**Creating a dispense from an authorisation record**

This tip sheet outlines how to dispense a dose of Immunoglubuin (Ig) in BloodNet from a patient’s BloodSTAR

authorisation record. All Ig dispenses must be recorded in BloodNet.

**Dispensing from an Authorisation treatment plan:**

1. Click on the ‘**Authorisation**’ tile on the BloodNet homepage.

2. Depending on how your Authorisation Dashboard is set up, you will see a list of your authorised patients and/or dispense requests and/or planning sheets. If present, review the patients listed under **Authorised patients** and

if you can see the patient you’re looking for click the blue drop down arrow against the patient name and then click on the ‘**Authorisation’** number link.

Support

Phone: 13 000 BLOOD (13 000 25663) Email: support@blood.gov.au

Fax: 02 6151 5210

**authorised patients** link which is located towards the top right of the authorised patients list. You will be taken

to the **All authorised patients** screen where you can view and search all of the authorised patients at your facility. Once you’ve located the patient click on their **Authorisation** number link on the left of your screen.

4. You will now be on the ‘**View authorisation**‘ page which displays the patient’s authorisation details and their treatment plan. Scroll down the page to the treatment plan, locate the appropriate planned treatment and click on the ‘**Dispense**’ link on the right of your screen.

number/s and quantities of the required product/s in the blue box on the right of your screen. Also, if the

**Expected infusion date** is incorrect, click on the calendar icon and update the date to the date the patient is receiving their infusion. The **Expected infusion date** is very important as the patient’s next treatment is calculated from this date. Finally, click the **Save Dispense episode** button at the bottom right of your screen to create the dispense episode.

6. You will now see a **Dispense episode receipt** which displays the details of the dispense. You can print the receipt by clicking on the **Print from PDF** button on the right of your screen. You will also see a confirmation message at the top of your screen to inform you that the dispense episode has been saved.

