

- You should receive a username and password via your email once you have successfully registered.
- NB: Password: this should be kept secure: **if the nominated person leaves the service, the password must be changed. Responsibility for this lies with the Care Home manager.**

Step 7:

- Select all medicines required as established from the current MAR chart.
- PRNs: **please only order what you need** - carry forward onto the next month.
- Print off copy for audit trail.
- Check ordering and click on “Send to GP”.

Step 8:

- You will receive a token from your nominated pharmacy. Cross-reference this against your printout and address any issues immediately.

Further support

If you feel you might need support ordering repeat prescriptions, please contact the Care Home Team.

Contact us:

Bedfordshire CCG Medicines Management Care Home Team

Telephone: 01525 624378

Email: sharontansley@nhs.net

Ordering Repeat Medication on-line in Care Homes



The aim of this leaflet is to provide care home managers with information on how to order repeat medication online for their care home residents.

Care home managers can share this information leaflet with the residents and their families.

This leaflet is to support the current roll out of online ordering in the care home setting – this includes learning disability in the care home setting.



What are repeat prescriptions?

Many Bedfordshire residents have a 'repeat prescription,' meaning that they can order certain medication at regular intervals without having to see their doctor every time.

How do I order repeat medications?

If you are in a Care Home setting, you can order your repeat medications online via SystemOne.

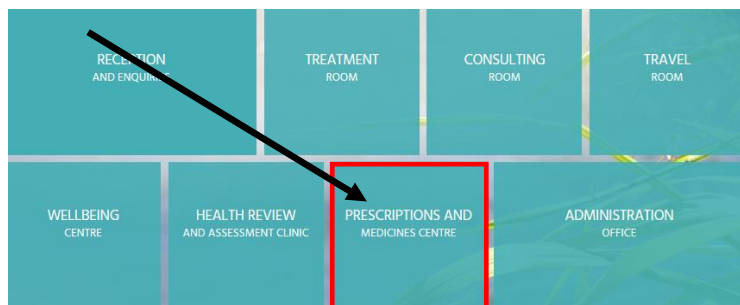
How to order repeat medications online

Step 1:

- Go onto the nominated GP surgery's webpage

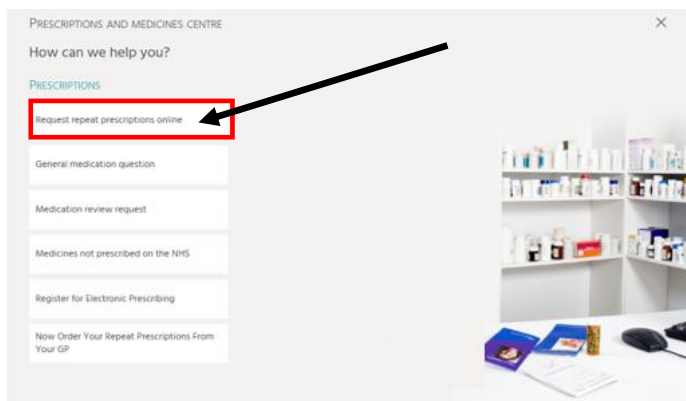
Step 2:

- Click on "Prescriptions and Medicines Centre" (this may differ according to the practice website).



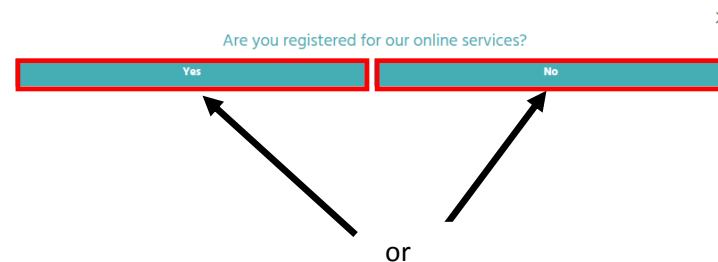
Step 3:

- Click on "Request repeat prescription online".



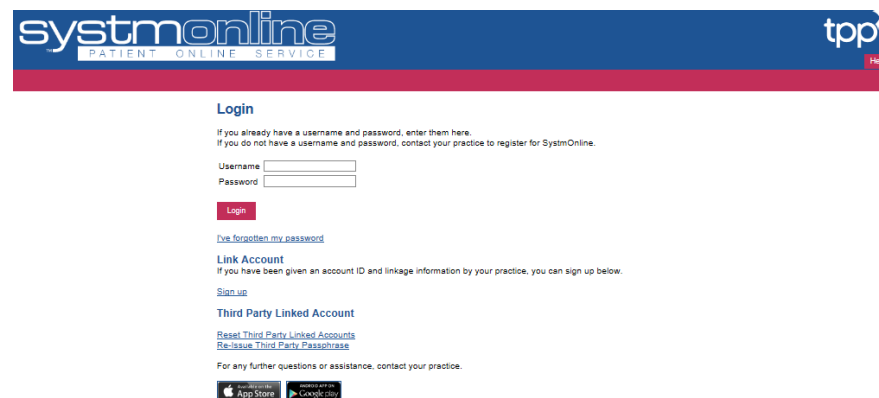
Step 4:

- Click "Yes" if you have **already registered** for the online services and follow step 5.
- If you have **not registered** click on "No" and **go to Step 6**.



Step 5:

- Login using your username and password
- Go to Step 7.**



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Step 6:

- If you have not already done so, register your details for the online service.
- Contact your surgery to obtain a code (the code can be changed to a more memorable password).