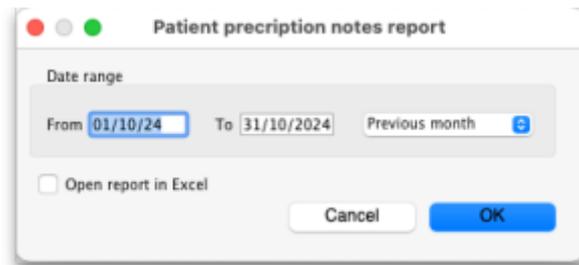# 13.06. Dispensary/prescription reports

Patient prescription notes report

Choose *Report > Dispensary > Patient prescription notes report* from the menus and the options window will open:

In the date range section select the confirmed date range of prescriptions you want to include in the report. The drop down list to the right of the date fields is a great way of quickly selecting them.

Check the **Open in Excel checkbox** if you want to open the report in Excel rather than as a pdf or to print it then click on the **OK** button to run the report. This is what the report looks like:

Prescriptions by patient type report

Choose *Report > Dispensary > Prescriptions by patient type report* from the menus and the options window, which is exactly the same as for the report above, will open. Make you selections then click on the **OK** button to run the report. It looks like this:

Prescriptions by patient type report
1/01/23 - 27/07/23

Date	Precription No.	Patient code	Patient name	DOB	Phone	Patient type
2/01/23	44310	520230695	Lewanavanua, Mosese	20/06/84		
2/01/23	44311	520008722	Tuvoli, Elia	2/09/73	9322456	Outpatient
2/01/23	44312	TEMP-01	Temporary,	00/00/00		Outpatient
2/01/23	44313	520066255	Raicola, Verenaisi Tuvuki	29/07/85	3393994	
2/01/23	44314	520007181	Prasad, Urmila	16/06/60		
2/01/23	44315	520280015	Mati, Suruj	18/10/54	9978929	Outpatient
2/01/23	44316	320022720	Raico, Maika	28/12/53		
2/01/23	44317	990674324	Madakilavi, Unaisi	19/08/21		Outpatient
2/01/23	44318	520064610	Chand, Pardeep	14/07/64	3370596	Outpatient
2/01/23	44319	120019344	., Shakuntala	10/07/54	9941962	Outpatient
2/01/23	44320	520017219	Chand, Praven	4/04/73	3412110	Outpatient
2/01/23	44321	520218514	Sukanaivalu, Sefanaia	22/05/91	7627347	Outpatient
2/01/23	44322	520277664	SINGH, Ashney	16/10/57		Outpatient
2/01/23	44325	990146831	Maharaj, Prithvi	1/01/13		Outpatient
2/01/23	44323	520249029	Prasad, Shireen	29/04/83		Outpatient
2/01/23	44324	990492391	Turagadamudamu, Saimone	1/10/08		Outpatient
2/01/23	44326	990091978	Domani, Avimeleki	16/07/93		Outpatient
2/01/23	44327	990240283	Raqisia, Paula	3/05/16		Outpatient
2/01/23	44328	990234463	Bulavakarua, Sara	7/03/64	9268070	
2/01/23	44329	520009797	Pal, Suruj	11/01/51	3397857	
2/01/23	44330	520035417	Railala, Lute	11/04/69	9463676	Outpatient
2/01/23	44331	990070642	Alaapiapi, Ema	14/06/70		Outpatient
2/01/23	44332	520084836	Chand, Aarti Aechana	19/09/84	8050783	Outpatient
2/01/23	44333	520044654	Lee, Harm	4/04/40		
2/01/23	44334	520310892	Zhang, Helena	16/04/74		
2/01/23	44335	520093463	Lata, Suman	6/02/66	9375374	Outpatient
2/01/23	44336	520049840	Takape, Seini	21/02/77		Outpatient

Others

The are other transaction report that specifically deal with prescriptions and prescribers. Please see the transaction reports page (13.03. Transaction reports) for details on how to run these. They are selected in the *Type of report* drop down list on the transaction reports options window, these are the types available:

- Prescription and general issues over time
- Prescriber report
- Dispensing with patient name and prescriber
- Prescription report based on transaction categories
- Prescriptions by patient type report

*Previous: **13.06. Requisition reports** | | Next: **13.08. Dashboard***