

Dispensing from a Dispense Request

This tip sheet outlines how to dispense a dose of immunoglobulin (Ig) in BloodNet directly from a dispense request. All Ig dispenses must be recorded in BloodNet.

1. From the BloodNet homepage, click the **'Dispense requests'** link in the **'Authorisation'** tile.

The screenshot shows the BloodNet homepage with four main tiles: Orders (6 Active), Receiving (1 Active), Stock movement (0 Active), and Authorisation (40 - Dispense requests). The Authorisation tile is highlighted with a red box and a red arrow pointing to the '40 - Dispense requests' link. Below the tiles is a 'BloodNet news' section with a headline 'ALBUMEX 4 is transitioning to ALBUREX 5 AU' dated 19/10/2023. On the right side, there is a 'Quick actions' menu with options like 'Create stock order', 'Create special order', 'Create transfer', 'Reports', 'Stock levels', and 'Templates'.

2. A page will open with a list of **'All dispense requests'** available for actioning by the dispensing facility.

The screenshot shows the 'All dispense requests' page in BloodNet. It features a search form with fields for 'Requesting facility', 'Expected infusion date' (From and To), 'Status' (set to 'Requested and partially dispensed - Actionable'), 'Planning sheet name', 'Authorisation number', 'UR number', 'Family name', and 'Given name'. Below the search form is a table of results with 40 items. The table has columns for 'Authorisation', 'Patient', 'UR number', 'Requested quantity', 'Expected infusion Date+', 'Requesting facility', 'Planning sheet', 'Status', and 'Actions'. The first four rows of the table are visible, showing details for patients SALINAS, Cher; GRAHAM, Darren; CHANEY, Glen; and WILKERSON, Anthony.

Authorisation	Patient	UR number	Requested quantity	Expected infusion Date+	Requesting facility	Planning sheet	Status	Actions
	SALINAS, Cher		CUVTRU - 48.00 g in 8 divisions out of 8	05/10/2023			Requested	View/Edit Dispense Remove request
	GRAHAM, Darren		Hizentra 20% - 28.00 g in 4 divisions out of 4	12/10/2023			Requested	View/Edit Dispense Remove request
	CHANEY, Glen		PRIVIGEN 10% - 60.00 g in 2 divisions out of 2	23/10/2023			Requested	View/Edit Dispense Remove request
	WILKERSON, Anthony		Hizentra AU - 48.00 g in 8 divisions out of 8	23/10/2023			Partially Dispensed	View Dispense Close request

3. Either:

- a) Search for the dispense request by entering the patient details into the search fields and clicking the **'Search'** button. Once the patient has been located, click the **'Dispense'** link, or
- b) Click the **'Dispense'** link directly from the **'All dispense requests'** page.

Please Note: There are also links to **'View/Edit'** the request or **'Remove request'**.

Please Note: If there is no dispense request available, refer to the BloodNet tip sheet **'Create a dispense from an authorisation record'**.

All dispense requests

Search

Requesting facility:

Expected infusion date: From To dd/mm/yyyy

Status: Requested and partially dispensed - Actionable

Planning sheet name:

Authorisation number:

UR number:

Family name:

Given name:

Results (40) Page size 20

Authorisation	Patient	UR number	Requested quantity	Expected infusion Date	Requesting facility	Planning sheet	Status	Actions
	SALINAS, Cher		CUVITRU - 48.00 g in 8 divisions out of 8	05/10/2023			Requested	View/Edit Dispense Remove request
	GRAHAM, Darren		Hizentra 20% - 28.00 g in 4 divisions out of 4	12/10/2023			Requested	View/Edit Dispense Remove request
	CHANEY, Glen		PRIVIGEN 10% - 60.00 g in 2 divisions out of 2	23/10/2023			Requested	View/Edit Dispense Remove request
	WILKERSON, Anthony		Hizentra AU - 48.00 g in 8 divisions out of 8	23/10/2023			Partially Dispensed	View Dispense Close request

4. On the **'New dispense episode'** page, enter the **'Dispense Date'** and **'Dispense time'**.

5. **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.

6. Enter the **'Expected infusion date'**. This is the date the patient is expected to receive the infusion.

New dispense episode

Dispense date * dd/mm/yyyy

Dispense time * hh:mm (24 hour)

Dispense location:

Scan or enter Lot number and quantity

Scan: Quantity:

Patient details

Family name: MORSE

Given name: Benito

Date of birth: 11/02/2016

Expected infusion date * dd/mm/yyyy

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.

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

New dispense episode

* Required field

Dispense date * dd/mm/yyyy

Dispense time * hh:mm (24 hour)

Dispense location

Scan or enter Lot number and quantity

Scan Quantity

Patient details

Family name: MORSE

Given name: Benito

Date of birth: 11/02/2016

Gender: Male

UR number: Not supplied -

Expected infusion date* dd/mm/yyyy

Approved dose: Hizentra AU 16.00 g in 8 divisions

Treating medical specialist

Name:

Position: Consultant -

Specialties: Paediatrician, Immunologist

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

Authorisation number:

Authorisation end date: 09/07/2024

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	<input type="text"/>	Add	Remove

[Cancel and return to authorisation](#)

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
✓ PRIVIGEN AU 20g/200mL	P100586104	<input type="text" value="1"/>	30/06/2026 23:59	<input type="text"/>	Add	Remove

8. 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 of the page.

✓ Dispense episode 13638565 has been saved

Dispense episode receipt

[Print from PDF](#)

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

M Hizentra AU 1g/5mL

Lot no.: P100550989
Expiry date: 31/01/2025 23:59

Comments:

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

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