

## How to change a default prescribing message for a drug in Vision

**Note: The update of the default dosing and duration only has to be carried out once in each practice and will not be overwritten when the practice completes a formulary update (either addition or replacement of the local vision formulary).**

1. Enter a patient's file on Vision then click on Therapy tab, then click on repeats.

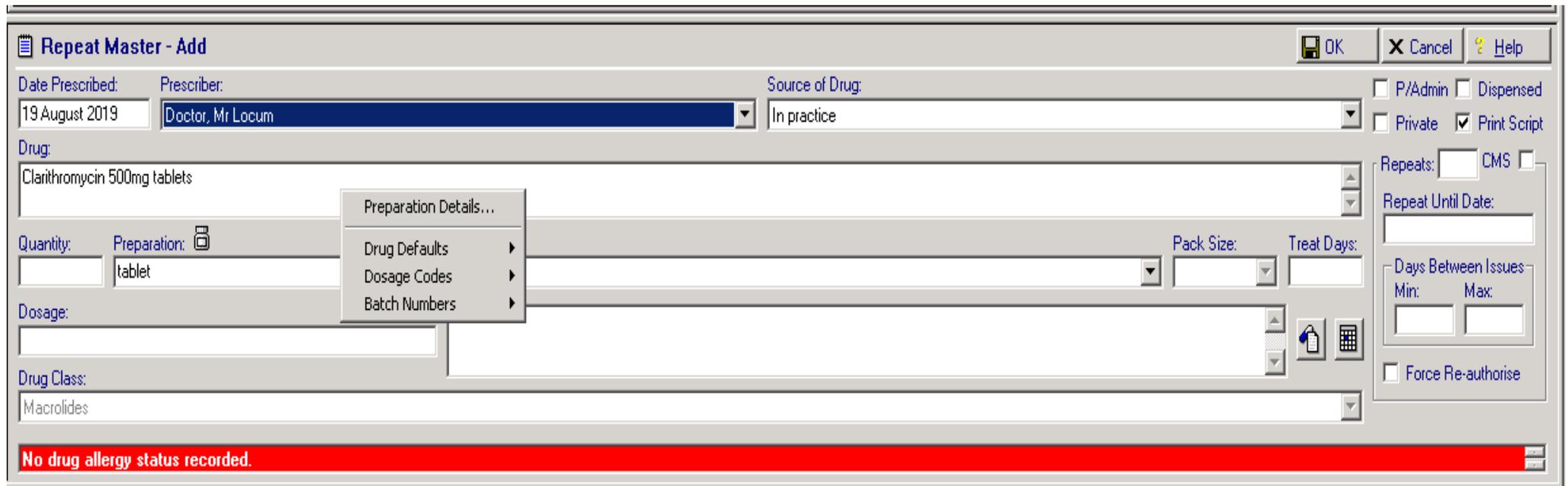
Repeat View 4

Patient Details | Journal | Filtered List | **Therapy** | Tests | Guidelines | Consultations | Clinical portal

Current | Scripts | **Repeats** | CMS | [Icons] | Medication review Due 0

|                          | Last Issued | Drug  | Iss | Max | Dosage   | Q... | Preparation | Pro... | Authorised | Repe |
|--------------------------|-------------|---|-----|-----|--|------|-------------|--------|------------|------|
| <input type="checkbox"/> | 30/07/2019  | Zolmitriptan 2.5mg orodispersible tablets<br>sugar free | 1   | 6   | TAKE ONE AS DIRECTED<br>USE NO MORE THAN<br>TWO DAYS PER WEEK            | 24   | tablet      |        | 29/04/2019 |      |
| <input type="checkbox"/> | 09/07/2019  | Rivaroxaban 20mg tablets                                | 4   | 6   | TAKE ONE ONCE DAILY<br>WITH FOOD AS<br>DIRECTED BY VASCULAR<br>PHYSICIAN | 56   | tablet      |        | 04/12/2018 |      |
| <input type="checkbox"/> | 09/07/2019  | Levothyroxine sodium 25microgram<br>tablets             | 4   | 6   | 1 TABLET ONCE A DAY  | 56   | tablet      |        | 04/12/2018 |      |
| <input type="checkbox"/> | 09/07/2019  | Levothyroxine sodium 100microgram<br>tablets            | 5   | 6   | 1 TABLET ONCE A DAY  | 56   | tablet      |        | 20/11/2018 |      |

2. Next, start typing the name of the drug that you wish to change the default details for eg. clarithromycin as below. If the wrong strength or formulation appears, double click the mouse over the drug name to see other available options of the drug and select the correct one. Then, right click anywhere in the drug box so that the pop-up box below appears.



**Repeat Master - Add** [OK] [Cancel] [Help]

Date Prescribed: 19 August 2019 Prescriber: Doctor, Mr Locum Source of Drug: In practice

Drug: Clarithromycin 500mg tablets

Quantity: Preparation: tablet

Dosage:

Drug Class: Macrolides

Pack Size: Treat Days:

Repeats: CMS

Repeat Until Date:

Days Between Issues  
Min: Max:

Force Re-authorise

**No drug allergy status recorded.**

3. Hover the mouse over the “Drug Defaults” option then click on “Maintain”.

The screenshot shows a software window titled "Repeat Master - Add". The window contains several input fields and a context menu. The fields are: "Date Prescribed:" (19 August 2019), "Prescriber:" (Doctor, Mr Locum), "Source of Drug:" (In practice), "Drug:" (Clarithromycin 500mg tablets), "Quantity:" (empty), "Preparation:" (tablet), "Dosage:" (empty), and "Drug Class:" (Macrolides). A context menu is open over the "Drug Defaults" field, with options: "Preparation Details...", "Drug Defaults" (highlighted), "Dosage Codes", and "Batch Numbers". A sub-menu is open for "Drug Defaults", with options: "Maintain" (highlighted) and "View". The "Pack Size:" and "Treat Days:" fields are also visible. At the bottom of the window, a red banner displays the text "No drug allergy status recorded.".

4. The Default Dosages & Quantities box below will then appear. First click “Add” below the Age Range box. The smaller pop up will then appear. If desired, enter an age range otherwise leave both boxes blank and click OK to proceed.

09/07/2019 Rivaroxaban 20mg

09/07/2019 Levothyroxine sodi tablets

09/07/2019 Levothyroxine sodi tablets

### Default Dosages & Quantities - Add

Drug:

Clarithromycin 500mg tablets

Close

Help

Age Range

Add

Edit

Delete

Defaults

Quantity:

0

Preparation:

<none>

Treatment Days:

Force Re-authorise

Pack Size:

Save

Cancel

Dosage

Repeats

Number:

Duration:

Drug Class:

<none>

#### Age Range - Add

Start age:

End age:

to

OK

Cancel

Help

Ages can be left blank for open ended ranges.

### Repeat Master - Add

Date Prescribed:

19 August 2019

Prescriber:

Doctor, Mr Locum

Drug:

Clarithromycin 500mg tablets

ZI Yes

NMAC Yes

KOGIL Yes

OK

5. Next add in Quantity of drug and Dosage to be added to the default message – see example below. Then click “Save” then “Close”.

The screenshot displays a software interface with a central dialog box titled "Default Dosages & Quantities - Add". The dialog box contains the following fields and controls:

- Drug:** Clarithromycin 500mg tablets
- Age Range:** All ages
- Defaults:**
  - Quantity:** 10
  - Preparation:** <none>
  - Treatment Days:** [Empty field]
  - Pack Size:** [Empty field]
  - Force Re-authorise
- Dosage:** TAKE ONE TABLET TWICE DAILY FOR 5 DAYS
- Repeats:**
  - Number:** [Empty field]
  - Duration:** [Empty field]
- Days Between Issues:**
  - Minimum:** [Empty field]
  - Maximum:** [Empty field]
- Drug Class:** <none>

Buttons for "Add", "Edit", "Delete", "Save", "Cancel", "Close", and "Help" are present. In the background, a "Repeat Master - Add" window is partially visible, showing "Date Prescribed: 19 August 2019" and "Prescriber: Doctor, Mr Locum". To the right, a table lists categories and their status:

|       |     |
|-------|-----|
| ZI    | Yes |
| NMAC  | Yes |
| KOGIL | Yes |

6. To complete the task, click “Cancel” on the below screen. The default message has already been saved for the drug and the message will now show every time when drug is prescribed for any patient. However, as we are setting up a default message and not issuing a prescription for this patient, “Cancel” must be selected. If “OK” is selected in error, the medication will appear on the patient’s repeat prescription and must be immediately deleted.

**Repeat Master - Add** OK Cancel Help

Date Prescribed: 19 August 2019  
Prescriber: Doctor, Mr Locum  
Source of Drug: In practice

P/Admin  Dispensed  
 Private  Print Script

Drug: Clarithromycin 500mg tablets  
Repeats:  CMS   
Repeat Until Date:

Quantity: 10  
Preparation: tablet  
Pack Size:   
Treat Days:

Dosage: TAKE ONE TABLET TWICE DAILY FOR 5 DAYS  
Days Between Issues: Min:  Max:   
 Force Re-authorise

Drug Class: Macrolides

**No drug allergy status recorded.**