

Early Prescription Requests		
Reference	How To Guide 46	
Version	1.2	
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1. Purpose:

To ensure that prescription requests are processed within a reasonable time frame that allows time for production, approval and signing but is not excessive and increases the risk of waste and inappropriate prescriptions being produced.

2. Procedure:

If a prescription request is received more than one week before it is due e.g. 14 days into a 28 day cycle, the request should not be processed unless there is a valid reason for this.

If the request is made by the patient they should be contacted to clarify why the request is being made early. If there is a valid reason for the early order e.g. holiday, the request can be processed as normal with a note to the prescriber stating the reason. The reason for the early request should also be documented in the patient's record in the consultation screen via the Add (+) button as a comment and admin note.

Please also refer to the GMMMG guidelines relating to prescribing for patients who are travelling abroad

<http://gmmmg.nhs.uk/docs/guidance/GMMMG-travel-abroad-guidance-final-v2-0.pdf>

N.B. Electronic repeat dispensing (eRD) is useful for proactively managing this process as the early request is arranged between the patient and the community pharmacy.

If the patient is not on eRD, the quantities may be amended but remember to change them back after issuing as per the practice protocol e.g. using tasks

If the request is made via the pharmacy or third party they should be informed that the request is too soon and cannot be processed. This may include sending the early request back to the pharmacy.

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