

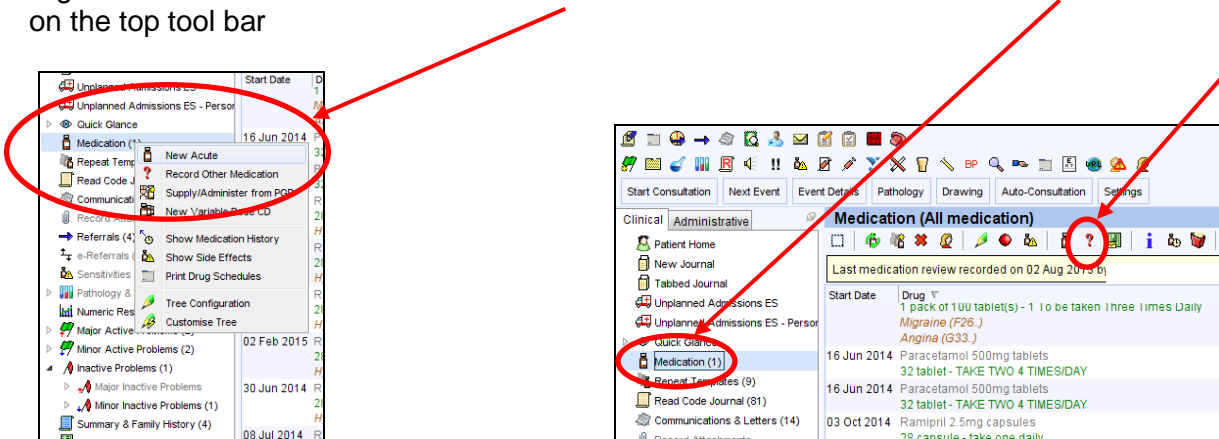
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<b>Implementation date</b>	August 2016 V3	<b>Review date</b>	August 2017
<b>Authorised by</b>			

## Adding Hospital Prescribed Drugs to SystemOne

All medicines prescribed and routinely dispensed by the hospital should be entered on to the patient's clinical record. This ensures that a full and up to date list of a patients current medication is provided when referrals and choose and book appointments are made. It also ensures that any drug interactions with hospital only drugs are highlighted to the prescriber when new drugs are added in primary care.

Select the patient and then from the clinical tree on the left hand side of the screen:

- Right click on 'medication' & select 'record other medication' or left click on 'medication & select '?' on the top tool bar

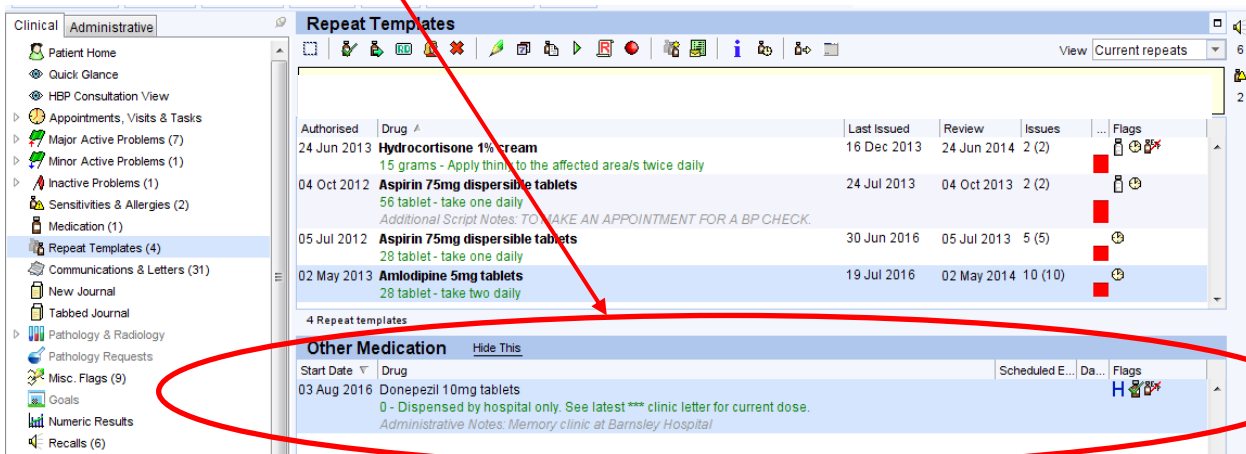


- The drug & appliance browser will open, search for the name of the drug you want to add and select it from the list, then click 'ok'
- The 'record other medication' screen will open

- Change 'exact date & time' to 'exact date' and enter the appropriate date
- Link the medication to an existing problem or create a new problem
- The start date will automatically populate & can be altered. Do not enter a stop date unless the medication being added is an acute issue or is for a specified period of time
- Under medication source select 'Hospital prescribed medication'
- Under dose enter 'Dispensed by the hospital only. See latest \*\*\*\*\* clinic letter for current dose'
- Under quantity enter '0'
- Under admin notes enter details of hospital/department/clinic

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- Click 'ok'
- The hospital drug is now shown in the medication list and also shown in the 'other medication' section of the repeat medication list.



- However any medication which has been entered with an end date will not appear on this screen or on referral letters, once that end date has passed

If you need to end the medication:

- right click on the hospital drug and select Stop Medication when prompted specify the reason and click 'ok'

If you take over the issuing of the medication:

- right click on the hospital drug and select Make Repeat . Amend dosing, directions & total quantity. Add comments e.g. 'Shared care drug' to administration notes section. Then stop the hospital drug still listed in the 'other medication' section of the screen, following directions above.