

# Add a new MIMS Prescription

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## Create a MIMS prescription

This guide is made available for both ePrescription and Paper Prescription.

1. [Search](#) for a patient.
2. Click **Show**.
3. In the Main Menu, click **Medications**.
  - The **Medications** screen will display. It has two sections:
    1. Current Medications
    2. Medications History
  - **Previous Prescriptions** is also available to view by clicking into the tab located next to **Medications**.
4. Select the **Mims Prescription** button.
  - The Medical Provider, Location and Date will auto-populate.
  - Closing the Gap - Also known as [CTG](#)
5. Click **Add Drug**.
6. Enter the name of the drug in the search bar.
7. Click on a drug from the list (it will be highlighted in Red).
8. Scroll down and click **Select**
  - a. If an **Authority Required** message appears, click **Accept**.
  - b. If any Duplicate Therapy warnings appear, click **Accept**.
  - c. Streamline authority drug will display a **Streamline Indicators**. An option must be selected to continue.
9. The Medications Dosage screen will display. Complete all fields using the table below for reference.
  - Checkboxes for the following can be selected if not prefilled:

■ <b>Pbs</b>	■ <b>Authority</b>
■ <b>Rpbs</b>	■ <b>Preview Authority</b> if untick, it will print as a Non PBS on script
■ <b>Brand Substitution Not Premitted</b>	■ Use CareRight to upload to My Health Record
■ <b>Include Brand Name On Script</b>	
  - Complete the following fields where relevant:

Field Name	Example
Dosage	
Frequency	
Instruction	
Unusual Dose (checkbox)	
Quantity	
Unusual Quantity (checkbox)	
Repeats	
Should all repeats be dispensed at once? (PBS Regulation 24) (checkbox)	
Route Of Administration	
Minimum Day Interval Between Repeats	
Authority/Restricted/Sec100 Indication	
Print Separate	

- **Print Separate** allows the Script to be printed to it's own script paper.
  - **Streamlined Authority Medications** These are medications which when prescribed for specific conditions have an implied and pre-defined authority process.
  - **Urgent Supply** - Also known as script owing. If selected, the script will automatically uploaded to the MediSecure database for Pharmacies to access and download.
  - **Active Script List** see [ASL Consent](#)
  - **Permit number** - Certain drugs i.e. Scheduled 8 medicines, will require the Medical Practitioner's Permit number to be entered.
  - **Encrypted Passphrase** - Schedule 4 or Schedule 8 drugs may be required to re-authenticate by entering your Provider prescribing password.
10. Click **Accept** will display the prescription summary.
  11. Additional Drug can be added or remove from this screen.
  12. MediSecure Send Method - Select a method of delivery using the dropdown
    - **Print ePrescription** - a link to the bar code will display
    - **SMS ePrescription** - the patients mobile number will display. This can be override by the user.
    - **Email ePrescription** - Prescription link will be emailed for Patient to open and show the Pharmacy.
    - **Prescription (not ePrescription)** - Print out paper script
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