

## Dispensing from an In-System Product Request

There are two ways of submitting dispense requests to BloodNet for Immunoglobulin (Ig). The first is to submit the request in-system via a dispense request or planning sheet in BloodSTAR, and the second is to place an out-of-system request, such as by paper or external system. This tip sheet explains how to action requests received in-system via an individual dispense request or a planning sheet.

### Dispensing against an individual dispense request

1. When a dispense request is received from BloodSTAR, go to *Authorisation* and click on *Dispense Requests*.

The screenshot shows the BloodSTAR navigation menu. The 'Authorisation' tab is selected, and a dropdown menu is open. The 'Dispense Requests' option is highlighted with a green arrow pointing to it. Other options in the menu include 'Authorised Patients', 'Check Authorisation', and 'Planning Sheets'. The top right of the interface shows 'Session expires in 18:41' and a search bar for 'Search Order/Issue No...'.

2. The *List Dispense Requests* page will automatically display only the dispense requests that are required in the next calendar week. You can change the filter or search any of the fields available above the dispense list.

The screenshot shows the 'List Dispense Requests' page. At the top, it says 'Session expires in 17:20' and has a search bar. Below this are search filters for 'Planning Sheet Details' (Requesting Facility, Required Date: 11/07/2016 to 18/07/2016) and 'Patient Details' (Authorisation Number, UR Number, Given Name, Family Name). A table of requests is displayed below the filters. The first row is for 'DOE, John' with a 'Dispense' link circled in green. The table has columns for Patient, UR Number, Date of Birth, Authorisation, Dose, Required Date, Requesting Facility, Planning Sheet, Status, and Complete. At the bottom, there are navigation controls (Page size: 10, 2 items in 1 pages) and a 'Save' button.

Patient	UR Number	Date of Birth	Authorisation	Dose	Required Date	Requesting Facility	Planning Sheet	Status	Complete
<a href="#">View</a> <a href="#">Dispense</a> DOE, John		03/01/1983	WA42457X	INTRAGAM P - 27.00 g	13/07/2016	Royal Adelaide Hospital	Individual Patient Request - DOE, John 13-Jul-2016, generated 11-Jul-2016 16:03:41	Requested	<input type="checkbox"/>
<a href="#">View</a> <a href="#">Dispense</a> ADAMSON, Adam		01/01/1980	TG78592H	INTRAGAM P - 27.00 g	15/07/2016	Royal Adelaide Hospital	Haematology Outpatient - Friday	Requested	<input type="checkbox"/>

To dispense product against a dose request, click *Dispense*.

This screenshot is similar to the previous one but highlights the 'Dispense' link in the first row of the table and the 'Complete' checkbox in the same row, both with green arrows pointing to them. The 'Save' button is visible at the bottom.

# BLOODSTAR

**Please Note:** If a dose has been requested but is no longer required you need to remove the request from the list without dispensing product against it. Tick the box under the *Complete* column and then click *Save*. This will save the dispense request as actioned without assigning any product to it and the dose will then be available for a clinician to request again.

- Clicking *Dispense* from the *Dispense List* page will create a dispense episode with the patient, dose and Medical Officer details already populated.

Session expires in 19:38

### New Dispense Episode

<p>Created Date: 12/07/2016 08:23:48</p> <p>Facility Name: SA Pathology, Royal Adelaide Hospital</p> <p>Dispense Date: * <input type="text" value="12/07/2016"/></p> <p>Dispense Time: * <input type="text" value="8:23 AM"/></p> <p>Dispense Location: <input type="text"/></p>	<p><b>Ordering Medical Officer</b></p> <p>Medical Officer First Name: <input type="text" value="Sylvester"/></p> <p>Medical Officer Last Name: <input type="text" value="Stark"/></p> <p>Medical Officer HPI-I: <input type="text"/></p> <p>Specialty: <input type="text"/></p>
<p><b>Patient Details</b></p> <p>First Name: Aaron</p> <p>Last Name: Alphabet</p> <p>Date of Birth: 1/02/1980</p> <p>IHI: <input type="text"/></p> <p>ABO Group Phenotype: <input type="text"/></p> <p>RH Blood Phenotype: <input type="text"/></p> <p>Gender: Male</p> <p>UR Number: <input type="text"/></p>	
<p><b>BloodSTAR Authorisation</b></p> <p>Authorisation Number: JT78997E</p> <p>Date Required: <input type="text" value="8/07/2016"/></p> <p>Approved Dose: INTRAGAM P - 33.00 g</p>	

**Manufactured Products**

Scan/Enter Lot Number:

Product	Lot Number	Quantity	Expiry Date	Price	Comments
No records to display.					

Type or scan the product you are dispensing into the episode, and if necessary edit the defaulted dispense date/time. The *Date Required* will be defaulted off the patient's treatment plan; you can edit this if required. Once all product has been scanned and the details confirmed, click *Save Dispense Episode*.

**Please note:** if you do not dispense the full requested amount of product, you will be able to dispense the full dose at a later date from the patient's *View Authorisation* screen. The status of the dose requested will be entered as *Partially Dispensed*.

- Once a Dispense Episode has been successfully created, the status of that dose will be recorded as "dispensed" under *Treatment Plan* in the *View Authorisation* page and on the *Treatment Plan* in BloodSTAR.

Treatment Plan								
This treatment plan does not constitute a prescription for immunoglobulin product								
	Planned Date	Dose Type	Dose	Status	Requested	Expected Infusion Date	Date Dispensed	Quantity Dispensed
<a href="#">View</a> <a href="#">Dispense</a> <a href="#">Return To Stock</a>	08/07/2016	Maintenance Dose	INTRAGAM P - 33.00 g	Dispensed		12/07/2016	12/07/2016	36.00 g of 33.00 g
<a href="#">View</a> <a href="#">Dispense</a>	20/07/2016	Loading Dose	INTRAGAM P - 33.00 g	Planned				

## Dispensing against a planning sheet

- To view all site planning lists, go to *Authorisation* and click *Planning Sheets*.

- The *List Planning Sheets* page will automatically be set to show only sheets that have not been completely actioned. To show all planning sheets for a site, or to specify which sheets you want to see by status or within a date range, enter these values into the *Search* box from the available options. Once you have located the planning sheet you want to dispense against, click *View*.

Planning Sheet	Requesting Facility	First Req. Date	Requests	Actioned	Status	Changed
<a href="#">View</a> Ward 2 Friday	The Royal Adelaide Hospital		0	0	Submitted	05/07/2016
<a href="#">View</a> Haematology outpatient clinic - training sheet	The Royal Adelaide Hospital	13/07/2016	2	0	Submitted	12/07/2016

- On the *View Planning Sheet* page you will be able to see all doses requested by the clinical staff on that planning sheet. To dispense against a dose, click *Dispense* and you will be taken to a new dispense episode with patient details prepopulated.

**Created Date:** 12/07/2016 08:23:48  
**Facility Name:** SA Pathology, Royal Adelaide Hospital  
**Dispense Date:** 12/07/2016  
**Dispense Time:** 8:23 AM  
**Dispense Location:** [Dropdown]  
**Ordering Medical Officer:** Sylvester Stark  
**BloodSTAR Authorisation:** JT78997E, 8/07/2016, INTRAGAM P - 33.00 g  
**Patient Details:** Aaron Alphabet, 1/02/1980, Male  
**Manufactured Products:** Scan/Enter Lot Number: [Input] **Add Product**

Product	Lot Number	Quantity	Expiry Date	Price	Comments
No records to display.					

**Save Dispense Episode**

Type or scan the product you are dispensing into the episode, and if required edit the dispense date/time. The *Date Required* will be defaulted off the patient's treatment plan; you can edit this if required. Once all product has been scanned and the details confirmed, click *Save Dispense Episode*.

4. Enter the required details and click *Save Dispense Episode*. Once this is done, click *Return to Planning Sheet*.

**Please Note:** if you do not dispense the full requested amount of product, you will be able to dispense the full dose at a later date from the patient's *View Authorisation* screen. The status of the dose requested will be entered as *Partially Dispensed*.

5. The dose requested will now have a status of *Dispensed*. If only part of the product was dispensed against the dose, the status will be at *Partially Dispensed*. Action each of the dispense requests one by one on the planning sheet and then click *Save*.

	Patient	UR Number	Date of Birth	Authorisation	Condition	Required Date	Requested Dose	Dispensed	Status	Complete
+ <a href="#">View</a>	DOE, John		02/02/1989	RA95245Q	Primary immunodeficiency diseases (PID) with antibody deficiency	13/07/2016	INTRAGAM P - 36.00 g	36.00 g of 36.00 g	Dispensed	<input checked="" type="checkbox"/>
+ <a href="#">View</a> <a href="#">Dispense</a>	ALPHABET, Aaron		01/02/1980	JT78997E	Acquired hypogammaglobulinaemia — haematological malignancy and post HSCT	20/07/2016	INTRAGAM P - 33.00 g	0 g of 33.00 g	Requested	<input type="checkbox"/>

Page size: 10      2 items in 1 pages

**Please Note:** If a dose is no longer necessary and you need to remove the request from the list without dispensing product against it, tick the *Complete* box next to the dispense request and then click *Save*. This will save the dispense request as actioned without assigning any product to it, and the dose will then be available for a clinician to request again.

6. The completed planning sheet will now appear with a status of *Completed* on the *List Planning Sheets* page.