

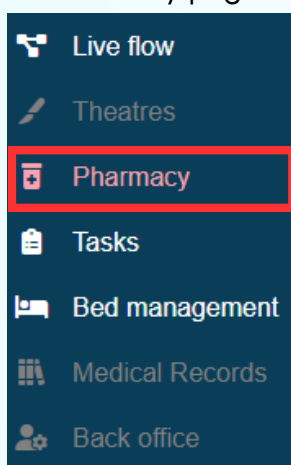
ePMA Guide

DESKTOP

Pharmacy Guide on How to Clinically Verify a TTO

From the steps below, follow this guide on how to clinically verify a TTO.

Firstly to view the **status** of a TTO in Pharmacy pages. Select left side taskbar and **click on "Pharmacy"**.



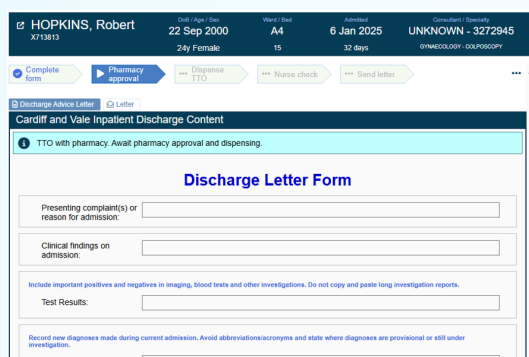
Navigate to the top of the screen and select **"TTO list"**

Home Patient List Patient Detail Medicine Orders **TTO list** Search Notes

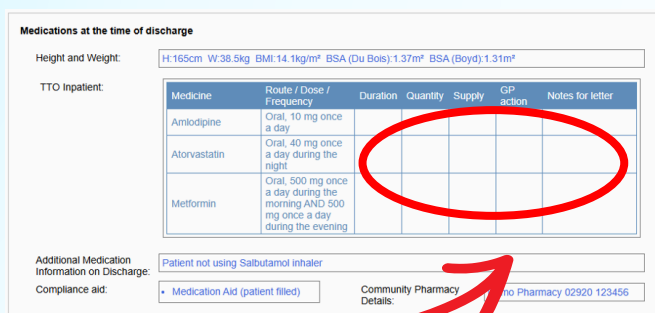
Select the patient required

Ward	State	Patient name
A4	Sent to pharmacy	HOPKINS, Robert

Once a patient is selected, the **"discharge Letter Form"** appears on the right.

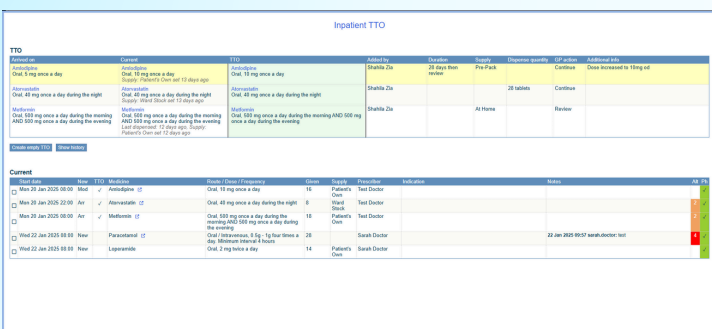
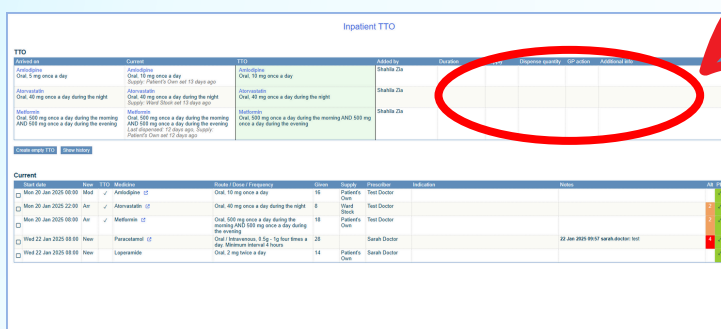


Scroll down to the medication section of the **"Discharge Letter Form"** to view populated medicines.



Click anywhere on the table to view a detailed medication list.

Add relevant details like Duration, Supply, Quantity, GP action, and additional notes.



After adding details, **click out of the screen** to return to the **"Discharge Letter Form"**.

The information added has been populated to the **“Discharge Letter Form”**

Medications at the time of discharge

Height and Weight:

TTO Inpatient:

Medicine	Route / Dose / Frequency	Duration	Quantity	Supply	GP action	Notes for letter
Amlodipine	Oral, 10 mg once a day	28 days then review		Pre-Pack	Continue	Dose increased to 10mg od
Atorvastatin	Oral, 40 mg once a day during the night		28 tablets		Continue	
Metformin	Oral, 500 mg once a day during the morning AND 500 mg once a day during the evening			At Home	Review	

Additional Medication Information on Discharge:

Compliance aid: Community Pharmacy Details:



Click the empty box next to **“Pharmacist Clinical Check By”**

Pharmacist Clinical Check By:

● Pharmacy Status:

Then select **“Set to me.”**

Verification

Pharmacist Clinical Check By:

● Pharmacy Status:

Click the **“Pharmacist Approved”** button at the bottom of the letter.