



Guidance on recording medications prescribed by other parties on GP clinical systems

Background

Medications may be prescribed and/or supplied directly to the patient by other parties outside of the GP practice. Typically, these include specialist medicines prescribed by secondary or tertiary care only, including RED medicines such as biologics (e.g., etanercept, adalimumab) or medicines used in addiction/alcohol services. These items may be dispensed via a hospital pharmacy department, community pharmacies via FP10HPs issued by a hospital or via homecare arrangements (prescribed by the hospital and delivered directly to the patient).

This poses a challenge to primary care to ensure that all clinical staff are aware of the patient's current medication prescribed elsewhere when:

- Making clinical decisions
- Avoiding interactions or other risks when new medication is prescribed,
- Providing a medication history to hospitals/units on admission (medicines reconciliation), maintaining up to date summary care record.
- Recognising any adverse events associated with the non-practice medication and taking appropriate actions.

Examples of patient safety incidents where a medication was initiated by a prescriber outside primary care include,

- Tacrolimus interacting with certain antibiotics and resulting in hospital admissions,
- Depot antipsychotic injections or clozapine prescribed by a mental health Trust that were not recorded on the GP clinical system.

It is of paramount importance that GP practices have a record of these medications on their clinical system for safety and governance purposes, but do not inadvertently issue prescriptions for them.

This guidance aims to provide advice on how medications not prescribed in GP Practice can be recorded in the patient's clinical records on each of the GP clinical systems (depending on the functionality) and highlights the associated advantages and limitations/risks.



Hertfordshire and West Essex Integrated Care Board

SystmOne

On SystmOne we recommend you record the medication as 'Other Medication'. By recording as 'Other medication' this allows these medications to be merged into care home visits print outs and also the medications will be visible in the Summary Care Record.

Points to note when adding as 'other medication':

- 'Other medication' is not always easily visible on the medication's screens. If you chose to 'Hide This' section showing 'Other Medication', when you click to view it again it does not always expand properly to allow visibility again without dragging the blue bar up the screen.
- Items added as 'other medication' are not always easily identified by a clinical report.
- 'Other medication' may not merge into referral letters and letters and clinicians should check that they have been added if appropriate.
- The medication will only be displayed on the Summary Care Record for 12 months from the date of issue and will need to be re-added if appropriate after this time.

Record as 'Record other medication'

The SystmOne clinical system has the facility to record non-practice medication prescribed elsewhere (not by the GP) on the patient's clinical record.

Process:

- 1. Use read code **Xaing** (hospital prescription) to document that the patient has a hospital prescription.
- 2. Go to 'Medication' on the Clinical Tree right click and select '? Record Other Medication'

Search Task Remind Detail	전 및 문 은 한 은 로 한 말 Note Decard Save Next Acute Parts CatMag Online Appts 같 형 국 전 말 문 국 수 도 한 쇼 국 타당 Net 3	Ir Tommy Test-TestPatient 11 Nov 1978 (3 4 White Hart Close, Bunlingford SG9 9DQ Jobile (preferred): 07711 00004 4556 Home autent	8 y) M 1 01763 27136
Start Consultation Next Event Eve	t Details Pathology Drawing Auto-Consultation Settings	m 💼 🗰	
Clinical Administrative	Medication (All medication)		
S Patient Home	🗀 🚯 🕼 🗰 🖉 🤌 💩 🧯 ? 🔠 🧯 🎝 🤯 View All medication 💿 🐄 🔀 🛣 🛏 🖬 📓		
GHIS Care History	Last medication review recorded on 01 Feb 2013 by Dr Malcolm Perkin (Salaried General Practitioner). Was due on 01 Feb 2014. Record medic	ation review Read code (XaF8d)	
Major Active Problems (2)	Start Date * Drug	Scheduled E Da Medication Type F	lags
P # Minor Active Problems Active Problems Active Problems (11) Summary & Family History (2)	10 tablets - taker t or 2 as directed 02 Oct 2014 Medioxyprogeationen 50mg/1m suspension for injection pre-filled singes 1 pre-filled disposable injection - use As directed Advice about fong acting revensible contraception (XaPinn) Depot contracetive view (PCF SS)	03 Oct 2014 1 NHS medication 8	*
Very Guick Glance New Journal Tabbed Journal Read Code Journal (159)	202 Od 2014 Medroxyproposition on 150mg/1ml suspension for injection pre-filled sympes 1 pre-filled sympes 1 pre-filled systems 1 pre-filled systems 1 pre-filled systems 1 pre-filled systems 1 pre-filled 1 pre-fi	03 Oct 2014 1 NHS medication 🐉	*
Medication 8 New Acute	Aqueous cream	02 Dec 2014 28 NHS medication	6 ³ ^x
Prescription ? Record Other M	dication \$ Fluit casons propionale 50micrograms/dose nasal spray sr from POD 1 final spray bid	04 Dec 2014 30 NHS medication	80%
Sensitivities B New Variable D	ise CD 4 Aqueous cream	13 Jan 2015 28 NHS medication	BOST .
Cur Templa Show Medicate Show Side Effe	buo grama - Appiy As needed History 1 Flutcasone propionale 50micrograms/dose nasal spray 1 and 1 masal spray - bd	15 Jan 2015 30 NHS medication	804
Pathology a Print Drug Sche Mit Numeric Re	4 Omeprazele 20mg dispersible gastro-resistant tablets 28 tablet - take one daily	13 Jan 2015 28 NHS medication	8
Communica Customise Tree	n Gastro-oncopragota remiz domane termor oncopragota (x2000) Amoutin 500m capsules 15 capsule - take one 3 times/day	04 Feb 2015 5 NHS medication	
	17 182/24		

3. A new prescribing screen window, 'Select Drug or Appliance', will open.





4. Search for the medication and select the appropriate drug.



- 5. A new window, 'Record Other Medication', will open.
- 6. Under 'Medication Source' select 'Hospital Medication' Complete the details of the drug.
- 7. In the 'dose' field enter relevant text e.g. 'HOSPITAL SUPPLIED NOT TO BE PRESCRIBED BY GP' or 'PRESCRIBED BY HPFT– NOT GP'. This information is essential to warn the patient / dispensing pharmacist in the event a prescription is issued by mistake.
- 8. In the **'quantity'** field enter zero. If this is not possible enter the lowest possible quantity e.g., 1 tablet / 1ml.
- 9. In the 'Script notes' enter details of who is responsible for prescribing e.g., hospital and consultant.
- 10. **Administrative notes** can also be used to record details such as per clinic letter including date of clinic letter.
- 11. Click on 'OK' and 'Save Patient.



Start date	24 Jul 2018 🔻	
End date	•	
Medication source	Other Medication O Dental Medication O Hospital Medication	
Drug	📱 👔 👸 🖁 HIGH RISK: Prograf 500microgram capsules (Astellas P	harma Ltd) 🕕
Dose	HOSPITAL SUPPLIED - NOT TO BE P	
Quantity	0	
Script notes	LISTER HOSPITAL - DR MICKEY MOUSE	
Administrative notes	AS PER CLINIC LETTER DATED 23/07/18	

12. The medication will be recorded under current medication.



- 13. The medication **will not** be on the patient's repeat template but will appear at the bottom of the repeat template screen as shown below. Click *"Click here to view 1 'other' medication"* to display details of the medication.
- 14. When required (for example when conducting an annual review) clicking on the box view 1'other' medication (as shown below) would show the medication that was prescribed by other parties (Not primary care staff).





1 Repeat template					
Template Details					
Expected next issue	Thu 14 Jul 2016 🔻	Issue duration 50 Days	Days between issues		
Medication started	Fri 21 Nov 2014 -				
This authorisation started	Fri 21 Nov 2014 🔻	Done by	Clerical Access Role)		on Fri 21 Nov 2014 💌
Administrative notes					
			Click here to view 4 lether mediaction		
			Cick here to view 1 other medication		
Repeat Template	es (Current repea	ats)	25 14 17 BORNON		
🗆 🛛 🎸 🖒 💷 🖉	🗱 🤌 🗗 🖪	🕨 🖪 🌢 🌃 🛃 👔	å∋ å+ <u> </u>		View Current repeat
Last medication review	recorded on 05 Feb 2	016 by	nformation Officer Access Role) . Was due on 0	Feb 2017. Record medication review Read	code (XaF8d)
Authorised Drug V			9	Last Issued	Review Issues Flags
21 Nov 2014 Adcal 150	Omg chewable tablets	s (Kyowa Kirin Ltd)		25 May 2016	31 Jul 2016 1 / 6 (1) 🔡 🕒
1 Repeat template					
Template Details					
Expected next issue	Thu 14 Jul 2016	Issue duration 50 Days	Days between issues		
Medication started	Fri 21 Nov 2014	*			
This authorisation started	Fri 21 Nov 2014	T Done by	(Clerical Access Role)		on Fri 21 Nov 2014
Administrative notes					
Other Mediastic	1 Bala This				
	Hide This				Scheduled E Da Flags
24 Jul 2018 Prograf 50	Omicrogram capsules	(Astellas Pharma Ltd)			Orroducer E Da Trags
0 - HOSPI	TAL SUPPLIED - NOT 1	TO BE PRESCRIBED BY GP			
Script Not	es: LISTER HOSPITAL	- DR MICKEY MOUSE	0		
	HIVE NOIES AS PERCL	LINIC LETTER DATED 23/07/1			

15. If there are a lot of Repeat Templates this window may be hidden in which case, click on pale yellow banner at the bottom of the screen where it says **Click here to view 1 other medication**

Mumeric Results	, <u> </u>	8
EoE Steguarding Children Essex OP Template New Journal Novide 6 to 8 week OP review Third Party Patient Record	Template Details Execution Area taux Medication stande Medication stande Medication stande Deve by) an
	A anneata dara refere	
	Cich freistig weit 1 tilter feidodor.	

16. It may be necessary to **resize** the **Repeat Template** window to see the details of **Other Medication** by dragging the lower edge of the Template Details upwards:

P GP20P ● EoE Safeguarding Children Essex GP Template B New Journal Provide 61o 8 week GP review Third Party Patient Record	Template Details Expected next issue Medication started This authorisation started Administrative notes	Issue duration Days Days between issues	
Bearch features	Other Medication Hide This		V 000 0 42





EMIS Web

Record as 'Hospital only' medication

The EMIS Web clinical system has the facility to record non-practice medication prescribed elsewhere (not by the GP) on the patient's clinical record using the 'Hospital (No Print)' function.

- This will enable the non-practice drug to be placed in a different 'Hospital' section of the medication screen, separate to the other regular medication prescribed by the GP.
- The system will flag up potential drug interactions for subsequently prescribed drugs when non-practice medication is recorded in this way.
- Unfortunately, however, this function still allows the prescriber to print off a prescription and does not prevent the inadvertent issuing of a prescription however the system does alert the prescriber with a warning appearing in the 'Approve and Complete' print box stating it was 'Issued by hospital'. This warning can however be overridden therefore, it is <u>essential</u> that the dosage field contains information regarding where the medication is to be supplied from and that it should not be issued by the GP.
- It is advised that a medication summary is printed off and sent to the hospital following an
 admission or used for a home visit, since this will include the non-practice medication.
 However, the non-practice medication will not be displayed in a separate section but will be
 displayed according to whether it is a repeat or acute. This can be done by selecting summary
 from the patient record and then selecting print and then brief summary from the drop-down
 menu.

Process:

- 1. Open 'Medication' tab.
- 2. Select 'Add Drug' icon and enter drug details.
- 3. Complete the other required details of the non-practice drug:
 - **'Dose':** SUPPLIED BY HOSPITAL NOT TO BE ISSUED BY GP
 - **'Quantity':** *Enter lowest possible quantity possible e.g. 1 tablet or 1ml*
 - '**Rx Types'**: Select 'Acute' or 'Repeat'.





Add a Drug								×
Generic / Trade Swite	ch 🕕 Drug Information 🛛 📷 Medicatio	on Review 🛛 Local Mixtures 🆓 My Red	ord +					
TEST TRANSFER,	Start (Mr)			Born 30-Jan-1951 NHS No. 999 000 5	(66y) Gen 6249	ider Male		
Name	Alert - Tacrolimus 500microgram caps	ules	-	Pack Details				0
Destage	Supplied by HOSPITAL DOT TO BE I			Optional Press	cription Inf	ormation		×
Quantity	1 capsule	Duration 28	Day(s)	Pharmacy Info	~	Patient Info		*
Rx Types	Acute 👻				-			*
Authorising Clinician	PARIKH, Sima (Ms) -	🔎 🔲 Private 📄 Personally-ad	ministered	Review Date	13	-Sep-2017	1111	
				Days Before Next 1	Issue Min		Max	
Warnings Drug Info	rmation Current Medication Past Me	dication Allergies Problems						
Selected Drug - Ta	acrolimus 500microgram capsules							
Contains -	Tacrolimus 500 micrograms							
High Severity Wa	arnings (1)							-
△ Alert Ensure	that the tacrolimus prescription is	s for exactly the same formulation	as prescribed	by the transplant sp	ecialist			
Medium Severity	Warnings (3)							==
Caution Use Essential hyper	Tacrolimus with caution in Hypert	ension. Monitor blood pressure.						
△ Caution Use Diastolic blood	Tacrolimus with caution in Hypert pressure	ension. Monitor blood pressure.						
Caution Use Systolic blood	Tacrolimus with caution in Hypert pressure	ension. Monitor blood pressure.						*
				Add <u>A</u> nother	Issue	Issue La	ter <u>C</u> a	ncel

4. Select 'Issue'. This will open another window. Go to the 'Change All' tab and select 'Hospital (No Print)' from the drop down menu.

.

EST TRANSEER Shart (Mr)	Born	30-Jan-1951 (66y)	Gender Male
COT TRANSFERY SLIT (MI)	NHS	No. 999 000 5249	
NHS Printed Script (non-EPS)			
To Be Signed By: PARIKH, Sima (Ms)			

5. Then click on **'Approve and complete'**. The non-practice drug will now be displayed in a different section of the medication screen to the other GP prescribed medications.





Gam			S ~) *				EMIS Web Health C	are System - ORCH	HARD SURGERY =	6114			- 1	a ×
-	Su	mmary	Consultations M	edication Problem	s Investigations	Care History D	iary Documents	Referrals						
Ade	E Co	nd Rea	othorine Match	oblems 🐙 Edit Die One-off ti	• Sy G/T Switch	Instein Can	int - Current Jest Issue / Ppst	Grouping • View Style • Drug History	Regime Review 2 Pati	en Message ninations ent Actions *	Config Print • Drug Info			
blad	icine M	lananeme	Medic	ments - dd		lasuing		View	Patio	nt.				
(de	New	v priority	Workflow Items re-	ceived - Medicine N	lanagement									
	The		tetanding Summa	Care Records wat	ting to be cont. click	to cond								
	Title	te are ou	cotaniang samma	y care records wa	city to be sent; enci	cto sentor	Born 20-1an-1	051 (664) 54	under Male M		000 5240			
-	Inac	ctive	* TEST TRANSP	ER, Start (Mr)			Usual GP HANE	VSIDES, Nigel	(Dr)		000 3249			
30							(urrent						
		Drug / De	osage / Quantity					Usage Cu	urrent / Average	Last	Issue Date / Aut	thoriser	Last Issue Number /	Method
	A L	istnopril	5mg tablets ONE	TO BE TAKEN TW	ICE A DAY, 2*28 ta	blet(s)		1%	4%	27-D	ec-2006 MILNE	E, Doreen (Mrs)	Print	
	Hosp	ital												
	вт	acrolimu	is 500microgram	capsules Supplied	by HOSPITAL- nOT	TO BE ISSUED E	IY THE GP, 1 capsu	le		17-M	ar-2017 PARIS	KH, Sima (Ms)	Record Hospital	
()														
dat														
ared														
o sh														
N N														
ecor														
AV R														
-														
iew														
-														
												TEST TRAP	SFER, Start (Mr)	(1 dillo w
												ACEi d	or ARB monitoring advis	ed 🌚
	Allerg	pies Ad	verse reaction to	Diclofenac Potas	asium		Regime Review Dat	08-May-200	01 (Remove)			Offer Deme	Diabetes Management	Plan 😡
	Mess	age					Prescription D	010				A Deme	ntia DES Screening	
							Destination					A Risk S	tratification - lifestyle da	rta 😡
NIELE	0	Clinical P	ractitioner PA	ARIKH, Sima (Ms)	Location: ORCHA	ARD SURGERY	1					A Pneur	nococcal Vaccination re	com 🐵
	-	- 11	I II	H C 1					and the second se			100		(mar

- 6. If the GP inadvertently tries to issue the non-practice drug, a warning will appear in the 'Approve and Complete' print box stating it was 'Issued by hospital'. This warning can be overridden and thus there is still the potential risk to issue this prescription in error. Therefore, it is essential that the information statement regarding the non-practice supply is added to the dosage field.
- 7. The non-practice medication will <u>not</u> be printed on the right-hand side of the repeat prescription, ensuring the patient will not be able to order a repeat prescription from their repeat slip. However, this also poses a risk in that repeat slips are commonly used for medicines reconciliation when patients are admitted into hospital. Therefore, this does not provide information on the non-practice medication that the patient is also taking.

References

- Recording Hospital/ Other Medications -Ardens 2021 Recording Hospital / Other Medications : Ardens SystmOne
- Recording medicines prescribed elsewhere into the GP Practice Record NHS England Last edited: 12 February 2024 <u>Recording</u> <u>medicines prescribed elsewhere into the GP practice record - NHS Digital</u>
- Rotherham CCG Recording Non-Practice (e.g Hospital Only) medicines on GP Clinical Systems -July 2020 <u>CCG-Recording-Non-Practice-Drugs-Final-1.pdf (yourhealthrotherham.co.uk)</u>
- Surry Heartlands Health and Care Partnership –Advice on Recording Medicines Prescribed by Teams Other than the Primary Care
 Team on General Practice Clinical System August 2023 <u>https://surreyccg.res-</u>
 systems.net/PAD//Content/Documents/2/Advice%20on%20recording%20medicines%20prescribed%20by%20teams%20other%2
 Othan%20the%20Primary%20Care%20Team%20on%20General%20Practice%20systemUpdate%20Nov%202023.pdf

Version:	1.0
Developed By:	Shikha Tatla, Pharmaceutical Advisor, HWE ICB
Date Ratified:	July 2024 Medicines Optimisation Delivery and Implementation Group