

Prescribing – Creating A TTA for Discharge

Step 1

From the main POE window, click Discharge.



Step 2

The "Select Orders for TTA" will open.

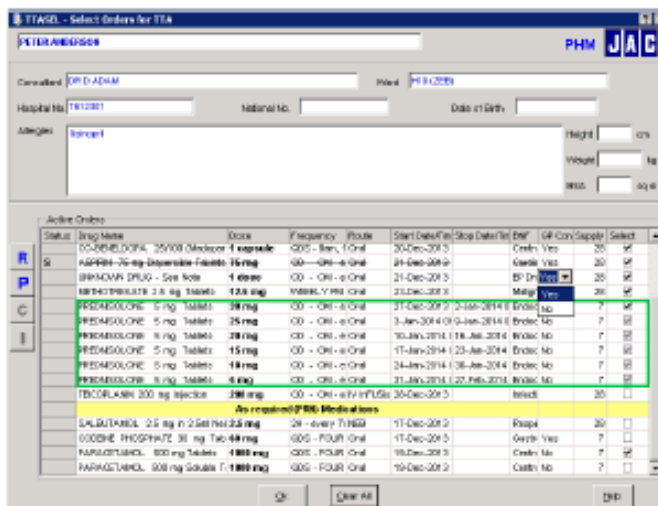
Click into the boxes in the Select column for all items the patient is going to be discharged home on (even those that do not require dispensing).

If items you have selected have been suspended, a confirmation message will be given.

Ensure that each item selected has the following information:

GP to Continue – these may be defaulted for you. If not, select Yes or No from the drop down list.

Supply days – these may be defaulted for you. If not, enter the number of days to supply.



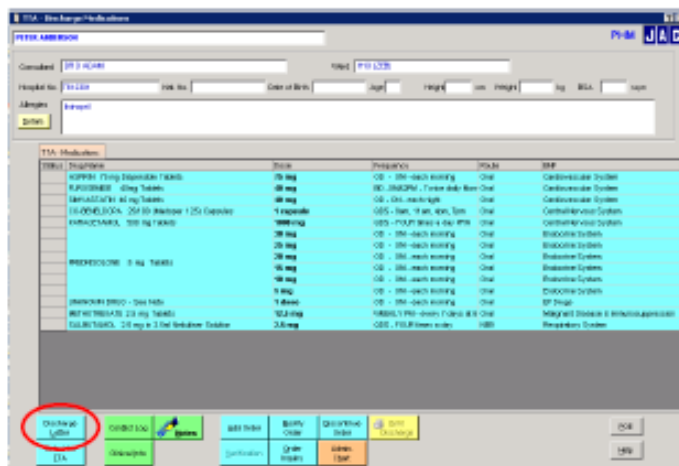
Click OK

Step 3

Double check all prescriptions.

If additional items are required, click Add order and complete prescriptions as described for inpatient prescriptions.

Click Discharge Letter.



Step 4

Complete the discharge letter.

Click onto each tab to enter notes under the section(s) you wish to complete.

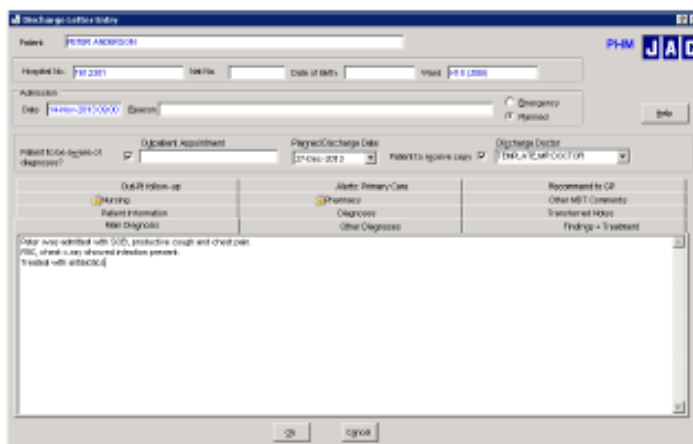
You can add notes to any of the tabs without a padlock symbol.

Click into the white box to add notes.

Once the discharge notes have been completed, click OK.

This will take you back to the medication list as shown in step 3.

Click POE



Step 5

The following message will be displayed.

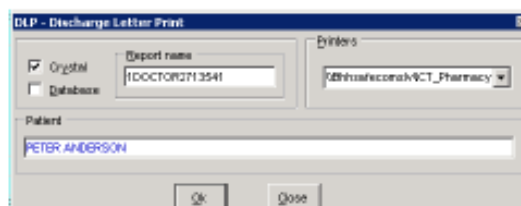
If your TTA is ready for Pharmacy to process, click **Yes**. A TTA can still be amended once it has been set to complete if necessary.



Step 6

The Discharge Letter Print window will then open. Pharmacy will print a copy of the discharge letter at the point of dispensing the medication.

Click **Close**.

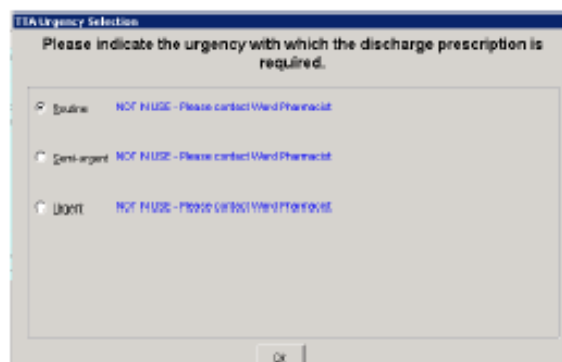


Step 7

The TTA Urgency Selection window will then open.

Click **OK**. You will then be taken back to the main POE window.

Contact the Ward Pharmacist (or the main Pharmacy reception) and inform them that a TTA is ready for processing.



Step 8

The TTA will be displayed at the bottom of the main POE window.



Step 9

If you wish to amend a TTA once it has been set to complete, click **Discharge**. The following message will be displayed. Click **Yes**, and then you will be able to amend your medication and/or discharge letter. Follow steps 3 to 8

If you make any changes to the medication, please inform Pharmacy that changes have been made. If medication is on the ward, a new discharge letter must be printed and given to the patient on discharge.

