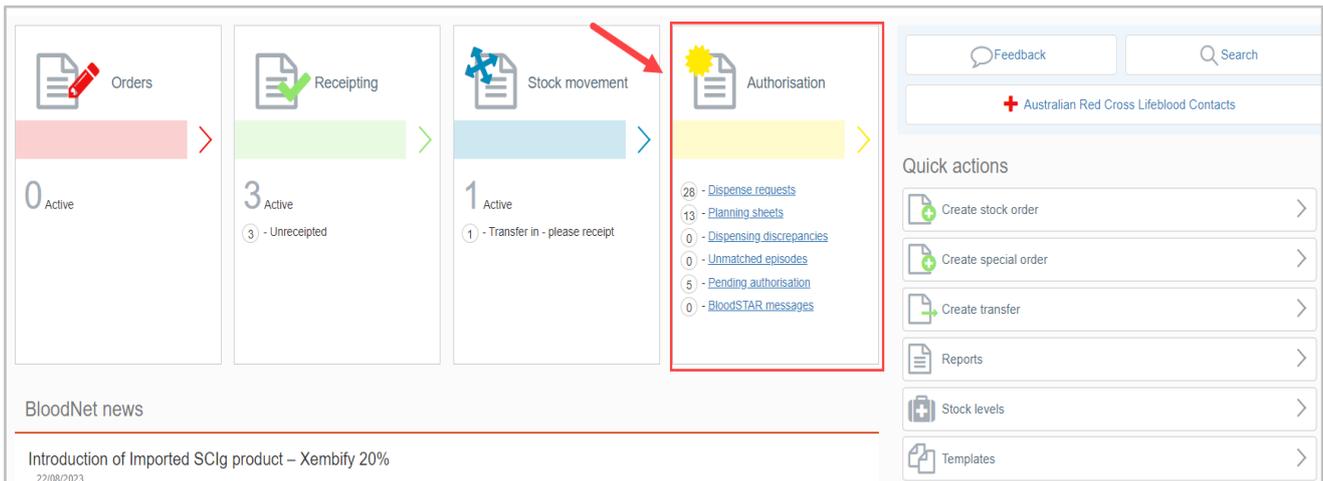


# Creating a Dispense from an Authorisation Record

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.



2. A list of 'Authorised patients' assigned to the dispensing facility will appear.



**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'.

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

The screenshot shows the 'Authorisation' page in the BLOODNET system. The page title is 'Authorisation' and it includes a 'Planning sheets' button. A search bar is at the top left. Below the search bar, there are navigation links: 'Unmatched episodes', 'Dispensing discrepancies' (with a red notification icon), 'Dispense episodes', and 'Pending authorisation'. A sidebar on the left contains navigation icons for Home, Orders, Receiving, Stock movement, Authorisation, Stock levels, Reports, and Feedback. The main content area is titled 'Authorised patients' and includes a link for 'All authorised patients >'. The first patient listed is 'FLEMING, Waylon' with a 'Next planned date: 01/11/2023 (PRIVIGEN 10%)'. Below this, the patient's details are shown: 'UR number: [redacted]', 'Date of birth: 05/07/1952', 'Authorisation: [redacted]', 'Medical condition: Multifocal motor neuropathy (MMN)', 'Administering facility: [redacted]', and 'Authorisation end date: 13/02/2024'. A 'View' button is located at the bottom right of this patient's details. Below the details, there are two more patient entries: 'MENDOZA, Phyllis' and 'MERCADO, Deron', each with their respective next planned dates and medication details.

- If the patient is not visible, click **'All authorised patients'** to search authorised patients at the facility.

The screenshot shows the 'Authorised patients' list on the BLOODNET system. The page title is 'Authorisation' and it includes a 'Planning sheets' button. A search bar is at the top left. Below the search bar, there are navigation links: 'Unmatched episodes', 'Dispensing discrepancies' (with a red notification icon), 'Dispense episodes', and 'Pending authorisation'. A sidebar on the left contains navigation icons for Home, Orders, Receiving, Stock movement, Authorisation, Stock levels, Reports, and Feedback. The main content area is titled 'Authorised patients' and includes a link for 'All authorised patients >'. The list of patients is as follows:

Patient Name	Next planned date	Medication
FLEMING, Waylon	01/11/2023	PRIVIGEN 10%
MENDOZA, Phyllis	01/11/2023	PRIVIGEN 10%
MERCADO, Deron	01/11/2023	FLEBOGAMMA DIF 5%
MITCHELL, Juliana	01/11/2023	PRIVIGEN 10%
ORTIZ, Corrie	01/11/2023	PRIVIGEN AU
O'NEAL, Margie	02/11/2023	PRIVIGEN 10%
WALL, Danna	02/11/2023	PRIVIGEN AU
ZAVALA, Greg	02/11/2023	PRIVIGEN AU
BALLARD, Bonnie	03/11/2023	PRIVIGEN 10%
BRADLEY, Laurel	03/11/2023	PRIVIGEN 10%

5. **Search** for the patient by entering the patient details into the search fields and clicking the **'Search'** button.

The screenshot shows the 'All authorised patients' search page. A search form is highlighted with a red box, containing fields for Family name, Given name, Date of birth (with a calendar icon), UR number, Authorisation number, Administering facility (dropdown), and Product (dropdown). Below the form is a 'Search' button and a 'Clear' link. The results section shows a table with 133 results. The table columns are: Authorisation, Patient, UR number, Date of birth, Medical condition, Product, Administering facility, Authorisation end date, and Next planned date. The first few rows are:

Authorisation	Patient	UR number	Date of birth	Medical condition	Product	Administering facility	Authorisation end date*	Next planned date
	WARNER, Marion		30/03/1995	Myasthenia gravis (MG)			05/10/2024	
	GRIFFIN, Elise		25/11/1959	Primary immunodeficiency diseases (PID)	Hizentra 20%		30/09/2024	03/11/2023
	MELENDEZ, Theodore		12/10/1996	Secondary hypogammaglobulinaemia (including iatrogenic immunodeficiency)	Hizentra 20%		02/09/2024	06/12/2023
	REED, Thurman		24/11/1963	Chronic inflammatory demyelinating polyneuropathy (CIDP)	PRIVIGEN 10%		29/08/2024	09/11/2023



**Please note:** The patients can be filtered by the **Administering facility** and **Product**.

6. 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.

The screenshot shows the 'View authorisation' page for Benito Morse. The patient's details are: 11/02/2016, 7 year old, Male. The facility is 'The Townsville Hospital'. The authorisation status is 'Active'. The medical condition is 'Acquired-hypogammaglobulinaemia — haematological malignancy or post HSCT'. The regimen is 'Maintenance Dose Hizentra AU 16.00 g, in 8 divisions, every 8 weeks. (SClg)'. The treatment plan table is as follows:

Planned date	Dose type	Dose	Status	Expected infusion date	Date dispensed	Quantity dispensed	Action
03/10/2023	Maintenance Dose (SClg)	Hizentra AU - 16.00 g in 8 divisions	Dispensed	20/10/2023	20/10/2023	16 g of 16 g	<a href="#">View</a> <a href="#">Return to Stock</a>
15/12/2023	Maintenance Dose (SClg)	Hizentra AU - 16.00 g in 8 divisions	Dispensed	15/12/2023	20/10/2023	16 g of 16 g	<a href="#">View</a> <a href="#">Dispense</a> <a href="#">Return to Stock</a>
09/02/2024	Maintenance Dose (SClg)	Hizentra AU - 16.00 g in 8 divisions	Planned				<a href="#">View</a> <a href="#">Dispense</a>

A red arrow points to the 'Dispense' link in the last row of the table.

- 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.
- On the **'New dispense episode'** page, enter the **'Dispense Date'** and **'Dispense time'**.
- 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.
- Enter the **'Expected infusion date'**. This is the date the patient is expected to receive the infusion.

### New dispense episode

**1** \*Required field

Dispense date \*  dd/mm/yyyy

Dispense time \*  hh:mm (24 hour)

Dispense location

Scan or enter Lot number and quantity

Scan  Quantity

**2** [Add item](#)

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**Patient details**

Family name: MORSE  
Given name: Benito  
Date of birth: 11/02/2016

Expected infusion date\*  dd/mm/yyyy **3**

Approved dose: Hizentra AU 16.00 g in 8 divisions

**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.

- Click the **'Save Dispense episode'** button at the bottom right of the page to record the dispense.

### New dispense episode

**1** \*Required field

Dispense date \*  dd/mm/yyyy

Dispense time \*  hh:mm (24 hour)

Dispense location

Scan or enter Lot number and quantity

Scan  Quantity

**2** [Add item](#)

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**Patient details**

Family name: MORSE  
Given name: Benito  
Date of birth: 11/02/2016  
Gender: Male  
UR number: Not supplied - [redacted]

Expected infusion date\*  dd/mm/yyyy

Approved dose: Hizentra AU 16.00 g in 8 divisions

**Treating medical specialist**

Name: [redacted]  
Position: Consultant - [redacted]  
Specialties: Paediatrician, Immunologist

Medical condition: Acquired-hypogammaglobulinaemia — haematological malignancy or post HSCT

Authorisation number: [redacted]  
Authorisation end date: 09/07/2024

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**Items for dispense**

To remove an item from the episode click remove.

Items	Lot number	Qty	Expiry date	Price	Comments	Actions
✓  Hizentra AU 1g/5mL	P100550989	<input type="text" value="16"/>	31/01/2025 23:59		<a href="#">Add</a>	<a href="#">Remove</a>

[< Cancel and return to authorisation](#)

**3** [Save Dispense episode](#)



**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**.

Items for dispense

To remove an item from the episode click remove. ⚠ Dispensed product does not match authorised product

Items	Lot number	Qty	Expiry date	Price	Comments	Actions
✓ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">M</span> PRIVIGEN AU 20g/200mL ⚠	P100586104	1	30/06/2026 23:59		<a href="#">Add</a>	<a href="#">Remove</a>

12. The dispense episode has now been saved.



**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.

✓ Dispense episode 13638565 has been saved

### Dispense episode receipt

Dispense number: 13638565

Dispense date: 01/11/2023

Dispense time: 11:13

Dispense location:

Family name: MORSE

Given name: Benito

Date of birth: 11/02/2016

Gender: Male

UR number: [REDACTED]

Medical condition: Acquired-hypogammaglobulinaemia — haematological malignancy or post HSCT

Authorisation number: [REDACTED]

Expected infusion date: 31/12/2023

Treating medical specialist

Name: [REDACTED]

Position: Consultant - [REDACTED]

Specialties: Paediatrician, Immunologist

[Print from PDF](#)

M Hizentra AU 1g/5mL

Lot no.: P100550989

Expiry date: 31/01/2025 23:59

Comments:

Quantity: 16    Unit price: [REDACTED]    Total price: [REDACTED]

[← Back to authorisation](#)