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e-Scripting by Health-Soft

**e-Scripting**

**Solution to medical prescribers:**

Physicians and other prescribing healthcare professionals around the globe are increasingly utilising software applications to replace written orders or prescriptions with electronic prescriptions. These are either handed to the patient directly, or sent to pharmacies via computer networks or faxes.

The demand for efficiency and increased patient safety is driving these healthcare decision-makers to look with greater interest at electronic prescribing options. The demand for electronic record keeping and collation of prescribing data necessitates a program which understands the needs of the market.

Through improved legibility of prescriptions, e-Prescribing helps to prevent serious medication errors, also known as Adverse Drug Events (ADE’s) that would have otherwise sickened, hospitalised or killed patients. It further reduces the chance of alterations to the prescription by drug seekers and the prescription is less likely to get lost.

HealthSoft has joined forces with medical practitioners and software providers to make life easier for the prescriber by offering the best e-scripting application available in the South-African market. e-Scripting has been developed over the past five years into a functional, robust and user-friendly system that has been tried, tested and refined in hospital casualties and doctors’ consulting rooms.

With a host of features, including complete ICD-10 functionality and drug data solutions, e-Scripting makes generating scripts quicker, easier and more efficient; and because it's more accurate, it reduces adverse drug events, increases safety and cuts costs. e-Scripting improves adherence with medical aid formularies and it lowers pharmacy costs by decreasing time spent on capturing prescriptions and reduces telephone call-backs to prescriber’s offices.

e-Scripting enhances the clinical interaction between doctor and patient at the point of care and can be used independently or via an interface with existing Practice Management Applications (PMA). It provides access to an array of additional functionality and clinical information that benefits both doctor and patient.

**Advantages to the pharmacist:**

The benefits in using e-Scripting do not stop in the consulting room:

E-prescribing makes sure that the prescriber is providing enough specific and required information for the pharmacist to fill the prescription, including the name of the drug, ICD10 code, the dosage, its physical form, the physician’s instructions and the required details of the patient as well as prescriber.

Electronic prescribing software eliminates the time and effort of trying to understand the prescriber’s handwriting, as well as the chance of an error in translation.

E-prescribing significantly reduces the chance that the prescriber’s intentions are misinterpreted.

E-Scripting scripts can be download by pharmacies into their systems. An average pharmacist can dispense approximately 100 scripts per day using manual entry. Downloading scripts electronically, will not only eliminate script interpretation errors and reduce the patients’ waiting time, but should allow pharmacists to dispense in excess of 180 scripts per day. This extra time will allow pharmacists to provide a more professional service and counsel patients on drug usage when necessary.
What's new in Version 4.0.1.0

Below is changes that have been implemented in the new version. Not all of the work will be readily apparent to you as there is some under-the-hood optimisation as well.

- **Advertisements**
  - Replaced previous class adverts with Intervention adverts.
  - Intervention advertisements associates products on molecular level and displays an advertisement for a specific molecular class.
  - Top Banner advertisements moved to the bottom of program.
  - New Vertical Advertisements introduced to scripting screen.

- **Accordion list**
  - Moved the accordion list to the left hand side of the program.
  - Display any search results in alphabetical order.
  - Save a Product as a Favourite product from a search result in Product Master/Nappi Code.

- **e-Scripting Menu**
  - The button User Maintenance / Preferences has changed to Settings.
  - The button Backup Database has changed to Backup Health-Soft.

- **Script alerts and Notes**
  - Moved the button below the script area.
  - Alerts saved for a patient will be displayed before a product can be added to the script area.

- **Reports**
  - Create a scripting history report based on a date range that is selected.
  - Report indicates Date, Patient, Barcode, number of items and if it was send to a pharmacy.

- **Wild card search accepts the "*" character as the wild card character in the begining or at the end of the search characters entered.**

- **Move the directions buttons to the bottom of the program.**

- **Patient**
  - Search for a patient on Medical Aid number, ID Number and or file number.
  - Cancel previous Sick Notes, Documents and Referrals.

- **Select the repeat count of a product from a menu option when clicking on the repeat button.**

- **Add Print and Preview buttons below the scripting area.**

  Add alerts saved for a patient to the Referral Letter.

- **Send to Pharmacy**
  - Introduce the Send to Pharmacy button below the scripting area.
  - Create a default pharmacy and a pharmacy favourite list to send scripts electronic.
This section provides an overview of the screens, tabs and functions in e-Scripting.
e-Scripting Menu Button

Click on this button to open the e-Scripting drop down menu.

Print & Preview Buttons

Click on these buttons to either print or preview prescriptions, sick notes, documents, referral letters, medical images and other printable content.

The buttons will preview or display different printable items according to which tab or function is currently active, as follows:

<table>
<thead>
<tr>
<th>Active Tab or Function</th>
<th>Item or Content to be Previewed or Printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Script Tab</td>
<td>The currently active prescription which has items in the Script Line Items List.</td>
</tr>
</tbody>
</table>
**Patient Tab**
The currently active prescription which has items in the **Script Line Items List**.

**Note:** A patient must be currently selected in order to preview or print a prescription.

**Sick Note**
The currently active sick note.

**Documents and Forms Tab**
The currently active or selected document template, form or advice sheet.

**Conditions Tab**
The currently displayed condition information.

**Images Tab**
The currently displayed image.

**Drug Info Tab**
The currently displayed drug information.

---

**Accordion List**

<table>
<thead>
<tr>
<th>Product Master/Nappi Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASPAVOR</td>
</tr>
<tr>
<td>Search</td>
</tr>
</tbody>
</table>

**Medicine (use * as wildcard search)**
- Aspavor 10mg Tab (Pck: 30)
- Aspavor 20mg Tab (Pck: 30)
- Aspavor 40mg Tab (Pck: 30)
- Aspavor 80mg Tab (Pck: 30)

A group of lists used to create prescriptions. The lists are: Favourite Scripts, Chronic Scripts, Favourite Medicines, Product Master and Favourite ICD-10.

Click on the name of a list to open the list.

Each list has a Search field to open the list.

---

**Toolbar Buttons**

The Toolbar buttons open the different e-Scripting screens.

The toolbar buttons allow you to choose which functions you want to use. Each button displays a different tab as follow:
<table>
<thead>
<tr>
<th>Tab Name</th>
<th>Tab Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Script</td>
<td>Provides all the functions needed to create patient prescriptions including: Medicine selection including favourite medicines</td>
</tr>
<tr>
<td></td>
<td>• Medicine selection including favourite medicines</td>
</tr>
<tr>
<td></td>
<td>• Medicine quantity</td>
</tr>
<tr>
<td></td>
<td>• ICD-10 selection</td>
</tr>
<tr>
<td></td>
<td>• Repeats</td>
</tr>
<tr>
<td></td>
<td>• Directions for use</td>
</tr>
<tr>
<td></td>
<td>• Mixtures</td>
</tr>
<tr>
<td></td>
<td>• Favourite prescriptions</td>
</tr>
<tr>
<td></td>
<td>• Chronic prescriptions</td>
</tr>
<tr>
<td></td>
<td>All prescriptions created for a patient are saved in the patient's document history.</td>
</tr>
<tr>
<td>Patient</td>
<td>Provides patient related functions:</td>
</tr>
<tr>
<td></td>
<td>• Patient information including height, weight contact, employment and contact details.</td>
</tr>
<tr>
<td></td>
<td>• Patient search and selection</td>
</tr>
<tr>
<td></td>
<td>Patient document history.</td>
</tr>
<tr>
<td>Sick Note</td>
<td>Function to create and print a sick note for the currently selected patient. All sick notes created for a patient are saved in the patient's document history.</td>
</tr>
<tr>
<td>Documents &amp; Forms</td>
<td>Complete and print standard forms or print patient information forms. Standard forms include: WCA official forms</td>
</tr>
<tr>
<td></td>
<td>• MVA official forms</td>
</tr>
<tr>
<td></td>
<td>• Referrals</td>
</tr>
<tr>
<td></td>
<td>• Letterhead</td>
</tr>
<tr>
<td></td>
<td>• Additional forms will be added as the need arises.</td>
</tr>
<tr>
<td></td>
<td>All forms and documents created for a patient are saved in the patient's document history.</td>
</tr>
<tr>
<td>Conditions</td>
<td>Provides information sheets on a range of conditions. Condition information forms printed for a patient are saved in the patient's document history.</td>
</tr>
<tr>
<td>Images</td>
<td>Provides medicine, physiology or condition related images. Image sheets printed for a patient are saved in the patient's document history.</td>
</tr>
<tr>
<td>Drug Info</td>
<td>Provides information sheets on medicines. Drug information sheets printed for a patient are saved in the patient's document history.</td>
</tr>
<tr>
<td>Pill ID</td>
<td>Allows pills to be identified on a range of selection options including: Colour(s)</td>
</tr>
<tr>
<td></td>
<td>• Shape</td>
</tr>
<tr>
<td></td>
<td>• Imprint</td>
</tr>
<tr>
<td></td>
<td>Once a pill has been identified it can be added to a prescription from this tab.</td>
</tr>
</tbody>
</table>
Script Line Items

<table>
<thead>
<tr>
<th>Item 1: Aspen Escitalopram 10mg Tab</th>
<th>Qty</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take 1 tablet daily.</td>
<td>RPT</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>ICD</td>
<td>120.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 2: Aspen Escitalopram 10mg Tab</th>
<th>Qty</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take 1 tablet daily.</td>
<td>RPT</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>ICD</td>
<td>120.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item 3: Aspirin 200mg Tab</th>
<th>Qty</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take 1 tablet(s) immediately</td>
<td>RPT</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>ICD</td>
<td>120.2</td>
</tr>
</tbody>
</table>

This is where the contents of each prescription are added together with all the necessary prescription information.

Help File / User Manual

Click on this button to open the User Manual.

Add to Chronic Scripts Button

Allows you to add the contents of the current prescription to the Chronic Scripts for the current patient. Chronic Scripts allow you to re-create chronic prescriptions very quickly.

Add to Favourite Scripts Button

Allows you to add the contents of the current prescription to your Favourite Scripts. Favourite Scripts allow you to create commonly used prescriptions very quickly.

Search field

Enter a product name and click on the search button to display the search results. You can change the search behaviour in the user Preferences screen.

Scripts Alert & Notes

These allow you to specify condition alerts on prescriptions and enter notes for the pharmacist.
Patient Notes

Patient Notes
Allow you to record patient specific notes under the notes tab in the Patient toolbar button.

Vertical Banner adverts

This area is used to display Pharmaceutical advertisements.

Send to Pharmacy Button

Click on this button to send the current prescription displayed in the script area to your default pharmacy.

Replicate ICD-10 selection

Select this option to replicate all ICD-10 codes from the first script item to the rest of the script items.

Search Results area

Enter a product name in the search field and click on search. The search results will be displayed in the Search Results area.
Print Button
Click on this button to print prescriptions

Quick Printer selection Button
Click on this button to display a list of installed printers on your computer. You can select a different printer to print a prescription to. This will not change your default printer that is selected in the User Preferences.

Send Pharmacies selection button
Click on this button to open the Send to Pharmacies selection screen.

Clear Button
Allows you to clear all the prescription line items from the current prescription.

Repeat Entire Script field
Allows you to apply the same number of repeats to all items in a prescription. Useful for chronic prescriptions.

Mixtures Button
Allows you to create mixtures in prescriptions. Click on this button to open the Mixtures screen.

Status Bar
The Information Bar has four elements and provides the following information:

<table>
<thead>
<tr>
<th>Element</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Displays the currently logged in user. Allows you to change user without logging out of e-Scripting.</td>
</tr>
<tr>
<td>Patient</td>
<td>Displays the name and other information about the currently selected patient. Allows you to access the Patient tab.</td>
</tr>
<tr>
<td>System Message</td>
<td>Briefly displays a message indicating that e-Scripting has completed an action.</td>
</tr>
<tr>
<td>Version</td>
<td>Displays the e-Scripting version that you are running. This may be required in the event of a support call.</td>
</tr>
</tbody>
</table>

Banner and Direction Buttons

e-Scripting Banner
The banner displays news and information about e-Scripting, health calendar events, banner adverts and industry notifications.

Directions Buttons
When the Directions field of a prescription line item is active the banner is replaced with Directions buttons to easily insert prescription directions.
The **Script** tab is the 'centre' of e-Scripting.
Script tab with banner displayed

The **Script** tab has the following elements:

- Directions buttons
- Script Line Items
- Accordion Lists
- Script buttons

**Directions Buttons**

These buttons allow you to quickly create directions for using a medicine without having to type.

**Script Line Items**
This list displays the individual medicines in the currently active prescription.

Each line item shows the:

- Medicine name
- Quantity of the medicine prescribed
- Number of repeats to be provided
- ICD-10 codes
- Directions for use

A line item can also be a mixture which is made up of multiple items.

**Accordion Lists**

<table>
<thead>
<tr>
<th>Medicine Name</th>
<th>Qty</th>
<th>ICD 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspen Escitalopram</td>
<td>30</td>
<td>20.2</td>
</tr>
<tr>
<td>Take 1 tablet daily.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medicine Name</th>
<th>Qty</th>
<th>ICD 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspen Escitalopram</td>
<td>30</td>
<td>20.2</td>
</tr>
<tr>
<td>Take 1 tablet daily.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medicine Name</th>
<th>Qty</th>
<th>ICD 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspavor 20mg Tab</td>
<td>30</td>
<td>20.2</td>
</tr>
<tr>
<td>Take 1 tablet(s) immediately</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This section provides all the lists for selecting information to be used in creating prescriptions.
**Product Master**  This lists all the registered medicines available.

**Favourite Medicines**  This lists all your favourite medicines that you have saved.

**Favourite Scripts**  This lists all of your favourite prescriptions that you have created and saved.

**Chronic Scripts**  This lists the chronic prescriptions for the currently selected patient.
You can also show chronic prescriptions for all patients.

**Favourite ICD-10**  This lists all of your favourite ICD-10 codes that you have saved.

### Script Buttons

These buttons provide functions directly related to the current prescription, as follows:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Script Alert</strong></td>
<td>Provides a checkbox list of alert options to be printed on the currently active prescription.</td>
</tr>
<tr>
<td><strong>Script Notes</strong></td>
<td>Allows you to type notes for the pharmacist to be printed on the currently active prescription.</td>
</tr>
<tr>
<td><strong>Patient Notes</strong></td>
<td>Allows you to add notes relating to the currently active patient.</td>
</tr>
<tr>
<td><strong>Add to Favourite Scripts</strong></td>
<td>Adds the contents of the currently displayed prescription to your favourite prescriptions.</td>
</tr>
<tr>
<td><strong>Add to Chronic Scripts</strong></td>
<td>Adds the contents of the currently displayed prescription to the chronic prescriptions for the currently selected patient.</td>
</tr>
<tr>
<td><strong>Print</strong></td>
<td>This will print the script displayed in the script area</td>
</tr>
<tr>
<td><strong>Send to Pharmacy</strong></td>
<td>Click on this button to send the current prescription displayed in the script area to your default pharmacy.</td>
</tr>
<tr>
<td><strong>Preview</strong></td>
<td>Opens a preview window of the current script in the script area.</td>
</tr>
<tr>
<td><strong>Clear</strong></td>
<td>Clears all the line items from the prescription.</td>
</tr>
<tr>
<td><strong>Mixtures</strong></td>
<td>Opens the Mixtures screen to create a mixture.</td>
</tr>
</tbody>
</table>
The Patient tab allows you to:

- Add details of new patients.

Note: This should not be done where e-Scripting is integrated with your practice management application (PMA). Patients are added automatically when you start e-Scripting from within your PMA.

- View the details of existing patients.

- Change the details of existing patients.

Note: This should not be done where e-Scripting is integrated with your practice management application (PMA). Changes to patient details made in your PMA are carried over to e-Scripting when you create prescriptions or other documents for those patients.

- Select a patient to create a prescription, sick note or other document.

- View the document print history for the selected patient.

- View or reprint a prescription or document previously created for the selected patient.

New Patient Button

Click on this button to create a new patient.

Save Patient Button

Click on this button to save the details of a new patient or the changes to an existing patient.

Patient Search
Search for an existing patient.

**Patient Details**

- **Title**: Mr  
- **First Name**: Quentin
- **Last Name**: Greyling
- **ID No**: 7710115048081  
- **DOB**: 11/10/1977
- **Gender**: Male
- **File No**:  
- **Tel No**: 0830487629
- **Height (m)**: 1.86  
- **Weight (kg)**: 63.03  
- **BMI**: 23.99
- **Preferred Language**: English

The details for the currently selected patient or the new patient being added.

**Patient Address Details**

- **Physical Address**: 142 Winburg  
- **Eldoraign**  
- **Centurion**  
- **0157**
- **Postal Address**: 142 Winburg  
- **Eldoraign**  
- **Centurion**  
- **0157**

The address details for the currently selected patient or the new patient being added.

**Member Details**

- **Main Member / Account Holder Details**:  
  - **Patient is the Main Member / Account Holder**: Yes
  - **Title**: Mr  
  - **First Name**: Quentin
  - **Last Name**: Greyling
  - **Medical Aid**: Discovery
  - **Membership No**:  
  - **ID Number**: 7710115040001

The details of the medical aid member of the medical aid the patient belongs to.

**WCA Details**
Employment details for the currently selected patient that are necessary for a WCA report.

### History Tab

<table>
<thead>
<tr>
<th>Date</th>
<th>Doctor</th>
<th>Sent to Pharmacy</th>
<th>Delivered to Pharmacy</th>
<th>Actioned by Pharmacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-Jun-2014</td>
<td>Dr R. SINGH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-Sep-2013</td>
<td>Dr D. KRUGER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29-Jul-2013</td>
<td>Dr D. KRUGER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05-Jul-2012</td>
<td>Dr D. KRUGER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-Jun-2012</td>
<td>Dr D. KRUGER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-May-2012</td>
<td>Dr D. KRUGER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-Sep-2011</td>
<td>Dr D. KRUGER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The History tab list documents that have been printed for the currently selected patient.

### Notes Tab

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-Aug-2011 20:32</td>
<td>Ordered x-ray note for patient. Patient to collect tomorrow morning</td>
</tr>
<tr>
<td>09-Aug-2011 20:32</td>
<td>Chronic script ready for collection</td>
</tr>
</tbody>
</table>

The Notes tab list notes that have been created for the currently selected patient.
The Sick Note tab allows you to create sick notes for patients and patient responsibility notes for caregivers.
The Documents Tab allows you to quickly create predefined documents populated with specific information, e.g. WCA and MVA forms that use a combination of information held on the system and information entered specifically for the form.

Documents Tab showing WCA First Medical Report. The information is entered in a simple list and then placed correctly on the pre-defined form when printed.

Documents Tab showing Road Accident Fund Serious Injury Assessment Form. The information is entered in a simple list and then placed correctly on the pre-defined form when printed.
Documents tab showing free form letter with rich text function.

Documents tab showing Referral Letter.
The Conditions Tab allows you to display and/or print clinical information to help patients understand specific clinical conditions.

### ANKLE SPRAIN

**What is it?**
- An ankle sprain is when trauma causes the collateral ankle ligaments (located on sides of ankle joint) to stretch or rupture.
- This may or may not involve the capsule of ankle joint.
- Most commonly, the lateral ligament complex (those ligaments located on the sides of ankle) rupture, either on the inside, on the outside or bilaterally.

**Why does this happen and what symptoms may the patient experience?**
- **Internal sprain**
  - There is swelling of the ankle.
  - There is no evidence of bruising on the outside.
  - There may be swelling on both sides of the ankle.
  - There may also be swelling at the back of ankle.
- **External sprain**
  - There is no swelling of ankle joint.
The Images Tab allows you to display and/or print clinical information images to help patients understand specific clinical conditions.
The Drug Info Tab allows you to display and/or print information about medicines to help patients understand specific medicines and their usage, contra-indications and effects. This information can be presented in either layman's language or doctor's language.

**Acipimox** (Generic name)

**Indications (possible uses for drugs) pertain to the active ingredient (generic name) and may vary according to brand name or manufacturer**

**BRAND NAME** associated with Acipimox

**Olmetam**

**What is this drug used for?**
- Treatment of type IIA, IIB and IV dyslipidaemias (abnormal blood cholesterol and fat profile)
- Give in addition to weight loss and diet therapy
- Especially in diabetic patients

**Dosage:**

**Adults:**

- **Oral ingestion**
- 500 to 750 mg per day
- This should be taken in divided doses
- When kidney function is impaired the dosage needs to be reduced
The Pill ID Tab allows you to search for images of medicines using different visual properties of the medicines.

1. **Medicine Search Field**
   Allows you to search for specific pills to see the images for the specific pills.

2. **Clear Button**
   This button clears the current search and selection options and the resulting pill images.

3. **Colour Selector**
   Allows you to search for pills with one or more selected colours.

4. **Shape Selector and Pill Imprint**
   Allows you to select what pill shape or shapes and / or pill imprints you are looking for.

5. **MIMS Classification Selector**
Allows you to select which MIMS classification the pill you are looking for falls under.

**Pill Search Results**

Displays images for all the pills that match the current search and selection options.

**Image Magnification**

Allows you to change the size of the pill images to help with pill identification.

**Pill Image**

Image of a specific pill that meets the search criteria and selection options. The pill can be added to the current prescription from the image.
This section allows you to:

- Specify your practice information as it appears on your prescriptions, medical certificates and other documents.
- Specify your printer and other preferences.
- Insert your practice logo for prescriptions and medical certificates.
**User Preference Tab**

**Script Printer Setup**
- **Script Printer**
- **Copies**
- **Print Send Copies**
- **Script Paper Size**
- **Script Message**

Change the printing setup for Scripts.

**Sick Note Printer Setup**
- **Sick Note Printer**
- **Copies**
- **Sick Note Paper Size**

Change the printing setup for Sick Notes.

**Referral Paper Size selection**
- **Referral Letter**
- **Referral Paper Size**

Paper size selection for Referral letters.
Load logo Button

Click on this button to load a logo that will be printed on all electronic documents.

Script Message Printed on Script

Generic equivalent substitution allowed

Displays the Script Message that will print on Scripts

Image and Document Printer Selection

<table>
<thead>
<tr>
<th>Document Printer</th>
<th>Default Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tray No</td>
<td>0</td>
</tr>
<tr>
<td>Image Printer</td>
<td>Default Printer</td>
</tr>
<tr>
<td>Tray No</td>
<td>0</td>
</tr>
</tbody>
</table>

Select printer when printing Images and Documents

Letter Paper Size Selection

Letter Paper Size: A4, A5

Paper size selection for Referral letters

Clear logo Button

Click on this button to clear the logo

Other Selection

- Practice name is the same as username (for printing on all documents)
- Include Cell Number on all printed correspondence

Other Program behaviour selections

Close Button

Click on this button to close the User Preference screen

Program Behaviour Selection
Program behaviour selections

Search Behaviour Selection

- Perform sounds like search on Product Master
- Perform search while typing
- Move focus to result list after search
- Move focus to directions after medicine select
- Include Chronic Scripts imported from Easy Script

Save Button

Click on this button to save any changes made to the User Preference screen
User Details Setup

Displays the current User details

Create New User Button

Click on this button to create a new user

Speciality drop down Selection

Click on the drop down selection arrow to display the Medical Profession list

Signature Image
Verified Signature
represented by this
coloured block

The signature image for use on your prescriptions and sick notes has been verified as authentic.

- [ ] Attach scanned signature image to prescriptions and sick notes

**Note:** A signature image is not an electronic signature. Even a verified signature image does not qualify as an electronic signature. By entering your personal PIN, while attaching your signature image to a prescription or sick note, e-Scripting records an electronic signature corresponding to the attached signature image.

- [ ] Print Electronic Signature Form

Signature Image loaded for current user

**Attach Signature Selection**

- [ ] Attach scanned signature image to prescriptions and sick notes

Select this option to attach the current user signature to all Scripts, Sick notes and Documents created with e-Scripting.

**Practice Detail setup**

<table>
<thead>
<tr>
<th>Practice Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name **</td>
</tr>
<tr>
<td>Tel No**</td>
</tr>
<tr>
<td>Fax No**</td>
</tr>
<tr>
<td>Website</td>
</tr>
<tr>
<td>Postal Address**</td>
</tr>
<tr>
<td>Street Address**</td>
</tr>
<tr>
<td>Suburb</td>
</tr>
<tr>
<td>Town</td>
</tr>
<tr>
<td>Code</td>
</tr>
<tr>
<td>Province *</td>
</tr>
</tbody>
</table>

Displays the Practice details

**Doctor Group Selection**

- [ ] BOTHOMED
- [ ] SFI

Select the group that the Dr belongs to.
Save Button

Click on this button to Save changes made to the User Maintenance screen

Close Button

Click on this button to Close the User Maintenance screen

Print Electronic Signature Button

Click on this button to print the Electronic Signature Form to your default printer
Referral Maintenance Tab

1. **New Provider Button**
   - Click on this button to create a new Provider

2. **Delete Provider Button**
   - Click on this button to delete the current selected Provider

3. **Load Provider Drop down**
   - Click on this drop down selection button to load a previously saved Provider

4. **Provider Details Selection**
   - Displays the current Provider selected details
Practice Drop Down
Click on this drop down selection button to select a previously saved practice

Practice Details Selection
Displays the current Practice selected details

Save Provider Button
Click on this button to save Provider details entered

Close Button
Click on this button to close the Referral Maintenance screen
Report Selection Button

Select the report that you would want to run.

From Date drop down Selection Button

Select the date from when the report should be run.

Date Selection area
Select the Data range to run the selected report for.

**To Date drop down Selection Button**

31 July 2015

Select the date up to when the report should be run.

**Run Button**

Click on the Run button to run the selected Report.

**Close Button**

Click on this button to Close the Report screen.
Communication Tab

Communication with Health-Soft Cloud window

This window will display the communication results with the Health-Soft cloud. There could be two types of results that will indicate if a script has been uploaded to the Health-Soft Cloud.

<table>
<thead>
<tr>
<th>Message</th>
<th>Result</th>
<th>Display Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Script (Barcode Number) Delivered to (Pharmacy Name)</td>
<td>Successfully delivered to Health-Soft Cloud</td>
<td>Black</td>
</tr>
<tr>
<td>Script (Barcode Number) pushed to (Pharmacy Name) (minutes ago) - not yet uploaded</td>
<td>Not yet uploaded to Health-Soft Cloud</td>
<td>Red</td>
</tr>
</tbody>
</table>
**Refresh Data Button**

Click on this button to Refresh the communication results.

**Close Button**

Click on this button to Close the Communication screen.
This section explains how to do specific actions in e-Scripting.
Invoke e-Scripting

e-Scripting can be used in the following ways:

- Integrated with a PMA
- Standalone

Invoke e-Scripting from a PMA

When e-Scripting is integrated with a PMA the PMA starts e-Scripting and you are logged in automatically based on information sent to e-Scripting from your PMA.

See your PMA (practice management application) documentation for instructions on starting e-Scripting from within your PMA.

Note: When you start e-Scripting from within your PMA you will not be required to log in.

Invoke e-Scripting Standalone

When e-Scripting is used by itself and is not linked with any PMA you need to start e-Scripting like a normal application and log in.

1. Click on the e-Scripting icon on your desktop. The e-Scripting screen is displayed with the Login screen active.
2. Click on your user name in the User List.
3. Enter your password in the Password field.
4. Click OK. The Login screen closes and the Script tab of e-Scripting is displayed.
There are a number of Search fields in different places in e-Scripting. These help you to find specific items in the lists that you need for your prescriptions.

The Wild Card function helps you to search for items where you may not know exactly how to spell what you are looking for or you are not sure where a word may appear in a term.

The example shown relates to finding a medicine in the Product Master, however the same approach can be used in any of the Search fields found elsewhere in e-Scripting.

When you enter the wild card character "*" or Shift 8 before what you are looking for the search will look for everything that contains what you are looking for, e.g. search for "*simva" in the Product Master list; the list will return all medicines whose name includes "simva".

If you do not use the wild card character the search will look for everything that starts with what you entered in the Search field, e.g. search for "simva" in the Product Master list; the list will return all medicines whose name starts with "simva".

**Using the Wild Card Search**

Say you are looking for Warfarin in the Product Master list.

1. Enter "warfarin" in the Search field then press Enter. The search will not return any results. The search looked for all medicine names starting with "Warfarin". The reason it did not find anything should become clear when you see the results when you searched with a wild card.
2. Enter "*warf" in the Search field then press Enter. The search will return all medicines that contain the letters "warf" in the medicine name. The reason the first search without the wildcard found no medicines is because none of the medicine names begin with "warfarin".
You can add a new prescription line item to a prescription in one of the following ways:

- From your Favourite Medicines
- From the Product Master

### Add a Medicine from Your Favourite Medicines

1. Open the **Favourite Medicines** accordion list.

<table>
<thead>
<tr>
<th>Medicine Name</th>
<th>Favourite Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspelone 15mg/5ml Liq</td>
<td>Aspelone 15mg/5ml Liq</td>
</tr>
<tr>
<td>Aspen Atazanavir 150mg Cap</td>
<td>Aspen Atazanavir 150mg Cap</td>
</tr>
<tr>
<td>Ciplo-Abacavir 300mg Tab</td>
<td>Ciplo-Abacavir 300mg Tab</td>
</tr>
<tr>
<td>Mybuen Cap</td>
<td>Mybuen Cap</td>
</tr>
<tr>
<td>Zetop 5mg/5ml Syr</td>
<td>Zetop 5mg/5ml Syr</td>
</tr>
</tbody>
</table>

2. Double click on the required medicine. The medicine is added to the prescription in the **Script Line Items List**.

### Add a Medicine from the Product Master

1. Open the **Product Master** accordion list.
2. Enter a portion of the beginning of the medicine name in the search field, e.g. enter myb for Mybulen or search with a Wildcard *myb.

3. Click on the Search button. The medicines that match your entry are displayed.
4. Double click on the required medicine. The medicine is added to the prescription in the **Script Line Items List**.
Enter Prescription Line Item Details

The following details must be set for each prescription line item:

- Quantity of the medicine to be dispensed
- Directions for use
- Number of repeats
- ICD-10 code(s)
- Select generic alternative

Quantity to be Dispensed

When a medicine is added to a prescription line item a quantity is inserted. You can change this quantity if necessary.

1. Click on the number in the Qty field. The number is highlighted.

<table>
<thead>
<tr>
<th>Qty</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Enter the required quantity.

Or

3. Use the up or down arrows to change the quantity.

Add Directions for Using the Medicine

The directions for using the medicine can be added in the following ways:

- Using the Directions buttons
- Type the directions

Using the Directions Buttons

1. Click in the Directions (Directions for Use) field below the name of the medicine.

   Directions for Use
   Medicine Name
   Quantity
   Generic Indicator

   1: Amilor 10mg Tab
   Take 1 tablet once daily

   2: Vectoryl 8mg Tab
   Take 1 tablet in the morning before meal.

2. Enter the directions:

   The cursor is placed in the Directions field and the Directions Buttons are displayed.
2. Click on the required buttons to construct the required direction for the medicine. The corresponding directions text is displayed in the Directions field.

**Type the Directions**

1. Click in the Directions field below the name of the medicine. The cursor is placed in the Directions field and the Directions Buttons are displayed.

2. Type the required directions in the Directions field.

**Number of Repeats**

1. Click on the number in the Rpt field of the prescription line item. The number is highlighted.

2. Enter the required number of repeats. Note the maximum number allowed is 5, i.e. the first time plus 5 repeats.

Or

3. Use the up or down arrows to change the number of repeats.

You can set the number of repeats for the whole prescription:

1. Click on the number in the Repeat entire script field. The number is highlighted, or select from the drop down selection menu.

2. Enter the required number of repeats. Note the maximum number allowed is 5, i.e. the first time plus 5 repeats.

Or

3. Use the up or down arrows to change the number of repeats.

Or

4. Click on the Repeat button and select the required number from the drop down selection menu.

**ICD-10 Diagnosis Codes**

e-Scripting allows you to specify one or more ICD-10 codes to each line item in a prescription. When e-Scripting is invoked from within the PMA a diagnosis code for the active patient is sent to e-Scripting from the PMA and is used for the first prescription line item you create.

When you are running e-Scripting as a standalone you must select at least one ICD-10 code for the first prescription line item.

There are three options for adding an ICD-10 code to a prescription line item:

- **Type the code**

- **Use a favourite code**

- **Select a code from the ICD-10 Browser**

**Type ICD-10 Code**

Use this if you know the ICD-10 code.

1. Create a prescription line item.

2. Click in the ICD-10 field.
3. Type the required ICD-10 code.

**Note:** If you want to enter multiple ICD-10 codes for a Script Line Item type a semi-colon character ";" between the ICD-10 codes.

### Use a Favourite ICD-10 Code

Over a period of time you can add your commonly used ICD-10 codes to your Favourite ICD-10 codes. This provides quick access to your most commonly used codes.

1. Create a prescription line item.
2. Open the **Favourite ICD-10** accordion list.

<table>
<thead>
<tr>
<th>ICD-10 Code(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M86.44</td>
<td>Chronic osteomyelitis with draining sinus,</td>
</tr>
<tr>
<td>J10.1</td>
<td>Influenza with other respiratory</td>
</tr>
<tr>
<td>J11.1</td>
<td>Influenza with other respiratory</td>
</tr>
</tbody>
</table>

3. Double click on the required ICD-10 code in the list. The ICD-10 code is added to the prescription line item.

### Search and Select an ICD-10 Code from the ICD-10 Browser

1. Create a prescription line item.
2. Open the **Favourite ICD-10** accordion list.
3. Click on the **ICD-10 Browser** button. The **ICD-10 Browser** screen is displayed.
4. Enter the diagnosis or a part of the diagnosis in the **Description** field, e.g. "**bronchit**" (using the wild card) if you are looking for bronchitis.

5. Click on the **Search** button. All the matching diagnosis codes are displayed in the list on the right hand side of the screen.

6. Double click on the required diagnosis. The selected diagnosis is added to the **Selected Codes** field.
7. If you want to select another code for the prescription line item repeat steps 4 to 6.

8. If you want to add the selected ICD-10 codes to your favourites click on the Add to Favourites button. The New Favourite popup is displayed.

   a. If required enter a helpful name for the diagnosis.

   b. Click on OK. The popup is closed and the selected diagnosis is added to your favourite ICD-10 codes.

9. To add more ICD-10 codes to your favourites repeat steps 4 to 8.

10. Click on the Done button to return to the prescription line item.

Select a Generic Alternative

e-Scripting identifies whether there is a generic alternative for the selected medicine.
If you add a medicine with one or more generic alternatives the prescription line item displays the Generic Alternative Icon.
If you want to prescribe a generic alternative, do the following:

1. **Double click on the Generic Alternative Icon.** The Generic Equivalent Editor screen is displayed. The generic alternatives for the selected medicine are shown in the Generic Equivalents List. The currently selected medicine is shown above the list.

2. **Click on the required generic alternative.** The Currently Selected Medicine now show the selected generic.

3. **Click OK.** The Generic Equivalent Editor screen is closed and the selected generic is shown in the prescription line item.
Add a Mixture to a Prescription

e-Scripting allows you to add a mixture made up from two or more ingredients to a prescription.

When viewing the mixture on screen the mixture displays as a single line item. When the prescription is printed the prescription displays the full details of the mixture.

1. Click on the Mixtures button. The Mixtures screen is displayed.

![Mixtures Screen]

2. Click in the Product field of the blank line in the Mixture Items List. The cursor is displayed in the field.
3. Enter the first part of the required ingredient in the Product field.
4. Press the Tab key. The Product Search screen is displayed.
5. Double click on the ingredient. The ingredient is added to the mixture.
6. Enter the required quantity or the number of units or the percentage of the ingredient in the relevant field, i.e. Qty, Vol or % field.
7. To add more ingredients to the mixture repeat steps 2 to 6 until all the required ingredients have been added.

8. Click OK
9. Enter the mixing instructions and directions for use in the Directions field.
10. Enter the number of repeats if required.
11. Enter or select the required ICD-10 code(s).
Mixture Screen

Mixture Items (Ingredients)

<table>
<thead>
<tr>
<th>Product</th>
<th>Qty</th>
<th>Vol Type</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celestamine Syr</td>
<td>0</td>
<td>ML</td>
<td>50.00</td>
</tr>
<tr>
<td>Bisolvon Linctus De Syr</td>
<td>0</td>
<td>ML</td>
<td>50.00</td>
</tr>
</tbody>
</table>

The mixture display screen

Mixing Totals display Qty, Vol, %

<table>
<thead>
<tr>
<th>Totals</th>
<th>0</th>
<th>100.00%</th>
</tr>
</thead>
</table>

Displays the Quantity, Volume or Percentage of the mixture

Mix Up To Quantity Field

Field to enter the Quantity to mix up to.

Ok Button

Click on this button to load the mixture created to the Script line items.

Cancel Button

Click on this button to Cancel the mixture.
These function allows you to specify alerts and notes that are displayed on specific patient's prescriptions as well as notes that can be kept for specific patients.

To Select Script Alert(s)

1. Click on the button to open the **Script Alert and Notes** screen.
2. Select the checkboxes for any alerts you want to include in the prescription. You may also want to deselect alerts previously selected for this patient.

*Note:* The selected prescription alerts are saved for the next time you create a prescription for this patient.

To Create a Script Note

1. Click on the double down arrow to expand the **Script Alert and Notes** group.
2. Enter the required prescription note for this prescription.

*Note:* This is a one-time note for the current prescription.
To Add a Patient Note

1. Click on the **Patient Notes** button. The **Notes** tab of the **Patient** screen is displayed.
2. Enter the required patient notes in the **Patient Note** field.
3. Click on the **Add Note** button. The note is added to the **Patient Note List**.

**Note:** For medico-legal reasons these notes cannot be deleted or changed once added to the list.
Print or Preview a Prescription

You may preview your prescription before printing if required.

**Preview a Prescription**

1. Create a prescription as required.
2. Click on the **Preview** button. The **Print Preview** screen is opened with your prescription displayed.
3. Click on the **Navigation** buttons to navigate between pages for a multi-page prescription.
4. Click on the **Printer** button to print the prescription from the **Print Preview** screen.

**Print a Prescription to Your Default Printer**

1. Create a prescription as required.
2. Click on the **Print** button. The prescription is printed on the printer specified in the **User Preferences**.

**Print a Prescription to a Different Printer**

1. Create a prescription as required.
2. Click on the **Down Arrow** button to the right of the **Print** button.
3. The Windows **Print** popup is displayed.
4. Select the required printer in the (printer) **Name** dropdown and click on the **OK** button.
Create or Remove Favourites

A favourite is something you use frequently and want to be able to access quickly.

You may create the following favourites:

- Prescription
- Medicines
- ICD-10 codes

Create a Favourite Script

Favourite prescriptions allow you to create an entire prescription with medicines, quantities, directions, repeats and ICD-10 codes with a double click.

1. Create the entire prescription that you want to save as a favourite. This includes specifying medicines, quantities, directions, repeats and ICD-10 codes.

2. Click on the **Add to Favourite Scripts** button. The **New Favourite Script** popup is displayed.

3. Enter a helpful name for the prescription in the **Name** field, if required.

4. Click **Save**. The prescription is saved to your **Favourite Scripts** list.

Remove a Favourite Script

1. Click on the **Favourite Scripts** accordion list label. The **Favourite Scripts** accordion list is displayed.

2. Click on the favourite prescription you want to remove to select it.

3. Right click on the favourite prescription you want to remove. A pop up is displayed.

4. Click on **Remove from Favourites**. The selected favourite prescription is removed.

Create a Favourite Medicine from the Product Master List
1. Search for a medicine from the Product Master search area.
2. Right click on the item. A popup list is displayed.

| Medicine info | Add to Favourite Medicines |

3. Click on **Add to Favourite Medicines**. The **Save Favourite Medicine** popup is displayed.

![Save Favourite Medicine popup]

4. Enter a helpful name for the medicine in the **Name** field, if required.
5. Click **Save**. The prescription is saved to your **Favourite Scripts** list.

**Create a Favourite Medicine from a Script Line Item**

1. Select the medicine in the **Product Master List**.
2. Right click on the Medicine. A popup list is displayed.

| Add to Favourite Medicines |

3. Click on **Add to Favourite Medicines**. The **Save Favourite Medicine** popup is displayed.
4. Enter a helpful name for the medicine if required.
5. Click Save. The prescription is saved to your Favourite Scripts list.

**Remove a Favourite Medicine**

1. Click on the Favourite Medicine accordion list label. The Favourite Medicine accordion list is displayed.
2. Click on the favourite medicine you want to remove to select it.
3. Right click on the favourite medicine you want to remove. A pop up is displayed.
4. Click on Remove from Favourites. The selected favourite medicine is removed.

**Create a Favourite ICD-10 Code**

1. Add a medicine to a prescription line item.
2. Right click on the prescription line item. A popup list is displayed.
3. Click on Add ICD-10 Code to Favourites. The New Favourite ICD-10 popup is displayed.
4. Enter a Favourite name for the ICD-10 code if required.
5. Click OK.
Remove a Favourite ICD-10 Code

1. Click on the Favourite ICD-10 accordion list label. The Favourite ICD-10 accordion list is displayed.
2. Click on the favourite ICD-10 code you want to remove to select it.
3. Right click on the favourite ICD-10 code you want to remove. A pop up is displayed.
   
   ![Remove from Favourites]

4. Click on Remove from Favourites. The selected favourite ICD-10 code is removed.
Create or Remove a Chronic Prescription

Saved chronic prescriptions allow you to create a new chronic prescription with a double click.

**Note**: Chronic prescriptions are created for specific patients and so a saved chronic prescription is saved for a specific patient. A saved chronic prescription for one patient may be used to create a new chronic prescription for a different patient.

1. Create the entire prescription that you want to save as a chronic prescription. This includes specifying medicines, quantities, directions, repeats and ICD-10 codes.

2. Click on the **Add to Chronic Scripts** button. The **Save chronic Script** popup is displayed.

   ![Save chronic script popup]

   - Create your name for this chronic script
     - Chronic Name: Hypertension
   - Replace existing chronic script
     - Search
   - New Name
   - Save
   - Cancel

3. Enter a helpful name for the prescription if required.

4. Click **OK**.

Remove a Favourite Chronic Prescription

1. Click on the **Chronic Script** accordion list label. The **Chronic Script** accordion list is displayed.

2. Click on the chronic prescription you want to remove to select it.

3. Right click on the chronic prescription you want to remove. A pop up is displayed.

   ![Remove from Favourites]

4. Click on **Remove from Favourites**. The selected chronic prescription is removed.
Create a New Prescription from a Favourite or a Chronic Prescription

Create a Prescription from a Favourite Script

1. Click on Favourite Scripts in the Accordion Lists. The Favourite Scripts List is displayed.
2. If you have many favourite prescriptions and you need to search for the prescription; enter the first part of the favourite prescription name in the Search field.
3. Click on the Search button. The favourite prescriptions that match your search are shown in the Favourite Scripts List.
4. If you want to check what medicines are in a favourite prescription before you use it click on the plus sign for the favourite prescription. The medications in the prescription will be shown below the favourite prescription name.
5. Double click on the required favourite prescription. The contents of the required favourite prescription are added to the Script Line Items List.

Create a Prescription from a Saved Chronic Script

1. Click on Chronic Scripts in the Accordion Lists. The Chronic Scripts List is displayed. The list shows only the chronic prescriptions for the currently selected patient.
2. If you have many chronic prescriptions and you need to search for the prescription; enter the first part of the favourite prescription name in the **Search** field.

3. Click on the **Search** button. The chronic prescriptions that match your search are shown in the **Chronic Scripts List**.

4. Double click on the required favourite prescription. The contents of the required chronic prescription are added to the **Script Line Items List**.

5. If you want to see chronic prescriptions for all patients; click in the **Show Chronic Scripts for All Patients** checkbox. Then click on the **Search** button.
Remove Medicines from a Prescription

You can either remove single medicines from a prescription or clear all the medicines from a prescription.

Remove a Single Medicine from a Prescription

1. Right click on the line item for the medicine you want to remove from the prescription. A popup is displayed.
   
   - Add to Favourite Medicines
   - Add ICD-10 Code to Favourites
   - Remove line from Script
   - Medicine Info

2. Click on Remove Line from Script. The line item is removed from the prescription.

Clear All Medicine Line Items from a Prescription

1. Click on the Clear button. A confirmation message is displayed.

   Are you sure you want to clear this script?

   Yes   No

2. Click on Yes. All the line items are removed from the prescription.
e-Scripting is integrated with the Health-Soft ScriptCloud.

ScriptCloud receives electronic scripts from any e-prescribing software that generates electronic prescriptions for electronic delivery to pharmacies.

When you create a prescription you present the patient with a bar-coded paper prescription and the prescription details are sent to ScriptCloud. The patient presents the bar-coded prescription at the pharmacy of their choice. If the pharmacy uses pharmacy software that is e-prescribing enabled the pharmacist scans the prescription bar-code and the prescription details are collected from ScriptCloud and automatically loaded into the pharmacy software for dispensing.

The entire process is secure using end-to-end data encryption, nobody other than you and the pharmacist can see the electronic prescription details. Amongst other benefits the process will significantly reduce prescription fraud and eliminate prescription capture errors. Patients will appreciate the reduced waiting time at pharmacies.
Send Button

Sends the current script to the pharmacy displayed next to the Send button. This pharmacy defaults to the pharmacy at the top of the Favourite Pharmacies list. This pharmacy can be changed to any active pharmacy that accepts Send scripts by right clicking on the required pharmacy in either the Favourite Pharmacies list or the Available Pharmacies list.

Move Buttons

These buttons allow you to move a selected favourite pharmacy up or down the Favourite Pharmacies list.

Favourite Pharmacies list

This list displays the pharmacies that you have selected as your favourite pharmacies. The pharmacy at the top of the Favourite Pharmacies list is the default Send To pharmacy shown in the Send To button.
Search Field

Allows you to search for pharmacies using pharmacy name, pharmacy registration (Y) number, pharmacy practice number or area where the pharmacy practices.

Search Button

Click on this button starts the search process.

Available Pharmacies list

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medboot Pharmacy</td>
<td>HATFIELD</td>
<td>SECURITY LOFT</td>
</tr>
<tr>
<td>Medboot Pharmacy</td>
<td>HATFIELD</td>
<td></td>
</tr>
<tr>
<td>Medboot Pharmacy - Cape Town</td>
<td>MILNERTON</td>
<td></td>
</tr>
<tr>
<td>Medboot Pharmacy - Goshia</td>
<td>PRETORIA</td>
<td></td>
</tr>
<tr>
<td>Medquick Pharmacy &amp; Medicine Depot</td>
<td>DURBAN</td>
<td>99 OVERPORT DR</td>
</tr>
<tr>
<td>Medquick Pharmacy (Overport)</td>
<td>DURBAN</td>
<td>99 OVERPORT DR</td>
</tr>
<tr>
<td>Medicana Bayswater Pharmacy</td>
<td>BLOEMFONTEIN</td>
<td></td>
</tr>
<tr>
<td>Medicana Richardsbark Airport &amp; Medina Depot</td>
<td>BLOEMFONTEIN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOUTHERN SENTR</td>
<td></td>
</tr>
</tbody>
</table>

This list allows you to display all the registered pharmacies. The font colour indicates whether you can send scripts to a pharmacy, i.e. black indicates you can send to the pharmacy and grey indicates that the pharmacy does not accept sent scripts.

Close Button

Click on this button to close the Send To screen.
Send Prescriptions to Pharmacies

This function allows you to send an electronic prescription to a specific pharmacy.

This is most commonly used for sending prescriptions to Chronic Script Houses and can also be used to send an acute prescription to a specific pharmacy e.g. when one of your patients is in a different town and requests a prescription from you.

You can specify the number of printed prescriptions to be printed for each electronic prescription, e.g. one prescription for the Script House and one prescription as a file copy.

Note: To be able to send prescriptions to a Chronic Script Houses or a specific pharmacy contact Health-Soft Support at 012 347 2323 or e-mail support@health-soft.co.za

Send a Prescription to the Default 'Send To' Pharmacy

1. Create a prescription as normal.
2. Click on the Send to Pharmacy button. The PIN popup is displayed.
3. If the patient consents to the script being send to the pharmacy and you do not want to print a copy of the prescription select the first radio button.
   If you want to print a copy of the prescription being send to the pharmacy, select the second radio button.
4. Enter your PIN. If you enter the correct PIN the electronic prescription is sent to the ScriptCloud to be forwarded to the default pharmacy.

Send a Prescription to a Selected Favourite 'Send To' Pharmacy

1. Create a prescription as normal.
2. Click on the down arrow of the selection button next to the Send to Pharmacy button. The Send popup screen is displayed.
3. Search for the required pharmacy in the **Available Pharmacies** list.
4. Right click on the required pharmacy in the **Available Pharmacies** list.
5. Select the required send option. The **PIN** popup is displayed.

Select the required send option.

**Send Script to this Pharmacy and Add this Pharmacy to Favourite Pharmacies**

6. If the patient consents to the script being send to the pharmacy and you do not want to print a copy of the prescription select the first radio button. If you want to print a copy of the prescription being send to the pharmacy, select the second radio button.

7. Enter your **PIN**. If you enter the correct **PIN** the electronic prescription is sent to the ScriptCloud to be forwarded to the selected pharmacy.
1. Create a prescription as normal.
2. Click on the down arrow of the selection button next to the Send to Pharmacy button. The Send popup screen is displayed.

3. Select the required pharmacy in the Favourite Pharmacies list. The name of the selected pharmacy is displayed alongside the Send button.
4. Click on the Send button. The PIN popup is displayed.
5. Enter your PIN. If you enter the correct PIN the electronic prescription is sent to the ScriptCloud to be forwarded to the selected pharmacy. The value in the No of copies to print field determines how many paper copies of the prescription will be printed.

Add or Remove a Favourite Pharmacy

1. Create a prescription as normal.
2. Click on the down arrow of the selection button next to the Send to Pharmacy button. The Send popup screen is displayed.
3. Right click on the required pharmacy in the Available Pharmacies list.
4. Click on Add this Pharmacy to Favourite Pharmacies option.

   ![Send to Pharmacies window]

   The selected pharmacy is moved to the Favourite Pharmacies list.

5. Select the pharmacy in the Favourite Pharmacies list and and click on the Up or Down arrows to place it in the required position in the list. **Note:** The pharmacy at the top of the Favourite Pharmacies list is the default 'Send To' pharmacy.
6. To remove the pharmacy from the Favourite Pharmacies list right click on the required pharmacy then click on the Remove from Favourites option. The pharmacy will now be displayed in the Available Pharmacies list.
The **Patient Tab** allows you to:

- View the details of a patient
- Enter details of a new patient. This is likely only to be done where e-Scripting is used standalone, i.e. not integrated with a practice management application.
- Change the details of a patient. Where e-Scripting is integrated with a practice management application (PMA) the patient details that are received from the PMA will reflect any changes made in the PMA when e-Scripting is implemented from the PMA.
- Select a patient to create a prescription, sick note or other standard document, e.g. MVA form, for that patient. The currently select patient is displayed in the Information Bar.
- View a history of documents created for the patient and select a document to be reprinted.

**View the Details of the Currently Selected Patient**

1. Click on the **Patient** toolbar button. The **Patient Tab** is displayed. If a patient is currently selected the details for that patient are displayed in the **Patient Tab**.

**Enter the Details of a New Patient**

**Note:** When e-Scripting is integrated with a practice management application new patients should only be added from the PMA and should not be entered manually.

1. Click on the **Patient** toolbar button. The **Patient Tab** is displayed.
2. Click on the **New Patient** button. All the fields in the **Patient Tab** are cleared.
3. Enter the details for the new patient in the relevant fields.
4. Fields marked with * are mandatory fields and must be entered.

5. Click on the **Save Patient** button when all the details for the patient have been entered.

6. A message confirming that the patient details have been saved is displayed briefly in the **Information Bar**.

**View the Details of an Existing Patient**

**Note:** If e-Scripting is integrated with a practice management application changes you make may be over-ridden by details received from the PMA the next time you access the patient from the PMA. e-Scripting 'trusts' that details held in the PMA are always correct.

1. Click on the **Patient** toolbar button. The **Patient Tab** is displayed.

2. Enter the patient’s name, Surname, Medical Aid number, ID Number or File Number in the Search field.

3. Click on **Search**.

   a. If there is only one patient that matches the last name entered the details for that patient are displayed.

   b. If there is more than one patient with the same last name then the **Patient Search** screen is displayed with all the patient that match the name, or part of the name, that you entered.

   c. Double click the required patient. The **Patient Search** screen is closed and the details for the required patient are displayed in the **Patient tab**.

**Change the Details of an Existing Patient**

**Note:** If e-Scripting is integrated with a practice management application changes you make may be over-ridden by details received from the PMA the next time you access the patient from the PMA. e-Scripting 'trusts' that details held in the PMA are always correct.

1. Click on the **Patient** toolbar button. The **Patient Tab** is displayed.

2. Enter the patient’s name, Surname, Medical Aid number, ID Number or File Number in the Search field.

3. Click on **Search**.

   a. If there is only one patient that matches the last name entered the details for that patient are displayed.
b. If there is more than one patient with the same last name then the **Patient Search** screen is displayed with all the patients that match the name, or part of the name, that you entered.

c. Double click the required patient. The **Patient Search** screen is closed and the details for the required patient are displayed in the Patient tab.

4. Make the changes to the required fields.

5. Click on the **Save Patient** button when all the required details for the patient have been changed.

6. A message confirming that the patient details have been saved is displayed briefly in the **Information Bar**.

**Select an Existing Patient**

1. Click on the **Patient** toolbar button. The **Patient Tab** is displayed.

2. Enter the patient's name, Surname, Medical Aid number, ID Number or File Number in the Search field.

3. Click on **Search**

   a. If there is only one patient that matches the last name entered the details for that patient are displayed.

   b. If there is more than one patient with the same last name then the **Patient Search** screen is displayed with all the patients that match the name, or part of the name, that you entered.
c. Double click the required patient. The **Patient Search** screen is closed and the details for the required patient are displayed in the **Patient** tab.

4. The selected patient is displayed in the **Information Bar**.

### View the Document History for an Existing Patient

1. Click on the **Patient** toolbar button. The **Patient Tab** is displayed.
2. Enter the patient's name, Surname, Medical Aid number, ID Number or File Number in the Search field.
3. Click on **Search**

   a. If there is only one patient that matches the last name entered the details for that patient are displayed.
   
   b. If there is more than one patient with the same last name then the **Patient Search** screen is displayed with all the patient that match the name, or part of the name, that you entered.
   
   c. Double click the required patient. The **Patient Search** screen is closed and the details for the required patient are displayed in the **Patient** tab.

4. The documents for the patient are displayed in the **History List**.
5. Double click on document in the **History List** to view the document. The document is displayed in the **Print Preview** screen.

6. Click on the **Print** button to reprint the document or click on **Close** to close the preview.
The **Sick Note Tab** allows you to create a sick note for a patient. Any information such as patient details that are held in e-Scripting are automatically inserted into the Sick Note and other information can be inserted using a simple list of fields.

1. Ensure the required patient is selected.
2. Click on the **Sick Note** toolbar button.

   ![](image)

   **Tab** is displayed.

1. The undersigned hereby certify that
   [Patient details]

2. Selected the required dates and options.
3. Enter any required information regarding the illness / operation / injury.
4. Select the **Patient accompanied by** checkbox and enter the relevant name if required.
5. Select the **Patient requires care by** checkbox and enter the relevant name if required.
6. Click on the **Print** button to print the sick note.
7. Or:
   - Click on the **Preview** button to preview the sick note. The **Print Preview** screen is displayed.
8. Click on the **Print** button to print the sick note from the **Print Preview** screen.
9. Close the **Preview Screen**.

**Note:** The selected patient's name is already in the sick note.
The Documents tab allows you to easily create standardised documents and forms for patients. Any information such as patient or employer details that are held in e-Scripting are automatically inserted into the documents and other information can be inserted using a simple list of fields.

Create and Print a Document

1. Click on the Documents toolbar button. The Documents Tab is displayed.
2. Expand the required Document Group.

3. Double click on the required document in the document group. A progress bar is displayed in the System Message of the Status Bar. When the document is loaded the field list for the document is displayed. Document information that is held in e-Scripting is displayed in the relevant fields.

4. Enter any additional required information in the relevant fields.

5. Click on the Print button to print the document.

Or:

6. Click on the Preview button to preview the document.

7. Click on the Print button to print the document from the Preview Screen.

8. Close the Preview Screen.
Create a Referral Letter

1. Ensure the required patient is selected.

2. Click on the Documents toolbar button. The Documents tab is displayed.

3. Click on the + sign of the Referrals section in the Document List. The Referral Letter option is displayed.


5. Select the required referral provider in the Refer To dropdown field.
6. If required, select the facility that the patient has been admitted to in the **Admitted To** dropdown field.  

**Note**: To clear the contents of the **Admitted To** field click on the button next to the field.  

7. The **Referral Date** defaults to the current date. Change the date if required.  

8. Double click on one or more symptoms in the **Symptoms** list to select them for inclusion in the referral letter.  

9. Insert diagnosis or notes text in the **Diagnosis/Notes** field as required.  

10. Select a diagnosis code in the **ICD-10** field if required.  

11. Click on the **Print** button to print the **Referral Letter**.

### Add a New Provider

If the provider you want to select in the **Refer To** dropdown field is not available in the field you can add the provider without having to close the **Referral Letter** template.

**To Add a New Provider:**

1. Click on the button next to the **Refer To** dropdown field. The **Settings** screen is displayed with the **Providers** tab active.
2. Click on the **New Provider** button.

3. Enter the required information for the provider.
   
   **Note:** The minimum information required to create a new provider is the first name and last name. Any further information is entered at your discretion.

4. Click on **Save Provider**.

5. Click on **Close**. You are returned to the **Referral Letter** template. The new provider can now be selected for the referral letter.

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**Add a New Facility**
If the facility you want to select in the Admitted To dropdown field is not available in the field you can add the facility without having to close the Referral Letter template.

To Add a New Facility:

1. Click on the button next to the Admitted To dropdown field. The Settings screen is displayed with the Facilities tab active.

2. Click on the New Facility button.

3. Enter the required information for the Facility.

   Note: The minimum information required to create a new facility is the name. Any further information is entered at your discretion.

4. Click on Save Facility.

5. Click on Close. You are returned to the Referral Letter template. The new facility can now be selected for the referral letter.
Create a Letter

The free form letter allows you to:

- Write a letter on a letterhead form
- Create and save Letter Templates

1. Ensure the required patient is selected.
2. Click on the Documents toolbar button. The Documents tab is displayed.
3. Click on the + sign of the Letters section in the Document List. The Letterhead option is displayed.

This letter is to inform you about the following ......

- The point is about ........
- While the point is about something els ........
- And the last point is about something completely different and unrelated
4. Double click on the **Letterhead** option. The **Letterhead** template is loaded.
5. The **Free Form Letter** editing controls and the **Text Contents** area are displayed on the right hand side of the **Documents** screen.
6. Type your letter as required using the editing controls, e.g. font, font size, bold or underline, etc., to format the content of your letter.
7. Click on the **Print** button to print your letter.

### Create a Letterhead template

You can create Letterhead templates for easy selection and future use.

1. Ensure the required patient is selected.
2. Click on the **Documents** toolbar button.
   ![Documents tab](image)
   
   The **Documents** tab is displayed.
3. Click on the + sign of the **Letters** section in the **Document List**. The **Letterhead** option is displayed.
4. Double click on the **Letterhead** option. The **Letterhead** is loaded.
5. The **Free Form Letter** editing controls and the **Text Contents** area are displayed on the right hand side of the **Documents** screen.
6. Type your letter as required using the editing controls, e.g. font, font size, bold or underline, etc., to format the content of your letter.
Click on the Save as Template button. The **Save letter Template** popup is displayed.

1. Enter a helpful name for the Letterhead template in the **Name** field, if required.
2. Click **Save**. The Letterhead template is saved to your **Letterhead Templates** list.

**Create a letter using a saved Letterhead Template**

1. Ensure the required patient is selected.
2. Click on the **Documents** toolbar button. The **Documents** tab is displayed.
3. Click on the + sign of the **Letters** section in the **Document List**. The **Letterhead** option is displayed.
4. Double click on the **Letterhead** option. The **Letterhead** template is loaded.
5. The **Free Form Letter** editing controls and the **Text Contents** area are displayed on the right hand side of the **Documents** screen.
6. Click on the down arrow to the right of "Load a Saved Letter Template"
7. Select previously saved Letterhead Templates
8. Make changes to your letter as required using the editing controls, e.g. font, font size, bold or underline, etc., to format the content of your letter.
9. Click on the **Print** button to print your letter.
The Conditions Tab allows you to display information on various medical conditions. This information can be shown to patients or printed as patient handouts.

To View or Print a Conditions Patient Handout

1. Click on the Conditions toolbar button. The Conditions Tab is displayed.
2. Enter the name of the condition, or the first part of the name of the condition, in the Search field.
   a. Click on the Search button. The list displays the names of the conditions that match your search.
   b. Click on the required condition in the list. The condition information is displayed in the right pane of the tab.
3. Scroll down the list till you see the required condition.
   a. Click on the required condition in the list. The condition information is displayed in the right pane of the tab.
4. Click on the Print button to print the patient handout.
5. Click on the Print button to print the patient handout.
The **Images Tab** allows you to display images with some information on various medical conditions. The images can be shown to patients or printed as patient handouts.

### To View or Print Image Patient Handouts

1. Click on the **Images** toolbar button. The **Images Tab** is displayed.

2. Click on the required system in the **Systems List**. The images contained in the selected system are displayed in the **Images List**.

3. Click on the required image in the **Images List**. The image is displayed.

4. Change the size of the displayed image using the Image Magnification controls.

5. Click on the **Print** button to print the patient handout.

6. Click on the **Print** button to print the patient handout.
The **Conditions Tab** allows you to display information on various medical conditions. This information can be shown to patients or printed as patient handouts.

To View or Print Drug Information Patient Handouts

1. Click on the **Drug Info** toolbar button. The **Drug Info Tab** is displayed.

2. Enter the name of the drug, or the first part of the name of the drug, in the **Search** field.

   a. Click on the **Search** button. The list displays the names of the drugs that match your search.

   b. Click on the required drug in the list. The drug information is displayed in the right pane of the tab.

3. Scroll down the list till you see the required drug.

   a. Click on the required drug in the list. The drug information is displayed in the right pane of the tab.

4. Select which version you want to display, i.e. Patient's Version or Doctor's Version.

5. Click on the **Print** button to print the patient handout.

6. Click on the **Preview** button to preview the patient handout.

7. Close the **Preview Screen**.
The **Pill ID Tab** allows you to find names of pills based on visual characteristics or within their MIMS classification.

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### To Find a Pill

You can use any one or more of the search options. If you use more than one search selection the results will show images for any pills that match all the selections you used.

#### Search on a medicine name

1. Click on the **Pill ID toolbar** button.
2. Enter the medicine name in the **Medicine Search Field**.
3. Click on the **Search Button**. The image(s) for the medicine are displayed in the **Pill Images area**.

#### Search on one or more colours

1. Scroll through the **Colours list** to find your required colour(s).
2. Click in the check box for each of your required colours. The pills with the selected colour(s) are displayed in the **Pill Images area**.
Search on a shape
1. Click on the down arrow of the Shape Dropdown. The list of shapes is displayed.
2. Click on your required shape. The pills that match the selected shape are displayed in the Pill Images area.

Search on MIMS classification
1. Scroll down the MIMS Classification list to find your required classification(s).
2. Click in the check box for each of your required MIMS classifications. The pills that fall under the selected classifications are shown in the Pill Image area.

To Clear a Search
1. Click on the Clear button. All your search selections are cleared and the Pill Images area is cleared.

To Script a Pill Found in Pill ID
You can use any one or more of the search options. If you use more than one search selection the results will show images for any pills that match all the selections you used.

Search on a medicine name
1. Enter the medicine name in the Medicine Search Field.
2. Click on the Search Button. The image(s) for the medicine are displayed in the Pill Images area.
To Change the Current User

**Note:** This is likely only to be done where e-Scripting is used standalone, i.e. not integrated with a practice management application.

1. Click on the User name in the Information Bar.

2. The User Login screen is displayed.

3. Click on the required user name in the User List.

4. Enter the password in the Password field.

5. Click the OK button.
Electronic Signatures

Electronic Signatures can come in different forms from relatively simple to complex. e-Scripting has taken an approach that while fairly simple provides a higher level of certainty and integrity than currently provided by handwritten signatures.

In the context of e-Scripting replacing a handwritten signature with an electronic signature needs to consider the current levels of certainty and integrity provided by the existing handwritten approach. Any electronic signature approach replacing the existing handwritten signature must provide at least the same levels of certainty and integrity for prescriptions as currently provided by handwritten signatures.

What is a Signature

A signature can be defined as

*A mark or a sign made by an individual on an instrument or document to signify knowledge, approval, acceptance, or obligation.*

An electronic signature must be able to perform the same role in an electronic document.

Positive Act of Acceptance

The key element of an electronic signature is when the electronic signature function records a person’s Positive Act of Acceptance of the relevant electronic document.

Relating this to the definition of a signature the Positive Act of Acceptance is taken to be an electronic sign made by an individual on an electronic document to signify knowledge, approval, acceptance or obligation with respect to the associated electronic document.

Avoiding Confusion

e-Scripting allows prescriptions to be created with or without signature images being placed on the prescriptions. This has no impact on whether the prescription has an electronic signature.

In the e-Scripting implementation of electronic scripting a prescription has an electronic signature when the following takes place:

- The doctor creates the prescription.
- The doctor enters his PIN to complete the creation of the prescription. When he enters the PIN this is recorded as his Positive Act of Acceptance that he created the prescription and its contents.
- The prescription is rendered using PDF as an electronic document.
- The Positive Act of Acceptance is recorded and associated with the rendered PDF document.

Electronic measures, including encryption and hashing are applied to protect the integrity of the electronic document, the record of the Positive Act of Acceptance and the document hash.

End-to-End Approach

e-Scripting provides an end-to-end system to securely deliver electronic prescriptions with electronic signatures from your e-Scripting application to the dispensing pharmacy.

From the point where the prescription is created in your e-Scripting to the point where the pharmacist reads the prescription at the pharmacy or imports the prescription details into the pharmacy dispensing program the integrity of the prescription is maintained in a single co-ordinated delivery system.
A Scanned Image of a Signature is Not an Electronic Signature

Placing a scanned image of a person’s signature on a document and then printing the document does not meet any of the requirements for an electronic signature.

This method does not:

- Satisfy any of the criteria for any of the 3 levels of electronic signatures.
- Impute any certainty or integrity on the document.
- Means that the person whose signature is represented by the image on the document:
  - Has any knowledge of the document.
  - Has approved or accepted the contents of the document.
  - Is in anyway obliged to anything contained in the document.

Using a Scanned Signature Image

Although a scanned signature image applied to a document has no legal weight e-Scripting provides for the use of verified scanned signature images.

A verified Scanned signature image is obtained by a process of submitting examples of your signature to a verification process resulting in Health-Soft loading your signature image.
Electronic signatures are used by default when sending prescriptions to specified pharmacies. The efficiency of electronic delivery of prescriptions relies, in a large part, on not requiring the creation of a physical prescription with a handwritten signature. At the same time the pharmacist needs a reliable assurance that the prescription they receive is legitimate and can be dispensed. e-Scripting's electronic signature method satisfies both these requirements.

**How To Load a Verified Scanned Signature Image**

Health-Soft applies a process to verify the authenticity of your signature. The signature verification in the process can be performed by Health-Soft staff, authorised Health-Soft representatives or by a Commissioner of Oaths.

When you select to append your signature image to your prescriptions and sick notes, e-Scripting will record for every prescription or sick note whether a verified signature image was used.

**To get your verified signature loaded:**

1. Click on the **Menu** button. The **e-Scripting Menu** is displayed.
2. Click on **Settings**. The **Settings** screen is displayed.
3. Click on **User Maintenance** tab. The **User Maintenance** screen is displayed.
4. Click on the **Print Electronic Signature Form** button. The **Signature Form** will be printed on your default prescription printer. Please read the accompanying **Instructions**.
5. Click on **Close**. The **Settings** screen is closed.
6. Present yourself to Health-Soft, an authorised Health-Soft representative or a Commissioner of Oaths with your **Signature Form**.
7. Complete the required details and sign the example signatures on the **Signature Form** in the presence of the authorised Health-Soft representative or the Commissioner of Oaths.
8. The authorised Health-Soft representative or the Commissioner of Oaths will attest to the authenticity of your signature on the **Signature Form**.
9. Hand the completed **Signature Form** to the Health-Soft representative; or Send the completed **Signature Form** by registered mail to

Health-Soft  
PO Box 11528  
Erasmuskloof  
2123

10. You will be contacted once Health-Soft receives your **Signature Form** and has loaded your verified signature. Once your verified signature has been loaded it will be automatically downloaded to your e-Scripting. You will receive a notification once it is downloaded and will be able to select the **Append scanned signature image to scripts and sick notes** option.

**Note:**
- If you had previously loaded an unverified signature image the unverified signature image will be replaced with the verified signature image.
- Once you have a verified signature image loaded on your e-Scripting you will not be able to load an unverified signature image.

**How To Enable Electronic Signatures**

e-Scripting is automatically enabled to apply electronic signatures to prescriptions that are being sent to specific pharmacies using the **Send To** function.

You can also apply electronic signatures to prescriptions and sick notes that are printed and then
handed to your patients. This requires you to enter a PIN when you print a prescription or sick note record your electronic signature. Your scanned signature image is also attached to the prescription or sick note.

To enable electronic signatures for printed prescriptions or sick notes:

1. Ensure that your scanned signature image is loaded
2. Click on the **Menu** button. The **e-Scripting Menu** is displayed.
3. Click on **Maintenance / Preferences**. The **Settings** screen is displayed.
4. Click on **User Maintenance** tab. The **User Maintenance** screen is displayed.
5. Select the **Append scanned signature image to scripts and sick notes** check box in the **Signature Image** group.
6. Click on **Save**.

7. Click on **Close**. The **Settings** screen is closed.
How to Use Your Electronic Signature

How to Create a prescription Using Your Electronic Signature

**Note:** This requires that:

- You have a verified signature image loaded in your e-Scripting; and
- The Attach scanned signature image to scripts and sick notes option is selected.

1. Create a prescription or sick note as you normally would.
2. Click on the Print button.
   a. The Create PIN popup is displayed.
      The first time you print a prescription or a sick note after you have selected the Attach scanned signature image to scripts and sick notes option you will be required to create your PIN for your electronic signature.
      i. Enter your 4 digit PIN in the Enter your 4 digit PIN for you Electronic Signature field.
      ii. Re-enter your 4 digit PIN in the Re-enter your 4 digit PIN to confirm your PIN field.
      iii. Click on Save PIN. The Create PIN popup is closed and your prescription is printed with your signature image appended.
         - e-Scripting stores the electronic signature Positive Act of Acceptance.
   b. The PIN popup is displayed.
      Once you have created your PIN every time you print a prescription or sick note the PIN popup will be displayed and you will be required to enter your PIN to print the prescription or sick note.
      i. Enter your PIN. If your PIN is correct the PIN popup will close and your prescription will print. If your PIN is incorrect you will be prompted to re-enter your correct PIN.

How to Create a Sick Note Using your Electronic Signature

**Note:** This requires that:

- You have either a verified signature image loaded in your e-Scripting; and
- The Attach scanned signature image to scripts and sick notes option is selected.

1. Create a sick note as you normally would.
2. Click on the Print button.
   a. The Create PIN popup is displayed.
      The first time you print a prescription or a sick note after you have selected the Attach scanned signature image to scripts and sick notes option you will be required to create your PIN for your electronic signature.
      i. Enter your 4 digit PIN in the Enter your 4 digit PIN for you Electronic Signature field.
      ii. Re-enter your 4 digit PIN in the Re-enter your 4 digit PIN to confirm your PIN field.
      iii. Click on Save PIN. The Create PIN popup is closed and your sick note is printed with your signature image appended.
         - e-Scripting stores the electronic signature Positive Act of Acceptance.
   b. The PIN popup is displayed.
      Once you have created your PIN every time you print a prescription or sick note the PIN popup will be displayed and you will be required to enter your PIN to print the prescription or sick note.
      i. Enter your PIN. If your PIN is correct the PIN popup will close and your sick note will print. If your PIN is incorrect you will be prompted to re-enter your correct PIN.
The **Maintenance / Preferences** screen contains program settings and options that changes the behaviour of the program. Settings can be customised for individual user. The Maintenance / Preferences screen contains the following Tab Buttons

- **User Preferences**
- **User Maintenance**
- **Referral Maintenance**
  a. Providers Tab Button
  b. Facilities Tab Button
- **Reports**
- **Communication**
- **Software Administration**
To Access the User Preferences

1. Click on the e-Scripting icon. The Main Menu is displayed.

2. Click on the **Settings** menu option. The User Preferences screen is displayed.

3. Click on the User Preferences Tab.

The User Preferences Tab

The User Preferences Tab has the following elements:

<table>
<thead>
<tr>
<th>Element</th>
<th>Function of Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>The printing behaviour options allow you to specify which:</td>
</tr>
<tr>
<td>Behaviour</td>
<td>Printer to specific output printer.</td>
</tr>
</tbody>
</table>
# Which tray to use if the printer is a multi tray printer.
# The number of copies to print. Applicable only to prescriptions and sick notes.
# What paper size to print on.

There are printing options for prescriptions, sick notes, documents and images.

**Default Navigation Menu**

This allows you to specify which accordion list to automatically display when the Script Tab is selected or which accordion list to automatically display when e-Scripting is opened.

**Minimize Program to Tray**

This applies when e-Scripting is integrated with a PMA.

If the checkbox option is:

- # Selected. e-Scripting is minimised to the Windows System Tray when you click on Return to PMA.
- # Not Selected. e-Scripting is minimised and hidden when you click on Return to PMA.

**Close Program After XX Minutes of Inactivity**

No program should be left running indefinitely if it has no work to do.

This allows you to specify how long e-Scripting will wait if you do not use it before it closes itself.

**Automatically Close Program at**

No program should be left running indefinitely if it has no work to do.

Specifies the time the program will be closed automatically if the user has not closed the program.

**Show confirmation message when closing the program**

Allows you to specify whether to display a message from the active program before closing it.

If the checkbox option is:

- # Selected. e-Scripting will display a confirmation message before closing.
- # Not Selected. e-Scripting will not display a confirmation message before automatically closing.

**Show confirmation message when sending a script**

Allows you to specify whether to display a message from e-Scripting program before sending a script.

If the checkbox option is:

- # Selected. e-Scripting will display a confirmation message before sending a script.
- # Selected. e-Scripting will display a confirmation message before sending a script.

**Search Behaviour**

The search behaviour options allow you to specify which:
<table>
<thead>
<tr>
<th>Option</th>
<th>When This Option is Selected:</th>
<th>When This Option is Not Selected:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Perform sounds like search on product</strong></td>
<td>The search function will look for normal matches against the characters entered in the <strong>Product Master Search field</strong> and will use the Soundex matching algorithm to try and accommodate possible spelling errors in the characters entered in the <strong>Product Master Search field</strong>.</td>
<td>The search function will look only for normal matches against the characters entered in the <strong>Product Master Search field</strong>.</td>
</tr>
<tr>
<td>2. <strong>Perform search while typing</strong></td>
<td>As soon as you enter a character in the <strong>Product Master Search field</strong> the <strong>Product Master Result List</strong> is updated with the search results based on the contents of the <strong>Product Master Search field</strong>.</td>
<td>The contents of the <strong>Product Master Result List</strong> are only updated when you click on the <strong>Search button</strong> of the <strong>Product Master Search field</strong> (or press the <strong>Enter key</strong>) after entering the required characters in the <strong>Product Master Search field</strong>.</td>
</tr>
<tr>
<td><strong>Note:</strong> The <strong>Perform search while typing</strong> option and the <strong>Move focus to result list after search</strong> option cannot both be selected at the same time.</td>
<td><strong>Note:</strong> The <strong>Perform search while typing</strong> option and the <strong>Move focus to result list after search</strong> option cannot both be selected at the same time.</td>
<td></td>
</tr>
<tr>
<td>3. <strong>Move focus to result list after search</strong></td>
<td>The <strong>cursor</strong> (focus) is placed at the top of the <strong>Product Master Result List</strong> when the list is populated with the results of a search.</td>
<td>The <strong>cursor</strong> remains in the <strong>Product Master Search Field</strong> when the <strong>Product Master Result List</strong> is populated with the results of a search.</td>
</tr>
<tr>
<td><strong>Note:</strong> The <strong>Perform search while typing</strong> option and the <strong>Move focus to result list after search</strong> option cannot both be selected at the same time.</td>
<td><strong>Note:</strong> The <strong>Perform search while typing</strong> option and the <strong>Move focus to result list after search</strong> option cannot both be selected at the same time.</td>
<td></td>
</tr>
<tr>
<td>4. <strong>Move focus to directions after medicine select</strong></td>
<td>The <strong>cursor</strong> (focus) is placed in the <strong>Directions field</strong> of the medicine just added to the <strong>Script Items List</strong> immediately after the medicine has been selected from the <strong>Product Master Result List</strong>.</td>
<td>The <strong>cursor</strong> does not move to the <strong>Directions field</strong> of the medicine just added to the <strong>Script Items List</strong>.</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Practice name is the same as user name (for printing on all documents)</td>
<td>Only the Practice name will be displayed on printed Scripts, Sick Notes and all Documents. The Practice name and Doctor name will be displayed on printed Scripts, Sick Notes and all Documents.</td>
</tr>
<tr>
<td>2. <strong>Include Cel Number on all printed correspondence</strong></td>
<td>The Doctor <strong>Cel Number</strong> under the <strong>User Maintenance</strong> Tab button will be displayed on all printed correspondence.</td>
<td>The Doctor <strong>Cel Number</strong> under the <strong>User Maintenance</strong> Tab button will not be displayed on any printed correspondence.</td>
</tr>
</tbody>
</table>
**User Maintenance**

**To Change User Details**

1. Click on the e-Scripting icon. The Main Menu is displayed.

2. Click on the Maintenance / Preferences menu option. The User Preferences screen is displayed.
3. Click on the User Maintenance Tab.
4. Make changes to the detail as required. **NOTE:** Fields marked with ** is Mandatory fields that need to be completed
5. Click on the Save button when all changes has been made.
6. Click on the Close button to close the Maintenance / Preference screen.

**Create a New User**
Note: You need to be connected to the Internet to register a new user. Where e-Scripting is integrated with a practice management application (PMA) the User (Doctor) details that are received from the PMA will reflect. Do not create new users from this screen where e-Scripting is integrated with a PMA.

1. Click on the e-Scripting icon. The Main Menu is displayed.
2. Click on the Preferences menu option. The Preferences screen is displayed.
3. Click on the User Maintenance Tab.
4. Click on the New User button
5. Follow the instructions and complete the new User Registration
Note: If you are running e-Scripting on a network with multiple computers the backup must be done on the server machine. We suggest you create a dedicated location for your backup, e.g. c:\HSBackup. Best practice will be to create a daily backup and save the backup to an external location or device.

1. Click on the e-Scripting icon. The Main Menu is displayed.

2. Click on the Backup Database menu option. The Confirmation popup screen is displayed.

3. If you are on a network verify that you are running the backup on your server machine. Click the Yes button.

4. The Backup Database screen is displayed.

5. Click on the button to the Brows for Folder is displayed.

6. Click on the button to.
7. Navigate to the backup folder you have created, e.g. C:\HSBackup.
8. Enter your name for the backup file, e.g. hsbackup_05052015
9. Select the option Full Database Dump
10. Click on the Backup Database button. The backup splash screen is displayed
11. The Backup process will now start and the following screen will be displayed
12. When the backup has completed an Information popup screen is displayed.
15. Click on OK

16. Click on Close

17. Click on Close
HSSupport

From version 3.6.0.14 onwards your e-Scripting includes a licensed Teamviewer client called HSSupport. A shortcut is placed on your desktop. You can also run HSSupport.exe from the default location C:\Program Files (x86)\Health-Soft (64 bit workstation) or C:\Program Files\Health-Soft (32 bit workstation).

Version Updates

e-Scripting has a built-in update function that allows software version, database updates and master file data updates to be performed automatically over an internet connection.

Support

The email support address is support@health-soft.co.za

e-mails to this address will be responded to within one working day of receipt.
Access the Support and Information Screen. This screen displays the following:

- **PC Information**: Displays *Computer Information* relevant to the computer where the Support and Updates screen are accessed from.
- **Network Information**: Displays *Network Information* relevant to the computer where the Support and Updates screen are accessed from.
- **Software Version Information**: Displays e-Scripting *Software Version Information* and available updates relevant to the computer where the Support and Updates screen are accessed from.
- **Available Data Updates**: Displays *Available Data Updates* relevant to the MySql Data Base running on the server machine.

1. Click on the e-Scripting icon. The Main Menu is displayed.

2. Click on the Support and Updates menu option. The Support and Updates screen is displayed.
PC and Network Information

Displays information about your PC and network that may be required in a support call.

Start Remote Support Button

Click here to start the remote support function (TeamViewer version7).
Software Version Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
<th>Update Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-Scripting</td>
<td>3.4.0.0</td>
<td>No</td>
</tr>
<tr>
<td>Config File</td>
<td>5</td>
<td>No</td>
</tr>
<tr>
<td>Help File</td>
<td>20/11/2012</td>
<td>No</td>
</tr>
<tr>
<td>16 Pixel Icons</td>
<td>19/11/2012</td>
<td>No</td>
</tr>
<tr>
<td>24 Pixel Icons</td>
<td>04/05/2012</td>
<td>No</td>
</tr>
<tr>
<td>Health-Soft Logo (Small)</td>
<td>19/11/2012</td>
<td>No</td>
</tr>
<tr>
<td>Health-Soft Login Logo</td>
<td>19/11/2012</td>
<td>No</td>
</tr>
<tr>
<td>Remote Support Client</td>
<td>7.0.125+1.0</td>
<td>No</td>
</tr>
<tr>
<td>Health-Soft Background Updater</td>
<td>5.3.0.3</td>
<td>No</td>
</tr>
<tr>
<td>Health-Soft Front-End Updater</td>
<td>2.0.0.0</td>
<td>No</td>
</tr>
<tr>
<td>Health-Soft Guardian</td>
<td>1.0.0.0</td>
<td>No</td>
</tr>
</tbody>
</table>

Displays the current status of all the e-Scripting software elements.

E-Mail Support Information Button

Click on this button to email the support information to the Health-Soft support team.

Manual Update Button

Click on this button to start the manual update function.

Available Data Updates List

<table>
<thead>
<tr>
<th>Name</th>
<th>Number Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>All data is up to date</td>
<td></td>
</tr>
</tbody>
</table>

Lists the data updates that are available for your e-Scripting system.
Click on this button to close the Support Information screen.