

- **STANDARD OPERATING PROCEDURE No: 6**

Handing out Prescriptions

1st Draft for comment and amendment 18th April 2004

PURPOSE

- To ensure patient safety
- To ensure the correct item and quantity are supplied

SCOPE

This SOP applies to all NHS and Private prescriptions from all prescribers.

PROCEDURE

- Patient calls and gives name
- Locate the completed prescription
- If Pharmacist counseling is required, ask the Pharmacist to deal with the patient
- Confirm the Patients details on the label, ASK THE PATIENT HIS ADDRESS, Do not state an address, but get the patient to give you his address
- Check the prescription has been signed in the appropriate places or that the fees have been collected
- Hand out the prescription, asking if there are any other questions or information required

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