**SOP001: Repeat Template**

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| **Purpose** | A guide for processing requests for medications which are on the patient’s repeat template.  |
| **Scope** | This SOP is for processing repeat medications only, this excludes items which are an acute, found in the ‘Medication’ section of the clinical tree. |
| **For the use of** | Enter your text here  |



1. Click on ‘Repeat Templates’ in the clinical tree.

(circled here in red)



1. Repeat medications will be listed here. You can click on ‘Drug’ to arrange these in alphabetical order if they are not already.
2. It is important that the patient has confirmed the medication and the strength of the medication they are requesting.

If a when required (PRN) medication is requested, if possible, check with the patient that this is needed. See also SOP002.

1. Highlight each medication requested by the patient by holding the Ctrl & left click the mouse.
2. Check if the medication review is in the date in the yellow bar at the top of the repeat template. If this is reached, <Please insert your process here>
3. Check if any Individual review dates or Maximum issue counts are reached on the items being requested. If these are reached <Please insert your process here>
4. ****Check for any additional script notes (in grey under the dosage), you may need to process these items in a different way. <Please insert your process here>

NB: the pharmacy and patient do not see these notes.

1. If the items are ok to be issued after carrying out the relevant checks above, click on the issue icon.
2. Review the items not requested by the patient – If any have not been ordered in the last 6 months please follow **SOP003 – Housekeeping.**



1. Press F6 or click on the save icon.
2. The print issue screen will pop up

Click on pre-sets for recurring/one off messages to appear on repeat slip if needed.

1. Check the Script Printing is set correctly to Print/Sign & Send Later, this will send the electronic prescription to the GP’s inbox for digital signing.
2. Press OK to send the prescription to the GP surgery signing queue.

**For Dispensing Practices: <Keep/ Remove as needed>**

Prescription to be sent to Dispensary:

**Version Control**

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| **Date**  | **Version Number** | **Change Made** |
| 25/04/2024 | 1.0 | New SOP |
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