codes is entered on the patient's record through **Medical History** within the last year, which is **NOT** followed by a Pregnancy Outcome entry. **Note** : If **#62** or any of its sub-codes is entered in any other SDA than Medical History, they will not be picked up by the Drug Check facility.

There is an LMP date recorded in the last year in the Pregnancy Dates SDA (not Medical History) which is **NOT** followed by a Pregnancy Outcome entry.

> **Note** - Pregnancy Outcome should be recorded in the Outcome SDA so that it is recognised by the Drug Check facility. This can be added in the Maternity Management Plan.

Lactation Warnings

For lactation to be recognised by the Drug Check facility, one of the following should be evident on the patient record:

1. There is a live birth recorded in the Pregnancy Outcome SDA with an event date within the last two years.
2. One of the following Read codes has been entered in Medical History within the last two years:

- #1551 H/O Infant Breast Fed
- #26B6 O/E Lactating Breast
- #62E3 Feeding Intervention Breast
- #62P1 Breast Fed
- #62P5 Breast Feeding Started
- #ZV241 Examination of Lactating Mother
- #L46 Obstetric Breast and Lactation Disorders NOS

See also *Drug allergy/Insensitivity warning* (page 102)

Medication linked to Problem (GMS Contract Requirement)

The GMS Contract requires the following indicator:

> **Records Indicator 9** : For repeat medicines, an indication for the drug can be identified in the records (for drugs added to the repeat prescription with effect from 1 April 2004). Minimum Standard 80%

In order to link a prescription to a clinical indication, the existing Problem linkage will be used, so that the problem header becomes the indication for the drug, and the prescription is linked to the problem.

If you are regularly using problems, then these linkages will exist. Indeed if you have an open problem when adding a prescription, then the linkage is formed directly for you, by the drug being added to the problem.

However, it is recognised that many users are not actively using problems. So some additional functionality has been introduced to assist them. For more information about problems, this then enables practices to demonstrate that they are recording an explicit link from medication to diagnoses.

Set up Medication Link to Problem

The Problem prompt is optional, and only used when you are signed on. By default it is switched off.

It is editable in Consultation Options - Setup on the Management tab.

Under **Therapy Management**, **Association with a problem:**

- if you leave **Select problem when therapy is created** unchecked, then you will never be prompted to add a problem, as described in *How the Problem Prompt works* (page 108).
- if **Select problem when therapy is created** is checked, then you can choose:
- either **Only if no open problem** - Only show problem prompt if there is no open problem (the default option)
- or **Always** - Always show problem prompt in order to link the therapy to a problem.

Under **Applies to the following therapy types**, you can select one or multi-select which type of prescription event triggers the prompt in relation to the above (the default is the first two):

- New Repeat Masters
- Repeat Master reauthorisations
- Acute prescriptions

How the Problem Prompt works

A Problem prompt has been added to the prescribing process.

- After the prescription record is saved, when you press F9 to print (either from Therapy Add or when prescribing from a guideline),
- Or when click OK after reauthorising a repeat master 

Note -The problem prompt is never shown when making issues of a repeat master.

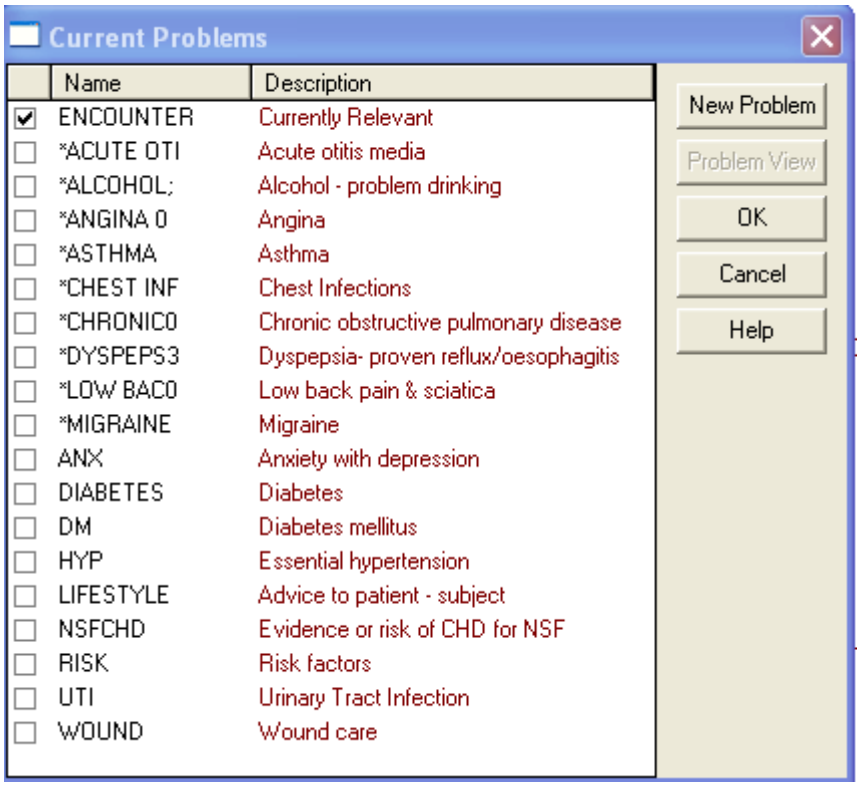
For repeat reauthorisations, the prompt appears for each drug reauthorised, UNLESS the existing repeat master already exists in an active problem, in which case the new authorisation is also written to the problem(s) associated with the existing repeat master.

Click OK on Therapy Add, or Reauthorisation.

The Add Medication to Problem prompt is shown. What happens next depends on whether you have a relevant existing problem or not.

Current Problems and Problem View

You can reach the Current Problems screen by right clicking on any data item under the Journal tab and selecting **Problems**.



There will be a tick in ENCOUNTER, the Currently Relevant problem. Leave that as it is - all data items go into the ENCOUNTER problem.

> **Note** - An active problem is a problem within the "Currently Relevant" (mnemonic = ENCOUNTER) problem.

Make sure there is a tick in a relevant problem on the list for the data item you started from.

If there is not an appropriate problem, use the New Problem button to create a new problem.

You can click on any of the problems listed and click on the **Problem View** button. This shows all the data items within a problem.

If any data items are incorrectly placed, then right click on the line, select Problems, and make sure that only Problems ticked are the correct problem and Encounter (Currently Relevant).

From List problems:

You can also list problems and their contents:

- Either from the Problems tab,
- or by selecting List - Problems.

Then right click on a problem description, and select **Problem View** which lists all the data items within a problem.

If there is not an appropriate problem, use the New Problem button to create a new problem. Click OK.

If There Is An Existing Problem...

- An Add Medication to Problem prompt appears, asking you to select with a tick an existing appropriate problem from the list of active problems for the patient with which to associate the drug.
- When you click OK, the reauthorised or new therapy is added to the problem you selected.

If There Is No Existing Problem:

1. If there is not an existing active problem appropriate to the prescription, then you have the option to add a new problem at that point.
2. Click on **New Problem** and add a new problem. The READ code should relate to the problem. The Short Name allows up to ten characters (your practice may have a policy for entering problem short names so that common disease areas have designated short name for problems). The Description is duplicated from the READ term but you can amend this if you like. The Description is used as the problem title in the problem list.
3. When you click OK, you will see a History Add screen, with your selected Read Term already entered. You can either make any other optional changes then click OK; or just click Cancel. This depends on whether you want to make a new history entry. If the patient already had asthma recorded, for example, you may want to associate the therapy with an asthma problem, but not necessarily make a new asthma diagnosis entry - in this case, click Cancel at History Add.
4. The Add Medication to Problem screen is shown again, with your new problem entered:
5. Click OK.

> **Note** - You may then be prompted to create a problem again - if the READ code you used also triggers a guideline. You can either press Cancel, or go on and create a second problem associated with this therapy. When the Problem List is redisplayed you can choose whether the therapy data goes in your new problem, or the second problem as well. If you have passive triggering of guidelines switched on, the associated guideline should now appear minimised as a green line at the bottom of the navigation pane.

If adding a Therapy, press F9 to reach the Print Therapy screen, first selecting a repeat master line. Press F9 or Print to print the prescription.

Make Sure You Place the Data Item in the Correct Problem

Using the Current Problems screen, it is easy to make sure that data items are appearing in the right problem, and to move them if not. There are several ways to look at the data items within a problem:

Print Prescriptions

Before printing prescriptions for the first time, make sure you have set up the printers and the country (see Printer setup for prescriptions and labels).

Note that if you have Advanced Printing switched on, or you are enabled for ETP (Electronic Prescription Service - England, you will see the *Prescription Manager* (page 121) instead of the older Print Therapy screen.

When printing a prescription, you can choose to print a dispensing label at the same time as the prescription or as a separate printing (see *Dispensing Labels and Caution Codes* (page 143)).

To print issues of repeat masters, see *Issue and print repeats* (page 117).

Print Acute Prescription

To print an acute prescription, or to reprint an issue of a repeat:

1. When you select OK to complete adding a new acute Therapy, the Drug Check Results screen is first displayed, followed by the Add Medication Link to Problem screen (see .
2. Display the Acute Therapy list. (you can use or press F4 function key).
3. Click on the **Print** icon , or press <F9> function key. <F9> can also be used anywhere within Consultation Manager without opening a Therapy window first, for instance when prescribing from a guideline. This records the patient as having had the prescription issued.

The Print Therapy Add screen should be displayed (or *Prescription Manager* (page 121) if you are using Advanced Printing).

However, there are two messages which may be shown:

- **This patient has unprinted items dated before today...** If you see this message, there are prescriptions dated before today's date which are unprinted - refer to *Unprinted prescriptions* (page 148) for the remedy.
- **This is a non-printable item**... If you have selected a controlled drug, you may see a warning message - see *Controlled Drugs* (page 140).

Print Therapy - You can either pause at this Therapy Print Records - Add screen to check the following, or skip to step 16 to printing. The Print Therapy - Add screens lists acute therapy items, issues of repeat therapy items, therapy advice, and (coming soon) repeat dispensing, each with their own icons.

Note - You can sort the columns by type, date etc by clicking on the column header, eg Date, Drug/Advice, or Dosage.

Authorised Signatory (previously called *Doctor to sign prescription*) – The GP here defaults to the GP who prescribed the item (see Date Prescribed, Prescriber, Source of Drug, Print Script). You may select a signing GP who may differ from the issuing or prescribing GP. The prescribing GP is determined by which GP is signed on. If in Consultation – Options – Setup – General, you have the option *Print Signing GP Name* ticked, then name of whichever doctor is selected in **Authorised Signatory** will print on the prescription (see Default Settings for Therapy). For registrars and assistants, who are set up in File Maintenance to use their responsible partner's GMP code, they should see their own name for items they have prescribed themselves.

Note - Refer also to Prescription and Signer Selection which explains how nurse and GP prescriptions are managed.

Print age - If you want to print the patient's age, click to select Print Age. The age of children under 12 years is printed automatically.

Print reorder form – This is not relevant for acute prescriptions which always have a blank right-hand side of the prescription form, except where you have added Notes for Patients. See *Issue Repeat Prescription* (page 117) .

Drug labels - If you want to print the dispensing label at the same time as the prescription, make sure this box is selected. It will be automatically ticked if the patient is marked as Dispensing in *Registration*. If you want to check the

caution code message associated with this therapy item, see *Printing Dispensing Drug, Pack and Bag Labels and Caution Codes* (page 144).

Bag Labels – If you are a dispensing practice and want to print a non-drug-specific bag label to hold the patient's dispensed items, check the Bag Labels box. The default number of labels to be printed is set in Modules – Drug Label Design (see Dispensing Bag Label Design), but you can edit the number here.

Print Reorder Form is not relevant for acute prescriptions. The Reorder Form is a list of valid repeats printed on the right-hand side of repeat prescriptions which the patient can use to order next month's repeats. On an acute prescription, the right-hand side of the prescription is blank. See *Repeats Reorder Form* (page 131).

By default, all the acutes prescribed today will be listed, together with any repeats that are being issued. On the left of the list of drugs, there is a check box beside each therapy line. By default, each of these is ticked. Remove the tick from any item you do NOT want to print.

The icon beside the drug line shows that it is an acute prescription**.**

Removing items at this stage - Items can temporarily be removed from the print list by double clicking on an item so it is not marked > - unmarked items will not be printed.

If an unprinted item does not appear in the print queue, click with the right mouse button and select Edit, and check that the Print Script option is selected on the Therapy Update screen.

4. Click on the Print icon 

to print the prescription, or press F9 function key again. The prescription is then printed. Rules are given in *Prescription printing and regulations* (page 134).

5. If you do not want to print, then using 

at this point will mark the therapy record as issue having been made, but no prescription printing will take place. This may be useful if you have handwritten a script, say, on a housecall.

6. The Setup button 

accesses the Vision Printer Profiles Setup. This is where the printers for prescriptions, drug labels, bag labels and specimen labels are set, together with details such as size of label, font etc.

7. The prescriptions will be printed first before the label(s).

8. If you are also printing dispensing labels, the Caution Code screen for each therapy item may then be displayed in turn. A Caution Codes is a warning message associated with that drug, eg *Warning, May Cause Drowsiness,* which will be printed on the dispensing label (see "*Printing Dispensing Drug, Pack and Bag Labels and Caution Codes* (page 144)" on page -).

9. Click on *Close* if you are satisfied with each message. The dispensing labels will then be printed.

10. Finally, any pack labels will automatically be printed if the item is marked as P admin/dispensed (see Pack Size and Pack Labels).

Note that when printing any of the following dangerous drugs, the signature area on the prescription form will be shaded in order to draw attention to it: methotrexate, penicillamine (125mg and 250mg), mercaptamine (50mg and 150 mg), mecaptopurine 50 mg tabs and 150 mg, co-proxamol sf susp 32.5mg + 325mg and co-proxamol tabs 32.5mg + 325mg, and dextropropoxyphene HCl with paracetamol tabs..

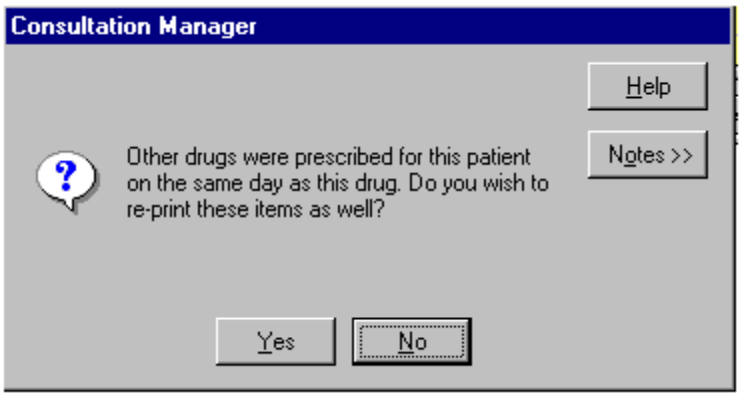
Reprint a Prescription

Normally a prescription is not reprinted, unless the patient has, for example, lost it before taking it to the pharmacy, or the printer has jammed.

> Note If you are using the *Prescription Manager* (page 121) screen, reprinting takes place in a different way. See *Recent tab - used for reprinting* (page 125)

To reprint, first display the Therapy screen:

1. Click on the Therapy tab, then the Scripts tab
2. Highlight the drug line to be reprinted.
3. Click on the Reprint icon .
4. If there are other items with the same date, you will be prompted for reprints of all these items as well: *Other drugs were prescribed for this patient on the same day as this drug. Do you wish to re-print these items as well?* Answer either Yes or No.



5. The Prescription Reprint Reason screen is displayed. Select one of the following options:
   - Printer problem
   - Script was damaged/destroyed
   - Stolen
   - Patient lost script (genuine)
   - Patient lost script (query)
   - Pharmacy lost script
   - Practice lost script
   - Other

   Additional text can be added in the available free text box (max 350 characters) if required.

Note – If you have set a practice default this will be selected on opening the Prescription Re-print Reason window, click an alternative option to change for this re-print only.

6. Click OK.

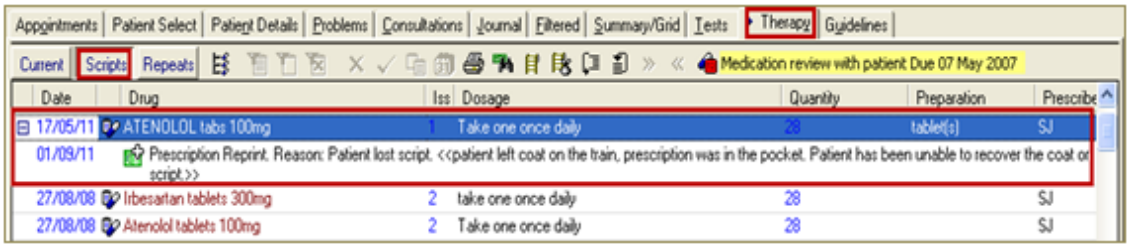
7. Then click on the *Print* icon or press F9; and at the *Print Therapy* screen, click on the *Print* icon or press F9 again.

If several items are to be printed, highlight each in turn and click on the Reprint icon. Note that this is not necessary if all the items to be reprinted were issued on the same day as the prompt in step 4 above shows. Only click on the Print icon or press <F9> when all items have been selected for reprint.

View Re-printed Issues

The re-print reason can be viewed in Consultation Manager, on the Therapy – Scripts page and also from the Journal.

Select the **Therapy – Scripts** tab, item(s) with reprints have a plus button to the left of the date column, click the plus button or to expand the drug details. The re-print date, reason and freetext message (if added) is displayed.



In the Journal,, the re-print details are attached to the original issue record. Find the issued record in the journal, the re-print details are shown below the drug details.

The re-print details can also be found in the Event Log. Go to **Vision – Management Tools – Event Log** - **Prescription Reprint**.

Record an Acute Prescription Without Printing It

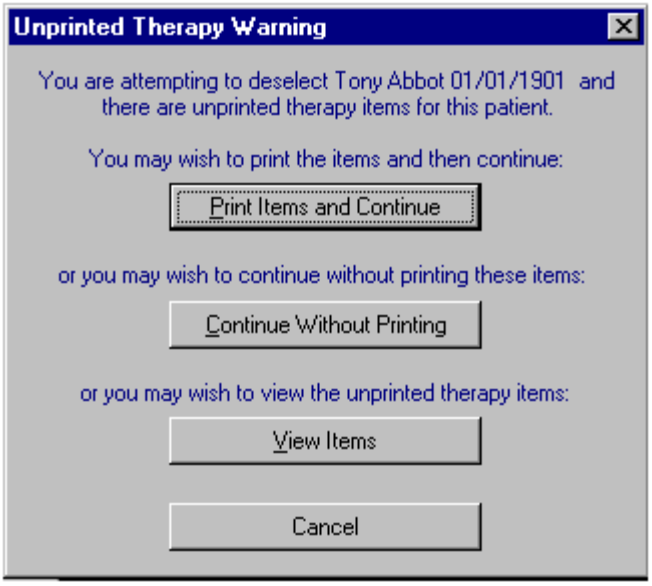
Acute prescriptions can be added for recording only.

To do so, click on the 

on the *Acute Therapy - Add* screen in order to remove the check/tick from the box.

Any prescriptions not printed within 48 hours of issuing will be deleted from the print queue. Note that the prescription itself will of course remain in the patient records and will **NOT** be deleted.

When a patient is de-selected and there are *Unprinted prescriptions* (page 148), the Unprinted Therapy Warning screen will appear with the options Print Items and Continue, Continue Without Printing, View Items, Cancel.



If Continue Without Printing is selected, the unprinted prescriptions will be de-selected from the print queue after 24 hours and deleted after 48 hours.

Issue and Print Repeats

Issue Repeat Prescription

To issue a repeat prescription which has already been entered, first making sure the prescription printer is on-line and loaded with computerised prescription paper:

Select the patient and start a consultation. There is no need to start a consultation if you are reprinting a repeat reorder form, but you will need to in order to add or print a new repeat master.

Note - If you are member of staff doing a session of printing repeat prescriptions, then change the *Type of Consultation* option to **Repeat Issue** which is entered on the *Open Consultation* screen. You can reach this screen after selecting each patient, by double clicking on the Status Bar at the bottom of the screen; or if might normally be displayed after selecting a patient. Amend the *Type of Consultation* to *Repeat Issue* if it normally defaults to *Surgery Consultation.*

The Quick Summary to Issuing a Repeat:

1. Click on or press F5.
2. Click on the Valid Repeats icon or .
3. Check that the requested items are shown.
4. Click or space bar to tick each repeat line to be printed.
5. Press F9 twice or click on at each print screen.

Note - If you are currently displaying a patient's Therapy, and another patient phones in for a prescription, you may need to open the second patient's records. Use *New Consultation Manager* option to do this.

The Detail:

1. First display the Repeat Masters screen or press F5 function key.
2. **List the valid master lines for the repeat prescriptions** (see "List Repeat Masters Therapy"), by making sure either the Valid icon is selected or the Active repeat masters .

Note - If no repeats are listed when you click on one of the above, check the "Note to VAMP Medical users issuing repeat prescriptions for the first time" on page -; and check in the Expired list of repeats.

- Valid repeats are those that are valid for issue and are marked .
- An issue can only be made if the number issued is less than the maximum number of permitted issues; and the prescription is marked as in-practice.
- Active items are those that have not been inactivated, and include both valid and non-valid (expired) repeat prescriptions.
- Inactivated items are marked but these are not shown on the Active Repeats view.
- Any expired items, marked , will need to be re-authorised before an issue can be made (see Reauthorise Repeat Master).
- **If you are just reprinting a Repeat Reorder Form**, you do not need to start a consultation first (see *Repeats Reorder Form* (page 131)). You can reach step 6 Therapy Print Records - Add screen directly by using F9 function key anywhere within Consultation Manager, without first opening a Therapy window.
- **Check the printer** - Make sure the prescription printer is on-line and loaded with computerised prescription paper.

3. Select the lines to be issued -
   - Either click in the checkbox by each item required to tick it.
   - Or, if all items are to be selected, click on the **Select All** icon » to select all and tick.

- Or, if all except one or two items are to be selected, click on the **Select All** icon » to select **All**, then single click on any items NOT required.

Note - Any date in red in the Last Issued column is warning you that it is some time since the last issue was made (see Old Repeat Offset in Default Settings for Therapy which defines the period).

4. **Click on the Print/Issue icon , or press F9** to display the *Print Therapy* screen. This records the prescription as having been issued. So if a GP has hand-written a script on a house call, for example, after the first <F9>, click Close at this screen if printing is not required. If you see any messages about which you are not clear, see *Messages you may encounter while issuing repeat scripts* (page 131). But if you see:
   - If nothing happens when you press F9 or press the Printer icon, you have not selected and marked a repeat master. You may have just highlighted an item with actually marking it as selected with a tick. Go back and select item(s) by clicking or pressing the space bar (step 3).
   - *There are no more issues left for [drug name] If you wish to prescribe further issues, you will need to reauthorise*. This is warning you that this is the last permitted issue of this repeat and after this, you must reauthorise before you issue it again. See Reauthorise Repeat Master.
   - If the printer icon is disabled, then the item you selected is not valid, has expired, needs reauthorising.
5. **Print Therapy** - Once the Print Therapy screen is displayed, you have made an issue of the repeat. Your choice is then to print the prescription or close the screen without printing. **Click on the Print icon or click on F9** again to print the prescription.

   Note that if you are satisfied with the options on the Therapy Print Records - Add screen, you can click F9 twice in quick succession in step 4.

   If you close the screen without printing, an issue will be recorded in the Iss column.
6. Before printing, check or amend the following:
   - **Authorised Signatory** (previously called Doctor to sign prescription - The prescribing GP is determined by which GP is signed on (see Date Prescribed, Prescriber, Source of Drug, Print Script). You may select a signing GP who may differ from the issuing or prescribing GP. If in Consultation – Options – Setup – General, you have the option *Print Signing GP Name* ticked, then name of whichever doctor is selected in *Authorised Signatory* will print on the prescription (see Default Settings for Therapy).
   - Every time a clinician is selected in the Authorised Signatory field in the Simple and Active tabs on Prescription Manager, the script types will be updated to suit the clinician's ETP status. So if someone who is set up for ETP is selected, any items that can be dual will be switched to dual. If the person cannot do ETP, all items will be set to paper. Note that when a different clinician is selected, the item selections will not change, even if the new person is able to sign more items. This is because the user may have already selected all the items they want to print and they will not want to have to redo that.

- **Drug Labels** - Select this box if a dispensing label is to be printed at the same time as the prescription (it will automatically be checked if the patient is marked as dispensing in *Registration*). If, however, you want to print the labels at a later time (eg when actually dispensing), click to de-select this box for now. Later, when you come to print them, access the Therapy Acute/Issues , select the issue of that therapy item and click on (see *Dispensing Labels and Caution Codes* (page 143)).
- **Bag labels** – If you are dispensing and want to print a label for bag to hold the dispensed items, make sure there is a quantity (of labels) in this box. See *Printing Dispensing Drug, Pack and Bag Labels and Caution Codes* (page 144).
- **Print Reorder Form** - The reorder form is the right-hand part of the prescription listing the patient's repeat therapy (see *Repeats Reorder Form* (page 131)). Make sure *Print Reorder form* is selected if this is an issue of a repeat script. This will default to whatever is set up in Consultation Options - Setup (see "Print Reorder Form"). This default can be overridden for individual print/issues by clicking on the *Print Reorder Form* box to reverse the selection.
- **Deselect therapy items** - At the Print Therapy screen, you can temporarily exclude items from printing by double clicking on a line, or moving to a line and pressing the space bar or Enter. This removes the mark >. If you change your mind and want to include them again, click on the line again.
- **The prescription(s) are printed (before the labels)**. The *Issues* column for that therapy repeat is updated by one. Any reprinting of the issue is done from the Therapy Acute List screen (see *Reprint a prescription* (page 115)).
- **If you are also printing dispensing drug labels**, the Caution Code screen for each therapy item will then be displayed in turn. The caution code is a warning message(s) associated with that drug, eg *Warning, May Cause Drowsiness*, which will be printed on the dispensing label (see *Dispensing Labels and Caution Codes* (page 143)). Click on Close once you have checked the message is correct. The dispensing label(s) will then be printed.

If the dispenser wants to print drug and bag labels for items without printing the prescription, uncheck the check box against the therapy line. Make sure Drug and Bag Labels are ticked. Print, or press F9

7. Click on Print, or press F9 to print the prescription and labels.

Note - When printing any of the following dangerous drugs, the signature area on the prescription form will be shaded in order to draw attention to it: methotrexate, penicillamine (125mg and 250mg), mercaptamine (50mg and 150 mg), mecaptopurine 50 mg tabs and 150 mg, co-proxamol sf susp 32.5mg + 325mg and co-proxamol tabs 32.5mg + 325mg, and dextropropoxyphene HCl with paracetamol tabs..

Prescription Manager

Once you have switched on Advanced Printing, you have access in Consultation Manager to the Therapy Print screen called **Prescription Manager**.

You will also see the Prescription Manager screen if you activate ETP (Electronic Prescription Service - England). ETP will be introduced gradually over the next year or two, but in the meantime, you can optionally use the Prescription Manager screen by switching on Advanced Printing. You will still be able to do F9 F9 to print a prescription.

In England, if there are nurse prescribers or supplementary prescribers in the practice who want to print prescriptions, then you must use Advanced Printing and Prescription Manager. (Note that you do not have to have Advanced Printing switched on in order to activate ETP).

In Scotland, nurses and supplementary prescribers are not allowed to print bar-coded AMS prescriptions in Scotland

Normally you would access the Prescription Manager screen by pressing F9 having selected repeats for issuing. But you can also get to it by pressing F4 then F9 (start with the cursor in the body of the screen, not Read Term Add); or from the Current or Scripts tab by clicking on  . Note, however, that from the Repeats tab, this icon is greyed out.

Printing Therapy

To print therapy items, select them in the usual way - today's acutes will be selected by default - then press F9 or click on  . You then reach the new Prescription Manager screen.

There are a number of tabs:

- *Active Simple tab* **(page 122)** - Similar to the old Print Therapy screen listing items for print.
- *Active tab (Full)* (page 123) - divides the medication into prescription pages, as per their type.
- **Recent** - lists recently printed medication (but only those printed since Prescription Manager was switched on). Can be used to reprint prescriptions - see *Recent tab - used for reprinting* (page 125).
- **Rejected** - only relevant for rejected electronic messages of ETP.
- **Search** - Displays printed items for Reprint (see *Show Prescription / Search Tab* (page 126)) (but only those printed since Prescription Manager was switched on).
- *All tab* **(page 126)** - lists all prescriptions (but only those printed since Prescription Manager was switched on) and can be used to reprint prescriptions.

Once at the Prescription Manager screen, press Print **Print or F9** to print the prescription. The Drug Labels and Bag Labels options are unchanged.

Also unchanged is Print Reorder Form, Print Age. However, with the mixture of nurse and GP prescribing.

Authorised Signatory was previously called Doctor to sign prescription. Note that every time a clinician is selected in the Authorised Signatory field in the Simple and Active tabs on Prescription Manager, the script types will be updated to suit the clinician's ETP/eAMS status. So if someone who is set up for ETP is selected, any items that can be dual (England only, and meaning ETP eligible) will be switched to dual. If the person cannot do ETP, all items will be set to paper. Note that when a different clinician is selected, the item selections will not change, even if the new person is able to sign more items. This is because the user may have already selected all the items they want to print and they will not want to have to redo that.

Note - One of the main changes with Advanced Printing is that **reprinting** prescriptions has changed. The Reprint icon on the front Therapy toolbar has been replaced by a Show Prescription icon which you use with the Scripts tab displayed (see *Show Prescription / Search Tab* (page 126)). You can also reprint from the Recent tab in Prescription Manager (see *Recent tab - used for reprinting* (page 125)).

Active Simple Tab

Although *Prescription Manager* (page 121) has five tabs in all, **Active - Simple** is the simplest tab to display prescription items and most resembles the previous Print Therapy screen. Medication prescribed in the last 48 hours is listed.

The columns from left to right are:

Selected or not selected - for printing purposes

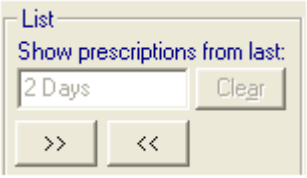
Therapy type:

- acute,
- issue of a repeat,
- Batch issue (issue of a repeatable prescription. Not printed if the master prescription is sent via ETP). Repeat dispensing only.
- Batch prescription (ie, the Repeat Master, with a batch setup is defined by Interval and number of Repeats. Repeat dispensing only.
- Right-hand side item,
- Therapy advice (non-drug therapy) (created in Add - Advice, change Type of Advice given to Therapy, write free text message to patient in Notes window, OK - advice text will print on the right-hand side of the prescription).
- PA practice administered

As before: Date, Clinician, Drug name or Advice text, Dosage, Quantity and Issues.

The Date, Drug and Dosage columns are sortable by clicking on the column header respectively.

Select / Deselect All - >> << - Select all prescription items, or deselect all.



Show prescriptions from last - Above the prescription list is a new date range option, so you can optionally list scripts within a recent date range on a tab, for example, on the **Recent** tab, if you want to reprint an item. Each tab has a different period displayed: Active = today; Recent tab = last 28 days; All = last 6 months. You can change the period by typing abbreviations such as 10d (10 days), 4w (4 weeks), 6m (6 months) or 1y (one year) (note that it will only display items from when Prescription Manager was switched on, if this was sooner).

Clear - clears the date range control and date filters are removed from the list.

Active Tab (Full)

The **Active** tab (called Active Full on Prescription Options) groups the items on *Prescription Manager* (page 121) in to prescriptions, according to their **drug type** (if you are a non-ETP practice; once ETP, the first sorting is by prescription type - paper or electronic).

The prescriptions are separated by a blue header line (eg *Paper Prescription group containing 3 items*), followed by the items under that prescription.

The drug type can be seen second column from left on the blue header line to the right of the expand/collapse icon on Active Full:

- any drug that is not an appliance or Oxygen product
- Devices, bandages etc, defined as appliance in Gemscript.
- Oxygen products, defined within the drug tariff

There are **separate pages** for:

- right-hand side items such as private scripts, non-FP10 drugs, discontinued drugs; and non-drug therapies such as therapy advice. Also printed on the right-hand side is a repeat reorder form, and handwritten items.
- Controlled drugs
- PA practice administered
- Contraceptive items
- Batch prescriptions
- an **ePharmacy prescription** in Scotland only (ie transmitted electronically under eAMS and also paper printed)

Expand / collapse - There is an expand icon on the extreme left beside each prescription item. When collapsed, click on .

Selecting a page to print selects all the items on that page.

- Any selected repeat issues and all acutes added today will be automatically selected.
- You can continue to use the existing F9, F9 sequence to print.
- If you select or deselect an item, by removing or adding a tick in the selected box for the page (on the blue header line), then all the items within that prescription are selected or not selected accordingly.
- You can deselect a sub-item on an individual basis.
- If on the Active tab, any item within a printed page is selected (for re-print), then all other items on the same page will be selected; you can deselect individual items.

The word **Ready** refers to the Print status, ie ready for printing. (When ETP/eAMS is in use, there will be a status in Send for prescriptions that are permitted to be sent electronically).

Press Print **Print or F9** to print the prescription

The final page allocation of items is decided at the time of printing.

Acute and repeat issues will go on the same prescription, if you are not using ETP. Once ETP is enabled, acute and repeat issues will go on different prescriptions.

Right click on a line lets you choose either **Key** which lists the drug type icons ( ) or **Properties**. This shows the DM+D code for that item - only items with DM+D codes will be included in ETP while those without such codes will continue to be printed as paper prescriptions. ePharmacy in Scotland includes both DM+D and non-DM+D items.

(DM+D = The NHS Dictionary of Medicines and Devices is being developed and delivered through the UKCPRS Programme, which is a partnership between NHS Connecting for Health and the PPA. The NHS dictionary of medicines and devices (**dm+d**) has been approved as the new name for the integrated product of the UKCPRS programme. During its development, it was previously known as the UK Standard Clinical Products Reference Source (UKCPRS), and its components were previously known as the Primary Care Drug Dictionary (PCDD), the Secondary Care Drug Dictionary (SCDD), and the Medical Devices Dictionary (MDD)).

Recent Tab - Used for Reprinting

To reach the Prescription Manager screen, start from either the Current or Scripts tab and press on the Therapy toolbar. This reaches the Search tab on Prescription Manager.

You can reprint a prescription from the **Recent** or **Search** tab on *Prescription Manager* (page 121), which lists all recent prescriptions within the last 28 days or since Prescription Manager was switched on, whichever is the more recent.

The EXCEPTION is when you have just switched to using Prescription Manager in that drugs printed before the switch are not assigned to a prescription and so cannot be re-printed. Initially, the Recent, Search and All tabs will be blank. In this case, in order to reprint an item issued before Prescription Manager was switched on, you should delete the original item from the therapy list, re-add and issue.

Using **Show prescriptions from last**, you can change the 28 days to another period, typing abbreviations such as 10d (10 days), 4w (4 weeks), 6m (6 months) or 1y (one year) (again it will only display from when Prescription Manager was switched on, if this was sooner).

Once printed, items will have a status of Printed. Items with this status can be reprinted using Re-Print (see *Recent tab - used for reprinting* (page 125) and *Show Prescription / Search Tab* (page 126).

An item with the status of Ready means it has been issued (ie the first F9 or Print icon) but not actually printed. This item can be printed using Print.

From the front Therapy list, select the drug you want to reprint. Then click on the Print icon .

At the Prescription Manager screen, swap to the Recent tab.

Make your selection by clicking on the selection box on the blue header line (eg, *Paper prescription group containing 5 items)* then deselect any individual items you do not want to reprint. Press the Reprint button Re-Print. The word REPRINT appears above the drug name on the prescription.

Show Prescription / Search Tab

If you are at the Current or Scripts tab, you can press an icon on the Therapy toolbar - **Show Prescription** - which will let you view the *Prescription Manager* (page 121) screen at the Search tab. This lets you see printed items (printed since Advanced Printing was switched on) without having to do Print or F9. Note that the icon is greyed out from the Repeats tab (so you do not inadvertently make an issue of a repeat).

Once at the Prescription Manager screen, you can use the Print if the prescription has not yet been printed; or Reprint Re-Print if the prescription has been printed**.** **(**You will notice that the Reprint icon has been removed from the toolbar on the front Therapy screen).

On Prescription Manager Add, first select the prescription you want printed by clicking on the selection box on the blue header line (eg, *Paper prescription group containing 5 items)* then deselect any individual items you do not want to reprint. Press the Reprint button Re-Print.

> Note - The Search tab will display the text "No prescriptions found" if there is no displayable data.

Rejected Tab

The Rejected tab on *Prescription Manager* (page 121) is used when ETP/eAMS is in use and if you are not ETP/ePharmacy activated, you will not see anything listed here.

For ETP/ePharmacy users, the **Rejected** tab lists all recently rejected messages, and rejected messages are also listed on the **Recent** tab. The Send status is Rejected and the Print Status printed. If a medication is entered with a blank Dosage field, the message will be rejected by the ETP/ePharmacy process.

You may only be aware of a rejected prescription after the patient has left.

You could edit the original Therapy record and then try printing that. It refers to rejected electronic messages.

Rejected messages are also listed in Mail Manager.

All Tab

The All tab on *Prescription Manager* (page 121) lists all prescriptions for the past 6 months in reverse print date order (with the exception of items issued since Prescription Manager was switched on).

Prescription display will default to collapsed but you can click on ⊞ to expand a page list. Print will be enabled if you have selected any pages ready for printing.

Re-Print will be enabled if any selected items have already been printed.

Drug and Bag Labels can be printed.

Errors Tab

The Errors tab will show any prescriptions that fail to load. There is a range of error messages that can appear in this tab, and they all relate to loading prescriptions.

The Prescription Manager prescriptions show how the therapy and therapy advice items will be grouped into physical prescriptions when the items are printed or sent

(ETP). When prescription items are added in Therapy, they are allocated to prescriptions depending on the date, their type, etc. Once the prescriptions are printed/sent, the exact configuration is stored in the database.

Existing prescriptions and new items may be (re)loaded from the database when:

1. A patient is selected.
2. ETP is activated or deactivated from the Prescription - Setup dialog.
3. Therapy items are added, edited or deleted via the Therapy tab (or the Journal tab for Therapy Advice).
4. Prescription Manager is launched after the PDS status for the patient has been confirmed (depending on the ETP status and the PDS status).
5. An action is initiated from Prescription Manager (e.g. Print, Reprint, change script type (Paper <> Dual), ...)

The Errors tab lists any errors that have occurred while loading the existing saved prescriptions from the database or while allocating newly created items into new prescriptions. This may be because there has previously been a problem during printing and the prescription/item has not been saved correctly to the database because the process has been interrupted (i.e. Consultation Manager has crashed or there has been a bug).

In this situation there is generally nothing you can do to fix the problem, but access is provided to the error in case it explains a problem you are having. Sometimes deselecting and reselecting the patient clears the problem and this should be your first step after seeing an error.

For example, you might have tried to print an item, but Consultation Manager crashed, and now you can't reprint the item because Prescription Manager thinks the item has not been printed yet (and you cannot reprint an item until it has been printed).

All errors (including loading errors) that occur during an action initiated from Prescription Manager will be shown in a popup error dialog, so you are actively notified of the problem. Only loading errors are shown in the Errors tab.

Examples of likely errors you may see are:

- An item could not be determined - either the item has been deleted or its type has changed. Please deselect and then reselect this patient from the Consultation menu before printing or reprinting any prescriptions. If you encounter the same problem again please contact your System Administrator.
- A drug could not be determined - either the drug has been deleted or its type has changed. Please deselect and then reselect this patient from the Consultation menu before printing or reprinting any prescriptions. If you encounter the same problem again please contact your System Administrator.
- The patient information could not be determined. Please deselect and then reselect this patient from the Consultation menu before printing or reprinting any prescriptions. If you encounter the same problem again please contact your System Administrator.

Toolbar on Prescription Manager

Print - Selecting Print will print the selected items on FP10s

Re-Print - Only enabled on the Recent and All tabs. Reprints are most likely to be carried out from the Recents tab. Select the item to be reprinted then press the Reprint button.

Cancel **- Cancel** will only be used when ETP is in use.

Setup - The Setup button on Prescription Manager is the same as Consultation Options - Prescription Setup.

Activate ETP - This option will be disabled for the time being.

View Initial tab - Active (Simple) or Active (Full) - This allows a choice of tab as the initial display of Prescription Manager.

Close - Close the Prescription Manager screen.

Printing Bar Codes and Quality

Introduction

The introduction of ETP brings bar code printing to the GP Practice. For the codes printed at the GP practice to be read successfully at the pharmacy, the printing must be of good quality. To ensure this, the following guidelines must be met:

- Only Laser Printers may be used;
- The printer must be capable of printing at a resolution of at least 600 dots per inch (dpi);
- The printer consumables must not be past the end of their useful life;
- Regular maintenance is carried out on the printer.

Resolution

All of the printers sold by In Practice Systems within the past six years will print at a resolution of 600 dpi; these are:

Manufacturer	Model
Brother Laser Printers	HL-1240 & HL-1250 HL-1440 & HL-1450 HL-1650 HL-1850 & HL-1870 HL-5040 & HL-5140 HL-5240 & HL-5250 HL-6050 HL-7050
Hewlett Packard Laser Printers	LJ1100 LJ1200 LJ1320

Other printers from other manufacturers will have resolutions that meet the stipulated requirements; users should refer to the relevant Printer User Guide supplied to check these.

The Windows Printer Driver should always be set to run at a minimum of 600 dpi for ETP printing (again, see the Printer User Guide for details if you are unsure how to set this up).

Consumables

All consumables will have a limited life. Consumables are defined as:

- Toner cartridges;
- Drum.

Note - For some Laser Printers, the drum and toner cartridge are a combined unit.

In Laser Printers, the cartridge will have a defined print life, in A4 pages printed, at 5% coverage, and prescription printing will not, as a rule, exceed 5% coverage. The cartridge life is stated in pages, by the manufacturer, and using control buttons on the printer, it is usually possible to see how many pages have been printed by the present cartridge. The drum will also have a design life – a higher number of pages than for the cartridge.

The practice should apply the following rules

- Check pages printed for the cartridge and the drum at least once a week to ensure that the recommended life has not been exceeded;
- Always change the cartridge and drum when their recommended lives are reached;
- Only use genuine cartridges and drums from the printer manufacturer;
- NEVER exceed the recommended life.

Following these rules will ensure that the print quality is not impaired.

Laser Printer Cartridges have a limited life in time as well as print copies. Once started, they should be replaced within six months if they have not already been exhausted.

Always adhere strictly to the instructions in the manufacturer's Printer User Guide when changing consumables – failure to do so may damage the printer, and impair print quality.

Regular Maintenance

- Clean the inside of the Laser Printer each time the toner cartridge or drum is changed (see the Printer User Guide for where to clean and how to clean).
- Clean the Corona wire each time the drum is changed (see Printer User Guide).

When the printer is new, or has freshly installed consumables and has been cleaned, print a "Windows Test Print". Keep this for future reference, out of the light. There is then a reference point for printing at any time so that print quality can be assessed. If the present quality is lower, clean the printer first, and if that fails to restore the quality, check the consumables, and replace if necessary.

Refer to the manufacturer's Printer User Guide if any diminution of print quality is detected at any time, and follow their guidelines for rectifying the problem.

Messages you may encounter while issuing repeat scripts...

You may encounter one of these messages when trying a print a repeat prescription:

This is the last issue for [drugname, form, strength]. If you wish to prescribe further issues you will need to reauthorise.

This message is displayed when you print the last number of maximum issues allowed, for example, if the patient is allowed six repeats (the figure in Max Iss), you will see this message when you make the sixth issue. The item then becomes an expired repeat with the symbol and needs reauthorising.

[drug name] cannot be issued because: 1. The maximum number of issues allowed have already been issued. No issues will be made. The last permitted issue of this repeat has already been made so you must reauthorise before you issue it again. See Reauthorise Repeat Master.

Warning: The name, form or strength of [drugname on therapy record] has changed since the original was entered. This message is warning you if the selected item has changed within the drug dictionary since being added (see "Drug Dictionary Changes - warning messages" on page -) which also explains other messages you may meet.

[drug name] is no longer available for prescribing. Please inactivate this entry and add a new repeat master from the current dictionary. Since this drug was first entered on the patient's record, some part of its format has been changed within the drug dictionary. You need to reselect its new form. See Drug Dictionary Changes - warning messages.

[drug name] mg cannot be issued because: 1. More than the maximum number of days allowed have passed since the last issue. No issues will be made. OK This item will need reauthorising (see Reauthorise Repeat Master).

[drug name] cannot be issued because it has been inactivated. No issues will be made. OK. Either reactivate the drug (see Inactivate Repeats (discontinue) and Reactivate) or add a new repeat master.

Repeats Reorder Form

The reorder form is printed on the right-hand side of computerised prescription for repeat issues.

It lists all the patient's active therapy items (valid and expired) and can be handed to the patient with the prescription. A month later or before the therapy runs out, the reorder form is returned by the patient with the required items ticked.

The drugs are printed on the repeat reorder form are in event date order. If a repeat is reauthorised, then the event date is updated, and its position on the list will change. This is why drugs do not always appear listed in the same order.

It need not be printed; when printing a repeat prescription, the option **Print reorder form** is usually checked on the Print Therapy screen. You can deselect this and switch off the reorder form printing for individual prescriptions.

In *Consultation Options Set-Up - General*, you can also switch on or off the option permanently (though you still can change it at the time of printing) (see Print Reorder Form setup under Print Reorder Form-):

> The default is **Issues Only**, meaning the re-order form will be printed when the repeat is issued.
>
> **Always Off** - the re-order form will never be printed.,

Always On - the re-order form is always printed.

Reprinting the Repeat Reorder Form

If you want to print the re-order form only without printing the prescription, there is no need to start a consultation first. From any Patient Record view, press F9 to display the Print Therapy screen directly. Then tick the Print Reorder Form box. Press F9 again to print the reorder form. The left-hand side of the prescription itself will be cancelled with a column of crosses and *No prescriptions on form*.

Remember that you can set the options for form in *Repeat Therapy Reorder Form Set-up* (page 16), including such details as the Usual GP, Registered GP and so on.

Repeat Reorder Form Display

The repeat reorder form is printed on the right-hand side of the prescription form, listing the patients repeats.

See *Repeat Therapy Reorder Form Set-up* (page 16) for the way to customise the reorder form for your practice, including your own messages, and the details that are displayed. The re-order form can include the patient's additional identifier number, allocated when converting from VAMP Medical to Vision, or an optional entry when adding a new patient.

The patient's name and address, and the GP's name and surgery address and phone number is shown at the top. This is followed by leading message which can be customised.

Each repeat drug is displayed on the reorder form, with the dates of the last issues. It also shows the patient how many more they can order before they should see the GP (or the prescription should be reauthorised) - *You may order 5 more*, for example, - which is the maximum permitted number of issues minus the issues already made.

At the bottom of the page is a trailing message, again which can be customised, and which on multiple page prescriptions, appears on the last page.

Editing Scripts to Add Batch Numbers

Practice Administered items such as vaccines and dispensed therapy must carry a computerised or manual record of batch numbers of generic (non-branded) medicines, and retained for a period of eleven years (extr. Dispensing Doctors Association, Guidelines for Dispensing Doctors (1999)).

1. Batch numbers can as usual be added at the point of prescribing an acute prescribing. Highlight the therapy line, and click on the Print icon. A Repeat Issue Add screen is displayed.
2. If the prescription has already been printed, you can edit the issue line in order to add the batch number details. The issue line is either under the Scripts tab (Vision 3 Framework Therapy tab) or on the Acutes and Issues list. Right click and select Edit for a Repeat Issue Update or Acute Therapy – Update screen.
3. Make sure **P Admin/Dispensed** is ticked.
4. Then right click anywhere on the screen and select Batch Number, List.
5. If the drug and batch number are not listed in this list, close the screen. Right click, Batch Number, Add and add the batch number, click OK.
6. You can also click on the  Notes icon to add or edit any free text notes which will print on the right-hand side of the prescription.
7. Click OK to finish.

Post-Date Repeats

Post-dating allows you to print a number of repeat prescriptions with appropriately spaced dates. This is useful if the patient is going on holiday (in this country) and wants take a second prescription with them for dispensing locally. The first prescription will have today's date and the second one could be dated a month later.

1. Display the Repeat Masters screen (on the classic view,) or F5.
2. Click (or space bar on the classic view) on the Therapy line to be issued as a post-dated prescription, so that it is selected and marked with a tick or >. Note that you cannot post-date personally administered items.
3. Click on the *Post-Date* icon to display the *Post Dating* screen.

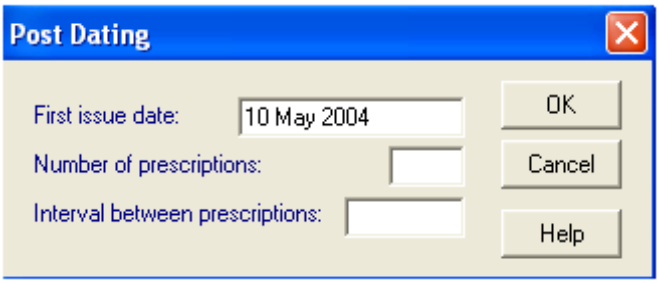


Figure 21: Post-dating

4. **Number of prescriptions**: Enter the number of prescriptions you want printed. If the patient only wants one extra, enter 2.
5. **Interval between prescriptions**: Enter an interval, eg 30d (30 days), 1M (one month), 4W (four weeks).
6. Click on OK.

Note - If, by mistake in step 5, you have entered an interval less than an entry in the *Minimum days between issues* on the *Repeat Prescription Master - Add* screen, you will be reminded of this - *Date is before Last Issue Date + Min. Days between Issues - OK*. Amend the interval.

You will also be reminded if *The interval is larger than the maximum number of days allowed between issues.*

7. On the Print Therapy Print Records – Add screen, both prescriptions (if you ordered two) will be displayed, with dates for each of the prescription, the specified interval apart.

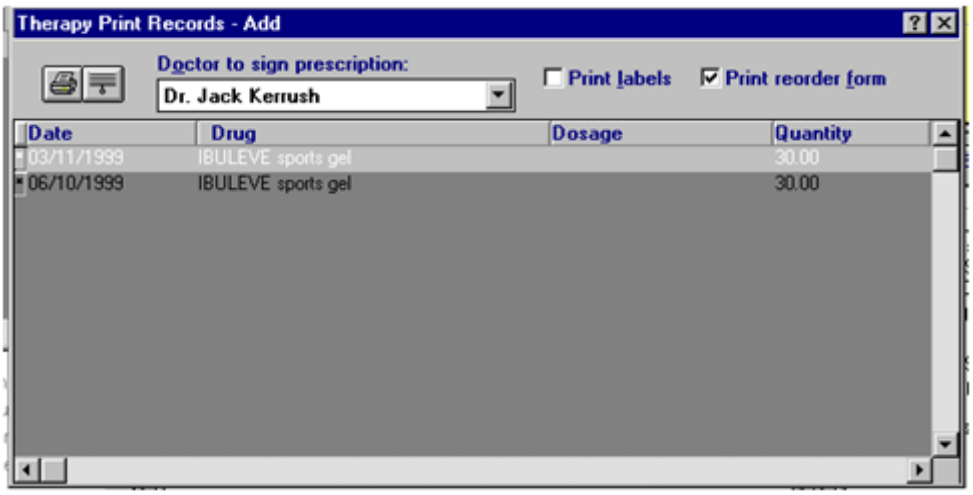


Figure 22: Both post-dated scripts are listed, dated a month apart

Prescription Printing and Regulations

The same rules apply for England and Wales, Scotland and Northern Ireland scripts:

- Items prescribed under the NHS print on the LHS
- Items prescribed privately print on the RHS
- For individual scripts the prescriber can force items to appear on a different side to that normally used
    - In England, there is a maximum of four items per *prescription*, though this might run to a second page. Under Prescription Manager, the items on the prescription are determined further by drug type.
    - In Scotland, there is a maximum of three items per prescription regardless of whether they are dual or paper.
- Items will be endorsed after the drug name with the appropriate wording: SLS, ACBS or Contraception, in England, Wales and Northern Ireland. Currently, in Scotland, SLS is printed on the prescription but not ACBS - this will change once eCMS is released.

- Contraceptives must appear on a separate FP10, but multiple contraceptive items may appear together.
- Practice administered drugs will appear on a separate FP10, but multiple such items may appear together
- Certain items must appear on a separate script (currently this only applies to *Oxygen* (page 67))
- Dosage instructions must be printed after each item in full
- Items which are flagged as external must have the warning "For external use only" printed after the item
- The patient's age must be printed on the script if they are younger than 12 years or if the prescriber explicitly requests it
- The patients name and address must appear at the top of every script on both the LHS and RHS
- The date that the script becomes valid must be printed on the script
- The Responsible GP's name and the surgery address and telephone number must appear at the bottom of every script on both the LHS and RHS
- The responsible GP's Responsible PCT name and the responsible GP's PPA number must appear at the bottom of every script on the LHS
- The prescriber's name will be printed in the signature box (or similar location if on RHS) on the FP10
- Prescriptions issued by GP registrars have (D) next to the responsible GP's PPA number and their name to the top left of the responsible GP's name.
- Any blank space after the last item must be marked to prevent illegal additions
- The number of items printed on a script must appear at the bottom of the area used for printing items in the format "Two prescriptions on form"
- *Controlled Drugs* (page 140) are now permitted to be printed on computerised prescriptions. They will appear on a separate script, but may be grouped together.
- If you are a multi-practice site that shares a data set with another practice, you can contact the helpdesk who will remotely configure Vision to print the individual Practice National Code onto prescriptions.

Most (in-practice) prescriptions will be printed on computerised prescriptions. Computerised prescription paper is obtainable from your Health Authority: FP10 for England & Wales, GP10 for Scotland and HP10 for Northern Ireland.

It is important that the country is specified in Options - Setup under the System tab (see Printer setup for prescriptions and labels-).

The computerised prescription paper is divided by a perforation into a left-hand side - the NHS prescription - and a right-hand side - either blank, a repeat reorder form or a private prescription, or printed with advice or notes for patients *(see Additional Information from Therapy – Add* (page 98)).

A printed prescription includes the following information on the left-hand side if it is an NHS prescription - there are regional variations as to the positioning of details and to which details are included:

- Patient title, surname and forename (up to 15 characters each);
- Patient address (25 characters of first two address lines);
- Age if required and if under 12;

- Preferred Pharmacy - if added in Patient Details – Preferences tab
- The therapy details - drug name, form, strength, dosage and quantity, up to 3 items per prescription (see also Quantity, Preparation, Packs for a section on how the quantity prints on prescriptions);
- Number of prescriptions on form;
- Signing doctor (which may also be a GP registrar or assistant);
- Date of printing;
- Responsible doctor's identifier and name (eg trainer) and PPA number. Prescriptions issued by GP registrars have (D) next to the responsible GP's PPA number and their name to the top left of the responsible GP's name.
- Practice's responsible HA / HB / CSA, but you can instead print the PCT address. To print the HA, make sure in Control Panel - File Maintenance - Practice Details, that the HA is selected (England and Wales). In Scotland, select the HB. To print the PCT address on prescription, first enter the PCT in Control Panel - File Maintenance - Organisations, and also add an Identifier code for that PCT; then select the PCT on the Practice Details screen. This then overrides any HA selection.
- Practice address and telephone number

On the right-hand side:

- This is blank if an acute prescription.
- If a repeat prescription, this includes the repeat re-order form (see *Repeats Reorder Form* (page 131)).
- If a private prescription, the left-hand side is blank, and the items prescribed are printed on the right-hand side.

See also *Further regulations* (page 142).

Welsh Prescriptions

Wales as Country in System Setup

Wales must be selected as the country from the Vision front menu - Options - Setup - System. This should have been done for you when you received your Vision system.

LHB Code on Prescriptions

Welsh scripts require the new LHB code to be printed on prescriptions. Although it is not mandatory to do so, once Advanced Printing is enabled, if you have not set up your LHB details, *PCT not found* displays at the bottom of your prescriptions.

To print your LHB at the bottom of prescriptions, go to **Control Panel - File Maintenance - Organisations**. Select **Primary Care Trust** from the list and right click and edit. If you do note have an LHB set up, right click on Primary Care Trust and select **Add Organisation**. Check/fill in the **LHB** details on the **Organisation Details** screen.

Then click on the **Identifiers** tab. Enter the **LHB code** (3 character format beginning with 6) and select LHB Code in Identifier Type (NOT Reference number). Record the LHB address and contact numbers. There is a list of LHB codes in *Welsh LHB details* (page 138).

Next, go to **Practice Details** and select the required LHB from a picklist under Primary Care Trust. Click OK to save.

As long as the LHB is selected in Practice Details, then Vision will automatically pick up the LHB's details and print it on the prescriptions along with the LHB code that is set up in the "Identifier" tab. If the Identifier is not set up on the LHB under Organisations, or if you have selected "Reference Number" instead of "LHB code", then the LHB code will not print on the script.

2d Barcoded Prescriptions

As from DLM 280, prescriptions can be printed with a two dimensional bar-code which incorporates the exact same drug data on the prescription that is printed in text, including drug name, form, strength, dosage etc. This barcode can be scanned using a handheld scanner by the pharmacist and will transfer all of the data held on the prescription onto the pharmacy software before dispensing. See Barcoded Prescriptions – Wales and NI and the following link:

http://www.wales.nhs.uk/sites3/page.cfm?orgid=771&pid=29234 (*http://www.wales.nhs.uk/sites3/page.cfm?orgid=771&pid=29234*)

For Welsh practices, the barcode will print on the bottom right hand side of the prescription, next to the practice and GP details. All other information held on the prescription had not changed position. Repeat Dispensing prescriptions will not print with a barcode.

> **Note -** With 2D Barcodes, there is no electronic transmission of prescription data.

Advanced Printing MUST be enabled for Welsh practices to allow for the extra prescribing functionality within Vision. As well as 2D barcodes, this includes:

- Independent/Supplementary prescribers to print prescriptions if required. See Wales Nurse prescribing.
- Prescriptions print with a bolder font.
- Prescription Manager replaces the Print Therapy screen. Within here you have the choice of using the Active Simple tab, which resembles the current Print Therapy screen or the Active Full tab, which divides items by prescription items
- Printer settings can be easily configured.

Note too:

- Acute, repeat issues and repeat dispensing prescriptions all print with a barcode.

- A maximum of four drugs print per prescription sheet. If the text of a prescribed drugs exceeds the available space on the prescription, Vision will print the remaining drugs on another prescription page.
- You may notice that part of the practice address is truncated to make room for the barcode.
- For Independent/Supplementary Prescribers either a "J" or "S" (respectively) prints in front of their 6-digit cipher on the top left hand side of the barcode. Similarly, for a Trainee/Locum Prescriber, either a "T" or "L" will print in front of the practice GP's 6-digit cipher.
- In addition to the standard prescription data, a unique prescription reference number is generated for each prescription and added to the information contained in the barcode. This is for security reasons.
- Handwritten amendments, additions and deletions to prescriptions with 2D barcodes are not permitted. If you need to change a 2D prescription, you must carry out the changes in Consultation Manager and reprint the prescription. The changes will be reflected in the barcode.

2d barcoding also has the benefit of increased security (preventing manual amendments), improved quality of patient data between GPs and Community Pharmacies, and improved efficiency.

Prerequisites for 2d barcoding - Advanced Printing **must** be switched on for barcodes to be printed - see Printer Profiles. This will then substitute the *Prescription Manager* (page 121) screen for Therapy print.

Note that prescriptions created before 'Advanced Printing' is switched on cannot be re-printed.

Switching on 2D barcoded prescriptions - In order to enable 2D prescription printing, a member of INPS will contact your surgery and remotely switch on this function. You can see if this functionality has been enabled from the front screen of Vision in **Help – About Vision - Barcode printing - enabled**.

Nurse Prescribing in Wales

See Wales Nurse prescribing.

Welsh LHB Details

The following table displays a list of the current LHB names and codes for Wales:

LHB Name	LHB Code
ANGLESEY LHB	6B1
BLAENAU GWENT LHB	6C2
BRIDGEND LHB	6B3
CAERPHILLY TEACHING LHB	6B2
CARDIFF LHB	6A8
CARMARTHENSHIRE LHB	6B7
CEREDIGION LHB	6A4
CONWY LHB	6A7
DENBIGHSHIRE LHB	6C1
FLINTSHIRE LHB	6B5
GWYNEDD LHB	6A2

MERTHYR TYDFIL LHB	6B8
MONMOUTHSHIRE LHB	6A1
NEATH PORT TALBOT LHB	6A5
NEWPORT LHB	6B9
PEMBROKESHIRE LHB	6A3
POWYS TEACHING LHB	6C4
RHONDDA CYNON TAF TEACHING LHB	6A9
SWANSEA LHB	6A6
TORFAEN LHB	6C3
VALE OF GLAMORGAN LHB	6B6
WREXHAM LHB	6B4

Scottish Prescriptions

Prescriptions are printed in larger Courier 11 pitch font. Age format is shown as "11/10" (eg 11 years 10 months). Printer Profiles lets you select the font in Advanced Settings and in Form, the picklist lets you choose a specific FP10 form. If you are still using the classic printer setup and need to set the Courier 11 font/pitch, from the Vision front menu, select **Options - Setup - Printers**. Right click on the screen and select the one option, **Use Courier 11 for all scripts**. A tick appears if selected. Confirm with OK. You can toggle this switch on and off.

See also ePharmacy - Scotland and Scotland Nurse prescribing.

Northern Ireland Prescriptions

Northern Ireland prescriptions include the patient's` CHI number.

As from DLM 237, prescriptions can be printed with a bar-code which incorporates all the drug data on the prescription. This will allow a pharmacist to read the barcode and dispense accordingly. Advanced Printing must be switched on for barcodes to be printed - see Printer Profiles. Prescriptions created before 'Advanced Printing' is switched on cannot be re-printed.

In order to enable 2D prescription printing, a member of INPS will contact your surgery and remotely switch on this function. You can see if this functionality has been enabled from the front screen of Vision in **Help – About Vision**.

All data that is currently printed onto a prescription will also be encoded into a 2D barcode which is printed on the prescription. This contains:

- The patient name, address and NHS number
- All drug information (Drug name, strength, dosage and notes)
- All GP and practice information (PPA, GMC and practice codes)

On dispensing, the pharmacist can scan the 2D barcode which holds the patient and drug details into their own computer system.

> **Note -** With 2D Barcodes, there is no electronic transmission of prescription data.

For Northern Irish practices, the barcode will print on the bottom right-hand margin of the prescription. All other information held on the prescription had not changed position. Acute, repeat issues and repeat dispensing prescriptions will print with a barcode.

See also Barcoded Prescriptions – Wales and NI and Northern Ireland Nurse prescribing.

Endorsements on Prescriptions

In England, Wales and Northern Ireland, an endorsement will be printed on the prescription for each drug that is marked either as Selective List Scheme (SLS) (eg Sildenafil tabs), ACBS (eg Ensure Plus) or Contraception (eg Micronor). Scotland currently prints SLS but does not print ACBS, but will do so after eCMS is released.

The endorsement goes after the drug name:

- SLS
- ACBS
- Contraception - this includes 'CC'

Controlled Drugs

Controlled drugs (CDs) are marked as **Controlled** under their drug status Product Information on the Select Drug screen. On prescriptions the text CD is appended to the name of all controlled drugs.

Controlled Drug Prescriptions in England and Wales:

- CDs for Schedule 2, 3 and 4 drugs must be printed on the same prescription.
- Controlled drug prescriptions for Schedules 2, 3 and 4 will expire after 28 days. After that, they cannot be issued and will no longer be valid. Day 1 is taken as the day the prescription was prescribed. If the prescription has not been printed before that date, then the item will not show up in Prescription Manager.
- The text CD is appended to the name of all CDs on printed prescriptions.

Private Controlled Drugs in England

- In England, from June 2006, private Controlled Drug (CD) prescriptions should be printed on proper CD prescription forms FP10PCDSS.
- Advanced Printing must be switched on to print private CDs.
- In Printer Profiles, add a profile for Private CD Prescription with stationery FP10PCDSS.
- In Control Panel - File Maintenance - Identifiers - Add, edit private controlled drug prescribers with new identifier for 6-digit PCD code, allocated by Prescription Pricing Authority. No private CD prescriptions can be printed until this is done.

- The prescriber's PCD code replace the PPA/NMC/HSW code in the clinician box on the left-hand side of all FP10PCDSS prescriptions.
- When adding therapy for a private CD, warnings are given (see below).
- The prescriber type is printed at the top of the drug area on the prescription form, according to staff role: Private doctor, Private nurse prescriber, Private pharmacist prescriber.
- Nurse, supplementary and independent prescribers are currently not eligible to print private controlled drug prescriptions in Vision; this restriction will be removed in the near future.

Private CD Prescriptions in Scotland

- Private CDs cannot be printed and must be handwritten on special private CD prescriptions PPCD(1). When adding therapy for a private CD, warnings are given. Expired CD drugs not printed cannot be issued after 28 days.

Private CD Prescriptions in Wales

- In Control Panel - File Maintenance - Identifiers - Add, edit private controlled drug prescribers, GPs and nurses, with identifier for IPC code, allocated by Prescription Pricing Authority. No private CD prescriptions can be printed until this is done. The format is PNNNNNN, eg P123456.

Adding a Private CD in Therapy

When adding therapy and once you have clicked OK, a warning is given if the drug is private, a Schedule 2 or 3 controlled drug, the Don't Print checkbox is unchecked and Advanced printing is disabled:

> Warning: Private controlled drugs may only be printed if advanced printing has been enabled. This item will not be printable. OK / Cancel
>
> Pressing OK will continue the save; Cancel will return to the form.

The same warning is given when issuing therapy:

> Warning: Some selected items are private controlled drugs. These may only be printed if advanced printing has been enabled. OK.
>
> If advanced printing is not enabled, then private CDs are filtered from Prescription Manager. If enabled, then private CDs will be grouped together in Prescription Manager.

If a private CD is printed with other types of left-hand side prescriptions in the same operation, and there is no private CD print function specified, then the following warning is shown:

> Private controlled drugs must be printed on FP10PCDSS stationery. Please print these items separately. OK.
>
> The process will then be cancelled.

If you elect to print or reprint a private CD prescription but the selected authorised signatory does not have a PCD code, then the following warning will be shown.

The authorised signatory selected to sign these prescriptions does not have a valid private prescriber code. Either:

1. Deselect all private controlled drugs.
2. Select a different authorising signatory, or
3. Add a PCD code for the staff member using Control Panel. <OK>

The process will then be cancelled.

Handwritten Exempt

From Nov 2005, it has been permitted to print controlled drugs on computerised prescriptions.

Computerised CD prescriptions must be signed by the prescriber and the date can now be printed and need not be handwritten.

Issuing a Non-printable Controlled Drug

If you are not "handwritten exempt", if you mark a non-issued controlled drug with an > to select it for printing, then click on the Print icon or <F9>, a message is displayed. This reminds you that the controlled drug is non-printable and gives you three options:

- **Print on RHS** – You can print the controlled drug details on the right-hand side of a prescription This is headed *This is not a prescription – Details for Handwriting*. You can then handwrite the prescription on the left-hand side. A record is made in Issues (press <F9> once only to issue, then close at the Print screen, unless you are printing other non-controlled drug items as well in which case do the second <F9>).
- **Don't Print** - As an alternative, you can choose the option not to print. This will also make a record in Issues.
- **Cancel** – Or cancel to abandon printing.

If you are issuing a non-controlled drug item at the same time as a controlled drug and both are repeats, the re-order form for the non-controlled drug item will also carry details of the controlled drug, showing the date last ordered and how many more the patient may have.

On the Therapy Print screen, you can just print dispensing labels for items where no script is printed, as the item is still dispensed. The GP or nurse then handwrites the script.

Further Regulations

Refer to the British National Formulary for further regulations re prescribing. Note that the regulations include:

- Items prescribed under the NHS print on the left-hand side of the prescription; private items are printed on the right-hand side. You can force NHS items to print privately on the *Therapy - Add* screen.
- The following are printed on separate prescription forms to other items, but if prescribed in multiple form may appear together:

    - Personally administered items are separate from non-personally-administered items
    - Prescribed Oxygen
    - Contraceptives
- The patient's age will be printed depending on which country they are from;
- After the last item on a script, the remaining space will be filled in to prevent tampering.
- Appropriate items will be marked *For External Use Only* (usually noted in Mandatory Label Messages and Counselling Messages)
- *Controlled Drugs* (page 140) prescriptions are printed on a separate script and the strength and quantity appear in words as well as digits.
- Phenobarbitone and Phenobarbitone sodium are printed on a prescription without a date.

Dispensing Labels and Caution Codes

Dispensing practices that want to print dispensing labels with the prescriptions should first check and amend the label design from the Vision front menu, selecting **Drug Labels** from the **Modules** menu (see Dispensing Drug Labels Design).

The printer responsible for label printing should be set up in **Options – Setup – Printers** from the Vision front menu.

Dispensing drug labels can be printed at the same time as the prescription is printed, or separately at a later time (see *Printing Dispensing Drug, Pack and Bag Labels and Caution Codes* (page 144)).

On the Therapy Print screen, you can also print dispensing labels for items where no script is printed, as the item is still dispensed. The GP or nurse then handwrites the script.

> **Note -** If **Enable Print Labels** checked box is checked in **Modules – Drug Label Design,** then on the Print Therapy – Add screen when printing a script, the **Drug Labels** box will be checked so drug labels will be printed usually. If you are a dispensing practice, a dispensing patient (marked in Registration) will automatically have this box ticked. But if you do not want drug labels to be printed for dispensing patients, then uncheck the Enable Print Labels checked box. **Note** that patients are marked individually as dispensing rather than prescribing patients in the Registration module, under *Registration - Other.*

Dispensed items in packs can have **pack labels** printed, one for each pack. This will happen automatically if the item is marked as **P/Admin** and if the item has a pack size selected. The number of pack labels printed is the quantity divided by an appropriate pack size, for example, 56 tablets dispensed in two packs of 28 will print two pack labels – see Pack Size and Pack Labels.

> You can also print **dispensing bag labels** to hold the dispensed items. Bag labels are non-drug-specific and include the patient's details, address, requesting GP and number of items prescribed (their design can be amended – see Dispensing Bag Label Design).

Caution Codes, with warning messages, can be allocated to drugs and printed on dispensing labels (see *Caution Codes – add, view, remove, edit* (page 145)). If

printing multiple drug labels, the drug label will print first, followed by its caution code label.

To view any existing caution codes attached to a therapy item, when you have the drug dictionary listed on the Select drug screen, right mouse click on the therapy line and select Caution Codes. You can also see caution codes from the preview window. See Preview Dispensing Label.

You can add Caution codes (warning messages) appropriate to the drug which will then be printed on the dispensing label, for example, *Allow to dissolve under the tongue*, or *If affected, do not drive or operate machinery. Avoid alcoholic drink.*

Some of these messages are standard and cannot be edited. If you want to change the wording of a standard message, add another similar message with your wording and reassign it to the appropriate drugs. Editing or deleting caution messages will be effective throughout the system and will affect all drugs to which the message is attached.

You may also define your own caution code messages.

Printing Dispensing Drug, Pack and Bag Labels and Caution Codes

Dispensing labels can be printed after printing its prescription or separately.

1. Select either the Repeat Masters or Therapy Acute screen and select the required therapy item(s) and mark > (see *Print Acute Prescription* (page 112) and *Issue and print repeats* (page 117)).
2. Click on the Print icon  or press F9
3. If printing a **dispensing drug label** at the same time as the prescription:
   - Make sure that **Drug Labels** is checked on the Print Therapy screen. If you want to print a label for a bag to hold the dispensed items, also tick the **Bag Labels** box and check the number of bag labels is correct (the default number is set in Modules – Label Design – Dispensing Bag Label). Click on the **Print** icon again or press F9. If an item has any Caution Codes, the Caution Codes screen will be displayed and printed in turn for each item selected. See step 4.
   - **If you want to print a dispensing drug label separately from printing the prescription**, and particularly if you want to print a label for an issue of a Therapy Repeat item:
   - Display the Therapy Acute/Issues list, F9, and at the Print Therapy screen, make sure Print Labels is not ticked. Press F9 or click on Print icon to print the prescription. Later, re-display the Therapy list, select the item(s) so they are marked >. Then click on  , the Label Printing icon. See step 4 below.
4. If the Caution Codes screen is displayed, this lists all the messages that have been attributed to each therapy item in turn, eg For External Use Only for creams, or Warning, May Cause Drowsiness. The dispensing label for the related therapy item will include this caution code in addition to the patient's name and the therapy details.

   Once you click on *Close* at the Caution Codes screen, the dispensing drug label will be printed.

   The default drug label design includes the caution code, the surgery name and address, the patient's name, date of birth, the date of the original issue (in the

case of repeat therapy, this is the original date or the date of re-authorising), the drug name, form and strength, quantity and dosage code.

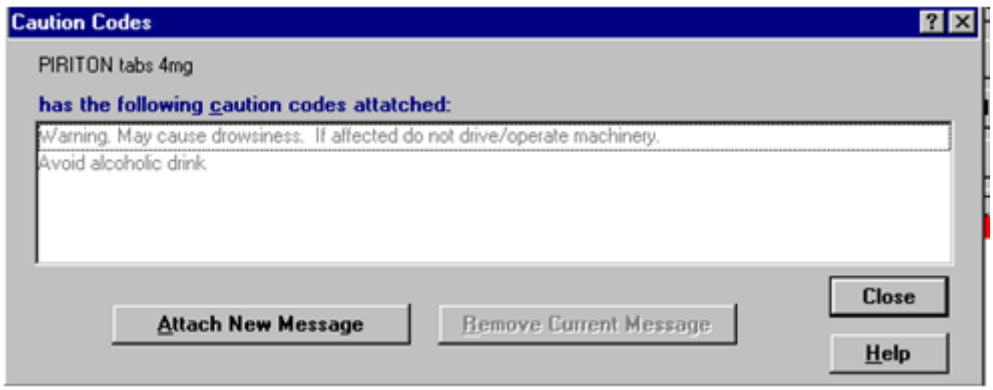
Caution Codes – Add, View, Remove, Edit

Printing a Bag Label Separately

You can print a bag label separately from a prescription, because bag labels are non-drug specific. Just click on the Bag Label icon on the Therapy toolbar and at the next screen, change the number of bags to be printed if necessary. Click OK.

Display the Caution Codes Screen

1. Go to the Select Drug or Maintain Formulary screen by clicking on the Therapy Add icon, then either pressing <F3>, or double clicking in the Drug window.
2. Enter a drug name and display the drug selection list.
3. Point to the required drug in the dictionary list, click with the right mouse button and select Caution Codes.
4. This displays the Caution Codes screen, and any caution code messages already allocated to this drug will be displayed.



List and View Caution Messages

1. Display the Caution Codes screen.
2. Double click on any line; or click with the right mouse button, and select List.
3. This will display the Caution Messages screen listing all the user-definable caution code messages.
4. Point to a line number, and click the right mouse button. Unless it is a Standard message, choose options to Edit, Add, Delete or Item View for your own caution messages (see step 6 Define a new message and attach to an item).
5. You can close the Caution Messages screen by either double clicking on its top left hyphen, or double clicking any line.

Note - There are **Standard messages**, which you cannot edit. You can, however, add your own user-defined messages. To adapt a standard message, add it in again with your own wording.

Figure 23: Caution Messages List

Remove a Message from a Therapy Item

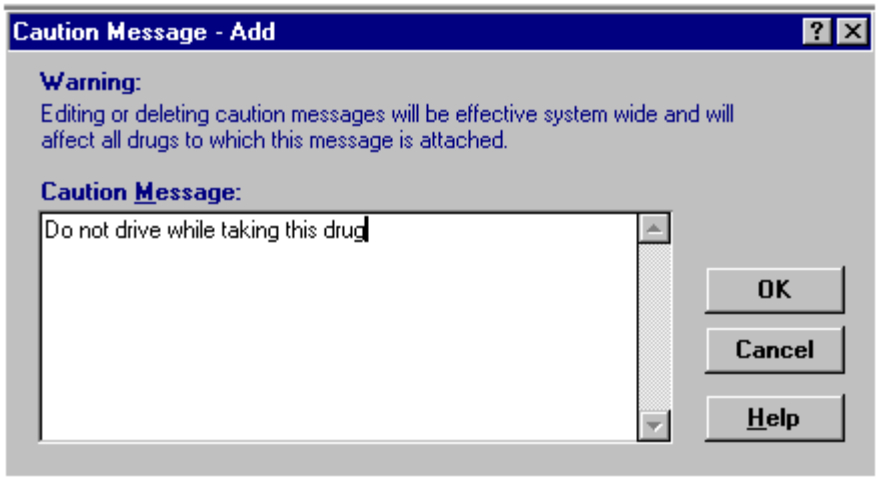
1. Display the Caution Codes screen.
2. Point and highlight a caution code, and :
   - either click with the right mouse button, and select Remove to remove the highlighted message from being allocated to that drug.
   - or click on Remove Current Message, which will detach the current message.

Attach an Existing Message to a Therapy Item

1. Display the Caution Codes screen.
2. Click with the right mouse button selecting Attach, or click on the Attach new message button.
3. This will display the Caution Messages screen, listing caution codes. Use the up/down arrow keys, or PgUp/PgDn to browse through this list.
4. One of these can be selected by double clicking.
5. The Caution Codes screen is re-displayed with the selected code now included for this Therapy item.

Define a New Message and Attach to an Item

1. Display the Caution Codes screen.
2. Either double click on any line; or click on Attach New Message.
3. At the Caution Message - Add screen, click with the right mouse button, and select Add.



4. The cursor is within the text window. Type in your caution message. You can use either all upper case or a mixture of upper and lower case.
5. Click on OK.
6. The Caution Messages screen is re-displayed. Double click to return to the Caution Codes screen.

Display the Drugs Attached to a Caution Message

1. Display the Caution Codes screen.
2. Highlight a line and then click with the right mouse and choose Item View, the Caution Messages - Display screen.

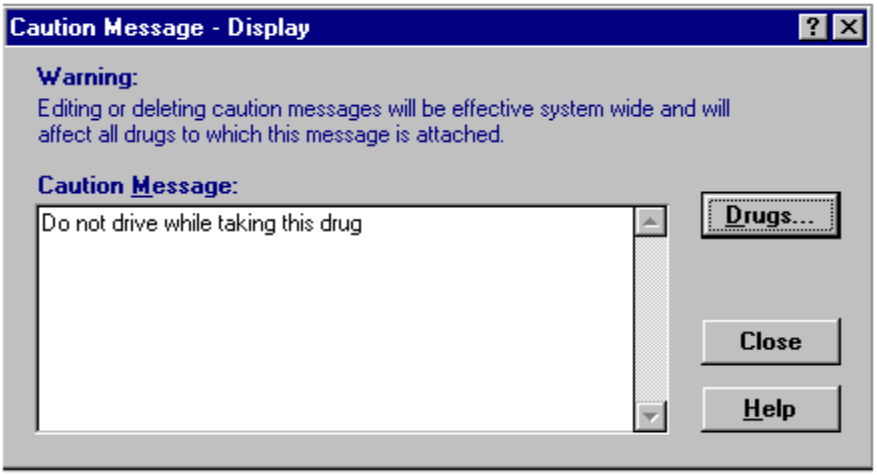


Figure 24: Use Item View to display the Caution Messages - Display screen with a Drugs button

3. Click on Drugs, you will see a list of drugs to which this caution message is currently attached.
4. Click on Close.

Figure 25: Drugs to which a selected caution code is attached

Edit and Delete Caution Messages

1. Display the Caution Codes screen.
2. Display the Caution Messages List by clicking with the right mouse and selecting List.
3. At the Caution Message screen, find and point to the line to be edited or deleted.
4. Note that it reminds you that: Editing or deleting caution messages will be effective system wide and will affect all drugs to which the message is attached. Standard messages are editable. If you want to change one, add another with your wording and reassign to the appropriate drugs.
5. Click with the right mouse button and select Edit or Delete.
6. If editing, click within the text window and make your alteration, then click on OK.
7. Double click the top left hyphen of the List screen, and then finally, click on Close.

The position of the caution code on the dispensing label can be seen by selecting *Drug Label Design* from the *Modules* menu from the Vision Start-Up menu.

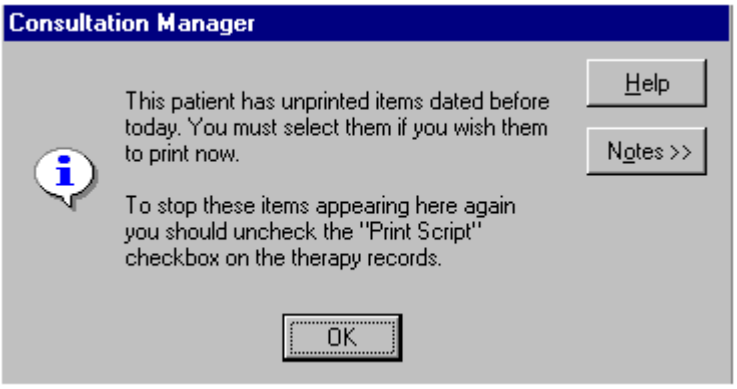
Unprinted Prescriptions

Unprinted prescriptions fall into two categories: those added before today's date, and today's prescriptions remaining unprinted when you close the patient's current consultation.

Print a prescription before today's date - You will see a warning if you try and print a prescription with a date before today's date:

> This patient has unprinted items dated before today. You must select them if you wish them to print now. To stop these items appearing here again, you should uncheck the Print Script checkbox on the Therapy records.

Display *Acute Therapy*, point to the line and click with the right mouse, choosing **Edit** to display the *Acute Therapy - Update* screen. Deselect **Print Script** at the top left. Click OK.



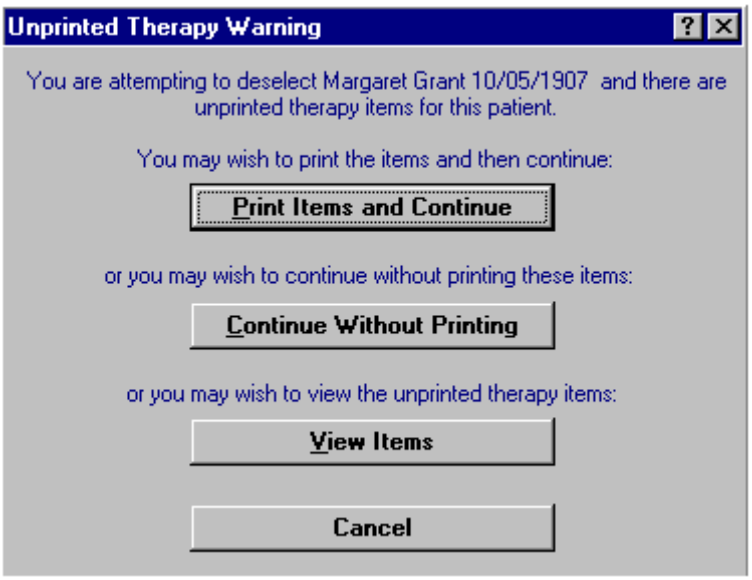
Exit with unprinted prescription – When you either de-select a patient (either directly or by selecting another patient), you will be warned if there are any unprinted prescriptions.

On the Consultation Options Set-Up screen, under the General tab, and Default Settings for Therapy, you can choose whether always to Ignore, Print, View or Choose each time for any unprinted prescriptions when you exit Consultation Manager, or deselect a patient without printing their newly added prescriptions.

The default is Choose, ie each time you can choose to ignore, print or view.

If you have selected **Choose** under Unprinted Prescriptions, and if you try and close a consultation while there are still unprinted therapy items, a warning screen will be displayed with four options:

- Print items then continue to exit - the items will be printed .
- Continue without printing - No printing takes place and you will continue to exit.
- View Items - The Therapy Print screen is displayed to you can view the unprinted therapy items.
- Cancel the warning message (but don't exit).



Print Advice for Non-drug Therapy Items on Prescriptions

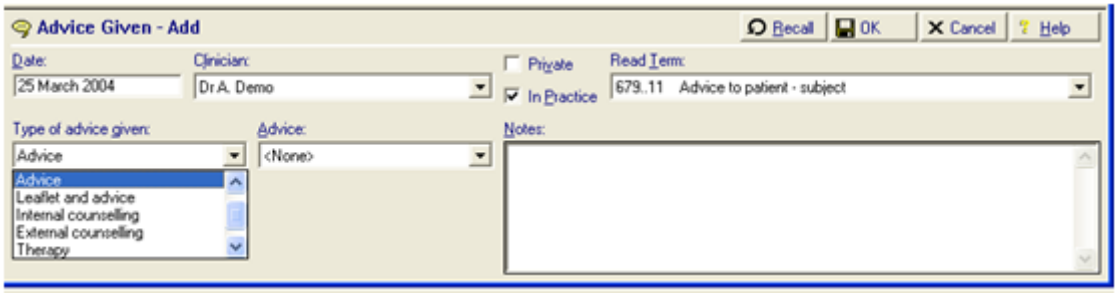
You may want to issue advice to a patient without prescribing on a prescription, for example, advising them to buy aspirin over the counter. This can then be printed on the right-hand side of a prescription form, without having to prescribe anything.

You can do this by making an entry of your own free text on the Advice Given screen. In both cases the advice record is written first, then you press F9 to print it out.

You can also print messages on the right-handside of a prescription by using the patient Notes option - either in Drug Defaults for a particular drug (eg for patients' inhaler prescriptions, add Notes for patients to see the Asthma nurse rather than GP when inhaler prescription runs out - see Drug defaults: dosage, quantity, etc); or for a message on an individual prescription, use Notes on the front Therapy screen.

If You Are Entering Your Own Advice:

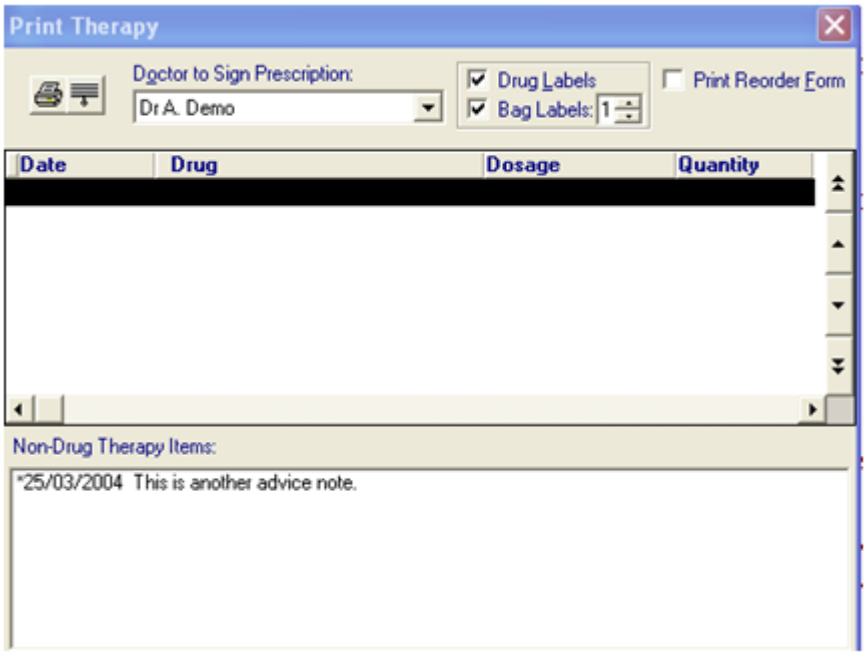
1. First enter the advice offered. One way is to select Add – Advice for an Advice Add screen; or right click on HP Interventions on the left-hand navigation column, selecting Management Plan, then click on the Advice Given line. Another way is to click on Options (at the top of the MRO column) – Intervention – then Offer Advice.
2. At the Advice Given – Add screen, change the *Type of advice given* to **Therapy**.



3. Type the advice you want to give in the Notes section.
4. If relevant, select an option from Advice: Alcohol, Smoking, Diet, Family History, Breast self-examination, Testes self-examination, Menopause Counselling, Risk of CVD, Exercise.
5. Click on OK.
6. The entry appears under the Journal tab with the text of the message beside a speech bubble .Advice to patient - subject Therapy

Advice to patient - subject Therapy This is an advice note added in Advice Given

7. With that line highlighted, press F9 to print the prescription out.
8. On the Print Therapy screen, the text of your message is printed in the bottom pane. Uncheck the Drug Labels or Bag Labels boxes if they are checked.



9. Click on the Print icon. The text will be printed on the right-hand side of the prescription. The left-hand side will say "No prescriptions on form" followed by a vertical column of crosses.

Index

2

A

B

C

D

E

F

G

H

I

L

M

N

O

P

Q

R

S

T

U

V

W