Personally administered items

Background

A personally administered item is classed as a prescription item which is personally administered by a member of the practice team. Normally these items attract a payment via FP34, which the practice can submit at the end of the month. To facilitate this process SystmOne will automatically default medications which are in a vial, ampoule or injectable formulation as a personally administered item. These items will print automatically as an FP10 by default when issued.

> Personally administered are designated with this symbol
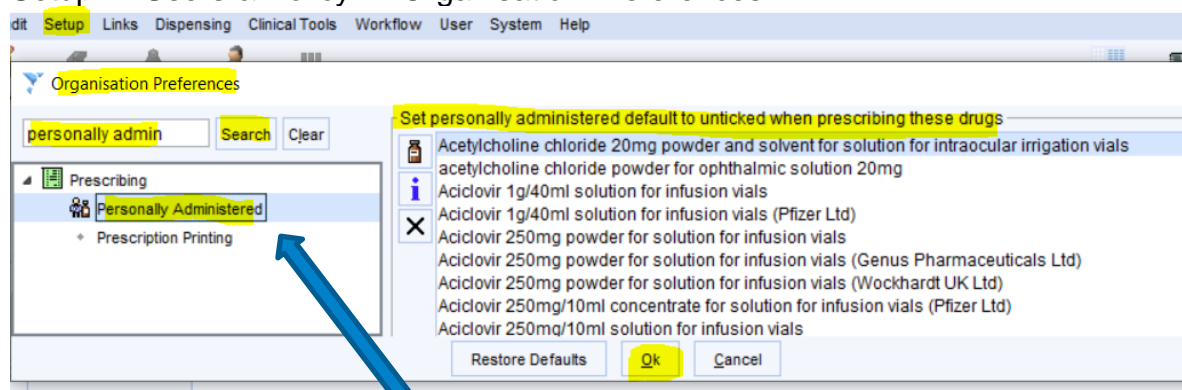
Why does this matter?

There will be occasions where an item designated as personally administered will be administered by someone outside of the practice e.g., Patient, or Community Team.
You may therefore wish to override this setting so that the prescription can be sent electronically rather than printed. It's possible to either override this feature on a case-by-case basis, or permanently change the default settings for an item within SystmOne.

To change the default setting for a personally administered item

To set personally administered default as unticked when prescribing the drug. You can edit the default exemption list setting within SystmOne (**Administrator access required**). You may wish to do this for some injections which are more routinely administered by a patient such as Sumatriptan subcutaneous injections. Remember doing this, will change the default for all clinicians at the practice.
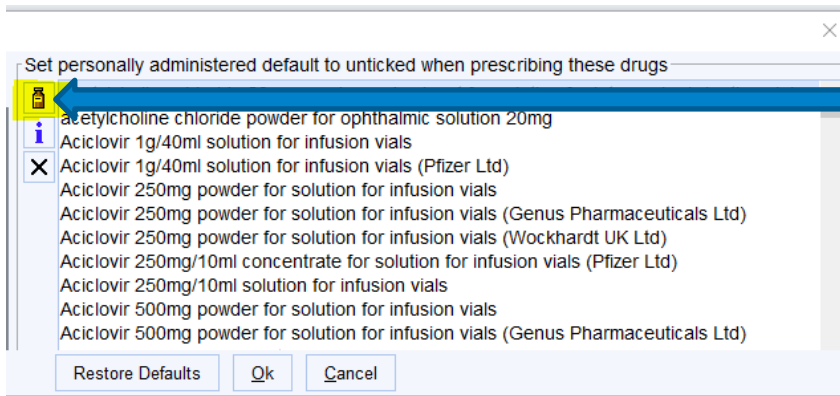
Instruction on how to change the personally administered item default setting:
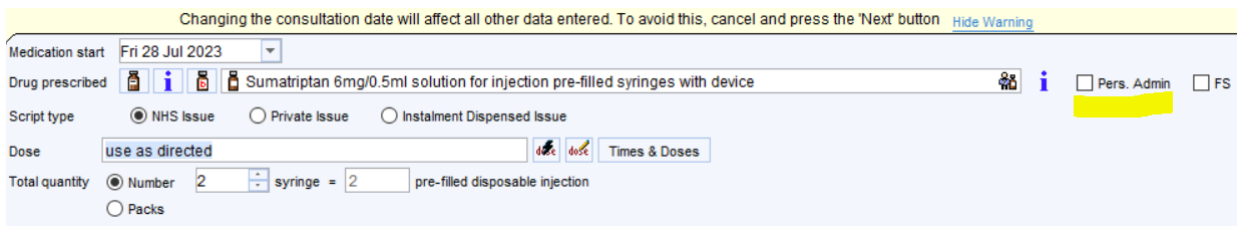 ➢ Setup → Users & Policy → Organisation Preferences

Type 'personally administered' in the search box / Or found under Prescribing section.

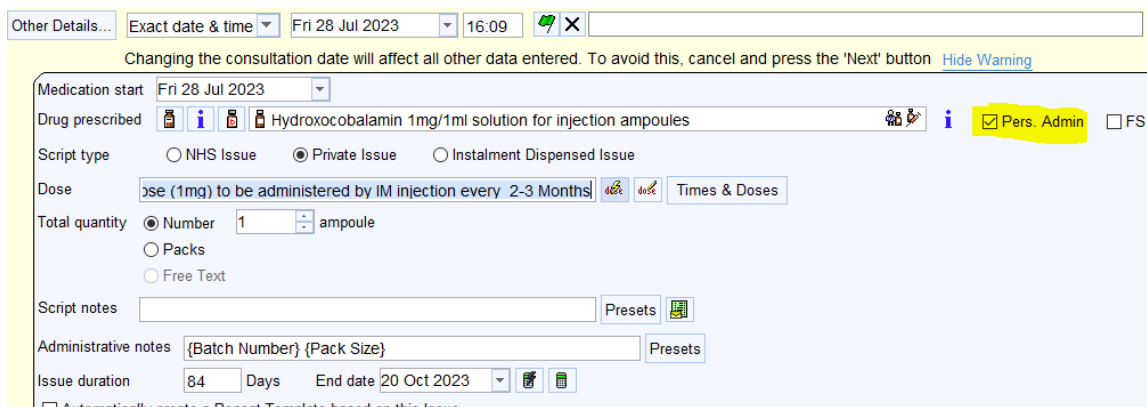Click 'Personally administered' under 'prescribing' tab.

Set personally administered default to unticked when prescribing these drugs

acetylcholine chloride powder for ophthalmic solution 20mg
Aciclovir 1g/40ml solution for infusion vials
Aciclovir 1g/40ml solution for infusion vials (Pfizer Ltd)
Aciclovir 250mg powder for solution for infusion vials
Aciclovir 250mg powder for solution for infusion vials (Genus Pharmaceuticals Ltd)
Aciclovir 250mg powder for solution for infusion vials (Wockhardt UK Ltd)
Aciclovir 250mg/10ml concentrate for solution for infusion vials (Pfizer Ltd)
Aciclovir 250mg/10ml solution for infusion vials
Aciclovir 500mg powder for solution for infusion vials
Aciclovir 500mg powder for solution for infusion vials (Genus Pharmaceuticals Ltd)

Restore Defaults   Ok   Cancel

You can then add/remove any personally administered items by clicking the bottle symbol highlighted

Click 'ok' when complete.

Example of Sumatriptan subcutaneous injection preparation has now been default with "unticked" Pers. Admin, hence Rx can be sent electronically.

To override the default at the point of prescribing

It is possible to override the personally administered default at the point of prescribing by unticking the 'personally administered' box (highlighted below). This will allow the prescription to be sent via EPS and won't default to printed as an FP10.

You may find this option appropriate for items which are normally administered at the practice and are less commonly issued by someone outside of the practice such as Vitamin B12 injections by the community nursing team.