# How to change a default prescribing message for a drug in Vision

**Note: The update of the default dosing and duration only has to be carried out once in each practice and will not be overwritten when the practice completes a formulary update (either addition or replacement of the local vision formulary).**

1. Enter a patient's file on Vision then click on Therapy tab, then click on repeats.

2. Next, start typing the name of the drug that you wish to change the default details for eg. clarithromycin as below. If the wrong strength or formulation appears, double click the mouse over the drug name to see other available options of the drug and select the correct one. Then, right click anywhere in the drug box so that the pop-up box below appears.
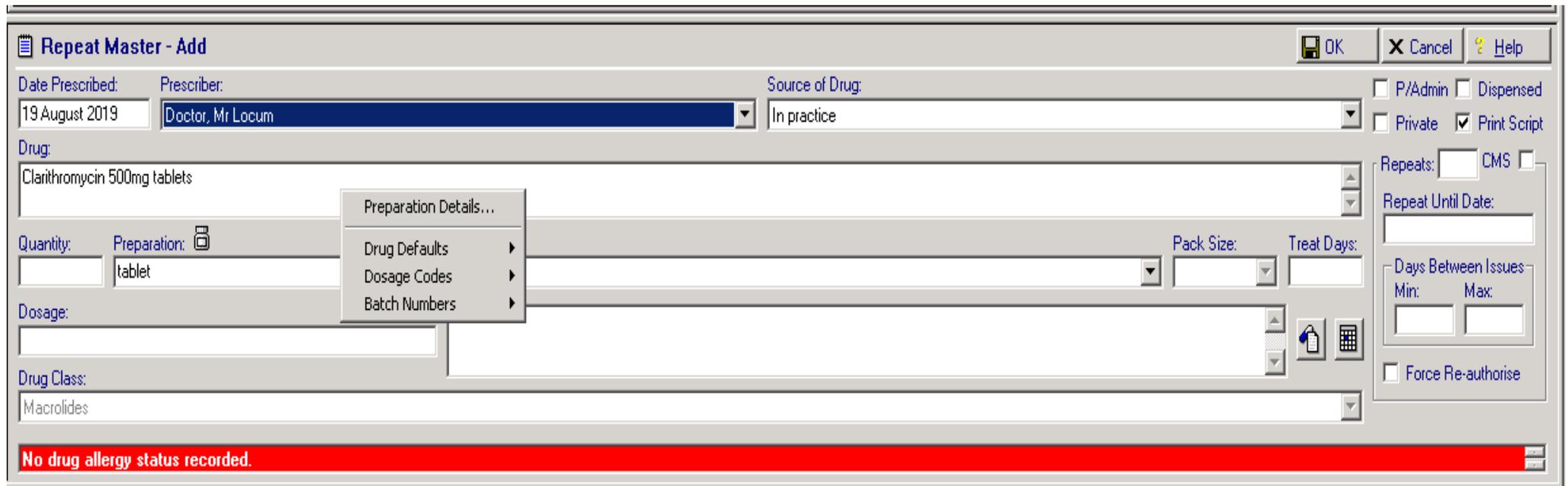
3.  Hover the mouse over the "Drug Defaults" option then click on "Maintain".

4. The Default Dosages & Quantities box below will then appear. First click "Add" below the Age Range box. The smaller pop up will then appear. If desired, enter an age range otherwise leave both boxes blank and click OK to proceed.

☐ 09/07/2019 📄 Rivaroxaban 20mg tablet ... TAKE ONE ONCE DAILY ... ZI    Yes

☐ 09/07/2019 📄 Levothyroxine sodi ... NMAC   Yes
tablets

☐ 09/07/2019 📄 Levothyroxine sodi ... KOGIL  Yes
tablets

**Default Dosages & Quantities - Add**                                    ✕

Drug:                                                          [ Close ]

[Clarithromycin 500mg tablets                    ]             [ Help ]

┌─ Age Range ─┐   ┌─ Defaults ──────────────────────────────────────
│             │   Quantity:        Preparation:
│  ┌───────┐  │   [ 0 ]            [ <none>                        ▾ ]
│  │       │  │
│  │       │  │   Treatment Days:                    Pack Size:
│  │       │  │   [        ]   ☑ Force Re-authorise  [  ]  [        ]   [ Save ]
│  │       │  │
│  │       │  │                                                         [ Cancel ]
│  │       │  │   ┌─ Dosage ──────────────────────────────────
│  │       │  │   │
│  │       │  │   │        **Age Range - Add**                ✕
│  │       │  │   │
│  │       │  │   │      Start age:    End age:          [ OK ]
│  │       │  │   │
│  [ Add ]  │   │      [        ] to [        ]      [ Cancel ]
│             │   │
│  [ Edit ]  │   │      Ages can be left blank for open
│             │   │      ended ranges.                  [ Help ]
│  [ Delete ] │   ┌─ Repeats ─┐
│             │   Number:   Duration:
└─────────────┘   [      ]  [            ]      [      ]  [      ]

                  Drug Class:
                  [ <none>                                          ▾ ]

📄 **Repeat Master - Add**                                      💾 OK

Date Prescribed:      Prescriber:
[19 August 2019 ]     [ Doctor, Mr Locum ]                           ▾

Drug:
[Clarithromycin 500mg tablets                    ]                   ▲▼

5.  Next add in Quantity of drug and Dosage to be added to the default message – see example below. Then click "Save" then "Close".

| | | | | | | | | ZI | Yes |
|---|---|---|---|---|---|---|---|---|---|
| ☐ 09/07/2019 📋 Rivaroxaban 20mg | | | | | | | | | |

**Default Dosages & Quantities - Add**                                    ☒

Drug:                                                               Close

Clarithromycin 500mg tablets                                        Help

☐ 09/07/2019 📋 Levothyroxine sodi    NMAC    Yes
tablets

☐ 09/07/2019 📋 Levothyroxine sodi    KOGIL    Yes
tablets

**Age Range**                  **Defaults**

All ages                       Quantity:        Preparation: 📦

                               [10]            <none>                    ▼

                               Treatment Days:              Pack Size:         Save

                               [       ]   ☐ Force Re-authorise 📋   [       ]   Cancel

              **Add**          **Dosage**
                               TAKE ONE TABLET TWICE DAILY FOR 5 DAYS

              **Edit**         TAKE ONE TABLET TWICE DAILY FOR 5 DAYS     ▲

              **Delete**                                                  ▼

                               **Repeats**                 **Days Between Issues**

                               Number:   Duration:         Minimum:  Maximum:

                               [    ]    [          ]       [     ]    [     ]

📋 **Repeat Master - Add**                 Drug Class:              💾 OK

Date Prescribed:   Prescriber:           <none>                    ▼

19 August 2019     Doctor, Mr Locum

Drug:

Clarithromycin 500mg tablets

6. To complete the task, click "Cancel" on the below screen. The default message has already been saved for the drug and the message will now show every time when drug is prescribed for any patient. However, as we are setting up a default message and not issuing a prescription for this patient, "Cancel" must be selected. If "OK" is selected in error, the medication will appear on the patient's repeat prescription and must be immediately deleted.