

## Using the SystmOne formulary

The SystmOne formulary can help you to identify preferred products to prescribe. It incorporates the [Preferred Prescribing List](#), designed to promote cost-effective prescribing through guided choice of brand, formulation and strength of medication. This is regularly updated by the ICB Medicines Optimisation Team.

### Setting up your user preferences

When prescribing a new drug, you will see the prescribing window below. Please ensure the “formulary entries” box is ticked and the “£” symbol is selected as indicated below. You will only need to do this once then this will be your default setting allowing you to make the most of the formulary.

The screenshot shows the SystmOne interface with the following callouts:

- Click on the £ symbol to display drug costs:** Points to the pound sterling symbol in the search filters.
- Tick the “Formulary entries” box:** Points to the checked checkbox for 'Formulary entries' in the search filters.
- Preferred items appear at the top with the following symbol:** Points to a small icon next to the top search results.
- A green symbol \* appears next to items that you prescribe most often. This can be misleading if you have regularly prescribed non-formulary items.** Points to a green asterisk next to 'InVita D3 50,000unit capsules (Consilient Health Ltd) £4.95'.
- Be cautious of products which show no price or “cost warning”. This often denotes a “special order” product which can be expensive.** Points to items like 'Colecalciferol 10,000unit tablets [cost warning]' and 'Colecalciferol 10,000units/5ml oral solution [cost warning]'.

### Other settings

- If the drug appears in **ORANGE text** – the item is non-prescribable / unlicensed or not to be prescribed generically.
- If the drug appears in **GREY text** - the item is discontinued / withdrawn.
- If the text is **RED** - it means the item is high risk (often a red traffic light drug).
- Note orange and grey text will only appear if you have ticked the “Discontinued / Withdrawn” or “Non-prescribable / unlicensed” boxes.

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