Repeat Dispensing - Sample Patient Dispensing Record Sheet

Instructions:

1. Record the patients name and address in the **Patient Details** column as shown below
2. Record the dispensing interval in the **Interval** column, if this is not specified you can calculate this form the quantity and directions on the script for example atenolol 50mg 1 mane x 28 would be an interval of 28 days etc.
3. Record the date the first batch issue is dispensed on in column **1**
4. Tick column **1** or highlight as shown below to indicate the patient has collected their medication
5. Using a calendar calculate when the next batch issue should be dispensed taking into account closure days and holidays
6. Record the date the next batch issues is due to be dispensed in column **2**
7. Repeat the process for all the batch issues
8. As the patient collects their batch issues tick or highlight the relevant date (this can help to identify compliance or erratic collection)

Note: Remember unless the dispensing interval has been specified by the prescriber patients may collect their scripts slightly early or may have two lots dispensed to cover holidays

Patient Details	Interval (days)	1	2	3	4	5	6	7	8	9	10	11	12
Micky Mouse 3 Disney Land	28	✓ 25/05/06	✓ 22/06/06	✓ 20/07/06	✓ 17/08/06	✓ 14/09/06	✓ 12/10/06	✓ 09/11/06	07/12/06	04/01/07	01/02/07	01/03/07	29/03/07
Donna Kebab 5 Healthy Street	56	✓ 10/08/06	✓ 05/10/06	30/11/06	25/01/07	22/03/07	17/05/07						
Snow White Dwarf Cottage	84	✓ 20/09/06	13/12/06	07/03/07	30/05/07								