

Repeat Prescriptions Workflow

25/07/2025 9:48 am BST

Summary

This functionality enables you to create and dispense Repeat Prescriptions through the Treatment screen. For a treatment to be eligible for a repeat prescription to be created, it must be enabled within Code Entry.

1. Dispense an item from the 'Add Treatment' screen, ensuring the 'Prescription' radio button is selected.

Item Date

25/07/2025

☐

09:34

☐ MWI Pharmacy

☒ Prescription

☐ Dispense from

Description (search using a minimum of 2 characters)

Esher

Only eligible items that have 'Allow Prescription' turned in in Code Entry will display as treatment options.

2. The user is instantly taken to the prescription workflow.

Create Repeat Prescription

Patient

Milo

Species

Canine

Item

APOQUEL 16MG X 100 TABS DOG

Prescribed By

Jamie Smith

Prescription

Label Prefix

Give

Dosage

1

Tablet(s)

Frequency

1

Day(s)

Duration

1

Dispense whole pack

☐

Quantity

1

Tablet(s)

Repeats (inc first prescription)

No of Repeats

1

including this order

Total Qty

1

Tablet(s)

Valid To

☐

26/07/2025

Dispense first prescription now

☒

Label Preview

Create Repeat

Cancel

The patient, item and prescriber is auto-populated and displays for reference.

3. Create the prescription on the left hand side. The information added into the fields will then calculate

3. Create the prescription on the left hand side. The information added into the fields will then calculate the overall quantity being prescribed for this first prescription.

Note: The Label Prefix information by default will be blank, but these can be pre-set within [Code Entry > Label Options](#). If pre-set, these can be overwritten at the time of creating the prescriptions.

Once the information is added, the quantity is populated and the label preview will display on the right hand side.

Prescription		Repeats (inc first prescription)	
Label Prefix	Give	No of Repeats	1 including this order
Dosage	1 Tablet(s)	Total Qty	7 Tablet(s)
Every...		Valid To	<input type="checkbox"/> 01/08/2025
Frequency	1 Day(s)	Dispense first prescription now	<input checked="" type="checkbox"/>
For...		Label Preview	
Duration	7 Day(s)		Give 1 Tablet(s) Every 1 Day(s) For 7 Day(s)
Dispense whole pack	<input type="checkbox"/>		
Quantity	7 Tablet(s)		

4. Next, create the number of repeats. The field will populate with the number 1 as this is including this first prescription. For example, if you want to create this first prescription to dispense now, with 2 repeats to follow then the overall number would be 3.

Prescription		Repeats (inc first prescription)	
Label Prefix	Give	No of Repeats	3 including this order
Dosage	1 Tablet(s)	Total Qty	21 Tablet(s)
Every...		Valid To	<input type="checkbox"/> 15/08/2025
Frequency	1 Day(s)	Dispense first prescription now	<input checked="" type="checkbox"/>
For...		Label Preview	
Duration	7 Day(s)		Give 1 Tablet(s) Every 1 Day(s) For 7 Day(s)
Dispense whole pack	<input type="checkbox"/>		
Quantity	7 Tablet(s)		

5. The overall total quantity will now display after the number of repeats has been added. This then auto populates the date alongside 'valid to'. By default this is un-ticked but can be ticked to make the valid to action active.
6. Dispense first prescription now is default to being active but can be un-ticked. If the first prescription

6. Dispense first prescription now is default to being active, but can be unlinked. If the first prescription is to be dispensed now, the user will be taken through the standard dispensing workflow.
7. Once the prescriptions have been created, they are stored within the patients Prescriptions tab within their record.

Treatment

Save As Draft

Delete

Make Appt

Account

Weight

Consent

Patient Lab

Send To

History

Pre-Invoice

Add Treatment

Prescriptions

Saved Estimates

Documents


Patients

Client Notes

Archive

Health Care Plan

☐ Show outstanding only

Status		Prescribed	Due Date	Order Date	Mailing Address	Prescribed By	Description	Repeats	Repea...	Dosage	Frequen...	Qty	Duration	Issued By (Surgeon)	Issued Date	Modified By (User)
ISSUED		25/07/2025	25/07/2025	20/07/2025		Jamie Smith	APOQUEL 16MG TAB DOG	3	1	1 Table...	1 Day(s)	7	7 Day(s)	Jamie Smith	25/07/2025	jupiter
OPENED		25/07/2025	01/08/2025	27/07/2025		Jamie Smith	APOQUEL 16MG TAB DOG	3	2	1 Table...	1 Day(s)	7	7 Day(s)			jupiter
OPENED		25/07/2025	08/08/2025	03/08/2025		Jamie Smith	APOQUEL 16MG TAB DOG	3	3	1 Table...	1 Day(s)	7	7 Day(s)			jupiter

Activities

Administration

The tab itself displays in green to indicate there are active prescriptions within.

Any dispensed prescriptions will have the status 'ISSUED' and cannot be re-dispensed.

8. To dispense the repeats when they are due, right click the next one with the status 'OPENED' and 'Save As Draft'.

OPENED	25/07/2025	01/08/2025
OPENED		
ISSUED		
OPENED		

Save As Draft
Schedule
Delete
Request Cancellation

This will then take the user through the standard dispensing workflow for the treatment. Once dispensed, the status will then change to 'ISSUED' and the item will display on the patient history.

Note: The 'Issued By' and 'Issued Date' will populate once a prescription has been dispensed.

Forgot to select the Prescription radio button?

As stated above, the Prescription radio button has to be selected to trigger the repeat prescription workflow.

If a user forgets to select this button, they can be transferred back to the prescription workflow at two stages.

Batch Traceability

The 'Create Prescription' icon appears on the bottom right to transfer over to the prescription workflow.

Batch Traceability

Code: APO16100

Description: APOQUEL 16MG X 100 TABS DOG

Supplier Code: 30404202

Stock Centre: Esher

New Batch

Batch Number

Expiry Date: 25/08/2025

Add

Stock Status

In Stock:93

In Draft:0

Available:93

Batch Number	Expiry	Batch Stock Level	Qty Per Pack	Pending	Exclude
123456	22/05/2026	100.00	100.00	0.00	<input type="checkbox"/>

←

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Displaying 1 - 1 of 1

Batch Maintenance

Show Excluded

Delete

Edit

Save Edit

Create Prescription

Show Expired

Show Zero Stock

Batch stock level includes quantity per pack

Use Selected Batch

Cancel

Label Options

The 'Create Prescription' icon appears to transfer the user to the prescription workflow.

Treatment Label - APOQUEL 16MG X 100 TABS DOG

SA Jupiter Veterinary Hospital

Centaur House Pit Lane, Stoke-on-trent, Staffordshire GU13 5AX

Ellie Lightowler for Morris

15 Test Avenue, Leeds, West Yorkshire LS20 8WW

Qty 1 x APOQUEL 16MG X 100 TABS DOG

Commencing: 25/07/2025

Additional Info.

Prescribed By: Jamie Smith

Dispensed By: Jamie Smith

Min Charge: 0.00

Net Disp Fee: 0.00

Net Cost: 3.29

Print Qty 1

Stock Status

In Stock:93

In Draft:0

Available:93

OK/Print Labels

OK/No Labels


Create Prescription

Written Prescription

Cancel

Authorise for Repeat

To indicate an item has been pre-authorised for a repeat, users can right click an item within the patient history and click 'authorise repeat'.

📅 Date: 25/07/2025				
		25/07/2025	09:39	Tablet APOQUEL 16MG X 100 TABS DOG (Give 1 Tablet(s) Every 1 Day(s) For 7 Day(s))

This will turn the treatment line green to indicate visually it has been authorised to be repeated.

Repeat for Today

For quick dispensing of medications already given to a patient and displaying on their history, users are able to right click and select 'Repeat for Today'.

This will take the user immediately to the standard dispensing workflow and pre-populate the label instructions with what was displayed on the original treatment.

Note: This does not interact with the prescriptions within the Prescription tab.
