

# 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** 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:

- Edit Rx** button to modify the prescription.
- 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

- Click **All pages printed ok** button.
- Sign the hardcopy prescription and give it to the patient.
- 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.

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

**Select Action To Perform**

Rx Information	Status Change
<b>Renew Rx</b>	Discontinue Rx Hold Rx

- 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**.

Select Action To Perform	
<b>Rx Information</b>	<b>Status Change</b>
<a href="#">Renew Rx</a>	<a href="#">Discontinue Rx</a> <a href="#">Hold Rx</a>

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**.

Select Action To Perform	
<b>Rx Information</b>	<b>Status Change</b>
<a href="#">Renew Rx</a>	<a href="#">Discontinue Rx</a> <a href="#">Hold Rx</a>

3. The **Modify Rx** Detail Panel is displayed.
4. 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.