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.
- Register on line to order your repeat prescription. Once you have registered you will be asked to bring identification into the surgery in order for us to activate your account to allow you to request repeat prescriptions on line.

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- Return unused, unwanted and out-of-date medicines to your pharmacist for safe disposal,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 weekends 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:

<table>
<thead>
<tr>
<th></th>
<th>Drop Off</th>
<th>Collection</th>
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</thead>
<tbody>
<tr>
<td>before 4pm</td>
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<td>after 4pm</td>
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<tr>
<td>Monday</td>
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<td>Wednesday</td>
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<td>Following Monday</td>
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<tr>
<td>Friday</td>
<td></td>
<td>Following Tuesday</td>
</tr>
</tbody>
</table>

You can now have your prescriptions sent directly to your chemist, saving you time collecting it from the surgery. Ask at your local pharmacy for further details.
The Safe Way to Order Your Repeat Prescriptions

Heaton Medical Centre
2 Lucy Street
Bolton
BL1 5PU

Main Number: 01204 843677
Fax: 01204 495485
Web: www.boltongp.co.uk