

Repeat Prescribing

A guide
to our practice
repeat
prescribing
policy



Repeat Prescribing Protocol—Practice of DR J A MIR

It is important so that your repeat requests are processed in a safe and efficient manner so every practice has a repeat prescribing protocol in place.

Arrangements for Ordering and Collecting Repeat Prescriptions

How to order a repeat prescription

a pre-printed prescription request form

calling into the surgery in person

by email/online (Patient Access Online—need to be registered online)

postal request - a stamped self-addressed envelope needs to be sent every time and attached to the generated prescription

Any medication requested that is not on your repeat slip will need to be authorised by your doctor and may take longer to process.

When will it be available for collection (or sent to the pharmacy)

If your prescription is ordered before 11 am it can be collected **after two working days**.

If your prescription request is **urgent** and you cannot wait for their prescription to be processed in the normal way, you will be informed when it will be available for collection when you order the prescription.

Any prescriptions not collected after 2 months are shredded and a note made in your records.

If your community pharmacy orders your repeat prescriptions

A system should be in place at the pharmacy to ensure they obtain your permission to order your repeat prescriptions and that they ask which items you require **every time you order**. This is to reduce wastage due to the ordering of unwanted items.

If your prescription is ordered before 11 am it should be ready for collection from the pharmacy **after 3 working days unless otherwise specified by your pharmacy**.

Who can collect a prescription?

The patient, their carers or a designated pharmacy can collect prescriptions.

Any patients not known to reception staff may be asked for ID. Children under 16 years old should not collect prescriptions unless they are known to the practice staff and considered to be responsible enough.

How many day's supply will I receive?

The normal length of supply in this practice is **28 days**. However, some drugs, which your doctor thinks are appropriate, may be prescribed for a longer period of time. Some drugs are not appropriate for repeat prescribing at all and you will always have to have a review or put in a special request before they are issued.

Why are medication reviews important

All medication should be reviewed at least once a year, but all your medicines may not be reviewed at the same time. Regular reviews are important

- To ensure the medicines are working as they should and to find out if you are experiencing any side effects
- To make sure you know what illnesses/symptoms your medicines are treating
- To make sure you are able to take your medicines and that you are taking them correctly
- To check whether you are taking any other medicines that may interact with your prescribed medicines

The date your next review is due is printed on your repeat slip. When a review is due you should contact the practice to discuss the arranging an appointment.

If you request a repeat prescription after the review date, and review has not taken place, **a supply of one month/2 weeks/weekly prescriptions** will be given. You may then be told to make a routine appointment before the next supply is due or the prescriber may re-authorise the repeat without the need for a consultation.

Changes to your medication

You may be told at your review that one or more of your repeat medications is changing, and you may also receive a letter from time to time informing you of the same. Any changes made will not affect your treatment.

The practice has a responsibility to use NHS funds responsibly and any changes authorised by your GP and will be either in line with practice policy or being made as a result of prescribing advice received.

What to do if you go into or are discharged from hospital

If your medicines are ordered by a pharmacy, please make them aware that you have been admitted to hospital so that they will not order your prescription until you are discharged.

Please make sure the practice is made aware when you are discharged from hospital, and that they are informed of any additions or changes to your medication. If your medicines are ordered by a pharmacy, please supply them with a new repeat medication list as soon as possible.

Electronic Prescription Service (EPS)

This is a new service whereby instead of the normal paper based prescription, your prescription can be sent electronically to your preferred pharmacy saving you time.

Currently most drugs can be sent electronically; however, there are certain ones that are not permitted to be sent this way. You will be told if you are affected and a normal paper prescription will be printed for those items.

You will need to nominate your preferred pharmacy by completing a nomination form available at your local pharmacy.

For further information, please speak to your local pharmacist or visit www.hscic.gov.uk/epspatients

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OPENING TIMES

Monday	8.30am – 8.00pm
Tuesday	8.30am – 6.00pm
Wednesday	8.30am – 6.00pm
Thursday	8.30am – 1.00pm
Friday	8.30am – 6.00pm
Saturday	Closed
Sunday	Closed

Closed Bank Holidays
and Thursday Afternoons



*North Staffordshire Clinical Commissioning Group
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