

Adding, amending or ending repeat medication		
Reference	How To Guide 38	
Version	1.2	
Approval date	01.02.2019	Approved by Dr Becky Locke & Dr Simon Woodworth
Review date	01.02.2020	

## 1. Purpose

To ensure there is a safe and structured process for any actions taken by non-clinical staff in relation to authorised changes made to repeat medication items. This minimizes the risk of errors.

## 2. Procedure

Any changes to patients repeat medications should be authorised by a GP or pharmacist prior to changes being made. Any changes must then be checked by a clinician.

### Adding a drug

- Type in the patients name and return, use a second identifier to ensure the correct patient has been selected
- From the home page click on medication
- Click on Add drug (top left of screen)
- Type in the name of the drug you want to add. This creates a drop down list of the strengths for you to pick from
- Click on dosage and then on the down arrow and choose from the drop down list. Type in other dosage/directions only when advised
- Click on the quantity box and add quantity
- Click on the Rx types and choose from acute, repeat, repeat dispensing or automatic.
- Click on duration to add the number of days' supply, ensure the quantity corresponds to the number of days. If eRD prescription seek further advice on how to amend
- If a patient does not already have a review date, send a request to the clinician to add one
- Additional information can be added in the pharmacy or patient info boxes - see 'How To Guide' number 23

- If there are any warnings relating to the addition of the drug, they will automatically be displayed. By clicking on the other tabs you can also view drug information, current medication, past medication, allergies and problems
- Click issue later (bottom right of screen) and the drug will be added to the patients medication screen under the chosen prescription type

### **Amending a drug**

- Type in the patients name and return, use a second identifier to ensure the correct patient has been selected
- From the home page click on medication
- Click on the drug to amend, this will highlight the drug
- Right click on the drug and select edit
- Change the dose, directions or quantity as needed and ensure any changes are synchronised. If on eRD seek further advice
- Select OK to ensure the changes are saved
- Check the directions and changes are correct
- Ensure a consultation note is written in the patient's medical record stating the reason for amendment

### **Deleting/ Ending a drug**

- Type in the patients name and return, use a second identifier to ensure the correct patient has been selected
- From the home page click on medication
- Click on the drug to be deleted, this will highlight the drug
- Check if the patient is on eRD, seek further advice or see 'How To' for eRD amendments
- Click on end course (top left of screen)
- This opens a template box where a reason for cancelling the medication must be entered, click OK, this will delete the drug and transfer it to past drugs
- Ensure a consultation note is added explaining why the drug was stopped or deleted from the record and the document this relates to if appropriate