PIN PRESCRIBE QUICK REFERENCE

How to Manage Prescriptions



MANAGE A PRESCRIPTION

1. LAUNCH PIN

- Click the PIN icon in the Context Menu to open PIN.
- Access the patient's PIN information.

2. FIND THE PRESCRIPTION

In either the *Active Rx* or *All Rx* tabs of the **Medication Profile**, click the prescription name. The selection is highlighted

The **Working Panel** displays the *Rx Details* only if there is no known dispenses, otherwise the default is *Dispensing History*. Clicking on the *Rx Details* tab will open the details for the particular prescription. Use the *Modify Rx* or *Renew Rx* buttons to manage the patient's prescription.





If you highlight any External Rx Information, an *External Rx Information* Detail Panel is displayed. You can renew, add or remove the information entries.

3. CHOOSE A MANAGEMENT TASK

You can manage a patient's prescription by:

- Renewing a prescription
- Discontinuing a prescription
- Holding or releasing a prescription

4. VALIDATE PRESCRIPTION

Once your modifications have been made, click the *Review Rx* button. Validate the prescription details and click either the:

- a Edit Rx button to modify the prescription.
- b Save and Print Rx button to display a PDF hardcopy version.

5. PRINT / REVIEW HARDCOPY

Print a hardcopy from the **Print** dialogue box and close the pop-up window

- a Click All pages printed ok button.
- **b** Sign the hardcopy prescription and give it to the patient.
- **c** The prescription is not valid until signed by the prescriber.



Want an easy way to manage multiple prescriptions? Use the *Multiple Rx Options* button on the Active Rx screen.

Select the check box next to the prescription name, and then click the button of choice.

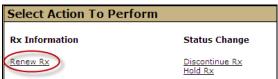


RENEW A PRESCRIPTION

You can renew a prescription from the *Active Rx* and *All Rx* tabs of the Medication Profile.

The original prescription becomes inactive and the renewed prescription is shown on the *Active Rx* list.

- 1. Click the **Renew Rx** button.
- Click the *Modify Rx* button, and then click *Renew Rx*.



3. Review and/or modify the prescription as necessary.



If you want to renew more prescriptions for this patient – so they can all be saved and printed at the same time? Just click the New Rx button before clicking the Save and Print Rx button. Your previously entered prescriptions will be saved.

DISCONTINUE A PRESCRIPTION

You can discontinue a prescription within 24 hours.

- 1. Select Rx by clicking on Rx name.
- 2. Click the *Modify Rx* button, and then click *Discontinue Rx*.



The *Modify Rx* Detail Panel is displayed.

- 3. Select a reason from the drop-down menu. If the reason is *Other*, enter the details in the *Comments* field.
- 4. Enter either the effective discontinue date using the format of YYYY-MMM-DD (default is the current date) or select the effective discontinue date by clicking the *calendar* icon.
- 5. Click the Save button.

HOLD A PRESCRIPTION

- 1. Select Rx by clicking on Rx name.
- 2. Click the *Modify Rx* button, and then click *Hold Rx*.



- 3. The Modify Rx Detail Panel is displayed.
- Select a reason from the drop-down menu. If the reason is *Other*, enter the details in the *Comments* field.
- 5. Enter either the effective discontinue date using the format of YYYY-MMM-DD (default is the current date) or select the effective discontinue date by clicking the *calendar* icon.
- 6. Click the Save button.