

Medicines and Poisons Control - Fact sheet

Electronic Schedule 8 Reporting for Pharmacies

It is a requirement for pharmacists under Section 96 of the *Medicines Poisons and Therapeutic Goods Act 2012* to submit Schedule 8 (S8) prescription supply data every 7 days to Medicines and Poisons Control.

How to do this:

Step 1

Generate the three (3) following files:

File #1

Your S8 Data File for the weekly date range; generated through your dispensing system.

File #2

A pdf of your S8 Report from your dispensing system, labelled as follows:

Pharmacy name, date range, 'Report'.pdf

For example: [XYZ Pharmacy - 01012020 to 07012020 - Report.pdf]; and

File #3

A pdf of your scanned prescriptions in **ONE SINGLE FILE**, labelled as follows:

Pharmacy name, date range, 'Scripts'.pdf

For example: [XYZ pharmacy - 01012020 to 07012020 - Scripts.pdf]

Step 2

Create a New Email, and label the subject as follows:

Pharmacy name, date range

For example: [XYZ Pharmacy - 01012020 to 07012020]

Step 3

Attach the three (3) generated files and email to: pharmacy.reporting@nt.gov.au

If you have any questions regarding this information, please contact Medicines and Poisons Control on 89227341 or poisonscontrol@nt.gov.au