

Posting Prescriptions		
Reference	How To Guide 25	
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1. Purpose

To ensure there is a record of all prescriptions posted from the practice. This is to reduce the number of re-printed / re-issued replacement prescriptions and to provide an audit trail of prescriptions sent via this method.

2. Procedure

- A stamped, self-addressed envelope should be provided with the request by the patient or third party
- Usual checks prior to issue of the prescription should be carried out
- Print the prescription
- Attach the envelope to the prescription, check they match (write the patients initials on the envelope so that if they become separated they can be matched up)
- Send to the prescriber for signing
- When the prescription has been signed, place in the envelope and follow the practice process for posting prescriptions e.g. record details of the name, address and date posted in a posting book
- Record details of any posted prescriptions that have been reported as missing in the post. Use the lost prescription read code 8B3X

NB. Encourage use of electronic prescriptions (EPS) as an alternative to posting prescriptions

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