**Using the QOTP prescription template**

**Prescription number:**

The prescription number must be a unique number for each prescription. Queensland Health recommends using a combination of the prescriber’s initials followed by date and time of writing (e.g. JC1309210917 for a prescription written by Dr Joe Citizen on 13 September 2021 at 9:17 in the morning).

**'Prescriber number'** is your PBS prescribing number.

The **'QOTP Prescribing approval number'** is the approval number you are provided with under the *Medicines and Poisons Act 2019*.

Under the new legislation a script can be written for up to a 6-month supply of medication, however we recommend a 3-month prescription to coincide with patient reviews.

I suggest using one line per one month, as this makes it clear the prescription provides three months supply of medication. It also helps to visually see how many days of supply there is for adding up the total quantity (above the box for your signature) - this must be done manually, as well as writing the amount in words.

**Signature**

All QOTP paper prescriptions written by private QOTP prescribers (including shared care prescribers) must be signed in ink – both computer-generated and handwritten prescriptions.

**Digital copy requirements**

If a digital copy of the prescription is being sent to a pharmacist / dispensing medical practitioner (e.g. faxed or emailed), information about this must be recorded on the prescription before sending the digital copy:

* the way the digital copy is being sent (e.g. faxed/emailed)
* the place to which the digital copy is being sent (e.g. name of pharmacy)
* the date on which the digital copy is being sent.

I have prepopulated this on the form as an example; all you need to do is provide a date of when you fax to the pharmacy.

**If you do not fax or email the script to the pharmacy prior to sending the original, you must delete this from the script.**