**Out of Stock Email Communications Template**

**TO BE EMAILED TO GP SURGERY USING NHS.NET ONLY**

**Patient details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post code |  |
| Date of Birth |  |
| NHS number |  |

**Prescription details**

|  |  |
| --- | --- |
| **Drug** |  |
| **Strength** |  |
| **Form** |  |
| **Dose** |  |
| **Quantity** |  |

**Actions**

|  |  |
| --- | --- |
|  | Please mark the box with an ‘X’  |
| I have determined how much medication the patient has in hand |  |
| I have contacted the wholesaler and more stock is expected with them: |  |
| * Date
 |  |
| * No date available
 |  |
| I have contacted 2 other local pharmacies and they: |  |
| * Do have stock, but need the item on a separate prescription
 |  |
| * Don’t have stock
 |  |
| I suggest that this alternative\* is prescribed |  |
|  |

\*Which I currently have in stock

**From:**