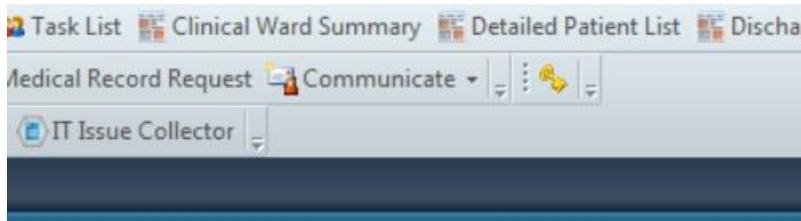


How to prescribe an Out Patient prescription between outpatient Visits

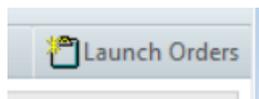
For a small group of patients it may be necessary to prescribe an outpatient prescription between outpatient visits. This workflow describes this process. This workflow is only to be used when a patient requests a prescription and they have no outpatient appointment and they are not attending hospital. It should not be used for telephone consults – Follow the appropriate model for this. All other outpatient prescribing should be initiated within Ambulatory Organiser

WORKFLOW STEPS

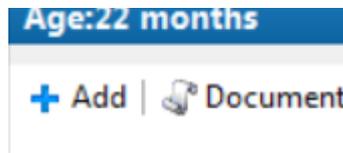
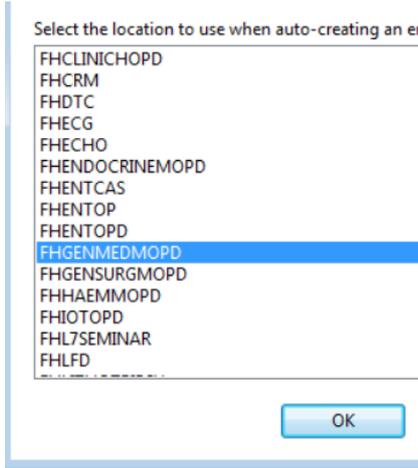
- A request for prescription is made (the process for this will vary between directorates.)
- Prescriber accesses PowerChart and searches for the patient using MRN. Open any encounter. Review the patient’s record for appropriateness of request.
- To prescribe, select Communicate from the upper links bars.



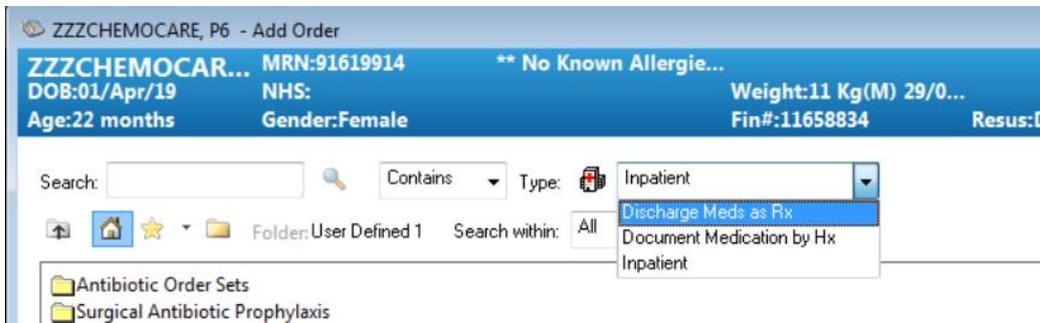
- Select communicate > Message 
- A message pane will open with patient details pre-populated.



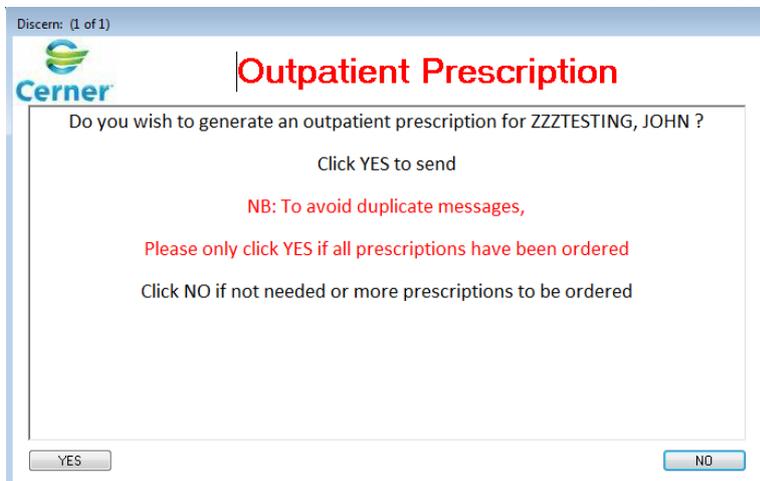
- Click on Launch orders
- Select the ambulatory location to attach the encounter to. If you do not know the location contact department clerical staff for advice. This step will generate a dedicated prescribing encounter.



- To prescribe click on the add button
- Change the order type to Discharge meds as Rx for single medication selection. Leave as inpatient for careplan selection.



- Search for medication and complete details. This pane appears, select yes



- To send the Px to Lloyds select Outpatient pharmacy in the below form.

Outpatient Prescription Information

ZZZPAEDIATRIC, PATIENT
NHS: MRN: 91630256

Where should the patient get their medication dispensed?

What is your current contact number?

Appointment Type:

- Face to Face Consultation
- Remote/Telephone Consult
- Repeat Prescription ONLY

Method of Supply:

- Standard Delivery
- Collection

Delivery Location:

- Home address
- Alternative address

Standard Delivery:
3 working days if within North East and North Cumbria
5 working days if outside North East and North Cumbria

Collection from on-site Lloyds if FACE TO FACE consultation and:
a) Medicines urgently required (same day / next day)
b) Patient lives outside North East and North Cumbria

Remote / Telephone consults requiring same day / next day delivery call:
Freeman 0191 21(39756) or 21(37603)
RVI 0191 28(21418) or 21(39755)

Other relevant information for this OP Prescription: **If the delivery address is not "Home address" you must add the details in the "Other relevant information" section below.**

- The message will populate with details of the prescription. Annotate with additional information if needed

NewMessage

Task Edit

High Notify Message Journal (10) Portal Options

Patient: ZZZMEDSTEST, ANDREW Caller: ZZZMEDSTEST, ANDREW Caller No.: H 01670717171

To:

CC: Clinical Staff:

Subject: Med Management Save to Record As: Phone Message

Message

Arial 10

**** Submitted: ****
Order: Perindopril 4 mg oral DAILY
Do not Print - Discharge Prescription - not applicable
Signed by Heed, Andrew Michael 11/Aug/2020 10:38:00

- Click-on Send message. NB: A recipient is not needed. The message automatically saves to patient record and can be viewed in Clinical Notes / document viewing.

How to view the OP prescription progress

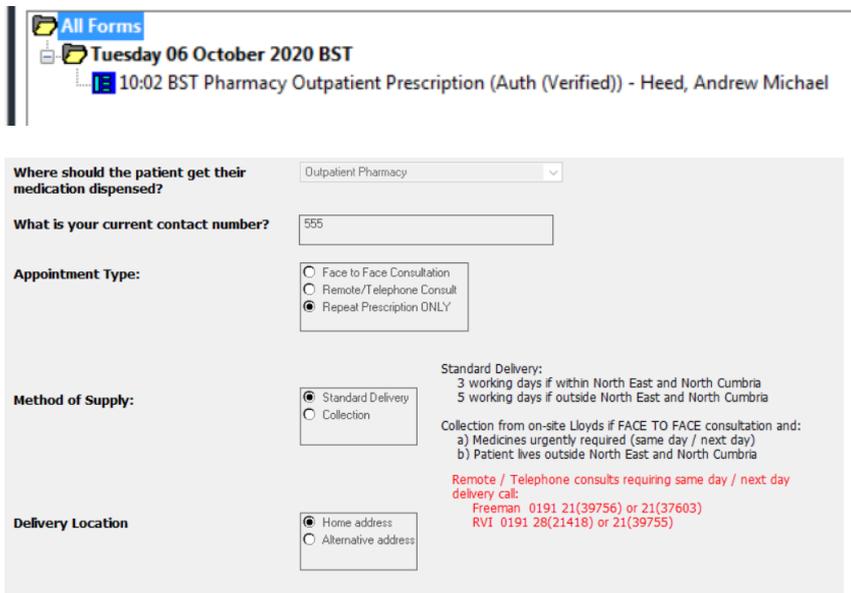
There are two key documents in the OP prescribing process. The referral form to Lloyds (Known as Pharmacy Outpatient prescriptions) and the Outpatient prescription saved and printed by Lloyds. These can be viewed as follows:

Pharmacy Outpatient Prescription

Access the patient’s record. Select any encounter and access the menu item Ad-Hoc Forms.



This will display the Outpatient Prescription Form with details of the supply method.



The screenshot shows a form titled 'All Forms' with a sub-header 'Tuesday 06 October 2020 BST' and a specific entry '10:02 BST Pharmacy Outpatient Prescription (Auth (Verified)) - Heed, Andrew Michael'. The form fields are as follows:

- Where should the patient get their medication dispensed?**: Outpatient Pharmacy (dropdown menu)
- What is your current contact number?**: 555 (text input)
- Appointment Type:**
 - Face to Face Consultation
 - Remote/Telephone Consult
 - Repeat Prescription ONLY
- Method of Supply:**
 - Standard Delivery
 - Collection

Standard Delivery:
3 working days if within North East and North Cumbria
5 working days if outside North East and North Cumbria

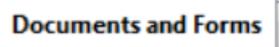
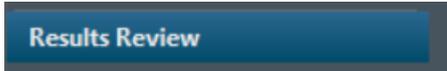
Collection from on-site Lloyds if FACE TO FACE consultation and:
a) Medicines urgently required (same day / next day)
b) Patient lives outside North East and North Cumbria

Remote / Telephone consults requiring same day / next day delivery call:
Freeman 0191 21(39756) or 21(37603)
RVI 0191 28(21418) or 21(39755)
- Delivery Location:**
 - Home address
 - Alternative address

If the above is not found then Lloyds have not been notified of the prescription.

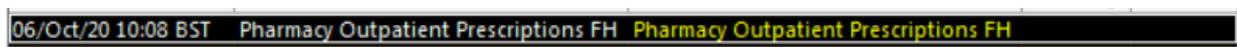
Pharmacy Outpatient Prescription (FH or RVI)

This document is printed and saved by Lloyds. To view, access the patient’s record. Select any encounter and access the Results Review menu item.



Click on Documents and forms.

This will display the printed Outpatient prescription if it has been created.



If this is not visible then Lloyds have not processed the Outpatient prescription.