Pictorial explanation of setting up electronic repeat dispensing (eRD) prescription on EMIS Web

1. To use repeat dispensing, simply prescribe a course of medication in your usual way, but remember to change the Rx Type to **Repeat Dispensing** on the Add a Drug screen.

2. Type the number of authorised issues. The Authorised Issues field is displayed beside the Rx Types field after you select Repeat Dispensing.

Error: A number of issues must be between 2 and 13 for repeat dispensing.
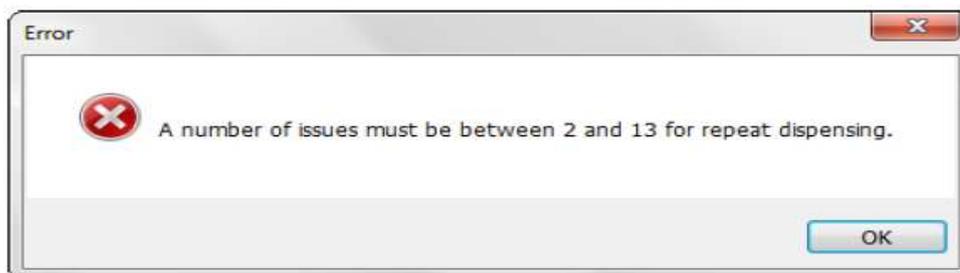
3. Complete the rest of the Add a Drug screen as required, and then at the bottom of the screen, click Issue.
The Issue screen is displayed, ready for you to issue the medication.

On the right-hand side of the Issue Screen, repeat dispensing items are marked as repeatable, followed by the number of issues in brackets.

4. Add a **Pharmacy Message** and **Patient Message** advising what should happen when the last batch is issued depending on your local systems e.g.

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"When your last repeat prescription is supplied, please contact the surgery for a medication review"

"When your last repeat prescription is supplied, please ensure you have your bloods checked before requesting your next supply of medication"

Click the **Approve and Complete** and enter your pin to electronically sign the prescription.
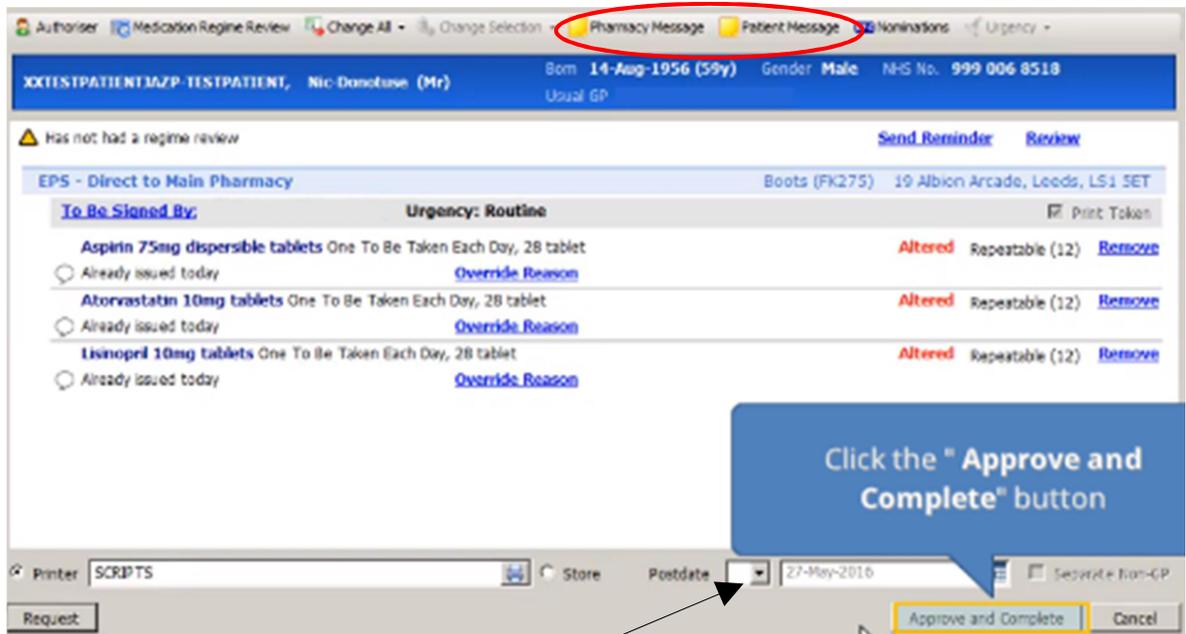
Post dating prescriptions
- Click the down arrow next to "postdate" at the bottom of the screen.
- Select number 1 and insert the date you would the first batch to be downloaded to the pharmacy
- Click "approve and complete"
- Subsequent batches will then be available for the pharmacy to download 7 days before the set interval.

The item is displayed under the Repeat Dispensing heading on the Medication screen.
- The expected end date is displayed in the Current Usage column.
- The start date is displayed in the Last Issue Date column.
- The counter is displayed in the final column, and is automatically incremented for you.

It is important to enter the duration correctly when adding the drug so that the counter displays the correct number of issues.

5. A good idea is to add a screen message that pops up when adding a new drug that reads: Patient is on electronic repeat dispensing. Please consider if still appropriate and if current batches need cancelling.

All future issue dates are recorded in the Drug History as batch issue items.
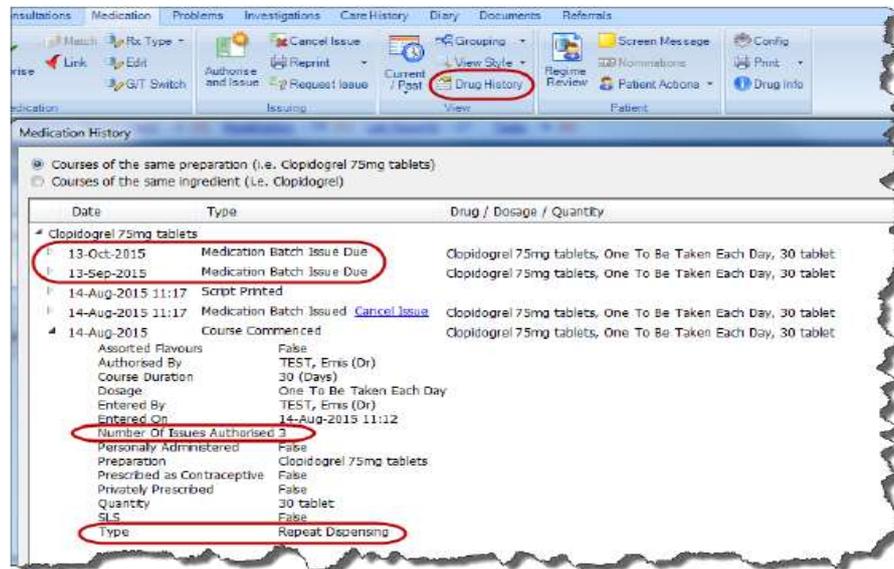
Amending courses

You can change repeat medication issues to repeat dispensing issues by changing the prescription type.

1. Access Medication.

   Click **ems**, point to **Care Record**, and then select **Medication**.
   The Medication screen is displayed.

2. Select the item(s) of medication you want to amend, click **RX Type** on the ribbon, and then select **Repeat Dispensing**.
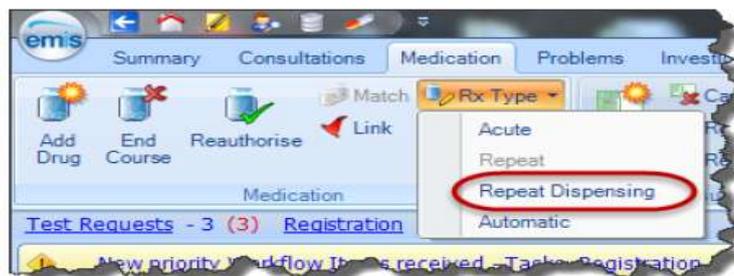
3. On the Change Prescription Type screen, type the number of issues permitted before the item needs re-authorising again.

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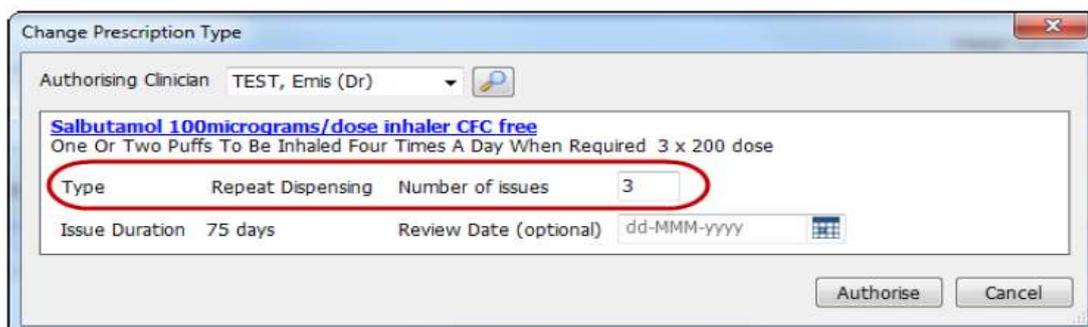
4. If you want to add a review date for the item, click ▦ and select the required date.

5. If required, beside the Authorising Clinician field, click 🔍 , and then use the Find Users screen to select a new authorising clinician.

6. Click **Authorise** to change the prescription type.

The amended item(s) are displayed, marked as Altered, in the patient's list of current medication, under the Repeat Dispensing heading.

If you change the dose or the quantity, all outstanding issues are cancelled and you will need to reissue them.

If a patient requests an issue earlier than scheduled, for example to go on holiday, EMIS Web automatically cancels the remaining issues and issues a new batch.

7. A good idea is to add a screen message that pops up when adding a new drug that reads:
   Patient is on electronic repeat dispensing. Please consider if still appropriate and if current batches need cancelling.

Cancelling issues

Cancel repeat dispensing issues in the same way as you normally cancel a medication issue.

You can select an option in Medication Configuration to cancel the whole prescription when a repeat dispensing prescription is cancelled.
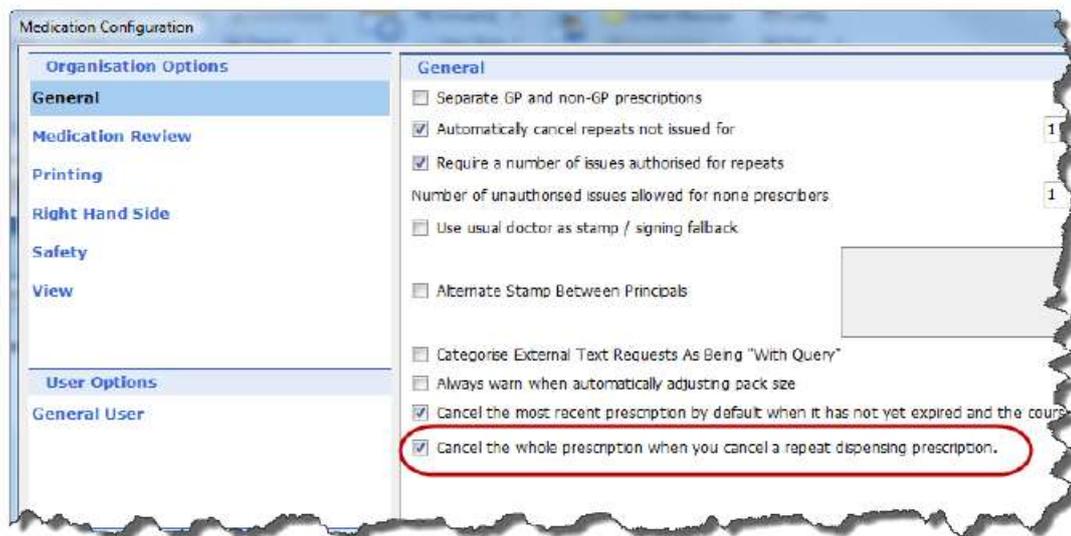
When cancelling the issue, you'll only see the option to cancel the whole prescription if the prescription meets the following criteria:

- The course is repeat dispensing.
- The course has future issues outstanding.
- The course is *not* EPS.
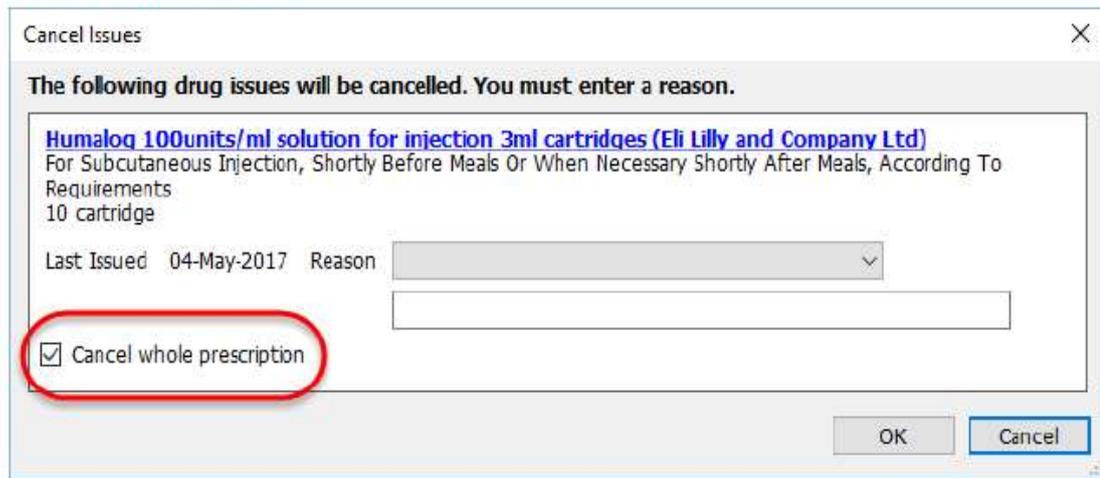
Cancelling courses

Cancel repeat dispensing courses in the same way as you normally cancel a course of medication. If the patient has any outstanding future issues, the following warning message is displayed:
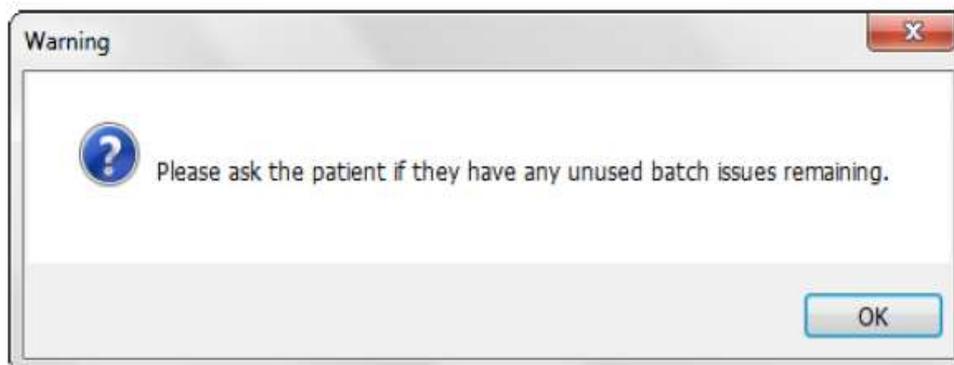
Repeat medication doesn't expire automatically, so you need to cancel it to remove it from the Current Medication screen. EMIS Web runs a daily job to clear cancelled repeat items from the Past Medication screen.

How To Add A Variable Use Repeat Dispensing Template.

Variable Use Repeat Dispensing is a function which allows you to add medication that is being used on a when necessary (PRN) basis.

1. Select Add Drug
2. Enter medication details on to Repeat Dispensing Template as normal
3. Ensure Variable Use box is ticked
4. Make as issue later or issue if applicable.
5. Once complete the following screen will be displayed, clearly showing patients the different repeat dispensing medications.

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