

<b>Prescription collection</b>		
<b>Reference</b>	<b>How To Guide 18</b>	
<b>Version</b>	<b>1.2</b>	
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## **1. Purpose**

To improve safety and security of prescriptions a signed, dated record should be kept. This serves as part of the audit trail and minimises the risk of missing prescriptions. The system should be robust and any missing prescriptions investigated and documented in an attempt to identify any common causes. The process should be audited regularly and all data should remain confidential. Some practices choose to record controlled drug prescription collection only, see How To Guide 17.

## **2. Procedure**

When collecting a prescription, patients, pharmacy staff or patients representatives should print their name, sign and date the relevant collection sheet to ensure there is a record of collection.

Identification is not required for collection of prescriptions which do NOT contain controlled drugs unless otherwise specified by the practice.

The number of pages of the prescription(s) should be noted and if a pharmacy is collecting the prescription(s) the name and branch must also be noted.

Completed sheets/books should be retained by the practice for 6 months (good practice)

Lost prescriptions should be audited regularly following How To Guide 42

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