

BACKGROUND. Dose Administration Aids.

Webster Blister Packs OR MPS Sachet Rolls

Staff. We produce a high quality packing service. This is achieved by firstly paying for highly trained staff,(ALL of ours are Grade 4 the maximum qualification). People with years of experience. We do not use junior staff to process packs.

Computers & IT. Secondly we have invested in new technology simplifies the packing process and has more checks against errors.

Commitment. In order for us to continue our valuable service we need to set some guidelines for packs to be packed FREE. **This services value is over \$15.00 per pack to produce.**

OUR SERVICES.

1. Free Regular weekly Webster Blister Packs OR MPS Sachet Rolls.

- For ongoing patients in domestic homes OR group homes.
- The medications MUST be dispensed by us.
- You have five medications or more.
- Prescriptions will be filed instore.
- Exceptions:
 - Schedule 8 medications can NOT be incorporated into MPS packs for free.
 - Cutting medications takes a lot of time and a cutting fee is charged

2. Changes to existing packs.

Packing medications are, necessarily, before the medications are required. They are done in a Batch process for efficiency. We roster extra staff when we need to pack. Obviously if we need to make changes to these it requires double handling and we need to charge a small fee to go part way to covering the cost of alteration. The situations that can cause this are

- Wrong medications pressed out that need to be replaced
- New Medication prescribed by your doctor.
- Ceased Medication to be removed
- Late supply of medication after regular packing time

3. Other situations.

1. Dispenser.

These are costly to provide so in order to preserve them we charge a deposit.
“DEPOSIT MPS Dispenser”

2. Periodic or Respite Packs (Webster).

These require the same documentation and handling but for a small number of dispensing's. We charge *"DAA Periodic Pack (per pack)"* **OR** *"DAA Respite Pack (per pack)"*

3. PRN Packs (Webster).

These pack just one medication for variable use. They often include pain medications. These medications do not cover the cost of the pack. We charge *"DAA PRN Pack"*

4. Adding a NEW Med. to an existing pack (Both).

This causes use further use of materials and time to fix, we can no longer cover this cost. We charge *"DAA New Medication Add"*

5. Timing (Both).

DAA preparation, packing & record maintenance is a time consuming task. Basic packing is done on a cyclical basis so that we can roster staff on to cover the extra workload. Packs outside these hours can be difficult so please give us plenty of notice.

MPS sachets of course have a longer process cycle because these are produced offsite.

6. Posting of Account (Both).

Should a DAA account need to be posted we charge a postage fee *"POST Standard letter"*

7. Medication sheet (Both).

Where we are required to provide a colour copy of the current medication sheet we charge *"DAA MEDICATION Sheet"*

8. Medication from another pharmacy (Webster ONLY).

Where we are required to pack a medication from another pharmacy we will charge an additional fee *"MED from another Rx"*

9. Additional Stickers (Webster ONLY).

Where we are required to use additional stickers on the Webster pack we charge a per pack fee *"DAA Additional Stickers"*