

# Repeat Prescriptions List

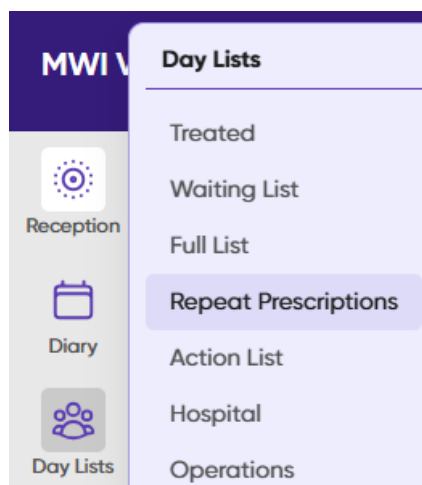
06/11/2025 11:21 am GMT

## Summary

The Repeat Prescriptions list can be used to record a list of clients that have called to order a repeat prescription for one of their animals. To utilise this Day List, a diary column needs to be created.

## Details

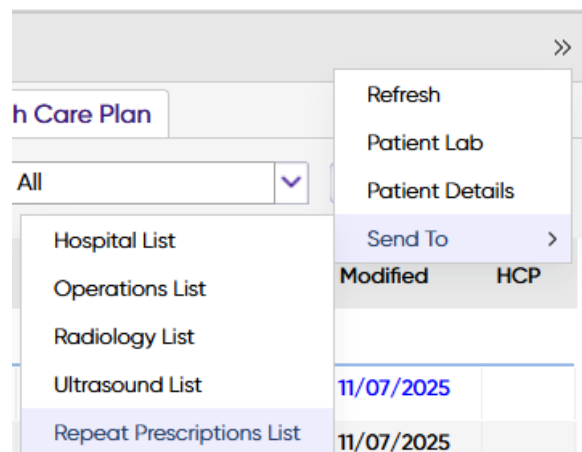
The Repeat Prescriptions List can be accessed via the 'Day Lists' button from the Primary Navigation on the left-hand side.



## Adding a Patient to the Repeat Prescriptions List

### Add to Repeat Prescriptions List - From Treatment Screen

1. From the Treatment screen, select the arrows in the top right of the screen. Select 'Send To' and select 'Repeat Prescriptions List'
2. This will send the patient to the Repeat Prescriptions list for today's date.



## Add to Repeat Prescriptions List - Dispensing Treatment

1. From the Treatment screen, when adding a treatment, certain treatment codes can be configured to display a prompt to 'Send To' 'Repeat Prescriptions List'.
2. Selecting 'Yes' to this prompt will send the patient to the Repeat Prescriptions list for today's date.

## Add to Repeat Prescriptions List - From the Diary Screen

In order to use this option, you will need to have a Repeat Prescriptions column setup in the Diary screen. Once this has been setup, you can add to the Repeat Prescriptions list via the Diary screen.

1. Navigate to the Diary screen and locate the 'Repeat Prescriptions' column
2. Specify a 'prescription' for the booking (any repeat prescription items dispensed in the last 12 months will display) and 'Save' the 'appointment'
3. The entry will display in the Diary screen and on the 'Repeat Prescriptions' Day List.

### Diary:

Repeat Prescription
Jamie Smith
Action List
Operations List

Appointment
New Appointment

Delete
New Search
Select Current
Previous
Save
Save & Book Next
Close

Client
Patient
Appointment

Appointment Time
Date: 11/07/2025

Reason: \*
Metacam Oral Susp 10ml Dog
NEXGARD CHEW TAB LGE DOG 10-25KG 3 PK

Location: 18 WF2 WF2

Note:

Initials: \*

Surname: Lowe
Int. Stable:
Patient Name: Morris
Daylist Practitioner: Repeat Prescription
Referral Practice:
First Opinion Vet:

## Repeat Prescriptions List:

Repeat Prescriptions									
Arrived Memo Delete Accounts Payments Make Appt. Surgeon Add Weight Refresh									
From	11/07/2025	To	11/07/2025	Surgeon	All	Site	Esher SA	Category	All
Status	Incomplete								
		Date	Length	Client	Patient	Surgeon	Reason	Arrived	Appointment Note
1		11/07/2025	0	Adams	Ruby	Repeat Prescription	Incurin		
2		11/07/2025	0	Kennard	Friday	Repeat Prescription	Advocate		
3		11/07/2025	0	Lowe	Morris	Repeat Prescription	Metacam Oral Susp 10ml Dog		
4		11/07/2025	0	Taylor	Pip	Repeat Prescription	Nexgard		6pk

The patient will remain on the list until the treatment has been saved against them. They will then be removed from this list and show in the 'Complete' screen.

## Using the Repeat Prescription List

### Filtering the Repeat Prescriptions List

This screen can be filtered by Surgeon, Site, Category and/or Status (All, Incomplete or Completed prescriptions)

### Repeat Prescription Options

Select a patient from the list and right click to display the below options:

Function	Description / Function
Set Priority	Allows you to set a priority against an appointment.

Set Arrived	The appointment will change to RED within the diary screen, the waiting list and Full list.
Set Failed to Show	Sets the patient as failed to show. This will appear grey in the Repeat Prescriptions List and the Diary.
Set Cancelled	Sets the patient as cancelled. This will appear in a neutral brown colour in the Repeat Prescriptions List and the Diary.
Set Treated	The appointment will change to blue to indicate the client has been treated.
Set Paid	The appointment will change to green to indicate the client has paid.
Appointment Memo	Adds an 'M' to the third column on the Repeat Prescription List, to indicate there is a memo attached.
Edit Appointment	Allows the user to change the appointment reason & note.
Delete Appointment	Removes the appointment from the Repeat Prescription List and Diary.
Print Appointment Label	Prints an Appointment Label to the practice's label printer. This details the appointment date, time, reason and surgeon.
View Appointment Trail	Displays an audit trail for the selected appointment.
Send to Kennel	Sends the Patient to a <a href="#">Kennel</a> .
Clipper	Add the patient and Client Details to the <a href="#">Clipper</a> .
Add Weight	Opens the Add Weight window.
Payments	Opens the Payments window.
Show Referrals	Shows the patient's registered referral details.
Consent	Opens the Consent form window.
View History	Displays the Patient's Treatment history in a pop-up window.
View PACS	If the practice makes use of a cloud-based <a href="#">PACS</a> system, selecting this option will show any uploaded images in a new tab.

## Exporting the Repeat Prescriptions List

The Repeat Prescription list can be printed, emailed or exported to a CSV file.

## Repeat Prescriptions



Arrived



Memo



Delete



Accounts



Pay

From

11/07/2025



To

11/07/

Print Repeat Prescription List

Email Repeat Prescription List

Export to CSV