



Royal Flying Doctor Service

SOUTH EASTERN SECTION

Telephone: 08 8080 3777

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Mail: PO BOX 463 Broken Hill NSW 2880

ORDER FORM FOR REPLENISHMENT OF MEDICAL CHEST (2019) CONTENTS

CHEST NAME:		CHEST NO. (Registration label on chest)	
ADDRESS:		DATE:	
		Phone:	Fax:

ORDERING CODES											
P= Prescribed by RFDS Doctor			E= Expired			U= Used		D= Damaged		NS= Not Supplied last order	
ITEM	CODE	CONSULT NUMBER	ITEM	CODE	CONSULT NUMBER	ITEM	CODE	CONSULT NUMBER	ITEM	CODE	CONSULT NUMBER
*46			*170			210			302		
62			171			211			*400		
76			*172			212			*401		
*81			*173			217			*402		
*85			*174			220			*404		
®*99			*175			221			*406		
107			*177			222			*407		
®*113			178			223			*408		
*116			*179			224			*409		
*119			*186			225			*410		
123			*187			226			*411		
*130			*189			229			*412		
*139			*190			230			*413		
150			*191			234			*414		
*151			*193			235			*415		
*157			195			236			416		
158			200			237			*417		
*160			201			238			*418		
*161			204			239			*419		
*163			207			*240					
®*164			208			*241					
*168			209			242					

® = Item requires refrigeration

* = Prescription drug requires RFDS Doctor Order

ITEMS REQUIRED TO BE RETURNED PRIOR TO RE-ORDER IF EXPIRED

ITEM	CODE	CONSULT NUMBER
*188		
DATE	RFDS DOCTORS NAME	

- ☐ I require more order forms
- ☐ I require another drug usage register
- ☐ I require another expiry date record

How to complete your medical chest order form

Your Medical Chest should be checked monthly for expiry dates and for completeness of contents
FOR 24 HOUR MEDICAL ADVICE CONTACT THE ON-CALL DOCTOR ON 08 8088 1188

Your Medical Chest order form has three (3) sections

1. Identification details of the chest location and registration number
2. Table used to reorder items
3. Table for reordering of S8 Dangerous Drugs

You can also request more order forms, Drug Usage Registers and Expiry Date Record pages.

1. Completing the Chest Details Section

- Write the name of the Chest or Station Name e.g. One Two three Station
- The address of the chest so we can ensure we are sending replenishments to the correct location
- Your chest registration number. This is the ID number allocated to your chest on application and should be a sticker displayed on the top of the chest lid
- Include your phone and fax numbers so the Medical Chest Administration Officer can contact you if there are any problems or queries

2. Completing your order using the ordering codes

- Items in the medical chest can be ordered for different reasons. These are:
 - Expiry (**E**)
 - Prescribed by the RFDS Doctor (**P**)
 - Used (**U**)
 - Damaged at chest location or in transit to chest location (**D**)
 - Not supplied with last order as may have been out of stock (**NS**)
- The reordering table is divided into 3 columns per item:
 - Item – The number of the item that is shown on your 2019 Contents List
 - Code – Where you will provide the reason for your replenishment request using the order codes
 - Consult Number – Items on the Contents List marked with an * must only be used on instruction from an RFDS Doctor. During your telephone consultation, ask the Doctor for a consult number and quote this on the order form. Ensure to record all usage on your Drug Register.

3. Ordering Monitored Medications

Schedule 8 (S8) & Schedule 4 (S4) drugs and poisons, otherwise known as Monitored Medications, are substances which have high potential for abuse and addiction.

All drugs that are Schedule 8 & Schedule 4 must be approved by an **RFDS Medical Officer only**.

Misuse of these items will result in Police intervention, along with RFDS SE investigation and a report made to the Ministry of Health. This may result in the removal of the Medical Chest.

If you are reordering because your Monitored Medication is expired

You will need to return the Medications highlighted in **BLUE** to the RFDS Base in Broken Hill. This can be done in person or by registered mail. The Medical Chest Administration Officer will provide you with a receipt as proof that these items have been returned.

If you are reordering because your Monitored Medication has been used under RFDS Doctors orders

You will need to complete a page from your Dangerous Drug Authorisation Record Book, also known as your green book and return one side of the page to the RFDS in Broken Hill.

On your order form, you will need to provide:

- The Code correctly describing your reason to reorder
- If reordering because it was Prescribed by an RFDS Doctor:
 - The Consultation number provided by the Doctor
 - The date of the consultation
 - The RFDS Doctors Name

The Medical Chest Administration Officer will verify the details provided by you with those provided by the prescribing Doctor.

4. Submitting Your Order

When your order form is complete, forward to the RFDS Base in Broken Hill by:

- Faxing to 08 8088 4536
- Mailing to the Medical Chest Administration Officer at PO Box 463 Broken Hill NSW 2880
- Emailing to medchest@rfdse.org.au