Abbreviations for dispensing

Abbreviations are the short codes you can use to quickly enter the patient directions for a medicines when you dispense it to them.

It is worth mentioning that abbreviations may also be used in other situations e.g. if a significant number of customers live in the same locality, an abbreviated form of their address could be employed. All abbreviations are created in the same way as described below.

To access the functionality, click on the **Special > Abbreviations** menu option. The following window opens, showing a lost of all the current abbreviations that have been entered:

• • •		Ab	breviations					
Add	Delete	Modify	Report					
Abbreviation	Delete	Modify	Expansion					
Aboreviation 10d	ibukin 10	te hong	Expansion					
10drp	Nima 10 te tim							
1c	Nima 1 te bwatin							
ldrps	Katima 1 te tim nakon matam/taningam ae rootaki							
	_							

As usual, you can sort the list by clicking on the column headers.

Double-click an abbreviation to edit it. This window opens:

tedit Abbre	viation		K Ì
Abbreviation	10mls		
Expansion	Nima 10mls		1
	Cancel	ОК	
			.::

Click the *New* button to add a new abbreviation.

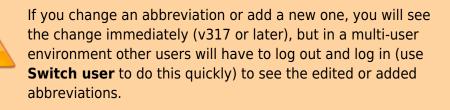
×

Type an abbreviation and the text that it will expand to.

Click the *Report* button to construct a simple report listing all abbreviations. This report can be previewed or printed.

When you are issuing an item you can mix abbreviations and your own text to add common directions quickly.

Do not use actual words as your abbreviation, or else attempting to type the word will result in the expanded text appearing on your label!



Importing abbreviations

The procedure for importing a file containing your abbreviations is found here.

Printing the current abbreviations

From the abbreviations window, click the **Report** button.

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		Repoi	π	
	Repo	rt Header and	footer	
	Available Fields	¢ -	Report Columns	
New Open Destination P	۹		A [abbreviation]abbreviation	Fields
	A abbreviation		$T \ \mbox{[abbreviation]expansion}$	
ĭ	T expansion	•		
Title	AID			
Format		**		
		•		
Grand Total		44		
			Cancel OK	
Number of records: 4				

- 1. Double-click on **Abbreviation**
- 2. Double-click on Expansion
- 3. Right-click on **Detail** and set font size to 8 or 9
- 4. You can use the lines on the column headers to adjust column width
- 5. Choose File > Generate to print the list

Item Default Directions

Once you have entered abbreviations, don't forget to enter the default directions for all common items - the default directions are the abbreviations that are used by default for an item when it is added to a prescription. Instructions are here.

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