Using the Daylist
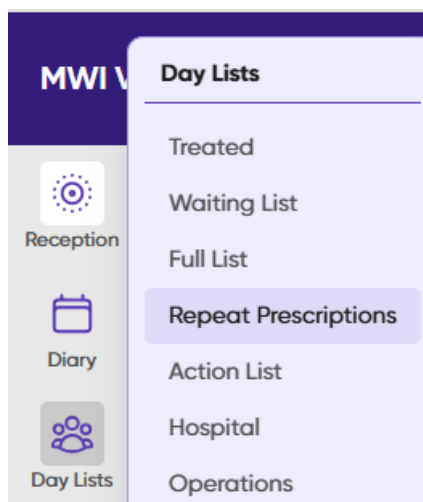
Summary

The Repeat Prescription List can be used to record a list of clients that have ordered a repeat prescription for one of their animals. To utilise this Day List, a diary column needs to be created.

Details

The Repeat Prescriptions List can be accessed from the Primary Navigation on the left-hand side under 'Day Lists'

Adding a Patient to the Repeat Prescriptions List

From The Diary Screen

1. Navigate to the diary screen and locate the 'Repeat Prescriptions' column. Double click as if to add an appointment.
2. Specify a 'prescription' for the booking (any repeat prescription items dispensed in the last 12 months will display) and 'Save' the 'appointment'.
3. The entry will display in the Diary screen and on the 'Repeat Prescriptions' Day List.

Note: Any prescription requests made via MWI Pet will display a globe icon to indicate this.

The diary column refreshes every new day, so at the start of the next day the column will be blank. The entry from the previous day will remain on that diary date. All created prescriptions will be viewable within the Day List view.


When in the Day List view, all prescriptions will remain until the treatment has been saved against the patient. At this point, they will disappear from the list when it is filtered as 'Incomplete'. And complete prescriptions will be viewable by changing the status drop down.

The recommended use of the workflow is the mark new requests as 'Arrived' and this will change the writing to red, indicating the prescription needs to be actioned.

Once the treatment has been added to the patients account and saved, this will change the writing to blue and flag it as treated. It is at this point it will move onto the 'Complete' list within the Day List.

Once the client has paid for the item, the writing will turn green to indicate this.

Setting as treated and as paid can be done manually by right clicking the item and selecting 'set treated' or 'set paid' in necessary.
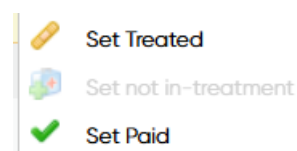
View Repeat Prescriptions Workflow that details how to create the prescription after it's been requested by the customer.