
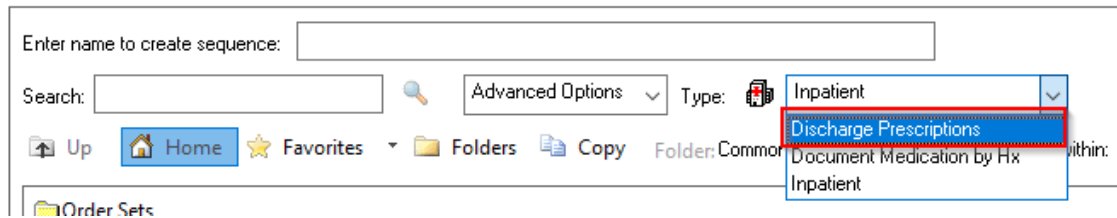




EMR Quick Reference Guide

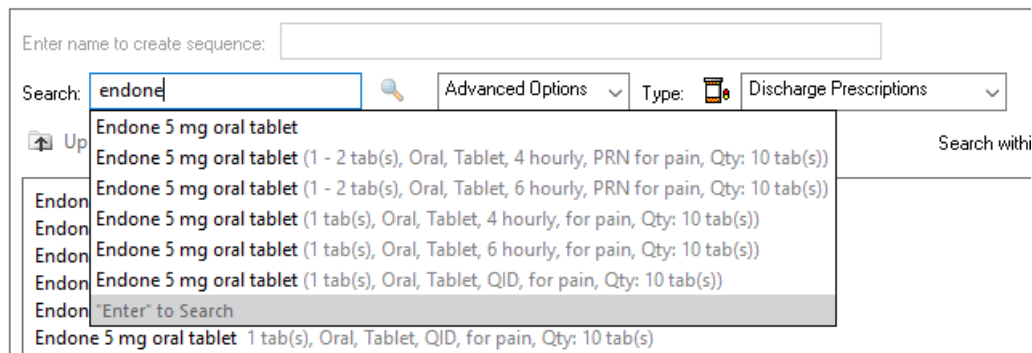
COVID-19 EMR Medications – Generating Prescriptions for COVID at HOME

1. Navigate to the Orders page and select  Add |
2. Change the 'Type' to "Inpatient" to "Discharge Prescriptions"

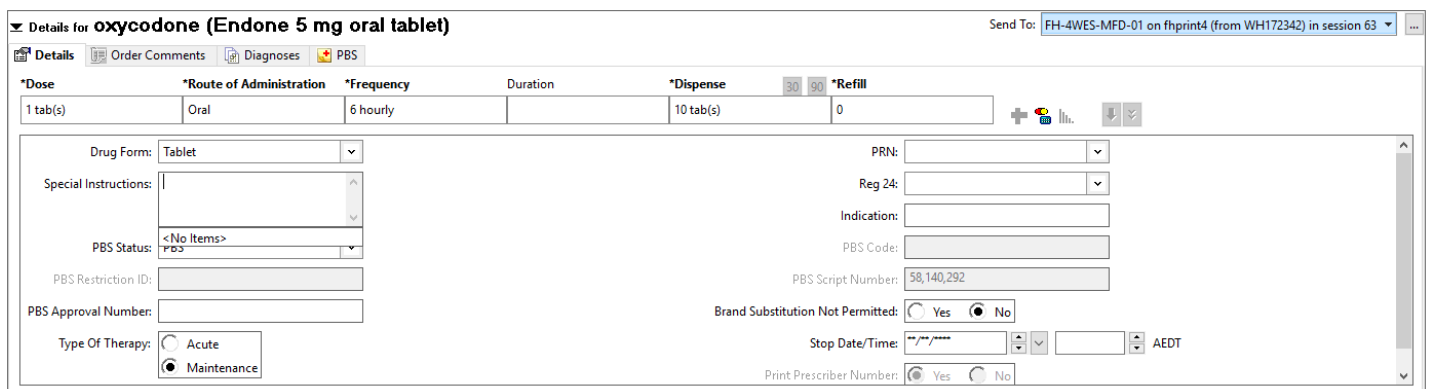


*****This step is important as ordering a medication as an 'Inpatient' Type will result in the order appearing on the MAR for administration. This is a risk if the patient represents to hospital*****

3. Enter the medication in the 'Search' field and select the desired medication and order sentence.
Note: Details of the order sentence can be changed once it is selected



4. Ensure the details are correct and make any necessary modifications if required




5. Check the printer location – is this correct?

The screenshot shows a software interface for a prescription of oxycodone (Endone 5 mg oral tablet). At the top right, a dropdown menu for 'Send To' is highlighted with a red box, showing the selected printer: 'FH-4WES-MFD-01 on fhprint4 (from WH172342) in session 63'. Below this, the prescription details are displayed in a table:

*Dose	*Route of Administration	*Frequency	Duration	*Dispense	*Refill
1 tab(s)	Oral	6 hourly		10 tab(s)	0

Below the table, there are various fields for drug form, special instructions, PBS status, and other details. On the right side, there are fields for PRN, Reg 24, Indication, and PBS Code. At the bottom right, there are radio buttons for 'Brand Substitution Not Permitted' (Yes/No) and 'Print Prescriber Number' (Yes/No).

If not, click  to find your printer (see next page for how to select the printer).

6. Click 'Sign' (and enter your password) to generate an outpatient prescription

EMR will automatically print TWO copies:

- 1) PBS (Medicare) Copy
- 2) Pharmacist (Patient) Copy

7. Sign **both** copies and give **both** copies to the patient/pharmacist

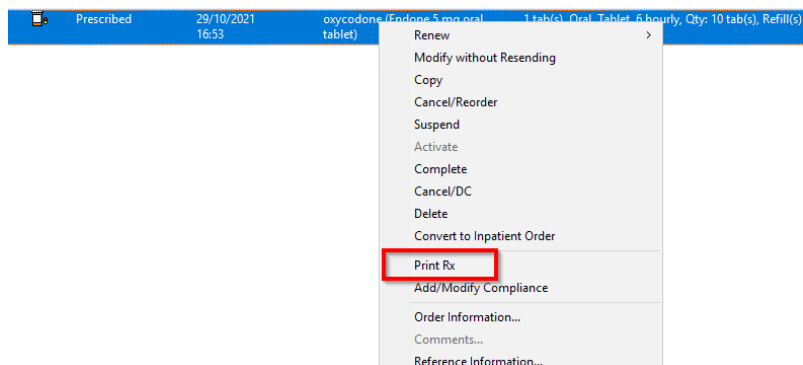
Troubleshooting – Printing Issues

If you prescriptions haven't printed, first check the following:

1. *Does the printer have PBS prescription paper?* Ask the staff in-charge for further supply
2. *Has the correct printer and/or tray been selected?* See below to reprint the prescription

How to Reprint the Original Prescription

1. From the Table of Contents, go to **Orders**
2. Select and highlight the *Prescribed* medication order. Hold the **Ctrl** key to select more than 1 order
3. Right-click over the highlighted order(s) and select **Print Rx**

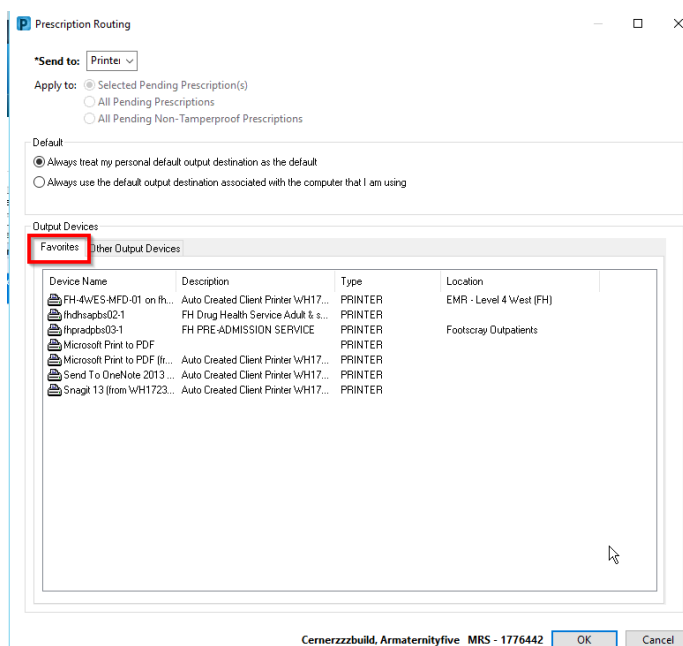


How to Add a Printer

There are two ways to add a printer

1. Via 'Favourites':

- Select the printer and click OK



2. Via 'Other Output Devices':

- Click the **plus icons** to drill down and find your location's printer
- If your location is not listed, click on **Unknown** to find your printer
- Select the desired printer and click OK
- *You can also right click the printer and select **Add to Favourites**

