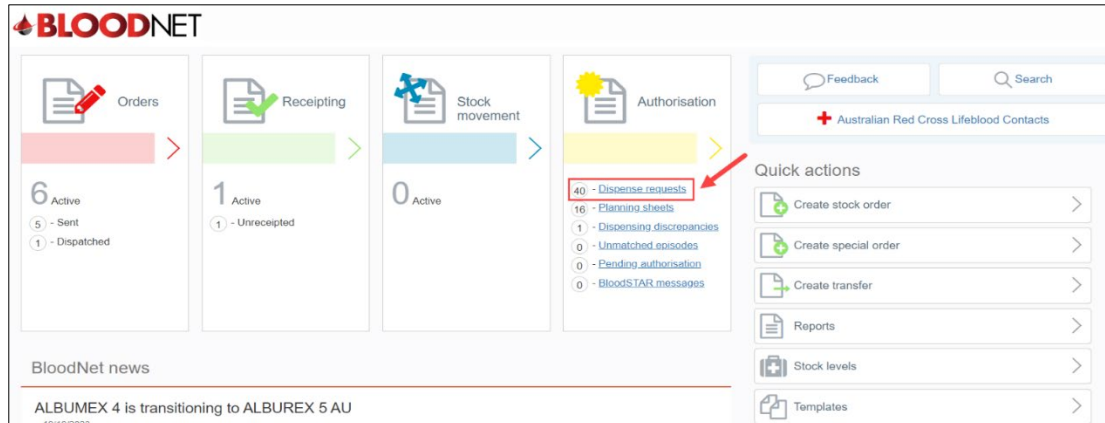


## Dispensing from a Dispense Request

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.

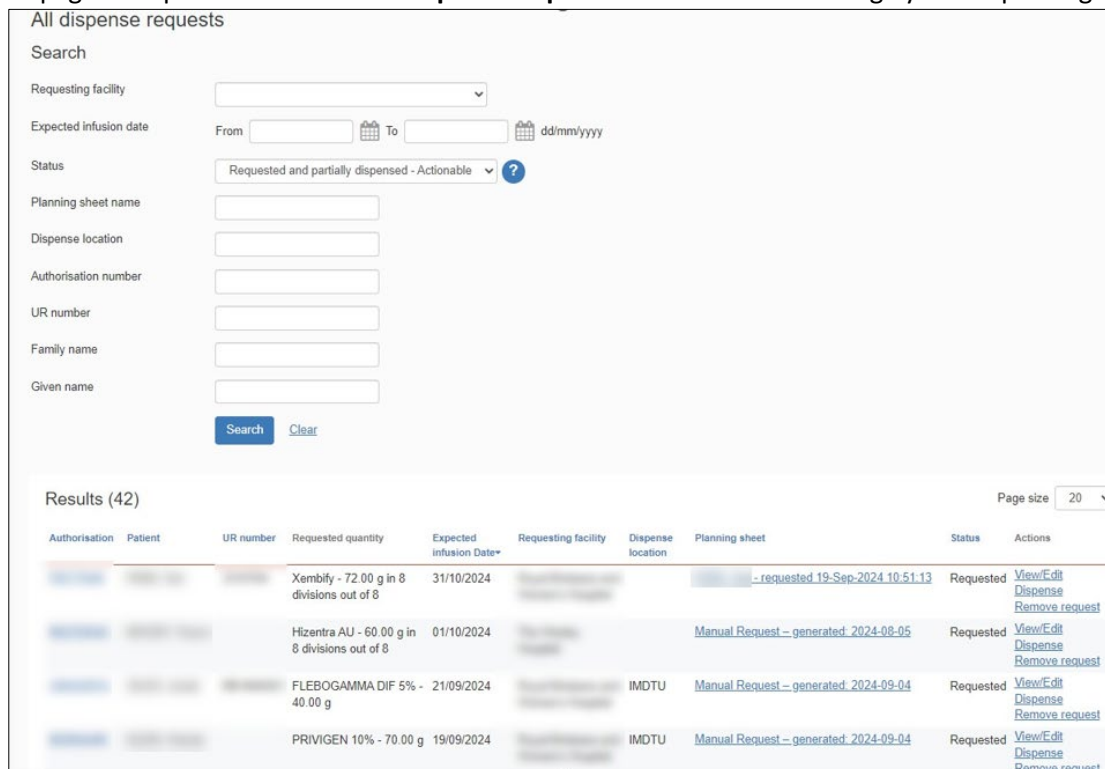
### Dispensing from a Dispense Request

- 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, 16 - Planning sheets, 1 - Dispensing discrepancies, 0 - Unmatched episodes, 0 - Pending authorisation, 0 - BloodSTAR messages). A red arrow points to the 'Dispense requests' link in the Authorisation tile. To the right is a 'Quick actions' sidebar with options like 'Create stock order', 'Create special order', 'Create transfer', 'Reports', 'Stock levels', and 'Templates'. At the top right are 'Feedback' and 'Search' buttons, and 'Australian Red Cross Lifeblood Contacts'.

- 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. It has a search section with filters for 'Requesting facility', 'Expected infusion date' (From/To), 'Status' (Requested and partially dispensed - Actionable), 'Planning sheet name', 'Dispense location', 'Authorisation number', 'UR number', 'Family name', and 'Given name'. Below the search filters are 'Search' and 'Clear' buttons. The results section shows 42 results. The table below is a summary of the first few rows.

Authorisation	Patient	UR number	Requested quantity	Expected infusion Date*	Requesting facility	Dispense location	Planning sheet	Status	Actions
			Xembify - 72.00 g in 8 divisions out of 8	31/10/2024			- requested 19-Sep-2024 10:51:13	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>
			Hizentra AU - 60.00 g in 8 divisions out of 8	01/10/2024			Manual Request - generated: 2024-08-05	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>
			FLEBOGAMMA DIF 5% - 40.00 g	21/09/2024		IMDTU	Manual Request - generated: 2024-09-04	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>
			PRIVIGEN 10% - 70.00 g	19/09/2024		IMDTU	Manual Request - generated: 2024-09-04	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>

- Either:
  - 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
  - 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

Planning sheet name

Dispense location

Authorisation number

UR number

Family name

Given name

1

Results (42)

Page size 20

Authorisation	Patient	UR number	Requested quantity	Expected infusion Date	Requesting facility	Dispense location	Planning sheet	Status	Actions
			Xembify - 72.00 g in 8 divisions out of 8	31/10/2024			- requested 19-Sep-2024 10:51:13	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>
			Hizentra AU - 60.00 g in 8 divisions out of 8	01/10/2024			Manual Request – generated: 2024-08-05	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>
			FLEBOGAMMA DIF 5% - 40.00 g	21/09/2024			Manual Request – generated: 2024-09-04	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>
			PRIVIGEN 10% - 70.00 g	19/09/2024			Manual Request – generated: 2024-09-04	Requested	<a href="#">View/Edit</a> <a href="#">Dispense</a> <a href="#">Remove request</a>

2

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

\* Required field

Scan or enter Lot number and quantity

Scan  Quantity

Patient details

Family name:

Given name:

Date of birth:

Expected infusion date\*  dd/mm/yyyy

Approved dose: Hizentra AU 16.00 g in 8 divisions

1

2

3



**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.

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

New dispense episode

Dispense date \* 01/11/2023 dd/mm/yyyy

Dispense time \* 11:13 hh:mm (24 hour)

Dispense location Please select

Scan or enter Lot number and quantity

Scan [input] Quantity 1

Add item

Patient details

Family name: [input]

Given name: [input]

Date of birth: [input]

Gender: Male

UR number: Not supplied - [input]

Expected infusion date \* 04/11/2023 dd/mm/yyyy

Approved dose: Hizentra AU 16.00 g in 8 divisions

Treating medical specialist

Name: [input]

Position: Consultant - [input]

Specialties: Paediatrician, Immunologist

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

Authorisation number: [input]

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
✓ M Hizentra AU 1g/5mL	P100550989	16	31/01/2025 23:59		Add	Remove

Cancel and return to authorisation

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
✓ M PRIVIGEN AU 20g/200mL ⚠	P100586104	1	30/06/2026 23:59		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