

Advanced Printing – Wales

Enabling Advanced Printing
Setting Printer Profiles
Prescription Manager
2D Barcoded Prescriptions

INPS

Table of Editions and Contents

Date	Version	Contents	Output
30.07.08		Welsh prescriptions ESTU	
08.08.08		LHB List from NHS Wales, expansion of printing LHB name, Welsh community nurse prescribers should not print prescriptions in Vision. ESTU.	
13.08.08	DLM 280	Removal of LHB, nurse prescribing and disabling Advanced Printing.	PDF
14.08.08		Detailed Prescription Manager.	PDF
26.08.08		Feedback WAG. Advisory deletion of prescriptions for reprinting items added before enablement of AP. Re-inclusion of instructions for adding LHB. Advice about manually amending 2D scripts ESTU	PDF
27.08.08		JTHO review	
01.09.08		WES and LAN – same instructions. 2DRx Full roll out 280. Edit ESTU	PDF

Contents

ADVANCED PRINTING - WALES	1
Overview	1
Checklist - Advanced Printing Wales	2
Reprinting acute and repeat items once Advanced Printing has been enabled.	2
Switching on Advanced Printing	3
Is Advanced Printing already enabled?	3
Enabling Advanced Printing	3
Setting Printer Profiles	5
Printer Profiles - Welsh Stationery	5
Importing Printer Profiles	7
Edit Existing Printer Profiles	8
Printing the LHB on prescriptions	9
LHB Details – Wales	11
Prescription Manager replaces Therapy print screen	12
Printing Therapy	12
Active Simple tab	14
Active tab (Full)	15
Prescription Manager - Recent tab - used for reprinting	17
Reprinting an acute or repeat issued AFTER Advanced Printing has been enabled	18
Reprinting an ACUTE item issued BEFORE Advanced Printing was enabled	19
Reprinting a REPEAT item issued BEFORE Advanced Printing was enabled	22
Show Prescription / Search Tab	24
Rejected tab	24
All tab	25
Toolbar on Prescription Manager	26
Print Quality	27
2D Barcoded Prescriptions	28
What are the benefits of barcoded prescriptions?	28
Switching on barcoded printing	28
How does barcoding work?	29
Appendix	31
Two types of Nurse Prescribers	31

Advanced Printing - Wales

Overview

The activation of Advanced Printing allows for extra prescribing functionality within Vision. It is a requirement that all practices should have Advanced Printing enabled by 1st October 2008. Advanced printing in Wales allows for:

- **Independent/Supplementary** prescribers to print prescriptions if required.
- **2D Barcode** Printing on receipt of DLM 280. More information about 2D barcode printing can be found at <http://www.wales.nhs.uk/sites3/page.cfm?orgid=771&pid=29234>.
- Prescriptions print with a bolder font. See Print Quality on page 27.
- Prescription Manager replaces the Print Therapy screen. Within here you have the choice of using the Active Simple tab, which resembles the current Print Therapy screen or the Active Full tab, which divides items by prescription items (see on page 9).
- Printer settings can be easily configured. See Setting Printer Profiles on page 5.

Note this user guide is applicable to both WES and LAN practices.

Checklist - Advanced Printing Wales

In order to activate and manage Advanced Printing you will need to:

- **Enable Advanced Printing** for all users from Options – Use Advanced Printing on the front screen of Vision. See Switching on Advanced Printing on page 3.
- Check/setup your **Printer Profiles**. See Setting Printer Profiles on page 5.
- Add your LHB name and code so that it prints onto prescriptions. See Printing the LHB on prescriptions on page 9.
- Familiarise yourself with **Prescription Manager**. This screen replaces the previous Therapy Print and allows prescribed items to be grouped by prescription.
See Prescription Manager replaces Therapy print screen on page 12.

Reprinting acute and repeat items once Advanced Printing has been enabled.

Please note that a transitional factor of migrating to Advanced Printing means that you will not be able to directly reprint acute and repeat items which were printed before Advanced Printing was enabled.

See Reprinting an ACUTE item issued BEFORE Advanced Printing was enabled on page 19 and Reprinting a REPEAT item issued BEFORE Advanced Printing was enabled on page 22 for further information.

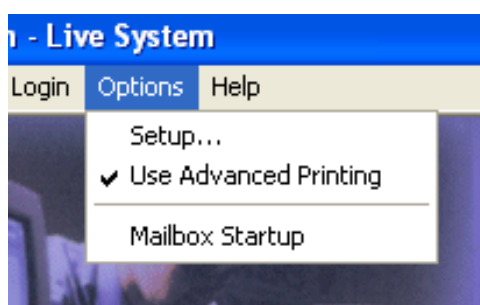
Switching on Advanced Printing

Before following instructions for switching on Advanced Printing, please check whether you have already enabled this functionality.

Is Advanced Printing already enabled?

If your practice migrated to Vision after the release of DLM 237, you are likely to have Advanced Printing enabled. For users who have been using Vision before DLM 237, please check if you have Advanced Printing enabled:

1. From the front screen of Vision, go to **Options** menu.
2. If you have Advanced Printing enabled, a tick will display next to the Advanced Printing option.

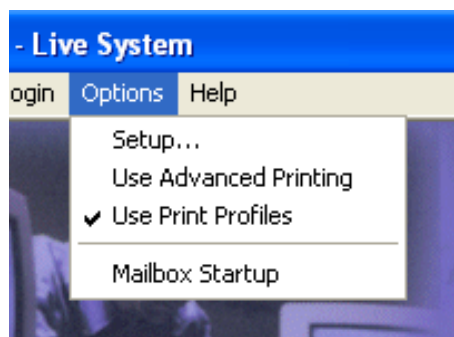


If you do not have a tick next to Advanced Printing see Enabling Advanced Printing on page 3.

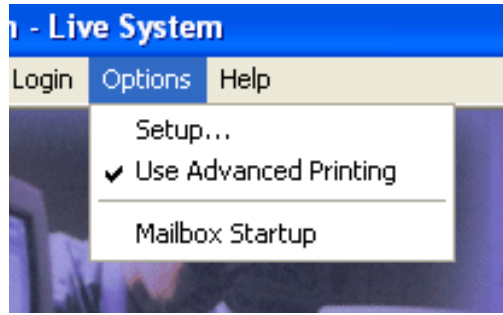
Enabling Advanced Printing

To enable Advanced Printing for all users in your practice you will need to do the following:

1. Log into Vision as a System Administrator.
2. From the Vision front menu, select **Options - Use Advanced Printing**. This ticks the Use Advanced Printing option. You will see the menu option for Use Print Profiles disappear.



Options menu before Advanced Printing has been enabled



Options menu with Advanced Printing enabled

3. Advanced Printing is now enabled for **all users**. You now need to check the Printer Profiles for each **workstation**. See Setting Printer Profiles on page 5.

Important Enabling Advanced Printing makes the selection of Print Profiles from the Options menu unavailable. Users who do not already have printer profiles set up on their workstations will be prompted to do so the first time they print after Advanced Printing is enabled. See Setting Printer Profile on page 5.

Disabling Advanced Printing

Due to NHS Wales requirements, you are strongly advised not to disable Advanced Printing once it has been enabled.

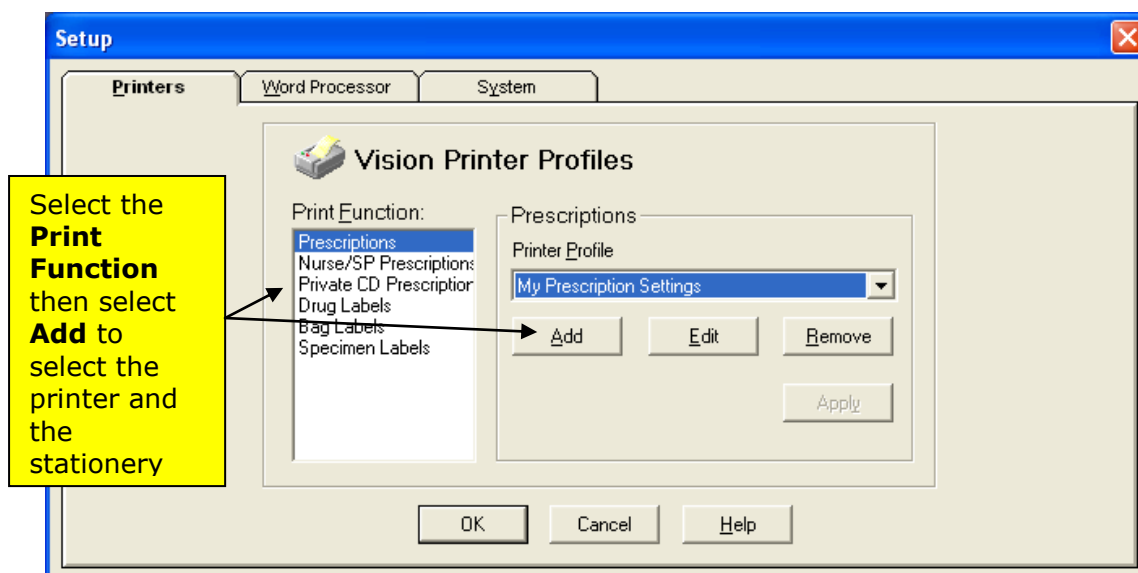
Setting Printer Profiles

The **Print Profile** option allows you to access the Printer Profile Setup which manages the prescription stationery options and printer settings. After you have enabled Advanced Printing, you need to configure the printer profile settings for each **workstation**. You can also import printer profiles from other workstations (see Importing Printer Profiles on page 7).

Printer Profiles - Welsh Stationery

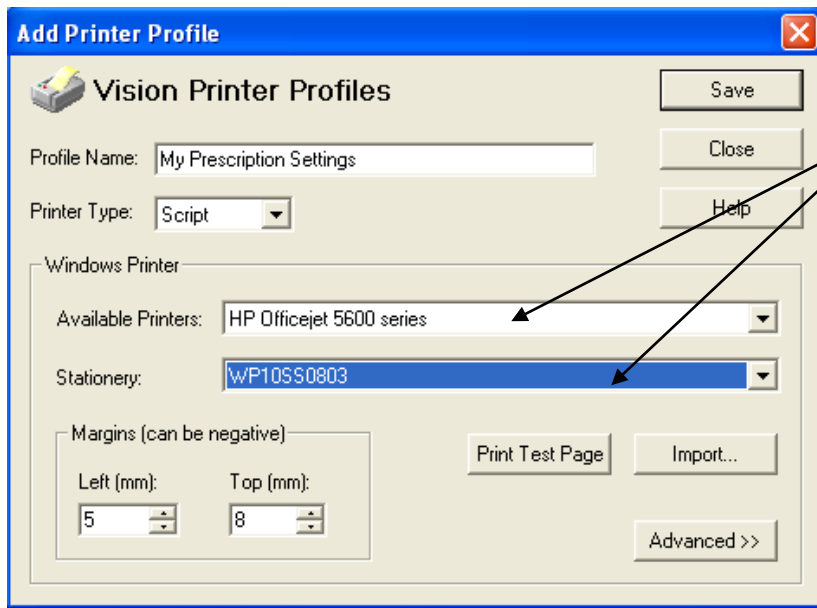
In Wales, there is different prescription stationery for GPs, independent/supplementary prescribers (see Appendix on page 31 if relevant) and Controlled Drugs. You need to configure a printer profile for each type of stationery or "print function" required. This needs to be done on **each workstation**.

1. Access the Vision Printer Profiles screen. You can access Printer Profiles from either:
 - The front screen of Vision from **Options – Setup – Printers**.
 - From the **Print Therapy Add - Setup** screen in Consultation Manager,
 - **Consultation - Options - Prescription Setup –Print Profile** in Consultation Manager.
2. From the Print Function List select the type of prescription.



Options – Set-up-Printers

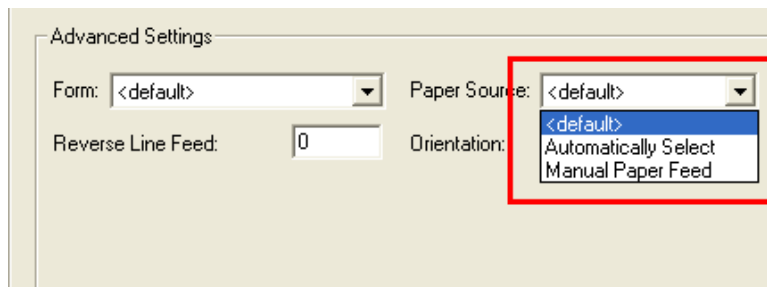
3. From Prescriptions – Printer Profile select **Add**.



Select the required available printer and the stationery... You might want to print a test page to check print layout.

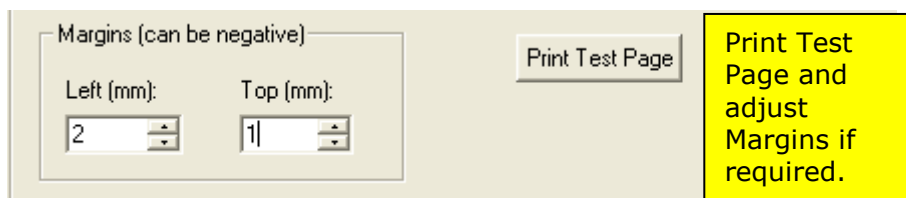
Add Printer Profile

4. Select the required Stationery.
5. In **Available Printer**, select Scripts or a suitable printer from which the prescriber will load the stationery.
6. Click on **Advanced** and select the **Paper Source**, if required, to specify the bin/tray for loading.



Advanced Settings

7. Press **Print Test Page** to ensure the printed text is aligned within the margins correctly. If the print needs moving you can use the Left and Top fields in the Margins section to move the printing until you are satisfied.



Print Test Page

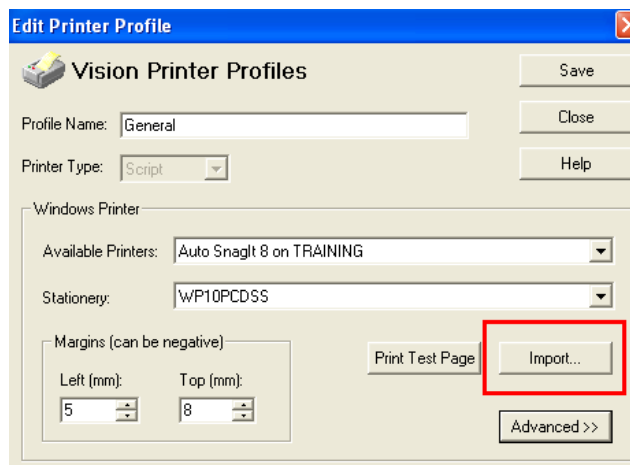
8. Click on **Save** then **Close**.

Importing Printer Profiles

The **Import** button within the **Printer Profile** screen allows you to share printer settings between workstations or access centrally distributed settings.

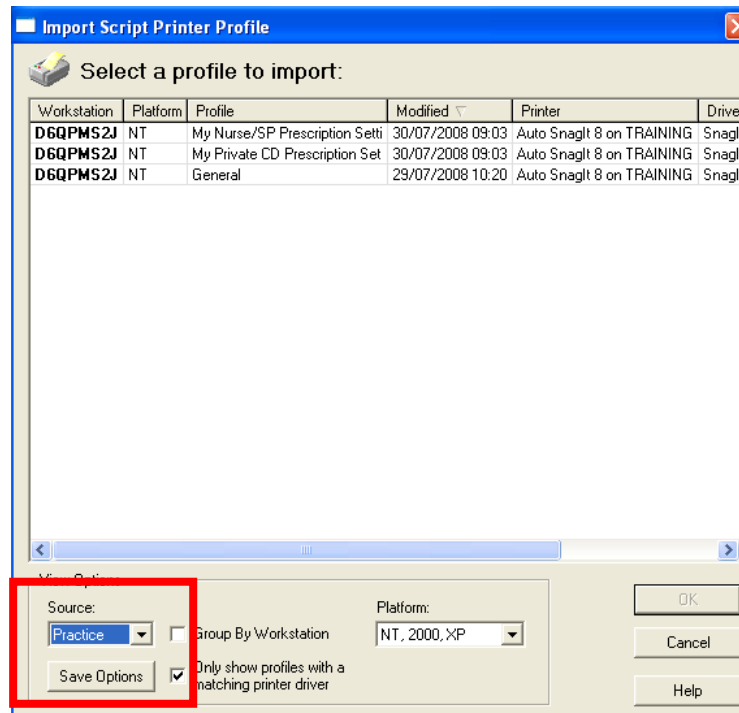
The Import screen is intended to help when a widespread change is required, such as when the practice begins to use a new script, or a new main printer. If one user configures a profile for the new printer, then it is available for other users to import. It also provides a list of InPS defined settings. To import printer settings:

1. From the front screen of Vision select **Options – Setup – Printer Profiles**.
2. Either Add a new print function or Edit an existing function.
3. Select Import



Import Button

4. Choose the relevant profile to import. You can select a source (practice or system), platform and to group profiles by workstation.

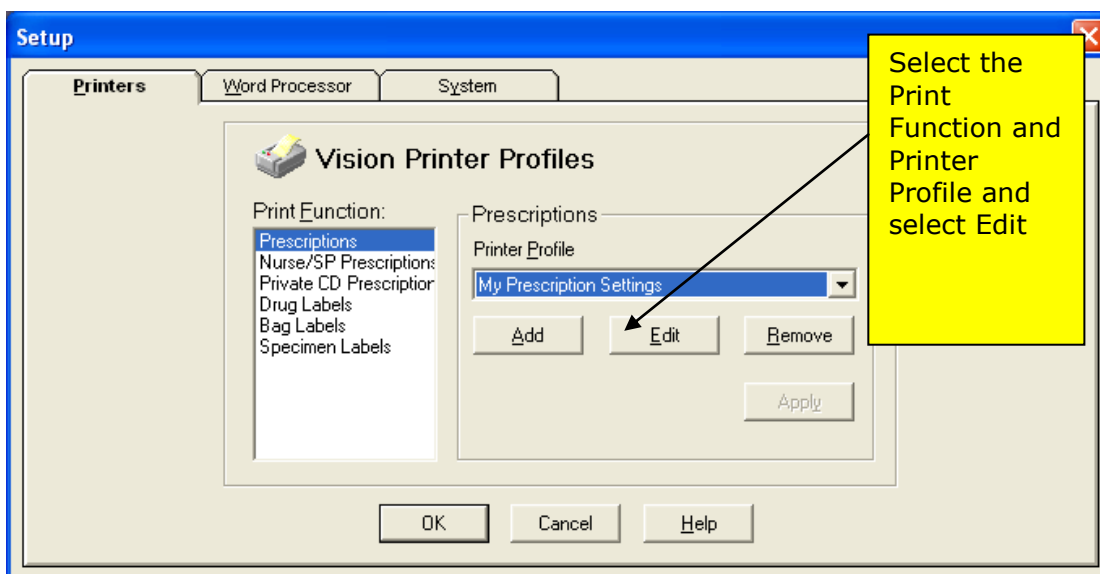


5. Click OK to import the profile. Print a test page to check alignment, then OK to save the profile.

Edit Existing Printer Profiles

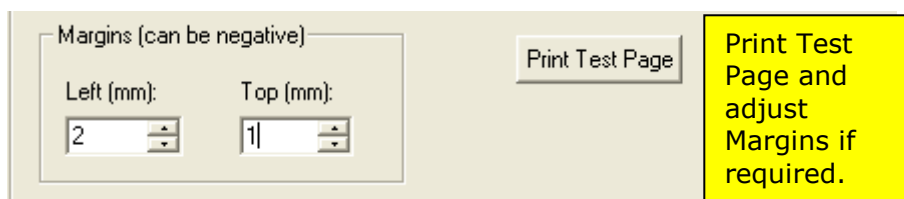
If you already have printer profiles set up when you enable Advanced Printing, i.e. a printer profile for GP prescriptions, you need to check that the settings and alignment remain as required.

1. From the Vision front screen select **Options – Setup – Printers**.
2. Select the Print Function and the Printer Profile to edit.
3. Click on Edit.



Edit existing profile

4. From the Edit Printer Profile screen, you can **Print Test Page** to ensure the printed text is aligned within the margins correctly. If the print needs moving you can use the Left and Top fields in the Margins section to move the printing until you are satisfied.



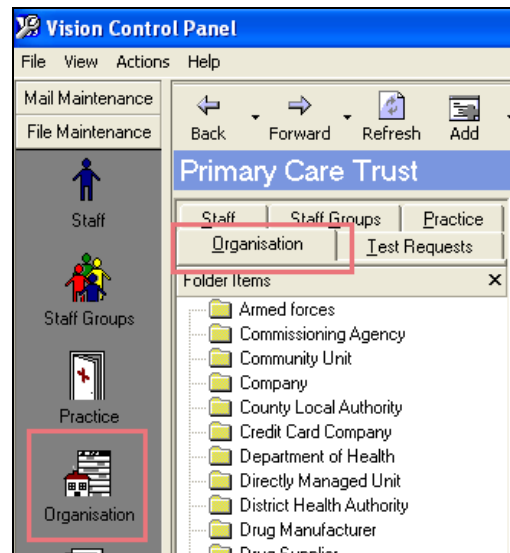
Print Test Page

5. Click Save and OK to save any changes made.

Printing the LHB on prescriptions

It is not mandatory to print your LHB name onto your prescriptions in Wales. However, once you have enabled advanced printing, if you have not set up your LHB details, *PCT not found* displays at the bottom of your prescriptions. To print your LHB name at the bottom of prescriptions:

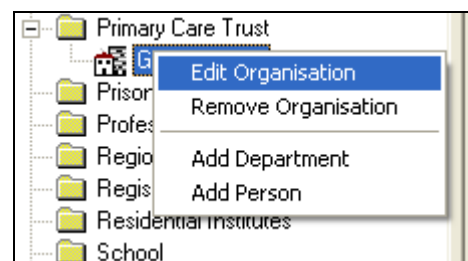
1. Go to **Management Tools - Control Panel - File Maintenance**
2. Select the **Organisation** tab or icon.



Control Panel – File Maintenance - Organisation

3. Select Primary Care Trust from the list and right click and edit.

If you do not have an LHB set up, Right click on Primary Care Trust and select Add Organisation.



Edit PCT/LHB

4. Check/fill in the LHB details on the Organisation Details screen, see LHB Details on page 11 for LHB names and codes.

The screenshot shows the 'Organisation Details' form. It includes a 'Category' dropdown menu set to 'Primary Care Trust'. Below it are fields for 'Name' (containing 'Newport LHB'), 'Mnemonic' (containing 'NPLHB'), 'Valid From' (containing '30/07/2008'), and 'Valid Until'. There are checkboxes for 'Inactive' and 'Provider Unit'. A 'Main Address' field is on the right with 'Add', 'Edit', 'Delete', and 'Audit' buttons. At the bottom are 'OK' and 'Cancel' buttons.

- Then click on the Identifiers tab. Enter the LHB code (3 character format beginning with 6) and select LHB Code in Identifier Type (NOT Reference number). Record the LHB address and contact numbers.

PCT/LHB Code

- Next, go to the **Practice Details**



icon, select the required LHB from a picklist under Primary Care Trust.

- Click OK to save.

Practice Details – Select PCT/LHB

As long as the LHB is selected in Practice Details, then Vision will automatically pick up the LHB's details and print it on the prescriptions along with the LHB code that is set up in the "Identifier" tab. If the Identifier is not set up on the LHB under Organisations, or if you have selected "Reference Number" instead of "LHB code", then the LHB code will not print on the script.

LHB Details – Wales

The following table displays a list of the current LHB names and codes for Wales:


LHB Name	LHB Code
ANGLESEY LHB	6B1
BLAENAU GWENT LHB	6C2
BRIDGEND LHB	6B3
CAERPHILLY TEACHING LHB	6B2
CARDIFF LHB	6A8
CARMARTHENSHIRE LHB	6B7
CEREDIGION LHB	6A4
CONWY LHB	6A7
DENBIGHSHIRE LHB	6C1
FLINTSHIRE LHB	6B5
GWYNEDD LHB	6A2
MERTHYR TYDFIL LHB	6B8
MONMOUTHSHIRE LHB	6A1
NEATH PORT TALBOT LHB	6A5
NEWPORT LHB	6B9
PEMBROKESHIRE LHB	6A3
POWYS TEACHING LHB	6C4
RHONDDA CYNON TAF TEACHING LHB	6A9
SWANSEA LHB	6A6
TORFAEN LHB	6C3
VALE OF GLAMORGAN LHB	6B6
WREXHAM LHB	6B4

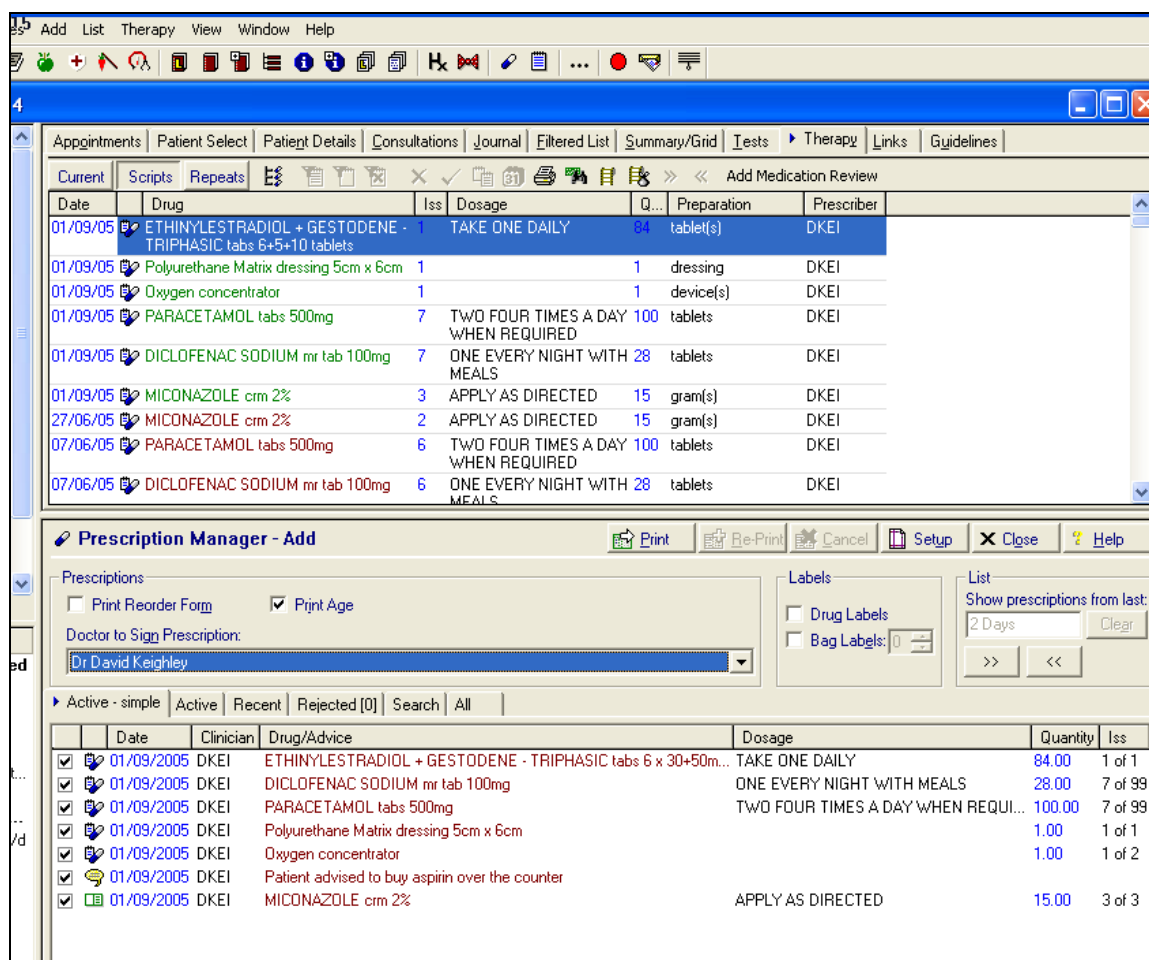
Prescription Manager replaces Therapy print screen

Once you have switched on Advanced Printing, you have access in Consultation Manager to the newly designed Therapy Print screen called **Prescription Manager**. You will still be able to use **F9 - F9** to print a prescription.

If there are independent/supplementary prescribers in the practice who want to print prescriptions, then you must use Advanced Printing and Prescription Manager.

Printing Therapy

To print therapy items, select them in the usual way - today's acutes will be selected by default - then press F9 or click on . You then reach the new Prescription Manager screen.



Prescription Manager - Add

Print Reorder Form Print Age

Doctor to Sign Prescription:
 Dr David Keighley

Labels:
 Drug Labels
 Bag Labels: 0

List:
 Show prescriptions from last:
 2 Days Clear

Active - simple Active Recent Rejected [0] Search All

Date	Clinician	Drug/Advice	Dosage	Quantity	Iss
01/09/2005	DKEI	ETHINYLESTRADIOL + GESTODENE - TRIPHASIC tabs 6 x 30+50m...	TAKE ONE DAILY	84.00	1 of 1
01/09/2005	DKEI	DICLOFENAC SODIUM mr tab 100mg	ONE EVERY NIGHT WITH MEALS	28.00	7 of 99
01/09/2005	DKEI	PARACETAMOL tabs 500mg	TWO FOUR TIMES A DAY WHEN REQUI...	100.00	7 of 99
01/09/2005	DKEI	Polyurethane Matrix dressing 5cm x 6cm		1.00	1 of 1
01/09/2005	DKEI	Oxygen concentrator		1.00	1 of 2
01/09/2005	DKEI	Patient advised to buy aspirin over the counter			
01/09/2005	DKEI	MICONAZOLE crm 2%	APPLY AS DIRECTED	15.00	3 of 3

Active (Simple) tab on Prescription Manager

Prescription Manager - Add Print Be-Print Cancel Setup Close Help

Prescriptions

Print Reorder Form Print Age

Authorised Signatory:
Dr Sarah Saturn

Labels: Drug Bag

List: Show prescriptions from last: 2 days Clear


Active - simple | Active | Recent | Rejected [0] | Search | All | Errors


	Date	Clinician	Drug/Advice	Dosage	Quantity	Iss
<input checked="" type="checkbox"/>	14/08/08	SS1	BENDROFLUMETHIAZIDE tabs 2.5mg	take one each morning	28	1 of 22
<input checked="" type="checkbox"/>	14/08/08	SS1	IRBESARTAN tabs 300mg	take one once daily	28	1 of 6
<input checked="" type="checkbox"/>	14/08/08	SS1	ATENOLOL tabs 100mg	Take one once daily	28	4 of 6

Prescription Manager Tabs

There are a number of tabs in Prescription Manager:

- Active Simple** - Similar to the old Print Therapy screen listing prescribed items for print.
- Active** - divides the medication into prescription pages, as per their type.
- Recent** - lists recently printed medication (but only those printed since Prescription Manager was switched on). Can be used to reprint prescriptions.
- Rejected** - This is only applicable to English and Scottish electronic messaging.
- Search** - Displays printed items for Reprint (but only those printed since Prescription Manager was switched on).
- All** - lists all prescriptions (but only those printed since Prescription Manager was switched on), and can be used to reprint prescriptions.
- Errors** - Lists any scripts that fail to print or send an electronic message (England/Scotland)

Once at the Prescription Manager screen, press  **Print or F9** to print the prescription. The Drug Labels and Bag Labels options are unchanged. Also unchanged is the function of Doctor To Sign Prescription, Print Reorder Form, Print Age.

Note One of the main changes with Advanced Printing is that **reprinting** prescriptions has changed. The Reprint icon on the front Therapy toolbar has been replaced by a Show Prescription icon  which you use with the Scripts tab displayed. You can also reprint from the Recent tab in Prescription Manager.


Active Simple tab


Although Prescription Manager has five tabs in all, **Active - Simple** is the simplest tab to display prescription items and most resembles the previous Print Therapy screen. Medication prescribed in the last 48 hours is listed.


The columns from left to right are:


Selected or not selected - for printing purposes

Therapy type:


 acute,


 issue of a repeat,

 **Batch issue** (issue of a repeatable prescription). Repeat dispensing only.


 Batch prescription (i.e., the Repeat Master, with a batch setup is defined by Interval and number of Repeats. Repeat dispensing only.

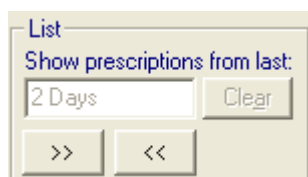
 Right-hand side item,

 Therapy advice (non-drug therapy) (created in Add - Advice, change Type of Advice given to Therapy, write free text message to patient in Notes window, OK - advice text will print on the right-hand side of the prescription).

 practice administered

As before: Date, Clinician, Drug name or Advice text, Dosage, Quantity and Issues.

Select / Deselect All -   - Select all prescription items, or deselect all.



Show prescriptions from list - Above the prescription list is a new date range option, so you can optionally list scripts within a recent date range on the **Search** tab. Each tab has a different period displayed: Active = today; Recent tab = last 28 days; All = last 6 months.

Clear - clears the date range control and date filters are removed from the list.

Active tab (Full)

The **Active** tab (called Active Full on Prescription Options) groups the items on Prescription Manager in to prescriptions, according to their **drug type**.

The prescriptions are separated by a blue header line (eg *Paper Prescription group containing 3 items*), followed by the items under that prescription.

The screenshot shows the Prescription Manager interface. At the top, there is a menu bar with options like 'Add', 'List', 'Therapy', 'View', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main window displays a list of prescriptions with columns for Date, Drug, Iss, Dosage, Q., Preparation, and Prescriber. The selected prescription is 'ETHINYLESTRADIOL + GESTODENE - TRIPHASIC tabs 6+5+10 tablets' issued on 01/09/05, with a dosage of 'TAKE ONE DAILY' and a quantity of 84 tablets, prescribed by 'DKEI'.




Below the main list is the 'Prescription Manager - Add' window. It has a 'Prescriptions' section with checkboxes for 'Print Reorder Form' and 'Print Age'. The 'Doctor to Sign Prescription:' dropdown is set to 'Dr David Keighley'. There are also 'Labels' and 'List' sections with checkboxes for 'Drug Labels' and 'Bag Labels', and a 'List' section with a 'Show prescriptions from last:' dropdown set to '2 Days' and a 'Clear' button.

The 'Active - simple' section shows a list of prescriptions with columns for 'Send', 'Print', 'Date', 'Clinician', 'Drug/Advice', 'Dosage', 'Quantity', and 'Iss'. The selected prescription is 'Paper prescription group containing 3 items'. The items in this group are:




Send	Print	Date	Clinician	Drug/Advice	Dosage	Quantity	Iss
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2005	DKEI	ETHINYLESTRADIOL + GESTODENE - TRIPHASIC tabs 6 x 30...	TAKE ONE DAILY	84.00	1 of 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2005	DKEI	DICLOFENAC SODIUM mr tab 100mg	ONE EVERY NIGHT 'WIT...	28.00	7 of 99
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2005	DKEI	PARACETAMOL tabs 500mg	TWO FOUR TIMES A DA...	100.00	7 of 99

Other prescriptions in the list include 'Paper prescription containing 1 item' for 'Polyurethane Matrix dressing 5cm x 6cm', 'Paper prescription containing 1 item' for 'Oxygen concentrator', 'Right hand side prescription items' for 'Patient advised to buy aspirin over the counter', and 'Right hand side prescription items' for 'MICONAZOLE crm 2%'.



The **drug type** can be seen second column from left on the blue header line to the right of the expand/collapse icon on Active Full:

-  any drug that is not an appliance or oxygen product
-  Devices, bandages etc, defined as appliance in Multilex.
-  oxygen products, defined within the drug tariff

There are **separate groups** for:

-  Right-hand side items such as private scripts, non-FP10 drugs, discontinued drugs; and non-drug therapies such as therapy advice. Also printed on the right-hand side is a repeat reorder form, and handwritten items.
-  Controlled drugs
-  PA practice administered

- Contraceptive items
- Batch prescriptions

Expand / collapse - There is an expand icon  on the extreme left beside each prescription item. When collapsed, click on .



Selecting a page to print selects all the items on that page.

- Any selected repeat issues and all acutes added today will be automatically selected.
- You can continue to use the existing F9, F9 sequence to print.
- If you select or deselect an item, by removing or adding a tick in the selected box for the prescription (on the blue header line), then all the items within that prescription are selected or not selected accordingly.
- You can deselect a sub-item on an individual basis.
- If on the Active tab, any item within a printed prescription is selected (for re-print), then all other items on the same page will be selected; you can deselect individual items.

The word **Ready** refers to the Print status, ie ready for printing.

Press  **Print or F9** to print the prescription


The final page allocation of items is decided at the time of printing.

Right click on a line lets you choose either **Key** which lists the drug type icons ( ) or **Properties**. This shows the DM+D code for that item.

(DM+D = The NHS Dictionary of Medicines and Devices is being developed and delivered through the UKCPRS Programme, which is a partnership between NHS Connecting for Health and the PPA. The NHS dictionary of medicines and devices (**dm+d**) has been approved as the new name for the integrated product of the UKCPRS programme. During its development, it was previously known as the UK Standard Clinical Products Reference Source (UKCPRS), and its components were previously known as the Primary Care Drug Dictionary (PCDD), the Secondary Care Drug Dictionary (SCDD), and the Medical Devices Dictionary (MDD)).

Medication - Issue	
Printed	No
Drug Details	
Product Type	Normal
DM+D Code	322236009
DM+D Description	Paracetamol 500mg tablets
Original Text	PARACETAMOL tabs 500mg
Entity Information	
Entity Type	39
Entity Id	451593

Prescription Manager - Recent tab - used for reprinting

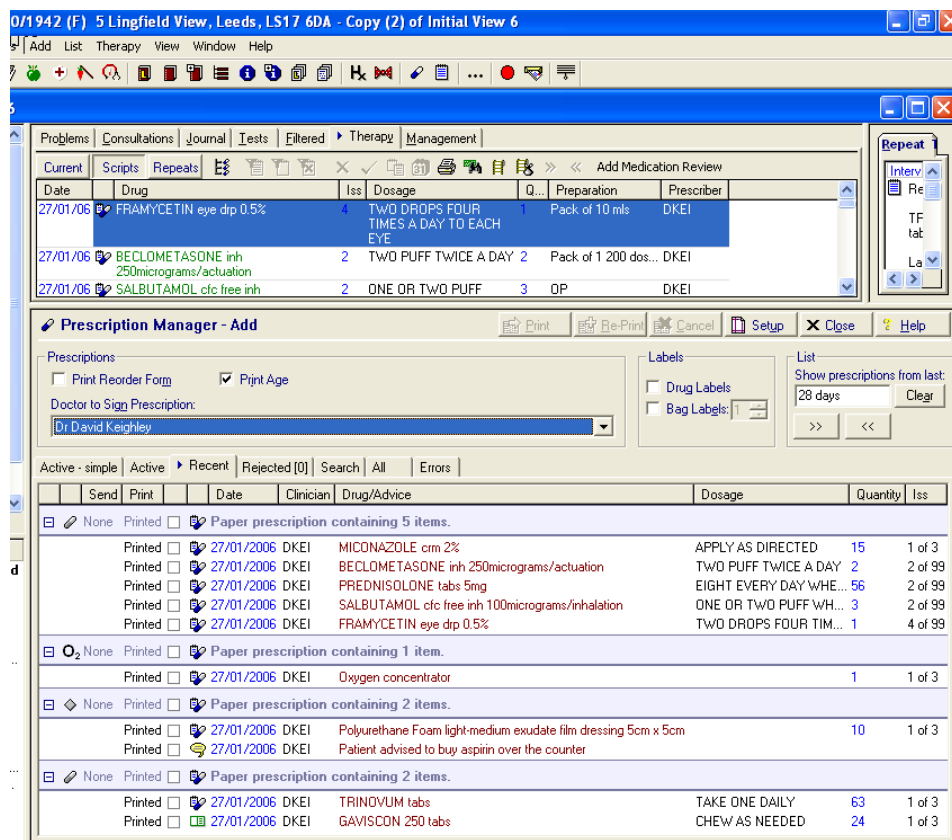
To reach the Prescription Manager screen, start from either the Current or Scripts tab and press  on the Therapy toolbar. This reaches the Search tab on Prescription Manager.

The **Recent** or **Search** tab on Prescription Manager lists all recent prescriptions within the last 28 days, or since Prescription Manager was switched on, whichever is the more recent. This is the tab you are most likely to use for reprinting prescriptions.

IMPORTANT : The EXCEPTION is when you have just switched to using Prescription Manager.

Drugs printed before the switch are not assigned to a prescription or a barcode and so cannot be re-printed. This is a transitional factor of migrating to Advanced Printing. In this case, in order to reprint an item issued before Prescription Manager was switched on, you can delete the item (ensuring that you fully complete the audit trail) and reissue. See Reprinting an ACUTE item issued BEFORE Advanced Printing was enabled on page 19 and Reprinting a REPEAT item issued BEFORE Advanced Printing was enabled on page 22.

Furthermore, when Advanced Printing is initially enabled, the Recent, Search and All tabs will be blank. Within these, you will not be able to see items that have been printed before Advanced Printing was enabled.



The screenshot shows the Prescription Manager interface with the 'Recent' tab selected. The main window displays a list of prescriptions with columns for Date, Drug, Iss, Dosage, Q, Preparation, and Prescriber. Below this, there is a 'Prescription Manager - Add' dialog box with options for 'Print Reorder Form', 'Print Age', and 'Doctor to Sign Prescription' (set to Dr David Keighley). At the bottom, a table lists individual prescriptions with their status (Printed), date, drug name, dosage, quantity, and issue date.


	Send	Print	Date	Clinician	Drug/Advice	Dosage	Quantity	Iss
Paper prescription containing 5 items.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	MICONAZOLE ctm 2%	APPLY AS DIRECTED	15	1 of 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	BECLOMETASONE inh 250micrograms/actuation	TWO PUFF TWICE A DAY	2	2 of 99
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	PREDNISOLONE tabs 5mg	EIGHT EVERY DAY WHE...	56	2 of 99
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	SALBUTAMOL cfc free inh 100micrograms/inhalation	ONE OR TWO PUFF WH...	3	2 of 99
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	FRAMYCETIN eye dp 0.5%	TWO DROPS FOUR TIM...	1	4 of 99
O ₂ None Printed <input type="checkbox"/> Paper prescription containing 1 item.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	Oxygen concentrator		1	1 of 3
None Printed <input type="checkbox"/> Paper prescription containing 2 items.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	Polyurethane Foam light-medium exudate film dressing 5cm x 5cm		10	1 of 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	Patient advised to buy aspirin over the counter			
None Printed <input type="checkbox"/> Paper prescription containing 2 items.								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	TRINOVUM tabs	TAKE ONE DAILY	63	1 of 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27/01/2006	DKEI	GAVISON 250 tabs	CHEW AS NEEDED	24	1 of 3


Prescription Manager

On the Recent or Search tab, using **Show prescriptions from last**, you can change the 28 days to another period, typing abbreviations such as 10d (10 days), 4w (4 weeks), 6m (6 months) or 1y (one year) (again it will only display from when Prescription Manager was switched on, if this was sooner).

Buttons enabled are Reprint and Cancel. Send status of Sent, Rejected, Cancelling, Cancel Failed. The Print Status is Printed. Options include Date range, Deselect All.


Once printed, items will have a status of **Printed**. Items with this status can be reprinted using .

An item with the status of **Ready** means it has been issued (i.e. the first F9 or Print icon) but not actually printed. This item can be printed using .

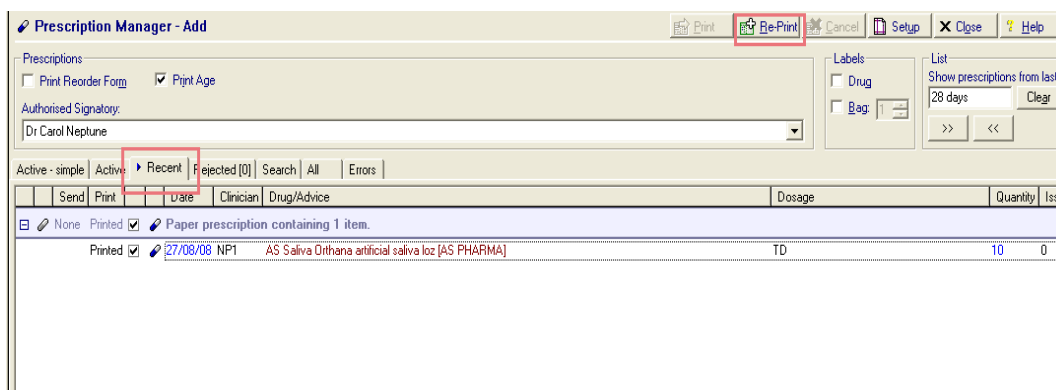
From the front Therapy list, select the drug you want to reprint. Then click on the Print icon .

Reprinting an acute or repeat issued AFTER Advanced Printing has been enabled

To reprint acute or repeat items that were added **after** advanced printing was enabled:

1. Display the Prescription Manager screen (normally you would access the screen by pressing F9 having selected repeats for issuing; but you can also get to it by pressing F4 then F9 (start with the cursor in the body of the screen, not Read Term Add); or from the Current or Scripts tab by clicking on  on the Therapy toolbar. Note, however, that from the Repeats tab, this icon is greyed out).
2. At the Prescription Manager screen, swap to the Recent tab.
3. Make your selection by clicking on the selection box on the blue header line (e.g., *Paper prescription group containing 5 items*) then deselect any individual items you do not want to reprint.

4. Press the Reprint button .

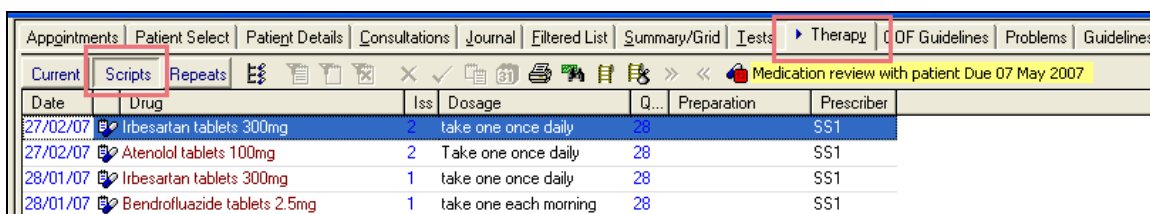


5. The item(s) reprint with the word **REPRINT** appears above the drug name on the prescription.

Reprinting an **ACUTE** item issued **BEFORE** Advanced Printing was enabled

As previously stated, it is not possible to directly reprint an item which was printed before Advanced Printing was enabled. To reprint, you can copy the item to a new form with today's date and delete the original. You must ensure that you fully complete the **audit trial** by entering an explanatory reason for deletion. **This is a transitional factor of migrating to Advanced Printing which should have minimum impact on your practice.**

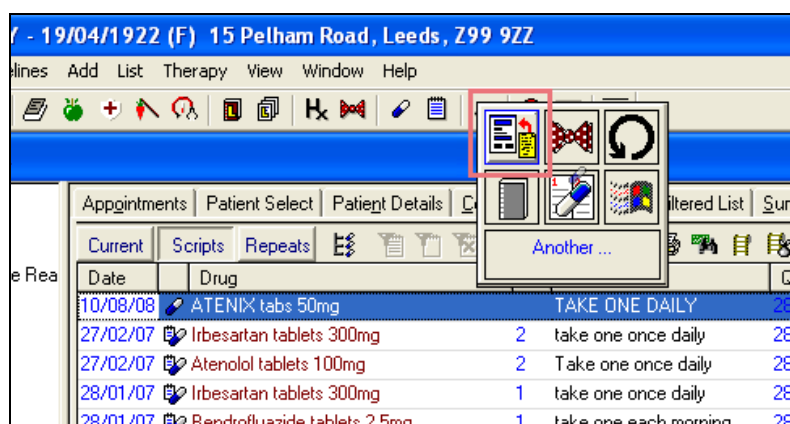
1. From Consultation Manager, with a patient selected in an open consultation, select the Therapy tab then Scripts.



Date	Drug	Iss	Dosage	Q...	Preparation	Prescriber
27/02/07	Irbesartan tablets 300mg	2	take one once daily	28		SS1
27/02/07	Atenolol tablets 100mg	2	Take one once daily	28		SS1
28/01/07	Irbesartan tablets 300mg	1	take one once daily	28		SS1
28/01/07	Bendrofluazide tablets 2.5mg	1	take one each morning	28		SS1

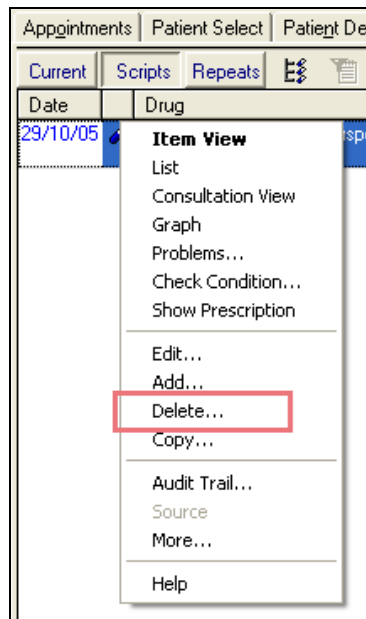
Therapy - Scripts

2. To reprint an **acute** issued before advanced printing was enabled, click on the acute and drag to the **Another** section floating toolbar.



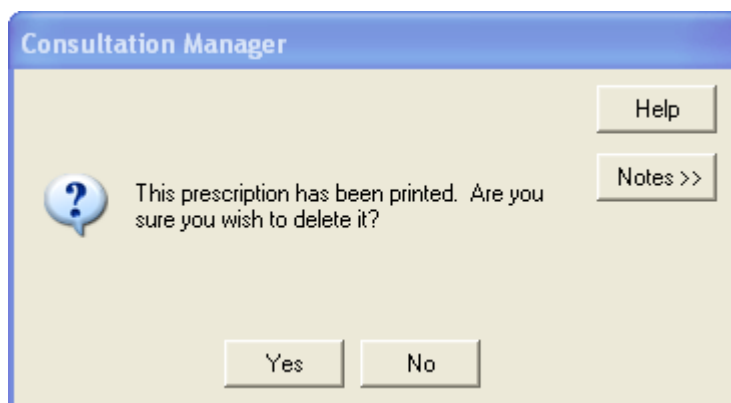
Floating Toolbar - Another

3. The item is copied to the Acute Therapy - Add form with the date prescribed as today.
4. Click OK to add the item to the Scripts list with today's date. Then **F9-F9** to print. **Note the word "Reprint" will not appear on the prescription.**
5. Next, you can delete the original prescription by right clicking on the **original** item and select delete.

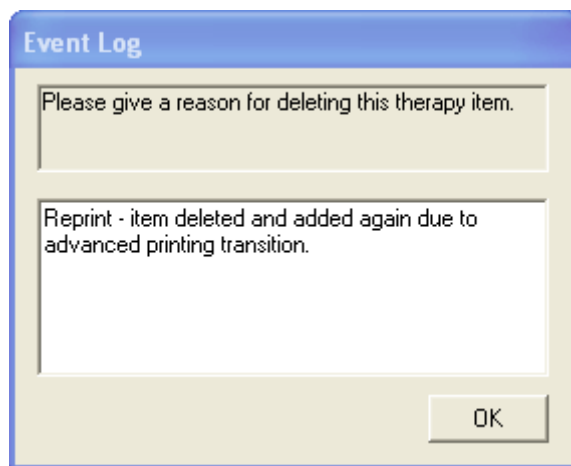


- The form for the acute therapy to be deleted displays. Select the **Delete** button.

- Next, if you are sure you would like to delete the item, select Yes when prompted with *This prescription has been printed. Are you sure you wish to delete it?*



- Please ensure that you fully complete the audit trail by entering the reason for deletion in the event log prompt e.g. *Reprint – item deleted and added again due to advanced printing transition.*



9. Click OK. The original item is removed from the Scripts list but is still accessible via the Vision audit trail.

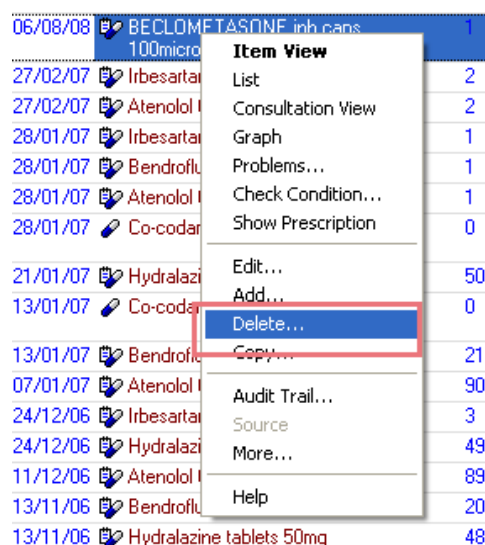
Reprinting a REPEAT item issued BEFORE Advanced Printing was enabled

To reiterate, it is not possible to directly reprint an item which was printed before Advanced Printing was enabled. To reprint a **repeat issue(s)**, you can delete the original issue(s) from the Scripts screen, (ensuring that you fully complete the **audit trial** by entering an explanatory reason for deletion) and select the item(s) again from the repeat master screen . **This is a transitional factor of migrating to Advanced Printing which should have minimum impact on your practice.**

Note to reprint a repeat issue which has subsequent issues e.g. issue 1 of 6 needs reprinting but the current issue total is 3 of 6. , you must remove and reprint all subsequent issues and the issue to be reprinted (e.g. issues 1, 2 and 3) and print again from the repeat master screen.

To reprint a repeat item which has been initially printed before Advanced Printing was enabled:

1. From Consultation Manager, with a patient selected in an open consultation, select the Therapy tab then Scripts.
2. Locate the item(s) that need to be reprinted. For each item, right click and select **Delete**.



3. The form for the individual repeat issue to be deleted displays. Select **Delete**.

Repeat Issue - Delete

Date Prescribed: 06 August 2008 Prescriber: Dr Carol Neptune Source of Drug: In practice

P/Admin Dispensed
 Private Print Script

Drug: BECLOMETASONE inh caps 100micrograms

Quantity: 112 Preparation: capsule(s) Pack Size: Treat Days: Batch Number:

Dosage: INHALE 1 DOSE TWICE DAILY

Action Group: Corticosteroids (inhaled for respiratory conditions)

Buttons: Delete, Close, Help

- Next, if you are sure you would like to delete the item, select Yes when prompted with *This prescription has been printed. Are you sure you wish to delete it?*

Consultation Manager

Help

Notes >>

? This prescription has been printed. Are you sure you wish to delete it?

Buttons: Yes, No

- Please ensure that you fully complete the audit trail by entering the reason for deletion in the event log prompt e.g. *Reprint – item deleted and added again due to advanced printing transition.***

Event Log

Please give a reason for deleting this therapy item.

Reprint - item deleted and added again due to advanced printing transition.


OK


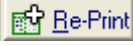
- Click OK. The original item is removed from the Scripts list and from the repeat master count. The deletion is still accessible via the Vision audit trail.

Not Issued	Drug	Iss	Max	Dosage	Q	Preparation	Authorised	Repeat
<input type="checkbox"/>	BECLOMETASONE inh caps 100micrograms	-	6	INHALE 1 DOSE TWICE DAILY	112	capsule(s)	06/08/2008	
<input type="checkbox"/>	ATENOLOL tabs 100mg	-	6	TAKE ONE EACH MORNING	28	tablet(s)	06/08/2008	


- Next, go back to the Repeats list. Select the required Repeats and press F9-F9 to print. **Note the word "Reprint" will not appear on the prescription.**

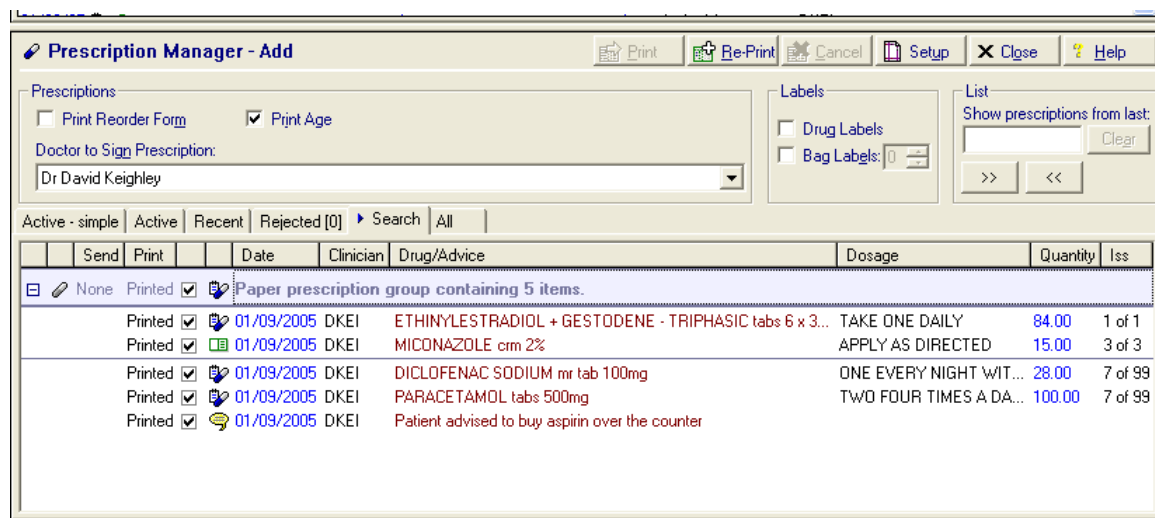
Show Prescription / Search Tab

A new icon on the Therapy toolbar  - **Show Prescription** - will let you view the Prescription Manager screen (Search tab) for printed items (printed since Advanced Printing was switched on) without having to do Print or F9. You therefore need to be at the Scripts tab before highlighting an item.

Once there you can use the  **Print** if the prescription has not yet been printed; or Reprint  if the prescription has been printed. (You will notice that the Reprint icon has been removed from the toolbar on the front Therapy screen).

On Prescription Manager Add, first select the prescription you want printed by clicking on the selection box on the blue header line (eg, *Paper prescription group containing 5 items*) then deselect any individual items you do not want to reprint.

Press the Reprint button .




Note that the Search tab will display the text "No prescriptions found" if there is no displayable data.

Rejected tab

This is only applicable to English and Scottish electronic messaging.

All tab

This lists all prescriptions for the past 6 months in reverse print date order. Once Prescription Manager has been switched on, only items issued since then will be shown; when six months have elapsed from this date, any items older than this will be unavailable, as before.

Prescription display will default to collapsed but you can click on  to expand a page list.

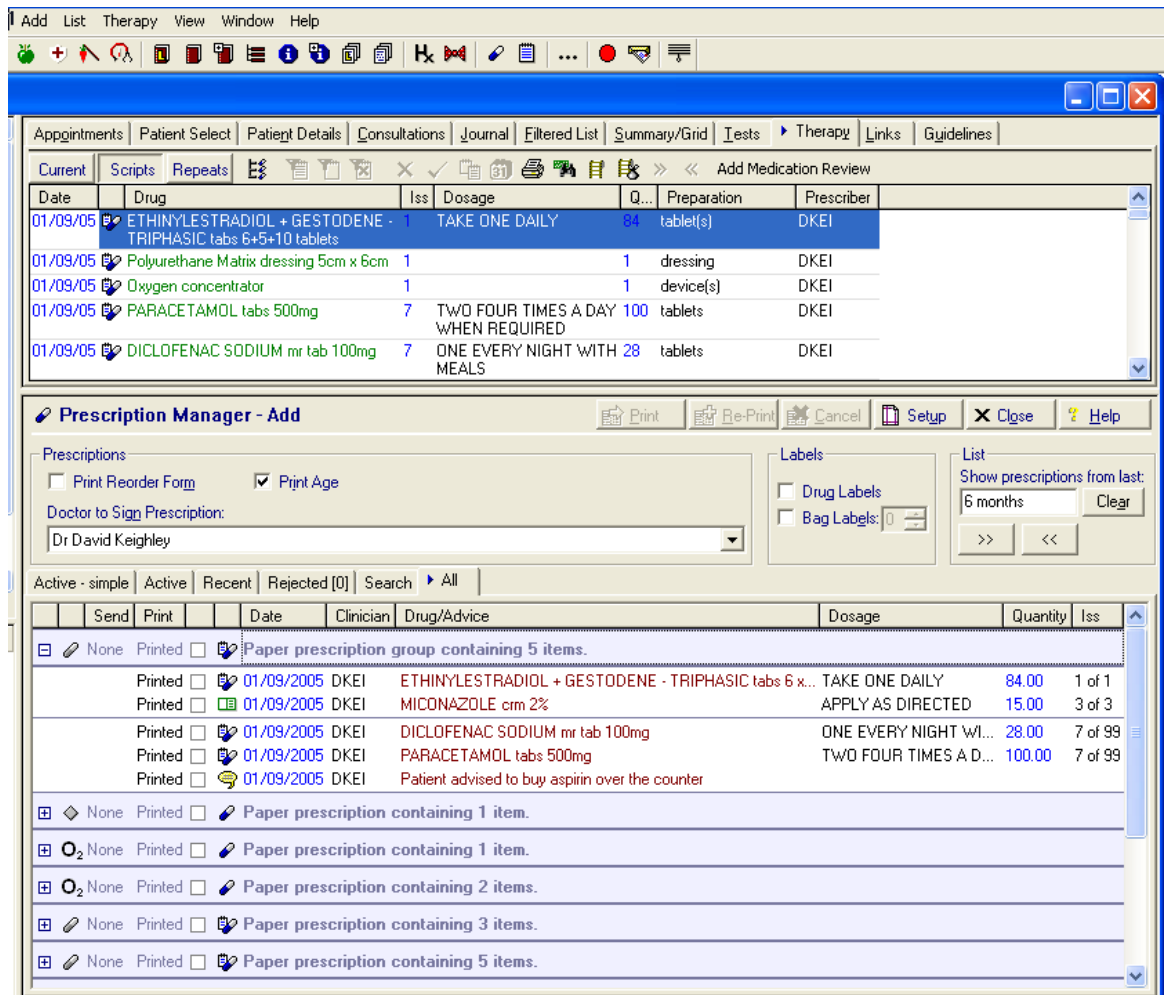


will be enabled if you have selected any pages ready for printing.



will be enabled if any selected items have already been printed.

Drug and Bag Labels can be printed.



The screenshot shows the Prescription Manager software interface. At the top, there is a menu bar with options: Add, List, Therapy, View, Window, Help. Below the menu bar is a toolbar with various icons. The main window has a title bar and a menu bar with options: Appointments, Patient Select, Patient Details, Consultations, Journal, Filtered List, Summary/Grid, Tests, Therapy, Links, Guidelines. The main area is divided into several sections:

- Current Scripts Repeats:** A table showing a list of prescriptions. The columns are Date, Drug, Iss, Dosage, Q..., Preparation, and Prescriber. The data is as follows:


Date	Drug	Iss	Dosage	Q...	Preparation	Prescriber
01/09/05	ETHINYLESTRADIOL + GESTODENE - TRIPHASIC tabs 6+5+10 tablets	1	TAKE ONE DAILY	84	tablet(s)	DKEI
01/09/05	Polyurethane Matrix dressing 5cm x 6cm	1		1	dressing	DKEI
01/09/05	Oxygen concentrator	1		1	device(s)	DKEI
01/09/05	PARACETAMOL tabs 500mg	7	TWO FOUR TIMES A DAY WHEN REQUIRED	100	tablets	DKEI
01/09/05	DICLOFENAC SODIUM mr tab 100mg	7	ONE EVERY NIGHT WITH MEALS	28	tablets	DKEI
- Prescription Manager - Add:** A section with controls for printing and labeling. It includes checkboxes for "Print Reorder Form" (unchecked) and "Print Age" (checked). There is a dropdown menu for "Doctor to Sign Prescription:" set to "Dr David Keighley". On the right, there are checkboxes for "Drug Labels" (unchecked) and "Bag Labels:" (set to 0). A "List" section shows "Show prescriptions from last: 6 months" with "Clear" and navigation arrows.
- Active - simple:** A table showing a list of prescriptions. The columns are Send, Print, Date, Clinician, Drug/Advice, Dosage, Quantity, and Iss. The data is as follows:


Send	Print	Date	Clinician	Drug/Advice	Dosage	Quantity	Iss
<input type="checkbox"/>	<input type="checkbox"/>			Paper prescription group containing 5 items.			
<input type="checkbox"/>	<input type="checkbox"/>	01/09/2005	DKEI	ETHINYLESTRADIOL + GESTODENE - TRIPHASIC tabs 6 x...	TAKE ONE DAILY	84.00	1 of 1
<input type="checkbox"/>	<input type="checkbox"/>	01/09/2005	DKEI	MICONAZOLE crm 2%	APPLY AS DIRECTED	15.00	3 of 3
<input type="checkbox"/>	<input type="checkbox"/>	01/09/2005	DKEI	DICLOFENAC SODIUM mr tab 100mg	ONE EVERY NIGHT WI...	28.00	7 of 99
<input type="checkbox"/>	<input type="checkbox"/>	01/09/2005	DKEI	PARACETAMOL tabs 500mg	TWO FOUR TIMES A D...	100.00	7 of 99
<input type="checkbox"/>	<input type="checkbox"/>	01/09/2005	DKEI	Patient advised to buy aspirin over the counter			
<input type="checkbox"/>	<input type="checkbox"/>			Paper prescription containing 1 item.			
<input type="checkbox"/>	<input type="checkbox"/>			Paper prescription containing 1 item.			
<input type="checkbox"/>	<input type="checkbox"/>			Paper prescription containing 2 items.			
<input type="checkbox"/>	<input type="checkbox"/>			Paper prescription containing 3 items.			
<input type="checkbox"/>	<input type="checkbox"/>			Paper prescription containing 5 items.			

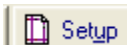
Toolbar on Prescription Manager



 **Print** - Selecting Print will print the selected items on FP10s

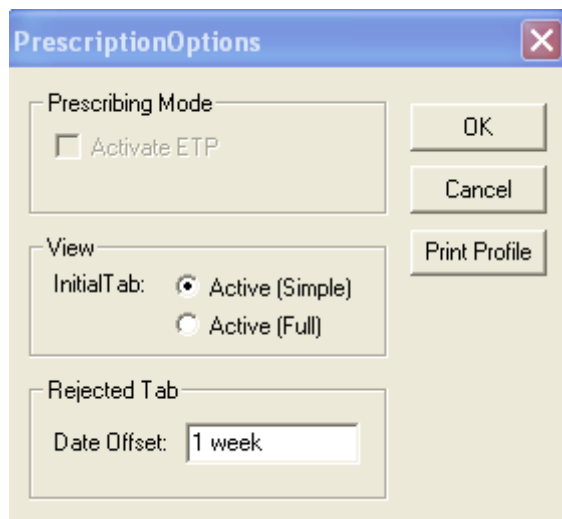
 **Re-Print** - Only enabled on the Recent and All tabs. Reprints are most likely to be carried out from the Recent tab. Select the item to be reprinted then press the Reprint button. Note that items printed before the switch to Prescription Manager cannot be reprinted. You will have to delete, re-add them and issue.

 **Cancel** - **Cancel** This is only applicable to English and Scottish electronic messaging.

 **Setup** - The Setup button on Prescription Manager is the same as Consultation - Options - Prescription Setup.

Activate ETP - This option is disabled as it is only applicable to English and Scottish electronic messaging.

View Initial tab - Active (Simple) or Active (Full) - This allows a choice of tab as the initial display of Prescription Manager.



 **Close** - Close the Prescription Manager screen.

Print Quality

Once Advance Printing has been enabled all scripts will print with improved clarity. You can see below the print quality of prescriptions before and after Advanced Printing has been enabled.

Prescription Print Quality **Before** Advanced Printing is Enabled:

Before Advanced Printing is enabled

Prescription Print Quality **After** Advanced Printing is Enabled:

After Advanced Printing has been enabled

2D Barcoded Prescriptions

From DLM 280, 2D Barcoded prescriptions can now be printed in Wales. This essentially means that on printing a prescription, a two dimensional barcode will also print containing the exact same data that is printed in text on the prescription, including drug name, form, strength, dosage etc. This barcode can be scanned using a handheld scanner by the pharmacist and will transfer all of the data held on the prescription onto the pharmacy software.

This is the model of ETP (electronic transfer of prescription data) adopted by Wales, although there is no electronic transmission of prescriptions. Further information about 2D Barcoded Prescriptions can be found at <http://www.wales.nhs.uk/sites3/page.cfm?orgid=771&pid=29234>.

What are the benefits of barcoded prescriptions?

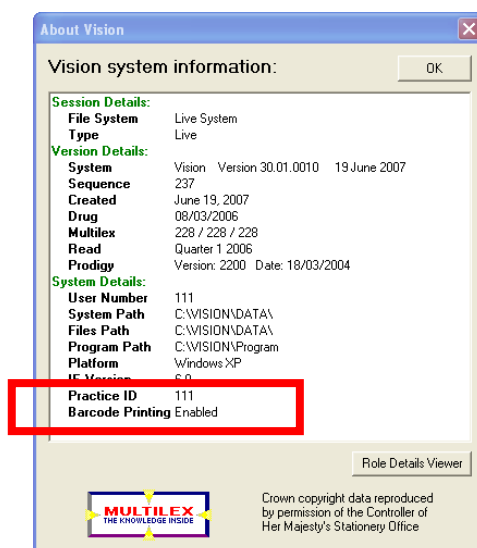
There are many benefits of using the barcoded prescription functionality. These include

- Increased security. The visible text on the prescription text matches the barcode data and prevents any manual amendments.
- Improved quality of patient data between GPs and Community Pharmacies.
- Improved efficiency.

Switching on barcoded printing

You will receive 2D barcoding functionality upon receipt of DLM 280. You might need to adjust your printer profile alignment settings see Edit Existing Printer Profiles on page 8.

You can see if the 2D barcoding functionality has been enabled from the front screen of Vision in **Help – About Vision – Barcode printing - enabled**. You must also have **Advanced Printing** enabled see Switching on Advanced Printing on page 3.



Other points to note are:

- Acute, repeat issues and repeat dispensing prescriptions all print with a barcode.
- A maximum of four drugs print per prescription sheet. If the text of a prescribed drugs exceeds the available space on the prescription, Vision will print the remaining drugs on another prescription page.
- You may notice that part of the practice address is truncated to make room for the barcode.
- For Independent/Supplementary Prescribers either a "J" or "S" (respectively) prints in front of their 6-digit cipher on the top left hand side of the barcode. Similarly, for a Trainee/Locum Prescriber, either a "T" or "L" will print in front of the practice GP's 6-digit cipher.
- In addition to the standard prescription data, a unique prescription reference number is generated for each prescription and added to the information contained in the barcode. This is for security reasons.
- Handwritten amendments, additions and deletions to prescriptions with 2D barcodes are not permitted. If you need to change a 2D prescription, you must carry out the changes in Consultation Manager and reprint the prescription. The changes will be reflected in the barcode.

Appendix

Two types of Nurse Prescribers

There are currently two forms of nurse prescribers:

- **Community Practitioner Nurse Prescribers** who can only prescribe dressings, appliances and licensed medicines listed in the Nurse Prescribers Formulary for Nurse Practitioners. **Community Practitioner Nurse Prescribers are NOT permitted to print prescriptions.**
- **Independent/Supplementary Prescribers** (abbreviated to IPs and SPs) - From May 2006 supplementary prescribers and independent prescribers are no longer different types of prescribers. They are now both known as Independent/Supplementary Prescribers. The need for prescribing from the extended nurse formulary is no longer relevant as Independent/Supplementary Prescribers can prescribe any drug other than controlled drugs. With Advanced Printing enabled, Independent/Supplementary Prescribers are able to print prescriptions.

In Control Panel - File Maintenance - Staff, under one of the permitted roles, e.g. Practice Nurse, an independent prescriber is marked by ticking the Independent Prescriber box and a supplementary prescriber by ticking the Supplementary Prescriber box. **Please see Consultation Manager on screen help for further instruction on setting up Independent/Supplementary prescribers in Vision.**

The table below reflects the current electronic prescribing rights for Community Practitioner Nurse Prescribers and Nurse Independent/Supplementary Prescribers in Wales:

Therapy Function	Community Practitioner Nurse Prescriber	Nurse Independent/Supplementary Prescriber
Create Prescription under own name	X	✓
Print Prescription under own name	X	✓
Create Private Prescription under own name	X	✓
Print Private Prescription under own name	X	✓
Repeat Dispensing *	X	✓
Print Controlled Drugs under own name	X	✓
Private CD	X	✓
2D Barcode	X	✓