Repeat Prescriptions Workflow

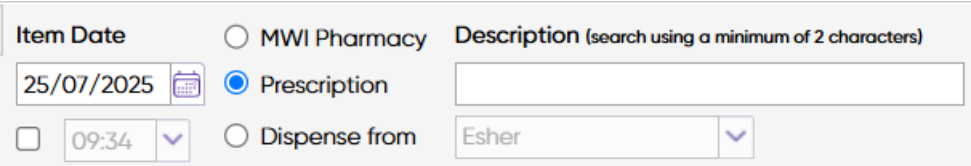
22/10/2026 12:04 pm BST

Summary

This functionality enables you to create and dispense Repeat Prescriptions through the Treatment screen.

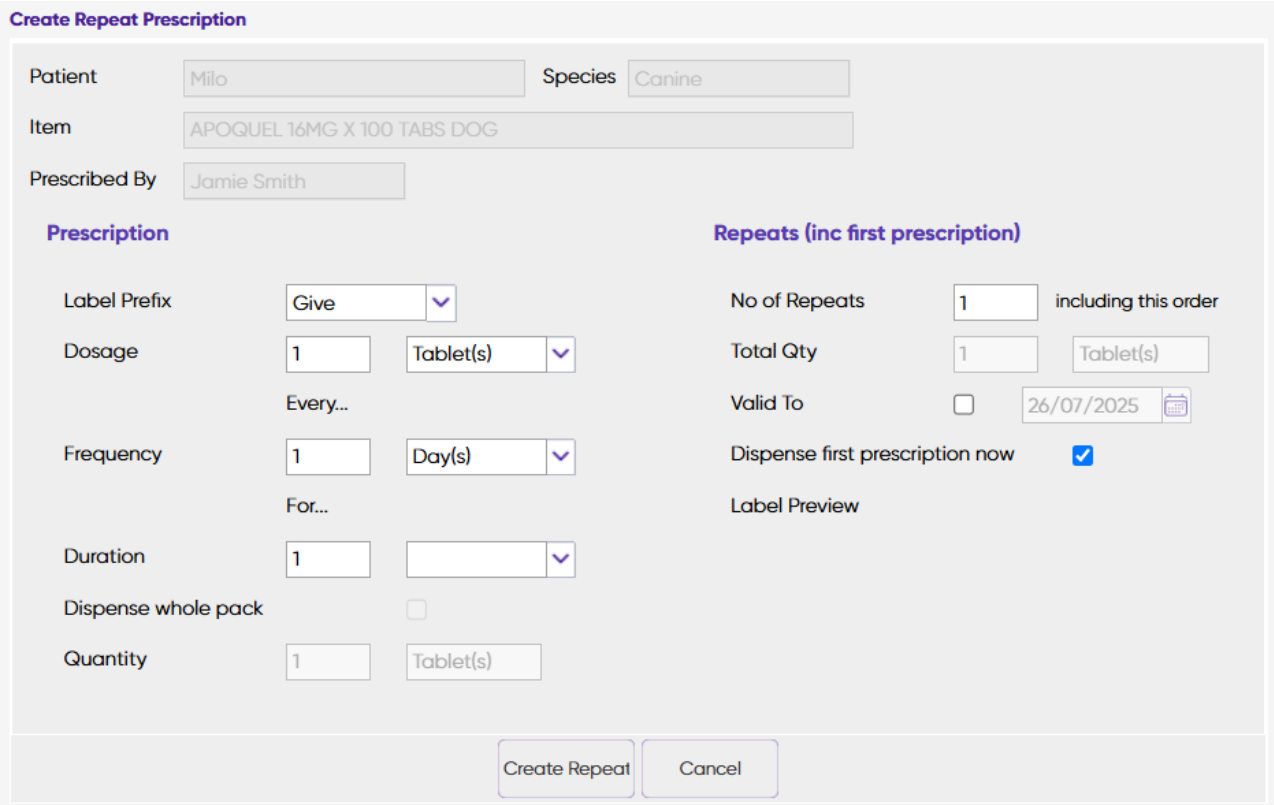
For a treatment to be eligible for a repeat prescription to be created, it must be enabled within Code Entry.

1. Dispense an item from the 'Add Treatment' screen, ensuring the 'Prescription' radio button is selected.



Only eligible items that have 'Allow Prescription' turned in in Code Entry will display as treatment options.

2. The user is instantly taken to the prescription workflow.

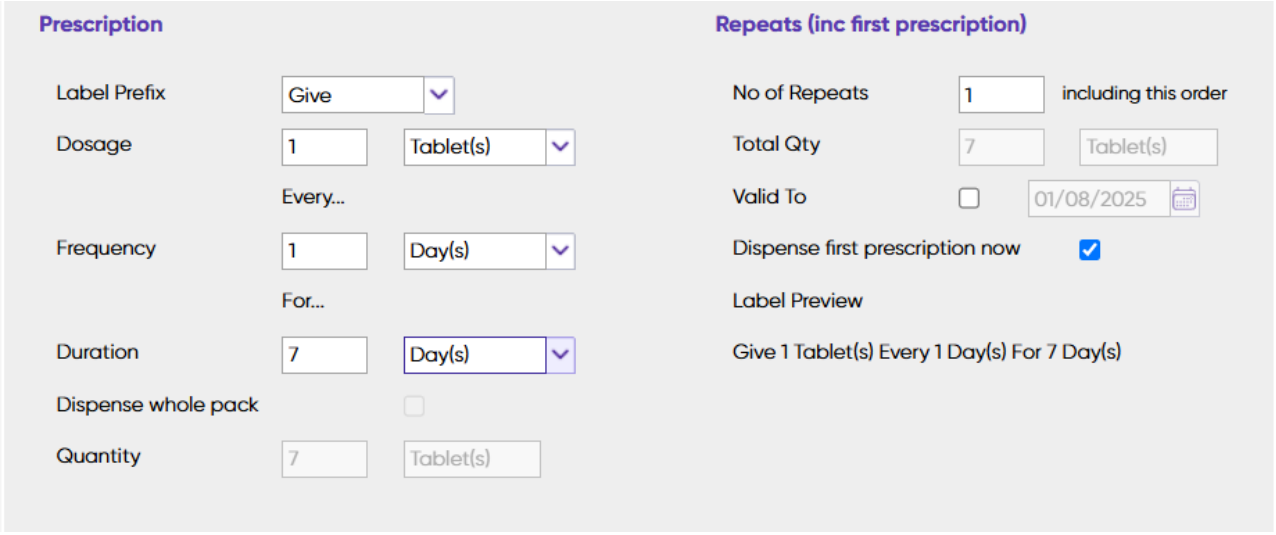


The patient, item and prescriber is auto-populated and displays for reference.

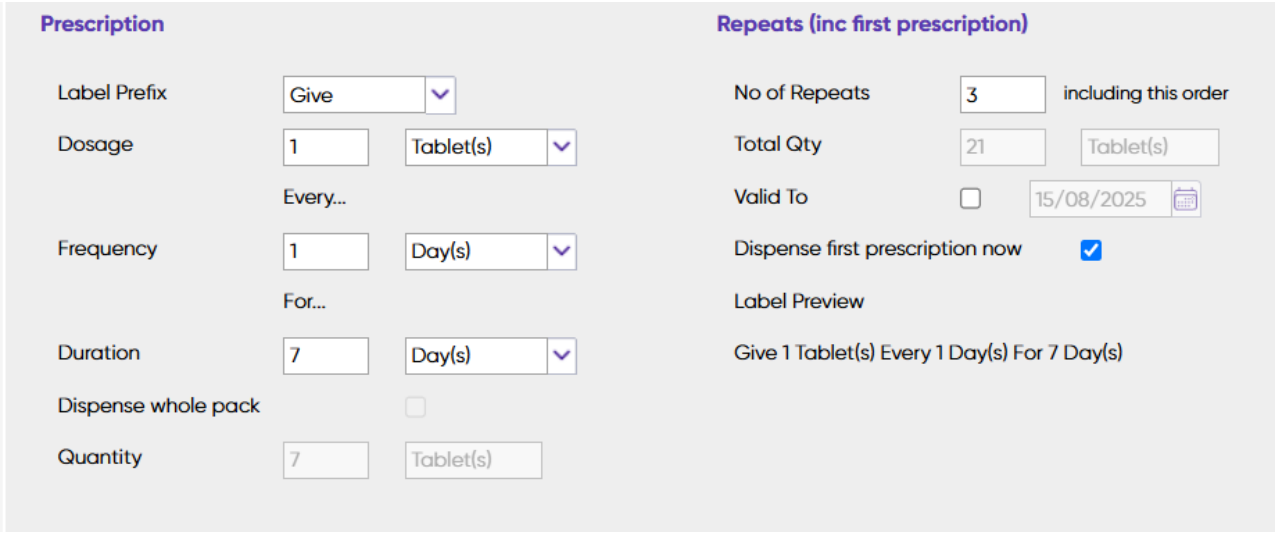
3. Create the prescription on the left hand side. The information added into the fields will then calculate

5. Create the prescription on the left hand side. The information added into the fields will then calculate the overall quantity being prescribed for this first prescription.

Once the information is added, the quantity is populated and the label preview will display on the right hand side.



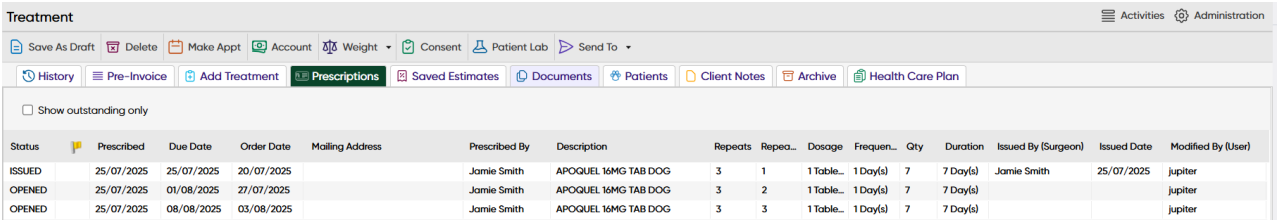
4. Next, create the number of repeats. The field will populate with the number 1 as this is including this first prescription. For example, if you want to create this first prescription to dispense now, with 2 repeats to follow then the overall number would be 3.



5. The overall total quantity will now display after the number of repeats has been added. This then auto populates the date alongside 'valid to'. By default this is un-ticked but can be ticked to make the valid to action active.

6. Dispense first prescription now is default to being active, but can be un-ticked. If the first prescription is to be dispensed now, the user will be taken through the standard dispensing workflow.

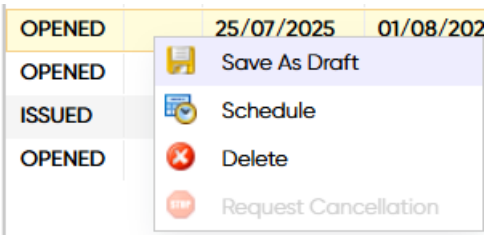
7. Once the prescriptions have been created, they are stored within the patients Prescriptions tab within their record.



The tab itself displays in green to indicate there are active prescriptions within.

Any dispensed prescriptions will have the status 'ISSUED' and cannot be re-dispensed.

8. To dispense the repeats when they are due, right click the next one with the status 'OPENED' and 'Save As Draft'.



This will then take the user through the standard dispensing workflow for the treatment. Once dispensed, the status will then change to 'ISSUED' and the item will display on the patient history.

Note: The 'Issued By' and 'Issued Date' will populate once a prescription has been dispensed.

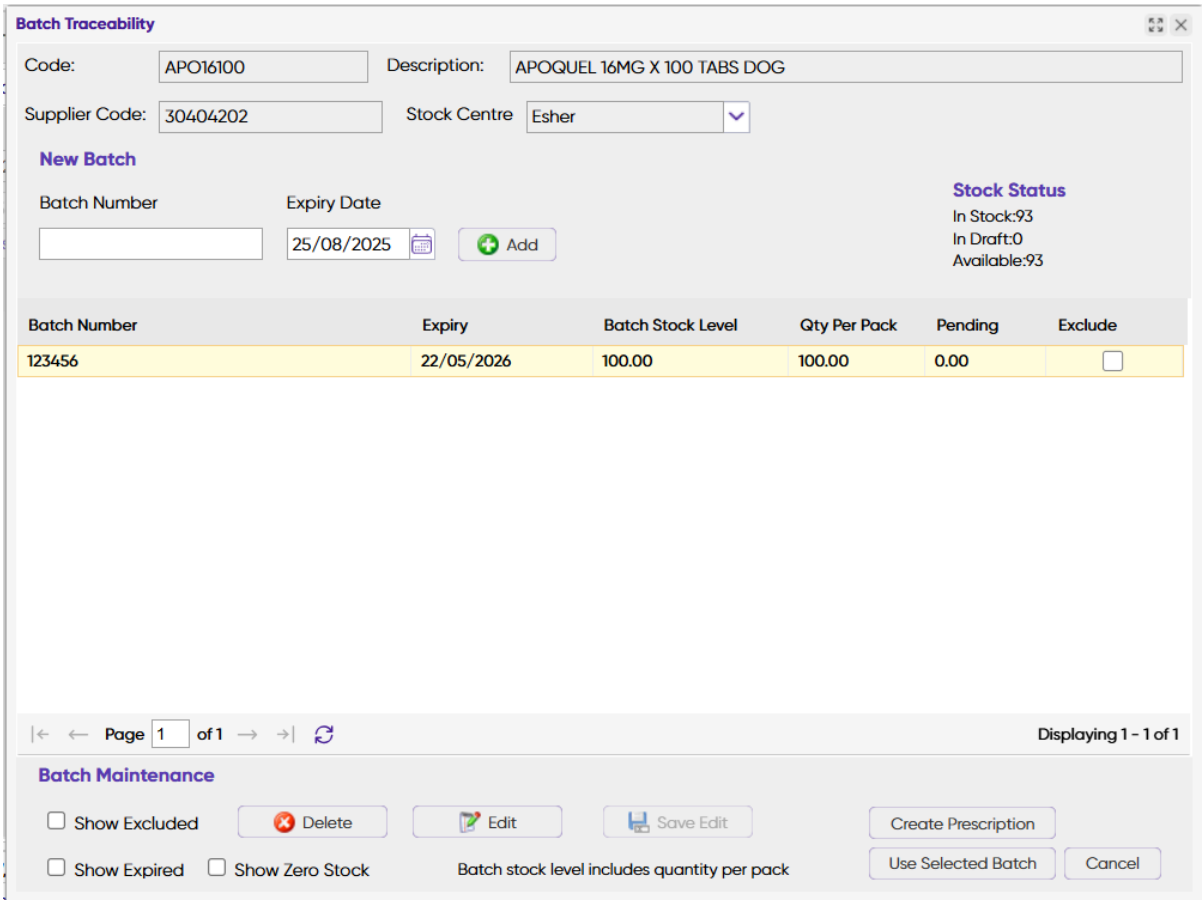
Forgotten to select the Prescription radio button?

As stated above, the Prescription radio button has to be selected to trigger the repeat prescription workflow.

If a user forgets to select this button, they can be transferred back to the prescription workflow at two stages.

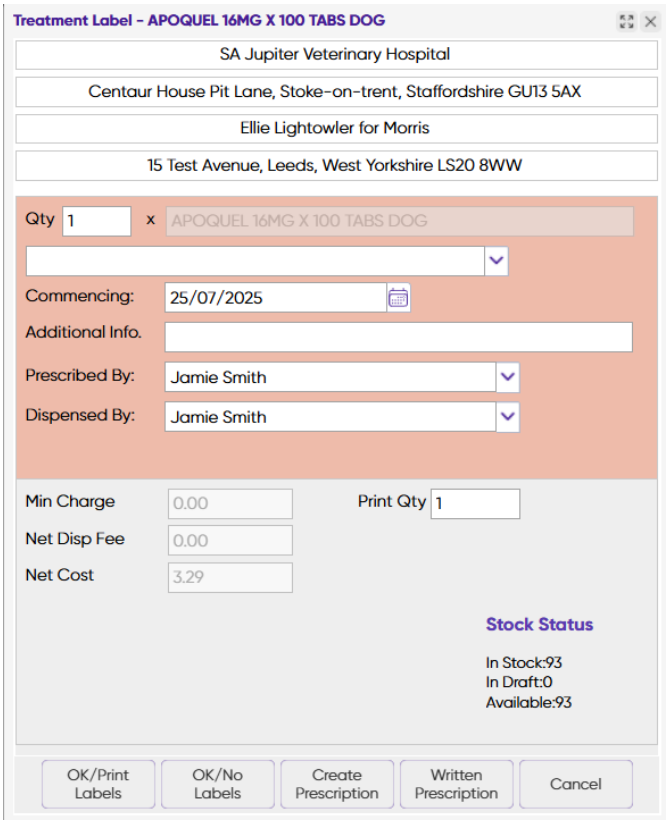
Batch Traceability

The 'Create Prescription' icon appears on the bottom right to transfer over to the prescription workflow.



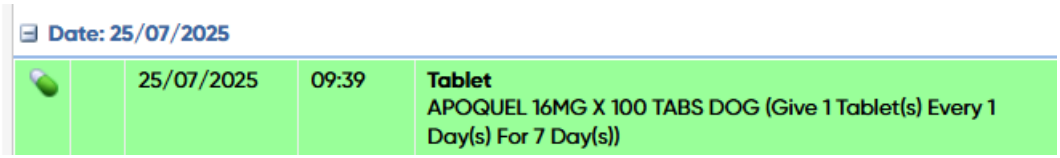
Label Options

The 'Create Prescription' icon appears to transfer the user to the prescription workflow.



Authorise for Repeat

To indicate an item has been pre-authorised for a a repeat, users can right click an item within the patient history and click ‘authorise repeat’.



This will turn the treatment line green to indicate visually it has been authorised to be repeated.

Repeat for Today

For quick dispensing of medications already given to a patient and displaying on their history, users are able to right click and select ‘Repeat for Today'.

This will take the user immediately to the standard dispensing workflow and pre-populate the label instructions with what was displayed on the original treatment.

Note: This does not interact with the prescriptions within the Prescription tab.