**DOCTORS ON RICCARTON**

**ePrescribing Policy Sept 2020**

To follow the procedure to create an ePrescription go to the Indici Help menu. Select the ePrescription user manual. This will give a step by step process from logging on through to

* prescribing medication
* adding medication
* generating an ePrescription
* viewing and ePrescription
* parking an ePrescription
* editing an ePrescription
* repeating an ePrescription fron a task
* repeating an ePrescription from the patient portal
* to explaining signature exempt ePrescribing and sending to the pharmacy and how to deal with controlled drug prescribing.

To see the regulations around ePrescribing go to the following link

<https://www.health.govt.nz/our-work/digital-health/other-digital-health-initiatives/emedicines/new-zealand-eprescription-service>

If the system is down eg computer malfunction or power outage we have back up paper prescription pads which are kept in the nurses room back cupboard.

ePrescriptions can be printed and handed to the patient.

No one can prescribe or alter a prescription In Indici, unless they are a prescriber. Non prescribers can view only.