

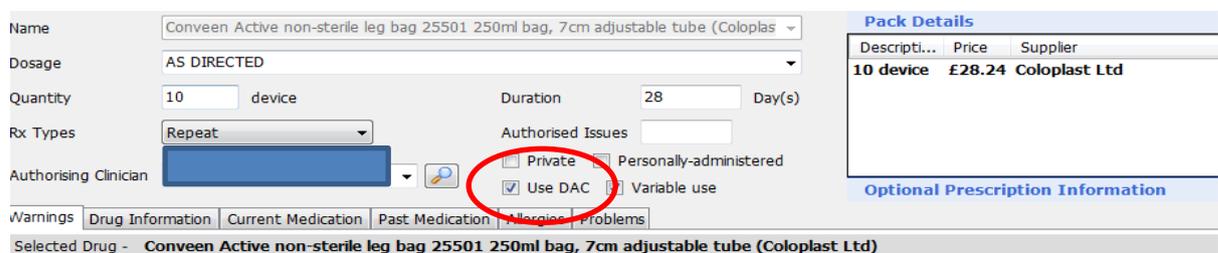
Direct Appliance Contractor (DAC) Information		
Reference	How To Guide 21	
Version	1.2	
Approval date	01.02.2019	Approved by Dr Becky Locke & Dr Simon Woodworth
Review date	01.02.2020	

1. Purpose

To ensure that all repeat prescriptions are sent to the correct supplier and also that inappropriate items are not directed to a DAC

2. Procedure

- When issuing a prescription for appliances and medication, check that the appropriate items are set up to go to the correct pharmacy / contractor.
- Items such as; leg bags, catheters, stoma products, irrigation systems and wipes should all be sent to the nominated appliance contractor.
- Firstly check the item to be sent to the appliance contractors to ensure they have the 'DAC' box ticked (this then ensures they go to the correct contractor)
- To check this right click on the item and select 'Edit'
- The following screen appears, if the DAC is not ticked select it and choose 'update' to ensure this prescription item then goes to the contractor



The screenshot shows a prescription form for 'Conveen Active non-sterile leg bag 25501 250ml bag, 7cm adjustable tube (Coloplast)'. The 'Dosage' is 'AS DIRECTED', 'Quantity' is '10 device', and 'Duration' is '28 Day(s)'. Under 'Authorising Clinician', there are checkboxes for 'Private', 'Personally-administered', 'Use DAC' (which is checked and circled in red), and 'Variable use'. A 'Pack Details' table on the right shows '10 device' for '£28.24' from 'Coloplast Ltd'. At the bottom, the 'Selected Drug' is confirmed as 'Conveen Active non-sterile leg bag 25501 250ml bag, 7cm adjustable tube (Coloplast Ltd)'.

- Before sending any prescriptions containing both medication and appliances check they are going to the appropriate pharmacy / appliance contractor.

- As noted below the prescription for (Senna) would go to the community pharmacy and the appliance prescription (Conveen) would go to the contractor.

S - Direct to Main Pharmacy Well [Redacted] Stock...

To Be Signed By: [Redacted] Urgency: Routine (Creates EPS v2 Signing Task)

Senna 7.5mg tablets 2 DAILY, 60 tablet Altered [Remove](#)

Overused (133%) [Override Reason](#)

S - Direct to Appliance Pharmacy Charter Healthcare [Redacted] Stock...

To Be Signed By: [Redacted] Urgency: Routine (Creates EPS v2 Signing Task)

Conveen Active non-sterile leg bag 25501 250ml bag, 7cm adjustable tube (Coloplast Ltd) AS DIRECTED, 10 device [Remove](#)

Overused (569%) [Override Reason](#) | ▲ Issued 5 days ago [Override Reason](#)

- If this is not correct, go back into the drug and edit it making sure the DAC box is ticked or un-ticked depending on the item.

Please note that on some occasions the system recognises other items such as eye drops, needles and test strips as being appliances and therefore the DAC box will automatically be ticked. In this case, as shown previously, un-tick the DAC box to ensure these are sent to the community pharmacy.