Check In – Merging Duplicate Medications (Without a Barcode)
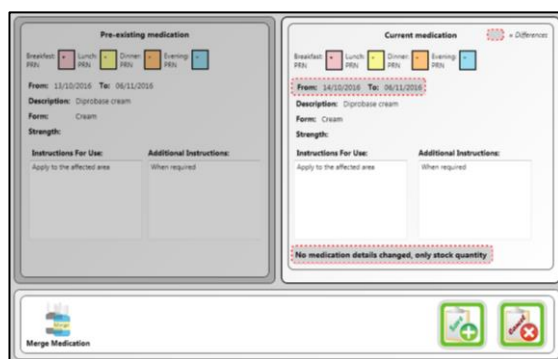
When medications are received after the medication has already been received and checked in. The second item will appear in the check in. The system will automatically merge the two items if they have both been scanned in. If you manually add the additional medication(s) then they will need to be merged manually.

Add the additional medication making sure all details are correct (see **Check In – Add Medication (Non-Barcoded Medication)**).

Click on **Check In**.

Scenario 1: Medications are the same.

If the medications are the same there will be an icon to **Merge Medication**.

Current medication

Breakfast: PRN Lunch: PRN Dinner: PRN Evening: PRN

From: 13/10/2016 **To:** 06/11/2016

Description: Diprobase cream

Form: Cream

Strength:

Instructions For Use:
Apply to the affected area

Additional Instructions:
When required

Merge Medication   Save   Cancel

Click the **Merge Medication** icon so that a green tick appears over it. Click **Save** to show the merged medication or click **Cancel** to abort.

Verify Medication Change

I confirm that:
medication 1 should be merged with medication 2. The start and stop date of the medication is:
13/10/2016 - 06/11/2016

Username

Password

Continue   Cancel

A second sign in is required to confirm the details are correct. Click **Continue**.

Saving Successful

The information has been saved

OK

A **Saving Successful** box will appear. Click **OK**.

Scenario 2: Medications are different.

If there are any differences these will be outlined by a red dashed line. There will be an icon to **Stop Medication**.

Click the **Stop Medication** icon so that a green tick appears over it.

A large red **STOP** sign will appear over the medication that will be stopped. Click **Save** to save changes or **Cancel** to abort. The old medication will stop, and the new medication will start immediately.
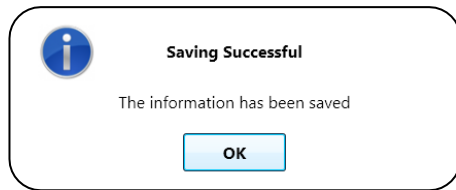

A second sign in is required to confirm the details are correct. Click **Continue**.

A **Saving Successful** box will appear. Click **OK**.

The new details for the medication will show immediately.