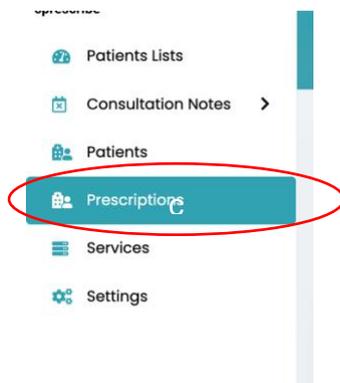


Adding on a prescription – Step by Step guide

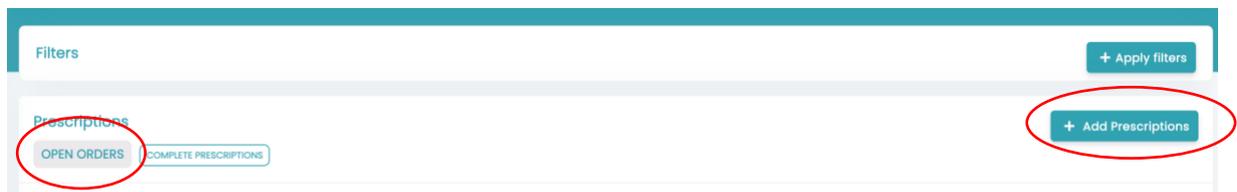
STEP 1

Click on prescriptions in the left-hand column



STEP 2

Ensure you're within 'open orders' (NOT COMPLETE PRESCRIPTIONS)
Click on add prescriptions



STEP 3

Using the drop-down boxes fill out the following: clinic, patient and delivery type. Then click save. If you're a non-prescriber your settings will be slightly different – you will be required to select a prescriber also.

Note: If you start typing into the patient field it will start to narrow down the list.

Select Clinic *

Trichology

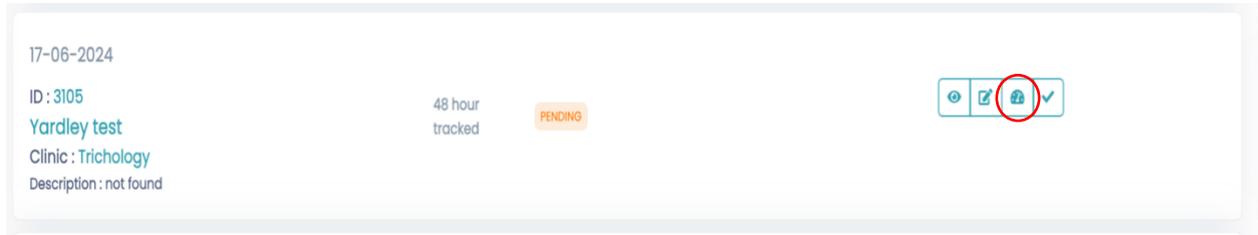
Patient * [+ Add patient](#)

Select Delivery Type *



STEP 4

Your patient will now appear in the list. Click on prescription details (the icon that looks like a speedometer) as highlighted in the picture below.



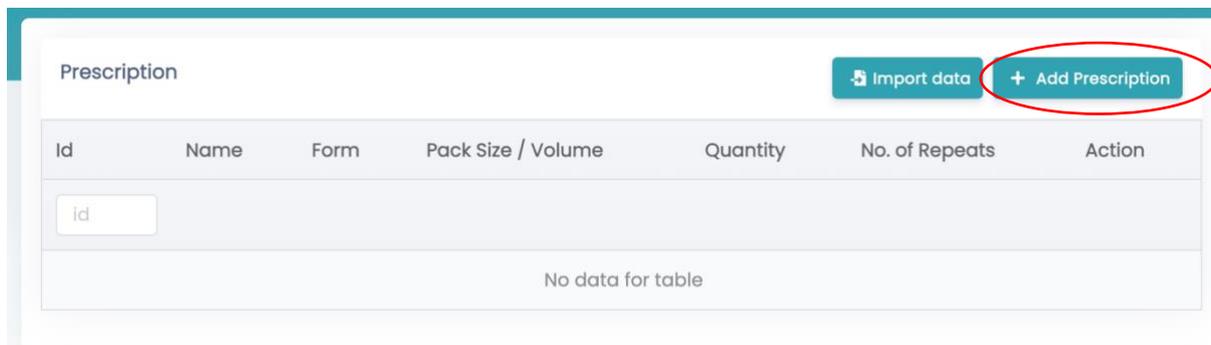
17-06-2024
ID : 3105
Yardley test
Clinic : Trichology
Description : not found

48 hour tracked PENDING

Refresh Edit Details (highlighted) Delete

STEP 5

Then click on 'add prescription'



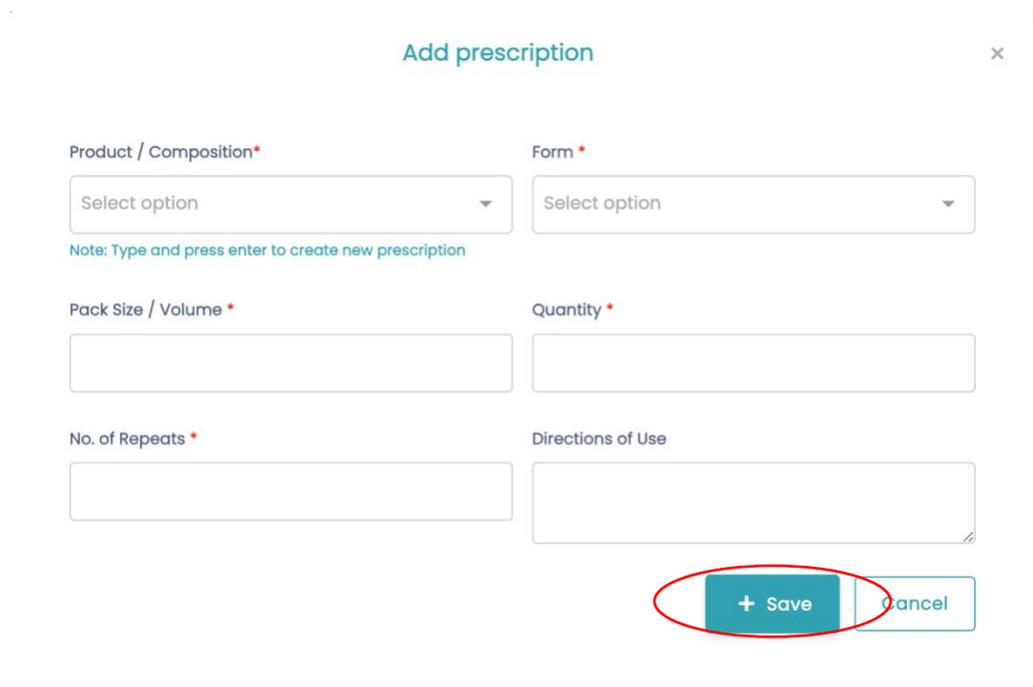
Prescription Import data + Add Prescription

Id	Name	Form	Pack Size / Volume	Quantity	No. of Repeats	Action
id						

No data for table

STEP 6 (final step for non-prescribers)

Fill out the prescription and click save.



Add prescription ×

Product / Composition*

Form*

Note: Type and press enter to create new prescription

Pack Size / Volume*

Quantity*

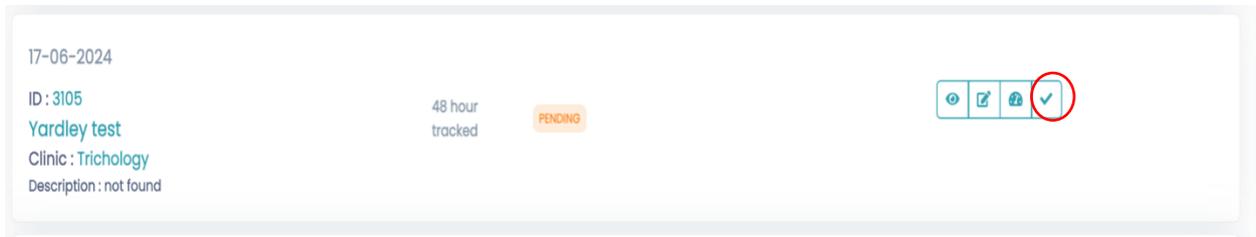
No. of Repeats*

Directions of Use

+ Save Cancel

STEP 7 (final step for prescribers)

Sign the prescription by clicking the 'tick' icon as shown in the picture below



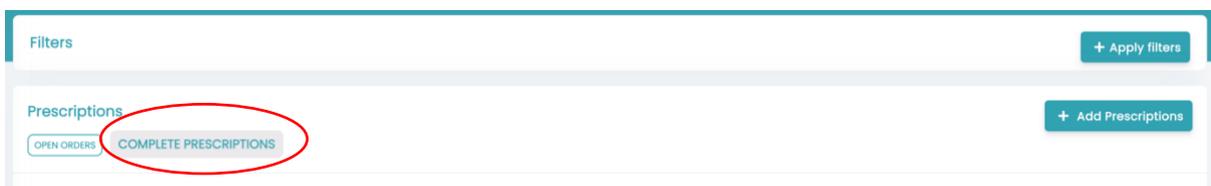
17-06-2024
ID : 3105
Yardley test
Clinic : Trichology
Description : not found

48 hour tracked

PENDING

Icons: Eye, Edit, Lock, Tick (circled in red)

The prescription will now move from 'open orders' into 'complete prescriptions' like so:



Filters + Apply filters

Prescriptions + Add Prescriptions

OPEN ORDERS **COMPLETE PRESCRIPTIONS**

Once the pharmacy has dispatched the product the status will change from pending to complete and tracking ID info will be visible:

TYPE OF DELIVERY	STATUS	TRACKING ID	ACTION
24 hour tracked	COMPLETED	GA 0324 1410	Icons: Eye, Print, Lock