Dear Patient

**Townhead Surgery- Managed Repeat Prescription Service**

**Background to the service**

A managed repeat prescription or “managed repeats” service is a means of ordering repeat prescriptions on behalf of a patient. The repeat prescription slip is held by the practice to ensure that the repeat medication is ordered in good time without the patient having to contact the practice.

**How does it work?**

All requests for repeat medication are directed by the patient. We ask the patient to provide their written consent when they start to use the service- please see below.

A receptionist or dispenser will confirm the items to be ordered with the patient clarifying any similar sounding drugs, dosage forms and strengths.

The dispenser will review the repeat prescription slip to confirm that what has been prescribed matches the requests ordered by the patient.

Any discrepancies will be discussed with the doctor so these can be corrected before the prescription is collected.

At collection, the receptionist or dispenser will confirm with the patient that all the items are still required and have been dispensed. This is where the patient will then confirm what they would like to collect the following month by filling in the request prescription form and handing back to reception. This is dated and stamped by reception that passes on to dispensary to start the process again.

**What happens next?**

If you would like the practice to manage your repeat prescriptions please complete the details below:

Name: …………………………………………………………………………………………………………………………………………

(Block Capitals Please)

Address: (inc postcode)…………………………………………………………………………………………………………………

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Signature……………………………………………………………………………………………..

Date……………………………………………………………………………………….