Displaying the Patient Address on Repeat Forms

Now that your pharmacy has run the L2.017 program update, there will be a new option in your Institution utilities allowing you to display either the patient or institution address on your repeat forms.

The option defaults to the Institution address being displayed on the repeat forms. If you would like to change this to the patient address, please follow the steps listed below.

From the LOTS Start Menu:

- Select '<u>T</u>ools' → 'Uti<u>l</u>ities' → 'I<u>n</u>stitution Utilities'.
- From the 'Institution Utilities' menu, select 'Maintain Institutions' (as shown in Figure 1.1)
- The 'Institution List' screen will display. Highlight your Institution and select the '<u>E</u>dit' button. This will display the 'Edit Institution screen (as shown in Figure 1.2).
- Towards the bottom of this screen, you will notice an option titled 'Al<u>w</u>ays Use Patient Address' (as shown in Figure 1.2).
- 5. Place a tick in the corresponding tickbox so that the option is selected.
- Select the '<u>O</u>K' button to save your changes and exit back to the 'Institution List' screen.
- 7. Repeat the above steps for any other institutions that you would like to display the patient address on the repeat forms for.





Edit Institution									
Institution ID :	CH (optional) 🗖 Control Account								
Institution <u>N</u> ame :									
A <u>d</u> dress :	7 BUSINESS PARK DRIVE								
S <u>u</u> burb :	NOTTING HILL								
<u>S</u> tate :	VIC Postcode : 3168								
P <u>h</u> one :	03 8541 6988								
<u>E</u> -mail :	support@corum.com.au								
☐ Al <u>w</u> ays Use Patient Address									
	<u>Q</u> K <u>C</u> ancel								



- Once you have finished, select '<u>O</u>K' to exit out of the Institution List' screen and return to the LOTS Main Menu (as shown in Figure 1.3).
- 9. The repeats for all patients linked to these institutions will now display the patient address instead of the institution address.

🗮 Institution List											
ID	Institution N	ame		Address	Suburb	State	Postcode	Phone	E-mail		
CD	CORUM BC	ARDING SCHOOL		171 KINGSGROV	KINGSGROVE	NSW	2208	02 9336 38	chitterir		
GD	CORUM HE	ALTH SERVICES		24 CAMPBELL ST	SYDNEY	NSW	2000	02 9289 48	corum@		
CH	CORUM INS	STITUTION		7 BUSINESS PAF	NOTTING HILL	VIC	3168	03 8541 69	support		
NH	CORUM NU	IRSING HOME		UNLEY ROAD	UNLEY	ACT					
CS	CORUM PR	IVATE HOSPITAL		1 SWANN ROAD	TARINGA	QLD	3168				
	U)			1					>		
	New	Edit	Delete		Print	J	<u>o</u> k	Cano	cel		
Fig	ure 1.	3									



Handy Hint!

If you would like more information regarding the new Institution Module in LOTS please refer to pages 28 to 41 of your L2.017 Release Notes.