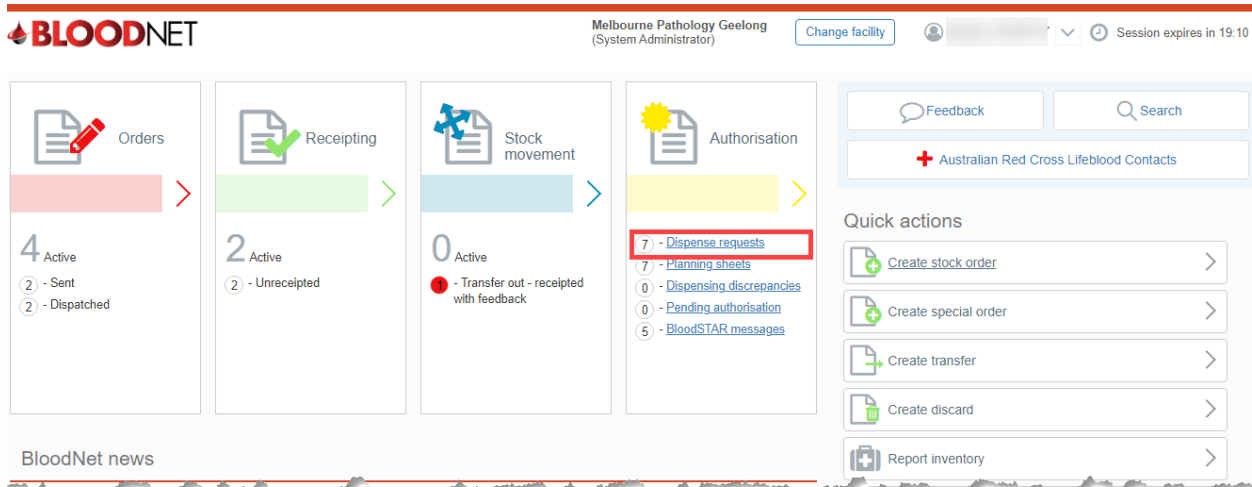


Dispensing from a Dispense Request

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.

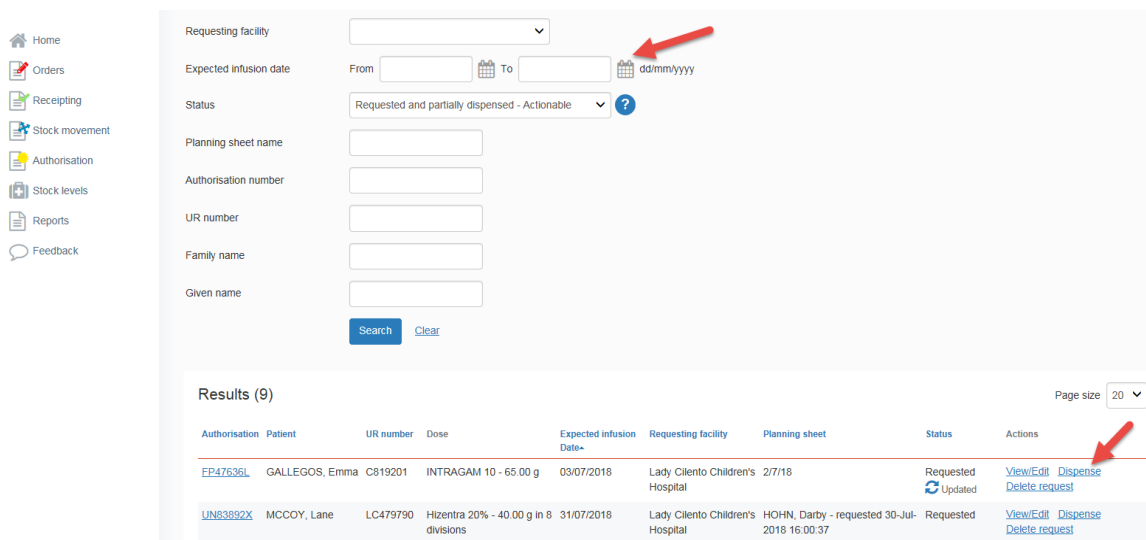
1. To dispense a directly from a dispense request click on the *Dispense requests* link.



The screenshot shows the BloodNet dashboard with the following elements:

- Header: Melbourne Pathology Geelong (System Administrator), Change facility, Session expires in 19:10.
- Navigation tabs: Orders (4 Active), Receiving (2 Active), Stock movement (0 Active), Authorisation (7 - Dispense requests, 7 - Planning sheets, 0 - Dispensing discrepancies, 0 - Pending authorisation, 5 - BloodSTAR messages).
- Quick actions: Create stock order, Create special order, Create transfer, Create discard, Report inventory.

2. A list of dispense requests will appear on the page. You also have the option to search for a request by filling in the search fields. Once you have located the request you can click directly on the *Dispense* link. *Note:* The option to view the request and delete the request is also available.



The screenshot shows the search results page with the following details:

- Search filters: Requesting facility, Expected infusion date (From/To), Status (Requested and partially dispensed - Actionable), Planning sheet name, Authorisation number, UR number, Family name, Given name.
- Results (9):

Authorisation	Patient	UR number	Dose	Expected infusion Date	Requesting facility	Planning sheet	Status	Actions
FP47636L	GALLEGOS, Emma	C819201	INTRAGAM 10 - 65.00 g	03/07/2018	Lady Cilento Children's Hospital	2/7/18	Requested Updated	View/Edit Dispense Delete request
UN83892X	MCCOY, Lane	LC479790	Hizentra 20% - 40.00 g in 8 divisions	31/07/2018	Lady Cilento Children's Hospital	HOHN, Darby - requested 30-Jul-2018 16:00:37	Requested	View/Edit Dispense Delete request

- Once you have clicked on the dispense link you can then scan in the product number and enter the expected transfusion date and save the dispense episode.

Dispense date * dd/mm/yyyy

Dispense time * hh:mm (24 hour)

Dispense location requested: 5B

Dispense location:

Planning sheet notes: For Monday delivery please

Patient details

Family name: GALLEGOS
 Given name: Emma
 Date of birth: 29/06/2002
 Gender: Female
 UR number: C819201 - Children's Hospital
 Medical condition: Myasthenia gravis (MG)
 Authorisation number: FP47636L

Scan or enter Lot number and quantity

Scan Quantity

[Add item](#)

Expected infusion date * dd/mm/yyyy

Authorised dose: INTRAGAM 10 65.00 g
 Requested dose: INTRAGAM 10 65.00 g
 Treating specialist: HULBERT Brittany
 Intern
 Children's Hospital

Items for dispense

To remove an item from the episode click remove.

Items	Lot number	Qty	Expiry date	Price	Comments	Actions
✓ <input type="radio"/> Intragam 10 (2.5 g/25 mL)	C3790250168C	<input type="text" value="1"/>	14/02/2020 23:59	\$146.23	Add	Remove

[Cancel and return to dispense requests](#)
[Save Dispense episode](#)