This Quick Reference document provides instructions on how to manage prescriptions in Pharmaceutical Information Network (PIN).

MANAGE A PRESCRIPTION

1   Launch PIN

PIN sub-menu option 🔴 PIN   can be found by clicking the Medications Tab available via **Context Menu**.

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 are 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.

[**MODIFY Rx**]   [**RENEW Rx**]

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

Over time, some drug names can be changed. PIN will display the original drug name (the drug name at the time of prescribing) and in brackets the current drug name.

Rx DETAILS | DISPENSING HISTORY | STATUS HISTORY | Rx NOTES
[MODIFY Rx] [RENEW Rx]

DRUG ▼
ATASOL-15 TABLET
(ATASOL-15 325MG-15MG-30MG TAB)

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

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.

TIP 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.

[MULTIPLE Rx OPTIONS] [PRINT]
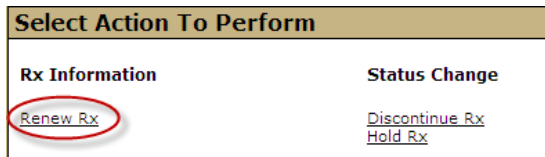[RENEW] [HOLD] [RELEASE] [D/C] [CANCEL]

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.

2   Click the [**MODIFY Rx**] button, then click "**Renew Rx**."

Select Action To Perform

Rx Information   **Status Change**

Renew Rx   Discontinue Rx
                                       Hold Rx

3   Review and/or modify the prescription as necessary.

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, 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, then click "**Hold Rx**."

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.