

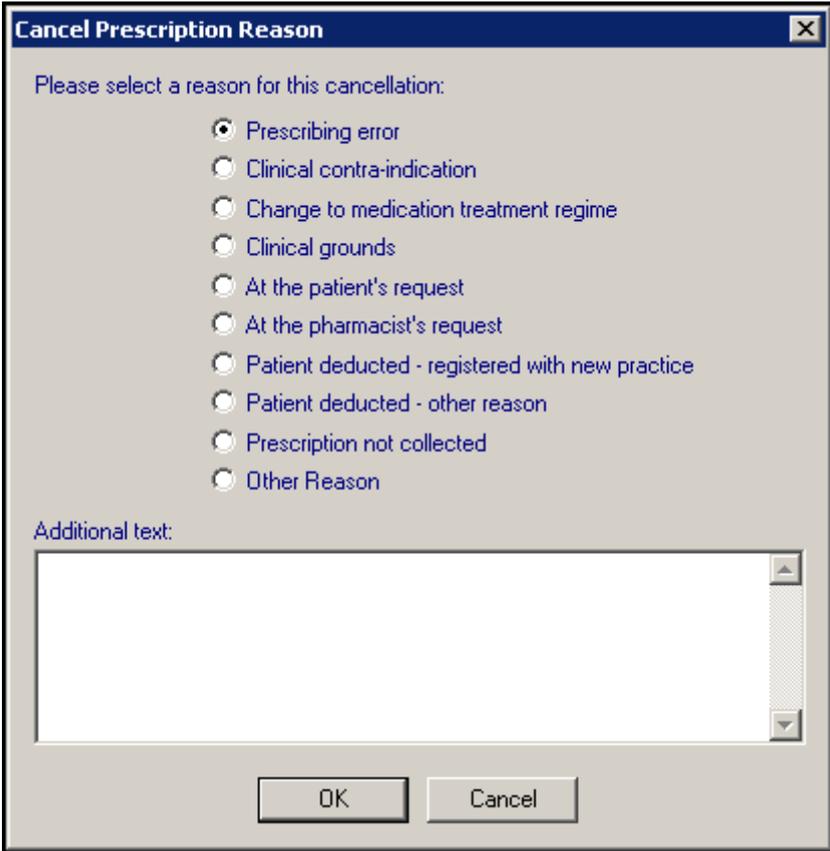
Cegedim Healthcare Solutions Flash Card

Deleting/Canceling a Repeat Prescription Issue

If appropriate you can delete or cancel any issue of a repeat master.

To delete an issue:

1. From **Consultation Manager**, select the patient required.
2. From any screen, locate the issue you want to delete, right click and select **Delete**.
3. The **Therapy - Delete** screen displays, select **Delete**.
4. If the issue selected is not the latest issue, a message displays to warn you, select **Yes** to continue.
5. The **Cancel Prescription Reason** screen displays, select a reason and enter **Additional text** if appropriate and select **OK**:



Cancel Prescription Reason

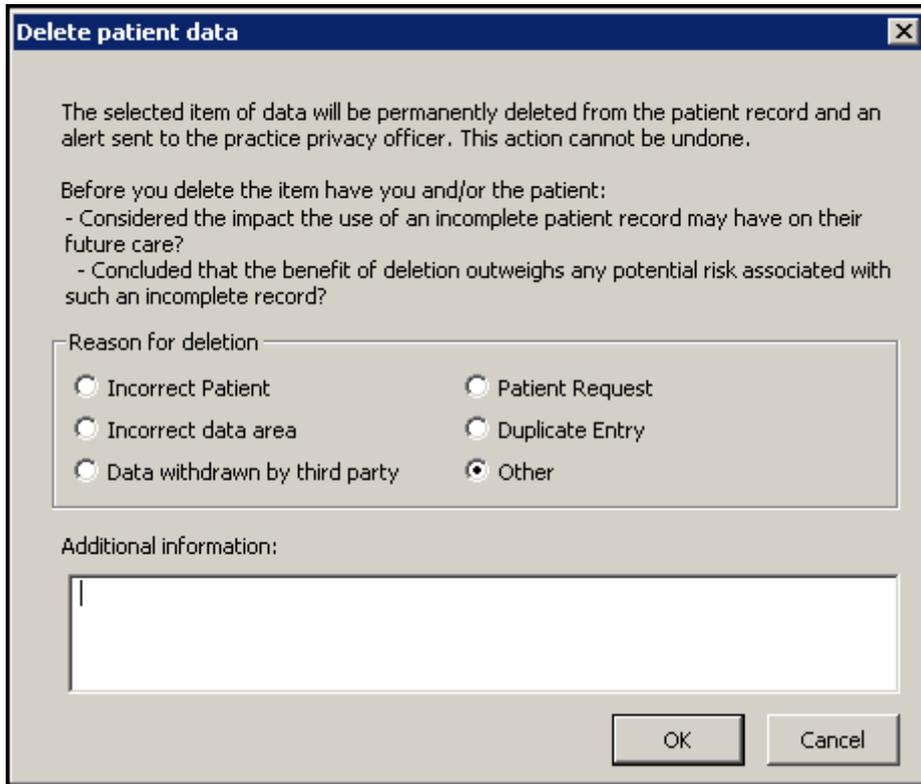
Please select a reason for this cancellation:

- Prescribing error
- Clinical contra-indication
- Change to medication treatment regime
- Clinical grounds
- At the patient's request
- At the pharmacist's request
- Patient deducted - registered with new practice
- Patient deducted - other reason
- Prescription not collected
- Other Reason

Additional text:

OK Cancel

6. If the Issue is the latest issue, the **Delete patient data** screen displays, select the reason for deletion from the available options, enter **Additional information** if appropriate and select **OK**:



Delete patient data

The selected item of data will be permanently deleted from the patient record and an alert sent to the practice privacy officer. This action cannot be undone.

Before you delete the item have you and/or the patient:

- Considered the impact the use of an incomplete patient record may have on their future care?
- Concluded that the benefit of deletion outweighs any potential risk associated with such an incomplete record?

Reason for deletion

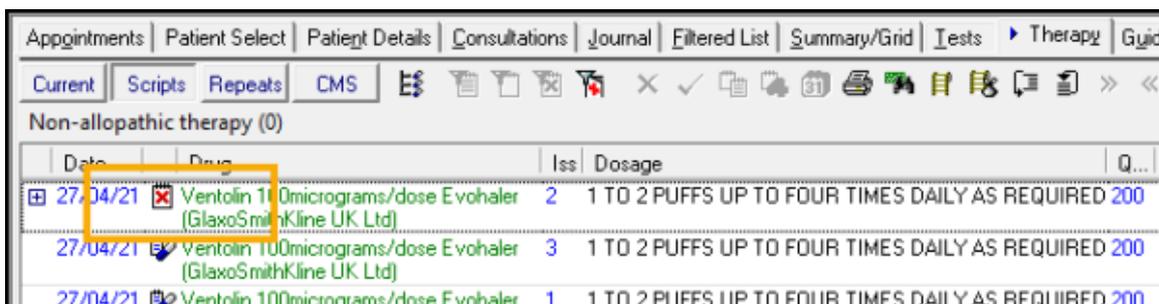
Incorrect Patient Patient Request
 Incorrect data area Duplicate Entry
 Data withdrawn by third party Other

Additional information:

OK Cancel

If you select to delete the latest issue of a Repeat Master, the issue is deleted and the number issued is rolled back by one, for example, issue 4 of 4 would show as 3 of 4. The issue no longer displays on the patient record.

If you select to delete an issue that is not the latest, for example, 4 of 4 have been issued, but issue 3 is being deleted, it displays on the patient record as cancelled:



Date	Drug	Iss	Dosage
27/04/21	Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline UK Ltd)	2	1 TO 2 PUFFS UP TO FOUR TIMES DAILY AS REQUIRED 200
27/04/21	Ventolin 100micrograms/dose Evohaler (GlaxoSmithKline UK Ltd)	3	1 TO 2 PUFFS UP TO FOUR TIMES DAILY AS REQUIRED 200
27/04/21	Ventolin 100micrograms/dose Evohaler	1	1 TO 2 PUFFS UP TO FOUR TIMES DAILY AS REQUIRED 200

 **Note** - If this is an electronic prescription, you are warned that the cancellation is transmitted automatically.