

## **REPEAT PRESCRIBING POLICY March 2018**

A repeat prescription is one or more medications that are issued to a patient by their GP on a regular basis ie every month

### **Ordering a Repeat Prescription**

- Repeat prescriptions are issued against the pre-printed form and relevant boxes are ticked.
- Repeat prescriptions can be available within 2 working days providing they are due i.e. 48 hours, excluding weekends and Bank Holidays after 4pm.
- Requests **MUST** be made in writing (i.e. side slips) and **will NOT be accepted by phone** to avoid error except in exceptional circumstances e.g. housebound patients by prior arrangement.
- Prescriptions should only be issued in multiples of 28 days supply with a few exceptions e.g. pain killers, any longer increases the risk of wastage.
- Patients whose review dates are within one month of request will be asked to come in to see the Doctor. For patients whose review dates are overdue a short supply will be given until the appointment date, letters will be sent.
- Please ensure you only order items that are needed and bear in mind that “when required” medications may not be needed with each request.