

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

NAME OF DOCUMENT	Dispensing of Discharge Medications for Patient Take-Home Use using Paper Prescription generated by eMEDs (Prescription Output Version 2) in SESLHD Hospitals
TYPE OF DOCUMENT	Procedure
DOCUMENT NUMBER	SESLHDPR/743
DATE OF PUBLICATION	January 2026
RISK RATING	High
LEVEL OF EVIDENCE	National Safety and Quality Health Service Standards: Standard 4 - Medication Safety Standard 6 - Communicating for Safety
REVIEW DATE	October 2027
FORMER REFERENCE(S)	N/A
EXECUTIVE SPONSOR	Director, Clinical Governance and Medical Services
AUTHOR	eMR Optimisation Project Change and Communications Manager
POSITION RESPONSIBLE FOR THE DOCUMENT	SESLHD Lead Pharmacist, Medicines and Therapeutics SESLHD-DrugCommittee@health.nsw.gov.au
FUNCTIONAL GROUP(S)	Medicine Medicines and Therapeutics Related Policy Documents
KEY TERMS	electronic Discharge Referral Summary (eDRS), discharge, medications, medication list, pharmacist, medical officer
SUMMARY	This document outlines the approved medication supply procedure in the inpatient setting, where medications are supplied on discharge by the hospital pharmacy department for patient take-home use

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

**This Procedure is intellectual property of South Eastern Sydney Local Health District.
Procedure content cannot be duplicated.**

Feedback about this document can be sent to SESLHD-Policy@health.nsw.gov.au

**Dispensing of Discharge Medications for Patient
Take-Home Use using Paper Prescription
generated by eMEDs (Prescription Output
Version 2) in SESLHD Hospitals**

SESLHDPR/743**1. POLICY STATEMENT**

This document outlines the process for safe medication management practices for the documentation of a current and comprehensive medication list on discharge and the prescription and dispensing requirements for the supply of discharge medications for patient take-home use.

Refer to [SESLHDPR/267 – Medication Management](#) for more detailed policy requirements for medication reconciliation, review and documentation.

2. BACKGROUND

[The NSW Health Policy Directive PD2022_032 - Medication Handling](#) outlines the requirements for documenting medication management plans, comprehensive and accurate medication lists for clinicians and patients on discharge and the legislative requirements for prescriptions and dispensing in NSW Health hospitals.

SESLHD discharge and gate leave processes must also ensure compliance with NSQHS [Continuity of medication management](#) medication safety standards, including the provision of a medicines list to patients and receiving clinicians on discharge and transfer of care.

NSW Health [Criteria for Issuing Printed Computer-Generated Prescriptions](#) outlines the requirements for prescriptions used in NSW Health hospitals. The Cerner Millennium eMEDs 'Prescription Output Version 2' (POV2) meets the printed (paper) prescriptions requirements and is a legally valid form of prescription.

POV2 is the approved prescription format within SESLHD where medications are supplied by the hospital pharmacy department for patient take-home use on discharge or gate leave.

3. RESPONSIBILITIES

All Prescribers and Pharmacists must be familiar with the procedures outlined in this document.

3.1. Prescribers must:

- Generate POV2 Prescriptions for medicines requiring supply through the hospital pharmacy
- Use handwritten prescriptions for medicines requiring supply outside of hospital pharmacy
- Ensure a complete and accurate medication list is present in the discharge summary at discharge and in the medical record for gate leave.
- Undertake appropriate eMR training
- Communicate with the hospital pharmacy department where changes are made to a previously prepared supply of medicine for discharge/gate leave.

**Dispensing of Discharge Medications for Patient
Take-Home Use using Paper Prescription
generated by eMEDs (Prescription Output
Version 2) in SESLHD Hospitals**

SESLHDPR/743

- Not prescribe patients more than seven days' supply of medicines on discharge unless it meets the approved criteria (See [SESLHDPR/786 - Medication Discharge Quantities for take home use from SESLHD Pharmacy](#)).

3.2. Pharmacists must:

- Perform medication reconciliation (against available information) and medication review prior to dispensing patient-labelled medicines for discharge or gate leave.
- Undertake appropriate eMR training
- Not supply patients more than seven days' supply of medicines on discharge, unless it meets the approved criteria (See [SESLHDPR/786 - Medication Discharge Quantities for take home use from SESLHD Pharmacy](#))
- Take reasonable steps to ensure validity of prescriptions, including a check of the Prescriber Details against the 'Printed by' details and validation of any re-printed prescriptions

3.3. SESLHD eMR trainers will

- Provide eMR training to support medical officers and pharmacists

3.4. SESLHD Drug and Therapeutics Committee will

- Approve and regularly review the local business processes on use of the eMEDs system, including the identification and management of system risks and issues from data extraction to support quality improvement and medication safety.
- Ensure that procedures and learning materials are reviewed at regular intervals and are modified as needed.
- Ensure there is a clear distribution pathway of updated procedures and learning materials and acknowledgement system of communication and training received
- Outline audit requirements of the POV2 eMR solution.

3.5. SESLHD Facility Executive will

- Implement and monitor completion of mandatory education for medical, nursing and pharmacy staff in relation to eMR training.

**Dispensing of Discharge Medications for Patient
Take-Home Use using Paper Prescription
generated by eMEDs (Prescription Output
Version 2) in SESLHD Hospitals****SESLHDPR/743****4. PROCEDURE**

In preparation for discharge and gate leave, there are 2 key requirements from the medical officer within the admitting team:

1. A list of medicines as determined by the treating medical officer that the patient should be taking is clearly documented within the patient medical record as outlined in workflow below.
2. A prescription to enable medication supply i.e.,
 - a. For Hospital Pharmacy Supply, a POV2 Prescription (generated using eMR) must be used
 - b. For Community Pharmacy Supply, a handwritten external prescription for each item requiring supply
 - c. If eMEDS is not available, a handwritten external prescription for each item requiring supply.

4.1. Discharge Medication Procedure: For supply from hospital pharmacy

Process for an authorised prescriber to generate discharge prescriptions via eMR:

1. Review of the current medication orders and the patient's medication history to complete the eMEDs Discharge Reconciliation Process
 - If the medicine for supply is an S100 item, utilise the PBS tab to prefill the S100 streamline code and suitable PBS quantity on the POV2 prescription details.
2. Collect POV2 Prescriptions from the Printer and Sign
 - Medicines where the prescriber action "Pill Bottle" was used a POV2 Prescription will automatically print from the mapped printer.
 - Complete additional handwritten details as required for Schedule 8 Prescriptions.
3. Import the Medication List into the electronic Discharge Referral Summary
4. Provide to the Hospital Pharmacy Department
 - POV2 Prescriptions for medicines requiring supply, printed and signed

See [Appendix A](#) for visual workflow representation.

Click here for Quick Reference Guide for [Generating Prescriptions on Discharge](#).

Prior to dispensing through the hospital pharmacy, a pharmacist must reconcile and review the POV2 prescriptions and medicine list within eDRS for safety and accuracy.

- If discrepancies or medicine related problems are detected, a discussion must occur with the prescriber.
- Where amendments are required, the prescriptions/medication list must be updated in the eMEDs discharge reconciliation tool and imported into the eDRS.

**Dispensing of Discharge Medications for Patient
Take-Home Use using Paper Prescription
generated by eMEDs (Prescription Output
Version 2) in SESLHD Hospitals**

SESLHDPR/743

- The medications are to be released from the Pharmacy Department only once all updates are made. The updated medication list within the eDRS may be viewed online within eMR.

4.2. Gate and Weekend Leave from an Inpatient Unit Processes

Medication review must occur prior to leave to ensure the patient's medications are safe, appropriate, and effective outside of the inpatient environment.

1. Navigate to the current medication orders tab and “convert to prescription” medication orders required to be supplied
 - Ensure the quantity for each medicine is enough for the doses required for the period of gate leave
2. Collect POV2 Prescriptions from the Printer and Sign
 - Additional handwritten details are required for Schedule 8 Prescriptions.
3. Complete the Converted Prescriptions in eMEDs
 - This removes the medicines from the active orders and prevents complications when discharge reconciliation is commenced.
 - Pharmacy must not release gate leave medicines until the prescriptions have been “completed”
4. Import the current Medications List into the “Gate Leave Medication List” note template.
 - This ensures there is a clear record of the medication management plan during gate leave. It also enables a patient medication list to be generated if required by the pharmacy department.
5. Provide the Hospital Pharmacy Department with the:
 - Printed and Signed POV2 prescriptions

See [Appendix B](#) for visual representation of workflow.

Click here for Quick Reference Guide on [Generating Gate Leave Prescriptions](#).

**Dispensing of Discharge Medications for Patient
Take-Home Use using Paper Prescription
generated by eMEDs (Prescription Output
Version 2) in SESLHD Hospitals**

SESLHDPR/743**4.3. Additional Information for all POV2 Prescription Requirements:****4.3.1. SESLHD Medication Quantities for Supply on Discharge**

Medication quantities that can be supplied from SESLHD Pharmacies for patient take-home use are outlined in [SESLHDPR/786 - Medication Discharge Quantities for take home use from SESLHD Pharmacy](#). This includes pre-approved scenarios and medicines where more than seven days of medicines can be supplied by SESLHD Pharmacy Departments.

4.3.2. Medication orders requiring multiple strengths for dispensing:

POV2 prescriptions require prescribers to choose a specific medication formulation and strength. Each medication formulation and strength for supply must be individually prescribed on a POV2 prescription for supply.

For example, patients requiring Tacrolimus 2.5 mg BD will require 2 x POV2 prescriptions generated by the medical officer to enable dispensing. Prescribers may need to use the “ADD” function to ensure multiple formulations are prescribed. Use the special instructions to indicate the total dose required. E.g.

- Tacrolimus 0.5 mg Capsules – 1 capsule BD (Total dose 2.5 mg BD)
- Tacrolimus 1 mg Capsules – 2 capsules BD (Total dose 2.5 mg BD)

There is an exception for the supply of tapering prednisolone to ensure clear communication of the weaning plan within the eDRS. In this scenario, the prescriber should prescribe prednisolone by utilising the “ADD” function and prescribing a single strength of prednisolone (select the highest strength required e.g., prednisolone 25 mg tablets). The instructions for weaning should be included in the “special instructions” field. The pharmacy department will supply the required number of tablets in the required strength to make up the weaning plan. A maximum quantity of 30 tablets of 25 mg tablets may be prescribed – for prolonged weaning plans, the patient should see their GP for ongoing prescriptions.

4.3.3. Repeats:

No repeats can be prescribed or dispensed on POV2 discharge prescriptions. This applies to both S100 and non-PBS items supplied through the hospital pharmacy. Where it is clinically appropriate to provide the patient with a prescription with repeats for ongoing supply – utilise outpatient handwritten prescriptions instead of generating a POV2 prescription. A prescriber must not prescribe the same medicine on separate prescriptions on the same date.

4.3.4. S100 Prescriptions:

S100 prescriptions may be generated on discharge using POV2 if the prescriber has a PBS prescriber number. The POV2 functionality allows the prescriber to import the streamlined authority code and quantity by clicking on the PBS tab within the scratchpad.

Dispensing of Discharge Medications for Patient Take-Home Use using Paper Prescription generated by eMEDs (Prescription Output Version 2) in SESLHD Hospitals

SESLHDPR/743

Two copies will print for the POV2 S100 prescriptions. Ensure both copies have the prescriber number included and are signed to enable dispensing.

4.3.5. Restricted Substances on Special Authority

Due to potential hazards with their use, the prescribing of certain Schedule 4 medications is restricted under the Poisons and Therapeutic Goods Regulation 2008 to authorised prescribers in accordance with the corresponding qualifications and/or conditions outlined in NSW Health Medication Handling Policy (PD2022_032). Authorised prescribers are required to complete the mandatory Clause 37 Authorisation field when generating paper prescriptions via eMEDs.

Where supply of a Clause 37 medication is required for a patient on discharge, and their treating team does not include authorised prescribers, the team should take reasonable steps to ensure appropriate continuity of care is achieved (e.g., contacting the patient's regular authorised prescriber and requesting a faxed prescription if appropriate).

4.3.6. Handwritten Amendments:

Prescriptions that are electronically generated **must not** have handwritten alterations of the printed details. If updates to the dose, frequency, formulation, or quantity are required – return to the discharge reconciliation window to update and print a new prescription to be sent to the Hospital Pharmacy for dispensing. The Discharge summary medlist must also be updated.

4.3.7. Discharge Referral Medicine List Requirements

A complete and comprehensive list of medicines is to be imported in the discharge summary regardless of supply requirements. POV2 prescriptions must not be dispensed until this requirement has been fulfilled.

Exceptions to this requirement:

- **Non-admitted patients in ED or patients with a stay of < 24 hours:** where their regular medicines have not yet been prescribed or are unknown are exempt from this requirement. Due diligence is required by the prescriber and pharmacist completing the medication review process.
- **Prescriptions for Antimicrobial Elastomeric Infusor Devices:** Antibiotic infusor prescriptions [in the form of POV2 utilising the “ADD” function in the discharge reconciliation window] may be generated in advance of the complete discharge reconciliation process to enable ordering via pharmacy and external vendors. Antibiotic infusors prescriptions will be accepted for ordering infusors without a completed eDRS. Prior to discharge and release of antibiotic infusors – the discharge workflow will need to be completed including a complete list of medicines within the eDRS.

4.3.8. Dispensing alternative strength/form:

The pharmacist must supply the dose of drug, frequency of dosing and duration of therapy as per the prescriber's intention.

The pharmacist may use discretion when appropriate to substitute an alternative:

**Dispensing of Discharge Medications for Patient
Take-Home Use using Paper Prescription
generated by eMEDs (Prescription Output
Version 2) in SESLHD Hospitals****SESLHDPR/743**

- **Strength:** which then requires consequential substitution of the relevant dosage instructions, and relevant substitution of the quantity to supply
- **Dose form:** (where clinically appropriate and does not impact clinical care, and the clinical pharmacist has knowledge of the appropriate dose form for the patient)

4.3.9. Safety and Clarity of Medicine List Information:

Pharmacists may annotate clarifying comments on the printed prescriptions to facilitate discharge supply to match the formulary stocked items without requiring an updated POV2 prescription. If the dispensing is in line with the intention of the prescription details as above, no further updates are required to the eDRS. If the intention is unclear or is a safety risk – the medical officer must update the eDRS prior to release of medicines from pharmacy. This information may be viewed electronically on eMR prior to release of medicines.

4.3.10. Medicines to commence after discharge:

Where medicines are to commence after discharge, the medication plan should be clearly documented within the eDRS medication list

For medicines with a known start date – utilise the “PLAY or PILL bottle” functionality to continue the medicine on discharge. Ensure the start date is included in the special instructions.

For medicines without a known start date – do NOT continue the medicine on discharge. Ensure there are clear instructions to the patient and receiving clinicians within the body of the discharge summary outlining the criteria to commence the medicine.

5. DOWNTIME

See [Electronic Medical Record Downtime Medication Management](#).

6. AUDIT

- Retrospective discharge medication reconciliation and audit on a minimum of 20 eDRS printouts and POV2 prescriptions used for medication supply and compared to the final version for the eMR encounter reported to facility Medication Safety Committee annually.

7. REFERENCES

- [NSW Health Policy Directive PD2022_032 - Medication Handling](#)
- [SESLHDPR/267 - Medication Management](#)
- [SESLHDPR/786 - Medication Discharge Quantities for take home use from SESLHD Pharmacy](#)

SESLHD PROCEDURE

Dispensing of Discharge Medications for Patient Take-Home Use using Paper Prescription generated by eMEDs (Prescription Output Version 2) in SESLHD Hospitals

SESLHDPR/743

8. VERSION AND APPROVAL HISTORY

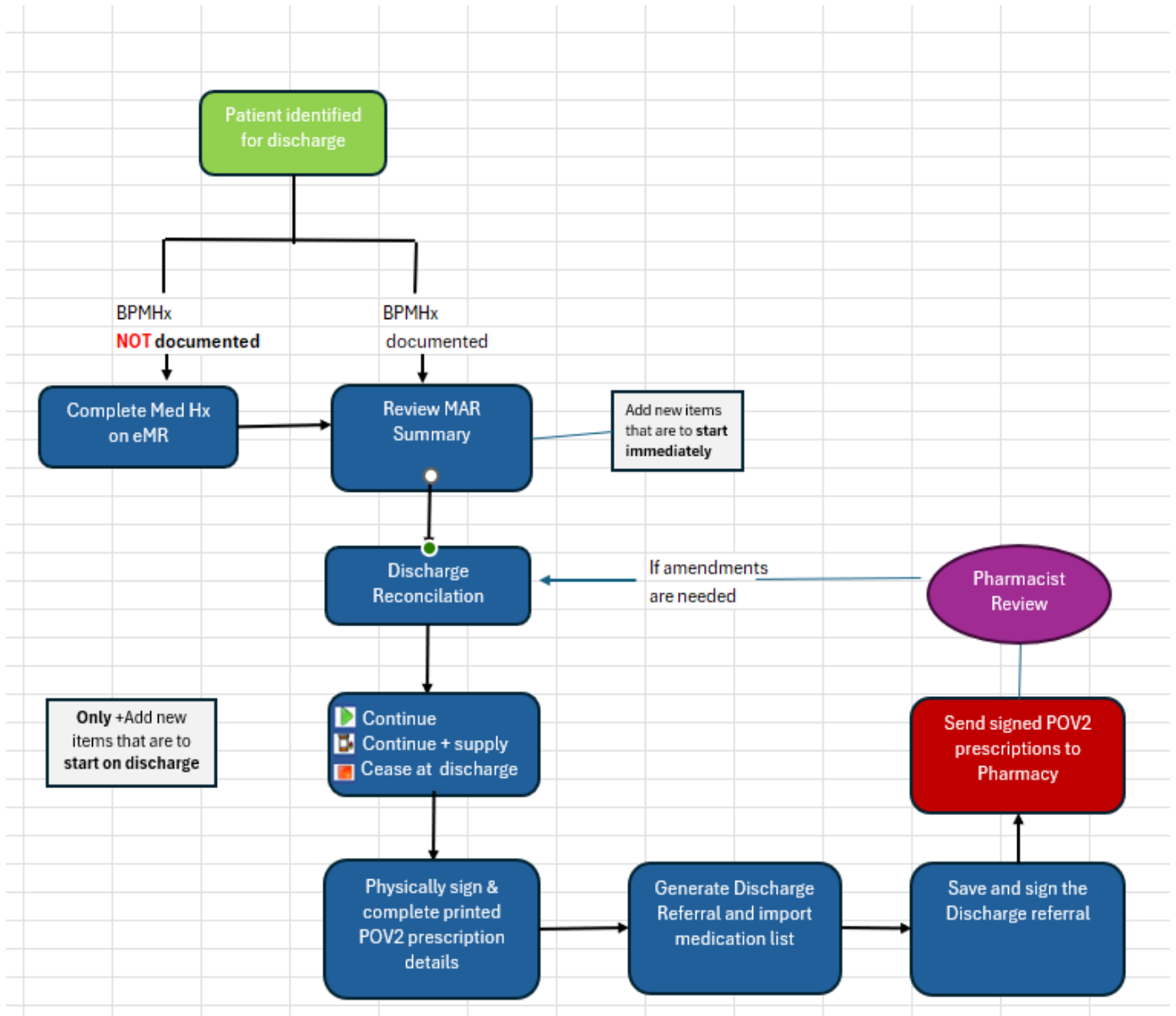
Date	Version No.	Version and Approval Notes
29 August 2023	1.0	New document. Approved at the July 2023 SESLHD Drug and Therapeutic Committee and August 2023 SESLHD Clinical and Quality Council.
30 October 2025	1.1	Minor update. Change to person responsible for document. Duplicated information moved into stand-alone procedure SESLHDPR/786. Approved by SESLHD Drug and Therapeutics Committee.
30 January 2026	1.2	Amendment: renamed to better reflect the purpose of the document, i.e. patients being discharged from SESLHD Facilities. Not outpatient use. Updated to remove unnecessary printing. Approved by SESLHD Drug and Therapeutics Committee and Executive Sponsor.

SESLHD PROCEDURE

Dispensing of Discharge Medications for Patient Take-Home Use using Paper Prescription generated by eMEDs (Prescription Output Version 2) in SESLHD Hospitals

SESLHDPR/743

Appendix A: Discharge Medication Supply Workflow: For supply from hospital pharmacy



**Dispensing of Discharge Medications for Patient
Take-Home Use using Paper Prescription
generated by eMEDs (Prescription Output
Version 2) in SESLHD Hospitals**

SESLHDPR/743

Appendix B: Gate and Weekend Leave Medication Supply Workflow

