

Medication Ordering Schedule – For Care Homes Using Online Proxy Ordering Method



Name of Care Home: Name	e of GP surgery:	Name of Pharmacy:
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Week 1	Week 2			Week 4
Day 1	Day 8	Day 10/11	Day 15	Day 24
Medication cycle starts. All stock that can be carried forward should be physically counted and recorded on to new MAR.	Physically check stock of medication and staff that are authorised should order next cycle using Patient Access. Check if medicines are still required, if there's been any changes or hospital admissions. It is good practice for the home to keep a record of what's been ordered e.g. pharmacy re-order MAR *If any items or new residents need synchronising please request at this point via care home support line (if an agreement is in place with surgery) or direct with surgery*	Allow at least 2 working days for surgery to process prescription requests Authorised staff user should then log back on to Patient Access to check medicines have been issued by cross referencing against the home's copy of the order. *Any repeat items that have been missed should be ordered on Patient Access. Any discrepancies, changes, or missing items can either be followed up by contacting either the care home support line (if an agreement is in place with surgery) or direct with surgery. Any items no longer needed, ordered in error or that have changed must be communicated to the pharmacy*	Pharmacy should be informed if there are any issues or discrepancies and any outcomes.	Pharmacy to deliver at least 3 working days before next cycle. Home to check delivery against current MAR and copy of prescription/order. Stock to be physically counted and recorded on to new MAR by two members of staff.
		analysis was be communicated to the pharmacy		