How to set the duration of medications	
Reference	**How To Guide 28**
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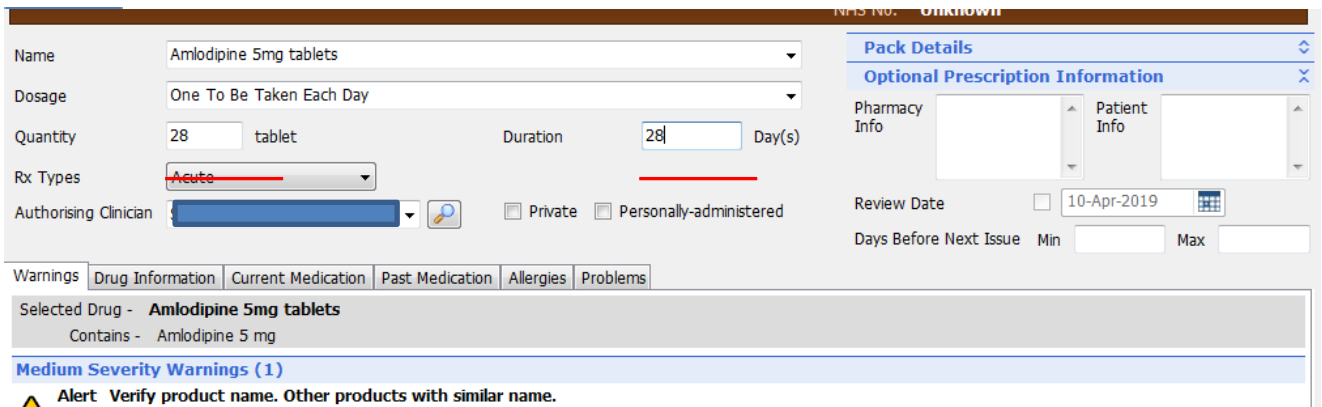
1. Purpose

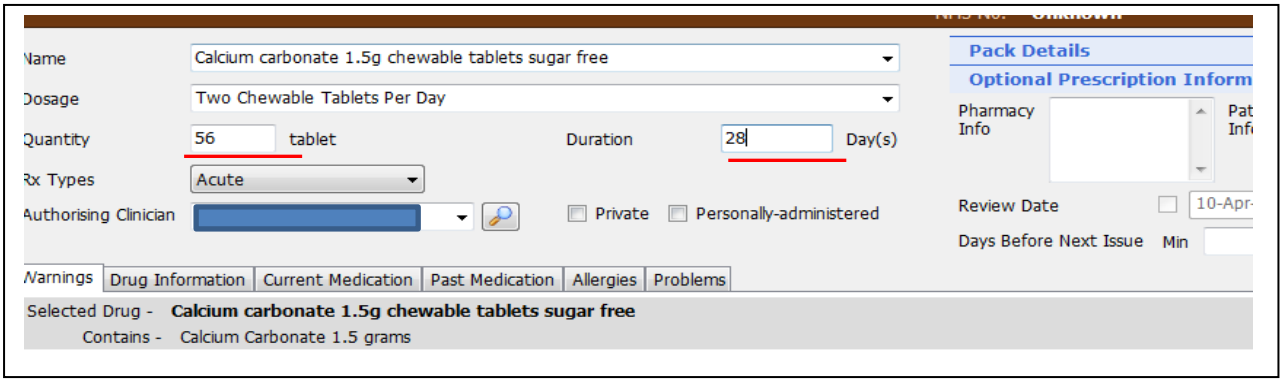
To aid the process of checking patient compliance with their regular repeat medication and to support aligning of all regular repeat medication. This provides a quick visual check but does not imply that the patient has collected their medication from a pharmacy or taken it regularly.

2. Procedure

- When adding a new drug, the number of tablets must match the number of days the supply would last (normally 28 days). This allows the system and administrator to manage early requests and under or over use.
- Select 'Add drug' in the top left hand side of the EMIS screen
- Enter the name of the drug and the direction
- Enter the quantity to be supplied
- Double check all details are correct
- Where there is a box for 'duration' the exact length of the duration should be stated.
- For example; When one tablet is to be taken each day and a patient is given 28 tablets it should last 28days



- In some cases the patient may be advised to take a medicine twice a day which would change the quantity of the medication
- For example; the below medication is ‘two tablets per day’ therefore they will need a quantity of 56, however this will still last 28 days.



- Once all information has been added correctly, select ‘issue later’, ‘add another’ or ‘issue’ dependant on what is required.

For further information on insulin and inhaler expected duration see ‘How To’ guides 16 and 19

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