
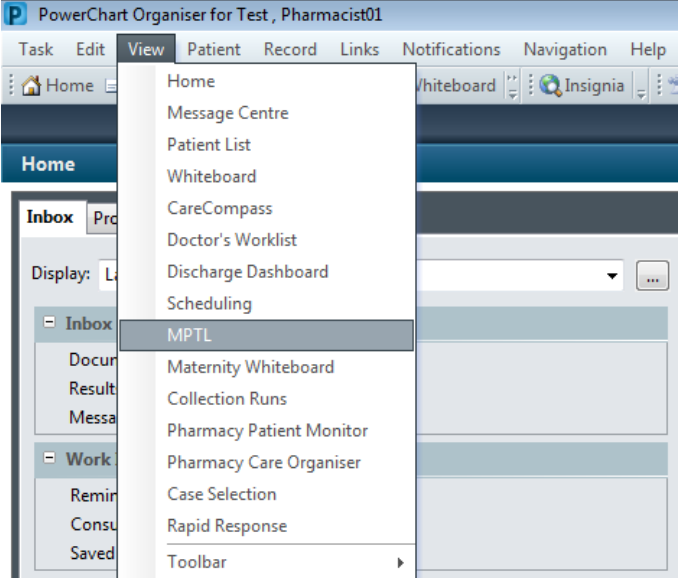
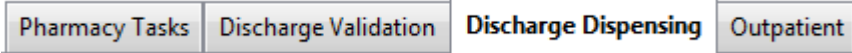



QRG – Printing the Dispensing Copy of a Discharge Letter

No.	Action	Responsibility
1.	<p>If you know the patient you need to print for, search in the box using the format “surname, firstname” or change to MRN and search using this. Advance to step 6</p> 	Pharmacy Staff
2.	<p>If you do not know the full details of the patient: From the landing page, go to the “MPTL”</p> 	Pharmacy Staff
3.	<p>Select the tab for “Discharge Dispensing”</p>  <p>Remember you may need to refresh!  2 minutes ago</p> <p>If you cannot see any information, you may need to set up your lists – see QRG for this.</p>	Pharmacy Staff

4.	<p>Find the patient in the list. Columns can be sorted by left clicking on the top header.</p> <p> <input type="button" value="Admission"/> <input checked="" type="button" value="Discharge Dispensing"/> <input type="button" value="Outpatient"/> </p> <table border="1"> <thead> <tr> <th>Location/Room/Bed</th> <th>Name</th> <th>Medical Record Number</th> </tr> </thead> <tbody> <tr> <td>RD8-GH ED / Majors / 11</td> <td>ZZZTEST, MK</td> <td>864380</td> </tr> <tr> <td>RD8-GH Ward 02 / Bay 02 / 05</td> <td>ZZZDISCHARGE, DEMO2</td> <td>864920</td> </tr> <tr> <td>RD8-GH Ward 09 / Bay 01 / 04</td> <td>ZZZEPMA, PHARM01</td> <td>865560</td> </tr> <tr> <td>RD8-GH Ward 18 / Bay A / 01</td> <td>ZZZEPMA, PHARM02</td> <td>865561</td> </tr> <tr> <td>RD8-GH Ward 18 / Bay D / 04</td> <td>ZZZEPMA, PTRAIN4</td> <td>865619</td> </tr> <tr> <td>RD8-GH Ward 18 / Bay D / 06</td> <td>ZZZEPMA, PTRAIN6</td> <td>865622</td> </tr> </tbody> </table>	Location/Room/Bed	Name	Medical Record Number	RD8-GH ED / Majors / 11	ZZZTEST, MK	864380	RD8-GH Ward 02 / Bay 02 / 05	ZZZDISCHARGE, DEMO2	864920	RD8-GH Ward 09 / Bay 01 / 04	ZZZEPMA, PHARM01	865560	RD8-GH Ward 18 / Bay A / 01	ZZZEPMA, PHARM02	865561	RD8-GH Ward 18 / Bay D / 04	ZZZEPMA, PTRAIN4	865619	RD8-GH Ward 18 / Bay D / 06	ZZZEPMA, PTRAIN6	865622	Pharmacy Staff
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5.	<p>Right click on the patient details and “open patient record”. It doesn’t matter which option is selected after this.</p>	Pharmacy Staff																					
6.	<p>Click on Depart in the top links on the screen.</p> <p>Alternatively from the Clinician Workflow page you can click on the icon</p>	Pharmacy Staff																					
7.	<p>Select the “Pharmacy Discharge Printout” from the “templates” menu</p> <p>Templates: <input type="text" value="Pharmacy Discharge Printout"/></p>	Pharmacy Staff																					
8.	<p>Click on <input type="button" value="Print"/></p> <p>The document will print to the default printer that is set up on the terminal you are using.</p>	Pharmacy Staff																					
9.	<p>Click on <input type="button" value="Close"/> to exit the depart template</p>	Pharmacy Staff																					
10.	<p>Click on by the patient’s name in the top-left of the screen to close the record and go back to the screen you started from.</p>	Pharmacy Staff																					