

## How to add hospital prescribed medication to the patient medication record on Emis.

The details of any regular medicines that are taken by a patient, but are not prescribed by the practice, should be available to view on the patients record. This ensures that:

- Interactions with other prescribed medications are checked by the clinical system, and
- In the case of any transfer of care, the medication details will also appear on the patient medication summary.

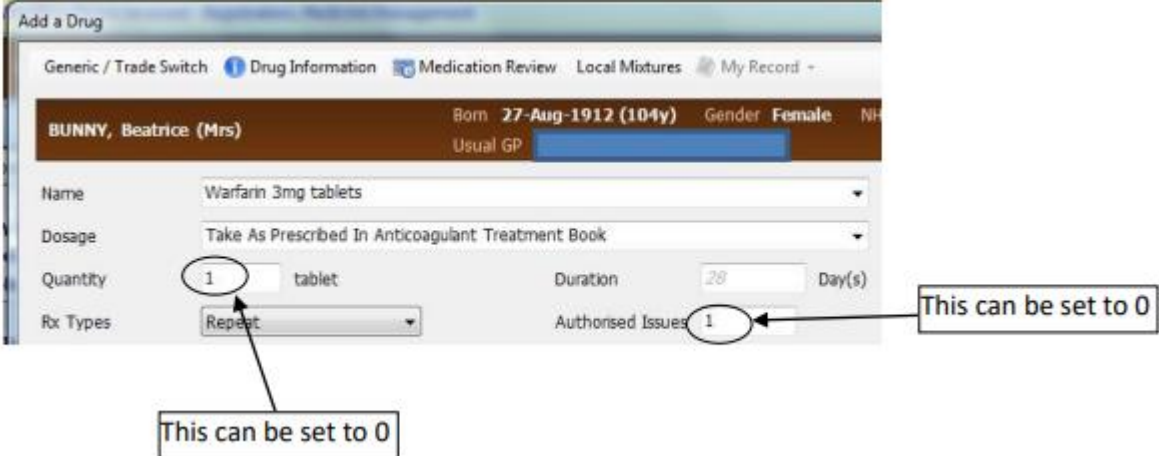
These medications should be recorded as “Hospital drugs”. This reduces the risk of the item inadvertently being issued. The drug will also appear in the patient’s summary care record. Within EMIS the prescriber/admin teams can see all meds from one screen.

### Adding ‘Hospital’ medication to medication screen (EMIS Web)

1. Click on ‘Add a Drug’ near the top of the screen.



2. Add the hospital medication details and then select 'Issue'.



The screenshot shows the 'Add a Drug' interface. At the top, there are tabs for 'Generic / Trade Switch', 'Drug Information', 'Medication Review', 'Local Mixtures', and 'My Record'. Below this, patient information for 'BUNNY, Beatrice (Mrs)' is displayed, including her birth date '27-Aug-1912 (104y)' and gender 'Female'. The medication details section includes:
 

- Name: Warfarin 3mg tablets
- Dosage: Take As Prescribed In Anticoagulant Treatment Book
- Quantity: 1 tablet
- Duration: 28 Day(s)
- Rx Types: Repeat
- Authorised Issues: 1

 Two callout boxes with arrows point to the 'Quantity' and 'Authorised Issues' fields, each containing the text 'This can be set to 0'.

PLEASE BE AWARE: There is still a risk of accidental issue so please ensure a small quantity is set (e.g. 0.1 or 0) and in directions highlight for "Hospital issue only". The number of authorised issues should also be set to 0 to prevent accident issue.

3. In the 'Issue' screen, select 'Change All' and then 'Record Hospital (No Print)' from the drop-down list:



The screenshot shows the 'Issue' screen. At the top, there are tabs for 'Authoriser', 'Medication Regime Review', and 'Change All'. The 'Change All' dropdown menu is open, showing the following options:
 

- Out Of Hours (No Print)
- Record Hospital (No Print)
- Record For Notes (No Print)
- Handwritten
- Over The Counter (No Print)
- Private Script

 The 'Record Hospital (No Print)' option is highlighted with a red box. Below the dropdown, there is a section for 'To Be Signed By:' and a warning icon with the text 'Warfarin 3mg tablets Take As Prescribed In Anticoagulant Treatment Book, 1 tal'.

4. Select 'Approve and Complete'. This will add the item to the medication screen under a 'Hospital' heading:

Drug / Dosage / Quantity	Usage Current / Average
<b>Acute</b>	
A Erythromycin 250mg gastro-resistant capsules One To Be Taken Four Times A Day, 20 capsule	
B Conotrane cream (LEO Pharma) Use as directed by the nurse, 500 gram	
C Zerodouble gel (Thornton & Ross Ltd) APPLY FREELY, 475 gram	
<b>Hospital</b>	
D Warfarin 1mg tablets Take As Prescribed In Anticoagulant Treatment Book, 1 tablet	6% 6%
E Warfarin 3mg tablets Take As Prescribed In Anticoagulant Treatment Book, 1 tablet	

**PLEASE NOTE:** Any drug added in this way must be treated as a normal repeat template and details should be kept up to date:

- Check any hospital letter for changes of drug, strength, or formulation – In which case, the medication would need to be stopped on the 'other medication' list and replace with the new medication details.
- If the medication is stopped by the hospital it will need to be stopped (removed) from the 'other medication' list. If this is not done it will continue to appear on any interaction list and on any medication summaries.

Other medications not prescribed by the practice can also be recorded in this way:

- Over the counter medication bought by the patient for self-care e.g. Paracetamol or Ibuprofen
- Regular medication prescribed by a dentist e.g. specialist only fluoride preparations.
- Shared care drugs prescribed by the hospital for a short period of time until stable before handover to the GP to prescribe e.g. methotrexate.

When prescribing is transferred to the GP, remember to stop the shared care drug on the 'Other Medication' list and add to the repeat template.

Version	Date	Author	Status	Comment
2.1	19/12/2024	Medicines Optimisation Repeat Prescribing & Support Team	Final	Submitted to TAG for information to support ongoing work