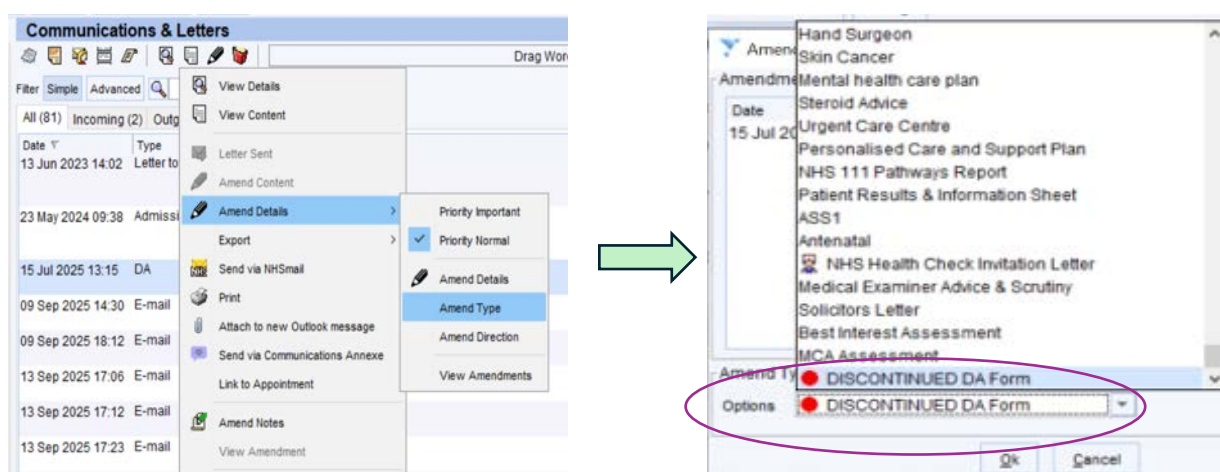


'Discontinued' label for Direction to Administer (DA) forms for SystmOne practices

The '**Discontinued DA form**' feature allows the appropriate labelling of discontinued Direction to Administer forms. Use of this feature adds an extra layer of clarity by labelling forms that are no longer in use. This should help streamline navigation and ensure everyone is working with the most current forms.

The process to follow when there is a DA form that is no longer valid e.g. medication has been stopped or dose has been updated is as below :

1. Navigate to the existing DA form that has been discontinued or replaced in 'Communications and letters'
2. Right click to select '**Amend details**' and then select '**Amend type**'. Scroll down the list of letter types in the drop-down box to find '**Discontinued DA form**' and select OK . The entry may be at the bottom of the list depending on how your system is configured.



The entry will then show as below

23 May 2024 09:38	Admission Letter	23 May 2024 10:33
15 Jul 2025 13:15	DISCONTINUED DA Form	15 Jul 2025 13:18

3. Enter the following details in the patient record :
 - a. Name of prescriber who discontinued the DA form.
 - b. Date and time form was discontinued.
 - c. Rationale of discontinuation of the form e.g. dose altered, medication discontinued.

The prescriber makes the decision as regards dose change or discontinued medication. It preferably needs to be the prescriber who then discontinues the previous outdated form, however it is recognised this may not be feasible in all circumstances, therefore this can be done by clinicians involved in the patient's care. The above criteria need to be recorded in the journal for an audit trail.

4. Any new information regarding subsequent DA forms must then be added to the patient's record.

Practice managers: If you would like to configure this list alphabetically in your SystmOne units then this can be done by following steps below :

Setup – Users and Policy- Configured lists -Current organisations- Admin- Letter types – Select Configure list from the ribbon above. Within the 'Permitted options' section there is an A-Z button which, when selected, will put all the letter types in alphabetical order.