[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Prescription refill request form

A structured form for patients to request repeat medicines - complete details first time, fewer callbacks.

Patient details

Patient name	[Patient full name]
Date of birth	[Date of birth]
Contact number	[Phone number]
Preferred contact	[Phone / text / email]
Collection or delivery	[Collect in person / home delivery]

Medicines requested

Medicine name and strength	Quantity needed	Last dispensed	Urgency
[Medicine name, strength]	[Qty]	[Date]	[Routine / urgent]
[Medicine name, strength]	[Qty]	[Date]	[Routine / urgent]
[Medicine name, strength]	[Qty]	[Date]	[Routine / urgent]

Pharmacy use

Checked	In stock?	Ordered	Ready date	Patient notified
[Initials]	[Yes / No]	[Yes / N/A]	[Date]	[Yes / No]

Declaration

[Company name]

I confirm these medicines are for my own use (or for [person I care for]) and I have no new symptoms or side effects to report. [Delete and amend as needed.]

Sign-off

Patient signature	Date	Received by