

## **Procedure to add medicines that are only prescribed by a hospital or prescribed by a practice on a non-standard prescription form to a Primary care medical record.**

Approved by SCCG Medicines optimization and guidelines group October 2016  
Review October 2018

### **Background to Procedure**

- It is essential that a record of all patient medications is readily available on medical systems in primary care.
- Many patients receive regular medication from hospital (e.g. antipsychotic injections, selective anti-dementia drugs, selective DMARDs, depot injections, yearly bisphosphonate injections).
- Some specialist medications e.g. Methotrexate S/C injection may be prescribed by a practice on specialist forms and are not automatically recorded on EMIS.
- It is important that practices adopt a system to ensure that an accessible record of these regular hospital and specialist medications is made in a patient's electronic medical record
- It is not appropriate to assume that by recording a hospital issued or specialist medication in a consultation (e.g. scanning a hospital letter or scanning a prescription copy) that all future clinicians will be aware that a patient is taking this drug.
- Practices should, where possible, record a patient's regular medications in the repeat medication section of a patient's medical record.
  - This will mean that when details of a patient's medications are sent to other agencies or clinicians that a comprehensive list is provided – as the item appears in the summary printout.
  - The hospital issued or specialist drug will also then be included in any drug interaction check that is run by the primary care medical system.
  - An extension of this is that care must be taken to update/remove this drug(s) as and when a hospital letter indicates a change has occurred.

## Addition of a hospital prescribed and dispensed drug to an EMIS Web Record

- (i) From the medication screen. Select Add to Add drug
- (ii) Select the correct drug, strength, formulation etc. from the pick-list
- (iii) Enter dose as: \*\*\* For information only PRESCRIBED AND SUPPLIED by xxx hospital yyy dept \*\*\* NB state full name of hospital
- (iv) Enter a quantity of 0 per day. In the pharmacy notes box also write "DO NOT ISSUE OR DISPENSE"

**TESTING, Robert (Mr)** Born **06-Jun-1966 (49y)** Gender **Male** EMIS No. **24519** Usual GP **HOLMES, Alan (Dr)**

Name: Alert - Acitretin 25mg capsules  
Dosage: \*\*\*\*For Information Only PRESCRIBED And SUPPLIED By RVI Newcastle Upon Tyne Dermatology\*\*\*\*  
Quantity: 0 capsule Duration: 28 Day(s)  
Rx Types: Acute  
Authorising Clinician: ARMSTRONG, Gary (Mr)  Private  Personally Administered

Descripti...	Price	Supplier
60 capsule	£43.00	Actavis UK Ltd
60 capsule	£55.24	Genus Pharmaceuticals Ltd
60 capsule	£55.24	A A H Pharmaceuticals Ltd
<b>60 capsule</b>	<b>£55.24</b>	<b>Drug Tariff England/Wales</b>

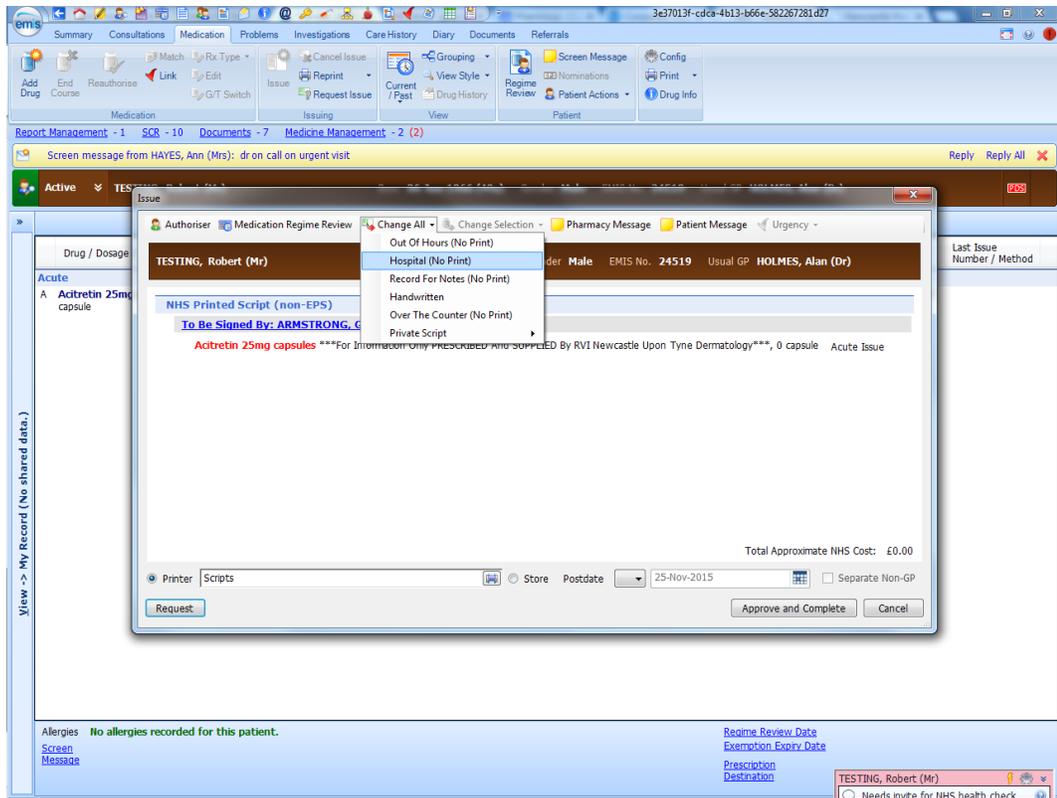
Optional Prescription Information

Selected Drug - **Acitretin 25mg capsules**  
Contains - Acitretin 25 mg

**Low Severity Warnings (1)**  
Alert: Prescribers are recommended to advise patients to limit or avoid excessive exposure to UV light or sunlight.

Buttons: Add Another Issue Issue Later Cancel

- (v) Add the drug as a repeat medication
- (vi) Select issue and on the authorise screen use 'Change All' to change issue type to 'Hospital (No Print)'



This is how it should look on screen after issue:

Current				
Drug / Dosage / Quantity	Usage Current / Average	Last Issue Date / Authoriser	Last Issue Number / Method	
<b>Acute</b>				
A Paracetamol 500mg tablets Two To Be Taken Every 4-6 Hours Up To Four Times A Day, 64 tablet		ARMSTRONG, Gary (Mr)		
<b>Repeat</b>				
B Ramipril 10mg capsules One To Be Taken Each Day, 28 capsule		ARMSTRONG, Gary (Mr)		
<b>Hospital</b>				
C Acitretin 25mg capsules ***For Information Only PRESCRIBED And SUPPLIED By RVI Newcastle Upon Tyne Dermatology***, 0 capsule		25-Nov-2015 ARMSTRONG, Gary (Mr)	Hospital	

When you try to issue this drug, the system will warn that the last prescription was from the hospital, the **Approve and Complete** box will be greyed out and the issuer will have to restart the drug before being able to issue a prescription. The additional warnings and the quantity give clear instructions not to issue the drug.