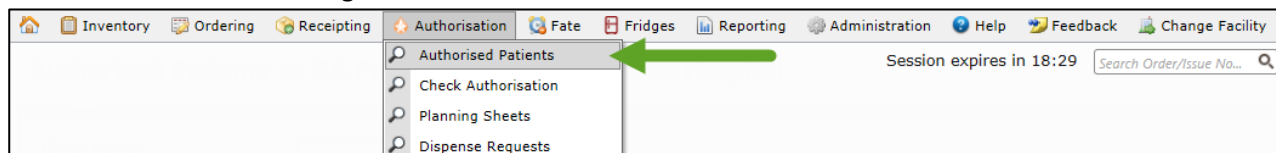


## Dispensing for an Out-of-System Dispense Request

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.

Patient	UR Number	Date of Birth	Authorisation	Condition	Administering Facility	End Date
CITIZEN, Adam		06/05/1987	<a href="#">XQ45977S</a>		The Royal Adelaide Hospital	06/08/2016

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.

Patient Details

Patient: Aaron ALPHABET  
01/02/1980 36 year old, Male [Edit Patient Details](#)  
Facility Identifiers: 

Facility Identifiers

The Royal Adelaide Hospital - [Edit](#)

1 items in 1 pages

Authorisation Details

Authorisation Number: JT78997E  
Approval Date: 12/07/2016  
Condition: Acquired hypogammaglobulinaemia — haematological malignancy and post HSCT  
Indication: Prevention of recurrent bacterial infections due to hypogammaglobulinaemia associated with haematological malignancies.  
Treating Specialist: Sylvester STARK  
Specialist  
The Royal Adelaide Hospital  
Regimen: **Loading Dose** INTRAGAM P 33.00 grams once only.(Intravenous)  
**Maintenance Dose** INTRAGAM P 33.00 grams every 4 weeks.(Intravenous)  
Authorisation End Date: 30/09/2016  
Continuing supply is conditional on a review being conducted prior to this date.  
Treating Facility: The Royal Adelaide Hospital  
Administering Facility: The Royal Adelaide Hospital  
Dispensing Facility: SA Pathology - Royal Adelaide Hospital Site  
Last Dispensed Date: 13/07/2016  
Further doses should not be dispensed before 08/07/2016  
Authorisation Status: Active

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>	08/07/2016	Maintenance Dose	INTRAGAM P - 33.00 g	Planned			12/07/2016	0.00 g of 33.00 g

2. 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.

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>	06/07/2016	Loading Dose	INTRAGAM P - 33.00 g	Planned				
<a href="#">View</a>	08/07/2016	Maintenance Dose	INTRAGAM P - 33.00 g	Planned				

- When you click on the dispense button you will open a new dispense episode with the patient and ordering Medical Officer details automatically populated.

## New Dispense Episode

Session expires in 19:38

Created Date: 12/07/2016 08:23:48

Facility Name: SA Pathology, Royal Adelaide Hospital

Dispense Date: \*

Dispense Time: \*

Dispense Location:

**Ordering Medical Officer**

Medical Officer First Name:

Medical Officer Last Name:

Medical Officer HPI-I:

Specialty:

**Patient Details**

First Name: Aaron

Last Name: Alphabet

Date of Birth: 1/02/1980

IHI:

ABO Group Phenotype:

RH Blood Phenotype:

Gender: Male

UR Number:

**BloodSTAR Authorisation**

Authorisation Number: JT78997E

Date Required:

Approved Dose: INTRAGAM P - 33.00 g

**Manufactured Products**

Scan/Enter Lot Number:

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

- 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*.
- 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.

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				