

# REPEAT DISPENSING

## INFORMATION SHEET



### MANAGING MEDICATION CHANGES

Repeatable Prescriptions and Batch Issues cannot be amended or changed by hand once they have been printed. Therefore, if the prescriber needs to amend or change a patient's medication, then one of the following options should be followed:

**Option A Issue a new Repeatable Prescription with a new set of Batch Issues for only the New / Amended Item**

- i. The Practice must issue a new Repeatable Prescription and accompanying set of Batch Issues for only the new or amended item and a note made on the clinical system. This new Repeatable Prescription should be valid for only the length of time that remains on the original Repeatable Prescription, so that the patient gets reviewed by the prescriber at the appropriate time (the practice may have to contact the community pharmacist to ascertain this information).
- ii. The Practice **must inform** the community pharmacy providing the Repeat Dispensing service for the patient, that the patient's medication has been changed and that a new Repeatable Prescription and accompanying set of Batch Issues will be issued only for the new or amended item.
- iii. The community pharmacy must endorse the amended item on the "old" Repeatable Prescription with the date of the change and the number of batch issues that have been dispensed prior to the change.
- iv. Endorse the amended item on all the remaining corresponding Batch Issues by writing **"ND"** in the right hand column (A pharmacist non-dispensing fee cannot be claimed when a medication change has been initiated by the Prescriber)

**Option B Re-issue a new Repeatable Prescription with a new set of Batch Issues for ALL medication items for that patient.**

- i. The Practice must issue a new Repeatable Prescription and accompanying set of Batch Issues for all items including the new or amended item(s) and a note made on the clinical system that a replacement prescription has been issued.
- ii. The Practice **must inform** the community pharmacy providing the Repeat Dispensing service for the patient, that the patient's medication has been changed and that the Repeatable Prescription and Batch Issues they currently have will be replaced
- iii. The community pharmacy must endorse the "old" Repeatable Prescription **"no longer valid"** in the right hand column and forward this to the Senior Pricer at the CSA in a separate envelope at month end.
- iv. The community pharmacy must destroy any remaining Batch Issues belonging to the "old" Repeatable Prescription and keep a record of their destruction (A pharmacist intervention fee cannot be claimed when a medication change has been initiated by the Prescriber)