


Adding Messages to a Prescription

There are several ways to add a message to a prescription:

A Patient Message about a Specific Prescription Item

For example, you may want to remind the patient to book a blood test before their next prescription or appointment:

1. From the **Therapy - Add** screen, select **Additional Information** .
2. Under **Information for Patient**, enter your message.
3. Select **OK** to save.

The message prints on the right-hand side of the prescription.

Please note the following:

- **Acute Prescription - Information for Patient** prints on this single prescription.
- **Repeat Master - Information for Patient** prints on all issues of this master.

A Patient Message for all Patients

For example, you may want to remind your patients to order repeats early before public holidays:

1. From **Consultation Manager**, select **Consultation - Options - Repeat Therapy Reorder Form**.
2. The **Repeat Therapy Reorder Form Setup** screen displays, enter your message in the **Trailing Message** section:

Repeat Therapy Reorder Form Setup

Patient: Title NHS Number GP: None Registered Unavailable Responsible

Second Surname CHI Number Additional Identifier Unavailable Responsible

Date of Birth Vision Identifier

Reorder Instructions:
Please give the Practice a minimum of 2 days notice prior to collecting your repeat drugs.

Repeat Item:
 Quantity Information Dosage Instruction Previous Order Dates

Last Ordered Message: @ will be substituted with the last ordered date
Last ordered on @

Issues Remaining Message: @ will be substituted with the number of remaining issues
You may order @ more

Item Expired Message:
Please see GP to order more

Trailing Message:
Did you know that the Practice runs Walk Person Clinics every Wednesday afternoon at 2 p.m.

Custom Formatting:
 Use Custom Font Size


Buttons: OK, Cancel, Help

3. Select **OK** to save.

The message prints on the right-hand side of all repeat prescriptions.

A Message to the Dispenser about a Specific Prescription Item


For example, 'Please dispense branded for this patient':

1. From the **Therapy - Add** screen, select **Additional Information** .
2. Under **Information for Dispenser**, enter your message.
3. Select **OK** to save.

The message prints on the left-hand side of the prescription under the drug dosage.

A Message about a Specific Prescription Item

You can add **Information to Patient** to a **Drug Default**. This attaches a message to an item which then prints every time it is prescribed. To add **Information to Patient** to a **Drug Default**:

1. From **Consultation Manager**, with a patient selected, select the **Therapy** tab.
2. Press **F8** on your keyboard, or start typing the medication name and the **Therapy - Add** screen displays.
3. Select the medication you want to add the message to in the usual way.
4. Right click on the Therapy form and select **Drug Defaults**.
5. Select **Maintain** and the **Default Dosages and Quantities - Add** screen displays.
6. Complete as required.
7. Select **Information for Patient**  and add free text information for patients being prescribed this item, for example, details of side effects. This prints on the right-hand side of the prescription every time this item is prescribed.
8. Select **Save** and then **Close**.