**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.



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



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.

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| 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’**. |



1. On the **‘New dispense episode’** page, enter the **‘Dispense Date’** and **‘Dispense time’**.
2. **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.
3. Enter the **‘Expected infusion date’**. This is the date the patient is expected to receive the infusion.



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| Icon  Description automatically generated | **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. |

1. Click the ‘**Save Dispense episode’** button at the bottom right of the page to record the dispense.



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| 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.

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| 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. |

