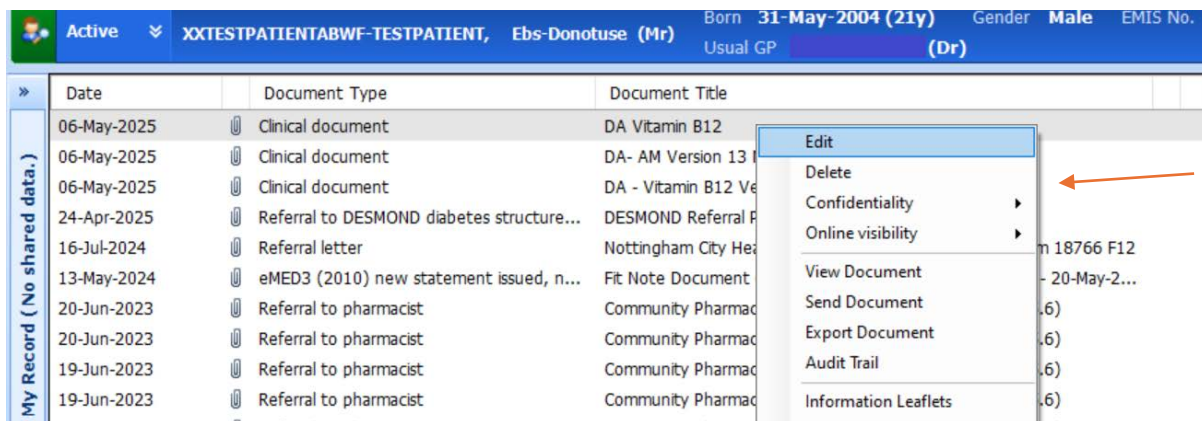


'Discontinued' label for Direction to Administer (DA) forms for EMIS practices

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.

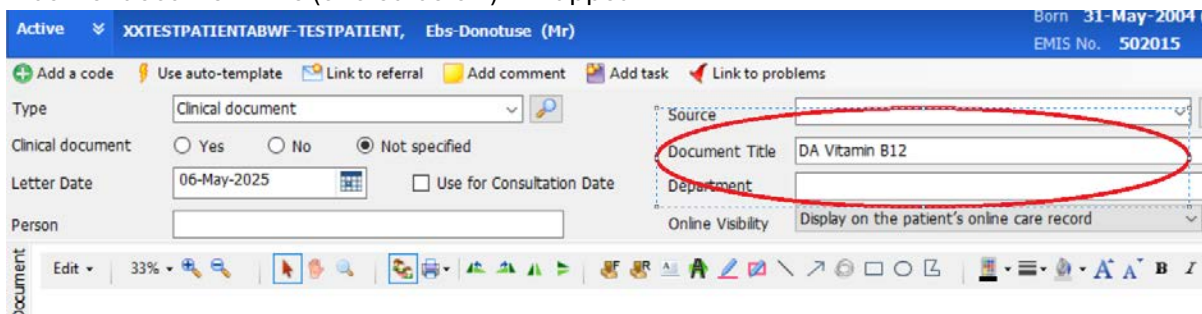
The process to follow when there is a DA form that is no longer valid e.g. medication has been stopped or dose has been updated, is as below:

1. Navigate to the existing DA form that has been discontinued or replaced.
2. Highlight the form that has been discontinued or replaced and right click on edit



Date	Document Type	Document Title
06-May-2025	Clinical document	DA Vitamin B12
06-May-2025	Clinical document	DA- AM Version 13
06-May-2025	Clinical document	DA - Vitamin B12 Ve
24-Apr-2025	Referral to DESMOND diabetes structure...	DESMOND Referral P
16-Jul-2024	Referral letter	Nottingham City He
13-May-2024	eMED3 (2010) new statement issued, n...	Fit Note Document
20-Jun-2023	Referral to pharmacist	Community Pharmac
20-Jun-2023	Referral to pharmacist	Community Pharmac
19-Jun-2023	Referral to pharmacist	Community Pharmac
19-Jun-2023	Referral to pharmacist	Community Pharmac

3. A box for document title (circled below) will appear



Active | XXTESTPATIENTABWF-TESTPATIENT, Ebs-Donotuse (Mr) | Born 31-May-2004 (21y) | Gender Male | EMIS No. 502015

Add a code | Use auto-template | Link to referral | Add comment | Add task | Link to problems

Type: Clinical document

Clinical document: ☐ Yes ☐ No ☒ Not specified

Letter Date: 06-May-2025 ☐ Use for Consultation Date

Person: [Empty]

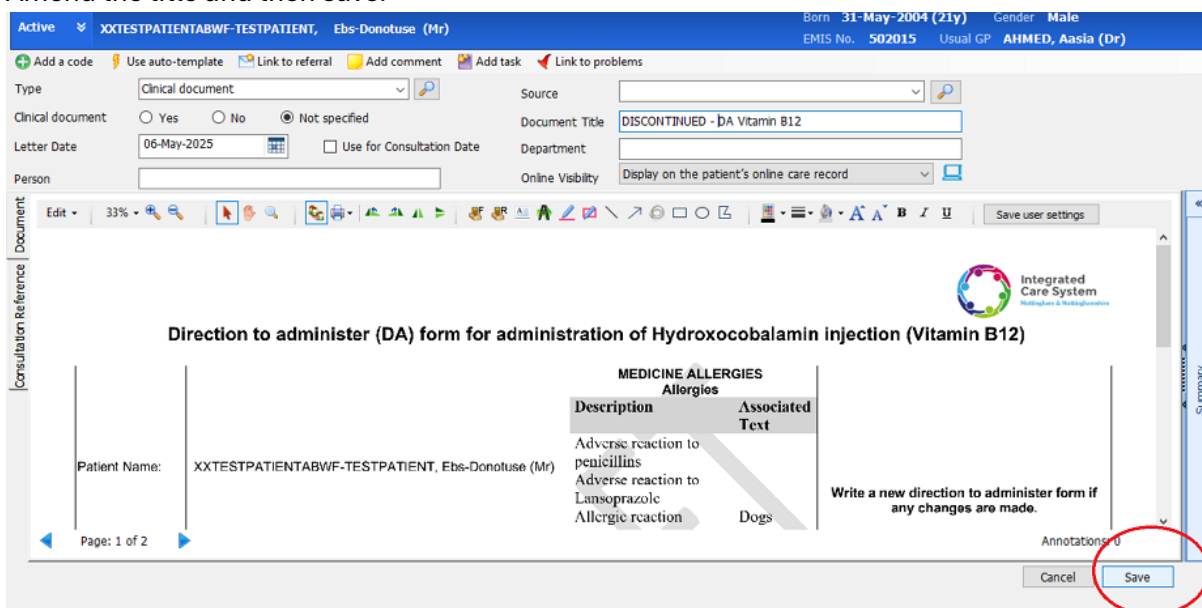
Source: [Empty]

Document Title: DA Vitamin B12

Department: [Empty]

Online Visibility: Display on the patient's online care record

4. Amend the title and then save.



Active | XXTESTPATIENTABWF-TESTPATIENT, Ebs-Donotuse (Mr) | Born 31-May-2004 (21y) | Gender Male | EMIS No. 502015 | Usual GP AHMED, Aasia (Dr)

Add a code | Use auto-template | Link to referral | Add comment | Add task | Link to problems

Type: Clinical document

Clinical document: ☐ Yes ☐ No ☒ Not specified

Letter Date: 06-May-2025 ☐ Use for Consultation Date

Person: [Empty]

Source: [Empty]

Document Title: DISCONTINUED - DA Vitamin B12

Department: [Empty]

Online Visibility: Display on the patient's online care record

Save user settings

Direction to administer (DA) form for administration of Hydroxocobalamin injection (Vitamin B12)

Patient Name: XXTESTPATIENTABWF-TESTPATIENT, Ebs-Donotuse (Mr)

Page: 1 of 2

Annotations: 0

Cancel | Save

5. The DA form will now show that it has been discontinued.

Active ▾ XXTESTPATIENTABWF-TESTPATIENT, Ebs-Donotuse (Mr) Born 31-May-2004 (21y) Gender Male EMIS No. 502015 Usual GP (Dr)			
Date	Document Type	Document Title	
06-May-2025	Clinical document	DISCONTINUED - DA Vitamin B12	
06-May-2025	Clinical document	DA - AM Version 13 Nottinghamshire 20575	
06-May-2025	Clinical document	DA - Vitamin B12 Version 1.doc	
24-Apr-2025	Referral to DESMOND diabetes structure...	DESMOND Referral Pathway 11232 F12	
16-Jul-2024	Referral letter	Nottingham City Health and Wellbeing Coach Referral Form 18766 F12	

6. Enter the following details in the patient record:

- Name of prescriber who discontinued the DA form
- Date and time form was discontinued
- Rationale of discontinuation of the form e.g. dose altered, medication changed.

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 that 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.

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