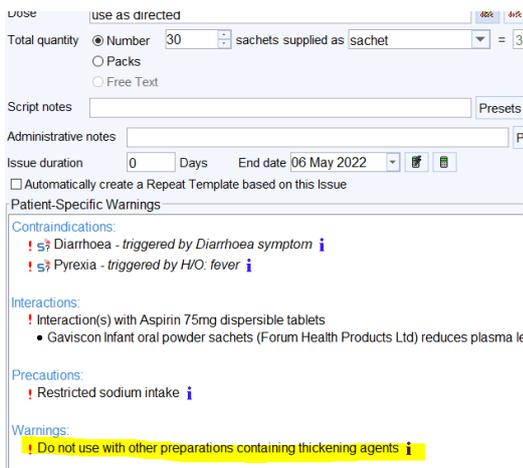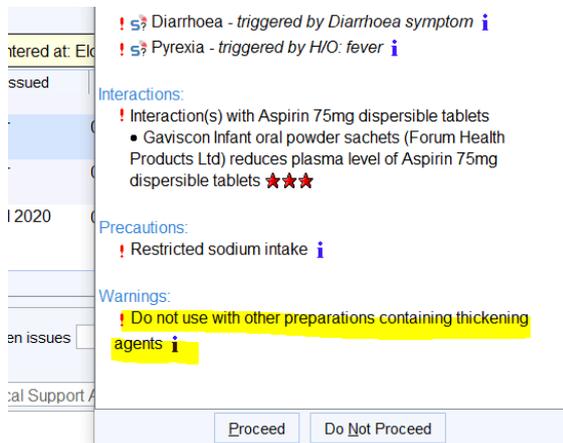**Configuring your patient specific warnings**

On SystmOne there are two possible configurations for patient specific warnings. You can either set these up to display when prescribing acute medication or when you prescribe acute or issue repeat medication. With the correct privileges this can either be done at an (1) organisation level or at a (2) user level, either by amending '*organisation preferences*' or '*user preferences*' respectively.
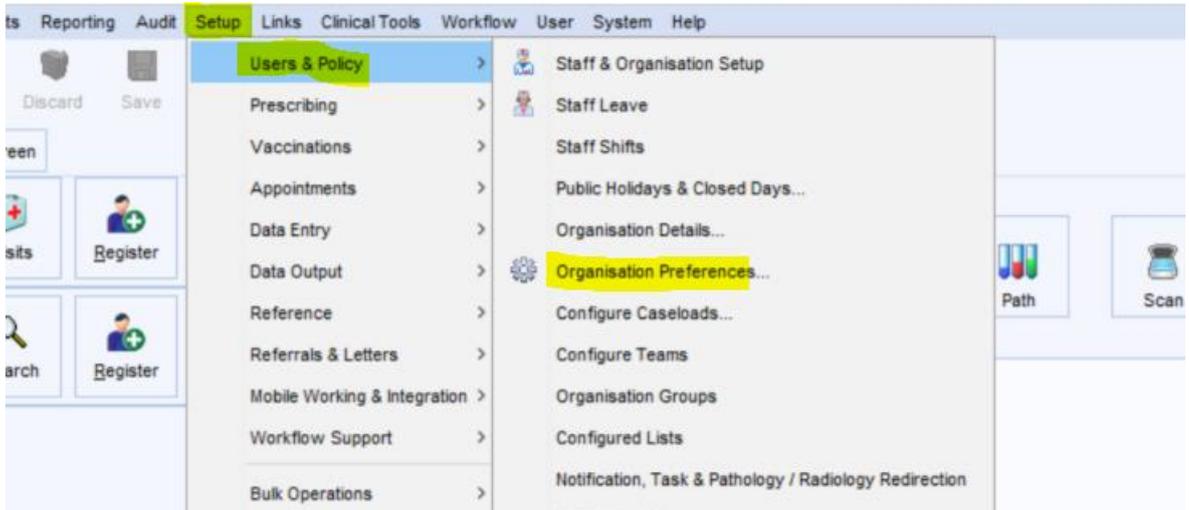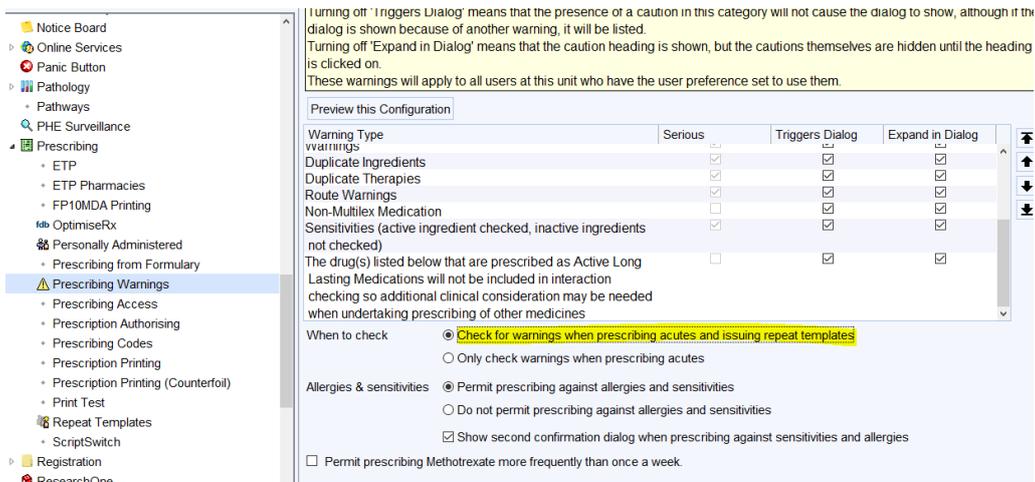

> ➤ How it appears when issuing acute medication

> ➤ How it appears when issuing repeat medication

(1) To change at organisation level (please note: you will need to have administrative access to amend any organisation preference and this will change these settings for the entire practice, so ensure you have permission to do this)

Click '*setup*' → '*Users & Policy*' → '*Organisation Preferences*' → click search and type '*warnings*' → Select '*prescribing Warnings*'.

Next to 'when to check' you will have the option of '*check for warnings when prescribing acutes and issuing repeat templates*' or '*only check warnings when prescribing acutes*' (see highlighted on screenshot below)

(2) To change at user level (please note: You will need to have appropriate access to change your 'prescribing warnings' at a user level. This can only be granted by someone with administrative access at your surgery, see appendix A)

Click '*user*' → '*user preferences*' → click search and type '*warnings*' → Select '*prescribing warnings*'.

You will then need to deselect '*use organisation preferences*'

Next to 'when to check' you will have the option of '*check for warnings when prescribing acutes and issuing repeat templates*' or '*only check warnings when prescribing acutes*' (see highlighted on screenshot below)

(Appendix A) To give someone permission to change their own '*Prescribing Warning*' in their user preferences.

Click '*setup*' → '*Users & Policy*' → '*Organisation Preferences*' → click search and type '*access*' → Select '*prescribing access*'.

You will then need to highlight the relevant member(s) of staff and click the 'right arrow' to move them to 'selected staff members'.