

Prescribing and administering botox

Medication Management

Quick reference guide

Generating a Prescription for Pharmacy

1. Click on *Orders* in the Menu.
2. Click *+Add* to order the prescription.
3. In the *Search* window make sure that the *Type* chosen is appropriate. In an outpatient encounter select *Ambulatory (Meds as Rx)*.
4. In the *Search* field enter *Botox*. The relevant order sentences for the medication will appear.

Enter name to create sequence:

Search: Type: 

Folder: Search within:

botulinum toxin type A (Botox) 100 units injection
 botulinum toxin type A (Botox) 100 units injection
 100 unit(s), Intramuscular, ONCE only (non urgent), vial(s) [Greater T...
 botulinum toxin type A (Botox) 200 units injection

Note: A list of order sentences appears as the name of a drug is being typed.

Order sentences have the required details attached to an order. Where available, ALWAYS select the order sentence that is most complete, and includes: medication name, strength, form, dose and frequency.

Order sentences assist the ordering clinician by automatically completing the required fields, streamlining the medication ordering process and increasing patient safety by minimising errors.

5. Choose the appropriate *Order Sentence* from the list with the correct formulation. If the required order sentence is not available, choose the closest order sentence and modify accordingly.

6. Click *Done*.
7. A *Blue Circle* with a *White Cross*  indicates that further order information is required. Click on the cross to display the *Details* tab.
8. Go to the *PBS* tab and select the most appropriate item from this list. This will auto-populate the dispense field in the *Details* tab. In the *PBS* tab ensure you select the correct line by reading the applicable restrictions carefully and select the line with the correct quantity and repeats required.

▼ Details for **botulinum toxin type A (botulinum toxin type A (Botox) 100 units injection)** ▼

 Details  Order Comments  Diagnoses  PBS

PBS Code	Section	Form/Strength	Quantity	Repeats	\$	
System Listed PBS Items						
10993N	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Urinary incontinence Clinical criteria: * The condition must be due
10997T	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Blepharospasm or hemifacial spasm Clinical criteria: * Patient must
10998W	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Dynamic equinus foot deformity Clinical criteria: * The condition m
10998W	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Dynamic equinus foot deformity Clinical criteria: * The condition m
10999X	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Moderate to severe spasticity of the upper limb Clinical criteria: *
10999X	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Moderate to severe spasticity of the upper limb following a stroke:
10999X	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Moderate to severe spasticity of the upper limb Clinical criteria: *
11000Y	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Chronic migraine Treatment criteria: * Must be treated by a neur
11004E	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Urinary incontinence Treatment criteria: * Must be treated by a u
11016T	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Severe primary axillary hyperhidrosis Clinical criteria: * Patient m
11023E	MF	 botulinum toxin type A 100 units i...	4	0	\$39.50	Spasmodic torticollis Clinical criteria: * Patient must have spasmo
System Exception PBS Items						
System Exception PBS						

Note: There are 4 types of prescriptions: PBS General Schedule, PBS Streamline Authority, PBS Full Authority required, and Non-PBS Medication.

PBS General Schedule: The medication item is available to select, with no further action required by the prescriber.

PBS Streamline Authority:  An open padlock icon will display on the PBS tab for these items. A streamline authority number will automatically populate in the Details tab when selected.

PBS Full Authority: A locked padlock symbol  is displayed indicating restricted use for these items. The prescriber is required to ring Medicare for a phone authority number, OR for certain high cost drugs, a written application to Medicare for approval must be obtained.

Non-PBS Medication: No medications will be listed under the *PBS* tab for selection.



- Go back to the *Details* tab. Any mandatory fields will be highlighted in yellow. Complete these fields.

- Ensure the correct *dose, route, frequency, dispense quantity, duration* and *repeats* (if applicable) is filled out.

- Select a printer from the *Send to* dropdown menu.

12. Click *Sign* 

- Enter *Novell Password* and click OK.

The ordered medication now displays on the Orders page as *Processing*.

- Click on *Refresh*.

The order will display as *Prescribed* on the *Medications* list.

- Collect the printed script from the selected printer and sign both copies. Follow the existing protocol for processing botox scripts and for booking patients for treatment via the botox coordinator.

Administering Botox in Theatre

- In the Orders profile select *Medication History* and find the botox prescription. Right click and

select convert to inpatient order

- The following window will appear. Select the appropriate conversion from the available list.

- Click on the blue button to open the orders entry field. Complete any mandatory fields highlighted in yellow. 

4. Click *Sign* 

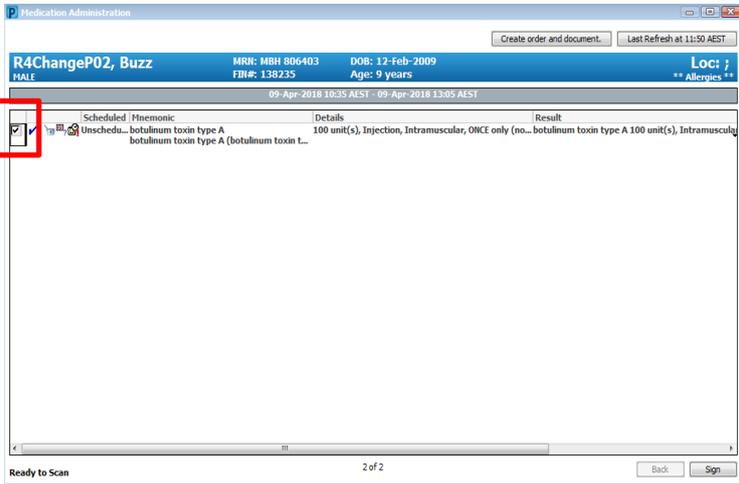
- Navigate to the *MAR* from the Menu. The Botox order will now be available to administer.

- From the *toolbar*, click  *Medication Administration*. The *Medication Administration* window will display.

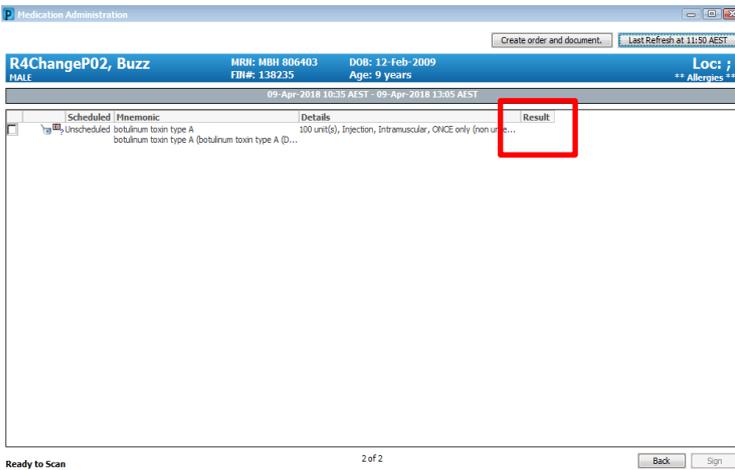
- Scan the patient wristband using the scanner.



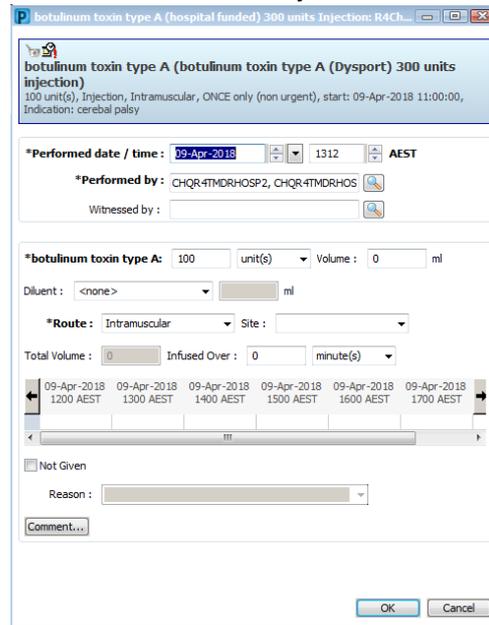
- Select the medication by clicking the *checkbox* to the left of the medication.
- A *blue tick* will appear next to the medication and the dose information will auto-populate in the *result column*.



- Select the *result* drop field for the medication to open the *Administration Window*.



- Complete the required fields and click *OK* to finalise. This will take you back to the MAW.



- Once you have finalised the medication administration select *Sign*.

The action cell in the MAR will now populate at the administration time/date. If the drop down menu is set to *All Medications (System)*, the medication will appear as *Discontinued Unscheduled* on the MAR with the time and dose that was administered. This also applies to the *MAR Summary*.

Administering Botox in Clinic

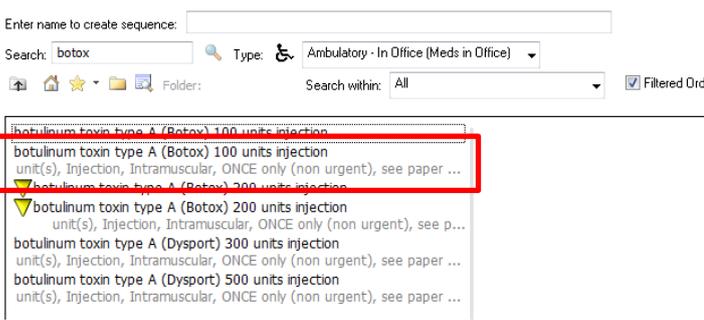
- Click on *Orders* in the Menu.
- Click *+Add* to order the medication.
- In the *Search* window make sure that the *Type* chosen is appropriate. To administer a medication during an Outpatient encounter, select *Ambulatory – In Office (Meds in Office)*.
- In the *Search* field enter *Botox*. The relevant order sentences for the medication will appear.



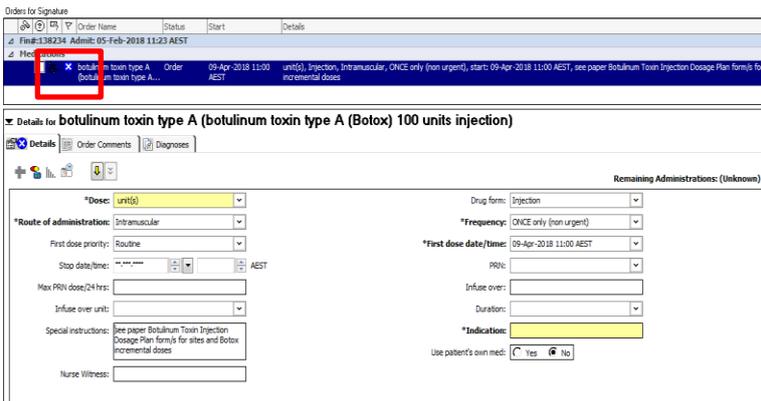
11. Administer the medication via the *Medication Administration* window.



The action cell in the MAR will now populate at the administration time/date. If the drop down menu is set to *All Medications (System)*, the medication will appear as *Discontinued Unscheduled* on the MAR with the time and dose that was administered. This also applies to the *MAR Summary*.



5. Choose the appropriate *Order Sentence* from the list with the correct formulation. If the required order sentence is not available, choose the closest order sentence and modify accordingly.
6. Click *Done*.
7. A *Blue Circle* with a *White Cross*  indicates that further order information is required. Click on the cross to display the Details tab.



8. Complete any mandatory fields highlighted in yellow.
9. Click *Sign* .
10. Navigate to the *MAR* from the Menu. The Botox order will now be available to administer.

