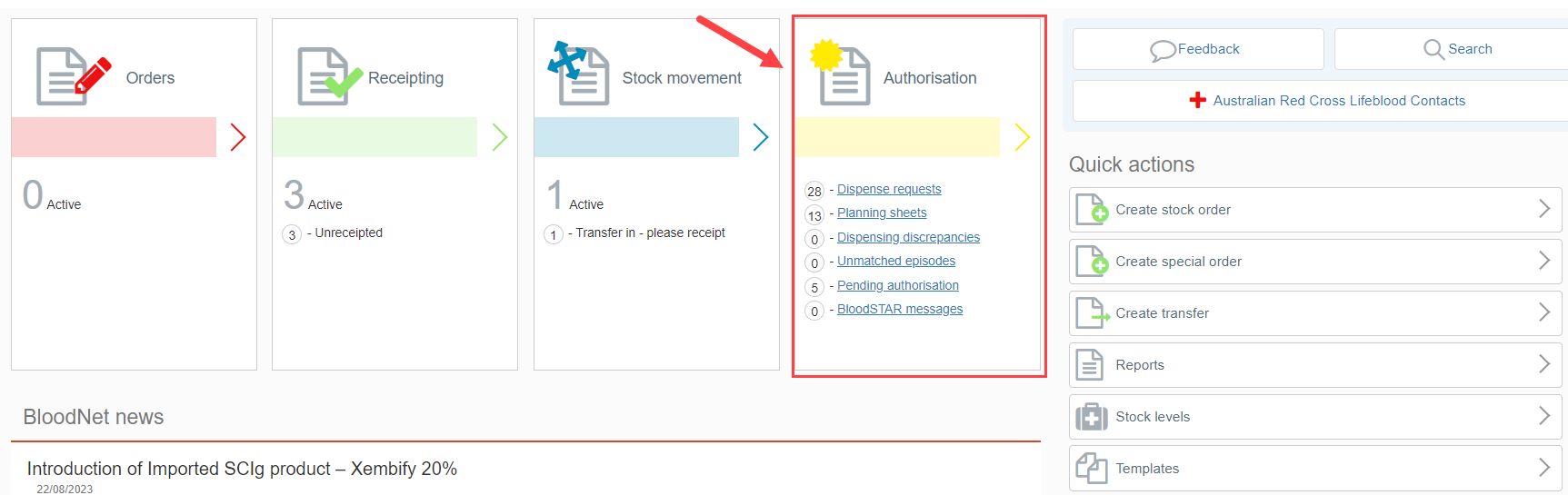
**Creating a Dispense from an Authorisation Record**

This tip sheet outlines how to dispense a dose of immunoglobulin (Ig) in BloodNet from a patient’s BloodSTAR authorisation record. All Ig dispenses must be recorded on BloodNet.

1. From the home page of BloodNet, click the **‘Authorisation’** tile.

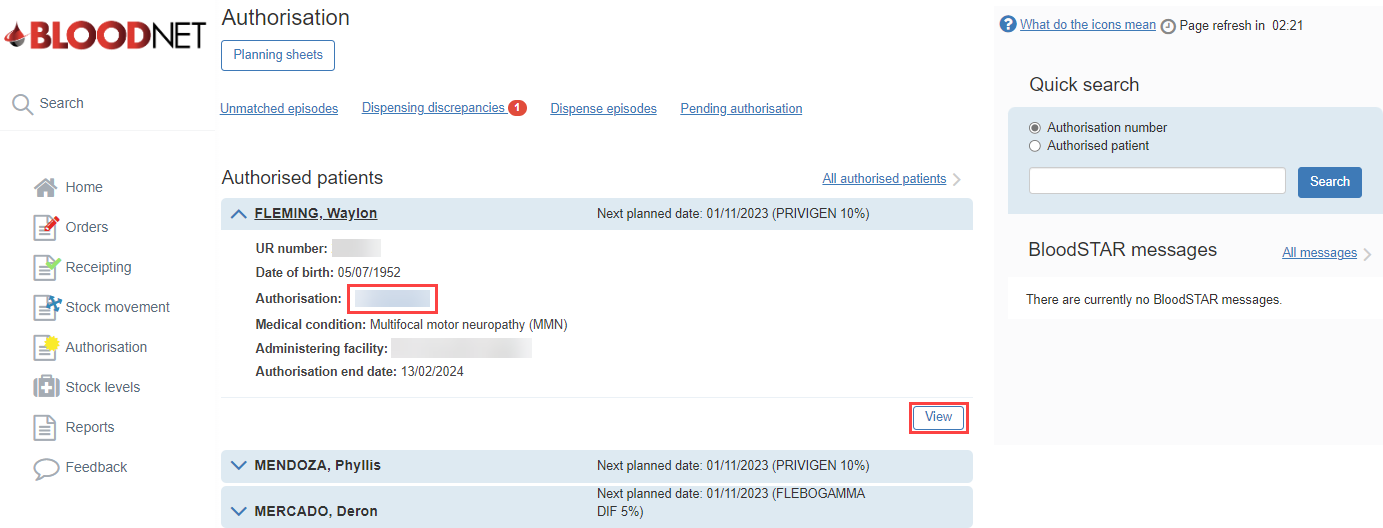


1. A list of **‘Authorised patients’** assigned to the dispensing facility will appear.



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| Icon  Description automatically generated | **Please note:** The layout of the **‘Authorisation’** page will look different based on the preferences set by the facility. This can be changed by a Facility Administrator via **‘Facility Management’**. |

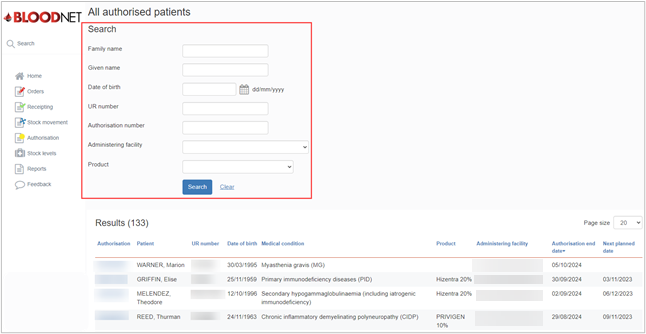
1. If the patient is visible, click the blue drop down arrow and open the authorisation by clicking the **‘View’** button or the **‘Authorisation’** link.



1. If the patient is not visible, click **‘All authorised patients’** to search authorised patients at the facility.

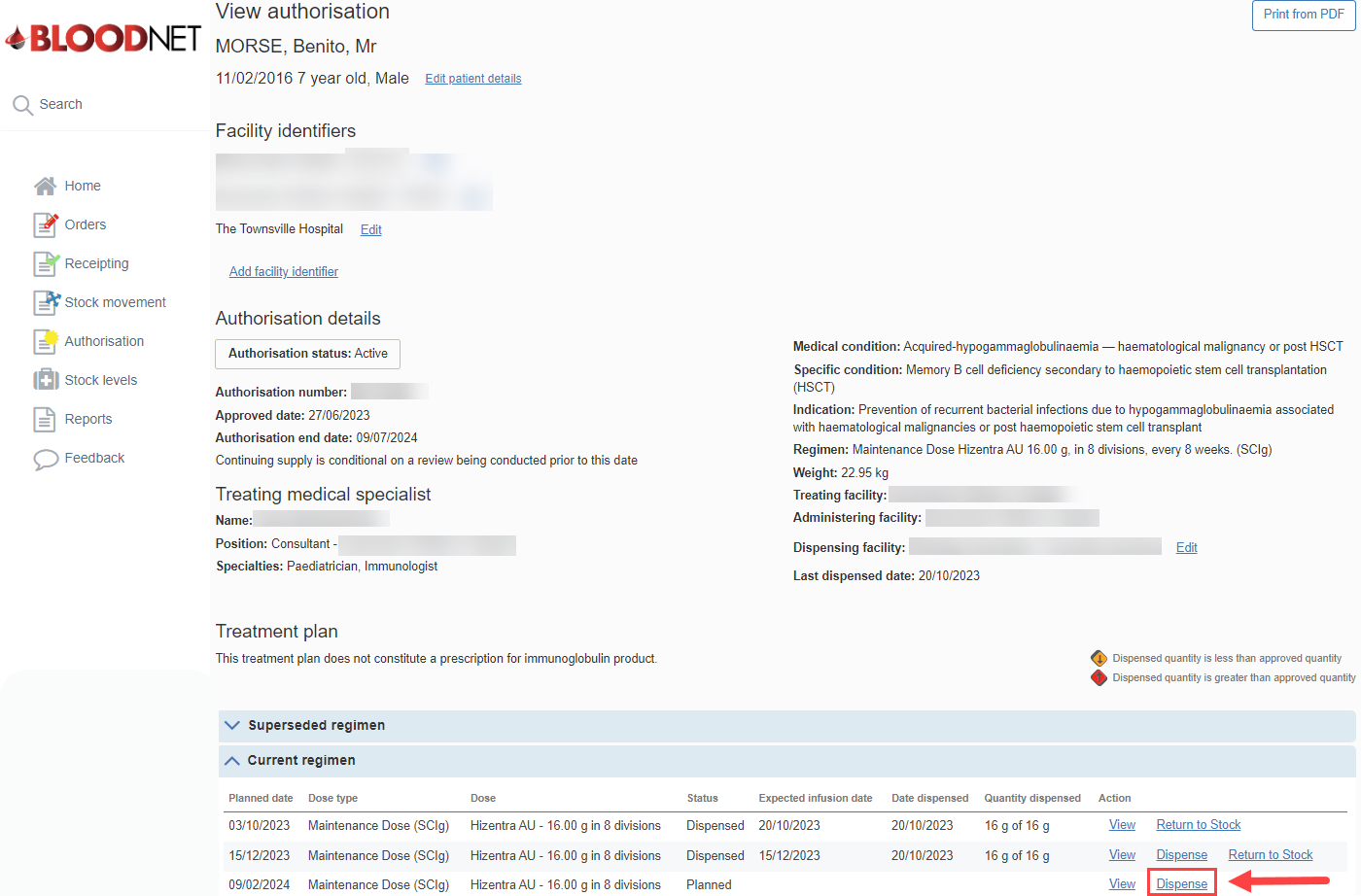


1. **Search** for the patient by entering the patient details into the search fields and clicking the ‘**Search’** button.



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| Icon  Description automatically generated | **Please note:** The patients can be filtered by the **Administering facility** and **Product**. |

1. The **‘View authorisation’** page will open. This page displays the patient’s **‘Authorisation details’** and their **‘Treatment plan’**. Scroll down the page to the **‘Current regimen'**, locate the appropriate planned treatment and click the **‘Dispense’** link on the right of the page.



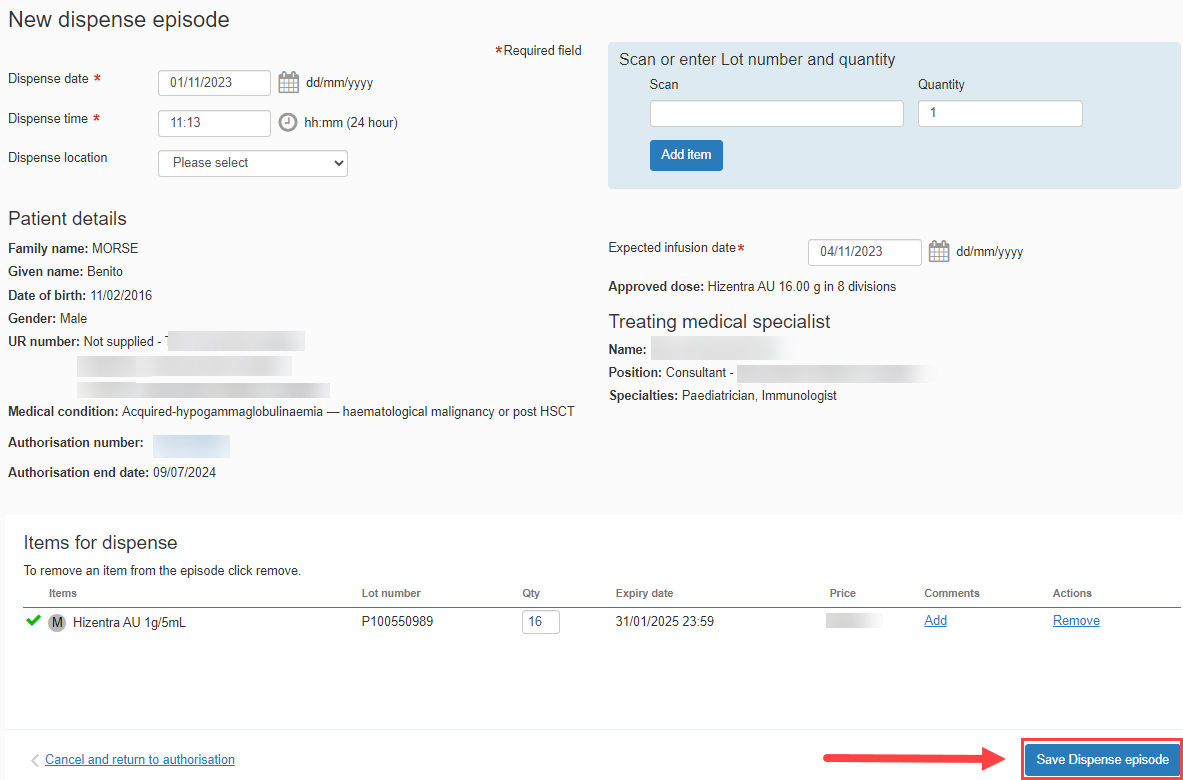
1. The **‘View authorisation’** page will open. This page displays the patient’s **‘Authorisation details’** and their **‘Treatment plan’**. Scroll down the page to the **‘Current regimen'**, locate the appropriate planned treatment and click the **‘Dispense’** link on the right of the page.
2. On the **‘New dispense episode’** page, enter the **‘Dispense Date’** and **‘Dispense time’**.
3. **Scan** or enter the lot number/s and **Quantity** of product being dispensed in the blue box on the right side of the page and click the **‘Add Item’** button.
4. Enter the **‘Expected infusion date’**. This is the date the patient is expected to receive the infusion.

A screenshot of a computer

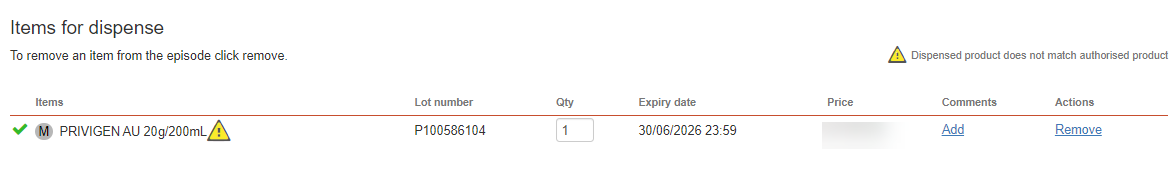
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| Icon  Description automatically generated | **Please note:** It is important the **‘Expected infusion date’** is as accurate as possible as the patient’s next Planned Date will be calculated from this date. |

1. Click the ‘**Save Dispense episode’** button at the bottom right of the page to record the dispense.



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| Icon  Description automatically generated | **Please note:** A warning message will appear if the **‘Dispensed product does not match authorised product.’** If the incorrect product is dispensed, this will cause a **Dispense Discrepancy**. |



1. The dispense episode has now been saved.

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| Icon  Description automatically generated | **Please note:** A receipt of the dispense episode can be printed by clicking the **‘Print from PDF’** button on the right side of the page. |

