

Creating and Managing a Drug Formulary

INPS



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Creating and Managing a Drug Formulary in Vision

Why create a Drug Formulary?

A practice Formulary allows you to create a practice-wide preferential list of prescribable drugs. This also allows for quick and easy selection of the most commonly prescribed drugs within Consultation Manager and can help to control generic prescribing. You still have the clinical freedom of selecting drugs outside of the Formulary if required.

Overview

You can create a practice-wide drug Formulary from one of three ways:

- Use the Drug Dictionary Utilities option in the Modules menu. This lets you compile a list of the most commonly used drugs in your practice which can later be reduced or enlarged and used as a basis for creating your Formulary (see page 6).
- Start a Formulary from a blank list if required (see page 13).
- Import an already existing Formulary (for example, from another practice or PCT user) and modify it for your own use (see Sharing a Drug Formulary on page 15).

After the Formulary has been created:

- You must change the security settings of the staff who are going to use the Formulary, so that their default selection of drugs is from the formulary (see page 22).
- For those who are set to use the Formulary by default, on adding a drug in Consultation Manager, Vision will initially search for the drug in the practice Formulary. If a drug match is not found in the Formulary, you will be given the option to look at the full Multilex drug dictionary. From Consultation Manager you are also able to add and remove items from the Formulary on an ad hoc basis.
- You will need to update the Formulary as new drugs are added to the Vision drug dictionary.

THE FIRST FEW PAGES ARE A QUICK REFERENCE SUMMARY TO CREATING A FORMULARY

Quick Reference to Creating a Drug Formulary

This Quick Reference


These Quick Reference pages summarise the steps you need to take to create a Formulary. The more detailed explanation with screenshots is given from Drug Dictionary – Creating a Formulary on page 6.

Quick Ref - Compiling a list of frequently prescribed drugs


The Formulary is generated from Utilities – Drug Dictionary. Within here, an existing Formulary can also be imported, exported, edited, printed and deleted.


To create a basis for your practice Formulary, you can run a facility that searches for and lists all drugs ever prescribed. This displays in frequency-of-prescribing order and can be curtailed or added to as required. See page 6 for a more detailed explanation.

Once you are happy with your initial list, you must then create the formulary (see page 3 for Quick Ref, or page 10 for more detailed explanation).

1. Select Utilities – Drug Dictionary from the Vision front screen.
2. To generate the Frequency List, select Formulary – Create List or select .
3. Click OK to the following message to start the compilation process: Create list of drugs for adding to the Formulary. This will take many minutes.

If you already have a Frequency list, you will see the following message: A list of drugs for adding to the Formulary already exists. Do you wish to recreate this? Select Yes to recreate or No to keep your current Formulary.
4. When this has finished, a list of drugs is shown with their drug name, form and strength in order of the frequency with which they have been prescribed.
5. You are now able to manipulate this initial Formulary list in a number of ways:

Selecting Setting Limits  - displays the Browse Drug List screen. Here, you can alter the current Maximum Number of Records, which is the number of therapy items displayed in your Formulary list. You can also change the Minimum Frequency of the displayed therapy so that only therapy issued above a certain number of times in any record is displayed. Amend the figures in each box as required.

Enable/Disable Item  - By using the Enable/Disable icon, you can choose which drug items should or should not be in your Formulary

Quick Ref - Creating a Formulary list from the Frequency list

Once you have decided on the drugs you would like in your Formulary and you are ready to create your Formulary, you must choose either to:



- Add list to Formulary, if you do not already have a Formulary,
- or Replace Formulary with list to replace the existing Formulary list with the Frequency list.

Both options are found in the Formulary menu in Drug Dictionary Utilities.

See page 10 for a more detailed explanation.

Quick Ref - Create Formulary List from a Blank List

If you do not already have a Formulary or you have deleted your Formulary, you are able to create a Formulary list from scratch by manually adding individual drugs to the list:

1. Select Utilities – Drug Dictionary from the Vision front screen.
2. Select Formulary – View or select .
3. If you have no items currently in your Formulary, a blank list will appear. Click OK.
4. To add/remove a drug to your Formulary list select View all drugs .
5. Search for the required drug to be added/removed from the list or press Find to list all drugs alphabetically.
6. Make sure the Formulary at the top right is unchecked so the full drug dictionary is displayed. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small f in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.
7. Press close to be taken back to the drug Formulary list. The items you have added or removed will not appear on the Formulary list immediately. You will need to exit the Drug Formulary screen for it to be updated.

Note if you have created a Formulary from a blank list, there is no need to Add list to Formulary or Replace Formulary with list

See page 13 for a more detailed explanation.

Quick Ref - Importing a formulary

You may want to import the formulary from another practice as your starting point. You can then add or remove drugs from the formulary to suit your practice. See Importing a drug Formulary on page 16.

Quick Ref - Enabling access to the Drug Formulary

Once you have compiled your Formulary list, you must enable each user to use the Formulary in Security.

1. Go to Management Tools - Control Panel – Security.
2. From the user list, right click on a Vision user who wishes to use the practice Formulary. Select Edit User.
3. In the User Details Update Screen section, tick Select drugs from drug Formulary. Click OK

To disable the user from selecting drugs from the drug Formulary remove the tick from Select drugs from drug Formulary.

See page 22 for a more detailed explanation.

Quick Ref - Using the Formulary from Consultation Manager

When the individual staff members have been enabled to select drugs from the Formulary, when they search for drugs in Consultation Manager, it will primarily look in the Practice Formulary list. You can search the full drug dictionary if required. You are also able to view the Formulary list and maintain the formulary list from here.

See page 23 for a more detailed explanation.

Quick Ref - Selecting Drugs from the Formulary



1. From the Therapy Add screen, whilst adding either a repeat or an acute, type in the drug you require.
2. Upon pressing return, Vision will search the Formulary list for a match. If you find the required drug you are able to add this in the usual way.
3. If you enter a therapy item which is not in the Formulary, you are given a message: Drug name [name] not found in Formulary. Do you wish to search the main dictionary? Yes / No.

Note You will find that when searching for drugs in Consultation Manager, you do not need to type as much information in the Drug Search box as the Formulary list will probably be much smaller than the full drug list.

See page 23 for a more detailed explanation.

Quick Ref - Adding and Removing drugs from the Formulary within Consultation Manager

You are able to View the Formulary list and add and remove Formulary drugs whilst in Consultation Manager.

1. Whilst in a patient consultation from the Therapy Add screen, double click in the search drug box or press <F3>.
2. When the Drug Select screen is displayed, click on the  button.
3. Click on Maintain Formulary. This displays the Formulary drugs.
4. To add a drug, make sure the Formulary at the top right is unchecked so the full drug dictionary is displayed. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small f in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.
5. When you have finished adding / removing drugs click on the  button.
6. Then click on Close and OK to exit.

See page 25 for a more detailed explanation.

Drug Dictionary – Creating a Formulary

Drug Dictionary Utilities

The Formulary is generated from the Drug Dictionary module (Utilities – Drug Dictionary). Within here, an existing Formulary can be edited, printed and also deleted.

To avoid formularies being deleted by accident, it is strongly recommended that only System Administrators have access to the Drug Dictionary module.


Create a formulary using one of the following methods:

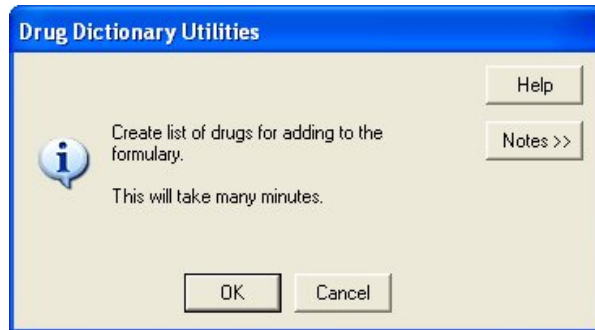
- Compile a list of the most commonly used drugs in your practice which can later be reduced or enlarged and used as a basis for creating your Formulary (see page 6).
- Start a Formulary from a blank list and add drugs individually (see page 13).
- Import an already existing Formulary (for example, from another practice or PCT user) and modify it for your own use (see Sharing a Drug Formulary on page 15).

Compiling a list of frequently prescribed drugs

To create a basis for your practice Formulary you are able to run a facility that searches for and lists all drugs ever prescribed. This displays in frequency order and can be curtailed or added to as required. Once you are happy with your initial list you must then create the Formulary (see page 10).

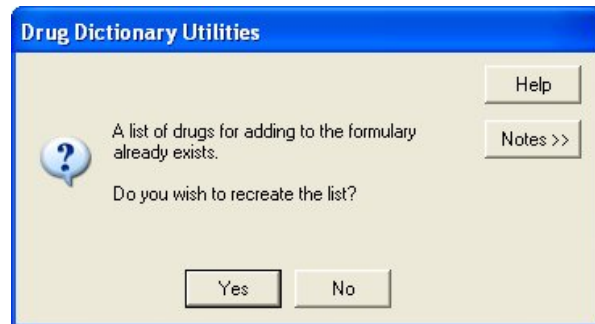
To generate the Frequency List:

1. Select Utilities – Drug Dictionary from the Vision front screen.
2. Select Formulary – Create List or select .

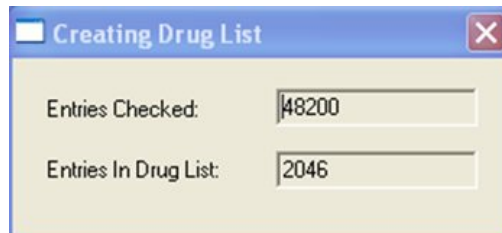


3. Before the compilation starts, you will be prompted with the following message: Create list of drugs for adding to the Formulary. This will take many minutes. Click OK to start the process.

If you already have a Frequency list, you will see the following message: A list of drugs for adding to the Formulary already exists. Do you wish to recreate this? Select Yes to recreate or No to keep your current Formulary.



4. As the process is running, you will see the facility counting through the drugs.




5. When this process has finished, a list of drugs is shown with their drug name, form and strength, in order of frequency of issuing.

Frequency displays the number of times the drug has been used. The list is sorted with the most frequently prescribed drugs first.

Frequency	Drug
12175	ASPIRIN disp tab 75mg
9757	BENDROFLUMETHIAZIDE tabs 2.5mg
9458	ATENOLOL tabs 50mg
5309	SALBUTAMOL inh 100micrograms/inhalation
4738	PARACETAMOL tabs 500mg
4706	IBUPROFEN tabs 400mg
4288	FUROSEMIDE tabs 40mg
4288	LEVOTHYROXINE tabs 100micrograms
4093	AMOXICILLIN caps 250mg
4061	CO-PROXAMOL tabs 32.5mg + 32.5mg
3734	QUININE SULPHATE tabs 300mg

This list will reflect what you have issued most often in the past. Beware that some of the items in this list might be older drugs that are no longer pertinent to a current drug formulary.

6. You are now able to manipulate this initial Formulary list in a number of ways:

Setting Limits  - Selecting Setting Limits displays the Browse Drug List screen. Within here, you can alter the current Maximum Number of Records, which is the number of therapy items, displayed in your Formulary list. You can also change the Minimum Frequency of the displayed therapy so that only therapy issued above a certain number of times in any record is displayed. Amend the figures in each box as required:


Maximum Number of Records can be changed so that, for example, only the top 100 most prescribed drugs are listed.

Minimum Frequency can be changed so that, for example, only drugs that have been issued at least 10 times or more are displayed in the list.

In this example, we are displaying the highest 50 drugs that have been prescribed at least 2000 times.

The screenshot shows a software window with a toolbar at the top containing icons for menu, home, list, and print. Below the toolbar is a table titled 'Frequency Drug'. The table has two columns: 'Frequency' and 'Drug'. The first row is highlighted in blue. A dialog box titled 'Browse Drug List' is overlaid on the table. The dialog box has two input fields: 'Maximum Number of Records:' with the value '50' and 'Minimum Frequency:' with the value '2000'. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog box.

Frequency	Drug
12175	ASPIRIN disp tab 75mg
9757	BENDROFLUMETHAZIDE tabs 2.5mg
9458	ATENOLOL tabs 50mg
5309	SALBUTAMOL inh 100micrograms/inhalation
4738	PARACETAMOL tabs 500mg
4706	IBUPROFEN tabs 200mg
4288	FUROSEMIDE tabs 40mg
4288	LEVO THYROXINE tabs 50mcg
4093	AMOXICILLIN tabs 250mg
4061	CO-PROXAMOL tabs 300mg
3734	QUININE SULFONATE tabs 640mg
3191	LEVO THYROXINE tabs 50mcg
2619	ATENOLOL tabs 50mg
2526	BECONASE nasal spray 42mcg
2508	ASPIRIN disp tab 75mg
2345	NITRAZEPAM tabs 25mg
2327	CO-CODAMOL disp tab 8mg+500mg
2293	WARFARIN SODIUM tabs 1mg
2256	ADALAT RETARD tabs 10mg
2234	WARFARIN SODIUM tabs 3mg
2225	DELTA-CORTRIL ENTERIC tabs 5mg
2191	ADALAT RETARD tabs 20mg
2083	ALLOPURINOL tabs 300mg

Enable/Disable Item  - By using the Enable/Disable icon, you can choose which drug items should or should not be in your Formulary

Note You do not have to rely on the Frequency list to create a Formulary. If you prefer you can add the drugs manually to the Formulary list (see Create Formulary List from a Blank List on page 13). You are also able to add/remove individual items from your Formulary list in conjunction with the Frequency list (see page 19).

Closing and Re-opening the Frequency list

You are able to close the frequency list by closing the Frequency window. To re-open the Formulary list at the same point at another time, select Formulary - Browse Drug List.

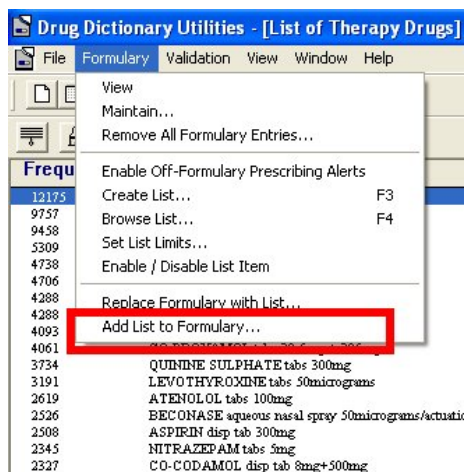
Creating a Formulary list from the Frequency list

Once you have decided on the drugs you would like in your Formulary and you are ready to create your Formulary, you must choose to either:

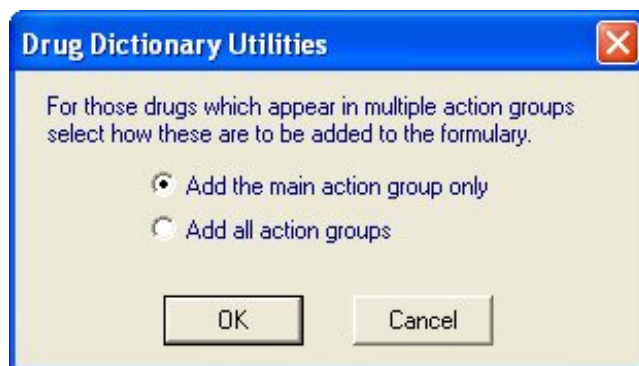
- Add list to Formulary, if you do not already have a Formulary,
- or Replace Formulary with list to replace the existing Formulary list with the Frequency list.

Add list to Formulary

1. In Utilities - Drug Dictionary, select Formulary – Add List to Formulary.



2. You will be prompted with the following dialogue box regarding action groups: For those drugs which appear in multiple action groups select how these are to be added to the Formulary. Select one of the following options:



Select either Add the main action group only or Add all action groups

Some drugs in Multilex belong to more than one action group, i.e. they are licensed for more than one use. For example, Aspirin is a non-opioid analgesic (main action group) but is also licensed as an anti-platelet drug and a non-steroidal anti-inflammatory treatment (NSAID). Aspirin is more often prescribed as an anti-platelet drug than as an analgesic. When prescribing, the GP is therefore able to specify in what respect the drug is being given –

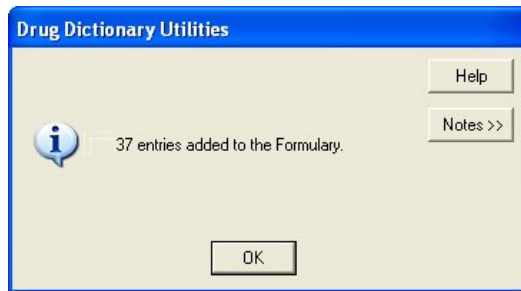
main action group or otherwise. When creating the Formulary, if you select Add the Main action group only, this selection is not available.

Drug records are repeated for every BNF chapter-Formulary combination that they appear in. For example, a drug which has three Action groups and appears in a Formulary as well as the main dictionary will be present 6 times in the drug dictionary. If Main is chosen, then this is the default or usual Action group. Potentially this could be different for each Formulary.

3. Click OK. You will see a message telling you that The Drug Formulary is being created. Please wait.



4. Once the list has been updated, a message will display showing you how many drugs have been added to the Formulary list.

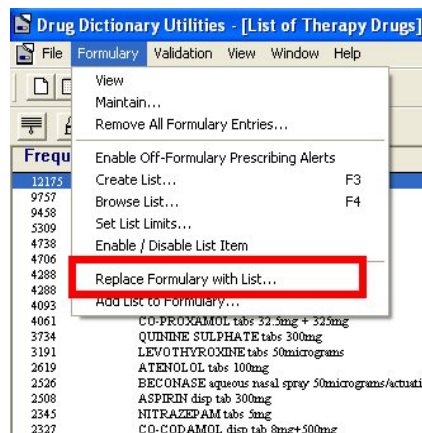


5. Click OK.
6. If required, you can also enter further drugs into the Formulary by using View All Drugs (see Viewing the Practice Formulary on page 18).

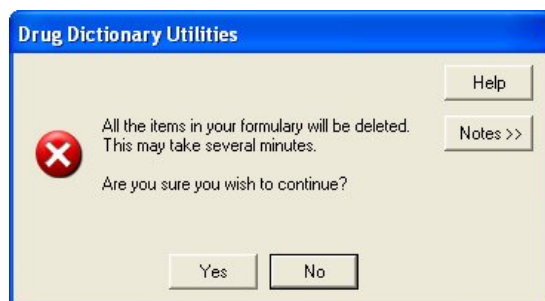
Replace Formulary with list

If you have an existing Formulary and you want to replace it with the drugs from the frequency list:

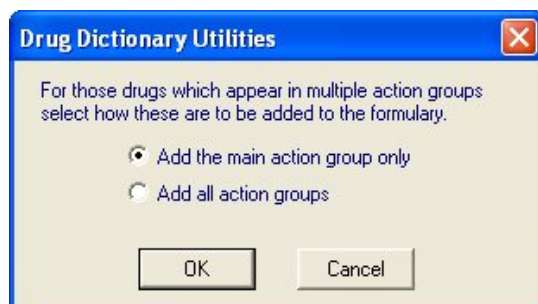
1. In Utilities - Drug Dictionary, select Formulary – Replace Formulary with List.



2. You will be prompted with the following message: All the items in your Formulary will be deleted. This may take several minutes. Are you sure you wish to continue?



3. Select Yes to continue.
4. You will then be prompted with the following dialogue box regarding action groups: For those drugs which appear in multiple action groups select how these are to be added to the Formulary. Select one of the following options:

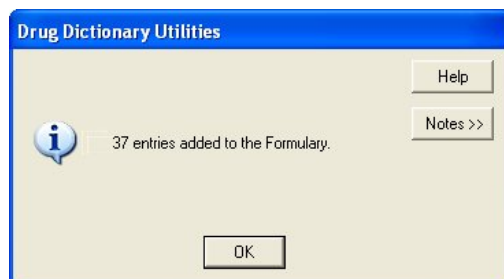


Select either Add the main action group only or Add all action groups.

5. Click OK. You will see a message telling you that The Drug Formulary is being created. Please wait.




6. Once the list has been updated, a message will display showing you how many drugs have been added to the Formulary list.

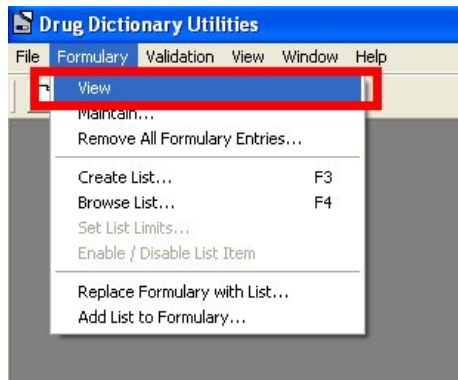


7. Click OK.
8. If required, you can also enter further drugs into the Formulary by using View All Drugs (see Viewing the Practice Formulary on page 18).

Create Formulary List from a Blank List


If you do not already have a Formulary or you have deleted your Formulary, you are able to start a Formulary list from the beginning on an individual drug basis:

1. Select Utilities – Drug Dictionary from the Vision front screen.
2. Select Formulary – View or select .

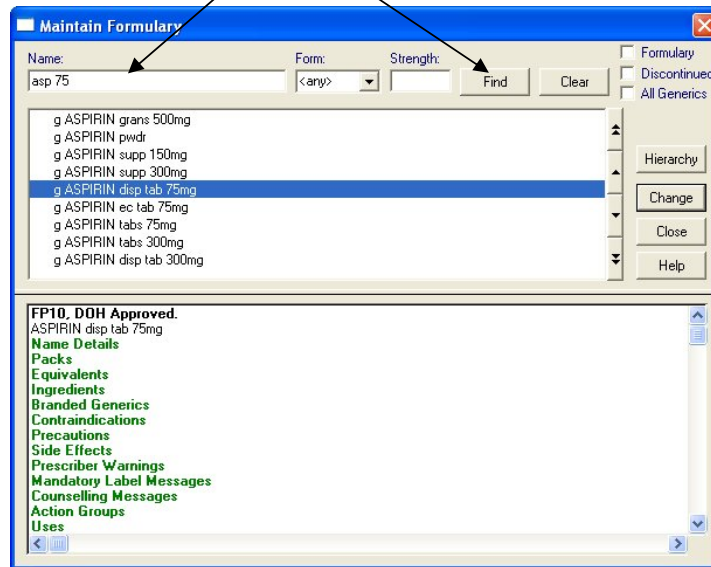


3. If you have no items currently in your Formulary, a blank list will appear. Click OK.

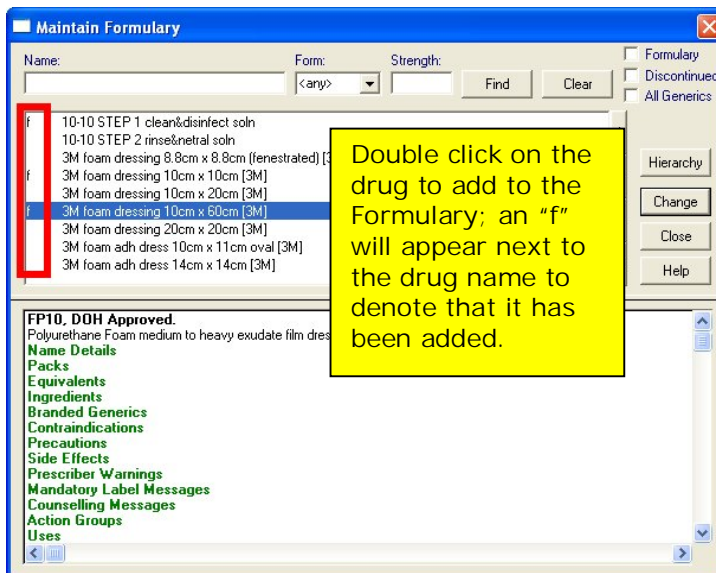


4. To add/remove a drug to your Formulary list, select View all drugs .
5. Search for the required drug to be added/removed from the list or press Find to list all drugs alphabetically.

To search for a drug for Formulary, type the details in the Name field. Alternatively select Find to list all drugs alphabetically.



6. Make sure the **Formulary** at the top right is unchecked so the full drug dictionary is displayed. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small f in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.



7. Press Close to be taken back to the drug Formulary list. The items you have added or removed will not appear on the Formulary list immediately. You will need to exit the Drug Formulary screen for it to be updated.

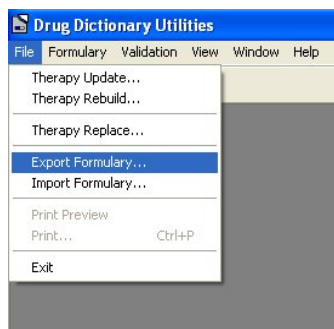
Note if you have created a Formulary from a blank list, there is no need to Add list to Formulary or Replace Formulary with list

Sharing a Drug Formulary

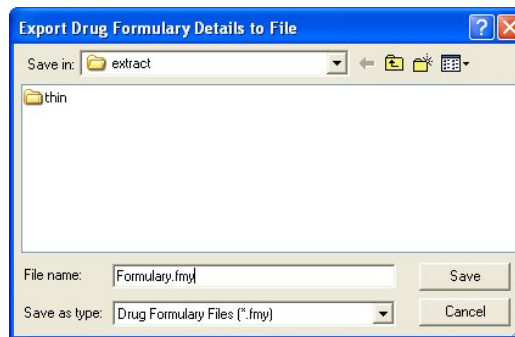
Formularies can be exported and imported and thus shared between practices. Note that you could build up a local Formulary and share the work between practices if they work sequentially: one undertakes Formulary work for a specific BNF action group, then exports it to the next practice who imports it and adds Formulary items for another action group, and so on. Often PCTs have their own formularies so it might be worth checking before you embark on creating your own Formulary.

Exporting a Drug Formulary

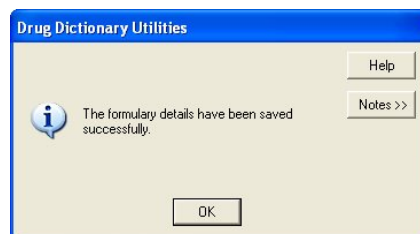
1. From Utilities - Drug Dictionary.
2. Select File - Formulary Export.



3. At the Export Drug Formulary Details to File screen, give the Formulary a filename before the extension of .fmy.



4. Click OK. It is saved by default to the c:\extract directory.
5. If successful, you should see a message: The Formulary details have been saved successfully.



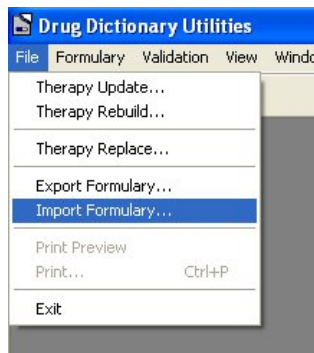
6. Click OK.
7. You can then go to the c:\extract directory and copy the *.fmy file to disk.

Importing a drug Formulary

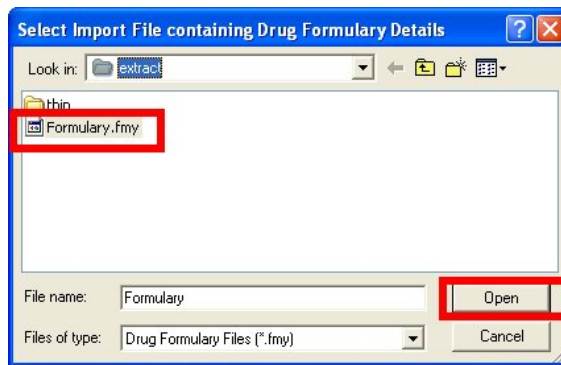
Note If the version of the formulary for import was created using a Multilex dictionary version later than the version currently being used, you will not be able to import it.

When you receive a Formulary from another practice, which you wish to import:

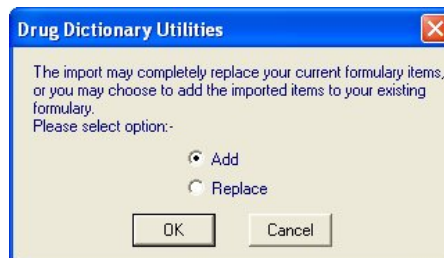
1. Copy the exported Formulary file from disk to the c:\extract.
2. From the Vision Front menu, select Utilities – Drug Dictionary:
3. Select File - Formulary Import.



4. Select the Formulary file to be imported.



5. Click Open.
6. You are warned that the Formulary to be imported may entirely replace your current Formulary. You have a choice of Add or Replace. Choose one of these and click OK:

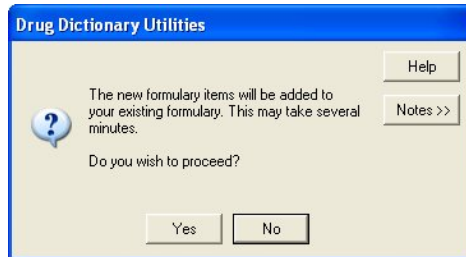


Add will only add any items not already in your Formulary;

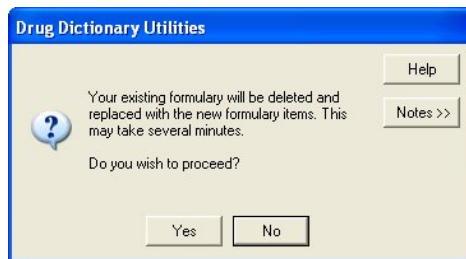
Replace replaces the entire Formulary, deleting your existing one.

7. Another message confirms what you have selected and warns this may take some time. Click Yes to confirm and proceed.

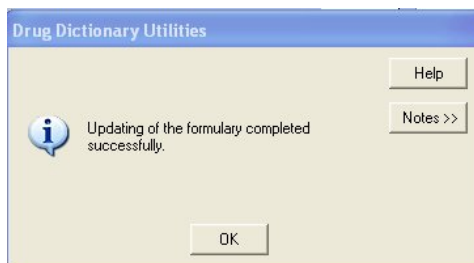
If you select Add, the message reads: The new Formulary items will be added to your existing Formulary. This may take several minutes. Do you wish to proceed? Click Yes to confirm and proceed?



If you select Replace, the message reads: Your existing Formulary will be deleted and replaced with the new Formulary items. This may take several minutes. Do you wish to proceed?



8. The message Updating of the Formulary completed successfully should be shown. Click OK.



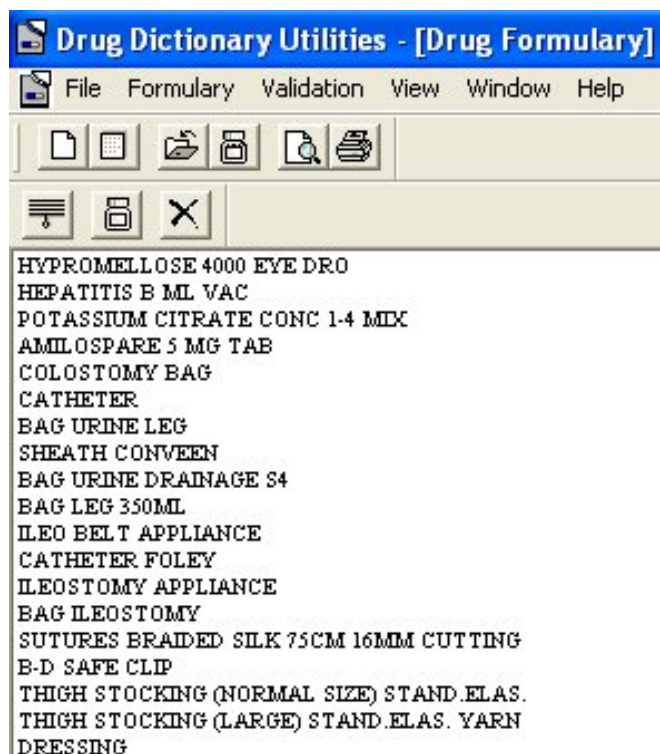
Maintaining the Formulary from the Drug Dictionary module

You are able to add remove, view and print the Formulary from the Drug Dictionary module. Some of these functions can also be administered in Consultation Manager (see page 24).

Viewing the practice Formulary

If you would like to view the current Formulary list at any point:

1. Go to Utilities - Drug Dictionary– Formulary – View or select  View Formulary Contents.



Allows you to view the Formulary list.



Allows you to add or remove items from the Formulary list.





Will delete the entire contents of the Formulary list.

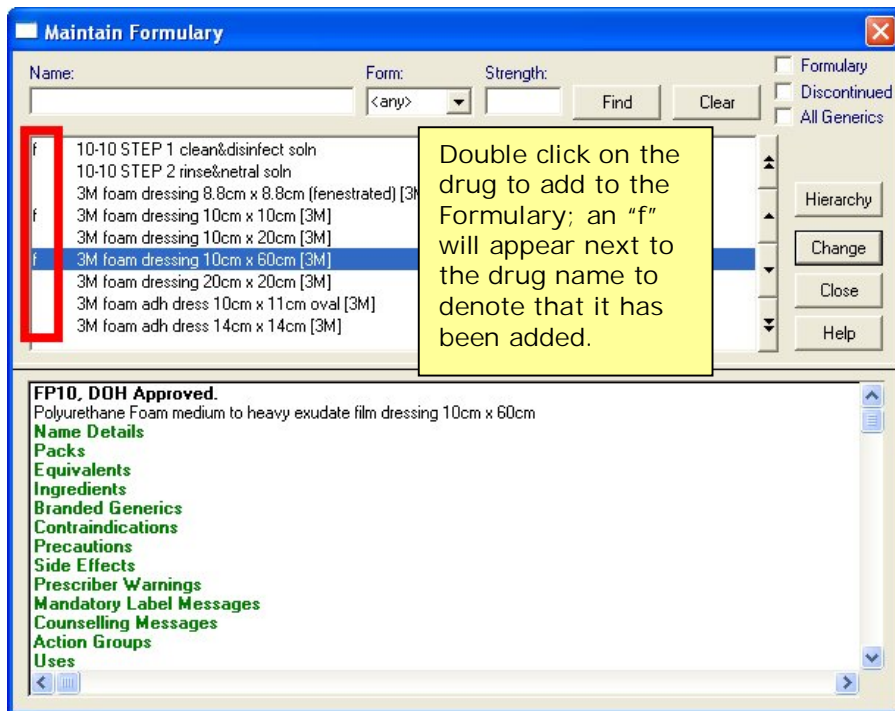


Allows you to print the Formulary list.


Adding individual items to an existing Formulary list

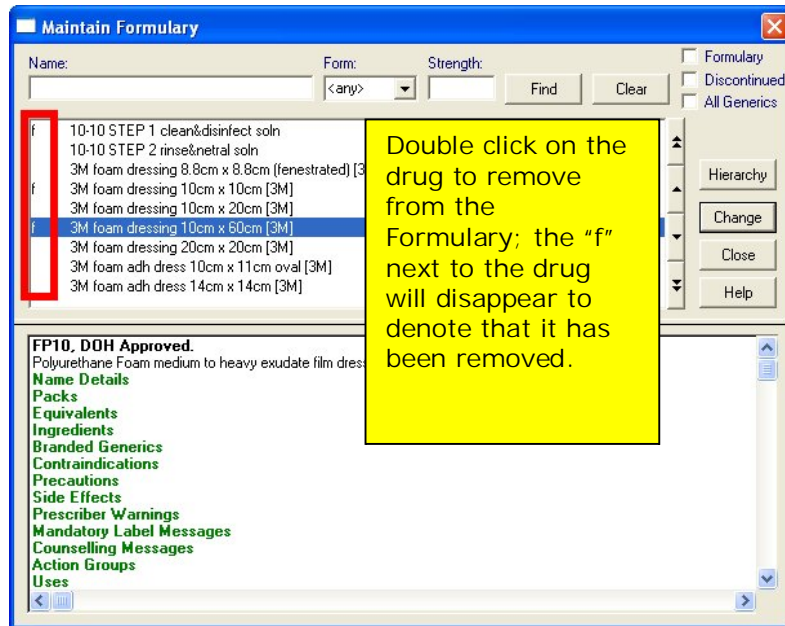
You are able to select individual drugs from the full alphabetical drug list to be added to the Formulary. This can be done whilst viewing the Formulary list and also from the main Drug Dictionary Utilities screen.

1. Go to Utilities – Drug Dictionary.
2. Select View all drugs  (you might want to View the Formulary List first ).
3. Search for the required drug to be added to the Formulary.
4. Once you have found the required drug, you can double click on the drug name. This will add an “f” next to the drug to depict that it is part of the practice Formulary and that it has been added to the Formulary list.





Removing individual items from the existing Formulary list

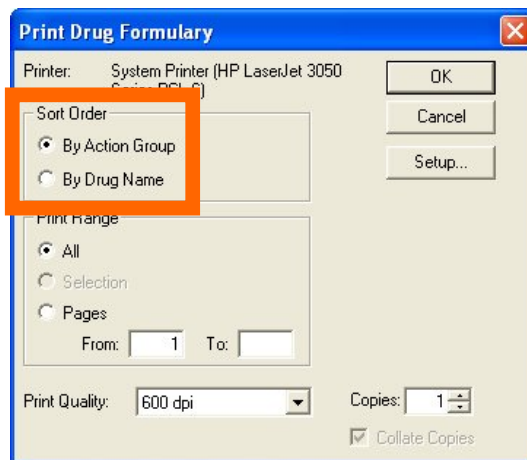
1. In Utilities - Drug Dictionary from the Maintain Formulary menu, select View all drugs . This can be done whilst viewing the Formulary list and also from the main Drug Dictionary screen.
2. Search for the drug to be removed from the Formulary.
3. Once you have found the drug, double click on the drug which will remove the “f” next to the drug. This drug will no longer be part of the practice Formulary and will no longer appear on the Formulary list.




Print Existing Formulary

To print the Practice Formulary:

1. From Utilities – Drug Dictionary.
2. Select Formulary - View or press .
3. Select  Print.
4. You are able to select the order that the Formulary will print; either alphabetically by drug name or by action group.




5. Click OK to print.

You are also able to  View Formulary as Printed which allows you to view the Formulary by Action Group or by Drug Name before printing.

Deleting the Formulary


To avoid formularies being deleted by accident, it is strongly recommended that only System Administrators have access to the Drug Dictionary module.

To delete the entire Formulary:

1. From Utilities – Drug Dictionary.
2. Select Formulary – Remove all Formulary entries. (You might want to View the Formulary List first if so select )
3. You will be prompted with the following message: All items in your Formulary will be deleted. This may take several minutes. Are you sure you wish to continue?



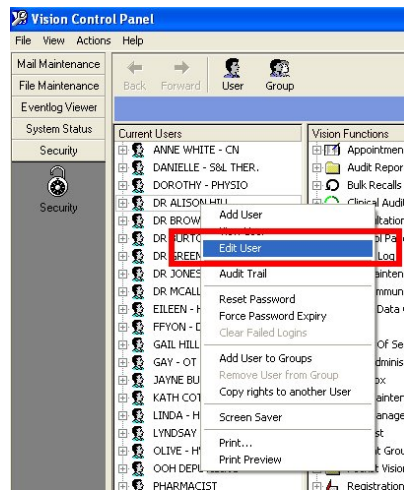
4. Select Yes to remove all items from the Formulary.

The entire Formulary can also be deleted by selecting  whilst viewing the Formulary.

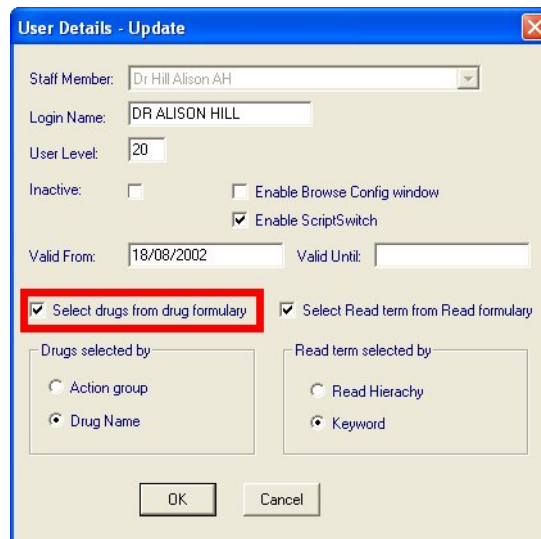
Enabling access to the Drug Formulary

Once you have compiled your Formulary list, you must enable each user to use the Formulary in Security.

4. Go to Management Tools - Control Panel – Security.
5. From the user list in the top left pane, right click on a Vision user who wishes to use the practice Formulary.
6. Select Edit User.



7. In User Details Update, tick Select drugs from drug formulary.



8. Click OK

To disable the user from selecting drugs from the drug Formulary, remove the tick from Select drugs from drug Formulary.

Using the Formulary from Consultation Manager

Once the individual staff members have been enabled to select drugs from the Formulary, when selecting drugs, Consultation Manager will primarily look in the Practice Formulary list. You are able to search the full drug dictionary if required. You are also able to view the Formulary list and add and remove drugs from the list from here.

Selecting Drugs from the Formulary

1. From the Therapy Add screen, whilst adding either a repeat or an acute, type in the drug you require.
2. Upon pressing Enter, Vision will search the Formulary list for a match. If you find the required drug, you are able to add this in the usual way.
3. If you enter a therapy item which is not in the Formulary, you are given a message: Drug name [name] not found in Formulary. Do you wish to search the main dictionary? Yes / No.



Note You will find that when searching for drugs, you do not need to type as much information in the Drug Search box because the Formulary list is much smaller than the full drug list.

Selecting a drug outside the Formulary

If you cannot find the drug you want within the formulary, simply tick the tick of the Formulary box and once again press Find or Enter.

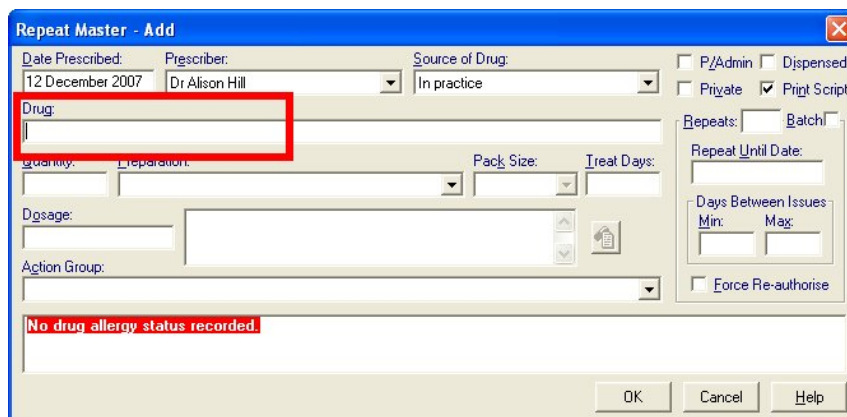
Maintaining the Formulary from Consultation Manager

You are able to View the Formulary list and add and remove Formulary drugs whilst in Consultation Manager if required. You do not necessarily have to go to Drug Dictionary Utilities to maintain your Formulary.

Viewing the Formulary from Consultation Manager

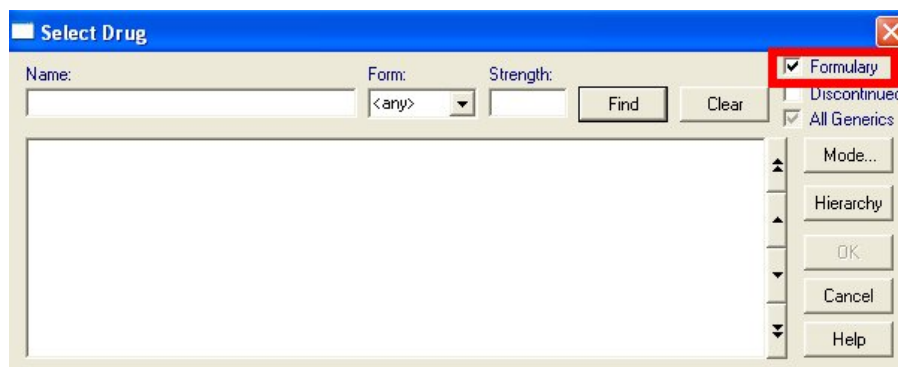
Whilst in a patient consultation, you can view the practice Formulary list:

1. From Therapy Add screen, double click in the drug box or press <F3>.



The screenshot shows the 'Repeat Master - Add' dialog box. The 'Drug' field is highlighted with a red box. The 'Date Prescribed' is 12 December 2007, and the 'Prescriber' is Dr Alison Hill. The 'Source of Drug' is 'In practice'. There are checkboxes for 'P/Admin', 'Dispensed', 'Private', and 'Print Script'. The 'Repeat Until Date' and 'Days Between Issues' (Min and Max) fields are also visible. A red message at the bottom states 'No drug allergy status recorded'. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom right.

2. This will display the Select Drug screen. Make sure that the Formulary tick box is already selected. Without typing anything in the name box, select Find.



The screenshot shows the 'Select Drug' dialog box. The 'Formulary' tick box is highlighted with a red box. The 'Name' field is empty, and the 'Form' dropdown is set to '<any>'. The 'Find' button is visible. There are also checkboxes for 'Discontinued' and 'All Generics'. Buttons for 'Mode...', 'Hierarchy', 'OK', 'Cancel', and 'Help' are on the right side.

3. This will display all the drugs which are currently in your Formulary.

Adding/Removing Drugs the Formulary from Consultation Manager

If you want to add and remove drugs from the practice Formulary from Consultation Manager:

1. Whilst in a patient consultation from the Therapy Add screen, double click in the drug box or press <F3>.

2. When the Drug Select screen is displayed, click on the **Mode...** button.
3. Click on Maintain Formulary.

4. This will switch on the option to update the drug Formulary and change the heading at the top of the screen to Maintain Formulary.
5. If you want to add a drug to the Formulary, first make sure the **Formulary** at the top right is unchecked so the full drug dictionary is displayed from which to make your selection. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small f in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.
6. When you have finished adding / removing drugs click on the **Change** button.
7. Then click on Close and OK to exit.

You are also able to add drug defaults (see page 26).

Adding Drug defaults



A huge benefit of Vision is that it is possible to assign several default properties to any item in the drug dictionary (whether it is currently in your formulary or not). You can assign as defaults, for specific age ranges, dosage instructions, quantity/pack, pack size, and free text notes. Whenever the drug item is prescribed for a patient in the defined age range, the defaults will automatically apply.



The Normalex drug dictionary also contains its own defaults (switch these on in Consultation – Options – Setup – General – Use Normalex defaults). You can override them if you wish at the time of entering the drug item. If an item has both Normalex defaults and practice-defined defaults, the practice defaults take priority when that item is prescribed.

However, if you copy a therapy item to which you have attached your own defaults, rather than Normalex, the copied version will revert to the Normalex defaults, rather than your own.

1. Default dosages and quantities are set from the Therapy Add screen in Consultation Manager so you need to select any patient first.
2. Click the right mouse button anywhere on the Therapy Add screen to display the right mouse menu.
3. Select Drug Defaults - Maintain to add or update default dosage and quantity. The Default Dosages & Quantities – Add screen is displayed.

4. Select the drug if not already selected.

- Note that on the Default Dosages and Quantities - Add screen, an age range must be set first before dosages and quantities can be added. If you want the defaults to apply to all ages, just click on  under Age Range and then click on .

- Place the cursor in Quantity and complete the Quantity and Preparation and Dosage as you would when adding a therapy.
- To add free text which will print on the right-hand side of the prescription form, click on the Notes for Patients button , type in your free text and OK. The icon is then ticked.
- For repeats, complete the Repeats options – Number (of issues), and optionally Duration, Days between issues. If required, check Force Reauthorize.
- Type in Pack Size for practice administered items between 0-99999 (numeric only). There is no picklist. The information has been given on the front screen once you check the P Admin box.
- Action Group - Here you are specifying which action group you would like by default for this therapy item. <None> implies no action group by default. To select an action group, click on the selection arrow and change the default from <None> to the Action Group of the currently selected item.
- Remember to click on  before closing the screen to make the defaults permanent.