

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:

1. Select '**T**ools' → '**U**tilities' → '**I**nstitution Utilities'.
2. From the '**I**nstitution Utilities' menu, select '**M**aintain Institutions' (as shown in Figure 1.1)
3. The 'Institution List' screen will display. Highlight your Institution and select the '**E**dit' button. This will display the 'Edit Institution screen (as shown in Figure 1.2).
4. Towards the bottom of this screen, you will notice an option titled '**A**lways Use Patient Address' (as shown in Figure 1.2).
5. Place a tick in the corresponding tickbox so that the option is selected.
6. Select the '**O**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.

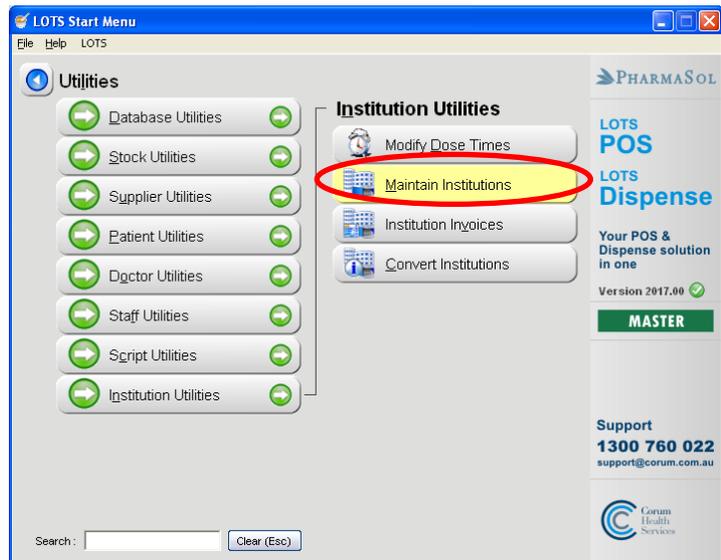


Figure 1.1

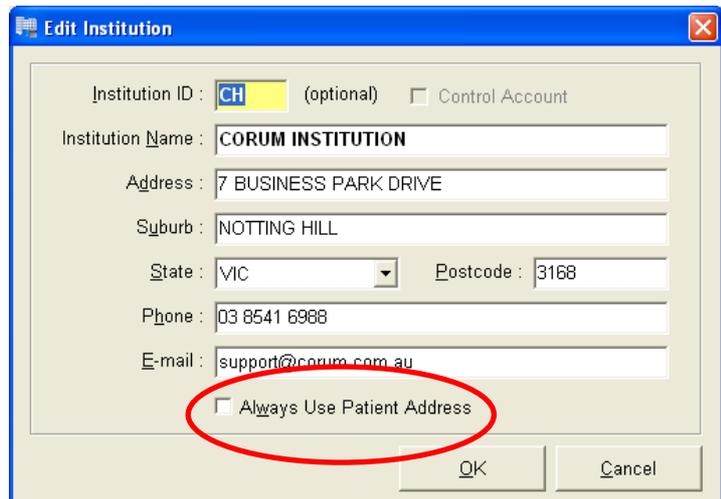


Figure 1.2

8. Once you have finished, select 'OK' 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.

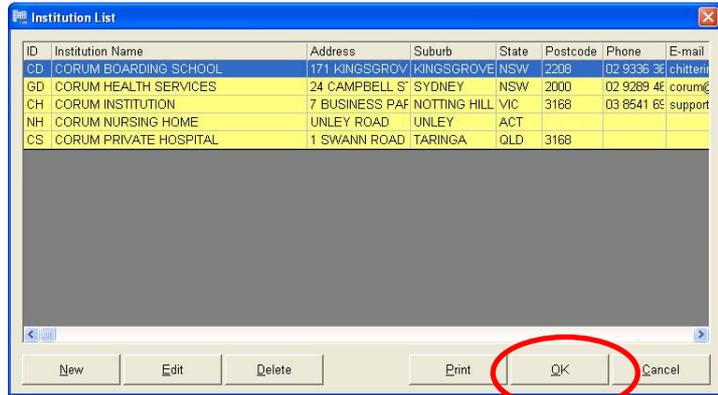


Figure 1.3



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.