

Title	<b>FP10 PRINTED PRESCRIPTIONS – ASTON BOURNE ROAD ONLY</b>			Number	<b>CL64</b>
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## Version Control

Previous 3 versions only - earlier versions subject to archive retention requirements

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04.1.2021	Original document	VY

## FP10 Printed Prescriptions

1. If a script has been issued by the call centre doctors this script can be sent to the medical centre for the patient to collect.
2. When the patient arrives the Security guard can notify the TL and receptionist that a patient has arrived to collect a script and has been directed to the medical centre.  
**Patient identifiable information should not be given on the walkie talkie.**
3. Once patient has parked up the receptionist can call the TL on the phone 2120 (TL number) and not the walkie talkie and request the script to be delivered to the medical centre if that script has not been so.
4. Patients should not park at the entrance to collect prescriptions. They should drive into the centre and should be directed to the pod and park in a bay when the UTC is operating.
5. Patients arriving at outside of UTS operating hours should be directed by the security team to Bay one. The security team can call the TL on the phone to notify them that the patient has arrived. If a patient arrives after midnight when the gates are closed the TL must ask the patient for the registration number of the collecting vehicle so we can open the gates for them. **Patient identifiable information should not be given on the walkie talkie.**
6. Patients must stay in their cars. If a patient arrives on foot they should be directed to the waiting chairs just inside the UTC door.

Prescriptions should be held in the in the Pod office when UTC operating and can be given to the person collecting by the receptionist or indeed any member of staff. The Shift TL should send the box down to the centre when it opens and recover it (sanitised) before locking up as part of the UTC closing procedure.