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.

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| **Dispensing from a Dispense Request** |
| 1. From the BloodNet homepage, click the **‘Dispense requests’** link in the **‘Authorisation’** tile. |
| 1. A page will open with a list of **‘All dispense requests’** available for actioning by the dispensing facility.   A screenshot of a computer  Description automatically generated |
| 1. Either:    1. 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    2. Click the **‘Dispense’** link directly from the **‘All dispense requests’** page.  |  |  | | --- | --- | | Icon  Description automatically generated | **Please Note**: There are also links to **‘View/Edit’** the request or **‘Remove request’**. | | Icon  Description automatically generated | **Please Note**: If there is no dispense request available, refer to the BloodNet tip sheet **‘Create a dispense from an authorisation record’**. |   A screenshot of a computer  Description automatically generated |
| 1. On the **‘New dispense episode’** page, enter the **‘Dispense Date’** and **‘Dispense time’**. |
| 1. **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. |
| 1. Enter the **‘Expected infusion date’**. This is the date the patient is expected to receive the infusion.      |  |  | | --- | --- | | Icon  Description automatically generated | **Please note:** If you wish to edit the order, select the **Back to order items** hyperlink found in the bottom left corner of the tab and amend the order as necessary. | |
| 1. Click the ‘**Save Dispense episode’** button at the bottom right of the page to record the dispense.        |  |  | | --- | --- | | 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.      |  |  | | --- | --- | | 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 of the page. | |