

What is a Repeat Prescription?

It is a prescription you can get without having to see your doctor but first of all, your doctor will decide whether it is safe for you to have this medication regularly without being seen.

There will be a limit to the number of issues after which your doctor may want to see you or invite you to see the nurse to review your treatment.

How do I order a Repeat Prescription?

- You must tick all the items you require. Failure to tick items will cause a delay to your request.
- Put your request in to the surgery allowing at Least 2 working days.
- You may submit your request either by:
 - ◆ On-line
 - ◆ Fax
 - ◆ Surgery prescription box
 - ◆ Post
 - ◆ Pharmacy service
- Use your request slip or your on-line medication list. This will list all the medicines your doctor has approved to be on repeat.
- If you do not have a request slip, ring the surgery and ask for your on-line password (you will be asked a couple of identifying questions) or Call into the surgery and complete the form that is located near the prescription box.

Nearly £1 million of unwanted medicines per year are thrown away in the area alone. Please only order what you need.

What happens to the request slip?

1. Your request is receipts stamped and dated
2. Your request is checked by a receptionist for limit /date of issues.
3. If medication is within the limit/date the item/s can be printed ready for a doctor to sign in between the surgeries.
4. If the medication requires re-authorisation it will be passed on for re-authorisation to a clinical member of staff for review at the end of surgeries.
5. When the medication has been reviewed and re-authorised it will be printed and signed.
6. The signed prescriptions are matched with your request and returned to the reception desk for collection.

Be responsible with your medicines

- Do not take other medicines without checking with your doctor or pharmacist. They may interfere with your regular medicines and cause you harm.
- Know the names of your medicines and what they are used for.
- Return unused, unwanted and out-of-date medicines to your pharmacist for safe disposal,
- If you stop taking prescribed medicines for any reason, you must tell your doctor.

Have a regular medication review. Generally this is every 12 months but if you are over 70 years old on 4 or more medicines, you should have a review every 6 months.

Ordering Appliances or Special Feeds

These specialised products can be delivered directly to you by the manufacturer but it is important that **YOU** order your prescriptions.

Appliance contractors or specialised feed manufacturers **MUST NOT** request a prescription on your behalf. This practice will not issue a prescription in such circumstances.

Please remember:

- We do NOT take prescription request by telephone
- You cannot collect your prescription from the practice at week-ends as we are closed.
- Only order medicines you need.
- One off (known as “acute”) medicines e.g. an antibiotic course cannot be ordered using the repeat prescription ordering system.

When will my prescription be ready?

- We require **2 working days** to have your prescription ready if you are going to collect from the surgery.
- The “working days” are when the surgery is open Monday to Friday.
- If you are asking the surgery to return it in a stamped addressed envelope, you will have to allow extra time for the post.
- The following table is a rough guide to when your prescription will be ready:

Drop Off	Collection
before 4pm	after 4pm
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Following Monday
Friday	Following Tuesday

If you want your prescription to go to the pharmacy (chemist) **YOU** must ask the pharmacy to collect it from the surgery. This however, may take longer for you to get your medicines so allow **3** working days.



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