

Purpose:

The purpose of this document is to provide instructions on how to process Bulk Supply Orders for Emergency Ambulance Providers.

Bulk Supply Orders require an Emergency Ambulance Provider to be included into the Prescriber Section. How to do this is included below.

In Toniq:

In the prescriber field, press F2 to edit the Prescriber. In the edit prescriber screen, input an abbreviation of one of the Emergency Ambulance Providers into the PIN/PAN field.

Note: Please ensure that the PHO type field is left blank for these.

Abbreviation to input into PAN field	Emergency Ambulance Provider
HHStJ	Hato Hone St John
WFA	Wellington Free Ambulance
HEMS	Helicopter Emergency Medical Services
NRHL	Northern Rescue Helicopter Limited
SRSL	Search & Rescue Services Limited
CAARL	Central Air Ambulance Rescue Limited

ESC	F1 Help	(Tonq) Add Doctor Pg1	0	Tue 07/07 9:35am	TONIQ	WIN
				Lookup	Goto Email	Print Label
				F7	F8	F9
					Other	Next Page
					F10	F11
						Accept Details
						F12
General Details				Extra Details		
Surname				Registration Status: Unknown		
Title Sex				Professional group Not assigned		
First names				HPI CPN		
Facility name				HPI Facility		
Address				Shortcut		
Address				PIN/PAN HHStJ		
Address				Generic authn. ☐ Date / /		
E-mail address				PHO type 'A'ccess or 'I'nterim or 'H'ospital		
Post code Phone				PHO Id		
Date of birth / / Mobile				Print TxRx ☐		
Fax				Locum for		
Note				Rural prescriber ☐		
Prompt ☐				Vocations		
Warning note						
Prompt ☐						
Hide ☐						

Enter PIN/PAN.

In RxOne:

From the RxOne script screen, click on the Edit menu and select 'Edit Doctor' to open the Prescriber details window.

The screenshot shows the 'New Script' window in RxOne. The 'Edit' menu is open, displaying various options. The 'Edit Doctor' option is highlighted in yellow. The background window shows fields for 'Rx Category' (A4), 'Date Prescribed' (26 Jun 2026), and 'Price' (\$0.00). The 'Dose/Freq' field is visible at the bottom left.

File	Edit	Options	Pricing	Claim	Utilities	Report	View	Window	Links	Help
	Clear Script details									
	Stat Dispensing									
	Held Rx									
	Script Contributor									
	Edit Foil Qty									
	Edit Doctor									
	Edit Locum									
	Edit Specialist Details									
	Edit Accident Insurance Form Number									
	Edit Vaccine Info									
	Add/Edit Intervention									
	Use Current C&A Notes as Default									
	Patient Instruction Codes									
	Stock On Hand									
	Save Standard Instruction									
	Find Generic									
	Add Annotation Note									
	Add Non-Clinical Note									
	Add Receipt Message									
	Defer event warning									
	Set Event Status									
	Set Account									
	Show Previous Script Info									

Enter one of the Emergency Ambulance Providers into the GROUP ID field.

Abbreviation to add to the GROUP ID field	Emergency Ambulance Provider
HHStJ	Hato Hone St John
WFA	Wellington Free Ambulance
HEMS	Helicopter Emergency Medical Services
NRHL	Northern Rescue Helicopter Limited
SRSL	Search & Rescue Services Limited
CAARL	Central Air Ambulance Rescue Limited

+

Doctor

— □ ×

File Edit

Family Name

TEST

First Name

A

Street

Suburb/City/State

Postcode

Phone number

Fax number

Prescriber Number

Health Prof Code

Practice ID

Group ID(PAN#)

Doctor Code

Email Address

eScript EntityID

Health FacilityID

HPI (CPN)

Doctor System

☐ Rural Doctor
☐ PHO Doctor

☐ This Doctor is a Specialist
☐ Has Generic Substitution Agreement

✓

OK

✗

Clear

⏮

Cancel

🔧

Get Dr Info

🔧

Get Health Facility ID

Please enter the Prescriber number or Doctor's name (without the middle name) to get Dr info.

To merge Doctors, please go to Tools, Utilities, Doctor Utilities

Get Dr Info - The doctors' information comes from the NHI Service.