



PSG BULLETIN

Service with compassion to members and community

PHILIPPINE SOCIETY OF GASTROENTEROLOGY

Tuesday

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Series 0003-D

Electronic prescription tutorial using Adobe reader

- I. Download the Adobe acrobat reader app if you don't have it yet. <https://adobeacrobat.app.link/FYb9qvrnG0>
- II. Set your template. You may download the e-prescription template. <https://psgastro.org/psg-latest-news/379-e-prescription-template>
- III. To save file in your Adobe reader app: send to your adobe acrobat app. Then click "import to Acrobat". Now, the template is in your acrobat app.
- IV. How to Personalize and use your template:
 - A: How to type texts on the template image
 1. Click the pen icon.
 2. Then click "comment". A dashboard will appear at the bottom page.
 3. Click the plain "T" icon (text box).
 4. Then tap the space on the template image where you will insert your name. Type your full name on the dashboard then click "Post".
 5. Adjust the font size: click your name for the text box to appear. The dashboard will show your name at bottom of page.
 6. Click the "AA" icon to show the font size control. Adjust the font size by sliding the font size marker according to your preference.
 7. Then adjust the position of the textbox by dragging it to your preference.
 8. Then tap on an empty space in the template image when done.
 9. Type your PRC number and PTR by applying steps 1-8.
 10. Apply steps 1-8 also for Patient's data and prescription.
 - B: How to Make your e-signature.
 1. Click the pen icon.
 2. Then click "comment". dashboard will appear at the bottom page.
 3. Click the pencil icon.
 4. Use your fingertip or stylus to sign on any part of the template image. Sign as you usually would. Then click the pencil icon when done.
 5. If you want to undo, click on the eraser icon then tap on your signature to erase. Click the eraser icon when done. Repeat steps 3 and 4 to sign again.



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6. Adjust the size and position of your signature. Tap on your signature. Drag the template image so that the space of target for your signature will appear. Adjust the size of your signature by dragging the corner of the text box according to your preference. Then drag the center of the text box to the space of your preference.
7. Click "Done" at the left uppermost section of the page.

C: How to save your template

1. Click the "<" icon at the left uppermost section of the page. Home page will appear with your most recent file at top of list.
2. Rename the file. Tap on the "..." icon at the right of your file. Click "A| Rename" icon. Type the filename as prompted. Then click "Rename".

D: How to make your prescription

1. Open your Acrobat app. Tap on your template file.
2. Apply steps 1-8 in section A: How to type texts on the template image.
3. Send to your patient: Tap on the share icon found at the top of the page. Then on the page that appears, tap on "share a copy" button found at the bottom of the page. Then icons of social media apps will appear. Choose your preference. If your preferred app is not on this page, tap on "..." for "more" choices. Send accordingly. You may send to your own account too for your copy.
4. Delete the text boxes of your patient's details and prescription to maintain a clean and ready template for your next patient. Tap on the items to delete one at a time. Click the trash icon that appears on the dashboard.
5. Click the "<" icon at the left uppermost section of the page. Home page will appear with your most recent file at top of list. You may leave the app.