

Adding Drugs Issued Outwith the Practice to EMIS NHS GG&C Good Practice Guidance

This document is intended to help users record medication in the EMIS PCS system that has been issued outside the practice, for example via hospital supply, addiction services, homecare services etc. There is no recommended list of non-practice drugs that should be added and this is left at individual practice discretion. There is no contractual requirement for GPs to maintain the complete patient medication record but there are benefits to both prescribers and patient in doing so.

The benefits are

- 1) Increased prescriber safety – prescription record is complete allowing clinical decision support to flag drug interactions etc. Prescribers can form a more complete assessment when making prescribing decisions
- 2) Increased patient safety – Emergency Care Summary is complete
- 3) Improved medicines reconciliation at the interface due to accurate ECS

To add the drug to EMIS:

- Open the patient's record in EMIS and access the prescribing module
- Click Add on the EMIS toolbar or press 'a' - the 'Add Drugs' window will open.
- Enter the name of the drug you want to add and press **ENTER**
- Select the correct preparation from the list
- In the dosage field enter for example '**HOSPITAL ISSUE ONLY – DO NOT DISPENSE**' (the dosage field should ideally identify the source of supply. If the item is inadvertently prescribed this makes it clear to the pharmacy it should not be dispensed)
- In the Day/Qty field enter '1'
- The Rx Type field should be set to '**REPEAT**' (this is required to ensure the drug appears on

the Emergency Care Summary)

Problem Titles: OSTEOPOROSIS
Authorised By: MR JONES MORGAN
Name: ZOLEDRONIC ACID SOLUTION FOR INFUSION 5 MG/100 ML BOTTLE
Dosage: HOSPITAL ISSUE ONLY - DO NOT DISPENSE
Day/Qty: 1 BOTTLE
Rx Type: REPEAT
Duration: [] Rx Review: []
Re-Issues: [] Main Review: 26/10/2012 [] Urgent: []
Pack Description | Dispensing Stock |
Pack Size | Price |
1 bottle | £253.38 |
Options: [] Formulary: GGC PREFERRED LIST OCT 2011 (28 DAY)
Warnings & Status | Preparations | Drug Details |
STATUS
CLINICAL TERM (READ CODE) : F07X.(TERM IDENTIFICATION : Y0HAR)
SCHEDULE : NOT LINKED
LEGAL STATUS : PRESCRIPTION ONLY MEDICINE.
CSM WARNING STATUS : REPORT ONLY SERIOUS ADVERSE REACTIONS TO THE CSM.
PRACTICE PRESCRIBABLE STATUS : NHS PRESCRIBABLE.
INTERNAL DRUG INFORMATION
NOT LINKED
Clear | G/T Switch | BNF Data | Next | Issue & Print | Issue | Cancel

- Next click the “Issue” button on the bottom right of the window
- The Issue Medications Screen will open.

Issue Medications
Issue Details
Authorising User: Mr Jones Morgan
Issue Date: 08/11/2011
 Set as course Authoriser
Script Destination Text: [] Total NHS Cost: 253.38 est.
Issue Method:
(N) None
(P) Print
(D) Dispense
(H) Hand Written
(X) Private
(O) Outside
(Q) Issue Without Scripts
OK | Cancel

- In the Issue Method field select '**O) Outside**' Then Press **OK**.

The drug has now been added to the patient's current repeat prescribing record. Drugs which have been issued from other sources can be identified by the letter 'O' after the last issue date.

EMIS PCS - LAN Edition (Andrew)

File Help

Modules Internet NPfIT Message Organiser Tasks 00 00 Appts 00 00 Protocols Patient emisWeb Miss Marguerite Bibi Aged: 51 27/09/1960 Female Meadowside Keswick Help

A - Add I - Issue Y - Issue & Print V - Past View C - Cancel Q - Dose/Qty P - RePrint
 D - History G - G/T Switch S - Reminder B - Right Side O - Post Date H - Stored Scripts Z - Extra Label
 L - Cancel Issue T - Reauthorise F - Audit Trail N - Configuration E - Exemption M - Message K - Allergy
 2 - Consultations 3 - Problems 4 - Dispensing 5 - Note Collection W - Problem Linkage U - Week Number

Prescribing - Current * Patient has unmatched drugs *****

Repeats - 3 Items	Usage	Avg	Review	Count	Last Issued
Aspirin Dispersible tablets 75 mg 56 TABLET - ONE TO BE TAKEN EACH DAY PHARMACY TEXT: Dispense Weekly	700%	-----	-----	-----	31/10/2011H
Esomeprazole Gastro-resistant Tablets 40 mg 28 TABLET - ONE TO BE TAKEN EACH MORNING	12%	-----	-----	-----	16/03/2011P
Zoledronic Acid Solution for infusion 5 mg/100 ml bottle 1 BOTTLE - HOSPITAL ISSUE ONLY - DO NOT DISPENSE PROBLEMS - OSTEOPOROSIS	-----	-----	-----	-----	08/11/2011O

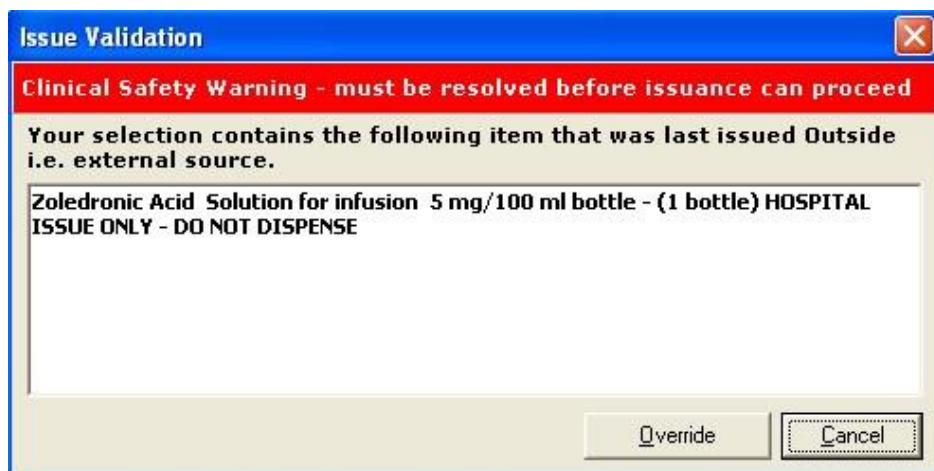
Please note: "Outside" issued drugs will still appear on the right side of any repeat prescriptions the patient is issued. Therefore there is the potential for the patient to incorrectly request this drug on the repeat slip.

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PLEASE TICK BOX FOR THE MEDICINE(S) YOU
REQUIRE.
PLEASE ALLOW 48 HOURS BEFORE COLLECTION.
Usual Doctor : Dr Emis Red-Green-blue.
Date Printed : 08/11/2011.
Date Printed :08.11.2011

Aspirin Dispersible tablets 75 mg [ ]
ONE TO BE TAKEN EACH DAY
Quant : 56 TABLET
-----
Esomeprazole Gastro-resistant Tablets[ ]
40 mg
ONE TO BE TAKEN EACH MORNING
Quant : 28 tablet
-----
Zoledronic Acid Solution for infusion[ ]
5 mg/100 ml bottle
HOSPITAL ISSUE ONLY - DO NOT DISPENSE
Quant : 1 bottle
  
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If someone in the practice attempts to issue an "Other" issued drug added by this method, a Clinical Safety Warning message appears advising the user this drug was last issued from another source. However users can opt to override this message and still issue the medication.



Pharmacy text should also be added to ensure it is clear that the medication should not be dispensed if inadvertently printed. This can be done by right clicking on the drug, select “Alter Details” then “Pharmacy text”. A message similar to that used in the directions such as “**NOT TO BE ISSUED VIA GP – DO NOT DISPENSE**” should be used to instruct the pharmacy not to supply and to query the prescription.

For further guidance see [www.http://www.scimp.scot.nhs.uk/guidance](http://www.scimp.scot.nhs.uk/guidance) and select “Out of Practice Medicines”.

Some examples of prescribed “Outside” drugs:

- Methadone
- Clozapine
- Antipsychotic depot injections
- Anti-TNF (e.g adalimumab, etanercept)
- HIV drugs
- Zoledronic acid
- Chemotherapy
- Disulfiram
- Homecare drugs (darbopoetin, Immunoglobulins)

Acknowledgment to SCIMP Working Group

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