Reprints and cancellations

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Once you have created a script, you can interact with it in the Drugs module's **Today's Scripts** section and **Existing Drugs** tab. The ability to reprint, cancel or delete a script will depend on whether it's the same day the script was created and if it's a printed or electronic prescription.

The options for Summary Views are more limited and outlined in the Summary Views guide.

Prescription options

These options are available by right-clicking the script in the Drugs module > Todays Scripts and the Existing Drugs sections.

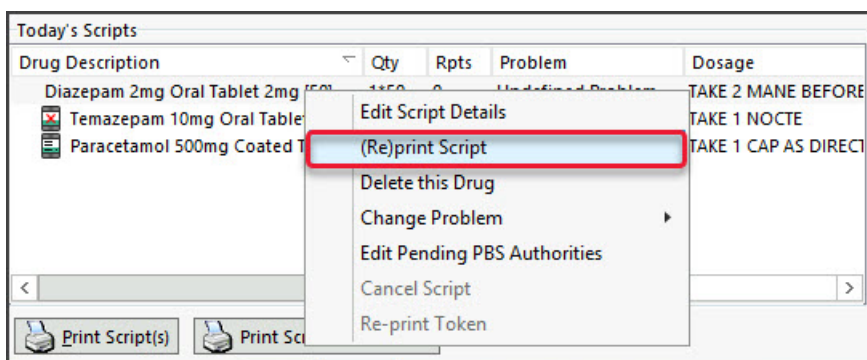|	Reprint/Resend	Cancel	Delete
Printed Script	Yes (if same day)	No	Yes
Electronic Script	No (cannot resend SMS or email) Can reprint a paper QR code	Yes Also cancels repeats	No Record keeping requirement

Printed prescriptions

Reprint a prescription

You can reprint a prescription if it is the same day the script was created from the Today's Scripts section.

To reprint a script:

1. Open the patient in clinical.
2. Open the **Drugs** module (you will need to start or resume an encounter).
3. Under **Today's Scripts** select the drug then the printer icon - or - right-click the drug and select**(Re)print Script**.

Cancel a printed prescription

You cannot cancel a printed script within Zedmed. However, as explained in the next section, you can cancel an electronic script.

Delete a printed prescription

You can delete a prescription and remove it from the patient's record. For example, if the script was added to the incorrect patient, a mistaken entry or not required. You can only do this with a printed prescription, not for an electronic prescription.
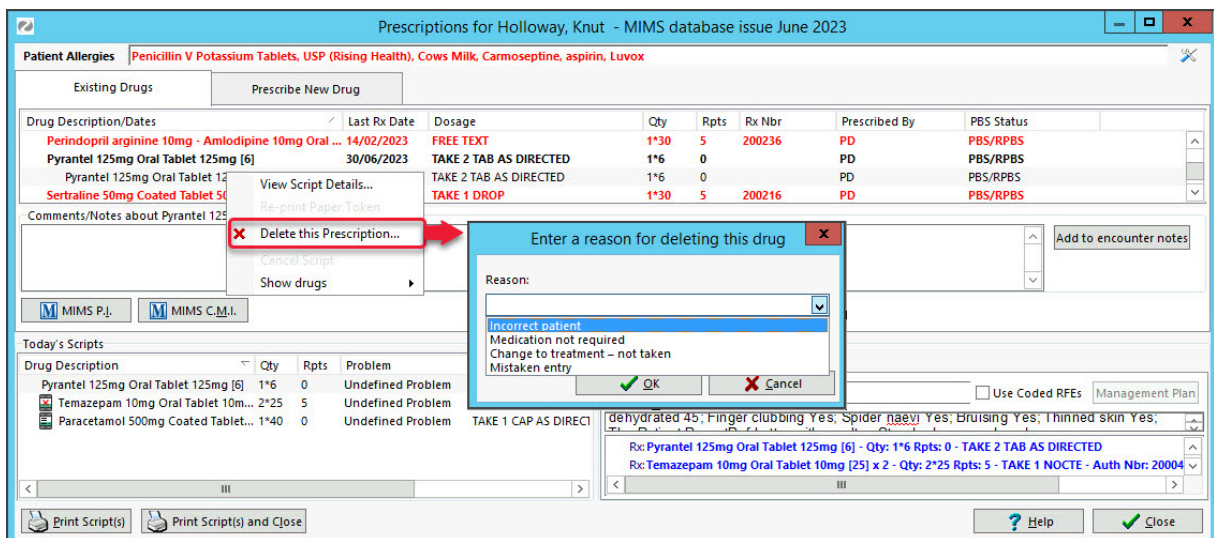
When you create a prescription, it will be saved in the **Existing Drug** tab and **Today's Scripts** (until midnight)**.** You can delete a prescription from either of these locations, and it will be removed from both.

To delete a prescription via the Existing Drugs tab:

1. In the **Drugs** module, select the **Existing Drugs** tab.
2. Expand the drug.
3. Right-click the prescription (do not right-click the drug) and select **Delete this Prescription**.

   Selecting the delete option for a drug and not the prescription will delete all prescriptions for that drug.
4. Select **Yes** to confirm.
5. Use the dialog to select a reason.
6. Select **OK** to confirm.

To delete a prescription via Today's Scripts:

1. In the **Drugs** module, right-click the prescription in **Today's Scripts**.
2. Select **Delete This Drug**.
3. Use the dialog to select a reason.
4. Select **OK** to confirm
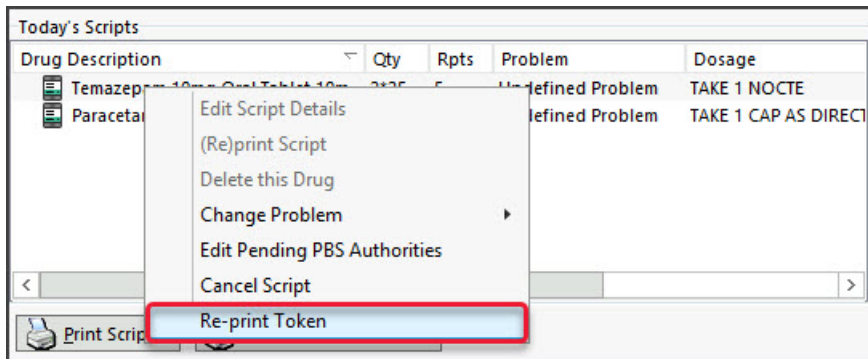
Electronic prescriptions

Reprint a prescription token

You cannot resend an electronic prescription. You can (re)print the QR code for it.

The QR code will not work if the prescription has already been filled. If the patient requires a reprint or repeat that was issued by a pharmacy, the pharmacy that issued the repeat token will be able to reprint a token for them.
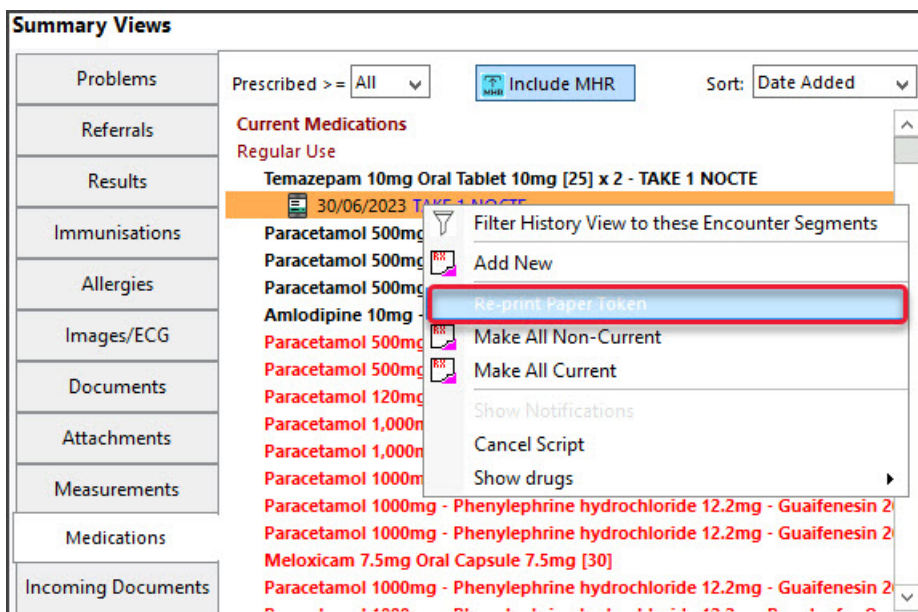
On the day you prescribe -print out a token using the Drugs module :

1. Open the patient in clinical.
2. Open the **Drugs** module (you will need to start or resume an encounter).
3. Select the **Existing Drugs** tab.
4. Expand the drug.
5. Right-click the prescription and select **Re-print Paper Token**.
6. Select **Reprint Token** in the confirmation dialogue.

At a later date - print out a token using the Summary Views :

1. Open the patient in clinical.
2. Select the **Medications** tab in Summary Views.
3. Expand the drug.
4. Right-click the prescription and select **Re-print Paper Token**.
5. Select **Reprint Token** in the confirmation dialogue.
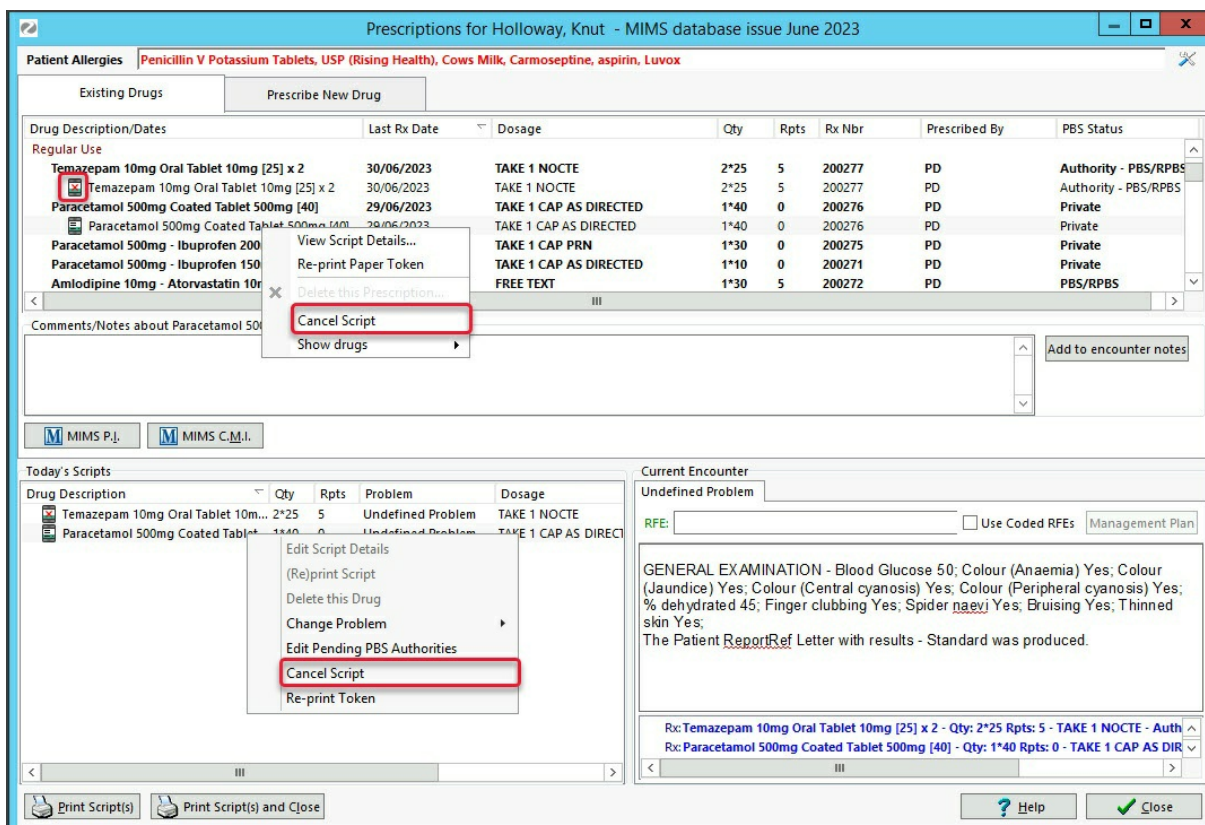

Cancel an electronic prescription

Canceling an electronic prescription transmits a cancellation to the prescription exchange service, which will also

cancel any repeats.

To cancel an electronic prescription:

1. Open the patient in clinical.
2. Open the **Drugs** module (you will need to start or resume an encounter).
3. Select the **Existing Drugs** tab.
4. Expand the drug.
5. Right-click the prescription and select **Cancel Script**.
6. Select **Cancel Prescription** in the confirmation dialogue.

   The cancelled electronic prescription will have a red **X** on the script icon.

Delete an electronic prescription

For government recording-keeping requirements, you cannot delete the record of an electronic prescription.