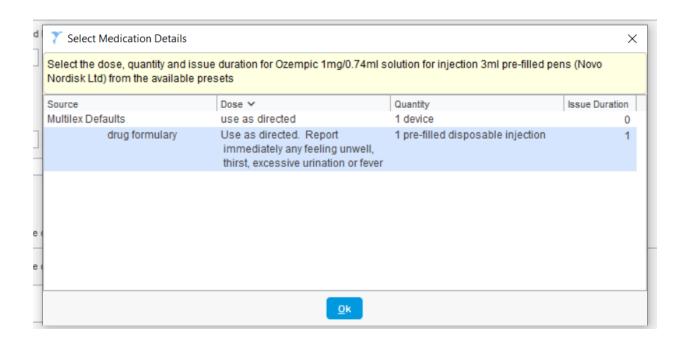# Setting preset quantities in GP practice systems

Setting preset quantities in SystmOne

In SystmOne, users can add preset dosage and quantity information for specific drugs into a system formulary.

When selecting a drug to prescribe, and if the drug is present in any of the formularies, it will give you the option to use that preset to autofill the dosage and quantity fields for that drug, as below.
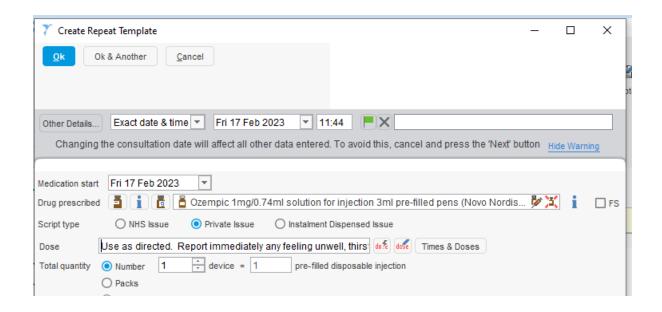

Written and authorised by Medicines Optimisation team January 2025 Review by December 2026

You can access the SystmOne formularies by clicking on Setup, Prescribing, and Formularies.

If you have a system formulary setup, you can add drugs to it using the "Add Drug" button, alternatively you can create a new formulary using the "New Formulary" button.

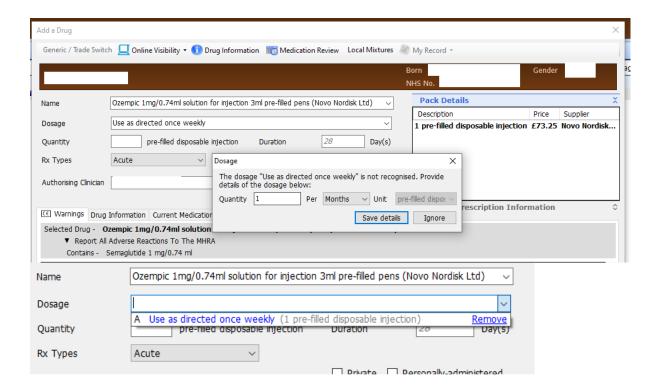The "Import/Export" button will allow you to import externally created formularies.

You can add items to an existing formulary or create a new one which contains them alone. If they are not present in any system formulary, then the quantity will default to 1.

Setting preset quantities in EMIS

In EMIS, if you enter a dosage that isn't recognised against that drug, it will ask you to provide further details about the quantity and dose.

Once you save these details, you can recall them again under the same drug by using the drop-down menu under Dosage which will then populate the quantity and duration fields.

EMIS does not include a default quantity and will leave the quantity field blank unless a preset is chosen, or a pack size is selected from the pack details screen.