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.

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

13 000 BLOOD (1300 025 663)   support@blood.gov.au   02 6151 5210

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'**.

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.

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 * `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 `[          ]`   Quantity `1`

Add item

Patient details

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

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

Authorisation number: ▓▓▓▓

Authorisation end date: 09/07/2024

Expected infusion date* `04/11/2023` 📅 dd/mm/yyyy

Approved dose: Hizentra AU 16.00 g in 8 divisions

Treating medical specialist

Name: ▓▓▓▓▓▓▓▓
Position: Consultant - ▓▓▓▓▓▓
Specialties: Paediatrician, Immunologist

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	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
✔ Ⓜ 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

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:

Medical condition: Acquired-hypogammaglobulinaemia — haematological malignancy or post HSCT
Authorisation number:
Expected infusion date: 31/12/2023

Treating medical specialist
Name:
Position: Consultant -
Specialties: Paediatrician, Immunologist

M Hizentra AU 1g/5mL
Lot no.: P100550989
Expiry date: 31/01/2025 23:59

Comments:

Quantity: 16   **Unit price:**   **Total price:**

‹ Back to authorisation