

Electronic prescribing implementation checklist

For general practices



Electronic prescriptions allow the prescribing and dispensing of medicines without the need for a paper prescription. Use this checklist to make sure your practice is ready to start electronic prescribing.

Our practice has a Healthcare Provider Identifier – Organisation (HPI-O) recorded in the clinical information system (CIS) and is connected to the Healthcare Identifiers (HI) Service.

If your practice is connected to My Health Record, then you have already completed this step.

Each prescriber in our practice is registered with a Prescription Delivery Service (either eRx or MediSecure).

If prescribers in your practice generate paper prescriptions with a barcode – electronic transfer of prescriptions (eTP) – then you have already completed this step.

Our practice has updated its CIS to the appropriate version, when available.

Our practice staff have received information about electronic prescribing relevant to their roles.

Our reception staff confirm the mobile number and email addresses of patients prior to their consultations.

Our practice provides information to patients about electronic prescriptions or directs them to an appropriate source if they need more information.

Our practice is aware of pharmacies in our area that accept electronic prescriptions.

Our practice has implemented [relevant policies](#) in relation to the use of electronic prescriptions.

Practices are still required to adhere to the [National Health Act 1953](#) and relevant state or territory regulations when prescribing medicines using an electronic prescription.

Resources

- RACGP – [Electronic prescribing: Information for GPs](#)
- RACGP – [Electronic prescriptions: Information for patients](#)
- Australian Digital Health Agency – [Electronic prescribing information for prescribers](#)
- Department of Health – [Electronic prescribing](#)

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