

Approvals List

16/09/2025 4:02 pm BST

Summary

This page will guide the user through the approvals list from Vetsource prescription requests

Details

Navigate to the primary navigation panel on the left hand side of Merlin and click Daylists > Vetsource Approvals.

This screen will display any approvals to be actioned and can be split across various pages depending on the amount.

Client	Patient	Product	Order date	Matched	Actions
John Smith	Kevin Feline 2.9kg	Moxiclear Spot-On Solution for Cats 0 - 4kg, 40mg/4mg 4 Pipettes Qty: 1	12/08/2025 9 days ago		  
Client address Mewslade Blackmore Road - Kelsall CM15 0BE					
Patient DOB 29/06/2023					
Breed Dlh					

Each item is displayed on its own line where the user can view the client, patient, product and order date.

The 'matched' column will display a green tick if the patient has successfully been matched to a patient within your Merlin database. A red cross will display if no match has been found.

The 'Actions' column allows the user to expand the request to view further details of the client and patient.

The user can then either approve or decline the request.

Approve

On approving a request, the user will need to input any approved repeats and expiration dates.

Input usage instructions for the product and any internal clinical notes for the MWI pharmacist related to the prescription.

Note: These clinical notes are required when approving an off license drug or the dosing instructions deviate from the norm.

Select the correct name from the veterinarian list and input the unique pin provided by vetsource.

Repeats

Expiration date

2

21/10/2025 

Usage instructions

Give 1 tablet every 1 month by mouth

Clinical notes to pharmacist

Prescribing veterinarian

Select a veterinarian... 

PIN

....

Close

Approve

Decline

On declining a request, the user will need to select themselves from the veterinarian drop down, select a reason for declining the item, and input their unique pin that is provided to them by Vetsource.

Veterinarian

Select a veterinarian... 

Decline Reason

Incorrect product, strength, or quantity 

PIN

....

Close

Decline

If the reason 'other' is selected, an additional box will display to allow free text for the reason.

Whether approved or declined, an entry will display in the patients history to detail this and the entry will be removed from the approvals list.

13/08/2025	15:20	Vetsource order declined Item: Selehold Spot-On Solution for Cats Practitioner: TestVetFirstName TestVetLastName Reason: No vet-client-patient relationship (VCPR)	
14/08/2025	12:52	Vetsource order approved Item: Stronghold Plus Spot-On Solution for Cats - Strength/Size 0 - 2.5kg, 15mg/2.5mg Pipettes 6 Quantity: 1 Practitioner: Philippe Brossier Clinical notes to pharmacist: Clinical Not Repeats: 8 Expiration Date: 2025-09-27 Usage Instructions: USAGE INSTR	