## Dispensing for an Out-of-System Dispense Request

This tip sheet explains how to action a dispense request received external to BloodSTAR, such as a paper- or external system-based request.

**Dispensing for a dispense request placed outside of BloodSTAR**

1. If you are the nominated dispenser for the patient, navigate to the patient’s authorisation by going to *Authorisation* and clicking on *Authorised Patients*.

From there, locate the patient on the list or by searching for the specific patient. Click on their Authorisation ID to go to the *View Authorisation* page.

If the patient is not in your *Authorised Patients* list go to *Check Authorisation* and enter the patient’s full name and date of birth or their authorisation ID into the search fields. If there is a match, it will automatically take you to the *View Authorisation* page.

1. To create a dispense episode against this authorisation, click *Dispense* against the dose being actioned. The next available dose will have the ability to click *Dispense* against it. Once you dispense that dose, the next dose will have the *Dispense* button available to action.
2. When you click on the dispense button you will open a new dispense episode with the patient and ordering Medical Officer details automatically populated.
3. Scan the barcode of the product(s) you are dispensing into the episode. The *Date Required* field will be the day it is actioned by default. You can edit this if required and back-date in the case of retrospective dispense episodes. Once product has been added and pre-populated details confirmed, click *Save Dispense Episode*.
4. When a Dispense Episode has been successfully created, the status of that dose will be record as “dispensed” under *Treatment Plan* in the *View Authorisation* page and on the *Treatment Plan* in BloodSTAR.