|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **November** | 12th | 13th | 14th | 15th | 16th |
|   | Next prescription will be due w/c 10th December |   |   |
|   | OK to order w/c 10th December or earlier as per 5 day rule |   |   |
|   | 19th | 20th | 21st | 22nd | 23rd |
|   | Next prescription will be due w/c 17th December |   |   |
|   | Need to order their prescription earlier to ensure that they receive medication before Christmas - latest 14th December |
|   | Please add next order date for January on the medication screen and inform patient of this |   |
|   | Add pharmacy message to inform them that "Patient ordered early for Xmas"  |   |
|   | 26th | 27th | 28th | 29th | 30th |
|   | Next prescription due w/c 24th December |   |   |   |
|   | Give a prescription for 2 months or tell patient to order by 14th December at the latest  |   |
|   | Follow up to ensure that all 2 month requests have been authorised by the GP  |   |
|   | Add next order date for January on the medication screen and inform patient of this |   |
|   | Add pharmacy message to inform them that "Patient ordered early for Xmas" or "Double prescriptions for Xmas" |
| **December** | 3rd | 4th | 5th | 6th | 7th |
|   | Next prescription due w/c 31st December |   |   |   |
|   | Call w/c 17th December or 27th / 28th December |   |   |
|   | Can accept requests earlier if patient calls but please add next order date on the medication screen |
|   | 10th | 11th | 12th | 13th | 14th |
|   | Next prescription due w/c 7th January - therefore no early ordering required |   |
|   | 17th | 18th | 19th | 20th | 21st |
|   | Next prescription due w/c 14th January - therefore no early ordering required |   |
|  |  |  |  |  |  |
|  | **POD is closed Tuesday 25th December, Wednesday 26th December and Tuesday 1st January** |  |
|  |  |  |  |  |  |
|  | **Criteria for double prescriptions - You can offer the patient a double prescription if:** |  |
| \* | The double prescription is for regular medication requests only |  |  |
| \* | The GP practice are happy to process double prescription requests |  |  |
| \* | All the medication is ordered at the same time every month  |  |  |
| \* | The patient is not at risk of loosing medication / taking additional medication etc. (any uncertainty do not offer) |