

NZMA INTRODUCTION TO TONIQ

In this short introduction, we will be looking at simple prescriptions to learn about:

- Entering a new patient into the system
- Entering a new doctor into the system
- Processing a label
- Processing a repeat
- Putting medications on hold

Standard Prescription

A4 Dr Ben Cooper

NZMC Reg No: 1234
Academy Medical Centre
7 Argus Place
Hillcrest
Ph (09) 9878765

Mrs Stacey <Your Surname>
23 Sunset Road
Totara Vale
0632 Ph: 989 5655
 NHI: AWP4786

Amoxicillin 500mg Capsule

Sig: 1 cap TDS
Mitte: 1/52

Today's Date

Prescription
Subsidy Card

Y / N

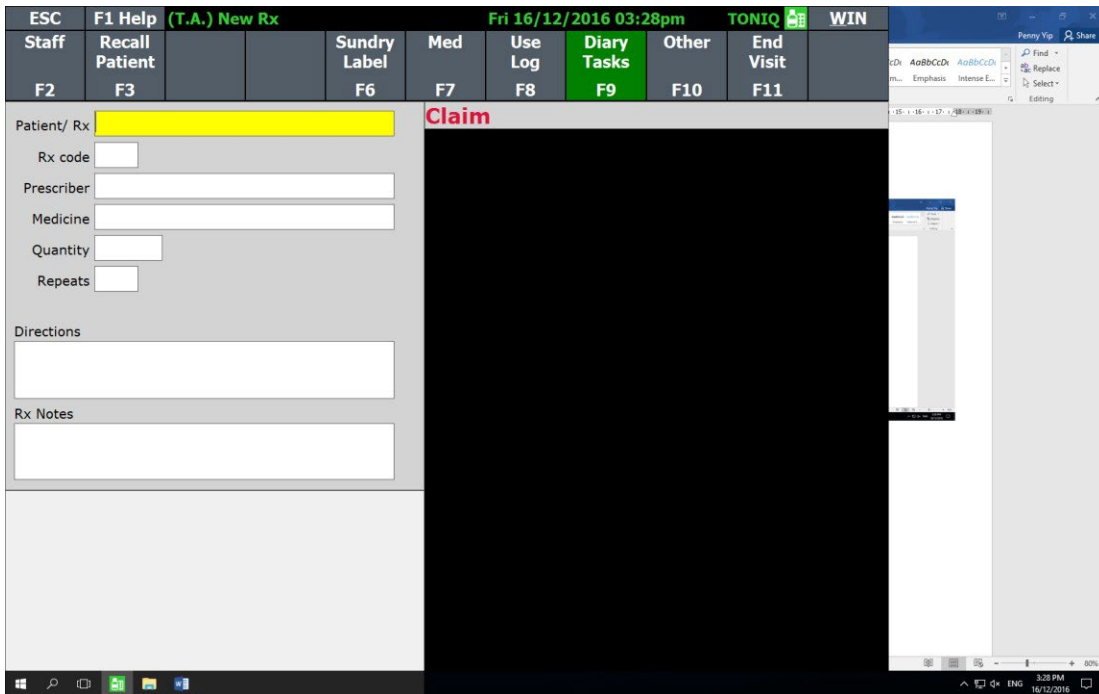
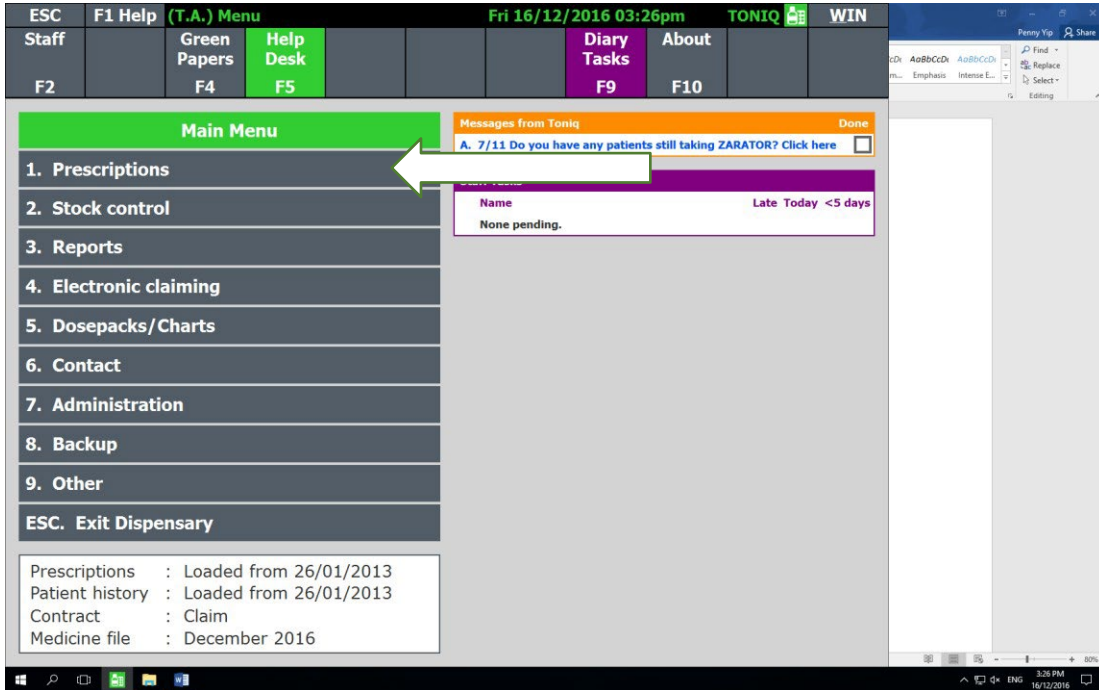
Pharmacy Stamp

Disp/Date Repeat/ Inits

B Cooper

ENTERING A NEW PATIENT

Press 1 (New Prescription)



Enter the patient's name, then press F3

ESC F1 Help (T.A.) Patient search Fri 16/12/2016 03:29pm TONIQ WIN

New Patient F3 Search F5 Show Hidden F7

Surname Robertson First Names Stacey Address NHI Family

Rx Notes

When you have finished, press F12 (Accept Details)

ESC F1 Help Add Patient Pg1 Fri 16/12/2016 03:30pm TONIQ WIN

Goto Notes F2 NHI/PSC Lookup F3 Swipe CSC Card F4 Scan Ins Card F5 Goto Cards F6 Lookup Address F7 Goto DOB F8 Family F9 Other F10 Next F11 Accept Details F12

General Details

Surname Robertson Title Mrs Sex F First names Stacey Address 23 Sunset Road Totara Vale Auckland E-mail address Post code 0632 Phone Date of birth / / Mobile NHI Fax Ethnicity Not specified Note Prompt Warning note Prompt Printed note

Extra Details

Family Next of kin Rx code Ext. Rx's Usual doctor Weight kg Date / / Deceased NS safety cap Ins. status Unknown Insurance ID 6101 11 Insurance: Remember 'Don't claim' meds

Card Details

'4' Reduced cost PHO Number Expiry CS 00000-0000-0000-000 / / HU/C+ Exempt External

Enter NHI number.

Important patient notes/warning notes can be added here.

ENTERING A NEW PRESCRIBER

Press Enter, then F3 (new Rxer)

ESC F1 Help Rx'er search Fri 16/12/2016 03:31pm TONIQ WIN

New Rx'er F3 Search Addr. 1 F5 Show Hidden F7

Patient/Rx Mrs Stacey Robertson
Rx code A4 A4? F 23 Sunset Road, Totara Vale, Auckland

Surname First Names Facility REG#
Cooper Ben

When you have finished, press F12 (Accept Details)

ESC F1 Help Add Doctor Pg1 Fri 16/12/2016 03:33pm TONIQ WIN

Lookup Address F7 Goto EMail F8 Print Label F9 Other F10 Next F11 Accept Details F12

General Details

Surname Cooper
Title Dr Sex
First names Ben
Facility name Academy Medical Centre
Address 7 Argus Place
Address Hillcrest
Address
E-mail address
Post code Phone 9878765
Date of birth / / Mobile
Fax
Note
Prompt
Warning note
Prompt

Extra Details

Registration 1234
Professional group Medical Council of NZ
Facility HPI
Shortcut
PIN/PAN
Generic authn. Date / /
PHO type 'A'ccess or 'I'nterim or 'H'ospital
PHO Id
Print TxRx
Locum for
Rural prescriber
Vocations

Enter telephone number.

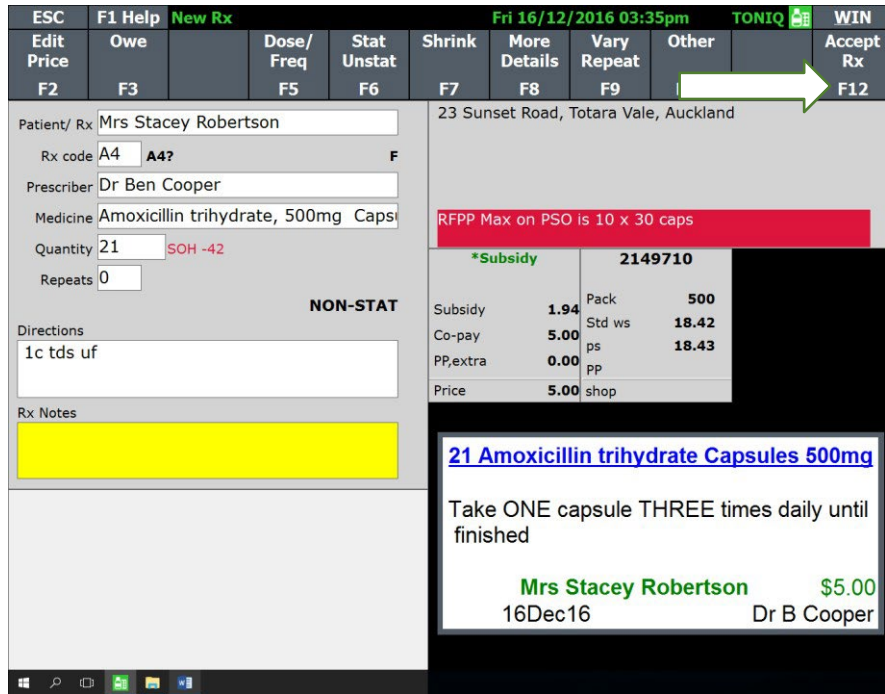
SELECTING MEDICATION

Type the medication as below, then press enter

ESC	F1 Help	New Rx	Fri 16/12/2016 03:34pm							TONIQ	WIN
Edit Rx'er	New Med	Usual Doctor	Use History	Dose Pack	Unhide Meds	Mixt.	Hide History	Other	End Visit		
F2	F3	F4	F5	F6	F7	F8	F9	F10	F11		
Patient/ Rx	Mrs Stacey Robertson				Medical Council of NZ Reg: MC1234 Academy Medical Centre , 7 Argus Place Ph 9878765						
Rx code	A4	A4?	F								
Prescriber	Dr Ben Cooper										
Medicine	amox,500c										
Quantity	SOH -42										
Repeats											
NON-STAT											
Directions											
Rx Notes											

ESC	F1 Help	New Rx	Fri 16/12/2016 03:34pm							TONIQ	WIN
Edit Med	Hold	Stock	Open Diary	Med Log	Show Usage	Flip Med	Edit Orders	Other	Data, MIMS		
F2	F3	F4	F5	F6	F7	F8	F9	F10	F11		
Patient/ Rx	Mrs Stacey Robertson										
Rx code	A4	A4?	F								
Prescriber	Dr Ben Cooper										
Medicine	Amoxicillin trihydrate, 500mg Caps										
Quantity	21 SOH -42										
Enter quantity owing											
0											
Rx Notes											
APO-AMOXI											
500 APOT ws 18.42 ps 18.43 pp 0.00 PM											
RFPP Max on PSO is 10 x 30 caps											
Sole supply: 01/10/16 to 30/06/19											
Medsafe Datasheet and MIMS available											

When you have finished, press F12 (Accept Details)



ESC F1 Help **New Rx** Fri 16/12/2016 03:35pm TONIQ WIN

Edit Price Owe Dose/ Freq Stat Unstat Shrink More Vary Other Accept Rx
 F2 F3 F5 F6 F7 F8 F9 F12

Patient/ Rx Mrs Stacey Robertson 23 Sunset Road, Totara Vale, Auckland

Rx code A4 **A4?** F

Prescriber Dr Ben Cooper

Medicine Amoxicillin trihydrate, 500mg Caps

Quantity 21 **SOH -42**

Repeats 0

NON-STAT

Directions
 1c tds uf

Rx Notes

***Subsidy 2149710**

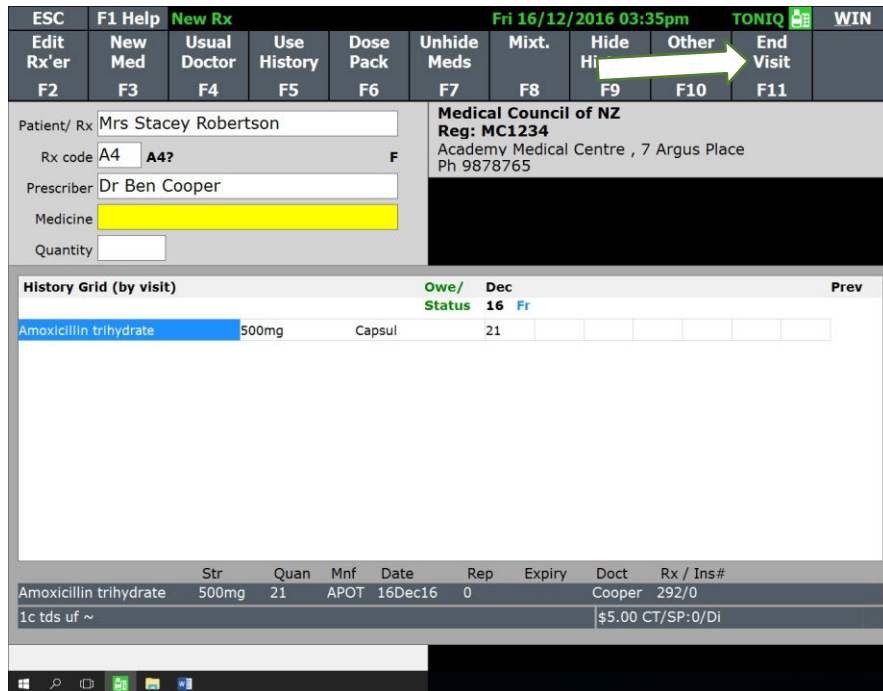
Subsidy	1.94	Pack	500
Co-pay	5.00	Std ws	18.42
PP,extra	0.00	ps	18.43
Price	5.00	pp	
		shop	

21 Amoxicillin trihydrate Capsules 500mg

Take ONE capsule THREE times daily until finished

Mrs Stacey Robertson \$5.00
 16Dec16 Dr B Cooper

You can continue to add medications here. When you have finished scripts for this patient, press F11 (end visit)



ESC F1 Help **New Rx** Fri 16/12/2016 03:35pm TONIQ WIN

Edit Rx'er New Med Usual Doctor Use History Dose Pack Unhide Meds Mixt. Hide Hi Other End Visit
 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11

Patient/ Rx Mrs Stacey Robertson

Rx code A4 **A4?** F

Prescriber Dr Ben Cooper

Medicine

Quantity

Medical Council of NZ
 Reg: MC1234
 Academy Medical Centre , 7 Argus Place
 Ph 9878765

History Grid (by visit) Owe/ Dec Status 16 Fr Prev

Amoxicillin trihydrate	500mg	Capsul	21						
------------------------	-------	--------	----	--	--	--	--	--	--

Str	Quan	Mnf	Date	Rep	Expiry	Doct	Rx / Ins#	
Amoxicillin trihydrate	500mg	21	APOT 16Dec16	0		Cooper	292/0	
							1c tds uf ~	\$5.00 CT/SP:0/DI

ESC F1 Help New Rx Fri 16/12/2016 03:35pm TONIQ WIN

Staff Recall Patient Sundry Label Med Use Log Diary Tasks Other End Visit
 F2 F3 F6 F7 F8 F9 F10 F11

Patient/ Rx **Claim**

Rx code

Prescriber

Medicine

Rx Log

	Code	Medicine	Qty	Owe	Manuf	Rx#	CT/SP	Date	Time
1	Robertson S	A4 Amoxicillin trihydrate 50	21	APOT	292/0	0/Di	16/12	03:35p	
2	Penny-Page G	A4 Atorvastatin 20mg	7	MYLN	291/1	0/Di	07/12	11:53a	
3	Penny-Page G	A4 Aspirin 100mg EC	7	MULT	290/1	0/Di	07/12	11:52a	
4	Penny-Page G	A4 Cilazapril 2.5mg	7	APOT	289/1	0/Di	07/12	11:51a	
5	Penny-Page G	A4 Metformin HCl 500mg	21	APIC	288/1	0/Di	07/12	11:50a	
6	Penny-Lee J	A4 Amoxicillin trihydrate 50	21	APOT	287/0	0/Di	07/12	10:20a	
7	White S	A4 Vitamins	90	GOLD	286/0	Di	06/12	08:38a	
8	White S	A4 The Special BLUE Cream	25		285/0	Di	06/12	08:10a	
9	Brown G	A4 Codeine phosphate 30m	100	PSM	284/1	0/Di	29/11	08:28a	

Your final label should look like this:

21 Amoxicillin trihydrate Capsules 500mg

Take ONE capsule THREE times daily until finished

Mrs Stacey Robertson \$5.00
 16Dec16 Dr B Cooper