Ordering repeat medicines on Systmone.

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Open the surgery website and click on order repeat medicines.

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Is the resident registered on systmone?

→ No → Click on register new user and follow the steps for registration.

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Sign in using the temporary password provided.

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Once signed in using the temporary password this should be change to something memorable. This can be the same password for all residents within the home.

↓ Yes

Click on registered user and sign in using resident's name and password. (This can be the same for all residents).

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Select all medicines required as established from the current MAR chart and discussions with care staff.

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Check ordering and press send to GP.

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Print off a copy of all medicines ordered for resident's records and audit trail.

Governance

Access given to designated staff for repeat prescription ordering only (staff should not be able to see clinical notes). Review when staff leave & ensure the password is changed.