Drugs of Dependence Unit

Monthly Electronic Prescription Report Instructions

Email your monthly electronic DD report to
Health.DDReturn@sa.gov.au

Please note: The ‘Notification of DD supplies’ form is no longer required to be completed and sent each month. All of the information that was on the form is included in the electronic report.

1. Please ensure that your electronic S8 report is dated from the 1st to the last day of the month.

2. Generate your monthly report through your software dispensing system.

3. To send, open your default mail program and attach your electronic DD report.

Make sure you attach the S8 electronic report before sending.

Ensure that the below data is entered correctly into your dispensing software.

Patient – full name and address.

Any identifiers (eg AFHA for a nursing home) must be entered in the address field.

Date of Birth – MUST be entered and correct.

Prescriber – Prescriber number, full name, practice address and business telephone number. If you can’t decipher the name, contact the practice/hospital to confirm.

Drug – name, form, strength and quantity.

Specific prescription instructions must recorded.

Date – when the prescription was written and dispensed.

MATOD prescriptions must be dispensed and included in your electronic Schedule 8 report. This has not changed.

If your Methadone dispensing software isn't integrated with your normal software, enter the prescription details ONCE per month that the prescription is valid.

Include the current dose / take-aways in the instruction field.

S3 reports are NOT required to be sent to the Drugs of Dependence Unit.

NO S8 DRUGS DISPENSED DURING THE MONTH / CHANGE OF PHARMACY APPROVAL #

If you have not dispensed any S8 prescriptions for the month OR the pharmacy has had a change of approval number - email a completed Notification of Nil Supplies or change of approval form to Health.DDReturn@sa.gov.au

Any concerns or questions can be referred to Karen Lynch
Information Management and Monitoring Officer, Drugs of Dependence Unit
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