Creating and Managing a Drug Formulary

Copyright © INPS Ltd 2013
The Bread Factory, 1A Broughton Street, Battersea, London, SW8 3QJ
T: +44 (0) 207 501700 F:+44 (0) 207 5017100 W: www.inps.co.uk

Copyright Notice

© 2013 INPS
All Rights Reserved.

No part of this document may be photocopied, reproduced, stored in a retrieval system or transmitted in any form or by any means, whether electronic, mechanical, or otherwise, without the prior written permission of INPS.

No warranty of accuracy is given concerning the contents of the information contained in this publication. To the extent permitted by law, no liability (including liability to any person by reason of negligence) will be accepted by INPS, its subsidiaries or employees for any direct or indirect loss or damage caused by omissions from or inaccuracies in this document.

INPS reserves the right to change without notice the contents of this publication and the software to which it relates.

Product and company names herein may be the trademarks of their respective owners.

INPS Ltd.
The Bread Factory
1a Broughton Street
London
SW8 3QJ

Website: www.inps.co.uk

Contents

CREATING AND MANAGING A DRUG FORMULARY IN VISION 5

Why create a Drug Formulary? 5

Overview 5

Quick Reference to Creating a Drug Formulary 6
This Quick Reference 6
Quick Ref - Compiling a list of frequently prescribed drugs 6
Quick Ref - Creating a Formulary list from the Frequency list 7
Quick Ref - Create Formulary List from a Blank List 7
Quick Ref - Importing a Formulary 7
Quick Ref - Enabling access to the Drug Formulary 8
Quick Ref - Using the Formulary from Consultation Manager 8
Quick Ref - Selecting Drugs from the Formulary 8
Quick Ref - Adding and Removing drugs from the Formulary within Consultation Manager 8

Drug Dictionary – Creating a Formulary 10
Drug Dictionary Utilities 10
Compiling a list of frequently prescribed drugs 10
Closing and Re-opening the Frequency list 12
Creating a Formulary list from the Frequency list 12
Add list to Formulary 13
Replace Formulary with list 14
Create Formulary List from a Blank List 16
Sharing a Drug Formulary 18
Exporting a Drug Formulary 18
Importing a drug Formulary 20
Maintaining the Formulary from the Drug Dictionary Module 23
Viewing the practice Formulary 23
Adding individual items to an existing Formulary list 24
Removing individual items from the existing Formulary list 25
Print Existing Formulary 26
Deleting the Formulary 27
Enabling access to the Drug Formulary 28
Using the Formulary from Consultation Manager 30
Selecting Drugs from the Formulary 30
Selecting a drug outside the Formulary 30
Maintaining the Formulary from Consultation Manager 31
Viewing the Formulary from Consultation Manager 31
Adding/Removing Drugs the Formulary from Consultation Manager 32
Adding Drug defaults 33

INDEX 37

Creating and Managing a Drug Formulary in Vision

Why create a Drug Formulary?

A practice Formulary allows you to create a practice-wide preferential list of prescribable drugs. This also allows for quick and easy selection of the most commonly prescribed drugs within Consultation Manager and can help to control generic prescribing. You still have the clinical freedom of selecting drugs outside of the Formulary if required.

Overview

You can create a practice-wide drug Formulary from one of three ways:

- Use the Drug Dictionary Utilities option in the Modules menu. This lets you compile a list of the most commonly used drugs in your practice which can later be reduced or enlarged and used as a basis for **creating** your Formulary (see *Compiling a list of frequently prescribed drugs* (page 10)).
- Start a Formulary from a blank list if required (see *Create Formulary List from a Blank List* (page 15)).
- Import an already existing Formulary (for example, from another practice or PCT user) and modify it for your own use (see *Sharing a Drug Formulary* (page 18)).

After the Formulary has been created:

- You **must** change the security settings of the staff who are going to use the Formulary, so that their default selection of drugs is from the formulary.
- For those who are set to use the Formulary by default, on adding a drug in Consultation Manager, Vision will initially search for the drug in the practice Formulary. If a drug match is not found in the Formulary, you will be given the option to look at the full drug dictionary. From Consultation Manager you are also able to add and remove items from the Formulary on an ad hoc basis.
- You will need to **update** the Formulary as new drugs are added to the Vision drug dictionary.

Quick Reference to Creating a Drug Formulary

This Quick Reference

These Quick Reference topics summarise the steps you need to take to create a Formulary. The more detailed explanation with screenshots is given from page onwards.

Quick Ref - Compiling a list of frequently prescribed drugs

The Formulary is generated from **Utilities – Drug Dictionary**. Within here, an existing Formulary can also be imported, exported, edited, printed and deleted.

To create a basis for your practice Formulary, you can run a facility that searches for and lists all drugs ever prescribed. This displays in frequency-of-prescribing order and can be curtailed or added to as required. See page for a more detailed explanation.

Once you are happy with your initial list, you must then create the formulary (see *Compiling a list of frequently prescribed drugs* (page 10) for more detailed explanation).

1. Select **Utilities – Drug Dictionary** from the Vision front screen.
2. To generate the Frequency List, select **Formulary – Create List** or select .
3. Click OK to the following message to start the compilation process: *Create list of drugs for adding to the Formulary. This will take many minutes*.

   If you already have a Frequency list, you will see the following message: *A list of drugs for adding to the Formulary already exists. Do you wish to recreate this?* Select Yes to recreate or No to keep your current Formulary.
4. When this has finished, a list of drugs is shown with their drug name, form and strength in order of the frequency with which they have been prescribed.
5. You are now able to manipulate this initial Formulary list in a number of ways:

   - Selecting **Setting Limits** - displays the Browse Drug List screen. Here, you can alter the current **Maximum Number of Records**, which is the number of therapy items displayed in your Formulary list. You can also change the **Minimum Frequency** of the displayed therapy so that only therapy issued *above* a certain number of times in any record is displayed. Amend the figures in each box as required.

   - **Enable/Disable Item** - By using the Enable/Disable icon, you can choose which drug items should or should not be in your Formulary

Quick Ref - Creating a Formulary list from the Frequency list

Once you have decided on the drugs you would like in your Formulary and you are ready to create your Formulary, you must choose either to:

- **Add list to Formulary**, if you do not already have a Formulary,
- or **Replace Formulary with list** to replace the existing Formulary list with the Frequency list.

Both options are found in the Formulary menu in Drug Dictionary Utilities.

See *Creating a Formulary list from the Frequency list* (page 12) for a more detailed explanation.

Quick Ref - Create Formulary List from a Blank List

If you do not already have a Formulary or you have deleted your Formulary, you are able to create a Formulary list from scratch by manually adding individual drugs to the list:

1. Select **Utilities – Drug Dictionary** from the Vision front screen.
2. Select **Formulary – View** or select .
3. If you have no items currently in you Formulary, a blank list will appear. Click OK.
4. To add/remove a drug to your Formulary list select **View all drugs** .
5. Search for the required drug to be added/removed from the list or press **Find** to list all drugs alphabetically.
6. Make sure the

at the top right is unchecked so the full drug dictionary is displayed. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small **f** in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.
7. Press close to be taken back to the drug Formulary list. The items you have added or removed will not appear on the Formulary list immediately. You will need to exit the Drug Formulary screen for it to be updated.

> **Note -** If you have created a Formulary from a blank list, there is no need to **Add list to Formulary** or **Replace Formulary with list**

See *Create Formulary List from a Blank List* (page 15) for a more detailed explanation.

Quick Ref - Importing a Formulary

You may want to import the formulary from another practice as your starting point. You can then add or remove drugs from the formulary to suit your practice. See *Importing a drug Formulary* (page 20).

Quick Ref - Enabling access to the Drug Formulary

Once you have compiled your Formulary list, you must enable each user to use the Formulary in Security.

1. Go to **Management Tools - Control Panel – Security**.
2. From the user list, right click on a Vision user who wishes to use the practice Formulary. Select Edit User.
3. In the **User Details Update** Screen section, tick **Select drugs from drug Formulary**. Click OK

> **Note** - To disable the user from selecting drugs from the drug Formulary remove the tick from **Select drugs from drug Formulary**.

See *Enabling access to the Drug Formulary* (page 27) for a more detailed explanation.

Quick Ref - Using the Formulary from Consultation Manager

When the individual staff members have been enabled to select drugs from the Formulary, when they search for drugs in Consultation Manager, it will primarily look in the Practice Formulary list. You can search the full drug dictionary if required. You are also able to view the Formulary list and maintain the formulary list from here.

See *Using the Formulary from Consultation Manager* (page 29) for a more detailed explanation.

Quick Ref - Selecting Drugs from the Formulary

1. From the **Therapy Add** screen, whilst adding either a repeat or an acute, type in the drug you require.
2. Upon pressing return, Vision will search the Formulary list for a match. If you find the required drug you are able to add this in the usual way.
3. If you enter a therapy item which is not in the Formulary, you are given a message: *Drug name [name] not found in Formulary. Do you wish to search the main dictionary? Yes / No.*

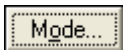
> **Note** - You will find that when searching for drugs in Consultation Manager, you do not need to type as much information in the Drug Search box as the Formulary list will probably be much smaller than the full drug list.

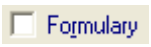
See *Selecting Drugs from the Formulary* (page 30) for a more detailed explanation.

Quick Ref - Adding and Removing drugs from the Formulary within Consultation Manager

You are able to View the Formulary list and add and remove Formulary drugs whilst in Consultation Manager.

1. Whilst in a patient consultation from the **Therapy Add** screen, double click in the search drug box or press <F3>.

2. When the **Drug Select** screen is displayed, click on the 

button.
3. Click on **Maintain Formulary**. This displays the Formulary drugs.
4. To add a drug, make sure the 

at the top right is unchecked so the full drug dictionary is displayed. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small **f** in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.
5. When you have finished adding / removing drugs click on the

button.
6. Then click on Close and OK to exit.

See *Maintaining the Formulary from Consultation Manager* (page 31) for a more detailed explanation.

Drug Dictionary – Creating a Formulary

Drug Dictionary Utilities

The Formulary is generated from the Drug Dictionary module (**Utilities – Drug Dictionary**). Within here, an existing Formulary can be edited, printed and also deleted.

> **Training Tip -** To avoid formularies being deleted by accident, it is strongly recommended that only System Administrators have access to the Drug Dictionary module.

Create a formulary using one of the following methods:

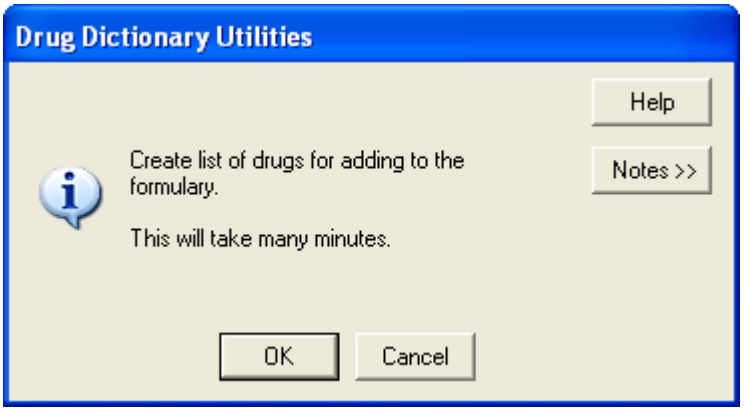
- Compile a list of the most commonly used drugs in your practice which can later be reduced or enlarged and used as a basis for **creating** your Formulary (see *Compiling a list of frequently prescribed drugs* (page 10)).
- Start a Formulary from a blank list and add drugs individually (see *Create Formulary List from a Blank List* (page 15)).
- Import an already existing Formulary (for example, from another practice or health board) and modify it for your own use (see *Sharing a Drug Formulary* (page 18)).

Compiling a list of frequently prescribed drugs

To create a basis for your practice Formulary you are able to run a facility that searches for and lists all drugs ever prescribed. This displays in frequency order and can be curtailed or added to as required. Once you are happy with your initial list you must then create the Formulary (see page).

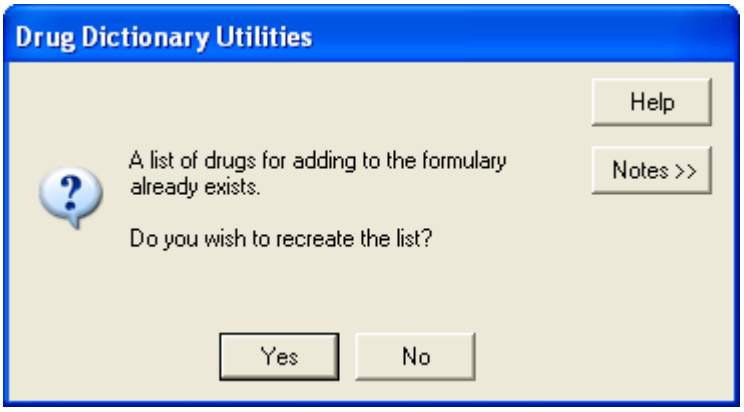
To generate the Frequency List:

1. Select **Utilities – Drug Dictionary** from the Vision front screen.
2. Select **Formulary – Create List** or select .

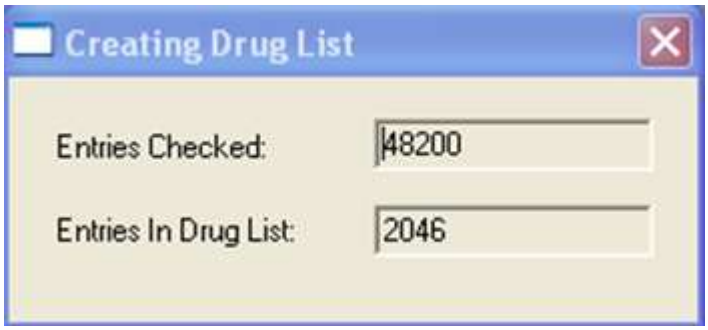


3. Before the compilation starts, you will be prompted with the following message: *Create list of drugs for adding to the Formulary. This will take many minutes*. Click OK to start the process.

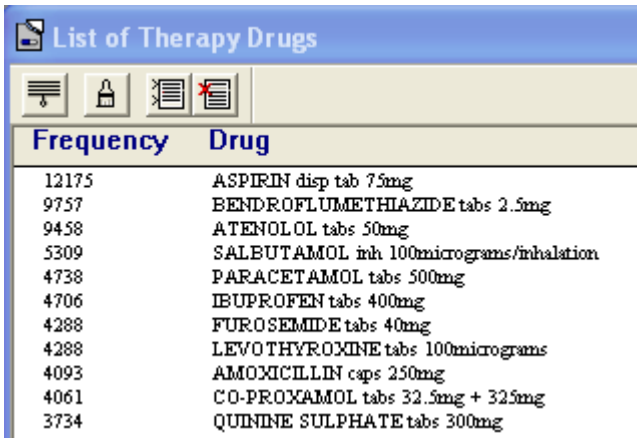
If you already have a Frequency list, you will see the following message: *A list of drugs for adding to the Formulary already exists. Do you wish to recreate this?* Select Yes to recreate or No to keep your current Formulary.



4. As the process is running, you will see the facility counting through the drugs.



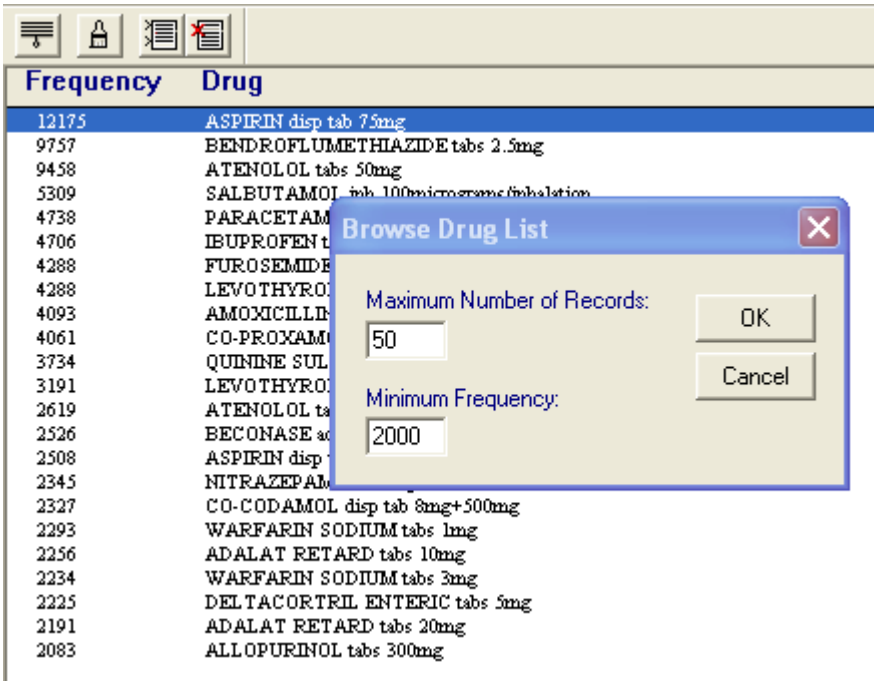
5. When this process has finished, a list of drugs is shown with their drug name, form and strength, in order of frequency of issuing.



This list will reflect what you have issued most often in the past. Beware that some of the items in this list might be older drugs that are no longer pertinent to a current drug formulary.

6. You are now able to manipulate this initial Formulary list in a number of ways:

Setting Limits - Selecting Setting Limits displays the Browse Drug List screen. Within here, you can alter the current **Maximum Number of Records**, which is the number of therapy items, displayed in your Formulary list. You can also change the **Minimum Frequency** of the displayed therapy so that only therapy issued above a certain number of times in any record is displayed. Amend the figures in each box as required:



Enable/Disable Item - By using the Enable/Disable icon, you can choose which drug items should or should not be in your Formulary

Note - You do not have to rely on the Frequency list to create a Formulary. If you prefer you can add the drugs manually to the Formulary list (see *Create Formulary List from a Blank List* (page 15). You are also able to add/remove individual items from your Formulary list in conjunction with the Frequency list.

Closing and Re-opening the Frequency list

You are able to close the frequency list by closing the Frequency window. To re-open the Formulary list at the same point at another time, select **Formulary - Browse Drug List**.

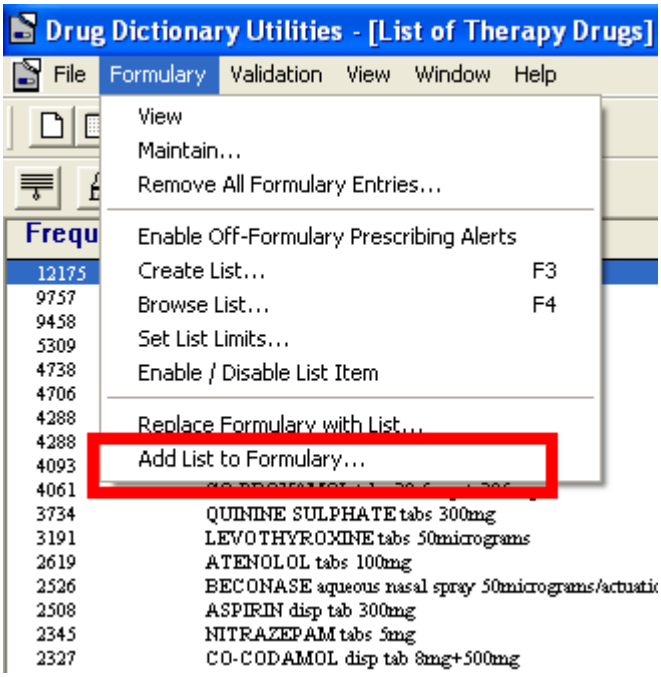
Creating a Formulary list from the Frequency list

Once you have decided on the drugs you would like in your Formulary and you are ready to create your Formulary, you must choose to either:

- **Add list to Formulary**, if you do not already have a Formulary,
- or **Replace Formulary with list** to replace the existing Formulary list with the Frequency list.

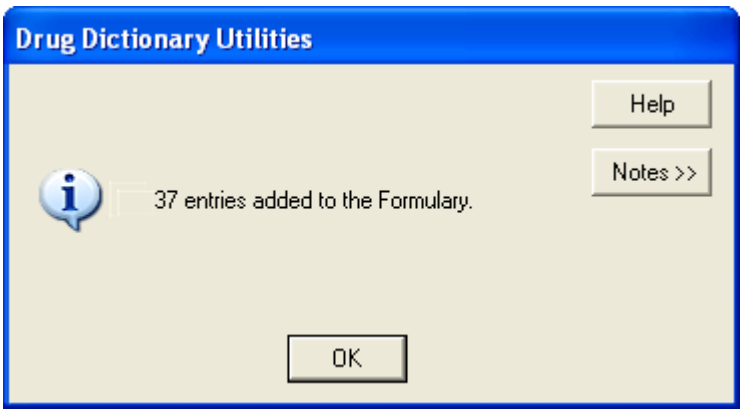
Add list to Formulary

1. In **Utilities - Drug Dictionary**, select **Formulary – Add List to Formulary**.



2. You will see a message telling you that *The Drug Formulary is being created. Please wait.*

3. Once the list has been updated, a message will display showing you how many drugs have been added to the Formulary list.

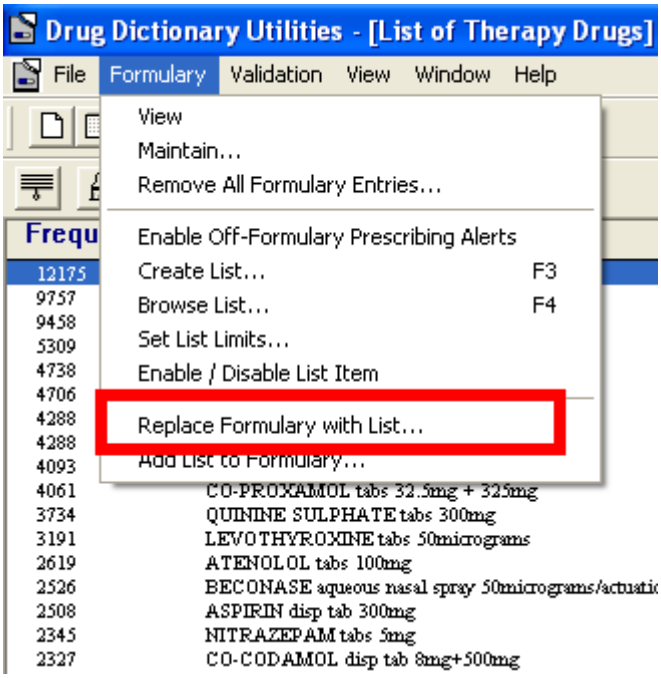


4. Click OK.

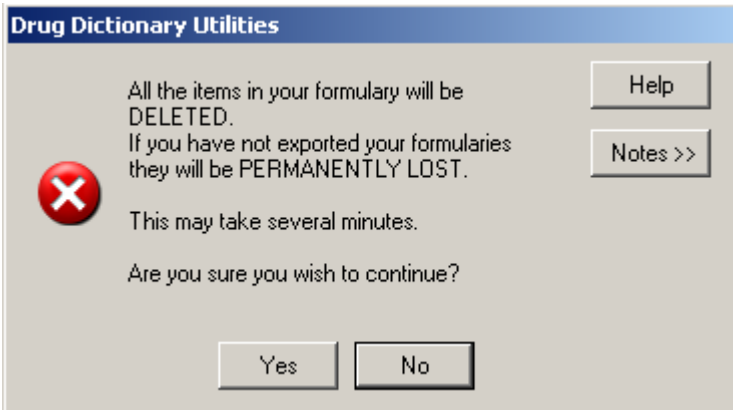
   If required, you can also enter further drugs into the Formulary by using **View All Drugs** (see *Viewing the practice Formulary* (page 23)).

Replace Formulary with list

1. If you have an existing Formulary and you want to replace it with the drugs from the frequency list:
2. In **Utilities - Drug Dictionary**, select **Formulary – Replace Formulary with List**.

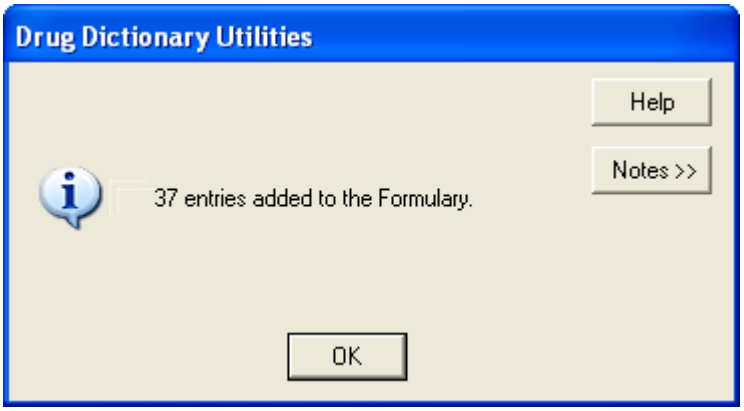


3. You will be prompted with the following message: *All the items in your Formulary will be DELETED. If you have not exported your formularies they will be PERMANENTLY LOST This may take several minutes. Are you sure you wish to continue?*



4. Select Yes to continue.
5. You will see a message telling you that *The Drug Formulary is being created. Please wait.*

6. Once the list has been updated, a message will display showing you how many drugs have been added to the Formulary list.

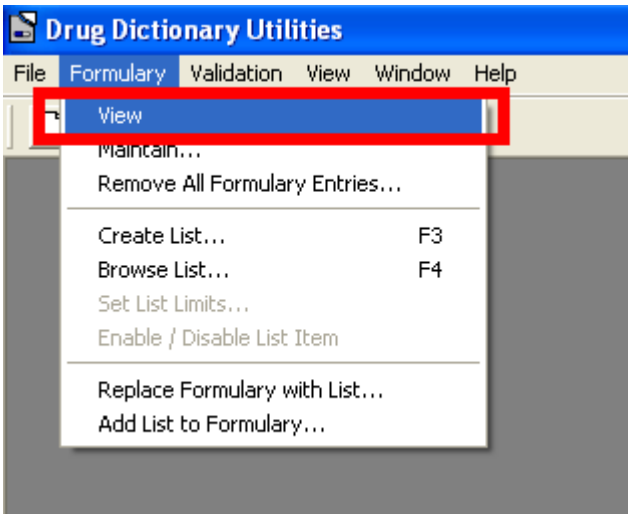


7. Click OK.
8. If required, you can also enter further drugs into the Formulary by using **View All Drugs** (see Viewing the Practice Formulary on page).

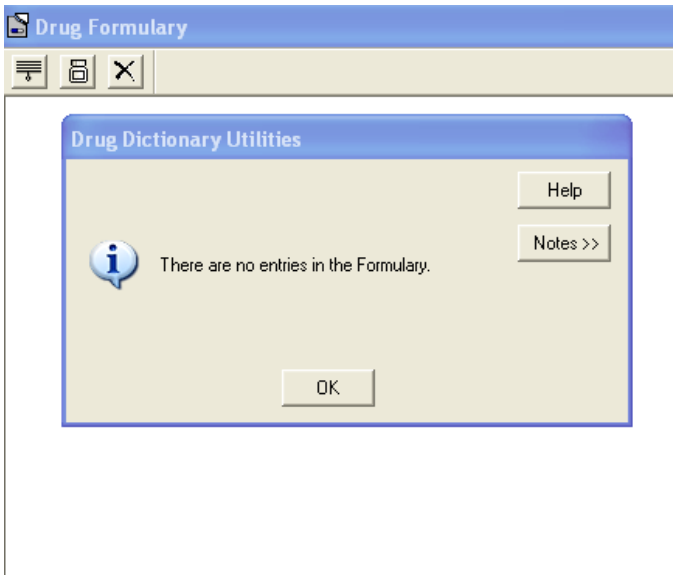
Create Formulary List from a Blank List

If you do not already have a Formulary or you have deleted your Formulary, you are able to start a Formulary list from the beginning on an individual drug basis:

1. Select **Utilities – Drug Dictionary** from the Vision front screen.
2. Select **Formulary – View** or select .

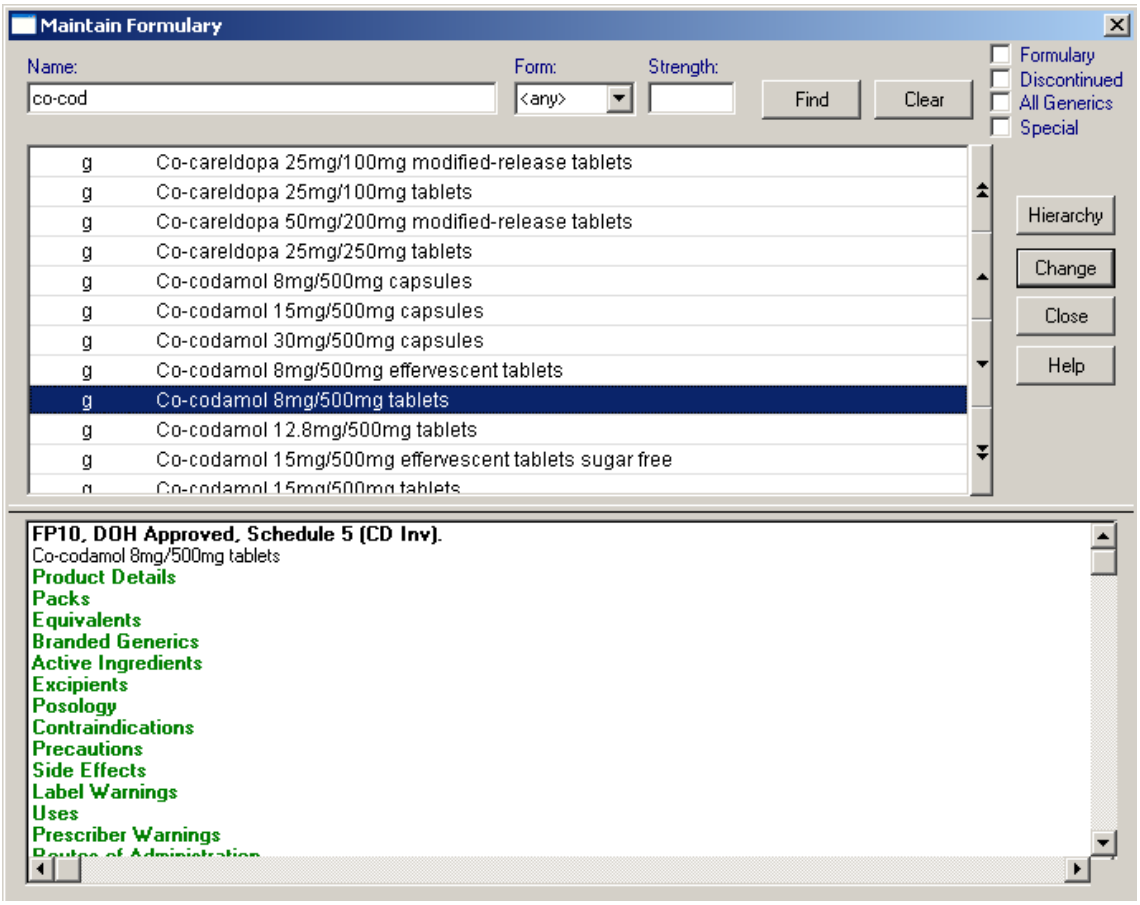


3. If you have no items currently in you Formulary, a blank list will appear. Click OK.

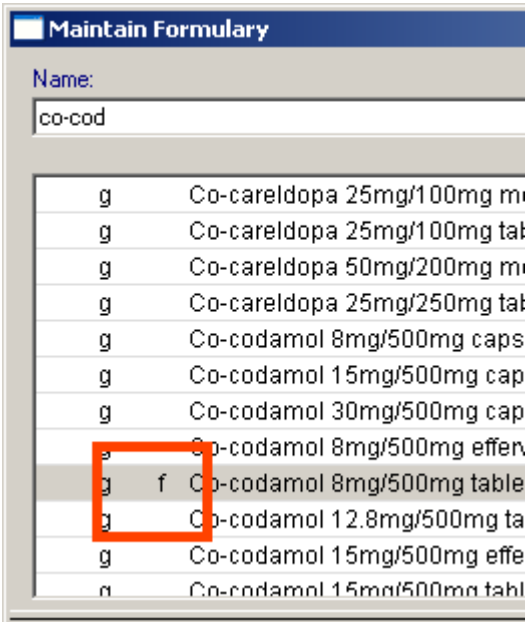


4. To add/remove a drug to your Formulary list, select **View all drugs** .

5. Search for the required drug to be added/removed from the list or press **Find** to list all drugs alphabetically.



6. Make sure the at the top right is unchecked so the full drug dictionary is displayed. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name (or click the Change icon). Drugs in the Formulary have a small **f** in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.



7. Press **Close** to be taken back to the drug Formulary list. The items you have added or removed will not appear on the Formulary list immediately. You will need to exit the Drug Formulary screen for it to be updated.

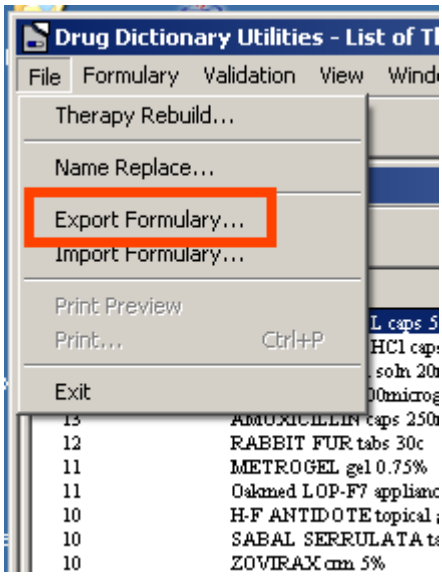
> **Note -** If you have created a Formulary from a blank list, there is no need to **Add list to Formulary** or **Replace Formulary with list**

Sharing a Drug Formulary

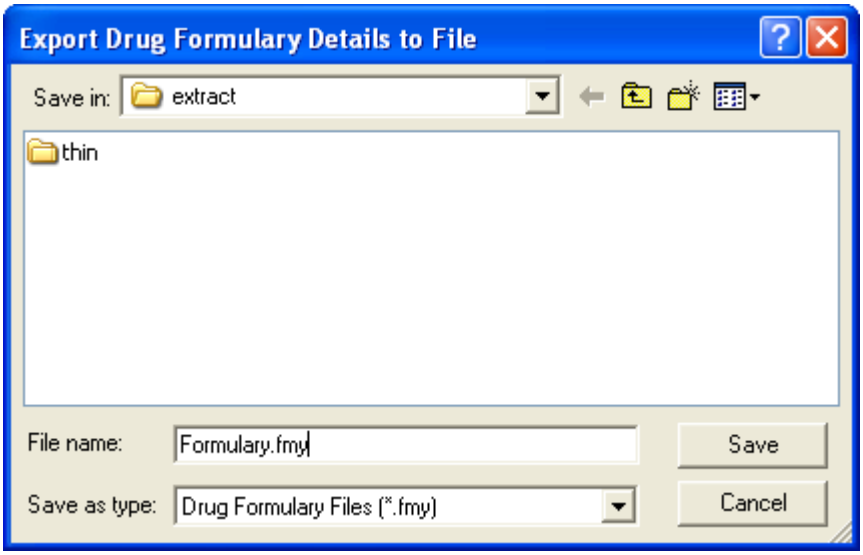
Formularies can be exported and imported and thus shared between practices. Note that you could build up a local Formulary and share the work between practices if they work sequentially: one undertakes Formulary work for a specific BNF drug class, then exports it to the next practice who imports it and adds Formulary items for another drug class, and so on. Often health boards have their own formularies so it might be worth checking before you embark on creating your own Formulary.

Exporting a Drug Formulary

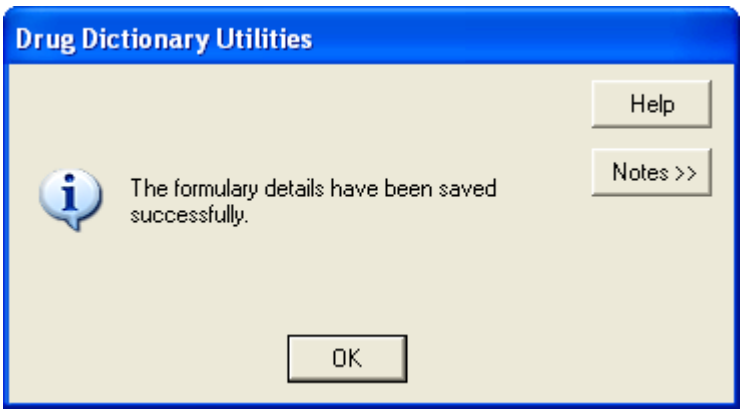
1. From **Utilities - Drug Dictionary.**
2. Select **File – Export Formulary**.



3. At the **Export Drug Formulary Details to File** screen, give the Formulary a filename before the extension of .fmy.



4. Click **OK**.
5. If successful, you should see a message: *The Formulary details have been saved successfully*.



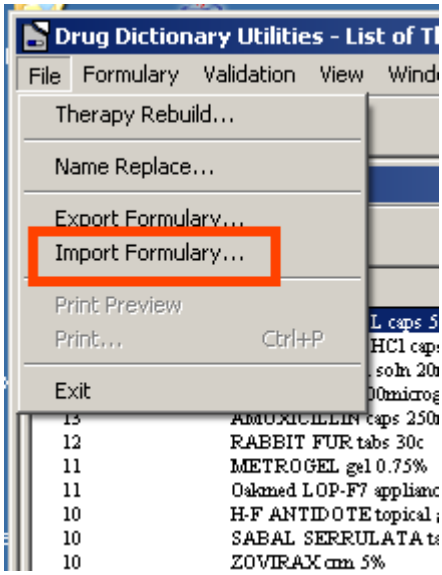
6. Click **OK**.
7. You can then go to the saved location and copy the *.fmy file to disk.

Importing a drug Formulary

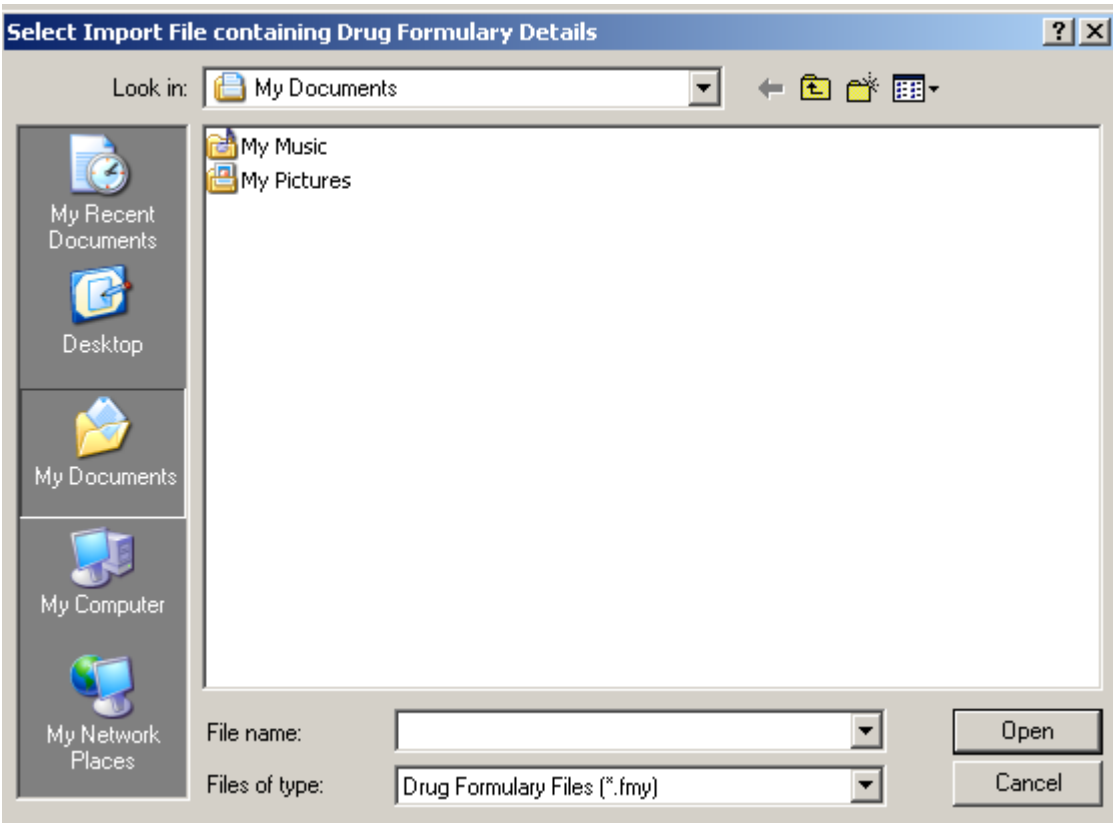
> **Note -** If the version of the formulary for import was created using a drug dictionary version *later* than the version currently being used, you will not be able to import it.

When you receive a Formulary from another practice, which you wish to import:

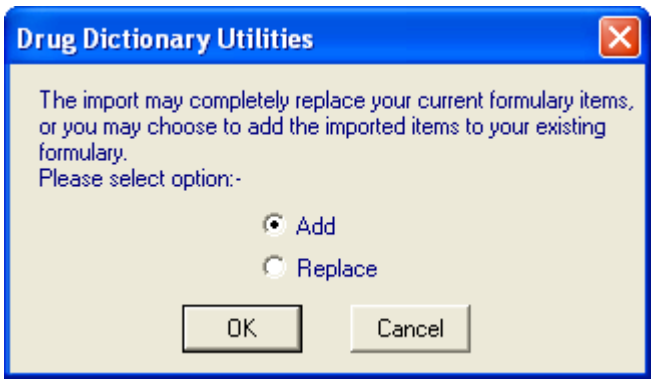
1. Copy the exported Formulary file from disk to the c:\extract.
2. From the Vision Front menu, select **Utilities – Drug Dictionary**:
3. Select **File - Formulary Import**.



4. Select the Formulary file to be imported.



5. Click **Open**.
6. You are warned that the Formulary to be imported may entirely replace your current Formulary. You have a choice of **Add** or **Replace**. Choose one of these and click OK:



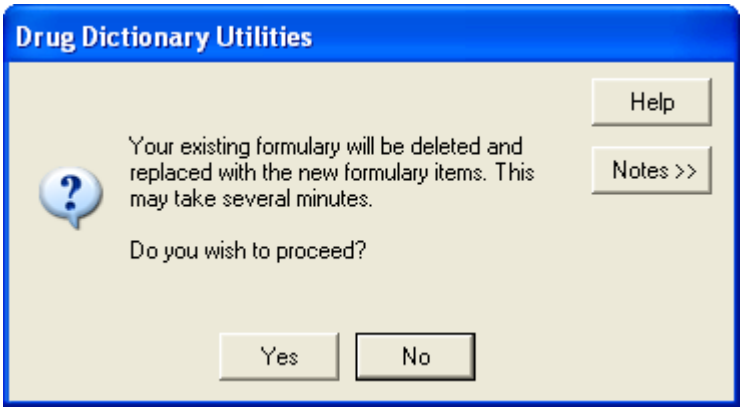
Add will only add any items not already in your Formulary;

Replace replaces the entire Formulary, deleting your existing one.

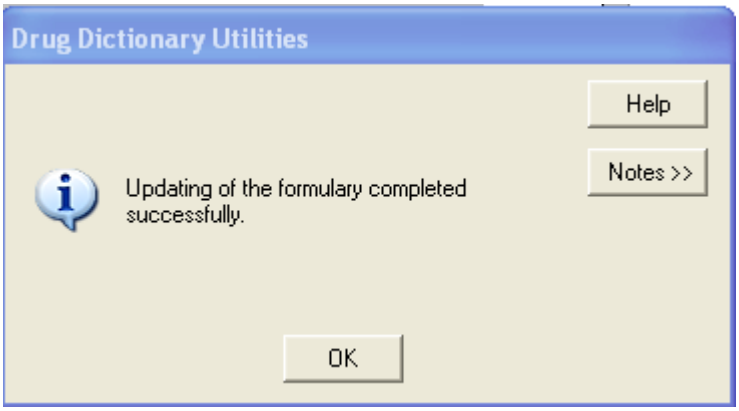
7. Another message confirms what you have selected and warns this may take some time. Click Yes to confirm and proceed.

If you select **Add**, the message reads: *The new Formulary items will be added to your existing Formulary. This may take several minutes. Do you wish to proceed? Click Yes to confirm and proceed?*

If you select **Replace**, the message reads: *Your existing Formulary will be deleted and replaced with the new Formulary items. This may take several minutes. Do you wish to proceed?*



8. The message *Updating of the Formulary completed successfully* should be shown. Click **OK**.



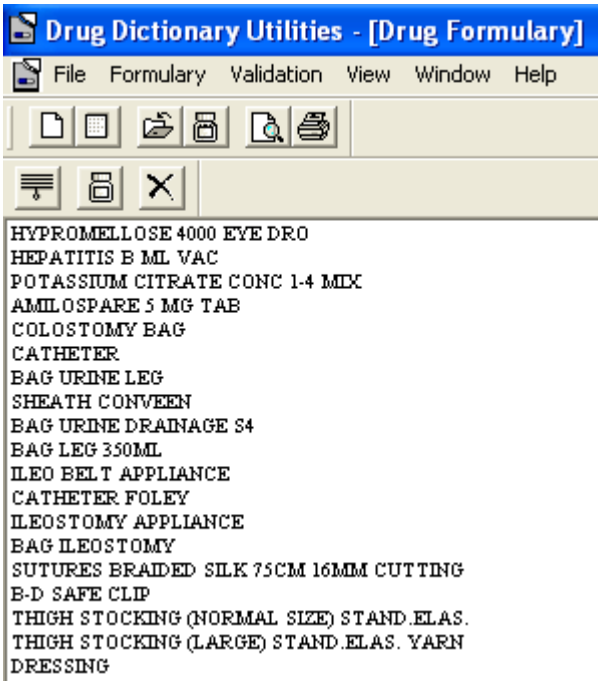
Maintaining the Formulary from the Drug Dictionary Module

You are able to add remove, view and print the Formulary from the Drug Dictionary module. Some of these functions can also be administered in Consultation Manager (see *Maintaining the Formulary from Consultation Manager* (page 31)).

Viewing the practice Formulary

If you would like to view the current Formulary list at any point:

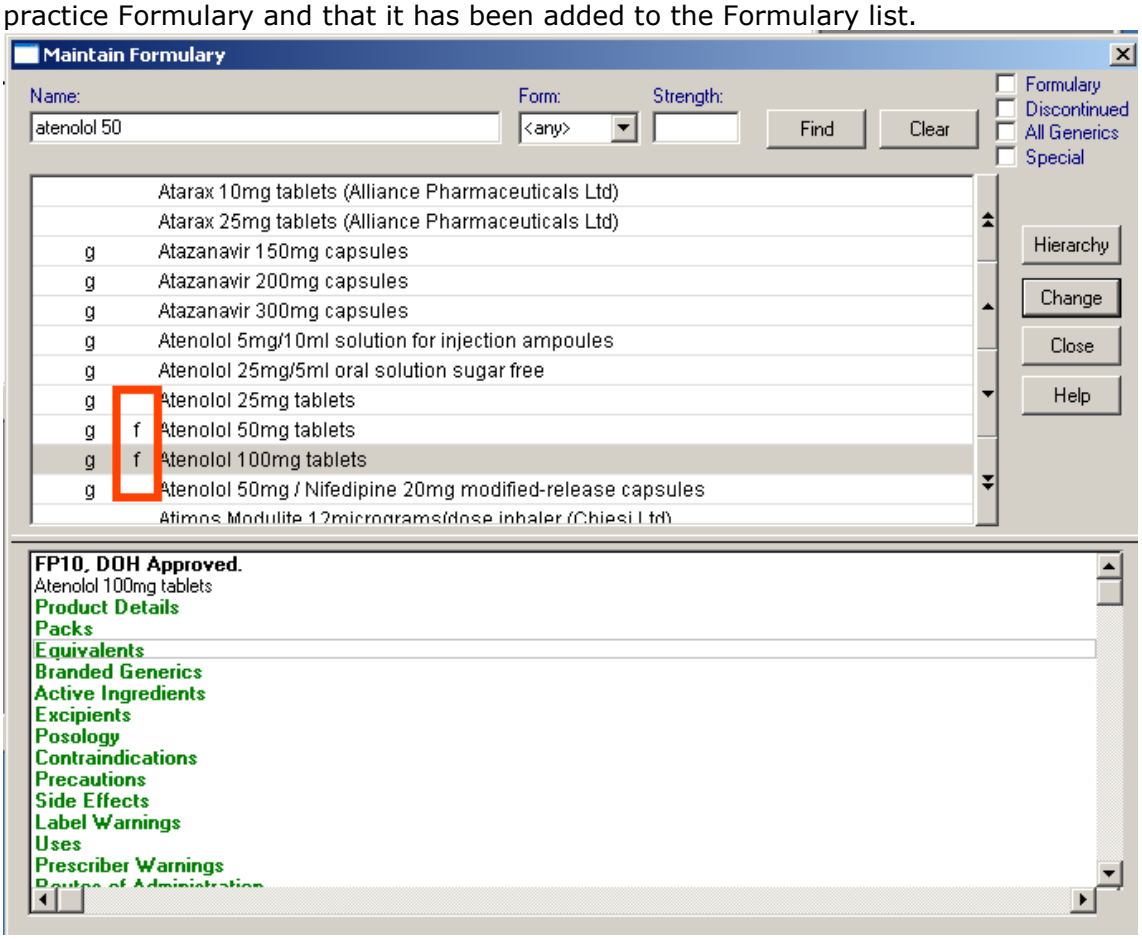
1. Go to **Utilities - Drug Dictionary– Formulary – View** or select **View Formulary Contents**.



Adding individual items to an existing Formulary list

You are able to select individual drugs from the full alphabetical drug list to be added to the Formulary. This can be done whilst viewing the Formulary list and also from the main Drug Dictionary Utilities screen.

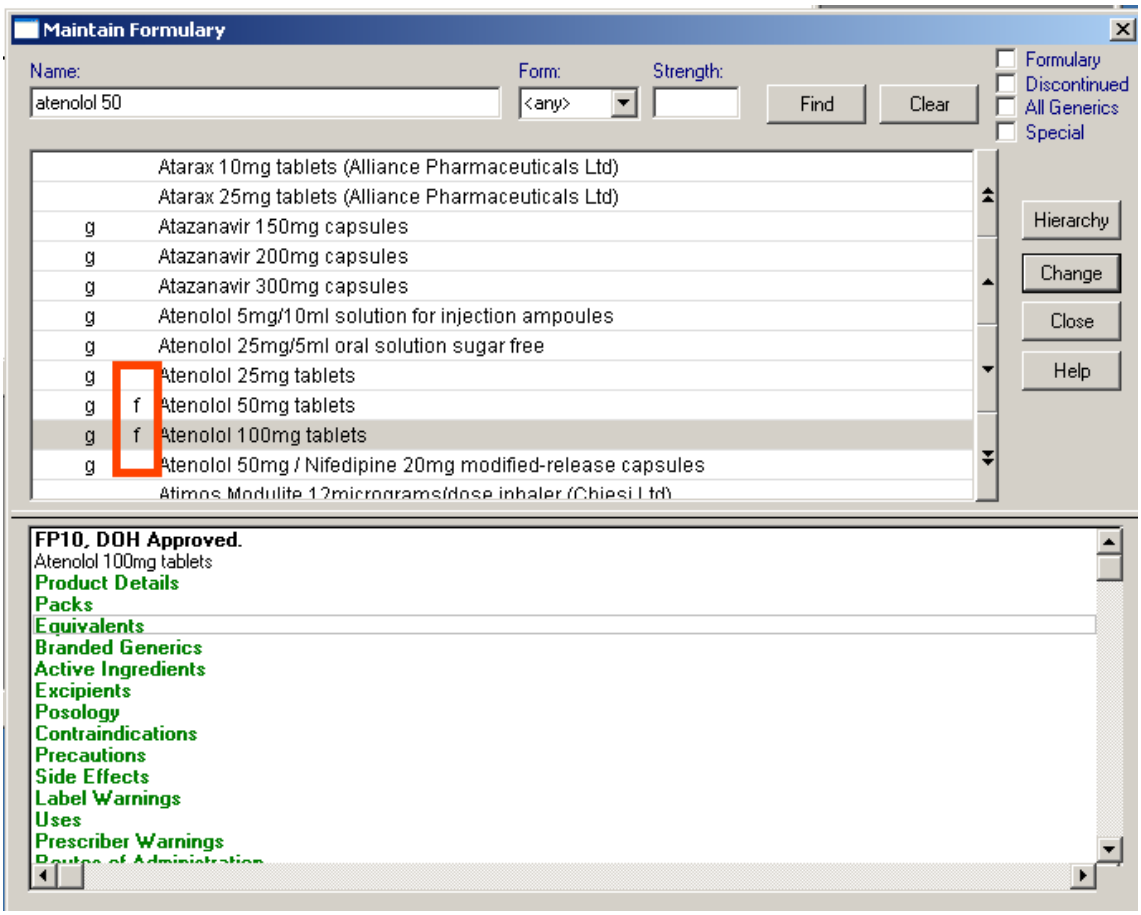
1. Go to **Utilities – Drug Dictionary**.
2. Select **View all drugs** (you might want to View the Formulary List first).
3. Search for the required drug to be added to the Formulary.
4. Once you have found the required drug, you can double click on the drug name. This will add an "f" next to the drug to depict that it is part of the practice Formulary and that it has been added to the Formulary list.



Removing individual items from the existing Formulary list

In **Utilities - Drug Dictionary** from the **Maintain Formulary** menu, select **View all drugs** . This can be done whilst viewing the Formulary list and also from the main Drug Dictionary screen.

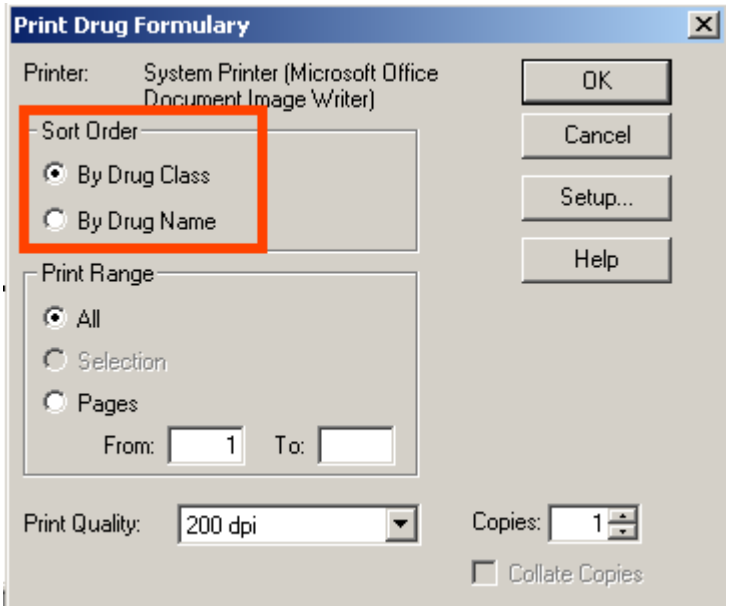
1. Search for the drug to be removed from the Formulary.
2. Once you have found the drug, double click on the drug which will remove the "f" next to the drug. This drug will no long be part of the practice Formulary and will no longer appear on the Formulary list.



Print Existing Formulary

To print the Practice Formulary:

1. From **Utilities – Drug Dictionary.**
2. Select **Formulary** - **View** or press .
3. Select **Print**.
4. You are able to select the order that the Formulary will print; either alphabetically by drug name or by drug class.



5. Click OK to print.

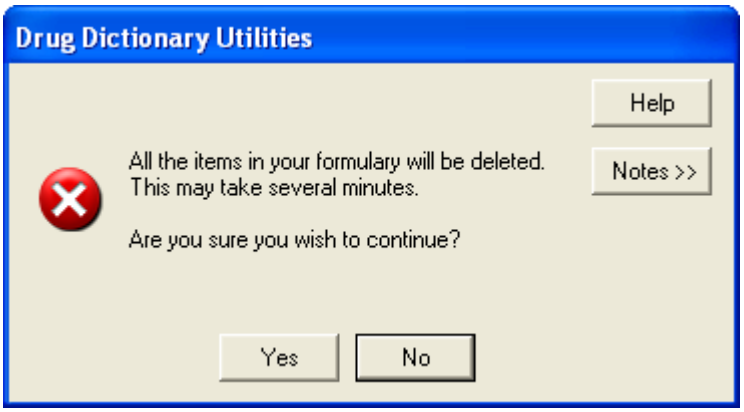
You are also able to **View Formulary as Printed** which allows you to view the Formulary by Drug class or by Drug Name before printing.

Deleting the Formulary

To avoid formularies being deleted by accident, it is strongly recommended that only System Administrators have access to the Drug Dictionary module.

To delete the entire Formulary:

1. From **Utilities – Drug Dictionary**.
2. Select **Formulary – Remove all Formulary entries**. (You might want to View the Formulary List first if so select)
3. You will be prompted with the following message: *All items in your Formulary will be deleted. This may take several minutes. Are you sure you wish to continue?*

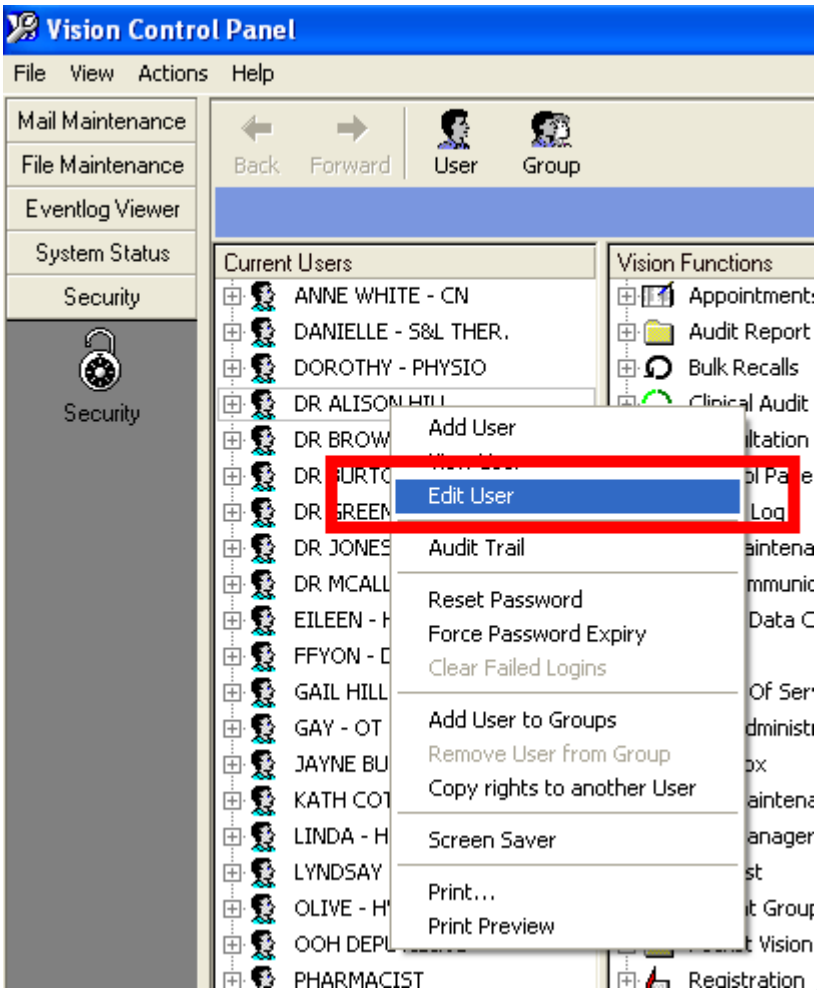


4. Select Yes to remove all items from the Formulary.The entire Formulary can also be deleted by selecting whilst viewing the Formulary.

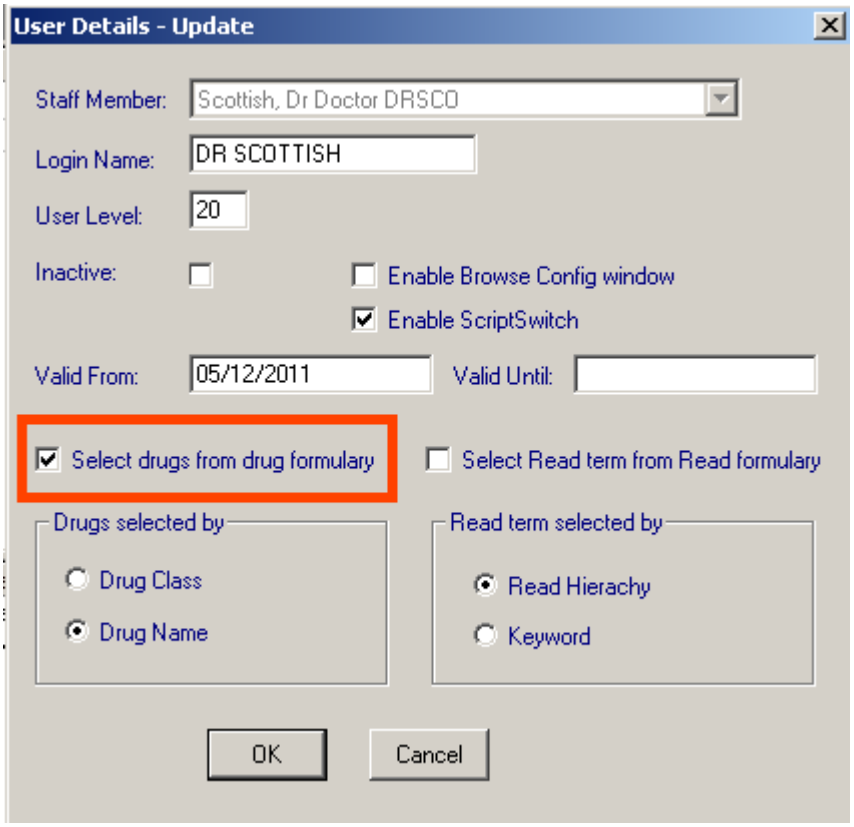
Enabling access to the Drug Formulary

Once you have compiled your Formulary list, you must enable each user to use the Formulary in Security.

1. Go to **Management Tools - Control Panel – Security**.
2. From the user list in the top left pane, right click on a Vision user who wishes to use the practice Formulary.
3. Select **Edit User**.



4. In **User Details Update**, tick **Select drugs from drug formulary**.



5. Click OK to save.

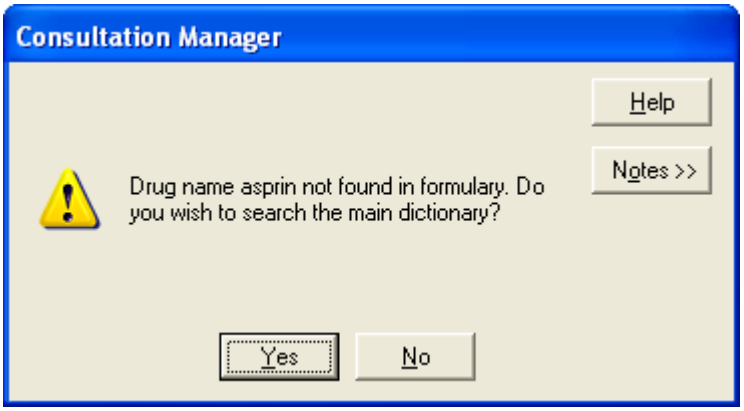
> **Note** - To disable the user from selecting drugs from the drug Formulary, remove the tick from **Select drugs from drug Formulary**.

Using the Formulary from Consultation Manager

Once the individual staff members have been enabled to select drugs from the Formulary, when selecting drugs, Consultation Manager will primarily look in the Practice Formulary list. You are able to search the full drug dictionary if required. You are also able to view the Formulary list and add and remove drugs from the list from here.

Selecting Drugs from the Formulary

1. From the **Therapy Add** screen, whilst adding either a repeat or an acute, type in the drug you require.
2. Upon pressing Enter, Vision will search the Formulary list for a match. If you find the required drug, you are able to add this in the usual way.
3. If you enter a therapy item which is not in the Formulary, you are given a message: *Drug name [name] not found in Formulary. Do you wish to search the main dictionary? Yes / No.*



Note You will find that when searching for drugs, you do not need to type as much information in the Drug Search box because the Formulary list is much smaller than the full drug list.

Selecting a drug outside the Formulary

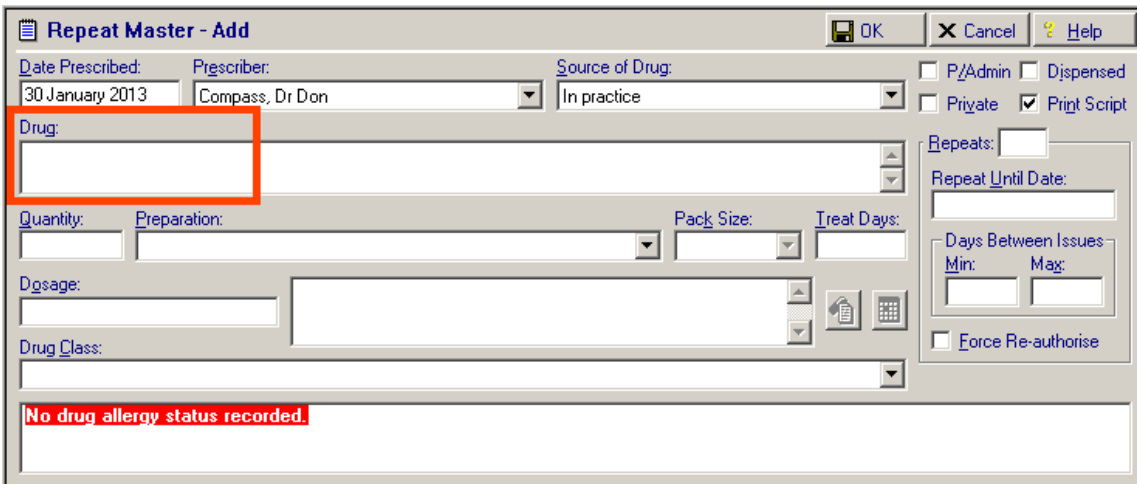
If you cannot find the drug you want within the formulary, simple take the tick of the Formulary box and once again press Find or Enter.

Maintaining the Formulary from Consultation Manager

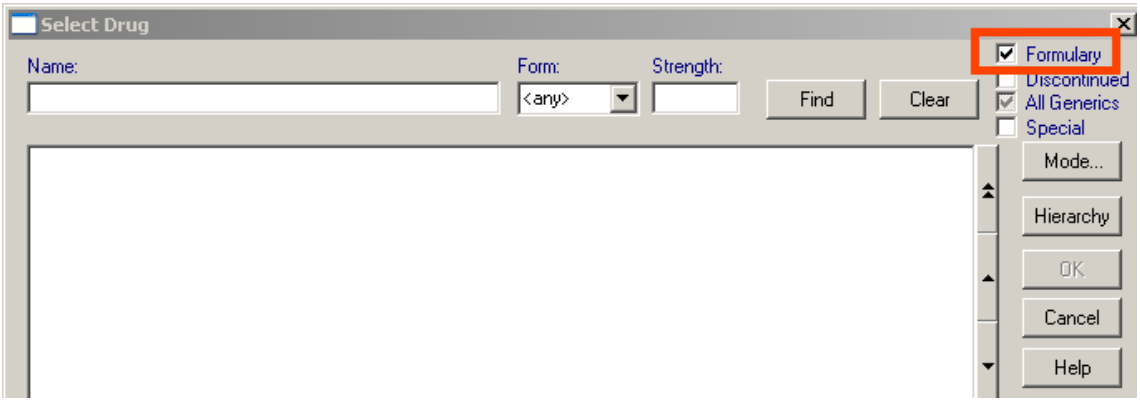
You are able to View the Formulary list and add and remove Formulary drugs whilst in Consultation Manager if required. You do not necessarily have to go to Drug Dictionary Utilities to maintain your Formulary.

Viewing the Formulary from Consultation Manager

1. Whilst in a patient consultation, you can view the practice Formulary list:
2. From **Therapy Add** screen, double click in the drug box or press <**F3**>.



3. This will display the **Select Drug** screen. Make sure that the **Formulary** tick box is already selected. Without typing anything in the name box, select **Find**.

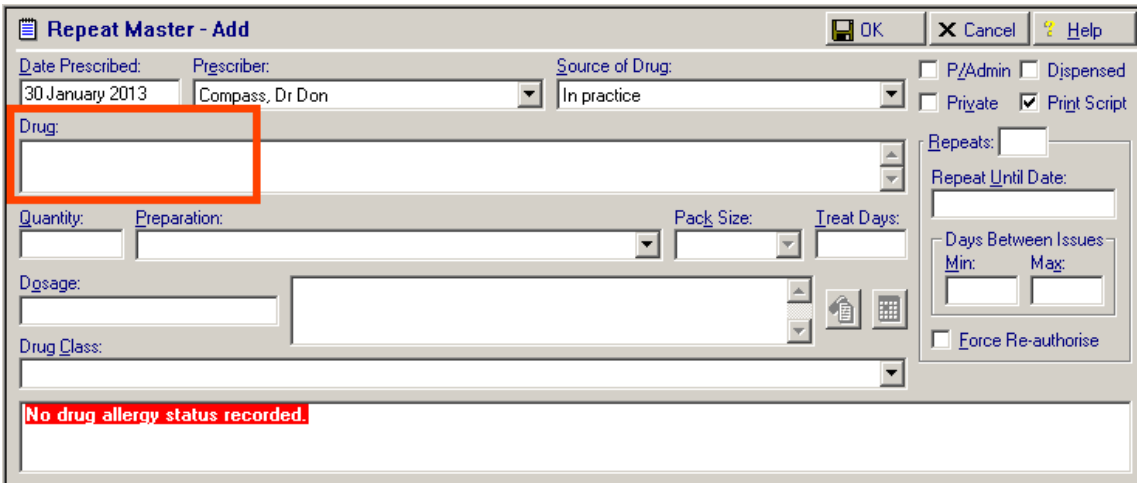


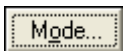
4. This will display all the drugs which are currently in your Formulary.

Adding/Removing Drugs the Formulary from Consultation Manager

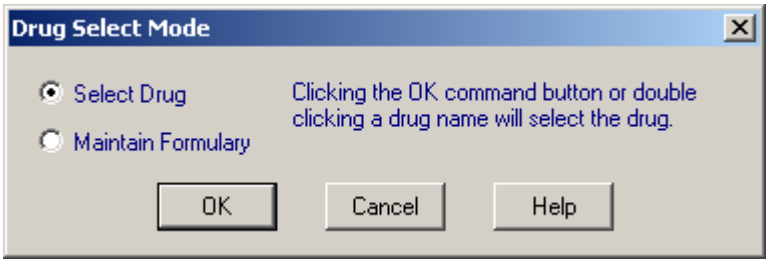
If you want to add and remove drugs from the practice Formulary from Consultation Manager:

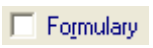
1. Whilst in a patient consultation from the **Therapy Add** screen, double click in the drug box or press <F3>.



2. When the **Drug Select** screen is displayed, click on the 

button.
3. Click on **Maintain Formulary**.



4. This will switch on the option to update the drug Formulary and change the heading at the top of the screen to **Maintain Formulary**.
5. If you want to add a drug to the Formulary, first make sure the 

at the top right is unchecked so the **full** drug dictionary is displayed from which to make your selection. To add a drug from the drug dictionary list to the practice Formulary, double click on the drug name. Drugs in the Formulary have a small **f** in the left-hand margin. If the drug is already in the Formulary, double clicking will remove it.
6. When you have finished adding / removing drugs click on the

button.
7. Then click on Close and OK to exit.

You are also able to add drug defaults (see *Adding Drug defaults* (page 33)).

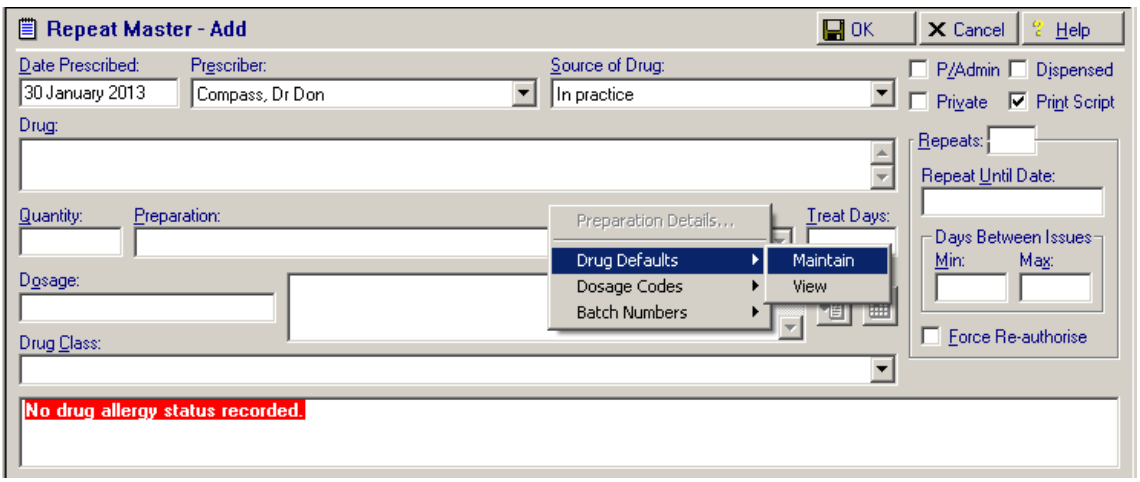
Adding Drug defaults

A huge benefit of Vision is that it is possible to assign several default properties to any item in the drug dictionary (whether it is currently in your formulary or not). You can assign as defaults, for specific age ranges, dosage instructions, quantity/pack, pack size, and free text notes. Whenever the drug item is prescribed for a patient in the defined age range, the defaults will automatically apply.

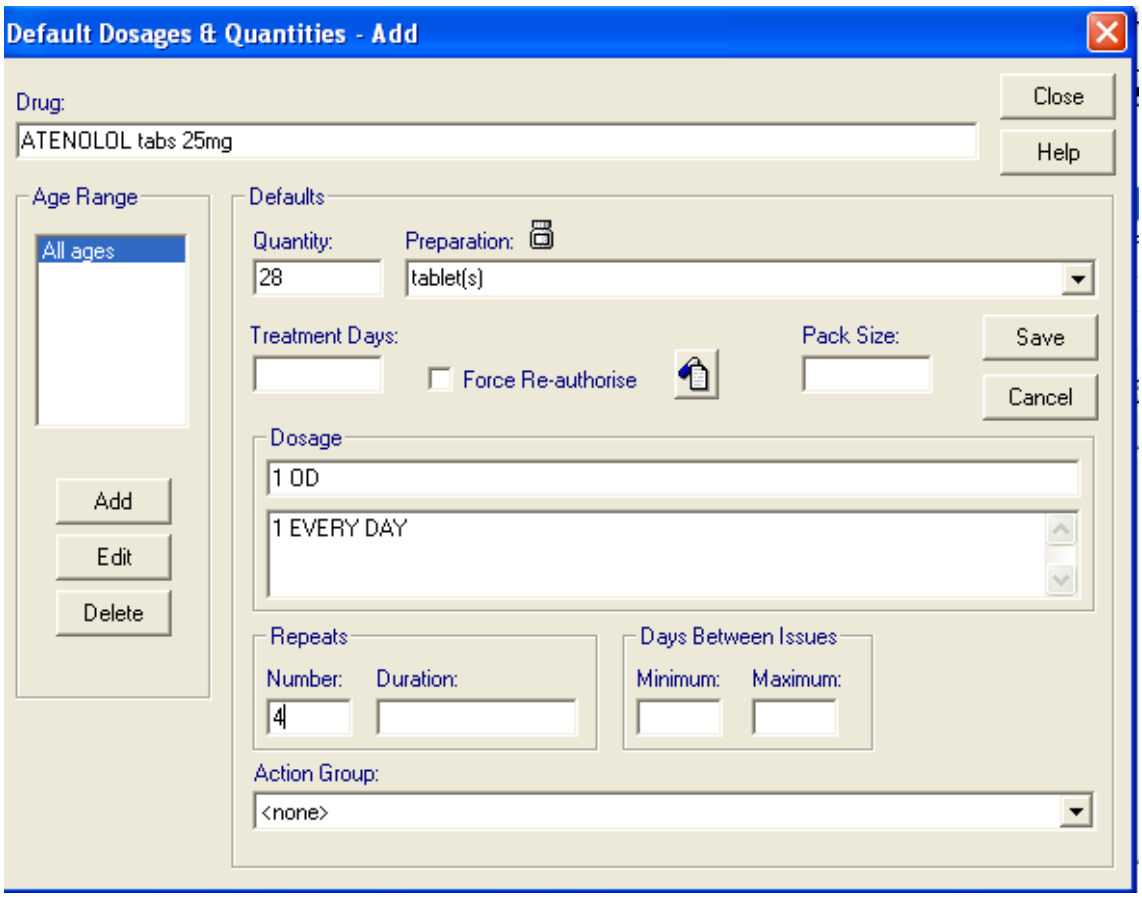
The Normalex drug dictionary also contains its own defaults (switch these on in **Consultation** – **Options** –**Setup** – **General** – **Use Normalex defaults**). You can override them if you wish at the time of entering the drug item. If an item has both Normalex defaults and practice-defined defaults, the practice defaults take priority when that item is prescribed.

> **Note -** If you copy a therapy item to which you have attached your own defaults, rather than Normalex, the copied version will **revert** to the Normalex defaults, rather than your own.

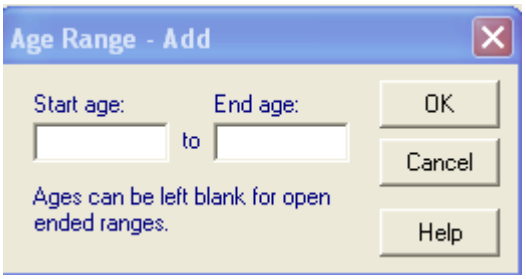
1. Default dosages and quantities are set from the **Therapy Add** screen in **Consultation Manager** so you need to select any patient first.
2. Click the right mouse button anywhere on the Therapy Add screen to display the right mouse menu.
3. Select **Drug Defaults** - **Maintain** to add or update default dosage and quantity. The **Default Dosages & Quantities – Add** screen is displayed.



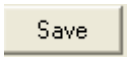
4. Select the drug if not already selected.



5. Note that on the **Default Dosages and Quantities - Add** screen, an age range must be set first before dosages and quantities can be added. If you want the defaults to apply to all ages, just click on Add under **Age Range** and then click on OK.



6. Place the cursor in **Quantity** and complete the **Quantity** and **Preparation** and **Dosage** as you would when adding a therapy.
7. To add free text which will print on the right-hand side of the prescription form, click on the **Notes for Patients** button , type in your free text and OK. The icon is then ticked.
8. For repeats, complete the **Repeats** options – **Number** (of issues), and optionally **Duration**, **Days between issues**. If required, check **Force Reauthorise**.

9. Type in **Pack Size** for practice administered items between 0-99999 (numeric only). There is no picklist. The information has been given on the front screen once you check the P Admin box.
10. **Drug class** - Here you are specifying which drug class you would like by default for this therapy item. <None> implies no drug class by default. To select an drug class, click on the selection arrow and change the default from <None> to the Drug class of the currently selected item.
11. Remember to click on 

before closing the screen to make the defaults permanent.

Index

A

Add list to Formulary • 13
Adding Drug defaults • 32, 33
Adding individual items to an existing Formulary list • 24
Adding/Removing Drugs the Formulary from Consultation Manager • 32

C

Closing and Re-opening the Frequency list • 12
Compiling a list of frequently prescribed drugs • 5, 6, 10
Copyright Notice • ii
Create Formulary List from a Blank List • 5, 7, 10, 12, 16
Creating a Formulary list from the Frequency list • 7, 12
Creating and Managing a Drug Formulary in Vision • 5

D

Deleting the Formulary • 27
Drug Dictionary – Creating a Formulary • 10
Drug Dictionary Utilities • 10

E

Enabling access to the Drug Formulary • 8, 28
Exporting a Drug Formulary • 18

I

Importing a drug Formulary • 7, 20

M

Maintaining the Formulary from Consultation Manager • 9, 23, 31
Maintaining the Formulary from the Drug Dictionary Module • 23

O

Overview • 5

P

Print Existing Formulary • 26

Q

Quick Ref - Adding and Removing drugs from the Formulary within Consultation Manager • 8
Quick Ref - Compiling a list of frequently prescribed drugs • 6
Quick Ref - Create Formulary List from a Blank List • 7
Quick Ref - Creating a Formulary list from the Frequency list • 7
Quick Ref - Enabling access to the Drug Formulary • 8
Quick Ref - Importing a Formulary • 7
Quick Ref - Selecting Drugs from the Formulary • 8
Quick Ref - Using the Formulary from Consultation Manager • 8
Quick Reference to Creating a Drug Formulary • 6

R

Removing individual items from the existing Formulary list • 25
Replace Formulary with list • 14

S

Selecting a drug outside the Formulary • 30
Selecting Drugs from the Formulary • 8, 30
Sharing a Drug Formulary • 5, 10, 18

T

This Quick Reference • 6

U

Using the Formulary from Consultation Manager • 8, 30

V

Viewing the Formulary from Consultation Manager • 31
Viewing the practice Formulary • 13, 23

W

Why create a Drug Formulary? • 5