

# Written Prescription

01/08/2025 2:05 pm BST

## Written Prescription

If you need to issue a written prescription for a treatment, you can do this directly from Merlin.

## Creating Written Prescription

Within Microsoft Word, you are able to add merge fields and prompts to the document and then upload them to Merlin. For written prescriptions you can add the Practitioner Registration Number (License) to their Surgeon in diary.

Written prescriptions can only be generated from items that have labels enabled in Code Entry.

## How to generate a written prescription form

1. Search for the client and double click the patient.
2. Press 'Add Treatment'.
3. Search for the item and press 'Add'. Note - If Batch Traceability is turned on for this item in Code Entry, then Merlin will prompt to ask you which Batch Number you wish to select. *If Batch Traceability is not turned on, then follow steps 5 onward.*
4. Select 'Use Selected Batch'
5. The Treatment Label window will now display. Press 'Written Prescription'.
6. A new Written Prescription window will now display. Proceed to fill in the boxes and press 'Save'

Written Prescription

Patient Name: Morris

Species: Canine

Print Name, Strength  
on Formulation of  
Medicine

Metacam Oral Susp 10ml Dog

Print Name and  
Qualifications

Jamie Smith MRCVS

Amount Admin

Frequency

Duration

Route of  
Administration

Number of Repeats

Validity Length (Month(s))

1

☒ Single Use ☐ Multi-Use

Save

Cancel

7. Use the Search box to search for the template you wish to generate.
8. Select the document and select 'Generate'.

Prescription Documents

Search

Create Blank

| File Name                      |
|--------------------------------|
| Written Prescription 2025.docx |

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Displaying 1 - 1 of 1

Preview

Generate

Cancel

9. If any prompts have been added into the original Microsoft Word document, the Custom Merge Data window will display, prompting the user to add some free text in the box before generating the document. (For more information on how to add prompts, please see [Document Management - Creating Templates Step 3: Using Quick Parts](#))

Custom Merge Data

This template contains the following custom fields. Please enter values for those you wish to populate in the final document.

Prescribing vet

Qualification

 Ok

 Cancel

10. Once the document has been generated, it can be modified if the correct Setting has been enabled. (Administration > Settings > System > Tick 'Edit Prescription documents').
  11. Make any required changes and print the document or close the screen (the document auto-saves)
  12. The written prescription document will show in the Add Treatment screen. Press 'Save'
  13. The Treatment History will now say "(Name and strength of item) Written Prescription".
  14. The document can now be opened from the patient History tab and the patient Documents tab.
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