



REPEAT DISPENSING BATCH ISSUE DESTRUCTION RECORD SHEET

If during the Repeat Dispensing process, there is a change in the patients circumstances (examples listed below) a new Repeatable Prescription and accompanying set of Batch Issues should be issued from the GP practice. The old Repeatable Prescription must be endorsed “No Longer Valid” in the right hand coding column and sent under separate cover to the CSA and the accompanying Batch Issues should be destroyed.

Examples of changes in a patient’s circumstance include:

1. If a patient’s medication has been changed by the GP
2. If a patient has changed community pharmacy
3. If a patients has changed GP practice
4. If a patient is deceased
5. If the Repeatable Prescription has to be re-printed by the practice because of an error

The enclosed record sheet is to facilitate the recording of Batch Issue destruction by the community pharmacist (see Figure 1).

The information recorded should include:

1. The date the Batch Issue(s) were destroyed
2. The patients details i.e. name and address
3. The date the Repeatable Prescription was issued and the authorised number of issues (this information is printed on the repeatable prescription form)
4. The total number of Batch Issues destroyed
5. A brief comment detailing the reason for the destruction e.g. meds changed by GP

Figure 1 Sample Completed Record

DATE BATCH ISSUE DESTROYED	PATIENT DETAILS	REPEATABLE PRESCRIPTION DETAILS	NO. BATCH ISSUES DESTROYED	BRIEF COMMENT
12/01/06	Micky Mouse Fairy Land	Date issued 12/11/05 No. Issues = 12	10	Patient moved house

