

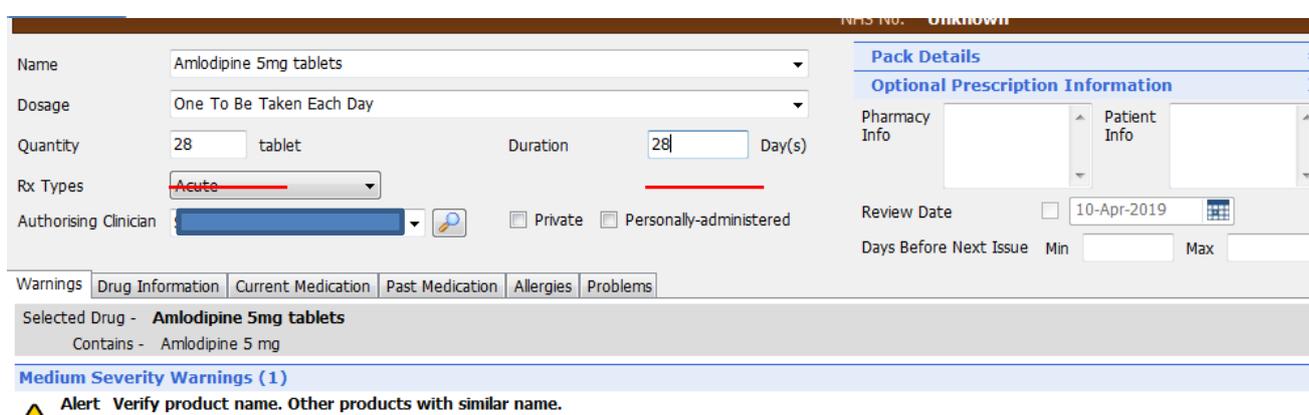
How to set the duration of medications	
Reference	How To Guide 28
Version	0.2
Approval date	01.02.19
Review date	01.02.20

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



The screenshot shows the EMIS 'Add Drug' form. The 'Name' field is set to 'Amlodipine 5mg tablets'. The 'Dosage' is 'One To Be Taken Each Day'. The 'Quantity' is '28' and the 'Duration' is '28' days. The 'Rx Types' dropdown is set to 'Acute'. The 'Authorising Clinician' is selected. There are checkboxes for 'Private' and 'Personally-administered'. On the right, there are sections for 'Pack Details', 'Optional Prescription Information', 'Pharmacy Info', 'Patient Info', 'Review Date' (set to 10-Apr-2019), and 'Days Before Next Issue' (Min and Max fields). At the bottom, there are tabs for 'Warnings', 'Drug Information', 'Current Medication', 'Past Medication', 'Allergies', and 'Problems'. The 'Selected Drug' is 'Amlodipine 5mg tablets' and it contains 'Amlodipine 5 mg'. A 'Medium Severity Warning (1)' is displayed: 'Alert Verify product name. Other products with similar name.'

- 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.

The screenshot shows a prescription form for 'Calcium carbonate 1.5g chewable tablets sugar free'. The 'Quantity' field is set to 56 tablets, and the 'Duration' field is set to 28 days. The 'Dosage' is 'Two Chewable Tablets Per Day'. The 'Rx Types' dropdown is set to 'Acute'. The 'Authorising Clinician' field is empty. There are checkboxes for 'Private' and 'Personally-administered'. The 'Review Date' is set to 10-Apr. The 'Days Before Next Issue' field is empty. The form also includes tabs for 'Warnings', 'Drug Information', 'Current Medication', 'Past Medication', 'Allergies', and 'Problems'. The 'Selected Drug' is 'Calcium carbonate 1.5g chewable tablets sugar free' and it 'Contains - Calcium Carbonate 1.5 grams'.

- 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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