

of Controlled Drugs, see Controlled drugs and drug dependence p. 8.

Computer-issued prescriptions

For computer-issued prescriptions the following advice, based on the recommendations of the Joint GP Information Technology Committee, should also be noted:

- 1 The computer must print out the date, the patient's surname, one forename, other initials, and address, and may also print out the patient's title and date of birth. The age of children under 12 years and of adults over 60 years must be printed in the box available; the age of children under 5 years should be printed in years and months. A facility may also exist to print out the age of patients between 12 and 60 years.
- 2 The doctor's name must be printed at the bottom of the prescription form; this will be the name of the doctor responsible for the prescription (who will normally sign it). The doctor's surgery address, reference number, and Primary Care Trust (PCT), Health Board in Scotland, Local Health Board in Wales) are also necessary. In addition, the surgery telephone number should be printed.
- 3 When prescriptions are to be signed by general practitioner registrars, assistants, locums, or deputising doctors, the name of the doctor printed at the bottom of the form must still be that of the responsible principal.
- 4 Names of medicines must come from a dictionary held in the computer memory, to provide a check on the spelling and to ensure that the name is written in full. The computer can be programmed to recognise both the non-proprietary and the proprietary name of a particular drug and to print out the preferred choice, but must not print out both names. For medicines not in the dictionary, separate checks are required—the user must be warned that no check was possible and the entire prescription must be entered in the lexicon.
- 5 The dictionary may contain information on the usual doses, formulations, and pack sizes to produce standard predetermined prescriptions for common preparations, and to provide a check on the validity of an individual prescription on entry.
- 6 The prescription must be printed in English without abbreviation; information may be entered or stored in abbreviated form. The dose must be in numbers, the frequency in words, and the quantity in numbers in brackets, thus: 40 mg four times daily (112). It must also be possible to prescribe by indicating the length of treatment required.
- 7 The BNF recommendations should be followed as listed above.
- 8 Checks may be incorporated to ensure that all the information required for dispensing a particular drug has been filled in. For instructions such as 'as directed' and 'when required', the maximum daily dose should normally be specified.
- 9 Numbers and codes used in the system for organising and retrieving data must never appear on the form.
- 10 Supplementary warnings or advice should be written in full, should not interfere with the clarity of the prescription itself, and should be in line with any warnings or advice in the BNF; numerical codes should not be used.
- 11 A mechanism (such as printing a series of nonspecific characters) should be incorporated to cancel out unused space, or wording such as 'no more items on this prescription' may be added after the last item. Otherwise the doctor should delete the space manually.
- 12 To avoid forgery the computer may print on the form the number of items to be dispensed (somewhere separate from the box for the pharmacist). The number of items per form need be limited only by the ability of the printer to produce clear and well-demarcated instructions with sufficient space for each item and a spacer line before each fresh item.
- 13 Handwritten alterations should only be made in exceptional circumstances—it is preferable to print out a new prescription. Any alterations must be made in the doctor's own handwriting and countersigned; computer records should be updated to fully reflect any alteration. Prescriptions for drugs used for contraceptive purposes (but which are not promoted as contraceptives) may need to be marked in handwriting with the symbol ♀, (or endorsed in another way to indicate that the item is prescribed for contraceptive purposes).
- 14 Prescriptions for controlled drugs can be printed from the computer, but the prescriber's signature must be handwritten (See Controlled Drugs and Drug Dependence; the prescriber may use a date stamp).
- 15 The strip of paper on the side of the FP10SS (GP10SS in Scotland, WP10SS in Wales) may be used for various purposes but care should be taken to avoid including confidential information. It may be advisable for the patient's name to appear at the top, but this should be preceded by 'confidential'.
- 16 In rural dispensing practices prescription requests (or details of medicines dispensed) will normally be entered in one surgery. The prescriptions (or dispensed medicines) may then need to be delivered to another surgery or location; if possible the computer should hold up to 10 alternatives.
- 17 Prescription forms that are reprinted or issued as a duplicate should be labelled clearly as such.